



# CM/ECF

## Civil Manual For New Users

*November 2015*

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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: 866-325-4975**

**E-mail: [ecfhelpdesk@mnd.uscourts.gov](mailto:ecfhelpdesk@mnd.uscourts.gov)**

#### ECF Information and Resources

For up-to-date information regarding ECF, visit the U.S. District Court web site at: [www.mnd.uscourts.gov](http://www.mnd.uscourts.gov)

The CM/ECF tab provides access to:

- Live login to ECF
- Automated Password Reset
- General Information
- Training Information
- Reference Guides and User's Manuals
- ECF Help

## Central Sign-On (CSO) Account

In NextGen ECF, a Central Sign-On Account provides access to **both PACER and ECF** with a single login and password. Once logged in with a CSO account, admitted attorneys with filing privileges can:

- Electronically file pleadings and documents
- View official docket sheets and documents
- View various case related reports

### Public Access to Court Electronic Records (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. Attorneys must have an individual PACER account in order to file in the ECF system. All requests for ECF filing privileges are submitted through PACER. You may register for a PACER account online at <http://www.pacer.gov/>. Your CSO Account is maintained through PACER. Name, address, login, password and primary email address information can be updated in the “Manage My Account” section of PACER’s website. If you have forgotten your PACER username and/or password, PACER has an automated password reset and username recovery on the PACER Login page.

### Electronic Case Filing (ECF) Access

Existing attorneys (those who were admitted in the District of Minnesota prior to October 5, 2015 and have an active ECF account) will link their ECF account to their individual PACER account for filing access. Please see the [NextGen Information](#) page for additional information and procedures.

Attorneys seeking admission and filing access must make a request through PACER. Please review the [attorney admissions forms](#) for specific instructions. Please note that pro hac vice and Multi District Litigation (MDL) attorneys also obtain filing access with the court through PACER.

Attorneys will only retain filing access while in good standing with this court. To be in good standing, an attorney must comply with the requirements of [LR 83.6](#), including timely payment of the re-registration fee due every third year during the court’s re-registration process. If you do not re-register with the court, your admission status will become inactive. You will need to re-register with the court to return to good standing and have filing privileges reactivated. After being admitted, attorneys must file a notice of appearance in the case(s) they wish to appear as attorney of record.

### ECF Training Database

Current users can practice ECF activities by visiting the training version of the ECF system at <https://ecf-train.mnd.uscourts.gov>. We strongly recommend that users practice in the training ECF database before filing documents in the live ECF database.

## 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
- Software, such as Adobe Acrobat, to convert documents from a word processor format to portable document format (PDF).
- 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.

### 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.

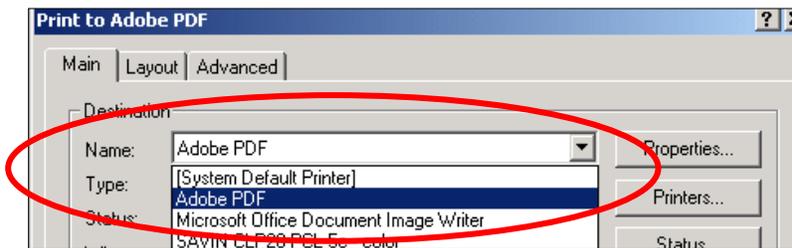
### How to Convert Documents to PDF Format

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:

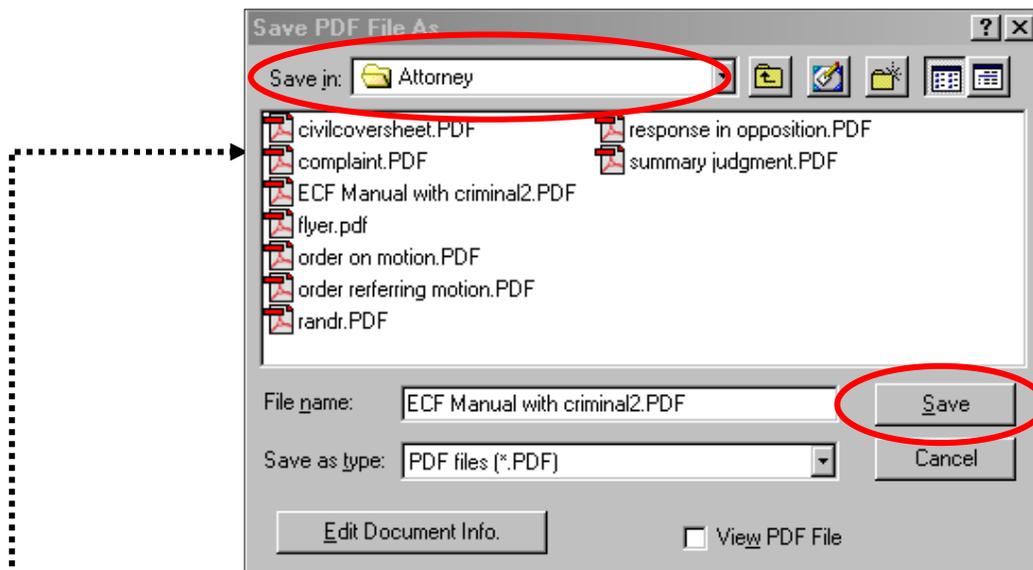
- 602Pro Print Pack 2002
- BCL easy PDF 3.1
- eDocPrinter PDF Pro 5.58
- eXPert PDF Printer 2.0
- FinePrint pdfFactory PRO 1.57
- 602Pro Print Pack 2002
- LeadTools ePrint 3.0
- pdf995 and pdfEdit 995
- PDF-XChange 2.5
- Jaws PDF Creator 3.0
- Win2PDF Pro
- LeadTools ePrint 3.0

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 accept both PDF and PDF/A documents.

## Step-By-Step Filing 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 ECF/PACER through CSO (Central Sign-On)

1. Click on the **U.S. District of Minnesota – Document Filing System** link. To access this link either:



- a. Navigate to <https://ecf.mnd.uscourts.gov/cgi-bin/ShowIndex.pl>

**OR**

- b. Navigate to the District of Minnesota’s Web site at: [www.mnd.uscourts.gov](http://www.mnd.uscourts.gov) and click on the **NextGen ECF LINK** on the left panel.

2. Enter your **PACER/CSO Username** and **Password** in the appropriate entry fields. Note that the **Client Code** is an optional field that can be used for organizing your monthly bill to associate costs to specific clients.



**Login**

**Username \***

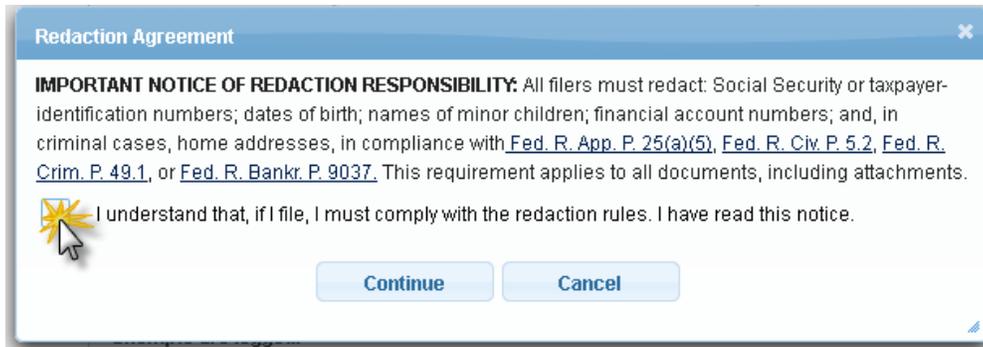
**Password \***

**Client Code**

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot User Name?](#)

**NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.**

3. Check the box confirming you will comply with the redaction rules. Click **Continue** and the main ECF screen will appear.



**Redaction Agreement**

**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. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). 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.

## ECF Menu Options

The following options are accessible from the menu bar at the top of the main window:



Option	Use this option to:
<b>Civil</b>	Electronically file all civil case pleadings, motions, and other court documents.
<b>Criminal</b>	Electronically file all criminal case pleadings, motions, and other court documents.
<b>Query</b>	Search by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You will incur PACER search fees.
<b>Reports</b>	Retrieve docket sheets and cases-filed reports. You will incur PACER search fees.
<b>Utilities</b>	View your personal ECF transaction log and maintain secondary email addresses for noticing purposes.
<b>Search</b>	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.
<b>Logout</b>	Sign out of ECF/PACER and prevent any filing with your password until the next time you log in.
	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 **Log Out**
2. A pop-up message will appear stating: "Although you have logged out from CM/ECF, data remains in the browser's memory (and might be available to someone else using your PC). Please close your browser now to clear this data." **Click OK.**

## General Information

Filers will use the **Civil** feature of ECF to electronically file a variety of pleadings and other documents for civil cases.

## General Rules and Manipulations

### Correcting a mistake:

Up until the filing has been completed, users can click the **Back** button on the browser toolbar to go back and correct an entry made on a previous screen. Once the document is transmitted to the court, only the court can make changes or corrections.

### Signatures:

A pleading or other document requiring a signature must be signed in the following manner:

s/Pat Attorney  
Pat Attorney  
Bar Number 12345  
Attorney for (Plaintiff/Defendant) XYZ Company  
ABC Law Firm  
123 South Street  
Minneapolis, MN 55415  
Telephone: (612) 555-5555  
Fax: (612) 555-5554  
emailaddress@domain.com

### Affidavits of Service:

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, the ink signed originals exist and will be available in their office for inspection. These documents should be retained in accordance with the retention rules required by the Eighth Circuit and Federal Circuit.**

- 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., Complaints, Petitions, Notices of Removals)

Initiating documents (e.g., complaints, petitions, notices of removal, etc.) along with civil cover sheets should be filed electronically in ECF. Filers are responsible for entering all case information including the Nature of Suit, Cause of Action and named parties. Sealed civil cases and miscellaneous cases cannot be opened electronically by attorneys and will be opened by the Clerk's Office.

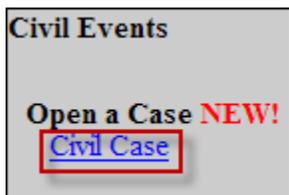
Electronic civil case opening is a two part process: **1) enter the case data**, and **2) file the initiating documents**. For assistance during this process, please contact the CM/ECF Help Desk at 612-664-5155 or 866-325-4975.

### PART I: ENTER the CASE DATA

1. After logging into CM/ECF with the filing attorney's CM/ECF account, select **Civil** from the menu bar at the top of the ECF screen.

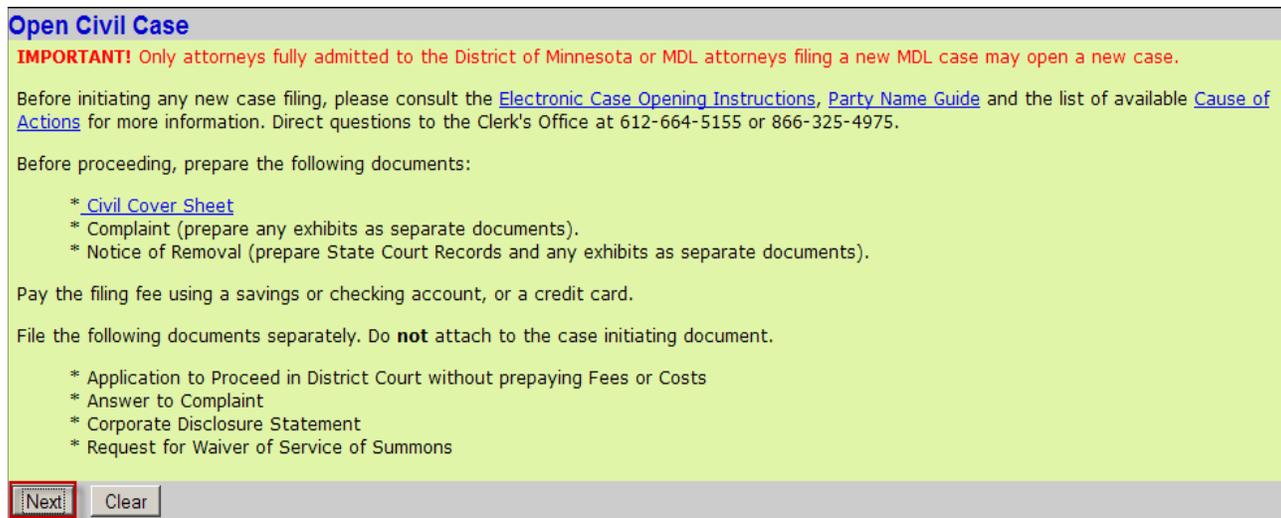


2. Click **Civil Case** under Open a Case NEW!



3. A window will appear with important instructions on the case opening process. Review this information, and then click **Next**.

**Please note: only attorneys fully admitted to the District of Minnesota or MDL attorneys filing a new MDL case may open a new case.**



4. Bypass this screen without making any changes. Click **Next**.

**Open Civil Case**

**ATTENTION: Please bypass this screen without making any changes. Simply click on the Next button.**

Office  Case type

Date filed: 10/10/2012

Other court name

Other court number

5. Enter the Case Data:

The Case Data Screen may be completed using the information provided on the Civil Cover Sheet. The Civil Cover Sheet (JS44) is available in fillable form on the court's website at [http://www.mnd.uscourts.gov/FORMS/court\\_forms.shtml](http://www.mnd.uscourts.gov/FORMS/court_forms.shtml). A completed Civil Cover Sheet must be attached in PDF format when filing the case initiating document in PART II of the Electronic Civil Case Opening process.

Selections made on the Case Data Screen are very important. If an error message appears on the screen, double-check the accuracy of the information entered, which must be corrected before case opening may continue.

**Open Civil Case**

**HELPFUL HINTS**

1. Please enter below the information as it appears on the completed *Civil Cover Sheet*.
2. Only when selecting *Diversity* as the basis for **Jurisdiction**, enter the citizenship of the principal plaintiff and principal defendant in the fields provided.
3. Change **Fee Status** to *pend (IFP Pending)* if filing an *Application to Proceed in District Court without Prepaying Fees or Costs*.
4. Change **Fee Status** to *wv (waived)* if filing on behalf of the United States of America.

Jurisdiction

Cause of action  Filter:

Nature of suit  Filter:

Origin

Citizenship plaintiff

Citizenship defendant

Jury demand  Class action  Demand (\$000)

Arbitration code  County

Fee status  Fee date  Date transfer

Leave date defaulted

**Jurisdiction**

Jurisdiction is a term that refers to whether a court has the power to hear a given case.

“Federal Question” jurisdiction means that federal courts will hear cases that involve issues regarding the Constitution or other federal laws. “Diversity Jurisdiction” is where the opposing parties are citizens of different states. “Diversity jurisdiction” enables a federal court to hear cases where there is not a federal question. The federal law governing diversity jurisdiction states that a case must have an “amount-in-controversy” of \$75,000 or more before a federal court can hear a case.

Jurisdiction defaults to 3 (*Federal Question*). The drop-down list displays additional options for jurisdiction, including 1 (*U.S. Government Plaintiff*), 2 (*U.S. Government Defendant*), 4 (*Diversity*), 5 (*Local Question*).

**Cause of Action**

Available statutes, which are also referred to as Causes of Action, are listed in numerical order. To enter the applicable Cause of Action, click the drop-down list and scroll down to find the appropriate selection. Or, use the Filter field by entering a full or partial statute number or text description. CM/ECF will narrow the drop-down list to only the items that match the statute number or description entered. If you cannot locate a specific Cause of Action, select a generic statute, e.g. 28:1332 Diversity, 28:1441 Petition for Removal.

<b>Cause of action</b>	28:1332pip (28:1332-pip-Diversity-Personal Injury, Product Liability)	Filter: 28:1332	Clear filter
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**Nature of Suit**

Nature of suit codes are listed in numerical order. To enter the Nature of Suit, click the drop-down list and scroll down to find the appropriate selection. Or, use the Filter field by entering a full or partial number or text description. CM/ECF will narrow the drop-down list to only the items that match the number or description entered.

<b>Nature of suit</b>	367 (Personal Injury: Health Care/Pharmaceutical Personal Injury Produc	Filter: 367	Clear filter
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**Origin**

A Complaint originating in Federal Court is classified under Origin 1 (*Original Proceeding*). A Notice of Removal is classified under origin code 2 (*Removal from State Court*). Use the drop-down box to select the appropriate origin code for the case.

**Citizenship**

The citizenship of the parties must be provided only for cases in which Diversity has been selected as the basis for jurisdiction. When filing a diversity case, select the appropriate citizenship statement for the plaintiff and the defendant.

**Jury Demand**

Jury demand should be selected only if there is a jury demand contained within the case initiating document(s). The jury demand status may be entered by the plaintiff when filing a Complaint or the defendant when filing a Notice of Removal. *N (none)* should be selected if none of the parties have formally demanded a jury trial.

**Class Action**

If the Complaint alleges a class action, select “y” in the **Class Action** field. To request class certification, a separate motion must be filed after the case has been opened.

**Demand**

If a monetary demand is included in the Complaint, enter the amount to the nearest thousand dollars. For example, if the demand is \$1,500,000 enter 1500, without a dollar sign, comma or decimal.

**Arbitration Code**

Leave this field blank.

**County**

Click the **County** drop-down list to display a list of all counties in the District of Minnesota. From the list, select the county of residence of the first listed plaintiff. If the U.S. Government is the plaintiff, select the county of residence of the first listed defendant.

**Fee Status**

Unless filing on behalf of a U.S. governmental agency or if filing an *Application to Proceed in District Court without Prepaying Fees or Costs*, the fee status should be set to **pd (paid)**. If an *Application to Proceed in District Court without Prepaying Fees or Costs* is being filed, **pend (IFP pending)** should be selected. Attorneys for the United States or agencies of the United States government should select **wv (waived)** as the fee status.

**Fee date**

Leave this date defaulted. Do NOT modify.

**Date Transfer**

Leave this field blank.

**6. Enter Party Names**

Perhaps the most critical component of electronic civil case opening is the entry of party names. It is important that this be done correctly because it impacts not only the case being filed, but the general records of the court. The **Party Name Guide** is available on the court's [website](#) to provide assistance in adding party names. **IMPORTANT:** Please consult the guide before entering a new party into the court's CM/ECF database. If filing a Notice of Removal, enter the parties from the Complaint.

**Searching for a Party**

The Party Search screen is divided into two panels. The left panel contains controls to **Add New Party** and **Create Case**. The search fields in the right panel allow users to search the CM/ECF database for party names.

To enter a party name, first search existing names in the CM/ECF database by entering at least two letters of the party's last name in the **Last/Business Name** field. If the party is a business, enter the first two letters of the business name. Omit articles such as A, An, and The. **Please do NOT enter parties in all CAPS.**

Click the Search button to view a list of available party names.

**Open Civil Case**

**HELPFUL HINTS**

1. Please consult the *Electronic Case Opening Instructions* and the *Party Name Guide* before entering parties on the case.
2. Use the fields below to search for or create a party name. Remember to select the appropriate party role (e.g. plaintiff, defendant) for each party entered.
3. When finished, all parties will appear on the left side of the screen. After entering all party names, click the **Create Case** button to complete PART I of the case opening process.
4. Leave all party contact fields blank. Do NOT enter address, phone, or email information and do NOT select a party with this information populated.

Search for a party  
 Last / Business Name  First Name  Middle Name

[Collapse All](#) [Expand All](#)  
 0:12-cv-?????

As the system searches for a party name match, CM/ECF will display a list of existing party names. Scroll through the list to review the potential party name matches. If the name of the party appears in the list, click on the party name to highlight it, and then click the **Select Party** button. If there are multiple parties with the same name, double click on the party name to determine if there is address information entered. **Do not pick a party with address information.** If the name of the party does not appear in the list, consult the *Creating a New Party* instructions below.

Search for a party  
 Last / Business Name  First Name  Middle Name

[Collapse All](#) [Expand All](#)  
 0:12-cv-?????

**Search Results**

- ABC
- ABC Co.
- ABC Company
- ABC Coporation
- ABC Corporation
- ABC Electronics

### Creating a New Party

If the system does not find a match after performing a party name search; click the **Create New Party** button to create a new party record in the CM/ECF database.

CM/ECF will display the Party Information screen. Although several data entry boxes appear on the Party Information screen, only the following fields should be completed.

Last name;  
First name;  
Middle name or initial (If applicable);  
Generation (If applicable);  
Title (If applicable);  
Role; (Plaintiff or Defendant) and  
Party text (If Applicable)

Note: The **Corporation** field does not need to be modified.

**Do NOT enter any additional information (address, phone, email, etc.).**

### **Party Name**

Party names must be entered as they appear on the case caption. For businesses, the entire company name must be entered in the **Last/Business Name** field. For individuals, the Last name, First name, and Middle name fields are used. The Generation field (e.g., Jr. Sr.) and Title field may also be completed, if applicable.

### **Role**

The Role type defaults to defendant. **Important: modify this field to the correct party role from the drop-down list.**

### **Party Text**

The Party text field is optional and may be used to add descriptive information about the party as it appears in the caption of the case initiating document. Examples of party text are: A Minnesota Corporation, Individually and in the Official Capacity, as Trustees of, etc.

When all required information is entered, click the **Add Party** button at the bottom of the screen to add the party to the case.

As each party is added, the party name will appear in the panel on the left side of the screen. The information in the left side panel is referred to as the Case Participant Tree.

An alias may be entered for a party only if the party alias appears in the caption of the complaint. For example, if the complaint reads: "COMPANY X, formerly known as BUSINESS Q." In this situation, BUSINESS Q should be entered as the alias for COMPANY X.

**Never enter a corporate parent or attorney for a party.** Instead, file a Rule 7.1 Disclosure Statement after filing the initiating documents.

The following chart provides a description of the icons and functions that are available in the left side panel of the Case Participant Tree.

Icon	Description
	Delete this party or alias from the case.
	Add a new alias in the case.
	Edit this party or alias in the case.
+ or -	Expands or collapses the party menu.

The Expand all hyperlink displays all party information in the case, including aliases. The Collapse all hyperlink displays only the names of the parties in the case, with all other information collapsed in the tree.

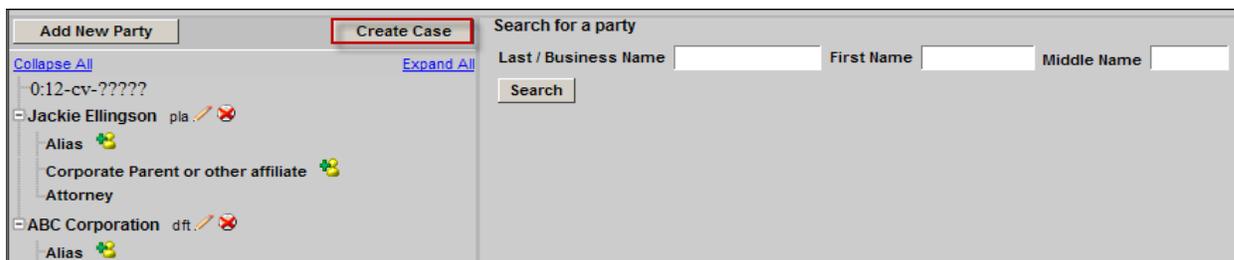
Each branch of the case participant tree may be expanded or collapsed individually by clicking on the + and - icons.

After entering all parties in the case, expand the Case Participant Tree to review the party names for accuracy. If necessary, click the appropriate icon in the Case Participant Tree to add or correct information.

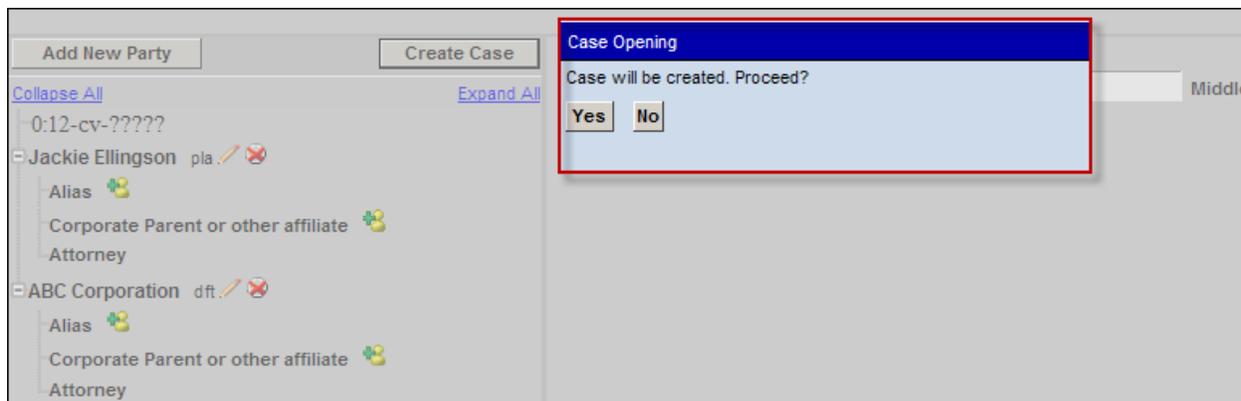
**Important: do not click the back button when entering parties as you will lose any parties already entered on the case.**

## 7. Create Case

When all parties have been added and appear correctly in the Case Participant Tree, click **Create Case** on the left panel.



CM/ECF provides one last opportunity to make changes to case opening information. Clicking **No** will allow you to add, delete or modify parties. If all of the information is correct, click **Yes** to create the case and obtain a case number.



The case data is now entered in CM/ECF and a case number has been assigned. Please make a note of the case number.

### Open Civil Case

Case Number 12-216 has been opened.

**[CLICK HERE NOW TO DOCKET THE COMPLAINT OR OTHER INITIATING DOCUMENT!](#)**

Click on the hyperlink, [CLICK HERE NOW TO DOCKET THE COMPLAINT OR OTHER INITIATING DOCUMENT](#) to continue with PART II of the case opening process.

All case initiating documents (e.g., Complaint, Notice of Removal, civil cover sheet) **must** be filed **immediately** after the case has been opened.

**IMPORTANT:** If a case has been opened incorrectly, **STOP** and contact the Clerk's Office for assistance at 612.664.5155 or 866.325.4975. **Do NOT** open the case a second time.

**NOTE:** **After** the initiating documents (e.g., Complaint, Notice of Removal) have been filed, the Clerk's Office will randomly assign a district judge and magistrate judge to the case. A text only notice will be docketed and the judge information will be displayed on the Notice of Electronic Filing.

## PART II FILE INITIATING DOCUMENTS

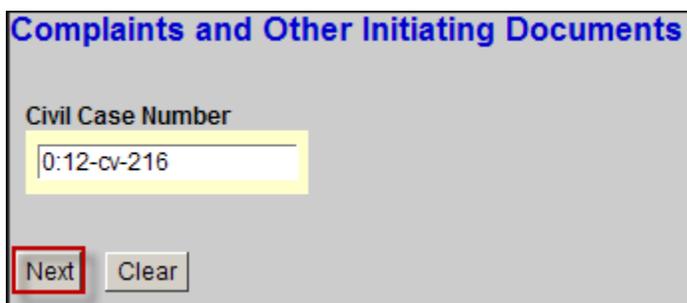
**IMPORTANT:** Filing a Complaint or Notice of Removal in CM/ECF requires the electronic payment of a \$400 filing fee or \$5 for a Petition for Writ of Habeas Corpus. Before filing the initiating document(s), it is important to obtain relevant financial account information in the form of either:

- the routing number and account number for a savings or checking account; or
- the account number, expiration date, and 3-digit security code for a credit card.

**NOTE:** When filing a new case on behalf of the USA or with an *Application to Proceed in District Court Without Prepaying Fees or Costs*, it is not necessary to submit a filing fee payment with the initiating document(s).

To complete **PART II** of the electronic civil case opening process, click on the hyperlink to docket the complaint or other initiating document after obtaining the case number, or click on the *Complaints and Other Initiating Documents* menu on the Civil Events screen.

1. The civil case number will populate, click **Next**.

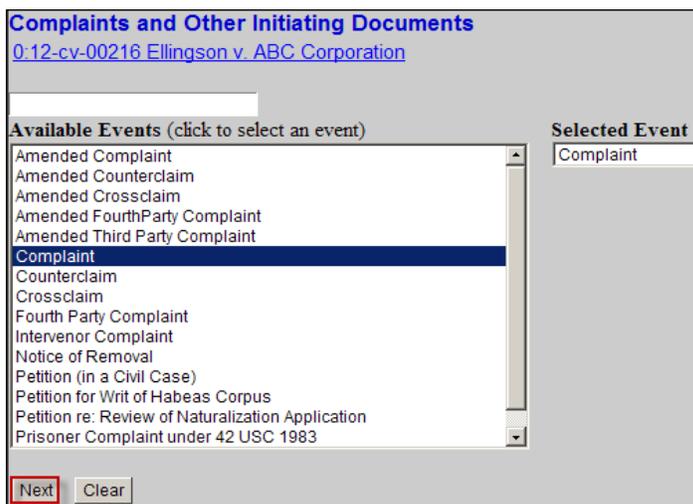


**Complaints and Other Initiating Documents**

Civil Case Number  
0:12-cv-216

Next Clear

2. A window will appear stating, "You are not an attorney of record on this case. Please verify that you have entered the correct case number," click **Next**.
3. Make the appropriate selection of the case initiating document, e.g. *Complaint or Notice of Removal* from the list of available events, click **Next**.



**Complaints and Other Initiating Documents**  
0:12-cv-00216 Ellingson v. ABC Corporation

Available Events (click to select an event)

Available Events	Selected Event
Amended Complaint	Complaint
Amended Counterclaim	
Amended Crossclaim	
Amended FourthParty Complaint	
Amended Third Party Complaint	
<b>Complaint</b>	
Counterclaim	
Crossclaim	
Fourth Party Complaint	
Intervenor Complaint	
Notice of Removal	
Petition (in a Civil Case)	
Petition for Writ of Habeas Corpus	
Petition re: Review of Naturalization Application	
Prisoner Complaint under 42 USC 1983	

Next Clear

- Select the **filing party** from the list of parties in the case and click **Next**. When filing a Complaint, select the plaintiff(s). When filing a Notice of Removal, select the filing defendant(s).

Note: If a party was not added on Part 1 of the case opening process, select the **New Filer** button and add additional parties listed in the initiating document.

- ECF will prompt the filing attorney to add himself/herself as counsel for the filing party(ies). Check the box(es) to the left of the party name(s) to create an attorney/party association. Click **Next**.

- Select the Parties that the filing is **against** and click **Next**. If selecting individual parties under **Select the Party**, each party name will carry over into the final docket text. Note: if there are more than ten parties select *All Defendants* under **Select a Group**. If selecting a group, the final docket text will display “filed against all Defendants”.

For Removals, select the filer(s) of the state court Complaint, e.g. plaintiff(s).

- Attach the initiating document (e.g., Complaint or Notice of Removal) in the **Main Document** field using the **Browse** button to locate the PDF file.

**When filing a Complaint:**

Upload the *Complaint* as the Main Document. Any exhibits to the *Complaint* must be filed as attachments. Exhibits can be attached as one PDF or separately, up to 15 MB in size. Following any exhibits, the *Civil Cover Sheet* must be filed as an attachment to the Complaint. File all other documents separately, including a *Notice of Appearance* or an *Application to Proceed in District Court Without Prepaying Fees or Costs*.

1. Attach the **Complaint** as the **Main Document**.  
 2. Attach **Exhibits** starting at **Attachment 1**. Exhibits can be attached as one PDF or separately up to 15 mb in size. Select **Exhibit(s)** from the **Category** drop-down list and list the exhibit number(s) or letter(s) in the **Description**.  
 3. Attach the **Civil Cover Sheet** as the **last Attachment**. Select **Civil Cover Sheet** from the **Category** drop-down list.  
 4. File all other documents, including a **Notice of Appearance** separately.

Select the pdf document and any attachments.

**Main Document**  
 C:\Documents and Settings\ellingsol\ Browse...

Attachments	Category	Description
1. C:\Documents and Settings\ellingsol\ Browse...	Exhibit(s)	A-Z Remove
2. C:\Documents and Settings\ellingsol\ Browse...	Civil Cover Sheet	Remove
3. Browse...		

Next Clear

**When filing a Notice of Removal:**

Upload the *Notice of Removal* as the Main Document. Attach the *Summons and Complaint* as Attachment 1. Attach any other pertinent State Court documents as **individual** attachments starting at Attachment 2, e.g. *Motion for Temporary Restraining Order*. Next, attach as a separate document the *Notice of Filing of Removal in State Court*, and then attach the *Civil Cover Sheet*.

**NOTE:** All other documents, including the *Answer to Complaint*, may not be attached to the initiating document and must be filed separately.

1. Attach the **Notice of Removal** as the **Main Document**.  
 2. Attach the **Summons and Complaint** as **Attachment 1**.  
 3. Attach any other pertinent STATE COURT documents as **individual** attachments starting at **Attachment 2**.  
 4. Next, attach the **Notice of Filing of Notice of Removal** filed in State Court.  
 5. Attach the **Civil Cover Sheet** as the last attachment.  
 6. File the **Answer to Complaint** separately.

Select the pdf document and any attachments.

**Main Document**  
 C:\Documents and Settings\ellingsol\ Browse...

Attachments	Category	Description
1. C:\Documents and Settings\ellingsol\ Browse...		Summons & Complaint Remove
2. C:\Documents and Settings\ellingsol\ Browse...		Motion for TRO Remove
3. C:\Documents and Settings\ellingsol\ Browse...		Memorandum in Suppo Remove
4. C:\Documents and Settings\ellingsol\ Browse...		Notice of Filing of Notice Remove
5. C:\Documents and Settings\ellingsol\ Browse...	Civil Cover Sheet	Remove

Only when filing a Notice of Removal, the following window will appear. Enter the name and court number from state court.

**Complaints and Other Initiating Documents**  
 0:12-cv-00218 Ellingson v. ABC Corporation  
 CV  
 Name of other court   
 Case number in other court

8. Select yes or no the question, "Do you request the Clerk's Office to issue a summons?", and click **Next**.

Do you request the Clerk's Office to issue a summons?  
 Yes  
 No

9. ECF will inquire about the payment of fees. Select **No** and click **Next** unless the case is being filed in combination with an Application to Proceed Without Prepayment of Fees OR if the case is being filed on behalf of the United States. If either of these, select **Yes** to bypass the fee payment screen.

**Is this filed with an Application to Proceed Without Prepayment of Fees?**  
 or  
**Is this case filed on behalf of the United States of America?**  
 Yes  
 No

- Click **Next** at the informational window after reviewing the fee, receipt and processing information. ECF will temporarily route the filer to PACER's website for collection of fees.

**IMPORTANT: Do not use the internet browser's back button from this point forward in the transaction.**

**Complaints and Other Initiating Documents**  
[0:09-mc-00081 ABC v. XYZ Corp.](#)

**ATTENTION:**  
 A new case fee of \$400 will be applied to your bank account debit (Automated Clearing House) or charged to your credit/debit card from Pay.gov after completion of payment information. **A fee of \$53 will be charged for all returned or denied payments.**

Note: To receive an electronic receipt for this transaction, please enter an email address into the Pay.Gov email confirmation prompt. A receipt will then be emailed from Pay.Gov.

**IMPORTANT: YOU MUST COMPLETE THE ENTIRE TRANSACTION TO THE NOTICE OF ELECTRONIC FILING SCREEN!**  
**DO NOT STOP AFTER THE CREDIT CARD SCREEN OR YOUR TRANSACTION WILL NOT BE RECORDED TO THE CASE.**

Fee: \$400

- Select either credit card or ACH account as **payment method** and click **Next**. If you have a credit card on file in your PACER account you can select that card.

Pay Filing Fees for Minnesota District Court - NextGen

**\* Required Information**

**Payment Amount**

Amount Due \*                      \$400.00

**Select a Payment Method**

Enter a credit card

Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

- Enter all required **credit card** or **ACH** account information.

**Select a Payment Method**

Enter a credit card

Account Holder Name \*    Mndtestfourteen Mndatyfourteen

Card Type \*                      Select Card Type

Account Number \*                      \_\_\_\_\_

Card Expiration Date \*    01 / 2015

Use billing address

Address \*                      \_\_\_\_\_

City \*                                      \_\_\_\_\_

State \*                                      Select State

Zip/Postal Code \*                      \_\_\_\_\_

Country \*                                  United States of America

**Select a Payment Method**

Enter a credit card

Enter an ACH account

**ACH** [About ACH Debit](#)

Routing Number  
1234567890

Account Number  
1234567890

Check Number  
1234

Account Holder Name \*    Mndtestfourteen Mndatyfourteen

Account Number \*                      \_\_\_\_\_

Confirm Account Number \*    \_\_\_\_\_

Routing Number \*                      \_\_\_\_\_

Bank Account Type \*                      Select Bank Account Type

- If desired, enter the email address(es) to which PACER should send a receipt for the transaction. **Check the box at the bottom of the screen to authorize payment of the filing fee** and click **Submit**.

**Email Receipt**

Email

Confirm Email

Additional Email Addresses

**Authorization**

I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. \*

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

- Click Next at the following informational window.

[0:12-cv-00216-DWF-JJG](#)  
[Ellingson v. ABC Corporation](#)

CV

IMPORTANT: Please click **Next** on THIS and the next TWO screens to complete the filing of this event and for a Pay.Gov receipt number.

- If necessary, edit the docket text by typing in the white text box and click **Next**.

**Complaints and Other Initiating Documents**

[0:12-cv-00216 Ellingson v. ABC Corporation](#)

Docket Text: Modify as Appropriate.

**COMPLAINT**  **against ABC Corporation. ( Filing fee \$ 350 receipt number 0864-185079.) , filed by Jackie Ellingson. Filer requests summons issued. (Attachments: # (1) Exhibit(s) A-Z, # (2) Civil Cover Sheet) (Clark, Marsha)**

- Verify that the correct documents are attached and click **Next** to commit the filing to ECF.

**Complaints and Other Initiating Documents**  
[0:12-cv-00216 Ellingson v. ABC Corporation](#)

Docket Text: Final Text

**COMPLAINT against ABC Corporation. ( Filing fee \$ 350 receipt number 0864-185079.), filed by Jackie Ellingson. Filer requests summons issued. (Attachments: # (1) Exhibit(s) A-Z, # (2) Civil Cover Sheet) (Clark, Marsha)**

**Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**  
**Have you redacted?**

*Source Document Path (for confirmation only):*  
 C:\fakepath\Test document.pdf pages: 1  
 C:\fakepath\Test document 2.pdf pages: 1  
 C:\fakepath\Test document5.pdf pages: 1

- The **Notice of Electronic Filing (NEF)** screen will appear. This is confirmation that the initiating document has been submitted to ECF. The docket text will indicate if a summons was requested.

**IMPORTANT:** If a case has been opened incorrectly or if you have further questions, contact the CM/ECF Help Desk for assistance at 612-664-5155 or 866-325-4975.

**Complaints and Other Initiating Documents**  
[0:12-cv-00218 Ellingson v. ABC Corporation](#)

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

**Notice of Electronic Filing**

The following transaction was entered by Clark, Marsha on 10/11/2012 at 12:22 PM CDT and filed on 10/11/2012

Case Name: Ellingson v. ABC Corporation  
 Case Number: [0:12-cv-00218](#)  
 Filer: ABC Corporation  
 Document Number: [1](#)

Docket Text:  
**NOTICE OF REMOVAL from Hennepin, case number 12-1. ( Filing fee \$ 350 receipt number 0864-185113), filed by ABC Corporation. Filer requests summons issued. (Attachments: # (1) Summons & Complaint, # (2) Motion for TRO, # (3) Memo in Support of TRO, # (4) Notice of Filing of Notice of Removal, # (5) Civil Cover Sheet) (Clark, Marsha)**

0:12-cv-00218 Notice has been electronically mailed to:  
 Marsha Clark jackie\_ellingson@mnd.uscourts.gov

## Judge Assignment

After initiating documents are filed in a civil case, the Clerk's Office will make a random judge assignment in ECF. A text only notice will be docketed, and the judge information will be displayed on the **Notice of Electronic Filing (NEF)**. Please make a note of the district and magistrate judge assignments for future reference. Subsequent filings should include the judges' initials in the case number within the document caption.



**Activity in Case 0:12-cv-00216-DWF-JJG Ellingson v. ABC Corporation**

ecf-test-notice to: ecf-test-notice

10/11/2012 12:29 PM  
[Show Details](#)

---

**This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.**

**\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\*** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.

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

**Notice of Electronic Filing**

The following transaction was entered on 10/11/2012 at 12:29 PM CDT and filed on 10/11/2012

Case Name: Ellingson v. ABC Corporation  
Case Number: [0:12-cv-00216-DWF-JJG](#)  
Filer:  
Document Number: 2(No document attached)

**Docket Text:**  
**TEXT-ONLY ENTRY. CLERK'S NOTICE OF INITIAL CASE ASSIGNMENT. Case assigned to Judge Donovan W. Frank per Master deck referred to Magistrate Judge Magistrate Judge Jeanne J. Graham. Please use case number 12cv216 DWF/JJG. (JME)**

## Summonses

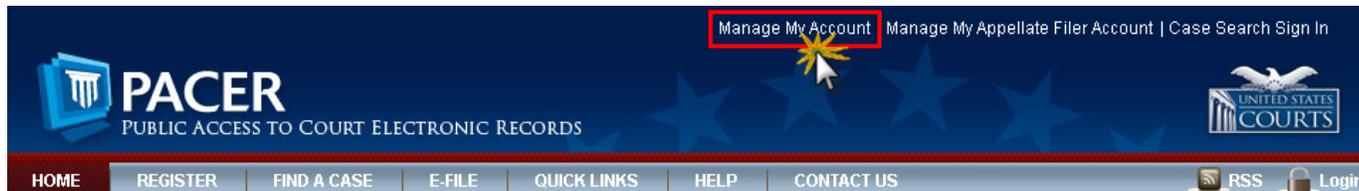
If the filer requested a summons be issued while docketing the initiating document, the Clerk's Office will issue the summons electronically through ECF. The summons can be accessed by the filer via the NEF email hyperlink. The filing attorney must serve the summons and complaint in accordance with [Fed. R. Civ. P. 4](#).

If a summons was not initially requested during the filing of the initiating document, file the event **Request to Clerk's Office to Issue Summons**.

**NOTE:** After filing the initiating documents, submit any additional filings separately, using the appropriate filing events, such as an *Application to Proceed in District Court Without Prepaying Fees or Costs*, *Answer to Complaint*, or a *Rule 7.1-Disclosure Statement*.

## Maintaining Your Account

All account information, other than secondary email addresses, is held in your CSO account and can be accessed through the **Manage My Account** option on PACER's website ([www.pacer.gov](http://www.pacer.gov)). It is each attorney's responsibility to keep the account information up to date.

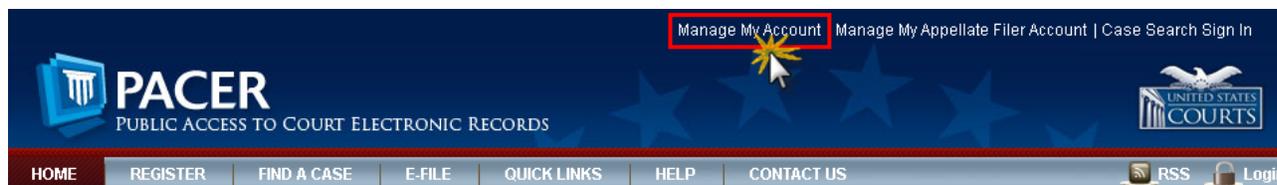


### Email Information

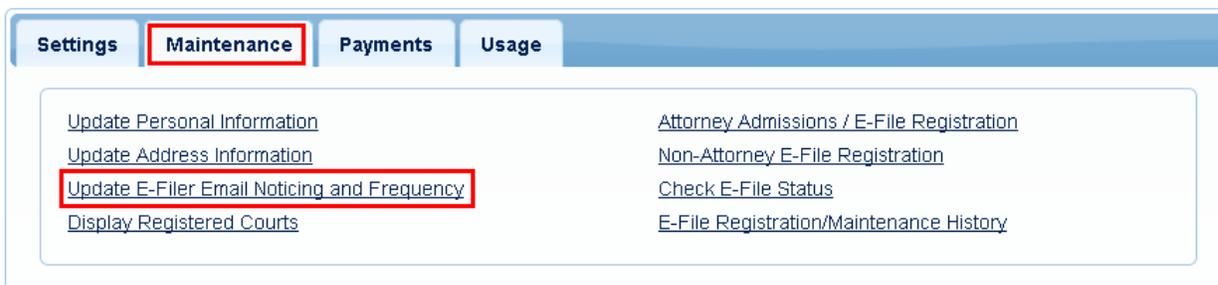
The primary email address is added and updated through PACER. Secondary email addresses are only added and updated through ECF. Email addresses are used for Notices of Electronic Filing (NEF's). It is recommended that all accounts include a primary email address and at least one secondary email address for the purpose of receiving NEF's.

### Updating Primary Email

1. Navigate to [www.pacer.gov](http://www.pacer.gov). Note that this can also be accessed through ECF by clicking on **Utilities>Manage your PACER Account**
2. Click on **Manage My Account**



3. Click on the **Maintenance** tab.
4. Click **Update E-Filer Noticing and Frequency**



5. **Check the box** to apply your changes to the District of MN.
6. Enter and confirm the **Primary Email Address**, select frequency and format preferences and click **Submit**.

7. The following confirmation screen will appear. Click **Close**.

### Updating/Adding Secondary Emails

1. Click **Utilities > Your Account > Maintain Your Account**
2. Click **Email information** at the bottom of the screen.

- If a primary email address is listed, skip to step 5. If no primary email address is listed, click **add new e-mail address**. **Note that although primary email addresses are maintained through PACER, there must be one listed in ECF in order to add secondary addresses.** Enter the account's PRIMARY email address. Once an address is entered, the secondary email address options will appear on the left.
- Click **add new e-mail address** under **Secondary e-mail addresses**.



- Enter the **secondary email address** and change the configuration options if desired. Note that multiple secondary email addresses can be added by clicking on **add new email address**.

**Configuration Options:**

Option	Description
<b>Should this e-mail address receive notices?</b>	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.
<b>How should notices be sent to this e-mail address?</b>	<p><u>Per Filing</u>: Email sent for each individual filing</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"> <li>• 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</li> <li>• No: no email will be sent unless there were filings</li> </ul>
<b>In what format should notices be sent to this e-mail address?</b>	Controls the format of the emails – HTML is generally preferred.
<b>Should this e-mail address receive general announcement notices from this court?</b>	The court prefers that users select <b>Yes</b> so that they will receive email notifications regarding important ECF system information such as down-time and upgrades.

6. To **remove a secondary email address**, click on the address on the left and delete it in the text box on the right.

Registered e-mail addresses	Configuration options
Primary e-mail address: <a href="mailto:testuser@testuser.com">testuser@testuser.com</a>	<input type="text" value="attorneystaff@test.com"/>
Secondary e-mail addresses: <a href="mailto:attorneystaff@test.com">attorneystaff@test.com</a>	Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No
<a href="#">add new e-mail address</a>	Should this e-mail address receive notice for all cases in
<input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/>	How should notices be sent to this e-mail address? <input checked="" type="radio"/> P

7. After all changes have been made, click **Return to Person Information Screen**. DO NOT use the Back button in your browser- information will not be saved if you click Back.

Registered e-mail addresses	Configuration options
Primary e-mail address: <a href="mailto:testuser@testuser.com">testuser@testuser.com</a>	<input type="text" value="attorneystaff@test.com"/>
Secondary e-mail addresses: <a href="mailto:attorneystaff@test.com">attorneystaff@test.com</a>	Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No
<a href="#">add new e-mail address</a>	Should this e-mail address receive notice for all cases in
<input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/>	How should notices be sent to this e-mail address? <input checked="" type="radio"/> P

8. You will return to the main account maintenance screen. Click **Submit** to save changes. A confirmation screen will appear.

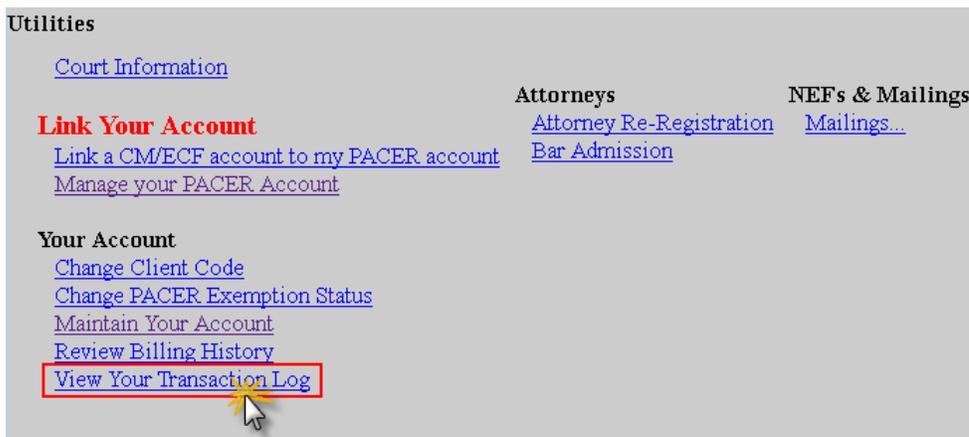
Office	Test Firm
Unit	
Address 1	
Address 2	
Address 3	
City	State
Country	County
Firm	
Bar Membership ID	
Bar Membership Status	CJA Status <input type="text"/>
Primary Phone	Fax
Alternate Phone	Text Phone
Initials <input type="text"/>	DOB
SSN	Drivers License Number
<b>Attorney Admissions Documents</b>	
Document	Description
<input type="button" value="Email information..."/>	<input type="button" value="More user information..."/>
<input type="button" value="Submit"/>	

9. Continue working in ECF by clicking on any menu item at the top.

## 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.

### 1. Click **Utilities > Your Account > View Your Transaction Log**



### 2. Enter the **Date Parameters** and click **Run Report**

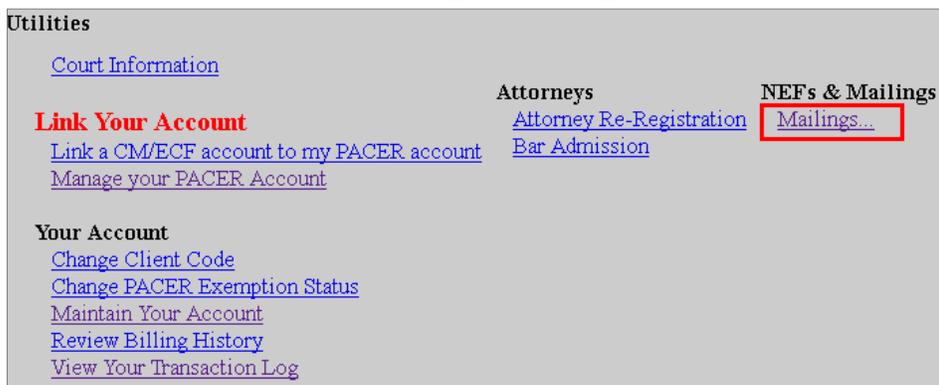


### 3. A list of transactions occurring during the designated dates will appear.

## Mailing information for a case

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

### 1. Select **Utilities > NEFs & Mailings > Mailings**



2. Click **Mailing Info for a Case**
3. Enter the desired **case number** and click **Submit**
4. A window will appear listing mailing information for the case

**Mailing Information for a Case 0:01-cv-00020-JMR-FLN**

**Electronic Mail Notice List**

The following are those who are currently on the list to receive e-mail notices for this case.

- **John Attorney**  
Greg\_Barnes@mnd.uscourts.gov
- **George Howard Smith**  
jill\_gunderson-gernes@mnd.uscourts.gov

**Manual Notice List**

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

**Kristine Wegner**  
12345  
Sandstone FCI  
P.O. Box 300  
Sandstone, MN 55030

5. Note that any names listed under the **Manual Notice List** need to be **noticed conventionally**.

## Filing Documents for Civil Cases

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

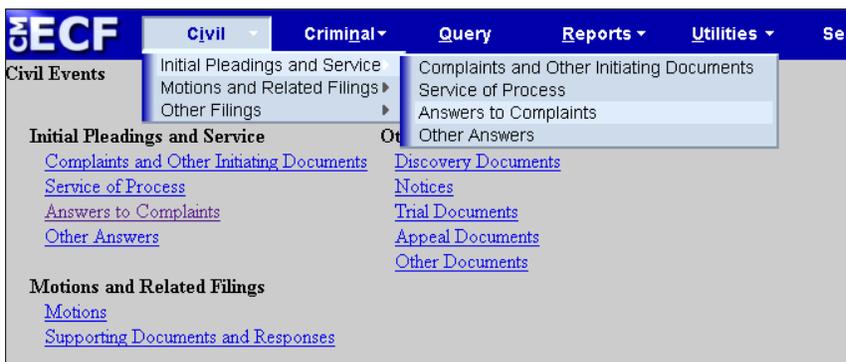
1. Select the type of document to file.
2. Enter the case number in which the document is to be filed
3. Designate the party(s) filing the document
4. Specify the PDF file name and location for the document to be filed
5. Add attachments, if any, to the document being filed
6. Modify docket text as necessary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

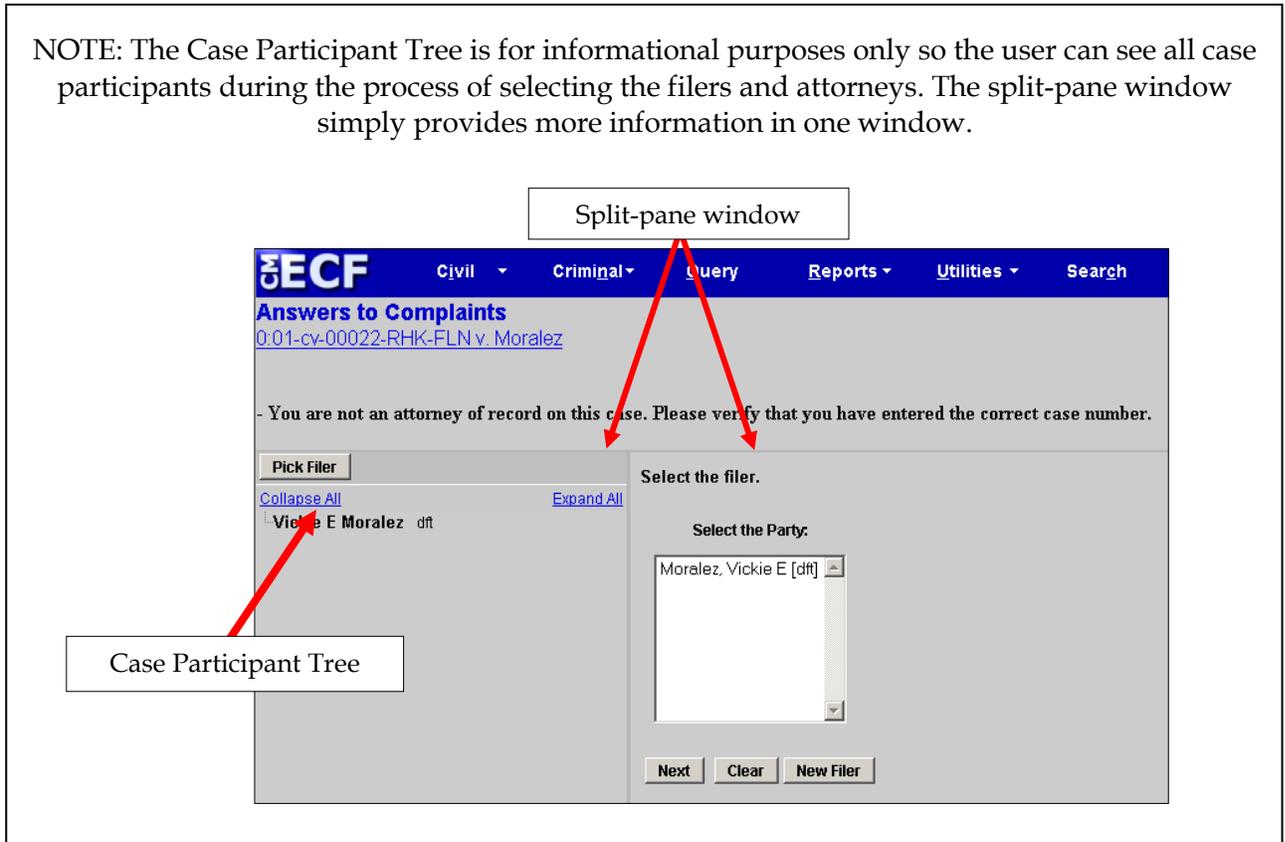


2. Enter the case number, then:

If...	Action	Then
Number is entered correctly, click	<input type="button" value="Find This Case"/>	Click Next <input type="button" value="Next"/>
Number is entered incorrectly, click	<input type="button" value="Clear"/>	Re-enter number, click Find This Case
Invalid case number message appears, click	<input type="button" value="Back"/>	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

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.



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

**ECF** Civil Criminal Query Reports Utilities

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

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*.

Vickie E Morales (pty:dff) represented by Jeffrey Paulsen (aty)  Lead  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**

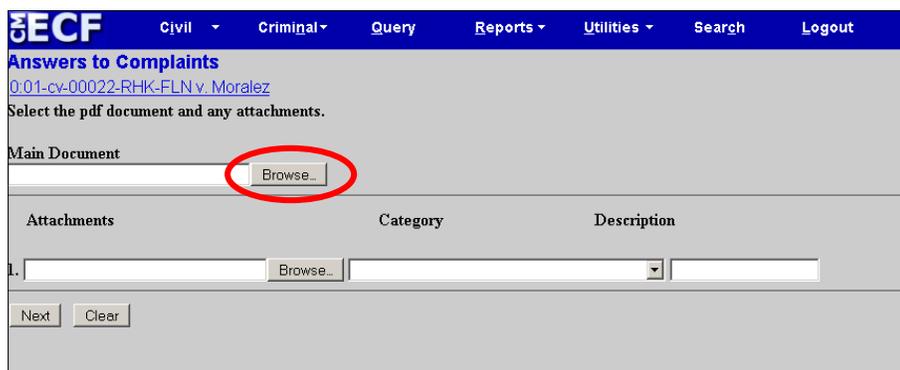
8. Click the box next to the pleading you are answering

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)

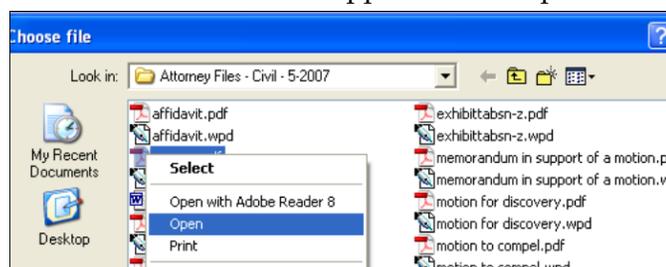
Next Clear

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



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

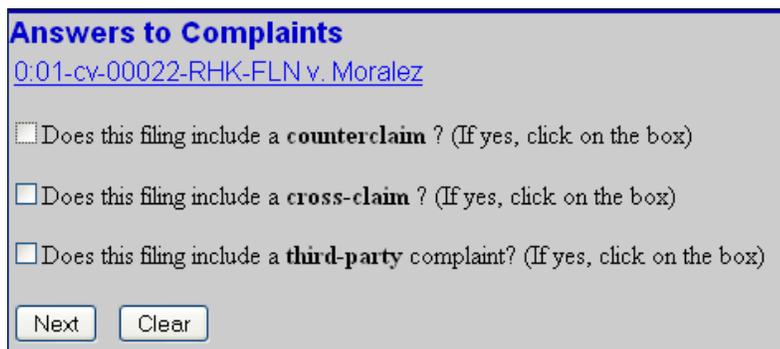
NOTE: It is recommended for the user to verify the correct document has been selected before linking it to the filing. To do so, right-mouse click on the selected file. A short-cut menu will appear. Click Open.



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.

12. If necessary, attach any **Attachments** to the Answer and click **Next**

13. If applicable, check the box next to any **additional claims or complaints** to the Answer and click **Next**.



- Click the radio button (Yes) or (No) regarding a **jury demand** and click **Next**

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

Does this Answer include a jury demand?  Yes  No

- If necessary, click in the white **Docket Text fields** to type additional text and click **Next**. Note that modifying docket text is optional; examples may include: "First" Answer, "Amended" Answer.

**CM/ECF**    Civil ▾    Criminal ▾    Query    Reports ▾    Utilities ▾    Search    Logout

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

**Docket Text: Modify as Appropriate.**

text may be added here    ANSWER to Complaint    text may be added here    by Vickie E Morales. (Paulsen, Jeffrey)

- Confirm information in window, click **Next** to submit the Answer.  
**Note that clicking Next finalizes the filing.** If corrections need to be made, click the Back button in your browser. To abort the filing, click any item on the menu bar.

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

**Docket Text: Final Text**

ANSWER to Complaint by Vickie E Morales. (Paulsen, Jeffrey)

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

**Source Document Path (for confirmation only):**  
 answer.pdf    pages: 1

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

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

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

**Docket Text:**  
[ANSWER to Complaint by Vickie E Morales. \(Paulsen, Jeffrey\)](#)

**0:01-cv-00022-RHK-FLN Notice has been electronically mailed to:**

Jeffrey S. Paulsen    Greg\_Barnes@rmd.uscourts.gov

**0:01-cv-00022-RHK-FLN Notice has been delivered by other means to:**

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

**Document description:** Main Document

## Key Reminders about the Notice of Electronic Filing:

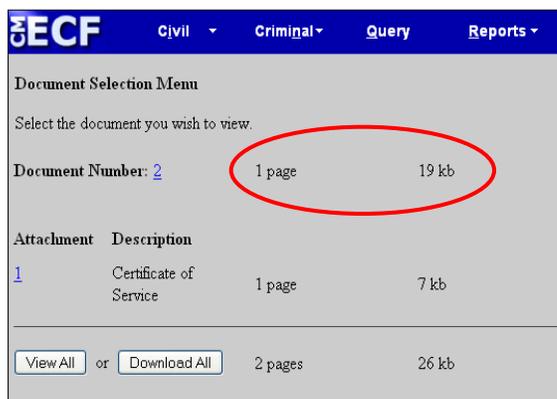
- It is strongly recommended to copy and save the NEF to your computer or to print and retain a hard copy in your files.
- The NEF will be emailed to the attorneys and parties, associated with the case, who have supplied their e-mail addresses to the Court. The NEF also displays the names and addresses 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 CSO 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 includes 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.



## 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. Pursuant to Local Rule 7.1, before filing a motion, a party must contact the judge's courtroom deputy to schedule a hearing.

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

**Civil Events**

**Open a Case NEW!**  
[Civil Case](#)

**Initial Pleadings and Service**  
[Complaints and Other Initiating Documents](#)  
[Service of Process](#)  
[Answers to Complaints or Counter/Cross/3rd Party Claims](#)  
[Other Answers](#)

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

**Other Filings**  
[Discovery Documents](#)  
[Notices](#)  
[Trial Documents](#)  
[Appeal Documents](#)  
[Other Documents](#)  
[MDL Attorney Time](#)

2. Read the **ECF Filing Tip** and click **Next**

**Motions**

**ECF Filing Tips**

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

3. Enter the **case number** and click **Next**
4. Select the **type of motion** being filed. The selected event will appear on the right side of the window. Click **Next**.

**ECF Filing Tip**

If filing a multi part motion, be sure to select all motion reliefs, i.e. discovery and compel.

Start typing to find another event.

**Available Events** (click to select events)

- Accept Sealed Bankruptcy Documents pursuant to FRBP 8009
- Alter/Amend/Correct Judgment
- Alter/Amend/Correct Other Orders
- Alter/Amend/Supplement Pleadings
- Appear as Amicus Curiae
- Appear via Electronic Means
- Application for Enlargement of Time - QUI TAM cases only
- Appoint Counsel
- Appoint Expert
- Appoint Guardian/Attorney ad Litem
- Appoint Receiver
- Appoint Special Master
- Approval of Minor Settlement
- Approval of Settlement
- Approve Consent Judgment

**Selected Events** (click to remove events)

- Discovery

- Click on the party(s) filing the document, click **Next**

**Motions**  
0:01-cv-00022-RHK-FLN v. Moralez

**Pick Filer**  
Collapse All Expand All  
+ Vickie E Moralez dft

Select the filer.

Select the Party:  
Moralez, Vickie E [dft]

Next Clear New Filer

- Click **Browse** to attach the appropriate Main Document

**Motions**  
0:01-cv-00022-RHK-FLN v. Moralez

Select the pdf document and any attachments.

Main Document  
Browse...

Attachments	Category	Description
1. Browse...		

Next Clear

- If applicable, add **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.

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

**Motions**  
0:01-cv-00022-RHK-FLN v. Moralez

Docket Text: Modify as Appropriate.

MOTION for Discovery by Vickie E Moralez. (Paulsen, Jeffrey)

Next Clear

9. Confirm information in window, click **Next** to submit the Motion

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

**Docket Text: Final Text**  
**MOTION for Discovery by Vickie E Moralez. (Paulsen, Jeffrey)**

**Attention!!** Pressing the **NEXT** button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

**Source Document Path (for confirmation only):**  
 motion for discovery.pdf pages: 1

The following Notice of Electronic Filing window will appear confirming the filing.

**Motions**  
[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 2:57 PM 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:** [4](#)

**Docket Text:**  
[MOTION for Discovery by Vickie E Moralez. \(Paulsen, Jeffrey\)](#)

**0:01-cv-00022-RHK-FLN Notice has been electronically mailed to:**

Jeffrey S. Paulsen Greg\_Barnes@mnd.uscourts.gov, sue\_lang@mnd.uscourt.gov

**0:01-cv-00022-RHK-FLN Notice has been delivered by other means to:**

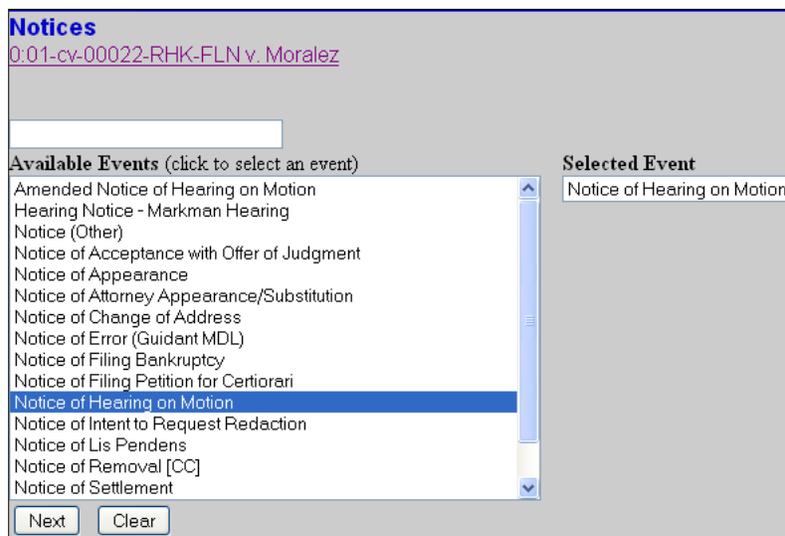
## Filing a Notice of Hearing on Motion

This section of the User's Manual describes the process for filing a **Notice of Hearing on Motion**. Pursuant to Local Rule 7.1, before filing a motion, a party must contact the judge's courtroom deputy to schedule a hearing. Select the appropriate menu from the ECF Menu Bar for filing:

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



2. Enter the case number, click **Next**
3. **Select the Notice of Hearing on Motion** event. It will appear on the right side of the window. Click **Next**.



4. Click **Browse** to attach the appropriate Main Document

**Notices**  
 0:01-cv-00022-RHK-FLN v. Moralez  
 Select the pdf document and any attachments.

**Main Document**  
 K:\ydr\training\CM-ECF\2009 Files\2009 t

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

5. If applicable, attach any **Attachments** and click **Next**
6. A warning message will appear as a reminder to file the Motion before the Notice of Hearing on Motion. If applicable, check the box noting that no hearing has been scheduled and click **Next**.

**WARNING: A motion MUST be filed before filing a Notice of Hearing for that motion. If a motion has not been previously filed, please click on the CIVIL menu above and file the motion before filing the Notice of Hearing on Motion.**

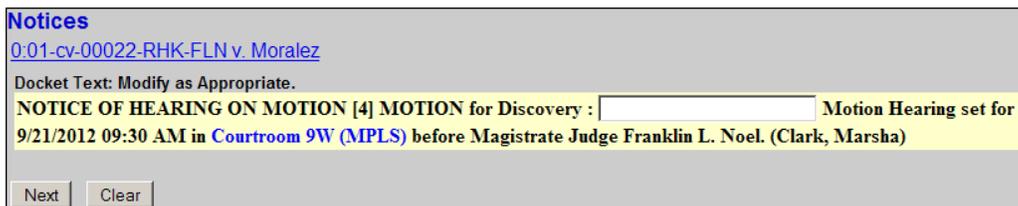
**Check here if no hearing has been scheduled**

7. If no hearing has been scheduled, skip to step 8. If a hearing has been scheduled, complete **ALL hearing information**. Please be sure to list the Judge’s Courtroom, not Chambers when selecting the location.
8. Click the box next to the **Motion to which the Notice of Hearing relates**.

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

- 07/18/2015 [5](#) MOTION for Extension of Time to File Answer by Sidney Crosby. (Peterson, Lloyd)
- 07/18/2015 [7](#) MOTION for Summary Judgment by Sidney Crosby. (Peterson, Lloyd)
- 07/18/2015 [11](#) MOTION for Admission Pro Hac Vice for U.S. Government Attorney Joe Attorney by Sidney Crosby. (Peterson, Lloyd)
- 07/22/2015 [12](#) MOTION for PHV - TEST by Sidney Crosby. (Peterson, Lloyd) Modified on 9/17/2015 (TSS). Modified on 9/17/2015 (TSS).
- 09/23/2015 [20](#) MOTION for Admission Pro Hac Vice for Attorney Joe Johnson. Filing fee \$ 100, receipt number AMNXDC-221880 by Wayne Gretzky. (Attorney, Joe)
- 10/02/2015 [21](#) MOTION for Discovery by Wayne Gretzky. (ngattybb, MND-TEST) (Terminated)

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



- Confirm information in window, click **Next** to submit the Notice of Hearing on Motion.
- The Notice of Electronic Filing window will appear confirming the filing.

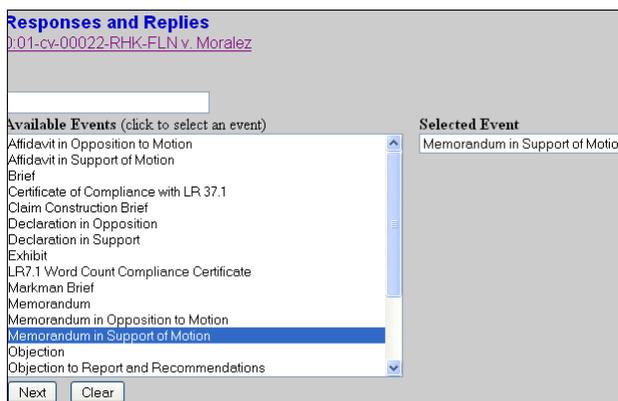
### Filing a Memorandum in Support of a Motion

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

- Click **Civil > Motions and Related Filing > Supporting Documents and Responses**



- Review the ECF Filing Tip and click **Next**
- Enter the **case number** and click **Next**
- Click the **type of document** being filed. It will appear on the right side of the window, click **Next**.



5. Click on the **party(s)** filing the document, click **Next**
6. Click **Browse** to attach the desired Main Document.

NOTE: If there are attachments (e.g., LR 7.1/LR72.2 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.

7. Click **Browse** to attach the **Attachment(s)** to the Memorandum
8. Click the Drop-down arrow to select the **Category type** of attachment **and/or** Enter a **description** of the Attachment if necessary. When finished, click **Next**.
9. Click the box to link the Memorandum to the related motion(s), click **Next**



10. If necessary, click in the white **Docket Text field** to modify the docket text, click **Next**
11. Confirm information in window, click **Next** to submit the Memorandum
12. The Notice of Electronic Filing window will appear.

### Filing an Affidavit with Attachments/Exhibits in Support of a Motion

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

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



2. Review the ECF Filing Tip and click **Next**

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

**Responses and Replies**  
 0:01-cv-00022-RHK-FLN v. Moralez

Available Events (click to select an event)

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

Selected Event  
 Affidavit in Support of Motion

Next Clear

5. Click on the **party(s)** filing the document, click **Next**
6. Click **Browse** to attach the appropriate Main Document
7. If applicable, click **Browse** to attach any **Attachment(s)** to the Affidavit and click **Next**.

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

**Responses and Replies**  
 0:01-cv-00022-RHK-FLN v. Moralez

Select the pdf document and any attachments.

**Main Document**  
 K:\xf\training\CM-ECF\2009 Files\2009 C Browse...

Attachments	Category	Description
1. K:\xf\training\CM-ECF\2009 Files\2009 C Browse...	Exhibit(s)	1-7 Remove
2. \\l Class Practice Files\exhibits 8 - 12.pdf Browse...	Exhibit(s)	8-12 Remove
3. Browse...		

Next Clear

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

**Responses and Replies**  
 0:01-cv-00022-RHK-FLN v. Moralez

Name of Affiant Jane Doe

Next Clear

- Click in the box to **link** the Affidavit to the related document(s) already filed, click **Next**

- If necessary, click in the white **Docket Text field** to modify the docket text, click **Next**
- Confirm information in the window, click **Next** to submit the Affidavit
- The Notice of Electronic Filing window will appear confirming the filing.

### 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.

- Click **Civil > Motions and Related Filings > Supporting Documents and Responses**

- Review the ECF Filing Tip and click **Next**
- Enter the **case number** and click **Next**

4. Select **Exhibit** and click **Next**

The screenshot shows the 'Responses and Replies' window for case 0:01-cv-00022-RHK-FLN v. Moralez. Under 'Available Events (click to select an event)', the 'Exhibit' option is highlighted. The 'Selected Event' field on the right contains the text 'Exhibit'. At the bottom, there are 'Next' and 'Clear' buttons.

5. Select the filing **party(s)** and click **Next**

6. Click **Browse** to attach the appropriate Main Document

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 the 'Responses and Replies' window with the 'Main Document' field set to 'K:\vfr\training\CM-ECF\2009 Files\2009 C' and a 'Browse...' button. Below is a table of attachments:

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

At the bottom, there are 'Next' and 'Clear' buttons.

7. Click **Browse** to attach any **Attachment(s)** to the Main Document

8. Select a **Category** and/or Enter a **description** of the Attachment and click **Next**

9. Click the **box to link** the attachment to another document and click **Next**.

Note: To generate a complete list of events to link the exhibits to, leave the **Filed** and **Documents** fields blank. If the date filed and/or document number are known, fill in the field.

The screenshot shows the 'Responses and Replies' window for case 0:01-cv-00022-RHK-FLN v. Moralez. A checkbox with a checkmark is circled in red, next to the text 'Should the document you are filing link to another document in this case?'. Below this are fields for 'Filed' and 'Documents', each followed by a 'to' and a text input field. At the bottom, there are 'Next' and 'Clear' buttons.

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

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

- 08/07/2009 [1](#) ANSWER to Complaint by Vickie E Moralez. (Paulsen, Jeffrey)
- 08/07/2009 [2](#) ANSWER to Complaint by Vickie E Moralez. (Attachments: # [1](#) Certificate of Service) (Paulsen, Jeffrey)
- 08/07/2009 [3](#) ANSWER to Complaint by Vickie E Moralez. (Attachments: # [1](#) Certificate of Service) (Paulsen, Jeffrey)
- 08/07/2009 [4](#) MOTION for Discovery by Vickie E Moralez. (Paulsen, Jeffrey)
- 08/07/2009 [5](#) NOTICE OF HEARING ON MOTION [4](#) MOTION for Discovery : Motion Hearing set for 8/28/2009 09:00 AM in [Chambers \(RHK\)](#) before Judge Richard H. Kyle. (Paulsen, Jeffrey)
- 08/07/2009 [6](#) MEMORANDUM in Support re [4](#) MOTION for Discovery filed by Vickie E Moralez. (Attachments: # [1](#) LR7.1 Word Count Compliance Certificate)(Paulsen, Jeffrey)
- 08/10/2009 [7](#) AFFIDAVIT of Jane Doe in SUPPORT OF [4](#) MOTION for Discovery filed by Vickie E Moralez. (Attachments: # [1](#) Exhibit(s) Tabs 1 - 7, # [2](#) Exhibit(s) Tabs 8 - 12)(Paulsen, Jeffrey)

- If necessary, click in the white **Docket Text field** to modify the docket text, click **Next**
- Confirm information in window, click **Next** to submit the Exhibit(s)
- The Notice of Electronic Filing window will appear.

### Filing a Meet-and-Confer Statement

This section of the User's Manual describes the process for filing a **Meet-and-Confer Statement** in Support of a Motion in ECF.

- Select **Civil > Motions and Related Filings > Supporting Documents and Responses**

Civil Events

<p><b>Open a Case <span style="color: red;">NEW!</span></b>  <a href="#">Civil Case</a></p> <p><b>Initial Pleadings and Service</b>  <a href="#">Complaints and Other Initiating Documents</a>  <a href="#">Service of Process</a>  <a href="#">Answers to Complaints or Counter/Cross/3rd Party Claims</a>  <a href="#">Other Answers</a></p> <p><b>Motions and Related Filings</b>  <a href="#">Motions</a>  <a href="#">Supporting Documents and Responses</a></p>	<p><b>Other Filings</b>  <a href="#">Discovery Documents</a>  <a href="#">Notices</a>  <a href="#">Trial Documents</a>  <a href="#">Appeal Documents</a>  <a href="#">Other Documents</a>  <a href="#">MDL Attorney Time</a></p>
---	--

- Review the **ECF Filing Tip** and click **Next**

3. Enter the **case number** and click **Next**
4. Select **Meet & Confer Statement** and click **Next**

Available Events (click to select an event)	Selected Event
Affidavit in Opposition to Motion	Meet & Confer Statement
Affidavit in Support of Motion	
Brief	
Certificate of Compliance with LR 37.1	
Claim Construction Brief	
Declaration in Opposition	
Declaration in Support	
Exhibit	
LR7.1/LR72.2 Word Count Compliance Certificate	
Markman Brief	
<b>Meet &amp; Confer Statement</b>	
Memorandum	
Memorandum in Opposition to Motion	
Memorandum in Support of Motion	
Objection	

Next Clear

5. Click on the **party(s)** filing the document, click **Next**
6. Click **Browse** to attach the appropriate Main Document
7. Select the appropriate event/ motion to which your event relates and click **Next**

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

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

08/07/2009 [4](#) MOTION for Discovery by Vickie E Moralez. (Paulsen, Jeffrey)

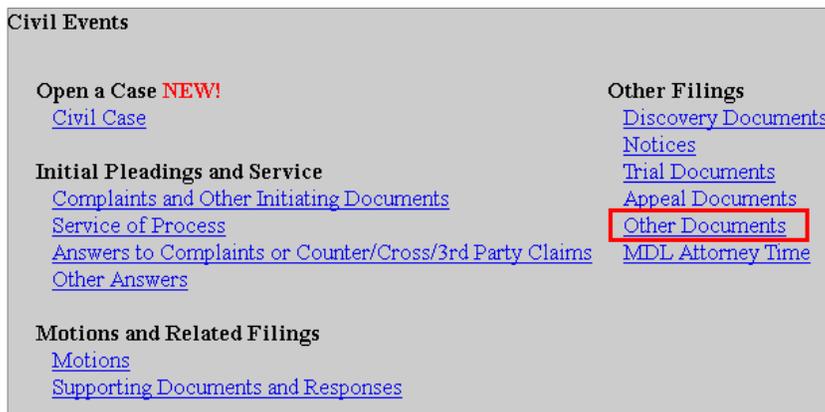
Next Clear

8. Click **Next**
9. Confirm information in window, click **Next** to submit the filing
10. The Notice of Electronic Filing window will appear.

## Filing a Stipulation

This section of the User's Manual describes the process for filing a **Stipulation** in ECF. When filing a stipulation in ECF, be sure the pleading does not include a signature line for the Judge or a proposed order. Proposed orders are to be emailed to the Judge's Chambers e-mail box.

### 1. Click **Civil > Other Filings > Other Documents**



2. Enter the **case number** and click **Next**
3. Select the **filing party(s)**.
4. Select **Stipulation** or **Stipulation of Dismissal** and click **Next**
5. Read the **ECF Filing Tip** and click **Next**
6. Click **Browse** to attach the appropriate document and click **Next**
7. Check the box if the document you are filing should **link** to another document in this case. If not, click **Next** and skip to step 8.
  - a. If the checkbox is selected, click on the **Next** button and a list of documents will appear for selection. Select the appropriate document and click **Next**.
8. Enter the name(s) of all **other parties** who have jointly signed the document and click **Next**.

Enter the names for all **other PARTIES (not counsel)** who have also jointly signed this document:

1. Party Name:

---

2. Party Name:

---

3. Party Name:

---

4. Party Name:

---

5. Party Name:

---

9. If necessary, add additional names and click **Next**

Enter additional party names for whom this event should be generated or click the <b>Next</b> button:	
6. Party Name:	<input type="text"/>
7. Party Name:	<input type="text"/>
8. Party Name:	<input type="text"/>
9. Party Name:	<input type="text"/>
10. Party Name:	<input type="text"/>
<input type="button" value="Next"/>	<input type="button" value="Clear"/>

10. The Docket Text window appears. If necessary, type additional text in the box provided to describe the stipulation. Click **Next**
11. Review the filing and click **Next** to submit
12. The Notice of Electronic Filing appears.

### Filing a Certificate of Service on Proposed Order

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 an attachment in ECF during a filing or 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**
2. Read the ECF Filing Tip and click **Next**.
3. Enter the **case number** and click **Next**.

4. Select **Certificate of Service on Proposed Order**, click **Next**
5. Click **Browse** to attach the appropriate document and click **Next**
6. Select the filing **party(s)** and click **Next**
7. Click the **box to link** the attachment to the appropriate document and Click **Next**
8. If necessary, click in the white **Docket Text field** to modify the docket text, click **Next**
9. Confirm information in window, click **Next** to submit the Certificate of Service on Proposed Order
10. The Notice of Electronic Filing window will appear.

## Viewing Restricted Cases & Filings in ECF

### Social Security & Immigration Cases

Case-level restrictions will apply to civil cases involving social security and immigration matters. Pursuant to Fed. R. Civ. P. 5.2, parties and their attorneys of record may have internet access to all documents filed in social security and immigration cases. The public will have internet access only to docket sheets, opinions, orders, judgments or dispositions of the court.

### Restricted Filings in ECF

Documents electronically filed in ECF may have different restriction levels, i.e. sealed, court only, applicable party, or ex parte. When both the document and the docket entry are restricted, the docket report will have skipped document numbers. A text only entry will indicate that the document is restricted and identify its docket number.

If a user does not have appropriate access to view a restricted document, when clicking on the document number the user will be prompted with a message stating the document is not available, or you do not have permission to view this document.

If a document is restricted and the user has appropriate access to it, when clicking the on the document number the user will be prompted for his/her CSO login. This is simply a security measure to ensure that the user has proper access to view the document(s).

\*\*\*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: [0:01-cv-747](#)  
 HHS  
[2](#)

Login

Username \*

Password \*

Client Code

## Add/Create Party for Third-Party Complaint

In the **Select the Party** window:

1. Click **New Party**
2. Enter in full or partial values for **Name fields**, click **Search** to determine whether party already exists in ECF.
3. If the **correct party** is listed highlight the name and click **Select Party**. If the correct party is **not listed** click **Create New Party**

**Correct Party Listed**

**Correct Party NOT Listed**

4. **Modify the Role** if necessary (the Role defaults to Defendant) and click **Add Party**

5. Continue with the filing

## Additional Information Regarding ECF

### Selecting Filers in a Large Case

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

#### 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.

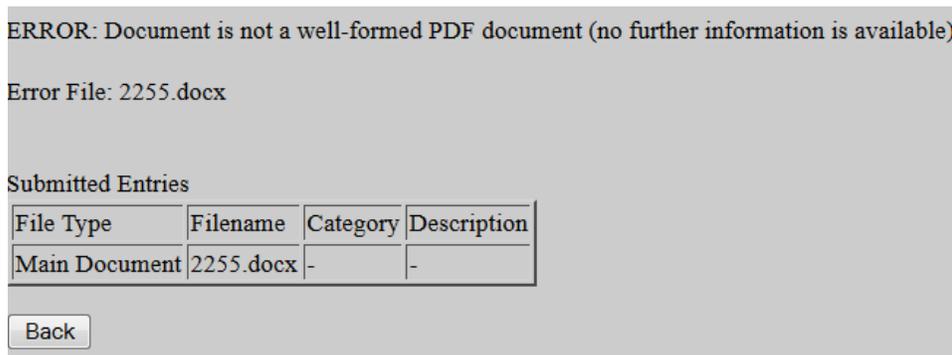
After a document is filed electronically corrections to the docket must only be made by the Clerk's Office. ECF will not permit the filer to make changes to the document(s) or docket entry once the transaction has been submitted. **Upon discovery of an error, the filer must call the ECF Help Desk at 612-664-5155 or 866-325-4975.**

If a document has been incorrectly filed in the correct case Clerk's Office staff will edit the docket text of the incorrect entry indicating "DOCUMENT FILED IN ERROR" at the beginning of the docket entry. The user should immediately file the correct document in ECF, and modify the title of the pleading as appropriate (e.g., "Amended", "Substituted", "Corrected").

If a document is filed in the wrong case Clerk's Office staff will edit the docket text of the incorrect entry indicating, "DOCUMENT RESTRICTED-FILED IN WRONG CASE" at the beginning of the docket entry. The user should then file the document in the correct case.

### Selecting the Wrong Document Type

In the event you attempt to attach a file that is *not* in PDF format, ECF will display the following error message after you click on the **Next** button:



1. Click the **Back** button and ECF will return to the previous screen.
2. Select 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 following error message:



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

### Attachments and Attachment Size

All PDF's electronically filed must be less than 15MB or 15,360 KB. If possible, consider dividing large documents into multiple smaller documents. Attorneys may seek leave of the court to file conventionally if attachments and exhibits are voluminous. Refer to the Civil Procedures Guide for further details on this matter.

### PACER Fees Window

When accessing or printing a document that incurs PACER fees a *Transaction Receipt* table appears at the bottom of the window. As seen below, this table provides the total charges billed.

PACER Service Center			
Transaction Receipt			
11/13/2013 15:48:22			
PACER Login:	us8632	Client Code:	
Description:	Docket Report	Search Criteria:	0:12-cv-00003-JNE-JJG
Billable Pages:	1	Cost:	0.10

## Sealed Documents

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

## 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 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 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](http://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 Reference List of Personal Identifiers Redacted

**UNITED STATES DISTRICT COURT  
DISTRICT OF MINNESOTA**

*[Plaintiff's Name]*

Plaintiff(s)

Case Number: *[Case Number]*

v.

*[Defendant's Name]*

Defendant(s)

**REFERENCE LIST OF  
PERSONAL IDENTIFIERS  
FILED UNDER SEAL PURSUANT TO THE  
FED. R. CIV. P. 5.2 AND  
FED. R. CRIM. P. 49.1**

---

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 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 Identifiers 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 <small>(criminal cases only)</small>	123 Main St Smithville, MN 12345	Smithville, MN

## 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-cv-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	<a href="#">1</a>	<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: # <a href="#">1</a> Civil Cover Sheet) (JME) (Entered: 05/27/2011)
05/27/2011	<a href="#">2</a>	<input type="checkbox"/>	<input type="checkbox"/>	MOTION to Dismiss by U.S. Bureau of Prisons. (JME) (Entered: 05/27/2011)
05/27/2011	<a href="#">3</a>	<input type="checkbox"/>	<input type="checkbox"/>	REPORT AND RECOMMENDATION re <a href="#">1</a> 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><b>Plaintiff</b></p> <p><b>Bella Ellingson</b> represented by <b>Bella Ellingson</b> PRO SE</p>		
V.		
<p><b>Defendant</b></p> <p><b>U.S. Bureau of Prisons</b></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)

**Accessing the New Cases Report**

The New Cases Report lists new civil and criminal cases filed in the U.S. District Court, District of Minnesota each day. It indicates the date and time (within the hour) the case was assigned, case number, case name, the District Judge assigned to the case, and the Magistrate Judge assigned to the case. The information will be available on the New Cases Report for 30 days. This report is designed to assist the public with viewing new case filings in the U.S. District Court. The Judge assignments in the New Cases Report are listed with their initials. Click on the Judge Initials link to view a listing of the Judge’s initials and corresponding full names.

1. Navigate to the District of Minnesota’s Web site: [www.mnd.uscourts.gov](http://www.mnd.uscourts.gov)
2. Click on the **New Cases** tab
3. Click **Access to the New Cases Report**.

The screenshot shows the website's navigation bar with 'New Cases' circled in red. Below the navigation bar, the breadcrumb trail reads 'Home > New Cases'. The main content area features a sidebar on the left with 'New Cases' highlighted. The main text area contains the following information:

**New Cases**

The New Cases Report lists new civil and criminal cases filed in the U.S. District Court, District of Minnesota each day. It indicates the date and time (within 15 minutes) the case was assigned, case number, case name, the District Judge assigned to the case, and the Magistrate Judge assigned to the case. The information will be available on the New Cases Report for 30 days. This report is designed to assist the public with viewing new case filings in the U.S. District Court.

[Judge's Initials](#) - the Judge assignments in the New Cases Report are listed with their initials. Click on the link to see the initials and corresponding full names.

At the bottom of the page, the link 'Access To The New Cases Report' is circled in red.

## MDL Case Report

The MDL Case Report lists all cases associated with a Judicial Panel on Multidistrict Litigation (JPML) action pending in the District of Minnesota. The report is sorted by case number and case type (the main MD case is always listed first). The user can choose whether all MDL-related cases or only pending MDL-related cases should display.

This report is accessed through Public Access to Court Electronic Records (PACER), which is an electronic public access service that allows users to obtain case and docket information.

Follow the steps below to access the MDL Case Report through PACER:

1. Log into the ECF system with your CSO login and password.
2. Click on **Query** on the menu bar.
3. Enter in a master MDL case number or an associated case number for a JPML case pending in the District of Minnesota.
4. Click **Run Query**.
5. Click the link, **MDL Case Report**.
6. Select the applicable radio button to display all cases or pending cases only then click **Run Query**.
7. The output will then display accordingly.

Sample Output:

Multidistrict Litigation					
Cases Related to MDL 1943					
Judge: John R. Tunheim					
Case Number	Title	Other Court	Other Case Number	Date Filed	Date Term.
<a href="#">0:08-md-01943-JRT</a>	In Re: Levaquin Products Liability Litigation			06/16/2008	
<a href="#">0:06-cv-03728-JRT-AJB</a>	Voss et al v. Johnson & Johnson et al			09/15/2006	
<a href="#">0:07-cv-01661-JRT-AJB</a>	Beardsley v. Johnson & Johnson et al			03/26/2007	06/02/2009
<a href="#">0:07-cv-01862-JRT-AJB</a>	Kirkes et al v. Johnson & Johnson et al			04/11/2007	
<a href="#">0:07-cv-02999-JRT-AJB</a>	Parr v. Johnson & Johnson et al			06/21/2007	
<a href="#">0:07-cv-03960-JRT-AJB</a>	Christensen et al v. Johnson & Johnson et al			09/12/2007	
<a href="#">0:07-cv-04617-JRT-AJB</a>	Shaffer v. Johnson & Johnson et al			11/15/2007	
<a href="#">0:08-cv-00277-JRT-AJB</a>	Cottle v. Johnson & Johnson et al			01/30/2008	
<a href="#">0:08-cv-00906-JRT-AJB</a>	Neireiter v. Johnson & Johnson et al			03/31/2008	
<a href="#">0:08-cv-01306-JRT-AJB</a>	Burdick v. Johnson & Johnson et al			05/12/2008	
<a href="#">0:08-cv-02244-JRT</a>	Roxenberg v. Johnson & Johnson et al			06/23/2008	
<a href="#">0:08-cv-02245-JRT</a>	Epperson v. Johnson & Johnson	Indiana Southern	1:07-cv-01640	06/24/2008	
<a href="#">0:08-cv-02246-JRT</a>	Brumfield v. Ortho-McNeil Pharmaceutical, Inc. et al			07/29/2008	

## Mobile Query

The mobile query interface offers a simplified user experience optimized for display on mobile devices. This interface incorporates the following functions:

- Search interface
- Party selection from party name search result list
- Case selection from case search result list based on case or party name search
- Attorney information for selected case
- Party information for selected case
- Deadlines/Hearings for selected case
- Docket entries for selected case

## Accessing the Mobile Query

Users can access the mobile query via one of the following:

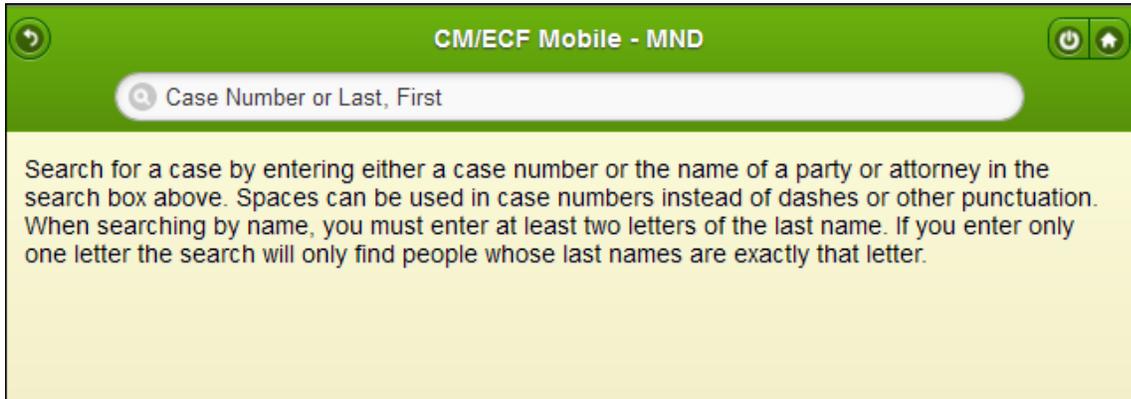
- The **Mobile Query** link on the **Query** selection criteria page:
- The **Mobile Query** link on the **Query** results page.

## Mobile Query User Interface

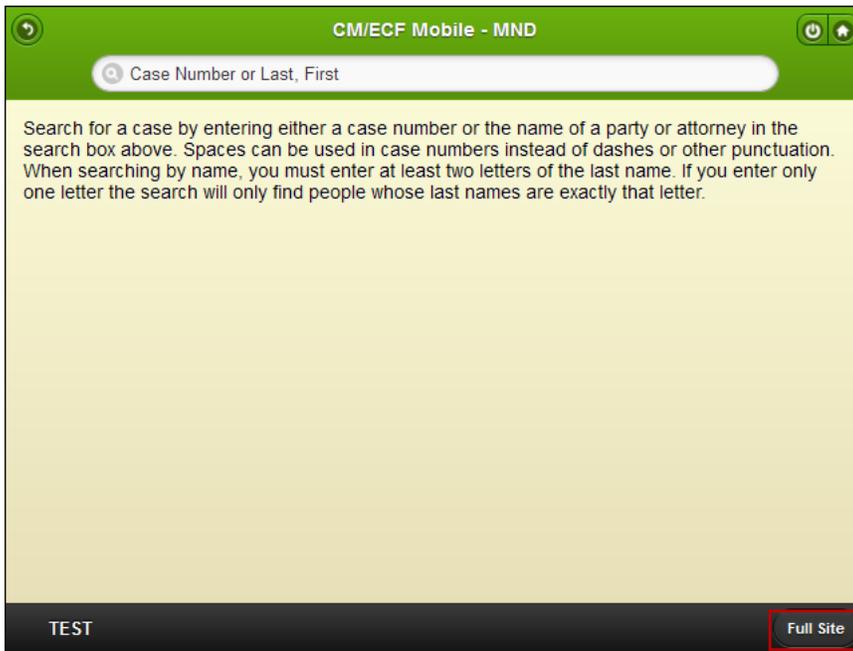
All interfaces in the mobile query include these five elements:

1. Back button 
2. Title CM/ECF Mobile – MND
3. Logout button 
4. Court home page button 
5. Search field for party name or case searches

The default search screen contains one text field that allows users to search by case number, party name, or attorney.

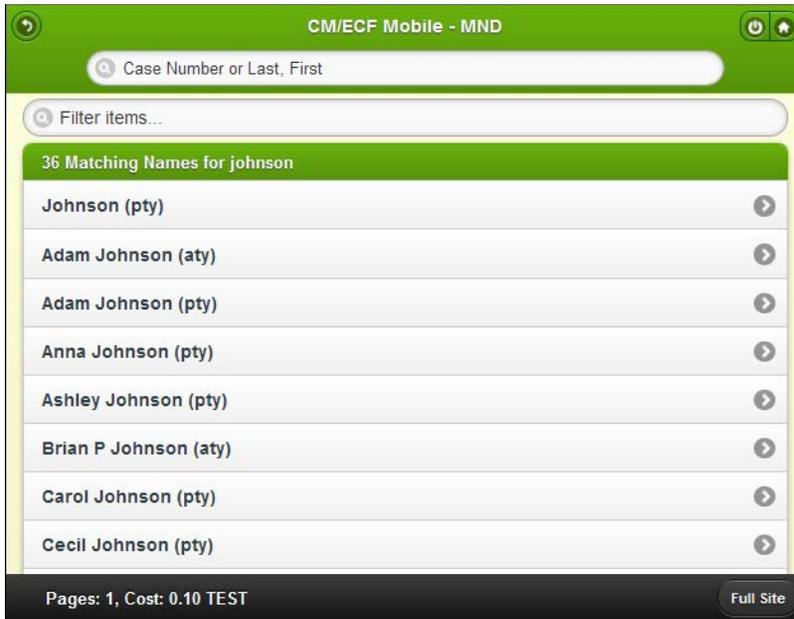


At the bottom of each page, a **Full Site** button provides access to the standard-formatted application interface page. If the user clicks the **Full Site** button, the full site is set as the default for approximately twelve hours. If any specific page generates a PACER billing receipt, a summary form of the billing information is displayed in the black bar along the bottom of the page.



## Name Searches

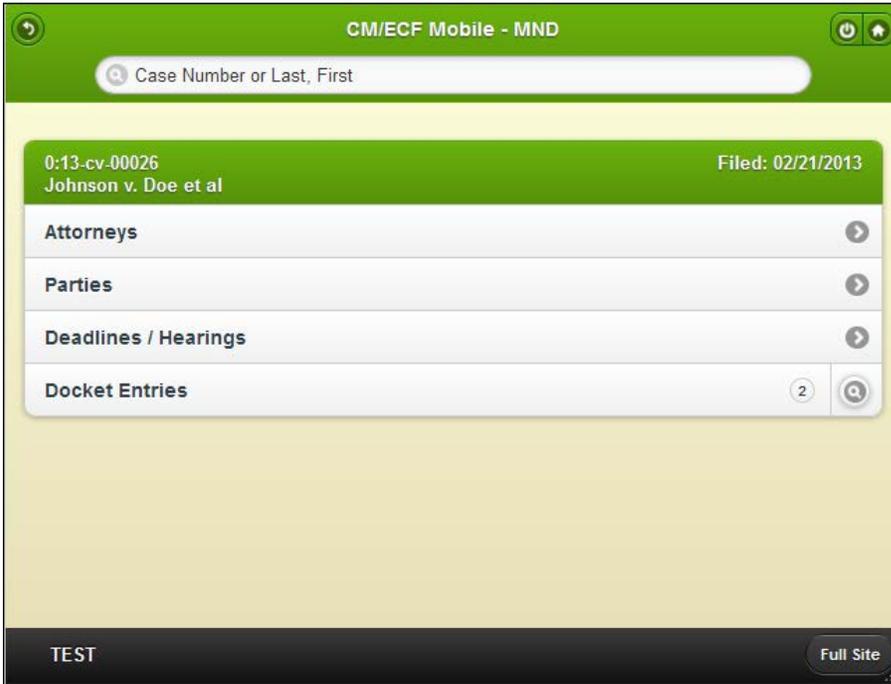
For name searches, the required format is Last Name, First Name, where a comma separates the two parts. The first name is optional. When searching by name, the user must enter at least two letters of the last name. If only one letter is entered, the search will only find parties or attorneys whose last names are exactly that letter. If a party name search returns more than one possible match based on the criteria provided, the mobile interface presents the user with a list of all matching names and requires the user to select a specific name.



If more than eight results are returned on any query page (excluding the docket entries page), above the list, an on-page filter allows the user to search the results already downloaded to the browser. This does not affect PACER billing.



If only one case is linked to a specific name, the case results for that case is returned.



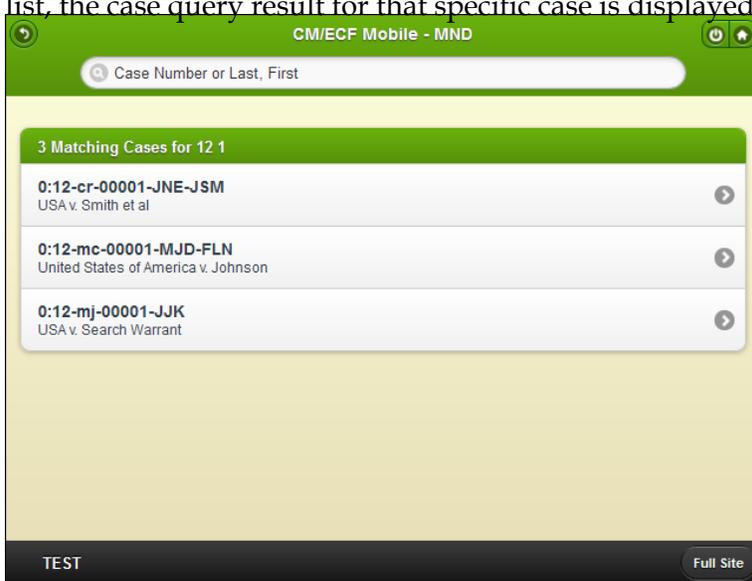
If one name matches the initial search but is linked to multiple cases, or if a user selects a name from the result list of a multi-response search, a list of cases associated with that party is displayed. When a case is selected from this list, the case query result page is displayed.



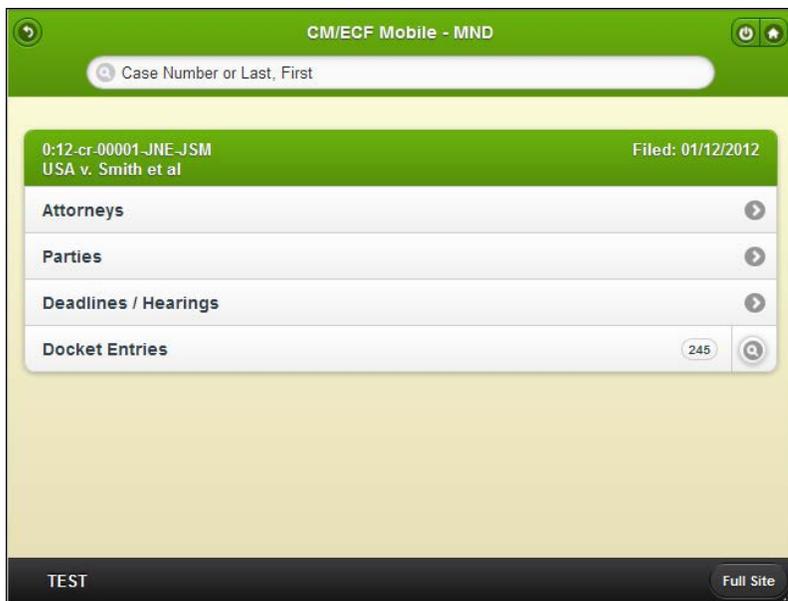
### Case Searches

Entering a numeric search term triggers a case number search. If an alphanumeric search term is entered, it triggers a party or attorney name search. If a case number search returns no results, the system automatically runs a name search using the same terms. Spaces can be used in case numbers instead of dashes or other punctuation. The case number search does not generate a PACER billing receipt, since the standard query application does not bill for the case number lookup.

If a case search returns more than one possible match based on the criteria provided, the mobile interface presents the user with a list of all matching cases and requires the user to select a specific case before proceeding to the case query result screen. When a case is selected from this list, the case query result for that specific case is displayed.



If only one case matches the case criteria provided, the case query result page is displayed.



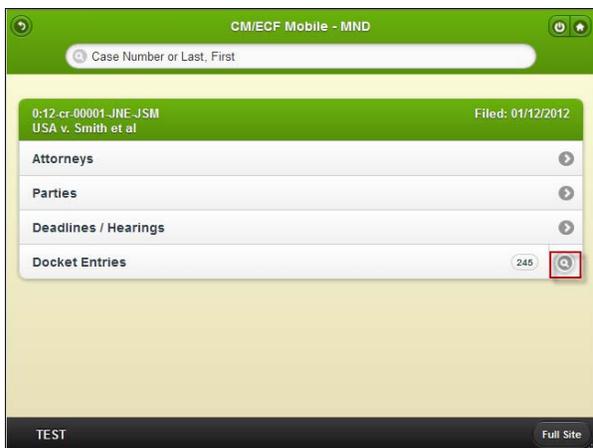
## Case Query Results

When a search is run, the Mobile Query displays results in the case query result page (see figure 1). This screen presents the following information:

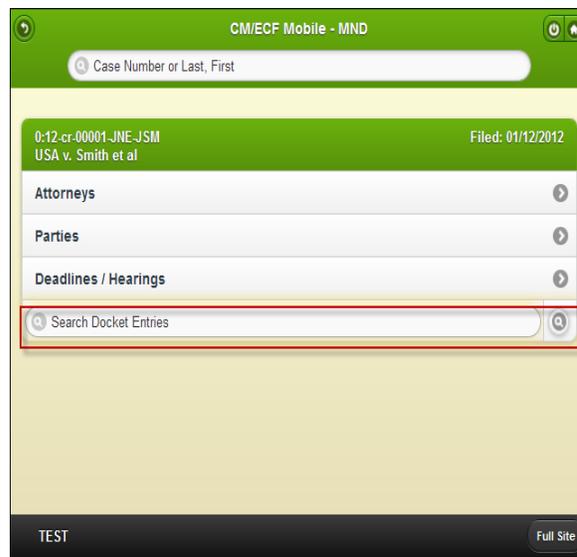
- case number, short title, and date filed;
- link to see attorney information in the case;
- link to see party information in the case;
- link to see deadline/hearing information in the case;
- link to show all docket entries, and the number of docket entries that will be shown;
- search icon that brings up a search box to find docket entry information that matches the text entered, (see figure 2).

The Case Query Results screen is similar to the full site Query result page, which does not produce a PACER billing receipt. Billing will occur based on additional selection from this page.

**Figure 1-Case Query Result**



**Figure 2-Docket Entry Text Search**

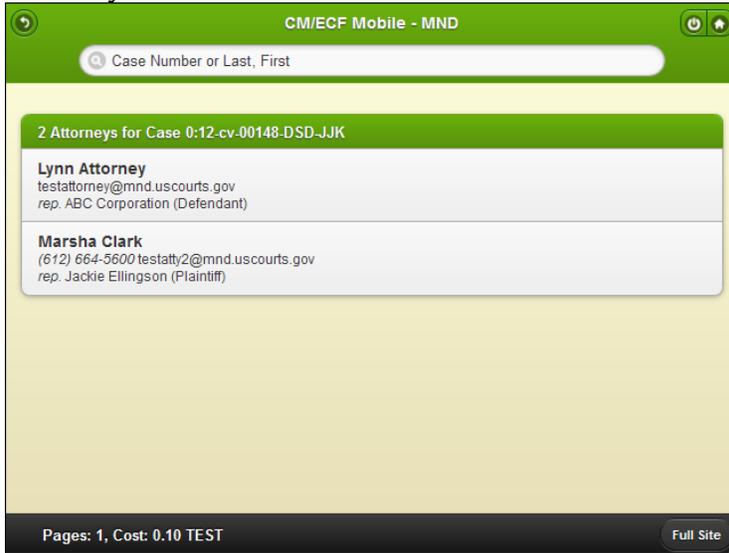


## Detailed Case Information Displays

Attorneys, parties, deadlines, and docket entries are listed in similarly formatted lists that wrap to fit on small screens.

Each list header shows the case number, item listed, and the number of matches. If more than eight items appear in the list, a Filter Items search box at the top of the list allows the user to narrow down the list. This Filter Items search box is available on all case details except for docket entries. The user is billed for receiving the total data, not for using this filter to hide data already received.

### Attorney Information



### Party Information



### Deadlines/Hearings Information

CM/ECF Mobile - MND

Case Number or Last, First

5 Deadlines/Hearings for Case 0:12-cv-00148-DSD-JJK

9	<b>Amended Pleadings Deadline</b> Due/Set: 10/01/2013
9	<b>Motion (non-disp) Filing</b> Due/Set: 11/14/2013
9	<b>Motions (disp) Deadline</b> Due/Set: 12/19/2013
9	<b>Ready for Trial Deadline</b> Due/Set: 01/16/2014
1	

Pages: 1, Cost: 0.10 TEST Full Site

### Docket Entries Information

CM/ECF Mobile - MND

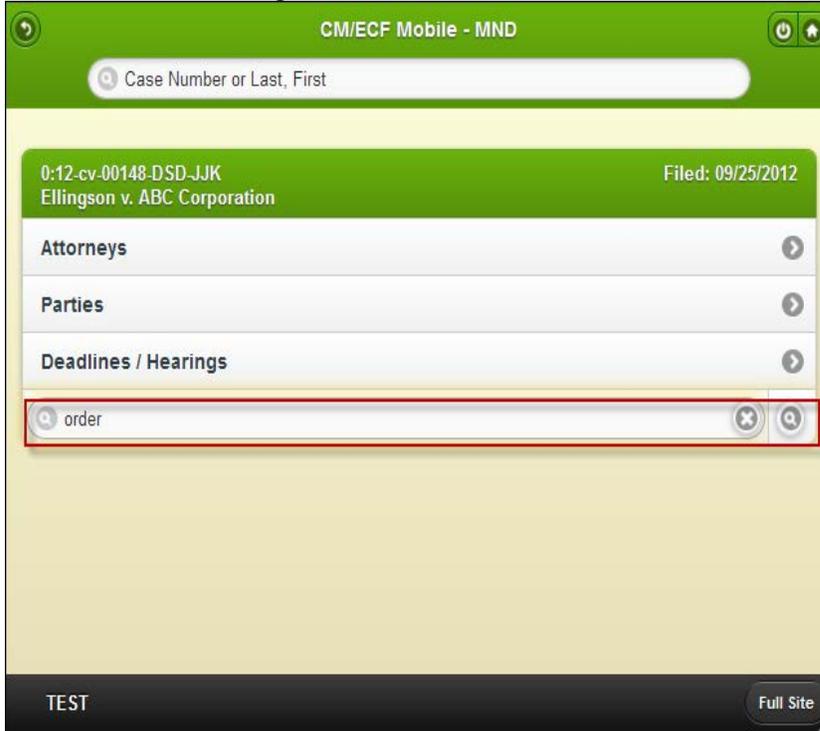
Case Number or Last, First

6 Docket Entries for Case 0:12-cv-00148-DSD-JJK

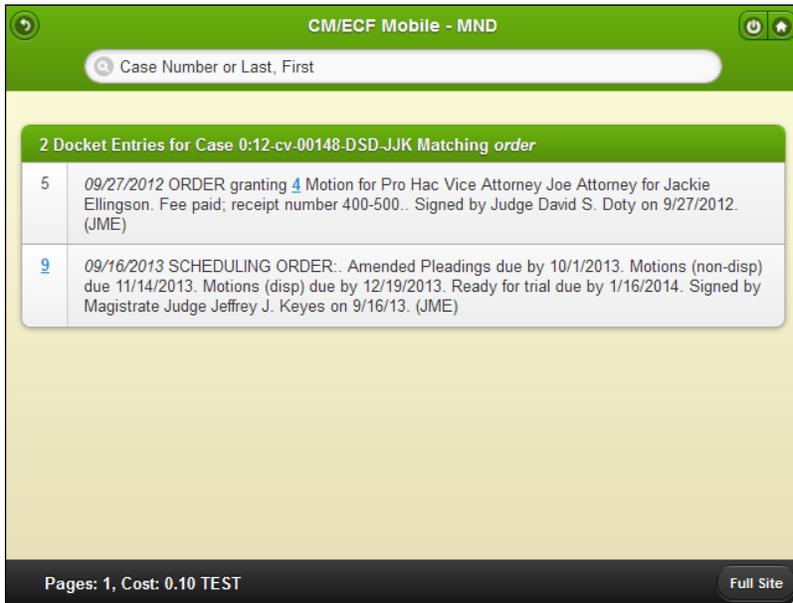
1	09/25/2012 COMPLAINT against ABC Corporation. ( Filing fee \$ 350 receipt number 0864-183855 ), filed by Jackie Ellingson. Filer requests summons issued. (Attachments: # 1 Civil Cover Sheet) (Clark, Marsha)
2	09/25/2012 TEXT-ONLY ENTRY. CLERK'S NOTICE OF INITIAL CASE ASSIGNMENT. Case assigned to Judge David S. Doty per Master list referred to Magistrate Judge Jeffrey J. KeyesPlease use case number 12cv148 DSD/JJK for all subsequent pleadings. (JME)
3	09/26/2012 ANSWER to Complaint by ABC Corporation. (JME)
4	09/27/2012 MOTION for Admission Pro Hac Vice for Joe Attorney by Jackie Ellingson. (JME) Modified on 9/27/2012 (JME).
5	09/27/2012 ORDER granting 4 Motion for Pro Hac Vice Attorney Joe Attorney for Jackie Ellingson. Fee paid; receipt number 400-500. Signed by Judge David S. Doty on 9/27/2012. (JME)
9	09/16/2013 SCHEDULING ORDER: Amended Pleadings due by 10/1/2013. Motions (non-disp) due 11/14/2013. Motions (disp) due by 12/19/2013. Ready for trial due by

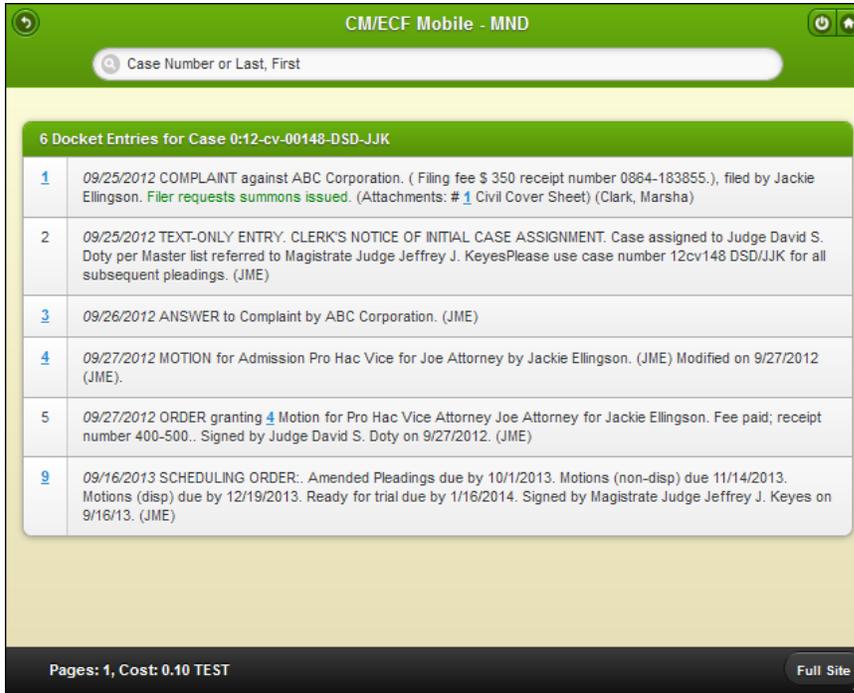
Pages: 1, Cost: 0.10 TEST Full Site

### Docket Entries Using Text Search



The docket entry information includes document numbers, the filed date, and the docket text. For documents, the document number appears in its own cell on the left. The entire cell is clickable to make clicking the link easier on small screens. Clicking on a document takes the user to familiar ECF screens to view the document.





The mobile query ignores PACER billing display preferences and displays PACER receipts via the standard ECF PACER interface.

