ELECTRONIC CASE FILING CM/ECF

User Manual

District of Utah
U.S. District Court

Rev. December 3, 2018

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User's Manual

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of browser software (such as Internet Explorer or Firefox) and Adobe Acrobat.

Help Desk

If you need assistance using ECF, you may contact one of the help desks below:

PACER Help Desk, San Antonio, TX   **(800) 676-6856**

> Hours: 8:00 am – 6:00 pm Monday – Friday CST

ECF Help Desk in the Clerk's Office - Salt Lake City

> Docketing clerks are available to answer any filing questions for their assigned judge's cases. A directory of clerks can be found at www.utd.uscourts.gov

> Hours: 8:30 am - 4:30 pm MT, M - F except holidays

ECF System Capabilities

The electronic filing system allows registered participants with Internet access to perform the following functions:

- Electronically file pleadings and other documents into the court docket

- View docket sheets and documents associated with cases

- View various online reports for cases

- Practice entering pleadings and other documents into ECF using a "training" database that is similar to the actual live ECF database

- Self-train on a web-based ECF Tutorial

Requirements

Hardware and Software Requirements

You will need the following hardware and software to electronically file, view and retrieve case documents:

- COMPUTER: A computer running a current software platform such as Microsoft Windows or Macintosh.

- INTERNET ACCESS:

- EMAIL ACCOUNT: An internet accessible email account.

- CURRENT INTERNET BROWSER:
  Internet Explorer,
  Firefox, or
  Safari, or
  Other comparable current browser software

- PDF DOCUMENT CREATION SOFTWARE: Document conversion software, such as Adobe Acrobat Standard, to convert documents from a word processing format to portable document format (PDF).

- PDF READER (if you only need to view case dockets and documents): Adobe Acrobat Reader or comparable. Comes with Adobe Acrobat Standard, otherwise can be downloaded for free from http://www.adobe.com.

- DOCUMENT SCANNER: A scanner to convert documents from paper format to electronic format if they are not available in your word processing system. Documents converted to PDF from Word, WordPerfect, or other word processing software are preferable, as converted documents are more easily readable and are text searchable. Scanned documents are acceptable and the recommended resolution is 300 dpi. Text only documents should be scanned in black and white. Colored scans may be used where the pages included photos, maps, colored images or colored printing where color is required for proper display. Gray-scale may be used for documents with poor legibility due to low contrast,

hand-written notations, fading, etc.

It should be kept in mind, that the preferable option for preparing PDF documents to efile should be to keep them in the original electronic format if possible. For example, for a
Word document
Best option: Convert directly to PDF
Acceptable option: Print, scan and convert to PDF.

PACER Registration

All ECF users should have a PACER (Public Access to Court Electronic Records) account in order to use the *Query* and *Report* features of the ECF system. If you do not have a PACER login, you may register online at http://pacer.psc.uscourts.gov.   Or, you may contact the PACER Service Center at (800) 676-6856 to establish an account. Registration is free of charge. Charges accrue on a per downloaded page basis.

Registering for Access to ECF

All ECF attorney users must register with the Clerk of Court, and will receive a login and password for the CM/ECF system. A registration form can be obtained at http://www.utd.uscourts.gov/forms/EcfAttyReg.pdf .

Once an account has been established for you, the Clerk will send you a login and password by email. Please keep your login and password confidential. Under the Court's CM/ECF General Order, any document filed electronically using your login and password will be treated as an official court document filed under your signature. If you believe or suspect someone is using your login and password without your permission, you should change your password, and notify the Court's Help Desk (801) 524-6851 as quickly as possible. If you change firms, please consider changing your password.

Once you are registered, you may familiarize yourself and practice with the CMECF system Training database. It is accessible at this address**: https://ecf-train.utd.uscourts.gov .**   Users who practice using this training database before filing their first document in the Court's live ECF database enjoy much greater success and less aggravation.

Why Two Logins?

The **E-Filing login** is used to electronically file (e-file) pleadings and documents into the court's electronic docketing system. It is also used to verify your identity

when viewing certain restricted documents, such as Social Security, certain immigration case documents, and some criminal case documents. There is no charge to e-file most documents in the court, with the exception of a complaint (used to open a case), an appeal, and an Application for Pro hac vice.

The **PACER login** is used for querying dockets and looking at case information. There is a $.10 per page charge for viewing dockets and documents, except with the free look that comes when first viewing your NEF emails.

Preparation

Portable Document Format (PDF)

All documents in the court's electronic filing system are in Portable Document Format (PDF). This format retains the pagination and other characteristics of documents so that their appearance does not vary from computer to computer.

We urge you to take time to familiarize yourself with how to convert word processing documents into PDF format. **Once you have created the PDF document to file electronically with the court, you should carefully review it before you file it to ensure that it appears in its entirety and in the proper format.**

Setting Up the Acrobat PDF Reader

To view electronically filed documents in the CM/ECF system, you will need to install Adobe Acrobat Reader or comparable software on your computer.

Setting Up PDF Document Converter

To convert documents to PDF format, which is the mandatory format for electronically filed documents in the cm/ecf system, you first must install PDF conversion software on your PC.

You may use software such as Adobe Acrobat Standard (this is different than the Reader version) or other PDF creation software. WordPerfect versions 9 and higher have PDF conversion software built-in.

Preparation of a Word Processing Document

When preparing a word processing document for conversion to PDF format, for electronic filing, consider using a caption title for the document in a manner consistent with the standard naming that will be assigned as you enter it in the CM

ECF system. For example, the following screen shows the modifiers, standard title and subsequent modifiers for a Motion for Preliminary Injunction.

If the title in the body of your word processing document is similar to the docket text that will be created, then the document will be easier to locate for those who search the docket.

Signatures; Affidavits of Service

Any document that requires (i) an original signature or (ii) either verification or an unsworn declaration under any rule or statute shall be filed electronically with an executed original maintained by the filer. The pleadings or other documents electronically filed shall indicate a signature in one of the following methods:

1. "s/Jane Doe."
2. a conventional signature (when the document is scanned)
3. an imaged signature that is electronically pasted into the signature block on the document

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

(a)   The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the original signatures of all parties on the document.

(b)   The filing party or attorney then shall file the document electronically, indicating the signatories, e.g., "s/Jane Doe," "s/John Doe," etc.

(c) The filing party or attorney shall retain the hard copy of the document containing the original signatures at least until the time for all appeals has expired.

(d) A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within ten days of receiving the Notice of Electronic Filing.

Users may refer to the District of Utah Administrative Procedures Manual for further clarification.

## How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) system. The conversion process requires special PDF conversion software. There are two primary methods:
Method 1: Convert the document as text from a word processing program.
Method 2: Scan the document from paper using a scanner.

Method 1: Convert from a word processing program (such as WordPerfect or Word):

- Install PDF conversion software on your computer

- Open the document to be converted.

- Select the **[Print]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A pull-down menu with a list of printer choices is displayed, as is illustrated in the following screen:
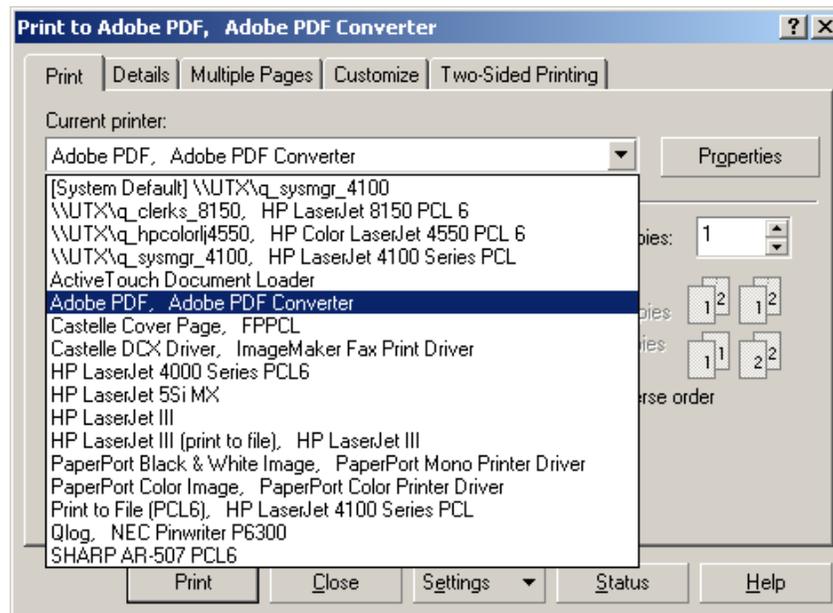
- Select **Adobe PDF** or **FinePrint pdfFactory**

- "Print" the file. The file will not actually print out; instead the option to save the file as a PDF file appears.
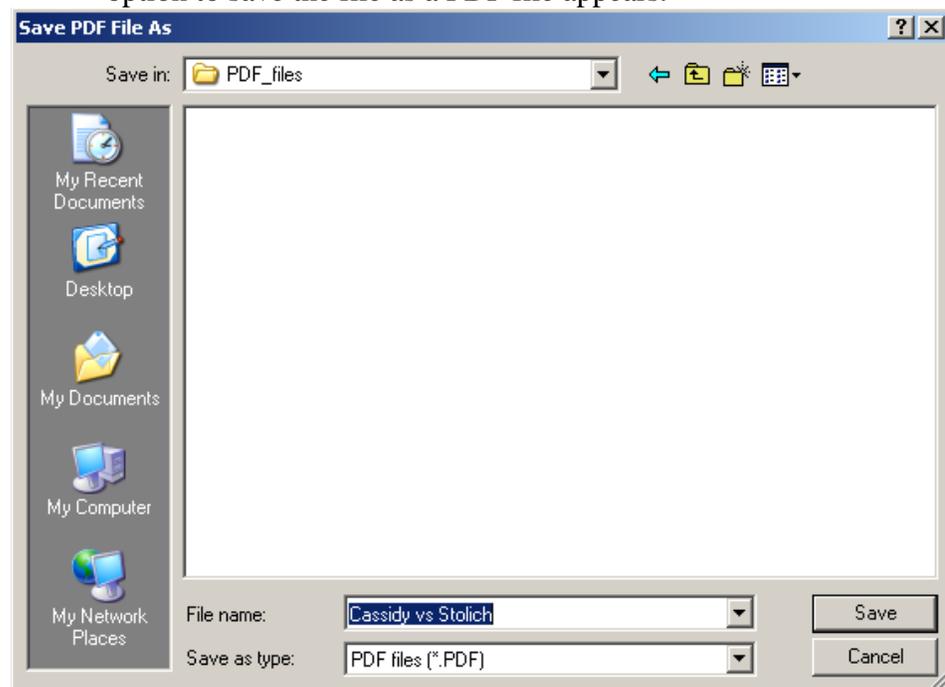
- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the "Save in" area of the window.

- Name the file, giving it the extension .PDF and click the **[Save]** button.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDF or your other PDF driver, and follow the directions above.

Method 2: Scan the Document from paper using a scanner
This method is not preferred for technical reasons explained in the PDF Issues paper on the court's web site at http://www.utd.uscourts.gov/cmecf/ecfpage.html

- Using a scanner, scan the paper document

- Convert the document to PDF format, and save to disk

- Recommended scanner settings:
    - Resolution: 300 dpi for most documents
    - Black and white (also called faxing and filing) for text documents, and text documents with signatures
    - Color would normally be used only where necessary such as photos, colored maps, illustrations, etc.
    - Scanned documents will normally be in the range of 20 – 40 k (kilobytes) per page.
    - Scanned text documents in excess of 100k per page should be examined to see if the resolution may be reduced or if color scanning was used when not needed

Basic E-Filing

User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields

- Using command buttons to direct system activities

- Mouse-clicking on hyperlinks

Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.

- Command buttons are represented in this manual in **[bracketed boldface**

type].

- Hyperlinks are represented in **underlined boldface type**.

Documents Filed In Error

A document incorrectly filed in a case may result from
        i) posting the wrong PDF file to a docket entry;
        ii) selecting the wrong document type from the menu; or
        iii) entering the wrong case number and not discovering the error before
        completing the transaction.

To request a correction, telephone:

Help Desk   (801) 524-6851

as soon as possible after an error is discovered. You will need to provide the case
and document numbers for the document requiring correction. If appropriate, the
court will make an entry indicating that the document was filed in error. You will
be advised if you need to re-file the document. The ECF system does not permit
you to change the misfiled document or incorrect docket entry after the transaction
has been accepted.

Viewing Transaction Log

This feature, selected from the **Utilities** menu allows you to review all
transactions ECF has processed with your login and password.

User Guide

You can download or view the most recent version of this User Guide from the
District Court's web page. Visit http://www.utd.uscourts.gov , and click on the
Electronic Case Filing hyperlink.

A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We urge you to practice this by going through the steps using the court's training data base before you try to actually file a document.

How to Access the System

Users can get into the system by going to

https://ecf.utd.uscourts.gov

Or, you may go to the District of Utah's Web site at http://www.utd.uscourts.gov and click on the **Login to CMECF/PACER** hyperlink.

Then, click on **District of Utah - Document Filing System** to open the login screen and login to ECF.

Users can access the **Training Database** by going to

https://ecf-train.utd.uscourts.gov

Logging In:

The next screen is the login screen.

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at http://pacer.psc.uscourts.gov.

Lost logins or passwords:
If you have lost or forgotten your CM/ECF E-filing password, click here, or during working hours you may call (801) 524-6105. If you need to reset your PACER login, click here

Authentication

Login:

Password:

client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with Fed. R. Civ. P. 5.2 or Fed. R. Crim. P. 49.1. This requirement applies to all documents, including attachments.

☐ **I understand that, if I file, I must comply with the redaction rules.**

[Login] [Reset]

Notice
An access fee of $0.10 per page or $3.00 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, click here or contact the PACER Service Center at (800) 676-6856.

Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive. The client code is optional, and only used for PACER billing detail, and may be left blank.

> **Note:** Use your **ECF** login and password if you are entering the system to file a document or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password. You will be charged a fee to view ECF case dockets and documents.
>
> Certain restricted documents will require your ECF login, in addition to your PACER login, for viewing. These documents, such as Social Security cases, may contain personal or other restricted identifying data, and are only available to counsel of record for the case.

Verify that you have entered your ECF login and password correctly. Click the 'I understand that, if I file, I must comply with the redaction rules' checkbox. After you enter the correct login and password information, click on the **[Login]** button.

Once the **Main Menu** appears, choose from a list of **hyperlinked** options on the top blue bar.

CM ECF   Civil ▾   Criminal ▾   Query   Reports ▾   Utilities ▾   Search   Logout

Electronic Case Filing System
District of Utah
Official Court Electronic Document Filing System

This is the Electronic Case Filing system and PACER. For more information regarding Electronic Case Filing on this system, please visit our CMECF information page. For docketing questions or technical support accessing this system, you may contact the Clerk's Office Help Desk at (801) 524-3248, or for technical support you may contact the PACER Service Center at (800)676-6856.   CM/ECF will be unavailable on Sundays from 4:00 am - 4:30 am.

Common Links:
Administrative Procedures Manual
Attorney Registration for E-Filing
Training Class Signup

In August 1998, the U.S. District Court began to scan court-issued orders, judgments, and indictments. In January 2001, the Court expanded the number of documents scanned to include motions, answers and other documents. These imaged documents are available for viewing/printing through PACER. On May 1, 2005, the Court converted to the present ECF system that allows attorneys to E-file pleadings with the court. This site contains civil case information starting in 1989 with some cases back to 1985, and criminal case information starting in 1990, with some cases going back to 1989.

CMECF is running on version 3.2.2

Note: The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or if you suspect an unauthorized party is using your login and password, please telephone the court's Help Desk (801-524-6851), and change your password.

Selecting ECF Features

ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.

Civil-   Select **Civil** to e-file all civil case pleadings, motions, and other court documents.

Criminal-   Select **Criminal** to e-file all criminal case pleadings, motions, and other documents.

Query-   **Query** ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to **PACER** before you can query ECF.

Reports-   Choose **Reports** to retrieve docket sheets and cases-filed reports. You must login to **PACER** before you can view an ECF report.

Utilities-   View your personal ECF transaction log and update your password or e-mailing information.

Logout-   Allows you to exit from ECF.

Civil Events Feature

Registered filers will use the Civil feature of ECF to electronically file and docket with the Court a variety of pleadings and other documents for civil cases. This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

General Rules and Manipulations
Manipulating the screens

Each screen has the following two buttons:

- [Clear] clears **all** characters entered in the box(es) on that screen.
- [Next] or [Submit] accepts the entry just made and displays the next entry screen, if any.

Correcting a mistake:

Use the [←] button on your browser toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court by pressing the final [Submit] button, only the court can make changes or corrections. Do not press [Back] after submitting a payment through pay.gov.

Filing a Civil Complaint

E-mail PDF versions of the Civil Cover Sheet and the Complaint or Initiating document, with the parties listed, to the following address: utdecf_clerk@utd.uscourts.gov

The e-mailed complaint is for information purposes only and will not be filed by the clerk's office. The complaint must be e-filed by counsel as later indicated.

New cases will be processed until 4:00 p.m. each day the court is open. New cases received after this time will be processed the following morning.

A case number and judge will be assigned to the case. The Clerk's office will enter the case information into CM/ECF and add the parties.

The Clerk's office will enter a "Remark - New Case" on the docket and a NEF will be e-mailed to counsel. The docket text will include the judge assigned to the case and direct counsel what CM/ECF filing event should be used to e-file the complaint or initiating document and to pay the filing fee of $400 by the end of the business day.

Filing Documents Electronically in Civil Cases

There are eight basic steps involved in filing a document:

1) Select the type of document to file (see Attorney Event Menu);
2) Enter the case number in which the document is to be filed;
3) Designate the party(s) filing the document;
4) Specify the PDF file name and location for the document to be filed.
5) Add attachments, if any, to the document being filed.
6) Modify docket text as necessary
7) Submit the document to ECF
8) Receive notification of electronic filing (the NEF)

After successfully logging into ECF, follow these steps to file a document.

1. Select the type of document to file

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other documents in ECF.

Click on **Motions**, under **Motions and Related Filings**

The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.

Motions

Start typing to find an event.

Available Events (click to select events)

ADR (Alternative Dispute Resolution - Arbitration or Mediation)
Admission Pro Hac Vice (fee collected during entry)
Affirm
Alter Judgment
Amend/Correct
Appear
Appoint Counsel
Appoint Custodian
Appoint Expert
Appoint Guardian/Attorney ad Litem
Appoint Receiver
Attorney Fees
Bifurcate
Bond
Certificate of Appealability

Selected Events (click to remove events)

[Next]   [Clear]

For demonstration purposes, highlight **Preliminary Injunction.**   The selected event should appear on the right hand side of the screen under **Selected Events**. To select more than one motion, scroll to find the additional motion(s), and click once on each motion/relief. They should each appear on the right side under Selected Events. If more motion/reliefs appear on the right side than you desire, click on the incorrect item to remove it from the list.

Click **[Next]**.

2. **Enter the case number in which the document is to be filed.**
   A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion, click on **[Find This Case],** and then click **[Next]** when the case number is correct.

ECF   Civil ▾   Criminal ▾   Query

Motions

Civil Case Number

2:08cv104   [Find This Case]

[Next]   [Clear]

- If the number is entered incorrectly, click [Clear] to re-enter.

3. **Designate the party(s) filing the document**

Motions

2:08-cv-00104-TS Grey v. Vanilla
JURY

Select the filer.

Select the Party:

| Grey, Earl [Plaintiff] | Add/Create New Party |
| Vanilla, Vera [Defendant] | |

[Next] [Clear]

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs, you may select the entire group by holding down the control key while pointing and clicking on each party in the group

After highlighting the parties to the motion, click on the **[Next]** button.

Note: If your party does not appear, you must file the document, via e-mail or in paper, with the court. Attorneys are <u>not</u> allowed to add parties to cases.

Linking Documents (Refer to existing event)

Some documents, such as Memoranda, Declarations, and Indexes to Exhibits, should be "linked" to their related documents in the case. This linking ensures that motions reports include all pertinent documents. When linking certain types of documents, you will see the following screen.

An "event" in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of "**Refer to existing event(s)?**" then click **[Next]**.

You also have the option of entering filed dates or document numbers if you would like to narrow your search.

Once you click **[Next]**, you are presented with a list of documents that match your search criteria. For this example, Motions are the document type to which the current document should link.

Click the check-box for the document you wish to link to and click **[Next]**.

4. Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document you are filing in ECF.

Note: It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document.

- Click on the **[Browse]** button. ECF opens the following screen.
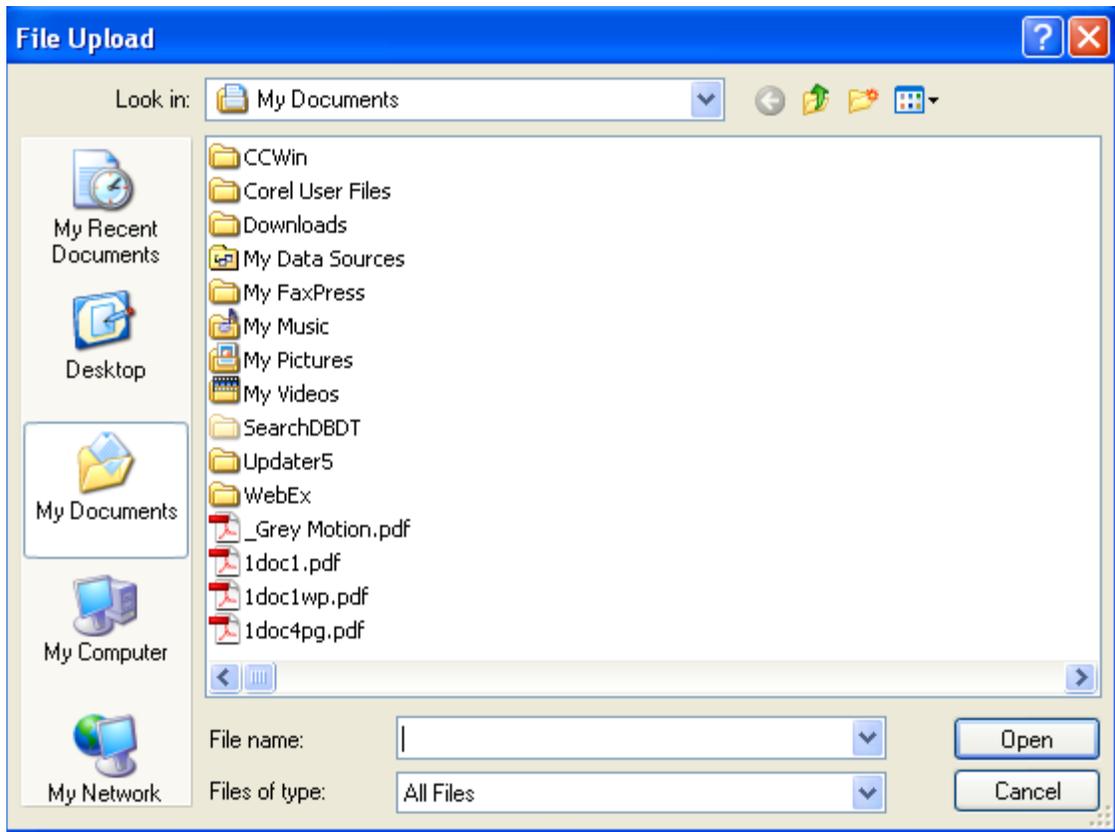
- To make sure to display pdf files, change the Files of type to:

- Navigate to the appropriate directory to select the PDF document you wish to file.

- Highlight the file to upload to ECF.

Note:	To verify that you have selected the correct document, right-mouse click on the highlighted file name to open a **quick menu** and left-mouse click on **[Open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document you selected. You should review it to verify that it is the correct document.
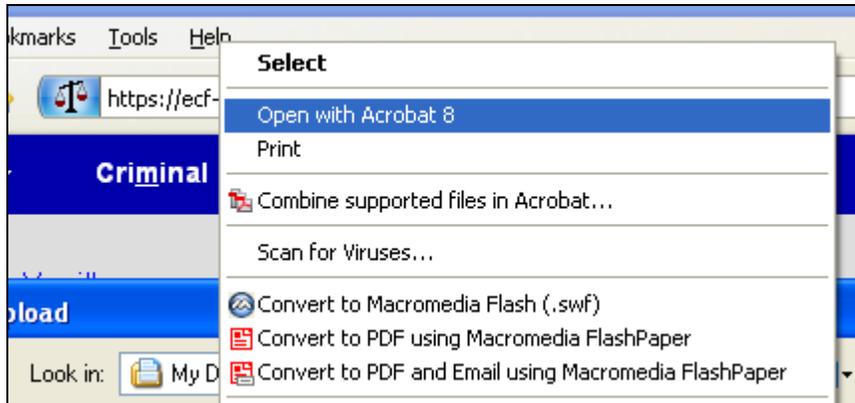
- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.
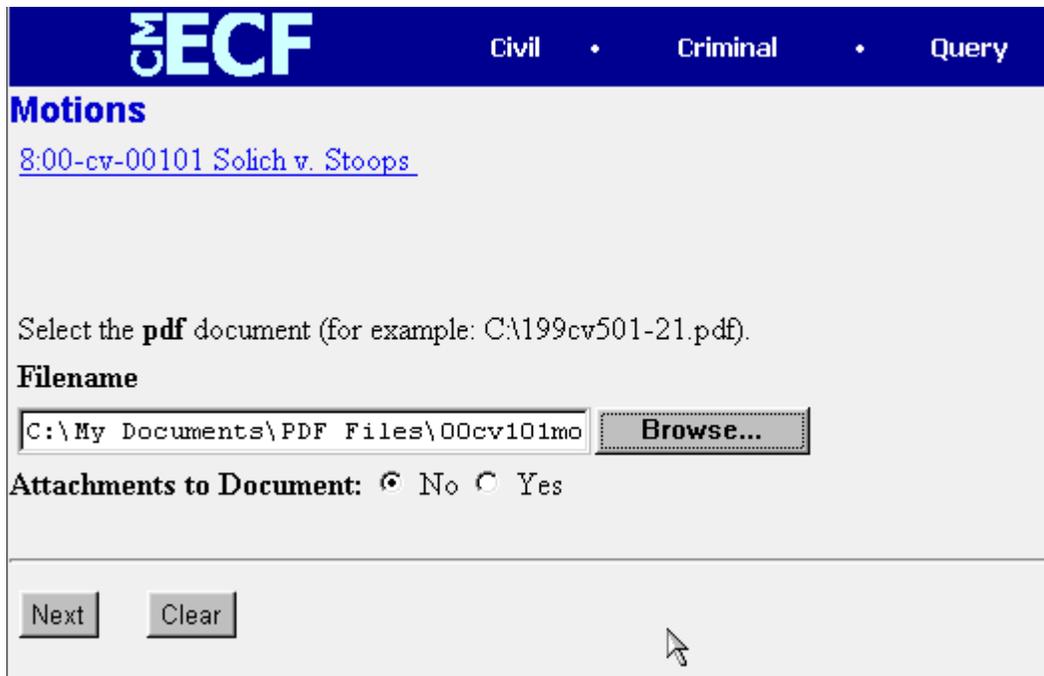
- If there are no attachments to the motion, click on **[Next].** A new **Motions** window opens. Go to Section 6, **"Modifying Docket Text,"** to proceed with your filing.

- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 5, **"Adding Attachments to Documents Being Filed".**

If you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.
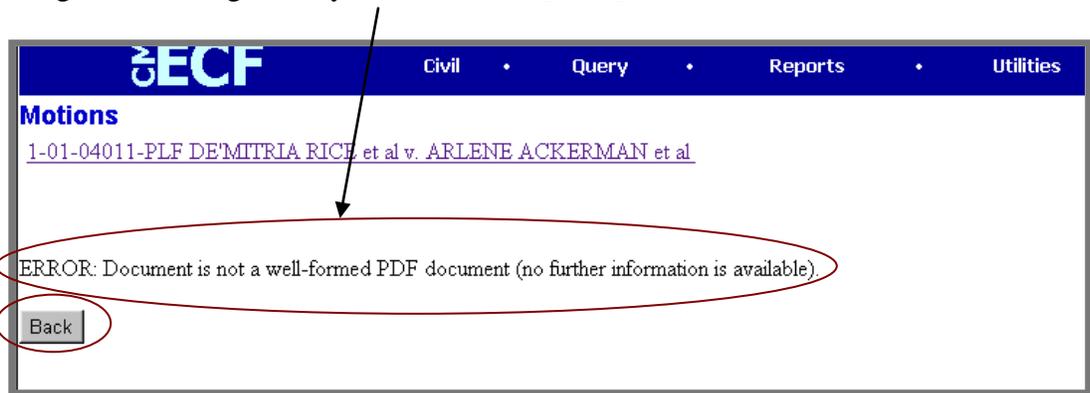
- ECF will not permit you to select a file for your document that is not in PDF format.

- Click on the **[Back]** button, and ECF will return to the **Motions** screen. Select and highlight the PDF file of your document and proceed as before.

Failure to Select a Document to File

If you fail to select a document data file to attach with your filing, ECF will display the error message depicted below.

- If you click **[OK]** from the screen depicted above, ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

5. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

- Click on **[Browse]** to search for the document file name of the attachment.

- Next to the field for attachment **Category**, click on the arrow and ECF opens a pull-down screen. Highlight the type of attachment from the displayed selection.

- Describe the attachment more fully by clicking in the **Description** box. Type a clear and concise description of the attachment.

- Click on **[Add to List]**.

ECF adds the selected document as an attachment to the main document. A new **Motions** screen opens to display the file name of the newly attached document.

- Repeat the sequence for each additional attachment.

- After adding all of the desired PDF documents as attachments, click on **[Next]**.

6. Modify docket text

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

Click in the open text area to type additional text for the description of the pleading document. This field is limited to 255 characters. To the extent possible, the entire title of the document should be included here.

7. Submit the document.

- Click on the **[Next]** button. A new **Motions** window appears with the complete text for the docket report.

- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the button on the browser toolbar to find the screen you wish to alter. If you need to click the back button to go more than two or three screens back, in order to avoid potential problems, you should restart the docketing event by clicking on [Civil] in the blue bar.

- Click on the **[Next]** button to file and docket the document.

Note: The screen depicted above contains the following notice.

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

At any time prior to this step, you can abort the ECF filing or return to previous screens by:
- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction.

When you do so, ECF will reset to the beginning of the process you just selected.

- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

8. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt.

- The screen depicted above provides confirmation that (i) ECF has registered your transaction, and (ii) the document you filed is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document.

- Select **[Print]** on your browser Toolbar to print the ECF document receipt (also called the NEF or Notice of Electronic Filing).

- You may also wish to save a copy to disk, by selecting **[Print]** on your browser, and selecting [**Adobe PDF**]. This will allow you to save the NEF as a pdf file for later retrieval.

Note: The Notice of Electronic Filing confirms the representations made in the Certificate of Service in your document. The Court strongly urges you to save your copy of the Notice of Electronic Filing in your filing system.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have registered for e-filing with the court. The NEF (Notice of Electronic Filing) also displays the names and addresses of individuals who are **_not_** E-Filers in the Court's ECF system and who will **_not_** be electronically notified of the filing. It is your responsibility as the document **filer** to serve hard copies of the document **and** the **Notice of**

Electronic Filing on all non E-Filing attorneys and pro se parties to the case.

E-Mail Notification of Documents That Were Filed

Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document to verify that the document was properly docketed. The Court strongly urges you to save the **Notice of Electronic Filing** *and* filed document(s) to your local filing system. Subsequent retrieval of the case docket sheet and document from CM/ECF must be made through your PACER account and is subject to current PACER fees.

Social Security and certain immigration cases contain restricted documents that will require the attorney to enter in his or her login in order to view documents that have been filed in these cases. For the "free look", this is the attorney's E-Filing login, and not the PACER login.

> **Note:** The filer is responsible for sending hard copies of the document and **Notice of Electronic Filing** to attorneys and pro se parties who are not registered E-Filers.

Criminal Events Feature
Filing Documents for Criminal Cases

Filing a criminal document requires nine steps:

1.   Select the type of document to file (see Attorney Event Menu);
2.   Enter the number of the case in which the document is to be filed;
3.   Designate the defendant to whom the filing relates;
4.   Verify that the case number and caption are correct;
5.   Designate the party(ies) filing the document;
6.   Specify the PDF file name and location for the document to be filed;
7.   Add attachments, if any, to the document being filed;
8.   Modify docket text as necessary;
9.   Submit the document to ECF; and
10. Receive notification of electronic filing

After successfully logging into ECF, follow these steps to file a document.

1. Select the type of document to file
Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens and displays the events from which you may choose for your filing. This section of the User Manual describes how to file a **Motion** in ECF. The process is similar for filing other documents in ECF.

Click on **Motions**, under **Motions and Related Filings**
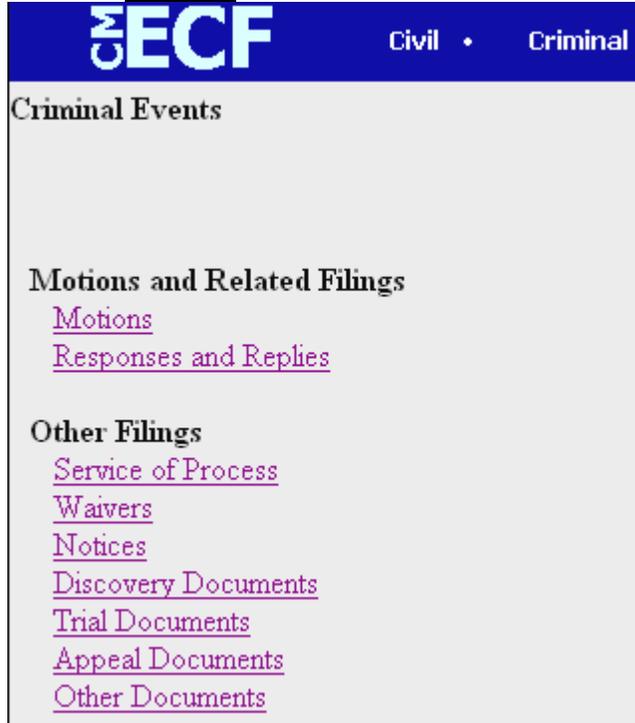
The **Motions** screen appears and displays a motion-selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.
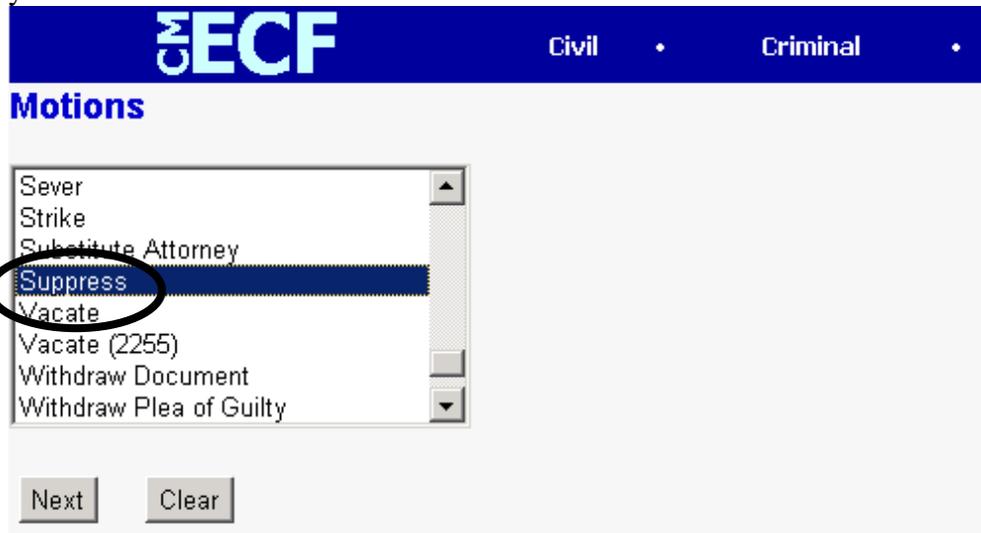
For demonstration purposes, highlight **Suppress** and click on **[Next]**.

Note: To select more than one motion, press and hold down the **Ctrl** key while you click on each of the desired categories of motions.

2. Enter the case number in which the document is to be filed.

A new Motions screen opens with a Case Number field. Enter the number of the case

in which you are filing a motion and click on **[Next]**.

Note: If, for example, the case number you are working on is 2:03cr105, you could enter the case number in any of the following formats:
03-105
03cr105
2:03-cr-105
2-03-cr-105
203cr105

- If the number is entered incorrectly, click **[Clear]** to re-enter. If your computer responds that you entered an invalid case number, click on **[Back]** to re-enter.
- When the case number is correct, click on **[Next]**

3. **Designate the defendant(s) that the filing relates to.**

Click in the boxes to place a check next to the name of each defendant to which your filing relates. If it relates to all defendants in the case, check only the **All Defendants** box, leaving the remaining boxes unchecked. When you have finished selecting defendants, click on **[Next].**

4. **Verify the case number and caption are correct.**

Click

5. Designate the party(s) filing the document

Highlight the name of the party or parties filing the motion. Click on the **[Next]** button.

Linking Documents (Refer to existing event)

Some documents, such as Memoranda, Declarations, and Indexes to Exhibits, should be "linked" to their related documents in the case. This linking ensures that motions reports include all pertinent documents. When linking certain types of documents, you will see the following screen.

An "event" in CM/ECF is anything that has been filed in a case. To link the document

you are currently filing to a previously filed document, check the box in front of "**Refer to existing event(s)?**" then click **[Next]**.

You also have the option of entering filed dates or document numbers if you would like to narrow your search.

Once you click **[Next]**, you are presented with a list of documents that match your search criteria. For this example Motions are the document type to which the current document should link.

Click the check-box for the document you wish to link to and click **[Next]**.

6. Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties you select and refreshes the screen to display a new **Motions** screen as depicted below. ECF displays a field for locating and entering the PDF file of the document you are filing in ECF.

> **Note:** It is imperative that you attach an electronic version of the actual document when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format.

- Click on the **[Browse]** button. ECF opens the following screen.
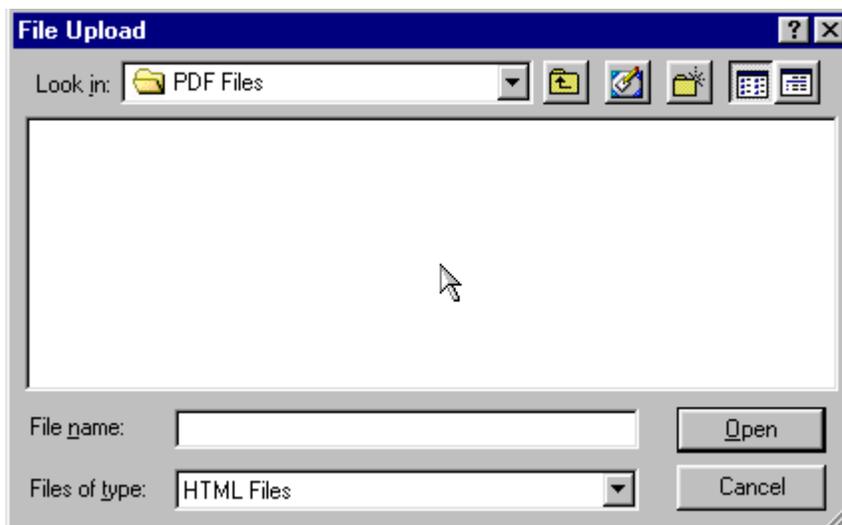
Change the **Files of type** to:

- Then navigate your way to the appropriate directory and file name to select the PDF document you wish to file.

- Highlight the file to upload to ECF.

> **Note:** In order to verify that you have selected the correct document, right-mouse click on the highlighted file name to open a **quick menu** and left-mouse click on **[Open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.
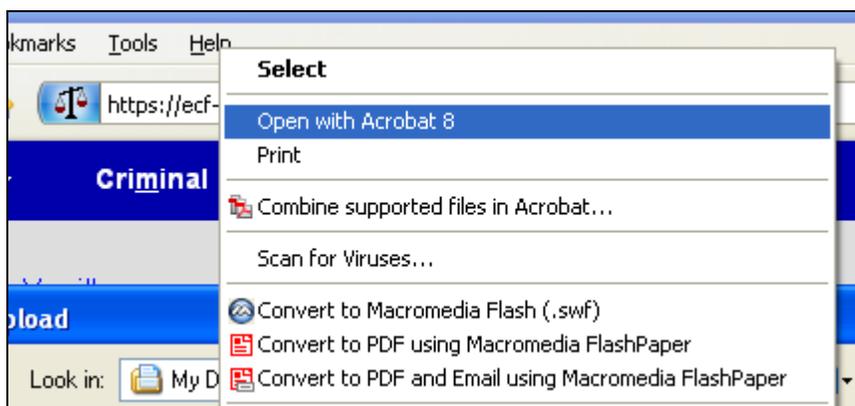
- Once you have verified that the document is correct, close Adobe Acrobat and click on the **[Open]** button in the lower right corner of the File Upload window. ECF will close the **File Upload** screen and insert the PDF file name and location in the **Motions** screen.

*   If there are no attachments to the motion, click on **[Next].** A new **Motions** window opens. Go to Section 6, **"Modifying Docket Text,"** to proceed with your filing.

- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 5, **"Adding Attachments to Documents Being Filed".**

If you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.

- ECF will not permit you to upload a document that is not in PDF format.

- Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your document, then and proceed as before.

Failure to Select a Document to File

If you fail to select a document to file with your document, ECF will display the error message depicted below.
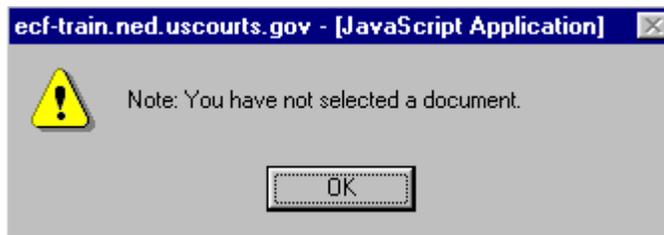
- If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

7. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen will appear.

- Click on **[Browse]** to search for the document file name of the attachment.

- Next to the field for attachment **Type**, click on the arrow and ECF will open a pull-down screen. Highlight the type of attachment from the displayed selection.

- Describe the attachment more fully by clicking in the **Description** box. Type a clear and concise description of the attachment.

- Click on **[Add to List]**.

ECF will add the selected document as an attachment to the document. A new **Motions**

screen opens to display the file name of the newly attached document.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

8. Modify docket text

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

Click in the open text area to type additional text for the description of the document.

9. Submit the document.

- Click on the **[Next]** button. A new **Motions** window will appear with the complete text for the docket report.

- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the back button ⬅ on the browser toolbar to find the screen you wish to alter.
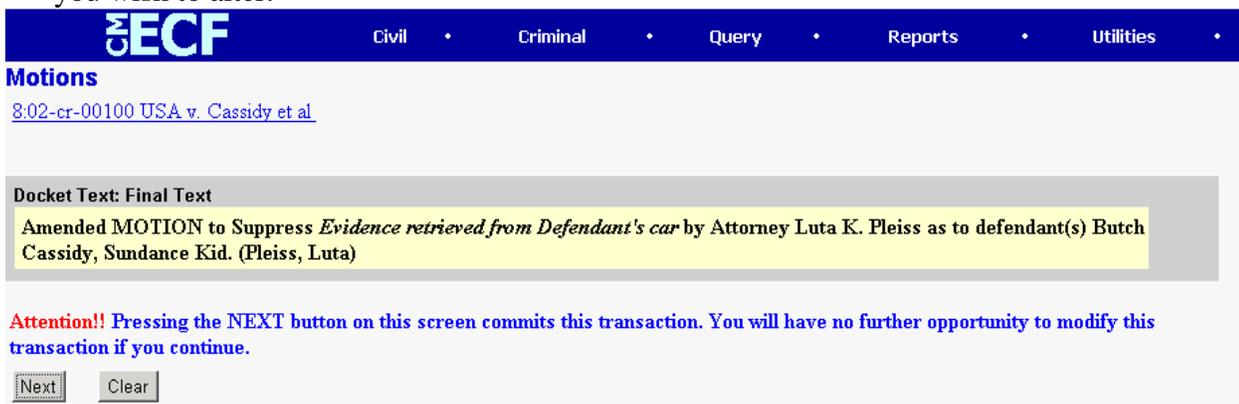
CM/ECF   Civil   •   Criminal   •   Query   •   Reports   •   Utilities   •

Motions

8:02-cr-00100 USA v. Cassidy et al

Docket Text: Final Text

Amended MOTION to Suppress *Evidence retrieved from Defendant's car* by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy, Sundance Kid. (Pleiss, Luta)

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]

- Click on the **[Next]** button to file and docket the document.

Note: The screen depicted above contains the following warning.

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

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. If you do so, ECF will reset to the beginning of the process you initially selected.

- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

---

10. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt.

- The screen depicted above provides confirmation that ECF has registered your transaction and that the document is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document.

- Select **[Print]** to print the document receipt.

- You may also wish to select **[Print]**, and choose **[Adobe PDF]** to save a copy of the NEF to the hard drive of your computer.

-

> **Note:** The Notice of Electronic Filing confirms the representations made in the Certificate of Service in your document. The Court strongly urges you to print or otherwise save your copy of the Notice of Electronic Filing in your filing system.

- ECF will electronically transmit the **Notice of Electronic Filing (NEF)** to the attorneys and parties to the case who have registered for e-Filing. The NEF also displays the names and addresses of individuals who will **_not_** be electronically notified of the filing. It is the **filer's** responsibility to serve, either by mail or delivery, hard copies of the document **and** the **Notice of Electronic Filing** on all attorneys and pro se parties of record who are not set up for electronic notification.

E-Mail Notification of Documents That Were Filed

After a document is electronically filed, the ECF System sends a **Notice of Electronic Filing (NEF)** to the designated attorneys E-mail addresses. Individuals who receive electronic notification of the filing are permitted one **"free look"** at the document by clicking on the associated hyperlinked document number embedded in the **NEF**. The filer also is permitted one free look at the document. The Court strongly urges you to save the **NEF** *and* documents in your file system for future access. One way the NEF may be saved is by using the 'Print to PDF' feature under the File, Print option in your browser, or comparable menu options in your email package. Subsequent retrieval of the case docket sheet and document from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

This "**free look**" is good for 15 days, after which, it expires. That is why it is advisable to print and/or save any documents associated with each NEF received. If the document has not been viewed or saved before the 15 days passes, the user may elect to view the document by accessing PACER, and paying the normal PACER fees.

Certain documents are marked **"***Restricted***",** if they may contain personal identification information. To view these documents, you will be prompted to enter in the attorney's CMECF login information to verify access rights. This login is the CMECF login, and not the PACER login (sometimes known as the firm login). This CMECF login is to verify that the attorney represents a party in the case, and does not result in PACER charges.

> **Note:** The filer is responsible for sending hard copies of the document and **Notice of Electronic Filing** to attorneys and pro se parties who are not registered E-Filers.

Add/Create a New Party

If the party you represent is not listed in the "Select a Party", you should file that document with the court, either by email in pdf format, or in hard copy. Attorneys will not be allowed to add parties.

Answers to Complaints

1:04-cv-00008-DAK-DON Grey v. Vanilla

Any document that requires new parties to be added to the case MUST be filed with the court. DO NOT ADD PARTIES

[Next] [Clear]

Query Feature

Registered PACER users may use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF.

ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF will permit you to query the ECF database.

Note: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. Please note that you will be charged a fee of $.08 per page to access and download documents, docket sheets, etc. from ECF. Your PACER login will function for all U.S. District Courts, U.S. Bankruptcy Courts, and U.S. Court of Appeals. Your CMEF login will be different for each district, and for each court, whether District or Bankruptcy.

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted below. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the [**Run Query**] button. ECF will open the query screen depicted in Figure B on the next page.

You may query the ECF database either by (i) the name of a party or (ii) an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name (Figure A). If you click on the name of the party, ECF will open the query screen depicted in Figure B. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number hyperlink and ECF opens the query screen depicted in Figure B.

Figure A

After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected. See Figure B.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a

certain type, you should use the date 1/1/1970 as the "beginning of time." When you run the query, if there is more than one case that meets those criteria, you will see a screen similar to the one in Figure A, but it will list multiple case numbers.

Figure B

2:06-cv-00765-TC HARRELL V. DISTRICT OF COLUMBIA
Tena Campbell, presiding
Date filed: 07/02/2001 **Date of last filing:** 08/20/2001

Query
    Alias
    Associated Cases
    Attorney
    Case Summary
    Deadline/Hearing
    Docket Report
    Filers
    History/Documents
    Party
    Related Transactions
    Status

At the top of the window, ECF displays the case number, parties to the case, presiding judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Attorney

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

Case Summary

Provides a summary of current case-specific information as represented below.

1:04-cv-00008-DAK-DON Grey v. Vanilla
Dale A. Kimball, presiding
Date filed: 04/16/2004 **Date of last filing**: 01/20/2005

Case Summary

Office: Northern   Filed: 04/16/2004
Jury Demand: Plaintiff   Demand: $1000000
Nature of Suit: 550   Cause: 42:1983 Prisoner Civil Rights
Jurisdiction: Federal Question   Disposition:
County: Salt Lake   Terminated:
Origin: 1   Reopened:
Lead Case: None
Related Case: None   Other Court Case: None
Def Custody Status:
Flags: (b)(1)(B), JURY, MAG, NOIPT, PRISONER

Plaintiff **Earl Grey**

Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the **Deadline/Hearings** screen.

1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA
James Robertson, presiding
Date filed: 07/02/2001 **Date of last filing:** 08/20/2001

Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
7	⬤ Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
7	⬤ Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
7	⬤ Status Conference	08/20/2001	01/08/2002 at 04:30 PM		
	⬤ Meet & Confer Hearing	07/31/2001	08/08/2001 at 02:00 PM		08/08/2001
1	⬤ Answer due *from DC*	07/02/2001	07/23/2001	08/06/2001	

After the window opens, if you click on a document number, ECF will display the Scheduling Order for the conference or hearing. If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing that you selected.

Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to display the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted.

The document numbers in the middle column are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the **Electronic Notification Report** for the document.

History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted below. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

After making your selections, click on the **[Run Query]** button. ECF will query the database and build your report. A portion of a **History/Documents** report is shown below. This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA
James Robertson, presiding
Date filed: 07/02/2001 **Date of last filing:** 08/20/2001

History

Doc. No.	Dates		Description	Private Event	Type Subtype	Docket Part ID
6	*Filed:* *Entered:*	08/20/2001 08/20/2001	Meet and Confer Statement		misc mcstmtX	34
	Docket Text: MEET AND CONFER STATEMENT. (Lowery, Ruth)					
7	*Filed:* *Entered:*	08/20/2001 08/20/2001	Scheduling Order		order scho	36
	Docket Text: SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM; jury trial set for 7/8/2002 at 9:30 AM; status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT,)					
7	*Filed:* *Entered:*	08/20/2001 08/20/2001	Set Deadlines		order setddl	37
	Docket Text: SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM; jury trial set for 7/8/2002 at 9:30 AM; status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT,)					
--	*Filed:* *Entered:*	08/08/2001 08/08/2001	Meet and Confer Hearing		hearing mchrg	32
	Docket Text: Minute Entry: Meet and Confer Hearing held on 8/8/2001 before Judge James Robertson in chambers. (Not reported) (mlp,)					
--	*Filed:* *Entered:*	07/31/2001 07/31/2001	Calendar Entry		utility calentry	17
	Docket Text: Calendar Entry, Set/Reset Hearings: Meet and Confer Hearing set for 8/8/2001 02:00 PM before Judge James Robertson in chambers. (mlp,)					
--	*Filed:*	07/31/2001	Set/Reset Hearings		utility	18

You may view documents in the case by clicking on the document number in the far-left column of the onscreen report.

Other Queries

The process for selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the **Blue** menu bar, ECF opens the **Reports** screen depicted in Figure 25.

You may view **Court Calendar Events** for a case without logging into PACER. If you select **any of the other reports** from the screen depicted in Figure 25, ECF will ask you to login to PACER.

Emails Sent

Click on the **Emails Sent** hyperlink in Figure 25

You then may select any date, and see copies of all Notices of Electronic Filing sent to you on that date.

Docket Sheet

Click on the **Docket Sheet** hyperlink and ECF will open the **PACER** login screen.

Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.
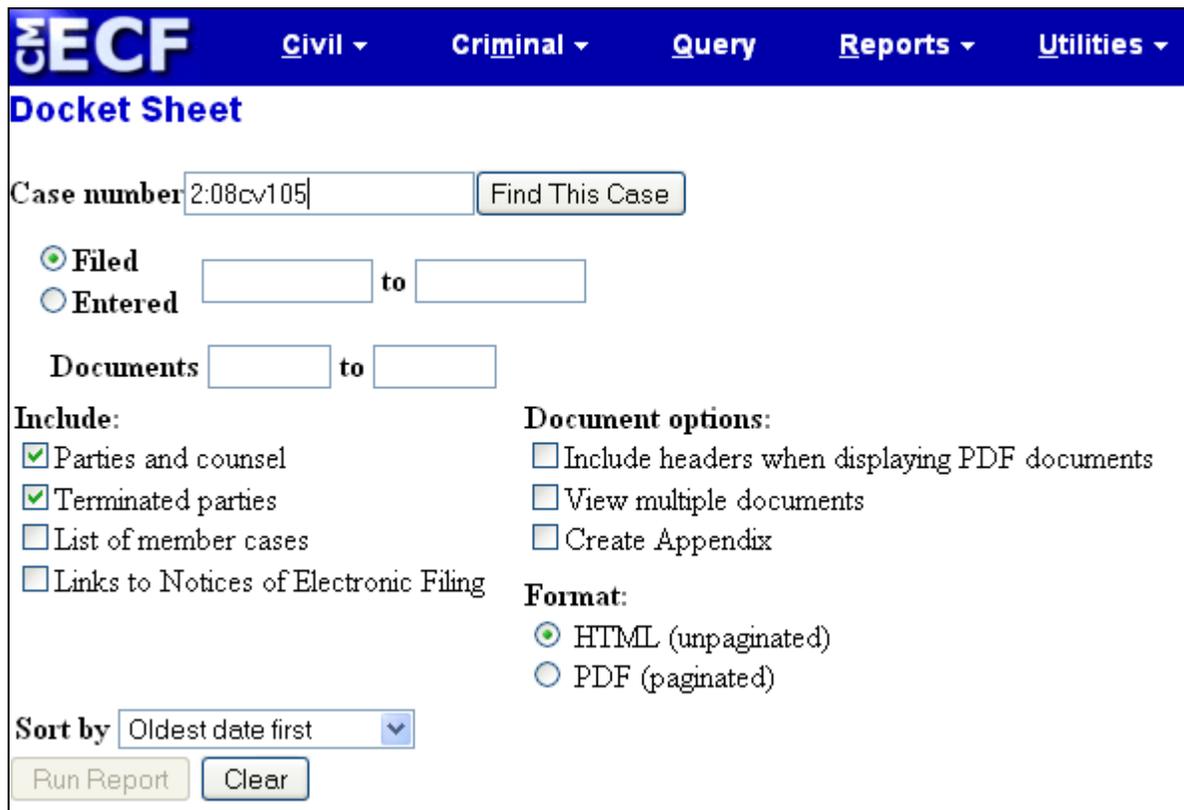
This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature. Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted here.

Note: If you are not logged into **PACER**, ECF will display the **PACER** login screen. When you login to **PACER**, ECF will open the **Civil Cases Report** screen.

Enter the range of case filing dates for your report and select a **Nature of Suit** or **Cause Code**, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF. This picture depicts part of a report of all cases filed in ECF at the U.S. District Court between 12/01/2003 and 4/02/2004.

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

Utilities Feature

The **Utilities** feature provides the means for you as a registered user to maintain portions of your E-Filing and PACER accounts, change your password, update your email address(es), check mailing information for a case and view all of your ECF transactions. It is recommended that you change your password whenever you have a change of personnel in your office that may have had access to your login information.

Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your PACER account with the Court and to view a log of all your transactions within ECF.

Click on Maintain your login/password to change your password.

Click on Maintain your Email Address to update your email address(es). If you want all of your notices to go to all of your email addresses (rather than just specific cases), make sure to place a check mark in 'In All My Cases'.

IF YOU HAVE A NEW ADDRESS: Please email ut_support@utd.uscourts.gov with change of addresses.

ECF will e-mail to attorneys and parties their **Notices of Electronic Filing** based upon the email addresses provided. If there are additional persons you would like ECF to email regarding newly filed case documents, you may update those email addresses by using the link provided above, or by logging into ECF, and updating your email addresses yourself.

View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria.

Transaction Log
Report Period: 08/16/2001 - 09/04/2001

Id	Date	Case Number	Text
3212	08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Test Document)(wes,)
3326	08/27/2001 11:44:12	01-4011	First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 8/30/2001. Replies due by 8/30/2001. (wes,)
3330	08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DE'MITRIA RICE. (wes,)
3331	08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2] . Motion referred to fhsaklf . Signed by Judge sullivan emmett g on 08/28/01. (wes,)
3335	08/27/2001 14:23:52	01-4011	RESPONSE to Motion re [2] *Preliminary Injunction* filed by DE'MITRIA RICE. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper format)(wes,)
3336	08/27/2001 14:30:43	01-4011	RESPONSE to Motion re [1] *Permanent Injuction* filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes,)
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction *by plaintiff for defendent to cease and desist the assignment of plaintiff to cafeteria duty* by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction *to cease and desist from assigning plaintiff to work as a cafeteria monitor* by DE'MITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3339	08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction *to cease and desist the assignment of plaintiff to cafeteria monitor* by DE'MITRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (wes,)
3431	09/04/2001 14:21:26		Updated person record: wes Prid: 2231
3431	09/04/2001 14:21:27		Updated user record: shortw 2231
Total Number of Transactions: 11			

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log

- no unauthorized individuals have entered transactions into ECF using your login name and password.

Mailings…

The Mailings… hyperlink opens a new screen to allow you to see Mailing Information for a Case (to help prepare certificates of service), or Mailing Labels for a Case.

To view the recipient list for a case, click on **Mailing Information for a Case**, enter the case number and click **[Submit]**.

Those attorneys who are on the Manual Notice List will require manual noticing.

Miscellaneous

ECF provides other **Miscellaneous** functions within the Utilities feature of the system.

- Internet Payment History
- Chambers Email Addresses
- Court Information

- Verify a Document

Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number.

Logout

After you have completed all of your transactions for a particular session in ECF, you should exit the system by logging out.

Click on the **Logout** hyperlink from the ECF **Blue** menu bar. ECF will log you out of the system and return you to the ECF login screen. But, if you close your browser without clicking Logout, don't worry, no one else will be able to access your account from that or any other computer, without first logging in again. And, if you are the one logging back in on your computer, and it notifies you that '**Warning: the account you entered is already logged in'**, just click '**Continue Login'** and it will log you in properly.

Additional Information Regarding ECF

Sealed Documents

Continue to file sealed documents in hard copy by mail or in person at the Office of the Clerk, Rm. 1.100, 351 S. West Temple, Salt Lake City, Utah 84101 in accordance with the existing practices and procedures for conventional filing.

Appendix A – Setting Adobe Acrobat Preferences

To set Adobe Acrobat preferences to make Acrobat open the pdf document into a new window and NOT open inside the web browser:

In Adobe Acrobat, under Edit, Preferences, Internet – we recommend to uncheck the 'Display PDF in Browser' setting. This provides more screen area to read the document, and is frequently less problematic, but is a matter of personal preference.
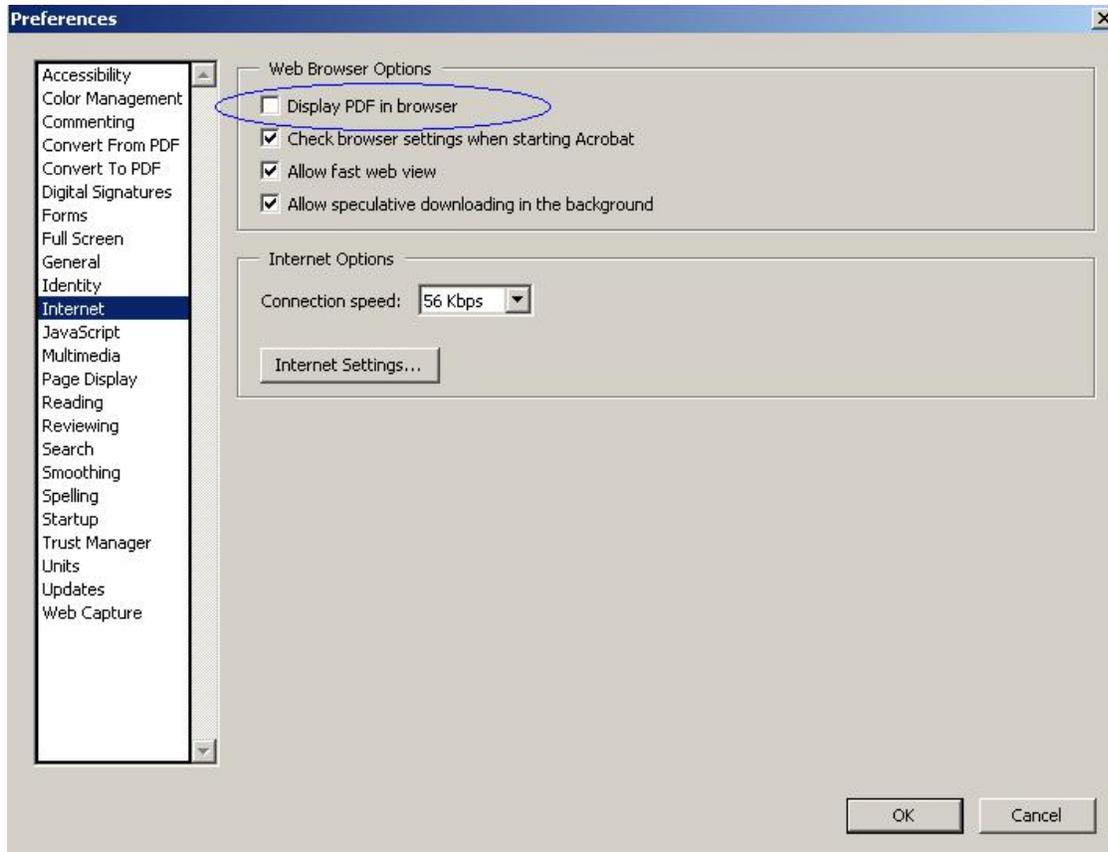
To set the default viewing area, in Adobe Acrobat, under Edit, Preferences, Page Display – Select 'Fit Width' under the Default Zoom drop-down box. This will help to make the document more easily readable on a computer monitor.