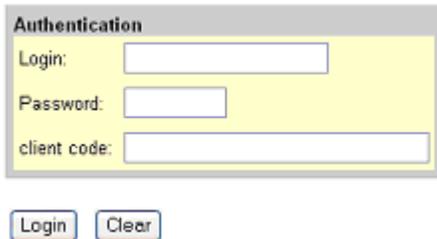


ECF FILINGS

(These instructions are for ongoing cases – NOT initial Summons and Complaint filing)

1. Before you log on to the ECF site, put your filing documents in PDF form. (For instructions, please refer to the attached document: “ECF Documents into Xerox Scanners Folder”.)
2. Log on to: www.mnd.uscourts.gov
3. Choose “Live ECF Link” on the left hand side of your page. The Login screen will display as shown below:



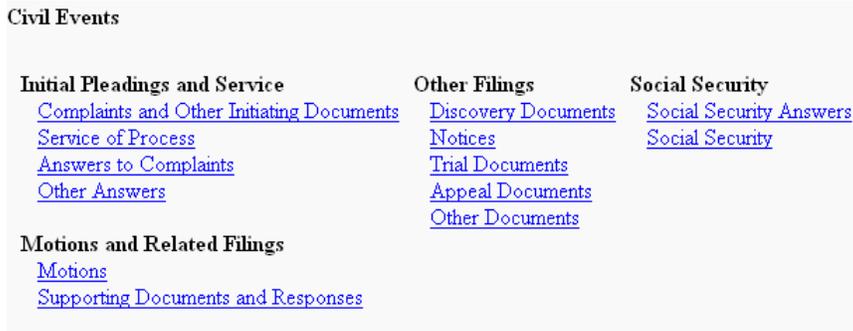
Authentication

Login:

Password:

client code:

4. Type Login (attorney bar #); type Password (each individual atty has their own password); Click “Login”.
5. Click “Civil” or “Criminal” on the top of the page (based on type of case you are filing). The following screens will display based on what you chose:



Civil Events

Initial Pleadings and Service	Other Filings	Social Security
Complaints and Other Initiating Documents	Discovery Documents	Social Security Answers
Service of Process	Notices	Social Security
Answers to Complaints	Trial Documents	
Other Answers	Appeal Documents	
	Other Documents	
Motions and Related Filings		
Motions		
Supporting Documents and Responses		

Criminal Events

Motions and Related Filings
[Motions](#)
[Supporting Documents and Responses](#)

Other Filings
[Discovery Documents](#)
[Waivers](#)
[Service of Process](#)
[Notices](#)
[Trial Documents](#)
[Appeal Documents](#)
[Other Documents](#)

6. Choose one of these event items. **NOTE:** Most documents you file will be listed under one of the Event categories above. For example: if you are filing a “reply memorandum”, choose the event you think a reply memorandum would fall under. You may have to make an educated guess regarding where to find the document. For example, you may choose “Motions” as the Event, when in actuality “reply memorandum” is found under “Supporting Documents and Responses”. If you choose incorrectly, simply choose “back” until you get to the Events screen and choose another Event.
7. Type in the Case Number on the next page (as shown below) and choose “Next”.

Case Number

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

8. The next page will give you the name of the case (see example below) – if it is the correct case, choose “Next”. (If the case name is not correct, go back and check your case number.)

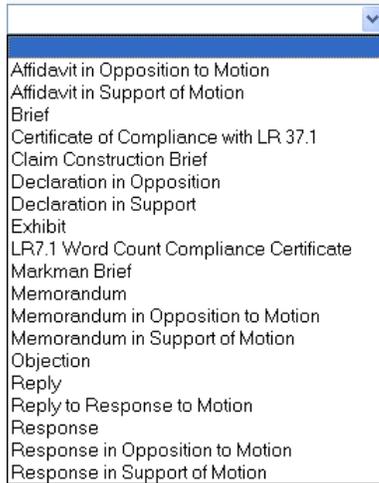
Responses and Replies

[0:05-cv-00084-MJD-SRN United States America v. Miles et al](#)

9. Select the filing document from the drop down list (see display below) (in this case, you would select “Reply” or “Reply to Response to Motion”.) Choose Next.

Responses and Replies

[0:05-cv-00084-MJD-SRN United States](#)



A screenshot of a dropdown menu. The menu is open, showing a list of document types. The first item, 'Affidavit in Opposition to Motion', is highlighted with a blue background. The list includes:

- Affidavit in Opposition to Motion
- Affidavit in Support of Motion
- Brief
- Certificate of Compliance with LR 37.1
- Claim Construction Brief
- Declaration in Opposition
- Declaration in Support
- Exhibit
- LR7.1 Word Count Compliance Certificate
- Markman Brief
- Memorandum
- Memorandum in Opposition to Motion
- Memorandum in Support of Motion
- Objection
- Reply
- Reply to Response to Motion
- Response
- Response in Opposition to Motion
- Response in Support of Motion

10. Select the Filer from the drop down list (the party you represent). (NOTE: To select additional parties not listed consecutively use “Ctrl + mouse click”). Choose “Next”. The following screen will display:

11. Click on Browse to locate your PDF document to be filed.

Responses and Replies
[0:05-cv-00084-MJD-SRN United States America v. Miles et al](#)

Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename

Attachments to Document: No Yes

12. Select (highlight) the correct document (your document should be in your Desktop: Xerox Scanners folder). Right click on the document to Open it – this is an important step to ensure you are choosing the correct document. Choose Open (on the bottom of the dialog box) or double click to insert the document into the ECF screen. You will be directed back to the ECF page with the filename and path inserted into the Filename box.
13. Select “No” or “Yes” regarding Attachments to Document. Choose “Next”. If you selected “no”, skip to No. 13. If you choose “yes”, follow steps a.-e. below, then go to No. 13.
- a. Click on Browse to locate your PDF attachment (for e.g.: Exhibit 1 or Word Count) and insert it into the screen (for instructions on browsing, see No. 11 above) (see display below)

Responses and Replies
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Select **one or more attachments.**

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document category, enter a description, and select a type.

Category	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1.

- b. Under 2), insert the appropriate Category by highlighting the item from the drop down list. For example, if you are attaching a Exhibit A, choose Exhibit. Under Description, type A.

- c. Choose “Add to List” under “3)”. The screen will change after you choose “Add to List” to reflect the inserted PDF document. **NOTE:** you have the option of removing something from the list as well.
- d. Continue a.-c. until all of your attachments have been inserted.
- e. Choose Next.

14. The following screen will display: Click on the corresponding box to select what your event refers to. Choose Next.

Responses and Replies

[0:05-cv-00084-MJD-SRN United States America v. Miles et al](#)

Select the appropriate event(s) to which your event relates:

- 01/13/2005 [1](#) COMPLAINT against Madelyn Miles, Economic Security, Minnesota Department of, Department of Revenue, State of Minnesota, Washington County, Mark Miles, Postal Credit Union, Encore Credit Corporation, Como Northtown Credit Union, Greener Pastures Development Corporation, ABC Amro Mortgage Group. Assigned to Judge Michael J. Davis per Master list and referred to Chief Mag. Judge Jonathan G. Lebedoff, (Filing fee waived) . (Attachments: # (1) Civil Cover Sheet)(DFL) (Entered: 01/14/2005)
- 01/13/2005 Summons Issued as to Madelyn Miles, Economic Security, Minnesota Department of, Department of Revenue, State of Minnesota, washington county, Mark Miles, Postal Credit Union, Encore Credit Corporation, Como Northtown Credit Union, Greener Pastures Development Corporation, ABC Amro Mortgage Group. (DFL) (Entered: 01/14/2005)
- 01/25/2005 [2](#) WAIVER OF SERVICE Returned Executed by United States America. Department of Revenue, State of Minnesota waiver sent on 1/18/2005, answer due 3/19/2005. (Pahl, Michael)

- 15. The next screen will give the title of the document(s) you are filing. It may have a place to enter additional information. Read the title of the document you are filing. You may or may not want to fill in additional information – this is document specific. Once you have verified this is correct, or have filled in additional information, Choose “Next”.
- 16. This will be your final screen. It will display the document name of everything you are filing. **Make sure everything is correct on this screen before choosing Next.** Choose “Next”.
- 17. The next screen will display the Notice of Electronic Filing. **Print this page.** (You will need the docket number on this page if you are emailing a Proposed Order to the Judge.)
- 18. If you have additional documents to file, start with No. 5 above. When you are finished, Logout. **NOTE:** Proposed Orders **DO NOT** get filed electronically. See the instructions on the next page for Proposed Orders.

PROPOSED ORDER INSTRUCTIONS

Proposed Orders do not get filed electronically, instead you will need to email them to the Judge and send a hard copy to all parties. The Certificate of Service you prepared should have reflected this.

1. Open Outlook and prepare a New Email. Type in the Judge's email address in the "To" line; cc the attorney for whom you are sending the Proposed Order.
2. In the Subject line put: Proposed Order on (document name): (case number)
3. In the body of the email, first put in the case name (in italics) and the case number with the judge's initials.
4. Under the case name, type in the following:

Dear Judge (name): Please find attached in Word format a Proposed Order on (document name), filed today via ECF, docket entry (number -- you can find this on the copy of the Notice of Electronic Filing page that you printed – see #17 above). A hard copy of the (motion paper document names) and proposed order are being sent by U.S. Mail to your chambers later today.

5. Sign the email with the name of the attorney that is filing. You should include name, address, phone and fax number and email address.
6. Attach a copy of the Proposed Order by choosing the Hummingbird icon, locate and highlight your document, click "ok".
7. Upon "send"ing the email, you will be asked and want to scrub the document.
8. After you have sent the email, go into your Sent Items and print a copy of the email you sent for your records. You may also want to attach a copy of this email to the hard copies of the Proposed Order and motion documents you are sending the Judge.

(See following page for Chamber email list)

Chamber Email:

Chief Judge Rosenbaum	rosenbaum_chambers@mnd.uscourts.gov
Judge Kyle	kyle_chambers@mnd.uscourts.gov
Judge Davis	davis_chambers@mnd.uscourts.gov
Judge Tunheim	tunheim_chambers@mnd.uscourts.gov
Judge Montgomery	montgomery_chambers@mnd.uscourts.gov
Judge Frank	frank_chambers@mnd.uscourts.gov
Judge Erickson	joanericksen_chambers@mnd.uscourts.gov
Sr. Judge Alsop	alsop_chambers@mnd.uscourts.gov
Sr. Judge Magnuson	magnuson_chambers@mnd.uscourts.gov
Sr. Judge Doty	doty_chambers@mnd.uscourts.gov
Magistrate Judge Lebedoff	lebedoff_chambers@mnd.uscourts.gov
Magistrate Judge Noel	noel_chambers@mnd.uscourts.gov
Magistrate Judge Erickson	raymonderickson_chambers@mnd.uscourts.gov
Magistrate Judge Boylan	boylan_chambers@mnd.uscourts.gov
Magistrate Judge Nelson	nelson_chambers@mnd.uscourts.gov
Magistrate Judge Mayeron	mayeron_chambers@mnd.uscourts.gov
Magistrate Judge Cudd	cudd_chambers@mnd.uscourts.gov
Magistrate Judge Klein	klein_chambers@mnd.uscourts.gov

ECF DOCUMENTS INTO XEROX SCANNERS FOLDER

If you do not have a Xerox Network Scanner Folder on your desktop, follow the instructions below:

1. Choose Start > L&V > Standard Applications > Xerox scanners > the floor # you are on – My scans. Right click on it and choose Create Shortcut. The shortcut will be created in this area and will be named the same name as the original (e.g. “44 – My Scans” shortcut is the same except with a (2) after it, “44 – My Scans (2)”). Click on the shortcut and drag it to your desktop. Click on the name of the folder and press F2. Rename the folder “Xerox Scanner Folder”.

PDFcamp Printer document (this option is used for documents you create in Word)

1. Open your document
 - a. Choose “File”
 - b. Choose “Print”
 - c. Choose “PDFcamp Printer” under “Name”
 - d. Choose “Ok”
 - e. Choose “File”
 - f. Choose “Save a Copy”
 - g. Click on “Desktop”
 - h. Click on “Xerox Scanner”
 - i. Name your document
 - j. Click “Ok”

NOTE: Your printer choice will remain “PDFcamp Printer” until you change it back to your designated printer choice.

Scanning a document at the Xerox Scanner (this option is used for documents that are not created on our system)

2. Prepare to Scan
 - a. Load originals face up in copier feeder
 - b. Select “Network Scanning” on touch screen
 - c. Use up and down arrows (on touch screen) to find your name
 - d. Highlight the name by selecting it on touch screen

3. Change the Output Format to PDF

NOTE: ALL documents must be scanned as a PDF document

- a. Select “Output Format” tab
- b. Select “Document Format”
- c. Select “PDF”
- d. Select “Save” (in the upper right corner of touch screen)

4. Rename your Document

- a. Select “Document Name”
- b. Use the backspace (←) key on the touch screen to delete out “DOC”, then use the touch screen to type in your own document name

NOTE: It is much easier to find your documents if you name them, for example: Exhibit A could be named “Exh A”, etc. (there is a limit to the number of characters the scanner allows, so try to keep the names short)

- c. Select “Save”

5. Complete your Scan

- a. Hit the green “Start” button on copier
- b. When job is completed, hit “Clear All” (yellow button) on copier

NOTE: If you have another document to scan, repeat Steps 3.a. – 4.a.

- c. Then select “Copy” on the touch screen so the copy machine is ready for the next person

NOTE: Within 1 minute, a message will pop up on your screen, confirming completion of your scan. You can open, or not open, your document at this time. A scanned document is always saved to: Desktop, Xerox Scanners.

FILING INITIAL MOTION DOCUMENTS:

You will need the following documents:

Motion*

Notice of Hearing*

Memorandum of Law

LR 7.1(C) Word Count Compliance Certificate**

Affidavit (may have/may not have)***

Proposed Order

Certificate of Service (which includes Proposed Order language)****

*If the attorney gives you a Notice of Motion and Motion, you WILL NEED to prepare two separate documents. The Motion document is filed first, then the Notice of Hearing document is filed. When you are filing the Notice of Hearing, you will have a screen that prompts you to enter the date, time and location of the hearing. Make sure you know AHEAD of time the location of your hearing.

You have to prepare this as a separate document when you are filing a motion, **but will be an attachment to the memorandum. The document should have a caption and signature block. To calculate the number of words in your brief, you must count all the words *in the text of the brief and the footnotes*. You do not count the words in the caption or signature block. To count the number of words, do the following:

1. Select all of the text of the brief, starting with your Introduction through the end of the Conclusion. Go to Tools, Word Count, and jot down the number of words for this section.
2. Select all of the words in your footnotes. If you put the cursor on the text of any of one footnote and then press “control A”, you will have selected all of the text in every footnote. Go to Tools, Word Count, and jot down the number of words in the footnotes.
3. If you have included a table in your main text or a footnote, be sure to confirm that the table was selected or highlighted during your word counts.
4. Add the number of main text words and the number of footnote words to get your total number of words for the certificate form.

***If you have are filing an Affidavit that has Exhibits, you will need an Exhibit Index. The Exhibit Index should have a caption, but no signature block, on it. This will be the first document you attach to the Affidavit, then you will attach the Exhibit(s).

***You can find this Certificate of Service under the templates in Word. Also, see the attached Proposed Order Instructions for sending the Proposed Order.