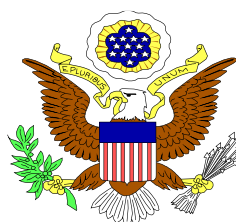


UNITED STATES DISTRICT COURT



DISTRICT OF NEW JERSEY CLERK'S OFFICE

ECF USER MANUAL

Rev. 12/1/2023

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Introduction

This manual provides procedures and instructions for using the Electronic Case Files (ECF) system to file documents with the court or to view and retrieve docket sheets and documents for civil, criminal and miscellaneous cases in the system. A Filing User should have a working knowledge of an ECF-compatible web browser and Adobe Acrobat or equivalent software for creating and reading Portable Document files (PDF).

Definitions:

The following definitions are used throughout this User Manual:

Document: shall include pleadings, motions, briefs, memoranda, exhibits, certifications, declarations, affidavits, papers, orders, notices, and any other filing by or to the Court.

Case Management/Electronic Case Filing System (ECF): refers to the Court's automated system, developed for the Federal Judiciary by the Administrative Office of the United States Courts, that receives and stores documents filed in electronic form.

ECF Filing User: is an attorney who has a Court-issued login and password to file documents electronically.

Notice of Electronic Filing (NEF): is a notice automatically generated by the Electronic Filing System at the time a document is filed with the system, setting forth the time of filing, the name of the party and attorney filing the document, the type of document, the text of the docket entry, the name of the party and/or attorney receiving the notice, and an electronic link (hyperlink) to the filed document, which allows recipients to retrieve the document automatically.

Public Access to Court Electronic Records (PACER): is an automated system that allows an individual to view, print, and download Court docket information over the internet.

Paper Filing: is submitting a document in hard copy on paper.

Pay.gov: is an electronic credit card payment system established by the United States Department of Treasury.

Portable Document Format (PDF): a document created with a word processor, or a paper document that has been scanned, must be converted to portable document format to be filed electronically with the Court. Converted files contain the extension ".pdf." PDF documents should be text searchable and, at a minimum, 400 dpi.

Procedures: refers to these Electronic Case Filing Policies and Procedures.

Proposed Order: is a draft document submitted by an attorney for a Judge's signature.

Technical Failure: is defined as a malfunction of Court owned/leased hardware, software, and/or telecommunications facility which results in the inability of an ECF Filing User to

submit a filing electronically. Technical Failure does not include malfunctioning of an ECF Filing User's equipment.

CM/ECF Assistance Line

Contact the court's CM/ECF Assistance Line for telephone assistance in using ECF between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (excluding Court Holidays), at one of the following numbers:

Camden - Toll Free 1-866-726-0726

Newark - Toll Free 1-866-208-1405

Trenton - Toll Free 1-866-848-6059

or

For technical support, contact the court via e-mail at: ecfhelp@njd.uscourts.gov

ECF System Capabilities

A Filing User with a PACER account, an ECF-compatible web browser, Adobe Acrobat or equivalent software, and access to the Internet can use the court's ECF system to perform the following functions:

- Electronically file pleadings and documents in actual cases, 24 hours a day.
- View official docket sheets and other documents associated with cases.

Anyone can access the Court's web page at www.njd.uscourts.gov and perform the following functions:

- Self-train on ECF using the ECF Tutorials, which are available on the district court's ECF website.
- Practice entering documents into ECF using a "training" system and database. The "training" ECF system is similar to the "live" ECF database.

ECF Training

Attorneys in good standing with the U.S. District Court for the District of New Jersey are able to obtain a CM/ECF login and password by fulfilling at least one of the two following options: 1) review the online CM/ECF electronic tutorials posted on the court's website and pass an online quiz or 2) attend a live class at the Camden, Newark or Trenton courthouse.

Information about the electronic tutorials and quiz, as well as the live training classes, can be found on the court's website at <http://www.njd.uscourts.gov/cmecfTraining.html>.

We strongly recommend that Filing Users practice in the "training" ECF database before filing documents in the "live" ECF database. Instructions for access to the training database, and training user names and logins are posted on the court's website.

Requirements

Hardware and Software Requirements

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

- A personal computer running a standard operating system such as Microsoft Windows or Macintosh.
- A word processing software package such as WordPerfect or Microsoft Word.
- Adobe Acrobat software to convert documents from the format of their native application to portable document format (PDF) may be needed if your word processing software does not have built-in conversion capabilities.
- A scanner to convert paper documents that are not in a word processing format to PDF format for electronic filing in the court's ECF system. Use a scanner ONLY if you cannot electronically prepare your documents with a word processing software package and convert them to PDF format. When scanning documents for ECF, scan with a "black and white" setting, and at a resolution of 400 dpi. Scanning at resolutions greater than 400 dpi tends to clutter the electronic transfer with unwanted markings and print.
- An Internet service provider and web browser. Please reference the CM/ECF login page for supported browser versions.

Scope of Electronic Filing

All civil, criminal, miscellaneous cases and documents filed in this Court, will be entered into the Court's ECF System in accordance with these Procedures. Except as expressly provided in these Procedures, and in exceptional circumstances, all documents including Complaints and Notices of Removal shall be filed electronically. In a case removed to the Court, the removing party shall file electronic copies of all documents previously filed in state Court. Documents submitted as a Paper Filing must be accompanied by a CD containing the same documents in PDF. All individual PDF documents must be no larger than the Court's file size limitations as found on the Court's website at www.njd.uscourts.gov.

Complaints and Notices of Removal are to be filed electronically. Initiating pleadings in cases subject to sealing by statute (e.g., qui tam) shall be filed as a Paper Filing.

In criminal cases, the indictment, information, or complaint, including any superseders, warrant for arrest or summons, shall be filed as a Paper Filing.

A party who is not represented by counsel must file documents with the Clerk as a paper filing.

Sensitive Information

As the public may access case information through the Court's ECF System, sensitive information should not be included in any document filed unless the Court orders otherwise. As required under Federal Rule of Civil Procedure 5.2(a) and Federal Rule of

Criminal Procedure 49.1(a), when making any electronic or paper filing with the Court that contains an individual's social-security number, taxpayer-identification number, or birth date, the name of an individual known to be a minor, or a financial-account number, a party or nonparty making the filing may include only:

- (1) the last four digits of the Social-Security number and tax-identification number;
- (2) the last four digits of the financial account numbers;
- (3) the minor's initials;
- (4) the year of the individual's birth; and
- (5) in criminal cases for home addresses, use only the city and state.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may either file an un-redacted version of the document under seal, or file a redacted version of the document and file a reference list under seal.

The reference list shall contain the complete personal identifier(s) and the redacted identifier(s) used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list may be amended as of right.

The Court may still require the party to file a redacted copy for the public file.

In addition, caution must be exercised when filing documents that contain the following:

- (1) Personal identifying numbers, such as a driver's license number;
- (2) Medical records, treatment and diagnoses;
- (3) Employment History
- (4) Individual financial information; and
- (5) Proprietary or trade secret information.

Additional items for criminal cases only:

- (1) Information regarding an individual's cooperation with the government;
- (2) Information regarding the victim of any criminal activity;
- (3) National Security information; and

- (4) Sensitive security information as described in 49 U.S.C. § 114(s).

Counsel are strongly urged to share this information with all clients so that an informed decision about the inclusion of certain material can be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that pleadings and other papers comply with the rules and orders of this Court requiring redaction of personal identifiers. The Clerk will not review each filing for redaction.

Counsel and the parties are cautioned that failure to redact personal identifiers and/or the inclusion of irrelevant personal information in a document filed with the Court may subject them to the full disciplinary and remedial power of the Court, including sanctions pursuant to Federal Rule of Civil Procedure 11.

Exceptions to Electronic Filing

(A) Permissive Exceptions

A party may move for permission to serve and file as a paper filing documents that cannot reasonably be scanned.

(B) Mandatory Exceptions:

The following documents are excepted from regular Electronic Filing practices and shall be filed under in accord with special procedures as proscribed by the Clerk:

- (1) Grand Jury Matters (either not E-filed or access restricted per Clerks Office policy)

The following documents are examples of Grand Jury Matters:

- Minute Sheets of Swearing in and empanelment
- Grand Jury Returns
- Voting Slips
- Motions to quash subpoenas and orders ruling on them
- Motions to enforce subpoenas and orders ruling on them
- Motions for immunity and orders ruling on them
- Motions for appointment of counsel and orders ruling on them

- (2) Warrants Issued

The following are examples of types of warrants:

- Arrest Warrants
- Seizure Warrants
- Search Warrants
- Pen Registers
- Wire Tap orders
- Bench Warrants

- (3) Sentencing Memoranda should be submitted directly to chambers

- (4) Initiating pleadings in cases subject to sealing by statute (e.g., qui tam).

Sealed Documents

- (a) Civil Documents. Documents, subject to sealing, must be submitted electronically and in compliance with Local Civil Rule 5.3.

Unless otherwise provided by federal law, nothing may be filed under seal unless an existing order so provides or Local Civil Rule 5.3(c)(3) is complied with. FAILURE TO COMPLY WITH LOCAL CIVIL RULE 5.3 MAY RESULT IN A WAIVER OF ANY OTHERWISE VALID BASIS FOR SEALING AND MAY RESULT IN THE DOCUMENT IN ISSUE BECOMING PUBLICLY AVAILABLE.

- (b) Criminal Documents. Documents subject to sealing must be submitted as a Paper Filing, in an envelope clearly marked “sealed,” and shall be accompanied by a CD containing the document in PDF. A motion to file a document under seal, and the order of the Court authorizing the filing of documents under seal, may be filed electronically, unless prohibited by law. A paper copy of the sealing order must be attached to the documents under seal and be delivered to the Clerk.

- (c) Sexually explicit materials. Sexually explicit material(s) and any other material(s) that contain(s) inappropriate content for public access on the ECF System must be filed under seal until the Court determines under Federal Rule of Civil Procedure 5.2(d), Federal Rule of Criminal Procedure 49.1(d) and Local Civil Rule 5.3(c)(6) whether the material(s) should remain under seal.

Social Security Cases

Retrieval of documents in social security cases is limited and may only be accessed by counsel of record. The attorney must first log into CM/ECF, then PACER if not viewing the document through the Notice of Electronic Filing.

CD

All documents submitted as a paper filing, including initial papers, must be accompanied by a CD containing the signed document in PDF format.

Courtesy Copies

In addition to the electronic filing of all motion papers, including briefs, in support of or in opposition to a motion, the ECF Filing User shall submit forthwith to the Judge’s or Magistrate Judge’s chambers at least one courtesy copy of each filed paper or brief in paper form without a CD, unless otherwise directed by the judicial officer. To determine the number of copies the judicial officer requires, parties should refer to the Judicial Preferences list which can be accessed on the Court’s website at www.njd.uscourts.gov. When the court’s web page opens, go to **Our Judges** and click on **Judicial Preferences**. These documents shall be clearly marked as courtesy copies and mailed or delivered directly to chambers.

Eligibility, Registration and Passwords

Attorneys - The following attorneys are eligible to register as ECF Filing Users: (a) all attorneys admitted to the Bar of this Court, including attorneys authorized to represent the United States; (b) out-of-state attorneys who represent a party in an action transferred to this Court pursuant to an Order issued by the Judicial Panel on Multidistrict Litigation; (c) out-of-state attorneys who are retained to represent defendants in criminal cases. An attorney shall register as an ECF Filing User by completing the prescribed registration form and submitting it to the Clerk.

When registering as an ECF Filing User, an attorney is certifying that he/she has completed requirements as imposed by the Court. After verification, the ECF Filing User will receive electronic notification of the user login and password. An ECF Filing User shall protect the security of the user's password and immediately notify the Court if the ECF Filing User suspects that the password has been compromised. No person other than the ECF Filing User and his/her authorized agent may use the login and password. The registration form and training requirements are available on the Court's web site at www.njd.uscourts.gov.

An ECF Filing User shall promptly modify his/her contact information by accessing "Maintain Your Account" under Utilities in the ECF System, if there is a change in personal data, including name, e-mail address, and telephone number, as required under Local Civil Rule 10.1. Other individuals who receive NEF's, such as pro hac vice counsel, shall promptly submit modifications of his/her contact information by notifying the Court by e-mail to ecfhelp@njd.uscourts.gov.

Pro Se Parties - A party who is not represented by counsel must file documents with the Clerk as a Paper Filing.

A Pro Se party who is not incarcerated may request to receive filed documents electronically upon completion of a "Pro Se Consent & Registration Form to Receive Documents Electronically."

Pursuant to the General Rules of the Judicial Panel on Multidistrict Litigation, any attorney of record in any action transferred under 28 U.S.C. § 1407 may continue to represent his or her client in any district court of the United States to which such action is transferred; therefore, parties are not required to obtain local counsel in the district to which such action is transferred.

Public Access to Court Electronic Records - PACER

A person may retrieve information from the Electronic Filing System at the Court's internet site, <http://ecf.njd.uscourts.gov>, by obtaining a PACER login and password. With the exception of social security cases, a person who has PACER access may retrieve docket sheets and documents in civil and criminal cases.

The Judicial Conference of the United States has agreed to permit remote public access to electronic criminal case file documents filed after November 1, 2004.

Retrieval of documents in social security cases is limited and may only be accessed by counsel of record.

A case or document under seal shall not be available to the public through electronic or any other means.

PACER Registration

It is recommended that ECF Filing Users have a PACER (Public Access to Court Electronic Records) account. PACER is a fee-for-use service offered by the Administrative Office of the United States Courts. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 for information or to register for an account. Also, you may register for PACER online at <http://pacer.gov>. Consult the [PACER User Guide](#) for detailed instructions on its use.

CM/ECF

Utilities Feature

All ECF users are required to update their information using the Utilities feature Maintain Your Account. In this interface, there are two sections – Person Information Screen and Email Information Screen. In the Person Information Screen, attorneys can update their firm name, address, and telephone and fax number. The Court asks that ALL INFORMATION entered into the Person Information Screen be added in UPPER CASE LETTERS. In the Email Information Screen, attorneys can modify or add e-mail addresses and can specify configurations for case-specific noticing for each listed e-mail address. Click [here](#) for detailed instructions on these features in Utilities.

Miscellaneous

ECF provides *miscellaneous* functions within the **Utilities** feature menu.

- Legal Research
- Mailings
- Verify a Document

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

When you click on the **Mailings** hyperlink, a new screen opens for accessing mailing information and creating mailing labels.

Filing Documents If ECF Is Not Accessible (Technical Failures)

Occasionally, Filing Users may be unable to electronically file documents due to technical problems with the court's ECF system.

The clerk shall deem the court's Electronic Case Filing web site to be subject to a technical failure if the site is unable to accept filings continuously or intermittently for more than one hour occurring after 12:00 Noon (Eastern Time) that day. If a Filing User experiences technical failure, the document may be submitted to the court that day in an alternative manner, provided that it is accompanied by an affidavit of the Filing User's failed attempt to file electronically at least two times, at least one hour apart after 12:00 Noon. The following methods of filing are acceptable as a result of **only the court's** technical failure:

- a. in person, by bringing the document to the Clerk's Office on paper accompanied by a CD-ROM which contains the document in PDF format.
- b. via electronic mail in a PDF attachment, sent to the following email address: **ecfhelp@njd.uscourts.gov**.
- c. through facsimile transmission to the Clerk's Office where the presiding judicial officer is stationed: Camden Fax (856) 757-5370; Newark Fax (973) 645-6659; Trenton Fax (609) 989-2080. When a Filing User subject to technical failure submits a document by fax, the document shall be filed electronically on the next business day.

The initial point of contact for any Filing User experiencing technical difficulty filing a document electronically shall be the Court's CM/ECF Assistance Line or contact the court via email at ecfhelp@njd.uscourts.gov. When possible, the Clerk will provide notice on all such technical failures on the Court's web site.

A Filing User who suffers prejudice as a result of a technical failure may seek appropriate relief from the Court.

Consequences of Electronic Filing

Electronic transmission of documents to the ECF System in accordance with these Procedures, together with the transmission of a NEF from the Court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Local Civil or Criminal Rules of this Court, and constitutes entry of the document on the docket kept by the Clerk under Federal Rules of Civil Procedure 58 and 79 and Federal Rules of Criminal Procedure 49 and 55.

When a document has been filed electronically, the official record of that document is the electronic recording as stored by the Court on the ECF System. A document filed electronically is deemed filed on the date and time stated on the NEF from the Court.

Electronic filing must be completed before midnight Eastern Standard Time in order to be considered timely filed that day.

Effective December 1, 2016, Fed. R. Civ. P. 6(d) was amended to remove service by electronic means pursuant to Fed. R. Civ. P. 5(b)(2)(E) from the modes of service that allow 3 added days to act after being served. Revised Rule 6(d) currently provides: "When a party may or must act within a specified time after being served and service is made under Rule 5(b)(2)(C) (mail), (D) (leaving with the clerk), or (F) (other means consented to), 3 days are added after the period would otherwise expire under Rule 6(a)." Note: This last category of "(F) (other means consented to)" does not include consent to electronic service by registering for electronic case filing.

Before filing a scanned document with the Court, an ECF Filing User must verify its legibility.

Entry of Court Orders and Related Papers

All orders, decrees, judgments, and proceedings entered or issued by the Court will be filed in accordance with these Procedures, and such filing shall constitute entry on the docket kept by the Clerk under Federal Rules of Civil Procedure 58 and 79 and Federal Rules of Criminal Procedure 49 and 55.

Orders will be filed electronically. An order filed electronically signed with an s/ shall have the same force and effect as if the order had a handwritten signature.

Routine orders may be granted by a text-only docket entry for which a NEF will be generated. In such cases, no PDF document will be issued, and the text-only entry shall constitute the only order on the matter.

A Proposed Order accompanying a motion should be submitted as an electronic attachment to the motion. Any other type of Proposed Order should be submitted in accordance with the procedure for a “Proposed Order” as found on a list of Judicial Preferences which can be accessed on the Court’s website at www.njd.uscourts.gov.

Notice of Court Orders and Judgments

Immediately upon the entry of an order or judgment in an action, the Clerk will transmit to all ECF Filing Users in the case, a NEF. Electronic transmission of the NEF constitutes the notice required by Federal Rules of Civil Procedure 77(d) and Federal Rules of Criminal Procedure 49(c).

Signatures

A. Attorney Signatures

The user login and password required to submit documents to the ECF System serves as the ECF Filing User’s signature on all electronic documents filed with the Court for purposes of Federal Rules of Civil Procedure 11, all other Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, and the Local Civil and Criminal Rules of this Court, and any other purpose for which a signature is required in connection with proceedings before the Court.

An electronically filed document, or a document submitted on CD, and in compliance with Local Civil Rules 10.1 and 11.1, must include a signature line with “s/,” as shown below.

s/Jennifer Doe

B. Multiple Signatures

Where a document requires the signatures of more than one (e.g., stipulations, consent orders) the “s/” block can be substituted for the signatures of ECF Filing Users. By submitting a document with “s/” block signatories, the filing attorney certifies that each of such signatories has expressly agreed to the form and substance of the document and has authorized the filing attorney to submit the document electronically. The filing attorney shall retain any records evidencing this agreement for future production, if necessary, until

one (1) year after all periods for appeals expire. Any person who disputes the authenticity of any of the signatures on a document containing multiple signatures must file an objection to the document within fourteen (14) days of the date of the NEF.

C. Non-Attorney Signatures

A document requiring the signature of a non-attorney must be filed electronically by: (1) submitting a scanned document containing the necessary signature; or (2) in any other manner approved by the Court.

Service

A. Service of process – Initial Pleading

With regard to the service of complaints including, amended complaints that add parties and third party complaints, service of process must be made in accordance with Federal Rule 4 of Civil Procedure and the Local Rules of this Court.

B. Service of Other Documents

(1) ECF Filing User

Upon the electronic filing of a pleading or other document, the Court's ECF System will automatically generate and send a NEF to all ECF Filing Users associated with that case. Transmission of the NEF constitutes service of the filed document on Filing Users.

If the ECF Filing User becomes aware that the NEF was not transmitted successfully to a party, or that the notice is deficient, e.g., the electronic link to the document is defective, the filer shall serve a copy of the filed document by e-mail, hand, facsimile, or by first-class mail postage prepaid immediately upon notification of the deficiency of the NEF.

The submission of the completed and signed ECF Filing Registration Form to the Court constitutes consent to service of all papers via the Court's ECF System as provided in Federal Rules of Civil Procedure 5(b) and 77(d), and Federal Rule of Criminal Procedure 49, the NEF constitutes service of the filed document on ECF Filing Users.

A certificate of service must be included with all documents filed electronically. The certificate of service must indicate how service was accomplished, i.e., electronically and/or by other means as provided in Federal Rule of Civil Procedure 5(b) and Federal Rule of Criminal Procedure 49.

(2) Non ECF Filing User

A Non ECF Filer is entitled to receive a paper copy of any electronically filed document from the party making such filing. Service of such paper copy must be made according to the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Local Civil or Criminal Rules of this Court.

Retention Requirements

The original of any document that is electronically filed and requires an original signature other than that of the ECF Filing User must be maintained by the ECF Filing User and/or the firm representing the party on whose behalf the document was filed until one (1) year after all periods for appeals expire. On request of the Court, the ECF Filing User or law firm must provide the original document.

Preparation

PDF Format Guidelines

You must convert all documents to PDF format before submitting them to the Court through its Electronic Case Filing (ECF) system. This conversion process requires Adobe Acrobat or compatible software. Most word processing applications also contain PDF conversion capabilities. It is highly recommended that original documents be created with a **Times New Roman** font to produce the best printed results. When using Adobe to convert documents to PDF format do **NOT** turn on any security features.

Information regarding [file size requirements](#) as well as how to edit, flatten, or redact PDFs can be found on the Court's website at <http://www.njd.uscourts.gov/cmecf-user-guide-information> under **Document Assistance**.

Basics of ECF

A. User Interactions

A User will normally interact with the Electronic Case Filing (ECF) system in three ways:

- (1) entering information in data fields;
- (2) mouse-clicking on hyperlinks; or
- (3) selecting command buttons to direct system activities.

B. Conventions Used in This Manual

User data entry is shown enclosed in angle brackets: **<data entry>**.

Hyperlinks are displayed in **underlined bold face type**.

Command buttons appear in **[bracketed bold face type]**.

C. Incorrectly Filed Documents/Documents Filed in Error

A document incorrectly filed in a case may result from:

- (1) posting the wrong PDF file to a docket entry;
- (2) selecting the wrong document type from the menu; or
- (3) entering the wrong case number and not discovering the error before completing the transaction.

The System will not permit the filing party to make changes to the document or docket entry once the transaction has been accepted. Only upon an Order of the Court can a document be removed or withdrawn from the ECF System. For assistance, telephone the CM/ECF Assistance Line, as soon as possible after an error is discovered, or Contact the court via e-mail at ecfhelp@njd.uscourts.gov.

You will need to provide the case and document number for the document in question. The Clerk's Office cannot make corrections or delete the Filing User's submission without an Order from the Court. The Clerks office will enter a notation on the docket indicating the correction needed using "Clerk's Office Quality Control Message." You will be advised if you need to re-file the document or petition the court for other appropriate relief.

D. Viewing Transaction Log

This feature, selected from the Utilities menu allows you to review all transactions ECF has processed under your login and password. If you believe or suspect someone is using your login and password without your permission, contact the Court as soon as possible.

E. Entering the ECF System

This section of the ECF User Manual provides instructions for entering the Electronic Case Filing System (ECF). You may enter the system by going to the Court's web page at www.njd.uscourts.gov and clicking on the **[E-Filing \(CM/ECF\) Link](#)**. Alternatively, Filing Users may enter the ECF System directly by typing in the following URL into the location field of their ECF-compatible web browser: **<http://ecf.njd.uscourts.gov>**. This URL connects you directly to the Court's ECF Screen.

F. Logging In

The following are the instructions for logging into the ECF system. You should have already received a login and password when you registered for electronic filing. If you have not been contacted by the Clerk's Office with a login and password, you are not yet officially registered in ECF. Please contact the Help Desk for assistance. Figure 1 depicts the login screen:

Figure 1

CM/ECF Filer or 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. [Court Information](#)

Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:

Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:

After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://www.pacer.gov>.

Forgot your NJD ECF password? [Click here to Reset](#)

After five invalid login attempts, your account will be locked for five minutes. The lock-out time will increase with subsequent failed attempts. You may consider using the reset password feature **before** you are locked out.

Authentication [Mobile Login Query](#)

Login:

Password:

client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Notice

An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at [\(800\) 676-6856](tel:8006766856).

CM/ECF has been tested with Firefox and Internet Explorer 8 and 9.

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

Use your **ECF login** and password if you are entering the system *to file* a document. If you only wish to enter ECF *to query* the database for case information or *to view* a document, enter your **PACER login** and password. After you enter the correct login and password information, indicate your acknowledgement of the redaction rules, and click on the **[Login]** button. If the system does not recognize your login and password, it will display the following error message on the screen: Invalid ID and Password.

After the ECF system accepts your login and password, the main screen with a **blue** menu bar at the top will be displayed. Please note that the screenshots depicted in the figures are

taken from the training database containing a blue background. In the live database the screen background is white. See Figure 2.

Figure 2



G. Selecting ECF Features

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

Civil - Select **Civil** to electronically file all civil and miscellaneous case pleadings, motions, and other court documents. If filing in a miscellaneous case, be sure to select “mc” as the case type.

Criminal - Select **Criminal** to electronically file all criminal case pleadings, motions, and other criminal court documents.

Query - Select **Query** to search ECF by specific case number or party name to retrieve information and documents that are relevant to the case. You will be prompted to login to **PACER** before you can query ECF.

Reports - Select **Reports** to retrieve the following reports: docket sheets, civil cases, criminal cases, the judgment index, docket activity, **view NEF log and Internet Payment History**. You will be prompted to enter your **PACER** login and password before you can view an ECF report.

Utilities - Select your personal ECF transaction log in the **Utilities** area of ECF.

Search - Select **Search** to find the correct event from the ECF dictionary to be used in your electronic filing.

Logout - Select logout to end your session before closing your browser. This will prevent further filing with your password until the next time you log in.

H. Civil Events Feature

Filing Users will use the Civil Events feature of ECF to electronically file and docket with the Court a variety of pleadings, motions, and other documents for civil cases.

General Rules and Manipulations

A. Manipulating the Screens

Each event has two buttons associated with data entry:

Use the [**Clear**] button to remove **all** characters entered in its associated field or box.

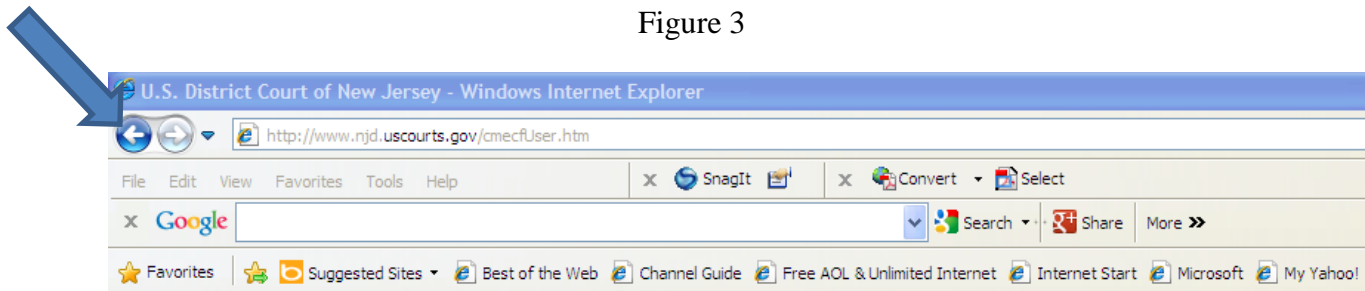
Use the [**Next**] button or the [**Submit**] button to accept entered data, and to commit and finalize your transaction. The last screen of all transactions will display the following message.

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

Once you click on the [**Next**] button after seeing this message you will have no further opportunity to go back and correct any mistakes. Once a document is filed electronically corrections can only be made by The Clerks Office. The Clerk's Office will not make corrections or delete a Filing User's submission except to make a notation on the docket "Clerk's Office Quality Control Message." You will be advised if you need to re-file the document or petition the court for other appropriate relief.

B. Correcting a Mistake

Figure 3



Use the [**Back**] OR Left Arrow button (Figure 3) on the browser toolbar to retrieve the previous screen to correct data entry errors.

Filing an Initial Pleading/Document

Initial pleadings must be filed electronically unless subject to sealing or restricted access (e.g. qui tam) in which case they should be filed in paper form. There are two options for electronically filing initial pleadings. Attorneys may electronically open and file their own civil case OR they may file their initial pleadings in the shell case 33-1 and let the Clerk's Office open the case for them. The Court strongly encourages the filing of civil cases when the Clerk's Office Help Desk is available.

The procedure for electronically filing initial papers in a civil case is:

A. Before getting started, you will need the following:

- (1) Your initial pleading (i.e., Civil Complaint, Notice of Removal, Petition for a Writ of Habeas Corpus, Petition to Confirm Arbitration Award, Petition to Quash/Compel/Enforce Subpoenas, or Petition to Enforce IRS Summons) in PDF format.
- (2) Completed Civil Cover Sheet (Form JS-44), available in PDF format on the Court's website under Forms.
- (3) Corporate Disclosure Statement, if applicable.
- (4) All process, pleadings, and orders served upon the defendant(s) in the state court, if filing a Notice of Removal.
- (5) Valid credit card.

Note: Counsel is no longer required to submit a proposed Summons for the Clerk to issue. The Clerk's Office will automatically issue an electronic Summons in newly filed civil actions. Counsel shall follow the directions provided in the docket text prior to serving the Court-issued electronic summons upon Defendant(s).

B. Electronically Filing a Civil Initial Pleading

(1) Using the event code "Open a Civil Case (Attorney)"

Effective July 1, 2017, attorneys can open and file their own civil cases. An [Attorney Case Opening Guide](#), as well as other relevant documentation, can be found on the Court's [website](#). Additional questions, including training-related inquiries, can be answered by calling the Attorney Case Opening Help Desk at 609-815-2759.

Although not currently mandatory, attorneys are encouraged to utilize the attorney case opening process. Benefits to counsel for opening their own case include the immediate assignment of a civil case number, a shortened time frame for receiving a summons and the ability to file other relevant documents (e.g., corporate disclosure statement, motion papers) directly into the case upon opening.

Filing a Civil Complaint as a Paper Filing

To file a civil complaint as a paper filing, you should submit to the Clerk's Office:

- (1) One (1) paper copy of the Complaint or other initiating document along with any attachments and/or motions or other documents being filed at the same time.
- (2) One (1) paper copy of the Civil Cover Sheet (a PDF version of the Civil Cover Sheet is not required).
- (3) Corporate Disclosure Statement
- (4) CD Rom containing a PDF version of the complaint or other initiating document(s)

and any attachments, and/or motions or other documents being filed at the same time.

- (5) The fee for filing a civil case (\$350.00) and the administrative fee (\$55.00) for a combined single total payment of \$405.00 (cash not accepted).

The Clerk's Office will open the case in ECF, and electronically file and docket the complaint or other initiating document and any other documents submitted. The filer will be electronically notified of the filing of the complaint or other initial pleading or will receive an NEF in the mail if not an electronic filer. The Clerk's Office will issue a summons (electronic/paper as appropriate in accord with internal procedure). The official court record of the Civil Complaint will be the electronic version filed in the ECF system.

How to File Documents in Civil, Criminal and Miscellaneous Cases

There are **nine basic steps** for filing a pleading and/or document in ECF.

- (1) Select the Case Type from the blue menu bar at the top of your screen (Civil or Criminal).
- (2) Select the type of Event to file (e.g. motion, etc.)
- (3) Enter the case for which the pleading or document is being filed.
- (4) Designate the parties for whom the pleading or document is being filed.
- (5) Specify the PDF document to file.
- (6) Add attachments, if any, to the document being filed.
- (7) Modify docket text as necessary.
- (8) Submit the pleading or document to ECF.
- (9) Receive notification of docketing (the NEF).

Interactive Electronic Tutorials that covers how to file documents with and without attachments are available on our website [here](#).

Filing Documents with Attachments in Civil Cases

The process of filing a Motion in a Civil Action is described in the following section to exemplify the Electronic Filing Process.

After successfully logging into ECF, follow these steps to file a document.

Step 1. Select the Case Type from the blue menu bar at the top of the screen (Civil/Criminal).

Step 2. Select the Type of Event that is Being Filed.

Figure 4



For example, select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing.

Click on **Motions** under **Motions and Related Filings**

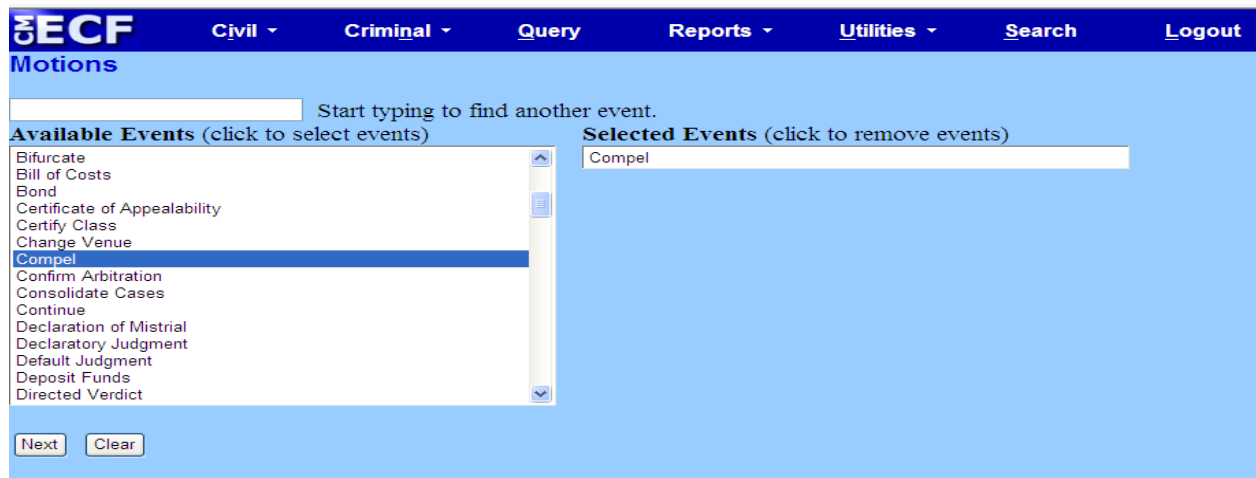
Figure 5



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. See Figure 6. To find the event that you are seeking, start by either typing in the available field to narrow the results or scroll through the available events list and select the best match. Highlight the appropriate motion event and click the **[Next]** button.

In this example, we select Compel.

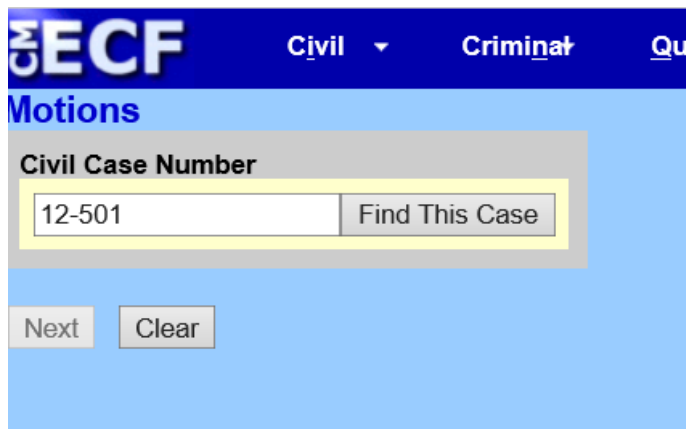
Figure 6



Step 3. Enter the Case Number in Which the Document is Being Filed

A new Motions screen opens with a Case Number field. See Figure 7. Enter the number of the case for which you are filing a motion and click the [**Find This Case**] button.

Figure 7



The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with 'ECF' and menu items for 'Civil', 'Criminal', and 'Query'. Below this, the 'Motions' section is visible. A form titled 'Civil Case Number' contains a text input field with the value '12-501' and a button labeled 'Find This Case'. Below the form are two buttons: 'Next' and 'Clear'.

Click the [**Next**] button.

Note: If the case number you are filing in is 1:02-cv-555, you can enter the case number in any of the following formats: **02-555; 02cv555; 1:02-cv-555; 1-02-cv-555; 1:02cv555**

Figure 8



The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with 'ECF' and menu items for 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below this, the 'Motions' section is visible. A form titled 'Civil Case Number' contains a text input field with the value '1:12-cv-501'. Below the form are two buttons: 'Next' and 'Clear'.

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

Step 4. Designate the Parties for Whom the Document is Being Filed.

A screen with a list of parties in the case is displayed. See Figure 9 below.

Figure 9



Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs, you may select the entire group by holding down the **CTRL KEY** while pointing and clicking on each party in the group.

After highlighting the party(ies) filing the motion, click on the **[Next]** button.

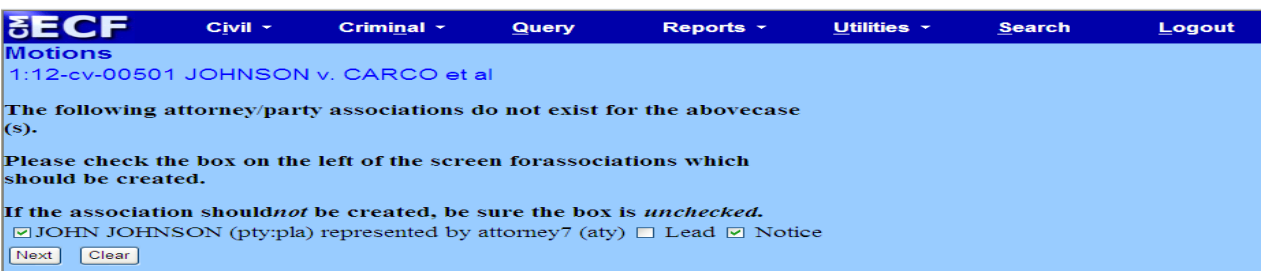
Step 4A. Create Attorney/ Party Association

The first time you file a document on behalf of a party you will be asked to associate yourself with that party. Place a in the box located in front of the party's name. See Figure 10. You can place a in the box before the word LEAD if you wish. A will be automatically placed in the box before the word NOTICE.

PLEASE LEAVE THE BEFORE THE WORD NOTICE OR YOU WILL NOT RECEIVE NOTICES OF ELECTRONIC FILING WHEN DOCUMENTS ARE FILED IN THE CASE.

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

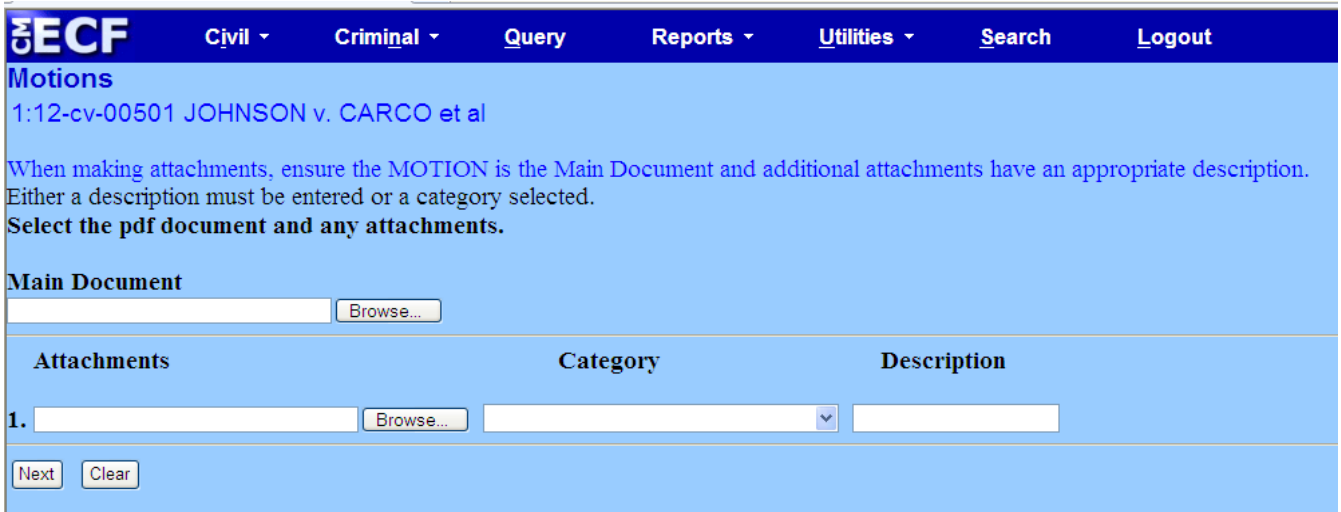
Figure 10



Step 5. Specify the PDF Document to File

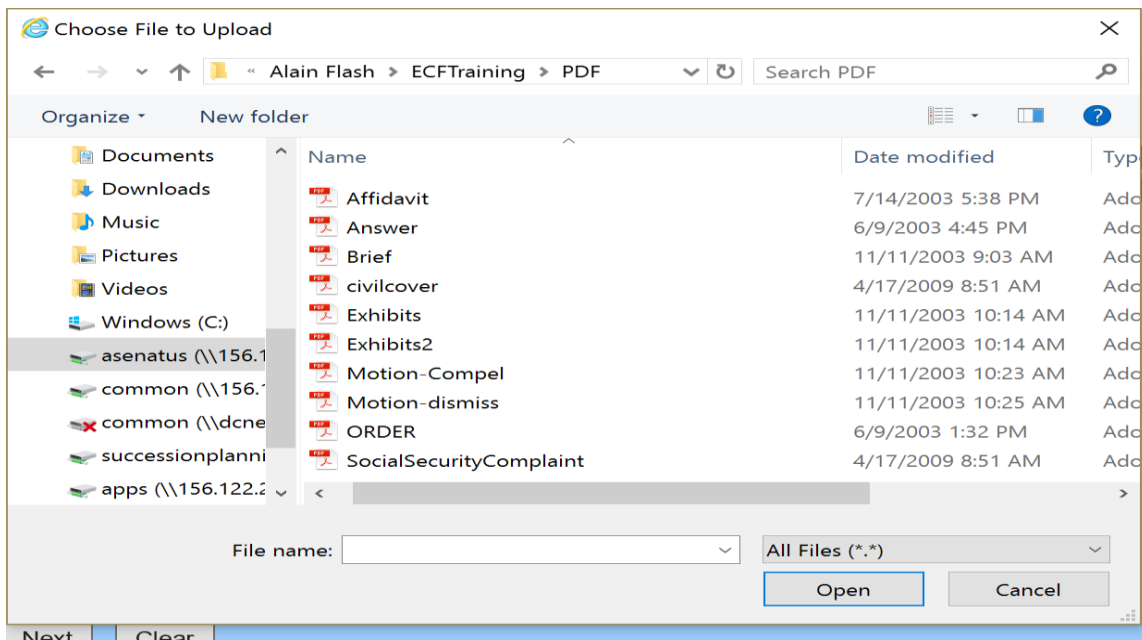
As a reminder, all documents filed in ECF **MUST** be in **PDF** format; otherwise, ECF will not accept the document for filing. See Figure 11. ECF displays a field for locating and entering the PDF file of the document you are filing. Each file has to be less than the maximum file size (review PDF Format Guidelines section for guidance).

Figure 11



Click on the **[Browse]** button. Navigate to the appropriate directory on your local or network drive to select the PDF document you wish to file. ECF opens the screen depicted in Figure 12 below.

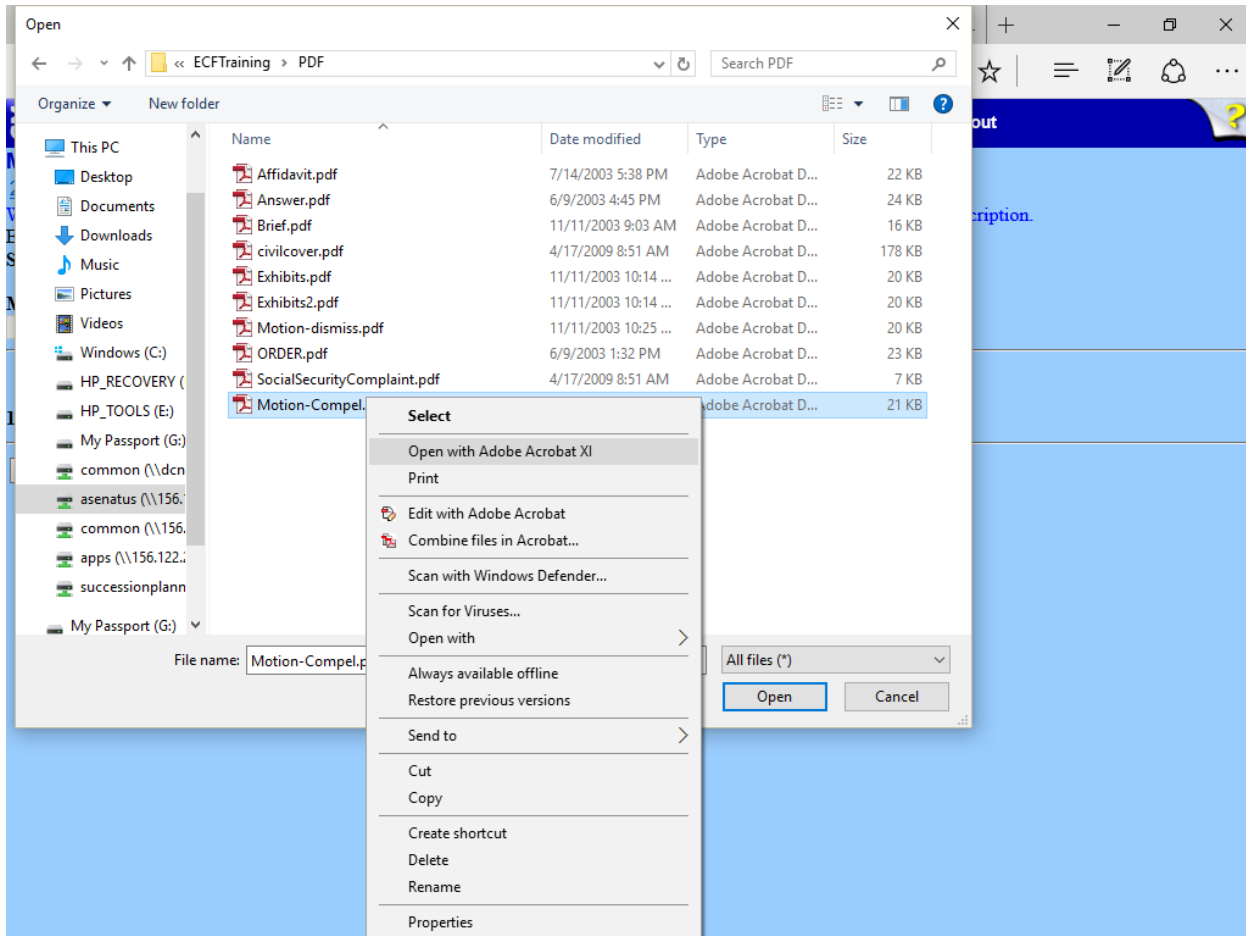
Figure 12



Left click the file to select it prior to uploading it to ECF.

Note: To verify you have selected the correct document, right click on the highlighted file name to open a **quick menu** and left click on **[Open with...]**. See Figure 13. Your PDF Reader will launch and open the PDF document that you selected. You should view the document to verify that it is the correct document. Once you have verified the document is correct, close the PDF Reader.

Figure 13



Click on the **[Open]** button on the screen. ECF closes the File Upload screen and inserts the PDF file name into the **Main Document** field. See Figure 14.

Figure 14

ECF Civil ▾ Criminal ▾ Query Reports ▾ Utilities ▾ Search Logout

Motions
1:12-cv-00501 JOHNSON v. CARCO et al

When making attachments, ensure the MOTION is the Main Document and additional attachments have an appropriate description. Either a description must be entered or a category selected.
Select the pdf document and any attachments.

Main Document
N:\WP\DOCS\CM-ECF Working Group\...

Attachments	Category	Description
1. <input type="text" value="N:\WP\DOCS\CM-ECF Working Group\..."/> <input type="button" value="Browse..."/>	<input type="text" value=""/> ▾	<input type="text" value=""/>

If there are no attachments to the document, click on **[Next]**.

Step 6. Filing Attachments and Exhibits

A Filing User must submit in electronic form all documents referenced as exhibits or attachments, including briefs, in accordance with the guidelines set forth in this User Manual. A Filing User shall submit as exhibits or attachments only those excerpts of the referenced documents that are directly germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. The court may require parties to file additional excerpts or the complete document.

The Clerk's Office strongly recommends creating documents that are being electronically filed with a word processing software package (e.g., Word or WordPerfect) and converting them into PDF rather than scanning the documents. Scanning the document creates a much larger file.

Example - Proposed Orders

A proposed order shall be electronically filed as an attachment to a motion electronically filed and should be described as such by using the drop-down box and should be described as such by using the drop-down box and selecting "**Text of Proposed order**".

Figure 15

ECF Civil Criminal Query Reports Utilities Search Logout

Motions
1:12-cv-00501 JOHNSON v. CARCO et al

When making attachments, ensure the MOTION is the Main Document and additional attachments have an appropriate description. Either a description must be entered or a category selected.
Select the pdf document and any attachments.

Main Document
N:\WP\DOCS\CM-ECF Working Group\ec [Browse...]

Attachments	Category	Description
1. User Manual Figures\Proposed Order.pdf [Browse...]	Text of Proposed Order	[] [Remove]
2. [] [Browse...]	[]	[]

[Next] [Clear]

ECF adds the selected document as an attachment to the motion. A new screen opens to display the file name of the newly attached document.

Repeat the sequence for each additional attachment.

After adding all the desired PDF documents as attachments, click on **[Next]**.

The previous screen closes and ECF opens a new window as depicted in Figure 16.

Step 7. Modify/Refine Docket Text

Click on the button shown in Figure 16 to open a modifier drop-down list. You may select one of the words in the drop-down list or leave the field blank.

Click on the field next to the party's name and type a description of the document or leave it blank. The description entered will appear in the docket text.

Completing these text boxes is optional, provided the docket text is accurate.

Click on the **[Next]** button to continue.

Figure 16

ECF Civil Criminal Query Reports Utilities Search Logout

Motions
1:12-cv-00501 JOHNSON v. CARCO et al

Docket Text: Modify as Appropriate.

Amended MOTION to Compel discovery by Plaintiff JOHN JOHNSON. (Attachments: # (1) Text of Proposed Order) (attorney7,)

[Next] [Clear]

Step 8. Submit Document for Filing

After verifying the docket text, click on the **[Next]** button. A new window appears with the docket text for the docket report. See Figure 17.

Figure 17

MECF Civil Criminal Query Reports Utilities Search Logout

Motions
1:12-cv-00501 JOHNSON v. CARCO et al

Docket Text: Final Text
Amended MOTION to Compel discovery by Plaintiff JOHN JOHNSON. (Attachments: # (1) Text of Proposed Order) (attorney7,)

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

Source Document Path (for confirmation only):
C:\fakepath\motion.pdf pages: 1
C:\fakepath\Proposed Order.pdf pages: 1

Next Clear

Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the browser toolbar to find the screen you wish to alter. Click on the **[Next]** button to file and docket the pleading.

Note: The screen depicted in Figure 18 contains the following warning:

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

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- Clicking on any hyperlink on the **Blue** ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process you just selected.
- Clicking on the web browser **[Back]** button until you return to the desired screen.

Step 9. Notice of Electronic Filing

ECF opens a new window displaying the Notice of Electronic Filing (see Figure 18 below). The screen will provide confirmation that ECF has registered your transaction and the document is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. The Notice of Electronic Filing screen contains a hyperlink to the filed document. Clicking on the document number on the Notice of Electronic Filing screen will allow you to view the filed document.

Figure 18

[2:15-cv-00100 JOHNSON v. CARCO et al](#)
Please remember to send in your courtesy copies to chambers marked *Courtesy Copy*. For further Judge Preference information [click here](#).

U.S. District Court
DISTRICT OF NEW JERSEY [TRAIN]

Notice of Electronic Filing

The following transaction was entered by attorney1, on 6/27/2016 at 10:48 AM EDT and filed on 6/27/2016

Case Name: JOHNSON v. CARCO et al
 Case Number: [2:15-cv-00100](#)
 Filer:
 Document Number: [8](#)

Docket Text:
MOTION to Compel by Defendant AUTOMAKER. (Attachments: # (1) Affidavit) (attorney1,)

2:15-cv-00100 Notice has been electronically mailed to:

attorney1 alain@yahoo.com, beth@yahoo.com

2:15-cv-00100 Notice will not be electronically mailed to::

LINDA LAWYER
 1234 Main Street
 Mytown, NJ 00000

- a. The Filer is allowed *one “free” look* at the document to verify it was filed properly.
- b. The Notice of Electronic Filing screen also contains a hyperlink to the docket sheet. Clicking on the docket number on the Notice of Electronic Filing screen will allow you to view the docket sheet.
- c. The court strongly urges that the document *be copied* to your hard-drive or network for future access. Subsequent retrieval of the case docket sheet and document from ECF must be made through your PACER account and is subject to regular PACER fees.
- d. The **Notice of Electronic filing** represents your electronic file stamp. You may want to copy it to a file on your network or your computer’s hard-drive, print it and/or retain a hard copy in your office file.
 - Select **[Print]** on the browser toolbar to print the document receipt.
 - Select **[File]** on the browser menu bar,
 - Choose “**Save As**” from the drop-down window to save the receipt to a file on your network or the hard drive of your computer.

The **Notice of Electronic Filing** displays the names and email addresses of the attorneys who have registered as ECF Filing Users and will receive electronic notice of the electronically filed document. Transmission of the Notice of the Notice of Electronic Filing constitutes service of the filed document on Filing Users. The Notice also displays the names and addresses of individuals who will **not** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the document **and** the **Notice of**

Electronic Filing to attorneys and parties who are not registered for electronic notification.

Step 9A. E-Mail Notification of Documents That Were Filed

After a document is electronically filed, the ECF System sends a **Notice of Electronic Filing** via email to the designated attorneys who have registered as ECF Filing Users and *Pro Se* parties registered to receive electronic notification. Attorneys and parties who receive electronic notification of the filing are permitted “**one free look**” at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The one “free look” will expire 15 days from the date the Notice of Electronic Filing was transmitted. The Court strongly urges that the document be copied to your hard-drive or network for future access. Subsequent retrieval of the case docket sheet and document from ECF must be made through your PACER account and is subject to regular PACER fees.

Reminder: It is the **filer’s** responsibility to serve hard copies of the document **and** the **Notice of Electronic Filing** to attorneys and parties who are not registered as ECF Filing Users. A certificate of service must be included with all documents filed electronically. The certification of service must indicate how service was accomplished, i.e., electronically, and/or other means as provided in Fed.R.Civ.P. 5(b).

Add/Create a New Party

In some instances you will be required to add a party to the ECF System. For example, when filing an answer if you checked that you are filing a counterclaim, cross-claim, or third-party complaint, you will be prompted to select the party against whom you are filing (See Figure 19 below). If you are filing against a party already in the case, select the party from the list and click the **[Next]** button. If the party is not on the list, click **[New Party]**.

Figure 19

The screenshot shows a web interface for selecting a party. At the top, there is a button labeled "Pick Party" and a text prompt: "Select from the following list the party(s) against whom you are filing this Third-Party Complaint." Below this, there are two columns. The left column is a scrollable list of parties, each with a radio button icon and a role code in brackets: CARCO [dft], AUTOMAKER [3pp], AUTOMAKER [dft], AUTOMAKER [crc], CARCO [crd], JOHN JOHNSON [pla], and JOHN SMITH [3pd]. Above the list are links for "Collapse All" and "Expand All". The right column is titled "Select the Party: OR Select a Group:" and contains a scrollable list of the same parties as the left column, plus four radio button options: "No Group", "All Defendants", "All Plaintiffs", and "All Parties". At the bottom of the interface are three buttons: "Next", "Clear", and "New Party".

The screen depicted in Figure 20 will appear. You must first perform a search to see if the party you wish to add is already entered in the ECF system. Type the first few letters of the party's last name for an individual, or the first few letters of the company name. Click [Search]. All party names and party text should be entered in **ALL UPPER CASE LETTERS**.

Figure 20

Note: As with any database, before entering information into ECF, it is important to do a thorough search to be sure the information has not been entered previously. When searching for a party name, you may need to scroll down through the entire list to determine if the party name is already in the database.

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

If the name of the party you wish to add appears on the list, click on it to highlight it, and then click on [Select Party]. Review the party information and select the party's role in this filing. Click [Add Party].

If a match is not found, or the party you wish to add does not appear in the list, click the [Create New Party] button. This will bring up the party information screen (see Figure 21).

Figure 21

The system will automatically fill in the last name field with the name for which you searched.

For an individual, fill out the **Last name**, **First name**, **Middle name**, and **Generation** (e.g., Jr., Sr.) fields as appropriate. Choose the appropriate **Role** from the drop down list. Leave all other fields blank. Click on the **[Add Party]** button.

Note: It is not necessary to complete the **Title** field. Include titles or roles, such as Executor, In Her Capacity as, Commissioner, etc.... in the **Party text** field.

For a business, agency or other entity, enter the entire name in the **Last name** field. Choose the appropriate **Role** from the drop down list. Leave all other fields blank. Click on the **[Add Party]** button.

Note: Exclude the words “**The**” from the entry and exclude all punctuation.

Example: The Smith Brothers, Inc.; *Enter as:* SMITH BROTHERS INC

Linking Documents

Some documents should be “linked” to their related documents in the case. For example, the answer would be linked to the complaint. When filing certain types of documents, you will be asked if you wish to refer the document to an existing event. An “event” in ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of “Should the document you are filing link to another document in this case?” and click the **[Next]** button. You have the option of entering filed dates or document numbers if you would like to further narrow your search.

Figure 22

ECF Civil Criminal Query Reports Utilities Search Logout

Other Documents
1:12-cv-00501 JOHNSON v. CARCO et al

Should the document you are filing link to another document in this case?

Filed to

Documents to

Next Clear

The next screen prompts you to select the document(s) in the case that you want to link to. See Figure 23. Check the box in front of the document(s) you wish to link to and then address the question regarding Sealed Documents at the bottom of the screen.

Figure 23

CM ECF Civil Criminal Query Reports Utilities Search Logout

Other Documents
1:12-cv-00501 JOHNSON v. CARCO et al

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

- 02/28/2006 1 COMPLAINT against CARCO, AUTOMAKER CORPORATION (Filing fee \$350 receipt number 12345.) Jury Demand, filed by JOHN JOHNSON. Modified on 4/29/2011 (dv,).
- 05/02/2012 2 ANSWER to Complaint with JURY DEMAND , CROSSCLAIM against CARCO by AUTOMAKER. (student1,)
- 05/02/2012 3 THIRD PARTY COMPLAINT against JOHN SMITH, filed by AUTOMAKER. (student1,)
- 05/02/2012 4 MOTION for Summary Judgment by Defendant AUTOMAKER. (Attachments: # 1 Brief, # 2 Affidavit of Donna, # 3 Exhibit A-F as to Aff. of Donna, # 4 Exhibit G-H as to Aff. of Donna) (student1,)
- 01/09/2013 5 Amended MOTION to Compel *discovery* by Plaintiff JOHN JOHNSON. (Attachments: # 1 Text of Proposed Order) (attorney7,)

If there are documents attached to this entry, Seal pursuant to Local Rule 5.3?
 No
 Yes

Next Clear

Criminal Events Feature; Filing Documents for Criminal Cases

The procedures described for filing Civil Case documents in ECF apply also to Criminal Case documents.

Filing a Civil or Criminal Notice of Appeal

The filing of a civil or criminal notice of appeal can be filed electronically by making payment through Pay.gov. **NOTE:** The Court strongly encourages the filing of Notices of Appeal during business hours. The procedures are as follows:

- Step 1. Select **Civil** or **Criminal** from the blue menu bar at the top of your screen.
Note: We have used a **Civil** Appeal as an example.
- Step 2. Under **Other Filings** select **Appeal Documents**.

Figure 24



- Step 3. Select **Notice of Appeal** (Federal Circuit or USCA).
- Step 4. Insert the case number.
- Step 5. Select the appropriate case if there is more than one case that matches the case number.
- Step 6. At the Validation of case number screen press the **[Next]** button.
- Step 7. Attach the document to be filed: **NOTE:** It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document for filing.
- Step 7A. Click on the **Browse]** button. It may be necessary to change the File of type from HTML Files to **Acrobat (*.pdf)** or **All files (*.*)**.
- Step 7B. Navigate to the appropriate directory on your local or network drive to select the PDF document you wish to file. Highlight the file to upload it to ECF. To verify you have selected the correct document, right mouse click on the highlighted file name to [open a **quick menu** and left mouse click on **[Open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you have selected. You should view the document to verify that it is the correct document. Once you have verified the document is correct, close Adobe Acrobat.
- Step 7C. Click on the **[Open]** button on the screen. ECF closes the File Upload screen and inserts the PDF file name into the Filename box. Ensure the highlighted file name appears in the **File name** field on the screen.
- Step 7D. If there are no attachments to the document, click on **[Next]**.

- Step 8. If appropriate, attach additional documents to the main document as outlined in the above sequence. Make sure to choose a category or add a full description of the attachment before hitting **[Next]**.
- Step 9. Select the filer.
- Step 10. Select the document that is the subject of the appeal.

Figure 25

ECF Civil Criminal Query Reports Utilities Search Logout

Appeal Documents
1:12-cv-00501 JOHNSON v. CARCO et al

Select order being appealed.

Should the document you are filing link to another document in this case?

Filed to

Documents to

Next Clear

- Step 11. Indicate “Y” for yes if you are filing an Application to Proceed In Forma Pauperis (without Prepayment of Fees) or if you are a Criminal Justice Act (CJA) Attorney, Federal Public Defender or United States Attorney. Proceed to Step #20

- Step 12. Pay.gov Debit/Credit Card Payment
 Enter your payment data as indicated on the Pay.gov screen.
 - Select Option 1 (Bank Account) or Option 2 (Credit Card) Enter payment details as required on the Payment Screen.

Figure 26-A

System Message

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

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

Step 1: Enter Payment Information 1 | 2

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

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

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$455.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number	Account Number	Check Number
:026946783:	9243767390	1234

Payment Date: 01/11/2013

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

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

Figure 26-B

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

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$455.00

Billing Address: *

Billing Address 2:

City:

State / Province: *

Zip / Postal Code:

Country: *

Card Type: *

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

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

Expiration Date: * / *

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

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

- Step 13. Click the [**Continue with (ACH or Plastic Card) Payment**] button as appropriate.
- Step 14. Review and Edit the Payment Summary as needed; add an email confirmation address; authorize the charge by checking the authorization box; Click [**Submit Payment**] button. ****Once the Credit Card information has been submitted, do not hit the back button, as it will require you to pay again to move forward.**

Figure 26-C

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

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: attorney7 Billing Address: 123 Main Ave Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Visa Card Number: *****2222	Payment Amount: \$455.00 Transaction Date and Time: 01/10/2013 and 11:16 EST

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

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

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

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

- Step 15. An email receipt will be sent to the email address provided.
- Step 16. **If the credit card is not accepted by Pay.gov, a message will appear on the screen and the docket event will not continue. The filing will not be accepted by the system. The attorney will be instructed to contact his or her card issuer.**
- Step 17. Modify the docket text if necessary and click [**Next**].

- Step 18. Proofread the Final Docket Text screen and click [Next].
NOTE: IF YOU DO NOT PRESS NEXT TO COMPLETE THE DOCKET TEXT SCREEN, THE FEE WILL HAVE BEEN PAID, BUT THE NOTICE OF APPEAL WILL NOT BE FILED.

Figure 27

ECF Civil ▾ Criminal ▾ Query Reports ▾ Utilities ▾ Search Logout

Appeal Documents
1:12-cv-00501 JOHNSON v.
CARCO et al

APPEAL

Docket Text: Final Text
NOTICE OF APPEAL by JOHN JOHNSON. Filing fee \$ 455, receipt number 0312-31656. The Clerk's Office hereby certifies the record and the docket sheet available through ECF to be the certified list in lieu of the record and/or the certified copy of the docket entries. (attorney7,)

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

Source Document Path (for confirmation only):
C:\fakepath\Notice of Appeal.pdf pages: 1

Next Clear

- Step 19. A Notice of Electronic Filing will appear on the screen and will not be e-mailed to the filer. Please save a copy of this Notice of Electronic Filing for your records.
- Step 20. Upon receipt of the Notice of Appeal, the Third Circuit Court of Appeals will review and process the document and assign a case number. A Notice of Electronic Filing will be sent by the Third Circuit Court of Appeals. Appeals to the Federal Court in Washington, DC, will be reviewed and processed and notice delivered by other means to counsel.