

Case Management/Electronic Case Files (CM/ECF) and Public Access to Court Electronic Records (PACER) User's Manual for Case Opening, Electronic Case Files and Case Management



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USCIT Help Desk: 1-866-450-1859 or cmecf_helpdesk@cit.uscourts.gov

PACER Help Desk: 1-800-676-6856 or pacer@pcs.uscourts.gov

Pay.gov Help Desk: 1-800-624-1373

Access the CM/ECF System from the USCIT Web Site at: www.cit.uscourts.gov

Access the PACER System at: www.pacer.gov

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I. Getting Started

Introduction

The Case Management/Electronic Case Files (“CM/ECF”) system is an electronic filing system used to electronically file documents with the Court. The steps outlined in the manual must be followed when opening a case or filing documents electronically with the Court.

The Public Access to Court Electronic Records (“PACER”) system is an electronic public access service that allows users to perform queries, run reports and view documents from federal courts via the internet.

CM/ECF Hardware and Software Requirements

The hardware and software needed to electronically file 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 (continued)

How to Register to Use the CM/ECF System

Any attorney who wishes to file documents electronically and receive one free look at documents served upon them via CM/ECF is required to register with the Court's CM/ECF System as a Filer or Confidential Information Filer. CM/ECF 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 CM/ECF 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. Within two weeks of receipt of a completed CM/ECF registration form, the Clerk's Office will send attorneys User IDs and passwords for the Live Database and the Training Database.

CM/ECF Help Desk

If you need CM/ECF assistance, call the Court's CM/ECF Help Desk at (866) 450-1859 from 8:30 AM to 5:00 PM, Eastern time, Monday through Friday. You may also email the Court's CM/ECF Help Desk at: cmecf_helpdesk@cit.uscourts.gov. After Court hours, your inquiries will be answered the next business day.

Lost or Forgotten CM/ECF Password

If you are a CM/ECF Filer or Confidential Information Filer and have lost or compromised your CM/ECF Password, click on the "If you have lost or forgotten your CM/ECF password, click here." link on the CM/ECF Login page. Follow the directions to reset your CM/ECF Password.

Updating Your CM/ECF Account

If you are a CM/ECF Filer or Confidential Information Filer and have a change in the information that appears on file with the Clerk's Office, you are required to submit a Request for Change in Information form as found on the Court's website. If you appear in cases before the Court, you must also file the appropriate notification documents in each of your cases as required by the Rules of the Court.

I. Getting Started (continued)

How to Register to Use the PACER System

Anyone who wishes to perform queries, run reports and view documents must have a PACER account. Registration for PACER is available at: www.pacer.gov.

If you already use PACER, you may use your current account and will not have to register for a new PACER account.

PACER Help Desk

If you need PACER assistance, call the PACER Help Desk at (800) 676-6856 8:00 AM to 6:00 PM, Central time, Monday through Friday. You may also email the PACER Help Desk at: pacer@psc.uscourts.gov.

Lost or Forgotten PACER Password

If you lose your PACER Password or your PACER Password is compromised, you can visit the PACER website at: www.pacer.gov for instructions on how to reset your PACER Password.

Updating Your PACER Account

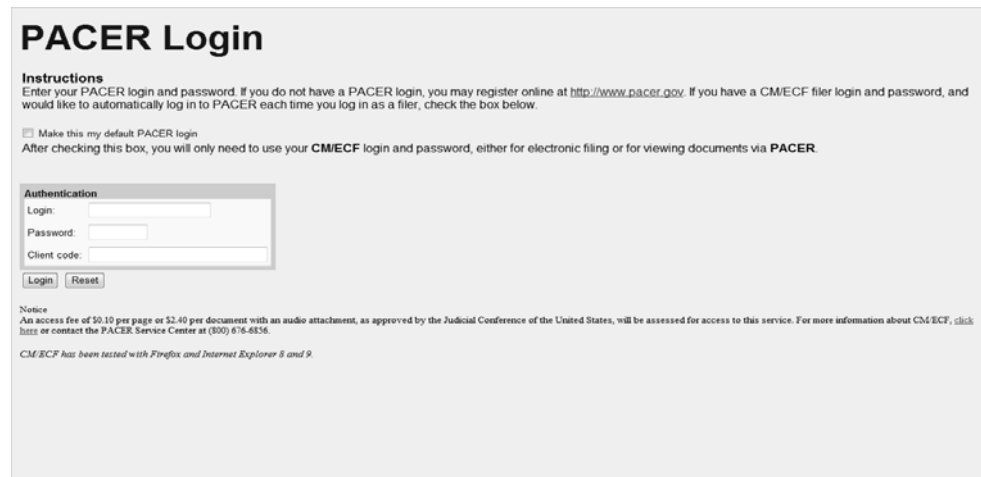
If you wish to update your PACER account, click on the “Manage My PACER Account” page on the PACER website at: www.pacer.gov.

I. Getting Started (continued)

How to Link Your CM/ECF Account and PACER Account

If you are a registered CM/ECF Filer or Confidential Information Filer attempting to perform a query, run a report or view a document, you will be prompted to enter your PACER login and password. You will also be prompted to link your CM/ECF and PACER accounts together. (See **Figure I-1**)

Figure I-1



PACER Login

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

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

Authentication

Login:
Password:
Client code:

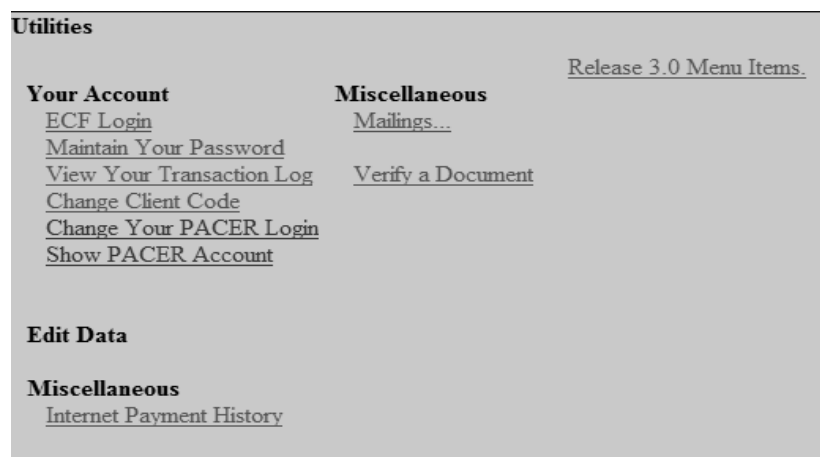
Notice
An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, click [here](#) or contact the PACER Service Center at (800) 676-6836.
CM/ECF has been tested with Firefox and Internet Explorer 8 and 9.

By checking the box, “Make this my default PACER login”, your CM/ECF and PACER accounts will be linked. You will no longer receive these prompts and you will be able to file, perform queries, run reports and view documents using only your CM/ECF User ID and password.

How to Link Your CM/ECF Account to a Different PACER Account

If you have previously linked your CM/ECF and PACER accounts together and wish to link your CM/ECF account to a different PACER account, you must update that link by logging in to CM/ECF and clicking on ‘Utilities’. (See **Figure I-2**) Click on ‘Change Your PACER Login’ and enter a new PACER Login and Password. To link your CM/ECF account to the new PACER account, check the box marked, “Make this my default PACER login” and click on the Login button. (See **Figure I-1**)

Figure I-2



Utilities

[Release 3.0 Menu Items.](#)

Your Account	Miscellaneous
ECF Login	Mailings...
Maintain Your Password	Verify a Document
View Your Transaction Log	
Change Client Code	
Change Your PACER Login	
Show PACER Account	

Edit Data

Miscellaneous

[Internet Payment History](#)

I. Getting Started (continued)

PACER Access Fees

PACER access fees for performing queries, running reports and viewing documents are established by The Electronic Public Access Fee Schedule. A copy of the schedule can be found on the the PACER website at: www.pacer.gov.

When you perform a query or run a report, a Transaction Receipt will notify you of the number of billable pages and the cost of the PACER fees. (See **Figure I-3**)

Figure I-3

PACER Service Center			
Transaction Receipt			
04/16/2013 11:28:57			
PACER Login:	uc0867	Client Code:	
Description:	Case Selection Table	Search Criteria:	Case: 13-1203
Billable Pages:	1	Cost:	0.10

Before you view a document, the system will notify you of the number of billable pages and the cost of the PACER fees and ask if you wish to accept the charges. (See **Figure I-4**)

Figure I-4

Download Confirmation

Document: PDF Document (Case Number: 13-1203, Document: 5)

Click on the "Accept Charges and Retrieve" button ONCE at the bottom of this page to download the document image.
If you download this document, your PACER account will be billed according to the table below.

PACER Service Center			
Transaction Receipt			
04/16/2013 11:50:20			
PACER Login:	uc0867	Client Code:	
Description:	PDF Document	Search Criteria:	Case: 13-1203, Document: 5
Billable Pages:	2	Cost:	0.20

☒ Show PDF Header

Free Looks and Notices of Electronic Filing

If you are served with a document via a Notice of Electronic Filing from the CM/ECF System, you are entitled to one 'free look' at the document being served. During this free look, you may print and/or save the document to your computer for future use. If you attempt to access the document through the system again, you will be asked to login and be subject to PACER access fees.

I. Getting Started (continued)

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 (continued)

How to Access the System

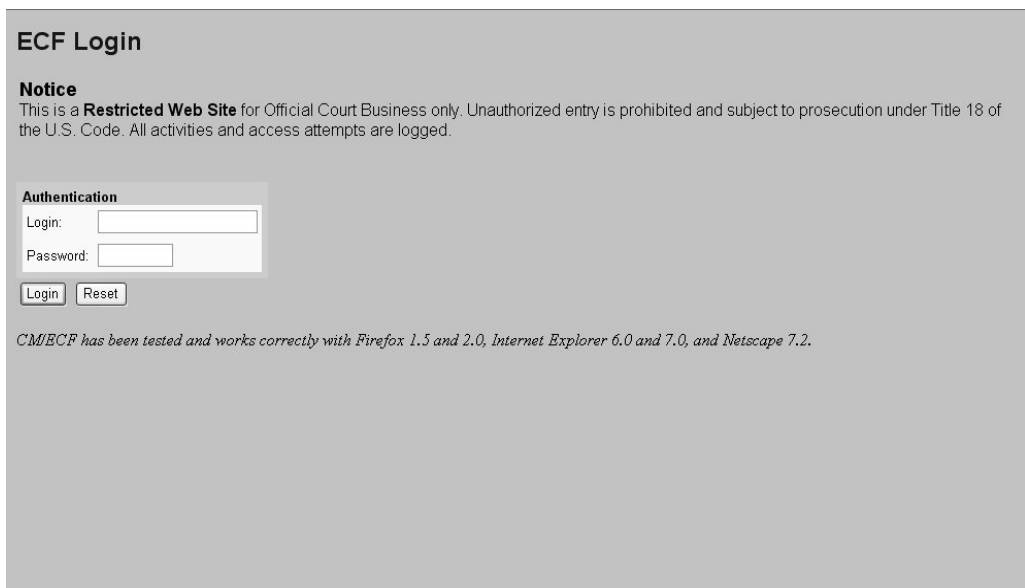
To access the system follow these steps:

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)** link;
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);
6. Enter your login & password in the appropriate field. (see **Figure I-5**)

If you are a CM/ECF Filer or Confidential Information Filer wishing to file a document or if you are a CM/ECF Filer or Confidential Information Filer who has linked their account with a PACER account, you will enter your CM/ECF User ID and Password.

All others must enter their PACER Login and Password;

7. Click to access the system options.



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.

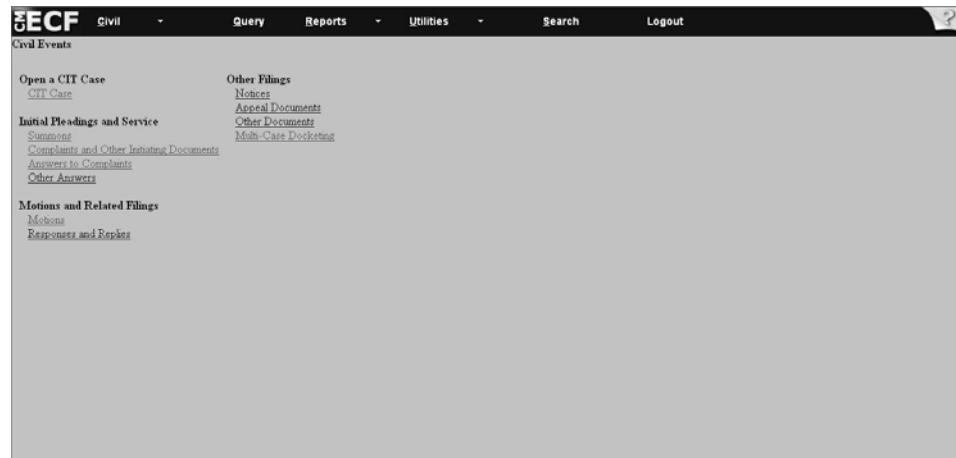
Figure I - 5

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.

Note: CM/ECF Filers and Confidential Filers will have access to the *Civil* menu tab. Others will not.

Figure II-1



For example, clicking the *Civil* menu tab will bring you to the *Civil Events* menu screen seen below. (See **Figure II-2**)

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

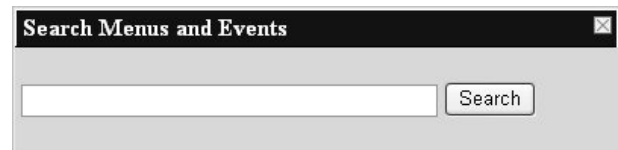
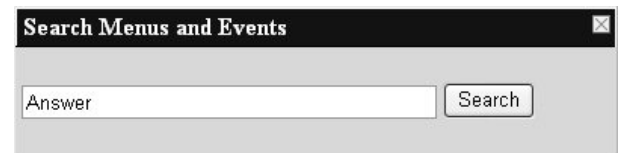


Figure II - 5



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

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

Maintain Your Password

View Your Transaction Log

Miscellaneous

Internet Payment History


Mailings...

Verify a Document

Note: Only CM/ECF Filers and Confidential Information Filers will 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. 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

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 50MB 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 50MB **shall** be logically divided with a description of the divisions. No division of a document shall exceed 50MB.

Example: Assume a motion is filed and exceeds the 50MB limit. Divide the motion into logical divisions, making sure that each division is less than 50MB. 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 50MB 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 50MB, 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 be 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 in the proposed test case, 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

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).
- If you receive a Notice of Electronic Filing, you are entitled to one 'free look' at the document being served. During this free look, you may print and/or save the document on your computer for future use. If you attempt to access the document again, you will be asked to login to PACER and be subject to PACER access fees.

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 submission is a physical exhibit;
- (2) the document contains classified information;
- (3) the document is filed manually 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 or cmecf_helpdesk@cit.uscourts.gov 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 docket 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, Monday to Friday 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 shall 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 the 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. 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 CM/ECF 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. If you must scan a documents for filing, please follow these guidelines:

- scan the documents at no more than 300 dpi(dots per inch);
- 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 your software vendor.

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;
- Save the file as a PDF file. The file will be converted to a PDF.

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 will be converted to a PDF.

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 will be converted to a PDF.

How to View a PDF File

- On CM/ECF, double click on the numbered hyperlink for the document. The PDF will open automatically, or follow these steps:
 - Start the Adobe Acrobat program;
 - Go to the **File** menu and choose **Open**;
 - Click the location and file name of the document to view;
 - Adobe Acrobat loads the file and displays it on the screen.
- Use the scroll bar and/or the arrows to move through the document.

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 the motion as the main document with supporting documents (proposed order, memorandum and certificate of service) as attachments.

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.

Figure IV - 1

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

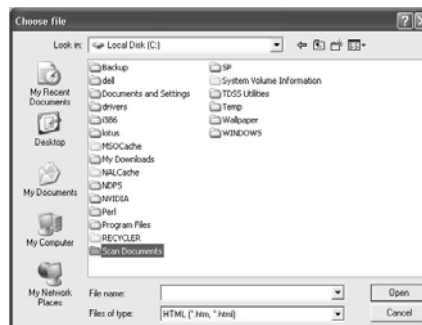
Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text"/> <input data-bbox="695 961 760 976" type="button" value="Browse..."/>	<input type="text"/> ▼	<input type="text"/>

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)

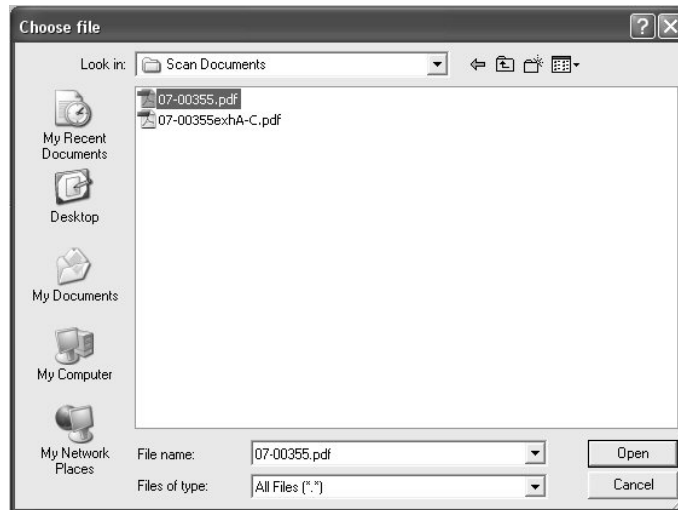
4. Select the filename by highlighting the document. To verify that you have located the correct document, right-click on a file name to bring up a menu & left-click **Open**. The PDF will open and you can view it to verify that it is the correct document.

< 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 **Next**.
6. If you have attachments to add, browse for them and select a file to upload.(see **Fig. IV - 4**).

Figure IV - 4

The screenshot shows a web interface titled 'Motions' with the case name '1:07-cv-00355-N/A Sony Electronics, Inc. v. United States'. Below the title, it says 'Select the pdf document and any attachments.' Under 'Main Document', there is a text box containing 'C:\Scan Documents\07-00355.pdf' and a 'Browse...' button. Below this is a table with three columns: 'Attachments', 'Category', and 'Description'. The table has one row with a text box for the attachment name, a 'Browse...' button, a dropdown menu for the category, and a text box for the description. At the bottom of the table are 'Next' and 'Clear' buttons.

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

Figure IV - 5

The screenshot shows the same web interface as Figure IV - 4, but now with one attachment added to the table. The first row of the table has the attachment name 'C:\Scan Documents\07-00355exhA-C.pdf', a 'Browse...' button, the category 'Exhibit' selected in the dropdown, and the description 'A - C'. There is also a 'Remove' button next to the description. The second row of the table is empty, with text boxes for the attachment name and description, and a 'Browse...' button. At the bottom of the table are 'Next' and 'Clear' buttons.

< If the filename does not appear in the dialogue box, then click **Browse...** 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.

Figure IV - 6

Select the pdf document and any attachments.

Main Document
C:\citidocument.pdf

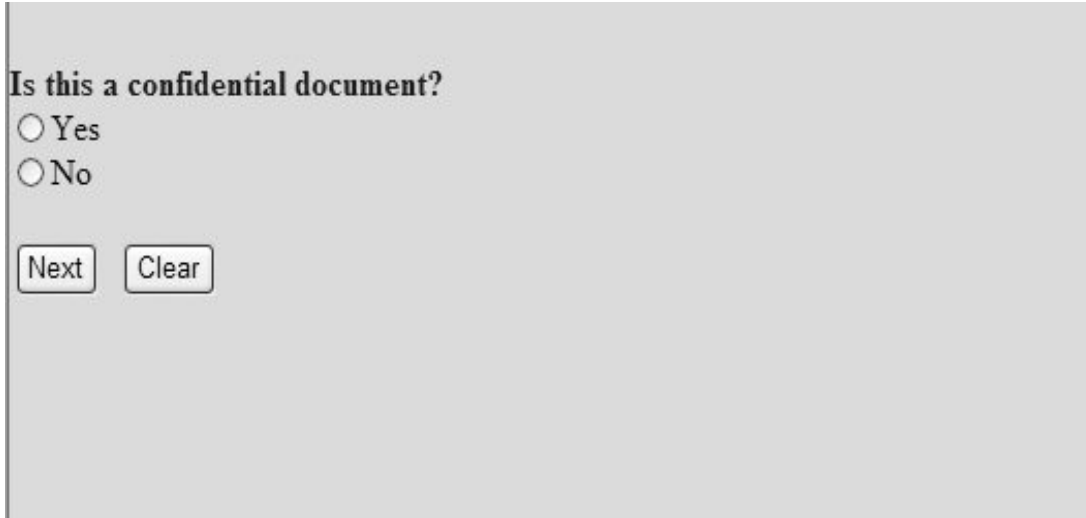
Attachments	Category	Description
1. <input type="text" value="C:\citidocument.pdf"/> <input type="button" value="Browse..."/>	<input type="text" value="Exhibit"/> <input type="button" value="v"/>	<input type="text" value="A - C"/>

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**)



A screenshot of a web form with a light gray background. The text "Is this a confidential document?" is displayed in a bold, black, sans-serif font. Below this text are two radio button options: "Yes" and "No", each preceded by an empty circle. At the bottom left of the form are two rectangular buttons with rounded corners, labeled "Next" and "Clear" in a standard black font.

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

- < If you are an attorney who intends to file and view confidential documents, you must be registered as a Confidential Information Filer. If you are a new attorney, you must submit a CM/ECF Registration form and indicate you wish to be a Confidential Information Filer. If you are already registered as a CM/ECF Filer, you must submit a Request for Change in Information form and indicate that you wish to be a Confidential Information Filer. Both forms are available on the Court's website.
- < If you are served with a confidential document via a Notice of Electronic Filing from the CM/ECF System, you are entitled to one 'free look' at the document being served. During this free look, you may print and/or save the confidential document to your computer for future use. If you attempt to access the confidential document through the system again, you will be asked to login and be subject to PACER access fees.
- < As a Confidential Information Filer, you must change your password at least once a year. Failure to do so will result in termination of your ability to file documents and termination of your access to confidential documents until your password is changed or you request to no longer be registered as a Confidential Information Filer.
- < As a Confidential Information Filer, you must appear as counsel of record in each case you wish to file and view confidential documents. If you are a non-government attorney, you must either be listed on the Summons or a Form 11 Notice of Appearance. If you are a government attorney, you 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, your access to confidential information must be granted by a Judicial Protective Order.
- < You must meet all of the above requirements before the Clerk's Office will enable your access to both file and view confidential documents in a case.
- < If you no longer wish to be registered as a Confidential Information Filer, you must submit a Request for Change in Information form. Upon receipt, the Clerk's Office will terminate your access to file and view confidential documents in all of your cases.

V. Filing and Viewing Confidential Documents (continued)

< Your access to filing and viewing confidential documents will be terminated upon the filing of::

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.

VI. CM/ECF Password Requirements

You may be prompted to change your CM/ECF Password upon logging into the system. After a you change your password, you will no longer receive the prompt. If you are registered as a Confidential Information Filer, you are required to change their password at least once a year.

CM/ECF 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. @, %, &).

Note: The Clerk's Office does not keep a record of CM/ECF passwords. If you lose or forget your password, you can change your password by following the Lost or Forgotten Password instructions below.

How to Change Your CM/ECF Password - Prompt

1. You may receive a prompt to change your password upon logging into the system (see **Figure VI - 1**).

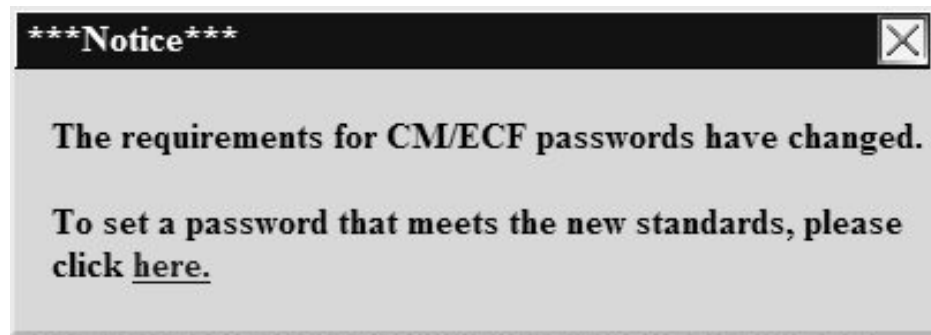


Figure VI - 1

2. After clicking the [here](#) link, the system will display your CM/ECF account information and provide a free text box where you can type and submit a new password (see **Figure VI - 2**).

A screenshot of a web page titled 'More User Information for Matthew Murdock'. The page is divided into two main sections. The left section contains user information: 'Login citatty', 'Password' (with a masked input field and a note 'minimum 8; upper- & lower-case letters; include digit or special character'), 'Registered Y', 'Internet Credit Card Y', 'Default Printer', 'Additional Printers', and 'Groups Attorney'. The right section contains login and creation dates: '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'. At the bottom of the left section are two buttons: 'Submit' and 'Clear'.

Figure VI - 2

VI. CM/ECF Password Requirements (continued)

How to Change Your CM/ECF Password - Maintain Your Password

You may also change your 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 will display your CM/ECF account information and provide a free text box where you can type and submit a new password (see **Figure VI - 4**).

Figure VI - 4

A screenshot of a web application page titled 'More User Information for Matthew Murdock'. The page displays user information and login details. On the left, there are fields for 'Login' (citatty) and 'Password' (masked with asterisks). Below the password field is a note: 'minimum 8; upper- & lower-case letters; include digit or special character'. There are also checkboxes for 'Registered Y', 'Internet Credit Card Y', 'Default Printer', 'Additional Printers', and 'Groups Attorney'. At the bottom left are 'Submit' and 'Clear' buttons. On the right side, there are labels 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'.

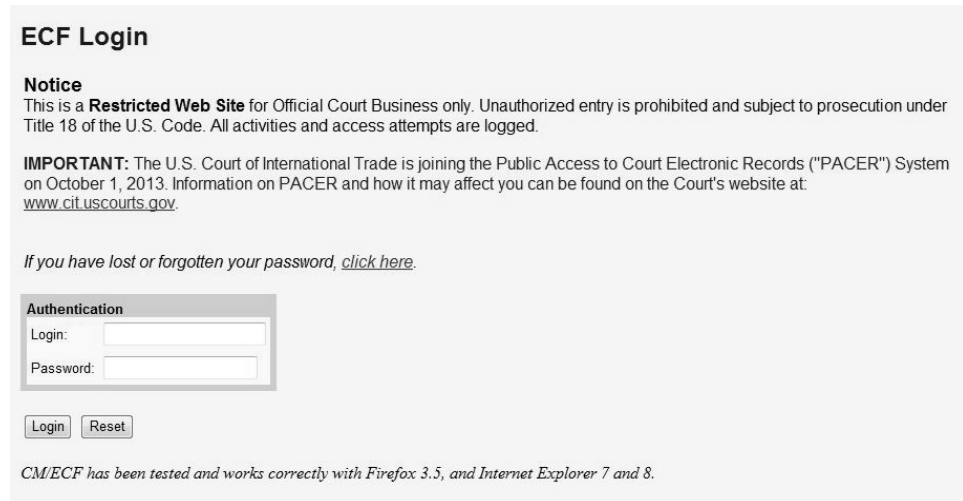
VI. CM/ECF Password Requirements

How to Change Your CM/ECF Password - Lost or Forgotten Password

If you are a CM/ECF Filer or Confidential Information Filer and have lost or compromised your CM/ECF Password, you can change your password by following these steps:

1. Click on the “If you have lost or forgotten your CM/ECF password, click here.” link on the CM/ECF Login page. (see **Figure VI-1**)

Figure VI-1



The screenshot shows the 'ECF Login' page. At the top, there is a 'Notice' section stating it is a 'Restricted Web Site' for official court business only. Below this is an 'IMPORTANT' notice about the court joining the PACER system on October 1, 2013, with a link to the court's website. A link 'If you have lost or forgotten your password, click here.' is provided. The 'Authentication' section contains 'Login' and 'Password' input fields, followed by 'Login' and 'Reset' buttons. At the bottom, a note states: 'CM/ECF has been tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8.'

2. You will be prompted to enter your CM/ECF User ID and type in a ‘Captcha’ word. (see **Figure VI-2**)

Figure VI-2



The screenshot shows the 'ECF Password Changes - U.S. Court of International Trade in the LIVE Database' page. It includes a 'Notice' section about restricted web site usage. Below the notice, it prompts the user to 'Enter your login ID here and click on "Submit":' with an input field. A 'Captcha' section follows, asking the user to 'type in the "Captcha" word.' The word 'WELL' is displayed in a stylized font. Below the captcha, there is an input field and 'Submit' and 'Reset' buttons.

VI. CM/ECF Password Requirements

How to Change Your CM/ECF Password - Lost or Forgotten Password (continued)

3. After clicking Submit, the CM/ECF System will send an email to the primary email address associated with your CM/ECF Filer or Confidential Information Filer account. This email will provide you with a link to your CM/ECF account where you can change your CM/ECF Password. (See **Figure VI-3**)

Figure VI-3

More User Information for Matthew Murdock

Login	citatty	Last login	10-20-2011 15:35
Password	*****	Current login	10-20-2011 15:35
	<small>minimum 8; upper- & lower-case letters; include digit or special character</small>	Create date	06/02/2000
Registered	Y	Update date	02/14/2008
Internet Credit Card	Y		
Default Printer			
Additional Printers			
Groups Attorney			
<input type="button" value="Submit"/> <input type="button" value="Clear"/>			

VII. Mobile Query

When accessing the system from your mobile device, you may opt for a mobile query interface. This feature will give you a simplified method to perform queries, run reports and view documents on your mobile device.

Accessing the Mobile Query

You can access the mobile query in three different ways:

- Clicking on the Mobile Query link on the Query selection criteria page (see **Figure VII-I**);
- Accessing a case link from the mobile PACER Case Locator (PCL); or
- Clicking on the Mobile Query link on the Query results page.

Verizon VPN 1:58 PM

ECF Query Reports Utilities Logout

Query

WARNING: Search results from this screen are NO on PACER charges. Please be as specific as possible

Search Clues [Mobile Query](#)

Case Number

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date to

Last Entry Date to

Nature of Suit

Cause of Action

Last/Business Name ☐ Exact matches only

First Name Middle Name

Type

Run Query Clear

Figure VII-I

VII. Mobile Query (continued)

User Interface

The Mobile Query User Interface includes the following elements on each page:

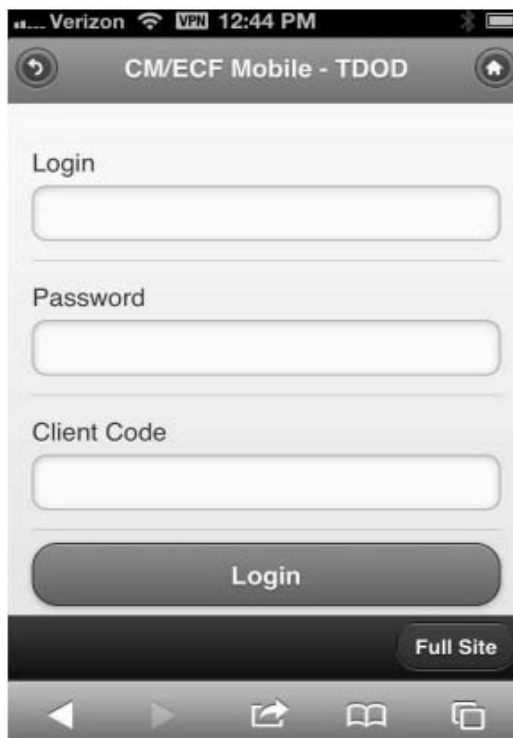
- back button;
- title CM/ECF Mobile - CIT;
- logout button;
- court home page button;
- search field for party name or case searches;
- Full Site button.

Clicking on the logout button will redirect you to the Mobile Query login screen.

Clicking on the Full Site button will redirect you to the standard format web page.

To access the Mobile Query User Interface, enter your PACER login and password. (see **Figure VII-2**)

Figure VII-2

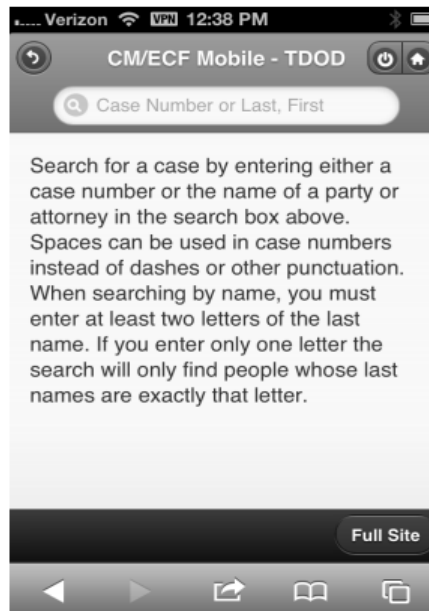
The image is a screenshot of a mobile application interface titled "CM/ECF Mobile - TDOD". At the top, the status bar shows "Verizon", signal strength, Wi-Fi, VPN, and the time "12:44 PM". Below the title bar, there are three input fields labeled "Login", "Password", and "Client Code". Each field has a corresponding text input box. Below these fields is a large, dark grey button labeled "Login". At the bottom right of the screen, there is a button labeled "Full Site". The bottom of the screen shows a standard mobile OS navigation bar with icons for back, forward, search, and other functions.

VII. Mobile Query (continued)

Using the Search Screen

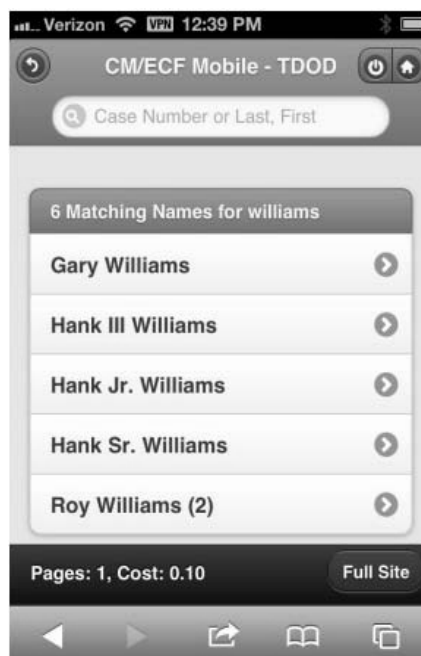
To search for a case number or a name, use the Search screen. (See **Figure VI-3**)

Figure VII-3



For name searches, you may enter the name of a party or an attorney. If you are searching for an attorney, enter only their last name or their name in a last name, first name format. If a name search returns more than one possible match, the mobile interface will present you with a list of all matching names. (See **Figure VII-4**)

Figure VII-4



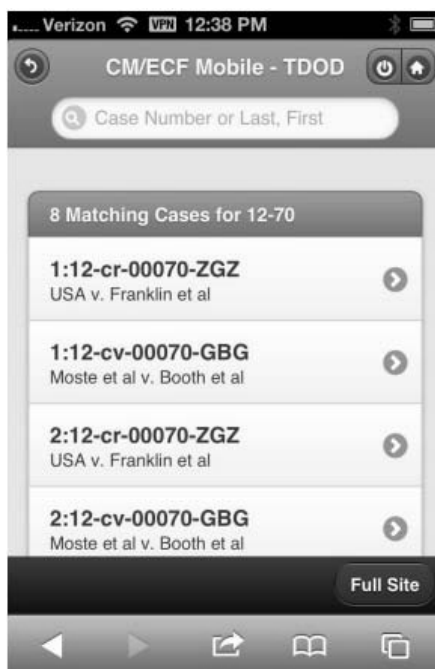
VII. Mobile Query

(continued)

Using the Search Screen (continued)

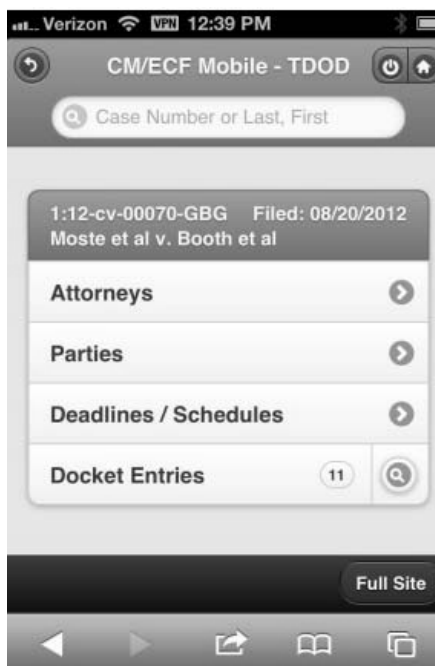
If you are searching for a specific case and know the case number, enter the case number in the year-number format, i.e. 12-70. If a case number returns more than one case number, the mobile interface will present you with a list of all the matching court numbers. (See **Figure VII-5**)

Figure VII-5



After you select a specific case, the Mobile Query displays the case number, short title and date filed. (see **Figure VII-6**)

Figure VII-6



VII. Mobile Query (continued)

Case Information Screens

From the specific case screen, you can select from a number of links:

- link to attorney information(see **Figure VII-7**);
- link to party information(see **Figure VII-8**);
- link to deadline/schedule information(see **Figure VII-9**);
- link to docket entries(see **Figure VII-10**);
- link to search for docket entries(see **Figure VII-11 & VII-12**).

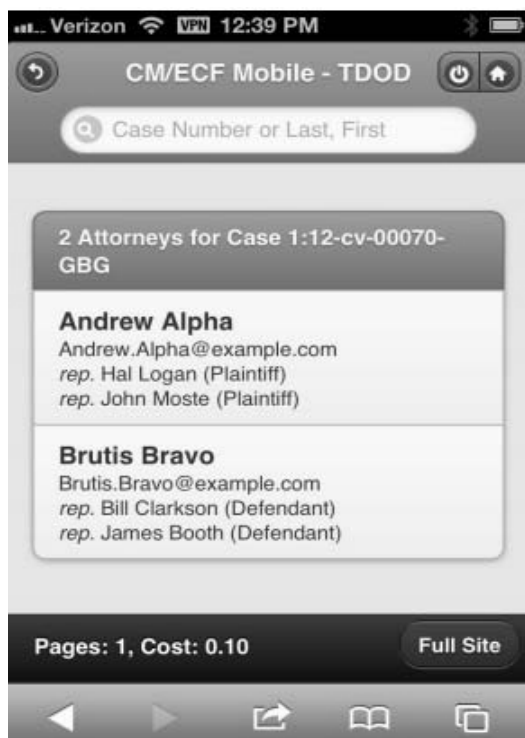


Figure VII-7



Figure VII-8

VII. Mobile Query (continued)

Case Information Screens (continued)



Figure VII-9

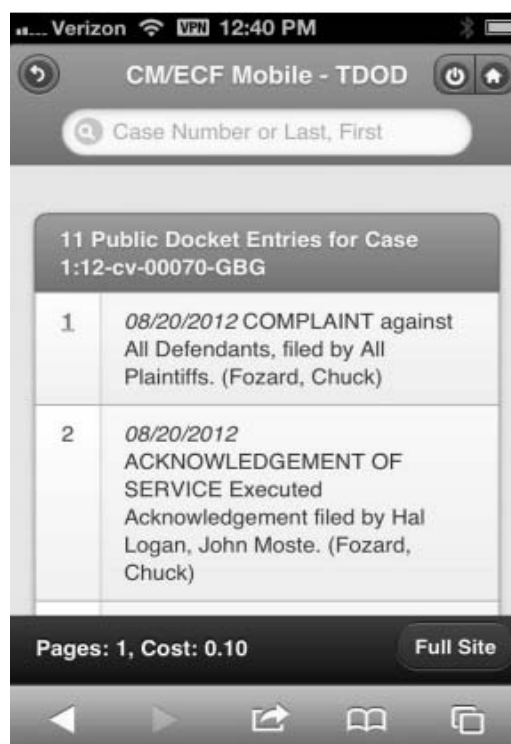


Figure VII-10

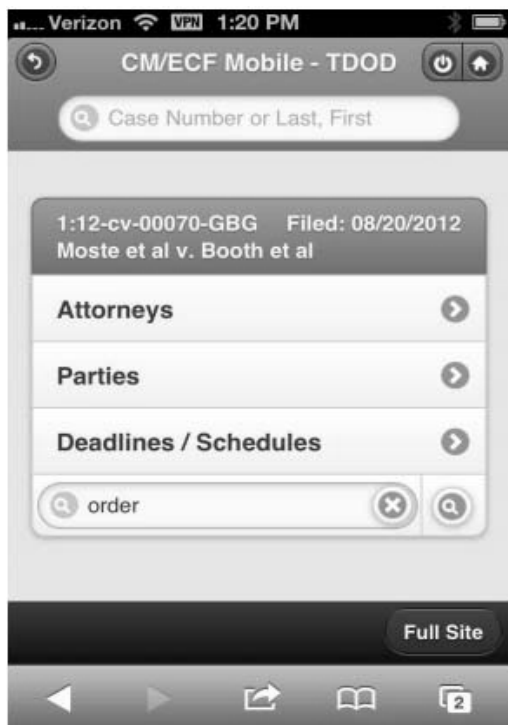


Figure VII-11

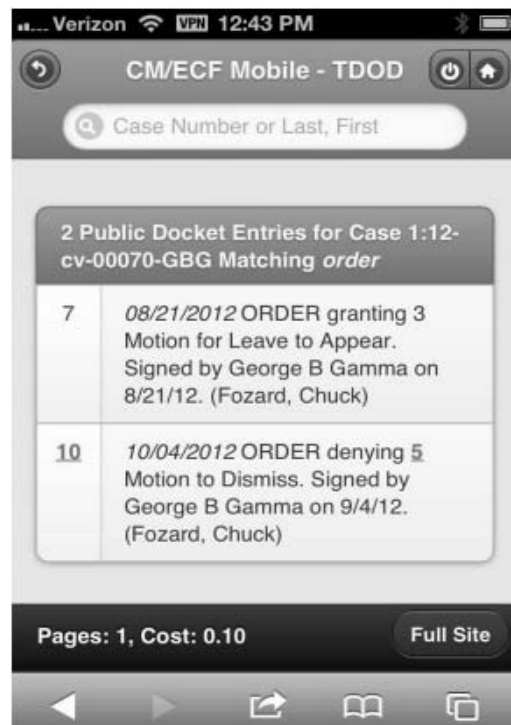


Figure VII-12

VII. Mobile Query (continued)

Document Screen

To view a document on the mobile query interface, click on the hyperlink associated with the docket entry to open the PDF. (See **Figure VII-13**)



Figure VII-13

PACER Access Fees

Performing queries, running reports and viewing documents on the Query Mobile Interface will be subject to PACER Access Fees. Fees for queries or reports will be displayed on a black bar along the bottom of the page. (See **Figure VII-14**) Fees for accessing documents will be displayed prior to being accessed. (See **Figure VII-15**)

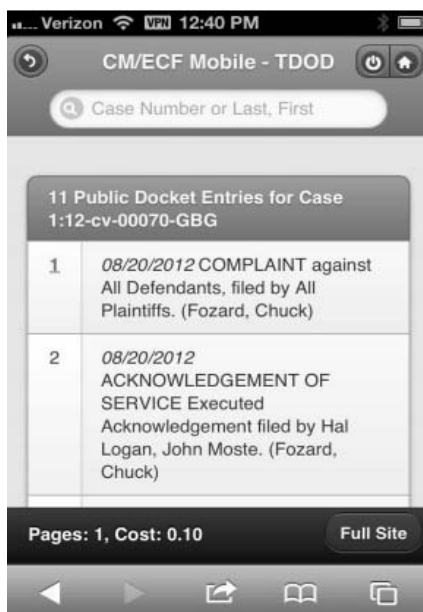


Figure VII-14



Figure VII-15