

Welcome

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

This lesson is designed to show you how to file a response to 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.
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: This screen shows the navigation features of this lesson module. Please read them carefully. Then click the Start button when you're ready.

	Here are the objectives for this lesson.
AQ	At the conclusion of this lesson module, you will be able to: • Select Docketing. • Enter a case number. • Select an event category. • Select an event. • Select the party filer. • Find a related docket entry. • View a selected PDF. • Enter a service date. • Add a description. • Verify the docket text. • Submit the docket entry. • View the Notice of Docket Activity.
— IA	Click the Continue button.
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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 category. Select an event. Select the party filer. Find a related docket entry.

View a selected PDF.

Enter a service date.

Add a description.

Verify the docket text.

Submit the docket entry.

View the Notice of Docket Activity.

Click the Continue button.



Startup Page

Slide notes: In this lesson we will simulate you filing a response to the Appellant's Motion to extend time, with an Exhibit attached. We will assume you represent the Appellee, Big River Company, and you've already logged in to the court's CM/ECF application.

To begin, click Docketing.



Slide 5

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



Slide 6 Slide notes:

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Enter Target Case Number

Slide notes: Enter case number 62-1100 as our target case, then press the TAB key.

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	Filed Date: 01/31/2007	Event Selection	
	Circk the radio button for	Appearance Filed Statem	
		Applied Case Selection	

Select Category

Slide notes: CM/ECF displays the case title at the top.

Since you're filing a response to a motion, click the radio button for Reply/Response as the event category.

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Th Pr	CMI/ECF Appellate	Case 62-1100 Widget Company v. Big River Company	

Select Event

Slide notes: The two events in that category appear. Select Response filed as the event.

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Slide 10

Slide notes: To continue filing your response, scroll down to the bottom of the screen.

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Docket the Event

Slide notes: Now that you can see the bottom of the screen, click the Docket Event button.

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Select the Filer

Slide notes: Click the check box for Big River Company to indicate the filer of the response.

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	at	Party Filer Please select the filer(s) below.	
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1		Please select one or more referenced entries, if applicable, then click 'Add. Click the down arrow.	
		Repeat as necessary to add more entries. If the full docket entry is not displayed, place cursor over row to display mouseover.	
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Look at Drop-Down Options

Slide notes: The Additional information area of the screen has a drop down list for you to select an option. Click the down arrow for Additional Information to see the options.

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In Opposition To

Slide notes: The three options are shown. Click "in opposition to" to select it.

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Find Related Entry

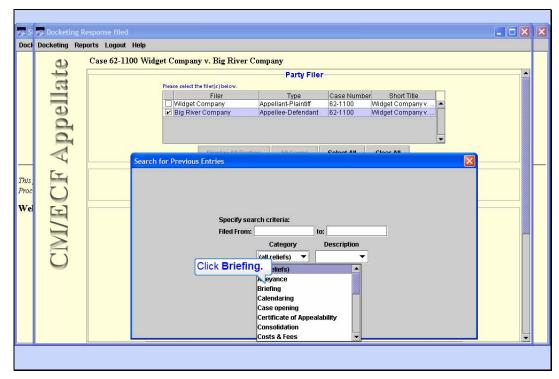
Slide notes: The next section of the screen is for you to find the previously filed motion that you are responding to. Click the Find button to find the related motion.

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Search for Previous Entries

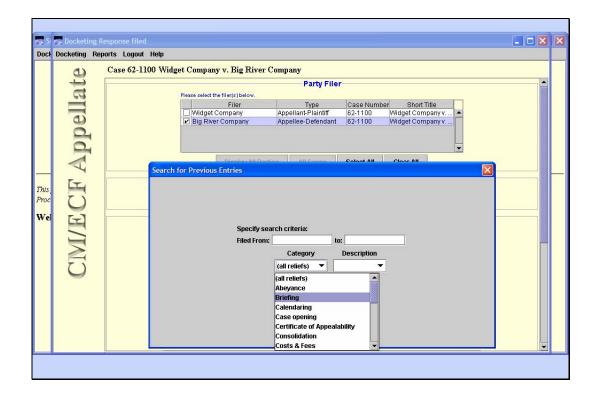
Slide notes: The purpose of this search dialog box is for you to specify which previous entries you are looking for. In this transaction, we are looking for the motion to extend time to file the appellant's brief. Notice you can enter a date range in the Filed From and to fields to help locate the previous entry. In this lesson we will locate the motion by using the category and description drop down lists.

Click the down arrow next to "(all reliefs)" for the Category.



Pick Event Category

Slide notes: While you could use the all reliefs category, you can narrow down the search results by selecting a specific category. This would be a good idea in a case with many previous docket entries. Select the "Briefing" category.

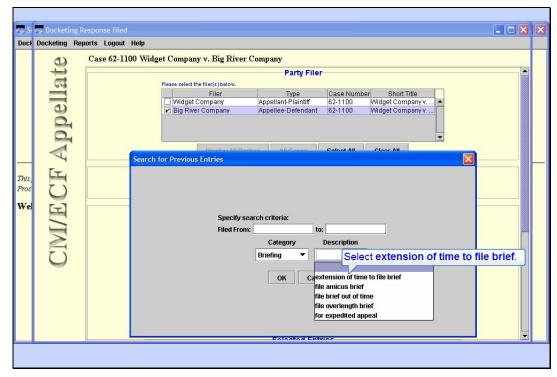


Slide 18 Slide notes:

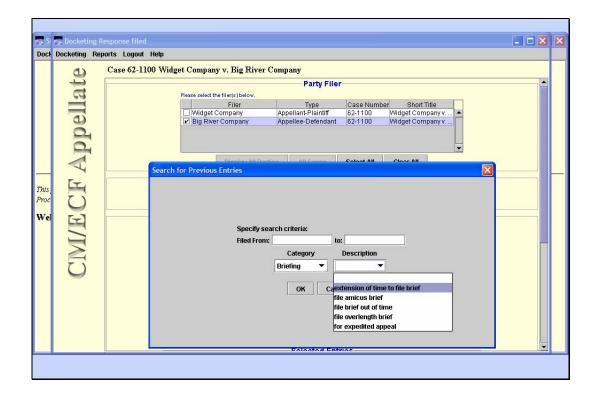
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⁄el	CM/E		Specify Filed Fro	m: to		

Select Event Description

Slide notes: With the Briefing category selected, now Click the down arrow for the Description.



Slide 20 Slide notes: Select "extension of time to file brief".

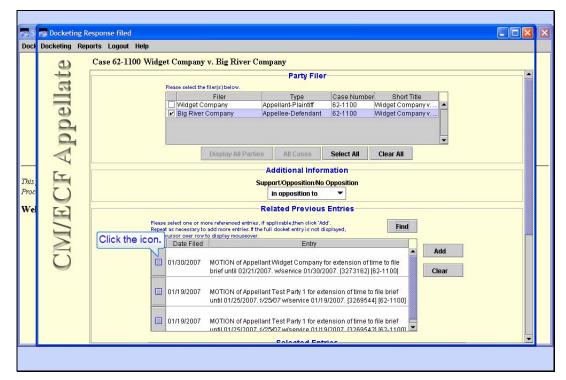


Slide 21 Slide notes:

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Party Filer Plesse select the filer(s) below. Widget Company Appellant-Plaintiff Big River Company Appellant-Plaintiff Search for Previous Entries Search for Previous Entries Specify search criteria: Filed From: Category Description Birefing < extension OK
Polostad Extense

Slide 22

Slide notes: Now you have narrowed down your search criteria to extension of time to file brief. To begin the search, click the OK button.



Display Related Entry

Slide notes: In this practice case we have located docket entries for three previously filed motions for extension of time to file a brief. It's a good practice to be certain which of the previous entries is the one to which you are responding. From the list of related entries, click the icon next to the motion filed on 1/30/2007 to take a look at it.

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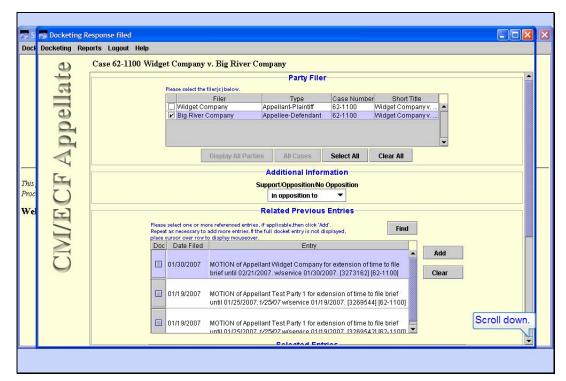
PACER Download Confirmation

Slide notes: When you click the icon, CM/ECF will open the PDF file that was submitted with the previous entry to show it to you. PACER fees will apply. Confirm you want to see the document by clicking on the "Accept Charges and Retrieve" button.

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Related Motion

Slide notes: CM/ECF shows you the contents of the previous entry. Verify this is the correct motion. Close the window by clicking the close button.



Add Related Entry

Slide notes: Notice you now have the motion filed on 1/30/2007 selected. Scroll down to see the rest of the screen.

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				Continue Back	Cancel			

Slide 27

Slide notes: Notice the Selected Entries segment of the screen is still blank. The process is to select the related prior entry, then click the Add button. Repeat these steps if you are referring to multiple previous entries.

With the related motion still highlighted, click the Add button.

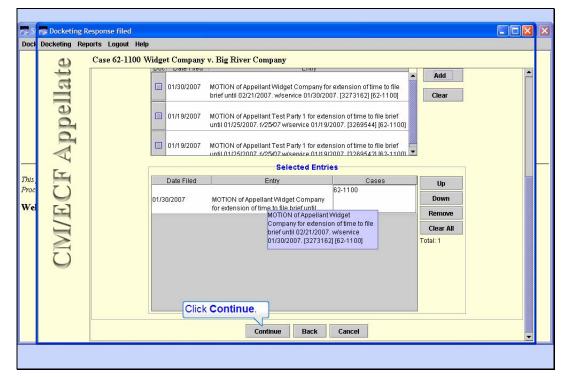
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Motion Added

Slide notes: CM/ECF now adds the related motion docket entry to the Selected Entries box.

If you add multiple related entries, the Up, Down, Remove, and Clear All buttons may be used to rearrange the order of the entries or remove them from the Selected Entries box.

Notice that not all of the text of the entry is visible. CM/ECF has something called a mouseover or rollover feature. If you roll your mouse over the text of the selected entry, CM/ECF will pop up a text box that shows the complete docket text of the selected entry.



Mouseover Example

Slide notes: Like this.

We have now selected the motion to which we are filing a response. Click the Continue button.

Enter Service Date

Slide notes: Enter 1/30/2007 as the service date, then click the Browse button to locate the PDF file for your response.

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Slide 31

Slide notes: CM/ECF "remembers" the last folder you used on your computer. If your file is located in some other location on your computer, you would use the Look in: box to navigate to the correct location.

Our response document is named Response.pdf. In order to see it, scroll to the right.

Doc
Thi. Pro

Slide 32

Slide notes: It's always a good practice to look at your file before you submit it to the court. To view its contents, you would right-click the Response.pdf document, then from the drop down menu select Open with Acrobat.

Watch the screen as I do that for you.

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Slide 34 Slide notes:

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Response PDF

Slide notes: Your Adobe Acrobat software will display the contents of the selected file. Verify this is the correct PDF file, then close the PDF window.

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Slide 36

Slide notes: Since you're now sure this is the correct file, click the Open button.

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Add Another

Slide notes: CM/ECF fills in the path and file name of your response.

Since you also have an exhibit to file along with the response, click the Add Another button.

Docketing Response filed Image: Case 62-1100 Widget Company v. Big River Company
Case 62-1100 Widget Company v. Big River Company
The Pro PDF Document: CFICMECFITeam12000/Response.pdf Browse Document: CFICMECFITeam12000/Response.pdf Browse Document: Cfick Browse Description: Continue Back Cancel

Slide 38

Slide notes: Click the second Browse button to locate the Exhibit.

😴 Docketing
Select PDF d Look I Wy Recent Documents Desktop Wy Computer My Network Places

Browse for 2nd PDF

Slide notes: There's a file called Exhibit.pdf in the list. Again, you need to verify that it's the correct file before you submit it. Watch as I right-click Exhibit.pdf to take a peek at it.

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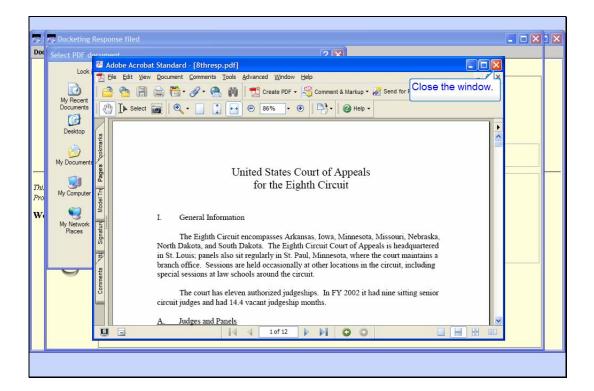


Exhibit PDF

Slide notes: Verify this is the correct PDF file for the Exhibit, then close the Acrobat window by clicking its close button.

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Slide 44

Slide notes: With Exhibit.pdf selected, click the Open button.

Dot Docketing Reports Logout Help Case 62-1100 Widget Company v. Big River Company Service Service Service Date: [01/30/2007] PDF Document PDF Document Pro Document: [CFICMECFITeam11/2006/Response.pdf] Browse Description: Add Another Add Another
Service Service Date: PDF Document PDF Document Document: Enter Exhibit. Document: Immunolitication Add Another
Continue Back Cancel

Add Description

Slide notes: You need to add a description for this document. This description will show later when viewing this docket entry. In the Description field, add "Exhibit" as the document's description.

Slide 46

Slide notes: Now that you have the response and the exhibit selected, click the Continue button.

-		1
_	Docketing Response filed	
Thi. Pro W	Case 62-1100 Widget Company v. Big River Company Docket Text X Image: Company of the problem of	

Look OK?

Slide notes: CM/ECF is building docket text as you go. If the text shows you have made an error, you would click the Back button to back up and make corrections. Be sure the docket text is OK, then click Continue.

Submit Transaction

Slide notes: This is the point of no return. Remember, you can still back up at this point by clicking the Back button, but once you click the Submit button you will no longer be able to back up and change anything. Be sure everything is correct before you submit the transaction.

We will assume everything was done correctly. Click the Submit button.

Dot Docketing Reports Logout Help Case 62-1100 Widget Company v. Big River Company Service Finit Pro Wit OU OU Display of the service Event Docketed Image: Dock	

Transaction Done

Slide notes: CM/ECF confirms the event was docketed. Click OK.

🗿 Activity in Case 62-1100 Widget Company v. Big River Company "Response filed" - Microsoft Internet Explorer 📃 🔲 🔀		
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NOTE TO PUBLIC ACCESS USERS You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing. Notice of Docket Activity		
The following transaction was filed on 01/31/2007		
Case Name: Widge Click Document(s). ny		
Case Number: 62-11bs		
Document(s): Document(s)		
Docket Text: Response of Appellee Big River Company, in opposition to motion for extension of time to file brief, [3273162-2], filed by Widget Company in 62-1100. w/service 01/30/2007 [3273679] [62-1100]		
The following document(s) are associated with this transaction:		
Document Description:Response filed		
Original Filename:Response.pdf		
Electronic Document Stamp:		
[STAMP acecfStamp_ID=1105112566 [Date=01/31/2007] [FileNumber=3273679-0]		
[a5d1ea4bac33a7dfbaa31b27a66dc2c9e239d372066d888270c10e8e59062f15ac895a666b636badf6a84be47e55e8b524260dc95c23cdfb7e45d534c793dt Document Description:Exhibit		
Document Description:EXANDIT		
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Click on Documents

Slide notes: CM/ECF creates and displays to you a Notice of Docket Activity, or NDA. This is your proof the court received your response. It might be a good practice to save a copy of this NDA. See the lesson on Filing a Motion for instructions on how to do that.

The notice includes hyperlinks for the case number and the Documents associated with this transaction. The case number hyperlink would allow you to produce a docket report for this case. The Documents hyperlink will show you the PDF file or files that were submitted with the entry. To be sure both the response and the exhibit were received, click the hyperlink for Document(s).

Document Microsoft Internet Explorer		
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	1 Response filed 1	
	2 🗉 Exhibit 1	
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Two Attached Documents

Slide notes: CM/ECF shows you the two documents attached to the filing. Notice the description of the second one is Exhibit, which is the text you entered as its description earlier. To return to the NDA, click the browser's Back button.

Activity in Case 62-1100 Widget Company v. Big River Company "Response filed" - Microsoft Internet Explorer Ele Edt Yew Favorites Tools Help Ele Edt Yew Favorites Tools Help Favorites Back Image: Second Company v. Big River Company "Response filed" - Microsoft Internet Explorer Favorites Favorites Favorites Back Image: Second Company v. Big River Company v. Big River Company "Response filed" - Microsoft Internet Explorer Favorites Favorites Favorites Image: Back Image: Second Company v. Big River		
Links My Yahool CMECF ListServs ToolBook Captivate Weather Misc People Finder Cogle 2007Sched Deltek Time & Expense - Login ***NOTE TO PUBLIC ACCESS USERS*** You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.		
NOTE TO PUBLIC ACCESS USERS You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.		
of each document during this first viewing.		
Notice of Docket Activity		
The following transaction was filed on 01/31/200 Click the case number. Case Name: Wide company v: big raver company Case Number: 62-1100 Document(s): Document(s)		
Docket Text: Response of Appellee Big River Company , in opposition to motion for extension of time to file brief, [3273162-2], filed by Widget Company in 62-1100. w/service 01/30/2007 [3273679] [62-1100]		
The following document(s) are associated with this transaction: Document Description:Response filed Original Filename:Response.pdf Electronic Document Stamp: [STAMP acedStamp_ID=1105112566 [Date=01/31/2007] [FileNumber=3273679-0] [a5d1ea4bac33a7dtbaa31b27a66dc2c9e239d372066d888270c10e8e59062f15ac895a666b636badf6a84be47e55e8b524260dc95c23cdfb7e45d534c793dt Document Description:Exhibit Original FilenamerEitheit adf		
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Click on Case Number

Slide notes: Remember the case number hyperlink allows you to create a docket report for this case. To see how that works, click the hyperlink for the case number.

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62-1100 Widget Company v. Big River Company
Docket Report Filter
✓ Originating Docket Information
✓ Prior Cases
✓ Associated Cases
✓ Panel Assignment
✓ Docket Entries
✓ Caption
Run Docket Report Generate XML Data Generate ASCII Output
🖉 Done 🔒 🔮 Internet 👉

Docket Report Options

Slide notes: Notice the Docket Report options. You would select your desired options by checking or unchecking the boxes, then click the Run Docket Report button. We will not run the report in this lesson. Refer to the lesson on PACER Report for more information on the docket report.

Click the browser's Back button.

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The following transaction was filed or	n 01/31/2007	
Case Name:	Widget Company v. Big River Company	
Case Number:	62-1100	
Document(s):	Document(s)	
Docket Text: Response of Appellee Big River Con w/service 01/30/2007 [3273679] [6.	mpany , in opposition to motion for extension of time to file brief, [3273162-2], filed by Widget Com 52-1100]	pany in 62-1100.
The following document(s) are assoc	riated with this transaction.	
Document Description:Response f		
Original Filename:Response.pdf		
Electronic Document Stamp:		
	2566 [Date=01/31/2007] [FileNumber=3273679-0]	
[a3d1ea4bac33a/dtbaa31b2/a66dc Document Description:Exhibit	c2c9e239d372066d888270c10e8e59062f15ac895a666b636badf6a84be47e55e8b524260dc95c2	.3cdtb/e45d534c/95d
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Close NDA

Slide notes: Close the NDA by clicking its close button.

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Close Docketing

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

	g Appearance Filed	
CINI/ECF Appellate	Case 62-1100 Widget Company v. Big River Company	

Slide 56 Slide notes: Click OK.



Back to Startup Page

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

• \$	should now be able to: elect Docketing. nter a case number.
\bigcirc	elect an event category. elect an event. elect the party filer.
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	this lesson's window by clicking its close electing Exit the Lesson from the menu, or
	ne playback controls to return to any

Summary

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

You should now be able to:

Select Docketing.

Enter a case number.

Select an event category.

Select an event.

Select the party filer.

Find a related docket entry.

View a selected PDF.

Enter a service date.

Add a description.

Verify the docket text.

Submit the docket entry.

View 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.