



**CM/ECF
CASE MANAGEMENT
ELECTRONIC CASE FILES**

Attorney User Manual

(11/17/2008)

Table of Contents

PREFACE	4
GETTING STARTED	5
INTRODUCTION	5
DEFINITIONS	5
HARDWARE AND SOFTWARE REQUIREMENTS	6
REGISTRATION	7
ECF REGISTRATION	7
PACER REGISTRATION	7
PACER FEES	8
ECF SYSTEM.....	9
ECF SYSTEM CAPABILITIES.....	9
ELECTRONIC FILING	9
SERVICE OF DOCUMENTS BY ELECTRONIC MEANS	9
SPECIAL FILING REQUIREMENTS AND EXCEPTIONS	10
<i>Signatures.....</i>	11
<i>Documents Filed in Error</i>	12
<i>Technical Failures</i>	12
PUBLIC ACCESS	13
PRIVACY	13
SEALED DOCUMENTS.....	14
TRANSCRIPTS.....	15
PORTABLE DOCUMENT FORMAT (PDF).....	16
HOW TO CONVERT DOCUMENTS TO PDF FORMAT	16
<i>For WordPerfect</i>	16
<i>For Microsoft Word</i>	17
<i>Other word processing programs.....</i>	17
HOW TO VIEW A PDF FILE USING ADOBE ACROBAT VIEWER	17
ECF TRAINING.....	18
HELP DESK	18
A STEP-BY-STEP GUIDE	19
USER INTERACTIONS	19
CONVENTIONS USED IN THIS MANUAL.....	19
HOW TO ACCESS THE SYSTEM	19
LOGGING IN	20
SELECTING ECF FEATURES	21
GENERAL RULES.....	23
FILING DOCUMENTS IN ECF	24
<i>Select the Case Type.....</i>	24
<i>Select the Type of Document to File.....</i>	25
<i>Enter the Case Number</i>	26
<i>Select the Defendant (in criminal cases only)</i>	28
<i>Select the Party(s) Filing the Document</i>	28
<i>Select the PDF Document to be Filed.....</i>	29
Failure to Select a Document to File.....	32
<i>Attachments and Exhibits</i>	33
<i>Modify Docket Text</i>	37

<i>Submit the Document</i>	38
<i>Notification of Electronic Filing (NEF)</i>	39
<i>Mail Paper Copies of Pleading to any Non-Registered Party</i>	40
CERTIFICATE OF SERVICE	41
ADD/CREATE A NEW PARTY	42
LINKING DOCUMENTS (REFER TO EXISTING EVENT)	44
ATTORNEY/PARTY ASSOCIATION	45
QUERY FEATURE	46
ATTORNEY	47
DEADLINE/HEARING	48
DOCKET REPORT	49
HISTORY/DOCUMENTS	52
REPORTS FEATURE	53
DOCKET SHEET	53
CIVIL CASES REPORT	54
CRIMINAL CASES REPORT	55
UTILITIES FEATURE	56
YOUR ACCOUNT	57
VIEW YOUR TRANSACTION LOG	61
MISCELLANEOUS	62
<i>Legal Research</i>	62
<i>Mailings</i>	62
<i>Verify a Document</i>	62
SEARCH FEATURE	63
LOGOUT FEATURE	64
FORM A – SAMPLE CERTIFICATE OF SERVICE	65

PREFACE

Effective January 1, 2005, all documents submitted for filing in civil and criminal cases commenced on or after January 1, 2005, except those documents specifically exempted, shall be maintained electronically using the Electronic Case Filing System (ECF).

The Clerk's Office will not maintain a paper court file in any civil or criminal case commenced after January 1, 2006, except as provided in the Administrative Procedures for Electronic Case Filing. The official court record shall be the electronic file maintained on the Court's servers together with any paper attachments and exhibits filed in accordance with those procedures.

Effective October 2, 2006, documents submitted for filing in civil and criminal cases, except those documents specifically exempted the Administrative Procedures for Electronic Case Filing, may be filed either in paper form, electronically using the Electronic Case Filing System (ECF) or on a properly labeled 3.5" floppy or compact disk in portable document format (PDF).

All documents filed by electronic means must comply with technical standards, if any, established by the Judicial Conference of the United States or by this Court.

Counsel who have registered on the ECF system will receive an electronic notification of filing (NEF) for all filings (excluding sealed documents), including filings made in cases filed prior to 2005.

GETTING STARTED

Introduction

This manual provides procedures and instructions for using the Electronic Case Files (ECF) system to file documents with the Court or to view and retrieve docket sheets and documents for all civil, criminal and miscellaneous cases in the system. A Filing User should have a working knowledge of an ECF-compatible web browser and Adobe Acrobat or equivalent software for creating and reading Portable Document Files (PDF).

Definitions

- A. “Electronic Filing” is the process of uploading a document from the registered user’s computer, using the court’s Internet-based Electronic Case Files (ECF) system to file the document in the court’s case file. The ECF system only accepts documents in a portable document format (PDF). Although there are two types of PDF documents – electronically converted PDF’s and scanned imaged, **only electronically converted PDF’s may be filed with the court using the ECF System**, unless otherwise authorized by local rule or order.
- B. “Filing User” is an individual who has a court-issued login and password to file documents electronically.
- C. “Notice of Electronic Filing” is a notice automatically generated by the Electronic Filing System at the time a document is filed with the system, setting forth the time of filing, the name of the party and attorney filing the document, the type of document, the text of the docket entry, the name of the party and/or attorney receiving the notice, and electronic links (hyperlinks) to the filed document and the docket report.
- D. “PACER” (Public Access to Court Electronic Records) is an automated system that allows an individual to view, print and download court docket information over the Internet.
- E. “PDF” refers to Portable Document Format. There are two types of PDF documents:
 - *ELECTRONICALLY CONVERTED* PDF documents, which are created from word processing documents (MS Word, WordPerfect, etc) using Adobe Acrobat or similar software and,
 - *SCANNED IMAGE* PDF documents, which are produced using an optical scanner.

Electronically converted PDF documents are text searchable and their file size is small. Scanned image PDF documents are created from paper documents run through an optical scanner. Scanned image PDF’s are not searchable and have a large file size.

Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- A personal computer running a standard platform such as Windows or Macintosh.
- Internet access.
- ECF/PACER has been tested and works correctly with Internet Explorer 6.0/7.0 and Mozilla Firefox 1.5/2.0 NOTE: Netscape Navigator is no longer supported for use with CM/ECF or PACER.
- Software to convert documents from a word processor format to portable document format (PDF). Many new word processing software packages such as MS Word and WordPerfect allow for the creation of PDF documents.

A scanner is helpful, but not necessary, when filing electronically. Use a scanner ONLY if you cannot electronically prepare your documents with a word processing software package and convert them to PDF format. When scanning documents for ECF, scan at a resolution of 200 to 250 dpi. All documents should be scanned with a "black and white" setting.

REGISTRATION

An attorney must register with both PACER and ECF in order to be a Filing User and use other features of CM/ECF.

ECF Registration

Attorneys admitted to the bar of this court, including visiting attorneys, shall register as filing users of the court's ECF system prior to filing any pleadings. Registration shall be on an [ECF Registration Form](#), a copy of which is available on the Court's [website](#).

Completed registration forms should be mailed to:

Clerk, U.S. District Court
Attn: ECF Registration
P.O. Box 945
Burlington, VT 05402-0945

Once an account has been established, your log-in and password will be sent to you by the Clerk's Office via e-mail.

A non-prisoner who is a party to a civil action and who is not represented by an attorney may register as a filing user in the ECF system. If during the course of the action the person retains an attorney who appears on the person's behalf, the Clerk's Office shall terminate the person's registration upon the attorney's appearance.

A registered user shall not allow another person to file a document using the user's log-in and password, except for an authorized agent of the filing user. Use of a user's log-in and password by a staff member shall be deemed to be the act of the registered user.

Registration constitutes consent to service of all documents by electronic means.

PACER Registration

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

PACER Fees

Access to web based documents and reports via the ECF/PACER system will generate a \$.08 per page charge with a cost ceiling of \$2.40 per document. Transcripts are exempt from the cost ceiling of \$2.40 per document. Transcripts of court proceedings are not available for viewing via the ECF/PACER system for a period of 90 days after they are filed. Charges are not capped at 30 pages as they are for other court documents. Access to transcripts will generate a \$.08 per page charge for the exact number of pages within the document. Please note that “one free look” does not apply for access to transcripts via the Notice of Electronic Filing.

Effective December 1, 2007, PACER users will be allowed remote access to judgments, opinions, and orders that have been marked as written opinions in Social Security appeal cases. All other documents filed in Social Security Appeal cases are remotely electronically available to counsel of record only.

The free look period for accessing documents via the Notice of Electronic Filing is fifteen days.

THE ECF SYSTEM

ECF System Capabilities

A Filing User with a PACER account, an ECF-compatible web browser, Adobe Acrobat or equivalent software, and access to the Internet can use the court's ECF system to perform the following functions:

- Access the court's web page;
- View, print or download the most recent version of the ECF User Manual;
- Electronically file pleadings and documents in actual ("live") cases;
- View official docket sheets and other documents associated with cases and;
- View various reports.

Electronic Filing

Electronic transmission of a document to the ECF system, together with the transmission of a Notice of Electronic Filing (NEF) from the court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure and constitutes entry of the document on the docket maintained by the Clerk pursuant to Fed.R.Civ.P.58, Fed.R.Civ.P.79 and ed.R.Crim.P.55.

A document filed electronically shall be deemed filed at the time and date stated on the Notice of Electronic Filing received from the court.

All pleadings filed electronically shall be titled in accordance with the approved dictionary of civil or criminal events of the ECF system of this court.

Service of Documents by Electronic Means

Whenever a pleading or other document is filed electronically, the ECF system will automatically generate and send a Notice of Electronic Filing (NEF) to the filing user and registered users of record. The user filing the document should retain a paper or digital copy of the NEF, which shall serve as the court's date stamp and proof of filing.

Transmission of the NEF shall constitute service of the filed document and shall be deemed to satisfy the requirements of Fed.R.Civ.P.5(b)(2)(D), Fed.R.Civ.P.77(d) and Fed.R.Crim.P.49(b).

All documents filed using the ECF system shall include a certificate of service stating that the document has been filed electronically and that it is available for viewing and downloading from the ECF system. The certificate of service must identify the manner in which the service on each party was accomplished. A sample certificate of service form is attached as Form A.

Attorneys who have not yet registered as users with ECF and pro se litigants who have not registered with ECF shall be served a paper copy of any electronically filed pleading or other document in accordance with the provisions of Fed.R.Civ.P.5.

Service by electronic means shall be treated the same as service by mail for the purpose of adding three (3) days to the prescribed period to respond.

Special Filing Requirements

- 1) The following documents **shall be filed only on paper**, which **may also be scanned** into ECF by the Clerk's Office:
 - (A) Motions to file documents under seal and documents filed under seal;
 - (B) Case initiating documents, such as the complaint in civil cases; the complaint, indictment, and information in criminal cases;
 - (C) Affidavits for search and arrest warrants and related papers;
 - (D) Any pleading or document in a criminal case containing the signature of a defendant, such as a waiver of indictment, plea agreement, or order setting conditions of release;
 - (E) Ex parte motions and applications;
 - (F) Petitions for violations of supervised release;
 - (G) Pretrial hearing and trial exhibits;
 - (H) Administrative records in social security cases and in other administrative review proceedings;
 - (I) The state court record and other Rule 5 materials in habeas corpus cases filed in 28 U.S.C. §2254 proceedings;
 - (J) Fed.R.Crim.P.20 and Fed.R.Crim.P.40 papers received from another court;
 - (K) All pleadings and documents filed by pro se litigants who are incarcerated or who are not registered filing users in ECF;
 - (L) All handwritten pleadings.
- 2) The following documents **may be received** by the Clerk's Office in criminal cases, **but are not filed, electronically or otherwise**, unless ordered by the Court:
 - (A) Psychiatric and psychological reports;
 - (B) Letters to the Court submitted prior to sentencing.

Signatures

Attorneys. The user log-in and password required to submit documents to the ECF system shall serve as that user's signature for purposes of Fed.R.Civ.P.11 and for all other purposes under the Federal Rules of Civil Procedure and the Local Rules of this Court. All electronically filed documents must include a signature block and must set forth the attorney's name, address, telephone number and e-mail address. The name of the ECF user under whose log-in and password the document is submitted must be preceded by a "/s/" and typed in the space where the signature would otherwise appear.

Multiple Signatures. The filer of any document requiring more than one signature (e.g., pleadings filed by visiting lawyers, stipulations, joint status reports) must list thereon all the names of other signatories by means of a "/s/" _____ block for each. By submitting such a document, the filing attorney certifies that each of the other signatories has expressly agreed to the form and substance of the document and that the filing attorney has their actual authority to submit the document electronically. The filing attorney shall retain any records evidencing this concurrence for future production, if necessary, until two (2) years after the expiration of the time for filing a timely appeal. A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures must file an objection to the document within ten days of the date on the Notice of Electronic Filing.

Affidavits. Except as provided in subsection (g)(2)(E), affidavits shall be filed electronically; however, the electronically filed version must contain a "/s/_____" block indicating that the paper document bears an original signature. The filing attorney shall retain the original for future production, if necessary, for two (2) years after the expiration of the time for filing a timely appeal.

Deadlines

Filing documents electronically does not in any way alter any filing deadlines. All electronic transmissions of documents must be completed prior to midnight, Eastern Time, in order to be considered timely filed that day. Where a specific time of day deadline is set by Court order or stipulation, the electronic filing must be completed by that time.

Orders and Judgments

Proposed orders shall not be filed unless requested by the Court. When requested by the Court, proposed orders shall be filed by e-mail in word processing format

A judge, or any authorized member of the court staff, may grant routine orders by a text-only entry upon the docket. In such cases, no PDF document will issue; the text-only entry shall constitute the court's only order on the matter and counsel will receive a system generated NEF.

Documents Filed in Error

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

To request a correction telephone the Help Desk as soon as the error is discovered. You will need to provide the case and document number for the document requiring correction. If appropriate, the Court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system does not permit you to change a misfiled document or incorrect docket entry after the transaction has been accepted.

Technical Failures

A filing user whose filing is made untimely as the result of a technical failure may seek appropriate relief from the Court.

The initial point of contact for any Filing User experiencing technical difficulty filing a document electronically shall be the court's ECF Help Desk at the numbers listed in this manual.

Public Access

The public may review at the Clerk's Office all filings that have not been sealed. Except for social security cases, the public may access civil filings made after January 1, 2001 and criminal filings made after November 1, 2004 in ECF at the court's Internet site (<http://www.vtd.uscourts.gov/>) by obtaining a PACER log-in and password. Access to documents filed in social security cases shall be restricted to the attorneys of record.

Privacy

In compliance with the policy of the Judicial Conference of the United States and in order to address the privacy concerns created by Internet access to court documents, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all documents filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court:

- 1) Minors' names: Use of the minors' initials only;
- 2) Social security numbers: Use of the last four numbers only;
- 3) Dates of birth: Use of the year of birth only;
- 4) Financial account numbers: Identify the type of account and the financial institution, but use only the last four numbers of the account number; and
- 5) Home addresses: Use the city and state only.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may file an unredacted document under seal, which shall be retained as part of the record, or, may file a reference list under seal. The reference list shall contain the complete personal data identifiers and the redacted identifiers used in their place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete identifier. The reference list must be filed under seal, and may be amended as of right. It shall be retained by the court as part of the record.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review filings for compliance with this rule.

The redaction requirement does not apply to the following:

- 1) A financial account number that identifies the property allegedly subject to forfeiture in a forfeiture proceeding in civil cases;
- 2) A financial account number or real property address that identifies the property allegedly subject to forfeiture in a forfeiture proceeding in criminal cases;
- 3) The record of an administrative or agency proceeding;
- 4) The official record of a state court proceeding;

-
- 5) The record of a court or tribunal, if that record was not the subject to the redaction requirement when originally filed;
 - 6) A filing covered by Rule 5.2(c) or (d);
 - 7) A pro se filing in an action brought under 28 U.S.C. Sections 2241, 2254, or 2255;
 - 8) A criminal filing made under Rule 49.1(d);
 - 9) A court filing that is related to a criminal matter or investigation and that is prepared before the filing of a criminal charge or is not filed as part of any docketed criminal case;
 - 10) An arrest or search warrant; and
 - 11) A charging document and an affidavit filed in support of any charging document.

Sealed Documents

Sealed documents and motions to seal such documents are to be filed in accordance with the existing practices and procedures for conventional filing.

Transcripts

Proceedings of this Court. A transcript of a proceeding of this court shall be filed electronically using ECF or on a properly labeled 3.5" floppy or compact disk in PDF.

Transcripts from other Courts. A transcript of a proceeding of another court shall be filed electronically in PDF, if so available, otherwise on paper.

Depositions. Depositions, other than those to be used at trial, shall be filed electronically using ECF or on either a 3.5" floppy disk or compact disk in PDF, unless otherwise permitted by the Court. Depositions to be used at trial should be filed in paper.

1) Proceedings of this Court

- a. A transcript of a proceeding of this court shall be filed electronically using ECF. The transcript shall be available at the Clerk's Office, for inspection only, for a period of 90 days after it is filed. During this period, a copy of the transcript may be obtained from the court reporter of a transcriber at the rate established by the Judicial Conference. The transcript will be available at the public terminal at the Courthouse and remotely electronically available to any attorneys of record who have purchased a copy from the court reporter or transcriber.
- b. In compliance with the policy of the Judicial Conference of the United States and to address privacy concerns:
 - i. Parties must file a Notice of Intent to Redact within seven (7) calendar days of the filing of the official court transcript;
 - ii. If redaction is requested, parties must submit to the court reporter a Redaction Request within 21 days from the filing of the official court transcript;
 - iii. Parties must move the court for any additional redactions beyond those identified in section (i) of this order;
 - iv. Any redacted transcript shall be filed electronically using ECF within 31 days from the filing of the official transcript;
 - v. After the 90-day inspection-only period has ended, the original transcript, or redacted transcript, if so filed, will be publicly available through PACER.
- c. The Judicial Conference of the United States Policy on Privacy and Public Access to Electronic Case Files states that documents in criminal cases containing identifying information about jurors or potential jurors shall not be included in the public case file and shall not be made available to the public at the courthouse or via remote electronic access. Transcripts of proceedings may become public record; therefore, counsel are advised to use juror numbers instead of juror names during court hearings.

*Note: While transcripts of court proceedings are filed via ECF, they are not available for viewing via the ECF/PACER system for a period of 90 days after they are filed.

PORTABLE DOCUMENT FORMAT (PDF)

Only electronically converted PDF (Portable Document Format) **documents** may be filed with the court using the ECF system, unless otherwise specified by Local Rule or Order. Users must therefore install a PDF reader, such as Adobe's Acrobat Reader, if they wish to view documents via the ECF system. Users must install a PDF converter, such as Adobe Acrobat, if they wish to file documents via the ECF system. Before sending the document to the court, users should review the PDF formatted document to ensure that it appears in its entirety and in the proper format.

There are two types of PDF documents – electronically converted PDF documents and scanned image PDF documents.

Electronically converted PDF documents are created from word processing documents (MS Word, WordPerfect, etc) using Adobe Acrobat or similar software. They are text searchable and their file size is small.

Scanned image PDF documents are created from paper documents run through an optical scanner. Scanned image PDF's are not searchable and have a large file size.

Note: No PDF document filed via the ECF system shall exceed 3 MB in size.

How to Convert Documents to PDF Format

You must convert all of your documents from their native word processing application to PDF format using Adobe Acrobat or a similar conversion program before submitting them to the court through its ECF system.

For WordPerfect:

Version 6.1, 7 and 8

Open the document to be converted.

Select the **Print** option in the dialog box and select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.

Select your PDF Writer

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

Name the file, giving the extension **.PDF**.

Accept the option and the file is converted to a PDF document.

Version 9 or Above

Use above method or:

Open the document to be converted.

Click on the **File** menu and select, **Publish to PDF**.

Save the file as a PDF file, giving it a .PDF extension.

The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

For Microsoft Word:

Version 95, 97, or 2000

Open the document to be converted.

Click on the **File** menu and select, **Create PDF**.

Save the file as a PDF file, giving it a .PDF extension.

The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

Version 2002 (Office XP)

Open the document to be converted.

Click on the Create Adobe PDF button on the toolbar.

Save the file as a PDF file, giving it a .PDF extension.

The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

Other word processing programs:

Open the document to be converted.

Select the **Print** option in the dialog box and select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.

Select your PDF Writer

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

Name the file, giving the extension **.PDF**.

Accept the option and the file is converted to a PDF document.

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

How to View a PDF File using Adobe Acrobat Viewer

- Start the Adobe Acrobat program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the View menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

ECF TRAINING

The District of Vermont is pleased to offer hand-on training sessions designed to instruct attorneys and support staff on how to electronically file documents.

Individual training sessions will be scheduled on an as needed basis and can be arranged by contacting our CM/ECF Administrator at (802) 951-6395, extension 123. Training sessions are available at any of our courthouse locations: Burlington, Brattleboro or Rutland.

Additionally, the court also offers an ECF On-line tutorial. This computer based training module is available on the court's website.

HELP DESK

The Court's Help Desk will be available Monday through Friday, if you need assistance using ECF.

Help Desk -- (802) 951-6395 x. 123 or (802) 951-6395

or

E-mail -- cmecfhelpdesk@vtd.uscourts.gov

A STEP-BY-STEP GUIDE

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you make use of the Court's training materials posted on the website before trying to actually file a document.

User Interactions

There are three general types of user interactions employed in ECF:

- Entering information in data fields;
- Using command buttons to direct system activities; and
- Clicking on hyperlinks.

Conventions used in this Manual:

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

How to Access the System

Users can get into the system via the Internet by going to the website located at:

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

Or, you may go to the District of Vermont's Web site at <http://www.vtd.uscourts.gov> and click on the **CM/ECF** hyperlink.

Logging In

The screen below is the **Login** screen.

CM/ECF Filer or PACER Login
Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.
Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.
If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.
If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.08 per 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.uscourts.gov>.

Authentication
Login:
Password:
client code:

NOTICE: An access fee of \$.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.
CM/ECF has been tested and works correctly with Netscape 7.x, Internet Explorer 6.0 and Firefox 1.5.

Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive.

Note: Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password.

Verify that you have entered your ECF login and password correctly. If an error is made before you have submitted the screen, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

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

Login failed either your login name or key is incorrect

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

The entry of a valid login ID/password combination prompts the system to display the Main Menu.

Select the Appropriate ECF Feature on the Menu Bar

The screen below is the **Main Menu** screen.








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


- Civil** - Select **Civil** to electronically file pleadings and other documents in civil or miscellaneous cases. Be sure to select case type “cv” for civil filings and “mc” for miscellaneous filings.
- Criminal** - Select **Criminal** to electronically file pleadings and other documents in criminal or magistrate cases. Be sure to select case type “cr” for criminal filings, “mj” for magistrate filings, and “po” for petty offense filings.
- Query** - Select **Query** to obtain information by specific case number, party name, or nature of suit. You must login to **PACER** before you can query ECF.
- Reports** - Select **Reports** to retrieve docket sheets and cases-filed reports, as well as a listing of civil and criminal events. You must login to **PACER** before you can view certain ECF reports.
- Search** - Select **Search** to search for a CM/ECF menu or event. Only letters and numbers may be searched. Note: The “Search” feature is not available to PACER users.
- Utilities** - Select **Utilities** to maintain your account, view all the transactions ECF has processed with your login and password, view mailing information for a case, and/or verify a document.
- Logout** - Select **Logout** to exit from ECF and prevent any further filing with your password until the next time you log in.

General Rules

Manipulating the Screens

Each screen has the following two buttons:  and .

The  button clears all characters entered in the box(es) on that screen.

The  or Submit button accept the entry just made and displays the next entry screen, if any.

Correcting a Mistake:



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

Filing Documents in ECF

After logging in, there are eleven basic steps involved in e-filing a document:

Select the Case Type from the blue menu bar at the top of your screen (Civil or Criminal).

Select the type of document to file (e.g. motion, etc.).

Enter the Case Number in which the document is to be filed.

Select the Defendant (in criminal filings only)

Select the parties for whom the pleading or document is being filed.

Select the PDF document to be filed.

Add attachments, if any, to the document being filed.

Modify docket text as necessary.

Submit the document to ECF.

Retain Notification of Electronic Filing (NEF).

Mail paper copies of pleading to any non-registered party.

For purposes of describing the Electronic Filing process and the ECF screens, this section of the User Manual describes the process for filing a Civil Motion in ECF.

After successfully logging into ECF, follow these steps to file a pleading.



1. Select the Case Type

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

2. Select the Type of Document to File.

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

ECF Civil Criminal Query Reports Utilities Search Logout

Motions

Start typing to find an event.

Available Events (click to select events)

- Affirming Decision of SSA
- Alter Judgment
- Amend/Correct
- Appeal In Forma Pauperis
- Appear
- Appear Pro Hac Vice (COURT USE ONLY)
- Appoint Counsel
- Appoint Custodian
- Appoint Expert
- Appoint Guardian/Attorney ad Litem
- Appoint Receiver
- Approve Consent Judgment
- Attorney Fees (EAJA)
- Attorney Fees (non-EAJA)
- Bifurcate

Selected Events (click to remove events)

Next Clear

The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file. If the type of motion you are filing is not listed, you may select **Miscellaneous Relief** and text in the type of motion.

Note: To select more than one motion click on each of the desired multiple forms of relief.

For demonstration purposes, highlight **Preliminary Injunction** and click on **[Next]**.

CM/ECF Civil Criminal Query Reports Utilities Search Logout

Motions

Start typing to find another event.

Available Events (click to select events)

- Miscellaneous Relief
- Modify
- More Definite Statement
- New Trial
- Order of Sale (Govt Use Only)
- Partial Summary Judgment
- Permanent Injunction
- Preliminary Injunction**
- Proceed In Forma Pauperis
- Produce
- Protective Order
- Quash
- Reassign Case
- Reconsideration
- Recusal

Selected Events (click to remove events)

- Preliminary Injunction

Next Clear

Note: A Filing User who wishes to file a document other than a motion or application should make the appropriate selection from the Civil Events menu. The process for other filings is very similar to what has been described in this manual for filing a motion.

3. Enter the Case Number in which the Document is to be filed.

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion.

If the number is entered incorrectly, click the [Clear] button to re-enter the case number, then click the [Next] button.

The case number can be entered in two different formats.

- a) If the entire case number is known it may be entered in the format
<office>:<case year>-<case type>-<case number> (i.e. 1:03-cv-33) where:

Office = 1: Brattleboro cases
2: Burlington cases

Case Type = cv-civil cases
mc-miscellaneous cases
cr-criminal cases
mj-magistrate cases
po-petty offense cases

- b) Enter the case year-case number (i.e. 3-33). To Find the appropriate case, click [Find this Case].

The screenshot shows the ECF Motions page. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a yellow header area with the word "Motions". The main content area is white and contains a form titled "Civil Case Number". The form has a text input field containing "3-33" and a button labeled "Find This Case". A red arrow points to the "Find This Case" button. Below the form are two buttons: "Next" and "Clear".

- c) The system may identify more than one case with that number. Select the appropriate case by clicking on the box next to the case number.

The screenshot shows the ECF Motions page. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a yellow header area with the word "Motions". The main content area is white and contains a form titled "Civil Case Number". The form has a text input field containing "1:03-cv-33" and a button labeled "Hide Case List". Below the form is a section titled "Select a case:" with two radio button options: "1:03-cv-00033-jgm Hyperkinetics Corp v. Flotec, Inc. (closed)" (which is selected) and "2:03-mc-00033-wks In Re: Harrington, Lance v. (closed)". Below the form are two buttons: "Next" and "Clear".

If the computer prompts that it cannot find the case, retype the docket number and click on [Find this Case].

The screenshot shows the ECF Motions page. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, and Query. Below the navigation bar is a yellow header area with the word "Motions". The main content area is white and contains a form titled "Civil Case Number". The form has a text input field containing "10-51" and a message that says "Cannot find civil case 10-51". Below the form are two buttons: "Next" and "Clear".

4. Select the Defendant (in criminal cases only).

Very Important: If there is more than one defendant in the case, the system will display a Select Defendant screen. Select the defendant for whom the motion applies. The Defendant for whom the motion applies may not necessarily be the same as the filer of the motion. For example, in a multi-defendant case, the Government may file a motion for a psychiatric examination as to one of the defendants.



ECF Civil Criminal Query Reports

Motions

Criminal Case Number

1:08-cr-33-3 Hide Case List

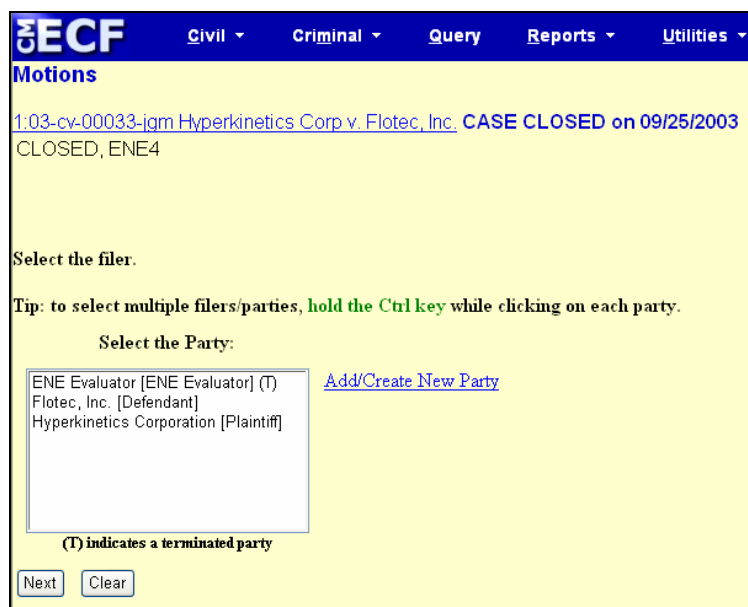
Select a case:

- ☐ 1:08-cr-00033-jgm USA v. Jones et al
- ☐ 1:08-cr-00033-jgm-1 Samuel Jeffrey Jones
- ☐ 1:08-cr-00033-jgm-2 Jean Marie Phillips
- ☒ 1:08-cr-00033-jgm-3 Cheryl Barber
- ☐ 1:08-cr-00033-jgm-4 Ivan Stelzer
- ☐ 1:08-cr-00033-jgm-5 Bill Covell

Next Clear

Click **Next**

5. Select the Party(s) for whom the Document is being Filed.



ECF Civil Criminal Query Reports Utilities

Motions

1:03-cv-00033-jgm Hyperkinetics Corp v. Flotec, Inc. CASE CLOSED on 09/25/2003
CLOSED, ENE4

Select the filer.

Tip: to select multiple filers/parties, hold the Ctrl key while clicking on each party.

Select the Party:

ENE Evaluator [ENE Evaluator] (T) Add/Create New Party
Flotec, Inc. [Defendant]
Hyperkinetics Corporation [Plaintiff]

(T) indicates a terminated party

Next Clear

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

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

Note: If your party does not appear, see the section of this manual titled **Add/Create New Party**.

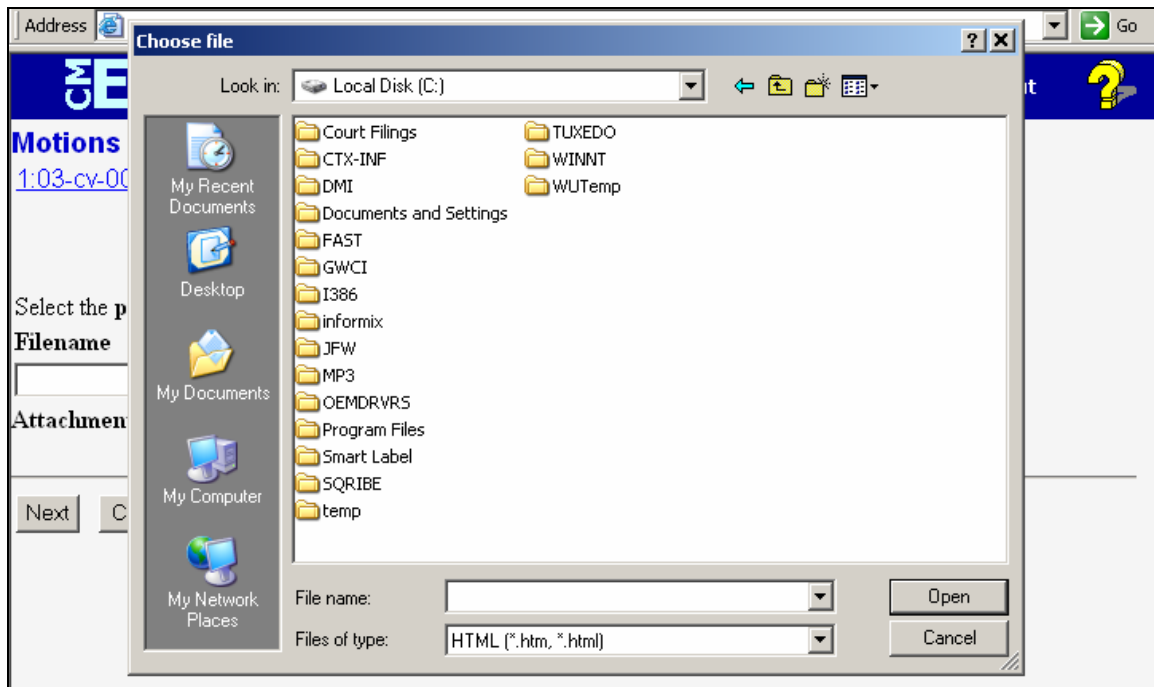
6. Select the PDF Document to be Filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

Note: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. Each document that you intend to file **MUST** be in **PDF** format with a **.PDF** extension. Otherwise, ECF will not accept the document.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout, along with a help icon. Below the bar, the page title is "Motions". A blue hyperlink shows the case number "1:03-cv-00033-gzs JAMES v. BONNEY". The main content area has a prompt: "Select the pdf document (for example: C:\199cv501-21.pdf)." Below this is a "Filename" label, a text input field, and a "Browse..." button. Underneath is the "Attachments to Document:" section with radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

Click on the [Browse] button.



Change the Files of type from:



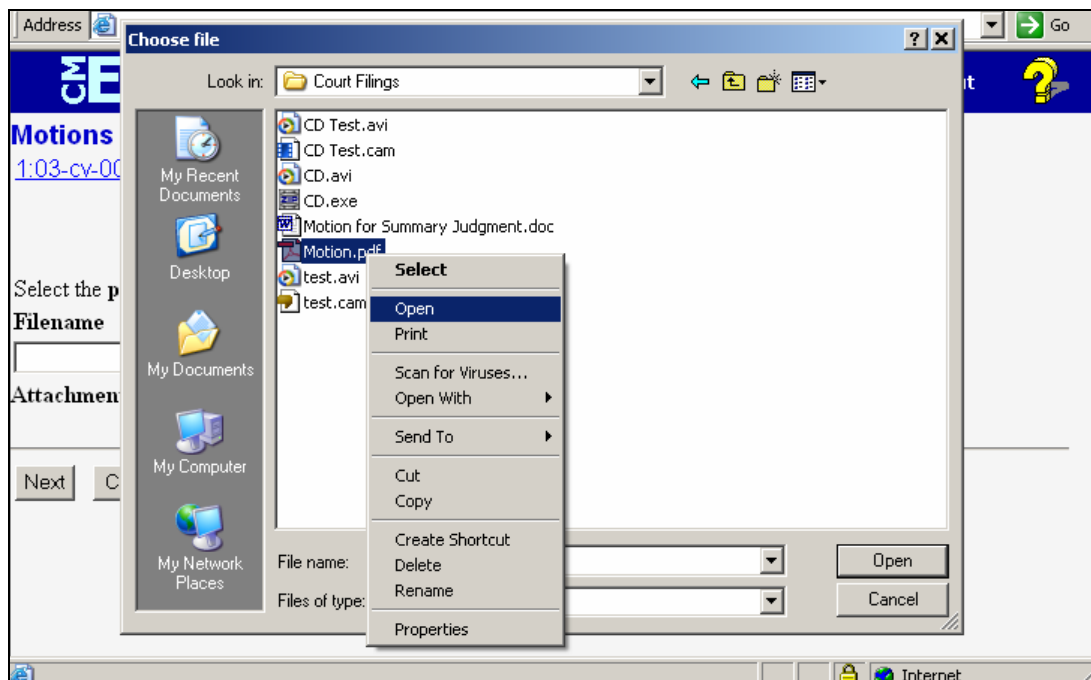
to:



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

Highlight the file to upload to ECF.

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

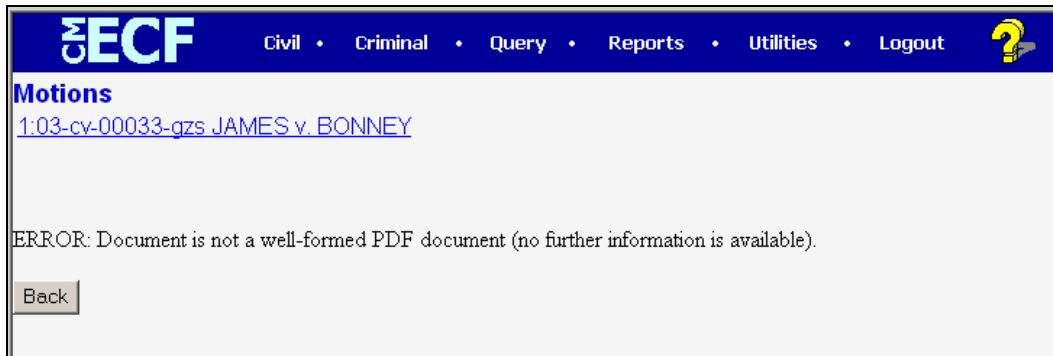


Once you have verified the document is correct, close Adobe Acrobat and click on the [Open] button. ECF closes the File Upload screen and inserts the PDF file name and location in the Motions screen.

If there are no attachments to the motion, click on [Next]. A new Motions window opens. Go to Section 7, “Modify the docket text as necessary”, to proceed with your filing.

If you have Attachments to your motion, you will select [Yes] on the screen depicted above. Click on [Next] and proceed to the first step in Section 6, “Add attachments, if any, to the document being filed”.

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

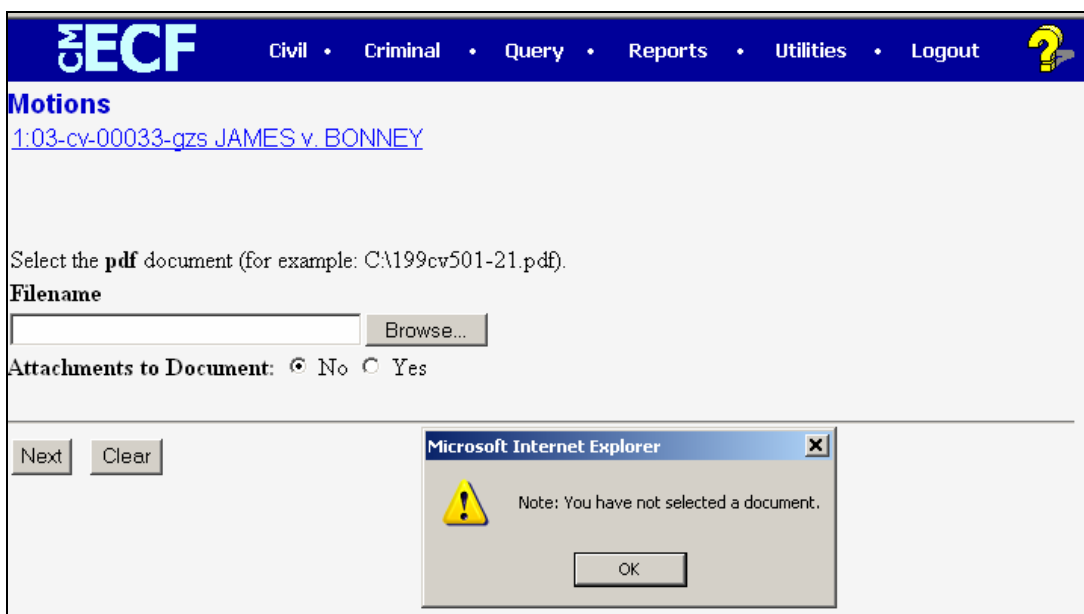


ECF will not permit you to select a file for your pleading that is not in PDF format.

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

Failure to Select a Document to File

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



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

7. Attachments and Exhibits

A filing user shall submit, in electronic format, all documents referenced as exhibits or attachments to filings as outlined below, unless otherwise ordered by the court.

Each referenced exhibit must be labeled with a proper exhibit marking and filed as a separate attachment and fully described as shown on pages 33 and 34.

A filing user must submit as attachments and non-trial exhibits only those excerpts of the referenced documents that are directly germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. Users who file excerpts of documents do so without prejudice to their right to timely file additional excerpts or the complete document, as may be allowed by the court. Responding parties may timely file additional excerpts or the complete document that they believe are directly germane.

Filers must not attach as an exhibit any pleading or other paper already on file with the Court, but shall merely refer to that document.

Attachments and exhibits must be filed according to the following guidelines.

IF THE ATTACHMENT OR EXHIBIT IS	THEN IT SHOULD BE
A word processing document of any length converted to PDF	Divided into 200 page attachments and filed using ECF
A scanned document up to 200 pages in length	Create attachment files of 50 pages each and file using ECF
A scanned document exceeding 200 pages	Filed in paper form to the Clerk's Office
Non-scanned exhibits (e.g. videotapes, demonstratives, photographs, color documents, etc.)	Filed with the Clerk's Office and a text entry made in ECF
Pre-trial and post-trial hearing exhibits and trial exhibits.	Filed in paper form
If no access to scanner	Filed in paper form

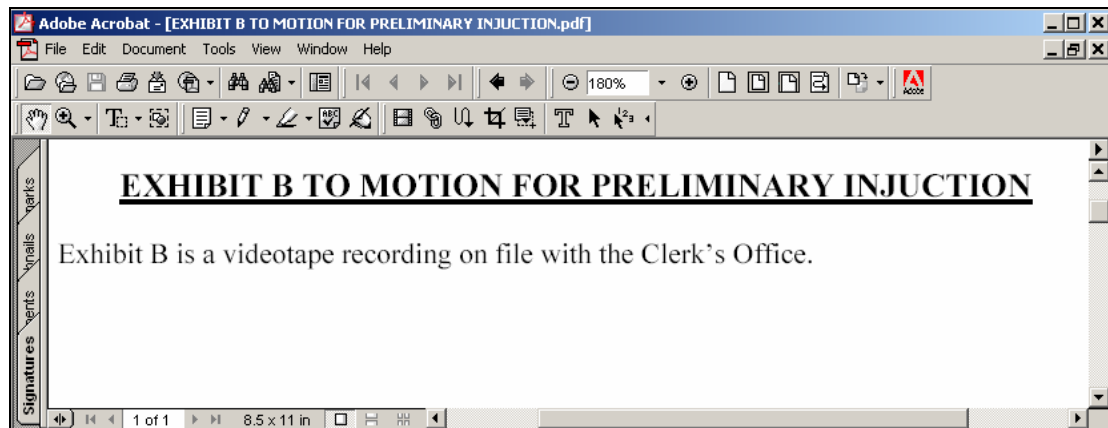
Deposition transcripts shall be filed electronically using ECF or on either a 3.5" floppy disk or compact disk in PDF, unless otherwise permitted by the Court.

Note: no PDF document filed via the ECF system shall exceed 5 MB in size. Following the attachment and exhibit guidelines above should assure that each PDF document is below the maximum file size. However, paper documents scanned at high resolution may exceed the 5 MB limit even if kept within the page limitation outlined in the guidelines. **We recommend a scanning resolution of no more than 250 dpi to maintain acceptable file size limits.**

Non-scanned Exhibits

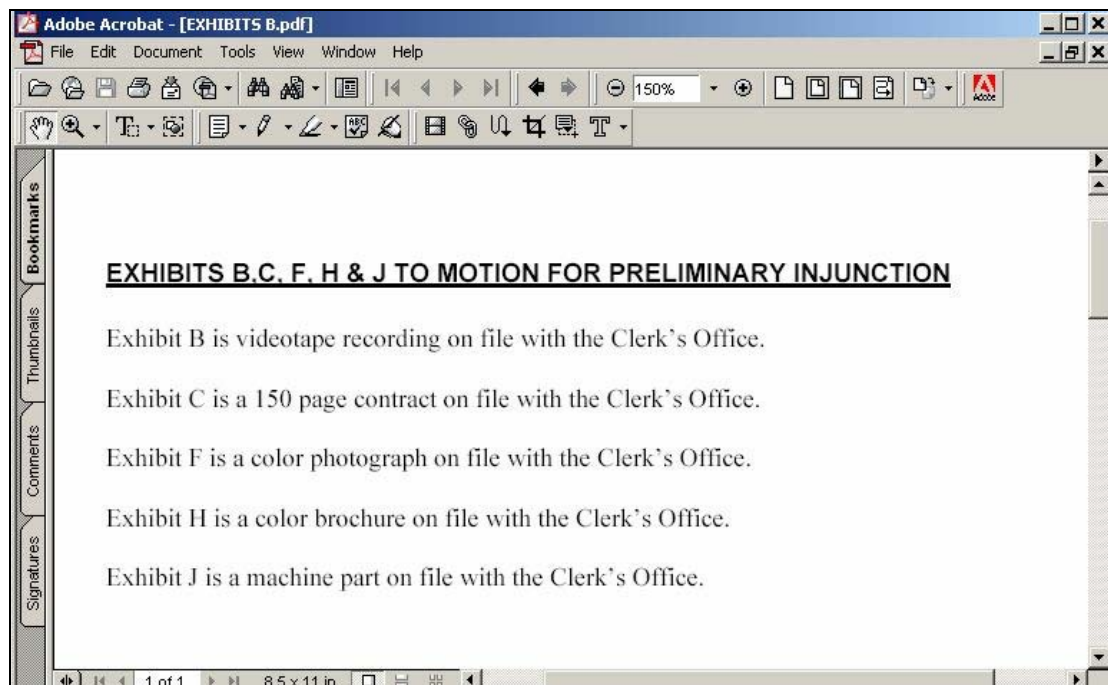
All attachments and exhibits that are referenced in a document and are filed with the Clerk's Office (i.e. video tapes, demonstratives, pre-trial hearing exhibits, large documents, etc.) must have notice of their filing recorded in ECF.

The filer must create a descriptor PDF document that contains the name and a description of the attachment/exhibit (see below).



During the filing of the referencing document, answer "yes" to the attachment question and upload the descriptor PDF document.

If you have multiple non-scanned exhibits you may include them all in a single descriptor PDF document.



Adding Attachments to Filings

If you indicated the need to attach documents to a pleading, a new screen appears.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the page title is "Motions" in blue. Underneath is a blue link for the case "1:03-cv-00033-gzs JAMES v. BONNEY". The main content area has a heading "Select one or more attachments." followed by three numbered instructions. Instruction 1 asks to enter the pdf document path, with a text box containing "C:\CM-ECF\Motions\Law Enforcement M" and a "Browse..." button. Instruction 2 asks to select a document type and/or enter a description, with a "Type" dropdown menu showing a downward arrow and a "Description" text box containing "xhibit B: Law Enforcement Manual". Instruction 3 asks to add the filename to a list box, with a "Next" button. At the bottom left, there is a list box (currently empty) and two buttons: "Add to List" and "Remove from List".

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

Motions

[1:03-cv-00033-gzs JAMES v. BONNEY](#)

Select one or more attachments.

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

Filename

C:\CM-ECF\Motions\Law Enforcement M

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text" value="xhibit B: Law Enforcement Manual"/>	

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 on the Next button.

Click on [Browse] to search for the document file name of the attachment.

Next to the field for attachment Type, click on the arrow and ECF opens a pull down menu. Highlight the type of attachment from the displayed selection. It is not necessary to choose one of these dropdown options if one doesn't fit your need.

Counsel must describe the attachment fully by clicking in the Description box and typing a clear and concise description of the attachment, as shown above. Do not retype the words you have selected in the Type field. If you are attaching Exhibit A to your pleading, choose Exhibit from the Type drop down and text in "A" in the Description box.

Click on [Add to List].

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

The screenshot shows the ECF web interface. At the top is a blue 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" with a link to "1:03-cv-00033-gzs JAMES v. BONNEY". The main content area has the heading "Select one or more attachments." followed by three numbered instructions. Instruction 1 asks to enter a PDF document path, with a text field and a "Browse..." button. Instruction 2 asks to select a document type and/or enter a description, with a dropdown menu and a text field. Instruction 3 asks to add the filename to a list box, with a text field containing "C:\CM-ECF\Motions\Law Enforcement Manual.pdf" and "Add to List" and "Remove from List" buttons. At the bottom left is a "Next" button.

Repeat the sequence for each additional attachment.

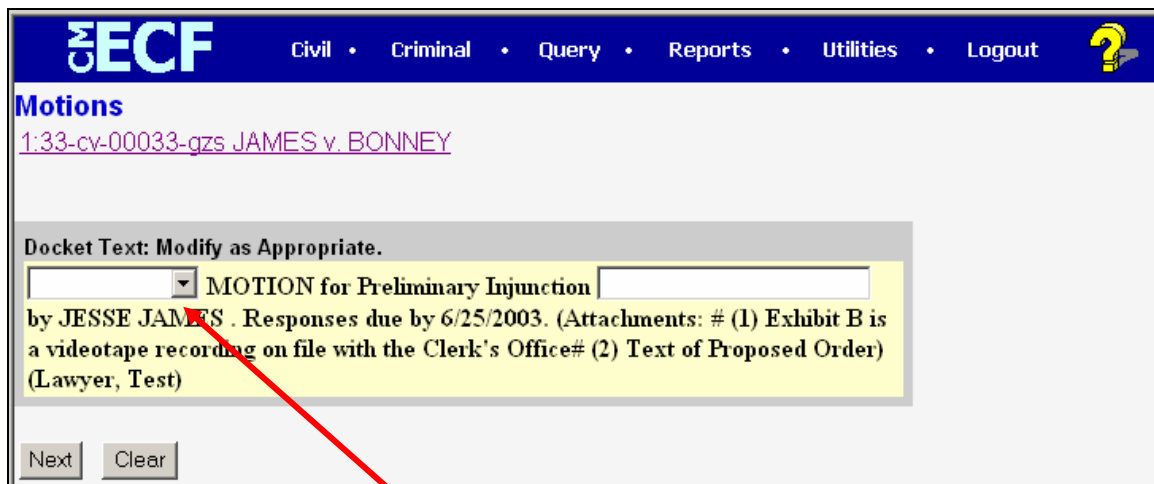
After adding all of the desired PDF documents as attachments, click on [Next].

Type "WITH INCORPORATED MEMO" in the text field of the new window if appropriate.

The screenshot shows the ECF web interface. At the top is a blue 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" with a link to "1:03-cv-00033-gzs JAMES v. BONNEY". The main content area has a text field with the placeholder "Enter text WITH INCORPORATED MEMO if appropriate pursuant to Local Rule 7a:". Below this is a "Response Deadline" section with a text field containing "Date 07/10/2003". At the bottom left are "Next" and "Clear" buttons.

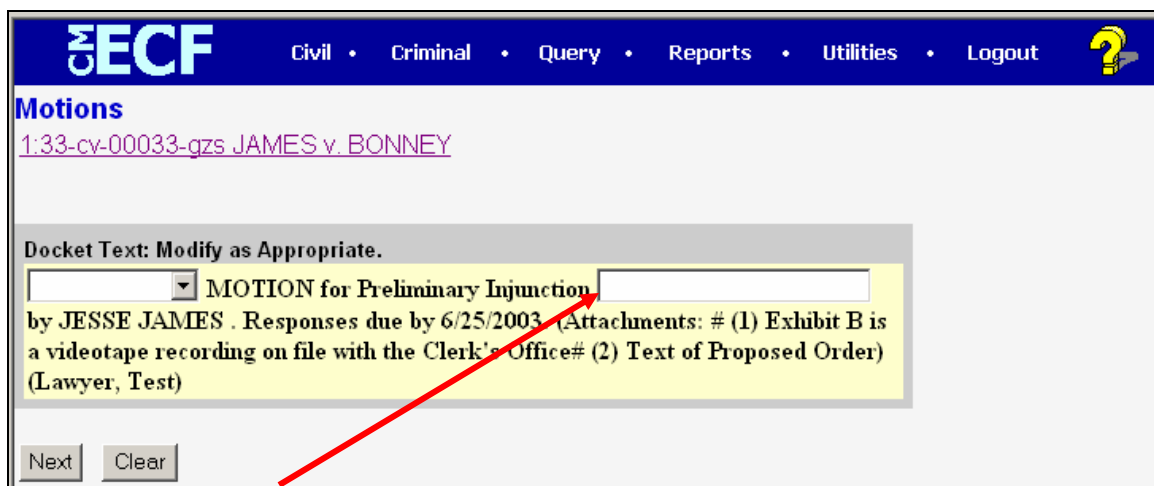
Note: ECF creates and displays the response deadline in this window. This deadline cannot be changed by filing users.

8. Modify Docket Text as Necessary.



The screenshot shows the CM/ECF interface. At the top is a blue navigation bar with the CM/ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below this is a 'Motions' section with a link to '1:33-cv-00033-gzs JAMES v. BONNEY'. The main area displays a docket entry titled 'Docket Text: Modify as Appropriate.' with a yellow background. The entry text reads: 'MOTION for Preliminary Injunction' followed by a dropdown arrow, 'by JESSE JAMES . Responses due by 6/25/2003. (Attachments: # (1) Exhibit B is a videotape recording on file with the Clerk's Office# (2) Text of Proposed Order) (Lawyer, Test)'. A red arrow points to the dropdown arrow. At the bottom are 'Next' and 'Clear' buttons.

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.



This screenshot is identical to the one above, showing the same docket entry. However, the red arrow now points to the text area of the docket entry, specifically to the phrase 'a videotape recording on file with the Clerk's Office'.

If necessary, click in the open text area to type additional text for the description of the pleading.

9. Submit the Document

Click on the [Next] button. A new Motions window, the final approval screen, appears with the complete text for the docket entry.

Review the docket text and correct any errors. If you need to modify data on a previous screen, click the Back button on the browser toolbar to find the screen you wish to modify.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the page title is "Motions" in blue. Underneath is a purple hyperlink "1:33-cv-00033-gzs JAMES v. BONNEY". The main content area has a grey header "Docket Text: Final Text" and a yellow box containing the text: "MOTION for Preliminary Injunction by JESSE JAMES. Responses due by 6/25/2003. (Attachments: # (1) Exhibit B is a videotape recording on file with the Clerk's Office # (2) Text of Proposed Order)(Lawyer, Test)". Below this is a red warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom are two buttons: "Next" and "Clear".

If the text is correct, click on the **[Next]** button to file the document.

Note: The screen depicted above contains the following warning.

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

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

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

10. Retain Notification of Electronic Filing (NEF).

After a pleading is electronically filed, ECF will electronically transmit the **Notice of Electronic Filing** to the filing user and users of record who have registered as ECF Filing Users.

The screenshot displays the ECF system's "Motions" page. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. Below the bar, the page title is "Motions" followed by a link to "1:33-cv-00033-gzs JAMES v. BONNEY". The main content area shows the court name "U.S. District Court District of Vermont" and the heading "Notice of Electronic Filing". The text states: "The following transaction was received from Lawyer, Test entered on 6/4/2003 at 3:16 PM EST and filed on 6/4/2003". It lists the case details: Case Name: JAMES v. BONNEY, Case Number: 1:33-cv-33, Filer: JESSE JAMES, and Document Number: 4. A "Docket Text:" section follows, describing the filing of a "MOTION for Preliminary Injunction by JESSE JAMES" with attachments. Below this, it states "The following document(s) are associated with this transaction:" and lists two documents. The first is the "Main Document" with a detailed electronic stamp including a unique ID, date, and file number. The second is "Exhibit B" with a similar stamp.

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

Motions
[1:33-cv-00033-gzs JAMES v. BONNEY](#)

U.S. District Court
District of Vermont

Notice of Electronic Filing

The following transaction was received from Lawyer, Test entered on 6/4/2003 at 3:16 PM EST and filed on 6/4/2003

Case Name: JAMES v. BONNEY
Case Number: [1:33-cv-33](#)
Filer: JESSE JAMES
Document Number: [4](#)

Docket Text:
MOTION for Preliminary Injunction by JESSE JAMES. Responses due by 6/25/2003. (Attachments: # (1) Exhibit B is a videotape recording on file with the Clerk's Office# (2) Text of Proposed Order)(Lawyer, Test)

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

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1025705658 [Date=6/4/2003] [FileNumber=58697-0] [cb2e37697f959e5bb5e3a628f56a593caf26e6fced0f7f740b463f6efb24527b4b8260af283d610f303ea9878493a5ab54253a0f49427c46986022c106866eec]]
Document description: Exhibit B is a videotape recording on file with the Clerk's Office
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1025705658 [Date=6/4/2003] [FileNumber=58697-1] [

The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file on your system.

It is strongly recommended that you copy the Notice of Electronic Filing to a file on your computer hard-drive, print it and retain a hard copy in your personal files.

- Click **[Print]** on the browser toolbar to print the document receipt.
- Click **[File]** on the browser menu bar, and choose **Save As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document (except transcripts). Transcripts are exempt from the cost ceiling of \$2.40 per document. Access to transcripts will generate a \$.08 per page charge for the exact number of pages within the document. The free look period for accessing documents via the Notice of Electronic Filing is fifteen days. In order to view a transcript via the Notice of Electronic Filing, you must enter your PACER account. Viewing attachments and subsequent retrieval of the case docket sheet or document from ECF must be made through your PACER account and is subject to regular PACER fees.

In a criminal case, only attorneys of record can view documents filed prior to November 1, 2004. Public users will be allowed to view all non-sealed and non-private criminal case documents (except transcripts) filed on or after November 1, 2004 in the same manner as they have been able to view civil case documents.

Individuals who receive electronic notification of a filing in a criminal case are permitted one "free look" at the document (except transcripts) by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing.

Counsel who have registered on the ECF system will receive an electronic notification of filing (NEF) for all filings, including filings made in cases filed prior to 2003. However, all NEFs pertaining to pre-2003 cases will not include the link to the document and counsel must remember that the service and filing of pleadings in those cases must continue to be made on paper in the traditional manner with an original signature.

11. Mail Paper Copies of Pleading to any Non-Registered Party.

The ECF filing report also displays the names and addresses of individuals who will not be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading to attorneys and pro se litigants who are not yet registered for electronic notification.

Certificate of Service

A certificate of service in accordance with F.R.Civ.P. 5(d) is still required when a party files a document electronically. The certificate must state the manner in which service was accomplished on each party and **should be included as the final page of the document**. You may use the "Mailing Info for a Case" feature in ECF under "Utilities", "Mailings..." to obtain information regarding which parties are registered users of ECF and which parties require service by regular mail. See below for a sample certificate of service.

SAMPLE CERTIFICATE OF SERVICE:

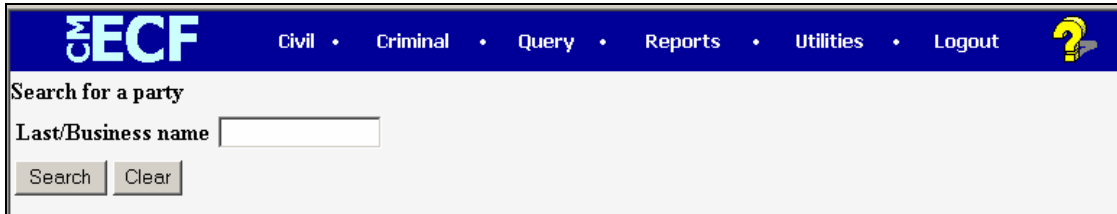
UNITED STATES DISTRICT COURT
DISTRICT OF VERMONT

I hereby certify that on _____, I electronically filed _____ with the Clerk of Court using the CM/ECF system which will send notification of such filing(s) to the following: _____, and I hereby certify that on _____, I mailed by United States Postal Service, the document(s) to the following non-registered participants: _____.

/s/ Name of Attorney
Law Firm Name & Address
Law Firm Phone Number
Attorney's E-mail Address

Add/Create a New Party

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the “Select a Party” screen, click on **Add/Create New Party**. The screen depicted below will appear.



The screenshot shows the ECF system interface. At the top is a blue header with the ECF logo on the left and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the header, the text 'Search for a party' is displayed. Underneath is a text input field labeled 'Last/Business name'. Below the input field are two buttons: 'Search' and 'Clear'.

Before adding any party, you must search for the party name to see if your party is already on the ECF system. Type a wildcard (*) and the first few letters of the party's last name or the first few letters of the company name in ALL CAPS. Click **[Search]**.

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click **[Select name from list]**. Review the party information and select the party's role in this filing. Click **[Submit]**. If a match is not found, or your party does not appear in the list, click **[Create new party]**.



This screenshot shows the same ECF interface as the previous one, but with search results. Below the 'Search for a party' section, the text 'Party search results' is displayed. Underneath, it says 'No person found.' At the bottom of this section is a button labeled 'Create new party'.

ECF displays the following screen.

The screenshot shows the 'Party Information' form in the CM/ECF system. The form has a blue header with the 'CM/ECF' logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right. The form fields are as follows:

- Last name:** Text box containing 'DOE'
- First name:** Text box containing 'JOHN'
- Middle name:** Text box containing 'A'
- Generation:** Text box (empty)
- Title:** Text box (empty)
- Role:** Drop-down menu with 'Witness (wit:pty)' selected.
- Pro se:** Drop-down menu with 'no' selected.
- Prisoner Id:** Drop-down menu with 'Objector (obj:pty)' selected.
- Unit:** Text box (empty)
- Address 2:** Text box (empty)
- City:** Drop-down menu with 'ThirdParty Defendant (3pd:pty)' selected.
- County:** Drop-down menu with 'ThirdParty Plaintiff (3pp:pty)' selected.
- Phone:** Drop-down menu with 'Witness (wit:pty)' selected.
- E-mail:** Text box (empty)
- Party text:** Text box (empty)
- Start date:** Text box containing '6/2/2003'

At the bottom are three buttons: 'Submit', 'Cancel', and 'Clear'.

For a company, enter the entire company name in the Last Name field. Choose the appropriate Role from the drop down list. Leave all other fields blank. Click [Submit].

For an individual, fill out the Last Name, First Name, Middle Name, Generation and Title fields as appropriate. Choose the appropriate Role from the drop down list. Leave all other fields blank. Click [Submit]

When entering party information, please note that:

- Parties should be entered in the manner in which they are captioned on the document being filed.
- Always enter all party names in ALL CAPS.
- Never start the last name field with "THE".
- DO NOT use PUNCTUATION when adding parties with the exception of hyphens, apostrophes and commas (i.e. do not include a period after the middle initial).
- When entering a state, county, or city name in the Last Name field, enter the STATE, COUNTY, or CITY first (i.e. BURLINGTON, CITY OF or ADDISON COUNTY).

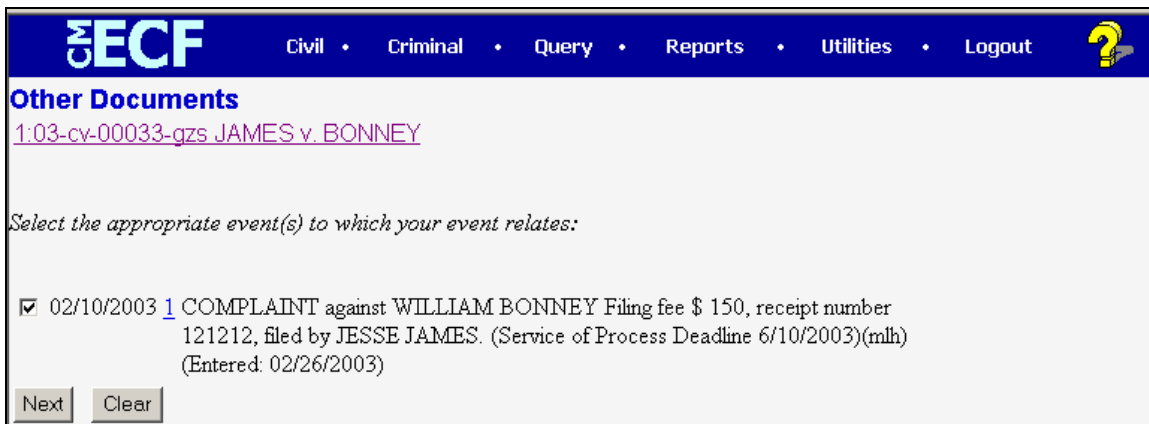
Linking Documents (Refer to existing event)

Some pleadings such as Briefs should be “linked” to their related documents in the case. When filing these documents you will be presented with the following screen.



The screenshot shows the CM/ECF interface with a blue header bar containing the logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. Below the header, the page title is "Other Documents" and the case name is "1:03-cv-00033-gzs JAMES v. BONNEY". The main content area features a checkbox labeled "Refer to existing event(s)?" which is currently unchecked. Below this checkbox are two sets of input fields: "Filed" followed by a text box and "to" followed by another text box, and "Documents" followed by a text box and "to" followed by another text box. At the bottom of the form are two buttons: "Next" and "Clear".

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

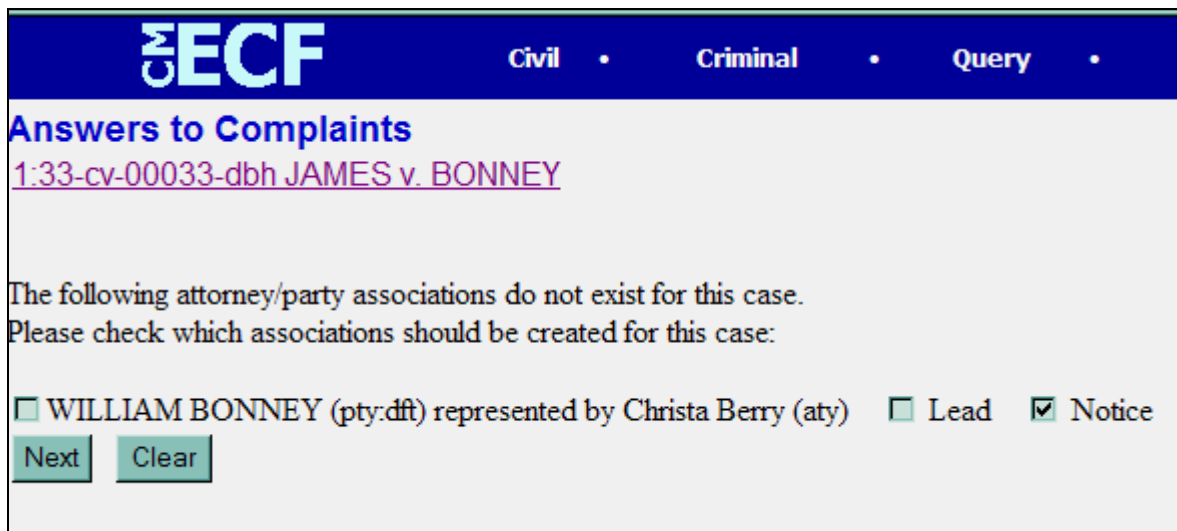


This screenshot shows the same CM/ECF interface, but the checkbox "Refer to existing event(s)?" is now checked. Below the checkbox, the text "Select the appropriate event(s) to which your event relates:" is displayed. A list of events follows, with the first one selected: "02/10/2003 1 COMPLAINT against WILLIAM BONNEY Filing fee \$ 150, receipt number 121212, filed by JESSE JAMES. (Service of Process Deadline 6/10/2003)(mlh) (Entered: 02/26/2003)". At the bottom of the form are the "Next" and "Clear" buttons.

You are now presented with a list of documents to link to. In this example we have linked to a complaint.

Attorney/Party Association

If this is an attorney's first filing in a case and that attorney is not listed as counsel of record for the filing party, CM/ECF will display the following screen:



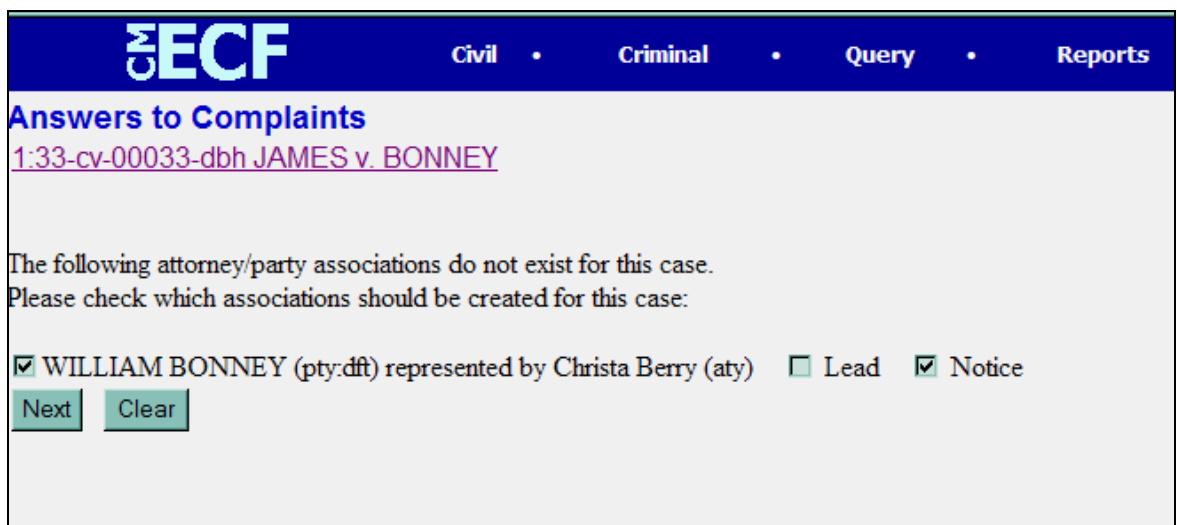
Σ ECF Civil • Criminal • Query •

Answers to Complaints
[1:33-cv-00033-dbh JAMES v. BONNEY](#)

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☐ WILLIAM BONNEY (pty:df) represented by Christa Berry (aty) ☐ Lead ☒ Notice

To tell the system that you are counsel of record for this party, place a check in the box at the left of the attorney's name as shown below:



Σ ECF Civil • Criminal • Query • Reports

Answers to Complaints
[1:33-cv-00033-dbh JAMES v. BONNEY](#)

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☒ WILLIAM BONNEY (pty:df) represented by Christa Berry (aty) ☐ Lead ☒ Notice

QUERY FEATURE

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



Note: ECF opens the **PACER Login** screen. Remember you must enter your **PACER** login and password before ECF permits you to query the ECF database. Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. You will be charged a fee of \$.08 per page up to a maximum of \$2.40 per document (except transcripts) to access documents, docket sheets, etc. from ECF. Transcripts are not available for viewing via the ECF/PACER system for a period of 90 days, and are exempt from the cost ceiling of \$2.40 per document. Access to transcripts will generate a \$.08 per page charge for the exact number of pages within the document. In order to view a transcript via the Notice of Electronic Filing, you must enter your PACER account.

After you enter your PACER login and password, ECF opens a Query data entry screen.

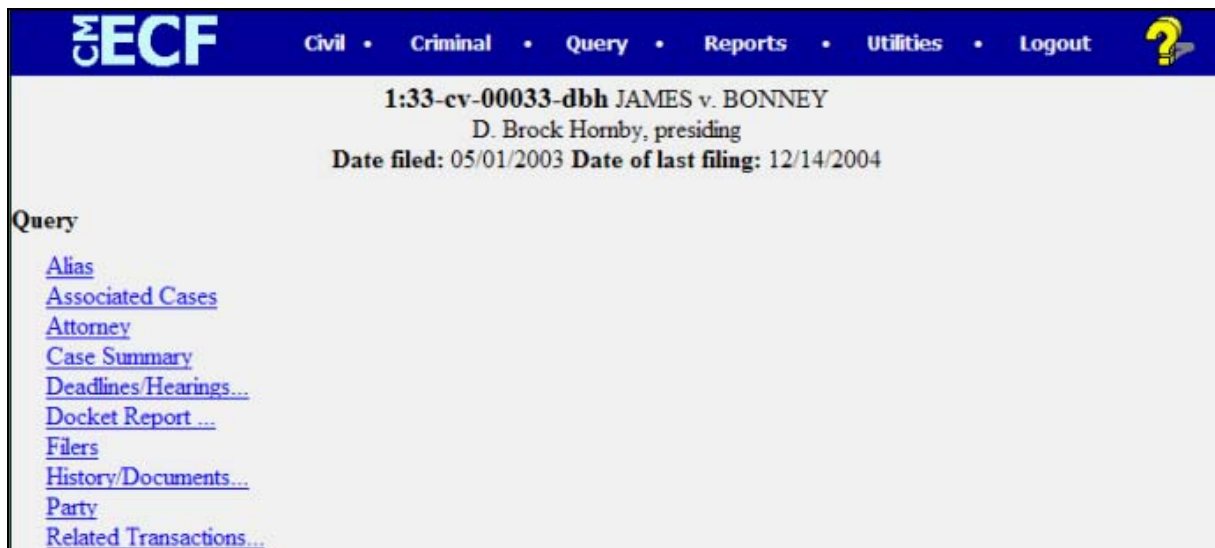
The image shows the 'Query' data entry screen within the ECF system. At the top is a blue header with the ECF logo and navigation links for 'Query' and 'Reports'. Below the header, the word 'Query' is displayed in a large blue font. The main content area has a light yellow background and is titled 'Search Clues'. It contains several search criteria: 'Case Number' with a text input field and examples '(Examples: 99-500, 1:99cv500)'; 'Filed Date' and 'Last Entry Date' each with two text input fields separated by 'to'; 'Nature of Suit' with a dropdown menu showing options '0 (zero)', '110 (Insurance)', and '120 (Contract Marine)'; 'Last Name' with a text input field and examples '(Examples: Desoto, Des*t)'; 'First Name' and 'Middle Name' each with a text input field; and 'Type' with a dropdown menu. At the bottom of the form are two buttons: 'Run Query' and 'Clear'.

If you know the number that the Court has assigned to the case, enter it in the Case Number field and click on the [Run Query] button.

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

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time".

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



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

Attorney

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

Deadlines/Hearings

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



The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Query, Reports, Utilities, and Logout. Below the navigation bar, the title "Deadlines/Hearings" is displayed. The main area contains a "Sort by" dropdown menu set to "Due/Set", followed by two empty dropdown menus. At the bottom of the form are two buttons: "Run Query" and "Clear".

Click on **[Run Query]** to display the Deadlines/Hearings information screen.



The screenshot shows the ECF web interface displaying the results of a query. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the case information is displayed: "1:33-cv-00033-dbh JAMES v. BONNEY", "D. Brock Hornby, presiding", and "Date filed: 05/01/2003 Date of last filing: 12/14/2004". The title "Deadlines/Hearings" is centered above a table. The table has six columns: "Doc. No.", "Deadline/Hearing", "Event Filed", "Due/Set", "Satisfied", and "Terminated". The table contains six rows of data. A blue arrow points to the document number "134" in the first column of the third row. A red arrow points to the button (a small circle with a right-pointing arrow) in the second column of the same row.

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
127	Service of Process Deadline	10/18/2004	02/15/2005		
135	Response Deadline	12/14/2004	01/04/2005		
134	Response Deadline	12/09/2004	12/30/2004		
108	Check for Receipt of Mandate	04/20/2004	12/01/2004		
120	Trial List Deadline	09/17/2004	12/01/2004		
133	Response Deadline	11/09/2004	11/30/2004		

If you click on the document number, ECF will display the actual document that created the deadline.

If you click on the button to the left of the event, ECF will display the Notice of Electronic Filing (NEF).

Docket Report

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

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

Docket Sheet

Case Number
1:33-cv-00033-dbh JAMES v. BONNEY

☒ Filed to
☐ Entered to

Documents to

☒ Include terminated parties
☐ Include links to notices of electronic filing
☒ Include list of parties and counsel
☐ Include list of member cases

Sort by

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted.

CM/ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Defendant

WILLIAM BONNEY

aka
BILLY THE KID

Filing Date	#	Docket Text
02/10/2003	1	COMPLAINT against WILLIAM BONNEY Filing fee \$ 150, receipt number 121212, filed by JESSE JAMES. (Service of Process Deadline 6/10/2003)(mlh) (Entered: 02/26/2003)

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

Viewing All Documents for a Single Docket Entry

PACER users may view all of the documents for a single docket entry at the same time from the docket sheet. **To view all of the documents:

- 1) On the **Reports** menu, click on **Docket Sheet**.
- 2) Enter the case number. Click **Find this Case**.
- 3) Click on **[Run Report]**.
- 4) Click on the document number hyperlink that has multiple attachments.
- 5) Click **[View All]** (The main document and all PDF attachments for the docket entry are combined into a single PDF and will be displayed on the screen).

Select the document you wish to view.

Part	Description	
1	Main Document	13 pages
2	Exhibit 1: Declaration of DeWolfe	98 pages
3	Exhibit 2: Declaration of Markowitz	10 pages
View All or Download All		121 pages

Viewing All Documents for Multiple Docket Entries

PACER users may view all documents for multiple docket entries at the same time from the docket sheet. **To view multiple docket entries from one case:

- 1) On the **Reports** menu, click on **Docket Sheet**.
- 2) Enter docket number and click on **[Find Case]**.
- 3) Check the box next to **View multiple documents**.
- 4) Check the boxes next to the pleadings you wish to view and click **View Selected**.

**The system computes the size of the aggregated file and if it is more than 10 megabytes in size, the file is not generated and an error message is displayed. The size of the documents for each docket entry is displayed on the screen so you can determine the combination of documents that can be selected without exceeding the 10 megabyte size limit.

Include:

- ☒ Parties and counsel
- ☒ Terminated parties
- ☒ List of member cases
- ☒ Restricted entries
- ☒ Links to Notices of Electronic Filing

Document options:

- ☒ Include headers when displaying PDF documents
- ☒ View multiple documents

Abridged docket report:

- ☐ Create abridged docket report

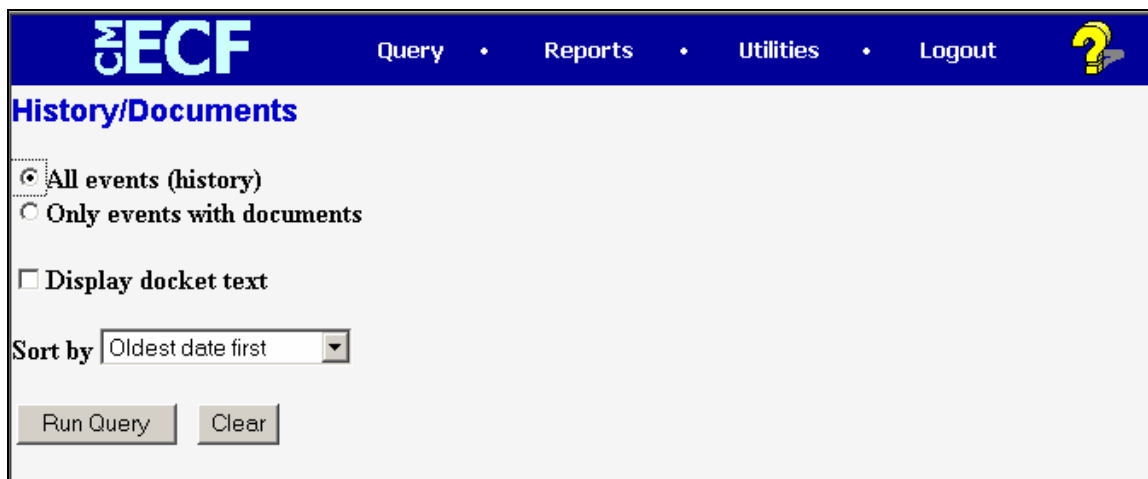
Sort by Oldest date first

☐ Make these options my default. Schedule this to run

10/23/2008	7	<input checked="" type="checkbox"/> 9.3 KB	NOTICE OF APPEARANCE by Keith Aten, Esq on be (Aten, Keith) (Entered: 10/23/2008)
10/30/2008	8	<input checked="" type="checkbox"/> 5.8 MB	MOTION for Preliminary Injunction <i>and Memorandum</i> States of America. (Attachments: # 1 Exhibit A, # 2 Exhibit Exhibit F, # 7 Exhibit G, # 8 Certificate of Service)(Dres
11/13/2008	9	<input checked="" type="checkbox"/> 3.7 MB	RESPONSE in Opposition re 8 MOTION for Preliminar Markowitz. (Attachments: # 1 Exhibit 1: Declaration of D Markowitz)(Earle, Caroline) (Entered: 11/13/2008)
<div><input type="button" value="View Selected"/> Total filesize of selected documents (MB): 9.576804</div> <div>or</div> <div><input type="button" value="Download Selected"/> Maximum filesize allowed (MB): 10</div>			

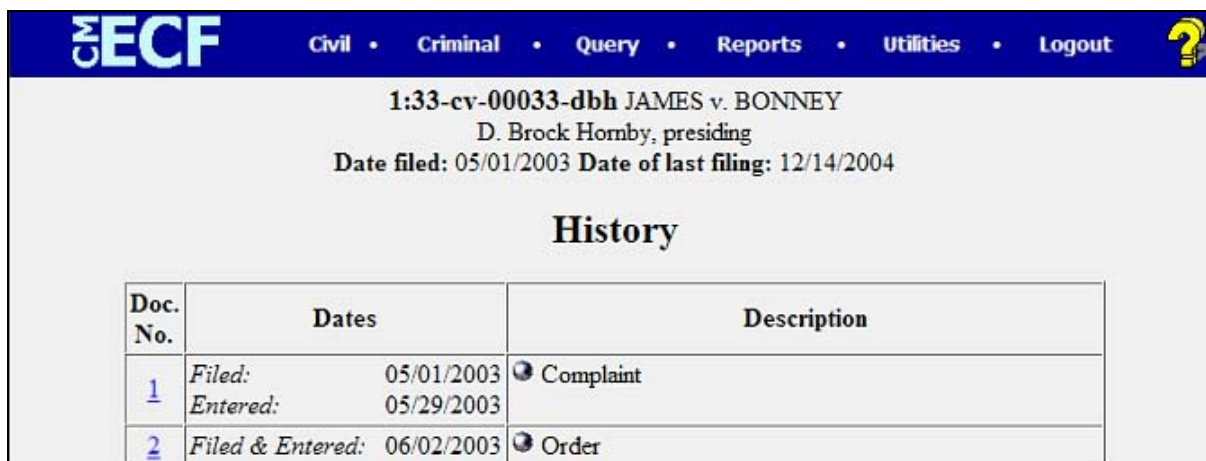
History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the [History/Documents](#) hyperlink, ECF opens the screen depicted below. 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.



The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "History/Documents". There are three radio buttons: "All events (history)" (selected), "Only events with documents", and "Display docket text" (unchecked). A "Sort by" dropdown menu is set to "Oldest date first". At the bottom are "Run Query" and "Clear" buttons.

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



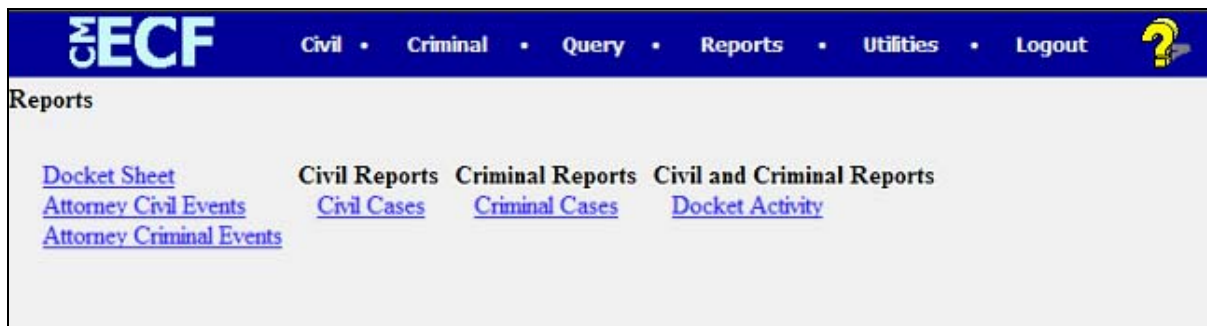
The screenshot shows the ECF web interface displaying a "History" report for case 1:33-cv-00033-dbh. The report is titled "History" and lists events in reverse chronological order. The table has three columns: "Doc. No.", "Dates", and "Description".

Doc. No.	Dates	Description
1	Filed: 05/01/2003 Entered: 05/29/2003	Complaint
2	Filed & Entered: 06/02/2003	Order

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

REPORTS FEATURE

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

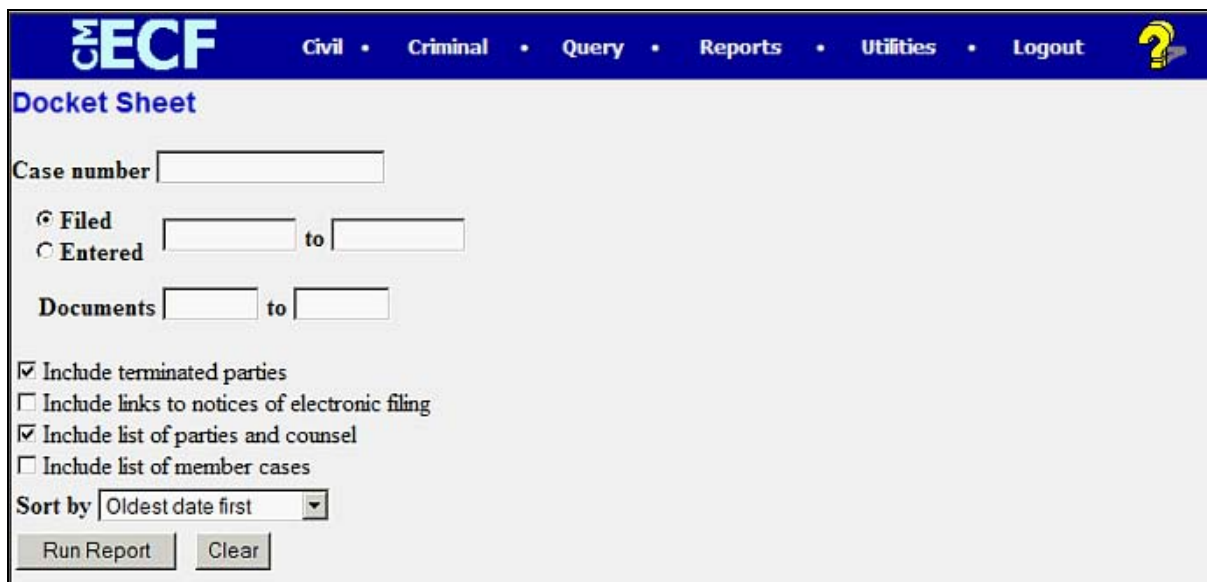


If you select **Civil Cases**, **Criminal Cases**, **Docket Sheet** or **Docket Activity Report** from the Reports screen, ECF will ask you to login to PACER. You may view **Attorney Civil Events** and **Attorney Criminal Events** without logging into PACER.

Docket Sheet

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

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



Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

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, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted here.

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

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search.

Case Number/ Title	Case Dates	Days Pending	Notes
1:93-mc-01001-TFGD-FSB Duck v. Mouse, et al	Case filed: 01/02/1993	4807	Cause: 28:1331 Fed. Question: Personal Injury NOS: 350 Motor Vehicle Office: Brattleboro Presider: T.F. Gilroy Daly Referral: Franklin S. Billings, Jr. Jury demand: Both Case flags: ENE3, ENEF, LEAD-CASE, MEMBER-CASE

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

Criminal Cases Report

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

Office: Brattleboro, Burlington
Case types: Criminal, Magistrate Judge
Filed: 2/23/2006 to 3/2/2006
Case flags: AO120, APPEAL
Terminal digit(s): 2, 4, 7
Sort by: Case number
Output Format: ☒ Formatted Display, ☐ Data Only
Run Report, Clear

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

Enter the range of case filing dates for your report and select a Case type or Office, if you wish to narrow your search.

Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
2:99-cr-01001-RB USA v. Kraln	Filed: 06/01/1999	Closed: 07/22/2004		Office: Burlington
1 Daffy Duck	Added: 06/01/1999	07/22/2004		Presider: Roy Bean

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

UTILITIES FEATURE

The **Utilities** feature provides the means for registered users to maintain their account in ECF, view all of their ECF transactions and access mailing information for cases (i.e. who is registered for electronic notification and who is not).



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo on the left and a menu of links: Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the far right. Below the navigation bar, the word "Utilities" is displayed in bold. The main content area is divided into two columns. The left column is titled "Your Account" and contains six underlined links: "Maintain Your Account", "View Your Transaction Log", "Change Client Code", "Change Your PACER Login", "Review Billing History", and "Show PACER Account". The right column is titled "Miscellaneous" and contains three underlined links: "Internet Payment History", "Legal Research ...", and "Mailings...". At the bottom of the right column is a link titled "Verify a Document".

Your Account	Miscellaneous
Maintain Your Account	Internet Payment History
View Your Transaction Log	Legal Research ...
Change Client Code	Mailings...
Change Your PACER Login	
Review Billing History	Verify a Document
Show PACER Account	

Your Account

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

ECF Login

This option allows a user who is logged in with a PACER account to change to a CM/ECF Account.

Maintain Your Account

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

The screenshot shows the 'Maintain User Account' form with the following fields and values:

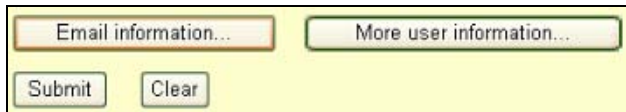
- Last name:** Attorney
- First name:** Joe
- Middle name:** (empty)
- Generation:** (empty)
- Gender:** (dropdown menu)
- ATY Type:** All (dropdown menu)
- Title:** Esq.
- Bar number:** (empty)
- Type aty:** (empty)
- Prisoner id:** (empty)
- Office:** Law Firm
- Unit:** (empty)
- Address 1:** 123 Main Street
- Address 2:** (empty)
- Address 3:** (empty)
- City:** Burlington
- State:** VT
- Zip:** 05402
- Country:** (empty)
- County:** (dropdown menu)
- Phone:** 802-951-0000
- Fax:** (empty)
- Initials:** (empty)
- DOB:** (empty)
- AO code:** (empty)
- End date:** (empty)
- Civil ref style:** (dropdown menu)
- Criminal ref style:** (dropdown menu)
- Date sworn:** (empty)
- Status:** (dropdown menu)

Additional features include a checkbox for 'Add Headers to PDF Documents' and two buttons at the bottom: 'Email information...' and 'More user information...'.

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status. **NO CHANGES SHOULD BE MADE TO THIS SCREEN. CONTACT THE CLERK'S OFFICE TO REQUEST A CHANGE OF ADDRESS, NAME CHANGE OR OTHER NECESSARY MODIFICATIONS.**

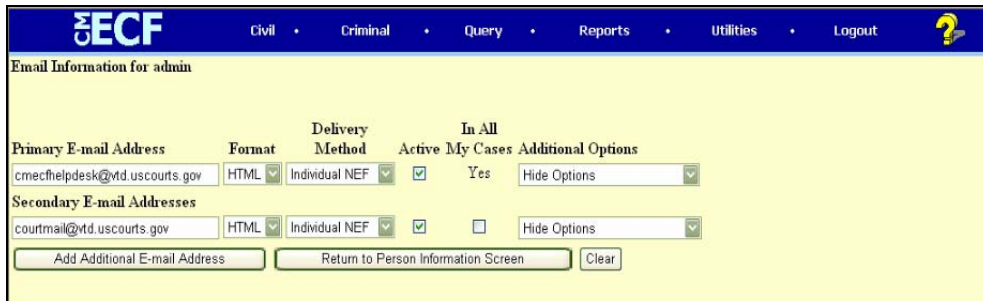
E-mail Information

To add/remove/modify e-mail information, select the **[E-mail information]** button from the **Maintain User Account** information screen.



Buttons: Email information..., More user information..., Submit, Clear

The user will be presented with the **Email Information** screen.



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

Email Information for admin

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
cmcthelpdesk@vtd.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	Yes	Hide Options

Secondary E-mail Addresses

courtmail@vtd.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options
----------------------------	------	----------------	-------------------------------------	--------------------------	--------------

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

Primary E-mail Address

ECF will E-mail to filing users Notices of Electronic Filing (NEF) based upon the information entered in this screen.

Format

Select either HTML or text format. In most cases, users will want to retain the default HTML format which displays hyper-links within the generated NEF and allows for point and click access to the docket sheet and any underlying PDF image. Some older email packages do not offer HTML functionality, thus necessitating the text format option.



Format: HTML (selected), HTML, Text

Delivery Method

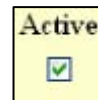
Users have the option to select to receive individual NEFs or a summary NEF. Individual NEFs are produced and e-mailed as soon as a docket entry is made in a case where the attorney is active or the case is included in his/her watch list (explained below). A summary NEF is a single e-mail generated at the end of a day and contains information pertaining to all of the events docketed in a given day in cases where the attorney is active or the case is being watched.



Delivery Method: Individual NEF (selected), Individual NEF, Summary NEF

Active

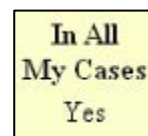
The default state is active; however, users have the option of deselecting this checkbox and suspending the receipt of NEFs. NOTE: Registered users are required to maintain an active Primary email address for the purpose of electronic service. If a Primary email address is suspended, Secondary email addresses are also suspended. Secondary email addresses may be suspended at any time.



Active: ☒

In All My Cases

Hard coded to **Yes** for Primary email addressee, the user may elect to have Secondary email addressees receive NEFs for all cases in which the attorney is active or only certain cases which are selected via Additional Options.



In All My Cases: Yes (selected)

Additional Options

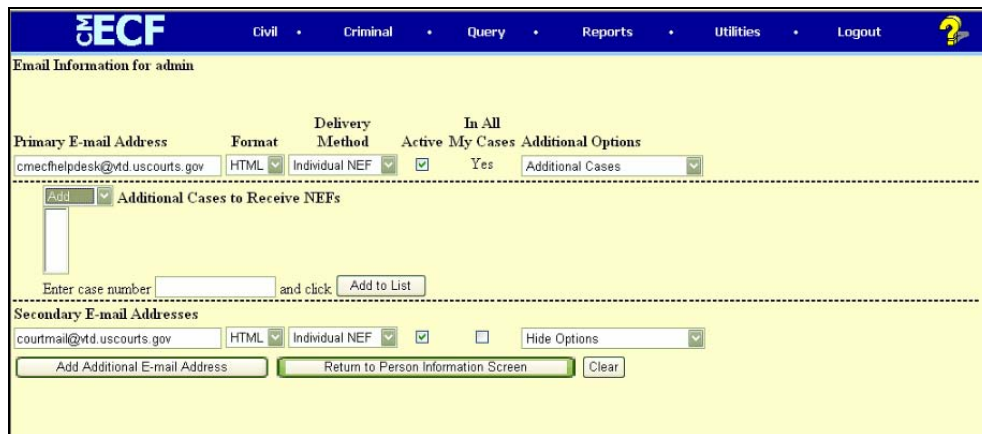
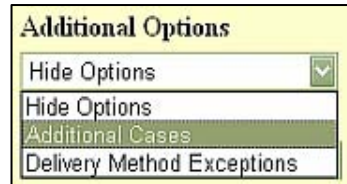
Additional Cases

If desired, registered attorneys can also receive Notice of Electronic Filing in cases in which they are not counsel of record. Perform the following steps to configure ECF to send email notification in cases to which you are not counsel of record.

Select the [Additional Options] pull down, then select [Additional Cases] and follow the onscreen prompts.

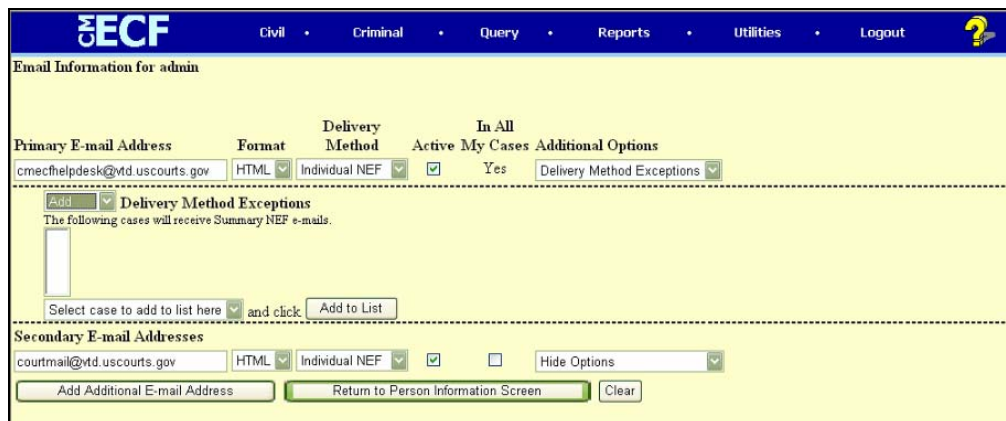
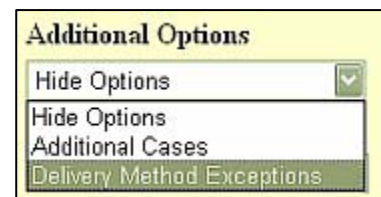
To add, select [Add] from the pull-down list, enter the case number and click [Add to List].

To remove, select [Remove] from the pull-down list, select the case number to remove and click [Remove from List].



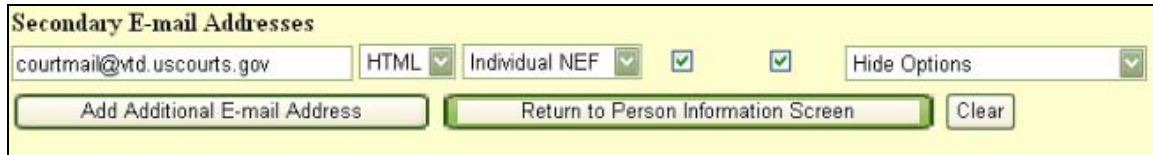
Delivery Method Exceptions

Users also have the option to receive individual or summary NEFs for individual cases. In other words, a user can select to receive a summary NEF for all his/her cases with the exception of receiving individual NEFs for one or several particular case(s). To do so, select [Delivery Method Exceptions] and follow the onscreen prompts.



Secondary E-mail Address

ECF users are also allowed to designate secondary NEF recipients. Typically, this includes assistants, paralegals and/or general office email inboxes. Addresses included in this category receive the same NEFs the attorney receives as well as a “free look” at any underlying PDF image.



Adding Additional E-mail Addresses

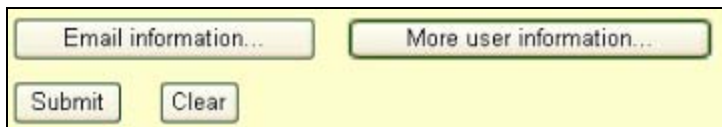
Perform the following steps to enter additional email addresses for individuals that you wish to receive a Notice of Electronic Filing (NEF).

Select the box entitled [Add Additional E-mail Address] and follow the onscreen prompts. Enter the e-mail addresses of those individuals you wish to be notified concerning ECF activity.

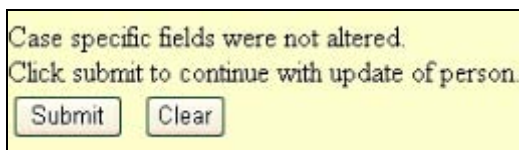
Submission

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

When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen to submit your changes to ECF.



At the subsequent screen press the **[Submit]** button a second time. ECF will then notify you onscreen that your updates were accepted.



View Your Transaction Log

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

Transaction Log			
Report Period: 05/21/2003 - 06/02/2003			
Id	Date	Case Number	Text
133514	05/22/2003 15:07:29	1-03-cv-333	Amended MOTION for Summary Judgment <I>on all counts of the complaint</I> by JOHN Q PUBLIC INSURANCE COMPANY Responses due by 6/12/2003. (Lawyer, Test)
133649	05/30/2003 13:11:42	1-03-cv-33	MOTION for Preliminary Injunction by JESSE JAMES Responses due by 6/20/2003. (Attachments: # (1))(Lawyer, Test)
Total Number of Transactions: 2			

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

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

Change Client Code

For PACER users only, this feature allows entry of a new client code, used for reporting charges made to the current PACER account.

Change Your PACER Login

For PACER users only, this feature displays the login screen to allow entry of a different PACER account. The new account can be designated as the default PACER login by checking the box next to "Make this my default PACER login".

Review Billing History

For PACER users only, displays the number of CM/ECF pages accessed and charges incurred for the current PACER account being used. If you enter client codes when you access CM/ECF, the charges are totaled for each code.

Show PACER Account

For PACER users only, displays the current PACER login and client code being used.

Remove Default

Allows attorneys to remove the default association between their current PACER login and their ECF filer login.

Miscellaneous

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

- Legal Research
- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, Westlaw and Lexis Nexis via the Internet.

When you click on the **Verify a Document** hyperlink, ECF opens a query screen. Enter data in the screen fields to locate a particular document attached to a specific case number.

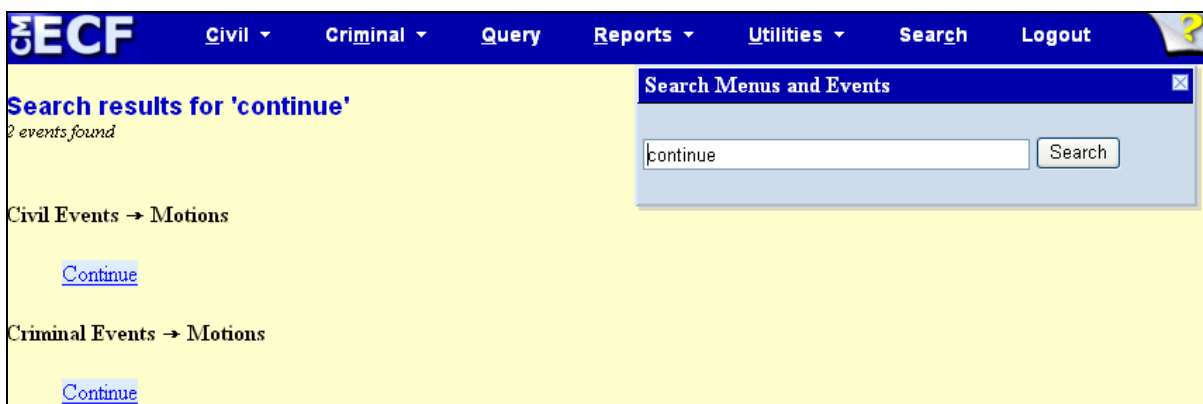
Clicking on the **Mailings** hyperlink from the **Miscellaneous** screen provides access to mailing information for cases (i.e. who is registered for electronic notification and who is not).

SEARCH FEATURE

ECF has a search feature on the main menu. This feature will allow you to search for events and menu items. When clicked, a small pop-up window appears, and you can enter text to search.



Click the search button and the results are displayed on the screen. Only letters and numbers may be searched.



Each item displayed is a hyperlink to the corresponding menu item or event.

LOGOUT

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



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

Form A

UNITED STATES DISTRICT COURT DISTRICT OF VERMONT

CERTIFICATE OF SERVICE

I hereby certify that on _____, I electronically filed _____ with the Clerk of Court using the CM/ECF system which will send notification of such filing(s) to the following: _____, and I hereby certify that on _____, I have mailed by United States Postal Service, the document(s) to the following non-registered participants: _____.

/s/Name of Attorney
Law Firm Name & Address
Law Firm Phone Number
Attorney's E-mail Address