



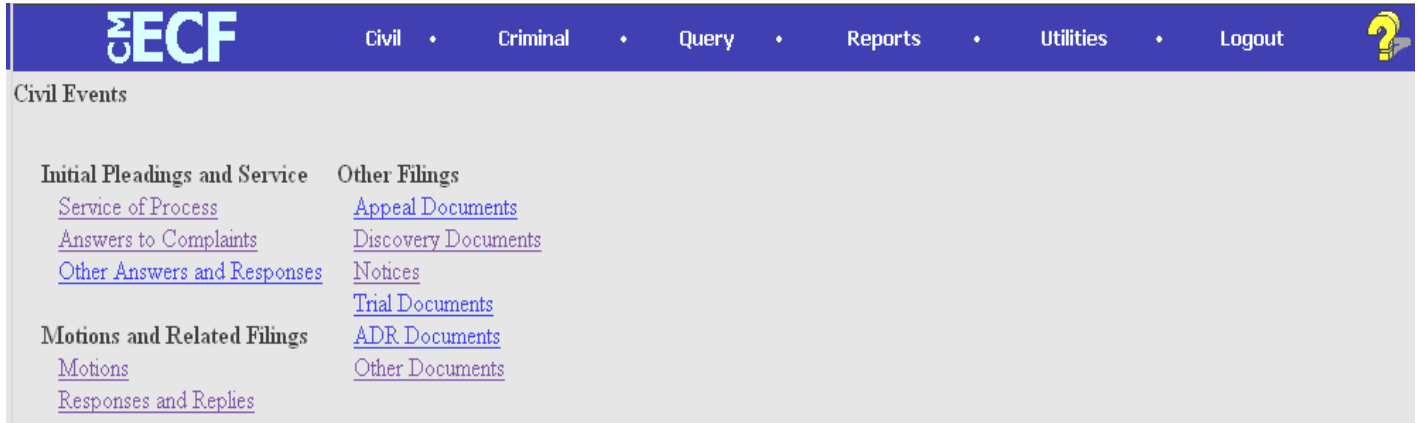
U.S. District Court
DISTRICT OF UTAH

CIVIL MEMORANDA E-FILED BY ATTORNEYS

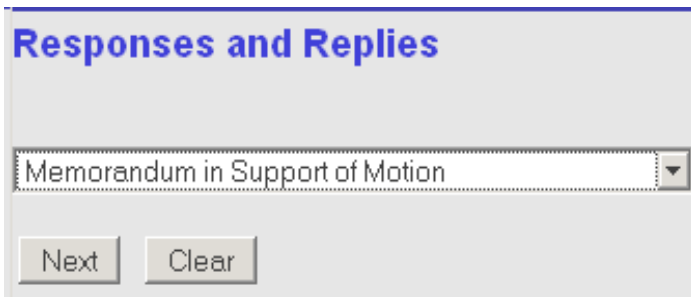


Attorney Training

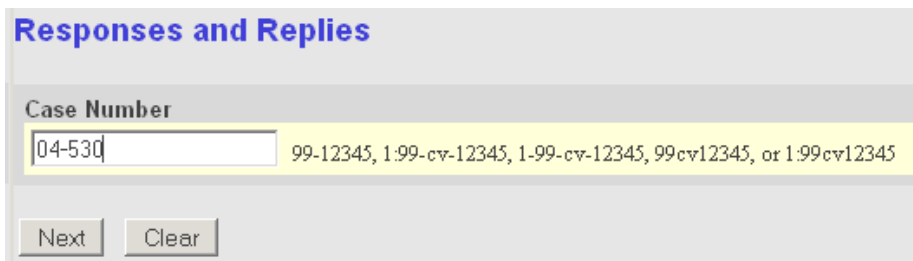
Memorandum - This guide assumes that you have already saved your memorandum as a PDF file and you know where you saved that file.



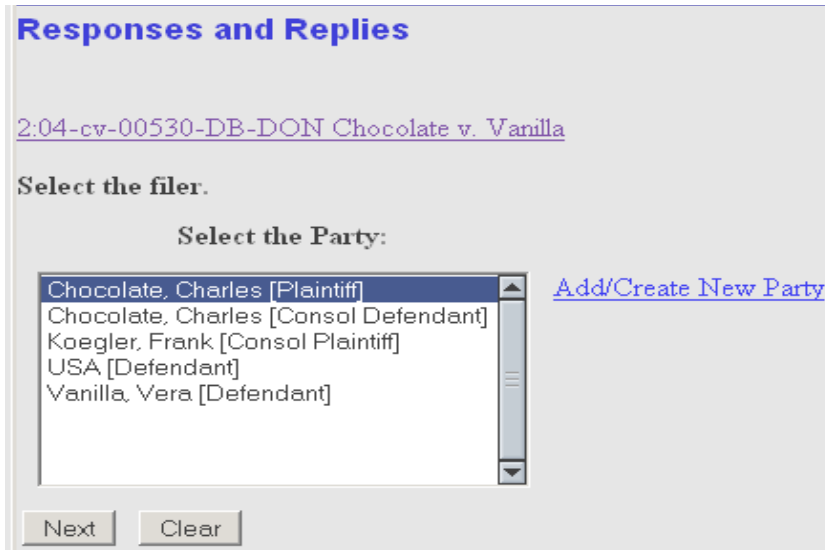
1. Choose CIVIL on the blue Main Menu Bar. Under **Motions and Related Filings** click on **Responses and Replies**.



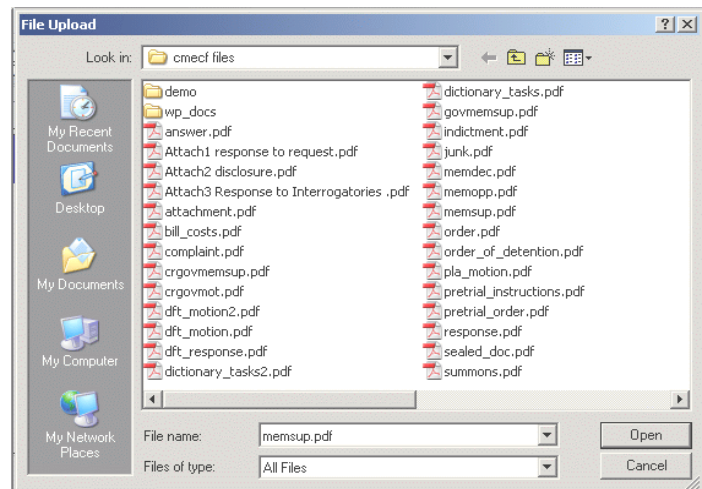
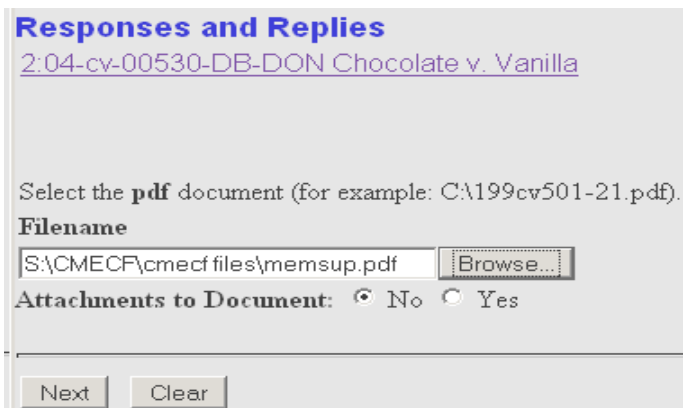
2. From the drop-down list make a selection from the choices included in **Responses and Replies**. Click the **[Next]** button.



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



4. Select the filer. (Note: notice the **Add/Create New Party**. This function should **NOT** be used by attorneys). 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.

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

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type, enter a description and/or specify if transcript.

Type	Description
Supplement	Two contracts re: memo in supp

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

6. **ATTACHMENTS:** If there are attachments to the memorandum, click the “**Yes**” radio button. Click the [**Browse**] button and locate the PDF attachment to the memorandum. 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 (attachment) document to the memorandum event.

IMPORTANT: describe the attachment in detail so it is easy to find and review. There is a drop-down list on the “**Type**” and “**Description**” to be entered. Once you’ve entered this information, click the [**Add to List**] button.

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

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type, enter a description and/or specify if transcript.

Type	Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

7. When you click the [**Add to List**] button, you will then see the name of the attachment in the box. At this point you can continue this process until you’ve added all the attachments needed. Then click the [**Next**] button.

06/07/2004	87	MEMORANDUM in Opposition re 86 MOTION to Dismiss filed by Defendant Donna Moss. (Attachments: # 1 Index to Attachments to Memorandum# 2 Response to Plaintiffs First Requests for Admissions# 3 Response to Plaintiffs First Interrogatories# 4 Response to Plaintiffs First Requests for Production of Documents# 5 Defendants Fourth Supplemental Discloure Statement# 6 First Supplemental Response to Plaintiffs First Interrogatories)(rak,) (Entered: 06/07/2004)
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NOTE: Here is an example of a docket entry with many attachments. When you click on [87](#), the index shown below will appear. You can review the attachments. You may click on [1-7](#) to view each attachment separately.

Document Selection Menu

Multiple Documents

Select the document you wish to view.

Part	Description	Pages
1	Main Document	13 pages
2	Index to Attachments to Memorandum	1 page
3	Response to Plaintiffs First Requests for Admissions	3 pages
4	Response to Plaintiffs First Interrogatories	12 pages
5	Response to Plaintiffs First Requests for Production of Documents	6 pages
6	Defendants Fourth Supplemental Discloure Statement	6 pages
7	First Supplemental Response to Plaintiffs First Interrogatories	6 pages

Responses and Replies

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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 (ce,)
- 01/10/2005 13 MOTION to Consolidate Cases filed by Plaintiff Charles Chocolate - to consolidate 2:05cv1200 with this case. (ce,) *(Terminated)*
- 01/20/2005 15 First MOTION to Compel documents *from dft re: discovery*, First MOTION to Continue time for dft to reply *to plaintiff's discovery* filed by Plaintiff Charles Chocolate. (Dewsnup, Ralph)

Next

Clear

8. This screen lists event(s) to which your memorandum relates. Choose the motion(s) the memorandum relates to by clicking on the box and then click the **[Next]** button.

Responses and Replies

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Select the **pdf** document (for example: C:\199cv501-21.pdf).**Filename**S:\CMECF\cmecf files\memsup.pdf Attachments to Document: No Yes

Next

Clear

9. If there are no attachments, click the **[Next]** button.

Responses and Replies

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

Docket Text: Modify as Appropriate.

MEMORANDUM in Support re [15] First MOTION to Compel documents *from dft re: discovery* First MOTION to Continue time for dft to reply *to plaintiff's discovery* filed by Plaintiff Charles Chocolate. (Dewsnap, 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.

Responses and Replies

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

Docket Text: Final Text

MEMORANDUM in Support re [15] First MOTION to Compel documents *from dft re: discovery* First MOTION to Continue time for dft to reply *to plaintiff's discovery* filed by Plaintiff Charles Chocolate. (Dewsnap, 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 memorandum. 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 L. entered on 1/20/2005 at 1:41 PM MST and filed on 1/20/2005

Case Name: Chocolate v. Vanilla

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

Filer: Charles Chocolate

Document Number: [16](#)

Docket Text:

MEMORANDUM in Support re [15] First MOTION to Compel documents *from dft re: discovery* First MOTION to Continue time for dft to reply to plaintiff's *discovery* filed by Plaintiff Charles Chocolate. (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=1/20/2005] [FileNumber=56095-0]
[b98ac46e8dbdb3cbbf639e8171255051d1e0118f1590dc20d93a776b63706b023ade0
1f47bcbda4f0549627f4370dba8d340751e819d1925a80524d3157e2b3f]]

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

Ralph L. Dewsnup ruth_kawashima@utd.uscourts.gov

Samuel S. York 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_kawashama@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.