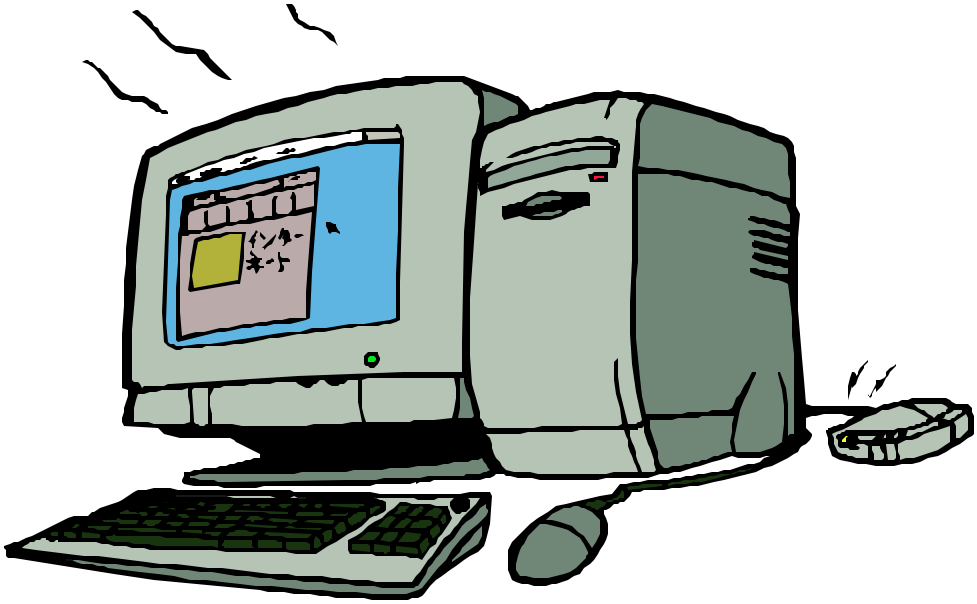
ELECTRONIC CASE FILING
CM/ECF



User's Manual
Criminal Training

District of Minnesota

(Revised April 13, 2004)

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Electronic Case Files 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 Help Desk between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, if you need assistance using ECF.

Toll Free Help Desk	**1-866-325-4975** **or 612-664-5155**

OR

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

Access to ECF Information and Resources

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

www.mnd.uscourts.gov

- View or download the most recent version of the User's and Procedural Manuals
- Self-train on a web-based ECF Tutorial
- Practice entering pleadings into ECF using a "training" database that is similar to the official live ECF database
- Review Frequently Asked Questions (FAQs) page
- View CM/ECF Introductory video

ECF System Capabilities

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

- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases

- View various reports for cases that were filed electronically

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 Word.
- An Internet Service provider.
- Netscape Navigator version 4.6 or 4.7,(Netscape 6 is not recommended for use with CM/ECF,) or Internet Explorer 5.5 or 6.0. Netscape Version 7 is currently being tested to certify compatibility. Some users have had positive results with these versions.
- Software, such as Adobe Acrobat Writer or pdfFactory, 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 to transmit documents that are not in your word processing system**. Note: This would only be 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 are asking you to do the same whenever possible.**

PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at http://pacer.psc.uscourts.gov.

Registering for Access to ECF

Participants will need to register with the court to receive a login and password for the ECF system. Registration information is available on our web site at http://www.mnd.uscourts.gov/cmecf.

Once an account has been established, the Office of the Clerk will send your login and password to you by regular, first-class mail or by e-mail. Note this information must be sent directly to the attorney of record and not to support staff.

Registered users can visit a training version of the system on the Internet at https://ecf-train.mnd.uscourts.gov to practice ECF activities. We strongly recommend that registered users practice in the "training" ECF database before filing documents in the "live" ECF database.

Preparation

Setting Up the Acrobat PDF Reader

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

Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court using the ECF system. Before sending the file to the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

How to View a PDF File

- Start the Adobe Acrobat program.
- Go to the ***File*** menu and choose ***Open.***
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.

- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.

- Click on 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

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) system. The conversion process requires special software such as Adobe Acrobat Writer or FinePrint pdfFactory. WordPerfect versions 9 and 10 have Acrobat Writer built-in and can also be used to convert documents to PDF. The District Court of MN does not care what software is used to convert the file. Other options besides Adobe Acrobat include
using the features already available within your word processing software, or any of the following:
BCL easy PDF 3.1
eDocPrinter PDF Pro 5.58
eXPert PDF Pritner 2.0
FinePrint pdfFactory PRO 1.57
Jaws PDF Creater 3.0
LeadTools ePrint 3.0
1-Step RoboPDF 3.0 beta
pdf995 and pdfEdit 995
PDF-XChange 2.5
PowerPDF 2.0
602Pro Print Pack 2002
Win2PDF Pro

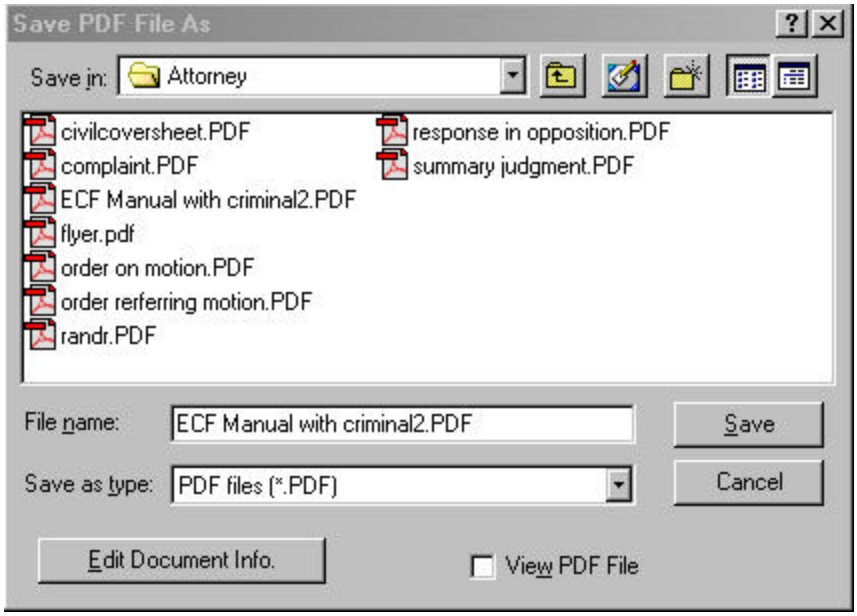
Using any word processing program convert the file to PDF by:

- Installing Acrobat Writer, FinePrint pdfFactory, or any other software with the capability of converting documents to PDF on your computer.

- Open the document to be converted.

- Select the **[Print]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.

- Select **Adobe PDFWriter** or **FinePrint pdfFactory***



- "Print" the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.

- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the "Save in" area of the window.

- Name the file, giving it the extension ".PDF" and click the **[Save]** button.

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.

**You must have either Adobe Acrobat Writer or FinePrint pdfFactory installed on your computer to see these choices listed.*

Basics

User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields.
- Using command buttons to direct system activities.
- Mouse-clicking on hyperlinks.

Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

Documents Filed In Error

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

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

Toll Free Help Desk **1-866-325-4975**

Please make the call as soon as possible after an error is discovered. You will need to provide the case and document numbers for the document requiring correction. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

User's Manual

You can download or view the most recent version of the ECF User's Manual (in PDF format) from the District Court's web page. Enter http://www.mnd.uscourts.gov , when the court's web page opens, click on the **Electronic Case Filing** hyperlink. Another helpful document to download is the ECF Procedures Guide. Having the latest copies of both of these documents on hand for reference will increase your success when e-filing in the ECF system.

A Step-By-Step Guide

Below is a step-by-step guide for accessing the ECF system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training database before trying to actually file a document.

How to Access the System

Users can get into the system via the Internet by going to

https://ecf.mnd.uscourts.gov

Or, you may go to the District of Minnesota's Web site at www.mnd.uscourts.gov and click on the **Electronic Case Filing** hyperlink.

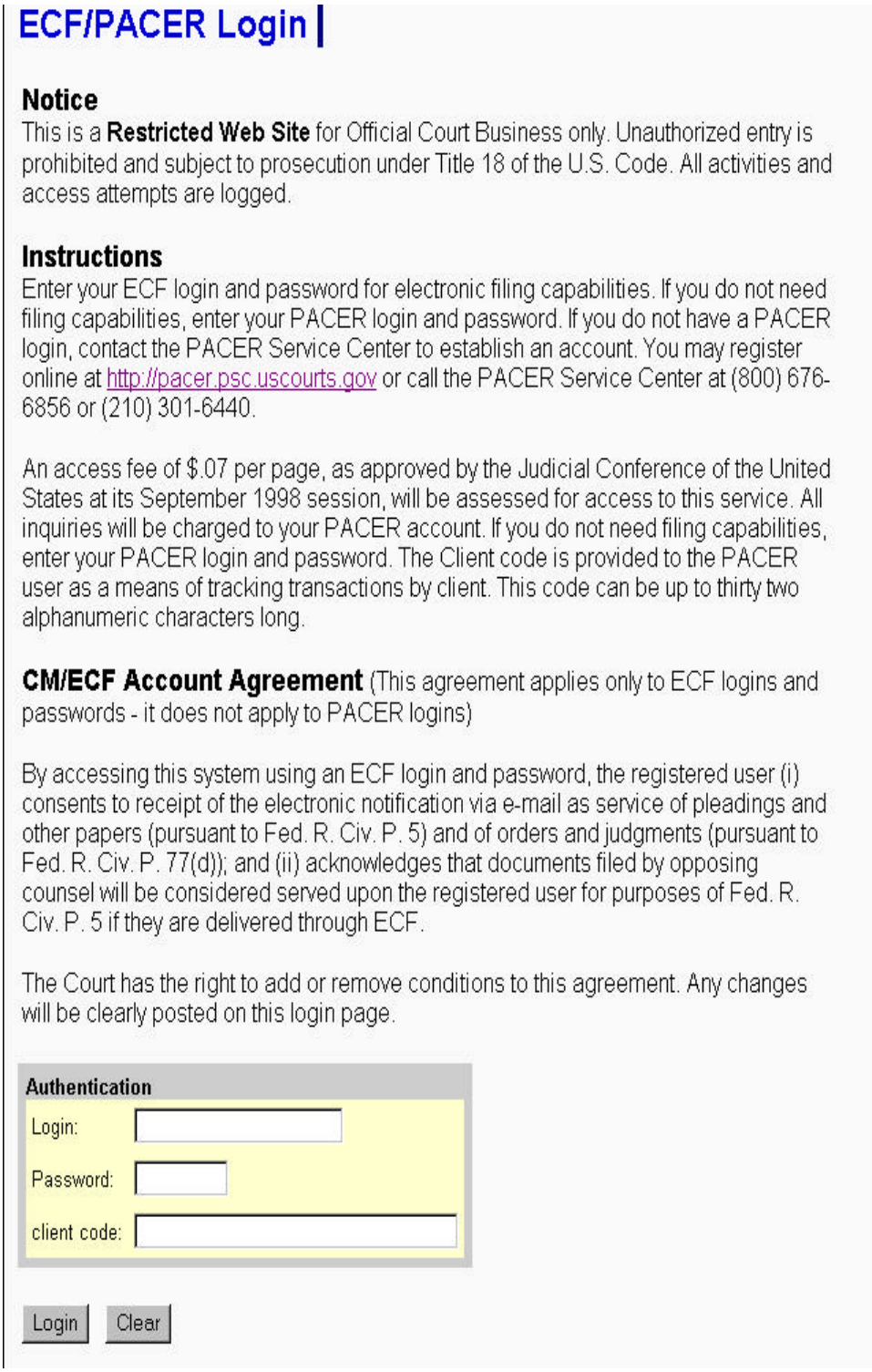
Click on **Live ECF Link** to open the login screen and login to ECF.

Users can access the **Training Database** by going to

https://ecf-train.mnd.uscourts.gov

Logging In

The next screen is the login screen.



ECF/PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions

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

An access fee of $.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

CM/ECF Account Agreement (This agreement applies only to ECF logins and passwords - it does not apply to PACER logins)

By accessing this system using an ECF login and password, the registered user (i) consents to receipt of the electronic notification via e-mail as service of pleadings and other papers (pursuant to Fed. R. Civ. P. 5) and of orders and judgments (pursuant to Fed. R. Civ. P. 77(d)); and (ii) acknowledges that documents filed by opposing counsel will be considered served upon the registered user for purposes of Fed. R. Civ. P. 5 if they are delivered through ECF.

The Court has the right to add or remove conditions to this agreement. Any changes will be clearly posted on this login page.

Authentication

Login:

Password:

client code:

Login Clear

Enter your ECF Login and Password in the appropriate data entry fields. All ECF login

names and passwords are case sensitive.

Note: Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password. You will be charged a fee to view ECF case dockets and documents using your **PACER** login. Use the **client code** field if you are using **PACER** to view documents/docket sheets and you wish to organize your monthly bill using client codes. Do not use this field when logging into the **ECF** system as this will prohibit you from successfully logging in.

Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

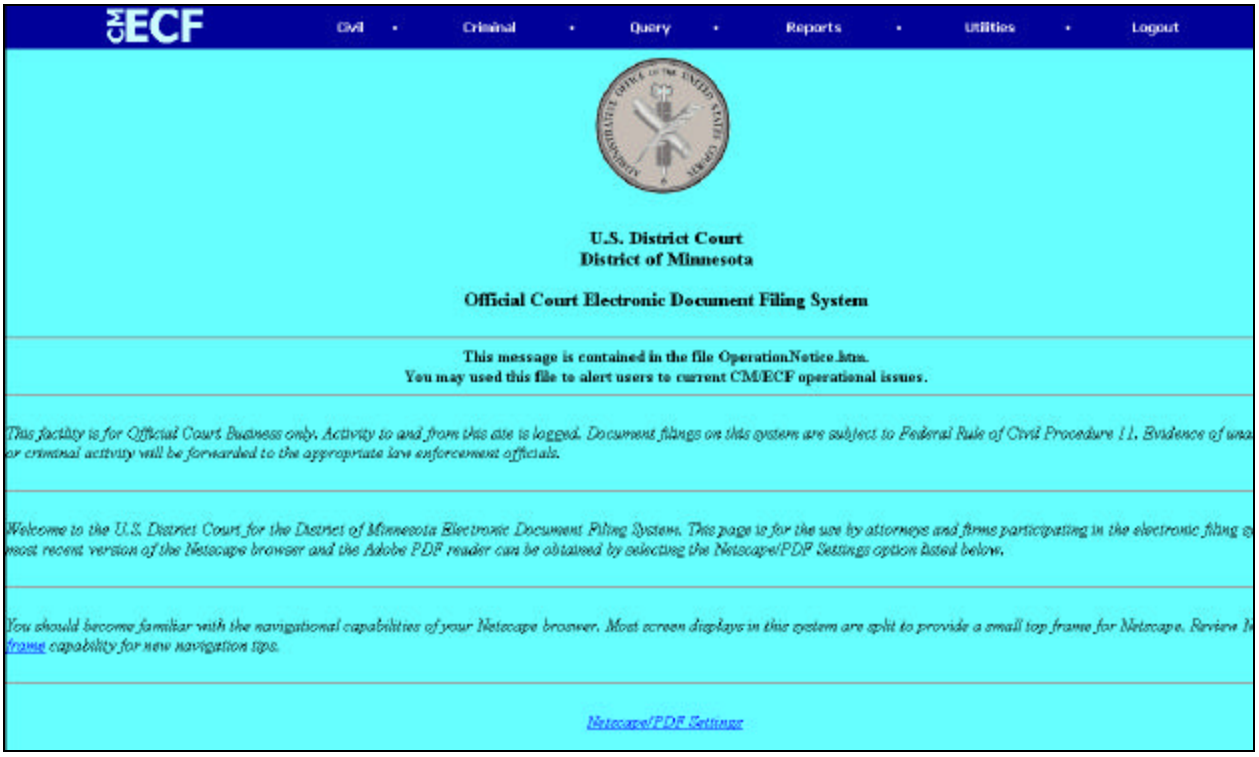
- If the ECF system does not recognize your login and password, it will display the following error message on a new screen.

  Login failed either your login name or key is incorrect

- Click on the **[Back]** button in your browser and re-enter your correct login and password.

- If you cannot access the ECF system using your assigned login and password, please call the helpdesk at **1-866-325-4975**

Once the **Main Menu** appears, choose from a list of **hyperlinked** options on the top bar.



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

Selecting ECF Features

ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.

Civil- Select **Civil** to electronically file all civil case pleadings, motions, and other court documents.

Criminal- Select **Criminal** to electronically file all criminal case pleadings, motions, and other court documents.

Query- **Query ECF** 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- Choose **Reports** to 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 in the **Utilities** area of ECF.

Logout- Allows you to exit from ECF and prevents further 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.

Criminal Events Feature

Registered 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. See the list of ECF documents at the back of this manual. This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

General Rules and Manipulations

Manipulating the screens

Each screen has the following two buttons:

- Clear clears **all** characters entered in the box(es) on that screen.
- Next or Submit accepts the entry just made and displays the next entry screen, if any.

Correcting a mistake:

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

Signatures; Affidavits of Service

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

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

(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 filing party or attorney then shall file the document electronically, indicating the signatories, e.g., "s/Jane Doe," "s/John Doe," etc.

(c) The filing party or attorney shall retain the hard copy of the document containing the original signatures after the case ends, at least until the time for all appeals has expired.

(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 ten days of receiving the Notice of Electronic Filing.

Filing a Criminal Complaint – Opening a Criminal Case

The Court will accept complaints and other initiating documents sent in hard copy with an ink signature by U. S. Mail, or delivered in person to the clerk's office.

Delivered in Person

If you wish to deliver your documents in person to the clerk's office you may bring the initiating documents, which lists the case party information, and a check, money order or credit card in the amount of $150.00. The court will accept the documents in paper format which will be scanned by the clerk's office.

Mailing Documents

Mailing the initiating documents will not be any different from the standard procedures the court currently has in place for handling initiating documents. Please send initiating documents and form of payment (or an IFP application) and the clerk's office will initiate the case.

Summonses

a. The clerk's office will receive summonses to be issued sent by e-mail, sent by United States mail, or delivered in person to the clerk's office.

b. E-mail summonses may be sent to the e-mail addresses listed above along with the initiating case documents.

c. A party may not electronically serve a summons, but instead must effect service according to the Federal Rule of Criminal Procedure 4.

d. Summons forms can be found on the Court's external website.

Filing Documents for Criminal Cases

There are eight basic steps involved in filing a document:

1) Select the type of document to file (see Attorney Event Menu);
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

After successfully logging into ECF, follow these steps to file your document.

Filing a Motion in Criminal Cases

1. Select the type of document to file

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. 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.

Click on **Motions**, under **Motions and Related Filings**

2. Enter the case number in which the document is to be filed.

Enter the number of the case for which you are filing a motion and click on **[Next]**.

- If the number is entered incorrectly, click Clear to re-enter. If the computer prompts that you entered an invalid case number, click on Back to re-enter.
- When the case number is correct, click on Next .
- If multiple case numbers match with the one typed, another window appears asking which case you wish to make the filing in.
- In most screens a case number verification window appears. This window is another

opportunity for the filer to be reassured they are filing in the correct case.

3. Designate the defendant(s) that the filing relates to.

Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting Defendants click on **[Next].**

4. Designate the party(s) filing the document

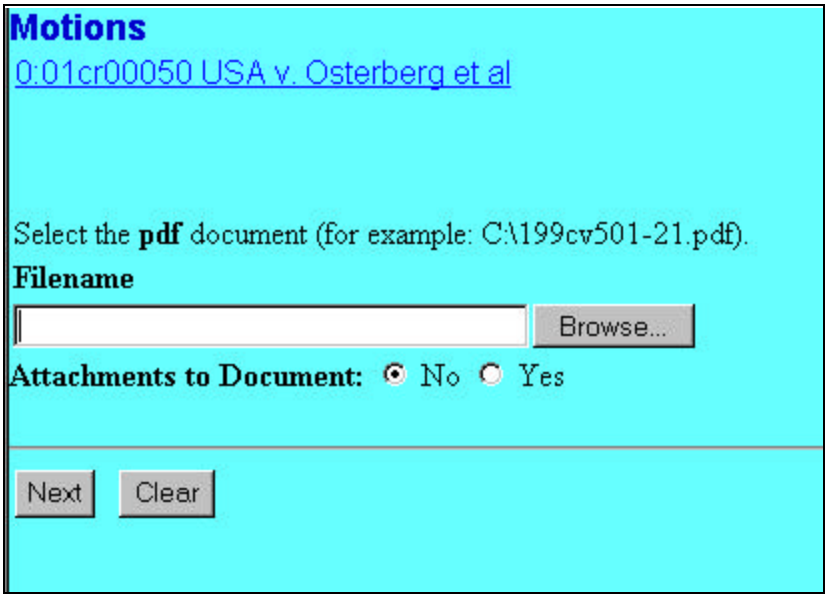
Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group

After highlighting the parties to the motion, click on the **[Next]** button.

5. Select the type of Motion being filed.

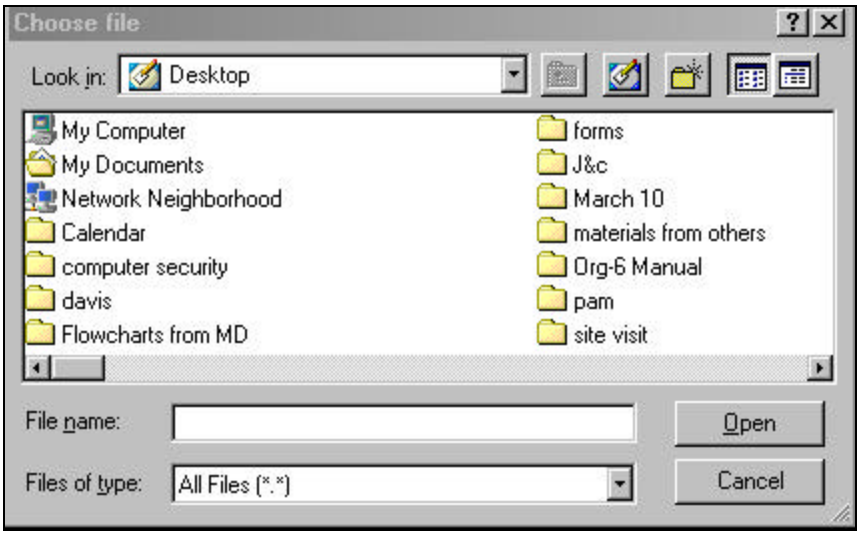
From the drop-down list, choose the type of motion being filed. Only one motion can be selected during this process. Once highlighted, click on **[Next]**.

6. Specify the PDF file name and location for the document to be filed.



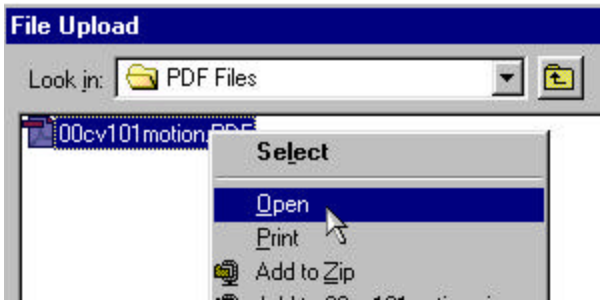
Note:	It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

- You must link the PDF document to the filing. Click on the **[Browse]** button. ECF opens the following screen.



- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

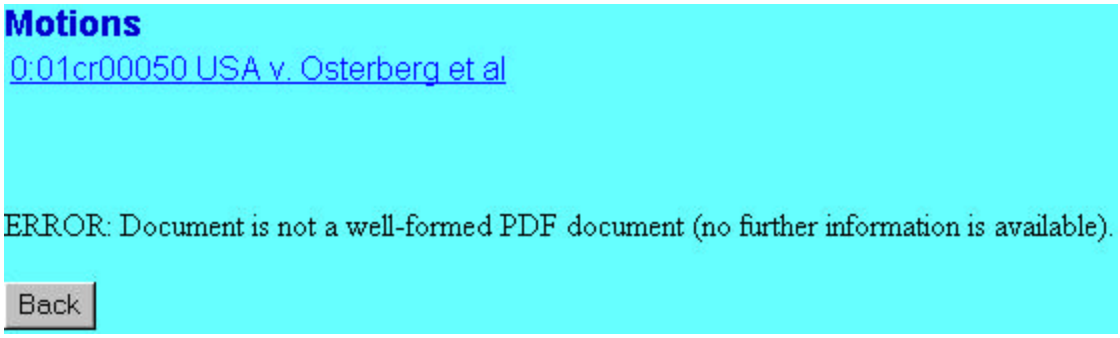
Note:	In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

- If there are no attachments to the motion, click on **[Next].** A new **Motions** window opens. Go to Section 8, **"Modifying Docket Text,"** to proceed with your filing.
- If you have Attachments to your answer, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 7, **"Adding Attachments to Documents Being Filed".**

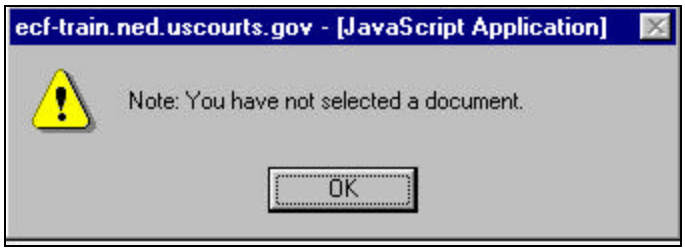
In the event you selected and highlighted a file that is ***not*** in PDF format, ECF will display the following error message after you click on the **[Next]** button.



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

Failure to Select A Document to File

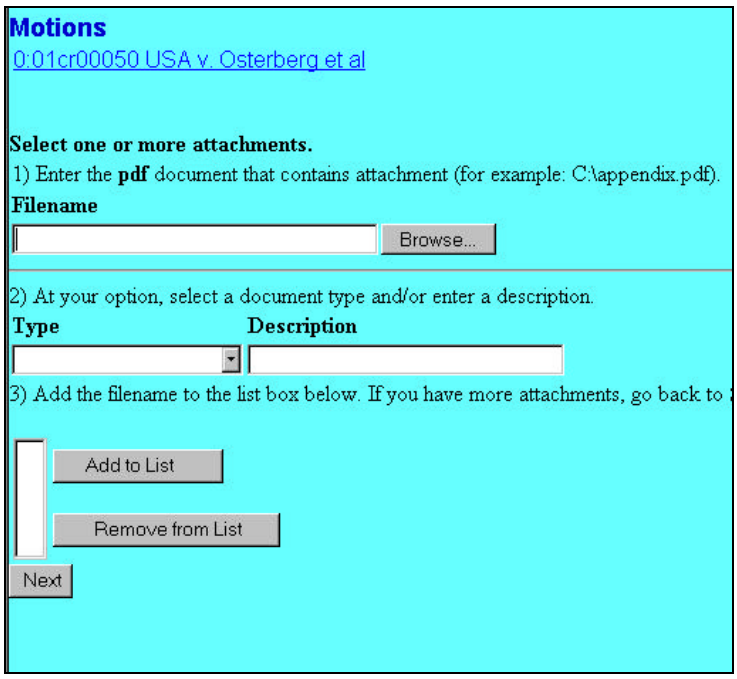
If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



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

7. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Attachment** screen appears.



- Click on **[Browse]** to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.
- ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.
- Repeat the sequence for each additional attachment.

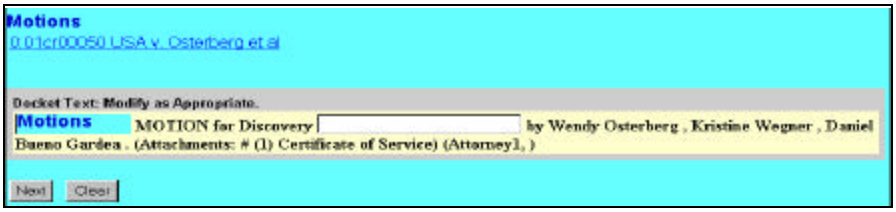
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 2MB in size, may be submitted in paper format. Filers should submit a request to the District Court for review of paper filings. Look to the ECF procedural guide for more details on this procedure.

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

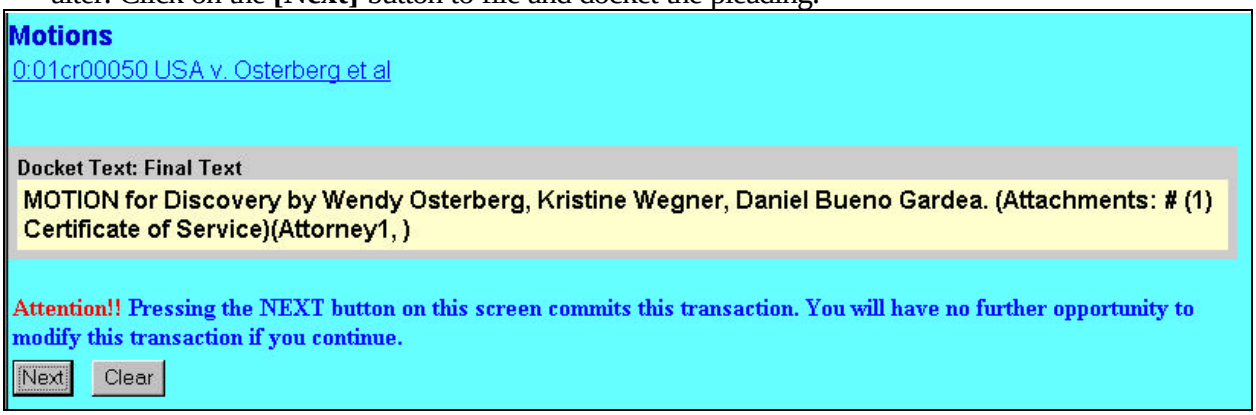
8. Modify docket text



Click in the open text area to type additional text for the description of the pleading. Use the drop-down boxes to assist in the clarifying text. Click on the **[Next]** button.

9. Submit the pleading.

Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the web browser toolbar to find the screen you wish to alter. Click on the **[Next]** button to file and docket the pleading.



Note: The screen depicted above contains the following warning.

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

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

10. Notice of Electronic Filing

U.S. District Court

District of Minnesota

Notice of Electronic Filing

The following transaction was entered on 3/26/2004 at 5:30 AM CST and filed on 3/26/2004
Case Name: USA v. Osterberg et al
Case Number: 0:01-cr-50
Files: Dft No. 1 - Wendy Osterberg
Dft No. 2 - Kristine Wegner
Dft No. 3 - Daniel Bueno Gardea
Document Number: 4

Docket Text:
MOTION for Discovery by Wendy Osterberg, Kristine Wegner, Daniel Bueno Gardea. (Attachments: #(1) Certificate of Service)(Attorney1,)

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

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1051215216 [Date=3/26/2004] [FileNumber=78061-0]
[270b179028533fc25d584c11f88601a48d7be9e903a54d712cb6b0ea72030e18f9ca9c
1195d30db57a456a049ece0e8d8ca96e2ba1e1f9ed553c3f7704e6734f5]]
Document description: Certificate of Service
Original filename: n/a

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the web browser toolbar to print the document receipt.
- Select **[File]** on the web browser menu bar, and choose **Save As…**from the drop-down window to save the receipt to a file on the hard drive of your computer.

Note: The **Notice of Electronic Filing** is your confirmation that the filing has been accepted. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing.
- **Note:** 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.

E-Mail Notification of Filed Documents

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. **Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet**. **Attorneys in multi-defendant cases can only view, via the internet, those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse.** Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document. Pursuant to guidelines set by the Administrative Office of the U.S. Courts, the free look is only available for 30 days from the date of filing. The Court strongly urges you to copy the **Notice of Electronic Filing** *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Certificate of Service

A Certificate of Service is required to be filed either at the time of the filing in ECF and attached as a PDF attachment (an example is attached to the back of this manual) or as a separate filing in the **Service of Process** hyperlink located beneath the **Initial Pleadings and Service** menu option.

Filing a Memorandum in Support of a Motion in Criminal Cases

1. Select the type of document to file

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Memorandum in Support of a Motion** in ECF. The process is similar for filing other pleadings in ECF.

Click on **Responses and Replies**, under **Motions and Related Filings.**

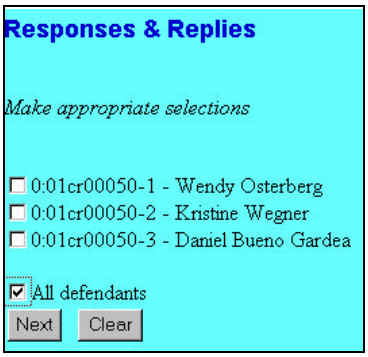
2. Enter the case number in which the document is to be filed.

Enter the number of the case for which you are filing a motion and click on **[Next]**.

- If the number is entered incorrectly, click Clear to re-enter. If the computer prompts that you entered an invalid case number, click on Back to re-enter.
- When the case number is correct, click on Next .
- If multiple case numbers match with the one typed, another window appears asking which case you wish to make the filing in.
- In most screens a case number verification window appears. This window is another opportunity for the filer to be reassured they are filing in the correct case.

3. Designate the defendant(s) that the filing relates to.

Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting Defendants click on **[Next].**



4. Select the type of Other Filing being filed.

From the drop-down list, choose **memorandum in support of a motion**. Click on **[Next]**.

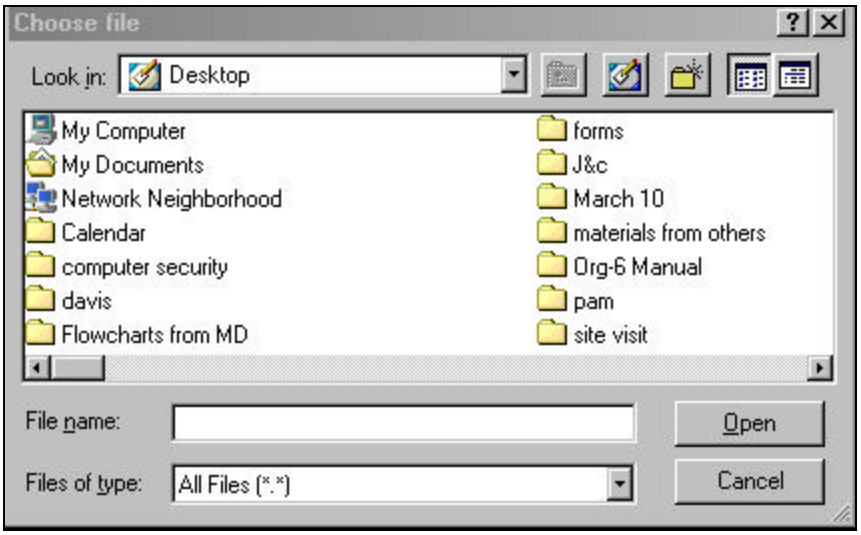
5. Selecting the Filer

Use the mouse to highlight or select which party(ies) are filing the memorandum in support. Click on **[Next]**.

6. Specify the PDF file name and location for the document to be filed.

Note: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

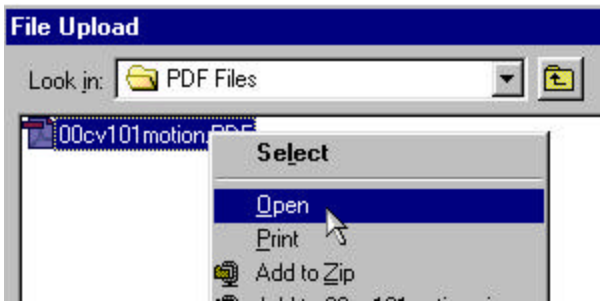
- You must link the PDF document to the filing. Click on the **[Browse]** button. ECF opens the following screen.



- Navigate to the appropriate directory and file name to select the PDF document you wish to file.

- Highlight the file to upload to ECF.

Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

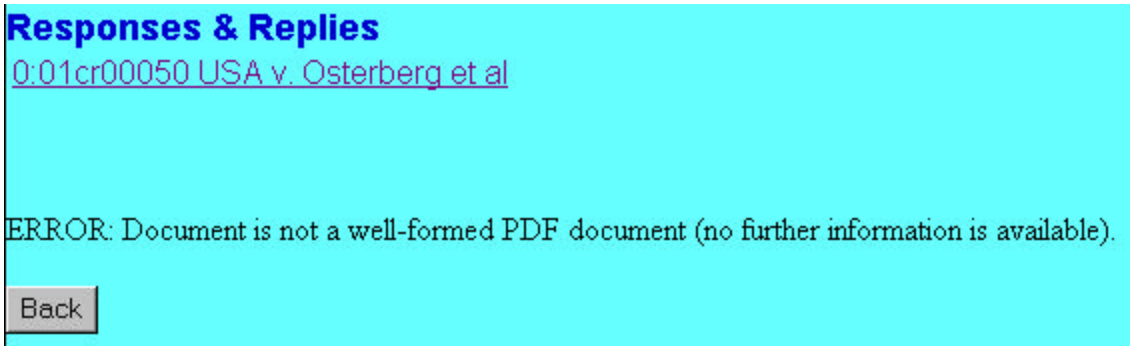


- Once you have verified the document is correct, close Adobe Acrobat and click on the

[Open] button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Responses and Replies** screen.

- If there are no attachments to the motion, click on **[Next].** A new **Motions** window opens. Go to Section 8, **"Modifying Docket Text,"** to proceed with your filing.
- If you have Attachments to your memorandum, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 7, **"Adding Attachments to Documents Being Filed".**

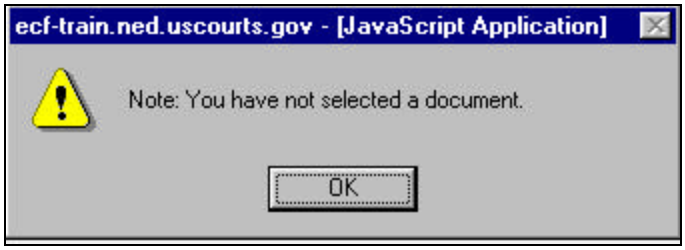
In the event you selected and highlighted a file that is ***not*** in PDF format, ECF will display the following error message after you click on the **[Next]** button.



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

Failure to Select A Document to File

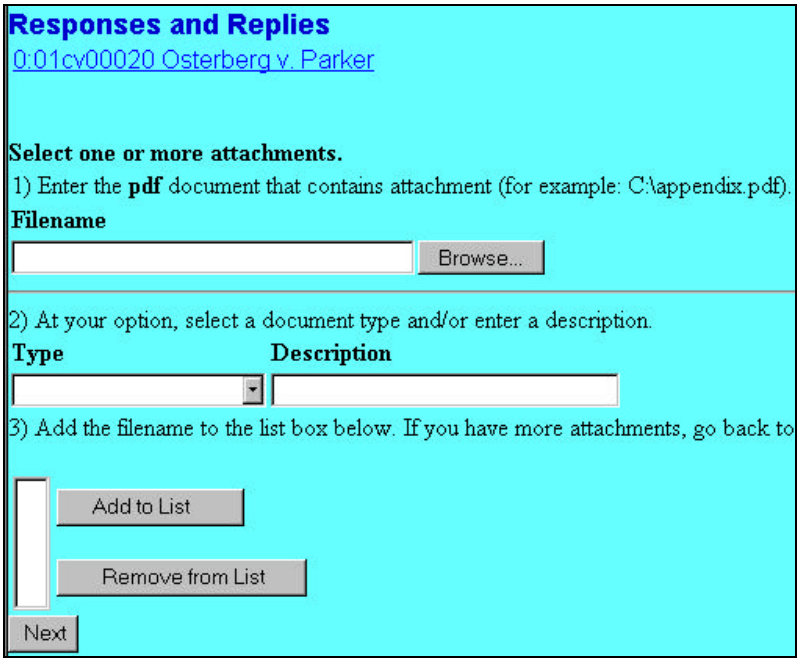
If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



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

7. Add attachments to documents being filed

If you acknowledged the need to attach documents to your memorandum during the previous step, a new **Attachment** screen appears.



- Click on **[Browse]** to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.

- ECF adds the selected document as an attachment to the pleading. A new **attachments** screen opens to display the file name of the newly attached document.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

When attachments and exhibits are in paper format

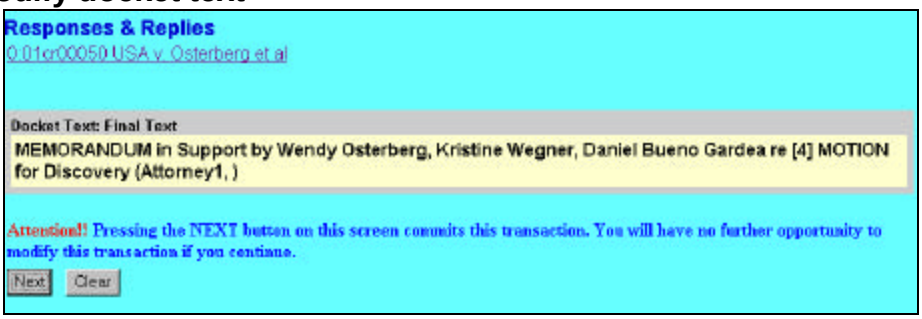
Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 2MB in size, may be submitted in paper format. Filers should submit a request to the District Court for review of paper filings. Look in the ECF procedural guide for more details on this procedure.

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

8. Refer to an Existing Event?

This window allows the filer to link the memorandum with other documents that have been filed already. A list of previously filed documents appears. Using the mouse, select by clicking in the checkboxes provided, which documents you wish to link the memorandum to. Click on **[Next]**.

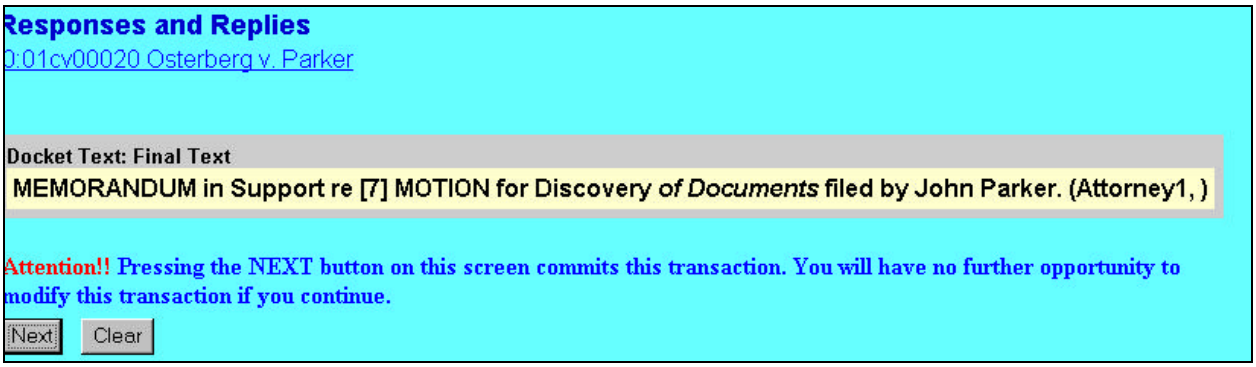
9. Modify docket text



Click in the open text area to type additional text for the description of the pleading. Click on the **[Next]** button.

10. Submit the pleading.

Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the web browser toolbar to find the screen you wish to alter. Click on the **[Next]** button to file and docket the pleading.



Note: The screen depicted above contains the following warning.

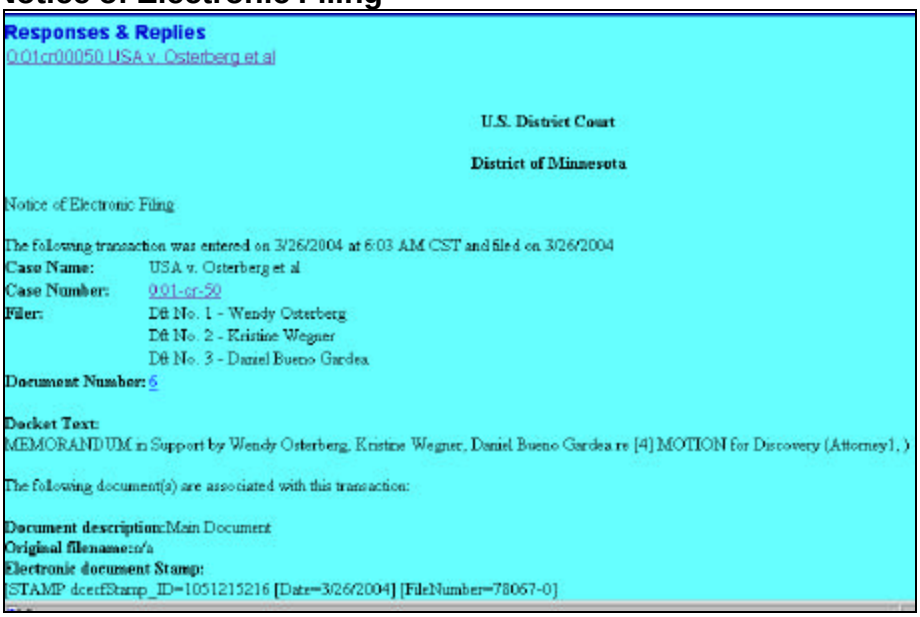
Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.

- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

11. Notice of Electronic Filing



Responses & Replies
0:01cr00050 USA v. Osterberg et al

U.S. District Court

District of Minnesota

Notice of Electronic Filing

The following transaction was entered on 3/26/2004 at 6:03 AM CST and filed on 3/26/2004
Case Name: USA v. Osterberg et al
Case Number: 0:01-cr-50
Filer: Dft No. 1 - Wendy Osterberg
Dft No. 2 - Kristine Wegner
Dft No. 3 - Daniel Bueno Gardea
Document Number: 6

Docket Text:
MEMORANDUM in Support by Wendy Osterberg, Kristine Wegner, Daniel Bueno Gardea re [4] MOTION for Discovery (Attorney1,)

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

Document description: Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1051215216 [Date=3/26/2004] [FileNumber=78067-0]

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the web browser toolbar to print the document receipt.
- Select **[File]** on the web browser menu bar, and choose **Save As…**from the drop-down window to save the receipt to a file on the hard drive of your computer.

> **Note:** The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report 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.

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. **Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet**. **Attorneys in multi-defendant cases can only view, via the internet, those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse.** Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document. Pursuant to guidelines set by the Administrative Office of the U.S. Courts, the free look is only available for 30 days from the date of filing. The Court strongly urges you to copy the **Notice of Electronic Filing** *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Certificate of Service

A Certificate of Service is required to be filed either at the time of the filing in ECF and attached as a PDF attachment (an example is attached to the back of this manual) or as a separate filing in the **Service of Process** hyperlink located beneath the **Initial Pleadings and Service** menu option.

Filing an Affidavit in Support of a Motion in Criminal Cases

1. Select the type of document to file

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing an **Affidavit in Support of a Motion** in ECF. The process is similar for filing other pleadings in ECF.

Click on **Responses and Replies**, under **Motions and Related Filings.**

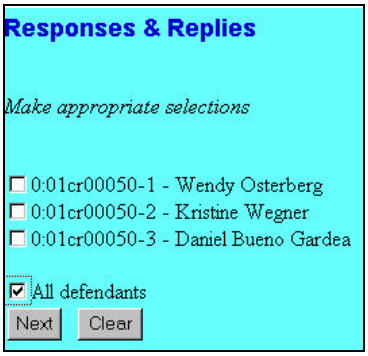
2. Enter the case number in which the document is to be filed.

Enter the number of the case for which you are filing a motion and click on **[Next]**.

- If the number is entered incorrectly, click Clear to re-enter. If the computer prompts that you entered an invalid case number, click on Back to re-enter.
- When the case number is correct, click on Next .
- If multiple case numbers match with the one typed, another window appears asking which case you wish to make the filing in.
- In most screens a case number verification window appears. This window is another opportunity for the filer to be reassured they are filing in the correct case.

3. Designate the defendant(s) that the filing relates to.

Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting Defendants click on **[Next].**



4. Select the type of Other Filing being filed.

From the drop-down list, choose **affidavit in support of a motion**. Click on **[Next]**.

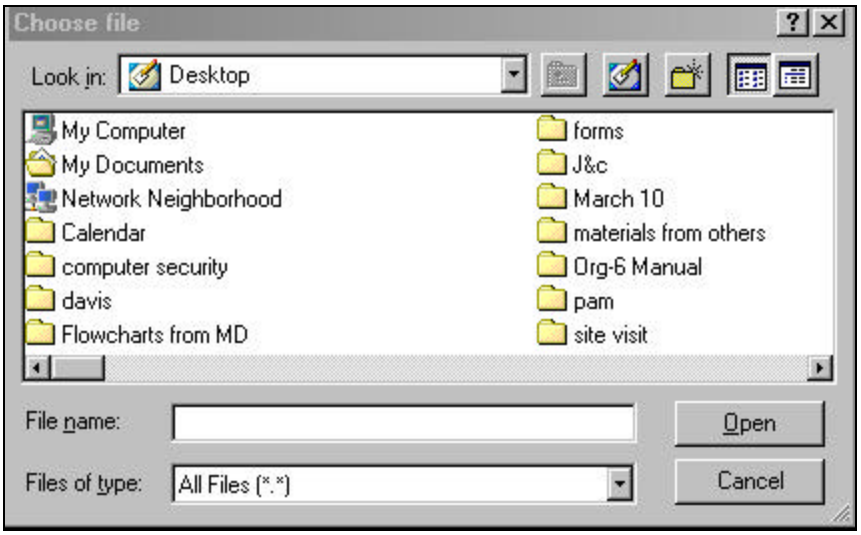
5. Selecting the Filer

Use the mouse to highlight or select which party(ies) are filing the affidavit. Click on **[Next]**.

6. Specify the PDF file name and location for the document to be filed.

Note: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

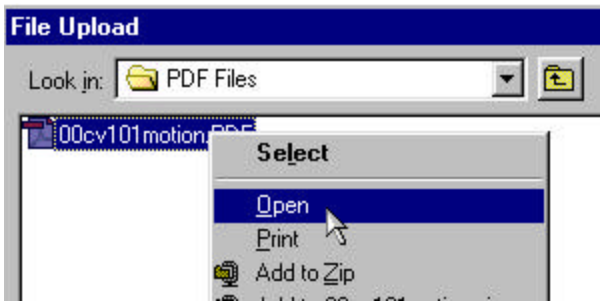
- You must link the PDF document to the filing. Click on the **[Browse]** button. ECF opens the following screen.



- Navigate to the appropriate directory and file name to select the PDF document you wish to file.

- Highlight the file to upload to ECF.

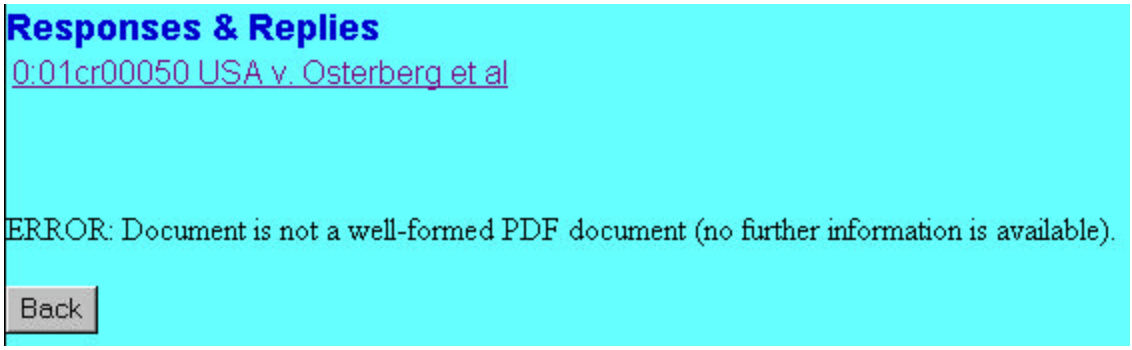
Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

- If there are no attachments to the motion, click on **[Next].** A new **Motions** window opens. Go to Section 9, **"Modifying Docket Text,"** to proceed with your filing.
- If you have Attachments to your answer, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 7, **"Adding Attachments to Documents Being Filed".**

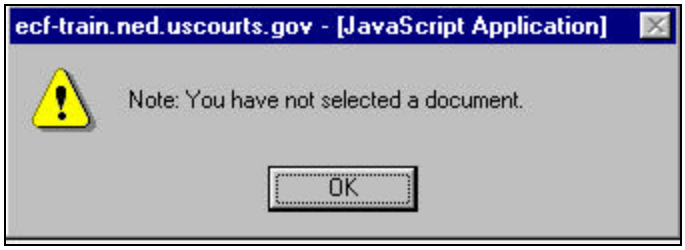
In the event you selected and highlighted a file that is ***not*** in PDF format, ECF will display the following error message after you click on the **[Next]** button.



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

Failure to Select A Document to File

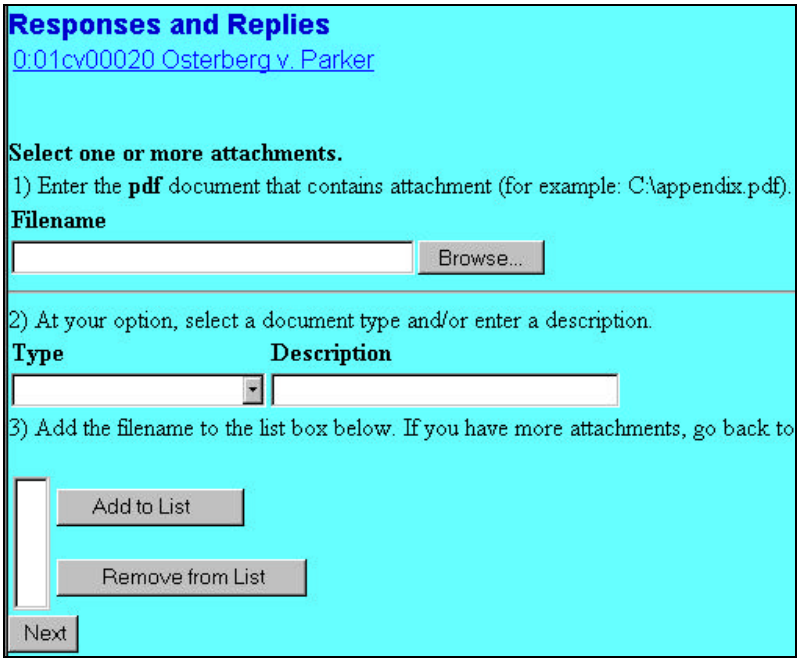
If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



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

7. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Attachment** screen appears.



- Click on **[Browse]** to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.

- ECF adds the selected document as an attachment to the pleading. A new **attachments** screen opens to display the file name of the newly attached document.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

When attachments and exhibits are in paper format

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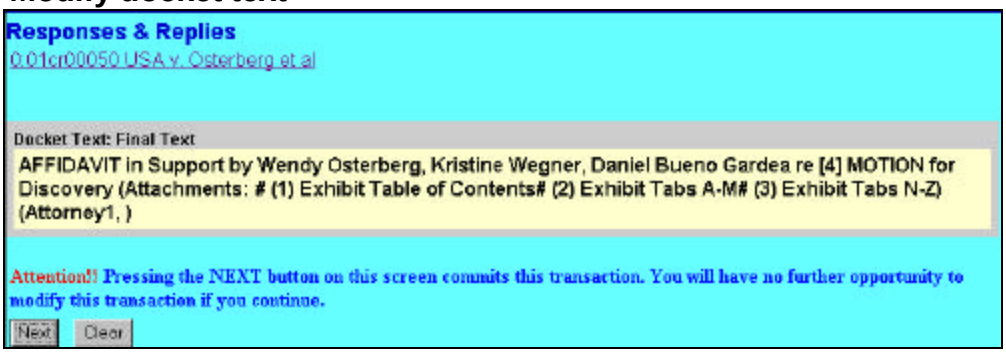
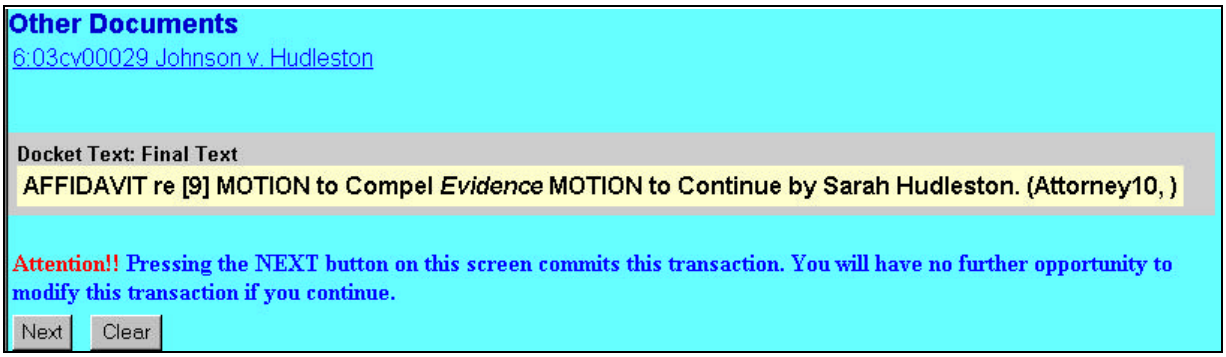
9. Modify docket text



Click in the open text area to type additional text for the description of the pleading. Use the drop-down boxes to assist in the clarifying text. Click on the **[Next]** button.

10. Submit the pleading.

Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the web browser toolbar to find the screen you wish to alter. Click on the **[Next]** button to file and docket the pleading.



Note: The screen depicted above contains the following warning.

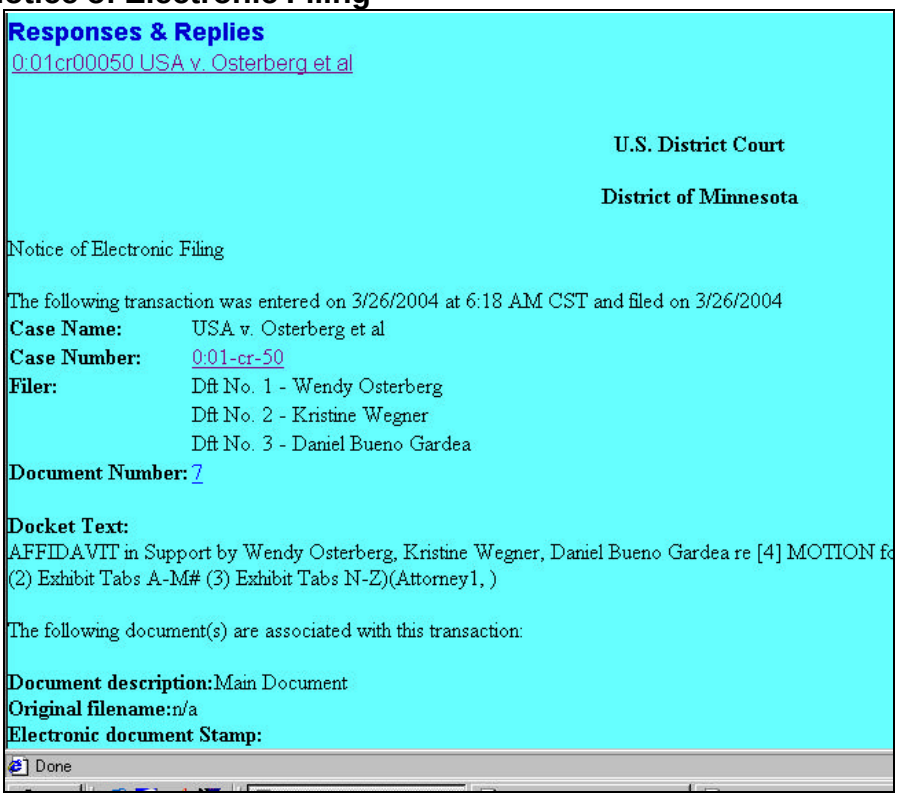
Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.

- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

10. Notice of Electronic Filing



Responses & Replies

0:01cr00050 USA v. Osterberg et al

U.S. District Court

District of Minnesota

Notice of Electronic Filing

The following transaction was entered on 3/26/2004 at 6:18 AM CST and filed on 3/26/2004

Case Name: USA v. Osterberg et al
Case Number: 0:01-cr-50
Filer: Dft No. 1 - Wendy Osterberg
Dft No. 2 - Kristine Wegner
Dft No. 3 - Daniel Bueno Gardea
Document Number: 7

Docket Text:
AFFIDAVIT in Support by Wendy Osterberg, Kristine Wegner, Daniel Bueno Gardea re [4] MOTION fo
(2) Exhibit Tabs A-M# (3) Exhibit Tabs N-Z)(Attorney1,)

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

Document description: Main Document
Original filename:n/a
Electronic document Stamp:

Done

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the web browser toolbar to print the document receipt.
- Select **[File]** on the web browser menu bar, and choose **Save As…**from the drop-down window to save the receipt to a file on the hard drive of your computer.

> **Note:** The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report 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.

E-Mail Notification of Filed Documents

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. **Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet**. **Attorneys in multi-defendant cases can only view, via the internet, those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse.** Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document. Pursuant to guidelines set by the Administrative Office of the U.S. Courts, the free look is only available for 30 days from the date of filing. The Court strongly urges you to copy the **Notice of Electronic Filing** *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Note: It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

Certificate of Service

A Certificate of Service is required to be filed either at the time of the filing in ECF and attached as a PDF attachment (an example is attached to the back of this manual) or as a separate filing in the **Service of Process** hyperlink located beneath the **Initial Pleadings and Service** menu option.

Filing Exhibits in Criminal Cases

1. Select the type of document to file

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing **Exhibits** in ECF. The process is similar for filing other pleadings in ECF.

Click on **Trial Documents**, under **Other Filings.**

2. Enter the case number in which the document is to be filed.

Enter the number of the case for which you are filing a motion and click on **[Next]**.

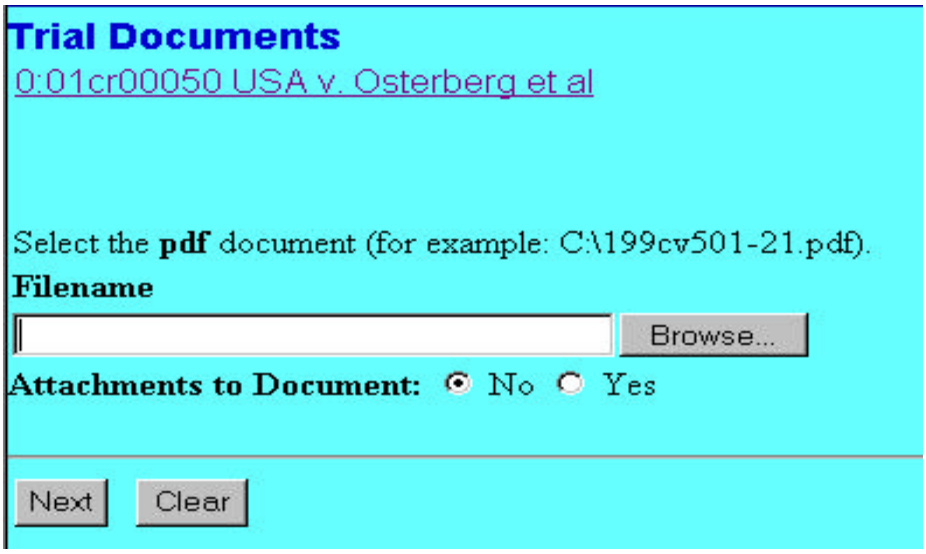
- If the number is entered incorrectly, click Clear to re-enter. If the computer prompts that you entered an invalid case number, click on Back to re-enter.
- When the case number is correct, click on Next .
- If multiple case numbers match with the one typed, another window appears asking which case you wish to make the filing in.
- In most screens a case number verification window appears. This window is another opportunity for the filer to be reassured they are filing in the correct case.

3. Designate the defendant(s) that the filing relates to.

Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting Defendants click on **[Next].**

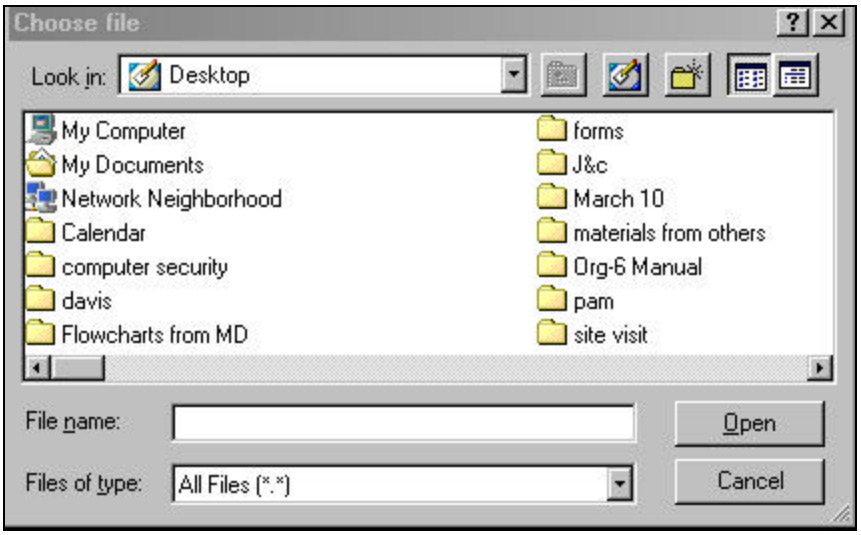
4. **Select the Docket Sub-type.**
   From the drop-down list, choose **exhibits**. Click on **[Next]**.

5. **Specify the PDF file name and location for the document to be filed.**



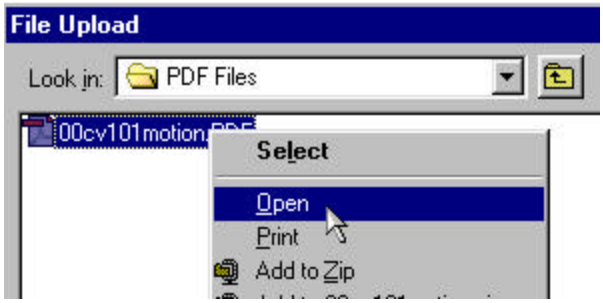
Note:	It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

- You must link the PDF document to the filing. Click on the **[Browse]** button. ECF opens the following screen.



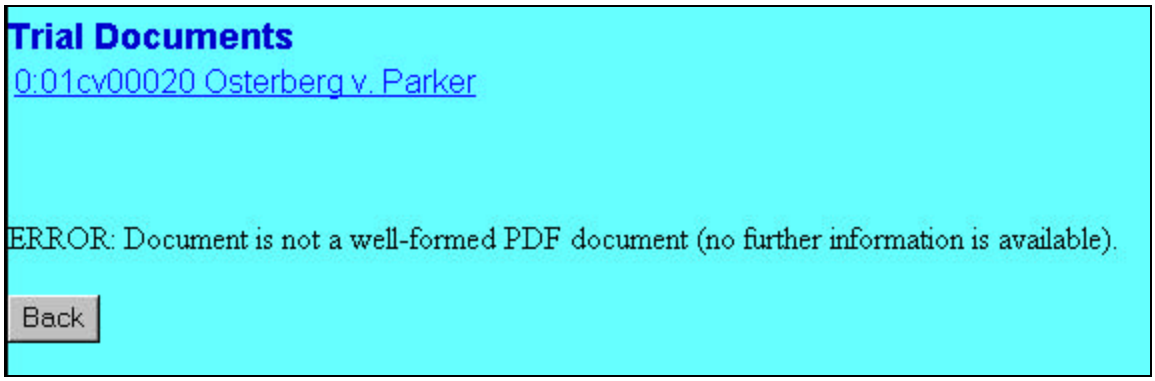
- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

> **Note:** In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Trial Documents** screen.
- If there are no attachments to the exhibits, click on **[Next].** A new **Trial Documents** window opens. Go to Section 7, **"Selecting the Filer,"** to proceed with your filing.
- If you have Attachments to your answer, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 6, **"Adding Attachments to Documents Being Filed".**

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.

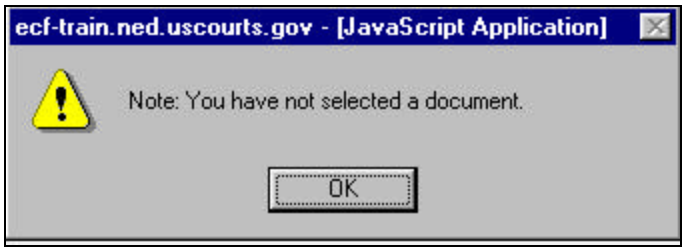


- ECF will not permit you to select a file for your pleading that is not in PDF format.

- Click on the **[Back]** button and ECF will return to the **Trial Documents** screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select A Document to File

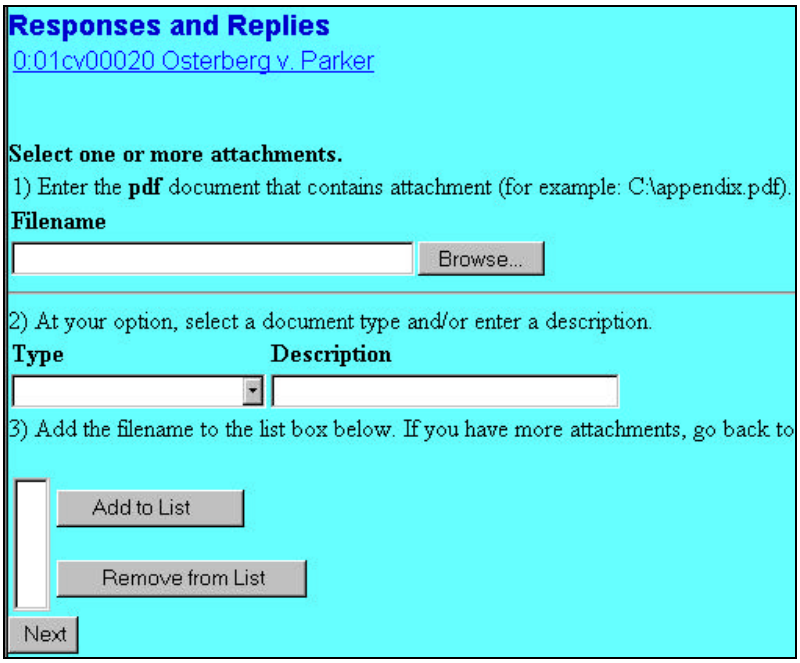
If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



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

6. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Attachment** screen appears.



- Click on **[Browse]** to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.

- ECF adds the selected document as an attachment to the pleading. A new **attachments** screen opens to display the file name of the newly attached document.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 2MB in size, may be submitted in paper format. Filers should submit a request to the District Court for review of paper filings. Look to the ECF procedural guide for more details on this procedure.

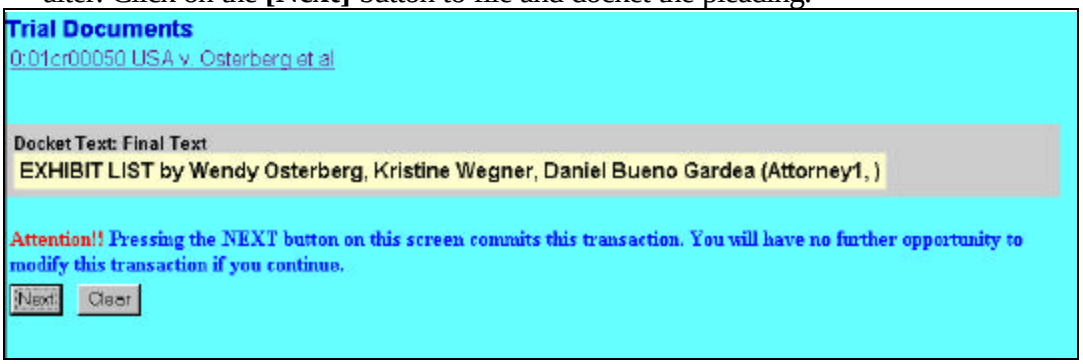
> **Note:** For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

7. Selecting the Filer

Use the mouse to highlight or select which party(ies) are filing the exhibits. Click on **[Next]**.

8. Submit the pleading.

Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the web browser toolbar to find the screen you wish to alter. Click on the **[Next]** button to file and docket the pleading.



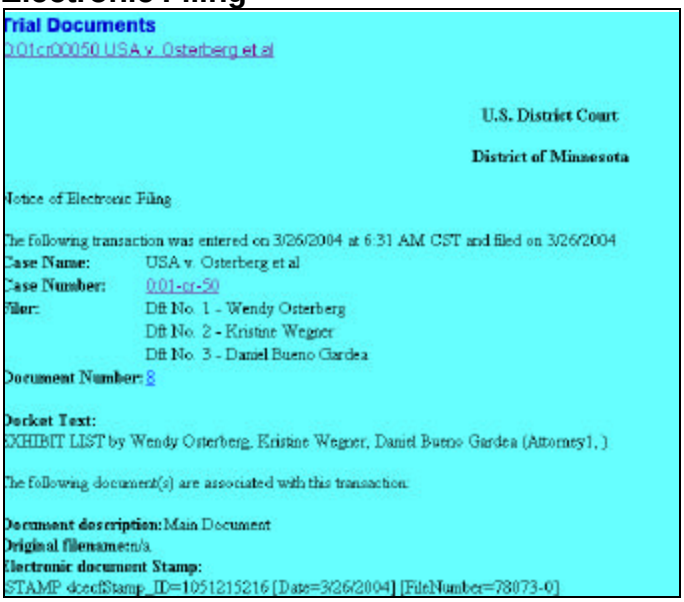
Note: The screen depicted above contains the following warning.

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

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

9. Notice of Electronic Filing



- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the web browser toolbar to print the document receipt.
- Select **[File]** on the web browser menu bar, and choose **Save As…**from the drop-down window to save the receipt to a file on the hard drive of your computer.

Note: The **Notice of Electronic Filing** is your confirmation that the filing has been accepted. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing.
- **Note:** 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.

E-Mail Notification of Filed Documents

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. **Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet**. **Attorneys in multi-defendant cases can only view, via the internet, those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse.** Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document. Pursuant to guidelines set by the Administrative Office of the U.S. Courts, the free look is only available for 30 days from the date of filing. The Court strongly urges you to copy the **Notice of Electronic Filing** *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Certificate of Service

A Certificate of Service is required to be filed either at the time of the filing in ECF and attached as a PDF attachment (an example is attached to the back of this manual) or as a separate filing in the **Service of Process** hyperlink located beneath the **Initial Pleadings and Service** menu option.

Filing a Certificate of Service in Criminal Cases

Certificates of service can either be filed as an attachment in ECF during a filing. If this is done, the filer must first find out ahead of time who will receive the filing by e-mail and whom the filer must send hard copies to. This can be achieved by clicking on Utilities/Mailings/Mailing Info for a Case. If the filer is filing multiple events at the same time, then a separate certificate of service can be filed and the steps are outline below.

1. Select the type of document to file

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing **Certificates of Service** in ECF. The process is similar for filing other pleadings in ECF.

Click on **Initial Pleadings and Services**, under **Service of Process.**

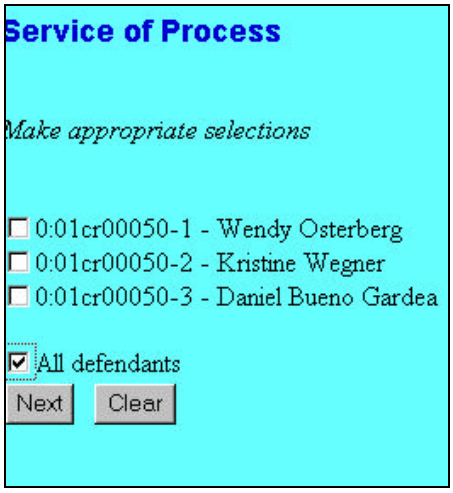
2. Enter the case number in which the document is to be filed.

Enter the number of the case for which you are filing a motion and click on **[Next]**.

- If the number is entered incorrectly, click Clear to re-enter. If the computer prompts that you entered an invalid case number, click on Back to re-enter.
- When the case number is correct, click on Next .
- If multiple case numbers match with the one typed, another window appears asking which case you wish to make the filing in.
- In most screens a case number verification window appears. This window is another opportunity for the filer to be reassured they are filing in the correct case.

3. Designate the defendant(s) that the filing relates to.

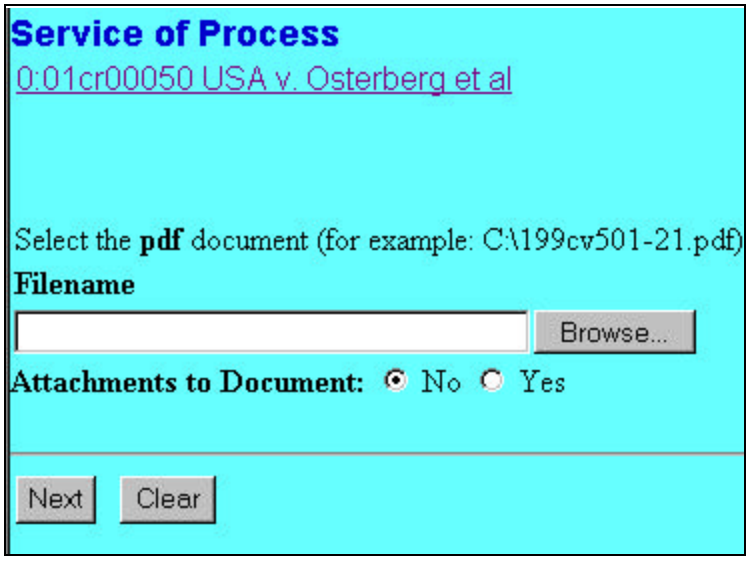
Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting Defendants click on **[Next].**



4. Select the Docket Sub-type.

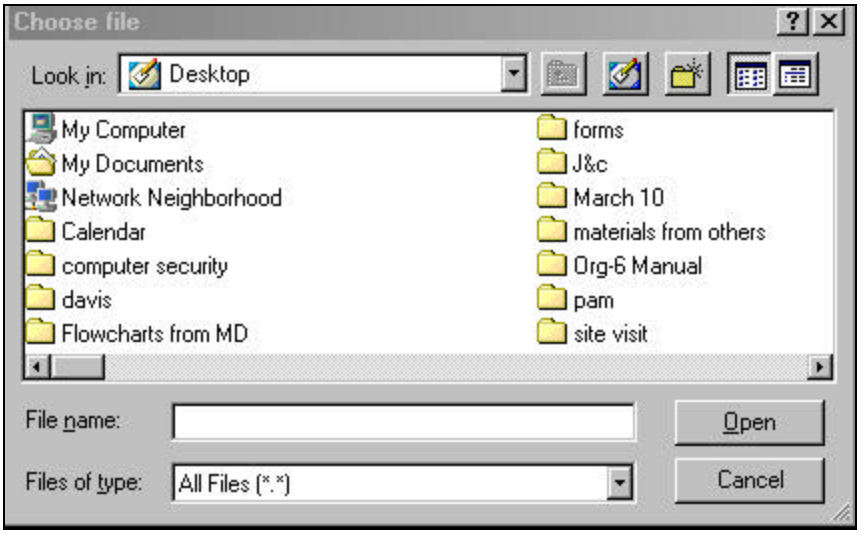
From the drop-down list, choose **certificate of service**. Click on **[Next]**.

5. Specify the PDF file name and location for the document to be filed.



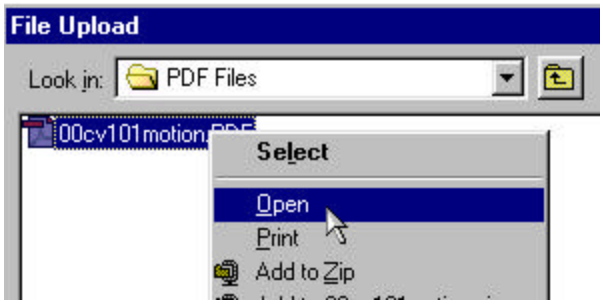
Note:	It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

- You must link the PDF document to the filing. Click on the **[Browse]** button. ECF opens the following screen.



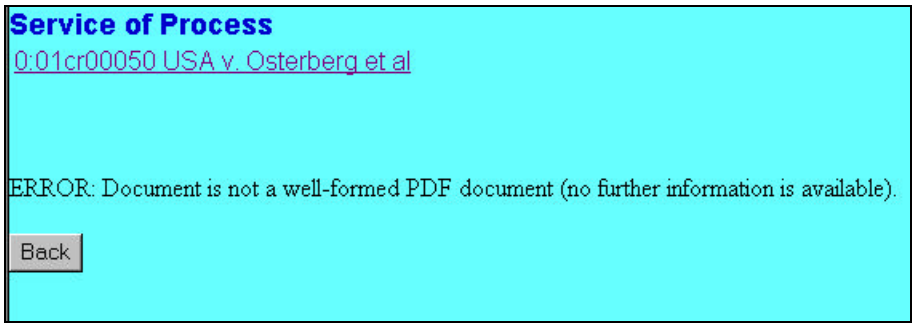
- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Service of Process** screen.
- If there are no attachments to the exhibits, click on **[Next].** A new **Service of Process** window opens. Go to Section 7, **"Selecting the Filer,"** to proceed with your filing.
- If you have Attachments to your answer, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 6, **"Adding Attachments to Documents Being Filed".**

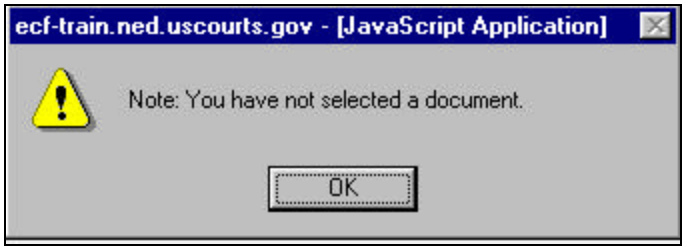
In the event you selected and highlighted a file that is ***not*** in PDF format, ECF will display the following error message after you click on the **[Next]** button.



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

Failure to Select A Document to File

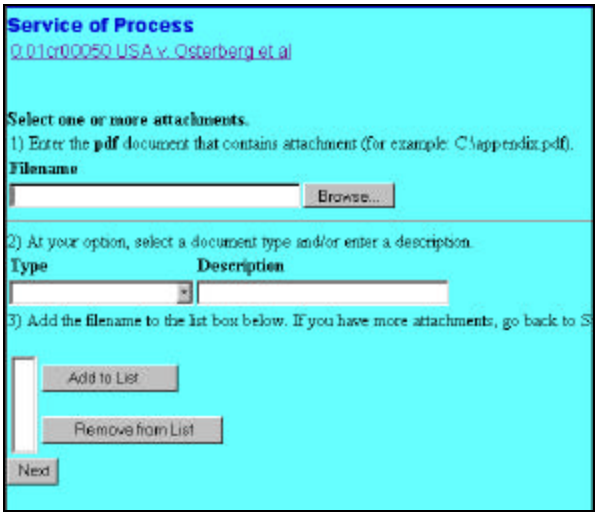
If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



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

6. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Attachment** screen appears.



- Click on **[Browse]** to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.
- ECF adds the selected document as an attachment to the pleading. A new **attachments** screen opens to display the file name of the newly attached document.
- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 2MB in size, may be submitted in paper format. Filers should submit a request to the District Court for review of paper filings. Look to the ECF procedural guide for more details on this procedure.

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

7. Selecting the Filer

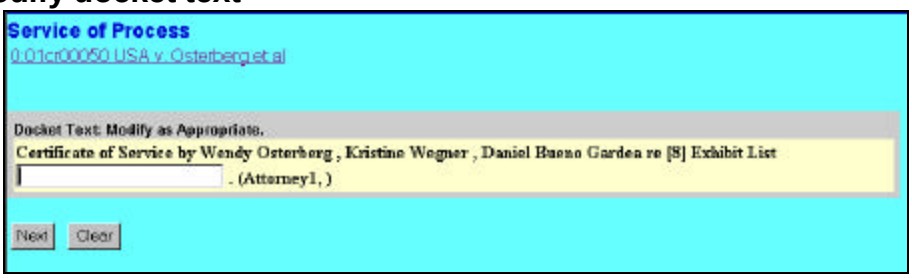
Use the mouse to highlight or select which party(ies) are filing the certificate of service. Click on **[Next]**.

8. Refer to an Existing Event?

This window allows the filer to link the service of process with other documents that have been filed already. Click on the checkbox provided to select another document. Click on **[Next]**.

If this option was selected, a list of previously filed documents appears. Using the mouse, select by clicking in the checkboxes provided, which documents you wish to link the certificate of service to. Click on **[Next]**.

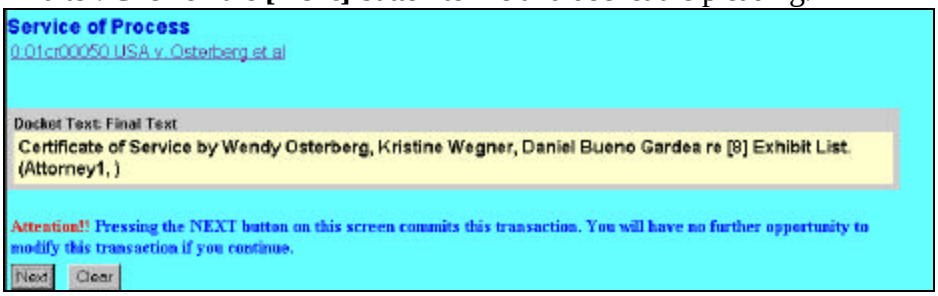
9. Modify docket text



Click in the open text area to type additional text for the description of the pleading. Use the drop-down boxes to assist in the clarifying text. Click on the **[Next]** button.

10. Submit the pleading.

Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the web browser toolbar to find the screen you wish to alter. Click on the **[Next]** button to file and docket the pleading.



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- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

11. Notice of Electronic Filing

Service of Process
0:01cr00050 USA v. Osterberg et al

U.S. District Court

District of Minnesota

Notice of Electronic Filing

The following transaction was entered on 3/26/2004 at 6:42 AM CST and filed on 3/26/2004
Case Name: USA v. Osterberg et al
Case Number: 0:01-cr-50
Filer: Dft No. 1 - Wendy Osterberg
Dft No. 2 - Kristine Wegner
Dft No. 3 - Daniel Bueno Gardea
Document Number: 9

Docket Text:
Certificate of Service by Wendy Osterberg, Kristine Wegner, Daniel Bueno Gardea re [8] Exhibit List.(Attorney1,)

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

Document description: Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1051215216 [Date=3/26/2004] [FileNumber=78076-0]

Done

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the web browser toolbar to print the document receipt.
- Select **[File]** on the web browser menu bar, and choose **Save As…**from the drop-down window to save the receipt to a file on the hard drive of your computer.

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and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing.

- **Note:** 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.

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Certificate of Service

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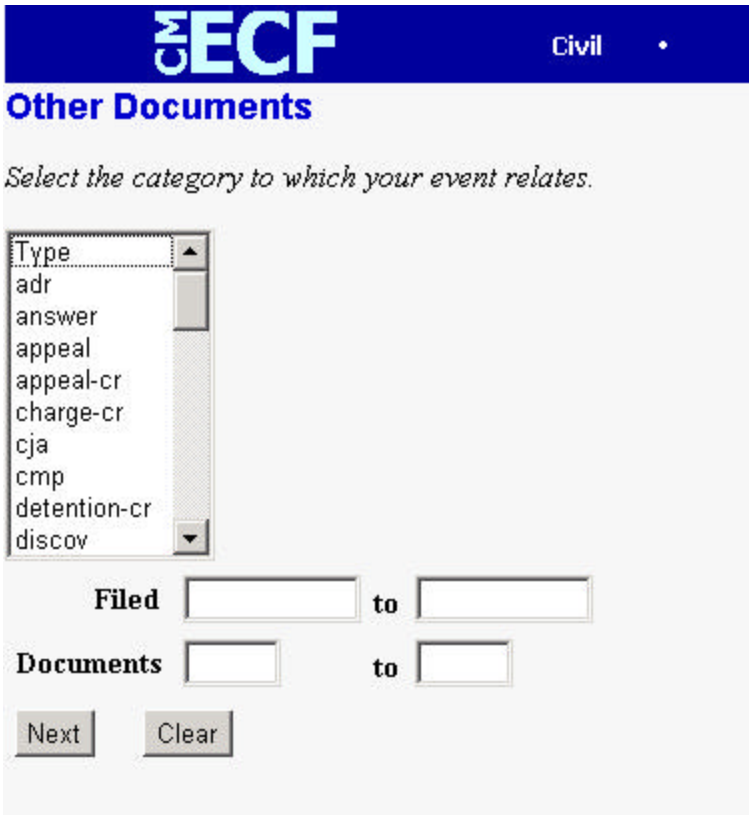
Linking Documents (Refer to existing event)

Some pleadings such as Briefs and Indexes should be "linked" to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen.

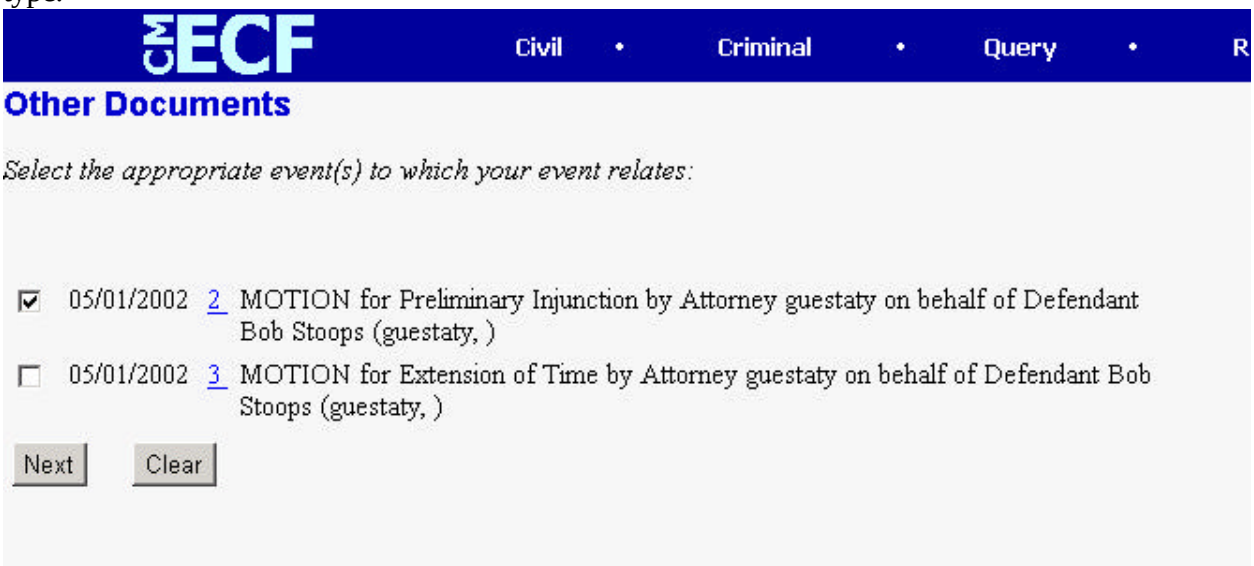
An "event" in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of "**Refer to existing event(s)?**" and click **[Next**].



This screen requires that you filter the list of documents in the case by the type of document that you want to link to. The type list appears in alphabetical order. Document types in this list are the same as the types listed in the main filing menu. For example, to link to a Brief, you would

choose the type “Oth_Doc” because Brief appears in the “Other Documents” section of the main menu. You must choose a type on this screen. You also have the option of entering filed dates or document numbers if you would like to further narrow your search.

Once you select the type of document and click **[Next]** you are presented with a list of documents that match your search criteria. For this example we have selected Motion as the type.



Click the checkbox for the document you wish to link to and click **[Next]**.

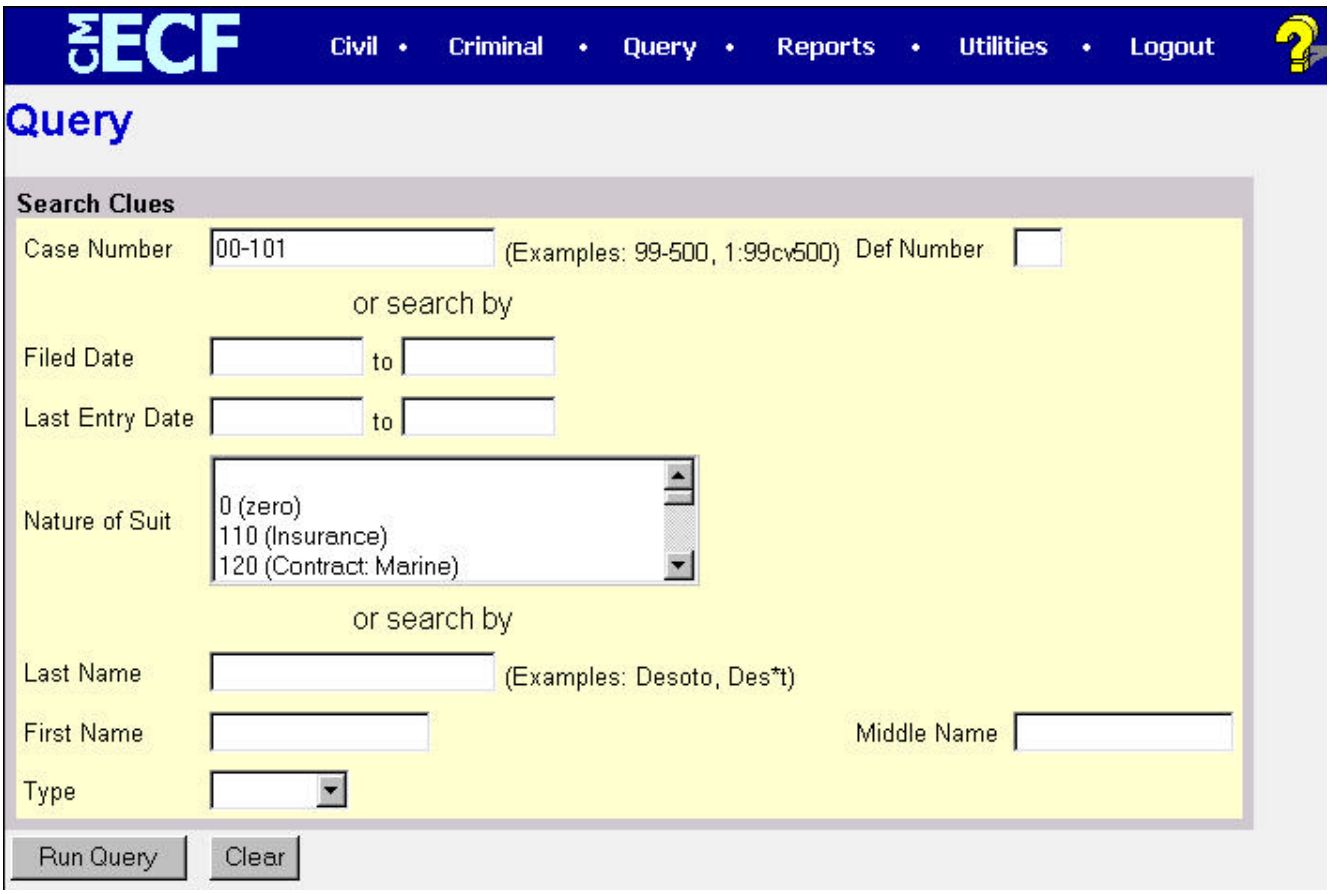
Query Feature

Registered participants should use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF.

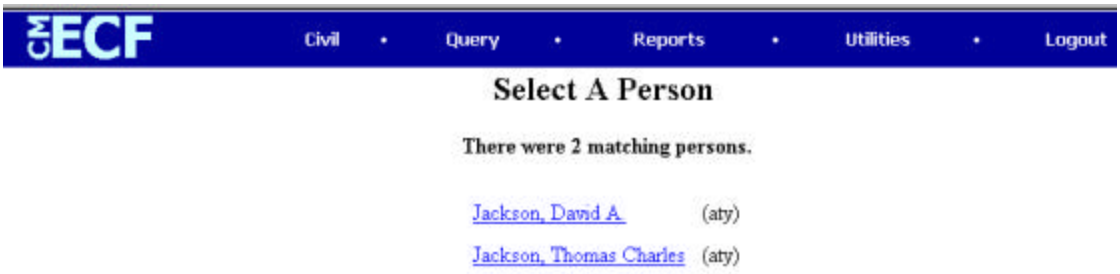
ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database.

> **Note:** Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents.

After you enter your **PACER** login and password, ECF opens a Query data entry screen as depicted below. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button. ECF opens the query screen depicted on the next page.



You may query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct If you click on the name of the party, ECF will open the query screen depicted aboveB. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number hyperlink and ECF opens the query screen depicted in above.



After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When you run the query, if there is more than one case that meet those criteria, you will get a screen similar to the one above, but listing multiple case numbers.

1-01-01465-JR HARRELL V. DISTRICT OF COLUMBIA
James Robertson, presiding
Date filed: 07/02/2001 **Date of last filing:** 08/20/2001

Query
- Alias
- Associated Cases
- Attorney
- Case Summary
- Deadline/Hearing
- Docket Report
- Filers
- History/Documents
- Party
- Related Transactions
- Status

At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Alias

Displays parties who have aliases.

Associated Cases - Displays any cases associated with the specified case. Click on the number of an associated case to view its docket sheet.

Attorney

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

Case Summary

Provides a summary of current case-specific information as represented below.

Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the **Deadline/Hearings** screen depicted on the next page.

After the window opens, if you click on a document number, ECF will display the actual Scheduling Order for the conference or hearing.

1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA
James Robertson, presiding
Date filed: 07/02/2001 **Date of last filing:** 08/20/2001

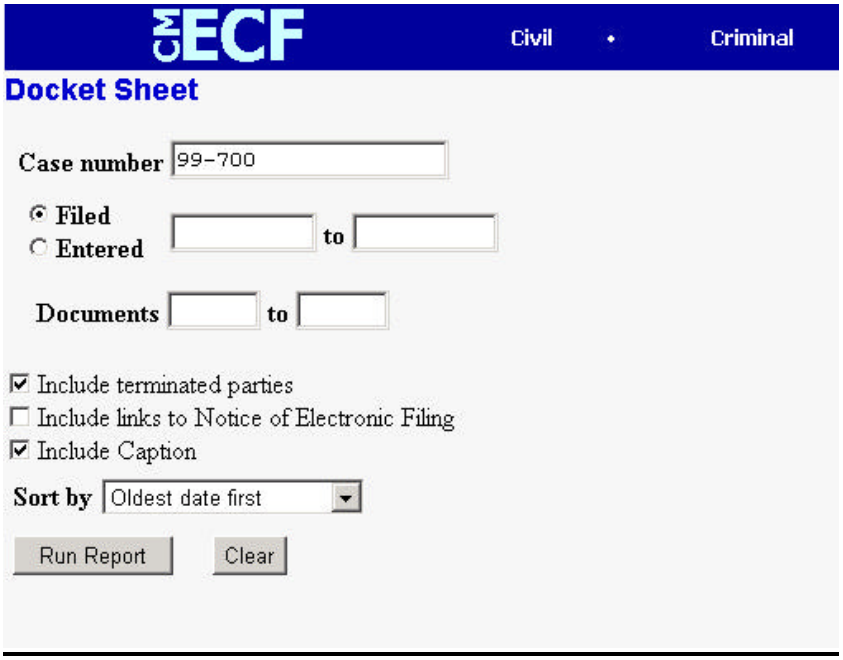
Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
7	Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
7	Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
7	Status Conference	08/20/2001	01/08/2002 at 04:30 PM		
	Meet & Confer Hearing	07/31/2001	08/08/2001 at 02:00 PM		08/08/2001
1	Answer due *from DC*	07/02/2001	07/23/2001	08/06/2001	

If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing that you selected.

Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.



You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a

checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted.

The document numbers in the middle column are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the **Electronic Notification Report** for the document.

History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted in. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

After making your selections, click on the **[Run Query]** button. ECF queries the database and builds your report. The screen capture above, depicts a portion of a **History/Documents** report. This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

You may view a PDF file of actual documents by clicking on the document number in the far-left column of the onscreen report.

Parties

Lists active and terminated parties and trustees. Current and previous attorneys for each party/trustee are also shown.

Filers

Lists all filers associated with the case. To view documents filed by a particular party, click on the filer name.

Filer screen: Displays all document numbers, event names and filing dates for the selected filer. To view a filing, click on the document number. To view docket information and related docket entries, click on the ball next to the event name.
Docket Information and Related Docket Entries screen: Displays the filed and entered dates, the name of the person who entered the document, the document event name(s) and the full docket text for the selected document and any directly related document(s).

Related Transactions

Lists transactions that are related to those you specify on this screen.

Filed	Enter a date range. The default of blank will list all documents.
Documents	Enter a document number range. The default of blank will list all documents.
Document Type	Select the document type from the drop-down list. The default of blank will list all documents.
Document subtype	Enter the document subtype. The default of blank will list all documents.
Pending	Select this option to include pending documents.
Terminated	Select this option to include terminated documents.
Sort by	The transactions can be sorted by: filed date, entered date, or document number.

Include open excludables	Check this box if you want to include open excludables in clock calculations.

Include co-defendant excludables	Check this box if excludable delays for any co-defendant should affect all defendants. If not checked, only a defendant's own excludable delays affect his clocks.

Status

This query is currently not functioning.

Reports Feature

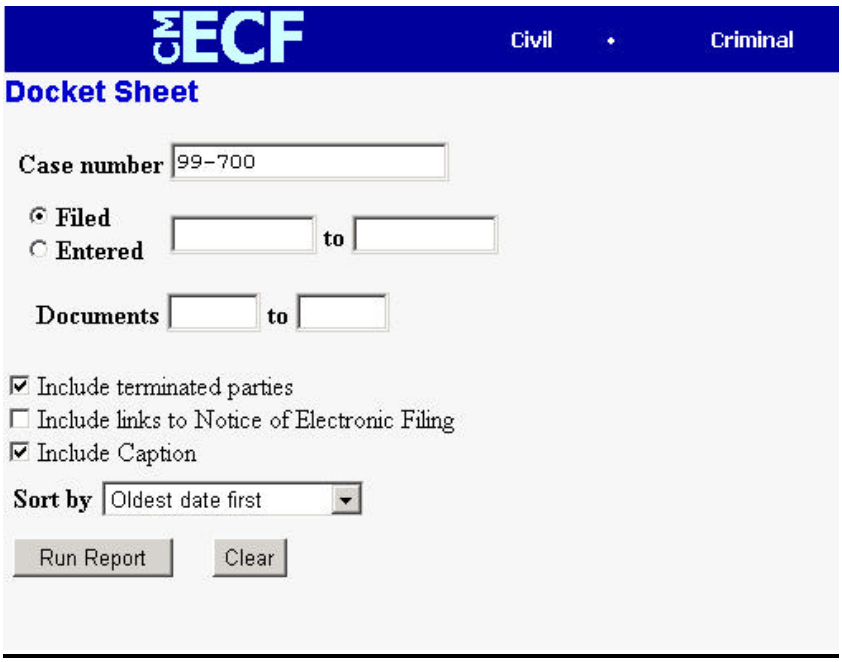
The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the ***Blue*** menu bar, ECF opens the **Reports** screen depicted below.

If you select Cases Filed or Docket Sheet hyperlink, ECF will ask you to login to PACER. You may view Court Calendar Events for a case without logging into PACER.

Docket Sheet

Click on the **Docket Sheet** hyperlink and ECF opens the **PACER** login screen.

Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.

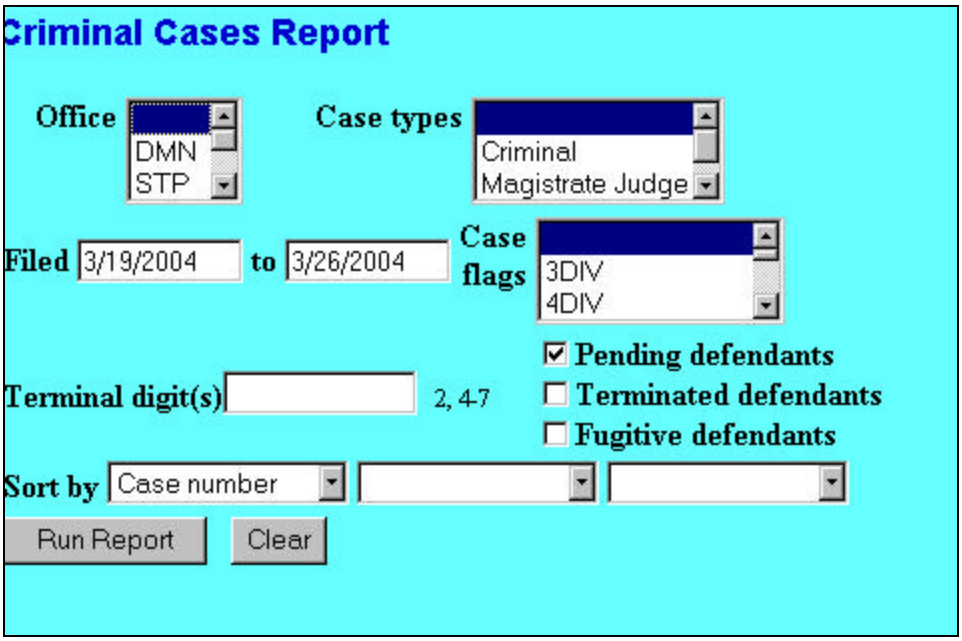


This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature). Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this

manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Criminal Cases Report

The **Criminal Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Criminal Cases** hyperlink, ECF displays a query screen as depicted here.



Note: If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Criminal Cases Report** screen.

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF. This picture depicts part of a report of all cases filed in ECF at the U.S. District Court from 9/23/2002 to 10/23/2002.

Criminal Cases Report

U.S. District Court - - District of Minnesota

Report Period: 03/19/2002 - 03/26/2004

Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
0:01cr00050 - USA v. Osterberg et al				Office: DMN
1 Wendy Osterberg	Filed:02/25/2004		30	Presider: Donovan, W Frank Referral: Arthur, J Boylan
2 Kristine Wegner	Filed:02/25/2004		30	Presider: Donovan, W Frank Referral: Arthur, J Boylan
3 Daniel Bueno Gardea	Filed:02/25/2004		30	Presider: Donovan, W Frank Referral: Arthur, J Boylan
0:01cr00051 - USA v. Osterberg et al				Office: DMN
1 Wendy Osterberg	Filed:02/25/2004		30	Presider: Donovan, W Frank Referral: Arthur, J Boylan
2 Kristine Wegner	Filed:02/25/2004		30	Presider: Donovan, W Frank Referral: Arthur, J Boylan
3 Daniel Bueno Gardea	Filed:02/25/2004		30	Presider: Donovan, W Frank Referral: Arthur, J Boylan

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

Judgment Index Report

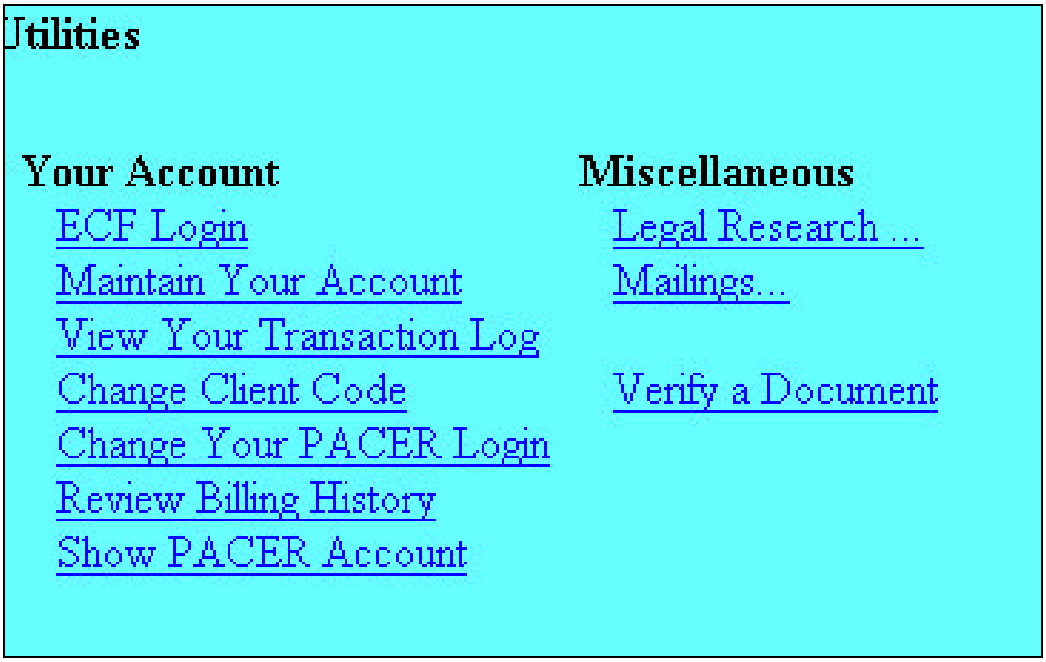
The Judgment Index Report shows information about selected judgments, including whom the judgment was for and against and the date, amount, interest rate, and court costs for each judgment. The report may be generated by case number, party name, or date range.

New Case Report

The new cases report is similar to what is available on the U.S. District Court's external website. This is a chronological sorted list of the newest cases opened with the District Court, District of Minnesota

Utilities Feature

The **Utilities** feature provides the means for registered users to maintain their account in ECF and to view all of their ECF transactions.



Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF.

ECF Login

Allows the filer to log out of the ECF system and prompts you for a new login and password.

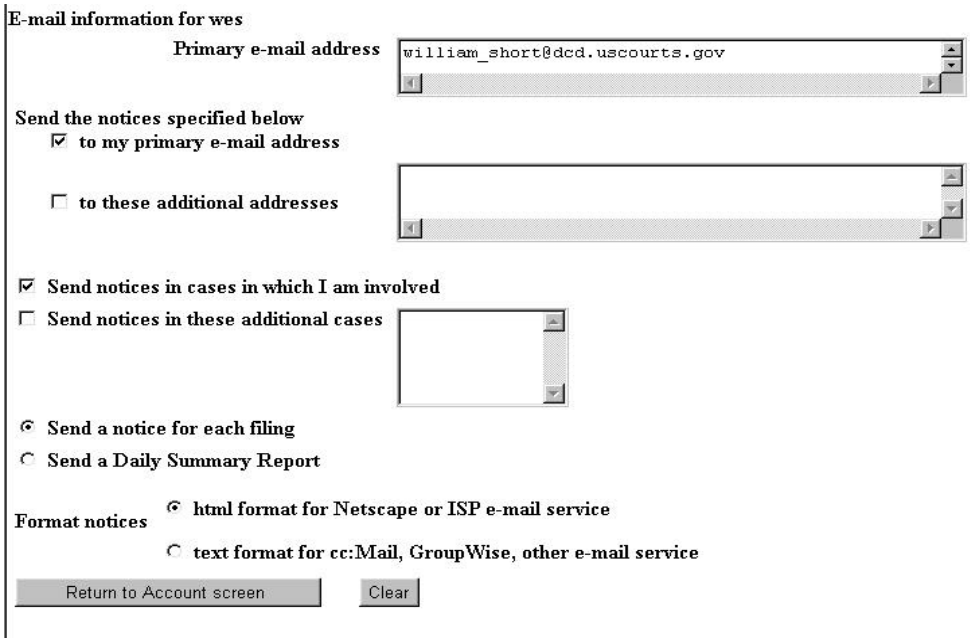
Click

Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen.

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status.

Clicking on the **[E-mail information]** button opens the following screen.



ECF will E-mail to parties their **Notices of Electronic Filing** based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

- From the screen depicted above, enter a check mark by clicking on the box to the left of the line, which reads "**to these additional addresses**".
- Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. Enter up to two additional e-mail addresses you wish to also receive notification of case activity. Keep in mind that only one of the two, the first one to click on the e-mail notification hyperlink first, will receive an additional free peek at the documents. The second person from the back-up list to access the will be charged to view the document.
- Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.
- If you wish to enter completely new information about your account, use the **[Clear]** button to clear the fields on this screen.

After updating your account information, click on the **[Return to Account screen]** button to return to your **Maintain User Account** screen

To edit or view login information about your account, select the button labeled **More user information,** from the **Maintain User Account** screen**.** ECF opens the screen depicted below.

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. (Remember passwords are case sensitive.) ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen. When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen to submit your changes to ECF. ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. For a sample transaction log report look below.

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log
- no unauthorized individuals have entered transactions into ECF using your login name and password.

View Your Transaction Log

From the **Utilities** screen, click on the [Change Your PACER Login] link. ECF brings you to the **PACER** login window.

Change Client Code

This feature allows the PACER billing client code to change to a different code.

Change PACER Login

Attorneys and filers can use this option to switch between more than one PACER accounts.

Show PACER Account

Brings filers back to the login screen.

Miscellaneous

ECF provides three **Miscellaneous** functions within the **Utilities** feature of the system.

- Legal Research

- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet. Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number. There is also a **Mailings** hyperlink that opens a new screen for making or requesting mailings from ECF.

Logout

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

Click on the **Logout** hyperlink from the ECF **Blue** menu bar. ECF will log you out of the system and return you to the ECF login screen as depicted earlier this manual.

Additional Information Regarding ECF

Sealed Documents

Continue to file sealed documents at the District Court Clerk's office in accordance with the existing practices and procedures for conventional filing.

Certificate of Service Sample

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MINNESOTA

SAMPLE FORMATS -CERTIFICATE OF SERVICE

Sample

I hereby certify that on (date) , I electronically filed the foregoing with the clerk of the court by using the CM/ECF system which will send a notice of electronic filing to the following: _____. I further certify that I mailed the foregoing document and the notice of electronic filing by first-class mail to the following non-CM/ECF participants:_____.

s/ Attorney's Name
Attorney's Name
Attorney's Bar Number
Attorney for (Plaintiff/Defendant)
Law Firm Name
Law Firm Address
Phone Number
Fax Number
Attorney's E-mail Address

Criminal

Charging Instruments and Pleas

Indictment, Information, Complaint

Complaint
Complaint (Sealed)
Indictment
Indictment (Sealed)
Information - ALL Misdemeanor
Information - ALL Misdemeanor (Sealed)
Information - Felony
Information - Felony (Sealed)
Notice of Removal from State Court

Pleas and Plea-Related Documents

Plea Agreement

Motions

Motions

Acquittal
Admit
Alter Judgment
Amend/Correct
Appeal In Forma Pauperis
Appear
Appoint Counsel
Appoint Expert
Associate Attorney
Bifurcate
Bill of Particulars
Bond
Brady Materials
Certificate of Appealability
Change Venue
Clarify
Compel
Compliance
Consolidate Cases
Continue
Counsel to Participate in Voir Dire
Declaration of Mistrial
Detention
Directed Verdict

Disclosure
Discovery
Dismiss
Dismiss/Lack of Jurisdiction
Dismiss/Speedy Trial
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Downward Departure
Exclude
Expedite
Extension of Time to File Document
Extension of Time to File Response/Reply
Extension of Time to Indict
File Amicus Brief
File Excess Pages
Forfeiture of Bond
Forfeiture of Property
Government Witness List
Handwriting Exemplars
Hearing
In Limine
Inspect
Issuance of Warrant in rem
Joinder
Judgment NOV
Jury Questionnaire
Leave to
Leave to Appeal
Leave to File Document
Leave to Proceed in Forma Pauperis
Medical Exam
Medical Treatment
Miscellaneous Relief
Modify Conditions of Release
New Trial
Order for
Order of Competency to Stand Trial
Preserve
Produce
Protective Order
Psychiatric Exam
Psychiatric Treatment
Quash

Quash Indictment/Information
Reconsideration
Recusal
Reduce Sentence
Release Bond Obligation
Release from Custody
Release of Funds
Remand
Renew
Request
Require
Retain Rough Notes
Return of Property/PostTrial
Return of Property/PreTrial
Return of Surety
Revoke
Sanctions
Seal Case
Sealed Motion
Separate Trial on Counts
Service by Publication
Set Aside Forfeiture
Set Aside Judgment
Set Aside Sentence
Set Aside Verdict
Sever Defendant
Show Cause
Special Appearance
Speedy Trial
Stay
Strike
Substitute Attorney
Suppress
Take Deposition
Travel
Unseal Case
Unseal Document
Upward Departure
Vacate
Vacate (2255)
Warrant
Warrant for Arrest of Property
Withdraw Document
Withdraw Plea of Guilty

Withdraw Plea of Nolo Contendere
Withdraw as Attorney
Writ
Writ of Habeas Corpus ad prosequendum
Writ of Habeas Corpus ad testificandum

Other Filings

Notices

Deferral of Prosecution
Nolle Prosequi
Notice (Other)
Notice Withdrawing Motion
Notice of Attorney Appearance/Substitution - Defendant
Notice of Attorney Appearance/Substitution - USA
Notice of Filing Petition for Certiorari
Notice re: Medical Evaluation Complete
Notice to Resume Prosecution

Trial Documents

Exhibit List
Proposed Jury Instructions
Proposed Voir Dire
Request for Special Findings of Fact
Stipulation to Jury
Trial Brief
Witness List

Appeal Documents to USCA

Appeal Transcript Request
Appeal of Magistrate Judge Decision to District Court
Appellants Brief
Appellants Reply Brief
Appellees Brief
Designation of Record on Appeal
Notice of Appeal
Notice of Cross Appeal
Notice of Interlocutory Appeal
Subsequent Notice of Appeal

Other Documents

Affidavit
Affidavit - Rule 40
Application for
Certificate
Consent to Inspection of PSI
Consent to Magistrate Judge Disposition on Motion
Consent to Trial Before US Magistrate Judge
Financial Affidavit - CJA23

Information to Establish Prior Conviction
Letter
Objection to Presentence Investigation Report
Objection to Report and Recommendations
Partial Satisfaction of Judgment
Presentence Investigation Report
Pretrial Memorandum
Redacted Document
Refusal of Magistrate Judge Jurisdiction
Response to Order to Show Cause
Satisfaction of Judgment
Satisfaction of Monetary Imposition and Release of Abstract
Sentencing Memorandum
Status Report
Transcript Request
Withdrawal of Motion