

---

# IN THE DISTRICT COURT OF THE VIRGIN ISLANDS

---

## CM/ECF USER MANUAL



AUGUST 27, 2025

## Table of Contents

<b>1</b>	<b>GETTING STARTED .....</b>	<b>4</b>
1.1	INTRODUCTION.....	4
1.2	HELP DESK .....	4
1.3	CM/ECF INFORMATION AND RESOURCES .....	4
<b>2</b>	<b>REQUIREMENTS .....</b>	<b>5</b>
2.1	Hardware and Software Requirements .....	5
2.2	PDF Restrictions .....	5
<b>3</b>	<b>CENTRAL SIGN-ON (CSO) ACCOUNT .....</b>	<b>6</b>
3.1	Central Sign-On (CSO) Account Functionality.....	6
3.2	Public Access to Court Electronic Records (PACER) Access.....	6
3.3	Electronic Case Filing (ECF) Access .....	6
<b>4</b>	<b>STEP-BY-STEP FILING GUIDE .....</b>	<b>8</b>
4.1	Overview.....	8
4.2	Log in to CM/ECF via PACER.....	8
4.3	CM/ECF Menu Options.....	9
4.4	Log Out from CM/ECF .....	10
<b>5</b>	<b>GENERAL INFORMATON .....</b>	<b>11</b>
5.1	Correcting a Mistake .....	11
5.2	Aborting a Transaction .....	11
5.3	Timing Out .....	11
5.4	Local Rules of Criminal Procedure.....	11
5.5	Filing Guidance .....	11
5.6	Divisional Numbers for Filing Purposes.....	12
5.7	Signatures .....	12
5.8	Common Filing Errors and Corrective Action.....	12
5.9	Uploading the Wrong PDF File to a Docket Entry .....	13
5.10	Entering the Wrong Case Number.....	13
5.11	Selecting the Wrong Document Type .....	13
5.12	Failure to Select a Document to File .....	14
5.13	Attachments and Attachment Size.....	14
5.14	PACER Fee Windows .....	14
5.15	Personal Identifiers and Redaction .....	14
5.16	Mobile Query .....	14
5.17	Accessing the Mobile Query.....	15
5.18	Mobile Query User Interface .....	15
5.19	Name Searches In CM/ECF .....	16
5.20	Case Searches In CM/ECF.....	16
5.21	Case Query Results in CM/ECF .....	17
5.22	Detailed Case Information Displays .....	17

<b>6</b>	<b>MAINTAINING YOUR ACCOUNT .....</b>	<b>18</b>
6.1	Overview.....	18
6.2	Email Information .....	18
6.3	Updating Primary Email.....	19
6.4	Updating/Adding Secondary Emails .....	20
<b>7</b>	<b>VIEW YOUR CM/ECF TRANSACTION LOG.....</b>	<b>22</b>
7.1	Overview.....	22
7.2	Steps to Viewing Your Transaction Log.....	22
<b>8</b>	<b>NOTICE OF ELECTRONIC FILING-PARTY MAILING INFORMATION VERIFICATION .....</b>	<b>23</b>
8.1	Overview.....	23
8.2	Steps to Verifying Party Mailing Information .....	23
<b>9</b>	<b>FILING DOCUMENTS FOR CRIMINAL CASES .....</b>	<b>24</b>
9.1	Filing Steps .....	24
9.2	Filing A Motion .....	25
9.3	Filing a Memorandum of Law.....	28
9.4	Filing a Proposed Order.....	30
9.5	CM/ECF Search Feature .....	31
9.6	Filing a Certificate of Service.....	32
<b>10</b>	<b>SEALED EVENTS (Criminal) .....</b>	<b>33</b>
10.1	Overview .....	33
10.2	CM/ECF Sealed Functionality in Criminal Cases .....	33
10.3	Access To View Sealed Documents in Unsealed Criminal Cases .....	33
10.4	If Access to View Has Not Been Provided to An Attorney .....	34
10.5	Access To View.....	34
10.6	NEF's for Sealed Documents in an Unsealed Case .....	35
10.7	Filing a Motion for Leave to File a Motion or Document Under Seal .....	35
10.8	Filing Sealed Motion/Documents .....	35
10.9	Filing <i>Ex Parte</i> Events.....	36
10.10	For Filing <i>Ex Parte</i> Events .....	36
10.11	Steps For Filing <i>Ex Parte</i> Motion .....	36
10.12	Steps for Filing <i>Ex Parte</i> Response .....	37
10.13	Viewing Restricted Filings in CM/ECF.....	37
10.14	Termination of Viewing Rights Upon Withdrawal or Substitutions.....	37
<b>11</b>	<b>FILING PROCEDURES IN CIVIL CASES .....</b>	<b>38</b>
11.1	Overview .....	38
11.2	Menu Of Civil Events .....	38
11.3	Filing Initial Pleadings .....	38
11.3.1	Required Documents and Credentials.....	38

11.3.2 Filing Steps..... 38

11.3.3 Entering Of Party Information ..... 39

11.3.4 Attachments To Complaint (Exhibits, Appendix) ..... 42

11.4 Filing a Civil Motion..... 43

11.4.1 Steps in Filing a Civil Motion..... 43

11.5 Linking Documents ..... 47

12 APPENDIX B-CRIMINAL EVENTS LIST ..... 51

# 1 GETTING STARTED

## 1.1 INTRODUCTION

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to the Case Management Electronic Case Files (CM/ECF) system. Users should have a working knowledge of word processing, web browsers, file management, and Portable Document Format (PDF).

## 1.2 HELP DESK

Contact the Clerk's Office for assistance between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday.

St. Thomas/St. John: (340) 774-0640

St. Croix: (340) 718-1130

Clerk's Office email: [vidoperations@vid.uscourts.gov](mailto:vidoperations@vid.uscourts.gov)

## 1.3 CM/ECF INFORMATION AND RESOURCES

For up-to-date information regarding CM/ECF, visit the District Court of the Virgin Islands [website](#). The [Case Info](#) tab provides access to:

- CM/ECF Next Gen Information;
- Live login to CM/ECF Next Gen (DC and BK); and
- PACER Information.

The [For Attorneys](#) tab provides access to:

- Training Information;
- Filing Guidance;
- Transcript Information;
- Jury Evidence Recording System (JERS) information; and
- Event Instructions and Lists.

## 2 REQUIREMENTS

### 2.1 Hardware and Software Requirements

The hardware and software needed to electronically file, view, and retrieve case documents are the following:

- a personal computer running a standard platform such as Windows or Macintosh;
- a PDF-compatible word processor like Windows and Macintosh based version of Microsoft Word;
- an Internet Service provider;
- a Web browser such as Firefox (Firefox is the preferred browser for accessing CM/ECF);
- software, such as Adobe Acrobat, to convert documents from a word processor format to portable document format (PDF);
- Adobe Acrobat Reader, which is available for free, for viewing PDF documents; and
- a scanner may be necessary to create electronic images of documents not in your word processing system.

**NOTE: Scanning is only used for documents that cannot be produced electronically.**

### 2.2 PDF Restrictions

The following list describes PDF content that will not be accepted by CM/ECF. If you try to upload a PDF with prohibited content, it will be rejected. The simplest way to address most PDF upload rejections due to size limitations is to reduce the size by compressing the image of the PDF and then uploading it. Some PDFs may be accepted by the system but then rejected by the court based on local rule requirements.

**PDFs with the following content will be rejected:**

- does not comply with PDF formatting standards;
- encrypted or password-protected;
- contains scripts which can launch an external application;
- contains audio and video content;
- created with Mac OS X using a fillable form in the Safari browser;
- created with Mac OS X using MS Word and selecting the option, “best for printing”; and
- contains internal attachments.

## 3 CENTRAL SIGN-ON (CSO) ACCOUNT

### 3.1 Central Sign-On (CSO) Account Functionality

The Central Sign-On (CSO) functionality in the Next Generation (NextGen) of CM/ECF, allows filers to access PACER and NextGen CM/ECF systems using a single PACER account. Once logged in with a CSO account, admitted attorneys with filing privileges can:

- electronically file pleadings and documents;
- view official docket sheets and documents; and/or
- view various case related reports.

### 3.2 Public Access to Court Electronic Records (PACER) Access

PACER is an electronic access service that allows users to obtain case and docket information from Federal appellate, district and bankruptcy courts. Attorneys must have an individual PACER account in order to file in the CM/ECF system. All requests for CM/ECF filing privileges are submitted through PACER after meeting admission requirements consistent with LRCi 5.4. You may register for a PACER account [online](#). Your CSO Account is maintained through PACER. Name, address, login, password, and primary email address information can be updated in the “Manage My Account” section of PACER’s website. If you have forgotten your PACER username and/or password, PACER has an automated password reset and username recovery on the PACER login page.

### 3.3 Electronic Case Filing (ECF) Access

Existing attorneys (those who were admitted in the District Court of the Virgin Islands prior to November 4, 2019, and have an active CM/ECF account) will link their CM/ECF account to their individual PACER account for filing access. Please see the [CM/ECF Next Gen](#) page for additional information and procedures.

If you are not an existing attorney and are seeking admission, you should review the [local rules](#) and request filing access through PACER. Please review the [attorney admission forms](#) for specific instructions. Please note that *pro hac vice* attorneys also obtain filing access with the court through PACER.

Attorneys will only retain filing access while in good standing with the bar of this court or when admitted *pro hac vice*. To be in good standing, an attorney must comply with the requirements established in the local rules, including the timely payment of the renewal fee due every year. If you do not renew with the court, your admission status will become inactive and you will need to re-register with the court to return to good standing and have filing

privileges reactivated. After being admitted, for those attorneys that are not on record for a case, a notice of appearance must be filed in the case(s) they wish to appear as attorney of record. For example, attorneys admitted by *pro hac vice* application.



## 4 STEP-BY-STEP FILING GUIDE

### 4.1 Overview

Below is a step-by-step guide for accessing the CM/ECF system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. Before actually filing for the first time, it is recommended to obtain [Case Management ECF Training](#).

### 4.2 Log in to CM/ECF via PACER

1. Navigate to the District Court of the Virgin Islands [website](#) and click on the [E-Filing \(CM/ECF\)](#) link on the left panel.



OR

Navigate to [PACER](#) and click on File a Case.



2. Enter your **PACER/CSO Username** and **Password** in the appropriate entry fields.

Note that the **Client Code** is an optional field that can be used for organizing your monthly bill to associate costs specific to clients.

3. Check the box confirming you will comply with the redaction rules. Click **Continue** and the main CM/ECF screen will appear.

### 4.3 CM/ECF Menu Options

The following options are accessible from the menu bar at the top of the main window.



Option	Use this option to:
<b>Civil</b>	Electronically file all civil case pleadings, motions, and other court documents.
<b>Criminal</b>	Electronically file all criminal case pleadings, motions, and other court documents.
<b>Query</b>	Search by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You will incur PACER search fees.
<b>Reports</b>	Retrieve docket sheets and cases-filed reports. You will incur PACER search fees.
<b>Utilities</b>	View your personal CM/ECF transaction log and maintain secondary email addresses for noticing purposes.
<b>Search</b>	Use to find and get to the menu option or docket event that you need. Type in a partial or full word and a complete list of menus and events containing the word is displayed. The items appearing are links to the filing of the event.
<b>Help</b>	Help functionality for the screen you are viewing.
<b>Logout</b>	Sign out of CM/ECF and PACER to prevent any filing with your password until the next time you log in.

## 4.4 Log Out from CM/ECF

After you have completed all transactions for a particular session in CM/ECF, you should exit from the system.

1. Click **Log Out**.
2. A pop-up message will appear stating: "Although you have logged out from CM/ECF, data remains in the browser's memory (and might be available to someone else using your PC). Please close your browser now to clear this data." Click **OK**.

## 5 GENERAL INFORMATION

### 5.1 Correcting a Mistake

Until a filing has been completed, users can click the Back button on the browser toolbar to go back and correct an entry made on a previous screen. Once the document is transmitted to the court, only the court can make changes or corrections.

### 5.2 Aborting a Transaction

If you wish to abort a transaction entirely, simply click on any item on the main blue menu bar at any point before committing the transaction. The system will retain no memory of the steps you took before aborting.

### 5.3 Timing Out

If you are logged in to the ECF system, after 30 minutes of inactivity, the following will occur.

1. The system will automatically time out.
2. When you start to type again, the system will take you back to the login screen.
3. When you login again, the system will give you an error message that reads as follows:

Warning: The account you entered is already logged in.

4. The message will give you an option of clicking one of the two following choices:
  - a. the *Continue login* button, which will allow you to continue filing in the same session; or
  - b. the *Cancel button*, which will cancel the session and return the user once more to the login screen. If you select the Cancel option before having committed your transaction, your transaction will be aborted.

### 5.4 Local Rules of Criminal Procedure

Local Rules of Criminal Procedure can be found on the court's [website](#). (In cases of general procedure not covered by the Criminal Rules, the [Local Rules of Civil Procedure](#) shall apply consistent with [LRCr. 1.2](#).)

### 5.5 Filing Guidance

Filing guidance for Attorneys can be found on the court's [website](#).

## 5.6 Divisional Numbers for Filing Purposes

The division number denotes the division in which the case is pending, as follows:

**St Thomas Division: 3**

**St. Croix Division: 1**

The case number format is as follows: division: year-type-number (e.g., 1:24-cv-30), although you must type only a year and number when first prompted for a case number. The next screen shot shows the case number entry screen and its examples of case number formats acceptable to the system.

The codes for the two civil case types are **cv** for civil cases and **mc** for miscellaneous civil cases.

**Note:** ECF defaults to the number for the last case in which you worked. Ensure that the proper case number is entered to avoid filing your document in the wrong case.

**If the case number was:**

- Entered incorrectly, click on the **[Clear]** button to re-enter.
- Rejected by the computer as an invalid case number, click on the **[Next]** button on your browser menu bar to re-enter the number.

## 5.7 Signatures

Consistent with LRCi 5.4, (h), (1)(2)(3), electronically filed documents must include the Filing User's name, address (including email address), telephone number and the attorney's U.S. Virgin Islands bar registration number, if applicable. If an attorney is admitted pro hac vice, the electronically filed document must include this information for both local and pro hac vice counsel.

Documents of non-Filing Users must be signed.

Documents requiring signatures of more than one party must be electronically filed either by:

1. submitting a scanned document containing all necessary signatures;
2. representing the consent of the other parties to affixing their signatures on the document; or
3. in any other manner approved by the Court.

## 5.8 Common Filing Errors and Corrective Action

A document incorrectly filed in a case may result from the following:

The screenshot shows the CM/ECF web interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below this is the 'Service of Process' section for case '0:20-cr-00010-NEB-HB USA v. Doe et al'. An error message states: 'ERROR: Document is not a well-formed PDF document (no further information is available). Error File: C:\fakepath\TEST Document1.docx'. Below the error is a 'Submitted Entries' table with columns: File Type, Filename, Category, and Description. The table contains one entry: 'Main Document', 'C:\fakepath\TEST Document1.docx', and dashes for Category and Description. A 'Back' button is located at the bottom left of the table.

File Type	Filename	Category	Description
Main Document	C:\fakepath\TEST Document1.docx	-	-

Back

- a) uploading the wrong PDF file to a docket entry;
- b) entering the wrong case number and not discovering the error before completing the transaction; or
- c) selecting the wrong document type from the menu.

## 5.9 Uploading the Wrong PDF File to a Docket Entry

After a document is filed electronically, corrections to the docket must only be made by the Clerk's Office. CM/ECF will not permit the filer to make changes to the document(s) or docket entry once the transaction has been submitted.

Documents filed in error in the correct case (e.g., incorrect version of the document attached, incorrect event code, etc.) must remain part of the record as filed. Upon discovery of error, the filer must call the Clerk's Office. **Clerk's Office staff will issue a Notice of Docket Correction. The user should immediately file the correct document in the case in CM/ECF and modify the title of the pleading as appropriate (e.g., "Amended", "Substituted", "Corrected").**

## 5.10 Entering the Wrong Case Number

If a document is filed in the wrong case, the filer must immediately call the Clerk's Office. Clerk's Office staff will issue a Notice of Docket Correction. The user should then file the document in the correct case.

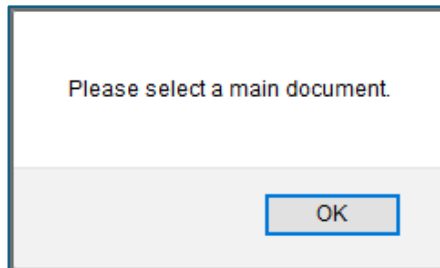
## 5.11 Selecting the Wrong Document Type

In the event you selected and highlighted a file that is not in PDF format, ECF will display the following error message after you click on the Next button.

1. CM/ECF will not permit you to select a file for your pleading that is not in PDF format.
2. Click on the Back button and CM/ECF will return to the attachment screen.
3. Select and highlight the PDF file of your pleading and proceed as before.

## 5.12 Failure to Select a Document to File

If you fail to select a document to file with your pleading, CM/ECF will display the error message depicted below.



If you click **OK** from the screen depicted above, CM/ECF will return you to the Attachments screen. You cannot proceed without attaching a PDF document.

## 5.13 Attachments and Attachment Size

Attachments electronically filed must be less than 5 MB (less than 20 pages) generally in size, after the document has been converted to PDF.

Attorneys may seek leave of the court to file conventionally if attachments and exhibits are voluminous. Refer to LRCi, 5.4, (e) for more details on this matter.

## 5.14 PACER Fee Windows

When accessing or printing a document that incurs PACER fees, a Transaction Receipt table appears at the bottom of the window. This table provides the total charges billed.

## 5.15 Personal Identifiers and Redaction

Consistent with LRCi, 5.4, (i) the responsibility for redacting the personal identifiers set forth in Federal Rule of Civil Procedure 5.2(a) rests solely with counsel and the parties. The Clerk will not review documents for compliance with this Rule.

## 5.16 Mobile Query

*(Available when not using the full website capability)*

The mobile query interface offers a simplified user experience optimized for display on mobile devices. This interface incorporates the following functions:

- search interface;
- party selection from party name search result list;

- case selection from case search result list based on case or party name search;
- attorney information for selected case;
- deadlines/Hearing for selected case; and
- docket entries for selected case.

## 5.17 Accessing the Mobile Query

Users can access the mobile query via one of the following:




- The **Mobile Query** link on the **Query** selection criteria page.

- The **Mobile Query** link on the **Query** results page.

## 5.18 Mobile Query User Interface

All interfaces in the mobile query include these five elements:



1. Back button. 
2. Title CM/ECF Mobile – VID
3. Logout button. 
4. Court home page button. 
5. Search field for party name or case searched.

The default search screen contains one text field that allows users to search by case number, party name, or attorney.

At the bottom of each page, a Full Site button provides access to the standard-formatted application interface page. If the user clicks the Full Site button, the full site is set as the default for approximately twelve hours. If any specific page generates a PACER billing receipt, a summary form of the billing information is displayed in the black bar along the bottom of the page.

## 5.19 Name Searches In CM/ECF

For name searches, the required format is Last Name, First Name, where a comma separates the two parts. The first name is optional. When searching by name, the user must enter at least two letters of the last name. If only one letter is entered, the search will only find parties or attorney whose last names are exactly that letter. If a party name search returns more than one possible match based on the criteria provided, the mobile interface presents the user with a list of all matching names and requires the user to select a specific name.

If more than eight results are returned on any query page (excluding the docket entries page), above the list, an on-page filter allows the user to search the results already downloaded to the browser. This does not affect PACER billing.

If only one case is linked to a specific name, the case results for that case is returned.

If one name matches the initial search but is linked to multiple cases, or if a user selects a name from the result list of a multi-response search, a list of cases associated with that party is displayed. When a case is selected from this list, the case query result page is displayed.

## 5.20 Case Searches In CM/ECF

Entering a numeric search term triggers a case number search. If an alphanumeric search term is entered, it triggers a party or attorney name search. If a case number search returns no results, the system automatically runs a name search using the same terms. Spaces can be used in case numbers instead of dashes or other punctuation. The case number search does not generate a PACER billing receipt, since the standard query application does not bill for the case number lookup.

If a case search returns more than one possible match based on the criteria provided, the mobile interface presents the user with a list of all matching cases and requires the user to select a specific case before proceeding to the case query results screen. When a case is selected from this list, the case query result for that specific case is displayed.

If only one case matches the case criteria provided, the case query result page is displayed.

## 5.21 Case Query Results in CM/ECF

When a search is run, the Mobile Query displays results in the case query result page. This screen presents the following information:

- case number, short title, and date filed;
- link to see attorney information in the case;
- link to see party information in the case;
- link to see deadline/hearing information in the case;
- link to show all docket entries, and the number of docket entries that will be shown; and
- search icon that brings up a search box to find docket entry information that matches the text entered.

The Case Query Results screen is similar to the full site Query result page, which does not produce a PACER billing receipt. Billing will occur based on additional selection from this page.

## 5.22 Detailed Case Information Displays

Attorneys, parties, deadlines, and docket entries are listed in similarly formatted lists that wrap to fit on small screens.

Each list header shows the case number, item listed, and the number of the matches. If more than eight items appear in the list, a **Filter Items** search box at the top of the list allows the user to narrow down the list. This **Filter Items** search box is available on all case details except for the docket entries. The user is billed for receiving the total data, not for using this filter to hide data already received.

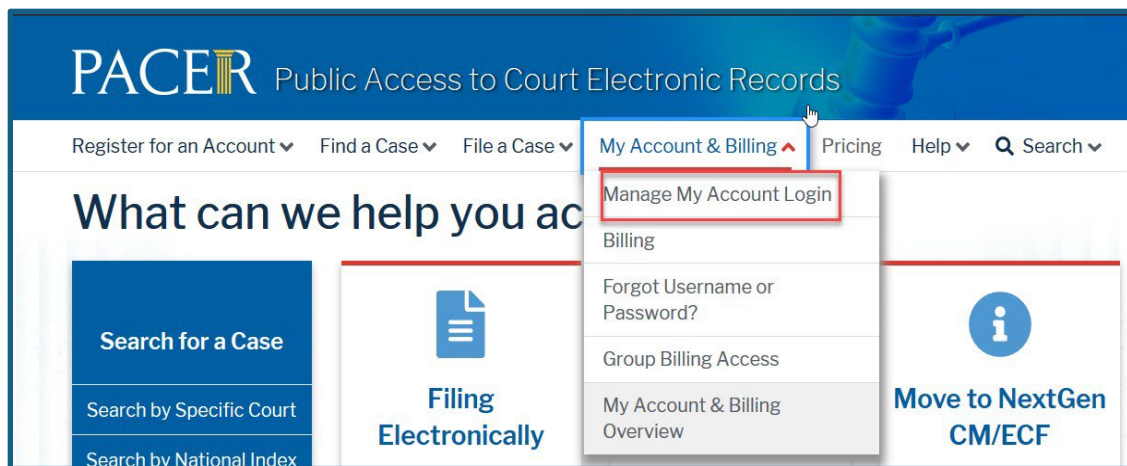
The docket entry information includes document numbers, the filed date, and the docket text. For documents, the document number appears in its own cell on the left. The entire cell is clickable to make clicking the link easier on small screens. Clicking on a document takes the user to familiar CM/ECF screens to view the document.

The mobile query ignores PACER billing display preferences and displays PACER receipts via the standard CM/ECF PACER interface.

## 6 MAINTAINING YOUR ACCOUNT

### 6.1 Overview

All account information, other than secondary email addresses, is held in your CSO account and can be accessed through the Manage My Account option on PACER's website. It is each attorney's responsibility to keep the account information up to date.



### 6.2 Email Information

The primary email address is added and updated through PACER. Secondary email addresses are only added and updated through CM/ECF. Email addresses are used for Notices of Electronic Filing (NEFs). It is recommended that all accounts include a primary email address and at least one secondary email address for the purpose of receiving NEFs.

**NOTE:** With the implementation of the new Central Sign-On functionality in NextGen CM/ECF, filers now access PACER and NextGen CM/ECF systems using a single PACER account. If attorneys share these account credentials with a third-party service provider, the provider will be able to access restricted documents (including sealed documents) to which the filer has access. If the third-party service providers place the restricted documents they obtain in internet repositories, other users of the third-party service or software may access the documents and/or make them publicly available. Once an attorney obtains CM/ECF filing access, the attorney is responsible for all documents filed using the attorney's username and password.

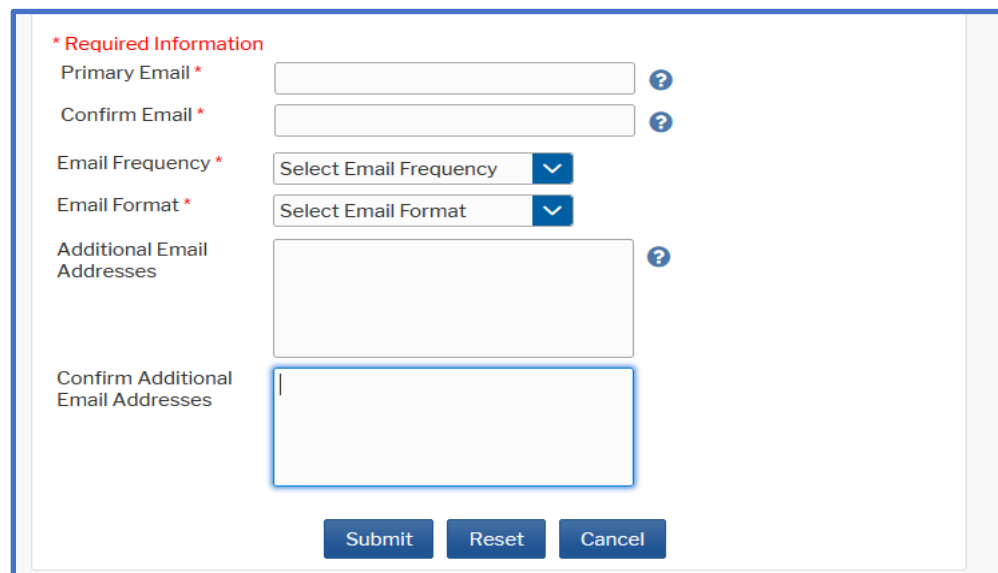
## 6.3 Updating Primary Email

1. Navigate to PACER.
2. Click on Manage My Account and Login.



The image shows the PACER 'Manage My Account' login page. At the top is the PACER logo with the tagline 'Public Access To Court Electronic Records'. Below the logo is a blue header bar with the text 'Manage My Account'. Underneath the header, a message states: 'Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.' The main form area is titled 'Login' with a blue arrow icon. Below this is a section for '\* Required Information' containing two input fields: 'Username \*' and 'Password \*'. At the bottom of the form are three buttons: 'Login', 'Clear', and 'Cancel'.

3. Click on My Account & Billing.
4. Click the Maintenance tab.
5. Click Update E-File Noticing and Frequency.
6. Check the box to apply your changes to the District Court of the Virgin Islands.
7. Enter and confirm the Primary Email Address, select frequency and format preferences and click Submit.

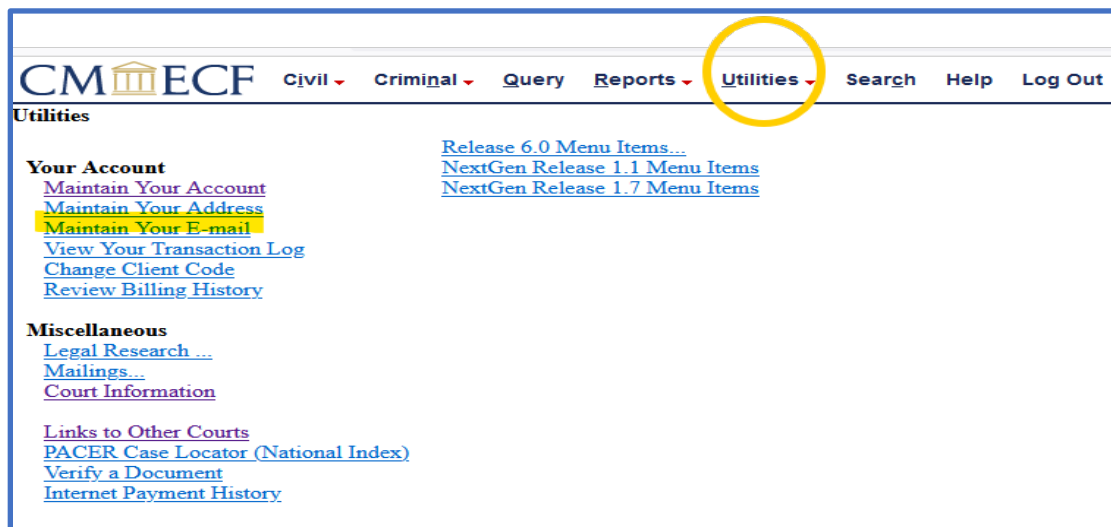


The image shows the 'Update E-File Noticing and Frequency' form. It is titled '\* Required Information' in red. The form contains several fields: 'Primary Email \*' and 'Confirm Email \*' are text input fields, each with a question mark icon to its right. 'Email Frequency \*' and 'Email Format \*' are dropdown menus with the text 'Select Email Frequency' and 'Select Email Format' respectively. 'Additional Email Addresses' is a larger text area with a question mark icon to its right. Below this is a 'Confirm Additional Email Addresses' text input field. At the bottom of the form are three buttons: 'Submit', 'Reset', and 'Cancel'.

8. You will get a confirmation screen. Click **Close**.

## 6.4 Updating/Adding Secondary Emails

1. Follow steps 1-6 from the prior section.
2. If a primary email address is listed, skip to step 3. If no primary email address is listed, click **add new email address**. Enter the account's PRIMARY email address. Once an address is entered, the secondary email address options will appear on the left.
3. Click add new email address under secondary email addresses. You can also add a secondary email address via CM/ECF by clicking on the Utilities>Your Account>Maintain Your Account. **Note that although primary email addresses are maintained through PACER, there must be one listed in CM/ECF in order to add secondary addresses.**



4. Enter the **secondary email address** and change the configuration options (imaged below) if desired. Note that multiple secondary email addresses can be added by clicking on **add new email address**.

Option	Description
Should this email address receive notices?	For the primary email address, the default is Yes. If set to No, the primary email address will not receive NEF's – this is NOT recommended.

Option	Description
<b>How should notices be sent to this email address?</b>	<p><u>Per Filing</u>: Email sent for each individual filing. (RECOMMENDED).  <u>Summary Report</u>: One daily email listing all transactions for that day, sent on the following day.</p> <p><b>NOTE: If the Summary Report is selected, an additional prompt appears, “Should this email address receive a ‘no activity’ notice when no summary noticing occurs?”</b></p> <ul style="list-style-type: none"> <li>• Yes: an email will be sent with the message, “no transactions found for this time period” when no activity occurs in the cases for which the user is configured to receive summary notices.</li> <li>• No: no email will be sent unless there were filings.</li> </ul>
<b>In what format should notices be sent to this email address?</b>	Controls the format of the emails – HTML or TEXT are the options. HTML format is generally preferred.
<b>Should this email address receive general announcement notices from this court?</b>	The court prefers that users select <b>Yes</b> so that they will receive email notifications regarding important CM/ECF system information such as down-times and upgrades.

5. To remove a **secondary email address**, click on the address on the left and delete it in the text box on the right.

The screenshot displays a web interface for managing email addresses. On the left, under 'Registered e-mail addresses', there is a 'Primary e-mail address' field with 'testuser@testuser.com' and a 'Secondary e-mail address' field with 'attorneystaff@test.com'. A red arrow labeled 'Click' points to the secondary address. Below these fields are buttons for 'Return to Person Information Screen' and 'Clear'. On the right, under 'Configuration options', there is a text box containing 'attorneystaff@test.com' with a red arrow labeled 'Delete' pointing to it. Below the text box are three checkboxes: 'Should this e-mail address receive notices?' (Yes selected), 'Should this e-mail address receive notice for all cases in', and 'How should notices be sent to this e-mail address?' (Per Filing selected).

6. After all changes have been made, click **Return to Person Information Screen**. **DO NOT** use the Back button in your browser. The information will not be saved.
7. You will return to the main account maintenance screen. Click **Submit** to save changes. A confirmation screen will appear.
8. It is the Registered User's responsibility to update all information as it pertains to the user's account.
9. Continue working in CM/ECF by clicking on any menu item at the top.

## 7 VIEW YOUR CM/ECF TRANSACTION LOG

### 7.1 Overview

As a free service, CM/ECF filers may view their transaction logs. This may be helpful to verify all transactions entered are reflected in the system, and that no unauthorized individuals have entered transactions into CM/ECF.

### 7.2 Steps to Viewing Your Transaction Log

1. Click Utilities>Your Account>View Your Transaction Log.



2. Enter the date parameters and click Run Report.

**View Transaction Log**

Enter the Date Selection Criteria for the Transaction Log Report

Start Date:  End Date:

Run Report  ☐ Make these options my default. Schedule this to run

3. A list of transactions occurring during the designated dates will appear.

## 8 NOTICE OF ELECTRONIC FILING-PARTY MAILING INFORMATION VERIFICATION

### 8.1 Overview

Attorneys can check CM/ECF to determine if a party is registered to receive email noticing in CM/ECF.

### 8.2 Steps to Verifying Party Mailing Information

1. Select Utilities>NEFs & Mailings>Mailings.



2. Click **Mailing Info for a Case**.
3. Enter the desired **case number** and click **Submit**.
4. A window will appear listing mailing information for the case.

Note that any names listed under the **Manual Notice List** need to be **noticed conventionally**.



## 9 FILING DOCUMENTS FOR CRIMINAL CASES

### 9.1 Filing Steps

There are eight basic steps involved in filing a document. These are essentially the same steps for filing events in CM/ECF:

1. Select the type of document to file.
2. Enter the case number in which the document is to be filed.
3. Designate the party filing the document.

**IMPORTANT:** If the case has multi-defendants, be sure to **only** select the defendant you represent and, on whose behalf, you are filing the pleading.

Please do **NOT** select the box next to the caption that refers to et al. defendants (the first box listed below “select a case”), unless you are filing the pleading on behalf of **ALL** defendants.

4. Upload the applicable pdf for the document filing.

5. Add attachments, if any, to the document being filed.
6. Modify docket text as necessary.

MOTION to Upload Test Document in CM/ECF by John Doe. (Attorney User).

Next Clear

7. Submit the pleading to CM/ECF.
8. Select to send the NEF which will generate the NEF to all parties registered for electronic notice.

## 9.2 Filing A Motion

Follow the steps below to file a motion:

1. Click **Criminal>Motions and Related Filings>Motions**.
2. Click Next.

**Criminal Events**

**Motions and Related Filings**

[Motions](#) 

[Supporting Documents and Responses](#)

**Other Filings**

[Appeal Documents](#)

[Other Documents](#)

[Discovery Documents](#)

[Waivers](#)

[Service of Process](#)

[Notices](#)

[Trial Documents](#)

3. Enter the **case number** and click **Next**.

**Criminal Case Number**

0:20-cr-10

Select a case:

☐ 0:20-cr-00010-NEB-HB USA v. Doe et al ☐

☐ 0:20-cr-00010-NEB-HB-1 John Doe

☐ 0:20-cr-00010-NEB-HB-2 Jane Doe

☐ 0:20-cr-00010-NEB-HB-3 Sue Smith

Next Clear

If...	Action	Then
Multi-Defendant Case.	List of all defendants appears.	<b>Important:</b> Click the box next to the defendant you represent, and, on whose behalf, you are filing the pleading. Please do <b>NOT</b> select the box next to the master case, otherwise you will be filing the pleading on behalf of all defendants. Click Next.
Number is entered correctly, click....	<b>Find This Case.</b>	Click <b>Next.</b>
Number is entered incorrectly, click....	<b>Clear.</b>	Re-enter number, click Find This Case.
Invalid case number message appears, click....	<b>Back.</b>	Re-enter number, click Find This Case.
Multiple case numbers match the one entered....	Another window appears.	Click on the specific case number you are filing in.

4. Click on the **party(s)** filing the document, click **Next.**

**NOTE:** If you represent multiple defendants, you may select multiple parties by holding down the control key while pointing and clicking on each party of the group. Reminder that a Notice of Appearance needs to be filed for the attorney to be added to the case and have the ability to file in the case.

If this is the first time the attorney is filing in the case, the following window will appear. It is necessary to create the attorney/party association as follows:

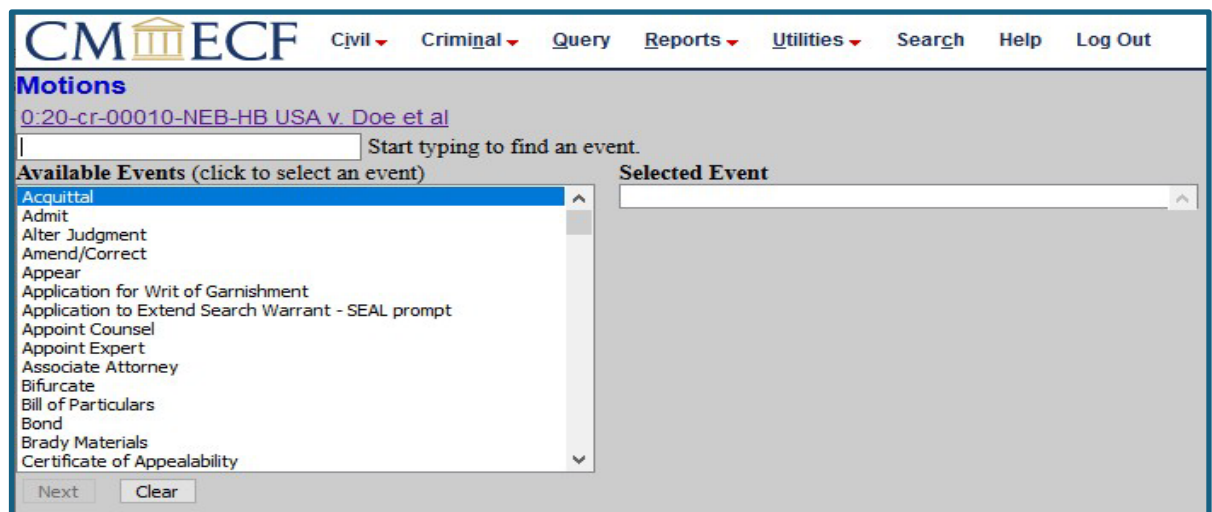
The screenshot shows the CM/ECF Motions screen. At the top, there is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "Motions". The main content area displays the case number "0:20-cr-00010-NEB-HB USA v. Doe et al" and a message: "The following attorney/party associations do not exist for the above case(s). Please check the box on the left of the screen for associations which should be created. If the association should not be created, be sure the box is unchecked<". Below this message, there are three checkboxes: "USA (pty:pla) represented by Attorney Nineteen (aty)" which is checked, "Lead" which is unchecked, and "Notice" which is checked. A red note below the checkboxes states: "Note: if you uncheck Notice, you will NOT receive Notices of Electronic Filing (NEFs) in this case?". At the bottom of the form, there are "Next" and "Clear" buttons.

5. **Check** the box in front of the **party's** name to link the attorney and party together.

6. **Check** the box in front of **Lead** if the attorney is the lead attorney.
7. **Check** the box in front of **Notice** to receive notification when any documents are filed in this case.
8. **Click** Next.
9. **Click** the type of motion being filed. It will appear on the right side of the window, click **Next**.

**NOTE:** An alternative when looking for the motion to select, type a portion of the event name to reduce the length of the event list.

10. **Click Browse** to attach the appropriate Main Document.

The screenshot shows the CM/ECF web interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below this is the 'Motions' section. A search bar contains the text '0:20-cr-00010-NEB-HB USA v. Doe et al'. Below the search bar is a text prompt 'Start typing to find an event.' To the left is a list titled 'Available Events (click to select an event)' with a scrollable menu containing items like 'Acquittal', 'Admit', 'Alter Judgment', 'Amend/Correct', 'Appear', 'Application for Writ of Garnishment', 'Application to Extend Search Warrant - SEAL prompt', 'Appoint Counsel', 'Appoint Expert', 'Associate Attorney', 'Bifurcate', 'Bill of Particulars', 'Bond', 'Brady Materials', and 'Certificate of Appealability'. To the right is a 'Selected Event' field. At the bottom of the list are 'Next' and 'Clear' buttons.

**NOTE:** You must attach an electronic copy of the actual pleading during these steps. All documents filed in CM/ECF **MUST** be in PDF format.

11. **Click** on the **file name** and click **Open** (or double-click on the file) to link it to the filing.
12. If applicable, add **Attachments**, click **Next**.

**NOTE:** It is recommended to verify the correct document has been selected before linking it to the filing. To do so, right-mouse click on the selected file. A short-cut menu will appear. Click **Open**. Adobe Acrobat or Reader will open the PDF document.

View and confirm document to be filed. Close the Adobe program.

13. If necessary, click the drop-down arrow or in the white **Docket Text** field click to **modify the docket text**, click **Next**.

The screenshot shows the CM/ECF Motions screen for case 0:20-cr-00010-NEB-HB USA v. Doe et al. The 'Docket Text: Modify as Appropriate.' section contains a text field with the text 'MOTION to Bifurcate' followed by a drop-down arrow and a text box containing 'Text may be added here'. The text continues with 'by USA as to John Doe, Jane Doe, Sue Smith . (Nineteen, Attorney)'. A red arrow points to the drop-down arrow. Below the text field are 'Next' and 'Clear' buttons.

14. Confirm information in window, click **Next** to submit the Motion.

**NOTE:** This is the last screen to view before submitting the pleading. If corrections need to be made, click the back button to locate the desired window in which changes are needed. To cancel this filing event, click any item on the blue menu bar.

15. The Notice of Electronic Filing window appears:

The screenshot shows the CM/ECF Notice of Electronic Filing window for case 0:20-cr-00010-NEB-HB USA v. Doe et al. The window displays the following information:

- Notice of Electronic Filing**
- The following transaction was entered by Nineteen, Attorney on 8/3
- Case Name:** USA v. Doe et al
- Case Number:** 0:20-cr-00010-NEB-HB
- Filer:** USA
- Document Number:** 23
- Docket Text:** MOTION to Bifurcate by USA as to John Doe, Jane Doe,
- 0:20-cr-00010-NEB-HB-1 Notice has been electronically mailed to
- Attorney Mdtest Nineteen attymnd+19@gmail.com

**NOTE:** The Notice of Electronic Filing (NEF) confirms the completion of this filing event and indicates acceptance by the CM/ECF system.

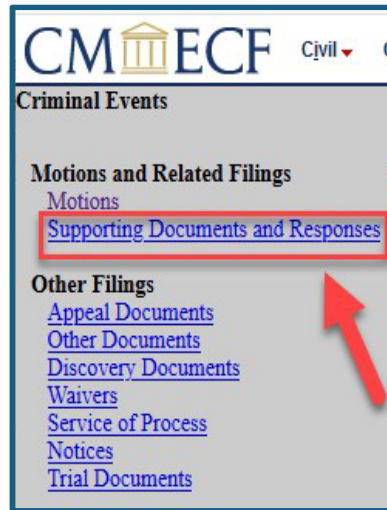
The pleading is now an official court document.

The NEF contents will not be included in the documentation filed. The NEF step is a transactional stamp.

### 9.3 Filing a Memorandum of Law

Follow the steps below to file a memorandum of law:

1. Click Criminal>Motions and Related Filings>Supporting Documents and Responses.



2. Click **Next**.
3. Review the CM/ECF Restriction Notice and click **Next**.
4. Enter the **case number** and click **Next**.

**NOTE:** CM/ECF will automatically populate the case number after the case number has been initially entered. Continue filing the Memorandum or cancel the filing by clicking on the Criminal menu to restart this event.

5. Confirm case number, click **Next**.
6. **Click** the type of memorandum being filed. It will appear on the right side of the window, click **Next**.
7. **Click** on the party(s) filing the document, click **Next**.

**REMINDER:** A Notice of Appearance needs to be filed for the attorney to be added to the case.

8. Click **Browse** to attach the Main Document, click **Next**.
9. Click in the box to select the event to which this memorandum relates, click **Next**.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

**Responses & Replies**  
[0:20-cr-00010-NEB-HB USA v. Doe et al](#)

Select the appropriate event(s) to which your event relates:

**0:20-cr-00010-NEB-HB John Doe**

☐ 01/22/2020 [9](#) MOTION for Extension of Time to File by John Doe. (MME) (Terminated)

☐ 01/23/2020 [12](#) MOTION for Extension of Time to File by John Doe. (MME) (Terminated)

☐ 02/03/2020 [14](#) MOTION for Extension of Time to File by John Doe. (MME) (Terminated)

☐ 02/14/2020 [15](#) MOTION for Continuance by John Doe as to John Doe, Jane Doe, Sue Smith. (MME)

☐ 02/14/2020 [16](#) MOTION to Exclude Time Under the Speedy Trial Act by John Doe as to John Doe, Jane Doe, Sue Smith. (MME)

☒ 08/03/2020 [23](#) MOTION to Bifurcate by USA as to John Doe, Jane Doe, Sue Smith. (Nineteen, Attorney)

10. If necessary, click in the white **Docket Text** field to modify the docket text, click **Next**.
11. Confirm information in window, click **Next** to submit the Memorandum.

**NOTE:** This is the last screen to view before submitting the pleading. If corrections need to be made, click the back button to locate the desired window in which to make changes. To cancel this filing event, click any item on the blue

12. The Notice of Electronic Filing (NEF) will appear.

## 9.4 Filing a Proposed Order

All motions shall be accompanied by a draft order that sets forth specifically the relief requested. Proposed Orders are filed as attachments to a motion in CM/ECF.

Consistent with LRCi 5.4, (d)(3), a filing user submitting a document electronically that requires a Judge's or Clerk's signature must promptly email the document in Word or Rich Text format to the chambers email address for the judge, or the general email address for the Clerk's Office, respectively.

Email addresses are as follows:

Judge Robert A. Molloy	<a href="mailto:molloy_chambers@vid.uscourts.gov">molloy_chambers@vid.uscourts.gov</a>
Judge Wilma A. Lewis	<a href="mailto:lewis_chambers@vid.uscourts.gov">lewis_chambers@vid.uscourts.gov</a>
Judge Emile A. Henderson III	<a href="mailto:judge_henderson_chambers@vid.uscourts.gov">judge_henderson_chambers@vid.uscourts.gov</a>
Judge G. Alan Teague	<a href="mailto:teague_chambers@vid.uscourts.gov">teague_chambers@vid.uscourts.gov</a>
Clerk's Office	<a href="mailto:vidoperations@vid.uscourts.gov">vidoperations@vid.uscourts.gov</a>

No other documents, pleadings or electronic communications may be sent to these email addresses.

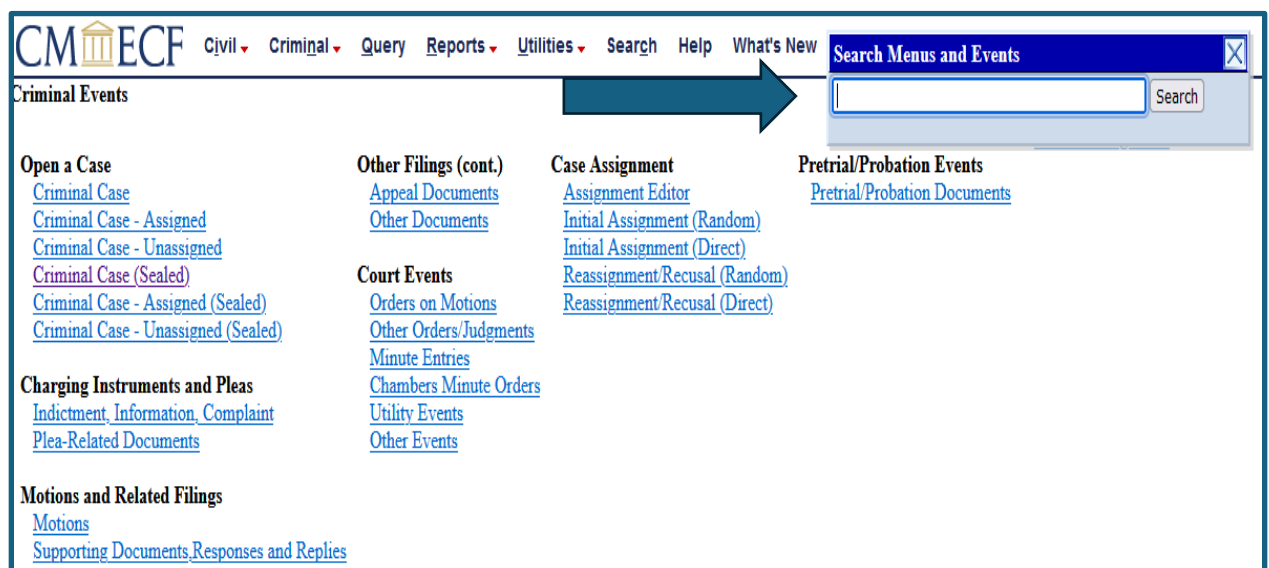
## 9.5 CM/ECF Search Feature

In this illustration, the ECF Search Feature will be used to locate varying motions. This option may help to increase efficiency for the filer prior to filing. The Search Feature may be used to locate any filing event.

To use the Search Feature:

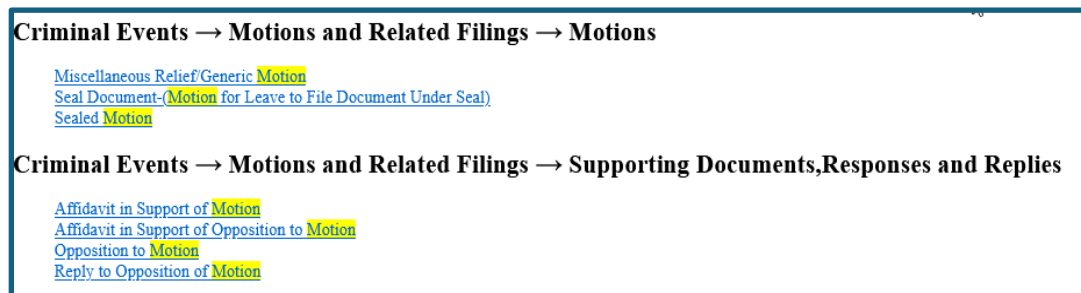
1. Click **Search**.

The Search Menus and Events box will appear:



2. Enter in part or all motion desired search text, click the **Search** button.

The following window will appear listing the menus containing the result of the text search:



3. Click on the appropriate Event Menu link to begin filing the respective Motion.
4. Enter the case number.
5. Click **Find This Case**.



6. Click **Next**.
7. A screen will appear with the case name and number. Confirm the information is correct and click **Next**.
8. Confirm the correct defendant(s) is displayed.
9. Click **Browse** to locate the appropriate document, click **Next**.
10. Click on the party(s) filing the document, click **Next**.

REMINDER: A Notice of Appearance needs to be filed in order for the attorney to be added to the case.

11. If necessary, click in the white **Docket Text field** to modify the docket text, click **Next**.
12. Confirm information in the window, click **Next** to submit the filing.
13. The NEF window will appear.

## 9.6 Filing a Certificate of Service

Pursuant to LRCi, 5.4(i), Service of Documents by Electronic Means, the “Notice of Electronic Filing” that is automatically generated by the Court’s Electronic Filing System, except as provided below, constitutes service of the filed document on Filing Users.

In the absence of electronic filing, service of any sealed document by an alternate method, in accordance with the Federal Rules of Civil Procedure and these Rules, is required.

A non-Filing User must include a certificate of service with all documents that are served that identifies the date and manner of service upon each party.

In actions that include a non-Filing User, all Filing Users must include a certificate of service with all documents that are served that identifies the date and manner of service upon the non-Filing User. The certificate of service need not include parties served through the Court’s electronic-filing system.

## 10 SEALED EVENTS (Criminal)

### 10.1 Overview

A case or document under seal shall not be available to the public through any means.

### 10.2 CM/ECF Sealed Functionality in Criminal Cases

The CM/ECF system allows for the filing of sealed criminal and magistrate complaint cases. CM/ECF allows attorneys to file their own sealed documents once they have received leave to file from the Court.

Access to view sealed documents must be set by the Court on a per case and per defendant basis.

### 10.3 Access To View Sealed Documents in Unsealed Criminal Cases

In CM/ECF, an entire case, a criminal defendant, a docket entry, or a document can be sealed. A case can be sealed at the time of opening by court users. For example, when a sealed criminal case is opened, all the defendants are sealed. Documents within the case will remain inaccessible until the Court enters an order to unseal the case, unless the documents are sealed at the document level.

Initiating documents in a criminal case that are intended to be sealed must be filed conventionally in paper format with an original handwritten signature of the filing attorney.

When a criminal case is opened under seal, the filing attorney will be added to the case based on the new case filing. Additional attorneys must file a Notice of Appearance conventionally prior to being allowed to file any documents in a sealed criminal case.

Orders granting access to view sealed documents are required from the Court for parties to view the documents. Access to view sealed documents will be set for the applicable attorneys upon the filing of an order authorizing access.

Once access to view has been set for applicable parties, the attorneys will have access to view all sealed documents. An attorney of record for a defendant will have access to view sealed documents ONLY in the respective defendant case.

It is imperative that the e-filer of a sealed motion/document select the correct defendant associated with the document so the system will only allow that defendant's attorney access to view the sealed motion/document.

Counsel is required to accomplish service on all parties in paper form as service is not accomplished by NEF for sealed documents.

## 10.4 If Access to View Has Not Been Provided to An Attorney

If access to view has not been granted by the Court and/or set by the Clerk's Office, a user will encounter the following messages:

1. Upon attempting to query a specific case number, the system will display the following message:  
**##-### is not a valid case. Please enter a valid value.**
2. Upon attempting to access a link for a sealed document, the system will display the message:  
**"This document is not available".**
3. The query program only returns matches for a party by name for those cases the user has been authorized to view. Thus, if a party is involved in cases that are sealed, and access has not been granted, the system will display the message:  
**"No person found".**

If you have been granted sealed access by the Court and are unable access to sealed information pertaining to your party/case, please contact the Clerk's Office.

## 10.5 Access To View

### SEALED CRIMINAL CASES

Once an order granting a motion to seal a criminal complaint is entered, the case will be opened under seal. All defendants will be sealed, as well as all entries and documents. Sealed access will not be automatically assigned to the U.S. Attorney or designee without an Order granting such relief by the Court.

### UNSEALED CRIMINAL CASES

When a criminal case is unsealed by the court, all defendants, documents designated to be unsealed, and entries will be unsealed. Upon the unsealing of a criminal case, a docket text entry event will be e-filed by the case administrator; an NEF will generate and transmit notification to all authorized users that the case has been unsealed. Once the case is unsealed, the ECF system will set global access to view all unsealed documents. In a sealed case with multiple defendants, each defendant may be unsealed individually after the defendant has been brought before the court for a public

hearing and there is an Order by the court to unseal the defendant upon arrest.

## 10.6 NEF's for Sealed Documents in an Unsealed Case

The ECF system will generate and transmit a Notice of Electronic Filing (NEF) when sealed documents are filed in an unsealed case. The parties will not have access to the document on the "NEF". To view the document, authorized parties must login to the courts ECF system using their PACER account.

Counsel is required to accomplish service on all parties in paper form as service is not accomplished by NEF for sealed documents.

## 10.7 Filing a Motion for Leave to File a Motion or Document Under Seal

Follow the steps below to file a motion for leave to file a document under seal:

1. select the motion event [Seal OR Seal Document](#)- (Motion for Leave to File Document Under Seal) located under the Motions category;
2. attach only the PDF document of your generic motion to seal (main document). Filers are warned not to attach the PDF document that they are requesting to be sealed, as this event is not a sealed event;
3. attach your draft Order to the generic motion to seal (attachment to the main document);
4. prior to filing the proposed sealed document, the filer must contact the Clerk's Office during operational hours for permission to file; and
5. then file the proposed sealed document, the filer must select the [Sealed Document-Proposed](#) event located under Other Filings/Other Documents.

**Note:** This event is a sealed event viewable only by court users with sealed access.

## 10.8 Filing Sealed Motion/Documents

Follow the steps below to file a sealed motion:

1. After **the court has granted the filing of a sealed motion**, the e-filer will file its sealed motion by selecting the [Sealed Motion](#) event under the Motions category.

If leave has been granted to file a document under seal, the e-filer will select the [Sealed Document](#) event located under Other Filings/Other Documents category.

2. When filing sealed motions/documents in a criminal case, the e-filer must select the defendant that the motion/document refers to at the time of filing.
3. Attach the PDF document **of the sealed motion/document**. The system will automatically seal the motion/document.
4. Counsel is required to accomplish service on all parties by conventional means (in paper form) as service is not accomplished by NEF for sealed documents.

## 10.9 Filing *Ex Parte* Events

An attorney wishing to file an *ex parte* motion or *ex parte* documents must use a specific filing event in CM/ECF. Do not use the sealed motion or sealed document events to file *ex parte* matters. Incorrect docket event selection may allow parties and the public access to the filing.

When filing an *ex parte* event (motion, response, notice of filing, or order), the filer must attach the PDF document, which will be automatically sealed by the system. *Ex parte* events will only appear on the Court's docket and on the dockets of the parties who filed the *ex parte* event.

## 10.10 For Filing *Ex Parte* Events

To file an *ex parte* event in ECF, the e-filer must select the applicable *ex parte* event to be filed.

The *ex parte* events list **includes** the following docketing events:

1. **Ex Parte Motion** (to be used when filing a single motion and draft Order);
2. **Ex Parte Response** (to be used when filing **responses**); **and**
3. **Ex Parte Notice of Filing** (to be used to file a document that does not seek relief or provide legal response).

## 10.11 Steps For Filing *Ex Parte* Motion

To file an *ex parte* Motion, select 1 – Ex Parte Motion event from the Motions menu.

Attach the proposed Motion. Upon completion of the transaction, a NEF is generated for file-stamp purposes ONLY. Save the NEF confirmation for your file.

## 10.12 Steps for Filing *Ex Parte* Response

To file an ex parte Response, select 1 – Ex Parte Response event from the Supporting Documents, Responses and Replies menu.

**Responses & Replies**

Available Events (click to select an event)

1 - EX Parte - Response

Selected Event

1 - EX Parte - Response

Attach the proposed Response. Upon completion of the transaction, a NEF is generated for file-stamp purposes ONLY. Save the NEF confirmation for your file.

To file an ex parte Notice of Filing, select 1 – Ex Parte Notice event from the Notice menu.

**Notices**

Available Events (click to select an event)

EX PARTE Notice of Filing

Selected Event

EX PARTE Notice of Filing

Attach the proposed Notice. Upon completion of the transaction, a NEF is generated for file-stamp purposes ONLY. Save the NEF confirmation for your file.

## 10.13 Viewing Restricted Filings in CM/ECF

Documents electronically filed in CM/ECF may have different restriction levels, i.e. sealed, court only, applicable party, or ex parte. When both the document and the docket entry are restricted, the docket report will appear to have skipped document numbers for users that have not been granted restricted access.

When clicking on the restricted document number, the user will be prompted for his/her PACER credentials. This is only applicable to restricted documents where users have obtained an Order of the Court, and the user has been granted appropriate access by the Clerk's Office. This is simply a security measure to ensure that the user has proper access to view the document(s). The user should contact the Clerk's Office if they encounter access issues to restricted documents once an Order granting access has been received.

## 10.14 Termination of Viewing Rights Upon Withdrawal or Substitutions

When an attorney in a criminal case withdraws or is substituted, any previously authorized access to view sealed documents will be immediately terminated.

## 11 FILING PROCEDURES IN CIVIL CASES

### 11.1 Overview

This section outlines the process and procedures to use when filing civil documents. For information related to Sealed and Ex Parte functions, see sections [10.1](#), [10.4](#), and [10.6-10.14](#) in the criminal section.

### 11.2 Menu Of Civil Events

Following is a list of categories of civil pleadings and documents that may be filed electronically:

#### **Open a Case**

- Open a Civil Case.

#### **Initial Pleadings and Service**

- Complaint, Other Initiating Documents;
- Service of Process;
- Answers to Complaint; and
- Other Answers.

#### **Motions and Related Filings**

- Motions;

#### **Supporting Documents Responses and Replies;**

- Discovery Documents;
- Notices;
- Trial Documents;
- Appeal Documents; and
- Other Documents.

### 11.3 Filing Initial Pleadings

#### 11.3.1 Required Documents and Credentials

Before getting started, you will need the following:

1. Complaint, Notice of Removal or Petition in PDF format.
2. Completed civil cover sheet (Form JS-44) available in PDF format on our website under the Forms category.
3. Completed summons in PDF format.
4. Login credentials for Pacer account.

#### 11.3.2 Filing Steps

1. Select Civil from the blue menu bar at the top of your main menu screen.

2. Select **Open a Civil Case**.

The screenshot shows the 'Open Civil Case' form in the CM/ECF system. The form has a header with the CM/ECF logo and navigation tabs: Civil, Criminal, Query, Reports, Utilities, and Search. The main title is 'Open Civil Case'. Below the title, there are several input fields and dropdown menus. The 'Office' dropdown is set to 'St. Croix Division' and is highlighted with a blue box and a blue arrow. The 'Case type' dropdown is set to 'cv'. The 'Case number' field is empty. The 'Date filed' field is set to '7/18/2024'. Below these, there are dropdown menus for 'Presiding judge', 'Referral judge', and 'Referral type'. The 'Lead case number' field is empty. The 'Association type' dropdown is set to 'Consolidated'. The 'Other court name' field is empty. The 'Other court number' field is empty. The 'JPML number' field is empty. There are two checkboxes: 'Related cases' and 'Suppress all NEFs for this case'. At the bottom, there are 'Next' and 'Clear' buttons.

3. Select Divisional Office from drop down list (**St. Thomas Division or St. Croix Division**) where case should be assigned.

- Select Case type (e.g. cv-Civil, mc-Miscellaneous).
- Lead case number: (add if there is an associated case).
- Association type: (Consolidated or Multi-District Litigation).
- Click on Related cases to enter information on the next screen.

**Note:** Only in Association cases.

- Click the **[Next]** button.

## 4. Enter the information from the Civil Cover Sheet on this screen. (e.g. Jurisdiction, Cause of Action, etc )

5. Click the **[Next]** Button.

### 11.3.3 Entering Of Party Information

To add new party information, follow the steps follow:

1. Enter the last name of each party on the complaint (plaintiff and defendant). If the party is a company, enter the company's name in the **Last Name** box. Click the **[Search]** button.
2. The system will search for the name, if the last name is already in the system, a list of names will appear. Select the party name by clicking



on it, then click the name **[Select name from list]**. Review party information and select the party role (ie. Plaintiff or defendant), then click the [submit] button.

**Search for a party**

Last / Business Name  First Name  Middle Name

Prisoner ID

3. If the party name does **not** appear on the list, Click on the **[Add/Create New Party]** button.

**Search for a party**

Last / Business Name  First Name  Middle Name

Prisoner ID

**Search Results**

Search returned no results. Please try again or create a new party.

4. Enter Party Information
5. Enter company's name or last name, first name, middle name and title fields of the individual are not required.
6. Select appropriate role from drop down list, then click the [Submit] button. Leave all other fields blank.

**Party Information**

Last name  First name

Middle name  Generation

Title

Role

Pro se

Prisoner Id

Unit

Office

Address1

Address2

Address3

State  Zip

City

Country

Prison

Phone

Fax

E-mail

Party text

Start date  End date

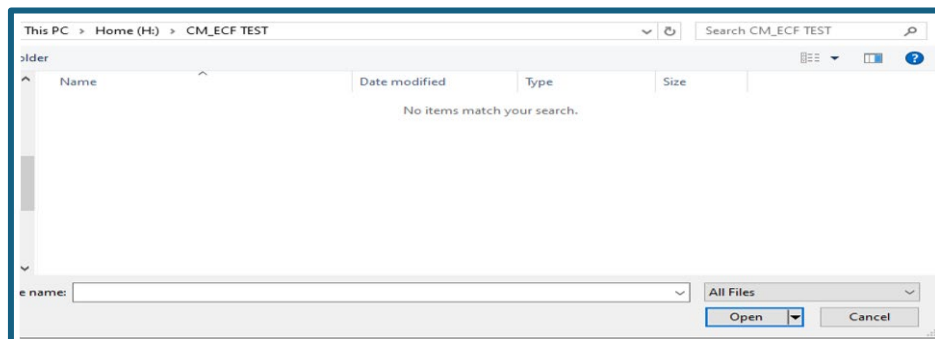
Corporation

Notice

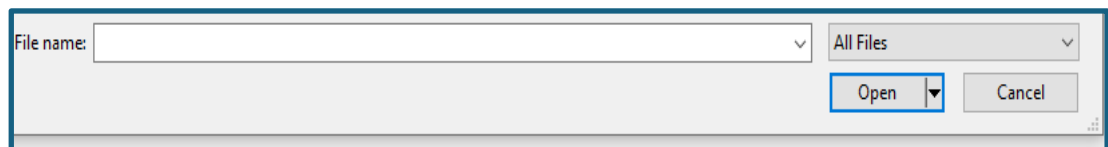
☒ Show this address on the docket sheet

7. Repeat steps 5 through 10 until all party names are entered. Once you have entered all party names, Click on **[End party selection]** button.
8. Click on Docket Lead Event. Select Complaint from the drop down list. Click on the **[Next]** button.
9. Enter date document filed then select the PDF document.
10. To select the PDF document, click on the **[Browse]** button.

ECF populates the following screen.



Change File of type to All Files (\*.\*) or Adobe PDF



11. Navigate to the appropriate directory and file name to select the PDF document (**Complaint**). Click on the file to upload to ECF.
12. Once you have verified the document, Click on the **[Open]** button. ECF closes the File Upload Screen and inserts the PDF file name and locations.

Date document filed (mandatory)  
8/1/2024

A description must be entered for each attachment added. You may select a category, but it is not required.  
**Select the PDF document and any attachments.**

**Main Document**  
 test.pdf

**Attachments**

	Category	Description
1. <input type="button" value="Browse..."/> No file selected.	<input type="text" value="v"/>	<input type="text"/>

11.3.4 Attachments To Complaint (Exhibits, Appendix)

1. If there are no attachments to the complaint, click on the **[Next]** button. If you have attachments to the complaint, Click the **Yes** Radio button. (e.g. Civil Cover Sheet, Summons, Affidavit). Click on the **[Next]** button.
2. From the **Select one or more attachment screen**. Click the **[Browse]** button to search for the document file name of the attachment.

Date document filed (mandatory)  
8/1/2024

A description must be entered for each attachment added. You may select a category, but it is not required.  
**Select the PDF document and any attachments.**

**Main Document**

**Attachments**

	Category	Description
1. <input type="button" value="Browse..."/> No file selected.	<input type="text" value="v"/>	<input type="text"/>

3. Upload the attachment to ECF.
4. Click to select and highlight the type of attachment from the displayed selection.

Date document filed (mandatory)  
8/1/2024

A description must be entered for each attachment added. You may select a category, but it is not required.  
**Select the PDF document and any attachments.**

**Main Document**  
 test.pdf

**Attachments**

	Category	Description
1. <input type="button" value="Browse..."/> No file selected.	<input type="text" value="Civil Cover Sheet v"/>	<input type="text"/>

Affidavit

Appendix

Civil Cover Sheet

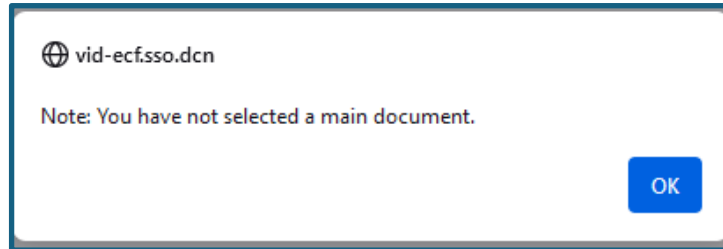
Errata

Exhibit

Supplement

Text of Proposed Order

5. To describe the attachment fully, click in the **Description** box and type a clear and concise description of the attachment.
6. Click on **[Add to List]**.
7. Click on **[Next]** button, after you have finished adding all your attachments. If you clicked on Next and did not attach a document, the following prompt will occur:



8. Click on the [OK] button and then click on the Browse button.
9. ECF adds the selected document as an attachment to the pleading.

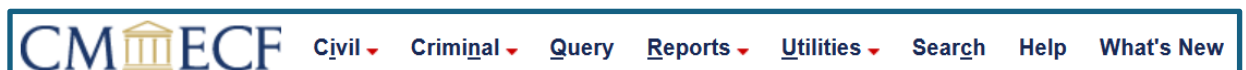
## 11.4 Filing a Civil Motion

To give you a sense of how the ECF process and its screens work, the material below describes the steps for filing a civil motion. These steps are similar to those for filing other documents in ECF.

### 11.4.1 Steps in Filing a Civil Motion

#### Step Required Action

1. Login to the system. Then, select Civil from the blue menu bar at the top of the screen.



2. Select Motions as the type of document to file.



3. Select the type of motion that you are filing by clicking on its name from the dropdown list and then click on **[Next]** button. In the example below, a Motion to Dismiss has been selected.

**Motions**

Start typing to find an event.

**Available Events (click to select events)**

- 1 - Ex Parte Motion
- Alter Judgment
- Amend Complaint
- Amend/Correct
- Appeal In Forma Pauperis
- Appear
- Appear Pro Hac Vice
- Appoint Counsel
- Appoint Custodian
- Appoint Expert
- Appoint Guardian/Attorney ad Litem
- Appoint Receiver
- Approve Consent Judgment
- Attorney Fees
- Bifurcate

Next Clear

4. Type the case number in which the document is to be filed. For example, enter **1:24cv1005** or **3:24cv3005**.

**Motions**

**Civil Case Number**

3:24-cv-3005

Next Clear

5. Select the correct case if a list is provided.

If ECF finds more than one civil or miscellaneous case with the same number, it will list the cases, including the case number and short title of the case, which will allow you to select the correct case.

The screen shot below shows that two civil cases numbered 12-41 exist in the system: one is in the St. Croix division, and the other is in St. Thomas division. The correct case has been selected by clicking in the box next to that case.

Once you have selected the correct case, click on the **[Next]** button.

**Motions**

**Civil Case Number**

3:12-cv-41 Hide Case List

Select a case:

- ☐ 1:12-cv-00041-WAL-GWC Christian v. Christian (closed 03/26/2013)
- ☒ 3:12-cv-00041-CVG-RM Kanusing et al v. Smith et al (closed 08/16/2012)

Next Clear

6. Select the party or parties filing the motion by clicking on the party name(s). The list of party names is presented on the screen in alphabetical order.

If you represent more than one defendant or plaintiff, you may select all the parties you represent by holding down the CTRL key while clicking on the name of each party.

When filing a joint document, select all pertinent parties as filers.

**Note:** To deselect a party, hold down the CTRL key while clicking on the party or parties you wish to deselect.

After selecting all the parties filing the motion, click on the **[Next]** button.

**Select the filer.**

**Select the Party:**

In Who we Trust LLC [dft]  
National Human Being Inc. [pla]

Next Clear New Filer

7. Create an association between you and the party, if necessary.

If this document is your first appearance in the case on behalf of the party, you will see the screen depicted in the screen shot below. Take the following steps:

Click the box next to the party name to select the party or parties you represent AND deselect **Select All** if you do not represent all the parties listed.

Click the box next to the word **Lead** if you are the lead counsel for the party, and click the box next to the word **Notice**, if it not already checked, to receive notice from the Court and other attorneys.

If you want to deselect a checked box, click in the box you want deselected.

**Motions**

[3:24-cv-03005-JPF National Human Being Inc. v. In Who we Trust LLC](#)

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, keep box *unchecked*.

☒ Innocent Doe (pty:dft) represented by Ryan Greene (aty) ☐ Lead ☒ Notice

8. Select the PDF file name and location for the document you are filing by doing the following:
  - Click on the [Browse] button to navigate to the appropriate directory and file. Select the document. Its name should appear in the Filename box.
  - Verify that you have attached the correct document by viewing it. Click on **[Next]**.

Date document filed (mandatory)  
8/1/2024

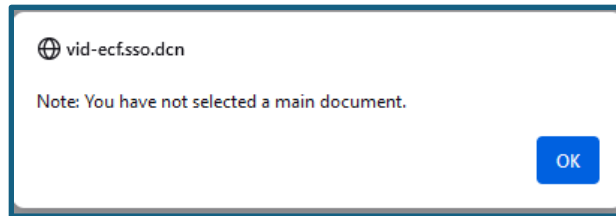
---

A description must be entered for each attachment added. You may select a category, but it is not required.  
**Select the PDF document and any attachments.**

**Main Document**  
 test.pdf

Attachment	Category	Description
1. <input type="button" value="Browse..."/> No file selected.	<input type="text" value=""/>	<input type="text" value=""/>

**Note:** If you do not attach a document, the following prompt will appear:



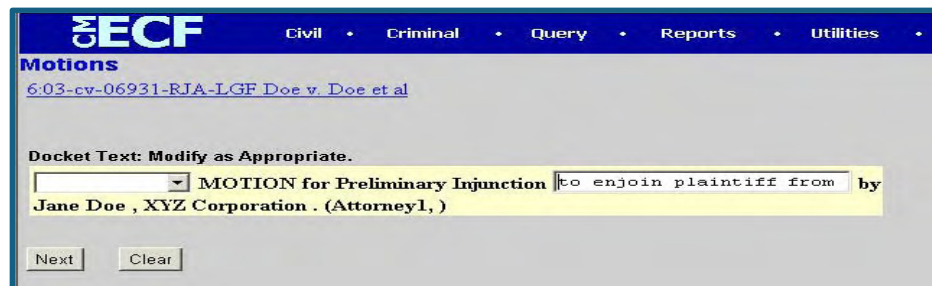
Click on the **[OK]** button and then click on the **[Browse]** button.

9. Verify that you have attached the correct document by taking the following steps:

- Right click on the highlighted file name to open a quick menu.
- Left click on **open**. The PDF document will be opened by Adobe Acrobat or Acrobat Reader so that you can view the document and verify that it is the correct one.
- Close Adobe Acrobat or Acrobat Reader.
- Click the open button on the file upload screen.

10. Modify the docket entry, if appropriate. You can modify the docket entry in two ways:

- by selecting a modifier to go before the word Motion from the dropdown list by clicking on the arrow; and
- by typing more information about the motion in the white box following the word Motion. In general, white boxes in docket entries allow you to add additional text to the entries.
- After you have made your modifications, if any, click on the **[Next]** button.



The screen shot above shows that “to enjoin plaintiff from...” was typed into the white box, so that the final docket text now reads, “Motion for Preliminary Injunction to enjoin plaintiff from... by Jane Doe....”


## 11.5 Linking Documents

Some pleadings such as Memorandum in Support of and Motions for Extension of Time should be “linked” to their related documents in the



case. When filing these documents you will be presented with the following screen:

**Motions**  
3:24-cv-03005-JPF National Human Being Inc. v. In Who we Trust LLC  
**Select document to be answered.**  
☐ **Should the document you are filing link to another document in this case?**  



**Documents**

to

to

1. An event in CM/ECF is anything that has been docketed in a case. To link the current filing to a previously filed document, click the check box next to, **Should the document you are filing link to another document in this case**, and then click **[Next]**.

**Note:** You have the option of entering filed dates or document numbers if you would like to further narrow your search. In cases with numerous documents, that would likely be a good suggestion.

You will then be presented with a list of documents, click the checkbox for the document you wish to link to and click **[Next]**.

3:24-cv-03005-JPF National Human Being Inc. v. In Who we Trust LLC  

Include	Date	#	Docket Text
<input type="checkbox"/>	08/01/2024	10	COMPLAINT against In Who we Trust LLC (Filing fee \$ 405.) filed by In Who we Trust LLC. (MA)

2. Review your docket entry for accuracy. **Then**, Click on the **[Next]** button to commit the transaction.

**Note:** Once you click on the *Next* button, only Clerk's Office staff will be able to make any changes to the submission.

**Motions**  
[3:24-cv-03005-JPF National Human Being Inc. v. In Who we Trust LLC](#)

**Docket Text: Final Text**  
**MOTION for Preliminary Injunction by Defendant In Who we Trust LLC.(Attorney User)**

**Source Document Path (for confirmation only):**  
 C:\fakepath\Error Message.pdf    pages: 1

**Note:** Once you have committed the transaction, the next screen that appears is the Notice of Electronic Filing (NEF), your official filing receipt. To ensure that your transaction is complete, wait for the NEF before clicking on any other function.

For incorrect actions before finalizing a transaction, click on the **[Back]** button on your browser to correct a previous screen or click on **Civil** on the main blue menu bar to abort the entry and start over.

3. Save a copy of the NEF either as an electronic record or printing to paper.

**Note:** ECF electronically transmits the NEF to the attorneys in the case who have supplied their email addresses to the Court. Your transaction is complete once you have received the NEF, and the NEF is your proof of filing with the Court. Therefore, you should save either an electronic or a paper copy of the NEF.

**ECF**    Civil    Criminal    Query    Reports    Utilities    Logout

**Motions**  
[6:03-cv-06931-RJA-LGF Doe v. Doe et al](#)

U.S. District Court [TRAIN]  
 NYWD U.S. District Court [TRAIN]

Notice of Electronic Filing

The following transaction was received from Attorney30, entered on 9/26/2003 at 11:35 AM EDT and filed on 9/26/2003

Case Name: Doe v. Doe et al.  
 Case Number: [6:03-cv-6931](#)  
 Filer: Jane Doe  
 Document Number: [6](#)

Docket Text:  
 MOTION for Preliminary Injunction to enjoin plaintiff from selling widgets by Jane Doe. (Attorney30, )

The following document(s) are associated with this transaction:

Document description: Main Document  
 Original filename: /s  
 Electronic document Stamp:  
 [STAMP docIDStamp\_ID=1042579038 [Date=9/26/2003] [FileNumber=57706-0]  
 [e612a0d615999b6c2e1adc56c2bc252676501b49b3c383aff3312f3b36413d35827  
 9ca401d2e5115b080ba53a308b6cda46704a548affd30aac712d18c39]]

6:03-cv-6931 Notice will be electronically mailed to:

Attorney1 cmecf@healyville.com  
 Attorney30 cmecf@healyville.com,

6:03-cv-6931 Notice will not be electronically mailed to:

Anna Nicole Smith  
 Walker and Runner  
 Suite 1100  
 217 S. Alamo Street  
 Rochester, NY 14614

**Note:** The NEF also displays the names and addresses of individuals who will not be electronically notified of the filing. It is the filing user's

responsibility to serve paper copies of the document and of the NEF to attorneys and parties who will not be receiving electronic notification.

## 12 APPENDIX B-CRIMINAL EVENTS LIST

### CHARGING INSTRUMENTS AND PLEAS

#### Plea-Related Documents

Application for Permission to Enter Plea  
Consent to Institute PSI  
Notice Regarding Entry of Plea  
Plea Agreement

### MOTIONS AND RELATED FILINGS

#### Motions

Ex Parte Motion  
Acquittal  
Alter Judgment  
Amend/Correct  
Appeal in Forma Pauperis  
Appear  
Appear Pro Hac Vice  
Appoint Counsel  
Appoint Expert  
Bifurcate  
Bill of Particulars  
Bond  
Brady Materials Certificate  
of Appealability Change  
Venue  
Compel  
Consolidate Cases  
Continue  
Declaration of Mistrial  
Deferral of Prosecution  
Detention  
Directed Verdict  
Disclosure  
Discovery  
Dismiss  
Dismiss/Lack of Jurisdiction  
Dismiss/Speedy Trial  
Disqualify Counsel  
Disqualify Judge  
Disqualify Juror  
Early Termination of Probation  
Emergency Re: Superior Court Appeal  
Enforce IRS Summons  
Exclude  
Expedite

#### Motions (continued)

Extension of Time to File Document  
Extension of Time to File Response/Reply  
Extension of Time to Indict  
File Amicus Brief  
File Excess Pages  
Forfeiture of Property  
Hearing  
In Limine  
Inspect  
Issuance of Warrant in rem  
Joinder  
Judgment NOV  
Leave to Appeal  
Leave to File Document  
Medical Exam  
Medical Treatment  
Miscellaneous Relief  
Modify Conditions of Release  
New Trial  
Order of Competency to Stand Trial  
Produce  
Protective Order  
Psychiatric Exam  
Psychiatric Treatment  
Quash  
Quash Indictment/Information  
Reassign Case  
Reconsideration  
Recusal  
Reduce Sentence  
Refund of Fees Paid Electronically  
Release Bond Obligation  
Release of Funds  
Remand  
Return of Property/Post Trial  
Return of Property/Pre-Trial  
Return of Surety  
Revoke  
Sanctions  
Seal  
Seal Case Seal  
Document  
Sealed Motion  
Separate Trial on Counts  
Service by Publication Set  
Aside Forfeiture  
Set Aside Judgment

## **Motion (continued)**

Set Aside Verdict  
Sever Defendant  
Show Cause  
Show Cause re: Revocation of Probation  
Show Cause re: Revocation of Supervised Release  
Special Appearance  
Strike  
Substitute Attorney  
Supplement  
Suppress  
Take Deposition  
Travel  
Unseal Case  
Unseal Document  
Vacate  
Vacate (2255)  
Victim Rights  
Warrant  
Warrant for Arrest of Property  
Withdraw Document  
Withdraw Plea of Guilty  
Withdraw Plea of Nolo Contendere  
Withdraw as Attorney  
Writ  
Writ of Habeas Corpus as Prosequendum  
Writ of Habeas Corpus ad Testificandum

## **Responses and Replies**

Affidavit in Opposition to Motion  
Affidavit in Support of Motion  
Ex Parte Response  
Memorandum in Opposition  
Memorandum in Support  
Opposition  
Reply to Response to Motion  
Response to Motion  
Response in Opposition to Motion  
Response in Support of Motion

## **OTHER FILINGS**

### **Discovery Documents**

Demand for Alibi Witness  
Demand for Discovery and Inspection  
Notice of Alibi Witness  
Request for Production of Documents

### **Waivers**

Waiver of Counsel  
Waiver of Indictment  
Waiver of Interstate Agreement on Detainers  
Waiver of Minimum Time to Trial  
Waiver of Preliminary Examination or Hearing  
Waiver of Presence at Arraignment  
Waiver of Presentence Investigation Report  
Waiver of rule 5 (c) (3) Hearing  
Waiver of Speedy Trial  
Waiver of Trial by Jury

### **Service of Process**

Application for Search Warrant  
Application for Writ of Habeas Corpus ad Prosequendum  
Application for Writ of Habeas Corpus Ad Testificandum  
Certificate of Service  
Judgment Returned Executed Search  
Warrant Returned Executed  
Search Warrant Returned Unexecuted  
Seizure Warrant Issued  
Seizure Warrant Returned Executed  
Seizure Warrant Returned Unexecuted  
Subpoena Returned  
Subpoena Issued  
Summons Returned Executed  
Summons Returned Unexecuted  
Warrant Issued  
Warrant Returned Executed  
Warrant Returned Unexecuted  
Warrant of Removal Issued  
Writ of Habeas Corpus ad Prosequendum Executed  
Writ of Habeas Corpus ad Prosequendum Issued  
Writ of Habeas Corpus ad Prosequendum Unexecuted  
Writ of Habeas Corpus ad Testificandum Executed  
Writ of Habeas Corpus ad Testificandum Issued  
Writ of Habeas Corpus ad Testificandum Unexecuted

## Notices

Deferral of Prosecution  
Ex Parte Notice of Filing  
Nolle Prosequi  
Notice of Attorney Appearance- Defendant  
Notice of Attorney Appearance- USA Notice  
of Application for Writ  
Notice of Intent to Seek Death Penalty  
Notice of Service of Subpoena  
Notice to Resume Prosecution  
Notice (Other)

## Trial Documents

Exhibit List  
Proposed Jury Instructions  
Proposed Voir Dire  
Request for Special Findings of Fact  
Special Findings of Fact  
Stipulation to Jury  
Trial Brief Witness  
List

## Appeal Documents

Appeal of Magistrate Judge Decision -Criminal Case  
Appeal of Magistrate Judge Decision-Magistrate Case  
Defendant's Brief  
Defendant's Reply Brief  
Designation of Record on Appeal  
Government's Brief Government's  
Reply Brief  
Notice of Appeal- Conditions of Release  
Notice of Appeal-Final Judgment  
Notice of Appeal-Interlocutory  
Joint Appendix  
Memorandum & Opinion  
Subsequent Notice of Appeal-Final Judgment Transcript  
Purchase Order  
Transcript Purchase Order- USCA

## Other Documents

Affidavit  
Amendment to Document  
Amicus Curiae Appearance  
Application for Compensation and to Authorize Payment  
Application for Writ  
Bill of Costs  
Consent to Jurisdiction by US Magistrate Judge  
Corporate Disclosure Statement  
Docket Annotation  
Final Accounting and Application

## Other Documents (continued)

Financial Affidavit  
Financial Affidavit – CJA 23  
Interpleader  
Jury Demand  
Notice of Corrected Docket Entry  
Notice of Levy- USM  
Notice of Sequestration - USM  
Objections to Answer to Writ  
Praecipe  
Pretrial Memorandum  
Prisoner Trust Fund Account Statement  
Proposed Pretrial Order  
Redacted Document  
Receivers Financial Report  
Redacted Index  
Report of Rule 26(f) Planning Meeting  
Response to Order to Show Cause  
Satisfaction of Judgment  
Settlement Agreement  
Status Report  
Stipulation  
Stipulation of Dismissal  
Suggestion of Bankruptcy  
Suggestion of Death  
Supplemental  
Transcript Request