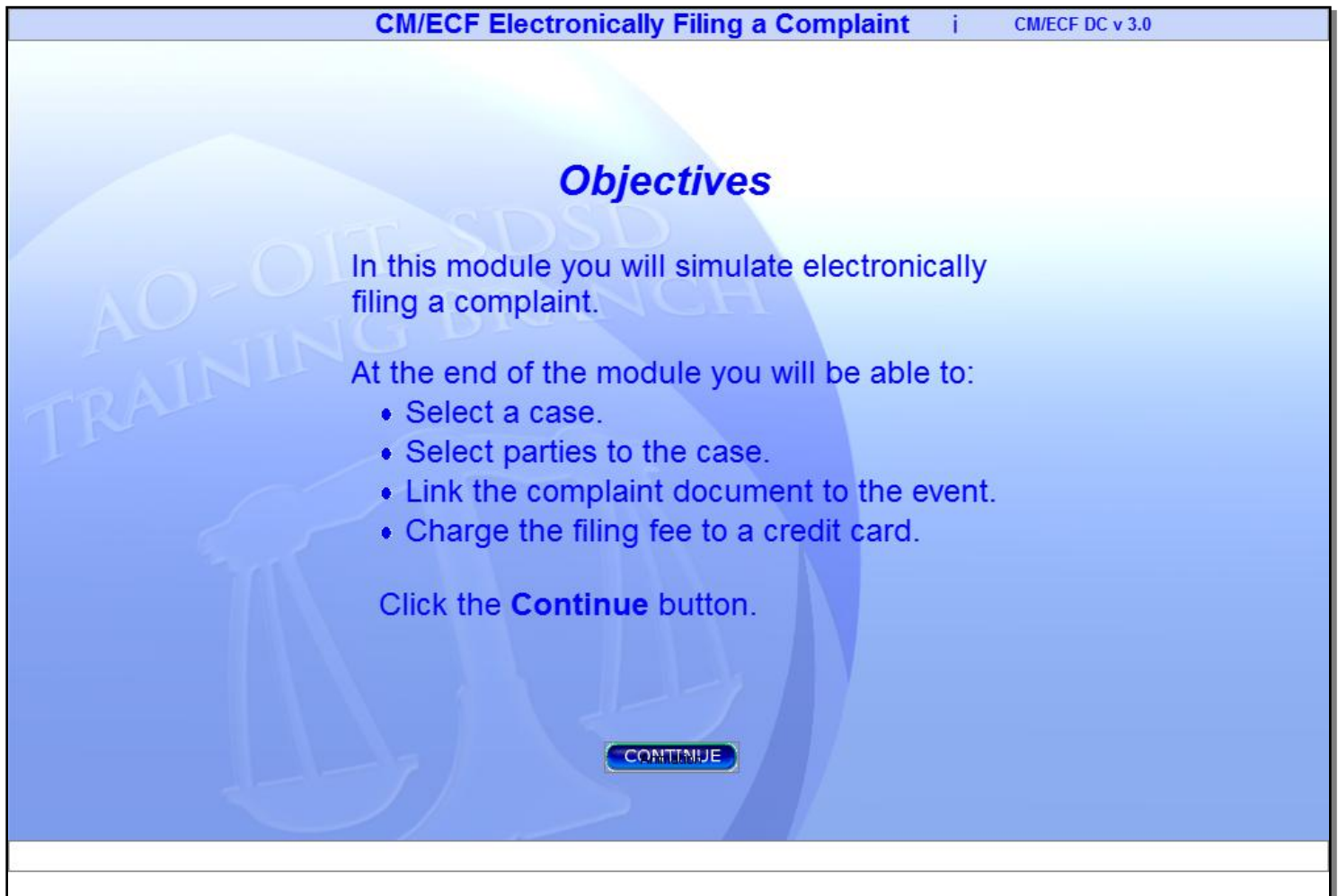


Slide 2 - Objectives

The slide features a blue gradient background with a faint watermark of a scale of justice and the text "AO-OIT SDSD TRAINING BRANCH". At the top, a header bar contains the text "CM/ECF Electronically Filing a Complaint" and "CM/ECF DC v 3.0". The main content is centered and includes the title "Objectives", a paragraph about simulating the filing process, a list of four objectives, and a "Continue" button.

CM/ECF Electronically Filing a Complaint i CM/ECF DC v 3.0

Objectives

In this module you will simulate electronically filing a complaint.

At the end of the module you will be able to:

- Select a case.
- Select parties to the case.
- Link the complaint document to the event.
- Charge the filing fee to a credit card.

Click the **Continue** button.

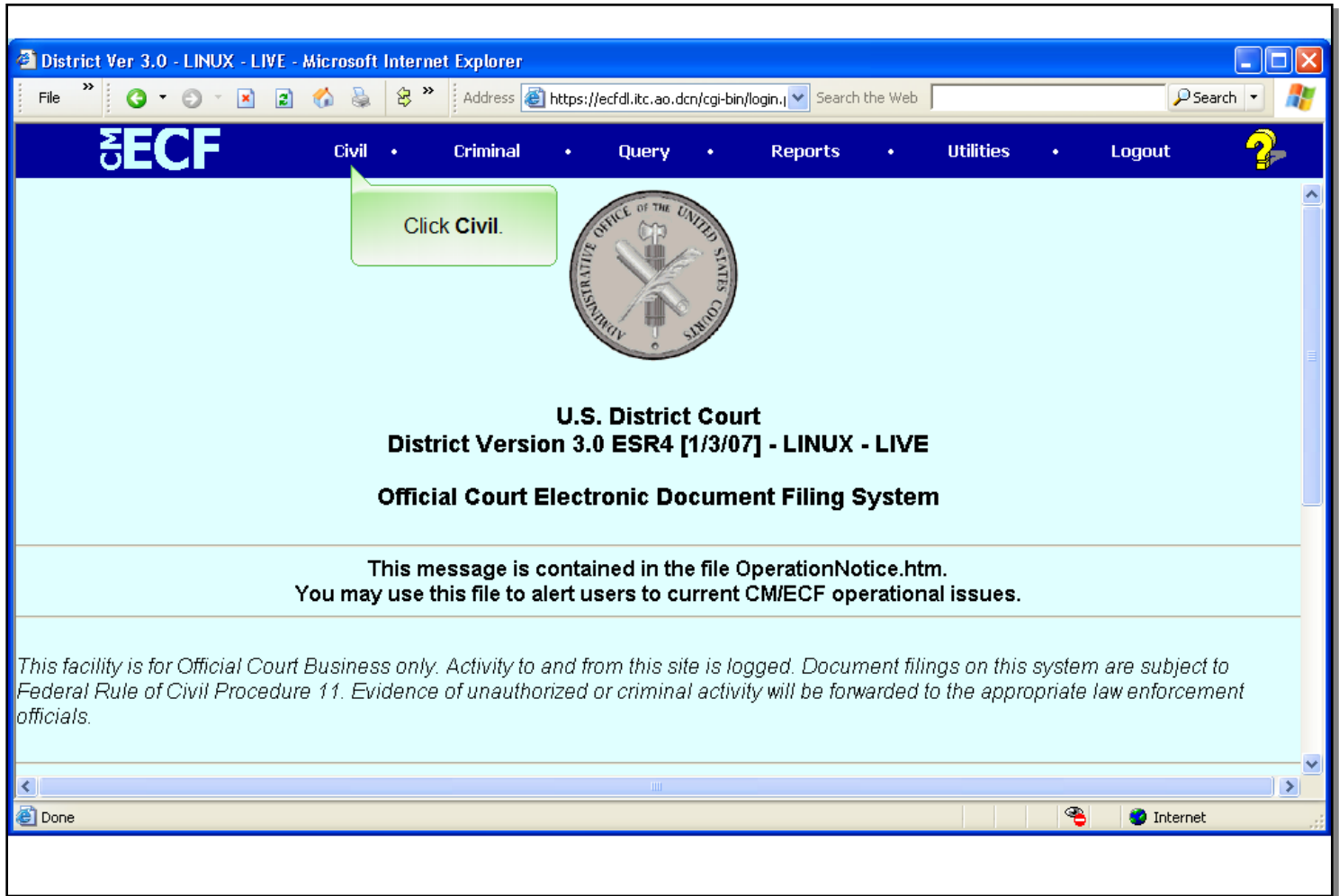
CONTINUE

Slide notes

In this module you will simulate electronically filing a complaint. At the end of the module you will be able to: select a case; select parties to the case; link the complaint document to the event; and charge the filing fee to a credit card.

Click the Continue button to begin.

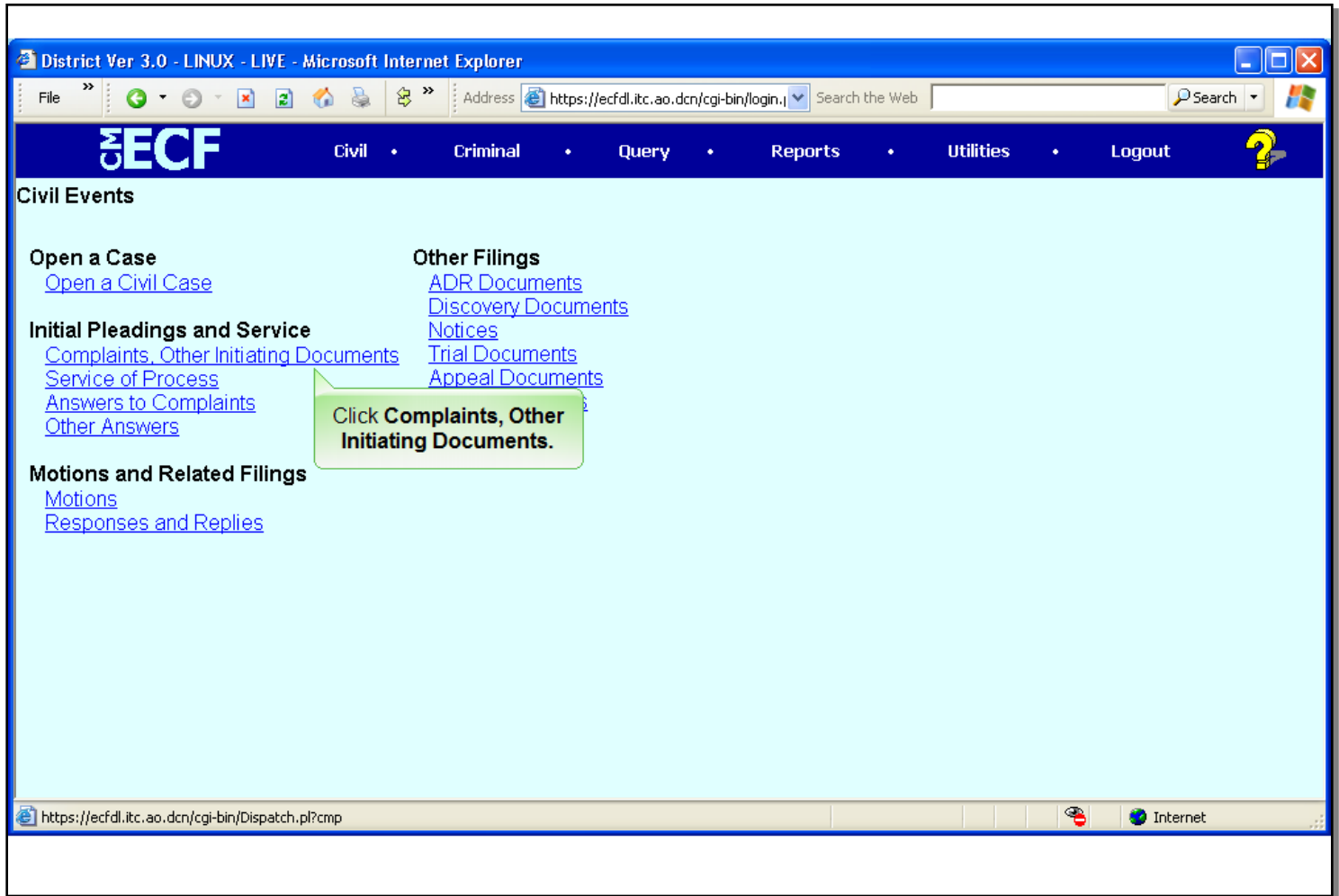
Slide 3 - Slide 3



Slide notes

From the CM/ECF Main Menu screen, select Civil. Click Civil on the horizontal menu.

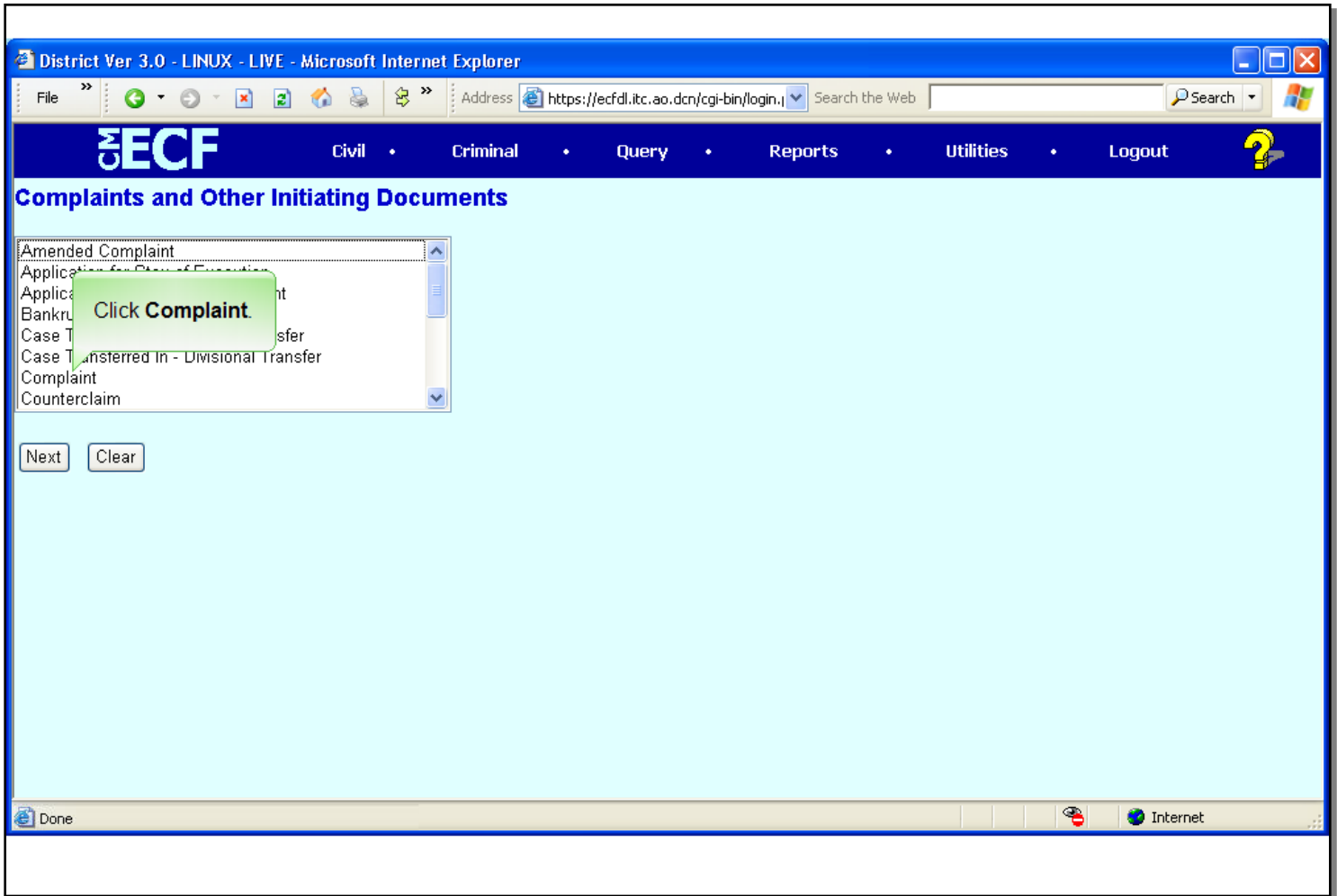
Slide 4 - Slide 4



Slide notes

The Civil Events main menu screen appears. This menu presents a list of events that can be electronically filed. From the list, click Complaints and Other Initiating Documents.

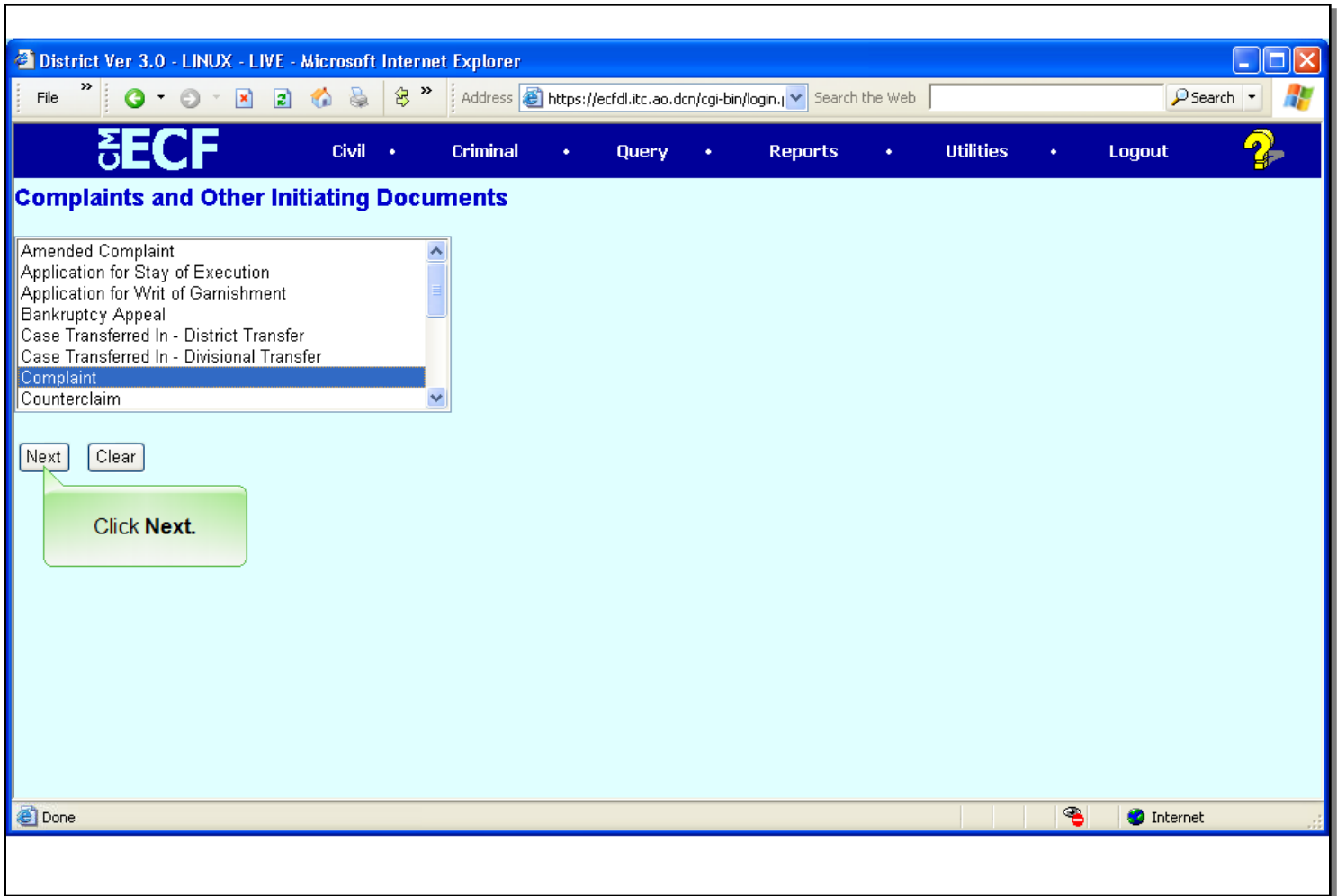
Slide 5 - Slide 5



Slide notes

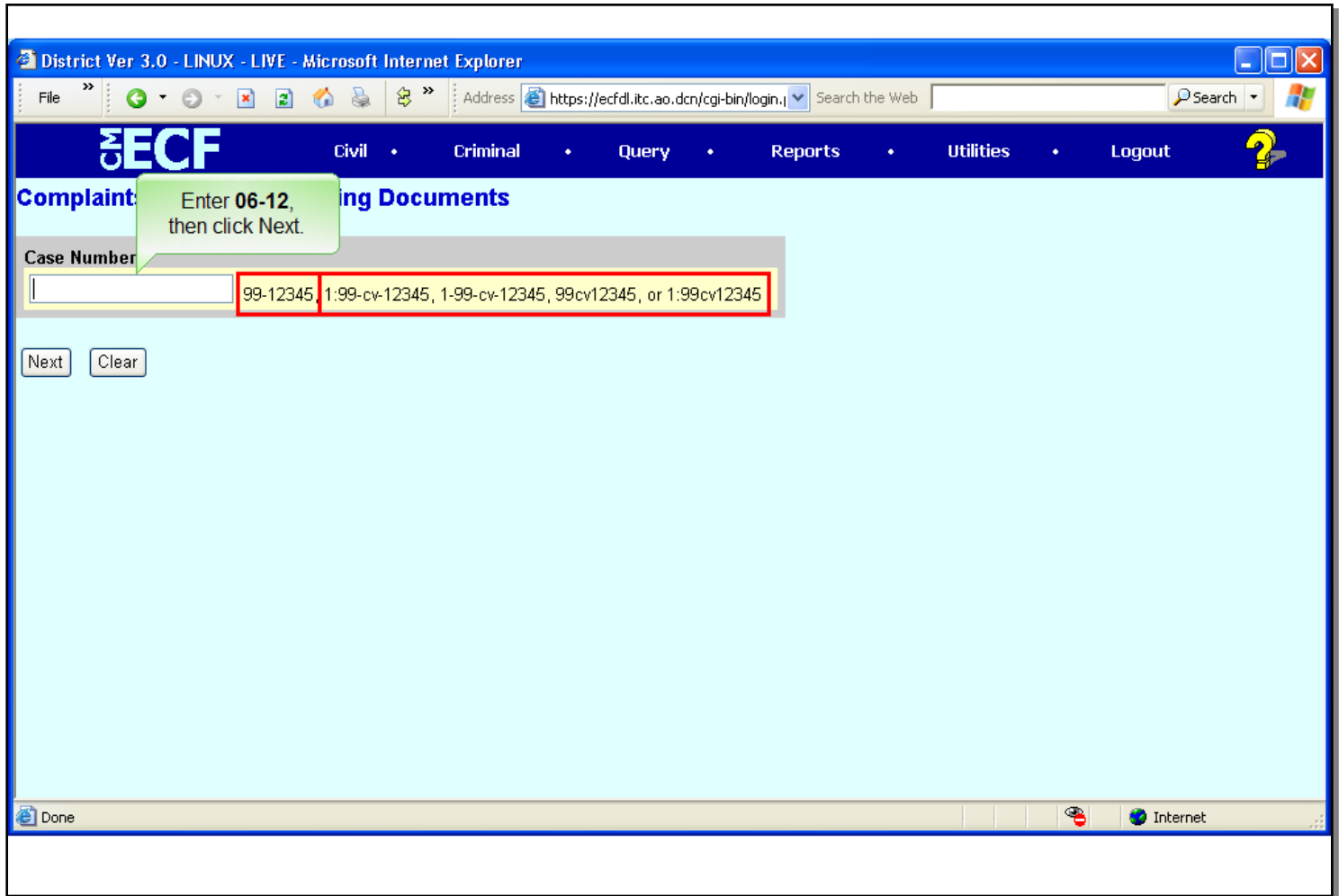
This scroll box presents a list of the various documents that could initiate a Civil case. Since the Complaint event is already in view, it is not necessary to scroll the list. Select the Complaint event. Click on the Complaint event, then click Next to continue.

Slide 6 - Slide 6



Slide notes

Slide 7 - Slide 7



Slide notes

Next you are prompted for the case number in which the complaint is to be filed. Notice there are several formats in which the case number can be entered. The format of year-sequential number is the simplest format, and the one we will use in this training module. Enter the case number of 06-12, then click the Next button to continue.

Slide 8 - Slide 8

District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer

File » Address <https://ecfdl.itc.ao.dcn/cgi-bin/login.> Search the Web Search

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

Complaints and Other Initiating Documents

Click the **check-box** for Miller v. James.

Please enter the case number and select the appropriate case below.
Please select the case that matches the number entered; select the appropriate case below.

0: 06-cv-00012-DCD-SGS - Miller v. James
 1: 06-cv-00012 - Boyd v. Bartok

Next Clear

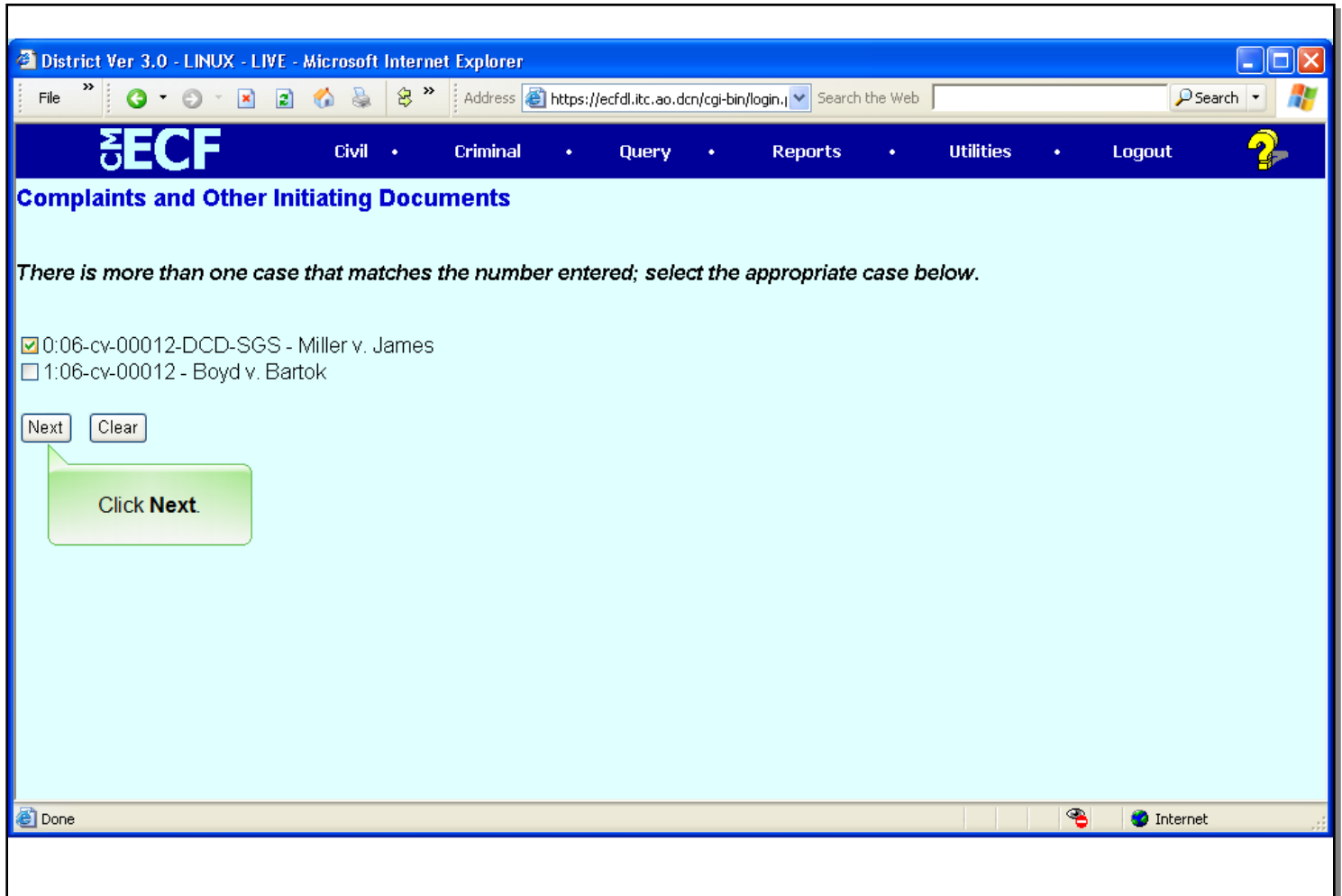
Done Internet

Slide notes

If the full case number, that is, division, year, case type and sequence number, is not entered, there is a possibility that more than one case will be returned. In this example, there are two cases with the root number of 06-12. The difference in the 'divisional office' number makes each case unique, and therefore requires you to select the appropriate case.

Select the case Miller v. James by clicking the checkbox to the left of Miller v. James, and then click the Next button to continue.

Slide 9 - Slide 9



Slide notes

Slide 10 - Slide 10

District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer

File » Address <https://ecfdl.itc.ao.dcn/cgi-bin/login.> Search the Web Search

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

Complaints and Other Initiating Documents

[0:06-cv-00012-DCD-SGS Miller v. James](#)

Select the filer.

Select the Party:

James, Cassidy [Defendant]
Miller, Lane [Plaintiff]

[Add/Create New Party](#)

Click Lane Miller.

Case number hyperlink

Next Clear

Done Internet

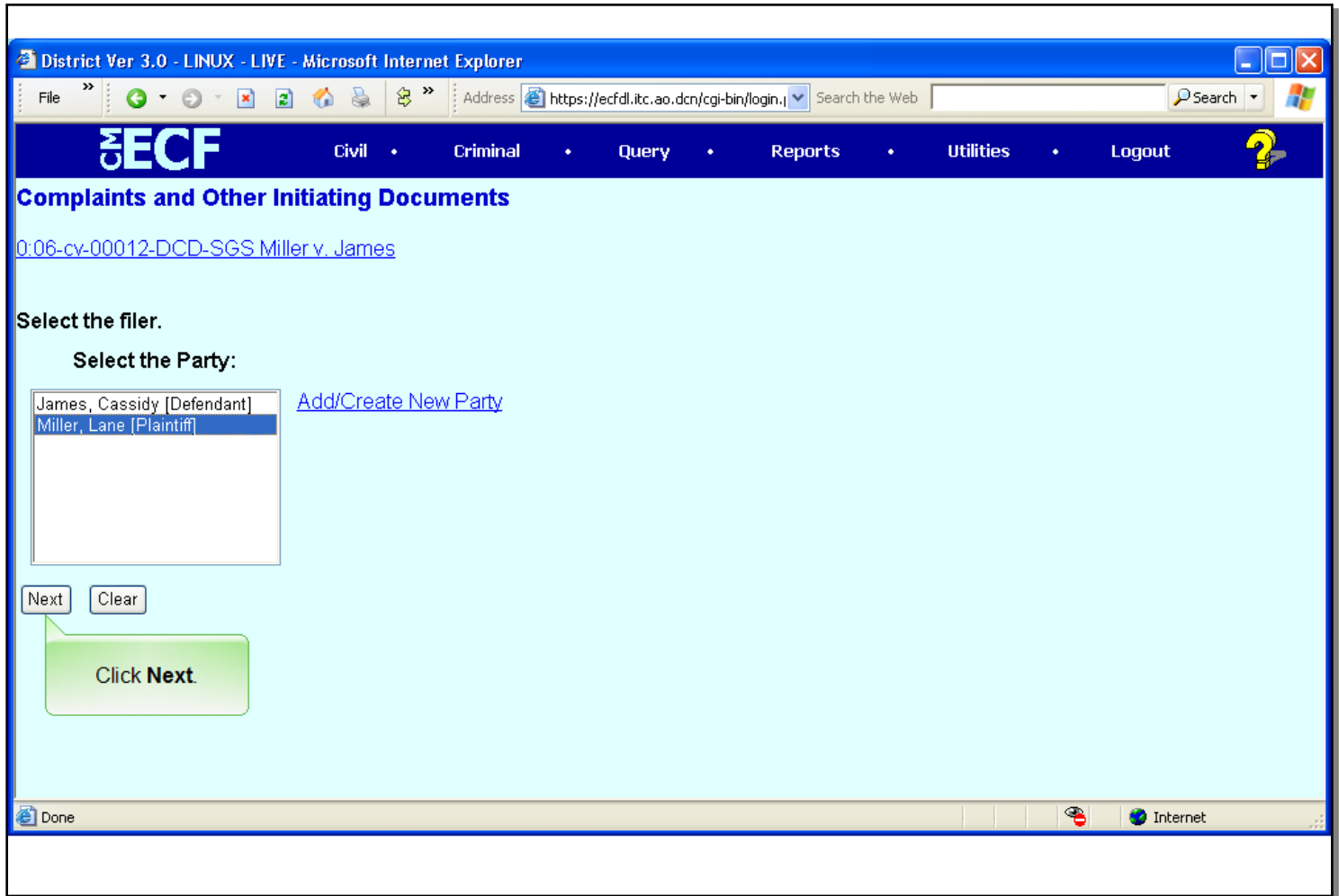
Slide notes

Once the case has been entered and verified, you are prompted to Select the filer of the complaint. Be careful when selecting the party. Parties on the case are listed in alphabetical order, not role type order. Therefore, the plaintiff will not necessarily be at the top of the list.

Notice, the case hyperlink at the top of the page. This link will appear on all subsequent screens and can be used at anytime to view a docket sheet for the case. However, clicking this link will require you to enter your PACER login and password and the applicable PACER fees will be accessed.

Select Lane Miller as the filing party by clicking the party name, then click next.

Slide 11 - Slide 11



Slide notes

Slide 12 - Slide 12

District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer

File » Address <https://ecfdl.itc.ao.dcn/cgi-bin/login.j> Search the Web Search

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

Complaints and Other Initiating Documents

[0:06-cv-00012-DCD-SGS Miller v. James](#)

Please select the party that this filing is against.

Click Cassidy James.

Select Select a Group:

[Add/Create New Party](#)

No Group
 All Defendants
 All Plaintiffs
 All Parties

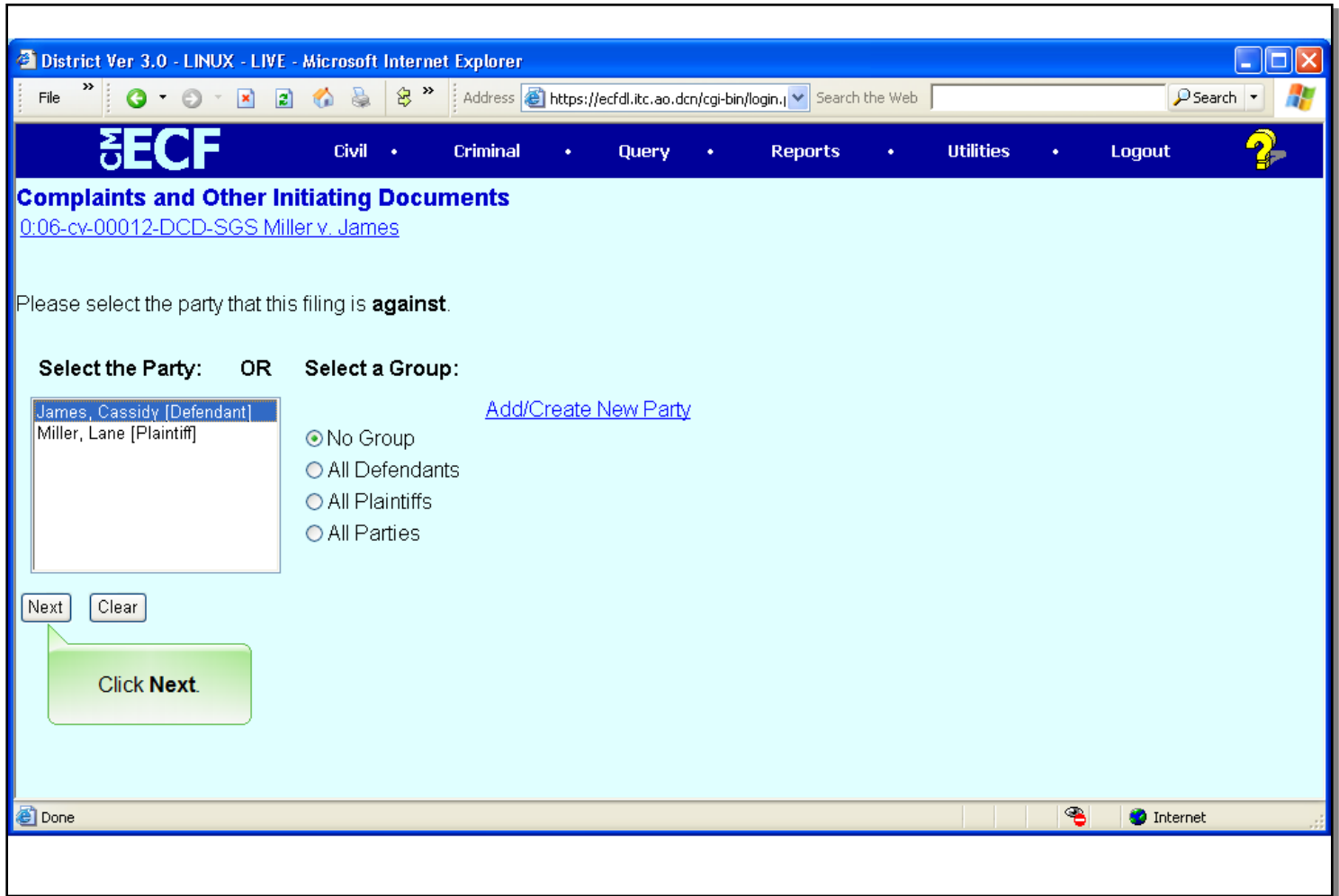
Done Internet

Slide notes

Once the filing party has been selected, you will be prompted to Select the party against whom the complaint is being filed. If the complaint is against multiple parties, each party can be selected individually from the party list or the 'All Defendants' radio button at the right of the party list can be selected. If the defendants are selected individually, the final docket text will include the names of each of the defendants selected. If the 'all defendants' radio button is selected, the docket text will say 'against all defendants' instead of individual party names.

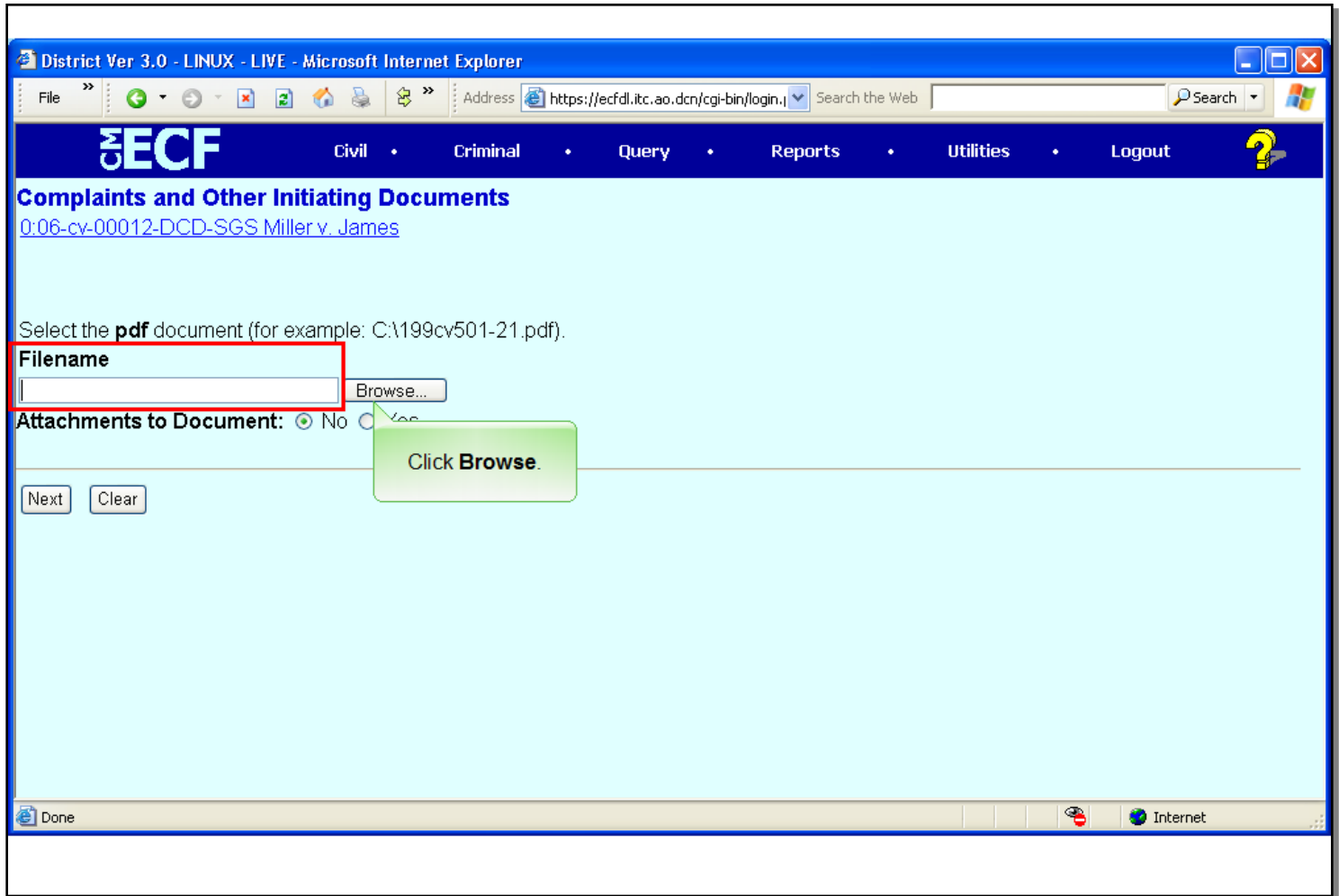
Select the defendant, Cassidy James, then click Next.

Slide 13 - Slide 13



Slide notes

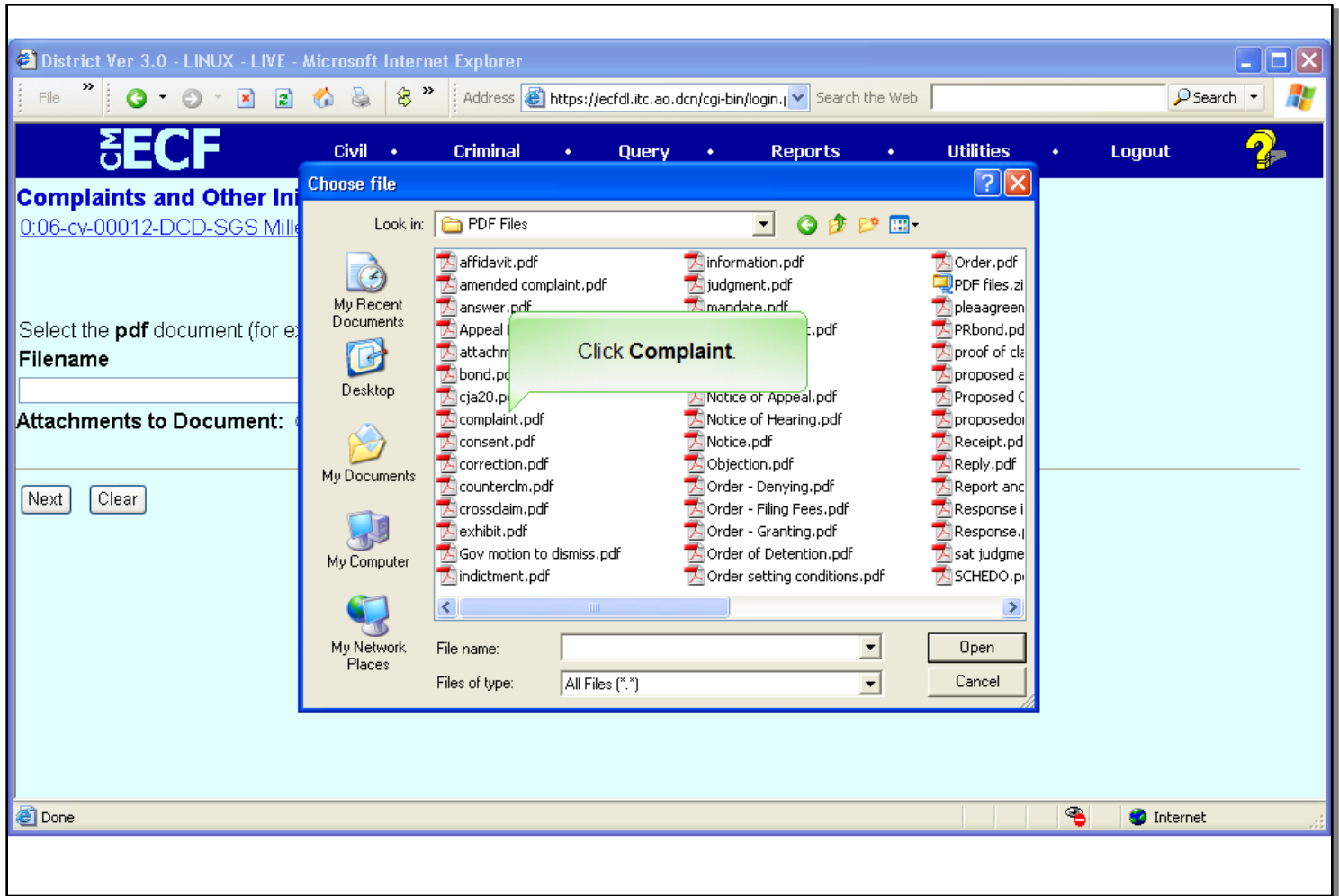
Slide 14 - Slide 14



Slide notes

Next you are prompted to associate an electronic version of the complaint with this event. The Filename field must contain the path and filename of the associated document. You may type in the entire path and filename if you know it, or use the Browse button to navigate to the file on your computer. For this exercise, we will navigate to the file. Click the browse button.

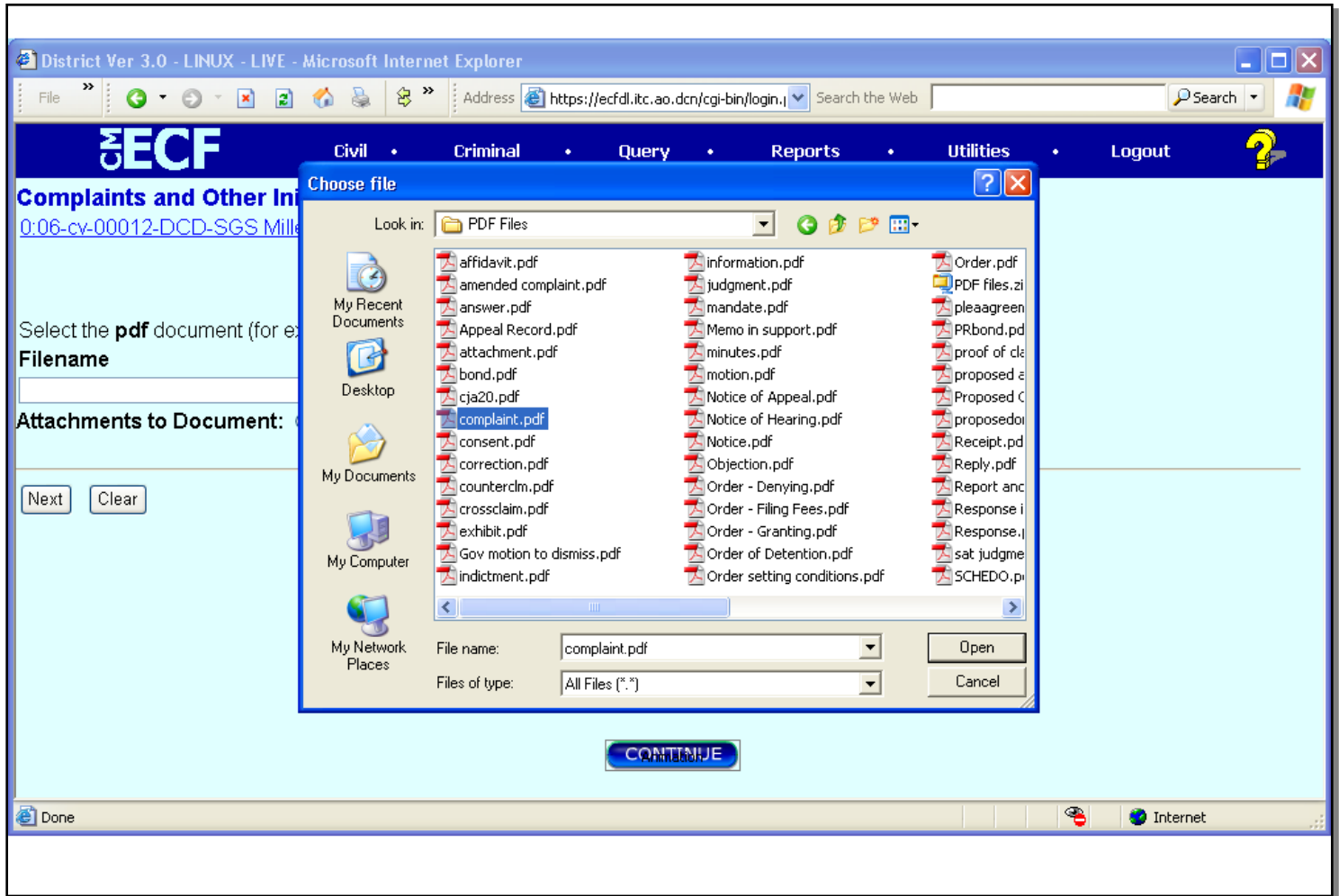
Slide 15 - Slide 15



Slide notes

If this next screen does not show the document you want to associate with the event, it will be necessary to navigate to the folder on your computer where the document resides. For this example we will assume we are in the correct folder. Remember, any document associated with the event must be in PDF format to be accepted by CM/ECF. Click to select the Complaint.

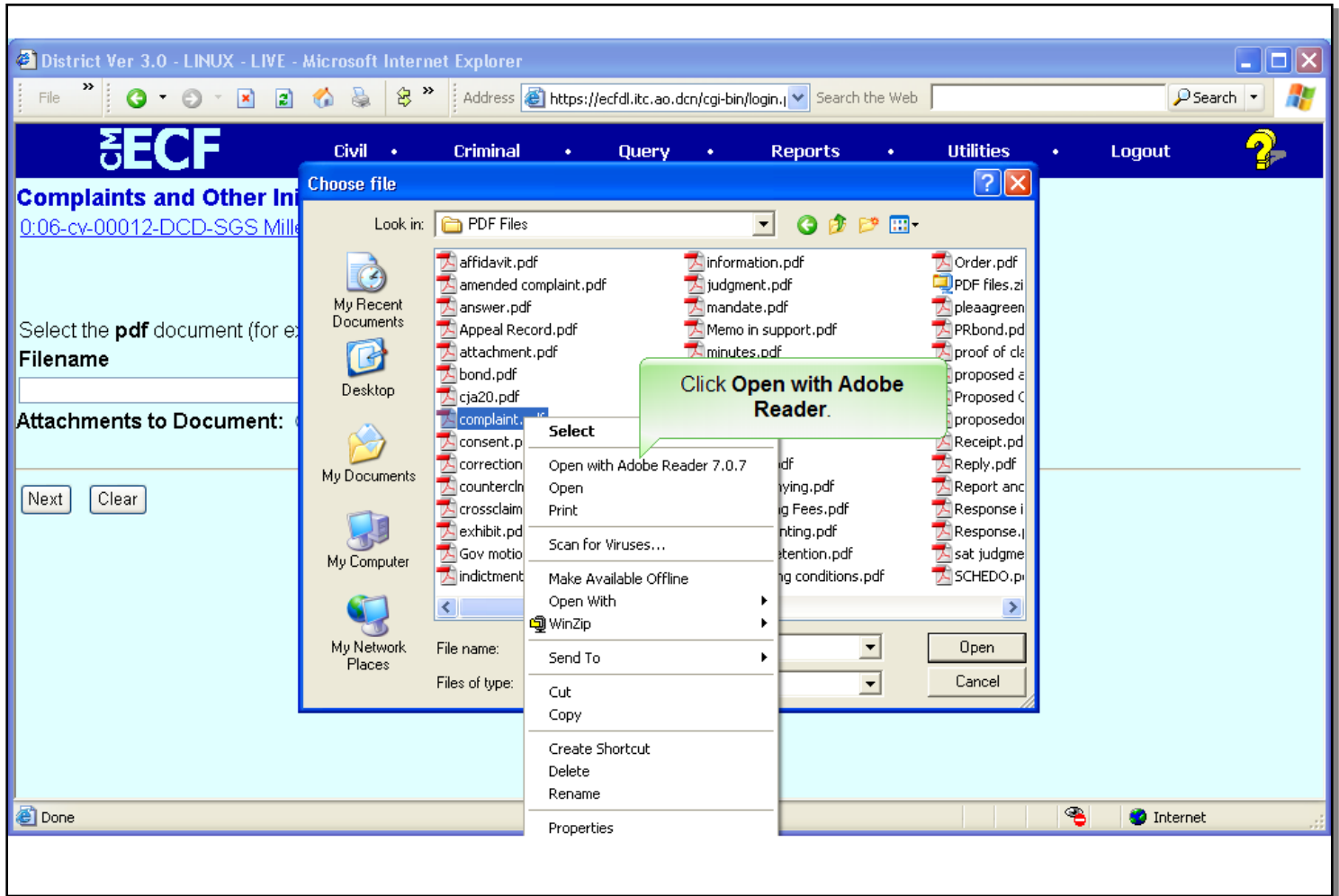
Slide 16 - Slide 16



Slide notes

It is always a good idea to view the contents of the selected document to be sure it is the one you really want. At your computer, you would open the document with the Acrobat Reader, by right clicking on the document. However, in this learning module we will simulate the right click for you when you click on the Continue button on the screen. Click the Continue button.

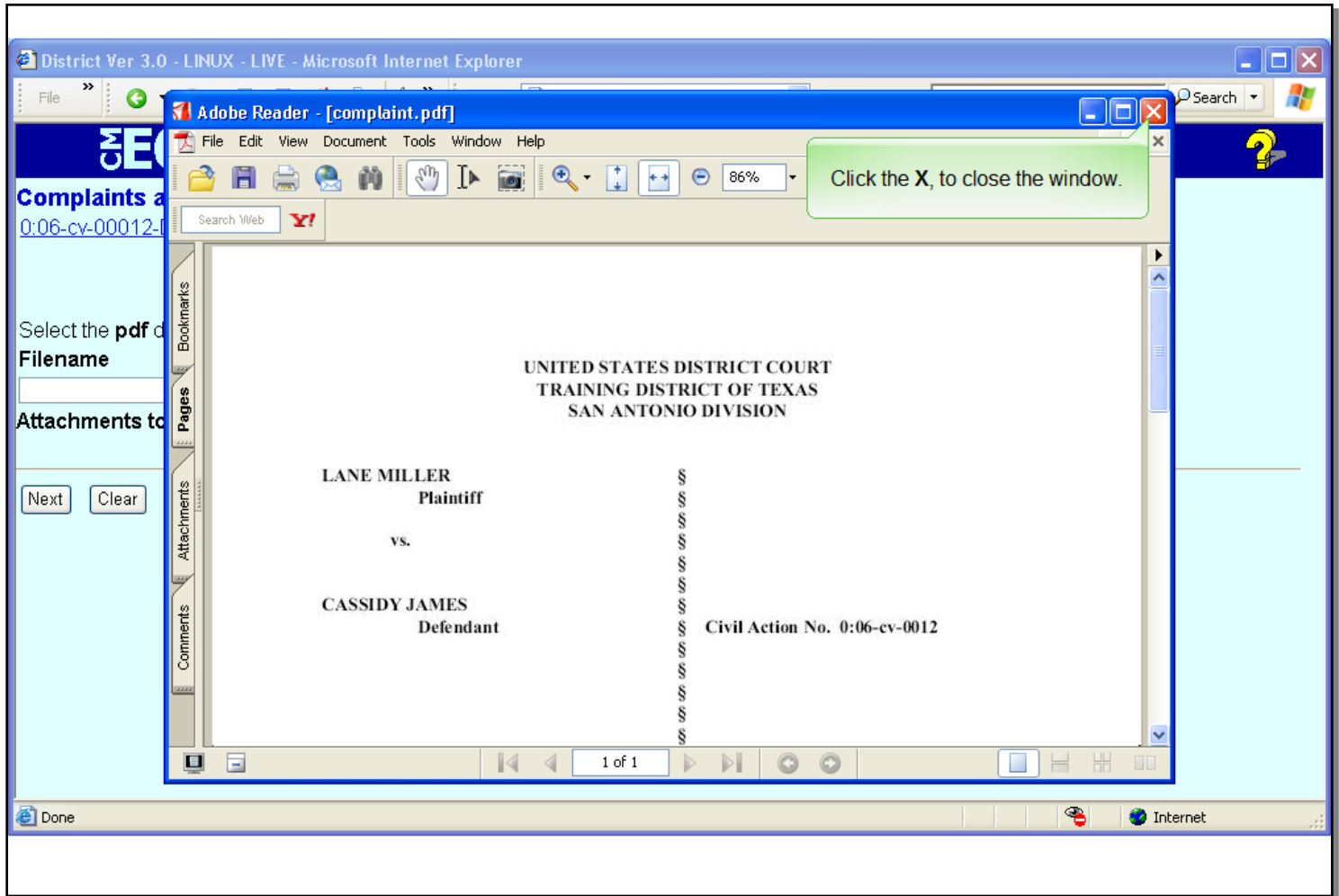
Slide 17 - Slide 17



Slide notes

From the pop-up menu, click Open with Adobe Reader.

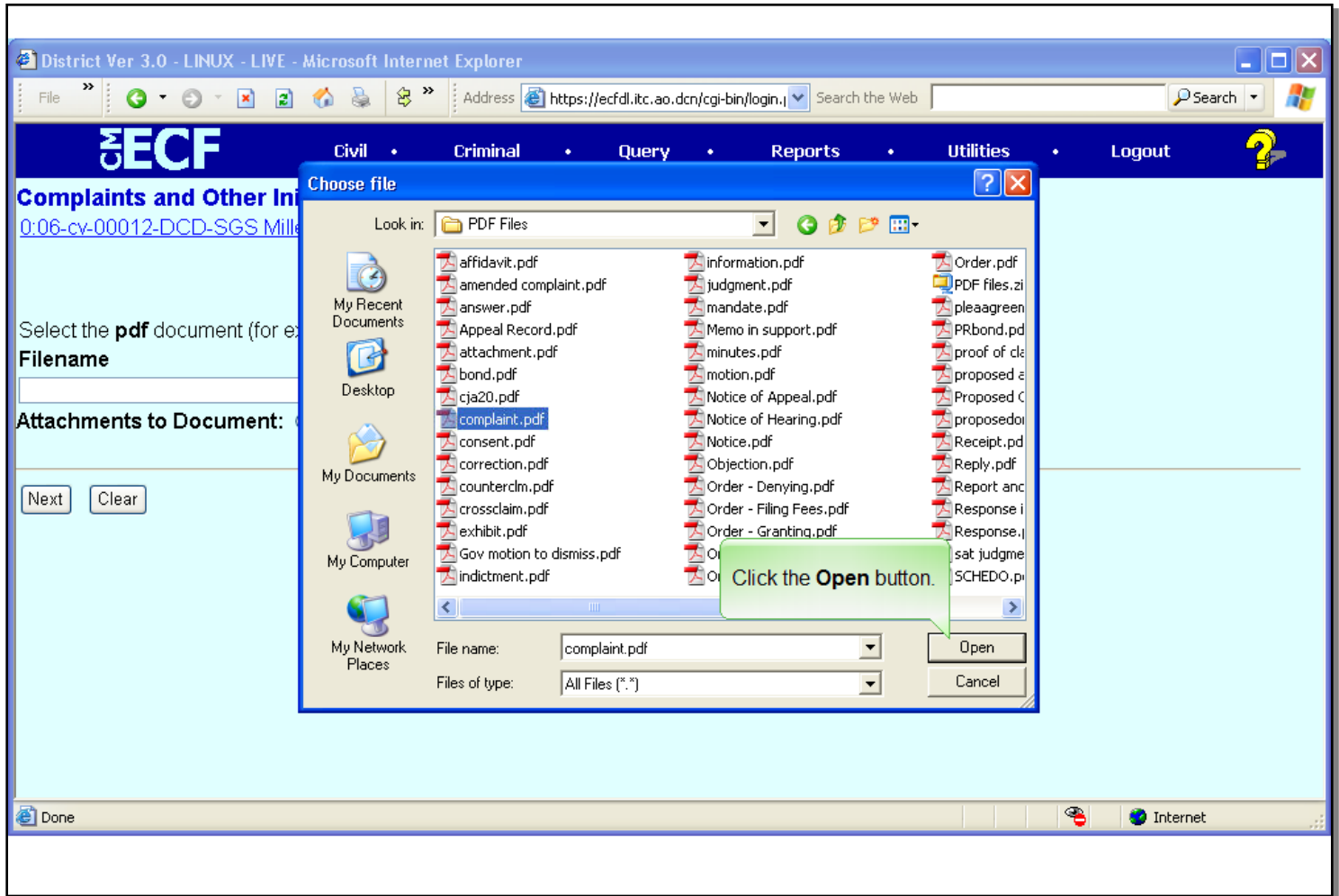
Slide 18 - Slide 18



Slide notes

The contents of the document are displayed. Verify this is the correct document and then close the Adobe Reader window. Click the X in the upper right corner of the window.

Slide 19 - Slide 19



Slide notes

To complete the document selection process, click the Open button.

Slide 20 - Slide 20

District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer

File >> << < > >> >> Address <https://ecfdl.itc.ao.dcn/cgi-bin/login.> Search the Web Search

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

Complaints and Other Initiating Documents

[0:06-cv-00012-DCD-SGS Miller v. James](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

O:\DC\PDF Files\complaint.pdf

Attachments to Document: No Yes

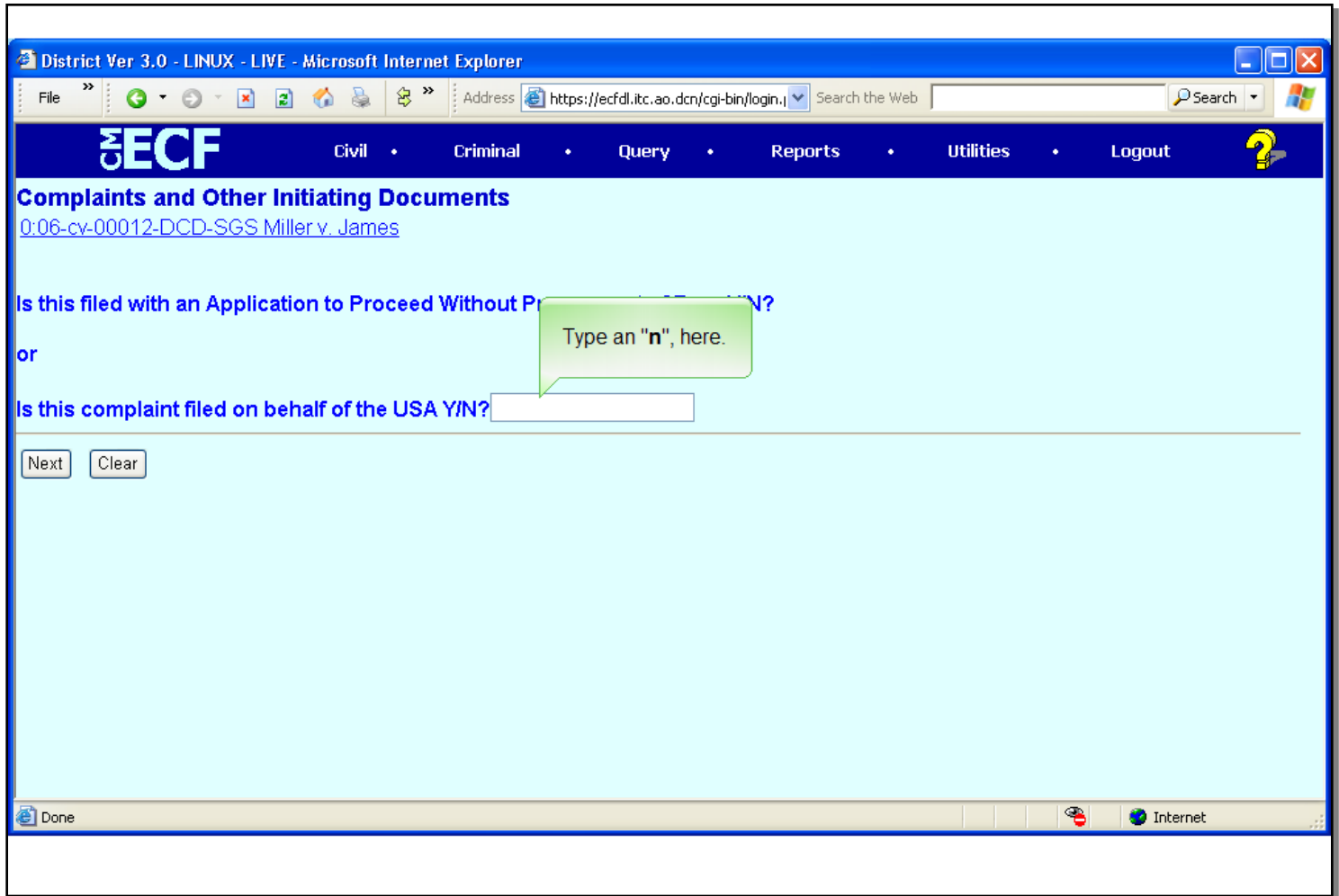
Click the **Next** button.

Done Internet

Slide notes

The Filename field is filled in with the path and document filename. You now have an opportunity to add additional supporting documents to the event. If there are other supporting documents to be included with the complaint, click the 'Yes' radio button to the right of the Attachments to Document prompt to add those documents. For this exercise there are no additional attachments. Now that the main document has been selected, click the Next button to continue.

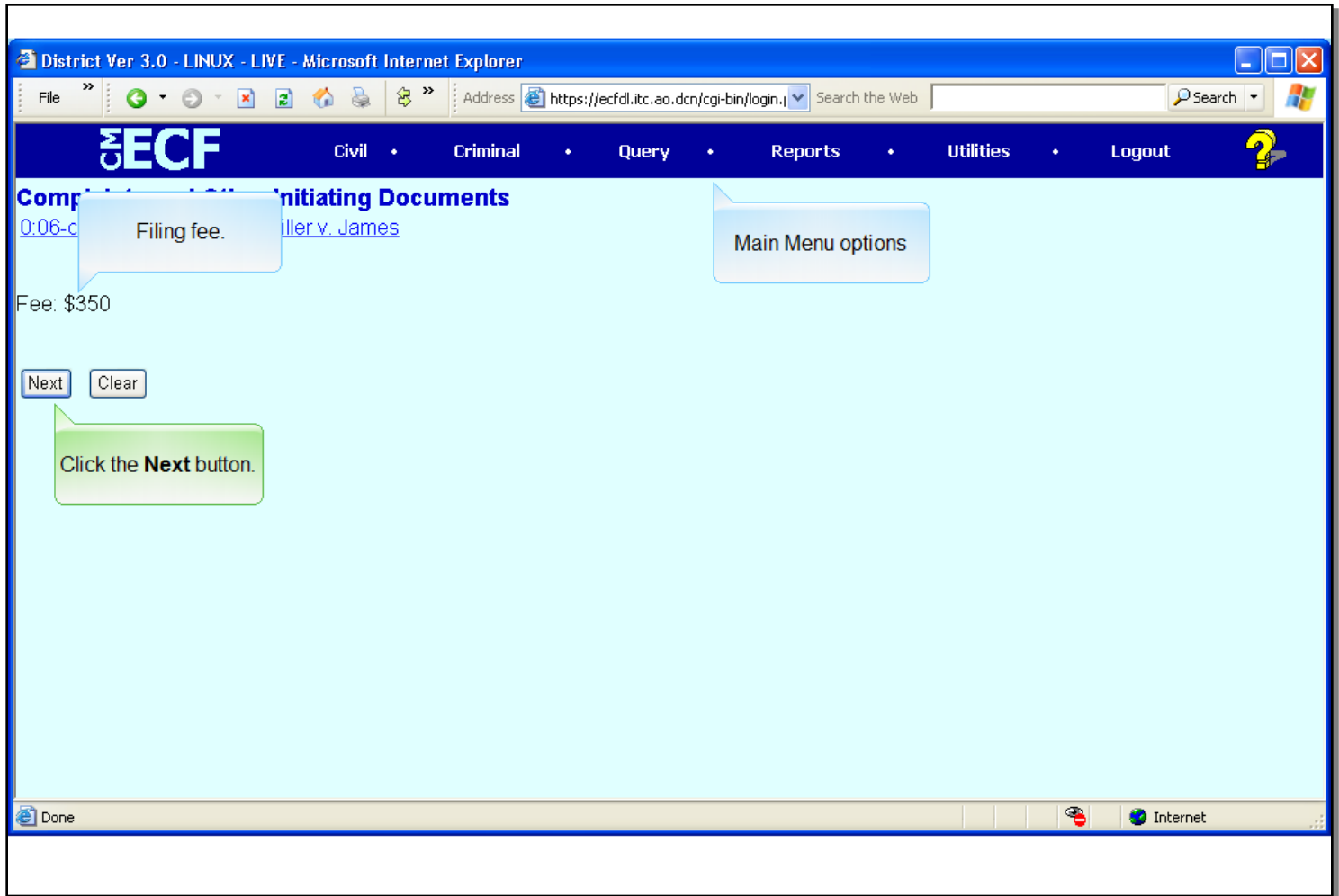
Slide 21 - Slide 21



Slide notes

Not all attorneys will need to pay the filing fee via the internet. Therefore, you are asked the question "Is this filing with an Application to Proceed Without Prepayment of Fees Y/N?". If you answer 'Y' to this prompt, it is assumed this is an IFP filing or that you are filing on behalf of the USA, and all payment information will be skipped. For this module enter 'n' at the prompt and then click the Next button.

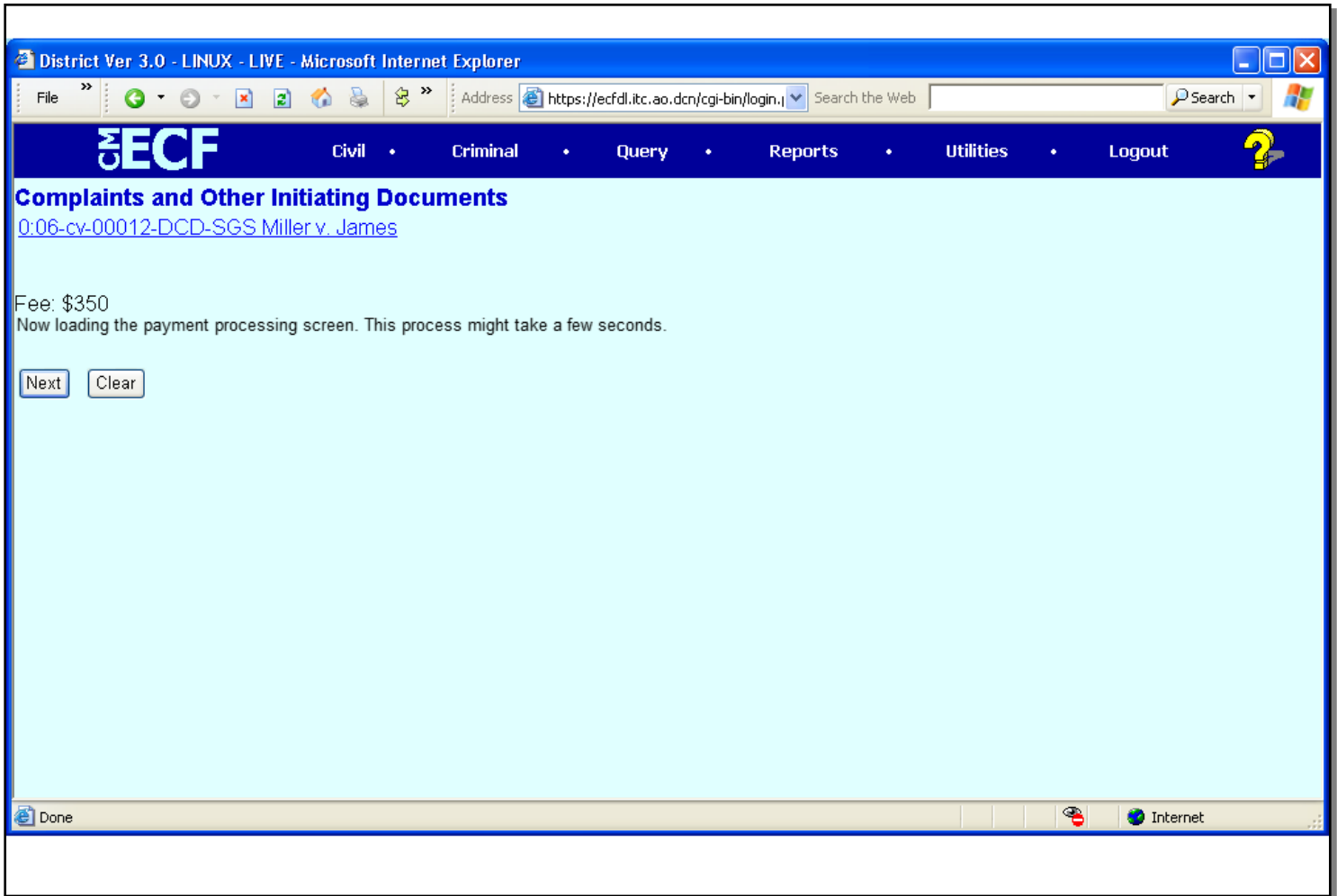
Slide 22 - Slide 22



Slide notes

The application will display the default amount for the filing fee. This is the amount that will be charged to your credit card at the completion of this event. The amount cannot be modified. If you believe the amount to be incorrect, cancel the event by clicking on any main menu option and contact the court. For this exercise, accept the \$350 fee by clicking the Next button to continue.

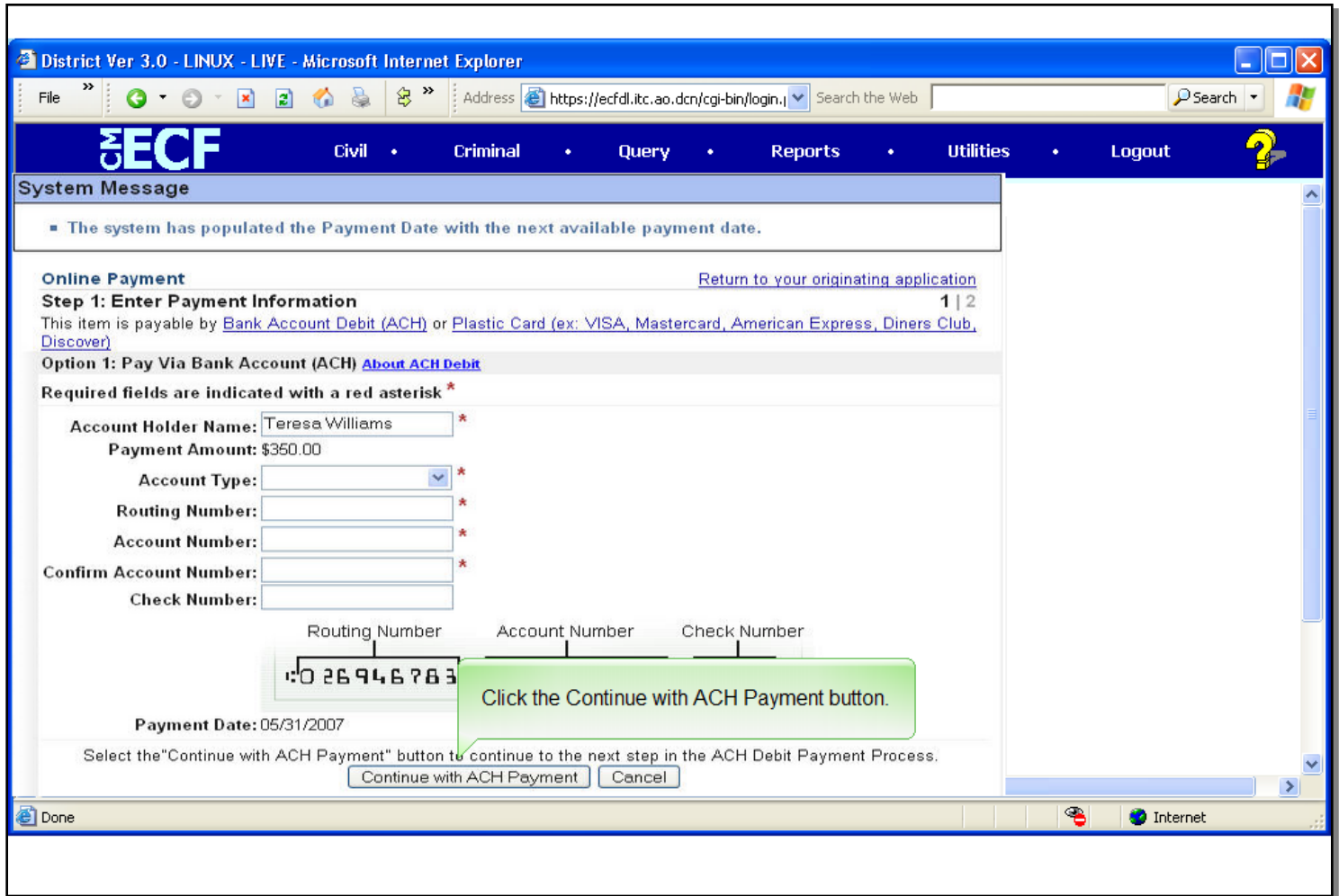
Slide 23 - Slide 23



Slide notes

Once the filing fee amount has been accepted, a message will be displayed indicating the payment processing screen is being loaded. At this point, you will be redirected from CM/ECF to the Pay.gov Internet site for entry and approval of the charge of the filing fee to your credit card.

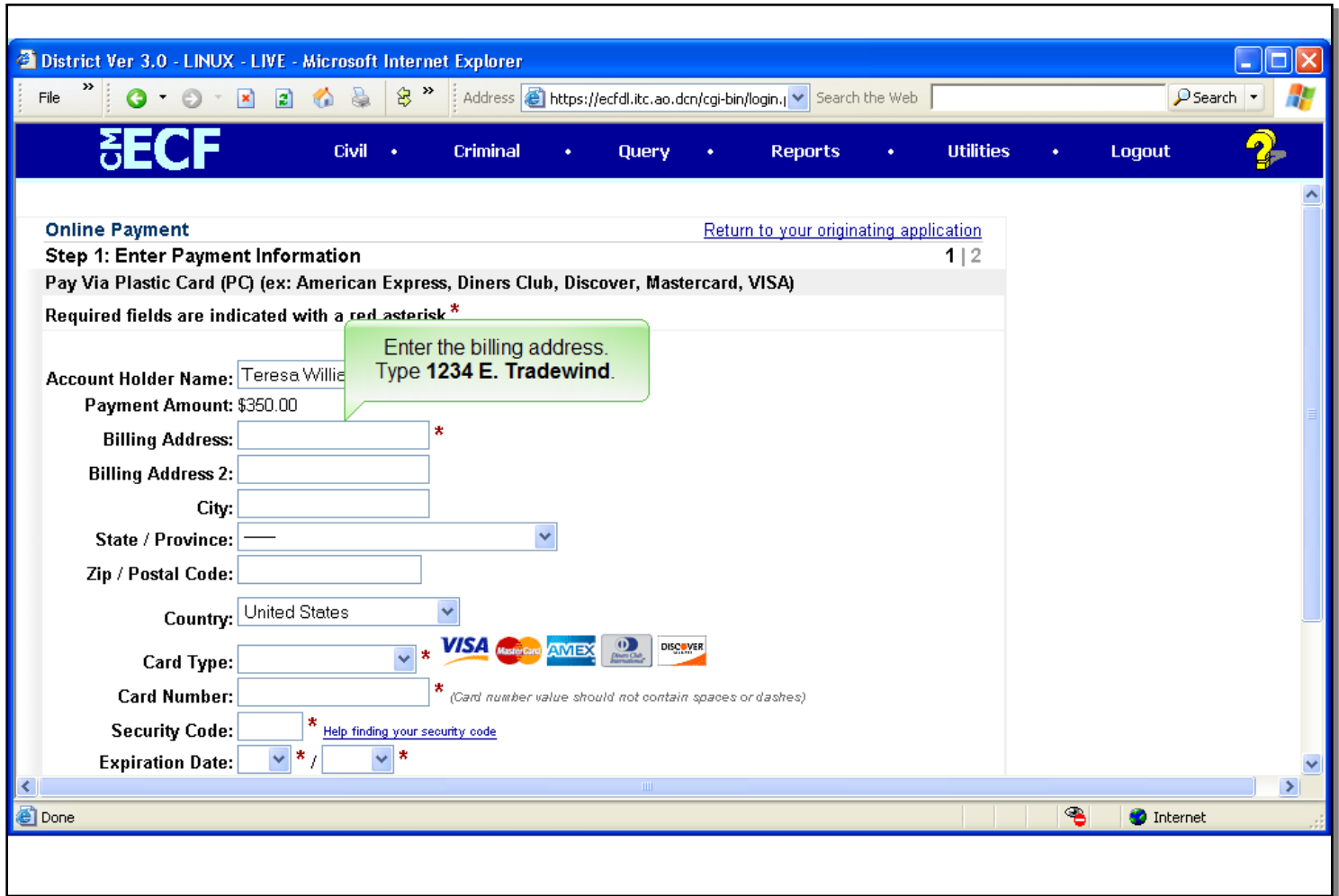
Slide 24 - Slide 24



Slide notes

The next screen to appear is the payment information screen, which offers two different payment options. The filing fee may be paid as an DirectDebit (ACH), which will automatically deduct the payment amount from the designated checking or savings account, or by charging the filing fee to a credit card. If the payment is to be made as a Direct Debit, the routing information can be obtained from a copy of a deposit slip for the designated account. In this exercise, we will simulate charging the fee to a credit card. Click the Continue with ACH Payment button, to proceed.

Slide 25 - Slide 25



Slide notes

The next screen to appear is the Payment Information screen. On this screen you will enter the appropriate credit card information. Notice the Account Holder Name field is already filled in. Follow the prompts on the screen to fill in various pieces of information. Required fields are indicated with a red asterisk. You will move to a new field by clicking in the field as indicated. To begin, enter 1234 E. Tradewind in the Billing Address field.

Slide 26 - Slide 26

District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer

Address: https://ecfdl.itc.ao.dcn/cgi-bin/login.j

ECF Civil Criminal Query Reports Utilities Logout

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Click in the City field.

Slide notes

Next, click once in the City field and type San Antonio.

Slide 27 - Slide 27

District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer

File » Address <https://ecfdl.itc.ao.dcn/cgi-bin/login.j> Search the Web Search

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

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: **Type San Antonio.**

Billing Address 2:

City:

State / Province: **Select the State, click the down arrow.**

Zip / Postal Code:

Country:

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Internet

Slide notes

Type San Antonio. Then click the down arrow at the right of the State field to select the state.

Slide 28 - Slide 28

The screenshot shows a web browser window with a payment form. The browser title is "District Ver 3.0 - LINUX". The address bar shows "https://ecfdl.itc.ao.dcn/cgi-bin/login.j". The page has a navigation menu with "Query", "Reports", "Utilities", and "Logout". The main content area has a link "Return to your originating application" and a list of card types: "Discover, Mastercard, VISA)".

The payment form includes the following fields:

- Account Holder Name: [text input]
- Payment Amount: [text input]
- Billing Address: [text input]
- Billing Address 2: [text input]
- City: [text input]
- State / Province: [dropdown menu with a list of states open: Arizona - AZ, Arkansas - AR, California - CA, Colorado - CO, Connecticut - CT, Delaware - DE, District of Columbia - DC, Federated States of Micronesia - FM, Florida - FL, Georgia - GA, Guam - GU, Hawaii - HI, Idaho - ID, Illinois - IL, Indiana - IN, Iowa - IA, Kansas - KS, Kentucky - KY, Louisiana - LA, Maine - ME, Marshall Islands - MH, Maryland - MD, Massachusetts - MA, Michigan - MI, Military Americas - AA, Military East - AE]
- Zip / Postal Code: [text input]
- Country: [dropdown menu with "United States" selected]
- Card Type: [dropdown menu with "VISA", "MasterCard", "AMEX", "Discover" icons]
- Card Number: [text input with asterisk and note: "(Card number value should not contain spaces or dashes)"]
- Security Code: [text input with asterisk and link: "Help finding your security code"]
- Expiration Date: [dropdown menu] / [dropdown menu]

A green callout box with a white border contains the text: "Scroll the pop-up list. Click the Down-arrow." This callout points to the state dropdown menu.

Slide notes

You select the state from the pop-up list . In this lesson, we want to select Texas. Since it is not shown, you must scroll the list until it comes into view. Click the down arrow at the lower right corner of the list, to scroll.

Slide 29 - Slide 29

The screenshot shows a web browser window with two main panels. The left panel is a payment form titled 'District Ver 3.0 - LINUX' with the ECF logo. It includes a sidebar with 'Online Payment' and 'Step 1: Enter Payment' instructions. The form fields include 'Account Holder Name', 'Payment Amount', 'Billing Address', 'Billing Address 2', 'City', 'State / Province', 'Zip / Postal Code', 'Country' (set to United States), 'Card Type' (with logos for VISA, MasterCard, AMEX, Discover, and American Express), 'Card Number', 'Security Code', and 'Expiration Date'. A list of states is visible on the right side of the form, with 'Texas - TX' highlighted by a green callout box that says 'Click Texas.' The right panel shows a search results page with a navigation bar containing 'Query', 'Reports', 'Utilities', and 'Logout'. Below the navigation bar is a search bar and a list of results, with the first result being 'Discover, Mastercard, VISA)'. A link 'Return to your originating application' is also visible.

Slide notes

Texas is now in view on the list. Click Texas to select it.

Slide 30 - Slide 30

District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer

File » Address <https://ecfdl.itc.ao.dcn/cgi-bin/login.j> Search the Web Search

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

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Click in the Zip Code field.

Internet

Slide notes

To move to the Zipcode field for entry, click in the Zipcode field.

Slide 31 - Slide 31

District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer

Address: https://ecfdl.itc.ao.dcn/cgi-bin/login.j

ECF Civil Criminal Query Reports Utilities Logout

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2:

City: Enter the Zipcode. Type 78247.

State / Province: *

Zip / Postal Code:

Country: *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Slide notes

Enter the zipcode, type 78247.

Slide 32 - Slide 32

District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer

Address: <https://ecfdl.itc.ao.dcn/cgi-bin/login.j>

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

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Click the Down-arrow.

Slide notes

To select the credit card type, click the down arrow at the right of the credit card field.

Slide 33 - Slide 33

District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer

File » Address <https://ecfdl.itc.ao.dcn/cgi-bin/login.j> Search the Web Search

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

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type: * (Card number value should not contain spaces or dashes)

Security Code: [security code](#)

Expiration Date:

Click Visa.

Internet

Slide notes

From the pull-down list, click Visa.

Slide 34 - Slide 34

District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer

Address: https://ecfdl.itc.ao.dcn/cgi-bin/login.j

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

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type:

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Click in the Card Number field.

Slide notes

Now, click in the credit card number field.

Slide 35 - Slide 35

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Enter the credit card number.
Type 4111111111111111
(4 and 15 one's),
then click in the Security Code field.

Slide notes

Enter the credit card number. For our example, enter a 4 followed by 15 one's, and then click in the security code field.

Slide 36 - Slide 36

District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer

Address: https://ecfdl.itc.ao.dcn/cgi-bin/login.j

ECF Civil Criminal Query Reports Utilities Logout

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type:

Card Number: (Card number cards should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Enter 123, then click the down-arrow in the Expiration Date field.

Done Internet

Slide notes

Enter the code of 123, then click the down-arrow of the Expiration Date field.

Slide 37 - Slide 37

Slide notes

From the pop-up list, select 07 as the credit card expiration month.

Slide 38 - Slide 38

District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer

Address: https://ecfdl.itc.ao.dcn/cgi-bin/login.j

ECF Civil Criminal Query Reports Utilities Logout

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type:

Card Number: could not contain spaces or dashes

Security Code: * [Help finding your security code](#)

Expiration Date: * /

Click the down-arrow.

Slide notes

Enter the expiration year. Click the down-arrow at the right of the year field.

Slide 39 - Slide 39

The screenshot shows a web browser window with the following elements:

- Browser Title:** District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer
- Address Bar:** https://ecfdl.itc.ao.dcn/cgi-bin/login.j
- Navigation:** Civil, Criminal, Query, Reports, Utilities, Logout
- Page Title:** Online Payment
- Step:** Step 1: Enter Payment Information (1 | 2)
- Payment Method:** Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)
- Form Fields:**
 - Account Holder Name: Teresa W
 - Payment Amount: \$350.00
 - Billing Address: 1234 E. Tr
 - Billing Address 2:
 - City: San Anton
 - State / Province: Texas - T
 - Zip / Postal Code: 78247
 - Country: United Sta
 - Card Type: Visa
 - Card Number: 411111111
 - Security Code: 123
 - Expiration Date: 07 /
- Dropdown Menu:** A vertical list of years from 2007 to 2027 is open. A green callout box with the text "Click 2007." points to the year 2007.
- Logos:** VISA, MasterCard, AMEX, Discover logos are visible.

Slide notes

From the pop-up list, select the year 2007. Click 2007.

Slide 40 - Slide 40

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Click the down arrow to scroll the screen.

Slide notes

There is more information on the Online Payment screen than is being shown. Scroll the screen by clicking on the down-arrow in the lower-right corner. Click the down arrow.

Slide 41 - Slide 41

Account Holder Name: Teresa Williams *

Payment Amount: \$350.00

Billing Address: 1234 E. Tradewind *

Billing Address 2:

City: San Antonio

State / Province: Texas - TX

Zip / Postal Code: 78247

Country: United States *

Card Type: Visa *

Card Number: 4111111111111111 * (Card number value should not contain spaces or dashes)

Security Code: 123 * Help finding your security code

Expiration Date: 07 * / 2007 *

Select the "Continue with Plastic Card Payment" button process.

Click the Continue with Plastic Card Payment button.

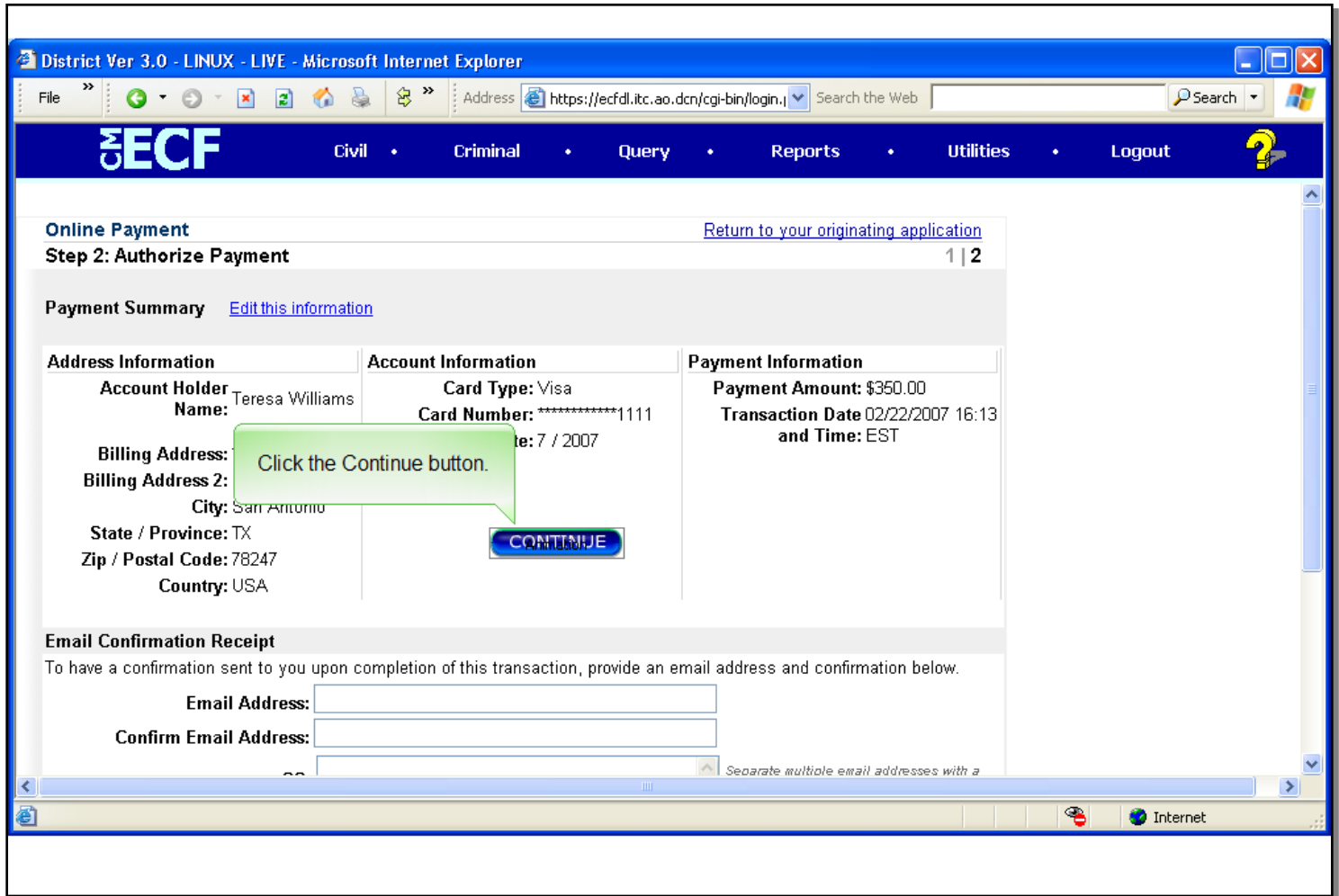
Continue with Plastic Card Payment Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Slide notes

Pay special attention to the Note at the bottom of the page regarding use of the browser's back button to avoid incomplete transactions. Once all necessary credit card information has been entered, click the Continue with Plastic Card Payment button to submit the credit card information to Pay.gov. Click the Continue with Plastic Card Payment button, to proceed in this learning module.

Slide 42 - Authorize Payment

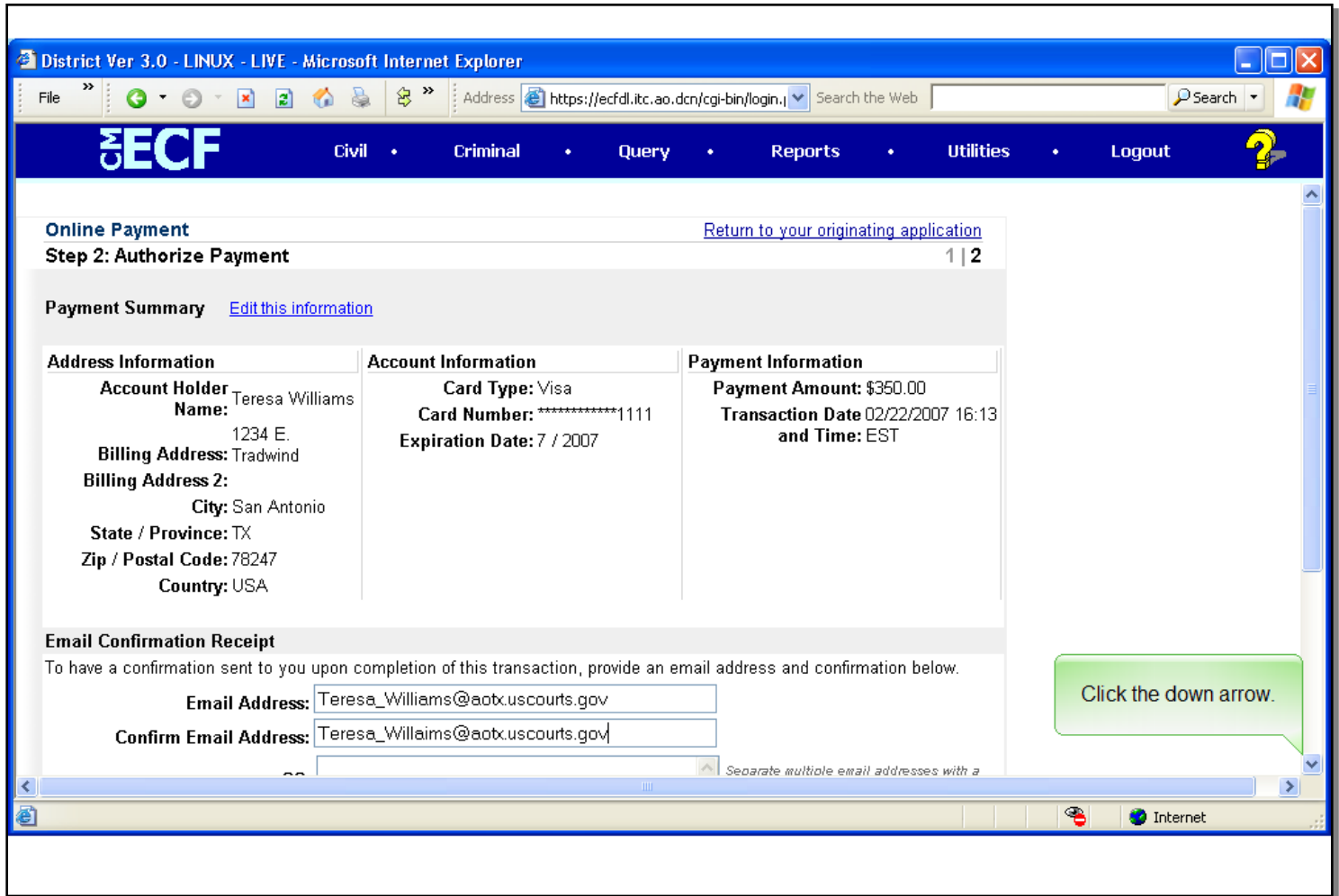


Slide notes

Once the credit card information has been entered, a payment summary screen is displayed. This screen provides an opportunity to review the payment information you entered on the previous screen. Review the information for correctness. If changes need to be made, click the "Edit this information" hyperlink, at the top left of the screen, this will take you back to the payment information screen. You would then correct the necessary information, and then resubmit the payment screen.

On this screen you may also enter one or more email addresses in the Email Confirmation Receipt field. This will generate an email confirmation of the charge to your credit card. The Email address and the Confirm email address fields will be entered for you. Click the Continue button to proceed.

Slide 43 - Slide 43



Slide notes

There is more information on the Payment Summary screen than is being shown. Scroll the screen by clicking on the down-arrow in the lower-right corner. Click the down arrow.

Slide 44 - Slide 44

The screenshot shows a web browser window titled "District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer". The address bar shows "https://ecfdl.itc.ao.dcn/cgi-bin/login.j". The page header includes the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. The main content area is divided into sections:

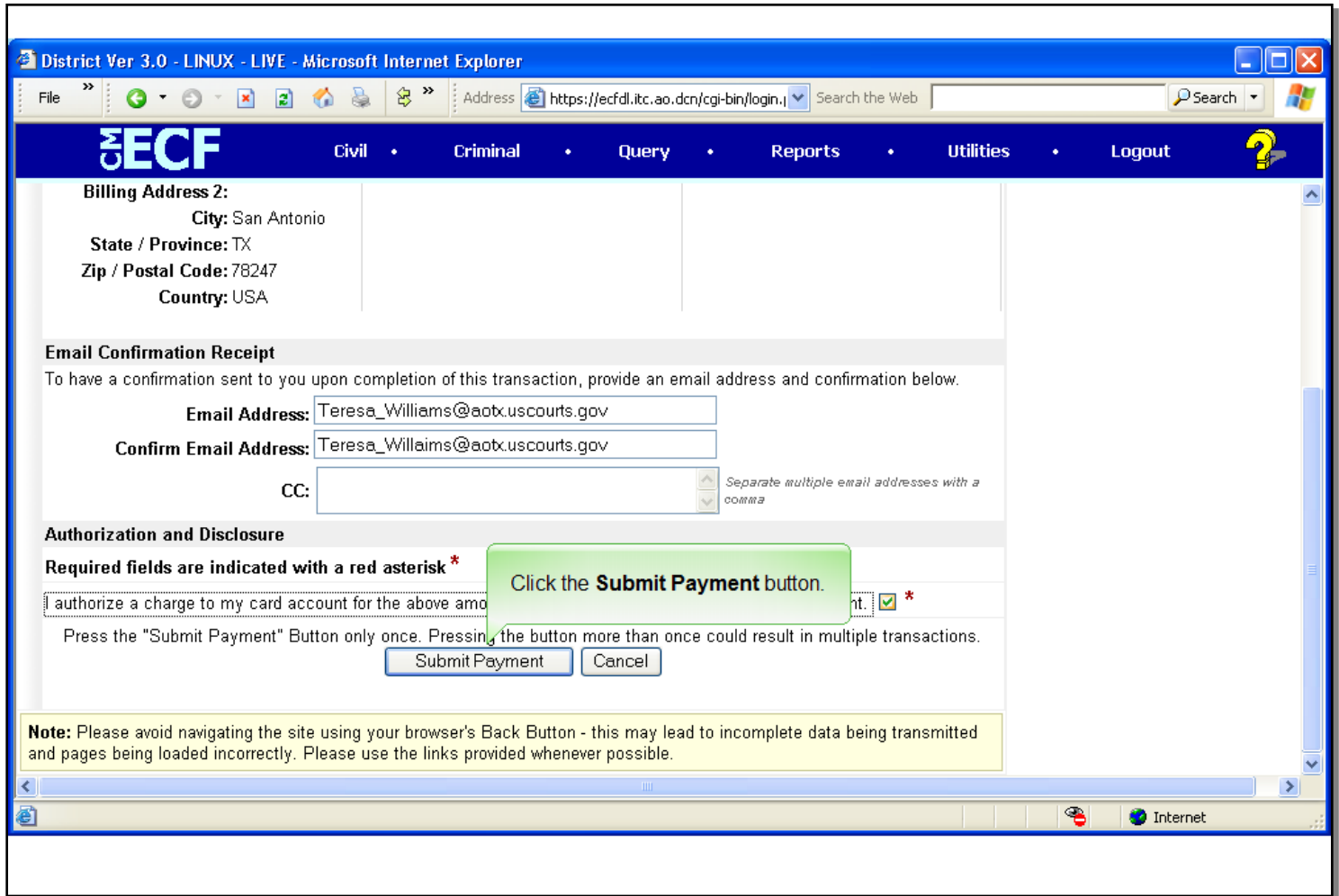
- Billing Address 2:** City: San Antonio, State / Province: TX, Zip / Postal Code: 78247, Country: USA.
- Email Confirmation Receipt:** To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below. Email Address: Teresa_Williams@aotx.uscourts.gov, Confirm Email Address: Teresa_Williams@aotx.uscourts.gov, CC: [empty].
- Authorization and Disclosure:** Required fields are indicated with a red asterisk *. I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *. Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions. Buttons: Submit Payment, Cancel.
- Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

A green callout box with the text "Click the Authorization check-box." points to the checkbox in the "Authorization and Disclosure" section.

Slide notes

If all the information is correct, click the authorization check box, indicated by the red asterisk.

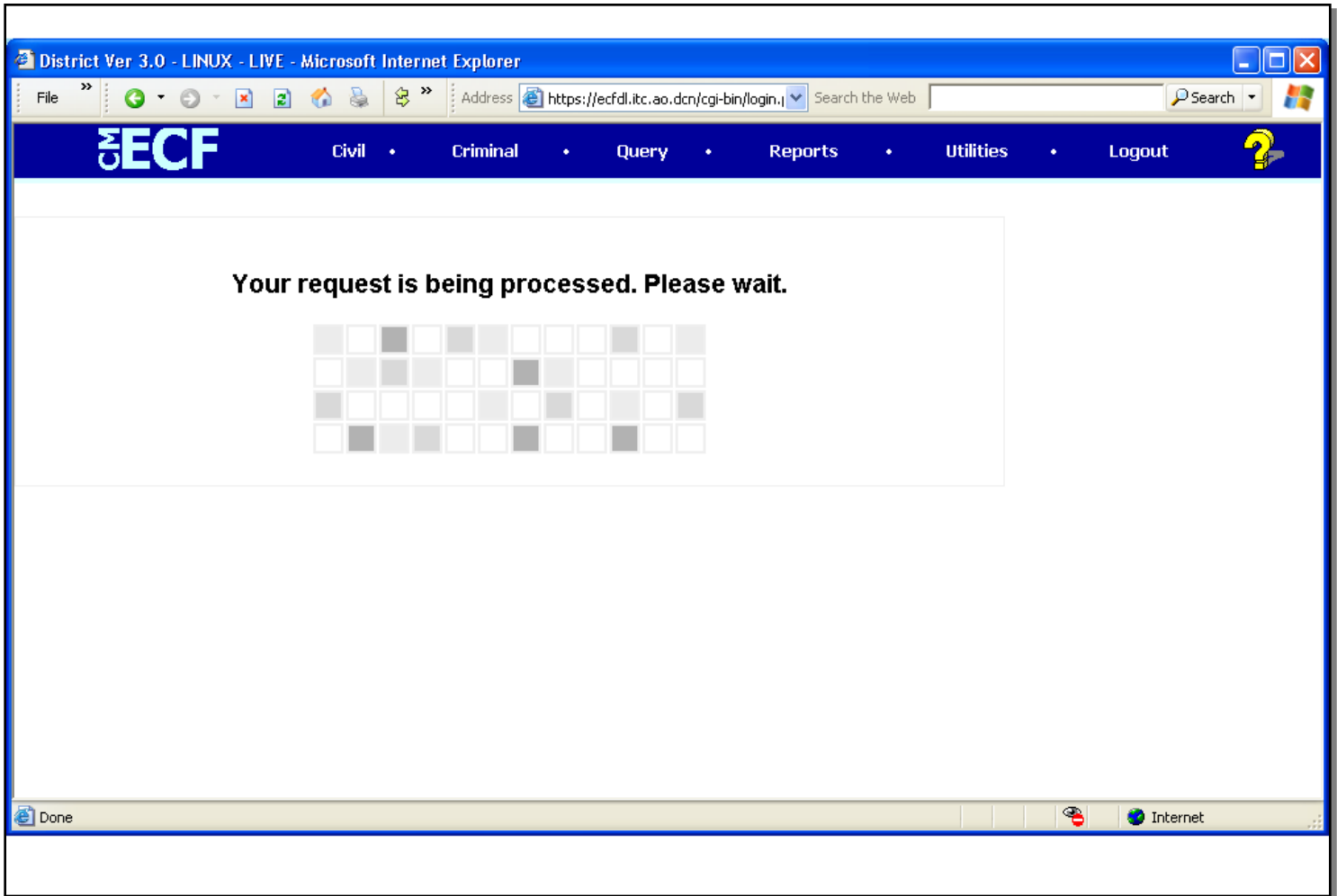
Slide 45 - Slide 45



Slide notes

Then click the Submit Payment button. Again, avoid use of the browser's back button if possible.

Slide 46 - Slide 46



Slide notes

Processing the charge to your credit card will take a minute. To avoid cancelling the charge or the possibility of duplicate charges, wait for the processing to be completed.

Slide 47 - Slide 47

District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer

File » Address <https://ecfdl.itc.ao.dcn/cgi-bin/login.> Search the Web Search

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

Complaints and Other Initiating Documents

[0:06-cv-00012-DCD-SGS Miller v. James](#)

Additional docket text may be entered here.

Docket Text: Modify

COMPLAINT against Cassidy James (Filing fee \$ 350 receipt number 275258.) , filed by Lane Miller. (Williams, Teresa)

Next Clear

Click the **Next** button.

Done

Slide notes

You will know the process has completed when the docket text of the complaint event is displayed. The text will reflect the payment of the filing fee as well as the credit card transaction receipt number, assigned by Pay.gov. At this point, the fee has been charged to your credit card and cancelling the event will not reverse the charge. If for some reason you need to cancel this filing, you will need to contact the court to initiate a refund of the charge.

You may add additional information regarding the complaint to the system generated docket text in the box provided. For this module, we will not add additional text. Click the Next button to continue.

Slide 48 - Slide 48

District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer

File » Address <https://ecfdl.itc.ao.dcn/cgi-bin/login.j> Search the Web Search

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

Complaints and Other Initiating Documents

[0:06-cv-00012-DCD-SGS Miller v. James](#)

Docket Text: Final Text
COMPLAINT against Cassidy James (Filing fee \$ 350 receipt number 275258.), filed by Lane Miller.
(Williams, Teresa)

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

Click the **Next** button.

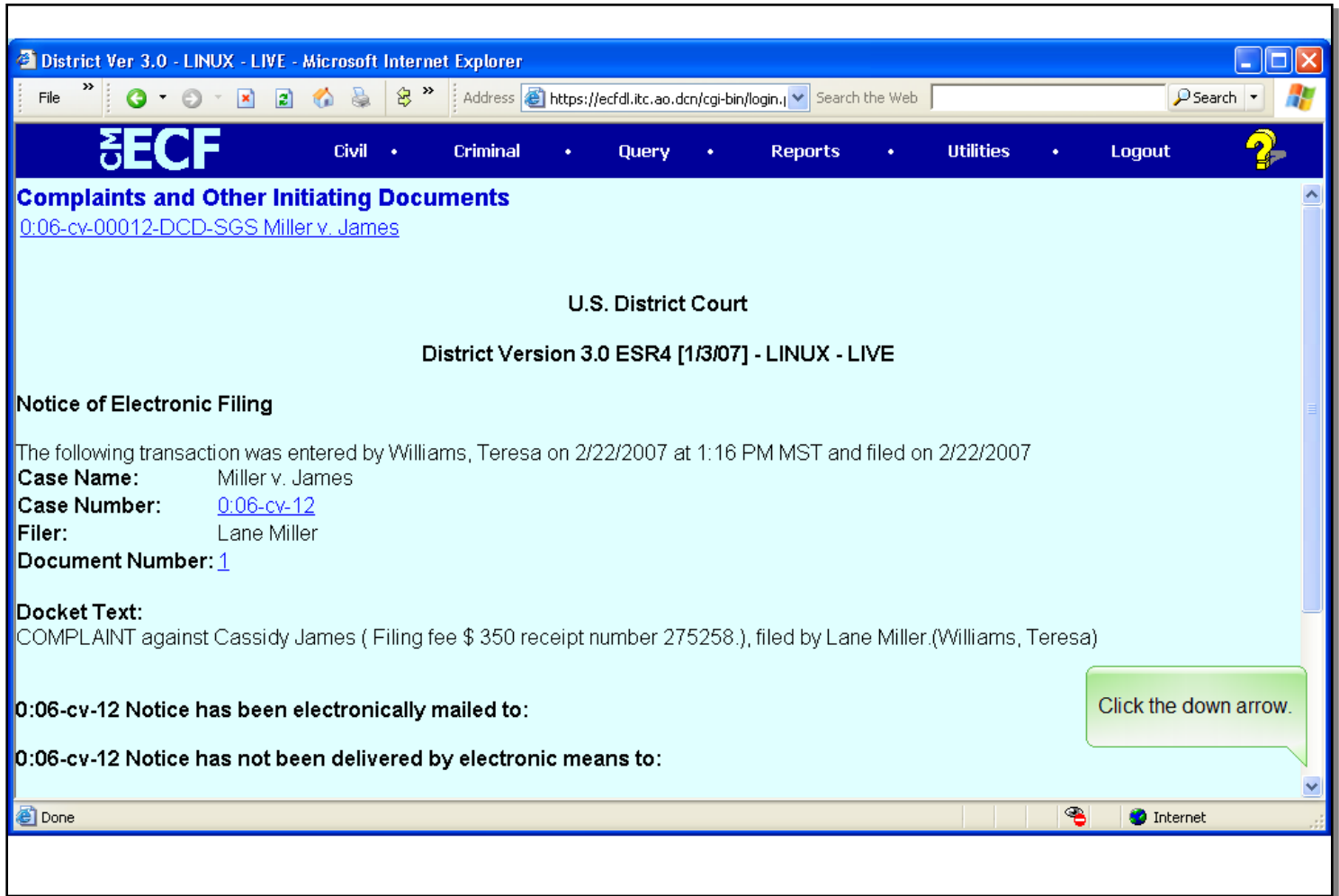
Done Internet

Slide notes

The next screen presented is the final docket text. If you added any additional information on the previous screen, that information will be displayed here in italics. You may not edit the final docket text. If changes need to be made to the text you entered, use the browser's back button to return to the editable docket text screen.

When you click the Next button, you commit this event to CM/ECF and you can no longer use the back button to make corrections to this event. Click the Next button to continue e-filing your complaint.

Slide 49 - Slide 49



Slide notes

The Notice of Electronic Filing is the final screen displayed. It will include the document number assigned to the complaint, the docket text of the event, and a list of the parties to be noticed.

Again, there is more information on this page than is being shown. Scroll the screen by clicking the down-arrow in the lower-right corner. Click the down arrow.

Slide 50 - Slide 50

District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer

File » Address <https://ecfdl.itc.ao.dcn/cgi-bin/login.> Search the Web Search

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

[0:06-cv-00012-DCL-363 Miller v. James](#)

U.S. District Court
District Version 3.0 ESR4 [1/3/07] - LINUX - LIVE

Notice of Electronic Filing

The following transaction was entered by Williams, Teresa on 2/22/2007 at 1:16 PM MST and filed on 2/22/2007

Case Name: Miller v. James Animation (1004 x 605) (X:0; Y:25)

Case Number: [0:06-cv-12](#)

Filer: Lane Miller

Document Number: [1](#)

Docket Text:
COMPLAINT against Cassidy James (Filing fee \$ 350 receipt number 275258.), filed by Lane Miller.(Williams, Teresa)

0:06-cv-12 Notice has been electronically mailed to:

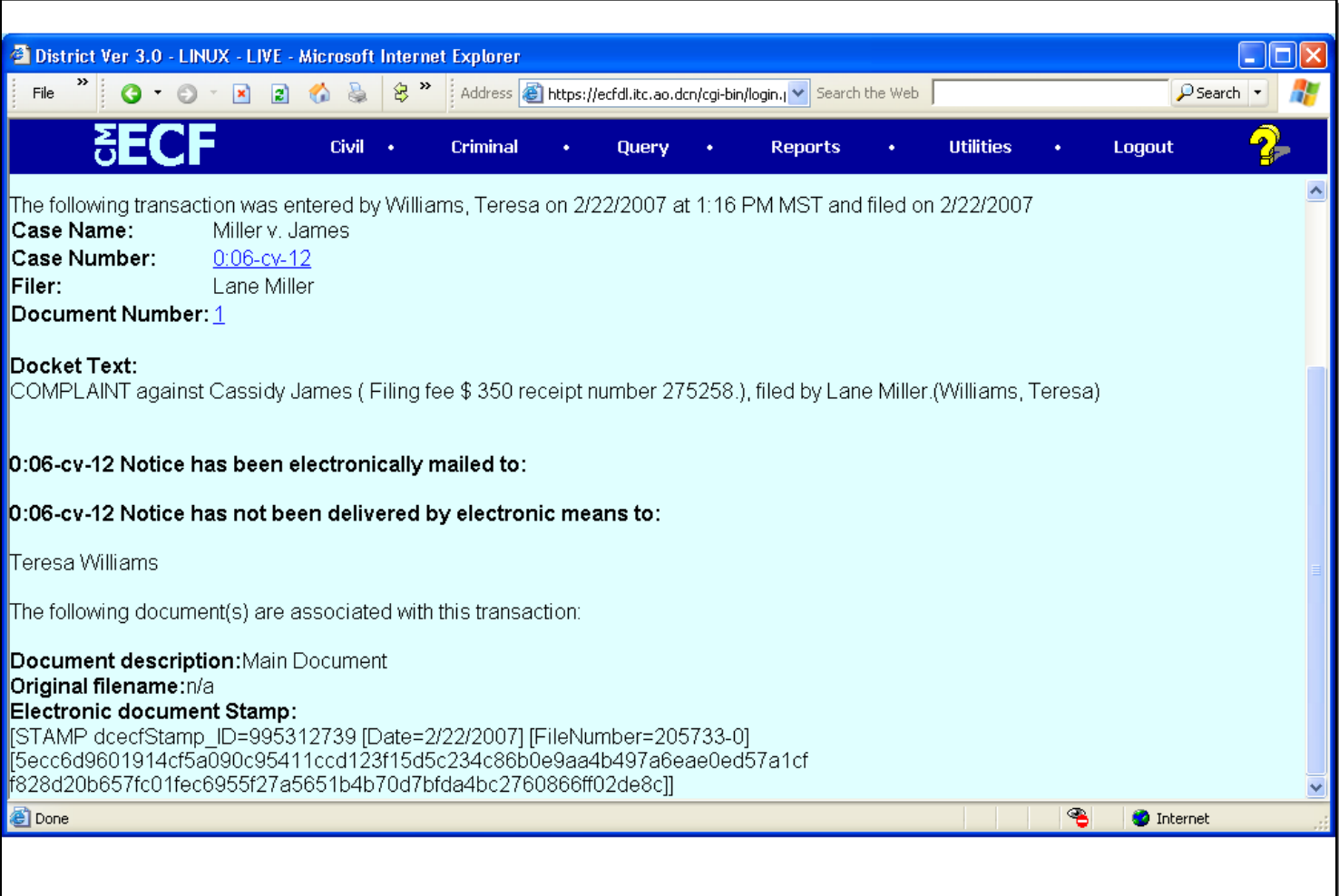
0:06-cv-12 Notice has not been delivered by electronic means to:

Teresa Williams

Done Internet

Slide notes

Slide 51 - Slide 51



District Ver 3.0 - LINUX - LIVE - Microsoft Internet Explorer

File » » Address <https://ecfdl.itc.ao.dcn/cgi-bin/login.js> Search the Web Search

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

The following transaction was entered by Williams, Teresa on 2/22/2007 at 1:16 PM MST and filed on 2/22/2007

Case Name: Miller v. James
Case Number: [0:06-cv-12](#)
Filer: Lane Miller
Document Number: [1](#)

Docket Text:
COMPLAINT against Cassidy James (Filing fee \$ 350 receipt number 275258.), filed by Lane Miller.(Williams, Teresa)

0:06-cv-12 Notice has been electronically mailed to:

0:06-cv-12 Notice has not been delivered by electronic means to:

Teresa Williams

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

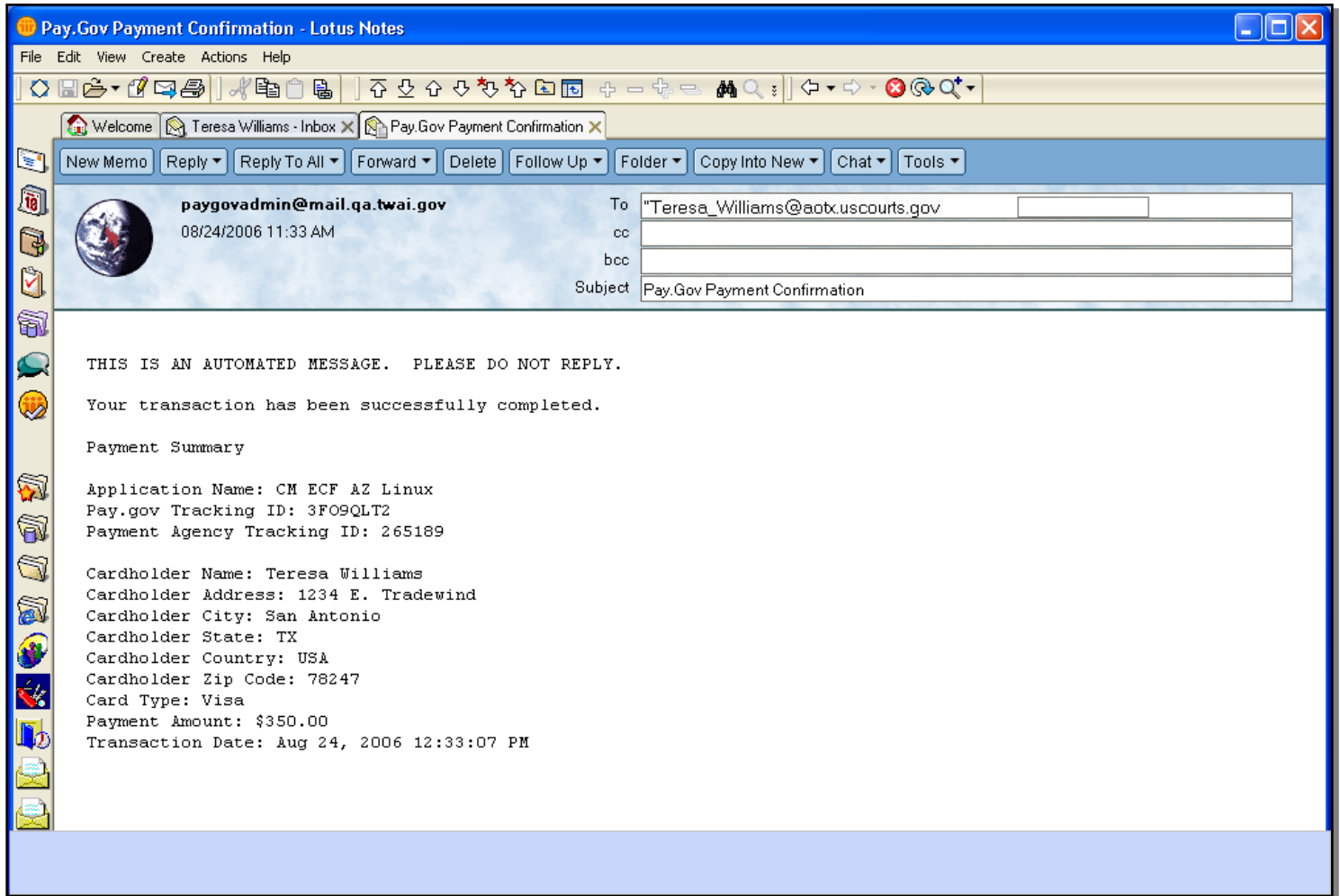
Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=995312739 [Date=2/22/2007] [FileNumber=205733-0]
[5ecc6d9601914cf5a090c95411ccd123f15d5c234c86b0e9aa4b497a6eae0ed57a1cf
f828d20b657fc01fec6955f27a5651b4b70d7bfda4bc2760866ff02de8c]]

Done Internet

Slide notes

An electronic stamp, which is assigned to the PDF document, appears near the bottom of the screen.

Slide 52 - Slide 52



Slide notes

The final screen displayed in this training module is not part of CM/ECF, but an example of the email notice sent by Pay.gov if you entered an email address on the payment summary screen. The email reflects the address information you entered on the payment screen in addition to the tracking information provided by Pay.gov.

Slide 53 - Summary

The screenshot shows a training module interface. At the top, the title 'CM/ECF Electronically Filing a Complaint' is displayed in a blue header bar, with 'CM/ECF DC v 3.0' on the right. A background image features a scale of justice and the text 'AO-OIT-SDSD TRAINING'. A central text area contains a bulleted list of steps and a paragraph of instructions. An information box is open over the list, providing details about the module version, applications covered, and product information.

CM/ECF Electronically Filing a Complaint i CM/ECF DC v 3.0

Learning Module Version 1.0

Applications covered in this module:
District CM/ECF Version 3.0 -
Electronically Filing a Complaint

Product information:
Produced by AO-OIT-SDSD-TB
Contact information: AOTXml_ELM@aotx.uscourts.gov
May 30, 2007

- Select a case
- Select parties
- Link the Complaint PDF document to the event
- Charge the filing fee to a credit card.

Use the Menu at the top of the screen to return to a specific topic or press the Enter key to quit this module.

Slide notes

Summary

This concludes the module on Electronically Filing a Complaint with filing fee. You should now be able to: select a case; select parties to the case; link the complaint PDF document to the event; and charge the filing fee to a credit card.

Use the Menu at the top of the screen to return to a specific topic or press the Enter key to quit this module.