United States District Court
Northern District of Texas

Filing a Pleading, Motion, or Other Paper

(Updated 11/2016)

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Filing a Pleading, Motion, or Other Paper

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A. Introduction

This document guides you through the process of electronically filing a pleading, motion, or other paper using the example of a single-part motion in a civil case. The process for filing a pleading or other paper is very similar. Please direct questions concerning electronic case filing to your local clerk's office or ECF Help Desk.

You should have the following available to complete the electronic filing process:

1. The document you wish to file saved in Portable Document Format (PDF). Any accompanying document(s), including exhibits, saved as separate PDF documents. A 35 MB size limit applies to each PDF file.

   Note: If your document references a document that was previously filed in ECF, you may create a hyperlink in the current document to the previously filed document. Additionally, you may create a hyperlink in your current document to any attachment you intend to upload at the same time you docket the current document. For instructions on creating these hyperlinks, please see the Cross-Document Hyperlinks manual.

2. A certificate of service.

3. For a motion, a proposed order in word-processing format (*e.g.*, Word or WordPerfect, not PDF).

B. Finding the Motions and Related Filings Category

To file a pleading, motion, or other paper in a civil case, log into the system and select "Civil" on the main menu bar. See Figure 1.

Figure 1

To file a motion, click the Motions link under the **Motions and Related Filings** category. See Figure 2.

Civil Events

Open a Case
Open a Civil or Miscellaneous Case

Initial Pleadings and Service
Complaints and Other Initiating Documents
Service of Process
Answers to Complaints/Other Initiating Documents
Other Answers

Motions and Related Filings
Motions
Responses/Replies/Appendices/Briefs
Proposed Orders
Proposed Orders Test

Figure 2

C. Selecting the Motions Event

The Motions Available Events screen appears. Select the appropriate event from the **Available Events** list. If the motion you are filing requests more than one type of relief, for example, "for stay, or, in the alternative, for continuance," click each one in the order that matches your document title, until ALL of the motion events that apply have been selected, not just one. You can confirm the events you've chosen in the Selected Events box. If you wish to remove an event you've selected, click on it in the Selected Events box, and it will be removed. After you select the motion type(s) you wish to use, click **[Next]** to continue. See Figure 3.

Helpful Hints:

You can locate the motion event you wish to use by:

- Typing the first few letters of the motion type in the search box to the top and left of the list and to the left of the text: Start typing to find an event.
- Scanning through the motion events by moving the scroll bar
- Pressing the keyboard up/down arrows

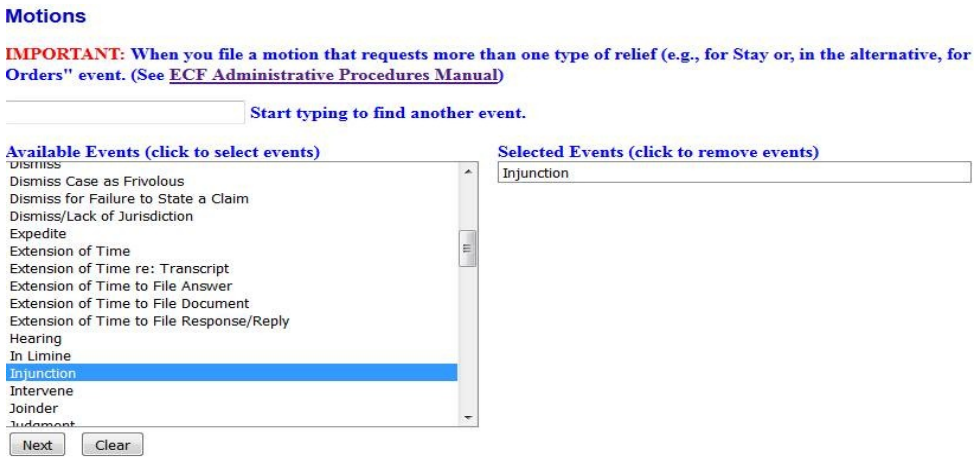

Figure 3

If you are adding a New Party to the case, select the Yes radio button and follow the prompt on the following screen; Otherwise, click the No radio button and **[Next]**.

D. Entering the Case Number

The Civil Case Number screen appears. Enter your **Civil Case Number** using the YY- NNNNN format (where YY is the last two digits of the year in which the case was filed, and NNNNN is the five-digit case sequence number). Click the **[Find This Case]** button. See Figure 4.

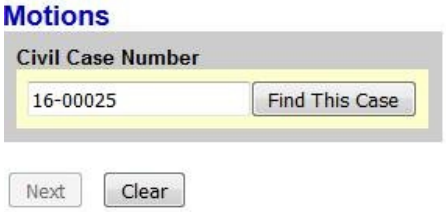

Figure 4

When you click **Find This Case**, either your case will appear, a list of matching cases will appear, or the system will state that it cannot find the case number you entered. If your case appears, click

[Next] to continue. If a list of matching cases appear, click on the box next to your case and click **[Next]** to continue. See Figure 5.

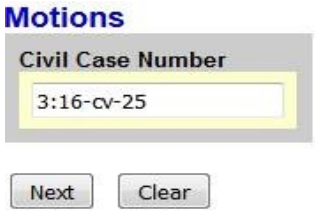

Figure 5

If the system indicates that it cannot find the civil case number you entered, re-enter the case number and click the **[Find This Case]** button until you locate your case.

E. Linking to the Filing Party

The Party Selection screen appears and displays the case number and the names of all parties. See Figure 6.

Figure 6

Verify you have selected the correct case by reviewing the case number and party names before continuing. If incorrect, use your back button to return to the previous screen and enter the correct case number.

Select the party or parties filing the motion. If any party is not listed, add them now by clicking **[New Filer]**.

To select multiple parties, hold down the "Ctrl" key on the keyboard and use the mouse to highlight more than one name. Click **[Next]** to continue. Click **[Clear]** to deselect the party or parties.

Note: If you are appearing on behalf of a party for the first time, the attorney/party association screen will appear. Create an association between yourself as the attorney and the filing party by checking the box beside the filing party's name. Make sure that the **[Notice]** box is checked so that you will receive Notices of Electronic Filing in this case.

F. Attaching Your Document

After selecting the filing party, identify whether this motion includes a Memorandum or Brief in Support. Click **[Next]** to continue. See Figure 7.

Figure 7

Enter the directory path and file name for the **Main Document** or click **[Browse]**. See Figure 8.

Motions

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For detailed instructions regarding the filing of large documents, exhibits, attachments, etc. CLICK HERE

Select the pdf document and any attachments.

Main Document

Browse... No file selected.

Attach your main document.

When adding attachments, select a category and/or enter a description.
Both will appear in the docket text, so do not repeat words in the description that are in the category you select.

Attachments	Category	Description
1. Browse... No file selected.		

Next Clear

Figure 8

A pop-up box will appear. Navigate to the appropriate folder containing the saved PDF document(s) related to this case.

To ensure you attach the correct PDF document, right-click on the document, then choose "Open with Acrobat" to verify that it is the document you want to attach. See Figure 9. This is your only opportunity to view the document before submission. A document cannot be edited or changed later.

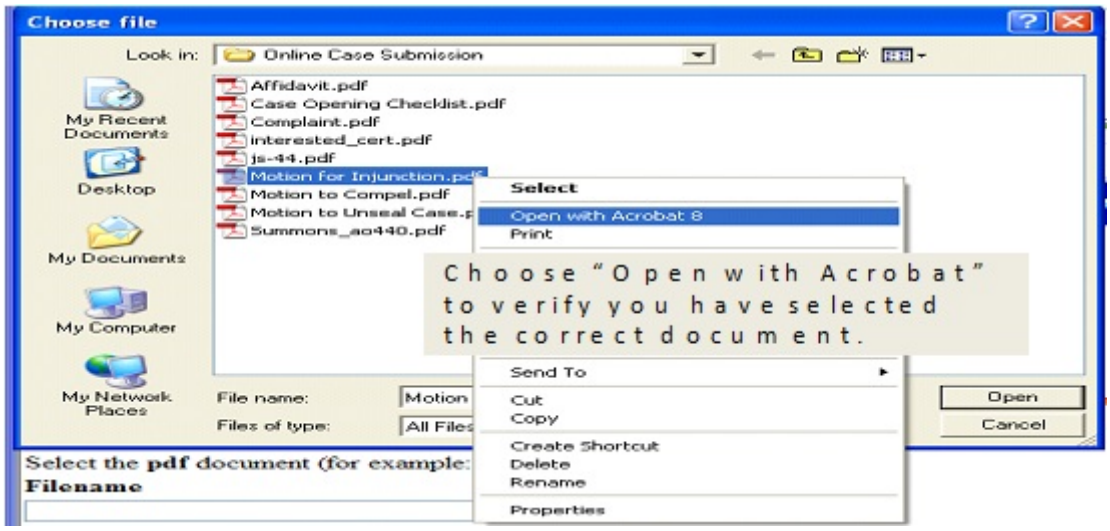

Figure 9

After verifying that you have selected the correct document, click **[Open]** to accept the PDF for filing. See Figure 10.

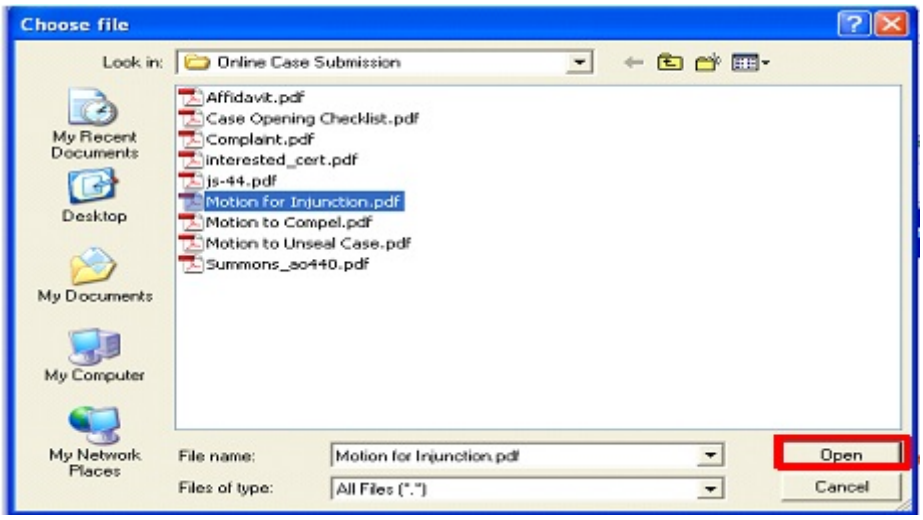

Figure 10

The path to the **Filename** will appear in the text box. If you wish to attach additional PDF documents to the motion, click **[Browse]** under the **Attachments** section to add the first attachment. Otherwise, click **[Next]** to continue. See Figure 11.

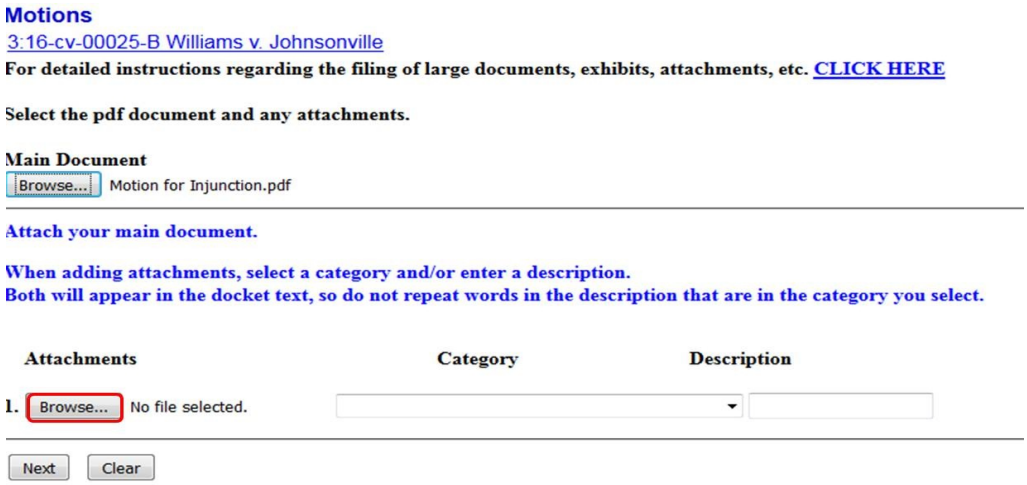

Figure 11

If you have additional PDF documents to attach to the main document, navigate to the appropriate folder and preview the document as described under **Attaching your Document**, above. Describe the attachment in the Description field (this description will display in the docket text). If the drop down Category list does not describe your document, leave it blank. Additional rows will be added as needed to attach the next PDF document. Click **[Browse]** and repeat the process until all attachments have been added. When you have added all attachments, click **[Next]** to continue.

If this is an emergency filing that requires immediate judicial review, select the Yes radio button; Otherwise, click the No radio button and **[Next]**.

A new screen appears displaying the title for the attached document. See Figure 12. Click **[Next]** to continue.

Figure 12

G. Document Linkage

When you are filing a document that relates to a previously filed document, it is helpful to the judge if you "link" the two documents in ECF. It is especially important to link documents that relate to a motion to the underlying motion. (Case management tools rely on this linkage to show the judge which documents relate to the motion the judge is considering.)

For example, if you are filing a Reply to a Response to a Motion, you will be asked to indicate if you are replying to a Motion, Sealed Motion, Order, or Other document. See Figure 13 below. If you select Response to a Motion, a list of pending motions in the case will appear, so you can link your event to the underlying motion.

Responses/Replies/Appendices/Briefs

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What are you replying to?

- Response to a Motion (link to the underlying motion)
- Response to a Sealed Motion (provide the document number and title of the underlying motion)
- Response to an Order (link to the underlying order)
- Other (not for use when replying to response to motion)

Next Clear

Figure 13

H. Completing the Filing

The docket text enhancement fields are displayed. Click on the down arrow in the first field to see a list of modifiers to choose from, or leave the field blank. Enter any additional docket text into the second field or leave blank. See Figure 14. Click **[Next]**.

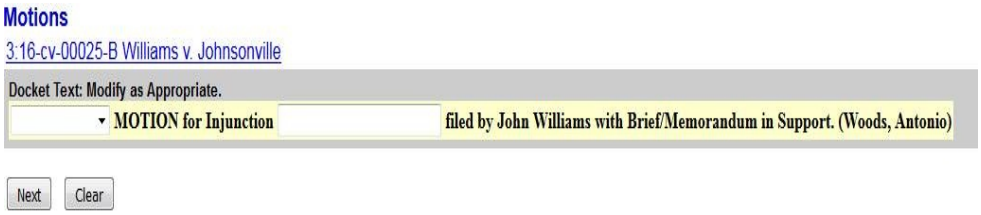

Figure 14

<u>Carefully review the final docket text</u>. If you need to change any of the selections you made, click the **[Back]** button on your web browser to locate and correct the error. Once the docket event is correct, complete the transaction by clicking the **[Next]** button. See Figure 15.

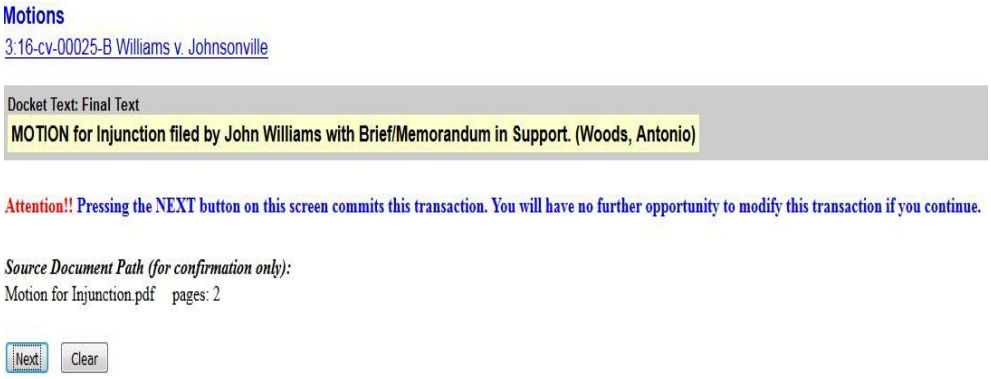

Figure 15

Review the Notice of Electronic Filing. See Figure 16.

Motions
3:16-cv-00025-B Williams v. Johnsonville

U.S. District Court

Northern District of Texas

Notice of Electronic Filing

The following transaction was entered by Woods, Antonio on 8/10/2016 at 11:39 AM CDT and filed on 8/10/2016
Case Name: Williams v. Johnsonville
Case Number: 3:16-cv-00025-B
Filer: John Williams
Document Number: 4

Docket Text:
MOTION for Injunction filed by John Williams with Brief/Memorandum in Support. (Woods, Antonio)

3:16-cv-00025-B Notice has been electronically mailed to:

Antonio Woods antonio_woods@txnd.uscourts.gov

3:16-cv-00025-B Notice required by federal rule will be delivered by other means (as detailed in the Clerk's records for orders/judgments) to:

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

Document description: Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1004035775 [Date=8/10/2016] [FileNumber=145321-0]
[5025d0db0a4b22ea1adfd583719f8f82df77b8f763e2f564b0a35cb303524156d104
f14c06bb9826e0d59838ae622c795920987d70cefa60a8335058457a852d]]

Figure 16

The Notice of Electronic Filing page:

- serves as notification that the event has been filed
- provides case information and hyperlinks to the docket sheet
- provides a hyperlink to any associated PDF document
- provides docket text
- provides associated document information
- indicates who will and will not receive a "Notice of Electronic Filing" via email

WARNING: **The filing attorney is responsible for service on all parties to whom notice has NOT been electronically mailed.**