



Welcome

Slide notes: Welcome to the Filing an Appearance Electronic Learning Module.

This lesson is designed to show you how to file an appearance form 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.

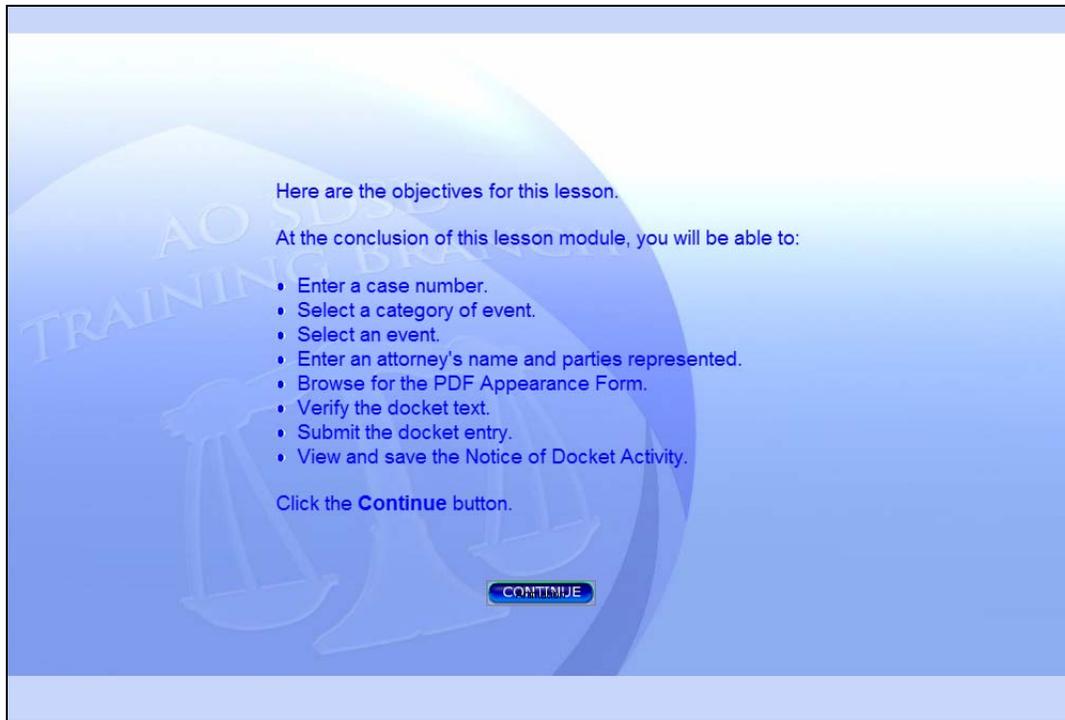
To exit the lesson, click the **X** in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

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



#### Navigation

Slide notes: 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:

- Enter a case number.
- Select a category of event.
- Select an event.
- Enter an attorney's name and parties represented.
- Browse for the PDF Appearance Form.
- Verify the docket text.
- Submit the docket entry.
- View and save the Notice of Docket Activity.

Click the **Continue** button.

**CONTINUE**

Objectives

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

Enter a case number.

Select a category of event.

Select an event.

Enter an attorney's name and parties represented.

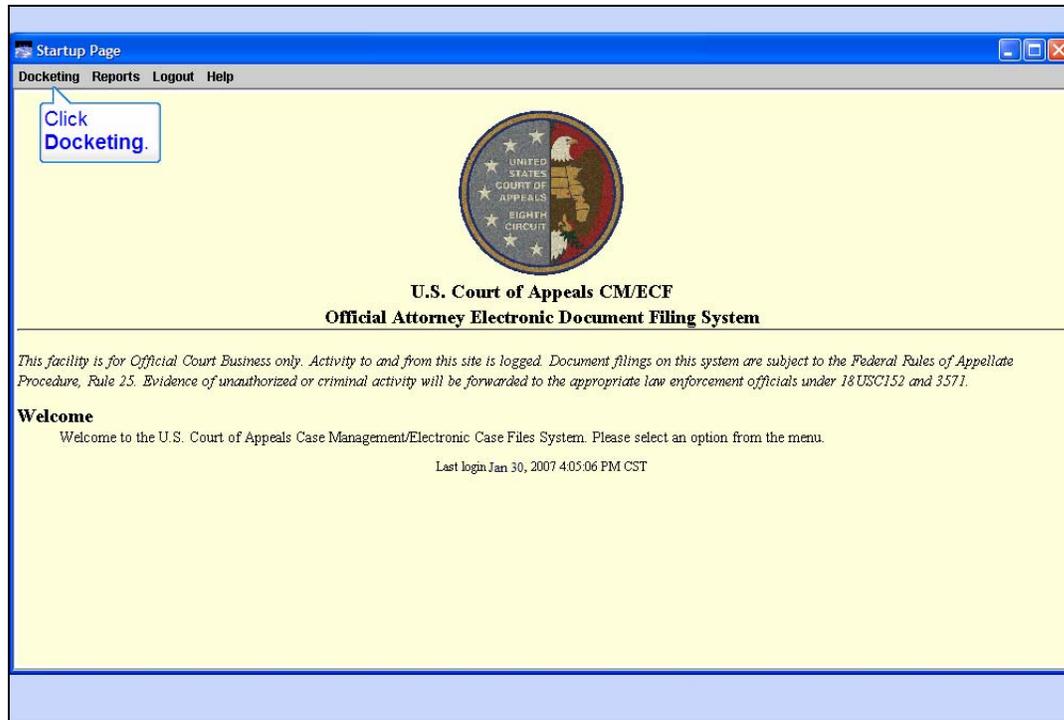
Browse for the PDF Appearance Form.

Verify the docket text.

Submit the docket entry.

View and save the Notice of Docket Activity.

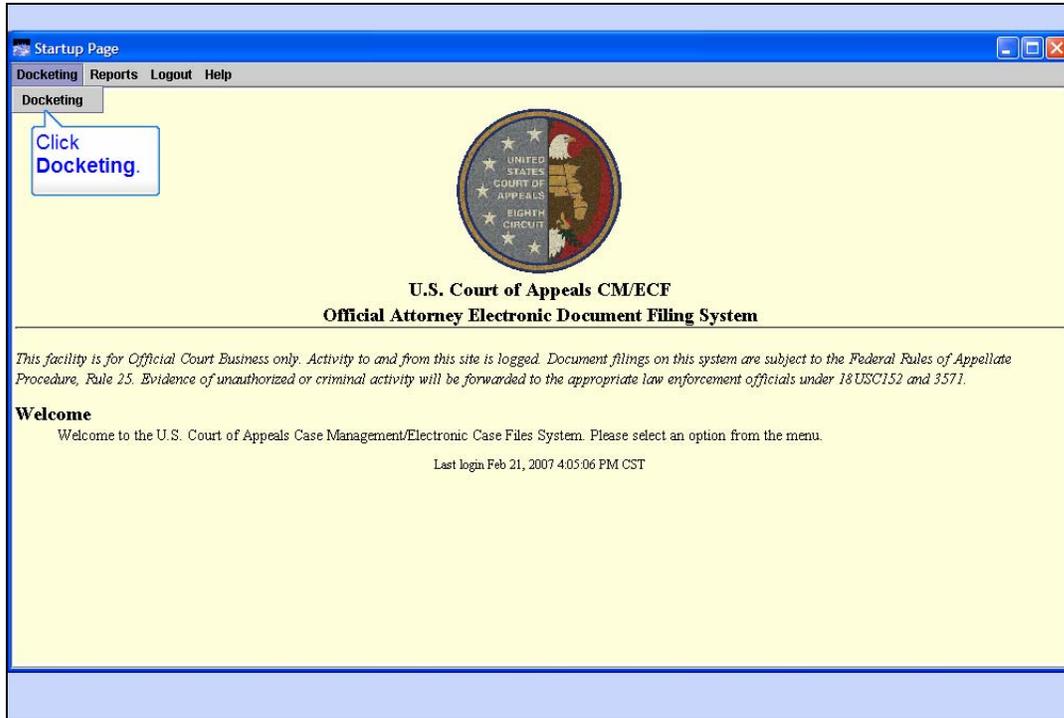
Click the Continue button.



#### Startup Page

Slide notes: In this lesson, we will simulate an attorney named Paige Sheppard, who represents the appellant in case number 62-1100, filing an appearance form in that case. We will assume she has already logged in to the court's CM/ECF application. See the Introduction to CM/ECF lesson module for more information on logging in.

To begin, click Docketing in the CM/ECF menu bar in the upper left of the screen.



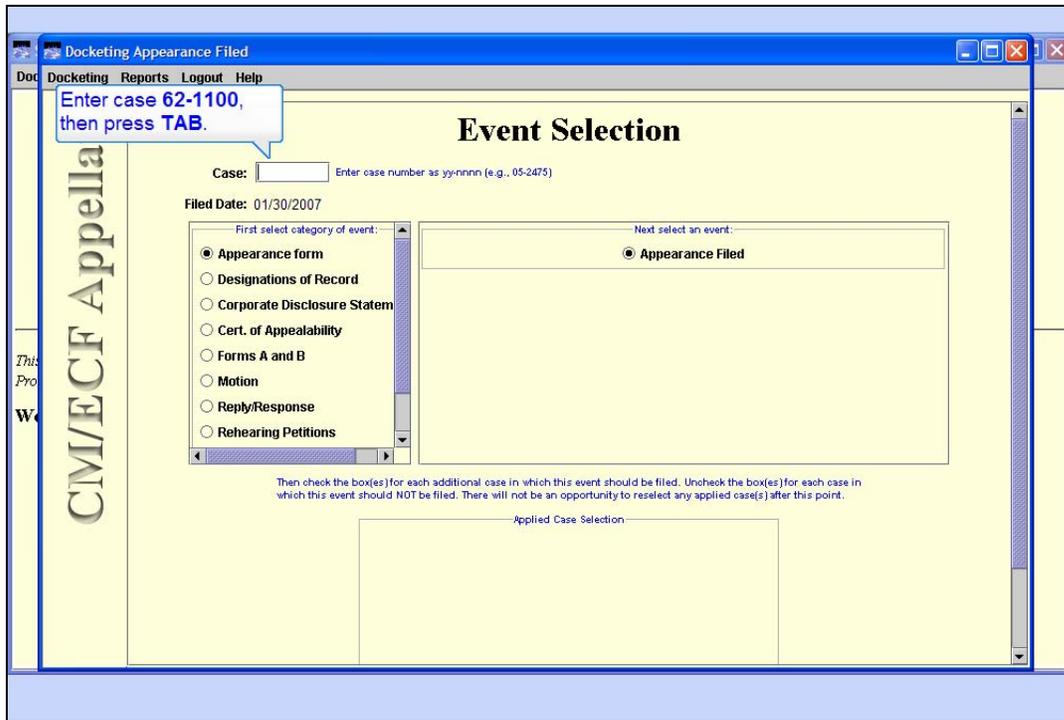
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Slide notes: Click Docketing again on the drop down menu.

The screenshot shows a web browser window titled "Startup Page" with a menu bar containing "Docketing", "Reports", "Logout", and "Help". A sub-menu under "Docketing" is visible. The main content area has a yellow background and features the official seal of the United States Court of Appeals, Eighth Circuit. Below the seal, the text reads "U.S. Court of Appeals CM/ECF Official Attorney Electronic Document Filing System". A disclaimer states: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to the Federal Rules of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18 USC 152 and 3571." A "Welcome" section follows, with the text: "Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu." and "Last login Feb 21, 2007 4:05:06 PM CST".

Slide 6

Slide notes:



Enter Case Number

Slide notes: On the Event Selection screen, the first step is to enter the Court of Appeals case number. The case number will be a 2-digit year followed by a 4-digit number. You may enter an appearance in only one case at a time.

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

#### Event Selection

Slide notes: CM/ECF locates the case and displays the case title at the top of the screen. If you had entered an invalid case number, CM/ECF would have shown you an error message.

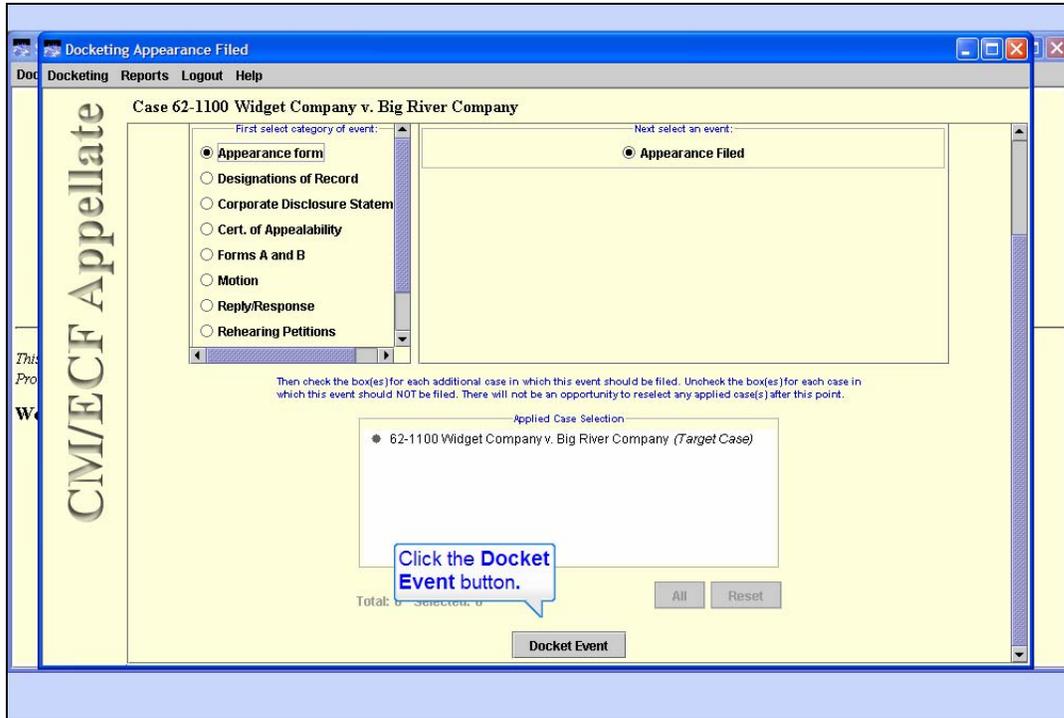
CM/ECF automatically uses the current date as the Filed Date. You can't change this date.

The left side of the screen shows the various categories of events the court has created. As the blue text indicates, you must first select a category of event. You would do so by clicking the radio button for your desired category. Since we are filing an Appearance, the correct category is already selected.

The right side of the screen shows the list of events that are contained within the selected category. In this instance, the only event contained in the category "Appearance form" is "Appearance filed", and it's already selected.

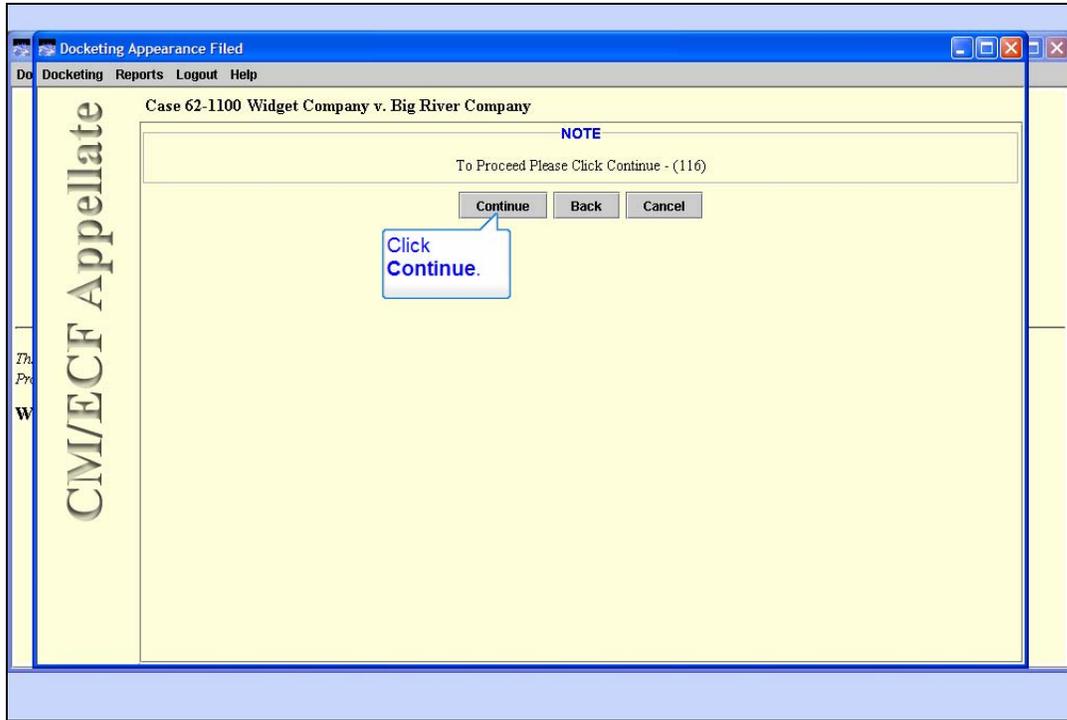
If the category or the event within the category is wrong, you would click on the radio button for your desired selection.

In this event, both the category and the event within the category are correct. In order to docket this event, scroll down to the bottom of the screen.



Docket Event

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



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Slide notes: To proceed, please click Continue.

**Case 62-1100 Widget Company v. Big River Company**

**Party Filer**

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. ...

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

**Additional Information**

Name of Attorney: \_\_\_\_\_

**PDF Document**

Document: \_\_\_\_\_

*Callout: Click the check box for Widget Company.*

Party and Attorney Names

Slide notes: On this screen, select the party or parties you represent. If you represent more than one party, select all the parties you represent. In this case, click the check box for the Appellant Widget Company.

Docketing Appearance Filed

Do 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

**Additional Information**

Name of Attorney:

**PDF Document**

Document:  Browse...

Add Another

Continue Back Cancel

CME/ECF Appellate

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Pr  
W

Enter "Paige Sheppard", then press the TAB key.

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Slide notes: Now CM/ECF asks you to enter the name of the attorney filing this appearance. Please note that each attorney must file a separate appearance form.

Enter "Paige Sheppard", then press the TAB key.

**Docketing Appearance Filed**

Do 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

**Additional Information**

Name of Attorney:  
Paige Sheppard

**PDF Document**

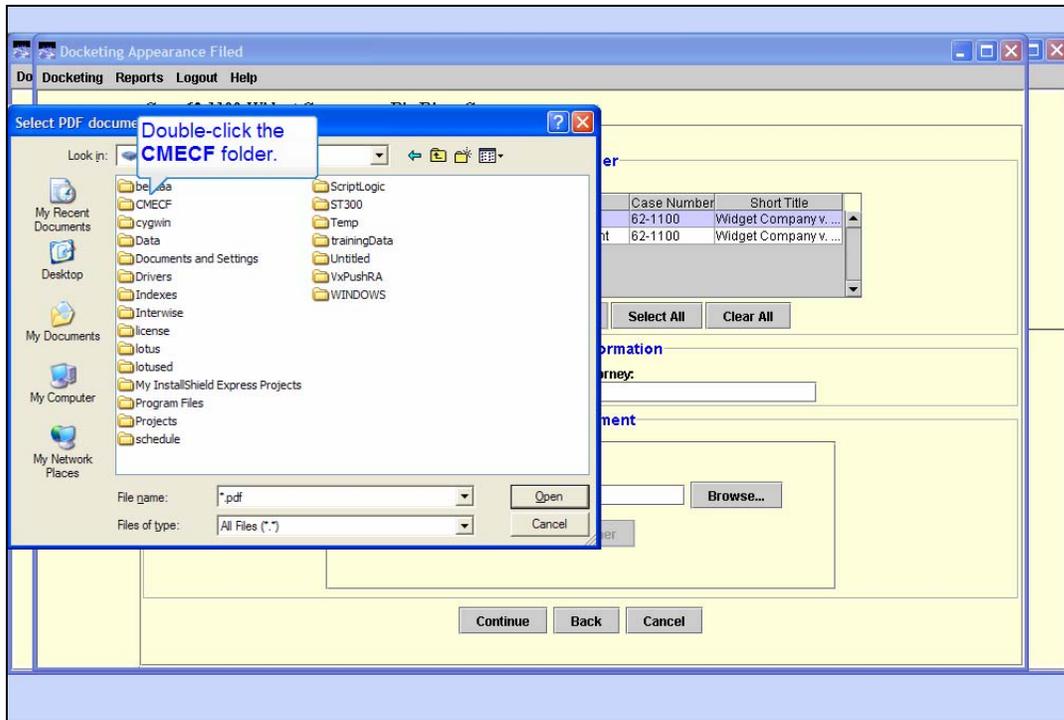
Document:  Browse...  
Add Another

Click Browse.

Continue Back Cancel

Browse for PDF

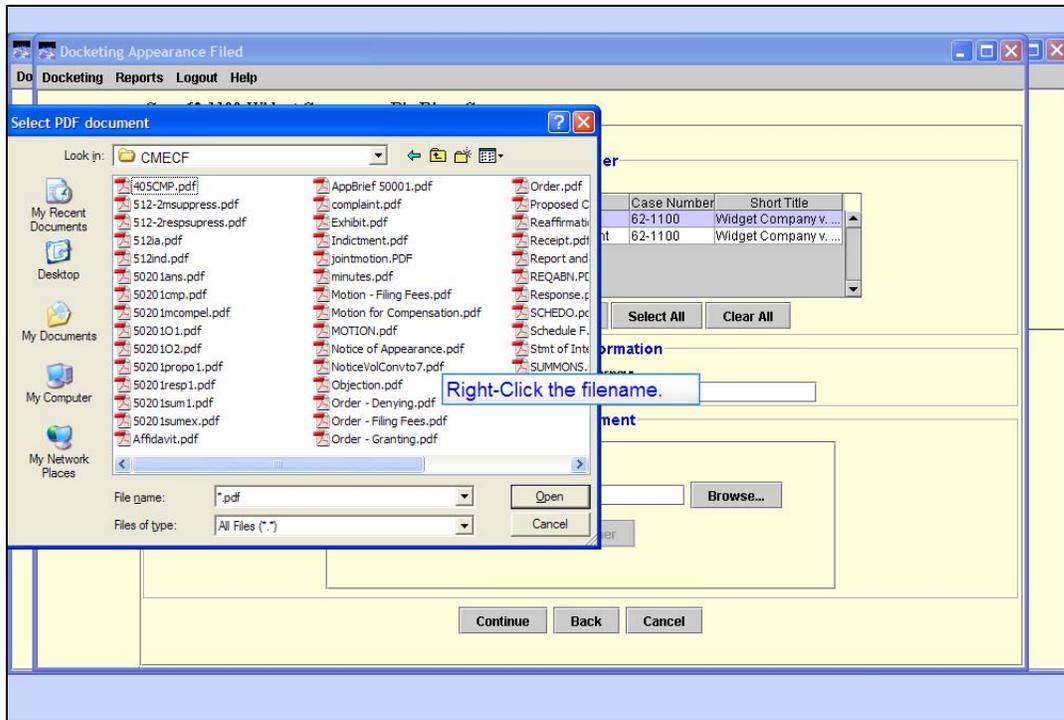
Slide notes: The next step is to attach the Appearance Form to this transaction. This Appearance Form must be in Portable Document Format (PDF). Click Browse to find where you have stored your Appearance Form on your computer.



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Slide notes: Your browser pops up a "Select PDF document" dialog box. Use this box to browse your computer's disk drive to locate the folder containing your PDF document. Be sure the "Look in:" box has the correct disk drive where your file is located. If your file is located on a different disk drive, you would click the down arrow in the Look in: box and select the correct disk drive.

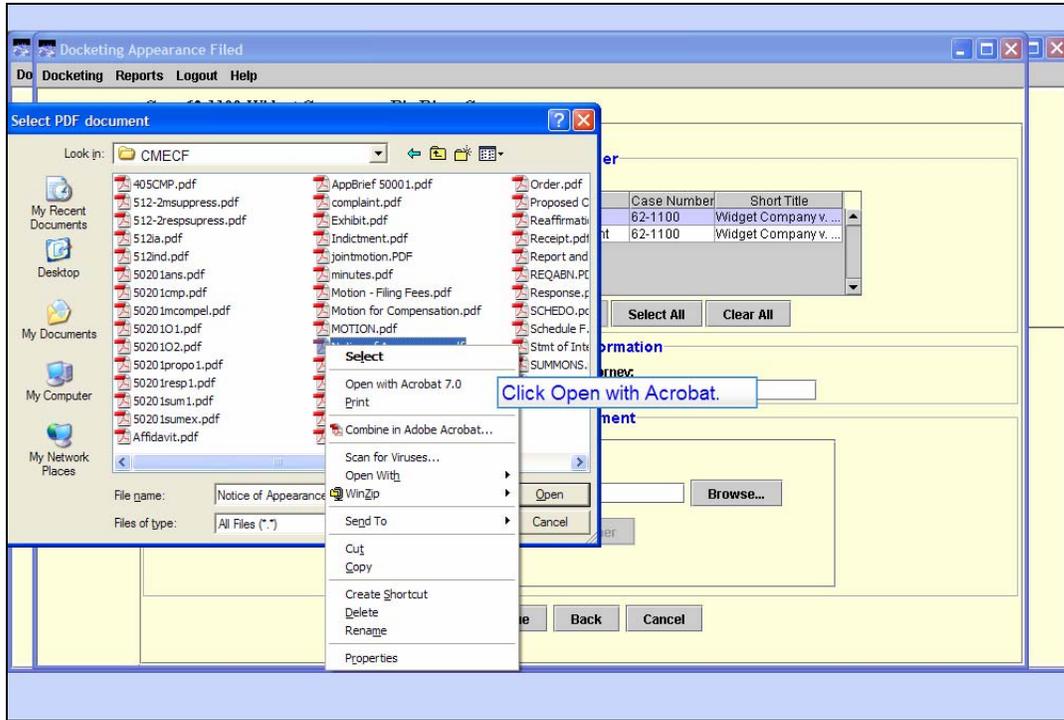
We will assume our file is on the current disk drive in the CMECF folder. Double-click the CMECF folder to open it.



Slide 15

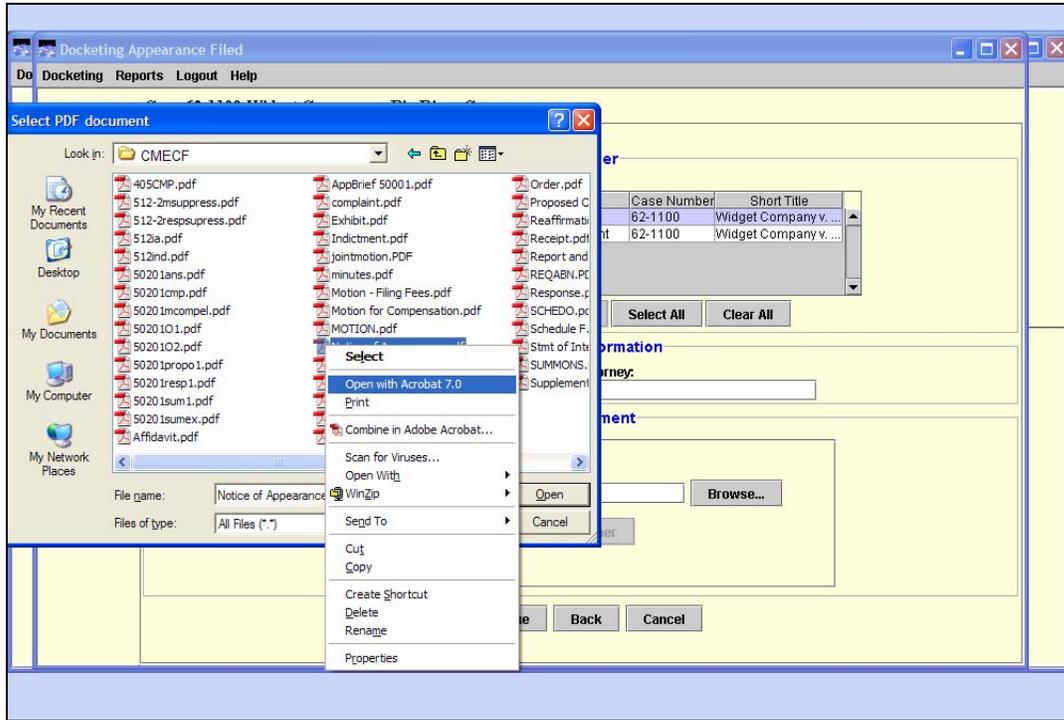
Slide notes: A good practice is to look at the file to make sure it's the correct one before you submit it to the court. A file called Notice of Appearance.pdf is in this folder, but you can't always be certain just from the file name.

To view the contents of a PDF file, you would right-click the file name, then select Open with Acrobat from the drop-down menu. Watch as I do that for you.



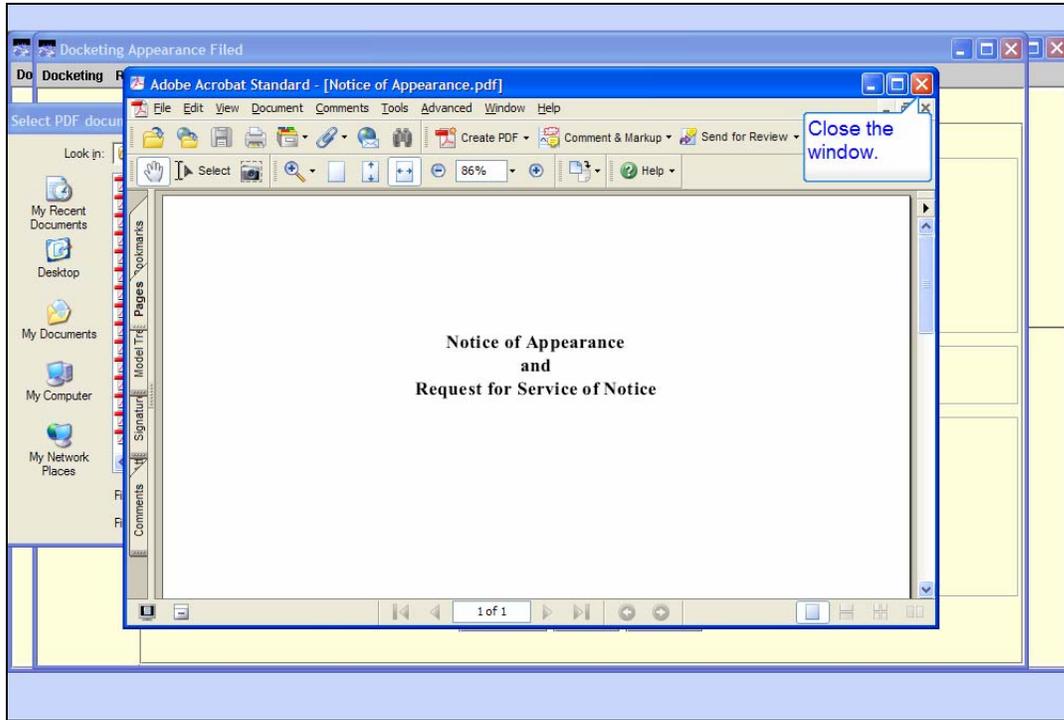
Slide 16

Slide notes:



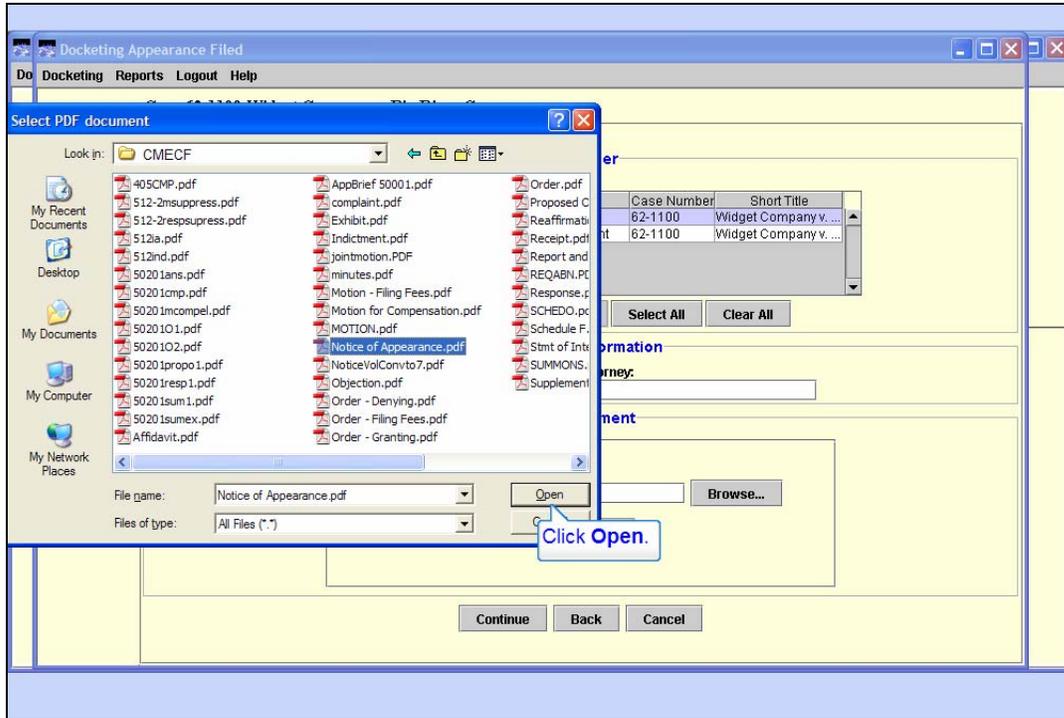
Slide 17

Slide notes:



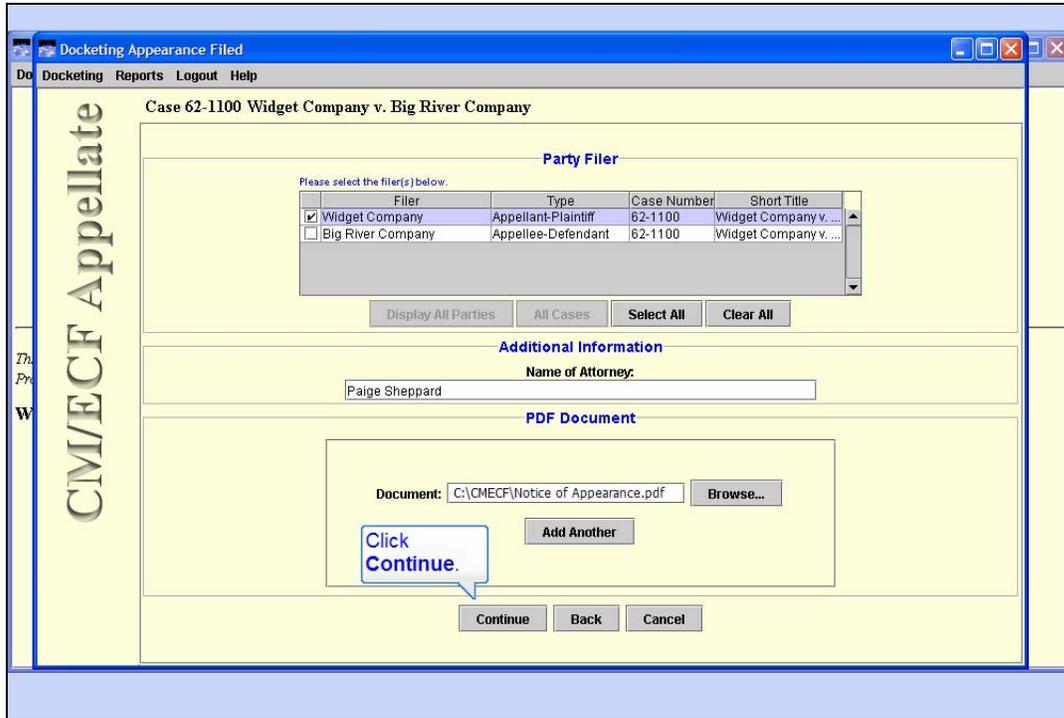
Slide 18

Slide notes: Adobe Acrobat displays the contents of your PDF file. Verify that this is the correct Notice of Appearance document you intend to file. Close the Acrobat window by clicking the red "X" close button in the upper right-hand corner.



Slide 19

Slide notes: Your document name will appear in the File name: field. Click the Open button.

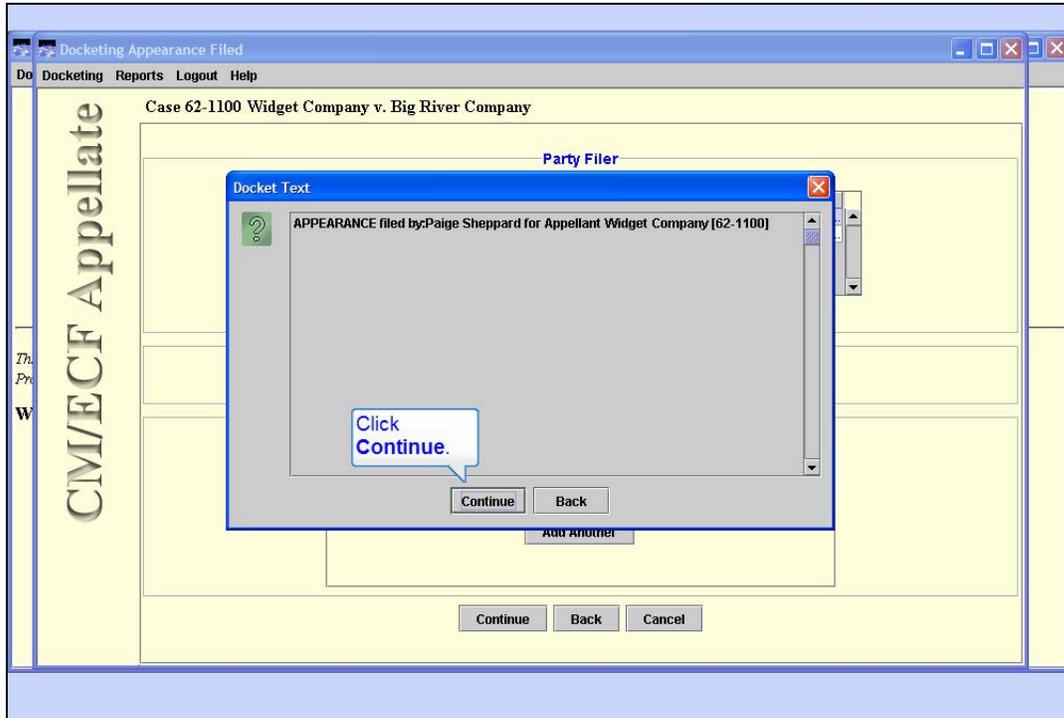


Slide 20

Slide notes: The name of the document you selected will appear in the Document: field.

You may only attach one appearance form to this event. Each attorney must file a separate appearance form. In consolidated cases, you must file a separate appearance form in each case.

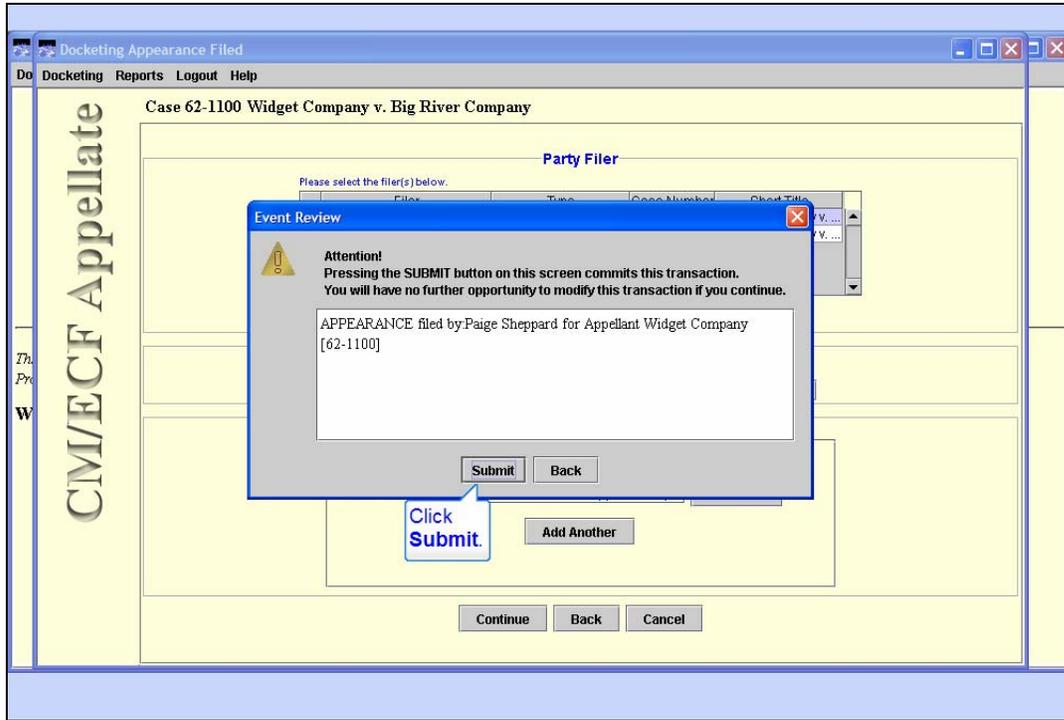
Click Continue.



Verify Docket Text

Slide notes: CM/ECF is building a docket entry as you go. If something looks incorrect, you would click the Back button to back up and make corrections.

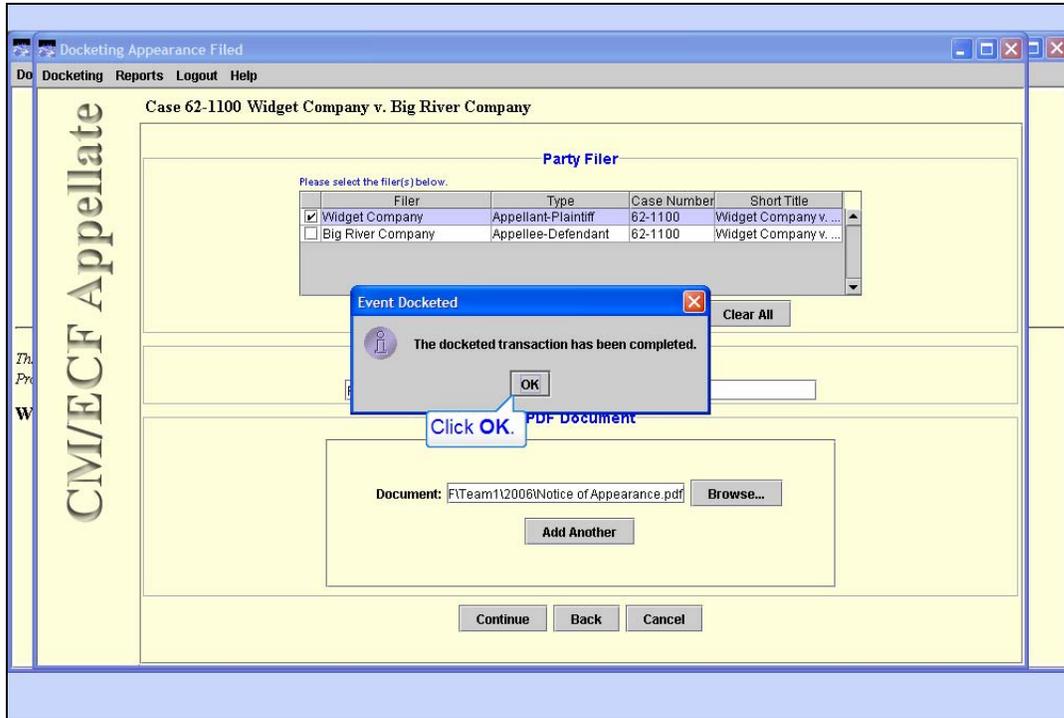
Verify the docket text, then click Continue.



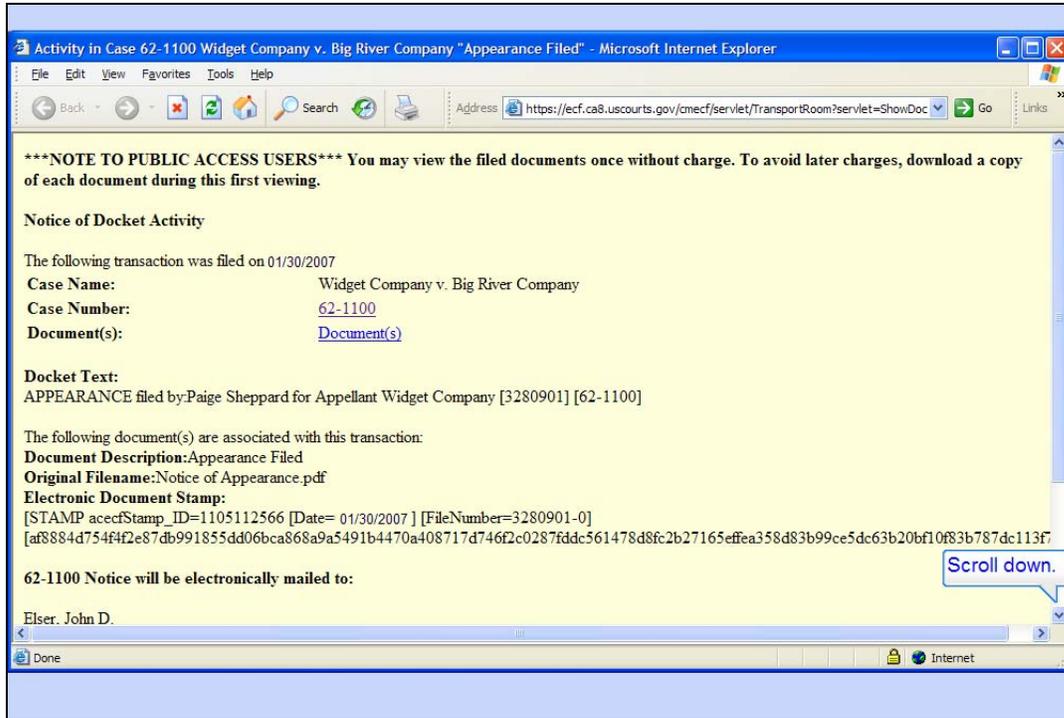
Submit Transaction

Slide notes: As the note says, this is your last chance to back up and make any changes. Be sure it's correct before you submit it to the court.

We will assume everything is correct. Click Submit.

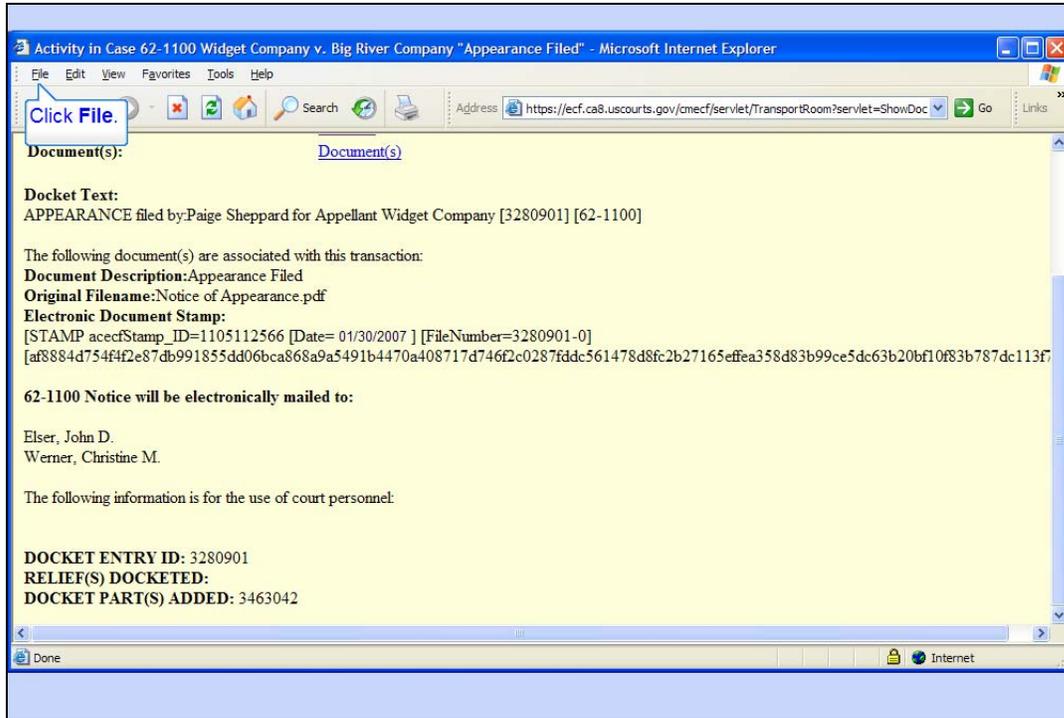


Slide 23  
Slide notes: Click OK.



NDA

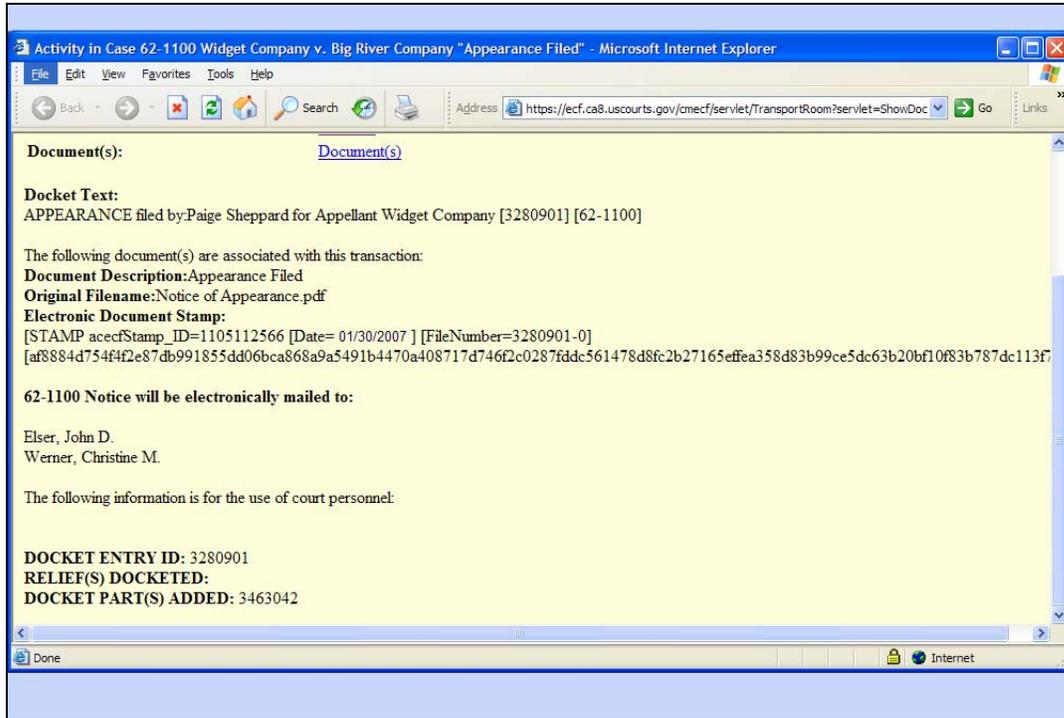
Slide notes: Once you submit the transaction, a Notice of Docket Activity (referred to as an NDA) pops up. Scroll down to see bottom part of the NDA.



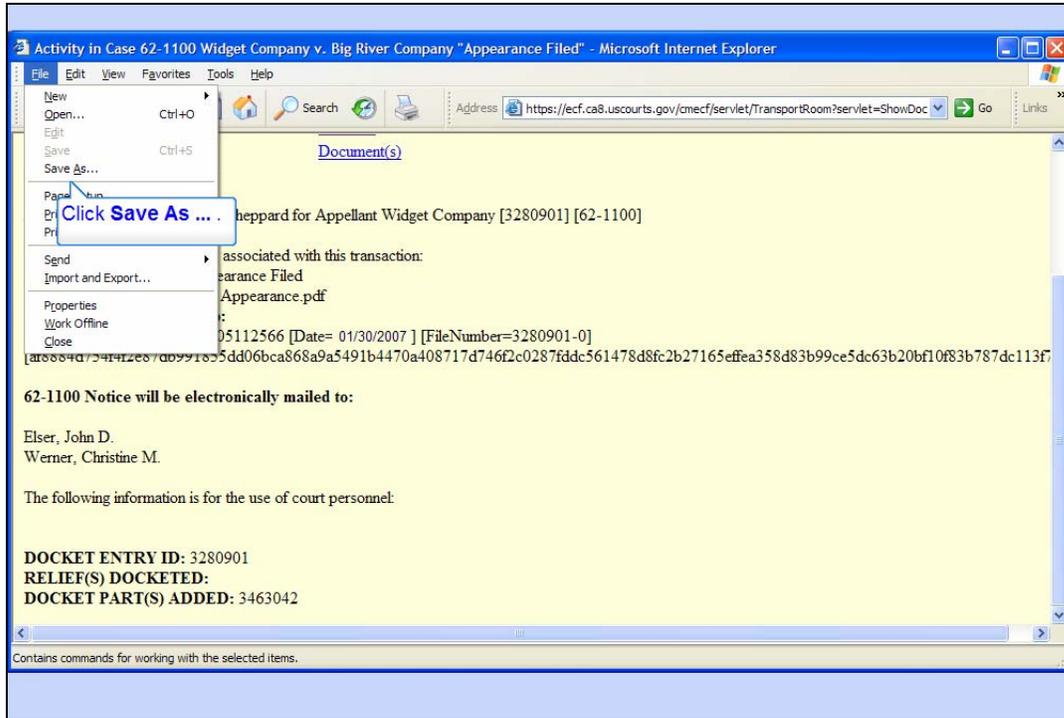
Slide 25

Slide notes: This notice will be sent electronically only to those parties listed to receive the notice in that fashion.

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

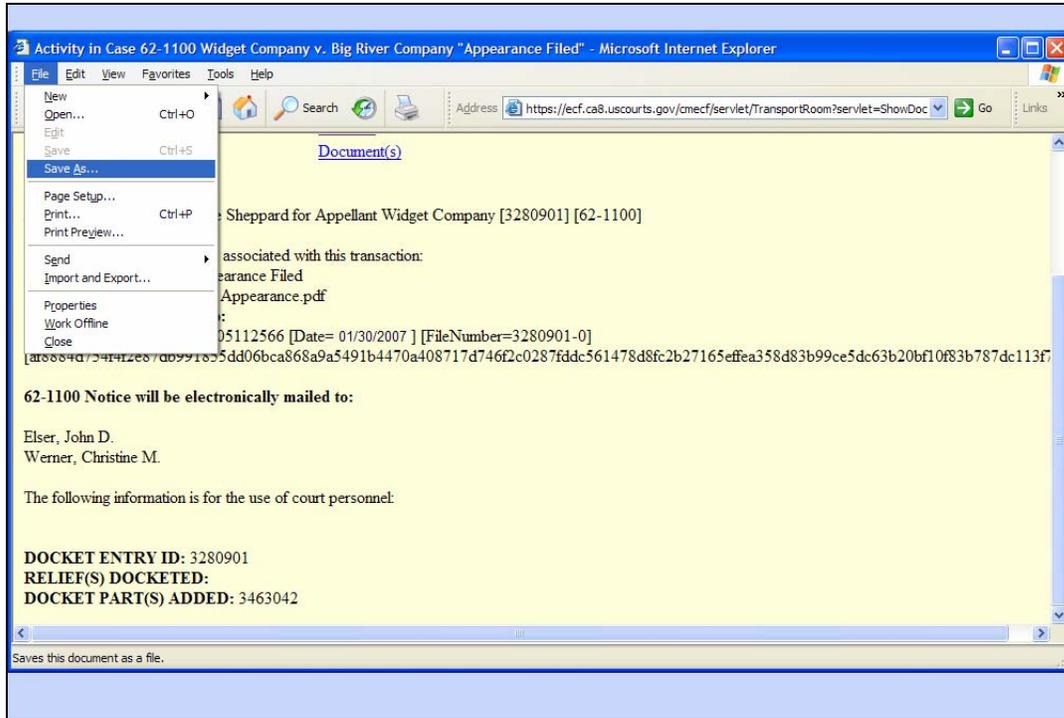


Slide 26  
Slide notes:

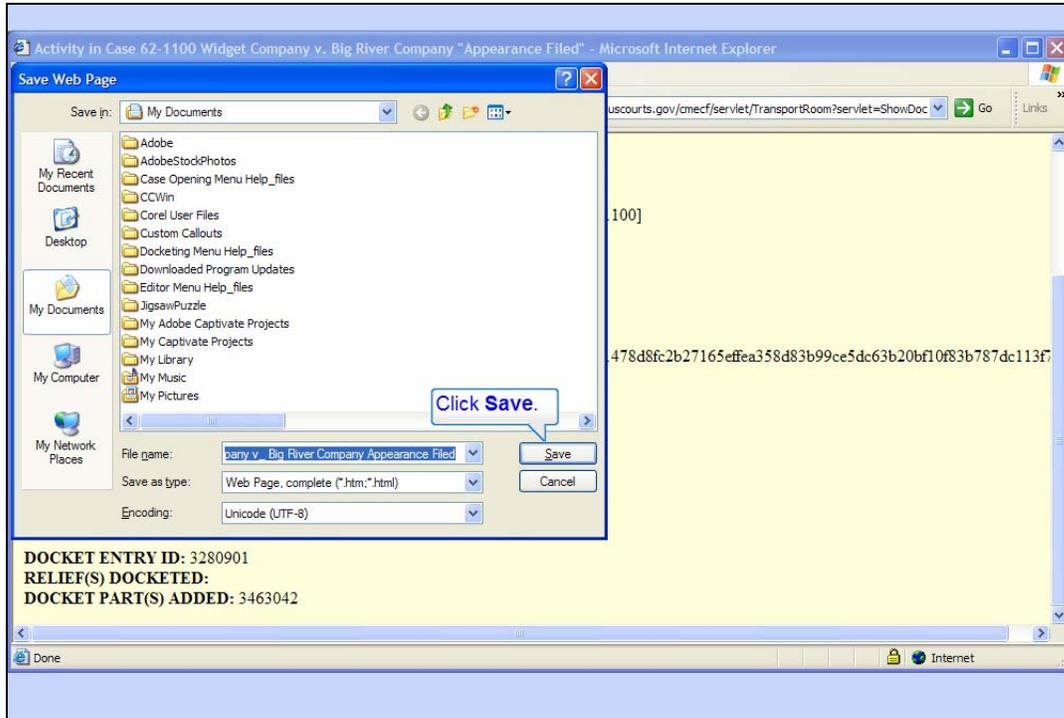


Slide 27

Slide notes: In the drop-down menu, click Save As ... .

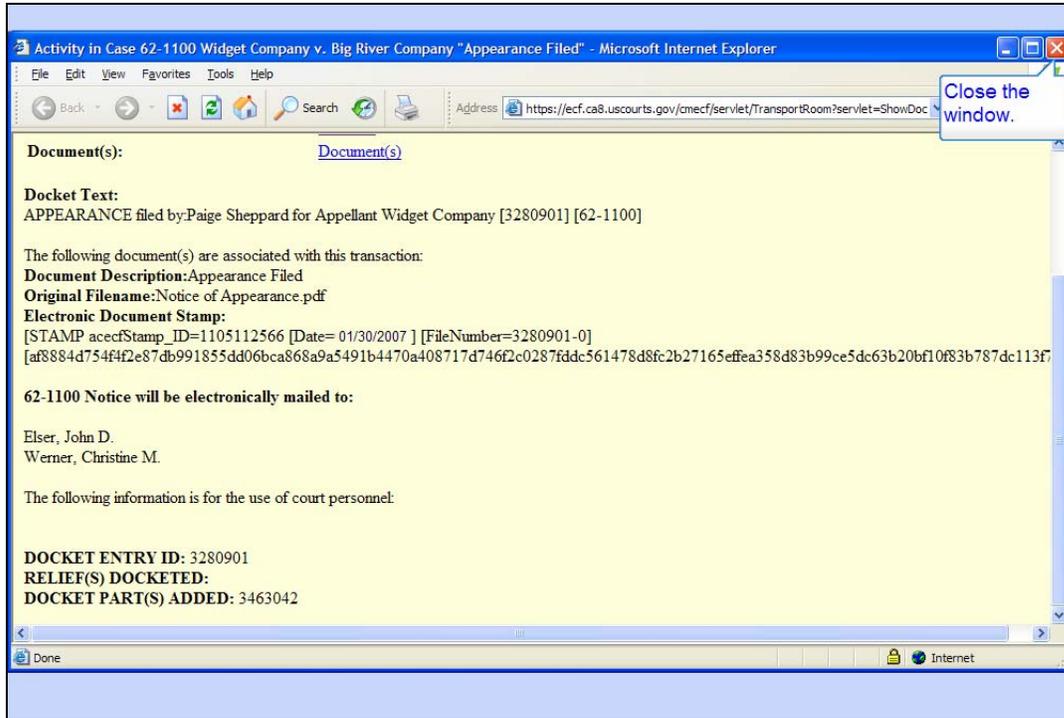


Slide 28  
Slide notes:



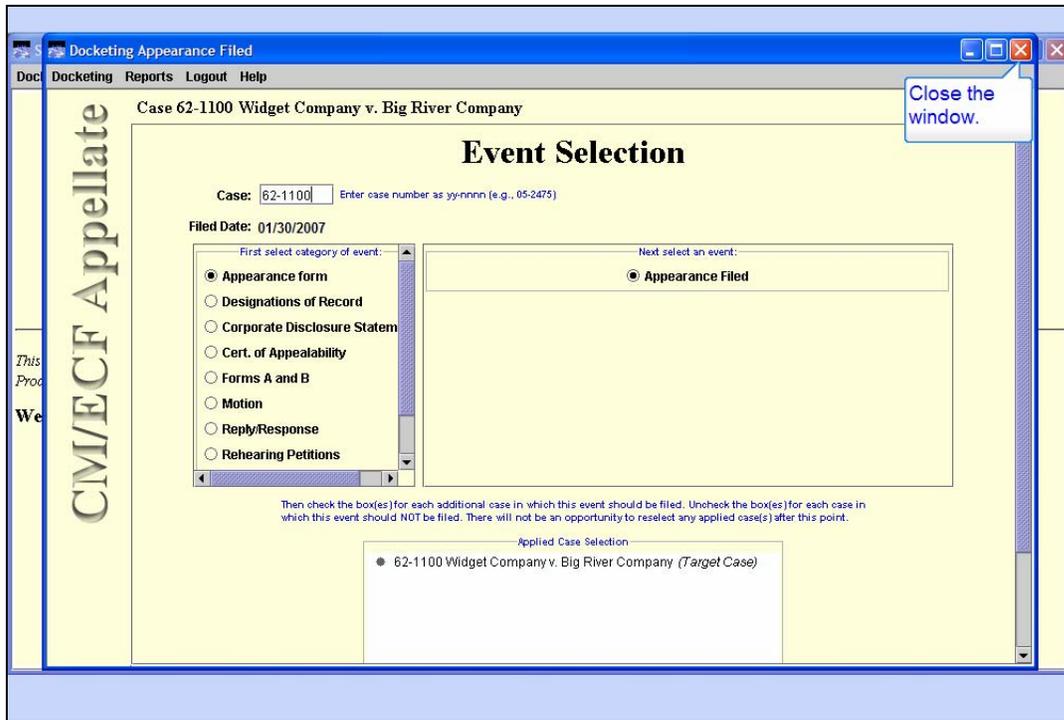
Slide 29

Slide notes: Choose the folder in which you want to save your NDA, then click Save.



Slide 30

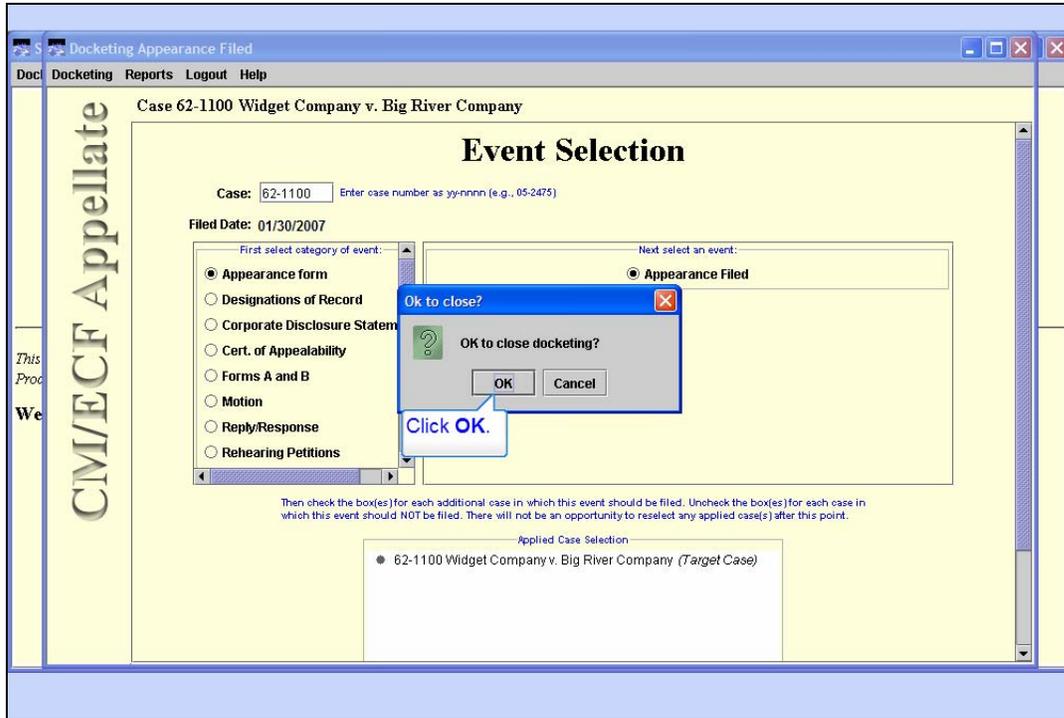
Slide notes: Close the window by clicking the red "X" close button in the upper right corner.



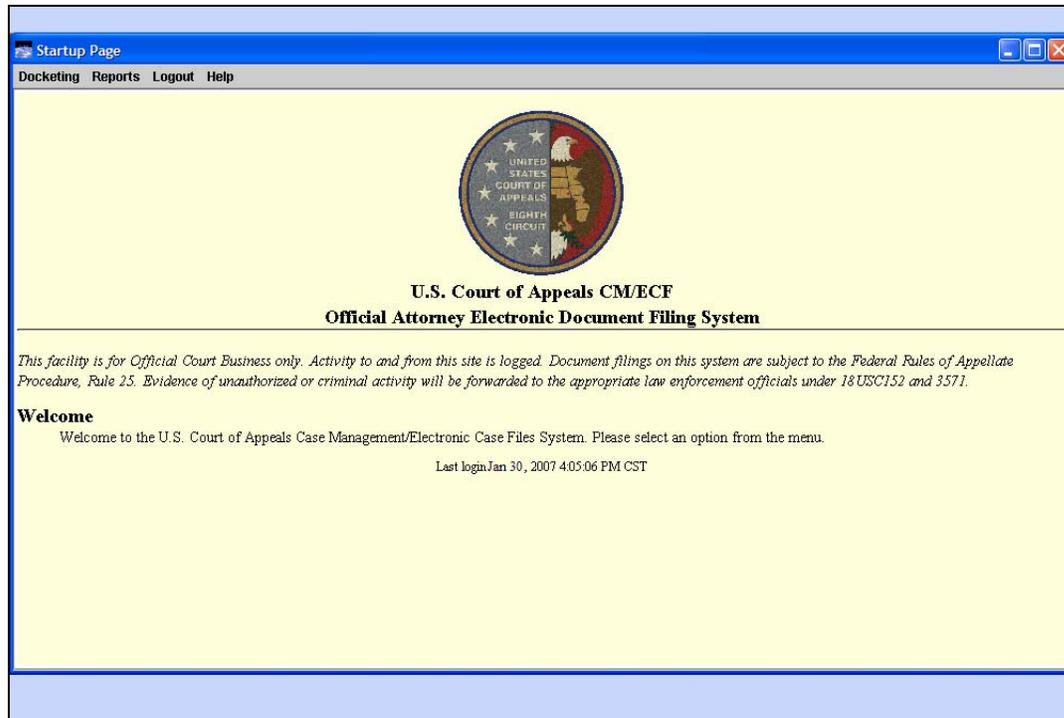
Close Docketing

Slide notes: And you're returned to the Docketing window. If you had another event to docket, you could do so.

Since we're done, close Docketing by clicking the red "X" close button in the upper right corner.

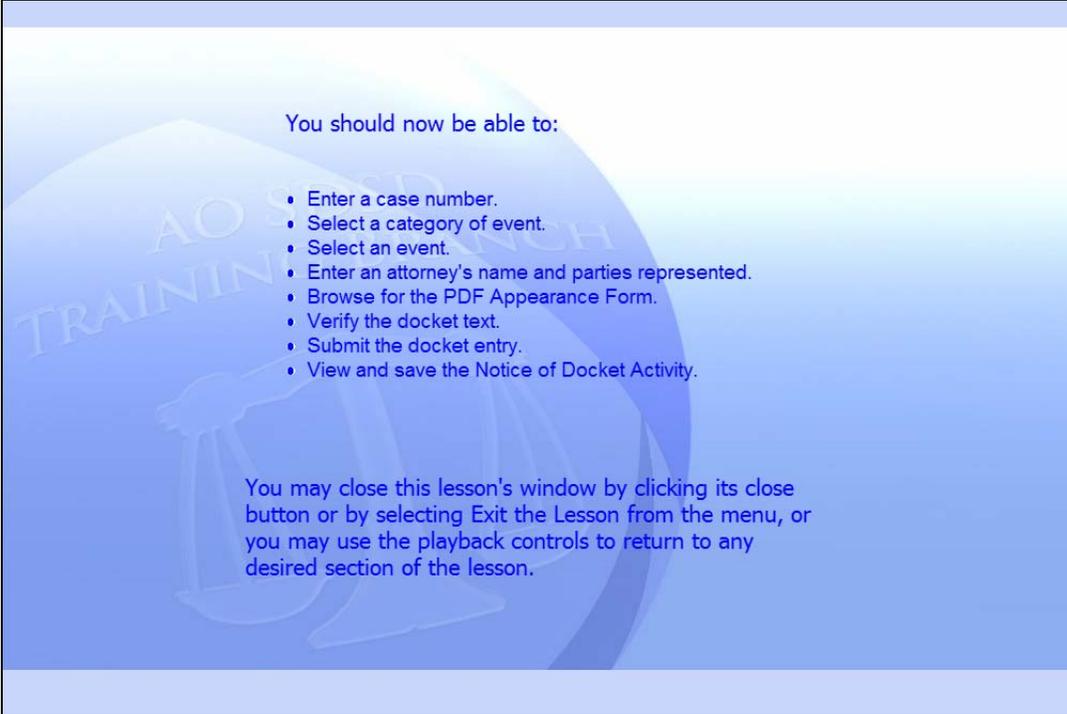


Slide 32  
Slide notes: Click OK.



Slide 33

Slide notes: And you're finished. Your docket entry will appear on PACER. You will receive a Notice of Docket Activity from the Clerk's Office if any modifications are made to your entry.



You should now be able to:

- Enter a case number.
- Select a category of event.
- Select an event.
- Enter an attorney's name and parties represented.
- Browse for the PDF Appearance Form.
- 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 an Appearance lesson module.

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Select a category of event.

Select an event.

Enter an attorney's name and parties represented.

Browse for the PDF Appearance Form.

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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.