

IN THE DISTRICT COURT OF
THE VIRGIN ISLANDS



ELECTRONIC CASE FILES USER MANUAL

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GETTING STARTED

INTRODUCTION

INTRODUCTION

This manual provides procedures and instructions for using the Electronic Case Files (ECF) system to file documents with the Court or to view and retrieve docket sheets and documents for all civil, criminal and miscellaneous cases in the system. Users should refer to the court's local rule 5.4 which governs electronic case filing, located on our website, www.vid.uscourts.gov

Basic Requirements

Filing user should have the following basic requirements:

- Working knowledge of Firefox (ECF-compatible web browser) and access to the Internet;
- Adobe Acrobat (or equivalent software) with which to create and read portable document files (PDF); and
- A PACER account (See <http://pacer.psc.uscourts.gov>).

Help Desk

Filing users may call the Clerk's Office Help Desk for assistance Monday through Friday (excluding holidays) between the hours of 8:00 AM and 5:00 PM.

St. Thomas Division- 340-774-0640

St. Croix Division- 340-718-1130

VID Internet Site

Anyone can use the VID Internet site <https://www.vid.uscourts.gov> to do the following:

- View, print, or download the most recent version of the ECF User Manual and Local Rules.
- Self-train using the tutorial slides on the court's [website](#)
- Print Registration form for ECF

ECF DEFINITIONS

This section defines the following basic terms associated with electronic case filing:

- Adobe Acrobat** An application used to create and view PDF documents. Adobe Systems Inc. developed the PDF format. Adobe Acrobat Reader is free from Adobe and can be used to view PDF documents. Adobe Acrobat Writer must be purchased. Adobe Acrobat Writer can read and create PDF documents.
- Attachment** An additional supporting document filed with a pleading.
- Browse** A Window operation of navigating through directories using a mouse to find and select a specific file.
- Browser** A program which allows a user to access information and services available on the Internet, or “web.” The browser program interprets Hypertext Markup Language (html) documents delivered from web servers. Firefox is the preferred browser for accessing CM/ECF.
- Check Box** A control object a user can click to select choices from a list. Check boxes are designed so that you can choose one or more items from a list.
- Default** A common suggested value displayed by CM/ECF on a screen. Many fields in CM/ECF have common values suggested. If a value is correct, you can accept it without changing it; if it is incorrect, you can type over it with the correct value.
- Documents** Documents can be any of the following:
- Pleadings;
 - Memoranda;
 - Briefs;
 - Exhibits;
 - Orders;

- Transcripts of depositions actually used in support of motion or at trial; and/or
- All other writings filed in the Court's case filed by the parties or the Court.

Document Type A specific filing or event in a case, which behaves uniquely from but is similar to other document types of the same category. A motion to appear and a motion to substitute attorney are separate document types, but are in the same category (motions) and have similar characteristics.

Drop-down List A list which appears, or "drops down" when a down arrow is clicked. It is used for making a selection. When you see the selection you want to make, click to highlight it.

E-Government Act of 2002 E-Government Act of 2002 established a broad framework for the use of technology to enhance public access to government information and services.

Electronic Filing (ECF) The process of uploading a document from the registered user's computer, using the court's Internet-based Case Management/Electronic Case Files (CM/ECF) system to file the document in the court's case file. The ECF system only accepts documents in a portable document format (PDF).

Filing User A filing user is an individual who has a PACER login and have been granted e-filing rights to file documents electronically.

Free Look	<p>Individuals who receive electronic notification of a filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The hyperlink to access the document will expire after the earlier of these two events: the first use or 15 days. Any time that same hyperlink is accessed after it has expired; the user will be asked for a PACER login and will be charged to view the document.</p> <p>CAUTION: DOUBLE CLICKING on the hyperlink will use up the one "free look".</p>
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Hypertext Link	A link in a document which, when clicked on, will take you to another document or a web site. These links are normally in blue text and underlined, and contain an unseen URL. They permit you to move from one area (or topic) to another in a web-based program, such as CM/ECF.
Notice of Electronic Filing (NEF)	<p>A Notice of Electronic Filing (NEF) is a notice automatically generated by the CM/ECF system at the time a document is filed with the system.</p> <p>The NEF gives the following information:</p> <ul style="list-style-type: none"> • the time of filing; • the name of the party and attorney filing the document; • the type of document; • the text of the docket entry; • the name(s) of the party and/or attorney receiving the notice; and • electronic links (hyperlinks) to the filed document and the docket report.
PACER	PACER (Public Access to Court Electronic Records) is an automated system that allows an individual to view, print and download court docket information over the Internet.
PDF	<p>Portable Document Format. There are two types of PDF documents:</p> <ol style="list-style-type: none"> a. ELECTRONICALLY CONVERTED PDF documents, which are created from word processing documents (MS Word, WordPerfect, etc) using Adobe Acrobat or similar software; and b. SCANNED IMAGE PDF documents, which are produced using an optical scanner. <p>Electronically converted PDF documents are text searchable and their file size is small. Scanned image PDF documents are not searchable and have a large file size. Ideally, therefore, whenever possible, filing users should create PDF documents through electronic conversion rather than through scanning.</p>
Radio Button	A round selection button you click on to select an item from a list. Radio buttons are designed so that you can choose only one item.
URL	URL is short for Uniform Resource Locator. URLs are the naming scheme for Web pages, and are similar to street addresses. The URL for the District Court of the Virgin Islands is www.vid.uscourts.gov

SYSTEM REQUIREMENTS

SYSTEM REQUIREMENTS

The hardware and software needed to electronically file, view, and retrieve case documents are as follows:

- a computer running a standard platform such as Windows or Macintosh;
- a word processing software, such as WordPerfect or Microsoft Word;
- an e-mail account;
- Adobe Acrobat software or some other compatible software to convert documents from the format of their native application to portable document format (PDF);
- an Internet service provider and web browser. Mozilla Firefox is the preferred browser for CM/ECF. The system may work with other browsers, but the Court will not be able to offer any support to people who use other browsers); and
- a scanner to convert paper documents not in a word processing format (e.g., medical records filed as exhibits to a document) to a digital format for electronic filing in the Court's ECF system.

Note: Scanners should be used ONLY when a document cannot be electronically prepared with word processing software and converted to PDF. Documents for ECF should be scanned at a resolution of 200 to 240 dpi. Scanning at resolutions greater than 240 dpi tends to clutter the electronic transfer with unwanted markings and print. All documents should be scanned with a "black and white" setting unless the original document is in color.

PREPARATION

Setting Up the Acrobat PDF Reader

Users must set up Adobe's Acrobat Reader software in order to view documents that have been electronically filed on the system. All documents must be filed in PDF format. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

How to View a PDF File

Steps

1. Start Adobe Acrobat program.
2. Go to **File** menu and select **OPEN**.
3. Click on the location and file name of the document to be viewed. If the designated location is correct, and the file is in PDF format, Adobe Acrobat Reader loads the file and displays it on the screen. If the displayed document is larger than the screen or consists of multiple pages, use the scroll bar to move through the document.
4. Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

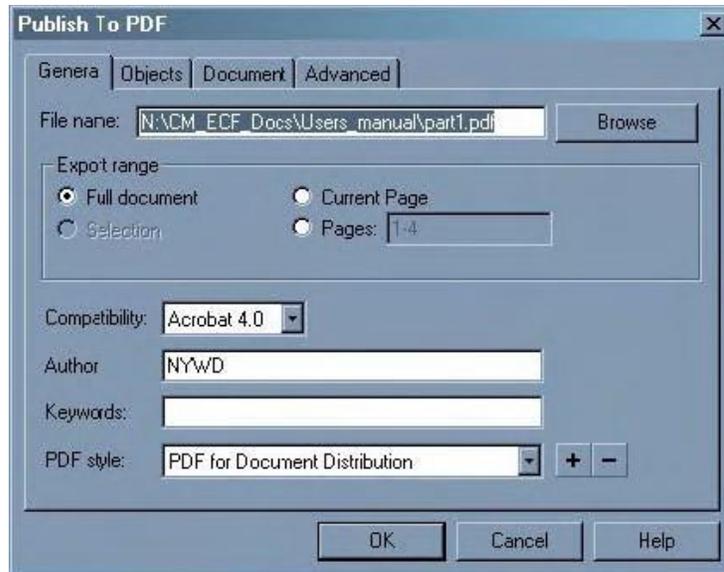
How to Convert Documents to PDF Format

You must convert all your documents to PDF format before submitting them to the court's ECF system. The conversion process requires special software such as Adobe Acrobat Writer or pdfFactory.

WordPerfect versions 9, or later versions have Acrobat Writer built-in and can also be used to convert documents to PDF.

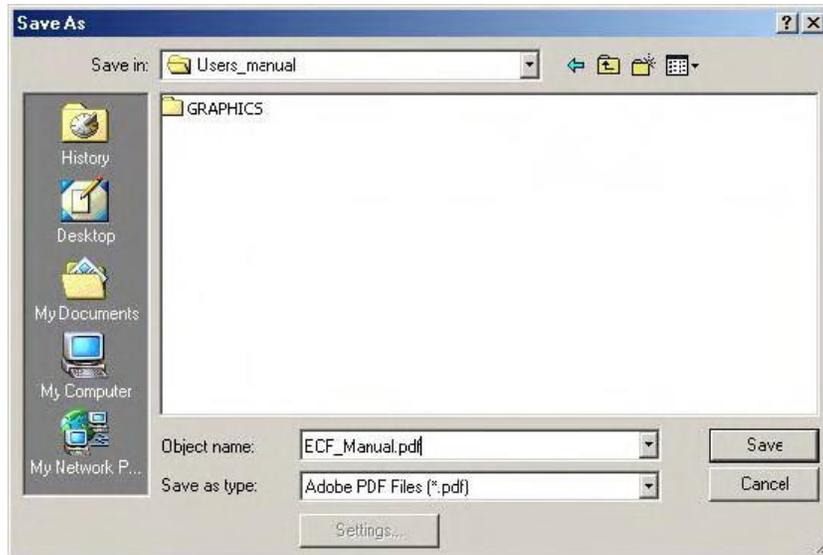
Using WordPerfect 9, 10, or 11 to create a PDF file:

1. Select the **Publish to PDF** or **Publish to** ÷ [PDF] option under the File menu.
2. Name the file, giving it the extension .PDF and click the **OK** button



Using any word processing program (where Adobe Acrobat Writer or PDFfactory have been installed):

1. Open the document to be converted.
2. Select the **Print** option (generally found in the file menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.
3. Select **Adobe PDFWriter** or **pdfFactory** (you must have either Adobe Acrobat Writer or pdf Factory installed on your computer to see these choices listed).
4. Print the file. The file should not actually print out, instead the option to save the file as a PDF format file appears. Make a note of the file location so you can find the document later when you are ready to upload it.
5. Change the location if necessary by clicking the "Save in" area of the window.
6. Name the file, giving it the extension .PDF and click the **[Save]** button.



Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter, and follow the directions above.

Document Size

Documents filed electronically are limited to 5.0 megabytes

- Any files larger than this will be rejected by the system.
- If you have a file that is larger than the limit, you can break it into smaller electronic PDF files by adding a numeric designation to each of the smaller files (e.g., ExhibitA-1.pdf, Exhibit A-2.pdf, and ExhibitA-3.pdf) and file each smaller file as an attachment to the main document.
 - In all cases assigned to the ECF system, no single document totaling more than 5 megabytes (over 20 pages) -- even if separated into individual electronic files -- shall be electronically filed without prior permission of the Court.

ECF AND PACER REGISTRATION

ECF Registration Attorneys admitted to the bar of this court, including visiting attorneys, shall register as filing users of the court's ECF system prior to filing any pleadings. Registration shall be on an Attorney Registration Form, a copy of which is available on the Court's [website](#).

Completed registration forms should be mailed to:

Office of the Clerk
District Court of the Virgin Islands
Attn: ECF Attorney Registration
5500 Veteran's Drive, Suite 310
St. Thomas, Virgin Islands 00802

or

Office of the Clerk
District Court of the Virgin Islands
Attn: ECF Attorney Registration 3013
Estate Golden Rock, Suite 219
Christiansted, St. Croix, Virgin Islands 00820

Registrants must indicate that they:

- are members in good standing of the bar of this Court or are employees of the U.S. Attorney's Office or the Office of the Federal Public Defender;
- have registered for a PACER account; and have met one of the following conditions:
 1. they have been e-filing with another federal court;
 2. they have completed the on-line tutorial on our website;
 3. they have attended the on-site training; or
 4. they have read the User Manual and Local Rules.

If the court permits, a non-prisoner who is a party to a civil action and who is not represented by an attorney may register as a filing user in the ECF system. If during the course of the action the person retains an attorney who appears on the person's behalf, the Clerk's Office shall terminate the person's registration upon the attorney's appearance.

A registered *pro se* Filing User may withdraw from participation in the Electronic Filing System by providing the Clerk's Office with written notice of the withdrawal.

Registration constitutes consent to service of all documents by electronic means.

Login and Password Security

A filing users' login and password constitute their official signature on all documents filed using that login and password.

A registered user shall not allow another person to file a document using the user's log-in and password, except for an authorized agent of the filing user. Use of a user's log-in and password by a staff member shall be deemed to be the act of the registered user.

Filing users must therefore:

- **safeguard login and password credentials;**
- **protect the login and password from unauthorized use; and**
- **notify the Clerk's Office immediately if they discover that someone has used their login and password credentials without permission.**

PACER Registration

ECF users must have a PACER account in order to access and/or use the query and report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center at (800) 676- 6856 to establish an account. Or, you may register for PACER online at <http://pacer.psc.uscourts.gov>

A Filing User with a PACER account, Firefox (ECF-compatible web browser), Adobe Acrobat or equivalent software, and access to the Internet can use the court's ECF system to perform the following functions:

- access the court's web page;
- view, print or download the most recent version of the ECF User Manual;
- electronically file pleadings and documents in actual ("live") cases;
- view official docket sheets and other documents associated with cases; and
- view various reports.

PACER Fees

Access to web based documents and reports (except transcripts where the restriction period for redaction has not lapsed) via the ECF/PACER system will generate a \$.10 per page charge with a cost ceiling of \$3.00 per document.

The free look period for accessing documents via the Notice of Electronic Filing is fifteen days. The "one free look" expires after its first use or after 15 days, whichever occurs first.

ELECTRONIC FILING AND SERVICE OF DOCUMENTS

Electronic Filing	Electronic transmission of a document to ECF in accordance with these procedures, together with the transmission of a Notice of Electronic Filing (NEF) from the Court with a hyperlink to the electronically filed document, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Local Rules of this Court.
Notice of Electronic Filing (NEF) As Proof of Filing	<p>A document filed electronically is deemed filed on the date and time stated on the Notice of Electronic Filing (NEF), so you may wish to print out or store electronically a copy of the NEF as proof of filing.</p> <p>Note: E-mailing a document to the Clerk's Office or to the assigned judge does not constitute filing of the document, nor does simply submitting a document via the CM/ECF system. A document is not filed until the system generates a NEF with a hyperlink to the electronically filed document.</p>
Notice of Electronic Filing (NEF)- Service	The system sends an NEF via email to registered users, which constitutes service except as noted below. Parties who are not registered users of the ECF system must be served by traditional means. A paper copy of any electronically filed documents must be served on attorneys and litigants who are not registered to use the ECF system. Parties who are not registered users will be identified on the NEF.
Notice of Electronic Filing (NEF)- Unsealed Cases	Filing a sealed document, or filing a sealed motion in an unsealed case will generate and send an NEF. Only parties in the case, who are registered users with seal access set by the Court, will receive the NEF and will be able to view the linked sealed document. The filer must accomplish service of these documents by traditional means to all parties.
Notice of Electronic Filing (NEF)- Sealed Cases	Filing any document in a sealed case will generate an NEF, as proof of filing only. The NEF will not be sent out. In sealed cases, the filer must accomplish service of all documents on all parties by traditional means.
Official Record	The official record is the electronic recording as stored by the Court, whether the document has been filed electronically or filed on paper and scanned into the system.

Docket Entry Creation	<p>When a filing user files a document, the system creates a docket entry that uses the information provided by the filing user. All documents filed electronically shall be filed in accordance with the approved dictionary of civil and criminal events of the ECF system of this court.</p> <p>A list of civil and criminal events will be posted on our website.</p>
Filing in the wrong case or Attaching an Incorrect PDF	<p>In the event a filing user electronically files a document in the wrong case or attaches an incorrect PDF document, the Clerk of Court, or a designee is authorized to strike the document from the record. A notice of the action striking a document from the record will be served on all parties in the case through a Notice of Correction.</p>
Service of Process	<p>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. Parties who are not Filing Users must be served with a copy of any pleading or other document filed electronically, together with the Notice of Electronic Filing, by an alternate method in accordance with the Federal Rules of Civil Procedure and these Rules.</p> <p>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.</p> <p>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.</p> <p>In civil 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.</p>

SPECIAL FILING REQUIREMENTS AND EXCEPTIONS

Overview All documents submitted for filing in civil and criminal cases except those documents specifically exempted, shall be filed electronically using the Electronic Case Filing System (ECF) in portable document format (PDF).

Exempt documents are to be filed on paper and includes the following:

- all civil case exempt documents delineated below; and
- all criminal case exempt documents delineated below.

Payment of Fees Payment of fees for documents filed electronically must be made in accordance with Local Civil Rule 5.4.2.

The Clerk's Office will document the receipt of fees on the docket with a text only entry.

Civil Case Exemptions The following documents are excluded from the Electronic Filing System and **shall be filed only on paper**:

- administrative records in social security cases and in other administrative review proceedings;
- evidentiary hearing and trial exhibits;
- in camera documents;
- Offers of Judgment; and
- any other documents that the court orders not be electronically filed, imaged, or maintained in the ECF system.

The following documents **shall be filed on paper and scanned into ECF** by the Clerk's Office:

- all civil miscellaneous initial filings;
- all handwritten pleadings; and
- all pleadings and documents filed by *pro se* litigants, and other agencies (e.g. US Marshal Service).

Criminal Case Exemptions The following documents are excluded from the Electronic Filing System and **shall be filed on paper only**:

- the state court record and other Rule 5 material in habeas corpus cases filed 28 U.S.C. §2254 proceedings; and
- Grand Jury matters;

The following document shall not be included in the public case file and should not be made available to the public at the courthouse or via remote electronic access:

- unexecuted summonses or warrants of any kind (e.g., search warrants, arrest warrants);
- pretrial bail or presentence investigation reports;
- Statements of Reasons in the judgment of conviction;
- Juvenile records;

- Psychiatric and psychological reports; and
- Pre-sentencing reports and other papers submitted prior to sentencing.

The following documents **shall be filed on paper and scanned into ECF** by the Clerk's Office:

- charging documents in a criminal case to include:
 - Complaints: presented to the magistrate judge in paper form. The Clerk's Office will scan the complaint and open the case.
 - Indictments: the U.S. Attorney's Office will submit the indictment along with a redacted version in paper form during the Grand Jury return. The Clerk's Office will scan the documents and open the criminal case.
 - Informations: the U.S. Attorney's Office will submit the information in paper form. The Clerk's Office will scan the documents and open the criminal case.
- affidavits for search and arrest warrants and related papers;
- Fed.R.Crim.P 20 and Fed.R.Crim.P. 40 papers received from another court; and
- any pleading or document in a criminal case containing the signature of a defendant, such as a waiver of indictment or plea agreement.

Proposed Orders

Proposed orders shall accompany a motion or other request for relief as an electronic attachment to the document. The proposed order shall also be filed by e-mail in Word format to the e-mail address listed below that is associated with the judge who will be addressing the matter.

No other documents, pleadings or electronic communications may be sent to these e-mail addresses.

Chief Judge Robert A. Molloy - molloy_chambers@vid.uscourts.gov

District Judge Wilma A. Lewis - lewis_chambers@vid.uscourts.gov

Mag/Judge George W. Cannon - cannon_chambers@vid.uscourts.gov

Mag/Judge Ruth Miller - miller_chambers@vid.uscourts.gov

Sealed Documents

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

ECF system is set to automatically allow attorneys to electronically file sealed document. All sealed documents must be filed in accordance with Local Civil Rule 5.4.6. Failure to do so will result in the document becoming publicly available.

Sealing of Criminal Documents –Please refer to [CM/ECF Sealed Functionality in Criminal Cases](#)

CM/ECF SYSTEM –BASIC USER INTERACTION

There are three general types of user interactions allowed by the system:

1. entering information in data fields;
2. using command button to direct system activities; and
3. mouse-clicking on hyperlinks.

ECF Screens-Command Buttons

At the bottom of each ECF screens you are allowed to make one of two elections

1. **[Clear]** Button- Clears all characters entered in the box(es) on that screen.
2. **[Next] or [Submit]** Button-Accepts the entry made and displays the next entry screen, if any.

Correcting a Mistake

You can correct a mistake any time before you commit a transaction.

To correct a mistake before committing a transaction:

1. Click on the **[Back]** button on your browser's toolbar to return to the previous screen.
2. Make your corrections.
3. Click on the **[Next]** or **[Submit]** button

Once you completed your data entries you see will see the following warning message:

[Attention!! Pressing the *NEXT* button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.](#)

If you click on the **[NEXT]** button after this message you will have no further opportunity to go back and correct any mistakes.

Clicking NEXT will cause the document to be filed electronically. Only the Clerk's Office can make corrections to electronically filed documents. Please call the Help Desk for assistance.

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.

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:
 - The *Continue login* button, which will allow you to continue filing in the same session. OR
 - The *Cancel* button, which will cancel the session and return you once more to the login screen. If you select the *Cancel* option before having committed your transaction, your transaction will be aborted.

ACCESSING THE SYSTEM

How to Access the System

Filing users can access the Court's ECF system via the Pacer.gov portal.

Once you have selected the District Court of the Virgin Islands for filing purposes, the main page of ECF on your screen will appear as follows:

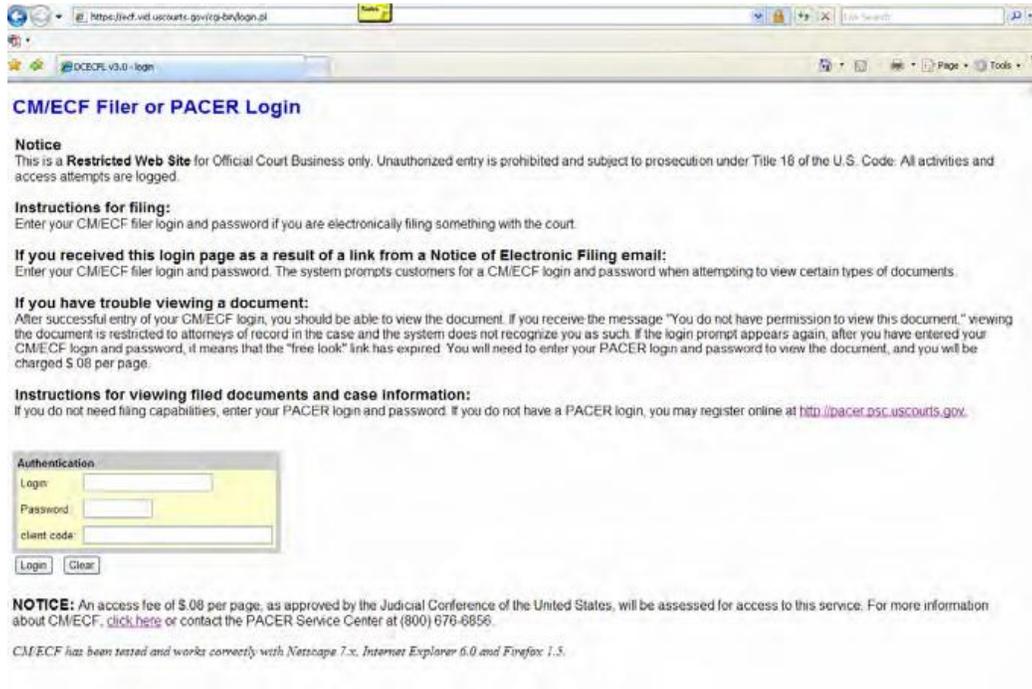
Figure 1 *ECF Main Page Screen*



Login (ECF) Screen The next screen is the login screen. From this screen, you can:

- file documents, or
- perform any other functions, including viewing documents previously filed.

ECF Login Screen



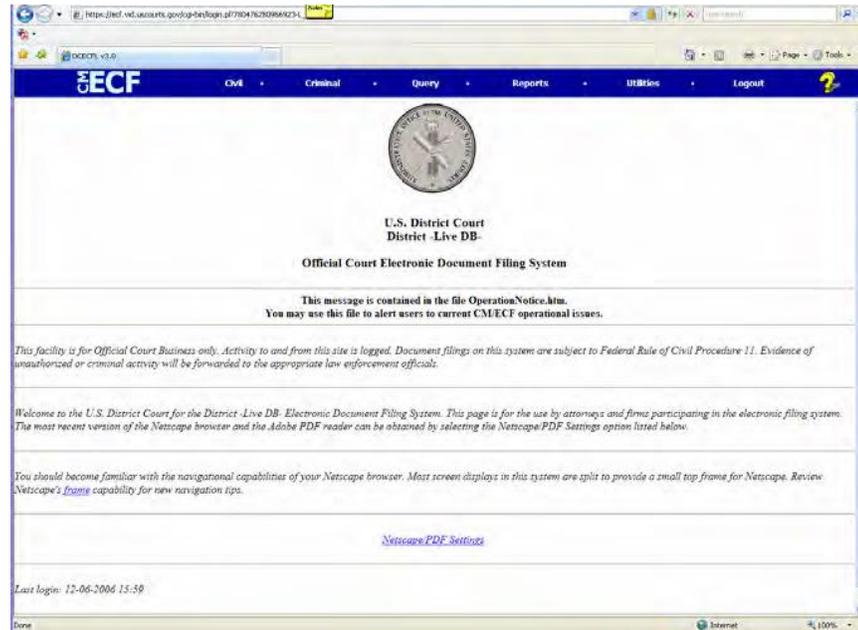
After you have logged into ECF, the main ECF screen with a blue functional selection bar at the top will be displayed. See figure 3.

**Selecting
ECF
Features**

ECF provides the following features accessible from the **BLUE** menu bar at the top of the main menu screen:

- Civil** Select to electronically file all civil and civil miscellaneous case documents
- Criminal** Select to electronically file all criminal case documents
- Query** Select to retrieve information and documents relevant to the case. You can query either by specific case number or party name.
- Reports** Select to retrieve docket sheets and filed case reports. You must login to PACER before you can view an ECF report, with the exception of the Written Opinions Report.
- Utilities** Select to maintain your account; view your personal ECF log, which shows all transactions processed with your credentials; and maintain personal account information,
- Logout** Select to exit and prevent further filing with your password until the next time you login.

Figure 3 *Main Menu Screen*



Basic steps for filing a Pleading and or Document Electronically

Step	Description
1	Login to ECF. Select Civil or Criminal from the blue menu bar at the top of the screen.
2	Click on the name of the type of document you are filing (e.g., motion, answer, etc.).
3	Select the specific document you are filing (e.g., motion to dismiss).
4	Enter the case number in which the document is to be filed.
5	Select the party or parties for whom the document is being filed.
6	Select the PDF document to be filed.
7	Add attachments, if any, to the document being filed.
8	Modify docket text as necessary.
9	Submit the document to ECF.
10	Retain Notification of Electronic Filing (NEF).
11	Mail paper copies of the document to any non-filing user.

**Basic steps
for
Attachments
and Exhibits**

A filer user shall submit, in electronic format, all documents referenced as exhibits or attachments to filings as outlined below, unless otherwise ordered by the court.

Each referenced exhibit must be labeled with a proper exhibit marking and filed as a separate attachment.

The screen where you select the PDF document you are filing is also the same screen where you indicate that you have an attachment.

To Add Attachment:

1. After selecting the PDF document you are filing, change the **Attachments to Document** radio button from **No** to **Yes**. Click the **[Next]** button.

The screenshot shows the ECF Motions filing interface. At the top, there is a navigation bar with 'ECF' and links for 'Civil', 'Criminal', 'Query', and 'Reports'. The main heading is 'Motions' with the case identifier '6:03-cv-06931-RJA-LGF Doe v. Doe et al'. A mandatory field for 'Date document filed' is set to '9/23/2003'. Below this, a section prompts the user to 'Select the pdf document (for example: C:\199cv501-21.pdf)'. The 'Filename' field contains 'O:\CMECF\PDF Files\03cv6931motion' and a 'Browse...' button is present. The 'Attachments to Document' section has two radio buttons: 'No' (selected) and 'Yes'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

2. From the **Select one or more attachment screen**, click on **[Browse]** button to search for the document file name of the attachment
3. Next to the field for attachment **Category**, click on the arrow and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.
4. Describe the attachment by clicking in the **Description** box and typing a clear and concise description of the attachment.
5. Click the **[Add to List]** button

The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Motions" and the URL is "e102-cv06931-RJA-LCE-DoeV.Doe.stn".

The main content area is titled "Select one or more attachments." and contains the following instructions:

- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)

Below the instructions, there is a "Filename" input field with a "Browse" button next to it.

Below the filename field, there is a table with two columns: "Type" and "Description".

Type	Description

Below the table, there is a "Next" button.

Below the "Next" button, there is a list box containing the filename "C:\CM-ECF Docs Docs\statute.pdf". To the right of the list box, there are two buttons: "Add to List" and "Remove from List".

6. Repeat the sequence for each additional attachment
7. Click on **[Next]** Button after adding all of the desired attachments.

FILING PROCEDURES CIVIL CASES

Overview	This section outlines the process and procedures to use when filing civil documents.
Menu of Civil Events	<p>Following is a list of categories of civil pleadings and documents that may be filed electronically:</p> <p>Open a Case</p> <ul style="list-style-type: none">• Open a Civil Case <p>Initial Pleadings and Service</p> <ul style="list-style-type: none">• Complaint, Other Initiating Documents• Service of Process• Answers to Complaint• Other Answers <p>Motions and Related Filings</p> <ul style="list-style-type: none">• Motions• Responses and• Replies• Discovery Documents• Notices• Trial Documents• Appeal Documents• Other Documents
Filing Initial Pleadings	<p>Complaints, Notices of Removal and Petitions for Writ of Habeas Corpus are to be filed electronically. Cases subject to sealing or restricted access should be filed as a paper filing.</p>

Before getting started, you will need the following:

1. Complaint, Notice of Removal or Petitions in PDF format.
2. Completed civil cover sheet (Form JS-44) available in PDF format on our website under forms.
3. Completed summons in PDF format.

Log into the ECF system using your Pacer credentials.

**Filing
Initial
Pleadings-**

Step Required Action

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

2. Select Open a Civil Case

Figure 4.

A screenshot of a web browser displaying the 'Open Civil Case' form. The browser window title is 'Internet Explorer'. The address bar shows a URL starting with 'http://efcf.vls.uscourts.gov'. The page header is dark blue with the ECF logo and navigation links: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. The form itself is white and contains several fields: 'Office' (a dropdown menu with 'San Antonio' selected), 'Case type' (a dropdown menu), 'Case number' (a text input field), 'Date filed' (a date input field with '5/3/2007' entered), 'Presiding judge' (a text input field with 'No Judge records found.'), 'Referral judge' (a text input field with 'No Judge records found.'), 'Referral type' (a dropdown menu), 'Lead case number' (a text input field), 'Association type' (a dropdown menu with 'Consolidated' selected), 'Other court name' (a text input field), and 'Other court number' (a text input field). There is also a checkbox for 'Related cases' and two buttons at the bottom: 'Next' and 'Clear'.

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 if associated case type. 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.) Click the **[Next]** Button.

5. 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.

6. 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 **[Select name from list]** (See Figure 6)

Review party information and select the **party role (ie. plaintiff or defendant)**, then click the **[Submit]**.

Figure 5- Search for a party screen



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

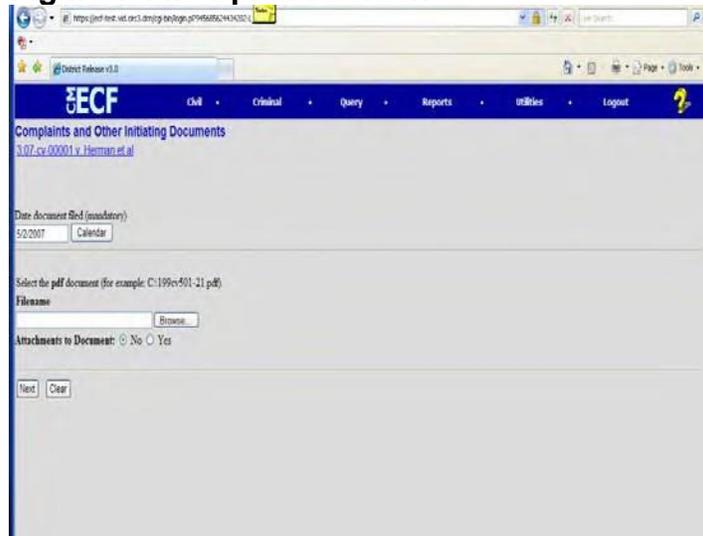


7. **Enter Party Information**
Enter company's name or last name, first name, middle name Generation and title fields of the individual are not required.
Select appropriate role from drop down list, then click the **[Submit]** button.
Leave all other fields blank.

Figure 6-Party Information

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

Figure 7-File Upload Screen



ECF opens the following screen.



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



Navigate to the appropriate directory and file name to select the PDF document (Complaint)

Click on the file to upload to ECF.

Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. When e-filing any document, you should always view it in this manner to verify that it is the document you intend to file.

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.

ECF Civil • Criminal • Query • Reports

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

Date document filed (mandatory)
9/23/2003

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
O:\CMECP\PDF Files\03cv6931\motion.

Attachments to Document: No Yes

Attachments to Complaint (e.g. exhibits, appendix)

If there are no attachment 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.

From the **Select one or more attachment screen** (Figure 8)

1. Click the **[Browse]** button to search for the document file name of the attachment.
2. Upload the attachment to ECF.
3. Next to the field for attachment **Type** (Figure 9), click on the arrow and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.
4. To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
5. Click on **[Add to List]** (Figure 10)
6. Click on **[Next]** button, after you have finished adding all your attachments.

ECF adds the selected document as an attachment to the pleading.

Figure 8-Select attachment screens

The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with 'ECF' and links for 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the navigation bar, the page title is 'Motions' and the case number is '6:03-cv-06931-BJA-LGF-Doe v. Doe et al'. The main content area is titled 'Select one or more attachments.' and contains the following instructions and form elements:

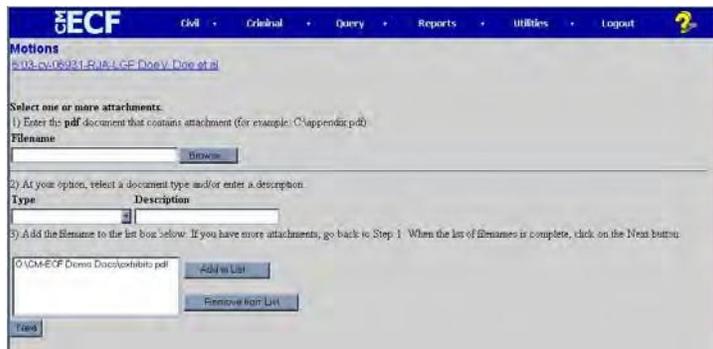
- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
- Filename:
- 2) At your option, select a document type and/or enter a description.
- Type: Description:
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

At the bottom of the form, there are three buttons: 'Add to List', 'Remove from List', and 'Next'.

Figure 9-Type or Category of Attachment Screen



Figure 10-Add to List Screen



Notes:

- The file selected **MUST** be in PDF format with a .pdf suffix. If the file is not in PDF format, the system will not be able to read the file.
- If you do not attach a document, the following prompt will occur:



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

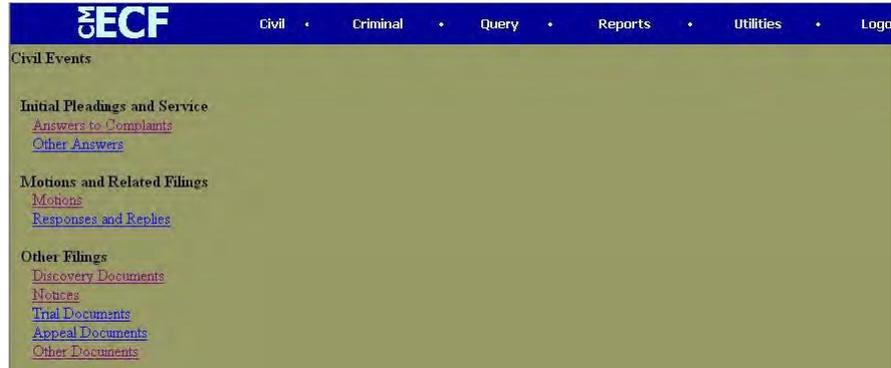
FILING A CIVIL MOTION

Introduction 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.

Filing a Civil Motion: Selecting *Civil* from the Menu Step 1 – Login to the system. Then, select **Civil** from the blue menu bar at the top of the screen.



Filing a Civil Motion: Selecting *Motions* from the Menu Step 2 – Select **Motions** as the type of document to file.



Filing a Civil Motion: Selecting the Type of Motion Step 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 screen shot below, a *Motion to Dismiss* has been selected.



**Filing a
Motion in a
Civil Case:
Entering
the Case
Number**

Step 4a – Enter the case number in which the document is to be filed.

The case number format is as follows: *division: year-type-number* (e.g., 1:06-cv-690), although you must type only a year and number when first prompted for a case number. The screen shot in the next block (Figure 11) shows the case number entry screen and its examples of case number formats acceptable to the system.

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

- **St Thomas Division -3**
- **St. Croix Division- -1**

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

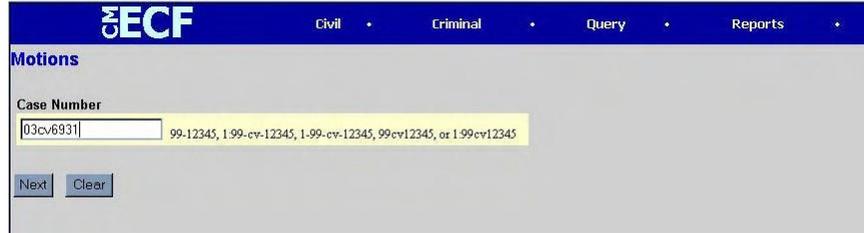
Note: ECF defaults to the number for the last case in which you worked. Ensure that the proper case number is entered to avoid filing your document in the wrong case.

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.

Entering the Case Number Screen

Figure 11-Screen shot of the case number entry screen.



Note: If you submit a case number that is formatted incorrectly, ECF will give an error message advising you of the correct format for entering the case number. Take the following steps:

- Click **[OK]** to acknowledge and close the error message.
- Click the **[Clear]** button on the screen and re-enter the case number in the correct format.
- Click on the **[Next]** button.

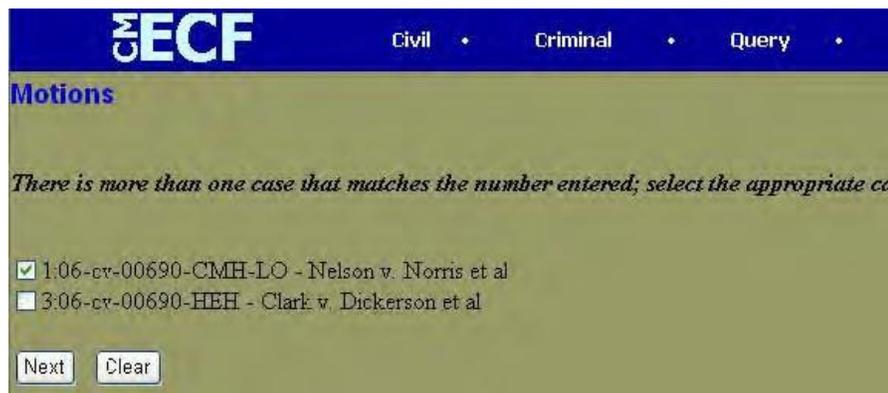
Filing a Motion in a Civil Case: Selecting the Case

Step 4b – 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 06-690 exist in the system: one is in Alexandria, and the other is in Richmond. 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.



Filing a Motion in a Civil Case: Selecting the Parties

Step 5a – 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. (Figure 12)

- 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.

Figure 12- Select the Filer



Note: If your party does not appear on the list, see the section of this manual titled “**Filing Initial Pleading-Steps 6 thru 8, pages 30 and 31.**”

Filing a Motion in a Civil Case: First Appearance of an Attorney

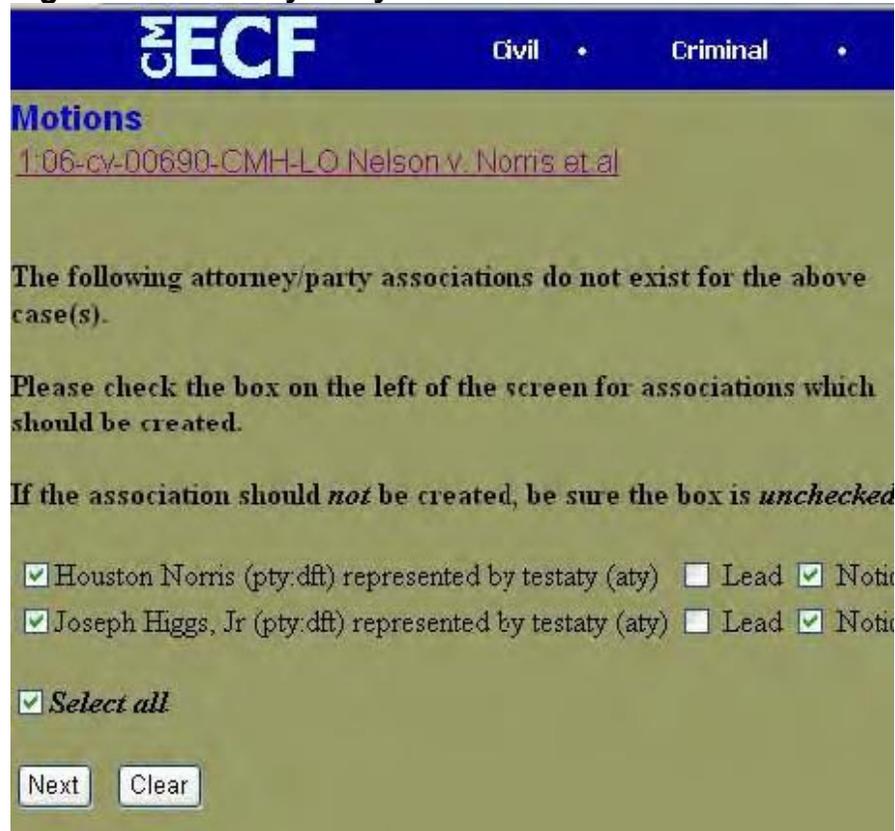
Step 5b – Create an association between you and the party, if necessary.

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.

Then, 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 lead counsel for the party, and click the box next to the word **Notice**, if it is not already checked, to receive notices from the Court and other attorneys.
- If you want to deselect a checked box, click in the box you want deselected.

Figure 13- Attorney/Party Association Screen



Note: Make sure the system does not create an association between you and a party you do **NOT** represent, such as in a situation when you are filing a joint document.

**Filing a Motion
in a Civil
Case:
Selecting the
PDF File Name
and
Location**

Step 6 – 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. See Step 7 below for instructions on verifying attachment.
- Click on **[Next]**.

Figure I4-Selecting PDF screen

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation links for 'Civil', 'Criminal', and 'Query'. Below the header, the page title is 'Motions' and the case name is '6:03-cv-06931-RJA-LGF Doe v. Doe et al'. A form field for 'Date document filed (mandatory)' contains the date '9/23/2003'. Below this, there is a section for selecting a PDF document, with the instruction 'Select the pdf document (for example: C:\199cv50:-21.pdf)'. A 'Filename' field is empty, and a 'Browse...' button is next to it. Below the filename field, there are radio buttons for 'Attachments to Document', with 'No' selected. At the bottom of the form, there are 'Next' and 'Clear' buttons.

Notes

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



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

- If you need additional assistance with the PDF process, you may wish to view the computer-based training module, "[Filing a Civil Motion.](#)"

Filing a Motion in a Civil Case: Verifying That You Have Attached the Correct Document

Step 7 – 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.

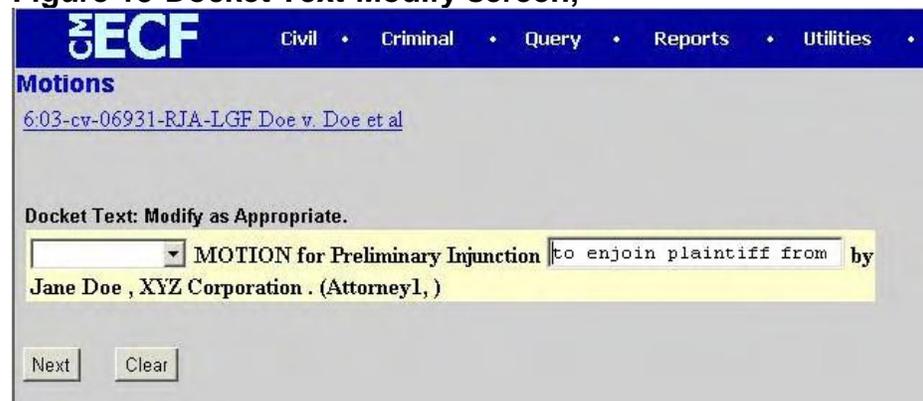
Filing a Motion in Civil Case: Modifying the Docket Entry

Step 8 – 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.

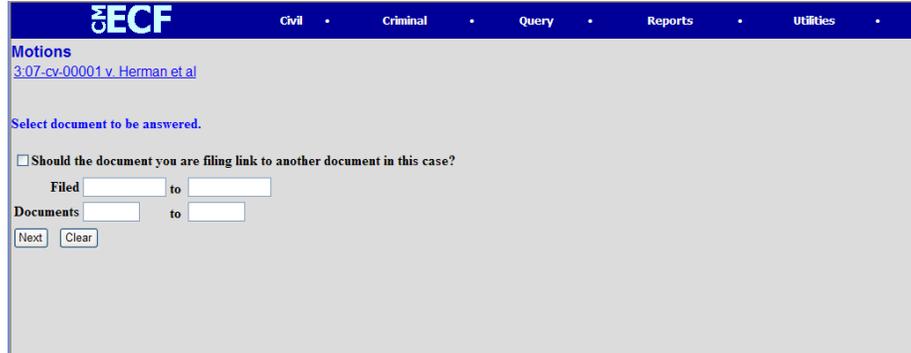
Figure 15-Docket Text-Modify screen,



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....”

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 and certain other types of documents you will be presented with the following screen



The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the page title is "Motions" and the case name is "3:07-cv-00001 v. Herman et al". The main content area contains the following text: "Select document to be answered." followed by a checkbox labeled "Should the document you are filing link to another document in this case?". Below this checkbox are two rows of input fields: "Filed" and "Documents", each with a "to" field. At the bottom of the form are "Next" and "Clear" buttons.

An event in CM/ECF is anything that has been docketed in a case. To link the document you are currently 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 idea.

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



The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, and Reports. Below the navigation bar, the page title is "Motions" and the case name is "3:07-cv-00001 v. Herman et al". The main content area contains the following text: "Select the appropriate event(s) to which your event relates:". Below this text is a list of two documents, each with a checkbox: "05/02/2007 1 COMPLAINT against Adonis Morton (Filing fee \$ 50.) filed by Leona Herman. (admin,)" and "05/14/2007 2 ANSWER to Complaint, COUNTERCLAIM against Leona Herman by Defendant Adonis Morton, Plaintiff Leona Herman. (admin,)". At the bottom of the form are "Next" and "Clear" buttons.

Filing a Motion in a Civil Case: Reviewing the Docket Entry for Accuracy

Step 9 – Review your docket entry for accuracy.

If the docket entry is...

Then...

Correct

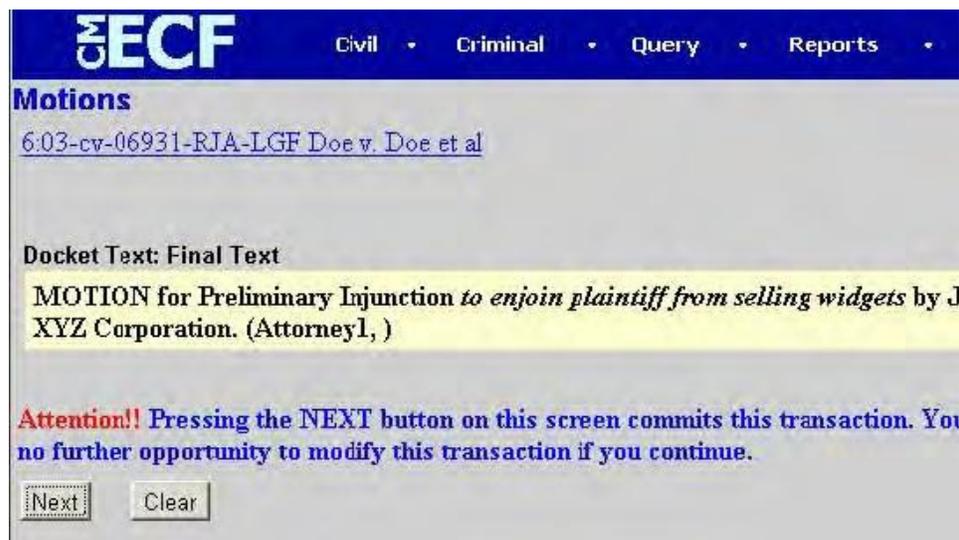
Click on the **[Next]** button to commit the transaction. (Figure 16)

The screen shot below shows that “Amended” was selected from the dropdown list and “Counts 2 and 3 of the Complaint” was typed into the white box, so that the final docket text now reads, “Amended Motion to Dismiss Counts 2 and 3 of the Complaint.”

This docket text is correct, so the next step would be to 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.

Figure 16-Docket Text: Final Text



Incorrect

- 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.

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.

Filing a Motion in a Civil Case: Notice of Electronic Filing (NEF)

ECF electronically transmits the NEF to the attorneys in the case who have supplied their e-mail 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.

To save a copy of the NEF either as an electronic record or as a paper document, see the chart below:

Figure 17- Notice of Electronic Filing screen



If you want to...

Then...

Save an electronic copy of the NEF

1. Click on the link to the document found in the e- mail verification notice.
2. The document loads into Adobe Reader.
3. A toolbar with a diskette icon appears at the top of the Adobe Reader screen.
4. Click on the diskette icon.
5. A dialogue box entitled Save As appears over the document.
6. Complete the following data fields:
 - a. Save in: Designate the drive and directory to save the file
 - b. File name: Name the file. Example: Smith, JQstaymotion.pdf
 - c. Save as type: Leave at Acrobat (*.pdf) default
7. Click the Save button to store the document in the drive and folder you designated.
8. You can now view or print the document at a later time.

Print a copy of the NEF

Select *Print* on your browser's toolbar.

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 are not receiving electronic notification.

FILING PROCEDURES CRIMINAL CASES

- Overview** This section outlines the process and procedures to use when filing criminal documents
- Menu of Criminal Events** Following is a list of categories of criminal pleadings and documents that may be filed electronically:
Criminal Events
Charging Instruments and Pleas
- [Plea-Related Documents](#) Motions and Related Filings
 - [Motions](#)
 - [Responses and Replies](#) Other Filings
 - [Discovery Documents](#)
 - [Waivers](#)
 - [Service of Process](#)
 - [Notices](#)
 - [Trial Documents](#)
 - [Appeal Documents](#)
 - [Other Documents](#)
- Filing Initial Pleadings** Initial Pleadings shall be filed on paper and scanned into ECF by the Clerk's Office.
- Indictments
 - Informations
 - Complaints
 - Affidavits for Search and Arrest Warrants

FILING A CRIMINAL MOTION

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

Filing a Criminal Motion: Step 1 – Login to the system. Then, select **Criminal** from the blue menu bar at the top of the screen.



Selecting Criminal from the Menu Bar Filing a Criminal Motion:

Step 2 – Select **Motions** as the type of document to file.



Selecting Motions from the Menu

Criminal Events

- Charging Instruments and Pleas
 - [Plea-Related Documents](#)
- Motions and Related Filings
 - [Motions](#)
 - [Responses and Replies](#)
- Other Filings
 - [Discovery Documents](#)
 - [Waivers](#)
 - [Service of Process](#)
 - [Notices](#)
 - [Trial Documents](#)
 - [Appeal Documents](#)
 - [Other Documents](#)

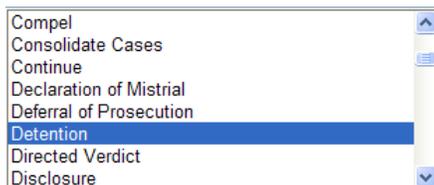
Filing a Criminal Motion: Selecting the Type of Motion

Step 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 screen shot below, a *Motion for Detentions* has been selected.



Motions
[3:07-cr-00123-CVG-GWB USA v. Husbab](#)



**Filing a
Motion in a
Criminal
Case:
Entering
the Case
Number**

Step 4a – Enter the case number in which the document is to be filed.

The case number format is as follows: *division: year-type-number* (e.g., *1:06-cr-690*), although you must type only a year and number when first prompted for a case number. The screen shot in the next block (Figure 11) shows the case number entry screen and its examples of case number formats acceptable to the system.

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

- **St Thomas Division -3**
- **St. Croix Division- -1**

The codes for the two criminal case types are **cr** for criminal cases and **mj** for magistrate 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.

Entering the Case Number Screen

Figure 11-Screen shot of the case number entry screen.

ECF Civil Criminal Query

Motions

Case Number

3-07-cr-123 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

Note: If you submit a case number that is formatted incorrectly, ECF will give an error message advising you of the correct format for entering the case number. Take the following steps:

- Click **[OK]** to acknowledge and close the error message.
- Click the **[Clear]** button on the screen and re-enter the case number in the correct format.
- Click on the **[Next]** button.

Filing a Motion in a Criminal Case: Selecting the Case

Step 4b – Select the correct case, if a list is provided.

If ECF finds more than one 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 one criminal and two civil cases numbered 07-123 exist in the system: The one criminal case is in St. Thomas. 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.

ECF Civil Criminal Query

There is more than one case that matches the number entered; select the appropriate case below.

3:07-cr-00123-CVG-GWB - USA v. Husbab
 1:07-cv-00123 - Harris
 3:07-cv-00123-CVG-GWB - Simple Solutions LLC v. Ondova Limited Co. LLC D/B/A Compana

Next Clear

Filing a Motion in a Criminal Case: Selecting the Parties

Step 5a – 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. (Figure 12)

- 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.

Figure 12- Select the Filer



Note: If your party does not appear on the list, see the section of this manual titled “**Filing Initial Pleading-Steps 6 thru 8, pages 30 and 31.**”

Filing a Motion in a Criminal Case: First Appearance of an Attorney

Step 5b – 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.

Then, 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 lead counsel for the party, and click the box next to the word **Notice**, if it is not already checked, to receive notices from the Court and other attorneys.
- If you want to deselect a checked box, click in the box you want deselected.

Figure 13- Attorney/Party Association Screen

ECF Civil • Criminal

Motions
[3:07-cr-00123-CVG-GWB USA v. Husbab](#)

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*.

Carla Husbab (pty.dft) represented by Everest Crooney (aty) Lead Notice

Note: Make sure the system does not create an association between you and a party you do **NOT** represent, such as in a situation when you are filing a joint document.

Filing a Motion in a Criminal Case: Selecting the PDF File Name and Location

Step 6 – 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. See Step 7 below for instructions on verifying attachment.
- Click on **[Next]**.

Figure I4-Selecting PDF screen

ECF Civil • Criminal

Motions
[3:07-cr-00123-CVG-GWB USA v. Husbab](#)

Date document filed (mandatory)
12/1/2007

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Notes

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



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

• If you need additional assistance with the PDF process, you may wish to view the computer-based training module, "[Filing a Criminal Motion](#)."

Filing a Motion in a Criminal Case: Verifying That You Have Attached the Correct Document

Step 7 – 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.

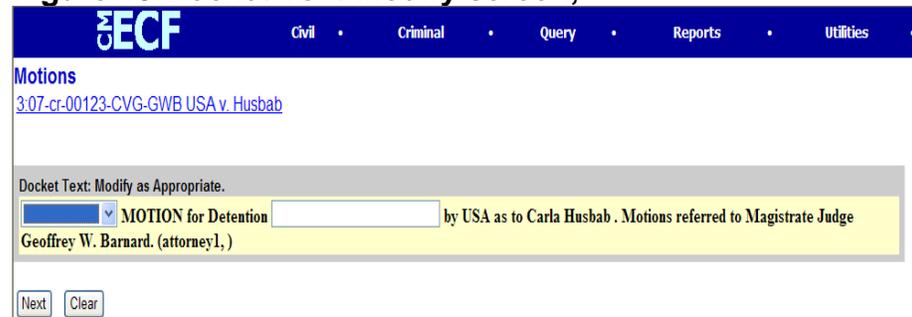
Filing a Motion in Criminal Case: Modifying the Docket Entry

Step 8 – 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.

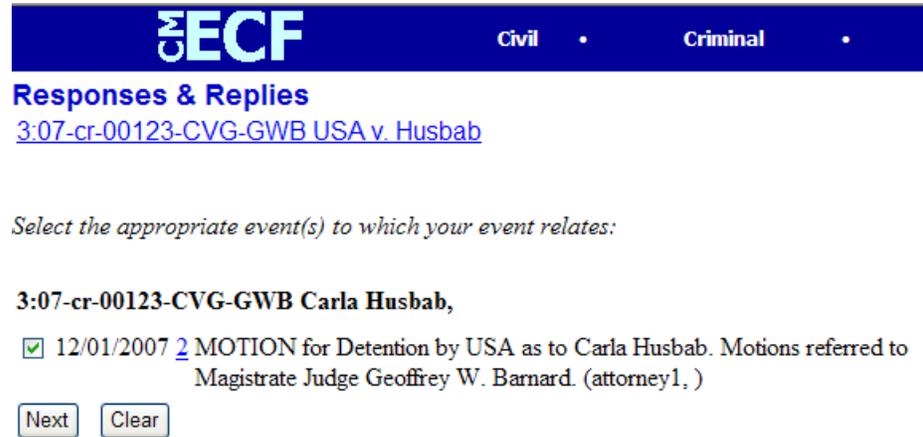
After you have made your modifications, if any, click on the **[Next]** button.

Figure 15-Docket Text-Modify screen,



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 and certain other types of documents you will be presented with the following screen



Filing a Motion in a Criminal Case: Reviewing the Docket Entry for Accuracy

Step 9 – Review your docket entry for accuracy.

If the docket entry is...

Then...

Correct

Click on the **[Next]** button to commit the transaction. (Figure 16)

The screen shot below shows that “Amended” was selected from the dropdown list and “Counts 2 and 3 of the Complaint” was typed into the white box, so that the final docket text now reads, “Amended Motion to Dismiss Counts 2 and 3 of the Complaint.”

This docket text is correct, so the next step would be to 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.

Incorrect

- Click on the **[Back]** button on your browser to correct a previous screen, or
- Click on **Criminal** on the main blue menu bar to abort the entry and start over.

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.

Filing a Motion in a Criminal Case: Notice of Electronic Filing (NEF)

ECF electronically transmits the NEF to the attorneys in the case who have supplied their e-mail 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.

To save a copy of the NEF either as an electronic record or as a paper document, see the chart below:

If you want to...	Then...
Save an electronic copy of the NEF	<ol style="list-style-type: none">1. Click on the link to the document found in the e-mail verification notice.2. The document loads into Adobe Reader.3. A toolbar with a diskette icon appears at the top of the Adobe Reader screen.4. Click on the diskette icon.5. A dialogue box entitled Save As appears over the document.6. Complete the following data fields:<ol style="list-style-type: none">a. Save in: Designate the drive and directory to save the file

- b. File name: Name the file. Example: Smith, JQstaymotion.pdf
 - c. Save as type: Leave at Acrobat (*.pdf) default
7. Click the Save button to store the document in the drive and folder you designated.
 8. You can now view or print the document at a later time.

Print a copy of the NEF Select *Print* on your browser's toolbar.

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.

CM/ECF SEALED FUNCTIONALITY IN CRIMINAL CASES

The electronic case filing (“ECF”) system allows for the filing of sealed criminal and magistrate complaint cases. ECF also allows attorneys to file their own sealed documents once they have received leave to file from the Court.

The ECF system is set to automatically allow attorneys to electronically file sealed documents in any unsealed criminal case. Access to view sealed documents must be set by the Court on a per case, per defendant basis.

ACCESS TO VIEW- SEALED DOCUMENTS IN UNSEALED CRIMINAL CASES

When a criminal case is opened, a case administrator will set access to view sealed documents for the Assistant U.S. Attorney listed on the Criminal complaint. Any additional Assistant U.S. Attorney who desires access to view sealed documents in that case must file an Entry of appearance. Access to view sealed documents will be set for the defendant’s attorney upon the filing of an Entry of Appearance or a CJA 20 Appointment Order. Once access to view has been set, the Assistant U.S. Attorney will have access to view all sealed documents; an attorney of record for a defendant will have access to view sealed documents ONLY if a document pertains to his/her defendant. It is imperative that the e-filer of a sealed motion/document select the correct defendant associated with the document so that the system will only allow that defendant’s attorney access to view the sealed motion/document.

If access to view has not been given to an attorney:

- Upon attempting to query a specific case number, the system will display the message:

##-#### is not a valid case. Please enter a valid value.

- Upon attempting to access a link for a sealed document, the system will display the message:

‘This Document is not available.’

- 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.”

Note: If you are denied access to sealed information pertaining to your party/case, please contact the Clerk's Office.

ACCESS TO VIEW- SEALED CRIMINAL CASES

Once an order granting motion to seal indictment or information is entered, the case will be opened under seal. All defendants will be sealed, as well as all entries and documents. A case administrator will set access to the assigned Assistant U.S. Attorney (as listed on the indictment) so that he/she can view and e-file documents while the case remains under seal. **The ECF system will generate but will not transmit a Notice of Electronic Filing ("NEF") when documents are filed in a case that is sealed in its entirety. The NEF is generated for file-stamp purposes only.**

Please Note: The e-filer must accomplish service of documents on all parties in a sealed case in paper form.

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 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 will be unsealed individually after the defendant has been brought before the court for a public hearing and no order to seal has been entered by the court.

FILING MOTION FOR LEAVE TO FILE MOTION/DOCUMENT UNDER SEAL

To file a motion for leave to file a document under seal select the motion event ***Seal OR Seal Document-(Motion for Leave to File Document Under Seal)***. In this motion event, attorneys are warned not to attach the PDF document/motion that they are requesting to be sealed, as this event is not a sealed event. Attorneys can file the proposed sealed document by selecting the ***Sealed Document-Proposed*** located under **Other Filings/Other Documents** . This event is a sealed event viewable only by court users with seal access.

FILING SEALED MOTIONS/DOCUMENTS

After leave of court to file a sealed motion has been granted, 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***.

When filing sealed motions/documents in a criminal case, the e-filer must select the defendant that the motion/document refers to. The filer must attach the PDF document to the event. The system will automatically seal the motion/document, and then that document can only be viewed by attorneys and court users who have been granted access to view sealed document in that case for that specific defendant.

Please Note: **The e-filer must accomplish service of sealed documents on all parties in paper form.**

FILING EX PARTE MOTIONS AND ORDERS

When filing an ex parte motion, the filer must attach the PDF document, which will be automatically sealed by the system. Ex parte events will only appear on Court docket sheets and on the docket sheets of the parties who filed the ex parte event.

To file an ex parte motion in ECF, the e-filer must select the ***1-Ex Parte Document-to be used ONLY in conjunction with other selection*** event and hold down the ctrl key and select the motion event. Upon completion of the transaction, a NEF is generated for file- stamp purposes ONLY. Print or download and save the NEF at this time for your file. It is also recommended that you retain the PDF of the original motion.

THE E-FILER MUST E-MAIL THE PROPOSED ORDER TO THE APPROPRIATE JUDICIAL OFFICER AT THE E-MAIL ADDRESS SET FORTH IN THE USER'S MANUAL.

The EX PARTE ORDER will only be distributed to the attorney who e-filed the motion. The NEF will be generated but not transmitted to the applicable party. Distribution must be in paper form to the applicable party.

When accessing the docket sheet, only authorized users will be allowed to view the docket entry and the document.

Note: The document number for the ex parte motion and ex parte order will be displayed on the NEF following the completion of the e-filing transaction.

PROPOSED SEALED ORDERS

Proposed sealed orders must be submitted to the appropriate judicial officer at the e-mail address as set forth in the User's Manual. The proposed order must be submitted in a format compatible with Word. Proposed sealed orders (except ex parte orders) should also be served on all appropriate attorneys of record. The subject line of all emails must include the case name, number, and corresponding document number.

GENERAL INFORMATION

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

MISCELLANEOUS INFORMATION: QUERY MENU

Query Menu

The Query menu can be used to search the Electronic Case Filing (ECF) system for specific case information. To enter the “Query Mode,” click on **Query** on the blue menu bar.

ECF opens the PACER Login screen (it looks much like the regular login screen, doesn't it). You must enter your PACER login and password before the system will let you query the ECF database. Enter your PACER login and password.

The screenshot shows the ECF Query menu interface. At the top, there is a blue navigation bar with the ECF logo and three menu items: "Civil", "Criminal", and "Query". Below the navigation bar, the word "Query" is displayed in a large, bold, blue font. The main content area is a light yellow background with a white border. It contains two search sections. The first section, titled "Search Clues", has a text input field for "Case Number" with a placeholder "(Examples: 99-500, 1:99cv500)". Below this is the text "or search by" followed by three radio buttons for "Case Status": "Open", "Closed", and "All". There are two date range input fields: "Filed Date" and "Last Entry Date", each with a "to" separator. A dropdown menu for "Nature of Suit" is open, showing options: "0 (zero)", "110 (Insurance)", and "120 (Contract: Marine)". Below this is another "or search by" section with three radio buttons for "Case Status": "Open", "Closed", and "All". There are three text input fields for "Last Name", "First Name", and "Middle Name", with a placeholder "(Examples: Desoto, Des*t)" for the last name. A dropdown menu for "Type" is also present. At the bottom of the form are two buttons: "Run Query" and "Clear".

ECF opens a Query data entry screen (shown above). You can search by Case Number, Case Status or by Party. If your search by Party you can select from the drop down list under **Type**, Attorney, Party or Special Mailing Group/Individual. You may also search the system for cases open and/or closed for a specific time period or by nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run.

**Case
Number/
Party Query**

If you know the number that the Court has assigned to the case, you may enter it in the **Case Number** field and click **[Run Query]**.

You may search the system by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name.

If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number hyperlink and ECF will opens the query screen below.



At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen.

**Case-
Specific
Query
Options**

Displays the names, address, and telephone numbers of the Attorneys who represent each of the parties to the case.

Case Summary- Provides a summary of current case-specific information.

Deadlines/Hearings – Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. After you click **[Run Query]**, the system opens the Deadline/Hearings screen. If you click on a document number, ECF will display the actual Scheduling Order for the conference or hearing. If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing you selected.

Docket Report – When you select Docket Report, ECF opens the Docket Sheet screen, You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to display the entire docketing report. Place a checkmark in the box next to **“Include links to Notice of Electronic Filing”** if you wish to view them from the docket sheet. Click on the **[Run Report]** button. The system will run your custom report and display it. Click on a document number to see the actual document or click the silver ball to display the Electronic Notification Report for the document.

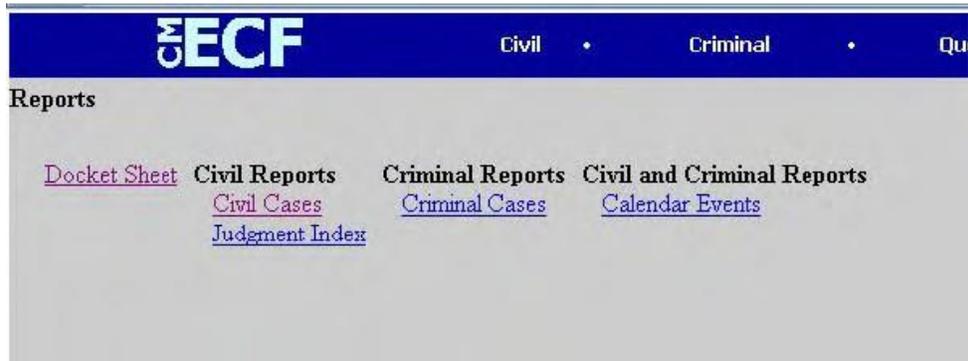
History/Documents – This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted here. You may select the sort order for the report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report. After making your selections, click on the **[Run Query]** button. This particular report lists all of the events and documents associated with the case in reverse chronological order.

MISCELLANEOUS INFORMATION: REPORTS

Reports Menu

The Reports function of ECF provides the filing user with the following report options:

- Docket Sheet
- Civil Cases
- Criminal Cases
- Docket Activity
- Written Opinions
 1. Click on **Reports** from the blue menu bar.
 2. The PACER login screen will open.
 3. Enter your PACER login and password.
 4. The following screen will appear.



Docket Sheet Report

The Docket Sheet report allows you to view a docket sheet.

Docket Sheet

Case number

Select a case:

- 4:06-cr-07001 USA v. Leibnitz et al
 - 4:06-cr-07001-1 Gottfried Wilhelm Leibnitz
 - 4:06-cr-07001-2 Isaac Newton
 - 4:06-cr-07001-3 Rene Descartes
 - 4:06-cr-07001-4 Joe Mercator
 - 4:06-cr-07001-5 John Napier
 - 4:06-cr-07001-6 Leonard Fibonacci
- 4:06-cv-07001 Descartes v. Newton

Filed to

Entered to

Documents to

Include terminated parties Include headers when displaying PDF documents

Include list of parties and counsel View/print multiple documents

Include list of member cases

Output: Unpaginated (html) Paginated (pdf)

Sort by

1. Enter the case number in the Case number field.
2. Check the boxes to include the information next to the check box.
3. Select the Oldest date first to sort the docket sheet by the oldest entry to the most recent or
4. Select Most recent date first to sort the docket sheet by the most recent entry to the oldest entry
5. Click on the **[Run Report]** button and ECF will run your custom docketing report and display it.

The document numbers are located in the middle column of the docket sheet report and are hyperlinks to the PDF documents. To view the Notice of Electronic Filing for a document, place your pointer on the button next to the document number and click.

Viewing / Downloading All Documents for a Single Docket Entry

Users can view all of the documents for a single docket entry at the same time. Two new buttons appears at the bottom of the Document Selection Menu screen: **View All and Download All**

Document Selection Menu

Select the document you wish to view.

Part	Description	
1	Main Document	1 page
2	Exhibit	4 pages
3	Supplement	6 pages
4	Supplement	2 pages

or 13 pages

If the user clicks **View All**, a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. If the user clicks **View Document**, the main document and all of the PDF attachments for the docket entry are combined into a single PDF and displayed on the screen. The user may print the documents from the screen.

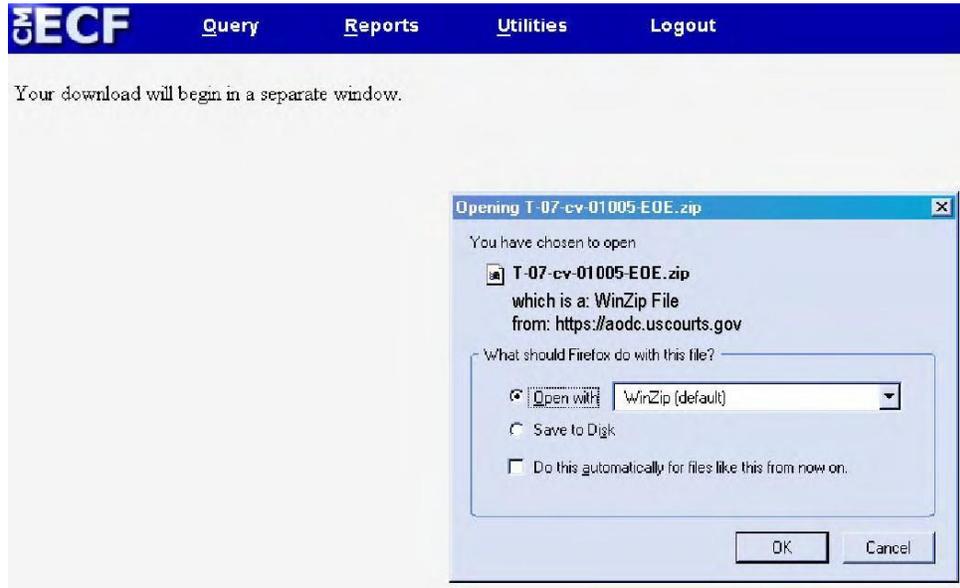
The screenshot shows the ECF system interface. At the top, there is a navigation bar with "Query", "Reports", "Utilities", and "Logout". Below the navigation bar, a message states: "To accept charges shown below, click on 'View Document', otherwise click the 'Back' button on your browser." The summary shows "Total Billable Pages: 13" and "Total Cost: 1.04". A "View Document" button is visible. Below this, two "Transaction Receipt" boxes are displayed, each from the "Pacer Service Center" dated "Fri Apr 6 11:09:21 EDT 2007".

Pacer Service Center			
Transaction Receipt			
Fri Apr 6 11:09:21 EDT 2007			
Pacer Login:		Client Code:	
Description:	Image 5-0	Case Number:	T:07-cv-01005-EOE
Billable Pages:	1	Cost:	0.08

Pacer Service Center			
Transaction Receipt			
Fri Apr 6 11:09:21 EDT 2007			
Pacer Login:		Client Code:	
Description:	Image 5-1	Case Number:	T:07-cv-01005-EOE
Billable Pages:	4	Cost:	0.32

If the user clicks **Download All**, a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. If the user clicks **Download Documents**, the main document and all of the PDF attachments for the docket entry are combined in a ZIP file and a dialogue box is displayed for the user to select a destination directory for the ZIP file. Once the user selects a destination directory and filename, the ZIP file is saved in the specified location. The ZIP file is stored in a format

that results in separate component files upon decompression.



Viewing and/or Downloading All Documents for Multiple Docket Entries

Users now can view and print all of the documents for multiple docket entries at the same time by clicking the new **View multiple documents** checkbox on the Docket Report selection criteria screen. If the user submits the screen with the **View multiple documents** option selected, the Docket Report output will be in HTML format and will include a new column between the document number column and the docket text column, labeled **Select**. For each docket entry with a document, a checkbox appears in the **Select** column. The user can select the docket entries for which the documents should be combined into a single PDF.

Date Filed	#	Select	Docket Text
03/07/2007	1	<input checked="" type="checkbox"/>	COMPLAINT against Pierre de Fermat (Filing fee \$ 350.), filed by Blaise Pascal. (Descartes, Rene) (Entered: 03/07/2007)
03/12/2007	2	<input type="checkbox"/>	MOTION for Disclosure by Blaise Pascal. Motions referred to Emily O Eleven. (Descartes, Rene) (Entered: 03/12/2007)
03/21/2007	3	<input type="checkbox"/>	AFFIDAVIT of Service for Complaint served on Pierre de Fermat on 3/12/07, filed by Blaise Pascal. (Descartes, Rene) (Entered: 03/21/2007)
03/21/2007	4	<input type="checkbox"/>	ANSWER to 1 Complaint by Pierre de Fermat. (Kepler, Johannes) (Entered: 03/21/2007)
03/21/2007	5	<input checked="" type="checkbox"/>	MOTION to Dismiss by Pierre de Fermat. Motions referred to Emily O Eleven. Responses due by 4/4/2007 (Attachments: # 1 Exhibit # 2 Supplement # 3 Supplement) (Kepler, Johannes) (Entered: 03/21/2007)
03/23/2007			Judge Zachary G Zeta no longer assigned to case. (BCG) (Entered: 03/23/2007)
04/06/2007			Judge Oliver A Omega added. (BCG) (Entered: 04/06/2007)

View Selected
or
Download Selected

Two buttons appear at the end of the Docket Report: **View Selected** and **Download Selected**. If the user clicks **View Selected**, a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. If the user clicks **View Document** on the confirmation screen, the selected documents (and all attachments) are combined into a single PDF and displayed on the screen. The user may print the documents from the screen.

If the user clicks **Download Selected**, a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. If the user clicks **Download Documents** on the confirmation screen, the selected documents (including all attachments) are combined in a ZIP file and a dialogue box is displayed for the user to select a destination directory for the ZIP file. Once the user selects a destination directory and filename, the ZIP file is saved in the specified location. The ZIP file is stored in a format that results in separate component files upon decompression.

Civil Cases Report

The Civil Cases Report allows the user to run a civil case report by any of the selection on the screen below which includes:

- Office (division)
- Case type
- Nature of suit
- Cause, and
- Case flags.

The screenshot shows the 'Civil Cases Report' interface. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. The main form area contains several dropdown menus and input fields:

- Office:** Buffalo, Rochester
- Case type:** Civil, Miscellaneous
- Nature of suit:** 0 (zero), 110 (Insurance)
- Judge:** Arcara, Richard J., Bianchini, Victor E.
- Case flags:** 2255, APPEAL
- Cause:** 0 (No cause code entered), 02:0431 (02:431 Fed. Election...)
- Filed:** 8/26/2003 to 9/25/2003
- Entered:** 8/26/2003 to 9/25/2003
- Closed:** (empty) to (empty)
- Terminal digit(s):** 2, 4, 7
- Open cases:** Open cases, Closed cases
- Sort by:** Case Number
- Buttons:** Run Report, Clear

Note: The system allows you to pick more than one item from the dropdown lists if you hold down the CTRL key while clicking on the items.

**Written
Opinions
Report**

The Written Opinions Report allows the user to search for written opinions that were filed by the Court in ECF and are available at no cost to ECF and PACER users.

Note: To access this report, you will be prompted to enter your PACER login and password

MISCELLANEOUS INFORMATION: UTILITIES

Utilities Menu

The Utilities Menu provides the means for filing users to maintain their account in ECF and to view all of their ECF transactions and some PACER related account information.



Maintain User Account

The **Maintain Your Account** main screen allows a user to keep current information relevant to your ECF account with the Court., such as the following:

- Name
- Phone number, and
- Fax number

For change of address, please contact the clerk's office.

A screenshot of the "Maintain User Account" form on the ECF website. The form is titled "Maintain User Account" and contains various input fields and dropdown menus. Fields include: Last name (with "attorney1" entered), First name, Middle name, Generation, Gender (dropdown), ATY Type (dropdown), Title, Bar number, Prisoner id, Office, Unit, Address 1, Address 2, Address 3, City, Country, State, Zip, Phone, Fax, Initials, DOB, AO code, End date, Civil ref style (dropdown), Criminal ref style (dropdown), Date sworn, and Status (dropdown). There is a checkbox for "Add Headers to PDF Documents" which is checked. At the bottom, there are buttons for "Email information...", "More user information...", "Submit", and "Clear".

From the above screen a user can change:

- e-mail information by clicking on the **[Email information]** button
- password by clicking on the **[More user information]** button

Email Info A User can update e-mail information by clicking the **[Email information]** button on the Maintain User Account screen or by clicking on the **[Maintain Your E-mail]** button under the **[Utilities]** menu.

Note: It is very important that you keep this e-mail information current, since ECF will e-mail the NEF based upon the information in this screen.

From the Email Information screen, you can add additional e-mail addresses for the individuals you wish ECF to notify, (paralegals, secretaries) concerning ECF activities.

To add additional e-mail addresses click on the **[Add Additional E-mail Address]** button.

When you have finished entering your email addresses click on **[Return to Person Information Screen]**

If you have completed your update to your account, click on the **[Submit]** button.

**Changing
your
Password**

You can change your password by clicking the **[More user information]** button on the Maintain User Account screen or by clicking on **[Maintain Your Login/Password]** button under the **[Utilities]** menu.

- Click on **[Maintain Your Account]**
- Click the **[More user information]** button
- Place your cursor in the *Password* field and delete the asterisks.
- Type in your new password.
- Click on the **[Return to Account screen]** button.
- Click the **[Submit]** button on the bottom of the Maintain User Account screen.
- Click the **[Submit]** to continue with update

ECF will notify you onscreen that your updates were accepted.

You can begin using the new password during your next ECF session. Please Note: The clerk's office does not maintain a record of your password. If you lose or forget your password, the clerk's office will have to issue you a new one.

View Transaction To view all of your ECF transactions, click on **View Transaction Log** on the Utilities menu screen.

Enter a date range and click the **[Run Report]** button.

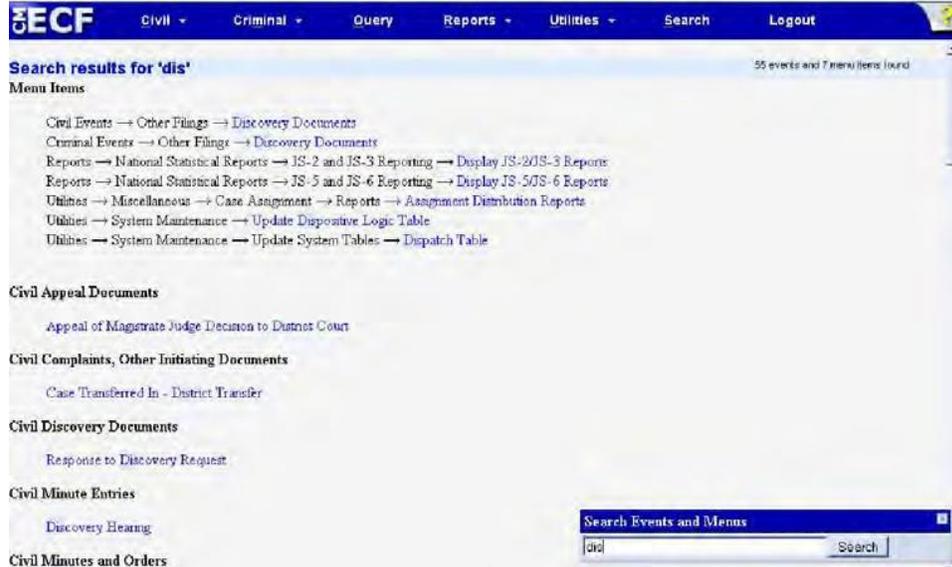
PACER Options The Utilities function also allows you to access and maintain the following PACER-related account information.

- Change Client Code,
- Change Your PACER Login,
- Review Billing History, and
- Show PACER Account.

MISCELLANEOUS INFORMATION: SEARCH

Universal Event and Menu Search

The new Event and Menu Search utility, labeled **Search**, is available from the main blue menu bar. When clicked, a small pop-up window appears, and the user can enter text to search on. Once the user enters text in the search box and clicks the **Search** button (or Enter on the keyboard) the results are displayed on the screen, with the search string characters highlighted. Each item is a hyperlink to the corresponding menu item or event, so the user can access the menu item or event right from the search results screen. Figure A shows the **Search** pop-up and the results for a search on 'dis'



MISCELLANEOUS INFORMATION: LOGOUT

Logout After you have completed all of your transactions for a particular session in ECF, you should exit the system by clicking on the Logout function on the blue menu bar.

Steps:

1. Click on the Logout function on the blue menu bar, which will return you to the ECF login screen
2. Click on the X in the upper right-hand corner of the program.

Note: Do not click on the X until you have clicked on Logout.

Appendix A- Civil Event List

Attorney Civil Events List

OPEN A CASE

Open a Civil Case

INITIAL PLEADINGS AND SERVICE

Complaints and Other Initiating Documents

Amended Complaint
Application for Stay of Execution
Application for Writ of Garnishment
Bankruptcy Appeal
Case Transferred In District Transfer
Complaint
Complaint with IFP Pending
Counterclaim
Crossclaim
Intervenor Complaint
Motion to Vacate/Set Aside/Correct Sentence (2255)
Notice of Condemnation
Notice of Removal
Notice to Take Foreign Deposition
Petition for Writ of Habeas Corpus
Petition to Enforce IRS Summons
Petition to Perpetuate Testimony
Registration of Foreign Judgment
Third Party Complaint

Service of Process

Acknowledgement of Service
Affidavit of Service (Not to be used for Summons Returned)
Application for Writ of Corpus ad Testificandum
Denied
Certificate of Service
Request for Waiver of Service
Seizure Warrant Issued
Seizure Warrant Returned Executed
Seizure Warrant Returned Unexecuted
Service by Publication
Subpoena Returned
Summons Issued
Summons Issued as to USA
Summons Reissued
Summons Returned Executed
Summons Returned Executed as to USA or Agency of USA
Summons Returned Unexecuted
Waiver of Service Executed
Waiver of Service Unexecuted
Warrant returned
Writ returned
Writ of Execution
Writ of Habeas Corpus ad Prosequendum
Executed

MOTIONS AND RELATED FILINGS

Motions

Exparte docket entry and document-to be used in conjunction
Exparte document-to be used only in conjunction with protective Order
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
Bill of Costs (before Judge)
Bond
Certificate of Appealability
Certify Class
Change Venue
Compel
Consolidate Cases
Continue
Declaration of Mistrial
Declaratory Judgment
Default Judgment
Deposit Funds
Directed Verdict
Disbursement of Funds
Disclosure
Discovery
Dismiss
Dismiss Case as Frivolous
Dismiss for Failure to State a Claim
Dismiss/Lack of Jurisdiction
Dismiss/Lack of Prosecution
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Enforce IRS Summons
Enforce Judgment
Entry of Default
Expedite
Extension of Time in re Transcript
Extension of Time to Amend
Extension of Time to Complete Discovery
Extension of Time to File Answer

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

Extension of Time to File Briefs
Extension of Time to File Document
Extension of Time to File Response/Reply

Answers to Complaints

Linked to events entered under complaints and other initiating documents

Other Answers

Affidavit in Opposition (Non-Motion)
Affidavit in Support (Non-Motion)
Amended Answer to Complaint
Answer to Complaint (Notice of Removal)
Answer to Writ of Garnishment
Claim
Objection to Report and Recommendations
Withdrawal of Claim

Motions (continued)

File Excess Pages
Forfeiture of Property
Hearing
In Limine
Interpleader Deposit (28 USC section 1335)
Interpleader Disbursement (28 USC section 1335)
Intervene
Issuance of Warrant in rem
Joinder
Judgment Based on ADR Settlement
Judgment Debtor Exam
Judgment NOV
Judgment as a Matter of Law
Judgment of Forfeiture
Judgment on the Pleadings
Judgment under Rule 54(b)
Leave to Appeal
Leave to File Document
Letters Rogatory
Limited Admission
Miscellaneous Relief
More Definite Statement
New Trial
Order of Sale
Partial Summary Judgment
Permanent Injunction
Preliminary Injunction
Proceed In Forma Pauperis (Motion/Application)
Produce
Protective Order
Quash
Reassign Case
Reconsideration
Recusal
Redacted transcript
Refund of Fees Paid Electronically
Release of Bond Obligation
Release of Funds
Remand
Remand to Bankruptcy Court
Remand to State Court
Reopen Case
Return of Property
Sanctions
Seal
Seal Case Seal Document-(Motion for Leave to File Document Under Seal)
Sealed Motion
Service by Publication
Set Aside
Set Aside Default
Set Aside Forfeiture
Set Aside Judgment
Set Aside Verdict
Settlement
Sever
Show Cause

Motions (continued)

Stay
Strike
Substitute Attorney
Substitute Party
Summary Judgment
Supplement
Take Deposition
Taxation of Costs
Temporary Restraining Order
Unseal Case
Unseal Document
Vacate
Withdraw
Withdraw Reference
Withdraw as Attorney
Writ
Writ of Garnishment
Writ of Habeas Corpus ad prosequendum
Writ of Habeas Corpus ad testificandum
Writ of Mandamus

Supporting Documents Responses and Replies

Exparte Docket Entry and Document-(To be used Only in Conjunction with other selection)
Affidavit in Support of
Affidavit in Support of Opposition
Memorandum in Support
Memorandum in Support of Opposition
Opposition to Motion
Reply to
Reply to Opposition to Motion
Response
Statement of Undisputed Facts

ADR Documents

Arbitration Award
Case Ineligible for Arbitration
Consent to Arbitration
Consent to Mediation
Objection to Report of Arbitrator/Mediator
Report of Arbitration
Report of Mediation
Request for Trial De Novo

OTHER FILINGS

Discovery Documents

Applicable Party Document-To be Used in Conjunction with
Deposition
Discovery Memorandum-Rule 16
Notice to Take Deposition
Request for Admissions
Request for Production of Documents
Response to Discovery Request

Notices

Certificate of Counsel
Notice
Notice Event
Notice of Acceptance with Offer of Judgment
Notice of Appearance
Notice of Application for Writ
Notice of Change of Address
Notice of Filing Official Transcript
Notice of Filing Report and
Recommendation from BK Court
Notice of Hearing
Notice of Hearing on Motion
Notice of Interrogatories
Notice of Lis Pendens
Notice of Removal
Notice of Rule 16 Conference
Notice of Service of Response to Interrogatories
Notice of Settlement
Notice of Voluntary Dismissal
Notice to Magistrate Judge Non-Dispositive
Order to District Court
Notice (Other)

Trial Documents

Exhibit
Exhibit List
Jury Instructions
Jury List
Proposed Findings of Fact & Conclusions of Law
Proposed Jury Instructions
Proposed Voir Dire
Voir Dire Questions
Trial Brief
Witness List

Appeal Documents

Terminate Appeal Deadlines
Actual Record Returned
Actual Record Sent to USCA
Appeal Remark
Appeal Transcript
Appeal of Magistrate Judge Decision to District Court
Appellants Brief-Sup. Ct.
Appellants Reply Brief
Appellants Reply Brief-Sup. Ct.
Appellee's Brief
Appellee's Brief-Sup. Ct.
Appendix

Other Documents

Affidavit
Amended Document (Not Motion)
Amendment to Document
Application (Generic)
Application for Admission to Bar
Application for Compensation and to Authorize Payment
Application for Renewal to Bar
Application for Special Admission to Bar
Amicus Curiae Appearance
Application for Writ
Bill of Costs
Consent to Jurisdiction by US Magistrate Judge
Consent to Jurisdictions by Magistrate Judge to Plaintiff
Corporate Disclosure Statement
Final Accounting and Application
Financial Affidavit
Financial Affidavit (CJA 23)
Interpleader
Jury Demand
Notice of Intent to Request Redaction
Objections to Answer to Writ
Praecipe
Pretrial Memorandum
Proposed Pretrial Order
Redacted Document
Redacted Index
Report of Rule 26(f) Planning Meeting
Response to Order to Show Cause
Response/Reply
Sealed Document
Sealed Document (Proposed)
Satisfaction of Judgment
Settlement Agreement
Status Report
Stipulation
Stipulation of Dismissal
Suggestion of Bankruptcy
Suggestion of Death
Supplemental
Transcript Request

BK Scheduling Order
Briefing Schedule
Certified Copies of Docket Entries
Designation of Record on Appeal
Designation of Record on Appeal-
BK
Docketing Statement
Joint Appendix
Mandate
Mandate-REMAND
Memorandum Opinion
Notice of Appeal
Notice of Appeal BK Record Availability
Notice of Cross Appeal Notice
of Interlocutory Appeal
Objection to Magistrate Judge Non-Dispositive
Order to District Court
Order
Record Complete for Purpose of Appeal
Short Record
Short Record-Superior Court
Subsequent Notice of Appeal
Supplemental ROA sent to USCA
Transcript Purchase Order (Third Cir. Appeal Only)
Transcript Purchase Order-Sup. Court Copy
Transmission of BK Appeal Record
USCA Appeal Fees
USCA Assigned Case Number
USCA Judgment
USCA Order
USCA Scheduling Order

Appendix B- Signatures

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:

- i. submitting a scanned document containing all necessary signatures;
- ii. representing the consent of the other parties to affixing their signatures on the document; or
- iii. in any other manner approved by the Court.

Appendix C- Criminal Events List

Criminal Events List for Attorneys

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 Docket Entry and Document-to be used Only in conjunction with other selection
Ex Parte Document-to be used Only in conjunction with other selection
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
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
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