



# Case Management Electronic Case Files (CM/ECF)

## Attorney's User Guide

---

U.S. District Court  
Southern District of Texas

CM/ECF

The Official Court Electronic Document Filing System

## CM/ECF Attorney's User Guide

Author: Southern District of Texas

Updated: October 2012

# Table of Contents

---

## Chapter 1 – Introduction to CM/ECF

Overview .....	1 - 2
Help Desk .....	1 - 2
Definitions .....	1 - 2
Systems Requirements .....	1 - 4
CM/ECF System Capabilities .....	1 - 5
PACER Registration .....	1 - 5

## Chapter 2 – Working with PDF Files

Setting Up Adobe Acrobat .....	2 - 2
Portable Document Format (PDF) .....	2 - 2
How to View PDF Files .....	2 - 2
Directly Selecting PDF Files .....	2 - 2
Selecting PDF Files within Adobe Acrobat .....	2 - 3
Viewing Options .....	2 - 4
How to Convert Documents to the PDF Format .....	2 - 4
CM/ECF Limitation on PDF Document Size .....	2 - 5
Common Mistakes When Filing PDF Documents .....	2 - 5
Email Notification of Filed PDF Documents .....	2 - 6
Certificate of Service .....	2 - 6

## Chapter 3 – Getting Started in CM/ECF

Accessing the CM/ECF System .....	3 - 2
Logging Into CM/ECF .....	3 - 2
Logging Into PACER .....	3 - 5
The CM/ECF Menu Bar .....	3 - 7
Manipulating Web Pages .....	3 - 8
Verifying Case Number while Docketing .....	3 - 8
Reviewing Your CM/ECF Transactions .....	3 - 9

## Chapter 4 – Filing Documents Electronically

Opening a Civil Case .....	4 - 2
Filing a Motion in a Civil Case .....	4 - 20
Filing a Motion in a Criminal Case .....	4 - 33

## Chapter 5 – Querying the CM/ECF Database

Accessing Query Mode .....	5 - 2
Sample Queries .....	5 - 3
No Search Criteria .....	5 - 3
Search by Case Number .....	5 - 4

Search by Name .....	5 - 5
Search by Nature of Suit .....	5 - 7
Case Query Page .....	5 - 8
Attorney Information .....	5 - 9
Case Summary Information .....	5 - 9
Deadlines/Hearings Information .....	5 - 10
Docket Information .....	5 - 11

## Chapter 6 – Reports Available in CM/ECF

Accessing the Reports .....	6 - 2
Sample Reports .....	6 - 3
Docket Sheet .....	6 - 3
Civil Cases .....	6 - 6
Criminal Cases .....	6 - 8
Calendar Events .....	6 - 10
Written Opinions .....	6 - 11

## Chapter 7 – The Utilities Menu

Accessing the Utilities .....	7 - 2
Your Account Utilities .....	7 - 3
Maintain Your Account .....	7 - 3
View Your Transaction Log .....	7 - 4
Change Client Code .....	7 - 5
Change Your PACER Login .....	7 - 5
Review Billing History .....	7 - 6
Show PACER Account .....	7 - 7
Remove Default PACER Account .....	7 - 8
Miscellaneous Utilities .....	7 - 8
Internet Payment History .....	7 - 8
Legal Research .....	7 - 9
Mailings .....	7 - 9
Mailing Info for a Case .....	7 - 9
Mailing Label by Case .....	7 - 11
Verify a Document .....	7 - 13

## Index

# Chapter 1

## Introduction to CM/ECF

*Purpose* This chapter provides information that an attorney needs before getting started using CM/ECF, including where to get help, definition of terms, system requirements, and other CM/ECF and PACER capabilities and registration information.

*Chapter Topics* The following topics are covered in this chapter:

- *Overview*, page 1 – 2
- *Help Desk*, page 1 – 2
- *Definitions*, page 1 – 2
- *Systems Requirements*, page 1 – 4
- *CM/ECF System Capabilities*, page 1 – 5
- *PACER Registration*, page 1 – 5

---

## Overview

This guide provides instructions on how to use the Case Management Electronic Case Files (CM/ECF) system to file documents with the court, or to view and retrieve docket sheets and documents. The screen shots that display may differ slightly as you electronically file your documents, due to enhancements or upgrades.

All users should have a working knowledge of Microsoft Internet Explorer and Adobe Acrobat. For questions regarding these applications, please refer to their user manuals.

Before electronically filing, you should be thoroughly familiar with the following documents:

- Administrative Procedures for Electronic Filing in Civil and Criminal Cases

<http://www.txs.uscourts.gov/attorneys/cmecf/district/admcvcrproc.pdf>

- Local Rules

<http://www.txs.uscourts.gov/district/rulesproc/dclclrl2009.pdf>

## Help Desk

For questions regarding this guide, CM/ECF, or filing pleadings/documents, you can contact our CM/ECF Help Desk at [district\\_ecf\\_helpdesk@txs.uscourts.gov](mailto:district_ecf_helpdesk@txs.uscourts.gov) or by phone at (866) 358-6201. Our support hours are Monday through Friday 8:00 a.m. to 5:00 p.m. CST. When sending email, please include the case number.

## Definitions

The following definitions are used throughout this guide:

<i>Court</i>	For purposes of this guide, court is the United States District Court for the Southern District of Texas.
<i>Electronic Filing</i>	The uploading of a pleading or document, in PDF format, directly from the registered user's computer, using the Court's Internet-based system to file that pleading or document in the Court's case file. Sending a document or pleading to the Court via e-mail as an attachment does not constitute "electronic filing."

<i>Electronic Filing System</i>	The Court's automated system that receives and stores documents which were filed in electronic form. The program is part of CM/ECF, which was developed for the Federal Judiciary by the Administrative Office of the United States Courts.
<i>Filing User</i>	<p>A person registered to file documents electronically with the Court. Filing users must be one of the following:</p> <ul style="list-style-type: none"><li>• Admitted to practice before the United States District Court for the Southern District of Texas and a member in good standing of the Court.</li><li>• Admitted <i>pro hac vice</i>.</li><li>• Authorized to represent the United States of America.</li></ul> <p>OR</p> <ul style="list-style-type: none"><li>• Proceeding as a nonprisoner <i>pro se litigant</i> approved as a filing user by the Court.</li></ul> <p>A filing user must receive a login and password from the District to use the Court's electronic filing system.</p>
<i>Hyperlink</i>	A reference in a hypertext document that refers to another document or other resource. It is similar to a citation in literature. However, combined with a data network and suitable access protocol, it can be used to retrieve the resource referenced. A hyperlink document can be saved, viewed, or displayed as part of the referencing document.
<i>Notice of Electronic Filing (NEF)</i>	An electronic notice that is automatically generated by the electronic filing system at the time a document is docketed. The NEF includes the time of filing and docketing, the name of the party and filing user filing the document, the type of document, the text of the docket entry, the name of the party, and filing user receiving the notice. If a document is attached to the docket entry, the NEF contains a hyperlink to the filed document allowing recipients to retrieve the document.
<i>PACER</i>	Public Access to Court Electronic Records (PACER) is an automated system allowing a user to view, print, and download Court docket information over the Internet. Users must register with the PACER Service Center at <a href="http://pacer.psc.uscourts.gov/">http://pacer.psc.uscourts.gov/</a> .
<i>Portable Document Format (PDF)</i>	A document file that was either created with a word processor or was originally a paper document scanned and converted to a PDF file. Documents must be converted into PDF format to be filed electronically with the Court. These files have the file extension .pdf.

<i>Pro Se Litigant</i>	A person who represents oneself in a Court proceeding without the assistance of an attorney.
<i>Scanned Documents</i>	These are the paper documents that are converted to PDF via a scanner or multifunction copier or scanner, as opposed to converting an electronic document from a word processor. When scanning paper documents that will subsequently be filed electronically, filing users should configure their scanners for 300 dpi and black and white scanning (rather than color scanning).
<i>Traditional Filing/ Traditionally Filed</i>	This is also referred to as “conventional filing,” which is submitting paper copies of pleadings and documents in the traditional or conventional manner either in person, by courier, or via United States Postal Service.

## Systems Requirements

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

- A computer running a standard platform such as Windows or a Macintosh operating system.
- Adobe Acrobat or other software capable of converting documents from a word processor format to the portable document format (PDF)
- A PDF-compatible word processor like Macintosh or Windows based versions of Microsoft WordPerfect and Word.
- A compatible Internet browser.
- Access to a scanner if non-computerized documents need to be imaged.



***A scanner should only be used for documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. We are moving away from the utilization of scanned documents inside the Court and are asking you to do the same when possible.***

---

## CM/ECF System Capabilities

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

- Open the Court's web page.
- View or download the most recent version of the User's Guide.
- Electronically file pleadings and documents in actual (live) cases.
- Self-train on PACER web-based Tutorial.
- View official docket sheets and documents associated with cases.
- View various reports (e.g., Cases Filed Report, Calendar) for cases that were filed electronically.

## PACER Registration

CM/ECF users must have a PACER account with the Court in order to use the **Query** and **Report** features of the CM/ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov/register.html>. A link to PACER's site is provided on the Court's website.



# Chapter 2

## Working with PDF Files

*Purpose* This chapter provides information on the PDF file format, including how to view them and convert Microsoft Word and WordPerfect files to this format.

*Chapter Topics* The following topics are covered in this chapter:

- *Setting Up Adobe Acrobat*, page 2 – 2
- *Portable Document Format (PDF)*, page 2 – 2
- *How to View PDF Files*, page 2 – 2
- *How to Convert Documents to the PDF Format*, page 2 – 4
- *CM/ECF Limitation on PDF Document Size*, page 2 – 5
- *Common Mistakes When Filing PDF Documents*, page 2 – 5
- *Email Notification of Filed PDF Documents*, page 2 – 6
- *Certificate of Service*, page 2 – 6

## Setting Up Adobe Acrobat

Users must set up Adobe’s Acrobat Reader or Adobe Acrobat Professional in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format. When installing these products, please review and follow Adobe’s directions to use the product effectively.

## Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the Court using the CM/ECF system. Before sending the file to the Court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format. The PDF document should not include any embedded files like scripts, files, and executables. Filings with these embedded attachments will be rejected by CM/ECF. For information on PDF size limitations in CM/ECF, see [page 2 – 5](#).

## How to View PDF Files

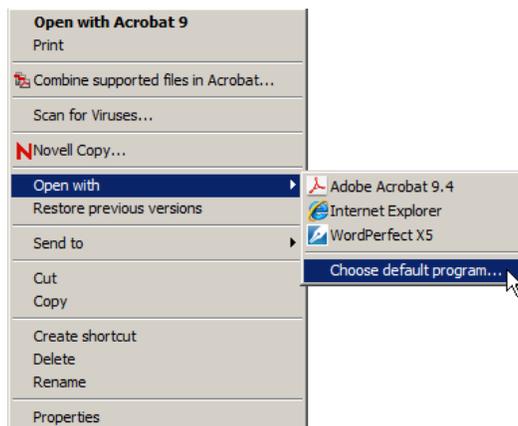
All PDF files can be viewed in Adobe Acrobat Reader or Adobe Acrobat Professional. There are two access methods upon which you can view the files.

### Directly Selecting PDF Files

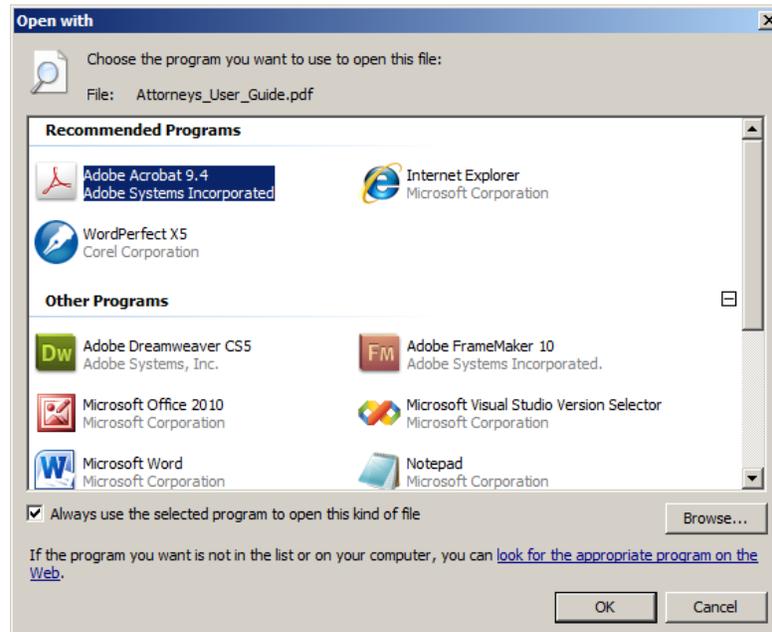
The fastest method for viewing a PDF file is to select the file in Explorer. When the Adobe Acrobat software was installed, a file association to the PDF file format should have automatically been set. This association allows you to double-click the PDF file to open it directly in Acrobat.

If the file association does not work:

1. Right-click any PDF file.
2. Select *Open with » Choose default program*.



The **Open with** dialog displays.



3. Select the Adobe Acrobat program.
4. Check the box *Always use the selected program to open this kind of file*.
5. Click **OK**.

The file association is now set for all future selections.

---

## Selecting PDF Files within Adobe Acrobat

To select the PDF within Adobe Acrobat;

1. Open Adobe Acrobat Reader or Adobe Acrobat Professional.
2. Select **File » Open**.

The Windows **Open** dialog displays.

3. Navigate to and select the desired PDF file.
4. Click **Open**.

The PDF file now displays in Adobe Acrobat.

## Viewing Options

Once the PDF displays, there are several viewing options available depending on your version of Adobe Acrobat Reader or Adobe Acrobat Professional. To learn more about the viewing options available to you:

- Select the *View* menu and review the items it contains.
- Hover your cursor over the toolbar for a description of each toolbar icon.
- Select *Help » Adobe Acrobat* and review the online help topic *Workspace » Viewing PDF pages*.

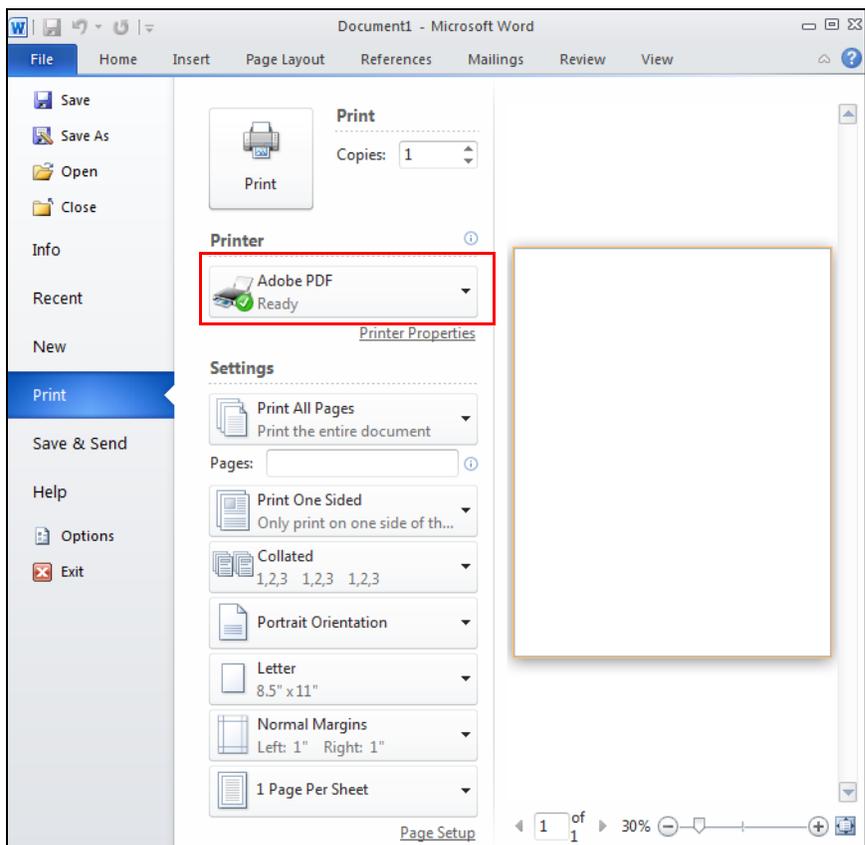
## How to Convert Documents to the PDF Format

You must convert your documents to PDF format before submitting them to the Court’s CM/ECF system. Both Microsoft Word and WordPerfect create text searchable PDF files as follows:

1. Open the document in Word or WordPerfect.
2. Select *File* tab and then the *Print* item.

The printing window displays.

3. For Word’s printer or WordPerfect’s destination name, select **Adobe PDF**.



4. Click the **Home** tab to return to the document.

The document automatically adjusts to the Adobe PDF print driver settings.

5. Scroll through the document, to verify or change the formatting and location of section headings.
6. Select **File** tab and then the **Print** item.

The printing window displays again.

7. Click the **Print** button.

The **Save PDF File As** window displays.

8. Navigate to the folder where the PDF file should be saved.
9. Enter a file name and click **Save**.

A text searchable PDF file is created.

## CM/ECF Limitation on PDF Document Size

The current size limitation that CM/ECF allows for electronically filed documents, including exhibits or attachments, is 5 megabytes. While this limit will not likely affect electronically created documents, in the case of imaged documents, it would be the equivalent of approximately 75 pages.

It is the responsibility of the filing user to ensure that PDF files meet the file size restrictions. Larger electronic documents must be divided into smaller PDF files. For example, an eight megabyte PDF file could be divided into one 5 megabyte and one 3 megabyte file.

## Common Mistakes When Filing PDF Documents

Some common mistakes made when filing PDF documents include:

- Selecting the wrong PDF file to attach to a docket entry.
- Selecting the wrong document type (i.e., the original document rather than the converted file with the .pdf extension).

- Selecting the wrong docketing event from the CM/ECF menus.
- Entering the wrong case number and not discovering the error before completing the transaction.

The CM/ECF system does not permit you, or the clerk's office, to substitute or remove a misfiled PDF document after it has been submitted and electronically delivered to the court. Only the presiding judge may order the unfiled of a document once it has been filed. So, please be careful to avoid these common mistakes.

If a mistake has been made, contact the CM/ECF Help Desk (see [page 1 – 2](#)). When calling, you must provide the case number and document number(s) for the docket entry or entries requiring correction.

## Email Notification of Filed PDF Documents

After electronically filing a PDF document, the CM/ECF system sends a Notice of Electronic filing (NEF) to the designated attorneys and parties who have supplied their email addresses to the Court. The NEF also displays the names and addresses of the individuals who will not be electronically notified of the filing.



***It is the filer's responsibility to serve hard copies of the document and the NEF to attorneys and parties who are not set up for electronic notification.***

---

Individuals who receive the NEF are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the NEF. The filer is permitted one free look at the document to verify that it was properly docketed. Pursuant to guidelines set by the Administrative Office of the U. S. Courts, the free look is available only once within the 15 day grace period from the date of filing.

Subsequent retrieval of the case docket sheet and document from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

## Certificate of Service

A certificate of service must be included with all filed PDF documents reflecting that service on known filing users will be accomplished through the NEF and indicating the manner of service on any party who is not a filing user. Refer to Local Rules LR 5.3.

# Chapter 3

## Getting Started in CM/ECF

*Purpose* This chapter describes some basic CM/ECF information, including how to log in, the menu items, what buttons are available for manipulating web pages, and finally how to verify the correct case number and your CM/ECF transactions.

*Chapter Topics* The following topics are covered in this chapter:

- *Accessing the CM/ECF System*, page 3 – 2
- *The CM/ECF Menu Bar*, page 3 – 7
- *Manipulating Web Pages*, page 3 – 8
- *Verifying Case Number while Docketing*, page 3 – 8
- *Reviewing Your CM/ECF Transactions*, page 3 – 9

## Accessing the CM/ECF System

Accessing CM/ECF not only involves logging into CM/ECF, but for some of its features, requires users to also log into PACER.

---

### Logging Into CM/ECF

Users can log into the CM/ECF system via the Internet as follows:

1. Enter the following URL address into your browser:

<http://www.txs.uscourts.gov/>

2. Under **Quick Links**, click the *District Electronic Case Filings (ECF)* link.

The **Attorney Admissions** web page displays.

3. Click the *Live District CM/ECF* link.

The Live CM/ECF system displays.

4. Click the *Southern District of Texas - Document Filing System* link.

The ECF Login page displays.

**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.

**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>.

<p><b>Authentication</b></p> <p>Login: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>client code: <input type="text"/></p> <p><input type="button" value="Login"/> <input type="button" value="Reset"/></p>	<p><b>IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:</b> All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with <a href="#">Fed. R. Civ. P. 5.2</a> or <a href="#">Fed. R. Crim. P. 49.1</a>. This requirement applies to all documents, including attachments.</p> <p><input type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.</p>
---	---

**Notice**  
An access fee of \$0.10 per page or \$3.00 per document with an audio attachment, 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 Firefox 3.5, and Internet Explorer 7 and 8.*

5. Either:
- Enter your CM/ECF login and password if you plan on filing documents.
- OR
- Enter your PACER login and password if you plan on viewing and querying information.

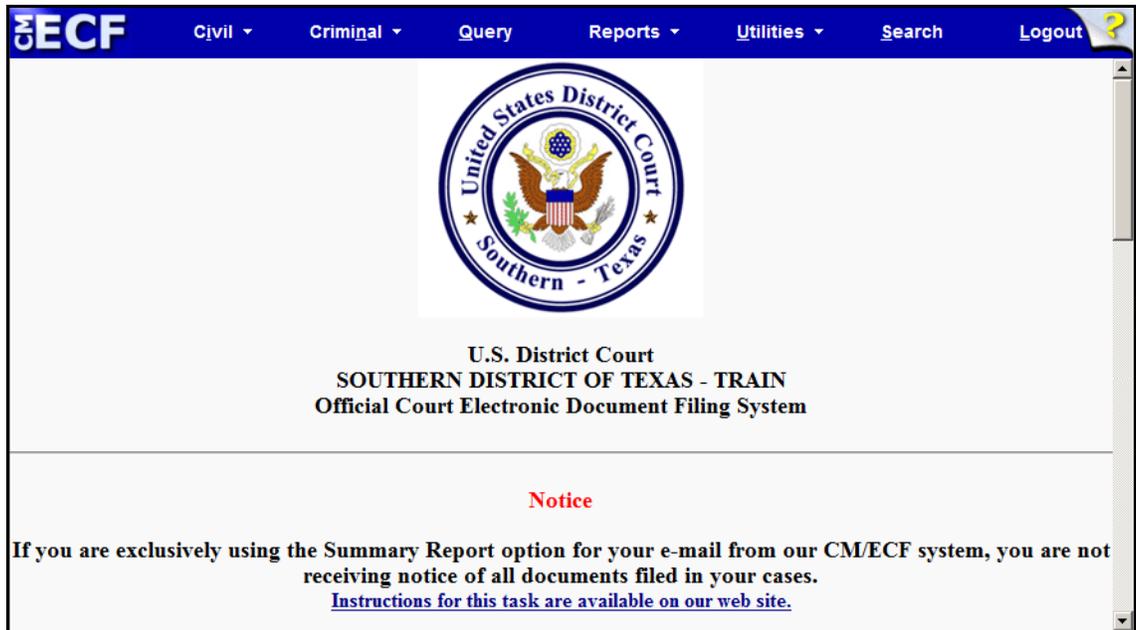


**Login names and passwords are case sensitive.**

6. Read the notice boxed in red.
7. Mark the check box within the red boxed-in notice.

8. Click **Login** to have the login and password validated.

If a valid login and password combination was entered, then the system displays its main web page (below assumes the CM/ECF information was entered).

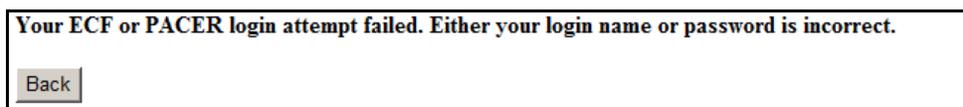


You can choose any menu item from the blue menu bar along the top of the web page.



*The date and time of your last CM/ECF log in appears at the bottom of the web page. You should review this each time you log in. If you suspect your last login date and time are incorrect, or that an unauthorized party is using your login and password, contact the court’s Help Desk immediately (page 1 – 2).*

If an invalid login and password combination was entered, then the system responds with the following error message:



9. If this occurs, click **Back**.

The ECF **Login** page displays again.

10. Return to step 5 and re-enter the login and password.

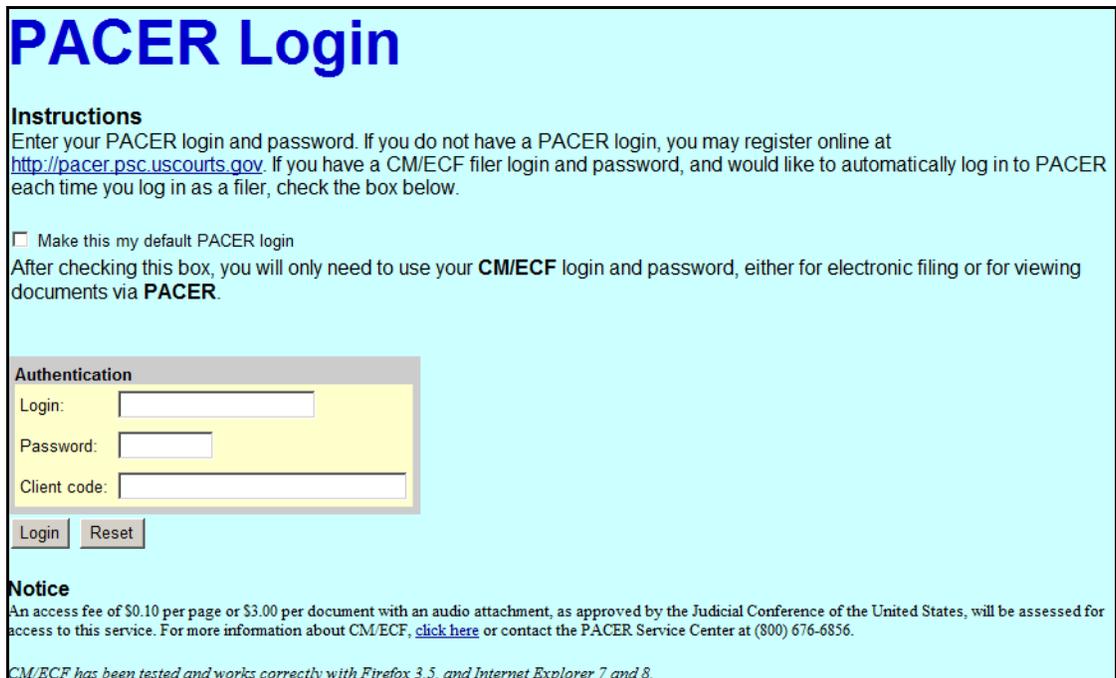
## Logging Into PACER

During your CM/ECF session, if you deviate from either electronically filing a document or maintaining your user account by selecting the *Query* or *Report* menus, the system prompts you for your PACER login information.

1. Select *Query* from CM/ECF’s web page.



The PACER Login page displays.



**WARNING:** At the bottom of the PACER Login page is a Notice detailing the charges for using PACER.

2. Enter your PACER login and password.
3. *(optional)* Enter a client code.

The **Client code** field is an optional field which allows PACER functions to be tracked. It can contain up to 32 characters. If a code is entered, then it is listed on the billing statement generated by the PACER Service Center; otherwise, it is not on the statement. Because this code is optional, it must be enforced within a user's office.

4. *(optional)* Select ***Make this my default PACER login*** check box.

Choosing this check box links your PACER information to your CM/ECF login and password. This means you will not be required to enter you PACER information again while working in CM/ECF.



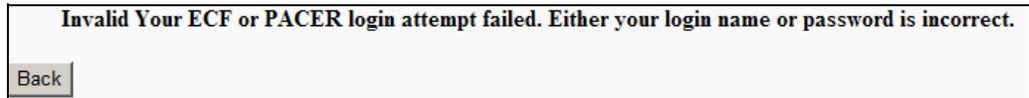
***For information on breaking the link between the CM/ECF and PACER login information, see the PACER User Guide.***

---

5. Click ***Login*** to have PACER validate the login and password.

If a valid login and password combination was entered, then CM/ECF continues to the next web page in the process.

If an invalid combination was entered, then the system responds with the following error message:



6. If this occurs, click ***Back***.

The **PACER Login** page displays again.

7. Return to step 2 and re-enter the login and password.

## The CM/ECF Menu Bar

CM/ECF provides the following menu items/features in the blue menu bar located at the top of every web page.



Menu	Description
Civil	Files electronically all civil case pleadings, motions, and other court documents.
Criminal	Files electronically all criminal case pleadings, motions, and other court documents.
Query	<p>Performs queries in CM/ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case.</p> <hr/> <p> <b>You must log into PACER before you can query CM/ECF.</b></p> <hr/>
Reports	<p>Retrieves docket sheets and cases-filed reports.</p> <hr/> <p> <b>You must log into PACER before retrieving these reports.</b></p> <hr/>
Utilities	Displays your personal CM/ECF transaction log and allows you to maintain your CM/ECF account information.
Search	Searches through the CM/ECF menus and events for the specific text you enter.
Logout	Exits CM/ECF and prevents further filing with your password until the next time you log in.

## Manipulating Web Pages

The following buttons can be used to manipulate the CM/ECF web pages:

Buttons	Description
  	<p>Moves the user back one web page. Internet Explorer’s back button is blue, while Firefox’s is slightly larger and green. Both are located in the browser’s upper-left corner. In both cases, you should use them to go back and correct an entry made on a previous web page.</p> <hr/> <p><b><i>If you discover an error after the document is transmitted, contact the Help desk.</i></b></p>
	<p>Clears all characters that have been entered and selections that have been made on the web page (i.e., it restores the web page back to its starting pointing).</p>
	<p>Accepts all input and selections made, and then displays the next CM/ECF web page, if any.</p>

## Verifying Case Number while Docketing

As you electronically file, each window displays a case number in the upper left-hand corner. This ensures that you are docketing to the correct case.

Case number — [7-08-cv-02642 Plaintiff A v. Life Insurance Company](#)

**Motions**

Select the pdf document and any attachments.

**Main Document**

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

If you are uncertain this is the correct case, right-click on the case number link and select ***Open in New Window*** to run a docket sheet for that case. You will be prompted to enter your PACER login and password (see page 3 – 5) before viewing the docket sheet. Once you have verified that this is the correct case, close the new window and return to the window you were previously on.

## Reviewing Your CM/ECF Transactions

If you need to check what you have done in CM/ECF, select the *Utilities* menu and then the *View Your Transaction Log* link (see [page 7 – 4](#)). This feature allows you to review all the transactions CM/ECF has processed with your login and password.

Besides just reviewing your transactions, you can use the transaction log to confirm if someone is using your login and password without your permission. If you suspect someone is using your information, immediately contact the clerk's office. The clerk's office will assist you in changing your password. If you believe that a document has been improperly filed with the court under your signature (i.e., your login and password is your electronic signature), you need to take whatever action you deem appropriate.



# Chapter 4

## Filing Documents Electronically

### *Purpose*

This chapter provides detailed instructions on opening a civil case and how to file motions in both civil and criminal cases.

Filing users should be thoroughly familiar with the document "*Administrative Procedures for Electronic Filing in Civil and Criminal Cases*" before filing electronically. You can find this document in the following location:

<http://www.txs.uscourts.gov/attorneys/cmecf/district/admcvcrproc.pdf>

### *Chapter Topics*

The following topics are covered in this chapter:

- *Opening a Civil Case*, page 4 – 2
- *Filing a Motion in a Civil Case*, page 4 – 20
- *Filing a Motion in a Criminal Case*, page 4 – 33

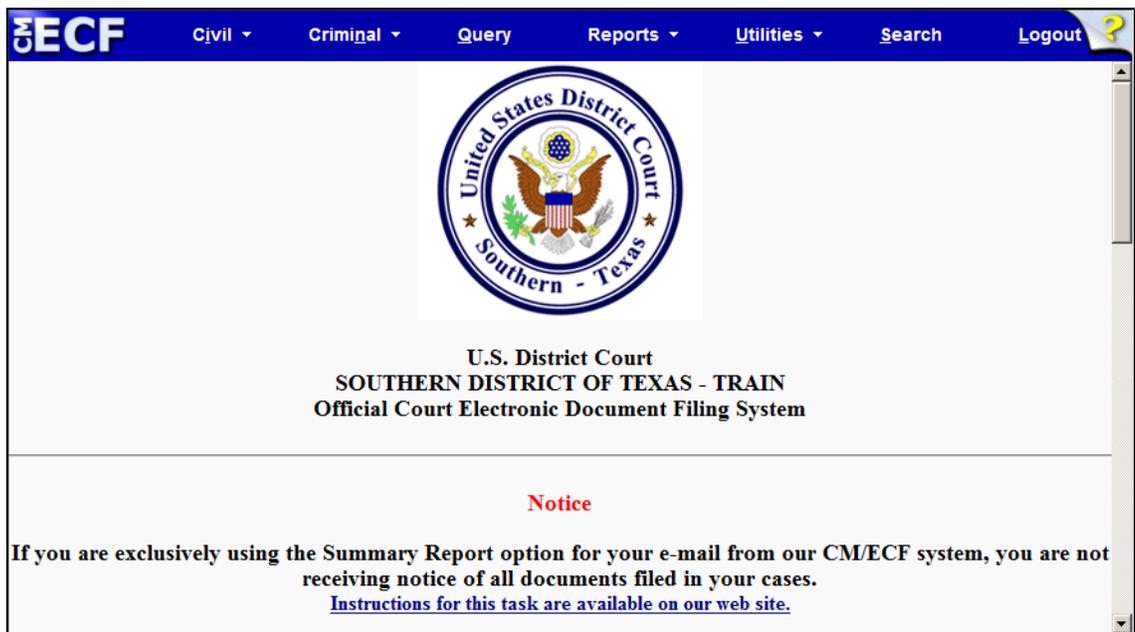
# Opening a Civil Case

This procedure describes the process for opening a civil case in CM/ECF.

To open a civil case:

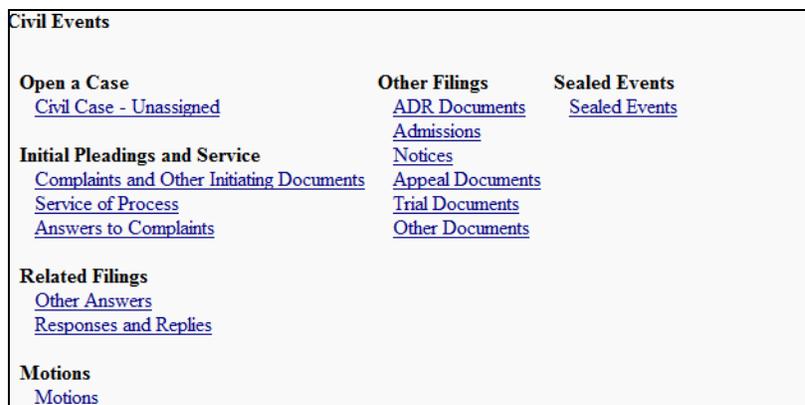
1. Log into CM/ECF (see [page 3 – 2](#)).

The CM/ECF main web page displays.



2. Select *Civil* from the menu bar.

The **Civil Events** page displays.



3. Click the *Civil Case - Unassigned* link.

The following **Open Unassigned Civil Case** page displays.

**Open Unassigned Civil Case**

**When you proceed to the next screen**, please note that the case type at the top of the screen defaults to civil (cv). If you are opening a miscellaneous case (mc), please click on the **Case type** dropdown and change it to **mc**. The miscellaneous case type should be used for opening cases in which the initiating document is any of the following:

- \* Petition for Hearing on Naturalization Application under 8 USC 1447(b)
- \* Application to Proceed In Forma Pauperis
- \* Letter Rogatory/Request for Judicial Assistance
- \* Motion for Appointment of Counsel (death penalty)
- \* Motion to Seal Case (followed by Sealed Complaint as entry #2)
- \* Petition to Enforce IRS Summons
- \* Registration of Foreign Judgment
- \* Qui Tam Actions
- \* Other Miscellaneous Relief

Also, any **Bankruptcy Appeals** or **Motions for Withdrawal of Reference** should be electronically filed *only* in the bankruptcy or adversary case, under Bankruptcy CM/ECF. Civil cases based on bankruptcy appeal or withdrawal of reference will be opened by court personnel.

With the exception of qui tam cases, you must ask permission to file a new case under seal (L.R. 83.6) as follows: Open a miscellaneous case with plaintiff named **Sealed Filer**. For the first entry, select event **Motion to Seal Case**. However, if your motion contains confidential information, use the **Sealed Motion** event (under **Sealed Events**). For your second entry, use the **Sealed Complaint** event. If your motion is granted, the Clerk will open a sealed civil case.

To file a **qui tam** case: Open a miscellaneous case with the plaintiff named **Sealed Filer** and a defendant named **Sealed Defendant**. **DO NOT USE REAL NAMES OF PARTIES**. Use the **Sealed Qui Tam Complaint** event to docket the complaint and to pay the filing fee. The Clerk will open a sealed civil case.

4. Read the contents of the page.
5. Click *Next*.

The **Open Unassigned Civil Case** page changes to enter summary information.

**Open Unassigned Civil Case**

Office  Case type  Case number

Date filed 10/22/2012

Lead case number

Association type

Other court name

Other court number

Related cases

6. Select the appropriate office from the pull-down menu.

7. Select either **cv** or **mc** for the case type.



**The bi and md options are for Clerk’s office internal use only. Do not select them.**



**Do not enter a Lead case number or change the Association type.**

8. (optional) Either:

- If it is a notice of removal, enter the other court name and number.

OR

- If it is related to a pending case in the Southern District of Texas, check the **Related cases** check box.

9. Click *Next*.

The **Open Unassigned Civil Case** page changes to enter additional case information.

10. Enter the following information:

- **Jurisdiction, Nature of suit, Cause of action, Origin, Jury demand, Class action, Demand (\$000)** in thousands of US dollars (i.e., the system automatically adds the zeroes for you), and **County** of the filing party is always required.
- **Filter** can be used to narrow the **Cause of action** and **Nature of suit** fields. If filing a contract case, type **contract** in the **Filter** field to limit the drop-down choices to only those which contain **contract** in the name. You can also type numbers into the **Filter** field.

- **Citizenship plaintiff** and **Citizenship defendant** are only necessary for cases with jurisdiction based on diversity of citizenship.
- **Fee status** and **Fee date** select as appropriate.
- **Arbitration code** and **Date transfer** should always be left blank.

11. Click *Next*.

The **Open Unassigned Civil Case** page changes to enter the plaintiff’s name.

The screenshot shows the 'Open Unassigned Civil Case' page. At the top left, there are buttons for 'Add New Party' and 'Create Case', and links for 'Collapse All' and 'Expand All'. On the right side, there is a 'Search for a party' section with three input fields: 'Last / Business Name', 'First Name', and 'Middle Name'. A 'Search' button is located below these fields.

12. Enter the business name or last, first, and middle name of the plaintiff.

13. Click *Search*.

The **Open Unassigned Civil Case** page changes to list the search results.

The screenshot shows the 'Open Unassigned Civil Case' page after a search. The search fields are now populated with 'Smith' in the 'Last / Business Name' field, 'Luke' in the 'First Name' field, and an empty 'Middle Name' field. The 'Search' button is still present. Below the search fields, there is a 'Search Results' section with an empty list box. At the bottom of the search results section, there are two buttons: 'Select Party' and 'Create New Party'. A message at the very bottom of the page reads: 'Search returned no results. Please try again or create a new party.'

14. Either:

- Select a name in the results list and click *Select Party* to verify their information before proceeding.

OR

- When the results list is empty, click *Create New Party*.

The **Open Unassigned Civil Case** page changes. Below a new plaintiff is being added.

15. Enter the following plaintiff information:

- Change the **Role** to **Plaintiff (pla:pty)**. The role defaults to defendant so you must make this change.



**Leave all address information blank for represented parties.**

- Enter the **Party text** if stated on the complaint (Example: Individually, Successor to, etc.).

16. Click **Add Party**.

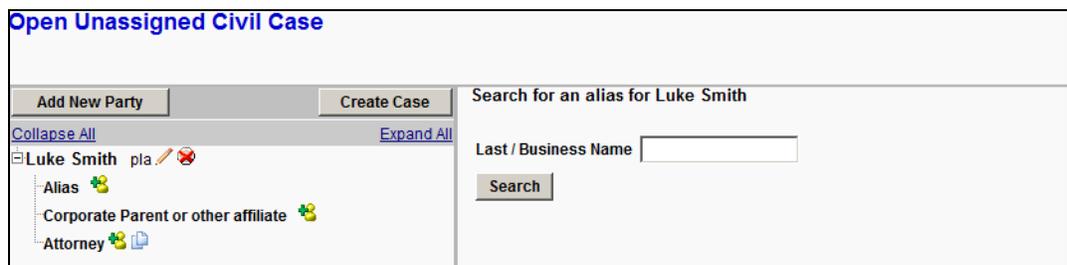
The plaintiff is added to the **Open Unassigned Civil Case** page.



17. If the plaintiff has an alias, do the following:

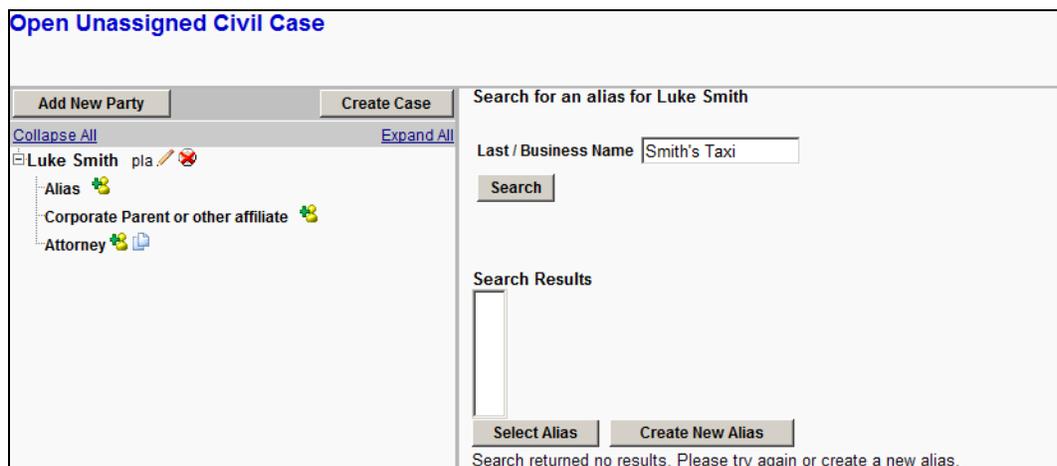
- a. Click the icon to the right of the word **Alias** in the tree structure.

The **Open Unassigned Civil Case** page changes to allow searching for the plaintiff’s alias.



- b. Enter the plaintiff’s alias.
- c. Click *Search*.

The **Open Unassigned Civil Case** page changes to list the search results.



d. Either:

- Select a name in the results list and click *Select Alias* to verify their information before proceeding.

OR

- When the results list is empty, click *Create New Alias*.

The **Open Unassigned Civil Case** page changes. Below a new alias is being added.

The screenshot shows the 'Open Unassigned Civil Case' interface. On the left, there is a tree view under 'Luke Smith' with an 'Alias' sub-item. On the right, the 'Alias Information' form is displayed with the following fields: Last/Business name (Smith's Taxi), First name (empty), Middle name (empty), Generation (empty), Type (dba), and Start date (10/23/2012). There are buttons for 'Add New Party', 'Create Case', and 'Add Alias'.

e. Click *Add Alias*.

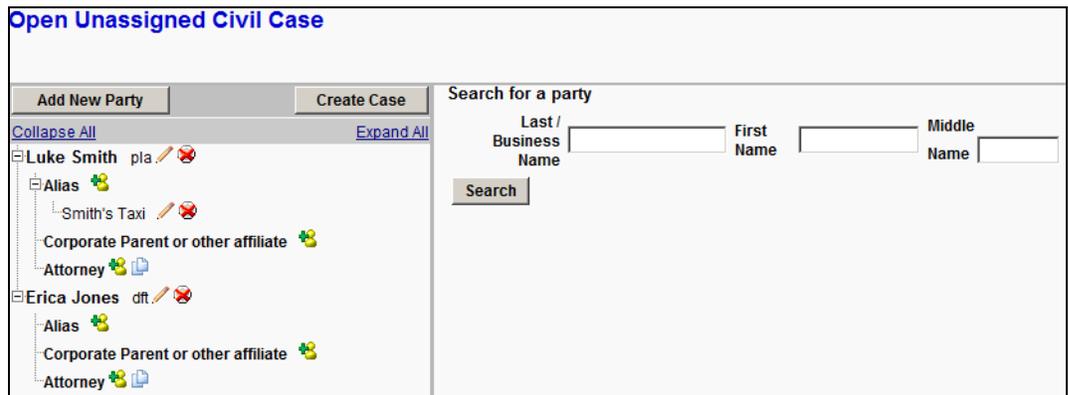
The alias is added beneath the plaintiff's name.

This screenshot shows the same interface as the previous one, but now the 'Alias' sub-item under 'Luke Smith' contains 'Smith's Taxi'. A search box on the right is titled 'Search for an alias for Luke Smith' and contains the text 'Last / Business Name' with a search button below it.

18. Use the same procedure to add additional plaintiffs or defendants. (see steps 12 through 17)

19. Click *Add New Party*.

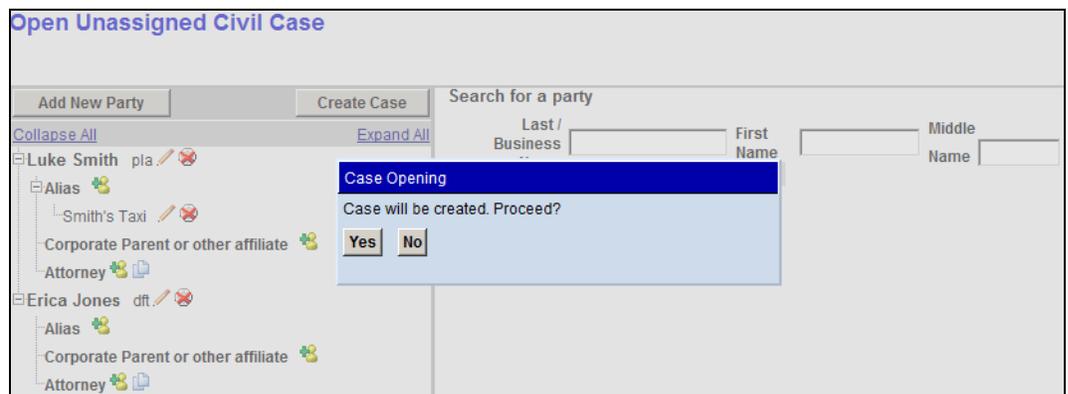
The additional parties are added to the **Open Unassigned Civil Case** page.



20. Add the remaining parties.

21. Click *Create Case*.

A **Case Opening** message displays.



22. Click *Yes* for the message.

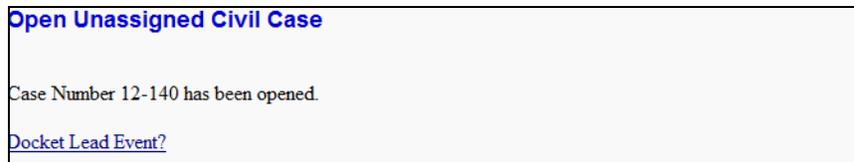
23. Click *Next* to proceed.

The **Open Unassigned Civil Case** page changes to show the docket text.



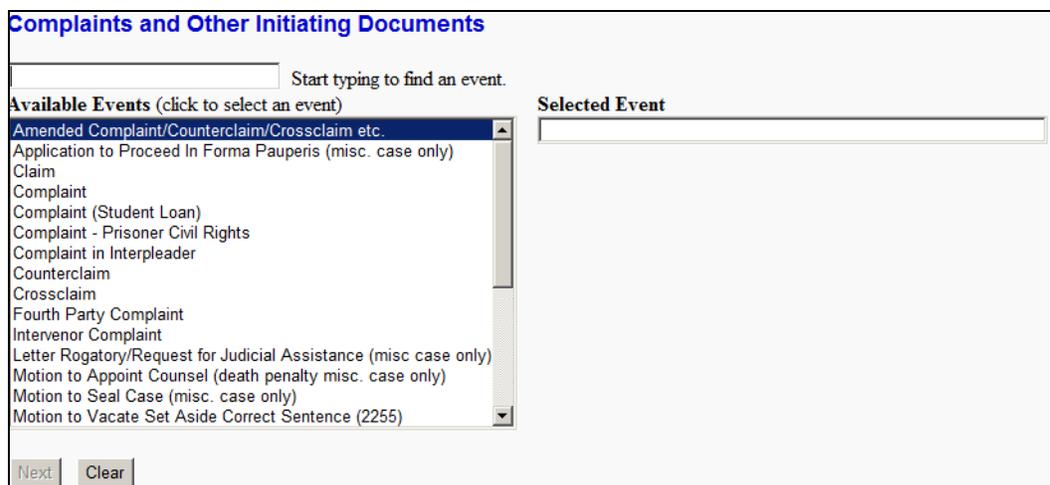
24. Click *Next*.

The **Open Unassigned Civil Case** page changes to show the case number.



25. Click on the *Docket Lead Event?* link.

The **Complaints and Other Initiating Documents** page displays.

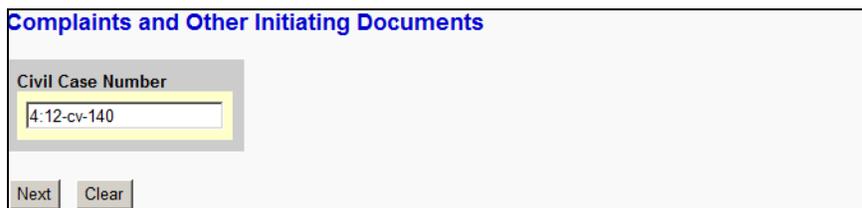


26. Select the appropriate event for your situation from the drop-down menu.

The selected event is placed in the **Selected Event** text box.

27. Click *Next*.

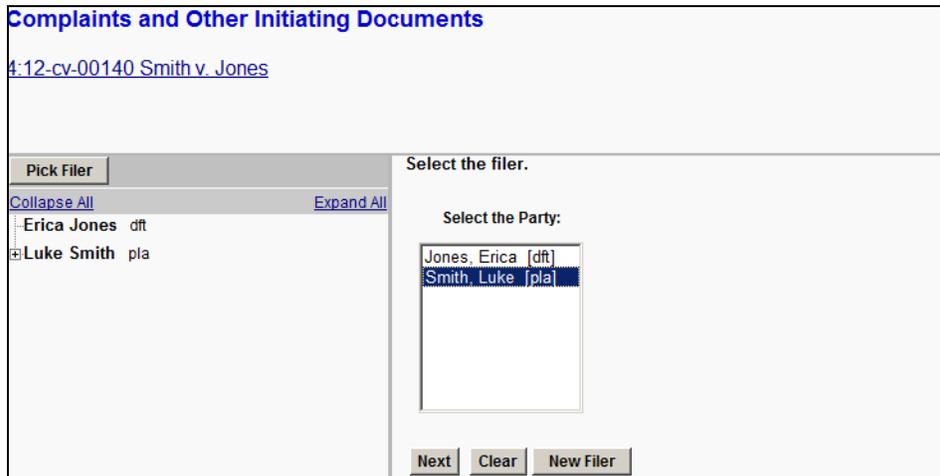
The full case number displays.



28. Verify the case number.

29. Click *Next*.

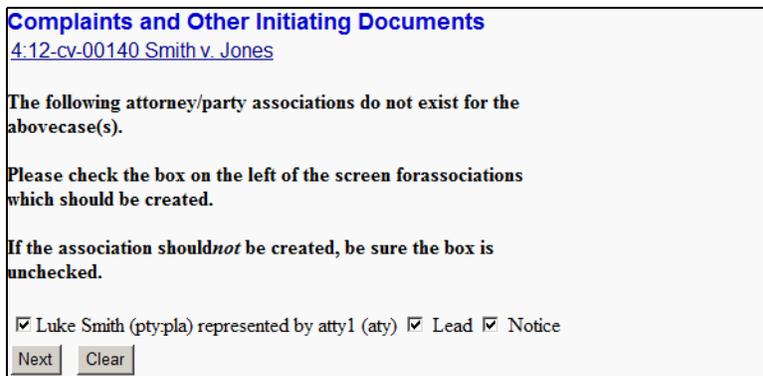
The **Complaints and Other Initiating Documents** page changes to show all the parties in the case.



30. Select the name of the filer (i.e., plaintiff).

31. Click *Next*.

The web page for making the association between the plaintiff and the attorney displays.



32. Click *Next*.

The **Complaints and Other Initiating Documents** page changes to show all of the parties in the case.

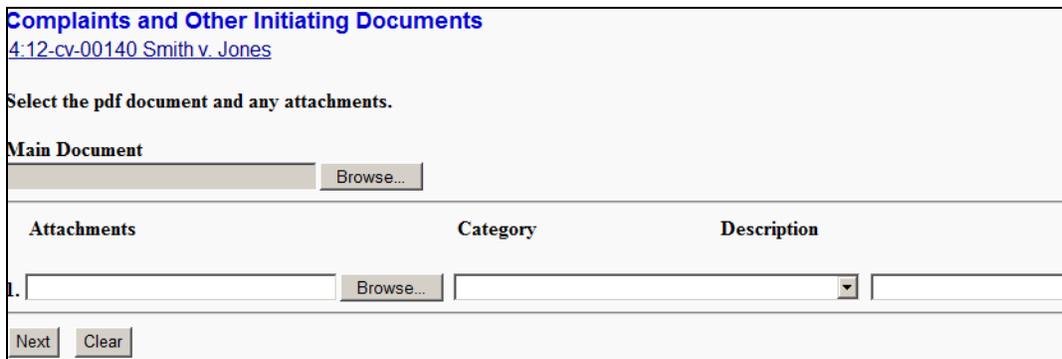


33. Either:

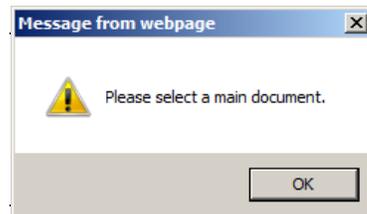
- Select the party that is being filed against (i.e., defendant).
- OR
- Select the appropriate group.

34. Click *Next*.

The **Complaints and Other Initiating Documents** page changes to select the PDF document and attachments.

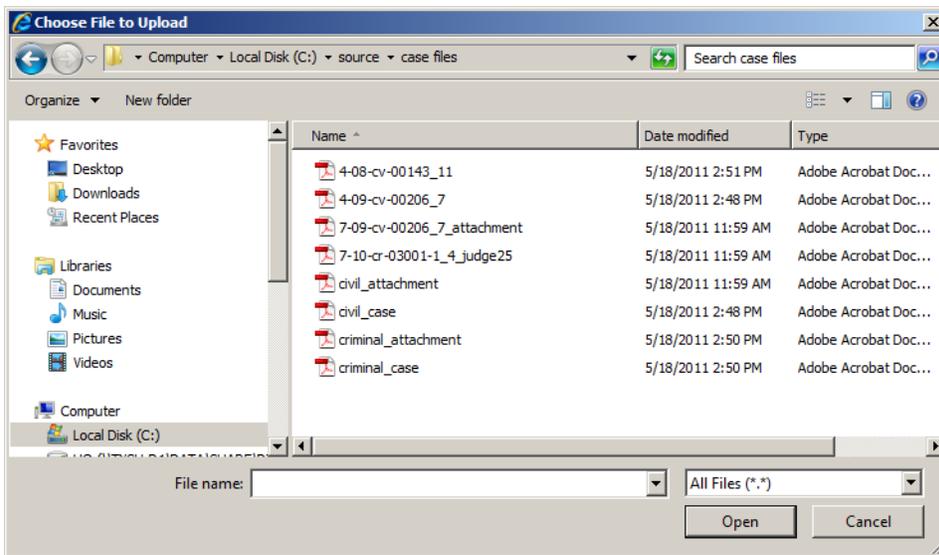


***It is imperative that you attach an electronic copy of the actual document when prompted by the system. Failure to do so causes CM/ECF to display the error message shown to the right.***



35. For the **Main Document**, click *Browse*.

The Windows **Choose File to Upload** dialog displays.



36. Navigate to and select the PDF to upload.



**The selected PDF must meet CM/ECF size limitations (page 2 – 5).**

You must select a PDF file. Selecting another file format causes CM/ECF to display the following error message after clicking the *Next* button:

**Complaints and Other Initiating Documents**  
[4:12-cv-00140 Smith v. Jones](#)

ERROR: Document is not a well-formed PDF document (no further information is available).

Error File: C:\fakepath\Memo re Plaintiff A Case.wpd

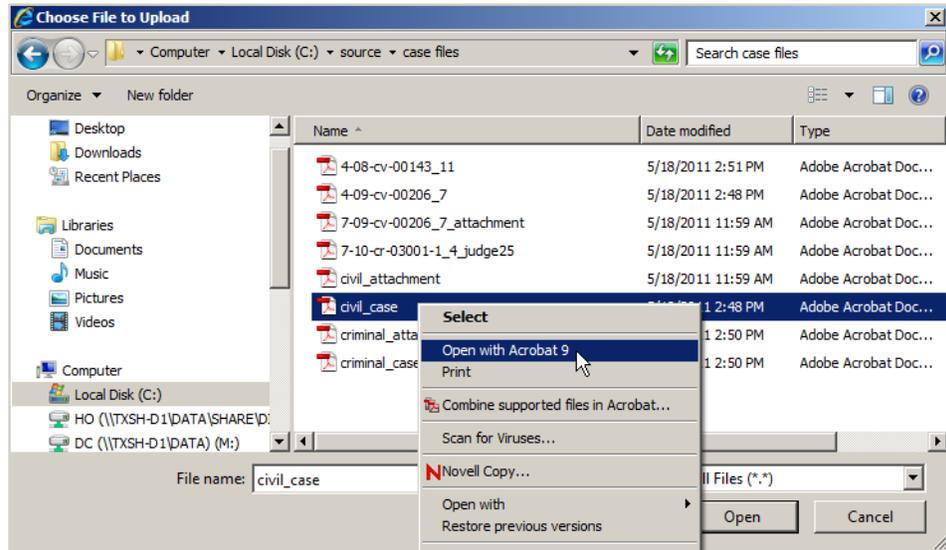
Submitted Entries

File Type	Filename	Category	Description
Main Document	C:\fakepath\Memo re Plaintiff A Case.wpd	-	-

Back

If you receive this message, click the *Back* button and select a PDF formatted file.

- 37. (optional) Verify you selected the correct document by right-clicking it and selecting *Open* or *Open with Acrobat* (whichever is available).



The PDF file opens in Acrobat. Once verified, close Acrobat.

- 38. Click *Open*.

CM/ECF inserts the PDF file name and location in the **Complaints and Other Initiating Documents** page.

A screenshot of a web form titled "Complaints and Other Initiating Documents" for case "4:12-cv-00140 Smith v. Jones". The form asks to "Select the pdf document and any attachments." Under "Main Document", the path "C:\source\case files\civil\_case.pdf" is entered, with a "Browse..." button. Below is a table for "Attachments" with columns for "Attachments", "Category", and "Description". The "Attachments" column has a "Browse..." button. At the bottom are "Next" and "Clear" buttons.

If there are no attachments to the document, skip to step 40. If there are attachments, continue to the next step. The procedure to add attachments is similar to adding the main document.

39. (optional) Add an attachment as follows:

- a. For the attachment, click **Browse**.

The Windows **Choose File Upload** dialog displays.

- b. Navigate to and select the PDF file to upload.



**The PDF must meet CM/ECF size limitations (page 2 – 5).**

- c. Click **Open**.

CM/ECF inserts the PDF file name and location in the **Complaints and Other Initiating Documents** page. Notice that the space for the next attachment is automatically added.

**Complaints and Other Initiating Documents**  
[4:12-cv-00140 Smith v. Jones](#)

Select the pdf document and any attachments.

**Main Document**

Attachments	Category	Description
1. <input type="text" value="C:\source\case files\civil_attachment.pdf"/> <input type="button" value="Browse..."/>	<input type="text" value="Appendix"/>	<input type="text"/>
<input type="button" value="Remove"/>		
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

- d. You must:

- Use the **Category** pull-down menu to select the attachment type.

AND/OR

- Enter a clear and concise description for the attachment.

- e. Return to step 39 a. for each attachment that must be added.

40. Click **Next**.

The **Complaints and Other Initiating Documents** page changes to ask a question to determine whether a fee is charged for the filing.

**Complaints and Other Initiating Documents**  
[4:12-cv-00140 Smith v. Jones](#)

Is this filed with an application to proceed without prepayment of fees (application to proceed in forma pauperis) Y/N?  
or  
Is this filed on behalf of the USA Y/N?  
or  
Is this filed under the Seaman's Act with citation of 28 USC 1916 Y/N?

41. Answer either **Y** or **N**, which ever is appropriate for your situation.

42. Click *Next*.

If a fee is to be charged, the **Complaints and Other Initiating Documents** page changes to show the fee amount.

**Complaints and Other Initiating Documents**  
[4:12-cv-00140 Smith v. Jones](#)

Fee: \$350

43. Click *Next*.

The Online Payment page displays.

Payment by  
electronic check

Payment by  
credit or debit  
card

**System Message**

- The system has populated the Payment Date with the next available payment date.

**Online Payment** [Return to your originating application](#)

**Step 1: Enter Payment Information** 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Discover\)](#)

**Option 1: Pay Via Bank Account (ACH)** [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$350.00

Account Type:  \*

Routing Number:  \*

Account Number:  \*

Confirm Account Number:  \*

Check Number:

Routing Number      Account Number      Check Number

Payment Date: 10/24/2012

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

**Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)**

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$350.00

Billing Address:  \*

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:  \*

Card Type:  \*

Card Number:  \* (Card number value should not contain spaces or dashes)

Security Code:  \* [Help finding your security code](#)

Expiration Date:  \* /  \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

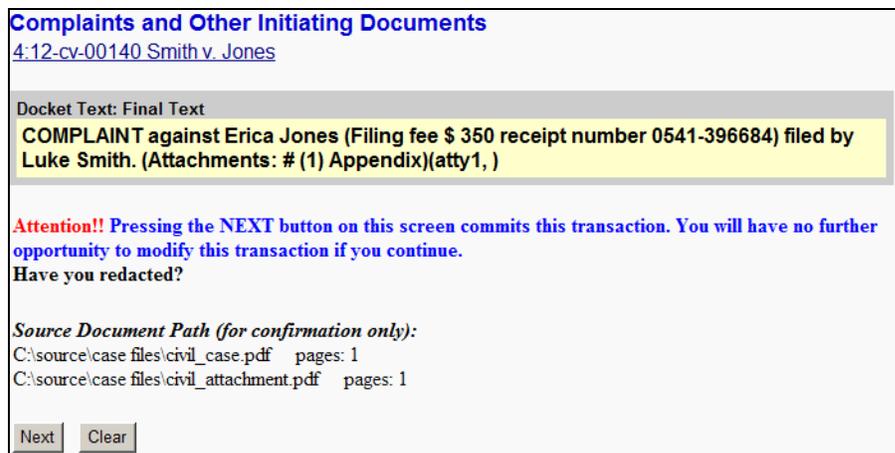
44. Complete all required information for the payment.

After the payment, the case number and name displays.



45. Click *Next* to proceed.

The **Complaints and Other Initiating Documents** page changes to show you the final docket text and documents being filed.



46. Review the docket text and correct any errors by using the browser’s back button to find the page you need to change.



***This is the last opportunity to abort the CM/ECF filing, which can be done by clicking on any CM/ECF menu item or clicking the browser’s back button until you reach the beginning of the event.***

47. Click *Next*.

After processing, CM/ECF displays the Notice of Electronic Filing (NEF).

**Complaints and Other Initiating Documents**  
[4:12-cv-00140 Smith v. Jones](#)

U.S. District Court  
 SOUTHERN DISTRICT OF TEXAS - TRAIN

**Notice of Electronic Filing**

The following transaction was entered by atty1, on 10/23/2012 at 11:13 AM CDT and filed on 10/23/2012

**Case Name:** Smith v. Jones  
**Case Number:** [4:12-cv-00140](#)  
**Filer:** Luke Smith  
**Document Number:** [1](#)

**Docket Text:**  
**COMPLAINT** against Erica Jones (Filing fee \$ 350 receipt number 0541-396684) filed by Luke Smith. (Attachments: # (1) Appendix)(atty1, )

**4:12-cv-00140 Notice has been electronically mailed to:**

**4:12-cv-00140 Notice has not been electronically mailed to:**

atty1  
 515 Rusk  
 Houston, TX 77002

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

**Document description:**Main Document  
**Original filename:**n/a  
**Electronic document Stamp:**  
 [STAMP dcecfStamp\_ID=1045387613 [Date=10/23/2012] [FileNumber=334210-0  
 ] [6149af3c4fcb3bcd4de8775b972cbc17beaa4f67ea6022dee26677ddfdce017a  
 6f2dd64cd2026007469f90816e76176b75aed67837abf8eb91551d47586b8]]

**Document description:**Appendix  
**Original filename:**n/a  
**Electronic document Stamp:**  
 [STAMP dcecfStamp\_ID=1045387613 [Date=10/23/2012] [FileNumber=334210-1  
 ] [4cced6f8f6976feeee718af1c1729778d3513fe4af470bd28d5802e27a806de599d  
 e4bb7bc4967d70ac3720e091e4321cd844dc7c3f2a8825bf0f9fc28f48a00]]

The NEF confirms that CM/ECF opened the case and that the parties were notified. 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.



***The system does not assign a Judge at this time. One will be assigned later via the clerk’s office.***

- 48. Select the browser’s *Print* icon to print the document receipt.
- 49. Select *File » Save As* to save the receipt to a file on your PC.



**The NEF is your confirmation that the filing was accepted.**

If you are not familiar with the email notifications of filed PDF documents and of the NEF, see [page 2 – 6](#).

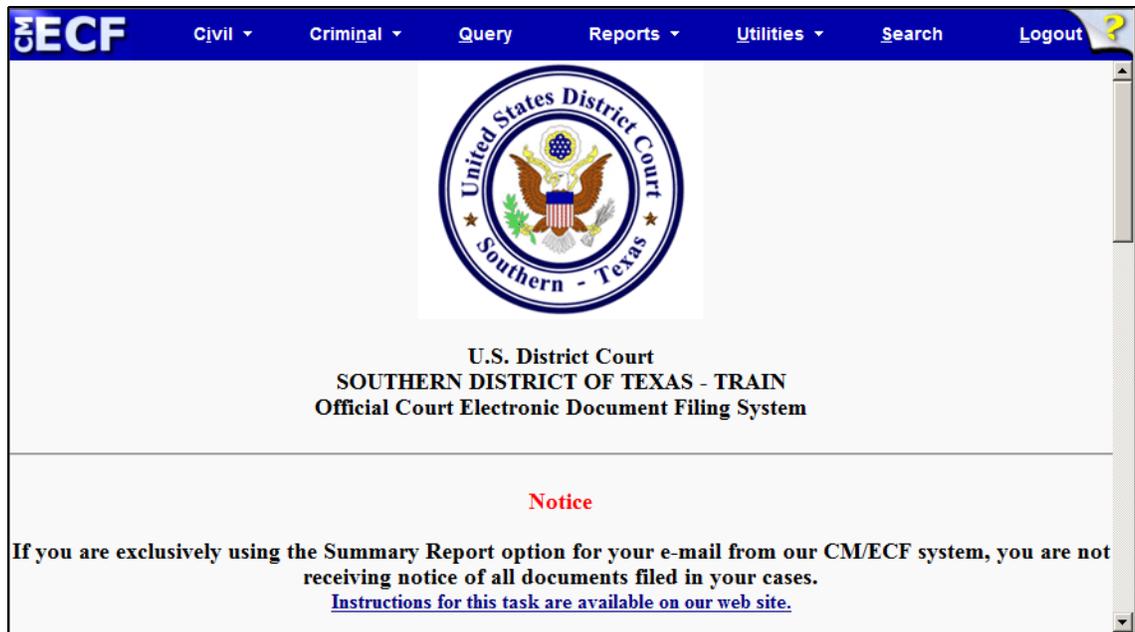
## Filing a Motion in a Civil Case

This procedure describes the process for filing a motion in a civil case. The process is similar for filing other civil case pleadings in CM/ECF.

To file a motion in a civil case:

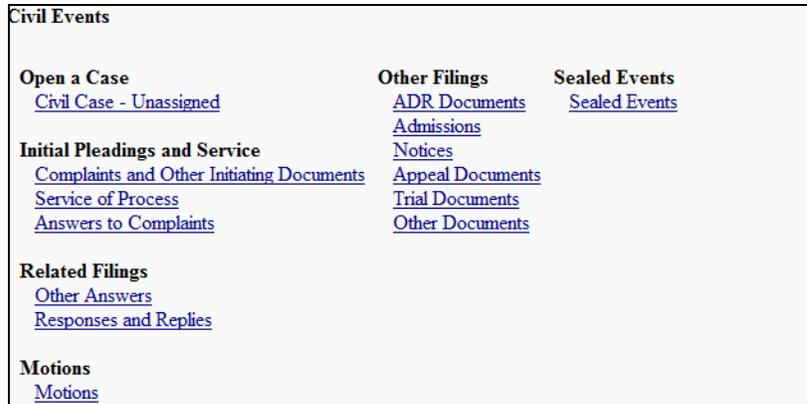
1. Log into CM/ECF (see [page 3 – 2](#)).

The CM/ECF main web page displays.



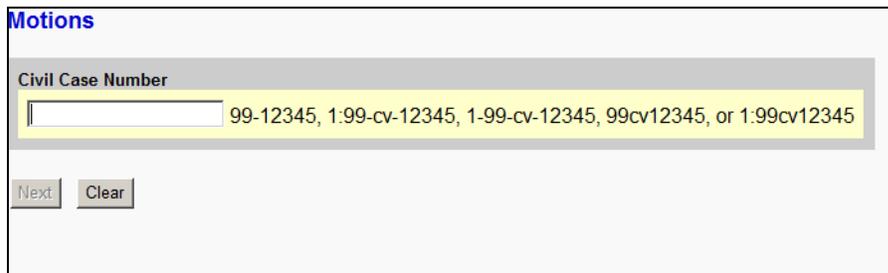
2. Select *Civil* from the menu bar.

The **Civil Events** page displays.



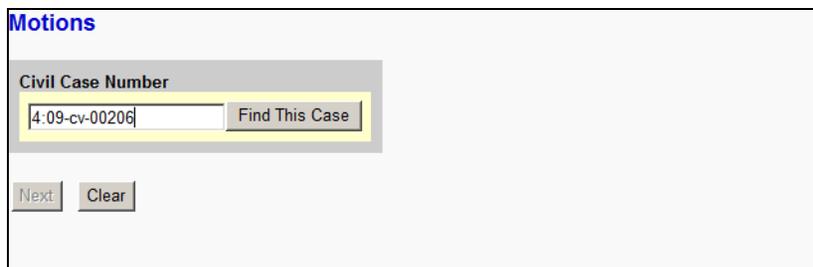
3. At the bottom of the page, click the *Motions* link.

The following **Motions** page displays.



4. Enter the number of the case for which you are filing a motion.

As you enter a case number, the **Motions** page changes to the following:



5. Click *Find This Case*.

If the case number is found, the **Motions** page changes to the following and the *Next* button becomes available:

The screenshot shows a web form titled "Motions". Under the heading "Civil Case Number", there is a text input field containing "4:09-cv-206". Below the input field are two buttons: "Next" and "Clear". The "Next" button is highlighted, indicating it is the active option.

If the case number is not found, the **Motions** page changes to the following. You can click the *Clear* button to remove your entry and start over or correct the entry that is already there.

The screenshot shows the "Motions" page with the "Civil Case Number" input field containing "4:09-cv-32206". To the right of the input field, a message reads "Cannot find civil case 4:09-cv-32206". Below the input field are "Next" and "Clear" buttons. The "Clear" button is highlighted.

If CM/ECF finds multiple matches, the **Motions** page shows the following. After selecting which case you want, the *Next* button becomes available.

The screenshot shows the "Motions" page with the "Civil Case Number" input field containing "09-6". To the right of the input field is a "Hide Case List" button. Below the input field, the text "Select a case:" is followed by a list of three cases, each with an unchecked checkbox:
 

- 2:09-cv-00006 Bird v. Cat
- 4:09-cv-00006 Mario's Bike Shop v. Ms. Brenda
- 4:09-mc-00006 Explorer v. Monkey

 Below the list are "Next" and "Clear" buttons. The "Next" button is highlighted.

6. Click *Next*.

The **Motions** page changes to select the motion type.

The screenshot shows the 'Motions' page interface. At the top, there is a search box with the placeholder text 'Start typing to find an event.' Below this is a list of 'Available Events (click to select events)'. The list includes: 2255, Abate, Abstain, Add Party, Alter Judgment, Amend, Amended Motion, Appeal In Forma Pauperis, Appear, Appear Pro Hac Vice, Appointment, Approval, Attorney Fees, Bifurcate, and Bill of Costs. To the right of the list is a 'Selected Events (click to remove events)' box, which is currently empty. At the bottom of the interface are 'Next' and 'Clear' buttons.

7. Either:

- Begin entering the event name in the text box to have CM/ECF automatically trim the list of available events.

This screenshot shows the 'Motions' page after a search. The search box now contains the letter 'h'. The 'Available Events' list is filtered to show: Appear Pro Hac Vice, Hearing, Hold in Abeyance, Writ of Habeas Corpus ad prosequendum, and Writ of Habeas Corpus ad testificandum. 'Appear Pro Hac Vice' is highlighted in blue. The 'Selected Events' box remains empty. 'Next' and 'Clear' buttons are still present at the bottom.

OR

- Use the scroll bar to locate the event you need.

8. Select the appropriate event from the **Available Events** listing.



***The selected event determines which web pages CM/ECF displays.***

The selected event is placed in the **Selected Events** text box.

The screenshot shows a web interface titled "Motions". At the top, there is a search bar with the text "Start typing to find another event." Below this, there are two columns. The left column is titled "Available Events (click to select events)" and contains a list of legal events: Hearing, Hold in Abeyance, In Limine, Interlocutory Appeal, Intervene, Issuance of Warrant, Joinder, Judgment, Jury Trial, Leave to Appeal, Leave to File Document, Letters Rogatory, Lift Stay, Miscellaneous Relief, and Modify. The "Hearing" event is highlighted in blue. The right column is titled "Selected Events (click to remove events)" and contains a text box with "Hearing" entered. At the bottom of the interface are two buttons: "Next" and "Clear".



**To delete a selected event, click the event in the Selected Events text box.**

9. Click *Next*.

The **Motions** page changes to designate the party or parties filing the document.

The screenshot shows the "Motions" page with the case name "4-09-cv-00206 Plaintiff v Harris County, Texas" at the top. Below the case name is a "Pick Filer" button. Underneath, there are "Collapse All" and "Expand All" links. A list of parties is shown: "Harris County Texas dft" and "Kim Plaintiff pla". To the right of this list is a "Select the filer." section with a "Select the Party:" label and a text box containing "Harris County Texas [dft]" and "Plaintiff, Kim [pla]". At the bottom of this section are three buttons: "Next", "Clear", and "New Filer".

10. Highlight the name of the party or parties for whom you are filing the motion.

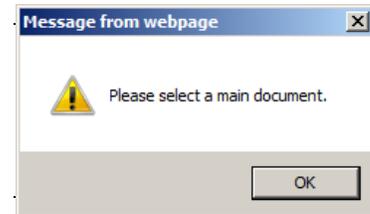
If you represent multiple defendants or plaintiffs, you can select more than one party by holding down the Ctrl key while making your selection.

11. Click *Next*.

The **Motions** page changes to select the PDF document and attachment(s).

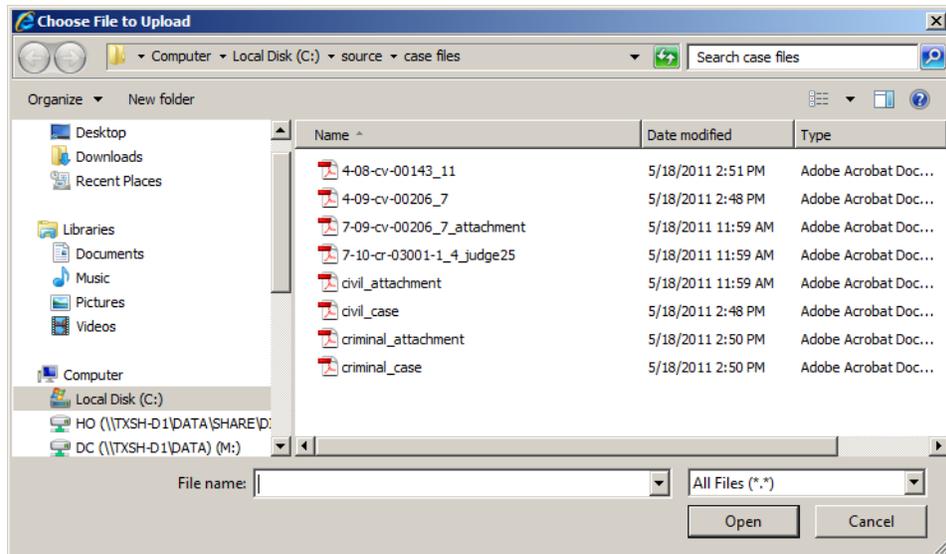


***It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. Failure to do so causes CM/ECF to display the error message shown to the right.***



12. For the **Main Document**, click **Browse**.

The Windows **Choose File to Upload** dialog displays.

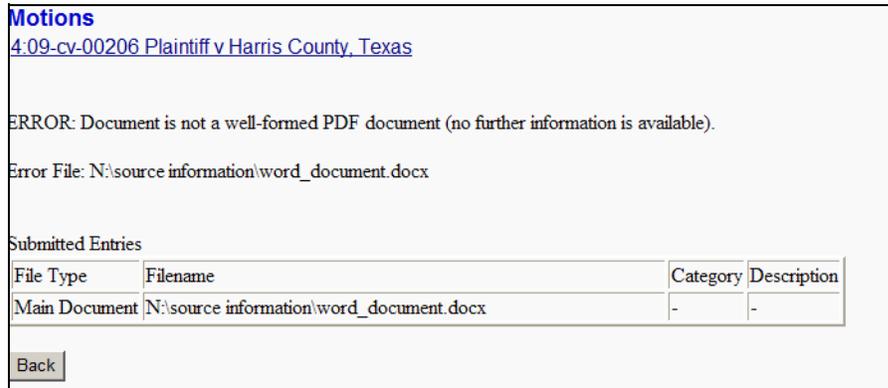


13. Navigate to and select the PDF file to upload.



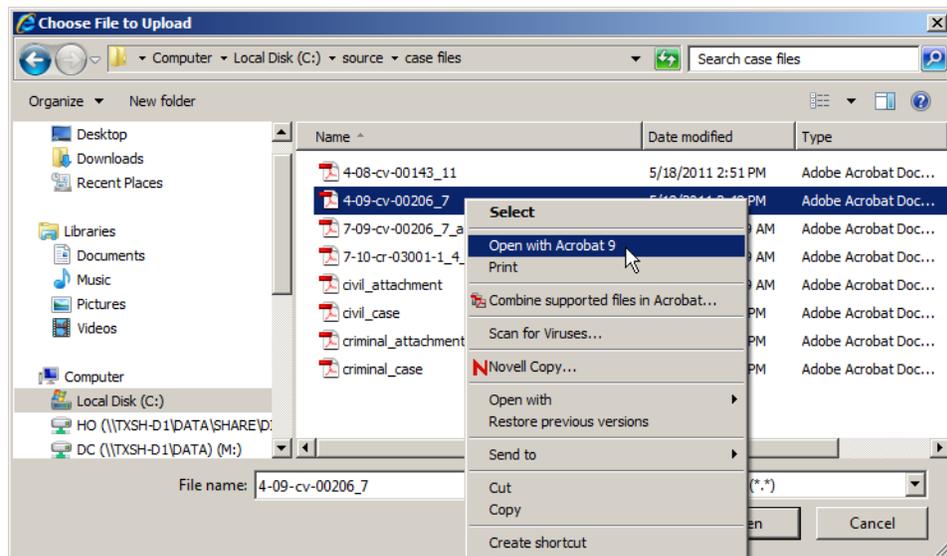
***The selected PDF must meet CM/ECF size limitations (page 2 – 5).***

You must select a PDF file. Selecting another file format causes CM/ECF to display the following error message after clicking the *Next* button:



If you receive this message, click the *Back* button and select a PDF formatted file.

- (optional) Verify you selected the correct document by right-clicking it and selecting *Open* or *Open with Acrobat* (whichever is available).



The PDF file opens in Acrobat. Once verified, close Acrobat.

- Click *Open*.

CM/ECF inserts the PDF file name and location in the **Motions** page.

**Motions**  
[4:09-cv-00206 Plaintiff v Harris County, Texas](#)

Select the pdf document and any attachments.

**Main Document**  
 C:\source\case files\4-09-cv-00206\_7.pdf

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

If there are no attachments to the motions, skip to step 17. If there are attachments, continue to the next step. The procedure to add attachments is similar to adding the main document.

16. (optional) Add an attachment as follows:

- a. For the attachment, click **Browse**.

The Windows **Choose File to Upload** dialog displays.

- b. Navigate to and select the PDF file to upload.



**The PDF must meet CM/ECF size limitations (page 2 – 5).**

- c. Click **Open**.

CM/ECF inserts the PDF file name and location in the **Motions** page. Notice that space for the next attachment is automatically added.

**Motions**  
[4:09-cv-00206 Plaintiff v Harris County, Texas](#)

Select the pdf document and any attachments.

**Main Document**  
 C:\source\case files\4-09-cv-00206\_7.pdf

Attachments	Category	Description
1. C:\source\case files\7-09-cv-00206_7_atta <input type="button" value="Browse..."/>	Appendix	<input type="text"/>
<input type="button" value="Remove"/>		
2. <input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>

- d. You must:
  - Use the **Category** pull-down menu to select the attachment type.

AND/OR

  - Enter a clear and concise description for the attachment.
- e. Return to step 16 a. for each attachment that must be added.

17. Click *Next*.

In our example, we are filing a motion for hearing on a Pending Summary Judgment motion. The **Motions** page changes to enter the type of hearing and to link the document (if appropriate).

**Motions**  
[4:09-cv-00206 Plaintiff v Harris County, Texas](#)

What type of Hearing?

---

If the proposed hearing pertains to a document, click on box to refer to the document.  
 On next screen if you are unsure as to which category you should select, hold down control key and highlight all categories listed to pull up entire docket sheet.

Should the document you are filing link to another document in this case?

18. In the text box, enter **Motion**.

If the document you are filing should link to another document, then continue to step 19. Otherwise, skip to step 23.

19. (optional) Select the check box to link the document.

The web page should look as follows.

**Motions**  
[4:09-cv-00206 Plaintiff v Harris County, Texas](#)

What type of Hearing?

---

If the proposed hearing pertains to a document, click on box to refer to the document.  
 On next screen if you are unsure as to which category you should select, hold down control key and highlight all categories listed to pull up entire docket sheet.

Should the document you are filing link to another document in this case?

The **Motions** page changes to select the relating event category.

**Motions**  
[4:09-cv-00206 Plaintiff v Harris County, Texas](#)

Select the category to which your event relates.

EXTEND  
 Type  
 adr  
 answer  
 appeal  
 appeal-cr  
 charge-cr  
 cmp  
 detention-cr  
 discov

Filed  to

Documents  to

Next Clear

20. Select all categories in the text area using one of the following methods:

- Hold down the Ctrl key and drag your mouse from the first to the last item in the list to highlight all categories.

OR

- Highlight the first item in the list, go to the last item in the list, and then hold down the Shift key and click the last item.

21. Click *Next*.

The **Motions** page changes to select the event to which you are linking.

**Motions**  
[4:09-cv-00206 Plaintiff v Harris County, Texas](#)

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

12/16/2010 5 MOTION for Summary Judgment by Harris County Texas, filed. Motion Docket Date 1/6/2011. (mbaird, )

12/16/2010 6 MOTION for Extension of Time Time to File Response by Kim Plaintiff, filed. Motion Docket Date 1/6/2011. (mbaird, )

05/20/2011 8 MOTION for motion Hearing re: 5 MOTION for Summary Judgment by Kim Plaintiff, filed. Motion Docket Date 6/10/2011. (atty1, )

05/20/2011 9 MOTION for Motion Hearing re: 5 MOTION for Summary Judgment by Kim Plaintiff, filed. Motion Docket Date 6/10/2011. (Attachments: # 1 Appendix) (atty1, )

Next Clear

22. Select the **MOTION for Summary Judgment** event.

23. Click *Next*.

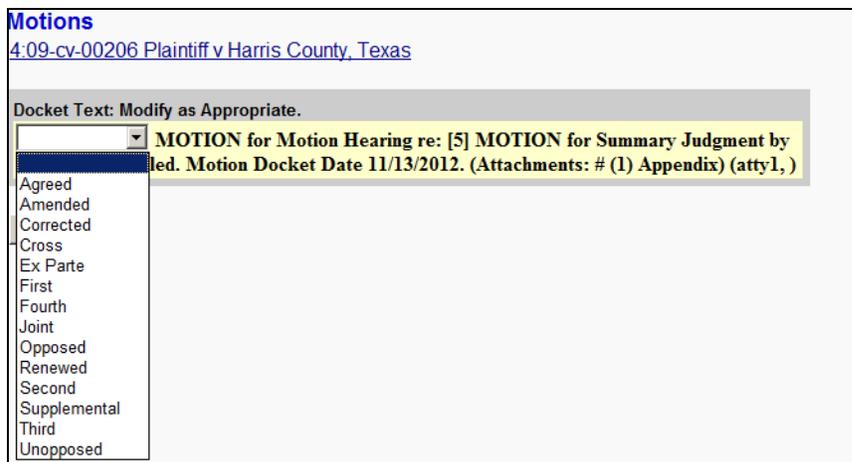
The **Motions** page changes to show the docket date.



The screenshot shows a web interface for filing motions. At the top, it says "Motions" in blue. Below that is a link "4:09-cv-00206 Plaintiff v Harris County, Texas". Underneath is the text "Motion for Hearing". A horizontal line separates this from the "Motion Docket Date" section. In this section, it says "Date 11/13/2012". At the bottom of this section are two buttons: "Next" and "Clear".

24. Click *Next*.

The **Motions** page changes to allow for changes to the docket text.



The screenshot shows the same web interface as before, but with a dropdown menu open. The dropdown menu is positioned over the "Motion Docket Date" section. The menu lists various motion types: Agreed, Amended, Corrected, Cross, Ex Parte, First, Fourth, Joint, Opposed, Renewed, Second, Supplemental, Third, and Unopposed. The text "MOTION for Motion Hearing re: [5] MOTION for Summary Judgment by" is visible in the background, partially obscured by the dropdown menu.

25. (optional) If applicable to your event, use the pull-down menu to select a value for your event.

26. Click *Next*.

The **Motions** page changes to show the final docket text and documents being filed.

**Motions**  
[4:09-cv-00206 Plaintiff v Harris County, Texas](#)

Docket Text: Final Text

**MOTION for Motion Hearing re: [5] MOTION for Summary Judgment by Kim Plaintiff, filed. Motion Docket Date 11/13/2012. (Attachments: # (1) Appendix) (atty1, )**

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

**Have you redacted?**

*Source Document Path (for confirmation only):*  
 C:\source\case files\4-09-cv-00206\_7.pdf pages: 1  
 C:\source\case files\7-09-cv-00206\_7\_attachment.pdf pages: 1

27. Review the docket text and correct any errors by using the browser’s back button to find the page you need to change.



***This is the last opportunity to abort the CM/ECF filing, which can be done by clicking on any CM/ECF menu item or clicking the browser’s back button until you reach the beginning of the event.***

28. Click *Next* to file and docket the pleading.

After processing, CM/ECF displays the Notice of Electronic Filing (NEF).

**Motions**  
[4:09-cv-00206 Plaintiff v Harris County, Texas](#)

**U.S. District Court**  
**SOUTHERN DISTRICT OF TEXAS - TRAIN**

**Notice of Electronic Filing**

The following transaction was entered by atty1, on 10/23/2012 at 12:45 PM CDT and filed on 10/23/2012

**Case Name:** Plaintiff v Harris County, Texas  
**Case Number:** [4:09-cv-00206](#)  
**Filer:** Kim Plaintiff  
**Document Number:** [10](#)

**Docket Text:**  
**MOTION for Motion Hearing re: [5] MOTION for Summary Judgment by Kim Plaintiff, filed. Motion Docket Date 11/13/2012. (Attachments: # (1) Appendix)(atty1, )**

**4:09-cv-00206 Notice has been electronically mailed to:**

**4:09-cv-00206 Notice has not been electronically mailed to:**

atty1  
 515 Rusk  
 Houston, TX 77002

Joe Lawyer  
 123 Legal Lane  
 Houston, TX 77002

John Doe  
 1234 Rusk  
 Houston, Tx 77002

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

**Document description:**Main Document  
**Original filename:**n/a  
**Electronic document Stamp:**  
 [STAMP dcecfStamp\_ID=1045387613 [Date=10/23/2012] [FileNumber=334230-0  
 ] [626052655e08f7b478fa808ba5f75f5e25df19922bcd75db28da08f64e53acb2696  
 04f6bbe25a9a53670a507644618b679aab6ca4adc1ce8d0676ffa90a0a8db]]

**Document description:**Appendix  
**Original filename:**n/a  
**Electronic document Stamp:**  
 [STAMP dcecfStamp\_ID=1045387613 [Date=10/23/2012] [FileNumber=334230-1  
 ] [1df5a3b05f2fb4a08ad8b948d84590395c021769e7df3b070937c6695fa8e942af1  
 556735a5250ba8fcf55719fc04cbbe10e3cd5256f4625e2e589419757e5b1]]

The NEF confirms that CM/ECF has registered your transaction and that 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(s). You should note the number(s) on the PDF file(s).

29. Select the browser’s *Print* icon to print the document receipt.

30. Select **File » Save As** to save the receipt to a file on you PC.



**The NEF is your confirmation that the filing was accepted.**

If you are not familiar with email notifications, see [page 2 – 6](#).

## Filing a Motion in a Criminal Case



**Filing users must electronically file certain criminal documents as sealed pursuant to the "Administrative Procedures for Electronic Filing in Civil and Criminal Cases". You can review this document in the following location:**

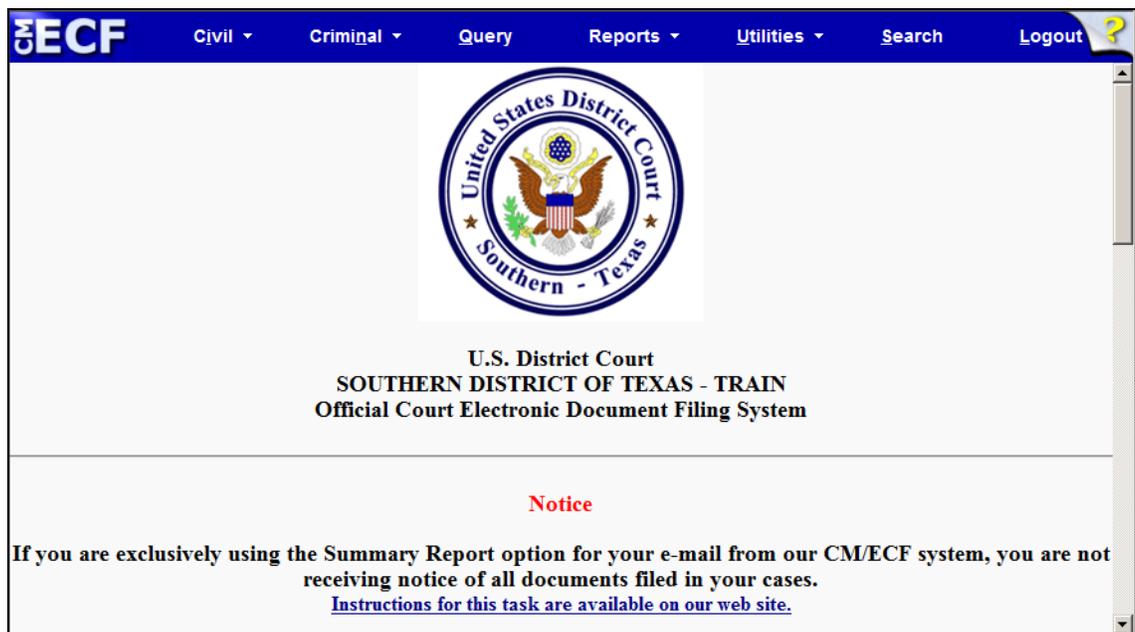
**<http://www.txs.uscourts.gov/attorneys/cmecf/district/admcvcproc.pdf>**

This procedure describes the process for filing a motion in a criminal case. The process is similar for filing other criminal documents in CM/ECF.

To file a motion in a criminal case:

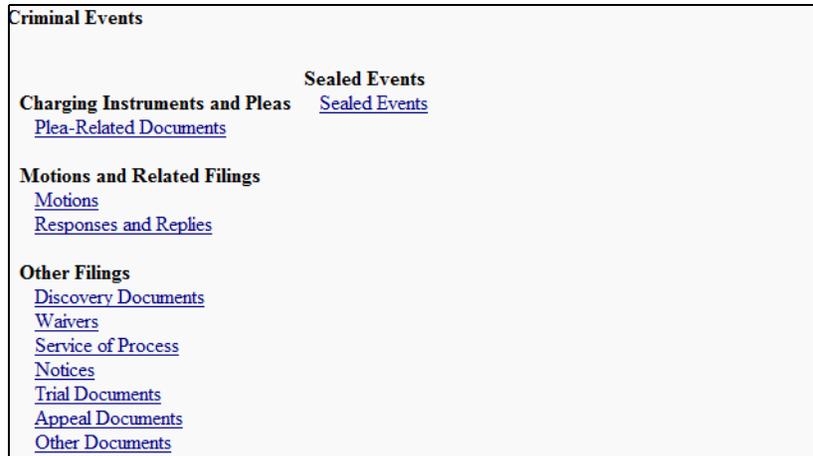
1. Log into CM/ECF (see [page 3 – 2](#)).

The CM/ECF main web page displays.



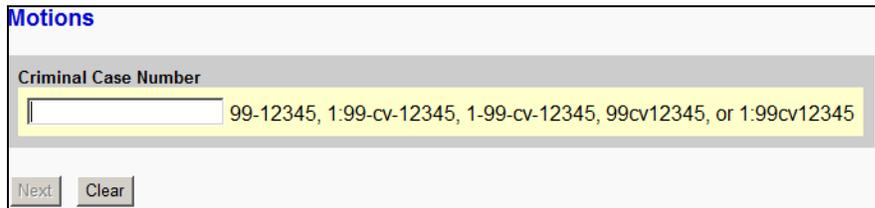
2. Select *Criminal* from the menu bar.

The **Criminal Events** page displays.



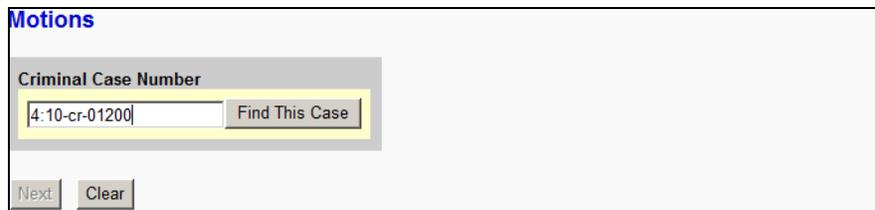
3. Under **Motions and Related Filings**, click the *Motions* link.

The following **Motions** page displays.



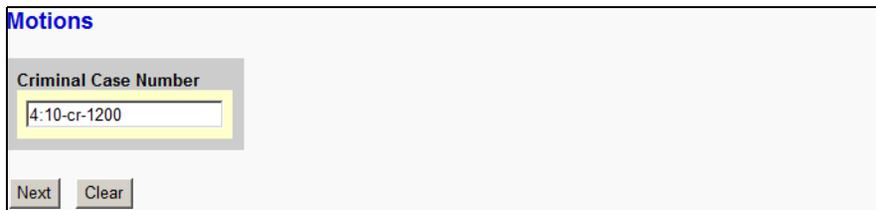
4. Enter the number of the case for which you are filing a motion.

As you enter a case number, the **Motions** page changes to the following:



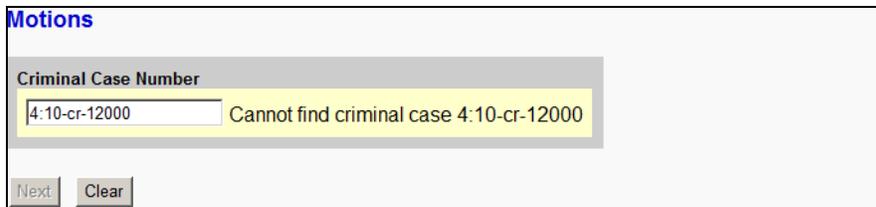
5. Click *Find This Case*.

If the case number is found, the **Motions** page changes to the following and the *Next* button becomes available.



The screenshot shows a web form titled "Motions". Under the heading "Criminal Case Number", there is a text input field containing "4:10-cr-1200". Below the input field are two buttons: "Next" and "Clear".

If the case number is not found, the **Motions** page changes to the following. You can click the *Clear* button to remove your entry and start over or correct the entry that is already there.

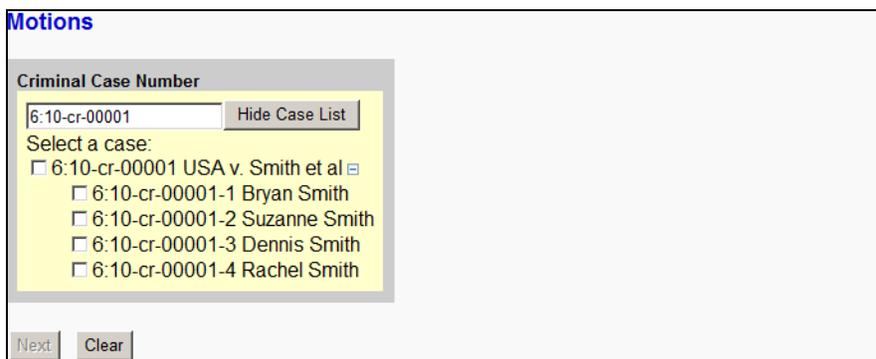


The screenshot shows a web form titled "Motions". Under the heading "Criminal Case Number", there is a text input field containing "4:10-cr-12000". To the right of the input field, a yellow error message reads "Cannot find criminal case 4:10-cr-12000". Below the input field are two buttons: "Next" and "Clear".



**Sealed cases are not available in CM/ECF. If you are absolutely sure you are entering the correct case number, then it is possible the case is sealed. Motions for sealed cases must be filed in the Clerk’s office.**

When multiple case numbers match the one typed in (i.e., there are multiple defendants on the case), then the **Motions** page changes to the following. You can click in the check boxes to mark the defendants to which the filing relates. If it relates to all defendants, then select the case number without a defendant number but with **et al** at the end.



The screenshot shows a web form titled "Motions". Under the heading "Criminal Case Number", there is a text input field containing "6:10-cr-00001" and a "Hide Case List" button. Below the input field, it says "Select a case:" followed by a list of four items, each with an unchecked checkbox:

- 6:10-cr-00001 USA v. Smith et al
- 6:10-cr-00001-1 Bryan Smith
- 6:10-cr-00001-2 Suzanne Smith
- 6:10-cr-00001-3 Dennis Smith
- 6:10-cr-00001-4 Rachel Smith

Below the list are two buttons: "Next" and "Clear".

6. Click *Next*.

The **Motions** page changes to designate the party or parties filing the document.

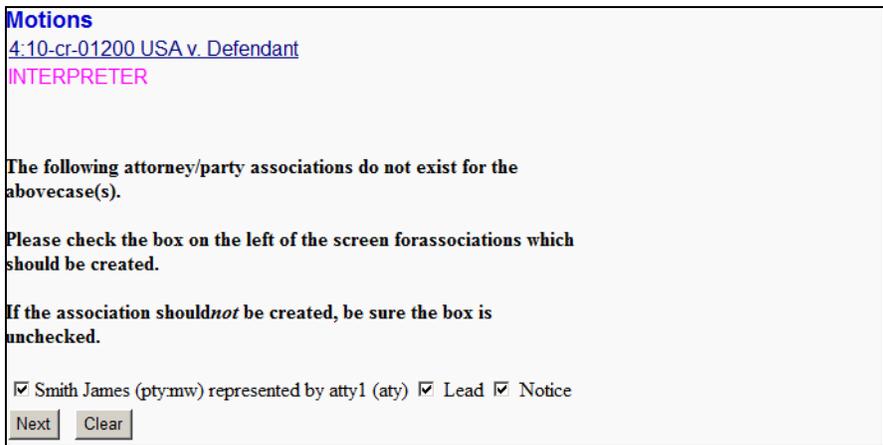


- 7. Highlight the name of the party or parties for whom you are filing the motion.

If you represent multiple defendants, you can select more than one party by holding down the Ctrl key while making your selection.

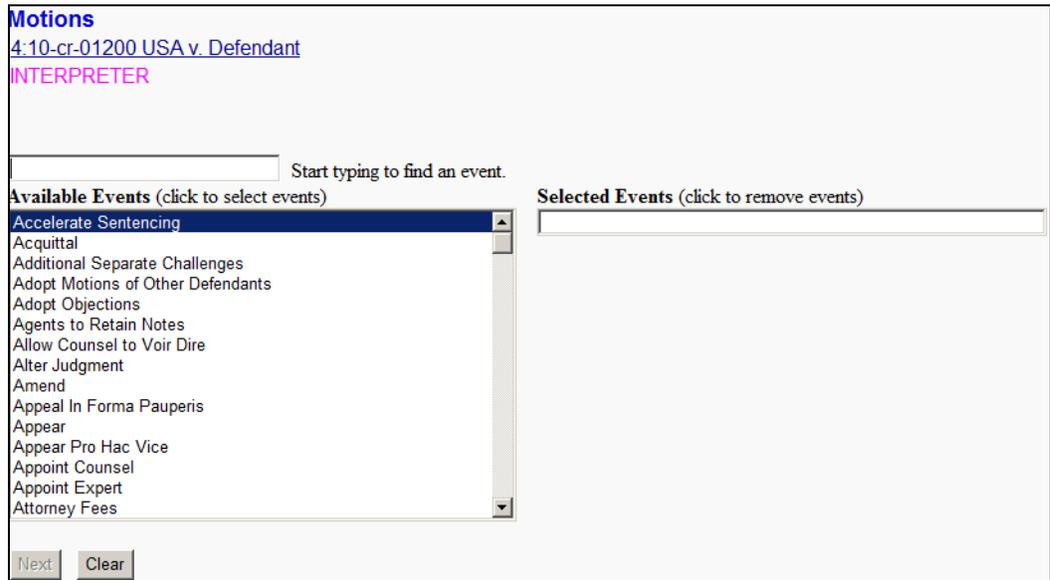
- 8. Click *Next*.

The web page for making the association between the defendant and the attorney displays.



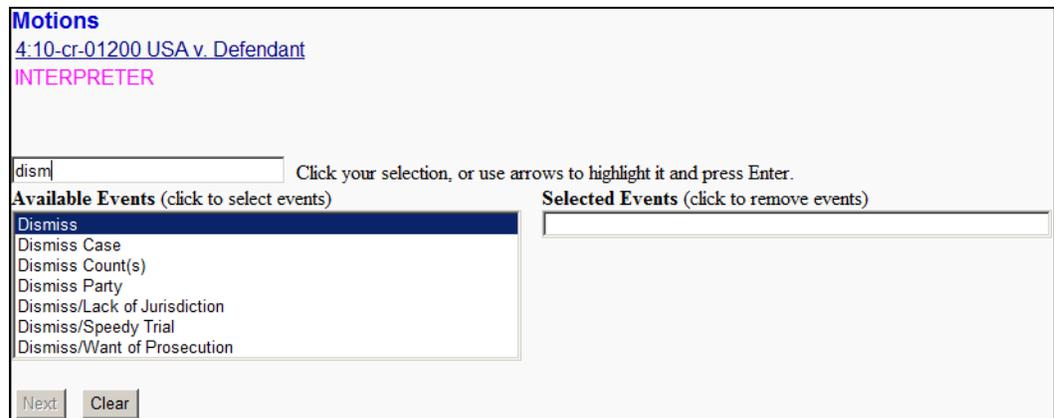
- 9. (optional) Uncheck the check box if the association should not be made.
- 10. Click *Next*.

The **Motions** page changes to select the motion type.



11. Either:

- Begin entering the event name in the text box to have CM/ECF automatically trim the list of available events.



OR

- Use the scroll bar to locate the event you need.

12. Select the appropriate event from the **Available Events** listing.



**The selected event determines which web pages CM/ECF displays.**

The selected event is placed in the **Selected Events** text box.

The screenshot shows the 'Motions' page for case 4:10-cr-01200 USA v. Defendant, with the role 'INTERPRETER'. Below the case information is a search bar with the text 'Start typing to find another event.' There are two main sections: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Dismiss, Dismiss Case, Dismiss Count(s), Dismiss Party, Dismiss/Lack of Jurisdiction, Dismiss/Speedy Trial, Dismiss/Want of Prosecution, Disqualify Counsel, Disqualify Judge, Disqualify Juror, Early Termination of Probation, Enforce IRS Summons, Equal Access to Informant, Examine, and Exclude. The 'Selected Events' box currently contains 'Dismiss'. At the bottom are 'Next' and 'Clear' buttons.



**To delete a selected event, click the event in the Selected Events text box.**

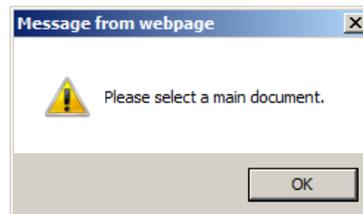
13. Click *Next*.

The **Motions** page changes to select the PDF document and attachment(s).

The screenshot shows the 'Motions' page with the instruction 'Select the pdf document and any attachments.' Under 'Main Document', there is a text box and a 'Browse...' button. Below this is a table for attachments with columns for 'Attachments', 'Category', and 'Description'. The first row is numbered '1.' and has a 'Browse...' button, a dropdown menu, and a text box. At the bottom are 'Next' and 'Clear' buttons.

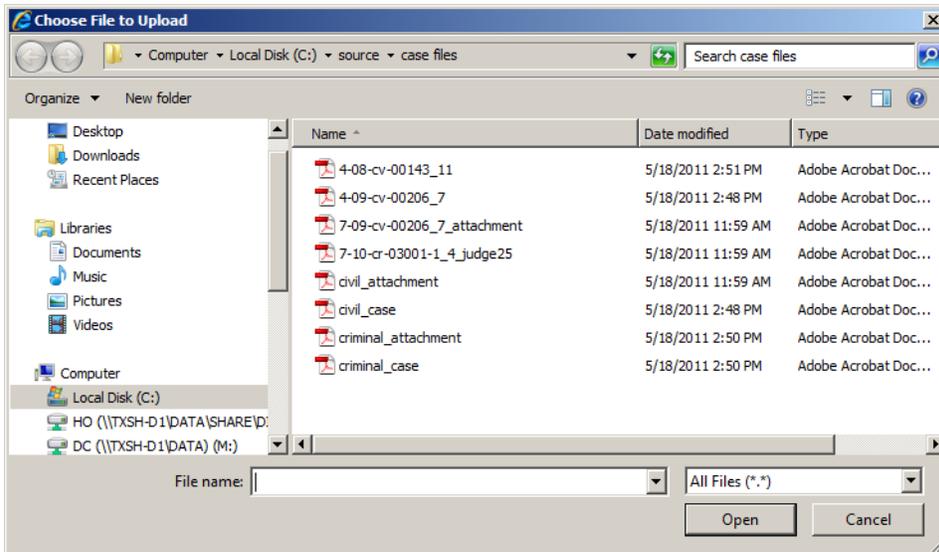


**It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. Failure to do so causes CM/ECF to display the error message shown to the right.**



14. For the **Main Document**, click *Browse*.

The Windows **Choose File to Upload** dialog displays.



15. Navigate to and select the PDF file to upload.



**The selected PDF must meet CM/ECF size limitations (page 2 – 5).**

You must select a PDF file. Selecting another file format causes CM/ECF to display the following error message after clicking the *Next* button:

**Motions**  
[4:10-cr-01200 USA v. Defendant](#)  
**INTERPRETER**

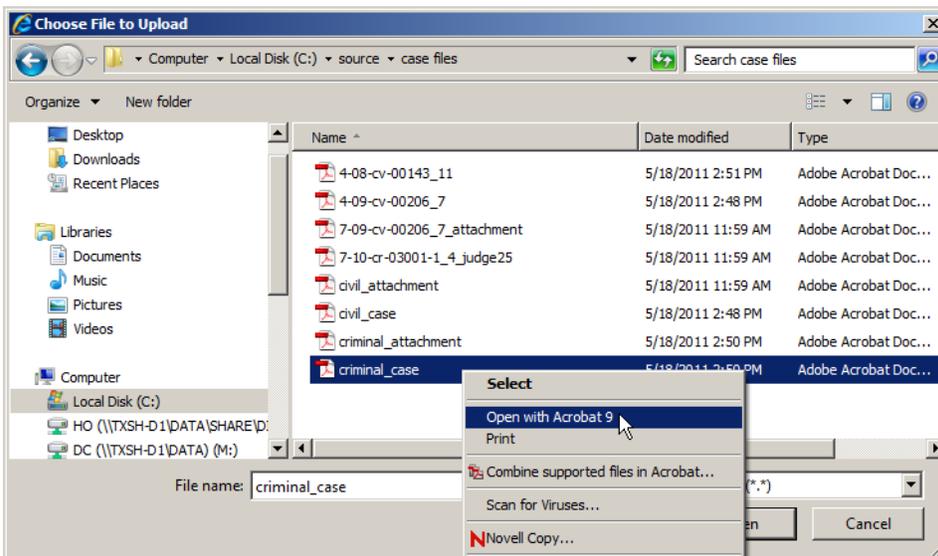
ERROR: Document is not a well-formed PDF document (no further information is available).  
Error File: N:\Attorney User Manual\source information\word\_document.docx

Submitted Entries

File Type	Filename	Category	Description
Main Document	N:\Attorney User Manual\source information\word_document.docx	-	-

If you receive this message, click the **Back** button and select a PDF formatted file.

16. (optional) Verify you selected the correct document by right-clicking it and selecting *Open* or *Open with Acrobat* (whichever is available).



The PDF file opens in Acrobat. Once verified, close Acrobat.

17. Click *Open*.

CM/ECF inserts the PDF file name and location in the **Motions** page.

**Motions**  
[4:10-cr-01200 USA v. Defendant](#)  
 INTERPRETER

Select the pdf document and any attachments.

**Main Document**

Attachments	Category	Description
1. <input type="text"/> <input style="float: right;" type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

If there are no attachments to the motions, skip to step 19. If there are attachments, continue to the next step. The procedure to add attachments is similar to adding the main document.

18. (optional) Add an attachment as follows:

- a. For the attachment, click **Browse**.

The Windows **Choose File to Upload** dialog displays.

- b. Navigate to and select the PDF file to upload.



**The PDF must meet CM/ECF size limitations (page 2 – 5).**

- c. Click **Open**.

CM/ECF inserts the PDF file name and location in the **Motions** page. Notice that space for the next attachment is automatically added.

**Motions**  
[4:10-cr-01200 USA v. Defendant](#)  
INTERPRETER

Select the pdf document and any attachments.

**Main Document**

	Attachments	Category	Description
1.	<input type="text" value="C:\source\case files\criminal_attachment."/> <input type="button" value="Browse..."/>	Proposed Order	<input type="text"/>
	<input type="button" value="Remove"/>		
2.	<input type="text"/> <input type="button" value="Browse..."/>		<input type="text"/>

- d. You must:

- Use the **Category** pull-down menu to select the attachment type.
- AND/OR
- Enter a clear and concise description for the attachment.

- e. Return to step 18 a. for each attachment that must be added.

19. Click **Next**.

The **Motions** page changes to allow you to link the document.

The screenshot shows the 'Motions' page for case 4:10-cr-01200 USA v. Defendant. The user role is listed as INTERPRETER. A checkbox is present with the text:  Should the document you are filing link to another document in this case? Below this are two rows of input fields: 'Filed' with two empty boxes and 'to', and 'Documents' with two empty boxes and 'to'. At the bottom are 'Next' and 'Clear' buttons.

20. (optional) Select the check box to link the document.

This example does not illustrate linking a document. If you want to make the link, select the check box and click *Next*. A listing of available events will display from which you can then select an event to which your document relates.



**An example of linking a document was shown for filing a motion on a civil case starting with Step 19 on page 4 – 28.**

21. Click *Next*.

The **Motions** page changes to allow for changes to the docket text.

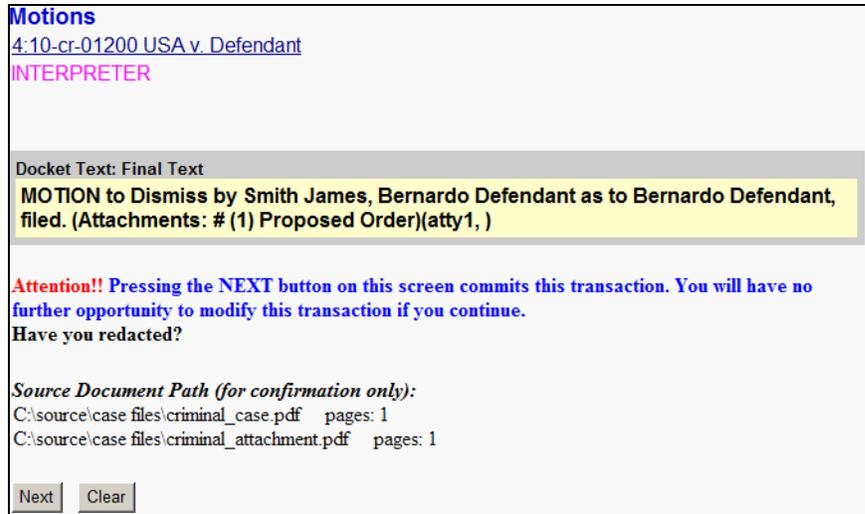
The screenshot shows the 'Motions' page with the 'Docket Text: Modify as Appropriate.' section. A dropdown menu is open over the text 'MOTION to Dismiss'. The dropdown list includes: Agreed, Amended, Corrected, Cross, Ex Parte, First, Fourth, Joint, Opposed, Renewed, Second, Supplemental, Third, and Unopposed. The main text area shows 'MOTION to Dismiss' followed by a text box containing 'by Smith James , Bernardo Bernardo Defendant , filed. (Attachments: # (1) Proposed Order) (atty1, )'.

22. (optional) If applicable, use the pull-down menu to select a value for your event.

23. (optional) If applicable, add text in the text box for your event.

24. Click *Next*.

The **Motions** page changes to show the final docket text and documents being filed.



25. Review the docket text and correct any errors by using the browser’s back button to find the page you need to change.



***This is the last opportunity to abort the CM/ECF filing, which can be done by clicking on any CM/ECF menu item or clicking the browser’s back button until you reach the beginning of the event.***

26. Click *Next* to file and docket the pleading.

After processing, CM/ECF displays the Notice of Electronic Filing (NEF).

**SOUTHERN DISTRICT OF TEXAS - TRAIN**

**Notice of Electronic Filing**

The following transaction was entered by atty1, on 10/23/2012 at 1:32 PM CDT and filed on 10/23/2012

**Case Name:** USA v. Defendant  
**Case Number:** [4:10-cr-01200](#)  
**Filer:** Dft No. 1 - Bernardo Defendant  
Dft No. 8888 - Smith James

**Document Number:** [12](#)

**Docket Text:**  
**MOTION to Dismiss by Smith James, Bernardo Defendant as to Bernardo Defendant, filed. (Attachments: # (1) Proposed Order)(atty1, )**

4:10-cr-01200-1 Notice has been electronically mailed to:

4:10-cr-01200-1 Notice has not been electronically mailed to:

atty1  
515 Rusk  
Houston, TX 77002

Bob Lawyer  
AUSA  
515 Rusk  
Houston, Tx 77002

Houston Interpreter

Jane Jones  
1234 Justice Ctr  
Houston, Tx 77002

Joe Lawyer  
123 Legal Lane  
Houston, TX 77002

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

**Document description:**Main Document  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1045387613 [Date=10/23/2012] [FileNumber=334233-0  
] [1baa3f6bcb6c56895357fef43f1e670e31d9117b1a4ae62ee65f34f28c5d1d309ee  
416a052ab4e6c8c0caaf054a2938b1b16f05c080c7dabc04c14c8a96027f]]

**Document description:**Proposed Order  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1045387613 [Date=10/23/2012] [FileNumber=334233-1  
] [59384850e3b582348b7e0531306f72c72173c89a09c2ae88f3dda31bd1d6dd9f9ec  
5b07e69c8f3327c2c76c095628623ead0bbcaebc120209fbef0e4a7cf8caf]]

The NEF confirms that CM/ECF has registered your transaction and that the motion 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(s). You should note the number(s) on the PDF file(s).

27. Select the browser's **Print** icon to print the document receipt.
28. Select **File » Save As** to save the receipt to a file on you PC.



***The NEF is your confirmation that the filing was accepted.***

---

If you are not familiar with email notifications, see [page 2 – 6](#).



# Chapter 5

## Querying the CM/ECF Database

*Purpose* This chapter provides information on how you can query the CM/ECF database for information. Included are some sample queries to help you get started.

*Chapter Topics* The following topics are covered in this chapter:

- *Accessing Query Mode*, page 5 – 2
- *Sample Queries*, page 5 – 3
- *Case Query Page*, page 5 – 8

## Accessing Query Mode

CM/ECF allows registered participants to query its system for specific case information.

To enter the query mode of CM/ECF:

1. Select *Query* from the menu bar.



The PACER Login page displays.

## PACER Login

**Instructions**  
 Enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>. If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.

Make this my default PACER login  
 After checking this box, you will only need to use your **CM/ECF** login and password, either for electronic filing or for viewing documents via **PACER**.

**Authentication**

Login:

Password:

Client code:

**Notice**  
 An access fee of \$0.10 per page or \$3.00 per document with an audio attachment, 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 Firefox 3.5, and Internet Explorer 7 and 8.

2. Enter your PACER login and password (see [page 3 – 5](#) for instructions).

After a successful PACER login, CM/ECF displays the **Query** page.

**Query**

**Search Clues**

Case Number

or search by

Case Status:  Open  Closed  All

Filed Date  to

Last Entry Date  to

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

Cause of Action  
0 (No cause code entered)  
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)  
02:0437 (02:437 Federal Election Commission)

Last/Business Name  (Examples: Desoto, Des\*t)

First Name  Middle Name

Type  Prisoner ID

Run Query Clear

## Sample Queries

The following are but a few sample queries to get you started using the **Query** page. They are not meant to be an all inclusive list.

### No Search Criteria

Even though the **Run Query** button is immediately available, clicking it before entering criteria for the query produces the following error messages:



If you receive this message, click your browser’s back button to return to the **Query** page. Afterwards, enter some criteria before clicking the **Run Query** button again.

## Search by Case Number

To search CM/ECF based on a case number:

1. Enter your case number.

The **Query** page changes to make the **Run Query** button unavailable and to include a button for finding the case.

The screenshot shows a web form titled "Query" with a yellow background. Under the heading "Search Clues", there is a "Case Number" field containing "4:10-cr-1200" and a "Find This Case" button. Below this, it says "or search by" and lists several search criteria: "Case Status" with radio buttons for "Open", "Closed", and "All"; "Filed Date" and "Last Entry Date" with date range pickers; "Nature of Suit" and "Cause of Action" with dropdown menus showing options like "0 (zero)", "110 (Insurance)", "120 (Contract: Marine)", "0 (No cause code entered)", "02:0431 (02:431 Fed. Election Commission: Failure Enforce C)", and "02:0437 (02:437 Federal Election Commission)"; "Last/Business Name" with a text field and examples "(Examples: Desoto, Des\*t)"; "First Name" and "Middle Name" with text fields; "Type" with a dropdown menu; and "Prisoner ID" with a text field. At the bottom of the form are "Run Query" and "Clear" buttons.

2. Click **Find This Case**.

As previously illustrated when filing documents, CM/ECF will let you know if the case number is found, not found, or if multiple case numbers match your entry.

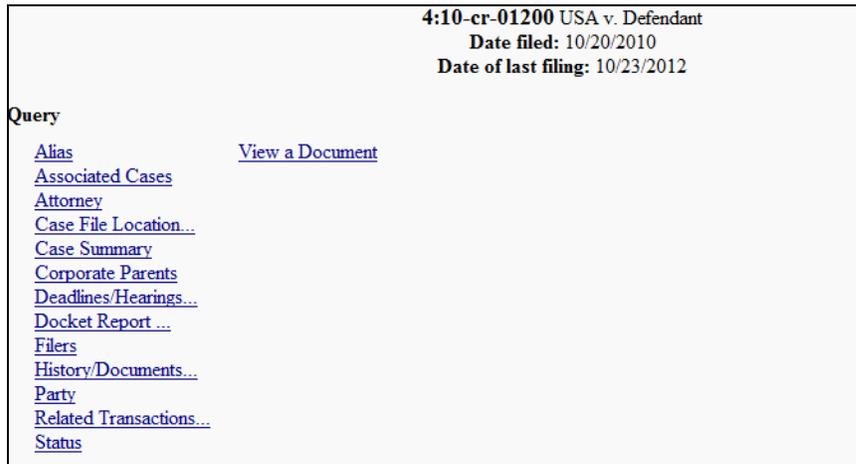
The **Run Query** button becomes available again after a unique case number is found or after you select a case or cases from the matched listing.



**You can fine tune your query by adding more criteria on the Query page.**

3. Click **Run Query**.

A **Query** page displays listing the case information you can view.

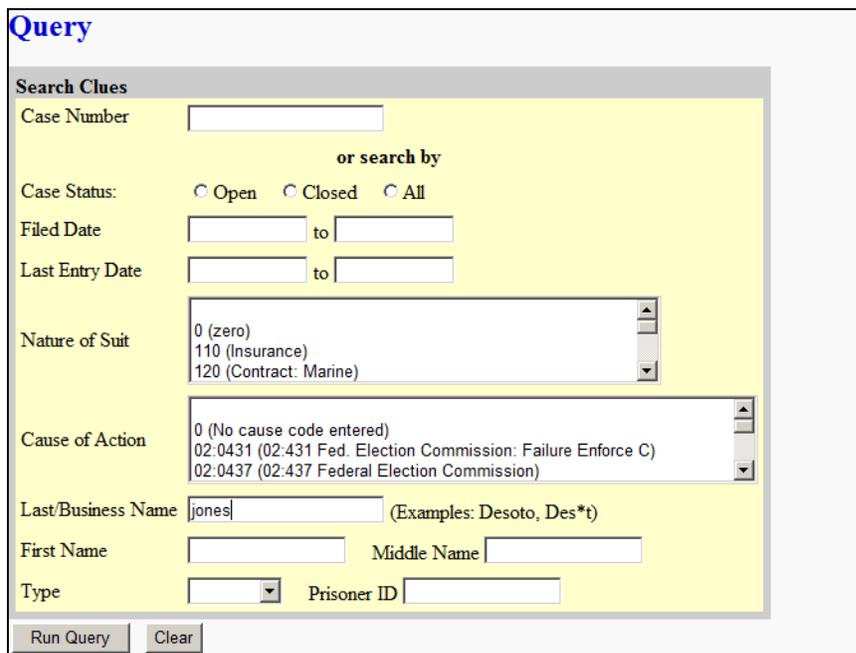


From this page you can click on the information you want to see. For further details on this page, see *“Case Query Page” on page 5 – 8.*

### Search by Name

To search CM/ECF based on a party or attorney name:

1. Enter the last name of the party (or attorney) in the appropriate field.



2. Click **Run Query**.

If more than one person with that name exists in the CM/ECF database, a page displays listing all the matches.

**Select A Person**

**There were 112 matching people.**

<a href="#">JOnes, Tom E, e</a>	(pty)
<a href="#">JOnes, Two</a>	(pty)
<a href="#">Jones</a>	(pty)
<a href="#">Jones</a>	(pty)
<a href="#">Jones</a>	(pty)
<a href="#">Jones, April</a>	(pty)
<a href="#">Jones, Arthur R</a>	(aty)
<a href="#">Jones, David</a>	(pty)
<a href="#">Jones, David L</a>	(aty)
<a href="#">Jones, David R</a>	(aty)

3. Click on the party name you need.

If the individual is a party to more than one case, CM/ECF displays a page listing all of the cases that party is associated with.

**Select A Case**

**This person is a party in 28 cases.**

<a href="#">1:05-po-00002</a>	USA v. Jones	filed 11/16/05	closed 11/16/05
<a href="#">1:05-po-00002-1</a>	David Jones	filed 11/16/05	closed 11/16/05
<a href="#">1:05-po-00004</a>	USA v. Jones	filed 11/16/05	closed 11/16/05
<a href="#">1:05-po-00004-1</a>	David Jones	filed 11/16/05	closed 11/16/05
<a href="#">1:05-po-09000</a>	USA v. Jones	filed 11/12/05	closed 11/12/05
<a href="#">1:05-po-09000-1</a>	David Jones	filed 11/12/05	closed 11/12/05
<a href="#">3:05-cv-00002</a>	Plaintiff v. Defendant	filed 05/11/05	closed 05/17/05

4. Click on the appropriate case number.

A query page that is similar to the **Query** page that displayed for the case number query appears. For further details on this page, see **“Case Query Page” on page 5 – 8.**

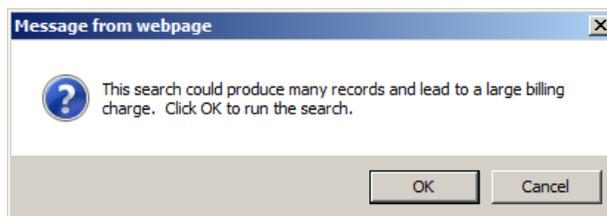
## Search by Nature of Suit

To search CM/ECF based on the nature of suit:

1. Select the nature of the suit from the pull-down menu.

2. Click **Run Query**.

A message displays stating that the search could produce many records. It is suggested that a date range be placed on these kind of searches to reduce the number of records found.



3. Click **Cancel** to return to the **Query** page.
4. Enter a date range for the search.
5. Click **Run Query**.

With input in the date fields, the message concerning the number of records does not display. Instead, CM/ECF displays a list of cases matching the date range and nature of suit.

Select A Case		
<a href="#">4:10-cv-00003</a>	Seinfeld v. Leno	filed 01/12/10 840(Trademark)
<a href="#">4:11-cv-00773</a>	Doe v. Smith	filed 05/23/11 840(Trademark)
<a href="#">4:11-cv-00774</a>	Doe	filed 05/23/11 840(Trademark)
<a href="#">4:11-cv-00775</a>	Smith v. Jones	filed 05/23/11 840(Trademark)

6. Click on the appropriate case number.

A query page that is similar to the **Query** page that displayed for the case number query appears. For further details on this page, see below.

## Case Query Page

Once you have used CM/ECF query mode to find the case you need, the following **Query** page displays.

<b>3:10-cv-00001</b> Plaintiff v. Barnhart Vanessa D Gilmore, presiding John R Froeschner, referral <b>Date filed:</b> 01/21/2010 <b>Date of last filing:</b> 06/21/2012	
<b>Query</b>	<a href="#">View a Document</a>
<a href="#">Alias</a>	
<a href="#">Associated Cases</a>	
<a href="#">Attorney</a>	
<a href="#">Case File Location...</a>	
<a href="#">Case Summary</a>	
<a href="#">Corporate Parents</a>	
<a href="#">Deadlines/Hearings...</a>	
<a href="#">Docket Report ...</a>	
<a href="#">Filers</a>	
<a href="#">History/Documents...</a>	
<a href="#">Party</a>	
<a href="#">Related Transactions...</a>	
<a href="#">Status</a>	

At the top of the page CM/ECF displays the case number, case style, presiding judge, date that the initial claim was filed or charging document was filed. If the case is closed it will also list the terminated date. You can choose specific case information from a large list of query options by simply clicking on the appropriate hyperlink name.

The following are but a few samples of the type of information you can view. They are not meant to be an all inclusive list.

---

### Attorney Information

To obtain attorney information, click the *Attorney* link. CM/ECF displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties in the case.

<b>3:10-cv-00001</b> Plaintiff v. Barnhart Vanessa D Gilmore, presiding John R Froeschner, referral <b>Date filed:</b> 01/21/2010 <b>Date of last filing:</b> 06/21/2012	
<b>Attorneys</b>	
<b>Asst US Attorney</b> Office of the US Atty 0000 Justice Street Houston, TX 00000 <i>Assigned: 01/21/2010</i> <b>ATTORNEY TO BE NOTICED</b>	representing
	<b>Jo Anne B Barnhart</b> <i>(Defendant)</i>

---

### Case Summary Information

To obtain summary information on the case, click the *Case Summary* link. CM/ECF displays a summary of the current case.

<b>3:10-cv-00001</b> Plaintiff v. Barnhart Vanessa D Gilmore, presiding John R Froeschner, referral <b>Date filed:</b> 01/21/2010 <b>Date of last filing:</b> 06/21/2012	
<b>Case Summary</b>	
<b>Office:</b> Galveston <b>Jury Demand:</b> None <b>Nature of Suit:</b> 861 <b>Jurisdiction:</b> U.S. Government Defendant <b>County:</b> Galveston <b>Origin:</b> 1 <b>Lead Case:</b> <b>Related Case:</b> <b>Def Custody Status:</b> <b>Flag:</b> MAG	<b>Filed:</b> 01/21/2010 <b>Demand:</b> \$10000 <b>Cause:</b> 42:206 Social Security Benefits <b>Disposition:</b> <b>Terminated:</b> <b>Reopened:</b> 3:10-cv-00001 <b>Other Court Case:</b> None
<b>Plaintiff:</b> Test Plaintiff <b>Defendant:</b> Jo Anne B Barnhart represented by Asst US Attorney	

### Deadlines/Hearings Information

To obtain information on the deadlines and hearings on the case:

1. Click the *Deadlines/Hearings* link.

The page shown to the right displays allowing you to query CM/ECF to obtain hearings and other schedule deadlines.

2. Use the drop-down menus to select how the information should be sorted.
3. (optional) Select whether to include pending and/or terminated/satisfied deadlines/hearings.

4. Click *Run Query*.

The **Deadlines/Hearings** page sorts and displays the deadlines and hearings per your selection.

<b>3:10-cv-00001 Plaintiff v. Barnhart</b> Vanessa D Gilmore, presiding John R Froeschner, referral Date filed: 01/21/2010 Date of last filing: 06/21/2012					
<b>Deadlines/Hearings</b>					
Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
<a href="#">3</a>	🌐 Objections to R&R Deadline	01/21/2010	02/01/2010		
<a href="#">4</a>	🌐 Objections to R&R Deadline	03/25/2010	04/08/2010		
<a href="#">12</a>	🌐 Discovery Hearing	05/19/2011	05/26/2011 at 09:00 AM		

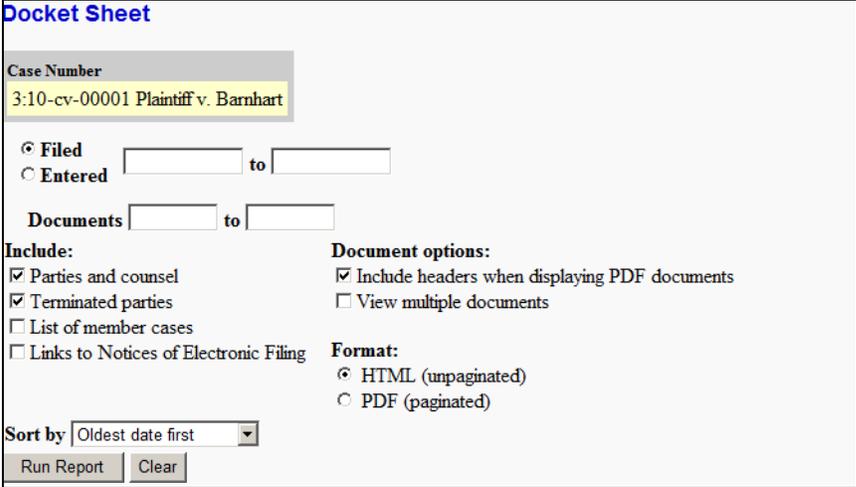
Clicking on a blue underlined document number causes CM/ECF to display that document when you have permissions to view it. Clicking on a gray sphere causes CM/ECF to display the docket information and related docket entries for the hearing you selected.

## Docket Information

To obtain a docket sheet:

1. Click the **Docket Report** link.

The **Docket Sheet** page displays allowing you to decide what CM/ECF should include on the docket sheet report.



The screenshot shows the 'Docket Sheet' form. At the top, the title 'Docket Sheet' is in blue. Below it, the 'Case Number' field is highlighted in yellow and contains the text '3:10-cv-00001 Plaintiff v. Barnhart'. There are two radio buttons: 'Filed' (selected) and 'Entered'. Below these are two empty text boxes separated by 'to'. Underneath is another set of empty text boxes separated by 'to', labeled 'Documents'. The 'Include:' section has four checkboxes: 'Parties and counsel' (checked), 'Terminated parties' (checked), 'List of member cases' (unchecked), and 'Links to Notices of Electronic Filing' (unchecked). The 'Document options:' section has two checkboxes: 'Include headers when displaying PDF documents' (checked) and 'View multiple documents' (unchecked). The 'Format:' section has two radio buttons: 'HTML (unpaginated)' (selected) and 'PDF (paginated)'. At the bottom, there is a 'Sort by' dropdown menu set to 'Oldest date first', and two buttons: 'Run Report' and 'Clear'.



**Leaving the range fields blank causes CM/ECF to display the entire docket sheet.**

---

2. (optional) Select a date range for the report.
3. (optional) Select a range of docketing numbers.
4. (optional) Mark the options you wish to include on the docket sheet.

**Parties and counsel** and **Terminated parties** are selected by default.

5. (optional) Change any other options on the page as you deem appropriate.
6. Click **Run Report**.

CM/ECF runs and displays your customized docket sheet.

U.S. District Court SOUTHERN DISTRICT OF TEXAS - TRAIN (Galveston) CIVIL DOCKET FOR CASE #: 3:10-cv-00001		
Plaintiff v. Barnhart Assigned to: Judge Vanessa D Gilmore Referred to: Magistrate Judge John R Froeschner Demand: \$10,000 Member case: ( <a href="#">View Member Case</a> ) Cause: 42.206 Social Security Benefits		Date Filed: 01/21/2010 Jury Demand: None Nature of Suit: 861 Social Security: HIA Jurisdiction: U.S. Government Defendant
<b>Plaintiff</b>		
Test Plaintiff		represented by Test Plaintiff PRO SE
V.		
<b>Defendant</b>		
Jo Anne B Barnhart		represented by Asst US Attorney Office of the US Atty 0000 Justice Street Houston, TX 00000 ATTORNEY TO BE NOTICED
Date Filed	#	Docket Text
01/20/2010	<a href="#">1</a>	COMPLAINT against Jo Anne B Barnhart (Filing fee \$ 350) filed by Test Plaintiff. (rwestmoreland, ) Modified on 1/21/2010 (rwestmoreland, ). (Entered: 01/21/2010)
01/20/2010	<a href="#">2</a>	MOTION/APPLICATION to Proceed In Forma Pauperis.Motions referred to Calvin Botley. by Jo Anne B Barnhart, filed. Motion Docket Date 2/11/2010. (rwestmoreland, ) Modified on 1/21/2010 (rwestmoreland, ). (Entered: 01/21/2010)
01/21/2010	<a href="#">3</a>	REPORT AND RECOMMENDATIONS re <a href="#">1</a> Complaint. Objections to R&R due by 2/1/2010. ORDER granting <a href="#">2</a> Motion for Leave to Proceed in forma pauperis. ( Signed by Magistrate Judge Calvin Botley) Parties notified.(rwestmoreland, ) (Entered: 01/21/2010)
01/21/2010		CONTINUATION OF ENTRY #3 FOR STATISTICAL PURPOSES - ORDER granting <a href="#">2</a> Motion for Leave to Proceed in forma pauperis.( Signed by Magistrate Judge Calvin Botley) Parties notified.(rwestmoreland, ) (Entered: 01/21/2010)
03/25/2010	<a href="#">4</a>	REPORT AND RECOMMENDATIONS re <a href="#">1</a> Complaint Objections to R&R due by 4/8/2010.( Signed by Magistrate Judge Calvin Botley) Parties notified.(rwestmoreland, ) (Entered: 03/25/2010)
07/26/2010	<a href="#">5</a>	ORDER Granting Application to Proceed IFP.( Signed by Magistrate Judge Calvin Botley) Parties notified.(rwestmoreland, ) (Entered: 07/26/2010)
11/03/2010	<a href="#">6</a>	NOTICE of Resetting. Parties notified. Bench Trial reset for 1/3/2011 at 09:00 AM in Sixth Floor Courtroom before Judge Kenneth M Hoyt, filed.(ccarnew, ) (Entered: 11/03/2010)
11/03/2010	<a href="#">7</a>	NOTICE of Resetting. Parties notified. Bench Trial set for 1/3/2011 at 09:00 AM in Sixth Floor Courtroom before Judge Kenneth M Hoyt, filed.(ccarnew, ) (Entered: 11/03/2010)
11/03/2010	<a href="#">8</a>	NOTICE of Resetting. Parties notified. Bench Trial set for 11/5/2010 at 09:01 AM in Sixth Floor Courtroom before Judge Kenneth M Hoyt, filed.(brogers, ) (Entered: 11/03/2010)
05/19/2011	<a href="#">9</a>	NOTICE of Setting. Parties notified. Final Hearing set for 5/31/2011 at 10:00 AM before Judge Kenneth M Hoyt, filed. (tferguson, ) (Entered: 05/19/2011)
05/19/2011	<a href="#">10</a>	NOTICE of Setting. Parties notified. Docket Call set for 5/27/2011 at 09:00 AM before Judge Kenneth M Hoyt, filed. (tferguson, ) (Entered: 05/19/2011)
05/19/2011	<a href="#">11</a>	NOTICE of Setting. Parties notified. Docket Call set for 5/26/2011 at 01:00 PM before Judge Kenneth M Hoyt, filed. (tferguson, ) (Entered: 05/19/2011)
05/19/2011	<a href="#">12</a>	NOTICE of Setting. Parties notified. Discovery Hearing set for 5/26/2011 at 09:00 AM before Judge Kenneth M Hoyt, filed. (tferguson, ) (Entered: 05/19/2011)

Clicking on a blue underlined document number causes CM/ECF to display that document when you have permissions to view it. Clicking on a gray sphere causes CM/ECF to display the Notice of Electronic Filing (NEF).

# Chapter 6

## Reports Available in CM/ECF

*Purpose* This chapter provides information on how to access and run the reports provided by CM/ECF.

*Chapter Topics* The following topics are covered in this chapter:

- *Accessing the Reports*, page 6 – 2
- *Sample Reports*, page 6 – 3

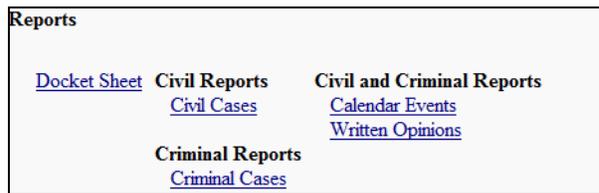
## Accessing the Reports

To access the reports available in CM/ECF

1. Select **Reports** from the menu bar.



CM/ECF displays the **Reports** page.



2. Click the report link for the report you want to run.

The following reports require you to log into PACER:

- Docket Sheet
- Civil Cases
- Criminal Cases

3. If the PACER **Login** page displays, enter your PACER login and password (see [page 3 – 5](#) for instructions).

What displays next depends on the selected report. For more information, see the sample reports section that follows.

## Sample Reports

The following are sample reports that the you can run from CM/ECF.

### Docket Sheet

To run a docket sheet report:

1. Click the *Docket Sheet* link.

The **PACER Login** page displays.

2. Enter your PACER login and password (see [page 3 – 5](#) for instructions).

After a successful PACER login, CM/ECF displays the **Docket Sheet** page.

The screenshot shows the 'Docket Sheet' report configuration interface. It includes a 'Case number' input field, radio buttons for 'Filed' (selected) and 'Entered', and date range inputs for both. There are also 'Documents' date range inputs. Under the 'Include' section, 'Parties and counsel' and 'Terminated parties' are checked, while 'List of member cases' and 'Links to Notices of Electronic Filing' are unchecked. The 'Document options' section has 'Include headers when displaying PDF documents' checked and 'View multiple documents' unchecked. The 'Format' section has 'HTML (unpaginated)' selected and 'PDF (paginated)' unselected. A 'Sort by' dropdown menu is set to 'Oldest date first'. At the bottom are 'Run Report' and 'Clear' buttons.

3. Enter the case number for the docket sheet you want to view.

4. The **Docket Sheet** page changes to include a button for finding the case.

The screenshot shows a web form titled "Docket Sheet". At the top, there is a "Case number" field containing "3:10-cv-00001" and a "Find This Case" button. Below this are radio buttons for "Filed" (selected) and "Entered", followed by two empty text boxes separated by "to". There is also a "Documents" field with two empty text boxes separated by "to". The form is divided into two columns of options. The left column, under "Include:", has checkboxes for "Parties and counsel" (checked), "Terminated parties" (checked), "List of member cases" (unchecked), and "Links to Notices of Electronic Filing" (unchecked). The right column, under "Document options:", has checkboxes for "Include headers when displaying PDF documents" (checked) and "View multiple documents" (unchecked). Below these is a "Format:" section with radio buttons for "HTML (unpaginated)" (selected) and "PDF (paginated)". At the bottom left, there is a "Sort by" dropdown menu set to "Oldest date first" and two buttons: "Run Report" and "Clear".

5. Click *Find This Case*.

As previously illustrated when filing documents, CM/ECF will let you know if the case number is found, not found, or if multiple case numbers match your entry.

The **Run Report** button becomes available after a unique case number is found or after you select a case from the matched listing.

6. (optional) Customize your docket sheet by designating:
  - A document range. (Leaving the documents blank means to include all of them.)
  - The items to include. (**Parties and counsel** and **Terminated parties** are selected by default.)
  - Document, format, and sort by options.
7. Click **Run Report**.

CM/ECF runs and displays your customized docket sheet.

U.S. District Court SOUTHERN DISTRICT OF TEXAS - TRAIN (Galveston) CIVIL DOCKET FOR CASE #: 3:10-cv-00001		
Plaintiff v. Barnhart Assigned to: Judge Vanessa D Gilmore Referred to: Magistrate Judge John R Froeschner Demand: \$10,000 Member case: ( <a href="#">View Member Case</a> ) Cause: 42.206 Social Security Benefits		Date Filed: 01/21/2010 Jury Demand: None Nature of Suit: 861 Social Security: HIA Jurisdiction: U.S. Government Defendant
<b>Plaintiff</b>		
Test Plaintiff		represented by Test Plaintiff PRO SE
V.		
<b>Defendant</b>		
Jo Anne B Barnhart		represented by Asst US Attorney Office of the US Atty 0000 Justice Street Houston, TX 00000 ATTORNEY TO BE NOTICED
Date Filed	#	Docket Text
01/20/2010	<a href="#">1</a>	COMPLAINT against Jo Anne B Barnhart (Filing fee \$ 350) filed by Test Plaintiff. (rwestmoreland, ) Modified on 1/21/2010 (rwestmoreland, ). (Entered: 01/21/2010)
01/20/2010	<a href="#">2</a>	MOTION/APPLICATION to Proceed In Forma Pauperis.Motions referred to Calvin Botley. by Jo Anne B Barnhart, filed. Motion Docket Date 2/11/2010. (rwestmoreland, ) Modified on 1/21/2010 (rwestmoreland, ). (Entered: 01/21/2010)
01/21/2010	<a href="#">3</a>	REPORT AND RECOMMENDATIONS re <a href="#">1</a> Complaint. Objections to R&R due by 2/1/2010. ORDER granting <a href="#">2</a> Motion for Leave to Proceed in forma pauperis. ( Signed by Magistrate Judge Calvin Botley) Parties notified.(rwestmoreland, ) (Entered: 01/21/2010)
01/21/2010		CONTINUATION OF ENTRY #3 FOR STATISTICAL PURPOSES - ORDER granting <a href="#">2</a> Motion for Leave to Proceed in forma pauperis. ( Signed by Magistrate Judge Calvin Botley) Parties notified.(rwestmoreland, ) (Entered: 01/21/2010)
03/25/2010	<a href="#">4</a>	REPORT AND RECOMMENDATIONS re <a href="#">1</a> Complaint Objections to R&R due by 4/8/2010.( Signed by Magistrate Judge Calvin Botley) Parties notified.(rwestmoreland, ) (Entered: 03/25/2010)
07/26/2010	<a href="#">5</a>	ORDER Granting Application to Proceed IFP.( Signed by Magistrate Judge Calvin Botley) Parties notified.(rwestmoreland, ) (Entered: 07/26/2010)
11/03/2010	<a href="#">6</a>	NOTICE of Resetting. Parties notified. Bench Trial reset for 1/3/2011 at 09:00 AM in Sixth Floor Courtroom before Judge Kenneth M Hoyt, filed.(ccarnew, ) (Entered: 11/03/2010)
11/03/2010	<a href="#">7</a>	NOTICE of Resetting. Parties notified. Bench Trial set for 1/3/2011 at 09:00 AM in Sixth Floor Courtroom before Judge Kenneth M Hoyt, filed.(ccarnew, ) (Entered: 11/03/2010)
11/03/2010	<a href="#">8</a>	NOTICE of Resetting. Parties notified. Bench Trial set for 11/5/2010 at 09:01 AM in Sixth Floor Courtroom before Judge Kenneth M Hoyt, filed.(brogers, ) (Entered: 11/03/2010)
05/19/2011	<a href="#">9</a>	NOTICE of Setting. Parties notified. Final Hearing set for 5/31/2011 at 10:00 AM before Judge Kenneth M Hoyt, filed. (tferguson, ) (Entered: 05/19/2011)
05/19/2011	<a href="#">10</a>	NOTICE of Setting. Parties notified. Docket Call set for 5/27/2011 at 09:00 AM before Judge Kenneth M Hoyt, filed. (tferguson, ) (Entered: 05/19/2011)
05/19/2011	<a href="#">11</a>	NOTICE of Setting. Parties notified. Docket Call set for 5/26/2011 at 01:00 PM before Judge Kenneth M Hoyt, filed. (tferguson, ) (Entered: 05/19/2011)
05/19/2011	<a href="#">12</a>	NOTICE of Setting. Parties notified. Discovery Hearing set for 5/26/2011 at 09:00 AM before Judge Kenneth M Hoyt, filed. (tferguson, ) (Entered: 05/19/2011)

Clicking on a blue underlined document number causes CM/ECF to display that document when you have permissions to view it. If you chose **Links to Notices of Electronic Filing**, then clicking on a gray sphere causes CM/ECF to display the Notice of Electronic Filing (NEF).

## Civil Cases

To run a civil cases report:



**WARNING: This report queries ALL civil cases for information that matches your criteria. Therefore your criteria could produce many pages of information for which you will be billed.**

**If you want information for a single civil case, use the menu options Query or Reports » Docket Sheets.**

1. Click the *Civil Cases* link.

The **PACER Login** page displays.

2. Enter your PACER login and password (see page 3 – 5 for instructions).

After a successful PACER login, CM/ECF displays the **Civil Cases Report** page.

**Civil Cases Report**

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

Office	Case type	Nature of suit	
Brownville Corpus Christi	Civil Miscellaneous	0 (zero) 110 (Insurance)	
Cause			
0 (No cause code entered) 02:0431 (02:431 Fed. Election...)			
Jurisdiction	Case flags	Terminal digit(s)	<input type="checkbox"/> Open cases <input type="checkbox"/> Closed cases
Diversity Federal Question	1326 2255	<input type="text"/> 2, 4-7	
Filed	to		
10/17/2012	10/24/2012		
Sort by			
Case Number			
Output Format	<input checked="" type="radio"/> Formatted Display <input type="radio"/> Data Only		
Run Report	Clear		

3. Enter your criteria for generating the report.
4. Click **Run Report**.

CM/ECF runs and displays the Civil Cases Report.

Civil Cases Report																											
U.S. District Court -- SOUTHERN DISTRICT OF TEXAS - TRAIN																											
Filed Report Period: 3/7/2011 - 3/12/2011																											
Case Number/ Title	Case Dates	Days Pending	Notes																								
<a href="#">4:11-cv-00334</a> Tall v. ABC Electronics	Case filed: 03/07/2011	597	Cause: 05:552 Right to Privacy Act NOS: 190 Contract: Other Office: Houston Jurisdiction: Federal Question Presider: Unassigned Jury demand: None																								
<a href="#">4:11-cv-00335</a> United States of America v. Defendant	Case filed: 03/07/2011	597	Cause: 20:1080 Student Loan Recovery NOS: 152 Contract: Recovery Student Loan Office: Houston Jurisdiction: U.S. Government Plaintiff Presider: Unassigned Jury demand: None Case flags: STUDENT_LOAN																								
<a href="#">4:11-cv-00336</a> United States of America	Case filed: 03/11/2011	593	Cause: 20:1080 Student Loan Recovery NOS: 152 Contract: Recovery Student Loan Office: Houston Jurisdiction: U.S. Government Plaintiff Presider: Unassigned Jury demand: None Case flags: STUDENT_LOAN																								
<a href="#">4:11-cv-00337</a> United States of America	Case filed: 03/11/2011	593	Cause: 20:1080 Student Loan Recovery NOS: 152 Contract: Recovery Student Loan Office: Houston Jurisdiction: U.S. Government Plaintiff Presider: Unassigned Jury demand: None																								
<a href="#">4:11-cv-00338</a> United States of America	Case filed: 03/11/2011	593	Cause: 20:1080 Student Loan Recovery NOS: 152 Contract: Recovery Student Loan Office: Houston Jurisdiction: U.S. Government Plaintiff Presider: Unassigned Jury demand: None Case flags: STUDENT_LOAN																								
Total number of cases reported: 5																											
<table border="1"> <thead> <tr> <th colspan="2">Selection Criteria for Report</th> </tr> </thead> <tbody> <tr> <td>Office</td> <td>Houston</td> </tr> <tr> <td>Case Type</td> <td>All</td> </tr> <tr> <td>Nature of Suit</td> <td>All</td> </tr> <tr> <td>Cause</td> <td>All</td> </tr> <tr> <td>Jurisdiction</td> <td>All</td> </tr> <tr> <td>Filed Date</td> <td>3/7/2011 - 3/12/2011</td> </tr> <tr> <td>Case Flags</td> <td>All</td> </tr> <tr> <td>Terminal Digits</td> <td>All</td> </tr> <tr> <td>Open Cases</td> <td>Yes</td> </tr> <tr> <td>Closed Cases</td> <td>No</td> </tr> <tr> <td>Sort by</td> <td>case number</td> </tr> </tbody> </table>				Selection Criteria for Report		Office	Houston	Case Type	All	Nature of Suit	All	Cause	All	Jurisdiction	All	Filed Date	3/7/2011 - 3/12/2011	Case Flags	All	Terminal Digits	All	Open Cases	Yes	Closed Cases	No	Sort by	case number
Selection Criteria for Report																											
Office	Houston																										
Case Type	All																										
Nature of Suit	All																										
Cause	All																										
Jurisdiction	All																										
Filed Date	3/7/2011 - 3/12/2011																										
Case Flags	All																										
Terminal Digits	All																										
Open Cases	Yes																										
Closed Cases	No																										
Sort by	case number																										

## Criminal Cases

To run a criminal cases report:



**WARNING: This report queries ALL criminal cases for information that matches your criteria. Therefore your criteria could produce many pages of information for which you will be billed.**

**If you want information for a single criminal case, use the menu options Query or Reports » Docket Sheets.**

1. Click the *Criminal Cases* link.

The PACER Login page displays.

2. Enter your PACER login and password (see page 3 – 5 for instructions).

After a successful PACER login, CM/ECF displays the **Criminal Cases Report** page.

**Criminal Cases Report**

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

Office:

Case types:

Case flags:

Citation:

Count Status:  Pending  Disposed

Filed:  to

Terminal digit(s):  2, 4-7  Pending defendants  Terminated defendants

Sort by:

Output Format:  Formatted Display  Data Only

3. Enter your criteria for generating the report.
4. Click *Run Report*.

CM/ECF runs and displays the Criminal Cases Report.

<b>Criminal Cases Report</b>			
U.S. District Court -- SOUTHERN DISTRICT OF TEXAS - TRAIN			
Filed Report Period: 3/17/2011 - 3/17/2011			
Case Number/ Title	Case Dates	Days Pending	Notes
<a href="#">4:10-cr-00650</a> USA v. Corleone et al	Case filed: 03/17/2011		Office: Houston
<a href="#">1 - Fredo Corleone</a>	Added: 03/17/2011	587	President: Lynn N. Hughes
<a href="#">2 - Virgil Sollozzo</a>	Added: 03/17/2011	587	President: Lynn N. Hughes
<a href="#">4:10-cr-00876</a> USA v. Barzini et al	Case filed: 03/17/2011		Office: Houston
<a href="#">1 - Don Emilio Barzini</a>	Added: 03/17/2011	587	President: Lynn N. Hughes
<a href="#">2 - Don Carmine Cuneo</a>	Added: 03/17/2011	587	President: Lynn N. Hughes
<a href="#">4:10-cr-01001</a> USA v. Corelone et al	Case filed: 03/17/2011		Office: Houston
<a href="#">1 - Don Vito Corelone</a>	Added: 03/17/2011	587	President: Lynn N. Hughes
<a href="#">2 - Michael Corleone</a>	Added: 03/17/2011	587	President: Lynn N. Hughes
<a href="#">3 - Santino Corleone</a>	Added: 03/17/2011	587	President: Lynn N. Hughes
<a href="#">4 - Tom Hagen</a>	Added: 03/17/2011	587	President: Lynn N. Hughes
<a href="#">5 - Connie Corleone Rizzi</a>	Added: 03/17/2011	587	President: Lynn N. Hughes
<a href="#">4:11-cr-05000</a> USA v. Houston	Case filed: 03/17/2011		Office: Houston
<a href="#">1 - Test Houston</a>	Added: 03/17/2011	587	President: Nancy F. Atlas
<a href="#">4:11-cr-05001</a> USA v. Houston1	Case filed: 03/17/2011		Office: Houston
<a href="#">1 - Test Houston1</a>	Added: 03/17/2011	587	President: Vanessa D Gilmore
<a href="#">4:11-cr-05002</a> USA v. Houston1 et al	Case filed: 03/17/2011		Office: Houston
<a href="#">1 - Test Houston1</a>	Added: 03/17/2011	587	President: Melinda Harmon
<a href="#">2 - Test Houston2</a>	Added: 03/17/2011	587	President: Melinda Harmon
<a href="#">4:11-cr-05003</a> USA v. Houston1 et al	Case filed: 03/17/2011		Office: Houston
<a href="#">1 - Test Houston1</a>	Added: 03/17/2011	587	President: Melinda Harmon
<a href="#">2 - Test Houston2</a>	Added: 03/17/2011	587	President: Melinda Harmon
<a href="#">4:11-cr-05004</a> USA v. Houston	Case filed: 03/17/2011		Office: Houston
<a href="#">1 - Test Houston</a>	Added: 03/17/2011	587	President: Nancy F. Atlas

**Total Number of Cases Reported: 8**

Selection Criteria for Report	
Office	Houston
Case Type	All
Citation	All
Pending Counts	Yes
Disposed Counts	No
Filed Date	3/17/2011 - 3/17/2011
Case Flags	All
Terminal Digits	All
Pending Defendants	Yes
Terminated Defendants	No
Fugitive Defendants	No
Non-Fugitive Defendants	Yes
Sort by	case number

## Calendar Events

To run a calendar events report:

1. Click the *Calendar Events* link.

CM/ECF displays the **Calendar Events Report** page.

2. Enter a date range for the report.

This is the only required input for the report.

3. (optional) Enter remaining criteria as deemed appropriate for your report.
4. Click *Run Report*.

CM/ECF runs and displays the **Calendar Events Report**.

U.S. District Court SOUTHERN DISTRICT OF TEXAS - TRAIN Calendar Events Set For 3/14/2011-3/14/2011	
03/14/2011 10:00 AM	<p><a href="#">1:10-po-09099-1 USA v. Ochoa</a> DEFENDANT TERMINATED on 03/13/2011</p> <p>Initial Appearance</p> <p>Federal Public Defender (Brownsville PO) representing Joaquin Ochoa (Defendant [T])                      ICE (Brownsville PO) representing USA (Plaintiff)                      US Attorney (Brownsville PO) representing USA (Plaintiff)</p> <p>COMPLAINT as to Joaquin Ochoa (1), filed. Initial Appearance set for 3/14/2011 at 10:00 AM before Magistrate Judge Ronald G. Morgan</p>

## Written Opinions

This report shows you any opinion that has been loaded on the CM/ECF system by the Chambers of the District and Magistrate Judges for the Southern District of Texas.

To view a written opinion:

1. Click the *Written Opinions* link.

CM/ECF displays the **Written Opinions Report** page.

2. Enter a date range for the report.  
This is the only required input for the report.
3. (optional) Enter remaining criteria as deemed appropriate for your report.
4. Click *Run Report*.

CM/ECF runs and displays the **Written Opinions Report**.

<b>Written Opinions Report</b>				
<b>U.S. District Court -- SOUTHERN DISTRICT OF TEXAS - TRAIN</b>				
<b>Filed Report Period: 5/23/2011 - 5/23/2011</b>				
<b>Case Number &amp; Name:</b>	<b>Date Filed:</b>	<b>Doc. #</b>	<b>Description:</b>	<b>Notes:</b>
<a href="#">3:2011-cr-01658</a> <b>USA v. Two</b>	05/23/2011	<a href="#">1</a>	REPORT AND RECOMMENDATION - Guilty Plea as to One Two. Objections to R&R due by 6/9/2011.( Signed by Micaela Alvarez) Parties notified. (dkelly, )	<i>Office: Galveston</i>
<a href="#">5:2009-cr-00001</a> <b>USA v. Lardo</b>	05/23/2011	<a href="#">19</a>	REPORT AND RECOMMENDATION - Guilty Plea as to Test Lardo. Objections to R&R due by 6/9/2011.( Signed by Magistrate Judge J. Scott Hacker) Parties notified. (tferguson, )	<i>Office: Laredo</i>
<b>Total number of opinions reported: 2</b>				
<b>Selection Criteria for Report</b>				
<b>Case Number</b>	All			
<b>Office</b>	All			
<b>Case Type</b>	All			
<b>Case Flags</b>	All			
<b>Nature of Suit</b>	All			
<b>Cause</b>	All			
<b>Filed Date</b>	5/23/2011 - 5/23/2011			
<b>Sort by</b>	Case Number			

# Chapter 7

## The Utilities Menu

*Purpose* This chapter provides information on how to access and run the utilities provided by CM/ECF.

*Chapter Topics* The following topics are covered in this chapter:

- *Accessing the Utilities*, page 7 – 2
- *Your Account Utilities*, page 7 – 3
- *Miscellaneous Utilities*, page 7 – 8

## Accessing the Utilities

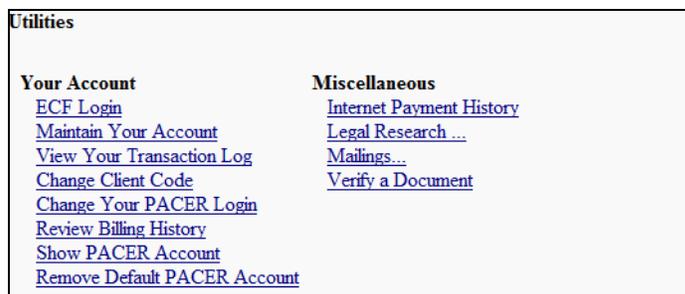
The CM/ECF utilities provide the means for registered users to maintain their account in CM/ECF and to view all of their CM/ECF transactions.

To access the utilities feature:

1. Select *Utilities* from the menu bar.



CM/ECF displays the **Utilities** page.



2. Click the link for the utility you want to use.

What displays next depends on the selected utility.

## Your Account Utilities

The links in this section pertain to the user’s CM/ECF or PACER account.

### Maintain Your Account

This utility allows you to update your email account, address, phone information, and other personal information.

To use this utility:

1. Click the *Maintain Your Account* link.

The **Maintain User Account** page displays.

2. Change any data as required.
3. (optional) Click *Email information* to change or add email addresses.
4. (optional) Click *More user information* to change login and password information.
5. Click *Submit* to accept changes.

## View Your Transaction Log

This utility allows you to review all the transactions CM/ECF has processed with your login and password. If you believe or suspect someone is using your login and password without permission, change your password immediately, then email the Court’s Help Desk as soon as possible (page 1 – 2).

To use this utility:

1. Click the *View Your Transaction Log* link.

The **View Transaction Log** page displays.

**View Transaction Log**

Enter the Date Selection Criteria for the Transaction Log Report

Start Date:  End Date:

2. Enter the date range for your report.
3. Click **Run Report**.

CM/ECF displays the **Transaction Log** of all your transactions within the date range you specified.

Transaction Log			
Report Period: 03/24/2011 - 03/24/2011			
Id	Date	Case Number	Text
334904	03/24/2011 16:18:59		Updated person record: atty1 Prid: 2038
334904	03/24/2011 16:18:59		Updated user record: atty1 2038
<b>Total Number of Transactions: 2</b>			

## Change Client Code

This utility allows PACER users to change the client code, which is used for identifying charges made to the current PACER account.



---

**If the user has a PACER preference set (via the PSC website) which requires a client code in a specific format, in order to change the client code, you must follow the designated format.**

---

To use this utility:

1. Click the **Change Client Code** link.

The following page displays.

Enter new Client code:

2. Enter a new or changed client code.
3. Click **Submit** to accept changes.

---

## Change Your PACER Login

This utility allows the user to enter a different PACER login and password.

To use this utility:

1. Click the **Change Your PACER Login** link.

The PACER Login screen displays.

2. Enter the new PACER login and password.

For details on logging into PACER, see [page 3 – 5](#).

3. Click **Login**.

CM/ECF displays the message **Pacer login stored** stating that the change has been accepted.

---

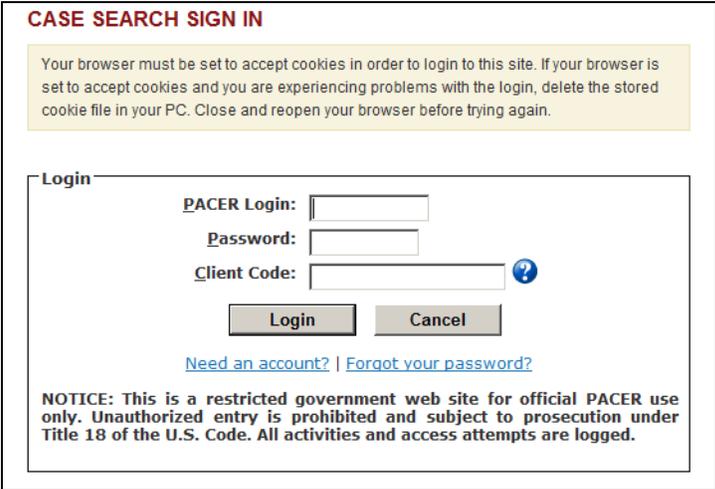
## Review Billing History

This utility displays the number of CM/ECF pages accessed and the charges incurred for the PACER account currently being used. If client codes are entered when CM/ECF is accessed, the charges are totaled for each code.

To use this utility:

1. Click the **Review Billing History** link.

The PACER CASE SEARCH SIGN IN page displays.



**CASE SEARCH SIGN IN**

Your browser must be set to accept cookies in order to login to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

**Login**

PACER Login:

Password:

Client Code:  ?

Login Cancel

[Need an account?](#) | [Forgot your password?](#)

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

2. Enter your PACER login and password.
3. (optional) Enter a client code.
4. Click **Login**.

The PACER **BILLING HISTORY** page displays.

**BILLING HISTORY**

User us0288 - Southern District of Texas - Consol.

Court  All Courts  
 PACER Case Locator

Date Range 10/24/2012 to [ ] Today  
 This Week  
 This Month  
 This Quarter

[Transactions prior to 02/01/2009](#)

Sort Order Transaction Date

Options  Summary  
 Download

Submit Form Clear Form

5. Enter the date range for your report.
6. (optional) Set other options per your requirements.
7. Click **Submit Form**.

The **BILLING HISTORY** report displays.

**BILLING HISTORY**

Detailed Transaction Report by Date  
 All Courts  
 from 04/01/2011 to 05/27/2011

Wed Oct 24 09:28:33 2012  
 us0288 - Southern District of Texas - Consol.  
 No transactions found

### Show PACER Account

This utility displays the current PACER login ID and client code. To use this utility, click the **Show PACER Account** link.

CM/ECF displays the following:

Your current PACER account is **us0288**

### Remove Default PACER Account

This utility removes the link between the current CM/ECF user account and the associated default PACER account. To use this utility, click the ***Remove Default PACER Account*** link.

CM/ECF displays the following:

Default Pacer Account now removed.

## Miscellaneous Utilities

The links in this section are those that do not pertain to the user’s CM/ECF or PACER account.

### Internet Payment History

This utility allows users to review the credit card payments made for electronic filing.

To use this utility:

1. Click the ***Internet Payment History*** link.

The **Internet Payment History** page displays.

**Internet Payment History**

From  to

2. Enter the date range for your report.
3. Click ***Run Report***.

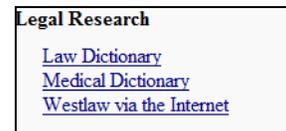
The credit card transactions for the designated time period displays.

## Legal Research

This utility is provided by the Southern District of Texas to the user as a research tool on legal matters.

To use this utility:

1. Click the **Legal Research** link.  
 The **Legal Research** page displays.
2. Click the link for the website you want to visit.



## Mailings

This utility allows users to find out who receives email notices, who requires manual noticing, and to print mailing labels.

To use this utility:

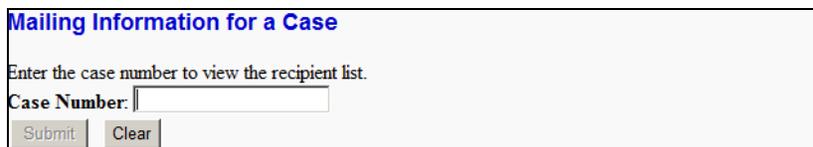
1. Click the **Mailings** link.  
 The **Mailings** page displays.
2. Click the link for the information you need.



### Mailing Info for a Case

This link provides a list of people who receive email notices and the people who require manual noticing.

1. From the **Mailings** page, click **Mailing Info for a Case**.  
 The **Mailing Information for a Case** page displays.



2. Enter your case number.

The **Mailing Information for a Case** page changes to include a button for finding the case.

**Mailing Information for a Case**

Enter the case number to view the recipient list.

Case Number:

3. Click *Find This Case*.

As previously illustrated when filing documents, CM/ECF will let you know if the case number is found, not found, or if multiple case numbers match your entry.

The *Submit* button becomes available after a unique case number is found or after you select a case or cases from the matched listing.

4. Click *Submit*.

The **Mailing Information for a Case** page displays.

**Mailing Information for a Case 4:10-cr-01200**

**Electronic Mail Notice List**

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

- (No e-mail recipients)

**Manual Notice List**

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

Houston Interpreter  
 {

Jane Jones  
 1234 Justice Ctr  
 Houston, Tx 77002

Bob Lawyer  
 AUSA  
 515 Rusk  
 Houston, Tx 77002

Joe Lawyer  
 123 Legal Lane  
 Houston, TX 77002

atty1  
 515 Rusk  
 Houston, TX 77002

## Mailing Label by Case

This link provides the ability to print mailing labels for a designated case.

1. From the **Mailings** page, click **Mailing Labels by Case**.

The **Mailing Labels by Case** page displays.

2. Enter your case number.

The **Mailing Labels by Case** page changes to include a button for finding the case.

3. Click **Find This Case**.

As previously illustrated when filing documents, CM/ECF will let you know if the case number is found, not found, or if multiple case numbers match your entry.

The **Next** button becomes available after a unique case number is found or after you select a case or cases from the matched listing.

4. Make your selections on who should receive labels.

You can:

- Check the **All** check box.

OR

- Check the **Judges** and/or **Attorneys** check box and make selections from the **Participants** drop-down menu. Multiple selections in the **Participants** drop-down menu can be made as follows:

- Hold down the Ctrl key and click on individual participants. This allows you to make multiple selections not in a continuous range.

- For a continuous range:

- Drag your mouse from the first to the last participant in the range.

OR

- Click the first participant in the range, then go to the last one and hold down the Shift key and click the last participant in the range.

5. Select a print format based on printer labels and printer being used.
6. Click *Next*.

The **Search Results** page displays. This is the page that should be sent to the printer for printing the labels.

```
Search Results

Jane Jones                Bob Lawyer
1234 Justice Ctr         AUSA
Houston, Tx 77002        515 Rusk
                           Houston, Tx 77002

Joe Lawyer                atty1
123 Legal Lane           515 Rusk
Houston, TX 77002        Houston, TX 77002

Total labels: 4

Not printed due to inadequate address: 6
```

## Verify a Document

This utility verifies that the electronic signature of a document is the same as when the document was filed. If it is different, the document may have been altered.

To use this utility:

1. Click the *Verify a Document* link.

The **Verify Document(s)** page displays.

2. Enter your case number.

The **Verify Document(s)** page changes to include a button for finding the case.

3. Click *Find This Case*.

As previously illustrated when filing documents, CM/ECF will let you know if the case number is found, not found, or if multiple case numbers match your entry.

The *Next* button becomes available after a unique case number is found or after you select a case or cases from the matched listing.

- 4. Enter your document number.
- 5. Click *Next*.

The utility verifies the signature on the document and displays the following information:

**Verify Document(s)**

[4:10-cr-01200 USA v. Defendant](#)

Date	#	Docket Text
05/24/2011	<a href="#">11</a>	MOTION to Dismiss by Bernardo Defendant, filed. (Attachments: # <a href="#">1</a> Proposed Order)(atty1,)

File size is 21047

File size is 21047

---

**Original Signature(s)**

**Document No:** 288365  
**Document description:**Main Document  
**Original filename:**C:\source\case files\criminal\_case.pdf  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1045387613 [Date=5/24/2011] [FileNumber=288365-0] [a256124ed405dd65cd82b80850f848f3586dc4ee70e025727c039c8628a0fabb8d3eef63eab6da38aa29dd0c12a2c1dc238aa0bc6a81805215684a225a956a4d]]

**Document No:** 288365  
**Document description:**Proposed Order  
**Original filename:**C:\source\case files\criminal\_attachment.pdf  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1045387613 [Date=5/24/2011] [FileNumber=288365-1] [3ebb1e57344da590513c25c1f2aae04de5c230a511779d3546b8042e402c62f61bca9b154f996315b9c5c003670deac33fe794ffeb19291f965174fba475a5dc]]

---

**Verified Signature(s)**

**Document No:** 288365  
**Document description:**Main Document  
**Original filename:**C:\source\case files\criminal\_case.pdf  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1045387613 [Date=5/24/2011] [FileNumber=288365-0] [a256124ed405dd65cd82b80850f848f3586dc4ee70e025727c039c8628a0fabb8d3eef63eab6da38aa29dd0c12a2c1dc238aa0bc6a81805215684a225a956a4d]]

**Document No:** 288365  
**Document description:**Proposed Order  
**Original filename:**C:\source\case files\criminal\_attachment.pdf  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1045387613 [Date=5/24/2011] [FileNumber=288365-1] [3ebb1e57344da590513c25c1f2aae04de5c230a511779d3546b8042e402c62f61bca9b154f996315b9c5c003670deac33fe794ffeb19291f965174fba475a5dc]]

**Outcome of verification** — **The documents signatures are the same**

---

If the list of cases shown above is incorrect, click the back button of the browser to change it.

# Index

---

## A

Administrative Procedures for Electronic Filing in Civil and Criminal Cases 1-2

## C

civil case  
    filing a motion 4-20  
    opening a case 4-2  
CM/ECF  
    logging into 3-2  
    manipulating the web page 3-8  
    menu bar 3-7  
    PDF size limitation 2-5  
    queries  
        accessing query mode 5-2  
        case query page 5-8  
        sample queries 5-3  
    reports  
        accessing the reports 6-2  
        sample reports 6-3  
    system capabilities 1-4  
    utilities  
        accessing the utilities 7-2  
        miscellaneous utilities 7-8  
        user account utilities 7-3  
criminal case, filing a motion 4-33

## E

electronic filing  
    common mistakes 2-5  
    definition 1-2  
    filing a motion  
        civil case 4-20  
        criminal case 4-33  
    opening a civil case 4-2  
    system requirements 1-4

## H

Help Desk 1-2

## L

Local Rules 1-2

## N

NEF  
    definition 1-3  
    email notification 2-6  
notice of electronic filing  
    definition 1-3  
    email notification 2-6

## P

PACER  
    logging into 3-5  
    registration 1-5  
PDF  
    CM/ECF limitation on size 2-5  
    common mistakes when filing 2-5  
    converting to PDF format 2-4  
    definition 1-3  
    how to view 2-2  
    NEF of PDF files 2-6

## Q

queries  
    accessing query mode 5-2  
    case query page 5-8  
    sample queries 5-3

## R

reports  
    accessing the reports 6-2  
    sample reports 6-3

## S

system requirements 1-4

# U

## utilities

- accessing the utilities 7-2
- miscellaneous utilities 7-8
- user account utilities 7-3