

cm - ecf

Welcome to Training 101 !!

2004 Series



Trainers

Northern District
of Iowa



Karen Yorgensen



Sue Young



Maura McNally



Julie Hoch

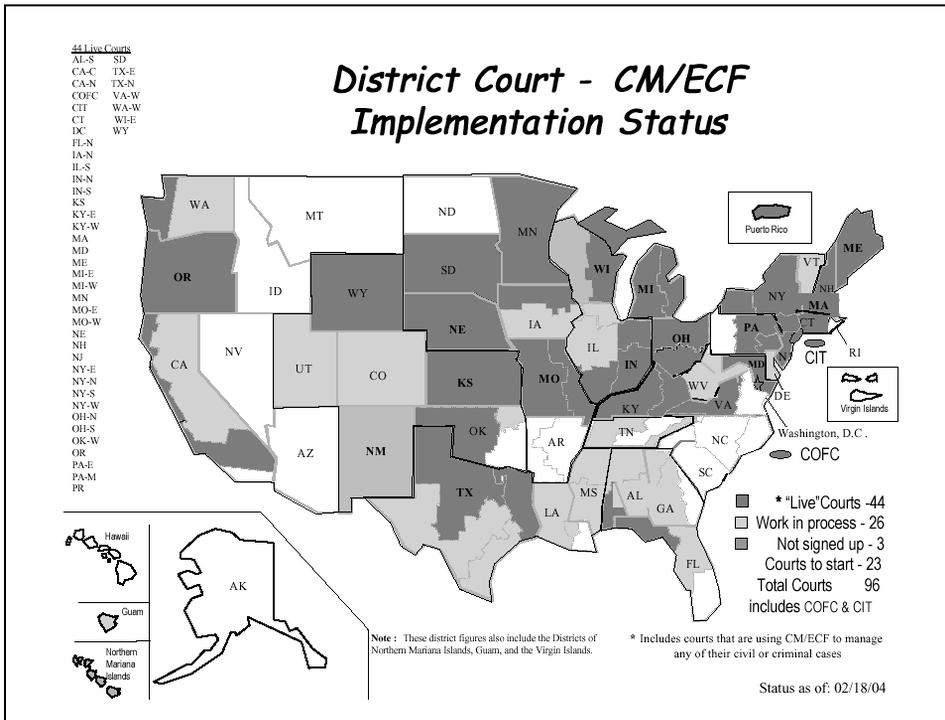


Brad Carson

CM/ECF

Introduction

- Eventually all 96 federal courts will be up and running on ECF. Our court was the 16th court to bring attorneys online with electronic case filing.
- As of August 8, 2004, 1200 attorneys have registered for e-filing.



How it works – we'll docket a motion

- Log in to the system

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and 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.

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. 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:

Choose Civil or Criminal

ECF Iowa Northern Training

Civil • Criminal • Query • Reports • Utilities • Logout



**U.S. District Court
Northern District of Iowa**

Official Court Electronic Document Filing System

Choose Motions

The screenshot shows the ECF Training interface with a navigation bar at the top containing 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the navigation bar, the 'Civil Events' section is displayed, listing various document types in three columns:

- Initial Pleadings and Service**
 - Complaints and Other Initiating Documents
 - Service of Process
 - Answers to Complaints
 - Claims, Obj. to R&R's, Other Answer
- Motions and Related Filings** (indicated by an arrow)
 - Motions
 - Responses and Replies
- Other Filings**
 - Notices
 - Trial Documents
 - Appeal Documents
 - Other Documents
- Social Security**
 - SS Complaint
 - SS Service of Process
 - SS Answer to Complaints
 - SS Motions
 - SS Documents
- Habeas Items**
 - Habeas Complaint
 - Habeas Service of Process
- Habeas Items (cont.)**
 - Habeas Answer to Complaints
 - Habeas Motions
 - Habeas Documents
- Bankruptcy**
 - Bankruptcy Complaint
 - Bankruptcy Service of Process
 - Bankruptcy Answer to Complaints
 - Bankruptcy Motions
 - Bankruptcy Documents
- Student Loan Cases**
 - SL Complaint
 - SL Service of Process
 - SL Answer to Complaints
 - SL Motions
 - SL Documents
- 1983 Prisoner Cases**
 - Prisoner Complaint
 - Prisoner Service of Process
 - Prisoner Answer to Complaints
 - Prisoner Motions
 - Prisoner Documents

7

Choose "Continue Trial"

The screenshot shows the ECF Training interface with a navigation bar at the top containing 'Civil', 'Criminal', 'Query', and 'F'. Below the navigation bar, the 'Motions Notice - Documents Filed Under Seal or Ex Parte' section is displayed. The text reads: "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". Below the text is a dropdown menu with the following options: Consolidate Cases, Continue, Continue Trial (selected), Declaratory Judgment, Default Judgment, Deposit Funds, Directed Verdict, and Disbursement of Funds. Below the dropdown menu are 'Next' and 'Clear' buttons.

8

Enter Your Case Number

The screenshot shows the ECF filing interface. At the top, there is a header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header, a notice states that the court has decided not to allow the filing of sealed pleadings, motions, or other documents or any ex parte filings to be made electronically. A text input field labeled 'Case Number' contains the value '03-9009'. Below the input field, a list of example case numbers is provided: '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

9

Choose Filer

The screenshot shows the ECF filing interface. At the top, there is a header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header, a notice states that the court has decided not to allow the filing of sealed pleadings, motions, or other documents or any ex parte filings to be made electronically. A text input field contains the case number '9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited'. Below the input field, the text 'Select the party who is filing the document:' is displayed. Underneath, there is a section titled 'Select the Party:' with a dropdown menu. The dropdown menu is open, showing a list of parties: 'Daly, John [Plaintiff]', 'Go-Karts, Unlimited, [Defendant]', 'Go-Karts, Unlimited, [ThirdParty Plaintiff]', 'Smith, Alice [ThirdParty Defendant]', and 'Woods, Tiger [Plaintiff]'. To the right of the dropdown menu, there is a link 'Add/Create New Party'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

10

Attach Your Motion (pdf format)

The screenshot shows the ECF system interface. At the top, there is a navigation bar with "Civil", "Criminal", "Query", and "Re" options. The main content area is titled "Motions Notice - Documents Filed Under Seal or Ex Parte" and contains a notice about the court's decision regarding the filing of sealed pleadings. Below the notice, there is a section for selecting a PDF document. The "Filename" field contains "C:\Motion to continue trial.pdf" and a "Browse..." button. The "Attachments to Document" section has radio buttons for "No" (selected) and "Yes". At the bottom, there are "Next" and "Clear" buttons.

11

Add Text

The screenshot shows the ECF system interface. At the top, there is a navigation bar with "Civil", "Criminal", "Query", "Reports", and "Utilities" options. The main content area is titled "Motions Notice - Documents Filed Under Seal or Ex Parte" and contains a notice about the court's decision regarding the filing of sealed pleadings. Below the notice, there is a section for adding text. The "Docket Text: Modify as Appropriate." section has a dropdown menu set to "Joint", a text field containing "MOTION to Continue Trial to September 2004", and a text field containing "by Defendant Go-Karts, Unlimited . (attorney1, one)". At the bottom, there are "Next" and "Clear" buttons.

12

Drop Dead Screen

CM ECF Iowa Northern Training Civil • Criminal • Query • Reports • Utilities

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 exparte, 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](#)

Docket Text: Final Text
Joint MOTION to Continue Trial to *September 2004* by Defendant Go-Karts, Unlimited. (attorney1, one)

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

13

Electronic Notice

CM ECF Iowa Northern Training Civil • Criminal • Query • Reports • Utilities

U.S. District Court
Northern District of Iowa

Notice of Electronic Filing

The following transaction was received from attorney1, one entered on 2/18/2004 at 9:19 PM CST and filed on 2/18/2004

Case Name: Woods et al v. Go-Karts, Unlimited
Case Number: 9:03-cv-9009
Filer: Go-Karts, Unlimited
Document Number: 10

Docket Text:
Joint MOTION to Continue Trial to *September 2004* by Defendant Go-Karts, Unlimited. (attorney1, one)

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1025896836 [Date=2/18/2004] [FileNumber=36079-0] [95f0b02e3ed181d8b692e7413bb31a4de0b782f5f9e431c5cb546ee30806e0b28a21955c5eb60a8c86f0be2a2143cb99f60ba2ee367b26188ed56a887d2]]

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

9:03-cv-9009 Notice will not be electronically mailed to:
two attorney2

14

Training Objectives

You will be given an overview of the hardware and software requirements and the issues relating to them.

You will know what resources are available to assist you with cm/ecf and where to find them.

You will have a general understanding of the procedural and legal issues related to 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 see examples of docketing common events in cm/ecf.

You will be given a general overview of the Query function and reports available under cm/ecf.

15

Hardware Requirements

- PC (IBM or Mac – 300 mhz processor and 64mg ram)
- Scanner – Color or BW (document feeder helpful)
- A way to connect to the internet – either a dialup modem (56k or higher) or a high speed cable or DSL modem

16

Software Requirements

- Browser –
- Adobe READER – free download at:
www.adobe.com
- Software to convert WP or Word documents to PDF

17

Browser Issues

A web browser is required to access cm/ecf

While other browsers work satisfactorily, they do not currently provide all the advantages of Netscape 4.7x which can be downloaded for free at:

http://wp.netscape.com/download/0222101/10000-en-win32-4.76-complete-28_qual.html

If you are using another browser and are having problems, please let us know that when you contact us for help.

18

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

19

PDF Resource

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

20

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”.

Adobe Version 6.0

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]*
Bogal E. Hansen BJL0013289
526 West 4th Street
P.O. Box 1200
Waukegan, IL 60087-1200
(319) 232-6555
ATTORNEYS FOR DEFENDANTS

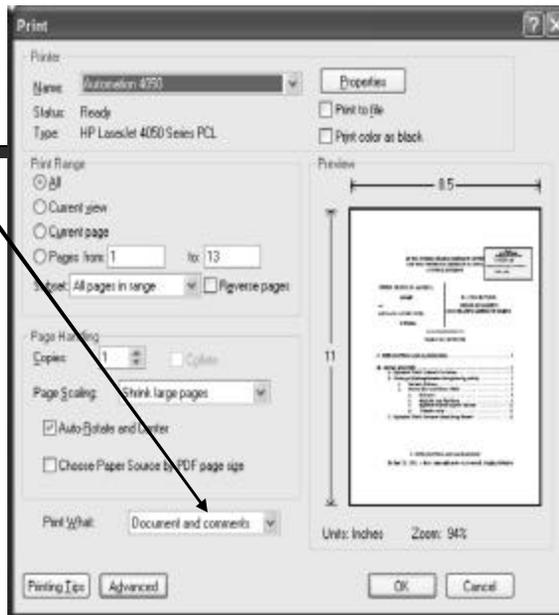
ORDER
This motion is denied.
This court's calendar is such that sixty days is not a sufficient amount of time prior to trial to file, resist and properly resolve a motion for summary judgment.

[Signature]
JOHN A. MAYE
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 at their respective addresses disclosed on the pleadings by:
 Hand Delivered
 E-File
October 23, 2003

- Adobe Version 6.0 may not print our court's customized pdf “stamps” unless you change your “Print What” to print Documents and comments

- Choose File-Print to access this screen – then change to Documents and Comments



23

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.

24

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

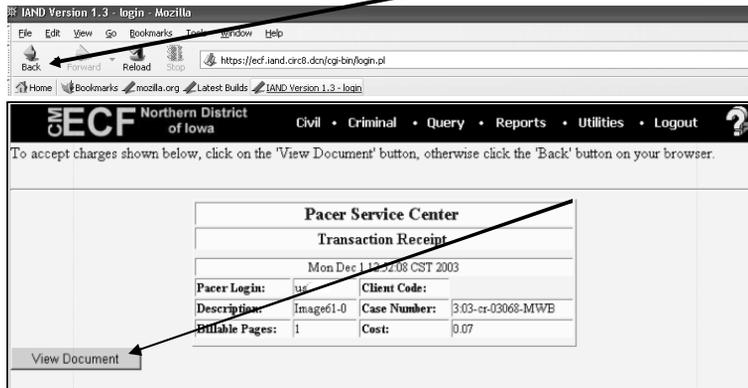
25

HOW DO I KNOW WHEN I WILL INCUR PACER CHARGES?

- When charges are accrued, a transaction confirmation 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.

26

PACER CONFIRMATION RECEIPT



27

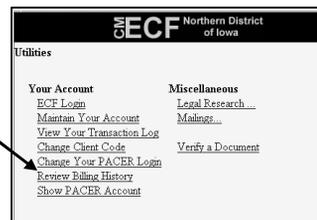
CAN I DETERMINE MY PACER CHARGES BEFORE I'M BILLED?

YES – Click on:

■ ***"Utilities"***



■ ***"Review Billing History"***



28

CAN I DETERMINE MY PACER CHARGES BEFORE I'M BILLED?

- Set a date range
- Set the sort
- Submit

CAN I DETERMINE MY PACER CHARGES BEFORE I'M BILLED?

- 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	

Technical Questions?



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

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

31

NDIA Website Resources

- We have collected all the resources needed to use cm/ecf on our web page (www.iand.uscourts.gov)



32

CM/ECF HOME PAGE

Northern District of Iowa

CM/ECF
Electronic Case Filing

NEWS: Elec
March 1st, 2004
please contact n

FAQs

Electronic Case Filing is now open to all registered attorneys. We invite you to participate in one of our training sessions. If you have attended CM-ECF training in another federal court or have reviewed the CBTs and Tutorials on this site and feel comfortable with our CM-ECF system, you do not need to attend a formal training session. Please review our reference materials (User Guide and Procedural Manual).

CLE credits (3.5 hours, State and Federal) are available to attorneys attending one of our training sessions.

CM-ECF HOME PAGE

What is CM-ECF?

- CM-ECF stands for Case Management/Electronic Case Filing.

33

Reference Material

Northern District of Iowa

CM/ECF
Electronic Case Filing

Reference Material

please contact us to discuss available training!!

Electronic Case Filing is now open to all registered attorneys. We invite you to participate in one of our training sessions. If you have attended CM-ECF training in another federal court or have reviewed the CBTs and Tutorials on this site and feel comfortable with our CM-ECF system, you do not need to attend a formal training session. Please review our reference materials (User Guide and Procedural Manual).

CLE credits (3.5 hours, State and Federal) are available to attorneys attending one of our training sessions.

CM-ECF HOME PAGE

What is CM-ECF?

- CM-ECF stands for Case Management/Electronic Case Filing.

34

Reference Material

CM-ECF Home Page	Reference Materials
ECF Registration Form	Adobe Acrobat Version 6.0
What Equipment do I need?	Attorney Training Manual - <small>Attorney Training 12-9-03.pdf</small>
FAQs	C.L.E. Form
Where To Go For Help	CM-ECF Brochure - <small>cmecf brochure.pdf</small>
Training	ECF Websites
Training Schedule	Guide to PDF
Login to Training Database	Procedural Manual
Login to LIVE Database	Scanning Tips
Computer Based Training	User Manual
ECF Tutorial	

35

Login to Live/Training

 Northern District of Iowa	CM/ECF <small>Electronic Case Filing</small>	
ECF Registration Form	NEWS: Electronic Case Filing <i>March 1st, 2004. If you are interested in participating in one of our training sessions, please contact us to discuss the details.</i>	Login to Training Database
What Equipment do I need?	<i>Electronic Case Filing is now available in another federal court. If you have reviewed the CBTS and Tutorials on this site and feel comfortable with our CM-ECF system, you do not need to attend a formal training session. Please review our reference materials (User Guide and Procedural Manual).</i>	Login to LIVE Database
FAQs	<i>CLE credits (3.5 hours, State and Federal) are available to attorneys attending one of our training sessions.</i>	
Where To Go For Help	CM-ECF HOME PAGE	
Reference Material	What is CM-ECF?	
Training	<ul style="list-style-type: none">• CM-ECF stands for Case Management/Electronic Case Filing.	
Training Schedule		
Login to Training Database		
Login to LIVE Database		
Computer Based Training		
ECF Tutorial		
NDIA Home Page		

36

Links to:

□ Live Database



□ Training Database



37

CBTs & Tutorials

Northern District of Iowa

CM/ECF
Electronic Case Filing

NEWS: Electronic Filing will be mandatory effective March 1st, 2004. If you have not already registered, please contact [redacted]

Electronic Case Filing training in another location on this site and fees to attend a formal (User Guide and Procedural Manual).

CLE credits (3.5 hours, State and Federal) are available to attorneys attending one of our training sessions.

Computer Based Training

ECF Tutorial

CM-ECF HOME PAGE

What is CM-ECF?

- CM-ECF stands for Case Management/Electronic Case Filing.

Navigation menu (left): ECF Registration Form, What Equipment do I need?, FAQs, Where To Go For Help, Reference Material, Training, Training Schedule, Login to Training Database, Login to LIVE Database, Computer Based Training, ECF Tutorial, NIMA Home Page

38

Computer Based Training ECF Tutorial

Case Management/Electronic Case Filing (CM/ECF) Tutorial

This interactive tutorial teaches new users to navigate, create reports, and post documents using the CM/ECF system. The tutorial consists of five modules, each of which contains sections that guide you through specific CM/ECF functions such as how to file an answer or how to create a cases filed report.

If you are a new CM/ECF user, you should begin with Module 1 and continue to the end of Module 5. This is a self-paced tutorial. At any point in the tutorial, you may bookmark your place and return when and where it is convenient to you. The entire module will take you less than one hour to complete.

To begin, select one of the section links below.

<p>Module 1: Orientation</p> <ul style="list-style-type: none"> About Electronic Case Filing How to use this tutorial Navigating Electronic Case Filing <p>Module 2: Filings</p> <ul style="list-style-type: none"> Opening a Case Filing an answer to a complaint Filing a motion Filing a response with an attachment <p>Module 3: Reports</p> <ul style="list-style-type: none"> View a docket sheet View a cases filed report View a case calendar 	<p>Module 4: Queries</p> <ul style="list-style-type: none"> Run a query <p>Module 5: Special Routines</p> <ul style="list-style-type: none"> Creating/adding a new party Joint filing with other attorneys Setting up email notification Frequently Asked Questions Working with PDF Documents Get Acrobat Reader Privacy Issues Return to Court CM/ECF Web Page
--	---

Where To Go For Help

Where To Go For Help

US District Court
Northern District of Iowa

CM/ECF
Electronic Case Filing

Where To Go For Help

For help with logins, browsers, equipment, docketing:

In Cedar Rapids: (319)286-2300
In Sioux City: (712)233-3900

OR

Email us with questions or suggestions: ecfhelp@iand.uscourts.gov

If you have a critical deadline and want extended support, contact us during regular business hours and we will provide you with a contact name and number.

Proposed Orders?
Should be submitted in Word or Word Perfect format to ecfmail@iand.uscourts.gov

[CM/ECF Home Page](#)
[ECF Registration Form](#)
[What Equipment do I need?](#)
[FAQs](#)
[Where To Go For Help](#)
[Reference Material](#)
[Training](#)
[Training Schedule](#)
[Login to Training Database](#)
[Login to LIVE Database](#)
[Computer Based Training](#)
[ECF Tutorial](#)
[NDIA Home Page](#)

41

Procedural & Legal Issues

- Rules governing electronic case filing can be found in our Local Rules, supplemented by the Procedural Manual on our website.

42

Section II

Electronic Filing System

- Mandatory Date: March 1, 2004

 - Cases or Documents Subject to Electronic Filing

 - Documents Not Filed Electronically
 - All documents except where excused by the Court or Clerk
-

43

SECTION XI - DOCUMENTS TO BE FILED IN PAPER FORM

- Sealed Documents

 - Ex Parte Documents

 - Pro Se Documents

 - Large Documents
-

44

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
- Documents Submitted for Court Approval
 - (Proposed or Scheduling Order)

45

Section III OFFICIAL COURT FILES

- No paper after March 1, 2004
- Original documents discarded
- Exception for criminal cases

46

Section IV - Signatures

■ A. FILER'S SIGNATURE

- Log in and password.
 - Rule 11
 - Format
- "s/ (attorney name)".**

/s/ Christopher D. Spaulding

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

■ B. NON-ATTORNEY SIGNATURES

- Must be scanned

47

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.**

48

Signatures, Multiple

/s/ Christopher D. Spaulding

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/ Brian A. Mark

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

SECTION V - Service

Notice of E-Filing



- This constitutes the certificate of service on all registered parties

Can I Tell Who is Registered?

- Yes – Click on
 - "UTILITIES"



- "MISCELLANEOUS - MAILINGS"



Mailing Info for a Case

Key in case number

Mailing Information for a Case 1:03-cv-00003-JAJ

Electronic Mail Notice List

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

- Thomas A Krause
tkrause1@aol.com
- Lawrence D Kusdej
lary.kusdej@iudoj.gov urao-ian-civ-dc-cr@iudoj.gov

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 manually for these recipients.

Michael DePree
Bowman & DePree, LLC
617 Brady Street
***P&S ATTY
Davenport, IA 52803-5200

Mail information is listed

Service, cont.

CONVENTIONAL 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:
<input checked="" type="checkbox"/> U.S. Mail <input type="checkbox"/> Fax <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Electronically
UNITED STATES ATTORNEY
By: /s/Brenda Nietert COPIES TO: David Nadler

53

SECTION VI - Registration

- An attorney wishing to file electronically 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*

54

SECTION VII - Orders

- Judges' orders electronically filed

- Proposed orders not electronically filed (ecfmail@iand.uscourts.gov)

- Text only orders

55

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.

05 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.

56

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]*
Joseph E. Hansen BL0013289
526 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]
JOYNA 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 at their respective addresses disclosed on the pleadings by:
 U.S. Mail
 Hand Delivered
Date: *October 23* 2003



Adobe Version 6.0

57

SECTION VIII Correcting Mistakes

Do not refile – call us



Use the proper event initially

58

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.

59

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.
- Direct Access if our web page is down:
<http://ecf.iand.uscourts.gov>.

60

SECTION X

Privacy Issues

- Privacy Issues (Procedural Manual X)
 - Redaction Required – E-Government Act of 2002, Public Law 107-347.

 - Access to the System – You will see this message if you are not a party to the case in a criminal matter and attempt to view a document.



61

Account Setup

Account Set Up

62

Let's Set Up Our Account!

(User Manual – Section 6)

Click on "UTILITIES"



63

Account Setup

Click on "Maintain Your Account"



64

Account Setup, cont.

You should see this screen.

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

ECF Northern District of Iowa Civil Criminal

Maintain User Account

Last name attorney1 First name
Middle name Generation
Gender ATY Type
Title Type aty
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
[Email information...] [More user information...]
[Submit] [Clear]

65

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".

ECF Northern District of Iowa Civil Criminal

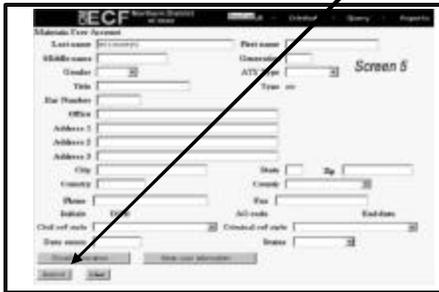
More User Information for attorney1

Login attorney1 Last login 08-15-2003 15:50
Password ***** Current login 08-17-2003 15:50
PrId 34226 Create date 06/25/2003
Registered Y Update date 07/09/2003
Groups Attorney
[Return to Account screen] [Clear] **Screen 6**

66

Account Setup, cont.

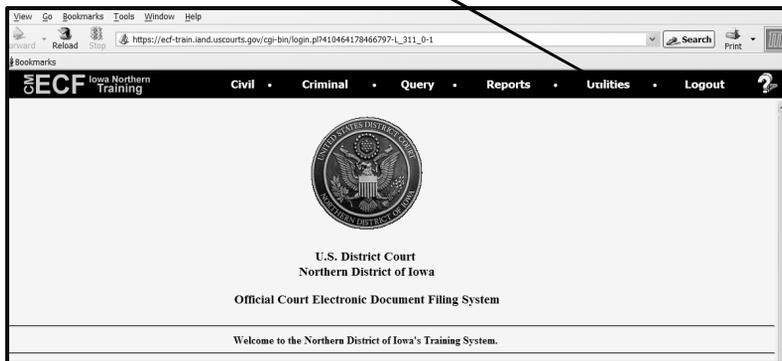
- 3. This will bring up Screen 5. To complete the transaction, you **must** now click on Submit and then Submit again.



67

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

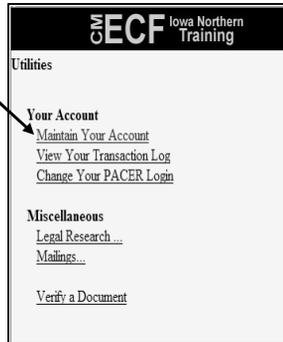
Click on "UTILITIES"



68

Account Setup, cont.

Click on "Maintain Your Account"



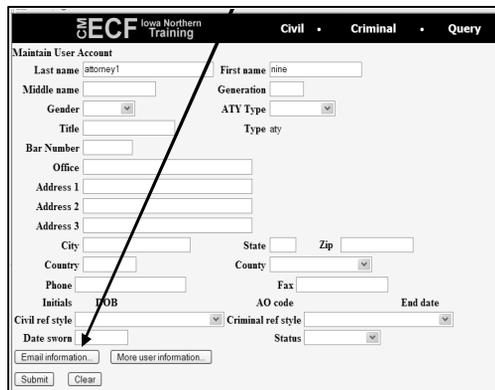
The screenshot shows a web interface for ECF Iowa Northern Training. At the top, there is a header with the ECF logo and the text "Iowa Northern Training". Below the header, there is a section titled "Utilities". Under "Utilities", there is a sub-section titled "Your Account" which contains three links: "Maintain Your Account", "View Your Transaction Log", and "Change Your PACER Login". Below "Your Account", there is another sub-section titled "Miscellaneous" which contains three links: "Legal Research ...", "Mailings...", and "Verify a Document". An arrow points from the text "Click on 'Maintain Your Account'" to the "Maintain Your Account" link.

69

Account Setup, cont.

You should see this screen.

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



The screenshot shows a web interface for ECF Iowa Northern Training. At the top, there is a header with the ECF logo and the text "Iowa Northern Training". Below the header, there is a section titled "Maintain User Account". The form contains several fields for user information: Last name (attorney1), First name (nine), Middle name, Gender (dropdown), Generation, Title, ATY Type (dropdown), Bar Number, Type aty, Office, Address 1, Address 2, Address 3, City, State, Zip, Country, County (dropdown), Phone, Fax, Initials, DOB, AO code, End date, Civil ref style (dropdown), Criminal ref style (dropdown), Date sworn, and Status (dropdown). There are also buttons for "Email information...", "More user information...", "Submit", and "Clear". An arrow points from the text "Please confirm that the information on this screen is correct, then click 'Email information'." to the "Email information..." button.

70

E-mail Account Setup

You should see this screen.

1) E-mail address (account owner) → Primary e-mail address: attorney1@attorneymail.com

2) Alternate addresses → Additional addresses: office_manager@attorneymail.com, paralegal@attorneymail.com

3) Make sure this box is checked! → Send notices in cases in which I am involved

4) Other Cases → Send notices in these additional cases: 3-9003

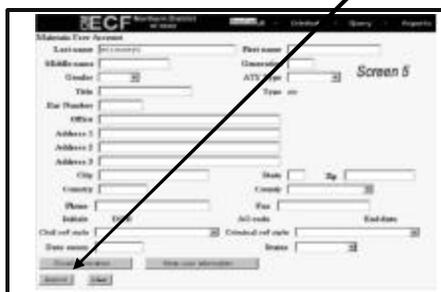
5) Daily or Summary → Send a notice for each filing, Send a Daily Summary Report

6) Formatting → html format for Netscape or ISP e-mail service, text format for cc:Mail, GroupWise, other e-mail service

Return to Account Screen →

E-mail Account Setup

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



Common Screens

73

Main Menu (Court Login)



74

Sub Menu - Civil

The screenshot displays the ECF Iowa Northern Training web application interface. At the top, there is a navigation bar with the ECF logo and the text "Iowa Northern Training". To the right of the logo are several menu items: "Civil", "Criminal", "Query", "Reports", "Utilities", and "Logout", each followed by a small downward-pointing arrow. A question mark icon is located in the top right corner of the navigation bar.

Below the navigation bar, the main content area is titled "Civil Events". It contains a list of sub-menu items organized into several categories:

- Initial Pleadings and Service**
 - [Complaints and Other Initiating Documents](#)
 - [Service of Process](#)
 - [Answers to Complaints](#)
 - [Claims, Obi, to R&F's, Other Answers](#)
- Motions and Related Filings**
 - [Motions](#)
 - [Responses and Replies](#)
- Other Filings**
 - [Notices](#)
 - [Trial Documents](#)
 - [Appeal Documents](#)
 - [Other Documents](#)
- Social Security**
 - [SS Complaint](#)
 - [SS Service of Process](#)
 - [SS Answer to Complaints](#)
 - [SS Motions](#)
 - [SS Documents](#)
- Habeas Items**
 - [Habeas Complaint](#)
 - [Habeas Service of Process](#)
- Habeas Items (cont.)**
 - [Habeas Answer to Complaints](#)
 - [Habeas Motions](#)
 - [Habeas Documents](#)
- Bankruptcy**
 - [Bankruptcy Complaint](#)
 - [Bankruptcy Service of Process](#)
 - [Bankruptcy Answer to Complaints](#)
 - [Bankruptcy Motions](#)
 - [Bankruptcy Documents](#)
- Student Loan Cases**
 - [SL Complaint](#)
 - [SL Service of Process](#)
 - [SL Answer to Complaints](#)
 - [SL Motions](#)
 - [SL Documents](#)
- 1983 Prisoner Cases**
 - [Prisoner Complaint](#)
 - [Prisoner Service of Process](#)
 - [Prisoner Answer to Complaints](#)
 - [Prisoner Motions](#)
 - [Prisoner Documents](#)

Sub Menu - Criminal

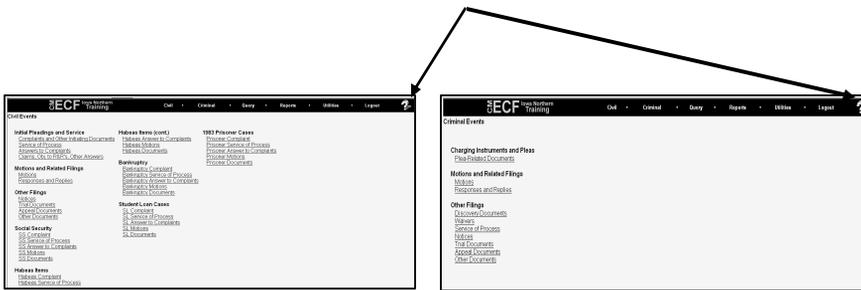
The screenshot displays the ECF Iowa Northern Training web application interface. At the top, there is a navigation bar with the ECF logo and the text "Iowa Northern Training". To the right of the logo are several menu items: "Civil", "Criminal", "Query", "Reports", "Utilities", and "Logout", each followed by a small downward-pointing arrow. A question mark icon is located in the top right corner of the navigation bar.

Below the navigation bar, the main content area is titled "Criminal Events". It contains a list of sub-menu items organized into several categories:

- Charging Instruments and Pleas**
 - [Plea-Related Documents](#)
- Motions and Related Filings**
 - [Motions](#)
 - [Responses and Replies](#)
- Other Filings**
 - [Discovery Documents](#)
 - [Waivers](#)
 - [Service of Process](#)
 - [Notices](#)
 - [Trial Documents](#)
 - [Appeal Documents](#)
 - [Other Documents](#)

Help Screens

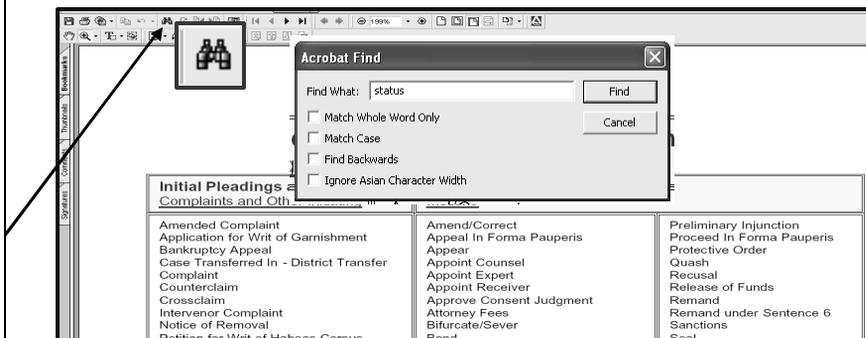
□ Available with "Submenus" Open



77

Help Screens

□ You can search or print the listing



78

Search Result – Status Report can be found in “Other Documents”

	<u>Other Documents</u>
Other Filings <u>Notices</u>	Affidavit Application for Writ Bill of Costs Financial Affidavit Jury Demand LR 3.2 – Statement of Interest Objections (generic) Pretrial Memorandum Receivers Oath Response (Other) Response to Order to Show Cause Satisfaction of Judgment Scheduling Report Settlement Agreement Statement of Interest Status Report Stipulation Stipulation of Dismissal Suggestion of Bankruptcy
Notice (Other) Notice of Acceptance With Offer of Judgment Notice of Appearance Notice of Appearance in Prisoner Case Notice of Application for Writ Notice of Change of Address Notice of Lis Pendens Notice of Lodging Consent Decree Notice of Voluntary Dismissal	

79

Common Screens

Case Selection Screen

Case Number
<input type="text" value="3-9009"/> 99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345
<input type="button" value="Next"/> <input type="button" value="Clear"/>

Screen 14

80

Common Screens

Select "Party Filer" Screen

The screenshot shows the 'Party Filer' screen in the ECF system. The header includes the ECF logo, 'Iowa Northern Training', and tabs for 'Civil' and 'Criminal'. The main heading is 'Complaints and Other Initiating Documents'. Below this, the case number '9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited' is displayed. The instruction reads: 'Select the party who is filing the document:'. A dropdown menu titled 'Select the Party:' is open, showing three options: 'Daly, John [Plaintiff]', 'Go-Karts, Unlimited, [Defendant]', and 'Woods, Tiger [Plaintiff]'. To the right of the dropdown, a note states: 'If the party is not in the list to the left, You may need to [search for the party in our database](#)'. At the bottom, there are 'Next' and 'Clear' buttons.

81

Common Screens

Party-Attorney Association Screen

The screenshot shows the 'Party-Attorney Association' screen in the ECF system. The header includes the ECF logo, 'Iowa Northern Training', and a 'Civil' tab. The main heading is 'Answers to Complaints'. Below this, the case number '9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited' is displayed. The instruction reads: 'Check the box for the party you represent below. The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. A single association is listed: ' Go-Karts, Unlimited, (pty, dt) represented by attorney3, three (aty)'. At the bottom, there are 'Next' and 'Clear' buttons.

82

Common Screens

Select "Filed Against" Screen

CECF Iowa Northern Training Civil • Criminal • Query

Complaints and Other Initiating Documents
9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited

Please select the party that this filing is **against**

Select the Party: OR Select a Group:

No Group
 All Defendants
 All Plaintiffs
 All Parties

If the party is not in the list to the left,
You may need to search for the party in our database

83

Common Screens

- 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 document to be answered.

Refer to existing event(s)?

Filed to

Documents to

84

Common Screens

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

The screenshot shows the ECF interface with a "Motions Notice - Documents Filed Under Seal or Ex Parte" header. Below the header is a notice: "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." A link to a case is provided: "9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited". Below this is the instruction "Select the appropriate event(s) to which your event relates:". A list of events is shown, with the first one selected: "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" and "Clear" buttons are at the bottom.

85

Common Screens

□ Menus - Dropdowns

Some menus open automatically (motions)

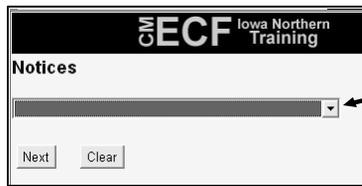
The screenshot shows the ECF interface with the same "Motions Notice" header and notice as the previous screen. Below the notice is a dropdown menu that is open, showing a list of events: "Expenses", "Extension of Time", "Extension of Time for Scheduling Order Deadlines", "Extension of Time to Amend/Correct", "Extension of Time to File", "Extension of Time to File Answer", "File Overlength Brief", and "Forfeiture of Property". "Next" and "Clear" buttons are at the bottom.

86

Common Screens

☐ Menus - Dropdowns

Some menus must be opened (notices)

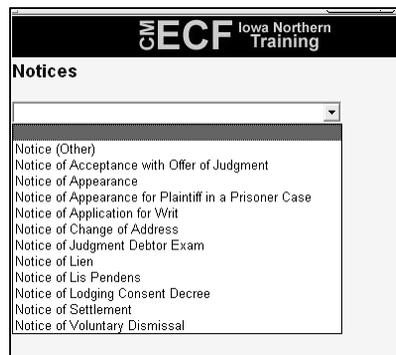


Click on down arrow

87

Common Screens

☐ Menus - Dropdowns



88

Common Screens

Attach PDF Document Screen

The screenshot shows a web interface for the Iowa Northern Training ECF system. At the top, it says "Iowa Northern Training" and "Civil Criminal". Below that is a "Motions Notice - Documents Filed Under Seal or Ex Parte" section with a warning about sealed pleadings. A link is provided: "9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited". The main area prompts the user to "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" input field and a "Browse..." button. Below that is an "Attachments to Document:" section with radio buttons for "No" and "Yes". At the bottom are "Next" and "Clear" buttons.

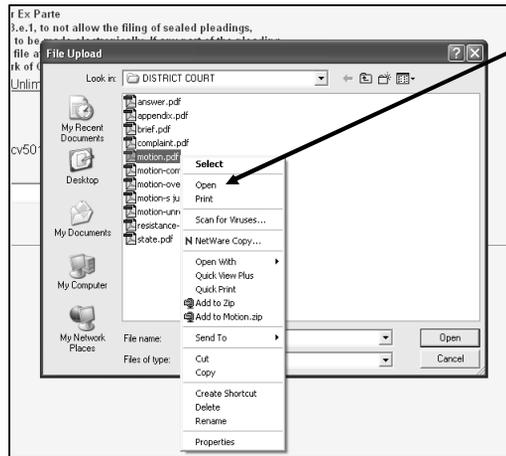
89

Browse Screen

The screenshot shows a "File Upload" dialog box. The "Files of type:" dropdown menu is open, showing options like "HTML Files", "Text (*.txt)", "Executable (*.exe)", "All Files (*.*)", and "Scalable Vector Graphics (*.svg)". A callout box with the text "Netscape - change to 'all files'" has an arrow pointing to the "All Files (*.*)" option. The "Attachments to Document:" section has radio buttons for "No" and "Yes". "Next" and "Clear" buttons are at the bottom.

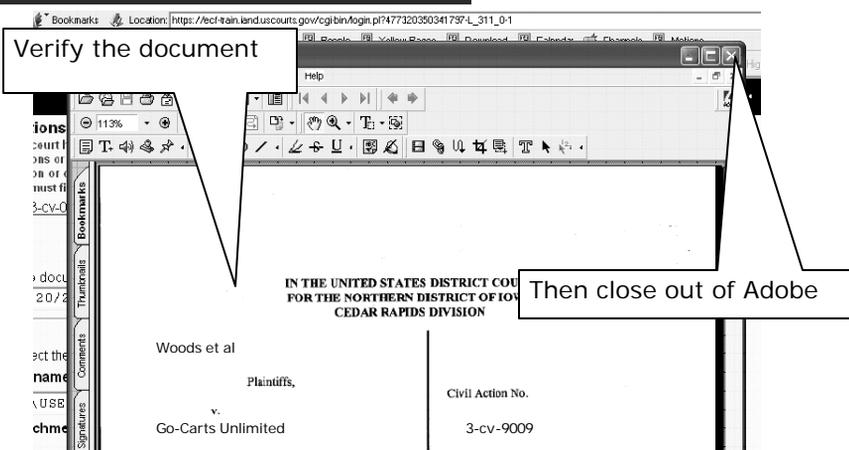
90

Right Click on Document & Open



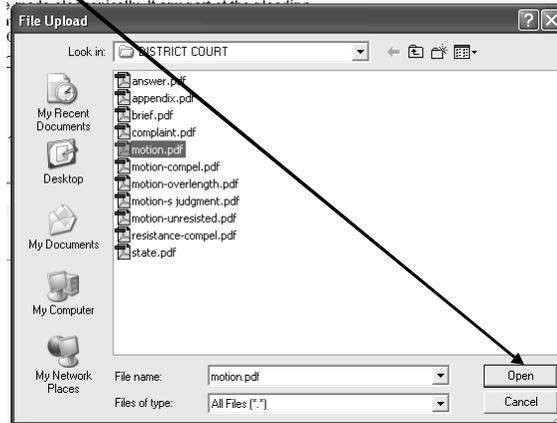
91

The PDF Document Opens –



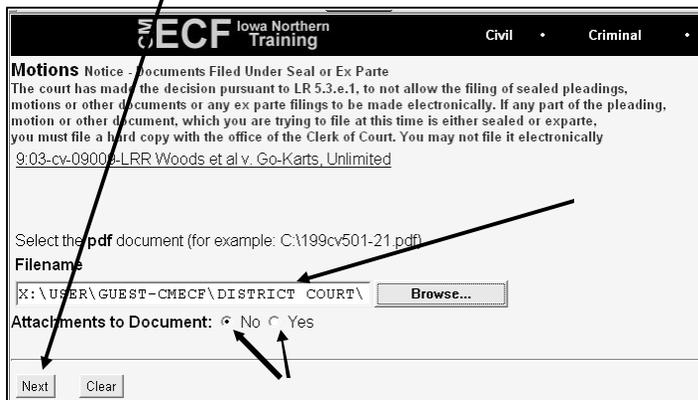
92

Highlight Document and Click Open to Attach the Document



93

Click Next



94

Attachment Screen

MECF Iowa Northern Training Civil • Criminal • Query • Reports • Utilities

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

3 Steps!

Select one or more attachments.

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

Filename

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

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

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

95

Common Screens, cont.

Dropdown & Text Boxes

MECF Iowa Northern Training Civil • Criminal • Query • Reports • Utilities

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

Docket Text: Modify as Appropriate.

Amended
 Cross
 Joint
 *ORAL ARGUMENT REQUESTED -
 Renewed
 Supplemental
 Third Party

96

Common Screens, cont.

□ Drop Dead Screen

ECF Iowa Northern Training Civil Criminal Query Reports Utilities

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](#)

Docket Text: Final Text
MOTION for Extension of Time to File Answer re [1] Complaint until April 1, 2004 by Defendant Go-Karts, Unlimited. (attorney3, three)

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

97

Common Screens

□ Notice of Electronic Filing

ECF Iowa Northern Training Civil Criminal Query Reports

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 or other documents or any ex parte filings to be made electronically. If any part of the 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](#)

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 G

Service information

The following document(s) are associated with this transaction:
Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP: dcecfStamp_ID=1025996836 [Date=1/23/2004] [FileNumber=35313-0] [CaseID=7216d5b23c225fb844d2181ec9f6c427f1105b1017372e54cdfc065f6e33be077220deb22bb2c1fff6ee951b35fc286b3359f9629bc2c515108fccb2]

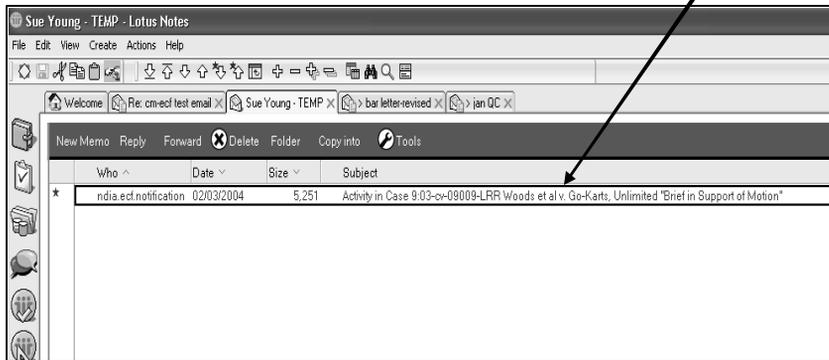
9:03-cv-9009 Notice will be electronically mailed to:
one attorney1 sue_young@and.uscourts.gov julie_hoch@and.uscourts.gov

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

98

Email Notice

- I'll open my email by clicking on it



99

Email Notification

The screenshot shows the ECF Training website interface. The top navigation bar includes "ECF Training" and tabs for "Civil", "Criminal", "Query", and "Reports". The main content area displays a "Notice of Electronic Filing" for Case 9:03-cv-9009. The notice includes the following information:

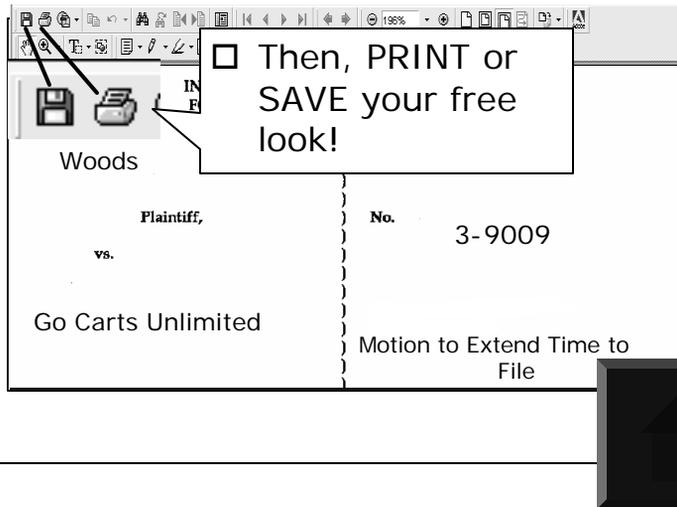
- Case Name:** Woods et al v. Go-Karts, Unlimited
- Case Number:** 9:03-cv-9009
- Filer:** Go-Karts, Unlimited
- Document Number:** 2

The notice also includes a "Docket Text" section with a link to the document and a "Document description" section with the original filename and electronic document stamp. Two callout boxes are present:

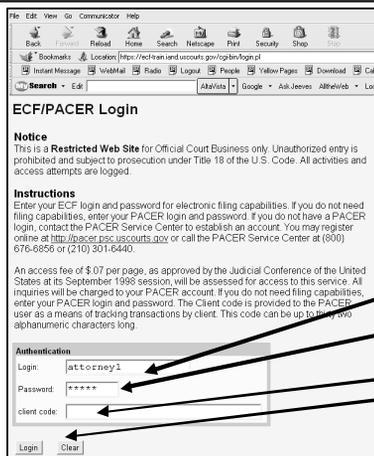
- A box with the text: "Make sure you're already logged in to cm-ecf BEFORE you click on the document number!!!"
- A box with the text: "Clicking on document number generates the free look". An arrow points from this box to the "Document Number: 2" field.

100

Free Look – Adobe Document Opens



Docketing Common Events - Civil Complaint

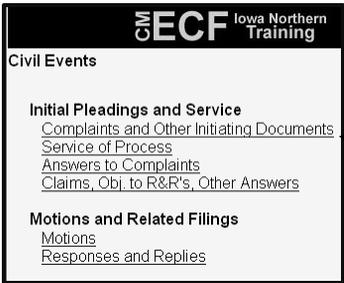


- We will log into our training database as "attorney1", password "train". Click "Login".

Click on "Civil"

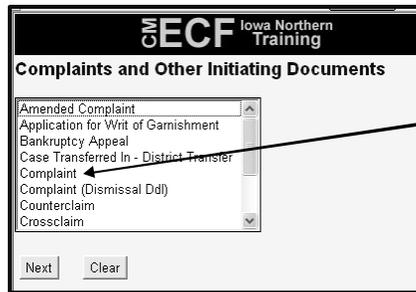


Under Initial Pleadings & Service...



Choose
"Complaints and
Other Initiating
Documents"

Then Choose "Complaint" and hit "Next"

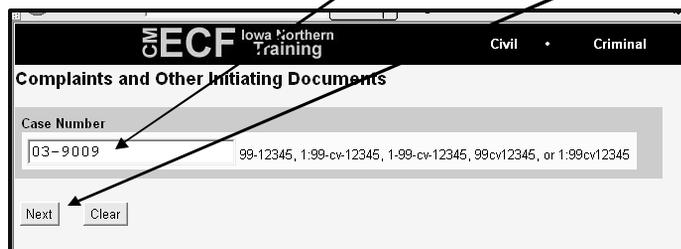


The screenshot shows a software window titled "CMECF Iowa Northern Training" with a subtitle "Complaints and Other Initiating Documents". A dropdown menu is open, listing several document types: "Amended Complaint", "Application for Writ of Garnishment", "Bankruptcy Appeal", "Case Transferred In - District Transfer", "Complaint", "Complaint (Dismissal Dtd)", "Counterclaim", and "Crossclaim". An arrow points to the "Complaint" option. Below the menu are "Next" and "Clear" buttons.

105

Then Choose "Complaint" and hit "Next"

- Key in the case number and click next



The screenshot shows the same software window as above, but with a "Case Number" input field. The field contains the text "03-9009". Below the input field, there is a list of example case numbers: "99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345". An arrow points to the input field, and another arrow points to the "Next" button. The "Next" and "Clear" buttons are at the bottom left.

106

Choose the FILER(s)

CECF Iowa Northern Training Civil • Criminal

Complaints and Other Initiating Documents

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

Select the party who is filing the document:

Select the Party:

Daly, John (Plaintiff)
Go-Karts, Unlimited (Defendant)
Woods, Tiger (Plaintiff)

If the party is not in the list to the left, You may need to search for the party in our database

And click "Next"

Next Clear

107

Associate the Attorney with the Party and click "Next"

CECF Iowa Northern Training Civil • Criminal

Complaints and Other Initiating Documents

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

Check the box for the party you represent below.
The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Daly, John(pty:pla) represented by attorney1, one (aty)

Woods, Tiger(pty:pla) represented by attorney1, one (aty)

Next Clear

108

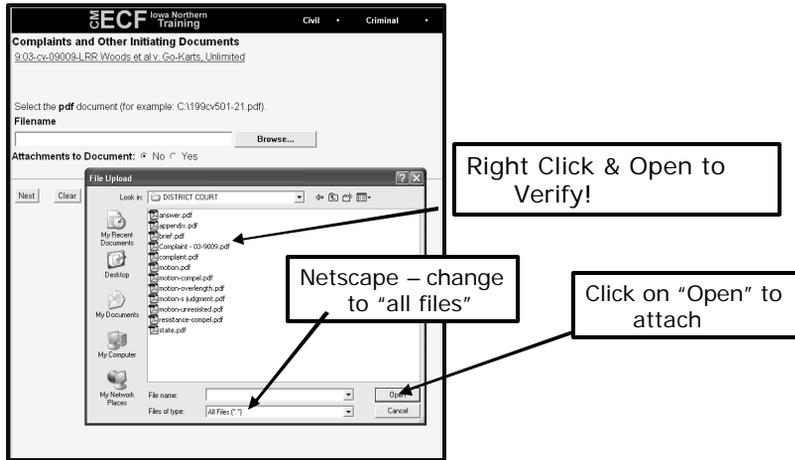
Choose the party “filed against” and click “Next”

The screenshot shows the 'Complaints and Other Initiating Documents' section of the ECF system. The case name is '9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited'. The instruction reads: 'Please select the party that this filing is against.' There are two main sections: 'Select the Party:' and 'Select a Group:'. Under 'Select the Party:', a dropdown menu is open, showing 'Daly, John [Plaintiff]', 'Go-Karts, Unlimited [Defendant]', and 'Woods, Tiger [Plaintiff]'. An arrow points to the 'Go-Karts, Unlimited [Defendant]' option. Under 'Select a Group:', there are radio buttons for 'No Group' (selected), 'All Defendants', 'All Plaintiffs', and 'All Parties'. To the right, a note says: 'If the party is not in the list to the left, You may need to search for the party in our database'. At the bottom left, there are 'Next' and 'Clear' buttons. An arrow points to the 'Next' button.

Attach the PDF document – click “Browse”

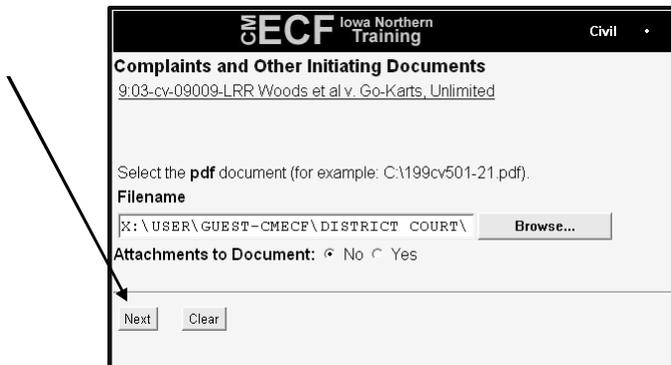
The screenshot shows the 'Complaints and Other Initiating Documents' section of the ECF system. The case name is '9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited'. The instruction reads: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Below this is a 'Filename' label and an empty text input field. To the right of the input field is a 'Browse...' button. An arrow points to the 'Browse...' button. Below the input field, there is a section for 'Attachments to Document:' with radio buttons for 'No' (selected) and 'Yes'. At the bottom left, there are 'Next' and 'Clear' buttons.

Find the PDF document stored on your system



111

PDF Document is now attached – Click "Next"



112

Receipt Number/Fee

The screenshot shows the CE CF Iowa Northern Training interface. At the top, it says "CE CF Iowa Northern Training" and "Civil • Criminal". Below that, it says "Complaints and Other Initiating Documents" and "9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited". The main text reads: "If you have the information for the receipt number, please complete the text box. If you do not have the number delete the amount of money and hit Next." Below this, there are two input fields: "Receipt #: 123" and "Fee: \$150". To the right of the fee field, it says "Fee is automatically calculated". At the bottom, there are two buttons: "Next" and "Clear". Two arrows point from the "Next" button to the "Receipt #" and "Fee" fields.

Key in receipt number (if applicable) and click "Next"

113

Scheduling Report Deadline – Click "Next"

The screenshot shows the CE CF Iowa Northern Training interface. At the top, it says "CE CF Iowa Northern Training" and "Civil". Below that, it says "Complaints and Other Initiating Documents" and "9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited". The main section is titled "Scheduling Report Deadline". Below this, there is a "Date" field with "06/9/2004" and a "Calendar" button. Below the date field, there is a "Please Note" section: "Please Note: If your complaint contains a request for class certification without a separate motion, please notify the Judge of your case immediately." At the bottom, there are two buttons: "Next" and "Clear". An arrow points from the "Next" button to the "Date" field.

114

Freeform Text Box

- Key in text if applicable and click "Next"

The screenshot shows the CECF Iowa Northern Training interface. At the top, there is a navigation bar with the CECF logo and the text "Iowa Northern Training". To the right of the logo are menu items: "Civil", "Criminal", "Query", "Reports", and "Utilities". Below the navigation bar, the page title is "Complaints and Other Initiating Documents" and the case number is "9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited". The main content area has a header "Docket Text: Modify as Appropriate." followed by a text input field containing the text: "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)". Below the text input field are two buttons: "Next" and "Clear". Two black arrows point from the text input field to the "Next" button.

115

Drop Dead Screen

The screenshot shows the CECF Iowa Northern Training interface. At the top, there is a navigation bar with the CECF logo and the text "Iowa Northern Training". To the right of the logo are menu items: "Civil", "Criminal", "Query", "Reports", and "Utilities". Below the navigation bar, the page title is "Complaints and Other Initiating Documents" and the case number is "9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited". The main content area has a header "Docket Text: Final Text" followed by a text input field containing the text: "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)". Below the text input field is a warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Below the warning message are two buttons: "Next" and "Clear". A black arrow points from the "Next" button to the warning message.

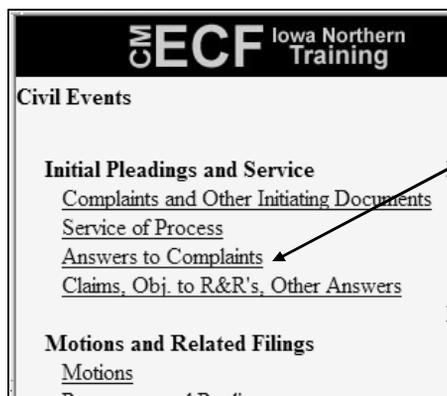
116

Click on "Civil"



119

Choose Answers to Complaints



Civil Submenu

120

Answer – Case Number

- Key in the case number and click “Next”

CMECF Iowa Northern Training Civil • Criminal

Answers to Complaints

Case Number

03-9009 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

121

Answer – Filer

- Choose Filer and click “Next”

CMECF Iowa Northern Training Civil

Answers to Complaints

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

Select the party who is filing the document:

Select the Party:

Daly, John (Plaintiff) Add/Create New Party

Go-Karts, Unlimited (Defendant)

Woods, Tiger (Plaintiff)

Next Clear

122

Answer – Party Association

- Associate Party with Attorney and click “Next”

CEFC Iowa Northern Training Civil

Answers to Complaints

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

Check the box below for the party(s) you represent.
The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Go-Karts, Unlimited, (pty:df) represented by attorney3, three (aty)

Next Clear

123

Answer – Link to Complaint

- Link the Answer to the Complaint and click “Next”.

CEFC Iowa Northern Training Civil Criminal Query

Answers to Complaints

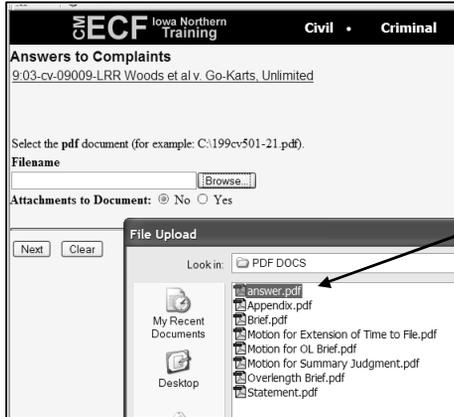
9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	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

124

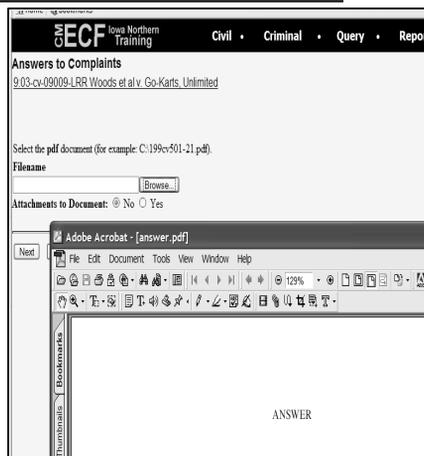
Answer – Attach PDF



- Browse out to PDF document – right click on Answer and “open” to verify

125

Answer – Verify PDF doc

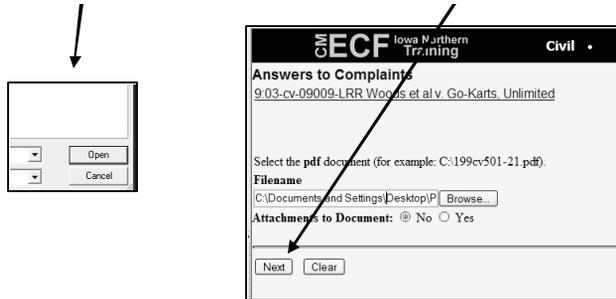


- Close Adobe

126

Answer – Attach PDF Doc

- ❑ Right click on document and then click OPEN to attach, then NEXT.



127

Answer – Counterclaim, Cross-Claim, Third-Party Complaint

Choose third-party complaint and click "Next"

128

Answer – Choose or Add Third-Party

The screenshot shows the 'Answers to Complaints' section for case 9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited. Under the 'Third Party Complaint' heading, it instructs the user to select a party from a list. The 'Select the Party:' section contains a scrollable list with three entries: 'Daly, John [Plaintiff]', 'Go-Karts, Unlimited, [Defendant]', and 'Woods, Tiger [Plaintiff]'. To the right, the 'Select a Group:' section has three radio button options: 'No Group' (selected), 'All Defendants', and 'All Plaintiffs'. Below these options is a link that says 'Add Create New Party'. At the bottom of the form are 'Next' and 'Clear' buttons.

- Since our third-party does not show in the box, click on "Add/Create New Party"

129

Answer – Searching Party

- Key in the last name of the party you are searching for then click "Search"

The screenshot shows the 'Search for a party' section of the interface. It features a text input field labeled 'Last/Business name' with the word 'smith' entered. Below the input field are two buttons: 'Search' and 'Clear'.

130

Answer – Adding Party

- Since our party, “Alice Smith” is not in the party database, we need to click on “Create new party”

CM ECF Iowa Northern Training Civil

Search for a party

Last/Business name

Party search results

SMITHKLINE BEECHAM ANIMAL PRODUCTS...
SMITHKLINE BEECHAM CORP...
Smith,
Smith, Alex
Smith, Allyn L
Smith, Alytheia

131

Answer – Creating Party

CM ECF Iowa Northern Training Civil Criminal

Party Information

Last name First name

Middle name Generation Title

Role

Office

Address 2

City Zip

County

Phone

E-mail

Party text

Start date

Defendant (dft.py)
Defendant (dft.py)
Garnishee (gar.py)
In Re (in re.py)
Interested Party (ip.py)
Interpleader (impl.py)
Intervenor (intv.py)
Intervenor Defendant (intvld.py)
Intervenor Plaintiff (intvp.py)
Material Witness (mw.py)
Mediator (med.py)
Movant (mov.py)
Petitioner (pet.py)
Plaintiff (pla.py)
Receiver (rc.py)
Respondent (res.py)
Special Master (sm.py)
Taxpayer (tax.py)
ThirdParty Defendant (3pd.py)
ThirdParty Plaintiff (3pp.py)
Trustee (trust.py)

- Capitalize last name, add first name, etc.
- Click dropdown box on “Role” and choose appropriate role-type

132

Answer – Adding Party

CECF Iowa Northern Training Civil • Criminal • Qu

Party Information

Last name First name

Middle name Generation Title

Role Pro se

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Start date

- Click on "Submit" to add your party

133

Answer – Filed Against

CECF Iowa Northern Training Civil • Criminal • Qu

Answers to Complaints

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

Third Party Complaint

Select from the following list the party(s) against whom you are filing this Third-Party Complaint.

Select the Party: OR Select a Group:

Daly, John (Plaintiff) @ No Resp

Go-Karts, Unlimited, (Defendant) All Defendants

Go-Karts, Unlimited, (ThirdParty Plaintiff) All Plaintiffs

Smith, Alice (ThirdParty Defendant) All Parties

Woods, Tiger (Plaintiff)

- Choose party filed against by third-party and click "Next"

134

Answer – Update Jury Demand

- Choose b,d,n or p.
Do NOT leave this blank!

The screenshot shows the ECF system interface for updating jury demand. The page title is 'Answers to Complaints' for case '9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited'. The section is 'Update Jury Demand'. There is a 'Jury Demand' dropdown menu currently set to 'b (Both)'. Below the dropdown are 'Next' and 'Clear' buttons. An arrow points from the text above to the dropdown menu.

135

Answer – Building Text

- Key in "Jury Demand" and click "Next"

The screenshot shows the ECF system interface for building text. The page title is 'Answers to Complaints' for case '9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited'. The section is 'Building Text'. There is a text input field labeled 'Jury Demand' with the text 'Jury Demand' entered. Below the input field are 'Next' and 'Clear' buttons.

136

Answer –

- ❑ Add freeform text if applicable and click “Next”

ECF Iowa Northern Training Civil • Criminal • Query • Reports • Utilities

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

Docket Text: Modify as Appropriate.

ANSWER to Complaint with Jury Demand [] and [],
[] THIRD PARTY COMPLAINT [] against Tiger Woods by Go-Karts,
Unlimited . (attorney3, three)

Next Clear

137

Answer – Drop Dead Screen

- ❑ Click “Next” if everything is correct – otherwise use your BACK button on the browser to make corrections.

ECF Iowa Northern Training Civil • Criminal • Query • Reports • Utilities

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

Docket Text: Final Text

ANSWER to Complaint with Jury Demand and, THIRD PARTY COMPLAINT against Tiger Woods by Go-Karts, Unlimited.(attorney3, three)

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

138

Answer – NEF

File stamp information

The following transaction was received from attorney3, three entered on 1/28/2004 at 3:23 PM CST and filed on 1/28/2004

Case Name: Woods et al v. Go-Karts, Unlimited
Case Number: 9:03-cv-9009
Filer: Go-Karts, Unlimited
Document Number: 3

Docket Text:
ANSWER to Complaint with Jury Demand and, THIRD PARTY COMPLAINT against Tiger Woods by Go-Karts, Unlimited.(attorney3, three)

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

Document description:Main Document
Original filename:a

Electronic document Stamp:
[STAMP dcecfStamp_ID=1025896836 [Date=1/28/2004] [FileNumber=35391-0] [7f92dce6ab9115e5f84fd076e4382894f03d66c407ec9d649f9272d99305903dc9f8a9e5e1f7cc48f21bef84dc8ea2df767fa44068e683f7b6c2ac92de028]]

Service information

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

9:03-cv-9009 Notice will not be electronically mailed to:
two attorney2
three attorney3

139

Motion for Summary Judgment

File Edit View Go Communicator Help

Back Forward Reload Home Search Newscape Print Security Shop

Bookmarks Location https://ecf.iand.uscourts.gov/login/login.pl

Instant Message WebMail Radio Logout People Yellow Pages Download Cite

Search Edit Altavista Google AskJeeves AllWeb

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and 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 account, 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.

An access fee of \$0.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to the PACER system. 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 by the PACER user as a means of tracking transactions by client. This code may consist of up to thirty two alphanumeric characters long.

Authentication

Login: attorney1
Password: *****
client code: _____

Login Clear

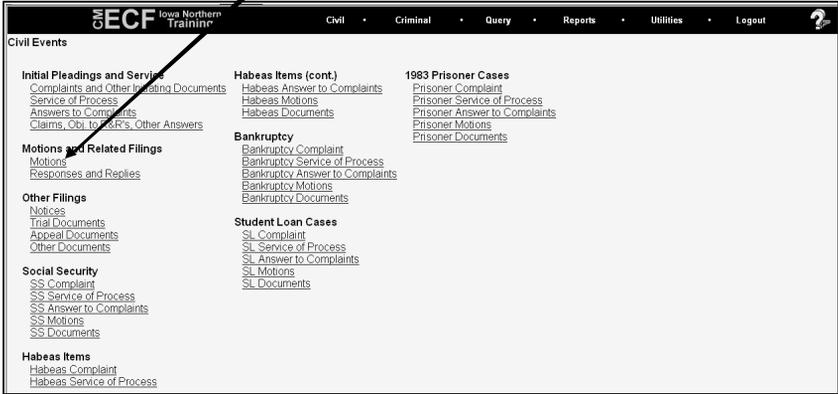
□ We will log in as "attorney1"

140

Click on "Civil"



From Submenu – Select "Motions"



Scroll down to "Summary Judgment"

The screenshot shows the CECF Iowa Northern Training interface. At the top, there are tabs for 'Civil', 'Criminal', and 'Query'. Below the tabs, there is a 'Motions Notice - Documents Filed Under Seal or Ex Parte' section with a warning message. A dropdown menu is open, showing a list of document types: 'Settlement Conference', 'Stay', 'Stay Due to Bankruptcy', 'Strike', 'Substitute Attorney', 'Substitute Party', 'Summary Judgment', and 'Temporary Restraining Order'. The 'Summary Judgment' option is highlighted. Below the dropdown are 'Next' and 'Clear' buttons. Two black arrows point from the top right towards the 'Summary Judgment' option in the dropdown menu.

143

Key in your case number

The screenshot shows the CECF Iowa Northern Training interface. At the top, there are tabs for 'Civil', 'Criminal', and 'Query'. Below the tabs, there is a 'Motions Notice - Documents Filed Under Seal or Ex Parte' section with a warning message. A 'Case Number' input field is visible, containing the text '3-9003'. Below the input field are 'Next' and 'Clear' buttons. Two black arrows point from the top right towards the 'Case Number' input field.

144

Select Party Filer

The screenshot shows the CECF Iowa Northern Training web interface. At the top, there are navigation tabs for 'Civil', 'Criminal', and 'Query'. Below the header, there is a 'Motions Notice - Documents Filed Under Seal or Ex Parte' section with a warning about electronic filing. The case number '9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited' is displayed. The main section is titled 'Select the party who is filing the document:' and contains a dropdown menu labeled 'Select the Party:'. The dropdown menu is open, showing a list of parties: 'Daly, John [Plaintiff]', 'Go-Karts, Unlimited, [Defendant]', 'Go-Karts, Unlimited, [ThirdParty Plaintiff]', 'Woods, Tiger [Plaintiff]', and 'Woods, Tiger [ThirdParty Defendant]'. There is an 'Add/Create New Party' link to the right of the dropdown. At the bottom of the form, there are 'Next' and 'Clear' buttons.

☐ Highlight Filer and click next

145

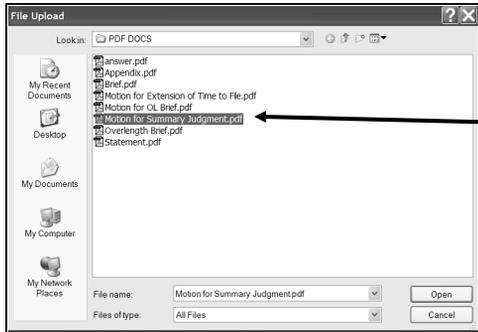
Browse out to PDF doc

The screenshot shows the CECF Iowa Northern Training web interface. At the top, there are navigation tabs for 'Civil', 'Criminal', and 'Query'. Below the header, there is a 'Motions Notice - Documents Filed Under Seal or Ex Parte' section with a warning about electronic filing. The case number '9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited' is displayed. The main section contains instructions: 'Per LR 56.1, please file your Brief and Statement of Material Facts as separate attachments to your motion. For the requirements relating to your Appendix, see LR 56.1(e)(2). Select the pdf document (for example: C:\199cv501-21.pdf)'. Below this, there is a 'Filename' label, an empty text input field, and a 'Browse...' button. At the bottom of the form, there are 'Next' and 'Clear' buttons. The 'Attachments to Document:' section has radio buttons for 'No' (selected) and 'Yes'.

146

Verify PDF doc

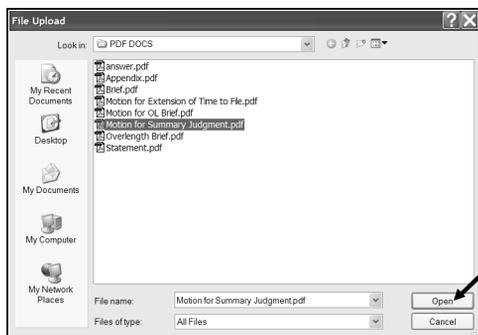
- Right click and OPEN to verify document



147

Attach PDF doc

- If document is ok, click OPEN to attach



148

CRITICAL: Attachments = Yes

Attachments to Document

Per LR 56.1, please file your Brief and Statement of Material Facts as separate attachments to your motion. For the requirements relating to your Appendix, see LR 56.1(e)(2).

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

Filename
C:\Documents and Settings\Desktop\P [Browse]

Attachments to Document: No Yes

Next [Clear]

149

Attachment Screen

Attachment Screen

3 Steps!

Select one or more attachments.

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

Filename
[] [Browse]

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

Type	Description
[]	[]

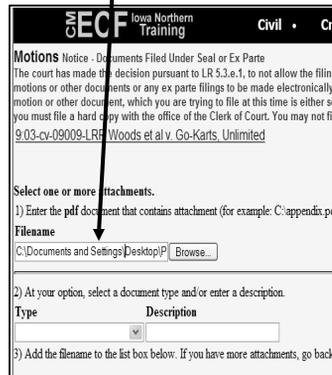
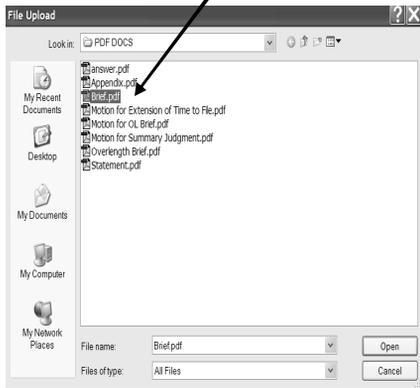
3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

[] [Add to List] [Remove from List]

[Next]

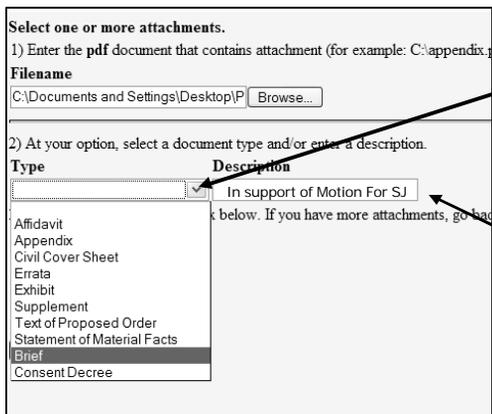
150

Step 1 – Browse out to PDF doc (brief), then VERIFY and attach



151

Step 2 – NAME attachment



Click on dropdown arrow and highlight BRIEF – then freeform text

152

Step 3 – ADD to list

Select one or more attachments.

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

Filename
C:\Documents and Settings\Desktop\P Browse...

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

Type	Description
Brief	in support of motion for SJ

3) Add the filename to the list box below. If you have more attachments, go ba

Add to List

Remove from List

153

Attachment is Added

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 t
motions or other documents or any ex parte filings to be made electro
motion or other document, which you are trying to file at this time is e
you must file a hard copy with the office of the Clerk of Court. You ma
9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appe

Filename
Browse...

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

Type	Description
Brief.pdf	

3) Add the filename to the list box below. If you have more attachments, g

Add to List

Remove from List

Next

154

Scheduling Report DDL

CECF Iowa Northern Training
Civil • Criminal • Query •

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](#)

Response Deadline
Summary Judgment Response due: 02/23/2004

[Next] [Clear]

□ Automatically calculated

Motion Text Screen

CECF Iowa Northern Training
Civil • Criminal • Query • Reports • Utilities

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](#)

Docket Text: Modify as Appropriate.

MOTION for Summary Judgment On counts 1 & 3 by Plaintiff Tiger Woods .
Plaintiff's Motions: # (1) Brief in support of motion for SJ# (2) Statement of Material Facts (Undisputed)# (3) (attorney1, one)

Amended
Cross
Joint
ORAL ARGUMENT REQUESTED -
Renewed
Supplemental
Third Party

Drop Dead Screen

CECF Iowa Northern Training
Civil • Criminal • Query • Reports • Utilities

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 exparte, 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

Docket Text: Final Text
MOTION for Summary Judgment by Plaintiff Tiger Woods. Responses due by 2/23/2004 (Attachments: # (1) Brief in support of motion for SJ# (2) Statement of Material Facts (Undisputed)# (3) Appendix in support of motion for SJ(attorney1, one)

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

159

NEF – Page 1

U.S. District Court
Northern District of Iowa

File stamp information

Notice of Electronic Filing

The following transaction was received from attorney1, one entered on 1/30/2004 at 10:35 AM CST and filed on 1/30/2004

Case Name: Woods et al v. Go-Karts, Unlimited
Case Number: 9.03-cv-9009
Filer: Tiger Woods
Document Number: 1

Docket Text:
MOTION for Summary Judgment by Plaintiff Tiger Woods. Responses due by 2/23/2004 (Attachments: # (1) Brief in support of motion for SJ# (2) Statement of Undisputed# (3) Appendix in support of motion for SJ(attorney1, one)

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
STAMP doccfStamp_ID=1025896836 [Date=1/30/2004] [FileNumber=35409-0]
656d9bbd92ebb7a5868e57283cf8b6a41636ee57e9a42024132d164bd1ddd22fb04
[edcf:0f4051ad:12315a2c1a9a2c25cd9a5959d83abdb502452a6b834c]
Document description:Brief in support of motion for SJ
Original filename:n/a

160

NEF – Page 2

Electronic document Stamp:
[STAMP dcecfStamp_ID=1025896836 [Date=1/30/2004] [FileNumber=35409-1] [9f917b4c682e57000931dd2d7b75c5c4c706e95232e78cac1c73609c96ebc645e95c2204046f004c214d39bc569f728c12a383238a32a938e9420c7b5c5efd9]]
Document description:Statement of Material Facts (Undisputed)
Original filename:n/a

Electronic document Stamp:
[STAMP dcecfStamp_ID=1025896836 [Date=1/30/2004] [FileNumber=35409-2] [a7adb68803dc0b0ccaf5e4c38d9244b9f5d1f7684ec8df1770c401cb5334f87466e8deb0b6bd8d8ebc99266736a29ff1aae77b3f1c1934f7dce9768ca789304c]]
Document description:Appendix in support of motion for SJ
Original filename:n/a

Electronic document Stamp:
[STAMP dcecfStamp_ID=1025896836 [Date=1/30/2004] [FileNumber=35409-3] [071c00702570194bc82bbbaa09b4934623c1c25b3734294767ecfa95109385268b5edc526982a496a59ad2755d5b3bdc58046502a80c96cf0e275d93ffe1a5e]]

9-03-cv-9009 Notice will be electronically mailed to: ← **Service information**

one attorney1 sue_young@iand.uscourts.gov, julie_hoch@iand.uscourts.gov

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

two attorney2

three attorney3



Motion to Extend Time to File Resistance to Motion for SJ

ECF/PACER Login

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

Instructions
Enter your ECF login and password for electronic filing capabilities, enter your PACER login and password. If you do not have an account, contact the PACER Service Center to establish an account online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (703) 301-6440.

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 the ECF system. If you do not have an account, contact the PACER Service Center for more information. If you do not enter your PACER login and password, the Client code is provided as a means of tracking transactions by client. This code is alphanumeric characters long.

Authentication

Login: attorney3
Password: ****
client code: []

We will log in as "attorney3"

Enter Training/Live System



Welcome to the Northern District of Iowa Training System

[Enter Training System](#)

163

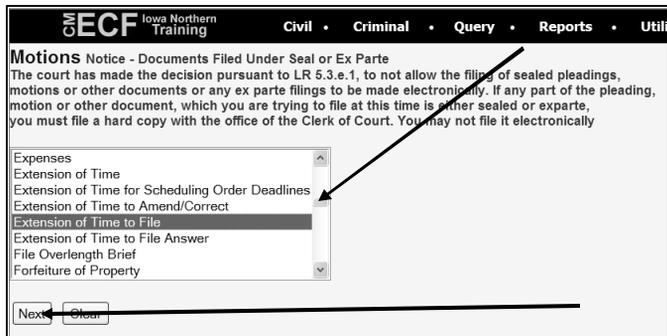
Click on "Civil"



164

Click on "Motions"

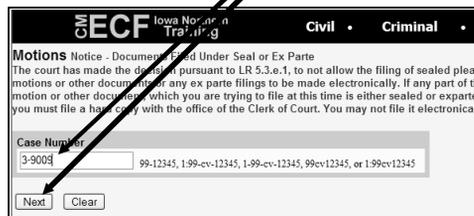
- Scroll down to "Extension of Time to File", highlight and click next.



The screenshot shows the ECF (Iowa Northern Training) interface. At the top, there are navigation tabs: Civil, Criminal, Query, Reports, and Utili. Below this is a "Motions Notice - Documents Filed Under Seal or Ex Parte" section with a warning message. A dropdown menu is open, listing several options: Expenses, Extension of Time, Extension of Time for Scheduling Order Deadlines, Extension of Time to Amend/Correct, Extension of Time to File (which is highlighted), Extension of Time to File Answer, File Overlength Brief, and Forfeiture of Property. Below the dropdown are "Next" and "Clear" buttons. An arrow points from the text above to the "Extension of Time to File" option in the dropdown.

165

Key in your case number



The screenshot shows the ECF (Iowa Northern Training) interface. At the top, there are navigation tabs: Civil and Criminal. Below this is a "Motions Notice - Documents Filed Under Seal or Ex Parte" section with a warning message. A "Case Number" input field is present, containing the text "3-9003". Below the input field are "Next" and "Clear" buttons. An arrow points from the text above to the input field.

166

Select Filer

The screenshot shows the ECF Training interface with the following elements:

- Header: ECF Iowa Northern Training, Civil • Criminal • Query
- Section: Motions Notice - Documents Filed Under Seal or Ex Parte
- Text: 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
- Case ID: 9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited
- Instruction: Select the party who is filing the document:
- Form: "Select the Party:" with a dropdown menu containing:
 - Daly, John [Plaintiff]
 - Go-Karts, Unlimited, [Defendant]
 - Go-Karts, Unlimited, [ThirdParty Plaintiff]
 - Smith, Alice [ThirdParty Defendant]
 - Woods, Todd [Plaintiff]
- Buttons: "Next" and "Clear"
- Link: "Add/Create New Party"

167

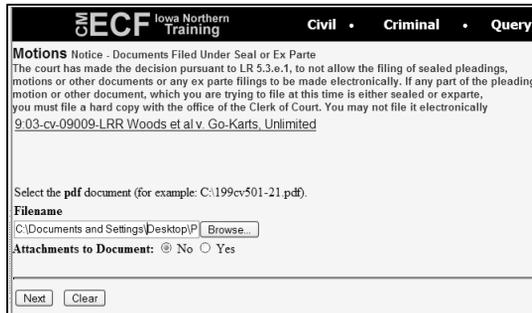
Browse out to your Motion

The screenshot shows the ECF Training interface with the following elements:

- Header: ECF Iowa Northern Training, Civil • Criminal • Query • Reports
- Section: Motions Notice - Documents Filed Under Seal or Ex Parte
- Text: 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
- Case ID: 9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited
- Section: Select the pdf document (for example: C:\199cv501-21.pdf).
- Form: "Filename" with a "Browse..." button
- Section: Attachments to Document: No Yes
- Buttons: "Next" and "Clear"
- Dialog: "File Upload" showing a file list:
 - Look in: PDF DOCS
 - Files: answer.pdf, Appendix.pdf, Brief.pdf, Motion for Extension of Time to File.pdf, Motion for OL Brief.pdf, Motion for Summary Judgment.pdf, Overlength Brief.pdf, Statement.pdf

168

Right click & "Open" to Verify, then click "Open" to attach



CECF Iowa Northern Training Civil • Criminal • Query

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 exparte, 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 pdf document (for example: C:\199cv501-21.pdf).

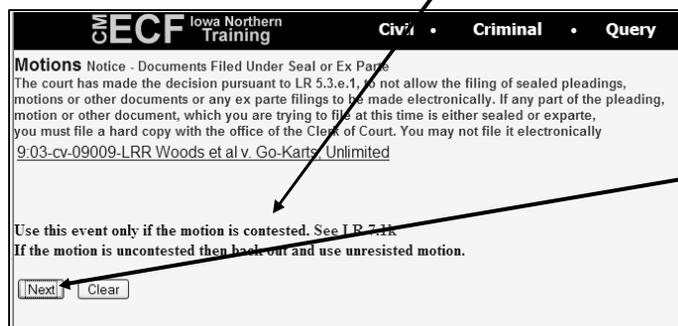
Filename
C:\Documents and Settings\Desktop\ [Browse...]

Attachments to Document: @ No Yes

[Next] [Clear]

169

Read Help Message



CECF Iowa Northern Training Civil • Criminal • Query

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 exparte, 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](#)

Use this event only if the motion is contested. See LR 7.11.
If the motion is uncontested then back out and use unresisted motion.

[Next] [Clear]

170

Key in appropriate text

CM ECF Iowa Northern Training Civil • Criminal • Query • R

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](#)

What is to be extended:

171

Link to previous events...

CM ECF Iowa Northern Training Civil • Criminal • Query • R

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](#)

If you wish to link to a previously filed document check the refer box.

Refer to existing event(s)?

Filed to

Documents to

172

Link to Motion for SJ

ECF Iowa Northern Training Civil • Criminal • Query •

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 Daby, Tiger Woods. Scheduling Report due by 6/9/2004. (attorney1, one)
- 01/31/2004 3 ORDER granting [2] Motion for Extension of Time to Answer re [2] MOTION for Extension of Time to File Answer re [1] Complaint until April 1, 2004 ; answer deadline extended for Go-Karts, Unlimited to 4/6/2004. Signed by Judge John A Harvey on 1/31/2004. (sey,)
- 01/31/2004 4 ANSWER to Complaint with Jury Demand and, THIRD PARTY COMPLAINT against Alice Smith by Go-Karts, Unlimited.(attorney3, three)
- 01/31/2004 5 MOTION for Summary Judgment by Plaintiff Tiger Woods. Responses due by 2/24/2004 (Attachments: # (1) Brief in support of motion for SJ# (2) Statement of Material Facts (Undisputed)# (3) Appendix)(attorney1, one)

173

Drop Dead Screen

ECF Iowa Northern Training Civil • Criminal • Query • Reports • Utilities

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](#)

Docket Text: Final Text

MOTION for Extension of Time to File time to file resistance to motion for summary judgment by Defendant Go-Karts, Unlimited. (attorney3, three)

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

174

NEF

ECF Iowa Northern Training Civil • Criminal • Query • Reports • Utilities
NORTHERN DISTRICT OF IOWA

File Stamp Information

Notice of Electronic Filing

The following transaction was received from attorney3, three entered on 1/31/2004 at 7:09 PM CST and filed on 1/31/2004

Case Name: Woods et al v. Go-Karts, Unlimited
Case Number: 9:03-cv-9009
Filer: Go-Karts, Unlimited
Document Number: 6

Docket Text:
MOTION for Extension of Time to File time to file resistance to motion for summary judgment by Defendant Go-Karts, Unlimited. (attorney3, three)

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

Document description: Main Document
Original filename: a

Electronic document Stamp:
[STAMP dcedStamp_ID=1025896836 [Date=1/31/2004] [FileNumber=35423-0] [91b571e642cd95490dc1fa4916a18dd63a09e7babcaalccac50bba8386ce93e7a219565c98a64312do74c8ed76719b5e7033ce3ef621e98e707b7dc7132c3fe]]

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

9:03-cv-9009 Notice will not be electronically mailed to:
two attorney2

Service information

175

Motion to File Overlength Brief

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and 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://iand.uscourts.gov/accounts.gov> or call the PACER Service Center at (800) 676-6855 or (210) 301-5440.

An access fee of \$07 per page, as approved by the Judicial Conference of the United States at its September 1999 session, will be assessed for access to this service. 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: attorney1
Password: *****
Client code:
Login Clear

- We will log into our training database as "attorney1", password "train". Click "Login".

176

Enter Training System



Welcome to the Northern District of Iowa Training System

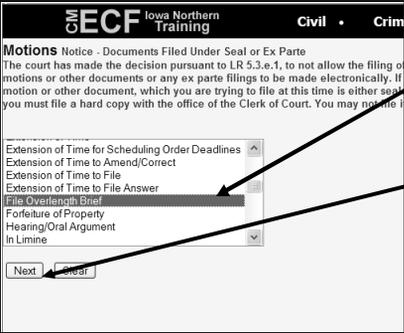
[Enter Training System](#)

Click on "Civil"



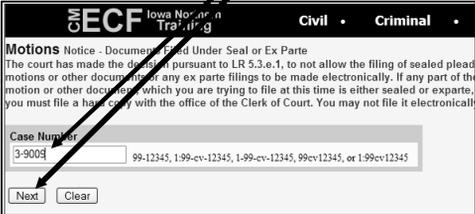
Click on "Motions"

- Scroll down to "File Overlength Brief", highlight and click next.



179

Key in your case number



180

Select Filer and click "Next"

ECF Iowa Northern Training Civil • Crimi

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 motions or other documents or any ex parte filings to be made electronically. If 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.

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

Select the party who is filing the document:

Select the Party:

Daly, John [Plaintiff]
Go-Karts, Unlimited, [Defendant]
Go-Karts, Unlimited, [ThirdParty Plaintiff]
Smith, Alice [ThirdParty Defendant]
Woods, Tiger [Plaintiff]

Add/Create New Party

Next Clear

181

Browse out to Motion, Right Click & "Open" to Verify and "Open" to Attach

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

Brief should be filed as an Attachment to Motion.

If Motion is granted, Clerk will then detach and file the Brief.

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

Filename

Attachments to Document: No Yes

Next Clear

File Upload

Look in: PDF DOCS

- answer.pdf
- Appendix.pdf
- Brief.pdf
- Motion for Extension of Time to File.pdf
- Motion for O/L Brief.pdf
- Motion for Summary Judgment.pdf
- Overlength Brief.pdf
- Statement.pdf

182

Choose Attachments YES

CECF Iowa Northern Training Civil • Crimin...

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 motion or other document, which you are trying to file at this time is either sealed or 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

Brief should be filed as an Attachment to Motion.
If Motion is granted, Clerk will then detach and file the Brief.

Select the pdf document (for example: C:\199cv501-71.pdf).
Filename
C:\Documents and Settings\Desktop\P [Browse...]

Attachments to Document: No Yes

Next Clear

183

Attachment Screen

CECF Iowa Northern Training Civil • Criminal • Query • Reports • Utilities

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 exparte, 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

3 Steps!

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appn\ke.pdf).
Filename
[] [Browse...]

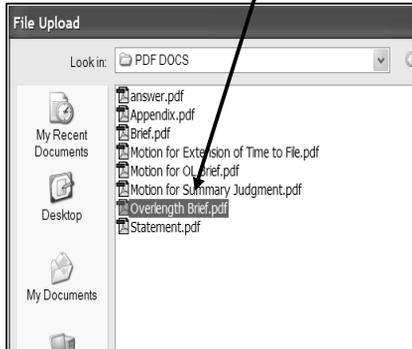
2) At your option, select a document type and/or enter a description.
Type [] **Description** []

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

[] [Add to List] [Remove from List] [Next]

184

Step 1 – Browse out to PDF doc (overlength brief), then VERIFY and attach



Motions Notice - Documents Filed Under Sealed or Ex Parte
The court has made the decision pursuant to Rule 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 sealed motion or other document, which you are trying to file at this time is either sealed or if 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. GoSarts, Unlimited

Select one or more attachments.
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename
C:\Documents and Settings\Desktop\PDF DOCS\Browse...

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

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

3) Add the filename to the list box below. If you have more attachments, go back to Step 1

185

Step 2 – NAME attachment

Select one or more attachments.
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename
C:\Documents and Settings\Desktop\PDF DOCS\Browse...

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

Type	Description
<input type="text"/>	<input type="text" value="Overlength Brief in support"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1

In this example I did not use the dropdown – just named the attachment

186

Step 3 – ADD to list and click “Next”

Select one or more attachments.

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

Filename

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

Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1.

Overlength Brief.pdf

187

Motion text – if applicable

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](#)

Docket Text: Modify as Appropriate.

MOTION for Leave to File Overlength Brief by Plaintiff Tiger

h Brief in support) (attorney1, one)

Amended
Cross
Joint
*ORAL ARGUMENT REQUESTED -
Renewed
Supplemental
Third Party

188

Drop Dead Screen

IECF Iowa Northern Training Civil • Criminal • Query • Reports • Utiliti

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 exparte, 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](#)

Docket Text: Final Text
MOTION for Leave to File Overlength Brief by Plaintiff Tiger Woods. (Attachments: # (1) Overlength Brief in support)(attorney1, one)

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

189

NEF

The following transaction was received from attorney1, one entered on 1/31/2004 at 9:11 PM CST and filed on 1/31/2004

Case Name: Woods et al v. Go-Karts, Unlimited
Case Number: 9:03-cv-9009
Filer: Tiger Woods
Document Number: 7

Docket Text:
MOTION for Leave to File Overlength Brief by Plaintiff Tiger Woods. (Attachments: # (1) Overlength Brief in support)(attorney1, one)

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

Document description:Main Document
Original filename:a
Electronic document Stamp:
[STAMP deefStamp_ID=1025896836 [Date=1/31/2004] [FileNumber=35426-0]
[5dd9cc1553966ac10e474401a162d22c6f4fad5d8dd2e042ce4804c6c649e61d82dfd
1aed7359222206c044e28905888420869d164dd24d59cbaf9b120c373ee]]

Document description: Overlength Brief in support
Original filename:a
Electronic document Stamp:
[STAMP deefStamp_ID=1025896836 [Date=1/31/2004] [FileNumber=35426-1]
[890c8546dade310e780d193707a88c32480dba188570deee72664dec2968017dc6f
c0479c7a8f8c34f823107d3311fca086a1bc65ac04d9308f350ba1bb1c]]

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

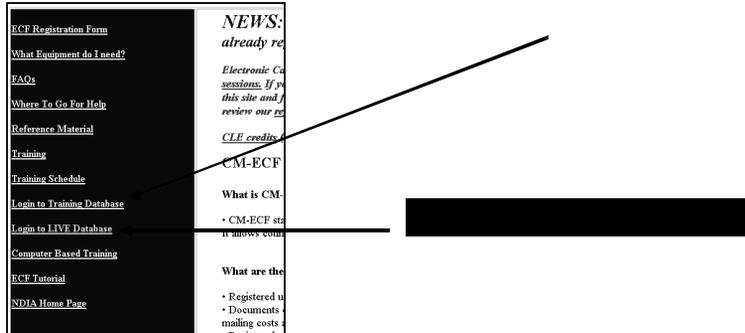


190

Section IIG

The Query Functions

- We will log in to the training database with our PACER id.



Enter Training/Live System



Pacer Login

ECF/PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and 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.

An access fee of \$ 07 per page, as approved by the Judicial Conference of the United States at its September 1996 session, will be assessed for access to this service. 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:

CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x, and Internet Explorer 5.5

193

Notice Menu Choices

The screenshot shows the ECF login page. At the top left, it says "ECF Iowa Northern Training". The navigation menu includes "Query", "Reports", "Utilities", and "Logout". The main content area features the U.S. District Court Northern District of Iowa seal and the text "U.S. District Court Northern District of Iowa Official Court Electronic Document Filing System". A large arrow points from the "Query" menu item to the text "Click on Query".

194

Query Screen

The screenshot shows the ECF Query screen with the following fields and arrows:

- Case Number:** An empty text box with an arrow pointing to it from the right. Below it is the text "(Examples: 99-500, 1:99c/500)".
- Filed Date:** Two empty text boxes with "to" between them, with an arrow pointing to the second box from the right.
- Last Entry Date:** Two empty text boxes with "to" between them, with an arrow pointing to the second box from the right.
- Nature of Suit:** A dropdown menu with "0 (zero)", "110 (Insurance)", and "120 (Contract Marine)" visible. An arrow points to the dropdown arrow from the right.
- Last Name:** An empty text box with "(Examples: Desoto, Des*)" below it, with an arrow pointing to it from the right.
- First Name:** An empty text box with an arrow pointing to it from the right.
- Middle Name:** An empty text box with an arrow pointing to it from the right.
- Type:** A dropdown menu with "Attorney" and "Party" visible. An arrow points to the dropdown arrow from the right.
- Run Query:** A button with an arrow pointing to it from the right.

195

Key in Case Number and Run Query

The screenshot shows the ECF Query screen with the following fields and arrows:

- Case Number:** The text box contains "03-9009" with "(Examples: 99-500, 1:99c/500)" below it. An arrow points to the text box from the right.
- Filed Date:** Two empty text boxes with "to" between them.
- Last Entry Date:** Two empty text boxes with "to" between them.
- Nature of Suit:** A dropdown menu with "0 (zero)", "110 (Insurance)", and "120 (Contract Marine)" visible.
- Last Name:** An empty text box with "(Examples: Desoto, Des*)" below it.
- First Name:** An empty text box.
- Middle Name:** An empty text box.
- Type:** A dropdown menu.
- Run Query:** A button with an arrow pointing to it from the right.
- Clear:** A button next to the Run Query button.

196

Multiple Cases?

- With our case numbering system, there can be more than one case using a number – in this example, we want to look at the CIVIL (cv) case.

CECF Iowa Northern Training Query

There is more than one case that matches the number entered; select the appropriate case below.

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

Next Clear

197

Query Selections

CECF Iowa Northern Training Query Reports

9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited
Linda R. Reade, presiding
John A. Jarvey, referral
Date filed: 09/26/2003 Date of last filing: 01/31/2004

Query

- [Alias](#)
- [Associated Cases](#)
- [Attorney](#)
- [Case Summary](#)
- [Deadlines/Hearings...](#)
- [Docket Report ...](#)
- [Files](#)
- [History/Documents...](#)
- [Party](#)
- [Related Transactions...](#)
- [Status](#)

198

Docket Report

CM ECF Iowa Northern Training Query Reports

9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited
Linda R. Reade, presiding
John A. Jarvey, referral
Date filed: 09/26/2003 Date of last filing: 01/31/2004

Query

- [Alias](#)
- [Associated Cases](#)
- [Attorney](#)
- [Case Summary](#)
- [Deadlines/Hearings](#)
- [Docket Report ...](#)
- [Filers](#)
- [History/Documents...](#)
- [Party](#)
- [Related Transactions...](#)
- [Status](#)

199

Docket Report

CM ECF Iowa Northern Training

Docket Sheet

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

Filed to

Entered to

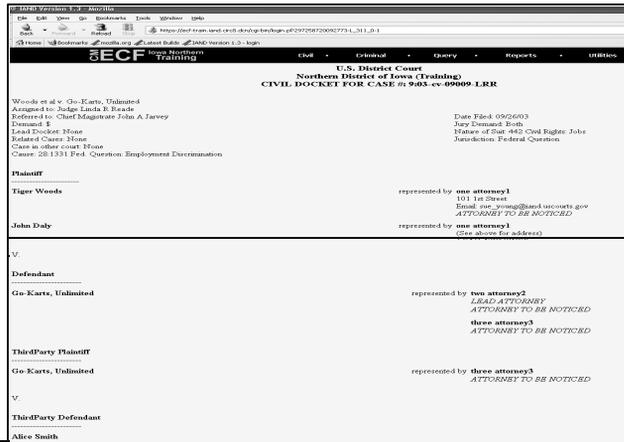
Documents to

Include terminated parties
 Include List of Parties and Counsel

Sort by

200

Docket Report – Page 1



201

Docket Report – Page 2

Filing Date	#	Docket Text
01/21/2004	1	COMPLAINT and Jury Demand against Go-Karts, Unlimited, filed 01/21/2004. (attorney1, one) (Entered: 01/21/2004)
01/23/2004	2	MOTION for Extension of Time to File Answer, filed 01/23/2004. (attorney1, one) (Entered: 01/23/2004)
01/31/2004	3	ORDER granting 2 Motion for Extension of Time to File Answer, filed 01/31/2004. (attorney1, one) (Entered: 01/31/2004)
01/31/2004	4	ANSWER to Complaint with Jury Demand, filed 01/31/2004. (attorney1, one) (Entered: 01/31/2004)
01/31/2004	5	MOTION for Summary Judgment by Plaintiff Tiger Woods. Responses due by 2/24/2004 (Attachments: # 1 Brief in support of motion for SJ# 2 Statement of Material Facts (Undisputed)# 3 Appendix)(attorney1, one) (Entered: 01/31/2004)
01/31/2004	6	MOTION for Extension of Time to File time to file resistance to motion for summary judgment by Defendant Go-Karts, Unlimited. (attorney3, three) (Entered: 01/31/2004)
01/31/2004	7	MOTION for Leave to File Overlength Brief by Plaintiff Tiger Woods. (Attachments: # 1 Overlength Brief in support)(attorney1, one) (Entered: 01/31/2004)
02/03/2004	8	ORDER granting 7 Motion for Leave to File Overlength Brief. Signed by Clerk on 2/3/2004. (sey.) (Entered: 02/03/2004)
02/03/2004	9	BRIEF in Support re 5 MOTION for Summary Judgment filed by Plaintiff Tiger Woods. (sey.) (Entered: 02/03/2004)

202

Docket Report – NEF

ECF Iowa Northern Training
 Select Receipt Type.
 HTML Version
 Text Version

ECF Iowa Northern Training [Case](#) [Docket](#) [Query](#)
 Go-Kart, Unlited "Answer to Complaint" Content-Type: text/html
 NOTE TO PUBLIC ACCESS USERS You may view the filed documents once without charge. To avoid later charges, d
 U.S. District Court
 Northern District of Iowa
 Notice of Electronic Filing
 The following transaction was received from attorney3, filed entered on 1/31/2004 at 6:25 PM CST and filed on 1/31/2004
Case Name: Woods et al v Go-Kart, Unlited
Case Number: 03-cv-3012
Filed: Go-Kart, Unlited
Document Number: 4
Docket Text:
 ANSWER to Complaint with Jury Demand and THIRD PARTY COMPLAINT against Alice Smith by Go-Kart, Unlited (attorney3,)
 The following document(s) are associated with this transaction:
Document description: Main Document
Original filename's:
Electronic document Stamp:
 [STAMP docId=ang_ID=102589838 [Date=1/31/2004] [FileNumber=35417-0]
 [SID=23295384.4742079999].1.63702995677e4d4b96068225a195e7058
 [631644723d46884f7e218552c6413c73e38f02451998d7464b451])
 9:03-cv-9009 Notice will be electronically mailed to:
 one attorney1 one attorney2
 9:03-cv-9009 Notice will not be electronically mailed to:
 two attorney2

203

The Report Functions

- We will log in to the training database with our PACER id.

[ECF Registration Form](#)
[What Equipment do I need?](#)
[FAQs](#)
[Where To Go For Help](#)
[Reference Material](#)
[Training](#)
[Training Schedule](#)
[Log in to Training Database](#)
[Log in to LIVE Data](#)
[Computer Based Training](#)
[ECF Tutorial](#)
[NDIA Home Page](#)

NEWS:
 already re
 Electronic Co
 sessions. If y
 this site and
 review our re
 CLE credit
 CM-ECF
 What is CM-
 CM-ECF
 It allows coun
 What are the
 Registered u
 Documents
 mailing costs

Log in to Training Database

204

Enter Training/Live System



Welcome to the Northern District of Iowa Training System

[Enter Training System](#)

205

Pacer Login

ECF/PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and 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.

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. 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:

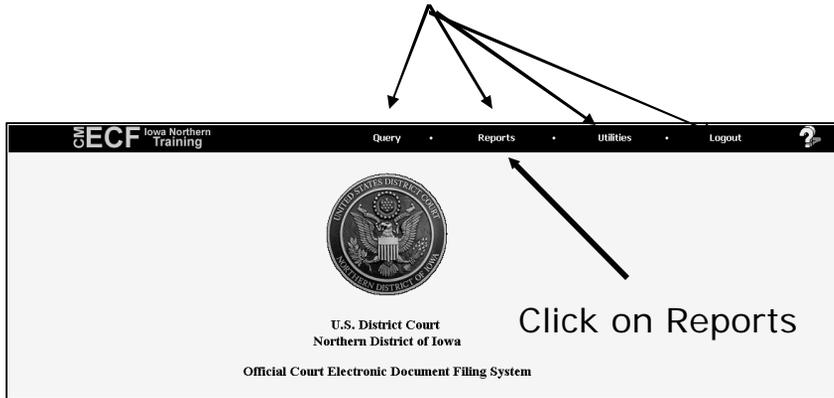
Password:

client code:

CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x, and Internet Explorer 5.5

206

Notice Menu Choices



207

Reports Menu



208

Docket Sheet

CE CF Iowa Northern Training

Docket Sheet

Case number

Filed to

Entered to

Documents to

Include terminated parties
 Include List of Parties and Counsel

Sort by

Service

Civil Reports

CE CF Iowa Northern Training

Reports

[Docket Sheet](#) [Civil Reports](#) [Criminal Reports](#) [Civil and Criminal Reports](#)

[Civil Cases](#) [Criminal Cases](#) [Calendar Events](#)

[Judgment Index](#)

Civil Cases Report

The screenshot shows the 'Civil Cases Report' interface. At the top, there is a navigation bar with 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the 'Civil Cases Report' title is displayed. The interface includes several dropdown menus for filtering: 'Office' (Cedar Rapids, Eastern Dubuque), 'Case type' (Civil, Miscellaneous), 'Nature of suit' (0 (zero), 110 (Insurance)), 'Case flags' (2254, 2255), and 'Cause' (0 (No cause code entered), 00.0000 (00.0000 Cause Code U...)). There are also input fields for 'Filed' (1/27/2004 to 2/3/2004) and 'Terminal digit(s)' (2,47). A section for 'Sort by' has 'Case Number' selected. A 'Run' button is present, with a dropdown menu showing 'Case Number', 'Terminal Digit', and 'Office'. Checkboxes for 'Open cases' and 'Closed cases' are also visible.

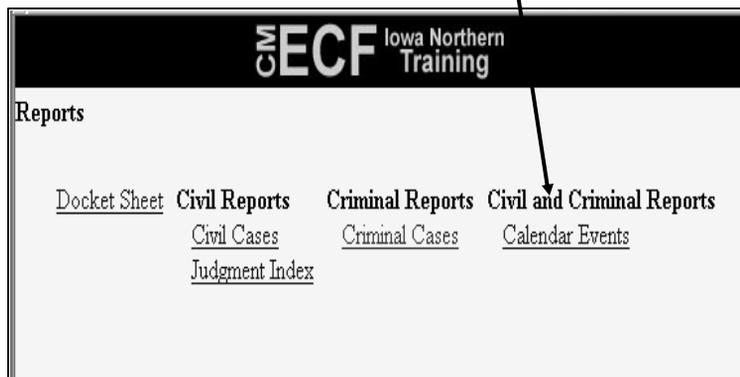
211

Criminal Reports



212

Civil & Criminal Reports



213

Follow up from your office...

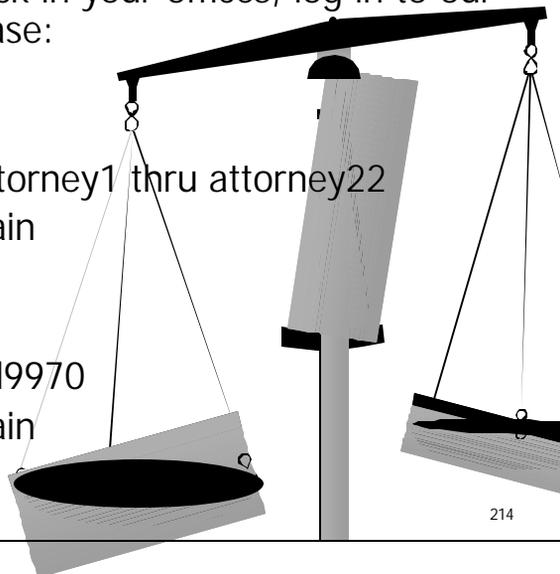
- When you are back in your offices, log in to our TRAINING database:

CM-ECF LOGIN

Login: attorney1 thru attorney22
Password: train

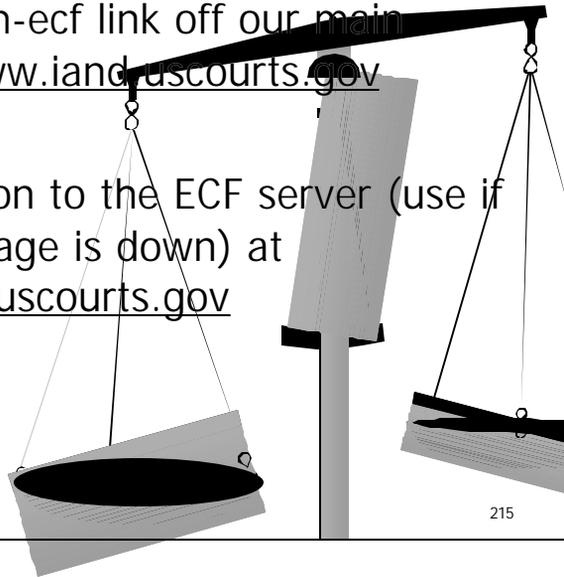
PACER LOGIN

Login: nd9970
Password: train



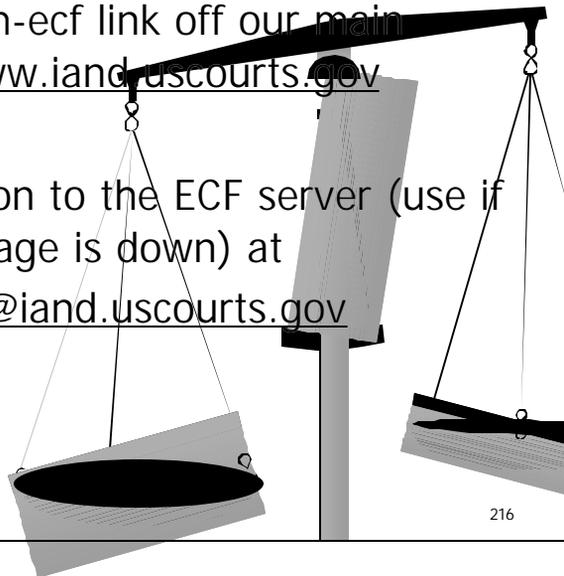
ECF Addresses – Live Database

- Through the cm-ecf link off our main webpage at www.iand.uscourts.gov
- Direct connection to the ECF server (use if our main webpage is down) at <http://ecf.iand.uscourts.gov>



ECF Addresses – Training Database

- Through the cm-ecf link off our main webpage at www.iand.uscourts.gov
- Direct connection to the ECF server (use if our main webpage is down) at <http://ecf-train@iand.uscourts.gov>



•Thank You!!

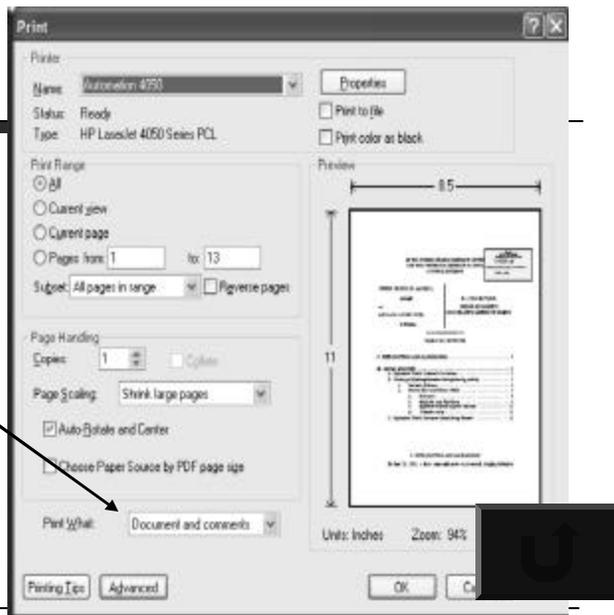
217

Adobe Version 6.0

- Adobe Version 6.0 may not print our court's filestamps unless you change your "Print What" to print Documents and comments

218

Adobe 6.0



219

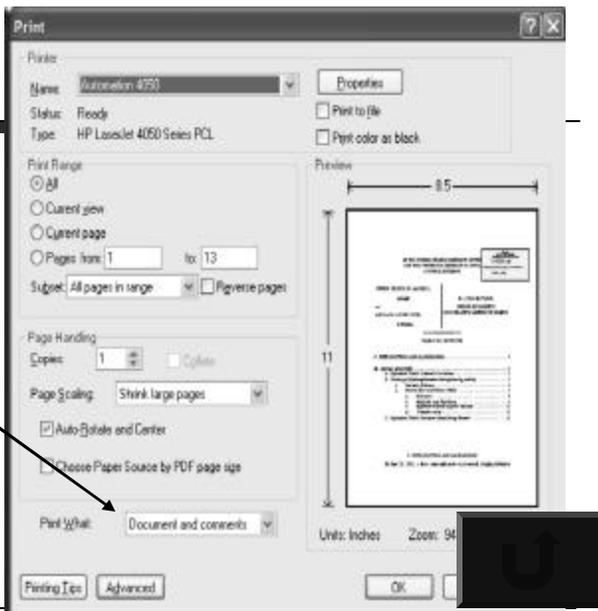
Adobe Version 6.0

- ❑ Adobe Version 6.0 may not print our court's filestamps unless you change your "Print What" to print Documents and comments

220

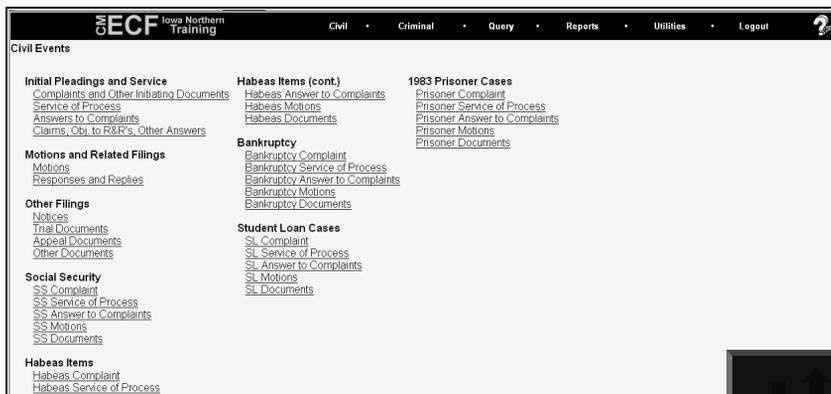
Adobe 6.0

- Choose File-Print to invoke this screen – then change to Documents & Comments



221

Sub Menu - Civil



222

Service - N.E.F.

Complaints and Other Initiating Documents
9:03-cv-09009-LRR Woods et al v. Go-Karts, Unlimited

U.S. District Court
Northern District of Iowa

File stamp information

Notice of Electronic Filing

The following transaction was received from attorney1, one entered on 1/21/2004 at 3:34 PM CST and filed on 1/21/2004

Case Name: Woods et al v. Go-Karts, Unlimited
Case Number: 9:03-cv-9009
Filed: Tiger Woods
John Daly
Document Number: 1

Docket Text:
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)

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

Document description:Main Document
Original filename:299

Electronic document Stamp:
[STAMP: doccStamp_ID=1025896836 [Date=1/21/2004] [FileNumber=35052-0] [585e25d1a711699a30acad37a46b8411de9f34475d80f57b7c63fd3bb1bb7a0f2785a d1c305251b8b334c2bc0f99b70de44f9cfe5a216c9997379b1b964a079b]]

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

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

223

CRITICAL: Attachments = Yes

CECF Iowa Northern Training
Civil • Criminal • Query

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

Per LR 56.1, please file your Brief and Statement of Material Facts as separate attachments to your motion. For the requirements relating to your Appendix, see LR 56.1(e)(2).

Select the pdf document (for example: C:\199-cv-501-21.pdf)

Filename
C:\Documents and Settings\Desktop\P [Browse]

Attachments to Document: No Yes

Next [Clear]

224

Attachment Screen

CECF Iowa Northern Training Civil • Criminal • Query • Reports • Utilities

Motions Notice - Documents Filed Under Seal or Ex Parte
 The court has made the decision pursuant to LR 5.3.a.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

3 Steps!

Select one or more attachments.

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

Filename Browse...

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

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

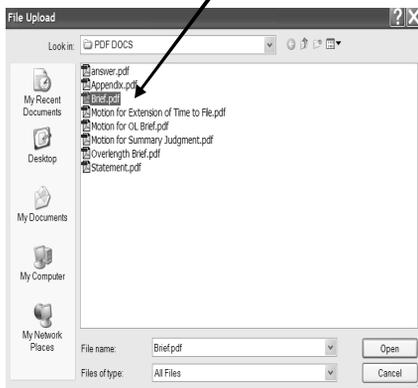
3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

225

Step 1 – Browse out to PDF doc (brief), then VERIFY and attach



CECF Iowa Northern Training Civil • Cri

Motions Notice - Documents Filed Under Seal or Ex Parte
 The court has made the decision pursuant to LR 5.3.a.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 one or more attachments.

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

Filename C:\Documents and Settings\Desktop\P Browse...

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

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

3) Add the filename to the list box below. If you have more attachments, go back

226

Step 2 – NAME attachment

Select one or more attachments.

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

Filename
C:\Documents and Settings\Desktop\PDF [Browse...]

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

Type	Description
<input type="text" value=""/>	In support of Motion For SJ
Affidavit	
Appendix	
Civil Cover Sheet	
Errata	
Exhibit	
Supplement	
Text of Proposed Order	
Statement of Material Facts	
Brief	
Consent Decree	

- Click on dropdown arrow and highlight BRIEF – then freeform text

227

Step 3 – ADD to list

Select one or more attachments.

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

Filename
C:\Documents and Settings\Desktop\PDF [Browse...]

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

Type	Description
Brief	In support of motion for SJ

3) Add the filename to the list box below. If you have more attachments, go back to step 1.

[Add to List]

[Remove from List]

228

