

# **Case Management/Electronic Case Files (CM/ECF) User's Manual for Case Opening, Electronic Case Files and Case Management**



**U.S. Court of International Trade  
One Federal Plaza  
New York, NY 10278**

**USCIT Help Desk Telephone Number: 1-866-450-1859  
Pay.gov Help Desk Telephone Number: 1-800-624-1373**

**Access the CM/ECF System from the USCIT Web Site at: [www.cit.uscourts.gov](http://www.cit.uscourts.gov)**

Version 5.1.1  
January 2013

---

## Table of Contents for CM/ECF User’s Manual

<u>Topic</u>	<u>Page Number</u>
I. Getting Started .....	1-5
Hardware and Software Requirements .....	1
Windows Conventions for CM/ECF System .....	2
How to Access the System .....	2
Helpful Hints/Warnings When Working with the CM/ECF System .....	3
How to Register to Use the System .....	4
Help Desk .....	5
II. CM/ECF System Options .....	5-7
III. Basic User Information .....	8-14
Commonly Used Keys and Prompts .....	8
Add/Create a Party .....	8
Attorney Association in CM/ECF .....	8
Bulky Document Standard .....	9
Correcting Mistakes .....	10
Exhibits - Physical .....	10
Joint Filings .....	11
Motions .....	11
Notice of Electronic Filing .....	11
Notice of Manual Filing .....	13
Uniformity on Filings .....	13
Technical Difficulty with Court’s CM/ECF System .....	13
Z Motion and Z Document .....	14
IV. Working with Adobe Acrobat and Portable Document Format .....	15-21
How to Convert Documents to PDF Format .....	16
WordPerfect Version 6.1, 7 or 8 .....	16
WordPerfect Version 9 or higher .....	16
Microsoft Word 95 or later .....	17
How to View a PDF file .....	17
Filing Motions as One Document or Multiple Documents .....	17
How to Attach a PDF Document .....	18

## Table of Contents for CM/ECF User’s Manual (continued)

<u>Topic</u>	<u>Page Number</u>
V. Filing and Viewing Confidential Documents	23-25
How to File a Confidential Document	24
How to View a Confidential Document	25
Initiating Documents Containing Confidential Information	25
Inquiries Regarding Access to Filing and Viewing Confidential Documents	30
VI. Password Requirements	26-27
How to Change Your Password - Prompt	26
How to Change Your Password - Maintain Your Password	27
VII. Opening a Case	28-105
1581(a) Denied Protests - Appraised Value	28-34
Search for a Party	35
Selecting a Party	36
Creating a New Party Plaintiff	37
Adding an Alias	38-40
Creating a New Alias	41-42
Adding Corporate Parent Information	43-44
Adding Defendant Information	45-46
Obtaining a Case Number	47
Filing a Summons	48-55
On-Line Payment of the Filing	56-58
Verifying Docket Text Information	59
Notice of Electronic Filing	60
1581(a) Denied Protest(s) - Classification	61-62
Opening a Case for Remaining 1581(a) Jurisdiction of Cases	63
1581(b) Domestic Interested Parties Petition: Appraised Value	64-65
Opening a Case for Remaining 1581(b) Domestic Parties Petition Cases	66
1581(c) Antidumping or Countervailing Duty Determination	67
1581(c) Antidumping or Countervailing Duty Determination - Determination not to Initiate Investigation	68-69
Opening a Case for Remaining 1581(c) Antidumping or Countervailing Duty Cases	70
1581(d) Denial of Certification for Trade Adjustment Assistance	71
1581(d) Denial of Certification for Trade Adjustment Assistance: Worker 19 USC 2273	72-73
Opening a Case for Remaining 1581(d) Denial of Certification for Trade Adjustment Assistance Cases	74

---

**Table of Contents for CM/ECF User’s Manual** (continued)

<b><u>Topic</u></b>	<b><u>Page Number</u></b>
1581(e) Government Procurement/Country of Origin . . . . .	75-76
1581(f) Disclosure of Proprietary Information . . . . .	77-78
1581(g) Custom Broker’s License/Permit: Private Testing Lab . . . . .	79-80
Opening a Case for Remaining 1581(g) Custom Broker’s License/Permit Cases . . . . .	81
1581(h) Pre-importation Ruling . . . . .	82-83
1581(i) Residual Jurisdiction . . . . .	84-88
1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties . . . . .	89-90
Opening a Case for Remaining 1582 Recovery of Civil Penalty/Upon a Bond/Customs Duties Cases . . . . .	91
1584 Disclosure of Proprietary Information: Sanctions . . . . .	92-93
Docketing a Complaint . . . . .	94-105
VIII. Filing Case Events . . . . .	106-176
Answer to Complaint . . . . .	106-112
Form 07 Notice of Dismissal - Pursuant to Rule 41(a)(1)(A)(i) . . . . .	113-119
Consent Motion for Extension of Time . . . . .	120-127
Motion to Intervene and Required Related Filings . . . . .	128-138
Motion for Judgment Upon Agency Record 56.1 . . . . .	139-145
Response to Dispositive Motion for Judgment Upon Agency Record 56.1 . . . . .	146-152
Reply to Response to Dispositive Motion . . . . .	153-159
Appeal Documents . . . . .	160-168
Multi-Case Docketing . . . . .	169-175
IX. Query Options . . . . .	176-186
Alias . . . . .	181
Associated Cases . . . . .	181
Attorney . . . . .	181
Deadlines/Hearings . . . . .	182
Docket Report . . . . .	183
Filers . . . . .	184
Party . . . . .	184
Related Transactions . . . . .	185
Status . . . . .	186
View a Document . . . . .	186

## Table of Contents for CM/ECF User’s Manual (continued)

<u>Topic</u>	<u>Page Number</u>
X. Reports Options	187
Docket Sheet	187-188
Create an Appendix	189-190
Including headers when creating PDF documents	190
View Multiple Documents	190-191
Civil Cases	191-197
Civil Reports	191-192
Calendar Events	193-194
Written Opinions	195-197
XI. Utilities Options	198-204
Your Account: View Your Transaction Log	199
Your Account: Maintain Your Password	199
Miscellaneous: Mailing - Mailing Information for a Case	200
Miscellaneous: Mailing - Mailing Labels by Case	200-201
Miscellaneous: Verify a Document	202
Miscellaneous: Internet Payment History	203-204
CM/ECF Glossary	205-207
Glossary of CM/ECF System Errors	208
Appendix	Appendix 1-5
Bulky Document Standard	Appendix 2-3
Frequently Used Abbreviations List for CM/ECF Data Entry	Appendix 4-5
Index	<i>Index - 1</i>

---

# Case Management/Electronic Case Files (CM/ECF) User's Manual

## I. Getting Started

### Introduction

The Case Management/Electronic Case Files (CM/ECF) System is an electronic filing system used to view docket sheets, run case reports, and electronically file documents with the Court. The steps outlined in the manual must be followed when opening a case with the Court.

### Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents include the following:

- A personal computer running a standard platform such as Windows or Macintosh
- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect or Word;
- Internet service;
- A web browser that supports 128 bit encryption. Mozilla Firefox 3.5 or lower, and Internet Explorer 7 and 8 are highly recommended. All are free downloads;
- Software to convert documents from word processor format to portable document format (PDF). Adobe Acrobat is recommended. Adobe Acrobat version 6.x and above, adequately meet the CM/ECF filing requirements;
- Adobe Reader, which is available free, is needed for viewing PDF documents; and
- A scanner may be necessary to create electronic images of documents that are not in your word processing system.

---

## I. Getting Started

### Windows Conventions for the CM/ECF System

The following system prompts are used throughout the program.



This button on the screen accepts the entry just made and displays the next entry screen, if any.



This button on the browser toolbar allows users to return to a screen and correct an entry made on a previous screen.



This button on the screen clears all characters entered in that particular box.



This key on the keyboard allows users to select multiple entries within a given category by pressing and holding down on the **Ctrl** key when selecting entries.



This button on the keyboard allows users to move from one field to another within a screen. Using Shift + Tab allows backward movement.

### How to Access the System

**Note:** If you have not registered to use this system, you will not be able to sign in.

To access the CM/ECF System follow these steps:

1. Open up your Internet browser (Internet Explorer 7 and 8, or Mozilla Firefox 3.5 or lower, are recommended);
2. Type in the Court's web address: <http://www.cit.uscourts.gov>;
3. Select **Case Management/Electronic Case Files (CM/ECF)** option on the left column;
4. Choose **Login to the Live CM/ECF Database** (or the Training CM/ECF Database if that is the one you wish to access), or, in lieu of steps 2 & 3, go to: <https://ecf.cit.uscourts.gov>;
5. Click **Live Database** (or Training);

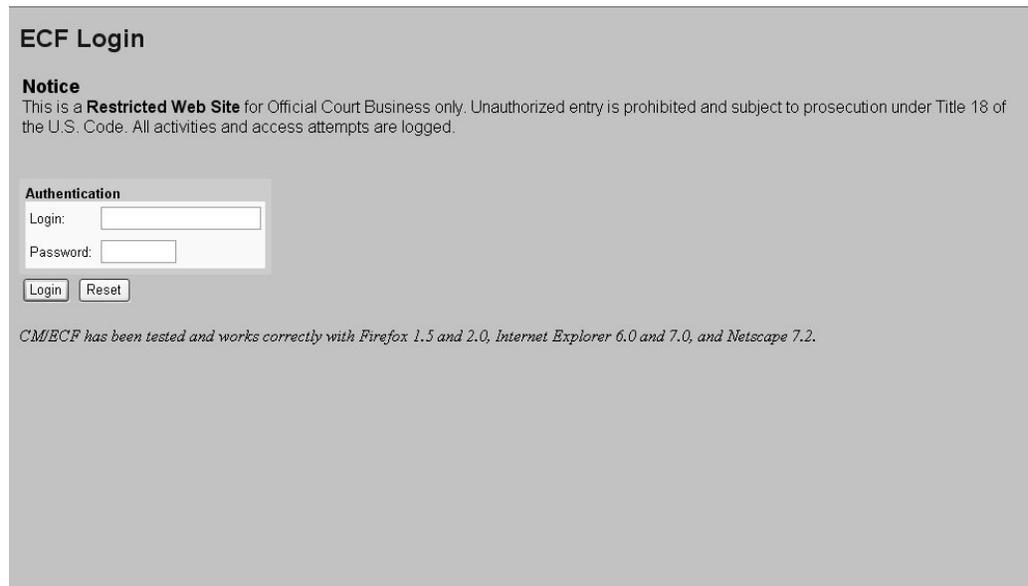
---

## I. Getting Started

### How to Access the System (continued)

6. Enter your login & password in the appropriate field (see **Figure I-1.**) Login & Password are case-sensitive and must be entered exactly as they appear on your activation email. **Note:** If you forgot your login or password, submit a *Notice of Loss/Compromise of Password* and a new one will be issued.
7. Click  to access the system options.

**Figure I - 1**



**ECF Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Authentication**

Login:

Password:

*CM/ECF has been tested and works correctly with Firefox 1.5 and 2.0, Internet Explorer 6.0 and 7.0, and Netscape 7.2.*

### Helpful Hints/Warnings When Working with the CM/ECF System

The following information will assist you while working with the CM/ECF software:

- ▶ Be careful not to place the cursor on any portion of the border while you are working in the CM/ECF system. If the cursor hits the border of the screen while you are working to input case information, the system will wipe out the information before you have a chance to save it.
- ▶ Keep the screen maximized while you are working.
- ▶ When adding individual names or business titles, be sure to type the first letter of the first and last names in capitals. The program is case-sensitive when you add names/titles. However, the system is not case-sensitive when searching for a name or business.
- ▶ While entering case information, if you return to a previous screen to make changes, you will need to re-enter all information after the changes because the system will wipe out previously entered information once you leave the entry screen.

---

## I. Getting Started

### How to Register to Use the System

Anyone who wishes to use the system is required to complete a Registration Form. Registration forms are available on the Court's website. In addition to individual e-mail addresses on registration forms, filers are encouraged to include secondary e-mail addresses for their firm/agency to ensure notification of all case activity.

All registration forms must be mailed to the Office of the Clerk, Case Management - CM/ECF Registration, One Federal Plaza, New York, NY 10278-0001 or emailed to the CM/ECF Help Desk at [cmecf\\_helpdesk@cit.uscourts.gov](mailto:cmecf_helpdesk@cit.uscourts.gov). Within two weeks of receipt of a completed registration form, the Clerk's Office will send users a login and password.

**Please Note: Non-attorneys who register to use the CM/ECF system will be given Query-only access. These users will not have the ability to file documents electronically.**

If users lose their Password, or their Password is compromised, they can click on the link, "If you have lost or forgotten your password, click here." link on the CM/ECF login and follow the instructions to reset their Password.

If an attorney has a change in the information that appears on file with the Clerk's Office, they are required to submit a *Request for Change in Information* form as found on the Court's website. Attorneys appearing in cases before the Court must also file the appropriate notification documents in each of their cases as required by the Rules of the Court.

If a non-attorney has a change in the information that appears on file with the Clerk's Office, they are required to submit a *Notice of Change in Non-Attorney Information* (CM/ECF Form No. 8A) as found on the Court's website.

## I. Getting Started

### Help Desk

If you need assistance, call the Court's Help Desk at (866) 450-1859 8:30 AM to 5:00 PM, Eastern time, Monday through Friday to speak to a Court staff member. After Court hours, calls will forward to voice mail and will be answered the next business day.

## II CM/ECF System Options

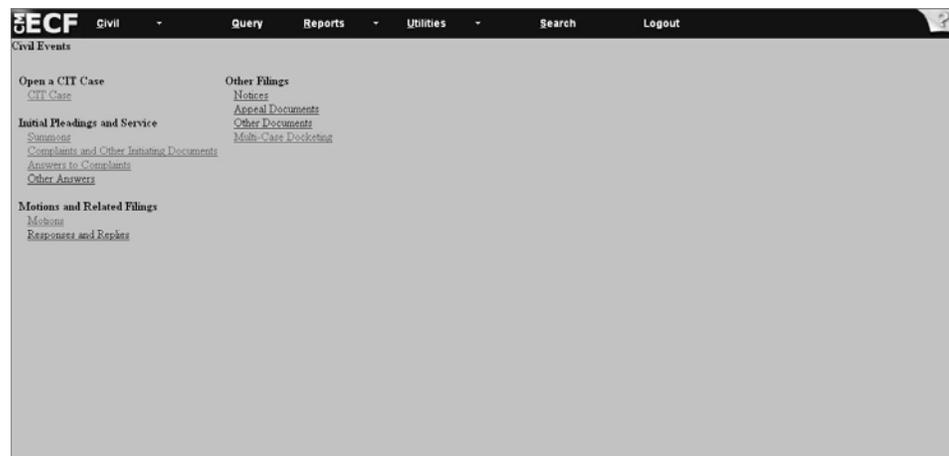
The CM/ECF system operates with a series of drop-down menus from the top menu-tabs as shown below in **Figure II-1**. Submenus within the system may be accessed by either clicking on an option in the drop-down menu, or by clicking the menu tab (in this case, *Civil*).

**Figure II-1**

For example, clicking the *Civil* menu tab will bring you to the *Civil Events* menu screen seen below.



**Figure II-2**



## II. CM/ECF System Options (Continued)

### Use of the Search Function:

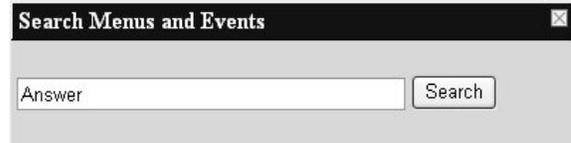
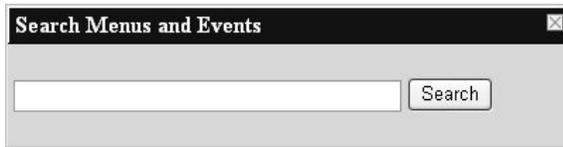
When using the CM/ECF system, a search can be called up from *any* screen simply by clicking the text on the upper right-hand side of the menu bar that says, “Search.” (See **Figure II - 3**)

**Figure II - 3**



A search box (See **Figure II - 4**) will appear on the screen, which will allow you to enter search terms (e.g., “Answer”) as shown in **Figure II - 5**.

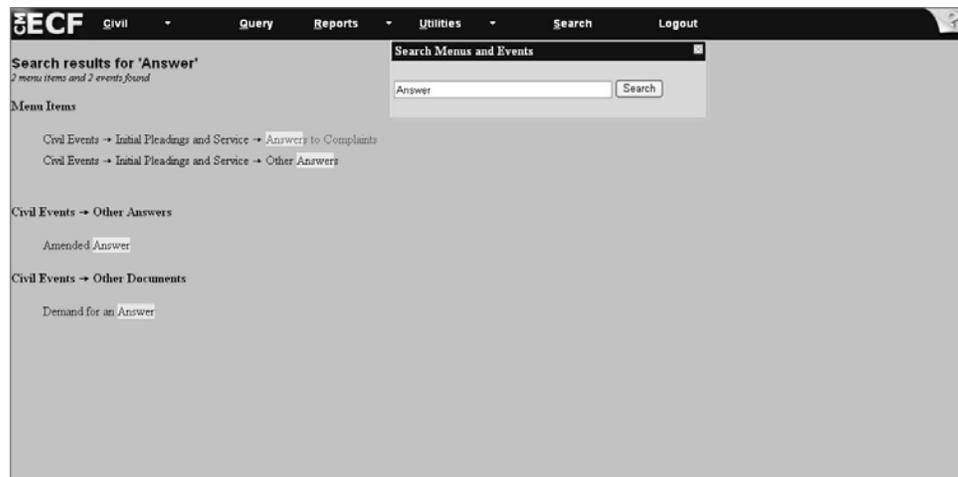
**Figure II - 4**



**Figure II - 5**

Once the search button is pressed, the results will appear on a new screen, with links to all areas containing the term you have searched (See **Figure II - 6**).

**Figure II - 6**



---

## II. CM/ECF System Options (Continued)

The following CM/ECF system options are available.

**Civil      Query      Reports      Utilities      Search      Logout      ? (Help)**

### Civil Events Options

#### **Open a CIT Case**

CIT Case

#### **Initial Pleadings & Service**

Summons

Complaints & Other Initiating Documents

Answers to Complaints

Other Answers

#### **Query Options**

Alias

Associated Cases

Attorney

Deadlines/Hearings...

Docket Report...

Filers

Party

Related Transactions...

Status

View a Document

#### **Reports Options**

Docket Sheet

Civil Reports

Civil Cases

Calendar Events

Docket Activity

Other Civil Reports

Written Opinions

#### **Motions and Related Filings**

Motions

Responses & Replies

#### **Other Filings**

Notices

Appeal Documents

Other Documents

Multi-Case Docketing

#### **Utilities Options**

Your Account

View your Transaction Log

Review Billing History

Edit Data

Miscellaneous

Internet Payment History

Mailings...

Verify a Document

Note: Non-attorneys will not have access to Civil Events.

**Search** - use this feature to search Menus and Events for specific words or phrases.

**Logout** - select this feature to properly logout of the system. Simply closing out the browser is not sufficient. Filers may experience difficulty logging back into the system if they did not properly logout.

**?(Help)** - access definitions & explanations of terms used in the CM/ECF System. This feature can be accessed from any screen in the CM/ECF system by clicking the  on located in the upper right corner of the menu bar for assistance.

---

### III. Basic User Information

#### Commonly Used Keys and Prompts in the CM/ECF System

[Back]	This button on the browser Toolbar allows you to return to a previous screen to correct entries.
	This button on the screen clears all characters entered in a particular box and sometimes on the screen.
[Ctrl]	This keyboard command allows you to select multiple entries within a given category by pressing and holding down the [Ctrl] key when selecting entries.
[Tab]	This button on the keyboard allows you to move forward from one field to another within a screen.
[Shift] + [Tab]	This key combination allows you to back up from one section to a previous section.

#### Add/Create a Party in the CM/ECF System

When the party for whom you are filing does not appear in the CM/ECF system, you need to add or create a party. Type in the first three characters of the party's business name (do not worry about capitalization) using a wildcard (\*) before and after the three characters, for example, "\*IBM\*." The system will generate all the entries with the characters you typed. If the party's name does not appear among the list of entries, then add the party's information using the official style and abbreviation standards. (See the Appendix for copies of standards.)

**Tip:** Do not type in the complete party/business name since the system may already contain the party/business name but with a slight variation, for example, I.B.M. Corporation may be entered into the system as IBM Corp. If you typed in the full name I.B.M. Corporation, the system may respond that *No Parties were Found* since the typed entry did not match the system's entry.

#### Attorney Associations in CM/ECF

When prompted in CM/ECF to create *attorney associations*, it is recommended that you check the box. This action will create a link in the system between the attorney and the case. It will also add the attorney to the ECF event filing notification list for all parties associated with a case. Failure to check this box may result in failure to properly notify attorneys of case-related events.

### **III. Basic User Information for Working with the ECF System** (continued)

#### **Bulky Document Standard (BDS)**

The Bulky Document Standard (BDS) (see the Appendix for the guidelines) for the electronic filing of documents on the Court's CM/ECF system limits the size of documents filed electronically.

**Users may not file any document that is larger than 10MB on the Court's CM/ECF system.**

**Exceptions to the BDS include the following documents:** Summons, Complaint, Answer to Complaint, and Briefs (opening, response, reply) in the following: Motion for Summary Judgment, Motion for Judgment on Pleadings, Motion for Judgment on the Agency Record (1581(c)), Motion for Judgment on the Agency Record (all other Jurisdictions); and Motion to Dismiss.

Excepted documents greater than 10MB **shall** be logically divided with a description of the divisions. No division of a document shall exceed 10MB.

**Example:** Assume a motion is filed and exceeds the 10MB limit. Divide the motion into logical divisions, making sure that each division is less than 10MB. Name each division, for example, Motion Parts A-C and Motion Parts D-E. Enter the first division as the main document and enter the remaining divisions as attachments to the main document.

Exhibits that exceed 10MB must be filed in the same manner as documents.

**Example:** Assume a motion is filed with three exhibits. Treat the exhibits as individual attachments and add each one separately. Name each exhibit, for example, Exhibit 1 (with a brief description), Exhibit 2 (with brief description) and Exhibit 3 (with a brief description). If the individual exhibit exceeds 10MB, then divide each Exhibit and label it accordingly, for example Exhibit 1 Parts A-C and Exhibit 1 Parts D-E.

**Note:** See IV. Working with Adobe Acrobat and Portable Document Format (PDF) for directions on how to add attachments.

To determine how many MB your documents are, the following information may be helpful:

- The size of the file will normally be listed in the file properties;
- One Megabyte (MB) = 1000 Kilobytes(KB) and One Kilobyte(KB) = 1000 Bytes

---

### III. Basic User Information for Working with the ECF System (continued)

#### Correcting Mistakes

If you have to correct a mistake while entering information into the system, use the browser [Back] button to return to a previous screen to correct the entry. Correct the information on the screen.

Hit  in order for the change to take effect and continue on to the next screen.

**Please note that using the browser [Forward] key to advance to the screen where you left off after making the correction will not save the edited information.** You must hit  on the screen where the information was changed before proceeding to subsequent screens.

Also, once you return to a previous screen to correct a mistake, all information entered after the mistake is lost. Therefore, you will need to re-enter the information. It is highly recommended that mistakes are corrected once they are discovered rather than submitting incorrect docket entries and/or documents. If you do submit an incorrect document and/or docket entry, you will need to refer to *Administrative Order No. 02-01* for the necessary steps to correct the entries.

#### Exhibits - Physical

Any exhibit that cannot be converted to PDF format must be filed manually with the Court using the *Notice of Manual Filing* (CM/ECF Form No. 10) found on the Court's website.

### **III. Basic User Information for Working with the ECF System** (continued)

#### **Joint Filings**

The option for joint filings will appear with every motion regardless of relevance. To establish a joint filing, complete the following steps.

1. Check joint filing on the first screen where the option appears;
2. Highlight all additional attorneys who have signed the filing;
3. Highlight all parties represented by the filing; and
4. **DO NOT** create any new attorney associations on this screen. Checking this box will create a permanent change in attorney/party association in the case. Only check the box to add yourself as an attorney to represent your client.

**Important Note:** A consent motion is not a joint filing. Therefore, please do not select this option if you are filing a consent motion.

#### **Motions**

**Motions to Consolidate** - Filers must make a docket entry for all cases involved.

**Motions to Designate Test Case and For Suspension Thereunder** - Filers must docket the motion for test case designation on proposed test case number, and docket the motion for suspension on all cases to be suspended thereunder.

**Motions with Schedules** - Filers must docket the entry in all cases involved. For the lead case, type in the free text box, "with schedule." For those cases on the schedule, type in the free text box, "with (*lead court number*)."

---

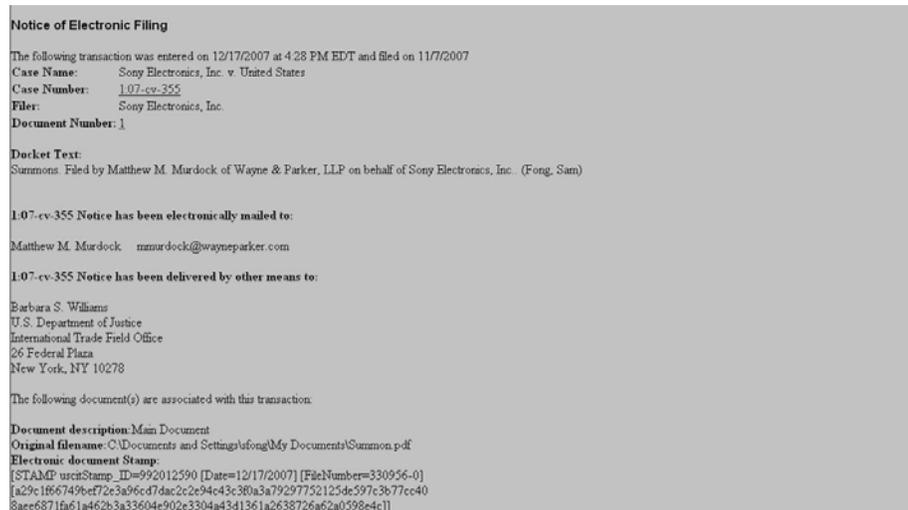
### III. Basic User Information for Working with the ECF System (continued)

#### Notice of Electronic Filing Screen (continued)

#### Notice of Electronic Filing Screen

Upon completion of a docket event, the last screen the system displays is the notice of electronic filing screen (see **Figure III - 1**) This screen is the receipt of the filing. To print out the receipt, select your browser's print function. To save the receipt on the hard drive, select **File** from the browser toolbar and select **Save Frame As** or **Save As** to identify the drive where the receipt will be saved. Rename the file in the *File name* box.

- While on the notice of electronic filing screen, Select the *Document Number*, for example, *1*, to access the PDF document associated with the filing; (**Note:** If you filed both documents and attachments, the system gives you access to both. Click the numbers under the column entitled *Part No.* to view the attachments or documents.)
- While on the notice of electronic filing screen, Choose the *Case Number*, for example, *1:07-cv-355*, to access the docket sheet. (**Note:** The docket sheet entry screen may appear first. If it does, then click  to access the actual docket sheet.)



**Figure III - 1**

- Except as otherwise ordered by the Court, electronic filing of any document and the Court's transmission of a *Notice of Electronic Filing* of that document, shall constitute service of such document on all counsel or *pro se* parties who are registered CM/ECF Users. Documents which are not filed electronically shall be served in non-electronic form in accordance with the Rules of Court and the Court's electronic transmission of a notice of that filing shall **not** constitute service. (See Administrative Order No. 02-01).

---

### **III. Basic User Information for Working with the ECF System (continued)**

#### **Notice of Manual Filing**

The form *Notice of Manual Filing* (CM/ECF Form No. 10), available on the Court's website, is to be used when documents cannot be filed electronically. Circumstances under which the *Notice of Manual Filing* should be used include, but are not limited to, the following:

- (1) the electronic file size of the document exceeds 10 megabytes (MB);
- (2) the document cannot be converted to an electronic format;
- (3) the document contains classified information;
- (4) the document is filed under seal pursuant to Court Order;

#### **Uniformity on Filings**

For the purpose of uniformity, the Court requests that all motions be filed with a proposed order preceding the motions (unless otherwise noted in individual Chambers' procedure policy).

Please make separate docket entries for all forms, and enter the forms into the system in numerical order. For example, make separate docket entries for a *Notice of Appearance* (Form 11), *Business Proprietary Information Certification* (Form 17) and *Notification of Termination of Access to BPI* (Form 18).

#### **Technical Difficulty with Court's CM/ECF System**

When a document cannot be filed electronically because of Court CM/ECF technical difficulties and not a technical failure with the filer's equipment or Internet connection to the system, the filer should print (if possible) a copy of the error message received and complete a *Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties* (CM/ECF Form No. 11), available on the Court's website.

If a filer misses a filing deadline as a result of the Court's technical difficulties, the filer shall contact the CM/ECF Help Desk at 1-866-450-1859 to inform the Clerk's Office of the difficulty. Additionally, the party shall submit the untimely filed document in paper form, accompanied by a declaration, CM/ECF Form No. 11.

---

### **III. Basic User Information for Working with the ECF System** (continued)

#### **Z Motion and Z Document**

In order to help filers meet a deadline when they cannot find the appropriate system entry for the document they are attempting to file, the Court has created what is known as the “Z” motion and “Z” document. These entries appear as the last entries in their respective categories.

The following criteria must be met before a filer may use “Z” motion or “Z” document entries.

1. The filer cannot locate a suitable docket entry description in the CM/ECF system;  
**and;**
2. The filing is due the day on which the filing is attempted;  
**and;**
3. It is after the Court’s regular business hours (5:00 p.m. Eastern Time).

If it is during business hours of the Clerk’s Office, 8:30 a.m. to 5:00 p.m. Eastern Time, the filer must call the CM/ECF Help Desk at 1-866-450-1859 for assistance.

If a filer uses the “Z” motion or “Z” document, then he/she must fully describe the document being filed and attach a copy of the document to the entry in order to preserve the filing date. Furthermore, when a filer uses a “Z” motion or “Z” document, the filer is to call the CM/ECF Help Desk at 1-866-450-1859 by 12:00 noon (Eastern Time) of the first day on which the Court is open for business after the “Z” motion and/or “Z” document was filed. The filer will be asked to provide the court number, the electronic filing date and the document number of the “Z” entry. The Clerk’s Office will correct the entry. No “Z” motion or “Z” document shall be left as the permanent entry in the CM/ECF system.

Filers should never use a “Z” entry when there is a suitable system entry for the document they are filing. Excessive and/or inappropriate use of the “Z” entry is discouraged and the Clerk’s Office will address this matter with the individual filer.

---

#### **IV. Working with Adobe Acrobat and Portable Document Format (PDF) and Guidelines to Scan Documents**

Adobe Reader (formerly Acrobat Reader) is a free application used to read, print and display documents in Portable Document Format (PDF). Adobe Acrobat is available at [www.adobe.com](http://www.adobe.com). Please refer to Adobe's documentation and web site for help with Acrobat Reader. In order to create PDF documents, you will need Adobe Acrobat (not to be confused with Adobe Reader) or similar software.

Only PDF documents may be filed with the Court using the Court's Electronic Case Files system. Therefore, before you login to begin your filing session, please make sure you have converted your documents to PDF format. We do not recommend converting documents while attempting to file them. If you interrupt your filing session to convert a document to PDF format, you risk losing your filing data.

To guarantee accurate filing, please view the PDF document before filing it to ensure that it appears in its entirety and in the proper format. Verifying the document beforehand will prevent you from filing incorrect documents. Also, please be aware that the CM/ECF system will not accept PDF files that have the password security feature activated.

Although the Court prefers that PDF documents uploaded to the CM/ECF System be converted directly from the original word processing document, it is not always practical or feasible. Therefore, in those instances when filers scan documents to upload to the system, please follow these guidelines:

- scan the documents at no more than 300 dpi(dots per inch); and
- make the PDF document searchable by using the "paper capture" feature of Adobe Acrobat or its equivalent process in any alternative software you use.

---

## **IV. Working with Adobe Acrobat and Portable Document Format (PDF)**

(continued)

### **How To Convert Documents to PDF Format**

To file documents with the Court, you must first scan or convert the document from its wordprocessing format to PDF format.

The conversion process is relatively simple and can be accomplished using either WordPerfect or Microsoft Word. WordPerfect versions older than 9 and all versions of Microsoft Office require third-party PDF creation software. The following instructions assume you are either using WordPerfect 9 or higher with built-in PDF creation or an older version of WordPerfect (or Microsoft Word) with Adobe Acrobat version 5 or 6. Your computer's software and configuration may be different. If you experience problems or require additional help with this process, contact your organization's technical support staff or the vendor of your software.

#### **For WordPerfect Version 6.1, 7 or 8**

- Open the document you wish to convert in WordPerfect;
- Select **Print** and in the print dialog box select the option to change the selected printer. A drop-down menu with a list of printer choices is displayed.
- Select **Acrobat Distiller**.
  - Select **Print**. The file will not actually print out - it will give you the option to save the file in PDF format;
  - Name the file, giving it the extension .PDF;
  - Accept the option, The file is converted to a PDF document.

#### **For WordPerfect Version 9 or higher**

- Open the document, select **File** and **Publish to PDF**.
- Save the file as a PDF file, giving it a .PDF extension. The file is now in Adobe PDF format under the newly designated name, and the original document remains in its original form under the original name.

---

## IV. Working with Adobe Acrobat and Portable Document Format (PDF)

(continued)

### For Microsoft Word 95 or later

- Open the document;
- Select **Acrobat** from the menu (it is located to the right of **Help**) and **Create Adobe PDF**. If you do not have this menu, you can also follow the instructions for older versions of WordPerfect, above;
- Save the file as a PDF file, giving it a .PDF extension. The file is now in Adobe PDF format under the newly designated name, and the original document remains in its original form under the original name.

### How to View a PDF File

- Start the Adobe Acrobat program;
- Go to the **File** menu and choose **Open**;
- Click the location and file name of the document to view;
- Acrobat loads the file and displays it on the screen; and
- Use the scroll bar and/or and the arrows to move through the document.

### **Note: Filing Motions as One Document or Multiple Documents**

When filing a motion as a docket entry, the Court recommends filing the motion, proposed order, memorandum and certificate of service, if any, as **one document**. However, the Court will accept it if a filer files the motion as the main document with supporting documents (proposed order, memorandum and certificate of service) as attachments. The Court prefers **one document**.

---

## IV. Working with Adobe Acrobat and Portable Document Format (PDF) (continued)

### How to Attach a PDF Document

All files must be in PDF format with a .PDF extension in order for you to file your case-related documents. Please Note: The system will not let you advance to the next screen unless you have selected a document to file. If you attempt to upload a non-PDF file, or to make a standard docket entry, you will receive an error message.

1. Click  to select the drive and directory path, for example, *C:\199cv501-21.pdf*, where the document to be filed is located (see **Figure IV - 1**). The file upload dialogue box will appear.

Motions  
1:07-cv-00355-N/A Sony Electronics, Inc. v. United States

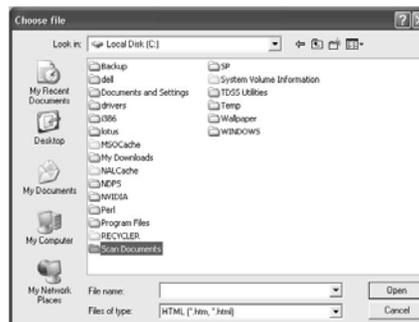
Select the pdf document and any attachments.

Main Document

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

**Figure IV - 1**

2. Press the drop down arrow to select the drive. At the bottom of the dialogue box is the **Files of type** field. Select the down arrow to the left of **Files of type** field and using the scroll bar select the option **All Files (\*.\*)**
3. The computer displays all the files in the selected drive (see **Figure IV - 2**).



**Figure IV - 2**

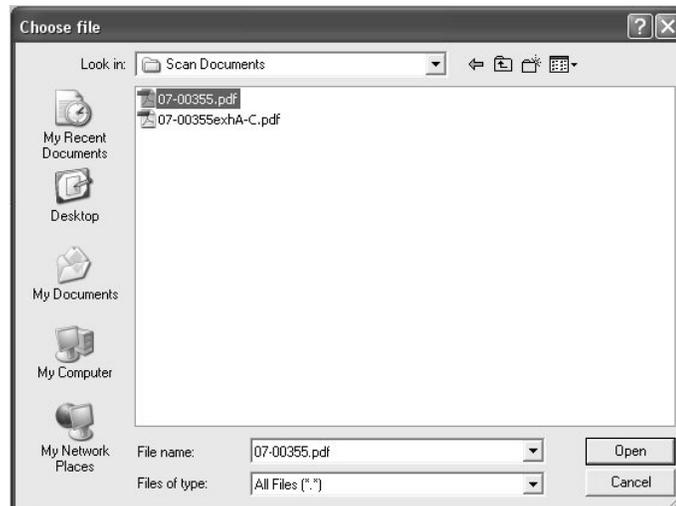
---

## IV. Working with Adobe Acrobat and Portable Document Format (PDF) (continued)

### How to Attach a PDF Document (continued)

4. Select the filename by highlighting the document. To verify that you have located the correct document, right-click on a file name to bring up a menu & left-click **Open**. The PDF will open and you can view it to verify that it is the correct document.
  - ▶ If it is the wrong document, then select another document.
  - ▶ If it is the correct document, then Select  in the dialogue box.  
**Result:** The filename and directory appear in the **File name** box on the PDF screen (see **Figure IV - 3**).

**Figure IV - 3**



---

## IV. Working with Adobe Acrobat and Portable Document Format (PDF)

(continued)

### How to Attach a PDF Document (continued)

5. If there are no attachments to the document, then on the PDF screen click .
6. If you have attachments to add, browse for them, select a file to upload.(see **Fig. IV - 4**).

**Figure IV - 4**

Motions  
1:07-cv-00355-N/A Sony Electronics, Inc. v. United States

Select the pdf document and any attachments.

**Main Document**  
C:\Scan Documents\07-00355.pdf

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

7. The system displays the attachments as you select them (see **Figure IV - 5**).

**Figure IV - 5**

Motions  
1:07-cv-00355-N/A Sony Electronics, Inc. v. United States

Select the pdf document and any attachments.

**Main Document**  
C:\Scan Documents\07-00355.pdf

Attachments	Category	Description
1. C:\Scan Documents\07-00355exhA-C.pdf <input type="button" value="Browse..."/>	Exhibit	A - C <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

- ▶ If the filename does not appear in the dialog box, then click  and select the drive and directory path where the file is located.

---

## IV. Working with Adobe Acrobat and Portable Document Format (PDF) (continued)

### How to Attach a PDF Document (continued)

- ▶ Under **Type** select the drop down box for the type of attachment; for example, *Exhibit*.
- ▶ To describe the attachment more fully, click in the **Description** box and add a description; for example, *A - C*.
- ▶ Click .
- ▶ After you click  you will see an attachment file name listed in the dialog box (**Figure IV - 6**).

**Note:** If you made an error, highlight the attachment and click  to delete the attachment.

Repeat this sequence to add other attachments.

Select the pdf document and any attachments.

**Main Document**  
C:\citdocument.pdf

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

**Figure IV - 6**

8. Click  when you are finished adding attachments.

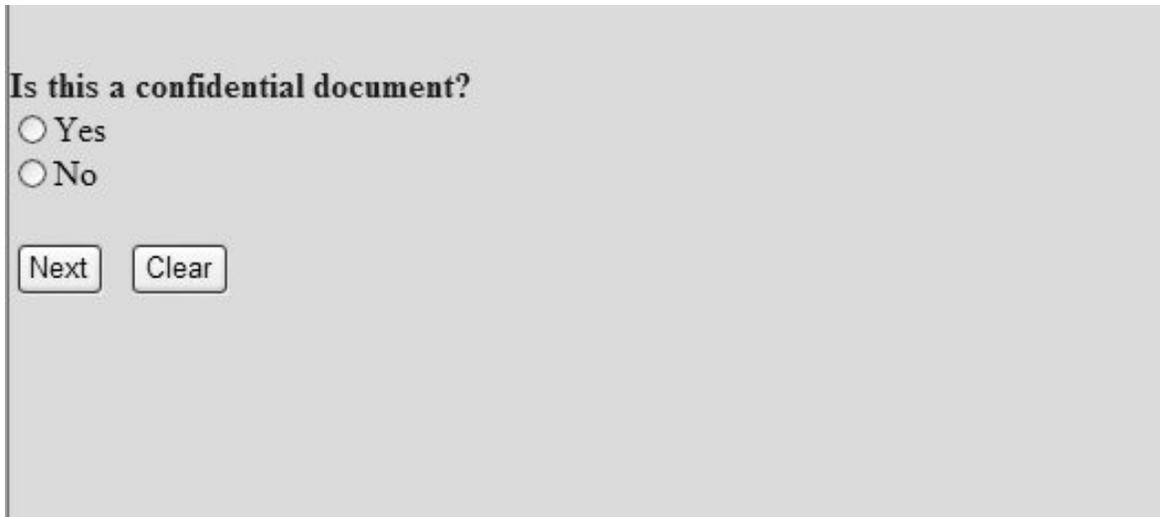
---

## IV. Working with Adobe Acrobat and Portable Document Format (PDF)

(continued)

### How to Attach a PDF Document (continued)

9. The system will ask if the document is confidential (see **Figure IV - 7**)



Is this a confidential document?

Yes

No

**Figure IV - 7**

10. Select Yes or No, then click  to continue with filing your document

**Note: Only authorized Confidential Filers will be able to file and view documents containing confidential information. See V. Filing and Viewing Confidential Documents.**

---

## V. Filing and Viewing Confidential Documents

Unless otherwise ordered, the Rules of the Court and Administrative Order 02-01 establish the guidelines and procedures for filing and viewing documents containing confidential information. Documents containing classified information must be filed non-electronically.

### Requirements and Guidelines for Filing and Viewing Confidential Documents

- ▶ Attorneys intending to file and view confidential documents must be registered as Confidential Information Filers. New attorneys must submit a CM/ECF Registration form and indicate they wish to be a Confidential Information Filer. Attorneys with existing CM/ECF accounts must submit a Request for Change in Information form and indicate that they wish to be a Confidential Information Filer. Both forms are available on the Court's website.
- ▶ Confidential Information Filers must change their passwords at least once a year. Failure to do so will result in termination of access to the CM/ECF system until their password is changed or the attorney requests to no longer be registered as a Confidential Information Filer.
- ▶ Confidential Information Filers must appear as counsel of record in each case they wish to file and view confidential documents. Non-government attorneys must either be listed on the Summons or a Form 11 Notice of Appearance. Government attorneys must file a Form 11 Notice of Appearance.
- ▶ In 1581(c) cases, non-government attorneys must be listed on a Form 17 Business Proprietary Information Certification while government attorneys must be listed on a Form 11 Notice of Appearance. In all other cases, attorneys must be granted access to confidential information by a Judicial Protective Order.
- ▶ Attorneys must meet all of the above requirements before the Clerk's Office will enable their access to both file and view confidential documents in a case.
- ▶ Attorneys who no longer wish to be registered as a Confidential Information Filer, must submit a Request for Change in Information form. Upon receipt, the Clerk's Office will terminate the attorney's access to file and view confidential documents in all of their cases.
- ▶ An attorney's access to filing and viewing confidential documents will be terminated upon:
  - 1581(c) cases:
    - Form 18 Notification of Termination of Access to Business Proprietary Information
    - Form 18A Notification of Termination of Government Access to Business Proprietary Information
  - All cases:
    - Order from a judge
    - Form 14 Joint Notice Regarding Termination of Access to Confidential Information
    - Notification that an attorney is no longer with the firm/agency listed on their CM/ECF account.

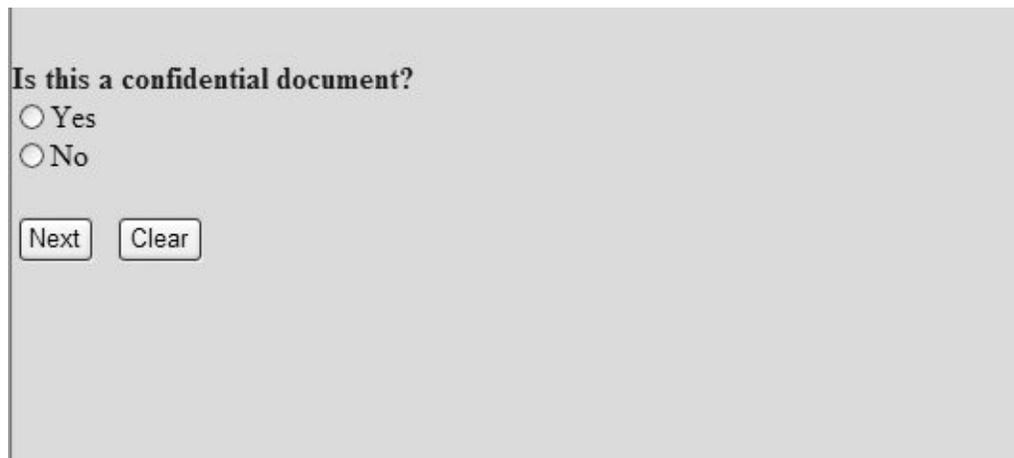
## V. Filing and Viewing Confidential Documents (continued)

### How to File a Confidential Document

To file a document containing confidential information, follow the below steps.

1. After a filer attaches a PDF(s) to their docket entry, they will be asked if the document contains confidential information (see **Figure V - 1**).

**Figure V - 1**



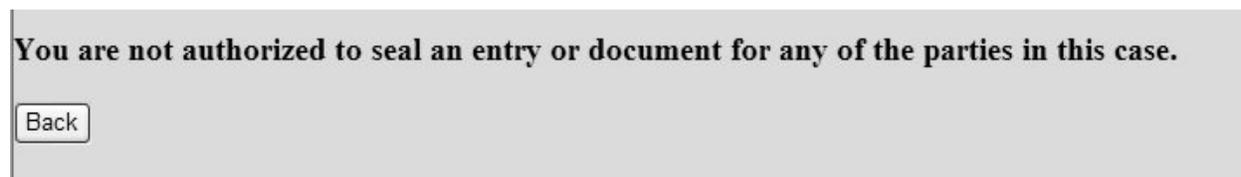
Is this a confidential document?

Yes

No

2. Select Yes and click  to continue filing the document.

3. Attorneys not permitted to file confidential documents in a case will receive an error message (see **Figure V - 2**).



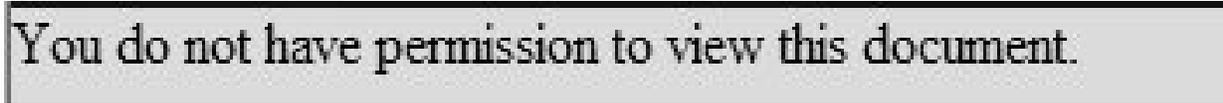
**You are not authorized to seal an entry or document for any of the parties in this case.**

**Figure V - 2**

## **V. Filing and Viewing Confidential Documents** (continued)

### **How to View a Confidential Document**

1. Click the hyperlink to the document on the docket sheet.
2. Users not permitted to view a confidential document will receive an error message (see **Figure V - 3**).



You do not have permission to view this document.

**Figure V - 3**

### **Initiating Documents Containing Confidential Information**

As authorized Confidential Filers must be added to the sealed access group in a case before being given access to filing and viewing confidential documents, all initiating documents containing confidential documents must be filed and served manually in accordance with the Rules of the Court.

### **Inquiries Regarding Access to Filing and Viewing Confidential Documents**

All inquiries regarding access to filing and viewing confidential documents should be directed to the Case Manager for the Judge assigned to the case or the CM/ECF Help Desk at 1-866-450-1859.

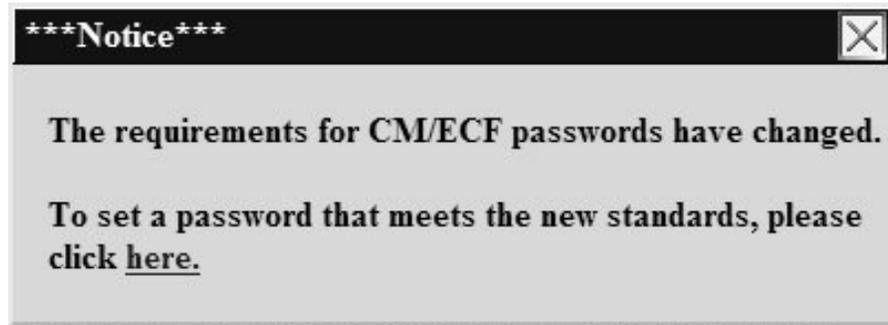
## VI. Password Requirements

All users will be prompted to change their passwords upon logging into the system. After a user changes their password, they will no longer receive the prompt. Attorneys registered as Confidential Filers are required to change their password at least once a year.

Passwords must have at least 8 characters, both upper-case and lower-case letters and include at least one digit or special character(e.g. @, %, &).

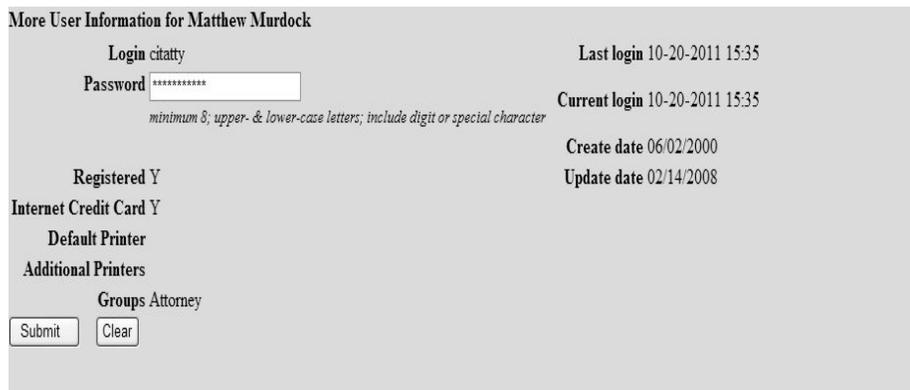
### How to Change Your Password - Prompt

1. All users will receive a prompt to change their password upon logging into the system (see **Figure VI - 1**).



**Figure VI - 1**

2. The system displays the user's account information and provides a free text box where they can type and submit a new password (see **Figure VI - 2**).



**Figure VI - 2**

## VI. Password Requirements

### How to Change Your Password - Maintain Your Password

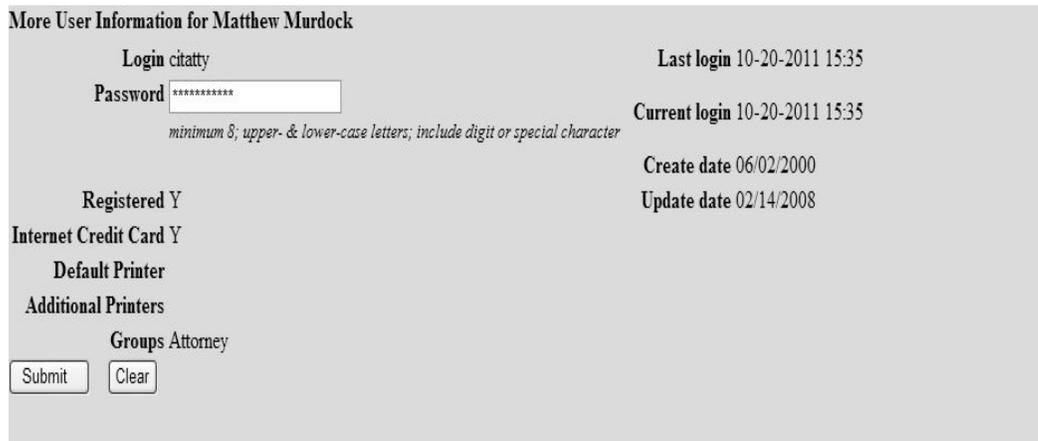
Users may also change their passwords using the Maintain Your Password function.

1. Select Utilities from the menu bar(see **Figure VI - 3**).



**Figure VI - 3**

2. Click Maintain Your Password.
3. The system displays the user's account information and provides a free text box where they can type and submit a new password (see **Figure VI - 4**).

A screenshot of a user profile page titled 'More User Information for Matthew Murdock'. The page displays various user details and login information. On the left side, there are fields for 'Login' (citatty), 'Password' (masked with asterisks), 'Registered' (Y), 'Internet Credit Card' (Y), 'Default Printer', 'Additional Printers', and 'Groups' (Attorney). At the bottom left, there are 'Submit' and 'Clear' buttons. On the right side, there are fields for 'Last login' (10-20-2011 15:35), 'Current login' (10-20-2011 15:35), 'Create date' (06/02/2000), and 'Update date' (02/14/2008). Below the password field, there is a note: 'minimum 8; upper- & lower-case letters; include digit or special character'.

**Figure VI - 4**