Filing a Social Security Administration electronic Certified Administrative Record (eCAR)

in CM/ECF

a step-by-step guide

 07/02/2010
 5
 ADMINISTRATIVE RECORD received from Social Security Administration filed by Defendant Michael J. Astrue. (Attachments: # 1 Appendix Court Transcript Index, # 2 Appendix ALJ decision and ODAR hearing transcript, # 3 Appendix Payment Documents and Decisions, # 4 Appendix Jurisdictional Documents and Notices, # 5 Appendix Non Disability Related Development, # 6 Appendix Disability Related Development, # 7 Appendix Medical Records part 1, # 8 Appendix Medical Records part 2, # 9 Appendix Medical Records part 3)(Wisz, Katherine) (Entered: 07/02/2010)

An electronic version of this document and additional related information can be found at http://www.utd.uscourts.gov/nuffer/Links-eCars.htm

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I. Introduction

The Social Security Administration (SSA) has instituted an electronic claims file. From this electronic file, SSA has gained the ability, through agency-developed software, to generate an electronic administrative record. Some jurisdictions either accept or require electronic filing of administrative records at this time.¹

The focus of this guide concerns the electronic filing in CM/ECF of SSA administrative records that begin as electronic files and are converted into a functional pdf document for filing in the district court's CM/ECF system. Cases in which the record has been electronic from the creation of the file and, if the certified administrative record was prepared after the new process took effect, will use the format described below.²

By following this guide, a filer will create a docket entry in CM/ECF that provides a highly usable electronic SSA administrative record with functioning hyperlinks.

SSA prepares the administrative record for filing. The Office of Appellate Operations carries this responsibility. In most districts, the local United States Attorney actually does the physical electronic filing in the court's CM/ECF system.

SSA administrative records are large. At their inception, they are created to aid the Administration in making a determination regarding a person's eligibility for disability benefits. The electronic file is created with logical divisions. The electronic Certified Administrative Record (eCAR) retains those logical divisions. An eCAR has the following elements:

- 1. Certification Page
- 2. Court Transcript Index
- 3. Documents Related to Administrative Process (including the ALJ decision and transcript of the oral hearing, if applicable)
- 4. Payment Documents and Decisions
- 5. Jurisdictional Documents and Notices
- 6. Non-Disability Related Development
- 7. Disability Related Development
- 8. Medical Records

SSA OAO produces a CD that contains the eCAR and delivers it to the US Attorney.

¹ The number of jurisdictions accepting eCAR changes on a daily basis. For a depiction of the filing practices across the 94 jurisdictions, please see <u>Appendix 1: eCAR Filing Practices diagram</u>

² Courts may also see two other kinds of electronic certified administrative records from Social Security: cases that began as paper and were converted to an electronic form to upload in CM/ECF – these will follow a size-segmented format; electronic cases that were converted to pdf in a size-segmented format. Paper certified

administrative records will still exist for social security cases which have paper files

II. SSA Encryption



When you insert the disc from SSA with the eCAR this screen appears:

The Social Security Administration is obligated to protect personally identifiable information (PII). Thus, SSA will encrypt any information sent in electronic format as a precaution and safety measure to protect the PII. Non-SSA users must enter a login and password to open the eCAR.

📀 Phylla, Lucky (E:)					
File Edit View Favorites Tools	Help				2
🕞 Back 🔹 🌍 👻 🏂 🔎 Se	arch 😥 Folders 🔢				
Address 💽 E:\					💌 🄁 Go
CD Writing Tasks	Files Currently on the C	D			
🕜 Write these files to CD	Phylla Lucky	nointeer media in semedia id	rbelo		
File and Folder Tasks		encryption.prk	пор	мпор	
Rename this file					
Copy this file					
Publish this file to the Web					
🔗 E-mail this file					
🗙 Delete this file					
Other Places 🙁					
😼 My Computer					
My Documents					
Shared Documents					
S Hy Network Places					
Details					

Double click on the red cross PME icon. You will be prompted for an account name and password:

					*
Files Currently o	on the CD				
Phylia, Lucky	encryptic	n.prk	rneip	wrneip	
Auth	entication				
	Enter the password removable media/dis	which protects the data ;k.	on this		
	Account name:	774990			
	Password:				
		ОК		Cancel	
		Forgot Password	i We	b Remote Help	

SSA will provide the account name and password to enable access to the information in the eCAR. Enter the account name:

,,		encryption.prl			ee
A	uthentication	n			
	Enter the removable	password whic e media/disk.	h protects the data	on thi:	5
	Account	name: s	sa		
	Pas	sword:			
		[ОК		Cancel
		_	Forgot Password		Web Remote Help

Enter the SSA provided password:

Authentication								
Enter the password which protects the data on this removable media/disk.								
Account name:	Account name: ssa							
Password:	Password: *********							
	ОК	Cancel						
	Forgot Password	Web Remote Help						

Click OK.

This screen will appear:



III. Saving encrypted files to a drive

Double click the .zip file icon. The main screen for the eCAR will appear:

											_
۱ 🚅	NinZip -	Phylla,	Lucky.zip								
File	Actions	Options	Help								
4	iew lew	Open	Favorites	Add	CT Extract	Encrypt	View	CheckOut	Wizard		
Nan	ne						Туре	Modified		Size	Ratio
740	108 Medica	l Records	Part 1.pdf				Adobe Acro	6/15/2010) 2:47 PM	2,731,818	1%
720	1009 Medical Records Part 2.pdf						Adobe Acro	6/15/2010) 2:49 PM	3,066,163	3%
720	🔂 010 Medical Records Part 3.pdf 🧳					Adobe Acro	6/15/2010) 2:50 PM	1,394,524	1%	
720	100 Comple	ete Certifie	d Administrati	ve Record.p	odf		Adobe Acro	6/25/2010	0 2:11 PM	9,055,587	3%
1 🔁 d	101 Certific	ation Page	e.pdf				Adobe Acro	6/14/2010) 4:51 PM	28,675	20%
1 🔁 d	102 Court 1	Transcript	Index.pdf				Adobe Acro	6/11/2010) 6:32 PM	17,946	53%
1 🔁 d	103 Docum	ents Relat	ed to Administ	rative Proce	ss Including	Tr.pdf	Adobe Acro	6/15/2010) 2:40 PM	561,581	5%
- 1 20	104 Payme	nt Docume	ents and Decis	ions.pdf			Adobe Acro	6/14/2010) 5:06 PM	60,057	17%
- 1 2 c	105 Jurisdi	ctional Doc	uments and N	otices.pdf			Adobe Acro	6/15/2010) 2:43 PM	581,332	_ 5%
🔁 006 Non Disability Related Development.pdf					Adobe Acro	6/14/2010) 5:07 PM	58,028	25%		
20	107 Disabili	ty Related	l Development	.pdf			Adobe Acro	6/15/2010) 2:44 PM	560,199	7%
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Selec	ted 0 files	, 0 bytes			Т	otal 11 file	s, 17,692KB			0	0 ,;;

In order to use CM/ECF you have to be able to browse to a drive on your computer to retrieve the documents you are going to file.

The eCAR documents are encrypted. Thus, you will have to save them to a drive on your computer in an unencrypted form so that you can access them when you are ready to file in CM/ECF.

To save the files on your computer, select all the files and click extract. Select a drive on your computer to extract the files to.

Now you are ready to file the Administrative Record.

IV. Logging in to CM/ECF

Log in to CM/ECF:

CM/LCI I HEI OI FACEN 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.

If you have lost or forgotten your District of Utah password, click here.

	Authentication	IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redac
	Login:	children; financial account numbers; and, in criminal cases, home addresses, in
	Password:	applies to all documents, including attachments.
	client code:	I understand that, if I file, I must comply with the redaction rules. I have read this
		notice.
	Login Reset	
1	Notice	

User your CM/ECF login and password (rather than PACER) because you are going to FILE documents in the court's system:

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.

If you have lost or forgotten your District of Utah password, click here.

Authentication	IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxnaver identification numbers: dates of birth: names of minor
Login: wiszkatd	children; financial account numbers; and, in criminal cases, home addresses, in
Password:	compliance with Fed. R. Civ. P. 5.2 or Fed. R. Crim. P. 49.1. This requirement applies to all documents, including attachments.
client code:	I understand that, if I file, I must comply with the redaction rules. I have read this
	notice.
Login Reset	

This takes you to the main screen of CM/ECF



V. Finding the Administrative Record event in CM/ECF

Each district has a different name in its dictionary for the SSA Administrative Record event. So start by doing a search in CM/ECF for the event:

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BECI	C <u>i</u> vil ▼	Crimi <u>n</u> al -	<u>Q</u> uery	Reports 👻	<u>U</u> tilities v	<u>S</u> earch	Logout	?
		Officia	Electronic O Distr al Court Ele	Case Filing System rict of Utah TES ectronic Document	m [TEST] T] at Filing System	n		

A dialog box appears for you to insert the text of your query:

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Reports 🝷	<u>U</u> tilities -	<u>S</u> earch	Logout	?
DISTRICT COD S	earch Menus ar	id Events		\times
4 OD 2			Search	
CAT I				
2 ST				
- allow - Th				
A real market have				
ase Filing Systen	n [TEST]			

Search for SSA Administrative Record, or SSA Transcript:



Search results will appear:

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SECF Civil - Crimi <u>n</u> al - Query	Reports - <u>U</u>tilities - <u>S</u>earch L	.ogout				
Search results for 'SSA Administrative Record'	Search Menus and Events SSA Administrative Record	Search				
Civil Events → Other Documents						

You can click the hyperlinked event name to start the docketing process, or you can follow the menu tree to navigate to the event from the identified menu. The displayed search result tells you which menu to look in to file the eCAR.

If the search result does not provide a specific event, contact your civil case manager to determine the correct event to use.

For purposes of this guide, the search result directs that the event is listed under Civil Events. So click on Civil on the main blue menu at the top:



Scrolling through the menus under the civil menu, we find that in this CM/ECF system, Other Documents lives under the Other Filings menu:



So select that menu and you will get a drop down menu of choices of documents to file in CM/ECF:

SECF civil - Criminal - Query	Reports 🝷	<u>U</u> tilities -	<u>S</u> earch	Logout	?
Other Documents					
Start typing to find an event.					
Available Events (click to select an event)	Selected Event				
Addendum					
Affidavit					
Appendix					
Attorney Planning Meeting					
Bill of Costs					
Brief					
Civil Case Filing Fee					
Consent to Entry					
Declaration					
Errata					
EXTIDUS Interplander					
loint Statement of Parties/Consent to Magistrate					
Juny Demand					
Martinez Report					
Next Clear					

Scroll through the choices in the drop down menu until you find SSA Administrative Record (or the district appropriate name for the SSA eCAR event)

SECF	C <u>i</u> vil ▼	Crimi <u>n</u> al ▼	<u>Q</u> uery	Reports 🝷	<u>U</u> tilities -	<u>S</u> earch	Logout
Other Docum	ents						
		Start typing to find	l an event.				
Available Events	(click to select a	n event)		Selected Event			
Objections to Answ	er to Writ		•				
Petition for Writ							
Praecipe	Derest						
Redacted Documen	report						
Redaction Request	- Transcript						
Reply Brief							
Request							
Request for Oral Ar	gument for Decision		=				
Rule 7 Corporate Di	sclosure Statem	ent					
SSA Administrative	Record						
Satisfaction of Judg	ment						
Sealed Document							
Settlement Agreem	ent		T				
Next Clear							

Select the event by clicking on it – it will populate the Selected Event text box to the right of the drop down menu:

SECF	C <u>i</u> vil ▼	Crimi <u>n</u> al -	<u>Q</u> uery	Reports 🝷	<u>U</u> tilities +	<u>S</u> earch	Logout	?
Other Docume	ents							
Available Events (click to select a	in event)		Selected Event				
Objections to Answe	er to Writ		*	SSA Administrative F	Record			
Petition for Writ								
Praecipe	_							
Receivers Financial	Report							
Redacted Document	T							
Redaction Request -	- Transcript							
Reply Dilei								
Request for Oral Arc	ument							
Request to Submit f	or Decision		=					
Rule 7 Corporate Dis	sclosure Statem	ent						
SSA Administrative	Record							
Satisfaction of Judgr	ment							
Sealed Document								
Settlement Agreeme	ent		T					
Next Clear								

Click Next.

VI. Initiating the filing of the Administrative Record

a. Your Case Number

CM/ECF prompts you to enter your US District Court Case Number:

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Other Docume	nts							
Civil Case Number	99-123	<mark>45, 1:99-cv-1234</mark>	<mark>45, 1-99-cv-12</mark> 3	345, 99cv12345,	or 1:99cv12345			

Enter your case number and click the Find This Case box:

δECF	C <u>i</u> vil -	Crimi <u>n</u> al ▼	<u>Q</u> uery	Reports 👻
Other Docume	ents			
Civil Case Number	r			
2:10cv153	Find	This Case		
Next Clear				

CM/ECF will search for and locate your case. This is the screen you will see when CM/ECF knows in which case you wish to file your documents. Click Next.

SECF	C <u>i</u> vil ▼	Crimi <u>n</u> al ▼
Other Docume	ents	
Civil Case Numbe	r	
2.10-07-133		
Next Clear		

VI.b. Main Document

When you get the screen that shows you your case name underlined in blue – an active link – you are ready to begin filing in that case. Click Next.

∃ECF	C <u>i</u> vil -	Crimi <u>n</u> al -	<u>Q</u> uery
Other Documen	ts		
2:10-cv-00153-DON	Wafer v. A	<u>strue</u>	
JURY			
Next			

This is the screen from which you will begin attaching the eCAR:

SECF	C <u>i</u> vil ≁	Crimi <u>n</u> al →	<u>Q</u> uery	Reports 👻	<u>U</u> tilities •	<u>S</u> earch	Logout	3
Other Docume 2:10-cv-00153-D JURY	e nts ON Wafer v. A	<u>Istrue</u>						
Select the pdf docı Main Document	ıment and any	attachments. Browse						
Attachments			Category		Description	_		
1. Next Clear		Browse		•				

From here you are going to click the browse button and browse to the drive where the eCAR has been saved in unencrypted form.

8E		C <u>i</u> vil -	Crimi <u>n</u> al	ד <u>Q</u> u	iery	Reports +	<u>U</u> tilities +
Other 2:10-cv JURY	Documen v-00153-DOM	ts N Wafer v. A	<u>.strue</u>				
Select t Main D	he pdf docum Document	ent and any	attachments	S. 9			
Atta 1.	Choose file	 ▶ Computer ▼ ☐ Views 	► ▼ 📑 New F	older	▼ 4 ₇	Search	<u>ح</u> م
Next	Favorite Links Image: Document Image: Desktop Image	ts ices Changed	Name Hard Disk Driv (C:) 45.4 (D:) 69.1 Devices with I (E:) I Luck	Type ves (2) Local Disk GB free of 78. Local Disk GB free of 70. Removable Sto DVD RW Drive Sy Removable Dis	Total Size	Free Space	
	Folders	► File <u>n</u> ame:	(G:)	HP v125w		 ✓ All Files (*.*) <u>Open</u> 	Cancel

Click on the drive that contains the eCAR files:



VII. Attaching the 7 standard parts of the SSA Administrative Record

The eCAR has seven standard parts and the remainder of the files represents the medical evidence from the eCAR.

When you look at the eCAR files on your computer's drive, you will see that there is one very large file – labeled, "Complete Certified Administrative Record." In most districts, this file will be prohibitively large to load into CM/ECF. If the large file fits within the CM/ECF size limits, upload it as one part. In jurisdictions where attachment sizes require segmentation of the file, the large file is still important for the judge's courtesy copy disk. It is in this file that the Table of Contents links will work for the entire file.

As you upload these seven or more parts, keep the following filing guidelines in mind. Each district has different maximum sizes for attachments in CM/ECF. Ensure that your attachment falls within the allowable attachment size. A quick place to look for size limitations is on the front page of CM/ECF under the link named "Court Information." If the maximum PDF file size or maximum merge document

size changes for your district, please alert your contact at SSA so that future eCARs can be segmented according to new file size allowances.

Court Information							
	Court Details						
Court's Name	EASTERN DISTRICT OF NORTH CAROLINA						
Software Version	CM/ECF-DC V4.0.3						
ECF Go Live Date	October 1, 2005						
Maximum PDF File Size	5 MB						
Maximum Merge Document Size	10 MB						
RSS Feed Docket entries of type: all	Last 100 entries - Internet						

Another element to keep in mind is timing out of CM/ECF. High-speed internet is required for most districts; use the fastest connection available to you.

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<mark>)ther</mark> <u>2:10-c\</u> JURY	Documents /-00153-DON Wa	ifer v. A	<u>\strue</u>								
elect t	he pdf document a	nd any	attachments.								
Iain D	ocument										
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Au	Choose file										.
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	🌗 Organize 👻 📗	Views	 New Folder 	_	_	_	_	_	_	_	(?)
lext			Name	~			Date modified	Type		Size	
	Favorite Links	L	1000 Complete Cer	tified Administrat	ive Record ndf		6/25/2010 2:11	Adobe A	crobat	8 844 KB	
	Documents		1001 Certification F	age.pdf			6/14/2010 4:51	Adobe A	crobat	29 KB	
	E Desktop		1002 Court Transcr	int Index.ndf			6/11/2010 6:32	Adobe A	crobat	18 KB	
	똂 Recent Places		1003 Documents R	elated to Administ	trative Process Including T	r.pdf	6/15/2010 2:40	Adobe A	crobat	549 KB	
	🖳 Computer		1004 Payment Doc	uments and Decis	ions.pdf		6/14/2010 5:06	Adobe A	crobat	59 KB	
	Pictures		1005 Jurisdictional	Documents and N	lotices.pdf		6/15/2010 2:43	Adobe A	crobat	568 KB	
	Music		1006 Non Disability	Related Developr	nent.pdf		6/14/2010 5:07	Adobe A	crobat	57 KB	
	Recently Channel		1007 Disability Rela	ted Development.	pdf		6/15/2010 2:44	Adobe A	crobat	548 KB	
	Recently Change	u	1008 Medical Reco	rds Part 1.pdf			6/15/2010 2:47	Adobe A	crobat	2,668 KB	
	M Searches		🔁 009 Medical Reco	rds Part 2.pdf			6/15/2010 2:49	Adobe A	crobat	2,995 KB	
	Jublic Public		🔁 010 Medical Reco	rds Part 3.pdf			6/15/2010 2:50	Adobe A	crobat	1,362 KB	
	Folders	^	Filing a Social Sec	urity Administratio	on electronic Certified Adr	ministrat	7/2/2010 10:08	Microso	ft Offic	585 KB	
	F	ile <u>n</u> ame:							✓ All File	s (*.*)	•
									Op	en 🔻 🖂	Cancel

There is a precise and particular order in which the partitioned files should be loaded into CM/ECF.

The first file you want to attach in CM/ECF is the <u>Certification Page</u>. So select 001 Certification Page and hit Open.

	Browse			
🧭 Choose file				
🔾 🗢 📕 « (K:) 7749	90 (\\bi.ad.ssa.gov\s7ceab1_Data\users) → Wisz stuff → eCAR presentation	for OPs forum	✓ ⁴ → Search	
🎝 Organize 👻 🏢 View	s 🔻 📑 New Folder	_		_
Favorite Links	Name	Date modified	Туре	Size
E Documente	5000 Complete Certified Administrative Record.pdf	6/25/2010 2:11	Adobe Acrobat	8,844 KB
	001 Certification Page.pdf	6/14/2010 4:51	Adobe Acrobat	29 KB
Desktop	🔁 002 Court Transcript Index.pdf	6/11/2010 6:32	Adobe Acrobat	18 KB
Recent Places	5003 Documents Related to Administrative Process Including Tr.pdf	6/15/2010 2:40	Adobe Acrobat	549 KB
🖳 Computer	1004 Payment Documents and Decisions.pdf	6/14/2010 5:06	Adobe Acrobat	59 KB
Pictures	1005 Jurisdictional Documents and Notices.pdf	6/15/2010 2:43	Adobe Acrobat	568 KB
Music	🔁 006 Non Disability Related Development.pdf	6/14/2010 5:07	Adobe Acrobat	57 KB
Recently Changed	🔁 007 Disability Related Development.pdf	6/15/2010 2:44	Adobe Acrobat	548 KB
	1.pdf Medical Records Part 1.pdf	6/15/2010 2:47	Adobe Acrobat	2,668 KB
Dearcnes	1009 Medical Records Part 2.pdf	6/15/2010 2:49	Adobe Acrobat	2,995 KB
Public Public	🔁 010 Medical Records Part 3.pdf	6/15/2010 2:50	Adobe Acrobat	1,362 KB
Folders ^	Filing a Social Security Administration electronic Certified Administrat	7/2/2010 10:08	Microsoft Offic	585 KB

Once you select Open, CM/ECF loads the pdf into the system.

2	ECF	C <u>i</u> vil ▼	Crimi <u>n</u> al -	<u>Q</u> uery	Reports +	<u>U</u> tilities +	<u>S</u> earch						
0	ther Documen	nts											
2	2:10-cv-00153-DON Wafer v. Astrue												
J	URY												
S	Select the pdf document and any attachments.												
M	fain Document												
ĸ	:\Wisz stuff\eCAR pre	esentation for O	Ps Browse										
_	Attachments			Category		Description							
1.			Browse		•								
	Next Clear												

Next you are going to want to load the attachments in the proper order so that the docket reflects the eCAR in logical order:

Select the second browse box and browse to Court Transcript Index.

Select t Main D K:\Wisz	the pdf document and any Document stuff\eCAR presentation for	OPs Browse				
Atta	Choose file	00 (\\bi.ad.ssa.gov\s7ceab1_Data\users) → Wisz stuff → eCAR presentation	for OPs forum	✓ 4y Search		<mark>بخ</mark>
l	Urganize 👻 🔝 Views	▼ 📑 New Folder				0
3. Next	Favorite Links Documents Desktop Recent Places Computer Pictures Music Recently Changed Searches Public Folders	Image: Control Complete Certified Administrative Record.pdf Image: Control Complete Certified Administration electronic Certified Administrat	6/25/2010 2:11 6/14/2010 4:51 6/11/2010 6:32 6/15/2010 2:40 6/15/2010 2:40 6/15/2010 2:43 6/15/2010 2:43 6/15/2010 2:47 6/15/2010 2:49 6/15/2010 2:50 7/2/2010 10:08	Adobe Acrobat Adobe Acrobat	8,844 KB 29 KB 29 KB 549 KB 59 KB 59 KB 568 KB 57 KB 548 KB 2,668 KB 2,995 KB 1,362 KB 585 KB	
	File <u>n</u> ame:	[les (*.*) pen	← Cancel

VIII. Descriptions for each attachment

With the addition of this document to CM/ECF you will now also categorize the attachment and provide a description. It is here that you will make the docket text clear as to what is contained in each attachment.

Select the pdf document and any attachments.									
Main Document									
K:\Wisz stuff\eCAR presentation for OPs	Browse								
Attachments	Category	Descr	iption						
1. K:\Wisz stuff\eCAR presentation for OPs	Browse	•	Remove						
2.	Browse	•	Remove						

Each district may have different categories in the drop down menu. Select a logical choice for the category, here either appendix or supplement would be correct. You may also elect to leave the field blank and not select a category name.

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ive
, , ,

When you type the description of the attached document, ensure that the description is accurate and helpful. The name provided on the eCAR is a good guide, however, for some attachments you will want to add additional language, particularly for the attachment that contains the ALJ decision.

	Attachments	Category	Description	
1.	K:\Wisz stuff\eCAR presentation for OPs Browse	Appendix	✓ Court Transcript Index	Remove
2.	Browse		•	Remove
3.	Browse		•	
1	lext Clear			

The remaining order of the attachments follows the numerical description file names in your eCAR. Specifically, file the attachments in the following order with the following descriptions:

002 Court Transcript Index

003 Documents Related to Administrative Process Including Transcript – your description should be entered as "ALJ decision and ODAR hearing transcript"

004 Payment Documents and Decisions

005 Jurisdictional Documents and Notices

006 Non Disability Related Development

007 Disability Related Development

008 Medical Records – part x of x

... And so on until all the medical evidence is entered

Other Documents

2:10-cv-00153-DON Wafer v. Astrue JURY

Select the pdf document and any attachments.

Main Document

K:\Wisz stuff\eCAR presentation for OPs Browse...

Attachments	C	ategory	Description	
1. K:\Wisz stuff\eCAR presentation for OPs	Browse Ap	opendix -	Court Transcript Index	Remove
2. K:\Wisz stuff\eCAR presentation for OPs	Browse Ap	opendix 👻	sion and ODAR hearing tra	Remove
3. K:\Wisz stuff\eCAR presentation for OPs	Browse Ap	opendix 👻	Documents and Decisions	Remove
4. K:\Wisz stuff\eCAR presentation for OPs	Browse Ap	opendix 👻	al Documents and Notices	Remove
5. K:\Wisz stuff\eCAR presentation for OPs	Browse Ap	opendix -	oility Related Development	Remove
6. K:\Wisz stuff\eCAR presentation for OPs	Browse Ap	opendix 👻	oility Related Development	Remove
7. K:\Wisz stuff\eCAR presentation for OPs	Browse Ap	opendix 👻	Medical Records part 1	Remove
8. K:\Wisz stuff\eCAR presentation for OPs	Browse Ap	opendix 🗸	Medical Records part 2	Remove
9. K:\Wisz stuff\eCAR presentation for OPs	Browse Ap	opendix -	Medical Records part 3	Remove
10.	Browse	•		
Next Clear				

The system will ask you to select the filer.

∃ECF	C <u>i</u> vil ▼	Crimi <u>n</u> al •	Query	Reports 🝷	<u>U</u> tilities +	<u>S</u> earch	L
Other Documer 2:10-cv-00153-DON Wa JURY	rts fer v. Astrue						
Pick Filer Collapse All	dft	Expand All	Select the filer. Select the Astrue, Michae SSA Notice [ip Wafer, Vanilla	Party: I J. [dft]] [pla] New Filer			

Select Commissioner Astrue and click Next.

The system allows you to use a drop down box to modify the docket text. No need to modify this text – select next.



IX. Review your docket text

CM/ECF gives you one last chance to review your docket text and ensure it is correct.



X. Check you Notice of Electronic Filing (NEF)

If correct, click next and you get your Notice of Electronic Filing (NEF):

Other Documents

2:10-cv-00153-DON Wafer v. Astrue JURY

Electronic Case Filing System [TEST]

District of Utah [TEST]

Notice of Electronic Filing

The following transaction was entered by Wisz, Katherine on 7/2/2010 at 10:37 AM MDT and filed on 7/2/2010

Case Name:	Wafer v. Astrue
Case Number:	2:10-cv-00153-DON
Filer:	Michael J. Astrue

Document Number: 5

Docket Text:

ADMINISTRATIVE RECORD received from Social Security Administration filed by Defendant Michael J. Astrue. (Attachments: # (1) Appendix Court Transcript Index, # (2) Appendix ALJ decision and ODAR hearing transcript, # (3) Appendix Payment Documents and Decisions, # (4) Appendix Jurisdictional Documents and Notices, # (5) Appendix Non Disability Related Development, # (6) Appendix Disability Related Development, # (7) Appendix Medical Records part 1, # (8) Appendix Medical Records part 2, # (9) Appendix Medical Records part 3)(Wisz, Katherine)

2:10-cv-00153-DON Notice has been electronically mailed to:

Katherine D. Wisz katherine.d.wisz@ssa.gov

Sam Beckett ruth_schriock@utd.uscourts.gov

2:10-cv-00153-DON Notice has been delivered by other means to:

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

Document description:Main Document Original filename:n/a Electronic document Stemp:

When you check your email box and go to see your free look from the NEF generated by your filing, you will see that the docket text looks like such:

07/02/2010	5	ADMINISTRATIVE RECORD received from Social Security Administration filed by Defendant Michael J. Astrue.
		(Attachments: # 1 Appendix Court Transcript Index, # 2 Appendix ALJ decision and ODAR hearing transcript, # 3 Appendix
		Payment Documents and Decisions, # 4 Appendix Jurisdictional Documents and Notices, # 5 Appendix Non Disability Related
		Development, # 6 Appendix Disability Related Development, # 7 Appendix Medical Records part 1, # 8 Appendix Medical
		Records part 2, # 9 Appendix Medical Records part 3)(Wisz, Katherine) (Entered: 07/02/2010)

Here, then you have one docket entry that has all of the eCAR easily accessible.

XI. Alternative Docketing Methods

Some CM/ECF systems may restrict the number of attachments you put on your first docket entry. In those instances, docket the Administrative Record and as many attachments as permissible, and then docket an Addendum and relate it to the Administrative Record on the docket.

Viain Document (:\Wisz stuff\eCAR presentation for OPs Browse.				
Attachments	Category		Description	
. K:\Wisz stuff\eCAR presentation for OPs Brow	se Appendix	•	Court Transcript Index	Remove
K:\Wisz stuff\eCAR presentation for OPs Brow	se Appendix	•	rearing related documents	Remove
K:\Wisz stuffleCAR presentation for OPs Brown	se Appendix	•	Payment documents	

Click next and you get an opportunity to modify the text of the docket entry.

SECF	C <u>i</u> vil -	Crimi <u>n</u> al -	Query	Reports 👻	<u>U</u> tilities -	<u>S</u> earch	Logout
Other Docum	nents						
2:10-cv-00153-	DON Wafer v.	Astrue					
JURY							
Docket Text: Mo	dify as Appropria	ate.					
	- ADMI	NISTRATIVE R	ECORD recei	ved from Social Se	curity Administra	tion filed by	
Defendant Mic	hael J. Astrue.	(Wisz, Katherine)	0				
Next Clear							

Click next.

SECF	C <u>i</u> vil ▼	Crimi <u>n</u> al ▼	<u>Q</u> uery	Reports -	<u>U</u> tilities *	<u>S</u> earch	Logout	
Other Docum	ents							
2:10-cv-00153-E	OON Wafer v. A	Astrue						
JURY								
Docket Text: Fina	l Text							
ADMINISTRATIVE RECORD received from Social Security Administration filed by Defendant Michael J. Astrue. (Wisz, Katherine)								
Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?								
Source Documen	t Path (for con	firmation only):						
K:\Wisz stuff\eCAl	R presentation fo	or OPs forum\001	Certification Pa	ige.pdf pages: 1				
Next Clear								

Here is the last chance to modify the text by going back, or committing to the filing. Click next.

SECF	C <u>i</u> vil ▼	Crimi <u>n</u> al ×	<u>Q</u> uery	Reports +	<u>U</u> tilities •	<u>S</u> earch	Logout	?
Other Docum 2:10-cv-00153-E JURY	ents)ON Wafer v	Astrue						
			Electronic	Case Filing System	[TEST]			
			Dis	trict of Utah [TEST]				
Notice of Electr	onic Filing							
The following trans Case Name: Case Number: Filer: Document Numbe Docket Text: ADMINISTRATI Katherine)	action was enter Wafer v. Ast <u>2:10-cv-001</u> Michael J. A er: <u>3</u>	red by Wisz, Kather rue <u>53-DON</u> strue received from \$	ine on 7/2/201 Social Secur	0 at 9:48 AM MDT a	nd filed on 7/2/20 n filed by Defer	10 Indant Michae	I J. Astrue. (Wisz	
2:10-cv-00153-DO	ON Notice has	been electronical	ly mailed to:					
Katherine D. Wisz	katherine.d.w	risz@ssa.gov						
Sam Beckett ruth	n_schriock@uto	Luscourts.gov						
2:10-cv-00153-DO	ON Notice has	been delivered by	other means	to:				
The following docu	ment(s) are asso	ociated with this tran	isaction:					
Document descrip Original filename	otion:Main Doc :n/a	ument						

XI.a. Two docket entries

You receive your NEF for your administrative record filing, but you are not yet done. We still need to add the remainder of the Administrative Record.

Go back to the Civil menu

SECF	C <u>i</u> vil ▼	Crimi <u>n</u> al -	<u>Q</u> uery	Reports 🝷	<u>U</u> tilities -	<u>S</u> earch	Logout
Civil Events							
Initial Pleadings Complaints and Service of Proc Answers to Co Other Answers	and Service Other Initiating I CESS MPlaints and Responses	<u>Documents</u>	Othe Ap Dis No Triz	r Filings A beal Documents covery Documents bices d Documents R Documents	Attorney Annual D Attorney Annual D	ues ues	
Motions and Re	elated Filings		Oth	er Documents			
<u>Motions</u> <u>Responses, Re</u>	olies and Other N	Iotion Related Doc	<u>uments</u>				

Select Other Documents

We've already docketed the Administrative Transcript so now we just need to docket the remainder of the exhibits that make up the Administrative Transcript. From the drop down menu you can select Addendum or Exhibits – either would be correct.

SECF	C <u>i</u> vil ▼	Crimi <u>n</u> al 👻	<u>Q</u> uery	Reports 👻	<u>U</u> tilities -	<u>S</u> earch	Logout
Other Docume	ents						
Available Events (Addendum Affidavit Appendix Attorney Planning M Bill of Costs Brief Civil Case Filing Fee Consent to Entry Declaration Errata Exhibits Interpleader Joint Statement of F Jury Demand Martinez Report	(click to select at leeting Parties/Consent to	Start typing to find n event)	1 an event.	Selected Event			

Select Addendum – it populates to the Selected Event field.

SECF	C <u>i</u> vil ▼	Crimi <u>n</u> al 👻	<u>Q</u> uery	Reports 👻	<u>U</u> tilities -	<u>S</u> earch	Logout
Other Docum	ents						
Available Events	(click to select a	n event)		Selected Event			
Addendum			*	Addendum			
Affidavit							
Appendix							
Attorney Planning N	Neeting		E				
Bill of Costs							
Brief							
Civil Case Filing Fe	e						
Consent to Entry							
Declaration							
Errata							
Exhibits							
loint Statement of I	Partice/Concept t	o Magistrato					
Juny Demand	arties/Consent to	o wagistrate					
Martinez Report			-				
martinoz reoport							
Next Clear							

Click Next. The system knows what case you last filed in and that case number appears.

δECF	C <u>i</u> vil ▼	Crimi <u>n</u> al -
Other Docum	ents	
Civil Case Numb	er	
2:10-cv-153		
Next Clear		

Since we will file the whole Administrative Record in one docketing session, we know this is the correct case number. Click next.

Confirmation that we are ready to file in the case is given by the screen with the blue line under the case number:



Click next.

SECF	C <u>i</u> vil ▼	Crimi <u>n</u> al ▼	<u>Q</u> uery	Reports +	<u>U</u> tilities ×	<u>S</u> earch	Logout
Other Docume	nts						
2:10-cv-00153-D0	ON Wafer v. A	<u>strue</u>					
JURY							
Select the pdf docu	ment and any a	attachments.					
Main Document							
		Browse					
Attachments			Category		Description		
1.		Browse		•			
Next Clear							

Now you are ready to load the remainder of the Administrative Record. We left off with file 004 Payment Documents. So we will begin here with file 005 Jurisdictional Documents and Notices and add all of the remaining files in numerical order. Be sure and label the description as it is labeled in the eCAR.

	SECF	C <u>i</u> vil - C	Crimi <u>n</u> al 🔻	<u>Q</u> uery	Reports +	<u>U</u> tilities 🔻	<u>S</u> earch
	Other Documen	i ts Mafor y Actri	10				
4	JURY	v waler v. Astri	<u>16</u>				
5	elect the pdf docum	ent and any atta	achments.				
N	fain Document						
k	<:\Wisz stuff\eCAR pre	sentation for OPs	Browse				
	Attachments			Category		Description	
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L	. K:\Wisz stuff\eCAR	presentation for Ol	Ps Browse	Appendix	▼ abi	lity Related Documents	Remove
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,		proceptation for O	Do Prowoo	Appondix	- M	odical Pacarda part 1	Remove
,	K. WVISZ STUINECAR	presentation for Or	PS Drowse	Appendix	• 101	edical Records part 1	Remove
1	K:\Wisz stuff\eCAR	presentation for Ol	Ps Browse	Appendix	→ Me	edical Records part 2	Remove
5	K:\Wisz stuff\eCAR	presentation for O	Ps Browse	Appendix	- M	edical REcords part 3	Remove
ĺ							
5	i.		Browse	L	•		
ſ	Next Clear						
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Click next. This is a large amount of data for the system to load. Be patient while it loads, it may take some time.

SECF	C <u>i</u> vil ▼	Crimi <u>n</u> al 🔻	<u>Q</u> uery	Reports 👻	<u>U</u> tilities
Other Documen 2:10-cv-00153-DON Wafe JURY	ts er v. Astrue				
Pick Filer			Select the filer.		
Collapse All 2:10-cv-153 ■Michael J. Astrue of SSA Notice ip •Vanilla Wafer pla	ift	Expand All	Select the P Astrue, Michael SSA Notice [ip] Wafer, Vanilla [p	P arty: J. [dft] pla]	
			Next Clear	New Filer	

The system will ask you to select the filer. Select Astrue and click next.

XI.b. Relating docket entries

SECF	C <u>i</u> vil ▼	Crimi <u>n</u> al ▼	<u>Q</u> uery	Reports 👻	<u>U</u> tilities -	<u>S</u> earch
Other Doo	cuments					
2:10-cv-001	53-DON Wafer v	<u>. Astrue</u>				
JURY						
Select docum	nent this is related	l to.				
Should th	ie document you a	re filing link to an	other documen	t in this case?		
Filed	to					
Documents	to					
Next Clea	ar					

Since we picked Addendum as our Docket Entry, the system wants to know if we want to relate these filings to another document already filed in CM/ECF. We want to do that.

Select the box to link documents and put in date you filed the main Administrative Record. Click next.

Other Documents 2:10-cv-00153-DON Wafer v. Astrue JURY
 Select the appropriate event(s) to which your event relates: 07/02/2010 <u>3</u> ADMINISTRATIVE RECORD received from Social Security Administration filed by Defendant Michael J. Astrue. (Wisz, Katherine) Next Clear

The system returns a list of documents to which you can link/relate these filings. Click next.

SECF	C <u>i</u> vil ▼	Crimi <u>n</u> al ▼	<u>Q</u> uery	Reports 🝷	<u>U</u> tilities •	<u>S</u> earch	Logout
Other Docum	nents						
<u>2:10-cv-00153-</u>	DON Wafer v. A	<u>strue</u>					
JURY							
Docket Text: Mod	dify as Appropria	te.					
ADDENDUM	to [3] SSA Admin	nistrative Record	l filed by Defe	endant Michael J. As	strue		
	. (A	ttachments: # (1)	Appendix No	on Disability Related	l Documents, # (2	2) Appendix	
Disability Relat	ted Documents/I	Development, # (3) Appendix N	Iedical Records par	t 1, # (4) Append	ix Medical	
Records part 2,	# (5) Appendix	Medical REcord	s part 3) (Wis	z, Katherine)			
Next Clear							

Now the system gives you an opportunity to modify the docket text for the addendum. No modification is needed. Click next.

Other Desuments
2:10-cv-00153-DON Water v. Astrue
JURY
Docket Text: Final Text
ADDENDUM to [3] SSA Administrative Record filed by Defendant Michael J. Astrue (Attachments:
(1) Appendix Non Disability Related Documents. # (2) Appendix Disability Related Documents.
(3) Appendix Medical Records Part 1, # (4) Appendix Medical Records Part 2, # (5) Appendix
Medical Records Part 3)(Wisz, Katherine)
Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?
Source Document Path (for confirmation only):
K:\Wisz stuff\eCAR presentation for OPs forum\005 Jurisdictional Documents and Notices.pdf pages: 34
K:\Wisz stuff\eCAR presentation for OPs forum\006 Non Disability Related Development.pdf pages: 8
K:\Wisz stuff\eCAR presentation for OPs forum\007 Disability Related Development.pdf pages: 48
K:\Wisz stuff\eCAR presentation for OPs forum\008 Medical Records Part 1.pdf pages: 41
K:\Wisz stuff\eCAR presentation for OPs forum\009 Medical Records Part 2.pdf pages: 130
K:\Wisz stuff\eCAR presentation for OPs forum\010 Medical Records Part 3.pdf pages: 24
Next Clear

This screen represents your last chance to proofread and start over or commit to filing these documents. Click next.

SECF	C <u>i</u> vil ▼	Crimi <u>n</u> al -	<u>Q</u> uery	Reports +	<u>U</u> tilities -	<u>S</u> earch	Logout				
Other Docume 2:10-cv-00153-D JURY	e nts ION Wafer v.	<u>Astrue</u>									
			Electronic C	ase Filing System ['	TEST]						
	District of Utah [TEST]										
Notice of Electro	onic Filing										
The following transa Case Name: Case Number: Filer: Document Numbe	Wafer v. Ast <u>2:10-cv-001</u> Michael J. A er: <u>4</u>	red by Wisz, Kather true <u>53-DON</u> .strue	rine on 7/2/2010	0 at 10:19 AM MDT	and filed on 7/2/20)10					
Docket Text: ADDENDUM to [3] SSA Administrative Record filed by Defendant Michael J. Astrue. (Attachments: # (1) Appendix Non Disability Related Documents, # (2) Appendix Disability Related Documents, # (3) Appendix Medical Records Part 1, # (4) Appendix Medical Records Part 2, # (5) Appendix Medical Records Part 3)(Wisz, Katherine)											
2:10-cv-00153-DC	ON Notice has	been electronical	ly mailed to:								
Katherine D. Wisz	katherine.d.v	visz@ssa.gov									
Sam Beckett ruth	_schriock@ute	1.uscourts.gov									
2:10-cv-00153-DC	ON Notice has	been delivered by	y other means	to:							
The following docur	ment(s) are asso	ociated with this tran	isaction:								
Document descrip	tion:Main Doc	ument									
NEF for adder	ıdum.										
Now you can log out and check your email box for your NEFs and the free look you get with those.											

When you log in to take your free look, the docket text appears as follows.

07/02/2010	3	ADMINISTRATIVE RECORD received from Social Security Administration filed by Defendant Michael J. Astrue. (Wisz, Katherine) (Entered: 07/02/2010)
07/02/2010	<u>4</u>	ADDENDUM to <u>3</u> SSA Administrative Record filed by Defendant Michael J. Astrue. (Attachments: # <u>1</u> Appendix Non Disability Related Documents, # <u>2</u> Appendix Disability Related Documents, # <u>3</u> Appendix Medical Records Part 1, # <u>4</u> Appendix Medical Records Part 2, # <u>5</u> Appendix Medical Records Part 3)(Wisz, Katherine) (Entered: 07/02/2010)

Social Security Administrative Record Filing Practices

Total 94 districts



Compiled from $March_{40}^{2010}$ Data