

U.S. DISTRICT COURT FOR THE
EASTERN DISTRICT OF
PENNSYLVANIA



James A. Byrne U.S. Courthouse
Philadelphia, Pennsylvania

Electronic Case Filing System
(ECF)

ATTORNEY USER MANUAL
FOR CRIMINAL CASES

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Electronic Case Filing System

Attorney User's Manual

GETTING STARTED

Introduction

This manual provides instructions for using the Electronic Case Filing (ECF) system to file documents with the Clerk of Court, or to view and retrieve docket sheets and documents for all cases assigned to the system. Users should have a working knowledge of an ECF-compatible web browser and Adobe Acrobat for creating and reading Portable Document Files (PDF).

Help Desk

Call the Court's Information Desk @ 1-866-ECF-4ECF between the hours of ____
8:30 a.m. and 5:00 p.m., Monday through Friday for technical questions or assistance using ECF.

ECF Systems Capabilities

Registered users with an ECF-compatible Web browser and access to the World Wide Web can use the District Court's ECF system to perform the following functions:

- Open the Eastern District of Pennsylvania Court's web page.
- View or download the most recent version of the ECF User's Manual.
- Self-train on a training system comparable to the official "live" system.
- Practice entering pleadings into ECF using a "training" system and database.
- Electronically file pleadings and documents in actual cases.
- View official docket sheets and documents associated with cases.
- View various report for cases that were filed electronically. (e.g. Docket Sheet Report, Calendar Event Report, etc.)

Requirements

Hardware and Software Requirements

The hardware needed to electronically file, view and retrieve case documents are the following:

- A personal computer running a standard operating system such as Microsoft Windows or Macintosh with a 17" Monitor.
- An internet service provider and Web browser. The installed version of ECF is compatible with Netscape Navigator version 4.0 or higher and/or Internet Explorer version 5.5 and at least 56.k modem.

-
- Adobe Acrobat software to convert documents from a word processing format to portable document format (pdf).

*** Note:** A .pdf document **cannot** exceed 20 MB

PACER Registration

ECF users must have a PACER account with the Eastern District of Pennsylvania in order to use the **Query** and **Report** features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center toll free @ 1-800-676-6856 for information or to register for an account. You may also register for PACER online by visiting their web site <http://pacer.psc.uscourts.gov>.

Registering for Access to ECF

Attorneys who require access to the electronic case filing (ECF) system must contact the District Court to obtain a registration form. Attorneys may obtain a copy of the registration form on our website. After processing the properly completed registration form, the Clerk's Office will open a User Account and contact you with your ECF system login and password.

PREPARATION

Setting Up Adobe Acrobat PDF Reader

Users must install Adobe Acrobat or Acrobat Reader in order to view documents that have been electronically filed with the Clerk's Office. Users may need to install the full version of Adobe's Acrobat Software to convert electronic files from their native application format to Portable Document Format (PDF). All new documents prepared for ECF cases must be converted to PDF before entering them into ECF. After installing these products review and follow Adobe's direction for using Acrobat or Acrobat Reader. The latest Adobe Reader software is available free of charge by downloading it from Adobe's website <http://www.adobe.com>.

Portable Document Format (PDF)

Only documents in PDF format may be electronically filed on the ECF system. Be sure to view the PDF formatted document before filing it with the Clerk's Office to ensure that it appears in its entirety and in the proper format.

Viewing a PDF Document

- Open Adobe Acrobat or Acrobat Reader.
- Select **File** on the menu bar and choose **Open** from the drop-down menu.
- Click on the location and file name of the PDF document you wish to view.
- Acrobat loads the file and displays it on your screen. Verify it is the document you wish to send.
- If the displayed document is larger than the screen or contains more than one page, use the scroll bars and buttons to move about within the document.
- Click on the **View** menu to select other options for viewing the document. Choose the option that best suits your viewing needs.

BASICS

User Interactions

Users normally interact with the Electronic Case Filing (ECF) system in three ways.

- Entering information in data fields
- Mouse-clicking on hyperlinks
- Selecting command buttons to direct system activities.

Conventions used in this Manual:

- User data entry is shown enclosed in angle brackets: <data entry>.
- Hyperlinks are displayed in **underlined boldface type**.
- Command buttons appear in **[bracketed boldface type]**.

Incorrectly Filed Documents

A document incorrectly filed in a case may result from: a) posting the wrong PDF file to a docket entry; b) selecting the wrong document type from the menu; or c) entering the wrong case number and not discovering the error before completing the transaction.

If a document has been filed in error contact the Eastern District of Pennsylvania's information desk to request a correction as soon as the error is discovered. Be sure to include the case number and document number for which the correction is being requested. Improper filings will be terminated in the CM/ECF system upon receipt of a praecipe to withdraw. The ECF system will not permit you to make changes to the document(s) or docket entry filed in error once the transaction has been submitted.

Submissions of Stipulations and Proposed Orders

An ECF Filing User who electronically submits a stipulation or proposed order is bound by all signature requirements set forth in Section 9 of the Procedural Order and Rule 11(a) of the Federal Rules of Civil Procedure. Pursuant to Local Rule 7.1 proposed orders should be submitted with the electronic filing as well as e-mailed to ecf_clerksoffice@paed.uscourts.gov.

Service of Documents by Electronic Means and Certificate of Service

When an ECF Filing User electronically files a pleading or other document using the ECF system, a Notice of Electronic Case Filing shall automatically be generated by the system, and shall be sent automatically to all parties entitled to service under the Federal Rules of Civil Procedure and the Local Rules of the Eastern District of Pennsylvania who have consented to electronic service. Electronic service of the Notice of Electronic Case Filing constitutes service of the filed document to all such parties and shall be deemed to satisfy the requirements of Rule 5(b)(2)(D) of the Federal Rules of Civil Procedure.

All documents filed using the ECF system shall contain a Certificate of Service stating that the document has been filed electronically and is available for viewing and downloading from the ECF system. The Certificate of Service must identify the manner in which service on each party was accomplished, including any party who has not consented to electronic service. Parties who have not consented to electronic service are entitled to receive a paper copy of any electronically filed pleading or other document. Service of such paper copy must be made according to the Federal Rules of Civil Procedure and the Local Rules of the Eastern District of Pennsylvania.

Mailing Labels and E-mail Addresses

An ECF Filing User can obtain which parties have consented to electronic service and which parties have not consented to electronic service.

- ▶ Click on the Utilities option on the Blue ECF menu bar. See figure below.



- ▶ ECF opens the Utilities menu. Click on the Mailings... hyperlink. See figure below.



Your Account

[View Your Transaction Log](#)

Edit Data

Miscellaneous

[Legal Research ...](#)

[Mailings...](#)

[Verify a Document](#)

- ▶ ECF opens the Mailings screen. Click on the Mailing Info for a Case hyperlink. See figure below



Mailings

[Mailing Info for a Case](#)

[Mailing Labels by Case](#)

- ▶ ECF opens the Mailing Information for a Case screen which will prompt you to enter the Case Number to view the recipient list. Enter the appropriate case number in the field next to Case Number. See figure on the next page.

Mailing Information for a Case

Enter the case number to view the recipient list.

Case Number:

- ▶ After entering the appropriate case number click on the **[Submit]** button. See figure above.
- ▶ ECF opens the Mailing Information for a Case screen which will display the attorneys and e-mail addresses who are currently on the list to receive e-mail notices for this case and will also list the names and mailing addresses of attorneys who are not on the list to receive e-mail notices for this case. See figure below.

Mailing Information for a Case 2:01-cv-00001

Electronic Mail Notice List

The following are those who are currently on the list to receive e-mail notices for this case.

- **JOHN DOE**
john_doe@aol.com
- **JANE DOE**
jane_doe@aol.com

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

JOHN DOE
1234 WALNUT STREET
PHILADELPHIA, PA 10103

JANE DOE
601 MARKET STREET
SUITE 2609
PHILADELPHIA, PA 19106

Notification of Case Activity

An ECF Registered filing user has the option to add additional e-mail addresses to their ECF account. This will enable the additional e-mail accounts to be notified with the notice of electronic filing when activity on the registered filers case occurs. The attorney who is registering for electronic filing will have to supply their e-mail address on the registration form. Any additional e-mail accounts must be submitted on the Notification of Case Activity Form.

Viewing Transaction Log


This feature, selected from the Utilities menu, will allow you to review all transactions ECF has processed with your login and password. ECF filing users agree to protect the security of their passwords and immediately notify the Clerk of Court by telephone, with said notification confirmed immediately thereafter in writing delivered by e-mail, facsimile or hand-delivery to the attention of the Clerk of Court, if they learn that their password has been compromised.

Attorney User's Manual

You can view or download the most recent version of the ECF Attorney User's Manual (in PDF format) from the District Court's web page. Enter <http://www.paed.uscourts.gov> in your browser's location field, when the Eastern District of Pennsylvania's web page opens, click on the **Electronic Case Filing** hyperlink.

ENTERING THE ECF SYSTEM

This section of the User's Manual provides instructions for entering the Electronic Case Filing (ECF) system. You may enter the system by going to the web page for the U.S. District Court for the Eastern District of Pennsylvania ecf.paed.uscourts.gov. Click on the LIVE ECF Login link to open the login screen. See figure below.



WELCOME

Electronic Case Filing (ECF) Home Page

The United States District Court
Eastern District of Pennsylvania
Office of the Clerk of Court

Select an Option and Click the Go! Button-->

[LIVE ECF Login](#) [TRAINING ECF Login](#)
Access to PACER

| | | |
|--|---|---|
| Civil User Guide Detailed Instructions for Using ECF for Civil Cases Criminal User Guide Detailed Instructions for Using ECF for Criminal Cases | Toll Free Help Line 1-866-ECF-4ECF (1-866-323-4323) Weekdays 8:30 AM to 5:00 PM EST | Tutorial Interactive ECF Lessons |
| General Information Court Information | Registration Form Register to Use ECF Notification Form | Document Types Civil Criminal |
| ECF Procedures Notice, Local Civil Rule 5.1.2 and Local Criminal Rule 1.2 Order, Local Civil Rule 5.1.2 Order, Local Criminal Rule 1.2 | ECF Requirements Hardware/Software Needed to Use ECF | About PDF |

LOGGING IN

ECF Civil • Criminal • Query • Reports • Utilities • Logout

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

In the future an access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. At that time all inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Enter your ECF login and user password in the appropriate data entry fields. It is important to remember that all ECF login names and passwords are case sensitive.

*** Note:** Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password.

Verify that you have entered your ECF login and password correctly. If an error has been made, click on the **[Clear]** button to erase the login and password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

- If the ECF system does not recognize your login and password, it will display the following error message on a new screen. (**Login failed either your login name or key is incorrect.**)
- Click on the browser **[Back]** button and re-enter your correct login and password.

- After ECF accepts your login and password, your monitor will display the Main ECF screen with a **Blue** functional selection menu bar at the top.

***Note:** The date and time *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login. If you believe the date and time of your last login are not correct, or you suspect an unauthorized party is using your login and password, telephone the Court's Information Desk @ 1-866-ECF-4ECF with this information as soon as possible.

Selecting ECF Features



ECF provides the following features that are accessible from the **Blue** menu bar at the top of the opening screen.

- Civil - Selecting Civil to electronically file all civil case pleadings, motions, and other documents.
- Criminal - Selecting Criminal to electronically file all criminal case pleadings, motions, and other documents.
- Query - Query ECF by specific case number or party name to retrieve information and documents that are relevant to the case. You must login to **PACER** before you can query ECF.
- Reports - Choose Reports to retrieve docket sheets, cases-filed reports, calendar events. You must login to **PACER** before you can view an ECF report.
- Utilities - View your personal ECF transaction log in the Utilities area of ECF.
- Logout - Provides the means to gracefully exit from ECF.

CRIMINAL EVENTS FEATURE

Registered filers will use the Criminal Events feature of ECF to electronically self-file and docket with the Clerk's Office a variety of pleadings, motions, and other documents for criminal cases. See the list of ECF documents at the back of this manual. This section of the manual describes the basic steps that you need to take in order to file a single **Motion** with the court. The process is consistent regardless of the event.

General Rules and Manipulations

Manipulating the Screens

Each event screen has two buttons associated with data entry:

- Use the **[Clear]** button to remove **all** characters entered in this screen.
- Use the **[Next]** button or **[Submit]** button to accept entered data and display the next data-entry screen.

Correcting a mistake



Use the **[Back]** button on the Netscape toolbar to retrieve the previous screen to correct date entry errors. Only the Clerk's Office can make changes or corrections to documents that have already been submitted to the court.

Signatures

Document requiring signatures of more than one party must be electronically filed either by (1) submitting a scanned document containing all necessary signatures; (2) representing the consent of the other parties on the document; (3) identifying on the document the parties whose signatures are required and by the submission of a notice of endorsement by the other parties no later than 3 business days after filing, or (4) in any other manner approved by the Court.

Filing a Criminal Indictment

Criminal Indictments shall be filed in hard copy accompanied by **a floppy disk** in PDF format. Drop off the Indictment to the Criminal department at the Clerk's office. The Clerk's office will open your case in ECF, and docket the indictment.

Filing Documents for Criminal Cases

There are eight basic steps for filing a pleading in ECF.

1. Select the type of Criminal Event to file (e.g. specific motion, brief, etc.)
2. Type in the case for which the pleading is being filed.
3. Select the parties for whom the pleading is being filed.
4. Attach the PDF document to file.
5. Add attachments, if any, to the document being filed.
6. Modifying docket text.
7. Submit the pleading to ECF.
8. Notice of Electronic Filing.

1. Select the type of Criminal Event that is being filed.

- Select **Criminal** from the **Blue** menu bar at the top of the ECF screen. See Figure above. The Criminal Event window opens displaying all of the events from which you may choose for your filing. See Figure below. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.
- Click on the **Motions** hyperlink under **Motions and Related Filings**. See figure below.

Criminal Events

Charging Instruments and Pleas
[Plea-Related Documents](#)

Motions and Related Filings
[Motions](#)
[Responses and Replies](#)

Other Filings
[Discovery Documents](#)
[Service of Process](#)
[Notices](#)
[Trial Documents](#)
[Appeal Documents](#)
[Other Documents](#)

2. Locate the Case for which the pleading is being filed.

The **Motions** screen opens with a case number field. Enter the number of the case for which you are filing a motion and click on the [Next] button. See Figure below.

Motions

Case Number
 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

*** Note:** ECF defaults to the last case number from which you worked. *Ensure the proper case number is entered in this field to avoid filing your pleading to the wrong case.*

- If you submit a case number that is formatted incorrectly, ECF will prompt an error message advising you of the correct format for entering the case number.
- Click [OK] to acknowledge and close the error message. Click the [Clear] button on the **Motions** screen and re-enter the case number in the correct format.
- Click on the [Next] button.

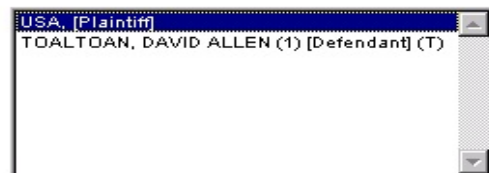
3. Select the Parties for whom the document is being filed.

ECF opens a new screen with a list of parties in the case you selected. See figure on the next page. Highlight the name of the party for whom you are filing the motion. Click on the [Next] button.

[2:01-cr-00700 USA v. TOALTOAN](#)

Select the filer.

Select the Party:




(T) indicates a terminated party

Next Clear

ECF will open a new **Motions** screen which will display the motion selection field with a scroll bar next to it. See Figure below. Scroll through the menu until you find the type of motion or application you wish to file. For demonstration purposes, highlight **Dismiss** and click on the [Next] button.

Motions

[2:01-cr-00700 USA v. TOALTOAN](#)



Tip: Type the first letter of the title of your pleading. ECF will scroll within the picklist to the first pleading whose title begins with the letter you typed.

Next Clear

***Note:** To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple reliefs.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename



Attachments to Document: ☒ No ☐ Yes

Next Clear

4. Attach the PDF document to file.

ECF accepts the party or parties you selected and opens a new **Motions** screen which will allow you to attach the PDF file to the document. See figure below.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

 Browse...

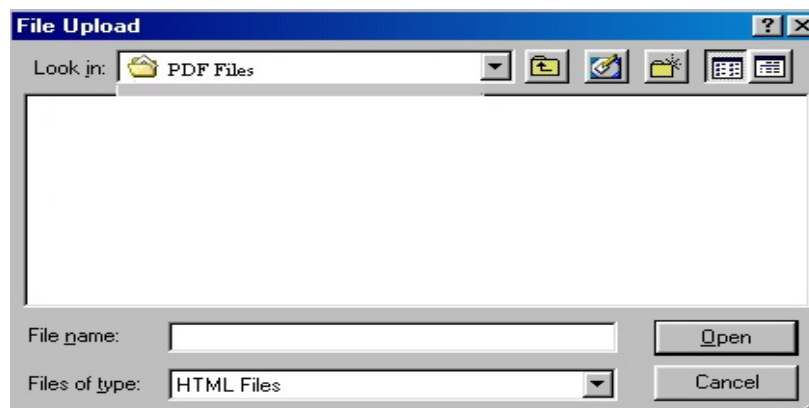
Attachments to Document: ☒ No ☐ Yes

Next

Clear

***Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format. If you do not attach a PDF document ECF will not accept the document and will not allow you to continue filing your pleading.

- Click on the **[Browse]** button. As shown in the figure above.



- Change **Files of type** from:

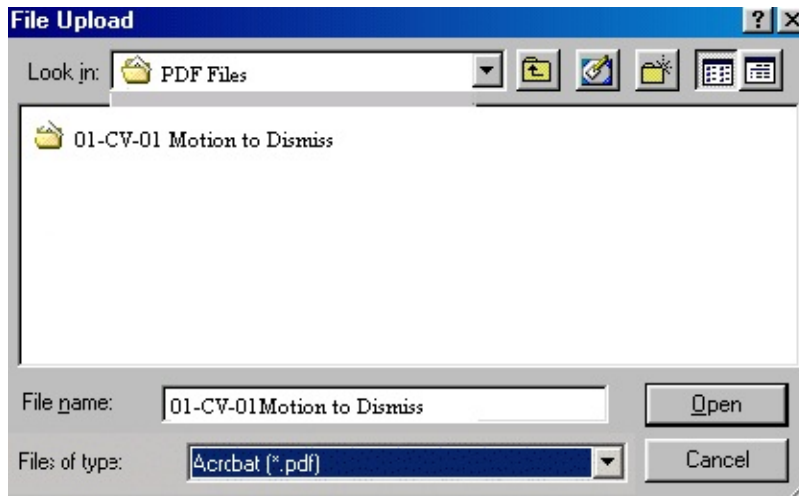
Files of type:

to:

Files of type:

- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF. See the figure on the next page.

*** Note:** In order to verify that you have selected the correct document right click on the mouse button on the highlighted file menu to open a quick menu and left click on the mouse on **Open**. Adobe Acrobat or Acrobat reader will launch and open the PDF document that you have selected. You should view the document to verify that it is the correct document and all of the pages are present.



***Note:** Ensure that the highlighted file name appears in the **File name** field as shown in the above figure. It is suggested that you choose a name for the document file that indicates the case number and title of the pleading.

- Click on the **[Open]** button from the screen shown above. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen shown below.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

C:\My Documents\PDF Files\01-700

Browse...

Attachments to Document: ☒ No ☐ Yes

Next

Clear

- If there are no attachments to the motion, click on the **[Next]** button.

5. Adding Attachments to documents being filed.

If you acknowledge the need to attach documents to your motion during the previous step, a new **Motions** screen appears as shown in the figure on the next page.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

| Type | Description |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

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.

| | |
|-------------------------------------|---|
| <input type="text"/> | <input type="button" value="Add to List"/> |
| | <input type="button" value="Remove from List"/> |
| <input type="button" value="Next"/> | |

- Click on the **[Browse]** button to search for the document file name of the attachment.
- Next to the **Type** field, click on the down arrow and ECF opens a drop down menu of acceptable choices. Highlight the type of attachment from the display selection.
- To describe the attachment in more detail, click in the **Description** box and type the description of the attachment. (e.g. Exhibit- A, Appendix-I, etc.) See figure below.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

| Type | Description |
|--------------------------------------|---------------------------------------|
| <input type="text" value="Exhibit"/> | <input type="text" value="A-1; A-2"/> |

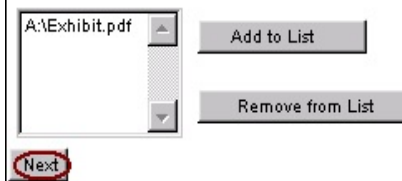
3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete click on the Next button.

| | |
|-------------------------------------|---|
| <input type="text"/> | <input type="button" value="Add to List"/> |
| | <input type="button" value="Remove from List"/> |
| <input type="button" value="Next"/> | |

- Click on the **[Add to List]** button.

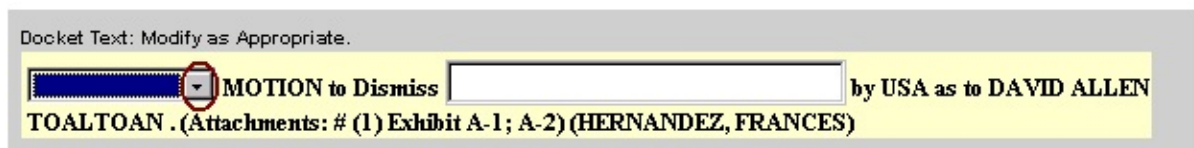
ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document in section 3) of the ECF screen. See figure on the next page.

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.



- Repeat the previous steps for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on the [Next] button.

6. Modifying Docket Text



Click on the down button to open a pick list of acceptable choices. Select the correct type of motion you are filing. See figure above.



- Click on the field next to the motion and relief which will allow you to type additional text for the description of the pleading that you wish to appear on the docket sheet. See figure on the next page.

Docket Text: Modify as Appropriate.

First MOTION to Dismiss INDICTMENT filed by STEVE SONNIE .
 (Attachments: # (1)) (attorney1,)

7. Submit the pleading to ECF.

- Click on the [Next] button.
- A new **Motions** window appears with the complete text for the docket sheet and an **Attention!!!** message informing you that by clicking on the [Next] button you will have no further opportunity to modify this entry. See figure below.

Docket Text: Final Text

First MOTION to Dismiss *PURSUANT TO LOCAL RULE 41.B* by USA as to DAVID ALLEN TOALTOAN.
 (Attachments: # (1) Exhibit A-1; A-2)(HERNANDEZ, FRANCES)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

- Review the docket text to ensure there are no errors. If you need to modify the data click on the [Back] button on the Netscape toolbar to find the screen you wish to alter. See figure below.



- Click on the [Next] button to file and docket the pleading.

8. Notice of Electronic Filing.

ECF opens a new **Motions** screen which displays an ECF filing receipt. See figure on the next page.

Welcome To
Case Management/Electronic Case Filing (CM/ECF)

Notice of Electronic Filing

The following transaction was received from HERNANDEZ, FRANCES entered on 1/21/2003 at 11:25 AM EST and filed on 1/21/2003

Case Name: USA v. TOALTOAN

Case Number: [2:01-cr-700](#)

Filer: USA

WARNING: CASE CLOSED on 05/29/2002

Document Number: [18](#)

Docket Text:

First MOTION to Dismiss *PURSUANT TO LOCAL RULE 41.B* by USA as to DAVID ALLEN TOALTOAN. (Attachments: # (1) Exhibit A-A-2)(HERNANDEZ, FRANCES)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1001600548 [Date=1/21/2003] [FileNumber=76572-0]
[5d9ea1deff1691f43ce809519c5a46e3f09ee4b764aab8eef2bc10751bda4db7a0434
482f3bffd7c0752974c93ae936433edb0fe9ba99d02bclafdf57bbffd7e6c]]

Document description:Exhibit A-1; A-2

Original filename:n/a

Electronic document Stamp:

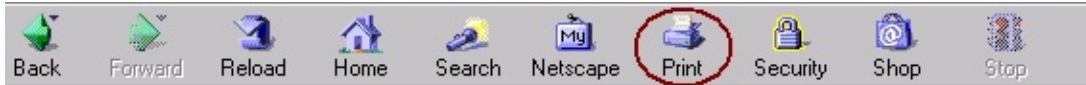
[STAMP dcecfStamp_ID=1001600548 [Date=1/21/2003] [FileNumber=76572-1]
[c310fc77203637f38c957b09bc5aa0b9163fed56ed6b52d4480c66de63d48aa596859
bfa4112fa580a4eaa7c56e1106473ba2c99d8d872561b57f9c7df7db1da]]

2:01-cr-700-1 Notice will be electronically mailed to:

2:01-cr-700-1 Notice will not be electronically mailed to:

DEFENDER ASSOCIATION OF PHILADELPHIA
THE CURTIS CENTER BUILDING
SUITE 540 WEST
INDEPENDENCE SQUARE WEST
PHILADELPHIA, PA 19106
U.S. ATTORNEY'S OFFICE
615 CHESTNUT STREET
PHILADELPHIA, PA 19106

- The screen on the previous page provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the document number that was assigned to your pleading. You should note this number on the documents PDF file.
- Click on the **[Print]** button on the Netscape toolbar to print Notice of Electronic Filing. See figure below.



- Select **file** from the menu bar, and choose **Save frame as** from the pick list to save the receipt to a file on the hard drive of your computer.

***Note:** It is recommended that you copy the notice of electronic filing to a file on your computer hard drive or on a disk for further access. It is also recommended that you print the notice and retain a hard copy in your personal files.

- When an ECF Filing User electronically files a pleading or other document using the ECF system, a Notice of Electronic Case Filing is automatically generated by the system, and is sent automatically to all parties entitled to service under the Federal Rules of Civil Procedure and the Local Rules of the Eastern District of Pennsylvania who have consented to electronic service. Electronic service of the Notice of Electronic Case Filing constitutes service of the filed document to all such parties and shall be deemed to satisfy the requirements of Rule 5(b)(2)(D) of the Federal Rules of Civil Procedure.

All documents filed using the ECF system shall contain a Certificate of Service stating that the document has been filed electronically and is available for viewing and downloading from the ECF system. The Certificate of Service must identify the manner in which service on each party was accomplished, including any party who has not consented to electronic service.

Parties who have not consented to electronic service are entitled to receive a paper copy of any electronically filed pleading or other document. Service of such paper copy must be made according to the Federal Rules of Civil Procedure and the Local Rules of the Eastern District of Pennsylvania.

Email notification of documents that were filed.

Individuals who receive electronic notification of a filing are permitted “**one free look**” at the document by clicking on the associated hyperlink document number on the **Notice of Electronic Filing**. It is recommended that the recipient save and/or copy the document to their hard drive for future access. Subsequent retrieval of the docket sheet and pleading from **CM/ECF** must be made through your **PACER** account and is subject to regular **PACER** fees.

FILING OTHER TYPES OF DOCUMENTS

Registered users who wish to file a document other than a motion should make the appropriate selection from the **Criminal Events** menu. The process for other filings is very similar to what has been described in this manual for filing a motion.

QUERY FEATURE

Registered participants should use this feature to query the Electronic Case Filing (ECF) system for a specific case information. To enter the Query mode, click on **Query** from the **Blue** ECF menu bar. See figure below.



ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database. See figure below.

The image shows a 'PACER Login' screen. It has a light gray background. At the top left is a yellow box titled 'Authentication'. Inside this box are three input fields: 'Login:', 'Password:', and 'Client code:'. Below the yellow box is a checkbox labeled 'Make this my default PACER login'. At the bottom of the screen are two buttons: 'Login' (circled in red) and 'Reset'.

*** Note:** Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view and print certain documents.

The image shows a 'Query' screen. At the top left is the word 'Query' in blue. Below it is a yellow box titled 'Search Clues'. Inside this box are several search criteria: 'Case Number' with an input field and examples '(Examples: 99-500, 1:99cv500)'; 'Filed Date' with two input fields and 'to' between them; 'Last Entry Date' with two input fields and 'to' between them; 'Nature of Suit' with a dropdown menu showing '0 (zero)', '110 (Insurance)', and '120 (Contract: Marine)'; 'Last Name' with an input field and examples '(Examples: Desoto, Des*t)'; 'First Name' with an input field; 'Middle Name' with an input field; and 'Type' with a dropdown menu. To the right of the yellow box is a large gray rectangular area. At the bottom of the screen are two buttons: 'Run Query' (circled in red) and 'Clear'.

ECF opens a query data entry screen as shown in the figure below.

If you know the number that has been assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button. Also, you may query the ECF database by the name of the party or an attorney to the case. Enter the last name of the party in the last name field as shown in the figure on the previous page.

If the individual is a party to more than one case, ECF will open a screen listing all of the party names or attorney names. Click on the hyperlink of the appropriate person you wish to query. See figure below.

Select A Person

There were 6 matching persons.

| | |
|--------------------------------------|-------|
| SMITH, ALYSSA BRIANA | (pty) |
| SMITH, JOHN JOSEPH | (pty) |
| SMITH, RAY | (pty) |
| SMITH, ROBBIE | (pty) |
| SMITH, ROBBIE | (pty) |
| SMITH, ROBERT | (pty) |

After selecting the person or case number you wish to query, ECF opens a **Query** window which will list all of the cases the party you selected is involving. Click on the hyperlink for the appropriate case you wish to query. See figure below.

Select A Case

This person is a party in 3 cases.

| | | |
|-------------------------------|--------------|----------------|
| 2:00-cr-00131 | USA | filed 02/07/00 |
| 2:00-mj-00121 | USA v. SMITH | filed 01/11/00 |
| 2:01-mj-00425 | USA v. SMITH | filed 04/01/01 |

At the top of the **Query** window, ECF displays the case number, parties to the case, presiding Judge, **Date filed**, and **Date of last filing for the case**. You may choose specific case information from the list of **Query** options by clicking on the appropriate hyperlink on the screen shown on the next page.

Query

| | |
|---|------------------------------|
| Alias | Speedy Trial |
| Associated Cases | Status |
| Attorney | |
| Calendar - Monthly... | |
| Case Summary | |
| Deadlines/Hearings... | |
| Docket Report ... | |
| Filers | |
| History/Documents... | |
| Judge | |
| Party | |
| Motions Report... | |
| Related Transactions... | |

You may click on the appropriate hyperlink you wish to **Query** for the specific party and/or case number. ECF will open an information screen for the hyperlink you selected. The process to **Query** each selection is very similar. Continue to follow the steps outlined above.

REPORTS FEATURE

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the **Blue** ECF menu bar, ECF opens the **Reports** screen displaying hyperlinks as shown on the figure below.



ECF opens the PACER Login screen. You must enter your PACER login and password before ECF permits you to query the ECF database. See figure below.

A screenshot of the 'Authentication' screen. It has a yellow background with a grey border. There are three input fields: 'Login:', 'Password:', and 'Client code:'. Below the fields is a checkbox labeled 'Make this my default PACER login'. At the bottom are two buttons: 'Login' (circled in red) and 'Reset'.

*** Note:** Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view and print certain documents.

If you click on the **Docket Sheet** hyperlink and ECF will open a **Docket Sheet** report query window shown in the figure below.

Docket Sheet

A screenshot of the 'Docket Sheet' report query window. It has a white background with a grey border. At the top is a 'Case number' field with the text '2-00-cr-131'. Below it are two radio buttons: 'Filed' (selected) and 'Entered'. To the right of 'Entered' are two empty input fields separated by a 'to' label. Below that is a 'Documents' field with two empty input fields separated by a 'to' label. There are three checkboxes: 'Public docket' (unchecked), 'Include terminated parties' (checked), 'Include links to Notice of Electronic Filing' (checked), and 'Include List of Parties and Counsel' (checked). Below the checkboxes is a 'Sort by' dropdown menu with 'Oldest date first' selected. At the bottom are two buttons: 'Run Report' (circled in red) and 'Clear'.

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature. Enter the case number for your docket sheet in the **Case Number** field. Enter the remainder of the information in the data entry fields (optional) and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. If you do not need a complete docket sheet, you can narrow the query using the date fields. ECF also offers various sorting options from the **Docket Sheet** query screen.

The process to run a report for each selection is very similar. Continue to follow the steps outlined in this section of the manual.

UTILITIES FEATURE

The **Utilities** feature provides the means for registered users to maintain their ECF account and to view all of their ECF transactions. This section of ECF provides you the capability to maintain certain aspects of your ECF account with the court. The figure below displays the screen for the ECF **Utilities** feature.

ECF Civil • Criminal • Query • Reports • **Utilities** • Logout

Utilities

Your Account
[View Your Transaction Log](#)

Edit Data

Miscellaneous
[Legal Research ...](#)
[Mailings...](#)
[Verify a Document](#)

View Your Transaction Log

From the **Utilities** feature of the *Blue* ECF menu bar, click on the **View Your Transaction Log** hyperlink. ECF opens a screen with two fields to Enter the Date Selection Criteria for the Transaction Log Report. Enter the date range you wish to query and click on the **[Submit]** button. See Figure below.

View Transaction Log

Enter the Date Selection Criteria for the Transaction Log Report

Start Date: 04/17/2002 End Date: 04/19/2002

Submit Clear

ECF displays a report of all your transactions in ECF within the date range you specify for Date Selection Criteria. See figure on the next page for a sample Transaction Log Report.

Transaction Log
Report Period: 04/02/2003 - 04/02/2003

| Id | Date | Case Number | Text |
|-----------|---------------------|--------------------|---|
| 161978 | 04/02/2003 09:57:29 | 2-00-cr-131-1 | First MOTION to Dismiss <i>Indictment</i> by USA as to JOHN JOSEPH SMITH. (attorney1,) |
| 161980 | 04/02/2003 09:59:17 | 2-00-cr-131-1 | RESPONSE in Support by USA as to JOHN JOSEPH SMITH re [24] First MOTION to Dismiss <i>Indictment Memorandum, Certificate of Service</i> filed by USA (attorney1,) |

Total Number of Transactions: 2

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you enter are reflected in the Transaction Log.
- no unauthorized individuals have entered transactions into ECF using your login name and password.

Miscellaneous

ECF provides three **Miscellaneous** functions within **Utilities** feature of the system.

- **Legal Research**
- **Mailings**
- **Verify a Document**

When you click on the **Legal Research** hyperlink from the **Miscellaneous** menu, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary and Westlaw via the Internet.

When you click on the **Mailings** hyperlink a new screen opens for making or requesting mailings from ECF.

When you click on the **Verify a Document** hyperlink a new screen opens which will prompt you to enter a case number and to Specify the number of the docket entry containing the document to be verified. Click on the **[Next]** button to verify that the document exists.

LOGGING OUT

Click on **Logout** from the **Blue** ECF menu bar. ECF will log you out of this system and return you to the ECF Login screen.

