



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.

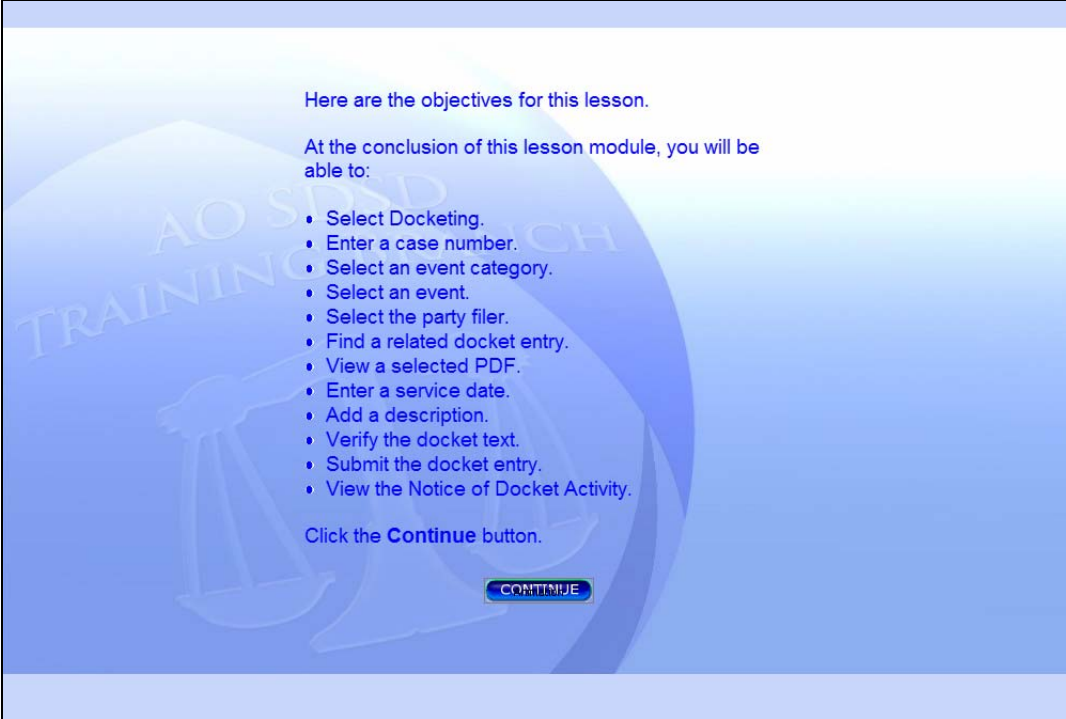
To exit the lesson, click the **X** in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

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.

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.

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 category.

Select an event.

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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.

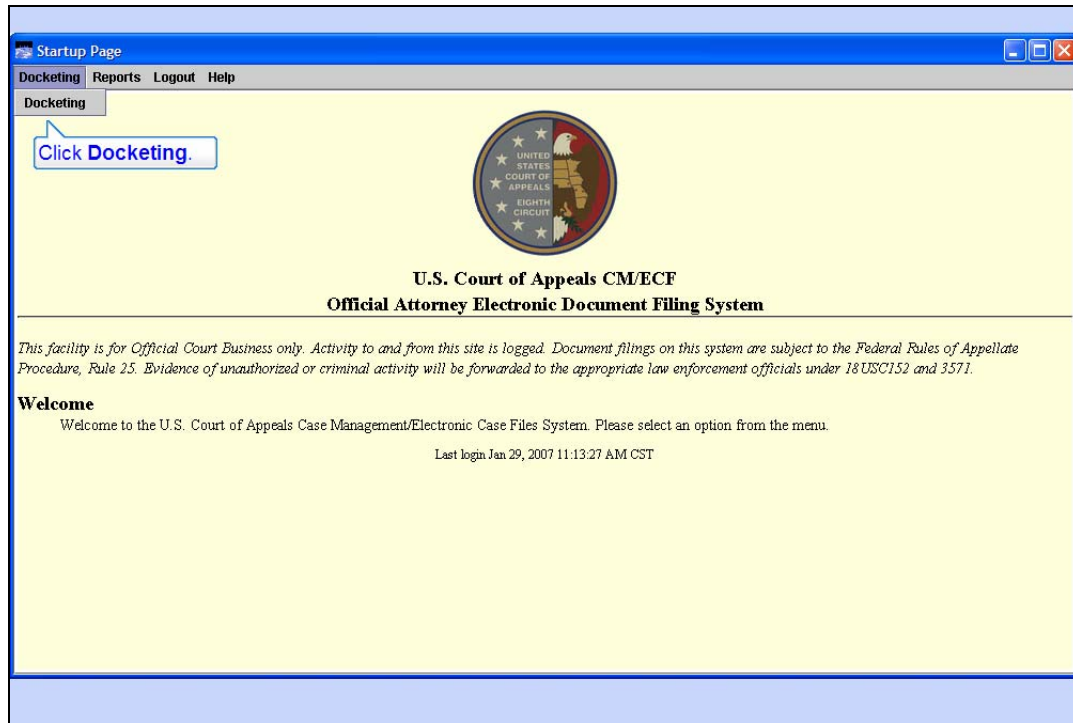
Click the Continue button.



Startup Page

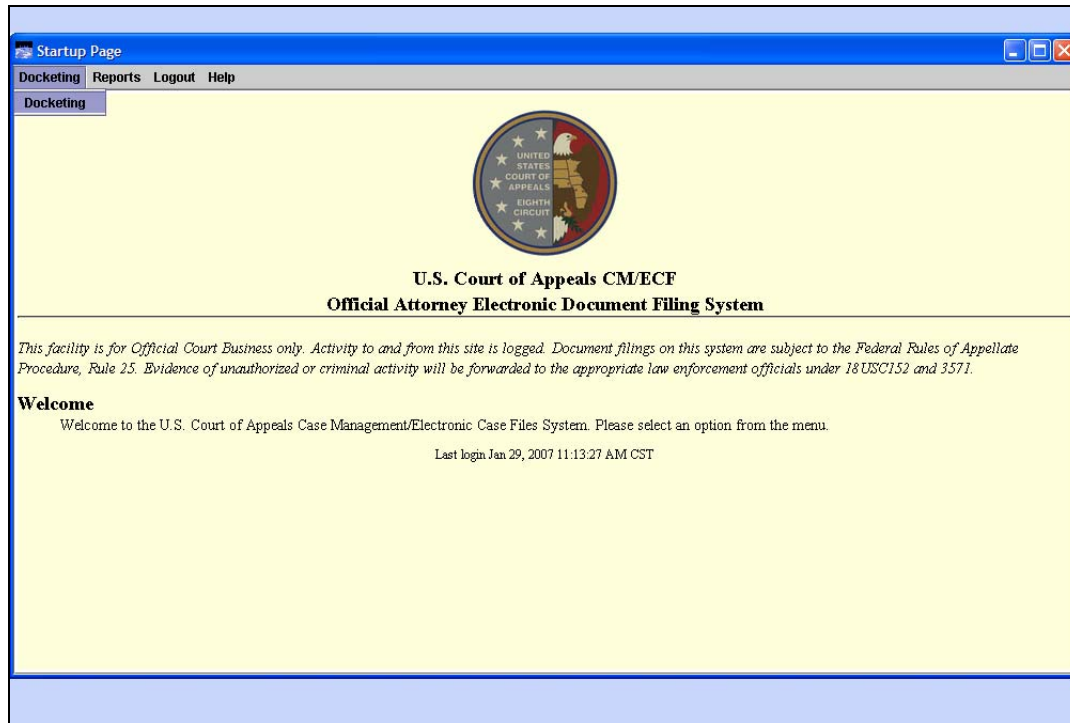
Slide notes: In this lesson we will simulate you filing a response to the Appellant's Motion to extend time, with an Exhibit attached. We will assume you represent the Appellee, Big River Company, and you've already logged in to the court's CM/ECF application.

To begin, click Docketing.



Slide 5

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



Slide 6

Slide notes:

The screenshot shows a web browser window titled "Docketing Appearance Filed". The browser's address bar shows "Docketing Reports Logout Help". The main content area is titled "Event Selection". On the left side of the page, there is a vertical navigation menu with the text "CM/ECF Appellate" and "The Py W".

At the top of the form, there is a "Case:" label followed by a text input field. A blue callout box points to this field with the text "Enter 62-1100, then press the TAB key." To the right of the input field is a small text label: "Enter case number as yy-nnnn (e.g., 05-2475)".

Below the case number field is a "Filed Date:" label followed by the text "01/31/2007".

The form is divided into two main sections. The left section is titled "First select category of event:" and contains a list of radio buttons: "Appearance form" (selected), "Designations of Record", "Corporate Disclosure Statem", "Cert. of Appealability", "Forms A and B", "Motion", "Reply/Response", and "Rehearing Petitions". The right section is titled "Next select an event:" and contains a single radio button: "Appearance Filed" (selected).

Below these sections is a text label: "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." Below this text is a large, empty rectangular box labeled "Applied Case Selection".

Enter Target Case Number

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

Docketing Appearance Filed

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: 01/31/2007

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)

Click the radio button for Reply/Response.

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.

Docketing Reply filed

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: 01/31/2007

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:

- ☒ Reply filed
- ☐ Response filed

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

Event Selection

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

Filed Date: 01/31/2007

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:

- ☐ Reply filed
- ☒ Response 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 10

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

Docketing Response filed

Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

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:

- ☐ Reply filed
- ☒ Response 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)

Click Docket Event.

All Reset

Docket Event

Docket the Event

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

Docketing Response 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 type="checkbox"/> Widget Company	Appellant-Plaintiff	62-1100	Widget Company v. ...
<input type="checkbox"/> Big River Company	Appellee-Defendant	62-1100	Widget Company v. ...

Select Big River Company.

Display All Parties All Cases Select All Clear All

Additional Information

Support/Opposition/No Opposition
in opposition to

Related Previous Entries

Please select one or more referenced entries, if applicable, then click 'Add'.
Repeat as necessary to add more entries. If the full docket entry is not displayed,
place cursor over row to display mouseover.

Find

Doc	Date Filed	Entry
-----	------------	-------

Add
Clear

Selected Entries

Select the Filer

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

Docketing Response filed

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 checked="" type="checkbox"/> Big River Company	Appellee-Defendant	62-1100	Widget Company v. ...

Display All Parties All Cases **Select All** Clear All

Additional Information

Support/Opposition/No Opposition
in opposition to

Related Previous Entries

Please select one or more referenced entries, if applicable, then click 'Add'.
Repeat as necessary to add more entries. If the full docket entry is not displayed,
place cursor over row to display mouseover.

Doc	Date Filed	Entry
-----	------------	-------

Add
Clear

Click the down arrow.

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.

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 checked="" type="checkbox"/> Big River Company	Appellee-Defendant	62-1100	Widget Company v. ...

Display All Parties All Cases Select All Clear All

Additional Information

Click in opposition to.

opposition.No Opposition

in opposition to

in support of

with no opposition to

Please select one or more referenced entries, if Repeat as necessary to add more entries. If the place cursor over row to display mouseover.

Doc	Date Filed	Entry
-----	------------	-------

Find Add Clear

Selected Entries

In Opposition To

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

Docketing Response 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 type="checkbox"/> Widget Company	Appellant-Plaintiff	62-1100	Widget Company v. ...
<input checked="" type="checkbox"/> Big River Company	Appellee-Defendant	62-1100	Widget Company v. ...

Display All Parties All Cases Select All Clear All

Additional Information

Support/Opposition/No Opposition

in opposition to Click Find.

Related Previous Entries

Please select one or more referenced entries, if applicable, then click 'Add'. Repeat as necessary to add more entries. If the full docket entry is not displayed, place cursor over row to display mouseover.

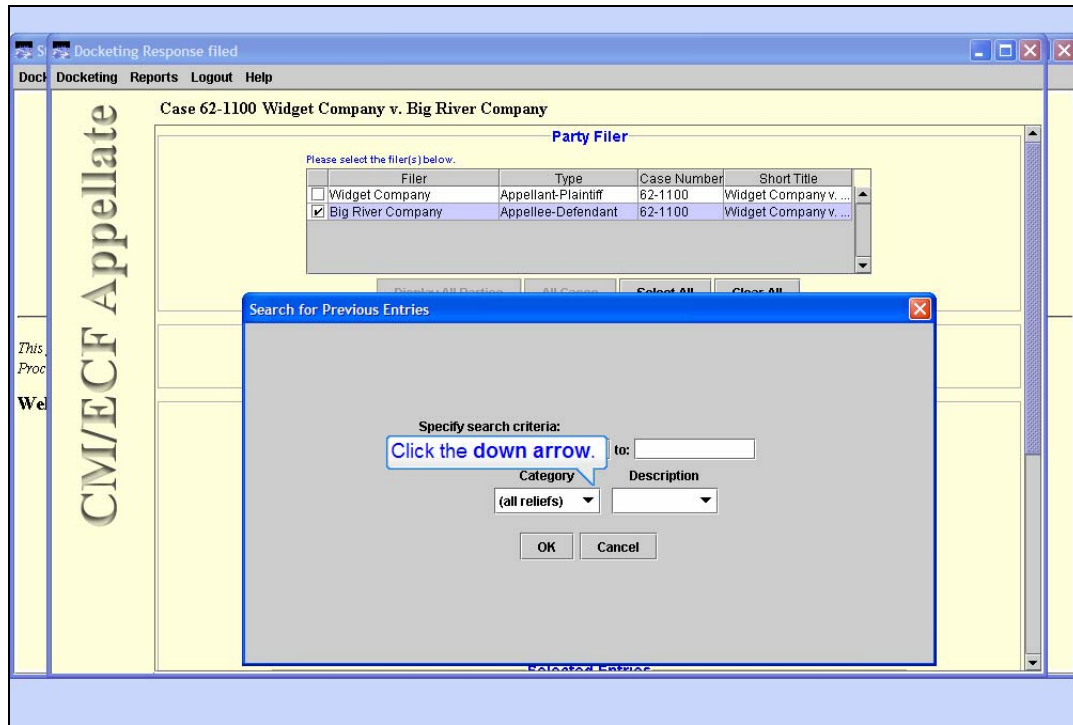
Doc	Date Filed	Entry
-----	------------	-------

Add Clear

Selected Entries

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.



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.

Docketing Response filed

Doc 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 type="checkbox"/> Widget Company	Appellant-Plaintiff	62-1100	Widget Company v. ...
<input checked="" type="checkbox"/> Big River Company	Appellee-Defendant	62-1100	Widget Company v. ...

Display All Parties All Cases Select All Clear All

Search for Previous Entries

Specify search criteria:

Filed From: to:

Category Description

(all reliefs)

Click Briefing.

- Reliance
- Briefing
- Calendaring
- Case opening
- Certificate of Appealability
- Consolidation
- Costs & Fees

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.

CM/ECF Appellate

This
Proc
We

Docketing Response filed

Dock 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 type="checkbox"/> Widget Company	Appellant-Plaintiff	62-1100	Widget Company v. ...
<input checked="" type="checkbox"/> Big River Company	Appellee-Defendant	62-1100	Widget Company v. ...

Display All Parties All Cases Select All Clear All

Search for Previous Entries

Specify search criteria:

Filed From: to:

Category Description

(all reliefs)

(all reliefs)

Abeyance

Briefing

Calendaring

Case opening

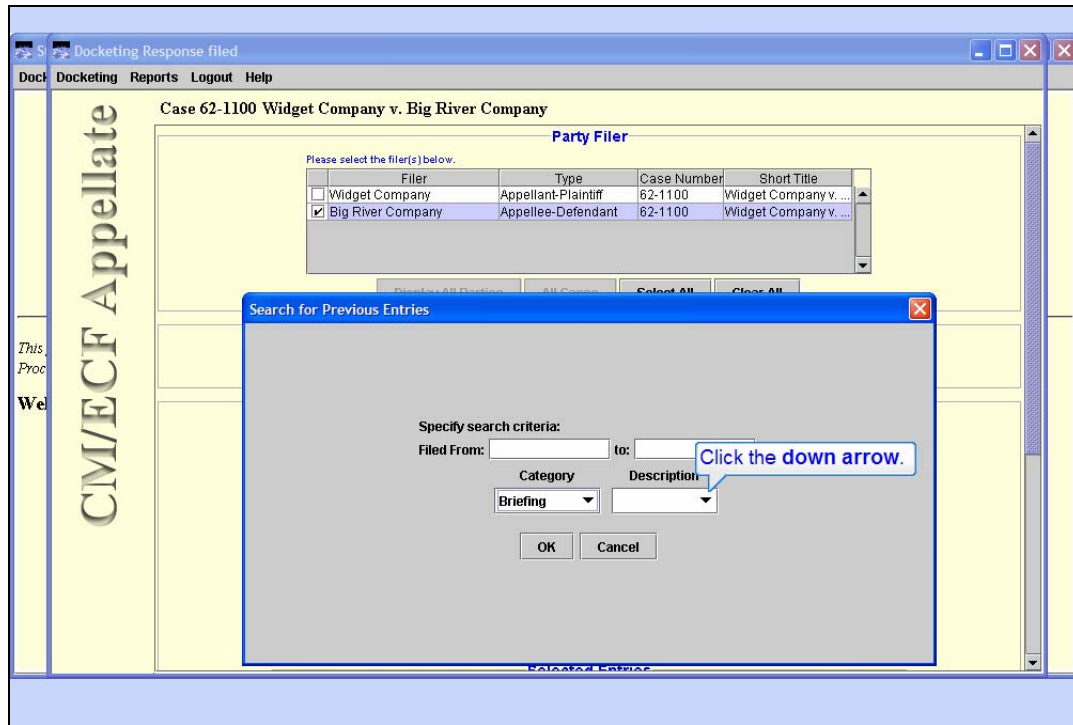
Certificate of Appealability

Consolidation

Costs & Fees

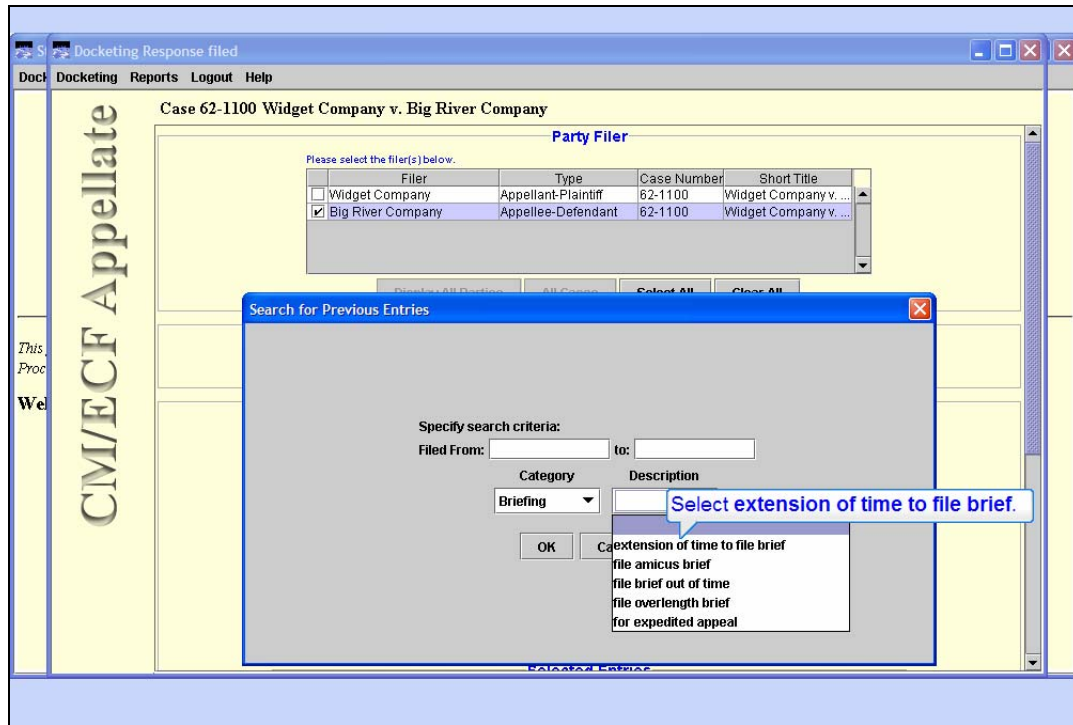
Slide 18

Slide notes:



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".

CM/ECF Appellate

This
Proc
We

Docketing Response 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 type="checkbox"/> Widget Company	Appellant-Plaintiff	62-1100	Widget Company v. ...
<input checked="" type="checkbox"/> Big River Company	Appellee-Defendant	62-1100	Widget Company v. ...

Display All Parties All Cases Select All Clear All

Search for Previous Entries

Specify search criteria:

Filed From: to:

Category: Briefing

Description:

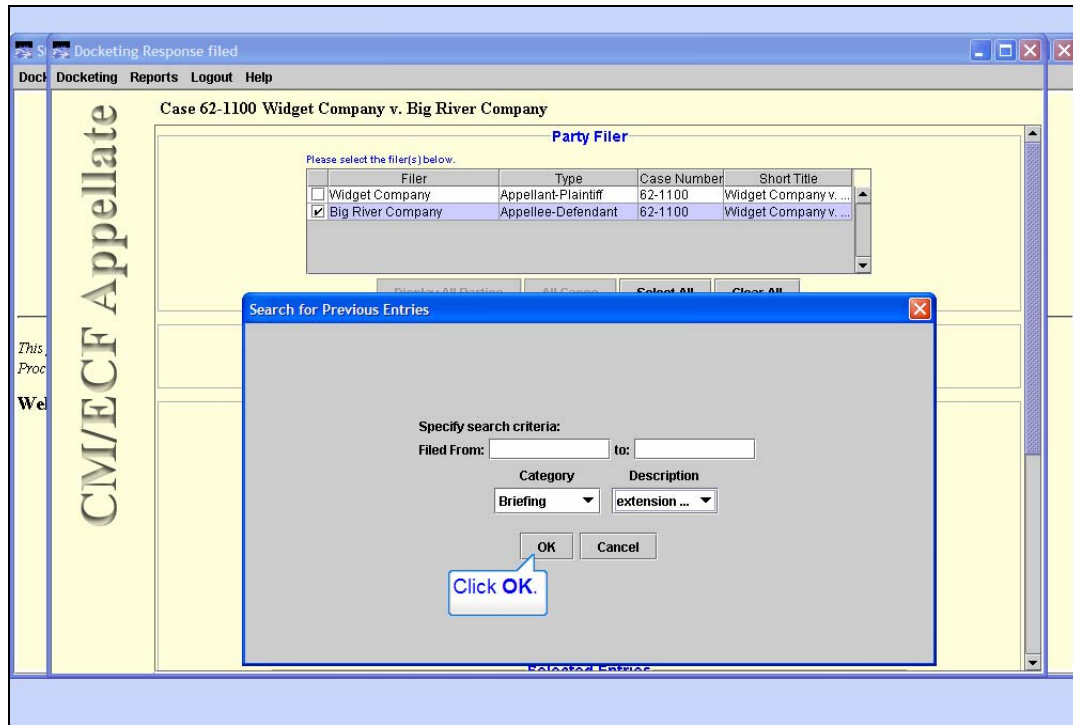
OK Cancel

- extension of time to file brief
- file amicus brief
- file brief out of time
- file overlength brief
- for expedited appeal

Selected Entries

Slide 21

Slide notes:



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.

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 checked="" type="checkbox"/> Big River Company	Appellee-Defendant	62-1100	Widget Company v. ...

Display All Parties All Cases Select All Clear All

Additional Information

Support/Opposition/No Opposition
in opposition to

Related Previous Entries

Please select one or more referenced entries, if applicable, then click 'Add'.
Repeat as necessary to add more entries. If the full docket entry is not displayed,
cursor over row to display mouseover.

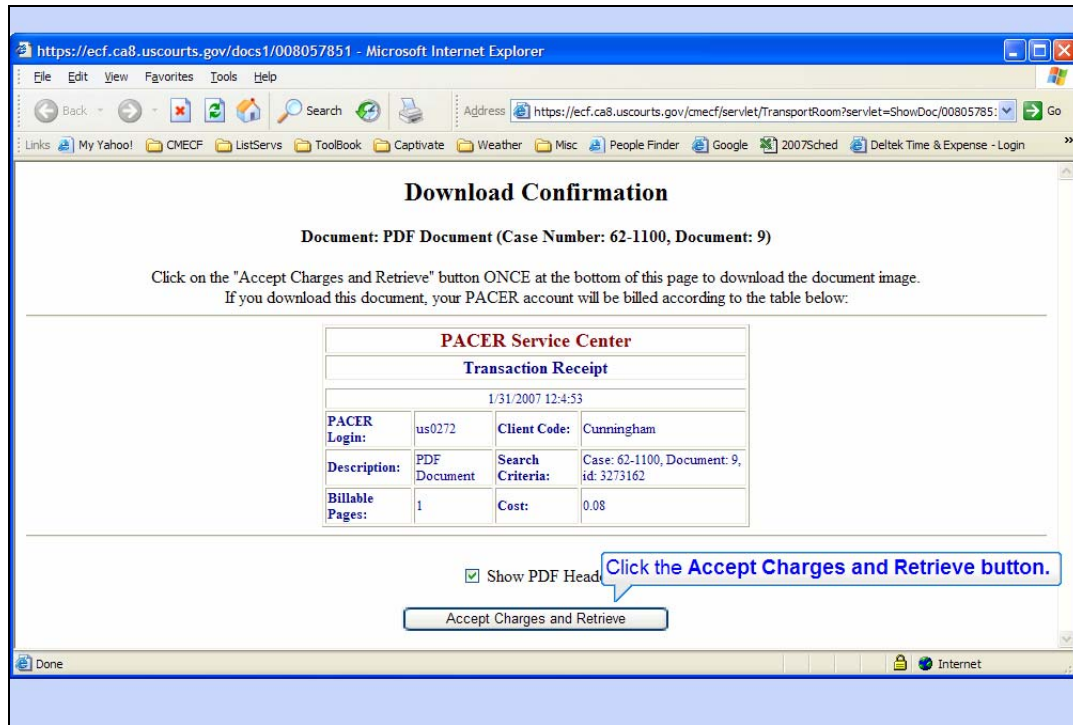
Date Filed	Entry
<input type="checkbox"/> 01/30/2007	MOTION of Appellant Widget Company for extension of time to file brief until 02/21/2007. w/service 01/30/2007. [3273162] [62-1100]
<input type="checkbox"/> 01/19/2007	MOTION of Appellant Test Party 1 for extension of time to file brief until 01/25/2007. 1/25/07 w/service 01/19/2007. [3269544] [62-1100]
<input type="checkbox"/> 01/19/2007	MOTION of Appellant Test Party 1 for extension of time to file brief until 01/25/2007. 1/25/07 w/service 01/19/2007. [3269544] [62-1100]

Find Add Clear

Selected Entries

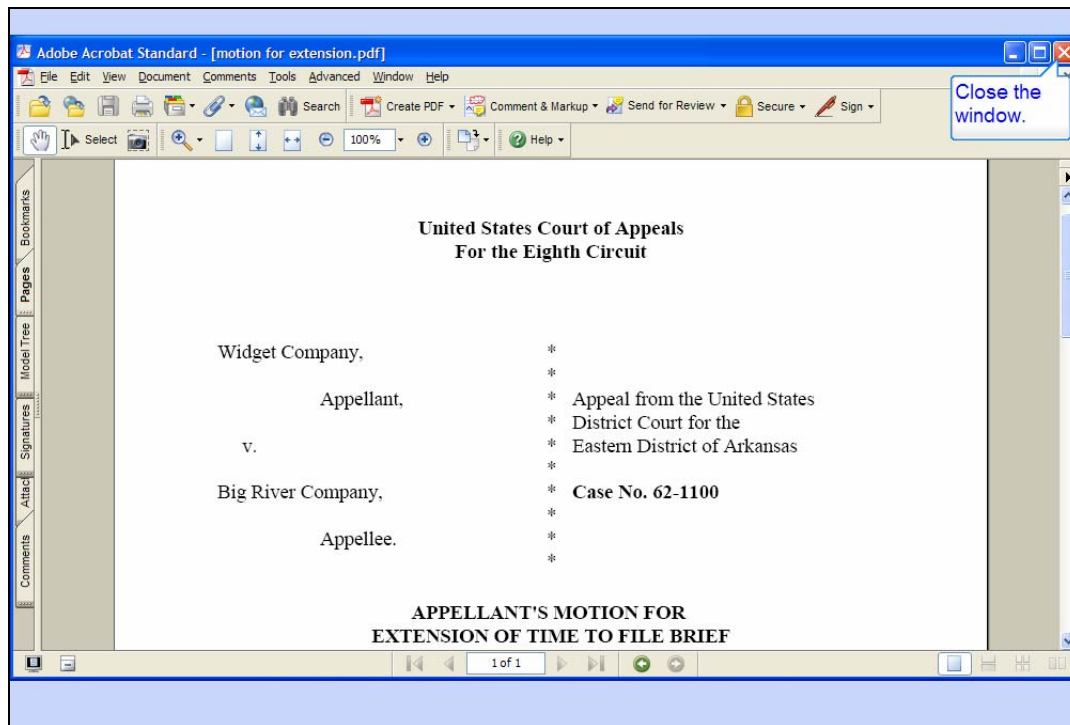
Display Related Entry

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.



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.



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.

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 checked="" type="checkbox"/> Big River Company	Appellee-Defendant	62-1100	Widget Company v. ...

Display All Parties All Cases Select All Clear All

Additional Information

Support/Opposition/No Opposition
in opposition to

Related Previous Entries

Please select one or more referenced entries, if applicable, then click 'Add'.
Repeat as necessary to add more entries. If the full docket entry is not displayed,
place cursor over row to display mouseover.

Doc	Date Filed	Entry
<input checked="" type="checkbox"/>	01/30/2007	MOTION of Appellant Widget Company for extension of time to file brief until 02/21/2007. w/service 01/30/2007. [3273162] [62-1100]
<input type="checkbox"/>	01/19/2007	MOTION of Appellant Test Party 1 for extension of time to file brief until 01/25/2007. 1/25/07 w/service 01/19/2007. [3269544] [62-1100]
<input type="checkbox"/>	01/19/2007	MOTION of Appellant Test Party 1 for extension of time to file brief until 01/25/2007. 1/25/07 w/service 01/19/2007. [3269544] [62-1100]

Find Add Clear

Scroll down.

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.

Docketing Response filed

Case 62-1100 Widget Company v. Big River Company

Click the Add button.

Date Filed	Entry
<input type="checkbox"/> 01/30/2007	MOTION of Appellant Widget Company for extension of time to file brief until 02/21/2007. w/service 01/30/2007. [3273162] [62-1100]
<input type="checkbox"/> 01/19/2007	MOTION of Appellant Test Party 1 for extension of time to file brief until 01/25/2007. 1/25/07 w/service 01/19/2007. [3269544] [62-1100]
<input type="checkbox"/> 01/19/2007	MOTION of Appellant Test Party 1 for extension of time to file brief until 01/25/2007. 1/25/07 w/service 01/19/2007. [3269544] [62-1100]

Selected Entries

Date Filed	Entry	Cases
------------	-------	-------

Up
Down
Remove
Clear All
Total: 0

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.

Case 62-1100 Widget Company v. Big River Company

Date Filed	Entry
<input checked="" type="checkbox"/> 01/30/2007	MOTION of Appellant Widget Company for extension of time to file brief until 02/21/2007. w/service 01/30/2007. [3273162] [62-1100]
<input type="checkbox"/> 01/19/2007	MOTION of Appellant Test Party 1 for extension of time to file brief until 01/25/2007. 1/25/07 w/service 01/19/2007. [3269544] [62-1100]
<input type="checkbox"/> 01/19/2007	MOTION of Appellant Test Party 1 for extension of time to file brief until 01/25/2007. 1/25/07 w/service 01/19/2007. [3269544] [62-1100]

Selected Entries

Date Filed	Entry	Cases
01/30/2007	MOTION of Appellant Widget Company for extension of time to file brief until	62-1100

Up
Down
Remove
Clear All
Total: 1

Continue Back Cancel

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.

Docketing Response filed

Case 62-1100 Widget Company v. Big River Company

Date Filed	Entry
01/30/2007	MOTION of Appellant Widget Company for extension of time to file brief until 02/21/2007. w/service 01/30/2007. [3273162] [62-1100]
01/19/2007	MOTION of Appellant Test Party 1 for extension of time to file brief until 01/25/2007. 1/25/07 w/service 01/19/2007. [3269544] [62-1100]
01/19/2007	MOTION of Appellant Test Party 1 for extension of time to file brief until 01/25/2007. 1/25/07 w/service 01/19/2007. [3269544] [62-1100]

Selected Entries

Date Filed	Entry	Cases
01/30/2007	MOTION of Appellant Widget Company for extension of time to file brief until 02/21/2007. w/service 01/30/2007. [3273162] [62-1100]	62-1100

Click Continue.

Continue Back Cancel

Mouseover Example

Slide notes: Like this.

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

Docketing Response filed

Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

CM/ECF Appellate

This Pro W

Service

Service Date:

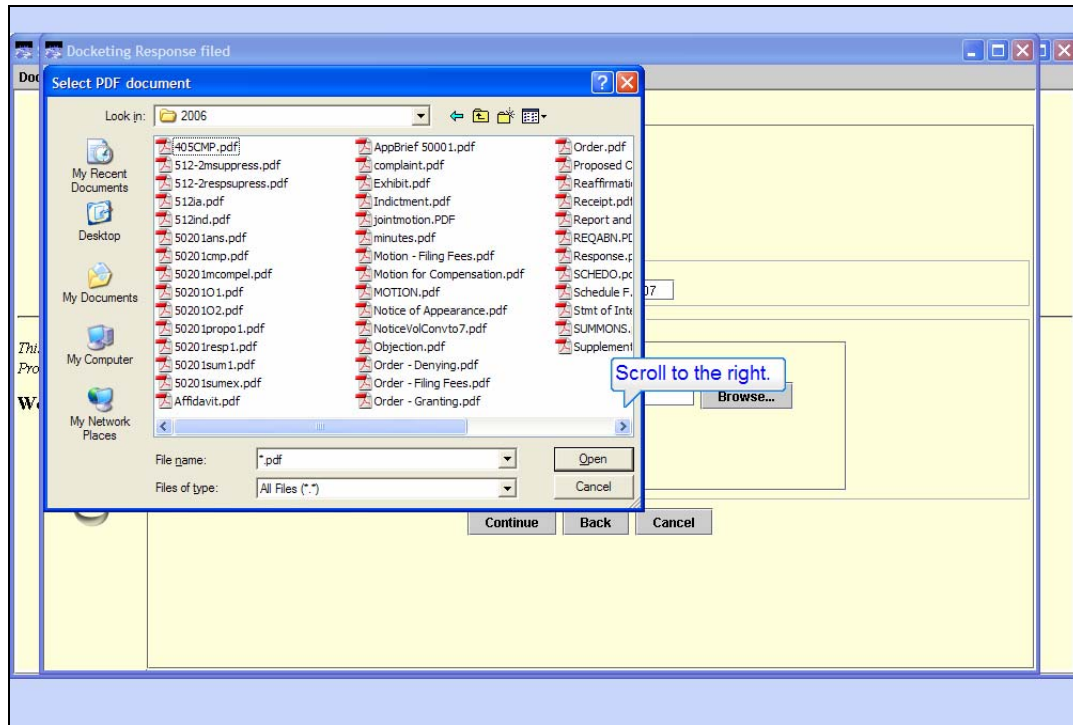
PDF Document

Document:

Enter 1/30/2007, then click the **Browse** button.

Enter Service Date

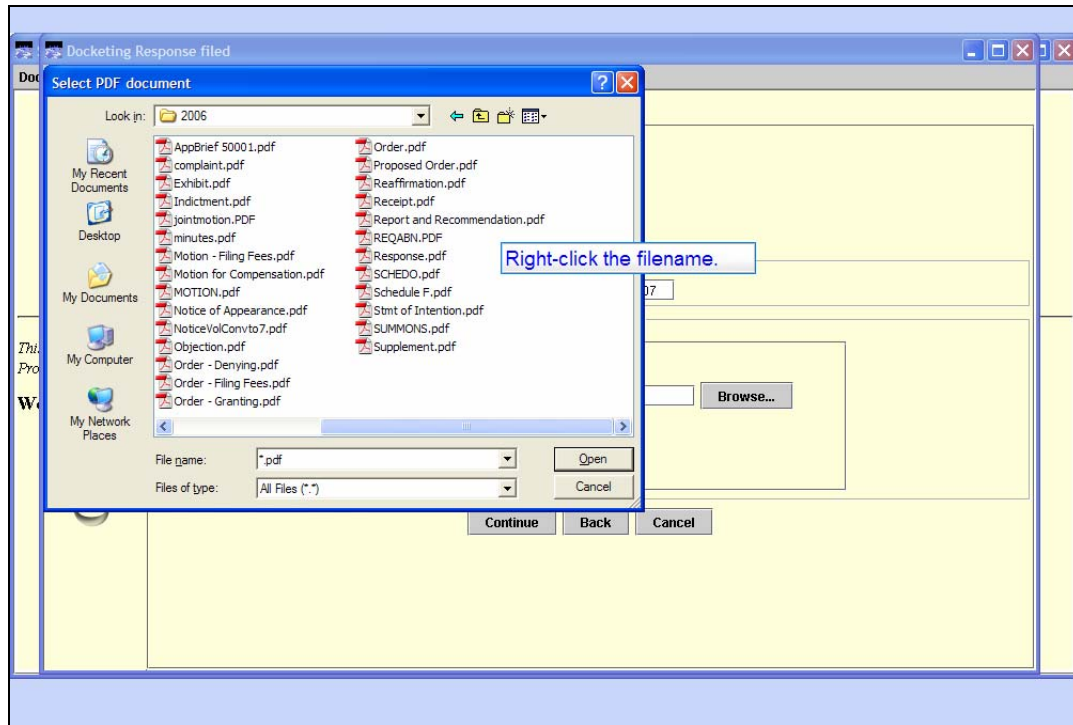
Slide notes: Enter 1/30/2007 as the service date, then click the Browse button to locate the PDF file for your response.



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.

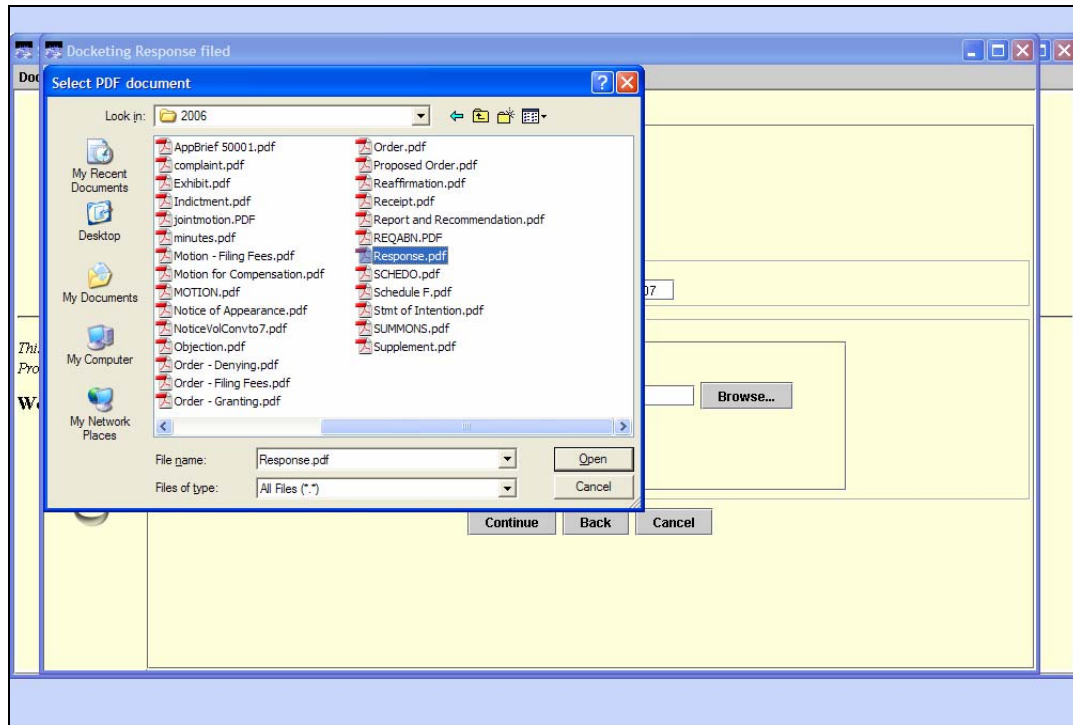
Our response document is named Response.pdf. In order to see it, scroll to the right.



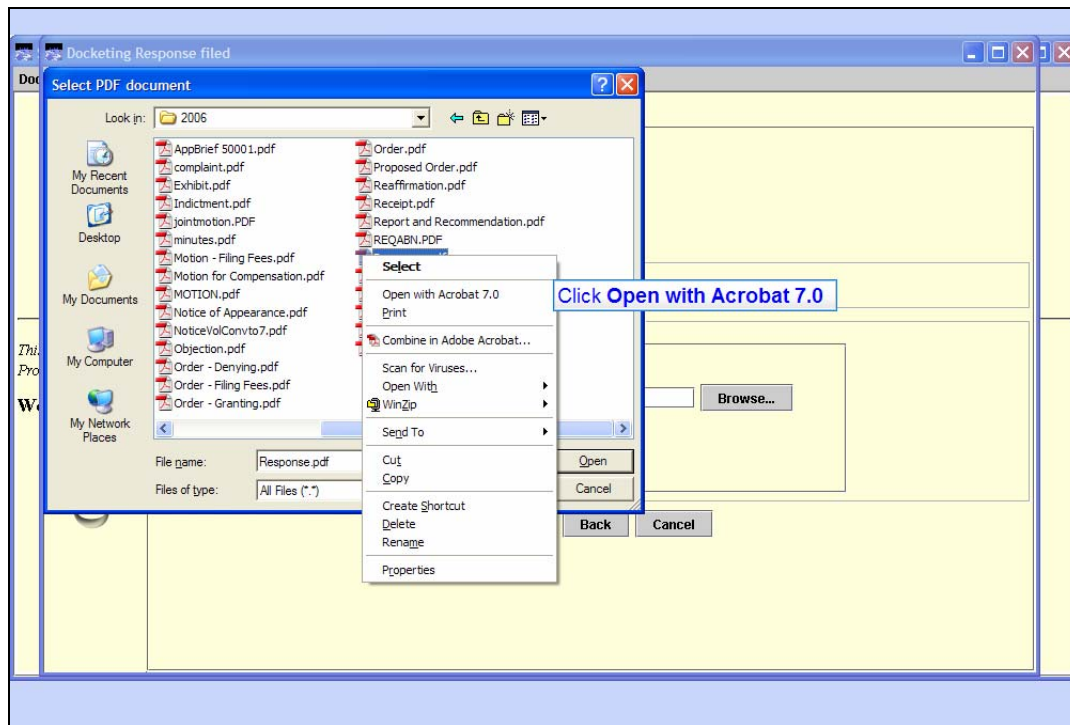
Slide 32

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.

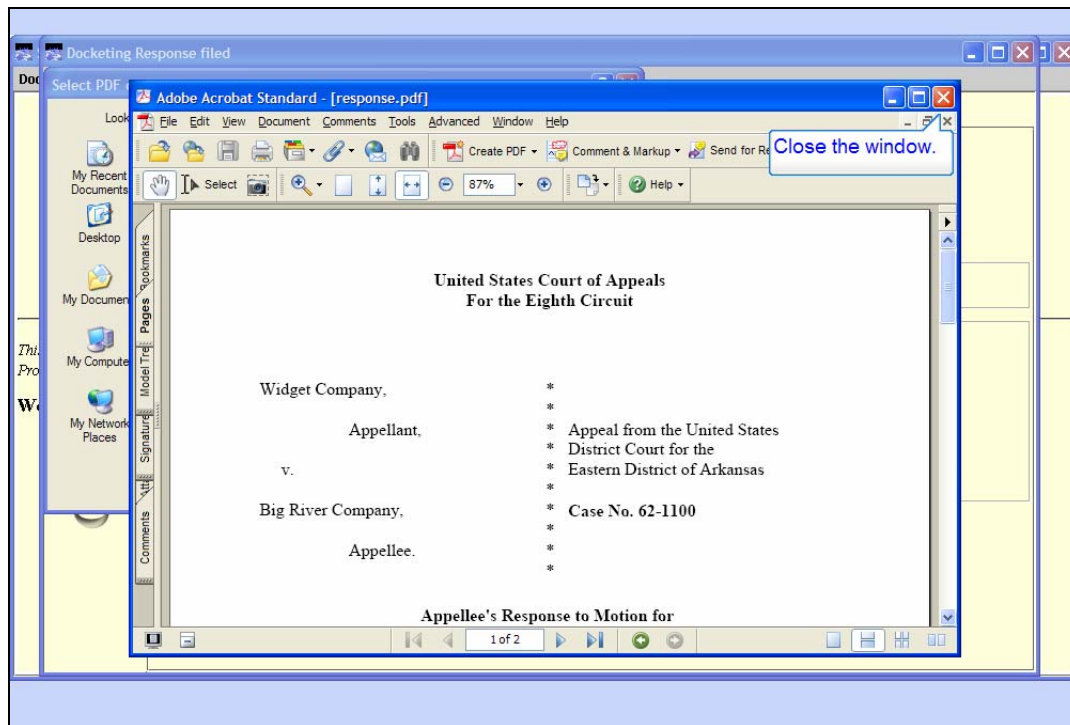


Take a Peek
Slide notes:



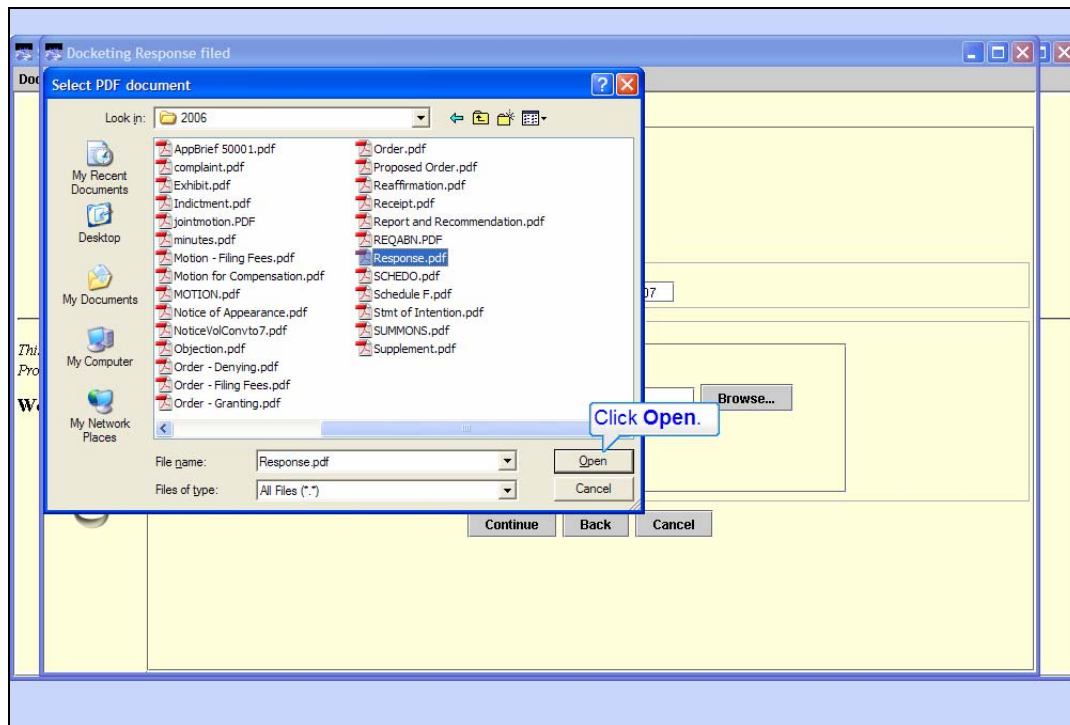
Slide 34

Slide notes:



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.



Slide 36

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

Docketing Response filed

Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

CM/ECF Appellate

This Pro W

Service

Service Date: 01/30/2007

PDF Document

Document: ECFICMECFITeam112006Response.pdf Browse...

Add Another

Click Add Another.

Continue Back Cancel

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

Doc Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

CM/ECF Appellate

Service

Service Date: 01/30/2007

PDF Document

Document: E:\CFCMECF\Team1\2006\Response.pdf Browse...

Document: Browse... Description:

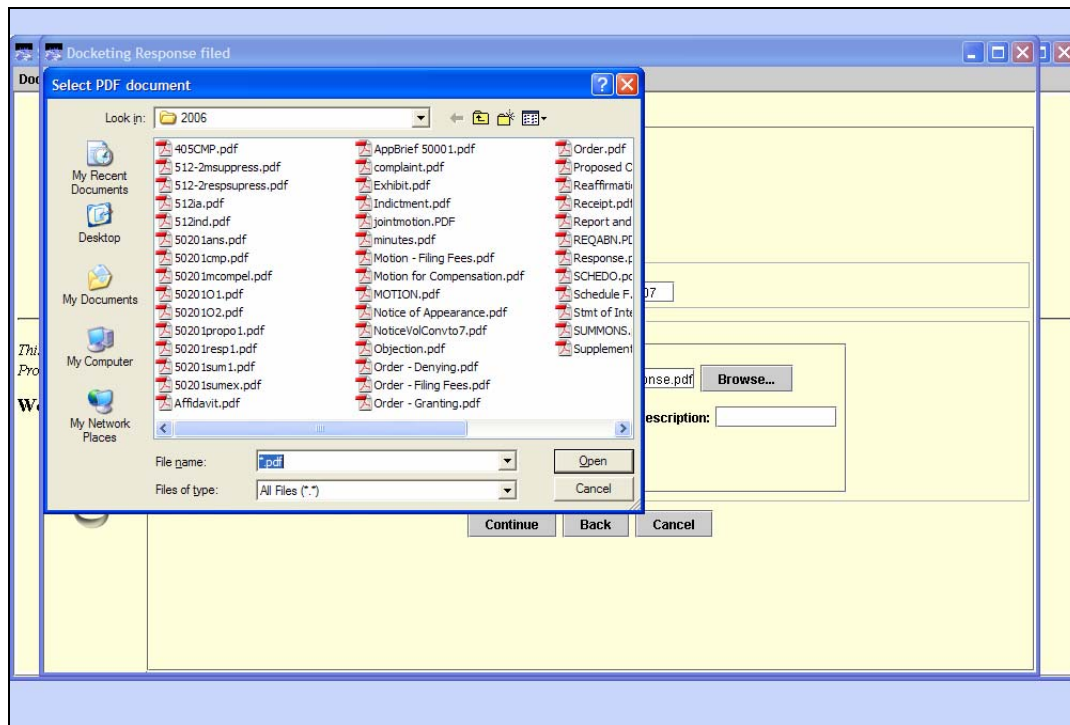
Click Browse.

Add Another

Continue Back Cancel

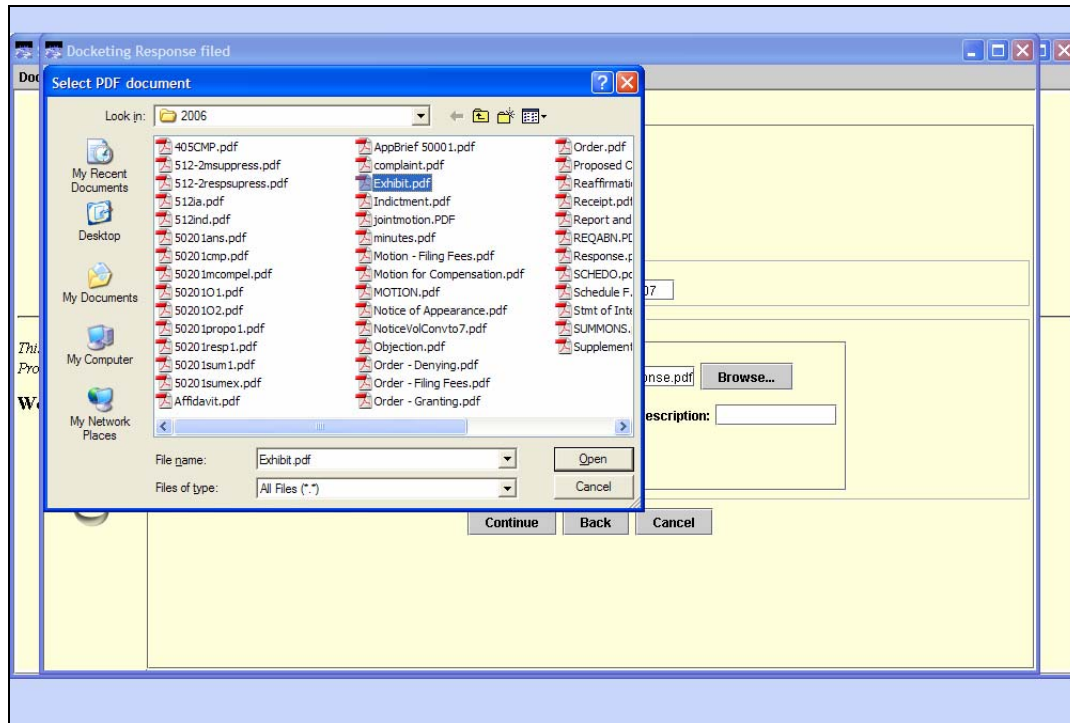
Slide 38

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

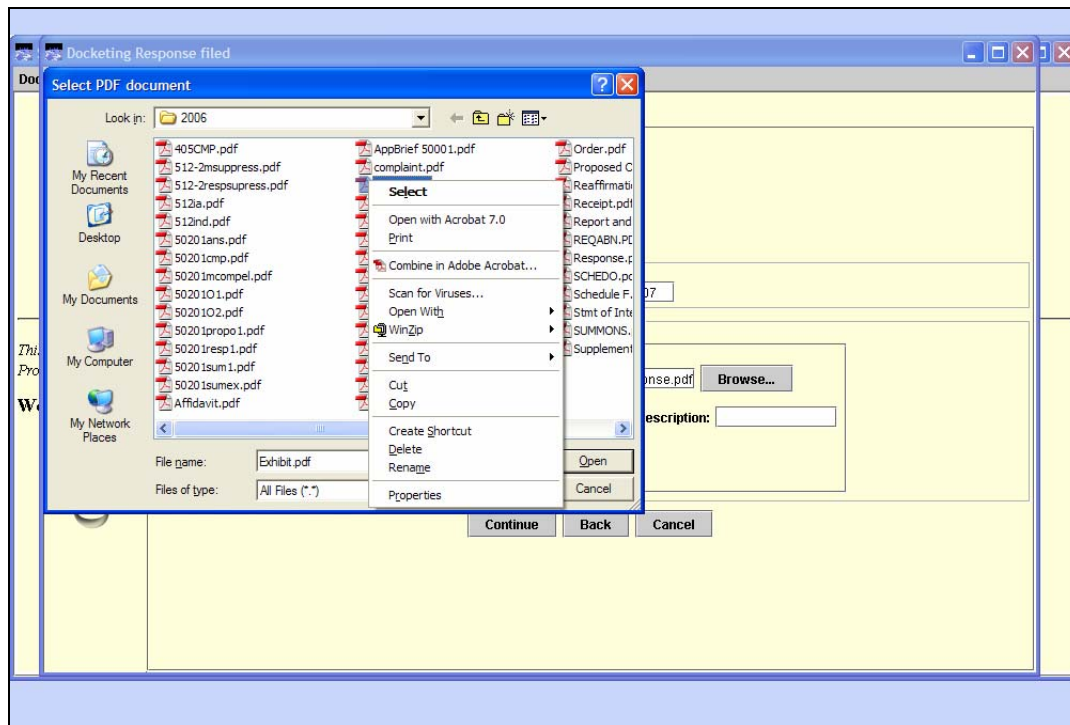


Browse for 2nd PDF

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.

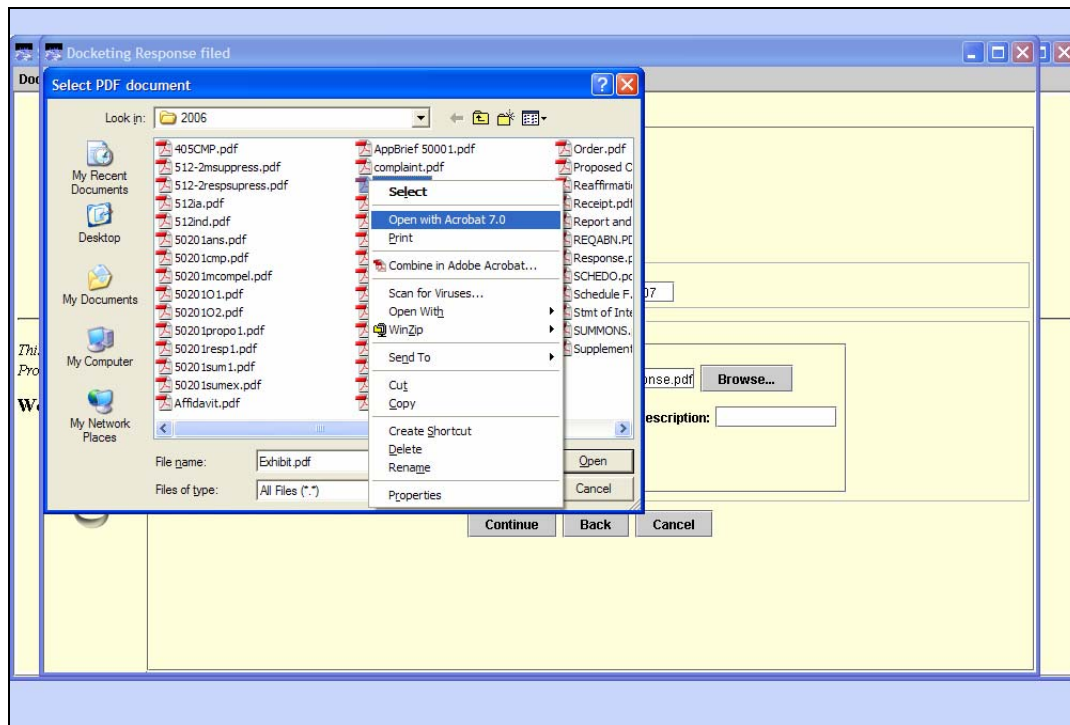


Take Another Peek
Slide notes:



Slide 41

Slide notes: Now I'll select Open with Acrobat 7.0.



Slide 42

Slide notes:

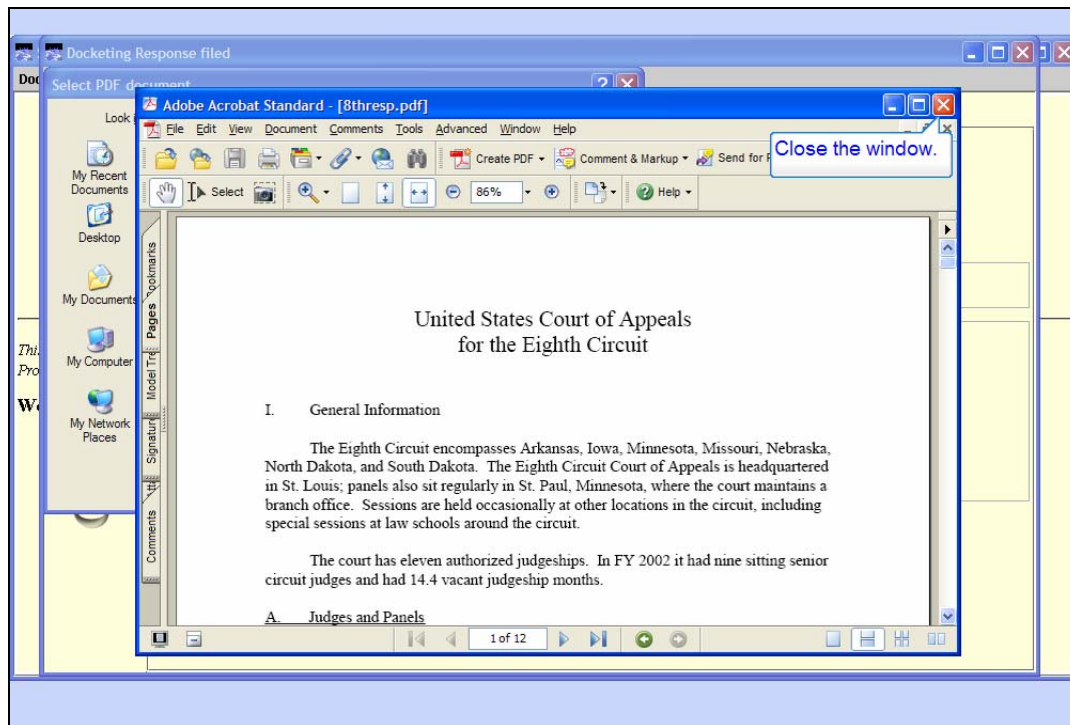
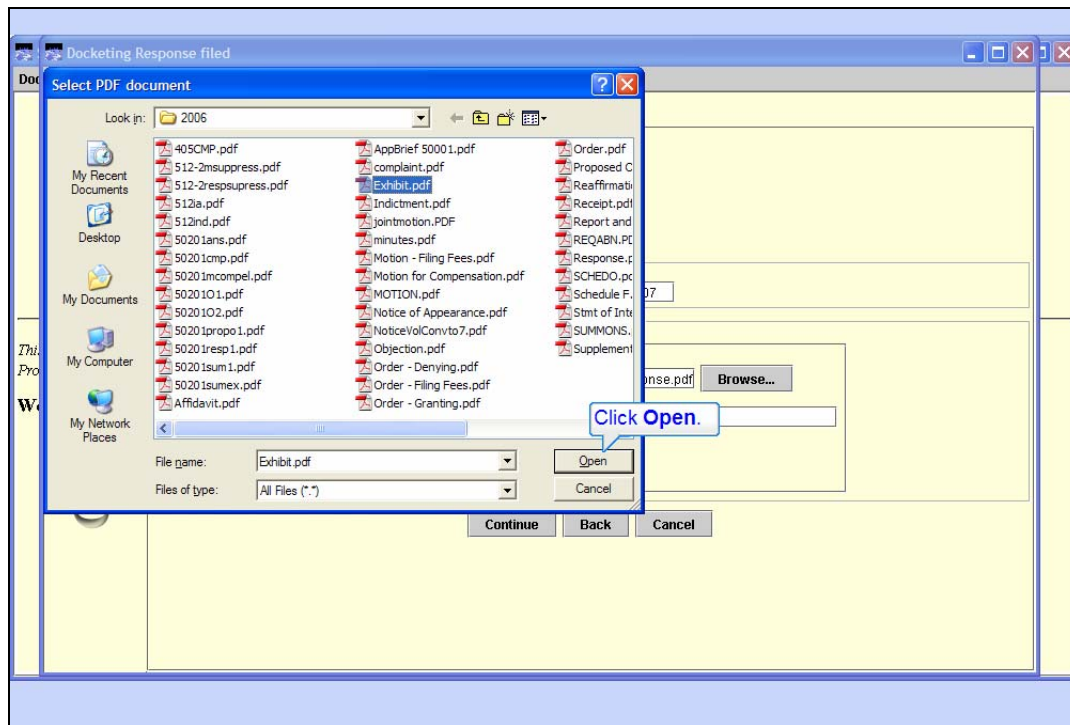


Exhibit PDF

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



Slide 44

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

Docketing Response filed

Doc Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

CM/ECF Appellate

Service

Service Date: 01/30/2007

PDF Document

Document: E:\CFCMECF\Team1\2006\Response.pdf Browse...

Document: m1\2006\Exhibit.pdf Browse... Description:

Add Another

Continue Back Cancel

Enter Exhibit.

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.

Docketing Response filed

Docketing Reports Logout Help

Case 62-1100 Widget Company v. Big River Company

CM/ECF Appellate

This Pro W

Service

Service Date: 01/30/2007

PDF Document

Document: E:\CFCMECF\Team1\2006\Response.pdf Browse...

Document: m1\2006\Exhibit.pdf Browse... Description: Exhibit

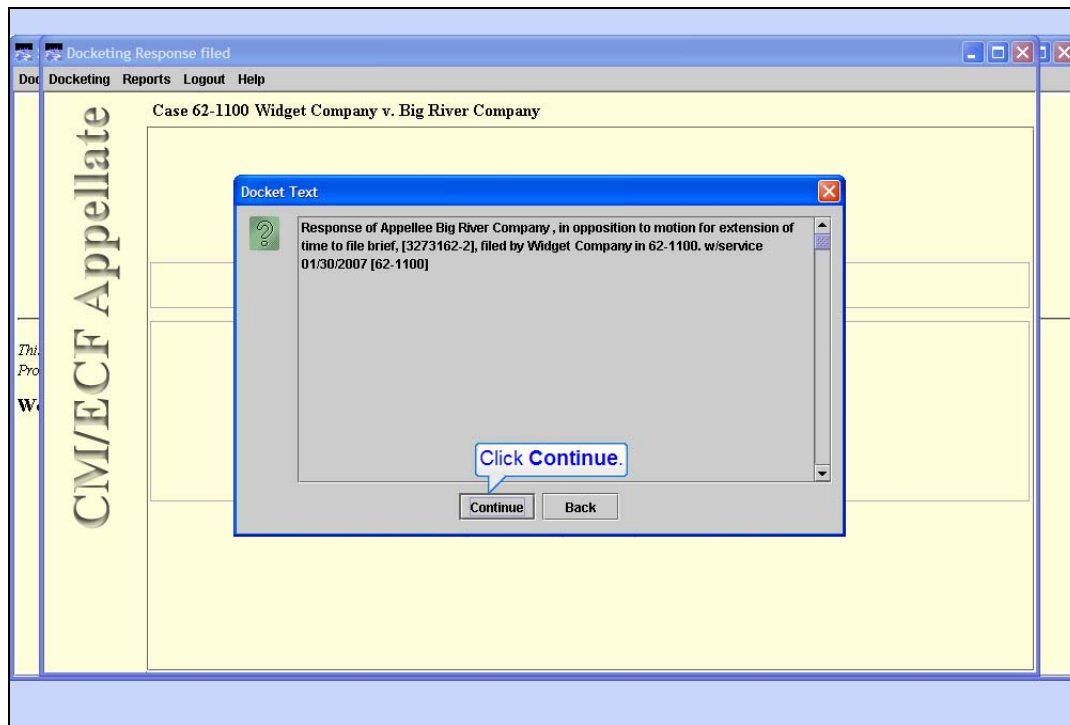
Add Another

Click Continue.

Continue Back Cancel

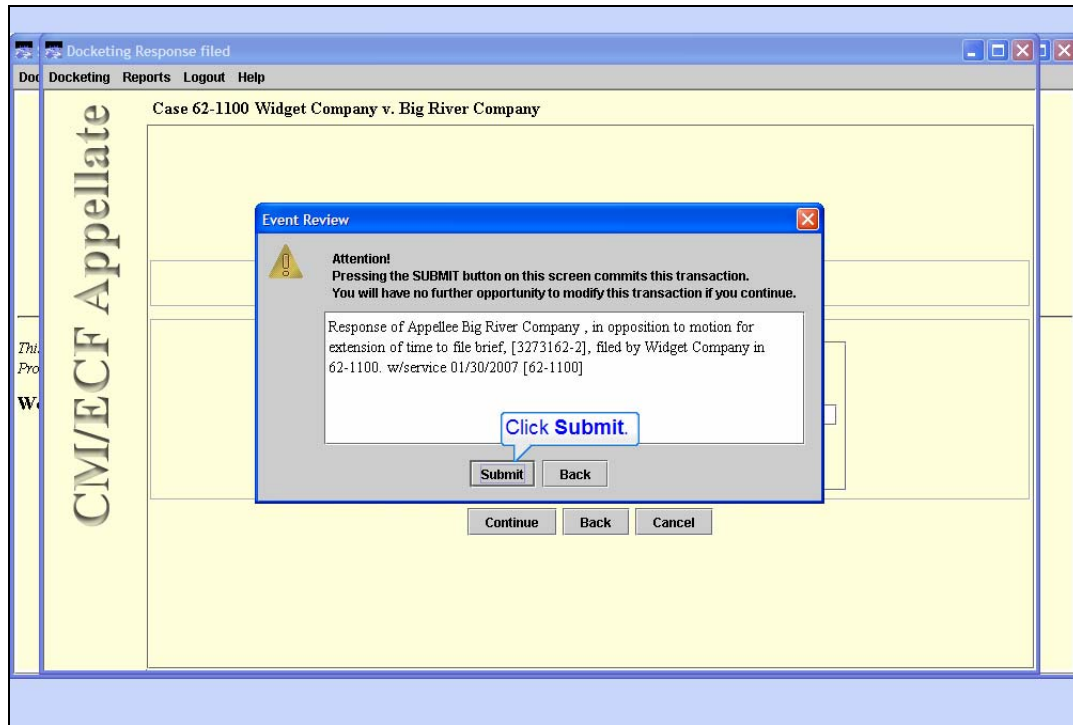
Slide 46

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



Look OK?

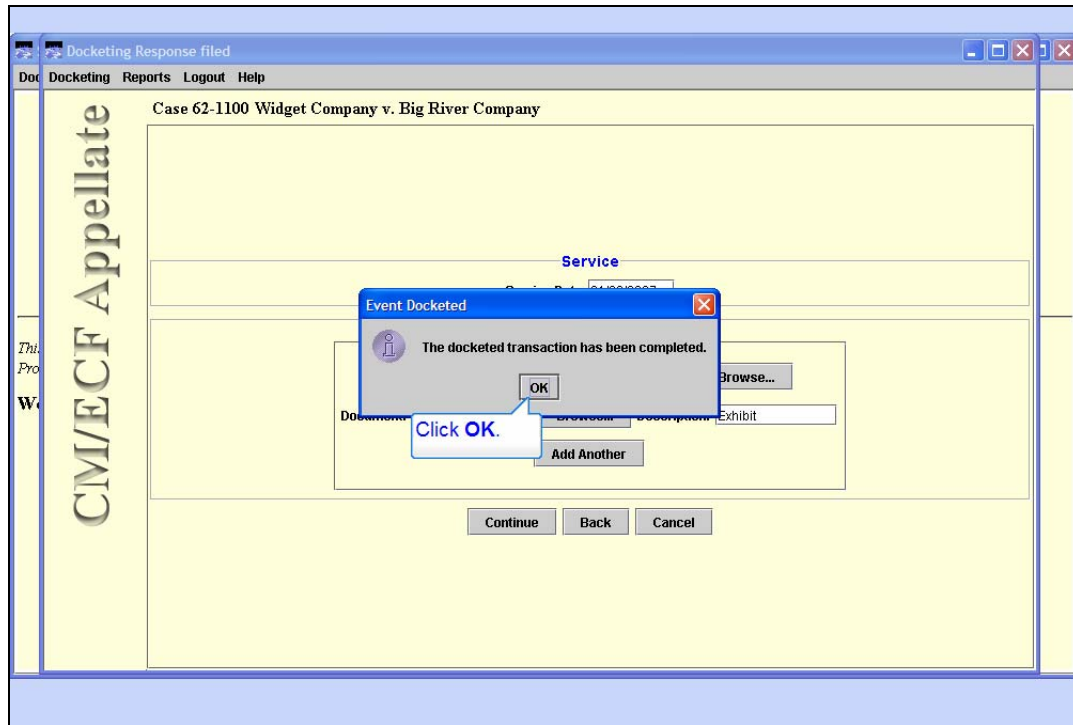
Slide notes: CM/ECF is building docket text as you go. If the text shows you have made an error, you would click the Back button to back up and make corrections. Be sure the docket text is OK, then click Continue.



Submit Transaction

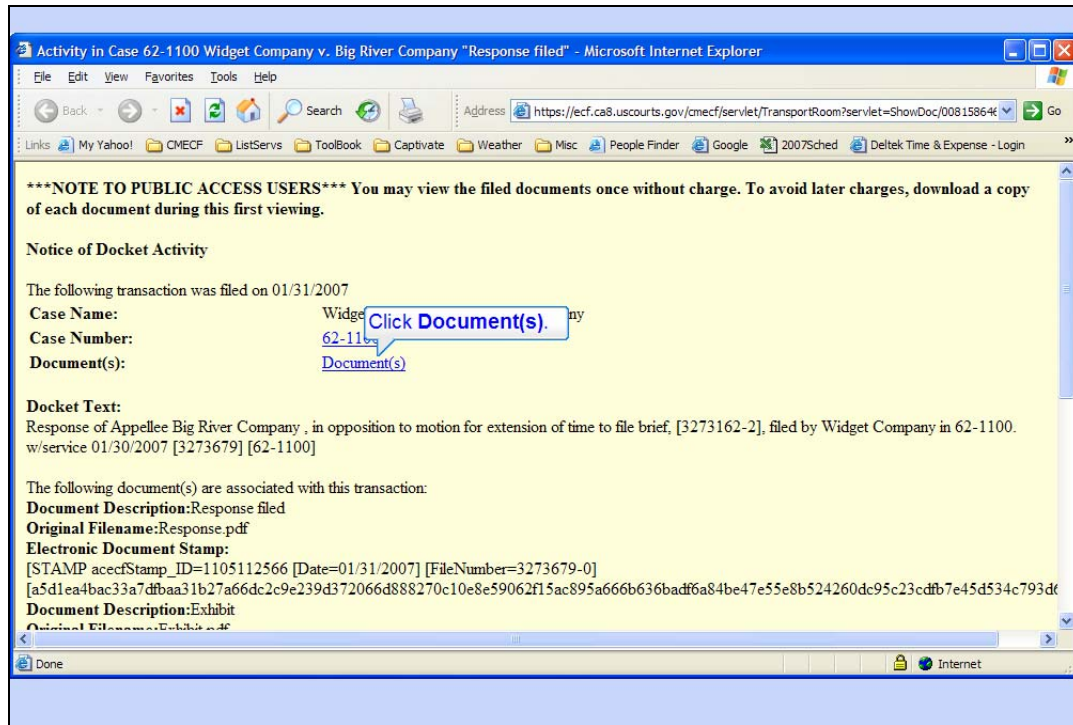
Slide notes: This is the point of no return. Remember, you can still back up at this point by clicking the Back button, but once you click the Submit button you will no longer be able to back up and change anything. Be sure everything is correct before you submit the transaction.

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



Transaction Done

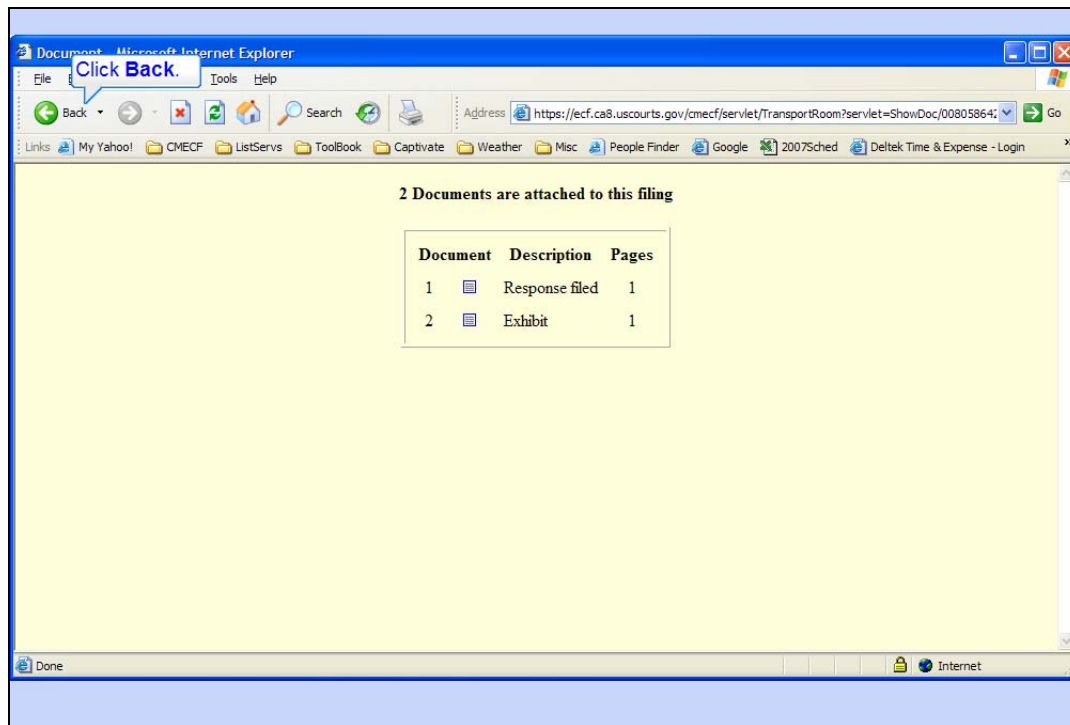
Slide notes: CM/ECF confirms the event was docketed. Click OK.



Click on Documents

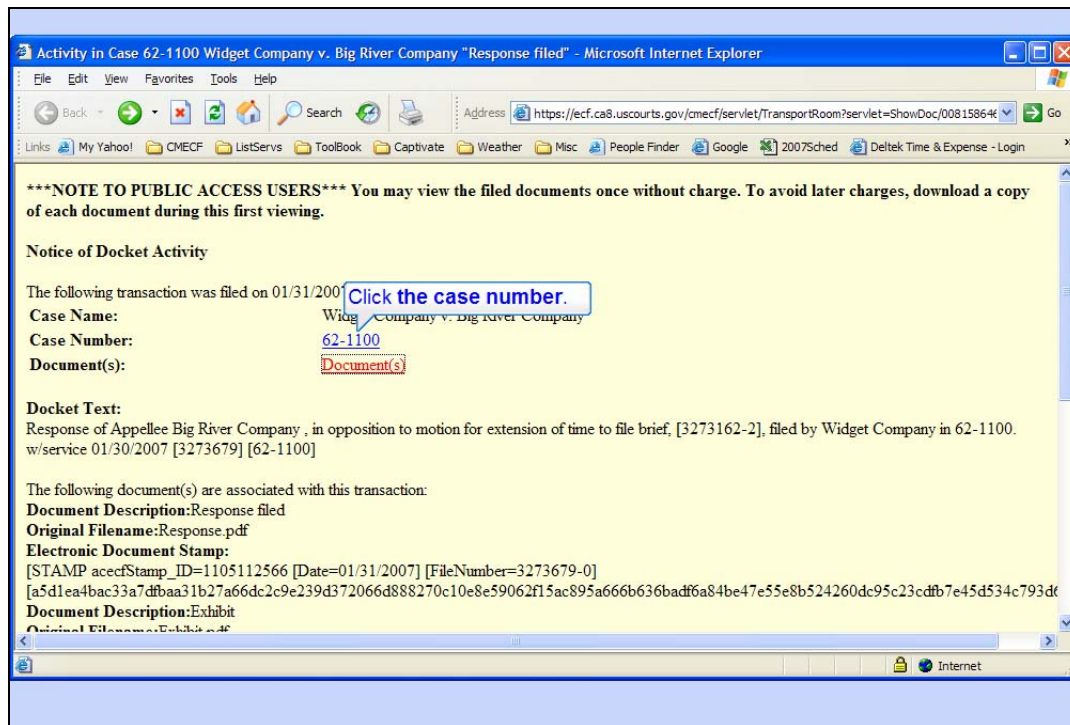
Slide notes: CM/ECF creates and displays to you a Notice of Docket Activity, or NDA. This is your proof the court received your response. It might be a good practice to save a copy of this NDA. See the lesson on Filing a Motion for instructions on how to do that.

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).



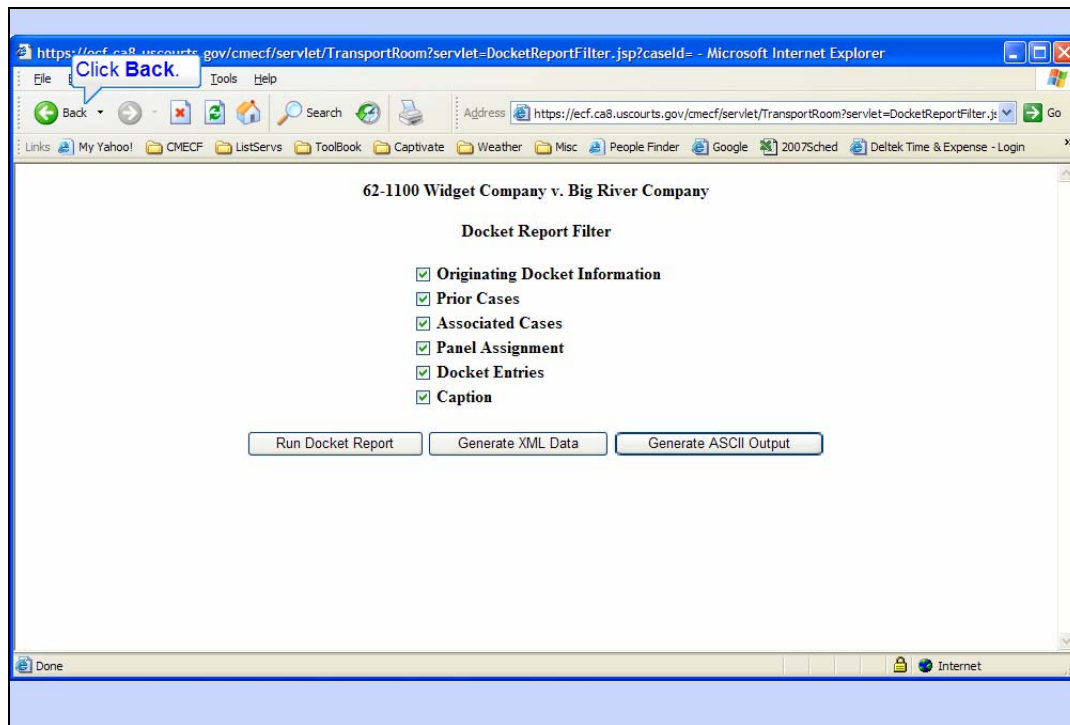
Two Attached Documents

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.



Click on Case Number

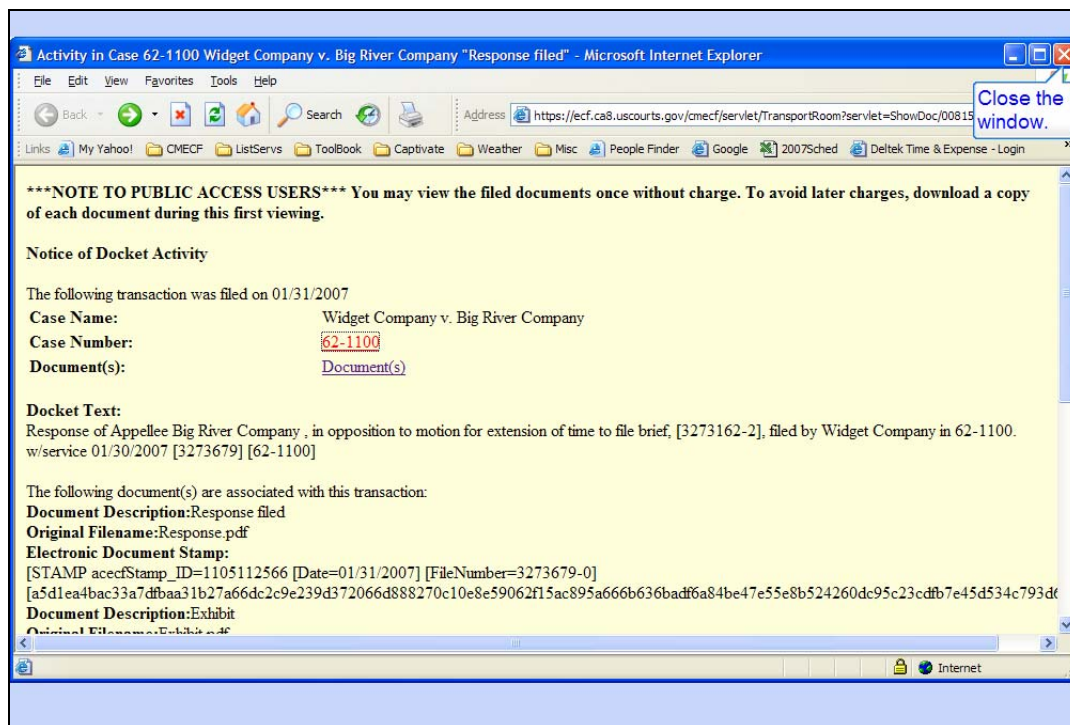
Slide notes: Remember the case number hyperlink allows you to create a docket report for this case. To see how that works, click the hyperlink for the case number.



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.



Close NDA

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

Docketing Appearance 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: 01/31/2007

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)

Close the window.

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.

The screenshot shows a web application window titled "Docketing Appearance Filed". The main content area is titled "Event Selection" and displays the following information:

- Case: 62-1100 (Enter case number as yy-nnnn (e.g., 05-2475))
- Filed Date: 01/31/2007
- 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

A modal dialog box titled "Ok to close?" is displayed in the center, asking "OK to close docketing?". It has "OK" and "Cancel" buttons. A callout bubble points to the "OK" button with the text "Click OK."

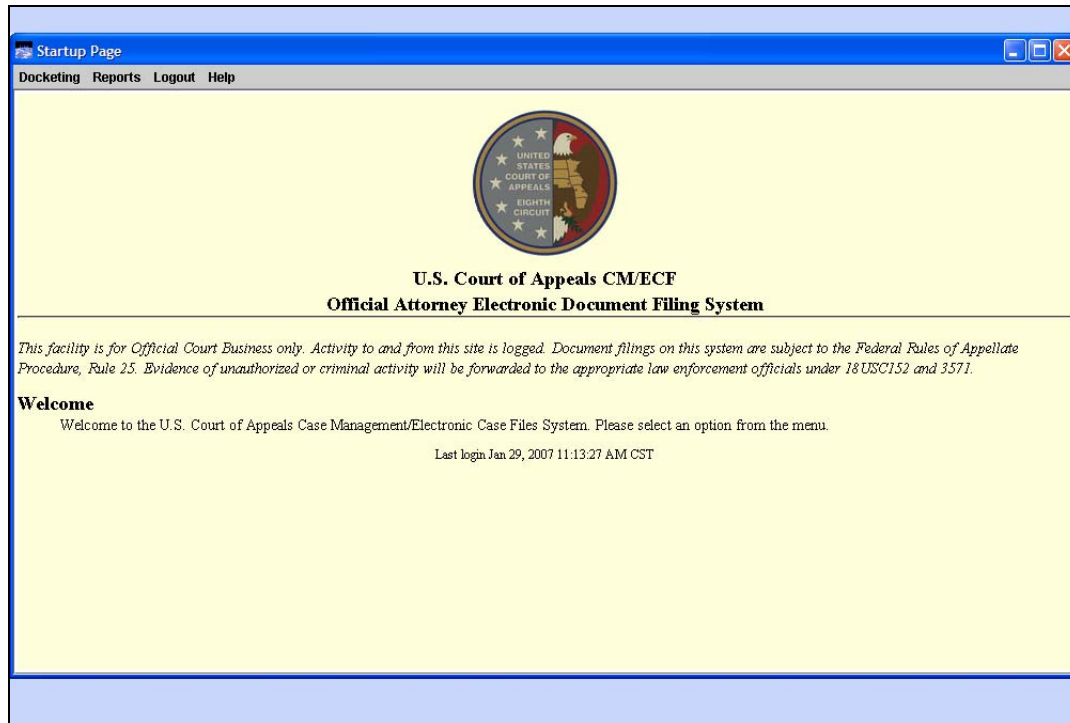
Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

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

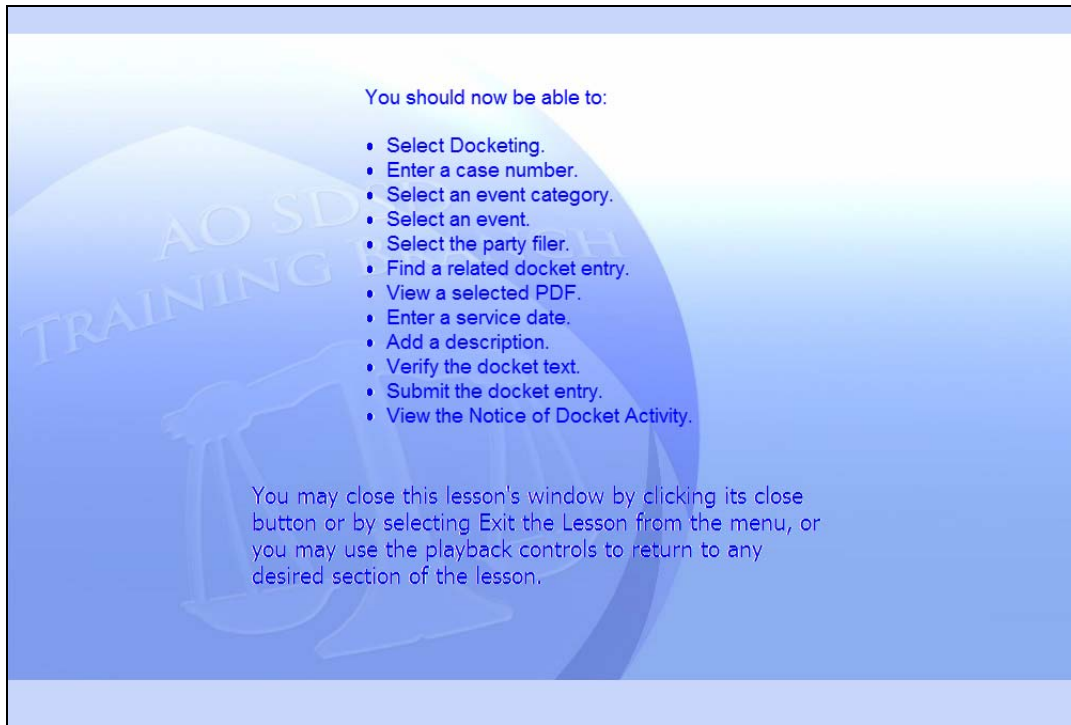
Slide 56

Slide notes: Click OK.



Back to Startup Page

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



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.