



CM/ECF
Criminal Manual
For New Users

October 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

OR E-mail: ecfhelpdesk@mnd.uscourts.gov

Access to ECF Information and Resources

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

The CM/ECF link provides access to:

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

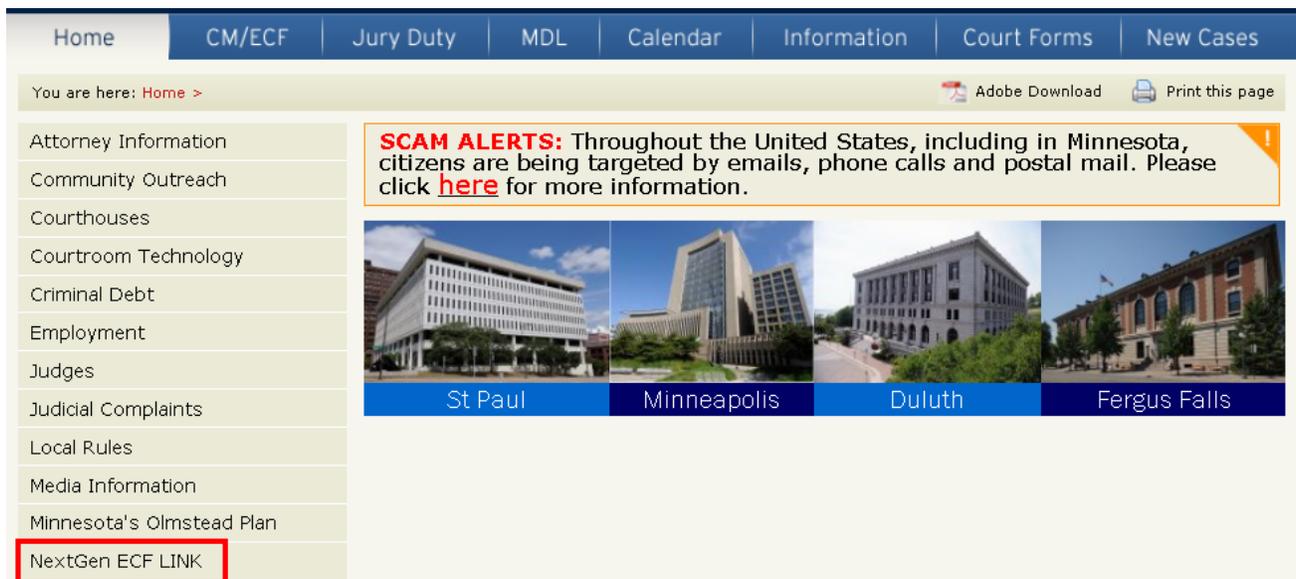
Current users can practice ECF activities by visiting the training version of the ECF system at <https://ecf-train.mnd.uscourts.gov>. We strongly recommend that users practice in the training ECF database before filing documents in the live ECF database.

Logging in to 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 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 *

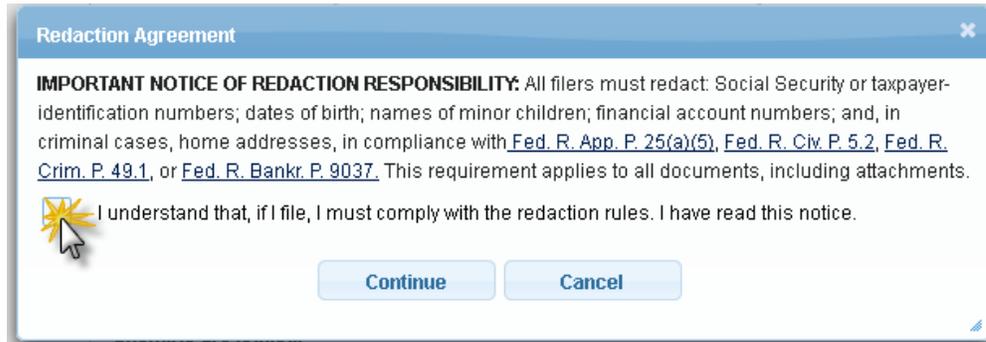
Password *

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.



Logging Out

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

1. Click **Logout**
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.”

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). 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

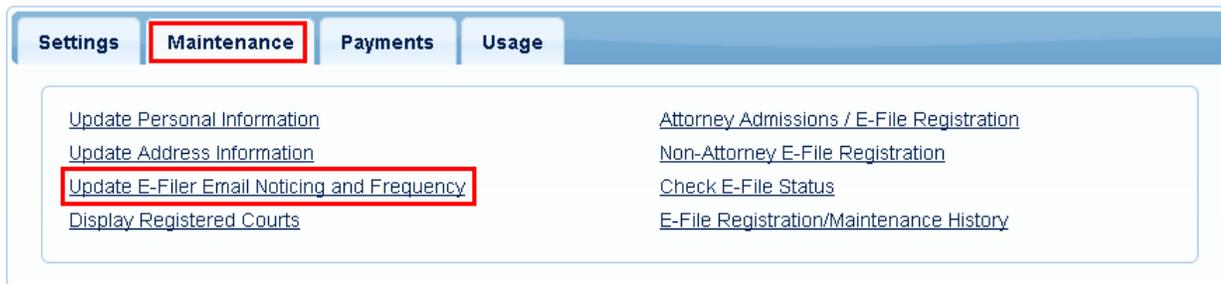
1. Navigate to www.pacer.gov. Note that this can also be accessed through ECF by clicking on **Utilities>Manage your PACER Account**

2. Click on **Manage My Account**



3. Click on the **Maintenance** tab.

4. Click **Update E-Filer Noticing and Frequency**

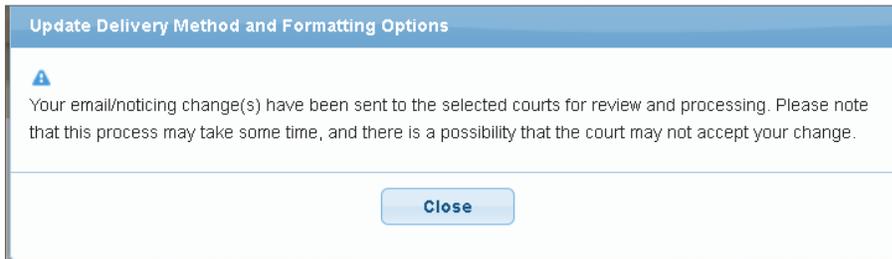


5. **Check the box** to apply your changes to the District of MN.

6. Enter and confirm the **Primary Email Address**, select frequency and format preferences and click **Submit**.

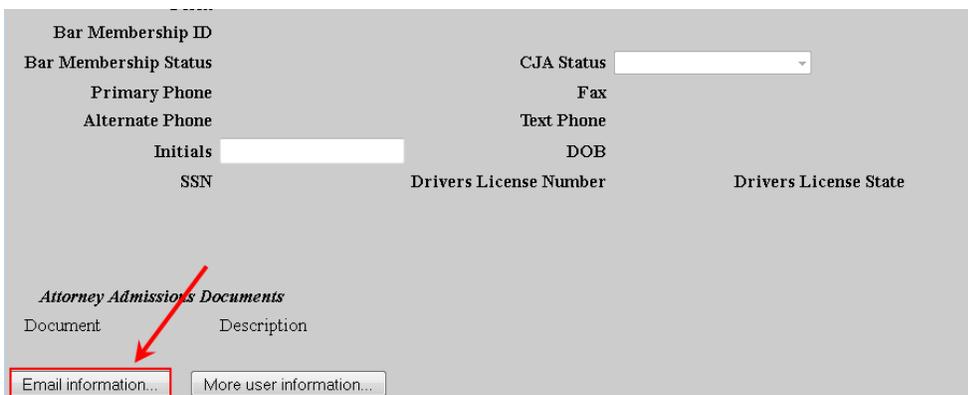
A screenshot of the PACER account update form. The form is titled 'Apply Updates to Selected Courts' and shows 'U.S. District Courts' with 'Minnesota District Court (Test) - NextGen' selected. A mouse cursor is pointing to a box to apply changes to this court. Below this, there is a link to load the court's E-Filer email noticing and frequency information. The form fields are: 'Primary Email *' (text input), 'Confirm Primary Email *' (text input), 'Email Frequency *' (dropdown menu with 'Select Email Frequency' selected), and 'Email Format *' (dropdown menu with 'Select Email Format' selected). A red box highlights these four fields. At the bottom, there are three buttons: 'Submit' (highlighted with a red box), 'Reset', and 'Cancel'.

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



Updating/Adding Secondary Emails

- Click **Utilities > Your Account > Maintain Your Account**
- 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
Should this e-mail address receive notices?	For the primary email address, the default is Yes. If set to No, the primary email address will not receive notices of electronic filing (NEFs) – this is not recommended.
How should notices be sent to this e-mail address?	<p><u>Per Filing</u>: Email sent for each individual 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"> • Yes: an email will be sent with the message, “no transactions found for this time period” when no activity occurs in the cases for which the user is configured to receive summary notices • No: no email will be sent unless there were filings
In what format should notices be sent to this e-mail address?	Controls the format of the emails – HTML is generally preferred.
Should this e-mail address receive general announcement notices from this court?	The court prefers that users select Yes 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

The screenshot shows two panels: 'Registered e-mail addresses' on the left and 'Configuration options' on the right. In the left panel, under 'Secondary e-mail addresses', the address 'attorneystaff@test.com' is listed with a red arrow labeled 'Click' pointing to it. Below it is a link 'add new e-mail address' and buttons for 'Return to Person Information Screen' and 'Clear'. In the right panel, the configuration options for 'attorneystaff@test.com' are shown, with a red arrow labeled 'Delete' pointing to the address field. Below the address field are three configuration questions with radio buttons: 'Should this e-mail address receive notices?' (Yes selected), 'Should this e-mail address receive notice for all cases in...', and 'How should notices be sent to this e-mail address?' (Per Filing selected).

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: testuser@testuser.com	<input type="text" value="attorneystaff@test.com"/>
Secondary e-mail addresses: attorneystaff@test.com add new e-mail address	Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/>	Should this e-mail address receive notice for all cases in
	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
Attorney Admissions Documents	
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.



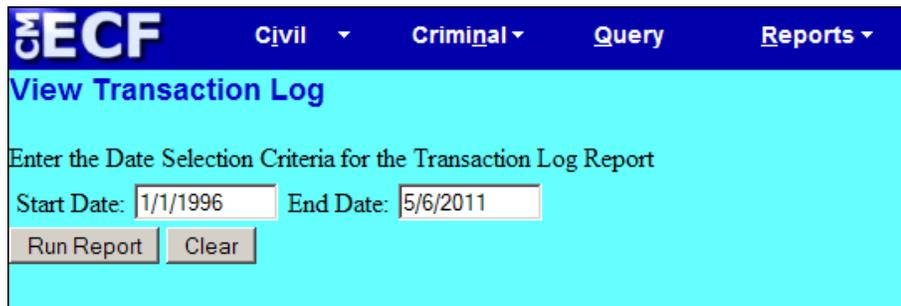
View Your Transaction Log

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

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



The following window will appear:



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

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

Transaction Log			
Report Period: 01/01/1996 - 05/06/2011			
Id	Date	Case Number	Text
150595	06/22/2004 10:51:20	0-01-cv-817	ANSWER to Complaint with jury demand, THIRD PARTY COMPLAINT against ABC Electronics by John Parker. (Attachments: # (1) Certificate of Service)(attorney38,)
150613	06/22/2004 10:57:31	0-01-cv-817	MOTION for Discovery <I>of medical documents</I> by John Parker. (attorney38,)
150615	06/22/2004 11:03:57	0-01-cv-817	NOTICE of Hearing on Motion [7] MOTION for Discovery <I>of medical documents</I>: Motion Hearing set for 7/2/2004 09:00 AM in St Paul - Courtroom 628A before Magistrate Judge Arthur J Boylan. (attorney38,)

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

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 WordPerfect or Microsoft Word
- An Internet Service provider
- A Web browserSoftware, 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.

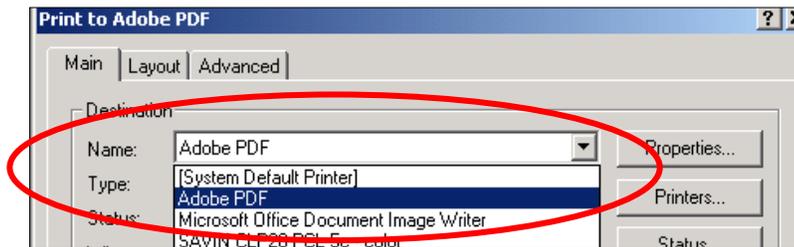
How to Convert Documents to PDF Format

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:

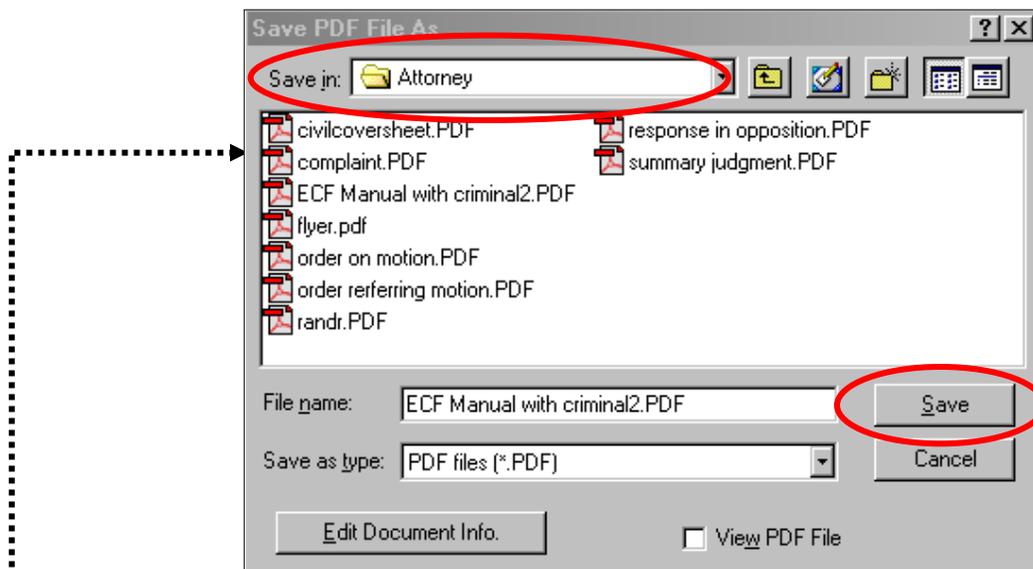
- 602Pro Print Pack 2002
- BCL easy PDF 3.1
- eDocPrinter PDF Pro 5.58
- eXPert PDF Printer 2.0
- FinePrint pdfFactory PRO 1.57
- LeadTools ePrint 3.0
- pdf995 and pdfEdit 995
- PDF-XChange 2.5
- Jaws PDF Creator 3.0
- Win2PDF Pro

Once PDF conversion software is loaded on your computer:

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



- d. **“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 upload it to ECF. Change the location if necessary by clicking in the “Save in” area of the window.

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

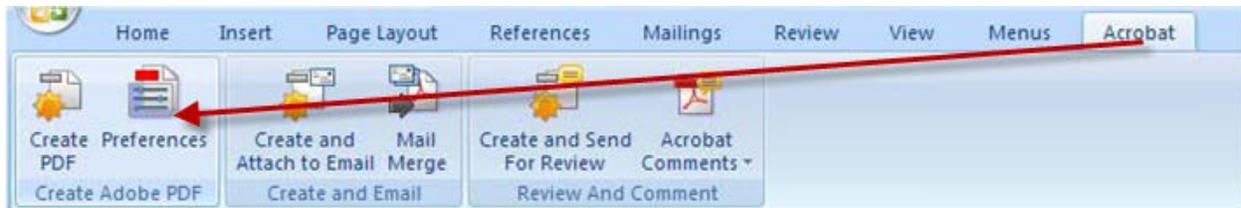
NOTE: Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDF, and follow the directions above.

PDF/A Documents

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

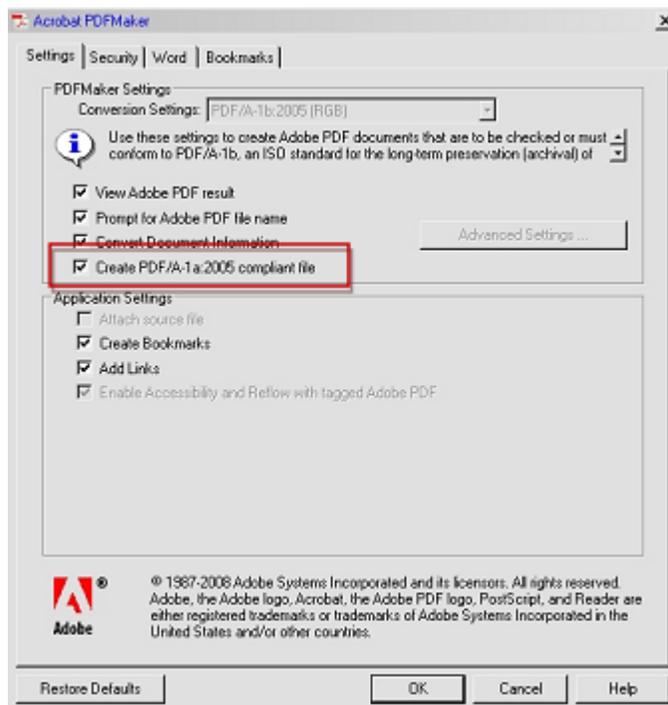
Creating a PDF/A with Microsoft Word

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



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

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



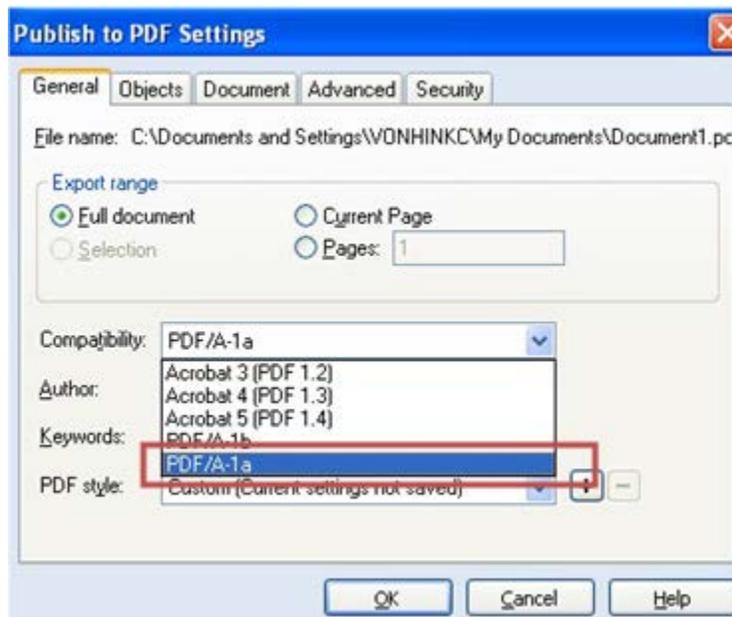
Creating a PDF/A with Corel WordPerfect X4

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

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

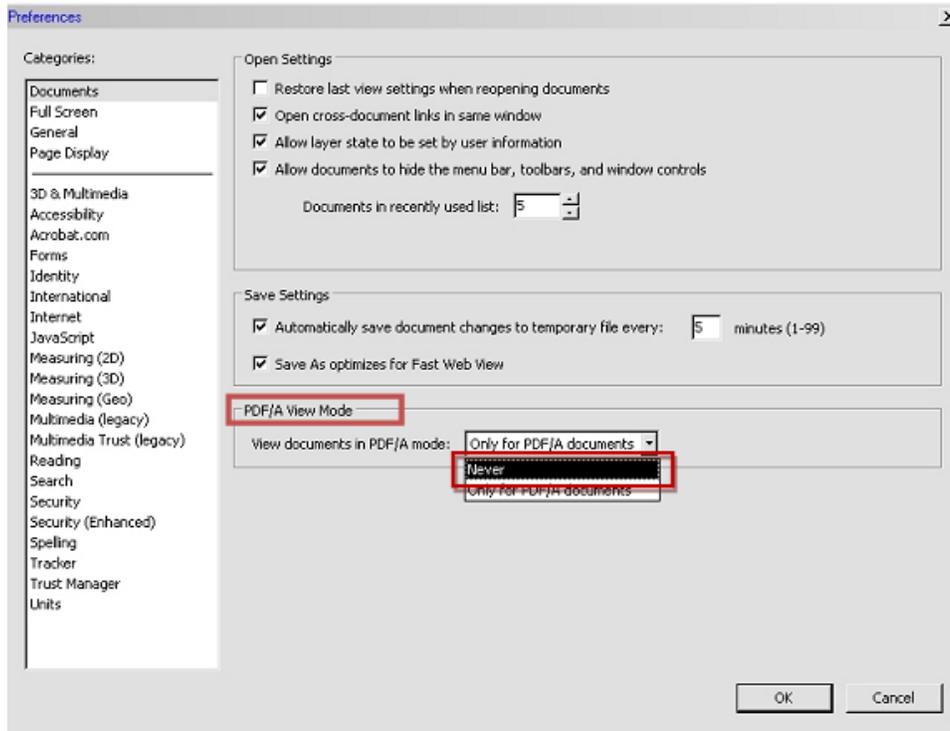


2. In the Publish to PDF Settings window, select PDF/A-1a from the Compatibility dropdown, then click OK.



Using Hyperlinks in PDF/A Documents

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



General Information

Filers will use the *Criminal* feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for criminal cases.

Selecting ECF Features

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



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

General Rules and Manipulations

Correcting a mistake:

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

Signatures; Affidavits of Service

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

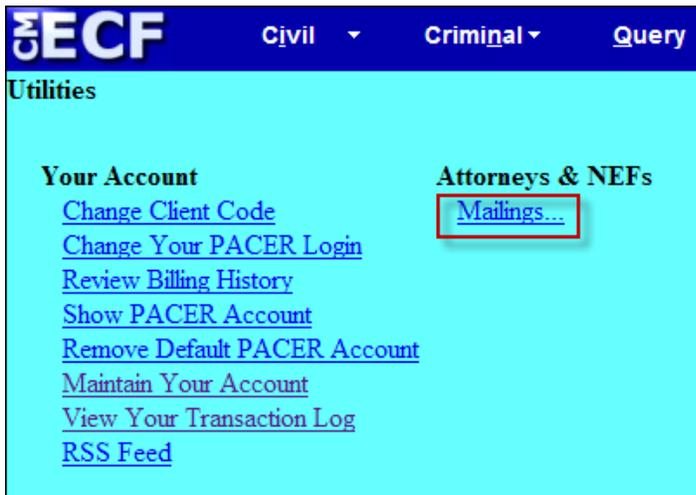
In the case of a stipulation or other document to be signed by two or more persons, the following procedures apply:

- a. The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the physical signatures of all parties 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.
- c. By filing the document, the attorney certifies that: (1) the document has been signed by all necessary people, including affiant and notary; and (2) if applicable, and the ink signed originals exist and will be available in their office for inspection. These documents should be retained in accordance with the retention rules required by the Eighth Circuit and Federal Circuit.
- d. 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.

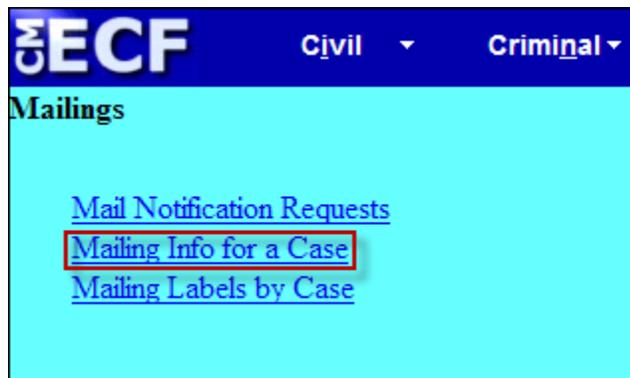
Mailing information for a Case

Attorneys can check ECF to see if a party is registered to receive e-mail noticing before uploading a filing in ECF.

1. Select **Utilities > Miscellaneous > Mailings > Mailing Info for a Case**

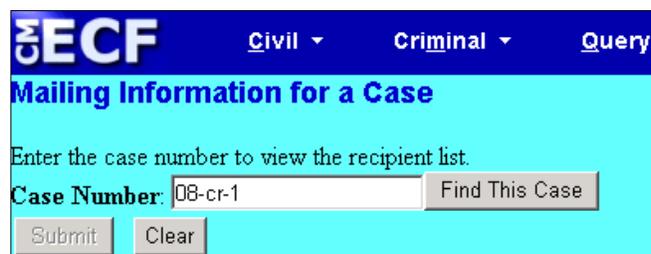


2. Select Mailing Info for a Case



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

The following window will appear:



1. Enter the Case Number, Click “Find This Case”

The following window will appear listing the Case Number:

2. Click “Submit”

A window similar to the following will appear with case specific mailing information:

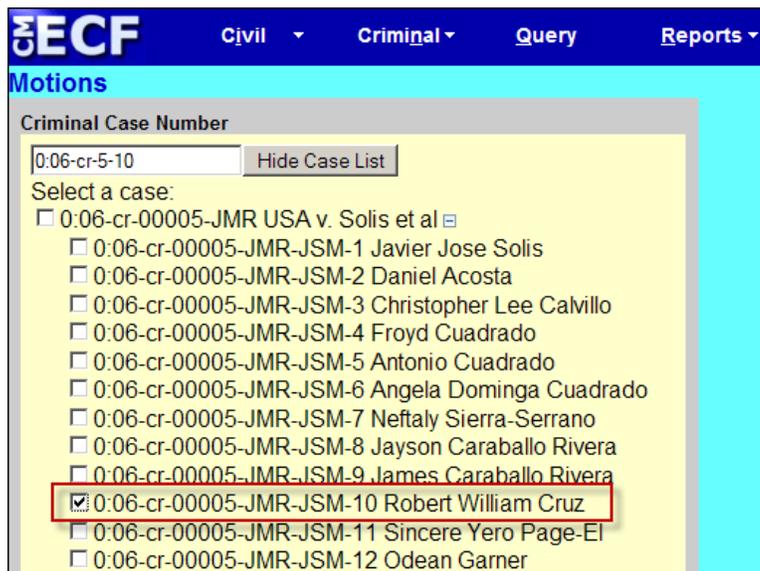
NOTE: If any attorney names appear under the “Manual Notice List”, these attorneys need to be noticed in the conventional manner.

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

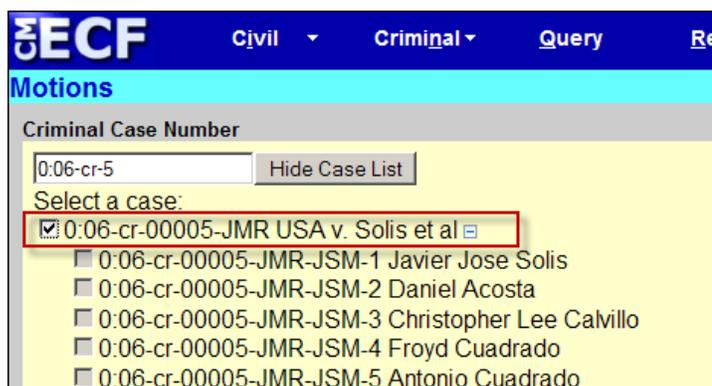
Filing Documents for Criminal Cases

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
 - a. **IMPORTANT:** If the case has multi-defendants, be sure to only select the defendant you represent and on whose behalf you are filing the pleading for.



- b. Please do **NOT** select the box next to the master case, unless you are filing the pleading on behalf of *ALL* defendants.



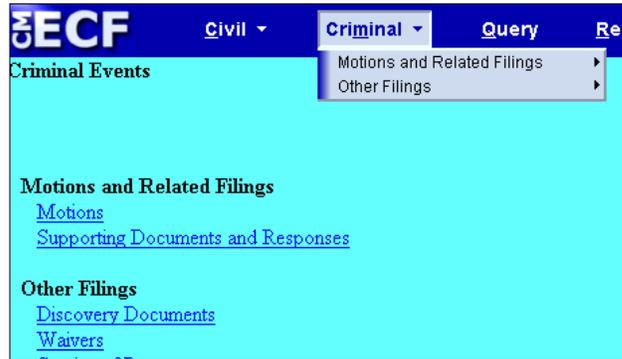
4. Specify the PDF file name and location for the document to be filed
5. Add attachments, if any, to the document being filed
6. Modify docket text as necessary
7. Submit the pleading to ECF
8. Receive notification of electronic filing

Filing a Motion

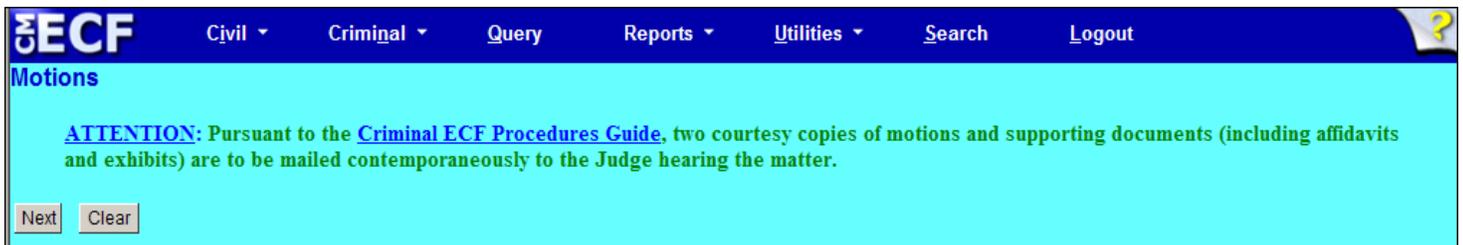
This section of the User's Manual describes the process for filing a Motion in ECF. The process is similar for filing other pleadings in ECF.

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

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

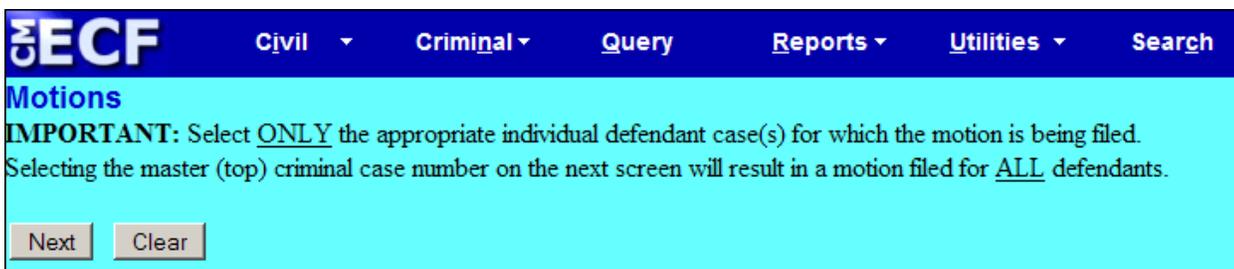


The following window will appear:



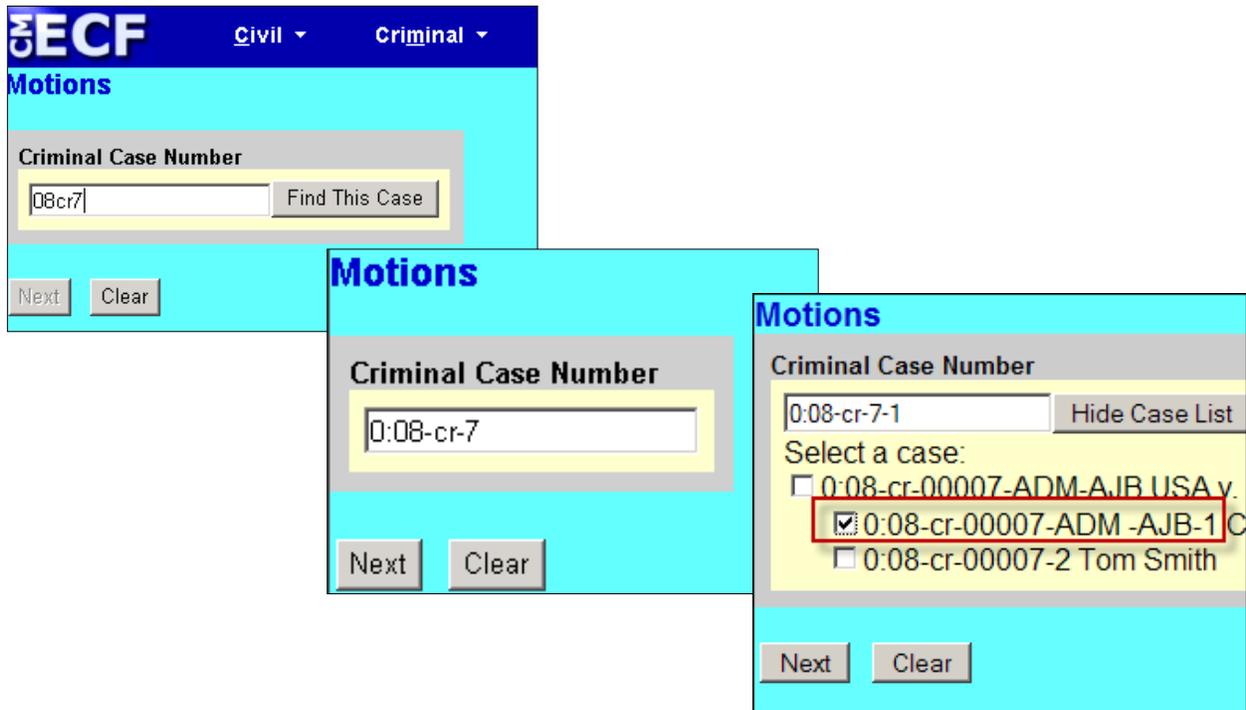
2. Click the Next button

The following window will appear:



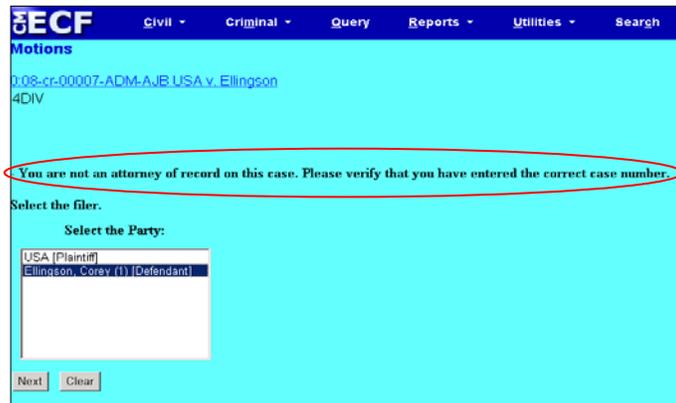
3. Click the Next button

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



If...	Action	Then
Multi-Defendant Case	List of all defendants appears	Important: Click the box next to the defendant you represent and on whose behalf you are filing the pleading for. Please do NOT select the box next to the master case, otherwise you will be filing the pleading on behalf of all defendants. Click Next
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

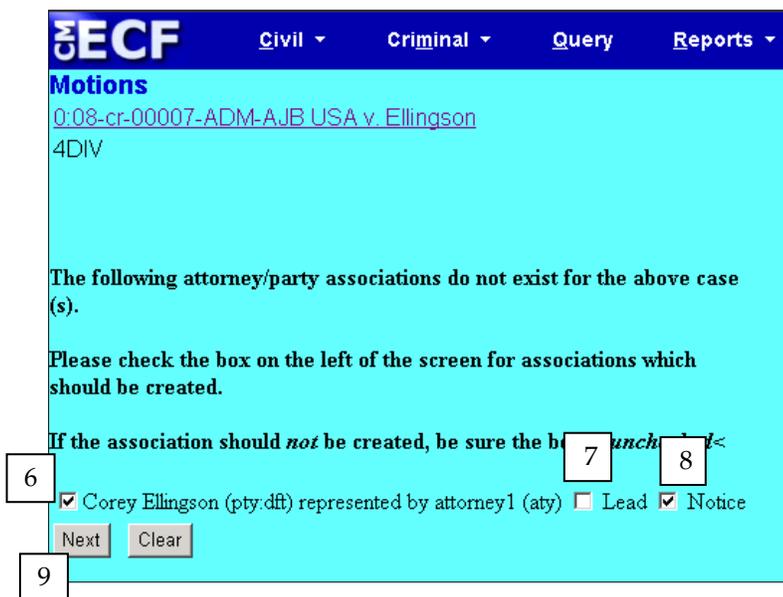
5. Click on the **party(s)** filing the document, Click **Next**



NOTE: If you represent multiple defendants you may select multiple parties by holding down the control key while pointing and clicking on each party of the group.

A Notice of Appearance needs to be filed in order for the attorney to be added to the case per the Criminal Procedures Guide, Section II. Electronic Filing and Service of Documents.

If this is the first time the attorney is filing in the case, the following window will appear. It is necessary to create the attorney/party association as follows:



(Necessary)

6. **Check** the box in front of the **party's name** to link the attorney and party together

(Optional)

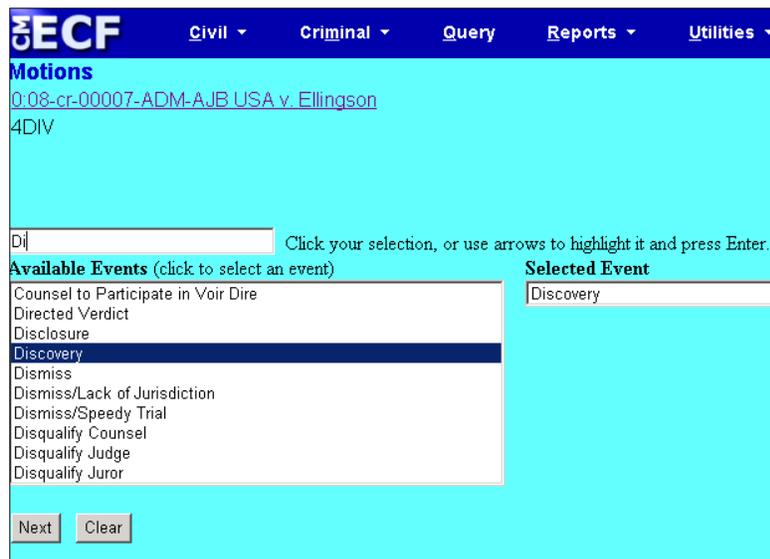
7. **Check** the box in front of **Lead** if attorney is lead attorney

(Necessary)

8. **Check** the box in front of **Notice** to receive notification when any documents are filed in this case

9. Click **Next**

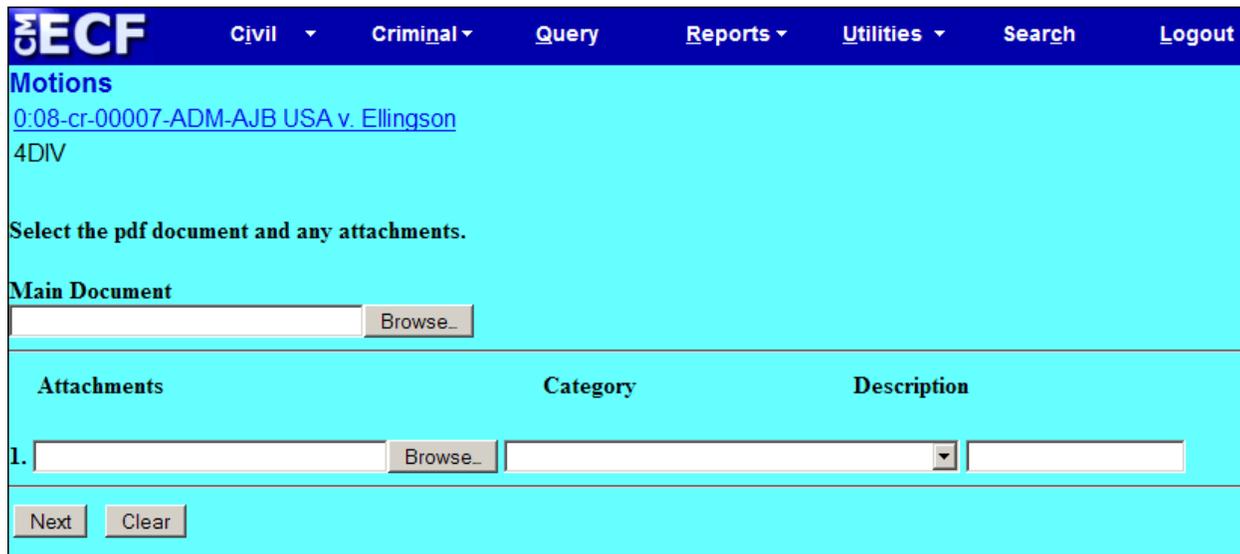
The following window will appear:



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

NOTE: An alternative when looking for the motion to select, type a portion of the event name to reduce the length of the event list.

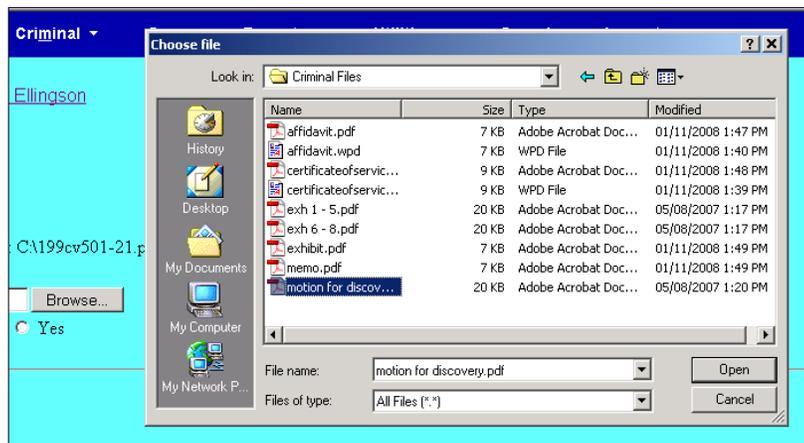
The following window will appear:



NOTE: You must attach an electronic copy of the actual pleading during these steps.
 All documents filed in ECF MUST be in PDF format.
 Please refer to the Criminal Procedures Guide, Section VI. Exhibits for additional information.

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

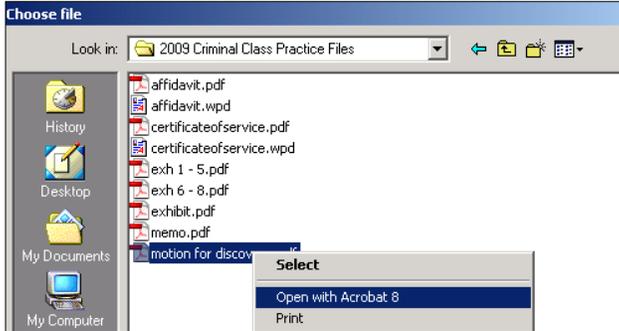
The following window will appear:



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

14. Click on the **file name** and Click **Open** (or double-click on the file) to link it to the filing

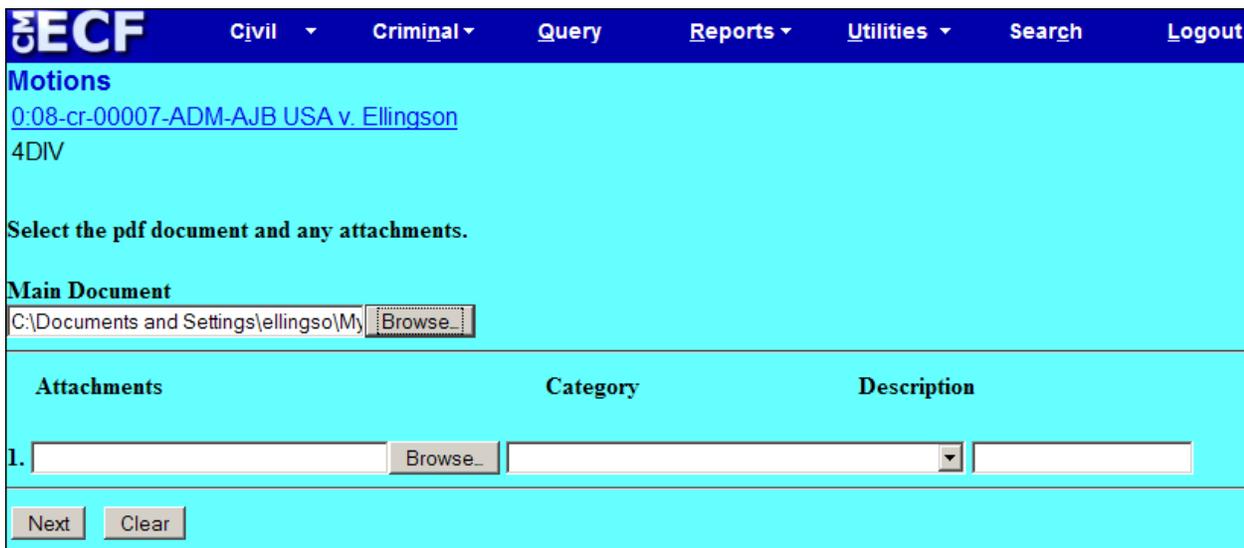
NOTE: It is recommended for the user to verify the correct document has been selected before linking it to the filing. To do so, right-mouse click on the selected file. A short-cut menu will appear. Click Open



Adobe Acrobat or Reader will open the PDF document. View and confirm document to be filed. Close the Adobe program.

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

The following window will appear:



ECF Civil Criminal Query Reports Utilities Search Logout

Motions
[0:08-cr-00007-ADM-AJB USA v. Ellingson](#)
 4DIV

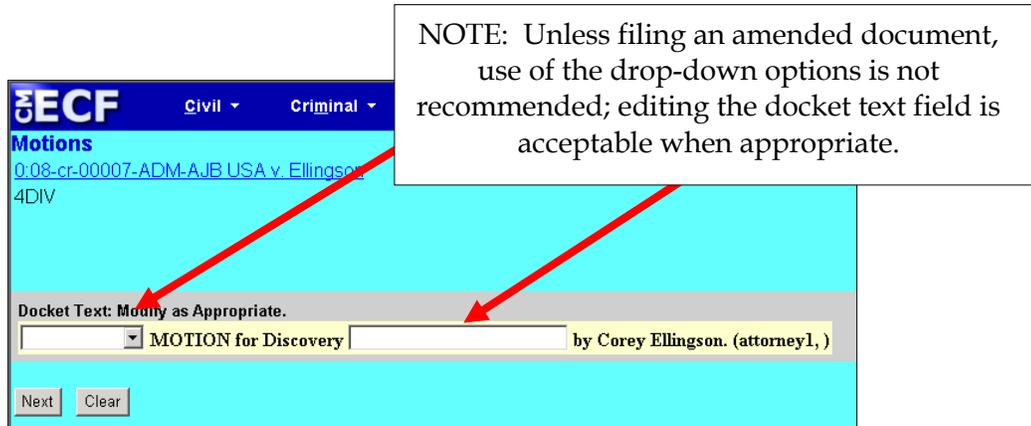
Select the pdf document and any attachments.

Main Document
 C:\Documents and Settings\ellingson\My Documents\...

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

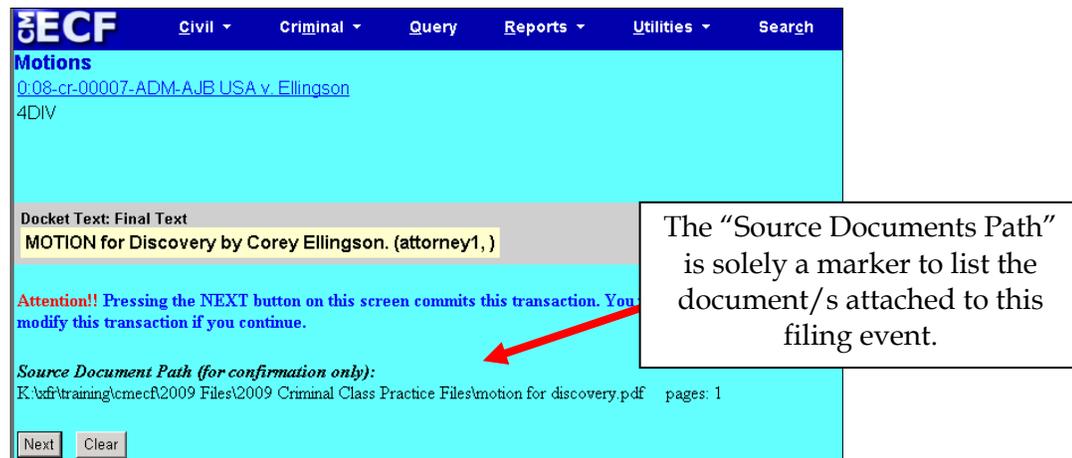
15. If there are **No Attachments** to the Motion, click **Next**

The following window will appear:



16. Click **Next**

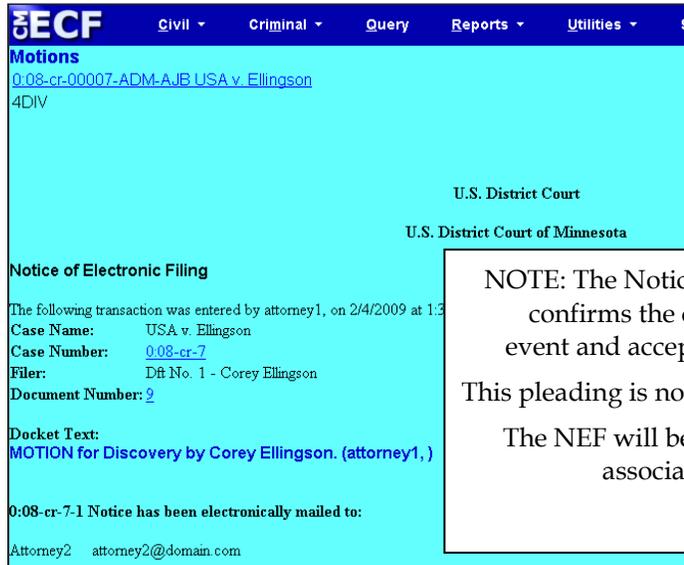
The following window will appear:



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

NOTE: This is the last screen to view before submitting the pleading. If corrections need to be made, click the Back button to locate the desired window in which changes are needed.
To abort this filing event, click any item on the blue menu bar.

The Notice of Electronic Filing window appears:



NOTE: The Notice of Electronic Filing (NEF) confirms the completion of this filing event and acceptance by the ECF system. This pleading is now an official court document. The NEF will be emailed to the addresses associated with this case

Filing a Memorandum of Law

This section of the User's Manual describes the process for filing a **Memorandum of Law** 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 **Criminal > Motions and Related Filings > Supporting Documents and Responses**



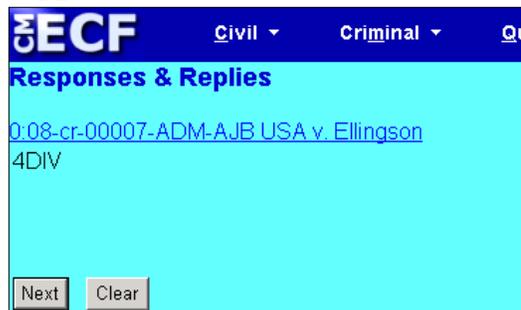
The following window will appear:



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

2. Click **Next**

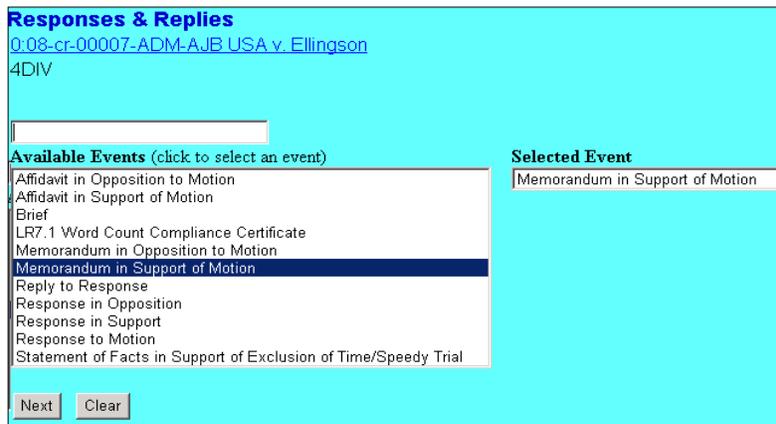
The following window will appear:



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

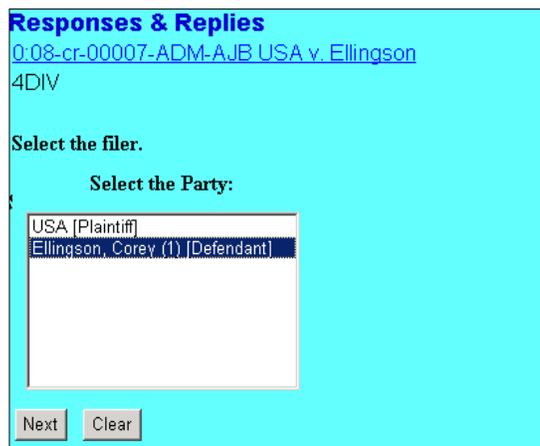
NOTE: With most events, a second case number verification window, Step 3 above, appears. This window is another opportunity for the filer to ensure the correct case is being filed in. From this point forward, Step 3 will only be listed; the screen shot will not be included.

The following window will appear:



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

The following window will appear:



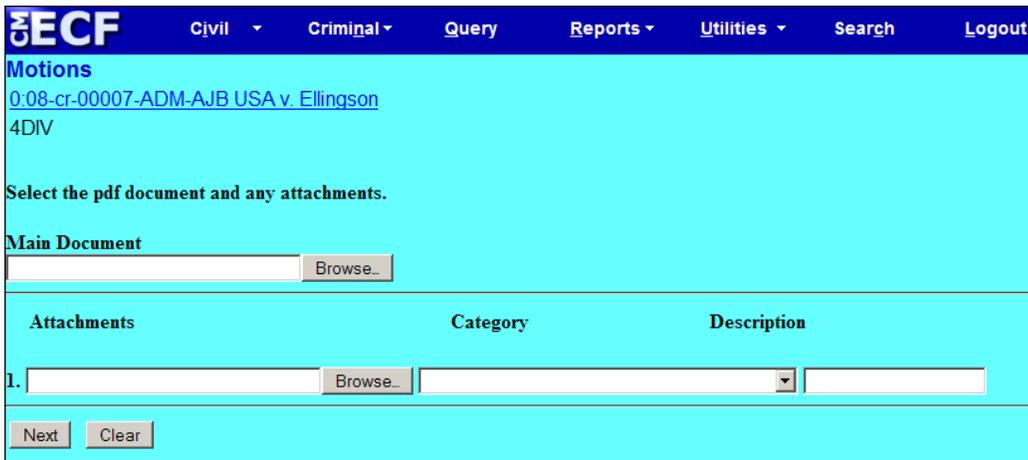
5. Click on the party(s) filing the document, Click **Next**

NOTE: If you represent all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group.

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

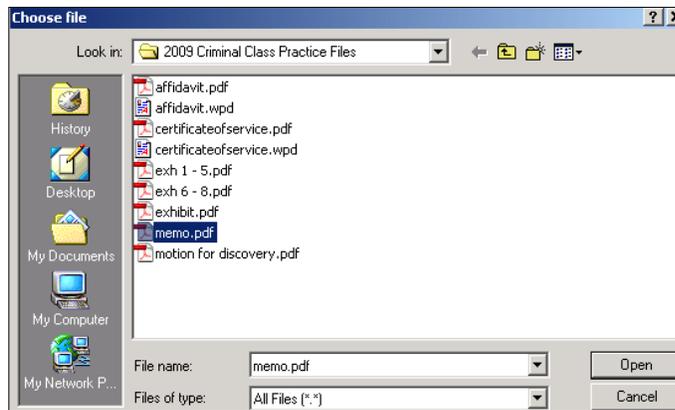
A Notice of Appearance needs to be filed in order for the attorney to be added to the case per the Criminal Procedures Guide, Section II. Electronic Filing and Service of Documents

The following window will appear:



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

The following window will appear:



7. **Navigate** to the desired PDF document to be filed

NOTE: From this point forward Step 7, above, will be listed only; screen shot will not be included.

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

The following window will appear:

ECF Civil Criminal Query Reports Utilities Search Logout

Responses & Replies
[0:08-cr-00007-ADM-AJB USA v. Ellingson](#)
 4DIV

Select the pdf document and any attachments.

Main Document
 C:\Documents and Settings\ellingson\My

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

9. Click **Next**

The following window will appear:

Responses & Replies
[0:08-cr-00007-ADM-AJB USA v. Ellingson](#)
 4DIV

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

0:08-cr-00007-ADM-AJB Corey Ellingson

- 01/14/2008 [3](#) MOTION for Discovery of Evidence by Corey Ellingson. (Attorney7,)
- 06/17/2008 [8](#) MOTION for Discovery of documents by Corey Ellingson. (Attorney2,)
- 02/04/2009 [9](#) MOTION for Discovery by Corey Ellingson. (attorney1,)
- 02/06/2009 [10](#) MOTION for Discovery by Corey Ellingson. (Attachments: # [1](#) Certificate of Service) (attorney1,)

10. **Click** in the box to select the event to which this memorandum relates, Click **Next**

The following window will appear:

Responses & Replies
[0:08-cr-00007-ADM-AJB USA v. Ellingson](#)
 4DIV

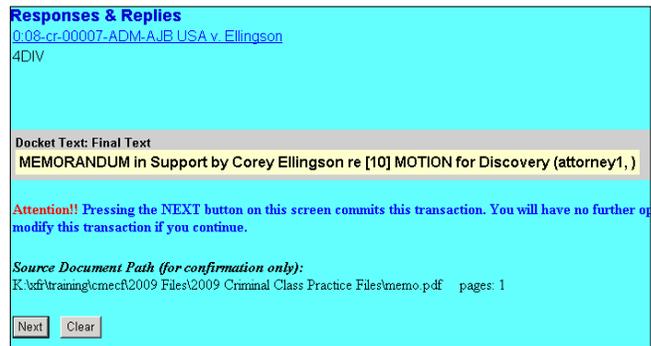
Docket Text: Modify as Appropriate.

MEMORANDUM in Support by Corey Ellingson re [10] MOTION for Discovery (attorney1,)

11. Click **Next**

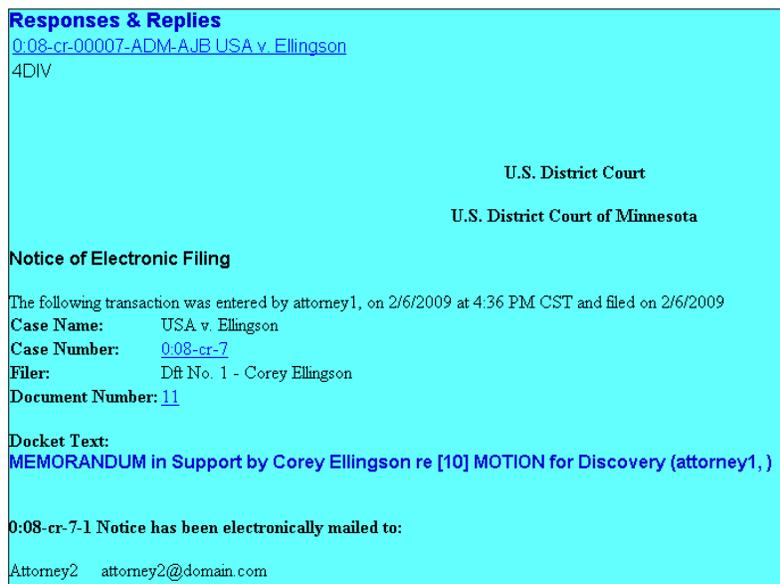
The following window will appear:

NOTE: This is the last screen to view before submitting the pleading. If corrections need to be made, click the Back button to locate the desired window in which to make changes.
 To abort this filing event, click any item on the blue menu bar.
 From this point forward, this informative note will not be included in the documentation.



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

The following Notice of Electronic Filing will appear.



NOTE: The Notice of Electronic Filing (NEF) confirms the completion of this filing event and that it has been accepted by the ECF system.
 This pleading is now an official court document.
 From this point forward, this informative note will not be included in the documentation, and the Notice of Electronic Filing step will only be listed; the screen shot will not be included.

Filing a Position on Sentencing

This section describes the process for filing a **Position on Sentencing** in ECF. The process is similar for filing other pleadings in ECF.

In this illustration, the *ECF Search Feature* will be used to locate **Other Documents** (the appropriate event) in which to file the Position on Sentencing. This option may help to increase efficiency for the Filer and the Court. The Search Feature may be used to locate any criminal filing event.

To use the Search Feature:

1. Click **Search**

The Search Menus and Events box will appear:



2. **Enter** in part or all of desired **search text**, Click the **Search** button

The following window will appear listing the menus containing the result of the text search:

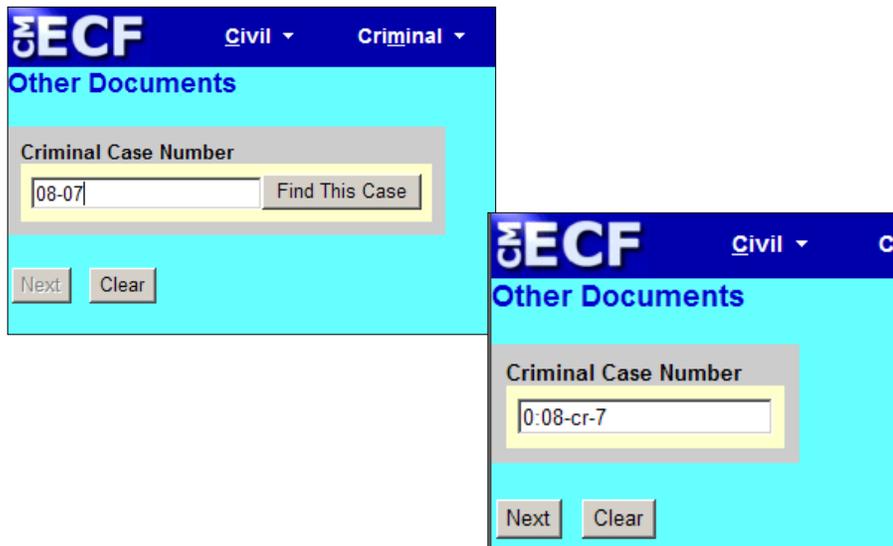


3. Click on the appropriate **Event Menu link** to begin filing the Position on Sentencing

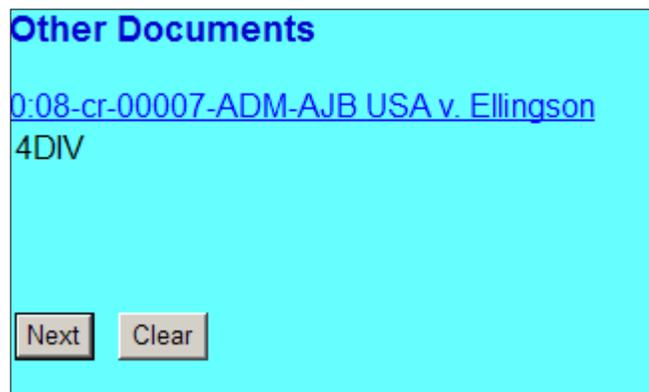
4. Enter in the case number

5. Click **Find This Case**

6. Click **Next**

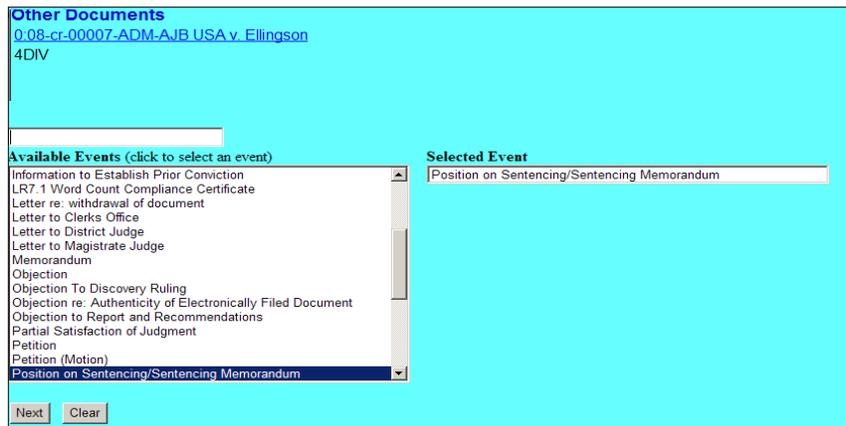


The following window will appear:



7. Click **Next**

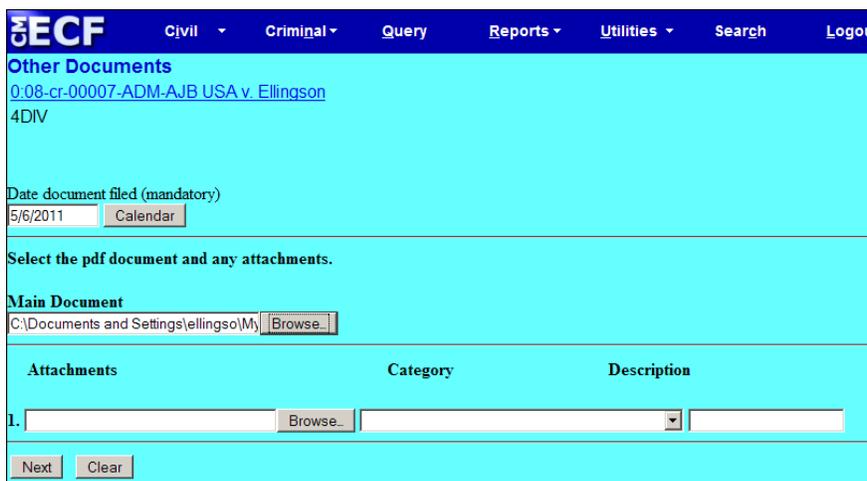
The following window will appear:



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

NOTE: Because of the similarity to other events, minimal screen shots will be included in this section.

The following window will appear:



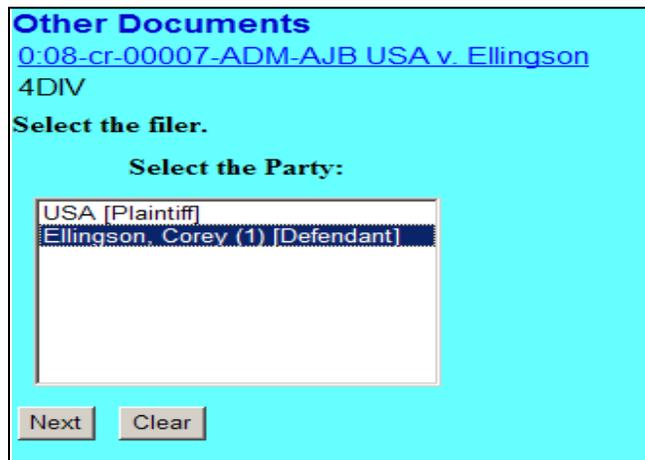
9. Click **Browse** to locate the appropriate document

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

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

12. Click **Next**

The following window will appear:

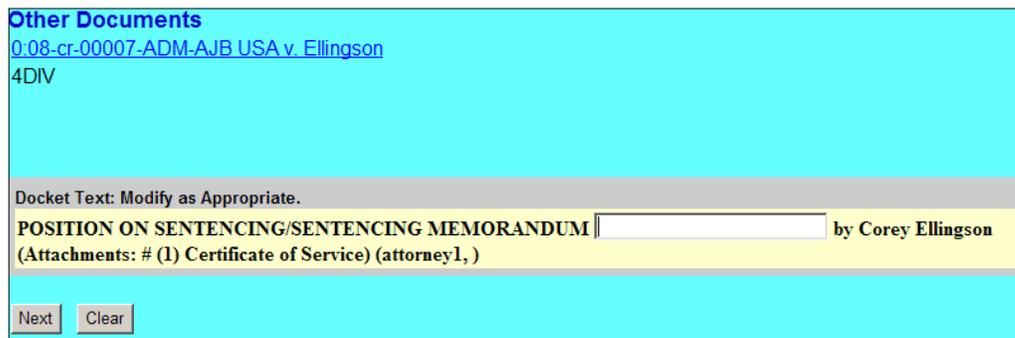


12. Click on the party(s) filing the document, Click **Next**

NOTE: If you represent multiple defendants you may select multiple parties by holding down the control key while pointing and clicking on each party of the group.

A Notice of Appearance needs to be filed in order for the attorney to be added to the case per the Criminal Procedures Guide, Section II. Electronic Filing and Service of Documents

The following Docket text window will appear:



13. Click **Next**

14. Click **Next**, again, to submit the filing

The Notice of Electronic Filing window will appear.

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.

Certificates of Service can either be filed as: (a) an attachment in ECF during a filing or (b) a separate filing. If the certificate of service is filed as an attachment to a filing, the filer must first find out ahead of time who:

- will receive the filing by e-mail
- must receive hard copies of the filing

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

1. Click **Criminal > Other Filings > Service of Process**

NOTE: Because of the similarity to other events, minimal screen shots will be included in this section.

2. **Enter** or confirm case number, Click **Next**, **Confirm** case number **again**, Click **Next**

3. Click the **type of Event** being filed (e.g., Certificate of Service or Certificate of Service on Proposed Order), Click **Next**

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

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

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

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

8. At the prompt, "Check the box next to the appropriate motion or stipulation to which your proposed order relates," Click **Next**

9. Check the box next to the appropriate event(s) to which your Certificate of Service relates.

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

0:08-cr-00001-MJD-AJB Corey Ellingson

- 01/14/2008 [3](#) MOTION for Discovery of evidence by Corey Ellingson. (attorney1, fdsdfds)
- 01/14/2008 [5](#) MOTION to Continue Trial Date by Corey Ellingson. (Attachments: # [1](#) Certificate of Service) (attorney1, fdsdfds)
- 10/22/2008 [11](#) REPORT AND RECOMMENDATION as to Corey Ellingson re [9](#) MOTION to Suppress Objections to R&R due by 11/5/2008 R&R Ruling due by 11/21/2008.. Signed by Judge Judge Michael J Davis on 10/22/08. (mkf)
- 02/13/2009 [15](#) MOTION for Discovery by Corey Ellingson. (Attachments: # [1](#) Certificate of Service) (attorney1,)

10. Click **Next**

11. Confirm information in window, Click **Next** to **submit** the Certificate of Service

The Notice of Electronic Filing window will appear.

SAMPLE Certificate of Service ON PROPOSED ORDER

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MINNESOTA

[Name of Plaintiff(s)]

Plaintiff(s)

v.

[Name of Defendant(s)]

Defendant(s)

**CERTIFICATE OF SERVICE ON
PROPOSED ORDER**

Case No.: *[Case Number with initials]*

I hereby certify that on (date), I caused the following proposed order:

[List documents to be filed and served]

to be filed with the court via email to the following judge who is hearing the motion:

[List name and email address of judge to whom you will send the proposed order]

and I certify that I caused a copy of the proposed order to be emailed or mailed by first class mail, postage paid, as noted below, to the following:

[List names and method of service of those on whom you will serve the proposed order]

Dated: _____, 20__

s/ Attorney's Name

Attorney's Typed Name

Appendix A

Additional Information Regarding ECF

Sealed Documents

For more details about filing under seal, please refer to the Criminal Procedures Guide, Section II, part B and the Sealed Criminal User's Manual.

Documents Filed In Error

A document incorrectly filed in a case may result from: a) uploading 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.

Uploading the wrong PDF file to a docket entry or entering the wrong case number

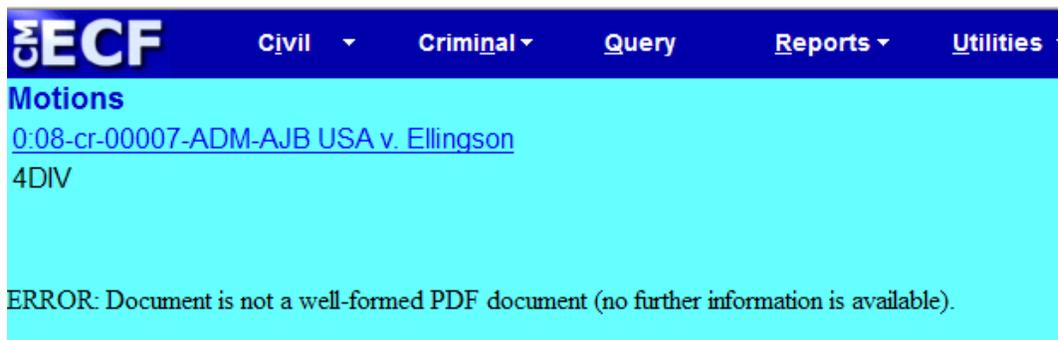
After a document is filed electronically, corrections to the docket must only be made by the Clerk's Office. ECF will not permit the filer to make changes to the document(s) or docket entry once the transaction has been submitted.

Documents filed in error in the correct case (e.g., wrong version of the document attached, wrong event code, etc.) must remain part of the record as filed. Upon discovery of error, the filer must: Call the Clerk's Office Help Desk at 612-664-5155 or 866-325-4975. Clerk's Office staff will edit the docket text of the incorrect entry indicating "DOCUMENT FILED IN ERROR" in all caps at the beginning of the docket entry. The user should immediately file the correct document in the case 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, the filer must immediately call the Help Desk at 612-664-5115 or 866-325-4975. The Clerk's Office will edit the docket text of the incorrect entry indicating, "DOCUMENT RESTRICTED-FILED IN WRONG CASE" in all caps 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 selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the [Next] button.



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

Failure to Select a Document to File

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



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

Attachments and Attachment Size

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

Attorneys may seek leave of the court to file conventionally if attachments and exhibits are voluminous. Refer to the Criminal Procedures guide, Section VI. Leave to File Conventionally for more details on this matter.

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

Appendix B

Viewing 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).

The screenshot shows a notice from the U.S. District Court, District of Minnesota. The notice includes a note for public access users, a title, a date, and a case name. A login dialog box is overlaid on the bottom left of the notice, containing fields for Username, Password, and Client Code, along with Login, Clear, and Cancel buttons.

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

Login

Username *

Password *

Client Code

Login Clear Cancel

Appendix C

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

Appendix D

The Federal Rules and Personal Identifiers

Under Fed. R. Crim. P. 49.1(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, or the home address of an individual, the party or nonparty making the filing 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;
- d. The last four digits of the financial-account number; and
- e. The city and state of the home address.

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

- f. Personal Identifying Number (e.g., driver's license number);
- g. Medical Records, Treatment and Diagnosis;
- h. Employment History;
- i. Individual Financial Information;
- j. Proprietary or Trade Secret Information.

Under Fed. R. Crim. P. 49.1(b), the redaction requirements do not apply to the following:

- a. A financial-account number or real property address 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 49.1(d) ; and
- f. A pro se filing in an action brought under 28 U.S. C. §§ 2241, 2254, or 2255.
- g. A court filing that is related to a criminal matter or investigation and that is prepared before the filing of a criminal charge or is not filed as part of any docketed criminal case;
- h. An arrest or search warrant; and
- i. A charging document

Pursuant to Fed. R. Crim. P. 49.1, in addition to filing a redacted version of the document in ECF, a party filing a document containing personal identifiers may also file:

1. An unredacted copy of the document under seal without seeking leave of the court in accordance with Section V.D. of the Criminal ECF Procedures Guide regarding filing documents under seal; or
2. A reference list under seal without seeking leave of the court in accordance with Section V.D. of the Criminal ECF Procedures Guide 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.

To file documents containing personal identifiers:

1. File the redacted version of the document electronically in ECF.
2. If filing an unredacted original under seal, the filer must:
 - a. Clearly state one of the following in the document heading:
 - i. SEALED PURSUANT TO FED. R. CRIM. P. 49.1- UNREDACTED ORIGINAL (Redacted Document filed in ECF as Document # [number]); or

ii. SEALED PURSUANT TO FED. R. CRIM. P. 49.1 - REFERENCE LIST (Redacted Document filed in ECF as Document # [number]).

b. File the sealed unredacted original or reference list electronically in ECF.

Mail or deliver TWO COURTESY COPIES (with a copy of the NEF) of the *sealed* document, as required by Section I, Part F of the Criminal ECF Procedures Guide, to the District or Magistrate Judge handling the matter in a separate envelope.

a. The *sealed* document shall be served conventionally, with a copy of the Notice of Electronic Filing (NEF), by the filer on parties who are entitled to service. The e-notice of the court's receipt of these documents shall not constitute service.

Sample of Reference List of Personal Identifiers Redacted

**UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA**

[Plaintiff's Name]

Case Number: *[Case Number]*

Plaintiff(s)

v.

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

[Defendant's Name]

Defendant(s)

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

Appendix E

Creating an Appendix with Document Links

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

Options for Creating an Appendix

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

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

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

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

Plaintiff
 Bella Ellingson

represented by **Bella Ellingson**
 PRO SE

V.

Defendant
 U.S. Bureau of Prisons

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

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

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

View Selected

or

Download Selected

Creating an Appendix with the “Include documents in Appendix” Option

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

Creating an Appendix with the “Include document hyperlinks in Appendix” Option

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

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

Sample Appendix PDF with Document Hyperlinks:

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

Appendix G

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. To access the New Cases Report click on the District of Minnesota’s Web site at: www.mnd.uscourts.gov
2. Click on the **New Cases** tab> **Access to the New Cases Report**.

New Cases Report from 10/21/2012 to 11/20/2012						
Date	Time Reported	Case #	Title	Type	Judge	Magistrate
11/19/2012	11/19/2012 17:00:01	12cv2917	Kennedy v. Astrue	Type: Social Security - SSID Title XVI	PJS	FLN
11/19/2012	11/19/2012 17:00:01	12cv2916	Signus Medical LLC v Ilion Medical LLC	Type: Pending	DWF	TNL
11/19/2012	11/19/2012 17:00:01	12cv2915	Johnson v Northwest Eye Clinic, PA	Type: Pending	JNE	AJB
11/19/2012	11/19/2012 17:00:01	12cv2914	Edoff v ARS National Services, Inc., et al	Type: Pending	MJD	JJG
11/19/2012	11/19/2012 16:00:01	12cv2913	Anytime Fitness v Roberts et al	Type: Property Rights - Trademark	SRN	JJG
11/19/2012	11/19/2012 16:00:01	12cv2912	US v Whalen	Type: Other Statutes - Other Statutory Actions	PJS	SER
11/19/2012	11/19/2012 16:00:01	12cv2911	Brynteson v Life Insurance Company of North America	Type: Pending	ADM	TNL
11/19/2012	11/19/2012 16:00:01	12cv2910	Stover v Astrue	Type: Social Security - DIWC/DIWW	JNE	FLN

Appendix H

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 locations:

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

Query

WARNING: Search results from this screen are NOT subject to the 30 page limit on PACER charges. Please be as specific as possible with your search criteria.

Search Clues [Mobile Query](#)

Case Number

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit

 110 (Insurance)
 120 (Contract Marine)

Cause of Action

 02:0431 (02:431 Fed. Election Commission: Failure Enforce C)
 02:0437 (02:437 Federal Election Commission)

Last/Business Name Exact matches only

First Name Middle Name

Type

2. The **Mobile Query** link on the **Query** results page.

0:09-cv-00086-DWF-DEM-MJD Ellingson v. Ellingson

Donovan W. Frank, panel 1
 Diana Murphy, panel 2
 Michael J. Davis, panel 3
 Steven E. Rau, referral
Date filed: 05/12/2009
Date of last filing: 09/11/2013

[Mobile Query](#)

Query

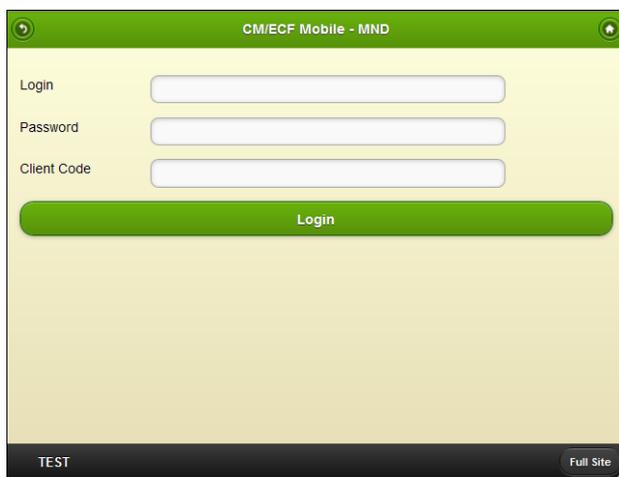
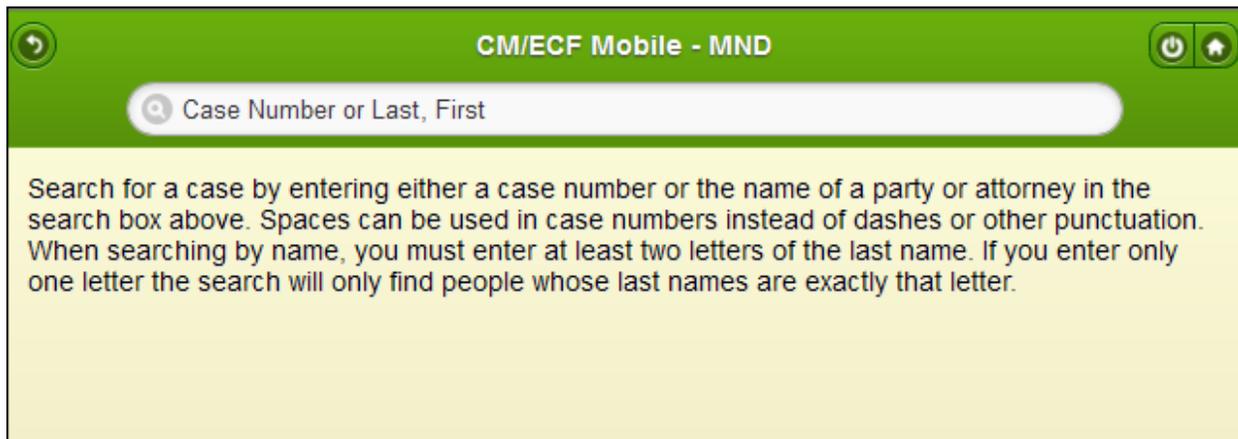
[Alias](#)
[Associated Cases](#)
[Attorney](#)

3. A case link from the mobile PACER Case Locator.

Mobile Query User Interface

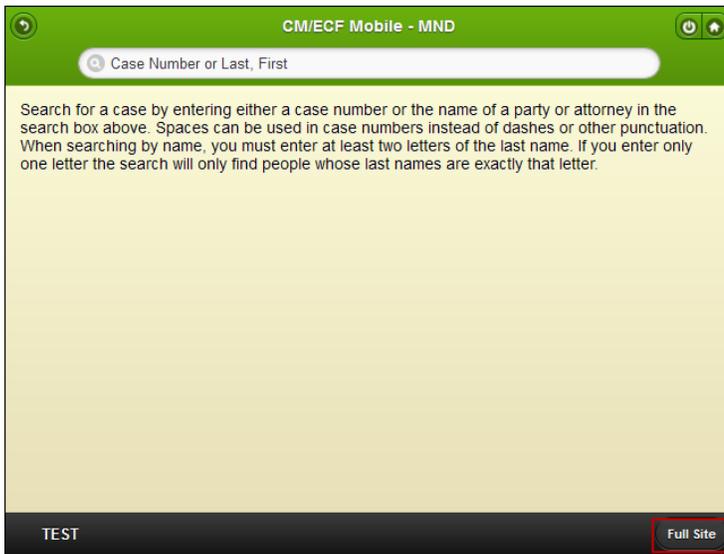
All interfaces in the mobile query include five elements on each page:

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.

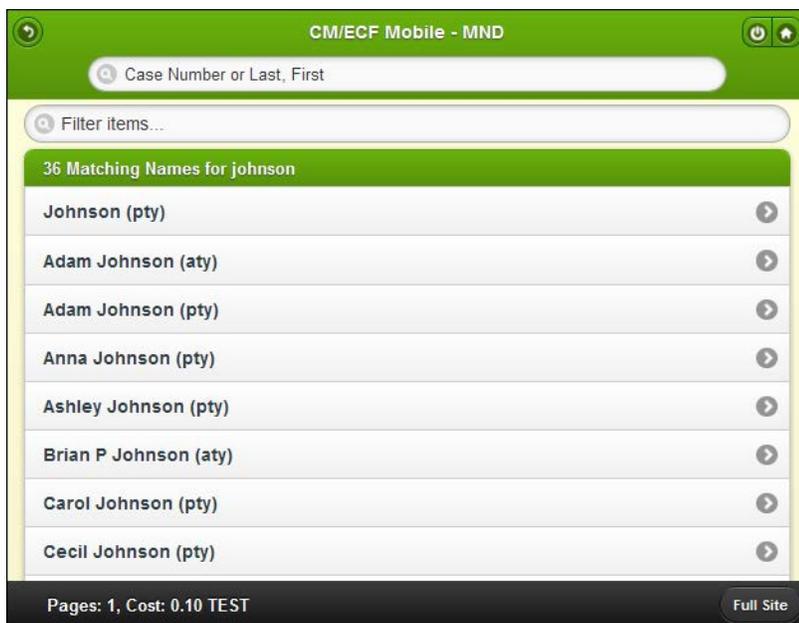
At the bottom of each page, a **Full Site** button provides access to the standard-formatted application interface page. If the user clicks the **Full Site** button, the full site is set as the default for approximately twelve hours. If any specific page generates a PACER billing receipt, a summary form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

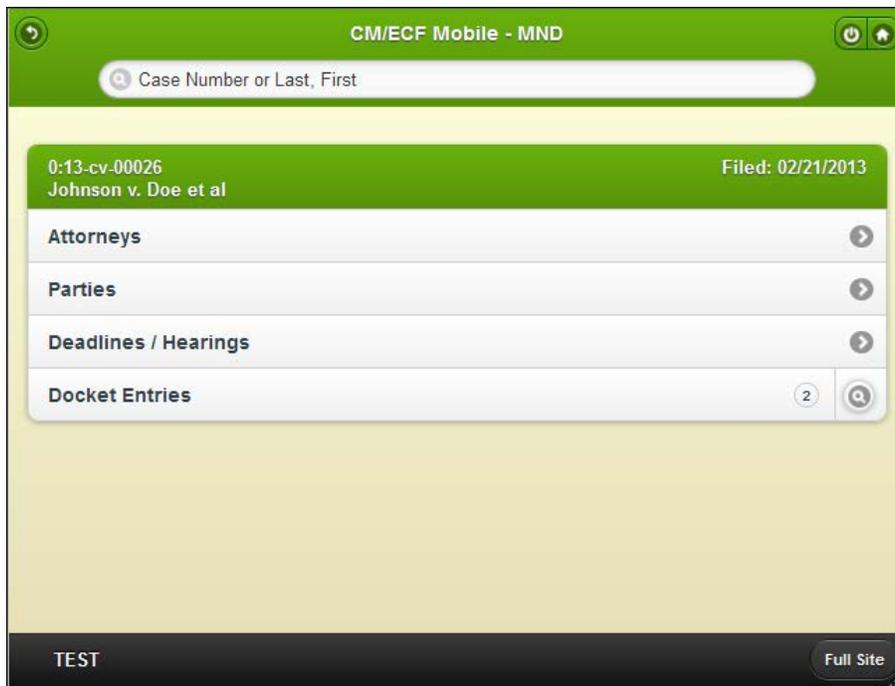
If a party name search returns more than one possible match based on the criteria provided, the mobile interface presents the user with a list of all matching names and requires the user to select a specific name.



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

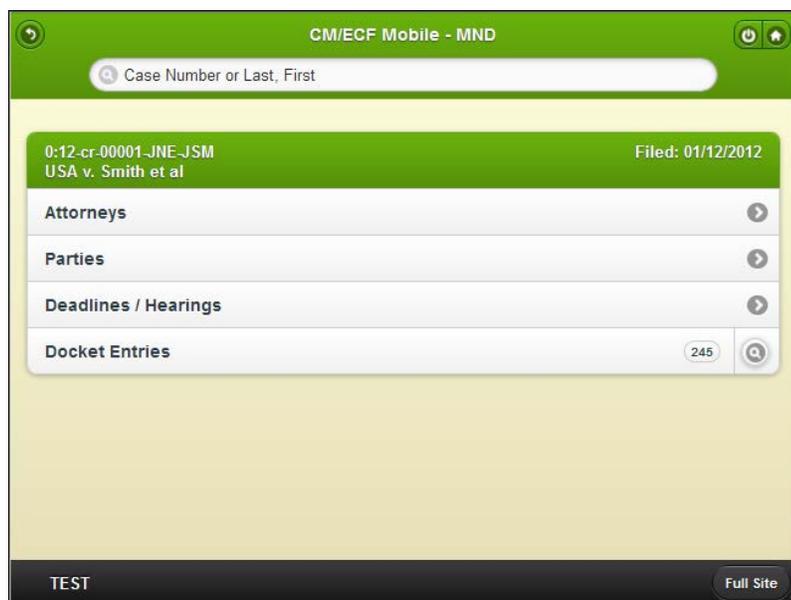
Entering a numeric search term triggers a case number search. If an alphanumeric search term is entered, it triggers a party or attorney name search. If a case number search returns no results, the system automatically runs a name search using the same terms. Spaces can be used in case numbers instead 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

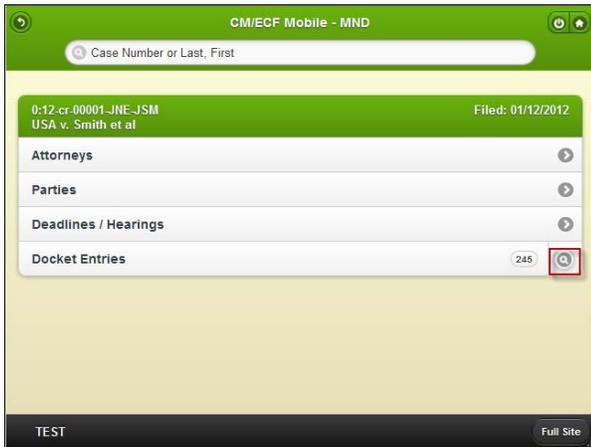
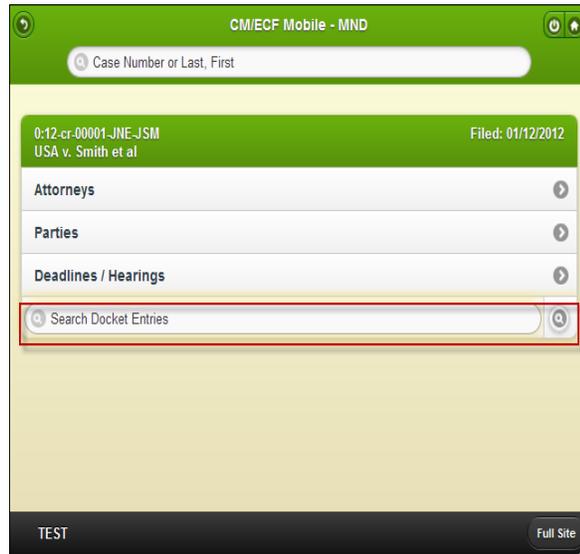


Figure 2-Docket Entry Text Search

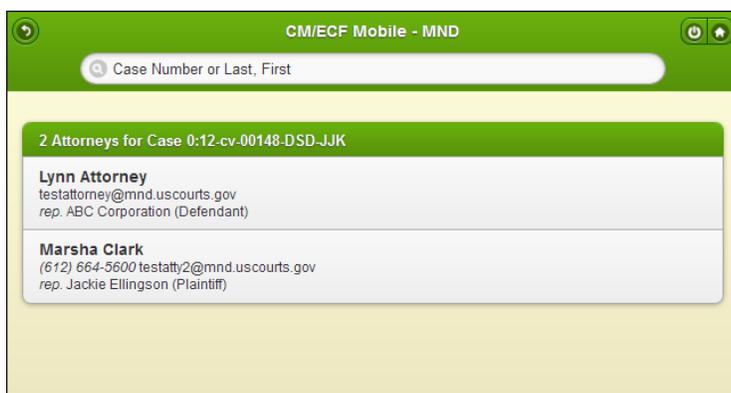


Detailed Case Information Displays

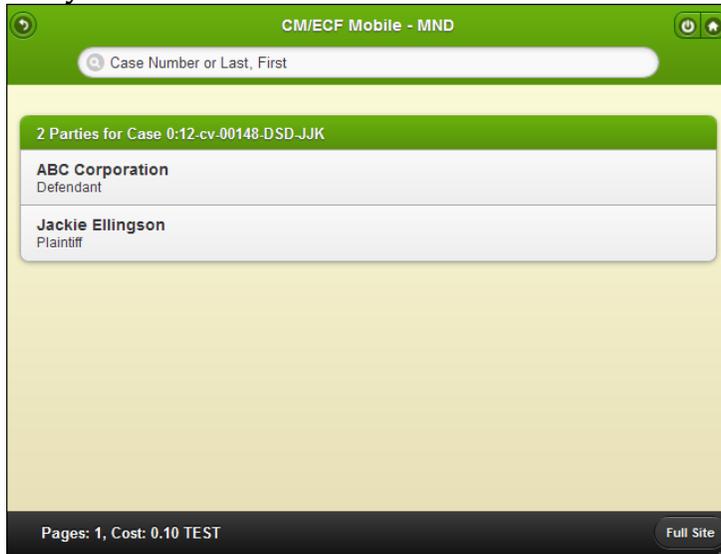
Attorneys, parties, deadlines, and docket entries are listed in similarly formatted lists that wrap to fit on small screens.

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.

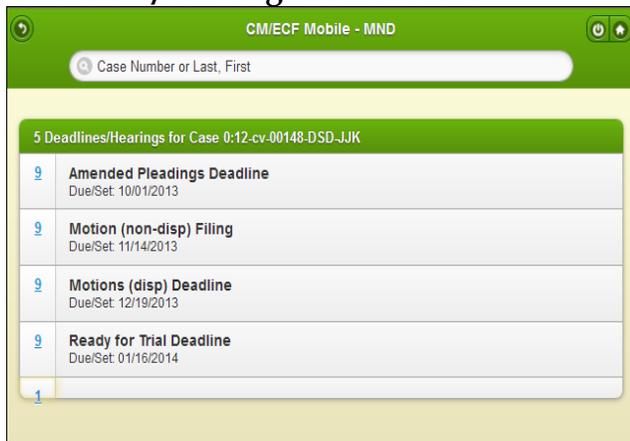
Attorney Information



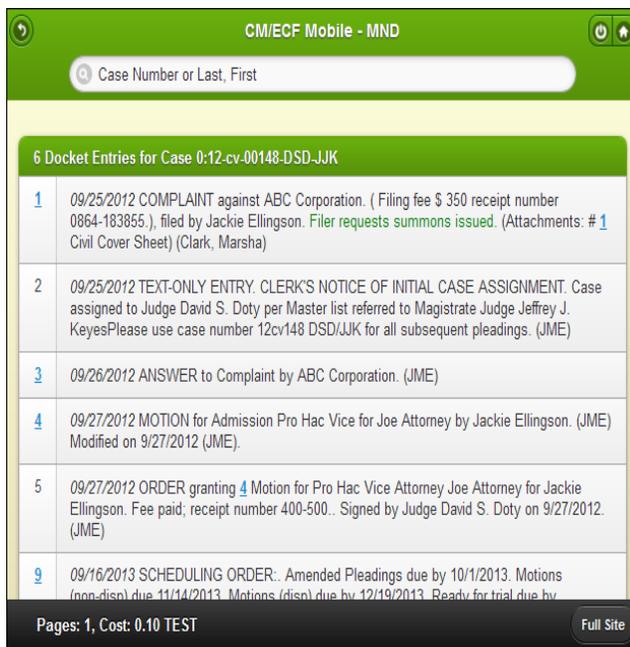
Party Information



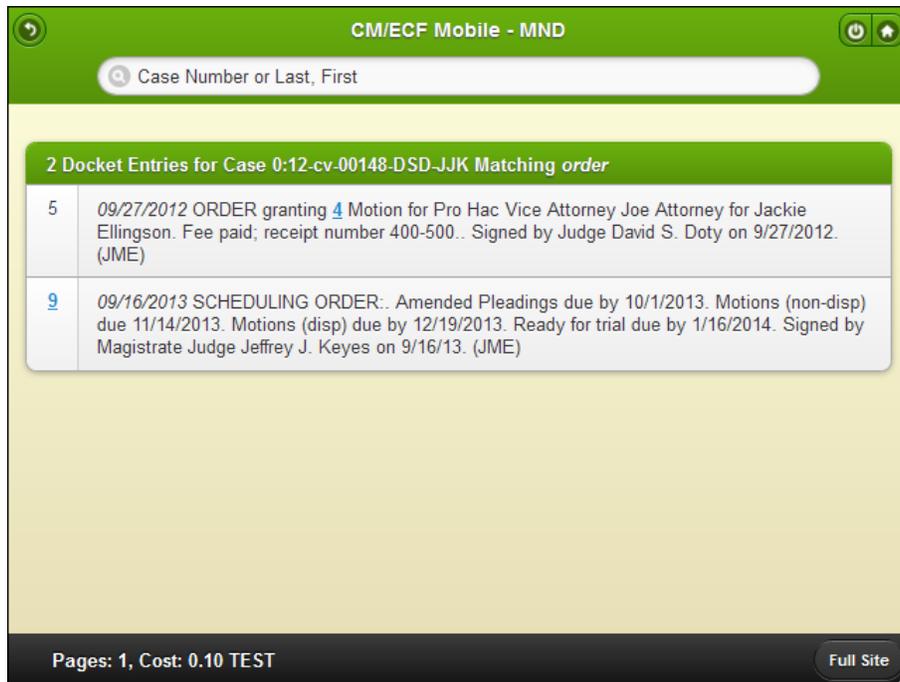
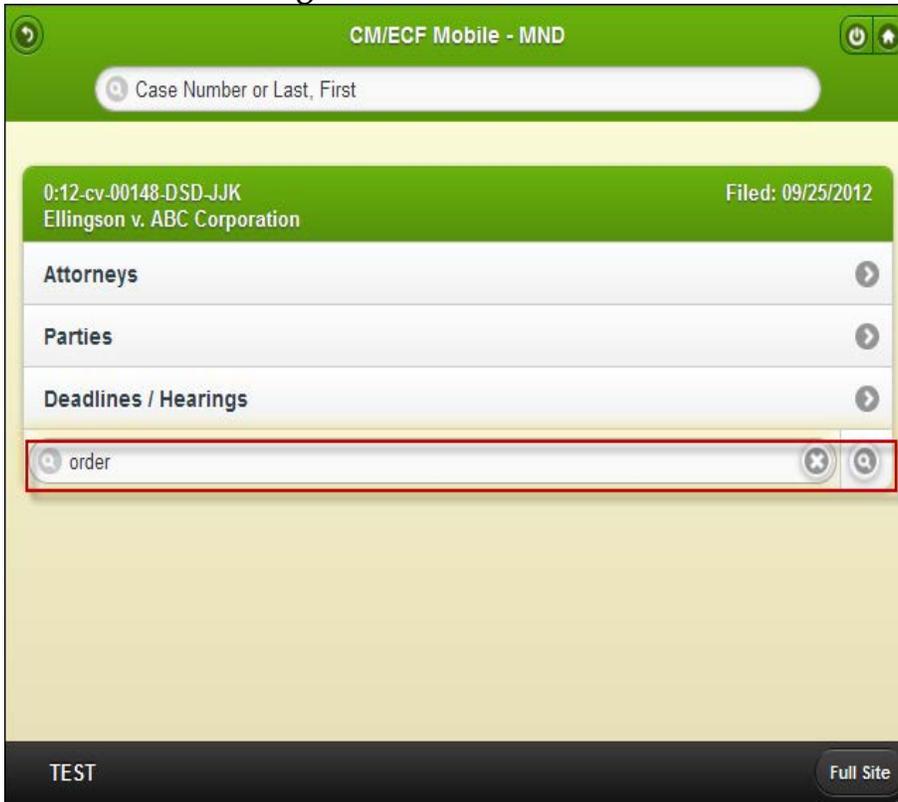
Deadlines/Hearings Information



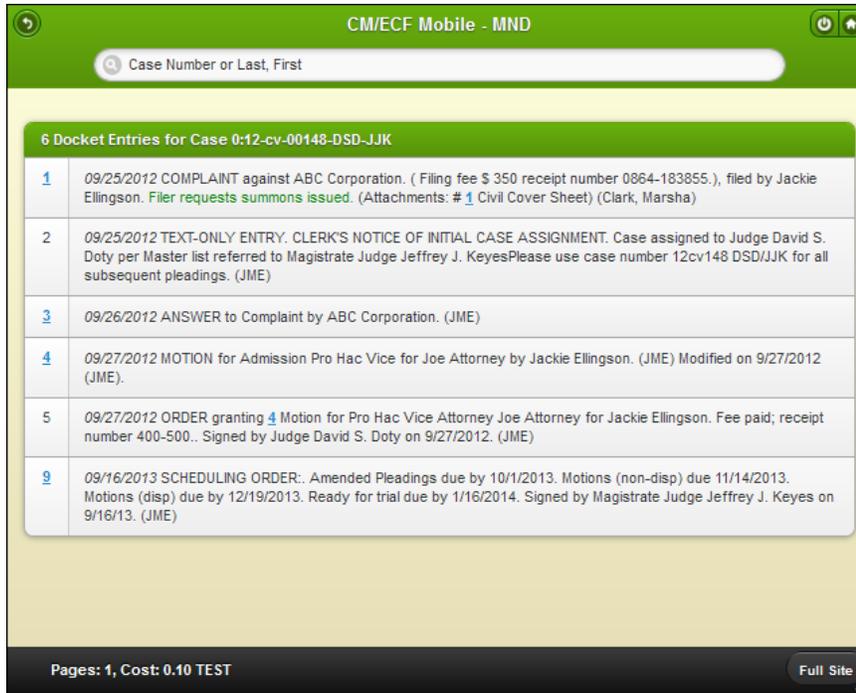
Docket Entries Information



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.

