

**Version**

**1**

U. S. DISTRICT COURT – NORTHERN DISTRICT OF TEXAS

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Electronic Case Files

# User Guide

U. S. DISTRICT COURT – NORTHERN DISTRICT OF TEXAS

# **ECF User Guide**

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U.S. District Court – Northern District of Texas  
Office of the Clerk  
1100 Commerce Street Room 1452  
Dallas, Texas 75242  
<https://ecf.txnd.uscourts.gov>

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# ECF User Guide

## *Introduction*

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

## ECF System Capabilities

### Benefits

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

ICON KEY	
	Help Desk Information
	Requirements
	Registering for Access
	Registration Forms
	Tutorial

- View or download the most recent version of the ECF User Guide;
- Self-train on the court’s ECF tutorial including information about Adobe PDF files;
- Practice entering documents into ECF using the court’s “training” database;
- Electronically transmit a document to the clerk’s office in civil and criminal cases without incurring additional filing costs;
- View official docket sheets and other documents associated with these docket sheets, including immediate viewing of a document just submitted to the court;
- Compile and view various reports for cases on the court’s docket;
- Query case information; and,
- Update and maintain user accounts.



#### Help Desk

For assistance in using ECF, including technical difficulties, call the Court's Help Desk @ (214) 753-2633 or (866) 243-2866 (outside of Dallas) between the hours of 9:00 a.m. and 7:00 p.m., Monday through Friday. Substantive judge-specific questions should be directed to the divisional office where the case is filed.



#### Computer and Equipment Requirements

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

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

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

- An Internet Service Provider and web browser. The Court has verified that its installed version of ECF is compatible with Netscape Navigator version 4.08 and Microsoft's Internet Explorer version 5.5.

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

- Adobe Acrobat Reader 3.0 or higher to convert documents from the format of their native application to portable document format (PDF). Documents converted directly from word processing are known as "PDF text" documents.
- A scanner if you cannot electronically prepare your documents and convert them directly to PDF. Use a scanner to convert paper documents to digital format for electronic transfer. PDF documents created by scanning paper documents are known as "PDF image" documents.

**Note: When scanning documents for ECF, scan at a resolution of 200 to 240 dpi. Scanning at resolutions greater than 240 dpi tends to clutter the electronic transfer with unwanted markings and print. Also, higher resolutions result in larger file sizes that may impede document submittal. Larger files use more storage space, and take up more memory. In general, “PDF image” documents are much larger than documents converted from word processing software directly to PDF. The CM/ECF system is technically capable of accepting large documents, but they may take longer to upload and download.**

#### **Other Requirements**

- ECF users must have a PACER account with the court in order to use the Query and Report features of the ECF system, and to view electronically stored document images. If you do not have a PACER login, contact the PACER Service Center at (800) 676-6856 for information. Or, you may register for PACER online at <http://pacer.psc.uscourts.gov>.
- An attorney must be admitted to practice in the Northern District of Texas and be in good standing.
- In addition to having a PACER account, an attorney must register with the court as an ECF user in order to electronically submit a document. Once properly registered as a court user, the clerk’s office will issue a login and password to the attorney. This login and password will serve as the attorney’s signature for purposes of Fed. R. Civ. P. 11 for all documents electronically submitted to the court.



#### **Registering for Access to ECF**

An attorney who needs to register for access to the Electronic Case Files (ECF) System or to the Electronic Case Files Training System (ECF-Train) can telephone the Help Desk to request a registration form, or can obtain it from the court’s web site. The attorney can also learn from the Help Desk what training assistance is available.

An applicant should return his or her completed registration form to:



US District Clerk’s Office  
1100 Commerce Street  
Room 1452  
Dallas, Texas 75242  
Attn: Attorney Admissions

After processing the properly completed registration form, the clerk’s office will establish a court user account for the applicant. The applicant will then be contacted and provided a court user’s ECF system login and password.



**Visit a Training Version of ECF**

An Attorney Tutorial is located on the court’s website. Enter <http://www.txnd.uscourts.gov> in your browser’s location field, and when the Court’s web page opens, click on the tab, “Filing Info.” Users will learn key CM/ECF functions through guided practice using simulated screens and actions. This is a self-paced tutorial and takes approximately an hour to complete. Upon successful completion of the tutorial, an attorney should know how to use CM/ECF to file criminal and civil pleadings, create reports, and make queries.

## Preparation

### Setting Up Adobe Acrobat PDF Reader

Users must install Acrobat Reader to view documents that have been electronically filed by the clerk’s office. Users may need to install the full version of Adobe’s Acrobat software to convert electronic files from their native application format to Portable Document Format (PDF). After installing these products, review and follow Adobe’s directions for using Acrobat or Acrobat Reader.

#### What Do You Need To Do?

### Portable Document Format (PDF)

Only documents in PDF format may be filed with the Court using the ECF system. Before sending the file to the Court, users should preview the actual PDF document to ensure it is complete and in the proper format.

### Viewing a PDF Document

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

### Converting Electronic Documents to PDF Format

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

### Software Available for Converting to Portable Document Format (PDF)

Adobe Acrobat is a software product that may be used to convert your documents to PDF. The WordPerfect Version 9 & 10 word-processing applications, with their built-in PDF conversions capabilities, may also be used. Other software products may also be available to convert your documents to PDF.

#### From Word Perfect Version 9 & 10

- Open a WordPerfect document (with file extension *.wpd*).
- From the menu bar, click on **“File”** and from the drop-down menu select **“Publish to PDF.”**
- Save the file as a PDF file, giving it a *.pdf* extension.
- Your document is now saved as a PDF file. The original file remains in WordPerfect format under its original file name and *.wpd* extension.

**For all other versions of WordPerfect, all versions of Microsoft Word, all Microsoft Office Products, and other Adobe Acrobat-supported software applications:**

- Install Adobe Acrobat on your computer.
- Open the document you wish to convert.
- Select **“Print”** from the menu bar. Within the **“Current Printer”** field of the **“Printer”** window, select the option to change the selected printer. A drop down menu opens and a list of printer choices is displayed.
- Select **“Adobe PDFWriter.”**
- Click **“OK”** to “print” the file. Instead of the file printing to your printer, a window will appear.
- Name the document, verify the “saved file type” is *.pdf*, and click the **“Save”** button.
- Your document is now saved as a PDF file. The original file remains in its original format under its original file name and extension.

## Basics

### User Interactions

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

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

### Conventions Used In This Guide

- Hyperlinks are displayed in **underlined boldface type**

- Command buttons appear in **bold**

### **Common Mistakes When Filing a Document**

Some common mistakes made when filing a document include:

- Selecting the wrong PDF file to attach to a docket entry;
- Selecting the wrong document type (the original document rather than the converted file with the *.pdf* extension);
- Selecting the wrong docketing event from the ECF menus; and,
- Entering the wrong case number and not discovering the error before completing the transaction.

The ECF system does not permit you, or the clerk's office, to substitute or remove a misfiled 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.

Short of this, the clerk's office can help you correct docketing errors, and can provide you with guidance on what to do if the wrong document has been filed, or the right document has been filed, but in the wrong case. If a mistake has been made, telephone the division where the case is filed to inform the clerk's office of the problem and to obtain guidance for fixing the problem.

You will need to provide the case number and document number(s) for the docket entry or entries requiring correction. If appropriate, the clerk's office will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document.

### **Viewing Transaction Log**

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

If someone is using your login and password without your permission, immediately telephone the clerk's office. The clerk's office will assist you in changing your password. If you believe that a document has been improperly filed with the court under your signature (your login and password is your electronic signature) you will need to take whatever action you deem appropriate. The clerk's office will need a court order to unfile any filed document, even if it was unauthorized.

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### User Guide

You can view or download the most recent version of the ECF User Guide (in PDF format) from the court's web page. Enter <http://www.txnd.uscourts.gov> in your browser's location field, and when the Court's web page opens, click on the tab, "Filing Info."

**Note: The ECF User Guide is best viewed using Version 5 of Adobe Acrobat Reader, or higher versions. The electronic version of the guide contains bookmarks to help you navigate quickly from one section to another. This bookmarking feature can be viewed only with Acrobat Reader 5.0, or higher versions. You can download a free copy of Acrobat Reader 5.0 from Adobe's website at <http://www.adobe.com>.**

Chapter  
3

## Entering the ECF System

This section of the User Guide provides information for entering the Electronic Case Files (ECF) System. You may enter the system by going to the court’s web page at <http://www.txnd.uscourts.gov> and clicking on the PACER case management system link contained in the Info Center depicted in Figure 3.1 below.

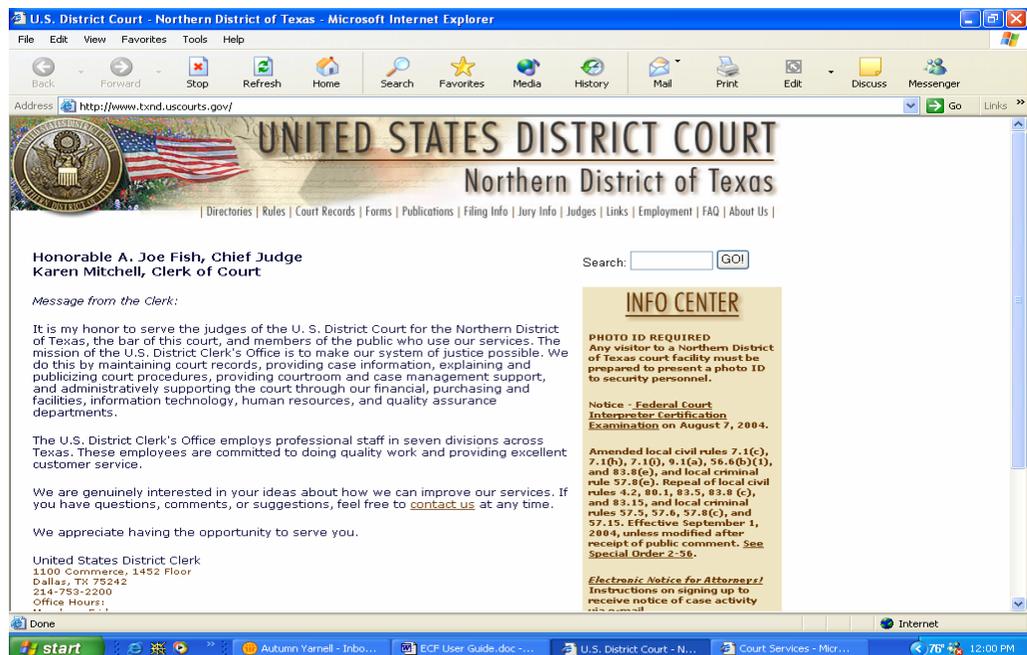


Figure 3.1: Opening page for the U.S. District Court for the Northern District of Texas.

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

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

This URL connects you directly to the court’s ECF opening page depicted in Figure 3.2.

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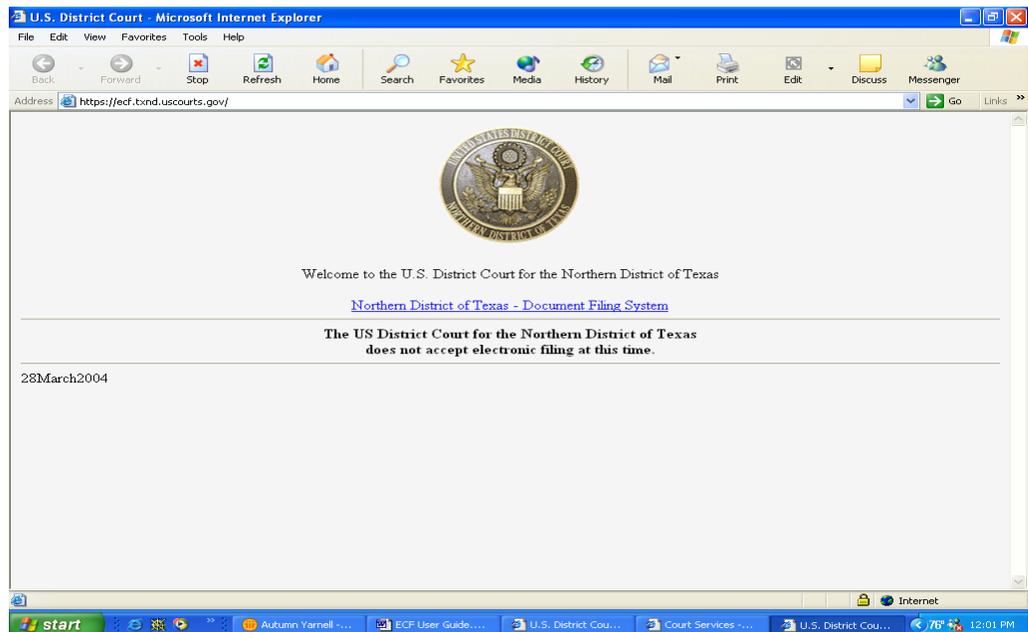


Figure 3.2: Welcome screen for the Northern District of Texas CM/ECF and PACER System.

To review the docket, view a document, or to run a Query, click on the hyperlink [Northern District of Texas – Document Filing System](#). This will take you to the PACER Login screen depicted in Figure 3.3 below. From this screen you may enter your PACER login and password and enter the PACER System.

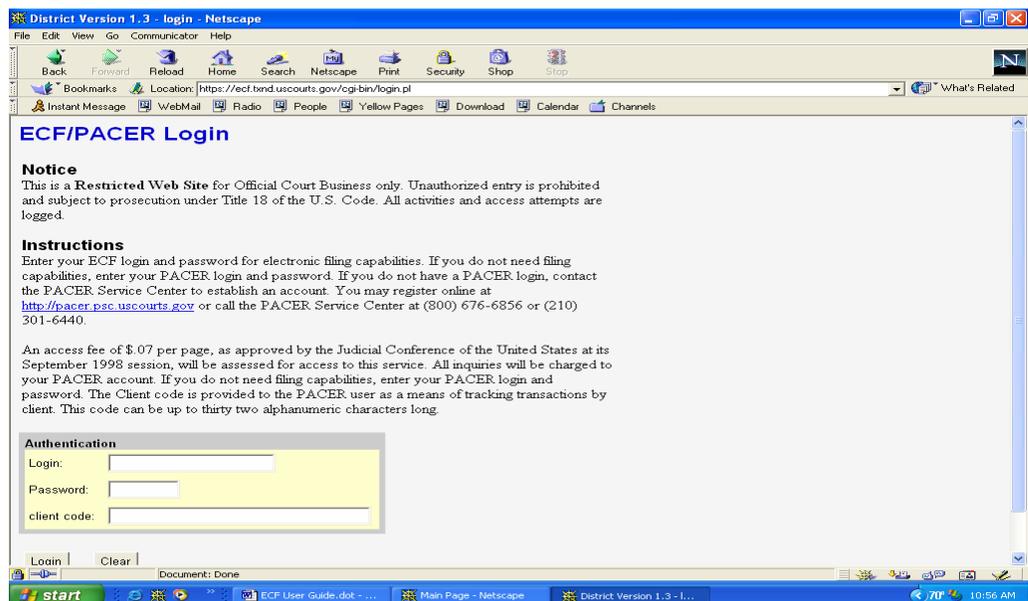


Figure 3.3: ECF/PACER Login page.

From the screen shown in Figure 3.2, you may also enter the ECF Document Filing System. This ECF Document Filing System is the primary focus of this user guide. On this system, you will file your electronic documents with the clerk's office. To enter the ECF system, click on the hyperlink [Northern District of Texas – Document Filing System](#). This hyperlink will take you to a sign in screen where you can log in to the ECF system.

### Logging In to the ECF System

Enter your ECF login name and user password in the appropriate data entry fields as shown in Figure 3.3 above. It is important to remember that all ECF login names and passwords are case sensitive.

**Note: Use your ECF login and password if you are entering the system to file a document or to maintain your account. If you are entering the ECF database to query case information or to view a document, enter your PACER login and password. You will be charged a fee to view ECF docket sheets and documents.**

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

- If the ECF system does not recognize your login and password, it will display the following error message on a new screen.  
**“Login failed either your login name or key is incorrect.”**
- Click on the web browser **[Back]** button and re-enter your correct login and password.
- After ECF accepts your login and password, your monitor will display the Main ECF screen with a *Blue* functional selection menu bar at the top.

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

### ECF Menu Features

ECF provides the following features that are accessible from the *Blue* menu bar at the top of the opening screen depicted in Figure 3.4.

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

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- **Criminal** Select **Criminal** to electronically file all criminal documents.
- **Query** Select **Query** for specific case information.
- **Reports** Select **Reports** to retrieve calendar events, cases-filed reports, and docket sheets. You must log in to PACER before you can view an ECF report.
- **Utilities** View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** function of ECF.
- **Logout** Exit from ECF.

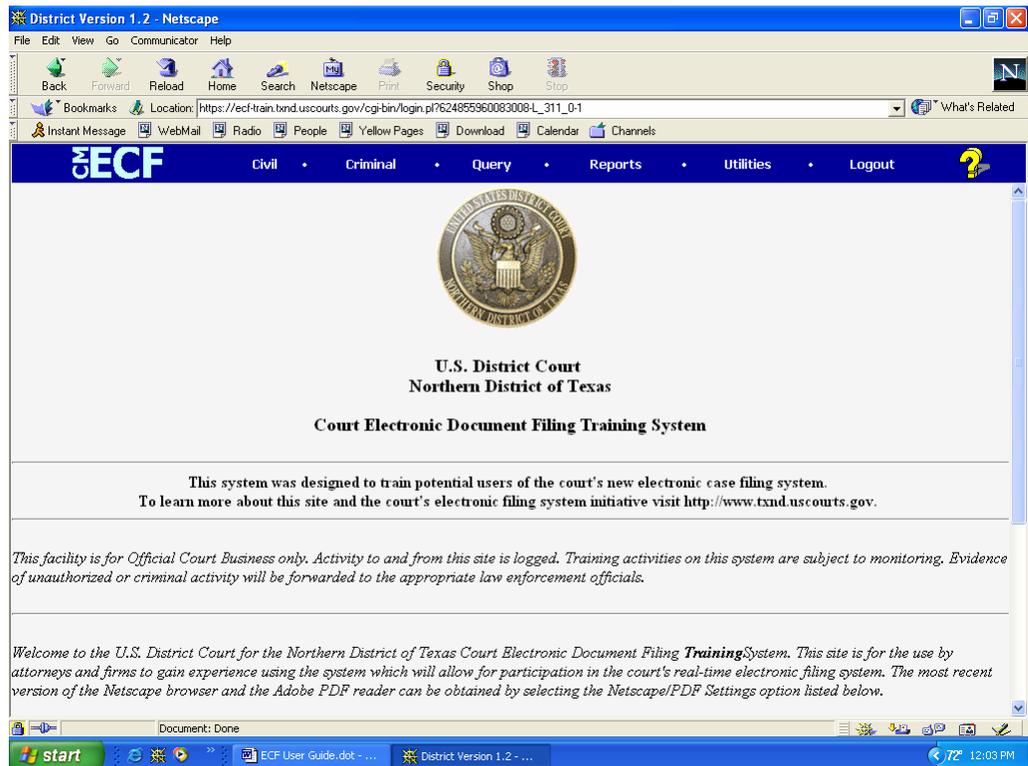


Figure 3.4: Opening screen for the Electronic Filing System.

### Manipulations

Each event has two buttons associated with data entry:

- Use the **[Clear]** button to remove all characters entered in its associated field or box.
- Use the **[Next]** button or the **[Submit]** button to accept entered data and display the next data entry screen. To retrieve the previous screen to correct data entry errors, use the **[Back]** button on the web browser toolbar.

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### **General Information**

Documents bearing original signatures or notarial seals (e.g., affidavits, stipulations, etc.) are to be filed according to **Miscellaneous Order 61** and/or the **CM/ECF Civil and Criminal Administrative Procedures Manual** located on the court's website.

## Civil Event Features

Registered filers will use the **Civil Events** feature of ECF to electronically self-file and docket with the court a variety of documents in **civil** cases. A comprehensive list of the ECF civil events available to be used by registered users is included in the appendices of this Guide.

### Filing a Civil Complaint

Civil complaints shall be filed initially in paper form. Present the clerk's office with an original and one copy of the following along with your filing fee payment of \$150:

- Civil Cover Sheet (JS-44)
- Complaint

The Clerk's office will *open* your case in ECF, and *inform you* via e-mail when the case has been filed.

### Steps Related to Filing Documents for Civil Cases

There are nine basic steps for filing a civil document in ECF.

- Select the type of Civil Event to file (e.g., specific motion, answer, notice, etc.)
- Locate the case for which the document is being filed
- Designate the parties for whom the document is being filed
- Specify the PDF document to file
- Add attachments, if any, to the document being filed
- Modify docket text as necessary
- Submit the document to ECF
- Receive notification of docketing
- Deliver a courtesy copy of the document to the Clerk's office in a sealed envelope with the Notice of Electronic Filing attached to the front of it. (unless otherwise directed by the presiding judge)

### Filing a Motion

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

## 1. Select the type of Civil Event to file

After successfully logging into ECF, click on **Civil** from the *blue* menu bar at the top of the ECF screen. As depicted in Figure 4.1, the **Civil Events** window opens displaying the major categories of events used to file documents with the clerk’s office.

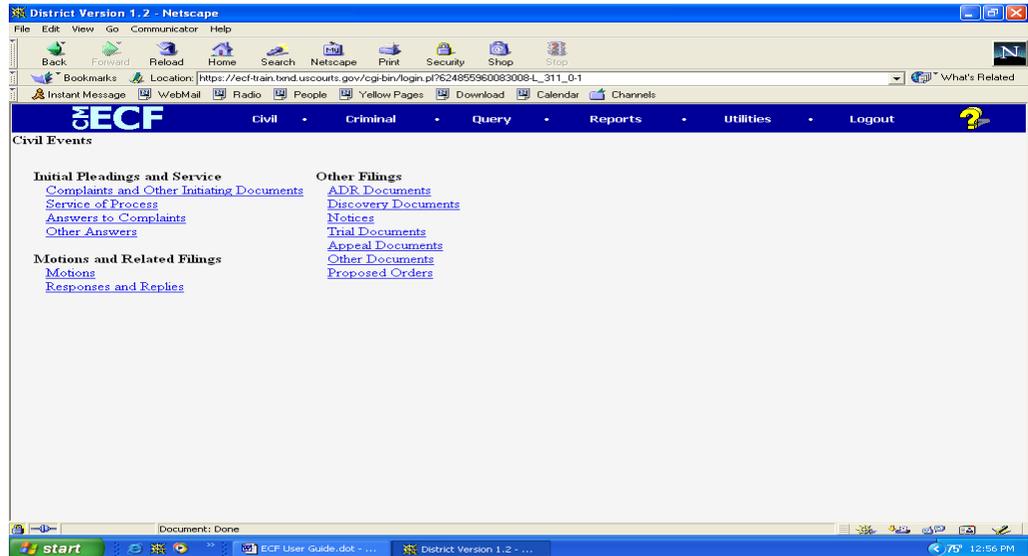


Figure 4.1: CM/ECF Civil Events opening screen.

To file a motion, the user should click on **Motions** under **Motions and Related Filings**. The **Motions** screen appears and displays a menu of different types of motions. This menu has a scroll bar next to it. (See Figure 4.2 below) Scroll through the menu until you locate the type of motion you wish to file. For demonstration purposes, highlight **Injunction** and click on the **[Next]** button.

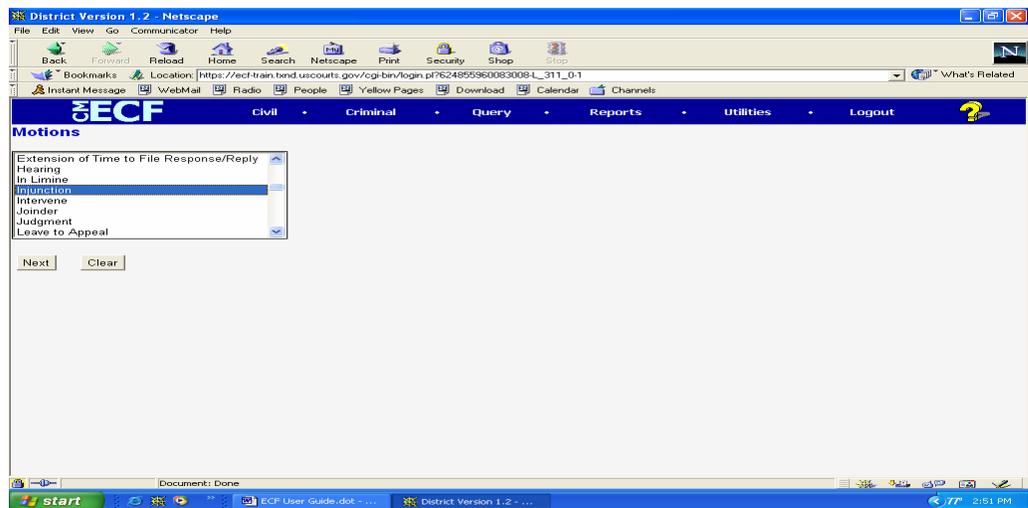


Figure 4.2: Civil Motion selection screen.

**Note: To select more than one motion, press and hold down the CTRL key, and click on each of the desired multiple forms of relief.**

**2. Identify the case for which the document is being filed**

Enter the number of the case for which you are filing a motion and click on the [Next] button (see Figure 4.3 below).

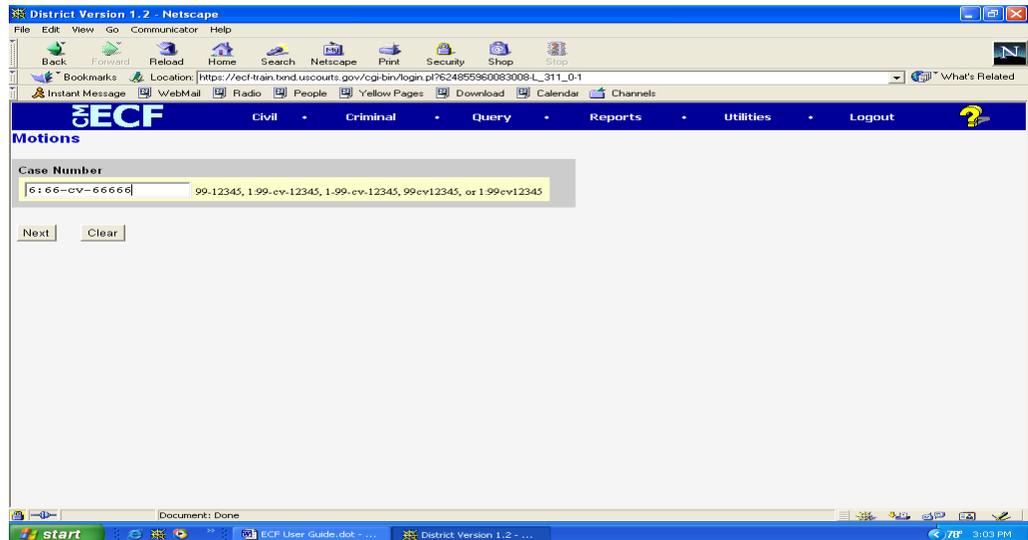


Figure 4.3: Case number data entry field screen.

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

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

**3. Designate the party for whom the document is being filed**

After identifying the Case Number, ECF provides you with a list of parties involved in the case as illustrated in Figure 4.4.

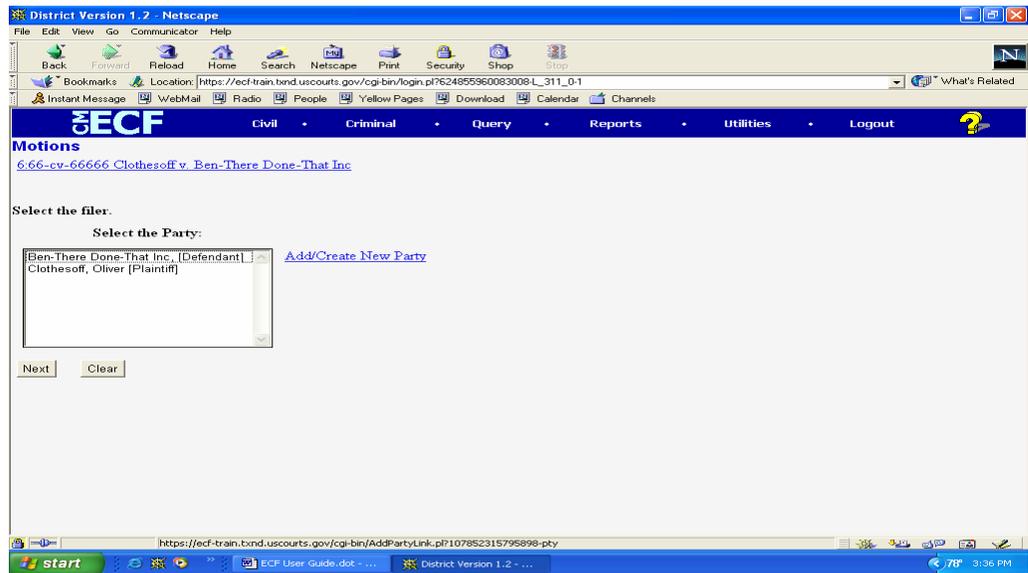


Figure 4.4: List of parties involved in the case.

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

**Note: If the list depicted in Figure 4.4 does not display the party or parties you represent, contact the Clerk’s office with your party’s information. Only court personnel with pre-approved ECF security permission can add or create new parties to a case. If you click on the Add/Create New party hyperlink in the screen above, ECF returns an error message advising you of this restriction.**

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

**4. Specify the PDF document to be filed**

The next screen allows the user to enter text, either “Memorandum in Support” or “Brief in Support” of the motion being filed. If applicable, type “Memorandum in Support” or “Brief in Support” in the text-box and click the **[Next]** button. On the next screen, the system displays a field for locating and entering the PDF document you are filing in ECF. (See Figure 4.5)

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

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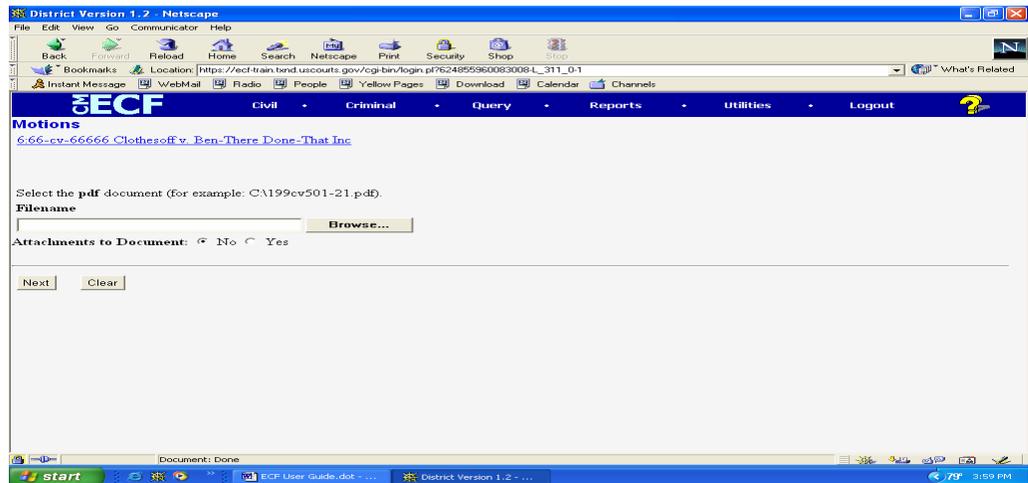


Figure 4.5: Locating the PDF version of the document being filed.

Click on the **[Browse]** button. ECF opens the “File upload” screen as depicted in Figure 4.6.

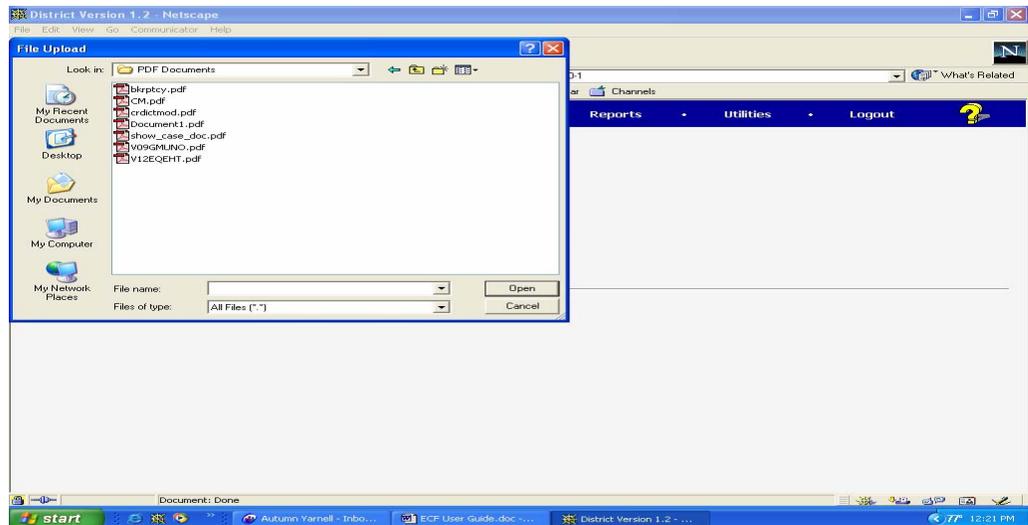


Figure 4.6: Selecting the PDF document for filing.

Click on the down arrow associated with the box labeled “Files of type.” Select **All Files [\*.\*)** to display all files including those with a *.pdf* extension. Then, navigate to the appropriate directory and file name to select the PDF document you wish to file.

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

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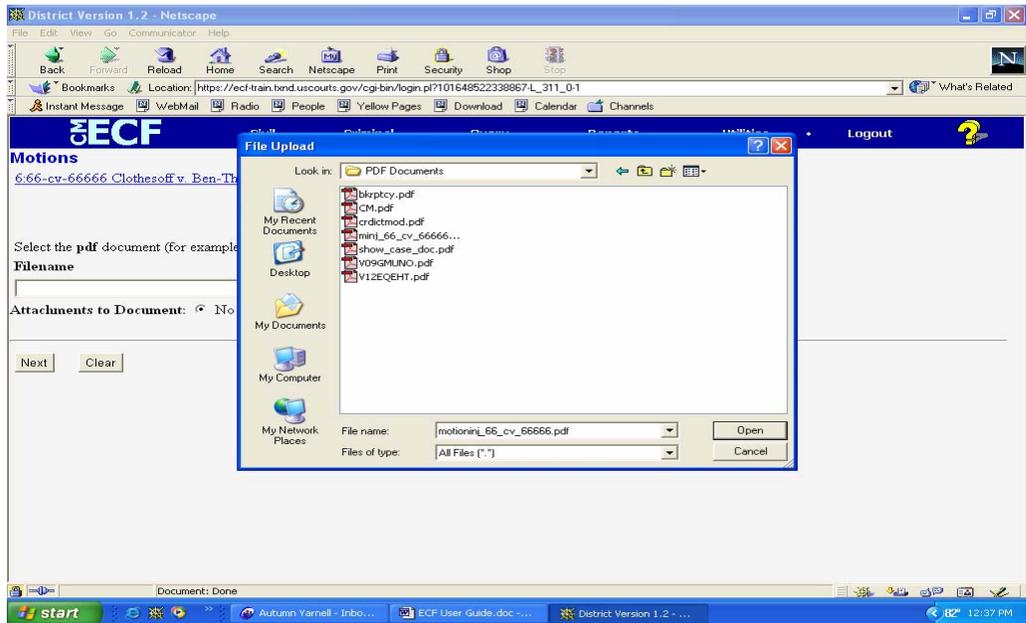


Figure 4.7: PDF documents

**Note: Ensure that the highlighted file name appears in the “File name” field as depicted in Figure 4.7. Choose a name for the document file that indicates the case number and title of the document for ease of reference.**

After selecting the PDF file, you should click on the **[Open]** button (see the screen depicted in Figure 4.7). ECF closes the “**File Upload**” screen and inserts the PDF file name and location in the “**Filename**” field as depicted in Figure 4.8 and click **[Next]**.

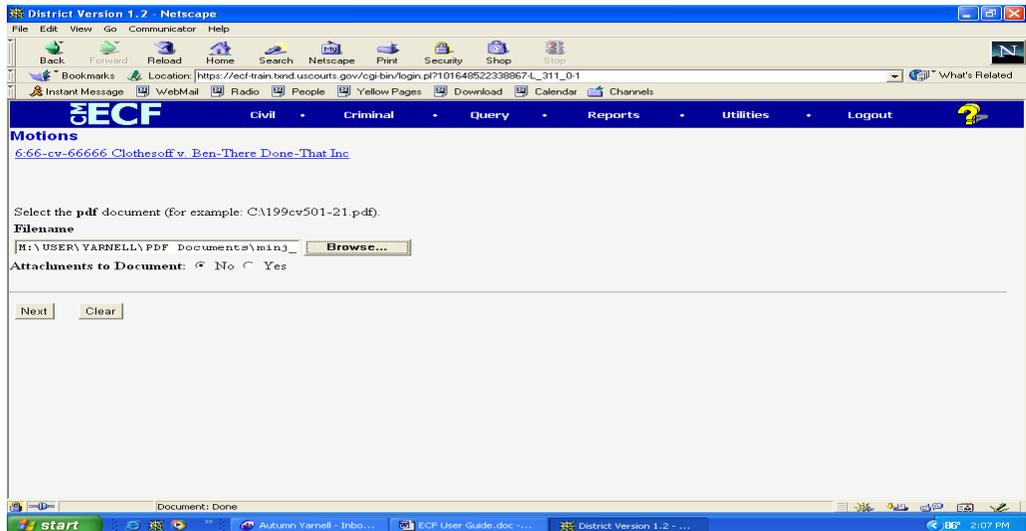


Figure 4.8: PDF “Filename” and location screen.

If you select and highlight a file that is not in PDF format, ECF will display the following error message after you click on the **[Open]** button.

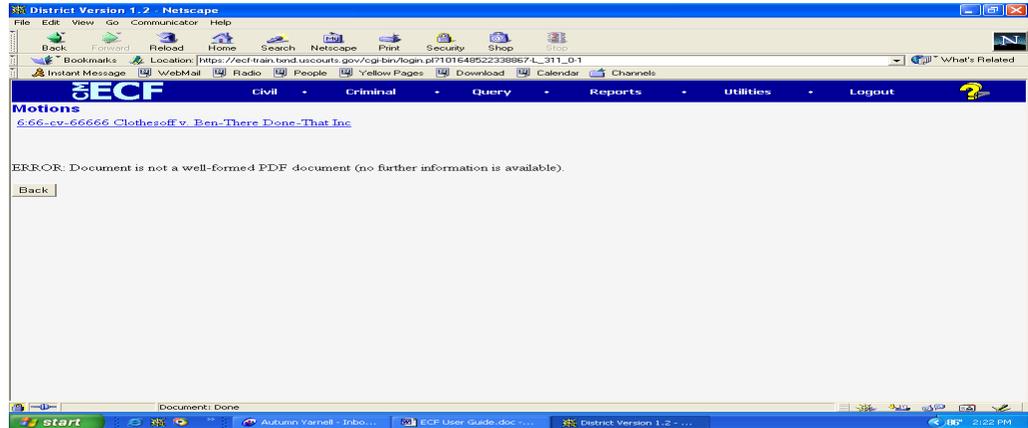


Figure 4.9: Error message – failure to select a document in PDF format. ECF will not permit you to select a file for your document that is not in PDF format. Click on the **[Back]** button and ECF will return to the screen depicted in Figure 4.8. Select and highlight the PDF file of your document and proceed.

**Note: It is imperative that you attach a properly formatted electronic copy of the correct document when prompted by the system. All documents that you intend to file in ECF must be a properly created PDF file. If you attempt to file another type of document, ECF will not accept it and will give you the error message as shown in Figure 4.9. If successful in attaching a document that has not been properly created as a PDF document, users, including the clerk’s office and presiding judge, will be unable to retrieve and read your document from within ECF. This inability to read your document effectively invalidates your filing.**

If you click on the **[Next]** button without selecting a document to file, ECF will display the error message depicted in Figure 4.10.

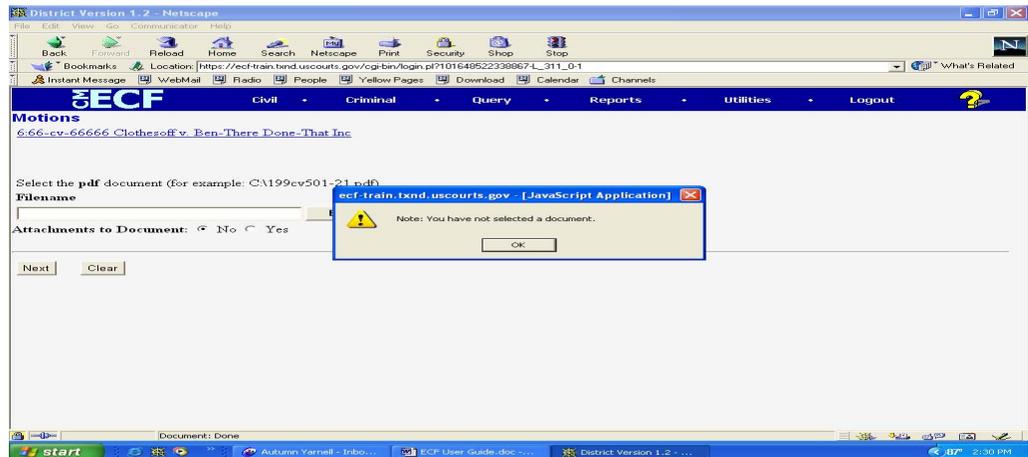


Figure 4.10: Error message – failure to select a document to file.

Click on **[OK]** to return to the screen depicted in Figure 4.5. **[Browse]** for the correct PDF file you wish to file, as previously explained beginning on page 18 of this Guide.

**5. Adding attachments, if any, to the documents being filed**

After successfully identifying the PDF document to be filed, and before clicking on **[Next]**, you must indicate whether or not there are any attachments to be filed with your motion.

If there are no attachments to the motion (the default setting), click on **[Next]** and a new **Motions** window opens. Proceed to Section 6 to continue.

If you do have attachments for your motion, select **[Yes]** on the screen depicted in Figure 4.8 and click **[Next]**. A new **Motions** screen appears as shown in Figure 4.11.

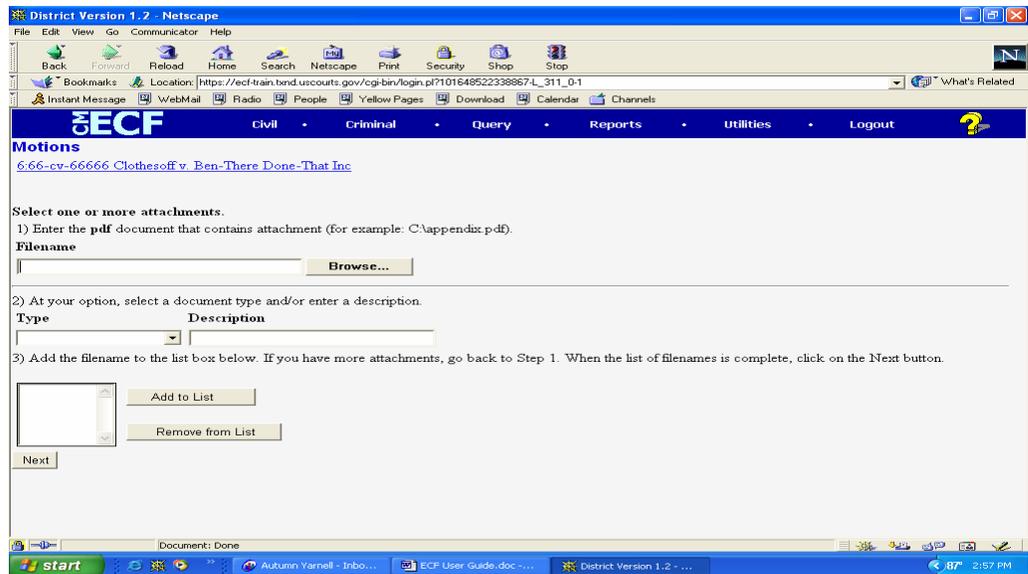


Figure 4.11: Adding attachments to the motion.

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

- Next to the field for **“Type,”** click on the down arrow. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **“Description”** box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.

ECF adds the selected document as an attachment to the motion. A new **Motions** screen opens with the file name of the newly attached document displayed in the attachments list.

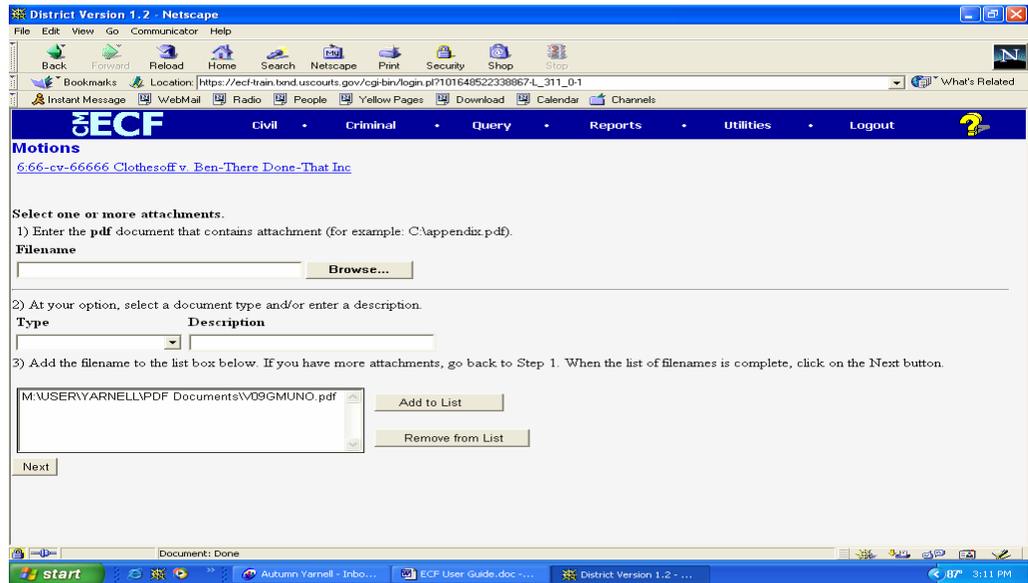


Figure 4.12: Attachment added to the motion being filed.

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

The previous screen closes and ECF opens a new **Motions** window as depicted in Figure 4.13.

The court requires you to file all ECF documents, including attachments and exhibits, in electronic format. If an attachment or exhibit is in paper format, electronically scan and convert the document image to a PDF file. However, if the document is larger than 3 megabytes, you may submit it in paper format.

Even though you submit a document in paper format, you will need to electronically file a **Notice of Manual Filing** (refer to the **CM/ECF Civil and Criminal Administrative Procedures Manual** for more information regarding requirements associated with conventional filings). Submit the PDF **Notice of Manual Filing** as an attachment to your document as described above. Include a notation in the docket text that attachments or exhibits are being held in the clerk’s office in paper format. If you file attachments and exhibits in paper format, you must provide an original for the Clerk’s office, a copy for the presiding judge, and a copy to be served on each party in the case.

**6. Modify the docket text, as necessary**

Referring to the screens depicted in Figures 4.13 and 4.14, enter any specific descriptive text that you wish to appear on the docket sheet.

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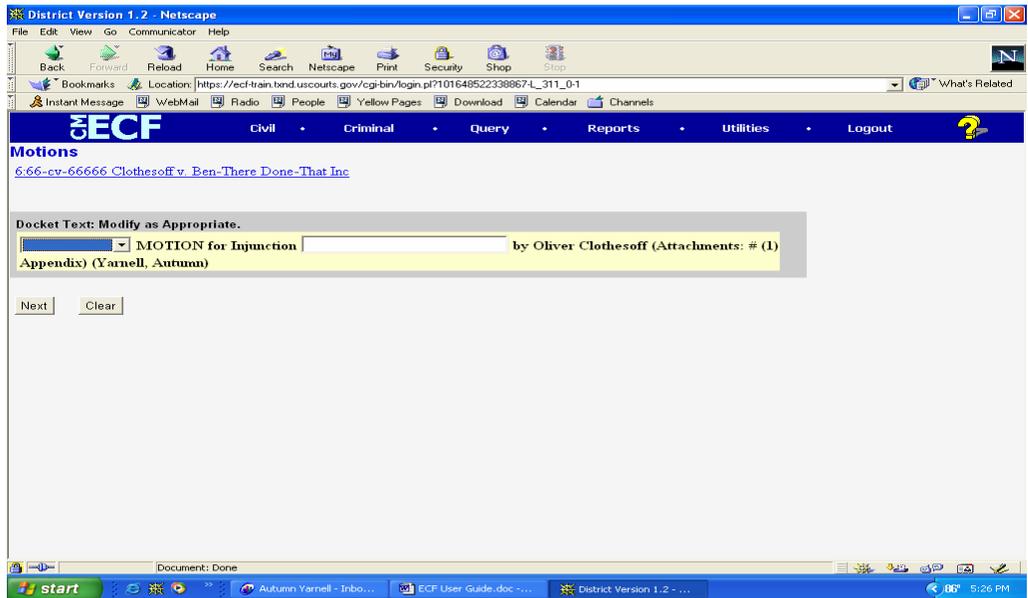


Figure 4.13: Modifying docket text.

Click on the down-arrow located to the left of the blue text-box in Figure 4.13 to open a modifier pull-down menu. You may select one of the words in the pull-down list or leave the field blank. Click on the text-box by the party's name, and type a description of the document. This added text will appear on the docket report (refer to Figure 4.14).

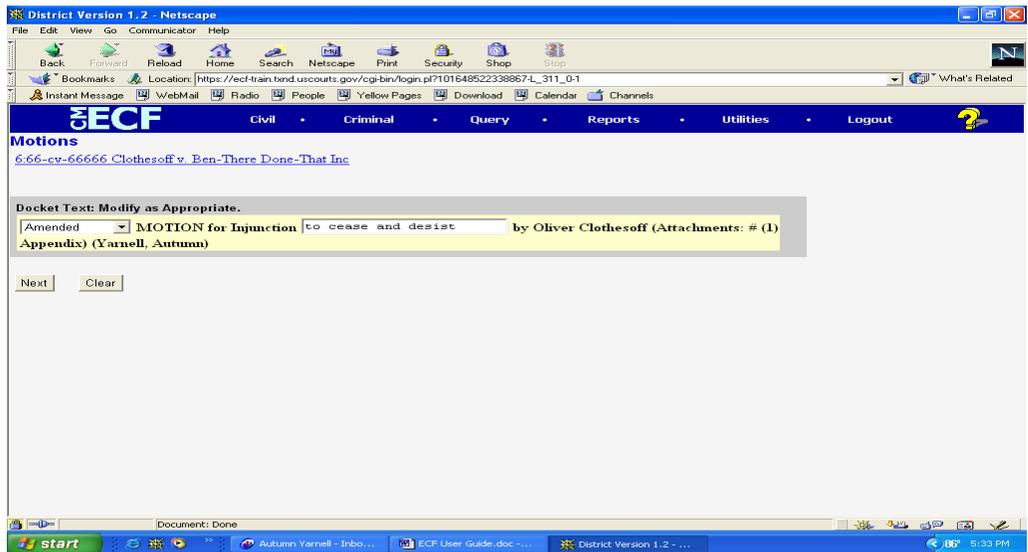


Figure 4.14: Modifying docket text as appropriate.

**7. Submit document to ECF**

After entering all applicable docket text, click on the **[Next]** button as shown in Figure 4.14 above. A new **Motions** window appears (Figure 4.15) displaying the “final” text that will be inserted on the docket entry for the filed document. **Carefully review the docket text.** If you need to modify the text or change any of the selections you have made before filing the document, click the **[Back]** button on your web browser toolbar to locate the screen you need to change.

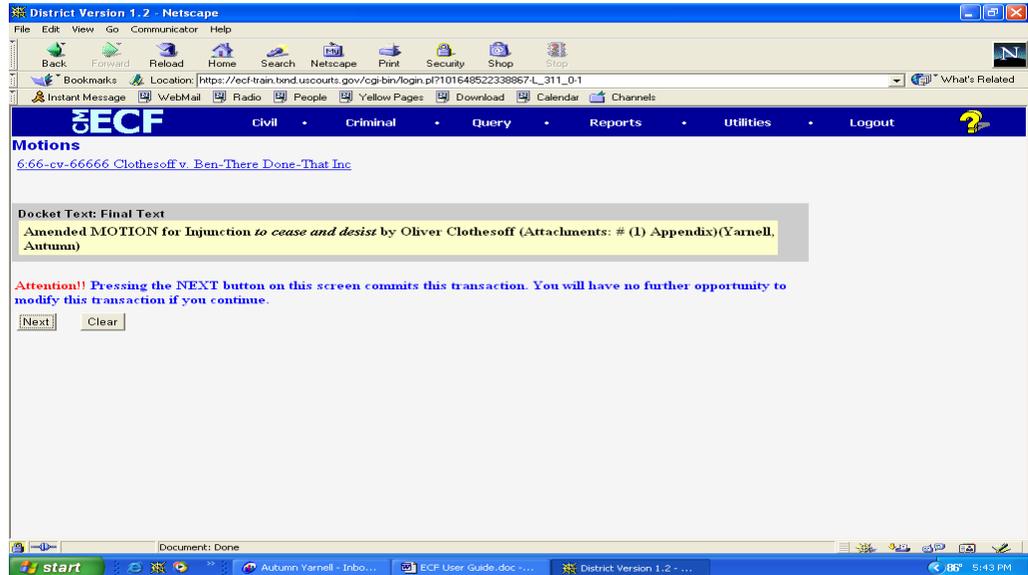


Figure 4.15: Final docket text.

**Note: At any time prior to this step, you can abort the ECF filing by simply clicking on a menu item on the blue menu bar, including logging out of the system. You can also edit data or text by returning to previous screens by clicking on your web browser [Back] button until you return to the desired screen.**

If you are satisfied with the final docket text and the documents you have attached are correct and the ones you want to file, then click on the **[Next]** button. This completes the filing of your document and this docketing transaction.

**8. Receive the Notice of Electronic Filing**

ECF opens a new **Motions** window displaying an ECF filing receipt. (See Figure 4.16) The screen depicted in Figure 4.16 provides confirmation that ECF has registered your transaction and the document is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document’s PDF file.

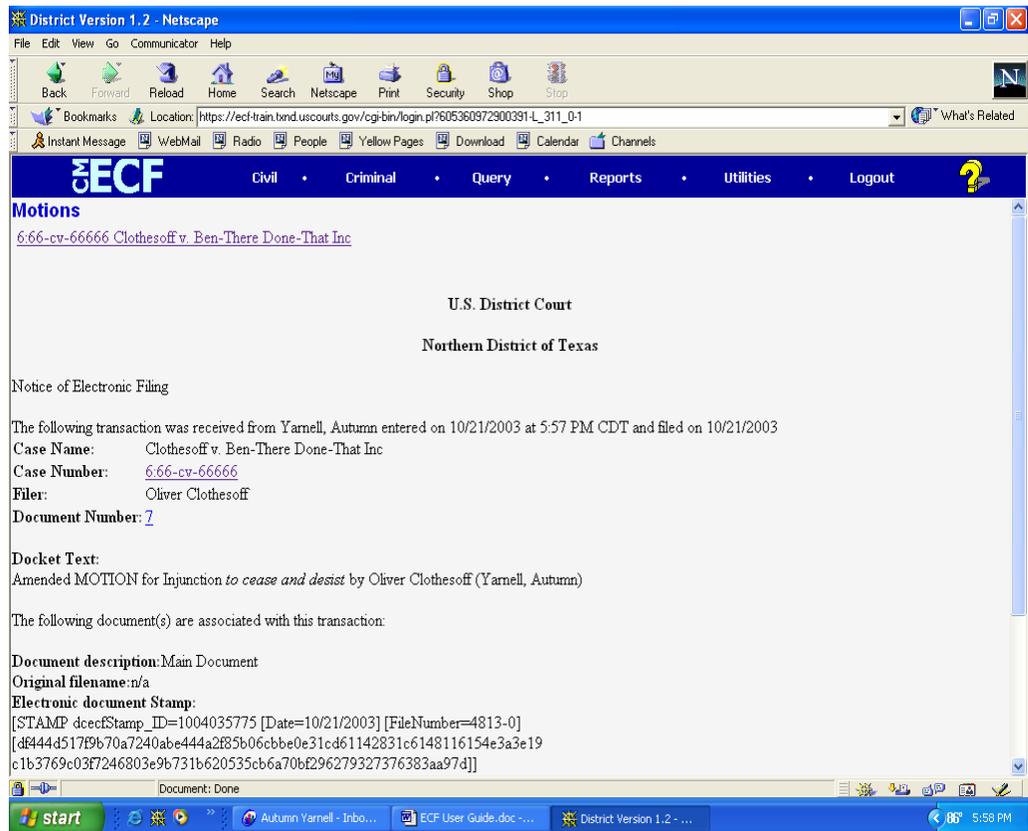


Figure 4.16: Notice of electronic filing.

**Note: The Notice of Electronic Filing is your proof of service and the official file mark. You should copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.**

After a document is electronically filed, the ECF system sends a Notice of Electronic Filing to the designated attorneys and parties who have supplied their e-mail addresses to the court. Individuals who receive electronic notification of the filing are permitted “one free look” at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted “one free look” at the document and the docket sheet to verify that the document was properly docketed. **The Court strongly urges you to copy the Notice of Electronic Filing and the document to your hard-drive for future access.** 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.

#### Filing Other Types of Documents

Registered users who wish to file a document other than a motion or application should make the appropriate selection from the **Civil Events** menu. The process for

filing other types of documents is very similar to what has been described in this Guide for filing a motion.

**Filing Amended Complaints and Third Party Complaints**

Amended and third party complaints are submitted to the clerk’s office in the same manner as the initial complaint. Submit these documents in paper format.

**Filing Documents When ECF Is Not Accessible**

Occasionally, users may be unable to electronically file documents because of problems with the court’s ECF system or their own internal computer systems. If you are unable to file electronically, call the clerk’s office for advice. If it appears that ECF will be inaccessible for an extended period of time, you may bring a paper copy and an electronic version of the document to the clerk’s office and file it in person. If it is after 4:30 p.m., you may e-mail the clerk’s office at the following address, [cmecf@txnd.uscourts.gov](mailto:cmecf@txnd.uscourts.gov), with PDF files of the document and exhibits attached to the e-mail.

**Submitting Proposed Orders**

Registered users will use the **Civil Events** feature of ECF to electronically submit a proposed order with a document as depicted in Figure 4.1. The user should click on [Proposed Orders](#) under **Motions and Related Filings**. The [Identify and Attach Proposed Document](#) screen appears as depicted in Figure 4.17.

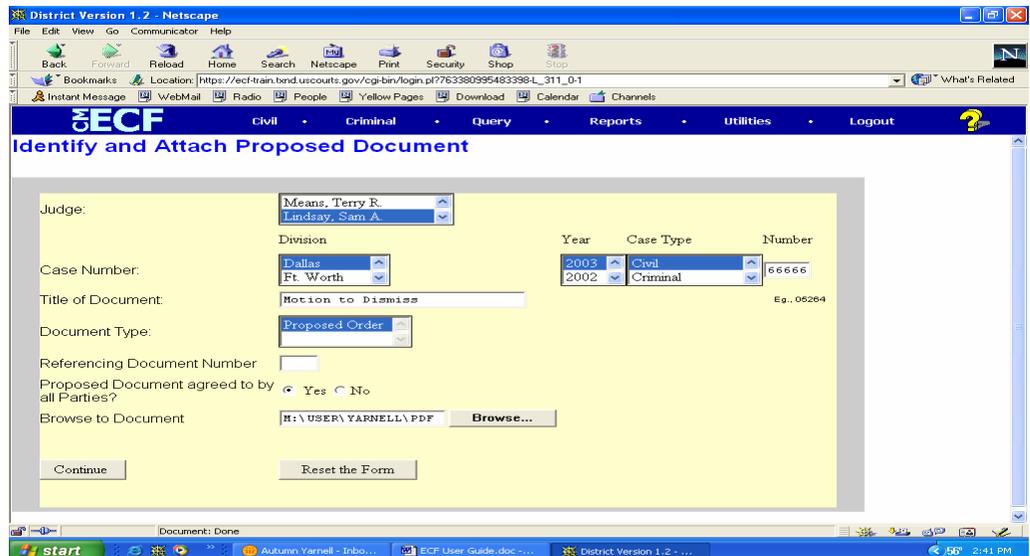


Figure 4.17: Submitting a proposed order.

The user should scroll through the menus associated with information pertaining to the judge, division, year, case type, and document type for the attachment. In addition, the user should type-in the last digits of the case number in the “number” field, and the

“document number” of the motion or requested relief. If the proposed order is not “agreed to” by all parties, click **[No]**, otherwise the system defaults to “yes.” Specify the PDF document to be submitted as explained in Step 4 of this chapter. After selecting the PDF file, you should click **[Continue]**.

As depicted in Figure 4.18 below, validate the information submitted and complete the attorney information requested before clicking **[Submit]**.

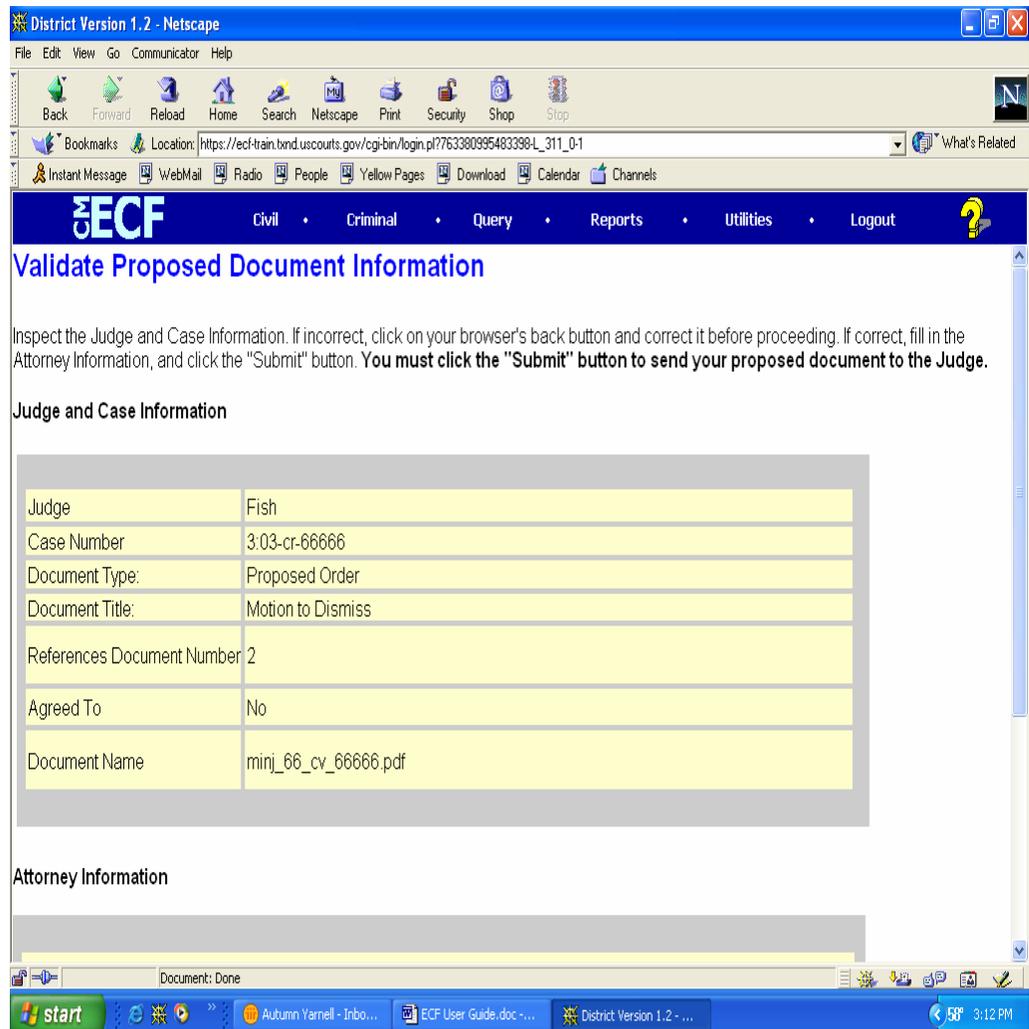


Figure 4.18: Validating proposed order information.

## Criminal Event Features

Registered users will use the **Criminal Events** feature of ECF to electronically self-file and docket with the court a variety of documents in **criminal** cases. A comprehensive list of the ECF criminal events available to be used by registered user is included in the appendices of this Guide.

### Filing Charging Documents

Indictments and informations shall be filed initially in paper form. Present the clerk's office with an original and one copy of the following:

- Criminal Cover Sheet
- Indictment
- Information

The clerk's office will *open* your case in ECF and *inform you* via e-mail when the case has been filed.

### Steps Related to Filing Documents in Criminal Cases

There are twelve basic steps for filing a criminal document in ECF.

- Select the type of Criminal Event to file
- Identify the case for which the document is being filed
- Designate the party for whom the document is being filed
- Verify the case number and the case style for the document being filed
- Select the filer(s)
- Select the specific type of document being filed (e.g., motion to compel, response to a motion, etc.)
- Specify the PDF document to be filed
- Add attachments, if any, to the document being filed
- Modify the docket text, as necessary
- Submit the document to ECF
- Receive notification of docketing
- Deliver a courtesy copy of the document to the clerk's office in a sealed envelope with the Notice of Electronic filing attached to the front of it. (unless otherwise directed by the presiding judge)

**Filing a Motion**

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

**1. Select the Criminal Event to file**

After successfully logging in to ECF, click on **Criminal** from the blue menu bar at the top of the ECF screen. As depicted in Figure 5.1, the **Criminal Events** window opens displaying the major categories of events used to file documents with the clerk’s office.

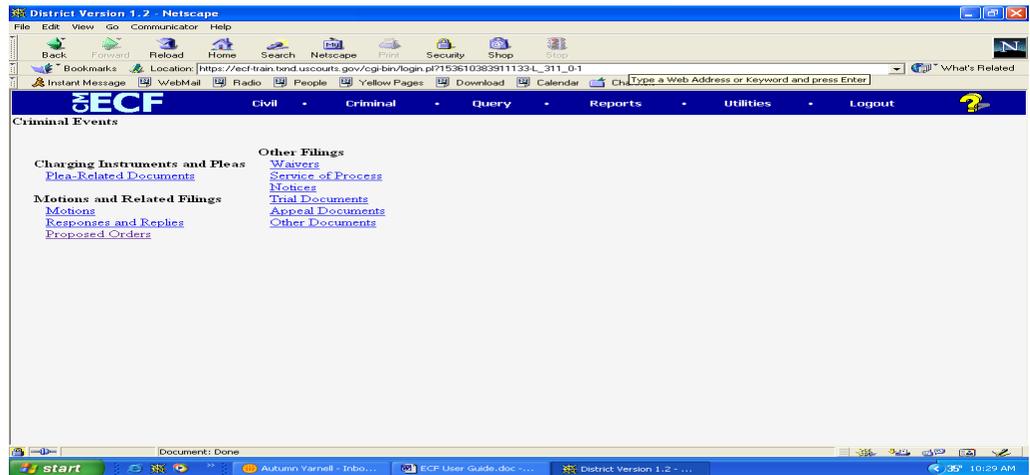


Figure 5.1: CM/ECF Criminal Events opening screen.

To file a motion, the user should click on Motions under **Motions and Related Filings**. The **Motions** screen appears and displays a “case number” text box.

**2. Identify the case for which the document is being filed**

Enter the number of the case for which you are filing a motion and click on the [Next] button. (See Figure 5.2)

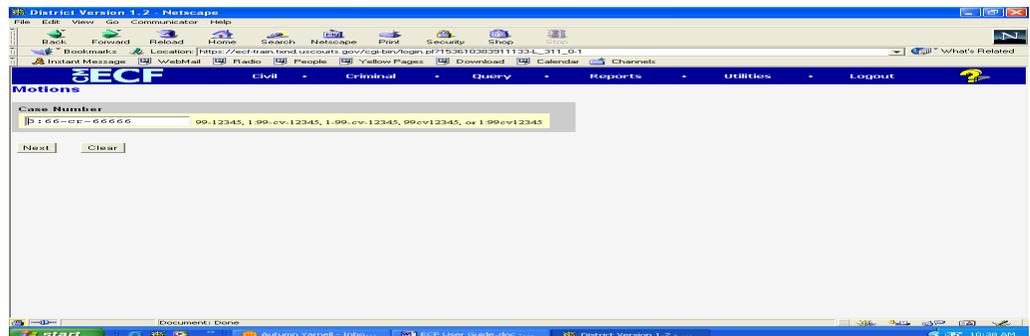


Figure 5.2: Case number data entry field screen.

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

**3. Designate the party for whom the document is being filed**

A new **Motions** window appears displaying the parties involved in the case. Click on the box to the left of party for whom you are filing the motion. If the document is being filed on behalf of all defendants, click on the box associated with “All defendants” as depicted in Figure 5.3. Then, click on **[Next]**.

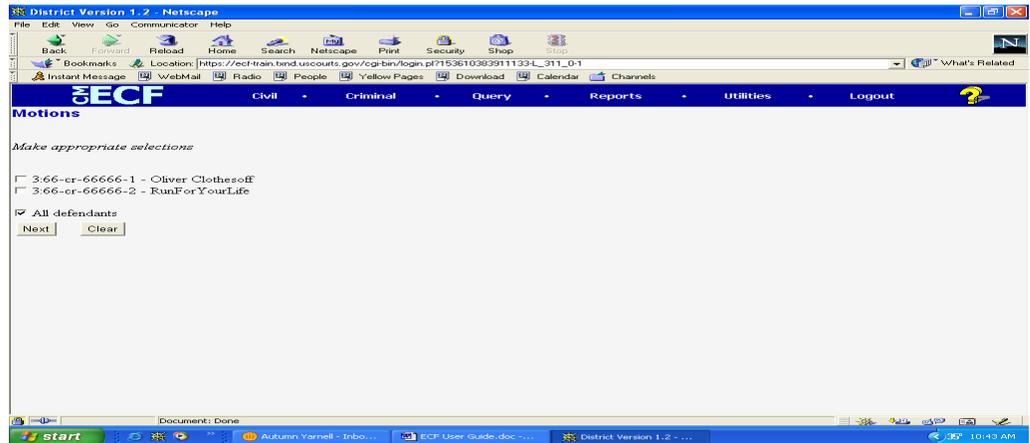


Figure 5.3: Filer selection screen.

**4. Verify the case number and case style for the document being filed**

ECF opens a new **Motions** window displaying the case number and case style entered previously. If the information is correct, click on **[Next]**. If, the information is inaccurate, click the **[Back]** button of your web browser toolbar to locate the screen you need to change.

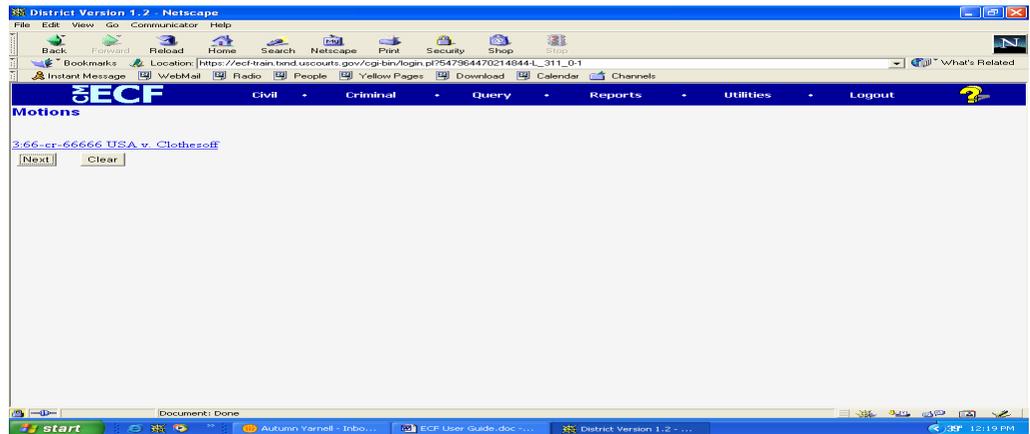


Figure 5.4: Verification of the case number and case style of the document being filed.

**5. Select the filers**

After identifying the case number, ECF provides you with an opportunity to include docket text for a “Memorandum in Support” or “Brief in Support” of the motion being filed, as illustrated in Figure 5.5. If applicable, insert the appropriate text in the text field. Also included on this screen is a list of parties involved in the case. Highlight the name of the party for whom you are filing the motion. If you represent more than one party, select multiple parties by holding down the [CTRL] key while pointing and clicking on each party you represent. If done correctly, each party selected will remain highlighted.

**Note: If the party list does not display the party or parties you represent, verify you have entered the correct case number. If so, and your party is still not displayed, contact the clerk’s office with your party’s information. Only court personnel with pre-approved ECF security permission can add or create a new party to a case.**

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

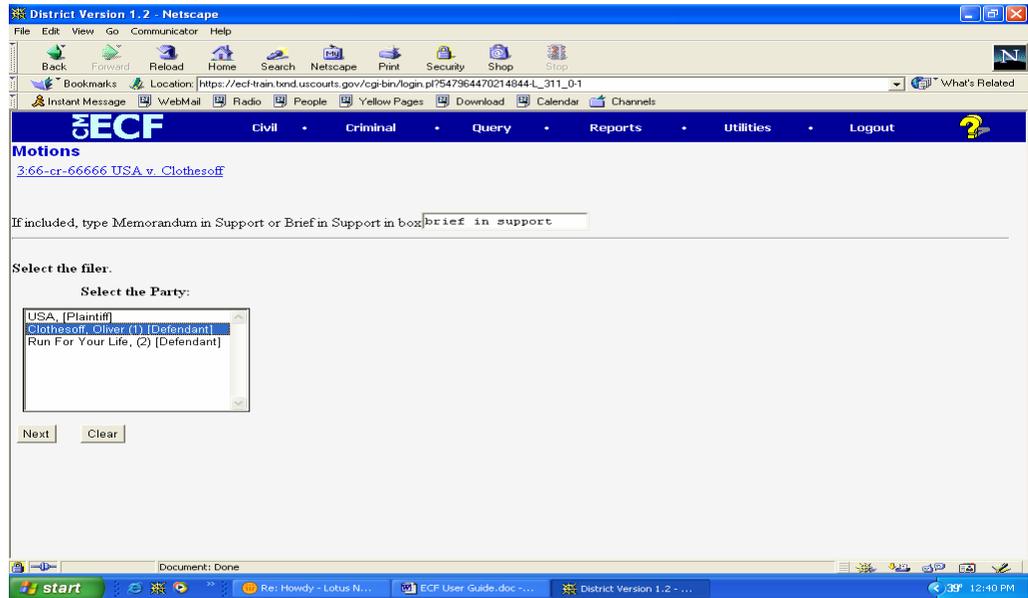


Figure 5.5: List of parties involved in the case.

**6. Select the type of motion to file**

The next screen displays a menu of different types of motions. This menu has a scroll bar next to it. (See Figure 5.6) Scroll through the menu until you locate the type of motion you wish to file. For demonstration purposes, highlight **Compel** and click on the [Next] button.

**Note: To select more than one motion, press and hold down the CTRL key, and click on each of the desired multiple forms of relief.**

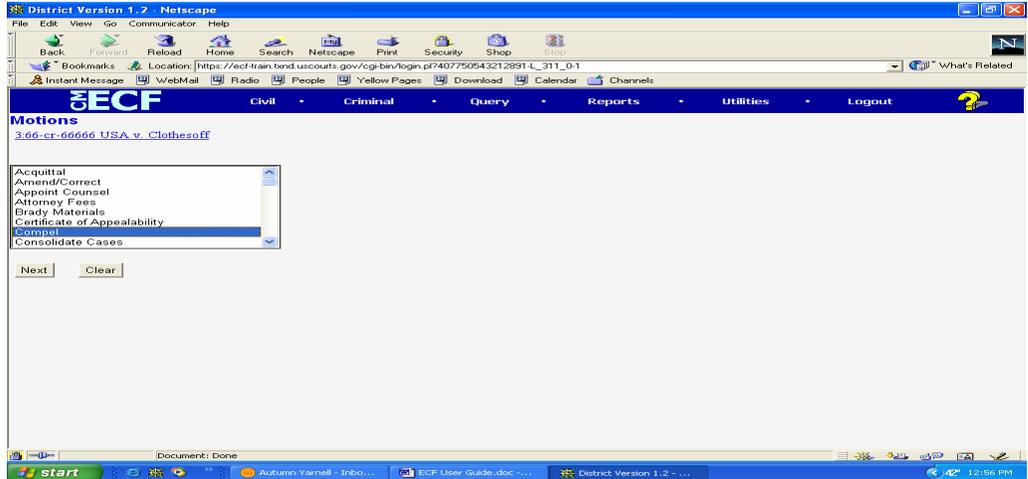


Figure 5.6: Criminal Motion selection screen.

**7. Specify the PDF document to be filed**

On the next screen, the system displays a field for locating and entering the PDF document you are filing in ECF. (See Figure 5.7)

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

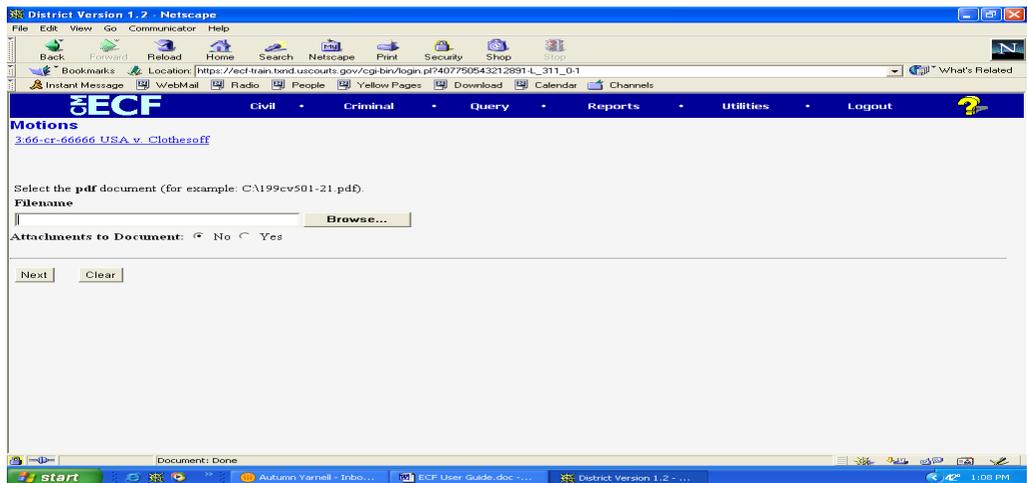


Figure 5.7: Locating the PDF version of the document being filed.

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Click on the **[Browse]** button to open the “File Upload” screen depicted in Figure 5.8.

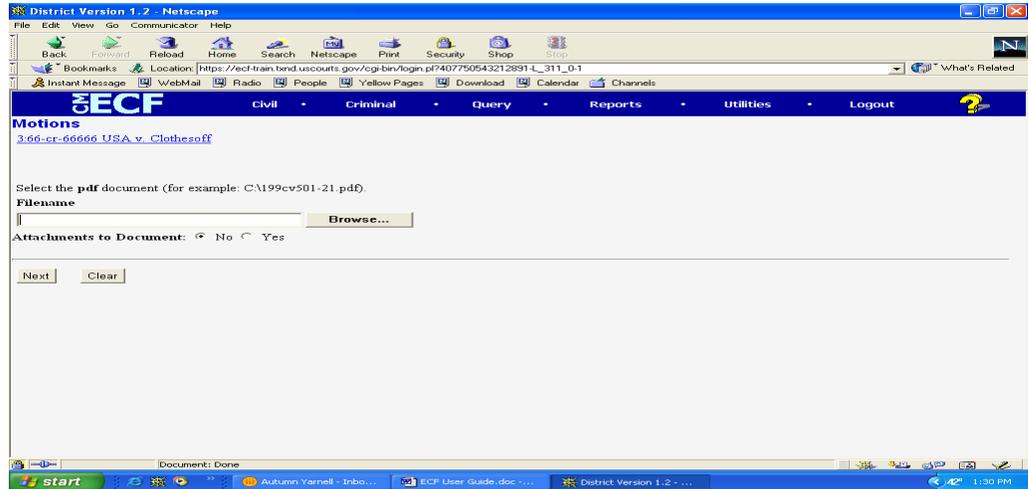


Figure 5.8: Locating the PDF version of the document being filed.

Click on the down arrow associated with the box labeled “Files of type.” Select **All Files [ \*.\* ]** to display all fields, including those with a *.pdf* extension. Then navigate to the appropriate directory and file name to select the PDF document you wish to file.

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

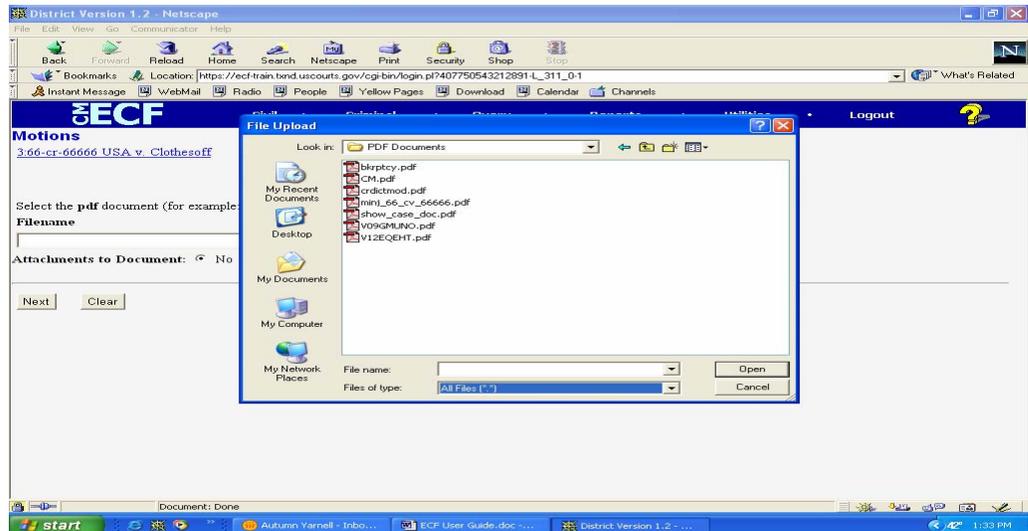


Figure 5.9: Selecting the PDF document for filing.

**Note: Ensure that the highlighted file name appears in the “File name” field as depicted in Figure 5.10. Choose a name for the document file that indicates the case number and title of the pleading for ease of reference.**

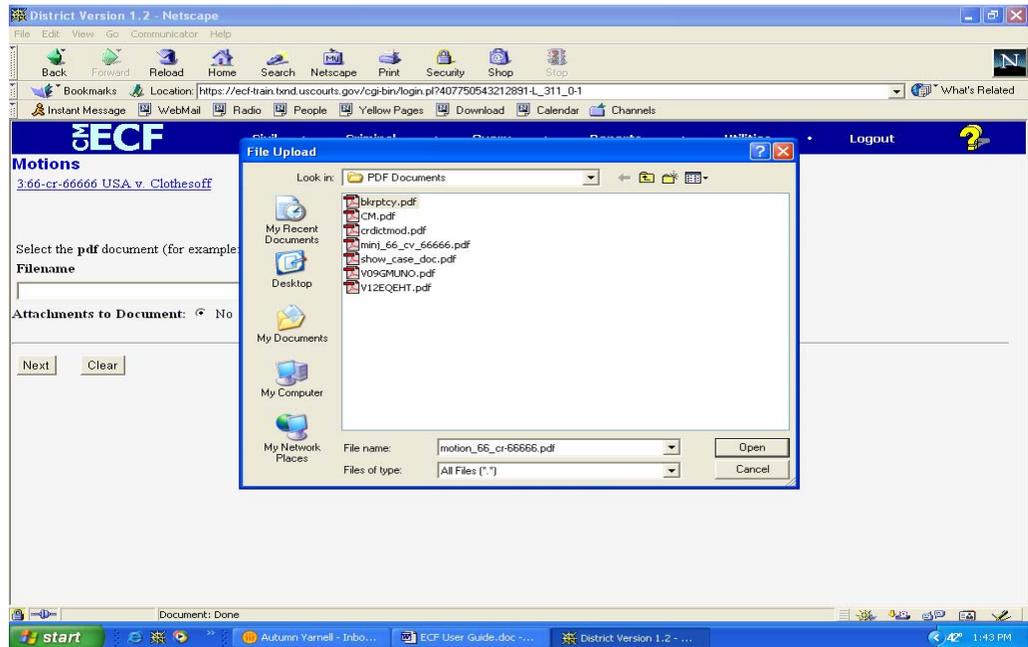


Figure 5.10: PDF documents.

After selecting the PDF file, you should click on the **[Open]** button (see screen depicted in Figure 5.10). ECF closes the “**File Upload**” screen and inserts the PDF file name and location in the “**Filename**” field as depicted in Figure 5.11 and click **[Next]**.

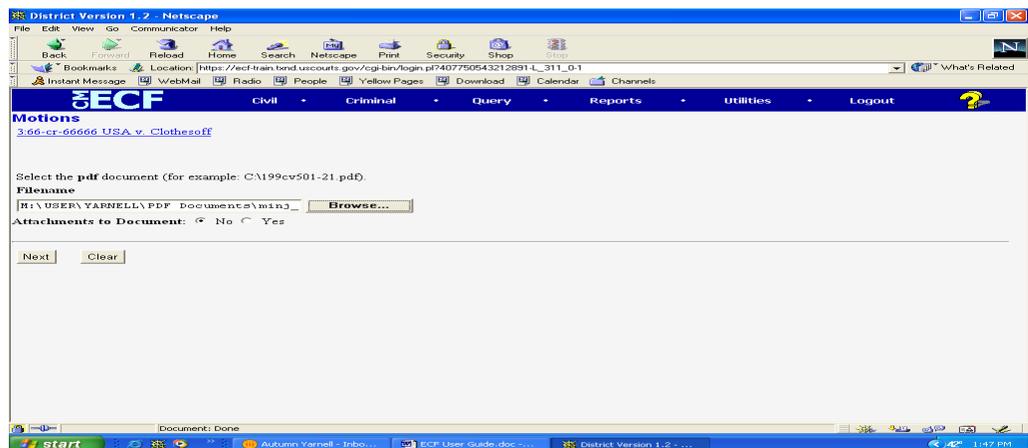


Figure 5.11: PDF “Filename” and location screen.

If you select and highlight a file that is not in PDF format, ECF will display the following error message after you click on the **[Open]** button.

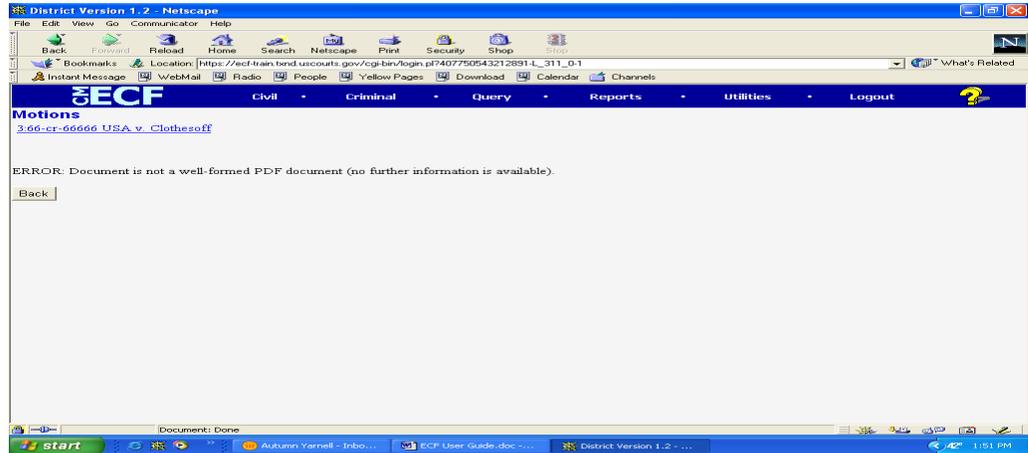


Figure 5.12: Error message – failure to select a document in PDF format. ECF will not permit you to select a file for your document that is not in PDF format. Click on the **[Back]** button and ECF will return to the screen depicted in 5.11. Select and highlight the PDF file of your pleading and proceed.

**Note: It is imperative that you attach a properly formatted electronic copy of the correct document when prompted by the system. All documents that you intend to file in ECF must be a properly created PDF file. If you attempt to file another type of document, ECF will not accept it and will give you the error message as shown in Figure 5.12. If successful in attaching a document that has not been properly created as a PDF document, users, including the clerk’s office and the presiding judge, will be unable to retrieve and read your document from within ECF. This inability to read your document effectively invalidates your filing.**

If you click on the **[Next]** button without selecting a document to file, ECF will display the error message depicted in Figure 5.13.

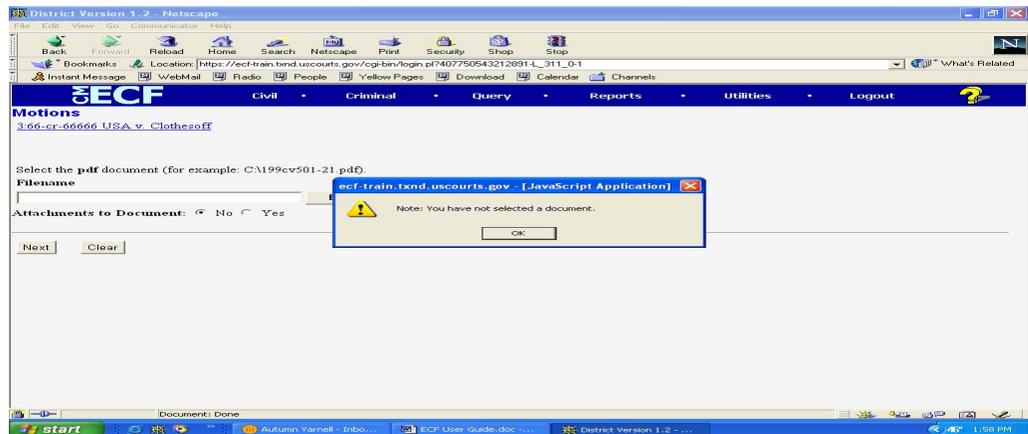


Figure 5.13: Error message – failure to select a document to file.

Click on **[OK]** to return to the screen depicted in Figure 5.8. **[Browse]** for the correct PDF file you wish to file, as explained beginning on page 32 of this Guide.

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

After successfully identifying the PDF document to be filed, and before clicking on **[Next]**, you must indicate whether or not there are any attachments to be filed with your motion.

If there are no attachments to the motion (the default setting), click on **[Next]** and proceed to Step 9 to continue.

If you do have attachments for your motion, select **[Yes]** on the screen depicted in Figure 5.11 and click on **[Next]**. A new **Motions** screen appears as shown in Figure 5.14.

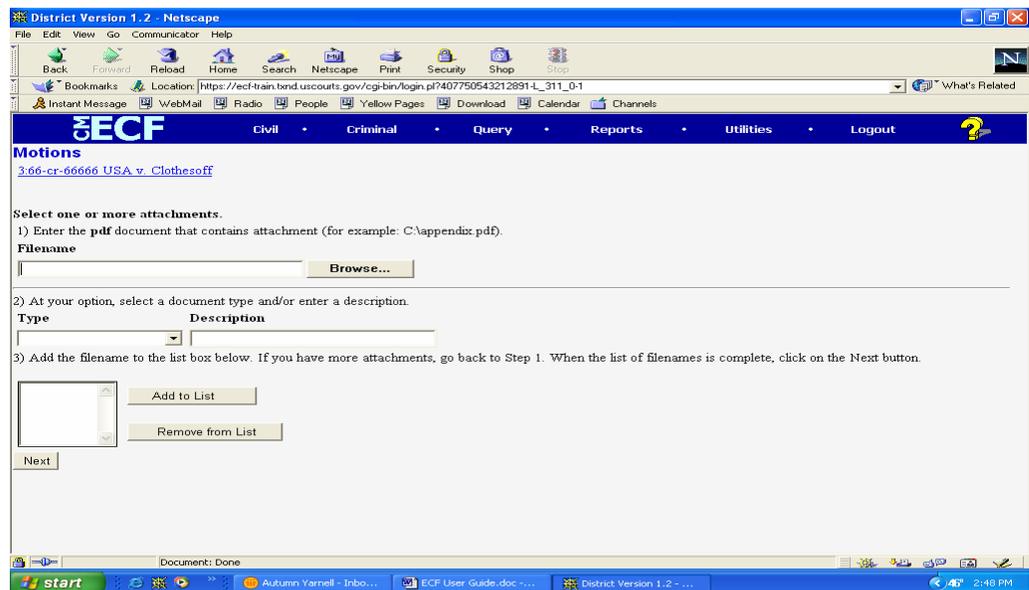


Figure 5.14: Adding attachments to the motion.

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

- Next to the field for **“Type,”** click on the down arrow. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **“Description”** box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.

ECF adds the selected document as an attachment to the motion. A new **Motions** screen opens with the file name of the newly attached document displayed in the attachments list as shown in Figure 5.15.

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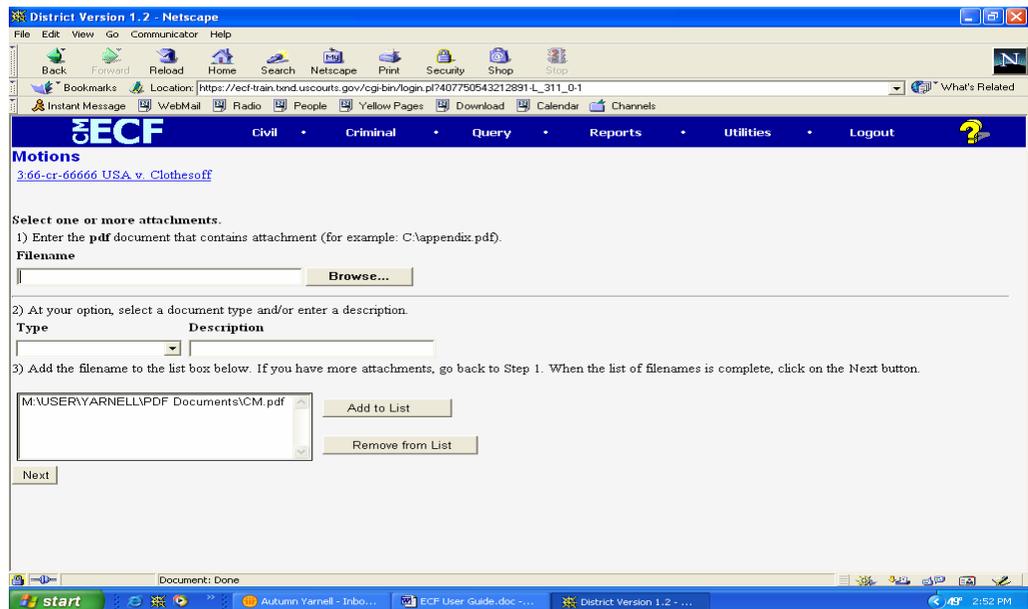


Figure 5.15: Attachments added to the motion being filed.

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

The previous screen closes and ECF opens a new **Motions** window as depicted in Figure 5.16.

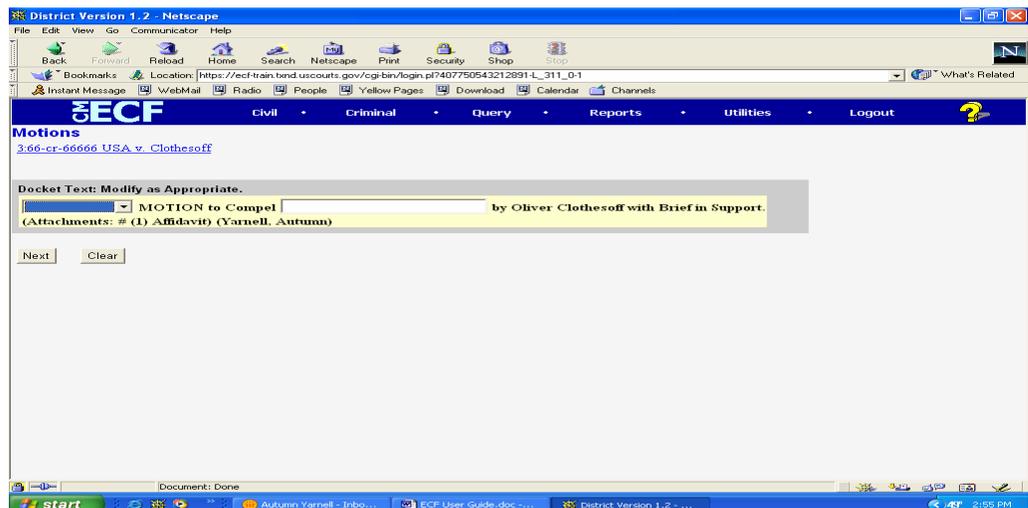


Figure 5.16: Optional modifiers for the docket text.

The court requires you to file all ECF documents, including attachments and exhibits, in electronic format. If an attachment or exhibit is in paper format, you must

electronically scan it and convert the document image to a PDF file. However, if the document is larger than 3 megabytes, you may submit it in paper format.

Even though you submit a document in paper format, you will need to electronically file a **Notice of Manual Filing**. (A sample format is included in the **CM/ECF Civil and Criminal Administrative Procedures Manual**.) Attach the PDF **Notice of Manual Filing** as an attachment to your document as described in Step 8. Include a notation in the docket text that attachments or exhibits are being held in the clerk’s office in paper format. If you file attachments and exhibits in paper format, you must provide an original for the clerk’s office, a copy for the presiding judge, and a copy must be served on each party in the case.

**9. Modify the docket text, as necessary**

Referring to the screens depicted in Figure 5.16 and 5.17, enter any specific descriptive text that you wish to appear on the docket sheet.

Click on the down-arrow located to the left of the blue text-box in Figure 5.16 to open a modifier pull-down menu. You may select one of the words in the pull-down list or leave the field blank. Click on the text-box by the party’s name, and type a description of the document. This added text will appear on the docket report. Refer to Figure 5.17 for an example of text that has been entered in this field.

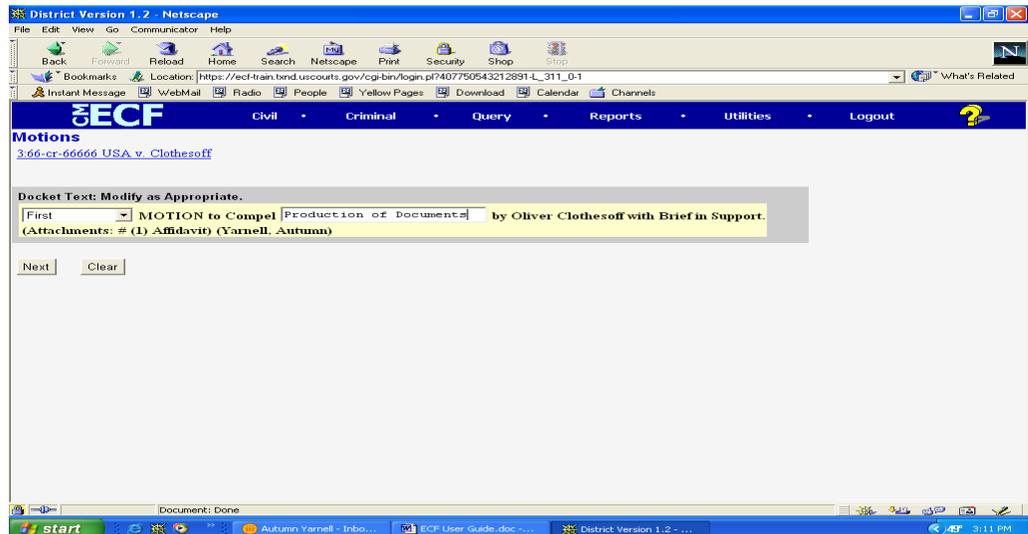


Figure 5.17: Modifying docket text as appropriate.

**10. Submit the document to ECF**

After entering all additional text, click on the **[Next]** button shown in Figure 5.17 above. A new **Motions** window appears (Figure 5.18) displaying the “final” text that will be inserted on the docket entry for the filed document. Carefully review this docket text. If you need to modify the text or change any of the selections you have

made before filing your document, click the **[Back]** button on your web browser toolbar to locate the screen you need to change.

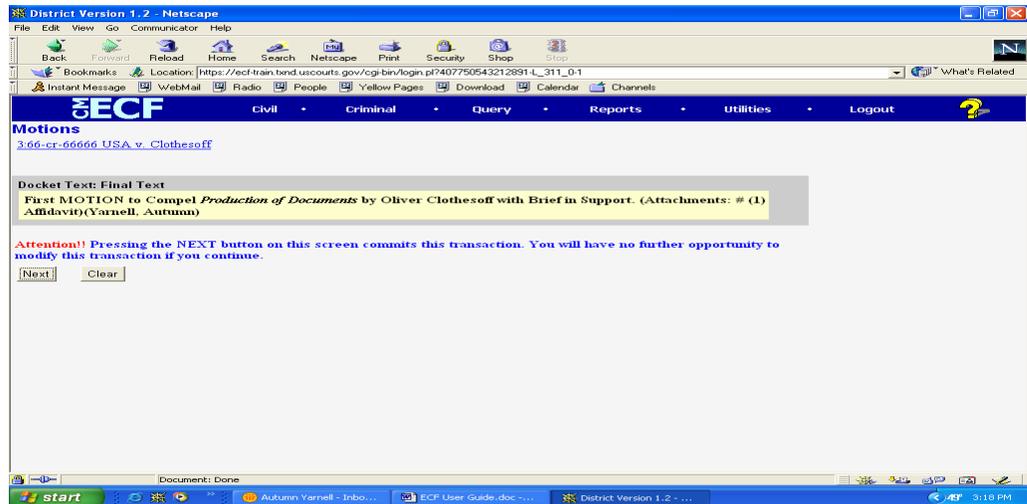


Figure 5.18: Final docket text.

**Note: At any time prior to this step, you can abort the ECF filing by simply clicking on a menu item on the blue menu bar, including logging out of the system. You can also edit data or text by returning to previous screens by clicking on your Web browser [Back] button until you return to the desired screen.**

If you are satisfied with the final docket text, and the document(s) you have attached are correct and the ones you want to file, then click on the **[Next]** button. This completes the filing of your document and this docketing transaction.

### 11. Receive the Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt. (See Figure 5.19). The screen depicted in Figure 5.19 provides confirmation that ECF has registered your transaction and the document is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should not this number on the document's PDF file.

**Note: The Notice of Electronic Filing is your proof of service and the official file mark. You should copy it to a file on your computer hard-drive, print it, and retain a paper copy in your case file.**

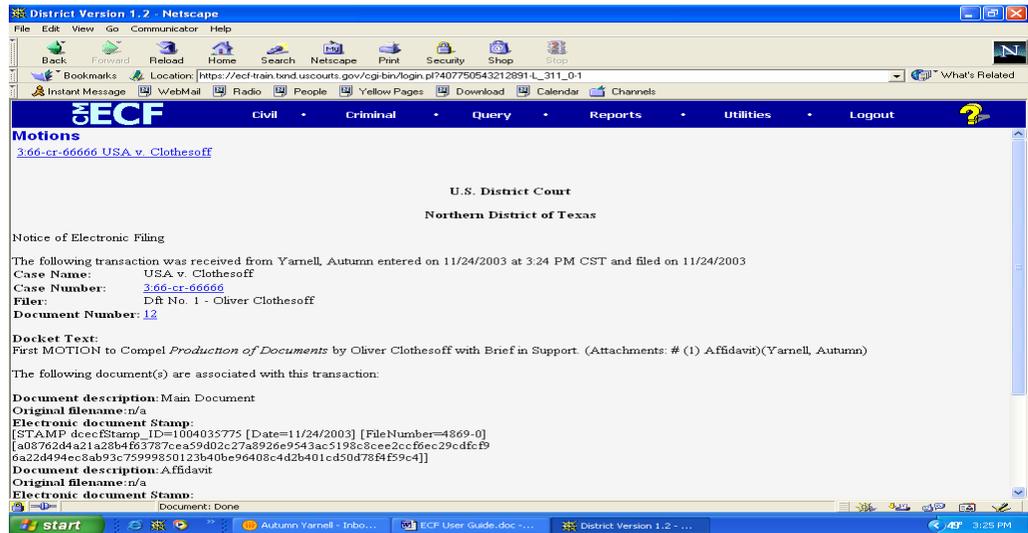


Figure 5.19: Notice of electronic filing.

After a document is electronically filed, the ECF system sends a Notice of Electronic Filing to the designated attorneys and parties who have supplied their e-mail addresses to the court. Individuals who receive electronic notification of the filing are permitted “one free look” at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted “one free look” at the document and the docket sheet to verify that the document was properly docketed. **The Court strongly urges you to copy the Notice of Electronic Filing and the document to your hard-drive for future access.** 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.

**Filing Other Types of Documents**

Registered users who wish to file a document other than a motion or application should make the appropriate selection from the **Criminal Events** menu. The process for filing other types of documents is very similar to what has been described in this guide for filing a motion.

**Filing Superseding Indictments and Informations**

Superseding indictments and informations are submitted to the clerk’s office in the same manner as the initial charging document. Submit these documents in paper format.

**Filing Documents When ECF Is Not Accessible**

Occasionally, users may be unable to electronically file documents because of problems with the court’s ECF system or their own internal computer systems. If you are unable to file electronically, call the clerk’s office for advice. If it appears that ECF will be inaccessible for an extended period of time, you may bring a paper copy and an

electronic version of the document to the clerk’s office and file it in person. If it is after 4:30 p.m., you may e-mail the clerk’s office at the following address, [cmecf@txnd.uscourts.gov](mailto:cmecf@txnd.uscourts.gov), with PDF files of the document and exhibits attached to the e-mail.

**Submitting Proposed Orders**

Registered users will use the **Criminal Events** feature of ECF to electronically submit a proposed order with a document as depicted in Figure 5.1. The user should click on **Proposed Orders** under **Motions and Related Filings**. The **Identify and Attach Proposed Document** screen appears as depicted in Figure 5.20.

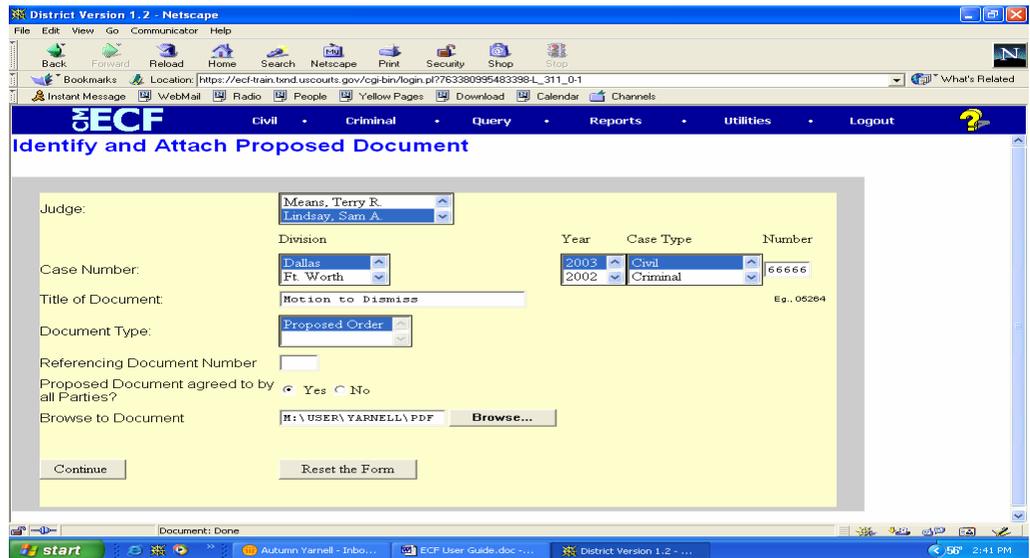


Figure 5.20: Submitting a proposed order.

The user should scroll through the menus associated with information pertaining to the judge, division, year, case type, and document type for the attachment. In addition, the user should type-in the last digits of the case number in the “**number**” field, and the “**document number**” of the motion or requested relief. If the proposed order is not “agreed to” by all parties, click **[No]**, otherwise the system defaults to “yes.” Specify the PDF document to be submitted as explained in Step 7 of this chapter. After selecting the PDF file, you should click **[Continue]**.

As depicted in Figure 5.21 below, validate the information submitted and complete the attorney information requested before clicking **[Submit]**.

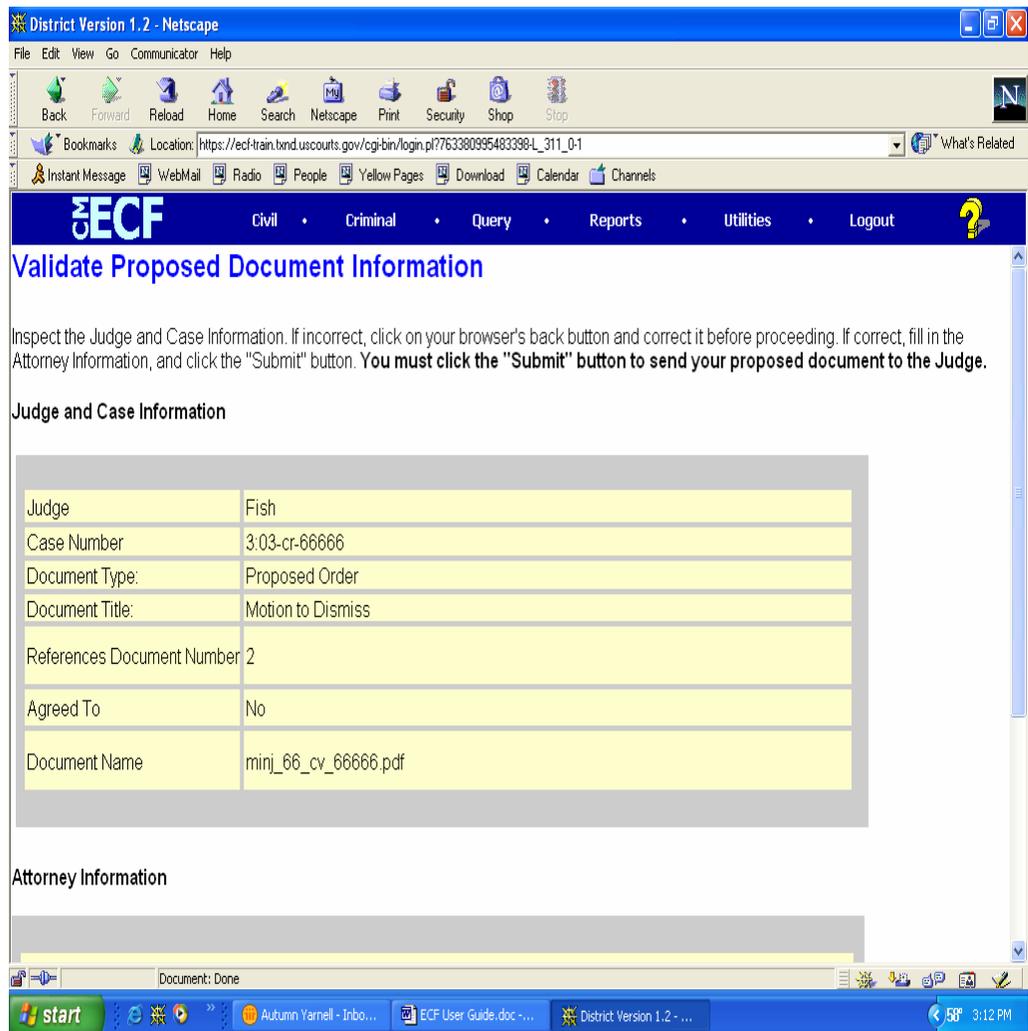


Figure 5.21: Validating proposed order information.

Chapter  
6

## ECF Query Feature

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

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

**Note: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. You will be charged a fee of \$.07 per page to access documents, docket sheets, etc. from ECF.**

After you have entered your PACER login and password, the system opens a **Query** data entry screen as depicted in Figure 6.1. If you know the number that the court has assigned to the case, enter it in the **“Case Number”** field and click on the **[Run Query]** button. The query screen is opened as shown in Figure 6.3.

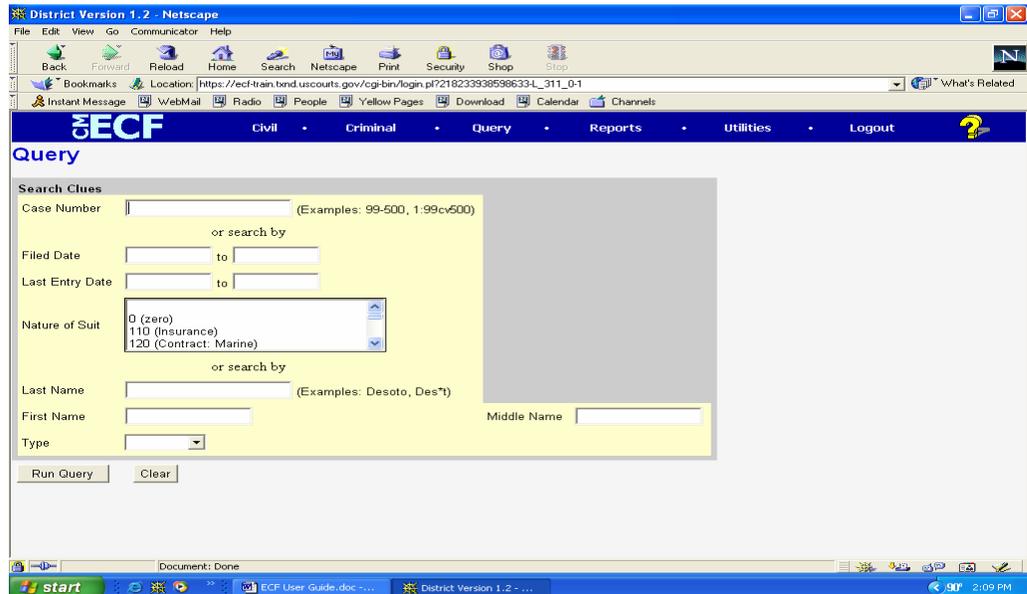


Figure 6.1: Query data entry screen.

Also, you may query the ECF database by the name of a party or an attorney. Enter the last name of the person in the appropriate field as shown in Figure 6.1. If the individual is a party to more than one case, ECF will open a screen listing all of the associated cases. (See Figure 6.2) If you click on the case number hyperlink, ECF will open the query screen depicted in Figure 6.3.

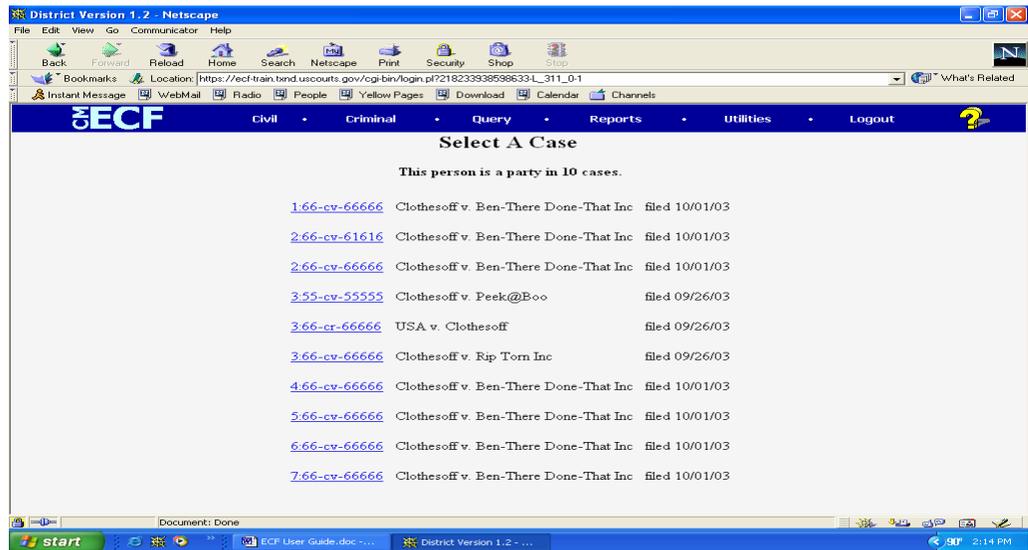


Figure 6.2: Person query with multiple case associations.

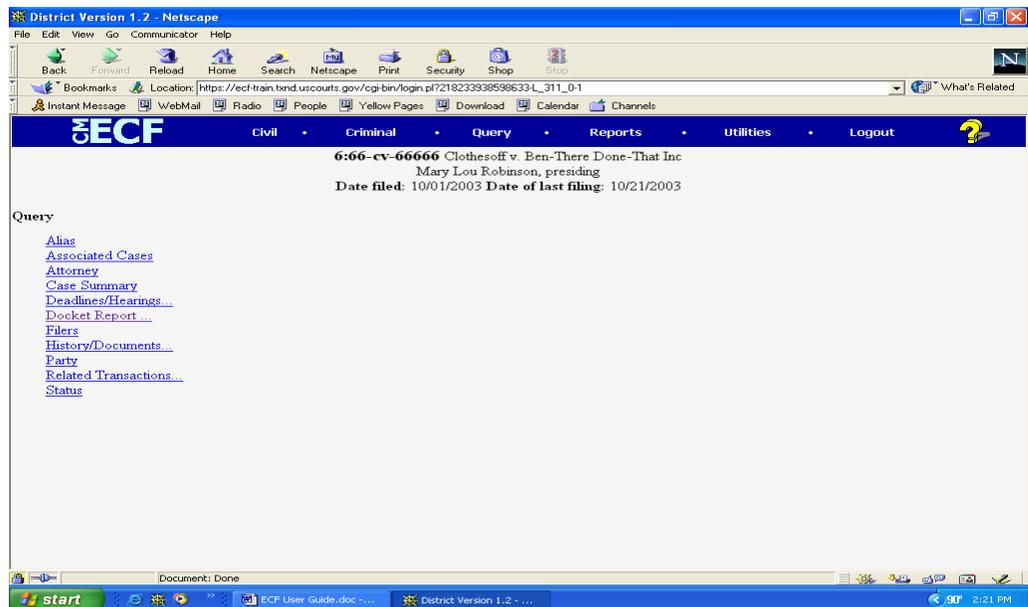


Figure 6.3: Case specific query options.

At the top of the window, ECF displays the case number, short-style, presiding judge, date that the initial pleading was filed and date of last filing for the case.

You may choose specific case information from a list of query options by clicking on the appropriate hyperlinked topic as depicted in Figure 6.3.

### [Alias](#)

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

### [Associate Cases](#)

Information not available.

### [Attorney](#)

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

### [Case Summary](#)

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

### [Deadlines/Hearings](#)

The deadline/hearings option produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines.

### [Docket Report](#)

The docket report option produces a screen that allows you to compile information on a specific case. You may select a date range for your docket report as well as a range of document numbers. If you leave range fields blank, the system will default to displaying the entire docket report. Place a checkmark in the box to “**Include links to Notice of Electronic Filing**” if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your customized docket report and display it in a window.

### [Filers](#)

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

### [History/Documents](#)

The history/documents option queries the database for case event history and documents associated with the case. After you click on the [History/Documents](#) hyperlink, ECF opens a run query screen. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

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### **Party**

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

### **Related Transactions**

Information not available.

### **Status**

Information not available.

Chapter  
7

## ECF Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the **Reports** feature from the *Blue* menu bar, ECF opens the **Reports** screen depicted in Figure 7.1.

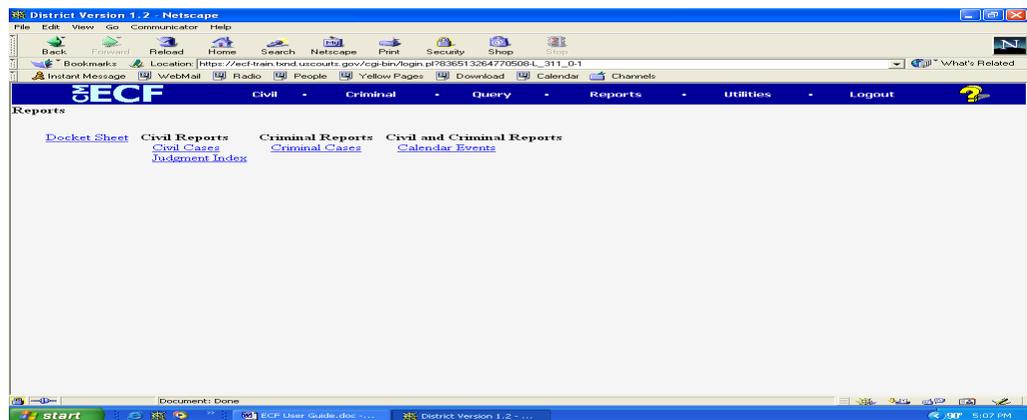


Figure 7.1: ECF Reports menu.

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

### Docket Sheet

Click on the [Docket Sheet](#) hyperlink depicted in Figure 7.1. If you have not already logged in with your PACER information, ECF opens the PACER login screen. Enter your PACER login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window. This is the same query window that ECF displayed when you selected [Docket Report](#) from the **Query** feature discussed in Chapter 6.

Enter the case number for your docket sheet in the **“Case Number”** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. If you do not

need a complete docket sheet, you can narrow the query using the date fields. ECF also offers various sorting options from the Docket Sheet query screen.

**Civil Cases Report**

The [Civil Cases](#) report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, by cause code, by nature of suit, with a specific case flag, or any combination thereof. When you click on the [Civil Cases](#) hyperlink, ECF displays a query screen as depicted in Figure 7.2.

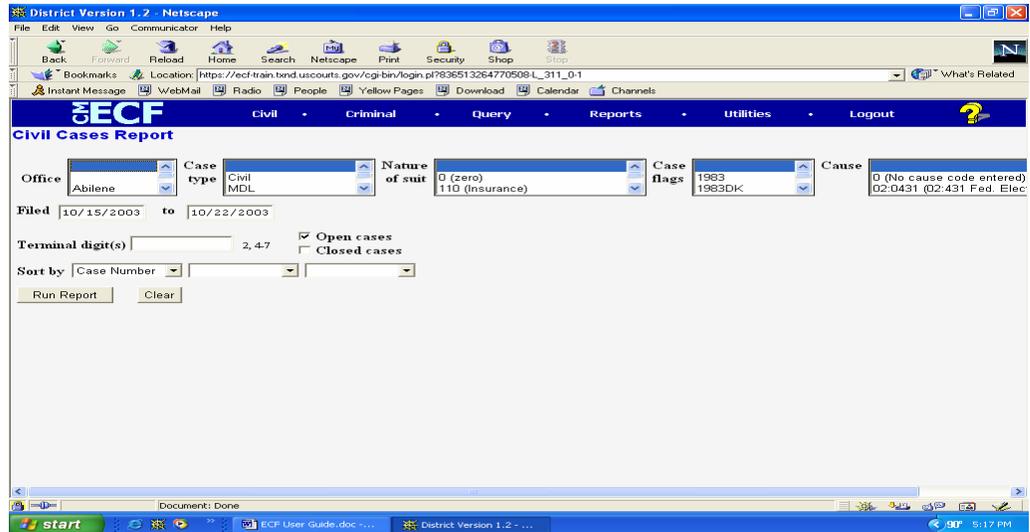


Figure 7.2: Civil Cases Report query screen.

**Note: If you are not logged into PACER, ECF will display the PACER login screen. Log in to PACER and ECF will open the Cases Filed Report screen depicted in Figure 7.2.**

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

**Calendar Events Report**

This report displays scheduled events by a specified date or within a specified date range. The report offers several search options for the requestor. Specific categories of events or specific events can be selected or omitted. For example, you can search for all events scheduled for a specific case by entering the case number and end date in the applicable fields. Or, you can search for a specific type of hearing in a specific case within a date range by entering the applicable information. As depicted in Figure 7.3, other options include searching for scheduled events occurring by a specific divisional

office within a date range. After entering your criteria, click on [Run Report]. A compiled report is displayed in Figure 7.4.

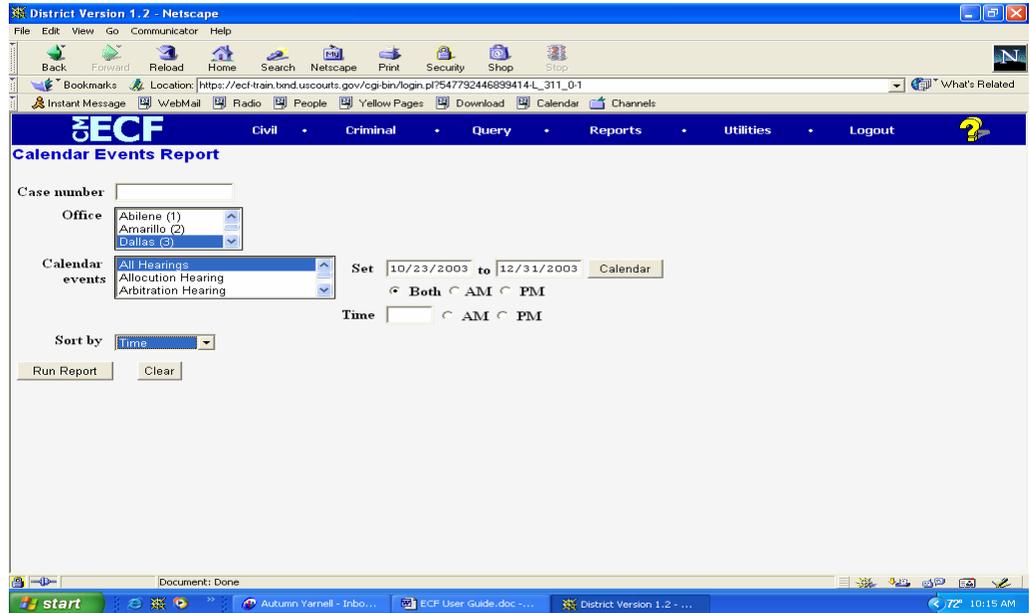


Figure 7.3: Specific categories of events or specific events can be selected or omitted by the requestor with the Calendar Events Report.

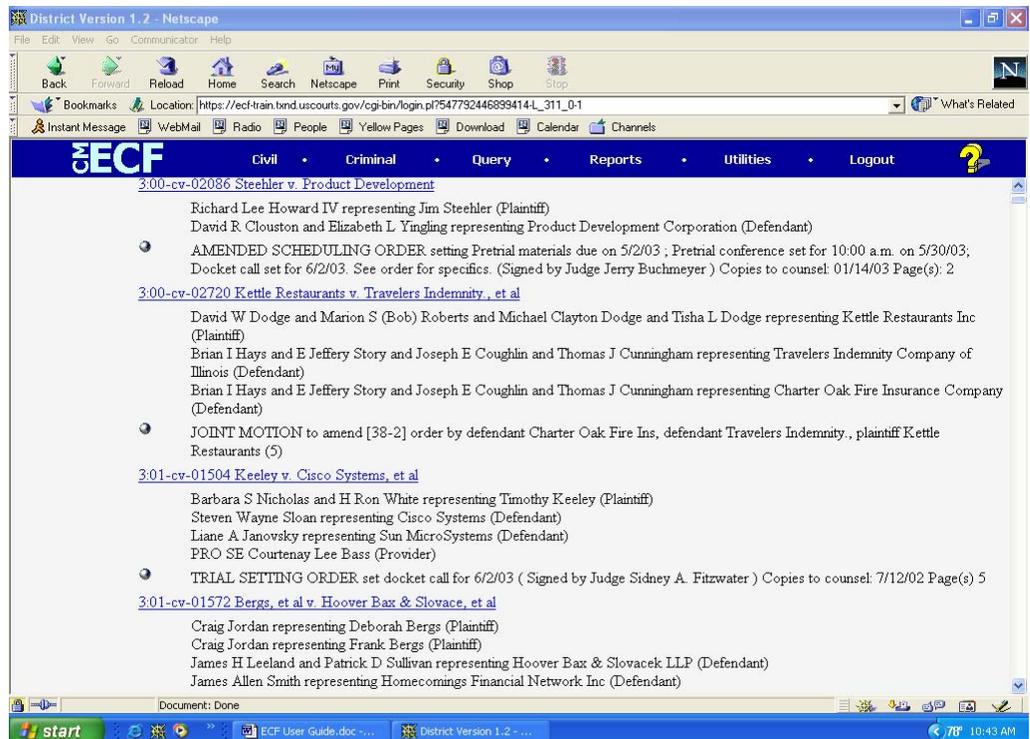


Figure 7.4: The compiled report includes a hyperlink to the docket text of the entry which created the event.

**Criminal Cases Report**

This report displays a list of criminal cases filed, that can be selected by various criteria as depicted in Figure 7.5. After entering your search criteria, click on **[Run Report]**. (See Figure 7.6)

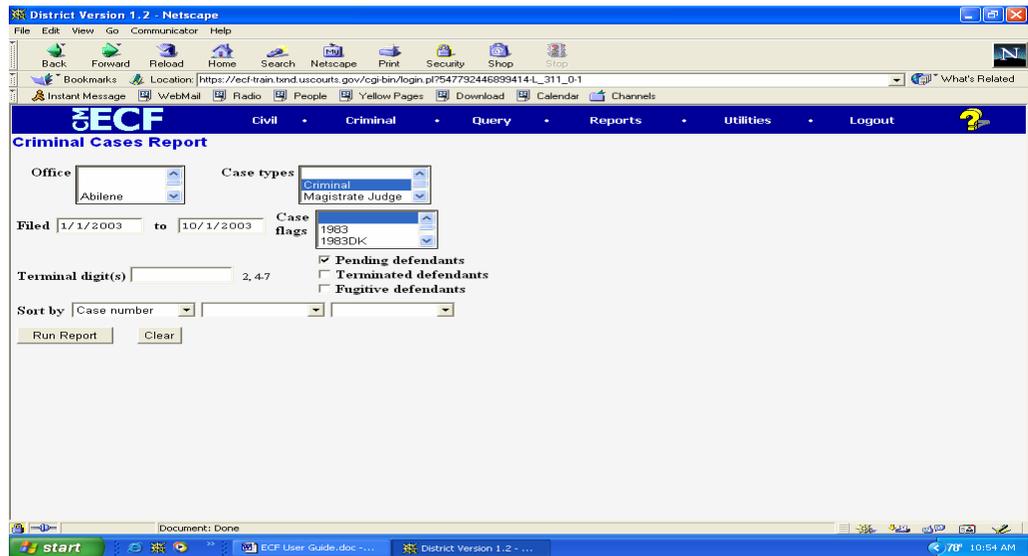


Figure 7.5: Selection options for displaying criminal cases filed in the Northern District of Texas.

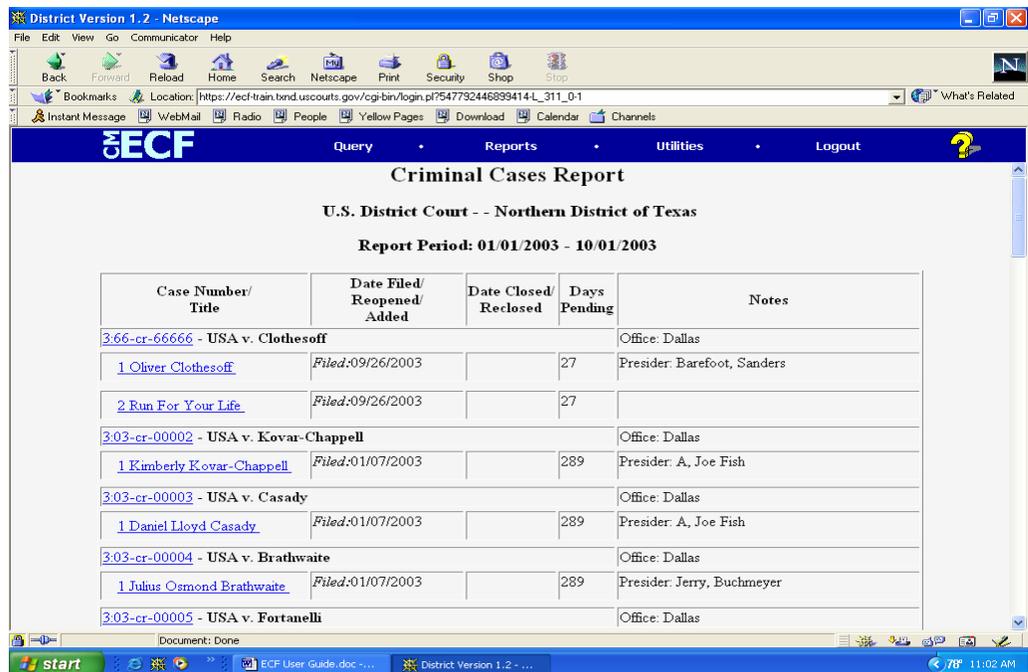


Figure 7.6: The report includes hyperlinks to compile a docket sheet on the case or individual defendants.

**Judgment Index Report**

This report displays information about selected judgments, including who the judgment was in favor of and against and the date, amount, interest rate, and court cost for each judgment. (See Figure 7.7)

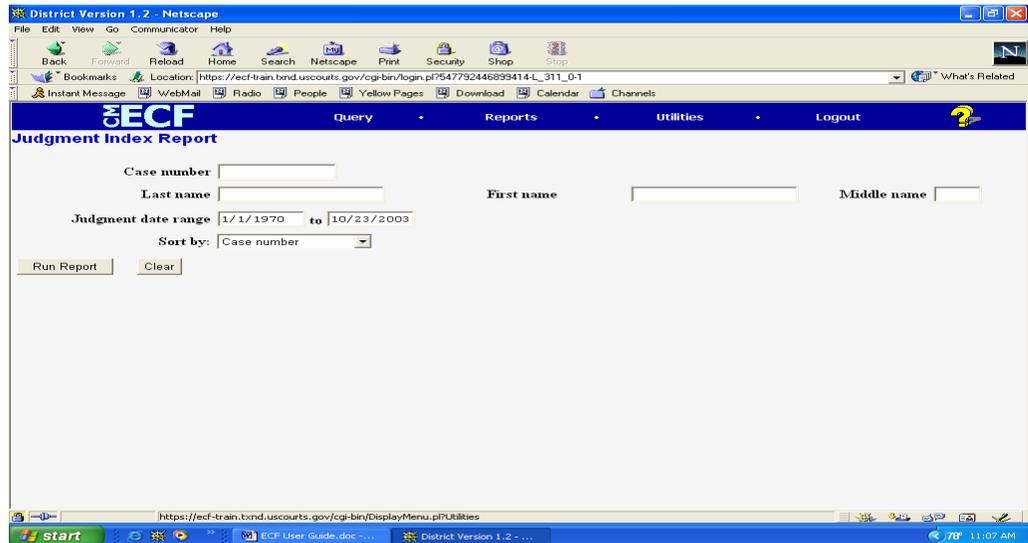


Figure 7.7: Selection options to display information about selected judgments entered into ECF.

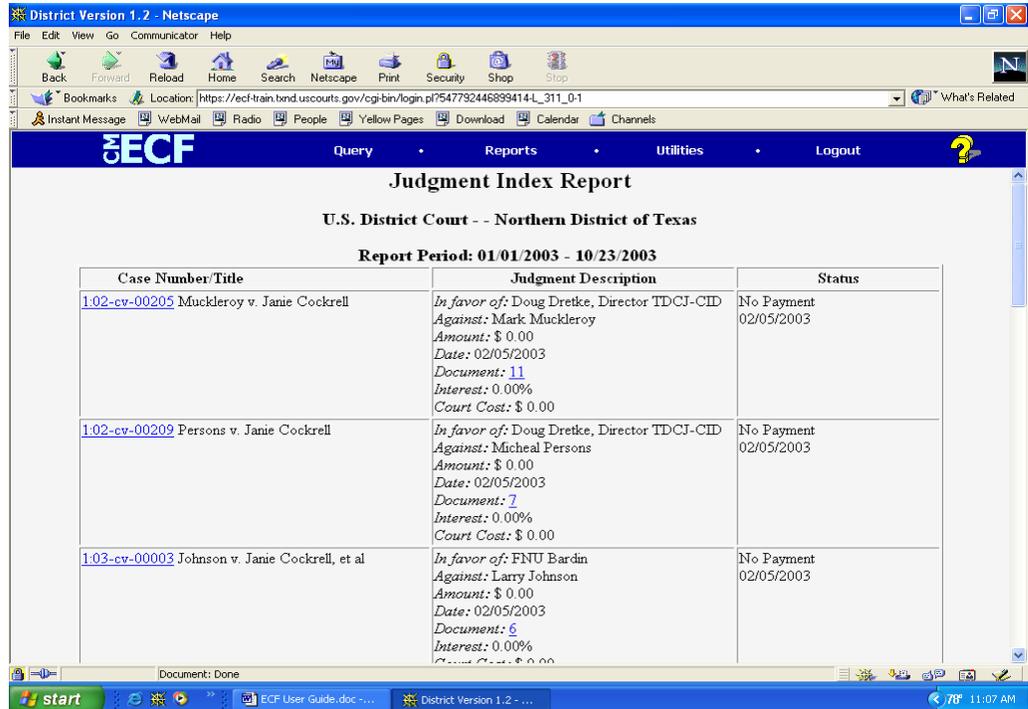


Figure 7.8: The report includes hyperlinks to specific case information and/or the selected judgment.

## ECF Utilities Feature

The **Utilities** feature provides the means for registered users to maintain their account in ECF and to view all of their transactions. Figure 8.1 depicts the opening screen for the ECF Utilities feature.

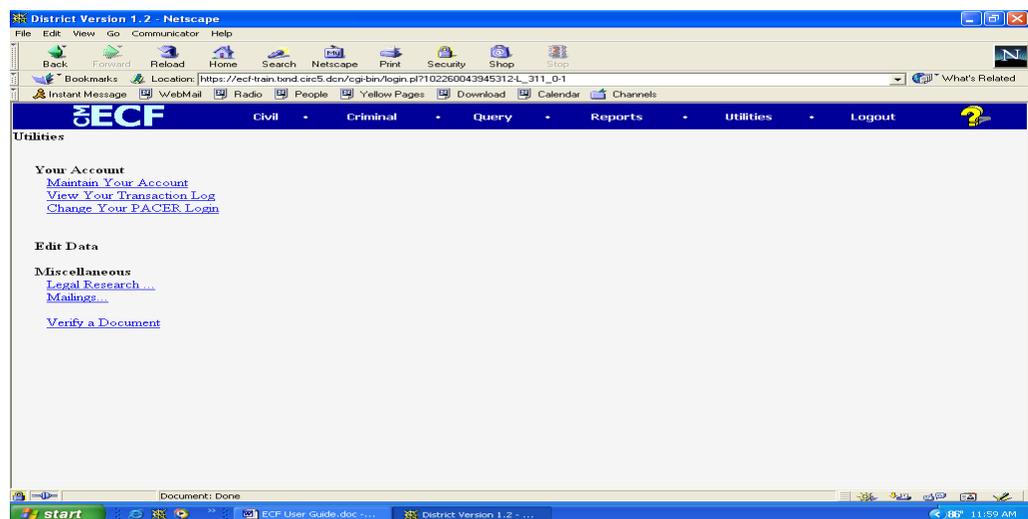


Figure 8.1: Opening screen for the ECF Utilities feature.

### Your Account

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

### Maintain Your Account

Click on the [Maintain Your Account](#) hyperlink to open your account information screen. (See Figure 8.2) This screen displays all of the registration information that is contained within the ECF database for your account with the court. You may update your address, telephone or fax number, and e-mail information.

Clicking on the **[Email information]** button opens a screen as depicted in Figure 8.3. ECF will e-mail to parties their **Notices of Electronic Filing** based upon the information entered in this screen.

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The screenshot shows the 'Maintain User Account' form in the ECF system. The form fields are as follows:

Last name	Yarnell	First name	Autumn
Middle name		Generation	
Gender		ATY Type	
Title		Type	aty
Bar number			
Prisoner id			
Office	Law Office of Autumn Yarnell		
Unit			
Address 1	1100 Commerce St		
Address 2	Room 1452		
Address 3			
City	Dallas	State	TX
Country	USA	County	
Phone	214/759-2160	Fax	
Initials	DOB	AO code	End date
Civil ref style		Criminal ref style	
Date sworn		Status	

Figure 8.2: Registration information that is contained within the ECF database for your account with the court.

The screenshot shows the 'E-mail information for Autumn Yarnell' form. The fields and options are as follows:

- Primary e-mail address: amy@txnd.uscourts.gov
- Send the notices specified below:
  - to my primary e-mail address
  - to these additional addresses: amy@txnd.uscourts.gov, cvagner@shcgloba1.net
  - Send notices in cases in which I am involved
  - Send notices in these additional cases: 2-66-cv-61616, 1-66-cv-66666, 2-66-cv-66666, 4-66-cv-66666
  - Send a notice for each filing
  - Send a Daily Summary Report
- Format notices:
  - html format for Netscape or ISP e-mail service
  - text format for cc:Mail, GroupWise, other e-mail service

Buttons: Return to Account screen, Clear

Figure 8.3: Notices of Electronic Filing are e-mailed to parties based upon the information entered in this screen.

To enter additional email addresses for individuals whom you wish ECF to notify regarding new case documents, perform the following steps:

1. From the screen depicted in Figure 8.2, enter a checkmark by clicking on the box to the left of the line, which reads “to these additional addresses.”
2. Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. You may enter up to three addresses.
3. Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.

After updating your account information, click on the **[Return to Account Screen]** button to return to your **Maintain User Account** screen. (See Figure 8.2)

To edit or view login information about your account, select the button labeled **More User information**, from the **Maintain User Account** screen. ECF opens the screen depicted in Figure 8.4.

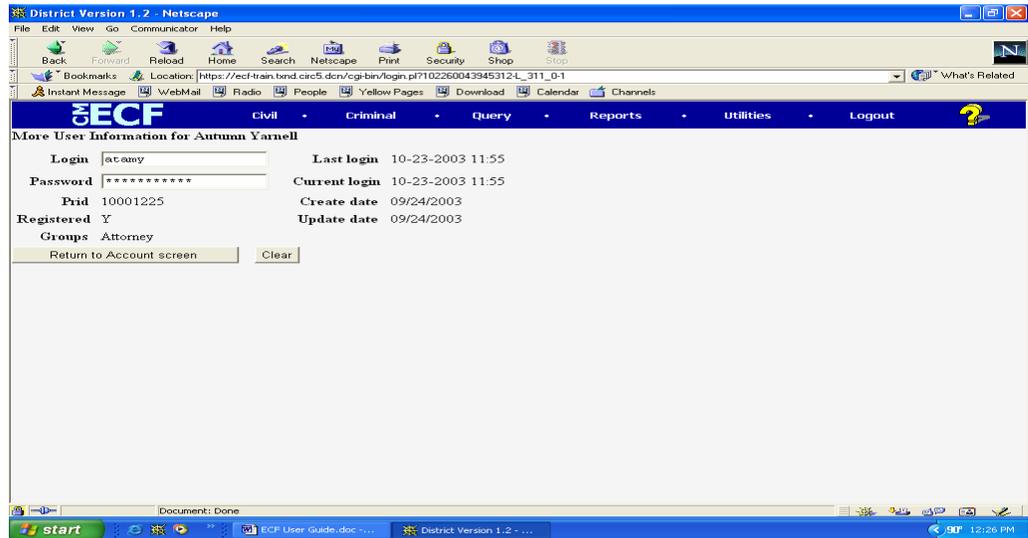


Figure 8.4: This screen displays user login information and provides the means to change your ECF password.

Notice that ECF displays a string of asterisks in the “Password” field. To change your ECF password, place your cursor in the “**Password**” field and delete the asterisks. Then, type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen.

You must submit your changes to ECF before your new password will be effective. To do so, click on the **[Submit]** button at the bottom of the **Maintain User Account**. The system will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

### View Your Transaction Log

From the **Utilities** screen, click on the [View Your Transaction Log](#) hyperlink. As depicted in Figure 8.5, enter the date range for your report and click on the **[Submit]** button.

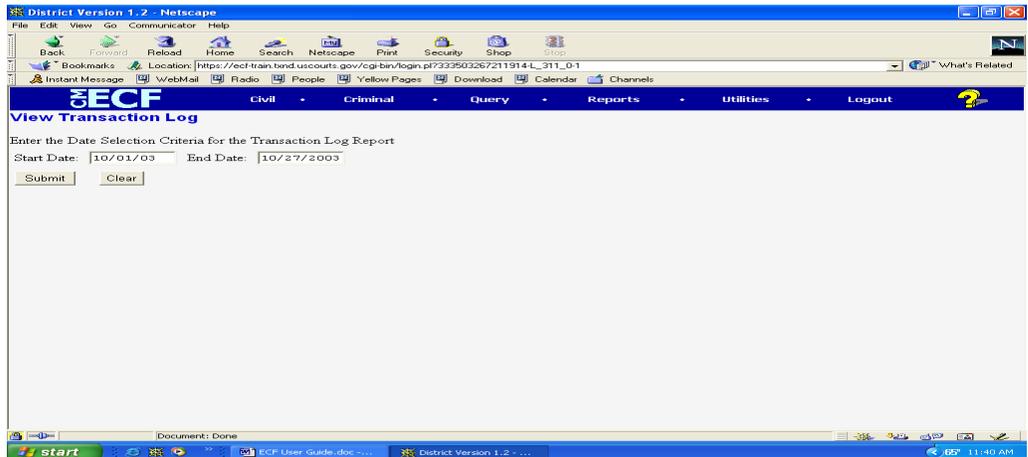


Figure 8.5: ECF opens a screen with two fields for entering Date Selection Criteria for a Transaction Log Report.

ECF displays a report of all your transactions in ECF within the date range you specified for **“Date Selection Criteria,”** as shown in Figure 8.6.

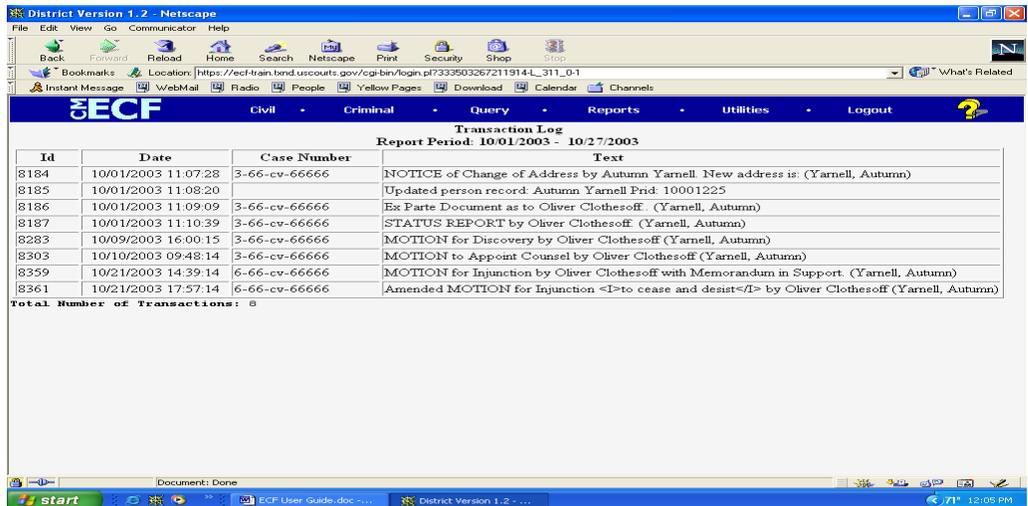


Figure 8.6: Sample of a transaction log report.

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

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

**Change Your PACER Login**

From within **Your Account**, click on the [Change Your PACER login](#) to access a different PACER account. ECF will display the PACER login screen.

### Miscellaneous

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

- Legal Research
- Mailings
- Verify a Document

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

### ECF Logout Feature

After you have completed all of your transactions for a particular session in ECF, you should log out of the system. Click on the **Logout** function from the ECF *Blue* menu bar. ECF will log you out of the system and return you to the ECF login screen as depicted in Figure 3 of this guide.

## Appendix 1

### Civil Events

#### Initial Pleadings and Service

➤ **Complaints and Other Initiating Documents**

Amended Complaint  
Application for Stay of Execution  
Application for Writ of Garnishment  
Complaint  
Counterclaim  
Crossclaim  
Intervenor Complaint  
Leave to Appeal  
Motion to Vacate/Set Aside/Correct Sentence (2255)  
Notice of Removal  
Petition for Writ of Habeas Corpus  
Petition for Writ of Mandamus  
Petition to Enforce IRS Summons  
Prisoner Civil Rights Complaint  
Pro-se Civil Rights Complaint  
Third Party Complaint  
Withdraw Reference

➤ **Service of Process**

Affidavit of Service  
Certificate of Service  
Request for Waiver of Service  
Summons Returned Executed  
Summons Returned Executed as to USA  
Summons Returned Unexecuted  
Waiver of Service Executed  
Writ of Execution Returned  
Writ of Habeas Corpus ad Prosequendum Executed  
Writ of Habeas Corpus ad Prosequendum Unexecuted  
Writ of Habeas Corpus ad Testificandum Executed  
Writ of Habeas Corpus ad Testificandum Unexecuted

➤ **Answers to Complaints**

➤ **Other Answers**

Amended Answer to Complaint  
Answer to Complaint (Notice of Removal)  
Claim  
Objection to Findings and Recommendations

#### Motions and Related Filings

➤ **Motions**

Alter judgment  
Amend/Correct  
Application for Stay of Execution  
Application for Writ of Garnishment  
Appoint Counsel  
Appoint Guardian/Attorney Ad Litem  
Attorneys Fees  
Certificate of Appealability

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Certify Class  
Compel  
Consolidate Cases  
Continue  
Default Judgment  
Disclosure  
Discovery  
Dismiss  
Dismiss/Lack of Jurisdiction  
Expedite  
Extension of Time  
Extension of Time to File an Answer  
Extension of Time to File a Document  
Extension of Time to File Response/Reply  
Hearing  
In Limine  
Injunction  
Intervene  
Joinder  
Judgment  
Leave to Appeal  
Leave to File  
Miscellaneous Relief  
More Definite Statement  
New Trial  
Petition to Enforce IRS Summons  
Proceed IFP  
Produce  
Protective Order  
Quash  
Reconsideration  
Recusal  
Release of Bond Obligation  
Remand  
Reopen Case  
Sanctions  
Seal Case  
Seal Document  
Set Aside  
Set Aside Default  
Set Aside Judgment  
Set Aside Verdict  
Sever  
Strike  
Substitute Attorney  
Substitute Party  
Summary Judgment  
TRO  
Transfer Case Out of District/Division  
Unseal Case  
Unseal Document  
Vacate  
Withdraw  
Withdraw Reference  
Withdraw as Attorney  
Writ  
Writ of Habeas Corpus ad Prosequendum  
Writ of Habeas Corpus ad Testificandum  
Writ of Mandamus

### ➤ **Responses and Replies**

Appendix in Support  
Memorandum in Support  
Reply to Response to Motion  
Response in Opposition  
Response to Motion  
Sur-reply to Response

➤ **Proposed Orders**

Identify and attach proposed orders to ECF document submission

**Other Filings**

➤ **ADR Documents**

➤ **Discovery Documents**

Notice to Take Dispositions

➤ **Notices**

Certificate of Conference  
Notice (Other)  
Notice of Attorney Appearance  
Notice of Change of Address

➤ **Trial Documents**

Designation of Deposition  
Designation of Experts  
Exhibit Lists  
Proposed Findings of Fact  
Proposed Jury Instructions  
Proposed Voir Dire  
Trial Brief  
Witness List

➤ **Appeal Documents**

Appeal Transcript Requested  
Appeal Magistrate Judge Decision  
Appellants Brief  
Appellant Reply Brief  
Appellees Brief  
Designation of Record on Appeal  
Notice of Appeal  
Notice of Interlocutory Appeal

➤ **Other Documents**

Affidavit  
Amended Document  
Application for Writ  
Bill of Costs  
Certificate of Interested Persons  
Certificate of Emergency Hearing  
Designation of Lead Counsel  
Ex Parte Document  
Financial Affidavit – CJA 23  
Jury Demand  
Proposed Pretrial Order  
Proposed Scheduling and Discovery Order  
Request for Clerk's Entry of Default  
Satisfaction of Judgment  
Sealed Document  
Status Report  
Stipulation  
Suggestion of Bankruptcy  
Supplemental Document  
Transcript

## Appendix 2

### Criminal Events

#### Charging Instruments and Pleas

➤ **Plea-Related Documents**

Factual Resume  
Plea Agreement

#### Motions and Related Filings

➤ **Motions**

Acquittal  
Amend/Correct  
Appoint Counsel  
Attorney Fees  
Brady Materials  
Certificate of Appealability  
Compel  
Consolidate Cases  
Continue  
Detention  
Disclosure  
Discovery  
Dismiss  
Downward Departure  
Expedite  
Extension of Time  
Hearing  
In Limine  
Inspect  
Joinder  
Judgment  
Leave to File  
Miscellaneous Relief  
Modify Conditions of Release  
Proceed In Forma Pauperis  
Produce  
Protective Order  
Psychiatric Exam  
Quash  
Reconsideration  
Recusal  
Reduce Sentence  
Release Bond Obligation  
Remand  
Return of Property  
Revoke  
Sanctions  
Seal Case  
Seal Document  
Sealed Motion  
Set Aside Judgment  
Set Aside Sentence  
Set Aside Verdict  
Sever Defendant  
Show Cause  
Strike  
Substitute Attorney

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- Suppress
- Transfer Out of District/Division
- Travel
- Unseal Case
- Unseal Document
- Vacate
- Vacate (2255)
- Withdraw Document
- Withdraw Plea of Guilty
- Withdraw as Attorney
- Writ
- Writ of Habeas Corpus ad Prosequendum
- Writ of Habeas Corpus ad Testificandum

### ➤ **Responses and Replies**

- Memorandum in Support
- Reply to Response
- Response in Opposition
- Response to Motion
- Response to Order
- Sur-reply to Response

### ➤ **Proposed Orders**

Identify and attach proposed orders to ECF document submission

## Other Filings

### ➤ **Waivers**

- Waiver (Other)
- Waiver of Detention Hearing
- Waiver of Indictment
- Waiver of Preliminary Examination or Hearing
- Waiver of Rule 40 Hearings
- Waiver of Speedy Trial
- Waiver of Trial by Jury

### ➤ **Service of Process**

- Certificate of Service
- Certified Mail Executed
- Judgment Returned Executed
- Search Warrant Returned Executed
- Search Warrant Returned Unexecuted
- Summons Returned Unexecuted
- Warrant Returned Executed
- Warrant Returned Unexecuted
- Writ of Habeas Corpus ad Prosequendum unexecuted
- Writ of Habeas Corpus ad Testificandum executed
- Writ of Habeas Corpus ad Testificandum unexecuted

### ➤ **Notices**

- Notice (Other)
- Notice of Attorney Appearance – Defendant
- Notice of Attorney Appearance – USA
- Notice of Change of Address

### ➤ **Trial Documents**

- Designation of Experts
- Exhibit List
- Proposed Jury Instructions
- Proposed Voir Dire
- Witness List

### ➤ **Appeal Documents**

Appeal of Magistrate Judge Decision to District Court- Criminal Case  
Appeal of Magistrate Judge Decision to District Court-Magistrate Judge Case  
Designation of Record on Appeal  
Notice of Appeal-Final Judgment  
Notice of Appeal-Interlocutory  
Transcript Not Requested  
Transcript Requested-Appeal

### ➤ **Other Documents**

Affidavit  
Amended Document  
Certificate of Trust Account  
Consent to Trial Before US Magistrate Judge  
Disclosure Statement  
Ex Parte Document  
Financial Affidavit-CJA 23  
Objections to Findings and Recommendations  
Satisfaction of Judgment  
Sealed Document  
Status Report  
Stipulation  
Supplemental Document  
Transcript Request-Miscellaneous  
Vacation Letter

## **Appendix 3**

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF TEXAS  
OFFICE OF THE CLERK**

**CONSENT TO RECEIVE NOTICE OF ORDERS AND  
JUDGMENTS VIA ELECTRONIC TRANSMISSION**

I, the undersigned, authorize the Clerk of Court for the Northern District of Texas to transmit notice of entries of judgments and orders to me under Fed.R.Civ.P. 77, Fed.R.Crim.P. 49, LR 77.1 and LCrR 49.4 by electronic transmission in any case in which this capability exists and I appear as attorney of record.

I understand it is my responsibility to provide the Clerk's Office with a primary electronic mail address and to notify the Clerk's Office promptly in writing if this primary electronic mail address changes. If I provide courtesy electronic mail addresses, I also agree to notify the Clerk's Office promptly in writing if the courtesy addresses change. I understand this electronic notice will be in lieu of notice by any other means.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

State Bar No: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

---

**THE FOLLOWING ELECTRONIC MAIL ADDRESS IS MY PRIMARY  
ELECTRONIC MAIL ADDRESS FOR ELECTRONIC TRANSMISSION:**

**Primary Electronic Mail Address:** \_\_\_\_\_

**Primary Electronic Mail Service:** \_\_\_\_\_ *(e.g., Outlook,  
Lotus Notes, Yahoo)*

**THE FOLLOWING ADDITIONAL ELECTRONIC MAIL ADDRESSES SHOULD  
RECEIVE COURTESY COPIES BY ELECTRONIC TRANSMISSION (NO MORE  
THAN THREE):**

**Courtesy Electronic Mail Addresses:** \_\_\_\_\_