

cm - ecf

Welcome to Training 101 !!

2004 Series

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Trainers

Northern District
of Iowa



Karen Yorgensen



Sue Young



Maura McNally



Julie Hoch



Brad Carson

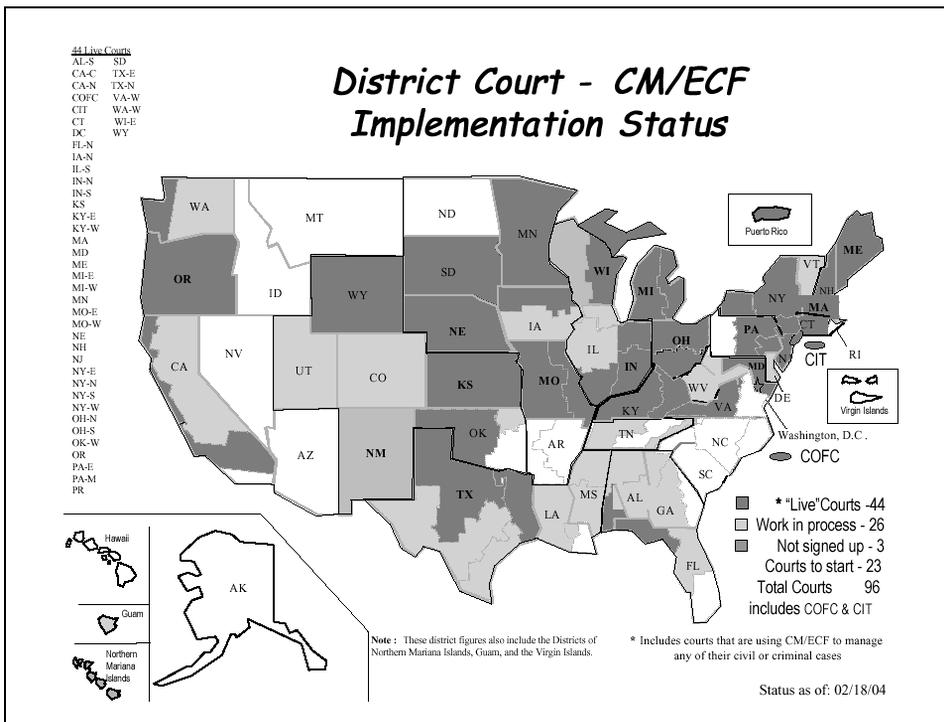
CM/ECF

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Introduction

- Eventually all 96 federal courts will be up and running on ECF. Our court was the 16th in the nation to bring attorneys online with electronic case filing.
- As of August 8, 1200 attorneys have registered for e-filing.

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Coming soon....

- Iowa's Southern District is in the process of implementing cm/ecf in their court and hope to be live October or November of this year.
- Iowa Northern is presently upgrading the current release of cm/ecf to the new version (which will be the same version as Iowa Southern).

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Training Objectives

- You will have a general understanding of the hardware & software requirements for the use of cm/ecf.
- You will know what resources are available to assist you with cm/ecf.
- You will have a general understanding of the procedural and legal issues related to cm/ecf.
- You will know how to log into cm/ecf.
- You will know how to set up your account in cm/ecf.
- You will be familiar with the common cm/ecf screens.
- You will have hands-on experience with docketing common events in cm/ecf.

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What Do You Need To Use CM/ECF?

- See Section 2.2 of User Manual (UM) for hardware requirements.
- A login and password from our court.
- A PACER login.
- The ability to save documents to PDF.
- A way to connect to the Internet.

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Browser Issues

A web browser is required to access cm/ecf

While other browsers may work, at this time we cannot guarantee results with other than Netscape 4.7X which can be downloaded free of charge at:
http://wp.netscape.com/download/0222101/10000-en-win32-4.76-complete-128_qual.html

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PACER Issues

- **Why do I need a PACER login?**
- **How do I get a PACER login?**
- **How do I know when I'm incurring PACER charges?**
- **How do I determine what I have been charged by PACER?**

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Why Do I Need a PACER Login and ID?

- **PACER allows you to access documents that are filed on cm/ecf and e-mailed to you.**

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A PACER Login May Be Obtained From the PACER Service Center

**The PACER Service Center may be
contacted via:**

- **Phone: (800) 676-6856
(210) 301-6440**
- **Website: pacer.psc.uscourts.gov**
- **E-mail: pacer@psc.uscourts.gov**
- **Regular U.S. Mail:
PACER Service Center
P.O. Box 780549
San Antonio, TX 78278-0549**

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How Do I Know When I Will Incur PACER Charges?

When charges are accrued, a transaction receipt will appear before the document may be viewed. This receipt will indicate the date and time of the transaction, the type or description of the transaction, the number of pages billed and the cost for that particular transaction. The user may click the “*View document*” button to proceed or, use the browser’s *Back* button to cancel the request.

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PACER Receipt

CM ECF Northern District of Iowa Civil • Criminal • Query • Reports • Utilities • Logout ?

To accept charges shown below, click on the 'View Document' button, otherwise click the 'Back' button on your browser.

Pacer Service Center			
Transaction Receipt			
Mon Dec 1 12:52:08 CST 2003			
Pacer Login:	us	Client Code:	
Description:	Image61-0	Case Number:	3:03-cr-03068-MWB
Billable Pages:	1	Cost:	0.07

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Can I Determine My PACER Charges Before I'm Billed?

- **YES – Click on:**
 - **“Utilities”**
 - **“Review Billing History”**
 - **set a date range**
 - **set the sort**
- You will see this screen:**

PACER User: nd9977					
Court: 0862 Northern District of Iowa					
Date	Time	Pages	Client Code	Description	Search Criteria
SUB TOTAL:		0		pages	
	\$	0.07		per page	
	\$	0.00		charges	
TOTAL:		0		pages	
	\$	0.07		per page	
	\$	0.00		charges	
<input type="button" value="Back"/>					

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Adobe Acrobat

Adobe Acrobat. All documents filed in cm/ecf must be in PDF format. There are two components of this software: *Acrobat Reader* allows you only to read documents. *Adobe Acrobat* (or another compatible pdf formatter) allows you to write or convert your word processing documents into PDF.

- Telephone: (888) 502-5275
- Website: adobe.com

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PDF Writers

- Adobe Acrobat.** All documents filed in cm/ecf must be in PDF format. There are two components of this software: **Acrobat Reader** allows you only to read documents. **Adobe Acrobat** (or another compatible pdf formatter) allows you to write or convert your word processing documents into PDF.
Telephone: (888) 502-5275
Website: adobe.com
- PDF 995 – is a free download that allows you to write or convert your word processing documents. It DOES create a larger file than Adobe Acrobat and also includes advertising banners. You will need the “print driver”
Website: www.pdf995.com
- CutePdf – is a free download that allows you to write or convert your word processing documents. Download the writer and the converter.
Website: www.cutepdf.com

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PDF Resource:

- <http://www.pdfforallawyers.com>

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Technical Questions??????



In Cedar Rapids – Call Brad (319) 286-2300

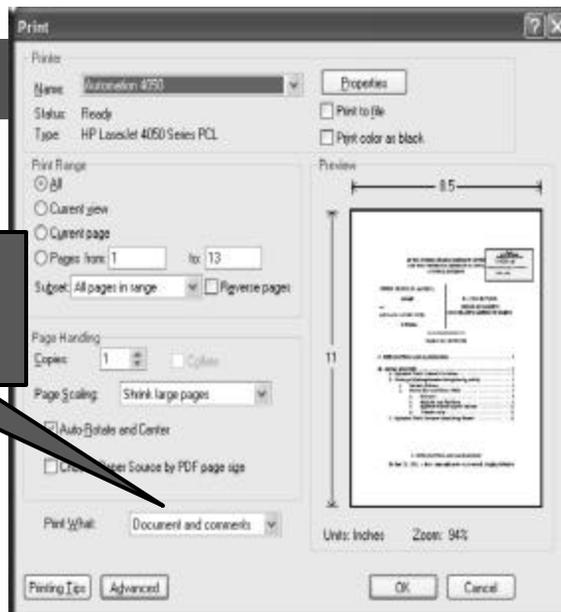
In Sioux City – Call Sue (712) 233-3900

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Adobe Version 6.0

- **Adobe Version 6.0 may not print our court's filestamps.**

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Adobe Acrobat Version 6.0

- See our website, CM-ECF section, Reference Materials for information on the setup of Version 6.0. If you purchase Acrobat Version 6.0, you will need to make sure that your saved pdf documents are “backward compatible”.

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Use Care When Naming or Referencing a Document

- Many attorneys reference the location of their documents by adding the original file location to the footer in Word Perfect or Word – example:

K:\civil\2003\john carson v davis

If John Carson happens to be a minor, his name will appear on your PDF document!

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Procedural & Legal Issues

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Section II - Electronic Filing System

- **Mandatory Date: March 1, 2004**
- **Cases Subject to Electronic Filing**
- **Documents Not Filed Electronically**
- **Options If You Are Unable to File Electronically**

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Section XI - Documents Filed in Paper Form

- **Sealed Documents**
- ***Ex Parte* Documents**
- **Pro Se Documents**
- **Large Documents**

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Section II G - Filing Specific Types of Documents (Section II D)

- **Opening Civil Cases**
- **Civil Summons**
- **Opening Criminal Cases**
- **Filing Briefs**
- **Documents Requiring Leave of Court**
- **Large Documents**
- **Summary Judgment Appendices**
- **Documents Submitted for Court Approval**

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Section III - Official Court Files

- **October 1, 2004 – sanctions for non-e-filers**
- **Original documents discarded**
- **Exception for criminal cases**

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Section IV - Signatures

- **A. FILER'S SIGNATURE**
 - **Log in and password**
 - **Rule 11**
 - **Format**
"/s/" or "/s/ attorney name"
- **B. NON-ATTORNEY SIGNATURES**
 - **Must be scanned**

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Section IV- Signatures *cont.*

– C. MULTIPLE SIGNATURES

- Obtain consent
- How to file
 - Scan the document
 - Have the clerk scan document
 - Format
 - “s/ Jane Doe,” “s/ John Smith,” etc.

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Signatures, Multiple

/s/

Attorney for Plaintiff(s): Christopher D. Spaulding

Address: Berg, Rouse, Spaulding & Schmidt, P.L.C.
4001 Ingersoll Avenue
Des Moines, Iowa 50312

Telephone: 515-277-6559

Facsimile: 515-277-7536

E-mail address: cdspaulding@qwest.net

/s/

Attorney for Defendant: Mary L. Barrier
Brian A. Mark

Address: Stinson Morrison Hecker LLP
2600 Grand Boulevard
Kansas City, Missouri 64108

Telephone: 816-691-2600

Facsimile: 816-474-4208

E-mail address: bmark@stinsonmoheck.com
mbarrier@stinsonmoheck.com

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Section V - Service

- **Notice of E-Filing**
 - **This constitutes the certificate of service on all registered parties**

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Section V-Service, *cont.*

SERVICE REQUIRED FOR:

- **Non-registered parties**
 - **Conventionally filed documents**
 - **Separate certificate of service required**
- **Fed. R. Civ. P. 6(e) &
Fed. R. Cr. P. 45e**

CERTIFICATE OF SERVICE

The undersigned certifies that a copy of this document was served on December 4, 2003, to the parties or attorneys of record, shown below by:

U.S. Mail Fax Hand Delivery
 Electronically

UNITED STATES ATTORNEY

By: /s/Brenda Nietert
COPIES TO: David Nadler

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Can I Tell Who is Registered?

- Yes – Click on
 - “**UTILITIES**”
 - “**MISCELLANEOUS - MAILINGS**”



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Section VI - Registration

- An attorney wishing to file electronically must be admitted to practice in our district and must complete and sign an *Attorney Registration Form*.
 - ***Consent to receive notice electronically***
 - ***Consent to receive service electronically***
- We will mail you your user id and password.
 - ***Attorney is responsible for protecting the password***

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Section VII - Orders

- Judges' orders electronically filed
- Proposed orders are not electronically filed. Submit to ecfmail@iand.uscourts.gov
- Text only orders

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Text-Only Orders

The judge can docket an order without attaching a pdf document. In the example below, the judge has granted the motion without preparing an actual order.

95 ORDER granting [4] Motion for Extension of Time to Amend/Correct [4] MOTION for Extension of Time to Amend/Correct 3 MOTION for Summary Judgment . Signed by Judge John A Jarvey on 12/5/2003. (sey,) (Entered: 12/05/2003)

No order is attached. The document link is the link to the motion document. The judge has not attached a document.

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PDF Stamp - Order

Defendants respectfully request an expedited ruling on this application.

WHEREFORE Defendants apply for an extension of the dispositive motion deadline in this case to an including November 5, 2003.

Respectfully submitted,

SWISHER & COHRT, P.L.C.

By: *[Signature]*
869 E. Hansen BL0013269
528 West 4th Street
P.O. Box 1200
Waterloo, IA 50704-1200
(319) 232-6555
ATTORNEYS FOR DEFENDANTS

ORDER

This motion is denied.

This court's calendar is such that sixty days is not a sufficient amount of time prior to trial to file, resist and properly resolve a motion for summary judgment.

[Signature]
JOHNA HARVEY
Magistrate Judge
UNITED STATES DISTRICT COURT

CERTIFICATE OF SERVICE

I certify that the foregoing instrument was served upon all parties to the above case by service on each of the attorneys of record through their respective addresses disclosed on the pleadings by:

U.S. Mail Other

Hand Delivered *October 23* 2003

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Section VIII - Correcting Mistakes

- Do **NOT** refile – call us
- Use the proper event



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Section IX - Filing Documents

- Timely Filing

A document will be deemed timely filed if filed prior to midnight. However, if the exact time of filing is of the essence, the assigned judge will order that document filed by a time certain.

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Section IX-Filing, *cont.*

- Technical Failures

- **Generally, you are responsible for ensuring documents are timely filed.**
- **Jurisdictional deadlines are not extended because the System is down.**
- **Non jurisdictional deadlines will generally be extended if the court's System is down.**
- **Check the Web page for notice that the System is down.**

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Section X- Privacy Issues

- **Privacy Issues (Procedural Manual X)**
 - **Redaction Required**
 - **Access to the System**

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Common Screens

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Common Screens

The following slides represent the more common screens you will use:

Case Selection Screen

Case Number

99cv12345 99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345

Next Clear

Screen 14

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Common Screens *cont.*

Select Party Filer Screen

Motions Notice - Documents Filed Under Seal or Ex Parte
The court has made the decision pursuant to LR 5.3.e.1, to not allow the filing of sealed pleadings, motions or other documents or any ex parte filings to be made electronically. If any part of the pleading, motion or other document, which you are trying to file at this time is either sealed or ex parte, you must file a hard copy with the office of the Clerk of Court. You may not file it electronically.

1:03-cv-00004-IRR Schau v. CNA Group Life Co., et al

Select the party who is filing the document:

Select the Party:

CNA Group Life Assurance Company, [Defendant]
Continental Casualty Company, [Defendant]
Mercy Hospital, [Defendant]
Mercy Medical Center/Mercy Physicians Services Group Disability Plan, [Defendant]
Mercy Physician Services, Inc., [Defendant]
Schau, Kathleen [Plaintiff]

Add/Create New Party

Next Clear

Screen 15

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Common Screens. *cont.*

Link Party Attorney Screen

1:03-cv-00004-LRR Schau v. CNA Group Life Co, et al

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

CNA Group Life Assurance Company, (pty:df) represented by attorney1, (aty)

Screen 16

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Common Screens. *cont.*

- Linking Screen (motion of extension of time to file answer)

ECF Iowa Northern Training Civil • Criminal

Motions Notice - Documents Filed Under Seal or Ex Parte
The court has made the decision pursuant to LR 5.3.e.1, to not allow the filing of sealed pleadings, motions or other documents or any ex parte filings to be made electronically. If any part of the pleading, motion or other document, which you are trying to file at this time is either sealed or ex parte, you must file a hard copy with the office of the Clerk of Court. You may not file it electronically

9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited

Select document to be answered.

Refer to existing event(s)?

Filed to

Documents to

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Common Screens. *cont.*

- Linking Screen (motion of extension of time to file answer)

CECF Iowa Northern Training Civil Criminal

Motions Notice - Documents Filed Under Seal or Ex Parte
The court has made the decision pursuant to LR 5.3.e.1, to not allow the filing of sealed pleadings, motions or other documents or any ex parte filings to be made electronically. If any part of the pleading, motion or other document, which you are trying to file at this time is either sealed or ex parte, you must file a hard copy with the office of the Clerk of Court. You may not file it electronically.

[9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited](#)

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

01/21/2004 1 COMPLAINT and Jury Demand against Go-Karts, Unlimited (Filing fee \$ 150 receipt number 123.), filed by John Daly, Tiger Woods. Scheduling Report due by 6/9/2004. (attorney1, one)

Next Clear

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Common Screens. *cont.*

Attach PDF Document Screen

103-cv-00004-LRR Schau v. CNA Group Life Co, et al

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

Filename

Browse...

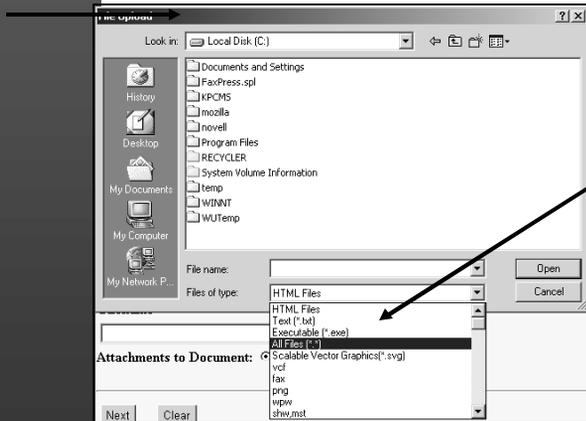
Attachments to Document: No Yes

Next Clear

Screen 17

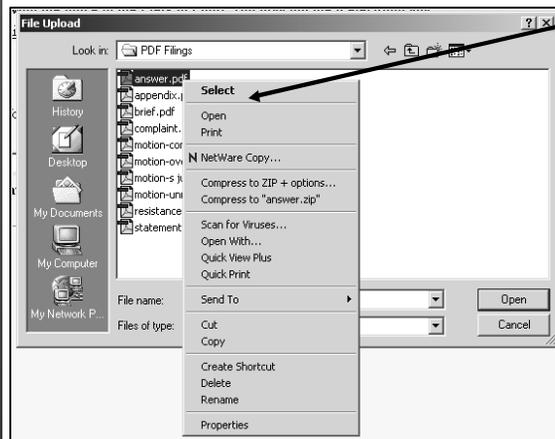
50

Browse Screen



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Right Click on Document & Open



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The PDF Document Opens –

Verify that the document is the one you want to attach

Then click on the "X" to close

FILED
U.S. DISTRICT COURT
NORTHERN DISTRICT OF IOWA
2003 SEP -8 PM 3:56
CEDAR RAPIDS HDQTRS. OFFICE

IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF IOWA
CEDAR RAPIDS DIVISION

JON E. KINZENBAW
MANUFACTURING, INC.,
Plaintiffs,
v.
CASE, LLC, f/k/a CASE CORPORATION and
NEW HOLLAND NORTH AMERICA, INC.

Civil Action No. C01-133LRR

EXPEDITED RELIEF REQUESTED

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Highlight Document and Click Open to Attach the Document

File Upload

Look in: PDF Filings

- answer.pdf
- appendix.pdf
- brief.pdf
- complaint.pdf
- motion-compel.pdf
- motion-overlength.pdf
- motion-s judgment.pdf
- motion-unresisted.pdf
- resistance-compel.pdf
- statement.pdf

File name: answer.pdf

Files of type: All Files (*.*)

Open Cancel

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Click Next to Attach Document

Motions Notice - Documents Filed Under Seal or Ex Parte
The court has made the decision pursuant to LR 5.3.e.1, to not allow the filing of sealed motions or other documents or any ex parte filings to be made electronically. If any part of a motion or other document, which you are trying to file at this time is either sealed or ex parte, you must file a hard copy with the office of the Clerk of Court. You may not file it electronically.

3:03-cv-03001-MWB [Tinus v. Carroll Cty Shrf Dep., et al](#)

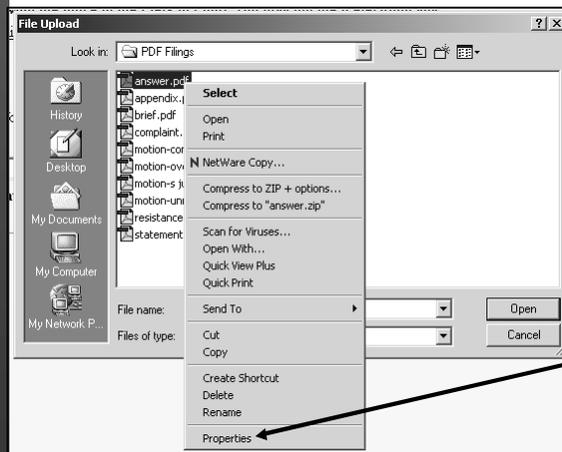
Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
J:\CM-ECF\TRAINING\PDF Filings\brie

Attachments to Document: No Yes

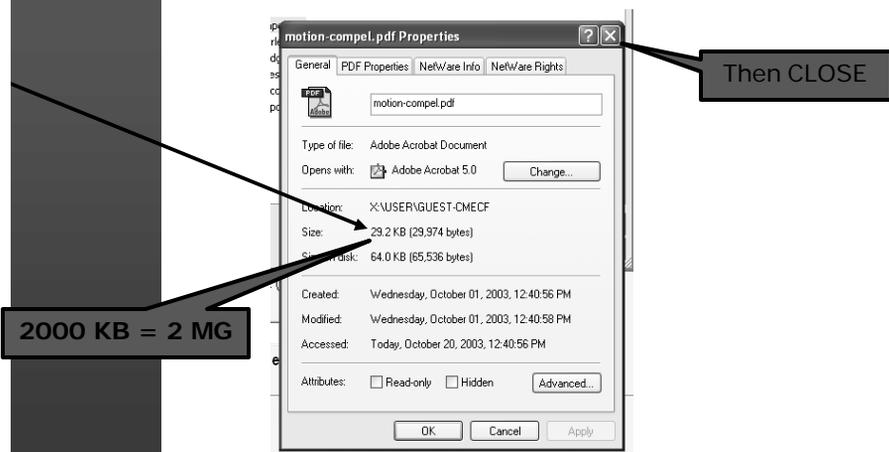
55

To Check the Document Size: Right Click on the Document & Select Properties



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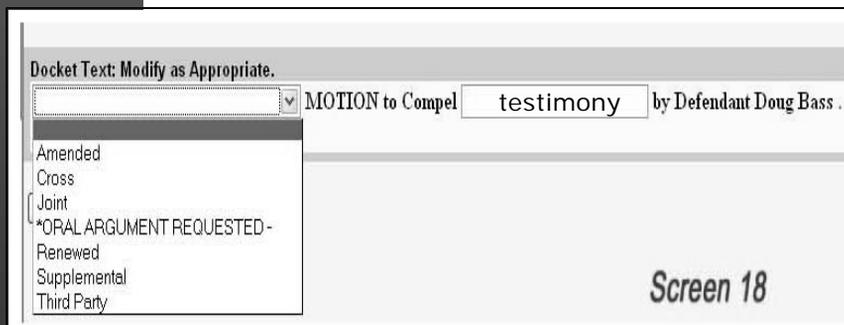
You Can Verify The Document Size



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Common Screens. *cont.*

Text Boxes



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Common Screens. *cont.*



- Drop Dead Screen

Docket Text: Final Text

COMPLAINT for damages against all defendants (Filing fee \$ 150.), filed by Josephine S Walters. Scheduling Report due by 1/13/2004. (attorney1,)

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

Screen 19

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Common Screens. *cont.*

- Notice of Electronic Filing

File stamp information

U.S. District Court
Northern District of Iowa

Notice of Electronic Filing

The following transaction was received from attorney3, three entered on 1/23/2004 at 1:30 PM CST and filed on 1/23/2004

Case Name: Woods et al v. Go-Karts, Unlimited
Case Number: 9:03-cv-9009
Filer: Go-Karts, Unlimited
Document Number: 2

Docket Text:
MOTION for Extension of Time to File Answer re [1] Complaint until April 1, 2004 by Defendant Go-Karts, Unlimited

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP: docfStamp_ID=1025896836 [Date=1/23/2004] [FileNumber=35313-0] [CaseID=7216d5a23c25fbb44d2161ec96c42711105b1017372e54c7cd85f9e3be077220deb22bb2c1fff0fee951b35fc286b3359f9629bc2c515108fcbbc]]

Service information

9:03-cv-9009 Notice will be electronically mailed to:
one attorney1 sue_young@and.uscourts.gov, julie_hoch@and.uscourts.gov

9:03-cv-9009 Notice will not be electronically mailed to:

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5.0 Logging into CM/ECF



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Accessing ECF

- There are two ways to access ecf
 - 1) Direct access to the ecf server

From your browser, key in: ecf.iand.uscourts.gov



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Accessing ECF .cont.

- 2) Accessing ECF through our webpage – www.iand.uscourts.gov

You should see our court's "home page"

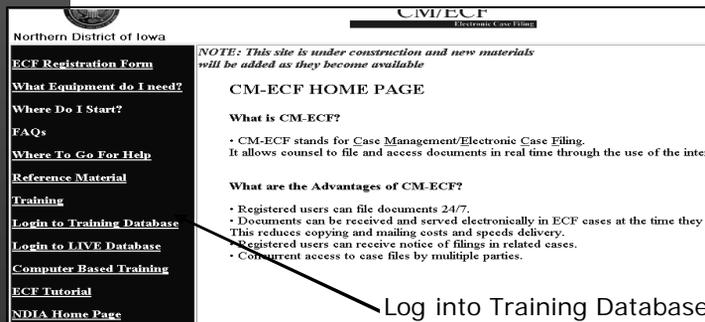
Click on CM-ECF



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CM-ECF "Home Page"

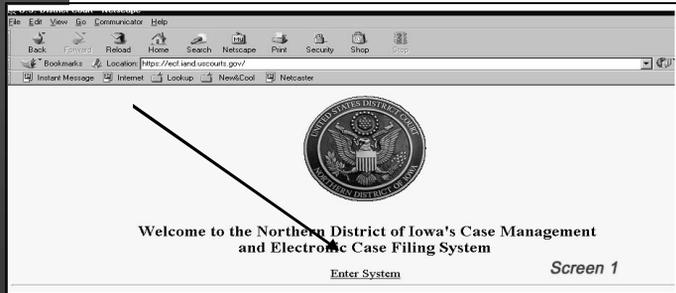
The cm-ecf home page contains helpful materials, notices of new items and also a link to our training database.



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Logging Into CM-ECF

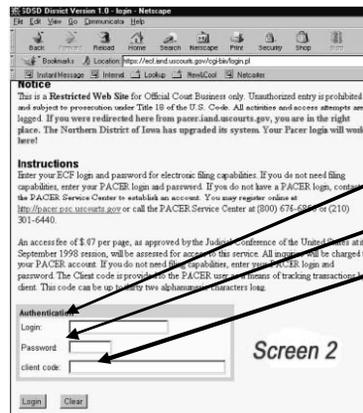
After connecting to our training database from the web page, you will see the following screen. Click on Enter System.



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Logging Into CM-ECF, cont.

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. Beginning September 2003 you will be charged a fee to view ecf case dockets and documents.



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Logging In

(Use your CM-ECF Login)

If you have successfully logged into cm/ecf, you should see the following screen:



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Account Set Up

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Let's Set Up Our Account! (User Manual – Section 6)

Click on “UTILITIES”



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Account Setup

Click on “Maintain Your Account”



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Account Setup *cont.*

You should see this screen.

Please confirm that the information on this screen is correct, then click “More User Information”.

Maintain User Account

Last name attorney1 First name
Middle name Generation
Gender ATY Type
Title Type atty
Bar number
Prisoner id
Office
Unit
Address 1
Address 2
Address 3
City State Zip
Country County
Phone Fax
Initials DOB AO code End date
Civil ref style Criminal ref style
Data system Status
[Email information...] [More user information...]
[Submit] [Clear]

Account Setup *cont.*

You should see **Screen 6**

Your login should appear in the login box. You may now change your password by:

1. Typing your new password in the password box.
2. Click on the “Return to Account screen”.

More User Information for attorney1

Login attorney1 Last login: 08-15-2003 13:50
Password ***** Current login: 08-17-2003 13:50
Fid: 34228 Create date: 06/25/2003
Registered: Y Update date: 07/09/2003
Groups: Attorney
[Return to Account screen] [Clear] **Screen 6**

Account Setup, *cont.*

- 3. This will bring up Screen 5. To complete the transaction, you must now click on **Submit** and then **Submit** again.

ECF Iowa Northern Training

Screen 5

Submit

Address <https://ecf-train.land.uscourts.gov/cgi-bin/login.pl?48009665>

ECF Iowa Northern Training Civil

Case specific fields were not altered.
Press submit to continue with update of person

Submit Clear

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Let's Set Up Our E-mail Account! (User Manual – Section 6.2)

Click on **“UTILITIES”**

View Go Bookmarks Tools Window Help

Search Print

ECF Iowa Northern Training Civil Criminal Query Reports Utilities Logout

U.S. DISTRICT COURT
NORTHERN DISTRICT OF IOWA

Official Court Electronic Document Filing System

Welcome to the Northern District of Iowa's Training System.

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E-Mail Account Setup

Click on "Maintain Your Account"

ECF Iowa Northern Training

Utilities

Your Account

- [Maintain Your Account](#)
- [View Your Transaction Log](#)
- [Change Your PACER Login](#)

Miscellaneous

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

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E-Mail Account Setup, *cont.*

You should see this screen.

Please confirm that the information on this screen is correct, then click "Email information".

ECF Northern District of Iowa CIVIL Criminal

Maintain User Account

Last name First name

Middle name Generation

Gender ATY Type

Title Type atty

Bar number

Prisoner id

Office

Unit

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

Initials DOB AO code End date

Civil ref style Criminal ref style

Date sworn Status

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E-mail Account Setup *cont.*

You should see Screen 7

1) E-mail address → joeattorney@mymail.com

2) Alternate addresses →

3) Other Cases →

4) Daily or Summary →

5) Formatting →

Return to Account Screen →

Screen 7

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E-mail Account Setup, *cont.*

- This will bring up Screen 5. To complete the transaction, you must now click on Submit and then Submit again.

Screen 5

Address: <https://ecf-train.iand.uscourts.gov/cgi-bin/login.pl?48009665>

ECF Iowa Northern Training Civil

Case specific fields were not altered.
Press submit to continue with update of person

Submit Clear

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Assignment

- When you get back to your offices, log into our training database:

CM-ECF LOGIN

Login: attorney1 thru attorney22

Password: train

PACER LOGIN

Login: nd9970

Password: train

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Overview of Docketing in CM/ECF

- Log into the System
- From the main menu choose the area in which you will be docketing, e.g., civil or criminal
- Select the appropriate submenu
- Select the appropriate event
- Enter the appropriate case number

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Overview of Docketing in CM/ECF, *cont.*

- **Identify the filing party**
- **Add the document in pdf format**
- **Insert appropriate docket text**
- **Review your work for accuracy**
- **Submit the event and review service screen**