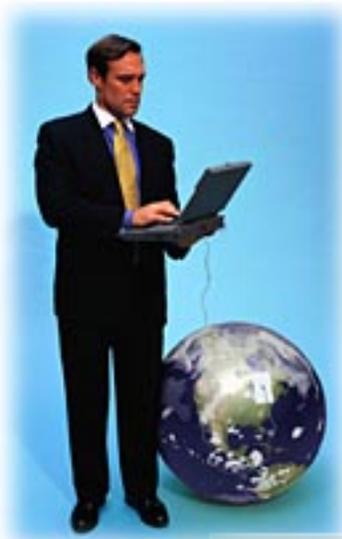


*U.S. District Court - District of Arizona*

# *Electronic Case Filing*

## *CM/ECF*



*Version 3.2 Release Notes*

# Creating an Appendix

## Introduction

By selecting the new *Create Appendix* option on the Docket Report selection screen, you can select documents from the Docket Report for aggregation into a single PDF file. This feature includes the ability to automatically generate either a full or abridged docket sheet.

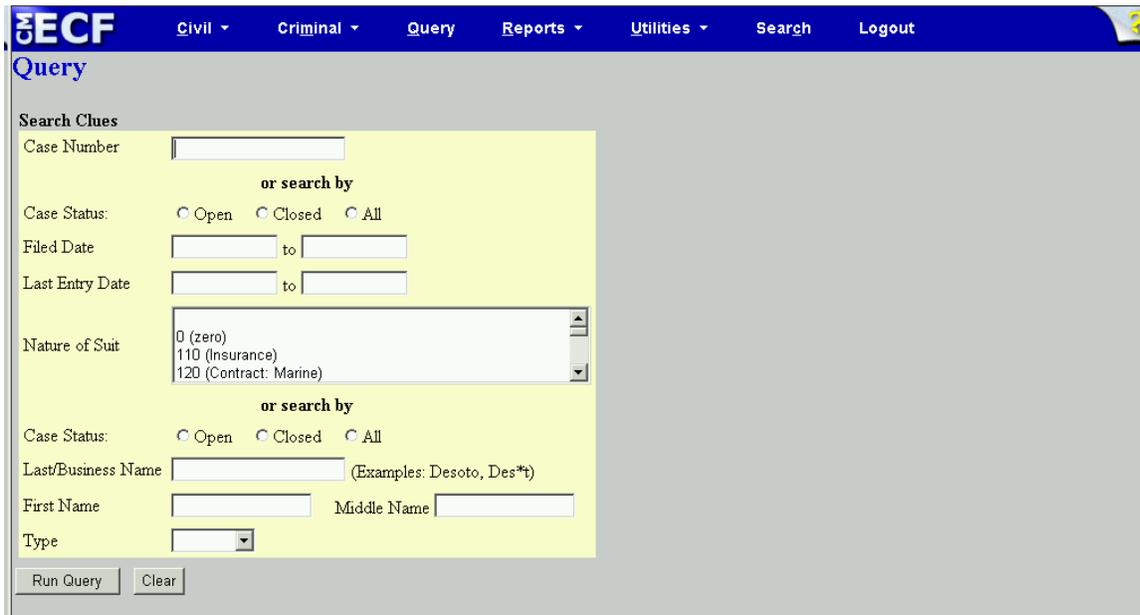
You can access the Docket Report in one of two ways:

**Option 1:** From the main *blue* tool bar, click on <Query>.

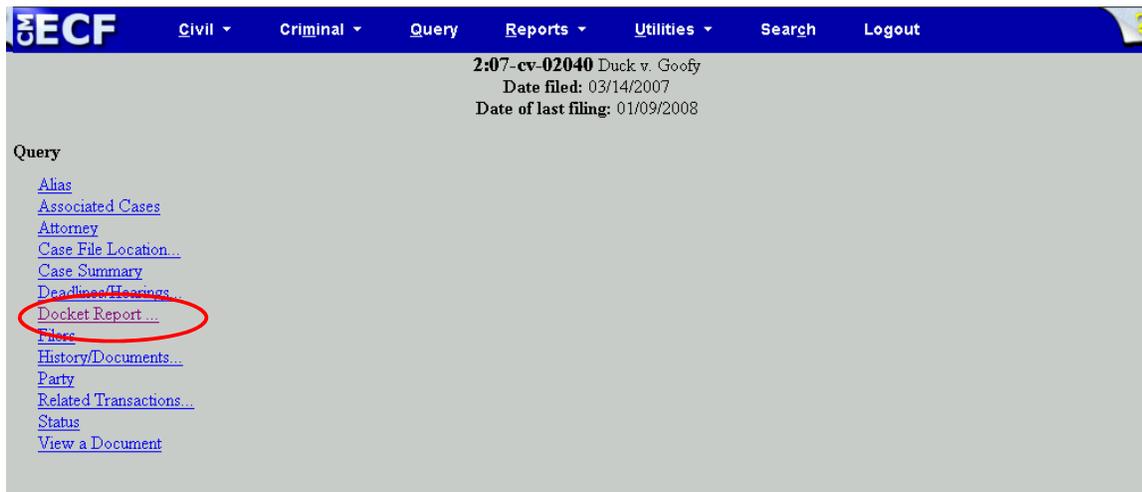


Enter your PACER Login and Password (if you have not already done so during this ECF session).

Enter the case number (or search by the other two options) and click <Run Query>.

A screenshot of the ECF 'Query' search interface. The interface has a dark blue header with the ECF logo and navigation menus for 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the header, the word 'Query' is displayed in blue. The main content area is light gray and contains a yellow search form. The form is titled 'Search Clues' and includes several input fields and radio buttons. The first section has a 'Case Number' text box. Below it, the text 'or search by' is centered. This section includes 'Case Status' with radio buttons for 'Open', 'Closed', and 'All'; 'Filed Date' with two text boxes separated by 'to'; and 'Last Entry Date' with two text boxes separated by 'to'. Below these is a dropdown menu for 'Nature of Suit' with options: '0 (zero)', '110 (Insurance)', and '120 (Contract: Marine)'. A second 'or search by' section follows, with 'Case Status' radio buttons, a 'Last/Business Name' text box with examples '(Examples: Desoto, Des\*t)', 'First Name' and 'Middle Name' text boxes, and a 'Type' dropdown menu. At the bottom of the form are 'Run Query' and 'Clear' buttons.

From the Query main screen, click on <Docket Report>.



**Option 2:** From the main *blue* tool bar, click on <Reports>.



Enter your PACER Login and Password (if you have not already done so during this ECF session).

Click on <Docket Sheet>.



**Step 1:** From the Docket Sheet main screen, place a check mark to the left of **Create Appendix**. Then click <Run Report>.

The screenshot shows the ECF Docket Sheet interface. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'Docket Sheet'. The main content area includes a 'Case number' field with '2:07-cr-400' and a 'Hide Case List' button. Under 'Select a case:', there is a list of cases with checkboxes. The first case, '2:07-cr-00400-LOA USA v. White et al', is checked. Below this, there are three sub-cases: '2:07-cr-00400-1 Snow White', '2:07-cr-00400-LOA-2 Bashful', and '2:07-cr-00400-3 Doc'. There are also radio buttons for 'Filed' and 'Entered', and a 'Documents' range selector. The 'Include:' section has checkboxes for 'Parties and counsel', 'Terminated parties', 'List of member cases', and 'Links to Notices of Electronic Filing'. The 'Document options:' section has checkboxes for 'Include footers when displaying PDF documents', 'View multiple documents', and 'Create Appendix'. The 'Sort by:' dropdown is set to 'Oldest date first'. At the bottom, there are 'Run Report', 'Clear', and 'Make these options my default' buttons. The 'Run Report' button is circled in red, and a red arrow points from the 'Create Appendix' checkbox to it.

**Step 2:** To select items, place a check mark in this field to the left of your request.



Date Filed	#	<a href="#">clear</a>	Sort Order	Docket Text
01/31/2007	<a href="#">1</a>	<input type="checkbox"/>	<input type="text"/>	COMPLAINT as to Snow White (1), Bashful (2), Doc (3). (MKB ) (Entered: 01/31/2007)
01/31/2007	<a href="#">2</a>	<input type="checkbox"/>	<input type="text"/>	Summons Returned Executed on 01/13/07. as to Snow White, Bashful, Doc (MKB ) (Entered: 01/31/2007)
01/31/2007				Arrest of Snow White, Bashful, Doc (MKB ) (Entered: 01/31/2007)
01/31/2007	<a href="#">3</a>	<input type="checkbox"/>	<input type="text"/>	MOTION for Acquittal by Snow White, Bashful, Doc. (atty2, ) (Entered: 01/31/2007)

The *Sort Order* column provides a text field for each docket entry. You can enter numbers to dictate the sort order for the documents to be included in the aggregated PDF file. Any documents with a sort order specified this way will be included in order by their sort order number, before documents that don't have a specified sort order. The table of contents (bookmarks) for the aggregated PDF file will be in the same order as the included documents. The entries on the included docket sheet will not be changed to reflect the order of the included documents.

Example of request with "sort order" used:

Date Filed	#	<a href="#">clear</a>	Sort Order	Docket Text
01/31/2007	<a href="#">1</a>	<input checked="" type="checkbox"/>	<input type="text" value="3"/>	COMPLAINT as to Snow White (1), Bashful (2), Doc (3). (MKB ) (Entered: 01/31/2007)
01/31/2007	<a href="#">2</a>	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	Summons Returned Executed on 01/13/07. as to Snow White, Bashful, Doc (MKB ) (Entered: 01/31/2007)
01/31/2007				Arrest of Snow White, Bashful, Doc (MKB ) (Entered: 01/31/2007)
01/31/2007	<a href="#">3</a>	<input checked="" type="checkbox"/>	<input type="text" value="2"/>	MOTION for Acquittal by Snow White, Bashful, Doc. (atty2, ) (Entered: 01/31/2007)

**Step 3:** Once you have selected your entries for your appendix, click <View Selected>.

12/18/2007	<a href="#">76</a>	<input type="checkbox"/>	<input type="text"/>	MOTION to Alter Judgment by Doc. (atty3, ) (Entered: 12/18/2007)
12/27/2007	<a href="#">77</a>	<input type="checkbox"/>	<input type="text"/>	EX PARTE MOTION by Bashful. (Attachments: # <a href="#">1</a> Text of Proposed Order)(atty3, ) (Entered: 12/27/2007)
12/28/2007	78			ORDER denying <a href="#">20</a> Report and Recommendations as to Snow White (1) This is a TEXT ENTRY ONLY. There is no PDF

Footer format:  (Numbers, letters, spaces, and <pagenum> only)  Include full docket sheet  Include abridged docket sheet

**View Selected**

When you submit your selections, the system computes the projected size of the aggregated file and compares it with the maximum allowable file size. If the size of the aggregated file would be larger than the maximum allowable file size, the aggregated file will not be generated; instead, an error message will be displayed. If all of the documents in the case would together exceed the maximum allowable file size, then the file sizes for each individual document would appear on the screen so you can avoid exceeding the limit when selecting documents.

Each component document in the aggregated PDF file will have a PDF footer.

A summary of PACER billing will be provided for the selected documents. This will consist of a series of PACER billing receipts for each document, with a computed total billing amount. You will be charged for the docket sheet from which the documents are selected, but not for the docket sheet that is included in the aggregated file.

The following pages show a sample of the Appendix created.

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

Case title: USA v. White et al

Date Filed: 01/31/2007

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Assigned to:  
Unassigned

**Defendant (1)**

**Snow White** represented by **atty2**  
Email: azddb\_nefs@azdlei.azd.circ9.dcn  
*LEAD ATTORNEY*  
*ATTORNEY TO BE NOTICED*

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

**atty3**  
(See above for address)  
*ATTORNEY TO BE NOTICED*

**atty4**  
Email: azddb\_nefs@azdlei.azd.circ9.dcn  
*ATTORNEY TO BE NOTICED*

**Pending**  
**Counts**

None

**Disposition**

**Highest**  
**Offense Level**  
**(Opening)**

None

**Terminated**  
**Counts**

None

**Disposition**

**Highest**  
**Offense Level**  
**(Terminated)**

None



None

**Complaints**

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

**Disposition**

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Assigned to: Unassigned

**Defendant (3)**

**Doc**

*also known as*  
one of 7 dwarfs

represented by **Perry Mason**

Mason Law Group  
250 N Main Street  
Phoenix, AZ 85001  
Email: deadmail@aotx.uscourts.gov  
*LEAD ATTORNEY*  
*ATTORNEY TO BE NOTICED*  
*Designation: Retained*

**atty2**

(See above for address)  
*ATTORNEY TO BE NOTICED*

**atty3**

(See above for address)  
*ATTORNEY TO BE NOTICED*

**Pending Counts**

None

**Disposition**

**Highest Offense Level (Opening)**

None

**Terminated Counts**

None

**Disposition**

**Highest Offense Level**  
**(Terminated)**

None

**Complaints**

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

**Disposition**

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IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ARIZONA

	)	
	)	
Plaintiff,	)	Case #
	)	
v.	)	
	)	
	)	<b>COMPLAINT</b>
	)	
Defendant	)	
	)	
_____	)	