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).
- A scanner to convert paper documents to digital format for electronic transfer to the court (diskette) or to enter electronically into ECF. Use a scanner **ONLY** if you **cannot** electronically prepare your documents.

> *** Note:** A .pdf document **cannot** exceed 3.5 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. A copy of the registration form is included as an attachment to the ECF Attorney User's Manual. Applicants should return the completed registration form to the Clerk's Office, U.S. District Court, Eastern District of Pennsylvania, Room 2609, 601 Market Street, Philadelphia, PA 19106-1797 for processing. 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.

Registered users can visit a training version on the courts website ecf.paed.uscourts.gov to practice ECF activities. We strongly recommend that registered users practice in the "training" ECF database before filing documents in the "live" ECF database.

> *** Note:** The Clerk's Office issues a different set of logins and passwords for the "training" and "live" ECF systems.

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 or transmitting to the court. 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.

Converting Electronic Documents to PDF Format

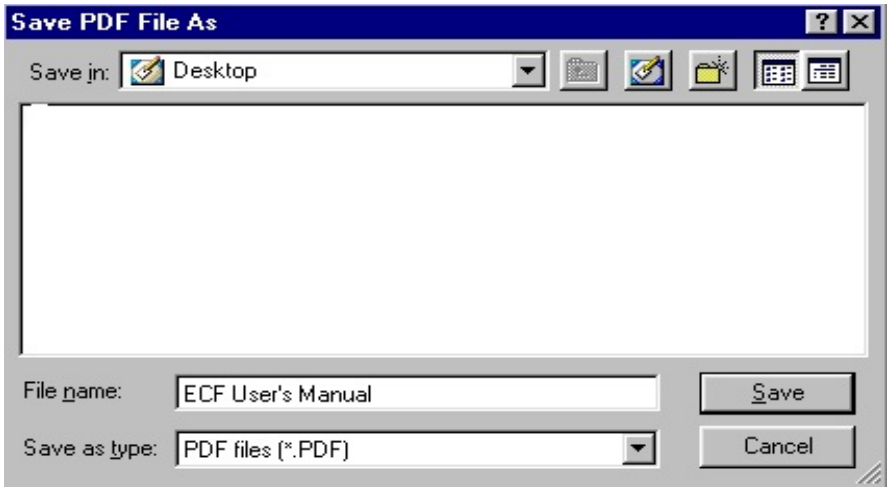
You must convert all of your documents from their native application to PDF format before submitting the documents to the Clerk's Office through it's Electronic Case Filing (ECF) system. The conversion process requires Adobe Acrobat or Word Perfect 9 word-processing application with its built-in PDF conversion capabilities.

From Word Perfect Version 9

- Open the document in WP9.
- From the menu bar, click on ***File*** and from the drop-down menu select ***Publish to PDF***.
- Save the files as a PDF file, giving it a .pdf extension.
- The file is now in Adobe PDF format under the newly designated name. The original document remains in WP9 format with its original file name.

For all other versions of Word Perfect, all versions of Microsoft Word, all Microsoft Office products, and other Adobe Acrobat-supported software applications

- Install Adobe Acrobat on your computer.
- Open the document you wish to convert.
- Select ***Print*** from the menu bar. Within the ***Current Printer*** field of the ***Printer*** window, select the option to change the selected printer. A drop down menu opens and a list of printer choices is displayed.
- ***Select Acrobat Distiller.***
- Click **OK** to "print" the file. Instead of the file printing to your printer, the following window opens. See figure below.



- Name the document, verify the "saved file type" is .pdf, and click on the **[Save]** button.
- Your document is now saved as a PDF file and will be uploaded to ECF later in the filing process.

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 electronically submitting stipulations or proposed order which may require a judge's signature must promptly deliver on computer disk or e-mail in WordPerfect format the stipulation or proposed order to the Clerk of Court for delivery to the judge unless the judge orders otherwise. 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 in WordPerfect format 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.

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

- 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.

- 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 see Attachment B. Any additional e-mail accounts must be submitted on the Notification of Case Activity Form, see Attachment D.

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.

LOGGING IN

CM 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

Login Reset

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.

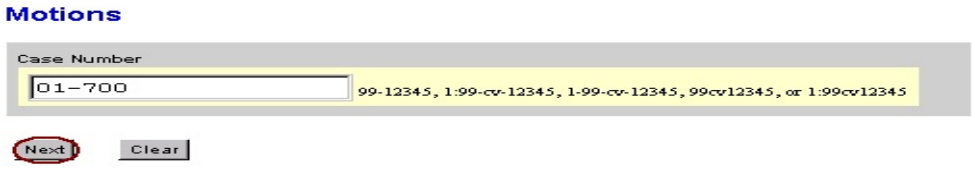
1. Select the type of Criminal Event that is being filed.

- 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.

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.



*** 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.***

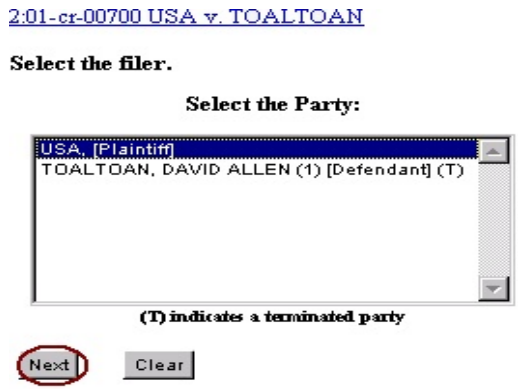
- If you submit a case number that is formatted incorrectly, ECF will prompt an error message advising you of the correct format for entering the case number.

- 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.

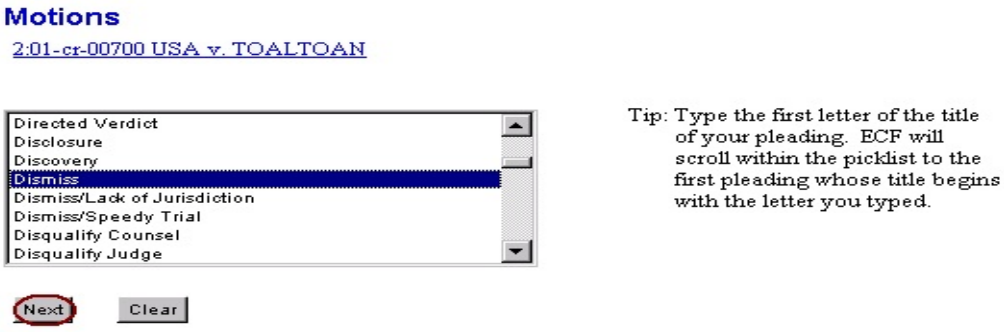
- Click on the **[Next]** button.

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

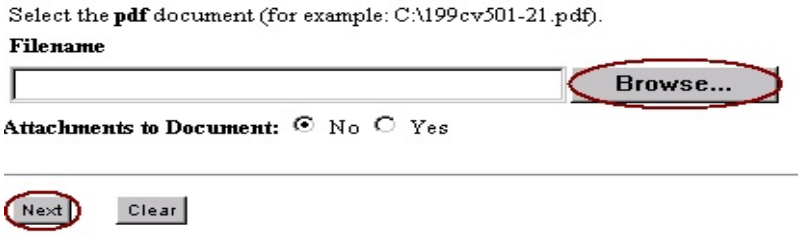
ECF opens a new screen with a list of parties in the case you selected. See figure on the next page. Highlight the name of the party for whom you are filing the motion. Click on the **[Next]** button.



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.

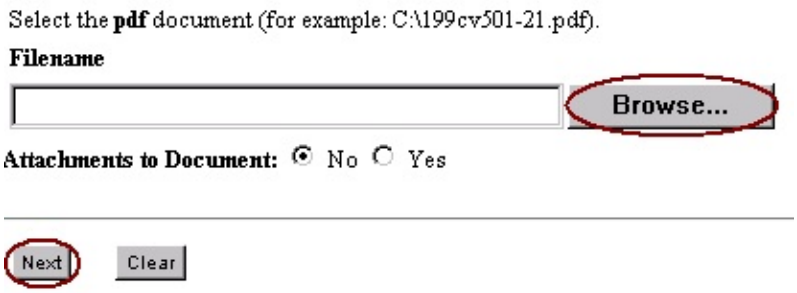


***Note:** To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple reliefs.



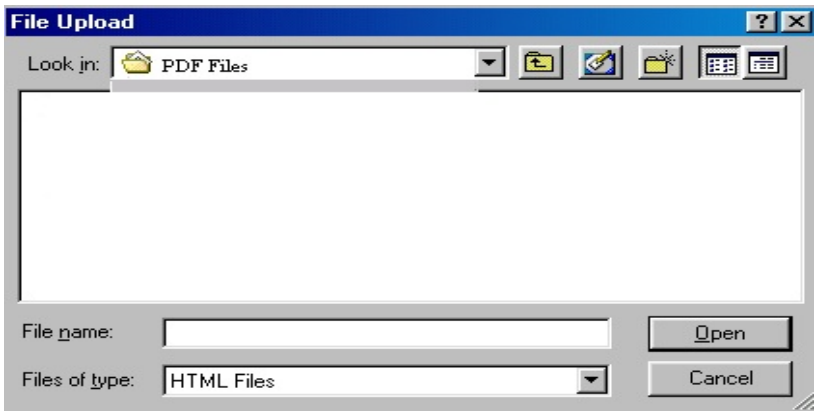
4. Attach the PDF document to file.

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.



> ***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.

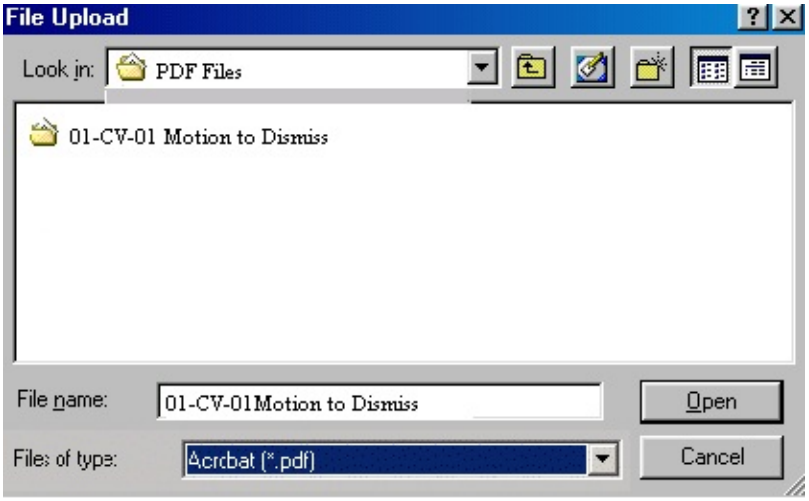


- Change **Files of type** from:

to:

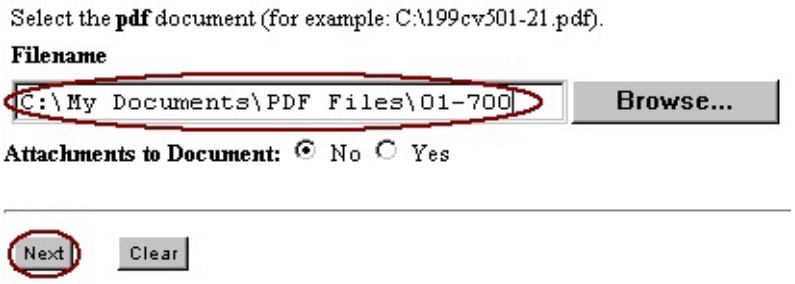
- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF. See the figure on the next page.

*** 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.

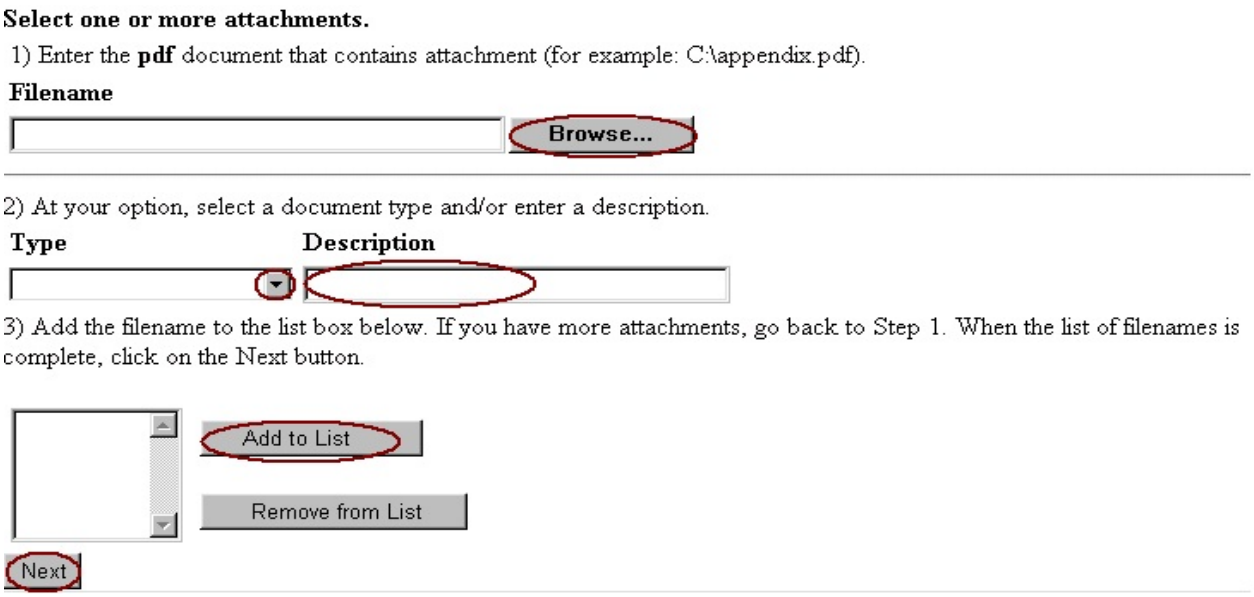
- Click on the **[Open]** button from the screen shown above. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen shown below.



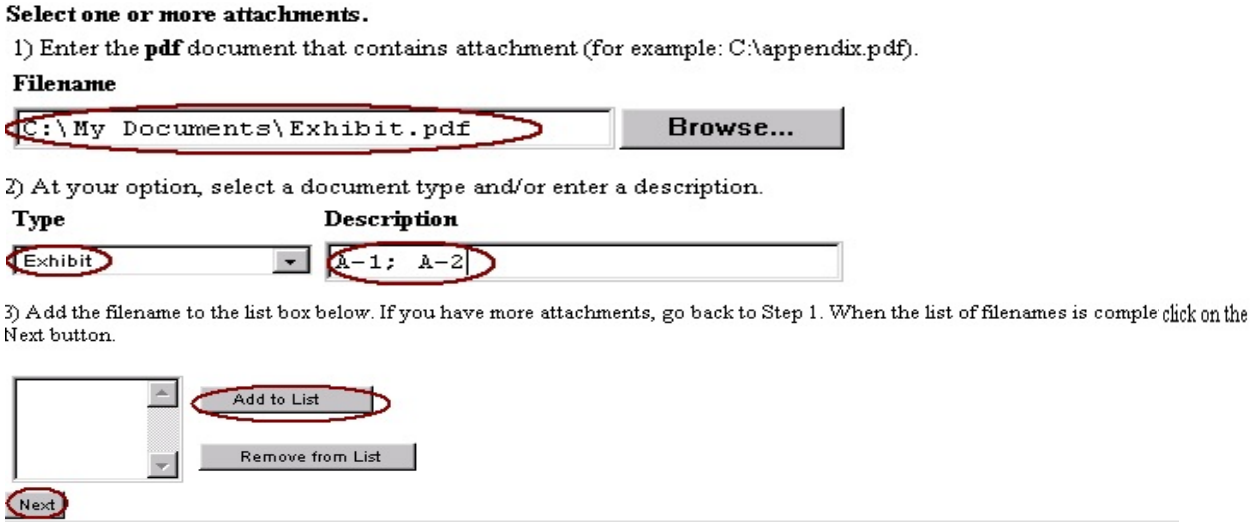
- If there are no attachments to the motion, click on the **[Next]** button.

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.

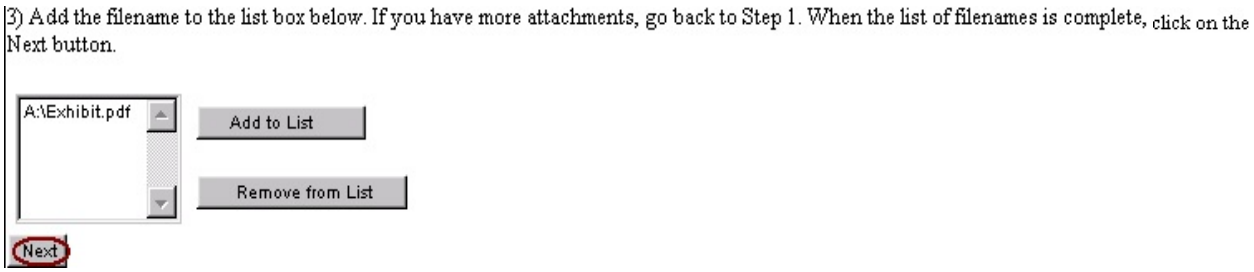


- Click on the **[Browse]** button to search for the document file name of the attachment.
- Next to the **Type** field, click on the down arrow and ECF opens a drop down menu of acceptable choices. Highlight the type of attachment from the display selection.
- To describe the attachment in more detail,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



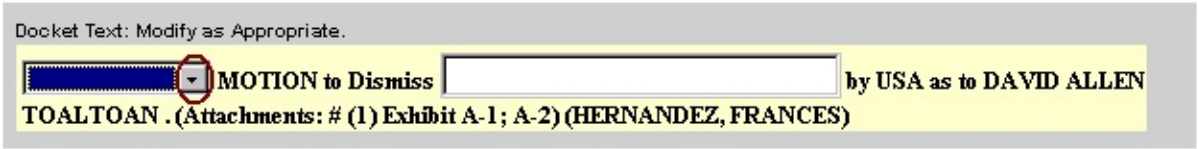
- Click on the **[Add to List]** button.

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.



- 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,)

Next Clear

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.

Next Clear

- 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
482f3bfdc0752974c93ae936433edb0fe9ba99d02bc1afdf57bbffd7e6c]]
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:

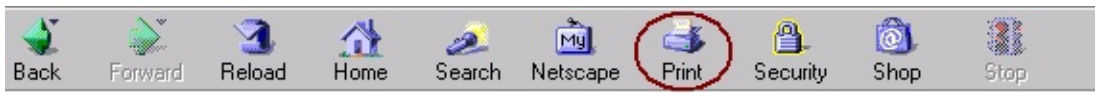
2:01-cr-700-1 Notice will not be electronically mailed to:

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

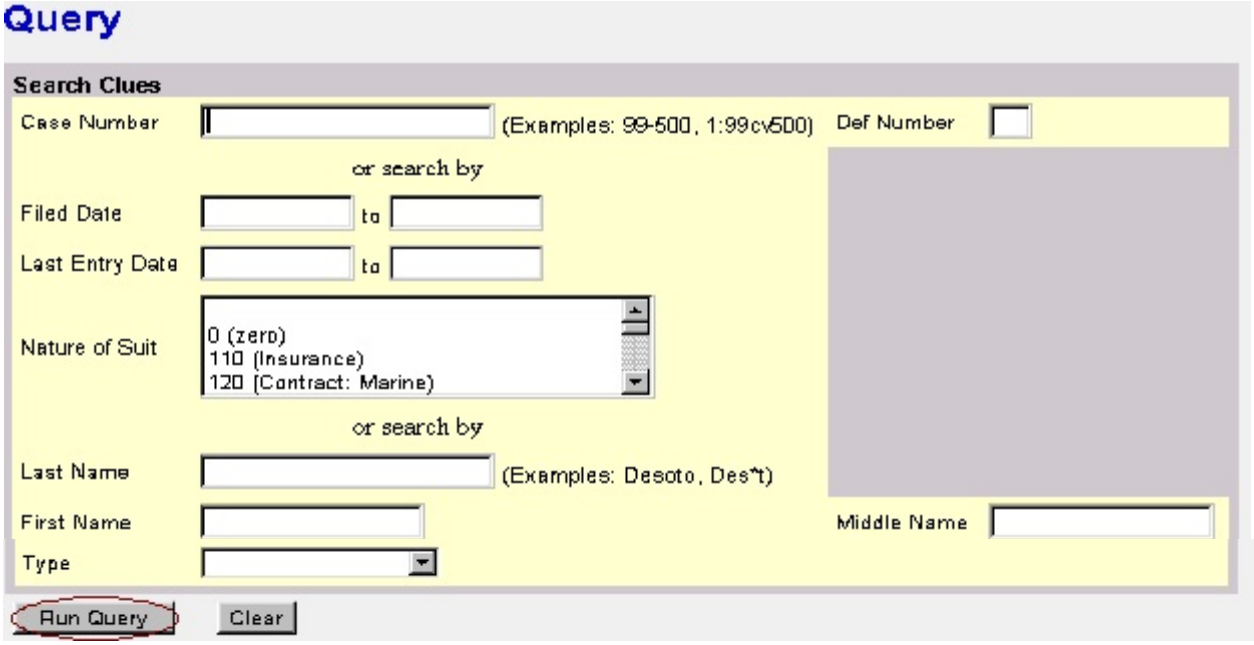
Registered users who wish to file a document other than a motion should make the appropriate selection from the **Criminal Events** menu. The process for other filings is very similar to what has been described in this manual for filing a motion.

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.

> *** 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.



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.

2:00-cr-00131 USA
Date filed: 02/07/2000

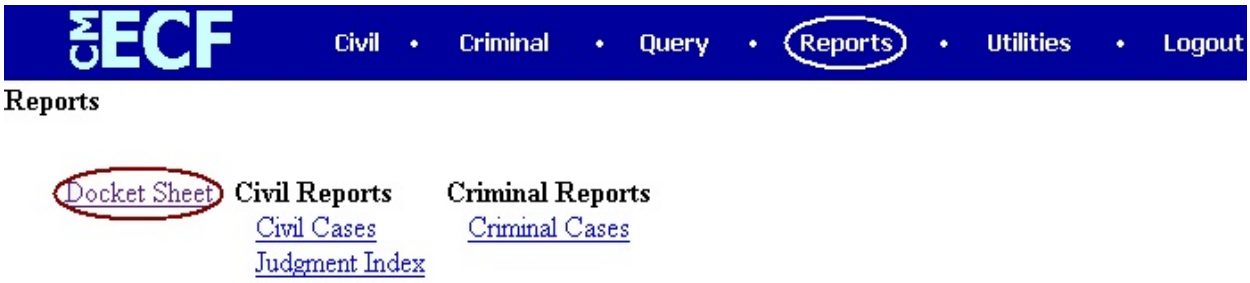
Query

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

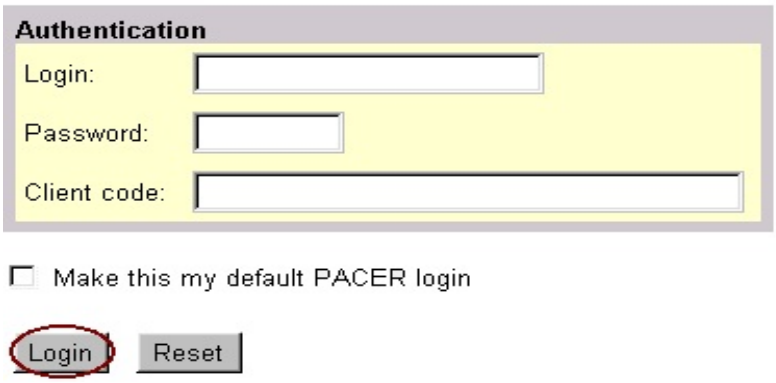
You may click on the appropriate hyperlink you wish to **Query** for the specific party and/or case number. ECF will open an information screen for the hyperlink you selected. The process to **Query** each selection is very similar. Continue to follow the steps outlined above.

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.

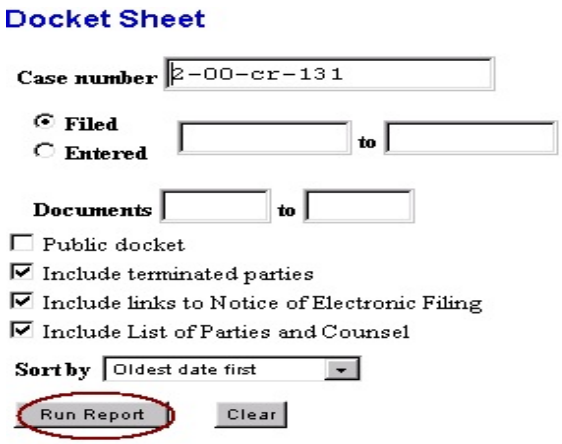


ECF opens the PACER Login screen. You must enter your PACER login and password before ECF permits you to query the ECF database. See figure below.



*** 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.



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.

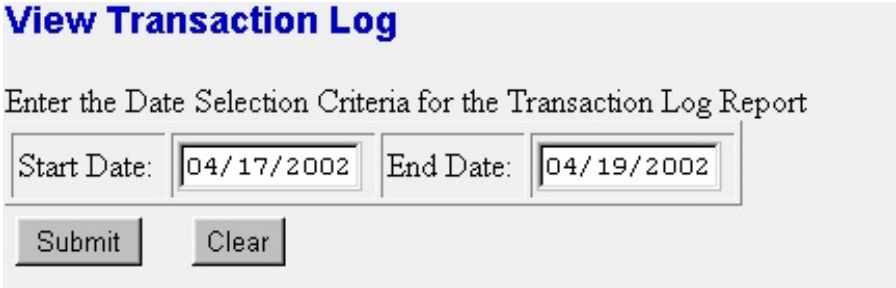
The process to run a report for each selection is very similar. Continue to follow the steps outlined in this section of the manual.

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.

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.



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 *Indictment* 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 *Indictment Memorandum, Certificate of Service* 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.

CRIMINAL

DOCUMENT

TYPE TABLES

ATTACHMENT

A

Criminal ECF Document Type Tables for Attorney Users

Plea-Related Documents

Plea Memorandum

Motions

for Acquittal
to Admit
to Alter Judgment
to Amend/Correct
to Appeal In Forma Pauperis
to Appear
to Appoint Counsel
to Appoint Expert
for Bail
to Bifurcate
for Bill of Costs
for Bill of Particulars
for Bond
for Brady Materials
for Certificate of Appealability
to Certify
for Change of Venue
for Clarification
to Compel
to Consolidate Cases
for Contempt
to Continue
to Continue Sentence
for Declaration of Mistrial
for Deferral of Prosecution
to Deny
to Depart
for Directed Verdict
for Disclosure
for Discovery
to Dismiss
to Dismiss/Lack of Jurisdiction
to Dismiss/Speedy Trial
to Disqualify Counsel
to Disqualify Judge
to Disqualify Juror
for Early Termination of Probation
to Enforce IRS Summons
to Exclude
to Expedite
for Extension of Time to File Document
for Extension of Time to File Response/Reply
for Extension of Time to Indict
to File Amicus Brief
to File Excess Pages
for Forfeiture of Property
for Handwriting Exemplars
for Hearing
for In Limine
to Inspect
for Issuance of Warrant in rem
for Joinder
for Judgment
for Judgment NOV
for Judgment of Forfeiture
for Judicial Recommendation Against Deportation
for Leave to Appeal
for Leave to File Document
for Medical Exam
for Medical Treatment
for Miscellaneous Relief
to Modify
to Modify Conditions of Release
Motion to Vacate/Set Aside/Correct Sentence (2255)
for New Trial
for Order
for Order of Competency to Stand Trial
to Permit
to Preclude
for Pretrial Detention
to Proceed In Forma Pauperis
to Produce
for Protective Order
for Psychiatric Exam
for Psychiatric Treatment
to Quash
to Quash Indictment/Information
to Reassign Case
for Reconsideration
for Recusal
to Reduce Sentence
to Release Bond Obligation
to Release from Custody
for Release of Funds
to Remand
to Remand to State Court
for Report and Recommendation-IRS Summons
to Retain
for Return of Property/Post Trial
for Return of Property/ Pre Trial
for Return of Surety
to Revoke
for Sanctions
to Seal
to Seal Case
to Seal Document
for Sealed Motion
for Separate Trial on Counts
for Service by Publication
to Set Aside Forfeiture
to Set Aside Judgment
to Set Aside Sentence

Motions Cont...

to Set Aside Verdict
to Sever
to Show Cause
to Show Cause re Revocation of Probation
to Show Cause re Revocation of Supervised Release
for Special Appearance
for Speedy Trial
to Stay
to Strike
to Substitute Attorney
to Supplement
to Suppress
to Take Deposition
to Terminate
for Transfer
to Travel
for Trial
to Unseal Case
to Unseal Document
to Vacate
for Victim Rights
for Warrant
for Warrant for Arrest of Property
to Withdraw Document
to Withdraw Plea of Guilty
to Withdraw Plea of Nolo Contendere
to Withdraw as Attorney
for Writ
for Writ of Habeas Corpus ad prosequendum
for Writ of Habeas Corpus ad testificandum

Responses and Replies (will *only* allow you to respond to a Motion)

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

Discovery Documents

Demand for Alibi Witness
Demand for Public Authority Witness
Notice of Alibi
Notice of Alibi Witness
Notice of Error or Defect
Notice of Insanity Defense
Notice of Insanity Witness
Notice of Intent to Use Evidence
Notice to Issue of Foreign Law
Notice of Public Authority Defense
Notice of Public Authority Opposition Witness
Withdrawal of Alibi
Withdrawal of Insanity Defense
Withdrawal of Insanity Witness
Withdrawal of Public Authority

Service of Process

Certificate of Service

Notices

Deferral of Prosecution
Nolle Prosequi
Notice (Other)
Notice of Attorney Appearance - Defendant
Notice of Attorney Appearance - USA
Notice of Intent to Seek Death Penalty
Notice to Resume Prosecution

Trial Documents

Exhibit List
Jury Verdict Sheet
Points for Charge
Proposed Findings of Fact
Proposed Jury Instructions
Proposed Voir Dire
Request for Special Findings of Fact
Stipulation to Jury
Trial Brief
Witness List

Appeal Documents

Appeal of Magistrate Judge Decision to District Court - Criminal Case
Appeal of Magistrate Judge Decision to District Court - Magistrate Judge Case
Defendant Brief
Defendant Reply Brief
Designation of Record on Appeal
Government Brief
Government Reply Brief
Notice of Appeal - Conditions of Release
Notice of Appeal - Final Judgment
Notice of Appeal - Interlocutory
Notice of Docketing Appeal from Magistrate Judge Decision
Transcript Request - Appeal

Other Documents

Amended Document (NOT Motion or Complaint)
Consent to Magistrate Judge Disposition on Motion
Information to Establish Prior Conviction
Memorandum (NOT SENTENCING MEMORANDUM)
Objection to Report & Recommendation
Pretrial Memorandum
Redacted Document
Redaction Index
Refusal of Magistrate Judge Jurisdiction
Request
Response
Response to Order to Show Cause
Sentencing Document
Sentencing Memorandum
Status Report
Stipulation (Regarding Certain Facts)
Withdrawal of Motion

REGISTRATION

FORM

ATTACHMENT

B

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA

OFFICE OF THE CLERK OF COURT

ELECTRONIC CASE FILING (ECF) ACCOUNT REGISTRATION FORM

This Electronic Case Filing (ECF) Account Registration Form shall be used to register for an account with the U.S.D.C. for the Eastern District of Pennsylvania's Electronic Case Filing (ECF) system. ECF Registered attorneys will have privileges to electronically submit documents in accordance with Local Civil Rule 5.1.2 and Local Criminal Rule 1.2.

(Please Print or Type)

First Name:_____ Middle Initial/Name:_____

Last Name:_____ Generation (i.e., Sr., Jr.) _____

Firm:_____ Bar Id No. and State:_____

Address:_____

Address:_____

City: _____ State:_____ Zip Code _____

Telephone No: ( )_____ FAX No: ( )_____

E-mail Address: _____

Last 4 digits of your Social Security number (to be used for the log-in code): _____

Are you admitted to practice in the Eastern District of Pennsylvania?

☐ Yes ☐ No

If yes, are you a member in good standing?

☐ Yes ☐ No

Are you admitted to practice pro hac vice in the Eastern District of Pennsylvania?

☐ Yes ☐ No

Are you a registered ECF Filer in another U.S. District or Bankruptcy Court?

☐ Yes ☐ No

If yes, please provide the district you are a registered ECF User and the log-in and password if you would like to have the same log-in and password.

District:_____ Log-in: _____ Password:_____

By submitting this account registration form, the undersigned agrees/consents to the following:

1. I have read and understood the provisions of Rule 5.1.2 of the Local Rules of Civil Procedure, "Electronic Case Filing," amended Rule 1.2 of the Local Rules of Criminal Procedure, Applicability and Effect of Local Rules," and the court's ECF Procedures set forth in Rule 5.1.2, and I agree to abide by all provisions set forth therein.

2. I agree that the combination of the user log-in and password will serve as my signature for purposes of the Federal Rules of Civil and Criminal Procedure. I further agree to protect the security of my password and to 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, as soon as I learn that my password may have been compromised.

3. In accordance with the provisions of Rule 5(b)(2)(D) of the Federal Rules of Civil Procedure and Section 8 of the ECF Procedures, I agree that service may be given to me by electronic transmission and I consent to make electronic service of all documents.

4. I have read and understood the provisions of Rule 11 of the Federal Rules of Civil Procedure, particularly as referenced in Sections 9 and 10 of the ECF Procedures, and I agree to abide by the provisions set forth therein.

5. I agree to waive the provisions of Rule 77(d) of the Federal Rules of Civil Procedure and Rule 49(c) of the Federal Rules of Criminal Procedure, providing for service of notice by mail, and I consent that such notice may be served by electronic transmission in accordance with Section 14 of the ECF Procedures.

6. All transmissions for electronic case filings of pleadings and documents to the ECF system shall be titled in accordance with the approved directory of civil and criminal events of the ECF system in a case in which an attorney is counsel of record or on any document which is construed as an entry of appearance in accordance with Local Civil Rule 5.1.

I hereby certify that the above information is true and correct and I am a member in good standing of the United States District Court for the Eastern District of Pennsylvania.

_____ _____

Signature Date

Please return completed form by U.S. Mail to:

Michael E. Kunz
U.S. District Court
2609 U.S. Courthouse
601 Market Street
Philadelphia, PA 19106-1797
Attn: ECF

You will be notified of your user log-in and password by electronic mail. If you have any questions on the ECF registration process or the use of the electronic filing system, you may contact the Electronic Filing Information Center toll-free at 1-866-ECF-4ECF.

LOCAL RULE

5.1.2

ATTACHMENT

C

Rule 5.1.2 Electronic Case Filing - All cases and documents filed in this court are required to be filed on the Electronic Case Filing ("ECF") System in accordance with provisions of the *Electronic Case Filing ("ECF") Procedures*, as set forth below unless excepted under these procedures.

Rule 5.1.2 Electronic Case Filing ("ECF") Procedures

1. Definitions

(a) "ECF Filing User" means those who have Court-issued log-ins and passwords to file documents electronically.

(b) "Notice of Electronic Case Filing" means the notice generated by the ECF system when a document has been filed electronically, stating that the document has been filed.

(c) "Judge" means the District Judge assigned to the case, or the Magistrate Judge to whom all or any part of a case has been referred pursuant to 28 U.S.C. § 636.

(d) "Court" shall mean the United States District Court for the Eastern District of Pennsylvania.

2. Scope of Electronic Case Filing

(a) All civil and criminal cases filed in this court are required to be entered into the court's Electronic Case Filing ("ECF") System in accordance with these Electronic Case Filing ("ECF") Procedures. **Unless an attorney is excused from ECF registration under Section 3 of these ECF Procedures or except** as expressly provided in **Section 16 and other sections** of these ECF Procedures, or as ordered by the judge, all pleadings, documents, motions, memoranda of law, petitions, certificates of service and other documents required to be filed with the clerk of court in connection with a case must be electronically filed.

(b) The filing of all initial papers in civil cases, such as the complaint and the issuance and service of the summons, and, in criminal cases, the indictment or information, warrant for arrest or summons, will be accomplished by paper copy filed in the traditional manner rather than electronically. Parties must concurrently provide the clerk of court with a computer disk, in PDF format containing a copy of all documents provided in paper form at the time of filing. All subsequent documents and pleadings must be filed electronically, except as provided in these ECF Procedures or as ordered by the judge. Under this paragraph, all attorneys are required to complete the ECF Validation of Signature form, as described in Section 3(c) below.

(c) Once registered, an ECF Filing User may request to withdraw from participation in the ECF System by providing the clerk of court with written notice of the request which shall be forwarded to the Chief Judge for approval.

(d) Nothing in these ECF Procedures shall be construed to nullify or contradict the provisions set forth in Rule 26.1 of the Local Rules of Civil Procedure, *Discovery*, directing that interrogatories, requests for production and inspection and requests for admission under Fed. R.Civ.P. 33, 34 and 36 that answers, responses and objections to interrogatories and to Rules 34 and 36, and that requests, notices of depositions and depositions under Fed.R.Civ.P. 30 and 31, shall not be filed with the court.

(e) Nothing in these ECF Procedures shall be construed to nullify or contradict the provisions set forth in Rule 39.3 of the Local Rules of Civil Procedure, *Records, Files and Exhibits*, directing that the clerk of court maintain custody of all records, files and exhibits in all cases filed in this court until such time as the case is finally resolved, dismissed or abandoned, as set forth in paragraph (e) of Rule 39.3.

(f) All cases filed in the ECF System in which a notice of appeal is filed shall be governed by Rule 10 of the Federal Rules of Appellate Procedure and relevant Local Rules and internal operating procedures of the United States Court of Appeals for the Third Circuit, with any differences about whether the record truly discloses what occurred in the district court to be submitted to and settled by the judge. Cases in which there is a right of direct appeal to the United States Supreme Court shall be governed by the rules of the United States Supreme Court.

3. Excuse From Registration; Format of Documents in Electronic Form

An attorney who believes he or she should be excused from registering as an ECF Filing User may apply for an exception to this rule by detailed letter to the clerk of court, who shall forward the letter to the chief judge for decision. Thereafter, attorneys and others who are excused from registering as ECF Filing Users in accordance with this section are required to comply with the procedures set forth below.

(a) All complaints must be submitted on disk in portable document format (PDF) at the time of filing, so that the complaint may be entered into the District Court's ECF system, and must be accompanied by a courtesy copy of the complaint in paper format for use by the court; under this paragraph, all attorneys are required to complete the ECF Validation of Signature form, as described in Paragraph (c) below.

(b) All documents filed by an attorney who has been excused from registering as an ECF Filing User, as defined under this rule, must be submitted on disk in PDF, so that the filings may be entered into the District Court's ECF system, and must be accompanied by a courtesy copy of the document in paper format for use by the court; under this paragraph, all attorneys are required to complete the ECF Validation of Signature form, as described in Paragraph (c) below.

(c) Attorneys who complete the ECF Validation of Signature form will receive a signature code which must be used by the attorney on the signature line of all courtesy copies submitted with a disk for purposes of signature validation pursuant to Rule 11 of the Federal Rules of Civil Procedure; the document as submitted under Section 3 of this rule will constitute the original document, except for those documents which are excluded from the provisions of rule as set forth in Section 16 of the rule; attorneys are required to have submitted a completed ECF Validation of Signature form just once in order to file all complaints and documents in all subsequent cases in this court.

(d) Service of process will continue to be made in accordance with those provisions set forth in Rule 5 of the Federal Rules of Civil Procedure.

(e) For convenience of attorneys who do not have access to compatible hardware or software, a computer with PDF conversion capability is available in the Clerk's Offices at Philadelphia and Allentown, with assistance for PDF conversion provided by Clerk's Office staff as needed; attorneys who have reason for not providing this material on disk are required to notice the Clerk's Office in writing attached to the document, explaining the reason for not providing this material on disk.

(f) Attorneys who have been excused under this section from registering as ECF Filing Users are requested to register and participate in the court's Program for Facsimile Service of Notice to Counsel or Litigants in Civil and Criminal Cases (the "Fax Noticing Program").

(g) Those documents and categories of cases which are now excluded from the provisions of this section consistent with the policy of the Judicial Conference of the United States, as may be amended from time to time, are set forth in Section 16 of this rule.

4. Eligibility, Registration and Password

(a) Unless otherwise excused, attorneys admitted to the bar of this court, including those admitted pro hac vice, are required to register as ECF Filing Users of the court's ECF system. Registration is in a form prescribed by the clerk of court and requires the Filing User's name, address, telephone number, Internet e-mail address and a declaration that the attorney is admitted to the bar of this court and is a member in good standing.

(b) Upon the approval of the judge, a party to a case who is not represented by an attorney may register as an ECF Filing User in the ECF System solely for purposes of the action. Registration is in a form prescribed by the clerk of court and requires identification of the case as well as the name, address, telephone number and Internet e-mail address of the party. If, during the course of the case, the party retains an attorney who appears on the party's behalf, the attorney must advise the clerk of court to terminate the party's registration as a Filing User upon the attorney's appearance.

(c) Registration as an ECF Filing User constitutes agreement to receive and consent to make electronic service of all documents as provided in these ECF Procedures in accordance with Rule 5(b)(2)(D) of the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure, as referenced in Rule 49(b) of the Federal Rules of Criminal Procedure. This agreement and consent is applicable to all future cases until revoked by the ECF Filing User.

(d) Once registration is completed, the ECF Filing User will receive notification of the user log-in 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. Users may be subject to sanctions by the judge for failure to comply with this provision. For security reasons, the court recommends that ECF Filing Users periodically change their passwords, which shall be done by notifying the clerk of the court who shall implement the change.

5. Consequences of Electronic Filing

(a) Electronic transmission of a document to the ECF System consistent with these ECF Procedures, together with the transmission of a notice of electronic case filing from the court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Local Rules of this court, and constitutes entry of the document on the docket maintained by the clerk of court pursuant to Rules 58 and 79 of the Federal Rules of Civil Procedure and Rules 49 and 55 of the Federal Rules of Criminal Procedure.

(b) A document that has been filed electronically is the official record of the document, and the filing party is bound by the document as filed. Except in the case of documents first filed in paper form and subsequently submitted electronically under Section 2 above, a document filed electronically is deemed filed at the time and date stated on the notice of electronic case filing from the court.

(c) Filing a document electronically does not change any filing deadline set by the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Local Rules of the court, or an order of the judge.

(d) All pleadings and documents filed electronically must be transmitted in the form prescribed by Rule 10(a) of the Federal Rules of Civil Procedure. All transmissions for electronic case filings of pleadings and documents to the ECF system shall be titled in accordance with the approved directory of civil and criminal events of the ECF system.

6. Attachments and Exhibits

ECF Filing Users may submit all documents identified as exhibits or attachments in either paper copy filed in the traditional manner or electronic form. If using electronic form, an ECF Filing User must submit as exhibits or attachments only those excerpts of the identified documents that are relevant to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. ECF Filing Users who file excerpts of documents as exhibits or attachments electronically pursuant to these ECF Procedures do so without prejudice to their right to file timely additional excerpts or the complete document, provided however, that the total number of pages of attachments and exhibits electronically filed shall not exceed 50 without prior approval of the judge. Pages of attachments and exhibits in excess of 50 may be filed in paper copy filed in the traditional manner. Responding parties who choose to file exhibits and attachments electronically may also timely file additional excerpts or the complete document, subject to the same page limitations as set forth above.

7. Sealed Documents

Documents ordered to be placed under seal must be filed in paper copy filed in the traditional manner and not electronically. A motion to file documents under seal may be filed electronically unless prohibited by law. The order of the court authorizing the filing of documents under seal may be filed electronically unless prohibited by law. A paper copy of the order must be attached to the documents under seal and be delivered to the clerk of court.

8. Service of Documents by Electronic Means

(a) 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, the Federal Rules of Criminal 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 and Rule 49 of the Federal Rules of Criminal Procedure.

(b) 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.

(c) 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, the Federal Rules of Criminal Procedure and the Local Rules of the Eastern District of Pennsylvania.

(d) As set forth in Section 4 of these ECF Procedures, registration as an ECF Filing User constitutes agreement to receive and consent to make electronic service of all documents as provided in these ECF Procedures in accordance with Rule 5(b)(2)(D) of the Federal Rules of Civil Procedure and Rule 49 of the Federal Rules of Criminal Procedure. This agreement and consent is applicable to all pending and future actions assigned to the ECF System until revoked by the ECF Filing User.

(e) In accordance with Rule 6(e) of the Federal Rules of Civil Procedure, service by electronic means is treated the same as service by mail for the purpose of adding three (3) days to the prescribed period to respond.

(f) In accordance with Rule 77(d) of the Federal Rules of Civil Procedure, the court may serve notice of entry of orders or judgments by electronic means as provided in Rule 5(b) and Section 4 of this Procedural Order.

(g) In civil cases, the provisions of this Section 8 apply to service of documents covered by Rule 5(a) of the Federal Rules of Civil Procedure. Service of Original Process under Rule 4 of the Federal Rules of Civil Procedure is not authorized under these ECF Procedures to be accomplished electronically. This Section 8 does not apply to service of an arrest warrant, summons or subpoena in criminal cases.

9. Signature

(a) The user log-in and password required to submit documents to the ECF System serve as the ECF Filing User's signature on all electronic documents filed with the court. They also serve as a signature for purposes of Rule 11(a) of the Federal Rules of Civil Procedure, the Local Rules of this court, and any other purpose for which a signature is required in connection with proceedings before the court. Each document filed electronically must, if possible, indicate that it has been electronically filed. Electronically filed documents must include a signature block and must set forth the name, address, telephone number and the attorney's state bar identification number, if applicable. In addition, the name of the ECF Filing User under whose log-in and password the document is submitted must be preceded by an "s/" and typed in the space where the signature would otherwise appear.

(b) No ECF Filing User or other person may knowingly permit or cause to permit a Filing User's password to be used by anyone other than an authorized agent of the Filing User.

(c) Documents 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 three business days after filing; or (4) any other manner approved by the court.

10. Submission of Stipulations and Proposed Orders

An ECF Filing User electronically submitting stipulations or proposed orders which may require a judge's signature must promptly deliver on computer disk or e-mail the stipulation or proposed order to the clerk of court for delivery to the judge unless the judge orders otherwise. An ECF Filing User who electronically submits a stipulation or proposed order is bound by all signature requirements set forth in Section 9 of these ECF Procedures and Rule 11(a) of the Federal Rules of Civil Procedure.

11. Retention Requirements

Documents that are electronically filed and require original signatures other than that of the Filing User must be maintained in paper form by the ECF Filing User until three (3) years after the time period for appeal expires. The ECF Filing User must provide original documents for review upon request of the judge.

12. Public Access

(a) Any person or organization, other than one registered as an ECF Filing User under Section 4 of these rules, may access the ECF Filing System at the court's Internet site, www.paed.uscourts.gov, by obtaining a PACER log-in and password. Those who have PACER access but who are not Filing Users may retrieve docket sheets and those documents which the court makes available on the Internet for the fee normally charged for this service as set by the fee schedule authorized by the Administrative Office of United States Courts, but they may not file documents.

(b) Documents should be made available electronically to the same extent that they are available for personal inspection in the office of the clerk of court at the U.S. Courthouse. Social Security numbers, dates of birth, financial account numbers and names of minor children should be modified or partially redacted in electronically filed documents.

(c) In connection with the electronic filing of any material, any person may apply by motion for an order limiting electronic access to, or prohibiting the electronic filing of, certain specifically identified materials on the grounds that such material is subject to privacy interests and that electronic access or electronic filing in the action is likely to prejudice those privacy interests. In further protection of privacy, reference is made to the provisions of Rule 5.1.3 of the Local Rules of Civil Procedure, *Excluded Personal Identifiers,* mandating the modification or redaction of such personal identifiers as Social Security numbers, dates of birth, financial account numbers and names of minor children in all documents filed either in traditional paper form or electronically.

13. Entry of Court Order

All orders, decrees, judgments and proceedings of the court will be filed in accordance with these rules which will constitute entry on the docket maintained by the clerk of court pursuant to Fed.R.Civ.P. 58 and 79, and Rules 49 and 55 of the Federal Rules of Criminal Procedure. All signed orders will be filed electronically by the clerk of court. Any order filed electronically without the original signature of a judge has the same force and effect as if the judge had affixed the judge's signature to a paper copy of the order and it had been entered on the docket in paper copy filed in the traditional manner.

14. Notice of Court Order and Judgment

Immediately upon the entry of an order or judgment, the clerk of court will transmit to ECF Filing Users in the case, in electronic form, a notice of electronic filing. Electronic transmission of the Notice of Electronic Case Filing constitutes the notice required by Rule 77(d) of the Federal Rules of Civil Procedure and Rule 49(c) of the Federal Rules of Criminal Procedure. In accordance with the Federal Rules of Civil Procedure, the clerk of court must give notice in paper form to a person who has been excused under Section 3 of Local Rule 5.1.2 from registering as ECF Filing User.

15. Technical Failure

An ECF Filing User whose filing is determined to be untimely as the result of a technical failure may seek appropriate relief from the judge, provided that the User immediately notifies the clerk of court of the technical failure by telephone, with said notification confirmed immediately thereafter in writing delivered by e-mail, facsimile or by hand to the attention of the clerk of court. The clerk of the court shall forthwith notify the chambers of the judge.

16. Categories of Cases and Types of Documents in Civil and Criminal Cases Excluded from Electronic Case Filing

As provided in Section 2(b) above, all initial papers in civil and criminal cases, including the complaint, amended complaint, third-party complaint, notice of removal, the issuance and service of the summons, and the indictment and information in criminal cases, cannot be electronically filed on the court's CM/ECF system, but must be filed on paper accompanied by a copy of the document on disk in PDF format. Additionally, the following types of documents and categories of cases, as may be amended from time to time, can neither be electronically filed on the court's CM/ECF system nor submitted on disk in PDF format by an attorney excused from participation from ECF pursuant to Section 3 of these procedures, but must be filed in paper copy filed in the traditional manner, consistent with the policy of the Judicial Conference of the United States:

A. EXCLUDED CASES

1. Grand jury matters
2. Qui tam cases
3. Sealed cases

B. EXCLUDED DOCUMENTS

CIVIL CASES

1. Administrative records, including Social Security records.
2. All documents filed by prisoners and pro se litigants, including the initial complaint and initial habeas corpus petitions, and death penalty habeas corpus petitions.
3. Bankruptcy appeal records.
4. Sealed documents.
5. State court records.
6. Transcript of any proceeding.
7. Discovery material, as set forth in Rule 26.1 of the Local Rules of Civil Procedure, *Discovery*, including:

    a) interrogatories, requests for production and inspection and requests for admission under Rules 33, 34 and 36 of the Federal Rules of Civil Procedure;

    b) answers, responses and objections to interrogatories and to Rules 34 and 36 of the Federal Rules of Civil Procedure;

    c) requests, notices of depositions and depositions under Rules 30 and 31 of the Federal Rules of Civil Procedure.

8. Praecipe for Writ of Execution.
9. Applications for Writ of Continuing Garnishment.
10. Praecipe to Issue Writ of Revival.
11. Praecipe for Writ of Seizure.
12. Praecipe for Writ to Restore.
13. Civil Jury Verdict Sheets.
14. Civil Minute Sheets.
15. Ex Parte Motions.

CRIMINAL CASES

1. Sealed documents.
2. Transcript of any proceeding.
3. All documents requiring the signature of a defendant in a criminal or magistrate proceeding, such as wavier of indictment, waiver of presentence report, waiver of a jury trial, plea agreement, appearance bond, affidavit, and financial affidavit.
4. Criminal Jury Verdict Sheets.
5. Presentence Reports and any objections or other documents filed related to the Presentence Reports.
6. Criminal Minute Sheets.
7. Judgment and Commitment Orders.
8. Ex parte Motions.

NOTIFICATION

OF

CASE ACTIVITY

FORM

ATTACHMENT

D

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA

Electronic Case Filing (ECF)
Notification of Case Activity Request Form

As a register Electronic Case Filing User, I am requesting that the following e-mail address(es) receive electronic notification of case activity on any case in which I have entered my appearance. I understand that the e-mail address(es) listed below will receive the electronic notification of case activity, in addition to the e-mail address that I listed on my ECF Registration Form.

(Please print or type the e-mail address(es))

E-Mail Address(es)

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_____	_____
Attorney Name (Printed)	Attorney Signature
_____	_____
Telephone No.	Date

If there are any future changes to the information listed above, an amended *Notification of Case Activity Request Form* must be submitted.

Please return this completed form to: Michael E. Kunz, Clerk of Court, 601 Market Street, Room 2609, Philadelphia, PA 19106-1797, ATTN: ECF or FAX (215) 597-6390.

BASIC

INFORMATION

ON

PDF DOCUMENTS

ATTACHMENT

E

What is a PDF File?

Portable Document Format (PDF) is a universal file format that preserves all fonts, formats, graphics and other typesetting attributes of source (original) document, regardless of what application was used to create the source document. PDF files are most easily viewed using Adobe Acrobat Reader, which is a free download available from www.adobe.com.

Why Concert Word and WordPerfect Documents to a PDF File?

PDF files are compact and are easily and quickly transmitted via the Web through electronic mail. Although PDF files can be shared, viewed, navigated and printed, PDF files cannot be edited or altered by the recipient, thus preserving the integrity of the source document.

You must convert all of your documents to PDF format before submitting the documents to the District Court Clerk's Office through the Electronic Case Filing (ECF) system.

How Do You Convert a Word Processing Document to a PDF File?

1. **WordPerfect 9 or later versions:**

   WordPerfect 9 and later versions have a built-in-capability to convert any document to a PDF file:

   1. Open the source document in WordPerfect.
   2. While the source document is on the screen, choose **FILE** from the menu bar.
   3. From the drop-down **FILE** menu, select **PUBLISH TO PDF**.
   4. To save the source document as a PDF file, type the document name where prompted in the PDF window. To save the PDF file to a floppy disk, place floppy disk in appropriate hardware slot, and type **A:[document name]** in the "Publish to PDF" pop-up window. Press **"OK".**

   The source document is now saved in PDF format either on the hard drive or on a floppy disk.

2. **All other WordPerfect versions, MS Word, or other Applications:**

   To convert a source document from an application other than WordPerfect 9, Adobe Acrobat 5.0 (which contains a "writer" function) must be installed on your computer. Adobe Acrobat 5.0 is available for purchase from www.adobe.com.

   1. Open the source document in your word processing application.
   2. From the menu bar, select **PRINT**.
   3. In the "Printer" window, select **CURRENT PRINTER**.
   4. At the drop-down menu in the **CURRENT PRINTER** window, select **ACROBAT DISTILLER**.
   5. Press **"OK"** to print the file to your hard drive or floppy disk, instead of the printer.
   6. After you press **"OK"**, verify that the SAVED FILE TYPE is **PDF**, and press the **SAVE** button.