



CM/ECF

User's Manual - Civil

October, 2011

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Electronic Case Filing System

User's Manual

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of word processing, web browsers, file management and Adobe Acrobat.

Help Desk

Contact the Court's ECF Help Desk for assistance between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday.

Local: **612-664-5155**

Toll Free: **1-866-325-4975**

OR

E-mail: ecfhelpdesk@mnd.uscourts.gov

Access to ECF Information and Resources

For up-to-date information on ECF, visit the U.S. District Court web site at:
www.mnd.uscourts.gov

1. Click the **Electronic Case Filing** link (right side of home page) to:
 - View or download the most recent version of the ECF User's Manual, Civil and Criminal Procedures Manuals
 - Self-train on a web-based ECF Tutorial
 - Practice entering pleadings into ECF using a "training" database similar to the official live ECF database
 - Review Frequently Asked Questions (FAQs) page
 - View CM/ECF Introductory video

ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and web browsing software to perform the following functions:

- Electronically file pleadings and documents in actual (“live”) cases
 - View official docket sheets and documents associated with cases
 - View various reports for cases that were filed electronically
- } PACER
} Functions

Registration

ECF Access

Participants will need to register with the court to receive a login and password for the ECF system. Registration information is available on our web site at <http://www.mnd.uscourts.gov/cmecf/loginfaq.shtml> (CM/ECF link >Login to CM/ECF> Register for ECF)

Once an account has been established, the Office of the Clerk will send your login and password to you by regular, first-class mail or by e-mail. This information must be sent directly to the attorney of record and not to support staff. Registered users can visit a training version of the system on the Internet at <https://ecf-train.mnd.uscourts.gov> to practice ECF activities. We strongly recommend that registered users practice in the “training” ECF database before filing documents in the “live” ECF database.

Public Access to Courts Electronic (PACER) Access

PACER is an electronic public access service that allows users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts, and from the U.S. Party/Case Index. ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system.

If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

Requirements

Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are 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 Corel WordPerfect or Microsoft Word
- An Internet Service provider
- A Web browser. Internet Explorer 7.0 or 8.0 and Firefox 3.5 are recommended. Some users have had positive experiences with other Web browsers, but those listed here have been tested and certified for compatibility with CM/ECF. Mozilla Firefox is compatible with Mac and can be downloaded at no cost.
- Software, such as Adobe Acrobat Writer or pdfFactory, to convert documents from a word processor format to portable document format (PDF). Versions of Adobe Acrobat 6 and later, and Acrobat Writer 5.0 adequately meet the CM/ECF filing requirements.
- Adobe Acrobat Reader, which is available for free, is needed for viewing PDF documents
- A scanner may be necessary to create electronic images of documents not in your word processing system

Note: Scanning is only used for documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. We are moving away from the utilization of scanned documents internally and ask you to do the same whenever possible.

Preparation

Setting Up the Acrobat PDF Reader

Users must set up Adobe's Acrobat Reader software to view documents that have been electronically filed on the system. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

Portable Document Format (PDF)

All documents (e.g., pleadings) must be converted to PDF or PDF/A format before being posted to the Court's Electronic Case Filing (ECF) system. Before sending the file to the court, users should preview the PDF formatted document to ensure it appears in its entirety and in the proper format. Only PDF documents may be filed using the ECF system.

HOW TO VIEW A PDF FILE

1. Start Adobe Acrobat program
2. Click File menu > Open
3. Click the location and file name of the PDF document to be viewed
4. Adobe Acrobat Exchange loads the file and displays it on the screen

Note: If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document. Click the View menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

HOW TO CONVERT DOCUMENTS TO PDF FORMAT

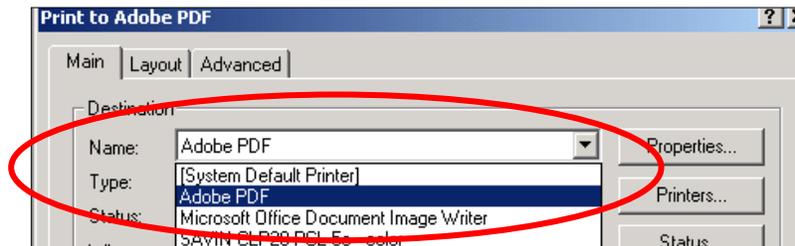
The conversion process requires special software such as Adobe Acrobat Writer or FinePrint pdfFactory. Some software (e.g., WordPerfect and Microsoft Word) have Acrobat components built-in or available as add-ins. These can be used to convert documents to PDF. The District Court of MN is not concerned with what software is used to convert the file. Options besides Adobe Acrobat include any features already in your word processing software, or any of the following:

- 602Pro Print Pack 2002
- BCL easy PDF 3.1
- eDocPrinter PDF Pro 5.58
- eXPert PDF Printer 2.0
- FinePrint pdfFactory PRO 1.57
- 602Pro Print Pack 2002
- LeadTools ePrint 3.0
- pdf995 and pdfEdit 995
- PDF-XChange 2.5
- Jaws PDF Creator 3.0
- Win2PDF Pro
- LeadTools ePrint 3.0

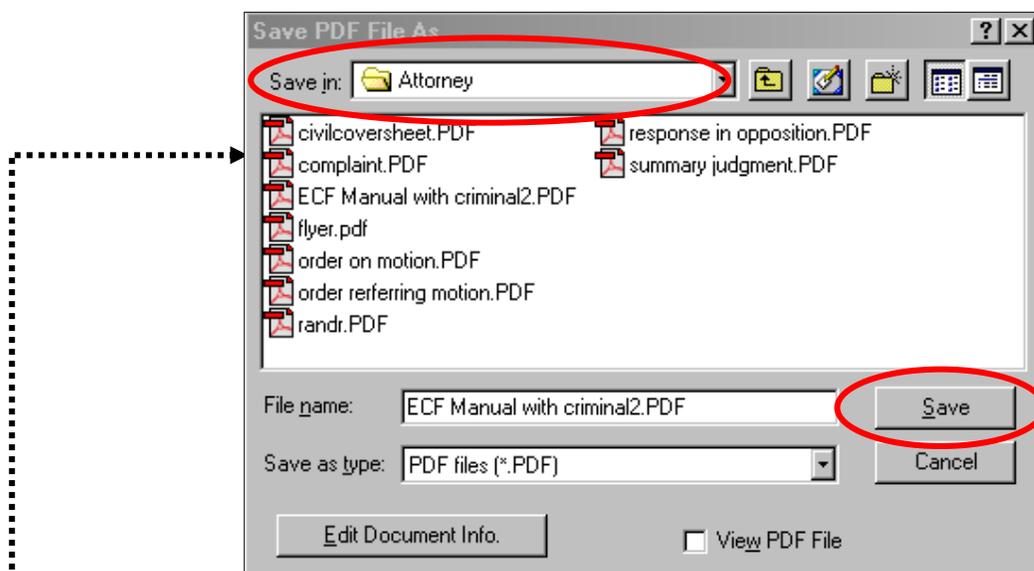
Using any word processing program convert the file to PDF by:

Once PDF conversion software is loaded on your computer:

1. **Open** the document to be converted
2. Select **Print** option (generally found in the File menu)
3. **Change** printer option to the PDF choice available (A drop down menu with a list of printers is displayed)



4. **"Print"** the file. The file should not actually print out; instead the option to save the file as a PDF format file appears (below):



Note: Make a note of the file location so you can find the document later when you are ready to post it to ECF. Change the location if necessary by clicking in the “Save in” area of the window.

5. Name the file, giving it the extension “.PDF” and click the **Save** button.

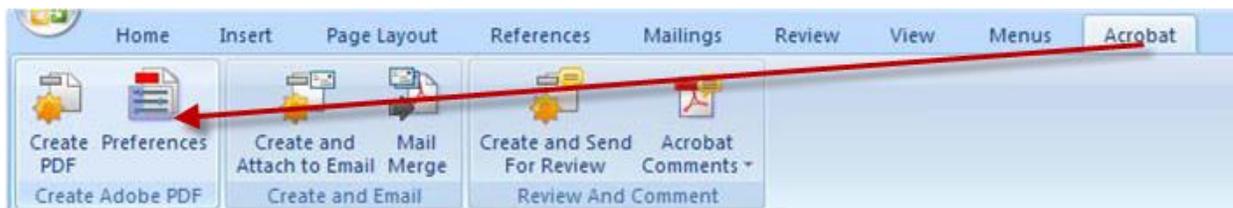
NOTE: Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter, and follow the directions above.

PDF/A Documents

PDF/A is a standard format that allows for the long-term archiving of electronic documents with the assurance that the documents will be accessible in the future. CM/ECF will now accept both PDF and PDF/A documents.

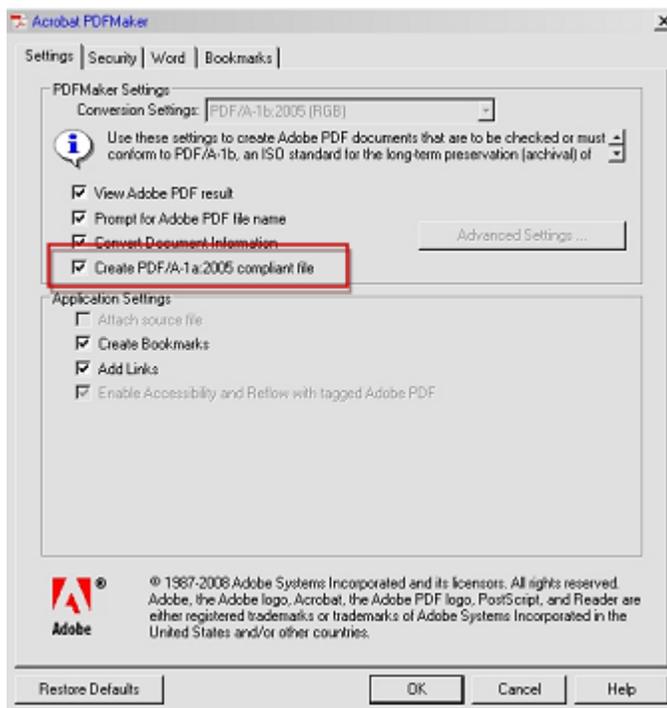
CREATING A PDF/A WITH MICROSOFT WORD

1. To create a PDF/A directly from MS Word, the user must update the PDF conversion settings. In Word 2007, click on Preferences in the Acrobat menu in the ribbon:



In older versions of Word, go to Adobe PDF>Change Conversion Settings to access the PDFMaker window.

2. In the PDFMaker window, click the Create PDF/A-1a:2005 compliant file checkbox, then click OK.



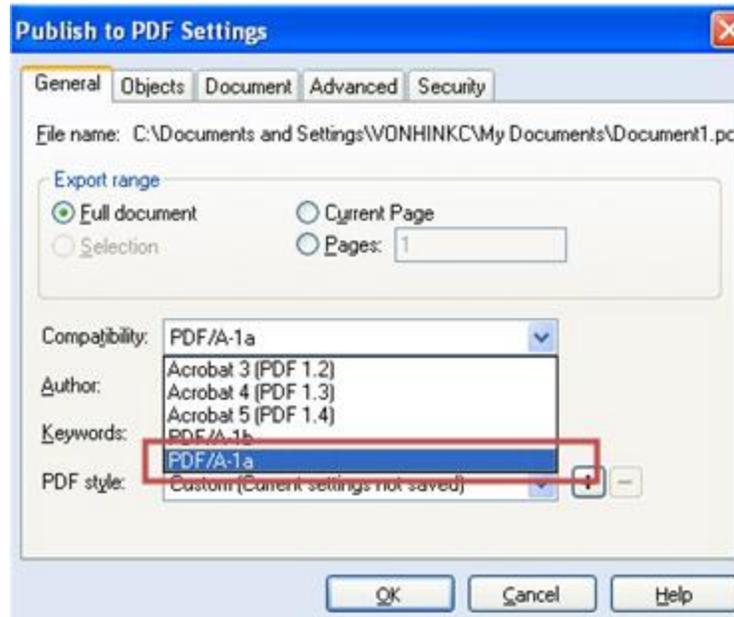
CREATING A PDF/A WITH COREL WORDPERFECT X4

Note: Older versions of WordPerfect do not include PDF/A in the Compatibility options.

1. To create a PDF/A directly from WordPerfect X4, click on File> Publish to PDF, then click Settings.

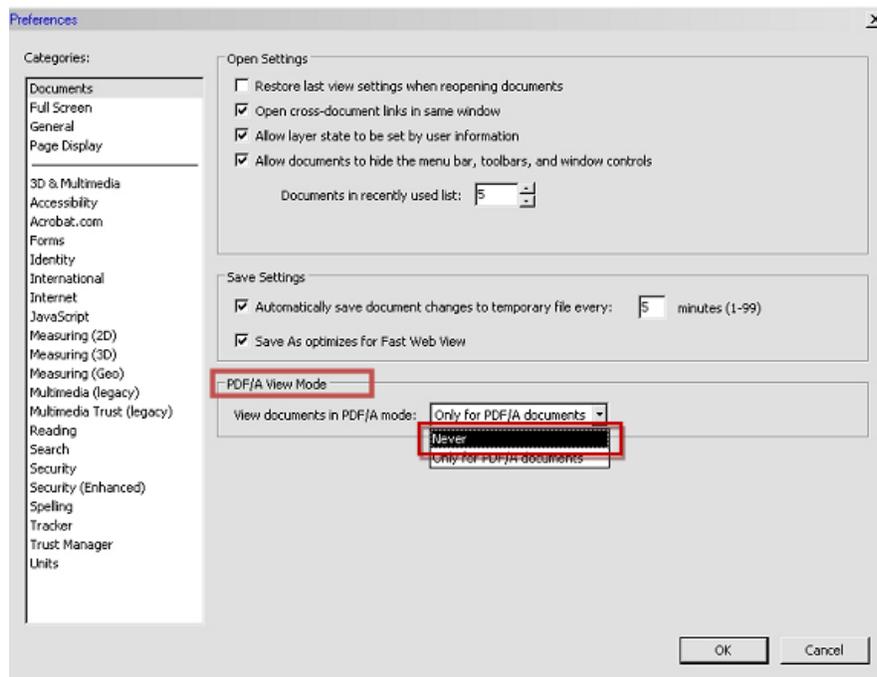


- In the Publish to PDF Settings window, select PDF/A-1a from the Compatibility dropdown, then click OK.



USING HYPERLINKS IN PDF/A DOCUMENTS

To access hyperlinks in a PDF/A document, in Adobe Acrobat/Reader, go to Edit> Preferences> Documents, and select Never in the PDF/A View Mode dropdown list.

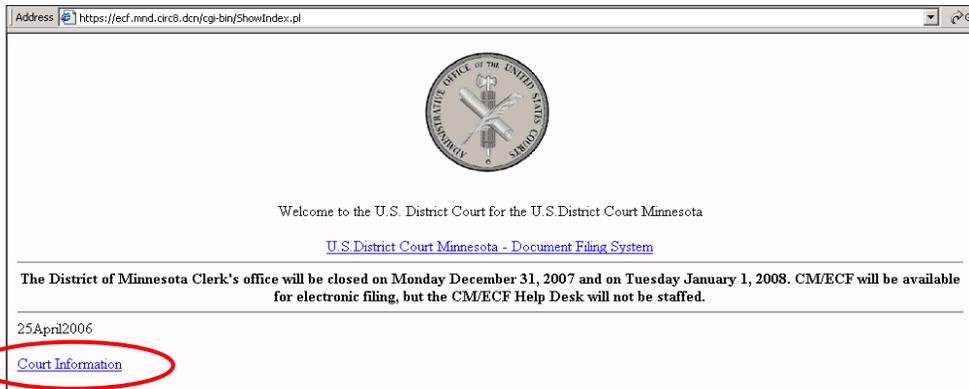


A Step-By-Step Guide

Below is a step-by-step guide for accessing the ECF system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. Before actually filing for the first time, it is recommended to practice filing in the training database (instructions outlined in the Appendix).

Log into the Live ECF System

1. Via the Internet at: <https://ecf.mnd.uscourts.gov/cgi-bin/ShowIndex.pl>



NOTE: The Court Information link provides users with current Court and PACER Information.

OR

1. From the District of Minnesota's Web site at: www.mnd.uscourts.gov
2. Click **Live ECF LINK**



3. Click **U.S. District Court Minnesota – Document Filing System**



The following window will appear:

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized access is prohibited. All activities and access attempts are logged.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication

Login:

Password:

client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Notice
An access fee of \$0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 3.0, and Internet Explorer 7.0.

NOTE: The Live Login window for ECF will have a white background; the Training Database Login will have a teal or green-colored background (see Training Database section if necessary)

NOTE: Notice of Redaction check box must be selected for successful login to CM/ECF.

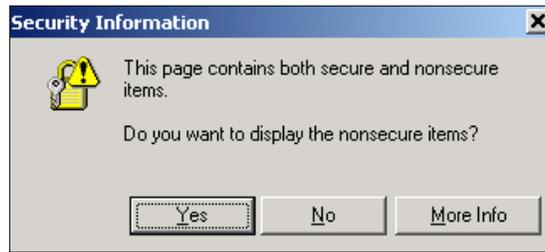
Note: All CM/ECF login names and passwords are case sensitive.

4. Enter your ECF Login and Password in the appropriate entry fields

If...	Then...
Filing a pleading or maintaining your account	Login to ECF
Viewing a document or using a query for case information	Login to PACER**
Login information was incorrectly entered in	Click Clear, re-login
<p>** The PACER login provides the ability to view ECF case dockets and documents with the user being charged a fee. The client code field is an optional PACER field used for organizing your monthly bill to associate costs to specific clients.</p> <p>Logging into ECF with PACER login information will prohibit you from successfully accessing the ECF system.</p>	

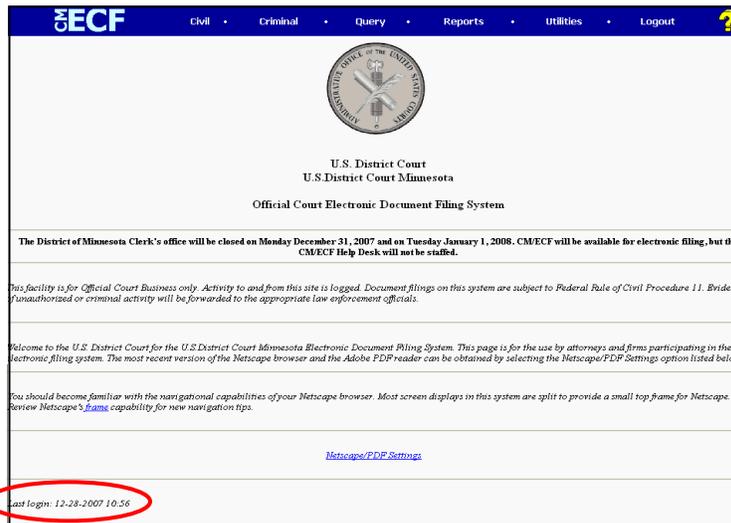
5. Click **Login to transmit your user information to ECF**

The following security window will appear:



6. Click **Yes** to Continue (Click “No” or “More Info” if unsure about this option)

The Main ECF window will appear:



NOTE: The *date you last logged into* the system appears at the bottom left corner of this screen. Review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please call the court's ECF Help Desk as soon as possible.

Selecting ECF Features

The following features are accessible from the Blue menu bar at the top of the main window.



Feature	Use this option to:
Civil	Electronically file all civil case pleadings, motions, and other court documents.
Criminal	Electronically file all criminal case pleadings, motions, and other court documents.
Query	Search by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to PACER before you can query ECF.
Reports	Retrieve docket sheets and cases-filed reports. You must login to PACER before you can view an ECF report.
Utilities	View your personal ECF transaction log and maintain personal ECF account information.
Search	Use to find and get to the menu option or docket event that you need. Type in a partial or full word and a complete list of menus and events containing the word is displayed. The items appearing are links to the filing of the event.
Logout	Sign out of ECF and prevents any filing with your password until the next time you log in. Only one user can be logged in using the same login/password at once.
	See a help file for the screen you are viewing.

Logout out of the Live System

After you have completed all transactions for a particular session in ECF, you should exit from the system.

1. Click **Logout**
2. The main ECF login screen will reappear

General Information

Registered filers will use the Civil feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases.

General Rules and Manipulations

CORRECTING A MISTAKE:

Use the **[Back]** button on the browser toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

SIGNATURES; AFFIDAVITS OF SERVICE

Documents, which must contain original signatures or require either verification or an unsworn declaration under any rule or statute, shall be filed electronically with originally executed copies maintained by the filer. The pleadings or other documents electronically filed shall indicate a signature, e.g., “s/Jane Doe.”

1. The following procedure applies when a stipulation or other document (e.g., a joint motion, joint exhibit list, and 26(f) report) requires two or more signatures:
 - a. The filer must initially confirm that the content of the document is acceptable to all signatories by obtaining their original signatures on the document.
 - b. The filer then must file the document electronically, indicating the signatories with an “s/signature” (e.g., “s/ Jane Doe,” “s/ John Smith,” etc.) for each signatory.

By filing the document, the attorney certifies that: (1) the document has been signed by all necessary people, including affiant and notary; and (2) if applicable, and the ink signed originals exist and will be available in their office for inspection.¹ These documents should be retained in accordance with the retention rules required by the Eighth Circuit and Federal Circuit.

¹ This procedure applies when the third party document exists on the computer of the attorney or client. If so, after obtaining the ink signatures on a paper copy, the filer should affix “s/” signature(s) to the word processing version, convert the document to PDF, and post it on ECF. If the document is not available in electronic format, the ink signed paper version may be scanned and filed in ECF. Scanning, however, is not the preferred method.

- c. A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within 14 days of service of the document.

Filing a New Civil Case (e.g., Complaint, Removal)

The Court will accept complaints sent by e-mail, sent by U.S. Mail, or delivered in person to the Clerk's Office. The Clerk's Office will initiate the case when all required documents and payment are received. *Please remember to list the case party information in the complaint.*

Initial Documents may be submitted by:

1. Email = newcases@mnd.uscourts.gov
2. US mail
3. In person

NOTE: It is the Courts' preference to receive initiating documents via email. This compliments our continued dedication to providing excellent and timely service.

Initial Documents needed to open a new case:

1. Complaint or Notice of Removal
2. Summons
3. Civil Cover Sheet
4. Filing fee paid by check, cash or credit card if emailing documents indicate how payment will be made

E-Mail

To e-mail initiating documents you must:

- The complaint, civil cover sheet and summons must each be separate PDF documents
- State in the in the body of the email how the filing fee will be paid.
 - if applying for in forma pauperis (IFP) also attach the "Application to Proceed Without Prepayment of Fees and Affidavit" as a separate PDF to the e-mail.
- Email address is: newcases@mnd.uscourts.gov
- Do not email the credit card authorization form; it must be faxed to the Clerk's Office

Mailing Documents

To mail the initiating documents follow the standard procedures the court currently has in place for handling initiating documents. In the mailing include:

- The civil coversheet and complaint
- Indicate or include the payment (or an IFP application)

Deliver Documents in Person

To deliver initiating documents in person to the Clerk's Office, you must bring in:

- The civil cover sheet and the complaint
- A check, money order or credit card in the amount of \$350.00 made payable to the Clerk of Court

NOTE: The court will accept documents delivered in person on a disk/CD ROM or in paper format (which will be scanned by the Clerk's Office)

Summonses

- The Clerk's Office will receive summonses to be issued sent by e-mail, U.S. Mail, or delivered in person to the Clerk's Office.
- E-mail summonses may be sent to the e-mail address listed above along with the initiating case documents
- The Clerk's Office will sign and seal the summons. Summonses will be returned to the filer in paper by mail or in person.
- A party may not electronically serve a summons, but instead must effect service according to the Federal Rule of Civil Procedure 4
- Summons forms can be found on the Court's external website

NOTE: A case will not be deemed filed until payment is received. A Credit Card Authorization Form can be found on the Court's external website:

<http://www.mnd.uscourts.gov/FORMS/ecfforms/creditcardform.pdf>

The completed Credit Card Authorization Form is to be **faxed** to the Clerk's Office.

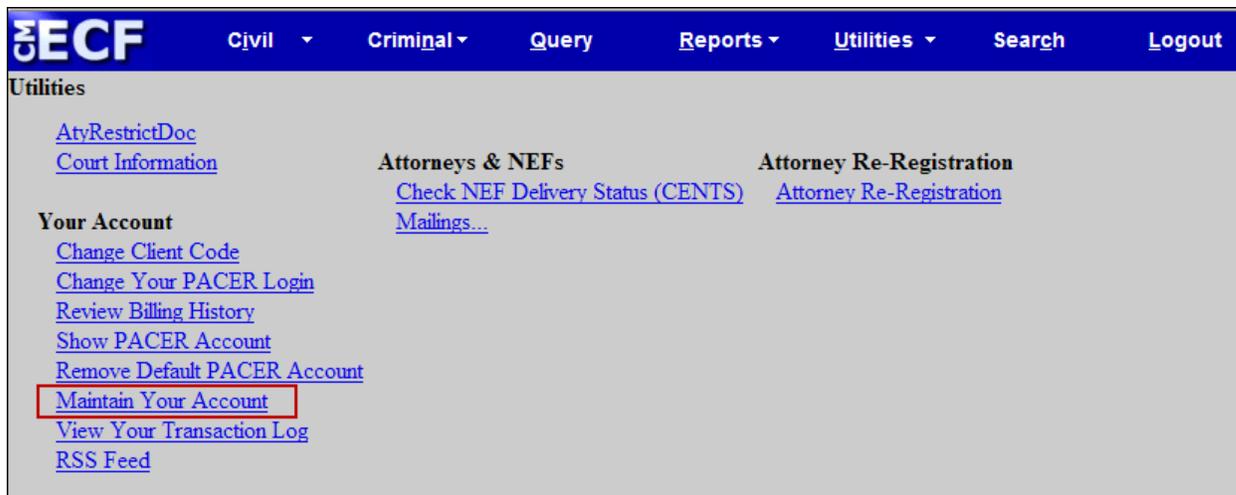
Suggested Tasks to Complete Prior to Electronically Filing in ECF

This section outlines the steps to edit or maintain certain aspects of your ECF account with the Court or to view a log of your transactions.

Maintain Your Account - Utilities Menu

MAINTAIN USER ACCOUNT INFORMATION

1. Click **Utilities > Your Account > Maintain Your Account**



The following window will appear:

The screenshot shows the 'Maintain User Account' form. The form is titled 'Maintain User Account' and contains the following fields and options:

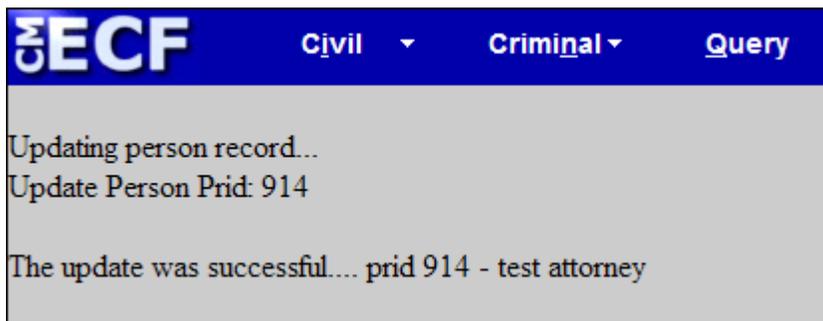
- Last name: attorney
- First name: test
- Middle name: (empty)
- Generation: (empty)
- Gender: (dropdown menu)
- ATY Type: (dropdown menu)
- Title: (text input)
- Bar number: (text input)
- Type: aty
- Prisoner id: (text input)
- Add Headers to PDF Documents
- Office: (text input)
- Unit: (text input)
- Address 1: (text input)
- Address 2: (text input)
- Address 3: (text input)
- City: (text input)
- State: (text input)
- Zip: (text input)
- Country: (text input)
- County: (dropdown menu)
- Phone: (text input)
- Fax: (text input)
- Initials: ta
- DOB: (text input)
- End date: (text input)

At the bottom of the form, there are two buttons: 'Email information...' and 'More user information...'. At the very bottom, there are 'Submit' and 'Clear' buttons.

NOTE: This screen displays all of the registration information contained within the ECF database for your account with the Court. This information must be kept up to date with the U.S. District Court. If an attorney is linked to a law firm, the law firm address may not be editable. In this case, call the ECF Helpdesk for assistance in updating your firm information.

2. Make desired changes in this window, Click **Submit**
3. A confirmation window will appear, Click **Submit** again

The following “update successful” window will appear:



4. **Resume** ECF activities

MORE USER INFORMATION

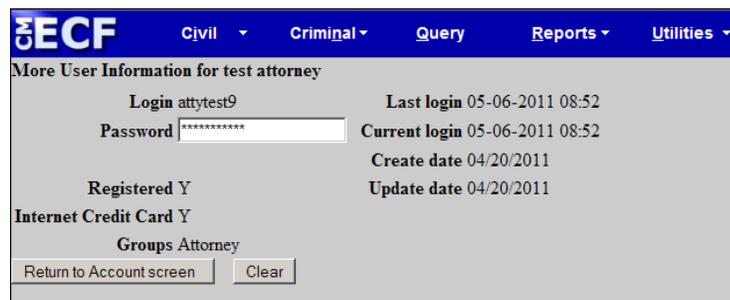
This option is where the login or password may be changed.

1. Click **Utilities > Your Account > Maintain Your Account**

The Maintain User Account window will appear

2. Click “**More user information**”

The following window will appear:



3. Make desired changes in this window, Click **Return to Account screen**, Click **Submit**
4. A confirmation window will appear, Click **Submit** again

The “update successful” window will appear.

NOTE: In the Password field, ECF displays a string of asterisks. To change your ECF password, delete the asterisks, type a new password. The actual characters will display until the new password is saved in the database.

ECF Passwords are case-sensitive.

If you misplace your login or password, please contact the ECF Helpdesk with your user name, Federal Bar ID and email address. A new login will be sent to you upon confirmation of the information received.

EMAIL INFORMATION

When attorneys receive a CM/ECF Account (i.e., Login and Password), they need to verify their email address in the system. This is also the location to make email address changes and to add additional email addresses to the attorneys' account for receipt of Notices of Electronic Filing (NEF).

1. Click **Utilities > Your Account > Maintain Your Account**

The Maintain User Account window will appear:

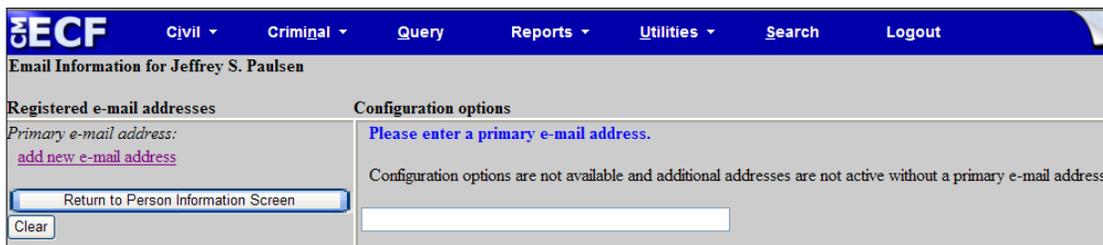
2. Click **“Email information”**

The following window will appear:

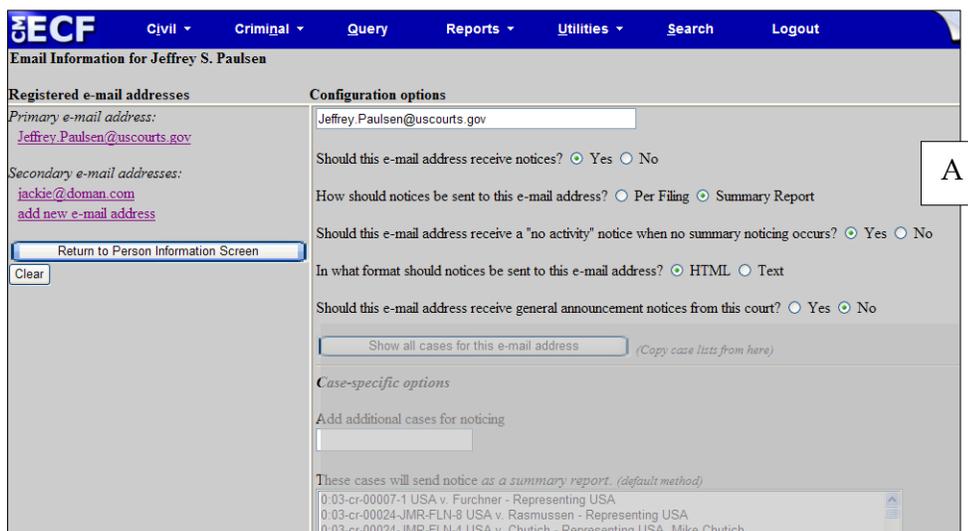
3. Click **“add new e-mail address”**

NOTE: When an item (email link) on the left side of the window is selected, above, the options available and information pertaining to this item will appear on the right side of the window.

The following window will appear:



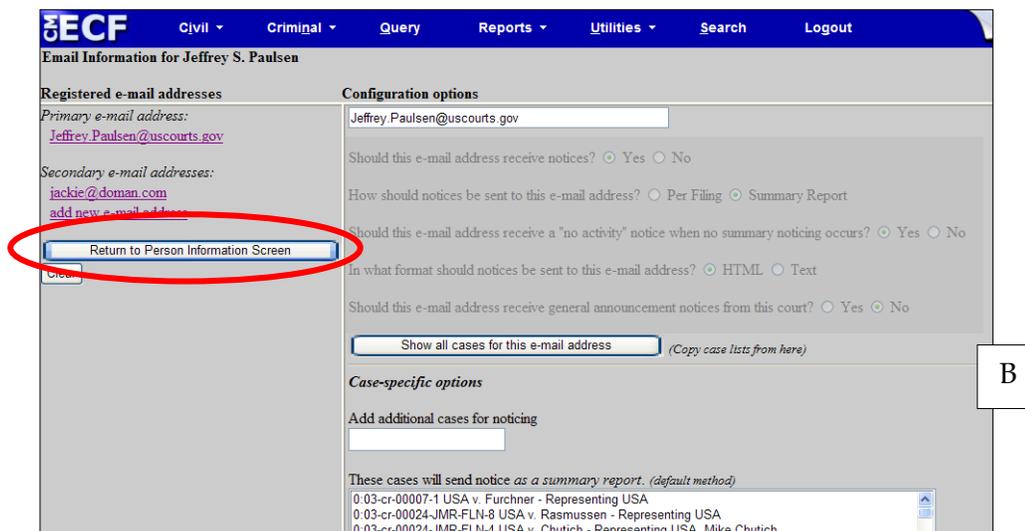
4. Enter the **Primary E-mail Address** for the attorney
5. Select **Additional Options** in the Configuration Options window (seen below)



The Additional Options available, in the window above, are described below:

ADDITIONAL OPTIONS WINDOW – TOP HALF		
Item	Option	Description
A - Notices	Should this e-mail address receive notices?	For the primary email address, the default is Yes. If set to No, the primary email address will not receive notices of electronic filing (NEFs) – this is not recommended.
	How should notices be sent to this e-mail address?	<p><u>Per Filing</u>: Email sent for each individual NEF</p> <p><u>Summary Report</u>: One daily email listing all transactions for that day, sent on the following day</p> <p>NOTE: If the Summary Report is selected, an additional prompt appears, “Should this e-mail address receive a ‘no activity’ notice when no summary noticing occurs?”</p> <ul style="list-style-type: none"> • Yes, an email will be sent with the message, “no transactions found for this time period” when no activity occurs in the cases for which the user is configured to receive summary notices • No, unless there is case activity, no email will be generated

ADDITIONAL OPTIONS WINDOW – TOP HALF		
ITEM	OPTION	DESCRIPTION
A – Notices (con't)	In what format should notices be sent to this e-mail address?	Controls the format of the emails – either HTML or Text.
	Should this e-mail address receive general announcement notices from this court?	<ul style="list-style-type: none"> • Yes, all court announcements will be sent to email address listed • No, the user will only receive general court announcement email messages when the court deems it essential (e.g., the message is urgent and must be sent to all users).



ADDITIONAL OPTIONS WINDOW – BOTTOM HALF		
Item	Option	Description
B – Case Specific Options	Show all cases for this e-mail address?	<p>Displays a list of all of the cases for which the user is configured to receive NEFs.</p> <p>NOTE: Cases appearing in this window may be copied and pasted to secondary email addresses.</p>
	Add additional cases for noticing	<p>Enter specific case numbers in the text field, click Find This Case</p> <p>When desired case appears, click Add Case(s). Case appears in the list of cases based on the default method of service list (the first list).</p> <p>NOTE:</p> <ul style="list-style-type: none"> • To remove a case for this account, click on the case, click on Remove selected cases; • To change the frequency of how notices for this case are received, click on the case, click one of the following: Change selected cases to notice per filing or Change selected cases to notice as a summary report. <p>Note: if the attorney is not an attorney of record on the case, a PACER fee will be incurred when viewing the document.</p>

6. After desired settings are made, click **Return to Person Information Screen**

The following window will appear:

ECF Civil Criminal Query Reports Utilities

Maintain User Account

Last name Paulsen First name Jeffrey
 Middle name S. Generation
 Gender [dropdown] ATY Type Criminal [dropdown]
 Title [text field]
 Bar number 123 Type aty
 Prisoner id [text field] Add Headers to PDF Documents
 Office US Attorney Office
 Unit 600 US Courthouse
 Address 1 300 4th St S
 Address 2
 Address 3
 City Mpls State MN Zip 55415
 Country USA County Hennepin 27053
 Phone [text field] Fax [text field]
 Initials DOB End date

Email information... More user information...
Submit Clear

7. Click **Submit**, then **Submit again** (in the window pictured below)

ECF Civil Criminal Query

Case specific fields were not altered.
 Click submit to continue with update of person.

Submit Clear

A Notice of Record Update will appear confirming changes made.

ECF Civil Criminal Query Reports Utilities

Updating person record...
 Update Person Prid: 12

The update was successful... prid 12 - Jeffrey S. Paulsen

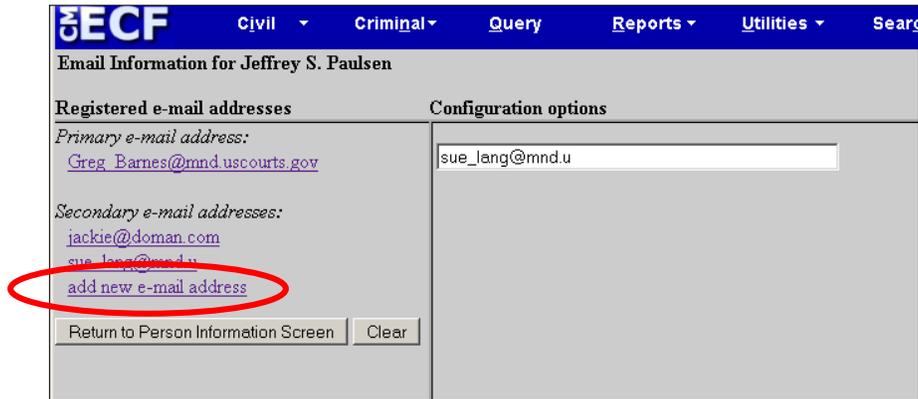
Participant records were not altered.

E-mail configuration:
 Primary e-mail address: **Greg_Barnes@mnd.uscourts.gov**
 This e-mail address will receive notices.
 Notice will be sent to this address as a **summary report**.
 Notice sent to this address will be formatted as **HTML**.
 This e-mail address **will not** receive general announcement notices from this court.
 This e-mail address will receive notices for all cases in which Jeffrey S. Paulsen is a participant.
[View/Hide case list](#)

Secondary e-mail address: **jackie@doman.com**
 This e-mail address will receive notices.
 Notice will be sent to this address on a **per filing** basis.
 Notice sent to this address will be formatted as **HTML**.
 This e-mail address **will not** receive general announcement notices from this court.
[View/Hide case list](#)

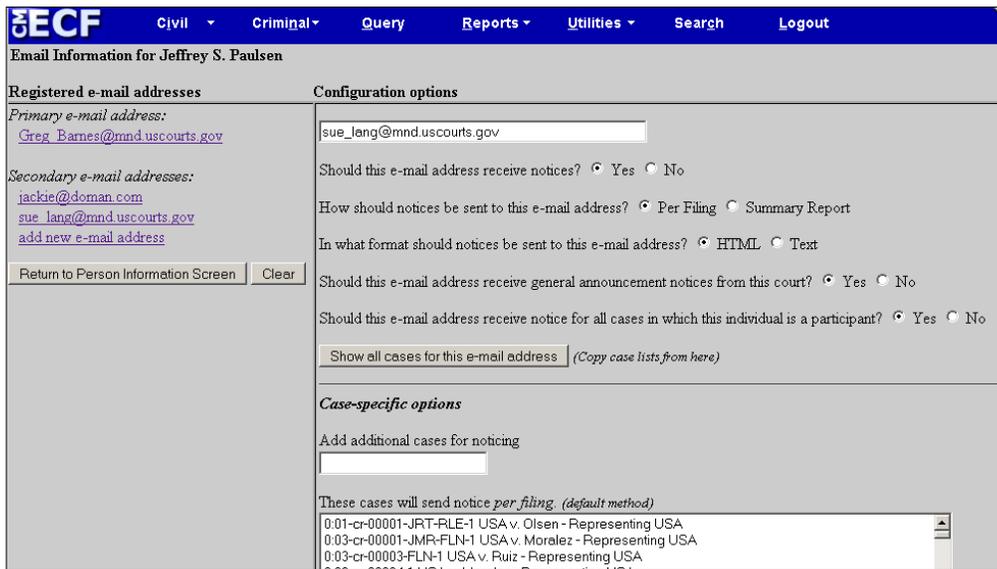
8. **Continue** filing (or, see below to add additional email addresses) if desired

If Adding Additional E-mail Address(es):



1. Click **Add Additional E-mail Address**, enter e-mail address on right-side of window

The Configuration options window appears:



2. Select **desired settings** in the Configuration Options window (seen above)

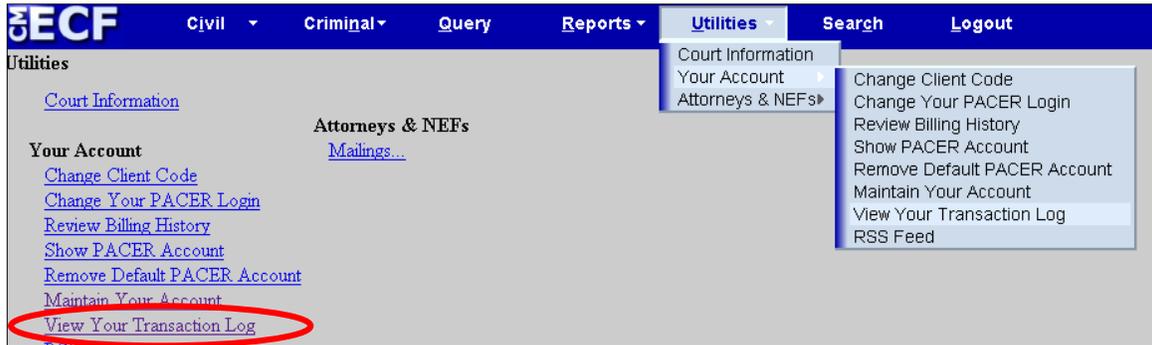
NOTE: Once the Secondary E-mail Address is entered, the same Additional Options are available.

3. When finished making changes, click **“Return to Person Information Screen”**
4. Click **Submit**, then **Submit again**
5. Continue Filing or Log out of the system

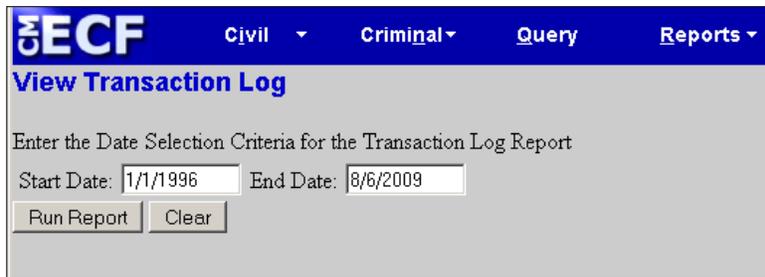
VIEW YOUR TRANSACTION LOG

As a free service, ECF filers may view their transaction logs. This may be helpful to verify all transactions entered are reflected in the system, and that no unauthorized individuals have entered transactions into ECF using their logins and passwords.

1. Select **Utilities > Your Account > View Your Transaction Log**



The following window will appear:



2. Enter the Date Parameters, Click **“Run Report”**

The following window will appear listing the transactions for the designated dates

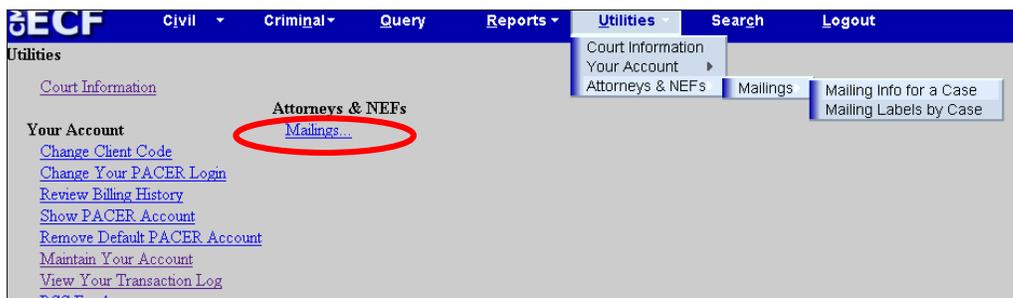
Transaction Log			
Report Period: 01/01/1996 - 08/06/2009			
Id	Date	Case Number	Text
154302	01/10/2009 08:48:14	0-08-cr-1-1	MOTION for Change of Custody by USA as to Mary Grzyb Jeffrey)
154312	01/10/2009 09:12:31	0-08-cr-1-1	MOTION for Change of Custody by USA as to Mary Grzyb Jeffrey)
154314	01/10/2009 09:17:44	0:08-cr-1	Restricted document 20-0 viewed (applicable party)
154315	01/10/2009 09:18:00	0:08-cr-1	Restricted document 20-0 viewed (applicable party)
154320	01/10/2009 09:27:59	0:08-cr-1	POSITION ON SENTENCING/SENTENCING MEMOR

3. Continue **Filing** or **Logout** of ECF

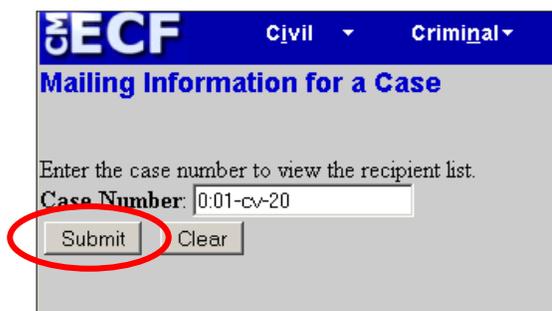
MAILING INFORMATION FOR A CASE

Attorneys can check ECF to see if a party is registered to receive email noticing before posting a filing in ECF.

1. Select **Utilities > Attorneys & NEFs > Mailings > Mailing Info for a Case**

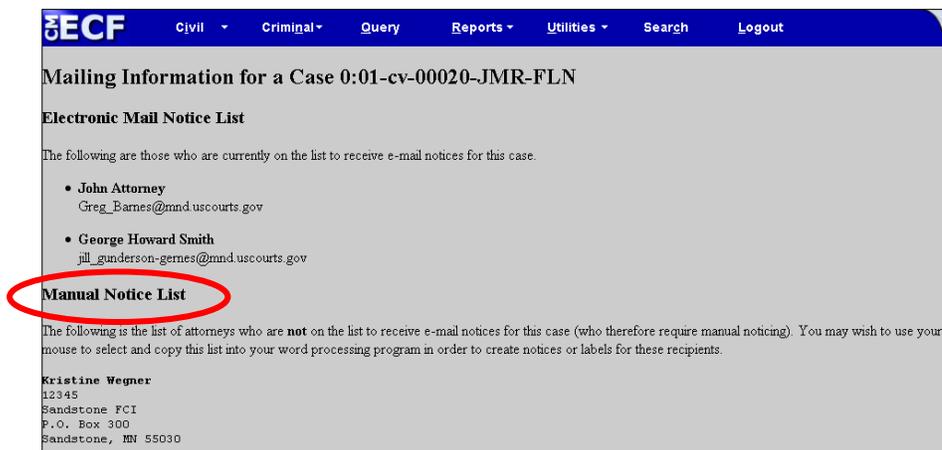


The following will appear:



2. Enter the Case Number, Click “Find This Case” then Click “Submit”

The following window will appear listing case specific mailing information:



3. Note any names listed under the “Manual Notice List”. These attorneys need to be noticed in the conventional manner.
4. Begin Filing or Logout of ECF.

Filing Documents for Civil Cases

There are eight basic steps involved in filing a document. These are essentially the same for each event filed on ECF:

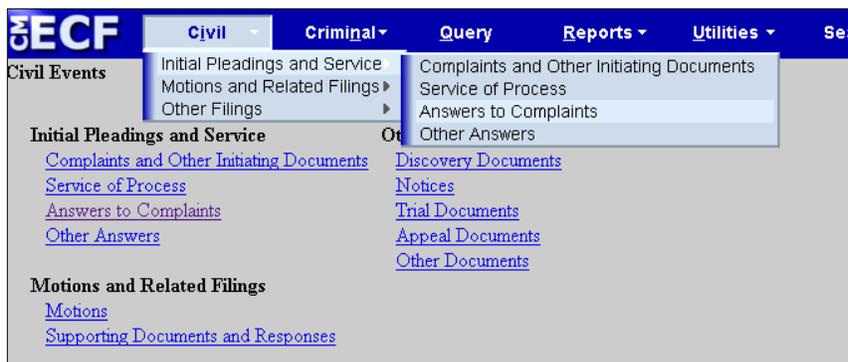
1. Select the type of document to file.
2. Enter the case number in which the document is to be filed
3. Designate the party(s) filing the document
4. Specify the PDF file name and location for the document to be filed
5. Add attachments, if any, to the document being filed
6. Modify docket text as necessary
7. Submit the pleading to ECF
8. Receive notification of electronic filing (NEF)

Filing an Answer

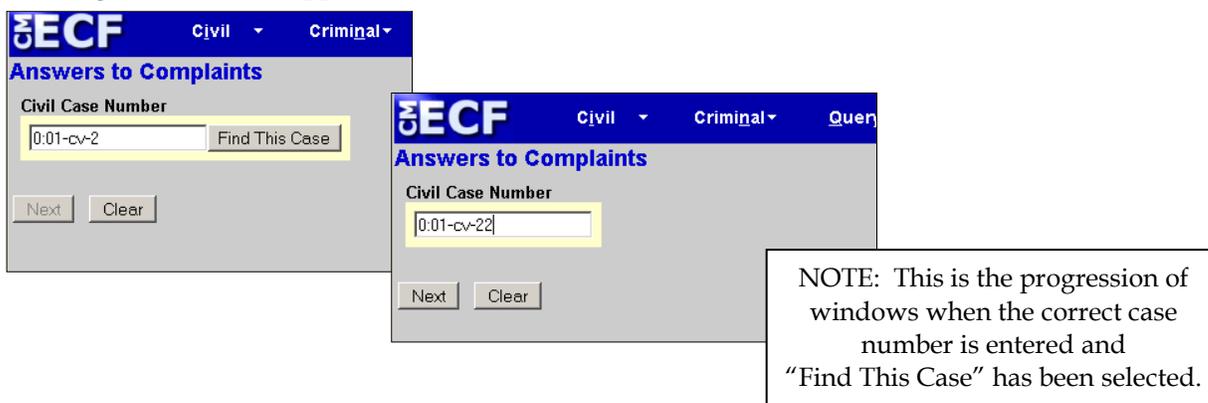
This section of the User's Manual describes the process for filing an **Answer** in ECF. The process is similar for filing other pleadings in ECF.

Select the appropriate menu from the ECF Menu Bar for filing:

1. Click **Civil > Initial Pleadings and Service > Answers to Complaints**



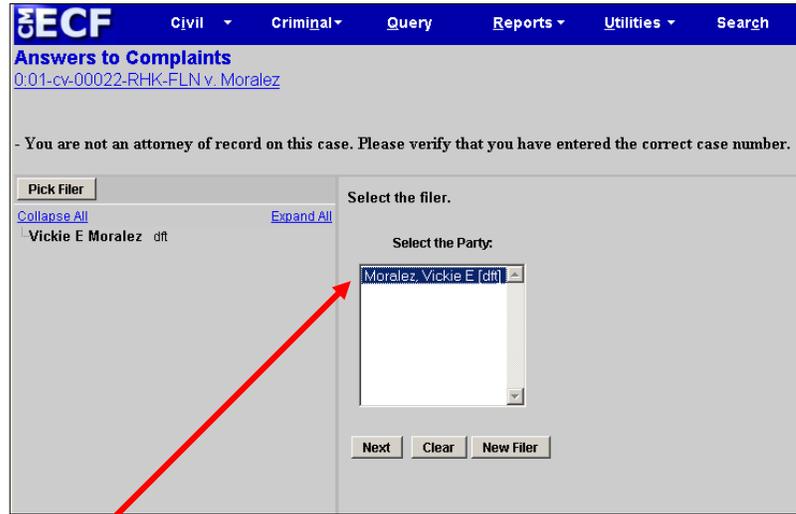
The following window will appear:



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

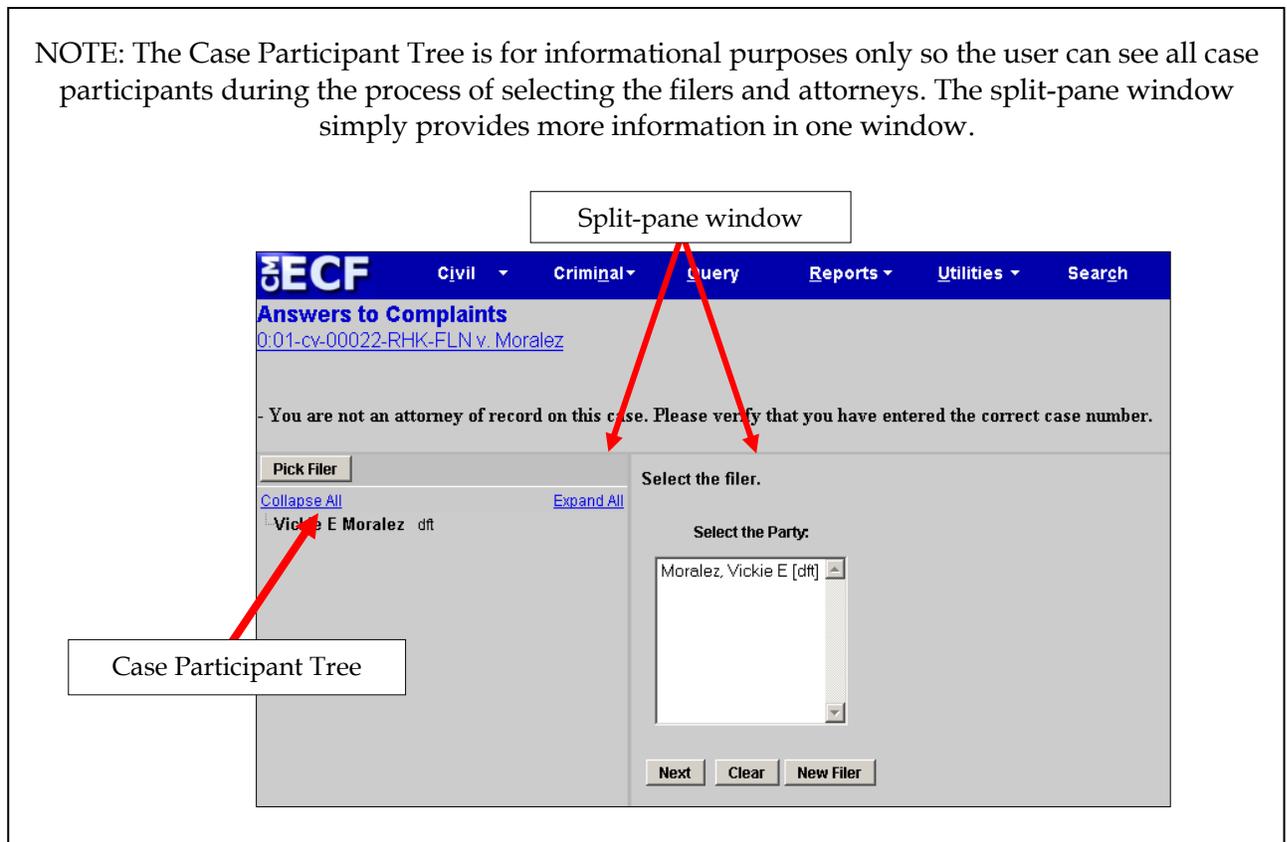
If...	Action	Then
Number is entered correctly, click		Click Next
Number is entered incorrectly, click		Re-enter number, click Find This Case
Invalid case number message appears, click		Re-enter number, click Find This Case
Multiple case numbers match the one entered	Another window appears	Click on the specific case number you are filing in, click Next

The following window will appear:



3. Click on the **filer** to select the appropriate party, Click **Next**

NOTE: The Case Participant Tree is for informational purposes only so the user can see all case participants during the process of selecting the filers and attorneys. The split-pane window simply provides more information in one window.



The following window will appear:

NOTE: If this is the first time the attorney is filing in the case, the following attorney-party association window will appear.

Answers to Complaints
 0:01-cv-00022-RHK-FLN v. Moralez

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

<input checked="" type="checkbox"/>	Vickie E Moralez (pty.dft) represented by Jeffrey Paulsen (aty)	<input type="checkbox"/> Lead	<input checked="" type="checkbox"/> Notice
-------------------------------------	---	-------------------------------	--

Next Clear

(Necessary)

4. **Check** the box in front of the **party's name** to associate the attorney to the filing party

(Optional)

5. **Check** the box in front of **Lead** if attorney is lead attorney

(Strongly Recommended)

6. **Check** the box in front of **Notice** to receive notification when any documents are filed in this case. If this box is unchecked, the attorney will not receive notices of electronic filing.

7. Click **Next**

The following window will appear:

8. Click the box next to the pleading you are answering.

9. Click **Next**

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	05/16/2011	1	COMPLAINT against XYZ Co (Filing fee \$ 350 receipt number 400500.) assigned to Judge David S. Doty per Master list referred to Magistrate Judge Arthur J. Boylan., filed by Bella Ellingson. (JME)

Next Clear

The following window will appear:

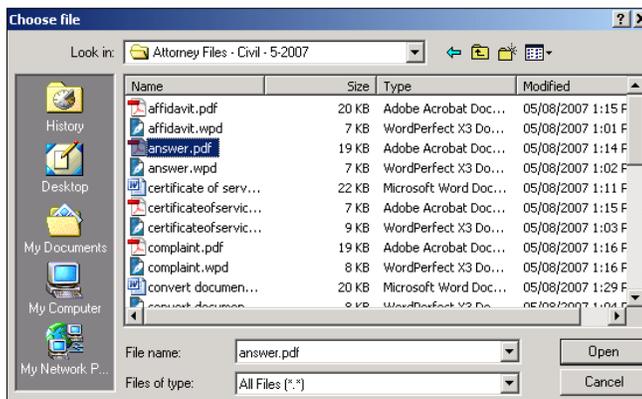


NOTE: Remember to convert all documents being filed to PDF before proceeding.

10. Click **Browse**, to locate the appropriate Main Document

NOTE: It is imperative to attach an electronic copy of the actual pleading in step 8, above. All documents filed in ECF **MUST** be in **PDF** format, or ECF will not accept the document

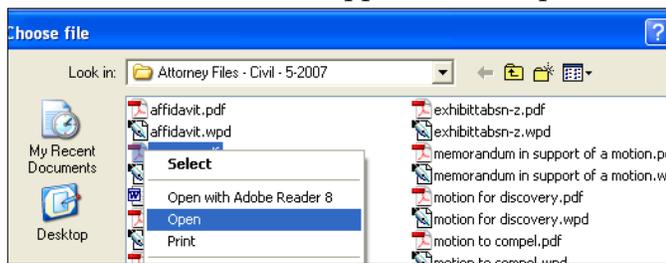
The following window will appear:



11. **Navigate** to the appropriate directory and .PDF document to be filed

12. **Click** on the file and Click **Open** (or double-click on the file) to attach it to the filing

NOTE: It is recommended for the user to verify the correct document has been selected before linking it to the filing. To do so, right-mouse click on the selected file. A short-cut menu will appear. Click Open.



Adobe Acrobat or Reader (or other loaded .pdf software) will open the PDF document. View and confirm document to be filed. Close the .pdf program window. From this point forward, this informative note will not be included in the documentation.

The following window will appear:

13. If there are no **Attachments** to the Answer, click **Next**

14. The following window will appear:

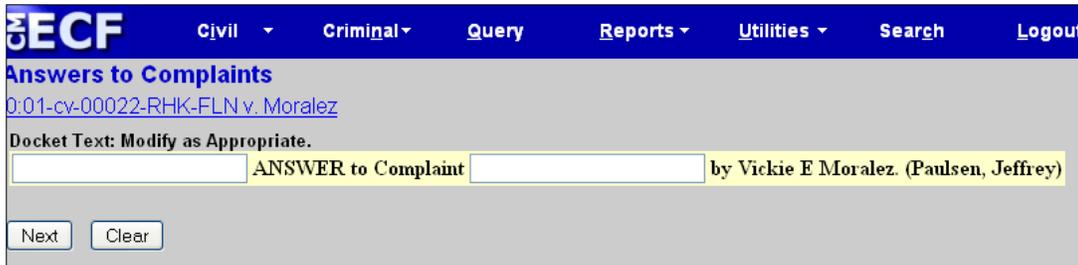
15. If there are no **additional claims or complaints** to the Answer, click **Next**

Note: Counterclaim, cross-claim and third-party complaint is outlined in the Appendix section, "Add/Create Party for Third Party Complaint".

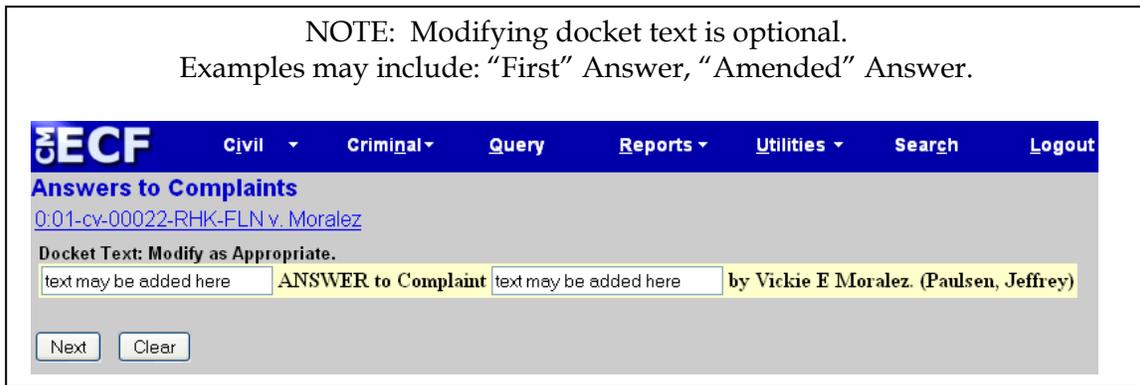
The following window will appear:

16. If there is a **Jury Demand**, enter Y (Yes); N (No) if not, Click **Next**

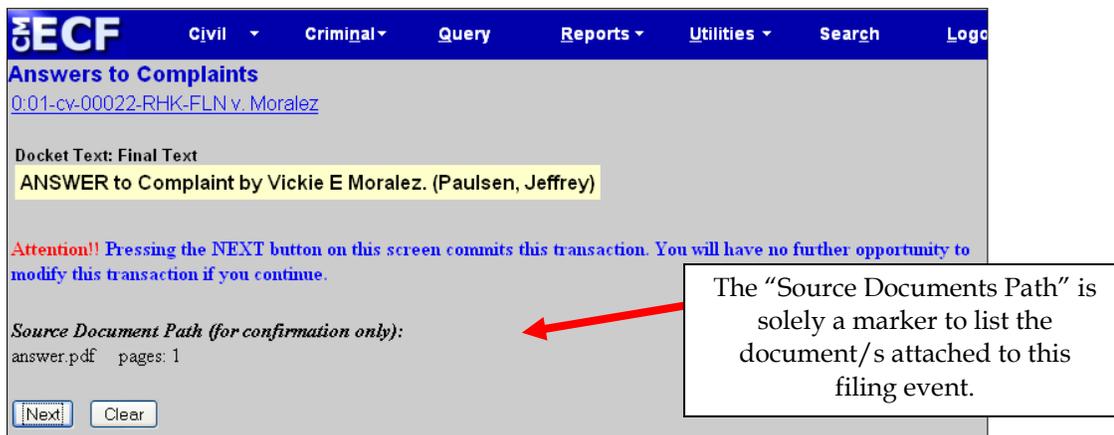
The following window will appear:



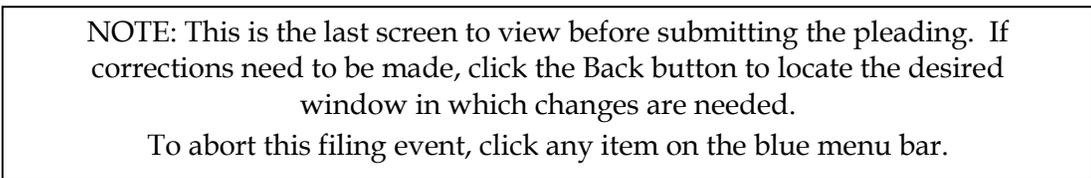
17. If necessary, click in the white **Docket Text fields** to edit or type additional text, Click **Next**



The following window will appear:



18. Confirm information in window, Click **Next** to submit the Answer



The following Notice of Electronic Filing (NEF) window will appear:

ECF Civil Criminal Query Reports Utilities Search

Answers to Complaints
[0:01-cv-00022-RHK-FLN v. Moralez](#)

U.S. District Court
U.S. District Court Minnesota

Notice of Electronic Filing

The following transaction was entered by Paulsen, Jeffrey on 8/7/2009 at 8:36 AM CDT and filed on 8/7/2009

Case Name: v. Moralez
Case Number: [0:01-cv-00022-RHK-FLN](#)
Filer: Vickie E Moralez
Document Number: [1](#)

Docket Text:
[ANSWER to Complaint by Vickie E Moralez. \(Pauls\)](#)

0:01-cv-00022-RHK-FLN Notice has been electronically
Jeffrey S. Paulsen Greg_Barnes@mnd.uscourts.gov

0:01-cv-00022-RHK-FLN Notice has been delivered by d

The following document(s) are associated with this transaction:
Document description: Main Document

NOTE: The Notice of Electronic Filing (NEF) confirms the completion of this filing event and that it has been accepted by the ECF system.

This pleading is now an official court document.

The NEF will be emailed to the addresses associated with this case (Utilities Menu > Maintain User Account).

Key Reminders about the Notice of Electronic Filing:

- It is strongly recommended to copy and save the NEF to your computer or to print and retain a hard copy in your files.
- The NEF will be emailed to the attorneys and parties, associated with the case, who have supplied their e-mail addresses to the Court. The NEF also displays the names and addresses of individuals who will not be electronically notified of the filing.
- It is the filer’s responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification. These names are identified in the NEF.
- Individuals who receive the NEF via email are permitted one "free look" at the document by clicking on the associated hyperlinked document numbers listed in the NEF
- Pursuant to guidelines set by the Administrative Office of the U.S. Courts, the free look is only available for 15 days from the date of the filing.
- Subsequent retrieval of the case docket sheet and pleading from ECF must be made through your **PACER** account and is subject to regular **PACER** fees.
- Under LR 5.4, the NEF generated by ECF constitutes a certificate of service with respect to those persons to whom electronic notice of filing is sent, and no separate certificate of service need be filed with respect to those persons.
- If service is **not** made through ECF, the filing party must file a certificate of service in ECF. The certificate must state the manner in which service or notice was accomplished on each party so entitled. Filers are required to serve copies of any electronically filed pleading, document, or proposed order to parties **not** served electronically by ECF according to the Federal Rules of Civil Procedure.

Document and Attachment Numbering

The document selection screen was modified to include the main document number, and the attachments are numbered beginning with 1. This way, the attachment numbers are consistent everywhere they appear (e.g., docket text, the document selection screen).

Also, the file sizes and the total size of all of the documents for a docket entry are displayed on the document selection screen when viewing a document via the docket report.

The cumulative limit when viewing all or downloading all documents in a single entry is 60 MB.

Docket Report

Attachment	Description		
2		1 page	19 kb
1	Certificate of Service	1 page	7 kb

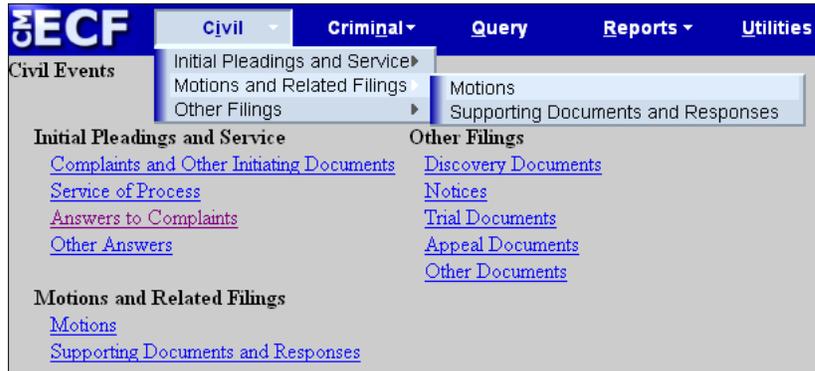
View All or Download All 2 pages 26 kb

Filing a Motion

This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

Select the appropriate menu from the ECF Menu Bar for filing:

1. Click **Civil > Motions and Related Filings > Motions**



The following notification window will appear:

E-Filing Tips for ALL Motions

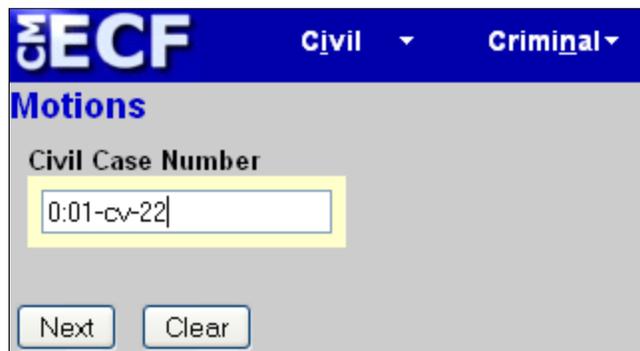
Please refer to the court's [Civil ECF Procedures Guide](#), Section II, G when filing motions.

Remember, **two (2)** courtesy copies of the motion and supporting documents must be submitted to the appropriate judge or magistrate judge. See Section I, F for courtesy copy requirements.

More information on e-filing specific types of motions is available in the [Motions Glossary](#).

Next Clear

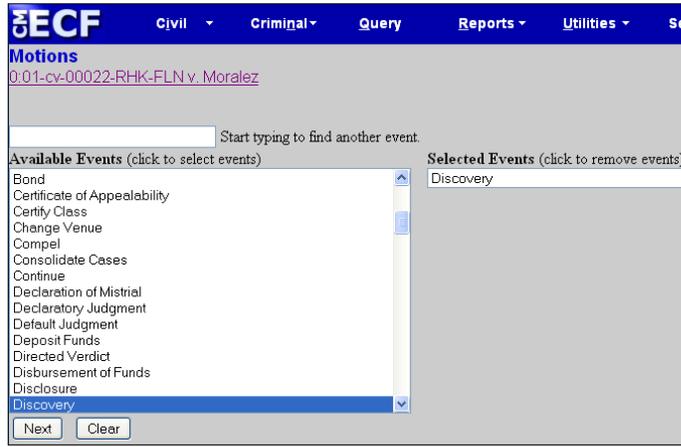
2. Read through information, Click Next



NOTE: ECF will automatically populate the case number after the case number has been initially entered. Continue filing the Motion or abort filing the motion by clicking on the Civil menu to restart this event.

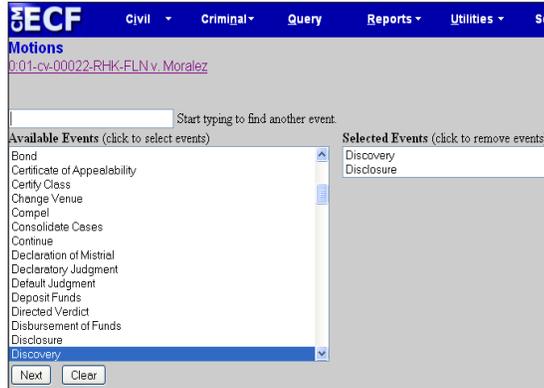
3. Confirm case number, Click **Next**

The following window will appear:



4. Click on the type of motion being filed. The selected event will appear on the right side of the window.
5. Click **Next**

NOTE: Multiple motion reliefs may be filed at this time.
To add more than one motion relief, click on another motion relief.
To remove a selected relief, click on it in "Selected Events" box.



The following window will appear:



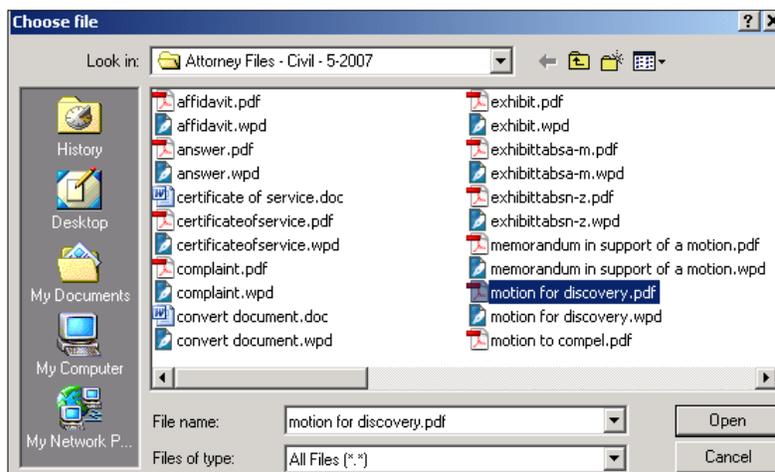
6. Click on the party(s) filing the document, Click **Next**

The following window will appear:



7. Click **Browse** to locate the appropriate Main Document

The following window will appear:



8. **Navigate** to the appropriate directory and file name of the PDF document to be filed
9. **Click** on the file and Click **Open** (or double-click on the file) to attach it to the filing

NOTE: From this point forward, Steps 7 and 8 will only be listed; the screen shot will not be included.

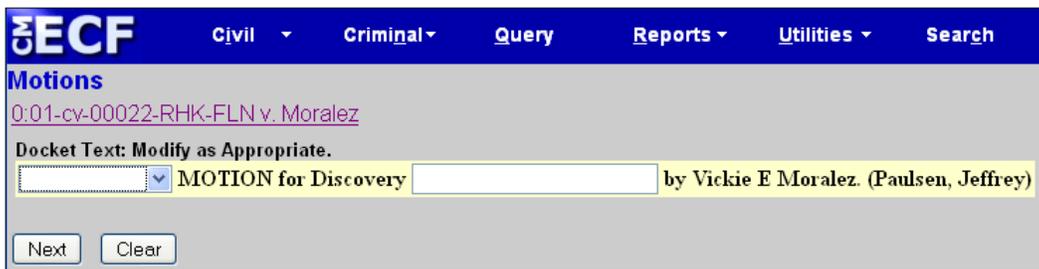
The following window will appear:



10. If there are no **Attachments**, click **Next**

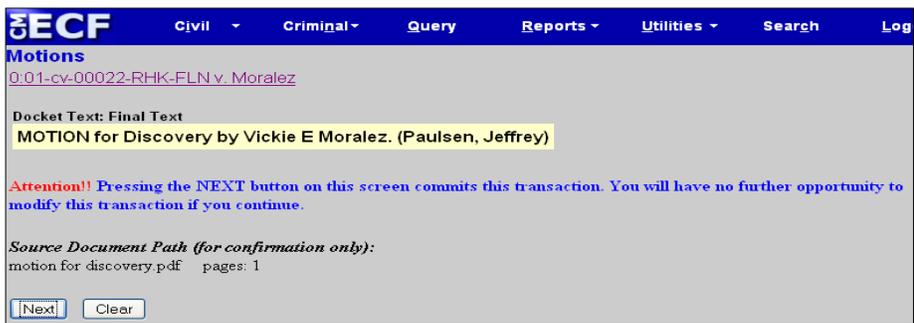
NOTE: If there are attachments, Click the second Browse and link the attachment to the filing, select the category or enter in a document description, then Click Next.

The following window will appear:



11. If necessary, click the drop-down arrow or in the white **Docket Text** field to modify the docket text, Click **Next**

The following window will appear:



12. Confirm information in window, Click **Next** to submit the Motion

NOTE: This is the last screen to view before submitting the pleading. If corrections need to be made, click the Back button to locate the desired window in which to make changes.

To abort this filing event, click any item on the blue menu bar.

From this point forward, this informative note will not be included in the documentation.

The following Notice of Electronic Filing window will appear:



NOTE: The Notice of Electronic Filing (NEF) confirms the completion of this filing event and that it has been accepted by the ECF system.

This pleading is now an official court document.

This will be emailed to the addresses associated with this case:
(Utilities Menu > Maintain User Account).

From this point forward, this informative note will not be included in the documentation, and the Notice of Electronic Filing step will only be listed; the screen shot will not be included.

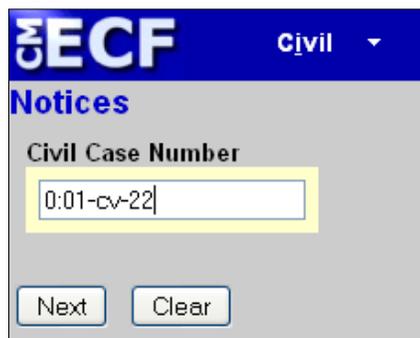
Filing a Notice of Hearing on Motion

This section of the User's Manual describes the process for filing a **Notice of Hearing on Motion**. Select the appropriate menu from the ECF Menu Bar for filing:

1. Click **Civil > Other Filings > Notices**



The following window will appear:



2. Confirm case number, Click **Next**

The following window will appear:



3. Click the type of notice being filed. It will appear on the right side of the window
4. Click **Next**

The following window will appear:



5. Click **Browse** to locate the appropriate Main Document

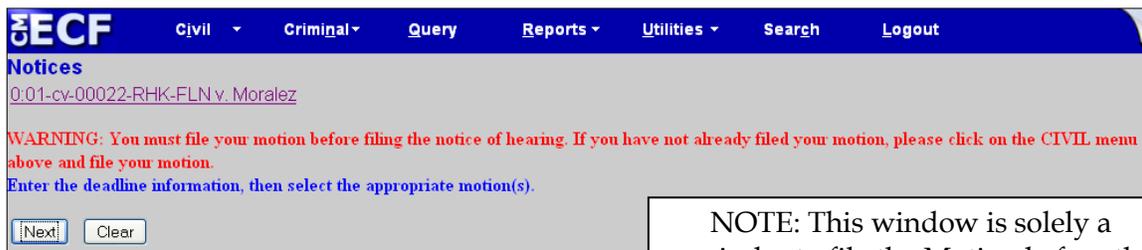
NOTE: From this point forward Step 5, above, will only be listed; screen shot will not be included.

6. **Navigate** to the appropriate directory and file name of the PDF document to be filed

7. Click on the file and Click **Open** (or double-click on the file) to attach it to the filing

8. If there are no **Attachments** to the filing, click **Next**; if there are Attachments, attach them to the filing, then click Next

The following window will appear:

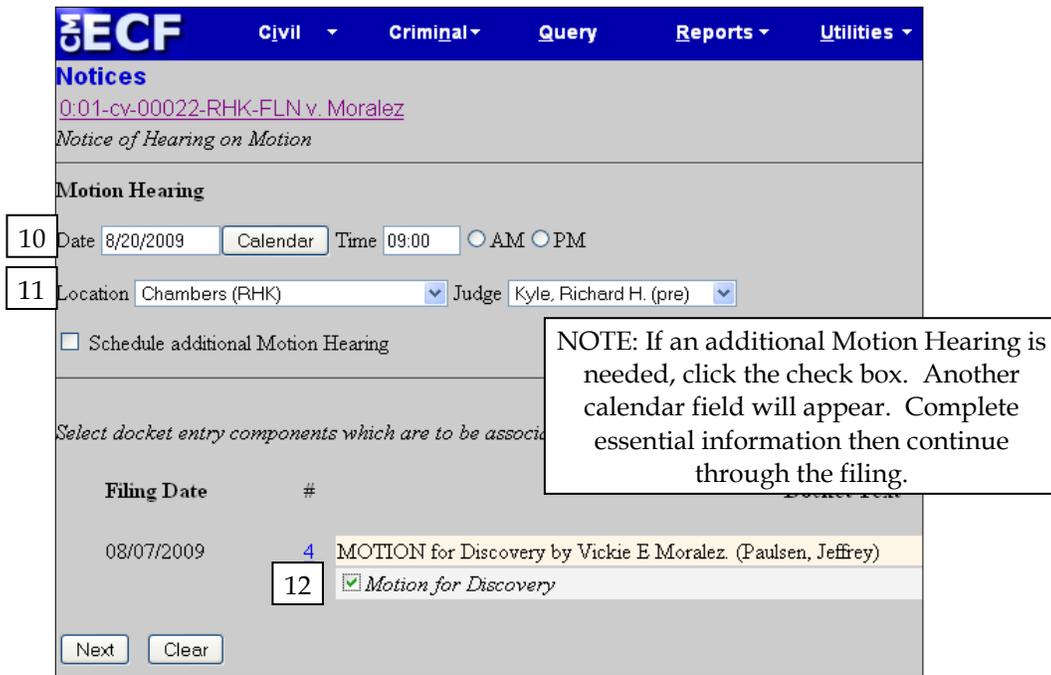


NOTE: This window is solely a reminder to file the Motion before the Notice of Hearing on Motion.

9. Click **Next**

NOTE: Before filing the Notice of Hearing, call chambers to get a date and time for the motion hearing.
In the next step, the specifics about the Hearing are selected.

The following window will appear:

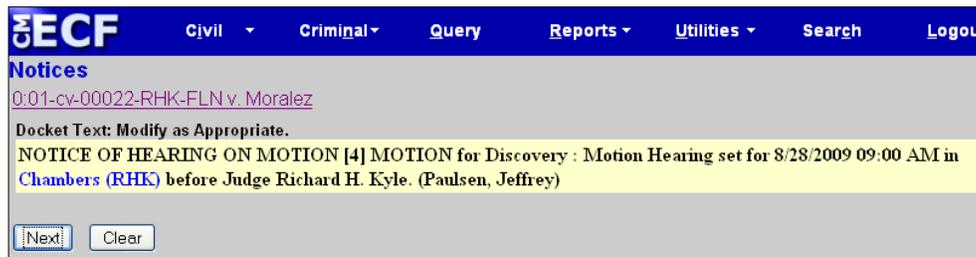


10. Enter in the **Date** and **Time** of the Hearing or Click **Calendar** to select date from pop-up Calendar menu

In the same window, continue filling in fields:

11. Select **Location** and **Judge** for Hearing
12. At the bottom of the window, above, Click the **box to link** the Notice of Hearing on Motion to the Motion (filed previously), Click **Next**

The following window will appear:



13. Confirm information in window, Click **Next**
14. Click **Next**, in the final window to submit the Notice of Hearing on Motion

The Notice of Electronic Filing window will appear.

Filing a Memorandum in Support of a Motion

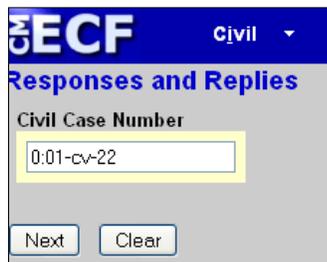
This section of the User's Manual describes the process for filing a **Memorandum in Support of a Motion**.

Select the appropriate menu from the ECF Menu Bar for filing:

1. Click **Civil > Motions and Related Filing > Supporting Documents and Responses**

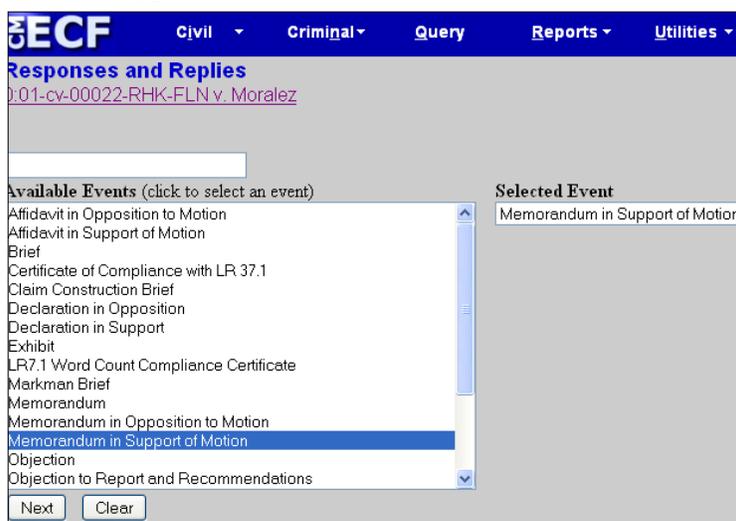


The following window will appear:



2. **Confirm** case number, Click **Next**

The following window will appear:



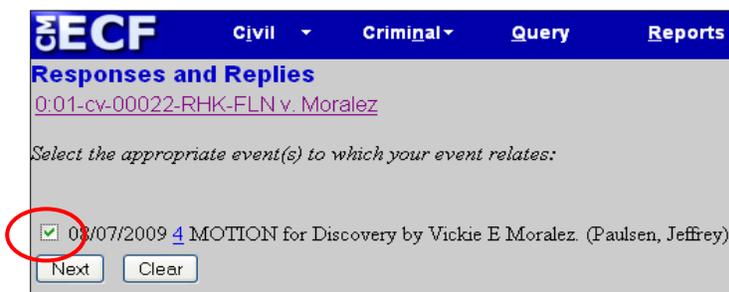
3. Click the **type of document** being filed. It will appear on the right side of the window, Click **Next**

4. Click on the **party(s)** filing the document, Click **Next**
5. Click **Browse** to locate the desired Main Document. **Navigate** to and Click on the **.pdf document** to be filed. Click **Open** to attach it to the filing.

NOTE: If there are attachments (e.g., LR 7.1 Word Count Compliance Certificate), they may be added in this window
Attachments filed electronically must be less than 15MB (15,360 KB) in size after being converted to .pdf.

6. Click **Browse** to locate the **Attachment/s** to the Memorandum
7. **Navigate** to the appropriate directory and file name of the PDF document to be filed
8. Click on the **file** and Click **Open** (or double-click on the file) to attach it to the filing
9. Click the **Drop-down arrow** to select the Category type of document being filed
10. **Enter** a description of the Attachment if necessary
11. **Repeat** steps 6 - 10 as needed to attach all attachments to the filing
12. Click **Next** to advance to the next window

The following window will appear:



ECF Civil Criminal Query Reports

Responses and Replies

[0:01-cv-00022-RHK-FLN v. Moralez](#)

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

03/07/2009 4 MOTION for Discovery by Vickie E Moralez. (Paulsen, Jeffrey)

Next Clear

13. Click the **box to link** the Memorandum to the related motion/s already filed, Click **Next**
14. If necessary, click in the white **Docket Text field** to modify the docket text, Click **Next**
15. Confirm information in window, Click **Next** to submit the Memorandum

The Notice of Electronic Filing window will appear.

Filing an Affidavit with an Attachment in Support of a Motion

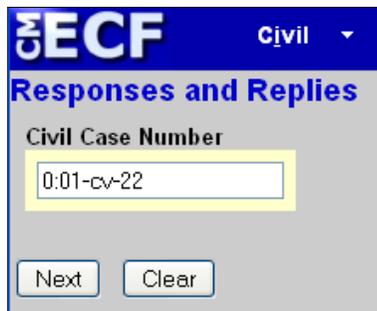
This section of the User's Manual describes the process for filing an Affidavit with an Attachment in Support of a Motion in ECF.

Select the appropriate menu from the ECF Menu Bar for filing:

1. Click **Civil > Motions and Related Filings > Supporting Documents and Responses**

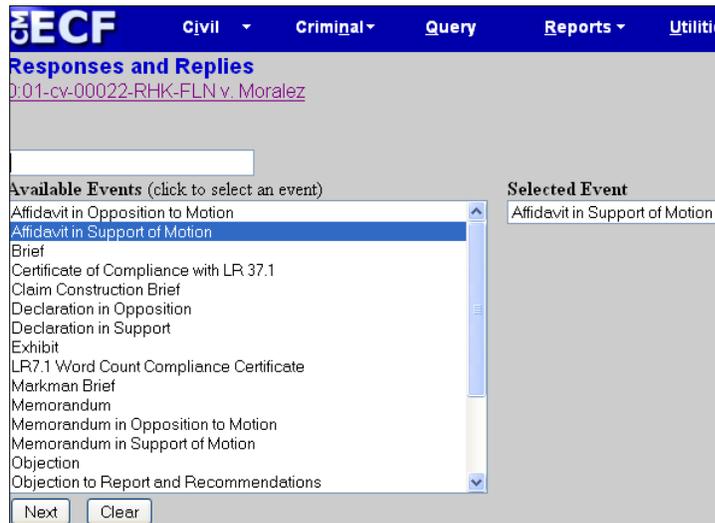


The following window will appear:



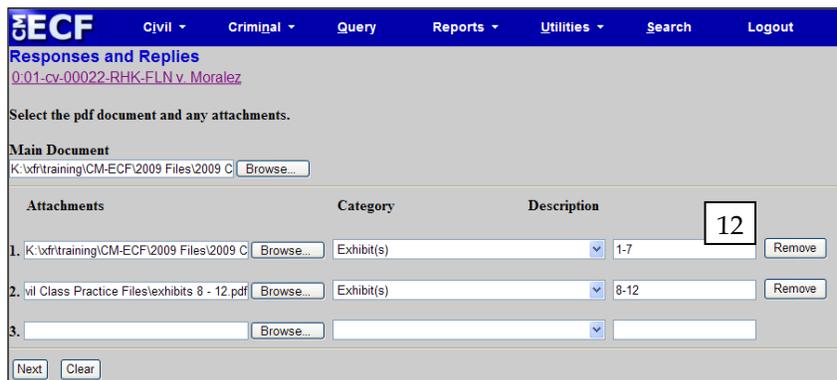
2. **Confirm** case number, Click **Next**

The following window will appear:



3. Click the **type of document** being filed (e.g., Affidavit in Support of a Motion), Click **Next**

4. Click on the **party(s)** filing the document, Click **Next**
5. Click **Browse** to locate the appropriate Main Document
6. **Navigate** to the appropriate directory and file name of the PDF document to be filed
7. Click on the **file** and Click **Open** (or double-click on the file) to attach it to the filing
8. Click **Browse** to locate the **Attachment/s** to the Affidavit



9. **Navigate** to the appropriate directory and file name of the PDF document to be filed
10. Click on the **file** and Click **Open** (or double-click on the file) to attach it to the filing
11. Click the **Drop-down arrow** to select the type of document being filed
12. **Enter** a description of the Attachment if necessary, i.e. Exhibit

NOTE: Remember to add in a clear explanation of each attachment, into the Description field; one that matches either the document title or label.

13. **Repeat** steps 8 – 12 as needed to attach all attachments to the filing
14. Click **Next**

The following window will appear:



15. **Enter** in the Name of the Affiant, click **Next**

The following window will appear:

16. Click in the **box to link** the Affidavit to the related document/s already filed, Click **Next**

The following window will appear:

17. If necessary, click in the white **Docket Text field** to modify the docket text, Click **Next**
 18. Confirm information in window, Click **Next** to submit the Affidavit

The Notice of Electronic Filing window will appear.

NOTE: Since its' inception, CM/ECF has had a 30 minute time-out limit for inactivity. When documents/attachments are being added to a filing, this "upload" time is considered inactive time by the CM/ECF Server.

In order to avoid being "timed-out" from the filing session, it is recommended to note the start time when uploading documents, finish that filing within 30 minutes. If time runs short when attaching documents (e.g., Exhibits to an Affidavit), make a note, to self, about which attachment was last added. The next attachment/s to be filed for this event may be added in a separate event filing session (e.g., Exhibit), and then linked back to the previous event (e.g., Affidavit) it relates to.

The maximum file size limit is 15 MB or 15,360 KB when filing in the U.S. District Court for the District of Minnesota With the large file size, please be mindful of the time it takes to upload each attachment to avoid the time-out limit.

Filing Exhibits

This section of the User's Manual describes the process for filing **Exhibits** using the Motions and Related Filings menu. If the exhibit is one PDF document, follow the steps outlined in previous sections to locate and open the document to attach to this event.

Depending upon how exhibits are filed, there are three menus available in which to file exhibits when they are not attached to other documents or filings.

- **Motions and Related Filings > Supporting Documents and Responses**
- **Other Filings > Trial Documents**
- **Other Filings > Other Documents**

The example outlined below includes attaching more than one exhibit to the Exhibit Event.

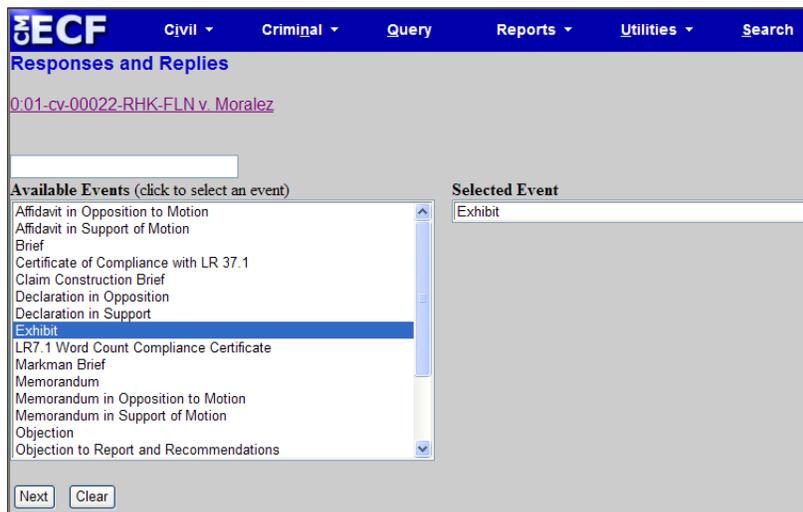
Select the appropriate menu from the ECF Menu Bar for filing:

1. Click **Civil > Motions and Related Filings > Supporting Documents and Responses**



2. **Confirm** case number, Click **Next**
3. **Confirm** case number again, Click **Next**

The following window will appear:



4. Click the **Type of Event** being filed, Click **Next**

5. Click on the **party(s)** filing the document, Click **Next**
6. Click **Browse** to locate the appropriate Main Document
7. **Navigate** to the appropriate directory and file name of the PDF document to be filed
8. Click on the **file** and Click **Open** (or double-click on the file) to attach it to the filing

NOTE: In this example screen shots will be added in to illustrate how to add two attachments. The attachments are additional exhibit documents.

The screenshot shows a web interface for filing documents. At the top, it says 'Responses and Replies' and '0:01-cv-00022-RHK-FLN v. Morales'. Below that, it says 'Select the pdf document and any attachments.' There is a section for 'Main Document' with a file path and a 'Browse...' button. Below that is a table for 'Attachments' with columns for 'Attachments', 'Category', and 'Description'. There are three rows in the table, each with a 'Browse...' button, a dropdown menu for 'Category', and a text field for 'Description'. The first row has 'Exhibit(s)' as the category and 'Tabs a - m' as the description. The second row has 'Exhibit(s)' as the category and 'Photos' as the description. The third row is empty. At the bottom of the table, there are 'Next' and 'Clear' buttons.

Attachments	Category	Description
1. K:\xf\training\CM-ECF\2009 Files\2009 C\ Browse...	Exhibit(s)	Tabs a - m Remove
2. K:\xf\training\CM-ECF\2009 Files\2009 C\ Browse...	Exhibit(s)	Photos Remove
3. Browse...		

9. Click **Browse** to locate the **Attachment/s** to the Main Document
10. **Navigate** to the appropriate directory and file name of the PDF document to be filed
11. Click on the **file** and Click **Open** (or double-click on the file) to attach it to the filing
12. Click the **Drop-down arrow** to select the Document Category
13. **Enter** a description of the Attachment if necessary

NOTE: Remember to add in a clear explanation of each attachment, into the Description field; one that matches either the document title or label.

To remove a document attached in error, click the Remove button, repeat steps 9 - 13.

14. Repeat steps 9 - 13 until all Attachments have been added
15. Click **Next**

The following window will appear:

16. Click the **box to link** the attachment to another document (event) already filed, Click **Next**

NOTE: It is recommended to leave the “Filed – to” and “Documents - to” blank in order to generate a list of events, already filed, to link the attachment to. In contrast, if preferred and the dates and/or document numbers are known, fill in these fields, and then Click Next.

The following window will appear:

17. Click in **the box(es)** of the appropriate events to link the attachment(s) to, Click **Next**

18. If necessary, click in the white **Docket Text field** to modify the docket text, Click **Next**
19. Confirm information in window, Click **Next** to submit the Exhibit/s

The Notice of Electronic Filing window will appear.

NOTE: Since its' inception, CM/ECF has had a 30 minute time-out limit for inactivity. When documents/attachments are being added to a filing, this "upload" time is considered inactive time by the CM/ECF Server.

In order to avoid being "timed-out" from the filing session, it is recommended to note the start time when uploading documents, finish that filing within 30 minutes. If time runs short when attaching documents (e.g., Exhibits to an Affidavit), make a note, to self, about which attachment was last added. The next attachment/s to be filed for this event may be added in a separate event filing session (e.g., Exhibit), and then linked back to the previous event (e.g., Affidavit) it relates to.

The maximum file size limit is 15 MB or 15,360 KB when filing in the U.S. District Court for the District of Minnesota With the large file size, please be mindful of the time it takes to upload each attachment to avoid the time-out limit.

Filing a Certificate of Service in Civil Cases

Under LR 5.4, the NEF generated by ECF constitutes a certificate of service with respect to those persons to whom electronic notice of filing is sent, and no separate certificate of service need be filed with respect to those persons.

If service is **not** made through ECF, the filing party must file a certificate of service in ECF. The certificate must state the manner in which service or notice was accomplished on each party so entitled.

Filers are required to serve copies of any electronically filed pleading, document, or proposed order to parties not served electronically by ECF according to the Federal Rules of Civil Procedure.

To determine the party mailing information for a specific case, Click **Utilities > Mailings > Mailing Info for a Case**.

Certificates of Service can either be filed as (a) an attachment in ECF during a filing or (b) a separate filing. When filing multiple events at the same time, a separate certificate of service can be filed and linked to the relevant documents as outlined below:

1. Click **Civil > Initial Pleadings and Services > Service of Process**

NOTE: Because of the similarity to other events, only one screen shot will be included.

2. Confirm case number, Click **Next**, Confirm case number again, Click **Next**

3. Click the **type of document** being filed, Click **Next**

The following window will appear:

Service of Process:
0:01-cv-00022-RHK-FLN v. Moralez

STOP!! If you are filing summons-related document, please use the appropriate event code in this category. Scroll down to the Summons events in this category and select the correct the event. Select the pdf document and any attachments.

Main Document

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

NOTE: The Note on this window indicates that if filing a summons-related document, rather than a certificate of service, return to the previous screen and select Summons Returned Executed under the Service of Process category.

4. Click **Browse** to locate the appropriate document

5. **Navigate** to the appropriate directory and file name of the PDF document to be filed

6. Click on the **file** and Click **Open** (or double-click on the file) to attach it to the filing

7. Click **Next**

8. Click on the **party(s)** filing the document, Click **Next**

9. Click the **box to link** the attachment to another document (event) already filed, Click **Next**
10. Click in **the box(es)** of the appropriate events to link the attachment(s) to, Click **Next**
11. If necessary, click in the white **Docket Text field** to modify the docket text, Click **Next**
12. Confirm information in window, Click **Next** to submit the Certificate of Service

The Notice of Electronic Filing window will appear.

Appendix A

Sample Attorney Registration Page

Notice to Attorneys

It is necessary to change your login access from 'read-only' to 'active user' for the purposes of filing your documents on ECF beginning May 17, 2004. Please note that you will only be required to review and submit this on-line registration one time. By reviewing and submitting this registration, your status will change to active. As an active user, you are agreeing to the details below. For record keeping purposes, a log will be kept of the date and time you have registered on-line.

It is important that you review this agreement and click the "I Agree" box, not your staff.

When you are finished with your registration, please logout of ECF and log in again and your status will be changed. Your current login and password will remain the same.

By submitting this account registration form on-line, I agree/consent to the following:

1. I understand that the provisions of LR Rule 5.1, "Electronic Case Filing," the "Order Adopting Electronic Case Filing Procedures" signed by the Court on May 17, 2004, and the latest version of the court's Civil and Criminal ECF Procedures Guide for the District of Minnesota apply to electronic filing in this District and I agree to abide by all provisions set forth therein.
2. I agree that the combination of the user login and password will serve as my signature for purposes of the Federal Rules of Civil and Criminal Procedure. I further agree to protect the security of my password; if I believe it is being used without my permission, I will log onto ECF and change my password, as well as inform the clerk of court by telephone, of the misuse.
3. I have read and understood the provisions of Rule 11 of the Federal Rules of Civil Procedure, particularly as referenced in the civil and criminal Electronic Case Filing Procedures for the District of Minnesota, and I understand that the provisions of Rule 11 apply with full force and effect to documents filed using ECF.
4. I agree to waive the provisions of Rule 77(d) of the Federal Rules of Civil Procedure and Rule 49(c) of the Federal Rules of Criminal Procedure, providing for service of notice by mail, and I consent that such notice may be served by electronic transmission.
5. All transmissions for electronic case filings of pleadings and documents to the ECF system shall be titled in accordance with the approved directory of civil and criminal events of the ECF system in a case in which an attorney is counsel of record or on any document which is construed as an entry of appearance in accordance with the Local Rules.
6. The systems are for use only in cases designated by the U.S. District Court for the District of Minnesota. The system may be used to file and view electronic documents and docket sheets.
7. Registration as a Filing User constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Federal Rules of Civil Procedure 77(d) and 5(b)(2)(D), and (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D), except with regard to service of a summons and complaint, which must be accomplished in accordance with Rule 4 of the Federal Rules of Civil Procedure.
8. A user accesses court information via the courts Internet site or through the Public Access to Court Electronic Records ("PACER") Service Center. Although the court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER login is required in addition to the ECF password issued by the court. To register for PACER, a user must complete the online form or submit a registration form, available on the PACER website (<http://pacer.psc.uscourts.gov>).
9. Note: According to a memorandum from the Administrative Office of the United States Courts dated September 18, 2007, non-judiciary ECF users will be charged a fee of eight cents per page, to access electronic data such as docket sheets and case documents obtained remotely through the PACER system. A cap of thirty pages per document has been approved.
10. The access fee does not apply to official recipients of electronic documents, i.e., parties legally required to receive service or to whom service is directed by the filer in the context of service under Federal Rules of Civil Procedure. Official recipients will receive the initial electronic copy of a document free to download as they see fit, but if they remotely access the document again, they will be charged eight cents a page.

I Agree

Appendix B

Viewing Documents Filed in Social Security Cases & Immigration Cases

CM/ECF will allow remote electronic public access (through PACER) to any order, opinion or judgment filed in a Social Security case. Previously, electronic access to documents in SSA cases was restricted to court users, case participants and public terminals only. This functionality reflects changes to Fed. R. Civ. P. 5.2(c)(2)(B), which treats these specific documents in SSA cases as “written opinions” for purposes of the E-Government Act of 2002.

Case-level restrictions will also apply to civil cases involving immigration matters, identified with Nature of Suit Codes (462, 463 and 465) on the Court’s civil cover sheet.

When you click the e-mail link you will be prompted for your ECF login/password. This is simply a security measure to ensure you have proper access to view the documents. Please review the screen captures below that illustrate the login process required to view documents in a social security case or immigration case via an e-mail notification.

NOTE TO PUBLIC ACCESS USERS You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

U.S. District Court
District of Minnesota

Notice of Electronic Filing

The following transaction was received from Shirley Anderson entered on 12/21/2005 at 10:38 AM CST and filed on 12/21/2005

Case Name:	Small v. HHS
Case Number:	9:01-cv-747
Filer:	HHS
Document Number:	2

Docket Text:
ANSWER to Complaint by HHS (admin,)

The following document(s) are associated with this transaction:

Click the document number link to view the document filed.

NOTE: Once you click on the link, you must enter your ECF login and password. Do not double-click the link or the “free look” will be lost.

ECF/PACER 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.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

NOTE: If the “free look” has been used/is expired, login first to ECF (for identification as a case participant), then user will be prompted for PACER login.

Appendix C

Add/Create Party for Third-Party Complaint

In the **Select the Party** window:

1. Click **New Party**

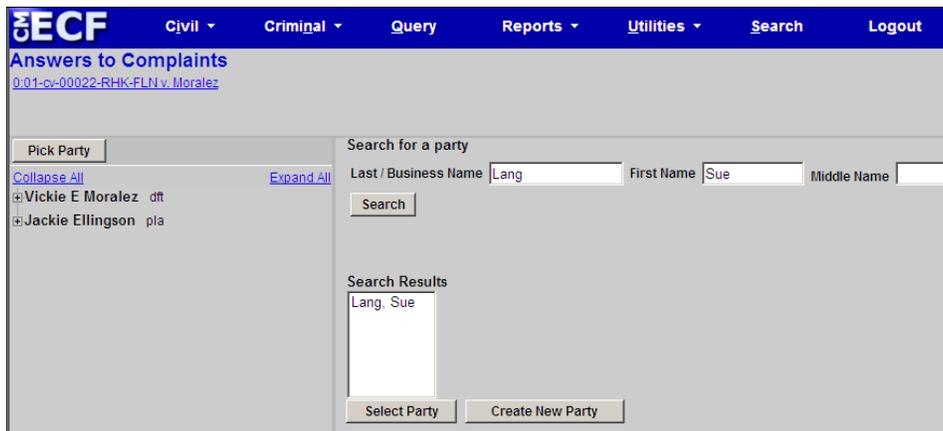
The following window will appear:

2. Enter in full or partial values for **Name fields**, Click **Search** to determine whether party already exists in CM/ECF

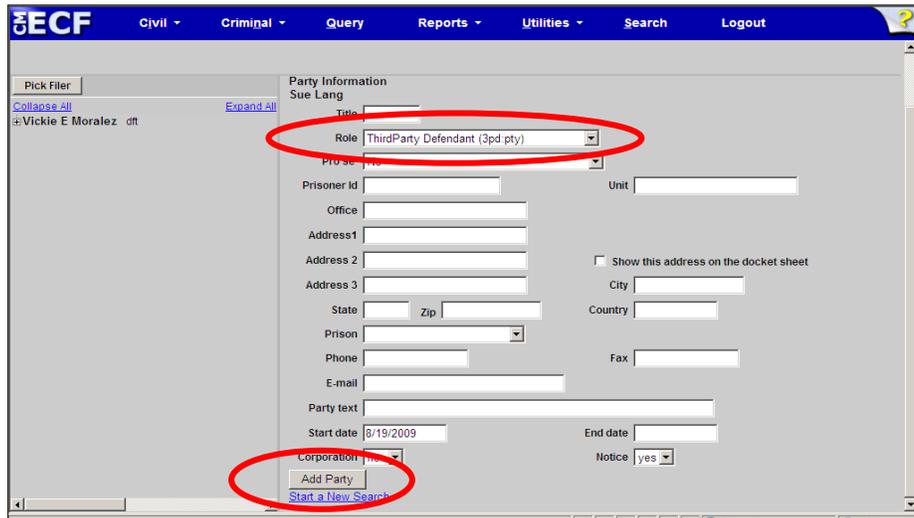
NOTE: Search Tips for Locating Party Information in ECF

- a. The party database is extensive. Search the database several times before adding a new party.
- b. Try searching with and without punctuation
- c. Asterisks are not necessary when searching for partial names
- d. Searches:
 - i. are not case sensitive
 - ii. can only be performed by last name or business name
- e. Names of:
 - i. Cities, counties, state agencies, etc. may be listed as "St. Paul, City of."
 - ii. Businesses and other party names may contain abbreviations
- f. If multiple matches are found, please click "select name from list" to see additional information regarding the party
- g. Do not enter in address information for parties
- h. Use the party text to clarify the party name. e.g., A Minnesota Corporation

If party is already in CM/ECF, the following window will appear:



3. If the correct party appears, highlight the name, click **Select Party** (If No, skip to next page)
The following window will appear:



4. Modify **Role** if needed, i.e. Third Party Defendant

5. Click **Add Party**

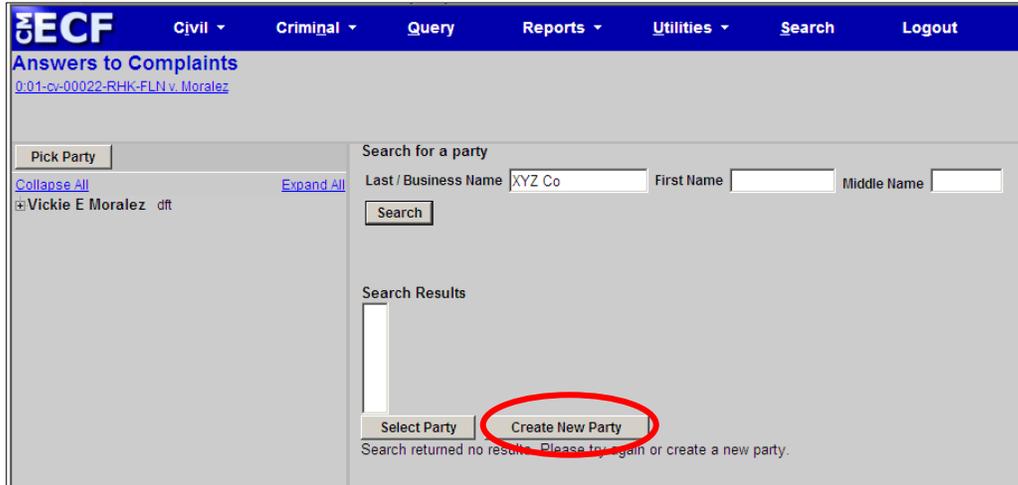
The following window will appear:



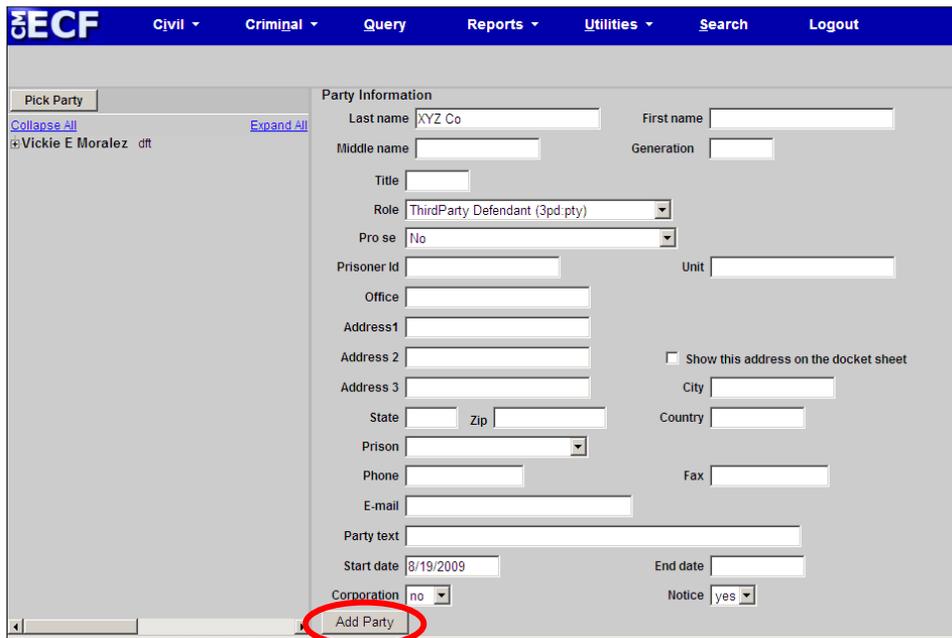
6. Select **Party**, Click **Next**, Continue filing and submit the pleading.

Continuation of Step 3 from previous page:

- If **no**, continue adding the new party (remain on this page);



- Click **Create New Party**
- The following window will appear:



- Click **Add Party**
- The following window will appear:



7. Select **Party**, Click **Next**, Continue filing and submit the pleading.

NOTE: When a new party is added, he/she is added to the Party Pick List and is highlighted in the list. The new party is also added to the Case Participant Tree.

If the right pane of the screen does not contain the party pick list (e.g., the user searched for a new party but then decided not to add one), to bring the party pick list back to the right pane, the user should click the Pick Party button at the top of the screen.

To add more parties, repeat Steps above.

Definition of Controls



NOTE: If a new participant is added during the docketing process, icon controls will only be available for that new participant. The controls are further explained below.

Control	Description
	Edit Participant Record
	Delete Participant Record
	Add Alias to Participant Record
	**Court Use Only**

Appendix D

Additional Information Regarding ECF

SELECTING FILERS IN A LARGE CASE (CIVIL ONLY)

When a civil case has a large number of participants, the participants are sorted in alphabetical order by last name, and are grouped into chapters. Each chapter is displayed in the participant tree as a hyperlink. If the user clicks a chapter hyperlink, the participants in the chapter are listed in the tree

COMMON ERRORS WITH ECF FILING

If the ECF system does not recognize your login and password, it will display the following error message on a new screen.

Login failed either your login name or key is incorrect

Click on the [Back] button in your browser and re-enter your correct login and password. If you cannot access the ECF system using your assigned login and password, please call the helpdesk at **1-866-325-4975**

DOCUMENTS FILED IN ERROR

A document incorrectly filed in a case may result from: a) attaching the wrong PDF file to a docket entry; b) entering the wrong case number and not discovering the error before completing the transaction; or c) selecting the wrong document type from the menu.

POSTING THE WRONG PDF FILE TO A DOCKET ENTRY OR ENTERING THE WRONG CASE NUMBER

Generally, the U.S. District Court of Minnesota will be leaving incorrectly filed documents, in the correct case, on the ECF system. If the document was filed in the incorrect case and needs to be moved to the correct case, please use the phone number below to request a correction:

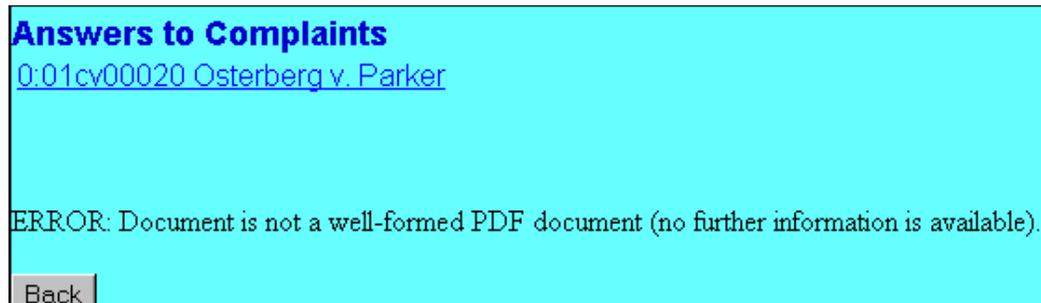
Local	612-664-5155
Toll Free	1-866-325-4975

1. Please make the call as soon as possible after an error is discovered.
2. Provide the case and document numbers for the document requiring correction.
3. If appropriate, the court will make an entry indicating that the document was filed in error.
You will be advised if you need to re-file the document.

NOTE: The ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.
--

SELECTING THE WRONG DOCUMENT TYPE

In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.



1. ECF will not permit you to select a file for your pleading that is not in PDF format.
2. Click on the **[Back]** button and ECF will return to the **Answers to Complaints** screen.
3. Select and highlight the PDF file of your pleading and proceed as before.

FAILURE TO SELECT A DOCUMENT TO FILE

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



If you click **[OK]** from the screen depicted above ECF will return you to the **Attachments** screen. You cannot proceed without attaching a PDF document.

Attachments And Attachment Size

Attachments electronically filed must be less than 15MB or 15,360 KB after the document has been converted to PDF.

Attorneys may seek leave of the court to file conventionally if attachments and exhibits are voluminous. Refer to the Civil Procedures guide for more details on this matter.

NOTE: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

LOGGING OUT OF CM/ECF

When you click Logout from the main blue menu bar, the following pop-up message will appear:



PACER WINDOW

When PACER is needed to access and/or print documentation, a “Transaction Receipt” table appears at the bottom of the current window. As seen below, this table provides the total charges billed at the present time.

ECF
Query Reports Utilities Logout

GUIDANT, I

U.S. District Court
U.S. District Court Minnesota (DMN)
CIVIL DOCKET FOR CASE #: 0:07-cv-00025-DWF-AJB

D'Abundo v. Guidant Corporation et al
Assigned to: Judge Donovan W. Frank
Referred to: Magistrate Judge Arthur J. Boylan
Lead case: [0:05-md-01708-DWF-AJB](#)
Member case: ([View Member Case](#))
Cause: 28:1332-pip-Diversity-Personal Injury, Product Liability

Date Filed: 01/22/2007
Jury Demand: Plaintiff
Nature of Suit: 365 Personal Inj. Prod. Liability
Jurisdiction: Diversity

Plaintiff
Debra D'Abundo represented by **Thomas R Anapol**
Administratrix
D'Abundo, dec

ATTORNEY TO BE NOTICED

Date Filed	#	Docket Text
01/22/2007	1	CERTIFIED COPY OF CONDITIONAL TRANSFER ORDER (CTO - 22) from the Judicial Panel on Multidistrict Litigation; Case received from District of New Jersey (Camden); Case Number 1:06-5227 (NLHJS). Case assigned to Judge Donovan W. Frank and referred to Magistrate Judge Arthur J. Boylan for coordinated or consolidated pretrial proceedings. (Attachments: # 1 Certified copy of docket sheet # 2 Complaint # 3 Civil Cover Sheet)(dch) (Entered: 01/23/2007)
01/22/2007	2	PRETRIAL ORDER #2. Signed by Judge Donovan W. Frank on 1/6/06. PLEASE NOTE: Counsel are directed to file a Notice of Appearance in the MASTER CASE ONLY - MDL 05md1708. Please see Attachment A for instructions. (Attachments: # 1 Attachment A)(dch) (Entered: 01/23/2007)

PACER Service Center

Transaction Receipt

02/07/2008 10:28:18

PACER Login: us8632	Client Code:
Description: Docket Report	Search Criteria: 0:07-cv-00025-DWF-AJB
Billable Pages: 1	Cost: 0.08

COMMON ERRORS WITH SEALED DOCUMENTS

For more details about filing under seal, please refer to the Civil Procedures guide, Section IX, part D.

Appendix E

The Federal Rules and Personal Identifiers

Under Fed. R. Civ. P. 5.2(a), unless the court orders otherwise, an electronic or paper filing with the court that contains an individual's social-security number, taxpayer-identification number, or birth date, the name of an individual known to be a minor, or a financial-account number, the filing party or nonparty may include only:

- a. The last four digits of the social-security number and taxpayer-identification number;
- b. The year of the individual's birth;
- c. The minor's initials; and
- d. The last four digits of the financial-account number.

In addition, exercise caution when filing documents that contain the following:

- a. Personal Identifying Number (e.g., driver's license number);
- b. Medical Records, Treatment and Diagnosis;
- c. Employment History;
- d. Individual Financial Information;
- e. Proprietary or Trade Secret Information.

Under Fed. R. Civ. P. 5.2(b), the redaction requirements do not apply to the following:

- a. A financial-account number that identifies the property allegedly subject to forfeiture in a forfeiture proceeding;
- b. The record of an administrative or agency proceeding;
- c. The official record of a state-court proceeding;
- d. The record of a court or tribunal, if that record was not subject to the redaction requirement when originally filed;
- e. A filing covered by Rule 5.2(c) or(d) ; and
- f. A pro se filing in an action brought under 28 U.S. C. §§ 2241, 2254, or 2255.

WAIVER OF PROTECTION OF IDENTIFIERS

A person waives the protection of Rule 5.2(a) as to the person's own information by filing it without redaction and not under seal. Fed. R. Civ. P. 5.2(h).

ENFORCEMENT

It is the sole responsibility of counsel and the parties to be sure that all pleadings comply with the rules of this court requiring redaction of personal data identifiers. The Clerk will not screen documents for redaction and will not reject documents solely on the basis that the documents contain personal identifiers.

FILING UNREDACTED DOCUMENTS UNDER SEAL

1. Under Fed. R. Civ. P. 5.2(f)-(g), a person making a redacted filing may also file:
 - a. An unredacted copy of the document under seal without seeking leave of the court in accordance with Section IX.D. regarding filing documents under seal; or
 - b. A reference list under seal without seeking leave of the court in accordance with Section IX.D. regarding filing documents under seal. The reference list must contain the complete personal data identifier(s) and the redacted identifier(s) used in its place in the filing.
2. The redacted version of the document must be filed in ECF with a conventional filing placeholder as an attachment indicating the existence of the sealed document on the record. A sample conventional filing placeholder is available from the clerk or from the court's website at www.mnd.uscourts.gov, under the "Court Forms" tab.
3. The Notice of Electronic Filing (NEF) and the conventional filing placeholder for the redacted version must be attached to the envelope of the sealed version or list.
4. File the sealed version or list in accordance with Section IX.D.
5. The unredacted version and/or reference list must be retained by the court as part of the record.

Sample of Personal Data Identifiers Redacted Document

**UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA**

[Plaintiff's Name]

Plaintiff(s)

v.

[Defendant's Name]

Defendant(s)

**REFERENCE LIST OF
PERSONAL DATA IDENTIFIERS
FILED UNDER SEAL PURSUANT TO THE
Fed. R. Civ. P. 5.2 and Fed. R. Crim. P. 49.1**

Case Number: *[Case Number]*

The following personal identifiers have been redacted pursuant to the Fed. R. Civ. P. 5.2 and Fed. R. Crim. P. 49.1. Below is a listing of the complete personal data identifier and its corresponding partially redacted version. The redacted version will be used in lieu of, and shall be construed to refer to, the corresponding complete identifier in filings in the above referenced case.

Description of Data Redacted	Complete Identifier	Partially Redacted Identifier
Social Security Number	123-45-6789	XXX-XX-6789
Financial Account Number	987-66-54-321	XXX-XX-X4-321
Name of Minor Child	Jane Doe	J.D.
Date of Birth	07-04-2004	2004
Home Address <i>(criminal cases only)</i>	123 Main St Smithville, MN 12345	Smithville, MN

Appendix G

Creating an Appendix with Document Links

A set of radio button options labeled Include documents in Appendix and Include document hyperlinks in Appendix appear at the bottom of the Docket Report. These options allow users to indicate if the PDF documents they selected for inclusion in the appendix docket sheet should be appended to the docket sheet or if hyperlinks to those documents should be included instead.

OPTIONS FOR CREATING AN APPENDIX

When the Docket Report is run with the Create Appendix option selected, two radio buttons are included at the bottom of the report: Include documents in Appendix and Include document hyperlinks in Appendix.

U.S. District Court
U.S. District Court Minnesota (DMN)
CIVIL DOCKET FOR CASE #: [0:11-cr-00010-JNE -AJB](#)

Ellingson v. U.S. Bureau of Prisons
Assigned to: Judge Joan N. Erickson
Referred to: Magistrate Judge Arthur J. Boylan
Cause: 28:2254 Petition for Writ of Habeas Corpus (State)

Date Filed: 05/27/2011
Jury Demand: None
Nature of Suit: 530 Habeas Corpus (General)
Jurisdiction: U.S. Government Defendant

Plaintiff
Bella Ellingson

represented by **Bella Ellingson**
PRO SE

V.

Defendant
U.S. Bureau of Prisons

Date Filed	#	clear	Sort Order	Docket Text
05/27/2011	1	<input type="checkbox"/>	<input type="checkbox"/>	PETITION for Writ of Habeas Corpus (Filing fee \$ 5 receipt number 500400.) assigned to Judge Joan N. Erickson per Prisoner referred to Magistrate Judge Arthur J. Boylan., filed by Bella Ellingson. (Attachments: # 1 Civil Cover Sheet) (JME) (Entered: 05/27/2011)
05/27/2011	2	<input type="checkbox"/>	<input type="checkbox"/>	MOTION to Dismiss by U.S. Bureau of Prisons. (JME) (Entered: 05/27/2011)
05/27/2011	3	<input type="checkbox"/>	<input type="checkbox"/>	REPORT AND RECOMMENDATION re 1 Petition for Writ of Habeas Corpus filed by Bella Ellingson. Objections to R&R due by 6/6/2011. Signed by Magistrate Judge Arthur J. Boylan on 5/27/2011. (JME) (Entered: 05/27/2011)

Footer format:
(Numbers, letters, spaces, and <pagenum> only)

Include full docket sheet
 Include abridged docket sheet
 Include documents in Appendix
 Include document hyperlinks in Appendix

View Selected

or

Download Selected

CREATING AN APPENDIX WITH THE “INCLUDE DOCUMENTS IN APPENDIX” OPTION

If the Include documents in Appendix option is selected when the appendix is generated, the application produces a PDF version of the docket sheet with the selected documents appended.

CREATING AN APPENDIX WITH THE “INCLUDE DOCUMENT HYPERLINKS IN APPENDIX” OPTION

If the Include document *hyperlinks* in Appendix option is selected when the appendix is generated, the application produces a PDF version of the docket sheet that does not include the documents from the case record.

Instead, this PDF includes document hyperlinks which direct the user clicking on them back to the District court’s CM/ECF application to view the document(s).

Sample Appendix PDF with Document Hyperlinks:

U.S. District Court U.S. District Court Minnesota (DMN) CIVIL DOCKET FOR CASE #: <u>0:11-cv-00010-JNE -AJB</u>		
Ellingson v. U.S. Bureau of Prisons Assigned to: Judge Joan N. Ericksen Referred to: Magistrate Judge Arthur J. Boylan Cause: 28:2254 Petition for Writ of Habeas Corpus (State)	Date Filed: 05/27/2011 Jury Demand: None Nature of Suit: 530 Habeas Corpus (General) Jurisdiction: U.S. Government Defendant	
<p>Plaintiff</p> <p>Bella Ellingson</p>		
represented by Bella Ellingson PRO SE		
V.		
<p>Defendant</p> <p>U.S. Bureau of Prisons</p>		
Date Filed	#	Docket Text
05/27/2011	<u>1</u>	PETITION for Writ of Habeas Corpus (Filing fee \$ 5 receipt number 500400.) assigned to Judge Joan N. Ericksen per Prisoner referred to Magistrate Judge Arthur J. Boylan., filed by Bella Ellingson. (Attachments: # <u>1</u> Civil Cover Sheet) (JME) (Entered: 05/27/2011)
05/27/2011	<u>2</u>	MOTION to Dismiss by U.S. Bureau of Prisons. (JME) (Entered: 05/27/2011)

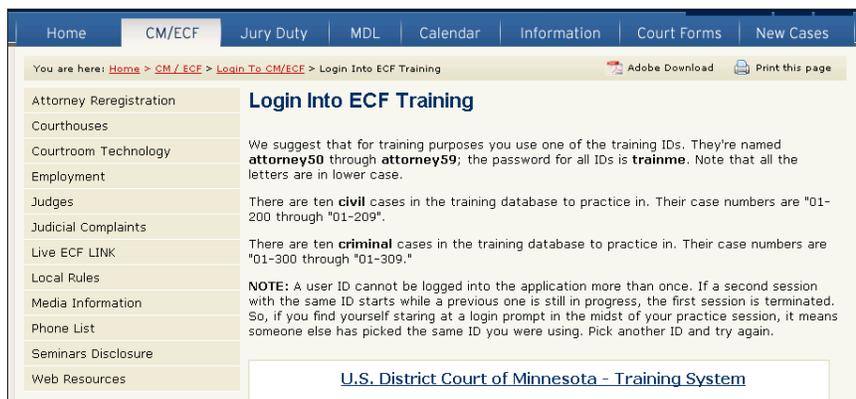
Appendix H

Accessing the ECF Training Database

1. From the District of Minnesota's Web site at: www.mnd.uscourts.gov
2. Click **CM/ECF > Login To CM/ECF**
3. Click the **"Login Into ECF Training Database"** link



4. Click **U.S. District Court of Minnesota – Training System** link



5. **Login** using the Attorney Training Login and Passwords (listed on the page in step 4 above)

