



Welcome

Slide notes: Welcome to the Filing a Motion Electronic Learning Module.

This lesson is designed to show you how to file a motion in the U.S. Courts' Case Management/Electronic Case Files application.

In order to closely simulate the CM/ECF application, each screen in this lesson will contain instructions for you to follow that mimic the actual software. Follow those instructions to progress through the lesson.

You may also use the playback controls at the bottom of each screen. You may move forward or back and you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.


There is also a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

You can also roll your mouse over the module title in the page header for information about the version of this lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

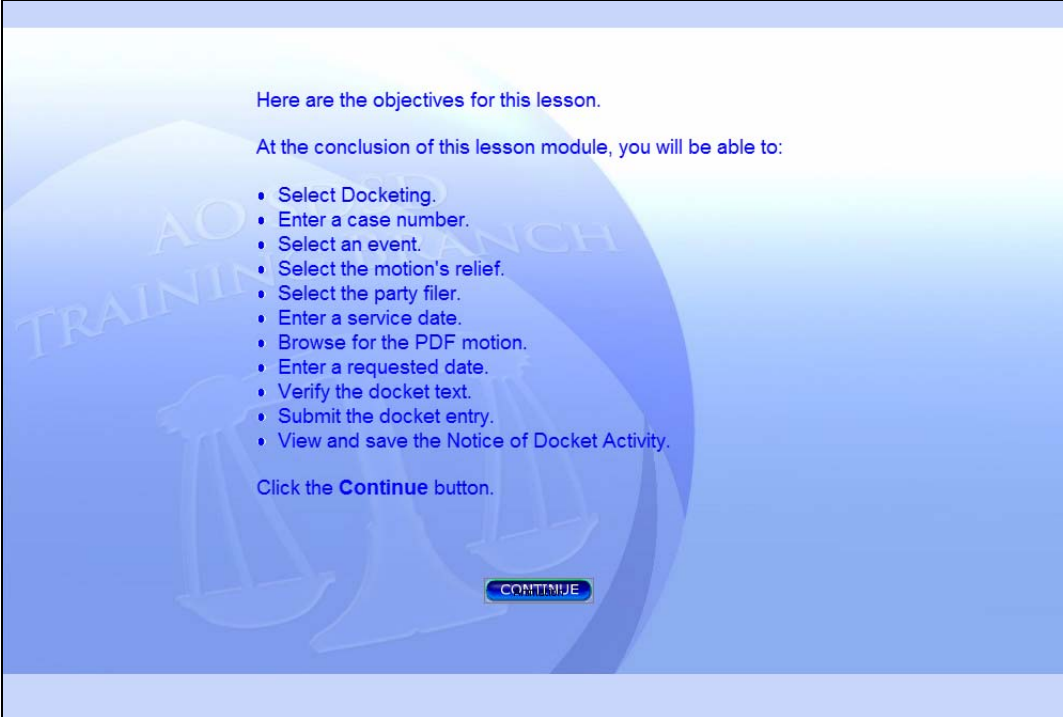
To exit the lesson, click the **X** in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **Start** button when you're ready.



Navigation

Slide notes: These are the instructions for how to navigate through this lesson module. When you're ready, click the Start button to begin the lesson.



Here are the objectives for this lesson.

At the conclusion of this lesson module, you will be able to:

- Select Docketing.
- Enter a case number.
- Select an event.
- Select the motion's relief.
- Select the party filer.
- Enter a service date.
- Browse for the PDF motion.
- Enter a requested date.
- Verify the docket text.
- Submit the docket entry.
- View and save the Notice of Docket Activity.

Click the **Continue** button.

CONTINUE

Objectives

Slide notes: Here are the objectives for this lesson.

At the conclusion of this lesson module, you will be able to:

Select Docketing

Enter a case number.

Select an event.

Select the motion's relief.

Select the party filer.

Enter a service date.

Browse for the PDF motion.

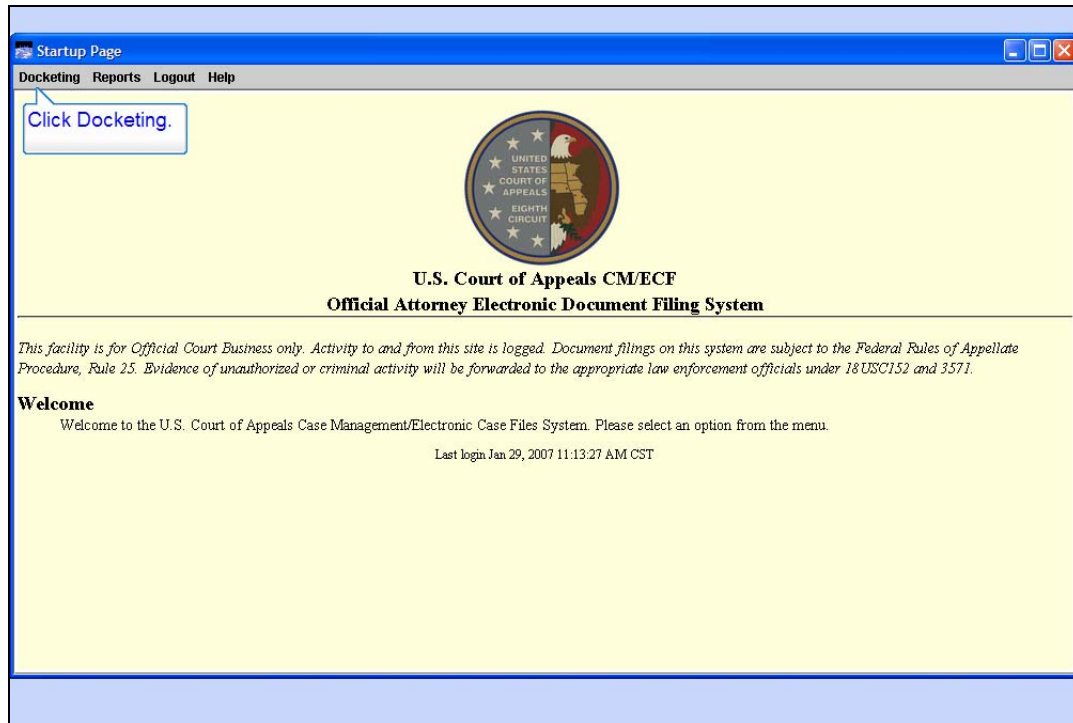
Enter a requested date.

Verify the docket text.

Submit the docket entry.

View and save the Notice of Docket Activity.

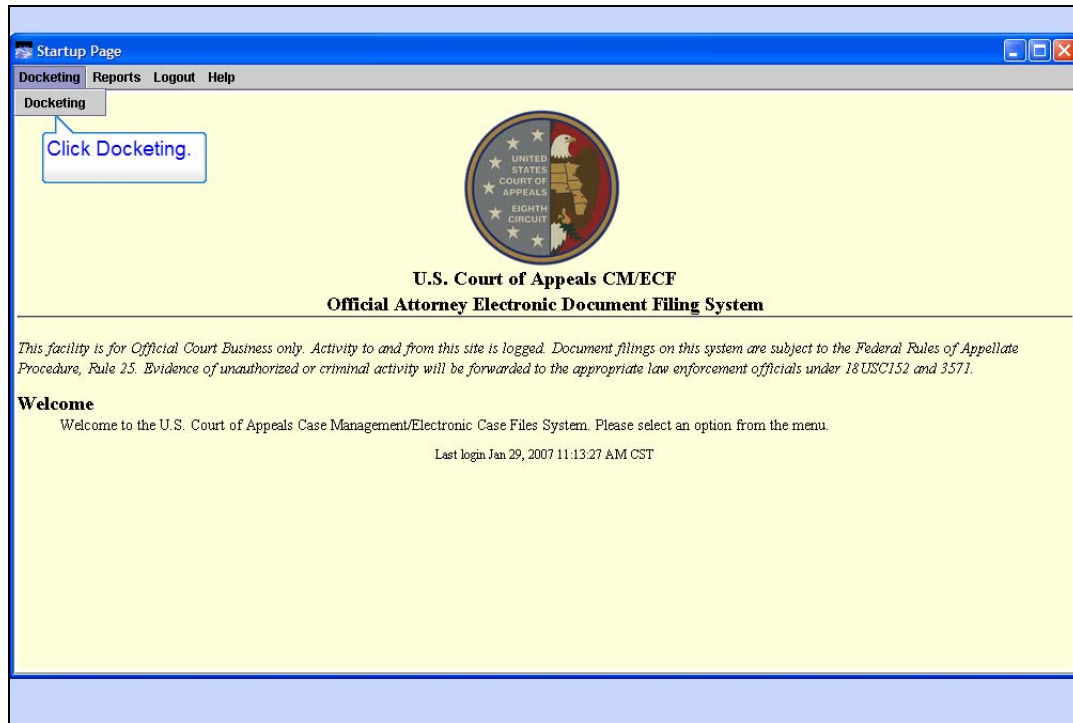
Click the Continue button.



Select Docketing

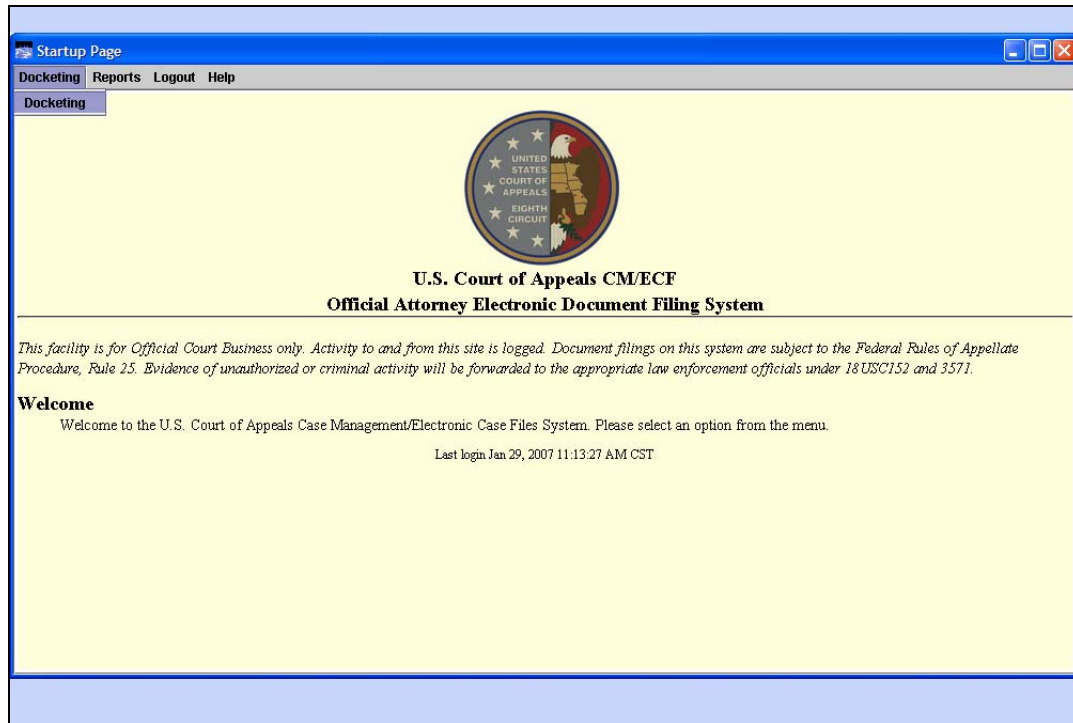
Slide notes: In this lesson we will simulate you filing a motion to extend time to file a brief in case number 62-1100. You represent the appellant, Widget Company, and you have already logged in to the court's CM/ECF application.

To begin filing the motion, click Docketing in the CM/ECF main menu.



Slide 5

Slide notes: From the drop-down menu, click Docketing.



Slide 6

Slide notes:

Docketing Appearance Filed

Doc Docketing Reports Logout Help

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 01/31

First selection category:

- ☒ Appearance form
- ☐ Designations of Record
- ☐ Corporate Disclosure Statement
- ☐ Cert. of Appealability
- ☐ Forms A and B
- ☐ Motion
- ☐ Reply/Response
- ☐ Rehearing Petitions

☒ Appearance Filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

Enter Case Number

Slide notes: The first step in filing anything is to enter the desired target case number. Notice the instructions for the correct format for case numbers.

Enter case number 62-1100, then press the TAB key.

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 01/30/2007

First select category of event:

- ☒ Appearance form
- ☐ Designations of Record
- ☐ Corporate Disclosure Statement
- ☐ Cert. of Appealability
- ☐ Forms A and B
- ☐ Motion
- ☐ Reply/Response
- ☐ Rehearing Petitions

Next select an event:

- ☒ Appearance Filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 62-1100 Widget Company v. Big River Company (Target Case)

Select Event

Slide notes: CM/ECF locates that case and displays its title at the top of the screen. If the case number was invalid, you would get an error message.

Remember the current date is used as the Filed Date, and you can't change it.

The next step on the Event Selection screen is to select the category of the event you are docketing by clicking the desired radio button in the left hand box. You may need to scroll down to locate the correct category in some instances, but in our example, the Motion category is visible in the list. To select it, click the radio button for Motion.

Docketing motion filed

Doc Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 01/30/2007

First select category of event:

- ☐ Appearance form
- ☐ Designations of Record
- ☐ Corporate Disclosure Statement
- ☐ Cert. of Appealability
- ☐ Forms A and B
- ☒ Motion
- ☐ Reply/Response
- ☐ Rehearing Petitions

Next select an event:

- ☒ motion filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 62-1100 Widget Company v. Big River Company (Target Case)

Scroll down.

Slide 9

Slide notes: When you select a category, the events in that category appear in the right-hand box. In the case of the Motion category, the only event is motion filed, and it is selected by default.

Notice the Applied Case Selection box near the bottom of the window. The box contains our target case. In situations where there are consolidated cases, the box would contain a list of additional cases that have been consolidated with your target case. In those situations you would also be sure to check the box or boxes for each additional case in which this event should be filed. In our case there are no additional cases.

To continue with this event, scroll down to the bottom of the window.

Slide 10

Slide notes: Now click the Docket Event button.

Startup Page

Docketing Reports Logout Help

Docketing motion filed

Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

Relief

Find the desired relief using the drop-down boxes, then click 'Apply' to select relief. Repeat as necessary to find more reliefs. Once all reliefs are selected, you may use the 'Up' and 'Down' buttons to reorder the reliefs.

Category Description Apply

(all reliefs)

Selected Reliefs

Entry

Up Down Remove Clear All

Total: 0

Continue Back Cancel

Click the down arrow for the Description.

Select the Relief

Slide notes: Since you're filing a motion, the next step in the process is to select the relief you are asking for. If your motion is requesting more than one relief, the selection process would be repeated for each relief.

The selection process is enabled by the two drop-down lists - one for the Category of the relief and one for the specific Description of the relief. The Category drop-down list starts out with "(all reliefs)" selected. This means the Description drop-down list will contain descriptions of all reliefs. The purpose of the Category drop-down list is to simply narrow down the list of descriptions in the Description drop-down list.

In this event, we will leave the Category list as is and simply find our relief in the list of all reliefs. To do so, click the down arrow for the Description drop-down list.

Startup Page

Docketing Reports Logout Help

Docketing motion filed

Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

Relief

Find the desired relief using the drop-down boxes, then click 'Apply' to select relief. Repeat as necessary to find more reliefs. Once all reliefs are selected, you may use the 'Up' and 'Down' buttons to reorder the reliefs.

Category: (all reliefs) Description: [dropdown] Apply

dismiss case
extension of time to file brief
file amicus brief
brief out of time
overlength brief
appointment of counsel
for attorney fees

Click extension of time to file brief.

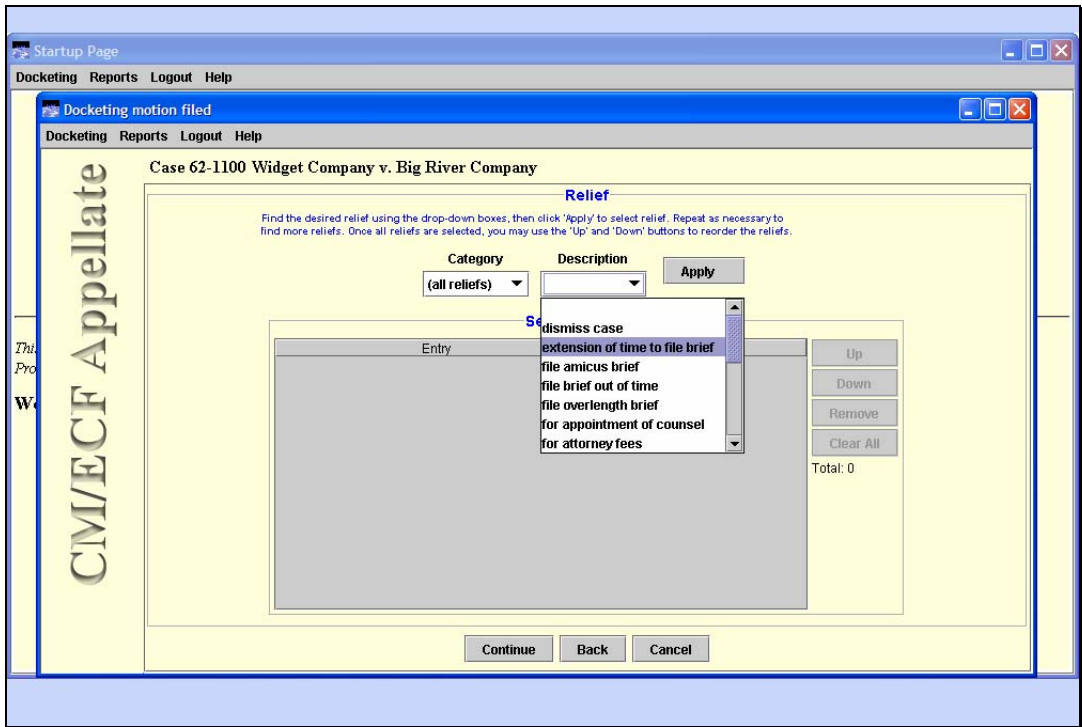
Up
Down
Remove
Clear All

Total: 0

Continue Back Cancel

Slide 12

Slide notes: In the drop-down list of descriptions, you can see the relief we're looking for --- extension of time to file brief. Click on that relief.



Slide 13
Slide notes:

Startup Page

Docketing Reports Logout Help

Docketing motion filed

Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

Find the desired relief using the drop-down boxes, then click the Apply button. Once all reliefs are selected, you may click the Apply button as necessary to reorder the reliefs.

Category: (all reliefs) Description: extension ... Apply

Selected Reliefs

Entry	Cases
-------	-------

Up
Down
Remove
Clear All
Total: 0

Continue Back Cancel

CM/ECF Appellate

Slide 14

Slide notes: The Description drop-down list now has the correct relief. In order to apply that relief to the motion we are filing, click the Apply button.

Startup Page
Docketing Reports Logout Help

Docketing motion filed
Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

Relief
Find the desired relief using the drop-down boxes, then click 'Apply' to select relief. Repeat as necessary to find more reliefs. Once all reliefs are selected, you may use the 'Up' and 'Down' buttons to reorder the reliefs.

Category: (all reliefs) Description: [] Apply

Selected Reliefs

Entry	Cases
extension of time to file brief	62-1100

Up
Down
Remove
Clear All
Total: 1

Click Continue.

Continue Back Cancel

Slide 15

Slide notes: The extension of time relief is now added to the list of Selected Reliefs. Again, if you were asking for multiple reliefs in one motion, you would repeat the process for each subsequent relief requested.

The four buttons to the right of the Selected Reliefs are to manage the reliefs you have applied so far. You can rearrange the order of multiple reliefs by clicking on one of the reliefs, then clicking the Up or Down buttons to move that selected relief up or down. The Remove button would remove a selected relief from the Selected Reliefs box. The Clear All button would remove all the applied reliefs and allow you to re-select reliefs using the Category and Description drop-down lists.

Since our motion has only one relief, the next step is to click the Continue button at the bottom of the window.

Case 62-1100 Widget Company v. Big River Company

Party Filer

Please select the filer(s) below:

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Widget Company	Appellant-Plaintiff	62-1100	Widget Company v. ...
<input type="checkbox"/> Big River Company	Appellee-Defendant	62-1100	Widget Company v. ...

Click the check box for Widget Company.

Display All Parties All Cases Select All Clear All

Service

Service Date:

PDF Document

Document: Browse...

Add Another

Requested date for brief:

Date: Time: ☐ AM

Select the Filing Party

Slide notes: Now you must select the filer of the motion. From the list of parties, click the check box next to the appellant, Widget Company.

Startups Docus

Docketing motion filed

Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

Party Filer

Please select the filer(s) below:

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Widget Company	Appellant-Plaintiff	62-1100	Widget Company v. ...
<input type="checkbox"/> Big River Company	Appellee-Defendant	62-1100	Widget Company v. ...

Enter 1/30/2007 in the Service Date field, then press the TAB key.

Select All Clear All

Service Date:

PDF Document

Document: Browse...

Add Another

m f/-ex tm f br

Requested date for brief:

Date: Time: ☐ AM

Enter Service Date

Slide notes: With the filer selected, now enter 1/30/2007 in the Service Date field, then press the TAB key.

Startup Page

Docketing motion filed

Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

Party Filer

Please select the filer(s) below:

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Widget Company	Appellant-Plaintiff	62-1100	Widget Company v. ...
<input type="checkbox"/> Big River Company	Appellee-Defendant	62-1100	Widget Company v. ...

Display All Parties All Cases Select All Clear All

Service

Service Date: 1/30/2007

PDF Document

Click the Browse button.

Document: Browse...

Add Another

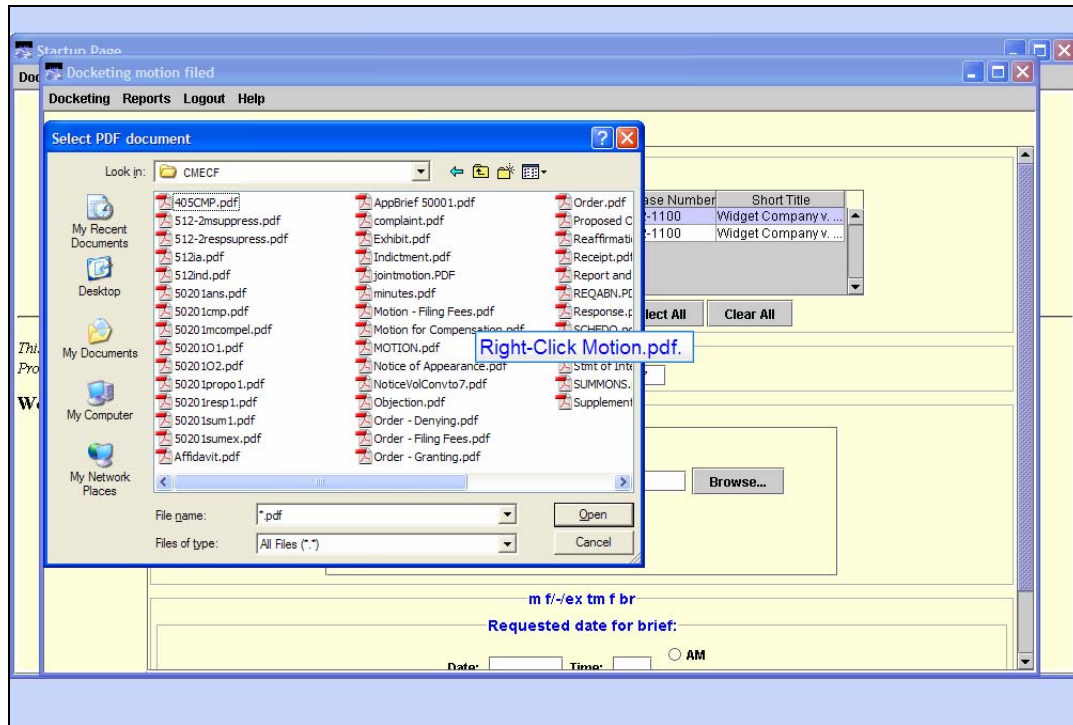
m f/~ex tm f br

Requested date for brief:

Date: Time: ☐ AM

Browse for PDF

Slide notes: Now we are ready to locate the PDF copy of your motion to extend time. To do so, click the Browse button.

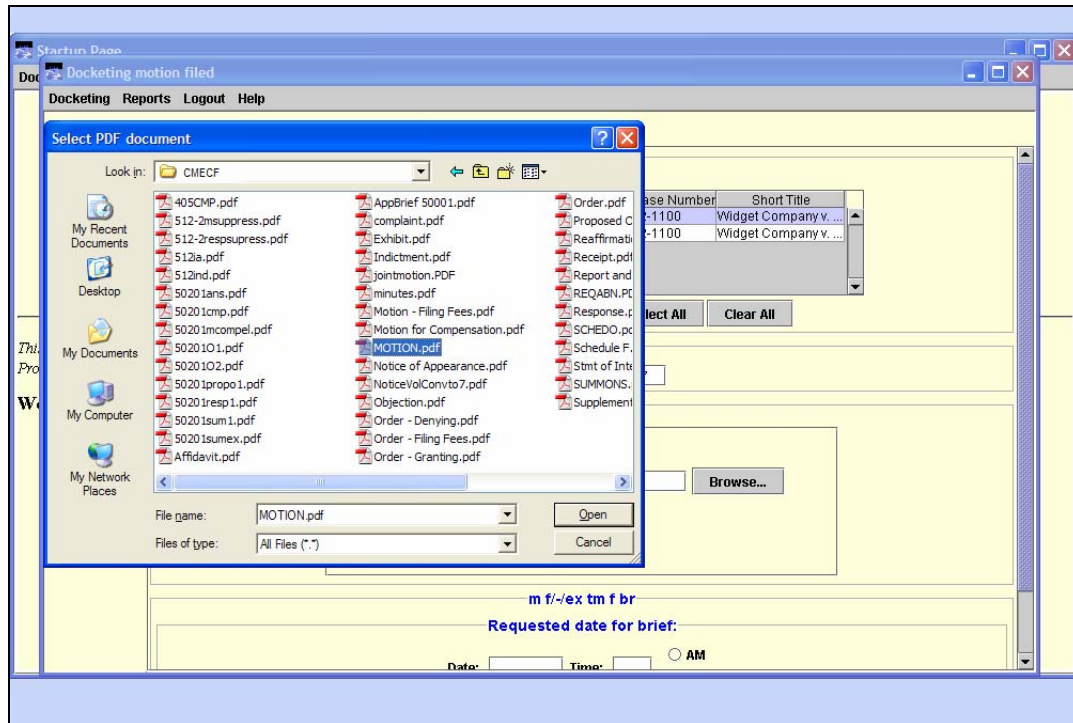


Slide 19

Slide notes: CM/ECF "remembers" the last folder you used and starts there. If your PDF motion were located in a different folder, you could navigate through your folders to locate it. In our case, our motion, called MOTION.pdf, is in this folder.

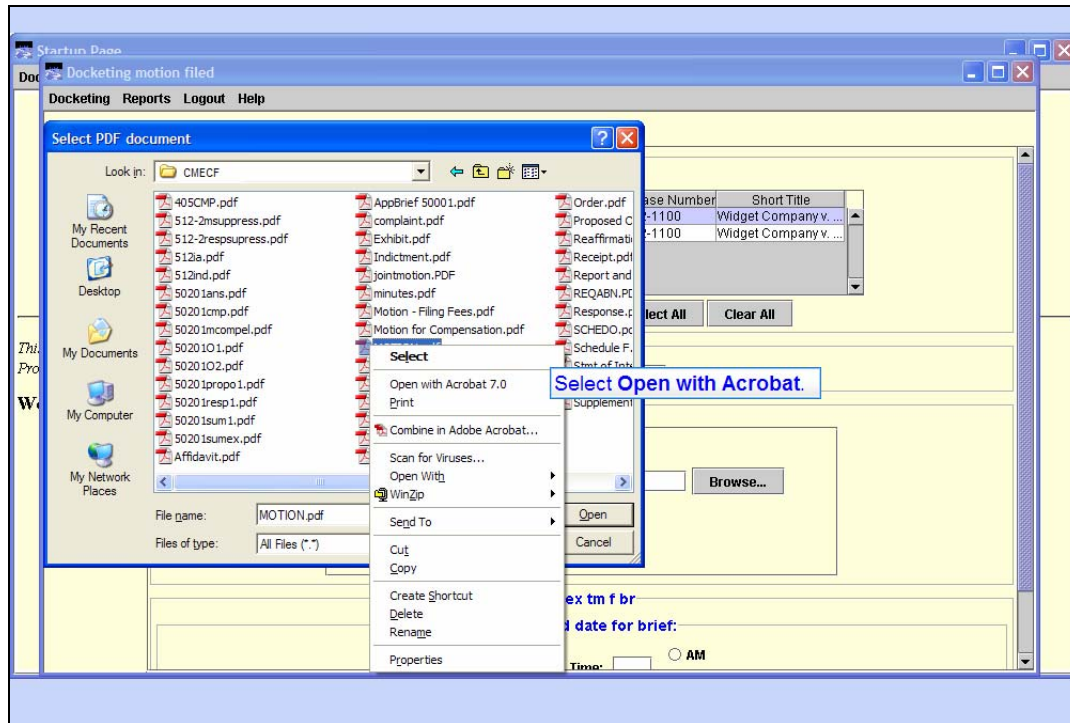
As we saw in the Filing an Appearance lesson module, it's always a good practice to look at the file's contents before you submit it to the court. You would right-click the file name, then select Open with Acrobat from the drop-down menu.

Watch as I do that for you.



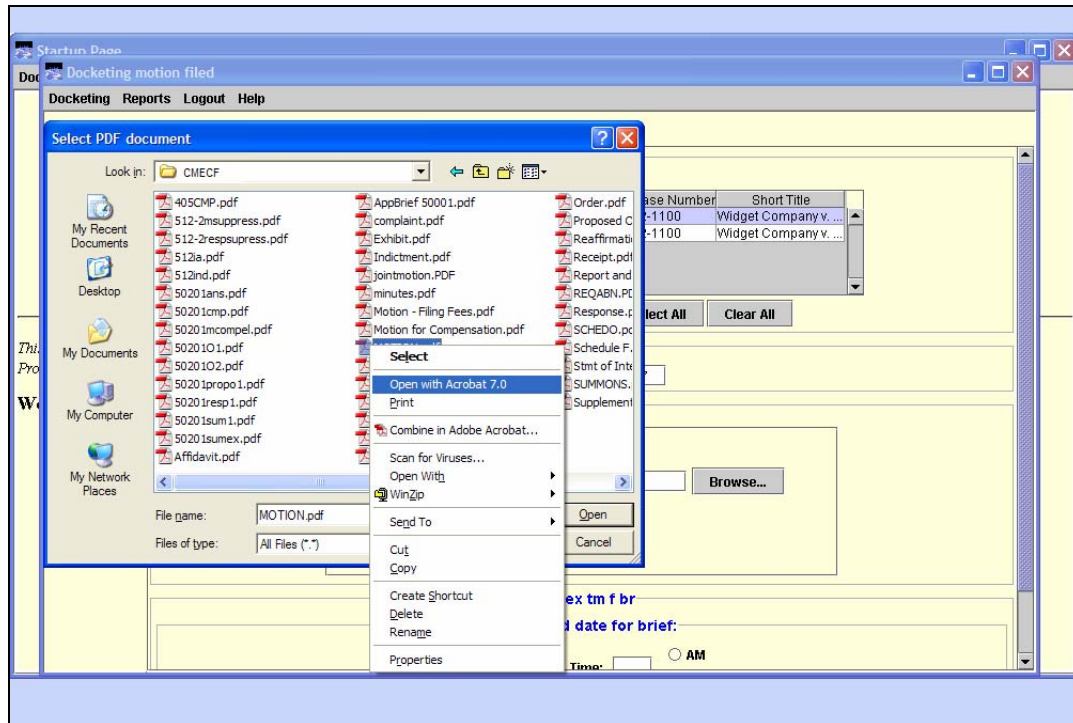
Slide 20

Slide notes:



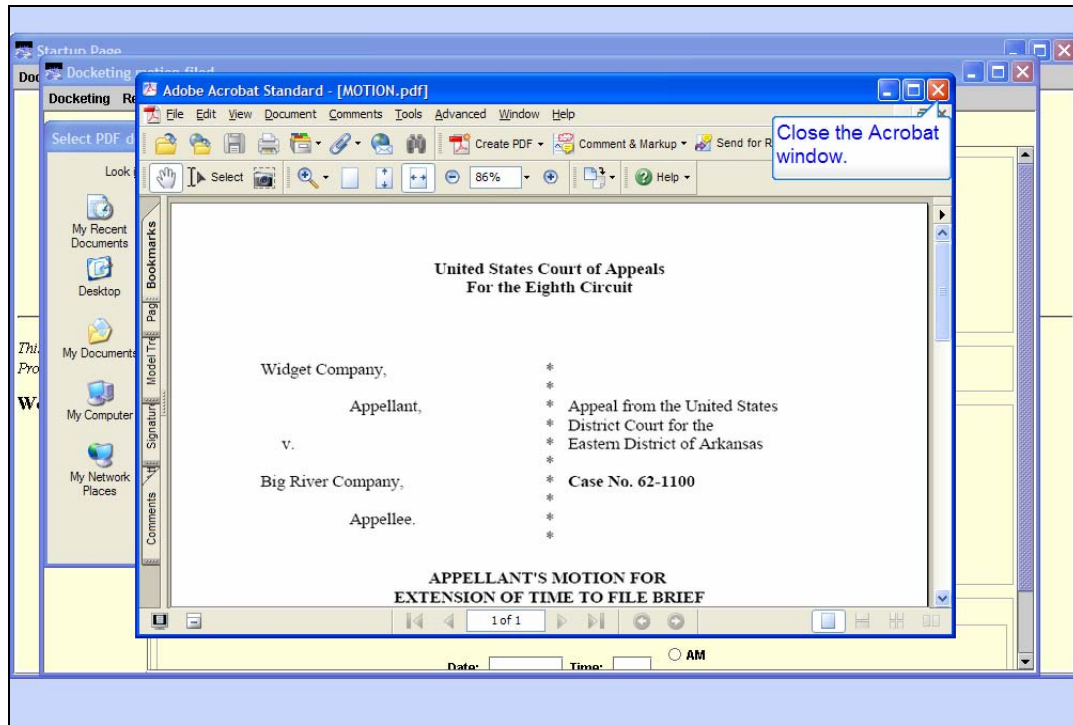
Slide 21

Slide notes:



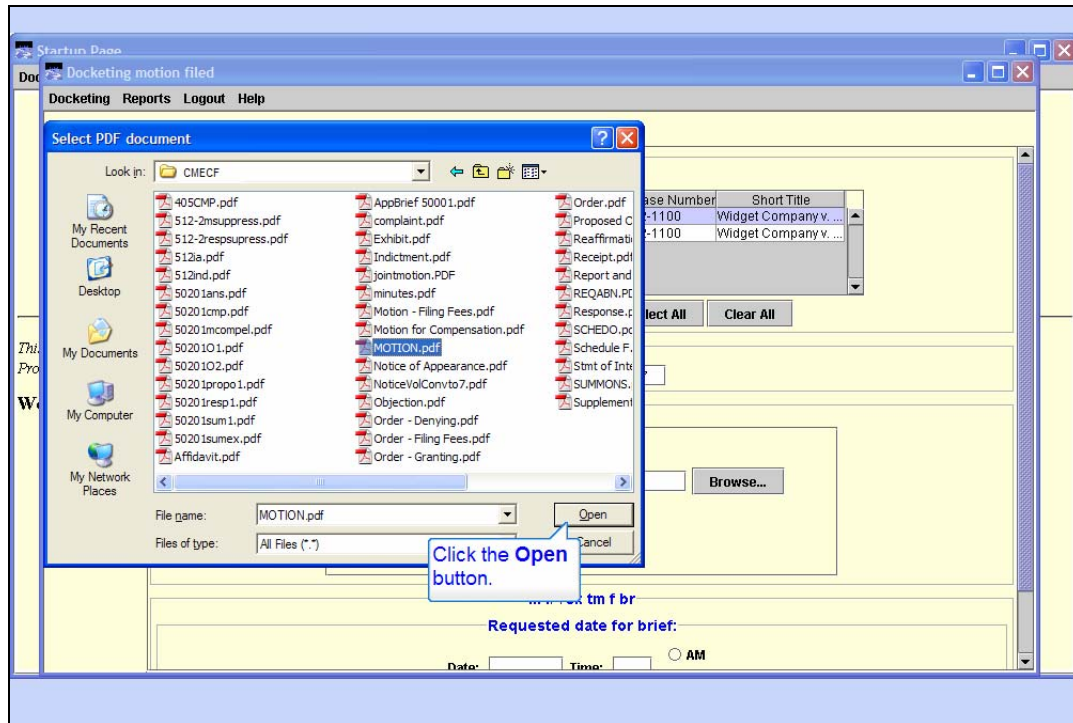
Slide 22

Slide notes:



Slide 23

Slide notes: Adobe Acrobat opens the file and shows you the contents. After you verify this is the motion to extend time to file your brief, close the Acrobat window.



Slide 24

Slide notes: Now with the correct file selected, click the Open button.

Startup Page

Docketing motion filed

Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

Party Filer

Please select the filer(s) below:

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Widget Company	Appellant-Plaintiff	62-1100	Widget Company v. ...
<input type="checkbox"/> Big River Company	Appellee-Defendant	62-1100	Widget Company v. ...

Display All Parties All Cases Select All Clear All

Service

Service Date: 01/30/2007

PDF Document

Document: C:\CMECFMOTION.pdf Browse...

Add Another

m f/~ex tm f br

Requested date for brief:

Date: Time: AM

Scroll down.

Slide 25

Slide notes: To continue with this screen, scroll down to the bottom.

CM/ECF Appellate

Docketing motion filed

Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

Case Name	Party	Case Number	Document
Big River Company	Appellee-Defendant	62-1100	Widget Company v. ...

Display All Parties All Cases Select All Clear All

Service

Service Date: 01/30/2007

PDF Document

Document: C:\CM/ECF\MOTION.pdf Browse...

Add Another

Enter 2/21/2007 in the Date: field, then click the Continue button.

Requested date for brief:

Date: Time: AM PM

Continue Back Cancel

Enter Requested Date

Slide notes: Since you're filing a motion to extend time to file your brief, CM/ECF provides boxes for you to enter the requested date, and time if appropriate. We will assume a time entry is not required in this event.

In the Date field, enter 2/21/2007, then click the Continue button.

Startup Data

Docketing motion filed

Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

<input type="checkbox"/> Big River Company	Appellee-Defendant	62-1100	Widget Company v. ...
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Display All Parties All Cases Select All Clear All

Service

Service Date: 01/30/2007

PDF Document

Document: C:\CMECFMOTION.pdf Browse...

Add Another

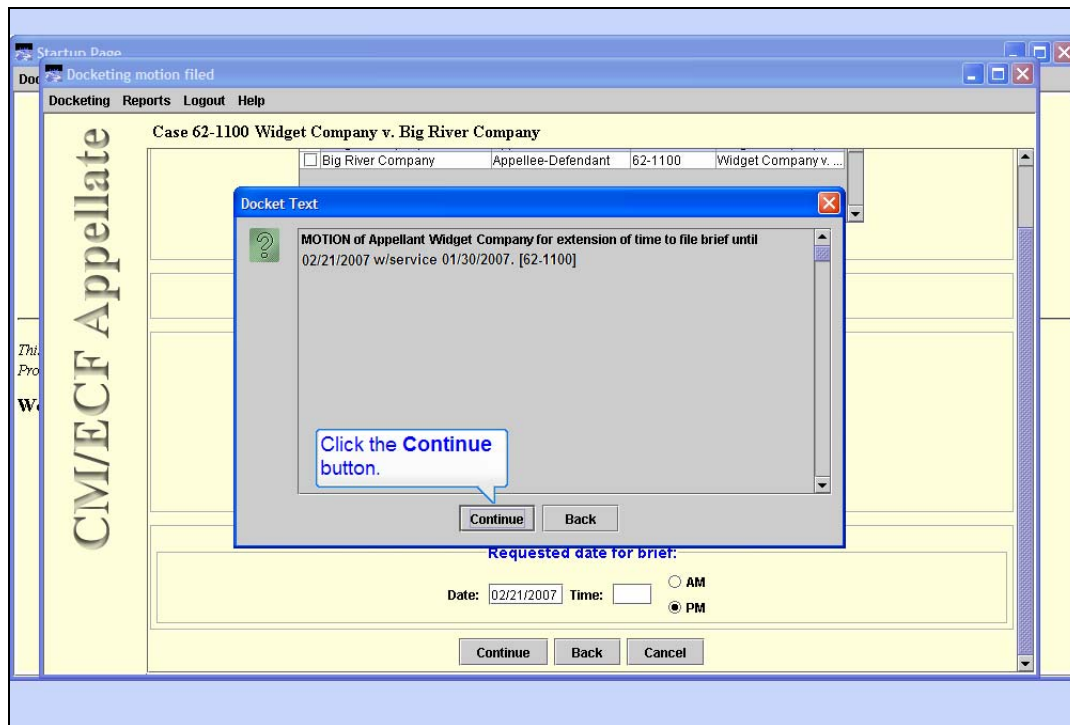
Requested date for brief:

Date: 02/21/2007 Time: ☐ AM ☒ PM

Continue Back Cancel

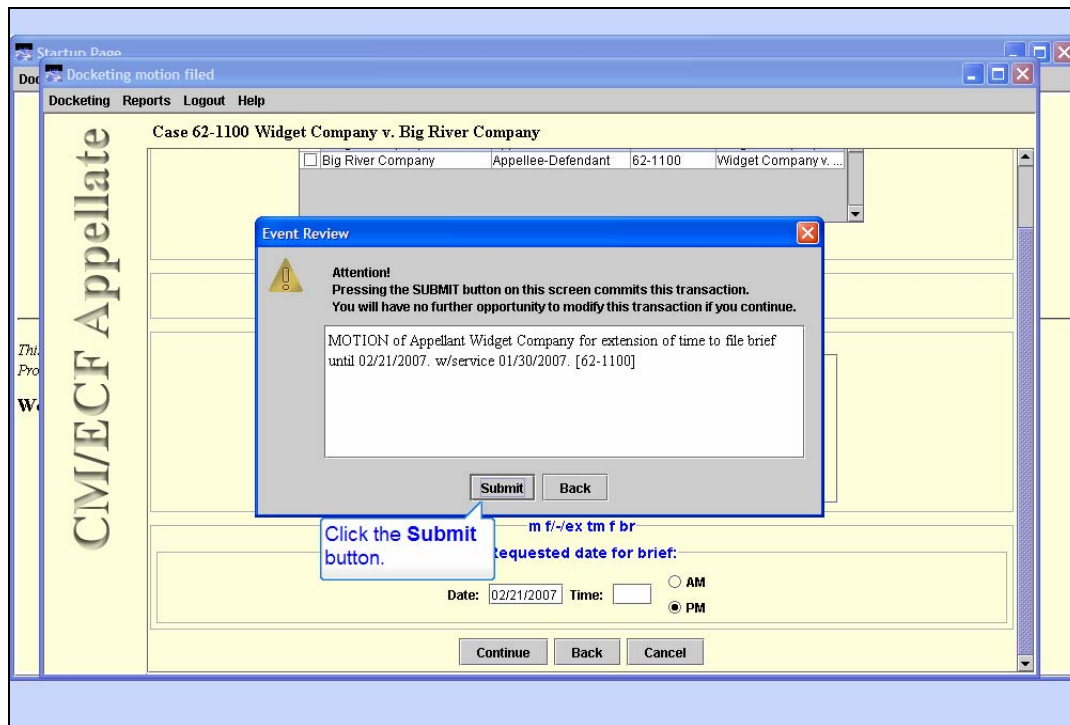
Slide 27

Slide notes:



Add Docket Text

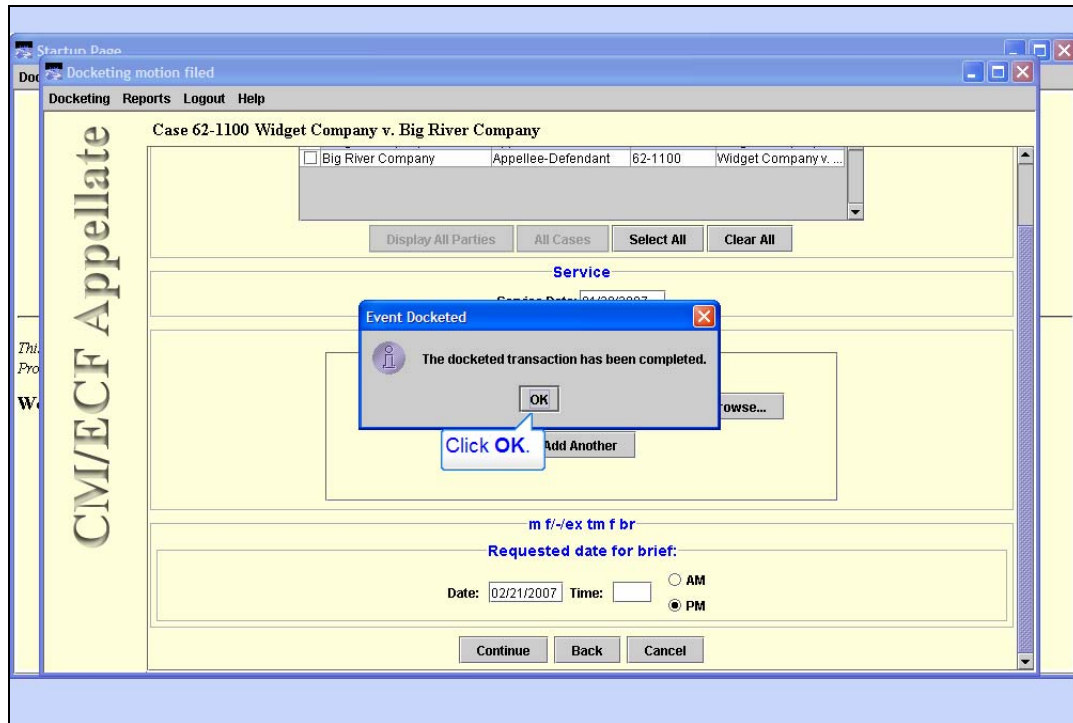
Slide notes: CM/ECF is building docket text for your motion as you go. The Docket Text window appears. You have a chance to read the text to be sure it says what you are intending to do. If the information is correct, click the Continue button.



Submit Transaction

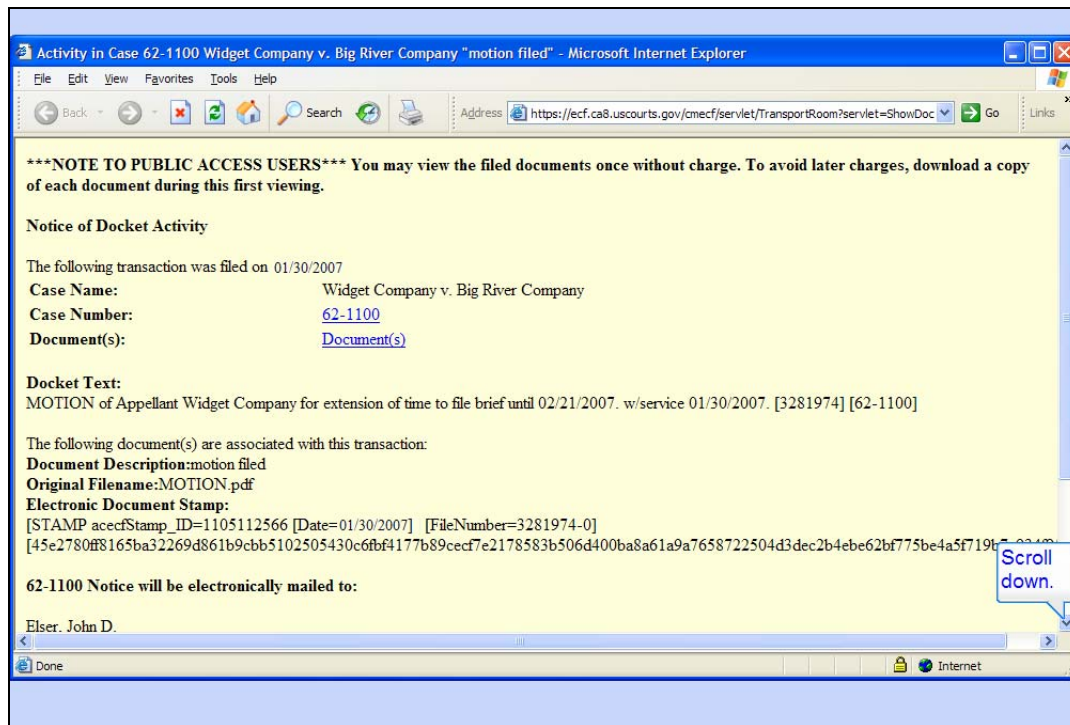
Slide notes: As the message says, this is your last chance to back up if something doesn't look right. After you submit this transaction on this screen, you will no longer be able to back up and change anything.

We will assume all is well, so click the Submit button.



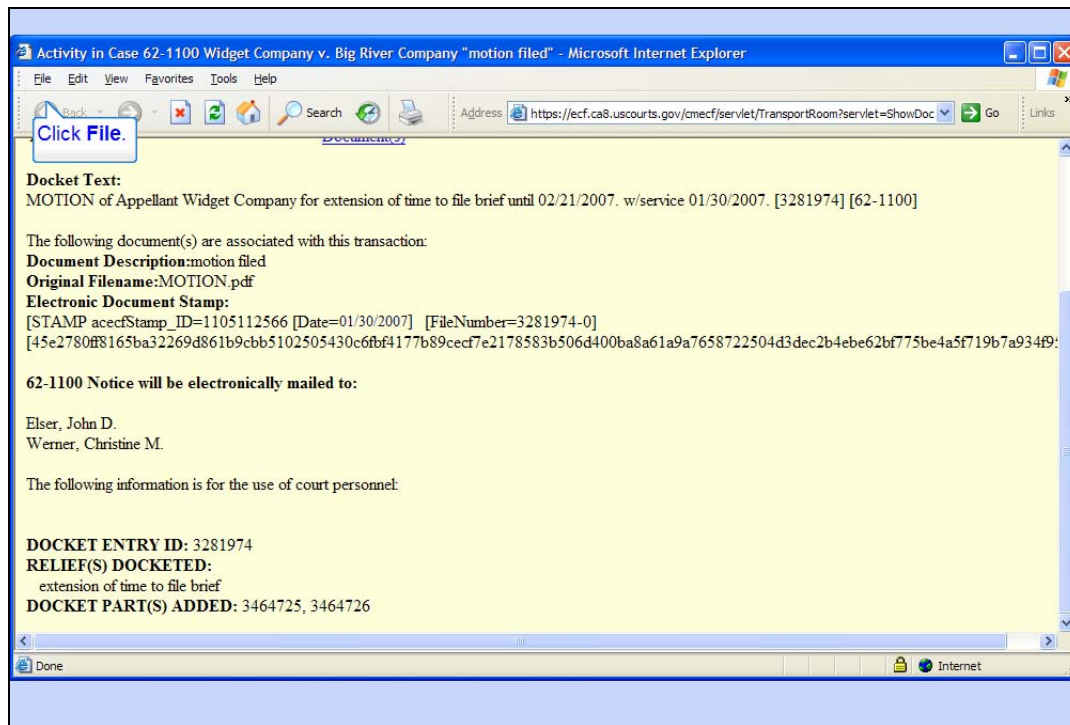
Slide 30

Slide notes: CM/ECF confirms your transaction is complete. Click OK.



View NDA

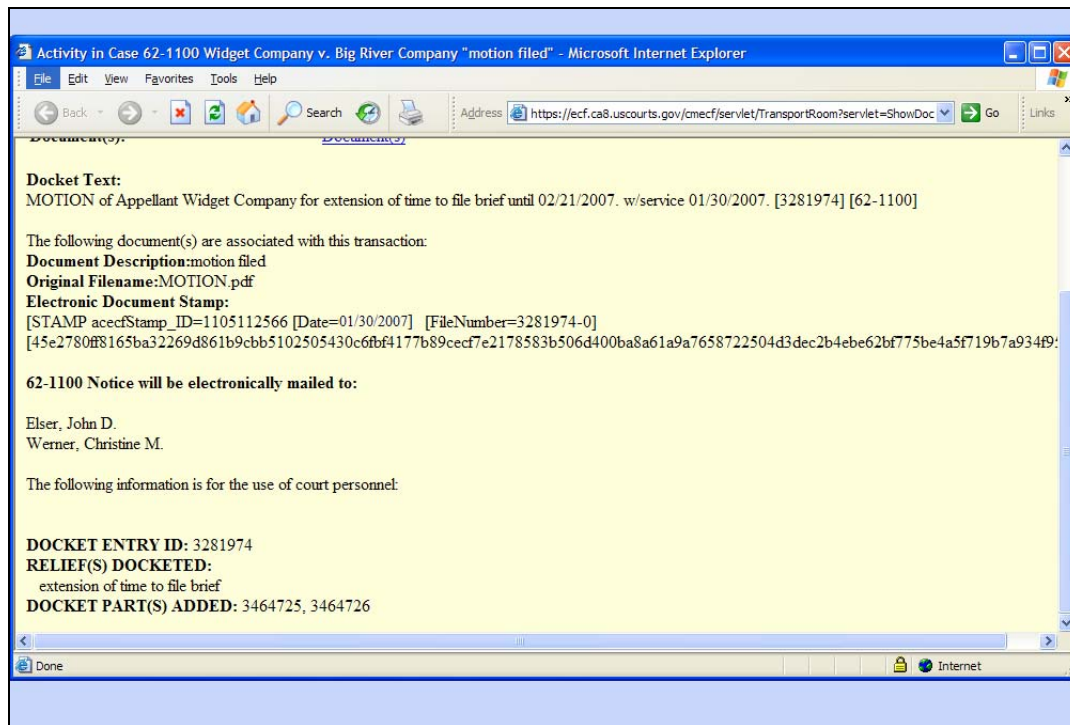
Slide notes: A Notice of Docket Activity, or NDA, appears. This is your proof the transaction was filed. The hyperlink for the case number in this notice would allow you to produce a docket report for this case. The hyperlink for the Document(s) would allow you to see the PDF file you just submitted to the court. Scroll down to the bottom of the notice.



Save NDA

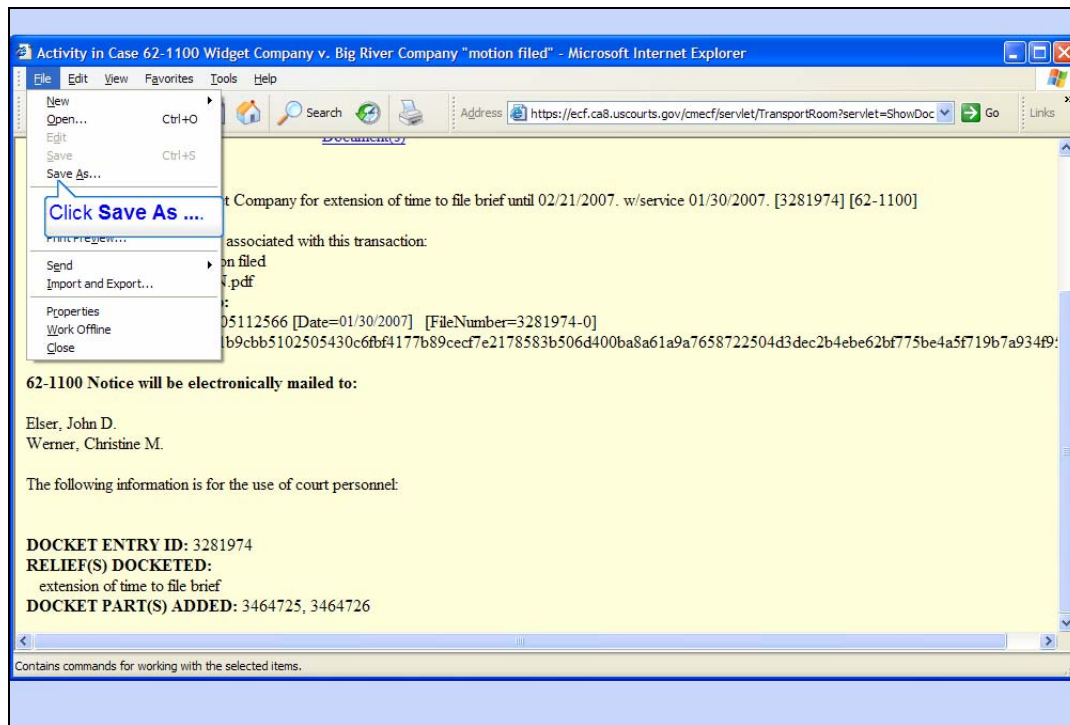
Slide notes: The bottom part of the NDA shows noticing information.

To save a copy of this NDA, click File in the browser's menu.



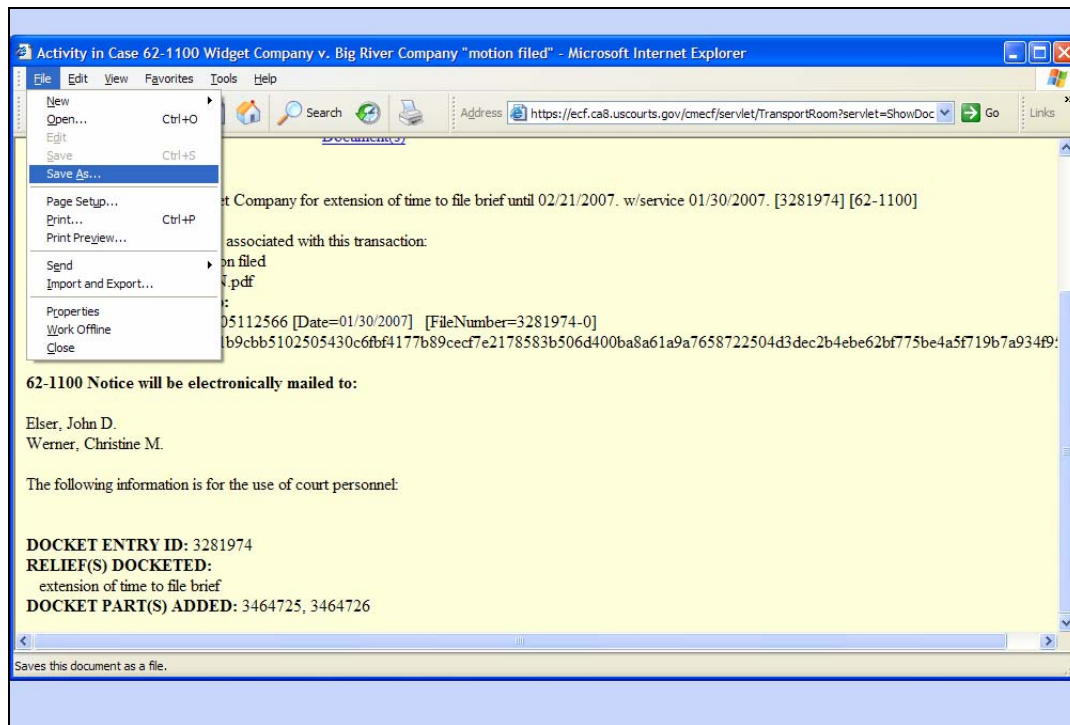
Slide 33

Slide notes:



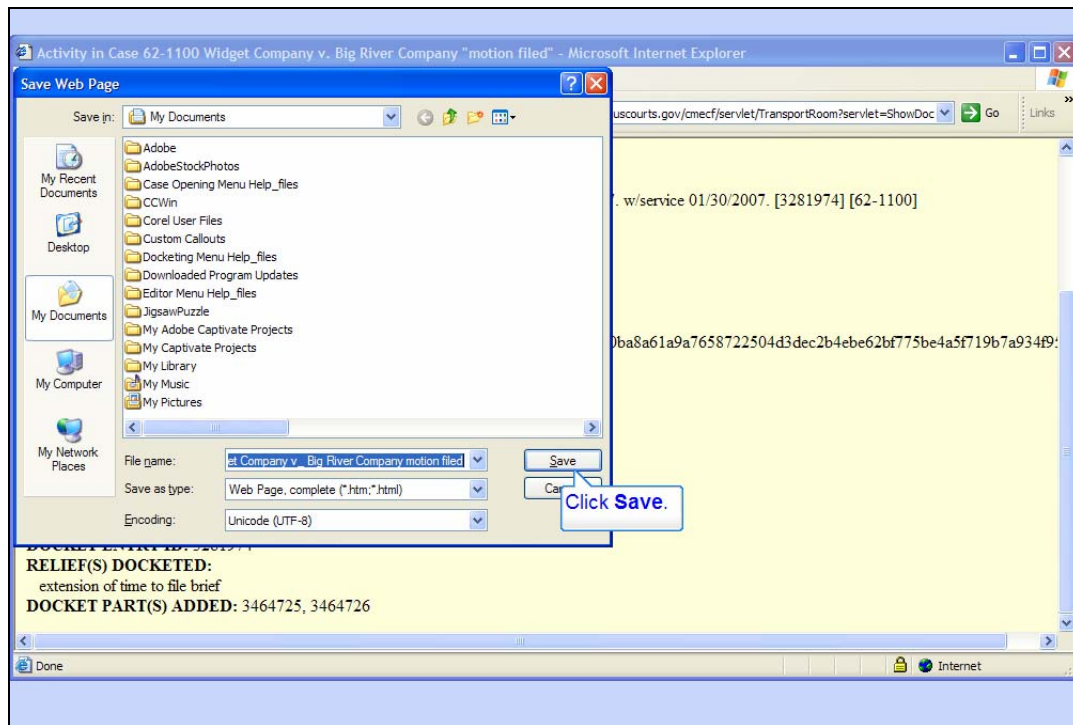
Slide 34

Slide notes: Click Save As ...



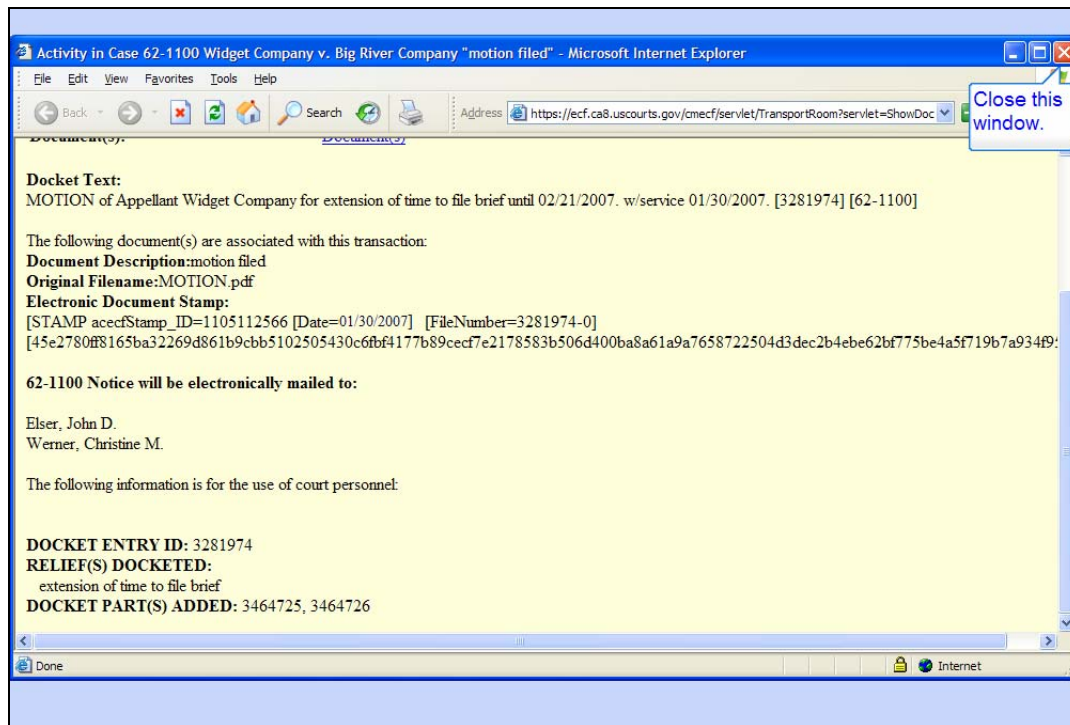
Slide 35

Slide notes:



Slide 36

Slide notes: Now click Save to save a copy of the NDA in the selected folder on your computer.



Slide 37

Slide notes: Now close the window for the NDA.

Slide 38

Slide notes: And we're back to the Event Selection screen. If you had other things to file, you could do so. Since we're done, close the docketing window.

Docketing Appearance Filed

Doc Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

Event Selection

Case: 62-1100 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 01/30/2007

First select category of event:

- ☒ Appearance form
- ☐ Designations of Record
- ☐ Corporate Disclosure Statement
- ☐ Cert. of Appealability
- ☐ Forms A and B
- ☐ Motion
- ☐ Reply/Response
- ☐ Rehearing Petitions

Next select an event:

- ☒ Appearance Filed

Ok to close?

OK to close docketing?

OK Cancel

Click OK.

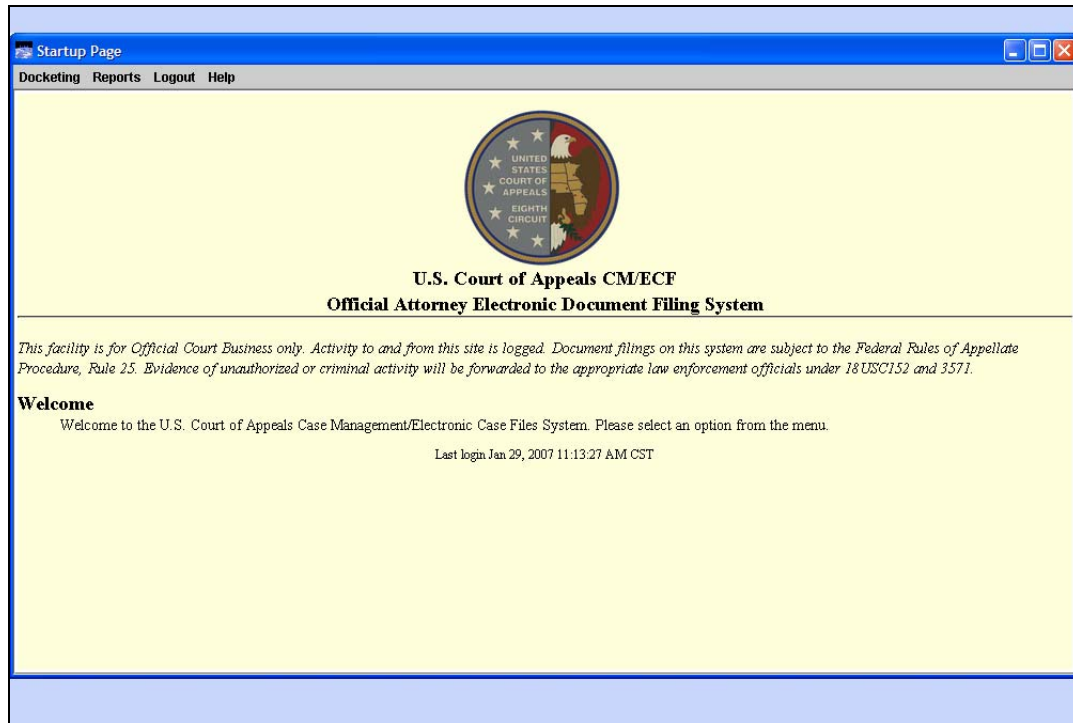
Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 62-1100 Widget Company v. Big River Company (Target Case)


Slide 39

Slide notes: Confirm by clicking OK.



Transaction Complete

Slide notes: And we're back to the Startup Page window.



You should now be able to:

- Select Docketing.
- Enter a case number.
- Select an event.
- Select the motion's relief.
- Select the party filer.
- Enter a service date.
- Browse for the PDF motion.
- Enter a requested date.
- Verify the docket text.
- Submit the docket entry.
- View and save the Notice of Docket Activity.

You may close this lesson's window by clicking its close button or by selecting Exit the Lesson from the menu, or you may use the playback controls to return to any desired section of the lesson.

Summary

Slide notes: This concludes the Filing a Motion lesson module.

You should now be able to:

Select Docketing.

Enter a case number.

Select an event.

Select the motion's relief.

Select the party filer.

Enter a service date.

Browse for the PDF motion.

Enter a requested date.

Verify the docket text.

Submit the docket entry.

View and save the Notice of Docket Activity.

You may close this lesson's window by clicking its close button or by selecting Exit the Lesson from the menu, or you may use the playback controls to return to any desired section of the lesson.



Exit

Slide notes: Goodbye