



Catch the
CM/ECF Wave!

**U.S. District Court
DISTRICT OF UTAH**

ACCESSING CM/ECF

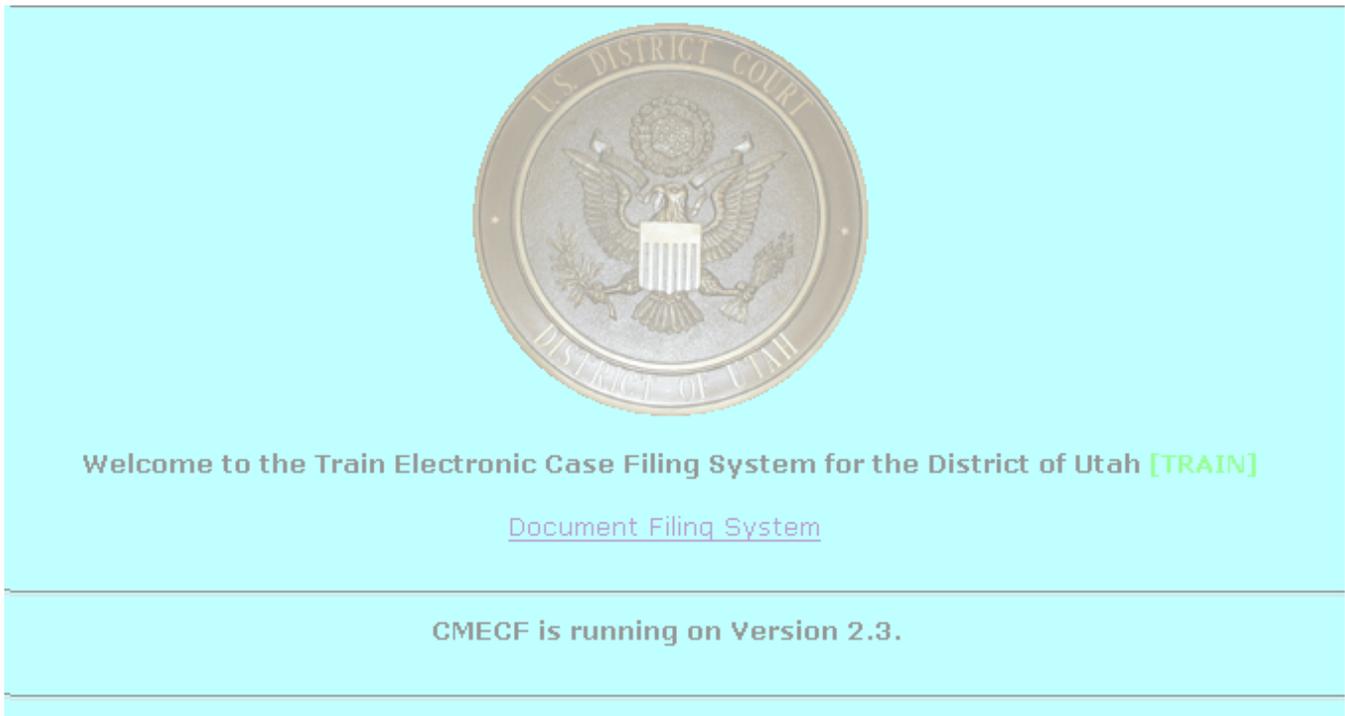


Attorney Training

Entering the ECF System

STEP 1 External users may enter the CM/ECF system in Netscape 7.1 by going to:

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



This URL should connect you directly to the District Court's CM/ECF screen

STEP 2 Point and click on the **Document Filing System** hyperlink to open the **ECF/PACER Login** screen.

ECF/PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
client code:	<input type="text"/>

- ◆ Enter your **Login** and **Password** into the appropriate fields. These fields are case-sensitive. A login of thomask should not be entered as ThomasK or THOMASK.
- ◆ If you mistype your login or password, click the [**Clear**] button to delete the entered information. You can then reenter the information.
- ◆ If desired, you may enter a client code.
- ◆ When the information on this screen is correct, click the [**Login**] button.

STEP 3 The system then displays the **CM/ECF Main Menu Bar**.



- ◆ Access to the various modules is provided by the Main Menu Bar, which is the **blue** bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks. These allow you to file documents, query, view or print a docket sheet, generate reports.
- ◆ This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the Main Menu Bar.

ACCESSING PACER



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

U.S. DISTRICT COURT
DISTRICT OF UTAH

Train Electronic Case Filing System
District of Utah **[TRAIN]**

Official Court Electronic Document Filing System

CMECF is running on Version 2.3.

NOTE: You will be directed to PACER when you Query a case or run a Report.

1. When you desire to query a case, click [Query] on the blue Main Menu Bar.

PACER Login

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Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
Client code:	<input type="text"/>

Make this my default PACER login

2. You must have a PACER login and password. These fields are case-sensitive. You may also enter a **Client Code** if desired. If you prefer not to have to enter your PACER login each time, check the box **Make this my default PACER login** and click the **[Login]** button.

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

Query

Search Clues

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

or search by

Filed Date to

Last Entry Date to

Nature of Suit

- 0 (zero)
- 110 (Insurance)
- 120 (Contract Marine)

or search by

Last Name (Examples: Desoto, Des*t)

First Name Middle Name

Type

3. Enter the case number and any other information that would be helpful to your query, then click the **[Run Query]** button.



The screenshot shows the CM/ECF system interface. At the top, there is a blue navigation bar with the CM/ECF logo on the left and menu items: Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the case information is displayed: **2:05-cv-02832-DAK** v. Smith et al, Dale A. Kimball, presiding, Date filed: 01/25/2005, Date of last filing: 01/27/2005. Below this, there is a section titled "Query" with a list of links: [Alias](#), [Associated Cases](#), [Attorney](#), [Case File Location...](#), [Case Summary](#), [Deadlines/Hearings...](#), [Docket Report ...](#), [Filers](#), [History/Documents...](#), [Party](#), [Related Transactions...](#), and [Status](#).

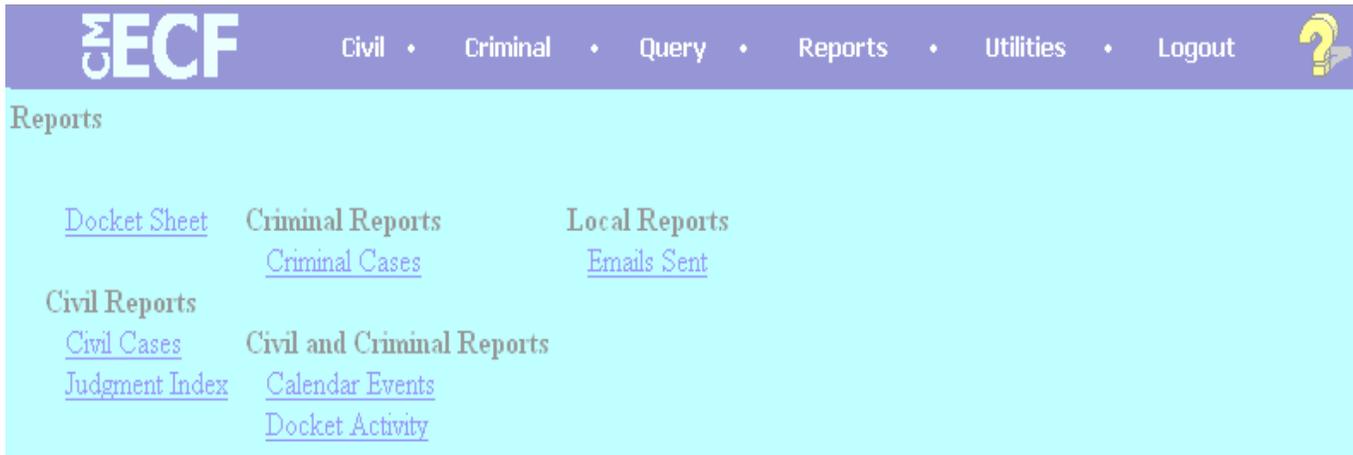
4. Click **Query** on the blue Main Menu Bar. You will see a number of choices. Click on the category you wish to query.

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

Utilities

Your Account	Miscellaneous
ECF Login	Legal Research ...
Maintain Your Account	Mailings...
View Your Transaction Log	
Change Client Code	Verify a Document
Change Your PACER Login	
Review Billing History	
Show PACER Account	
Remove Default Pacer Account	

5. Click on **Utilities** on the blue Main Menu Bar. You will see a number of choices. Click on the category you wish to query.



6. Click **Reports** on the blue Main Menu Bar. You will see a number of choices. Click on the category you wish to query.
7. When you have completed your review in Query, Utilities or Reports, you may continue docketing by clicking Civil or Criminal on the blue Main Menu Bar.
8. Or if you have completed the above, click Logout on the blue Main Menu Bar, which will log you out of CM/ECF.