



# ELECTRONIC CASE FILING VERSION 4.0.1 RELEASE NOTES

IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ARIZONA

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Effective August, 2009

# Electronic Case Filing (ECF) Version 4.0.1 Release Notes Table of Contents

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**NOTE:** This document is for attorney filers in the United States District Court, District of Arizona, who already file electronically. This document describes only those changes that will be found in ECF Version 4.0.1

**Case Opening: *Cause of action and Nature of suit* . . . . . 1**

**Adding Parties to Your Case . . . . . 3**

**Adding Attachments to Your Filing . . . . . 8**

**New Numbering System for Attachments . . . . . 10**

**Have Questions? . . . . . 12**

    Help Desk Phone Numbers and E-Mail Addresses . . . . . 12

    Internet Browsers . . . . . 12

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# Case Opening: *Cause of action* and *Nature of suit*

When opening a new civil case, the *Cause of action* and *Nature of suit* fields now permit you to “filter” (or narrow) the items displayed in the drop down menu pick list.

**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 ww (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)

Cause of action  Filter:  Clear filter

Nature of suit 0 (zero)  Filter:  Clear filter

Origin 1 (Original Proceeding)

Citizenship plaintiff

Citizenship defendant

Jury demand n (None)  Class action n  Demand (\$000)

Arbitration code  County Maricopa

Fee status pd (paid)  Fee date 5/26/2009  Date transfer

Next  Clear

Filter:  Clear filter

Filter:  Clear filter

The *Cause of action* and *Nature of suit* Filter fields permit you to narrow 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 screenshot shows a search interface with a dropdown menu on the left and a filter box on the right. The 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. To the right of the dropdown, there is a "Filter:" label followed by a text input box containing the text "prop". Below this, another "Filter:" label is followed by an empty text input box. The background of the interface is light blue.

Case Category	Filter
21:0841 (21:841 Forfeiture Property-Drugs)	prop
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)	
42:9607 (42:9607 Real Property Tort to Land)	

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. Therefore, if you have already selected your *Nature of Suit* and/or *Cause of Action*, if you delete the characters in the Filter text box, all entries will be cleared and you will have to start over.

# Adding Parties to Your Case

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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](#) ([http://www.azd.uscourts.gov/azd/cm-ecf.nsf/docview/files/\\$file/party+name+entry+standards+for+ecf+users.pdf](http://www.azd.uscourts.gov/azd/cm-ecf.nsf/docview/files/$file/party+name+entry+standards+for+ecf+users.pdf)) when adding parties to a case.

- 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".

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[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 form titled "Party Information" with 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:** Text input field.
- Address 2:** Text input field.
- Address 3:** Text input field.
- State:** Text input field.
- Zip:** Text input field.
- City:** 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.

At the bottom of the form, there is a button labeled "Add Party" which is circled in red. There are also links for "Collapse All", "Expand All", and "Start a New Search" visible.

- 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 *Complaint* 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 Attachments to Your Filing

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- Click on <**Browse**> to search for and attach your .pdf document. Attachments to your main document will now be added on 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"/> <input type="button" value="v"/>	<input type="text"/>

Enter your attachments in .pdf format.

**NOTE:** 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.

- 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 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**

Attachments	Category	Description
1. <input type="text" value="P:\shared\CMECF\Application Training\PT"/> <input type="button" value="Browse..."/>	Exhibit	Index plus A - D <input type="button" value="Remove"/>
2. <input type="text" value="P:\shared\CMECF\Application Training\PT"/> <input type="button" value="Browse..."/>	Exhibit	E - H <input type="button" value="Remove"/>
3. <input type="text" value=""/> <input type="button" value="Browse..."/>		<input type="text" value=""/>

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

# New Numbering System for Attachments

- In the previous versions of ECF, the main document was still numbered per the docket sheet, but the attachments were numbered beginning with 2 (etc..) The attachments now begin at number 1.

STI

**U.S. District Court  
DISTRICT OF ARIZONA (Phoenix Division)  
CIVIL DOCKET FOR CASE #: 2:09-cv-00045**

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

Date Filed: 05/26/2009  
Jury Demand: Plaintiff  
Nature of Suit: 380 Personal Property: Other  
Jurisdiction: Federal Question

**Plaintiff**  
**Bullwinkle** represented by **atty1**  
*ATTORNEY TO BE NOTICED*

V.

**Defendant**  
**Rockey the Flying Squirrel** represented by **atty1**  
(See above for address)  
*ATTORNEY TO BE NOTICED*

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)

- In the docket report (or, when you open your Notice of Electronic Filing (NEF) from your email) the attachments are now numbered beginning at number 1. For this example, clicking on docket number 3 opens this screen:

**Document Selection Menu**

Select the document you wish to view.

**Document Number:** [3](#)                      1 page                      11 kb

Attachment	Description		
<a href="#">1</a>	Exhibit Index plus A - D	1 page	10 kb
<a href="#">2</a>	Exhibit E - H	1 page	10 kb

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or                       3 pages                      29 kb

# Have Questions?

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We strongly encourage all ECF users to view the [Electronic Case Filing Reminders](http://www.azd.uscourts.gov/azd/CM-ECF.nsf/cba3dc2a3d4bade0072570a8006f0834/6f469a5c39d324c3072570a8006faafc/$FILE/ECF%20Reminders.pdf) ([http://www.azd.uscourts.gov/azd/CM-ECF.nsf/cba3dc2a3d4bade0072570a8006f0834/6f469a5c39d324c3072570a8006faafc/\\$FILE/ECF%20Reminders.pdf](http://www.azd.uscourts.gov/azd/CM-ECF.nsf/cba3dc2a3d4bade0072570a8006f0834/6f469a5c39d324c3072570a8006faafc/$FILE/ECF%20Reminders.pdf)).

Please visit our website at [www.azd.uscourts.gov](http://www.azd.uscourts.gov) and click on the Electronic Case Filing tab. Most of your questions can be answered by reviewing the information included in these sections:

- Administrative Policies and Procedures Manual
- E-Filing Procedural Information
- Frequently Asked Questions (FAQs)
- Training and User Manual

You may click on the Support tab to obtain additional help if you still have questions after reviewing this information.

The Federal Rules of Civil Procedure, Local Rules, General Orders as well as judge specific orders and policies are also found on the website.

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## 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	<a href="mailto:ecfhelpphx@azd.uscourts.gov">ecfhelpphx@azd.uscourts.gov</a>
Tucson	(520) 205-4687	<a href="mailto:ecfhelptuc@azd.uscourts.gov">ecfhelptuc@azd.uscourts.gov</a>
Toll Free	(866) 587-7644	

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## Internet Browsers

ECF Version 4.0.1 has been tested and works correctly with Firefox 3.0, and Internet Explorer 6 and 7.

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