# ELECTRONIC CASE FILING USER MANUAL

## IN THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF ARIZONA

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# Getting Started

## Introduction

This User Manual provides basic instructions on how to use the Electronic Case Filing (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.

This User Manual should be used in conjunction with the Electronic Case Filing Administrative Policies and Procedures Manual, located on our web site at http://www.azd.uscourts.gov / E-Filing / Administrative Policies & Procedures Manual. 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 8 and 9, Firefox, and Safari (Apple).
- A CD writer (CD-RW) to store PDF files to be submitted with paper documents (sealed, other) filed at the courthouse.

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

# Technical or Procedural Assistance

## Help Desk Phone Numbers and E-Mail Addresses

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

| | | |
|---|---|---|
| Phoenix | (602) 322-7688 | ecfhelpphx@azd.uscourts.gov |
| Tucson | (520) 205-4687 | ecfhelptuc@azd.uscourts.gov |
| Toll Free | (866) 587-7644 | |

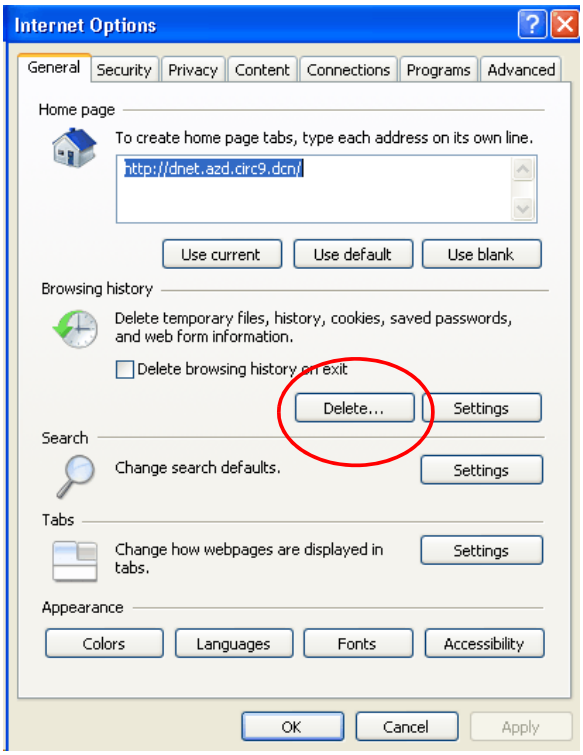
## Recommended Practice: Clearing Temporary Files

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

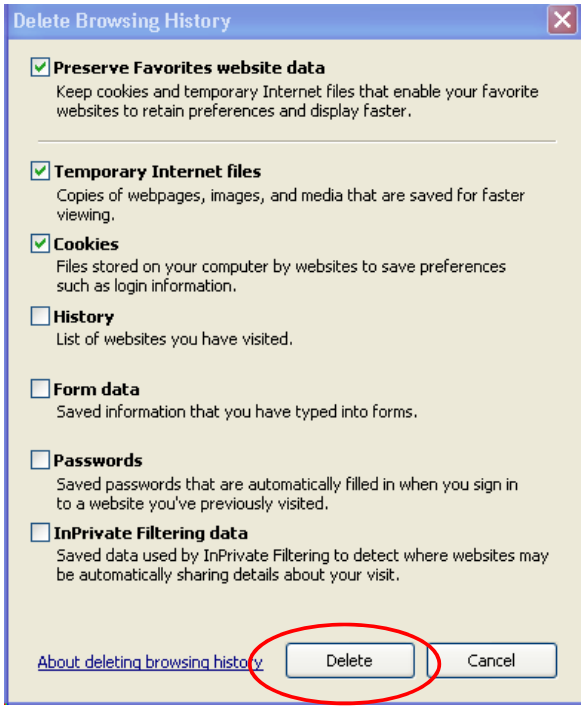
### Clearing Temporary Files: Internet Explorer 8

Follow the steps below before accessing ECF:

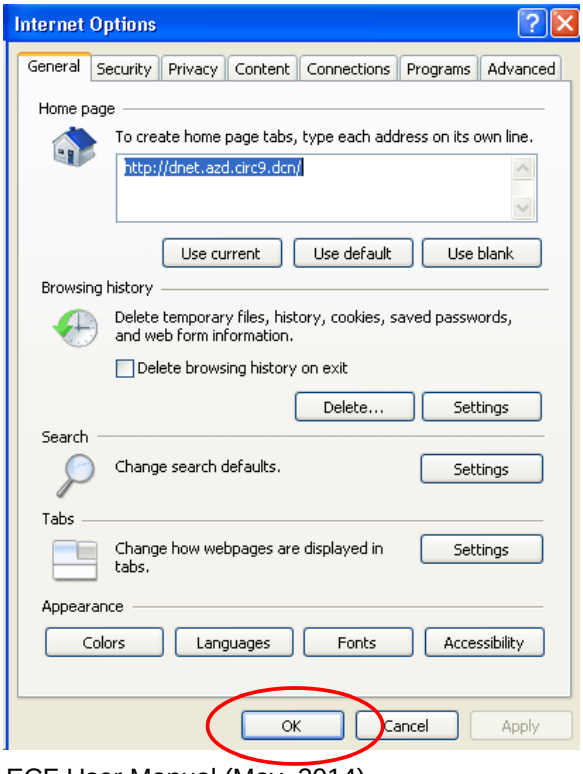
- Open Internet Explorer and click on the <Tools> menu option. Click <Internet Options>.
- Under "Browsing history", click on <Delete>.



- Place a check mark in the applicable boxes, then click <Delete>.




- When the operation has completed, you will be brought back to this screen; click <OK> to complete.



## 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. **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 these specific ECF Training Modules available on-line at the court's web site: *August 2010 Release Notes; Important Change When Logging into ECF; How to Submit Case Opening Documents; Paying the Filing Fee; E-Filing CJA Vouchers; Creating an Appendix, E-filing in Juvenile Cases*.

***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:

| **Logins** | | **Password** |
|---|---|---|
| t1 | t11 | For all logins listed (t1-t20), the password is |
| t2 | t12 | **Training1** |
| t3 | t13 | Login and passwords are case-sensitive. |
| t4 | t14 | ****** DO NOT submit any real or sensitive case |
| t5 | t15 | documents as they can be viewed by the public. |
| t6 | t16 | |
| t7 | t17 | |
| t8 | t18 | |
| t9 | t19 | |
| t10 | t20 | |

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

| Practice case numbers you may use in the ECF TRAINING database | |
|---|---|
| **Civil** | **Criminal** |
| 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

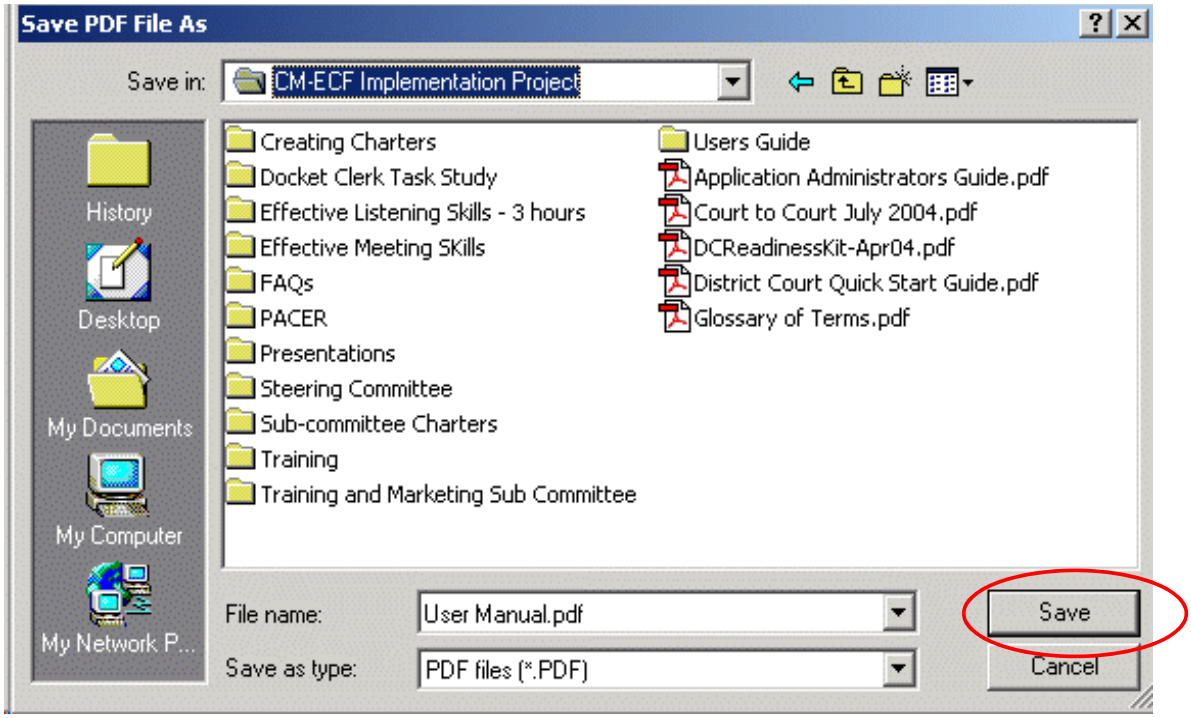
- Open Adobe Acrobat or Acrobat Reader.
- Select <File> on the menu bar and choose <Open> from the drop-down window.
- Click on the location and file name of the PDF document you wish to view.
- Acrobat loads the file and displays it on your screen. Verify it is the document you wish to send.
- If the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

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

Here you will find links and can download the **Administrative Policies & Procedures Manual**, the **ECF-Specific Training Modules**, **FAQs** (frequently asked questions), and other information.

After you have selected <Go to ECF Live>, the ECF Welcome screen appears (shown below).

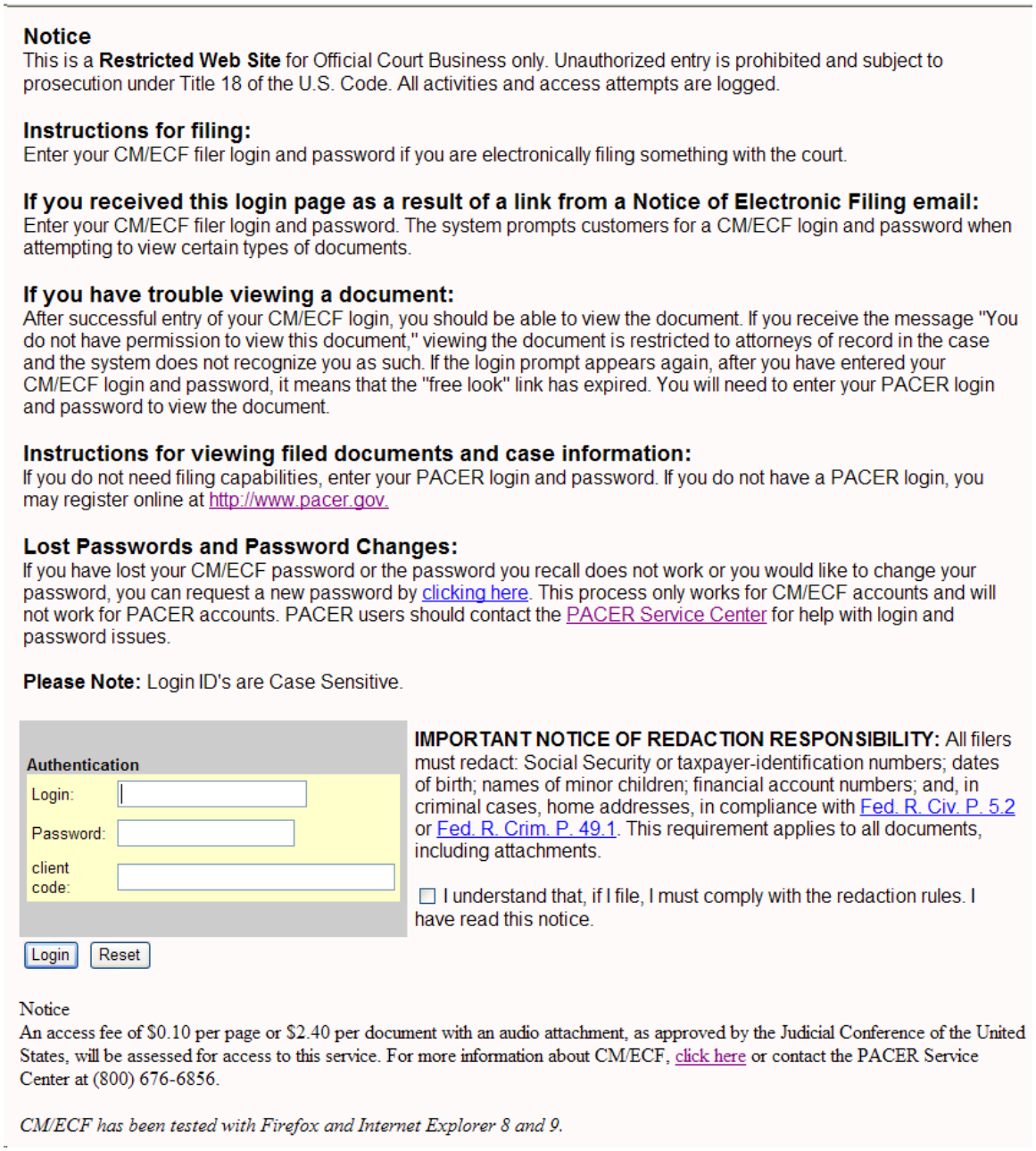
Alternatively, Registered Users may enter the ECF system directly by typing the following URL into the location field of their ECF-compatible web browser (https://ecf.azd.uscourts.gov). This URL connects you directly to the court's ECF screen depicted below. Click on the <District of Arizona - Document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

When you enter ECF, the "Welcome" page provides a link to the District of Arizona Court Information, which provides:

- Court Details
- Court Locations
- Court Offices
- Pacer Details
- Flag Definitions

## 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.



**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://www.pacer.gov.

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

**Please Note:** Login ID's are Case Sensitive.

**Authentication**
Login:
Password:
client code:

**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.

Login Reset

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

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

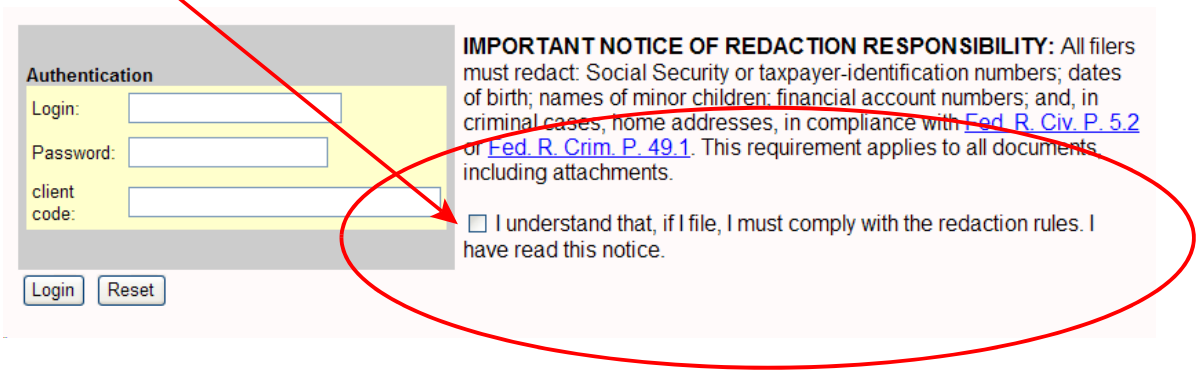
Enter your ECF login name and user password in the appropriate data entry fields. It is important to remember that all ECF login names and passwords are case sensitive.

**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 **.10** per page for viewing, printing and/or downloading case dockets and documents. The maximum amount you will be charged is **$2.40** for 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.




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.

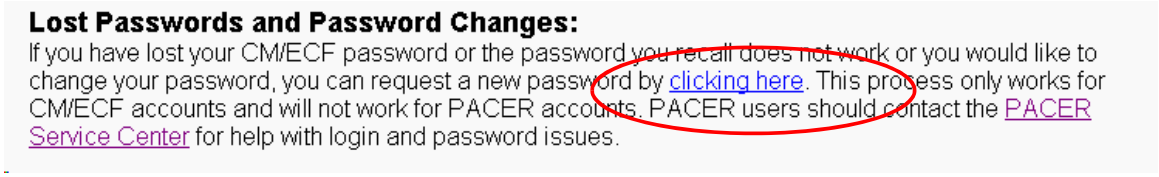
- If the ECF system does not recognize your login and password, it will display the following error message:

  **Login failed either your login name or key is incorrect.**

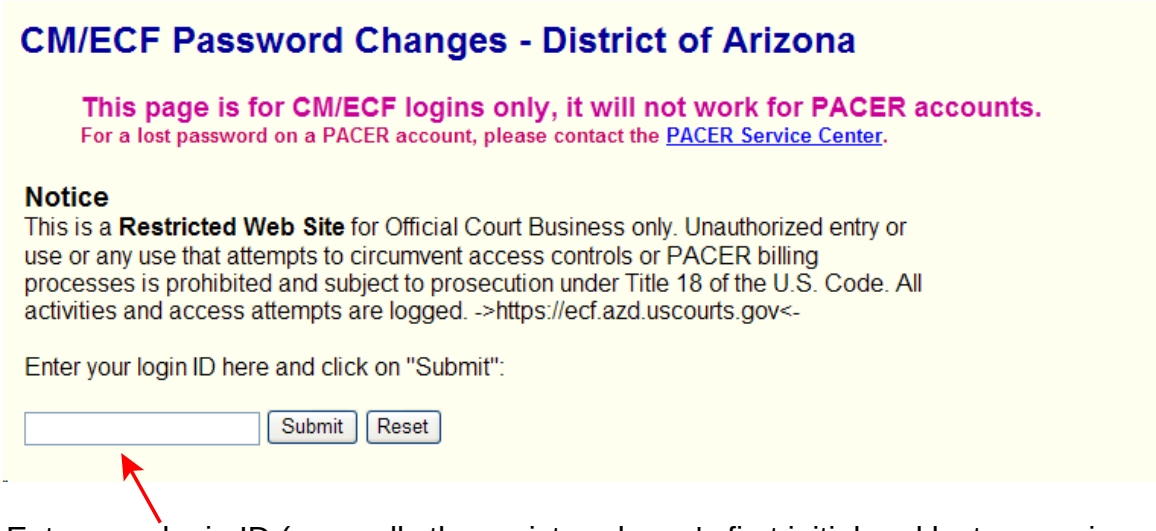
- Click on the <Back> button and re-enter your correct login and password.

## Lost Password

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




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




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 (866-587-7644) with this information as soon as possible.

Last login: 01-14-2014 11:05

## 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.

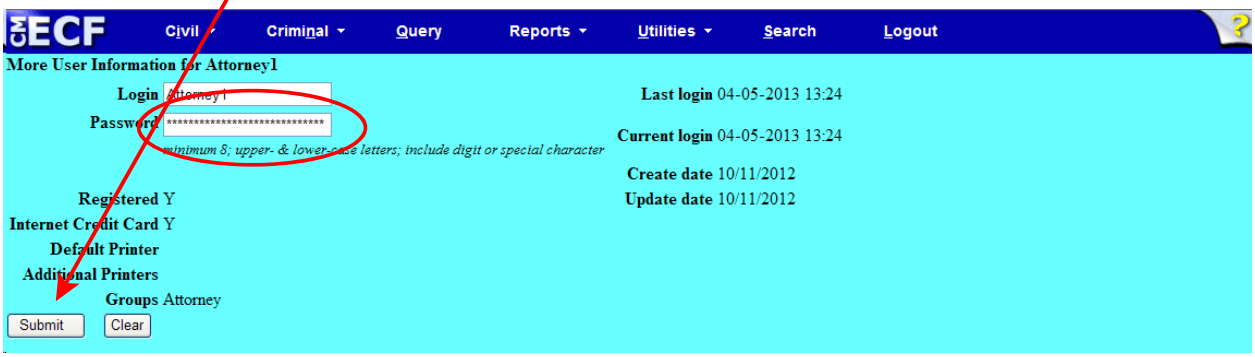
This could also occur if the firm has two Internet connections and is load-balancing between the two. In this case, the ECF server sees two different IP addresses for the only login with that username/password and the server believes that two people on two separate machines are logging in with the same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

## Updating Your Password

You may update your password by clicking on "Utilities" on the main CM/ECF toolbar:

1. Click on "Maintain Your Login/Password."

2. Highlight the asterisks in the password box and enter the new password. Then click on the "Submit" button. The new password will be in effect the next time you log in. It is NOT recommended that you change your login.




**Note:** 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.

## Updating E-Mail Addresses

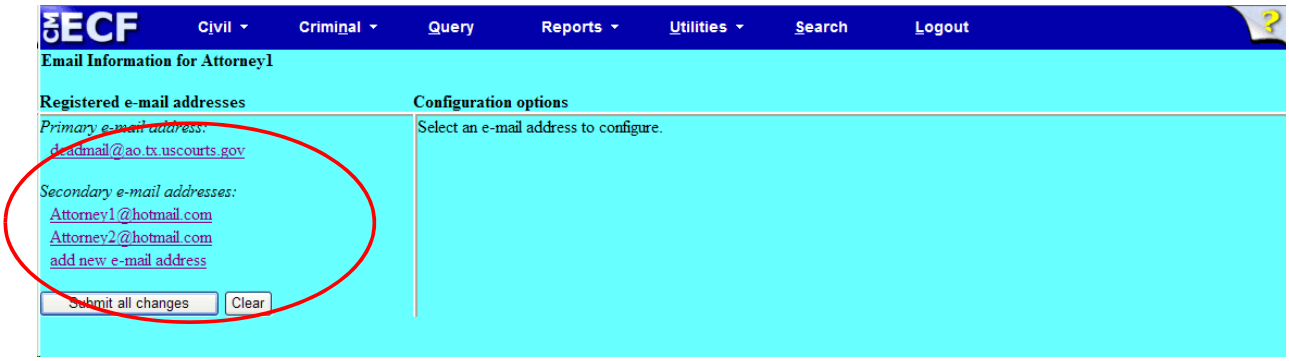
You may update your primary and secondary e-mail address information without the assistance of the Clerk's Office.

> Pursuant to LRCiv 83.3(d), an attorney or unrepresented party must file a notice of name or address change, and an attorney must also file a notice of change of firm name or e-mail address. A separate notice must be filed in each active case.
>
> Upon receipt of the notice filed in each active case, the Clerk's Office will update all information **EXCEPT** the attorney's e-mail addresses. The attorney will be responsible for updating the e-mail addresses by following the steps below.

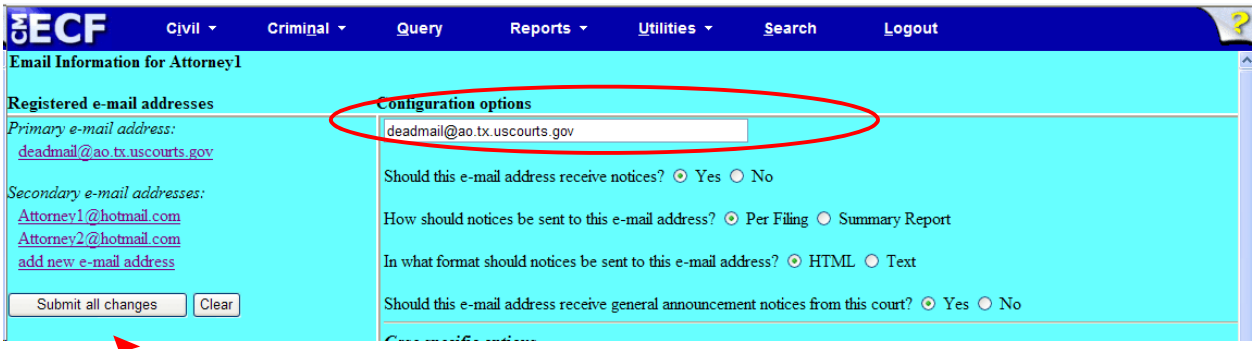
1. Click on "Utilities"

2. Click on "Maintain Your E-mail"

3. Click on the e-mail address you wish to update in the “Registered e-mail addresses” list.




4. Your selected e-mail address will appear for updating under “Configuration options” on the right side of the screen.




5. Make necessary changes to the existing e-mail address.

**NOTE:** You may change other email addresses by following steps 3 - 5.

6. Click on “Submit all changes” before exiting this screen.

Pursuant to Section I. C of the Administrative Policies and Procedures Manual, you may register up to two (2) secondary e-mail addresses.

E-mail addresses exceeding this limit may be removed by the Clerk’s Office.

**NOTE:** Although you are able to add cases of interest to your profile on this screen, pursuant to LRCiv 5.5(i), a Registered User may subscribe to receive Notices of Electronic Filing in an unsealed case in which the Registered User is not a party or counsel of record by filing a text-only Notice of Request for E-Notice event on the electronic document. Upon receipt of the Notice of Request for E-Notice, the Clerk's Office will add the case of interest to your profile.

## 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.

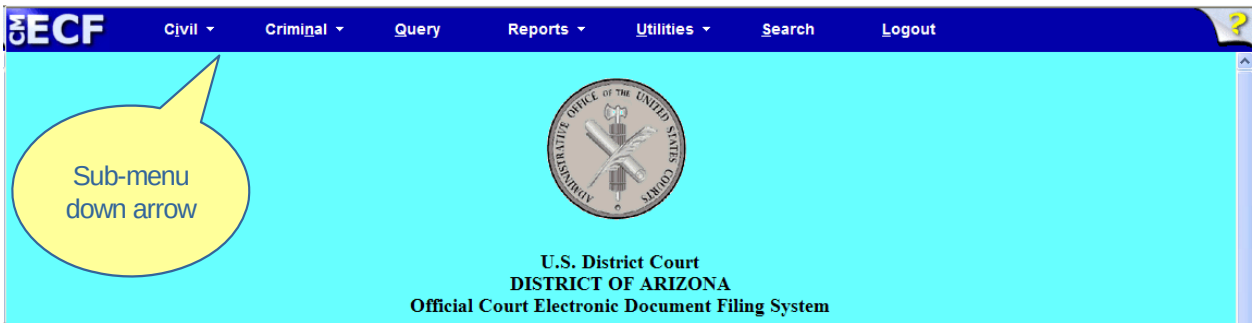
**Search -** Search from this main menu, from within a category, or via the case number.

**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

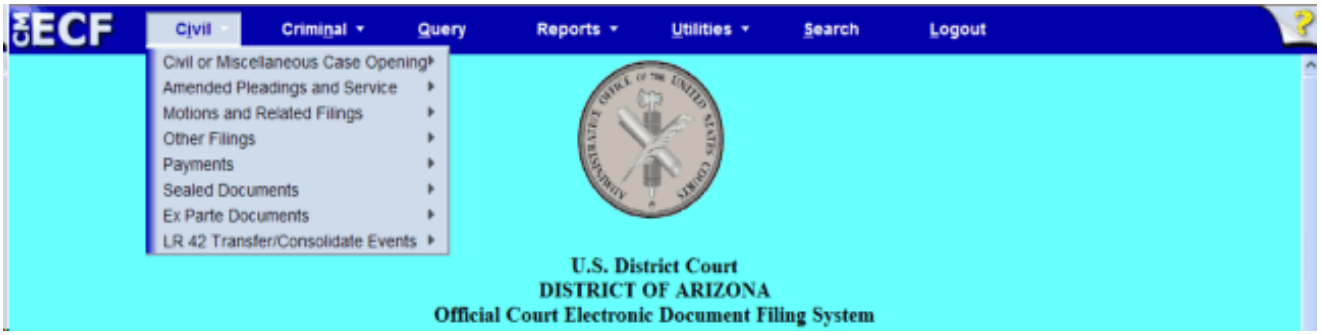
A cascading menu system is available. You have the option of using the cascading menus or the static menus.




**Note:**

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

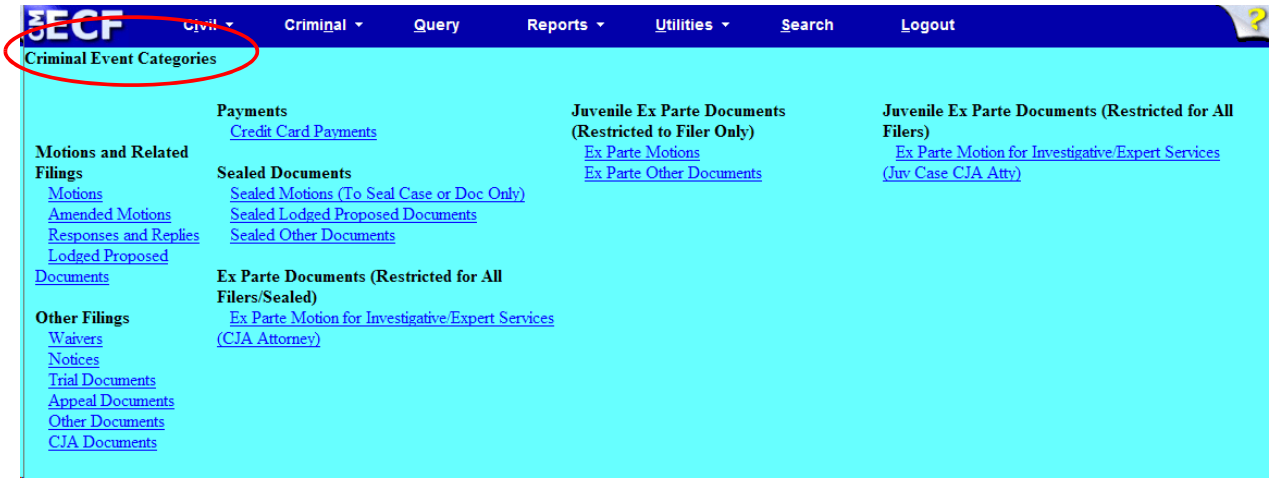
The cascading menu system allows you to navigate from one ECF menu item to another by hovering your cursor over the main blue menu bar and selecting specific menu items from the cascading menus.




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.



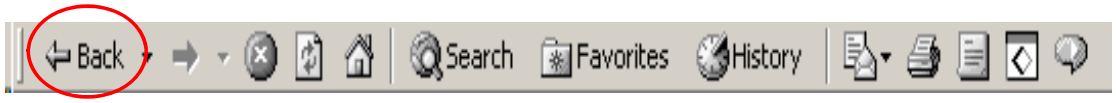
## General Rules and Navigating the System

Each event screen has two buttons associated with data entry:

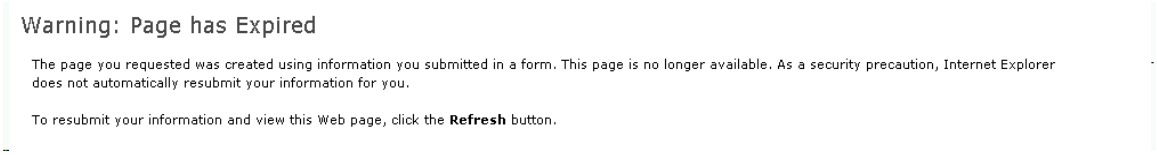
1. Use the Next button to accept entered data and display the next data-entry screen.

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.




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.

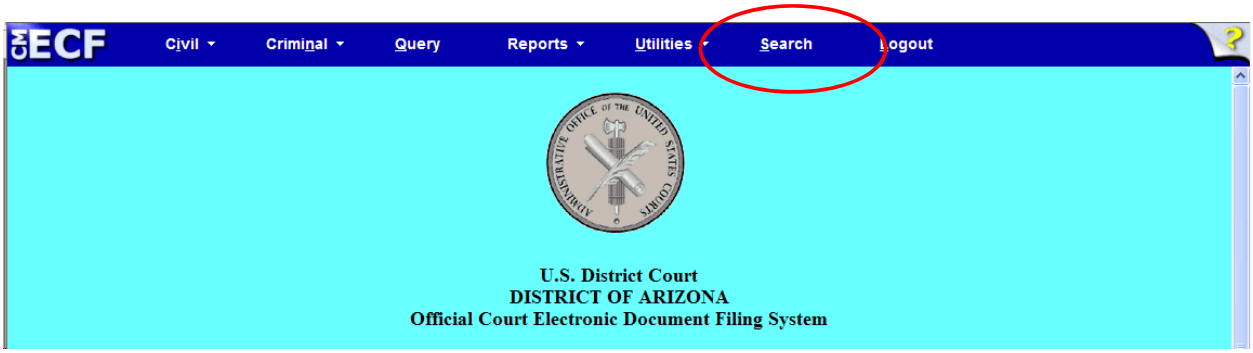
**Note**: Only the Clerk's Office can make changes or corrections to documents that have already been transmitted to the court (when you have already received your Notice of Electronic Filing (NEF)).

**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.

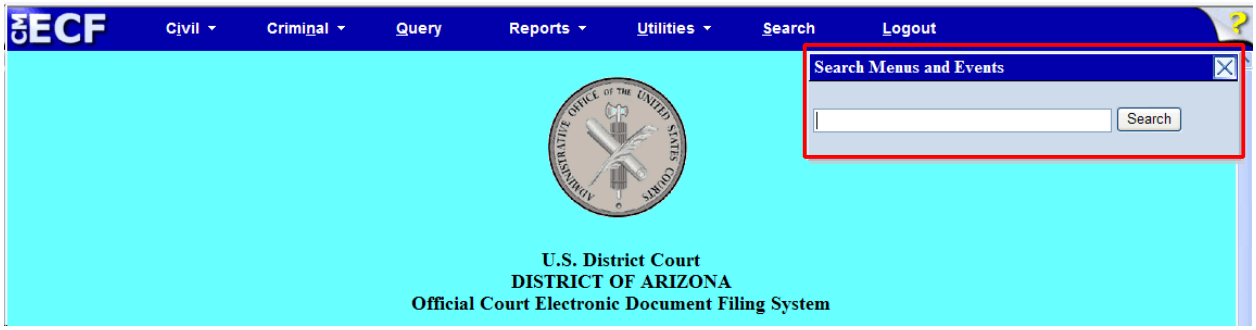
# Search Features

## From Main Menu

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



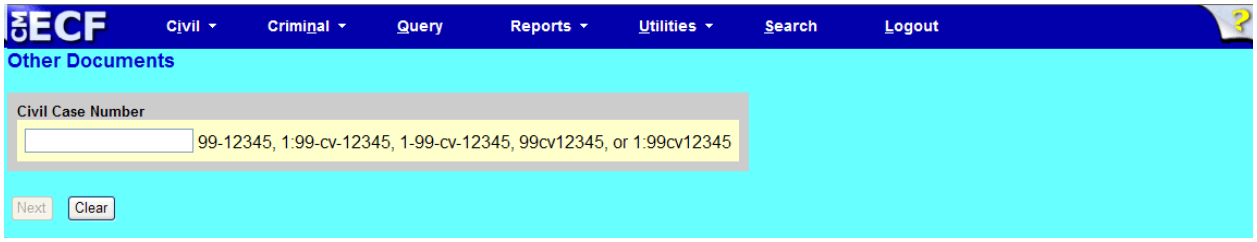

Clicking on <Search> displays the Search Menus and Events window.




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 taken to that event. For example, by clicking on "Objection" under **Civil Event Categories → Other Filings → Other Documents,** you will 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."

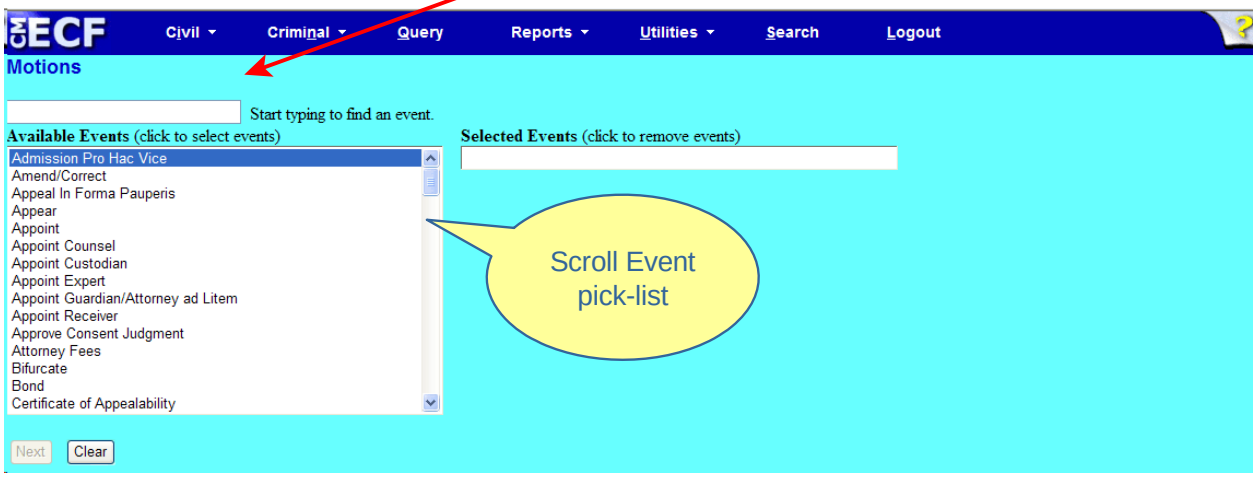
## From Within a Category

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.

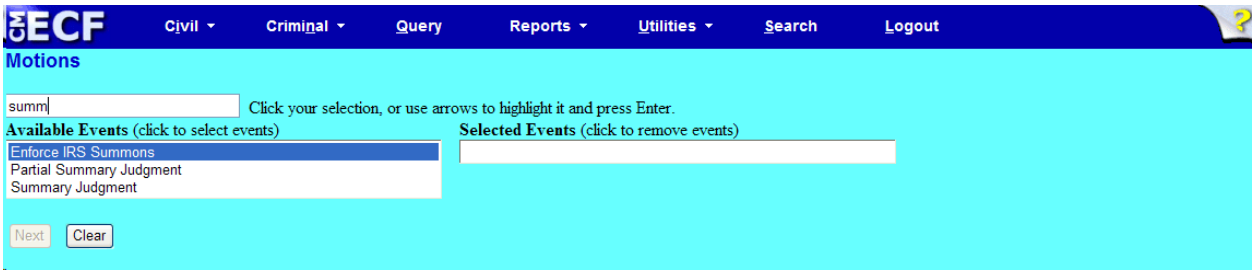
Click on <Motions> under **Motions and Related Filings**.

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.

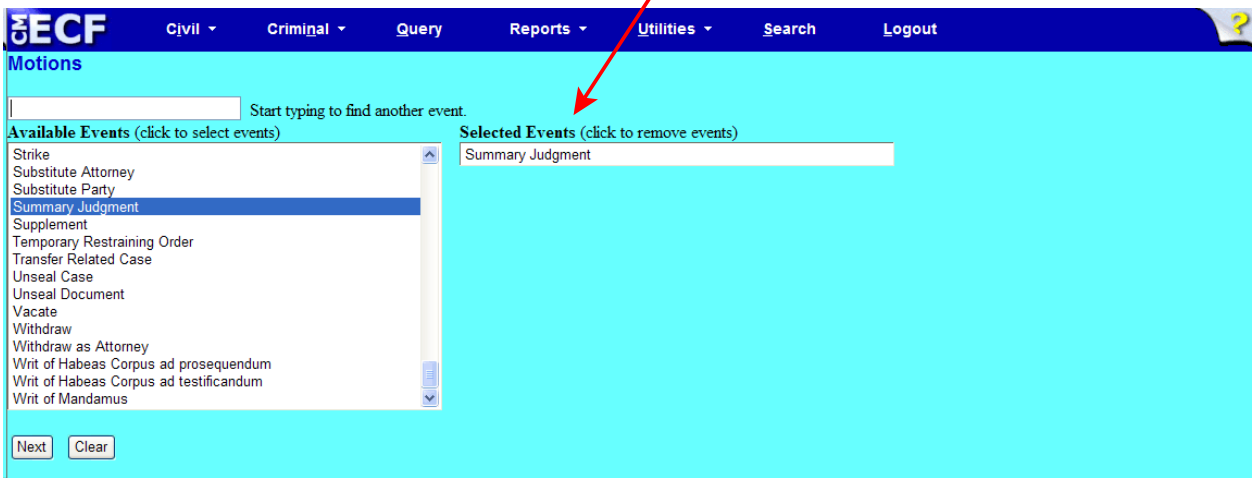



**Note:** The search will begin with the first letter typed; therefore, the search function does not accommodate the use of "wildcard" characters.

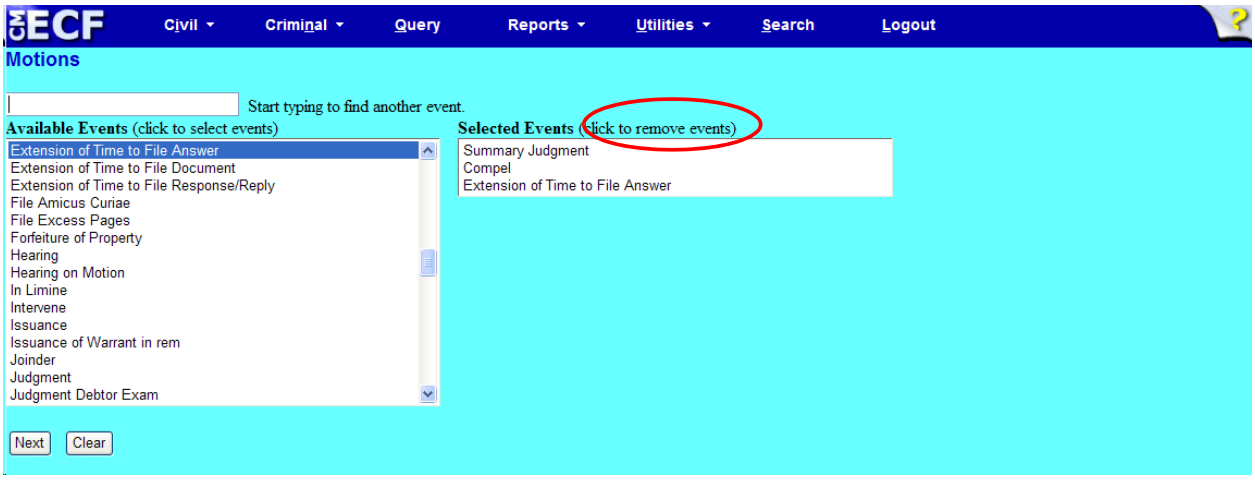
To continue our example, to file a motion for summary judgment, type “summ” in the search box. CM/ECF will display a list of events which have a word containing the letters entered. Click on the desired event to select it from the list.




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



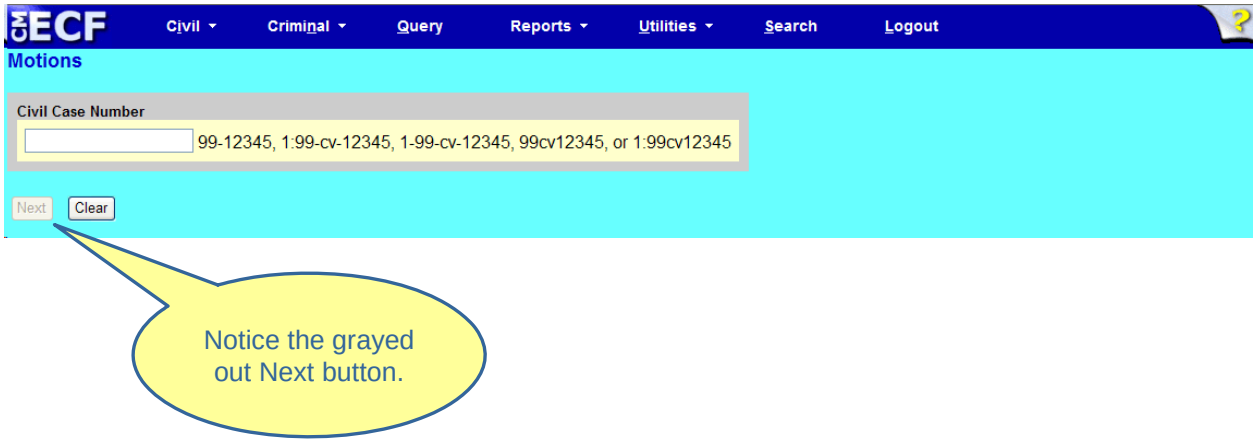
Continue your event selection until all necessary events have been added to the **Selected Events** box. If an incorrect event is selected, click on the event to remove it from the list.



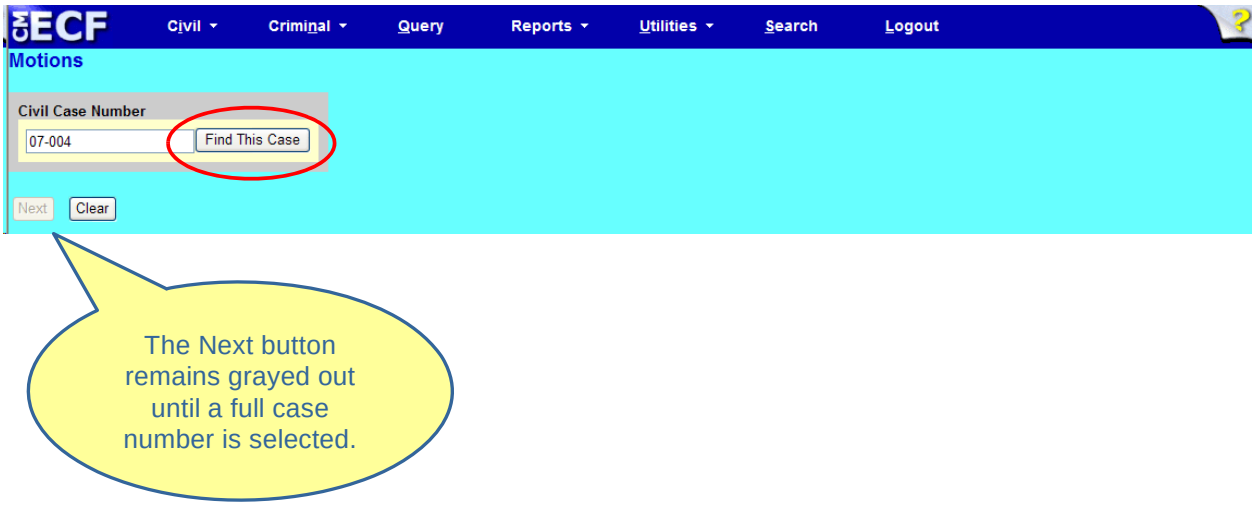

Once all of the necessary events have been selected, click <Next> to continue.

## Via Case Number

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




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**.**



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.

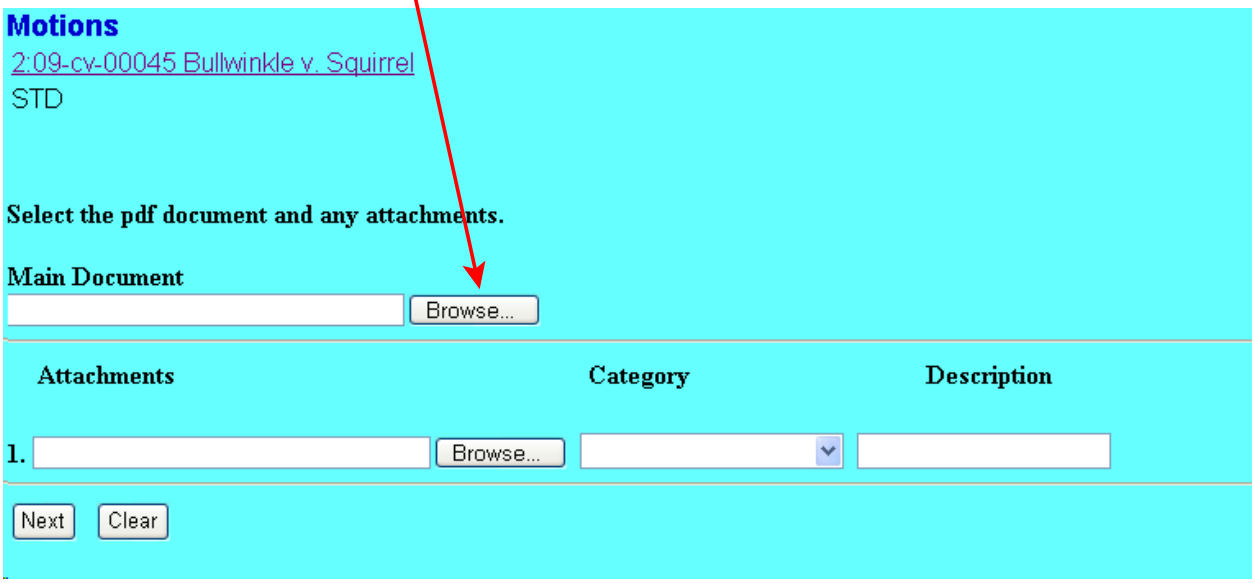
# Adding Documents

**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.

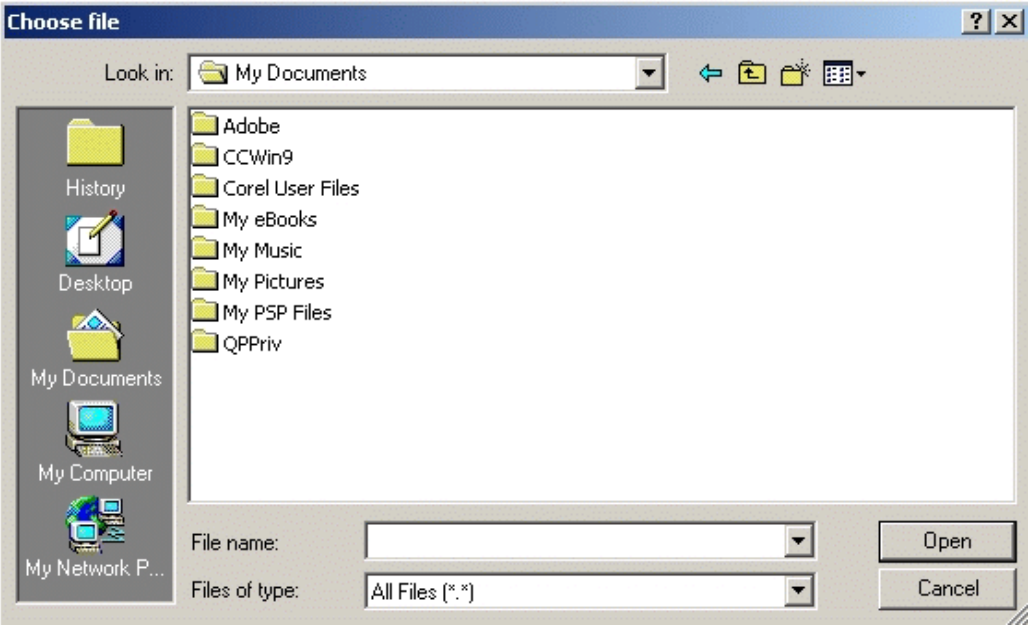
**Clarification of Events (Frequently Asked Questions)**

- 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 (under **Other Documents**) if you have forgotten to attach a required document.
- 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 also be added via this screen.)

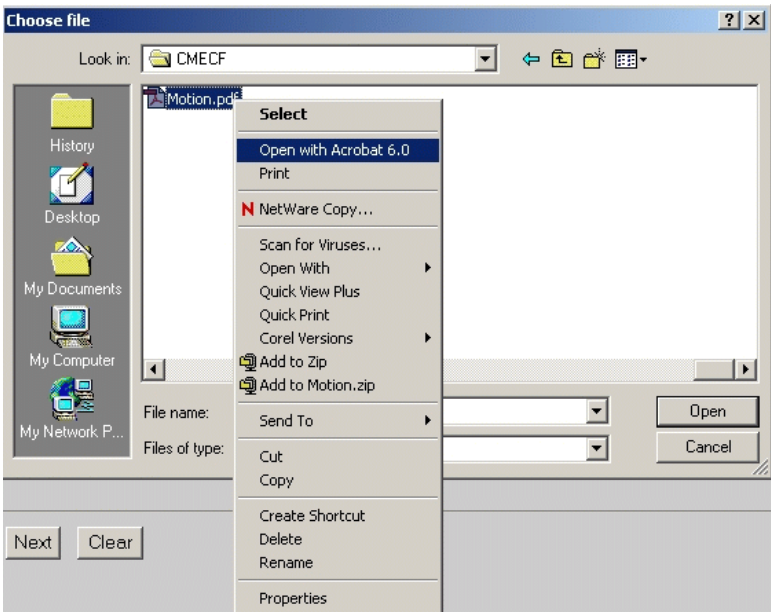


ECF opens the following screen:

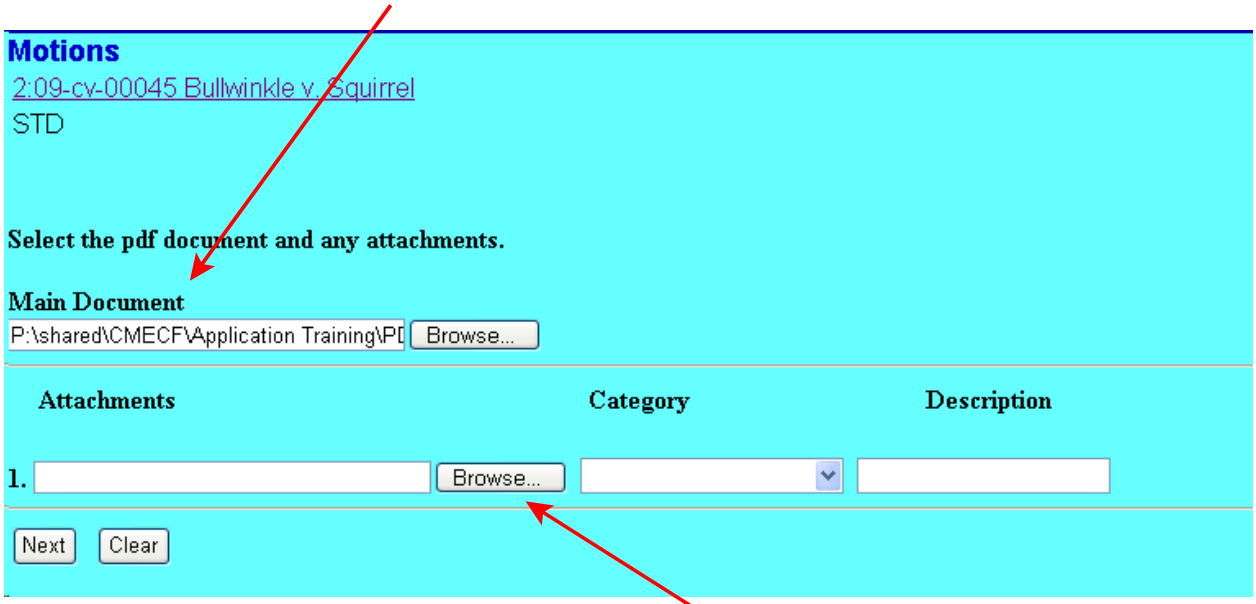



**Step 2:** Navigate to the appropriate directory, folder and file name to select the PDF document you wish to file, then select the file to upload to ECF.

**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.




- 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.

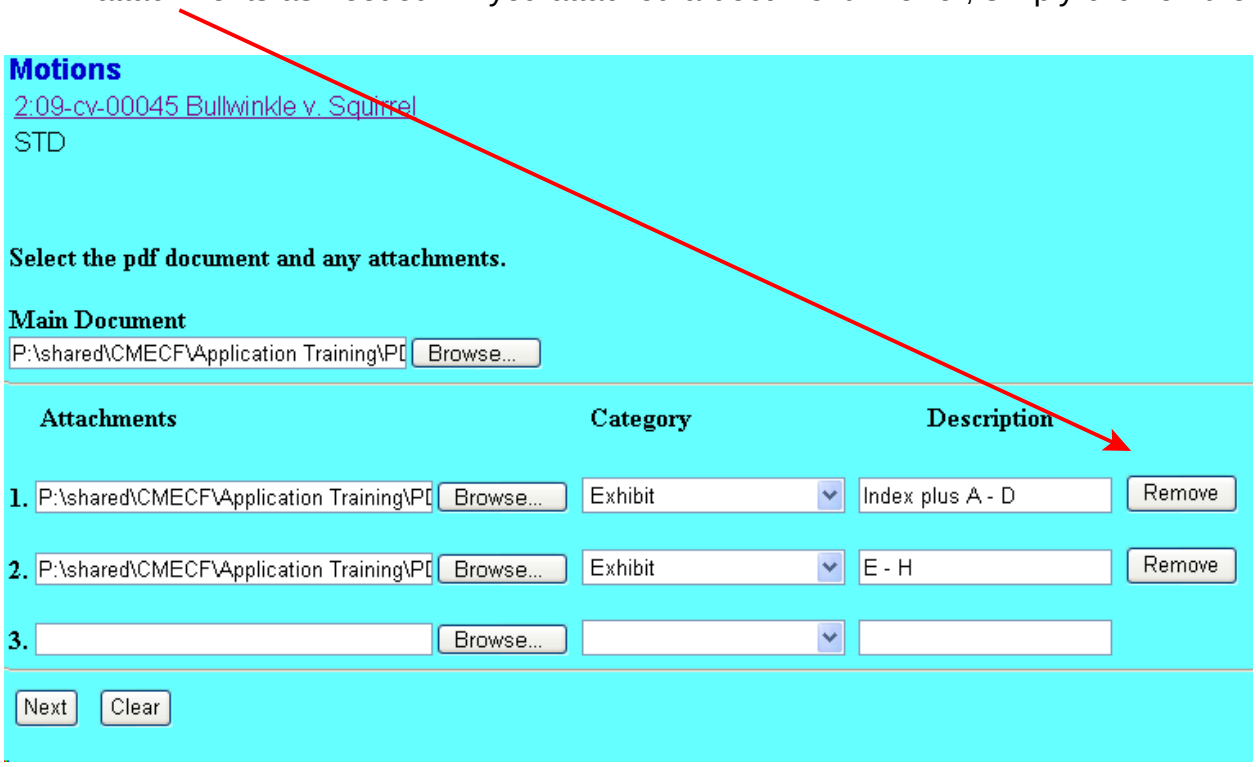
**Step 4:** Enter your attachments in .pdf format.

- 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.

- When you are finished adding <u>all</u> 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.

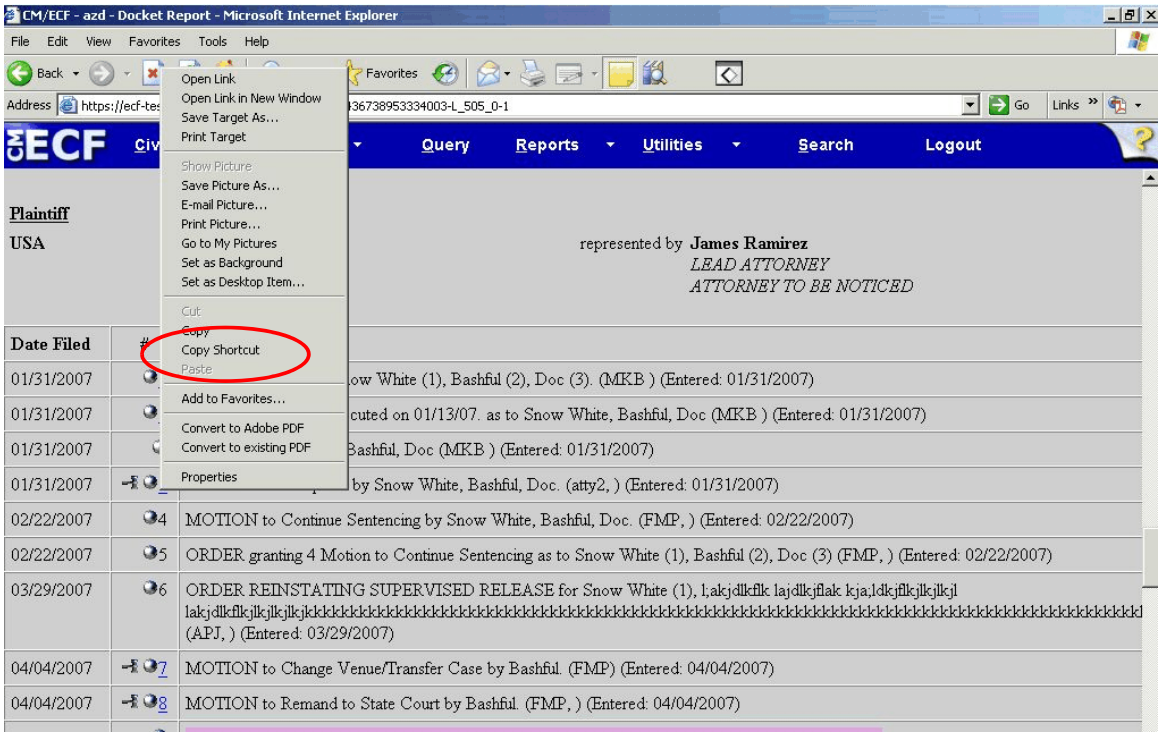
## Using WordPerfect to Create Hyperlinks to Existing ECF Documents

**Step 1:** Run the Docket Report for the case that contains the document to be linked. (Other ECF reports containing document links may also be used.)

**Step 2:** Locate the document.

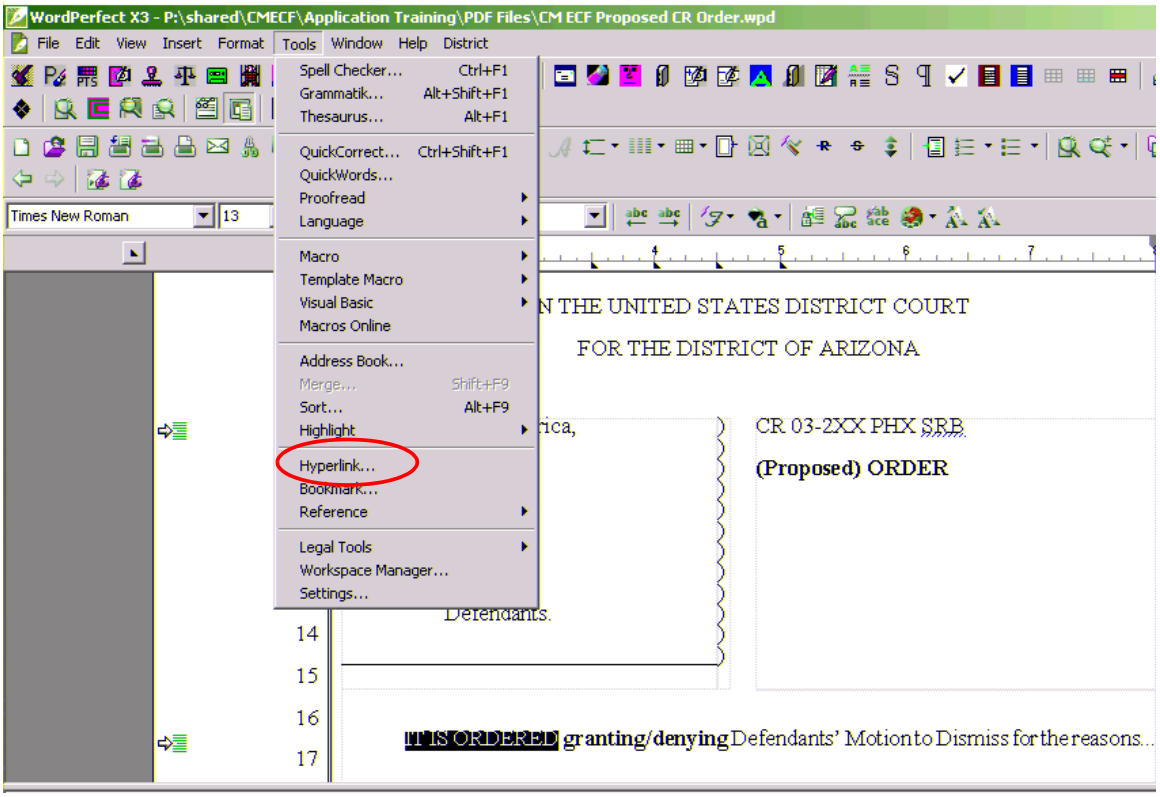
**Step 3:** Copy the URL of the document:

- Place the mouse cursor over the **document link** (*not "silver ball" NEF receipt link*) and right click.
- Select **Copy Shortcut** (*Internet Explorer/Netscape*) OR **Copy Link Location** (*Firefox*).



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

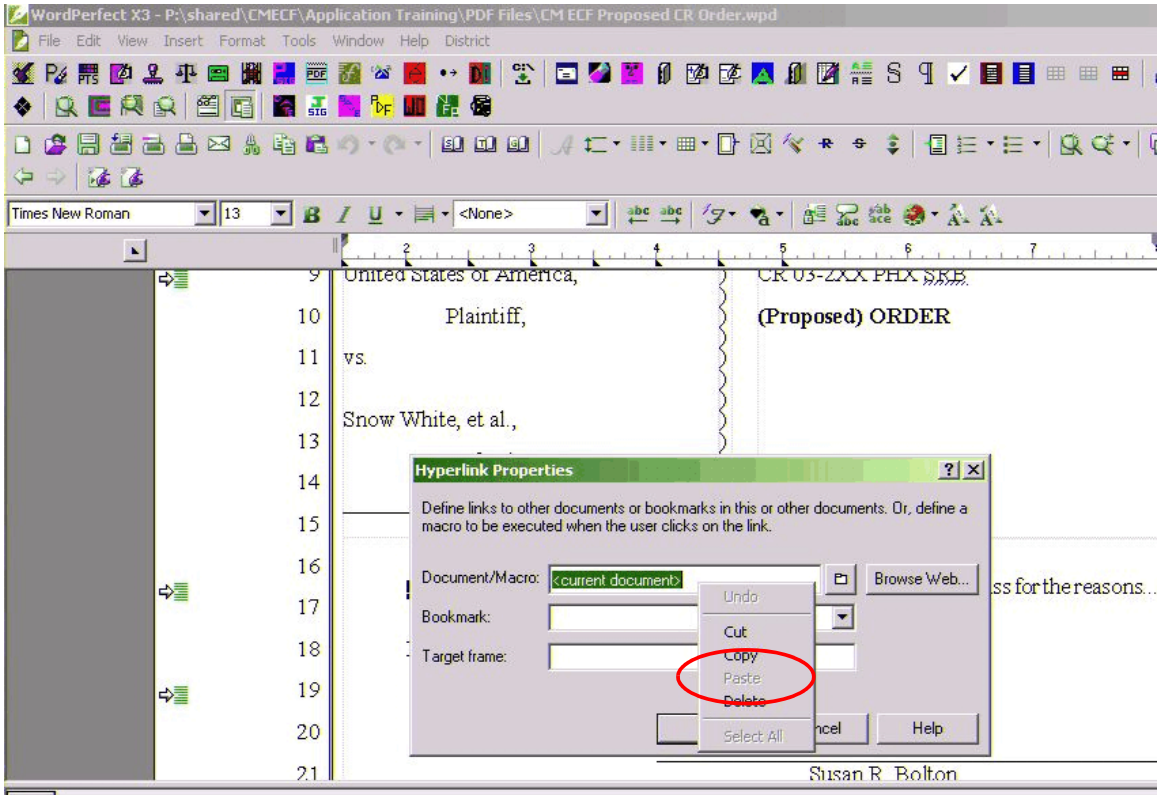
- Select and **highlight the appropriate text** to be hyperlinked, such as "IT IS ORDERED" shown in the example below.
- Click **Tools** on the menu toolbar.
- Select **Hyperlink** from the drop-down list.




**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.

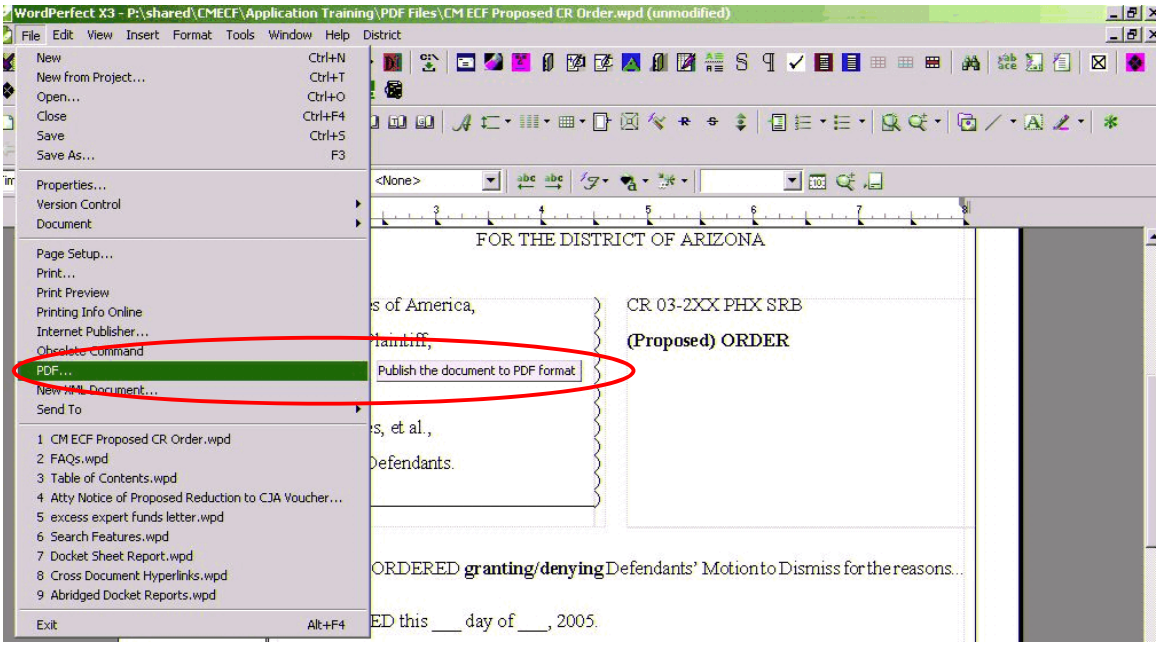
**Step 5:** The Hyperlink Properties dialog box appears:




- **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 <u>must</u> 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.

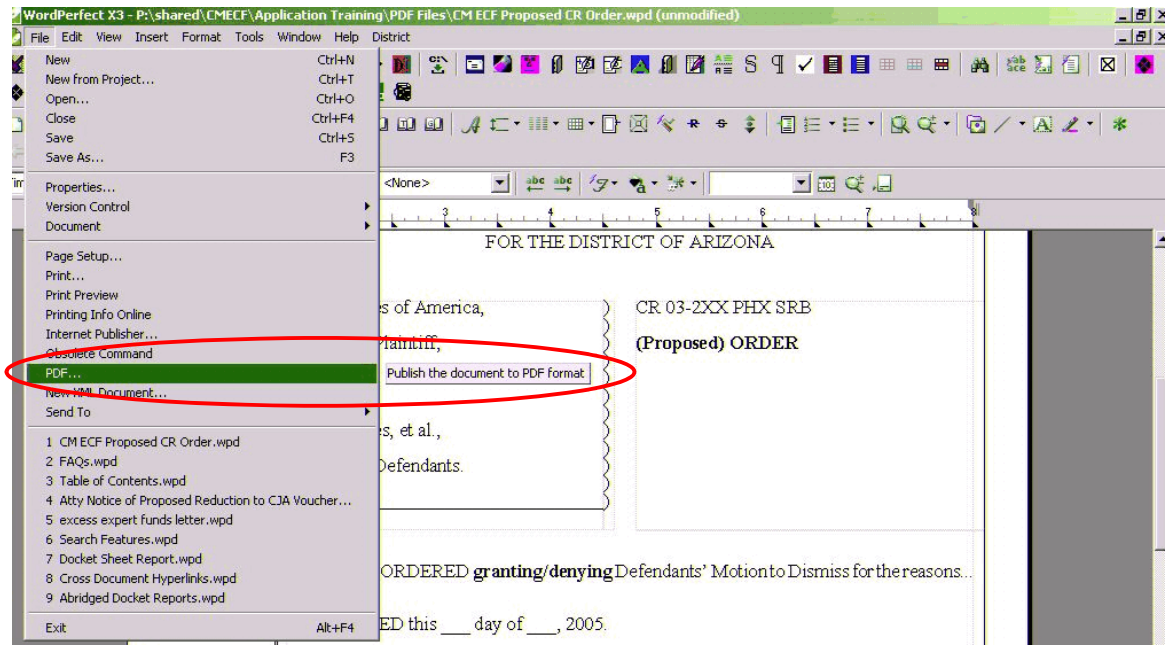
## Using WordPerfect to Create Hyperlinks Between Documents Filed in the Same Event

**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.

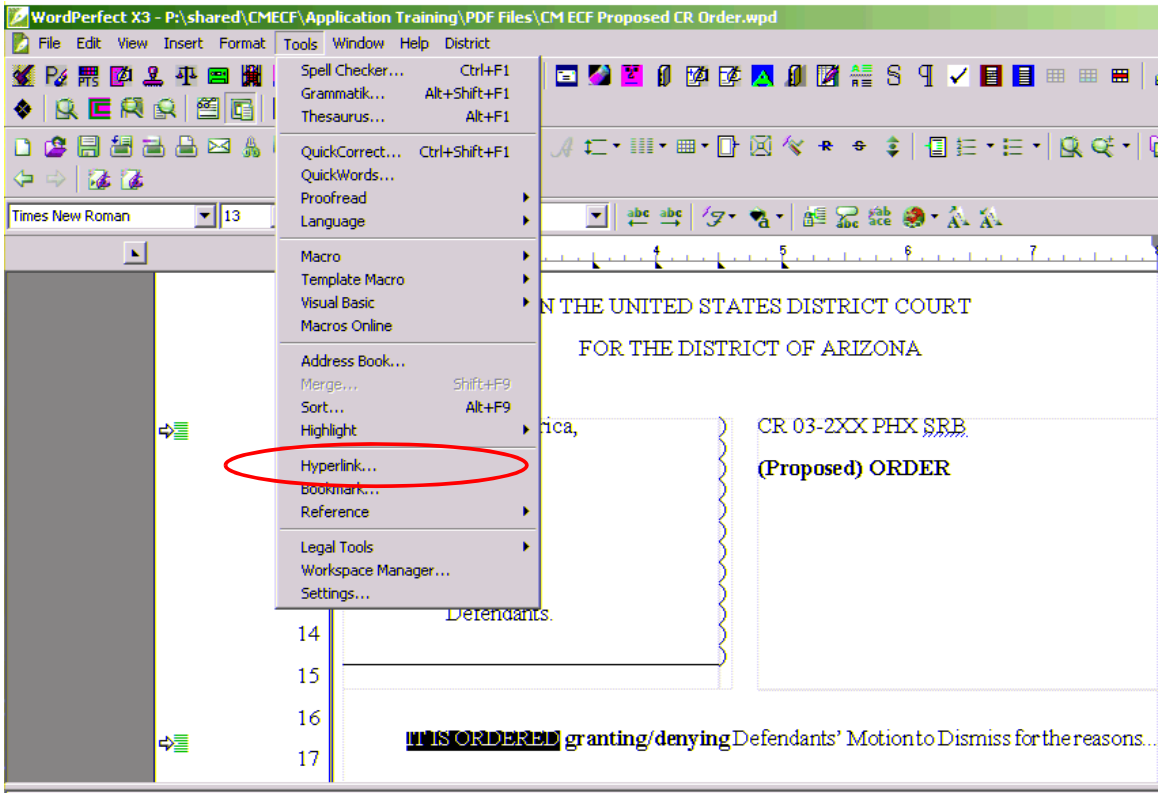
- Click **File** on the menu toolbar.
- Select **PDF**.



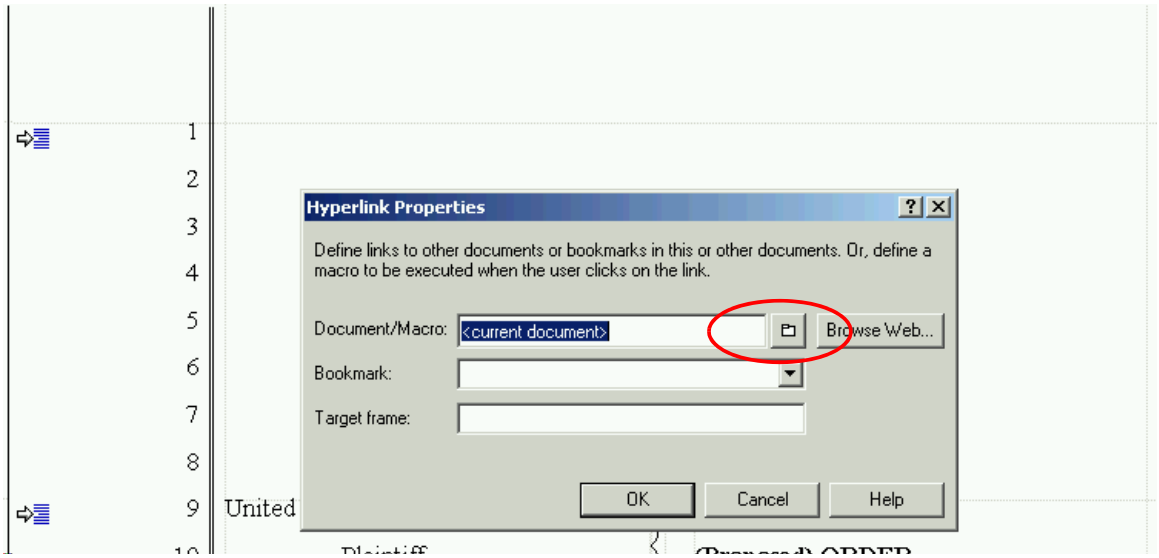

**Step 4:** Create and save the main WordPerfect document. (The document that will have the hyperlink to the attachment document.)

**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.

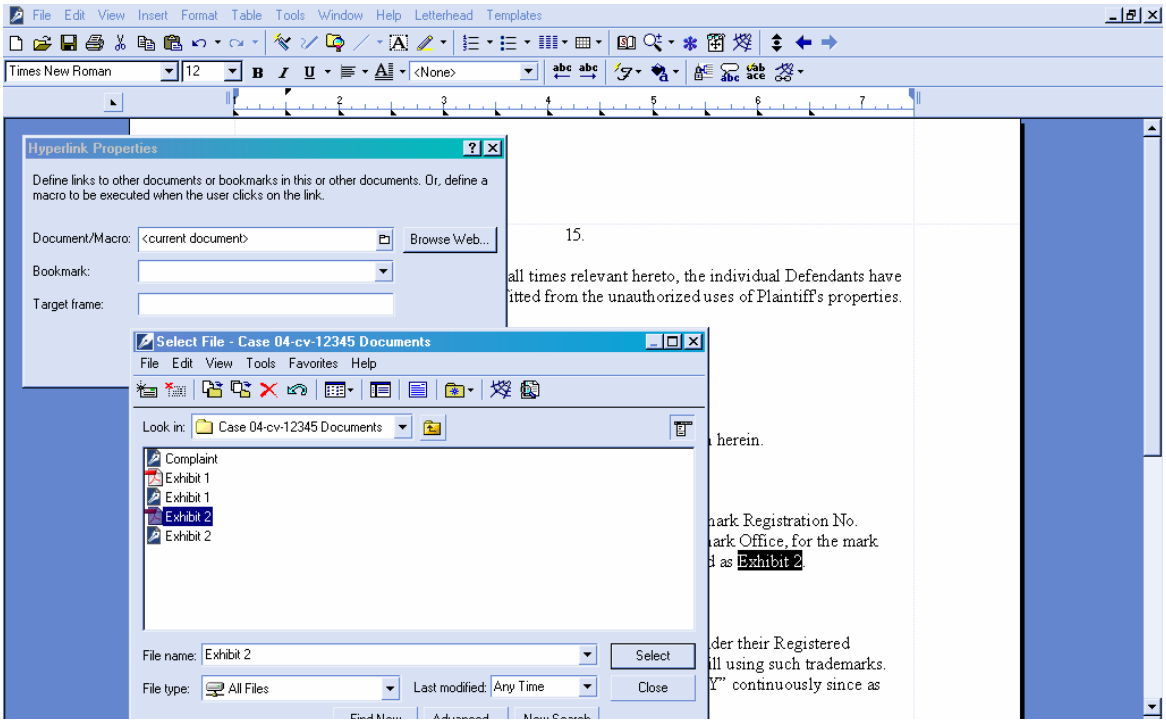


**Step 6**: Displayed next is the Hyperlink Properties dialog box. Click the **Folder icon** located to the right of the Document/Macro field.



**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 <u>must</u> 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.

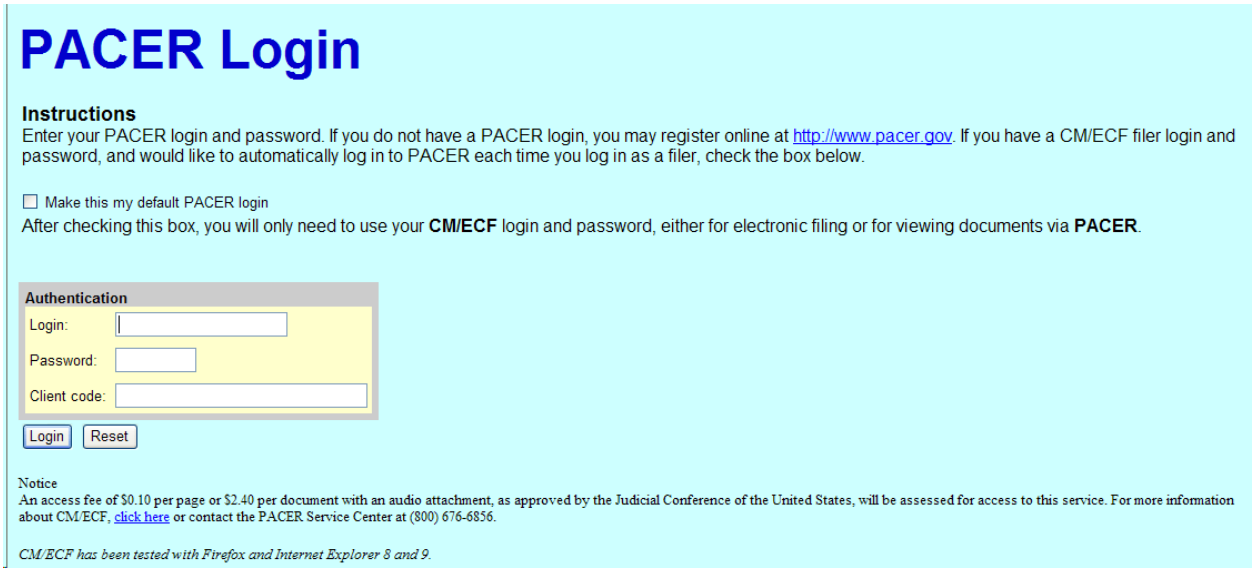
## Things to Remember

- 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.

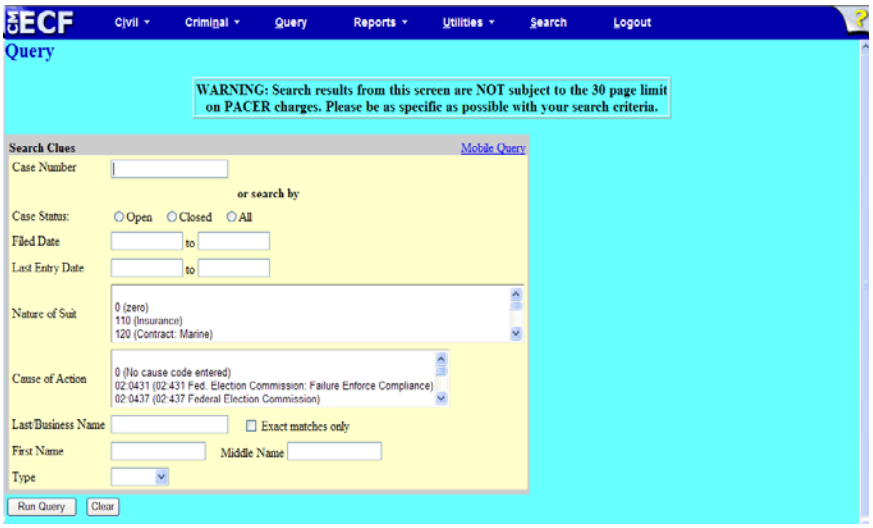
ECF opens the **PACER** Login screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database.




**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 **$.10** 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** or **Cause of Action.** 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.




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:** 05/04/2011

**Query**

Alias
Associated Cases
Attorney
Case File Location...
Case Summary
Deadlines/Hearings...
Docket Report ...
Filers
History/Documents...
MDL Case Report
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.

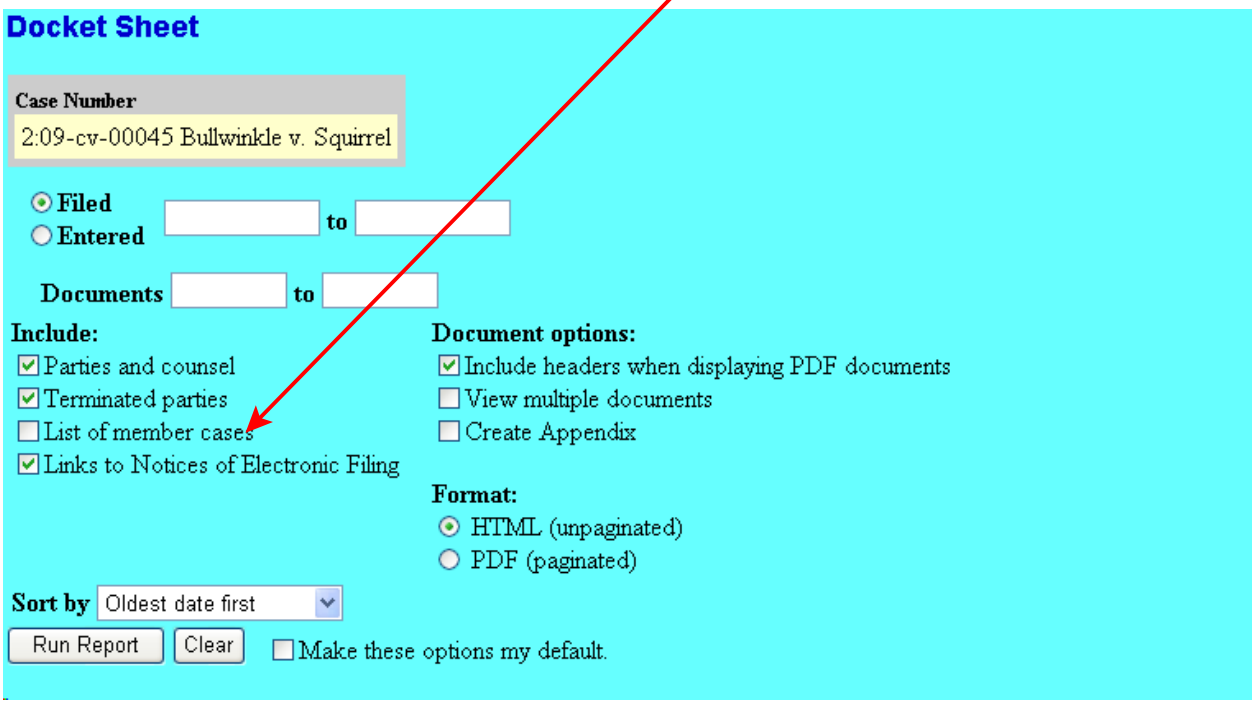
## Deadlines/Hearings

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.



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

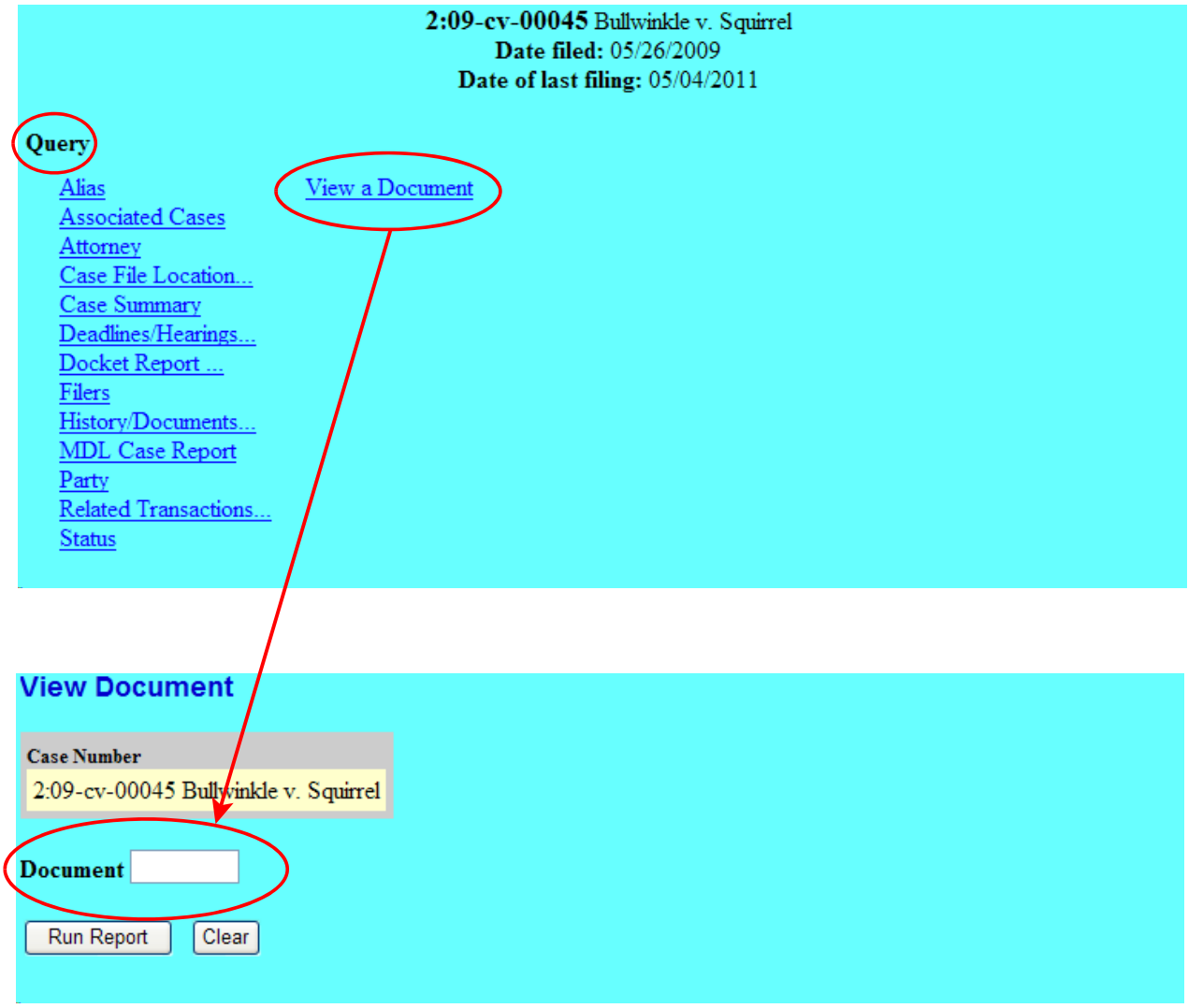
## Party
Lists active and terminated parties. Current and previous attorneys for each party are also shown.

## 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.

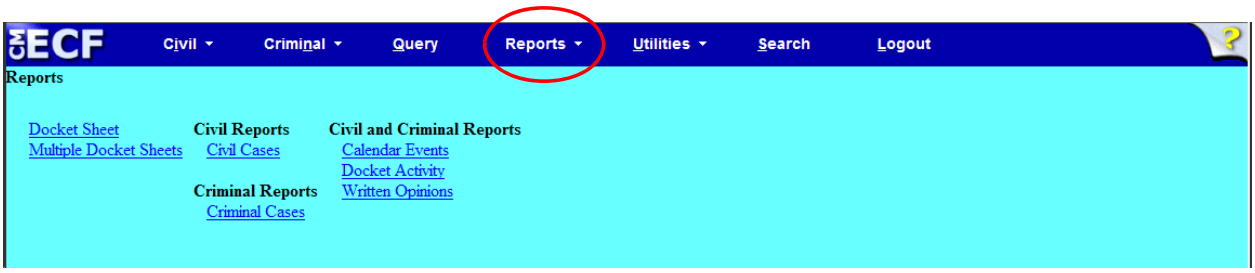
## View a Document

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.

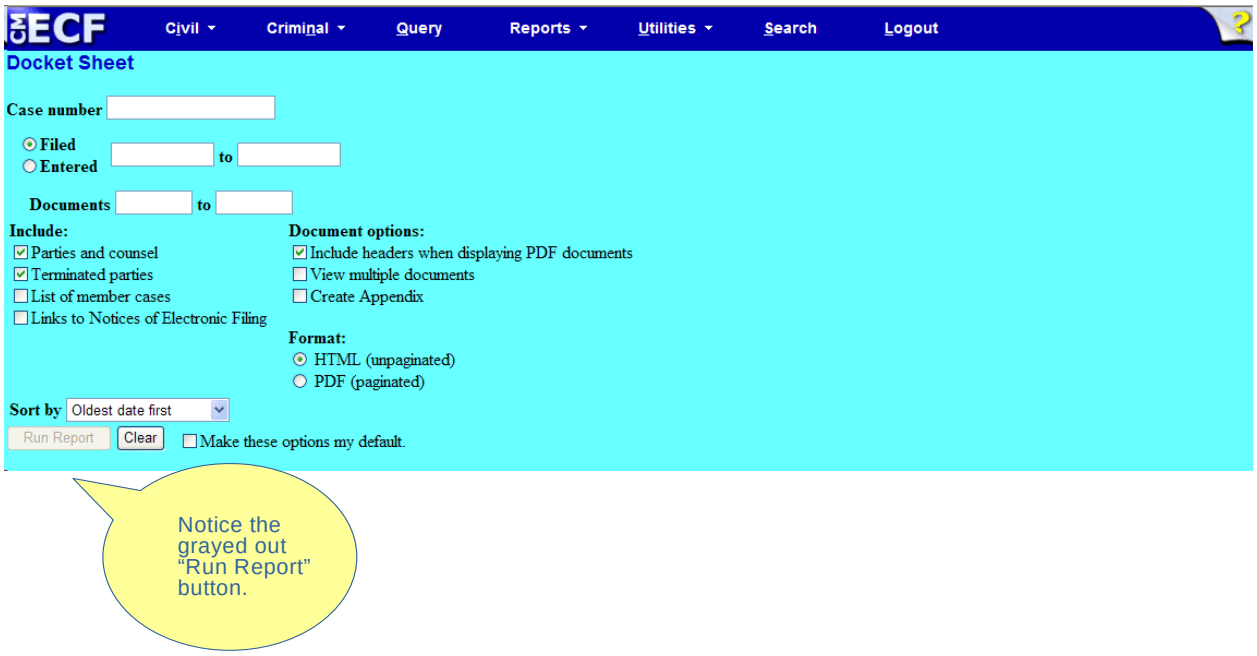



**NOTE:** ECF will prompt you to login to **PACER** when you select any of the reports.

## Docket Sheet Report

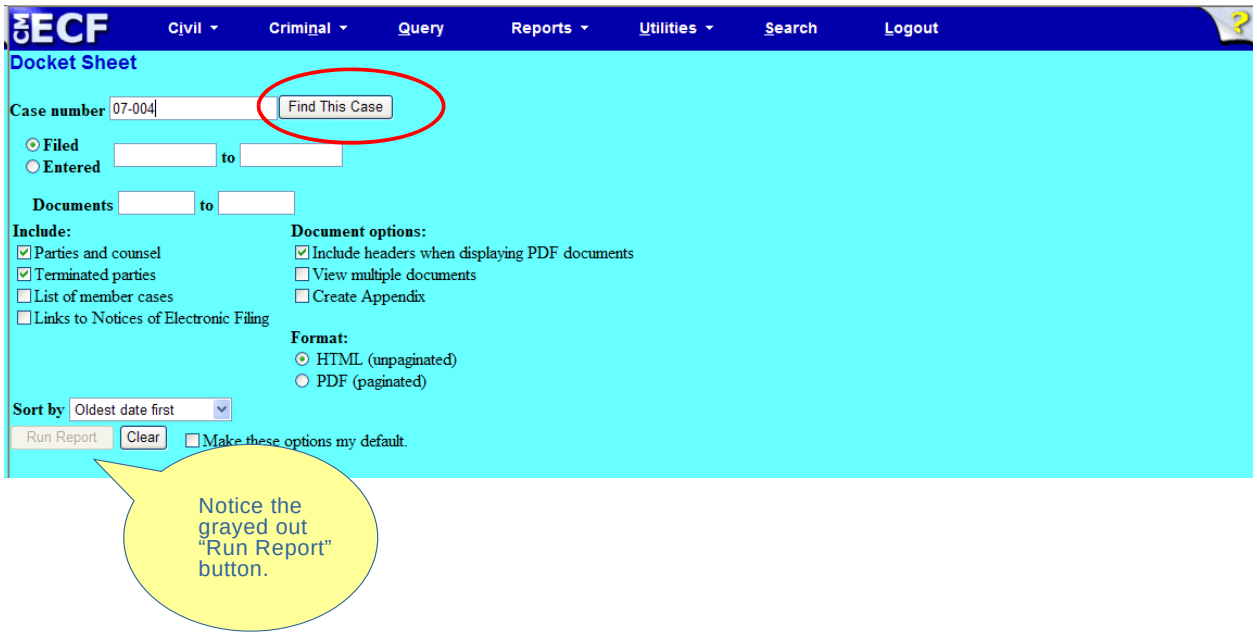
**Step 1:** From the *blue* main menu tool bar, click <Reports>, then click <Docket Sheet>.

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.

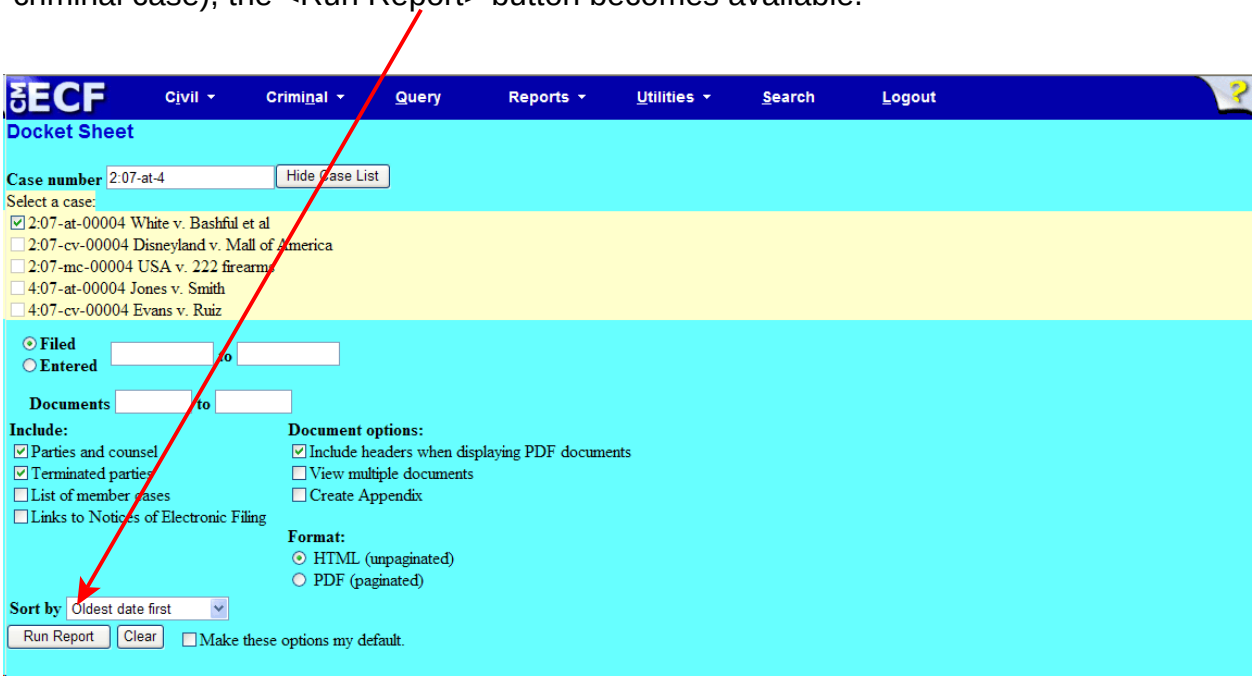



**Note:** The number of the last case accessed in this session, if any, will be displayed in the Case number field. If the correct case number is displayed, go to Step 3. Otherwise, continue to Step 2 below.

**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.




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



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 69.

  - Create Appendix. Please review the document titled "Creating an Appendix" found on our website at:

http://www.azd.uscourts.gov/sites/default/files/documents/create%20an%20appendix.pdf

- **Format**. You have the option of running the Docket Report in either HTML (unpaginated) or PDF (paginated) format.

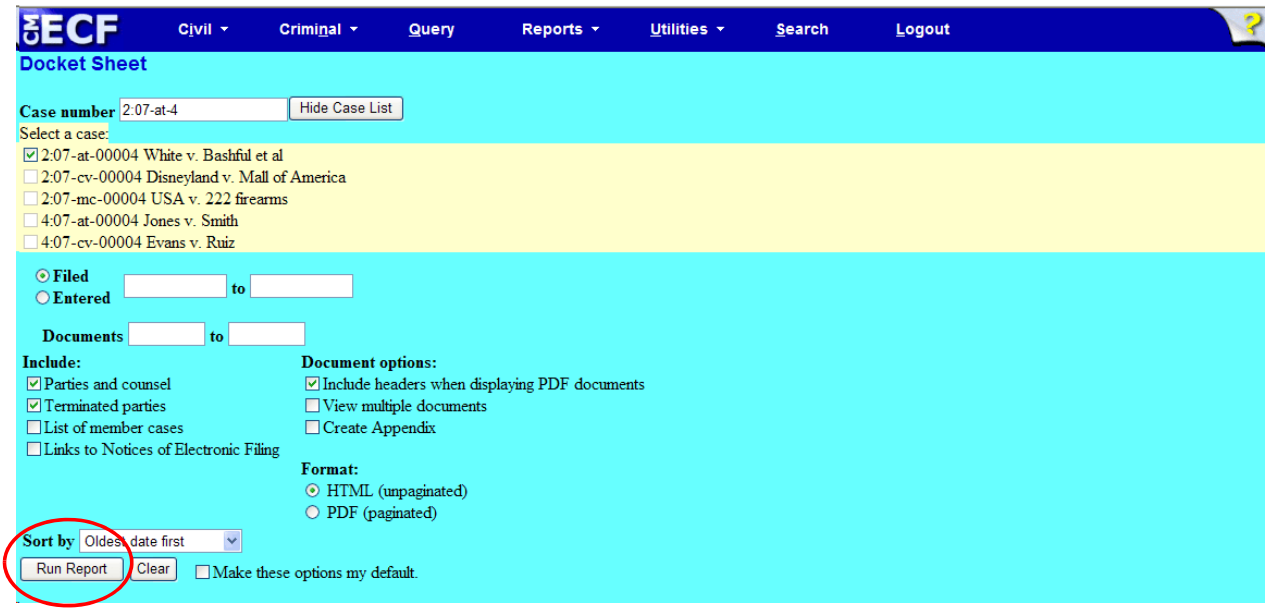
- **Sort by**. You can select to sort the events displayed by oldest or most recent date first.

- **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 **Docket Sheet Report** screen displays.

CM ECF  Civil  Criminal  Query  Reports  Utilities  Search  Logout

STD

**U.S. District Court**
**DISTRICT OF ARIZONA (Phoenix Division)**
**CIVIL DOCKET FOR CASE #: 2:07-at-00004**

White v. Bashful et al
Assigned to:
Demand: $100,000
Cause: 28:1345 Property Damage

Date Filed: 02/15/2007
Jury Demand: Both
Nature of Suit: 380 Personal Property: Other
Jurisdiction: Federal Question

**Plaintiff**

**Snow White** represented by **Carol Mulder**
*ATTORNEY TO BE NOTICED*

V.

**Defendant**

**Bashful** represented by **Marvi Parsons**

**Defendant**

**Ricky Ricardo** represented by **Marvi Parsons**
(See above for address)
*ATTORNEY TO BE NOTICED*

**Counter Claimant**

**Bashful** represented by **Marvi Parsons**
(See above for address)

**Ricky Ricardo** represented by **Marvi Parsons**
(See above for address)
*ATTORNEY TO BE NOTICED*

V.

**Counter Defendant**

**Snow White** represented by **Carol Mulder**
(See above for address)
*ATTORNEY TO BE NOTICED*

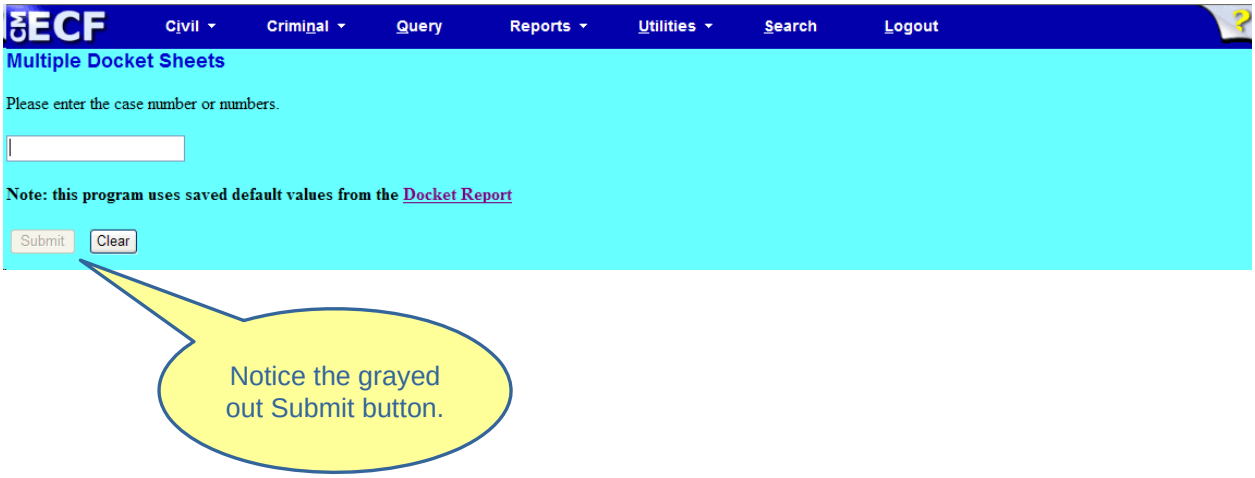
| Date Filed | # | Docket Text |
|---|---|---|
| 02/15/2007 | 1 | COMPLAINT, filed by Snow White. (Attachments: # 1 Civil Cover Sheet)(atty6, ) (Entered: 02/15/2007) |
| 02/15/2007 | 2 | *First* ANSWER to Complaint with Jury Demand, First COUNTERCLAIM against Snow White by Bashful, Ricky Ricardo.(atty5, ) (Entered: 02/15/2007) |
| 02/15/2007 | 3 | Emergency MOTION for Summary Judgment by Bashful, Ricky Ricardo. (atty5, ) (Entered: 02/15/2007) |
| 02/15/2007 | 4 | STATEMENT of Facts re 3 Emergency MOTION for Summary Judgment by Defendants Bashful, Ricky Ricardo. (Attachments: # 1 Exhibit Index and A - D# 2 Exhibit E - F)(atty5, ) (Entered: 02/15/2007) |

## 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.

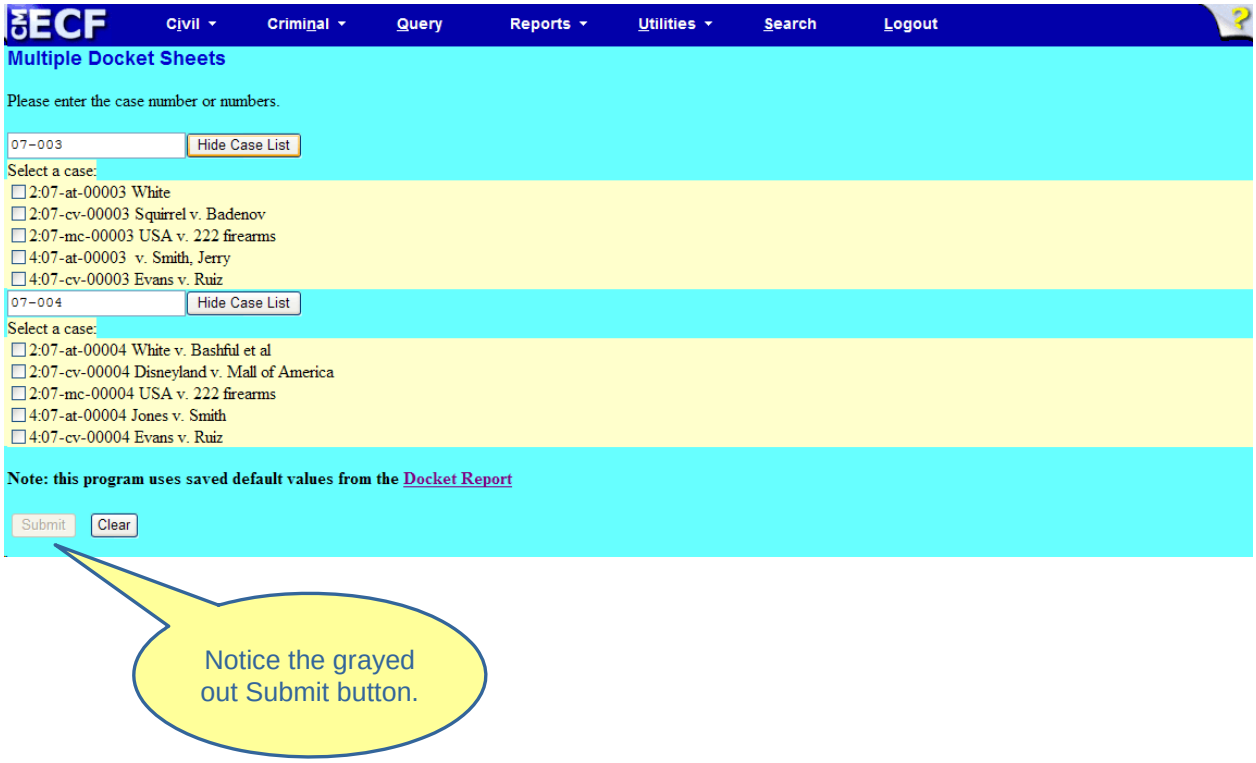
**Step 1:** From the *blue* main menu tool bar, click <Reports>, then click <Multiple Docket Sheets>.

The **Multiple Docket Sheets** screen displays.



**Step 2:** Enter the first case number, then 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.

**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:

**Counter Defendant**

**Snow White** represented by **Heather Daniels**
(See above for address)
*ATTORNEY TO BE NOTICED*

| Date Filed | # | Docket Text |
|---|---|---|
| 02/15/2007 | 1 | COMPLAINT, filed by Snow White. (Attachments: # 1 Civil Cover Sheet)(atty11, ) (Entered: 02/15/2007) |
| 02/15/2007 | 2 | *first* ANSWER to Complaint with Jury Demand, COUNTERCLAIM against Snow White by Bashful.(atty12, ) (Entered: 02/15/2007) |
| 02/15/2007 | 3 | Emergency MOTION for Summary Judgment by Bashful. (atty12, ) (Entered: 02/15/2007) |
| 02/15/2007 | 4 | STATEMENT of Facts re 3 Emergency MOTION for Summary Judgment by Defendant Bashful. (Attachments: # 1 Exhibit Index and A - D# 2 Exhibit E-F)(atty12, ) (Entered: 02/15/2007) |

**U.S. District Court**
**DISTRICT OF ARIZONA (Phoenix Division)**
**CIVIL DOCKET FOR CASE #: 2:07-cv-00004**

Disneyland v. Mall of America
Assigned to:
Cause: 28:1338 Copyright Infringement

Date Filed: 05/23/2007
Jury Demand: None
Nature of Suit: 820 Copyright
Jurisdiction: Federal Question

**Plaintiff**

**Disneyland** represented by **Disneyland**
PRO SE

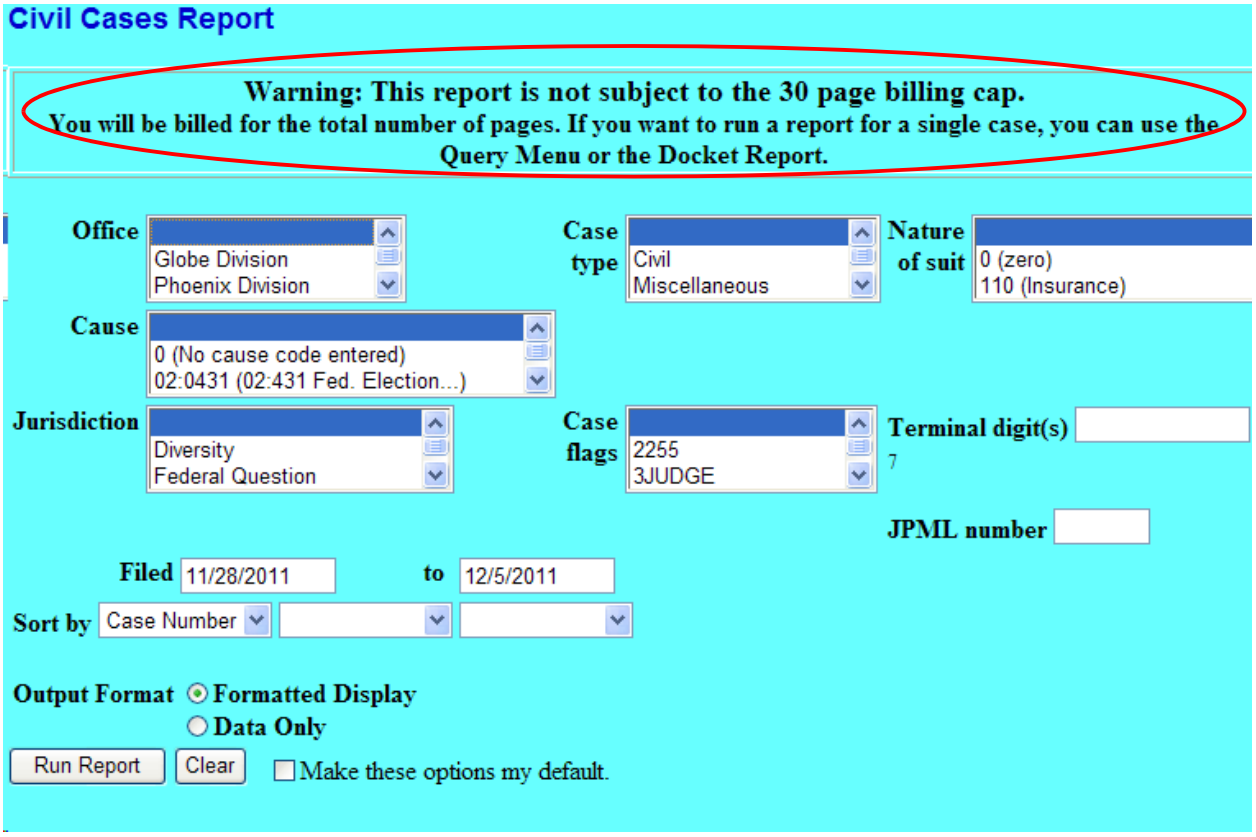
V.

**Defendant**

**Mall of America** represented by **tl**
*ATTORNEY TO BE NOTICED*

## 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).




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.

## 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

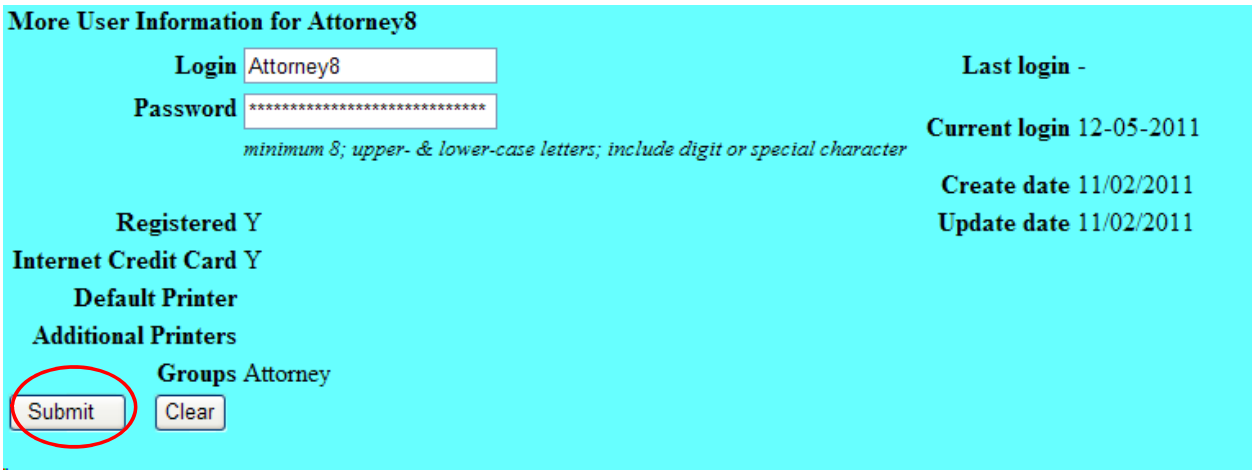
Allows you to search for written opinions, i.e., any document issued by a judge or judges of the court sitting in that capacity, that sets forth a reasoned explanation for a court's decision. This report is free to PACER users. You can search by case number, last name, first name, middle name, office, nature of suit, case type, cause of action, case flags, and for a specific date range. The report can be formatted to return either full docket text or summary text and may be sorted based on case number or date filed.

# Utilities

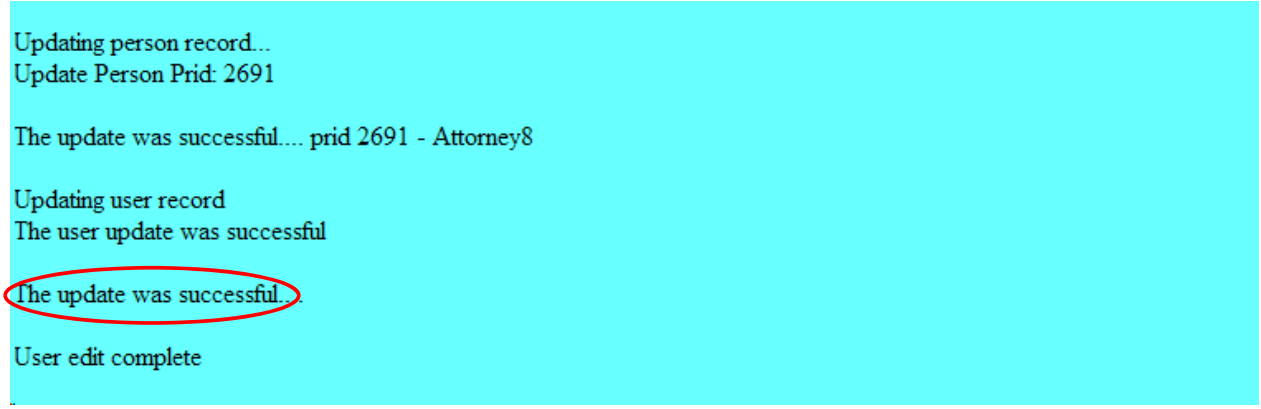
The Utilities feature allows Registered Users to maintain their password in ECF and to view all of their ECF transactions.

## Maintain Your Login/Password

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



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




## View Your Transaction Log

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

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

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

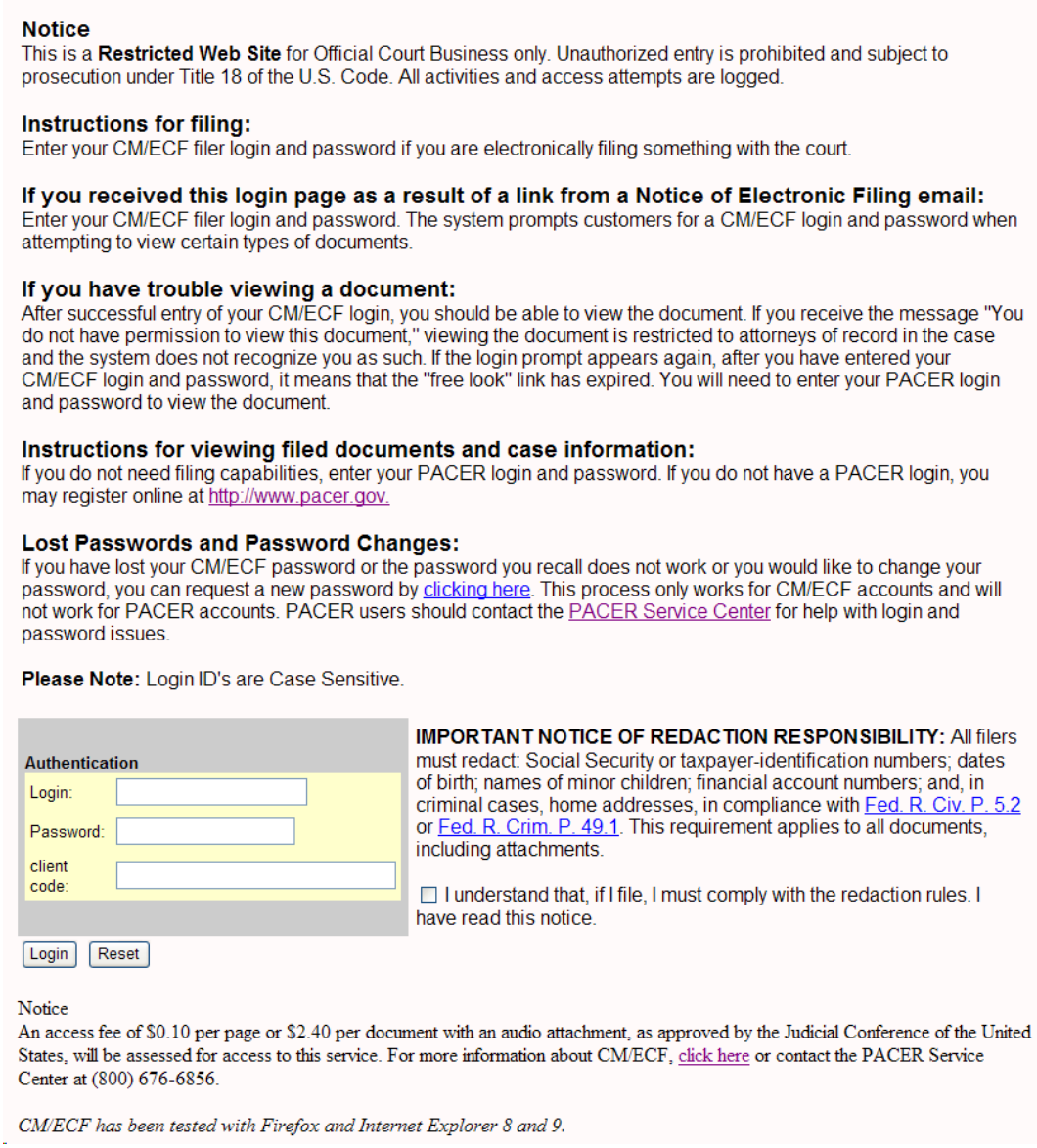
ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria.

# 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.



**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://www.pacer.gov.

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

**Please Note:** Login ID's are Case Sensitive.

**Authentication**
Login:
Password:
client code:

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