



**ELECTRONIC FILING
REQUIREMENTS AND PROCEDURES
for CIVIL CASES**

January 1, 2008

***Check our website: www.mdd.uscourts.gov for updates.**

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*These forms are available on the court’s website in Word and WordPerfect format.

INTRODUCTION

On March 3, 2003, the United States District Court for the District of Maryland began using a new case management system that permits attorneys to electronically file documents from the comfort of their own offices or anywhere else that has Internet access. The system is known as Case Management/Electronic Case Files or CM/ECF. We have implemented several revised versions of the system over the years.

In an effort to ease the transition to electronic filing, we have posted the forms referenced in this Manual on the court's web site in Word and WordPerfect format.

The Clerk's Office, bench, and attorney advisors worked hard to establish procedures to make the system easy and convenient to use. We have revised our procedures from time to time to address frequently asked questions and reflect the experience we all have gained. Your input continues to be important to us. If after using the system you have any comments or suggestions, please e-mail them to: mdd_voyager@mdd.uscourts.gov.

J. Frederick Motz
United States District Judge
CM/ECF Project Coordinator

I. Designation of Cases

A. Cases in Which Electronic Filing Will Be Used

All new civil and miscellaneous cases filed on or after March 3, 2003 will be subject to the electronic filing requirements and procedures set out in this manual. All civil cases pending as of March 3, 2003 which are not exempted by the presiding judge also will be subject to the electronic filing requirements and procedures set forth in this manual from that date forward. Documents which were filed in paper format prior to March 3, 2003 do not need to be resubmitted in electronic format unless specifically directed by the court in a particular case.

Electronic filing will be implemented in criminal cases in the Spring of 2008. Separate instructions will be available for those cases.

B. Categories of Civil Cases Exempt from Electronic Case Opening

The only cases exempt from electronic case opening are Notice of Removals, Bankruptcy Appeals, cases transferred from another district and all miscellaneous cases.

C. Requesting an Exemption from Electronic Filing

Counsel in a case which is subject to electronic filing may request that the case be exempted from the electronic filing requirements and procedures by filing a motion setting forth the grounds for the request. Requests for exemptions will be granted only for good cause.

When filing documents in a case which is exempt from electronic filing, make a parenthetical notation in the caption under the case number "Exempt from ECF."

II. Use of Electronic Filing System

A. Registration

1. General Requirements

There is no charge for registering to use the electronic filing system. You must, however, be a member in good standing of the bar of this court or entitled by statute or Local Rule to practice without being a member of our bar. Logins and passwords will not be issued to paralegals, secretaries or other paraprofessionals.

2. How to Register

All attorneys in good standing with the court may register for electronic filing by going to the court's website: www.mdd.uscourts.gov and completing the on-line registration form. An attorney may only register their bar number once. If the information has been misplaced, the attorney will need to contact the court's Attorney Admission Specialists, Tina Stavrou (410-962-3552) or Catherine Scaffidi (410-962-3293), to have the information reissued.

Federal government attorneys who are not members of the bar of this court, but who are eligible to appear under Local Rule 701.1.b, should complete the form entitled Request for Entry of Appearance on Behalf of Federal Government Agency. This form can be found on the court's website, under Forms and Manuals. Once the form has been received in paper copy by the court, a login and password will be sent to the attorney via e-mail.

3. Effect of Registration

Registration as an electronic filing user constitutes consent to receive and make electronic service under Fed. R. Civ. P. 5 of all documents governed by this manual. This agreement is applicable to all cases, present and future, where the registered user is counsel of record.

4. Checking Your Login and Password

When you receive your login and password you should log into the system to ensure that they work. The login and password fields are case sensitive so you must type them exactly as they appear in the e-mail. If you are unable to log into the system, you should contact one of the court's Attorney Admission Specialists.

5. Pro Hac Vice

A motion to appear *pro hac vice* should be filed electronically. The \$50 filing fee can be paid online using pay.gov. Payment also can be made by mail or in person at the Clerk's Office, in which case the motion must be submitted on paper. If the

motion is granted, the attorney will be given a login and password. The attorney may use the login and password only in the particular cases where he or she has been admitted *pro hac vice*.

6. Public Access to Court Electronic Records (PACER)

PACER is a fee for use service offered by the Administrative Office of the United States Courts. It offers electronic access to records of most federal district, appellate and bankruptcy courts. The types of records available electronically will vary from court to court. In almost all jurisdictions docket sheets may be accessed. Most documents electronically filed in civil cases may be viewed over the Internet by using PACER.

When you access docket sheets or other documents over the Internet using PACER, there is a fee of \$.08 per page. This fee applies regardless of whether you simply view the document or download and save it. There is a maximum charge of \$2.40 per document.

When a PACER user accesses a document for the first time via the Notice of Electronic Filing (NEF), he/she will not incur fees for accessing the newly filed document, but access to any hyperlinked document from within the original document will incur a fee. When a PACER user accesses a document after the first look, or accesses it from a docket sheet, he/she will be charged for the original document and any documents displayed when using a hyperlink. If documents filed in the same transaction contain hyperlinks to each other, the free look will be available from the document number hyperlink displayed on the NEF document submenu, not from the hyperlinks in the documents themselves.

If a PACER user does not have his/her PACER login already linked to his/her ECF login, he/she will be prompted for the PACER login for the first document he/she tries to view. For information on how to register for a PACER account go to: <http://pacer.psc.uscourts.gov> .

7. CM/ECF Accounts and PACER Accounts Are Different

A CM/ECF account allows you to file documents electronically and provides you with e-mail notification of docket activity in any cases where you are counsel of record or have signed up for electronic notification. It does not allow you to view docket sheets or court documents except through the one time link in the e-mail notification. Only attorneys may have CM/ECF accounts.

A PACER account allows you to view docket sheets and documents which have been filed electronically. You cannot file any documents using a PACER account. Anyone can sign up for a PACER account.

When you go to the court's electronic filing site you may enter either your

CM/ECF login and password or your PACER login and password. Because the accounts allow you to do different things, the options on the main menu bar are different. If you are logged in with your CM/ECF login and password and click on an option that requires a PACER account, such as viewing a docket sheet, the system will prompt you to enter your PACER login and password.

B. Passwords

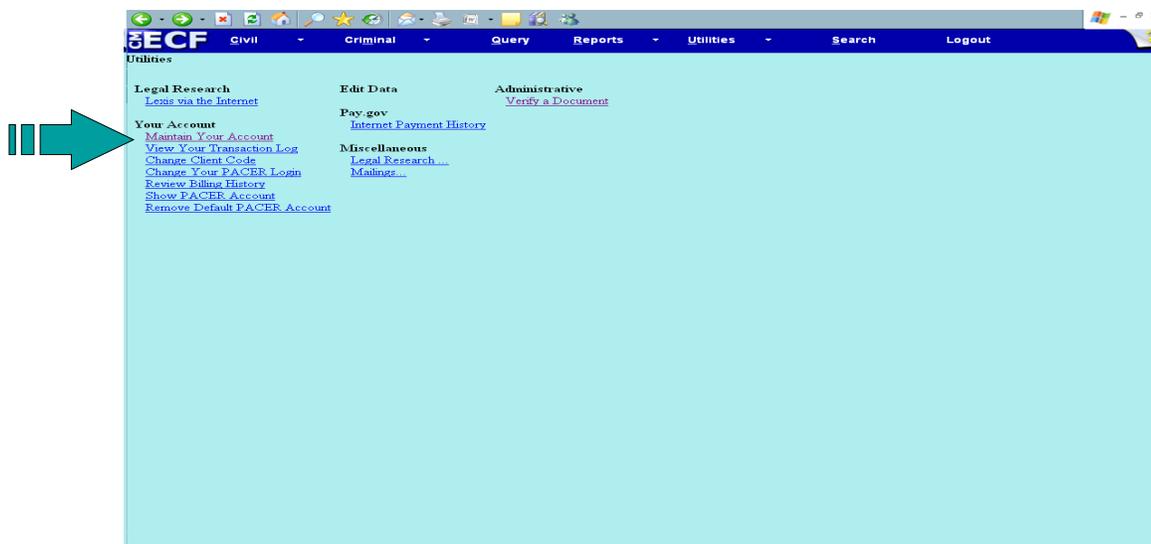
1. Security

An attorney's login and password constitute his or her signature on all documents filed using the login and password. It is very important to protect your login and password from unauthorized use. If you discover that someone has used your login and password without your permission, you should immediately notify the court.

2. Changing Your Password

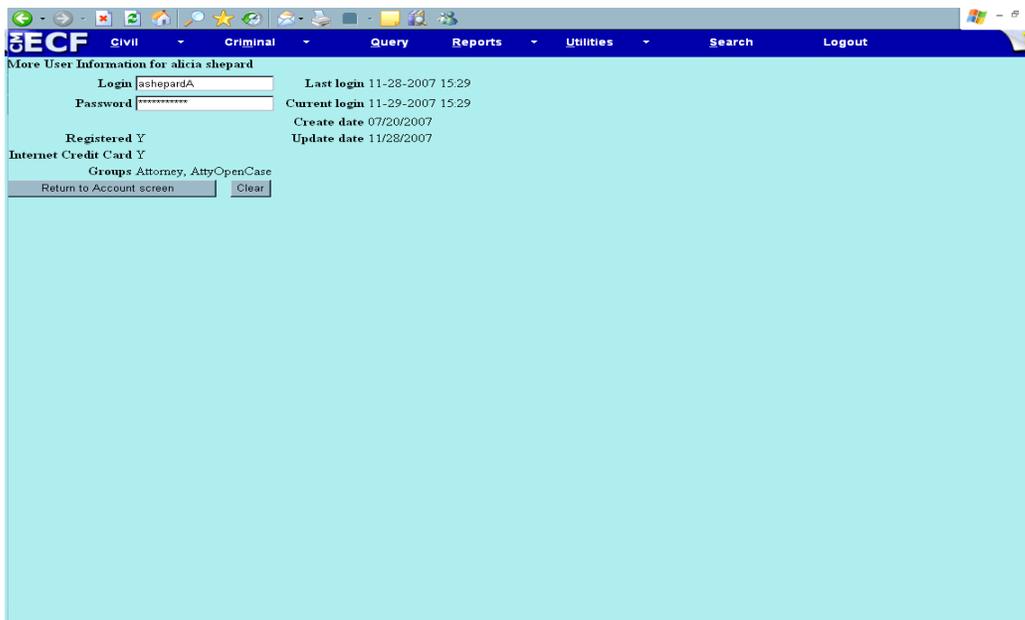
Your initial password is computer generated. Once you have your login and password you can change your password to one which is easy for you to remember. To change your password, take the following steps.

Step 1: After logging into the electronic filing system click on Utilities on the upper right side of the screen. Then click on Maintain Your Account.



Step 2: This brings up the Maintain User Account Screen. Click on More user information at the bottom of the screen. This brings up the More User Information Box.

Step 3: Enter your new password in the password box, then click on Return to Account Screen.



Click on Submit. You may be prompted to do this again. It is easy to miss the Submit button. You must click on this button for the change to be made.

Step 4: Click on Logout. You may now log back in using your new password. It is very important that you record your new password and keep it in a safe place. The court does not maintain a record of your password. If you lose or forget your password the court will have to issue you a new one.

3. Oops, I Forgot My Password

If you forget your password call one of our attorney admissions specialists, Tina Stavrou at 410-962-3552 or Catherine Scaffidi at 410-962-3293 to have a new password issued. You will be asked for the last four digits of your Social Security number to verify your identity. You must personally make the call. Passwords will not be reissued at the request of others calling on your behalf. Do not submit another registration form.

4. Delegation of Authority to Use Login and Password

An attorney may allow a secretary, paralegal, or other person in the attorney's office to use his or her login and password to file documents on the attorney's behalf. It is important to remember that your login and password constitute your signature, regardless of whether you personally use it or delegate that authority to someone else.

C. Hardware and Software Requirements

1. The Basics

- A personal computer running a standard platform such as Windows or Macintosh.
- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect or Word.
- Internet access.
- CM/ECF has been certified to work with Netscape Navigator version 7.2, Internet Explorer 6.0 and 7.0. Netscape Navigator and Firefox 2.0. Some users of AOL have reported problems using the electronic filing system.
- Software to convert documents from a word processor format to portable document format (PDF).
- Software for viewing PDF documents. Adobe Acrobat Reader is available free of charge at: <http://www.adobe.com/>.

2. Optimizing Usage

- A scanner to create electronic images of documents not in your word processing system.
- A PACER account for viewing docket sheets and documents.

3. Equipment Available at the courthouse

The Clerk's Offices in Baltimore and Greenbelt are equipped with public access terminals which may be utilized by registered users to electronically file documents. Scanners also are available.

III. Electronic Filing and Service of Documents

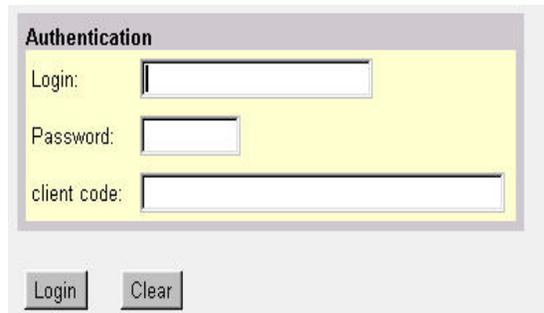
A. Electronic Filing Step by Step

Step 1: Convert the document(s) you are filing to PDF format. The system will not accept documents in WordPerfect or Word format, nor does it automatically convert such documents to PDF. Adobe Acrobat Reader (the free version) will not convert documents to PDF. The full version of Adobe Acrobat (for which there is a charge) will convert documents to PDF. There also are other programs available which will convert a document to PDF.

NOTE: The court cannot provide you with advice or assistance on how to convert documents to PDF format. Nor can the court recommend a particular type of software to use in converting documents.

Step 2: Go to the court's electronic filing site on the Internet: <https://ecf.mdd.uscourts.gov>. Click on District of Maryland - Document Filing System.

Step 3: Log into the CM/ECF system with your court issued login and password in order to electronically file documents. Note: the login and password fields are case sensitive. The client code field is optional. It serves no purpose if you are logging in with your court issued login and password. If you are logging in as a PACER user, the client code field may be used for billing purposes. It will appear on your PACER billing reports so that you may track usage on behalf of particular clients.



Authentication

Login:

Password:

client code:

Login Clear

HELPFUL HINT:

A complete listing of all the documents in each category is contained in Appendix A.



Step 4: Once you are logged in, move your cursor over Civil on the main menu bar.

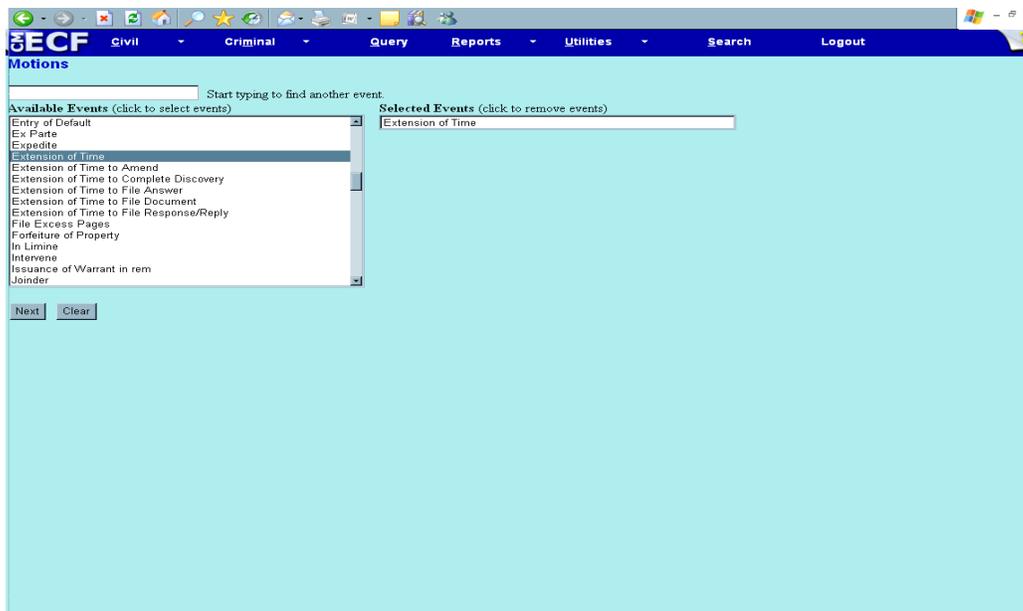
Step 5(a): You can click on Civil to bring up the Civil Events screen.



Click on the type of document you are filing.

Step 5(b): Or you can click on one of the categories that appears in the cascading windows.

Step 6: The system will display a scroll down menu of the names of documents in that category. Although every effort has been made to make sure that the scroll down menus reflect the terminology commonly used in this district, it is possible that the menu will not display exactly the same wording as is in the title of your document. The court does not expect you to change the title of your document to exactly match the terminology employed by the system. All of the scroll down menus are in alphabetical order. You may scroll through them by using the arrows to the right of the box or you may type in the first letter of the name of the document you are filing. This will take you to the first document on the list beginning with that letter.



Click on the name of the document you are filing and then Click on Next.

NOTE: You can choose multiple events within the same category. For example if you are filing a motion for a preliminary and permanent injunction, simply click on them and all of the events you have selected will appear in the box entitled “Selected Events”.

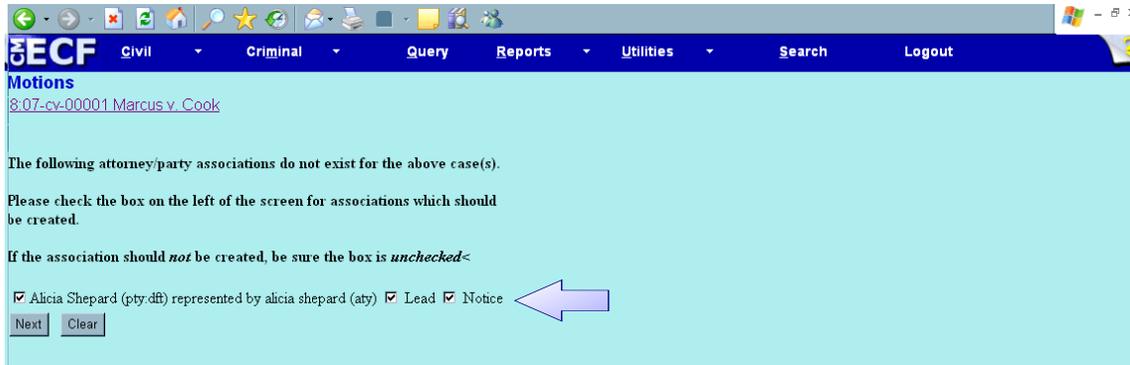
Step 7: You will now be prompted to enter your case number. Note: the system will automatically display the case number of the last case you accessed during the session. Enter the case number in one of the formats displayed on the screen. Then click on Find This Case.

Step 8: The system will display a screen with the full numbers of any cases with that number. If this is the correct case number click on Next. If it is not the correct case, simply click on your browser’s Back button.

Step 9: For certain documents you may be prompted to select the party on whose behalf you are filing and then the party against whom you are filing.

Step 10: If this is the first time you are filing on behalf of a party, you will be prompted to

electronically enter your appearance via the create attorney/party association screen. If you are representing the party make sure the box in front of the party's name and for Lead and Notice are checked. By doing so, there is no need to file a separate Notice of Appearance.



NOTE: If you are filing a document jointly with another party such as a joint motion for extension of time, be sure all of the boxes are unchecked so that you do not unintentionally enter your appearance on behalf of an opposing party.

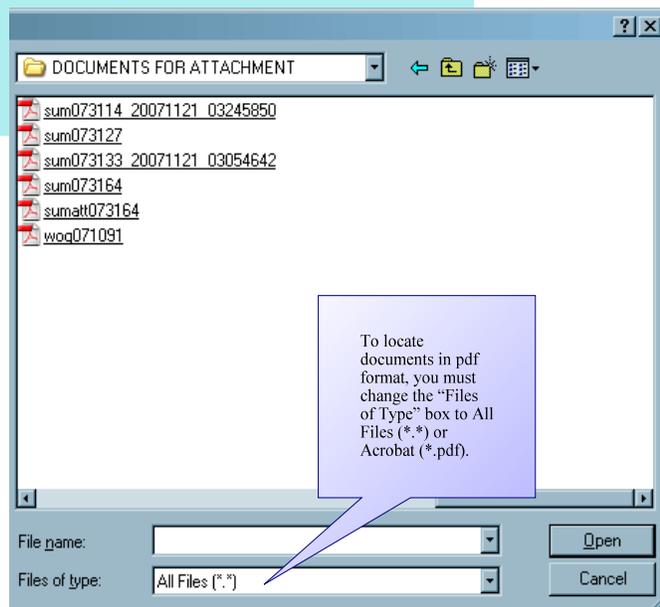
Step 11: The system will then display a select PDF document screen. This is where you attach the document you are filing. The system will not allow you to proceed unless you select a document.



Helpful Hint
When converting your document to pdf format, make sure that it ends in .pdf. This will ensure that others will be able to easily download and view it.

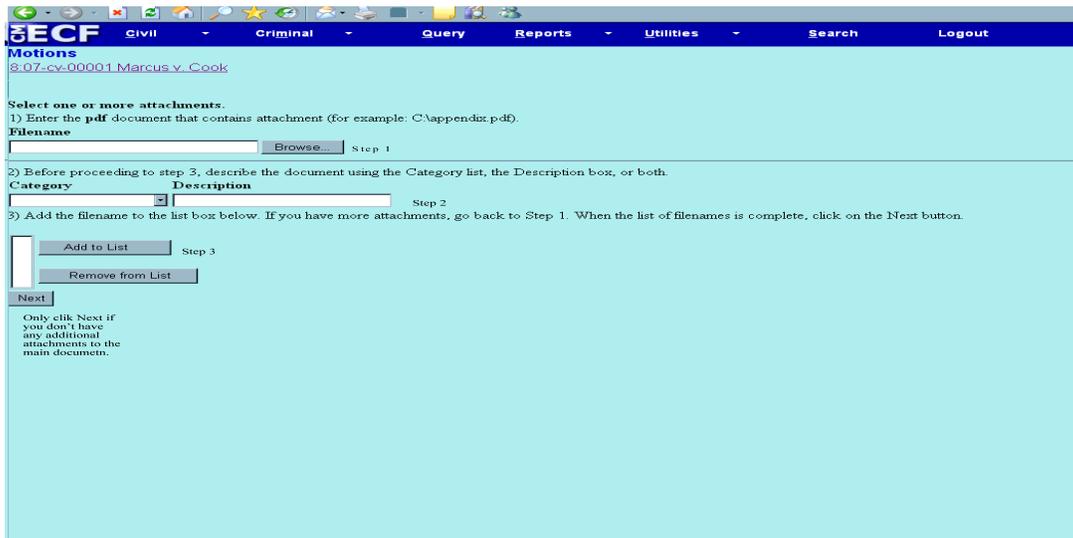
To select a PDF document you can either enter the path and filename of the document using the .pdf extension in the filename box, or you can click on the Browse... button to view documents on your computer or network.

Clicking on the Browse... button will cause the system to display a File Upload screen.



- Change the Files of type field at the bottom of the box to “All Files (*.*)” or “Acrobat (*.pdf)” so that you can view PDF documents.
- You can navigate through your directories and folders by clicking on either the down arrow at the right of the Look in box or the up arrow directory icon to the right of the box.
- Once you have located the PDF document you wish to file, click on it to select it.
- You can view the document to verify that it is the correct one by right clicking on the file name. This will bring up an Open menu. On this menu, click on Open.
- This will cause the system to launch Adobe Acrobat Reader and display the contents of the document. Close Acrobat Reader by clicking on the X in the upper right corner. This will return you to the File upload screen.
- Once you have located the correct document click on Open in the File upload screen. The system will then insert the path and file name in the filename box.
- The document must be in PDF format. If it is in a different format you will receive an error message when you try to proceed to the next screen.

Step 12: If there are no attachments to the document, click on Next and skip to Step 13. If there are attachments to the document, click the Yes radio button and then click on Next. You will be able to select attachments in the same way you selected the document you are filing.



- You must choose a type and/or enter a description of the attachment. This can be useful, especially where there are multiple attachments.
- Then click on Add to List.

- You may continue doing this until you have selected all of your attachments. Then click on Next.

Step 13: Depending upon the type of document you are filing, the system may offer you the chance to link your document to another document previously filed in the case. Creating a link will cause the system to reference the other document in the docket entry.

NOTE: To create a link, check the box next to Should the document you are filing link to another document in this case? It is not necessary to fill in a document number or filing dates. Click Next. The system will display a list of documents filed in the case to which you can link your document. Check the box next to the appropriate document(s) and click Next.

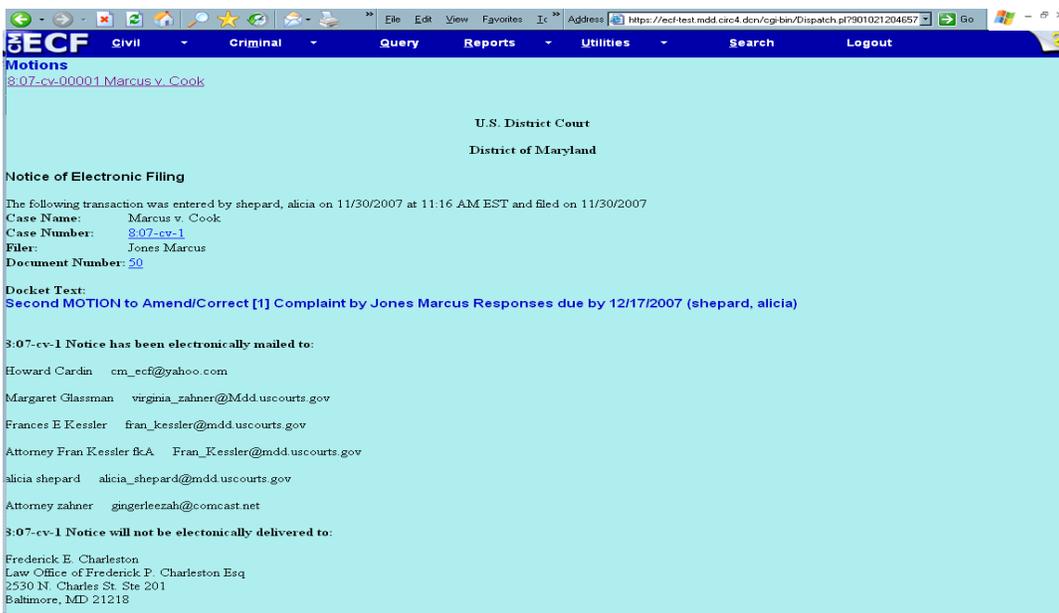
Step 14: The system will display the text of the docket entry which will be made.

NOTE: You may not modify the language inserted by the system. However, certain events such as motions allow you to add modifiers from the drop down list at the beginning of the entry and free text in up to 250 characters in the box after the name of the motion. Some other events do not allow you this opportunity. After you make any modifications to the docket entry, click Next.

Step 15: The system now displays the final text of the docket entry along with a warning that clicking Next will file the document. This page will also provide the name of your attachment and the number of pages.



NOTE: Up to this point, no information has been entered into the system and no notice has been sent to any party. If you decide that you do not wish to file the document, you may simply log out of the system. If you wish to change something you may click on your browser's Back button until you reach the point where you wish to make the change. If you receive a Warning Page Expired message, it will be necessary for you to click Civil on the main menu bar and start this process from the beginning. If you are sure you want to file the document with the docket entry text displayed, click on Next.



Helpful Hint:
If you click on Utilities, Mailings,
then Mailing Labels by Case,
you can enter a case number
and the system will generate
addresses for counsel in the
case in a format which can be
printed on a label.

Step 16: The system will now display a notice of electronic filing. This is proof the document has been filed. You should save a copy of this notice. You can print a copy by clicking on your browser's print button. You can save an electronic copy by clicking on File and then Save As on your browser's menu bar.

Step 17: If the Notice of Electronic Filing lists a party or counsel under the heading: "Notice will not be electronically mailed to" it is the responsibility of the filing party to serve the document in accordance with the Federal Rules of Civil Procedure within 24 hours of the electronic filing. The filing party must serve with the document a copy of the Notice of Electronic Filing. For any document served on a party by means other than the CM/ECF system, the filing party must file an electronic version of the certificate of service attached to the document. A sample certificate of service is attached hereto as Appendix E.

B. General Procedures

1. Particular Documents Exempt from Electronic Filing

In cases subject to electronic filing, any document which is to be filed under seal or is filed with a request to seal should not be filed electronically. Detailed instructions for filing sealed documents are set forth in section C.12 *infra*.

If you are filing as an exhibit or attachment a document which can only be converted to electronic format by scanning and is longer than 50 pages, do not file the document electronically. Electronically file a Notice of Filing of Lengthy Exhibit in substantially the same form as Appendix C to this manual. Within 24 hours (not counting intervening weekends and holidays) you must file and serve the document in paper format along with a traditional certificate of service, and paper copies of the Notice of Filing of Lengthy Exhibit and the notice of electronic filing.

NOTE: The 50 page limit is flexible. Depending on the contents of the document, type of scanner and software used, you may be able to scan and electronically file longer documents. Scanned documents longer than 50 pages will be accepted.

2. Complaints and other Case Initiating Documents

New cases may either be filed electronically or submitted to the Clerk's Office for filing. To file a new case electronically, please refer to the Civil Case Opening Procedures in Section XIII of this manual. To file a new case with the Clerk's Office, you should submit to the Clerk:

- One paper copy of the complaint or other initiating document, along with any attachments and/or motions or other documents being filed at the same time.
- The paper copy of the complaint or other initiating document should be signed by

counsel. It is not necessary to scan counsel's signature for the PDF version.

- One paper copy of the civil cover sheet
- A CD containing PDF versions of the complaint or other initiating document(s), civil cover sheet, and any attachments (subject to the procedures governing lengthy attachments, *supra*), and/or motions or other documents being filed at the same time. Each attachment, motion, or other document should be a separate PDF. It is not necessary to submit a separate diskette or CD for each document.
- If you are filing more than one case, each case must be on a separate diskette or CD.
- If summonses are needed, original paper summonses should be provided (PDF versions of the summonses are not required).
- If service is to be made by private process, there is no need to submit service copies to the Clerk.
- If service is to be made by the U.S. Marshal, you must submit the appropriate number of service copies of the complaint and related documents to the Clerk.

NOTE: The Clerk's Office will open the case and electronically file the complaint or other initiating document and any other documents submitted. You will be electronically notified of the filing of the complaint. The notification will include your case number. We will issue the summonses, scan them, and docket the PDF versions. The paper summonses will be returned to you for service or, if appropriate, sent to the U.S. Marshal for service. The paper copies of the complaint and other documents will be sent to the assigned judge for his or her chamber's file. The official court documents will be the PDF versions electronically filed.

When filing a new case with a motion for a temporary restraining order, you should submit two paper copies of the complaint, motion and any other documents along with the PDF versions. One copy will be sent to the assigned judge. The other copy will be sent to the chambers judge.

WARNING: Failure to submit PDF versions of the complaint and other documents will cause delays in the opening of the case. The Clerk may decline to issue summonses until PDF versions of the documents are provided.

NOTE: Detailed instructions for opening Social Security cases are available on the court's web site. Instructions for opening other types of cases are posted on the court's website.

3. Documents Subject to Electronic Filing

All documents in a case which is subject to electronic filing (except those

exempted by Section 1), are to be filed electronically. If the court receives a paper document which should have been filed electronically, the presiding judge may direct that it be returned without being docketed. If the document is accepted and scanned by Court staff, the paper version will be discarded.

4. Paper Copies

The provisions of Local Rules 103.1.a, 103.2.a, and 105.1 regarding copies of documents do not apply to documents filed electronically. One paper copy (for the presiding judge) should be submitted to the Clerk's Office of any document filed electronically which, including any attachments, is 15 pages or longer. The paper copy should be printed after the document is converted to PDF so that the pagination matches that of the version filed electronically. A paper copy of the notice of electronic filing should be attached to the front of the copy. The copy should be received with the Clerk's Office within 48 hours (excluding weekends, holidays and days the court is closed) of the electronic filing of the document. Any documents which, because of their length or any other reason, are not filed electronically should be accompanied by the number of copies required by Local Rule 105.1.b.

C. Special Procedures for Particular Documents

1. Removals

When removing a case from state court, you should:

Step 1: Scan any state court documents being filed which do not exist in electronic format and are less than 50 pages. The 50 page limit applies to individual documents - it is not cumulative. **[Each document must be scanned separately]**. Any state court document which exceeds 50 pages, and which would have to be scanned, should be treated as a lengthy exhibit.

Step 2: Submit to the clerk a CD containing separate PDF versions of the notice of removal, civil cover sheet, and state court documents. **The notice and each state court document must be a separate PDF.**

NOTE: Also provide the clerk with a paper copy of the notice of removal, civil cover sheet, and any state court documents filed.

2. Bankruptcy Cases

a. Appeals, Motions for Leave to Appeal, and Motions for Withdrawal of Reference

Notices of appeal, motions for leave to appeal, and motions for withdrawal of reference should be filed in the bankruptcy court in the format being used by that

court for the particular case involved.

b. Designation of Record

The designation of record should be filed in the bankruptcy court in the format being used by that court for the particular case involved. If the bankruptcy case consists solely of paper documents, copies of all documents designated should be attached to the notice. If the bankruptcy case consists solely of electronic documents, paper copies of any document which is fifteen pages or longer, including attachments, should be sent to the bankruptcy court for transmission to the district court. Do not provide paper copies of any document filed electronically which is less than fifteen pages. Do not attach electronic copies of documents. If the bankruptcy case consists of both paper and electronic documents, paper copies of all paper documents designated and all electronic documents longer than fifteen pages should be sent to the bankruptcy court for transmittal to the district court.

c. Filings after Case is Transmitted to District Court

Unless the case is exempt from electronic filing under subsection d below or order of the presiding judge, any filing made directly to the district court should be in electronic format and in accordance with the procedures established in this manual. Once a district court case using electronic filing has been opened, any documents which by federal or local rule are required to be filed in the bankruptcy court and then transmitted to the district court are to be filed in both courts by the parties. The documents shall be electronically filed in the district court and filed in the bankruptcy court in whatever format is being utilized for the bankruptcy case.

d. Pro Se Cases

3.1 now has the capability to allow pro se litigants to electronically file documents in his/her specific case. In order to file documents electronically, all pro se filers must make a written request to the presiding judge.

3. Return of Service

When an executed summons or waiver of service is docketed, CM/ECF will automatically enter the date an answer is due based upon the date service was made using default settings of 20 or 60 days. If the case is one where a different amount of time in which to answer is permitted by statute, rule or court order, the date set by CM/ECF may not be accurate. If the date of service is not entered correctly, the date set by CM/ECF will not be accurate. It is the date an answer is due under a statute, rule or order which controls. Reliance upon the date set by the system does not excuse a late filing.

The following variations to the basic steps of electronic filing will occur when you are filing an executed return of service:

- A return of service should be filed by counsel, not submitted directly to the court by a private process server. The only occasion when a return is filed directly with the court is if the U.S. Marshal was directed to make service.
- A return of service is almost always in paper format and will need to be scanned. It is the responsibility of the filing party to maintain the original paper version at least until the conclusion of any appeal or expiration of the time for filing an appeal. The original paper version must be made available for inspection at the request of the court or any other party.
- If you are filing a return for a party who was served with a 20 day summons, choose “summons returned executed” from the drop down menu. If you are filing a return for a party who was served with a 60 day summons, choose “summons returned executed as to USA” from the drop down menu.

After selecting the party on whose behalf you are filing, you will be prompted to select the party who was served.

The screenshot shows the 'Service of Process' page for case 8:07-cv-00001 Marcus v. Cook. The instruction is 'Select the party SERVED'. Under 'Select the Party:', there is a dropdown menu with 'Marcus, Jones (Plaintiff)' selected. A link 'Add/Create New Party' is visible to the right of the dropdown. At the bottom are 'Next' and 'Clear' buttons.

You will be prompted to enter the date of service.

The screenshot shows the 'Service of Process' page for case 8:07-cv-00001 Marcus v. Cook. The instruction is 'Enter date served and date answer is due'. Below this is a table with the following data:

Party	Claim	Date served	Date answer due
Jones Marcus -	Complaint(filed 02/27/2007)	10/01/2007	10/22/2007

At the bottom are 'Next' and 'Clear' buttons.

- You should **not** enter the date the answer is due. Click on Next and proceed as you would to file any other document.

4. Answers

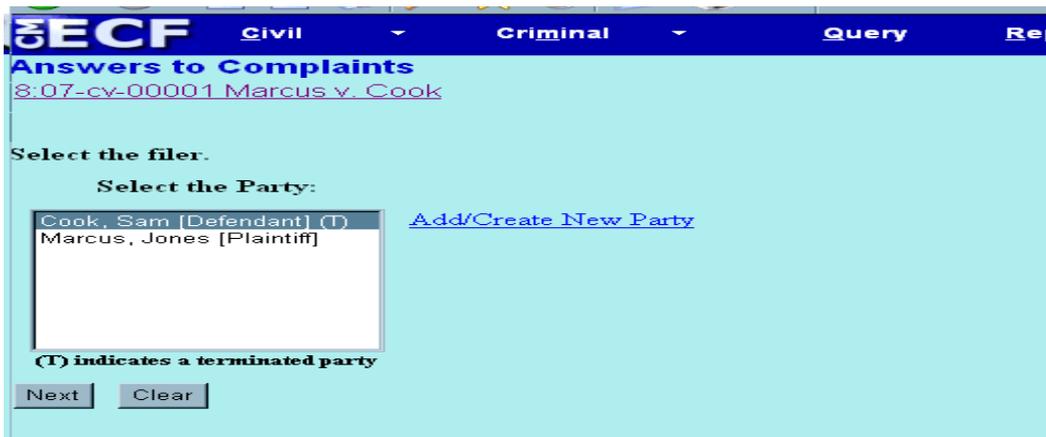
If you are a registered CM/ECF user, you may electronically file an answer in a civil case which is subject to electronic filing. If you are not yet a registered user, you may file an answer by submitting a PDF version of the answer on a CD to the Clerk. You should immediately complete the on-line registration form to become a registered user. To electronically file an answer follow the steps below.

Step 1: Log into the CM/ECF system and click on Civil on the main menu bar.

Step 2: The system will display the Civil Events screen. Click on Answers to Complaints.

Step 3: You will be prompted to enter the case number of the case in which the answer is to be filed. After entering the number click Next.

Step 4: The system will display the select filer screen.



The screenshot shows the CM/ECF interface for filing an answer. The top navigation bar includes 'Civil', 'Criminal', 'Query', and 'Rep'. The main heading is 'Answers to Complaints' for case '8:07-cv-00001 Marcus v. Cook'. The instruction 'Select the filer.' is followed by a section titled 'Select the Party:'. A list box contains two entries: 'Cook, Sam [Defendant] (T)' and 'Marcus, Jones [Plaintiff]'. To the right of the list is a link 'Add/Create New Party'. Below the list, a note states '(T) indicates a terminated party'. At the bottom of the form are 'Next' and 'Clear' buttons.

Click on the name of the party on whose behalf you are filing the answer. If you are filing on behalf of more than one party, you may select multiple parties by holding down the control (Ctrl) button while clicking on the parties. Once the party or parties have been selected, click on Next.

Step 5: If this is the first document you have filed in the case, you will be prompted to electronically enter your appearance via the create attorney/party association screen.

The screen displays the names of all parties on whose behalf you indicated you were filing the answer. To enter your appearance, click on the boxes in front of the name(s) of the party(ies) you are representing and then click Next.

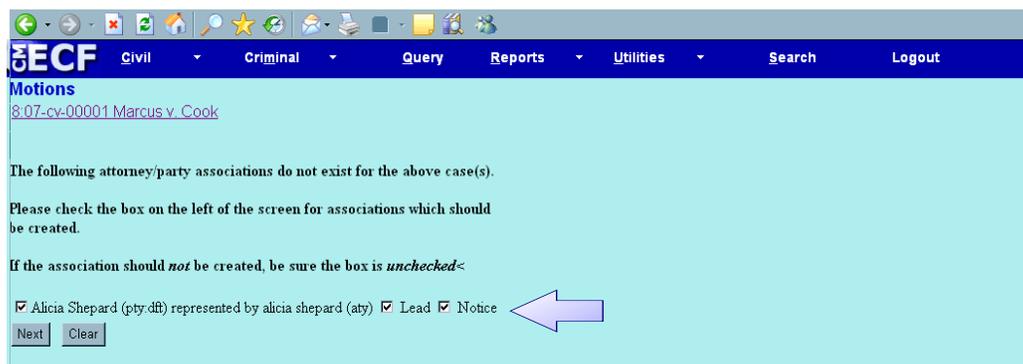
NOTE: You cannot enter the appearance of an attorney other than the one whose login and password are being used. If a party is represented by more than one attorney who is a registered ECF user, the appearance of the additional attorney should be entered after the answer has been filed by the additional attorney logging into the system and electronically filing a notice of appearance.

Step 6: The system will display the complaint selection screen. This screen lists the docket entries for all complaints, counterclaims, cross-claims and third party complaints for which an answer is still due. Click the check box next to the pleading which you are answering, then click Next.



Step 7: The system will display the select document screen. Select your PDF answer as detailed *supra* and click Next.

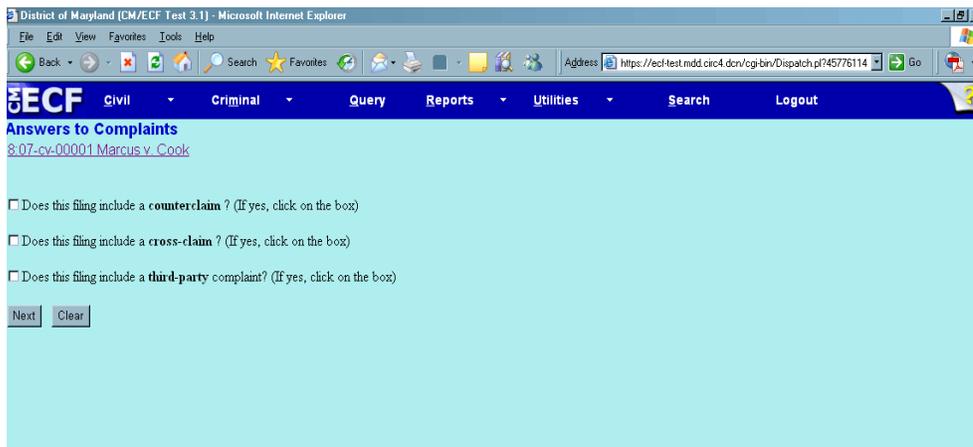
Step 8: The system will prompt you to indicate whether the answer includes a counterclaim, cross-claim, or third party complaint. It will show you whether any other party(ies) has requested a jury trial. If you wish to request a jury trial, you may do so in Step 11.





If your answer includes a counterclaim, cross-claim, or third party complaint, click on the appropriate check box(es). If the answer does not include any of these, leave the check boxes blank. Then click Next.

Step 9: If you checked that you are filing a counterclaim, cross-claim, or third party complaint, you will be prompted to select the party against whom you are filing. If you are filing against a party already in the case, select the party from the list and click Next. If the party is not on the list, click on Add/Create New Party.



Step 10: When creating a new party you will first be prompted to search the system for the party.

NOTE: A party not already in your case may be in the system because they were a party to an earlier action.

If the party is a person, type in his or her last name. If it is a business or other entity type in the name.

The screenshot shows the top navigation bar of the ECF system with links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a search form titled "Search for a party". The form contains three input fields: "Last Business Name", "First Name", and "Middle Name". Below these fields are two buttons: "Search" and "Clear".

If the name you typed in matches any names in the system, the next screen will display a list of the names that match.

NOTE: You do not need to enter the entire name of the party. Simply input the first two letters and the system will show all names that begin with the letters you entered.

This screenshot shows the same search interface as above, but with search results displayed. The "Party search results" section lists four entries: "Gibson, Buddy", "Gibson, Claudia", "Gibson, Claudia Miller", and "Gibson Training Center". Below the list are two buttons: "Select name from list" and "Create new party".

If the name of the party you wish to add is on the list, click on their name to highlight it and then click on Select name from list.

If after searching for a party the system finds no matches or no one on the list matches the party you wish to add, click on Create new party. This will bring up the party information screen.

ECF CIVIL Criminal Query Reports Utilities Search Logout

Party Information
 Claudia Gibson

Title

Role Pro se

Prisoner Id Unit

Office

Address 1

Address 2

Address 3

City State Zip

Country Country

Prison

Phone Fax

Party text

Start date

Add all attorneys, aliases, corporate parents and other affiliates before clicking the Submit button.

The system will automatically fill in the last name field with the name for which you searched. If the party is a person, fill in his or her first name. If the party is a business, agency or other entity, do not fill in a first name. Put the full name of the business or other entity in the last name field. **[Do not fill in an address, phone number or e-mail address for any party].**

As a default setting, the system lists the role of a new party as **defendant**. If this is not correct, click on the down arrow at the right of the role box. This will bring up a drop down list of the various party types.

Scroll through the list until you find the correct party type and click on it. Then click Submit. You will then be returned to the select party screen.

ECF CIVIL Criminal Query Reports Utilities Search Logout

Answers to Complaints
[8:07-cv-00001 Marcus v. Cook](#)

Counter Party Complaint

Select from the following list the party(s) **against** whom you are filing this Counterclaim .

Select the Party: OR Select a Group:

[Add/Create New Party](#)

No Group
 All Defendants
 All Plaintiffs
 All Parties

Select the party against whom you are filing by clicking on their name. Then click Next.

Step 11: You now have the opportunity to update the jury demand information. If your answer includes a jury demand type “y” if not, type “n” then click Next.

ECF Civil Criminal Query Reports Utilities Search Logout

Answers to Complaints
8:07-cv-00001 Marcus v. Cook

Does this Answer include a jury demand Y/N?

Next Clear

Step 12: The system will now ask if you have filed a disclosure statement pursuant to Local Rule 103.3. Enter the appropriate answer, click Next.

ECF Civil Criminal Query Reports Utilities Search Logout

Answers to Complaints
8:07-cv-00001 Marcus v. Cook

Have you filed the disclosure statement required by Local Rule 103.3? Y/N?

Next Clear

Step 13: The system will display the text of the docket entry which will be made. You have the ability to modify the text only in the first two blank fields. If you need to modify in the third field, you must select items from the drop down menu. When the docket entry is in final form, click Next.

ECF Civil Criminal Query Reports Utilities Search Logout

Answers to Complaints
8:07-cv-00001 Marcus v. Cook

Docket Text: Modify as Appropriate.

ANSWER to [1] Complaint COUNTERCLAIM against

Claudia Gibson by Jones Marcus. (shepard, alicia)

Second
Third
Fourth
Fifth
Amended
Consent
Counter
Cross
Emergency
Ex Parte

Next Clear

Step 14: The system now displays the final warning screen. If you are satisfied with the entry click Next.

Step 15: If you added a party for whom a summons must be issued, you must prepare the summons and electronically file it under Notice Other. You will have the opportunity to add language after you attach your summons. In the free text box you should add: For the Clerk to issue summons. You may also hand deliver your summons to the Clerk's office for issuance. The Clerk will issue the summons, scan it, file an electronic copy, and return the paper copy to you for service.

5. Cross-claims, Counterclaims, and Third Party Complaints

The system allows for the filing of cross-claims, counterclaims, and third party complaints as separate documents. To file these documents, follow the general instructions in section 4 and if you are adding another party, the instructions for adding parties in section 7.

6. Disclosure of Corporate Interest

Step 1: Click on Civil on the main menu bar.

Step 2: The system will display the Civil events screen. Click on Other Documents, Local Rule 103.3 Disclosure Statement. Click Next.

Step 3: You will be prompted to enter the case number, click on Find This Case. Click Next.

Step 4: Select the appropriate case number. Click Next.

Step 5: The system will now allow you to attach your Local Rule 103.3 statement. Please refer to Section III A if you need further instructions on how to attach a document.

Step 6: The system will display the Select Filer screen. Click on the name of the party on whose behalf you are filing the Local Rule 103.3.

Step 7: A message will appear “Add Corporate Parent and/or Corporate Affiliate(s)”. Click Next.

Step 8: On the Search for a corporate parent or other affiliate screen, add the corporate parent in the last/business name field. The entire business name should only be entered in the Last/Business name field. Click Search.

If no is party found in the database, click on Create New Corporate Parent or Other Affiliate .



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with tabs for 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the main content area is titled 'Search for a corporate parent or other affiliate'. It features a text input field labeled 'Last/Business Name' with a search button and a clear button. Below this, the search results are displayed under the heading 'Corporate parent or other affiliate search results'. A single result, 'Walmart', is listed. At the bottom of the results area, there are two buttons: 'Select name from list' and 'Create new corporate parent or other affiliate'. A blue arrow points to the 'Create new corporate parent or other affiliate' button.

This search screen will allow the user to search for the corporate parent or affiliate, or add a new one.

Step 9: Verify the spelling of your corporate parent, Select the appropriate Type.



The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a light blue form titled "Corporate Parent or Other Affiliate Information". The form contains the following fields: "Last/Business name" with the value "Walmart", "First name" (empty), and "Middle name" (empty). Below these is a "Type" dropdown menu currently set to "Corporate Parent". At the bottom of the form are two buttons: "Add corporate parent or other affiliate" and "Clear". A small text note below the buttons reads: "Click the Add corporate parent or other affiliate button to return to the Corporate parent or other affiliate search screen." A purple arrow points to the "Type" dropdown menu.

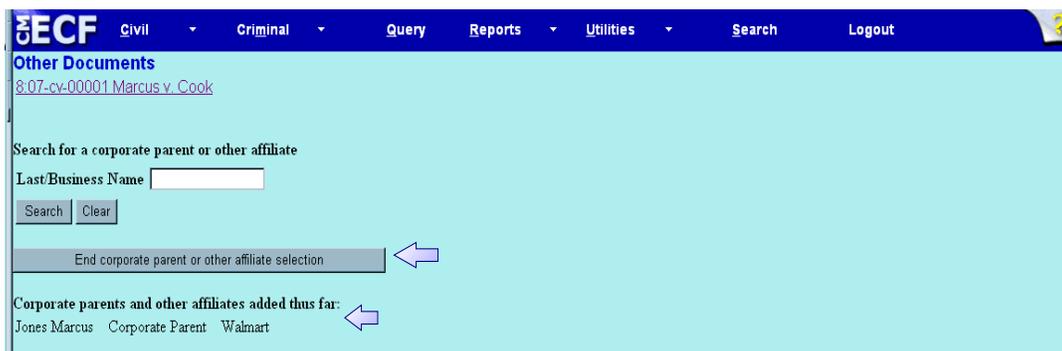
Click on Add Corporate Parent or Other Affiliate.

Step 10: Verify that the correct party is selected. Click Next.

Step 11: After a corporate parent or affiliate has been selected, you will be prompted to select the party or parties to which the corporate parent or affiliate is to be linked.

NOTE: You may add additional corporate parents and/or affiliates without limit. Repeat steps 7,8 &9 for each corporate parent or other affiliate listed on your Local Rule 103.3 disclosure statement.

Step 12: When you have finished adding all of the corporate parents or other affiliates, click on End corporate parent or other affiliate selection. The system will also show a preview of the previously added party. Click Next.



The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a light blue page titled "Other Documents" with the case number "8:07-cv-00001 Marcus v. Cook". Below the case information is a section titled "Search for a corporate parent or other affiliate". This section contains a "Last/Business Name" input field, a "Search" button, and a "Clear" button. Below the search section is a button labeled "End corporate parent or other affiliate selection". At the bottom of the page is a section titled "Corporate parents and other affiliates added thus far:" which lists "Jones Marcus Corporate Parent Walmart". A purple arrow points to the "End corporate parent or other affiliate selection" button, and another purple arrow points to the list of added parties.

The system will display a verify case number screen, Click Next.

Up to this point, no information has been entered into the system and no notice has been sent to any party. If you decide that you do not wish to file the document, you may simply log out of the system. If you wish to change something you may click on your browser's Back button until you reach the point where you wish to make the change. If you are sure you want to file the document with the docket entry text displayed, click on Next.

7. Motions

To file a motion follow the general filing instructions in section III. You may file a multi-part motion, for example, a motion to dismiss or in the alternative motion for summary judgment, by clicking on each motion. Each selected motion will appear in the Selected Events box. If you inadvertently select the wrong motion, simply click on that motion in the Selected Events box to remove it.

Exhibits, memorandum in support, and proposed orders **must** be filed as attachments to the motion.

NOTE: There may be limited circumstances where a memorandum is filed as a separate entry such as when it is not filed at the same time as the motion. Each exhibit, memorandum, proposed order, etc. should be a separate PDF.

Special procedures where Local Rule 105.2.c applies:

- The party filing the initial motion for summary judgment should follow the procedures set out above.
- The party filing a cross motion and memorandum in support of its motion and in opposition to the initial motion should file the motion. Attach to it the memorandum. In the box which allows you to describe the attachment, type in “memorandum in support of cross motion for summary judgment and in opposition to Plaintiff or Defendant’s motion for summary judgment” or similar language.
- The party filing the initial motion should file its response/reply as a response to the cross motion.
- If the party who filed the cross motion wishes to file a reply, it should be filed as a reply to response to motion.

Filing a motion will automatically trigger the setting of a 17 day deadline for filing a response. *See* Local Rule 105.2.a and Fed. R. Civ. P. 6(e). If a different deadline has been established by court order, it is the deadline in the order which controls.

8. Motion for Leave to Amend

When filing a motion for leave to file an amended pleading, the proposed amended pleading and copy highlighting the amendments required by Local Rule 103.6 should be electronically filed as attachments to the motion for leave to file

amended pleading. If the motion is granted, the Clerk's Office will docket and file the amended pleading.

9. Memoranda

A memorandum in support of a motion should be filed as an attachment to the motion. Detailed instructions for attaching a document are in Section III A. After you attach the memorandum, enter its title in the box for describing the attachment.

The screenshot shows the ECF system interface for filing a memorandum. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area is titled 'Motions' and shows the case '8:07-cv-00001 Marcus v. Cook'. Below this, there are instructions for selecting attachments. Step 1 involves entering a PDF filename, with a 'Browse...' button. Step 2 involves describing the document using a 'Category' dropdown menu (set to 'Memorandum in Support of Motion') and a 'Description' text box. Step 3 involves adding the filename to a list box, with 'Add to List' and 'Remove from List' buttons. A 'Next' button is at the bottom.

If the memorandum relates to more than one motion, it is not necessary to attach the memorandum to each motion. Simply attach it to the first motion.

If the motion and memorandum is a single PDF document, file it as a motion and when you have the opportunity to edit the docket text add “and Memorandum in Support.”

Note: If you forget to attach the memorandum, or it is being filed at a different time as the motion, click on Responses and Replies and choose Memorandum from the drop down menu. Do **not** use the motion event to file a memorandum.

10. Exhibits

Exhibits should be filed as attachments to the document to which they relate. See §III B for information on filing attachments. Each exhibit should be a separate PDF. An exhibit which exists only in paper format should be scanned unless it is 50 pages or longer. The 50 page limit is per exhibit it is not cumulative.

If you are filing a transcript as an exhibit and have an ASCII version, you can convert it to PDF by opening it using your word processing program, and then converting it to PDF using whichever method you normally use.

11. Proposed Orders

If you are submitting a proposed order along with a motion, the proposed order should be filed as an attachment to the motion. It is very important that the proposed order be a separate PDF. If you are submitting a proposed order without a motion, for example a joint proposed confidentiality order, from the Main Civil menu choose Notices, and click on Notice (Other) on the drop down menu.

12. Responses and Replies

To file a response to a motion or a reply to a response, follow the general filing instructions in section III.A, choosing Responses and Replies from the main civil menu.

After you select your document, the system will show a list of all pending motions and prompt you to check which motion(s) your response or reply relates to. Click on the applicable box(es) and continue as you would for filing any document.



ECF Civil Criminal Query Reports Utilities Search Logout

Responses and Replies
8:07-cv-00001 Marcus v. Cook

Select the appropriate event(s) to which your event relates:

- 02/27/2007 1 COMPLAINT against Sam Cook (Filing fee \$ 350.), filed by Jones Marcus (ch, Deputy Clerk)
- 02/27/2007 2 NOTICE of Change of Address by Jones Marcus (ch, Deputy Clerk)
- 03/23/2007 3 Order of Dismissal without prejudice (Signed by: Judge James T. Giles) (Rk, Deputy Clerk)
- 03/23/2007 4 Sealed Document. (ch, Deputy Clerk)
- 03/27/2007 5 MOTION to Appear Pro Hac Vice by Jones Marcus (Kessler, Frances)
- 03/29/2007 6 MOTION to Appear Pro Hac Vice Filing fee \$ 455. by Jones Marcus (gz, Administrator)
- 03/29/2007 7 MOTION for Recusal by Sam Cook. (mcb, Deputy Clerk)
- 03/29/2007 8 MOTION to Remand to State Court by Jones Marcus. (mcb, Deputy Clerk)
- 03/30/2007 9 MOTION to Certify Class by Jones Marcus Responses due by 4/16/2007 (gz, Administrator)
- 04/05/2007 10 NOTICE OF CROSS APPEAL by Jones Marcus. Appeal Record due by 5/5/2007. (zahner, Attorney)
- 04/26/2007 12 ORDER denying 11 Motion for Writ of Garnishment. Signed by Judge William Connelly on 3/21/2006. (gz, Administrator)
- 04/26/2007 13 WRIT OF GARNISHMENT issued (gz, Administrator)
- 05/07/2007 14 Sealed Document. (mcb, Deputy Clerk)
- 06/14/2007 16 MOTION to Appear Pro Hac Vice for Test Attorney on behalf of Sam Cook Filing fee \$ 50. by Sam Cook (gz, Administrator)

13. Certificate of Service

When you are required by statute, federal or local rule to serve a document, other than original process, on a party who is not a registered CM/ECF user, you are required to serve it in accordance with Fed. R. Civ. P. 5, and to electronically file a certificate of service with the court. The certificate of service may be filed as a part of the document or as a separate document.

a. As a Part of the Document

Before converting your document to PDF and filing it electronically, check to see which parties will not be electronically noticed. Click on Utilities, Mailings,

Mailing Info for a Case, and enter your case number. The system will show who will be electronically noticed and who will not. You can copy and paste the names of the parties who will not be electronically noticed to a label maker.

Add a traditional certificate of service to your document, stating specifically who copies were mailed to (or served by other means). It is not sufficient to state that copies will be mailed to any party not electronically noticed. Then file your document as outlined in section III.A.

b. As a Separate Document

If you do not know that a party will not be electronically noticed until after you file your document and see the notice of electronic filing, you can create and file a separate notice of service. A sample certificate of service is contained in Appendix E.

Create a certificate of service in your word processing program and convert it to PDF. To file the certificate of service, click on Civil, Service of Process, and choose Certificate of Service from the drop down menu.

14. Discovery

The electronic filing system should not be used for filing routine discovery requests, responses or Rule 26(a) disclosures. See Local Rule 104.5. Procedures for electronic filing of other documents related to discovery are outlined below.

a. Motion for Leave to Take Deposition

If by statute, rule, or court order, court approval is required before taking a deposition, you may file a motion for leave to take deposition by choosing Motions from the main civil menu and then clicking on Take Deposition. Then proceed as outlined in Section III A.

b. Motion to Compel Discovery (where no response has been served by a party, concerning deposition questions, or where the request was directed to a non-party)

Step 1: On the Main Civil menu click on Motions. From the drop down menu choose Compel. Proceed as outlined in Section III A.

Step 2: After selecting your motion, be sure to attach your Local Rule 104.7 certification. If the certification is not attached, the court may direct that your motion be marked “filed in error” and not consider it.

Step 3: When you reach the Modify Docket text screen, type in “Discovery” and any additional information you want to include in the docket entry. Proceed as outlined in



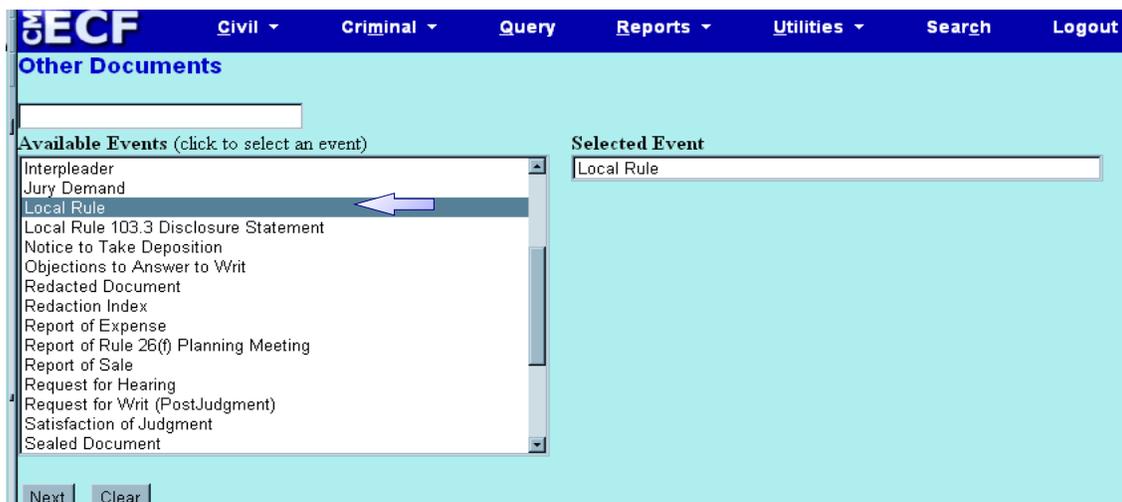
Section III A.

c. Motion to Compel Discovery (where a response has been received from a party but is not considered satisfactory)

Service of Motions and Memoranda

If a party who has propounded interrogatories or requests for production is dissatisfied with the response to them and has been unable to resolve informally (by oral or written communications) any disputes with the responding party, that party shall serve a motion to compel within thirty days of the party's receipt of the response. The memorandum in support of the motion shall set forth, as to each response to which the motion is directed, the discovery request, the response thereto, and the asserted basis for the insufficiency of the response. The memorandum shall be succinct and need not include citation to legal authorities unless such citation is necessary in order to understand the issues presented. The opposing party shall serve a memorandum in opposition to the motion within fourteen days thereafter. The moving party shall serve any reply memorandum within eleven days thereafter. The parties shall **serve motions and memoranda under L.R. 104.8 in accordance with Fed. R. Civ. P. 5(a) and shall not serve them through the court's electronic filing system nor file with the court notices of service of the motion and memoranda.** Extensions of time given by the parties to one another to serve any document hereunder need not be approved by the court, provided, however, that no extension of time limits set in any scheduling order entered by the court shall be made without the court's prior approval.

Step 1: On the Main Civil menu click on Other Documents. From the drop down menu choose Local Rule. In the free text box, type "104.7 Certificate". Docket the Local Rule 104.7 as your main document. Any motion and memoranda previously served by the parties under L.R. 104.8 should be created and filed as an attachment to the Local Rule 104.7 Certificate.



15. Appeals

a. Filing

A notice of appeal should be filed electronically as is any other document, specifically, under Other Filings, Appeal Documents. It is not necessary to provide the court with paper copies of the notice for service on the other parties. The electronic notice constitutes the copy the clerk is required to serve under Fed. R. App. P. 3(d).

b. Fees

Payment of the fee associated with an appeal can be done through the pay.gov feature. Please refer to the Pay.Gov Procedures section. If you do not pay online through pay.gov, the fee must be remitted to the Clerk within 24 hours (excluding weekends, holidays, and days the court is closed) of filing the notice of appeal. If you are filing a motion for leave to appeal *in forma pauperis*, it should be electronically filed immediately after filing the notice of appeal.

c. Briefs

If you are appealing to the United States Court of Appeals for the Fourth Circuit or to the Federal Circuit, do **not** electronically file copies of your brief with this court. Briefs may be electronically filed with this court only in cases where the appeal is to a district judge.

16. Sealed Documents

Filing of Sealed Documents in Civil Cases

Do not electronically file documents which have been sealed or which you are requesting to be sealed. Although the system will appear to let you do this, in some instances the documents may in fact be viewable by the public. Instead, you will electronically file a Notice of Filing of Document Under Seal and submit a PDF version of the sealed document to the Clerk's Office which will be filed for you.

a. Prepare a Notice of Filing of Document Under Seal

Prepare your sealed document. In the caption, on the right side, either directly above or below the case number, in all capital letters and in bold, one of the follow should appear: "**SEALED**" or "**FILED UNDER SEAL.**" If the document is an exhibit which does not bear the case caption, one of these phrases should appear prominently on the upper right side of the document. While it is acceptable to put red seals on documents, keep in mind that seals can mean things other than the fact that a document is being filed under seal, so a seal in and of itself is not sufficient to flag a document as sealed.

If you are filing a redacted document and an unredacted version under seal, prepare both documents. In the caption of the redacted version, on the right side, either directly above

or below the case number, in all capital letters and in bold, one of the following should appear: “**REDACTED**” or **REDACTED VERSION**”. The unredacted version should be marked as a sealed document.

b. Entire Document Sealed

If an entire document is to be filed under seal, for example, a response to a motion, electronically file the Notice of Filing of Document Under Seal choosing the appropriate document type from the drop down menu (motion, response, reply, etc.). Attach the Notice of filing of document under seal.

c. Partially Sealed Documents

If a document is to be partially sealed, (for example, a memorandum which contains confidential information in only one section), electronically file a redacted version of the document. Attach to it a Notice of Filing of Document Under Seal.

d. Attachments

If the document to be filed under seal is an attachment to another document which is not being filed under seal (for example, an exhibit to a motion), electronically file the unsealed document. Attach to it in place of the sealed attachment, a Notice of Filing of Document Under seal.

e. Procedures Applicable to All Sealed Documents

At the same time, or immediately after filing the Notice of Filing of Sealed Document, you must serve a copy of the sealed document on any party required to be served by the Federal Rules of Civil Procedure. Service may be made in paper format or in any other format/means agreed to by the parties.

Within 24 hours (not counting intervening weekends, holidays, and days the court is closed), you must file with the Clerk a PDF version of the sealed document on CD. Along with the PDF version of the CD you should include paper copies of the Notice of Filing of Document Under Seal, and notice of electronic filing.

If the court has not previously directed that the document be filed under seal, you may electronically file your request that the document be placed under seal immediately before filing the document. The document which you are requesting be sealed should be filed using the procedures for filing a sealed document. The document will be temporarily placed under seal until a ruling is made on the request to seal.

Any document that you are filing under seal must be accompanied with a courtesy copy for chambers.

17. Correspondence

The main civil menu contains a category for correspondence. The events in this category may be used for the types of routine matters that are currently handled by letter - requests for conferences, hearings, extensions of time, etc. Judges also will use the CM/ECF system to send routine correspondence to counsel.

18. Ex Parte Matters

You may now file a document ex parte. Ex parte documents can be viewed by attorneys for the filing party, but cannot be viewed by attorneys for other parties, public terminals or PACER users. To file a document ex parte, on the main Civil menu, Click on Notices, from the drop down menu choose Notice of Filing of Ex parte document. Proceed as outlined in Section III A.

19. Certified, Notarized and Documents Authenticated by Other Means

Documents which are certified, notarized or authenticated by other means should be scanned and filed electronically if they are less than 50 pages in length. The filer is responsible for maintaining the original and making it available for inspection upon request by the court or another party. The original should be maintained at least until all appeals have been completed or the time for taking an appeal has expired. If the document is 50 pages or longer, you should file the original in paper format following the procedures for filing a lengthy exhibit.

D. Creating Document Hyperlinks

CM/ECF users now can file a document that includes a hyperlink to a previously filed document in the same case or another case that resides on the CM/ECF system where the filing is being entered, or on any other court's CM/ECF system. The hyperlink, as set by the filer, may link to the start of the document or to a specific page in the document. A filer can file a document that includes a hyperlink to a document that is being filed simultaneously (in the same docketing transaction) with the primary document (e.g. a Memo in Support of Summary Judgment may have hyperlinks to the attached documents that are part of the same docketing transaction). Any document that includes a hyperlink must also include a description of the standard citation to the hyperlinked material. The hyperlink is a convenience, not a citation replacement. This functionality has been tested and works properly with Corel WordPerfect 11 or higher and Microsoft Word 2002 or higher.

NOTE: Users should not copy hyperlinks from the Notice of Electronic Filing (NEF). The document hyperlinks in NEFs contain special information that allows them to provide one "free look" to qualified recipients of the NEF. Instead of copying hyperlinks in NEFs, users should run a report in CM/ECF, such as the Docket Report, and copy the document number hyperlink from the report.

Using WordPerfect to Create Hyperlinks to Existing CM/ECF Documents

Step 1: Access CM/ECF and run the docket report for the case that contains the document you want to link.

Step 2: Locate the document among the docket entries.

Step 3: Copy the URL of the document to the clipboard. To do this, hover over the document link and click the right mouse button. Select **Copy Shortcut** (Internet Explorer/Netscape) or **Copy Link Location** (Firefox) from the selection list. (**Note:** The document link displays after the filed date and is represented by a number with an underscore, e.g. 2).

Step 4: In WordPerfect, open the document you want to add the hyperlink to. In the document, highlight the citation text for which you wish to create the hyperlink.

Step 5: Click **Tools** on the toolbar and select **Hyperlink** from the drop down selection list.

Step 6: The Hyperlink Properties window opens. Paste the URL into the *Document/Macro* field (by clicking the right mouse button and selecting **Paste** or by using the **Ctrl + V** command). You can append to the URL a citation to a specific page number within the document, if necessary.

To do this, enter **?page=<page number>** at the end of the URL, for example <https://usdc.uscourts.gov/doc1/00103032?incHeader=y?page=23>. Click the **OK** button and the dialog box will close. The hyperlink text now is underlined indicating a hyperlink has been created.

Step 7: Save the word processing document.

Step 8: To convert the WordPerfect document to PDF format, click **File** on the toolbar, select **Publish to** and then **PDF...** from the drop down selection list or **Publish to PDF** (the selection depends on the version of WordPerfect you are using). Navigate, if necessary, and store the PDF document in a local directory. **Do not print a WordPerfect document to Adobe PDF Writer. You must use *Publish to PDF* if the document contains a hyperlink.** Printing to PDF is permitted if the document does not contain hyperlinks.

Step 9: Docket an event in CM/ECF and add the PDF to the docket entry as usual.

Using Microsoft Word to Create Hyperlinks to Existing CM/ECF Documents

Step 1: Access CM/ECF and run the docket report for the case that contains the document you want to link.

Step 2: Locate the document among the docket entries.

Step 3: Copy the URL of the document to the clipboard. To do this, hover over the document link and click the right mouse button. Select **Copy Shortcut** (Internet Explorer/Netscape) or **Copy Link Location** (Firefox) from the selection list. (**Note:** The document link displays after the filed date and is represented by a number with an underscore, e.g. 2).

Step 4: In Microsoft Word, open the document you want to add the hyperlink to. In the document, highlight the citation text for which you wish to create the hyperlink.

Step 5: Click **Insert** on the toolbar and select **Hyperlink** from the dropdown selection list.

Step 6: The **Insert Hyperlink** window opens. Paste the URL into the *Address* field (by clicking the right mouse button and selecting **Paste**, or by using the **Ctrl + V** command). The URL of the CM/ECF document is pasted (displays) in the address field. You can append to the URL a citation to a specific page number within the document, if desired. To do this, enter **?page=<page number>** at the end of the URL, for example, <https://ap10-dev-dcn.td.ocads.ao.dcn/doc1/00103032?incHeader=y?page=23>. Click the **OK** button and the dialog box will close. The hyperlink text now is underlined indicating a hyperlink has been created.

Step 7: Save and close the word processing document.

Step 8: To convert the Word document to PDF format, the Adobe Acrobat application must be used. There are a number of ways to convert a Word document; the following illustrates conversion from within Adobe Acrobat. (**Note:** If the document is open when the next step is executed an error message is returned. The Word file must be closed before converting it to PDF.)

Step 9: Open the Adobe Acrobat application. Click on **File** in the toolbar and select **Create PDF** and then **From File...**

Step 10: A navigation window opens. Navigate, if necessary, to the directory/folder where the Word document is stored. Select the document and click the **Open** button.

Step 11: A series of windows open as the document is converted. When the conversion is completed, the document is displayed in an Adobe Acrobat window. (**Note:** The hyperlink is converted automatically.)

Step 12: Close the Adobe file. Respond **Yes** to the save changes message and store the PDF document in the appropriate directory/file.

Step 13: Docket an event in CM/ECF and upload the PDF file to the docket entry as usual.

Creating Hyperlinks between Documents Filed in the Same Event

It is possible to link two or more documents to be filed in the same event (e.g., create a hyperlink in the main document to an attachment) even when those documents were not filed previously in CM/ECF.

Using Word Perfect to Create Hyperlinks between Documents Filed in the Same Event

Step 1: Create the secondary WordPerfect document(s) (i.e., the attachment) to which the main document will be linked. Publish the secondary document(s) to PDF. See Step 8 in the section above.

Step 2: Create/open the main document (i.e., the document that will have the hyperlink to the secondary document).

Step 3: Select the text in the main document that will be displayed as the hyperlink. Click **Tools** on the toolbar and select **Hyperlink** from the drop down selection list. The Hyperlink Properties box is displayed.

Step 4: Click the *Folder* icon next to the *Document/Macro* field.

Step 5: Navigate to the folder in which the secondary document you wish to link to is located (i.e., the local path name). Highlight the file and click the **Select** button. (**Note:** The file selected as the link must be in **.pdf** format.)

Step 6: You can append to the file name a citation to a specific page number within the document, if desired. To do this, enter **?page=<page number>**, e.g., Exhibit 2.pdf?**page=23**.

Step 7: Click **OK** in the Hyperlink Properties box. The hyperlink text will be underlined.

Step 8: Save the main WordPerfect document. Publish the document to PDF. (See Step 8 in the section above.)

Step 9: Docket an event in CM/ECF and upload the main document and attachments as usual.

Using Microsoft Word to Create Hyperlinks between Documents Filed in the Same Event

Step 1: Create the secondary Word document(s) (i.e., the attachment) to which the main document will be linked. Publish the secondary document(s) to PDF. See Steps 8-12 in Section 6.1.2 above.

Step 2: Create/open the main document (i.e., the document that will have the hyperlink to

the secondary document).

Step 3: Select the text in the main document that will be displayed as the hyperlink. Click **Insert** on the toolbar and select **Hyperlink** from the drop down selection list.

Step 4: Navigate to the folder in which the secondary document you wish to link to is located. Highlight the file and click the **OK** button. (**Note:** The file selected as the link must be in PDF format.)

Step 5: The name of the selected file displays in the *Address* field. You can append to the file name a citation to a specific page number within the document, if desired. To do this, enter ?page=<page number>, e.g., Exhibit 2.pdf?page=23.

Step 6: Click the **OK** button and the dialog box will close. The hyperlink text will be underlined.

Step 7: Save the Word document. Publish the document to PDF using Adobe Acrobat.

Step 8: Docket an event in CM/ECF and upload the main document and attachments as usual.

E. Documents Filed in Error

1. Errors Found During Quality Control Process

Documents filed by counsel will be reviewed by Clerk's Office staff to ensure that they were docketed correct, and if they comply with the Federal Rules of Civil Procedure and the Local Rules of our court. If it is determined that a document was incorrectly filed with the court, for example, Rule 26(a) disclosures which should only have been served on an opposing party, an electronic letter will be sent to the parties indicating that the document was filed in error. The link to the document will be reset so that the document may only be accessed by court users, not by counsel or PACER users. The original docket entry will remain. If you file a document in the wrong case, it is your responsibility to refile it in the correct case. If you electronically file a document in a case which is exempt from electronic filing, the link to the document will be reset so that it cannot be accessed by non-court users. You are required to submit the original and appropriate number of paper copies within 48 hours.

2. Errors Reported by the Filing Party

Filing parties are expected to make every effort to ensure that they do not file a document other than the one they intended to file, that they file in the correct case and that they do not electronically file documents containing information which should have been filed under seal. If you notice that you have made a mistake, you should immediately contact the court and ask for the docket clerk handling the case. If circumstances warrant, the docket clerk may temporarily reset the link to the document so that it may only be

accessed by court users, not by counsel or PACER users. Within 24 hours (excluding weekends, holidays and days the court is closed) you must electronically file a request asking that the document be stricken, sealed or other action taken to correct the error.

F. Signatures

1. Attorneys

Anything filed using an attorney's login and password will be deemed to have been signed by that attorney for all purposes, including Fed. R. Civ. P. 11. Attorneys may, but are not required to, place an electronic signature on pleadings and papers. For the attorney whose login and password is being used, it is sufficient to indicate a signature as in the following example:

_____/s/_____
John M. Barrister, Esquire

2. Documents Requiring Signatures of Multiple Attorneys

Pleadings and papers which are normally signed by more than one attorney, regardless of whether the attorneys represent the same party or different parties, may be handled in any of the following ways.

First, the attorney whose login and password are being used to file the document may obtain approval from any other attorney to state that the other attorney has authorized him or her to sign the document on his or her behalf. Such approval may be indicated as in the following example:

_____/s/_____
Sally Solicitor, Esquire
_____/s/_____
John M. Barrister, Esquire
(signed by John M. Barrister with permission of Sally Solicitor)

In such circumstances, the attorney whose login and password is used to file the document is responsible for maintaining a record of when and how permission was obtained to sign the other attorney's name in case any questions arise.

Second, the attorney whose login and password are being used to file the document may obtain and maintain in his or her records a paper copy of the document signed by the other attorney. Possession of such a signed copy may be indicated as in the following example:

_____/s/_____
Sally Solicitor, Esquire

/s/

John M. Barrister, Esquire

(signed copy of document bearing signature of Sally Solicitor is
being maintained in office of John M. Barrister)

In such circumstances, the attorney whose login and password are used to file the document is responsible for maintaining the signed copy of the document until all appeals have been exhausted or the time for seeking appellate review has expired.

Third, the attorney whose login and password are being used to file the document may obtain original signatures from all attorneys who are filing the document, scan the signature page **only** and file it as an attachment to the document. In this situation, the electronic version should bear language similar to the following:

/s/*

Sally Solicitor, Esquire

/s/*

John M. Barrister, Esquire

*A copy of the signature page bearing original signatures is attached hereto as Attachment 1.

In such circumstances, the attorney whose login and password are being used to file the document is responsible for maintaining the signed copy of the document until all appeals have been exhausted or the time for seeking appellate review has expired.

In any case where an attorney becomes aware that it has been proffered to the court that he or she has consented to his or her signature being placed on a document or that he or she has signed a document when in fact he or she has not signed or consented, it is the responsibility of that attorney to immediately notify the court and request that the document be stricken.

3. Identifying Information

The requirements of Local Rule 102.1 b that counsel state their name, address, telephone, email address and fax number at the bottom of all court papers apply to documents filed electronically.

4. Non-Attorneys

Documents which are required to be signed by persons who are not counsel of record in a particular case (verified pleadings, affidavits, etc.), may be submitted in electronic format in any of the following ways so long as counsel has and maintains a signed copy.

- a. If the document is less than 50 pages, it can be scanned and then filed

electronically.

b. An electronic version of the document bearing a “/s/” can be filed along with a statement by counsel that he or she has a signed copy, as in the following example.

/s/*

Polly Plaintiff

*Counsel hereby certifies that he or she has a signed copy of the foregoing document available for inspection at any time by the court or a party to this action.

c. An electronic version of the document bearing a “/s/” can be filed with a scanned copy of the signature page as an attachment.

/s/*

Polly Plaintiff

*A copy of the signature page bearing an original signature is attached hereto.

G. Consequences of Electronic Filing

1. What Constitutes Filing

Electronic transmission of a document to the Electronic Filing System, along with transmission of a Notice of Electronic Filing, constitutes filing of the document and entry of the document on the docket.

2. Time of Filing

A document is “filed” at the time the Notice of Electronic Filing states it was entered. Thus if you begin the process of electronically filing a document on December 20th at 11:55 p.m. and do not complete it until December 21st at 12:05 a.m., the Notice of Electronic Filing will state the document was entered on December 21, 2007 at 12:05 a.m. and this will be the date the document was filed. The availability of electronic filing after normal business hours and on weekends and holidays does not in any way extend any deadlines imposed by statute, rule or court order.

H. Service

1. On Registered Users

If the Notice of Electronic Filing lists counsel for a party under the heading: “Notice will be electronically mailed to” this is the equivalent of service by first class mail, postage prepaid, subject to the provisions of Fed.R.Civ.P. 5 (b)(3). If all parties are represented by counsel to whom the system sends electronic notice, it is not necessary to file a separate certificate of service.

2. On Parties Not Registered Users

If the Notice of Electronic Filing lists a party or counsel under the heading: “Notice will not be electronically mailed to” it is the responsibility of the filing party to serve the document in accordance with the Federal Rules of Civil Procedure within 24 hours of the electronic filing. The filing party must serve with the document a copy of the Notice of Electronic Filing. For any document served on a party by means other than the CM/ECF system, the filing party must file an electronic version of the certificate of service attached to the document. A sample certificate of service is attached hereto as Appendix E.

3. Of Original Process

Nothing in these procedures shall be construed as authorizing service of original process in any manner other than is permitted by statute or Fed. R. Civ. P. 4.

I. Electronic Notification

If you are a registered CM/ECF user, you will receive e-mail notification of almost all docket activity. Many docket entries made by court staff do not have any type of document, either electronic or paper. Examples of entries that do not have a document are entries that relate to court or chambers proceedings (trials, hearings, conferences); entries that relate to case management (setting/clearing flags and deadlines); and entries that are made to add or terminate parties, attorneys or judges. You will receive the e-mail notification of many of these events but there will be no link to a document.

You also will receive e-mail notification of the filing of paper documents in cases which are exempt from electronic filing. There will, however, be no link to a document. The document will be served by traditional means.

You will receive electronic notification in all cases where your appearance was entered and never officially stricken. If you receive e-mail notification in a case where you are no longer representing a party, **you must file a motion for leave to withdraw or some type of notice in that case.** The Clerk’s Office cannot remove you from the case based on either an oral request or an e-mail request.

Do not reply to a notice of electronic filing. You cannot send documents to the court for filing by attaching them to a reply to a notice of electronic filing. You should not attempt to communicate with other parties or staff within your office by replying to a notice of electronic filing since the reply will be sent to the court.

IV. Privacy Policy

A. Information to be Redacted

In accordance with the policy of the Judicial Conference of the United States, unless otherwise ordered by the court, the parties shall refrain from including or shall redact the

following information from all documents not submitted under seal:

1. Full Social Security numbers. If an individual's Social Security number must be included in a document, only the last four digits of the number should be used.
2. Names of minor children not parties to the case. If a minor child must be mentioned, only the initial of the child should be used.
3. Full dates of birth unless essential to a claim or defense. It is acceptable to disclose an age or year of birth if relevant.
4. Full financial account numbers. If financial account numbers are relevant, only the last four digits of the number should be used.

B. Enforcement

It is the responsibility of counsel and the parties to redact these personal identifiers. The Clerk will not screen documents and will not reject them solely on the basis that they contain personal identifiers. The court may, however, on its own initiative or at the request of a party, strike the document or direct other corrective action and/or impose sanctions on any party failing to redact such information.

V. Orders

A. Entry

Electronic filing by the court or court personnel of any orders, decrees, judgments or proceedings of the court shall constitute entry on the docket as well as notice to and service on registered users in the case, under the Federal Rules of Civil Procedure.

B. Signatures

Any order filed electronically without the original signature of a judge has the same force and effect as if the judge had affixed his or her signature to a paper copy of the order and it had been entered on the docket in a conventional manner.

C. Electronic Marginal (Paperless) Orders

At his or her discretion, a judge may rule upon a motion by having a text only entry made on the docket. There will be no PDF document attached to the entry. The system will however, generate a notice of the entry. Such entries shall have the same force and effect as any other type of order. You will receive electronic notice of the filing of the order; however, the notice will not have a link to a document.

VI. Query

The Query option on the main menu bar allows you to search for cases. To utilize this option you must have a PACER account. You may log into the CM/ECF system using your PACER account. This will allow you access to PACER functions, but not electronic

filing. If you are already logged in as a CM/ECF user, when you click on Query you will be prompted to enter your PACER login and password. This will bring up the search screen.

The screenshot shows the CM/ECF Query search interface. The top navigation bar includes 'ECF' and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The 'Query' section is active. The search form is titled 'Search Clues' and contains the following fields and options:

- Case Number: Text input field containing '8:07-cv-1'.
- Case Status: Radio buttons for 'Open', 'Closed', and 'All'.
- Filed Date: Two text input fields separated by 'to'.
- Last Entry Date: Two text input fields separated by 'to'.
- Nature of Suit: A dropdown menu with options: '0 (zero)', '110 (Insurance)', and '120 (Contract: Marine)'.
- Case Status: Radio buttons for 'Open', 'Closed', and 'All'.
- Last/Business Name: Text input field with examples '(Examples: Desoto, Des*)'.
- First Name: Text input field.
- Middle Name: Text input field.
- Type: A dropdown menu.

At the bottom of the form are two buttons: 'Run Query' and 'Clear'.

You can search by case number, party or attorney name or a combination of a range of case filing dates, range of document filing dates and type of case.

VII. Reports

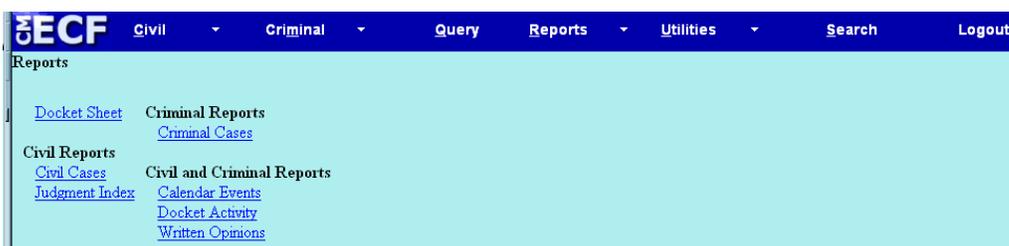
The Reports option on the main menu bar will allow you to run several reports through PACER without having to go to the PACER website. You will need a PACER login and password to access the docket sheet, judgment index and case reports and PACER fees will apply. You may log into the CM/ECF system using your PACER login and password. This will allow you to access the PACER functions but not electronic filing. If you are already logged in as a CM/ECF user, you will be prompted to enter your PACER account information when you click on one of the reports. The calendar events report may be accessed with your CM/ECF login, however, we will not be entering hearing dates into the system so the information in the report will not be accurate.

A. Docket Sheet

This report allows you to access the docket sheet for a particular case. You may choose to view the documents in either chronological or reverse chronological order. You may limit the portion of the docket sheet that you are viewing by entering either a date range or range of paper numbers. Limiting the amount of the docket you want to view will reduce the PACER fee and in cases where the docket sheet has many entries can reduce the amount of time it takes to access it.

B. Civil Cases Report

This report is similar to Query but allows a few more options for limiting your search. Case flags, the division the case is assigned to, etc.



Note: This report is not subject to the 30 page billing cap. You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

C. Judgment Index

This report allows you to search for judgments by case number, party name, or a particular date range. Judgments entered prior to March 3, 2003 may not appear in your search results. When using the report, please keep in mind that the “Status” will be only as accurate as the information which is entered into the system. If a party has not entered information relating to satisfaction of a judgment, it will not appear on the report.

VIII. Utilities

Clicking on Utilities on the main menu bar allows you access to a number of functions.

A. Maintain Your Account

This function is discussed in Section II.B, Changing Your Password. You may change your address, phone and fax numbers as necessary to maintain a good address with the court as required by our Local Rules. However, if you wish to change how your name appears in the system, you should contact one of our Attorney Admission Specialists, Catherine Scaffidi at (410) 962-3293 or Tina Stavrou at (410) 962-3552.

You also have the ability to change your e-mail address, input additional e-mail addresses (your secretary for example), choose whether you want to receive a notification of everything that is filed in your cases as soon as it is filed or if you wish to receive a single daily notice of all activity in your cases, and choose the format of your e-mail notification. Click on [Utilities](#), [Maintain Your Account](#), then [E-mail information....](#)

Primary E-mail Address	Format	Delivery Method	In All Active My Cases	Additional Options
Tina_Stavrou@mdd.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	Yes Hide Options
Secondary E-mail Addresses				
tstavrou@yahoo.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Hide Options

You may then change your e-mail address, add additional email addresses to receive notification that a document has been filed, sign up to receive notification that documents have been filed in cases where you are not counsel of record, choose whether to receive a separate notification of each instance of docket activity in your cases or a single notice of all activity in all of your cases that day, and choose whether the notification is sent in HTML or text format.

Once you have made changes, click on [Return to Account Screen](#), and then [Submit](#).

B. Passwords

1. Oops, I Forgot My Password

If you forget your password call one of our Attorney Admission Specialists, Tina Stavrou at (410) 962-3552 or Catherine Scaffidi at (410) 962-3293. You will be asked for information to verify your identity. You must personally make the call. Passwords will not be reissued at the request of others calling on your behalf. Do not submit another registration form. Your bar number can only be registered once.

2. View Transaction Log

This function allows you to review all documents filed using your login and password during a specified period. It is an easy way to monitor your account to ensure that it is not used without your permission.

3. Change Your PACER Login

If you have a PACER account this option will allow you to change your login. If you wish, you can make it correspond to your CM/ECF login.

C. Legal Research

This option allows you to access on-line medical and legal dictionaries and access Westlaw. This is a pre-packaged option which came with the system. The court does not endorse any particular web sites or on-line services.

D. Mailings

This function is a quick way to check to see which parties in a case are electronically noticed and which are not. It also allows you to generate addresses in a format which can be easily copied to label printing software. Because service of documents is the filer's ultimate responsibility, it is very important that you ensure that all parties in a case who are entitled to notice actually receive it by checking to make sure they are electronically noticed, and if they are not registered for electronic noticing to serve them with a paper copy.

E. Verify a Document

This is a security feature installed to ensure that a document filed electronically has not been tampered with since it was filed.

IX. Troubleshooting

A. Cannot View Document Using Link in E-mail Notification

1. System Prompts to Enter PACER Login and Password

Each e-mail notification that a document has been filed electronically contains a link to the document which you may use one time to view, download and/or print the document without charge. If when you click on that link you are prompted to enter your login and password it means that according to the system you have already had your one time "free look". Certain things will make the system act as if you have accessed the document when in fact, you have not. To avoid this problem, do **not** forward an e-mail notification to another e-mail address, and do **not** open the e-mail and close it without using the link to view, download or print the document.

2. The Link to the Document Does Not Work

Frequently you will receive e-mail notification of docket activity, but will be unable to link to a document. The most common reason for this is that there is **no** electronic document. Many docket entries are made by the court without either a paper or electronic document. Such entries include ones related to court proceedings, entries made to update case or party information, and marginal or paperless orders by a judge. Also, because the e-mail notification is linked to the case management software, e-mail notifications are sent in cases that are exempt from electronic filing. There is no link to the document because it was filed in paper format.

B. System Will Not Allow You to Attach a Document

Occasionally you will try to attach a document, but when you click on Next, you will receive the message: ERROR: Document is not a well-formed PDF document. This means the system is not recognizing your document as a PDF. First, check to make sure that you did not accidentally attach a document in another format. Second, try going back to your word processing version of the document, convert it again, save with a new name and attempt to file it. If this doesn't work, the problem is most likely with your software and you will need to contact your technical support or the software company. If you cannot resolve the problem before a filing deadline, you may want to print the document from your word processing program and scan it. You also may bring a CD with the document on it in Word or WordPerfect format to the court, convert it to PDF on one of the public terminals in the Clerk's Office, and file it from there.

X. Help Desk

Court staff will be available to answer questions Monday through Friday (excluding holidays and days when the court is closed) from 9:00 a.m. to 4:00 p.m. For assistance with northern division cases, you should call the main switchboard at (410) 962-2600. For assistance with southern division cases, you should call (301) 344-0660. Briefly explain your question. If it relates to a pending case, be prepared to reference a case number. If the person answering the phone can answer your question, he or she will do so. If not, your call will be referred to someone who can assist you. Please do not ask for specific staff members unless you have been directed to do so.

XI. Technical Failures

The court will make every effort to post the dates and times the system will be unavailable because of maintenance or upgrades on both its main web site and the electronic filing site.

If you are unable to timely file a document due to technical problems with either the electronic filing system or your own system, you may request an enlargement of time. It will be up to the discretion of the presiding judge whether to grant the request.

XII. Public Access

Any document in a civil case which has been filed electronically may be accessed by registered users of the PACER system. Such documents also will be available for viewing free of charge from public terminals in the Clerk's Office during regular business hours.

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CIVIL CASE OPENING PROCEDURES

CASE OPENING:

Option 1: Opening a Civil Case Electronically

The court is allowing attorneys to open some civil cases electronically. Cases that are excluded and should be filed in the traditional manner are: Sealed, Bankruptcy Appeal, Notice of Removal, Miscellaneous and Prisoner Habeas and Civil Rights cases.

NOTE: If you are filing an emergency matter, you must contact the Clerk's Office before electronically filing the case. Clerk's Office staff will contact the appropriate judge if necessary.

Before you begin instituting your case in CM/ECF, you must first prepare your complaint, any exhibits, summonses, civil cover sheet and your Local Rule 103.3 Corporate Disclosure statement, if applicable. You must convert each document into a separate PDF document. You can find a copy of the Civil Cover sheet under the Forms section on the court's website, www.mdd.uscourts.gov. It is imperative that this form is completed correctly. Information such as Jurisdiction, Cause of Action and Nature of Suit, is used to collect statistical information for the court.

If you do not wish to remit payment online via pay.gov, then you must file your new case in the traditional manner.

Local Rule 501

Civil cases, other than Removals and Prisoner cases, shall be assigned in accordance with the principles set forth in this paragraph, with priority accorded to the first principle that may be applicable.

Cases Involving Government Agencies

Cases in which a Maryland local government is a party shall be assigned to judges sitting in the Division of the court in which the principal office of the agency is located.

Cases involving the United States, the State of Maryland, or one of their agencies and a non-governmental entity residing in Maryland are parties shall be assigned to judges sitting in the Division of the court in which the non-governmental party resides.

Cases Involving Maryland Residents

Cases in which all of the Maryland parties reside in the same Division (a corporation's residence shall be its principal place of business in Maryland) shall be assigned to judges sitting in that Division.

Cases in which the Maryland parties reside in different Divisions of the court shall be assigned to judges sitting in the Division where a majority of the Maryland parties reside, but if there is not a majority resident in either Division, then the case shall be assigned to judges sitting in the Division of the court in which the events described in the Complaint took place.

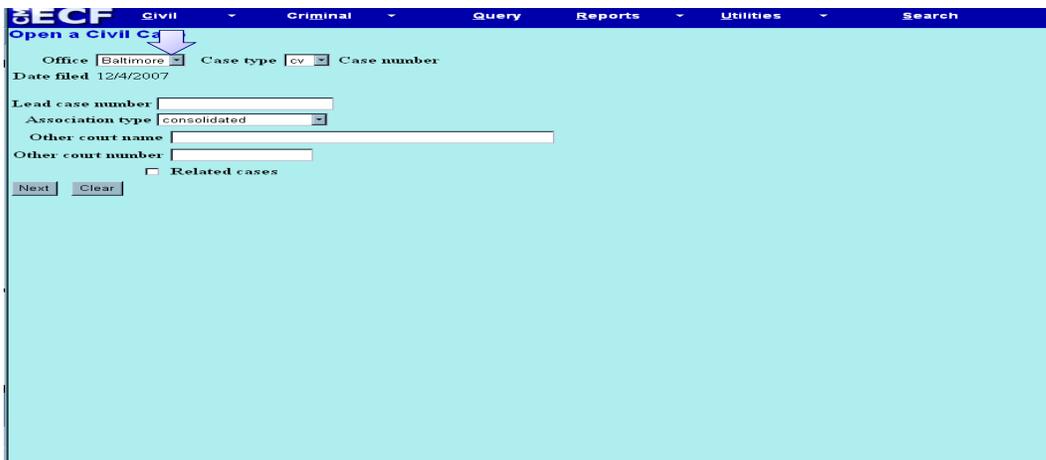
Local Rule 103.1.c

All complaints must include the county of residence of any Maryland parties in the caption. Cases in which no party is a resident of Maryland shall be assigned to judges sitting in the Division where the events allegedly giving rise to the claim(s) set forth in the complaint occurred. For the purpose of remedying any imbalance in caseload, the court may direct that any case be assigned to any judge regardless of the Division where the judge sits.

To begin opening your civil case, log into the CM/ECF system. On the blue menu bar, click on Civil. Under the Civil Events menu select Open Case - Attorney. The next few screens will prompt you to enter information from the Civil Cover sheet.

A. Case Opening Screen

Step 1: Select a divisional office. It is very important that you make the right selection, please refer to the map below for guidance.



Northern Division Counties:

Garrett, Allegany, Washington, Frederick, Carroll, Howard, Baltimore City, Baltimore, Anne Arundel, Harford, Cecil, Kent, Queen Anne, Talbot, Caroline, Dorchester, Somerset, Worcester, Wicomico

Southern Division Counties:

Montgomery, Prince George's, Charles, Calvert, St. Mary's

Step 2: Select the office according to the county in which the parties reside or a corporation's principal place of business. The Clerk's Office will change the divisional office if entered incorrectly, please refer to Local Rule 501 for further guidance.

The following fields are for Court use only, do not change or add any information in these fields:

- . Case type (mc- Miscellaneous Case)
- . Lead case number
- . Association type
- . Other court name
- . Other court number
- . Related Cases

Click on Next.

NOTE: You should not use the browser's Back button during this process. If you make a mistake, it is better to start the process from the beginning by selecting Civil on the main menu bar.

Step 3: The system will now take you to the Open a Civil Case screen.

The screenshot shows the 'Open a Civil Case' screen with the following fields and values:

- Jurisdiction: 3 (Federal Question)
- Cause of action: 0 (No cause code entered)
- Nature of suit: 0 (zero)
- Origin: 1 (Original Proceeding)
- Citizenship plaintiff: (empty)
- Citizenship defendant: (empty)
- Jury demand: n (None)
- Class action: n
- Demand (\$000): (empty)
- Arbitration code: (empty)
- County: Allegany
- Fee status: pd (paid)
- Fee date: 12
- Transfer: (empty)

Jurisdiction:

There are four options. The CM/ECF system defaults to **3(Federal Question)**, however, you may choose from other options: **1 (USA Plaintiff and 2 (USA Defendant) and 4 (Diversity)**.

Note: If you select **4 (Diversity)**, you will be required to complete the Citizenship fields for both Plaintiff and Defendant.

Cause of Action:

From the drop down menu, select the title that best applies to your case.

Nature of Suit:

From the drop down menu select the appropriate Nature of Suit.

Origin Code:

Select the default Origin Code **1 (Original Proceedings)**

Citizenship Fields:

Make the appropriate selection of Citizenship of plaintiff and defendant only if Diversity was selected in the Jurisdiction field.

Jury Demand:

Indication of jury demand on the Civil Cover sheet is not sufficient. The Jury Demand must be requested in the Complaint or filed as a separate PDF document.

Class Action:

This field is for Court Use Only. If this is a Class Action case, the Clerk's Office will make the necessary modifications.

Demand:

Enter dollar amount (in thousands of dollars) being demanded.

Example: \$100,000 = 100 If the demand is greater than \$10,000,000, then enter 9999.

Arbitration Code:

Do not enter any data in this field.

County:

This field is a statistical code for the county of the first listed plaintiff. If the U.S. Government is the plaintiff or if this is a land condemnation case, use the county of residence of the first listed defendant or the location of the tract of land involved.

Fee Status:

Select : pd (Paid) if being paid on-line with this filing or if a check payable to Clerk, U.S. District Court is submitted within 24 hours of your filing.

Select: pend (IFP pending) if submitting a motion to proceed in forma pauperis with filing

Select : wv (waived) is for US Attorney use only

Fee Date:

Do not enter data in this field.

Date Transfer:

Do not enter any data in this field.

Click on Next

Adding Parties

The next step is to enter the parties for your case. Do not fill in any extra information. Even if the system shows available text boxes. Enter the parties in upper and lower case as appropriate. All information added on this screen will be viewable by the public.



Step 1: The system will now display the Search for a party screen. Enter all parties in the case in sequential order as listed in the Complaint. All plaintiffs should be entered first, then followed by all defendants.

- a. If the party is an individual, type the last name of the party and click Search. If a list of names appears and one is an exact match, click on that name and then click Select Name from List. If no list appears or if there is no exact match, click on Create New Party. On the Party Information screen, fill in the last name, first name, middle initial and generation, if applicable. Be sure to select the correct role for the party, i.e. pla for plaintiff or def for defendant. Do not fill in the party's address or any other information on this screen, click Submit.

b. If the party is a business or other entity, type the business name, in the last name field. Do not fill in any other name field other than the last name field. Click Search and follow the search procedures outlined in Step A.

The screenshot shows the ECF search interface. At the top, there is a navigation bar with 'ECF' and menu items: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, there is a section titled 'Search for a party' with three input fields: 'Last/Business Name', 'First Name', and 'Middle Name'. There are 'Search' and 'Clear' buttons below these fields. Underneath, there is a section titled 'Party search results' with a dropdown menu showing a list of names: 'Smith, Bandy', 'Smith, Bernard', 'Smith, Clara', 'Smith, Jane', 'Smith, Jeffrey', and 'Smith, Jessica'. Below the dropdown are two buttons: 'Select name from list' and 'Create new party'.

The party search located several options for our entry of “Smith”.

The screenshot shows the ECF 'Party Information' form for 'Bernard Smith'. The form includes the following fields and options: 'Title', 'Role' (with a dropdown menu set to 'Defendant (off.pty)'), 'Pro se' (with a dropdown menu set to 'No'), 'Prisoner Id', 'Unit', 'Office', 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Zip', 'Country', 'Prison' (with a dropdown menu set to 'Not Associated with Prison'), 'Populate Prison Address Lines' (checkbox), 'Phone', 'Fax', 'Party text', and 'Start date' (set to '12/10/2007'). At the bottom, there are buttons for 'Submit', 'Cancel', and 'Clear', along with a 'Review...' button and a note: 'Add all attorneys, aliases, corporate parents and other affiliates before clicking the Submit button.'

Pro Se: Do not change the designation

Party text: This field will allow you to add descriptive information about the party that is being entered such as, “Individually a Maryland Corporation”, etc. Do not add alias information such as, “Trading As”, “Doing Business As”, etc in this field.

ECF Civil Criminal Query Reports Utilities Search Logout

Party Information
Bandy Smith

Title

Role Pro se

Prisoner Id Unit

Office

Address 1

Address 2

Address 3

City State Zip

County Country

Prison

Phone Fax

Par text

Start date

Add all attorneys, aliases, corporate parents and other affiliates before clicking the Submit button.

Attorney: For each party that you represent, you may select this button to enter your appearance. If the attorney for the defendant is known, you may use this button to enter his/her name or bar number once you have entered the defendant's name. Your login and password constitutes your entry of appearance into the case.

ECF Civil Criminal Query Reports Utilities Search Logout

Attorney Information (Party Smith, Bandy)

alicia shepard Bar Id:Unknown Bar Status:Unknown

Office Unit

Address 1 Address 2

Address 3 City

State Zip

Country Phone

Fax Pro Hac Vice

Start date Lead attorney

Seal Flag Notice

Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party.

Aliases and Corporate Parents: You must add aliases and corporate parent information before you click on Submit. Adding an Alias or Corporate Parent is similar to Searching and Selecting parties or attorneys.

Adding Corporate Parents or other Affiliates:

Step 1: Click on the Add Corporate parents or other affiliates. The system will now

display the Search for a corporate parent or affiliate.

Step 2: Enter the name you wish to search, and click on Search.

Step 3: Highlight the name you wish to add, and click Select name from list. If the system does not display the name you are looking for, click on Create new corporate parent or other affiliate.

Step 4: If the name is for a business, only enter the business name in the Last/Business name field.

Step 5: Select the appropriate Type.

The screenshot shows the ECF system interface for adding a corporate parent or affiliate. The header includes the ECF logo and navigation tabs: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main heading is "Corporate Parent or Other Affiliate Information (Party Smith, Bandy)". The form contains several input fields: "Last/Business name" with "Walmart" entered, "First name", and "Middle name". A "Type" dropdown menu is open, showing "Corporate Parent" selected, "Other Affiliate", and "Corporate Parent" (likely a duplicate or typo). Below the dropdown is a button labeled "Add corporate parent or other affiliate" and a "Clear" button. A note states: "Click the Add alias button to return to the Party screen and submit all information for this party."

Step 6: Click on Add corporate parent or affiliate. To review all of the information that has been entered for this particular party, click on Review. This will give you an opportunity to deselect any incorrect affiliations. If all information is correct, click on Return to Party screen.

The screenshot shows the ECF system interface for reviewing attorneys and aliases. The header is the same as the previous screenshot. The main heading is "Review attorneys and aliases" for "Bandy Smith". Below the heading is a link: "Uncheck to remove from list". There are three sections: "Attorneys added:" with a checked checkbox next to "shepard, alicia"; "Aliases added:" with "None added." below it; and "Corporate parents and other affiliates added:" with a checked checkbox next to "Walmart, (cp)". At the bottom are two buttons: "Return to Party screen" and "Clear".

Adding Aliases:

Step 1: Click on Alias. The system will now display the Search for an alias screen.

Step 2: Enter the name you wish to search, and click Search. Follow the search procedure

outlined in Step A in the Attorney CM/ECF manual.

Step 3: Select the appropriate Type.

ECF Civil Criminal Query Reports Utilities Search Logout

Alias Information (Party Smith, Bandy)

Last/Business name Winnie the Pooh First name

Middle name Generation

Type agent Start date 12/11/2007

Add alias Clear

agent
aka
dba
fdba
fka
nee
obo
other
rpi
ta

Click the Add alias button to return to the Party screen and submit all information for this party.

Step 6: Click on Add alias. Repeat these steps if multiple alias are associated with this particular party. To review all of the information that has been entered for this particular party, click on Review. This will give you an opportunity to deselect any incorrect affiliations. If all information is correct, click on Return to Party screen.

Step 7: If the information entered for this particular party is accurate, click Submit.

Repeat these steps for each party that needs to be added to this case. Once you have completed adding all parties for your case, click on End party selection. The system will now display your case number.

Docketing the Lead Event

Once you click on End Party selection, the system will now prompt you to Docket the Lead Event. By selecting this link, the system will send you to the Complaints and Other Initiating Documents screen.

Step 1: Select the appropriate Complaint event. Click Next

ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

Available Events (click to select an event)

Amended Complaint
Application for Writ of Garnishment
Complaint
Complaint for Forfeiture
Counterclaim
Crossclaim
Fifth Party Complaint
Fourth Party Complaint
Intervenor Complaint
Notice of Condemnation
Notice of Removal
Petition for Writ of Habeas Corpus
Petition to Enforce IRS Summons
Petition to Quash IRS Summons
Third Party Complaint

Selected Event
Complaint

Next Clear

Step 2: The system will display the case number screen, verify the case number, if it is correct, click Next. If this is not the correct case number, enter the correct case number and click on Find this Case. Click Next once you have selected the correct case number.

Step 3: The system will now display the Select the filer screen. Click on the appropriate party that is filing the document. This screen will also give you an opportunity to add additional filing parties if you accidentally forgot to add them earlier. Click on the Add/Create New Party link and add any additional parties to the case. If no other party should be added, click on the appropriate filer of the document and then click on Next.



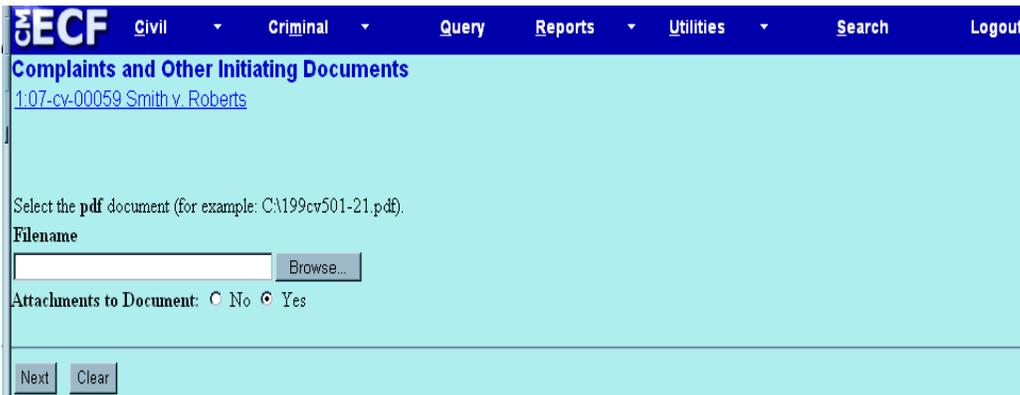
NOTE: If you added additional parties but did not add attorneys to those parties, the system will display the Attorney/Party associations screen. If the association should be created leave all boxes checked and click Next.

Step 4: The system will now ask you to select the party that you are filing the Complaint against. This screen will also give you an opportunity to add additional defendants if you accidentally forgot to add them earlier. Click on the Add/Create New Party link and add any additional parties to the case. If no other party should be added, select the party that this filing is against. You may also select “All Defendants” if applicable. By doing so, “All Defendants” will appear in your docket entry instead of each defendant’s name. To select each defendant’s name, hold down the CTRL key and click on each defendant. Click Next.



Step 5: The next screen allows you to attach your PDF document. You cannot proceed any further until you have attached your document.

Step 6: To select a PDF document you can either enter the path and filename of the document using the .pdf extension in the Filename box, or you can click on the Browse... button to view documents on your computer or network.

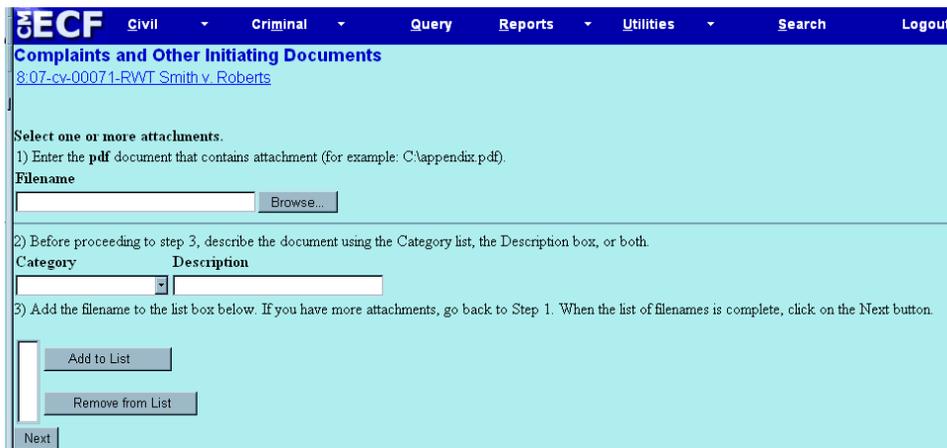


When filing your Complaint your attachments must be in separate pdf files; any other documents that you are filing in this case, must be filed separately, under appropriate event:

- *Civil Cover Sheet
 - *All Exhibits/Attachments to the Complaint
 - *Judicial Summons for the Clerk to issue (if applicable)
- Clicking on the Browse... button will cause the system to display a File Upload screen.
 - Change the Files of type field at the bottom of the box to “All Files (*.*)” or “Acrobat (*.pdf)” so that you can view PDF documents.
 - You can navigate through your directories and folders by clicking on either the down arrow at the right of the Look in box or the up arrow directory icon to the right of the box.
 - Once you have located the PDF document you wish to file, click on it to select it.
 - You can view the document to verify that it is the correct one by right clicking on the file name. This will bring up an Open menu. On this menu, click on Open.
 - This will cause the system to launch Adobe Acrobat Reader and display the contents of the document. Close Acrobat Reader by clicking on the X in the upper right corner. This will return you to the File upload screen.
 - Once you have located the correct document click on Open in the File upload screen. The system will then insert the path and file name in the filename box.

Step 7: Click the Yes radio button to attach your Civil Cover Sheet, Exhibits, and/or Judicial Summonses and then click Next. You will be able to select attachments in the same way you selected the document you are filing.

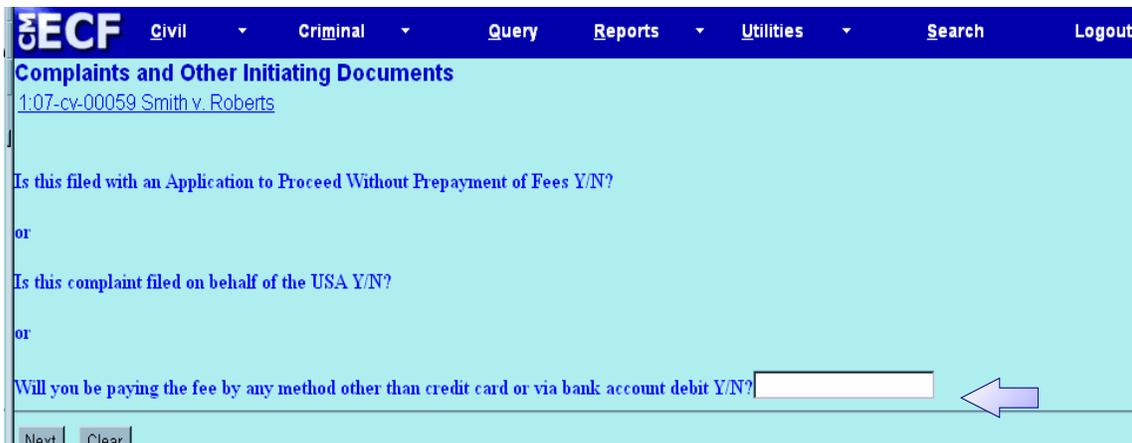
- You must choose a type and/or enter a description of the attachment. This can be useful, especially where there are multiple attachments.
- Then click Add to List.
- You may continue doing this until you have selected all of your attachments. Then click Next.



The screenshot shows the ECF system interface for adding attachments. The header includes the ECF logo and navigation tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main heading is "Complaints and Other Initiating Documents" with a case reference "8:07-cv-00071-RWT Smith v. Roberts". The instructions are: "Select one or more attachments. 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf). Filename [input field] [Browse...]. 2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both. Category [dropdown] Description [input field]. 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button." Below the instructions are buttons for "Add to List", "Remove from List", and "Next".

Step 8: The system will now ask how payment will be made. If you are paying by credit card or check or can answer no to any of the questions, type "N" in the blank field. If you can answer yes to any of the questions, type "Y" in the blank field. Click on Next.

NOTE: If you answer "Y" to any of the questions, the system will automatically direct you to the docket text screen, however, if you answer "N", the system will automatically direct you to the pay.gov screen.



The screenshot shows the ECF system interface for payment questions. The header includes the ECF logo and navigation tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main heading is "Complaints and Other Initiating Documents" with a case reference "1:07-cv-00059 Smith v. Roberts". The questions are: "Is this filed with an Application to Proceed Without Prepayment of Fees Y/N?", "or", "Is this complaint filed on behalf of the USA Y/N?", "or", and "Will you be paying the fee by any method other than credit card or via bank account debit Y/N?". There is an input field for the last question with a blue arrow pointing to it. Below the questions are buttons for "Next" and "Clear".

Step 9: The system now displays the filing fee amount, click Next.

Step 10: The system will take you to the pay.gov screen. You will be able to enter your payment method for this case. Please refer to the pay.gov instructions for more details regarding how to enter your payment method.

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Diners Club, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

:0 26 9 4 6 7 8 3 : : 9 2 4 3 7 6 7 3 9 0 : : 1 2 3 4

Payment Date: 12/12/2007

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Diners Club, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Step 11: Once you have entered your desired payment type, click on the appropriate "Continue with...payment". The system will lead you to the Authorize payment screen, fill in your email address as well as any other email address that you wish to be copied. Click on Submit Payment.

Account Holder Name: alicia shepard
 Payment Amount: \$350.00
 Account Type: Business Checking
 Routing Number: 042000424
 Account Number: ****1212
 Check Number: 300
 Payment Date: 12/12/2007

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

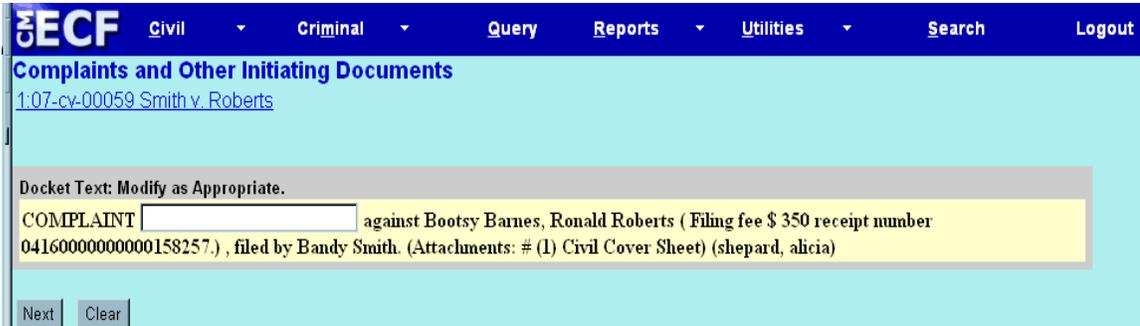
I agree to the authorization and disclosure language. *

an end-user authenticated in compliance with our security procedures may be deemed effective as if made by you even if they are subsequently determined to be unauthorized. Such instructions will be deemed effective, and you may be liable for the amount of such instructions, even though they are not transmitted or authorized by you. If you have authorized us in advance to a payment out of the account, you can stop any of these payments if you contact us sufficiently in advance. In some instances, you can cancel payments yourself online. We may not be able to stop the payment if you do not contact us at least three business days before the payment is scheduled to be made. If you call or e-mail, we may require that we receive your request in writing (by paper and not e-mail) within 14 calendar days. Our liability and that of any agency for any failed or otherwise erroneous transaction cannot exceed the amount of the transaction. We will not be liable for circumstances beyond our control or within your control. For instance, we will not be liable if: (a) Through no fault of ours, there is not enough money in the financial institution account to make the transfer; (b) The service was not working properly and you knew it was not working properly when you started the transfer; (c) You provide us with incorrect financial institution account information or duplicate payment instructions; or (d) Circumstances beyond our control (such as fire, flood, or strike) prevent the transfer, despite reasonable precautions that we have taken. PLEASE BE SURE TO PRINT OUT A COPY OF THIS AUTHORIZATION AND DISCLOSURE LANGUAGE AND KEEP A COPY FOR YOUR RECORDS.

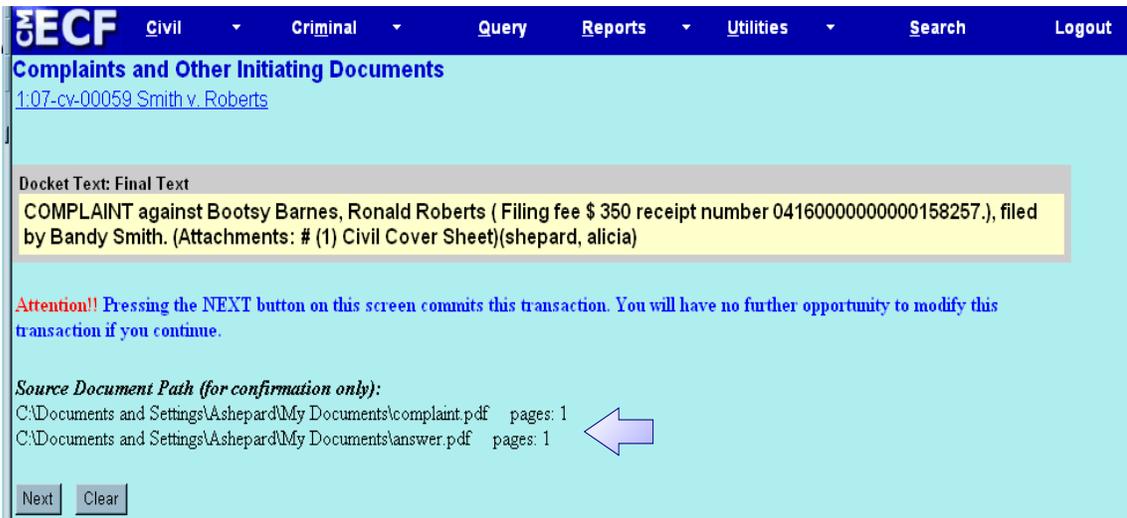
[View Authorization and Disclosure in a separate window.](#)

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

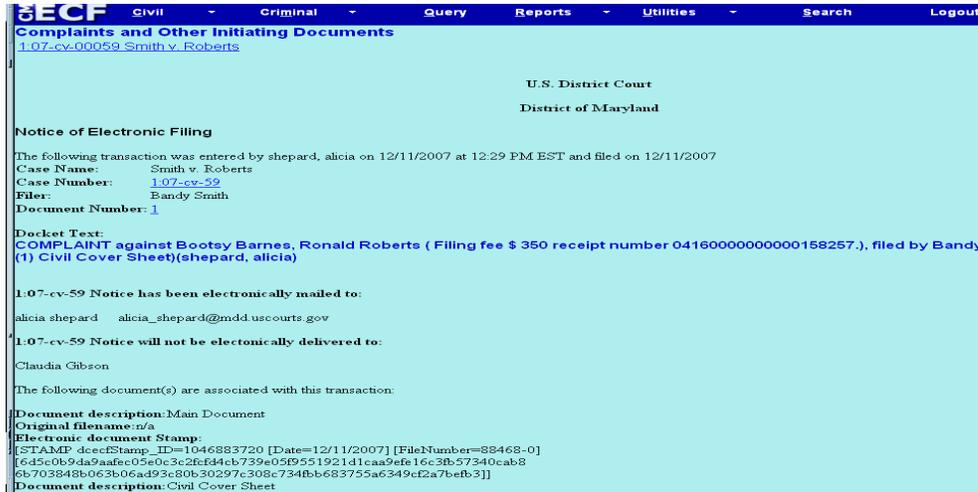
Step 12: The system will take you back to the CM/ECF system and display your Docket text. You may add any additional text in the blank field if needed. Pay.gov automatically updates your docket text with your receipt number and it will show in this preview. Click Next.



Step 13: The system will now display the final version of your docket text, it will also display all of the attachments and documents that you added. If everything is accurate, click Next. If there are any discrepancies, hitting your Back browser button will only allow you to modify your docket entry, you will not be able to attach or detach any other documents to this Complaint. **By clicking next, you are committing to this transaction and there will be no other opportunities to modify. Please contact the Clerk’s Office if you need assistance. Click Next.**



Step 14: The system will now display a notice of electronic filing. This is confirmation the document has been filed. You should save a copy of this notice. You can print a copy by clicking on your browser's print button. You can save an electronic copy by clicking on File and then Save As on your browser's menu bar.



Please keep in mind that once a document is filed, CM/ECF will only allow one opportunity to view and or print the document for each login account free of charge.

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**INSTRUCTIONS FOR PAYING FEES ON-LINE WITH A CREDIT CARD
OR VIA BAK ACCOUNT DEBIT**

Attorneys have the option of paying certain fees on-line with a credit card or via bank account debit. The fees which may be paid on-line are:

Filing fee for a new case (only for those attorneys who have the ability to open their own cases);

Filing fee for a notice of appeal, subsequent notice of appeal, notice of cross appeal, and notice of interlocutory appeal.

Fee for admission *pro hac vice*.

If you do not wish to remit payment online via Pay.gov for filing a new case or for admission pro hac vice, then you must submit your entire filing in the traditional manner.

When you are docketing the complaint or other initiating document, or one of the appeal events listed above you will be prompted to answer a series of questions:

The screenshot shows a web form titled "Appeal Documents" for case "1:06-cv-00181-BEL Zahner v. Snowden". The form has a light blue background and a dark blue header with the ECF logo and navigation links for "Civil", "Criminal", "Query", and "Reports". The questions are:

- Do you have in forma pauperis status for this appeal Y/N?
- or
- Are you requesting in forma pauperis status for this appeal Y/N?
- or
- Are you filing this appeal on behalf of the USA Y/N?
- or
- Will you be paying the fee by any method other than credit card Y/N?

At the bottom of the form are two buttons: "Next" and "Clear".

If you answer Y to any of the questions you will not have the option of paying on-line. If you answer N and click Next you will be taken to the pay.gov web site. Once you reach this site it is strongly recommended that you not click the Back button on your browser. Pay.gov accepts Visa, MasterCard, American Express, Diner's Club and Discover. It also allows for payment via bank account debit.

When the initial pay.gov screen appears the name and address of the attorney whose login is being used in the CM/ECF system will automatically be imported into the billing information screen.

Option 1 allows for payment via bank account debit.

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Diners Club, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$455.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number: 10 26 94 67 63
Account Number: 9 24 37 67 390
Check Number: 1 234

Payment Date: 11/07/2007

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

You will need to choose an account type, enter the routing and account numbers, then retype the account number for verification. You may, but are not required to, enter a check number. Then click on Continue with ACH Payment.

Option 2 allows for payment via credit card.

ECF Civil • Criminal • Query • Reports • Utilities

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$455.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

The name and address of the attorney whose login and password were being used in CM/ECF are automatically imported into the billing information screen. If you are using a firm credit card or one with a different name and/or billing address you will need to change that information. Select the type of credit card you are using. Enter the credit card number, security code and expiration date. Then click on Continue with Plastic Card Payment.

Regardless of which type of payment you choose, the next screen will show a summary of the payment and allows you to enter an email address where confirmation of the transaction may be sent. It is strongly recommended that you enter an email address.

M ECF		
Civil	Criminal	Query
Reports	Utilities	
Online Payment Return to your originating application Step 2: Authorize Payment 1 2		
Payment Summary Edit this information		
Address Information Account Holder Name: Frances Kessler One Church Street, Billing Address: Fifth Fl Billing Address 2: City: State / Province: Zip / Postal Code: 20850 Country: USA	Account Information Card Type: Visa Card Number: *****2222 Expiration Date: 2 / 2007	Payment Information Payment Amount: \$455.00 Transaction Date and Time: 12/28/2006 13:29 EST
Email Confirmation Receipt To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.		
Email Address: <input type="text"/> Confirm Email Address: <input type="text"/> CC: <input type="text"/> <small>Separate multiple email addresses with a comma</small>		
Authorization and Disclosure Required fields are indicated with a red asterisk * I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input type="checkbox"/> * <small>Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.</small>		
<input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/>		

In order for the transaction to go through, you **must** click on the box next to the sentence “I authorize a charge to my card account for the above amount in accordance with my card issuer agreement” or “I agree to the authorization and disclosure language” depending upon the payment method you chose. Then click on Submit Payment. Once the transaction is processed you will be taken back to the CM/ECF site and may finish filing your document.

If you filled in an email address you will receive an email confirmation of the transaction.

```

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.
Your transaction has been successfully completed.

Payment Summary

Application Name: MDD CM ECF
Pay.gov Tracking ID: 3FOA&CIG
Payment Agency Tracking ID: 155232

Cardholder Name: Frances Kessler
Cardholder Address: One Church Street, Fifth Fl
Cardholder Country: USA
Cardholder Zip Code: 20850
Card Type: Visa
Payment Amount: $455.00
Transaction Date: Dec 28, 2006 1:31:18 PM
  
```

Once you are returned to the CM/ECF site, the pay.gov transaction has been completed and your credit card will be billed regardless of whether you finish filing your document. If for any reason you are unable to complete filing the document once the pay.gov transaction has been completed and have to start the filing process over, you will be charged a second fee. To have the first fee removed from your credit card account or bank account you must contact the court. You will need the Agency Tracking ID and Pay.gov Tracking ID from the confirmation email you received as well as the date of the transaction and the name of the attorney whose CM/ECF login and password were used.

Appendix A

CM/ECF Events List - Attorney - CIVIL

Initial Pleadings and Service

Complaints and Other Initiating Documents

Amended Complaint
Application for Writ
Complaint for Forfeiture
Counterclaim
Cross Claim
Fifth Party Complaint
Fourth Party Complaint
Intervenor Complaint
Notice of Condemnation
Notice of Removal
Petition for Writ of Habeas Corpus
Petition to Enforce IRS Summons
Petition to Quash IRS Summons
Third Party Complaint

Service of Process

Acknowledgment of Service
Affidavit of Service
Certificate of Service
Request for Waiver of Service
Service by Publication
Summons Returned Executed
Summons Returned Executed as to USA
Summons Returned Unexecuted
Waiver of Service Executed
Waiver of Service Unexecuted
Writ of Attachment Issued
Writ of Garnishment Executed
Writ of Habeas Corpus ad prosequendum Executed
Writ of Habeas Corpus ad prosequendum Unexecuted
Writ of Habeas Corpus ad testificandum Executed
Writ of Habeas Corpus ad testificandum Unexecuted

Answers to Complaints

Other Answers

Amended Answer to Complaint
Answer to Writ of Garnishment
Claim
Objection to Report and Recommendations
Response in Opposition
Response in Support
Response to Order to Show Cause
Withdrawal of Claim

Motions and Related Filings

Frequently Used Motions

Compel
Default Judgment
Dismiss
Entry of Default
Extension of Time to Complete Discovery
Extension of Time to File Answer
Extension of Time to File Document
Extension of Time to File Response/Reply
Partial Summary Judgment
Summary Judgment

Motions

Alter/Amend Judgment
Alternative Service
Amend/Correct
Appeal In Forma Pauperis
Appear
Appoint Counsel
Appoint Custodian
Appoint Expert
Appoint Guardian/Attorney ad Litem
Appoint Receiver
Approve Consent Judgment
Attorney Fees
Bifurcate
Bond
Certificate of Appealability
Certify Class
Change Venue

Appendix A

CM/ECF Events List - Attorney - CIVIL

Motions (continued)

Compel
Consolidate Cases
Continue
Copy Work
Declaration of Mistrial
Declaratory Judgment
Default Judgment
Deposit Funds
Directed Verdict
Disbursement of Funds
Disclosure
Discovery
Dismiss
Dismiss/Lack of Jurisdiction
Dismiss/Lack of Prosecution
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Enforce
Entry of Default
Expedite
Extension of Time
Extension of Time to Amend
Extension of Time to Complete Discovery
Extension of Time to File Answer
Extension of Time to File Document
Extension of Time to File Response/Reply
File Excess Pages
Forfeiture of Property
In Limine
Intervene
Issuance of Warrant in rem
Joinder
Judgment
Judgment Based on ADR Settlement
Judgment Debtor Exam
Judgment NOV
Judgment as a Matter of Law
Judgment of Forfeiture
Judgment on Partial Findings
Judgment on the Pleadings
Judgment under Rule 54(b)

Motions (continued)

Leave to Appeal
Leave to File Document
Letters Rogatory
Limited Admission
Miscellaneous Relief
More Definite Statement
New Trial
Order of Sale
Other Relief
Partial Summary Judgment
Permanent Injunction
Preliminary Injunction
Pro Hac Vice
Proceed In Forma Pauperis
Produce
Protective Order
Quash
Reassign Case
Reconsideration
Recusal
Release of Bond Obligation
Release of Funds
Remand
Reopen Case
Return of Property
Sanctions
Seal
Seal Case
Seal Motion
Service by Publication
Set Aside
Set Aside Default
Set Aside Forfeiture
Set Aside Judgment
Set Aside Verdict
Settlement
Sever
Shorten Time
Show Cause
Stay
Strike

Appendix A

CM/ECF Events List - Attorney - CIVIL

Substitute Party
Summary Judgment
Take Deposition
Temporary Restraining Order
Transfer Case
Unseal
Unseal Case
Vacate
Voluntary Dismissal
Withdraw
Withdraw Reference
Withdraw as Attorney
Writ of Garnishment
Writ of Habeas Corpus ad prosequendum
Writ of Habeas Corpus ad testificandum
Writ of Mandamus

Responses and Replies

Memorandum
Reply to Response to Motion
Response
Response in Opposition to Motion
Response in Support of Motion
Response to Motion

Other Filings

Notices

Certificate of Counsel
Notice (Other)
Notice Administrative Record
Notice of Acceptance with Offer of Judgment
Notice of Appearance
Notice of Change of Address
Notice of Filing Ex Parte Document
Notice of Lis Pendens
Notice of Settlement
Notice of Voluntary Dismissal

Other Filings (Continued)

Notices (Continued)

Notice of filing of state court discovery material

Notice to Substitute Attorney

Correspondence

Accepting Service
Conference - requesting
Correcting earlier submission
Extension of Time - requesting
Hearing/trial date - requesting
Magistrate Judge - consent to
Miscellaneous
Report re: Deposition Hours
Settlement Conference - requesting
Status Report Submitted
Substantive legal issues - addressing

Trial Documents

Agreement for Jury Verdict
Pretrial Memorandum
Proposed Exhibit List
Proposed Findings of Fact
Proposed Jury Instructions
Proposed Pretrial Order
Proposed Voir Dire
Trial Brief
Witness List

Appeal Documents

Amended Notice of Appeal
Appeal Transcript Request
Appeal of Magistrate Judge Decision to District Court
Appellants Brief
Appellants Reply Brief
Appellees Brief
Designation of Record on Appeal
Notice of Appeal
Notice of Cross Appeal
Notice of Interlocutory Appeal

Other Documents

Affidavit
Amicus Curiae Appearance
Application/Request for Writ

Appendix A

CM/ECF Events List - Attorney - CIVIL

Bill of Cost
Bond
Consent to Magistrate Judge Disposition on
Motion
Final Accounting and Application
Financial Affidavit
Financial Affidavit - CJA 23
Interpleader
Jury Demand
Local Rule
Local Rule 103.3 Disclosure Statement
Notice to Take Deposition
Objections to Answer to Writ
Receivers Financial Report
Report of Expense
Report of Sale
Request for Hearing
Request for Writ (Post Judgment)
Satisfaction of Judgment
Settlement Agreement
Status Report
Stipulation
Stipulation of Dismissal
Suggestion of Bankruptcy
Suggestion of Death
Supplemental
Transcript Request

Appendix A

CM/ECF Alphabetical Events List - Attorney - CIVIL

Acknowledgment of Service - Service of Process	Documents
Affidavit - Other Documents	
Affidavit of Service - Service of Process	Designation of Record on Appeal - Appeal Documents
Agreement for Jury Verdict - Trial Documents	
Amended Answer to Complaint - Other Answers	
Amended Complaint - Complaints and Other Initiating Documents	Extension of Time - requesting - Correspondence
Amicus Curiae Appearance - Other Documents	Fifth Party Complaint - Complaints and Other Initiating Documents
Answer to Writ - Other Answers	Final Accounting and Application - Other Documents
Answers to Complaints - <u>Initial Pleadings and Service</u>	Financial Affidavit - Other Documents
Appeal Documents - <u>Other Filings</u>	Financial Affidavit - CJA 23 - Other Documents
Appeal of Magistrate Judge Decision to District Court	Fourth Party Complaint - Complaints and Other Initiating Documents
-	Frequently Used Motions - <u>Motions and Related Filings</u>
Appeal Documents	Hearing/trial date - requesting - Correspondence
Appeal Transcript Request - Appeal Documents	Interpleader - Other Documents
Appellants Brief - Appeal Documents	Intervenor Complaint - Complaints and Other Initiating Documents
Appellants Reply Brief - Appeal Documents	
Appellees Brief - Appeal Documents	Jury Demand - Other Documents
Application for Writ - Complaints and Other Initiating Documents	Local Rule - Other Documents
Application/Request for Writ - Other Documents	Local Rule 103.3 Disclosure Statement - Other Documents
Bankruptcy Appeal - Complaints and Other Initiating Documents	Magistrate Judge - consent to - Correspondence
Bill of Cost - Other Documents	Memorandum - Responses and Replies
Bond - Other Documents	Miscellaneous - Correspondence
	Motion - Alter/Amend Judgment - Motions
Certificate of Counsel - Notices	Motion - Alternative Service - Motions
Certificate of Service - Service of Process	Motion - Amend/Correct - Motions
Claim - Other Answers	Motion - Appeal In Forma Pauperis - Motions
Complaint for Forfeiture - Complaints and Other Initiating Documents	Motion - Appear - Motions
Complaints and Other Initiating Documents - <u>Initial Pleadings and Service</u>	Motion - Appoint Counsel - Motions
Conference - requesting - Correspondence	Motion - Appoint Custodian - Motions
Consent to Magistrate Judge Disposition on Motion - Other Documents	Motion - Appoint Expert - Motions
Correcting earlier submission - Correspondence	Motion - Appoint Guardian/Attorney ad Litem - Motions
Correspondence - <u>Other Filings</u>	Motion - Appoint Receiver - Motions
Counterclaim - Complaints and Other Initiating Documents	
Cross Claim - Complaints and Other Initiating Documents	

Appendix A

CM/ECF Alphabetical Events List - Attorney - CIVIL

Motion - Approve Consent Judgment - **Motions**
Motion - Attorney Fees - **Motions**
Motion - Bifurcate - **Motions**
Motion - Bond - **Motions**
Motion - Certificate of Appealability - **Motions**
Motion - Certify Class - **Motions**
Motion - Change Venue - **Motions**
Motion - Compel - **Frequently Used Motions & Motions**
Motion - Consolidate Cases - **Motions**
Motion - Continue - **Motions**
Motion - Copy Work - **Motions**
Motion - Declaration of Mistrial - **Motions**
Motion - Declaratory Judgment - **Motions**
Motion - Default Judgment - **Frequently Used Motions & Motions**
Motion - Deposit Funds - **Motions**
Motion - Directed Verdict - **Motions**
Motion - Disbursement of Funds - **Motions**
Motion - Disclosure - **Motions**
Motion - Discovery - **Motions**
Motion - Dismiss - **Frequently Used Motions & Motions**
Motion - Dismiss/Lack of Jurisdiction - **Motions**
Motion - Dismiss/Lack of Prosecution - **Motions**
Motion - Disqualify Counsel - **Motions**
Motion - Disqualify Judge - **Motions**
Motion - Disqualify Juror - **Motions**
Motion - Enforce - **Motions**
Motion - Entry of Default - **Frequently Used Motions & Motions**
Motion - Expedite - **Motions**
Motion - Extension of Time - **Motions**
Motion - Extension of Time to Amend - **Motions**
Motion - Extension of Time to Complete Discovery - **Frequently Used Motions & Motions**
Motion - Extension of Time to File Answer - **Frequently Used Motions & Motions**
Motion - Extension of Time to File Document - **Frequently Used Motions & Motions**
Motion - Extension of Time to File Response/Reply - **Frequently Used Motions & Motions**
Motion - File Excess Pages - **Motions**
Motion - Forfeiture of Property - **Motions**
Motion - In Limine - **Motions**
Motion - Intervene - **Motions**
Motion - Issuance of Warrant in rem - **Motions**
Motion - Joinder - **Motions**
Motion - Judgment - **Motions**
Motion - Judgment - Based on ADR Settlement - **Motions**
Motion - Judgment Debtor Exam - **Motions**
Motion - Judgment NOV - **Motions**
Motion - Judgment as a Matter of Law - **Motions**
Motion - Judgment of Forfeiture - **Motions**
Motion - Judgment on Partial Findings - **Motions**
Motion - Judgment on the Pleadings - **Motions**
Motion - Judgment under Rule 54(b) - **Motions**
Motion - Leave to Appeal - **Motions**
Motion - Leave to File Document - **Motions**
Motion - Letters Rogatory - **Motions**
Motion - Limited Admission - **Motions**
Motion - Miscellaneous Relief - **Motions**
Motion - More Definite Statement - **Motions**
Motion - New Trial - **Motions**
Motion - Order of Sale - **Motions**
Motion - Other Relief - **Motions**
Motion - Partial Summary Judgment - **Frequently Used Motions & Motions**
Motion - Permanent Injunction - **Motions**
Motion - Preliminary Injunction - **Motions**
Motion - Pro Hac Vice - **Motions**
Motion - Proceed In Forma Pauperis - **Motions**
Motion - Produce - **Motions**
Motion - Protective Order - **Motions**
Motion - Quash - **Motions**
Motion - Reassign Case - **Motions**
Motion - Reconsideration - **Motions**
Motion - Recusal - **Motions**
Motion - Release of Bond Obligation - **Motions**
Motion - Release of Funds - **Motions**
Motion - Remand - **Motions**
Motion - Reopen Case - **Motions**
Motion - Return of Property - **Motions**
Motion - Sanctions - **Motions**
Motion - Seal - **Motions**

Appendix A

CM/ECF Alphabetical Events List - Attorney - CIVIL

Motion - Seal Case - **Motions**
Motion - Seal Document - **Motions**
Motion - Service by Publication - **Motions**
Motion - Set Aside - **Motions**
Motion - Set Aside Default - **Motions**
Motion - Set Aside Forfeiture - **Motions**
Motion - Set Aside Judgment - **Motions**
Motion - Set Aside Verdict - **Motions**
Motion - Settlement - **Motions**
Motion - Sever - **Motions**
Motion - Shorten Time - **Motions**
Motion - Show Cause - **Motions**
Motion - Stay - **Motions**
Motion - Strike - **Motions**
Motion - Substitute Party - **Motions**
Motion - Summary Judgment - **Frequently Used Motions & Motions**
Motion - Take Deposition - **Motions**
Motion - Temporary Restraining Order - **Motions**
Motion - Transfer Case - **Motions**
Motion - Unseal - **Motions**
Motion - Unseal Case - **Motions**
Motion - Vacate - **Motions**
Motion - Voluntary Dismissal - **Motions**
Motion - Withdraw - **Motions**
Motion - Withdraw Reference - **Motions**
Motion - Withdraw as Attorney - **Motions**
Motion - For Writ of Garnishment - **Motions**
Motion - Writ of Habeas Corpus ad prosequendum - **Motions**
Motion - Writ of Habeas Corpus ad testificandum - **Motions**
Motion - Writ of Mandamus - **Motions**
Motions - Motions and Related Filings

Notice (Other) - **Notices**
Notice Administrative Record - **Notices**
Notice of Acceptance with Offer of Judgment - **Notices**
Notice of Appeal - **Appeal Documents**
Notice of Appearance - **Notices**
Notice of Change of Address - **Notices**
Notice of Filing Ex Parte Document - **Notices**

Notice of Condemnation - **Complaints and Other Initiating Documents**
Notice of Cross Appeal - **Appeal Documents**
Notice of filing of state court discovery material - **Notices**
Notice of Interlocutory Appeal - **Appeal Documents**
Notice of Lis Pendens - **Notices**
Notice of Removal - **Complaints and Other Initiating Documents**
Notice of Settlement - **Notices**
Notice of Voluntary Dismissal - **Notices**
Notice to Substitute Attorney - **Notices**
Notice to Take Deposition - **Other Documents**
Notices - Other Filings

Objection to Report and Recommendations - **Other Answers**
Objections to Answer to Writ - **Other Documents**
Redacted Document - **Other Documents**
Other Answers - Initial Pleadings and Service
Other Documents - Other Filings

Petition for Writ of Habeas Corpus - **Complaints and Other Initiating Documents**
Petition to Enforce IRS Summons - **Complaints and Other Initiating Documents**
Petition to Quash IRS Summons - **Complaints and Other Initiating Documents**
Pretrial Memorandum - **Trial Documents**
Proposed Exhibit List - **Trial Documents**
Proposed Findings of Fact - **Trial Documents**
Proposed Jury Instructions - **Trial Documents**
Proposed Pretrial Order - **Trial Documents**
Proposed Voir Dire - **Trial Documents**

Receivers Financial Report - **Other Documents**
Reply to Response to Motion - **Responses and Replies**
Report of Expense - **Other Documents**
Report of Sale - **Other Documents**
Report re: Deposition Hours - **Correspondence**
Request for Hearing - **Other Documents**
Request for Waiver of Service - **Service of Process**

Appendix A

CM/ECF Alphabetical Events List - Attorney - CIVIL

Request for Writ (Post Judgment) - **Other Documents**

Response - **Responses and Replies**

Response in Opposition - **Other Answers**

Response in Opposition to Motion - **Responses and Replies**

Response in Support - **Other Answers**

Response in Support of Motion - **Responses and Replies**

Response to Motion - **Responses and Replies**

Response to Order to Show Cause - **Other Answers Responses and Replies - Motions and Related Filings**

Satisfaction of Judgment - **Other Documents**

Service by Publication - **Service of Process**

Service of Process - Initial Pleadings and Service

Settlement Agreement - **Other Documents**

Settlement Conference - requesting -

Correspondence

Status Report - **Other Documents**

Status Report Submitted - **Correspondence**

Stipulation - **Other Documents**

Stipulation of Dismissal - **Other Documents**

Substantive legal issues - addressing -

Correspondence

Suggestion of Bankruptcy - **Other Documents**

Suggestion of Death - **Other Documents**

Summons Returned Executed - **Service of Process**

Summons Returned Executed as to USA - **Service of Process**

Summons Returned Unexecuted - **Service of Process**

Supplemental - **Other Documents**

Third Party Complaint - **Complaints and Other Initiating Documents**

Transcript Request - **Other Documents**

Trial Brief - **Trial Documents**

Witness List - **Trial Documents**

Trial Documents - Other Filings

Waiver of Service Executed - **Service of Process**

Waiver of Service Unexecuted - **Service of Process**

Withdrawal of Claim - **Other Answers**

Writ of Attachment Issued - **Service of Process**

Writ of Garnishment Executed - **Service of Process**

Writ of Habeas Corpus ad prosequendum Executed - **Service of Process**

Writ of Habeas Corpus ad prosequendum Unexecuted - **Service of Process**

Writ of Habeas Corpus ad testificandum Executed - **Service of Process**

Writ of Habeas Corpus ad testificandum Unexecuted - **Service of Process**

Appendix A

CM/ECF Alphabetical Events List - Attorney - CIVIL

/s/

Printed Name

Bar Number

Date

Address

City/State/Zip

Phone No.

Fax No.

Appendix E

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MARYLAND

*

vs.

*

Case No.

*

CERTIFICATE OF SERVICE

I hereby certify that on _____, 2003 a copy of _____

which was electronically filed in this case on _____, 2003, was mailed via first

class mail, postage prepaid, to _____

_____.

_____/s/_____

Printed Name
Bar Number

Address

City/State/Zip

Phone No.
Fax No.