

The background of the top section is a close-up, slightly blurred image of the American flag, showing the stars and stripes in a draped, wavy pattern. A semi-transparent grey box is overlaid on the left side of this image.

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UNITED STATES DISTRICT COURT –
SOUTHERN DISTRICT OF WEST VIRGINIA

Electronic Case Files

ELECTRONIC CASE FILING USER MANUAL

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Chapter 1 Introduction

This manual provides instructions on how to use the Electronic Case Files (ECF) system to file documents with the court, and to view and retrieve docket sheets and documents. Users should have a working knowledge of an ECF compatible web browser and Adobe Acrobat for creating and reading Portable Document Files (PDF).

ECF System Capabilities

Registered users with a compatible web browser and access to the Internet can perform the following functions, twenty-four hours a day, seven days a week:

- View or download the most recent version of the ECF User Manual and Electronic Case Filing Procedures;
- Self-train on the court's ECF interactive tutorial;
- Practice entering documents into the ECF using the court's "training" database;
- Electronically transmit documents, other than case opening documents, notices of appeals or visiting attorney forms, to the clerk's office in civil and criminal cases without incurring additional filing costs;
- View official docket sheets and other documents associated with these docket sheets, including immediate viewing of a document just submitted to the court;
- Compile and view various reports for cases on the court's docket;
- Query case information; and,
- Update and maintain user accounts.

Help With Using ECF

For assistance in using ECF, including technical difficulties, call the clerk's office between the hours of 8:00 a.m. and 5:00 p.m. Eastern Time, Monday through Friday, excluding federal holidays. For the specific individual to contact, see Appendix 7 at the end of this manual.

User Manual

You can view or download the most recent version of this ECF User Manual (in PDF format) from the court's web page. Enter <http://www.wvsd.uscourts.gov> in your browser's location field, and when the Court's web page opens, click on the **CM/ECF Information**.

Note: The ECF User Manual is best viewed using Version 5 of Adobe Acrobat Reader, or higher versions.

Computer and Equipment Requirements

The following hardware and software are needed to electronically file, view, and retrieve case documents in ECF.

- A personal computer running a standard operating system such as Microsoft Windows or Macintosh with a modem supporting at least a transfer rate of 28.8k.

Note: A modem connection is usually not fast enough to transmit and receive documents electronically or to download large documents attached to e-mails or filed in ECF. Currently, there are two viable options in the marketplace for high-speed access connectivity: cable and digital subscriber lines (DSL). Although more expensive, these technologies provide definite advantages over traditional dial-up methods.

- An Internet Service Provider and web browser. The Court has verified that its installed version of ECF is compatible with Netscape 4.7x and 7.0x. and Internet Explorer 5.5 and 6.0.

Note: Users of ECF have experienced some compatibility issues with versions of Netscape Navigator lower than 4.6; America On-Line's version of Netscape Navigator; and versions of Internet Explorer other than IE 5.5/6.0.

- Adobe Acrobat or other portable document format (PDF) conversion software to convert documents from the format of their native application to PDF. Documents converted directly from word processing are known as "PDF text" documents.
- A scanner if you cannot electronically prepare your documents and convert them directly to PDF. Use a scanner to convert paper documents to digital format for electronic transfer. PDF documents created by scanning paper documents are known as "PDF image" documents.

Note: When scanning documents for ECF, scan in black and white at a resolution of 200 dpi. The filing user is responsible for the legibility of scanned images. In general, "PDF image" (scanned) documents are much larger than documents converted from word processing software directly to PDF (text documents). The CM/ECF system is technically capable of accepting large documents, but they may take longer to upload and download. The court has established a limit of PDF size at 2.0 MB. Anything larger will be rejected by ECF.

- ECF users must have a PACER account in order to use the Query and Report features of the ECF system, and to view electronically stored document images. You do not need multiple PACER accounts for a given firm. The same PACER login can be concurrently logged in multiple times. If you do not have a PACER login, contact the PACER Service Center at (800) 676-6856 for information. Or, you may register for PACER online at <http://pacer.psc.uscourts.gov>.
- An attorney must be admitted to practice in the Southern District of West Virginia and be in good standing to receive a permanent login. Visiting attorneys may qualify for a temporary login as provided for in the Administrative Procedures for Electronic Filing.
- In addition to having a PACER account, a user must register with the court as an ECF user in order to electronically submit a document. Once properly registered as a court user, the clerk's office will issue a login and password to the attorney. This login and password will serve as the user's signature for purposes of Fed. R. Civ. P. 11 for all documents electronically submitted to the court.

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 boldfaced type: **[Command Button]**.
- Hyperlinks are displayed in underlined boldfaced type: **hyperlink**.

Registering for Access to ECF

A user who needs to register for access to the Electronic Case Files (ECF) system should visit the court's website at <http://www.wvscourts.gov> to complete an attorney registration form. After processing the properly completed registration form, the clerk's office will establish a user account for the applicant. The applicant will then be contacted and provided a user's ECF login information by e-mail.

Registered users can visit a training version of the ECF system on the Internet to practice ECF activities. For more information on how to access the training database, please refer to the list of **CM/ECF Contacts List** contained in **Appendix 7** at the end of this manual.

Chapter 2 Preparation

Adobe Acrobat

Users must set up Adobe Acrobat or Adobe Acrobat Reader software in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format. The Adobe Acrobat Reader may be downloaded at <http://www.adobe.com>. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

Portable Document Format (PDF)

Viewing a PDF Document

- Open Adobe Acrobat or Acrobat Reader.
- Select “**File**” on the menu bar and choose “**Open**” from the drop-down window.
- Click on the location and file name of the PDF document you wish to view.
- Acrobat loads the file and displays it on your screen. Verify it is the document you wish to send. Verify the file size of the document.
- If the displayed document is larger than the screen or contains more than one page, use the scroll bars and buttons to move about within the document.
- Click on the “**View**” menu to select other options for viewing the document. Choose the option that best suits your viewing needs.

Converting Electronic Documents to PDF Format

You must convert all of your documents from their native application to PDF format before submitting them to the court through its Electronic Case Files (ECF) system. Only documents in Portable Document Format (PDF) may be filed with the Court using the ECF system. Before sending the file to the court, a user should preview the PDF document to ensure it is the correct document, that all pages are included, that it is legible, and that the document is properly formatted after being converted to PDF.

Software Available for Converting to Portable Document Format (PDF)

Adobe Acrobat is a software product that may be used to convert your documents to PDF. The WordPerfect Version 9 and higher word-processing applications, with their built-in PDF conversion capabilities, may also be used. Other software products are also available to convert your documents to PDF. Users should explore the software options available.

Note: Although newer versions of WordPerfect and Word can create PDF documents within the word processing application, they generally create larger file size (number of bytes). If the document is larger than 2.0 MB it will be rejected by ECF. The user must break large files into segments smaller than 2 .0 MB.

For Newer Versions of WordPerfect

- Open a WordPerfect document (with file extension *.wpd*).
- From the menu bar, click on “**File**” and from the drop-down menu select “**Publish to PDF.**”
- Save the file as a PDF file, giving it a *.pdf* extension.

- Your document is now saved as a PDF file. The original file remains in WordPerfect format under its original file name and *.wpd* extension.

For All Older Versions of Word Perfect, All Versions of Microsoft Word, and other Adobe Acrobat PDF Conversion Software Package Supported Applications

- Install Adobe Acrobat on your computer.
- Open the document you wish to convert.
- Select “**Print**” from the menu bar. Within the “**Current Printer**” field of the “**Printer**” dialog box, select the option to change the selected printer. A drop down menu opens and a list of printer choices is displayed.
- Select “**Adobe PDF Writer.**”
- Click “**OK**” to “print” the file. Instead of the file printing to your printer, a dialog box will appear.
- Name the document, verify the “saved file type” is *.pdf*, and click the “**Save**” button.

NOTE: To keep track of both your word-processing document and the PDF version, it is helpful to give both documents the same name, e.g., “Motion to Dismiss.wpd” and “Motion to Dismiss.pdf”, and store them in the same file folder.

- Your document is now saved as a PDF file. The original file remains in its original format under its original file name and extension.

PDF Fillable Forms

PDF fillable forms are available on this Court's website. To use them correctly, follow these instructions.

Frame 2-1 - Downloading and Completing the Form

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA**

AT CHARLESTON

PHOEBE SMITH,

Plaintiff,

V. SUMMONS IN A CIVIL ACTION
CIVIL ACTION No. _____

TO [Name and address of defendant]:

Marshmallow Manufacturing Corporation
510 Sugar Creek Highway
Charleston WV 25301

YOU ARE HEREBY SUMMONED and required to serve on [Name and address of Attorney(s) for Plaintiff(s)]:

Eustace Haney, Esq.
Haney Haney & Haney
P.O. Box ABC
Charleston, WV 25301

an answer to the complaint which is served on you with this summons, within **Select one:** service of this summons on you, exclusive of the day of service. If you fail to do so, judgment by default will be entered against you.

Select 60 days for the United States and its agencies, corporations, officers, agents or employees; select 20 days for all other defendants.

Download the form from the website.

Complete the form fields using the drop-down lists and the text boxes.

Help boxes.

A colored circle containing a question mark is a help box.

When you hold your mouse on the circle, a message will display, explaining what information should be entered in the blank.

The message disappears when you move your mouse outside the circle.

Frame 2-2 – Finishing the PDF Fillable Form

The screenshot shows a web browser window with the address bar displaying 'arts.gov/NewForms/summons_on_complaint.pdf'. The 'File' menu is open, and 'Print...' is highlighted. Below the browser, the 'Print' dialog box is open. In the 'Printer' section, 'Adobe PDF' is selected. In the 'Print What' section, 'Document' is selected from a dropdown menu. The dialog also shows options for 'Print Range' (All), 'Page Handling' (1 copy, Shrink large pages), and a preview of the document page.

Finishing the PDF fillable form.

When all the necessary fields have been completed, go to the top of your screen and click on **File**. Select **Print** from the menu.

A **Print Dialog box** will display.

There are two important selections to make on the Print Dialog screen.

First, select “**Adobe PDF**” as your printer. Although your original document is PDF, you must “print it back to PDF” to lock in the information you have added.

Second, under “Print What,” select “**Document.**” This will eliminate the help fields from your final product.

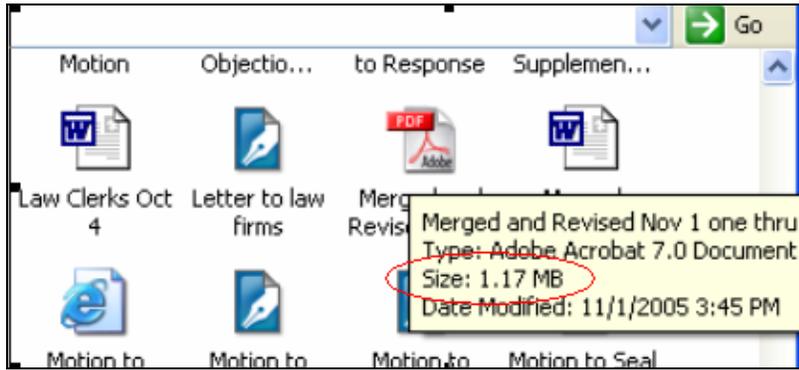
After making these two selections, click “**OK**” and save it as you would any PDF document.

Your document is locked and ready to be filed electronically.

Checking the Size of PDF Document

A PDF document may not exceed 2.0 megabytes in size or the CM/ECF system will reject it. You must determine the size of the document before you begin the filing process

Frame 2-3 Checking the size of the document



Checking the size of a PDF document

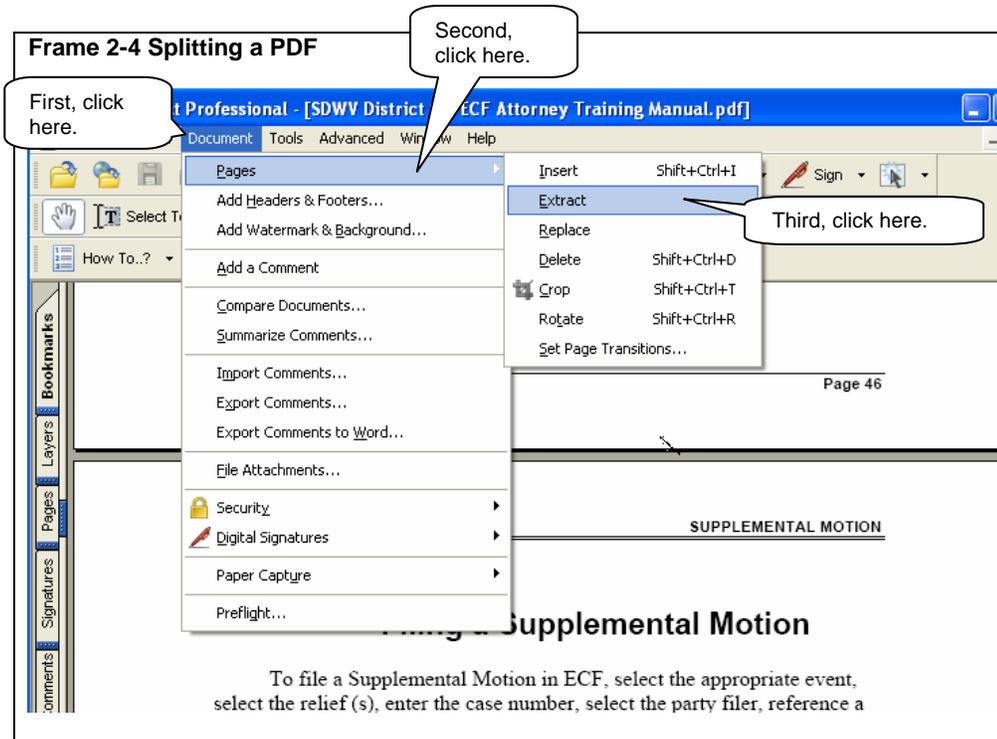
Browse to the folder where the PDF document is located.

Rest your cursor on the document name and box will appear containing information regarding the document, including the size.

Note: If the document is larger than 2.0 megabytes, you will need to split it and file it as separate documents, each being smaller than the 2.0 MB limit.

Splitting a PDF Document

Frame 2-4 Splitting a PDF



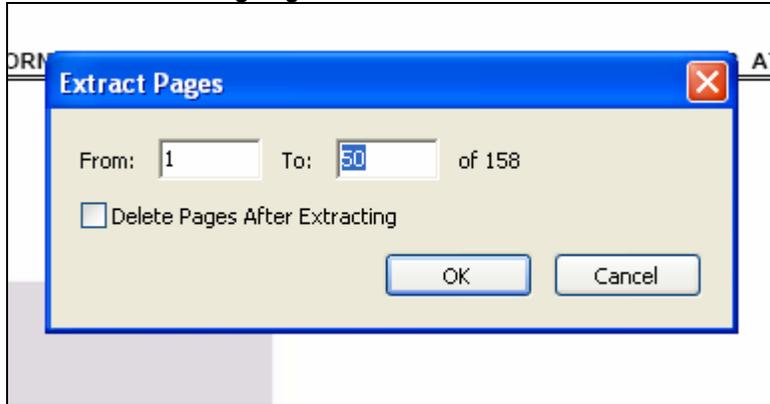
Splitting a PDF that is too large.

Open the document you wish to split. Locate where you want to make the division, e.g., end of an exhibit.

Click on **Document** and select **Pages** and **Extract**.

In this instance, we need to divide a 158-page document into three segments: The first will be pages 1 through 50, the second will be pages 51 through 102, and the third will be pages 103 through 158.

Frame 2-5 Extracting Pages

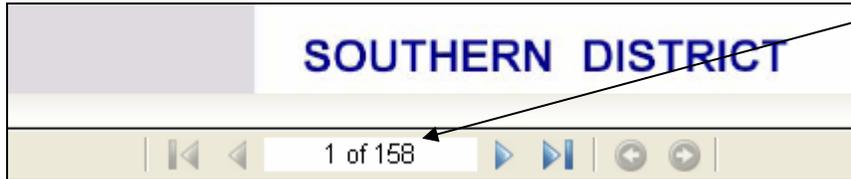


Extracting pages.

When the Extract Pages dialog box, appears, enter the page numbers, inclusively, that you want to extract.

Click **OK**.

Adobe will display the new document, with the new range of page numbers that you extracted.

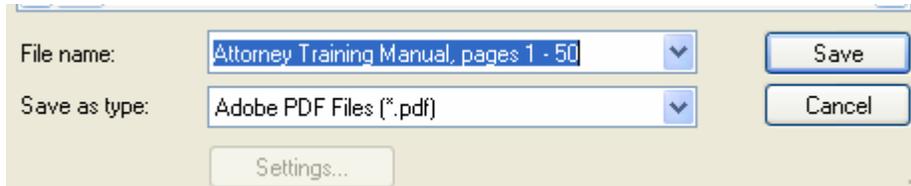


Note: The original document remains intact.

Saving the new document.

Save the new document, and name it as follows: **name of the document, pages 1–50**. Click **Save**.

Frame 2-6 Saving the New Document



Return to the original 158-page document and repeat the process to extract pages 51-102 and 103-158.

Chapter 3 Basics

User Interactions

Users normally interact with the Electronic Case Files (ECF) system in three ways.

- Entering information in data fields also referred to as Text Boxes;
- Mouse-clicking on hyperlinks and/or radio buttons;
- Selecting command buttons to direct system activities.

Common Mistakes When Filing a Document

Some common mistakes made when filing a document include:

- Selecting the wrong PDF file to attach to a docket entry;
- Selecting the wrong document or an incomplete document;
- Selecting the wrong docketing event from the ECF menus; and,
- Entering the wrong case number and not discovering the error before completing the transaction.

Please be careful to avoid these mistakes, since the ECF system does not permit you to substitute or remove a misfiled document after it has been submitted electronically to the court.

The clerk's office will provide guidance on what to do if the wrong document has been filed, or if a document has been filed in the wrong case number. If a mistake has been made, telephone the clerk's office to report the problem. For the specific information regarding whom to contact, please refer to the list of **CM/ECF Contacts List** contained in **Appendix 7** at the end of this manual. You will need to provide the case number and the document number for the docket entry requiring attention.

If appropriate, the clerk's office will make an entry indicating that the document was filed in error. You will be advised if you need to e-mail a corrected document. Please review the Electronic Case Filing Procedures for more information on filing errors.

Viewing Transaction Log

This feature, selected from the **Utilities** menu, allows you to review all transactions ECF has processed with your login. If you need to check what you have done in ECF, review your transaction log. If you believe or suspect that someone is using your login and password without your permission, you can use the transaction log to confirm this as well.

If someone is using your login and password without your permission, immediately telephone the clerk's office. The clerk's office will assist you in changing your password. If you believe that a document has been improperly filed with the court under your signature (your login and password is your electronic signature) you will need to report this to the clerk's office as well.

Please review the Electronic Case Filing Procedures for more information on login and password problems.

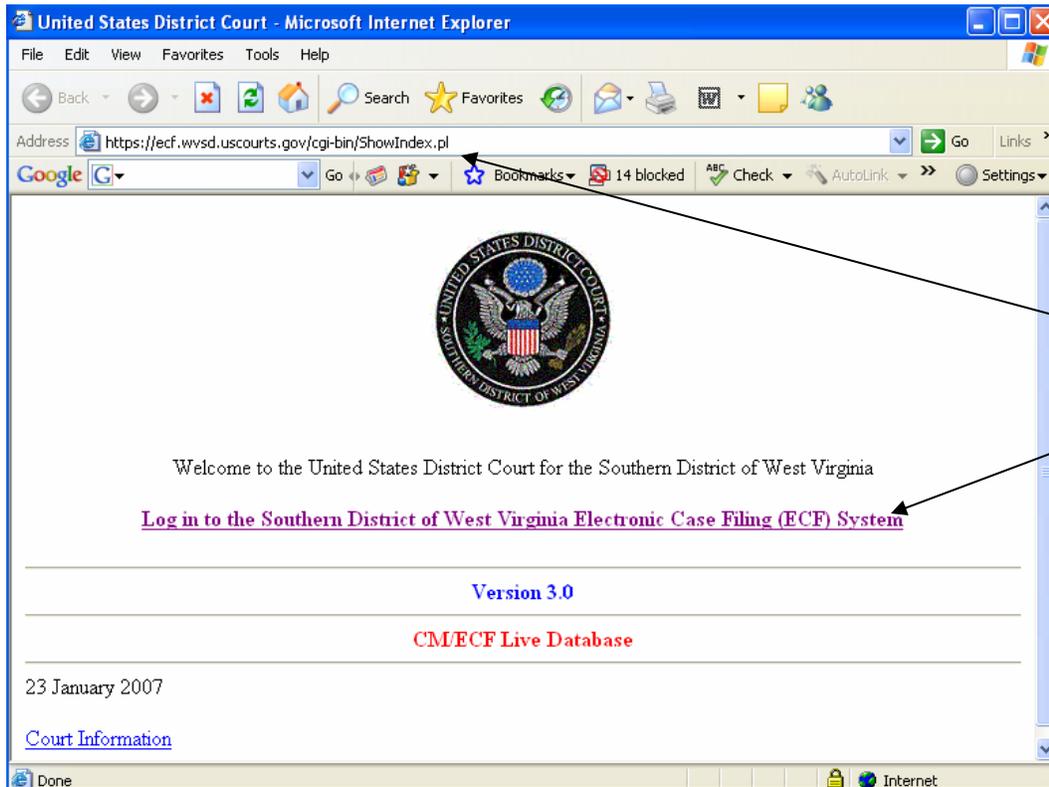
Chapter 4 ECF System

Entering the ECF System

This section of the User Manual provides information for entering the Electronic Case Files (ECF) System.

You may enter the system by going to the court's web page at <http://www.wvsd.uscourts.gov>, and clicking on the CM/ECF icon. Clicking on the [Log in to the Southern District of West Virginia Electronic Case Filing \(ECF\) System](#) link will take you to the ECF/PACER Login screen.

Frame 4-1 - Home Page



ECF Home Page

Alternatively, registered users may enter the ECF system directly by typing the following URL into the location field of an ECF-compatible web browser:

<https://ecf.wvsd.uscourts.gov>

Clicking on the [Log in to the Southern District of West Virginia Electronic Case Filing \(ECF\) System](#) link will take you to the ECF/PACER Login screen.

Frame 4-2 - Login page

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

Google Go 14 blocked

WVSD CM/ECF Filer or PACER Login - version 3.0

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. / attempts are logged.

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

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

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

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

Authentication

Login:

Password:

client code:

ECF/PACER Login Page

The **ECF/PACER Login page** is used for logging in with your PACER login or your ECF login.

To be able to file pleadings, you may enter your ECF login and password. On this system, you will file your electronic documents with the clerk's office.

To review the docket, view a document, run a Query, or view reports, you may enter your PACER login and password and enter the PACER system.

NOTE: YOU WILL BE BILLED PACER charges when running queries and most reports.

Logging in to the ECF System

Frame 4-3 – Logging in

WVSD CM/ECF Filer or PACER Login - version 3.0

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 attempts are logged.

Instructions for filing:

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

If you received this login page as a result of a link from a Notice of Electronic Filing email:

Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of docur

If you have trouble viewing a document:

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

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at [http://pacer.psc.uscou](http://pacer.psc.uscour)

Authentication

Login: attorney123

Password: ●●●●●●

client code:

Login Clear

You **DO NOT** need a client code for an ECF Login.

Logging in to ECF/PACER

Enter your ECF login name and user password in the appropriate data entry fields. It is important to remember that all ECF login names and passwords are **case sensitive**.

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 web browser **[Back]** button and re-enter your correct login and password.
- If you complete the login screen and the ECF system displays the screen below (Frame 4-4), it simply means you did not click **Log Out** on the main menu bar the last time you used ECF, **OR** someone else is logged in under your account. Regardless of the reason, click **Continue login**.

Frame 4-4

Warning: the account you entered is already logged in.

This is probably the result of one of these two circumstances:

- You did not click "LogOut" on the top bar when you last used CM/ECF.
Click the "Continue login" button below to complete the login process.

OR

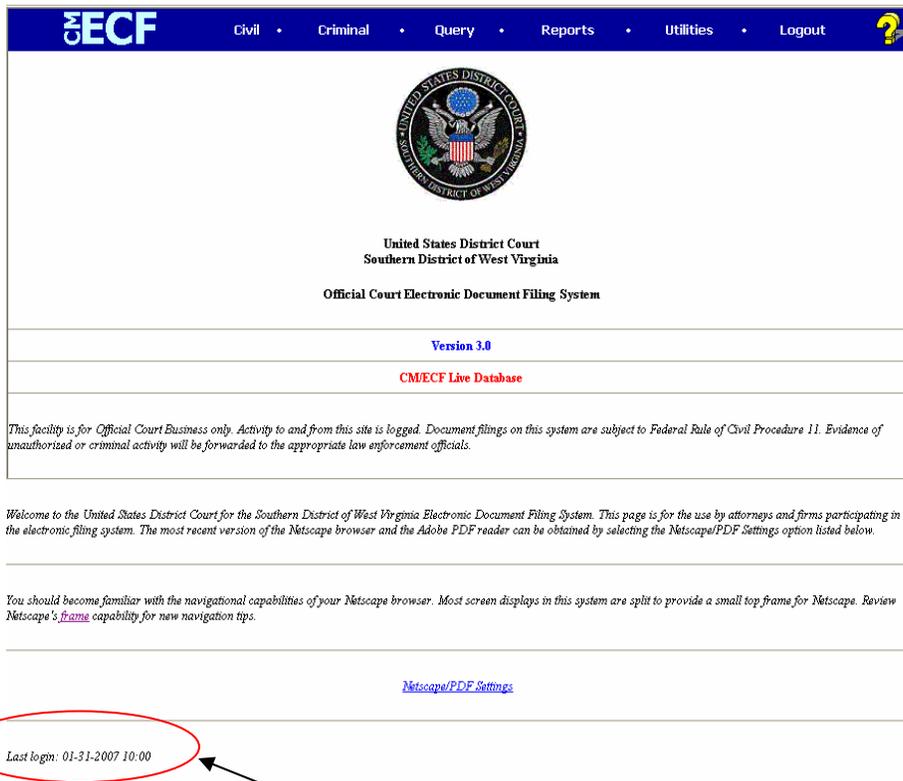
- You share this account and someone else is using it.
Click the "Cancel" button below to return to the login screen.
[if you click the "Continue login" button, someone else using this account will have their CM/ECF session terminated]

Cancel

Continue login

Frame 4-5- [Menu Features](#)

[ECF Menu Features](#) and other information



The **Blue** Menu bar is displayed at the top.

Civil - Select **Civil** to electronically file all civil documents.

Criminal - Select **Criminal** to electronically file all criminal documents.

Query - Select **Query** for specific case information. You will be prompted to enter your PACER login and PACER password before you can continue your query.

Reports - Select **Reports** to retrieve cases-filed reports and docket sheets. You will be prompted to enter your PACER login and PACER password before you can continue to run your report.

Utilities - View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** function of ECF.

Logout - Log off of the ECF application.

Note: The date and time you last logged into the system appears at the bottom left corner of your screen. You should review this information each time you log in. If you believe the date and time of your last log in are not correct, or you suspect an unauthorized party is using your login and password, telephone the Clerk's Office at 304/347-3000 with this information as soon as possible.

[Basic Manipulations](#)

When using the ECF system, there are three basic processes that allow you to move from screen to screen:

- First, text boxes where you enter data such as case numbers or text information.
- Second, use the **[Next]** button or the **[Submit]** button to accept entered data and display the next data entry screen. To retrieve the previous screen to correct data entry errors, use the **[Back]** button on the web browser toolbar.
- Third, there are **[Browse]** buttons to allow you to browse your folders/ locations to select PDF documents and attachments.

NOTE: Avoid using the **[Back]** button when navigating ECF. If you suspect you have made an error, start over by going to the Main Menu Bar and clicking on **Civil** or **Criminal**, then proceed through the screens. Also, only use **SINGLE** mouse clicks. Double clicking can create a myriad of problems.

Steps Related to Filing Documents in Civil and Criminal Cases

There are seven basic steps for filing a document in a **civil or criminal** case in ECF:

1. Select the **Type of Document** to file (i.e. motion, notice, answer, etc.);
2. Identify the **Case number** for Which the Document is Being Filed;
3. Designate the **Party** for Whom the Document is Being Filed;
4. Specify the **PDF** Document to File (and any attachments thereto, if appropriate);
5. **Additional ECF** Information (i.e. various check boxes or text box entry based upon the type of document being filed);
6. **Submit** the Document to ECF;
7. **Receive** the Notice of Electronic Filing.

The seven basic steps listed above are common to all civil and criminal documents to be filed.

Chapter 5 Civil Document Filing

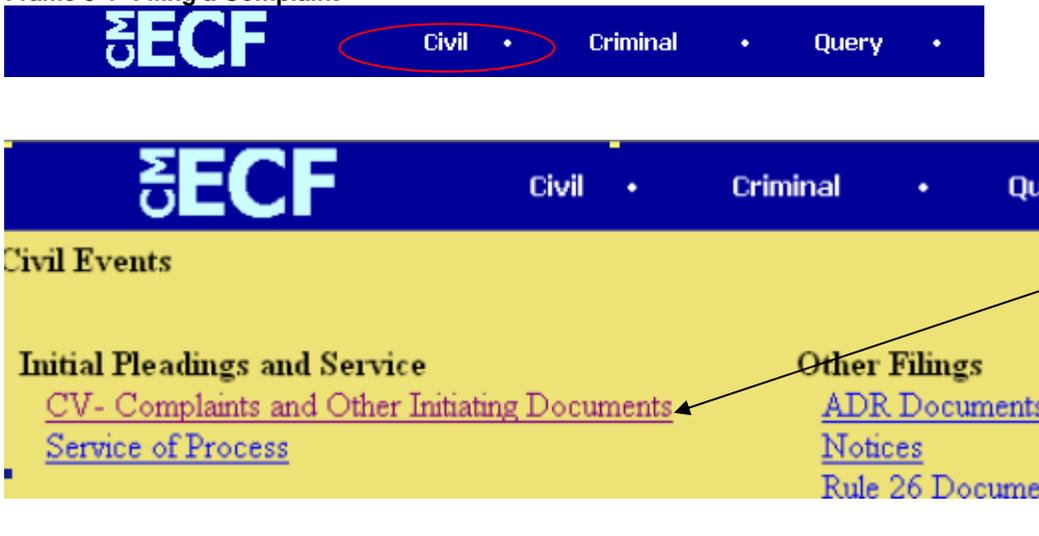
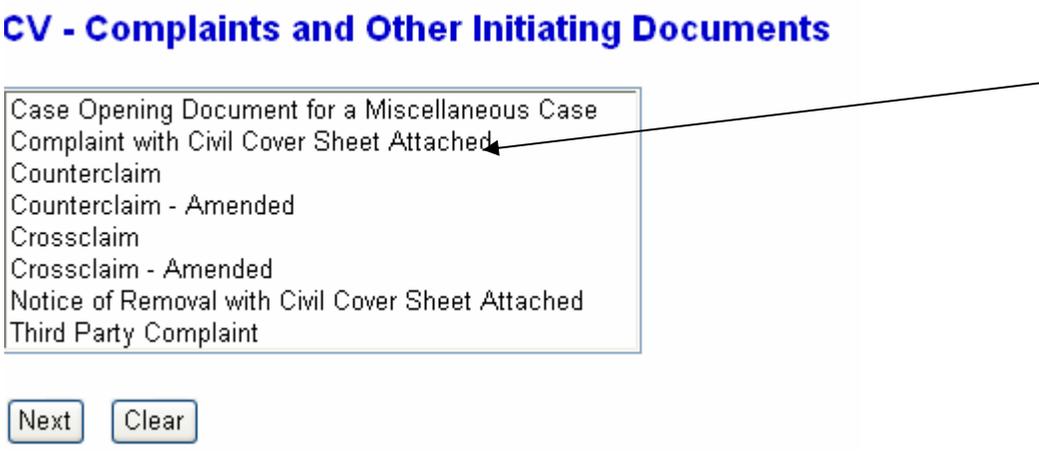
Registered filers will use the **Civil** feature of ECF to electronically self-file and docket with the court a variety of documents in civil cases.

Filing a Civil Case Initiating Document

Civil case initiating documents shall be filed in accordance with the procedures in the **Commencement of a Civil Action** as set forth in section 8 of the **Administrative Procedures for Electronic Case Filing**.

Upon initial receipt, the clerk's office will e-mail the filing attorney the **filed date**, the **assigned case number** and the **receipt number** for the filing fee.

Filing a Complaint – Step by Step

<p>Frame 5-1- Filing a Complaint</p>  <p>The screenshot shows the CM/ECF main menu with 'Civil', 'Criminal', and 'Query' options. The 'Civil' option is circled in red. Below the menu, the 'Civil Events' section is displayed, with 'CV- Complaints and Other Initiating Documents' highlighted in purple. Other options include 'Initial Pleadings and Service', 'Service of Process', 'Other Filings', 'ADR Documents', 'Notices', and 'Rule 26 Document'.</p>	<p>Filing a Complaint.</p> <p>After logging in to CM/ECF, click Civil on the Main Menu bar.</p> <p>On the Civil Events screen, choose CV- Complaints and Other Initiating Documents.</p>
<p>Frame 5-2 – Selecting the Event Title</p> <p>CV - Complaints and Other Initiating Documents</p>  <p>The screenshot shows a list of event titles for 'CV - Complaints and Other Initiating Documents'. The first item, 'Case Opening Document for a Miscellaneous Case Complaint with Civil Cover Sheet Attached', is highlighted. Other items include 'Counterclaim', 'Counterclaim - Amended', 'Crossclaim', 'Crossclaim - Amended', 'Notice of Removal with Civil Cover Sheet Attached', and 'Third Party Complaint'. There are 'Next' and 'Clear' buttons at the bottom.</p>	<p>Select the Event title.</p> <p>Select Complaint with Civil Cover Sheet Attached. Do so by clicking to highlight.</p> <p>Click Next.</p> <p>[Note: Other case opening documents you may choose on this screen are "Notice of Removal with Civil Cover Sheet Attached" and "Case Opening Document for a Miscellaneous Case."]</p>

<p>Frame 5-3 - Filing in the Shell Case</p> <p>CV - Complaints and Other Initiating Documents</p> <p>ATTENTION:</p> <p>If you are filing a Complaint, Petition, Notice of Removal or other initiating document, please docket this information to Case 2:07-cv-77777.</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>Filing in the shell case.</p> <p>Review the message.</p> <p>Click [Next].</p>
<p>Frame 5-4 – Entering the Shell Case Number</p> <p>CV - Complaints and Other Initiating Documents</p> <p>Case Number</p> <p>2:07-cv-77777 99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>Entering the shell case number.</p> <p>When the screen to the left displays, enter the following case number exactly as it appears below:</p> <p>2:07-cv-77777</p> <p>Click [Next].</p>
<p>Frame 5-5 – Verifying the Case Number</p> <p>ECF Civil • Criminal •</p> <p>CV - Complaints and Other Initiating Documents</p> <p>2:07-cv-77777 Plaintiff v. Defendant</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>Verifying case number.</p> <p>The screen to the left will display.</p> <p>Note: You are opening a “shell case” that will always be styled “Plaintiff v. Defendant,” regardless of the names or number of parties in your case.</p> <p>Click [Next].</p>

<p>Frame 5-6 – Select the Filer CV - Complaints and Other Initiating Documents 2:07-cv-77777 Plaintiff v. Defendant</p> <p>Select the filer.</p> <p>Select the Party:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Defendant [Defendant] Add/Create New Party</p> <p>Plaintiff [Plaintiff]</p> </div> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>Select the Filer.</p> <p>Select "Plaintiff" as your filer.</p> <p>Do so by clicking on "Plaintiff" to highlight.</p> <p>Click [Next].</p>
<p>Frame 5-7 – Select Against Whom You Are Filing CV - Complaints and Other Initiating Documents 2:07-cv-77777 Plaintiff v. Defendant</p> <p>Please select the party that this filing is against.</p> <p>Select the Party: OR Select a Group:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Defendant [Defendant] Add/Create New Party</p> <p>Plaintiff [Plaintiff]</p> <p><input type="radio"/> No Group</p> <p><input type="radio"/> All Defendants</p> <p><input type="radio"/> All Plaintiffs</p> <p><input type="radio"/> All Parties</p> </div> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>Select party against whom the case is being filed.</p> <p>Select "Defendant."</p> <p>Do so by clicking on "Defendant" to highlight.</p> <p>Click [Next].</p>
<p>Frame 5-8 – No action required CV - Complaints and Other Initiating Documents 2:07-cv-77777 Plaintiff v. Defendant</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>No action is required on this screen.</p> <p>Click Next.</p>

NOTE: The style of the Shell Case will always be "Plaintiff v. Defendant." On the screen below, however, you must enter what is called the "Short Case Style."

<p>Frame 5-9 – Entering the Short Style of the Case</p> <div style="background-color: #003366; color: white; padding: 5px;"> <p>ECF Civil • Criminal •</p> </div> <p>CV - Complaints and Other Initiating Documents 2:07-cv-77777 Plaintiff v. Defendant</p> <p>Enter Short Style of Case (e.g., Doe v. Jones): <input type="text" value="Smith v. Jonesborough"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>Entering the Short Style of the Case.</p> <p>When the text box displays, enter the last name of the first named Plaintiff and the last name of the first named Defendant.</p> <p>When a party is a company, you may abbreviate, e.g., Corp., Co., Inc.</p> <p>Click [Next].</p>
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<p>Frame 5-10 – Indicating the Fee Status</p> <p>Do you have in forma pauperis (without prepayment of fees) status for this complaint?</p> <p>OR</p> <p>Are you requesting in forma pauperis (without prepayment of fees) status for this complaint?</p> <p>OR</p> <p>Are you filing this complaint on behalf of the USA?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Next Clear</p>	<p>Indicating the fee status.</p> <p>If you represent the USA, or if you seek leave of the court to proceed without prepayment of the filing fee, change the radio button to <u>Yes</u>, then click [Next].</p> <p>Otherwise, click [Next].</p>
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Browse in your documents, just as you do when filing any document electronically. For detailed instructions, refer to Frames 5-25 through 5-28 in "Filing an Answer" in this User's Manual.

<p>Frame 5-11 – Browse the Documents</p> <p>CV - Complaints and Other Initiating Documents</p> <p>2:07-cv-77777 Plaintiff v. Defendant</p> <p>The documents required to be filed with this event (as either the Main Document or Attachment(s)) are:</p> <p>1) - Complaint with Civil Cover Sheet; 2) - Proposed Summons(es)</p> <p>Select the pdf document (for example: C:\199cv501-21.pdf).</p> <p>Filename</p> <p><input type="text"/> Browse...</p> <p>Attachments to Document: <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Next Clear</p>	<p>Browsing the documents.</p> <p>Documents must be in PDF format.</p> <p>You may scan your Complaint and Civil Cover Sheet as one PDF file if it is no larger than 2.0 MB.</p> <p>The proposed summons should be an attachment to the Main Document.</p> <p>NOTE: This screen will display the documents you should be filing. See the Note regarding additional attachments below.</p> <p>When all documents have been selected, click [Next].</p>
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Note: If you indicated in Step 7 that you are seeking leave to proceed without prepayment of fees, additional attachments you must file include the required IFP forms, e.g., the Motion/Application to Proceed without Prepayment of Fees, an Affidavit in support of the motion, and a Proposed Order granting the motion.

NOTE: If during the filing process, you have indicated a filing fee is not required or that you are asking leave of the court to proceed without prepayment of the filing fee, Frames 5-12, 5-13 and 5-14 will not display.

<p>Frame 5-12 – Verifying the Amount of the Filing Fee</p> <p>CV - Complaints and Other Initiating Documents <u>2:07-cv-77777 Plaintiff v. Defendant</u></p> <p>Fee: \$350</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>Verifying the amount of the filing fee.</p> <p>The filing fee will display here. For a Complaint or a Notice of Removal, the fee will be \$350. For a Miscellaneous Case, the fee is \$39.00</p> <p>Click [Next].</p>						
<p>Frame 5-13 – Online Payment Screen 1</p> <p>Online Payment Return to your originating application</p> <p>Step 1: Enter Payment Information 1 2</p> <p>Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)</p> <p>Required fields are indicated with a red asterisk *</p> <p>Account Holder Name: <input type="text" value="Attorney Test"/> *</p> <p>Payment Amount: \$350.00</p> <p>Billing Address: <input type="text" value="aaa"/> *</p> <p>Billing Address 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State / Province: <input type="text"/></p> <p>Zip / Postal Code: <input type="text"/></p> <p>Country: <input type="text" value="United States"/> *</p> <p>Card Type: <input type="text"/> * </p> <p>Card Number: <input type="text"/> * <small>(Card number value should not contain spaces or dashes)</small></p> <p>Security Code: <input type="text"/> * <small>Help finding your security code</small></p> <p>Expiration Date: <input type="text"/> / <input type="text"/> *</p> <p>Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.</p> <p><input type="button" value="Continue with Plastic Card Payment"/> <input type="button" value="Cancel"/></p>	<p>Paying the Filing Fee with a credit card.</p> <p>To pay the filing fee, complete all fields in the Online Payment screen.</p> <p>When you are finished with this screen, click "Continue with Plastic Card Payment."</p>						
<p>Frame 5-14 – Online Payment Screen 2</p> <p>Online Payment Return to your originating application</p> <p>Step 2: Authorize Payment 1 2</p> <p>Payment Summary Edit this information</p> <table border="1"> <thead> <tr> <th>Address Information</th> <th>Account Information</th> <th>Payment Information</th> </tr> </thead> <tbody> <tr> <td> Account Holder Name: Attorney Test Billing Address: P.O. Box 0000 Billing Address 2: City: Charleston State / Province: WV Zip / Postal Code: 25301 Country: USA </td> <td> Card Type: Visa Card Number: *****2222 Expiration Date: 10 / 2014 </td> <td> Payment Amount: \$350.00 Transaction Date and Time: 02/14/2007 12:09 EST </td> </tr> </tbody> </table> <p>Email Confirmation Receipt</p> <p>To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.</p> <p>Email Address: <input type="text"/></p> <p>Confirm Email Address: <input type="text"/></p> <p>CC: <input type="text"/> <small>Separate multiple email addresses with a comma</small></p> <p>Authorization and Disclosure</p> <p>Required fields are indicated with a red asterisk *</p> <p>I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input type="checkbox"/></p> <p>Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.</p> <p><input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/></p>	Address Information	Account Information	Payment Information	Account Holder Name: Attorney Test Billing Address: P.O. Box 0000 Billing Address 2: City: Charleston State / Province: WV Zip / Postal Code: 25301 Country: USA	Card Type: Visa Card Number: *****2222 Expiration Date: 10 / 2014	Payment Amount: \$350.00 Transaction Date and Time: 02/14/2007 12:09 EST	<p>Verify the information on the second online payment screen.</p> <p>Be sure to enter and confirm your email address and check the box with authorizes the charge to your credit card.</p> <p>Click Submit Payment.</p> <p>Note: This completes the payment of the filing fee. It DOES NOT complete the case filing. You must proceed through all screens until a Notice of Electronic Filing (NEF) displays.</p>
Address Information	Account Information	Payment Information					
Account Holder Name: Attorney Test Billing Address: P.O. Box 0000 Billing Address 2: City: Charleston State / Province: WV Zip / Postal Code: 25301 Country: USA	Card Type: Visa Card Number: *****2222 Expiration Date: 10 / 2014	Payment Amount: \$350.00 Transaction Date and Time: 02/14/2007 12:09 EST					

<p>Frame 5-15 Verifying Shell Case Number CV - Complaints and Other Initiating Documents 2:07-cv-77777 Plaintiff v. Defendant</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>Verifying the shell case number.</p> <p>Make sure you are entering your documents in the appropriate case and click [Next].</p>
<p>CAUTION: When you reach the Final Text screen you should STOP and make sure your filing is correct. Once you click NEXT on the Final Text screen, your document is immediately filed with the Court.</p>	
<p>Frame 5-16 – Reviewing Final Text – Fee Paid CV - Complaints and Other Initiating Documents 2:07-cv-77777 Plaintiff v. Defendant</p> <p>Docket Text: Final Text COMPLAINT WITH FEE PAID. Smith vs. Jonesborough Filing Fee \$350. Receipt # 40220. (Attachments: # (1) Proposed Summons)(Proctor, Becky)</p> <p>Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>Reviewing the Final Text Screen.</p> <p>If you were required to tender a filing fee, the screen to the left will appear, showing the amount paid and the receipt number, as well as all documents filed.</p>
<p>Frame 5-17- Review Final Text – No Fee Required CV - Complaints and Other Initiating Documents 2:07-cv-77777 Plaintiff v. Defendant</p> <p>Docket Text: Final Text COMPLAINT WITH NO FEE REQUIRED. Smith v. Jonesborough (Attachments: # (1) IFP Motion/Order) (Proctor, Becky)</p> <p>Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>If you were not required to tender a filing fee, the Final Text screen will appear as shown, indicating no filing fee was required and showing the documents you filed.</p> <p>Committing the transaction.</p> <p>To file the case opening documents, instituting a new action, click [Next]</p>
<p>CAUTION: Do NOT log out before the Notice of Electronic Filing (NEF) displays. This is proof that your documents have been filed. Should you log out prior to the NEF's display, you may prevent the document from being filed.</p>	

Frame 5-18 – Notice of Electronic Filing	
 Civil • Criminal • Query • Reports • Utilities • Logout	
CV - Complaints and Other Initiating Documents 2:07-cv-77777 Plaintiff v. Defendant	
United States District Court Southern District of West Virginia	
Notice of Electronic Filing	
The following transaction was entered by Test, Attorney on 2/14/2007 at 3:34 PM EST and filed on 2/14/2007	
Case Name: Plaintiff v. Defendant	
Case Number: 2:07-cv-77777	
Filer: Defendant	
Document Number: 1	
Docket Text: NOTICE OF REMOVAL WITH NO FEE REQUIRED. Smith v. Jonesborough (Attachments: # (1) State Court Records)(Test, Attorney)	
2:07-cv-77777 Notice has been electronically mailed to:	
2:07-cv-77777 Notice has been delivered by other means to:	
Plaintiff	
The following document(s) are associated with this transaction:	
Document description: Main Document	
Original filename: n/a	

Reviewing the NEF.

The NEF is your receipt from the court showing that your case opening documents have been received. The date of filing on the NEF will be the **official filed date** of your new case, regardless of the day of the week.

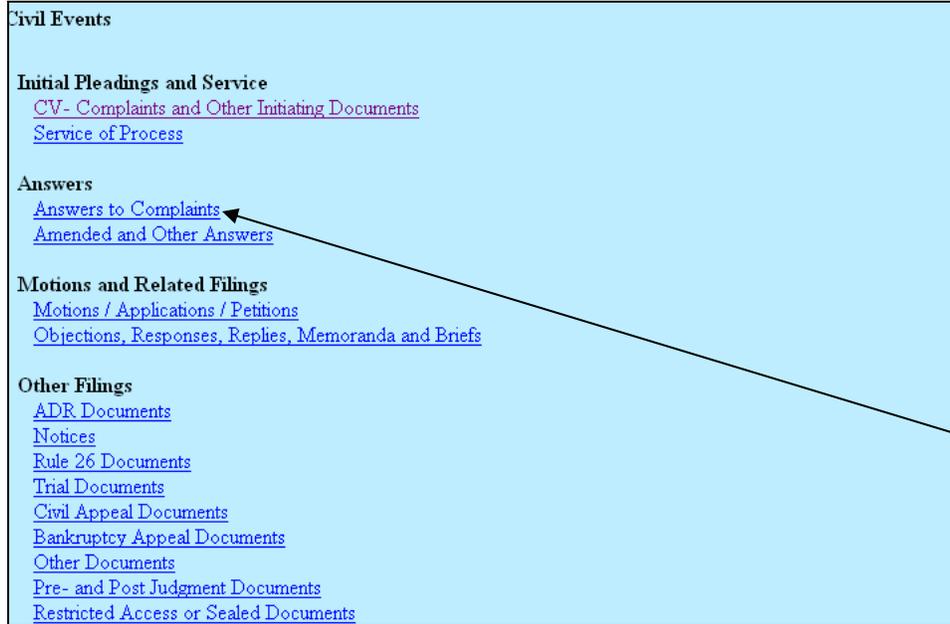


The Clerk's Office will process the case opening and send the filer an email message containing the civil (or miscellaneous) action number assigned to your new case, as well as any follow-up instructions.

Filing an Answer

As an illustration, this section of the User Manual describes the basic steps necessary to file an Answer with the court. The process for filing other types of documents using other civil events is similar.

Frame 5-19 - Selecting the type of document to file



Selecting the type of document to file.

After successfully logging into ECF, click on **Civil** from the *blue* menu bar at the top of the ECF screen.

The **Civil Events** window opens displaying the major categories of events used to file documents with the clerk's office.

Select the Type of Document to File.

To file an Answer, the user should click on **Answers to Complaints** under the Answers category

Frame 5-20 - Identifying the case



Identifying the case.

Enter the number of the case for which the document is being filed.

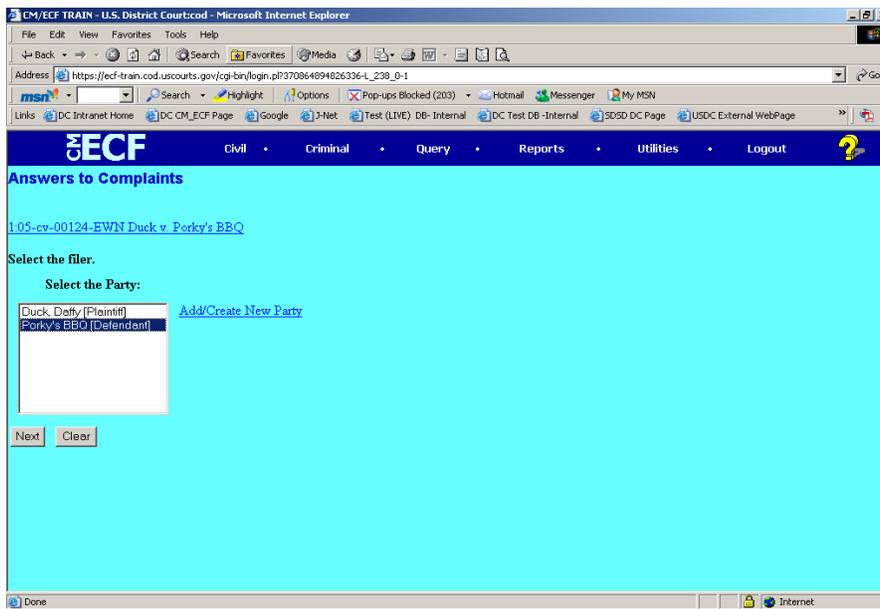
Accepted case number formats are displayed beside the case number text box.

If you submit a case number that is **formatted incorrectly**, ECF will display an error message advising you of the correct format for entering the case number. Click **[OK]** to acknowledge and close the error message. Click the **[Clear]** button on the Case Number screen and re-enter the case number in the correct format.

Click **[Next]**.

Note: ECF defaults to the last case you accessed. Ensure the proper case number is entered in this field to avoid filing your document in the wrong case.

Frame 5-21 - Designating the filing party



Designating the filing party.

After identifying the **Case Number**, ECF provides you with an alphabetical list of parties involved in the case.

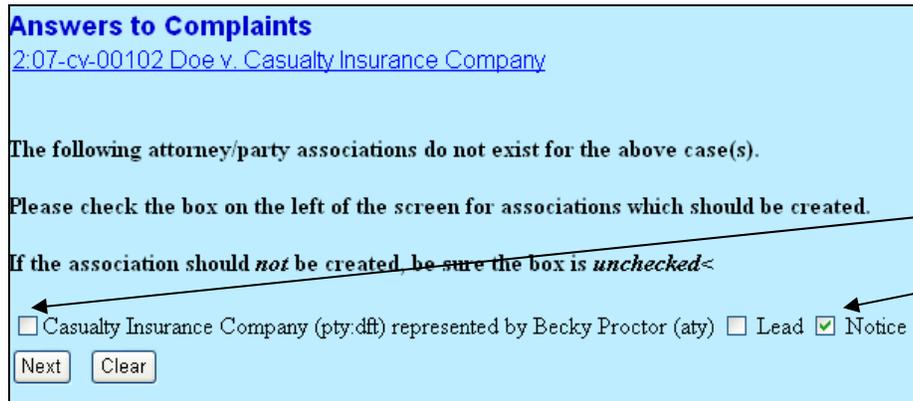
Highlight the name(s) of the party(ies) for whom you are filing the document.

If you represent more than one party, select multiple parties by holding down the **[CTRL]** key while pointing and clicking on each party you represent. If done correctly, each party selected will remain highlighted.

After highlighting the parties to the document, click **[Next]**.

Note: If the list depicted does not display the party or parties a user represents, contact the clerk's office Monday thru Friday, from 8:00 a.m. to 5:00 p.m. For the specific information regarding whom to contact, please refer to the list of CM/ECF contacts contained in Appendix 7 at the end of this manual. Only court personnel can add or create new parties to a case. If you click on the Add/Create New Party hyperlink, ECF returns an error message advising you of this restriction.

Frame 5-22- Attorney/Party association screen



Attorney/Party Association Screen.

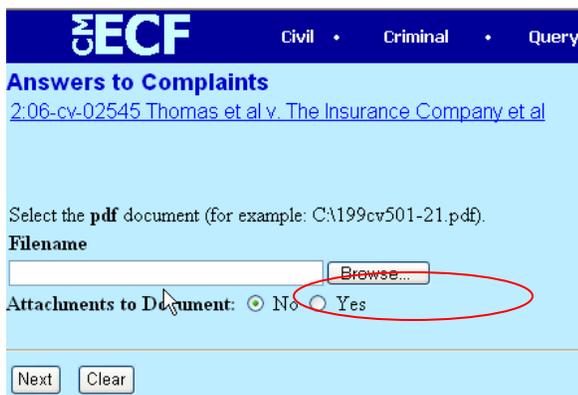
If this is the **first time** the attorney is filing in the case, the Attorney/Party Association window will appear. The purpose of the window is to create an association ("link") between the attorney and the party and put the attorney's name on the front of the docket sheet as counsel of record. To create the link, check the box in front of your client's name.

NEVER uncheck the Notice box. If you do, you will NEVER get email notification in this case

The Lead box is optional.

Click **[Next]**.

Frame 5-23 - Specifying the PDF document



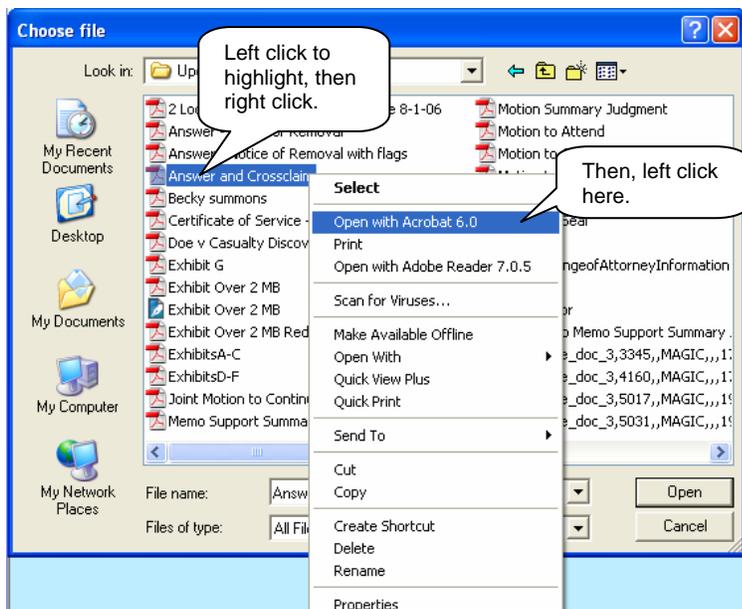
Specify the PDF document to file.

Prior to logging into ECF, the filer will have created the document(s) to be filed, converted them to PDF, and saved them somewhere on the filer's computer or office network.

ECF provides the filer an entry box to indicate the **main document** as well as indicating, via the **attachment radio button**, if there are any attachments to the main document being filed.

To locate the **main document**, click the **[Browse]** button.

Frame 5-24 - Viewing the PDF document



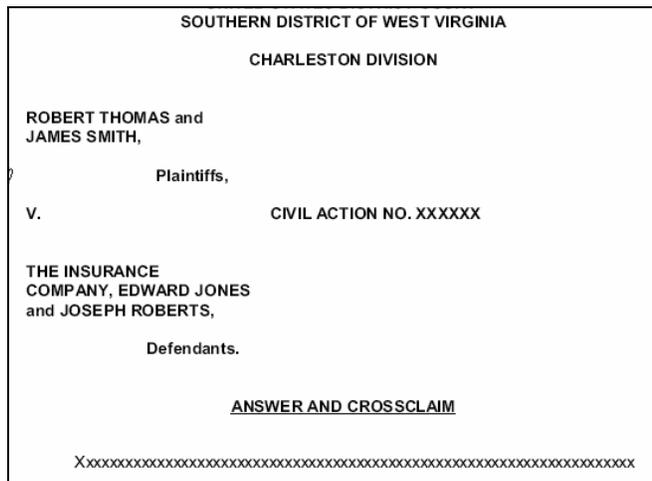
Viewing the PDF document.

The **Choose File** dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.

ALWAYS right click and open the document in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.

Note: This is the only point in the filing process where you will be able to view your document prior to committing the transaction.

Frame 5-25 - Reviewing the PDF document

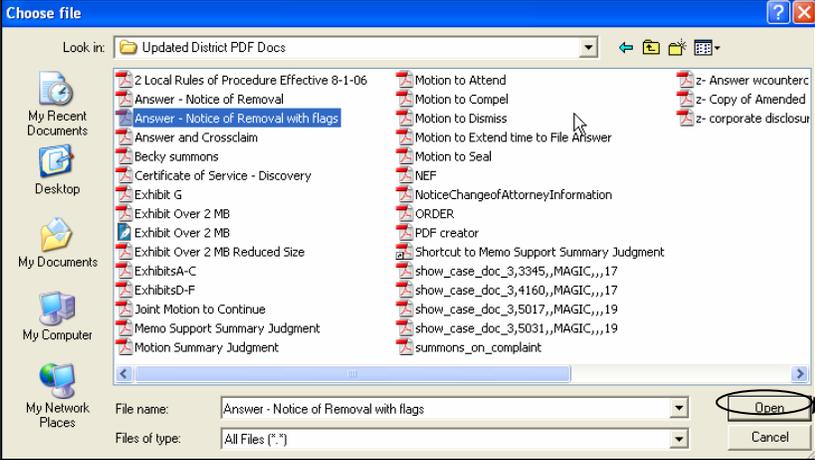


Reviewing the PDF document.

Each **PDF** attached is limited to the **2 MB** court standard on document size, but a transaction with attachments may exceed the standard.

When viewing the PDF document, check the document for possible errors, such as incorrect PDF document, incorrect court name, wrong case number, excess language, improper punctuation, incomplete signature line, and incorrectly worded certificate of service.

NOTE: If, during this process, you find an error, DO NOT make changes to the PDF document. Instead, close the document and delete the PDF version. Return to the word processing version of the document, correct the error, and convert the corrected document to PDF for filing.

<p>Frame 5-26 – Reviewing the PDF document</p> <p style="text-align: center;">CERTIFICATE OF SERVICE</p> <p>I hereby certify that on September 27, 2006, I electronically filed the foregoing document with the Clerk of the Court using the CM/ECF system which will send notification of such filing to the following CM/ECF participant:</p> <p>Thomas Payne, Bar ID # 11111 Counsel for Defendants/Third-Party Plaintiffs</p> <p style="text-align: right;">s/Iman Attorney Iman Attorney, Bar ID # 0000000 Counsel for Plaintiff Iman, Iman, & Iman, LLP 600 Main Street Charleston, WV 25301 Telephone: 304-555-5555 Fax: 304-555-5656 E-mail: iman_attv@imanlawfirm.com</p>	<p>Reviewing the PDF document (continued)</p> <p>Make sure the Certificate of Service is being filed.</p> <p>NOTE: Filing the Certificate of Service as a part of the main document is the most efficient method, but, if you choose, you may file the Certificate of Service as an attachment to the main document.</p>
<p>Frame 5-27 – Opening the PDF document</p> 	<p>Opening the PDF Document.</p> <p>After viewing the PDF document, MINIMIZE the Adobe application.</p> <p>Click on the [OPEN] button to populate the entry box for the filename.</p> <p>The screen in Frame 5-28 will display.</p>
<p>Frame 5-28 – Attaching Additional PDF Documents to the Main Document</p> <p>Answers to Complaints 2:07-cv-00120 Doe v. Casualty Insurance Company</p> <p>Select the pdf document (for example: C:\199cv501-21.pdf).</p> <p>Filename C:\Documents and Settings\rap.WVS\My <input type="button" value="Browse..."/></p> <p>Attachments to Document: <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>Attaching Additional PDF Documents to the Main Document.</p> <p>Beneath the Filename field are the words Attachments to Document, with a radio button that defaults to No.</p> <p>If you wish to attach one or more PDF documents, such as an exhibit or a proposed order, to the Main Document you must change the radio button to Yes.</p> <p>Click [Next].</p>

<p>Frame 5-29 - Creating an Attachment – Step One</p> <p>Select one or more attachments.</p> <p>1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).</p> <p>Filename</p> <p><input type="text"/> <input type="button" value="Browse..."/></p> <p>2) Before proceeding to step 3, describe the document using the Category list, the Description</p> <p>Category Description</p> <p><input type="text"/> <input type="text"/></p> <p>3) Add the filename to the list box below. If you have more attachments, go back to Step</p> <p><input type="button" value="Add to List"/></p> <p><input type="button" value="Remove from List"/></p> <p><input type="button" value="Next"/></p> <p>Frame 5-30 - Creating an Attachment – Step Two</p> <p>2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.</p> <p>Category Description</p> <p><input type="text"/> <input type="text" value="Exhibits A through G"/></p> <p>Frame 5-31 - Creating an Attachment – Step Three</p> <p>3) Add the filename to the list box below. If you have</p> <p><input type="button" value="Add to List"/></p> <p><input type="button" value="Remove from List"/></p> <p><input type="button" value="Next"/></p> <p>Frame 5-32 - The attachment displays on the list</p> <p><input type="text" value="C:\Documents and Settings\rap.WVS\My Documents\A Set of Exhibits alone.pdf"/> <input type="button" value="Add to List"/></p> <p><input type="button" value="Remove from List"/></p> <p><input type="button" value="Next"/></p>	<p>Creating an Attachment to the Main Document (continued).</p> <p>The attachment screen is a three-step process.</p> <p>Step One - Click Browse and locate the PDF document you are attaching.</p> <p>Repeat the steps for reviewing the document contained in Frames 5-24 through 5-27.</p> <p>Step Two – Describe the attachment. Do this by using the category list, the description field, or both.</p> <p>Step Three - Click the Add to List button.</p> <p>When you are finishing attaching documents, click [Next].</p> <p>Note: When the attachment is created, it will display as shown in Frame 5-32. To add additional attachments, repeat Steps One through Three as listed. If you happen to add an unwanted attachment, click on the document listing and click the "Remove from List" button and the highlighted document will be removed.</p>
<p>Frame 5-33 - More ECF information</p> <p><input type="checkbox"/> Does this filing include a counterclaim ? (If yes, click on the box)</p> <p><input type="checkbox"/> Does this filing include a cross-claim ? (If yes, click on the box)</p> <p><input type="checkbox"/> Does this filing include a third-party complaint? (If yes, click on the box)</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>More ECF Information.</p> <p>This screen will display ONLY when you are filing an Answer. Read the questions. If any apply, click the appropriate check box and Click [Next].</p> <p>If none apply, do nothing except click [Next]</p>

<p>Frame 5-34 - More ECF Information 2:07-cv-00120 Doe v. Casualty Insurance Company</p> <p>Does this Answer include a jury demand?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>More ECF Information.</p> <p>Does the Answer you are filing contain a Jury Demand?</p> <p>If it does, change the radio button to Yes, and then click [NEXT].</p> <p>If it does not, make no changes to the screen and click [NEXT].</p>
<p>Frame 5-35 - Submitting the document to ECF</p> <p>Answers to Complaints 2:07-cv-00120 Doe v. Casualty Insurance Company</p> <p>Docket Text: Final Text ANSWER TO COMPLAINT by Casualty Insurance Company. (Attachments: # (1) Exhibits A through G)(Proctor, Becky)</p> <p>Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>Submitting the Document to ECF.</p> <p>THIS IS THE "LAST" SCREEN FOR YOU TO REVIEW!!</p> <p>Examine the docket text closely.</p> <p>If you have minimized the Adobe viewer, you can view the PDF document one last time.</p> <p>If you are concerned you are filing in the incorrect case, you may click on the hyperlink to the case number and style and view the docket sheet.</p> <p>Read the Note below before clicking [Next] to commit the transaction.</p> <p>DO NOT LOG OUT UNTIL THE NEF DISPLAYS.</p>
<p>Note: At any time prior to clicking the [Next] on the Final Test screen, you can abort the ECF filing by simply clicking on a menu item on the blue menu bar, including logging out of the system. DO NOT use the [Back] button.</p>	

Frame 5-36 - Notice of Electronic Filing (NEF)

United States District Court
Southern District of West Virginia

Notice of Electronic Filing

The following transaction was entered by Proctor, Becky on 2/27/2007 at 2:40 PM EST and filed on 2/27/2007

Case Name: Doe v. Casualty Insurance Company
Case Number: [2:07-cv-120](#)
Filer: Casualty Insurance Company
Document Number: [3](#)

Docket Text:
ANSWER TO COMPLAINT by Casualty Insurance Company. (Attachments: # (1) Exhibits A through G)(Proctor, Becky)

2:07-cv-120 Notice has been electronically mailed to:

2:07-cv-120 Notice has been delivered by other means to:

Iaman Attorney
ATTORNEY & ATTORNEY
P. O. Box 12345
Charleston, WV 25339

Notice of Electronic Filing (NEF).

The **Notice of Electronic Filing (NEF)** is displayed.

This is your “receipt” of the filing.

The names of attorneys who will be served electronically will be listed under **Notice has been electronically mailed to**.

If there are name(s) and addresses displayed below the **Notice has been mailed by the filer to:** you, as the filing attorney, must print a copy of the NEF and mail along with the document(s) you filed to the parties/attorneys displayed.

In this example, there are none displayed. Generally you will see names and addresses for *pro se* parties and attorneys that may not yet be registered as e-filers.

Note: The Notice of Electronic Filing is your proof of filing and the official file mark. You should always print and save a copy of the Notice of Electronic Filing.

After a document is electronically filed, the ECF system sends a Notice of Electronic Filing to attorneys who are e-filers. PACER provides recipients of the NEF “one free look” at the document by **single clicking** on the associated hyperlinked document number embedded in the Notice of Electronic Filing.

Note: Users may not use the court’s electronic notice facilities for parties listed in the “Notice will be delivered by other means to:” section. The user filing the document is required to serve these documents in paper format in accordance with the rules. Only users listed in the “Notice will be electronically mailed to:” section have consented to receive notice electronically.

Frame 5-37

ECF Civil • Criminal • Query • Reports • Utilities

Warning!
This document is restricted to court users, case participants and public terminal users.

View Document

Attention Social Security practitioners:

When you attempt to view a document in one of your Social Security cases, you will receive a warning screen (see left). Due to the nature of Social Security cases, on-line viewing is limited to court users, **case participants** (attorneys of record in the case), and to anyone using the public terminals in each of the Clerk’s Office locations. When this screen displays, click **View Document**.

Filing a Motion

As an additional illustration, this section of the User Manual describes the basic steps you will need to take to file a **motion** with the court. The process for filing other types of documents using other civil events is similar.

Frame 5-38 - Selecting Motion category

Civil Events

Initial Pleadings and Service
[CV- Complaints and Other Initiating Documents](#)
[Service of Process](#)

Answers
[Answers to Complaints](#)
[Amended and Other Answers](#)

Motions and Related Filings
[Motions / Applications / Petitions](#)
[Objections, Responses, Replies, Memoranda and Briefs](#)

Other Filings
[ADR Documents](#)
[Notices](#)
[Rule 26 Documents](#)
[Trial Documents](#)
[Civil Appeal Documents](#)
[Bankruptcy Appeal Documents](#)
[Other Documents](#)
[Pre- and Post Judgment Documents](#)
[Restricted Access or Sealed Documents](#)

Selecting Motion category.

The **Civil Events** screen displays all categories of documents in which attorneys may file.

The **Motions and Related Filings** category is divided into two sub-categories: **Motions/Applications/Petitions** and **Objections, Responses Replies, Memoranda and Briefs**.

Motions are filed under the **Motions/Applications/Petitions** sub-category.

Click there.

Frame 5-39 – Selecting the Document Title

Motions / Applications / Petitions

Please select the correct document title:

MOTION
 APPLICATION
 AMENDED MOTION
 CROSS MOTION
 JOINT MOTION
 PETITION
 SUPPLEMENTAL MOTION

Selecting the Document title.

You may change the title of your motion to any of the other choices listed on the screen to the left.

The default setting is **motion**. To select the title of the document that matches the title of the document you are filing, click on the appropriate radio button.

If you do not wish to change the name from the default, do nothing.

Click **[Next]**.

Frame 5-40 – Selecting the Specific Motion

Motions / Applications / Petitions

Certificate Of Appealability
Certify Class
Change Venue
Compel
Compromise and Settlement
Consolidate Cases
Continue
Correct

Selecting the Specific Motion.

This menu has a scroll bar next to it. Scroll through the menu until you locate the type of motion you wish to file. To select, **click to highlight** the appropriate relief.

Note: If the motion seeks more than one relief, scroll to find the second relief, hold down the **[CTRL]** key and click to highlight.

Click **[Next]**.

<p>Frame 5-41 - Case Number Entry</p> <p>Motions / Applications / Petitions</p> <p>Case Number</p> <p>2:07-cv-120 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345</p> <p>Next Clear</p>	<p>Case Number Entry.</p> <p>Enter the number of the case for the filing.</p> <p>If you submit a case number that is formatted incorrectly, ECF will prompt an error message advising you of the correct format for entering the case number. Click [OK] to acknowledge and close the error message. Click the [Clear] button on the Case Number screen and re-enter the case number in the correct format.</p> <p>Click [Next].</p>
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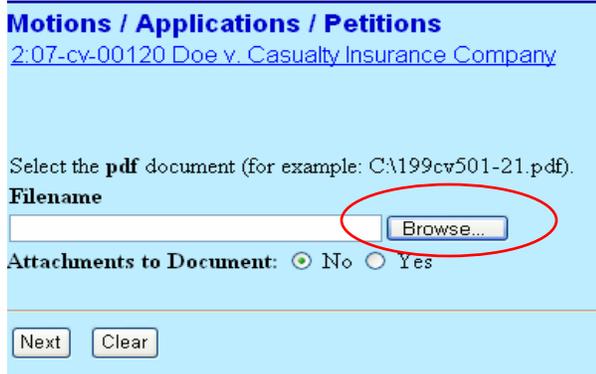
Note: ECF defaults to the last case in which you worked. Ensure the proper case number is entered in this field to avoid filing your document in the wrong case.

<p>Frame 5-42- Selecting the Filer</p> <p>Motions / Applications / Petitions</p> <p>2:07-cv-00120 Doe v. Casualty Insurance Company</p> <p>Select the filer.</p> <p>Select the Party:</p> <p>Casualty Insurance Company [Defendant] Add/Create Doe, John Allen [Plaintiff]</p> <p>Next Clear</p>	<p>Selecting the Filer.</p> <p>Highlight the name of the party for whom you are filing the document. If you represent more than one party, select multiple parties by holding down the [CTRL] key while pointing and clicking on each party you represent.</p> <p>If done correctly, each party selected will remain highlighted.</p> <p>Click [Next].</p>
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Frame 5-44

Note: If the list of parties does not display the party for whom you are filing, contact the Clerk's Office at 304/347-3000 Monday thru Friday, from 8:00 a.m. to 5:00 p.m. with your party's information. Only court personnel can add or create new parties to a case. If you click on the Add/Create New Party hyperlink, ECF returns an error message advising you of this restriction.

Frame 5-45 – Specifying the PDF Document



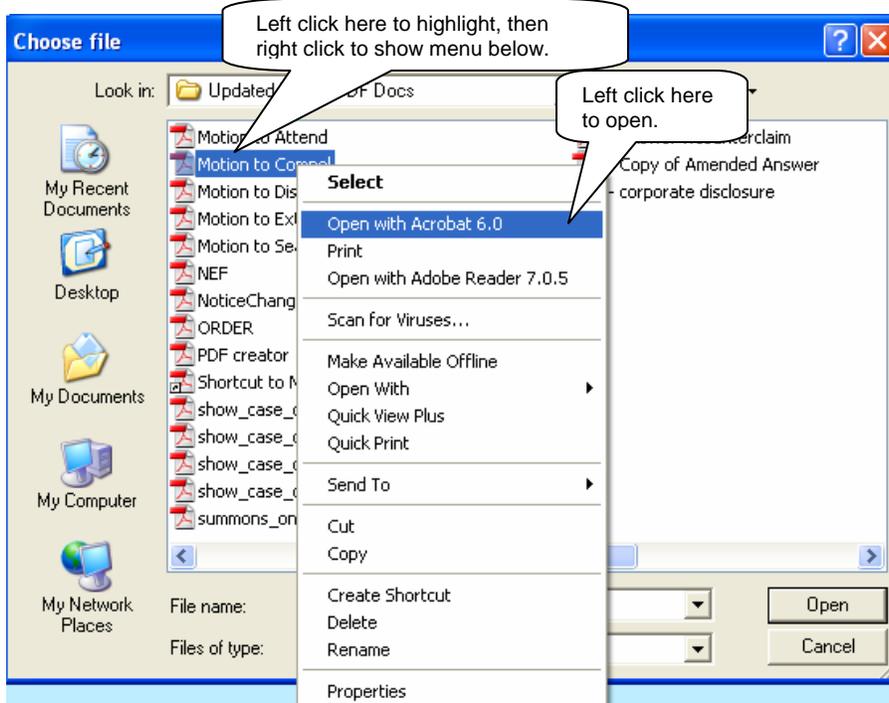
Specifying the PDF Document.

Prior to logging into ECF, the filer will have created the document(s), converted them to PDF, and saved them somewhere on the filer's computer or office network.

ECF provides the filer an entry box to indicate the **main document** as well as indicating, via the **attachment radio button**, if there are any attachments to the main document being filed.

To locate the **main document**, click the **[Browse]** button.

Frame 5-46 – Viewing the PDF document



Viewing the PDF document.

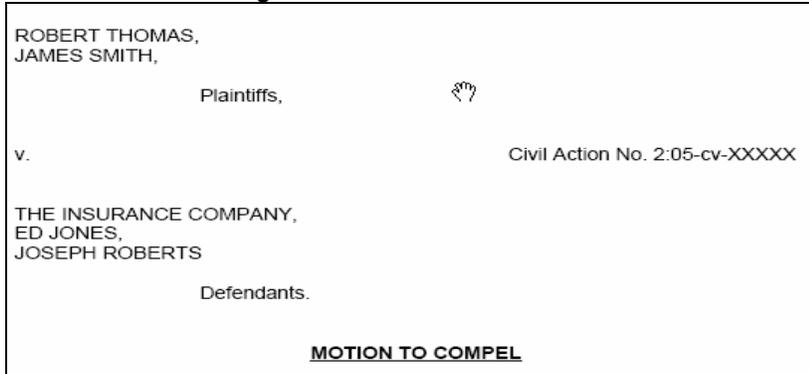
The **Choose File** dialog box will appear and you can navigate to the folder (or location) where you have saved the PDF document.

Left click and highlight the title of the document you want to file.

ALWAYS right click and open the document in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.

Note: This is the only point in the filing process where you will be able to view your document prior to committing the transaction.

Frame 5-47 - Reviewing the PDF document



Reviewing the PDF document.

Each **PDF** attached is limited to the **2 MB** court standard on document size, but a transaction with attachments may exceed the standard.

When viewing the PDF document, check the document for possible errors, such as incorrect PDF document, incorrect court name, wrong case number, excess language, improper punctuation, incomplete signature line, and incorrectly worded certificate of service.

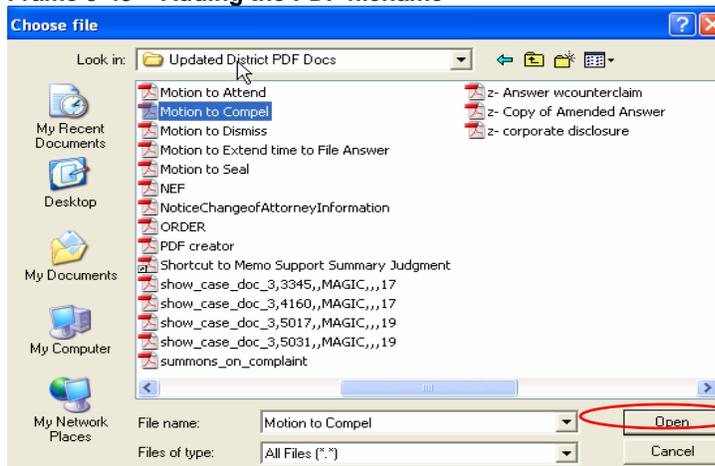
Frame 5-48 - Minimizing the Adobe screen



Minimizing the Adobe screen.

After viewing the PDF document, minimize the Adobe application by **clicking** the “-” in the top right corner of the Adobe application. If a gray screen displays, you have minimized only the document. Go back to the upper right corner of the Adobe screen and again click the “-.”

Frame 5-49 - Adding the PDF filename



Adding the PDF filename.

When the Adobe screen has minimized, the Choose File dialog box will again display, with the name of the document you want highlighted.

Click **[OPEN]** to populate the entry box for the filename.

The populated filename field will appear as **Frame 5-50**.

Frame 5-50 - Creating an Attachment to the Main Document

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

O:\J&C\Updated District PDF Docs\Motio

Attachments to Document: No Yes

Creating an Attachment to the Main Document.

Beneath the filename field are the words **Attachments to Document**, with a radio button that defaults to **No**.

If you wish to attach one or more PDF documents to the Main Document, you must **change the radio button to Yes**.

If you do not wish to attach a document, leave the radio button at No.

Click **[Next]**.

Frame 5-51 - Creating an Attachment – Step One

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Before proceeding to step 3, describe the document using the Category list, the Description

Category	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step

<input type="text"/>	<input type="button" value="Add to List"/>
<input type="text"/>	<input type="button" value="Remove from List"/>

Frame 5-52 - Creating an Attachment – Step Two

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category	Description
<input type="text"/>	<input type="text" value="Exhibits A through G"/>

Frame 5-53 - Creating an Attachment – Step Three

3) Add the filename to the list box below. If you have

<input type="text"/>	<input type="button" value="Add to List"/>
<input type="text"/>	<input type="button" value="Remove from List"/>

Frame 5-54 - The attachment displays on the list

<input type="text" value="C:\Documents and Settings\rap.WVS\My Documents\A Set of Exhibits alone.pdf"/>	<input type="button" value="Add to List"/>
<input type="text"/>	<input type="button" value="Remove from List"/>

Creating an Attachment to the Main Document.

The attachment screen is a **three-step process**.

Step One - Click Browse and locate the PDF document you are attaching.

Repeat the steps for reviewing the document contained in **Frames 5-46 through 5-48**.

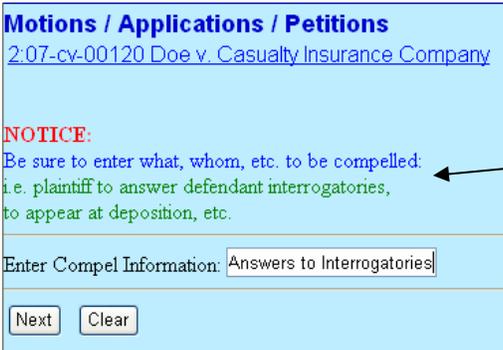
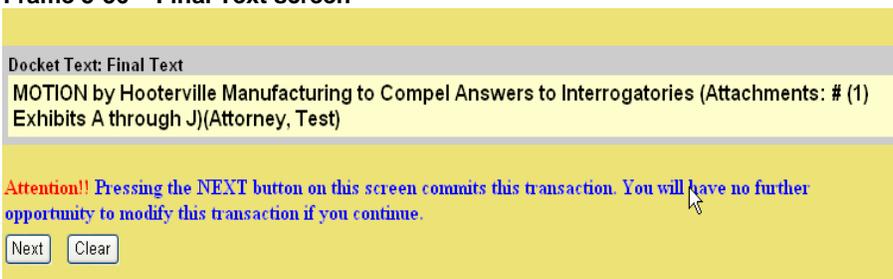
Step Two – Describe the attachment. Do this by using the **category list**, the **description field**, or both.

Step Three - Click the Add to List button.

Note: When the attachment is created, it will display as shown in Frame 5-55. To add additional attachments, repeat Steps One through Three as listed. If you happen to add an unwanted attachment, click on the document listing and click the “Remove from List” button and the highlighted document will be

When you are finishing attaching documents, click **[Next]**.

Note: These examples do not display the PDF documents for the sake of brevity. The court highly recommends you ALWAYS view the PDF document(s) and any attachments to ensure you are filing the correct documents in the ECF application.

<p>Frame 5-55 – Text Box screen</p> 	<p>Text Box screen.</p> <p>During the process of filing certain motions, you may receive a text box screen. If so, the screen will contain instructions as to what information is to be entered in the text box.</p> <p>The information you enter will transfer to the docket sheet just as you enter it. Do not abbreviate and make sure your spelling is correct.</p> <p>Click [Next].</p>
<p>Frame 5-56 – Final Text screen</p> 	<p>Final Text screen.</p> <p>THIS IS THE LAST SCREEN FOR YOU TO REVIEW!!</p> <p>Examine the docket text closely. If you have minimized the Adobe viewer, you can view the document one last time.</p> <p>If you are concerned you are filing in the incorrect case, you may click on the hyperlink to the case number and style and view the docket sheet.</p> <p>Read the Note below before clicking [Next] to commit the transaction.</p> <p>DO NOT LOG OUT UNTIL THE NEF DISPLAYS.</p>
<p>Note: At any time prior to CLICKING [next] on the Final Text screen, you can abort the ECF filing by simply clicking on a menu item on the blue menu bar, including logging out of the system. DO NOT use the [Back] button. ECF</p>	

Frame 5-57 - the Notice of Electronic Filing (NEF)

Southern District of West Virginia

Notice of Electronic Filing

The following transaction was entered by Attorney, Test on 2/28/2007 at 2:21 PM EST and filed on 2/28/2007

Case Name: Douglas v. Hooterville
Case Number: [2:06-cv-6058](#)
Filer: Hooterville Manufacturing
Document Number: [2](#)

Docket Text:
MOTION by Hooterville Manufacturing to Compel Answers to Interrogatories (Attachments: # (1) Exhibits A through J)(Attorney, Test)

2:06-cv-6058 Notice has been electronically mailed to:

Test Attorney anyone@anywhere.com
Perry Mason pm@masonmasonic.com

2:06-cv-6058 Notice has been delivered by other means to:

Notice of Electronic Filing (NEF).

The **Notice of Electronic Filing (NEF)** is displayed.

This is your “receipt” of the filing.

The **document number** is a hyperlink to the document in the case file.

The names of attorneys who will be served electronically are listed under **“Notice has been electronically mailed to.”**

If any attorney or party names and addresses appear under **“Notice will be mailed by the filer other means to,”** you must print a copy of the NEF and mail it along with the document(s) you filed to the parties displayed.

In this example, there are none displayed.

You will generally see names and addresses for *pro se* parties and attorneys who are not yet registered as e-filers.

Note: The Notice of Electronic Filing is your proof of filing and the official file mark. You should always print and save a copy of the Notice of Electronic Filing.

After a document is electronically filed, the ECF system sends a Notice of Electronic Filing to attorneys who are e-filers. PACER provides recipients of the NEF “one free look” at the document by **single clicking** on the associated hyperlinked document number embedded in the Notice of Electronic Filing.

Note: Users may not use the court’s electronic notice facilities for parties listed in the “Notice will be delivered by other means to:” section. The user filing the document is required to serve these documents in paper format in accordance with the rules. Only users listed in the “Notice will be electronically mailed to:” section have consented to receive notice electronically.

Frame 5-58

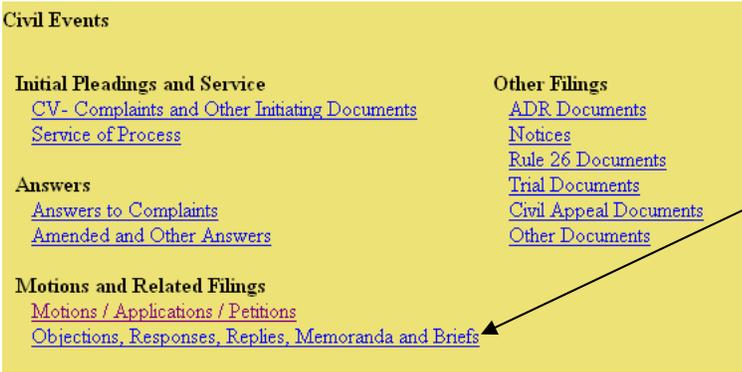
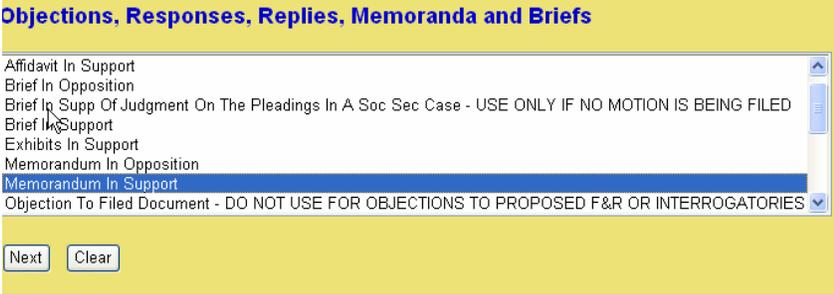
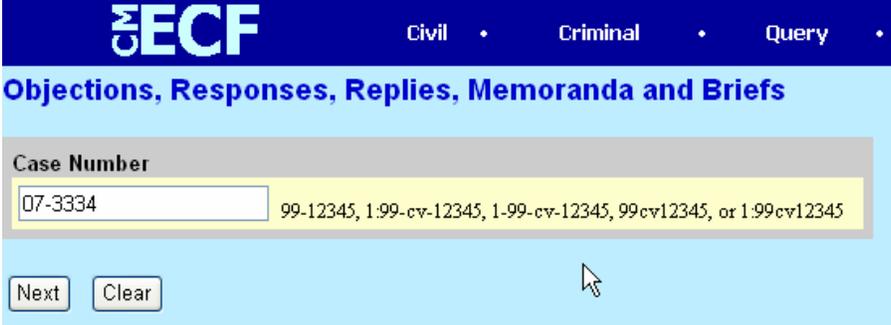
The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar is a white box containing a red warning message: "Warning! This document is restricted to court users, case participants and public terminal users." Below the warning box is a "View Document" button. An arrow points from the text on the right to this button.

Attention Social Security practitioners:

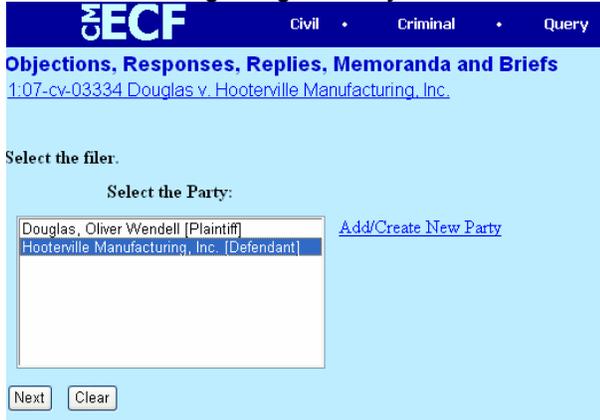
When you attempt to view a document in one of your Social Security cases, you will receive a warning screen (see left). Due to the nature of Social Security cases, on-line viewing is limited to court users, **case participants** (attorneys of record in the case), and to anyone using the public terminals in each of the Clerk’s Office locations. When this screen displays, click **View Document**.

Filing a Memorandum or Brief in Support of a Motion

In this illustration, we will file a Memorandum in Support of a Motion. Since this repeats screen samples from previous examples, these illustrations may not display all of PDF documents. This example will, however, introduce you to linking documents.

<p>Frame 5-59 Selecting Supporting Documents</p>  <p>The screenshot shows a yellow background with the following categories and links:</p> <ul style="list-style-type: none"> Civil Events Initial Pleadings and Service <ul style="list-style-type: none"> CV- Complaints and Other Initiating Documents Service of Process Answers <ul style="list-style-type: none"> Answers to Complaints Amended and Other Answers Motions and Related Filings <ul style="list-style-type: none"> Motions / Applications / Petitions Objections, Responses, Replies, Memoranda and Briefs (highlighted) Other Filings <ul style="list-style-type: none"> ADR Documents Notices Rule 26 Documents Trial Documents Civil Appeal Documents Other Documents 	<p>Selecting supporting documents</p> <p>From the Civil Events screen, under Motions and Related Filings, the user should click on Objections, Responses, Replies, Memoranda and Briefs.</p>
<p>Frame 5-60 - Selecting the type of supporting document</p>  <p>The screenshot shows a yellow background with the following text:</p> <p>Objections, Responses, Replies, Memoranda and Briefs</p> <p>Affidavit In Support Brief In Opposition Brief In Supp Of Judgment On The Pleadings In A Soc Sec Case - USE ONLY IF NO MOTION IS BEING FILED Brief In Support Exhibits In Support Memorandum In Opposition Memorandum In Support (highlighted) Objection To Filed Document - DO NOT USE FOR OBJECTIONS TO PROPOSED F&R OR INTERROGATORIES</p> <p>Next Clear</p>	<p>Selecting the type of supporting document.</p> <p>This menu has a scroll bar next to it. Scroll through the menu until you locate the type of document you wish to file.</p> <p>Highlight Memorandum in Support. (If you are filing a Brief in Support, choose that specific event.)</p> <p>Click [Next].</p>
<p>Frame 5-61 - Case number entry</p>  <p>The screenshot shows a blue header with the ECF logo and 'Civil • Criminal • Query •'. Below it is the title 'Objections, Responses, Replies, Memoranda and Briefs'. A 'Case Number' field contains '07-3334'. Below the field is a list of valid formats: '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. 'Next' and 'Clear' buttons are at the bottom.</p>	<p>Case number entry</p> <p>Enter the number of the case in which the document is being filed</p> <p>If you submit a case number that is formatted incorrectly, ECF will prompt an error message advising you of the correct format for entering the case number. Click [OK] to acknowledge and close the error message. Click the [Clear] button on the Case Number screen and re-enter the case number in the correct format.</p> <ul style="list-style-type: none"> • Click [Next].
<p>Note: ECF defaults to the last case in which you worked. Ensure the proper case number is entered in this field to avoid filing your document in the wrong case.</p>	

Frame 5-62 - Designating the Party Filer



Designating the Party Filer

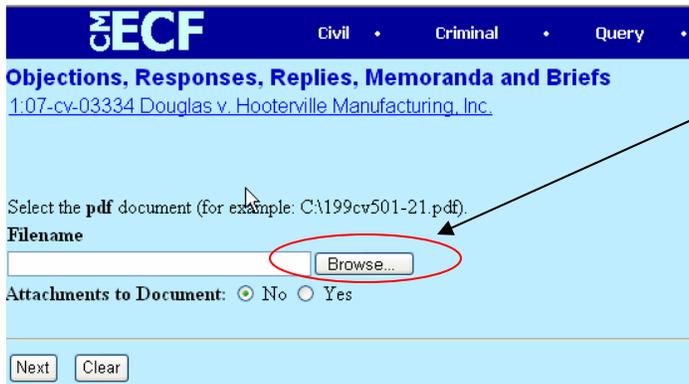
Highlight the name of the party(ies) for whom you are filing the document. If you represent more than one party, select multiple parties by holding down the **[CTRL]** key while pointing and clicking on each party you represent.

If done correctly, each party selected will remain highlighted.

Click **[Next]**.

Note: If the name of your client does not display in the list above, contact the Clerk's Office at 304/347-3000 Monday thru Friday, from 8:00 a.m. to 5:00 p.m. Only court personnel can add or create new parties to a case. If you click on the Add/Create New Party hyperlink, ECF returns an error message advising you of this restriction.

Frame 5-63 - Specifying the PDF document



Specifying the PDF document.

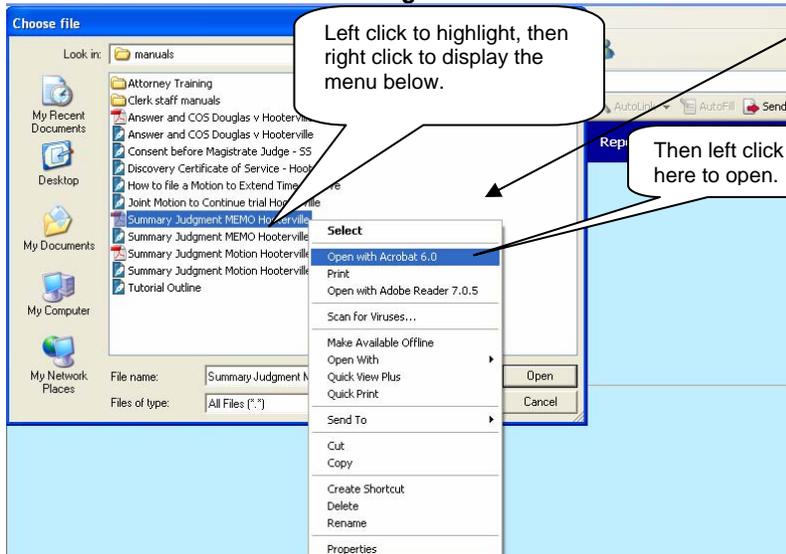
Click the **[Browse]** button.

The Choose File dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.

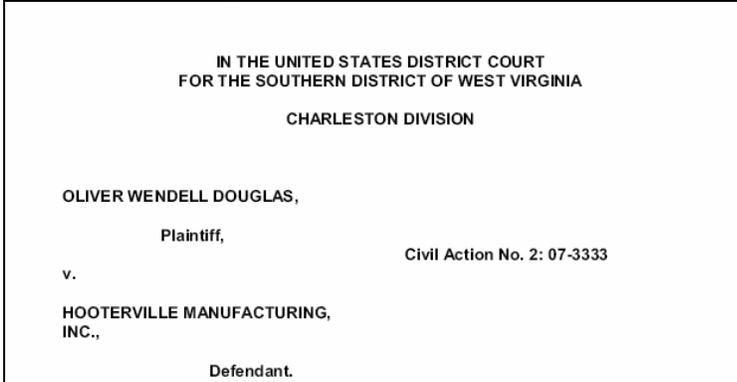
The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.

See the illustration in **Frame 5-64**.

Frame 5-64 - The Choose File dialog box



Frame 5-65 - Viewing the PDF document

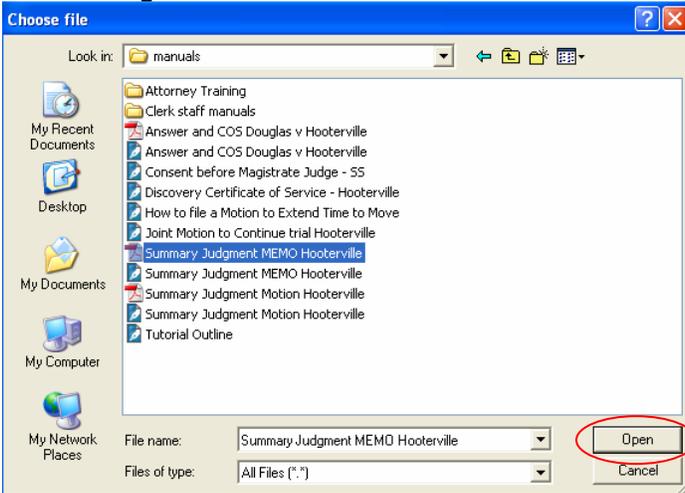


Viewing the PDF document.

Each **PDF** attached is limited to the **2 MB** court standard on document size, but a transaction with attachments may exceed the standard.

When viewing the PDF document, check the document for possible errors, such as incorrect PDF document, incorrect court name, wrong case number, excess language, improper punctuation, incomplete signature line, and incorrectly worded certificate of service.

5-66 - Adding the PDF filename



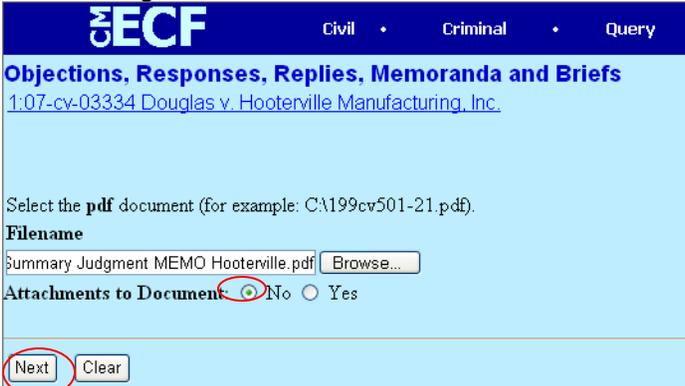
Minimizing the Adobe screen.

After viewing the PDF document, minimize the Adobe application by **[clicking]** in the “-” in the top right corner of the Adobe application. If a gray screen displays, you have minimized only the document. Go back to the upper right corner of the Adobe screen and again click the “-”.

Adding the PDF filename.

When the Adobe screen has minimized, the Choose File screen will again display, with the name of the document you want highlighted.

5-67 - Adding the PDF filename



Click **[OPEN]** to populate the entry box for the filename.

The populated filename field will appear as **Frame 5-67**.

No attachments.

In most instances, a memorandum or brief will not have attachments. Therefore, you will leave the **Attachments to Document** radio button on the default setting of **No** and Click **[Next]**.

Frame 5-68 - Linking the Memorandum to the Document it Supports

ECF Civil • Criminal • Query • Reports • Utilities

Objections, Responses, Replies, Memoranda and Briefs
[1:07-cv-03334 Douglas v. Hooterville Manufacturing, Inc.](#)

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

- 12/22/2006 [1](#) COMPLAINT. Filing Fee \$350.00. Receipt # 99999. (rap)
- 12/22/2006 [2](#) SUMMONS ISSUED by the Clerk on behalf of Oliver Wendell Douglas for Hooterville Manufacturing, Inc. re: [\[1\]](#) Complaint, returnable 20 days. Original Summons and 2 copies delivered 12/22/06 to counsel for Plaintiff for service. (rap)
- 12/29/2006 [3](#) ANSWER TO COMPLAINT. by Hooterville Manufacturing, Inc. (Attorney, Test)
- 01/04/2007 [4](#) ANSWER TO COMPLAINT. by Hooterville Manufacturing, Inc. (Attorney, Test)
- 01/09/2007 [5](#) CERTIFICATE OF SERVICE filed by Hooterville Manufacturing, Inc. for Interrogatories to Plaintiff (Attorney, Test)
- 01/09/2007 [6](#) MOTION by Hooterville Manufacturing, Inc. for Summary Judgment. (Attachments: # (1) Exhibit(s) A and B# (2) Exhibit(s) C)(Attorney, Test)
- 03/01/2007 [7](#) JOINT MOTION by Oliver Wendell Douglas, Hooterville Manufacturing, Inc. to Expedite (Proctor, Becky)

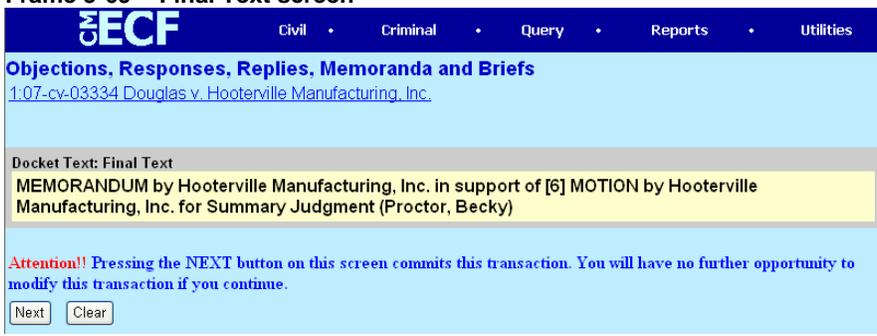
Linking the Memorandum to the Document it Supports.

Since you are filing a document “in support” of a document already in the file, ECF wants you to **Select the appropriate event(s) to which your event relates.**”

Note: Your choices are all seven documents currently in the case file. The system will not prevent you from choosing the wrong document or from choosing more than one document.

We are filing a **Memorandum in Support of the Motion for Summary Judgment**, so we will link it to the **Motion for Summary Judgment**, document number 6, by **clicking the check box beside the number 6.**

Click **[Next]**.

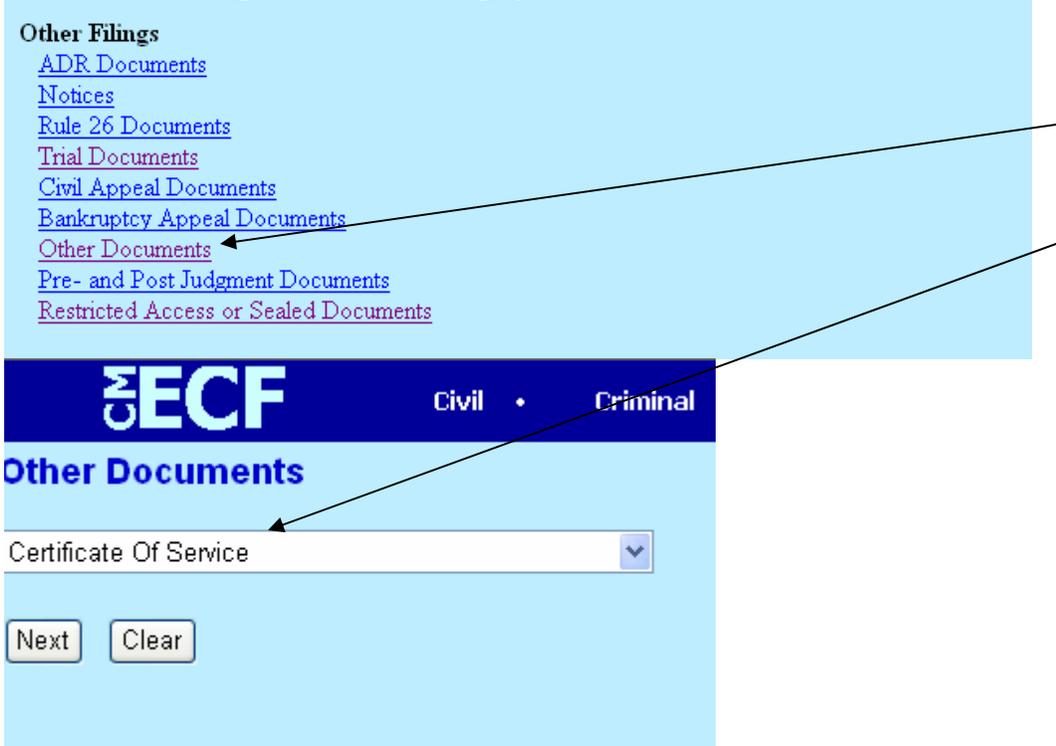
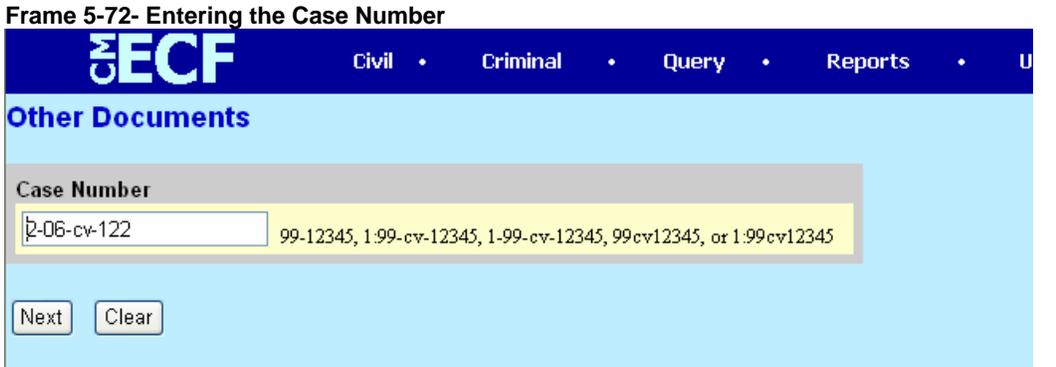
<p>Frame 5-69 - Final Text screen</p>  <p>Final Text screen.</p> <p>THIS IS THE LAST SCREEN FOR YOU TO REVIEW!!</p> <p>Examine the docket text closely. If you have minimized the Adobe viewer, you can view the document one last time.</p> <p>If you are concerned you are filing in the incorrect case, you may click on the hyperlink to the case number and style and view the docket sheet.</p> <p>Read the Note below before clicking [Next] to commit the transaction.</p> <p>DO NOT LOG OUT UNTIL THE NEF DISPLAYS.</p>	
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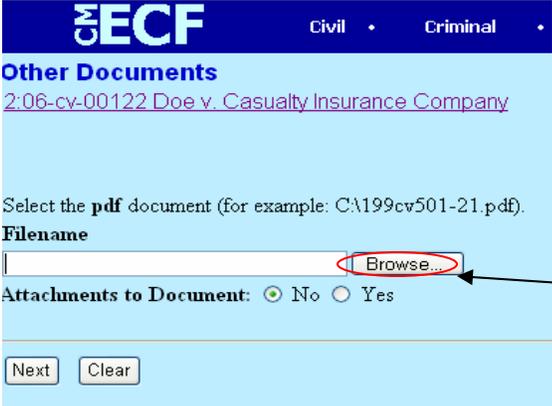
Note: At any time prior to this step, you can abort the ECF filing by simply clicking on a menu item on the blue menu bar, including logging out of the system. Users should avoid using the [Back] button in complicated transaction, as it is easier to just start over. When using the [Back] button, a user may not use the [Forward] button on the web browser when the corrections have been made. Progression must be made using the ECF buttons.

<p>Frame 5-70 - The Notice of Electronic Filing (NEF)</p> 	<p>The Notice of Electronic Filing (NEF)</p> <p>The Notice of Electronic Filing (NEF) is displayed.</p> <p>This is your “receipt” of the filing.</p> <p>If there are name(s) and addresses displayed below the “Notice will be mailed by the filer other means to:” you must print a copy of the NEF and mail along with the document(s) you filed to the parties displayed.</p> <p>You will generally see names and addresses for <i>pro se</i> parties and attorneys that may not yet be registered as e-filers.</p>
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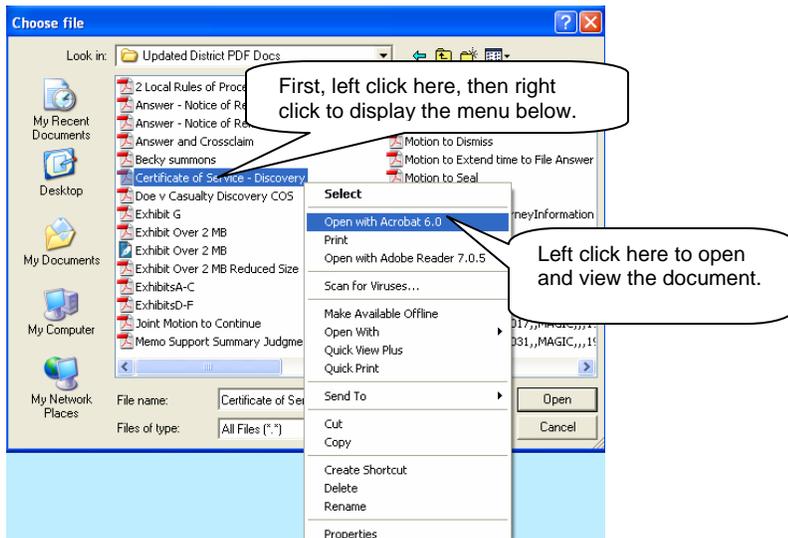
[Filing a Certificate of Service for Discovery](#)

Discovery material is not filed as a part of the record. Instead, attorneys serve their discovery requests and responses on opposing counsel and file a Certificate of Service with the court, indicating what was served, upon whom it was served and how it was served. **ECF is not intended to serve discovery material for you.** Follow the procedure below to correctly file a Certificate of Service for discovery material in ECF.

<p>Frame 5-71- Selecting the Document Category and the Event</p>  <p>Other Filings</p> <ul style="list-style-type: none">ADR DocumentsNoticesRule 26 DocumentsTrial DocumentsCivil Appeal DocumentsBankruptcy Appeal DocumentsOther DocumentsPre- and Post Judgment DocumentsRestricted Access or Sealed Documents <p>ECF Civil • Criminal</p> <p>Other Documents</p> <p>Certificate Of Service</p> <p>Next Clear</p>	<p>Selecting the Document Category and the Event.</p> <p>From the Civil Events page, go to the Other Filings category and select Other Documents.</p> <p>When the Other Documents events list displays, choose Certificate of Service.</p> <p>Click [Next]/</p>
<p>Frame 5-72- Entering the Case Number</p>  <p>ECF Civil • Criminal • Query • Reports • U</p> <p>Other Documents</p> <p>Case Number</p> <p>2-06-cv-122 99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345</p> <p>Next Clear</p>	<p>Entering the Case Number.</p> <p>Enter the number for the case in which you are filing your document.</p> <p>When you have done so, Click [Next].</p>

<p>Frame 5-73-Blank Screen</p> 	<p>Blank Screen.</p> <p>No action required.</p> <p>Click [Next].</p>
<p>Frame 5-74-Selecting the Party Filer</p> 	<p>Selecting the Party filer.</p> <p>To select the party for whom you are filing the certificate of service, click to highlight the name.</p> <p>Click [Next].</p>
<p>Frame 5-75-Browsing the PDF Document</p> 	<p>Browsing the PDF document.</p> <p>You will have no attachments to your Certificate of Service for discovery material, so you will leave the attachments to document radio button at no.</p> <p>Click Browse to locate the main document.</p>

Frame 5-76-Reviewing the PDF Document



Reviewing the PDF Document.

When the **Choose file** dialog box appears, you will left click on the name of the document you wish to file, then right click on it to open the **Select** menu. Left click on **Open with Acrobat** and your document will open for your review.

Note: This is the only point during the filing process that you can review your document. Check for any errors. If you happen to open the wrong document, minimize Adobe and select another file to open and review.

Frame 5-77-Reviewing the PDF Document Language

vs. CIVIL ACTION NO. 2:06-cv-00122

CASUALTY INSURANCE COMPANY,
Defendant.

CERTIFICATE OF SERVICE

I hereby certify that on March 6, 2007, I served the following discovery material, namely Defendant's Interrogatories to Plaintiff - First Set, Defendant's Request for Admissions, and Defendant's Request for Production of Documents, by hand delivery upon the following attorneys:

Iaman Attorney
Attorney and Attorney
1004 Capitol Street
Charleston, WV 25301

S/Electronic Filer
Electronic Filer Bar No. 0000000

Reviewing the PDF Document Language.

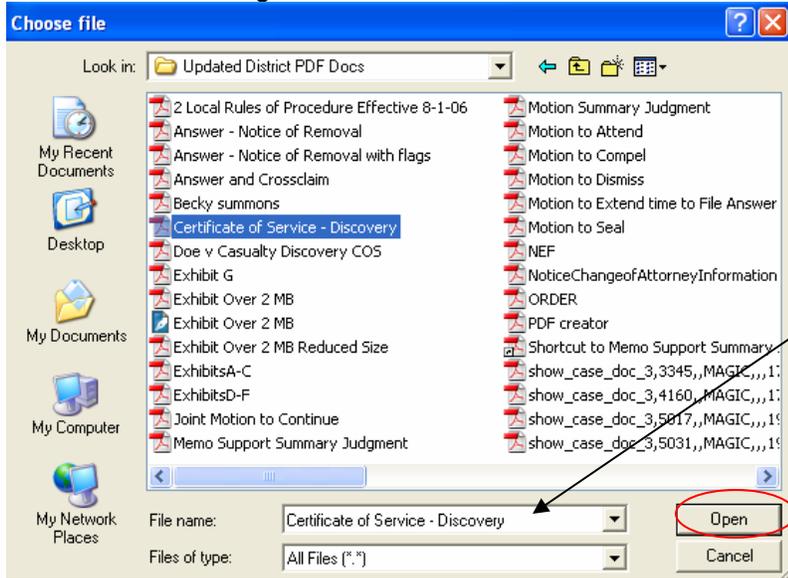
The language in a **Certificate of Service for Discovery** is **NOT** the same as the certificate of service on a pleading or other filed document.

Review the language in the document in **Frame 5-77**. This certificate should never contain the language "the foregoing."

If you find an error, DO NOT make changes to the PDF document. Instead, close the document and delete the PDF version. Return to the word processing version of the document, make the change and then convert the corrected version to PDF for filing.

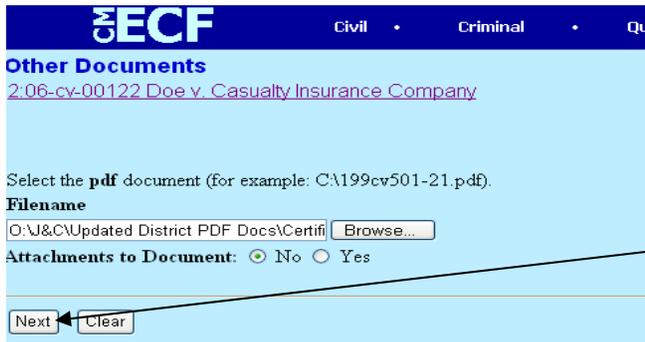
Once you have determined that your PDF document is correct, minimize the Adobe screen.

Frame 5-78 – Choosing the PDF Document file



Choosing the PDF Document file.

The Choose file dialog box will again display. Check to make sure your **document name** is in the **file name field**, then click **Open**.



The **Select the PDF document screen** will reappear with the name of your document in the **File name field**.

Remember, no attachments here.

Click **[Next]**.

Frame 5-79- Entering the Name(s) of the Discovery Material Served

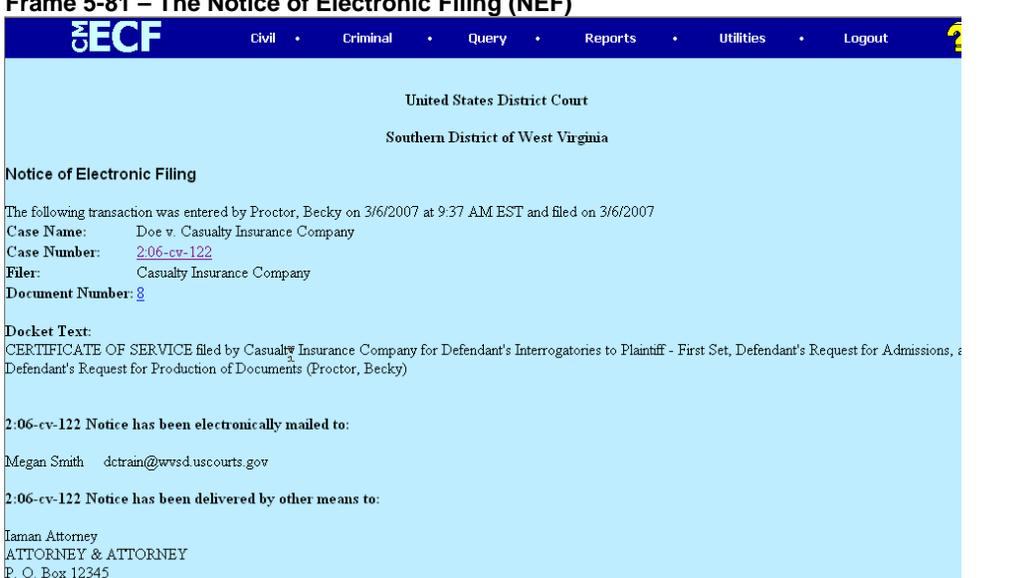


Entering the Name(s) of the Discovery Material Served.

A text box will display. Enter **only the name(s) of discovery material served**, e.g., Defendant's Interrogatories to Plaintiff, etc. Any text box in ECF will hold 255 characters. Do not worry about running out of space.

Note: Use upper and lower case to enter the text. DO NOT USE ALL CAPS! Do not abbreviate.

When you are finished, click **[Next]**.

<p>Frame 5-80 – The Final Text Screen</p> <p>Other Documents 2:06-cv-00122 Doe v. Casualty Insurance Company</p> <p>Docket Text: Final Text CERTIFICATE OF SERVICE filed by Casualty Insurance Company for Defendant's Interrogatories to Plaintiff - First Set, Defendant's Request for Admissions, and Defendant's Request for Production of Documents (Proctor, Becky)</p> <p>Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>The Final Text Screen.</p> <p>THIS IS YOUR LAST CHANCE TO REVIEW!</p> <p>On the Final Text screen, check to make sure there are no typos or misspellings in the docket text.</p> <p>If you are satisfied that the docket text is correct and that the attached PDF document you are filing is the correct one, click [Next] to commit the transaction.</p> <p>DO NOT LOG OUT UNTIL THE NEF APPEARS.</p>
<p>Frame 5-81 – The Notice of Electronic Filing (NEF)</p>  <p>The following transaction was entered by Proctor, Becky on 3/6/2007 at 9:37 AM EST and filed on 3/6/2007</p> <p>Case Name: Doe v. Casualty Insurance Company Case Number: 2:06-cv-122 Filer: Casualty Insurance Company Document Number: 8</p> <p>Docket Text: CERTIFICATE OF SERVICE filed by Casualty Insurance Company for Defendant's Interrogatories to Plaintiff - First Set, Defendant's Request for Admissions, and Defendant's Request for Production of Documents (Proctor, Becky)</p> <p>2:06-cv-122 Notice has been electronically mailed to: Megan Smith dctrain@wvsd.uscourts.gov</p> <p>2:06-cv-122 Notice has been delivered by other means to: Iaman Attorney ATTORNEY & ATTORNEY P. O. Box 12345 Charleston, WV 25339</p>	<p>The Notice of Electronic Filing.</p> <p>The Notice of Electronic Filing (NEF) is displayed.</p> <p>This is your "receipt" for the filing the Certificate of Service.</p> <p>You must serve the discovery documents referenced in the Certificate of Service upon <u>all parties in the case</u>, regardless of their filing status.</p>

[Submitting a Proposed Order](#)

Unless a judge's chambers has instructed otherwise, proposed orders are to be submitted electronically. If the proposed order pertains to a motion, the proposed order should be filed as an attachment to the motion. When preparing the order in word processing format, never used the word "Proposed" in the title of the document.

If the proposed order does not pertain to a motion, such as with an agreed order, you will electronically file the proposed order as the main document, choosing the *Proposed Order* event from the *Other Filings/Other Documents* category.

[Privacy Policy](#)

Documents with personal identifiers and other sensitive information should be filed electronically in accordance with the court's Privacy Policy. The Privacy Policy may be found in Section 19 of this District's Administrative Procedures for Electronic Case Filing.

[Motion Practice](#)

Basic federal civil motion practice follows the listed filing progression: motion – response – reply. Users should make a point of following this practice when filing documents. A document filed by a party responding to the motion must be filed as a response. It should not be filed as a reply. A document filed by a party responding to a response is a reply. It is critical for users to choose the correct event for a document and to make sure the document name and event name match.

[Combining Documents](#)

As a general rule, do not combine documents (see this court's LR Civ P 7.1)

ECF will allow a filer to combine only a limited number of documents, specifically an Answer and a Third-Party Complaint, an Answer and a Cross-claim and an Answer and a Counterclaim.

[Filing a Return of Service](#)

All returns of service are filed in the [Service of Process](#) category, which is found on the *Civil Events* page under *Initial Pleadings and Service*.

Make sure your PDF document is complete. If you are filing the return on a summons, you must scan the front of the summons as well as the back of the summons that contains the process server's statement.

The choices within the [Service of Process](#) category are broken down into very specific events. If you are looking for a return of service on a summons, don't stop at "Summons Returned Executed." There are six different events pertaining to a summons returned executed. Find the one that specifically fits the document you are filing.

When filing a return of service, enter the date of service and the system will automatically calculate the answer date. The user should verify that the date is correct according to the deadlines set in the Federal Rules of Civil Procedures. Particular attention should be paid to the deadline when the party served was the United States or an agency or actor on behalf of the United States.

Sealed Document Submission –

Applies to both Civil and Criminal documents

When electronically filing sealed documents ALWAYS file them under the category of RESTRICTED ACCESS OR SEALED DOCUMENTS. Failure to do so will result in your confidential document being made public.

The filing of sealed documents is governed by Section 11 of this district's Administrative Procedures for Electronic Case Filing. Sealed document submission falls into **three distinct categories**:

- **Sealed documents in public cases** – Results in a public docket entry and the issuance of an NEF, but allows no document access.
- **Ex parte or In Camera documents in public cases** – No public docket entry results, no issuance of NEF and no document access available.
- **Documents in sealed cases** – No public docket sheet available, no issuance of NEF and no document access available.

Filing a Sealed Document in a Public Case

To file a **sealed document in a public case**, a filer must follow this procedure:

- On the *Civil or Criminal Events* page, choose the category Restricted Access or Sealed Documents.
- In this document list, choose Motion to Seal – General.
The **Main Document** will be the **Motion to Seal** and the **Attachment** thereto will be the **document you want the court to allow you to file under seal**. For example, if you wish to file medical records under seal, the **Main Document** will be the motion and the **Attachment** will be the **medical records**.
- When the text box screen displays, read the instructions carefully before proceeding.
- This filing will result in a **public docket entry** and an **NEF** will issue, but the document or attachment will not be viewable, either from the NEF or from the docket sheet.
- The attachment to the **Motion to Seal** is considered “lodged” with the court until the presiding judge rules on the Motion to Seal. If the court does not grant the Motion to Seal, the Order will provide the clerk's office or filing party with appropriate directions regarding access to the subject document.
- Because no one will be able to access this document through PACER, the other attorneys will not be served the document by NEF. Therefore, you must serve a copy of the motion and any attachments upon opposing counsel in paper form.

Sealed Document Submission (continued) –

Filing an *Ex Parte* or *In Camera* Document in a Public Case

To file an *Ex Parte* or *In Camera* document in a public case, a filer must follow this procedure:

- On the *Civil Events* page, choose the category **Restricted Access or Sealed Documents.**
- In this document list, choose Motion to Seal – Ex Parte or In Camera.
The **Main Document** will be the **Motion to Seal – Ex Parte or In Camera** and the **Attachment** thereto will be the **document you want the court to allow you to file sealed.** For example, if, under appropriate circumstances, you need for the court to examine a record without opposing counsel's knowledge, your **Main Document** will be the motion to seal *ex parte* or *in camera*. The **Attachment** will be the **record.**
- When the text box screen displays, read the instructions carefully before proceeding.
- This filing will result in **no public docket entry** and **no NEF** will issue. The only person who will be able to see the entry on the docket sheet will be the judge. All others will see a break in the document number sequence.

Filing Documents in Sealed (Non-Public) Cases

A document filed in a sealed case must follow this procedure:

- The first document submitted in a sealed case must be submitted in paper format.
- All subsequent documents should be filed electronically, unless the party has received different instructions from the court.
- All documents filed in a sealed case must be served in paper format. The court's electronic notice facilities will not be available on sealed documents.

Chapter 6 Criminal Document Filing

Filing Documents in a Criminal Case

In general, filing documents in a criminal case is much the same as filing documents in a civil case. Most of the screens function in the same way, the difference being you are filing under **Criminal Events**.

You will encounter differences when you are filing documents in a criminal case in which there is more than one defendant. The example case we are using in the **Filing a Motion** section is a multiple defendant case. If you have previously filed in a civil case or in a single-defendant criminal case, **Frame 6-6** will be new to you.

Filing a Motion

Follow these basic steps to file a motion in a criminal case. The process for filing other types of documents using other criminal events is basically the same.

<p>Frame 6-1 - ECF Menu Bar</p> 	<p>ECF Menu Bar</p> <p>After successfully logging into ECF, click on Criminal from the <i>blue</i> menu bar at the top of the ECF screen.</p>
<p>Frame 6-2 - Criminal Events page</p> 	<p>Criminal Events page</p> <p>To file a motion, the user should click on Motions under Motions and Related Filings.</p>

Frame 6-3 - Select Correct Document Title

The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, and Query. Below the navigation bar, the page title is "Motions / Applications / Petitions". A red instruction reads: "Please select the correct document title:". Below this, there are six radio button options: MOTION (selected), APPLICATION, AMENDED MOTION, JOINT MOTION, PETITION, and SUPPLEMENTAL MOTION. At the bottom of the form, there are two buttons: "Next" and "Clear".

Selecting the Correct Document title.

You may change the title of your motion to any of the other choices listed on the screen to the left.

The default setting is **motion**. To select the title of the document that matches the title of the document you are filing, click on the appropriate radio button.

If you do not wish to change the name from the default, do nothing.

Click **[Next]**.

Frame 6-4 - Select Type of Motion

The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, and Ut. Below the navigation bar, the page title is "Motions / Applications / Petitions". A scrollable menu is displayed with the following options: Set Aside Forfeiture, Set Aside Judgment, Set Aside Sentence, Set Aside Verdict, Sever Defendant (highlighted), Show Cause, Show Cause RE Revocation Of Probation, and Show Cause RE Revocation Of Supervised Release. At the bottom of the form, there are two buttons: "Next" and "Clear".

Selecting the Specific Motion.

This menu has a scroll bar next to it. Scroll through the menu until you locate the type of motion you wish to file. To select, **click to highlight** the appropriate relief.

Note: If the motion seeks more than one relief, scroll to find the second relief, hold down the **[CTRL]** key and click to highlight.

Click **[Next]**.

Frame 6-5 - Case number entry screen

ECF Civil • Criminal • Query • Report

Motions / Applications / Petitions

Case Number

07-1 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

Case Number Entry screen

Identify the Case for Which the Document is Being Filed by entering the number.

Note: ECF defaults to the last case from which you worked. Ensure the proper case number is entered in this field to avoid filing your document in the wrong case.

If you submit a case number that is formatted incorrectly, ECF will prompt an error message advising you of the correct format for entering the case number.

Click **[OK]** to acknowledge and close the error message. Click the **[Clear]** button on the Case Number screen and re-enter the case number in the correct format.

Click **[Next]**.

Frame 6-6 - Selecting Defendants to Whom this Document Pertains.

ECF Civil • Criminal • Query • Reports

Motions / Applications / Petitions

Make appropriate selections

2:07-cr-00001-1 - Michael Wayne Shawson
 2:07-cr-00001-2 - Fozzie Bayer
 2:07-cr-00001-3 - Simon Cowl

All defendants

Next Clear

Selecting defendants to whom this document pertains.

Check the box for the defendant(s) this filing affects.

If it affects **all** defendants, check the **“All Defendants”** box.

In this example, we are filing a **Motion to Sever Defendant** on behalf of our client, Defendant Simon Cowl, so we will check the box next to Simon Cowl's name.

Note: This is not the party-filer screen.

Click **[Next]**.

Frame 6-7 - Selecting the filing party



Selecting the filing party.

Highlight the name of the party for whom you are filing the document.

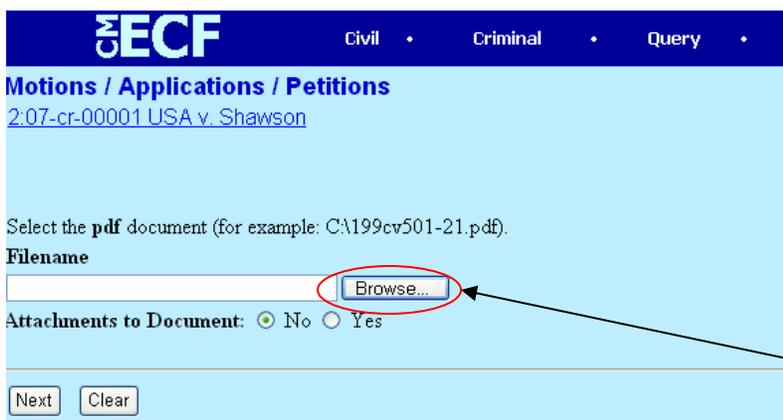
If you represent more than one party, select **multiple** parties by holding down the **[CTRL]** key while pointing and clicking on each party you represent

If done correctly, each party selected will remain highlighted.

Click on the **[Next]** button.

Note: If this is your initial appearance in this case, you will get an Attorney/Party Association screen. If that screen displays, refer to Frame 5-22 in this manual for an explanation and directions on how to proceed.

Frame 6-8 - Specifying the PDF Document to File.



Specifying the PDF Document.

Prior to logging into ECF, the filer will have created the document(s) to be filed, converted them to PDF, and saved them somewhere on the filer's computer or office network.

ECF provides the filer an entry box to indicate the **main document** as well as indicating, via the **attachment radio button**, if there are any attachments to the main document being filed.

To locate the **main document**, click the **[Browse]** button.

Viewing the PDF document.

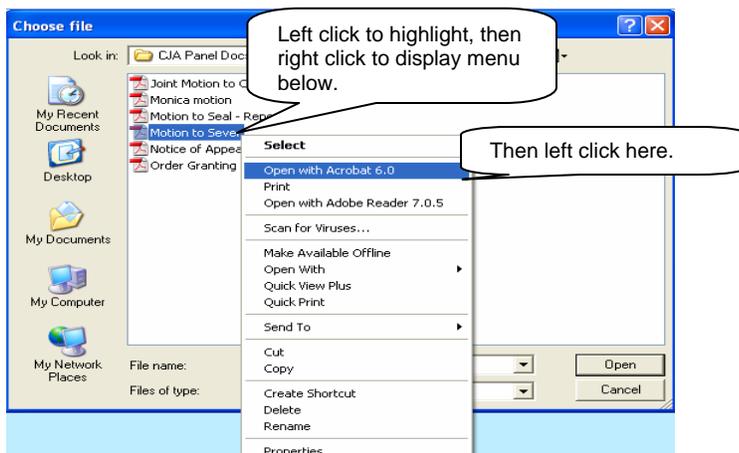
The **Choose File** dialog box will appear and you can navigate to the folder (or location) where you have saved the PDF document.

Left click and highlight the title of the document you want to file.

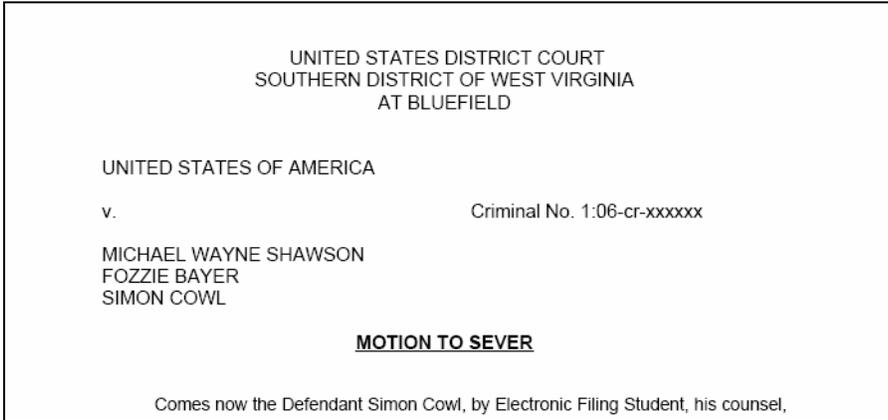
ALWAYS right click and open the document in Adobe Reader (or Adobe Acrobat) to ensure it is the correct PDF document you wish to file.

NOTE: THIS IS THE ONLY POINT IN THE FILING PROCESS WHERE YOU WILL BE ABLE TO VIEW YOUR DOCUMENT PRIOR TO COMMITTING THE TRANSACTION.

Frame 6-9- Viewing the PDF document.



Frame 6-10 - Reviewing the PDF document

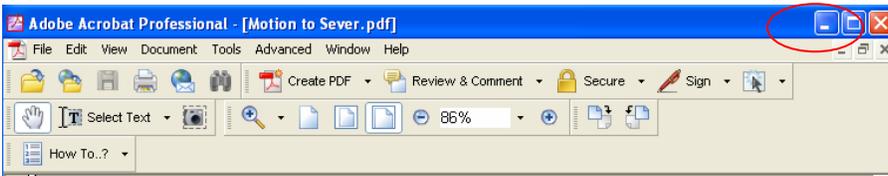


Reviewing the PDF document.

Each **PDF** attached is limited to the **2 MB** court standard on document size, but a transaction with attachments may exceed the standard.

When viewing the PDF document, check the document for possible errors, such as incorrect PDF document, incorrect court name, wrong case number, excess language, improper punctuation, incomplete signature line, and incorrectly worded certificate of service.

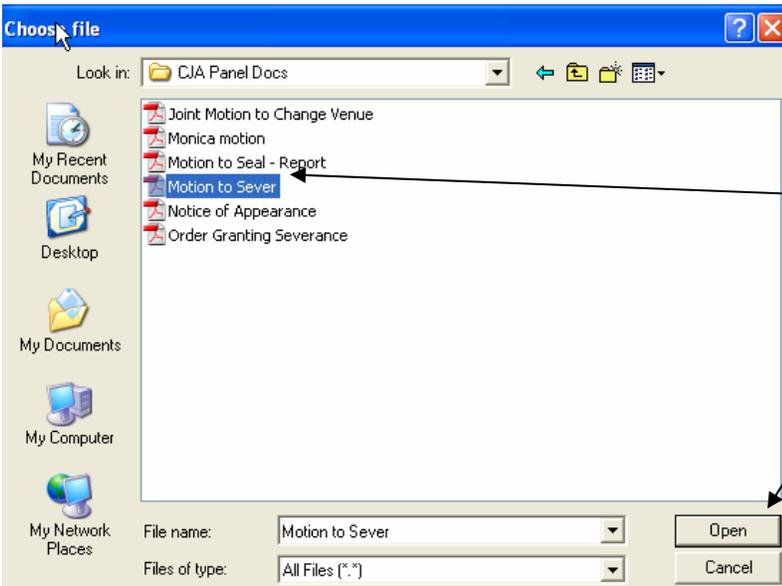
Frame 6-11 – Minimizing the Adobe screen



Minimizing the Adobe screen.

After viewing the PDF document, minimize the Adobe application by **[clicking]** in the “-” in the top right corner of the Adobe application. If a gray screen displays, you have minimized only the document. Go back to the upper right corner of the Adobe screen and again click the “-”.

Frame 6-12 – Adding the PDF filename



Adding the PDF filename.

When the Adobe screen has minimized, the Choose File dialog box will again display, with the name of the document you want highlighted.

Click **[OPEN]** to populate the entry box for the filename.

The populated filename field will appear as **Frame 6-13**.

Note: if you happen to open the wrong PDF document, simply minimize Adobe, return to the Choose File dialog box and choose another document. Repeat the same steps to open and view the document to ensure that this is the correct document.

Frame 6-13 – Attaching Additional PDF documents to the Main Document

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
O:\J&C\CJA Panel Docs\Motion to Sever.

Attachments to Document: No Yes

Attaching Additional PDF Documents to the Main Document.

The Main Document now appears in the **Filename** field.

Beneath the Filename field are the words **Attachments to Document**, with a radio button that defaults to **No**.

If you wish to attach one or more PDF documents, such as an exhibit or a proposed order, to the Main Document you must **change the radio button to Yes**.

Click **[Next]**.

If you have no attachments, leave the radio button at No and click [Next] to proceed.

Frame 6-14 - Creating an Attachment

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename
O:\J&C\CJA Panel Docs\Order Granting S

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category	Description
Proposed Order	Granting Motion to Sever

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click the Next button.

Creating an attachment.

The attachment screen is a **three-step process**.

Step One - Click Browse and locate the PDF document you are attaching.

Repeat the steps for reviewing the document contained in **Frames 6-9 through 6-11**.

Step Two – Describe the attachment. Do this by using the **category list**, the **description field**, or **both**.

Step Three - Click the Add to List button.

When you are finishing attaching documents, click **[Next]**.

Frame 6-15

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

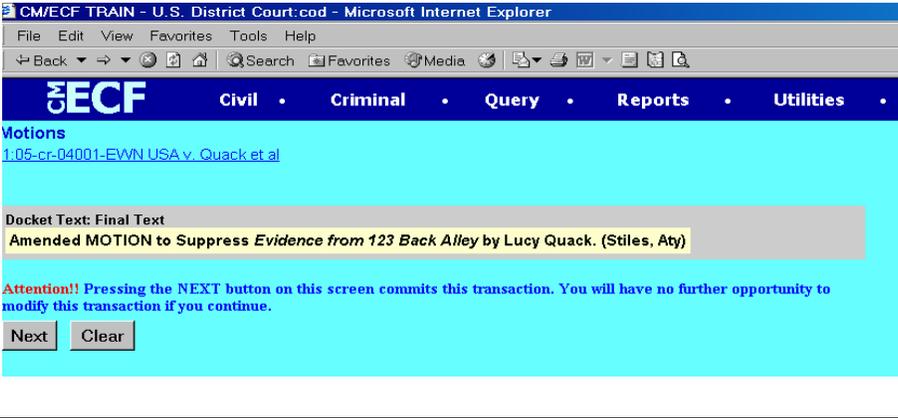
Filename
O:\J&C\CJA Panel Docs\Order Granting Severance.pdf

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category	Description
Proposed Order	Granting Motion to Sever

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click the Next button.

Note: When the attachment is created, it will display as shown in Frame 6-15. To add additional attachments, repeat Steps One through Three as listed. If you happen to add an unwanted attachment, click on the document listing and click the “Remove from List” button and the highlighted document will be deleted from the list of attachments.

<p>Frame 6-16 – The Blank Screen</p> 	<p>The Blank Screen.</p> <p>From time to time, during the ECF filing process, you will encounter a “Blank Screen.” This is a screen that does not require action by the filer. (ECF is processing information behind the scenes.) When a blank screen displays, simply click [Next].</p>
<p>Frame 6-17 – The Final Text screen</p> 	<p>The Final Text Screen.</p> <p>THIS IS YOUR LAST CHANCE TO REVIEW!</p> <p>On the Final Text screen, check to make sure there are no typos or misspellings in the docket text.</p> <p>If you are satisfied that the docket text is correct and that the attached PDF document you are filing is the correct one, click [Next] to commit the transaction.</p> <p>DO NOT LOG OUT UNTIL THE NEF APPEARS.</p>
<p>Note: At any time prior to this step, you can abort the ECF filing by simply clicking on a menu item on the blue menu bar, including logging out of the system. DO NOT use the [Back] button. Progression must be made using the ECF buttons.</p>	

Frame 6-18 Receiving the Notice of Electronic Filing (NEF)

ECF Civil • Criminal • Query • Reports • Utilities • Logout

United States District Court
Southern District of West Virginia

Notice of Electronic Filing

The following transaction was entered by Proctor, Becky on 3/5/2007 at 9:02 AM EST and filed on 3/5/2007

Case Name: USA v. Shawson
Case Number: [1:06-cr-122](#)
Filer: Dft No. 3 - Simon Cowl
Document Number: [13](#)

Docket Text:
MOTION to Sever Defendant as to Simon Cowl (Attachments: # (1) Proposed Order Granting Motion to Sever)(Proctor, Becky)

1:06-cr-122-3 Notice has been electronically mailed to:

Becky Proctor dctrain@wvwd.uscourts.gov

1:06-cr-122-3 Notice has been delivered by other means to:

W. William Anderson
UNITED STATES ATTORNEY'S OFFICE
Criminal Division

Receiving the Notice of Electronic filing (NEF).

The NEF confirms that ECF has registered your transaction and the document is now an official court document.

Note: The Notice of Electronic Filing is your proof of filing. You should always print and save a copy of the Notice of Electronic Filing.

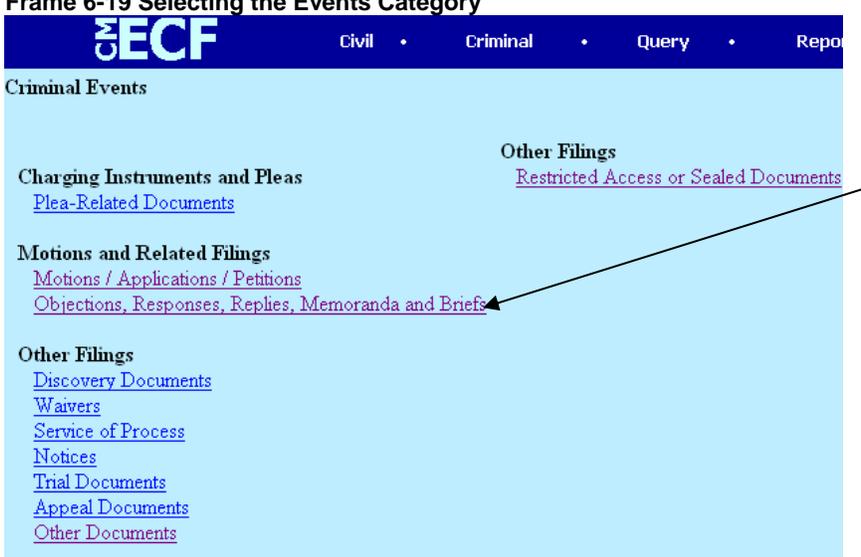
After a document is electronically filed, ECF will send a Notice of Electronic Filing (NEF) to attorneys who are e-filers. It is the responsibility of the filing attorney to send paper copies to any *pro se* parties or attorneys who are not yet registered as e-filers.

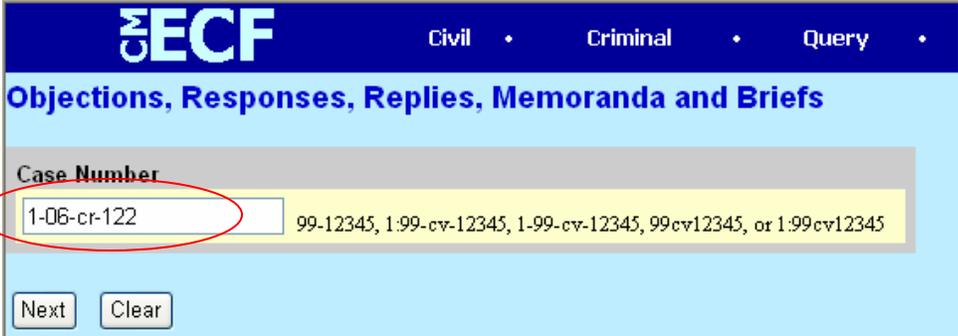
Note: Users may not use the court's electronic notice facilities for parties listed in the "Notice has been mailed by the filer to:" section. The user filing the document is required to serve these documents in paper format in accordance with the rules. Only users listed in the "Notice will be electronically mailed to:" section have consented to receive notice electronically.

Filing a Memorandum or Brief in Support of a Criminal Motion

Follow the same steps as set forth in Filing a Memorandum in Support of a Civil Motion, except for the addition of the screen in **Frame 6-6**.

Filing a Sentencing Memorandum

<p>Frame 6-19 Selecting the Events Category</p>  <p>ECF Civil • Criminal • Query • Report</p> <p>Criminal Events</p> <p>Charging Instruments and Pleas Plea-Related Documents</p> <p>Motions and Related Filings Motions / Applications / Petitions Objections, Responses, Replies, Memoranda and Briefs</p> <p>Other Filings Discovery Documents Waivers Service of Process Notices Trial Documents Appeal Documents Other Documents</p> <p>Other Filings Restricted Access or Sealed Documents</p>	<p>Selecting the Events Category.</p> <p>After clicking on Criminal on the main menu bar, the Criminal Events screen will display.</p> <p>Go to Motions and Related Filings and click on Objections, Responses, Replies, Memoranda and Briefs.</p>
---	---

<p>Frame 6-20 Selecting the Document Title</p>  <p>The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links for Civil, Criminal, and Query. Below the header is a light blue banner with the text 'Objections, Responses, Replies, Memoranda and Briefs'. A dropdown menu is open, showing 'Sentencing Memorandum' as the selected option. Below the dropdown are 'Next' and 'Clear' buttons.</p>	<p>Selecting the Document Title.</p> <p>From the menu, choose Sentencing Memorandum.</p> <p>Click [Next].</p>
<p>Frame 6-21 Entering the Case Number</p>  <p>The screenshot shows the ECF interface with the same blue header and light blue banner. A grey box labeled 'Case Number' contains a text input field with '1-06-cr-122' entered. To the right of the input field is a list of example case numbers: '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. Below the input field are 'Next' and 'Clear' buttons.</p>	<p>Entering the Case Number.</p> <p>Enter the case number as demonstrated.</p> <p>Note: ECF defaults to the last case from which you worked. Ensure the proper case number is entered in this field to avoid filing your document in the wrong case.</p> <p>Click [Next].</p>
<p>Frame 6-22 Selecting the Parties to Whom this Document Pertains</p>  <p>The screenshot shows the ECF interface with the same blue header and light blue banner. Below the banner is the text 'Make appropriate selections'. There are three checkboxes with corresponding defendant names: '1:06-cr-00122-1 - Michael Wayne Shawson', '1:06-cr-00122-2 - Fozzie Bayer', and '1:06-cr-00122-3 - Simon Cowl'. The checkbox for Simon Cowl is checked. Below these is an 'All defendants' checkbox, which is unchecked. At the bottom are 'Next' and 'Clear' buttons.</p>	<p>Selecting the defendants to whom this document pertains.</p> <p>Check the box for the defendant(s) this filing affects.</p> <p>If it affects all defendants, check the “All Defendants” box.</p> <p>In this example, we are filing a Sentencing Memorandum on behalf of our client, Defendant Simon Cowl, so we will check the box next to Simon Cowl’s name.</p> <p>Click [Next].</p>

<p>Frame 6-23 - Selecting the Filing Party. Objections, Responses, Replies, Memoranda and Briefs 1:06-cr-00122 USA v. Shawson</p> <p>Select the filer.</p> <p>Select the Party:</p> <div data-bbox="175 401 495 562"><ul style="list-style-type: none">USA [Plaintiff]Shawson, Michael Wayne (1) [Defendant]Bayer, Fozzie (2) [Defendant]Cowl, Simon (3) [Defendant]</div> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>Selecting the Filing Party.</p> <p>Highlight the name of the party for whom you are filing the document.</p> <p>If you represent more than one party, select multiple parties by holding down the [CTRL] key while pointing and clicking on each party you represent</p> <p>If done correctly, each party selected will remain highlighted.</p> <p>Click on the [Next] button.</p>
---	---

**To complete the filing of the Sentencing Memorandum follow the steps illustrated in Frame 6-8 through 6-16 above. Your Final Text screen should display as shown below. Remember: IT IS YOUR LAST CHANCE TO REVIEW!
DO NOT LOG OUT UNTIL THE NOTICE OF ELECTRONIC FILING (NEF) DISPLAYS.**

Frame 6-24- The Final Text Screen

ECF Civil • Criminal • Query • Reports • Utilities •

Objections, Responses, Replies, Memoranda and Briefs
[1:06-cr-00122 USA v. Shawson](#)

Docket Text: Final Text
SENTENCING MEMORANDUM as to Simon Cowl (Proctor, Becky)

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

Submitting a Proposed Order

Unless a judge's chambers has instructed otherwise, proposed orders are to be submitted electronically. If the proposed order pertains to a motion, the proposed order should be filed as an attachment to the motion. When preparing the order in word processing format, never used the word "Proposed" in the title of the document.

If the proposed order does not pertain to a motion, such as with an agreed order, you will electronically file the proposed order as the main document, choosing the *Proposed Order* event from the *Other Filings/Other Documents* category.

Privacy Policy

Documents with personal identifiers and other sensitive information should be filed electronically in accordance with the court's Privacy Policy. The Privacy Policy may be found in Section 19 of this District's Administrative Procedures for Electronic Case Filing.

Combining Documents

As a general rule, do not combine documents (see this court's LR Civ P 7.1)

Sealed Document Submission –

Applies to both Civil and Criminal documents

When electronically filing sealed documents ALWAYS file them under the category of RESTRICTED ACCESS OR SEALED DOCUMENTS. Failure to do so will result in your confidential document being made public.

The filing of sealed documents is governed by Section 11 of this district's Administrative Procedures for Electronic Case Filing. Sealed document submission falls into **three distinct categories**:

- **Sealed documents in public cases** – Results in a public docket entry and the issuance of an NEF, but allows no document access.
- **Ex parte or In Camera documents in public cases** – No public docket entry results, no issuance of NEF and no document access available.
- **Documents in sealed cases** – No public docket sheet available, no issuance of NEF and no document access available.

Filing a Sealed Document in a Public Case

To file a **sealed document in a public case**, a filer must follow this procedure:

- On the *Criminal Events* page, choose the category **Restricted Access or Sealed Documents**.
- In this document list, choose Motion to Seal – General.
The **Main Document** will be the **Motion to Seal** and the **Attachment** thereto will be the **document you want the court to allow you to file under seal**. For example, if you wish to file medical records under seal, the **Main Document** will be the motion and the **Attachment** will be the **medical records**.
- When the text box screen displays, read the instructions carefully before proceeding.
- This filing will result in a **public docket entry** and an **NEF** will issue, but the document or attachment will not be viewable, either from the NEF or from the docket sheet.
- The attachment to the **Motion to Seal** is considered “lodged” with the court until the presiding judge rules on the Motion to Seal. If the court does not grant the Motion to Seal, the Order will provide the clerk's office or filing party with appropriate directions regarding access to the subject document.
- Because no one will be able to access this document through PACER, the other attorneys will not be served the document by NEF. Therefore, you must serve a copy of the motion and any attachments upon opposing counsel in paper form.

Sealed Document Submission (continued) –

Filing an *Ex Parte* or *In Camera* Document in a Public Case

To file an *Ex Parte* or *In Camera* document in a public case, a filer must follow this procedure:

- On the *Criminal Events* page, choose the category Restricted Access or Sealed Documents.
- In this document list, choose Motion to Seal – Ex Parte or In Camera.
The **Main Document** will be the **Motion to Seal – Ex Parte or In Camera** and the **Attachment** thereto will be the **document you want the court to allow you to file sealed**. For example, if, under appropriate circumstances, you need for the court to examine a record without opposing counsel's knowledge, your **Main Document** will be the motion to seal *ex parte* or *in camera*. The **Attachment** will be the **record**.
- When the text box screen displays, read the instructions carefully before proceeding.
- This filing will result in **no public docket entry** and **no NEF** will issue. The only person who will be able to see the entry on the docket sheet will be the judge. All others will see a break in the document number sequence.

Filing Documents in Sealed (Non-Public) Cases

A document filed in a sealed case must follow this procedure:

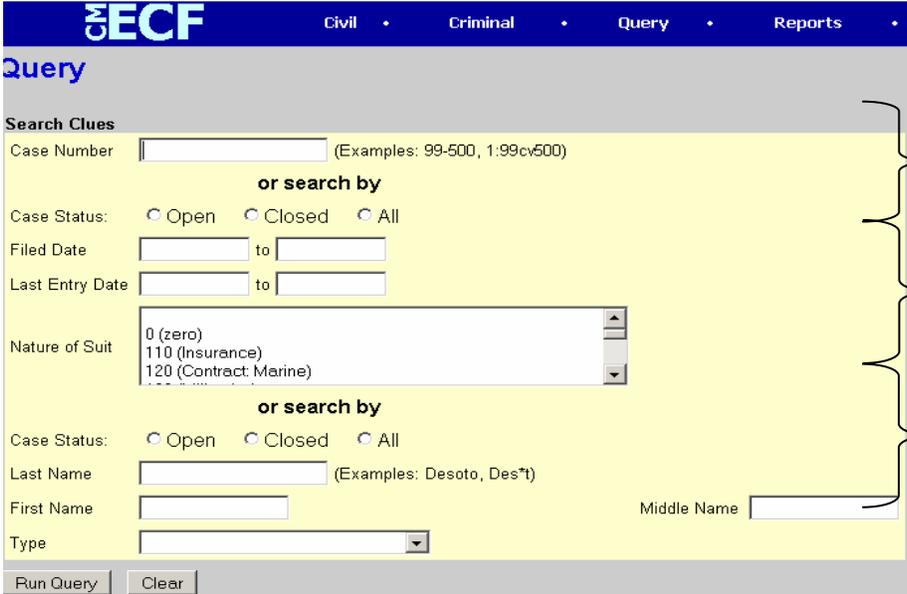
- The first document submitted in a sealed case must be submitted in paper format.
- All subsequent documents should be filed electronically, unless the party has received different instructions from the court.

Chapter 7 Query

Registered users should use this feature to query the Electronic Case Files (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 database.

Note: Your PACER login and password is different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. You will be charged a fee of \$.08 per page to access documents, docket sheets, etc. from ECF.

<p>Frame 7-1 - Query entry screen – the Starting Point for Query</p> 	<p>Query entry screen – the Starting Point for Query.</p> <p>Query has 3 processing options.</p> <ol style="list-style-type: none">1. Case number query.2. Select Open, Closed, or all case statuses, Date filed, Date entered along with Nature of Suit options.3. Select Open, Closed, or all case statuses, name search of party or attorney.
---	---

Frame 7-2 - Case Number Query

Case Number Query

Case Number Query is the most direct way to search for a case.

If you know the number that the court has assigned to the case, enter it in the **“Case Number”** field.

Click the **[Run Query]** button and the screen in **Frame 7-3** will display.

Frame 7-3 - [Case Specific - Query Options](#)

At the top of this window, ECF displays the case number, short-style, presiding judge, date that the initial pleading was filed and the date of the last filing for the case. The hyperlinks in [blue](#) are search options under the case number query.

The screenshot shows the ECF interface. At the top is a dark blue header with the ECF logo and navigation links: Civil, Criminal, Query, and Reports. Below the header, the case information is displayed: **2:06-cv-00120** Doe v. Casualty Insurance Company, presided by Joseph R. Goodwin. The filing date is 05/03/2005 and the last filing date is 01/05/2006. A section titled "Query" lists various search options as blue hyperlinks: Alias, Associated Cases, Attorney, Calendar - Monthly..., Case Assignment, Case File Location..., Case Summary, Corporate Parents, Deadlines/Hearings..., Docket Report..., Filers, History/Documents..., and Judge. On the right side of the query list, there are additional hyperlinks: Party, Motions Report..., Related Transactions..., Speedy Trial, Status, and View a Document.

Alias - The alias option displays information, when applicable, containing other names by which a person is known.

Associate Cases - The associated case option contains information on consolidated cases and other associated court information.

Attorney - The attorney option displays attorney information for each of the parties in the case.

Case Summary - The case summary option provides an overview of current case-specific information.

Deadlines/Hearings - The deadline/hearings option produces a screen that allows you to query the database by various means to search hearing and other scheduled deadlines. **This is not the official court calendar.**

Docket Report - The docket report option produces a screen that allows you to compile information on a specific case. You may select a date range for your docket report as well as a range of document numbers. If you leave range fields blank, the system will default to displaying the entire docket report. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your customized docket report and display it in a window.

Filers - The filer's option displays a list of parties, their role, and when they were added to the case. To view documents filed by a particular filer, click on the appropriate hyperlinked party name.

History/Documents - The history/documents option queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens a run query screen. 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.

Party - The party option displays a list of the case participants and the attorneys associated with them.

Related Transactions - The related transactions option shows documents related to each other.

Status - The court does not use this option.

View a Document - Allows the user to view a specific document without needing to view a docket sheet. The user must know the document number to use this option.

Frame 7-4 – [Person Query](#)

Case Status: Open Closed All

Last Name (Examples: Desoto, Des*t)

First Name

Middle Name

Type

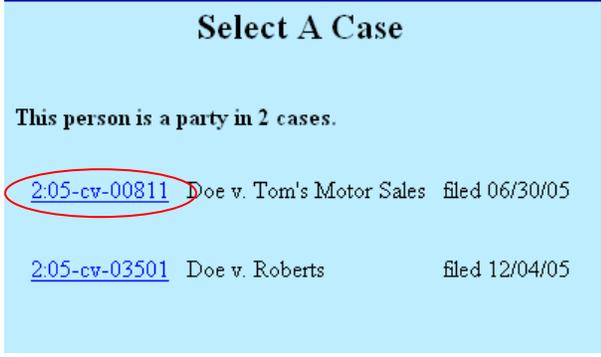
Person Query.

If you do not have a case number, but know the name of a **person** involved in the case, you can use the **Person Query**.

You may search by the **name of a party or attorney**.

Enter the **last name** of the person in the appropriate field and designate **type**, e.g., party, attorney, special mailing group.

Click **Run Query**.

<p>Frame 7-5 – Person Query - Select a Person</p> 	<p>Select a Person.</p> <p>If there is more than one person in the ECF database with the last name you are searching, they will display on the Select a Person screen.</p> <p>Locate the name of the person you want, and click on the name.</p>
<p>Frame 7-6 – Person Query – Select a Person - Select a Case</p> 	<p>Select a Case.</p> <p>The ECF system will display a list of all cases in which this person is a party or an attorney.</p> <p>To view more information about one of the listed cases, select a case by clicking the case number hyperlink to display the Query Options screen for that case.</p>
<p>Frame 7-7 – Person Query - Query Options screen</p> 	<p>Query Options screen.</p> <p>At the top of the window, ECF displays the case number, short-style, presiding judge, date that the initial pleading was filed and the date of the last filing was made in the case.</p> <p>See Frame 7-3 for detailed explanation.</p>

Frame 7-8 – Query by Date filed – Date entered along with Nature of Suit Query

Search Clues

Case Number (Examples: 99-500, 1:99cv500)

or search by

Case Status: Open Closed All

Filed Date 8/1/2006 to 12/31/2006

Last Entry Date to

Nature of Suit 0 (zero)
110 (Insurance)
120 (Contract: Marine)

or search by

Case Status: Open Closed All

Last Name (Examples: Desoto, Des*t)

First Name Middle Name

Type

Run Query Clear

Query by Date filed – Date entered along with Nature of Suit.

This query allows you to enter a **filed date** or **last entry date** for a document or a case.

Additionally, you can also select **Nature of Suit** codes as part of this query search.

In this example, we enter a **date range** of cases filed.

Frame 7-9 – Results of Query by Date filed

Case Number	Case Name	Filed Date
2:06-cr-00888	USA v. Jones	filed 10/04/06
2:06-cr-00888-1	Edward Jones	filed 10/04/06
2:06-cr-09500	USA v. Cowl	filed 12/27/06
2:06-cr-09500-1	Simon Cowl	filed 12/27/06
2:06-cr-88888	USA v. Defendant	filed 12/27/06

Results of Query by Date filed.

The query returns a **list of cases filed within the date range** we specified.

If you click on the case number **hyperlink**, ECF will open the Query Options Screen depicted in **Frame 7-7** on the previous page.

Chapter 8 Reports

Frame 8-1 - [The Report options](#)

The screenshot shows the ECF interface with a blue header. The 'Reports' section is highlighted in light blue. It contains several links: 'Docket Sheet', 'Criminal Reports' (with a sub-link 'Criminal Cases'), 'Civil Reports' (with sub-links 'Civil Cases' and 'Judgment Index'), and 'Civil and Criminal Reports' (with sub-links 'Calendar Events', 'Docket Activity', and 'Written Opinions'). An arrow points from the text on the right to the 'Criminal Reports' link.

The Report options.

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.

Note: If you select **Docket Sheet**, **Civil Cases**, **Judgment Index**, **Criminal Cases**, or **Docket Activity** from the main menu, ECF will prompt you to enter your PACER login and password. You will be charged the applicable PACER charges. You may view **Calendar Events** and **Written Opinions** without charge and without logging into PACER.

Frame 8-2 - [The Docket Sheet](#)

The screenshot shows the 'Docket Sheet' report form. It has a blue header with 'Civil', 'Criminal', 'Query', and 'Reports' menu items. The form includes: 'Case number' field with '07-120'; radio buttons for 'Filed' and 'Entered' with date range fields; 'Documents' field with date range; checkboxes for 'Include terminated parties', 'Include links to notices of electronic filing', 'Include list of parties and counsel', 'Include list of member cases', and 'Include PDF headers'; a 'Sort by' dropdown menu set to 'Oldest date first'; and 'Run Report' and 'Clear' buttons.

The Docket Sheet.

If you have not already logged in with your PACER information, ECF opens the PACER login screen. Enter your PACER login and password. Click the **[Login]** button.

The Docket Sheet report is the same as a **Docket Report** from the **Query** menu option discussed in Chapter 7.

Enter the case number in the “**Case Number**” field. Select parameters for the remainder of the data entry fields and click on **[Run Report]**.

- If you do not need a **complete** docket sheet, you can narrow the size by entering a specified date range or use **Query** and use the *View Document* option there.
- You can also include/exclude notices of electronic filing, terminated parties, non terminated parties and counsel, and lists of member cases by checking or un-checking the displayed check boxes.
- You can select to sort the docket report by oldest entries first or the most recent entries.

Frame 8-3 - [Civil cases report](#)

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: Bluefield, Charleston, Huntington
Case type: Civil, Grand Jury
Nature of suit: 0 (zero), 110 (Insurance)
Cause: 0 (No cause code entered), 02:0431 (02:431 Fed. Election...)
Case flags: 25AB, 25BB
Terminal digit(s): 2, 4, 7
Filed: 1/1/2007 to 2/28/2007
Sort by: Case Number
Output Format: Formatted Display, Data Only
Run Report, Clear

Civil cases report.

The [Civil Cases](#) report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, by cause code, nature of suit, case flags, or any combination thereof.

ECF will open a **PACER login screen**. Enter your PACER login and password. Click on the **[Login]** button. Note the warning regarding billing at the top of the screen.

Enter the range of case filing dates for your report and select any other search criteria you wish to narrow your search. If you enter a date range only, ECF will display all of the cases filed within your date range.

If you **leave all fields blank**, ECF will display a report for **all cases** opened in ECF.

In this example, we enter a date range for cases filed from 1/1/2007 through 2/28/2007 and click on the **[Run Report]** button.

Frame 8-4 - Sample Civil cases report

Case Number/ Title	Case Dates	Days Pending	Notes
2:05-cv-05001 Thomas et al v. The Insurance Company et al	Case filed: 01/03/2007	56	Cause: 28:2201 Declaratory Judgement NOS: 110 Insurance Office: Charleston Presider: Joseph R. Goodwin Jury demand: None
2:07-cv-00002 Plaintiff v. Defendant	Case filed: 02/27/2007	1	Cause: 02:431 Fed. Election Commission: Failure Enforce C NOS: 110 Insurance Office: Charleston Presider: Unassigned Jury demand: None Case flags: SEALED
2:07-cv-00003 Plaintiff v. Defendant	Case filed: 02/27/2007	1	Cause: 02:437 Federal Election Commission NOS: 110 Insurance Office: Charleston

Sample Civil cases report.

The report displays with the cases found.

There's a link to the docket report from this report.

At the end, there's a summary of the report selection criteria.

Remember, you are billed **PACER charges** for running this report. However, this may serve as a valuable research tool.

Note: These same five steps are used to run a Criminal Cases report, except for the initial step of choosing *Criminal Cases* on the Reports screen.

Frame 8-5 – Judgment Index Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Case number:
 Last name: First name: Middle name:
 Judgment date range: 1/2/1970 to 2/28/2007
 Sort by: Case number

Frame 8-6 – Judgment Index Report

United States District Court - Southern District of West Virginia
Report Period: 01/02/1970 - 02/28/2007

Case Number/Title	Judgment Description	Status
2:05-cv-00037 Doe v. Barnhart	<i>In favor of:</i> John Allen Doe <i>Against:</i> JoAnne Barnhart <i>Amount:</i> \$ 50.00 <i>Date:</i> 04/06/2005 <i>Document:</i> 35 <i>Interest:</i> 0.00% <i>Court Cost:</i> \$ 0.00	No Payment 04/06/2005
	<i>In favor of:</i> John Allen Doe <i>Against:</i> JoAnne Barnhart <i>Amount:</i> \$ 50.00 <i>Date:</i> 04/06/2005 <i>Document:</i> 36 <i>Interest:</i> 0.00% <i>Court Cost:</i> \$ 0.00	No Payment 04/06/2005
2:05-cv-01111 Injuredguy v. Dowrong	<i>In favor of:</i> Eima Verrie Injuredguy <i>Against:</i> Douglas Didntdowrong <i>Amount:</i> \$ 27.50 Judgment in favor of Plaintiff. <i>Date:</i> 04/29/2005 <i>Document:</i> 20 <i>Interest:</i> 6.90%	No Payment 04/29/2005

Judgment Index Report.

The Judgment Index report is a quick way to find judgments entered by the court, without having to search from case to case.

In this example, we have entered a judgment date range starting on 1/2/1970 and ending on 2/28/2007. No other search criteria are entered on the screen.

Click **Run Report**.

The **Judgment Index Report** displayed is organized by case number. (The case number is a hyperlink to the docket sheet).

The first column shows the case number and the short title of the case.

The second column shows who obtained the judgment and against whom it was obtained; the amount of the judgment; the date the judgment was entered; the interest rate and court costs, if any.

The third column is the status column, which will contain any payments made toward the amount of the judgment.

Frame 8-7 - Docket Activity Report (TWO VERSIONS)

Version 1 - Docket activity with an attorney logged onto ECF and selecting the Docket Activity Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Docket Activity Report PUBLIC ACCESS

Case number:

Only cases to which I am linked Open cases Closed cases

Office:

Case type:

Event category:

Case flags:

Filed between: and Summary text Full docket text

Sort by:

Version 2 - Docket activity with an attorney/user logging on with just a PACER account and selecting the Docket Activity Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Docket Activity Report PUBLIC ACCESS

Case number:

Open cases Closed cases

Office:

Case type:

Event category:

Case flags:

Filed between: and Summary text Full docket text

Sort by:

The Docket Activity Report

The [Docket Activity](#) report provides you with the flexibility to query the ECF database to view docket entry activity by **specific case** meeting selectable criteria, or by selectable criteria which may display numerous cases meeting the selection criteria. The selectable criteria for the [Docket Activity](#) report include:

- Open and/or Closed cases
- Office
- Case type
- Event Category (i.e. motion, answer, complaint, etc.)
- Case flag(s)
- Date range of activity filed
- Summary or full Docket text

Note 1: If you logged on to ECF and then to PACER to run the **Docket Activity Report**, you will see a **Check Box** with the box **pre-checked** to indicate that you want to see only cases that meet the selection criteria **and** with links to the filing attorney. You may **un-check the box** if you want to see **all cases** meeting the selection criteria.

Note 2: If you logged on **just** with your **PACER account**, and ran the **Docket Activity Report**, you will notice the check box referred to above is not present. Since you logged on just with PACER, ECF knows the PACER account is not tied to a specific attorney so it will not display the check box.

- If you have not already logged in with your PACER information, ECF opens the PACER login screen. Enter your PACER login and password. Click on the **[Login]** button
- Enter the range of case filing dates for your report and select any other search criteria you wish to narrow your search. If you enter a date range only, ECF will display all of the cases filed within your date range.
- If you leave all fields blank, ECF will display a report for all cases opened in ECF.

In this example, we enter a date range for cases filed from 1/1/07 through 2/28/07 and click on the **[Run Report]** button

Frame 8-8 - Sample docket Activity Report

Case Number/Title	Dates	Category/Event	Docketed by	Notes
2:06-cv-03066 Doe v. Casualty Insurance Company	Entered: 01/05/2007 15:38:00 Filed: 01/05/2007	Category: notice Event: Notice (Other) Document: 12	Administrator Type: crt	Cause: 28:1446 Notice of Removal NOS: P.I.: Other Office: Charleston Presider: Joseph R. Goodwin Jury demand: None
	Entered: 01/05/2007 15:43:24 Filed: 01/05/2007	Category: notice Event: Notice (Other) Document: 13	Administrator Type: crt	
	Entered: 01/05/2007 15:45:12 Filed: 01/05/2007	Category: notice Event: Notice (Other) Document: 14	Administrator Type: crt	
2:06-cv-03920 Doe v. Casualty Insurance	Entered: 01/24/2007	Category: answer Event: Answer To Complaint	B. Proctor Type: aty	Cause: 28:1446 Notice of Removal

The **Docket Activity Report** is displayed based upon the date and selection criteria you entered/selected.

The **Case number/title** is listed as a hyperlink to the docket sheet.

The **dates** column contains the filed and entry dates for the document within the date range of the report.

The **Category/Event** displays the type of document and the **document** number is a hyperlink to the document on the docket sheet.

The **Docketed by** column shows who docketed the event.

Finally, a **Notes** column is displayed showing miscellaneous information such as office, presiding judge, flags, etc.

Selection Criteria for Report

Case number	All
Only cases to which I am linked	No
Filed Date	1/1/2007 - 2/28/2007
Entered Date	All
Office	All
Nature of Suit	All
Cause	All
Case type	All
Case flags	All
Open Cases	No
Closed Cases	No
Event Category	All
Docket Text	summary
Sort by	case number
Total Number of Docket Entries: 25	

At the end of the **Docket Activity Report**, a summary of the selection criteria is displayed to indicate what parameters were used to select the report data.

Frame 8-9 - Written opinions report

Written opinions report

This report displays written opinions issued by judges.

The [Written Opinions Report](#) provides you with the flexibility to query the ECF database to obtain written opinion information by case number, party name, office, nature of suit, case type, cause codes, case flags, date range or any combination thereof.

For demonstration purposes, the only criteria entered were filed between dates of 2/15/2007 and 2/28/2007.

After entering the selection criteria you wish to search, click on the **[Run Report]** button

Frame 8-10 - Sample Written opinions report

Case Number & Name:	Date Filed:	Doc. #	Description:	Notes:
2:06-cr-00206	02/20/2007	36	ORDER as to Richard Lee Conner, directing counsel for each party to file a sentencing memorandum in this matter by 05/03/07; directing counsel to provide a copy of the same to opposing counsel and to the probation officer. Signed by Judge Joseph R. Goodwin on 2/20/2007. (cc: Judge, USA, USP, USM, counsel, def) (mkw)	Office: Charleston
5:04-cv-01304 Wilkes v. Anderson	02/20/2007	21	MEMORANDUM OPINION: the Court adopts the 13 Proposed Findings and Recommendation of Magistrate Judge VanDervort and dismisses Petitioner's Application for Writ of Habeas Corpus by a Person in State or Federal Custody. Signed by Judge Thomas E. Johnston on 2/20/2007. (cc: Petitioner, attys, USMJ VanDervort) (rie)	Office: Beckley Case Flags: Case Closed, Habeas Corpus, Law Clerk 3, Magistrate Judge VanDervort NOS: Habeas Corpus (General) Cause: 28:2241 Petition for Writ of Habeas Corpus (federal)
5:05-cv-00016 Sayre v. McBride	02/20/2007	34	MEMORANDUM OPINION: the Court adopts the 29 Proposed Findings and Recommendation of Magistrate Judge VanDervort and grants Defendant's 22 Motion for Summary Judgment. Signed by Judge Thomas E. Johnston on 2/20/2007. (cc: Petitioner, attys, USMJ VanDervort) (rie)	Office: Beckley Case Flags: Case Closed, Consolidated - Trial Case, Trial Clerk 2

Sample Written opinions report

The report is returned with the written opinions found.

There's a link to the docket sheet and the document from this report

This report is provided at no charge to the viewer.

Chapter 9 Utilities

The **Utilities** option provides a number of ECF and PACER related features. **The PACER related items are available but will not be described or illustrated in this manual.** Please refer to the PACER website, at <http://pacer.psc.uscourts.gov> for PACER information.

The Utility functions addressed in this section are Maintaining Your E-mail, Maintaining Your Password, Viewing Your Transaction Log and Mailings.

Maintaining Your E-mail

Frame 9-1 - The Utilities Menu

The Utilities Menu.

After you have logged in to ECF, click on Utilities on the **blue menu bar**, to display the Utilities screen.

Click on Maintain Your Account.

Frame 9-2- The Maintain User Account Screen (Person Information)

The Maintain User Account Screen (Person Information).

Make no changes to this screen.

This is your identity in the Attorney Database for this Court. If there is information that should be changed or corrected, please refer to the ECF contact list in Appendix 7 of this manual to call the appropriate staff person for help.

To Make Changes to Your E-mail.

To make changes to your main e-mail address or your secondary e-mail addresses, click **Email Information**.

Frame 9-3- Maintaining your Primary E-mail address

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Email Information for Test Attorney

Primary E-mail Address anyone@anywhere.com Format: HTML Delivery Method: Individual NEF Active: Yes In All My Cases: Yes Additional Options: Hide Options

Secondary E-mail Addresses
federaldocs@anywhere.com Format: HTML Delivery Method: Individual NEF Active: In All My Cases: Additional Options: Hide Options

Add Additional E-mail Address Return to Person Information Screen Clear

Email Information screen.

The **Primary E-mail Address** is the address that will display within the attorney's signature block on all documents **and** with the attorney's address information on the **front of all docket sheets** in which the attorney appears.

You may change your e-mail address at any time without the aid of the Clerk's Office. Remember, however, it is your responsibility to maintain a fully functioning e-mail address at all times.

Once you have made changes to your Primary E-Mail address, to put it into effect, you must click **Return to Person Information Screen** and click **Submit**.

Frame 9-4 Person Information screen

Initials DOB AO code

Civil ref style Criminal ref style

Date sworn Status

Email information... More user information...

Submit Clear

Select the Cases to be Updated.

The system will display all cases in which you are counsel of record. The choices on this screen are **Update All, Update None** and **individual case updates**. To update just certain cases in the list, hold down the **[Ctrl]** key and click on each case to highlight.

Once you have made your selections, click **Submit**.

Frame 9-5 Select the Cases to be Updated

*If you modified items other than the name fields (ex. mailing address field) cases that you select or ALL cases if you choose the *****Update All***** of cases listed. Click the question mark on the menu bar above for more info.*

*** Update All ***
*** Update None ***
:7-cv-1 Plaintiff v. Defendant
2:4-cv-1 Doe v. Smith
2:4-cv-4 Doe v. Smith
2:6-cv-6058 Douglas v. Hooterville
2:7-cv-3 Plaintiff v. Defendant
2:7-cv-13 Plaintiff v. Defendant

Submit Clear

Frame 9-6 – The Submitted Change Was Successful

ECF Civil • Criminal • Query • Reports

Updating person record...
Update Person Prid: 96963
The update was successful... prid 96963 - Test Attorney
The update was successful...

E-mail configuration:
Primary e-mail address: anyone1@anywhere.com
This e-mail address is currently **active**, and normally receives **individual NEFs** in **HTML** format for **all of your active cases**.
Secondary e-mail address: federaldocs@anywhere.com
This e-mail address is currently **active**, and normally receives **individual NEFs** in **HTML** format.

No user update requested

The Submitted Change Was Successful.

When the system has accepted the change you have made, **Frame 9-6** will display.

Frame 9-7- Adding/Removing a Secondary E-mail address

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
anyone@anywhere.com	HTML	Individual NEF	Yes	Yes	Hide Options
Secondary E-mail Addresses					
federaldocs@anywhere.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hide Options
<input type="text"/>					

The **Secondary E-mail Addresses** are e-mail addresses that will also receive NEFs in the registered attorney's cases. PACER will allow an attorney to add up to five secondary e-mail addresses.

To add a Secondary E-mail address, click **Add Additional E-mail Address**.

A blank field will appear above the **Add Additional E-mail Address** button, then **enter the new Secondary E-mail address in the blank**.

You may continue to add up to five additional e-mail addresses by again clicking the **Add Additional E-mail Address** button.

To remove E-mail addresses, simply delete the address in the field.

If incorrect e-mail addresses are entered into the secondary e-mail and the clerk's office receives bounced e-mails as a result, those accounts may be stricken from the ECF system by the Clerk or a designated representative

Note: If you want your secondary e-mail addresses to receive NEFs in all your cases, both active and closed, be sure to click both the checkboxes under Active and In All My Cases.

To activate the changes, click on **Return to Person Information Screen**, and repeat **Frames 9-4 and 9-5**.

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
anyone@anywhere.com	HTML	Individual NEF	Yes	Yes	Hide Options
Secondary E-mail Addresses					
federaldocs@anywhere.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hide Options
paralegal@anywhere.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options

Frame 9-8- The Additional Cases Field

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
anyone@anywhere.com	HTML	Individual NEF	Yes	Yes	Hide Options
Secondary E-mail Addresses					
federaldocs@anywhere.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options

The Additional Cases Field.

On the E-mail Information screen, there is a field called **Additional Options**. If you wish to receive NEFs for cases in which you are not counsel of record, you may do so by utilizing **Additional Cases**.

Click to highlight.

Frame 9-9

Email Information for Test Attorney

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
anyone1@anywhere.com	HTML	Individual NEF	Yes	Yes	Additional Cases

Show ▾ Additional Cases to Receive NEFs

- Show
- Add
- Remove

Secondary E-mail Addresses

federaldocs@anywhere.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options
--------------------------	------	----------------	-------------------------------------	--------------------------	--------------

The Additional Cases field (continued.)

Click on Add.

Frame 9-10

Primary E-mail Address	Format	Method	Active	My Cases	Additional Options
anyone1@anywhere.com	HTML	Individual NEF	Yes	Yes	Additional Cases

Add ▾ Additional Cases to Receive NEFs

Enter case number and click

Secondary E-mail Addresses

federaldocs@anywhere.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options
--------------------------	------	----------------	-------------------------------------	--------------------------	--------------

Enter case numbers of the cases you want to receive NEFs in.

Once you have entered the number, click Add to List.

Frame 9-11

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
anyone1@anywhere.com	HTML	Individual NEF	Yes	Yes	Additional Cases

Add ▾ Additional Cases to Receive NEFs

2:05-cv-09999 - Smith v. Doe

Enter case number and click

Secondary E-mail Addresses

federaldocs@anywhere.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options
--------------------------	------	----------------	-------------------------------------	--------------------------	--------------

The Additional Case to Receive NEFs will appear as displayed in Frame 9-11.

Repeat the process to add more cases.

When you no longer wish to receive NEFS in an additional case, choose Remove from the drop down list.

When you are finished, click Return to Person Information Screen, then Submit.

Frame 9-12

ECF Civil • Criminal • Query • Reports

Updating person record...
Update Person Prid: 96963

The update was successful... prid 96963 - Test Attorney

Participant records were not altered.

E-mail configuration:

Primary e-mail address: anyone1@anywhere.com
This e-mail address is currently active, and normally receives individual NEFs in HTML format for all of your active cases. You have indicated that this e-mail address should receive NEFs for the following specific or additional cases:
[2:05-cv-09999 Smith v. Doe](#)

Secondary e-mail address: federaldocs@anywhere.com
This e-mail address is currently active, and normally receives individual NEFs in HTML format.

No user update requested

Note: You must always click the Submit button for any changes to take place.

When the change has been made in the system, the update message will appear as in Frame 9-12.

<p>Frame 9-13 - Maintaining Your Password</p>  <p>Utilities</p> <p>Your Account</p> <ul style="list-style-type: none">Maintain Your AccountView Your Transaction LogChange Client CodeChange Your PACER LoginReview Billing HistoryShow PACER Account <p>Miscellaneous</p> <ul style="list-style-type: none">Legal Research ...Mailings...	<p>Maintaining Your Password.</p> <p>To change your password, click on Utilities on the blue main menu bar, then click Maintain Your Account.</p>
--	--

Frame 9-14

The Maintain User Account Screen

Make no changes to this screen.

This is your identity in the Attorney Database for this Court. If there is information that should be changed or corrected, refer to the contacts list in Appendix 7 at the end of this manual for the appropriate person to contact.

To Make Changes to Password

To make changes to your password, click **More User Information** at the bottom of this screen.

Frame 9-15 Changing Your Password

Changing your password.

There are two fields accessible on this screen.

NEVER CHANGE YOUR LOGIN!

You may change your password at any time and you should do so on a regular basis. Enter a password of up to eight characters. Passwords are case sensitive.

Frequently attorneys misplace their passwords. An attorney may call the Clerk's Office and say, "Can you tell me what my password is?" As you can see from the screen above, just like the attorney, we cannot see the password. We do have the ability to reset the password. Upon request of the attorney, we will reset the password and e-mail it to the attorney to whom it belongs.

Once you have made the change, click **Return to Account Screen**, then **Submit**.

You will receive an update message similar to the one in **Frame 9-12**, indicating the change to your password has been made.

Viewing Your Transaction Log

In Utilities you are able to View Your Transaction Log. This will show you what documents have been filed with your login and password for a specific period of time.

<p>Frame 9-16 View Your Transaction Log</p>	<p>View Your Transaction Log</p> <p>When you click on the View Your Transaction Log link, the View Your Transaction date screen is displayed.</p> <p>Whatever beginning and ending date range you enter, ECF will display a report of ALL the transactions performed between the dates you entered.</p> <p>After entering the date range for beginning and ending dates, click on the [Run Report] button.</p>																																																								
<p>Frame 9-16 Sample Transaction Log</p> <table border="1"> <thead> <tr> <th colspan="4">Transaction Log</th> </tr> <tr> <th colspan="4">Report Period: 11/08/2006 - 03/08/2007</th> </tr> <tr> <th>Id</th> <th>Date</th> <th>Case Number</th> <th>Text</th> </tr> </thead> <tbody> <tr> <td>2127</td> <td>11/28/2006 15:33:07</td> <td>2-06-av-99999</td> <td>COMPLAINT John Doe v. UnumProvident Corporation. Filing Fee \$350.00 (Attachments: # (1) Civil Cover Sheet) (Attorney, Test)</td> </tr> <tr> <td>2652</td> <td>01/19/2007 16:47:43</td> <td>2-06-cv-6058</td> <td>ANSWER TO COMPLAINT. by Hooterville Manufacturing (Attorney, Test)</td> </tr> <tr> <td>2653</td> <td>01/19/2007 16:57:43</td> <td></td> <td>Updated person record: Test Attorney Prid: 96963</td> </tr> <tr> <td>2709</td> <td>01/26/2007 11:29:03</td> <td>0-07-cv-1</td> <td>MOTION by Plaintiff to Amend. (Attorney, Test)</td> </tr> <tr> <td>2717</td> <td>01/26/2007 11:58:30</td> <td>2-07-cv-3</td> <td>NOTICE by Plaintiff. (Attorney, Test)</td> </tr> <tr> <td>2786</td> <td>01/29/2007 23:14:51</td> <td>0-07-cv-1</td> <td>PETITION by Plaintiff to Amend [1] Complaint. (Attorney, Test)</td> </tr> <tr> <td>2787</td> <td>01/29/2007 23:24:27</td> <td>0-07-cv-1</td> <td>SUPPLEMENTAL MOTION on behalf of Plaintiff to appear Pro Hac Vice.</td> </tr> <tr> <td>2789</td> <td>01/29/2007 23:25:07</td> <td>0-07-cv-1</td> <td>NOTICE by Plaintiff. (Attorney, Test)</td> </tr> <tr> <td>2874</td> <td>02/28/2007 14:21:45</td> <td>2-06-cv-6058</td> <td>MOTION by Hooterville Manufacturing to Compel Answers to Interrogator Exhibits A through J (Attorney, Test)</td> </tr> <tr> <td>2896</td> <td>03/08/2007 08:15:03</td> <td></td> <td>Updated person record: Test Attorney Prid: 96963</td> </tr> <tr> <td>2897</td> <td>03/08/2007 08:55:17</td> <td></td> <td>Updated person record: Test Attorney Prid: 96963</td> </tr> </tbody> </table> <p>Total Number of Transactions: 11</p>	Transaction Log				Report Period: 11/08/2006 - 03/08/2007				Id	Date	Case Number	Text	2127	11/28/2006 15:33:07	2-06-av-99999	COMPLAINT John Doe v. UnumProvident Corporation. Filing Fee \$350.00 (Attachments: # (1) Civil Cover Sheet) (Attorney, Test)	2652	01/19/2007 16:47:43	2-06-cv-6058	ANSWER TO COMPLAINT. by Hooterville Manufacturing (Attorney, Test)	2653	01/19/2007 16:57:43		Updated person record: Test Attorney Prid: 96963	2709	01/26/2007 11:29:03	0-07-cv-1	MOTION by Plaintiff to Amend. (Attorney, Test)	2717	01/26/2007 11:58:30	2-07-cv-3	NOTICE by Plaintiff. (Attorney, Test)	2786	01/29/2007 23:14:51	0-07-cv-1	PETITION by Plaintiff to Amend [1] Complaint. (Attorney, Test)	2787	01/29/2007 23:24:27	0-07-cv-1	SUPPLEMENTAL MOTION on behalf of Plaintiff to appear Pro Hac Vice.	2789	01/29/2007 23:25:07	0-07-cv-1	NOTICE by Plaintiff. (Attorney, Test)	2874	02/28/2007 14:21:45	2-06-cv-6058	MOTION by Hooterville Manufacturing to Compel Answers to Interrogator Exhibits A through J (Attorney, Test)	2896	03/08/2007 08:15:03		Updated person record: Test Attorney Prid: 96963	2897	03/08/2007 08:55:17		Updated person record: Test Attorney Prid: 96963	<p>Sample Transaction Log</p> <p>The Transaction Log is returned with a list of activity.</p> <p>This is helpful in reviewing the following:</p> <ul style="list-style-type: none"> • Work you have done. • Determining if you docketed in the wrong case. • Review for unauthorized activity. <p>This Transaction Log is provided at no charge to the viewer.</p>
Transaction Log																																																									
Report Period: 11/08/2006 - 03/08/2007																																																									
Id	Date	Case Number	Text																																																						
2127	11/28/2006 15:33:07	2-06-av-99999	COMPLAINT John Doe v. UnumProvident Corporation. Filing Fee \$350.00 (Attachments: # (1) Civil Cover Sheet) (Attorney, Test)																																																						
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2897	03/08/2007 08:55:17		Updated person record: Test Attorney Prid: 96963																																																						

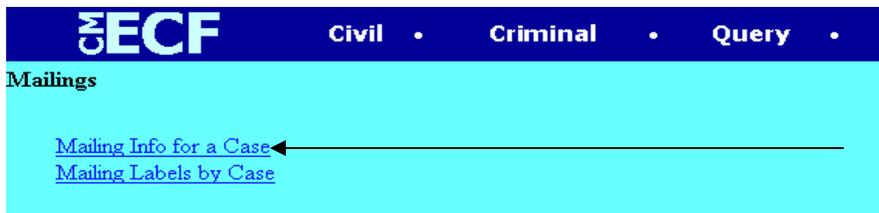
Frame 9-17 - [Mailings](#)



Mailings.

When you click on the [Mailings](#) link, Mailings sub-menu is displayed.

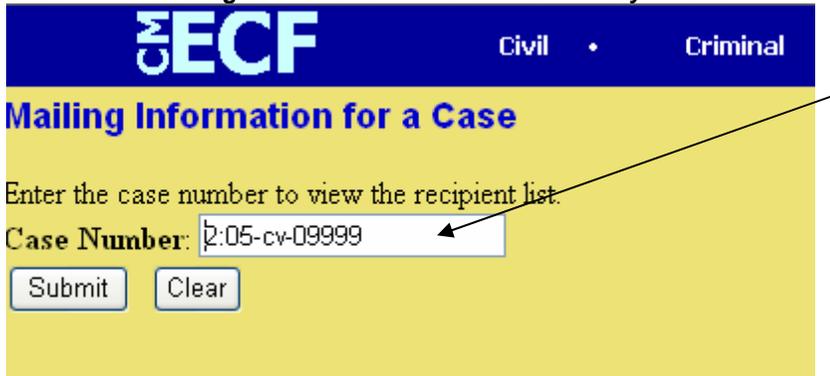
Frame 9-18 - Mailing information sub-menu



Mailing information sub-menu.

The Mailing sub-menu has options displayed as well. Click on the “**Mailing Info for a Case**” link.

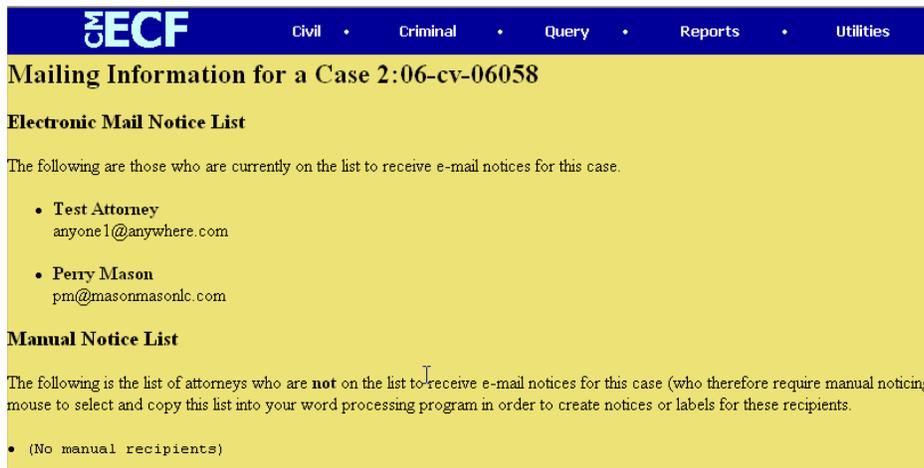
Frame 9-19- Mailing info for a case - Case number entry screen



Enter the case number on which you want mailing information.

After entering the case number, click on the **[Submit]** button.

Frame 9-20 - Mailing info for a case display



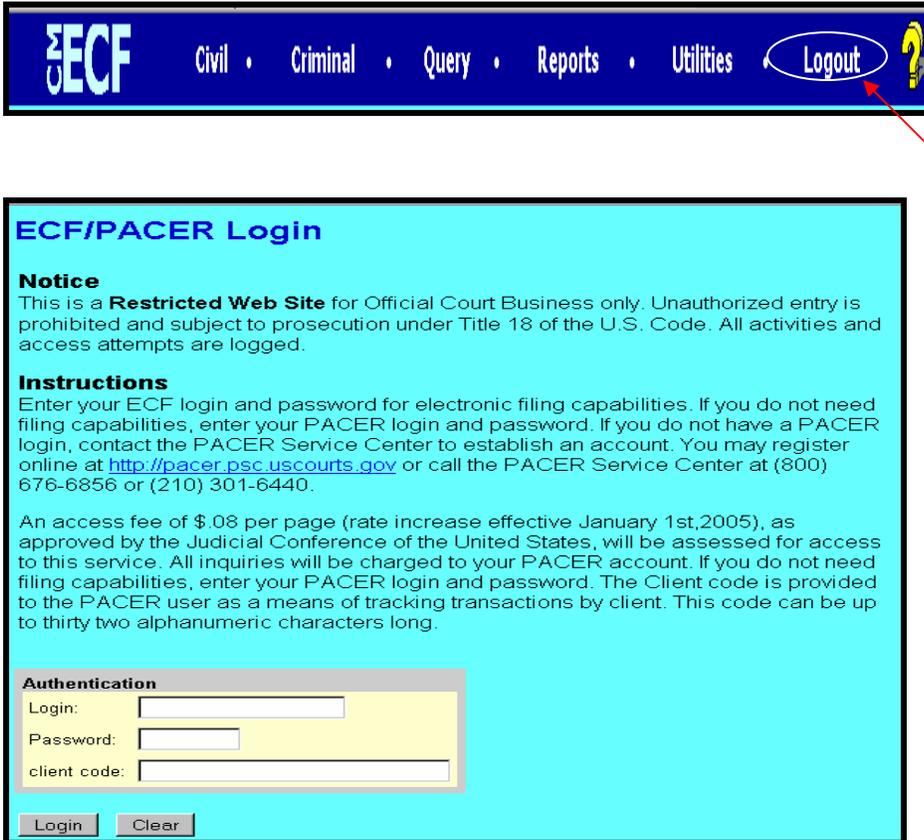
ECF returns a display of how ECF will “notice” the parties in the specified case.

In this example, the attorneys have e-mail address and will be noticed electronically by e-mail.

If there were “manual” recipients listed, their names and addresses would be displayed here. In this example, there are no “manual” recipients.

You can highlight the text here and copy into your Certificate of Service.

Frame 9-21 - ECF Logout



ECF Logout.

After you have completed all of your transactions for a particular session in ECF, you should log out of the system. Click on the **Logout** function from the ECF *Blue* menu bar.

ECF will log you out of the system and return you to the ECF login screen.

It's important to use the **Logout** option as it terminates the cookie that was created for your ECF session.

If you don't Logout properly, the next time you try to log on, you will get a **Warning** display as shown.

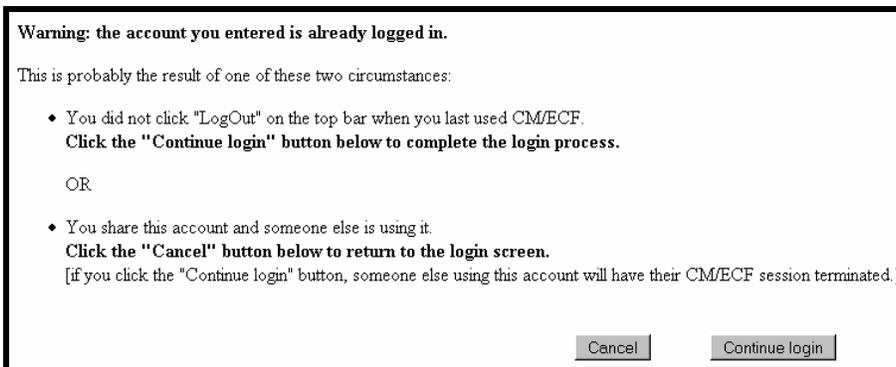
The "**warning**" message is to warn you that ECF thinks you are still logged on **or** someone else is logged on as you.

If you click on the **[Continue Login]** button, ECF will continue to log you on.

However, if someone else is actually logged on with this login, you will terminate their session.

To avoid getting the "**warning**" display, use the **Logout** option to actually log out of ECF.

Frame 9-22 - ECF Login warning screen



[Appendix 1](#)
[ECF Seven Basic Steps](#)

Seven Basic Steps for Filing a Civil/Criminal Document in ECF

1. Select the Type of Document to File
2. Identify the Case for Which the Document is Being Filed
3. Designate the Party for Whom the Document is Being Filed
4. Specify the PDF Document to File
5. Additional ECF Information
6. Submit the Document to ECF
8. Receive the Notice of Electronic Filing

Appendix 2 Ten Most Common Filing Errors

1. Login used and document signature do not match.

If you are not counsel of record in the case, you should not be filing documents in the case. This will lead the court to believe that you are appearing as counsel.

2. The signature block is incomplete.

Regardless of the document, anytime an attorney's electronic signature is used, the entire signature block should appear just as directed in the Administrative Procedures for Electronic Filing:

s/ Judith Attorney
Judith Attorney Bar Number: 12345
Attorney for (Plaintiff/Defendant)
ABC Law Firm
123 South Street
Charleston, WV 25301
Telephone: (304) 123-4567
Fax: (304) 123-6789
E-mail: judith_attorney@law.com

3. Only one party chosen as filer in jointly filed documents.

When filing a Joint Motion or a Stipulation, the attorney must choose as the filers his or her own client, as well as the other parties who are joining in the filing of the document. Hold down the Control key to highlight all, and navigate *past* the screen that asks if you want to associate with the party for whom you are filing.

4. Repeating language in text boxes.

When filing a certificate of service for discovery, a text box displays to allow for the entry of the name of the discovery document(s) served. Attorneys will often put in the text box "certificate of service." The final text then reads "Certificate of Service by John Doe for Certificate of Service."

Appendix 2

Ten Most Common Filing Errors (continued)

5. Using abbreviations and UPPER CASE FONT.

Do not use abbreviations or UPPER CASE font when entering information in text boxes.

March 1, 2007 should be written out or, if you prefer, use 3/1/07. DO NOT use Mar 1 or 1 Mar.

If you enter "PLAINTIFF'S INTERROGATORIES" in a certificate of service text box, it may appear in the text of the docket sheet as "PLAINTIFF?S."

6. Use incorrect language and descriptions in Certificate of Service for discovery or Rule 26 documents.

See Frame 5-55 of this manual for correct language.

7. Filing memoranda as attachments to motions.

A motion and its supporting memorandum are **two separate document events**. File the motion first and file the memorandum second, linking it to the motion during the filing process.

8. Failing to select the correct event.

Use the CM/ECF Event Keyword Search on the website to determine the category and event type for the document.

9. Unchecking a "Notice" checkbox on the attorney/party association screen.

Never, under any circumstances whatsoever, clear a "Notice" checkbox. If you do, you will never receive another NEF in that case. Further, it may be months before anyone realizes it. Again – NEVER UNCHECK A NOTICE BOX.

10. Filing the wrong PDF document.

Always review the document during the filing process. **Remember** – if you file the wrong document, everyone in the case will know it as soon as they open their NEF. If this occurs, contact the clerk's office as soon as possible for appropriate instructions.

Appendix 3 Attorney ECF Checklist

ATTORNEY ECF CHECKLIST

PREPARING THE DOCUMENT - Please make sure:

- The document has a full signature block
- Any memorandum supporting or opposing a motion is filed as a separate document.
- Exhibits are prepared as attachments to motions (**not** attachments to memoranda in support) or
- Exhibits are filed as stand-alone documents and linked to the document they support.
- The certificate of service is a part of the main document (or is an attachment) except for discovery certificates of service.
- The certificate of service language is correct, including the filing date.

CREATING THE PDF DOCUMENT - Please make sure:

- A document created using a word processing application is converted to PDF format instead of printed and scanned to PDF for text searchability.
- Each PDF file is no more than 2MB in size.
- Each PDF file is formatted properly and is legible with no missing pages. All pages are in order and right side up.
- To combine small groups of exhibits into one PDF so long as the resulting file is not more than 2MB.
- A proposed order is a separate PDF, filed as an attachment to the subject motion.

ELECTRONICALLY FILING THE DOCUMENT - Please make sure:

- The name of the attorney logged into ECF matches the attorney's name on the signature line.
- The correct case number is entered and the court heading is verified as correct.
- The most accurate or appropriate event is chosen to describe the document from the menus provided (when in doubt, call the Clerk's Office).
- If the name of your party(ies) appears on the party screen in more than one role, (i.e., John Doe, defendant; John Doe, third-party plaintiff) select the name only once. Choose the capacity in which you are filing at the time.
- If asked to create an association between the attorney and party, do so whenever appropriate. NOTE: "Lead" is optional; **never** remove the check from the "Notice" box.
- If filing a joint document, all parties joining in the motion should be selected as the filers (hold Control key and highlight each filer name.)
- If filing a notice of appearance, a separate notice of appearance is filed for each attorney, using each attorney's personal ECF login and password.
- If filing a multi-part motion, all the appropriate reliefs are selected (hold Control key and highlight each relief).

- When filing a motion for leave to file a document, the subject document is filed as an attachment to the motion - not as a separate entry.
- When an optional text box appears, you may use it to further describe your pleading.
- Not to use CM/ECF to serve discovery documents or Rule 26 disclosures.

Revised 12/1/2006 **Appendix 4**
Rule 26 and Discovery Chart

WHAT IS THE DOCUMENT?	WHERE IS IT FILED?	WHAT IS FILED?
Notice to Take Deposition	<i>Other Filings></i> <i>Notices></i> <i>Notice to Take Deposition</i>	<u>Entire document</u> with certificate of service.
Rule 26(f) Report of Planning Meeting	<i>Other Filings></i> <i>Rule 26 Disclosures></i> <i>Rule 26(f) Report of Planning Meeting</i>	<u>Entire document</u> with certificate of service.
Rule 26(a)(1) Initial Disclosures	<i>Other Filings></i> <i>Rule 26 Disclosures></i> <i>Certificate of Service for Rule 26(a)(1) Initial Disclosures</i>	Certificate of Service indicating what was served and upon whom.
Rule 26(a)(2) Expert Testimony Disclosures	<i>Other Filings></i> <i>Rule 26 Disclosures></i> <i>Certificate of Service for Rule 26(1)(2) Expert Testimony Disclosures</i>	Certificate of Service indicating what was served and upon whom.
Deposition Transcripts, Interrogatories, Requests for Production of Documents, Requests to Permit Entry Upon Land and Requests for Admissions	<i>Other Filings></i> <i>Other Documents></i> <i>Certificate of Service</i>	Certificate of Service indicating what was served and upon whom.
Rule 26(a)(3) <u>Pretrial</u> Disclosures	<i>Other Filings></i> <i>Rule 26 Disclosures></i> <i>Certificate of Service for Rule 26(a)(3) Pretrial Disclosures</i>	Certificate of Service indicating what was served and upon whom ¹ .
Supplemental Rule 26 Disclosures (to supplement any of the above-listed disclosures) ²	<i>Other Filings></i> <i>Rule 26 Disclosures></i> <i>Certificate of Service for Rule 26 Supplemental Disclosures</i>	Certificate of Service indicating what was served and upon whom.

¹Per L.R. 16.7(b)(1), the actual documents are to be filed as part of the proposed pretrial order.

² A text box will allow you to type in which disclosures are being supplemented, *i.e.*, "Rule 26(a)(2) Expert Testimony Disclosures."

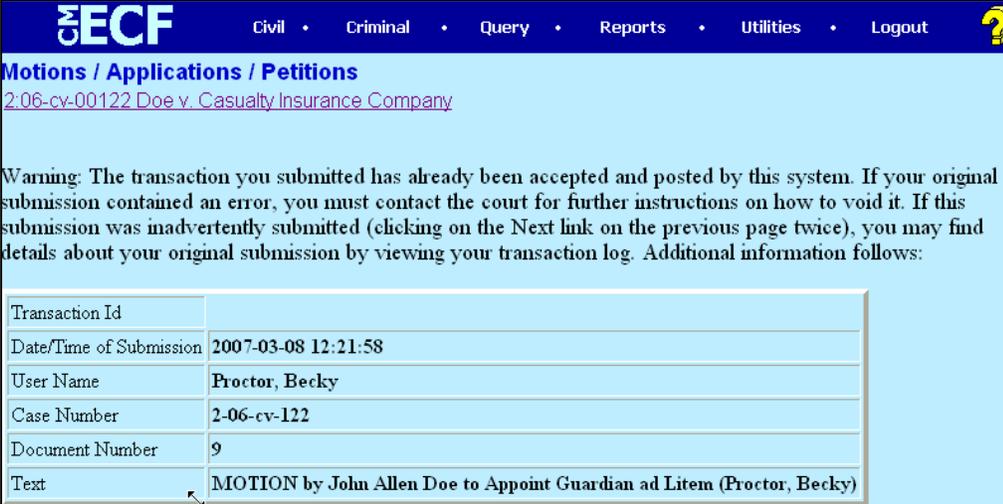
[Appendix 5](#) [Moves to Avoid](#)

Moves to Avoid

1. Don't double click. Single clicks only, please.
2. Don't use the back browser button or you will get a "page expired" message. Start over at the main menu bar by clicking on Civil or Criminal.
3. Don't try to "back out" of the system. See item 2.
4. Don't try to electronically file a document in any court without first having reviewed their Administrative Procedures for Electronic Filing, their User's Manual and their Local Rules.

Question: *Why did I get the screen below?*

Frame – Appendix –5-1



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Motions / Applications / Petitions" and the case name is "2:06-cv-00122 Doe v. Casualty Insurance Company". A warning message states: "Warning: The transaction you submitted has already been accepted and posted by this system. If your original submission contained an error, you must contact the court for further instructions on how to void it. If this submission was inadvertently submitted (clicking on the Next link on the previous page twice), you may find details about your original submission by viewing your transaction log. Additional information follows:". Below the warning is a table with the following data:

Transaction Id	
Date/Time of Submission	2007-03-08 12:21:58
User Name	Proctor, Becky
Case Number	2-06-cv-122
Document Number	9
Text	MOTION by John Allen Doe to Appoint Guardian ad Litem (Proctor, Becky)

Answer: *The screen above may appear in either of two circumstances:*

- 1) *You double-clicked on the Final Text screen. That move will prevent you from ever seeing an NEF for this document; or*
- 2) *You viewed the NEF, clicked the back browser button, and then either clicked the forward browser button or clicked [Next] again from the Final Text screen.*

Either way, ECF thinks you are trying to file a document that has already been accepted by the system.

Appendix 5 Moves to Avoid (continued)

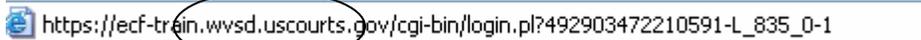
Question: Why does ECF keep telling me my case is not valid?

Frame – Appendix –5-2

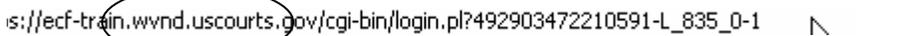


Answer: Check to make sure you entered the case number correctly. If your case number is correct, check to make sure you selected "Civil" or "Criminal" for the type of case in which you are filing.

If that does not work, make sure you are in the correct court. Look in the address field on your browser:

A screenshot of a browser address bar. The URL is "https://ecf-train.wvsd.uscourts.gov/cgi-bin/login.pl?492903472210591-L_835_0-1". The text "wvsd.uscourts.gov" is circled in red. An arrow points from the text below to this circled text.

The text indicated above shows you are in U.S. District Court for the Southern District of West Virginia.

A screenshot of a browser address bar. The URL is "https://ecf-train.wvnd.uscourts.gov/cgi-bin/login.pl?492903472210591-L_835_0-1". The text "wvnd.uscourts.gov" is circled in red.

The text indicated above shows you are in U.S. District Court for the Northern District of West Virginia.

Bankruptcy courts display as wvsb.uscourts.gov.

Appendix 5 **Moves to Avoid (continued)**

Question: *I am filing a document for someone who is not in the case. How do I do that?*

Answer: *Only court personnel have access to add parties to a case already on the docket. Refer to Appendix 7 at the end of this manual for the contact person you should call anytime between 8 a.m. and 5 p.m., Monday through Friday, for help.*

Appendix 6 ECF Event Search

Frame Appendix 6-1

ECF Civil • Criminal

Civil Events

Initial Pleadings and Service
[CV- Complaints and Other Initiating Documents](#)
[Service of Process](#)

Answers
[Answers to Complaints](#)
[Amended and Other Answers](#)

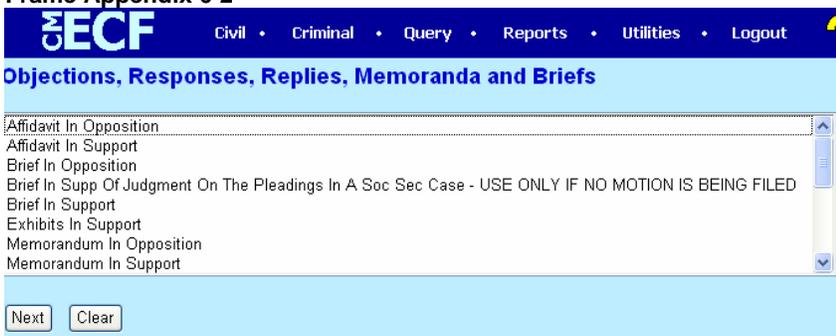
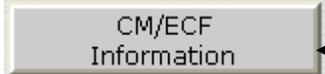
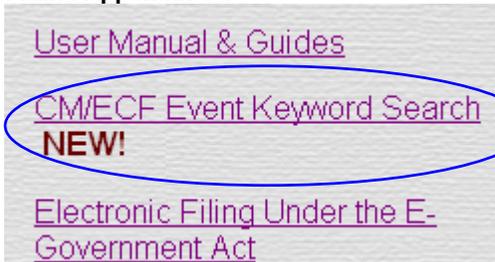
Motions and Related Filings
[Motions / Applications / Petitions](#)
[Objections, Responses, Replies, Memoranda and Briefs](#)

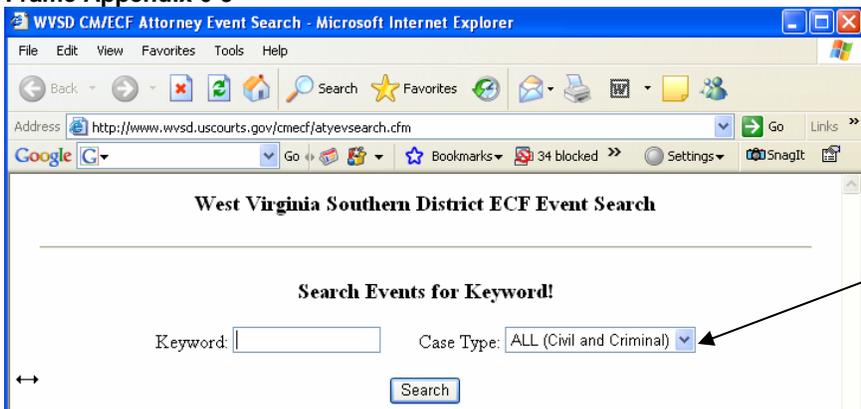
Other Filings
[ADR Documents](#)
[Notices](#)
[Rule 26 Documents](#)
[Trial Documents](#)
[Civil Appeal Documents](#)
[Bankruptcy Appeal Documents](#)
[Other Documents](#)
[Pre- and Post Judgment Documents](#)
[Restricted Access or Sealed Documents](#)

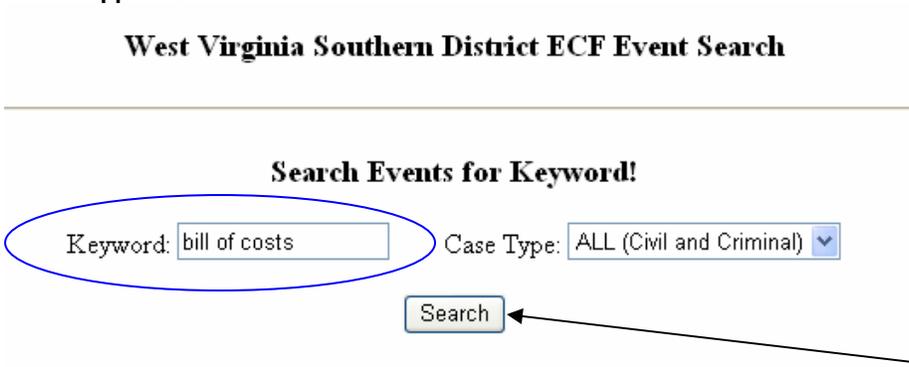
The **Civil** and **Criminal Events** pages are organized in **categories** and **subcategories**.

From time to time the clerk's office may change the location of events, or add or delete events in the subcategories to better meet the needs of the court and the bar.

When filing a document, the filer can manually click on each subcategory to search for an event, as shown in **Frame Appendix 6-2**.

<p>Frame Appendix 6-2</p>  <p>The screenshot shows the ECF application interface with a menu of options. A scroll bar on the right side of the menu is highlighted with a blue arrow pointing to it.</p>	<p>When viewing the subcategories, manually, use the scroll bar to review all events located in the list.</p> <p>The alternative method is to use the Keyword Search.</p>
<p>Frame Appendix 6-3</p>  <p>A rectangular button labeled "CM/ECF Information" is shown.</p>	<p>The Keyword Search is located on the home page: www.wvsd.uscourts.gov.</p> <p>Click the CM/ECF Information button.</p>
<p>Frame Appendix 6-4</p>  <p>The screenshot shows a menu with several links. The link "CM/ECF Event Keyword Search NEW!" is circled in blue.</p>	<p>Choose CM/ECF Event Keyword Search.</p>

<p>Frame Appendix 6-5</p>  <p>The screenshot shows a web browser window displaying the "West Virginia Southern District ECF Event Search" page. The "Case Type" dropdown menu is highlighted with a blue arrow.</p>	<p>When the Keyword Search screen is displayed in Frame Appendix 7-5.</p> <p>The event search permits you to simultaneously search both Civil and Criminal events, or you may choose to search only Civil or only Criminal.</p>
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<p>Frame Appendix 6-6</p>  <p>The screenshot shows a close-up of the search form. The text "bill of costs" is entered in the "Keyword" field, and the "Search" button is highlighted with a blue arrow.</p>	<p>Enter the type of document you want to file in the Keyword field.</p> <p>If you do not specify a case type, the search will default to ALL.</p> <p>Click [Search].</p>
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Frame Appendix 6-7

West Virginia Southern District ECF Event Search

Search Events for Keyword!

Keyword: Case Type:

Keyword searched: **bill of costs**

Case Type searched: **Civil and Criminal**

[\(Print Search List\)](#)

(Follow Path of Links)

[Civil](#) > [Other Filings](#) > [Pre- and Post Judgment Documents](#) > [Bill of costs](#)
[Civil](#) > [Other Filings](#) > [Pre- and Post Judgment Documents](#) > [Bill of costs](#) Objection

The search results are displayed in **Frame Appendix 6-7**

The **first column** displays the type of case, the **second**, the document category, the **third** the subcategory, and the **fourth** is ECF event.

The search reveals that the **Bill of Costs** is only found in **Civil** events and is located under the **Other Filings** category and in the **Pre- and Post-Judgment Documents** subcategory.

To Print the Keyword Search results, click **Print Search List.**

[Appendix 7](#)
[ECF Contacts List](#)

For questions regarding filing or to report an error in filing, call:

Susan Howie at 304/347-3040
Becky Proctor at 304/347-3044 or
Rowena Stiltner at 304/347-3047

*For questions regarding training or for information regarding logins
and passwords, call*

Becky Proctor at 304/347-3044 or
Gloria Bailey at 304/347-3051

For technical support, call

Mike Kinder at 304/347-3023 or
Kristin Booth at 304/347-3025

*For questions or comments regarding overall CM/ECF operations,
call*

Terry Deppner, Clerk of Court, at 304/347-3055