



**Catch the  
CM/ECF Wave!**

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

# **AFFIDAVITS AND DECLARATIONS E-FILED BY ATTORNEYS**



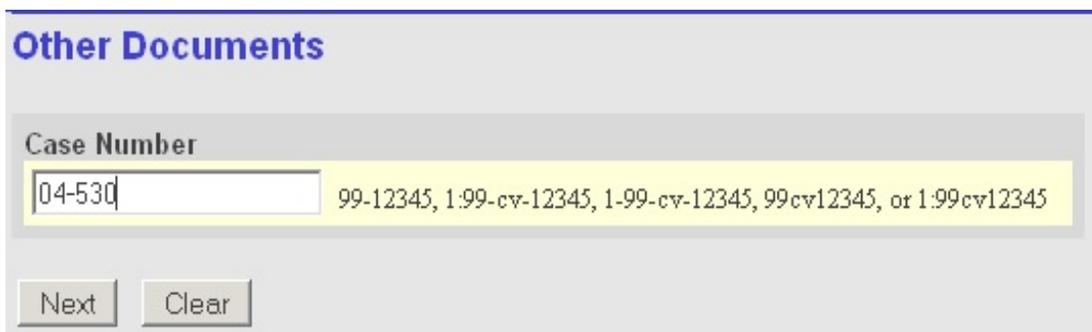
## **Attorney Training**



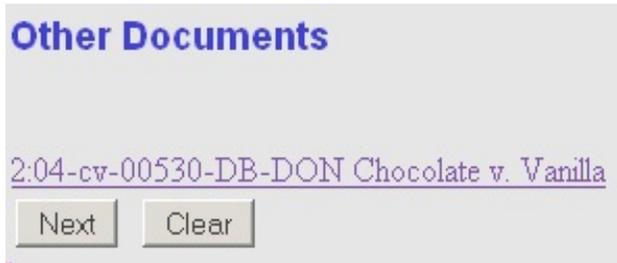
1. Choose CIVIL on the blue Main Menu Bar. Under **Other Filings** click on **Other Documents**.



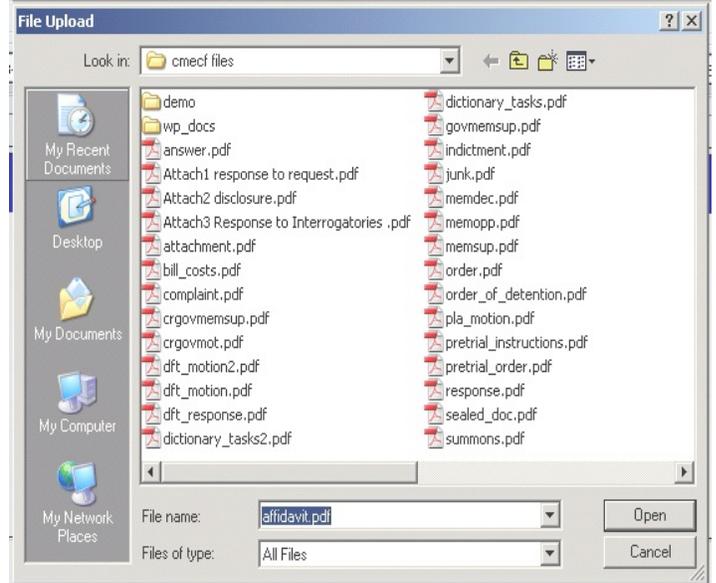
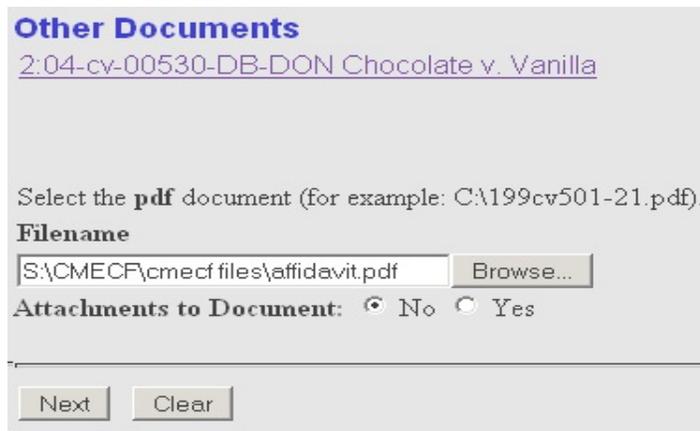
2. Choose the correct event, either Affidavit or Declaration from the drop-down menu. Click the **[Next]** button.



3. Type in the case number and click the **[Next]** button.



- 4. Verify the case number, judge and case title. Click the [Next] button.



- 5. Click on the [Browse] button to search for the motion in PDF format. Right click on the document and choose **Open** to view document. When you have found the correct PDF, review the document and then close the screen. Click twice on the file name and the system will automatically associate the PDF document to the motion event. If there are no attachments, click the [Next] button.

**Other Documents**  
2:04-cv-00530-DB-DON Chocolate v. Vanilla

Select the filer.

Select the Party:

Chocolate, Charles [Plaintiff]  
Chocolate, Charles [Consol Defendant]  
Koegler, Frank [Consol Plaintiff]  
Vanilla, Vera [Defendant]

[Add/Create New Party](#)

Next Clear

6. Select the filer. (Note: notice the **Add/Create New Party**. This function should **NOT** be used by attorneys). Click the **[Next]** button.

**Other Documents**  
2:04-cv-00530-DB-DON Chocolate v. Vanilla

Affiant

Next Clear

7. Type in the affiant or declarant's name and click the **[Next]** button.

**Other Documents**  
2:04-cv-00530-DB-DON Chocolate v. Vanilla

Refer to existing event(s)?

Filed  to

Documents  to

Next Clear

8. If the affidavit or declaration refers to existing events ie: a motion, check the box, then click the **[Next]** button.

NOTE: If the affidavit or declaration does not relate to an existing event, you would leave the box unchecked.

**Other Documents**[2:04-cv-00530-DB-DON Chocolate v. Vanilla](#)*Select the appropriate event(s) to which your event relates:*

- 08/19/2004 11 MOTION for Summary Judgment filed by Defendant Vera Vanilla. Responses due by 9/2/2004 (cc, )
- 01/26/2005 [21](#) ERRATA to [16](#) Memorandum in Support of Motion filed by Plaintiff Charles Chocolate. (Dewsnup, Ralph)

Next

Clear

9. Select the appropriate event that relates to the affidavit or declaration, check the box and then click the **[Next]** button.

**Other Documents**[2:04-cv-00530-DB-DON Chocolate v. Vanilla](#)**Docket Text: Modify as Appropriate.**

AFFIDAVIT of John Doe re [11](#) MOTION for Summary Judgment  filed by Vera Vanilla.  
(Dewsnup, Ralph)

Next

Clear

10. This **Docket Text** may be modified. There may be drop-down lists or prompt boxes for additional details. Verify the accuracy of the information for the entire text. If you find you need to make any corrections, click the **[Back]** button on your browser until you reach the screen that contains the error and make the correction. If everything is correct, click the **[Next]** button.

**Other Documents**[2:04-cv-00530-DB-DON Chocolate v. Vanilla](#)**Docket Text: Modify as Appropriate.**

AFFIDAVIT of John Doe  filed by Charles Chocolate. (Dewsnup, Ralph)

Next

Clear

**NOTE:** if you did not choose an event that relates to the affidavit or declaration, this is the next screen you would see instead of the screen shown in instruction no. 8.

**Other Documents**

[2:04-cv-00530-DB-DON Chocolate v. Vanilla](#)

Docket Text: Final Text

AFFIDAVIT of John Doe re [11] MOTION for Summary Judgment filed by Vera Vanilla. (Dewsnup, Ralph)

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

Next

Clear

11. This is the final screen before you commit the entry to the case docket. If you need to make any corrections, click the **[Back]** button on your browser until you reach the screen that contains the error and make the correction. If everything is correct, click the **[Next]** button to submit the document. NOTE: once you click the **[Next]** button on this screen, there is no going back. The event has been submitted to the case docket so make sure all the information is correct.

Notice of Electronic Filing

The following transaction was received from Dewsnup, Ralph entered on 1/21/2005 at 11:54 AM MST and filed on 1/21/2005

**Case Name:** Chocolate v. Vanilla

**Case Number:** [2:04-cv-530](#)

**Filer:** Vera Vanilla

**Document Number:** [18](#)

**Docket Text:**

AFFIDAVIT of John Doe re [11] MOTION for Summary Judgment filed by Vera Vanilla. (Dewsnup, Ralph)

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

**Document description:** Main Document

**Original filename:** n/a

**Electronic document Stamp:**

[STAMP dcecfStamp\_ID=1060034973 [Date=1/21/2005] [FileNumber=56110-0]  
[4400d37756dd87e827c15e69c528dcf3466c9a6bf3d602a08a005e5bef7f1af21d49e  
1acf0a60b4ce7ca481237d8001cc67a8687c4aa8f4ca851bbc6bcf39ebf]]

**2:04-cv-530 Notice will be electronically mailed to:**

Ralph L. Dewsnup    [ruth\\_kawashima@utd.uscourts.gov](mailto:ruth_kawashima@utd.uscourts.gov)

Samuel S. York    [cheryl\\_espinoza@utd.uscourts.gov](mailto:cheryl_espinoza@utd.uscourts.gov),

**2:04-cv-530 Notice will be delivered by other means to:**

12. This is the **NEF (Notice of Electronic Filing)**. This shows information re: the document and most importantly, information re: service. You will notice there are two categories of service: **1) Notice will be electronically mailed to: and 2) Notice will be delivered by other means to:.** If an attorney has a email address, they will appear in category 1. Please note however - an attorney can have an email address but **not** be an efiler. If this is the case, this notice does not constitute service and you must serve parties either in person or via first class mail. For category 2, you must serve the party either in person or via first class mail. Also, note the Case Number and the Document Number.

## Mailing Information for a Case 2:04-cv-00530-DB-DON

### Electronic Mail Notice List

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

- **Ralph L. Dewsnup (E-Filer)**  
ruth\_kawashima@utd.uscourts.gov
- **Samuel S. York (E-Filer)**  
cheryl\_espinoza@utd.uscourts.gov

### Manual Notice List

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

- (No manual recipients)

13. To determine if an attorney is an e-filer click on **Utilities** on the Blue Main Menu Bar. Click on **Mailings** which is under the Miscellaneous heading. Click on **Mailing Info for a Case**. After submitting the case number you will get a screen like the image above. The attorneys who are e-filers will have **(E-Filer)** next to their name.