

# ELECTRONIC CASE FILING CM/ECF



## User Manual

District of Utah  
U.S. District Court

Rev. December 3, 2018

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# Electronic Case Files System 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](http://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

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## 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,

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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

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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.

The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the page title is "Motions" and the case number is "8:00-cv-00101 Solich v. Stoops". The main content area is titled "Docket Text: Modify as Appropriate." and contains a form with a dropdown menu. The dropdown menu is open, showing a list of modifiers: First, Second (highlighted), Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Amended, Consent, Counter, Cross, Emergency, Endorsed, Ex Parte, Final, and Interim. The text in the form reads "MOTION for Preliminary Injunction" followed by a text box and "on behalf of Plaintiff Frank".

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.

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(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

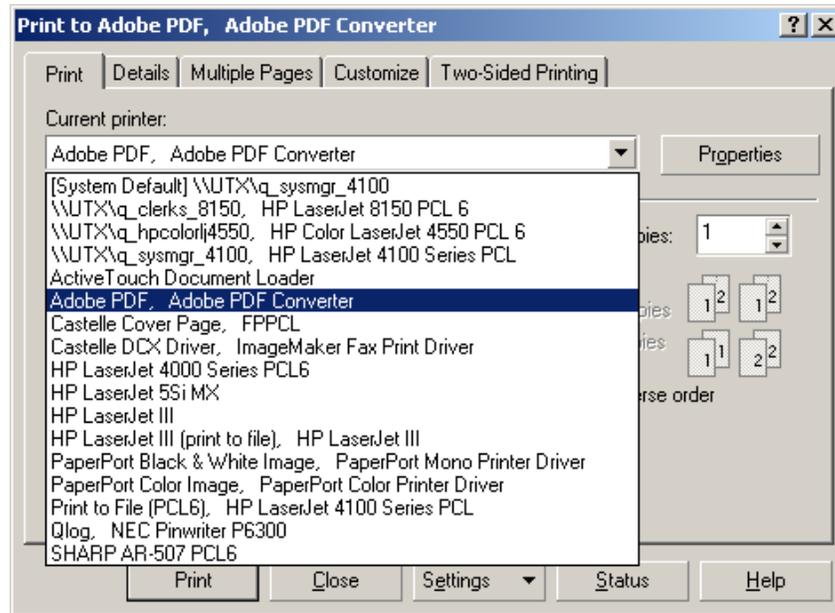
You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) system. The conversion process requires special PDF conversion software. There are two primary methods:

**Method 1:** Convert the document as text from a word processing program.

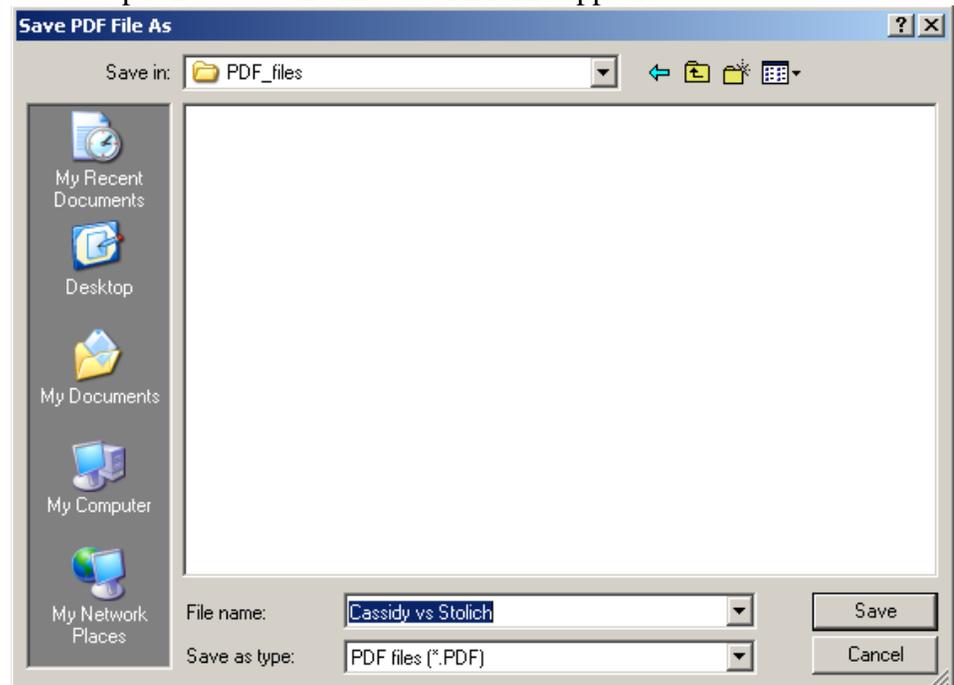
**Method 2:** Scan the document from paper using a scanner.

### **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.

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*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**

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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.

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## 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](#).

<p><b>Authentication</b></p> <p>Login: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>client code: <input type="text"/></p> <p><input type="button" value="Login"/> <input type="button" value="Reset"/></p>	<p><b>IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:</b> 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 <a href="#">Fed. R. Civ. P. 5.2</a> or <a href="#">Fed. R. Crim. P. 49.1</a>. This requirement applies to all documents, including attachments.</p> <p><input type="checkbox"/> I understand that, if I file, I must comply with the redaction rules.</p>
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**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.

**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.

CM/ECF 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.

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## 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:

-  clears **all** characters entered in the box(es) on that screen.
-  or  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](mailto: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.

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## 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**

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**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 not 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.

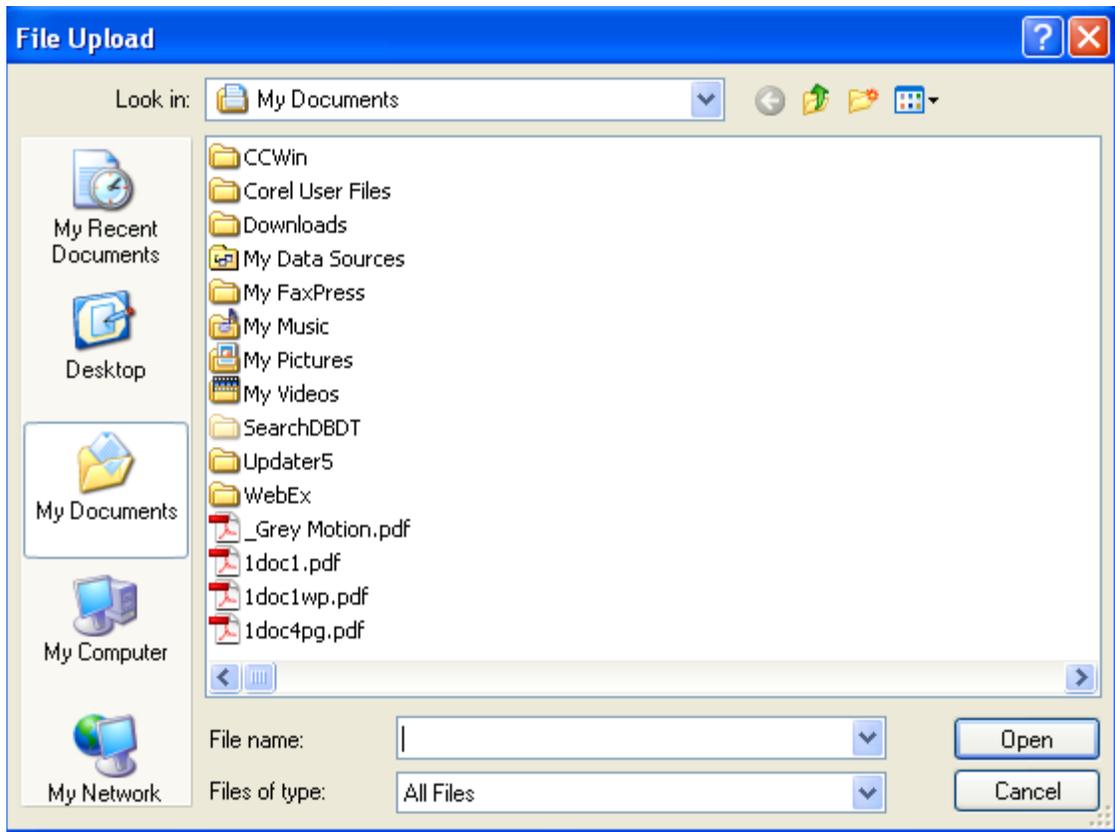
ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document you are filing in ECF.

---

**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.

The screenshot shows the ECF interface for filing a motion. At the top, there is a blue header with the ECF logo and navigation tabs for Civil, Criminal, and Query. Below the header, the page title is "Motions" and the case name is "2:08-cv-00104-TS Grey v. Vanilla". A text area contains the word "JURY". Below this, there is a prompt: "Select the pdf document (for example: C:\199cv501-21.pdf)." followed by a "Filename" label and an empty text input field with a "Browse..." button. Underneath, there are radio buttons for "Attachments to Document:" with "No" selected and "Yes" unselected. At the bottom, there are "Next" and "Clear" buttons.

- Click on the **[Browse]** button. ECF opens the following screen.

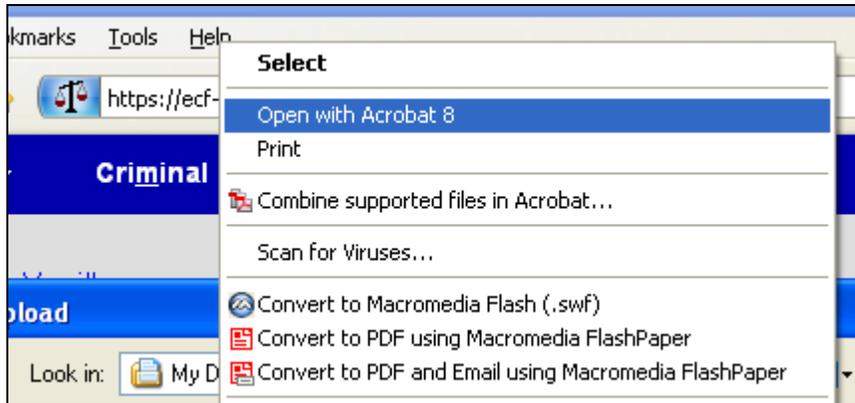


- To make sure to display pdf files, change the Files of type to:

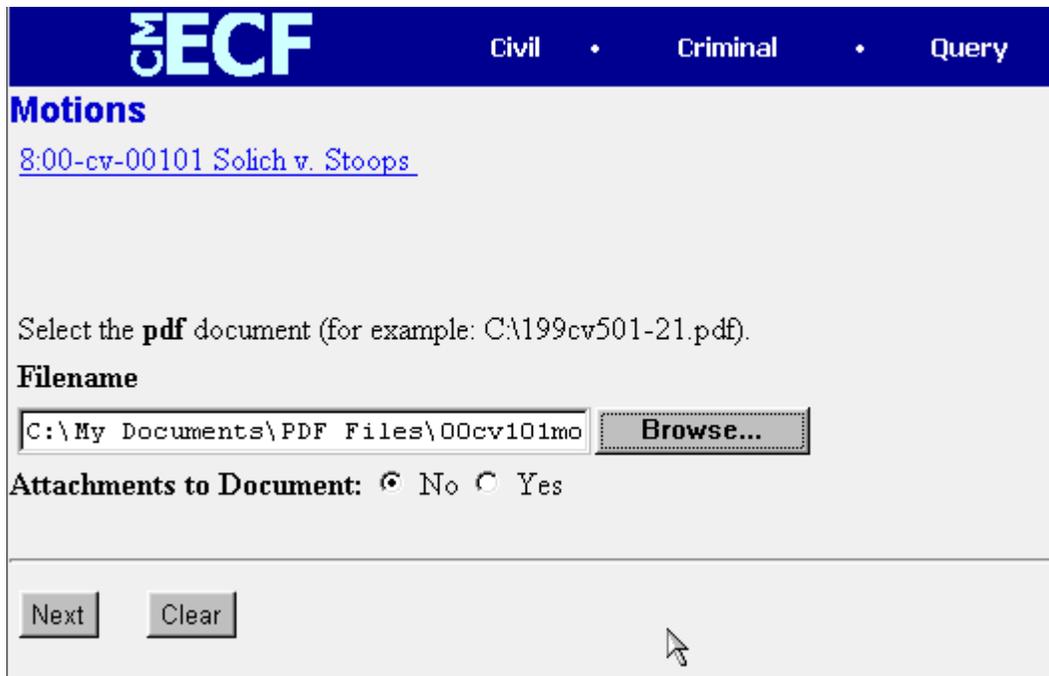


- Navigate to the appropriate directory to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

**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.

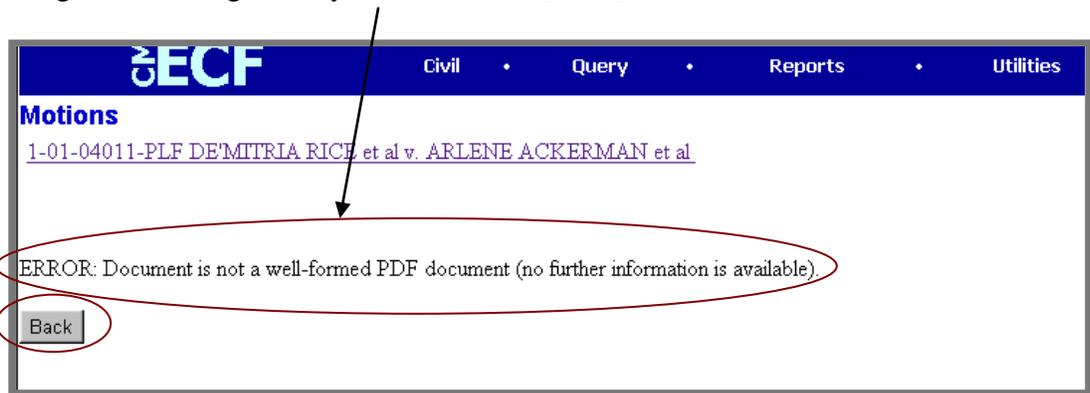


- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.



- 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.

**ECF** [Civil](#) [Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [Logout](#)

**Motions**  
[2:08-cv-00104-TS Grey v. Vanilla](#)  
 JURY

**Select one or more attachments.**  
 1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

---

2) Before proceeding to step 3, describe the document using the **Category** list, the **Description** box, or both.

**Category** **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.

- 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**].

**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.

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

CM/ECF Civil • Criminal • Query • Reports • Utilities •

Motions

[8:00-cv-00101 Solich v. Stoops](#)

Docket Text: Modify as Appropriate.

on behalf of Plaintiff Frank Solich (attorney2, )

Next Clear

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

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

Motions

[2:04-cv-03104-DAK-DON ABC Funding v. XYZ Funding](#)

Docket Text: Modify as Appropriate.

filed by Defendant XYZ onnell, Bobby)

First  
Second  
Third  
Fourth  
Fifth  
Sixth  
Seventh  
Eighth  
Ninth  
Tenth  
Amended  
Consent  
Counter  
Cross  
Defendant's  
Emergency  
Endorsed  
Ex Parte  
Final

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.

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

**Motions**  
[2:04-cv-03104-DAK-DON ABC Funding v. XYZ Funding](#)

Docket Text: Modify as Appropriate.

Defendant's  filed by Defendant XYZ Investments . (Donnell, Bobby)

## 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.

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

**Motions**  
[2:04-cv-03104-DAK-DON ABC Funding v. XYZ Funding](#)

Docket Text: Final Text

Defendant's MOTION for Preliminary Injunction to cease and desist filed by Defendant XYZ Investments . (Donnell, Bobby)

**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 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.

US District Court  
District of Utah [TEST]

Notice of Electronic Filing

The following transaction was received from Donnell, Bobby entered on 4/2/2004 at 4:24 PM CST and filed on 4/2/2004

Case Name: ABC Funding v. XYZ Funding  
Case Number: [2:04-cv-3104](#)  
Filer: XYZ Investments  
Document Number: [3](#)

Docket Text:  
Defendant's MOTION for Preliminary Injunction to cease and desist filed by Defendant XYZ Investments. (Donnell, Bobby)

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=4/2/2004] [FileNumber=53455-0] [13a3dc8f09080165b1ac36f4f9000bf1a2225b6ccb4db63fcc8906b71d230ce02186af32a2a837b40e61fbb7ca5c5808623305b7cd9679b5f0e2dda1b90dee28]]

2:04-cv-3104 Notice will be electronically mailed to:  
Bobby Donnell bdonnell@xyzlawfirm.com.

2:04-cv-3104 Notice will be delivered by other means to:  
John Q. Attorney  
123 E. MAIN ST  
SALT LAKE CITY, UT 84101

- 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

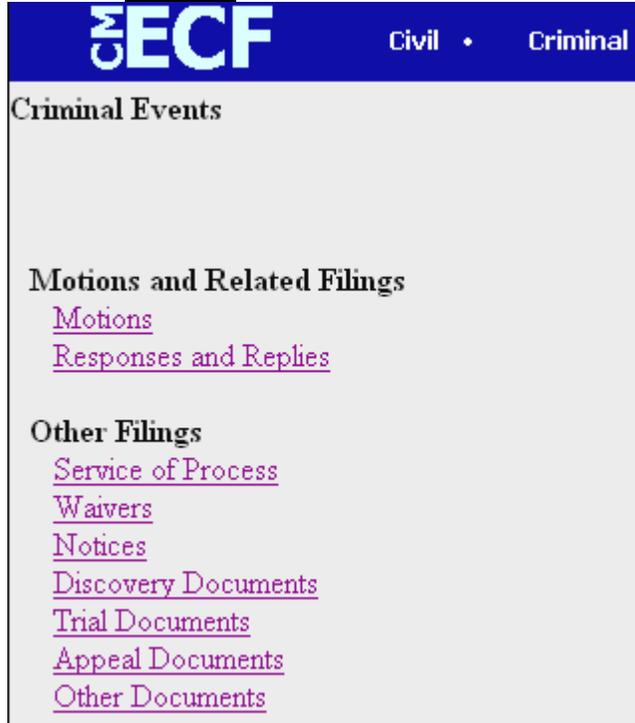
After successfully logging into ECF, follow these steps to file a document.



#### **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]**.

The screenshot shows the ECF Motions interface. At the top, there is a blue header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header, the word "Motions" is displayed in blue. A grey box contains the "Case Number" label, an input field with "02-100", and a list of alternative formats: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

**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.



The screenshot shows the ECF interface for Motions. At the top, there is a blue header with the ECF logo and navigation links for 'Civil' and 'Criminal'. Below the header, the word 'Motions' is displayed in blue. A sub-header reads 'Make appropriate selections'. There are three checkboxes: the first two are unchecked and labeled '2:03-cr-00105-DAK-DON-1 - Butch Cassidy' and '2:03-cr-00105-DAK-DON-2 - Sundance Kid'; the third is checked and labeled 'All defendants'. At the bottom of the selection area are two buttons: 'Next' and 'Clear'.

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.



The screenshot shows the ECF interface for Other Documents. At the top, there is a blue header with the ECF logo and navigation links for 'Civil' and 'Criminal'. Below the header, the words 'Other Documents' are displayed in blue. A case number and caption are shown as a blue hyperlink: '2:01-cr-00654-DAK USA v. Chocolate'. At the bottom of the verification area are two buttons: 'Next' and 'Clear'.

Click 

5. Designate the party(s) filing the document

The screenshot shows the ECF interface for case 2:01-cr-00654-DAK USA v. Chocolate. The page title is "Other Documents". Below the case name, it says "Select the filer." and "Select the Party:". A dropdown menu is open, showing "USA [Plaintiff]" as the selected option and "Chocolate, Charles (1) [Defendant]" as an alternative. At the bottom of the form, there are "Next" and "Clear" buttons.

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.

The screenshot shows the ECF interface for case 1:04-cv-00008-DAK-DON Grey v. Vanilla. The page title is "Other Documents". Below the case name, there is a checkbox labeled "Refer to existing event(s)?". Below the checkbox, there are two rows of input fields. The first row is labeled "Filed" and the second row is labeled "Documents". Each row has two input fields separated by a "to" label. At the bottom of the form, there are "Next" and "Clear" buttons.

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.

The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the text "CM/ECF" on the left and "Civil • Criminal • Query • R" on the right. Below the navigation bar, the heading "Other Documents" is displayed in blue. Underneath, the instruction "Select the appropriate event(s) to which your event relates:" is shown. A list of two documents is provided, each with a checkbox, a date, a document number, and a description. The first document is checked, and the second is not. At the bottom of the list, there are two buttons: "Next" and "Clear".

Document ID	Date	Document Description	Selected
2	05/01/2002	MOTION for Preliminary Injunction by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty, )	<input checked="" type="checkbox"/>
3	05/01/2002	MOTION for Extension of Time by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty, )	<input type="checkbox"/>

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.

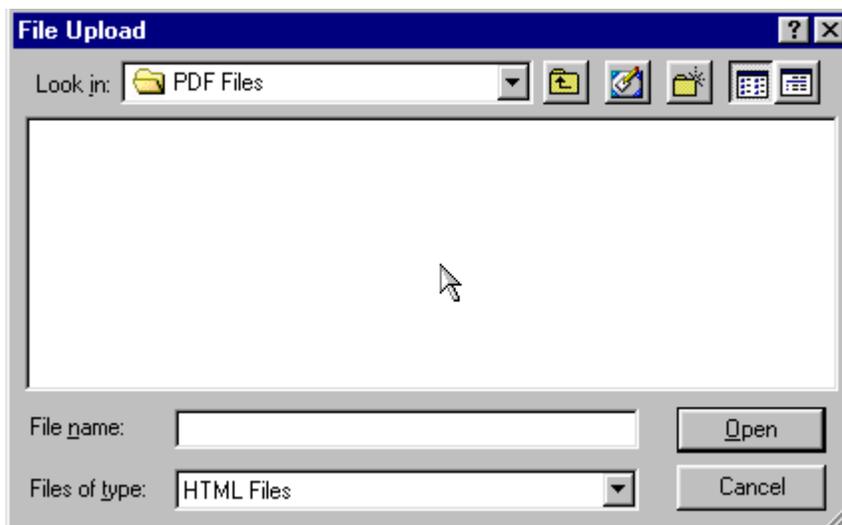
**Note:** It is imperative that you attach an electronic version of the actual document when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format.

**Motions**[2:03-cr-00105-DAK-DON USA v. Cassidy et al](#)

Date document filed (mandatory)

Select the **pdf** document (for example: C:\199cv501-21.pdf).**Filename****Browse...**Attachments to Document:  No  Yes**Next****Clear**

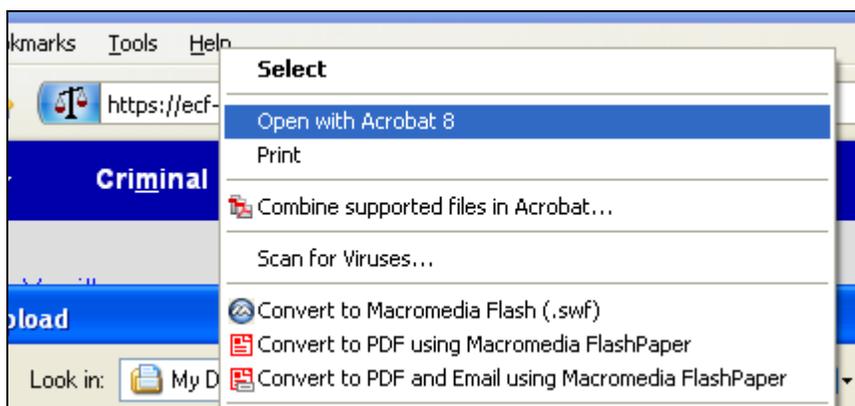
- Click on the [**Browse**] button. ECF opens the following screen.

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.

ECF
Civil • Criminal • Query

### Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

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

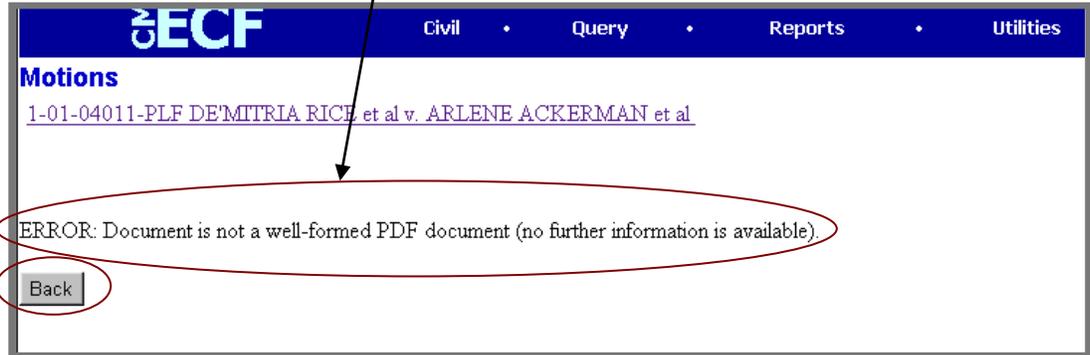
**Filename**

**Attachments to Document:**  No  Yes

\* 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.

The screenshot shows the ECF web interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Motions" and the case number is "8:00-cv-00101 Solich v. Stoops". The main content area contains the following instructions and form fields:

**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 and/or enter a description.

**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.

- 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**].

This screenshot is similar to the previous one but includes annotations (circles) highlighting specific parts of the form:

- The **Filename** field contains the text "S:\CM/ECF\cmecf files\Attach1 respons" and is circled.
- The **Type** dropdown menu is set to "Appendix" and is circled.
- The **Description** field contains the text "Response to Request" and is circled.
- The list box below the instructions contains the text "Attach3 Response to Interrogatories .pdf" and is circled.

The rest of the form, including the "Add to List" and "Remove from List" buttons and the "Next" button, remains the same as in the previous screenshot.

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

The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this, the page title is 'Motions' and the case name is '8:02-cr-00100 USA v. Cassidy et al'. The main content area is titled 'Docket Text: Modify as Appropriate.' and contains a form with a dropdown menu, a text input field, and buttons for 'Next' and 'Clear'. The dropdown menu is currently set to 'MOTION to Suppress' and the text input field contains 'by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy , Sundance Kid . (Pleiss, Luta)'. An arrow points to the dropdown menu.

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

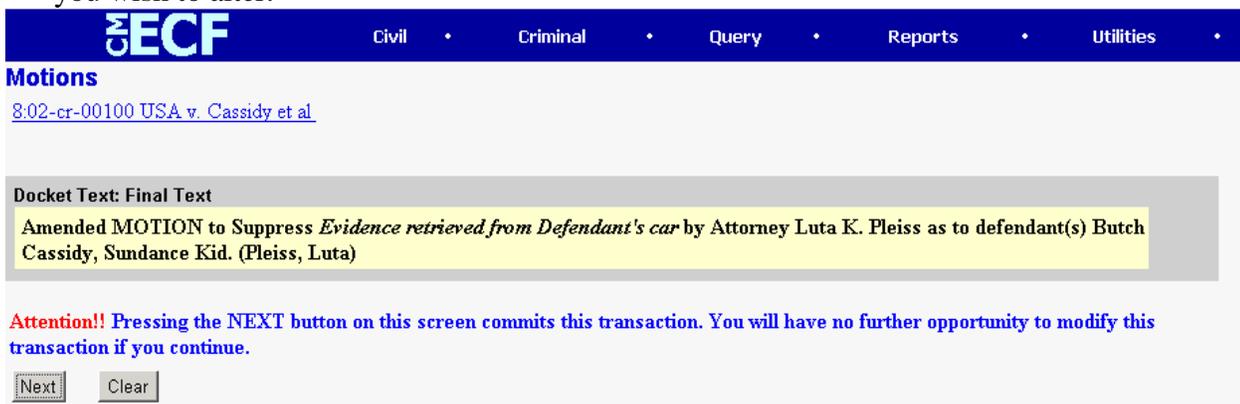
The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this, the page title is 'Motions' and the case name is '8:02-cr-00100 USA v. Cassidy et al'. The main content area is titled 'Docket Text: Modify as Appropriate.' and contains a form with a dropdown menu, a text input field, and buttons for 'Next' and 'Clear'. The dropdown menu is open, showing a list of modifiers: Amended, Ex Parte, Final, Interim, Joint, and Supplemental. The text input field contains 'by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy , Sundance Kid . (Pleiss, Luta)'. An arrow points to the dropdown menu.

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

The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this, the page title is 'Motions' and the case name is '2:03-cr-00105-DAK-DON USA v. Cassidy et al'. The main content area is titled 'Docket Text: Modify as Appropriate.' and contains a form with a dropdown menu, a text input field, and buttons for 'Next' and 'Clear'. The dropdown menu is set to 'Defendant's' and the text input field contains 'evidence retrieved from D'. The text input field also contains 'by Butch Cassidy , Sundance Kid . (Donnell, Bobby)'. An arrow points to the text input field.

## 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.



**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.

- 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.

CM/ECF TEST - U.S. District Court:utd - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Feeds

Address [https://ecf-test.utd.circ10.dcn/cgi-bin/login.pl?426482799768446-L\\_238\\_0-1](https://ecf-test.utd.circ10.dcn/cgi-bin/login.pl?426482799768446-L_238_0-1) Google

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

\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\* You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

US District Court  
District of Utah [TEST]

Notice of Electronic Filing

The following transaction was received from ce, entered on 5/5/2004 at 9:42 AM CDT and filed on 5/5/2004

Case Name: USA v. Gopher  
Case Number: [2:02-cr-3000](#)  
Filer:  
Document Number: 5

**Docket Text:**  
Minute Entry for proceedings held before Judge David Nuffer :Arraignment as to Gary Gopher (1) Count 1 and Murray Mole (2) Count 1 held on 5/5/2004 Attorney for Plaintiff John Q. Attorney, Attorney for Defendant Samuel York for dft Gopher and Ralph L. Dewsnup for dft Mole.(Court Reporter Electronic, Tape #10, Log #10.) (ce, )

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

2:02-cr-3000-1 Notice will be electronically mailed to:

2:02-cr-3000-1 Notice will be delivered by other means to:

John Q. Attorney  
123 E. MAIN ST  
SALT LAKE CITY, UT 84101

- 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.

**ECF** Civil • Criminal • Query • Reports • Utilities

### 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** Civil • Criminal • Query • Reports • Utilities • Logout ?

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.

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

## Query

**Search Clues**

Case Number  (Examples: 99-500, 1:99cv500) Def Number

or search by

Filed Date  to

Last Entry Date  to

Nature of Suit   
 110 (Insurance)  
 120 (Contract Marine)

or search by

Last Name  (Examples: Desoto, Des\*t)

First Name  Middle Name

Type

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**

**ECF** Civil • Query • Reports • Utilities • Logout

### Select A Person

There were 2 matching persons.

[Jackson, David A.](#) (aty)

[Jackson, Thomas Charles](#) (aty)

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

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

**Deadlines/Hearings**

Sort by

- Document Number
- Deadline/Hearing
- Filed
- Due/Set**
- Satisfied
- Terminated

**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
<a href="#">7</a>	Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
<a href="#">7</a>	Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
<a href="#">7</a>	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
<a href="#">1</a>	Answer due <i>from DC</i>	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.

### Docket Sheet

Case number

Filed  to   
 Entered

Documents  to

**Include:**  
 Parties and counsel  
 Terminated parties  
 List of member cases  
 Links to Notices of Electronic Filing

**Document options:**  
 Include headers when displaying PDF documents  
 View multiple documents  
 Create Appendix

**Format:**  
 HTML (unpaginated)  
 PDF (paginated)

Sort by

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.

04/21/2004	<a href="#">3</a>	COMPLAINT against Vera Vanilla Fee Status: IFP. Assigned to Judge Dee Benson, filed by Earl Grey.(rak, ) (Entered: 04/21/2004)
04/21/2004		Judge Dale A. Kimball added. Judge Dee Benson no longer assigned to case. (rak, ) (Entered: 04/21/2004)
04/21/2004	<a href="#">4</a>	RETURN OF SERVICE OF FORFEITURE Complaint/Warrant/Notice of Seizure served on 04/20/04 filed by Notice Party Sarah Strawberry. Claim due by 5/4/2004. (rak, ) (Entered: 04/21/2004)
04/21/2004	<a href="#">5</a>	DISCLOSURE STATEMENT under FRCP 7.1 filed by Plaintiff Earl Grey. (rak, ) (Entered: 04/21/2004)
04/21/2004	<a href="#">6</a>	ORDER OF TRIAL INSTRUCTIONS re: Preparation of Jury Instructions, Verdict Form, Motions in Limine and Requests for Voir Dire Examination. Signed by Judge David Sam on 04/20/04. (rak, ) (Entered: 04/21/2004)

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.

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links for Civil, Query, Reports, and Utilities. Below the header, the page title is "History/Documents". There are three radio buttons: "All events (history)" (selected), "Only events with documents", and "Display docket text" (checked). A "Sort by" dropdown menu is open, showing three options: "Most recent date first" (selected), "Oldest date first", and "Most recent date first". Below the dropdown are "Run Query" and "Clear" buttons.

This screenshot shows the ECF interface with the same "History/Documents" title. The "All events (history)" radio button is selected. The "Only events with documents" radio button is unselected. The "Display docket text" checkbox is unselected. The "Sort by" dropdown menu is set to "Oldest date first". Below the dropdown are "Run Query" and "Clear" buttons.

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
<a href="#">6</a>	Filed: 08/20/2001 Entered: 08/20/2001	Meet and Confer Statement		misc mcstmtX	34
<i>Docket Text:</i> MEET AND CONFER STATEMENT. (Lowery, Ruth)					
<a href="#">7</a>	Filed: 08/20/2001 Entered: 08/20/2001	Scheduling Order		order scho	36
<i>Docket Text:</i> 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, )					
<a href="#">7</a>	Filed: 08/20/2001 Entered: 08/20/2001	Set Deadlines		order setddl	37
<i>Docket Text:</i> 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: 08/08/2001 Entered: 08/08/2001	Meet and Confer Hearing		hearing mchrg	32
<i>Docket Text:</i> Minute Entry: Meet and Confer Hearing held on 8/8/2001 before Judge James Robertson in chambers. (Not reported) (mlp, )					
--	Filed: 07/31/2001 Entered: 07/31/2001	Calendar Entry		utility calentry	17
<i>Docket Text:</i> 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.

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.



**ECF** Civil

### Summary of ECF Activity

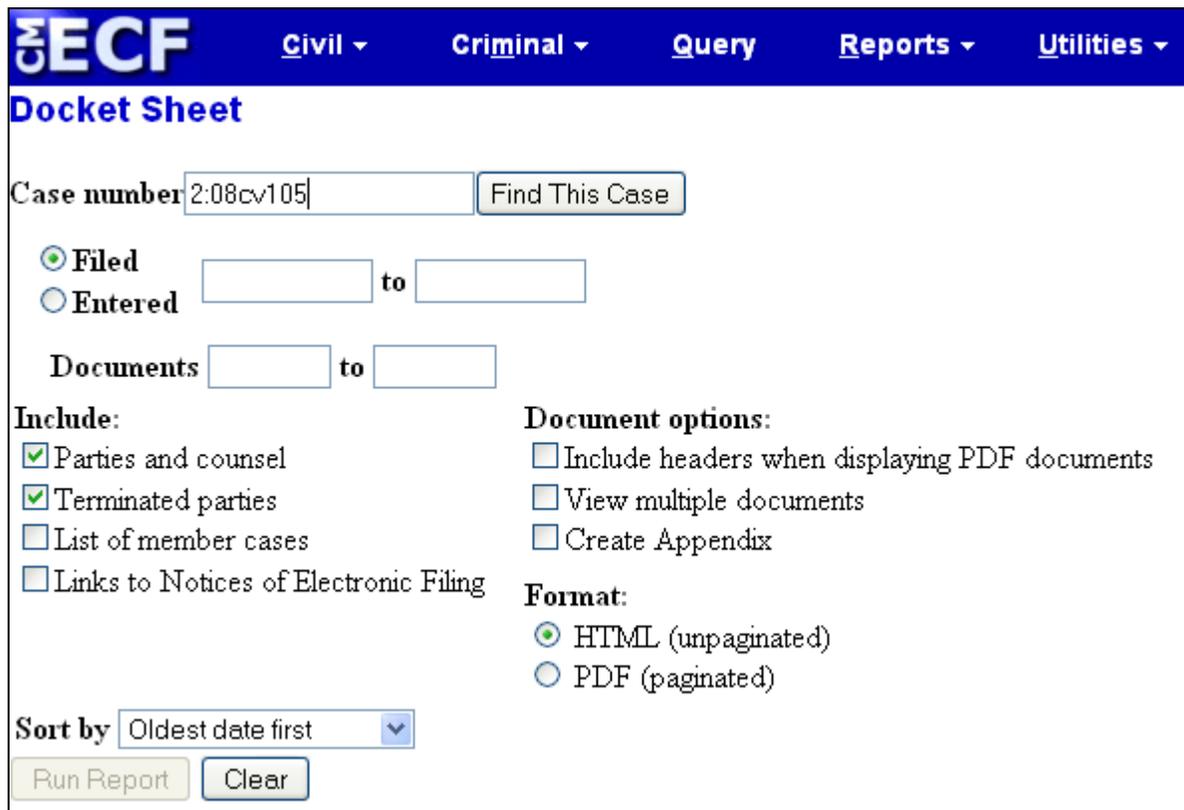
Activity Date: Oct 15 2005

Summary Text  
 Full Text

## 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.



**ECF** Civil Criminal Query Reports Utilities

### Docket Sheet

Case number: 2:08cv105

Filed  to   
 Entered  to

Documents  to

**Include:**

- Parties and counsel
- Terminated parties
- List of member cases
- Links to Notices of Electronic Filing

**Document options:**

- Include headers when displaying PDF documents
- View multiple documents
- Create Appendix

**Format:**

- HTML (unpaginated)
- PDF (paginated)

Sort by: Oldest date first

---

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.

**Civil Cases Report**

Office: 4 Lincoln, 7 North Platte | Case type: Civil, Miscellaneous | Nature of suit: 0 (zero), 110 (Insurance) | Case flags: 2255MOTION, ACFORM | Cause: 0 (No cause code entered), 02:0431 (02:431 Fed. Election...)

Filed: 9/23/2002 to 10/23/2002

Terminal digit(s): 2, 4, 7 |  Open cases |  Closed cases

Sort by: Case Number

Run Report | Clear

**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.

Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
<a href="#">2:02-cv-00555-TC</a> RDI Construction	Filed: 12/19/2003		105	Cause: 05:75(2) Contract - Reduction in Grade NOS: Miller Act Office: Central President: Tena Campbell
<a href="#">2:03-cv-00995-TS</a> Nu Skin International v. Thane International	Filed: 12/30/2003		94	Cause: 15:1051 Trademark Infringement NOS: Trademark Office: Central President: Ted Stewart
<a href="#">2:03-cv-02000-DS</a> Koegler v. Koegler	Reopened: 02/18/2004		44	Cause: 28:1331 Fed. Question: Breach of Contract NOS: Contract: Other Office: Central President: David Sam Case Flags: JURY DEATH PENALTY HABEAS PRISONER NO IPT
<a href="#">2:03-cv-04000-TC</a>	Filed: 12/16/2003		108	Cause: 42:205 Denial Social Security Benefits

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.

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## 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.

A screenshot of the ECF Utilities page. The top navigation bar is dark blue with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the word "Utilities" is displayed. The page is divided into two columns: "Your Account" and "Miscellaneous". The "Your Account" column contains links for ECF Login, Maintain your Email Address, Maintain your login/password, View Your Transaction Log, Change Client Code, Change Your PACER Login, Review Billing History, Show PACER Account, and Remove Default Pacer Account. The "Miscellaneous" column contains links for Internet Payment History, Legal Research..., Mailings..., Chambers Email Addresses, Court Information, and Verify a Document.

<b>Your Account</b>	<b>Miscellaneous</b>
<a href="#">ECF Login</a>	<a href="#">Internet Payment History</a>
<a href="#">Maintain your Email Address</a>	<a href="#">Legal Research ...</a>
<a href="#">Maintain your login/password</a>	<a href="#">Mailings...</a>
<a href="#">View Your Transaction Log</a>	<a href="#">Chambers Email Addresses</a>
<a href="#">Change Client Code</a>	<a href="#">Court Information</a>
<a href="#">Change Your PACER Login</a>	<a href="#">Verify a Document</a>
<a href="#">Review Billing History</a>	
<a href="#">Show PACER Account</a>	
<a href="#">Remove Default Pacer Account</a>	

## 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](mailto: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 DEMITRIA RICE. (wes, )
3331	08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2]. Motion referred to fhsakdf. 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] <i>Preliminary Injunction</i> filed by DEMITRIA 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] <i>Permanent Injunction</i> 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 <i>by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty</i> 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 <i>to cease and desist from assigning plaintiff to work as a cafeteria monitor</i> by DEMITRIA 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 <i>to cease and desist the assignment of plaintiff to cafeteria monitor</i> by DEMITRIA 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
<b>Total Number of Transactions: 11</b>			

---

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

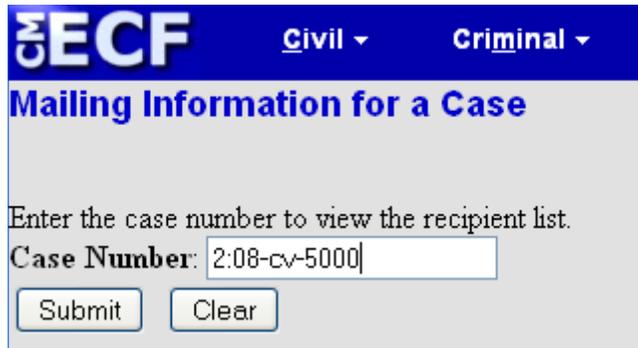
- all of the transactions you entered are reflected in the Transaction Log
- no unauthorized individuals have entered transactions into ECF using your login name and password.

---

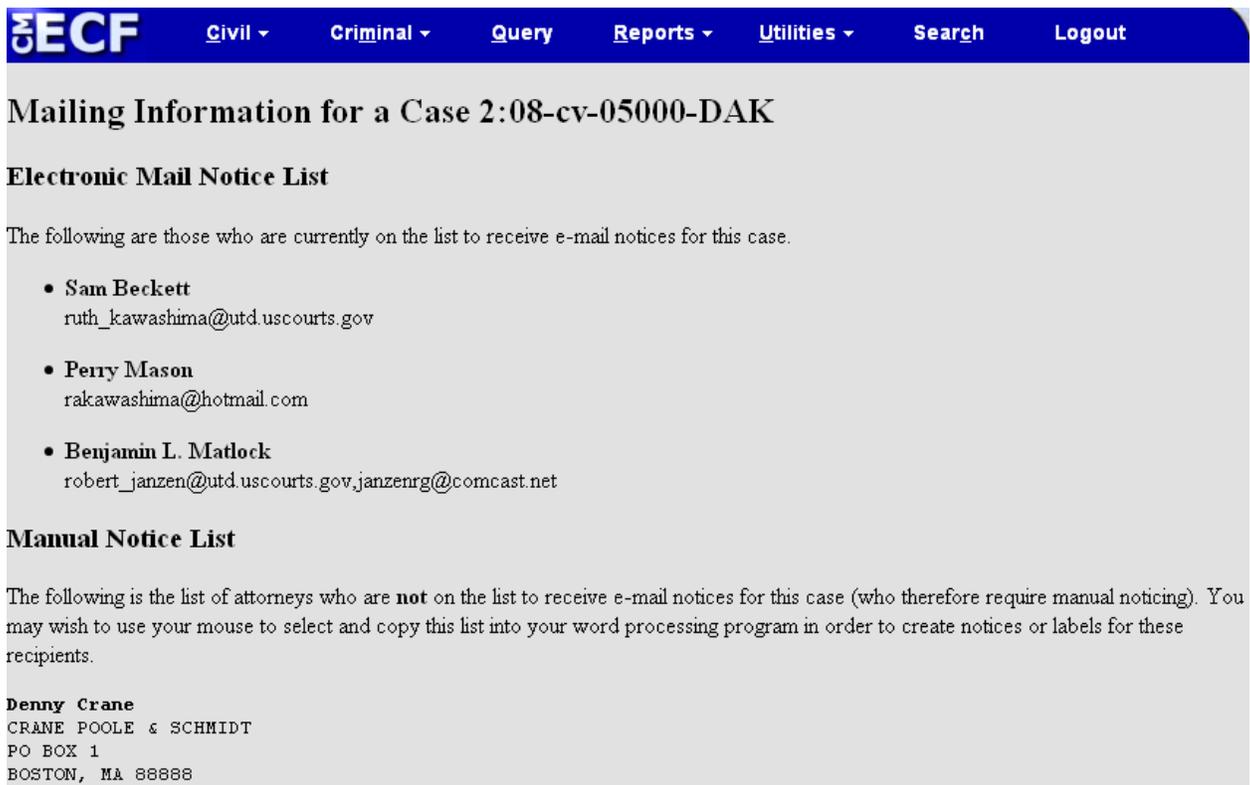
## Mailings...

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**].



The screenshot shows the ECF interface for "Mailing Information for a Case". At the top, there is a blue navigation bar with the ECF logo and dropdown menus for "Civil" and "Criminal". Below the navigation bar, the title "Mailing Information for a Case" is displayed. The main content area contains the instruction "Enter the case number to view the recipient list." followed by a text input field labeled "Case Number:" containing the value "2:08-cv-5000". Below the input field are two buttons: "Submit" and "Clear".



The screenshot shows the ECF interface for "Mailing Information for a Case 2:08-cv-05000-DAK". At the top, there is a blue navigation bar with the ECF logo and dropdown menus for "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". Below the navigation bar, the title "Mailing Information for a Case 2:08-cv-05000-DAK" is displayed. The main content area contains the section "Electronic Mail Notice List" with the text "The following are those who are currently on the list to receive e-mail notices for this case." followed by a bulleted list of recipients: Sam Beckett (ruth\_kawashima@utd.uscourts.gov), Perry Mason (rakawashima@hotmail.com), and Benjamin L. Matlock (robert\_janzen@utd.uscourts.gov, janzenrg@comcast.net). Below this is the section "Manual Notice List" with the text "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." followed by the contact information for Denny Crane at CRANE POOLE & SCHMIDT, PO BOX 1, BOSTON, MA 88888.

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

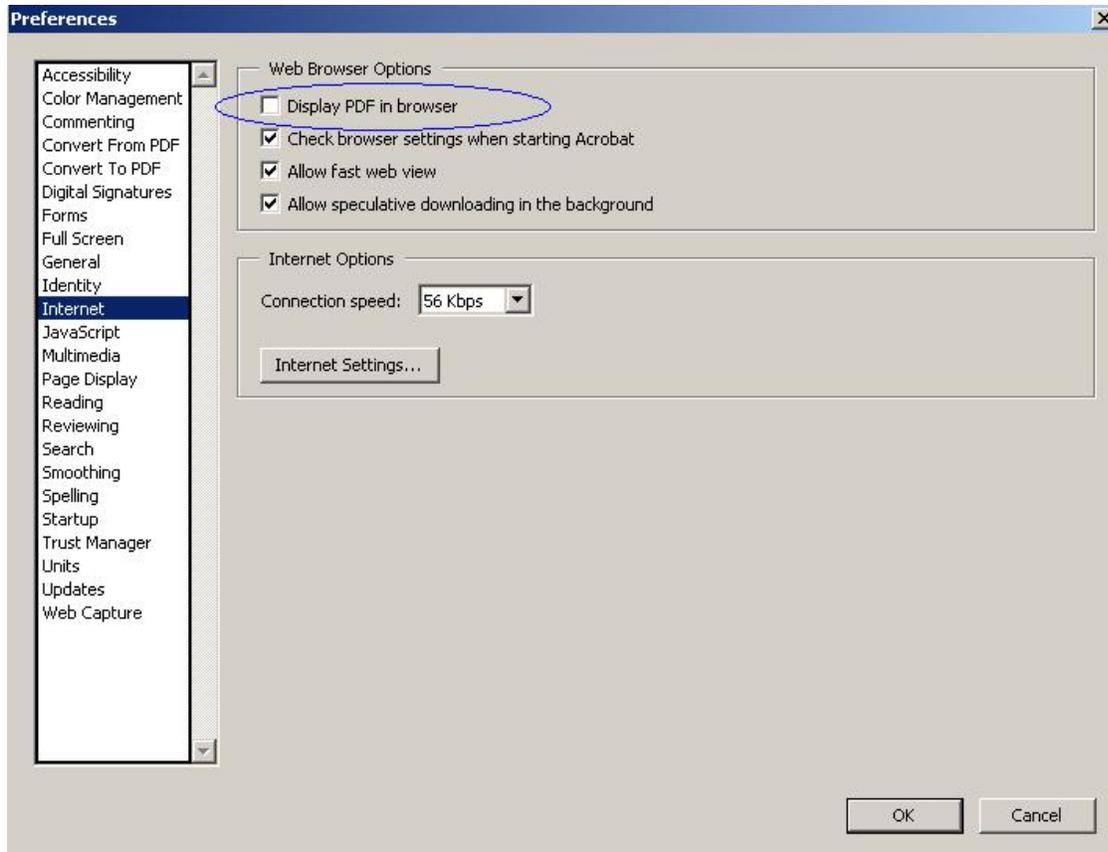
Continue to file sealed documents in hard copy by mail or in person at the Office of the Clerk, Rm. 1.100, 351 S. West Temple, Salt Lake City, Utah 84101 in accordance with the existing practices and procedures for conventional filing.

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## 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.

