



ELECTRONIC CASE FILING USER MANUAL

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ARIZONA

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Getting Started

Introduction

This User Manual provides basic instructions on how to use the Electronic Case Files (ECF) internet system to file documents with the court or to view and retrieve docket sheets and documents for all civil, criminal and miscellaneous cases in the system. We highly recommend attendance at a "hands on" training class to supplement this User Manual. The training schedule is located on our website at www.azd.uscourts.gov.

This User Manual should be used in conjunction with the Electronic Case Files Administrative Policies and Procedures Manual, located on our web site at <http://www.azd.uscourts.gov/azd/cm-ecf.nsf/docview/ecfadminmanual?opendocument>. The Administrative Policies and Procedures Manual, Local Rules, and General Orders of the court represent the policies and procedures for electronically filing documents; this User Manual shows the mechanics of "how to" file in the ECF system.

A Registered User should also 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:

- A. **Document** means pleading, motion, exhibit, declaration, affidavit, memorandum, order, notice, and any other filing by or with the court.
- B. **Electronic Filing System** refers to the court's Internet-based system that allows for the electronic filing and maintenance of court case files in the United States District Court, District of Arizona. The system is part of the **CM/ECF** (Case Management/Electronic Case Files) software which was developed for the Federal Judiciary by the Administrative Office of the United States Courts.
- C. **Electronic Filing** means uploading a **Portable Document Format (PDF)** document directly from the Registered User's computer using the ECF system to file that document in the court's case file. Mountain Standard Time applies to all filings.

NOTE: Sending a document or pleading to the court via e-mail or other than as described does not constitute "electronic filing."

- D. **Initiating Documents** include civil complaints, notices of removal, civil cover sheets, supplemental cover sheets, criminal indictments, superseding indictments, information, complaints, petitions, notices to appear, summonses and warrants.
- E. **Non-Electronic Filing** means, where permitted, submitting a document to the court in paper or other tangible form. Documents submitted in this manner will be scanned, uploaded, filed and maintained in the ECF system unless court procedures provide otherwise.
- F. **Notice of Electronic Filing (NEF)** is a notice automatically generated by the Electronic Filing System at the time a document is filed with the court. The notice sets forth the time of filing, the name of the attorney and/or party 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.
- G. **Registered User** is an individual who has a court-issued login and password to file documents electronically.
- H. **PACER** (Public Access to Court Electronic Records) is an automated system that allows an individual to view, print and download court case file information over the Internet for a fee.
- I. **PDF** refers to Portable Document Format, a proprietary file format developed by Adobe Systems, Inc. A document created with a word processor, or a paper document which has been scanned, must be converted to Portable Document Format to be electronically filed with the court. Converted files contain the extension **.pdf**.
- J. **Technical Failure** is defined as a malfunction of court owned/leased hardware, software, and/or telecommunications facility which results in the inability of a Registered User to submit a filing electronically. Technical failure does not include the malfunctioning of a Registered User's equipment or Internet Service Provider.

ECF System Capabilities

A Registered 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:

- Practice entering documents into ECF using the *training* system and database. The *training* ECF database is similar to the *live* ECF database.
- Electronically file pleadings and documents in actual cases.
- View official docket sheets and other documents associated with cases.
- View reports for cases that were filed electronically.

Hardware and Software Requirements

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

- A personal computer running a standard operating system such as Microsoft Windows 95 or later or Macintosh with at least 16 MB of memory.
- A word processing software package such as Corel WordPerfect or Microsoft Word.
- An e-mail account to receive electronic notices through ECF.
- A Portable Document Format (PDF) file viewer such as Adobe Acrobat reader.
- PDF-conversion software that is compatible with Adobe Acrobat version 4 or higher.
- A scanner to convert paper documents that are not in a word processing format to digital format for electronic filing in the court's ECF system (e.g. exhibits and other supporting documentation). 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 at a resolution of **200 dpi (dots per inch)**. Individual PDF documents must not exceed five (5) megabytes (MB) in size.
- An Internet service provider (high speed recommended) and web browser. The court has verified that ECF is compatible with Internet Explorer 6.0 or higher, Firefox 1.5 or 2.0, and Netscape 7.2. If you will be accessing ECF via a Macintosh computer, only the Firefox web browser has been identified as compatible with ECF.
- A CD writer (CD-RW) to store PDF files to be submitted with paper documents (sealed, other) filed at the courthouse.

NOTE: Users of ECF have experienced some compatibility issues with browser versions other than those specified above. Also, the use of an ISP-specific Internet browser such as that provided by America On-Line is not recommended. Additionally, it is highly recommended that the user clear the temporary Internet files from their web browser each time a new session of ECF is utilized. This will ensure web pages viewed within ECF display all available options.

Technical or Procedural Assistance

Help Desk Phone Numbers and E-Mail Addresses

Contact the court's Help Desk for assistance using ECF between the hours of **8:00 A.M. and 5:00 P.M., Monday through Friday:**

Phoenix (602) 322-7688 ecfhelpphx@azd.uscourts.gov

Tucson (520) 205-4687 ecfhelptuc@azd.uscourts.gov

Toll Free (866) 587-7644

Recommended Practice: Clearing Temporary Files

Please try this tip before calling the Help Desk

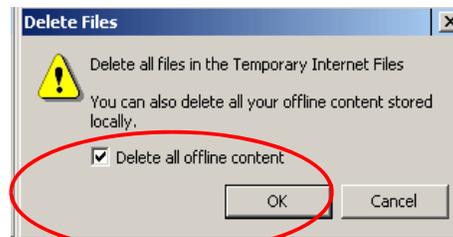
Clearing Temporary Files: Internet Explorer

Follow the steps below before accessing ECF:

- Open Internet Explorer and click on the Tools menu option. Click *Internet Options*.
- On the first tab, in the Temporary Internet Files section, click on the *delete files...* button.



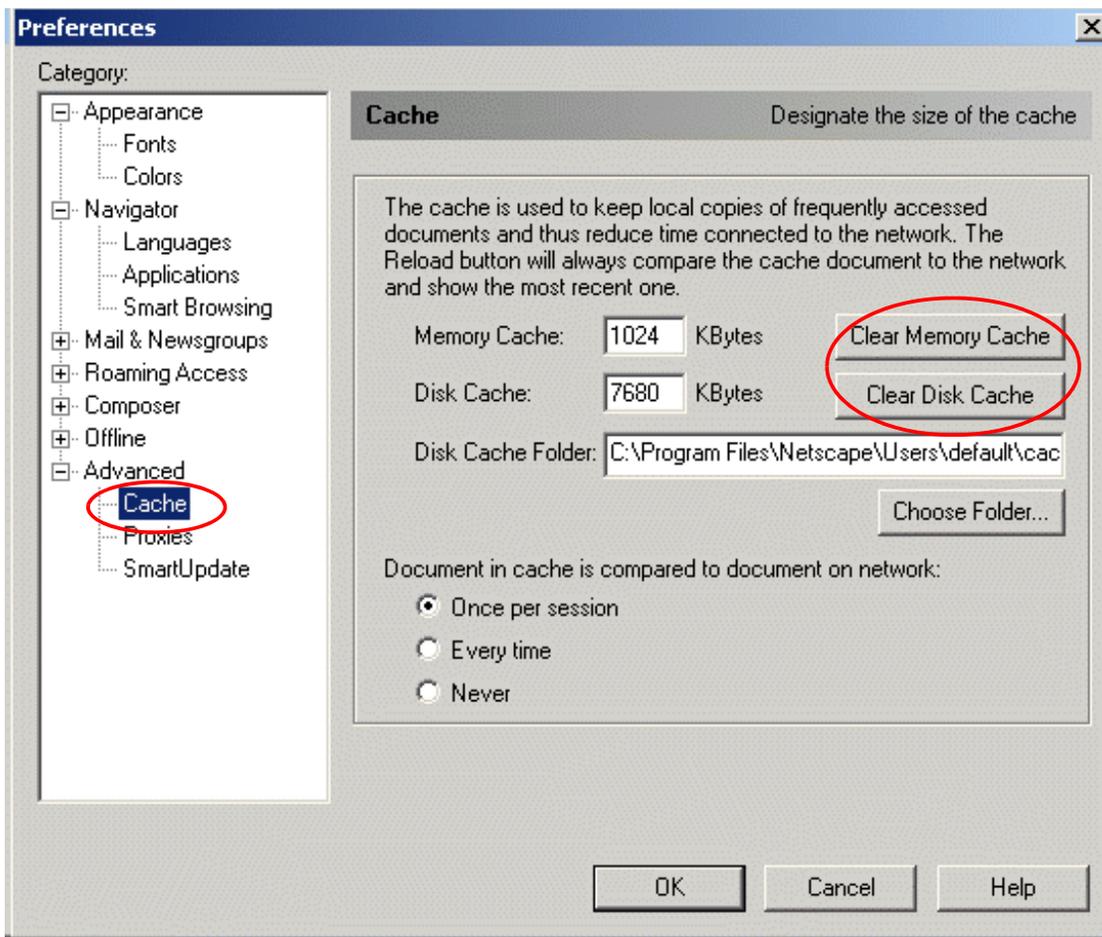
- Click on the box next to "Delete all offline content," and then click "OK."



Clearing Temporary Files: Netscape Navigator

Follow the steps below before accessing ECF:

- Open Netscape Navigator and click on the **Edit** menu option. Click on *Preferences*.
- In the left panel, in the Category section, Click on the **plus** sign next to Advanced and then click on the **Cache** option. On the right you should see the Cache tab open.
- Click on the Clear Memory Cache and Clear Disk Cache buttons, then click on "OK."



Eligibility, Registration and Passwords

Before filing in this court, all attorneys in good standing must register for the ECF system by completing the on-line registration form at <http://ecfreg.azd.uscourts.gov>. **When registering, an individual must have an established PACER account.**

An attorney may register up to **two (2)** additional e-mail addresses that will also receive the notices of electronic filing. Once the registration is processed by the Clerk, the Registered User will receive notification of the user login and password via e-mail. A Registered User shall protect the security of the User's password and immediately notify the Clerk if the Registered User learns that the password has been compromised. Once registration is complete, a Registered User may not withdraw from participation in the Electronic Filing System except by leave of court. A Registered User involved in more than one pending case may not elect to participate in the Electronic Filing System in less than all such pending cases. Registration permits filing and retrieval of documents and constitutes consent to electronic service of documents by e-mail, as provided by the Federal Rules of Civil Procedure.

PACER Registration

ECF users must have a PACER account in order to use the query and report features of ECF. 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 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER on-line at <http://pacer.psc.uscourts.gov>.

ECF Training

Individuals can log into the court's ECF training database on the Internet at <https://ecf-train.azd.uscourts.gov> to practice ECF filing. The court also offers the following ECF training:

- 1) Training classes are held at the courthouses in Phoenix and Tucson. The training is conducted by the Clerk's Office. To register for ECF class training, please visit our web site at www.azd.uscourts.gov for a training calendar and additional registration information.
- 2) ECF Tutorial - Computer Based Training (CBT) is available on-line at the court's web site.

We strongly recommend Registered Users practice in the training ECF database before filing documents in the live ECF database.

Access to the training database is authorized with the following logins and password:

<u>Logins</u>	<u>Password</u>
t1	t11
t2	t12
t3	t13
t4	t14
t5	t15
t6	t16
t7	t17
t8	t18
t9	t19
t10	t20

For all logins listed (t1-t20), the password is **ecf**. Login and passwords are case-sensitive.

**** DO NOT submit any real or sensitive case documents as they can be viewed by the public.**

NOTE: Two people **CANNOT** use the same login at the same time - the first user will be "bumped" out of the system. Therefore, you should first change your login and password by following the directions on our website.

Practice case numbers you may use in the ECF TRAINING database	
Civil	Criminal
05-06	05-01
05-21	05-101
06-333	05-119
08-66	05-555

Preparation

Setting Up Adobe Acrobat

A Registered User must install a software product that views files in PDF format, such as Adobe Acrobat Reader, in order to view documents that have been electronically filed with the court. Additionally, the installation of software such as Adobe Acrobat Standard or Professional is necessary to convert documents in word processing format to Portable Document Format (PDF). All new documents prepared for filing in ECF must be converted to PDF before entering them into ECF or transmitting them to the court.

Portable Document Format (PDF)

Only documents in PDF format may be filed with the court using its ECF System. Before sending the file to the court, users should **open** the PDF document to ensure it is complete, in the proper format and is the appropriate document intended for the current filing.

Viewing a PDF Document

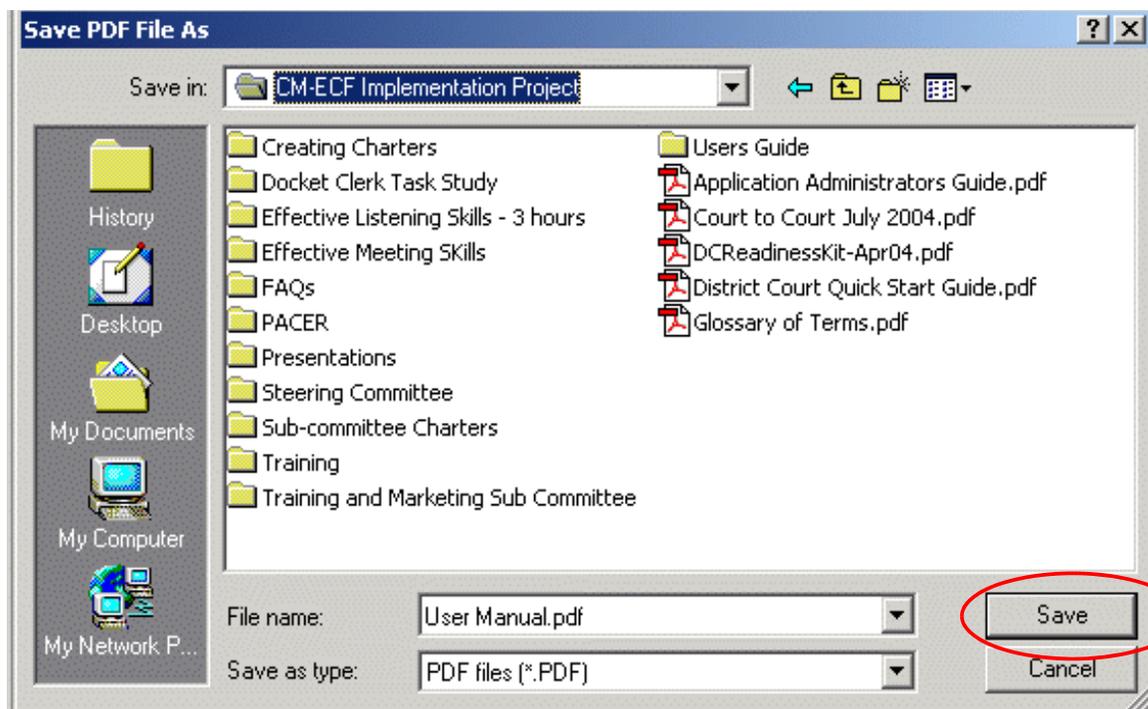
- Open Adobe Acrobat or Acrobat Reader.
- Select **[File]** on the menu bar and choose **[Open]** from the drop-down window.
- Click on the location and file name of the PDF document you wish to view.
- Acrobat loads the file and displays it on your screen. Verify it is the document you wish to send.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

Converting Electronic Documents to PDF Format

You must convert all of your documents from their native word processing application to PDF format before submitting them to the court through its Electronic Case Filing (ECF) system. The conversion process requires Adobe Acrobat or an equivalent PDF writer.

Using a Word Processor to Convert to PDF Format

- A. Install Adobe Acrobat on your computer.
- B. In your word processing application, open the document you wish to convert.
- C. Select the **[File]** menu option and then click on **[Print]**. Within the *Printer* window, click on the drop down arrow to display a list of printer choices.
- D. Select **Adobe PDF Writer/Distiller** OR **Adobe PDF, PDF Converter** (depending on Adobe version).
- E. Click **[OK/Print]** to send the file to PDF. Instead of the file printing to your printer, the window below opens.



- F. Name the file and then click the **[Save]** button (note the saved file location for later retrieval).
- G. Your document is now saved as a PDF file and can be uploaded to ECF later in the filing process.

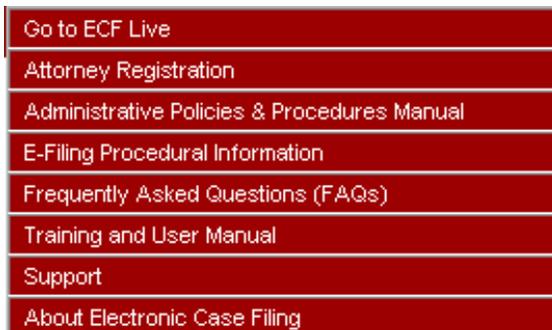
Basics

Entering the ECF System

You may enter the live ECF system by going to the court's web page at <http://www.azd.uscourts.gov> and hovering your mouse over the [Electronic Case Filing](#) button.



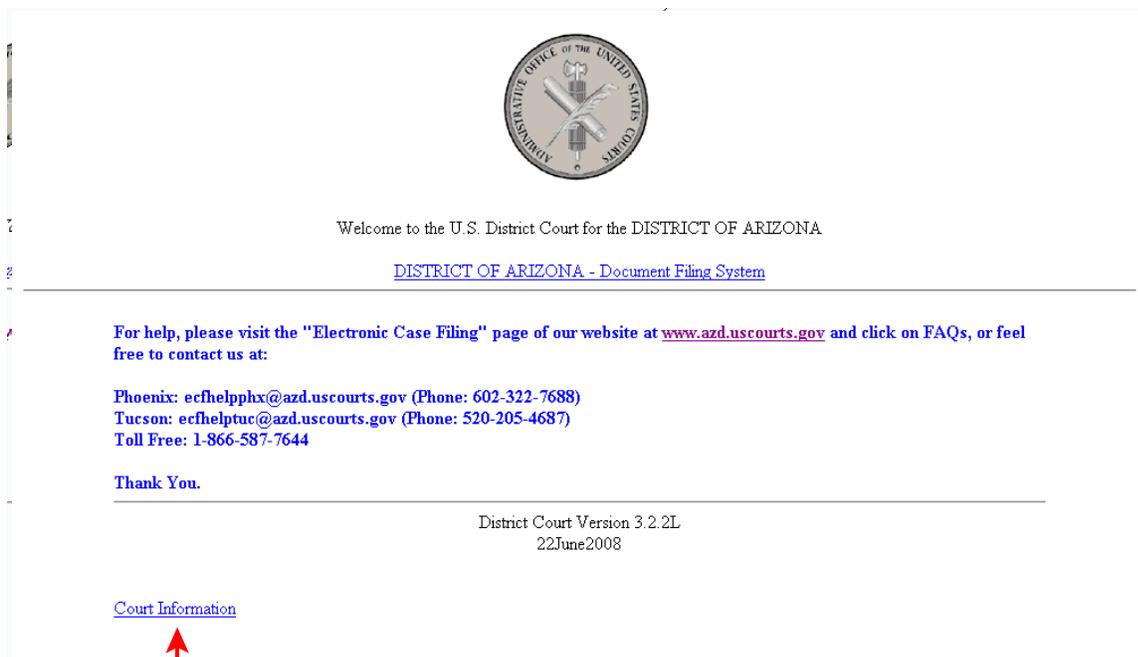
- You will then see the following CM/ECF submenu.



On the left-hand side you will find links and can download the **Administrative Policies and Procedures Manual**, the **ECF-Specific Local Rule Amendments**, and review frequently asked questions.

After you have selected [Go to ECF Live](#), the ECF Welcome screen appears (shown below).

Alternatively, Registered Users may enter the ECF system directly by typing the following URL into the location field of their ECF-compatible web browser (<https://ecf.azd.uscourts.gov>). This URL connects you directly to the court's ECF screen depicted below. Click on the [District of Arizona - Document Filing System](#) hyperlink to open the login screen and login to ECF.



When you enter ECF through this address: <https://ecf.azd.uscourts.gov>, the "Welcome" page now provides a link to the District of Arizona Internet web site, which provides ECF procedural and instructional materials, and contains valuable information regarding court locations, local rules, general orders, and policies and procedures (to name a few).

Logging In

You should receive 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.

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.

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, and you will be charged \$.08 per page.

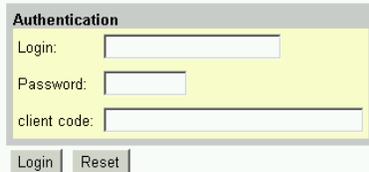
Instructions for viewing filed documents and case information:

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://pacer.psc.uscourts.gov>.

Lost Passwords and Password Changes:

If you have lost your CM/ECF password or the password you recall does not work or you would like to change your password, you can request a new password by [clicking here](#). This process only works for CM/ECF accounts and will not work for PACER accounts. PACER users should contact the [PACER Service Center](#) for help with login and password issues.

Please Note: Login ID's are Case Sensitive.



Authentication

Login:

Password:

client code:

Login Reset

CM/ECF has been tested and works correctly with Firefox 1.5 and 2.0, and Internet Explorer 6.0 and 7.0.

NOTICE: An access fee of \$.08 per page, 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.

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.

NOTE: Use your ECF login and password if you are entering the system to file a document or to maintain your account. If you only wish to query the database for case information or to view a document, click on "Query" on our main tool bar and enter your PACER login and password. There is a charge of **.08** per page for viewing, printing and/or downloading case dockets and documents. The maximum amount you will be charged is **\$2.40** or 30 pages viewed, printed or downloaded.

Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the login and password entries and re-enter the correct information. After you enter the correct login and password, click on the **[Login]** button.

- If the ECF system does not recognize your login and password, it will display the following error message:

Login failed either your login name or key is incorrect.

- Click on the **[Back]** button and re-enter your correct login and password.

Lost Password

If you have lost or forgotten your password, click on the link (circled below)

CM/ECF Filer or PACER Login

Notice
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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, and you will be charged \$.08 per page.

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://pacer.psc.uscourts.gov>.

Lost Passwords and Password Changes:
If you have lost your CM/ECF password or the password you recall does not work or you would like to change your password, you can request a new password by [clicking here](#). This process only works for CM/ECF accounts and will not work for PACER accounts. PACER users should contact the [PACER Service Center](#) for help with login and password issues.

Please Note: Login ID's are Case Sensitive.

Authentication

Login:

Password:

client code:

CM/ECF has been tested and works correctly with Firefox 1.5 and 2.0, and Internet Explorer 6.0 and 7.0.

NOTICE: An access fee of \$.08 per page, 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.

After clicking on the link, you will be brought to this screen:

ECF Password Change - District of Arizona

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry or use or any use that attempts to circumvent access controls or PACER billing processes is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Please Note: Login ID's are Case Sensitive.

Enter your login ID here and click on "Submit":



Enter your login ID and click <**Submit**>.

Your password will be sent to you via your email of record:

ECF Password Change - District of Arizona

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry or use or any use that attempts to circumvent access controls or PACER billing processes is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

E-Mail has been sent from azddb_responses@azd.uscourts.gov.

Your request has been processed and an e-mail message has been sent to the address of record for the **joeattorney** account with a URL that will allow a change to the password.

All activity is logged. Any attempt to bypass the security or billing features of this web site or the CM/ECF system is prohibited and subject to prosecution under Title 18 of the U.S. Code.

Once ECF accepts your login and password, the main ECF screen will be displayed. There will be a *blue* selection menu bar at the top as shown below.



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

Last login: 07-21-2008 09:57

Selecting ECF Features

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

Civil - Electronically file all civil and miscellaneous case pleadings, motions, and other court documents.

Criminal - Electronically file all criminal case pleadings, motions, and other criminal court documents.

Query - Query ECF by specific case number or party name to retrieve information and documents which are relevant to the case. You must login to PACER before you can query while in ECF.

Reports - Retrieve civil or criminal cases (based on established criteria), written opinions and docket sheets. You must login to PACER before you can view an ECF report.

Utilities - View your personal ECF transaction log and maintain personal ECF account information.

Search - Search from this main menu, from within a category, or via the case number.

Logout - Exit from ECF using the Logout hyperlink instead of just closing your browser.



- See a help file for the screen you are viewing.

Cascading Menus

A cascading menu system is available. You have the option of using the cascading menus or the static menus.



Note:

The Civil, Criminal, Reports, and Utilities selections have a down arrow next to them, which indicates the presence of a sub-menu.

The cascading menu system allows you to navigate from one ECF menu item to another by hovering your cursor over the main blue menu bar and selecting specific menu items from the cascading menus.



A sub-menu may have its “own” sub-menu, as indicated by the arrow to the right of the menu name.



Placing the mouse pointer over a first sub-menu option displays the next level sub-menu. Click the desired menu category to display the events on that menu.

A **static** menu is also available, and can be accessed with a click on the blue menu bar item.

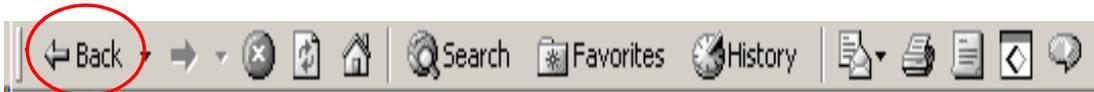


General Rules and Navigating the System

Each event screen has two buttons associated with data entry:

- Use the **Next** button to accept entered data and display the next data-entry screen.
- Use the **Clear** button to remove all characters entered in its associated field or box.

Correcting a Mistake



Option 1: Use the **[Back]** button on the browser toolbar to retrieve the previous screen to correct data entry errors. You may have to click on the **Back** button several times. If you receive this message, do **not** click the Refresh button, or you will be exited from ECF. Rather, continue using your **Back** button until you are returned to an ECF screen.

Warning: Page has Expired

The page you requested was created using information you submitted in a form. This page is no longer available. As a security precaution, Internet Explorer does not automatically resubmit your information for you.

To resubmit your information and view this Web page, click the **Refresh** button.

You may use the **[Back]** button of your browser to correct data entry until you see the **Attention!** warning message. Once you click on the **[Next]** button after seeing this message, you will have no further opportunity to go back and correct any mistakes.

Note: Only the Clerk's Office can make changes or corrections to documents that have already been transmitted to the court (when you have already received your Notice of Electronic Filing (NEF)).

Option 2: Abort the entire process by clicking on any option on the main tool bar. This means you will have to start over from the beginning.

Search Features

From Main Menu

The Search option is located on the CM/ECF main menu.

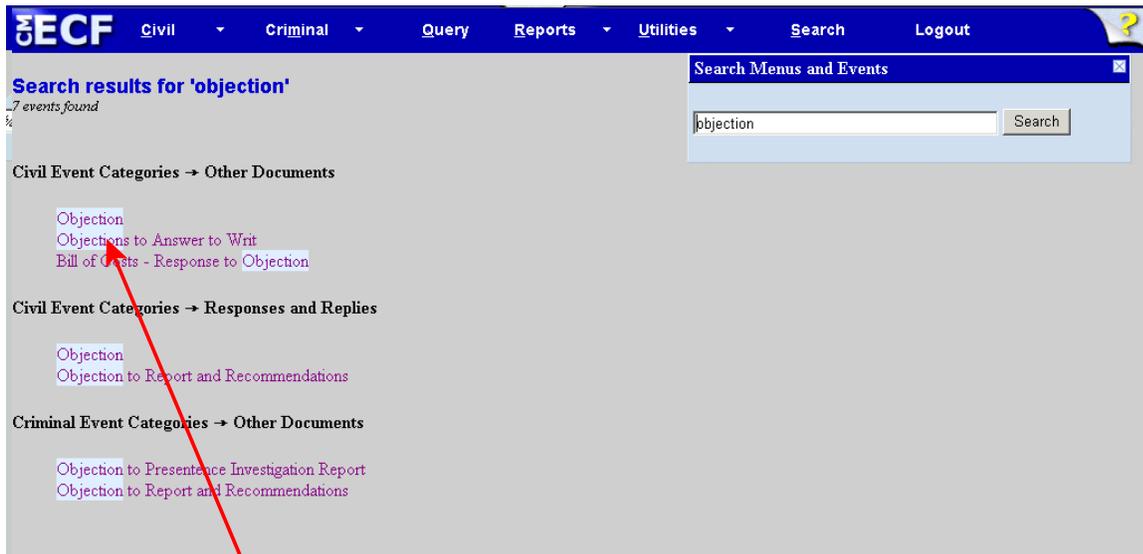


Clicking on <Search> displays the Search Menus and Events window.

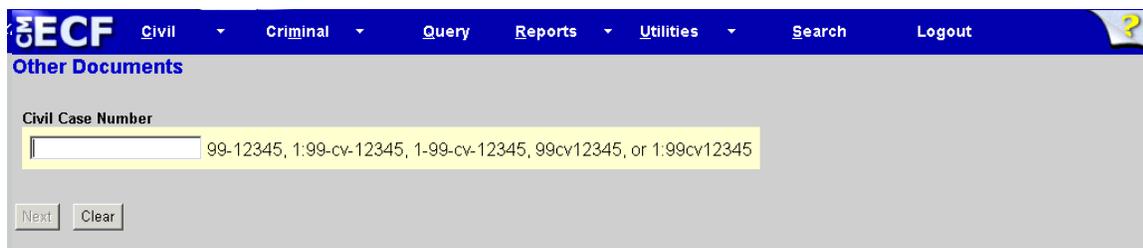


In the text box, type all or part of the name of the event you wish to locate. For example, to find an Objection to Report and Recommendations event, type "objection" in the text box and then click <Search>.

ECF will display a list of events which contain the entered word or string of words and the menu on which the event can be found.



By clicking on the appropriate hyperlink, you will be taken to that event. For example, by clicking on “Objection” under **Civil Event Categories** —> **Other Documents**, you will be directed here:



Note: When searching for an event, consider the intent of the document. For example, for a document *titled* “Notice of Withdrawal of Document,” searching for “Withdrawal” instead of “Notice” would identify the event “Withdrawal of Document,” which is more appropriate than the generic “Notice.”



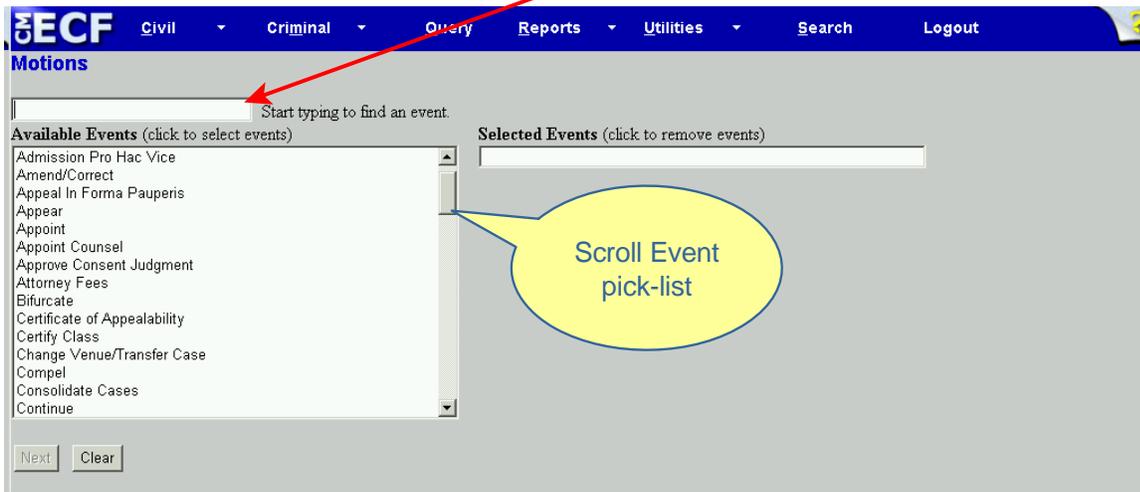
From Within a Category

After selecting an event category, CM/ECF will display a list of events within the category and an event search box.

Example: Click on <Civil> from the main tool bar.

Click on <[Motions](#)> under **Motions and Related Filings**.

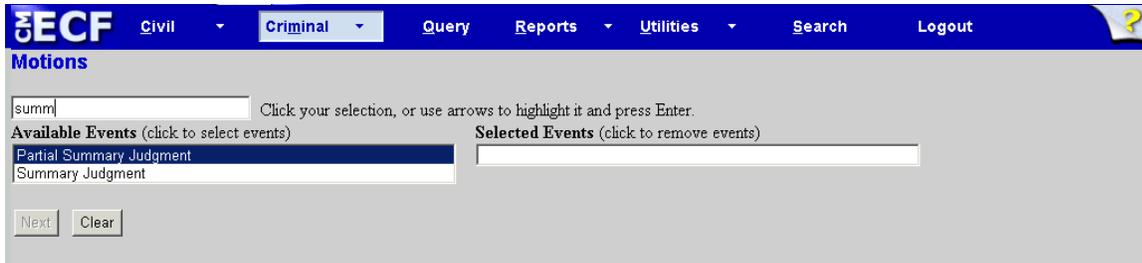
To find an event within the category, type (in the search box) all or part of a word from the name of the event, or scroll down the list.



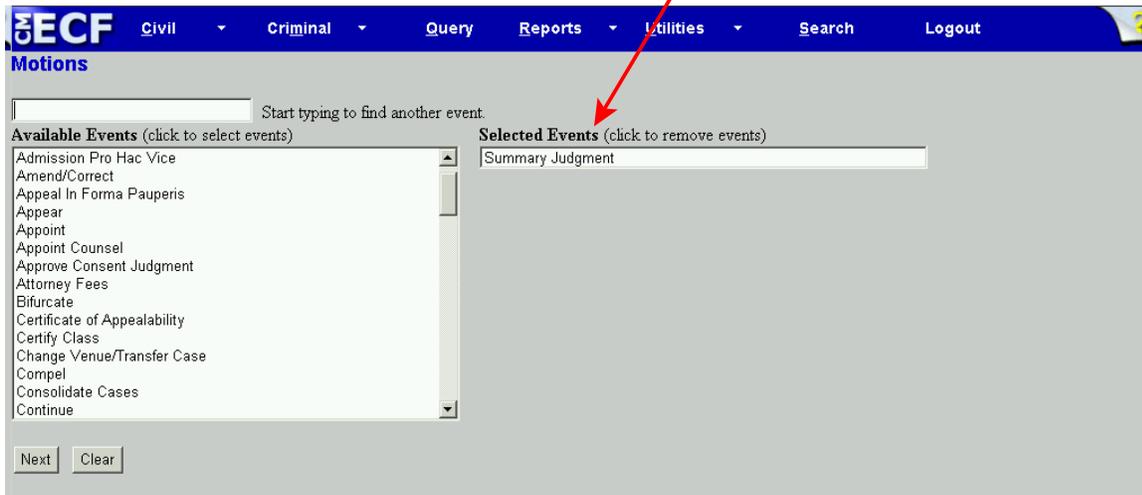
Note:

The search will begin with the first letter typed; therefore, the search function does not accommodate the use of "wildcard" characters.

To continue our example, to file a motion for summary judgment, type “summ” in the search box. CM/ECF will display a list of events which have a word containing the letters entered. Click on the desired event to select it from the list.



The selected event will be added to the **Selected Events** box, and the list of available events will again be displayed.



Continue your event selection until all necessary events have been added to the **Selected Events** box. If an incorrect event is selected, click on the event to remove it from the list.

The screenshot shows the ECF Motions interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "Motions". A search box contains the text "Start typing to find another event." Below this are two columns of event lists. The left column is titled "Available Events (click to select events)" and contains a scrollable list of event types, with "Extension of Time" currently selected. The right column is titled "Selected Events (click to remove events)" and contains a list of three selected events: "Summary Judgment", "Compel", and "Extension of Time". The text "(click to remove events)" in the right column's title is circled in red. At the bottom left of the interface are two buttons: "Next" and "Clear".

Once all of the necessary events have been selected, click <Next> to continue.

Via Case Number

The Case Number look-up screen has been modified to reduce the number of screens you must navigate through to find a full case number.

The screenshot shows the ECF Motions interface. At the top is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is the 'Motions' section. A 'Civil Case Number' label is above an input field. The input field contains the text: '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. Below the input field are two buttons: 'Next' and 'Clear'. The 'Next' button is grayed out.

Notice the grayed out Next button.

After a case number is entered, this screen will automatically display. Once the case number is entered, click the < Find This Case > button to begin the case number look-up process.

The screenshot shows the ECF Motions interface. At the top is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is the 'Motions' section. A 'Civil Case Number' label is above an input field. The input field contains the text: '07-2040'. To the right of the input field is a button labeled 'Find This Case', which is circled in red. Below the input field are two buttons: 'Next' and 'Clear'. The 'Next' button is grayed out.

The Next button remains grayed out until a full case number is selected.

After clicking <Find This Case>, ECF displays a list of cases containing the case number you entered. After you place a check mark in the box next to your case number, the Next button becomes available. Click <Next> to continue.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions".

The main content area is titled "Civil Case Number" and contains a search input field with the text "2:07-cv-2040" and a "Hide Case List" button. Below the input field, there is a section labeled "Select a case:" with two checkboxes:

- 2:07-cv-02040 Duck v. Goofy
- 4:07-cv-02040-RCC--TPS Ledesma-Estrada v. White, et. al

At the bottom of the search area, there are two buttons: "Next" and "Clear". The "Next" button is highlighted with a red circle, indicating it is now available for clicking after a case has been selected.

Adding Documents

Main Document

Specify the PDF file name and location of document to be filed. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

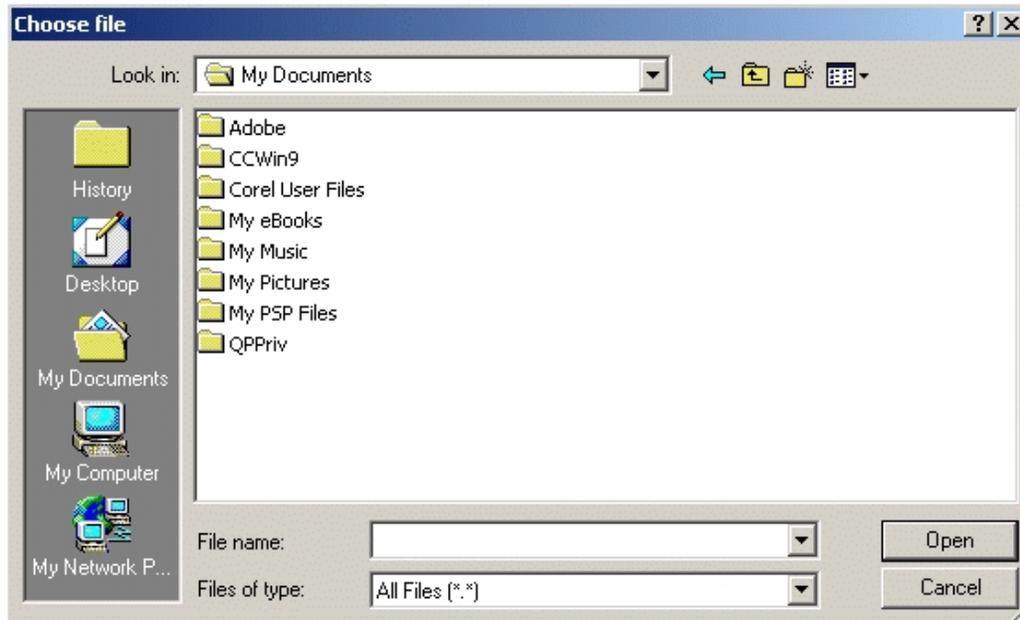
NOTE: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents you file in ECF **MUST** be in **PDF** format.

Step 1: Click the **[Browse]** button.



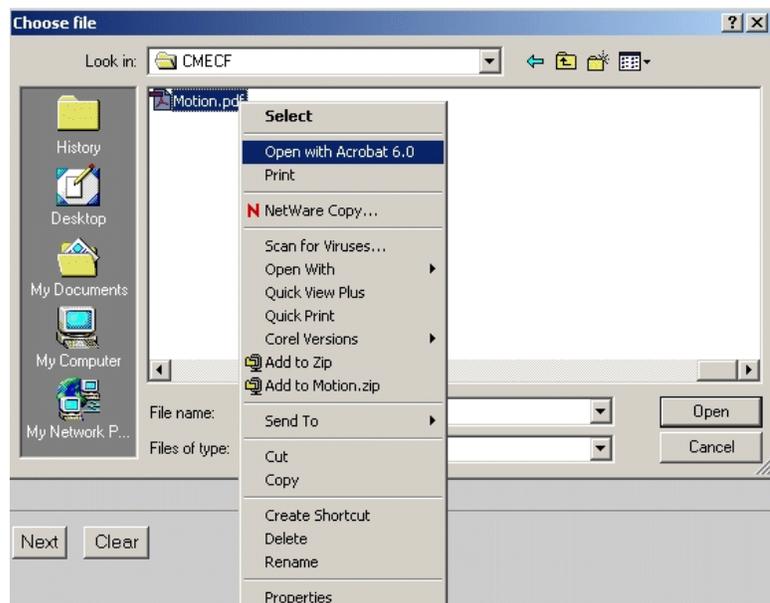
The screenshot shows the ECF web interface. At the top, there is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions" and the case name is "2:07-cv-02040 Duck v. Goofy". The main content area contains the following text: "Select the pdf document (for example: CA199cv501-21.pdf)". Below this text is a "Filename" label and an empty text input field. To the right of the input field is a "Browse..." button, which is circled in red. Below the input field and button is the "Attachments to Document:" label with radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

ECF opens the following screen:

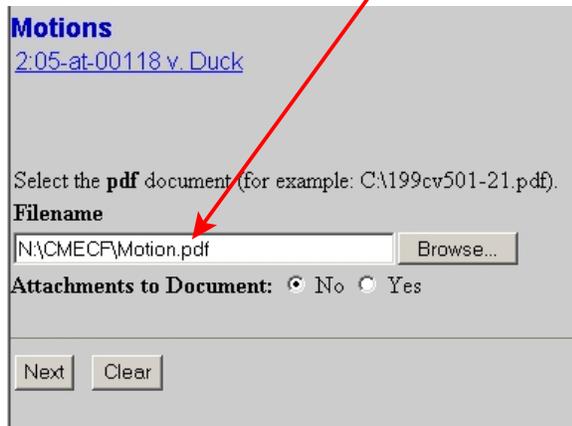


Step 2: Navigate to the appropriate directory, folder and file name to select the PDF document you wish to file, then select the file to upload to ECF.

NOTE: To verify you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and then left mouse click [**Open with...(PDF)**]. Your PDF program will launch and open the document you selected. Verify it is the correct document and close the PDF program.



Step 3: Once you have verified the document is correct, close Adobe Acrobat and click the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Filename** text box.



The screenshot shows a web form titled "Motions" with a blue header. Below the header is a link "2:05-at-00118 v. Duck". The main instruction reads "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" section with a text input field containing "N:\CMECF\Motion.pdf" and a "Browse..." button. Below this is the "Attachments to Document" section with radio buttons for "No" (selected) and "Yes". At the bottom are "Next" and "Clear" buttons. A red arrow points from the top of the page to the filename input field.

Below the filename field is the option to include attachments to your motion. Attachments are supporting documents (i.e., text of proposed order, exhibits, etc). Notice that the default is to “no.”

- If there are no attachments to your main document, click **[Next]** to continue.
- If you have attachments to your main document, click **Yes** and then click **[Next]**.

Attachments to the Main Document

Attachments and / or exhibits greater than 5.0 MB in size must be divided into smaller files, and a maximum of ten (10) 5.0 MB attachments/exhibits are allowed per transaction. In addition, the first page of exhibits should be an index page.

The screenshot shows a web interface for adding attachments to a motion. At the top, it says "Motions" and "2:05-at-00118 v. Duck". Below that, it instructs the user to "Select one or more attachments." and provides three steps: 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf). 2) At your option, select a document category, enter a description, and select a type. 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. The interface includes a "Filename" field with a "Browse..." button, a "Category" dropdown menu, a "Description" text field, a list box, and buttons for "Add to List", "Remove from List", and "Next".

Step 1: Click **[Browse]** to search for and attach the document.

Step 2: For the **Category** field, click on the down arrow and ECF opens a pull-down screen. Your options are: Affidavit, Appendix, Civil Cover Sheet, Errata, Exhibit, Supplement, or Text of Proposed Order. Click on the type of attachment from the displayed selection OR leave the **Category** field blank and use the **Description** field to type a clear and concise description of the attachment.

Step 3: Click **[Add to List]**.

ECF adds the selected document as an attachment to your main document. The list box expands under Step 3 to display the file name of the newly attached document.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click **[Next]** to continue.

Notice of Electronic Filing (NEF)

ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have provided their e-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look/save/print" at the document by clicking on the associated hyperlinked document number embedded in the **email**. The filer is also permitted one free look/save/print to verify the pleading was properly docketed. The ECF filing report also displays the names and addresses of individuals who will not be electronically notified of the filing.

It is the responsibility of the Registered User to serve hard copies of the pleading *and* Notice of Electronic Filing to attorneys and pro se parties who are not registered for electronic notification.

- Select [**Print**] on the Internet browser toolbar to print the document receipt.
- In order to save the **NEF**, go to your e-mail inbox and drag into an e-mail folder.

NOTE: The **Notice of Electronic Filing** acts as your Certificate of Service. The Court strongly urges you to save it from your e-mail inbox to an e-mail folder, print it, and retain a hard copy in your personal files. Because there may be instances when service cannot be accomplished electronically, e.g., pro se party or unregistered attorney, a Certificate of Service would confirm the means by which all parties were served. Therefore, a Certificate of Service is still required pursuant to F.R.Civ.P. 5(d), and may be included as part of your filed document.

Cross - Document Hyperlinks

Introduction

You can now file PDF documents that include hyperlinks to:

- previously filed documents in the same case.
- previously filed documents in other cases that reside in the District of Arizona's ECF database.

Details about the new functionality

- The hyperlink, as set by you as the filer, may link to the start of the document or to a specific page in the document.
- You can file a document that includes a hyperlink to a document that is being filed simultaneously (in the same docketing transaction) with the primary document (e.g., a Memo in Support of Summary Judgment may have hyperlinks to the attached documents that are part of the same docketing transaction). (For example, a main document can contain a hyperlink to an attachment/exhibit which is e-filed in the same transaction.)
- Immediately after a document is filed in ECF, that document will be available to be linked as a hyperlink in a subsequently filed document.
- A hyperlink to an ECF document will be retained even if the case or document is moved to a different server.
- If you can access an ECF server, but the document cannot be found (e.g., the case or document has been deleted), a message will be displayed to that effect. If you click on a hyperlink to an ECF document stored on a server that cannot be accessed (e.g., the system is down, network issues), a standard error message will be displayed.
- You cannot access a hyperlink to a restricted document (e.g., a private entry, sealed document) unless you have appropriate permissions.

Information about cross-document hyperlink usage

- Any document that includes a hyperlink must also include a description of the standard citation to the hyperlinked material. The hyperlink is a convenience, not a citation replacement.
- The changes for ECF Version 3.2 only pertain to hyperlinks to ECF documents; the ability to file documents with hyperlinks to any external URL (e.g., Westlaw, Lexis) are not affected by the new cross-document hyperlink functionality.
- Editing a docket entry will not affect the unique location of the document.
- The ECF application will not verify the validity of URLs included as hyperlinks within documents filed in ECF.
- This functionality has been tested and works properly with Corel WordPerfect 11 or higher and Microsoft Word 2002 or higher. Hyperlinks added to documents created in other word processing programs may not function properly once the documents are converted to PDF format.

Creating Hyperlinks to Documents Already in the Electronic Case File

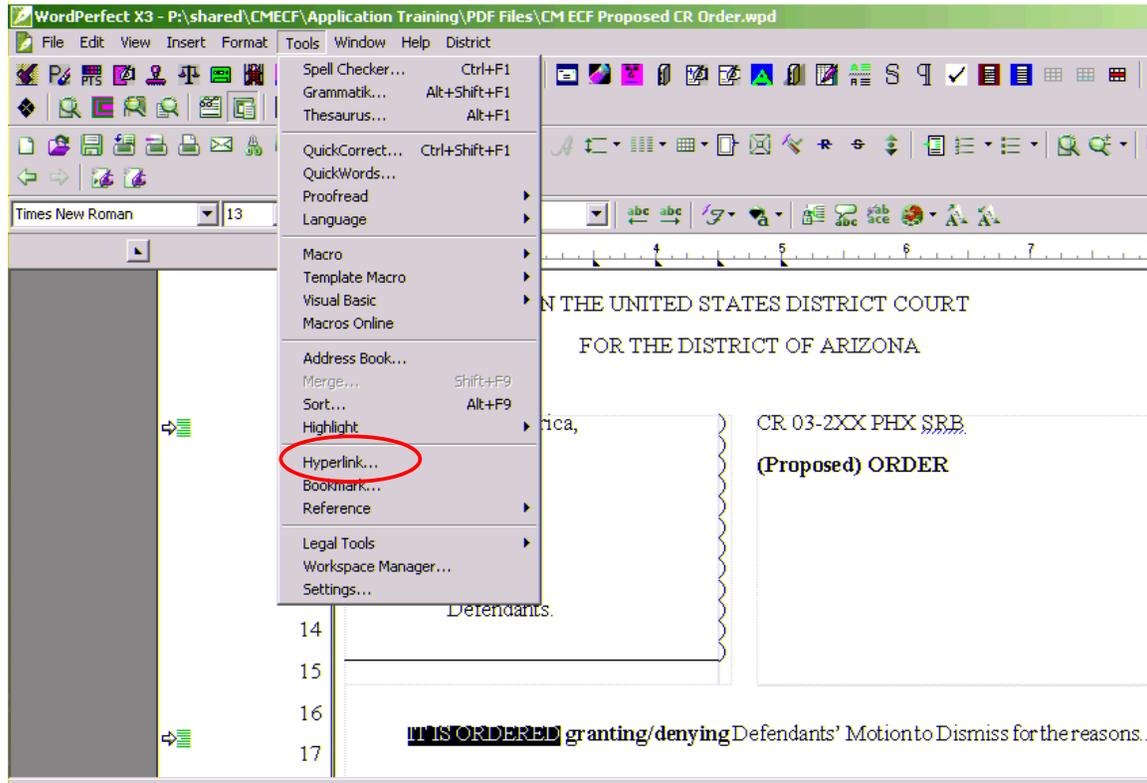
A file can be linked to another document in any database in the federal courts: District (Version 3.2), Bankruptcy (Version 3.2) and/or Appellate (functionality available as of July 2006). To create a link between a document being filed in ECF and a document that already exists in ECF, follow the steps starting on page 39 for Corel WordPerfect or starting on page 47 for Microsoft Word.

Note

You should not copy hyperlinks from NEFs. The document hyperlinks in NEFs contain special information that allows them to provide one "free look" to qualified recipients of the NEF. Instead of copying hyperlinks in NEFs, you should run a report in ECF, such as the Docket Report, and copy the document number hyperlink from the report.

Step 4: Open WordPerfect and locate the document to which the hyperlink should be added.

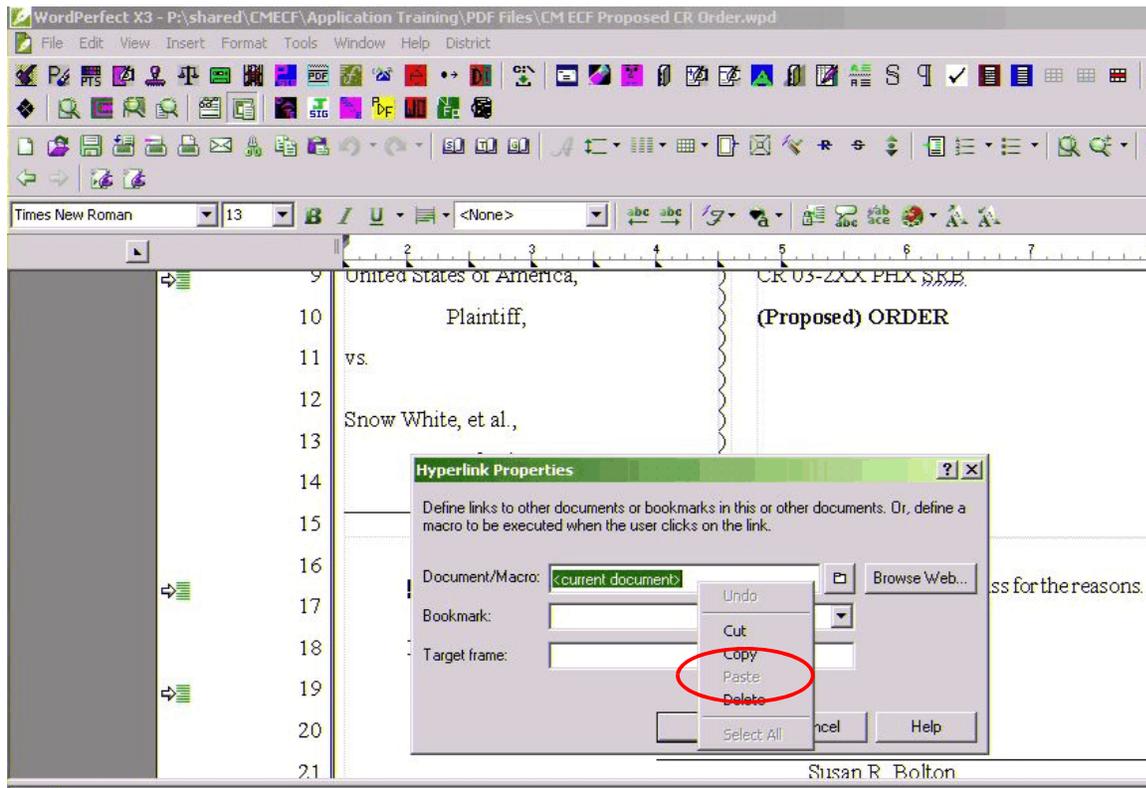
- Select and **highlight the appropriate text** to be hyperlinked, such as “IT IS ORDERED” shown in the example below.
- Click **Tools** on the menu toolbar.
- Select **Hyperlink** from the drop-down list.



Note

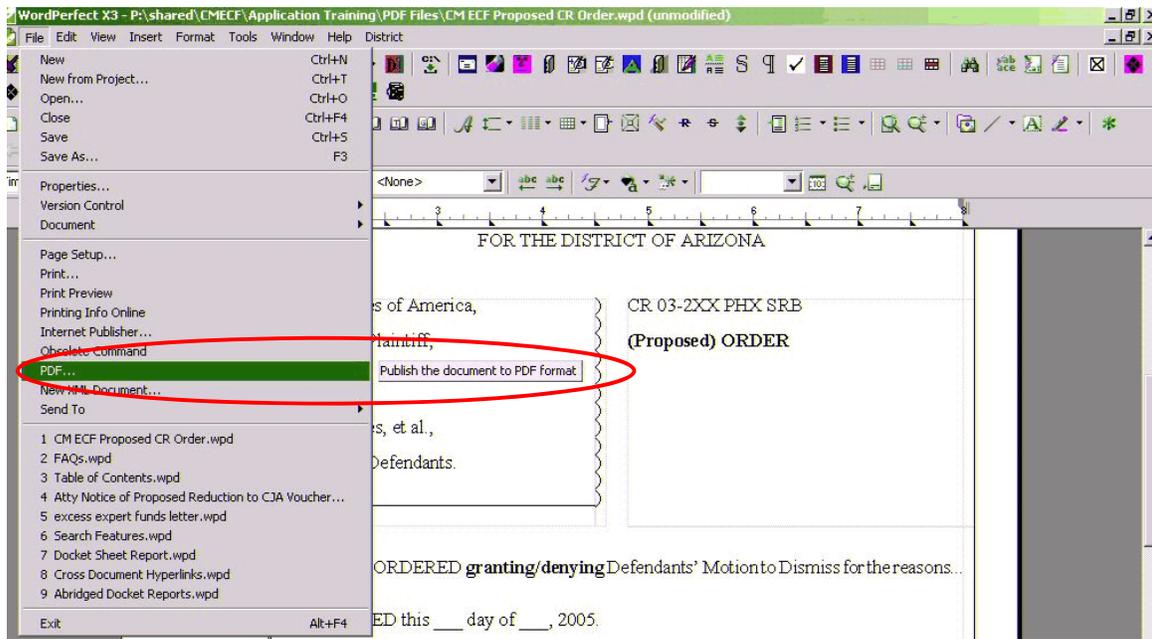
You should NOT copy hyperlinks from Notices of Electronic Filing. NEFs contain special information associated with the “free look” to qualified recipients and should not be used for Cross-Document Hyperlinks.

Step 5: The Hyperlink Properties dialog box appears:



- **Paste** the URL of the document copied in Step 1 into the **Document/Macro** field.
- Click the **OK** button.

- Step 6:** Convert the WordPerfect document to PDF format.
- Click **File** on the menu toolbar.
 - Select **PDF**.



Note:

- Do not print a WordPerfect document to Adobe PDF Writer for Cross - Document Hyperlinks functionality.
- Publish to PDF must be used if a document contains a hyperlink.

Step 7: Save the document.

Step 8: E-file the appropriate ECF event and upload the PDF document as usual.

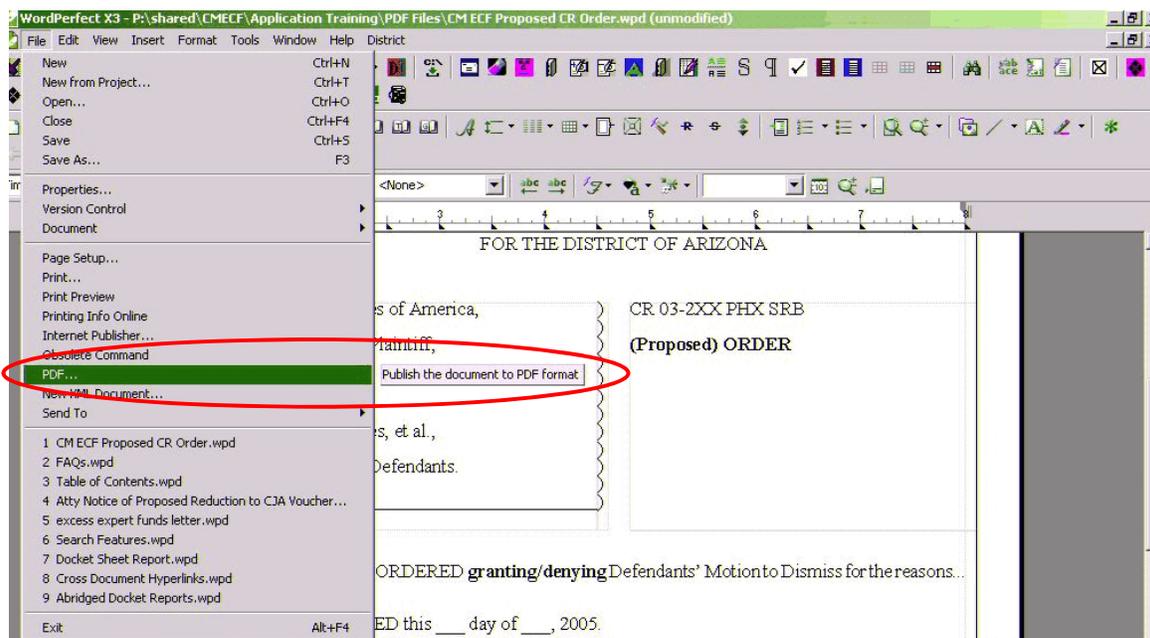
Using WordPerfect to Create Hyperlinks Between Documents Filed in the Same Event

Step 1: Using WordPerfect, create the attachment document (secondary document) to which the main document will be linked.

Step 2: Save the document.

Step 3: Publish the attachment document to PDF format.

- Click **File** on the menu toolbar.
- Select **PDF**.

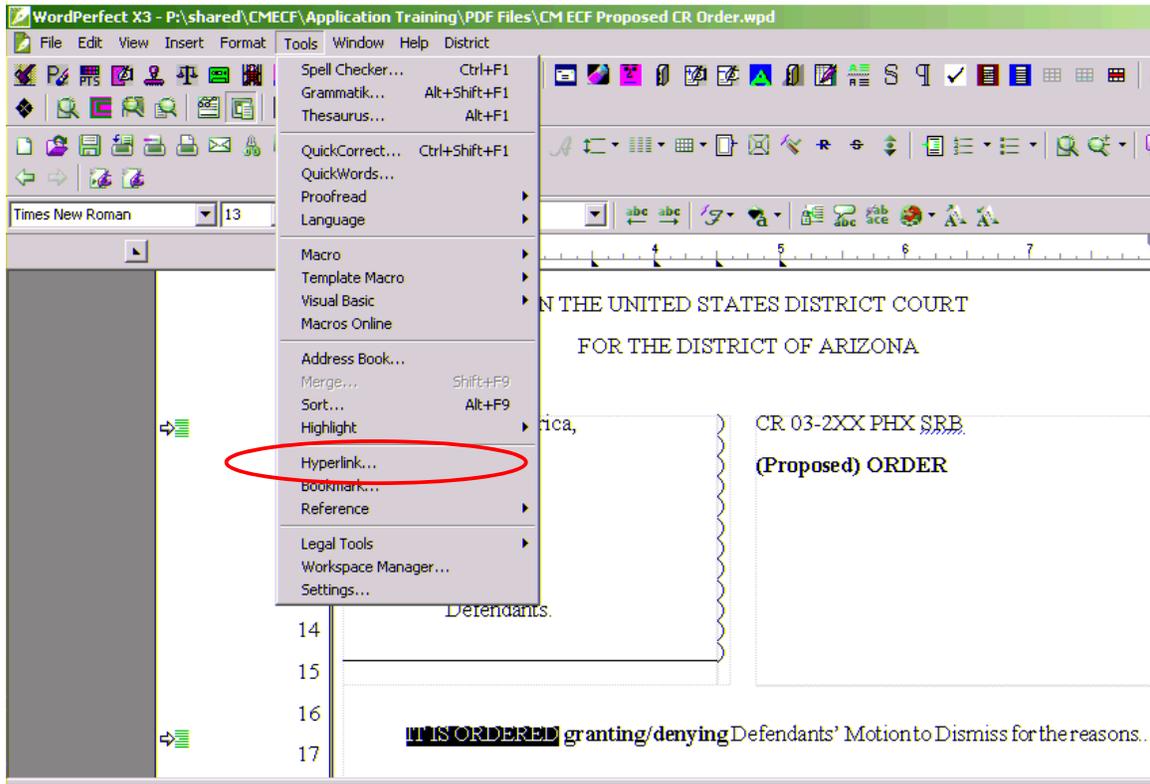


Step 4: Create and save the main WordPerfect document. (The document that will have the hyperlink to the attachment document.)

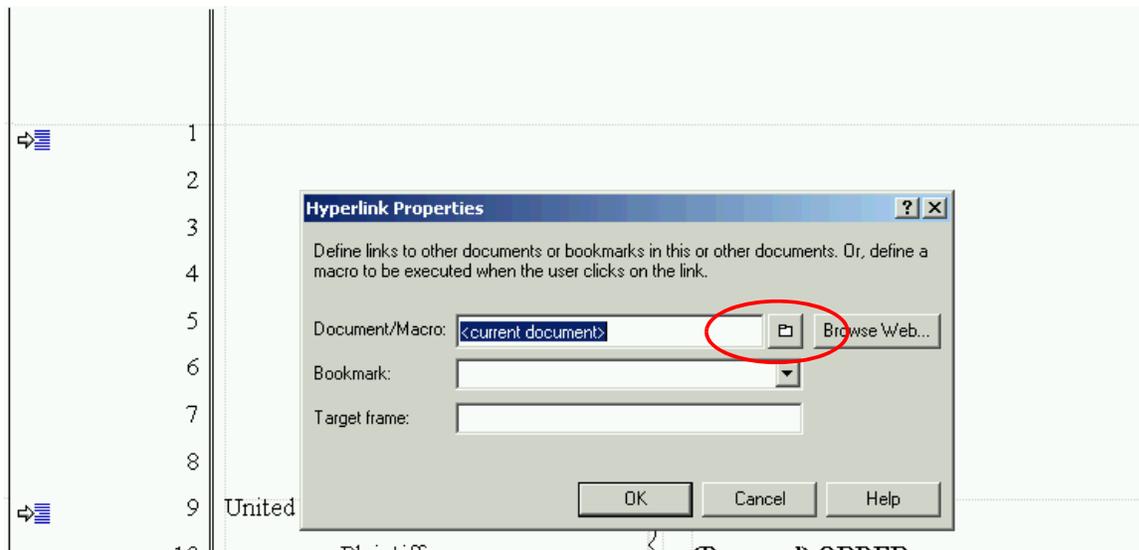
Step 5:

Open the main WordPerfect document.

- **Select the text** to be displayed as a hyperlink.
- Click **Tools** on the menu toolbar.
- Select **Hyperlink** from the drop-down selection.

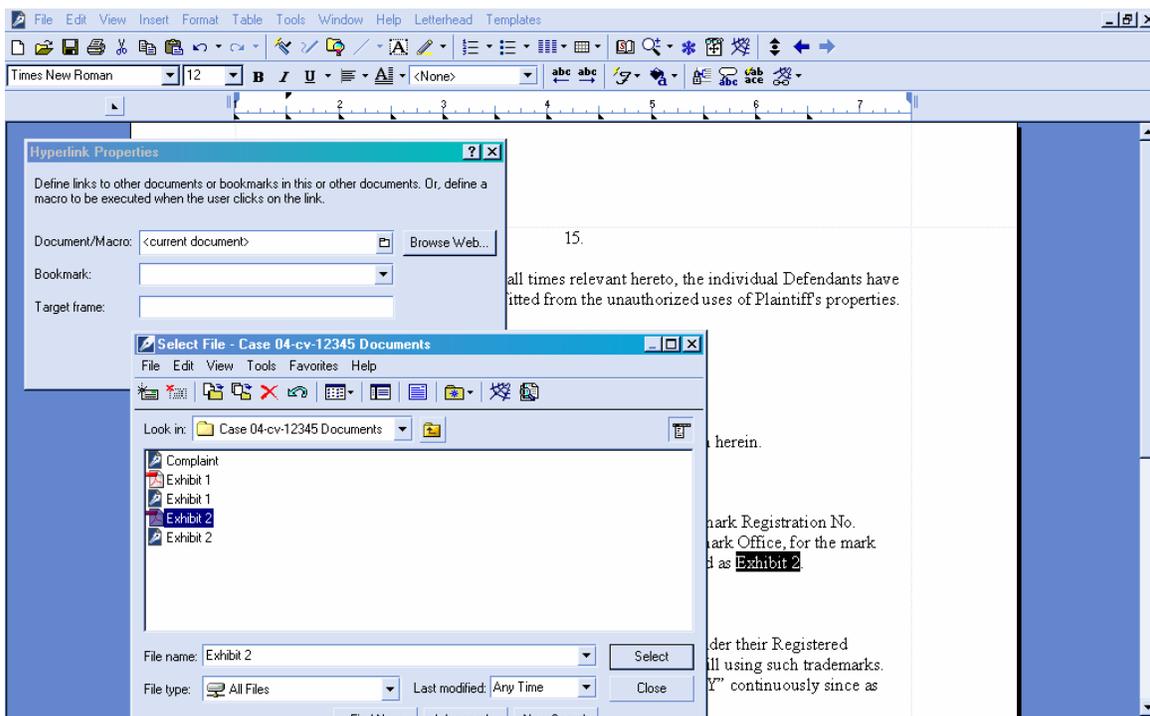


Step 6: Displayed next is the Hyperlink Properties dialog box. Click the **Folder icon** located to the right of the Document/Macro field.



Step 7: Navigate to the folder that contains the secondary document (attachment document) to be linked.

- Highlight the **file name**.
- Click the **Select** button.
- Click **OK** on the **Hyperlink Properties** dialog box.



Note

The file selected to be linked must be in PDF format.

Step 8: Save the main WordPerfect document.

Step 9: Publish the document to **PDF**.

Step 10: E-file the appropriate ECF event and upload the main document and attachment document as usual.

Using Microsoft WORD to Create Hyperlinks to Existing ECF Documents

Step 1: Access ECF and run the docket report for the case that contains the document you want to link to.

Step 2: Locate the document among the docket entries.

Step 3: Copy the URL of the document to the clipboard. To do this, hover over the document link and click the right mouse button. Select **Copy Shortcut** (Internet Explorer/Netscape) or **Copy Link Location** (Firefox) from the selection list. (**Note:** The document link displays after the filed date and is represented by a number with an underscore, e.g. :2).

Step 4: In Microsoft WORD, open the document you want to add the hyperlink to. In the document, highlight the citation text for which you wish to create the hyperlink.

Step 5: Click **Insert** on the toolbar and select **Hyperlink** from the drop down selection list.

Step 6: The **Insert Hyperlink** window opens. Paste the URL into the *Address* field (by clicking the right mouse button and selecting **Paste**, or by using the **Ctrl + V** command). The URL of the ECF document is pasted (displays) in the address field. You can append to the URL a citation to a specific page number within the document, if desired. To do this, enter **?page=<page number>** at the end of the URL, for example, <https://ap10-dev-dcn.td.ocads.ao.dcn/doc1/00103032?incHeader=y?page=23>. Click the **OK** button and the dialog box will close. The hyperlink text now is underlined indicating a hyperlink has been created.

Step 7: Save and close the word processing document.

Step 8: To convert the WORD document to PDF format, the Adobe Acrobat application must be used. There are a number of ways to convert a WORD document; the following illustrates conversion from within Adobe Acrobat. (**Note:** If the document is open when the next step is executed an error message is returned. The WORD file must be closed before converting it to PDF.)

Step 9: Open the Adobe Acrobat application. Click on **File** in the toolbar and select **Create PDF** and then **From File...**

Step 10: A navigation window opens. Navigate, if necessary, to the directory/folder where the WORD document is stored. Select the document and click the **Open** button.

Step 11: A series of windows open as the document is converted. When the conversion is completed, the document is displayed in an Adobe Acrobat window. (**Note:** The hyperlink is converted automatically.)

Step 12: Close the Adobe file. Respond **Yes** to the save changes message and store the PDF document in the appropriate directory/file.

Step 13: E-file an event in ECF and upload the PDF file to the docket entry as usual.

Using Microsoft WORD to Create Hyperlinks between Documents Filed in the Same Event

- Step 1:** Create the secondary WORD document(s) (i.e., the attachment) to which the main document will be linked. Publish the secondary document(s) to PDF.
- Step 2:** Create/open the main document (i.e., the document that will have the hyperlink to the secondary document).
- Step 3:** Select the text in the main document that will be displayed as the hyperlink. Click **Insert** on the toolbar and select **Hyperlink** from the dropdown selection list.
- Step 4:** Navigate to the folder in which the secondary document you wish to link to is located. Highlight the file and click the **OK** button. (**Note:** The file selected as the link must be in PDF format.)
- Step 5:** The name of the selected file displays in the *Address* field. You can append to the file name a citation to a specific page number within the document, if desired. To do this, enter `?page=<page number>`, e.g., `Exhibit 2.pdf?page=23`.
- Step 6:** Click the **OK** button and the dialog box will close. The hyperlink text will be underlined.
- Step 7:** Save the WORD document. Publish the document to PDF using Adobe Acrobat.
- Step 8:** E-file an event in ECF and upload the main document and attachments as usual.

Accessing Documents via Hyperlinks in Other Documents

Accessing documents via a cross-document hyperlink works the same as when documents are accessed via a document number hyperlink in a report or query. If you click on a hyperlink to a ECF document but have not logged in to a ECF server, a PACER log in screen is presented before the document can be displayed. Once you have logged in to a ECF server as a PACER user, this login ID will provide access to documents on other ECF servers for the duration of the browser session or until you log out of the ECF application. The billing receipt and confirmation will be displayed before the document is displayed. The PACER login ID will provide access to documents on the other court's server for the duration of the browser session or until you log out of the application.

If a document is restricted for any reason, you must log in to the server on which the document resides with your attorney login ID and have the appropriate access rights to the document. If a hyperlink to a restricted document is created in a document stored on another server, the hyperlink will not access the document from the other server.

If you do not have access rights to a document, or a document cannot be found, an applicable message will be displayed.

PACER Billing

When you access a document for the first time via the Notice of Electronic Filing, you will not incur fees for accessing the newly filed document, but access to any hyperlinked document from within the original document will incur a fee.

When you access a document after the first look, or access it from a docket sheet, you will be charged for the original document and any documents displayed when using a hyperlink.

If documents filed in the same transaction contain hyperlinks to each other, the free look will be available from the document number hyperlink displayed on the NEF document submenu, not from the hyperlinks in the documents themselves. The following note was added to the document submenu screen: **"To view the main document and its attachments without incurring a PACER fee, click on the hyperlinks displayed on this menu. You will incur a PACER fee to view ECF documents from hyperlinks within the documents."**

If you do not have your PACER login already linked to your ECF login, you will be prompted for the PACER login for the first document you try to view.

Things to Remember

- Cross - Document Hyperlink functionality applies only to documents associated with ECF docket entries.
- Hyperlinks may link to the start of a document or to a specific page in the document.
- You can file main documents that include hyperlinks to attachment documents that are part of the same docketing transaction.
- Hyperlinks to ECF documents are retained as long as the case remains in the primary ECF database.
- Hyperlinks to restricted (ex: sealed) documents are not accessible unless you have appropriate permissions.
- Any documents that includes a hyperlink must also include a description of the standard citation to the hyperlinked material. The hyperlink is a convenience, not a citation replacement.
- ECF does not verify URL addresses included as hyperlinks within documents.
- Cross - Document Hyperlink functionality works with WORDPerfect 11 or higher and Microsoft WORD 2002 or higher.

Query

Use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the *blue* menu bar of ECF.



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

NOTE: Your **PACER** login and password are different from your **ECF** login and password. You must have a **PACER** account in order to retrieve, view, and print certain documents. You will be charged a fee of **\$.08** per page to access documents, docket sheets, etc. from ECF.

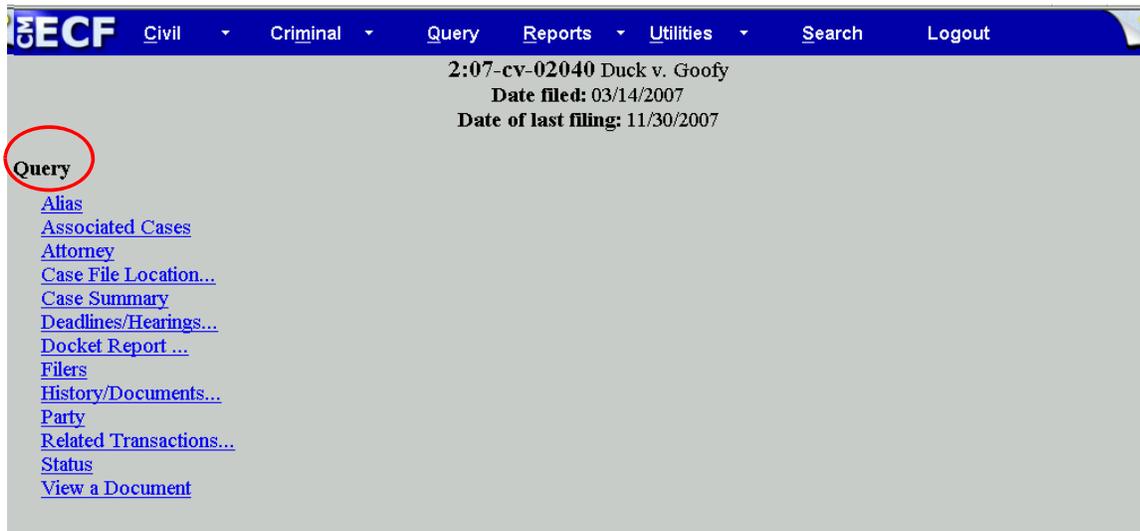
ECF opens a Query data entry screen that allows you to enter the specific **Case Number** you would like to query.

You can also query a case by the **Nature of Suit**. You must enter a range for either the **Filed Date** or the **Last Entry Date** for this type of query to run. To search for all cases of a certain suit, use 1/1/1970 as the beginning date.

A screenshot of the 'Query' data entry screen. The title 'Query' is at the top left. The screen is divided into two main sections. The first section, 'Search Clues', has a 'Case Number' text box with '(Examples: 99-500, 1:99cv500)' to its right. Below this is a radio button group for 'Case Status' with options 'Open', 'Closed', and 'All'. There are two date range fields: 'Filed Date' and 'Last Entry Date', each with a 'to' label and a text box. The 'Nature of Suit' is a dropdown menu with options '0 (zero)', '110 (Insurance)', and '120 (Contract: Marine)'. The second section, also titled 'or search by', has another radio button group for 'Case Status' with options 'Open', 'Closed', and 'All'. It includes a 'Last Name' text box with '(Examples: Desoto, Des*)' to its right, a 'First Name' text box, a 'Middle Name' text box, and a 'Type' dropdown menu. At the bottom are 'Run Query' and 'Clear' buttons.

You may also query the ECF database by the name of the **party** or an **attorney** to the case. Enter the last name of the party in the appropriate field. Click on the drop down box next to **Type** to choose party type. If more than one person with that name is in the database, ECF returns a screen from which you may select the correct name. If the person is a party to more than one case, ECF will open a screen listing all of the cases.

- After entering your search criteria, click **[Run Query]** to view additional case specific options.



Alias

Displays any parties in the case that have an alias.

Associated Cases

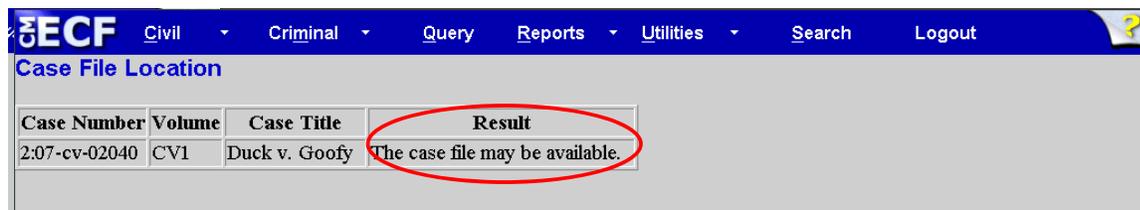
Displays any associated cases in the current case that is being queried.

Attorney

Displays the names, addresses, email addresses and telephone numbers of the attorneys who represent each of the parties to the case.

Case File Location

Will not be used since most documents will now be located electronically; if you do access this hyperlink you will usually get this message:



Case Summary

Provides a summary of current case-specific information.

Deadlines/Hearings

Produces a screen to obtain hearing and other schedule deadlines. At the **Deadline/Hearings** screen, click on a document number in the left column to display the actual document that created the deadline or set the hearing. If you click on the silver button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing you selected.

Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen shown below.

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to display the entire docket report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click **[Run Report]**. ECF will run your custom docket report and display it in a new window.

ECF Civil Criminal Query Reports Utilities Search Logout

Docket Sheet

Case Number
2:07-cv-02040 Duck v. Goofy

Filed to
 Entered to

Documents to

Include:
 Parties and counsel
 Terminated parties
 List of member cases
 Links to Notices of Electronic Filing

Document options:
 Include footers when displaying PDF documents
 View multiple documents

Format:
 HTML (unpaginated)
 PDF (paginated)

Sort by

Make these options my default.

The document numbers with underlines (in the middle column) are hyperlinks to PDF files of the actual documents (Document #3 is an example). The silver buttons next to each document number will display the **Notice of Electronic Filing** for that document.

Date Filed	#	Docket Text
05/25/2005	 1	INDICTMENT as to Ann Soucie (1) count(s) 1. (PAB,) (Entered: 06/03/2005)
06/03/2005	 2	Minute Entry for proceedings held before Judge Lawrence O Anderson (PS) Initial Appearance as to Ann Soucie held on 6/3/2005 (Court Reporter me.) (PAB,) (Entered: 06/03/2005)
06/03/2005	 3	Superseding INDICTMENT as to Ann Soucie (1) count(s) 1s, Chuck Evans (2) count(s) 1. (PAB,) (Entered: 06/03/2005)
06/03/2005	 4	Minute Entry for proceedings held before Judge Lawrence O Anderson Initial Appearance as to Chuck Evans held on 6/3/2005 Added attorney Bat Masterson for Chuck Evans. (PAB,) (Entered: 06/03/2005)

Filers

Displays any parties that have filed in the case.

History/Documents

This report lists all events and documents associated with the case in reverse chronological order. It also provides the option of displaying the docket text for all documents in the case and viewing the associated PDF file.

Party

Lists active and terminated parties. Current and previous attorneys for each party are also shown.

Related Transactions

Lists transactions that are related to those you specify on this screen.

Status

Lists pending statuses, if any. Click on the silver ball in the "Status set by" box to display the docket entry which set the status. You can view the document for that entry by clicking on the document number. If there are any statuses which were previously set, you will see **Click here to view terminated Statuses** below the table of pending statuses. Click on the word *here* to see them.

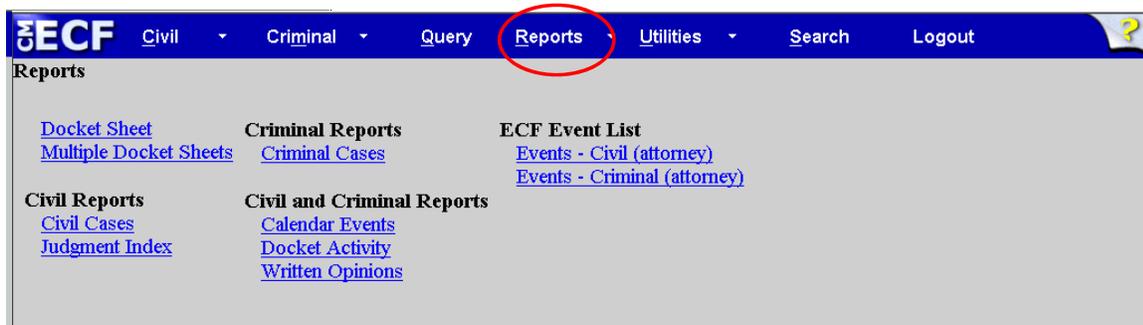
View a Document

PACER users can access .pdf documents for a case without first running a Docket Report. The *View a Document* item on the Query menu presents the user with a single text entry field. If the user enters a document number in this field and the document is available to PACER users or to the specific ECF user, the Transaction Receipt is displayed. If the user clicks the **View Document** hyperlink, the document is displayed. This query provides a way to access documents without first being charged to access the Docket Report.



Reports

After clicking the **Reports** hyperlink from the *blue* menu bar, ECF displays the Reports screen shown below.



NOTE: ECF will prompt you to login to **PACER** when you select any of the reports except the **Calendar Events**. You may view this without logging into **PACER**.

Docket Sheet Report

Step 1: From the *blue* main menu tool bar, click <Reports>, then click <[Docket Sheet](#)>.



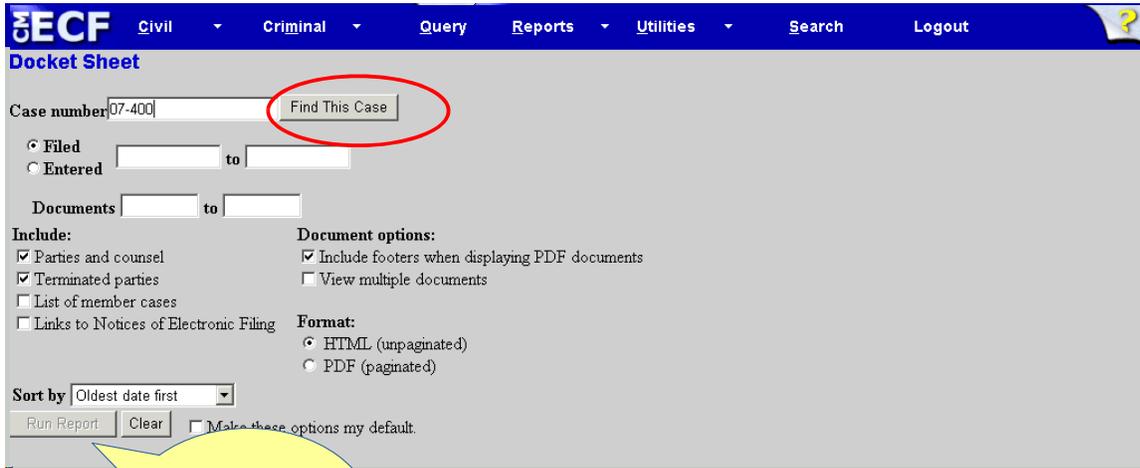
After you have entered your PACER account information (if you have not already done so previously during your session), ECF will display the **Docket Sheet** screen.

A screenshot of the ECF 'Docket Sheet' form. The 'Case number' field contains '2:07-cv-2040'. There are radio buttons for 'Filed' (selected) and 'Entered', followed by date input fields. There are also 'Documents' input fields. The 'Include' section has checkboxes for 'Parties and counsel' (checked), 'Terminated parties' (checked), 'List of member cases' (unchecked), and 'Links to Notices of Electronic Filing' (unchecked). The 'Document options' section has checkboxes for 'Include footers when displaying PDF documents' (checked) and 'View multiple documents' (unchecked). The 'Format' section has radio buttons for 'HTML (unpaginated)' (selected) and 'PDF (paginated)'. There is a 'Sort by' dropdown menu set to 'Oldest date first'. At the bottom, there are 'Run Report' and 'Clear' buttons, and a checkbox for 'Make these options my default'.

Note:

The number of the last case accessed in this session, if any, will be displayed in the Case number field. If the correct case number is displayed, go to Step 3. Otherwise, continue to Step 2 below.

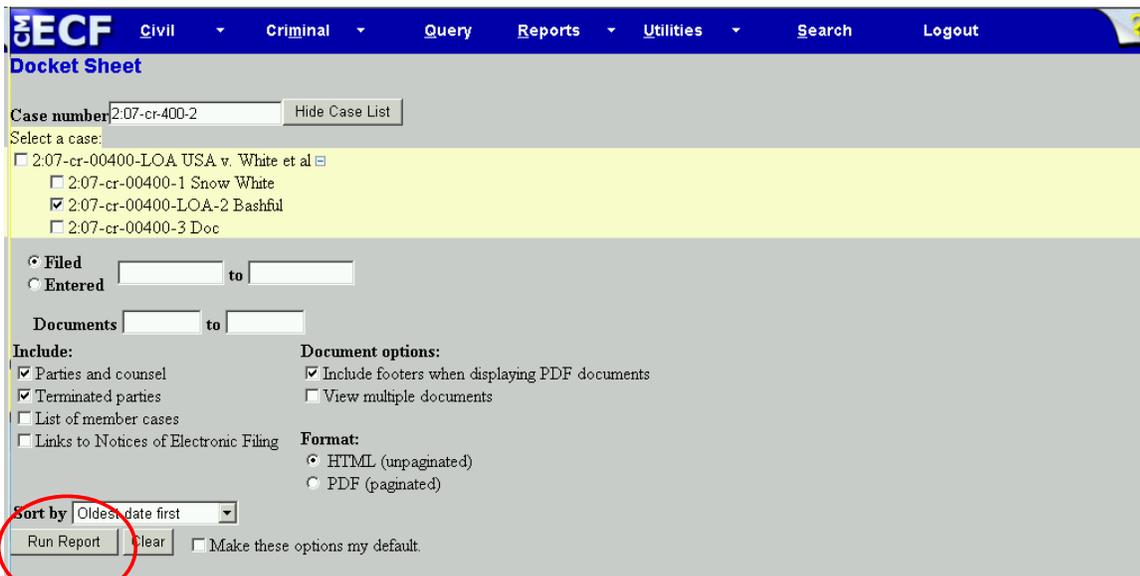
Step 2: Place your cursor inside the **Case number** text box and begin entering the case number. While entering the case number, the <Find This Case> button displays. Click <Find This Case> to locate the case.



The screenshot shows the ECF Docket Sheet interface. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'Docket Sheet'. The main content area contains a 'Case number' text box with '07-400' entered. To the right of the text box is a 'Find This Case' button, which is circled in red. Below the text box are radio buttons for 'Filed' and 'Entered', and a 'Documents' range selector. There are sections for 'Include' (with checkboxes for 'Parties and counsel', 'Terminated parties', 'List of member cases', and 'Links to Notices of Electronic Filing'), 'Document options' (with checkboxes for 'Include footers when displaying PDF documents' and 'View multiple documents'), and 'Format' (with radio buttons for 'HTML (unpaginated)' and 'PDF (paginated)'). At the bottom, there is a 'Sort by' dropdown menu set to 'Oldest date first', a 'Run Report' button (which is grayed out), a 'Clear' button, and a checkbox for 'Make these options my default'.

Notice the grayed out "Run Report" button.

Step 3: After you have selected the correct case number (and/or defendant, in a criminal case), the <Run Report> button becomes available.



The screenshot shows the ECF Docket Sheet interface after a case has been selected. The 'Case number' text box now contains '2:07-cr-400-2' and has a 'Hide Case List' button to its right. Below the text box, there is a 'Select a case:' section with a list of cases: '2:07-cr-00400-LOA USA v. White et al', '2:07-cr-00400-1 Snow White', '2:07-cr-00400-LOA-2 Bashful', and '2:07-cr-00400-3 Doc'. The '2:07-cr-00400-LOA-2 Bashful' case is selected with a checked checkbox. Below this list are the same radio buttons for 'Filed' and 'Entered', and the 'Documents' range selector. The 'Include', 'Document options', and 'Format' sections are also present. At the bottom, the 'Sort by' dropdown menu is still set to 'Oldest date first', but the 'Run Report' button is now active and highlighted with a red circle. The 'Clear' button and the 'Make these options my default' checkbox are also visible.

Prior to running the report, the various fields listed below are possible search criteria:

- **Filed or Entered.** It is required to select either the Filed (date filed with the court) or Entered radio button (date entries were made in CM/ECF). Entering start and end dates is optional. Notice that **Filed** is the default.
- **Documents.** Enter one document number in both text boxes or a from/to range of document numbers. If a document number range is specified, docket entries that do not have numbers are not listed. If no document number range is entered, all events are listed whether or not they have numbers.
- **Include.** Click to place a checkmark by any of the items to be included in the docket sheet report.
 - Parties and counsel
 - Terminated parties.
 - List of member cases. (If unchecked, the *Lead Docket* label and case number hyperlink appear on the docket sheet, along with a second View Member Cases hyperlink, providing links to the member cases. If *checked*, the lead case number hyperlink appears with a list of member cases under a *Member Cases* label on the docket sheet. Each member case would be listed as a hyperlink to its docket sheet.)
 - Links to Notices of Electronic Filing. These NEF links appear as silver balls adjacent to each docket entry.
- **Document options.** Click to place a checkmark by any of the following options:
 - Include footers when displaying PDF documents. When checked, a PDF footer will be added to the report (if you also select the PDF paginated in the **Format** section) and to the documents that display.
 - View multiple documents. Check to select multiple documents to display as one document. After the docket report displays, you may check any or all documents to either view or download. Refer to section titled “Viewing Multiple Documents and Docket Sheets” starting on page 18.
- **Format.** You now have the option of running the Docket Report in either HTML (unpaginated) or PDF (paginated) format.
- **Sort by.** You can select to sort the events displayed by oldest or most recent date first.

- **Make these options my default.** Click this check box to save the current settings, which then will be used for future docket reports.

Note

“Make these options my default” does not apply to the "Include footers when displaying PDF documents" option. It will always be enabled during subsequent sessions even though you uncheck this box and then click on the "Make these options my default" box. Therefore, in order to disable footers during the retrieval of a docket report, you must manually disable this feature via the docket report preferences screen (regardless of whether you had attempted to save this setting as a default during previous sessions.)

Step 4: Based on your settings on the Docket Sheet screen, create the docket report by clicking the <Run Report> button.

The screenshot shows the ECF Docket Sheet interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Docket Sheet".

The main content area includes a "Case number" field with the value "2:07-cr-400-2" and a "Hide Case List" button. Below this, there is a "Select a case:" section with a list of cases:

- 2:07-cr-00400-LOA USA v. White et al
- 2:07-cr-00400-1 Snow White
- 2:07-cr-00400-LOA-2 Bashful
- 2:07-cr-00400-3 Doc

Below the case list, there are radio buttons for "Filed" and "Entered", and a "Documents" section with a date range selector. The "Include:" section has checkboxes for "Parties and counsel", "Terminated parties", "List of member cases", and "Links to Notices of Electronic Filing". The "Document options:" section has checkboxes for "Include footers when displaying PDF documents" and "View multiple documents". The "Format:" section has radio buttons for "HTML (unpaginated)" and "PDF (paginated)".

At the bottom, there is a "Sort by" dropdown menu set to "Oldest date first". Below the dropdown, there is a "Run Report" button circled in red, a "Clear" button, and a checkbox for "Make these options my default".

The Docket Sheet Report screen displays.

ECF Civil Criminal Query Reports Utilities Search Logout

**U.S. District Court
U.S. DISTRICT COURT OF ARIZONA - Phoenix (Phoenix Division)
CRIMINAL DOCKET FOR CASE #: 2:07-cr-00400-LOA-2**

Case title: USA v. White et al Date Filed: 01/31/2007

Assigned to: Magistrate Judge Lawrence O Anderson

Defendant (2)

Bashful
also known as
one of 7 dwarfs

represented by **atty3**
Email: deadmail@aotx.uscourts.gov
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

James Ramirez
(See above for address)
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

atty1
Email: azddb_nefs@azdlei.azd.circ9.dcn
ATTORNEY TO BE NOTICED

atty2
Email: azddb_nefs@azdlei.azd.circ9.dcn

Pending Counts

DISSEMINATION OF FALSE ADVERTISEMENTS - 1ST OFFENSE
(1)

Disposition

Highest Offense Level (Opening)
Petty Offense

Terminated Counts
None

Disposition

Highest Offense Level (Terminated)
None

Complaints

15:1 F Antitrust Violations, 15:2 F Monopolizing Trade in Diamond Mines

Disposition

Plaintiff

USA

represented by **James Ramirez**
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

Date Filed	#	Docket Text
01/31/2007	1	COMPLAINT as to Snow White (1), Bashful (2), Doc (3). (MKB) (Entered: 01/31/2007)
01/31/2007	2	Summons Returned Executed on 01/13/07. as to Snow White, Bashful, Doc (MKB) (Entered: 01/31/2007)
01/31/2007	3	Arrest of Snow White, Bashful, Doc (MKB) (Entered: 01/31/2007)
01/31/2007	3	MOTION for Acquittal by Snow White, Bashful, Doc. (atty2,) (Entered: 01/31/2007)
02/22/2007	4	MOTION to Continue Sentencing by Snow White, Bashful, Doc. (FMP,) (Entered: 02/22/2007)

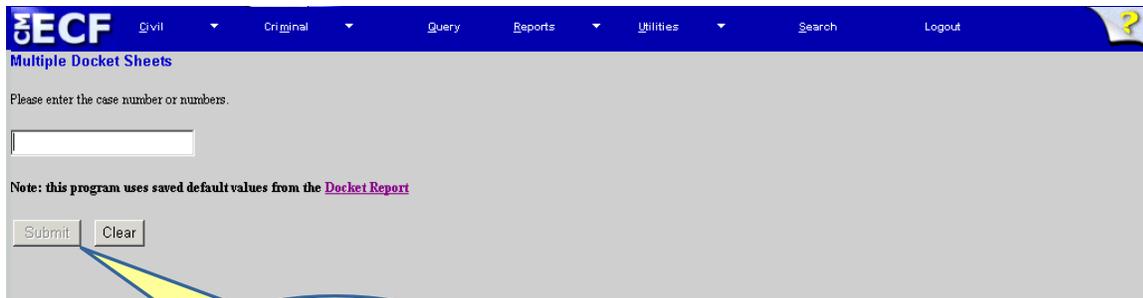
Viewing Multiple Docket Sheets

The “Multiple Docket Sheets” option allows you to enter several case numbers and then view all of the docket sheets at once. The docket sheets appear one after another. The only selection criteria for the Multiple Docket Sheets option is the case number field, in which multiple case numbers can be entered (separated by commas, spaces, or semicolons). The utility uses any default selection criteria from the Docket Report screen.

Step 1: From the *blue* main menu tool bar, click <Reports>, then click <[Multiple Docket Sheets](#)>.



The **Multiple Docket Sheets** screen displays.



Notice the grayed out Submit button.

Step 2: Enter the first case number, press the spacebar to create a space (or separate the case numbers by either a comma or a semi-colon), and enter the second case number. Note that a button titled <Find This Case> appears as you begin typing the first case number.

Multiple Docket Sheets

Please enter the case number or numbers.

07-400 07-2040 Find This Case

Note: this program uses saved default values from the [Docket Report](#)

Submit Clear

Notice the grayed out Submit button.

Step 3: Click <Find This Case>. After locating the cases, the **Multiple Docket Sheets** screen now displays each case number in a separate text box.

Multiple Docket Sheets

Please enter the case number or numbers.

07-400 Hide Case List

Select a case:

- 2:07-cr-00400-LOA USA v. White et al
- 2:07-cr-00400-1 Snow White
- 2:07-cr-00400-LOA-2 Bashful
- 2:07-cr-00400-3 Doc

07-2040 Hide Case List

Select a case:

- 2:07-cv-02040 Duck v. Goofy
- 4:07-cv-02040-RCC-TPS Ledesma-Estrada v. White, et al

Note: this program uses saved default values from the [Docket Report](#)

Submit Clear

Notice the grayed out Submit button.

Step 4: Using the check boxes to the left of the case number and/or defendant, select the correct cases you wish to view.

ECF

Civil Criminal Query Reports Utilities Search Logout

Multiple Docket Sheets

Please enter the case number or numbers.

2:07-cr-400-2 Hide Case List

Select a case:

2:07-cr-00400-LOA USA v. White et al

2:07-cr-00400-1 Snow White

2:07-cr-00400-LOA-2 Bashful

2:07-cr-00400-3 Doc

2:07-cv-2040 Hide Case List

Select a case:

2:07-cv-02040 Duck v. Goofy

4:07-cv-02040-RCC-TFS Ledesma-Estrada v. White, et. al

Note: this program uses saved default values from the [Docket Report](#)

Submit Clear

Step 5: When all of the desired case numbers have been selected, click <Submit>.

The docket sheets for all selected cases will be displayed, separated by a dark blue line:

07/10/2007	21	SENTENCING MEMORANDUM by Bashful (atty2,) (Entered: 07/10/2007)
10/10/2007	25	ORDER adopting the 20 REPORT AND RECOMMENDATIONS as to Snow White, Bashful, Doc. Signed by Magistrate Judge Lawrence O Anderson on 10/10/07 (ESL) (Entered: 10/24/2007)
10/12/2007	26	Minute Order setting a hearing associated with CR07-012-PHX- (ESL) (Entered: 10/24/2007)
10/23/2007	27	MINUTE ORDER vacating hearing due to Judgment in USDC, District of Oregon. Signed by Magistrate Judge Lawrence O Anderson on 10/23/07 (ESL) (Entered: 10/24/2007)
10/24/2007	28	NOTICE of non compliance (ESL) (Entered: 10/24/2007)
10/29/2007	29	RESPONSE to Motion by Snow White as to Snow White, Bashful, Doc re 4 MOTION to Continue Sentencing (atty4,) (Entered: 10/29/2007)
10/29/2007	30	MOTION to Appoint Counsel by Snow White as to Snow White, Bashful, Doc. (atty4,) (Entered: 10/29/2007)
10/29/2007	31	First MOTION for Reconsideration re 3 MOTION for Acquittal filed by Bashful, Doc, Snow White by Snow White as to Snow White, Bashful, Doc. (atty4,) (Entered: 10/29/2007)
10/29/2007	32	SENTENCING MEMORANDUM by Snow White as to Snow White, Bashful, Doc (atty4,) (Entered: 10/29/2007)
11/16/2007	47	TRANSCRIPT DESIGNATION AND ORDER FORM by Bashful for proceedings held on 03/23/07 before Judge hhh. (Attachments: # 1 Form CJA 24)(atty3,) (Entered: 11/16/2007)

**U.S. District Court
U.S. DISTRICT COURT OF ARIZONA (Phoenix Division)
CIVIL DOCKET FOR CASE #: 2:07-cv-02040**

Duck v. Goofy
Assigned to:
Demand: \$100,000
Cause: 28:1345 Property Damage

Date Filed: 03/14/2007
Jury Demand: Plaintiff
Nature of Suit: 380 Personal Property: Other
Jurisdiction: Federal Question

Plaintiff

Uncle Duck

represented by **atty3**
Email: mary_benchimol@azd.uscourts.gov
ATTORNEY TO BE NOTICED

V.

Defendant

Goofy

represented by **atty2**
Email: azddb_nefs@azdlet.azd.circ9.dcn
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

atty3
(See above for address)

Civil Cases Report

Provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, by Nature of Suit, Cause code and many other criteria. When you click on the [Civil Cases](#) hyperlink, ECF displays a query screen as shown below. Please note the *PACER* "Warning" (in red, below).

Civil Cases Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report

Office:

Case type:

Nature of suit:

Cause:

Case flags: Terminal digit(s): Open cases Closed cases

Filed: to

Sort by:

Output Format: Formatted Display Data Only

Enter the range of case filing dates for your report and select a **Nature of Suit** or **Cause** code, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF. Click **[Run Report]** to view. If you click on a particular case number on the report, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

Judgment Index

Allows you to search the ECF system for judgments entered during a date range, against a specific party, or in a specific case. When you click on the [Judgment Index](#) hyperlink, ECF displays a query screen for you to select search criteria. Click **[Run Report]** to see the judgment information that matches your criteria.

Criminal Cases Report

Provides similar query options as the Civil Cases report. You can query the ECF database to locate cases electronically filed within a specific date range, or status of defendant such as terminated, pending or fugitive. When you click on the [Criminal Cases](#) hyperlink, ECF displays a query screen similar to the one previously shown under the Civil Cases report. Refer to those instructions to run the report and review its contents.

Calendar Events

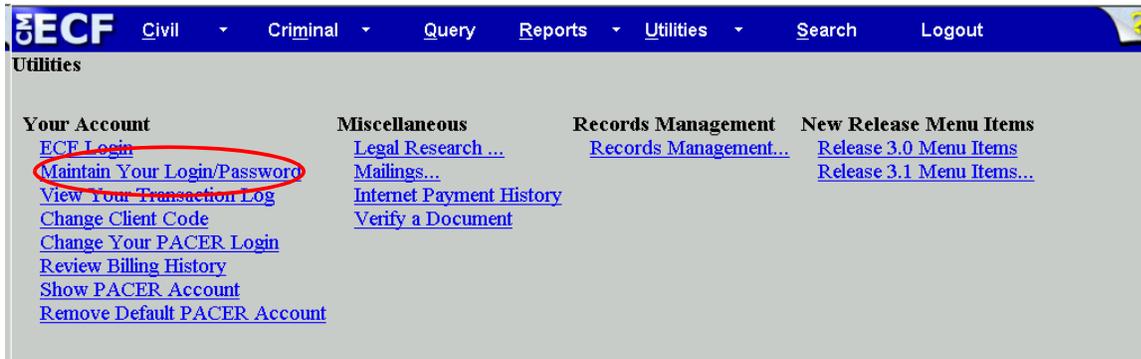
Allows you to query the ECF database for scheduled hearings for a specific date by selecting a case, a judge, or a hearing type. When you click on the [Calendar Events](#) hyperlink, ECF displays a query screen. Enter your search criteria and click **[Run Report]** to display the information based on your selections.

Docket Activity

Lists selected events docketed to selected cases. Events may be limited by category, type, or entry date; cases may be limited by case number, judge, terminal digit, etc.

Utilities

The Utilities feature allows Registered Users to maintain their password in ECF and to view all of their ECF transactions.



Maintain Your Login/Password

Click the [Maintain Your Login/Password](#) hyperlink to open the More User Information screen. It allows you to update your login and password. However, it is NOT recommended that you change your login.



After updating More User Information, click <Submit>. ECF will notify you on the screen that your updates were accepted. You may begin using the new password during your next ECF session.



View Your Transaction Log

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

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

From the **Utilities** screen, click [View Your Transaction Log](#) under **Your Account**. ECF displays the screen shown below to enter the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click <Run Report>.

ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria.

Id	Date	Case Number	Text
163686	04/04/2006 15:03:12	3-05-cr-2000-2	First MOTION to Substitute Attorney by Lone Ranger. (atty2,)
170198	09/18/2006 09:53:15	2-06-at-10010	First MOTION for Extension of Time for Discovery by Boris Badenov. (atty2,)
170971	09/20/2006 07:52:37	2-06-at-10010	First MOTION for Summary Judgment by Boris Badenov. (atty2,)
172589	09/26/2006 12:02:58		Updated person record: atty2 Prid: 966
172589	09/26/2006 12:02:58		Updated user record: atty2 966
172593	09/26/2006 12:14:25		Updated person record: atty2 Prid: 966
172593	09/26/2006 12:14:26		Updated user record: atty2 966
172630	09/26/2006 13:45:29	2-06-at-10009	COMPLAINT, filed by Peter Pan. (Attachments: # (1) Civil Cover Sheet)(atty2,)
172631	09/26/2006 13:47:30	06-10011	Opened New CV Case 06-10011
172633	09/26/2006 13:49:19	06-10012	Opened New CV Case 06-10012

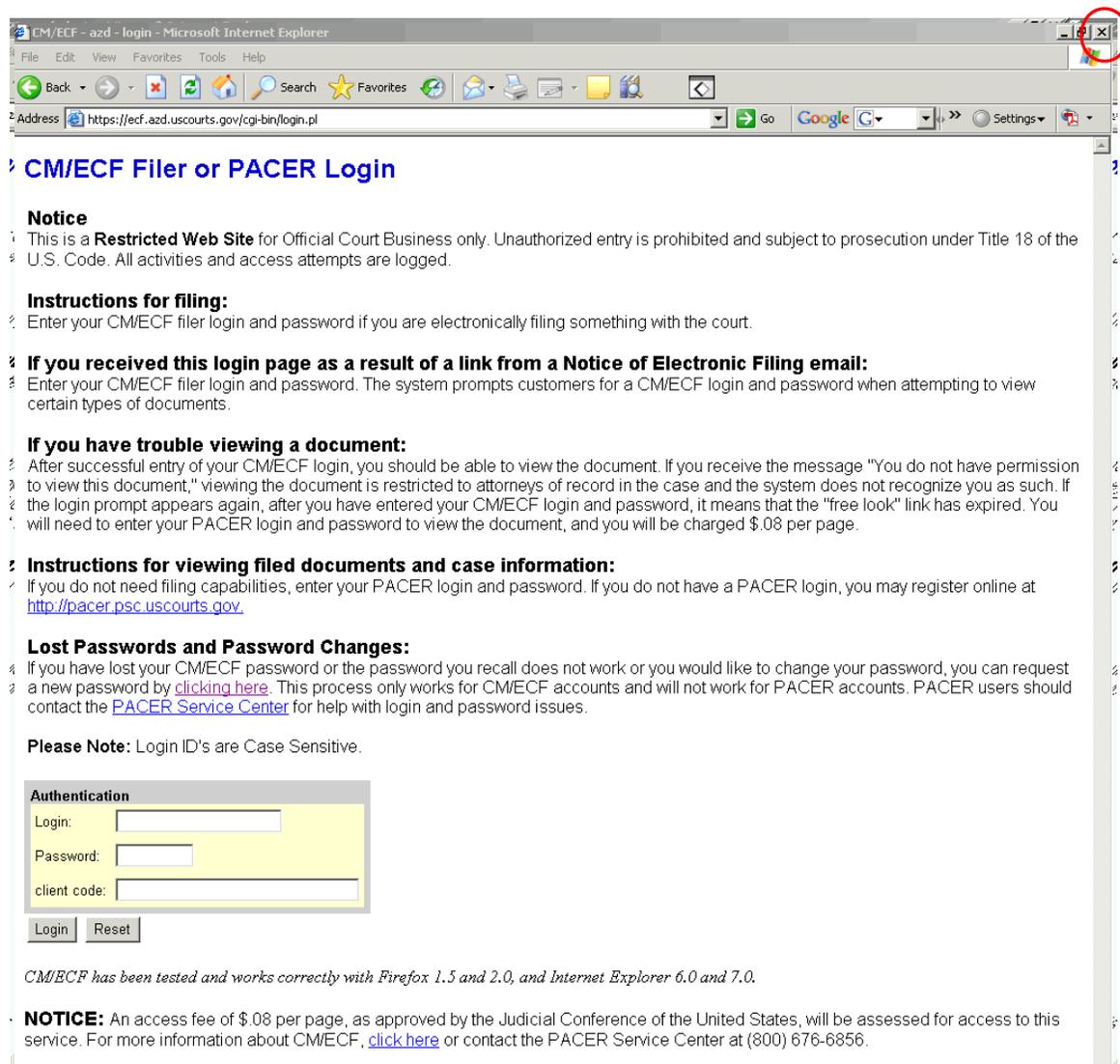
Logout

After you have completed all of your transactions for a particular session in ECF, you should exit the system.

Click on the [Logout](#) hyperlink from the ECF *blue* menu bar.



ECF will log you out of the system and return you to the ECF login screen. Click on the "x" in the upper right hand corner to fully exit.



Appendix

ECF Style Conventions for Party Names

- Ampersand Use of an ampersand (&) or the word "and" should be entered in the same way as reflected in the case caption.
- Businesses Business names should be entered entirely in the *Last name* box. Do not use the *First name* or *Middle name* box when entering business names.
- Case The first letter of any proper noun, which includes each part of a party name, should be capitalized, unless a lower case entry is an established part of the name.
Carpenters Imported Autos, Inc.
Castles -n- Coasters
John H. Jones Trust
e.spire Communications, Inc.
- Government For non-Federal government entities, always start with the name of the country, state, county, city or town followed by the specific name of the entity. "Office of," "Department of," "State of," etc. should always appear last.
Maricopa County Management and Budget, Office of
Phoenix License Appeals Board, City of
Quartzite City Council, Town of
Homeland Security, Department of
Arizona, State of

If a Federal entity starts with United States, always spell "United States" out completely:
United States Air Force

- Miscellaneous Information (Party text). Titles, miscellaneous or descriptive information that are not part of the name proper should be entered in *Party text*.
Party text: a sole proprietorship
Party text: individually and on behalf of all others similarly situated
Party text: Badge #975, individually and in his official capacity as a Police Officer, Parker Police
- If the name consists only of a title, enter in *Last name* only. Do not use the *First name* or *Middle name* box if only a title is given.
Last name: Officers, Agents and Employees
- Multiple Names If a party has multiple names such as Barbara Jean Mary Khatoun, add the extra names in the *Middle name* box.
Last name: Khatoun
Middle name: Jean Mary
First name: Barbara

- Punctuation Use normal punctuation as appropriate (period, comma, apostrophe, colon, semi-colon, parenthesis, etc.).
Ky-Ko Roofing Systems, Inc.
Black & Decker (U.S.), Inc.
- Spacing If capitalized letters appear in succession, do not enter a space between them.
S&S Bargain Enterprises, Inc.
D.W. Heath & Associate, Inc.
LMC Design & Construction Inc.
- Surnames If the last name is hyphenated, enter both names in the *Last name* box.
Last name: Lizarraga-Dominguez
First name: Angel

If there are two last names but no hyphen, use the *Last name* and *Middle name* boxes.

Party name in caption: Arturo Garcia Lizarraga
Last name: Lizarraga
Middle name: Garcia
First name: Arturo

- The Never enter the word "The" as the first word of a business name. The word "The" should be completely excluded.
Party name in caption: The Haney Group
Last name: Haney Group
- Unions Always spell out union names. Do not use acronyms or abbreviations. The local number should follow the name.
International Brotherhood of Electrical Workers
Bakery, Confectionery, and Tobacco Workers International Union, Local 232
Arizona Laborers, Teamsters & Cement Masons Health Trust Fund, Local 395