



**Catch the
CM/ECF Wave!**

U.S. District Court
DISTRICT OF UTAH

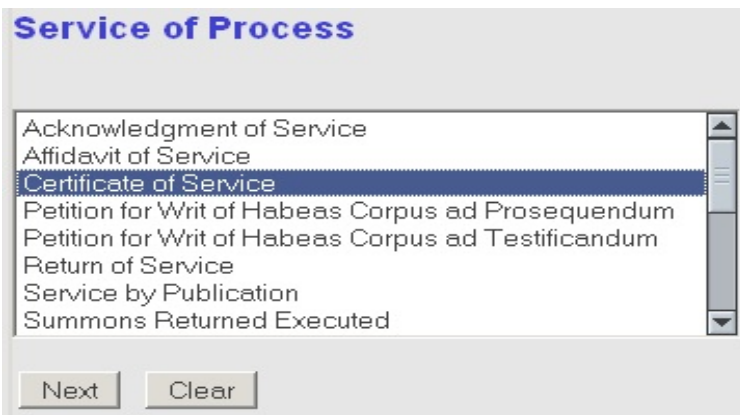
**CERTIFICATE OF
SERVICE E-FILED BY
ATTORNEYS**



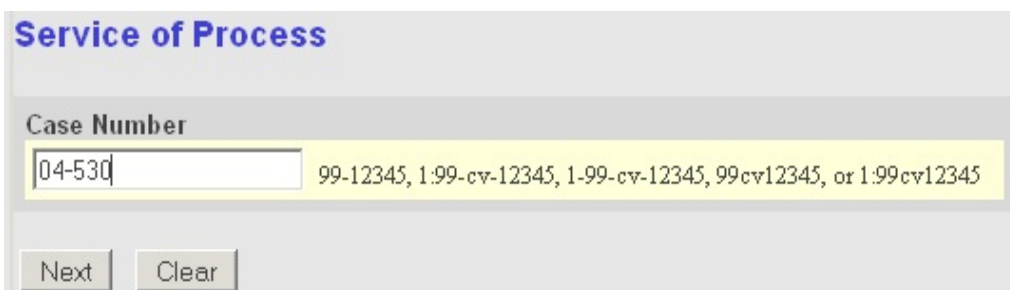
Attorney Training



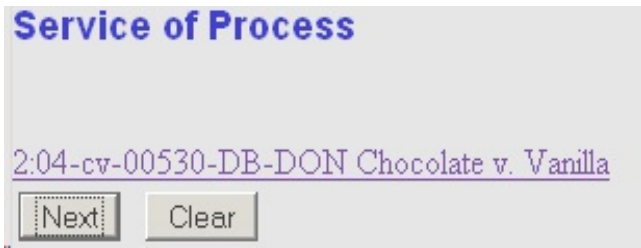
1. Choose CIVIL on the blue Main Menu Bar. Under **Initial Pleadings and Service** click on **Service of Process**.



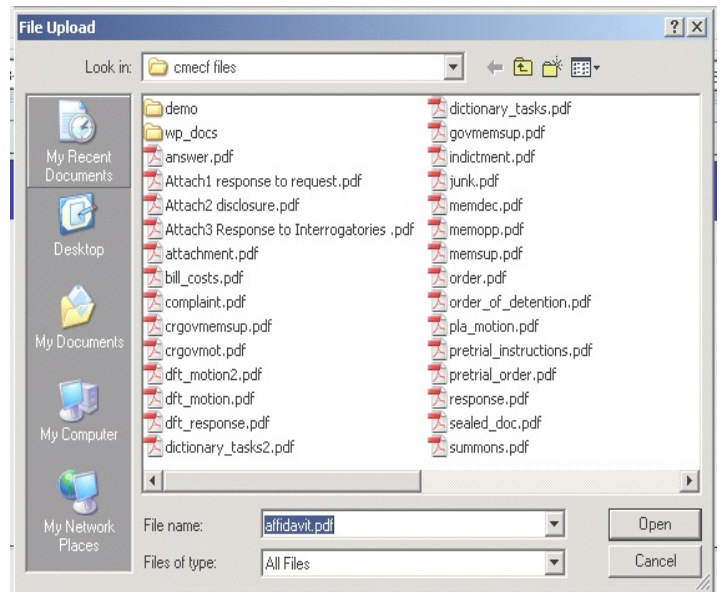
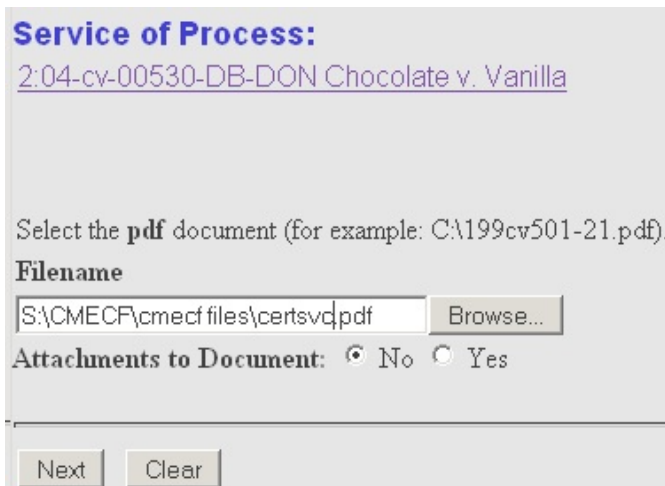
2. Choose the **Certificate of Service** from the drop-down list. Click the **[Next]** button.



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



- Verify the case number, judge(s) and the case title. Click the **[Next]** button.



- 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.

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

Select the filer.

Select the Party:

[Add/Create New Party](#)

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

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

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

Refer to existing event(s)?

Filed to

Documents to

7. If the **Certificate of Service** refers to existing events ie: a motion, click the box, then click the **[Next]** button.

NOTE: If the Certificate of Service does not relate to an existing event, you would leave the box unchecked.

Service of Process:

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

Select the appropriate event(s) to which your event relates:

- 01/20/2005 [16](#) 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)
- 01/20/2005 [17](#) SUMMONS Returned Executed by Charles Chocolate as to Vera Vanilla served on 1/18/2005, answer due 2/7/2005. (Dewsnup, Ralph)
- 01/21/2005 [18](#) AFFIDAVIT of John Doe re [\[11\]](#) MOTION for Summary Judgment filed by Vera Vanilla. (Dewsnup, Ralph)
- 01/21/2005 [19](#) CERTIFICATE OF SERVICE by Vera Vanilla re [\[18\]](#) Affidavit of John Doe (Dewsnup, Ralph)

Next

Clear

8. Select the appropriate event that relates to the **Certificate of Service**, click on the box and then click the **[Next]** button.

Service of Process:

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

Docket Text: Modify as Appropriate.

CERTIFICATE OF SERVICE by Charles Chocolate re [\[16\]](#) Memorandum in Support of Motion to compel and to continue (Dewsnup, Ralph)

Next

Clear

9. 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.

Service of Process:

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

Docket Text: Modify as Appropriate.

CERTIFICATE OF SERVICE by Charles Chocolate re: plaintiff's interrogatories (Dewsnup, Ralph)

Next

Clear

10. **NOTE:** If you did not choose an event that relates to the certificate of service, this is the next screen you would see instead of the screen shown in instruction no. 7. There is a prompt box for information re: the Certificate of Service. When you have modified the text, click the **[Next]** button.

Service of Process:

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

Docket Text: Final Text

CERTIFICATE OF SERVICE by Charles Chocolate re [16] Memorandum in Support of Motion to compel and to continue (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 certificate. 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 1/25/2005 at 12:50 PM MST and filed on 1/25/2005

Case Name: Chocolate v. Vanilla

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

Filer: Charles Chocolate

Document Number: [20](#)

Docket Text:

CERTIFICATE OF SERVICE by Charles Chocolate re [16] Memorandum in Support of Motion *to compel and to continue* (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=1/25/2005] [FileNumber=56127-0]
[5f4f9555bc70977093e731fe49f5b561ac49fc0dc950b7dc83c9757de12904dccc5e5
810aeca980b0e7edf0bd4d3156430f117a63236d71cd06d0371dcc3131d]]

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:

13. 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 2:91-cv-03000-TC

Electronic Mail Notice List

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

- **John Q. Attorney (E-Filer)**
Ruth_Kawashima@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.

John D. Attorney

14. 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.