



# ELECTRONIC CASE FILING VERSION 4.0.2 USER MANUAL

IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ARIZONA

Sandra Day O'Connor United States Courthouse  
401 West Washington Street, Suite 130  
Phoenix, Arizona 85003  
(602) 322-7200

Evo A. DeConcini United States Courthouse  
405 West Congress Street  
Tucson, Arizona 85701  
(520) 205-4200

Effective August, 2009

# Table of Contents

<b>Getting Started</b> .....	<b>page</b>	<b>1</b>
Introduction .....	<b>page</b>	<b>1</b>
Definitions .....	<b>page</b>	<b>1</b>
ECF System Capabilities .....	<b>page</b>	<b>3</b>
Hardware and Software Requirements .....	<b>page</b>	<b>4</b>
<b>Technical or Procedural Assistance</b> .....	<b>page</b>	<b>5</b>
Help Desk Phone Numbers and E-Mail Addresses .....	<b>page</b>	<b>5</b>
Recommended Practice: Clearing Temporary Files .....	<b>page</b>	<b>6</b>
Eligibility, Registration and Passwords .....	<b>page</b>	<b>8</b>
PACER Registration .....	<b>page</b>	<b>9</b>
ECF Training .....	<b>page</b>	<b>9</b>
<b>Preparation</b> .....	<b>page</b>	<b>11</b>
Setting Up Adobe Acrobat .....	<b>page</b>	<b>11</b>
Portable Document Format (PDF) .....	<b>page</b>	<b>11</b>
PDF File - Text Searchable .....	<b>page</b>	<b>11</b>
Viewing a PDF Document .....	<b>page</b>	<b>11</b>
Converting Electronic Documents to PDF Format .....	<b>page</b>	<b>12</b>
Using a Word Processor to Convert to PDF Format .....	<b>page</b>	<b>12</b>
<b>Basics</b> .....	<b>page</b>	<b>13</b>
Entering the ECF System .....	<b>page</b>	<b>13</b>
Logging In .....	<b>page</b>	<b>15</b>
Lost Password .....	<b>page</b>	<b>17</b>
Login Prompts .....	<b>page</b>	<b>18</b>
Email and Passwords .....	<b>page</b>	<b>18</b>
Selecting ECF Features .....	<b>page</b>	<b>19</b>
Cascading Menus .....	<b>page</b>	<b>20</b>
General Rules and Navigating the System .....	<b>page</b>	<b>23</b>
Correcting a Mistake .....	<b>page</b>	<b>23</b>
<b>Search Features</b> .....	<b>page</b>	<b>24</b>
From Main Menu .....	<b>page</b>	<b>24</b>
From Within a Category .....	<b>page</b>	<b>26</b>
Via Case Number .....	<b>page</b>	<b>29</b>
<b>Attorney Civil Case Opening</b> .....	<b>page</b>	<b>31</b>
<b>Filing the Civil Complaint</b> .....	<b>page</b>	<b>41</b>

<b>Adding Parties to Your Case</b> .....	<b>page 53</b>
<b>Adding Documents</b> .....	<b>page 58</b>
<b>Notice of Electronic Filing (NEF)</b> .....	<b>page 62</b>
<b>Cross-Document Hyperlinks</b> .....	<b>page 63</b>
Introduction .....	<b>page 63</b>
Using WordPerfect to	
Create Hyperlinks to Existing ECF Documents .....	<b>page 66</b>
Create Hyperlinks Between Documents Filed in the Same Event .....	<b>page 70</b>
Using Microsoft WORD to	
Create Hyperlinks to Existing ECF Documents .....	<b>page 74</b>
Create Hyperlinks Between Documents Filed in the Same Event .....	<b>page 76</b>
Accessing Documents via Hyperlinks in Other Documents .....	<b>page 77</b>
PACER Billing .....	<b>page 77</b>
Things to Remember .....	<b>page 78</b>
<b>Query</b> .....	<b>page 79</b>
<b>Reports</b> .....	<b>page 85</b>
Docket Sheet Report .....	<b>page 86</b>
Viewing Multiple Docket Sheets .....	<b>page 92</b>
<b>Utilities</b> .....	<b>page 98</b>
Maintain Your Login / Password .....	<b>page 98</b>
View Your Transaction Log .....	<b>page 99</b>
<b>Logout</b> .....	<b>page 100</b>
<b>Appendix: ECF Style Conventions for Party Names</b> .....	<b>page A-1</b>

# 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](http://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/files/\\$file/adm+manual.pdf](http://www.azd.uscourts.gov/azd/cm-ecf.nsf/files/$file/adm+manual.pdf). 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 **300 dpi (dots per inch)**. Individual PDF documents must not exceed ten (10) 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 and 7, and Firefox 3.0. 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](mailto:ecfhelpphx@azd.uscourts.gov)

Tucson (520) 205-4687 [ecfhelptuc@azd.uscourts.gov](mailto:ecfhelptuc@azd.uscourts.gov)

Toll Free (866) 587-7644

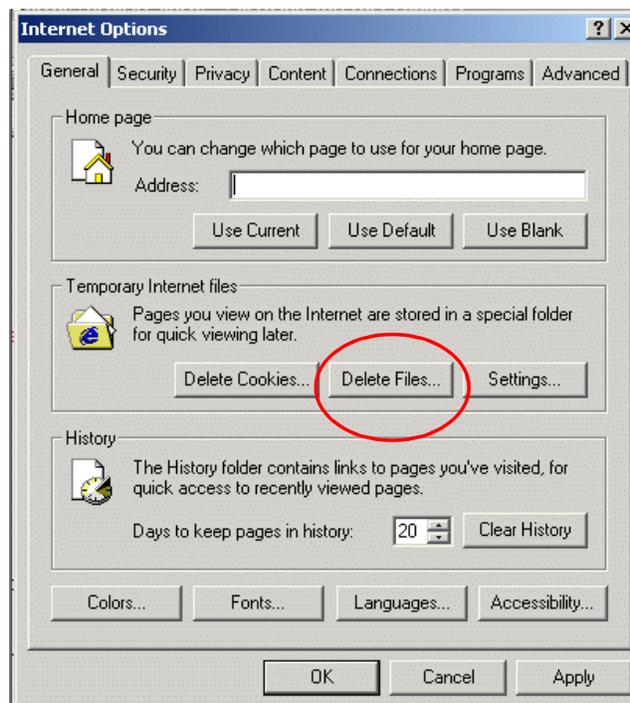
## Recommended Practice: Clearing Temporary Files

***Please try this tip before calling the Help Desk***

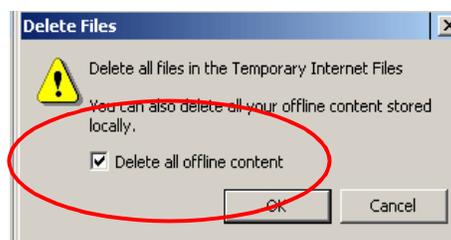
### Clearing Temporary Files: Internet Explorer 6

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 <Delete Files...>.



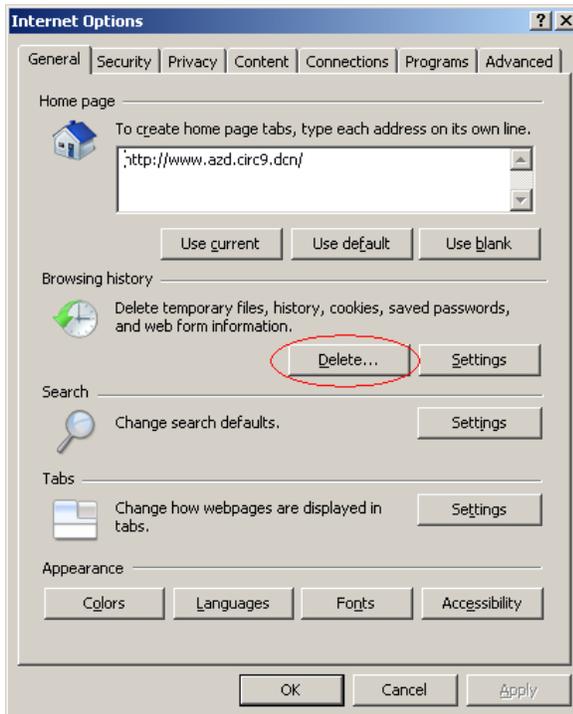
- Place a check mark in the box next to "Delete all offline content," and then click <OK>.



## Clearing Temporary Files: Internet Explorer 7

Follow the steps below before accessing ECF:

- Open Internet Explorer and click on the <Tools> menu option. Click <Internet Options>.
- Under the section “Browsing history,” click <Delete>.



- On the subsequent screen click on the <Delete Files> button:



## 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](http://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.

<b>Practice case numbers you may use in the ECF TRAINING database</b>	
<b>Civil</b>	<b>Criminal</b>
09-45	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.

## PDF File - Text Searchable

Pursuant to L.R.Civ.P. 7.1(c), a document to be filed should be converted to PDF from your word processing program, and the PDF file must be text searchable. Documents which exist only in paper form may be scanned into PDF for electronic filing. You may receive a Notice of Filer Deficiency if it is determined that the filing is not text searchable. It is not necessary to re-file the document because the notice is simply to inform you of the Rule so that future filings will be text searchable.

## Viewing a PDF Document

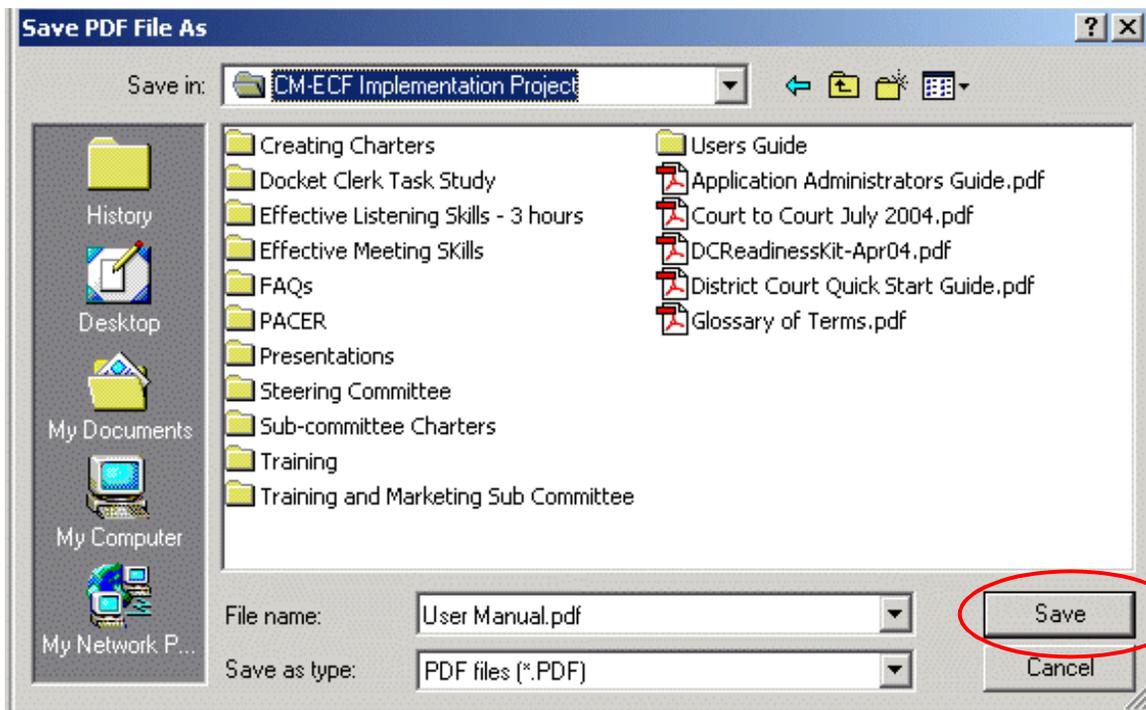
- Open Adobe Acrobat or Acrobat Reader.
- Select <File> on the menu bar and choose <Open> from the drop-down window.
- Click on the location and file name of the PDF document you wish to view.
- Acrobat loads the file and displays it on your screen. Verify it is the document you wish to send.
- If the 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

1. Install Adobe Acrobat on your computer.
2. In your word processing application, open the document you wish to convert.
3. 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.
4. Select **Adobe PDF Writer/Distiller** OR **Adobe PDF, PDF Converter** (depending on Adobe version).
5. Click <OK/Print> to send the file to PDF. Instead of the file printing to your printer, the window below opens.



6. Name the file and then click the <Save> button (note the saved file location for later retrieval).
7. 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.



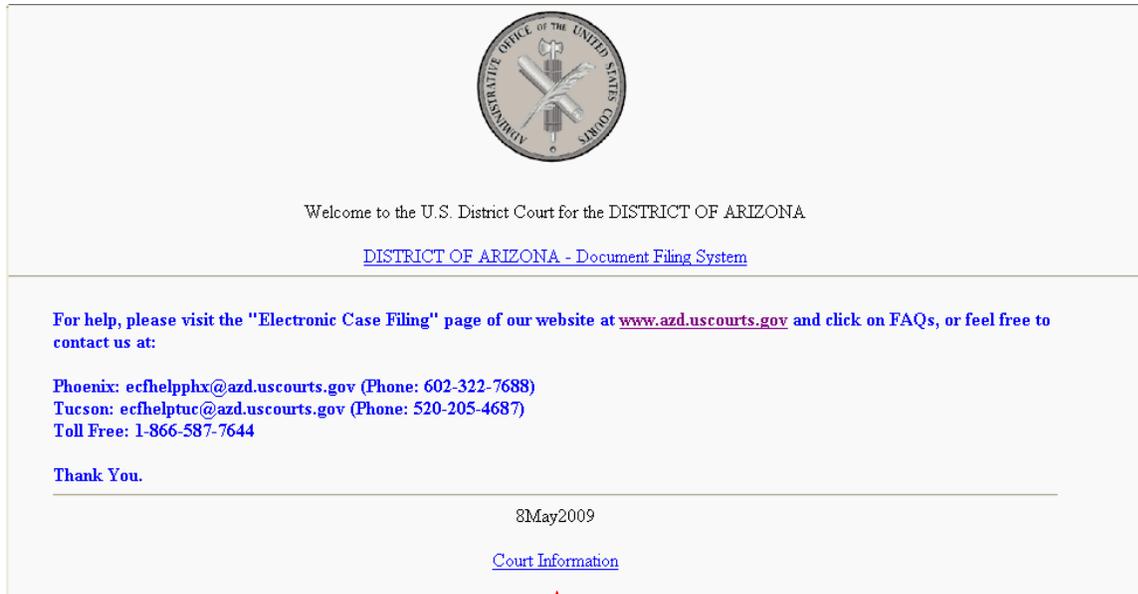
- You will then see the following CM/ECF submenu.



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.

#### 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.

<b>Authentication</b> Login: <input type="text"/> Password: <input type="password"/> client code: <input type="text"/> <input type="button" value="Login"/> <input type="button" value="Reset"/>	<b>IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:</b> 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 <a href="#">Fed. R. Civ. P. 52</a> or <a href="#">Fed. R. Crim. P. 49.1</a> . This requirement applies to all documents, including attachments. <input type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.
--	--

#### Notice

An access fee of \$0.08 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) 676-6826.

*CM/ECF has been tested and works correctly with Firefox 3.0, and Internet Explorer 6 and 7.*

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.

In keeping with the Judiciary's strong commitment to protecting private information in publicly accessible court records, you must read and place a check mark in the box to the right of the **Authentication** area (circled, below) to complete the login process.

**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.

**Authentication**  
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 \$0.08 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.

*CM/ECF has been tested and works correctly with Firefox 3.0, and Internet Explorer 6 and 7.*

Also verify that you have entered your ECF login and password correctly. If not, click on the <Reset> 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).

### 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.

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 (generally the registered user's first initial and last name, i.e., JSmith) and click <**Submit**>.

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

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: 05-27-2009 13:37

## Login Prompts

If you receive a prompt to log in, you may be logged into ECF with the same username and password as someone else in your firm. There can only be one active ECF session with a particular username and password. Once a second person logs in with the same username/password, the first session will end.

This could also occur if the firm has two Internet connections and is load-balancing between the two. In this case, the ECF server sees two different IP addresses for the only login with that username/password and the server believes that two people on two separate machines are logging in with the same login and password.

## E-Mail and Passwords

To add, delete, or change a secondary e-mail address that is associated with your ECF user account, contact the Attorney Admissions Clerk at: [attyadmin@azd.uscourts.gov](mailto:attyadmin@azd.uscourts.gov).

You may update your password by going to "UTILITIES" and click on "MAINTAIN YOUR LOGIN/PASSWORD." Highlight the asterisks in the password box and enter the new password. Click on "SUBMIT." The new password will be effective the next time you log in. It is NOT recommended that you change your login. There is also an opportunity to change your password on the login page.

Be sure to enter your ECF login and password, not your PACER password. The PACER password will not allow you to e-file. If you are unable to file your document because the civil and criminal buttons are not at the top of the ECF screen then you have entered your PACER user name and password. Log out and enter your ECF user name and password.

## 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.

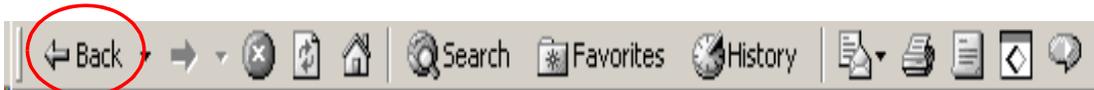


## General Rules and Navigating the System

Each event screen has two buttons associated with data entry:

1. Use the **Next** button to accept entered data and display the next data-entry screen.
2. 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 sparingly or when directed to do so by user message 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 shown below, 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.

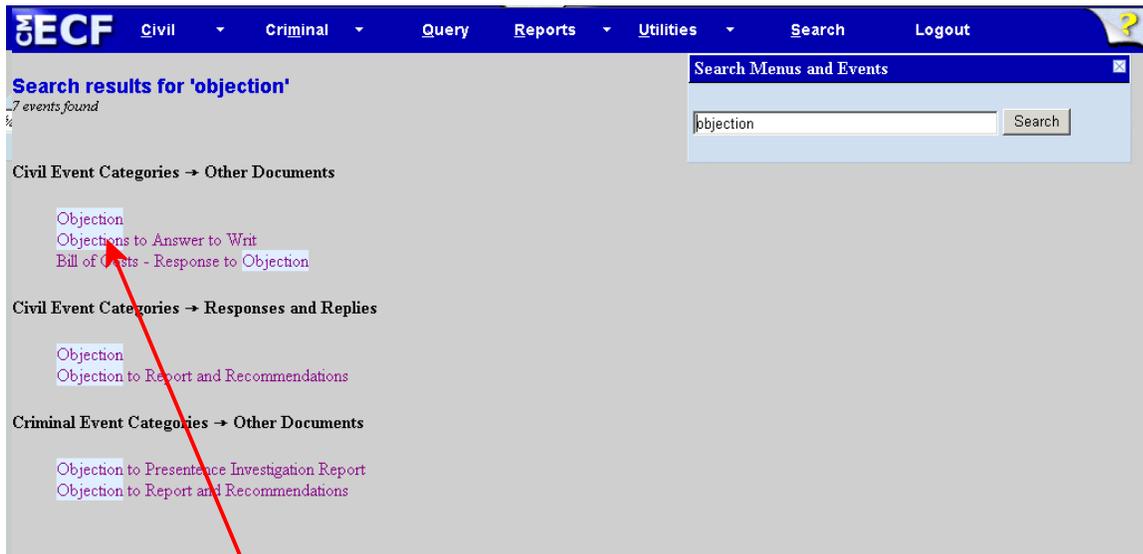


Clicking on <Search> displays the Search Menus and Events window.

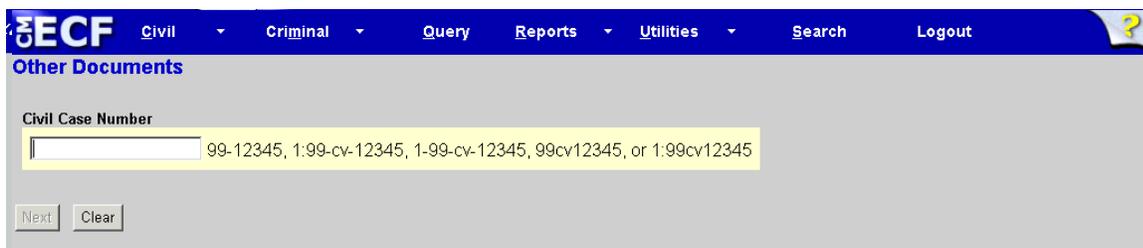


In the text box, type all or part of the name of the event you wish to locate. For example, to find an Objection to Report and Recommendations event, type "objection" in the text box and then click <Search>.

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.”



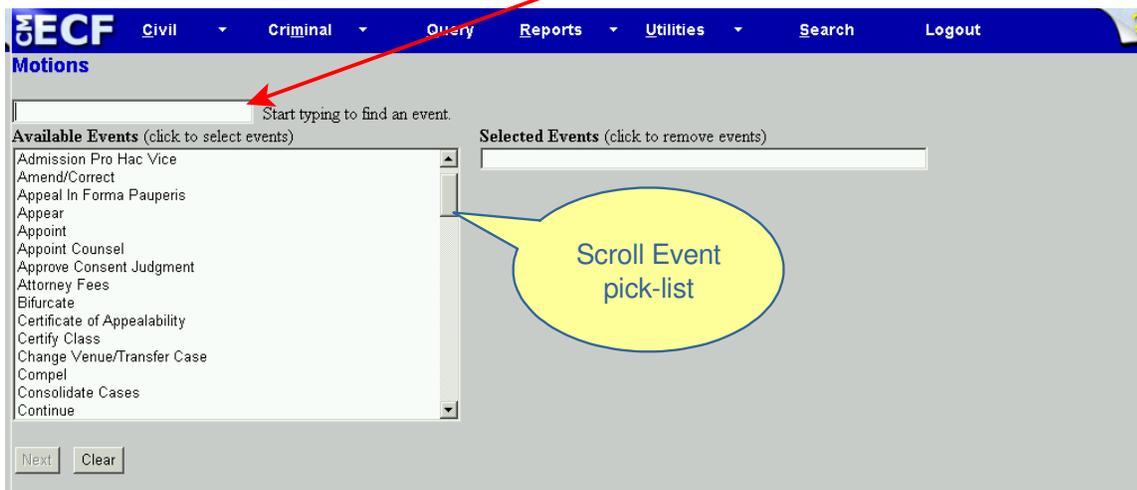
## From Within a Category

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**.

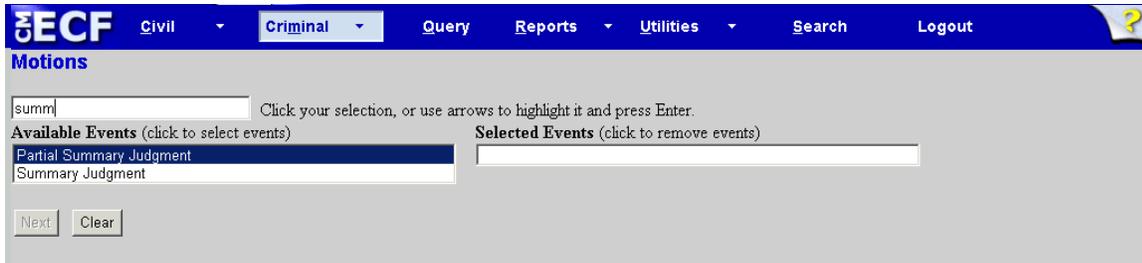
To find an event within the category, type (in the search box) all or part of a word from the name of the event, or scroll down the list.



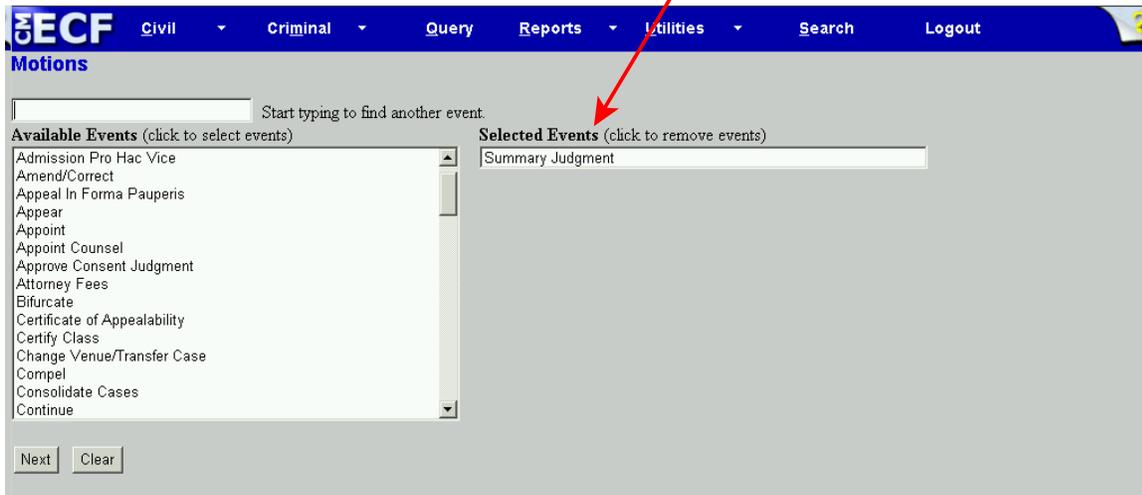
### Note:

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

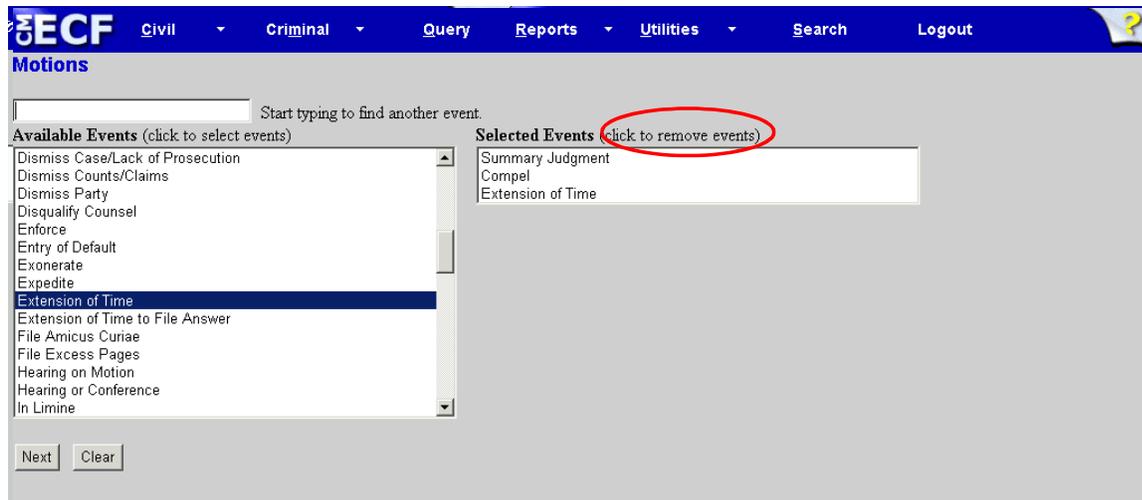
To continue our example, to file a motion for summary judgment, type “summ” in the search box. CM/ECF will display a list of events which have a word containing the letters entered. Click on the desired event to select it from the list.



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



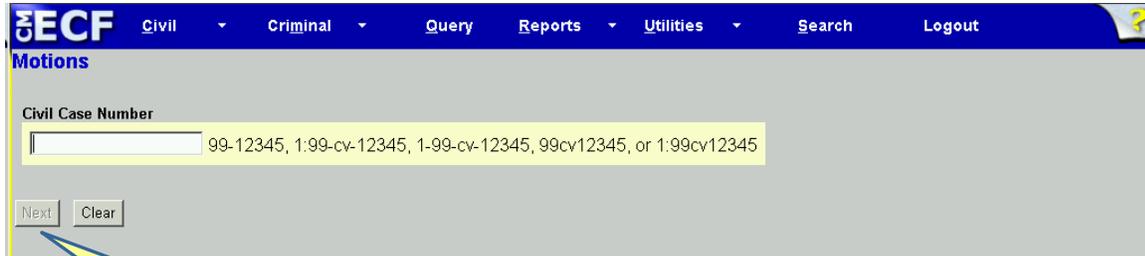
Continue your event selection until all necessary events have been added to the **Selected Events** box. If an incorrect event is selected, click on the event to remove it from the list.



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, 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 "Motions". Underneath, there is a section labeled "Civil Case Number" with a text input field. The input field contains the placeholder text: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field, there 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, 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 "Motions". Underneath, there is a section labeled "Civil Case Number" with a text input field. The input field contains the case number "07-2040". To the right of the input field, there is a button labeled "Find This Case" which is highlighted with a red circle. Below the input field, there 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 search field, there is a section titled "Select a case:" with two checkboxes:

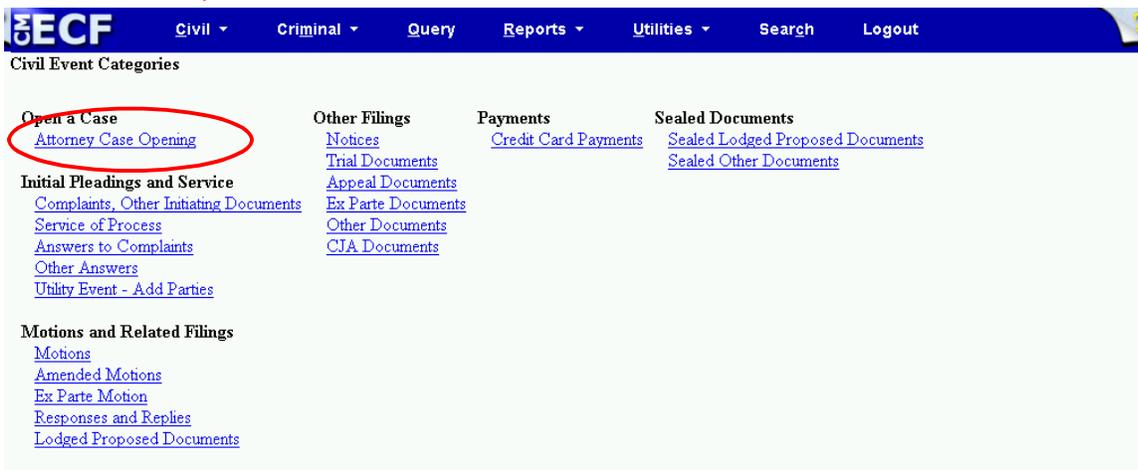
- 2:07-cv-02040 Duck v. Goofy
- 4:07-cv-02040-RCC--TPS Ledesma-Estrada v. White, et. al

At the bottom of the search results, there are two buttons: "Next" and "Clear". The "Next" button is highlighted with a red circle, indicating it is the button to click to continue.

# Attorney Civil Case Opening

**Note:** Electronic submission is mandatory for all registered users opening new civil cases. The filing fee is \$350.00

**Step 1:** Click <Civil> on the *blue* menu bar at the top of the ECF screen. The Civil Event Categories window opens, displaying all of the categories and subcategories you may choose for your filing. Click <[Attorney Case Opening](#)>.



- Information entered from the civil cover sheet must match the complaint.
- Watch the case opening screens carefully and answer all questions accurately. Your answers will impact functionality behind the scenes.

**Step 2:** This screen displays initial case filing information. Please read the screen and follow the prompts carefully. Select the Divisional **Office** by clicking on the pull down arrow. You must select either Phoenix, Prescott or Tucson. (If unsure as to which office is appropriate, please consult LRCiv 77.1 or read the screen shown below.) The **Case type** field **MUST** be set at "cv" which represents the Civil case. **Leave the remaining fields blank unless you are filing a Notice of Removal. If you are filing a Notice of Removal you must fill in the "Other court name" and "Other court number."** Click <Next> to continue.

**Open Civil or Miscellaneous Case**

DO NOT ATTEMPT TO OPEN A NEW CASE UNTIL YOU HAVE REVIEWED THE WRITTEN INSTRUCTIONS IN THE ELECTRONIC CASE FILING USER MANUAL.

PLEASE FOLLOW THE PROMPTS CAREFULLY TO ENSURE ACCURATE CASE OPENING.

**IMPORTANT: The Divisional Office selected MUST be in accordance with LRCiv 77.1. Please select the appropriate Divisional Office based on the county (see list below) where the cause of action arose.**

Phoenix Division	Prescott Division	Tucson Division
Gila	Apache	Cochise
La Paz	Cocconino	Graham
Maricopa	Mohave	Greenlee
Pinal	Navajo	Pima
Yuma	Yavapai	Santa Cruz

Office   Case number

Date filed 5/26/2009

Lead case number

Association type

Other court name

Other court number

Related cases

**Step 3:** Read this screen carefully. Select from the options displayed from the pull down arrows and fill in the necessary fields, then click <Next>.

### Open Civil or Miscellaneous Case

CV CASES => Follow the instructions below  
MC CASES => Click the Next Button

The information needed for these boxes can be found on the Civil Cover Sheet (JS 44).

The county applies to where the cause of action arose.

Select the appropriate code under fee status; pd (paid) if you will be paying the filing fee, pend (IFP pending) if you are filing a motion to proceed in forma pauperis or wv (waived) if you are filing on behalf of the federal government.

The boxes for Arbitration Code and Date Transfer should be left BLANK.

Jurisdiction: 3 (Federal Question) [v]

Cause of action: [ ] Filter: [ ] Clear filter

Nature of suit: 0 (zero) [v] Filter: [ ] Clear filter

Origin: 1 (Original Proceeding) [v]

Citizenship plaintiff: [ ]

Citizenship defendant: [ ]

Jury demand: n (None) [v] Class action: n [v] Demand (\$000): [ ]

Arbitration code: [ ] County: Maricopa [v]

Fee status: pd (paid) [v] Fee date: 5/26/2009 Date transfer: [ ]

Next Clear

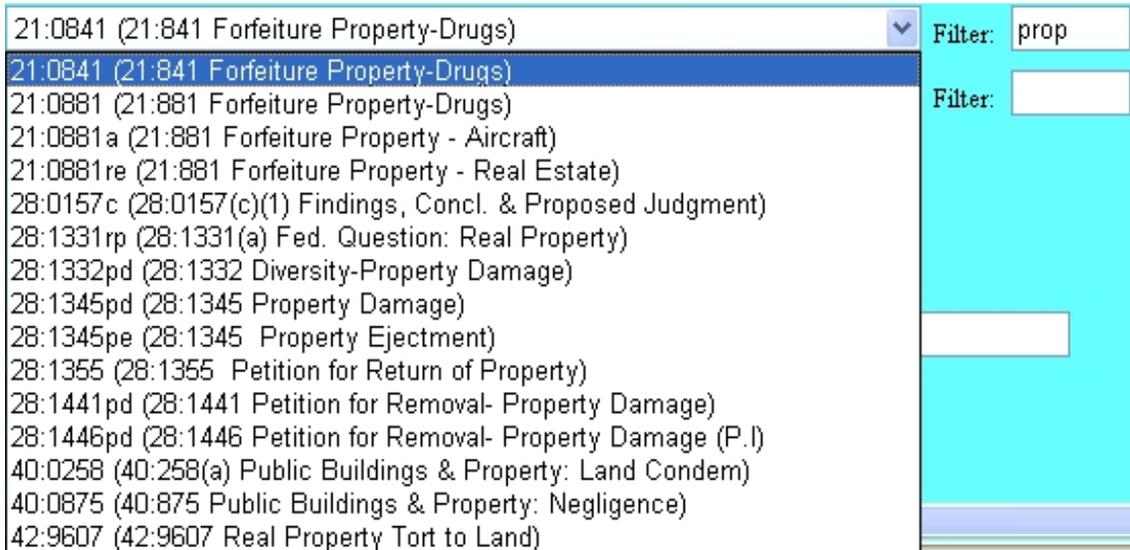
**If you have a monetary demand, the system will put it into thousands for you. So, if your demand is \$100,000, enter 100 ONLY. The system will add the three zeros and the dollar sign.**

Filter: [ ] Clear filter

Filter: [ ] Clear filter

The *Cause of action* and *Nature of suit* fields permit you to “filter” the items displayed in the drop down menu pick list. You can enter characters in the *Filter* field, which immediately narrows the drop down list to just the items that match the characters entered.

For example, typing in “prop” in the filter text box next to *Nature of Suit* will narrow the drop down list to only those items that contain the letters “prop” in it.



The image shows a screenshot of a software interface. On the left, a dropdown menu is open, displaying a list of legal case categories. The top item, "21:0841 (21:841 Forfeiture Property-Drugs)", is highlighted in blue. Below it, other items include "21:0881 (21:881 Forfeiture Property-Drugs)", "21:0881a (21:881 Forfeiture Property - Aircraft)", "21:0881re (21:881 Forfeiture Property - Real Estate)", "28:0157c (28:0157(c)(1) Findings, Concl. & Proposed Judgment)", "28:1331rp (28:1331(a) Fed. Question: Real Property)", "28:1332pd (28:1332 Diversity-Property Damage)", "28:1345pd (28:1345 Property Damage)", "28:1345pe (28:1345 Property Ejectment)", "28:1355 (28:1355 Petition for Return of Property)", "28:1441pd (28:1441 Petition for Removal- Property Damage)", "28:1446pd (28:1446 Petition for Removal- Property Damage (P.I))", "40:0258 (40:258(a) Public Buildings & Property: Land Condem)", "40:0875 (40:875 Public Buildings & Property: Negligence)", and "42:9607 (42:9607 Real Property Tort to Land)". To the right of the dropdown menu, there are two "Filter:" text boxes. The top one contains the text "prop", and the bottom one is empty.

To change the filter, you can type over the characters already entered, or click the **Clear filter** button. The **Clear filter** button, when clicked, returns the contents of the drop down menu to the complete list.

**NOTE:** If you have more than one cause of action, you may only select one from the drop down menu, so you must select the most important one.

- Enter the monetary demand (if any) correctly - \$50,000 would be entered as 50.
- A jury demand must be written, either by a separate document or within the complaint. Checking the box on the civil cover sheet does not constitute a jury demand.

The system will verify the accuracy of combinations entered on this screen. For example, if an invalid Nature of Suit and Jurisdiction combination is selected, the following screen will appear:



- If you receive this screen, click <OK> and re-select valid combinations as indicated.

**Step 4:** This screen is the party search screen. This screen will allow you to enter all parties to the case, one at a time. Please read the screen before you proceed. First, you must perform a search to see if your party's name has already been entered in the ECF system.

NOTE that the left hand column (called a participant tree) contains the controls to **Add New Party** and **Create Case**. Since no participants currently exist for this new case, the tree is empty. The [Expand All](#) hyperlink displays all the participants in the case, once they are added. The [Collapse All](#) hyperlink displays only the parties in the case, with the other participants collapsed in the tree. (The search fields in the right pane on the screen are unchanged and function as they always have.)

- In the Last/Business Name field, type the first few letters of the last name of the individual or business name of the party you wish to add, then click <Search>.

- After you click on the <Search> button, the system will look for any matches to your party name entry. If a match is found, the results will display in a new window. Scroll down the list of names to search for the party to your case. If you find a name that matches the party to your case, click on it and then click on the <Select Party> button. If you do not find a name that matches the party to your case, click on the <Create New Party> button.

**Open Civil or Miscellaneous Case**

Enter the first few letters of the last name of the individual or the business name of the party.

If a match to your party name appears, highlight it and click "Select name from list".

If your party name is not in the system, click "Create new party".

---

[Collapse All](#) [Expand All](#)

**Search for a party**

Last / Business Name  First Name  Middle Name

**Search Results**

**Step 5:** Enter party specific information on this screen. Enter the **Party name** (if you selected <Create New Party>), **Role** and **Party text** (if any). For a company, enter the entire company name in the Last Name field. **IMPORTANT:** The role type defaults to Defendant. Be sure to enter the proper party role from the drop down menu. "Party text," if any, **MUST** be added to enter additional descriptive party information. For example, if a company name is added, party text might be "A California corporation." **Do not enter any other information on this screen, including address, phone or e-mail information.**

The screenshot shows a web-based form titled "Party Information" with a sub-header "Bullwinkle". The form includes the following fields and controls:

- Title:** Text input field.
- Role:** Dropdown menu with "Plaintiff (pla.pty)" selected.
- Pro se:** Dropdown menu with "No" selected.
- Prisoner Id:** Text input field.
- Unit:** Text input field.
- Office:** Text input field.
- Address 1:** Text input field.
- Address 2:** Text input field.
- Address 3:** Text input field.
- City:** Text input field.
- State:** Text input field.
- Zip:** Text input field.
- Country:** Text input field.
- Prison:** Dropdown menu.
- Phone:** Text input field.
- Fax:** Text input field.
- E-mail:** Text input field.
- Party text:** Text input field.
- Start date:** Text input field with "5/26/2009" entered.
- End date:** Text input field.
- Corporation:** Dropdown menu with "no" selected.
- Notice:** Dropdown menu with "yes" selected.
- Show this address on the docket sheet:** Unchecked checkbox.
- Buttons:** "Add Party" (circled in red), "Add New Party", "Create Case", "Collapse All", and "Expand All".

- Click <Add Party> to continue.



NOTE that the left hand column (the participant tree) shows you all parties added to date, their role, and, if entered, their Alias and/or Corporate Parent or other affiliate.

The following table provides a description for each of the icons that may appear in the participant tree:

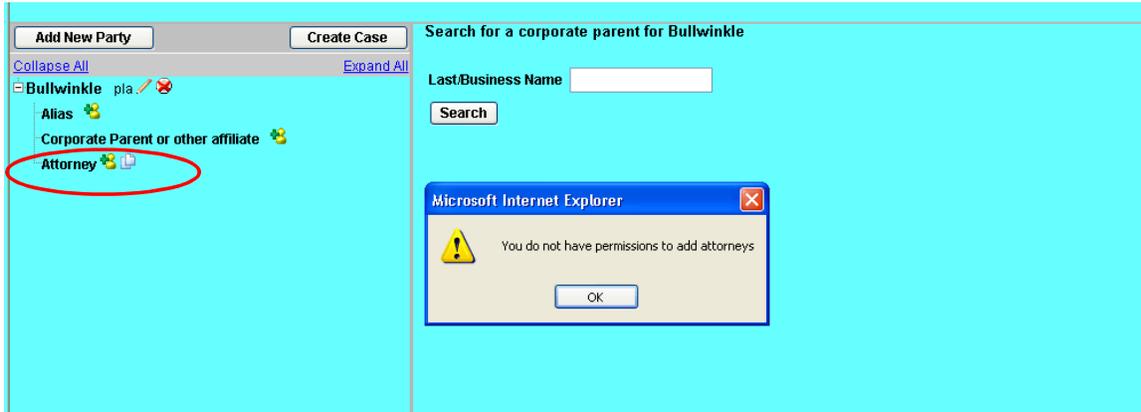
Icon	Description
	Delete this party from this case.
	Add new alias, corporate parent, or attorney.
	Copy attorney(s) from other parties in the case to this party.
	Edit the party, alias, corporate parent, or attorney. Only displays beside actual names of participants, so if no participant has been added, this icon is suppressed.
	Change the name of the party.

- To add an alias or corporate parent to the party in the case, simply click on this icon to the right of the <Alias> or <Corporate Parent> at the left of the below screen.



- A new screen will display to allow you to add an Alias or Corporate Parent.

NOTE that you cannot enter attorney(s). The attorney “connection” to the party will be added when you file your first event.



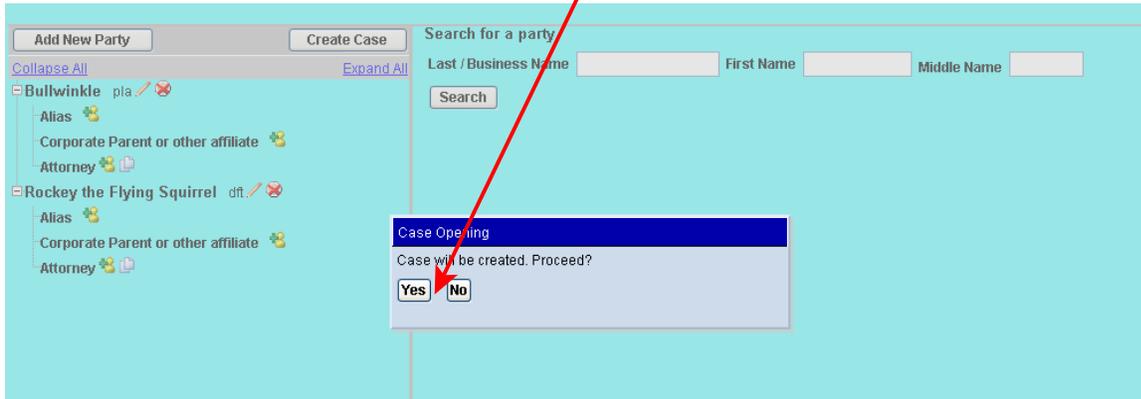
To add other parties, click on the <Add New Party> button:



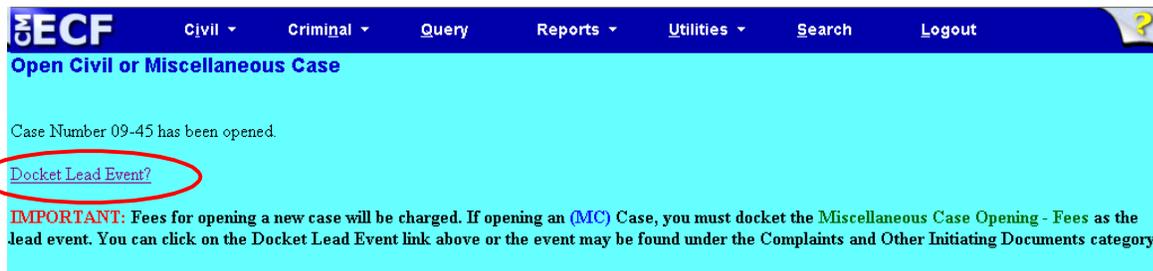
- Repeat the <Add New Party> sequence for each additional party.
- **All named parties must be entered.** When **all** of the named plaintiffs and defendants have been entered, click <Create Case>.



You will receive this prompt, click <Yes> to continue.



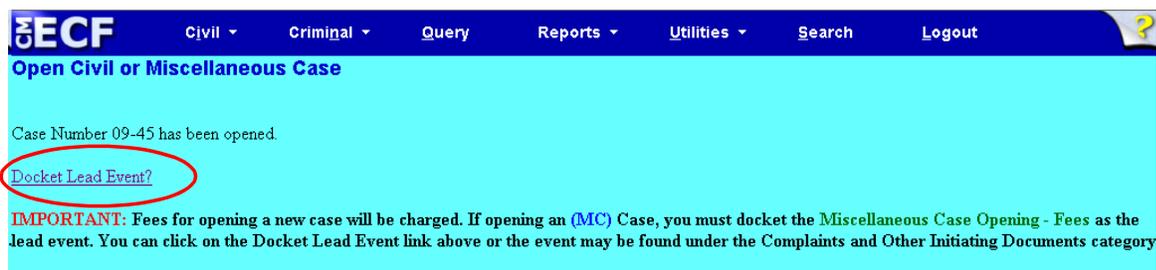
You will receive confirmation of your civil case number (see below). Please make note of the case number and read this screen carefully. Since you just successfully opened a Civil (cv) case, you can click on the hyperlink <[Docket Lead Event?](#)> to file your complaint.



# Filing the Civil Complaint

**Note:** You can access the *Complaint* event by one of the following two methods:

1. After opening the Civil case, click on the hyperlink [<Docket Lead Event?>](#).



2. By clicking [<Civil>](#) on the **blue** menu bar at the top of the ECF screen. The Civil Events window opens, displaying all of the categories and subcategories you may choose for your filing. Click on [<Complaints, Other Initiating Documents>](#).



**NOTE:** The corporate disclosure statement must be filed with your first appearance and must be a separate entry from the initiating document.

**Step 1:** Use the drop down menu to click on this event. NOTE: the event must appear in the **Selected Events** box for you to proceed.

ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

Start typing to find another event.

Available Events (click to select events)

- Amended Complaint
- Amended Counterclaim
- Amended Crossclaim
- Amended Petition for Writ of Habeas Corpus
- Amended Third Party Complaint
- Complaint**
- Counterclaim
- Crossclaim
- Miscellaneous Case Opening - Fees
- Motion for Return of Property
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice of Removal
- Petition for Writ of Habeas Corpus
- Petition for Writ of Habeas Corpus (STAY OF EXECUTION)
- Petition/Motion to Enforce IRS Summons

Selected Events (click to remove events)

Complaint

Next Clear

**Step 2:** Click <Next> to continue.

**Step 3:** Enter case number, then click <Find This Case>. Select the correct case form the options. (If there is only one case with that number, only that case will appear.) Click <Next> to continue. (If you are filing this from the hyperlink <[Docket Lead Event?](#)> after submitting your new civil case, the case number will default in this field.)

**Step 4:** Select your party, then click <Next>. If there is more than one party you may select them all by pressing the <Ctrl> key and clicking on each name.

Complaints and Other Initiating Documents

[2:09-cv-00045 Bullwinkle v. Squirrel](#)

Pick Filer

Collapse All Expand All

- Bullwinkle pla
- Rockey the Flying Squirrel dft

Select the filer.

Select the Party:

Bullwinkle [pla]  
Squirrel, Rockey the Flying [dft]

Next Clear New Filer

**Note:** If you forgot to add a party during your case opening, you must add them here by clicking on the "New Filer" button.

**Select the filer.**

**Select the Party:**

Bullwinkle [pla]  
Squirrel, Rockey the Flying [dft]

**Step 5:** You must keep this box CHECKED if you are the attorney for the originating party, then click <Next>.

### Complaints and Other Initiating Documents

[2:09-cv-00045 Bullwinkle v. Squirrel](#)

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

Bullwinkle (pty:pla) represented by atty1 (aty)

You are returned to the “Pick Party” screen. NOTE that the left hand column (called a participant tree) shows you all parties, their role, and, if entered at the case opening, their Alias, Corporate Parent or other affiliate. Since during Step 5 you kept the box checked, an Attorney is now shown in the tree.

**Complaints and Other Initiating Documents**  
[2:09-cv-00045 Bullwinkle v. Squirrel](#)

**Pick Party**

[Collapse All](#) [Expand All](#)

- [-] Bullwinkle pla
  - [+] **Attorney**
  - [-] Rocky the Flying Squirrel dft

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

**Select the Party:** OR **Select a Group:**

Bullwinkle [pla]  
Squirrel, Rocky the Flying [dft]

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

**Next** **Clear** **New Party**

By clicking on the + sign to the left of “Attorney,” OR by clicking on the [Expand All](#) hyperlink, you will get this information. (And your name, as the originating attorney, will be shown.)

**Complaints and Other Initiating Documents**  
[2:09-cv-00045 Bullwinkle v. Squirrel](#)

**Pick Party**

[Collapse All](#) [Expand All](#)

- [-] Bullwinkle pla
  - [-] **Attorney**
    - atty1
  - [-] Rocky the Flying Squirrel dft

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

**Select the Party:** OR **Select a Group:**

Bullwinkle [pla]  
Squirrel, Rocky the Flying [dft]

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

**Next** **Clear** **New Party**

**Step 6:** Select the party this filing is **against**; then click <Next>. If there is more than one party you may select them all by pressing the <Ctrl> key and clicking on each name.

### Complaints and Other Initiating Documents

[2:09-cv-00045 Bullwinkle v. Squirrel](#)

**Pick Party**

[Collapse All](#) [Expand All](#)

- [-] **Bullwinkle** pla
  - [-] **Attorney**
    - atly1
  - Rockey the Flying Squirrel** dft

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

**Select the Party:** OR **Select a Group:**

Bullwinkle [pla]  
Squirrel, Rockey the Flying [dft]

- No Group
- All Defendants
- All Plaintiffs
- All Parties

**Next** **Clear** **New Party**

**Note:** If you forgot to add a party during case opening, you must add them here by clicking on the "New Party" button.

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

Select the Party: OR Select a Group:

Bullwinkle [pla]  
Squirrel, Rocky the Flying [dft]

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

Next Clear **New Party**

**Step 7:** Click on <Browse> to search for and attach your .pdf document. Attachments (listed on the same screen) should be the Civil Cover Sheet, a Summons for each defendant (excluding fictitious parties), and, if appropriate, a Supplemental Cover Sheet.

**Complaints and Other Initiating Documents**  
[2:09-cv-00045 Bullwinkle v. Squirrel](#)

Select the pdf document and any attachments.

Main Document  
 **Browse...**

Attachments	Category	Description
1. <input type="text"/> <b>Browse...</b>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/>

Next Clear

**Step 8:** Enter your attachments in .pdf format.

- Click on <Browse> to search for and attach the document.
- For the **Category** field, click on the pull-down arrow to view the available document types. The document types in this field are: Affidavit; Appendix; Civil Cover Sheet; Errata; Exhibit; Supplement; Text of Proposed Order.
- If there is no category to describe your attachment in the drop down menu, type in the word in the text field under "Description."

ECF adds the selected document as an attachment to the main pleading, which is the complaint in this example. The screen expands to allow you to add additional attachments as needed. If you attached a document in error, simply click the <Remove> button.

**Complaints and Other Initiating Documents**  
[2:09-cv-00045 Bullwinkle v. Squirrel](#)

Select the pdf document and any attachments.

**Main Document**  
P:\shared\CMECFVApplication Training\PT [Browse...]

Attachments	Category	Description
1. P:\shared\CMECFVApplication Training\PT [Browse...]	Civil Cover Sheet	[ ] [Remove]
2. [ ] [Browse...]	[ ]	[ ]

[Next] [Clear]

- When you are finished adding all your attachments, click <Next> to continue.

**Step 9:** Please read this screen carefully and notice that the defaults are to "no." If "no" is correct, click <Next>. **If the answer to either question is "yes," change the radio button to "yes," click <Next>, and continue on to Step 12.**

**Complaints and Other Initiating Documents**  
[2:09-cv-00045 Bullwinkle v. Squirrel](#)

Are you requesting a Temporary Restraining Order?  
 Yes  
 No

---

Is this filed with an Application to Proceed In Forma Pauperis(IFP)?

**OR**

Is this case filed on behalf of the USA?  
 Yes  
 No

---

This screen gives you the filing fee cost. Click <Next> to continue.

**Complaints and Other Initiating Documents**  
[2:09-cv-00045 Bullwinkle v. Squirrel](#)

**AUTHORIZED AMOUNT FOR CASE OPENING: Fee: \$350.00**

**YOU WILL BE REDIRECTED TO PAY.GOV ON THE NEXT SCREEN FOR SUBMISSION OF CREDIT CARD INFORMATION**

---

Please wait to be redirected to PAY.GOV to enter your credit card information. The Clerk's Office no longer accepts check or money order.

**Step 10:** Complete all required information on the screen in PAY.GOV, then click <Continue with Plastic Card Payment>. **Do NOT use your back button!**

**Online Payment** [Return to your originating application](#)  
**Step 1: Enter Payment Information** 1 | 2  
**Pay Via Plastic Card (PC)** (ex: American Express, Diners Club, Discover, Mastercard, VISA)  
Required fields are indicated with a red asterisk \*

Account Holder Name:  \*  
Payment Amount: \$350.00  
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.

If the information on this screen does not match, or if you entered an invalid credit/debit card number, you will get this error message:

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout

**Your request could not be completed:**

- The Card Number entered is invalid. Please try again.

**Online Payment** [Return to your originating application](#)  
**Step 1: Enter Payment Information** 1 | 2

**Step 11:** Complete your email information to receive confirmation. **PLEASE NOTE:** You MUST check the box to authorize the charge to your credit card (see circled, below).

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: Larry Lawyer Billing Address: 100 W Litigation Ln Billing Address 2: City: State / Province: Zip / Postal Code: 85001 Country: USA	Card Type: Master Card Card Number: *****4444 Expiration Date: 4 / 2011	Payment Amount: \$350.00 Transaction Date 08/06/2008 15:17 and Time: EDT

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.

- After clicking <Submit Payment> in PAY.GOV, you are returned to ECF.

**Note:** You MUST wait until your credit card is processed. If you have completed the PAY.GOV credit card payment screens successfully your credit card has been charged.

If you do not complete this ECF transaction, a charge will still appear on your credit card statement but the case will not have your complaint or summons.

If you inadvertently abort this transaction, please call the help desk at 1-866-587-7644.

Your confirmation of payment will be sent to the email address you entered during Step 11.  
Example of email message:

Subject: Pay.Gov Payment Confirmation

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.  
Your transaction has been successfully completed.  
Payment Summary  
Application Name: AZD CM ECF TEST  
Pay.gov Tracking ID: 3FOALI8G  
Payment Agency Tracking ID: 183054  
Cardholder Name: atty3  
Cardholder Address: 401 West Street  
Cardholder Country: USA  
Card Type: Master Card  
Payment Amount: \$350.00  
Transaction Date: Mar 16, 2007 11:37:43 AM

**Step 12:** This is a validation screen with the full case banner; click <Next>. (This screen may appear twice, simply click <Next> to continue.)

### Complaints and Other Initiating Documents

[2:09-cv-00045 Bullwinkle v. Squirrel](#)

Next

Clear

At this screen, when you click <Next>, you will have no further opportunity to modify your entry:

### Complaints and Other Initiating Documents

[2:09-cv-00045 Bullwinkle v. Squirrel](#)

Docket Text: Final Text

COMPLAINT. Filing fee received: \$ 350.00, receipt number 0970-14311, filed by Bullwinkle. (Attachments: # (1) Civil Cover Sheet)(atty1, )

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

*Source Document Path (for confirmation only):*

P:\shared\CMECF\Application Training\PDF Files\Complaint.pdf pages: 1

P:\shared\CMECF\Application Training\PDF Files\Civil Cover Sheet.pdf pages: 1

Next

Clear

**Notice the *Source Document Path*. This tells you where you retrieved your attachment(s). It will not appear on the Notice of Electronic Filing (NEF) or the docket text. If you need to make any changes, use your back button in the Internet to do so.**

**Step 13:** Click <Next> to receive your Notice of Electronic Filing (NEF).

#### Behind the scenes:

Once the Clerk's Office authorizes payment, they will do the following and send to you via ECF:

- ✓ Notify you of your judge assignment
- ✓ Send you the issued summons once you have submitted it.

The Notice of Electronic Filing (NEF) will typically generate to the judge and the attorney who filed the initiating document. The document, along with the docket text, will become a permanent part of the court record.

# Adding Parties to Your Case

---

When you are opening your civil case, the party search screen will allow you to enter all parties to the case, one at a time. Please read the screen before you proceed. First, you must perform a search to see if your party's name has already been entered in the ECF system.

NOTE that the left hand column (called a participant tree) contains the controls to **Add New Party** and **Create Case**. Since no participants currently exist for this new case, the tree is empty. The [Expand All](#) hyperlink displays all the participants in the case, once they are added. The [Collapse All](#) hyperlink displays only the parties in the case, with the other participants collapsed in the tree. (The search fields in the right pane on the screen are unchanged and function as they always have.)

**Open Civil or Miscellaneous Case**

Enter the first few letters of the last name of the individual or the business name of the party.

If a match to your party name appears, highlight it and click "Select name from list".

If your party name is not in the system, click "Create new party".

[Collapse All](#) [Expand All](#)

**Search for a party**

Last / Business Name  First Name  Middle Name

- In the Last/Business Name field, type the first few letters of the last name of the individual or business name of the party you wish to add, then click <Search>.

**NOTE:** Please refer to the court's Party Name Standards when adding parties, including fictitious parties, to a case. The Standards are available on the court's website and are also in Appendix A of this document.

- After you click on the <Search> button, the system will look for any matches to your party name entry. If a match is found, the results will display in a new window. Scroll down the list of names to search for the party to your case. If you find a name that matches the party to your case, click on it and then click on the <Select Party> button. If you do not find a name that matches the party to your case, click on the <Create New Party> button.

**Open Civil or Miscellaneous Case**

Enter the first few letters of the last name of the individual or the business name of the party.

If a match to your party name appears, highlight it and click "Select name from list".

If your party name is not in the system, click "Create new party".

---

[Collapse All](#) [Expand All](#)

**Search for a party**

Last / Business Name  First Name  Middle Name

**Search Results**

- Enter party specific information on this screen. Enter the **Party name** (if you selected <Create New Party>), **Role** and **Party text** (if any). For a company, enter the entire company name in the Last Name field. **IMPORTANT:** The role type defaults to Defendant. Be sure to enter the proper party role from the drop down menu. "Party text," if any, **MUST** be added to enter additional descriptive party information. For example, if a company name is added, party text might be "A California corporation." **Do not enter any other information on this screen, including address, phone or e-mail information.**

The screenshot shows a web-based form for adding a new party. The form is titled "Party Information" and is for a party named "Bullwinkle". The form includes the following fields and options:

- Title:** Text input field.
- Role:** Dropdown menu with "Plaintiff (pla.pty)" selected.
- Pro se:** Dropdown menu with "No" selected.
- Prisoner Id:** Text input field.
- Unit:** Text input field.
- Office:** Text input field.
- Address1, Address2, Address3:** Text input fields.
- Show this address on the docket sheet:** Unchecked checkbox.
- State, Zip:** Text input fields.
- City, Country:** Text input fields.
- Prison:** Dropdown menu.
- Phone, Fax:** Text input fields.
- E-mail:** Text input field.
- Party text:** Text input field.
- Start date:** Text input field with "5/26/2009" entered.
- End date:** Text input field.
- Corporation:** Dropdown menu with "no" selected.
- Notice:** Dropdown menu with "yes" selected.
- Add Party:** Button, circled in red.

**NOTE:** The system defaults to "defendant" for the party role. Please be sure to change the party role as appropriate.

Never enter address, phone or e-mail information for a party. The system recognizes the attorney login and will add the attorney's address and e-mail information for the party you are associated with.

- Click <Add Party> to continue.



NOTE that the left hand column (the participant tree) shows you all parties added to date, their role, and, if entered, their Alias and/or Corporate Parent or other affiliate.

The following table provides a description for each of the icons that may appear in the participant tree:

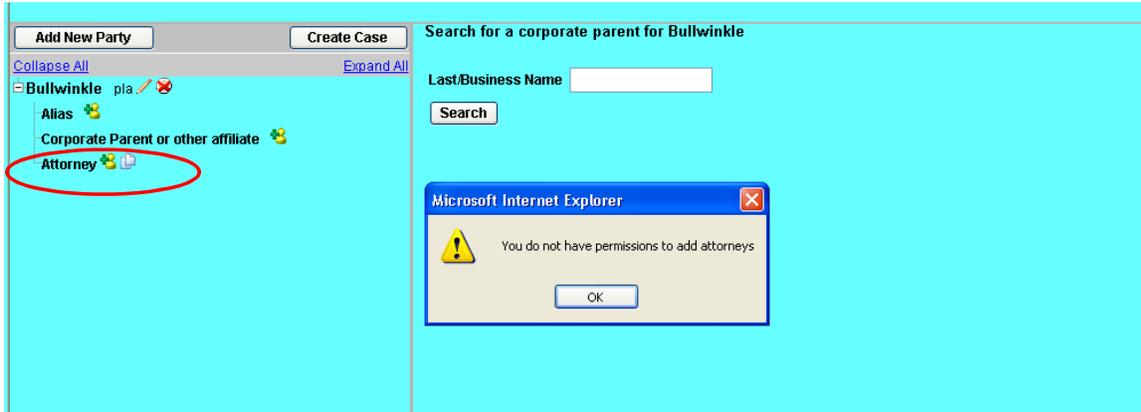
Icon	Description
	Delete this party from this case.
	Add new alias, corporate parent, or attorney.
	Copy attorney(s) from other parties in the case to this party.
	Edit the party, alias, corporate parent, or attorney. Only displays beside actual names of participants, so if no participant has been added, this icon is suppressed.
	Change the name of the party.

- To add an alias or corporate parent to the party in the case, simply click on this icon to the right of the <Alias> or <Corporate Parent> at the left of the below screen.



- A new screen will display to allow you to add an Alias or Corporate Parent.

NOTE that you cannot enter attorney(s). The attorney “connection” to the party will be added when you file your first event.



To add other parties, click on the <Add New Party> button:



- Repeat the <Add New Party> sequence for each additional party.
- **All named parties must be entered.** When **all** of the named plaintiffs and defendants have been entered, click <Create Case>.



# Adding Documents

**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.

## Clarification of Events (Frequently Asked Questions)

Use one of the Summons Returned Executed events to file an affidavit of service.

Use the Report of Rule 26(f) Planning Meeting event to file a joint proposed case management plan.

If the document you are responding or replying to is not a motion, you must use the Response or Reply event found in Other Documents. These events will present all documents to link to. The Response to Motion and Reply in Support of Motion events allow links only to pending motions.

Use the Additional Attachments to Main Document event if you have forgotten to attach a required document, such as a civil cover sheet, supplemental cover sheet or a proposed order.

File a Notice of Errata and re-file the correct document if you have accidentally attached the incorrect PDF. The initial filing will not be deleted.

Pursuant to General Order 05-38, a Notice of Waiver of Service must be filed to suspend electronic service of documents after a party has been terminated from a case.

**Step 1:** Click on <Browse> to search for and attach your .pdf document. (Attachments to your main document will be added [via this screen.](#))

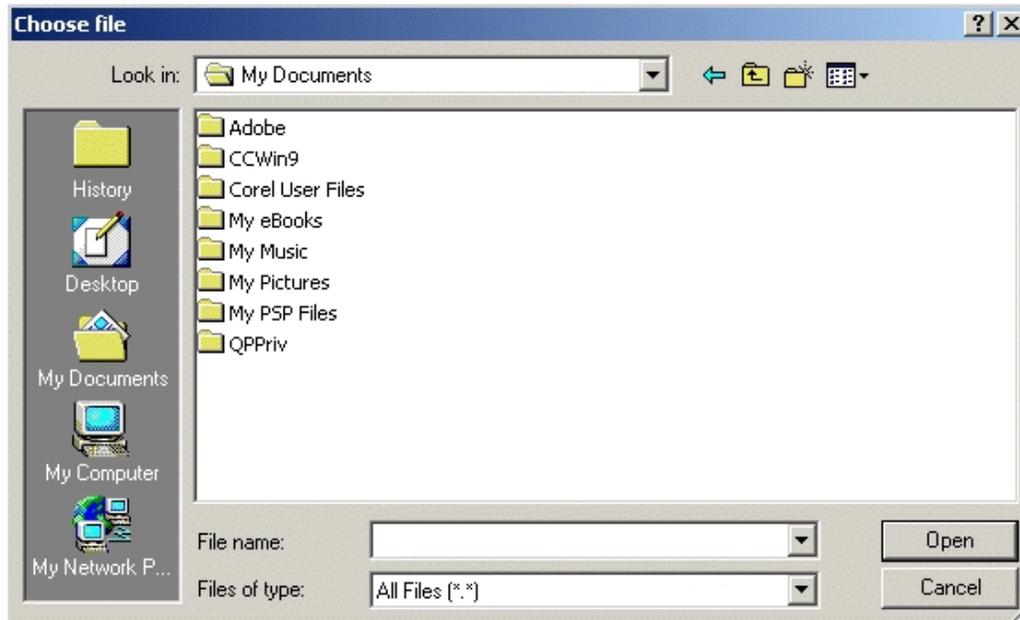
**Motions**  
[2:09-cv-00045 Bullwinkle v. Squirrel](#)  
STD

Select the pdf document and any attachments.

Main Document

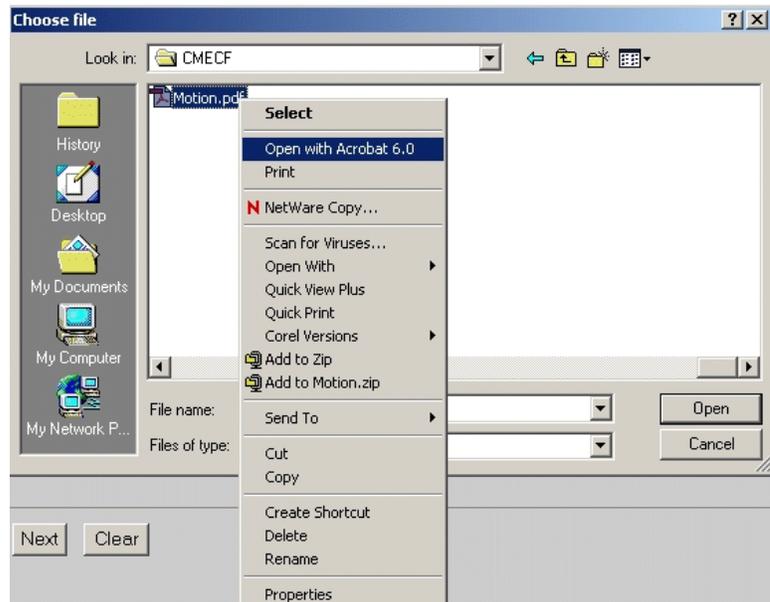
Attachments	Category	Description
1. <input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>

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 **Main Document** text box.

**Motions**  
[2:09-cv-00045 Bullwinkle v. Squirrel](#)  
 STD

Select the pdf document and any attachments.

**Main Document**  
 P:\shared\CMECF\Application Training\Pl

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/>

- If there are no attachments to your main document, click <Next> to continue.
- If you have attachments to your main document, click <Browse> to the right of the text box labeled **1.** under **Attachments**.

**NOTE:** Attachments and / or exhibits greater than **10.0 MB** in size must be divided into smaller files, and a maximum of ten (10) 10.0 MB attachments/exhibits are allowed per transaction. In addition, the first page of exhibits should be an index page.

**Proposed Orders** Proposed orders must be e-mailed to the presiding judge unless the order is confidential, in which case Internet e-mail should not be used and the order should be sent to the judge in paper form. E-mail addresses for the judges are found in the Administrative Policies and Procedures Manual.

**Proposed Documents** Examples of “proposed documents” include sealed documents, non-electronic filings, documents that exceed the page limitation, and other documents that cannot be filed without a court order. With the exception of documents subject to being sealed, a proposed document must be electronically lodged using the Lodged Proposed Document event.

**Step 4:** Enter your attachments in .pdf format.

- Click on <Browse> to search for and attach the document.
- For the **Category** field, click on the pull-down arrow to view the available document types. The document types in this field are: Affidavit; Appendix; Civil Cover Sheet; Errata; Exhibit; Supplement; Text of Proposed Order.
- If there is no category to describe your attachment in the drop down menu, type in a descriptive word or phrase in the text field under "Description."
- ECF adds the selected document as an attachment to the main pleading, which is the motion in this example. The screen expands to allow you to add additional attachments as needed. If you attached a document in error, simply click on the "Remove" button.

**Motions**  
[2:09-cv-00045 Bullwinkle v. Squirrel](#)  
STD

Select the pdf document and any attachments.

**Main Document**  
P:\shared\CMECF\Application Training\PI [Browse...]

Attachments	Category	Description	
1. P:\shared\CMECF\Application Training\PI [Browse...]	Exhibit	Index plus A - D	Remove
2. P:\shared\CMECF\Application Training\PI [Browse...]	Exhibit	E - H	Remove
3. [Browse...]			

[Next] [Clear]

- When you are finished adding all your 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 may 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 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.
- Cross-document hyperlink functionality within CM/ECF only pertains 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 or above), 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 66 for Corel WordPerfect or starting on page 74 for Microsoft Word.

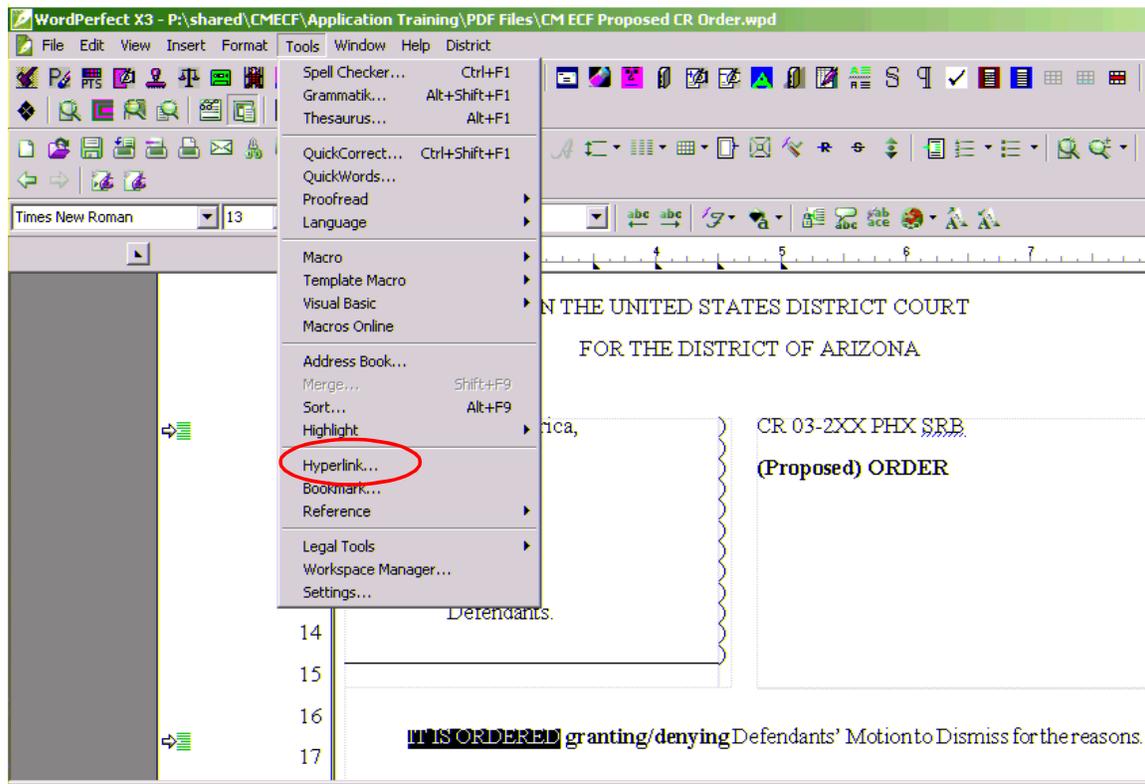
### **Note**

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.

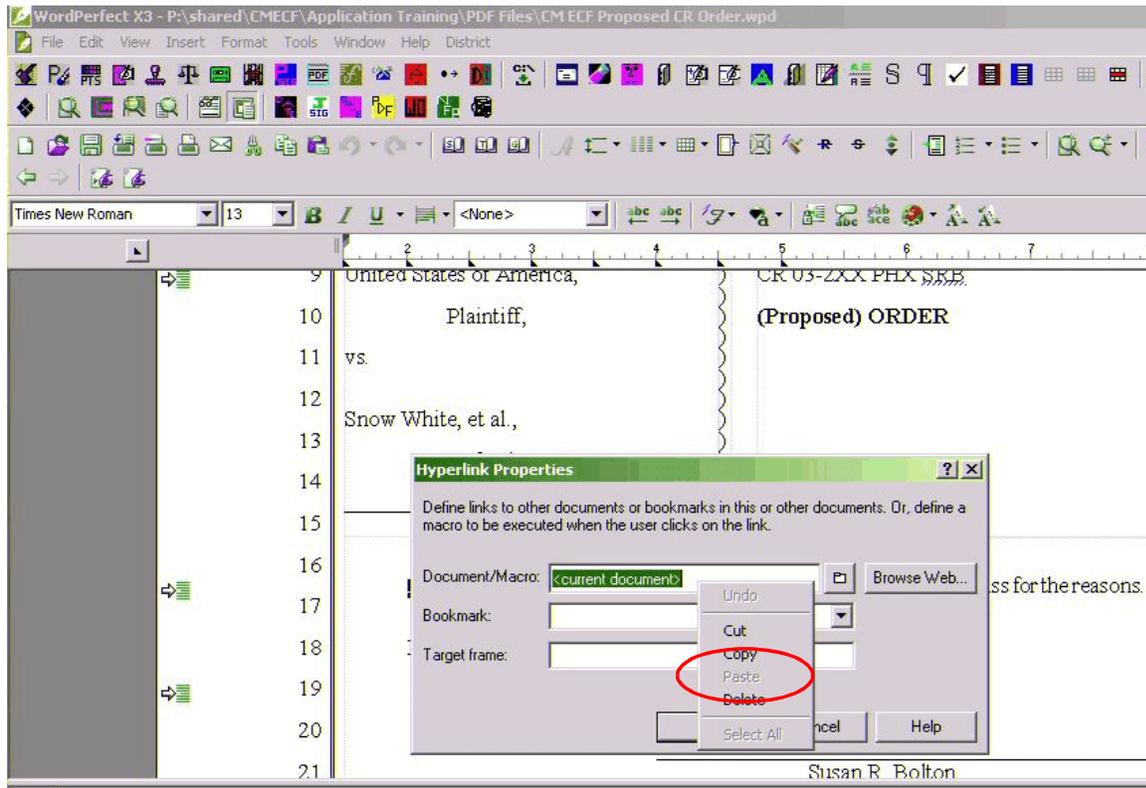
- Select and **highlight the appropriate text** to be hyperlinked, such as “IT IS ORDERED” shown in the example below.
- Click **Tools** on the menu toolbar.
- Select **Hyperlink** from the drop-down list.



### Note

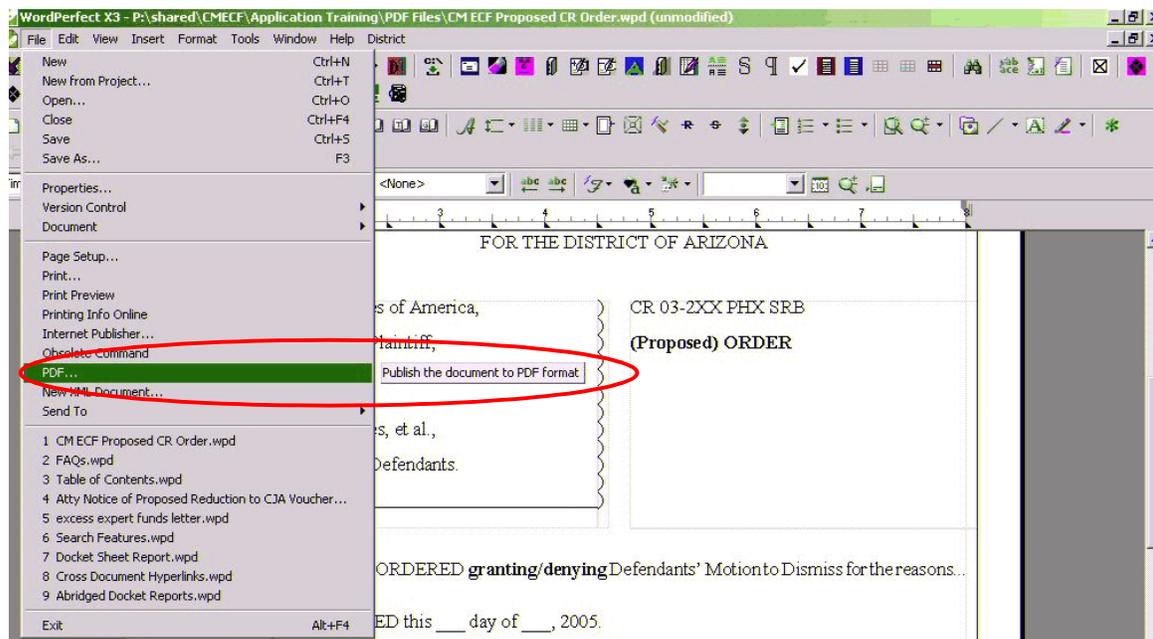
You should NOT copy hyperlinks from Notices of Electronic Filing. NEFs contain special information associated with the “free look” to qualified recipients and should not be used for Cross-Document Hyperlinks.

**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.

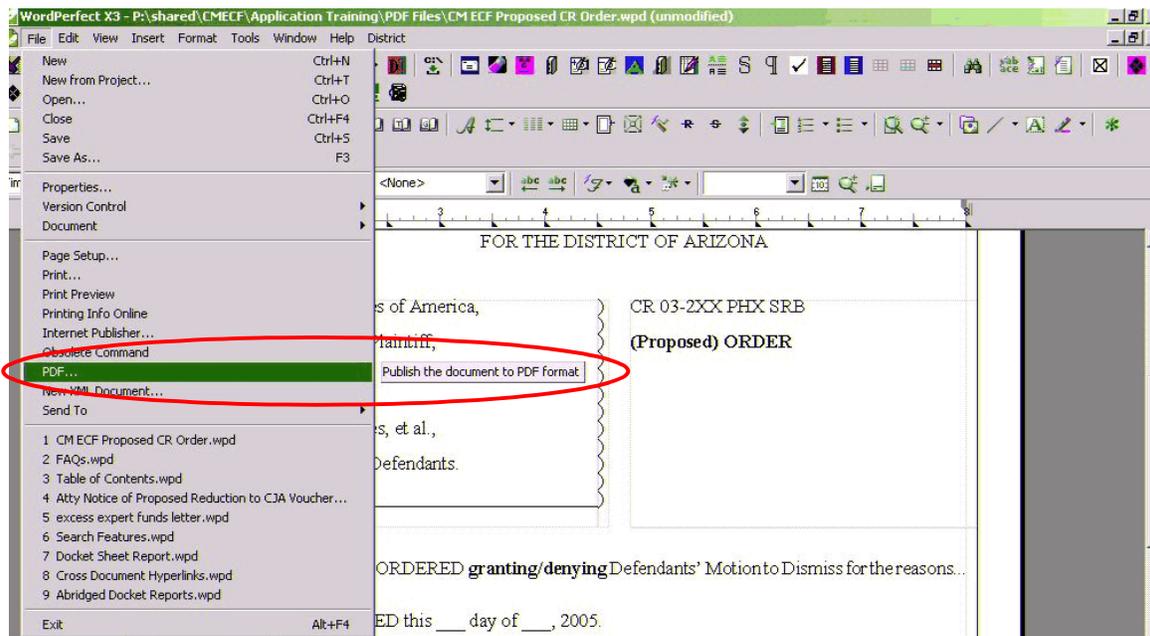
## Using WordPerfect to Create Hyperlinks Between Documents Filed in the Same Event

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

**Step 2:** Save the document.

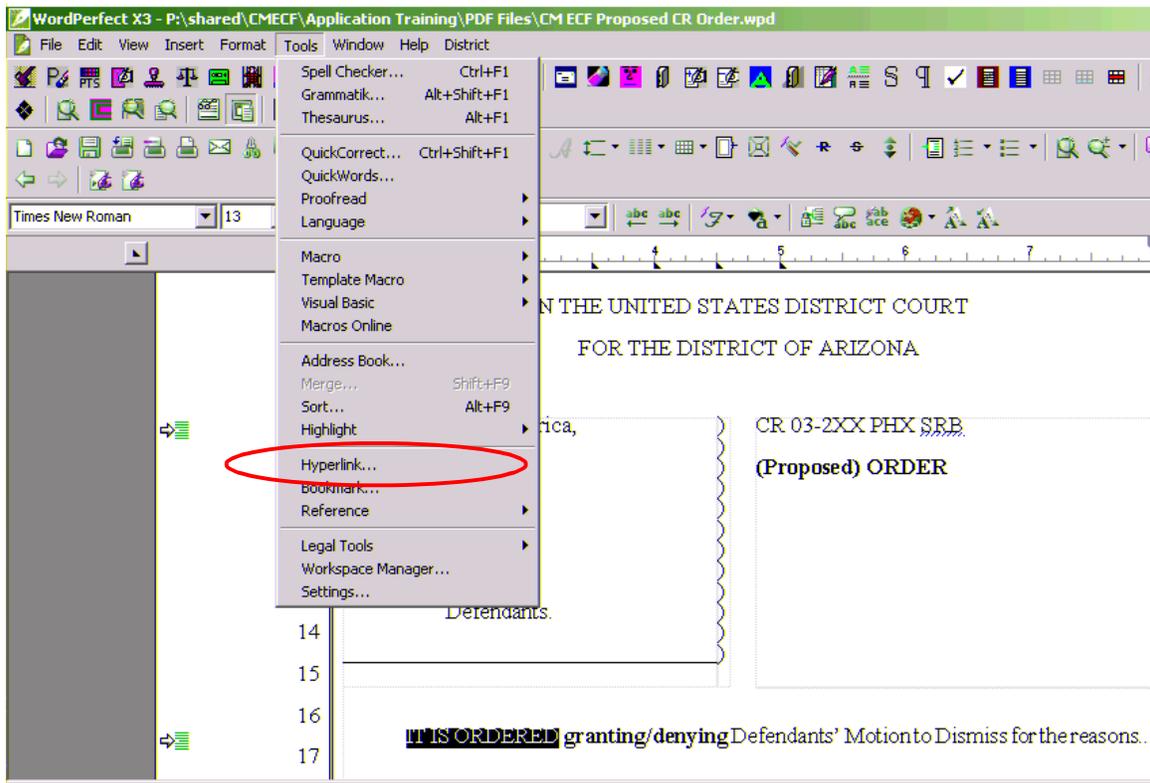
**Step 3:** Publish the attachment document to PDF format.

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

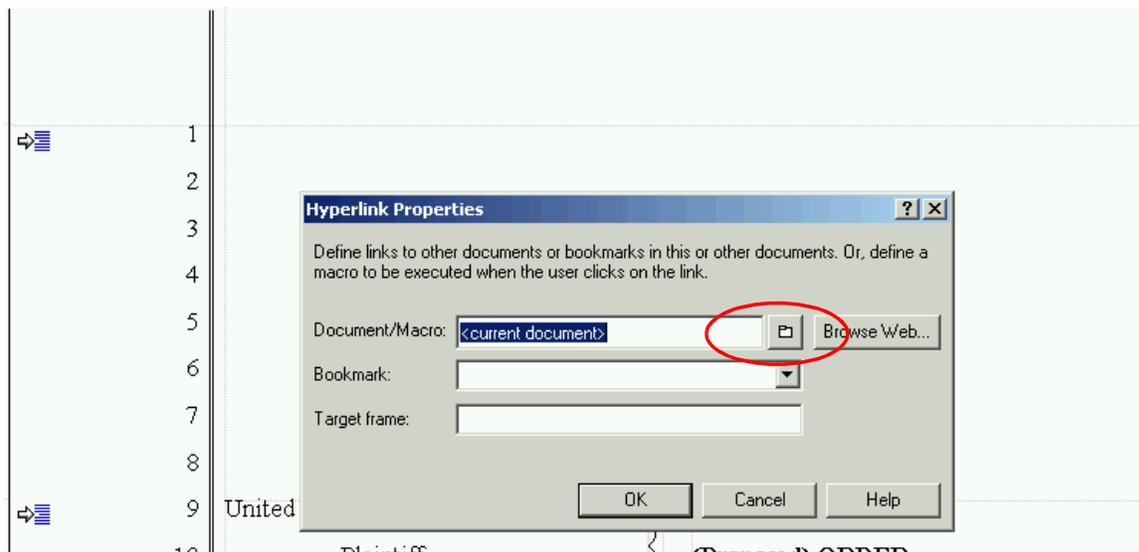


**Step 4:** Create and save the main WordPerfect document. (The document that will have the hyperlink to the attachment document.)

- 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.

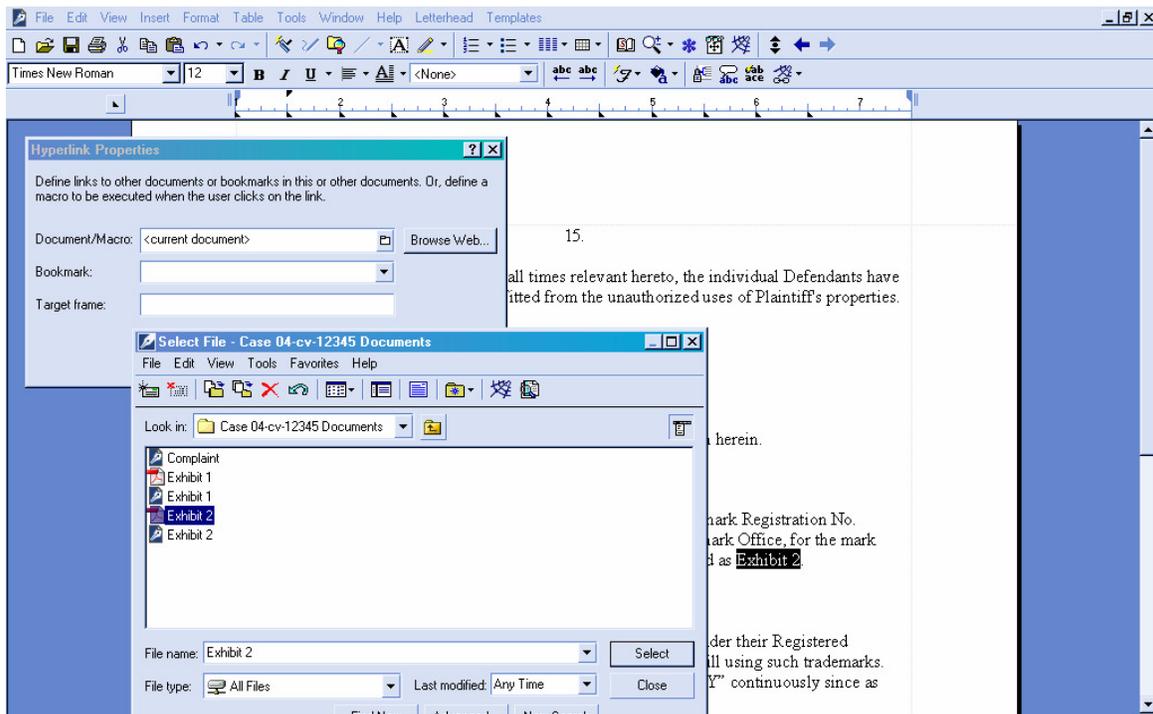


**Step 6:** Displayed next is the Hyperlink Properties dialog box. Click the **Folder icon** located to the right of the Document/Macro field.



**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 drop down 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.

## PACER Login

### Instructions

Enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>. If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.

Make this my default PACER login

After checking this box, you will only need to use your **CM/ECF** login and password, either for electronic filing or for viewing documents via **PACER**.

Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
Client code:	<input type="text"/>
<input type="button" value="Login"/>	<input type="button" value="Reset"/>

### Notice

An access fee of \$0.08 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.

*CM/ECF has been tested and works correctly with Firefox 3.0, and Internet Explorer 6 and 7.*

**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.

**Query**

**Search Clues**

Case Number  (Examples: 99-500, 1:99cv500)

**or search by**

Case Status:  Open  Closed  All

Filed Date  to

Last Entry Date  to

Nature of Suit  (0 (zero), 110 (Insurance), 120 (Contract: Marine))

**or search by**

Case Status:  Open  Closed  All

Last Name  (Examples: Desoto, Des\*t)

First Name  Middle Name

Type

Run Query Clear

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.

**2:09-cv-00045** Bullwinkle v. Squirrel  
**Date filed:** 05/26/2009  
**Date of last filing:** 05/27/2009

**Query**

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

## 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 File Location			
Case Number	Volume	Case Title	Result
2:09-cv-00045	CS1	Bullwinkle v. Squirrel	The case file may be available

## Case Summary

Provides a summary of current case-specific information.

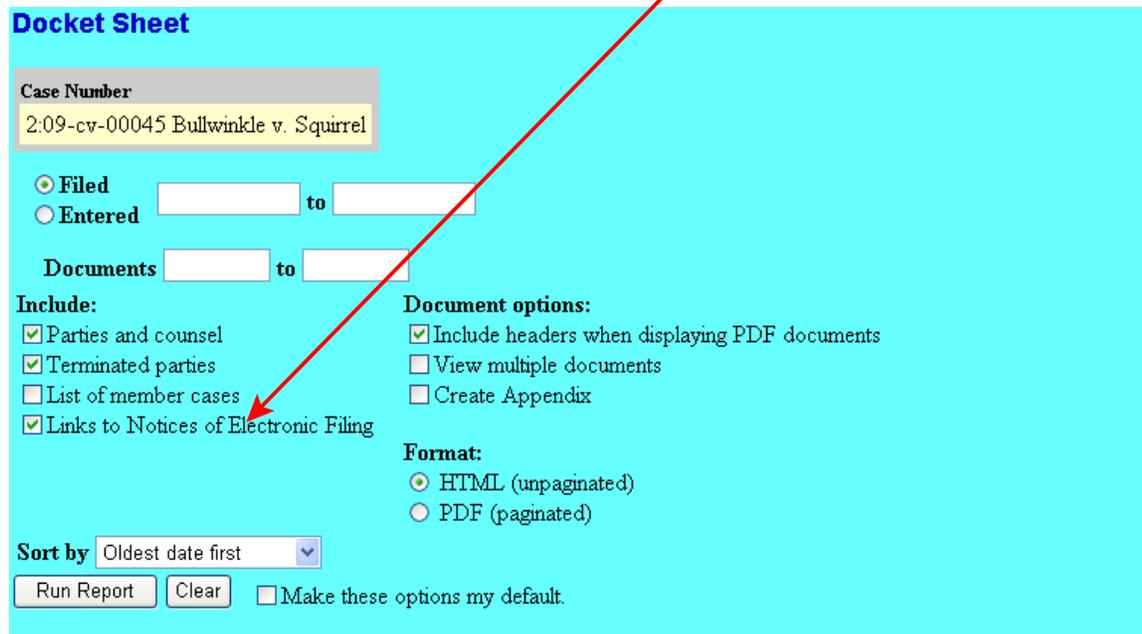
## Deadlines/Hearings

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.



**Docket Sheet**

Case Number  
2:09-cv-00045 Bullwinkle v. Squirrel

Filed  to   
 Entered

Documents  to

**Include:**

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

**Document options:**

- Include headers when displaying PDF documents
- View multiple documents
- Create Appendix

**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. The silver buttons next to each document number will display the **Notice of Electronic Filing** for that document.

Date Filed	#	Docket Text
05/26/2009	 <a href="#">1</a>	COMPLAINT. Filing fee received: \$ 350.00, receipt number 0970-14311, filed by Bullwinkle. (Attachments: # <a href="#">1</a> Civil Cover Sheet)(atty1, ) (Entered: 05/26/2009)
05/26/2009	 <a href="#">2</a>	AMENDED COMPLAINT against Rockey the Flying Squirrel;Jury Demand, filed by Bullwinkle. (Attachments: # <a href="#">1</a> Exhibit)(atty1, ) (Entered: 05/26/2009)
05/27/2009	 <a href="#">3</a>	MOTION to Compel Discovery by Rockey the Flying Squirrel. (Attachments: # <a href="#">1</a> Exhibit Index plus A - D, # <a href="#">2</a> Exhibit E - H)(atty1, ) (Entered: 05/27/2009)
05/27/2009	 <a href="#">4</a>	SUMMONS Submitted by Bullwinkle (Attachments: # <a href="#">1</a> Exhibit)(atty1, ) (Entered: 05/27/2009)

**Note:** Access to select case types, determined by Nature of Suit, is restricted to attorney of record. A message stating access is not allowed will appear if a person other than the attorney of record attempts to view a document in one of these cases.

## 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.

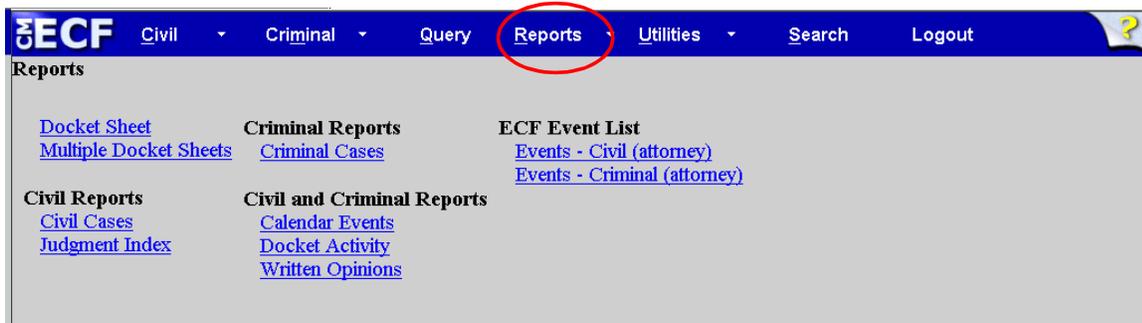
## View a Document

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 a 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 **ECF Event List** hyperlinks. 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 'Docket Sheet' form. The form is on a light blue background. At the top, it says 'Docket Sheet' in bold blue text. Below that, there is a 'Case number' field with the value '2:09-cv-00045'. There are two radio buttons: 'Filed' (selected) and 'Entered'. Below these are two empty text boxes separated by 'to'. There are also two empty text boxes for 'Documents' separated by 'to'. The form is divided into three sections: 'Include:', 'Document options:', and 'Format:'. The 'Include:' section has four checkboxes: 'Parties and counsel' (checked), 'Terminated parties' (checked), 'List of member cases' (unchecked), and 'Links to Notices of Electronic Filing' (checked). The 'Document options:' section has three checkboxes: 'Include headers when displaying PDF documents' (checked), 'View multiple documents' (unchecked), and 'Create Appendix' (unchecked). The 'Format:' section has two radio buttons: 'HTML (unpaginated)' (selected) and 'PDF (paginated)'. At the bottom, there is a 'Sort by' dropdown menu set to 'Oldest date first', a 'Run Report' button, a 'Clear' button, 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 form area contains the following elements:

- Case number:** A text box containing '07-400' and a 'Find This Case' button to its right, which is circled in red.
- Radio buttons:** 'Filed' (selected) and 'Entered'.
- Documents:** Two empty text boxes for 'Documents' and 'to'.
- Include:** A list of checkboxes: 'Parties and counsel', 'Terminated parties', 'List of member cases', 'Restricted entries', and 'Links to Notices of Electronic Filing' (all checked).
- Document options:** A list of checkboxes: 'Include headers when displaying PDF documents' (checked), 'View multiple documents', and 'Create Record on Appeal'.
- Abridged docket report:** A checkbox 'Create abridged docket report' (unchecked).
- Format:** Radio buttons for 'HTML (unpaginated)' (selected) and 'PDF (paginated)'.
- Sort by:** A dropdown menu set to 'Oldest date first'.
- Run Report:** A button that is grayed out, with a yellow callout bubble pointing to it containing the text: 'Notice the grayed out "Run Report" button.'
- Clear:** A button next to the 'Run Report' button.
- Schedule this to run:** A dropdown menu.

**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. 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 form area contains the following elements:

- Case number:** A text box containing '2:07-cr-400-1' and a 'Hide Case List' button to its right.
- Abridged docket reports:** A dropdown menu.
- Select a case:** A list of checkboxes: '2:07-cr-00400 USA v. White et al' (unchecked), '2:07-cr-00400-1 Snow White' (checked), '2:07-cr-00400-2 Bashful' (unchecked), and '2:07-cr-00400-3 Doc' (unchecked).
- Radio buttons:** 'Filed' (selected) and 'Entered'.
- Documents:** Two empty text boxes for 'Documents' and 'to'.
- Include:** A list of checkboxes: 'Parties and counsel', 'Terminated parties', 'List of member cases', 'Restricted entries', and 'Links to Notices of Electronic Filing' (all checked).
- Document options:** A list of checkboxes: 'Include headers when displaying PDF documents' (checked), 'View multiple documents', and 'Create Record on Appeal'.
- Abridged docket report:** A checkbox 'Create abridged docket report' (unchecked).
- Format:** Radio buttons for 'HTML (unpaginated)' (selected) and 'PDF (paginated)'.
- Sort by:** A dropdown menu set to 'Oldest date first'.
- Run Report:** A button that is now active and highlighted with a red circle.
- Clear:** A button next to the 'Run Report' button.
- Schedule this to run:** A dropdown menu.

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 headers when displaying PDF documents. When checked, a PDF header 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 headers 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 headers 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 the following elements:

- Case number:** 2:07-cr-400-1, with a "Hide Case List" button and an "Abridged docket reports" dropdown menu.
- Select a case:** A list of cases with checkboxes:
  - 2:07-cr-00400 USA v. White et al
  - 2:07-cr-00400-1 Snow White
  - 2:07-cr-00400-2 Bashful
  - 2:07-cr-00400-3 Doc
- Filed/Entered:** Radio buttons for "Filed" (selected) and "Entered", with input fields for dates.
- Documents:** Input fields for "Documents" and "to".
- Include:** Checkboxes for "Parties and counsel", "Terminated parties", "List of member cases", "Restricted entries", and "Links to Notices of Electronic Filing".
- Document options:** Checkboxes for "Include headers when displaying PDF documents", "View multiple documents", and "Create Record on Appeal".
- Abridged docket report:** A checkbox for "Create abridged docket report".
- Format:** Radio buttons for "HTML (unpaginated)" (selected) and "PDF (paginated)".
- Sort by:** A dropdown menu set to "Oldest date first".
- Run Report:** A button circled in red, next to a "Clear" button.
- Schedule:** A checkbox for "Make these options my default" and a "Schedule this to run" dropdown menu.

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

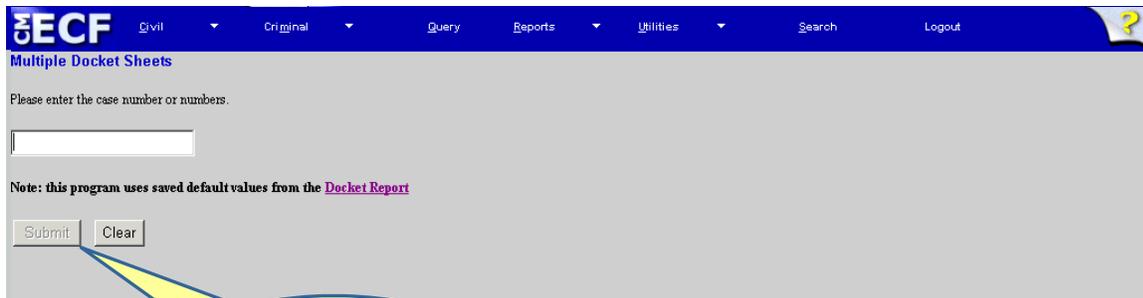
## Viewing Multiple Docket Sheets

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](#)>.

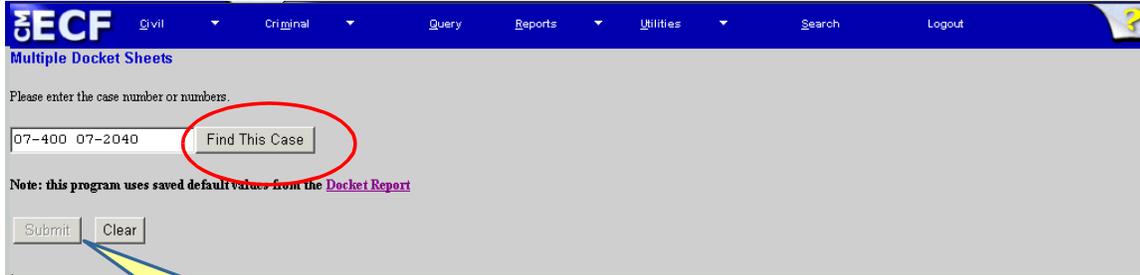


The **Multiple Docket Sheets** screen displays.



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.



**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.



**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	<a href="#">21</a>	SENTENCING MEMORANDUM by Bashful (atty2, ) (Entered: 07/10/2007)
10/10/2007	<a href="#">25</a>	ORDER adopting the <a href="#">20</a> 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	<a href="#">26</a>	Minute Order setting a hearing associated with CR07-012-PHX- (ESL) (Entered: 10/24/2007)
10/23/2007	<a href="#">27</a>	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	<a href="#">28</a>	NOTICE of non compliance (ESL) (Entered: 10/24/2007)
10/29/2007	<a href="#">29</a>	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	<a href="#">30</a>	MOTION to Appoint Counsel by Snow White as to Snow White, Bashful, Doc. (atty4, ) (Entered: 10/29/2007)
10/29/2007	<a href="#">31</a>	First MOTION for Reconsideration re <a href="#">3</a> 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	<a href="#">32</a>	SENTENCING MEMORANDUM by Snow White as to Snow White, Bashful, Doc (atty4, ) (Entered: 10/29/2007)
11/16/2007	<a href="#">47</a>	TRANSCRIPT DESIGNATION AND ORDER FORM by Bashful for proceedings held on 03/23/07 before Judge hhh. (Attachments: # <a href="#">1</a> 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: Globe Division / Phoenix Division  
Case type: Civil / Miscellaneous  
Nature of suit: 0 (zero) / 110 (Insurance)  
Cause: 0 (No cause code entered) / 02:0431 (02:431 Fed. Election...)  
Case flags: 2255 / 25MAG  
Terminal digit(s): 2,47  
Filed: 11/6/2006 to 11/13/2006  
Sort by: Case Number  
Output Format:  Formatted Display /  Data Only  
Run Report / Clear

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**

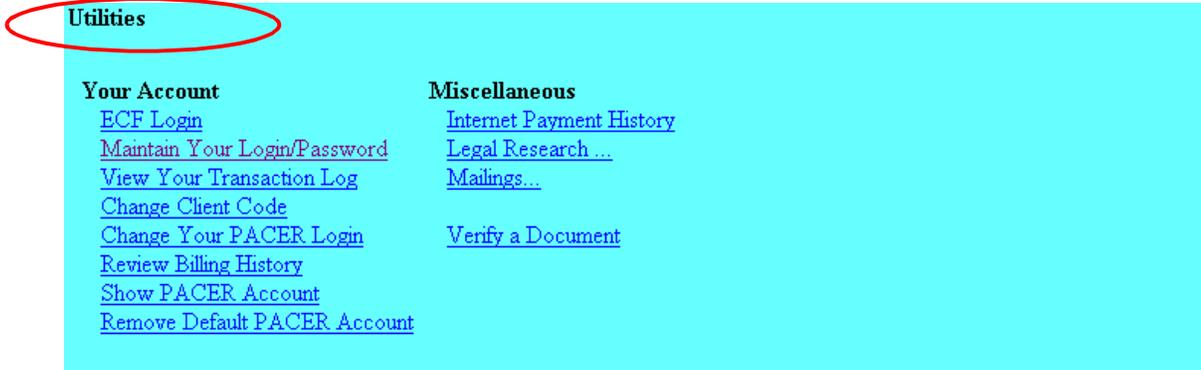
Lists selected events docketed to selected cases. Events may be limited by category, type, or entry date; cases may be limited by case number, judge, terminal digit, etc.

## **Written Opinions**

Lists documents that have been designated as opinions.

# 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>.



CM ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

### View Transaction Log

Enter the Date Selection Criteria for the Transaction Log Report

Start Date:  End Date:

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



CM ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

### Transaction Log

Report Period: 01/01/1996 - 09/26/2006

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

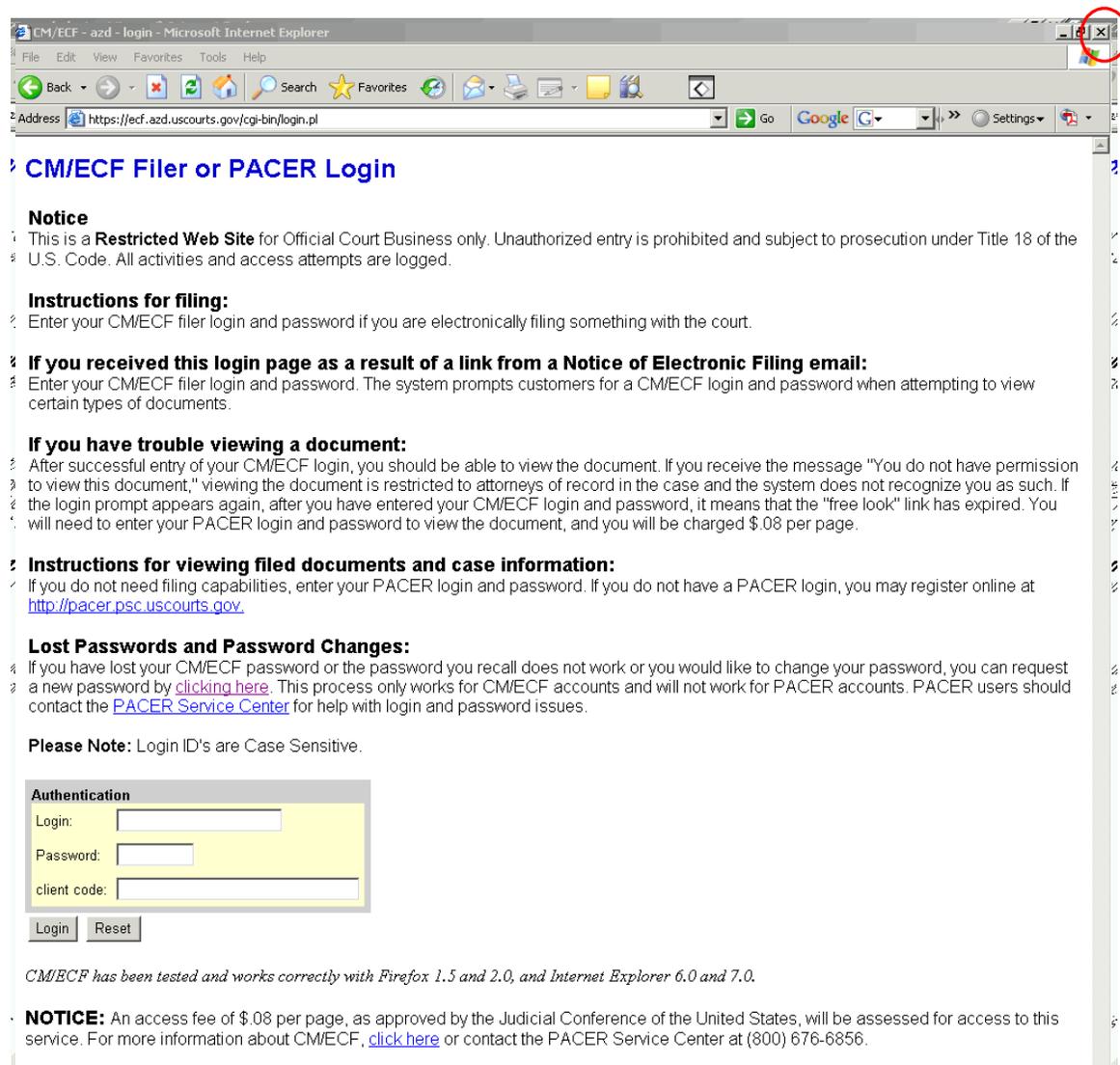
# Logout

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

## Table of Contents

<b>Introduction</b> .....	<b>A - 1</b>
Reminders .....	<b>A - 2</b>
<b>Individual Names</b> .....	<b>A - 3</b>
Similar Party Names .....	<b>A - 3</b>
Unknown First Names .....	<b>A - 3</b>
Titles .....	<b>A - 3</b>
Unknown or Fictitious Parties .....	<b>A - 4</b>
Periods after Initials .....	<b>A - 5</b>
Dutch Names .....	<b>A - 5</b>
Hispanic Names .....	<b>A - 6</b>
<b>Business Names</b> .....	<b>A - 8</b>
Handling Small Words .....	<b>A - 8</b>
Businesses with Similar Names .....	<b>A - 8</b>
Businesses that are Internet Addresses .....	<b>A - 8</b>
<b>United States of America</b> .....	<b>A - 9</b>
<b>Cities/Counties/States</b> .....	<b>A - 9</b>
<b>Agencies that are Entities of Cities/Counties/States</b> .....	<b>A - 10</b>
<b>Agency/Union Names</b> .....	<b>A - 10</b>
<b>“Things” and “Locations” as Parties</b> .....	<b>A - 11</b>
Addresses .....	<b>A - 11</b>
Modes of Transportation .....	<b>A - 11</b>
Money/Accounts .....	<b>A - 12</b>
Land .....	<b>A - 12</b>
Miscellaneous Items .....	<b>A - 13</b>
<b>Estates as a Party</b> .....	<b>A - 13</b>
<b>Minors’ Names</b> .....	<b>A - 14</b>
<b>Aliases</b> .....	<b>A - 14</b>

# Introduction

The three ultimate goals regarding the entry of party names into the CM/ECF system are:

- a) To only have one version of a particular name in the system
- b) To consistently enter all party names
- c) To be able to search for names in a logical way

Below are brief descriptions of each of the party name fields used when entering a party:

**Party Information**

Last name  First name

Middle name  Generation

Title

Role

Pro se

Prisoner Id  Unit

Office

Address 1

Address 2   Show this at

Address 3  City

State  Zip  Country

Prison

Phone  Fax

E-mail

Party text

Start date

Corporation

**NOTE:** Since this information becomes available through the internet, please do NOT enter any information in the following fields:

- Office
- Address (including City, State, Zip, Country)
- Phone
- E-Mail address

<u>Last Name</u>	Field is 200 characters long and is a required entry for every party.
<u>First Name</u>	Field is 20 characters long and is used when appropriate.
<u>Middle Name</u>	Field is 15 characters long and is used when appropriate.
<u>Generation</u>	Field is 5 characters long and is used for the generation of the party (i.e.: Jr., Sr., or I, II, III, etc.).
<u>Title</u>	DO NOT USE
<u>Role</u>	Indicates appropriate role of a party (i.e. Defendant, Plaintiff, Third Party, etc.).
<u>Pro se</u>	Indicates the appropriate Pro se status of the party. Note the default is to “No.”
<u>Party text</u>	This field is used in addition to the last name field to add miscellaneous information about the party. For example, you may want to add information which is part of the case caption, but is more of a description than part of the proper name. More information on when to add party text can be found later in this document.

### **Reminders**

- Prior to adding any new party name, ALWAYS search for an existing name, using wildcards (\*) where appropriate.
- When adding a party name to the database, realize that others may one day be searching for this very name you are adding. This is why entering it in a way that makes it easy for them to find is so important for you. For example, do not enter a party name in all capital letters or with parentheses around it.
- If you accidentally or incorrectly add a name to the database, please call the Help Desk at 1-866-587-7644.

## Individual Names

**Similar Party Names:** When a party name is listed in a format that is slightly different from the standard party name established in the database, select the “standard” form of the party name and enter the variation of the name in party text. (i.e. “Named as *name from the pleading*”). This will help keep the variations of similar party names to a minimum in the database, yet permits the recording of the party name on the docket as named on the pleading.

### Example:

**Sheriff Joseph M. Arpaio**  
**Sheriff Joe Arpio** (misspelled)  
**Joe Arpaio**

For any of the above listings on a pleading, accept the “standard” form of the party name in the database:

First Name: Joseph  
Middle Name: M  
Last Name: Arpaio  
Party Text: named as (whatever is listed on the pleading)

**Unknown First Names:** When entering a party name that does not include a first name or the first name is unknown or fictitious, include “Unknown” in the first name field.

### Examples:

#### **Walker**

First Name: Unknown  
Last Name: Walker

#### **John Doe Garcia**

First Name: Unknown  
Last Name: Garcia

**Titles:** When entering a party name that uses a title of respect (i.e. Mr., Mrs., Ms., etc.), enter the name according to the standards and enter the title of respect in party text.

### Examples:

#### **Ms. Cindy Johnson**

First Name: Cindy  
Last Name: Johnson  
Party Text: Ms.

**Mr. Johnson**

First Name: Unknown  
Last Name: Johnson  
Party Text: Mr.

All individuals' titles, such as Doctor, Nurse, Warden, Officer, etc., should be entered as party text.

**Examples:**

**Doctor George Smith**

First Name: George  
Last Name: Smith  
Party Text: Doctor

**Officer Jones, Badge #1234**

First Name: Unknown  
Last Name: Jones  
Party Text: Officer, Badge #1234

**Unknown or Fictitious Parties:** When entering unknown or fictitious parties (i.e. John doe, Jane Doe, Unknown Officers, ABC Corporations, etc), enter them as either an Unknown Party (if referencing one person or business) or Unknown Parties (if referencing more than one person or business). Then enter in party text, "named as (whatever is listed on the pleading)."

**Examples:**

**Fifteen Agents**

Last Name: Unknown Parties  
Party Text: named as Fifteen Agents

**Unknown Persons**

Last Name: Unknown Parties  
Party Text: named as Unknown Persons

**John Doe**

Last Name: Unknown Party  
Party Text: named as John Doe

**Steve (unknown last name)**

Last Name: Unknown Party  
Party Text: named as Steve

**Jane Does 1-10**

Last Name: Unknown Parties  
Party Text: named as Jane Does 1-10

**XYZ Corporation**

Last Name: Unknown Party  
Party Text: named as XYZ Corporation

**MCSO Officers**

Last Name: Unknown Parties  
Party Text: named as MCSO Officers

**Towers Jail Medical Staff**

Last Name: Unknown Parties  
Party Text: named as Towers Jail Medical Staff

**Periods after Initials:** Always exclude the period after an initial of a person's first or middle name.

**Examples:**

**Kevin J. Dunkin**

First Name: Kevin  
Middle Name: J  
Last Name: Dunkin

**S. Smith**

First Name: S  
Last Name: Smith

**Dutch Names:** When entering parties with Dutch Names, enter the last name exactly as it appears on the pleading (with or without the space between their last name).

**Examples:**

**Carol Van Houten**

First Name: Carol  
Last Name: Van Houten

**Theodore Van'Houff**

First Name: Theodore  
Last Name: Van'Houff

**Hispanic Names:** When entering parties with Hispanic names, the father's surname, or in the case of a married woman, the husband's surname, is always used as the control name. When entering two last names into the system, always enter a hyphen between the names regardless of whether or not the name already has a hyphen. For those names that include "de los," be sure to capitalize them when entering to the system (i.e., "De Los").

#### *MALES AND SINGLE FEMALES*

##### **Examples:**

##### **Jesus Adolfo Villegas Navarro**

First Name: Jesus  
Middle Name: Adolfo  
Last Name: Villegas-Navarro

##### **Sonia Isabel Mendoza Martinez**

First Name: Sonia  
Middle Name: Isabel  
Last Name: Mendoza-Martinez

##### **Jose Ignacio Rodriguez-Gonzales**

First Name: Jose  
Middle Name: Ignacio  
Last Name: Rodriguez-Gonzales

##### **William Jorge Reyes-Portillo**

First Name: William  
Middle Name: Jorge  
Last Name: Reyes-Portillo

##### **Juan Omar de Jesus de los Reales-Lopez**

First Name: Juan  
Middle Name: Omar de Jesus  
Last Name: De Los Reales-Lopez

## *MARRIED FEMALES*

### **Example:**

#### **Delores Villegas de Aguirre**

First Name: Delores  
Last Name: Aguirre-Villegas de

**NOTE:** For married women, the “de” in lower-case letters indicates that the woman is married to the man whose surname follows. This surname is the control name for this party. Consequently, for the example shown above, the control name is Aguirre. But since the woman’s maiden name and the word “de” are really an important part of the “last name” of this party, they follow the husband’s surname and are separated from it by a hyphen, to indicate that the order of the last names has been reversed. If you are not able to determine if the female is married, meaning there is an absence of the “de” in lower case letters, assume the female is single and use the naming conventions for a single female listed above.

## *WIDOWED FEMALES*

### **Example:**

#### **Ramona Navarro Vda. de Villegas**

First Name: Ramona  
Last Name: Villegas-Navarro Vda. de

**NOTE:** For widows, the “Vda. de” indicates that the woman was married to the deceased man whose surname follows. This surname is the control name for this party. Consequently, for the example shown above, the control name is Villegas. If you are not able to determine if the female is widowed, meaning there is an absence of the “Vda. de” in the name, assume the female is single and use the naming conventions for a single female listed above.

## **Business Names**

**Business Names:** When entering business names, include punctuation.

**Examples:**

**Acequia, Inc.**

Last Name: Acequia, Inc.

**A.M.C. Publishing**

Last Name: A.M.C. Publishing

**Handling Small Words:** Exclude small words that precede business names such as A, An, The, etc.

**Examples:**

**The Franklin Hotel**

Last Name: Franklin Hotel

**An Everyday Vacuum Company**

Last Name: Everyday Vacuum Company

**Businesses with Similar Names:** When a business name is listed in a format that is slightly different from the standard party name established in the database, select the “standard” form of the party name and enter the variation of the name in party text (i.e. named as *name from the pleading*). This will help keep the number of versions of similar party names to a minimum in the database, yet permits you to record the party name on the docket precisely as named.

**Examples:**

**Allstate Insurance Co.**

**Allstate Ins. Co.**

**Allstate Insurance**

**Businesses that are Internet Addresses:** When entering business names that are internet addresses, please enter them exactly as they appear on the complaint, including the periods.

**Examples:**

**Alloutdoors.com**

Last Name: Alloutdoors.com

**Homepage.com, Inc.**

Last Name: Homepage.com, Inc.

**www.thegrandwebsite.org**

Last Name: www.thegrandwebsite.org

**http://www.rosegarden.net**

Last Name: http://www.rosegarden.net

## **United States of America**

When entering United States of America in a civil case, always use **United States of America** (not USA) as the party name. USA is used as the plaintiff in a criminal case.

## **Cities/Counties/States**

When entering cities, counties and states (State of Arizona, Maricopa County, City of Tucson), be sure that the name of the city/county/state is the first word in the last name field to make searching and indexing consistent.

### **Examples:**

#### **State of Arizona**

Incorrect Last Name: State of Arizona

CORRECT Last Name: Arizona, State of

#### **Arizona**

Last Name: Arizona, State of

#### **Yuma**

Last Name: Yuma, City of

#### **Maricopa County**

Incorrect Last Name: Maricopa County

CORRECT Last Name: Maricopa, County of

## **Agencies that are Entities of Cities/Counties/States**

When entering agency names that are entities of the city/county/state, enter the name starting with the city/county/state.

### **Examples:**

#### **Department of Education of Arizona**

Last Name: Arizona Department of Education

#### **Board of Supervisors of Pima County**

Last Name: Pima County Board of Supervisors

## **Agency/Union Names**

When entering agency/union names, enter the official union name as listed in the complaint. If the name includes a local number, enter the word "Local" and the number in the first name field.

### **Example:**

#### **Local Union 104, International Brotherhood of Teamsters**

First Name: Local Union 104

Last Name: International Brotherhood of Teamsters

If the agency/union refers to "Trustees" in the name, enter the name according to the following format (make sure the word Trustees is always at the start of the name):

### **Example:**

#### **Trustees of the Operating Engineers Pension Trust**

Last Name: Trustees of the Operating Engineers Pension Trust

If you come across an agency/union that refers to "All Affiliated Locals" or something similar, follow the following format:

### **Example:**

#### **American Postal Workers Union and All Affiliated Locals**

Last Name: American Postal Workers Union

Party Text: and All Affiliated Locals

## “Things” and “Locations” as Parties

When entering “things” or “locations” as parties (property, jewelry, currency, bank accounts, and vehicles), enter them as shown below.

### Addresses

#### Examples:

##### **1234 E. Indian School, Phoenix, Arizona**

Last Name: 1234 E. Indian School, Phoenix, Arizona

##### **Lot 11, Tempe Gardens, 456 Broadway, Tempe, Arizona**

Last Name: Lot 11, Tempe Gardens, 456 Broadway, Tempe, Arizona

##### **7890 E. Ray Road, Tempe, AZ, known as Village Green Apartments**

Last Name: 7890 E. Ray Road, Tempe, AZ

Alias Last Name: Village Green Apartments

Alias Role: aka

##### **5432 North Main, Apt. #10, Tucson, Arizona, and any associated outbuildings including garage #3**

Last Name: 5432 North Main, Apt. #10, Tucson, Arizona

Party Text: and any associated outbuildings including garage #3

### Modes of Transportation

#### Examples:

##### **A blue 1994 Buick Regal bearing Arizona registration plate 7DHB86**

Last Name: Buick Regal 1994 bearing Arizona registration plate 7DHB86, blue

##### **One 1985 Oldsmobile Sedan, Arizona license plate 570GEM, VIN #1G3CX6931F4307805 located at the premises of 3490 South 30<sup>th</sup> Drive, Phoenix, Arizona**

Last Name: Oldsmobile Sedan 1985, VIN #1G3CX6931F4307805, Arizona license plate 570GEM

Party Text: located at the premises of 3490 South 30<sup>th</sup> Drive, Phoenix, Arizona

## Money/Accounts

### Examples:

#### **\$14,669.00 in US Currency**

Last Name: \$14,669.00 in US Currency

**NOTE:** F.R.Civ.P. 5.2 states that financial account number information may include only the last four digits.

#### **Savings Acct. #20-7024152-5 located at Wells Fargo Bank, in the Name of Chadwick T. Dunham**

Last Name: Savings Acct. # \*-\*\*\*\*152-5 located at Wells Fargo Bank

#### **\$536,000.00 in a Certified Check**

Last Name: \$536,000.00 in a Certified Check

#### **One Savings Certificate, No. 3312346**

Last Name: Savings Certificate No. 3312346, One

## Land

### Examples:

#### **\$6,500.00 plus any additional rental income and accrued interest from Lot No. 20, Mesa, Arizona**

Last Name: Lot No. 20 Mesa, Arizona

Party Text: \$6,500.00 plus any additional rental income and accrued interest from

#### **31.86 Acres of Land**

Last name: 31.86 Acres of Land

#### **.72 Acres of Land**

Last Name: 0.72 Acres of Land

#### **Ten Acres more or less located in Coconino County, Arizona**

Last Name: 10 Acres of Land

Party Text: more or less located in Coconino County, Arizona

## Miscellaneous Items

### Examples:

#### **Two computers held in police custody at Arizona State Police, Central Office, 700 W. Washington, Phoenix, Arizona**

Last Name: Computers held in police custody at Arizona State Police,  
Two

Party Text: Central Office, 700 W. Washington, Phoenix, Arizona

#### **One United States Postal Service Express Mail parcel, Label No. EJ 097 655 366 US, addressed to: R.U.F., P.O. Box 112, Tucson, AZ 85701**

Last Name: United States Postal Service Express Mail parcel,  
Label No. EJ 097 655 366 US, One

Party Text: addressed to: R.U.F., P.O. Box 112, Tucson, AZ  
85701

## Estates as a Party

When entering an estate as a party in a case, enter the executor/personal representative/conservator as the main party. Never add the deceased person as the main party. Then enter the deceased person as the alias to this party using the party type "est" (estate of).

Executor and personal representative are terms that are used interchangeably. Conservator is a person who has guardianship of a minor's estate.

### Example:

#### **Helen Smiley, Executor of the Estate of George Smiley**

First Name: Helen

Last Name: Smiley

Party Text: Executor of the Estate of George Smiley

Party Type: pla

Alias First Name: George

Alias Last Name: Smiley

Alias Role: est

## **Minors' Names**

If a minor's name is listed as well as the proper name, the minor's name should be entered using their initials. Add the initials in capital letters in the last name field, separated by periods, but not spaces.

### **Examples:**

#### **Harriet Jones, Next Friend of Stephen Allen Jones, a minor**

First Name: Harriet  
Last Name: Jones  
Party Text: next friend of S.A.J., a minor  
Alias Last Name: S.A.J.  
Alias Role: nfo

#### **George Smith, Individually and Next Friend of Elton Smith, a minor**

First Name: George  
Last Name: Smith  
Party Text: Individually and as next friend of E.S., a minor  
Alias Last Name: E.S.  
Alias Role: nfo

#### **A.A. by his next friend Tracy Allis**

First Name: Tracy  
Last Name: Allis  
Alias Last Name: A.A.  
Alias Role: nfo

## **Aliases**

If another name (such as a nickname) is listed as well as the proper name, the other name should be entered in the "alias segment." Please see the alias options listed below. If you would like another alias type added to this list, please call the Help Desk at 1-866-587-7644.

### **Examples:**

#### **Manuel "Manny" Valle**

First Name: Manuel  
Last Name: Valle  
Alias First Name: Manny  
Alias Last Name: Valle  
Alias Role: aka

**John Smith, doing business as Smith Industries**

First Name: John  
Last Name: Smith  
Alias Last Name: Smith Industries  
Alias Role: dba

**Millard Transportation Services, a division of Millard Refrigerated Services, Inc.**

Last Name: Millard Transportation Services  
Alias Last Name: Millard Refrigerated Services, Inc.  
Alias Role: div

**ECF Alias Types:**

agent	agent of
aka	also known as
assign	as assignee of
bg	by guardian
ca	other affiliate
cons	conservator for
cp	corporate parent
dba	doing business as
dec	deceased
div	a division of
est	estate of
exrel	ex rel
fdba	formerly doing business as
fka	formerly known as
iden	identified on initiating document as
nee	born
nfo	next friend of
nka	now known as
obo	on behalf of
other	other
pro	personal representative of
rpi	real party in interest
subfor	substituted for
subs	subsidiary of
suc	successor in interest
ta	trading as
trust	trustee of