

## Slide 2 - Objectives

**Overview and Objectives**

In this module you will practice filing a Motion to Compel.

After completing this module you will be able to:

- Locate motion events.
- Select the party filer.
- Associate a PDF document.
- Locate prefix docket text.
- Annotate docket text.
- Identify the Notice of Electronic Filing.

Click the button below to **CONTINUE**.

**CONTINUE**

**Slide notes**

OVERVIEW AND OBJECTIVES SLIDE:

In this module you will practice filing a Motion to Compel.

After completing this module you will be able to: locate motion events; select the party filer; associate a PDF document; locate prefix docket text; annotate docket text; and identify the Notice of Electronic Filing.

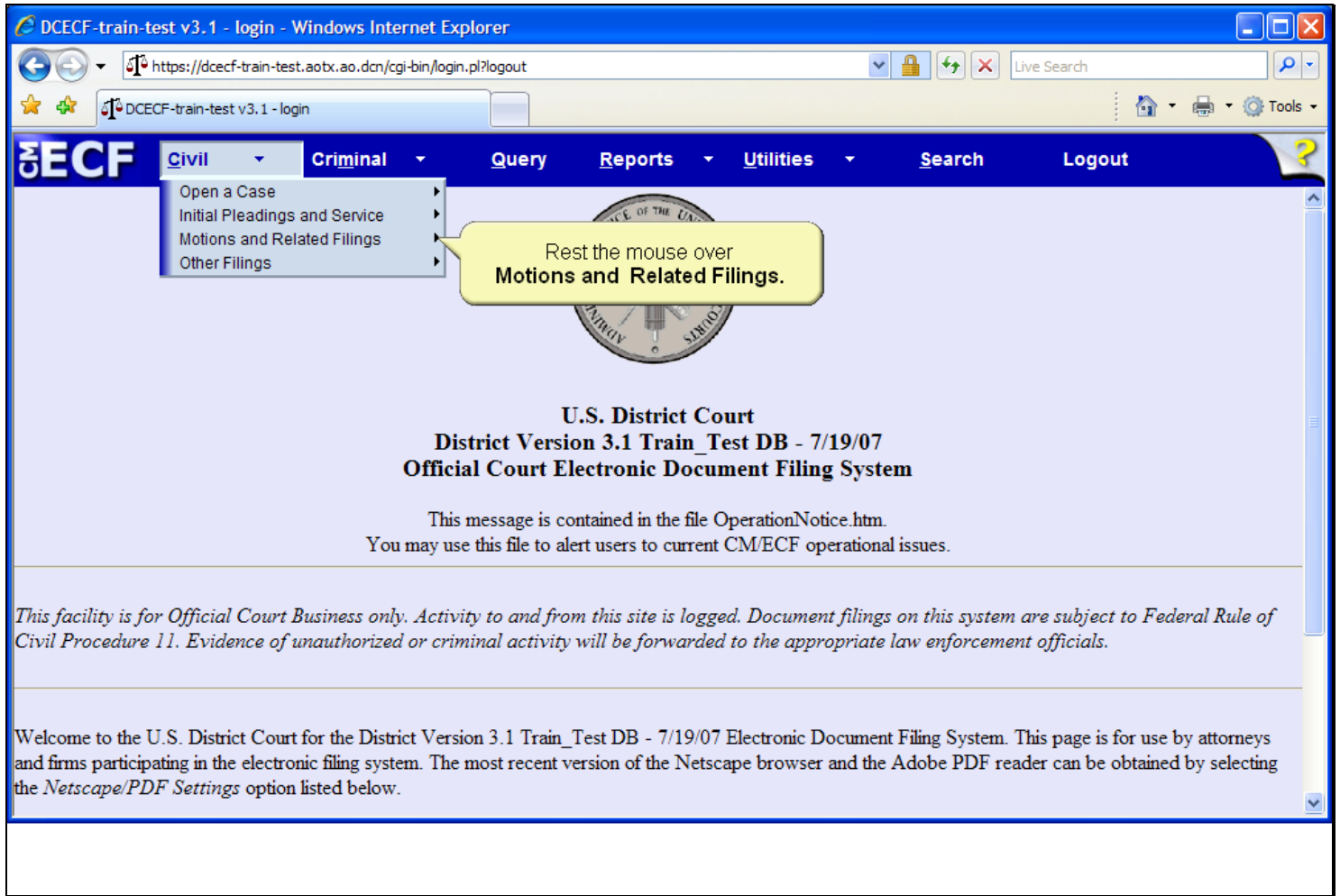
Click the button below to CONTINUE.

Slide 3 - Motion Events

Slide notes

Begin docketing the motion to compel by resting the mouse over the Civil option on the CM/ECF Main Menu.

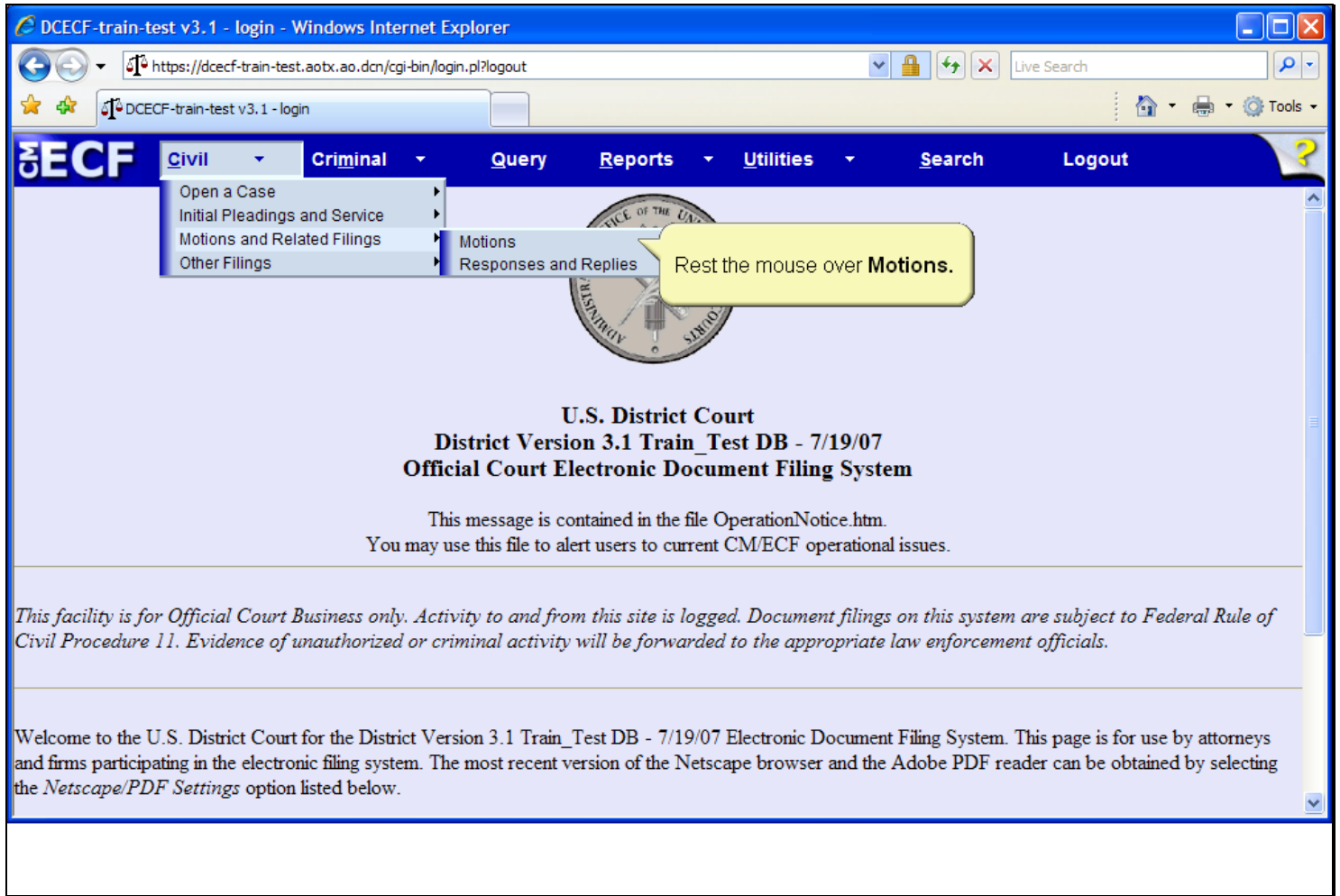
Slide 4 - Slide 4



Slide notes

The drop-down menu appears and displays various docket event categories. Rest the mouse over the Motions and Related Filings category.

Slide 5 - Slide 5



Slide notes

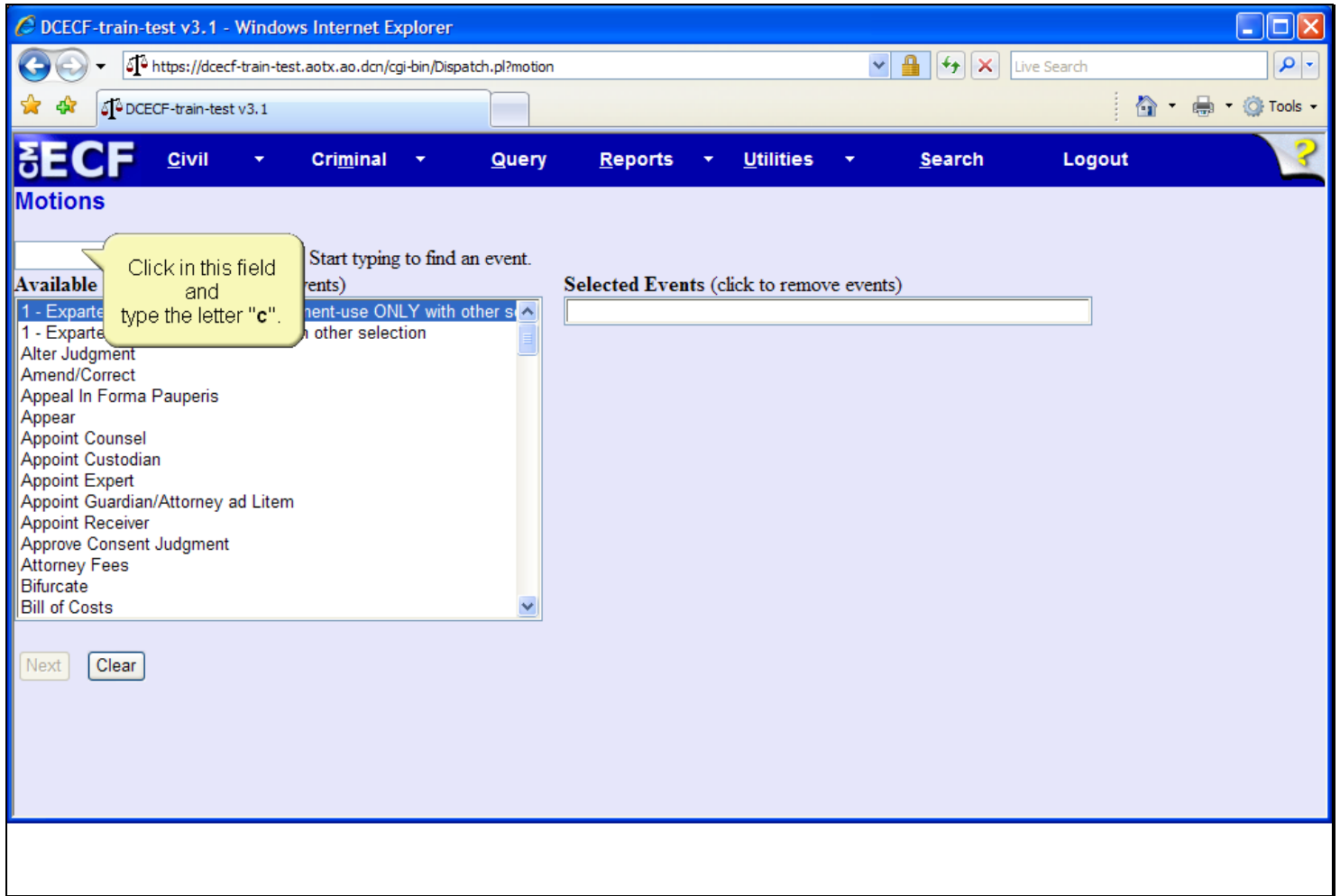
The drop-down menu expands further displaying a second level of docket event categories. Rest the mouse over Motions.

Slide 6 - Slide 6

Slide notes

Then, click to select Motions.

Slide 7 - Slide 7

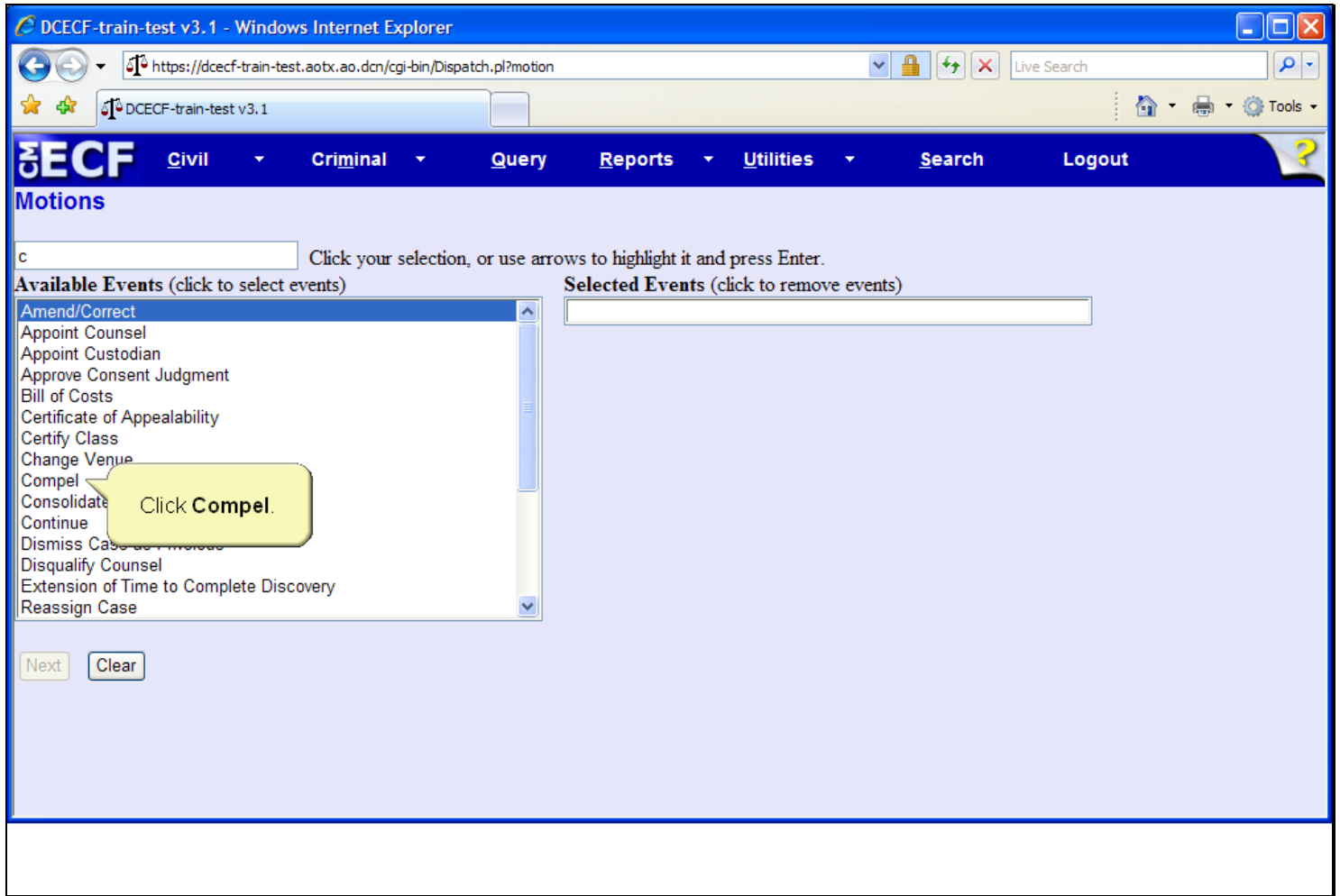


Slide notes

CM/ECF then displays the Motion Selection screen. On this screen, you can locate the appropriate motion by beginning to type the motion event name, or scrolling

through the Available Events list using the scroll bar or up and down arrows. For this lesson, click in the 'Start typing to find an event field' and type a "c".

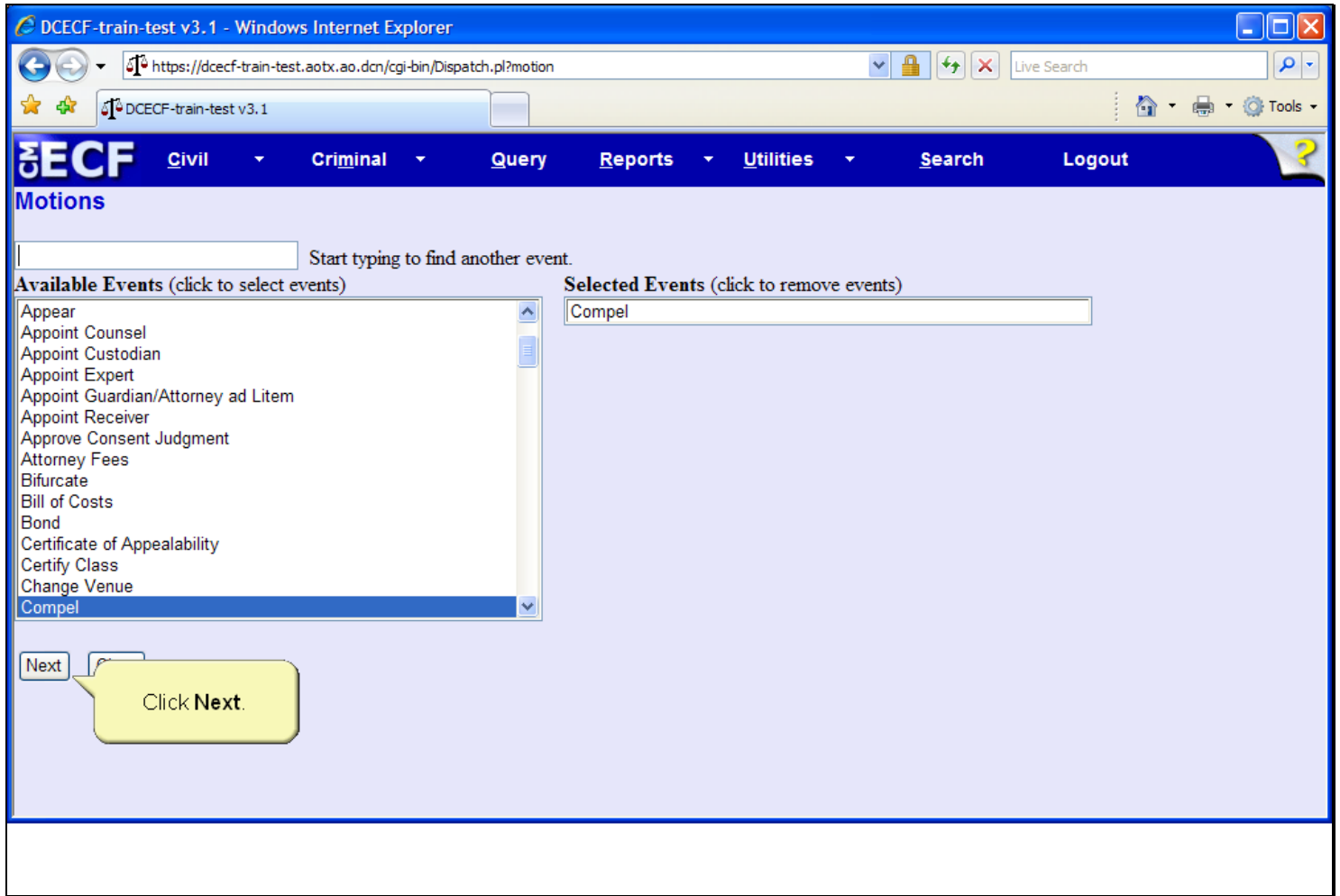
Slide 8 - Slide 8



Slide notes

The Available Events list changes and now displays all motion events that include a word beginning with the letter "c". Click to select the motion type, Compel.

Slide 9 - Slide 9

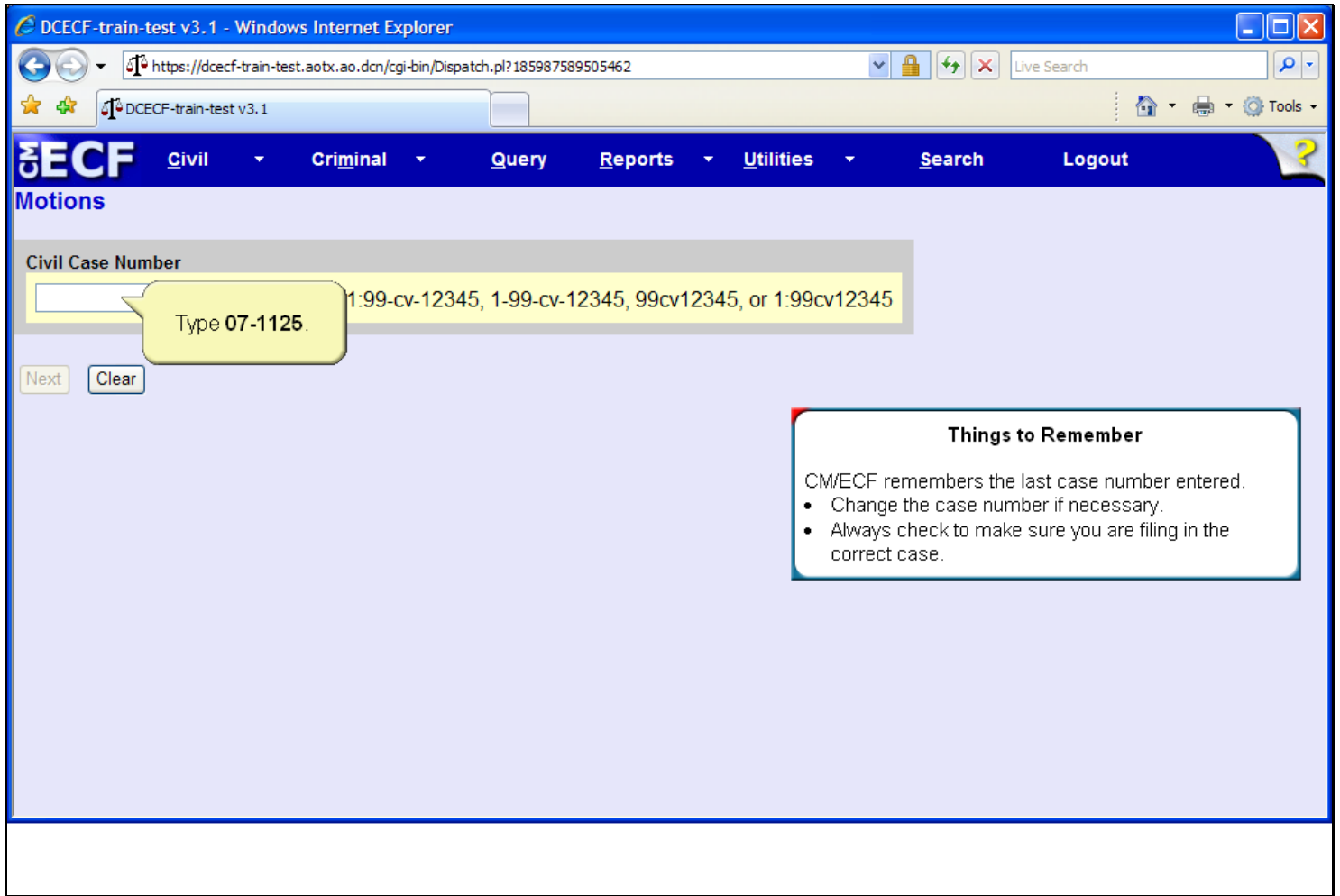


Slide notes

The motion to Compel is now highlighted and appears in the Selected Events field. If appropriate, multiple items from the Available Events list may be selected. If multiple selections are necessary, continue to select one event at a time until the Selected Events field is complete. Should an event be placed in the Selected Events field in error, simply click to remove it. Click the Next button to continue.



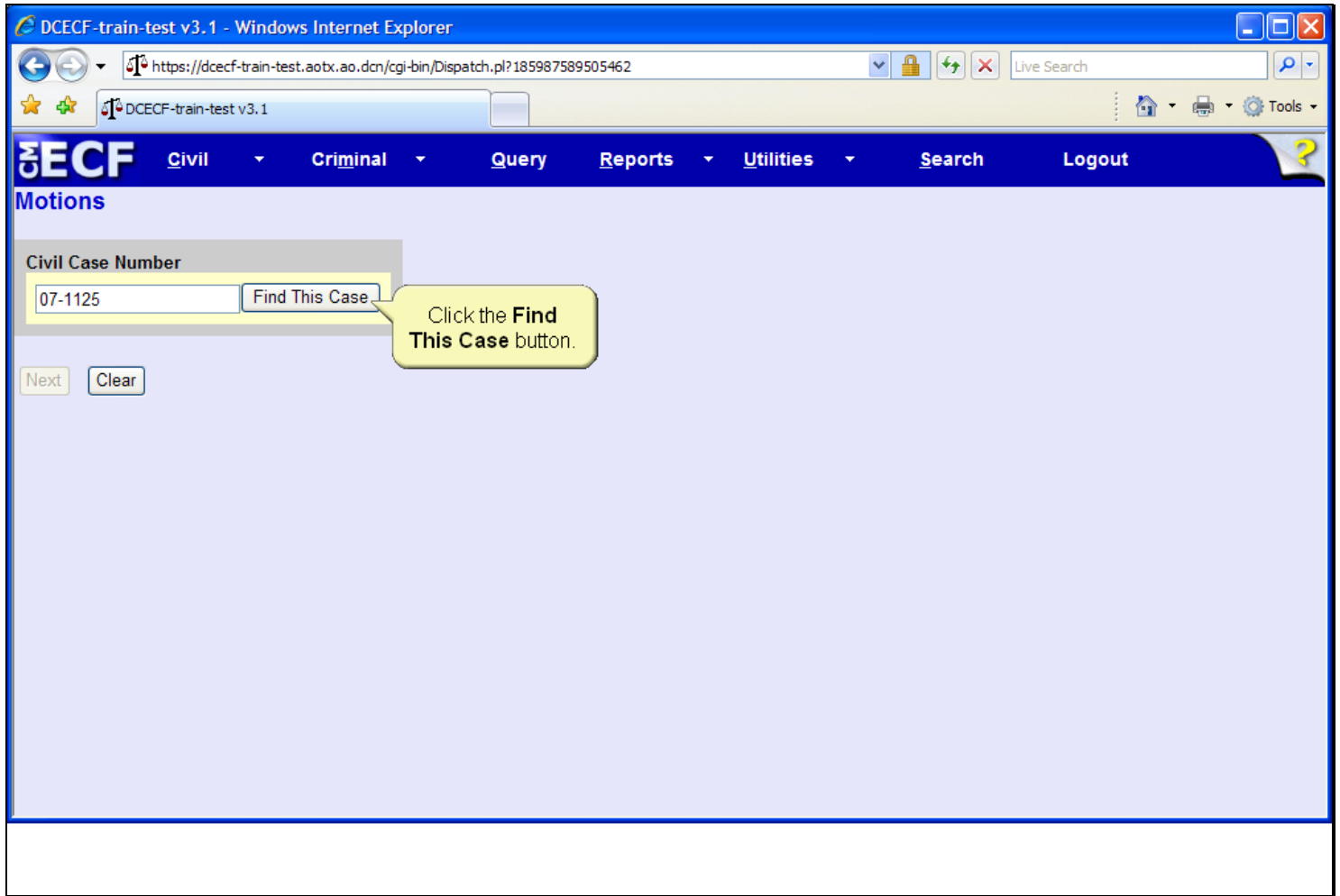
Slide 10 - Slide 10



Slide notes

Next, the Case Number screen appears. Type 07-1125 in the Civil Case Number field.

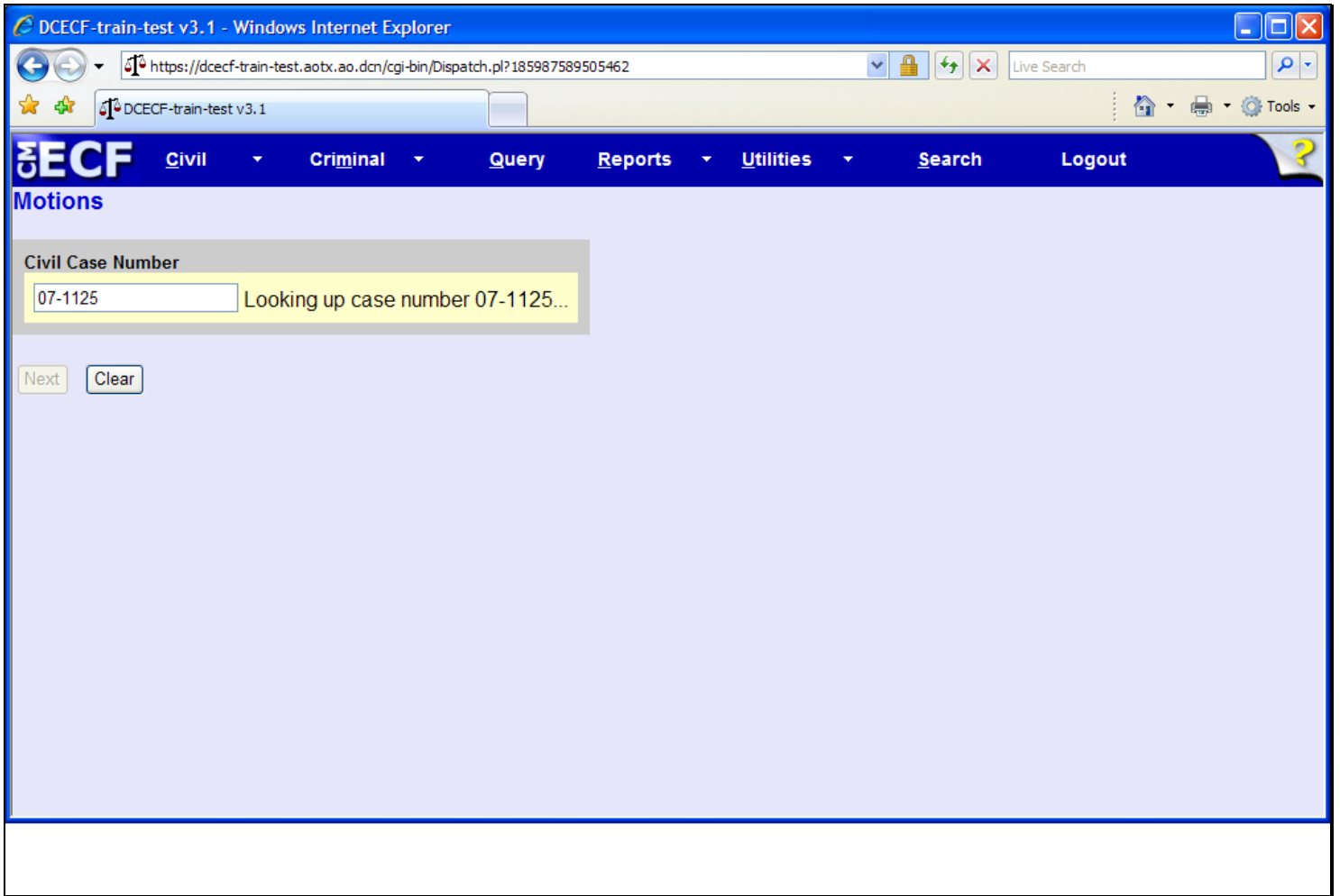
Slide 11 - Slide 11



Slide notes

As soon as you begin entering the case number, CM/ECF will advance to the next screen. To begin the case lookup, click the Find This Case button.

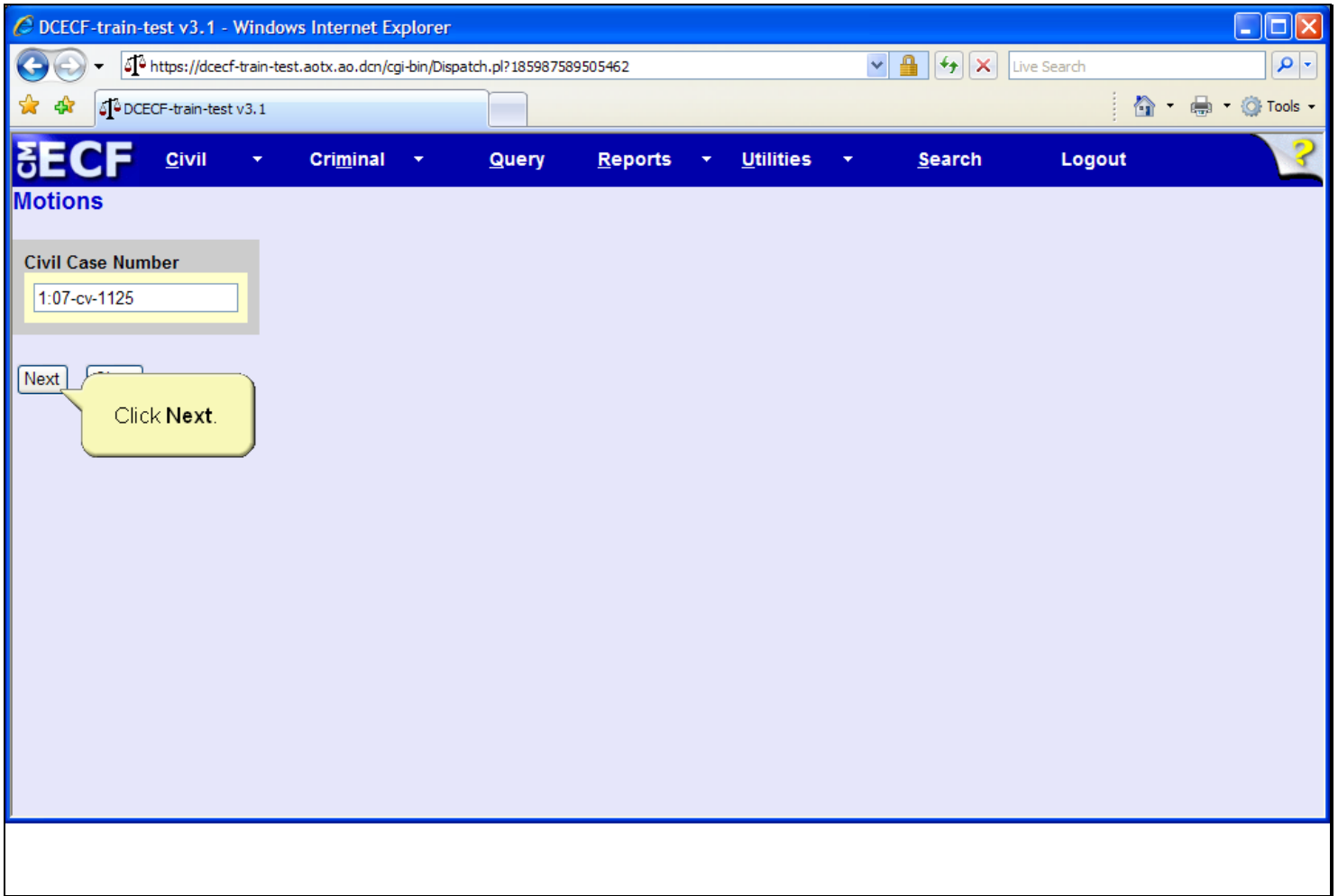
Slide 12 - Slide 12



Slide notes

CM/ECF then displays a quick message indicating that the system is looking up the case number. If a message is returned stating the case number entered cannot be found, click the Clear button and re-enter the case number.

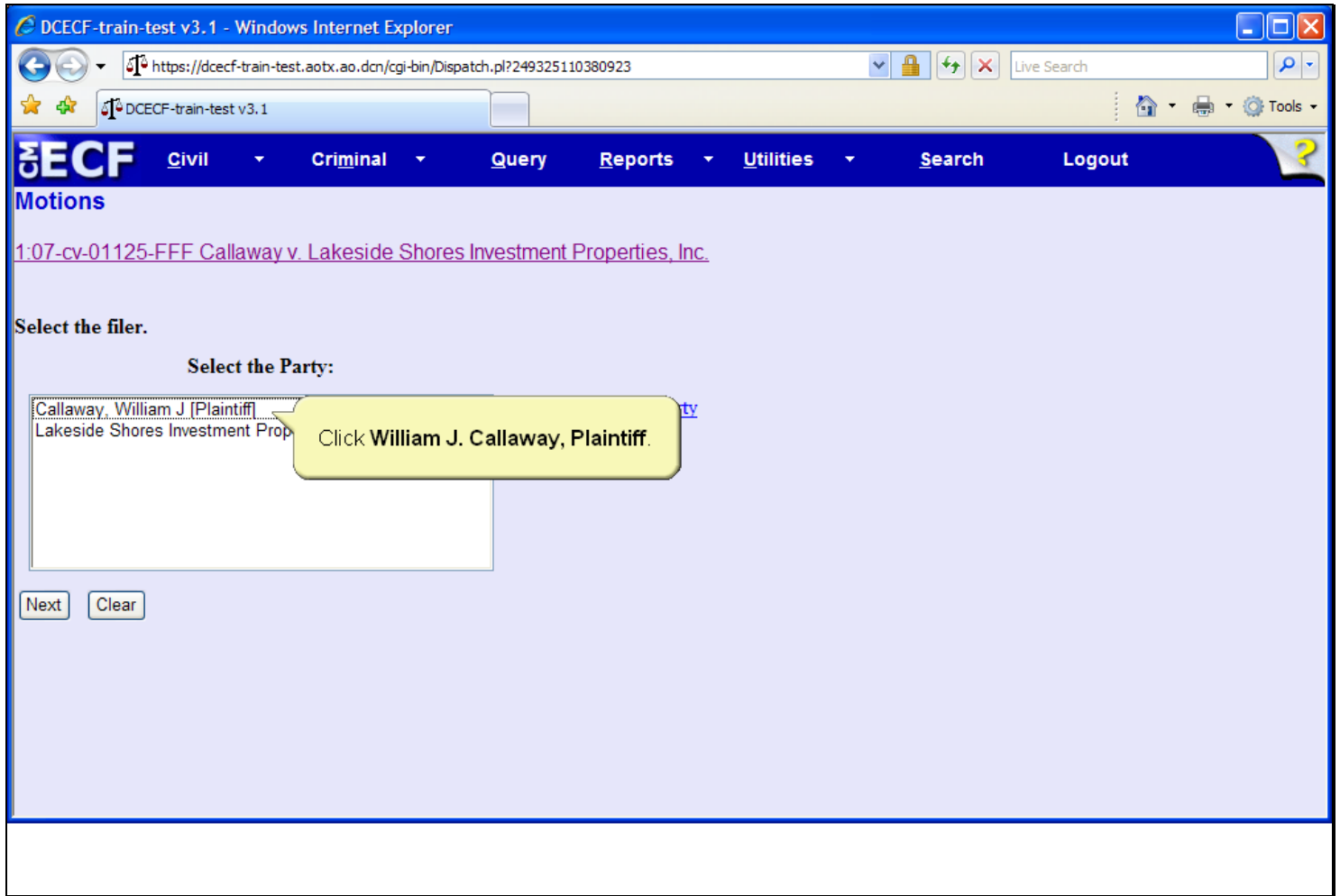
Slide 13 - Slide 13



Slide notes

The Case Number screen appears again. Notice the case number has been reformatted, and now includes the complete case number format of office, year, case type, and case number. Click the Next button to continue.

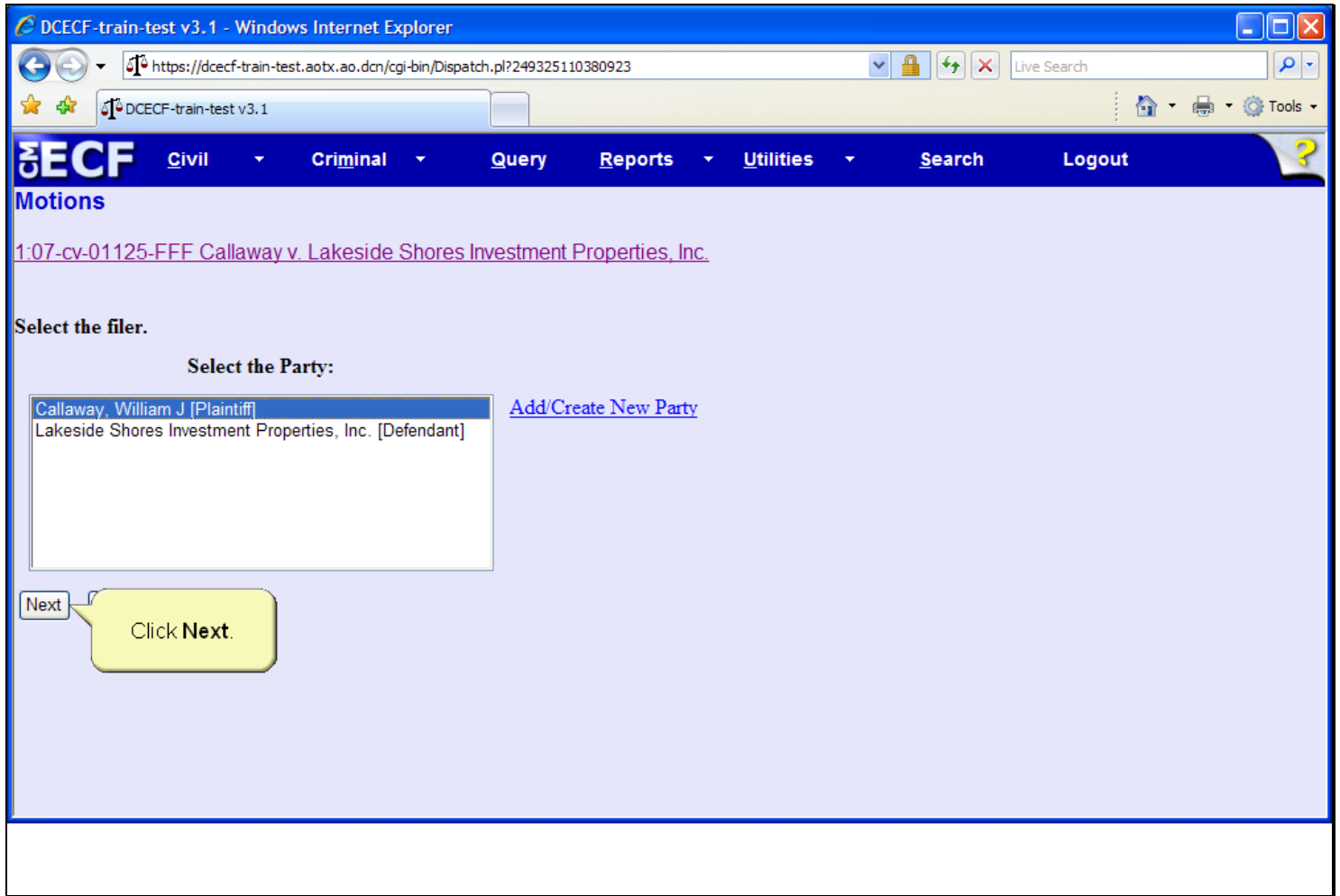
Slide 14 - Party Filer



Slide notes

Next, the Party Filer screen appears. Before selecting the party filing the Motion to Compel, notice the Add/Create New Party hyperlink. This function allows CM/ECF users to add parties to a case, and, according to local court procedures, may or may not be available for attorney filers. Please refer to your local court's CM/ECF attorney filing procedures for further information. Click to select the plaintiff, William J Callaway, as the filer of the motion to compel.

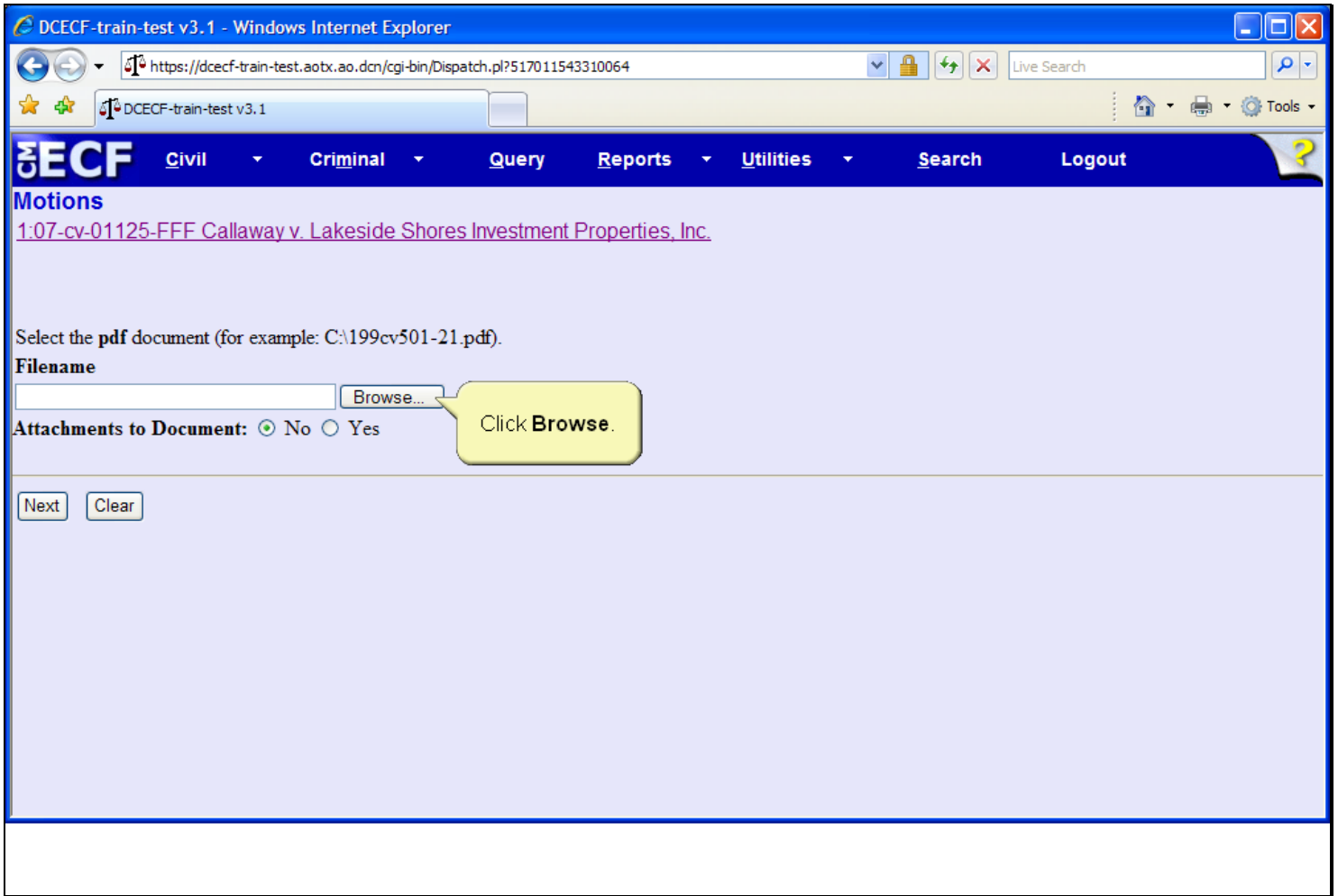
Slide 15 - Slide 15



Slide notes

Then click the Next button.

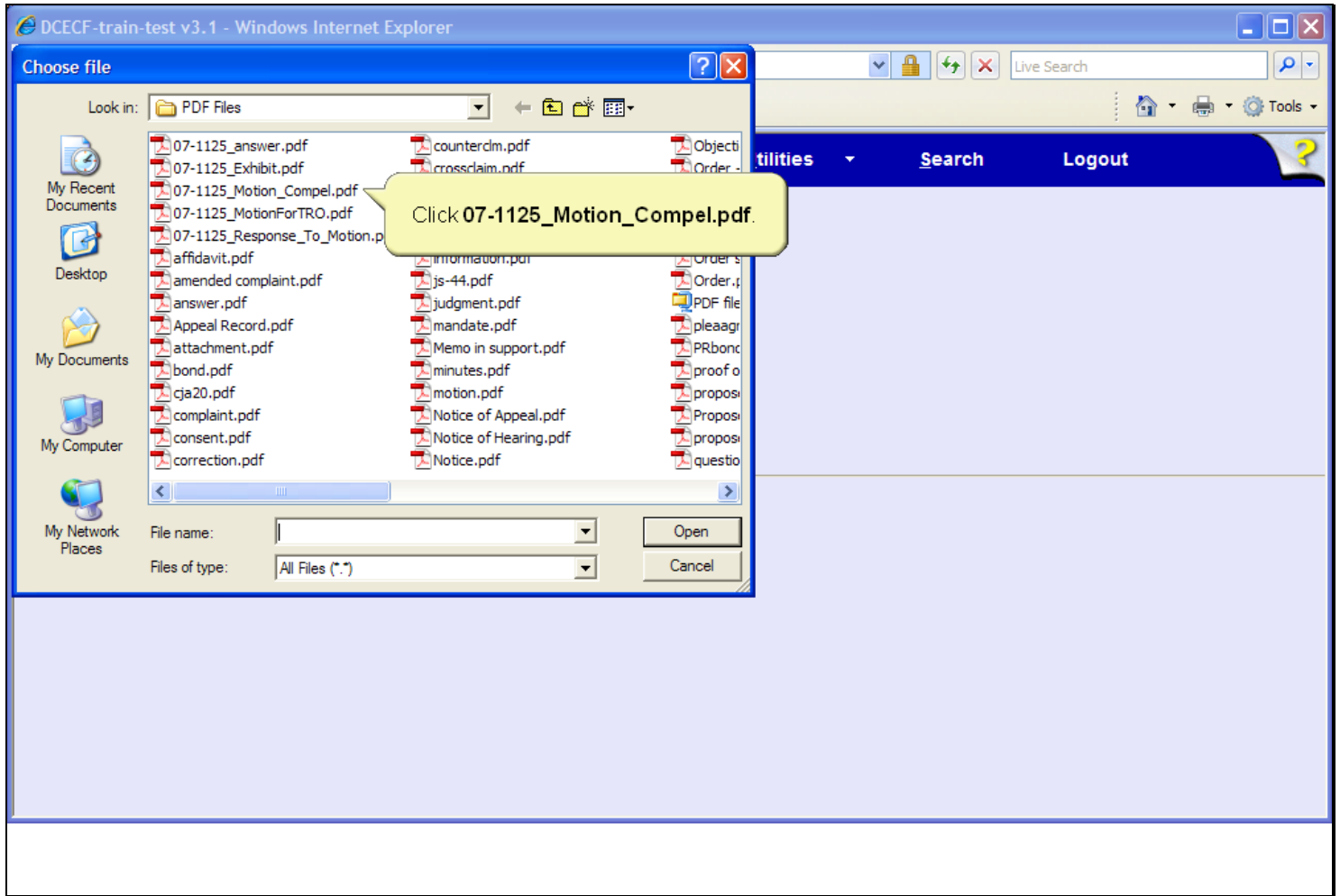
Slide 16 - PDF



Slide notes

The next step is to associate and create a hyperlink to a PDF document. To locate the document, click the Browse button.

Slide 17 - Slide 17

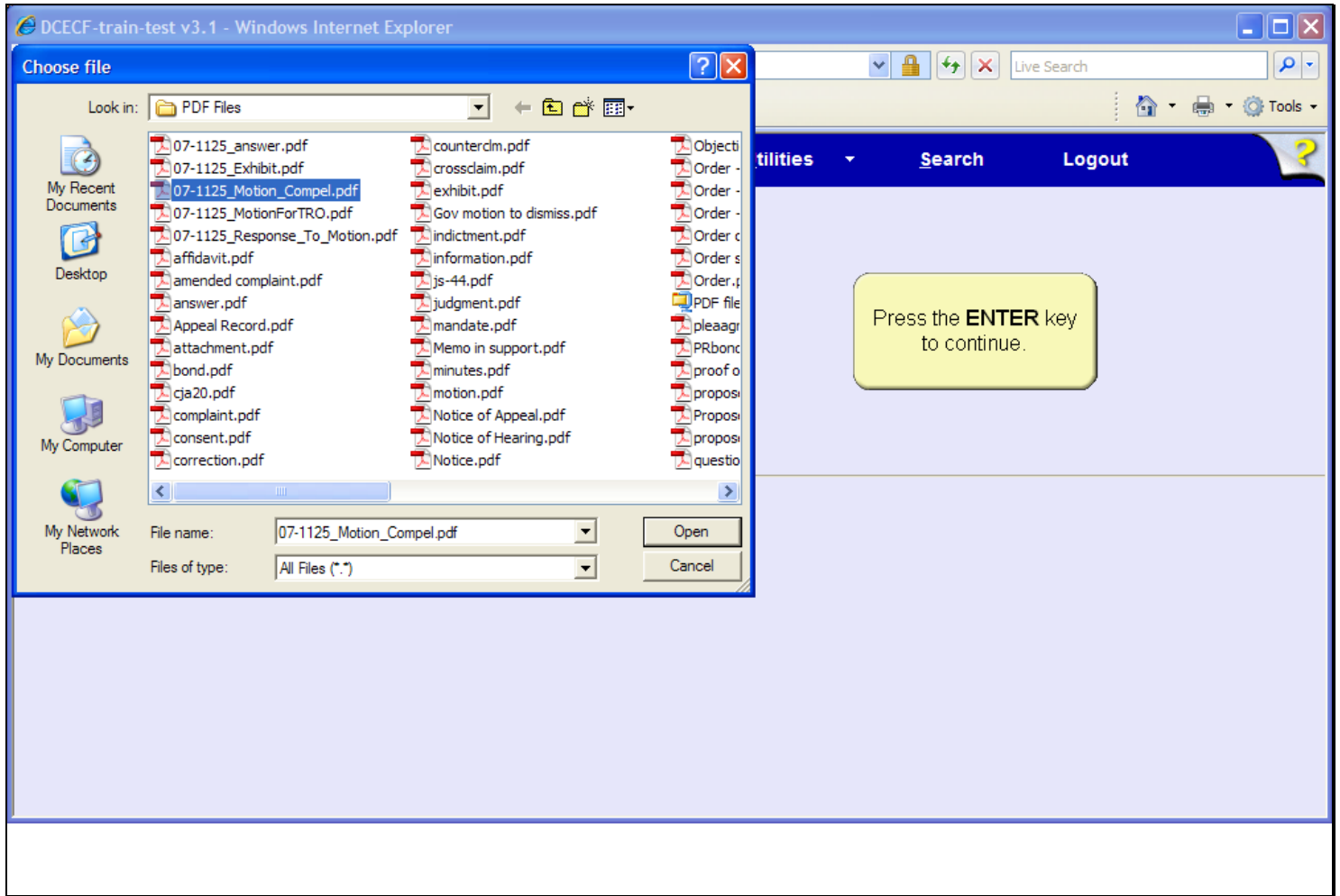


Slide notes

The Choose file dialog box opens. If the document is not in the folder which opens, called the Look in folder, you must navigate to the folder which has the document and then select the appropriate document. Click to select the 07-1125 Motion to Compel.pdf document.



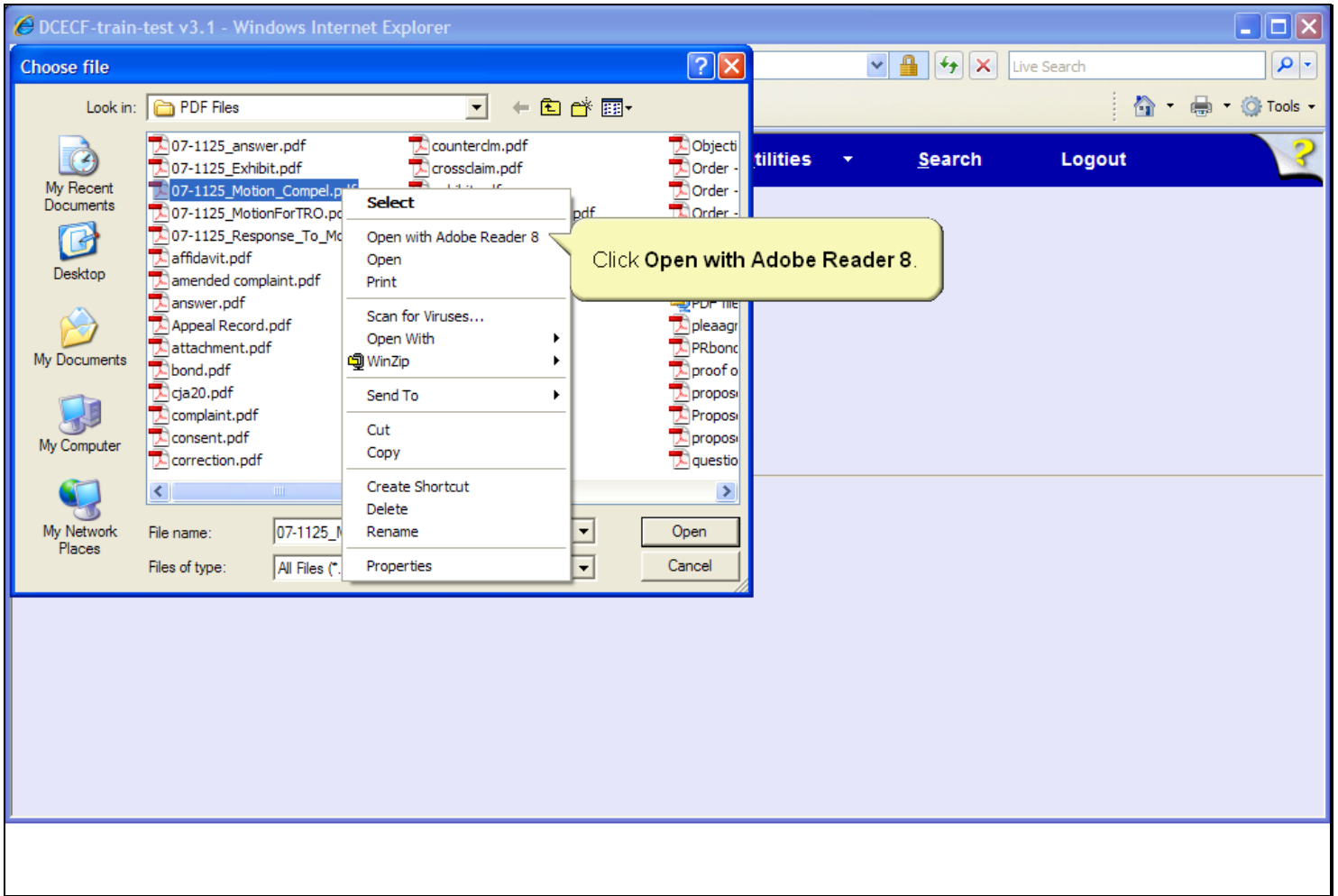
Slide 18 - Slide 18



Slide notes

The 07-1125 Motion to Compel document is now highlighted. The next step is to open and view the document for verification. In a live database, you must right-click the highlighted file in order to open the PDF document inside this window. For this learning module, the right-click will be done for you. To simulate the right-click process, press the Enter key on your keyboard.

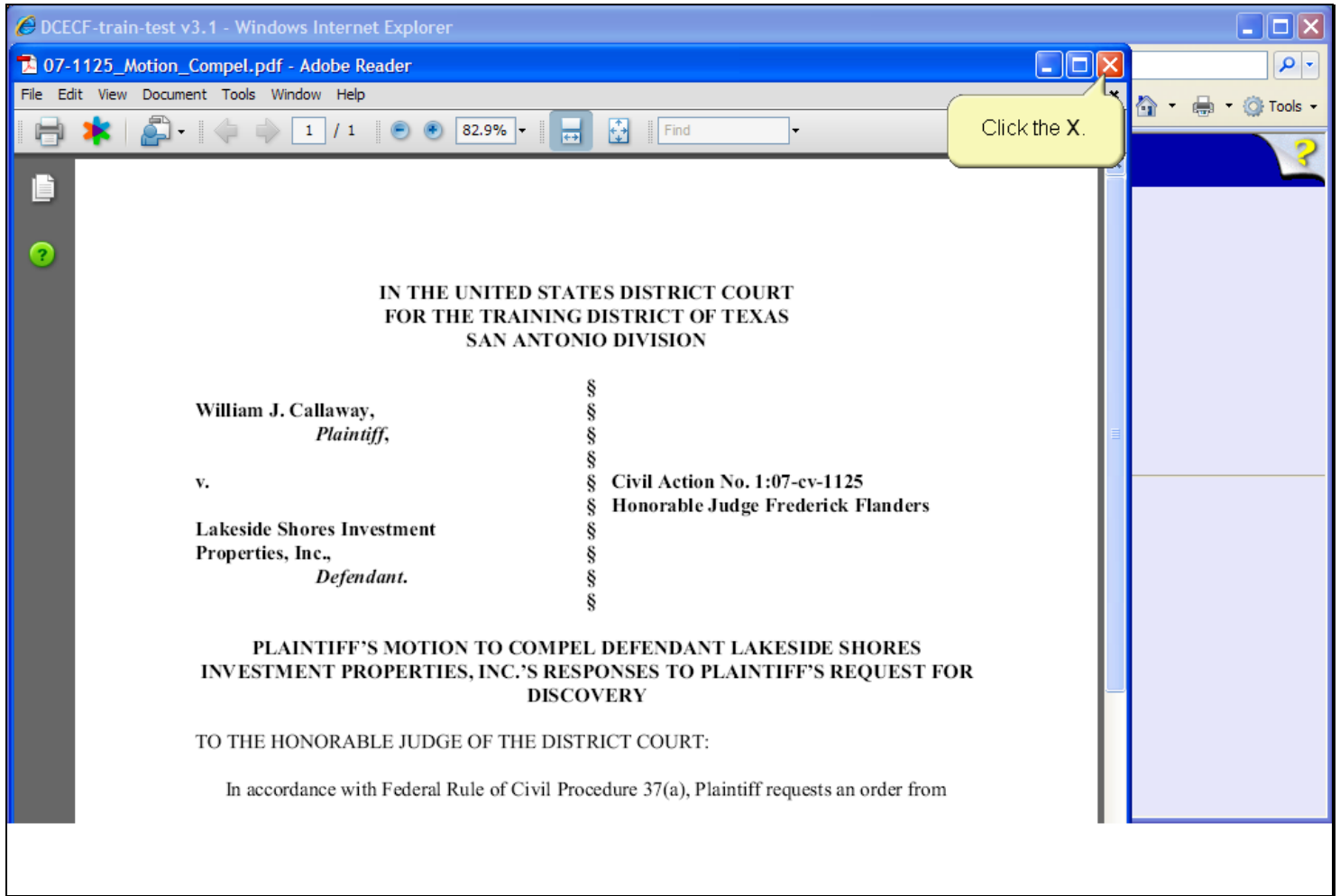
Slide 19 - Slide 19



Slide notes

Right-clicking on the highlighted file brings up a pop-up menu which allows you to use the Adobe Reader to open and view the file. Click to select, Open with Adobe Reader 8.

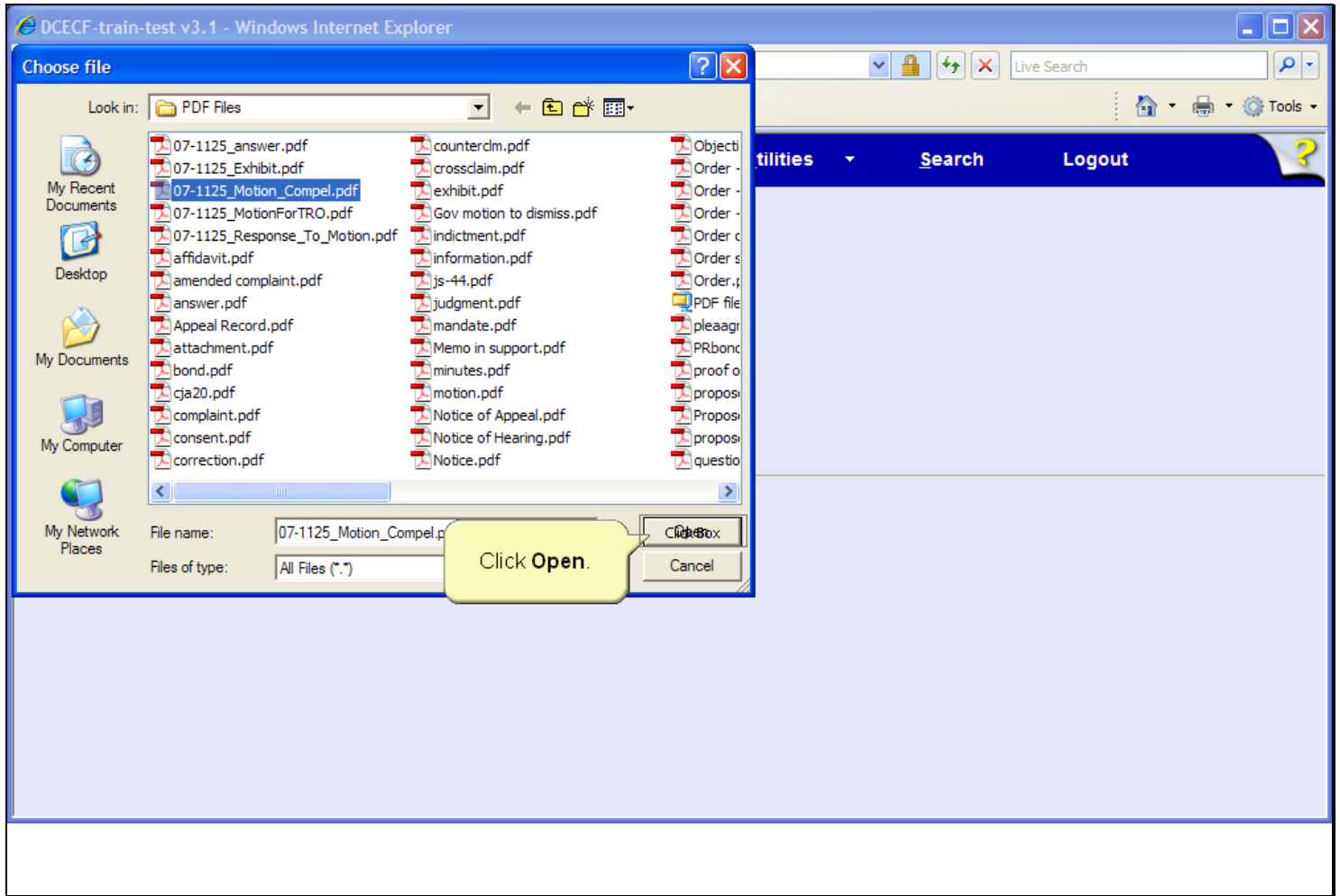
Slide 21 - Slide 21



Slide notes

The motion to compel document opens in Adobe Reader. This is your opportunity to verify the document. After carefully reviewing the document, click the Close button in the upper right corner of the Adobe Reader window.

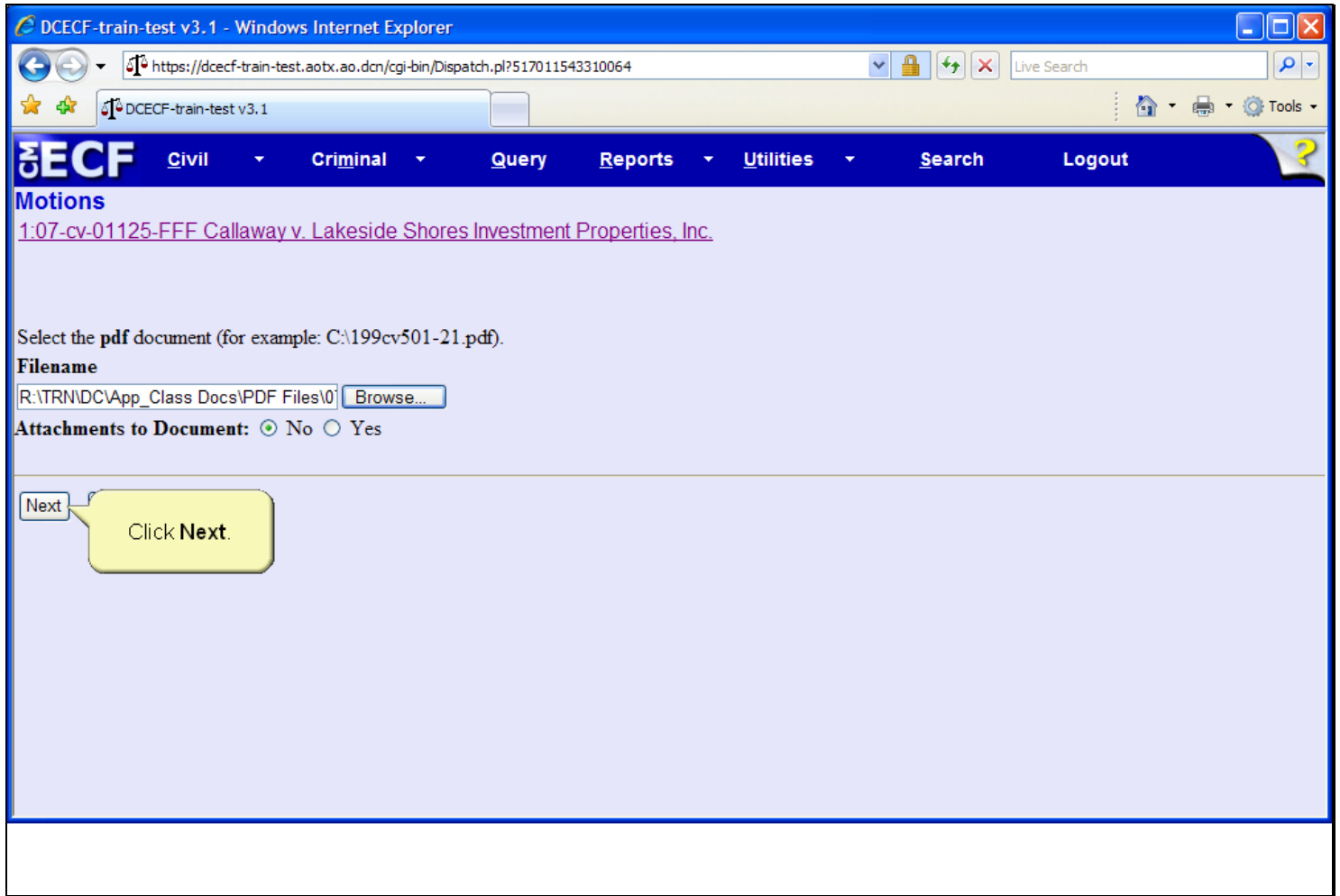
Slide 22 - Slide 22



Slide notes

The Adobe Reader closes and you are returned to the PDF directory where the motion to compel file is still selected. Click the Open button on the Choose file dialog box to associate the PDF and create a hyperlink to the document.

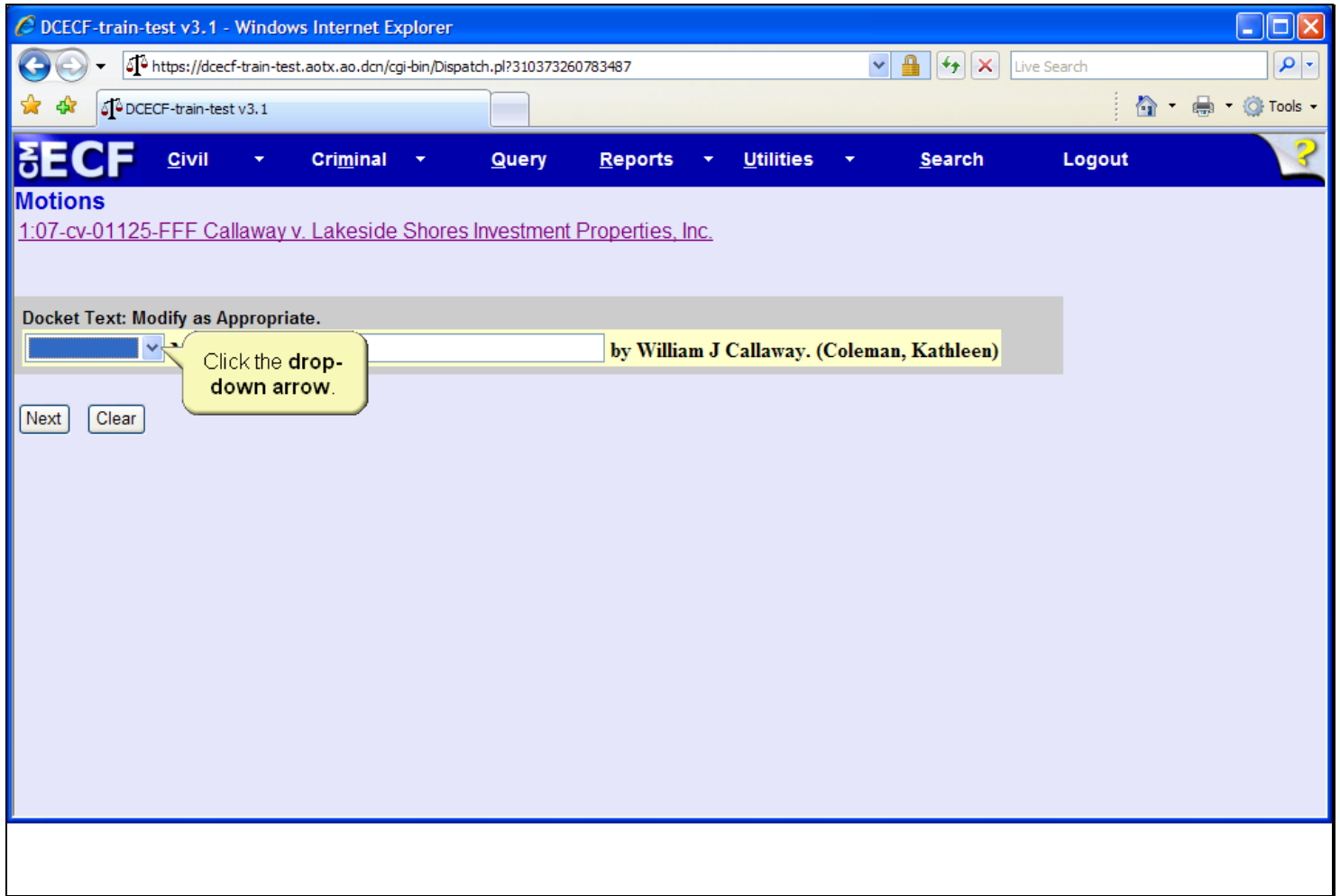
Slide 23 - Slide 23



Slide notes

The filename field now contains the path to the selected PDF document. Leave the Attachments to Document radio button set to the default of No. This filing does not have attachments in addition to the motion to compel. Click the Next button to continue.

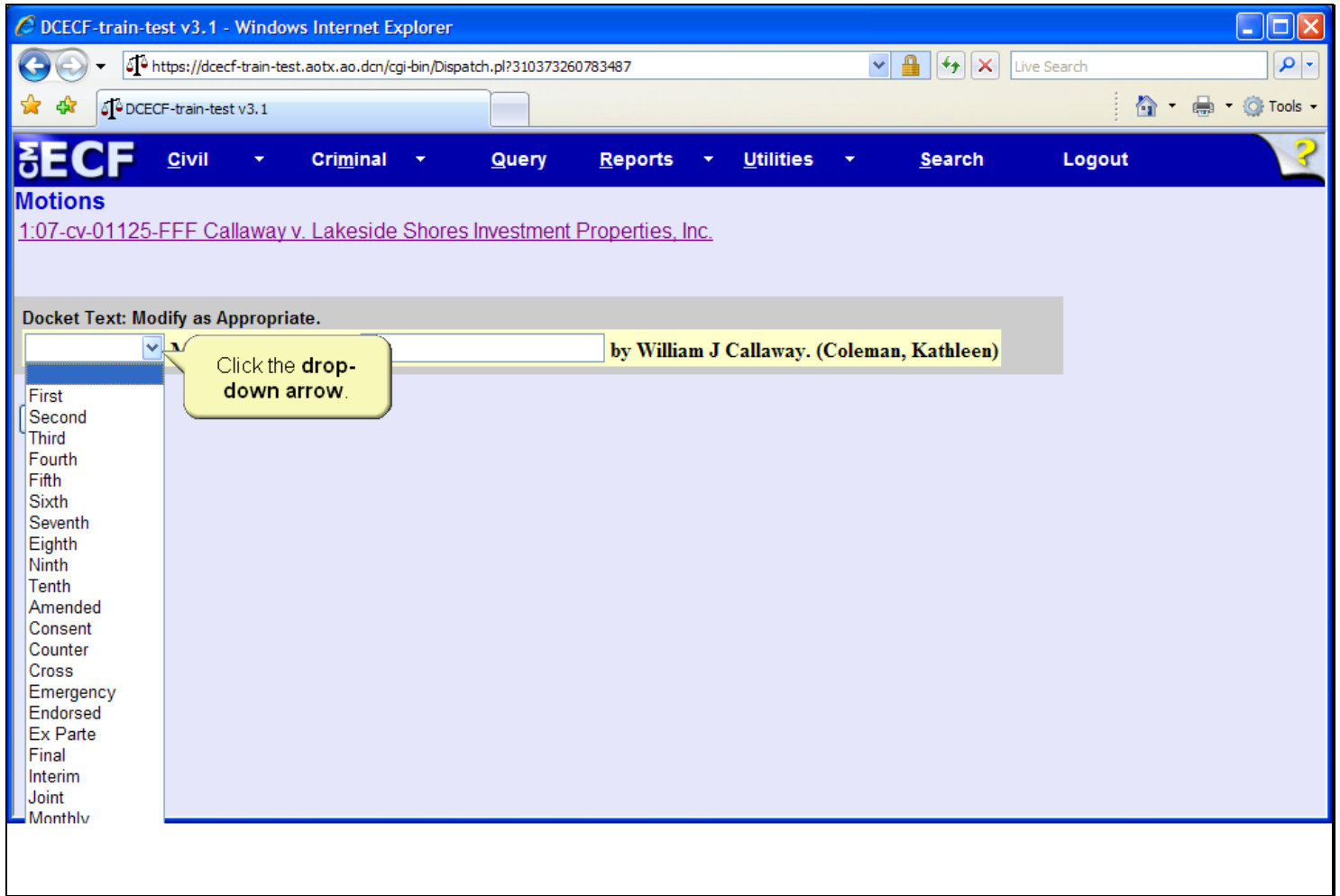
Slide 24 - Prefix



Slide notes

Next, the Docket Text screen appears. Click the drop-down arrow, located to the left of the Motion to Compel text to view available prefix text options.

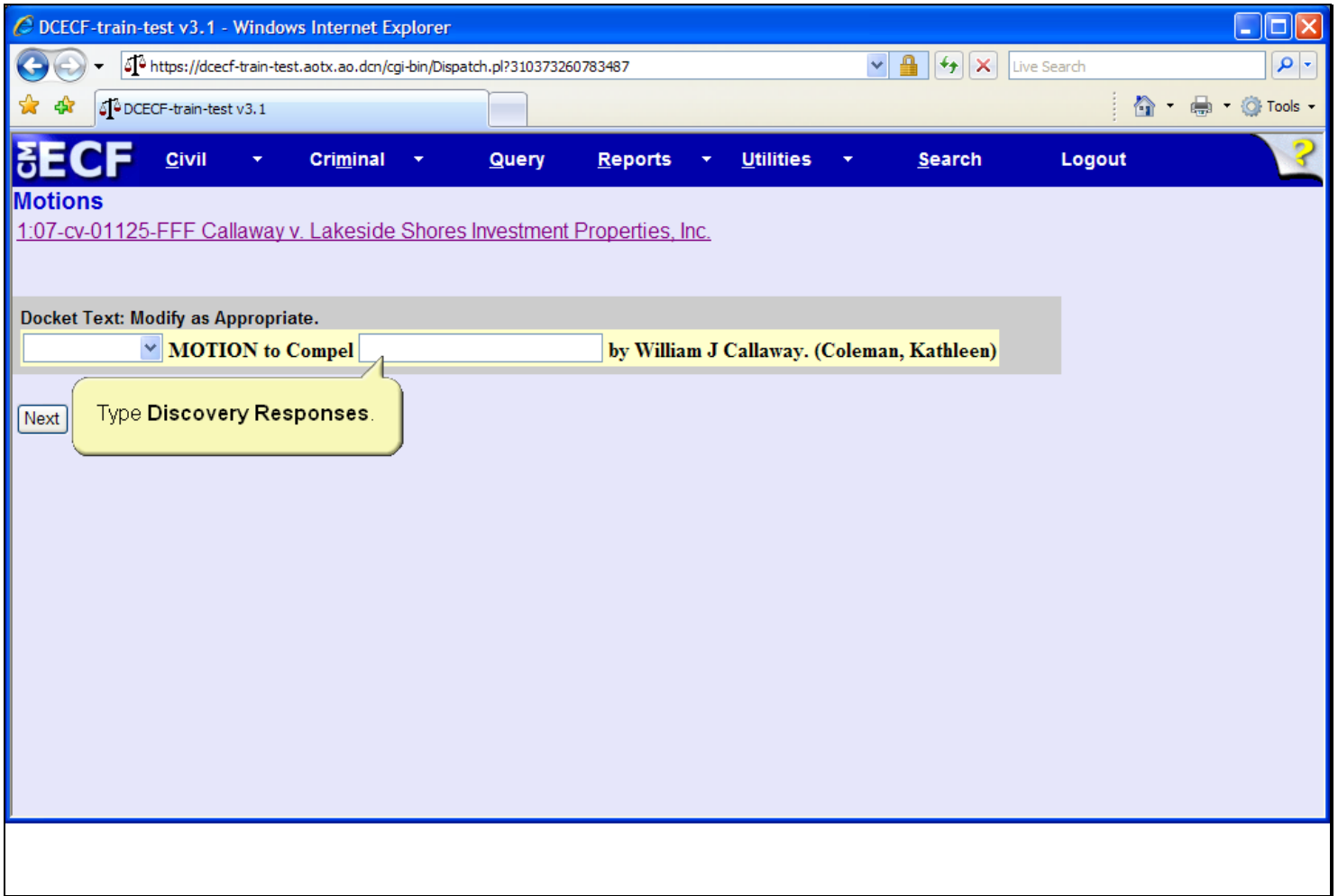
Slide 25 - Slide 25



Slide notes

Prefix text may be used to further define the document being filed, and, if selected, appears in docket text. Prefix text is not required for this docket entry. Click the drop-down arrow again to close the list.

Slide 26 - Docket Text



Slide notes

This screen also allows users to annotate additional docket text in the field provided. Click in the Docket Text field and type Discovery Responses.



Slide 27 - Slide 27

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://dcecf-train-test.aobx.ao.dcn/cgi-bin/Dispatch.pl?310373260783487>. The browser title is "DCECF-train-test v3.1 - Windows Internet Explorer". The page content includes a navigation menu with "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". Below the menu, the page title is "Motions" and the case name is "1:07-cv-01125-FFF Callaway v. Lakeside Shores Investment Properties, Inc.". A docket entry is displayed with the text "Docket Text: Modify as Appropriate." and a dropdown menu showing "MOTION to Compel Discovery Responses" by William J Callaway. (Coleman, Kathleen). A "Next" button is visible, and a yellow callout box points to it with the text "Click Next."

Slide notes

Review the docket entry and then click the Next button.

## Slide 28 - Slide 28

The browser's Back button is used in a live database to return to previous screens. For simulation purposes, the button has been disabled.

Click the **Next** button to continue.

**CM/ECF** Civil Criminal Query Reports Utilities Search Logout

**Motions**

[1:07-cv-01125-FFF Callaway v. Lakeside Shores Investment Properties, Inc.](#)

Docket Text: Final Text

**MOTION to Compel *Discovery Responses* by William J Callaway. (Coleman, Kathleen)**

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

*Source Document Path (for confirmation only):*  
R:\TRN\DC\App\_Class Docs\PDF Files\07-1125\_Motion\_Compel.pdf pages: 1

Next

Click **Next**.

**This is the point of no return!**

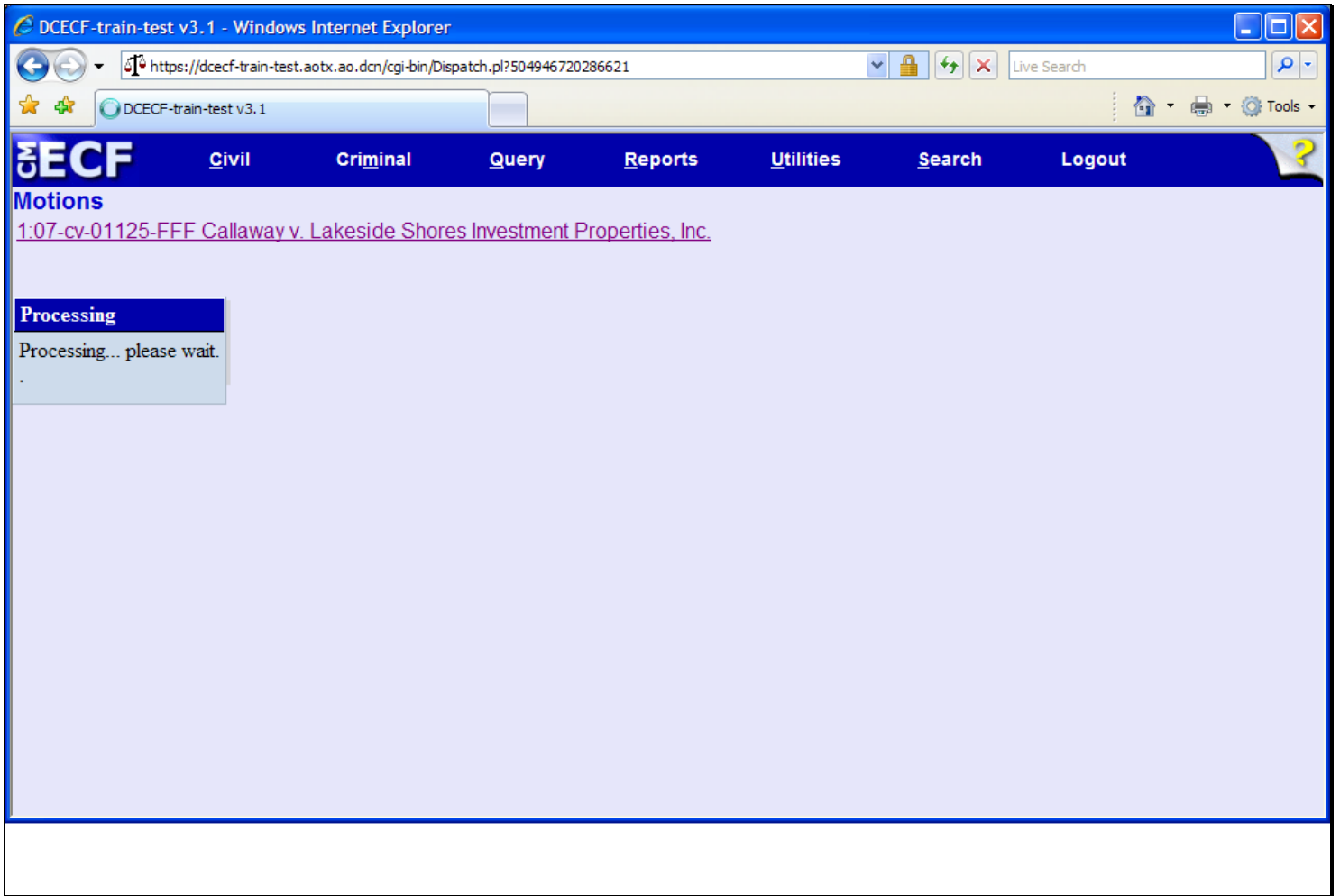
This screen allows you to verify the entry one last time. If necessary, you could click the browser's Back button to return to previous screens.

Clicking the Next button submits the Motion to the court's CM/ECF database and Back button functionality is no longer available.

## Slide notes

The Final Docket Text screen appears. Notice the text you entered on the prior screen appears italicized. This screen allows you to verify the entry one last time and to confirm the association of the PDF document. If corrections are necessary, click the browser's Back button to return to previous screens. Once the Next button is clicked, the motion to compel is submitted to the court's CM/ECF database and Back button functionality is no longer available. Click the Next button to continue.

Slide 29 - Slide 29



Slide notes

Next, the system displays a quick message indicating the docket event is processing.

## Slide 30 - NEF

DCECF-train-test v3.1 - Windows Internet Explorer

https://dcecf-train-test.aotx.aoc.dcn/cgi-bin/Dispatch.pl?504946720286621

DCECF-train-test v3.1

**DCECF** Civil Criminal Query Reports Utilities Search Logout

**Motions**

[1:07-cv-01125-FFF Callaway v. Lakeside Shores Investment Properties, Inc.](#)

U.S. District Court

District Version 3.1 Train\_Test DB - 7/19/07

**Notice of Electronic Filing**

The following transaction was entered by Coleman, Kathleen on 9/14/2007 at 8:53 AM CDT and filed on 9/14/2007

**Case Name:** Callaway v. Lakeside Shores Investment Properties, Inc.

**Case Number:** [1:07-cv-1125](#)

**Filer:** William J Callaway

**Document Number:** [3](#)

**Docket Text:**

[MOTION to Compel Discovery Responses by William J Callaway. \(Coleman, Kathleen\)](#)

1:07-cv-1125 Notice has been electronically mailed to:

Kathleen M Coleman deadmail@support.aotx.uscourts.gov

**The Notice of Electronic Filing screen...**  
(top half of screen)

- serves as notification that the event was accepted by the court's database.
- provides case information and hyperlinks to the Docket Sheet.
- provides a hyperlink to any associated PDF document.
- provides docket text.

Click the **down-arrow**.

## Slide notes

Finally, the Notice of Electronic Filing appears. The Notice of Electronic Filing: serves as notification that the event was accepted by the court's database; provides case information and hyperlinks to the docket sheet; provides a hyperlink to any associated PDF document; and provides docket text. To view the bottom portion of the screen, click the down arrow at the lower right corner of the screen.

## Slide 31 - Slide 31

The following transaction was entered by Coleman, Kathleen on 9/14/2007 at 8:55 AM EDT and filed on 9/14/2007

**Case Name:** Callaway v. Lakeside Shores Investment Properties, Inc.  
**Case Number:** [1:07-cv-1125](#)  
**Filer:** William J Callaway  
**Document Number:** [3](#)

**Docket Text:**  
**MOTION to Compel Discovery Responses by William J Callaway. (Coleman, Kathleen)**

**1:07-cv-1125 Notice has been electronically mailed to:**

Kathleen M Coleman [deadmail@support.aotx.uscourts.gov](mailto:deadmail@support.aotx.uscourts.gov)  
Jeffrey W Hollingsworth [deadmail@support.aotx.uscourts.gov](mailto:deadmail@support.aotx.uscourts.gov)

**1:07-cv-1125 Notice will be delivered by other means to::**

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

**Document description:**Main Document  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP SDS-TRNStamp\_ID=1067290149 [Date=9/14/2007] [FileNumber=65559-0] [4302106ff14bb2bd89bf487760caf44b661a1af384e897c8a56f2df9a62021ef2b

**The Notice of Electronic Filing screen...**  
(bottom half of screen)

- indicates who will and will not receive a Notice of Electronic Filing via email.
- provides associated document information.
- Recommendation: Users should always scroll to the bottom of the NEF screen to verify email notification.

Press the **ENTER** key after viewing this screen.

## Slide notes

The Notice of Electronic Filing also indicates who will and will not receive a Notice of Electronic Filing via email. It also displays the associated document information. It is recommended that users always scroll to the bottom of the NEF to verify email notification. Press the Enter key on your keyboard when you have completed viewing this screen.

J3 NOTES: Add NEF (bottom) Information Box      Additional images used to cover incorrect NEF text.

## Summary

This concludes the simulation on Filing a Motion.

You should now be able to:

locate and select motion events.

select the appropriate party filer.

associate and create a hyperlink to a PDF document.

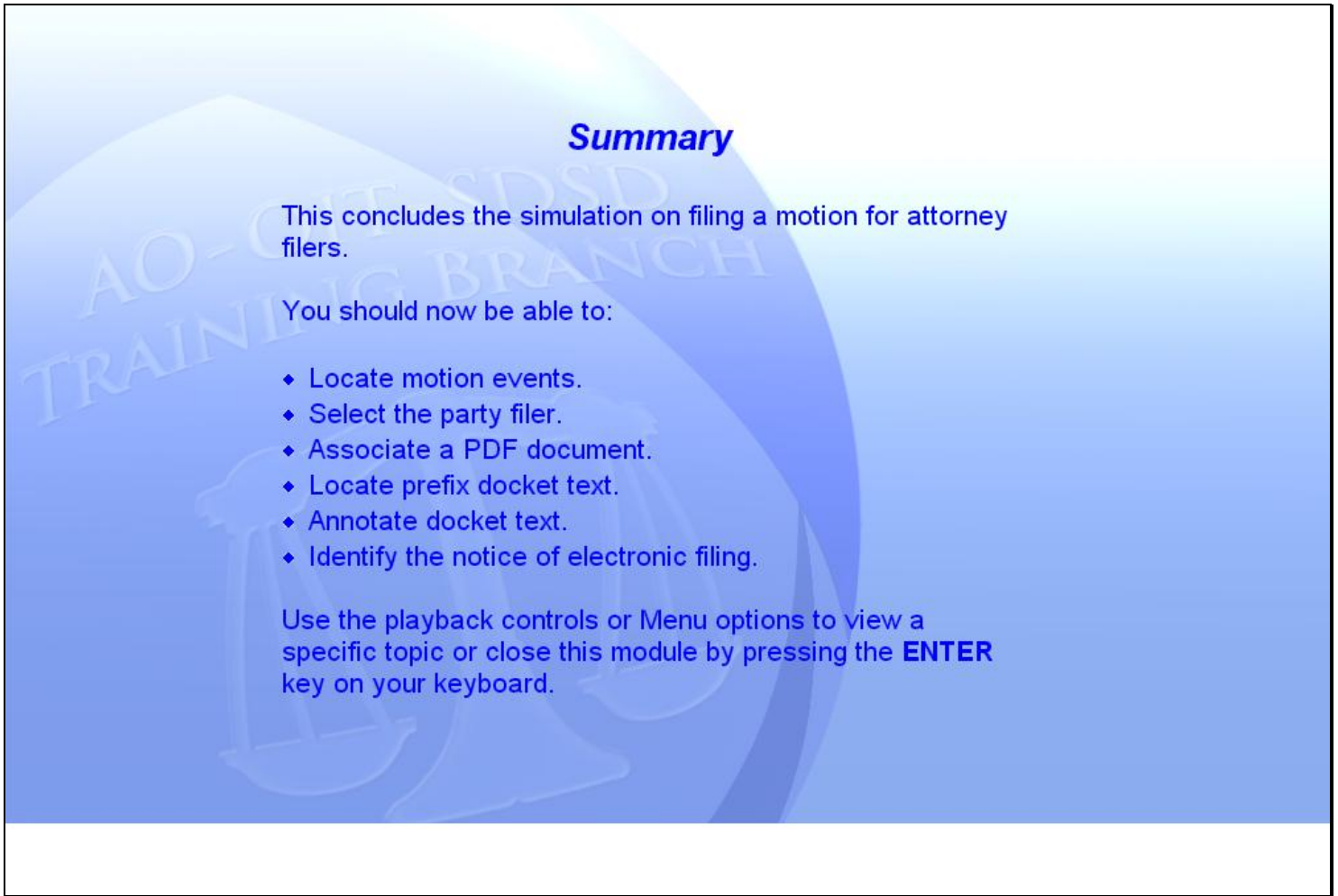
annotate docket text.

identify the Notice of Electronic Filing.

EXIT SLIDE:

Thank you for viewing the module on Filing a Motion for Attorney Filers.

## Slide 32 - Summary

The slide features a blue gradient background with a faint watermark of a scale of justice and the text "AO-CIT CDSD TRAINING BRANCH". The word "Summary" is written in a bold, blue, italicized font at the top right. Below it, the text "This concludes the simulation on filing a motion for attorney filers." is displayed. This is followed by "You should now be able to:" and a bulleted list of five tasks. At the bottom, instructions on using playback controls and the ENTER key are provided.

**Summary**

This concludes the simulation on filing a motion for attorney filers.

You should now be able to:

- ◆ Locate motion events.
- ◆ Select the party filer.
- ◆ Associate a PDF document.
- ◆ Locate prefix docket text.
- ◆ Annotate docket text.
- ◆ Identify the notice of electronic filing.

Use the playback controls or Menu options to view a specific topic or close this module by pressing the **ENTER** key on your keyboard.

**Slide notes**

This concludes the module on filing a motion for attorney filers. You should now be able to: locate motion events; select the party filer; associate a PDF document; locate prefix docket text; annotate docket text; and identify the Notice of Electronic Filing.

Use the playback controls or Menu options to view a specific topic, or close this module by pressing the ENTER key on your keyboard.