

L I N D Q U I S T & V E N N U M P . L . L . P

E l e c t r o n i c
C a s e
F i l i n g
W o r k b o o k

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E C F R E S O U R C E S A N D I N F O R M A T I O N

ECF System Login	http://ecf.mnd.uscourts.gov/
ECF HomePage	http://www.mnd.uscourts.gov/cmecf/index.htm
ECF Registration Information	http://www.mnd.uscourts.gov/cmecf
ECF Training Edition	http://ecf-train.mnd.uscourts.gov
ECF Frequently Asked ?'s	http://www.mnd.uscourts.gov/cmecf/faq.pdf
Email to Initiate a Case	mailto:newcases@mnd.uscourts.gov
Court Help Desk	
phone	1-866-325-4975 (8:00 AM – 5:00 PM)
email	mailto:ecfhelpdesk@mnd.uscourts.gov
PACER Service Center	(800) 676-6856 / (210) 301-6440
online registration	http://pacer.psc.uscourts.gov/

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Converting Your Paper and Electronic Documents to PDF

Overview

Electronic Case Filing (ECF) at the federal court requires most case filings to be submitted electronically through a newly developed website in PDF format. This handout details the two processes necessary to convert your documents from either hard copy or electronic format (Word).

1. **Electronic Documents** – Your Word documents (and other electronic file formats) can be easily converted to PDF format via the PDFCamp virtual printer. A virtual printer is not a "real" printer but instead a software driver that is accessed along with your other installed printers. Instead of physically printing on paper, the driver converts the file to PDF. This process should be used for all documents created at L&V.
2. **Hard Copy** - Use the Xerox copier / scanner to scan your document to your Xerox scanning network folder. This process should only be used for hard copy documents not created at L&V (eg. Exhibits to an Affidavit). This folder is easily accessible through your Windows desk (double-click on the folder called Xerox Scanning).

PDFcamp is PDF creation software that converts any type of printable Windows document, including Word (.doc), Excel (.xls), Powerpoint (.ppt), text documents (.txt) and even web pages (.html) This gives users a convenient and simple way to share any type of Windows document.

Summary of the Process

Hard Copy – Xerox Scanning



PDFs stored in your personal scanning folder on the network.



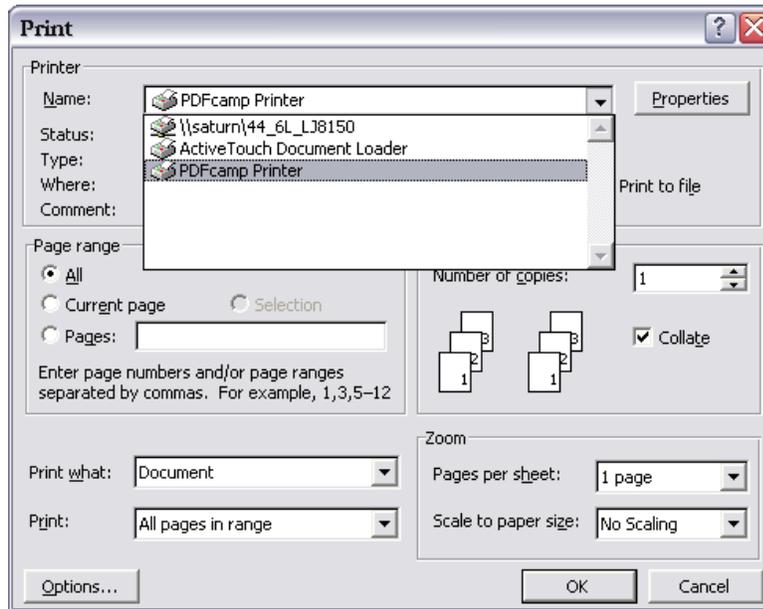
File with the court via ECF

Electronic Documents – PDFCamp Printer

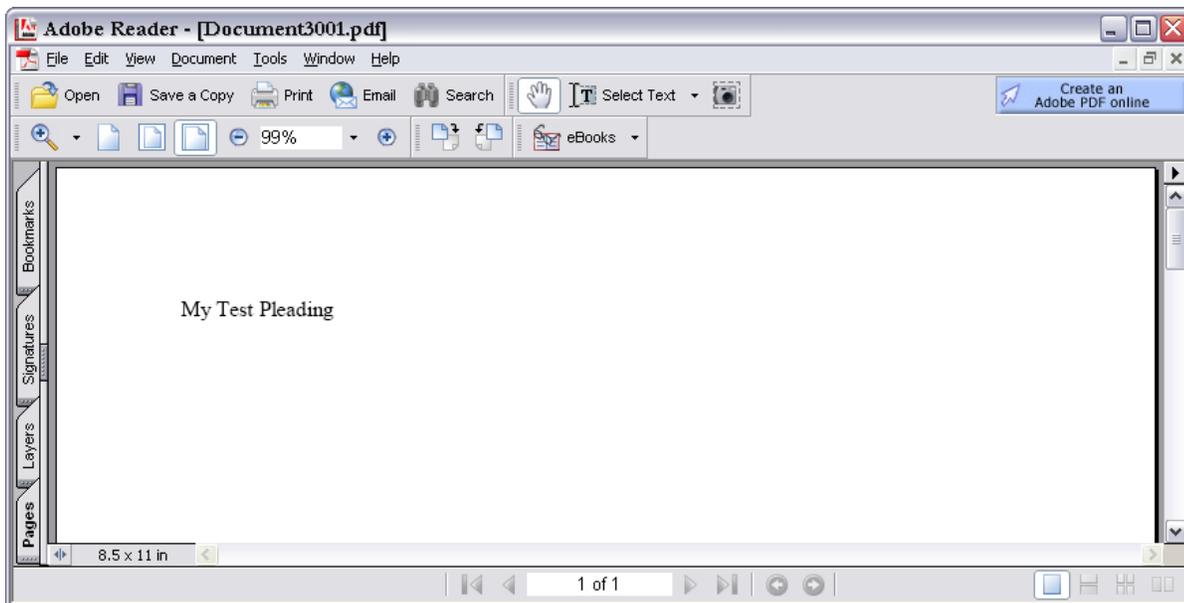


Converting Electronic Documents to PDF

1. As mentioned, the PDFCamp virtual printer works as though it were just another printer. For example, to convert an open Word document to PDF, select File | Print from the main Word menu producing the following Print window.

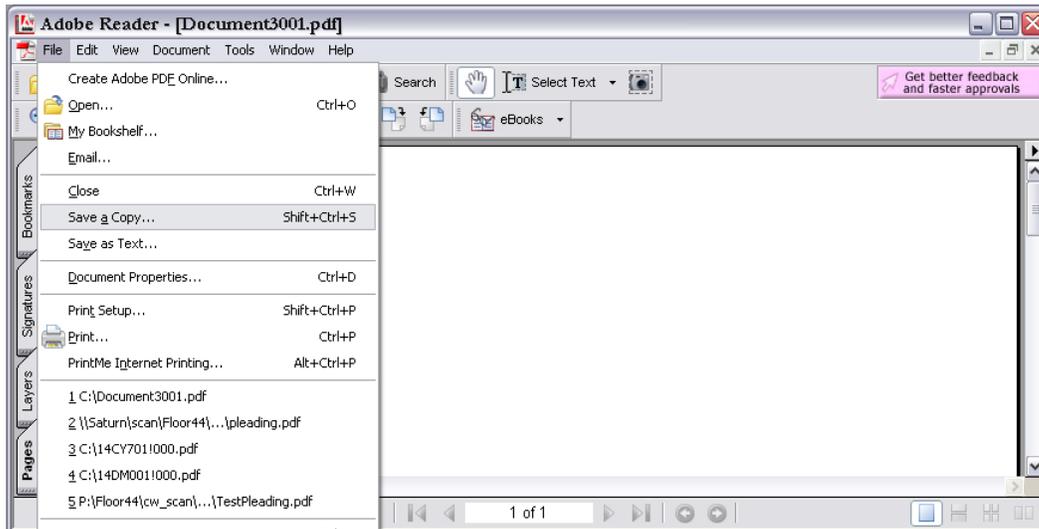


2. Select the PDF Printer Option from the printer Name dropdown listè press OK
3. Click on the OK button and your Adobe Reader software will launch with your file in PDF format.displayed



4. Review your document in PDF format to ensure accuracy before filing

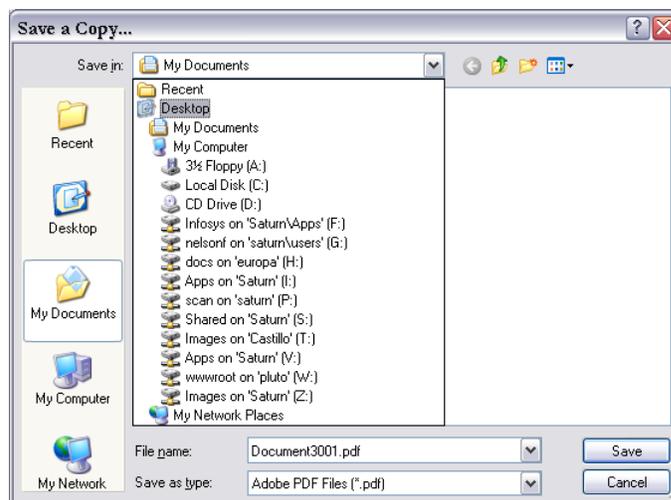
5. Now save your new PDF in your network scanning folder by choosing File | Save a Copy from the main Adobe menu



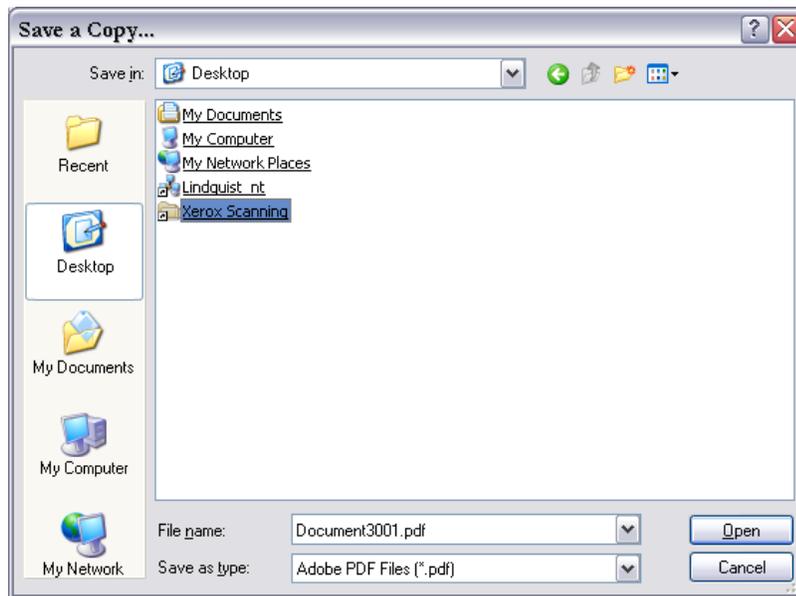
NOTE: You may receive the following message the first time you attempt to save to your network file – click the Do not show this message again checkbox to prevent this from showing in the future.



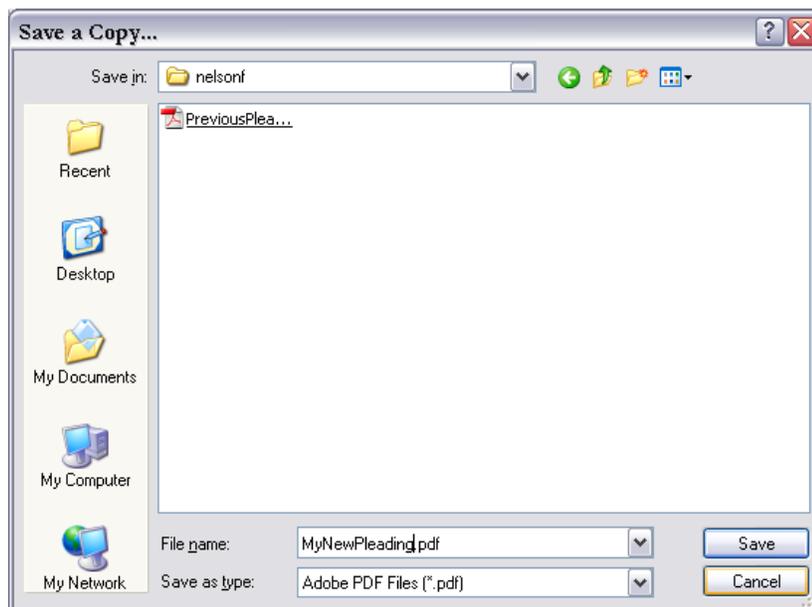
6. Click the down arrow in the Save in: dropdown menu and choose Desktop



7. Double-click the Xerox Scanning folder found in the Desktop



8. Type a descriptive name for your new PDF in the File name: field and then click the Save button.



Your document has been converted to PDF and is now ready to file!

Converting Hard Copy to PDF

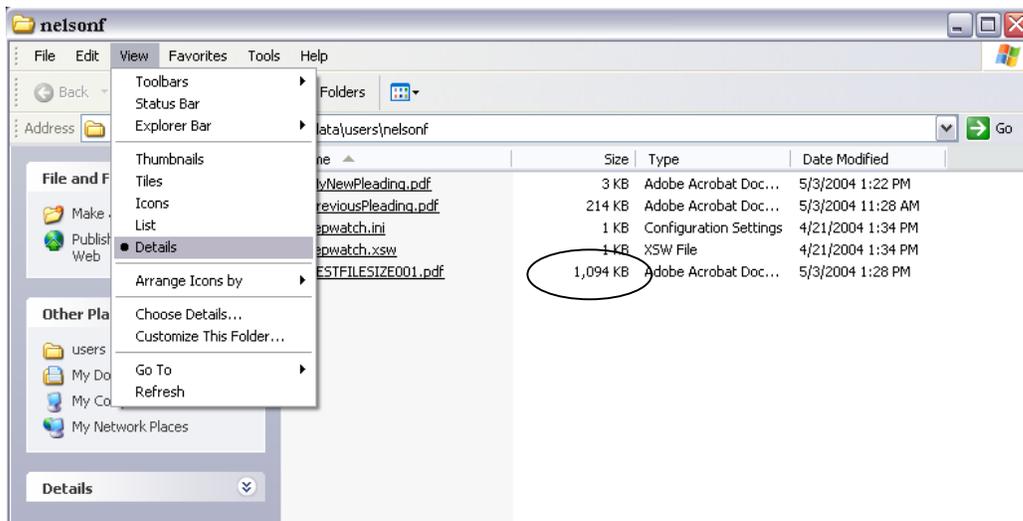
1. Load originals into copier feeder. Use the shelf at the top of scanner with your documents face up, facing you.
2. Press the Network Scanning button on the touch screen window.
3. Under Template Destinations (on the far left of the control screen), scroll down using the arrows until you see your username and then select by pushing on the touch screen. TIP: Note the page your username appears (ie. 12/20 to the right of the username list) - you can go directly to this page in the future by typing 12# on the number keypad.
4. Press the Output Format tab.
5. Click on the Document name icon, press the back arrow (↶) on the keypad remove the default name provided (usually "DOC"), type in your desired document name (8 character limit) and then press the Save button. If you wish to include numbers in your file name, there is a button labeled 123... pressing this will provide a touch screen with numbers. Do not use a forward/backslash in your document name.
6. Make sure the Document Format icon is indicating PDF format. This should be the default but if it isn't, press the Document Format icon and select PDF and then the Save button.
7. Press the green Start button on the copier.
8. Once the job has been scanned, make sure to press the yellow Clear All button (upper – right of number keys) to clear your profile. You don't want the next person walking up and scanning their jobs to your folder!
9. Your hard copy will be saved in your network scanning folder as a PDF (it may take a couple of minutes for the document to appear in the folder). You must open your network scanning folder (go to your Desktop and double-click on the Xerox Scanning folder to open the folder containing the document) and check the accuracy of the scanning process.

Check Your File Sizes

The Federal court has stipulated that it will limit the file size of each PDF document to 2 MB. This translates to roughly 50 pages for the Xerox scanned documents and 180 pages for documents converted using the PDFCamp printer (double-spaced pages with few footnotes). This wide discrepancy is due to the fact that Xerox scanning converts the documents to an image-based PDF while the electronic conversion is text-based. Images use substantially more disk space than text..

TO CHECK THE SIZE OF YOUR PDF FILES...

1. Double-click on your Xerox Scanning folder found on your desktop and make sure the Details view is selected by clicking on View | Details from the Windows Explorer main menu.



2. Check the Size column in the main Explorer window (*see above*)

NOTE: The court is recommending that you bundle as many your exhibits together by identifying tab (ie. ExhibitsAtoL.pdf) unless an exhibit has particular relevance to the outcome of the case. Such "smoking gun" exhibits

Whenever possible, use the PDFCamp printer to convert electronic documents to PDF.

Important Issues

Summary of Procedure for Filing Documents for Civil Cases

1. Login to ECF system at <http://www.mnd.uscourts.gov/>
2. Click on the Civil mail menu option and then the type of document to be filed (Answer to Complaint, Service of Process, etc)
3. Enter the case number in which the document is to be filed.
4. Select the party(s) filing the document.
5. Specify the PDF file name and location for the document to be filed using the Browse button.
6. Add attachments, if any, to the document being filed.
7. Modify docket text as necessary.
8. Submit the pleading to ECF.
9. Receive notification of electronic filing and print a copy for your records (you will receive email notification as well).

Electronic Signatures

All court documents will require signatures be of a standard electronic format – Do not scan the original signatures. The following format will constitute an electronic signature:

Dated: March 23, 2004

s/ Mark R. Privratsky
Mark R. Privratsky
MN Bar# 275104
Attorney for Defendants
Lindquist & Vennum P.L.L.P.
80 South Eighth Street, Suite 4200
Minneapolis, MN 55402

Or

S/John Doe
John Doe
45569 Skyway Park
Smallville, MN 55555
612-555-5555

By electronically filing a document with this notation, you are certifying that you have an ink-signed original in your possession and will retain it until the appeal process is completed and are able to produce it upon demand. An example of an electronic signature appears on the back page of this workbook.. The court does not require us to maintain ink-signed originals of documents *only* containing the filing attorney's signature.

I'm Ready to File... Now What?

All attorneys have been or will be entered into the database with read-only access to ECF. In order to actively file, you will need to change your access to "active user" by submitting an on-line registration. This will occur upon your first entry into the civil or criminal menus on or after May 17. A one-time registration will be required, including agreeing to service through ECF, maintaining a current e-mail address, etc. The submission of this registration is necessary only once. By pressing the submit button, the attorney's status will change from read-only to active, allowing them to file in ECF.

Where are My Files?

When prompted to load files (with the ECF site's Browse button), remember to access your PDF files from the Xerox scanning folder used to scan / convert the original documents. This may sound obvious but the same person who converts / scans the documents should probably file them as well since the PDFs will reside in their folder.

Do I Login Using My PACER or ECF Account?

Use your ECF login if you are entering the system to file a pleading or maintain your account. Do not use the client code field if you are filing a document. If you wish to enter the ECF system to query the database for case information or view a specific document, enter your PACER login or password. Use the client code field (on the login screen) if you are using PACER to view documents / docket sheets and wish to organize your monthly bill using client codes.

Courtesy Copies

When an attorney files motions, responses, or reply briefs on ECF, they must also provide one (1) paper courtesy copy of the motion and all supporting documents (affidavits and exhibits) to the Judge hearing the motion. The courtesy copies should be mailed or delivered to the District Judge or Magistrate Judge in an envelope addressed to the Judge's calendar clerk contemporaneously with the documents being posted on ECF. This rule will apply to dispositive and non-dispositive motions.

Bookmark the ECF Website for Quick Access

The ECF login site is located at:

<https://ecf.mnd.uscourts.gov/cgi-bin/login.pl>

Enter the above web address into the address bar of your browser (or click on the link ECF link available on the Lit Support (under Practice Resources) page of the L&V Venue and then choose Favorites | Add to Favorites from the browser main menu.

How Do I View a Docket Sheet?

1. Login to the ECF system and click on the Reports menu at the top of the page
2. Click on the Docket Sheet link and login to PACER
3. Enter the case number, date range of docs filed, and doc # you wish to view (optional) and press Submit

Document-Specific Exceptions

1. Initiating documents cannot be filed through ECF at this time. The court will request that filers submit PDF versions of initiating documents (civil cover sheet, complaint etc) to:
<mailto:newcases@mnd.uscourts.gov>.

Parties may also add PDFs to CD and mail to the clerk or mail / courier per traditional procedure. **If** sending document by e-mail please include "new case - case title" (e.g., new case - Jones v. Smith) in the subject line, and an indication of how the fee will be paid (a check will be delivered, filers will be faxing a credit card authorization for the filings or a PDF version of the Application to Proceed Without Prepayment of Fees and Affidavit (IFP) is included with the documents). Upon receipt of both the payment and documents together, the clerk's office will assign the case.

2. The Notice of Hearing on Motion and Notice of Motion now typically filed as one document should be separated into two separate filings.
3. Sealed cases / Large exhibits - Paper will still be used for sealed cases or exceptionally large exhibits. To indicate, on the ECF system, the existence of the conventionally filed document, attorneys must post a form, or placeholder, on ECF, under the appropriate event code (the placeholder form is on the court's web site and is titled "Notice of Conventional Filing"). For example, for a sealed exhibit, an attorney would select the event code 'exhibit' in ECF, file the one page form as their exhibit, then file their actual sealed exhibit in paper with the clerk's office. The placeholder is intended to indicate, on the record, the existence of the sealed document in the clerk's office

A party may seek leave of the Court to conventionally file documents that are too lengthy to electronically image, i.e., "scan." See the Court's web site at www.mnd.uscourts under the Forms link for the ECF Form entitled "Application to File Documents Conventionally" for posting on ECF. Please complete the form with a detailed description why you are unable to scan the legal documents. You must provide the assigned Magistrate Judge with 5 days to review this request before your filing due date; the Magistrate Judge will grant or deny the application with an order.

4. Documents filed in error to the correct case will typically not be removed from the case record though attorneys may seek relief from the court to have the information removed from the record. The Notice of Filing goes out immediately, however, and the other party may have seen the information already. Documents filed to the wrong case will be moved to the proper location – call the Court Help Desk as soon as possible (1-866-325-4975)
5. It is the filer's responsibility to serve hard copies of the pleading and Notice of Electronic Filing to attorneys and parties not set up for electronic notification.

6. A proposed order shall be sent via Internet e-mail as an attachment to the e-mail address of the chambers of the Judge hearing the motion. When sending the document by e-mail, please include "Proposed Order - short case title" (e.g., Proposed Order - Jones v. Smith) in the subject line. Proposed orders will need to be served on opposing counsel as they are not filed via ECF.

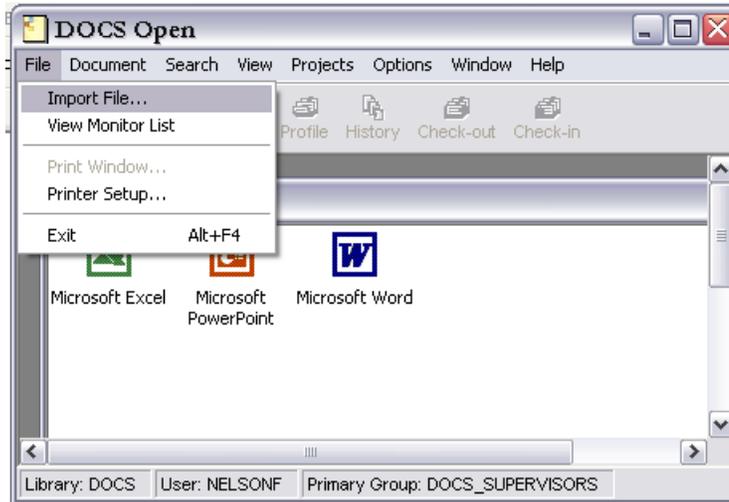
TABLE OF CHAMBER EMAIL

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 Ericksen	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

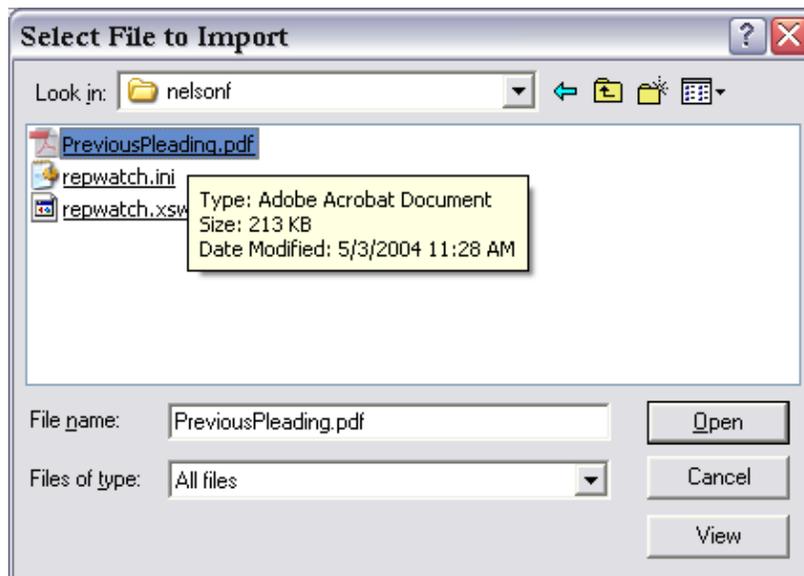
Saving PDF files in the Network Scanning folder in DOCS Open

Adobe Acrobat Reader does not integrate with our document management system so we have to import PDF files into DOCS Open.

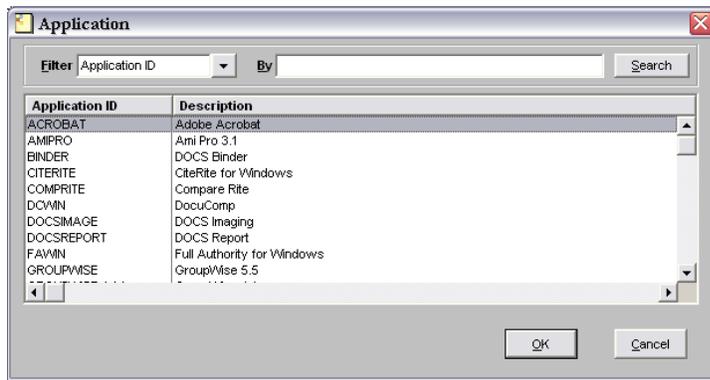
1. Select File | Import File... from the DOCS Open main menu



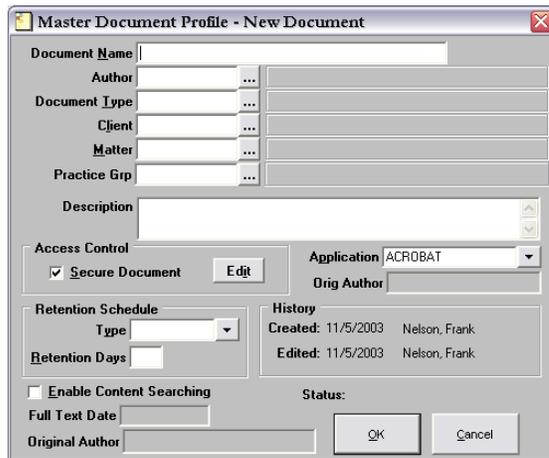
2. Select Desktop from the Look in: dropdown menu then click on the Xerox Scanning folder → select the file you wish to import.



3. Select Acrobat from the list



4. Profile your document as you would normally.



Sample Certificate of Service – Motion to Compel

UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA

Osterberg v. Parker

Case No. 01-01122 (ADM/AJB)

I hereby certify that on April 21, 2004, I electronically filed the following documents:

1. Notice of Motion to Compel Production of Documents;
2. Motion to Compel Production of Documents;
3. Memorandum in Support of Motion to Compel;
4. Affidavit of Mark R. Privratsky with Exhibits; and,
5. Certificate of Service.

with the Clerk of the Court by using the CM/ECF system which will send a notice of electronic filing to the following:

Tim Dolan, Esq.
John Smith, Esq.
Mary Toll, Esq.

I further certify that I mailed a copy of the foregoing documents and the notice of electronic filing by first class mail, postage paid, to the following non-CM/ECF participants:

Margo Swindler, Esq.

Dated: April 21, 2004

s/ Mark R. Privratsky
Mark R. Privratsky
MN Bar# 275104
Attorney for Defendants
LINDQUIST & VENNUM, P.L.L.P.
80 South Eighth Street, Suite 4200
Minneapolis, MN 55402
Telephone: 612/371-3211
Facsimile: 612/371-3207
mprivratsky@lindquist.com

Sample Certificate of Service – Answer

UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA

Osterberg v. Parker

Case No. 01-01122 (ADM/AJB)

I hereby certify that on March 18, 2004, I electronically filed the following documents:

6. John Parker's Answer; and,
7. Certificate of Service.

with the Clerk of the Court by using the CM/ECF system which will send a notice of electronic filing to the following:

Bill Tooth, Esq.

I further certify that I mailed a copy of the foregoing documents and the notice of electronic filing by first class mail, postage paid, to the following non-CM/ECF participants:

Sara Murphy, Esq.

Dated: March 18, 2004

s/ Mark R. Privratsky
Mark R. Privratsky
MN Bar# 275104
Attorney for Defendants
LINDQUIST & VENNUM, P.L.L.P.
80 South Eighth Street, Suite 4200
Minneapolis, MN 55402
Telephone: 612/371-3211
Facsimile: 612/371-3207
mprivratsky@lindquist.com

Sample Certificate of Service – Proposed Order

UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA*Osterberg v. Parker***Case No. 01-01122 (ADM/AJB)**

I hereby certify that on April 21, 2004, I served a copy of the **Proposed Order for Defendant's Motion to Compel**, by depositing the same in the United States mail, postage prepaid, at Minneapolis, Minnesota, in envelopes addressed to the following:

Tim Dolan, Esq.
John Smith, Esq.
Mary Toll, Esq.
Thompson & Marion, L.L.P.
532 East 5th St.
Minneapolis, MN 55402

Margo Swindler, Esq.
1012 West Hwy 3
St. Peter, MN 55912

Dated: April 21, 2004

s/ Denise Meyer
Denise Meyer
LINDQUIST & VENNUM, P.L.L.P.
80 South Eighth Street, Suite 4200
Minneapolis, MN 55402
Telephone: 612/371-3211
Facsimile: 612/371-3207