

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA**



**Attorney Training Manual
Electronic Case Filing for Civil and Criminal
Part I, Basic Training
ECF v3.1.3
May 2008
(amended 6/16/09)**

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Before you start.....

ECF System Requirements:

- A. A personal computer running a standard platform such as Windows or MacIntosh.
- B. An Internet service.
- C. Word processor such as MacIntosh or Windows-based versions of WordPerfect or Word. Should be compatible with PDF (Portable Document Format)
- D. An Internet Browser - CM/ECF has been tested and works correctly with Firefox 1.5 and 2.0, and Internet Explorer 6.0 and 7.0
- E. A way to convert a document to PDF. (Can be done through current versions of WORD and WORDPEFECT; otherwise, please go to www.pdfzone.com for assistance.
- F. Adobe Acrobat Reader - to view PDF documents. It is a free download over the Internet at www.adobe.com/products/acrobat/readstep2.html.
- G. PACER account.
- H. **Optional:** scanner may be needed for imaging documents which do not exist in electronic format, such as: exhibits, affidavits, or any documents you do not create and save/publish to pdf. Documents must be scanned in PDF format.

You should know:

- A. How an attorney practices law **has not** changed.
- B. **The judges preferences** (i.e. LOCAL RULES, SCHEDULING ORDERS, STANDING ORDERS, NOTICES OF SETTINGS, INDIVIDUAL JUDGE REQUIREMENTS) **have not** changed.
- C. **Service of Complaint and Summons** is still governed under **Fed.R.Civ.P.4**
- D. **COURTESY COPIES** may be required.
- E. **The 3-day mailing rule** still applies even when filing electronically.
- F. **Proposed Orders** must be submitted in PDF format as a separate attachment to an ex parte/consent motion; however, the word processing version may be e-mailed to: lawdml_proposedorders@lawd.uscourts.gov

- G.** In compliance with the **E-Government Act of 2002** (as amended August 2, 2004), a party wishing to file a document containing personal identifiers, such as, social security numbers, names of minor children, dates of birth, financial accounts, home addresses, etc., may:
- 1. File an unredacted version of the document under seal**, using the **sealed document** event. You must state that it is pursuant to the e-government act AND you must also provide a redacted version . The unredacted document shall be retained by the court as part of the record. **Or,**
 - 2. File a redacted version of the document and then file a reference list (called a "Redaction Index") which is automatically sealed.** You must indicate the filing is redacted pursuant to the E-government Act.

The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its(their) place in the filing. All references to the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list, "**Redaction Index**" is automatically sealed, and may be amended as of right. It shall be retained by the court as part of the record. **(Select "Other Documents," "Redaction Index (Sealed Pleading)."** **Remember that the certificate of service needs to state it was manually noticed to all parties/attorneys.)** When a NEF is received, clicking on the document link will direct you to a login/password screen for CM/ECF so the system can identify you as a case participant.

- H. SOCIAL SECURITY CASES:** Only attorneys that are counsel of record are able to view social security filings. When a NEF is received, clicking on the document link will direct you to a login/password screen for CM/ECF, first, so the system can identify you as a case participant.
- I. Criminal documents:** pleadings filed before November 1, 2004 can only be viewed by the attorneys of record; otherwise, anyone can view criminal cases/pleadings (except those that are sealed) by logging into PACER.

- J. **"SIGNING" PLEADINGS:** Pleadings or other documents electronically filed shall indicate a signature by typing s/ and the name of the attorney.

Example

s/Benjamin Franklin
 Attorney's Name and Bar Number
 Attorney For (Plaintiff/Defendant)
 Law Firm Name
 Address
 City, State, Zip Code
 Phone: (xxx) xxx-xxxx
 Fax: (xxx) xxx-xxxx
 E-mail: xxx@xxx.xxx.

1. Under Fed. R. Civ. P. 11, the attorney's ECF login and password constitutes an original signature. Be careful! The Court recommends that only the attorney use it. The system extracts the information associated with the login and password entered, i.e. attorney name, addresses and phone information, and attributes that information to the entry and to the docket sheet.
 2. If an attorney shares their password with a paralegal or secretary, they should realize that if someone else uses that login and password, they are in effect "signing" that document for the attorney.
 3. **Security:** You cannot change your login; however, for security you should change your password periodically. If an employee has access to an attorney's login and password and leaves the firm, the court recommends the attorney change their password immediately. You may do so by clicking on **Utilities** and then **Maintain Your Login/Password**. (see page 26)
- K. A **PACER** login and password is necessary to query and run reports. It is different from the court issued ECF login and password. The PACER login and password can be used nationwide for all courts. **Contact PACER for these logins/passwords.**

The PACER Service Center hours are 8:00am to 5:00pm Monday - Friday CST.

PACER Service Center
 P.O. Box 780549
 San Antonio, TX 78278
 (800) 676-6856
 (210) 301-6440

<http://pacer.psc.uscourts.gov/>

- L. MULTIPLE SIGNATURES/JOINT FILINGS:** Documents requiring signatures of more than one party/attorney must be electronically filed either by:
1. submitting a scanned document containing all necessary signatures;
 2. indicating the consent of the parties who did not sign the document; Consent may be indicated by the filer by including an "s/ and the name of the consenting attorney(s)" on the document to be filed electronically (e.g. "S/John Doe," "s/Jane Smith,"etc.).

By using "s/and another attorney's name" the filing attorney certifies that each of the other signatories has expressly agreed to the form and substance of the document and that the filing attorney has their actual authority to submit the document electronically. The filing attorney shall retain any records evidencing this concurrence for future production, if necessary, until 1 year from the expiration of all time periods for appeals.

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 filing of the document within 10 days from service of the document.

- M. RETENTION REQUIREMENTS:** Documents which must contain original signatures or which require either verification, or an unsworn declaration under any rule or statute, shall be filed electronically. The originally executed copies are to be maintained by the filer until one year after all appeal delays have expired. See LR5.7.07W
- N. SERVICE** of documents after the complaint is pursuant to **Fed. R. Civ. P. 5:** Whenever a document is filed electronically, the System generated "Notice of Electronic Filing" (NEF) is sent to the filing party and any other party who has consented to receive notice by electronic means. A NEF sent to a party who has consented to receive electronic notice satisfies the requirement of notice under Fed.R.Civ.P. 5 and 77(d). **However, SEALED PLEADINGS are not sent out over the internet.** If parties receive a NEF, they will not be able to view the document. It is the filer's responsibility to print the NEF and manually serve a copy of the SEALED document to all parties.
- O. CERTIFICATE OF SERVICE :** The certificate of service needs to reflect the service information found in the NEF. To determine who receives electronic notice and who does not when preparing the certificate of service, go to: **Utilities, Mailings, Mailing Info for a Case.**

Example: If the opposing counsel consents to receive notice electronically, the system sends a copy of the filing via the NEF to opposing counsel. The attorney submitting the filing must still provide a certificate of service that states, "notice was provided through the court's electronic filing system." For those parties/attorneys requiring service through the mail, the filing party must send paper copies of the filings to those parties/attorneys, along with a copy of the NEF.

Example

I hereby certify that on [date], a copy of the foregoing [name of document] was filed electronically with the Clerk of Court using the CM/ECF system. Notice of this filing will be sent to _____ by operation of the court's electronic filing system. I also certify that I have mailed by United States Postal Service this filing to the following non-CM/ECF participants: _____.

s/attorney's name
 Attorney's Name and Bar Number
 Attorney For (Plaintiff/Defendant)
 Law Firm Name
 Address
 City, State, Zip Code
 Phone: (xxx) xxx-xxxx
 Fax: (xxx) xxx-xxxx
 E-mail: xxx@xxx.xxx

- P. **Quality control by Clerk's Office:** Every document filed into the ECF system by an attorney will be reviewed by the clerk's office staff for completeness, compliance, accuracy and to make sure the correct PDF document is attached. Attorneys may be contacted by the clerk's office staff if something appears to be incorrect. A Notice of Deficiency or a Notice of Corrective Action may also be issued.

Deficiencies

Deficient documents are those that do not comply with the Uniform Louisiana Local Rules, the Federal Rules of Civil Procedure or the standard operating procedures of the Clerk's office.

A deficiency checklist can be found on our website:

http://www.lawd.uscourts.gov/Court_Operations/DeficiencyChecklistForAttys.pdf

Message Boxes: While navigating through ECF, message boxes appear reminding attorneys of Local Rule Requirements or of possible future court action.

Green boxes: Reminders of local rule requirements. (Example: Motion for Summary Judgment needs a statement of material facts.)

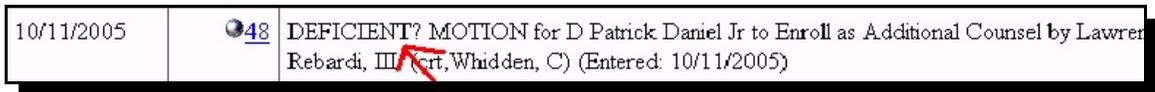
Pursuant to LR56.1, a motion for summary judgment requires a separate, short and concise statement of the material facts in this case.

The statement of material facts may be submitted as an attachment to this filing.

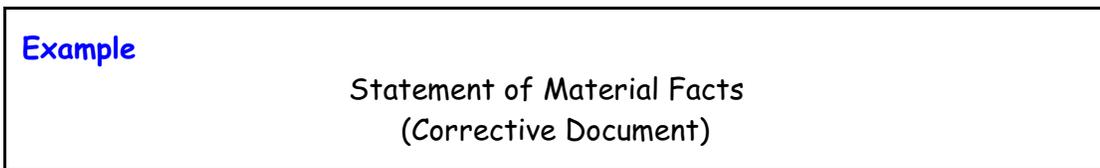
Yellow boxes: Identify actions that the clerk's office may take in response to the filing. (Example: The court will set a motion on the judge's motion calendar.)

A notice shall issue by the court setting this matter before the appropriate judicial officer. All counsel will be notified of the setting in due course.

When a filing is made, it appears on the docket sheet. The clerk's office reviews each filing for compliance. If a deficiency is identified, the clerk's office will make the following notation in all caps at the beginning of the entry on the docket sheet: "DEFICIENT?". The Clerk's office will then issue and docket a "Notice of Deficiency" which is directed to the filing attorney, but sent to all attorneys of record in the case. All counsel should review the notice to determine what corrective action is requested, i.e. certificate endorsement of counsel.



The attorney who filed the deficient document will be instructed to submit a "Corrective Document." When preparing the document, the attorney will title it for what it is but will select "Corrective Document" event under "other documents" to file. See example below for how to title document.

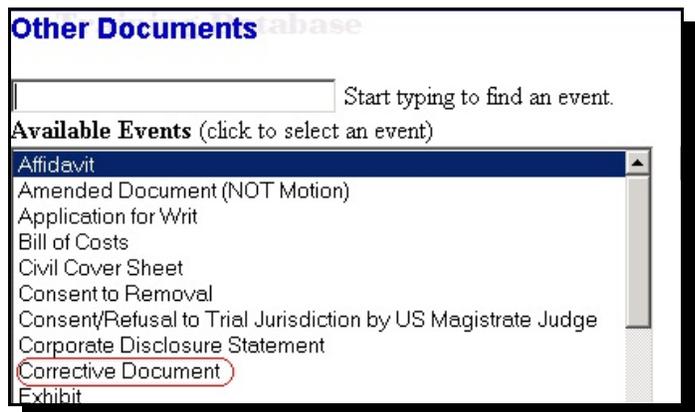


Upon correction, the "DEFICIENT?" text will be removed from the original entry by the quality control/docket clerk. **If an attorney has questions concerning this process or deficiencies in general, they may call the Help Desk at 1 (866) 323-1101.**

If the attorney does not file the corrective document within the time limit provided in the Notice of Deficiency, the deficient filing will be submitted to the court and may be stricken from the record.

Please note: File only what you have been instructed to file.

DO NOT re-file the entire filing.



Q. E-MAIL ADDRESSES:

- a. **Proposed Orders:** In addition to attaching the PDF order when filing motions, attorneys may also forward a WordPerfect or Word version of the order by e-mail to the clerk's office for the convenience of the judge to the following e-mail address:

lawdml_proposedorders@lawd.uscourts.gov

The Clerk's office will forward it to the appropriate judicial officer. The judge may then make any necessary changes and electronically sign the order.

- b. **Consents to Proceed Before the Magistrate Judge** shall be e-mailed to:

lawdml_consents@lawd.uscourts.gov

Consents are **not** to be filed in the record by the parties. If all the parties do consent, the clerk's office will docket all of the consent forms at the same time. (DO NOT ATTEMPT TO ELECTRONICALLY FILE CONSENTS DIRECTLY INTO A CASE.)

- c. **Rule 26(f) Reports**, in most cases where Magistrate Judges Methvin and Hill are assigned, leave of court is required before filing. However, **ALWAYS** follow the instructions provided in the scheduling order for your case. You may submit the proposed Rule 26(f) Report, in PDF format, along with the proposed Order, in word processing format to the appropriate Magistrate Judge's address:

hill_orders@lawd.uscourts.gov
methvin_orders@lawd.uscourts.gov

For Rule 26(f) Reports not requiring leave of court to file: see instructions for filing pleadings which require multiple signatures/joint filings on page 4.

- d. **Sealed Cases:** For documents that need to be filed in sealed cases, please file documents using this email address:

sealedcases@lawd.uscourts.gov

- e. **Emergency E-mail address:** A party who is unable to electronically file a document on the court's ECF site due to problems with the court's system, may send the document to the following **emergency e-mail address:**

lawdml_emergencyfiling@lawd.uscourts.gov

This e-mail address shall only be used when the filer is unable to file because of problems with the court's electronic case filing site! The document will be filed as of the date of the filer's e-mail.

Technical Failures in General. The clerk's office shall deem the Western District's ECF site to be subject to a technical failure on any given day if the site is unable to accept filings continuously or intermittently over the course of any period of time that day. Known system outages will be posted on the website if possible. A party whose filing is made untimely as the result of a technical failure of the court's ECF site may seek appropriate relief from the court. **The clerk's office is able to track whether there was a problem on the day in question.**

CREATING A DOCUMENT TO FILE ELECTRONICALLY -

- A. **Create filings using a word processing system** (such as WordPerfect or Word). **WHEN THE DOCUMENT IS FINALIZED**, instead of printing it and signing it, the attorney now "signs" the filing by typing s/ and their name wherever a signature is required - including the certificate of service. **(The name on the signature line must match the id of the filer)**. **SAVE** THE DOCUMENT IN WORD PROCESSING FORMAT, THEN PUBLISH/PRINT TO PDF.

The latest versions of Word or WordPerfect have the capability of converting your documents to PDF format.

- B. **A certificate of service is not considered a separate part** - it should be the last page of the main document and/or any other attachments that require a certificate of service.

Main Document	Attachments: # <u>1</u> Memorandum in Support, # <u>2</u> Exhibits)(aty,Train21, Lake Charles) (Entered: 11/27/2007)
<u>6</u>	<u>6</u> MOTION for Summary Judgment by Gary S Sexton. Motions referred to Mark L Hornsby. (Attachments: # <u>1</u> Memorandum / Brief, # <u>2</u> Exhibits 1-5, # <u>3</u> Exhibits 6-10, # <u>4</u> Statement of material facts)(aty,Train21, Lake Charles) (Entered: 11/27/2007)
<u>7</u>	<u>7</u> Ex Parte MOTION for Leave to File Reply Memorandum with consent by Gary S Sexton. Motions referred to Mark L Hornsby (Attachments: # <u>1</u> Proposed Order, # <u>2</u> Attachments annual attachment)(aty,Train21, Lake Charles) (Entered: 11/27/2007)

- C. The Western District requires that any filing that contains more than one pleading be broken out into "parts" with those parts being considered an "attachment." For example, the motion for summary judgment would be the **main document** and the other pleadings filed as attachments to this motion are: the memorandum in support, statement of material facts, and exhibits .

- D. Steps to prepare your document for filing:
1. Check mailing information to prepare your certificate of service (page 32):
 - A. Utilities
 - B. Mailings
 - C. Mailing information for a case
 2. Create each document/part in word processing format as a separate file.
 3. Sign document(s) , including any proposed pleadings & certificate of service with the "s/your name"
 4. Save in your word processing format.
 5. Convert each document/part to PDF format. This is the only format accepted by ECF.
 6. Documents/parts have a 4 MB size limit each.

EXCEPTIONS TO FILING DOCUMENTS ELECTRONICALLY: The following documents, due, to their nature, may be filed conventionally:

- a. All documents filed by pro se litigants;
- b. Social Security Administrative Records and transcripts;
- c. Voluminous state court records and transcripts;
- d. Physical objects or exhibits such as color photographs.

Filing Large Exhibits and Attachments

Exhibits to pleadings must be electronically submitted as separate files, and are referred to as attachments/parts to that pleading, in CM/ECF. Each attachment/part, may not exceed 4 Mb. You may break up an exhibit into as many separate attachments/parts, as needed in order to upload the entire exhibit, i.e. Exhibits 1 - 3, Exhibits 4 - 6, OR Exhibit A Part 1 of 4 parts, Exhibit A Part 2 of 4 parts, etc.

In order to file three dimensional exhibits with your filing, such as a video deposition, audio tape, or items that cannot be scanned, etc., you will be required to file a "Notice of Manual Attachment." This document should be a PDF attachment to the filing. The Notice should include the standard heading required in the Western District of Louisiana, the name of the filing to which the exhibit(s) are attached, description of exhibit(s), date filed, and name of filer. **(See attachment)**

Attachments that cannot be scanned , but are filed in the record via "Notice of Manual Attachment," **MUST** be filed with the clerk by using an "Identification of Manual Attachment." This form should include the standard heading required in the Western District of Louisiana, the document number you will receive when you receive your NEF (**See attachment**), or simply attach a copy of the NEF, which contains all the information needed. These items must be promptly submitted to the Clerk's office for the division in which the judge is presiding in the case, and will be maintained by the court.

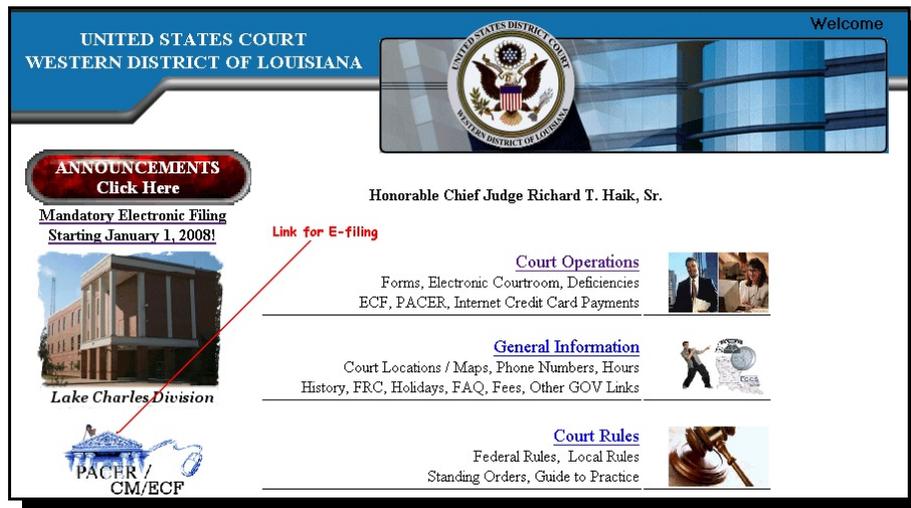
Copies of all manual attachments must be served manually upon all parties/counsel of record, along with a copy of the "Identification of Manual Attachment," and the NEF.

****NOTE **** Color photographs are often too large to be filed electronically and should not be uploaded into the ECF system.

How to Access the System: Users access the CM/ECF system via the Internet by going to our website:

<http://www.lawd.uscourts.gov/>

Click on the **Pacer/CM/ECF** link on the left hand side of the screen.



Click once on the **Western District of Louisiana - Document Filing System** link.

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 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 expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.08 per page.

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>.

Authentication

Login:

Password:

client code:

CM/ECF has been tested and works correctly with Firefox 1.5 and 2.0, Internet Explorer 6.0 and 7.0, and Netscape 7.2.

NOTICE: An access fee of \$.08 per page, 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 user Login and user password in the appropriate data entry fields, then click the **LOGIN** button to transmit the information to the system.

The entry of a valid login and password combination prompts the system to display the ECF Main Menu.

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

These options are:

1. Civil
2. Criminal
3. Query
4. Reports
5. Utilities
6. Search
7. Logout



P

acer Login/password



When the system requires the PACER login to entered the above screen will be displayed. See how the header is just **"PACER Login"** and not **"CM/ECF Filer or PACER Login"**, as shown below.



S

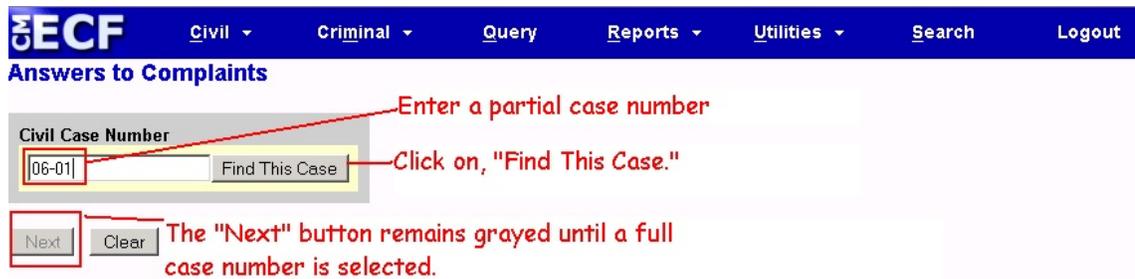
earching for a case number

The case number look-up screen has been modified to reduce the number of screens a user must navigate to find a full case number.

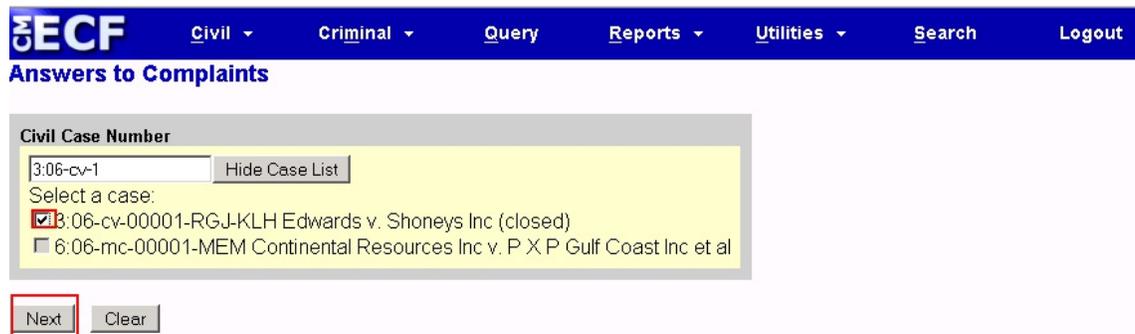
Enter a partial case number, click the "Find This Case" button to begin the case number look-up process. The "Next" button remains grayed until a full case number is selected.



When only a portion of a case number is entered, all possible case number matches will display.



Once the full case number is located, select the proper case number by checking the box.



The "next" button is now available. Click "next" and continue with docketing, or select other criteria on the screen if running a report or query.

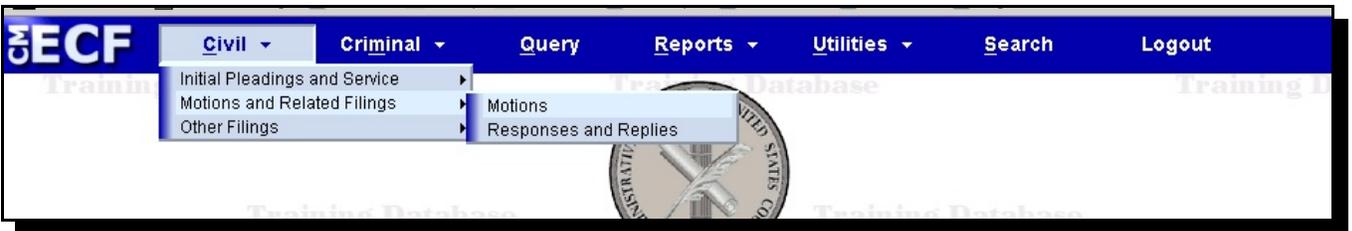
Finding your event:

A. Cascading Menus:

The new cascading menu system allows users to navigate from one category to another by hovering over the main blue menu bar and selecting specific items.

Notice the *Civil*, *Criminal*, *Reports*, and *Utilities* selections have a down arrow next to them, which indicates the presence of a cascading menu.

A cascading menu may have its own sub-menu, as indicated by an arrow to the right of the menu name.



Placing the mouse pointer over the primary menu option will display the cascading menu list for that item.

B. Existing Menus:

Previous menu functionality is preserved, and can be accessed with a click on the blue menu bar item.

Click on "Civil" in the blue tool bar.



The window below will appear.



C. Search Menus and Events

A search option has been added to the Main Menu bar. This enhancement is designed to allow filers to search for their document title and/or relief sought before filing.

Clicking on **Search** displays the **Search Menus and Events** window.



In the "Search Menus and Events" box you can enter all or part of the name of the document/event.



NOTE: Search using as few letters as possible, i.e. "Obj" for Objection to Report and Recommendations. If you type "objections" the "No Matches Found" message will appear.

For example, to file a Summons Returned Executed, type "summons executed" in the box and click the Search button.

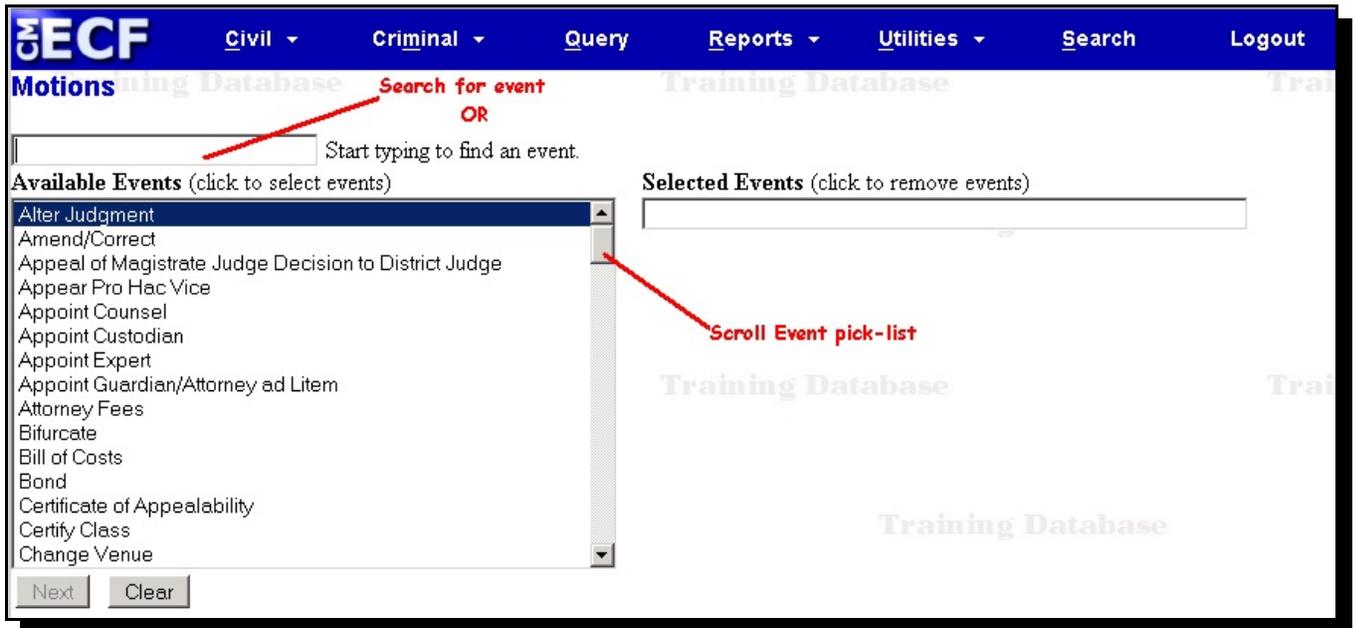
CM/ECF will display a list of events which contain the entered word or string of words and the category under which the event will be found. To file the document, simply click on the appropriate event.



D. Event Search within a Category:

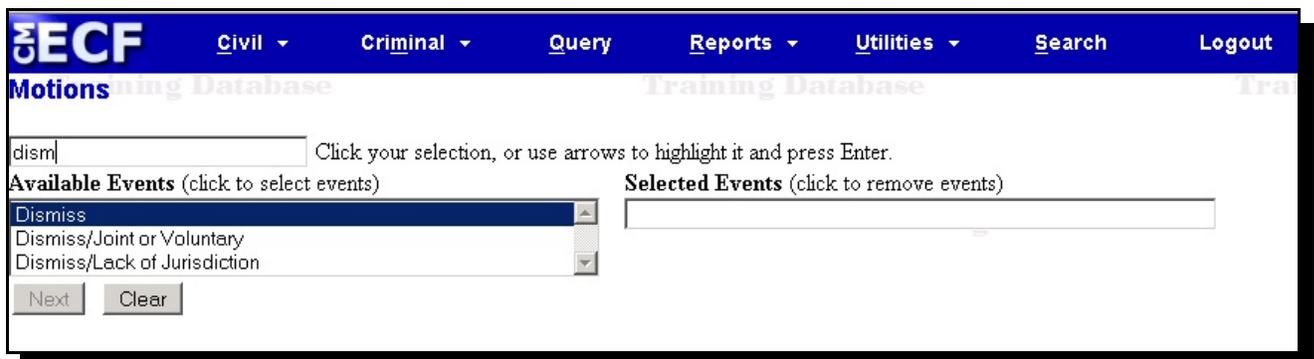
When selecting an event category, CM/ECF will display a list of events within the category and an event search box. Below is an example of the **Motions** category.

To find an event within the category, either scroll down the list, or in the search box, type all or part of a word from the name of the event.

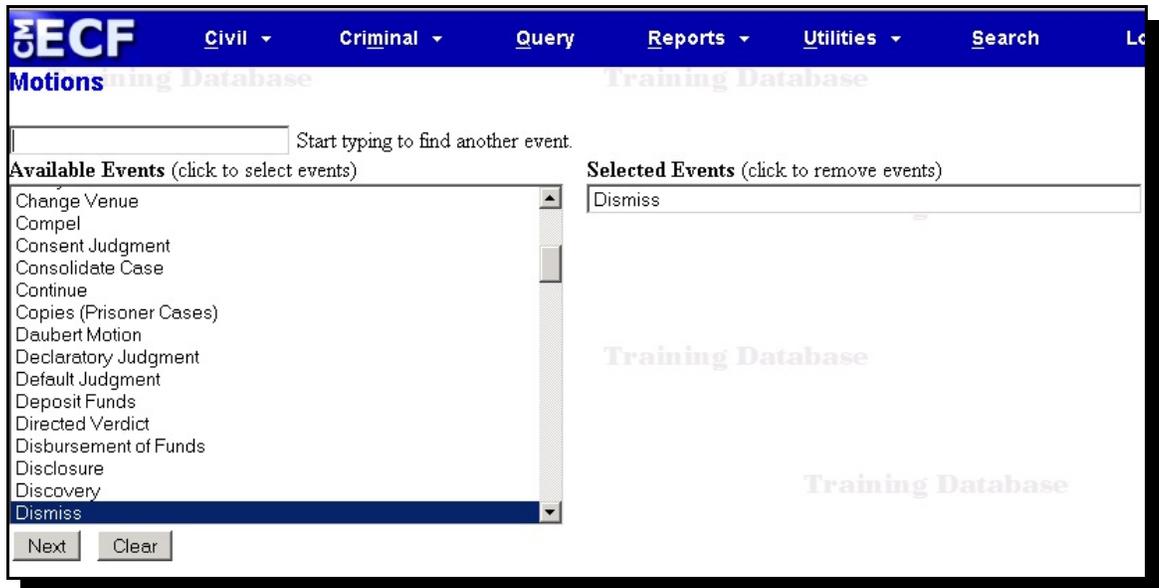


For example, to locate the **Dismiss event(s)**, type "dism" in the search box. CM/ECF will display a more concise list of events which have a word starting with the letters entered.

Click on the desired event to select it from the list.



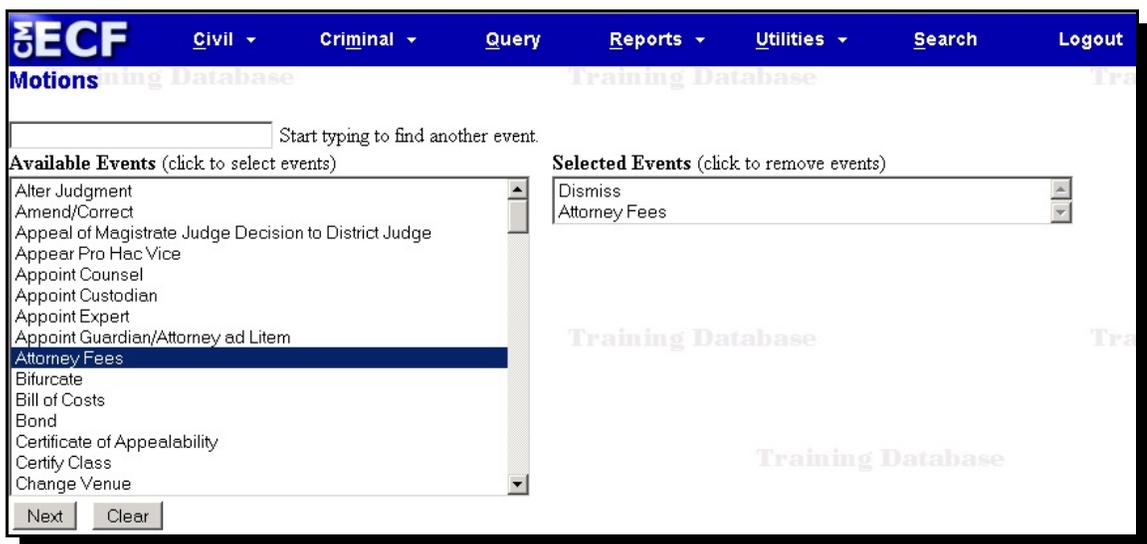
The selected event will be added to the **Selected Events** box, and the list of available events will again be displayed. This is used to allow the filer to submit documents with multiple reliefs, such as a "**Motion to Dismiss and for Attorney Fees.**"



Please note: when filing documents with multiple reliefs, you must select the events in the same order they are in your title. For example: with the above scenario, you would first select **dismiss** then you would select **attorney fees**.

The filer continues with the event selection process until all desired reliefs have been added in the **Selected Events** box. If an incorrect event is selected, simply click on the event to remove it from the list.

Once all the necessary events have been selected, click **Next** to continue.



Paying fees on line:

During the events: **Complaints;**
Notice of Removal;
Motion to appear pro hac vice (CV & CR);
Appeal of Magistrate Judge Decision to District Court (CR case) or;
Notice(s) of appeal

one of the following two screens will display:

1)

Will you be submitting your fee manually Y/N?

Answering y or Y for yes to the above indicates payment will be made by cash, check, or credit card in person, or by check via US mail. According to administrative procedures, 10 days are allowed for payment; otherwise, the filing may be stricken.

Answering n or N for no directs the filer to pay.gov for credit card payment over the Internet.

2)

Do you have in forma pauperis status for this appeal Y/N?

or

Are you requesting in forma pauperis status for this appeal Y/N?

or

Are you filing this appeal on behalf of the USA Y/N?

Answering y or Y for YES to the above indicates one of the following:

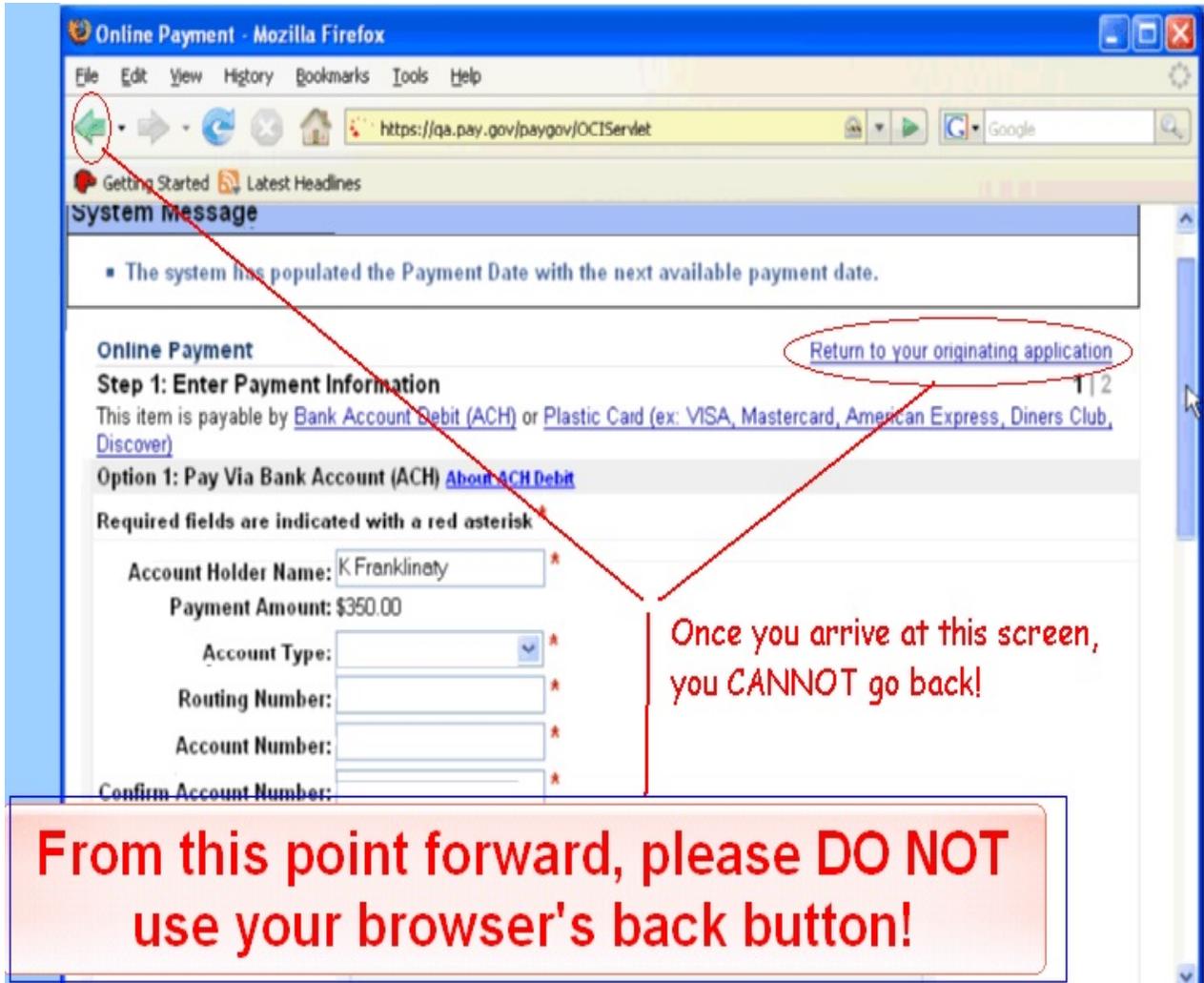
- Payment will be made by cash, check or credit card in person, or by check via US mail.
 - Administrative procedure allows 10 days for this method of payment.
 - Failure to pay may result in dismissal by the Court of Appeals.
 - A separate motion to proceed in forma pauperis on appeal will be submitted.
 - CJA (Criminal Justice Act): appointed counsel - prepayment not required.

Answering n or N for NO directs the filer to pay.gov for credit card payment over the Internet.

Please note: Answering "NO" in the box of this screen will take you to "pay.gov". If you are NOT paying by credit card, you **MUST** answer "YES".

If you are filing a new suit and answer "NO" to the question on page 18, number 2, when you click "next", the system will take you to pay.gov. If you did this erroneously you cannot go back. The system will abort your filing. **IMPORTANT** to answer this question correctly.

If you must **ABORT** , **DO NOT RE-FILE** call the Help Desk (1-866-323-1101) for assistance.



CM/ECF has two credit card components: 1)online payment, and 2) reviewing history of payments.

Internet credit card payment

If the questions on the previous page are answered in the negative, credit card is selected, and the filer is automatically directed to the internet payment program, pay.gov. Once the payment portion is successful, users return to CM/ECF for completion of the filing.

Option 1:

Step 1 - Payment Information Screen for Bank Account Debit (ACH):

The screen that pops up gives you the opportunity to pay via Bank Account Debit. If you choose to pay via Bank Account Message Debit, please see instructions below:

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or Plastic Card (ex: VISA, Mastercard, American Express, Diners Club, Discover)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$25.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number	Account Number	Check Number
:0 26 94 6 7 8 3:	9 2 4 3 7 6 7 3 9 0	1 2 3 4

Payment Date: 01/16/2008

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Instructions for Option 1:

- Fields marked with an asterisk (*) are required fields. The account holder's name, first address line, and zip code default to values contained in CM/ECF but may be changed. Changing the information on this screen does not change the filer's information with the court.
- The payment amount is populated with the fee required for the filing.
- Do not use hyphens or spaces in the account number field.
- Click on the "Continue with ACH Payment" button.

Option 2

Step 1: Payment Information Screen for Plastic Card payment:

If you choose to pay by credit card, click on the appropriate link on the system will bring you to the screen on the next page.

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Diners Club, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$25.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number	Account Number	Check Number
:0 26 946 78 3:	9 243 76 73 90	1 234

Payment Date: 01/17/2008

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

If you choose to pay by credit card - click here

Instructions for Option 2:

- Fields marked with an asterisk (*) are required fields. The account holder's name, first address line, and zip code default to values contained in CM/ECF but may be changed. Changing the information on this screen does not change the filer's information with the court.
- The payment amount is populated with the fee required for the filing.
- Visa, Master Card, American Express, Diners Club and Discover are accepted.
- Do not use hyphens or spaces in the account number field.
- Click on the "Continue with Plastic Card Payment" button.

Screen shot of Option 2:

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Diners Club, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$25.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type: * 

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Step 2: Authorize Payment Screen

ECF Civil • Criminal • Query • Reports • Util

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: t dunfordaty Billing Address: 300 Fannin St. Billing Address 2: City: Shreveport State / Province: LA Zip / Postal Code: 71101 Country: USA	Card Type: Discover Card Number: *****1111 Expiration Date: 9 / 2015	Payment Amount: \$25.00 Transaction Date 12/27/2005 14:44 and Time: EST

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Instructions for Authorize Payment Screen

- Pressing the "Submit Payment" button more than once may result in multiple charges to the credit card account.
- Review all address, account, and payment information for accuracy.
- A valid e-mail address must be entered to receive a transaction receipt for reconciliation with credit card statements.
- The authorization box must be checked for the transaction to complete.
- Clicking the "Submit Payment" button returns the filer to CM/ECF for completion of the filing.
- If the payment portion of the transaction executes and a valid e-mail address is entered, a receipt will be sent to the user's e-mail account confirming the charge to the card.

Upon successful completion of the filing in CM/ECF, the Final text as well as the Notice of Electronic Filing (NEF) will contain the fee amount and receipt number. A sample notice appears below:

Notice of Electronic Filing

The following transaction was received from dunfordaty, t entered on 12/16/2005 at 2:18 PM CST :

Case Name: Marshall v. Shelter Mut Ins Co, et al

Case Number: 5:04-cv-1

Filer: John Doe

WARNING: CASE CLOSED on 12/14/2004

Document Number: 30

Docket Text:

NOTICE OF APPEAL as to [22] Judgment by John Doe. Filing fee: \$455, receipt number 31303.
Order Form. (dunfordaty, t)

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

Document description:Main Document

Original filename:n/a

Reviewing Internet Payment History

To review charges made in CM/ECF for a user, click on "Utilities" on the blue menu. Click on "Internet Payment History" and enter the desired date range. A sample report appears below:

Date Paid	Description	Payment Method	Receipt #	Amount
2005-11-21 10:55:08	Notice of Appeal - Interlocutory(1:04-cr-10018-DDD-JDK) [appeal-cr iapp] (255.00)	credit card	30848	\$ 455.00
2005-12-13 14:48:57	Notice of Appeal - Final Judgment(1:04-cr-10001-DDD-JDK) [appeal-cr ntcapp] (255.00)	credit card	31175	\$ 455.00

Error screens

If processing of a payment is unsuccessful, an error screen will appear. **PRINT THIS ERROR SCREEN** or write down the complete message and call 866-323-1101 for assistance.

Run an Internet Payment History report (see instructions above) to review completed payments if you are not sure your payment successfully completed.

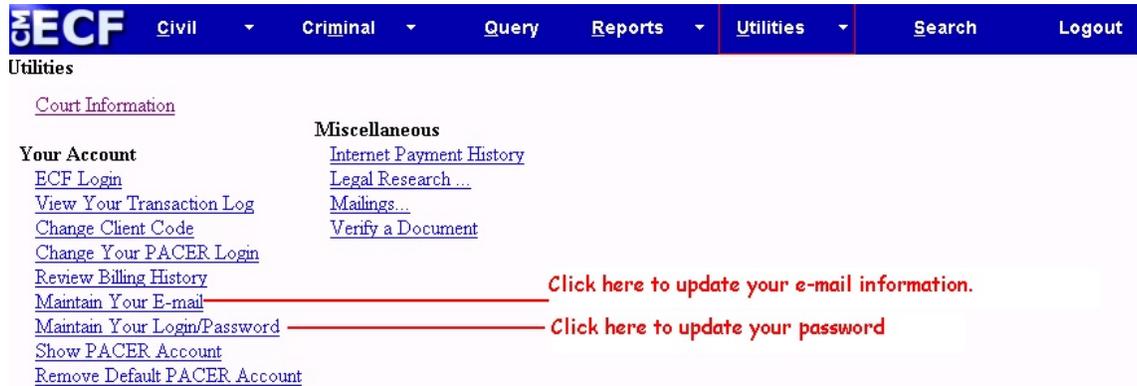
If a filing error is made after the payment process is complete, i.e. you have pressed "Submit Payment," abort the filing transaction and call **(1-800-230-2132)** during business hours, and ask for the **Financial Section** for assistance in obtaining a refund.

Maintaining Your Account Information:

A. Maintain Your E-mail

The ECF user is responsible for maintaining their ECF password and updating their e-mail address/addresses.

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



Click on **Maintain Your E-mail** to access the screen to update your e-mail address.



ECF will e-mail to all parties the **Notices of Electronic Filing** based upon the information entered on this screen. Perform the following steps to enter additional e-mail addresses for individuals you wish ECF to notify regarding filings on your behalf.

1. From the screen depicted above click on **Add Additional E-mail Address**.
2. Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity.
3. Stipulate the format of the ECF notices by selecting the choices available as they appear to the right of the alternate address.

- You **MUST** click the **YES** box under "In All My Cases".

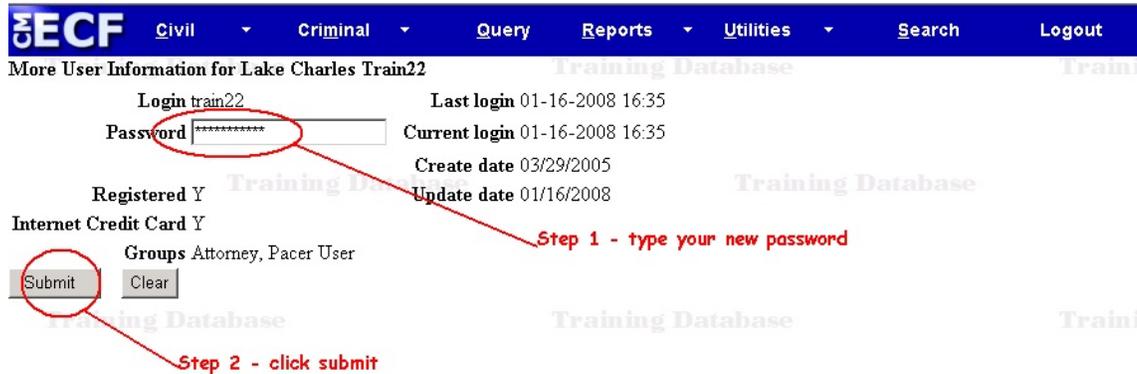
- After entering all additional e-mail addresses, click **Submit**.
- If you wish to enter completely new information about your account, highlight the current address, then press Delete. You may now enter the new e-mail address.

B. Login/Password Information

Although you are unable to change your login, for security you should change your password periodically. If an employee has access to an attorney's login and password and leaves the firm, the court recommends the attorney change their password immediately.

To edit or view login information about your account, under **Utilities**, select **Maintain My Login/Password**.

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the Password field. To change your ECF password, place your cursor in the Password field and delete the asterisks. Type in your new password. Passwords need to be a minimum of 4 characters and a maximum of 8. **Your password is case sensitive.** You may mix characters, letters and numbers. ECF displays the actual characters of your new password as you type. When you are satisfied that all of your account information is accurate and up-to-date, click on **submit**.



ECF will notify you that your updates were accepted. If you changed your password, the new password takes effect during your next ECF session

The following screen will show your update was successful.



Civil - Select Civil to electronically file all civil new suits, case pleadings, motions and other court documents. Step by step instructions of some filings can be found in, Step by Step Instruction Manual which can be found on our website at a later date.



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Charging Instruments and Pleas

[Plea-Related Documents](#)

Motions and Related Filings

[Motions](#)

[Responses and Replies](#)

Other Filings

[Discovery Documents](#)

[Waivers](#)

[Service of Process](#)

[Notices](#)

[Trial Documents](#)

[Appeal Documents](#)

[Other Documents](#)

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QUERY:

A PACER login and password is required to run a Query. Queries may be run by: **case number, nature of suit, party name, attorney name, etc.**

After entering the **PACER login and password**, ECF opens a Query data entry screen.

NOTE: "Clear" removes all data previously entered in the box(es) on that screen.

Once you have selected a case to query, ECF displays the case number, parties to the case, Judges assigned to the case, date the initial claim was filed, and date of last filing in the case. Specific case information may be selected from a list of query options by selecting the appropriate hyperlink. (See next page)

CM ECF Civil Criminal Query Reports Utilities Search Logout

5:05-cv-09999-SMH-MLH Quickie Chickie Inc v. Sexton
 S Maurice Hicks, presiding
 Mark L Hornsby, referral
 Date filed: 01/10/2005
 Date of last filing: 11/26/2007

Query

- [Alias](#) displays any alias - obo, fka, aka, etc.
- [Associated Cases](#) displays any associated cases, including consolidated case numbers
- [Attorney](#) displays all counsel of record, in alphabetical order, and who they represent
- [Case File Location](#)
- [Case Summary](#)
- [Deadlines/Hearings...](#) displays dates of deadlines and hearings pending, terminated or satisfied in the case.
- [Docket Report ...](#) displays all documents filed in the case, except sealed events (see note below)
- [Filers](#) displays all filers with a hyperlink to all documents filed on their behalf.
- [History/Documents...](#) displays lists of all filings and the events used during submission
- [Party](#) displays the name of all parties, in alphabetical order, and their counsel of record.
- [Related Transactions...](#) displays all filings & every entry that has been linked to it. the default settings of this query retrieves pending filings only. To view terminated filings, "terminated" must be selected before running the query.
- [Status](#)
- [View a Document](#)

You must have a specific document number to use this feature

To View the NEF:

You must check the "Links to Notices of Electronic Filing", then "run report." Now the link to the NEF is available through the silver bullet next to the document number.

CM ECF Civil Criminal Query Reports Utilities Search Logout

Docket Sheet

Case Number: 5:05-cv-09999-SMH-MLH Quickie Chickie Inc v. Sexton

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

Format:

- HTML (unpaginated)
- PDF (paginated)

Sort by: Oldest date first

Run Report Clear

To view a NEF (notice of Electronic Filing), you must check the box, "Links to Notices of Electronic Filing. From the docket report click the silver bullet next to the document number

01/10/2005		COMPLAINT against Gary (Entered: 03/21/2005)
------------	---	--

A natomy of a NEF

Each time a document is filed, a notice of electronic filing (NEF) is sent to all attorneys registered to receive e-mail notification. The e-mail should be opened by the recipient within 15 days in order to view the filing at no charge. To receive one free electronic copy, you will click **ONCE** on the document number hyperlink. (See #5 below). To avoid later charges, download a copy of each document during this first viewing. The following screen shot is a diagram of the information contained within the NEF and the description of each numbered item follows on the next page.

ECF Civil Criminal Query Reports Utilities Search Logout

NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

U.S. District Court
Western District of Louisiana

Notice of Electronic Filing

The following transaction was entered on 5/6/2008 at 10:05 AM CDT and filed on 5/6/2008

Case Name: Boutte et al v. Wal-Mart Louisiana L L C

Case Number: 6:08-cv-562

Filer: [REDACTED]

Document Number: 6

Docket Text:
SCHEDULING ORDER: Initial Disclosure due by 5/27/2008. Rule 26 Conference between parties to take place before 6/10/2008. Rule 26 Report due by 6/24/2008.

6:08-cv-562 Notice has been electronically mailed to:

John Doe	jdoe@bellsouth.net
Jane Smith	janes@msn.com

6:08-cv-562 Notice will not be electronically mailed to:

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

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1045083339 [Date=5/6/2008] [FileNumber=1606578-0] 47c4265f812218a9cae7566888579919c6ec1cc0ed06133085f18e157989ea2f7932 d742a7ac06522b7297eac91f7ed81cd1aabce94b6ff354d5623ab504da31]]

1. This is the date the filing was entered into CM/ECF. This date will be the same as the filed date for attorneys. It may be different from the filed date for court users.
2. This is the time the filing was entered into CM/ECF.
3. This is the date the filing was made. For e-filings, it is the same date the filing was entered into CM/ECF. For paper filings, it is the date the document was received by the court.
4. This is the case number. In order to access the docket sheet using this hyperlink you must have your PACER login and password.
5. This is the document number. In order to receive your free look, you must click **ONCE** on this hyperlink to access the filing. This will access Adobe Acrobat Reader and allow the one free look at the pdf. After accessing the document through your one free look, you may view, print, save and/or e-mail this document. Future access is through PACER only.
6. This is the docket text describing the filing. The person who entered the filing is in parentheses. crt = court user, jud = judge, and aty = attorney.
7. The parties listed under this heading will be electronically noticed with all filings. The only exceptions are for the various levels of sealed filings that they system automatically restricts. Be aware that some sealed pleadings will electronically notice via e-mail but access to the document itself is not allowed. There are other sealed filings that will not electronically notice at all. (Please note that the e-mail addresses of these people have been altered as this document is for information purposes only.
8. **ONLY** the parties listed under this heading, will be **MAILED** copies of orders, ruling, judgments, notices, etc., which are documents generated by the court.
9. Encrypted electronic file stamp.
10. Some judges issue an electronic order. Below is a screen shot of an electronic order. Note the following: a) the document number is black, which means there is no hyperlink, b) the notation next to the document number "(No document attached)," c) the docket text reflects it is an order, and d) it is filed by the judge. This entry will not have a pdf document associated. The notice of electronic filing is the only copy of the order. It is an official order of the court.

Notice of Electronic Filing

The following transaction was entered on 2/29/2008 at 11:18 AM CST and filed on 2/29/2008

Case Name: Daniels v. State of Louisiana et al

Case Number: [5:07-cv-1152](#)

Filer:

Document Number: 15(No document attached) a) & b)

Docket Text: c)

ORDER granting [13] Motion to Extend Discovery deadline and Dispositive Motion deadline. The new dispositive motion deadline is April 1, 2008 and the new discovery deadline is April 14, 2008. Signed by Magistrate Judge Mark L Hornsby on 2-29-08.

jud,Hornsby, Mark d)

- Some entries will have no document number, as well as, "No document attached".

Notice of Electronic Filing

The following transaction was entered on 3/3/2008 at 4:22 PM CST and filed on 2/29/2008

Case Name: Daniels v. State of Louisiana et al
Case Number: [5:07-cv-1152](#)
Filer: State of Louisiana
 Louisiana State University Health Science Center-Shreveport

Document Number: No document attached

Docket Text:
[NOTICE of Corrective Action](#) to Mary Lou Coon Blackley on behalf of Louisiana State State of Louisiana regarding [16] Notice to Take Deposition. Action taken: Counsel is local and federal rules do not allow routine filing of discovery, including disclosures a part of counsel is required. (crt,Alexander, E)

- Some filings contain multiple parts, i.e. attachments. In these instances, there are actually multiple pdfs that must be viewed, printed, saved and/or e-mailed separately. Each part or pdf has its own encrypted electronic file stamp. Therefore, multiple electronic file stamps within the same NEF indicate that there is more than one pdf associated with the filing. Below is a screen shot of what the NEF will show.

The screenshot shows the ECF system interface with a navigation bar containing links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the docket text for entry 12 is displayed. The text includes a scheduling order with various deadlines and a list of attachments, with the first attachment being "(Attachments: # (1) Attachments to scheduling order)".

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

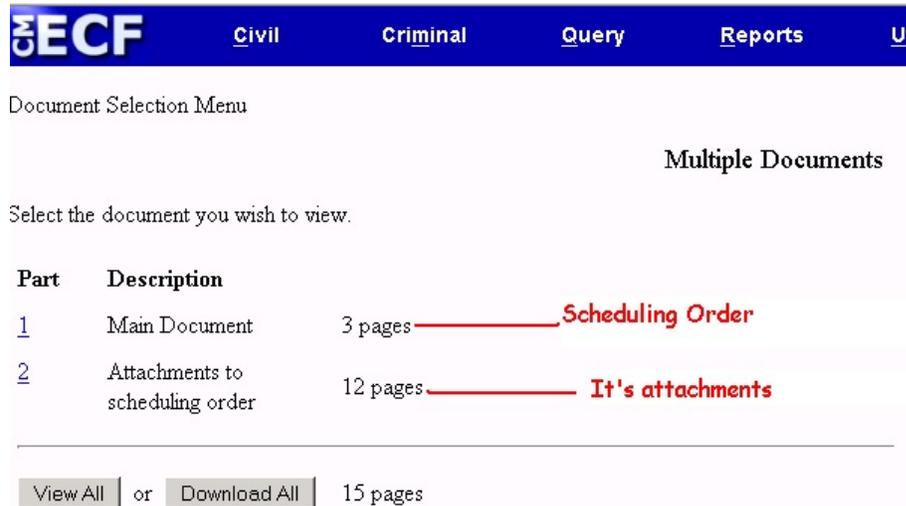
Document description: [Main Document](#)
Original filename: n/a
Electronic document Stamp:
 [STAMP dcecfStamp_ID=1045083339 [Date=5/6/2008] [FileNumber=1606578-0]
 [47c4265f812218a9cae7566888579919c6ec1cc0ed06133085f18e157989ea2f7932
 d742a7ac06522b7297eac91f7ed81cd1aabce94b6ff354d5623ab504da31]]

Document description: [Attachments to scheduling order](#)
Original filename: n/a
Electronic document Stamp:
 [STAMP dcecfStamp_ID=1045083339 [Date=5/6/2008] [FileNumber=1606578-1]
 [b8f0b7ccb4f0b04b1c1188b435f98d4876c5938a4db92d2c6204d1af4bac78ad3326
 7adc31d2fc4ed1145b8927447cc01f01f4a7527b5fd0793c07e9efbfe217]]

This explanation is continued on the next page.

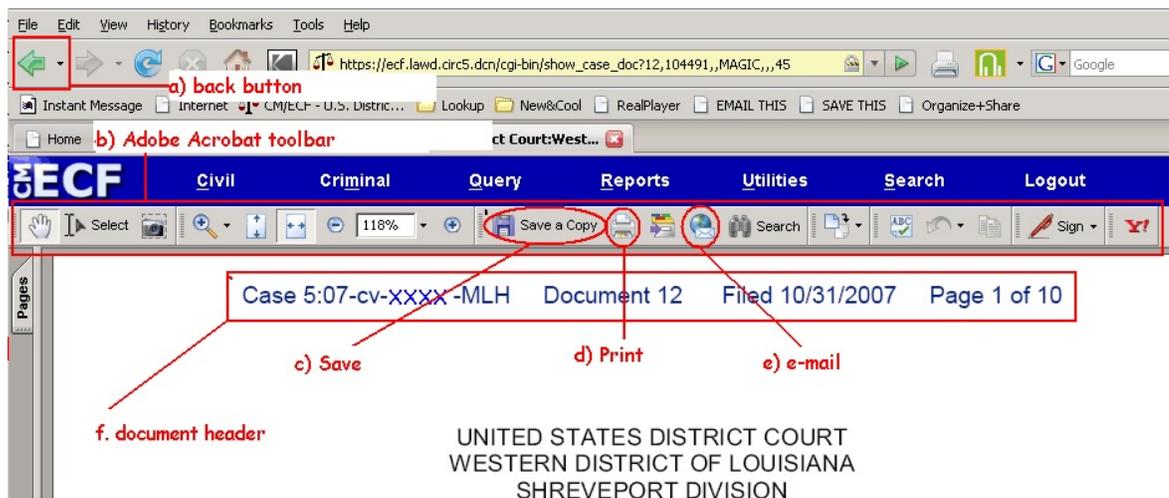
To view, print, save and/or e-mail these pdfs associated with the filing, "click" on the document number hyperlink (see # 5 on previous page). The screen shot below is an example of what you would see:

In this example, Part 1, the Main Document, is the Scheduling Order, and Part 2, is the Attachments to the Scheduling Order.



13. When viewing the document, the system will access Adobe Acrobat Reader. The Adobe toolbar will appear. This toolbar **MUST** be used to view, print, save and/or e-mail this document. However, the **BACK** button should be used to go back one screen at a time.

Please note in the screen shot below the location of the: a) back button, b) Adobe Acrobat toolbar, c) save button, d) print button, e) e-mail button and f) the document header.



REPORTS: A PACER login and password is required to view reports.

The screenshot shows the ECF Reports menu. The 'Reports' tab is highlighted with a red box. The menu includes sections for Civil and Criminal Reports, Miscellaneous, and Local Reports, with various sub-links like Docket Sheet, Calendar Events, and Written Opinions.

1. **Docket Sheet** - (Displays the full docket sheet). This is a short cut to the Docket Report found in Query but the case number is required to run this report.
2. **Civil Cases** - (Displays cases filed within a specific date range, in a specific division or divisions, assigned to a specific judge or judges, Nature of Suit, Cause of Action Code, Jurisdiction, or by case flag for open and/or closed cases.)
3. **Criminal Cases** - (Displays cases filed within a specific date range, in a specific division or divisions, assigned to a specific judge or judges, by case flag, by citation code, or by pending or disposed counts. **Must indicate whether searching for pending, terminated, fugitive, or non-fugitive defendant.**)
4. **Calendar Events** - Displays the Court Calendar Events without a PACER login. To view Calendar Events Report, you may enter the case number, select a division or calendar event. (To select more than one event, hold down the "control" key).
5. **Written Opinions** - view the written opinions of the court without a PACER login.
6. **Docket Activity for My cases**- to view the docket activity in a case - **WARNING** - this report is not subject to the 30 page billing cap. You will be billed for the total number of pages. If you want to run a report for a single case, you can use the **Query Menu** or the **Docket Report**.
7. **Attorneys Events Listing** - a list of all events in CM/ECF.
8. **Minute Book** - view the minutes of a court proceeding - **WARNING** - this report is not subject to the 30 page billing cap. You will be billed for the total number of pages. If you want to run a report for a single case, you can use the **Query Menu** or the **Docket Report**.

UTILITIES

1. **Court Information:** This link will give you: Court details, Court locations, Pacer details and Flag definitions.

2. **Your Account:**

ECF Login - toggles between ecf login and pacer

View Your Transaction Log - Runs an attorney transaction report for a specific period of time.

Change Client Code - is for PACER. An optional client code may be entered if the attorney wishes to have PACER charges reported by client. A different client code can be entered at any time during the session via the Change Client Code utility on the Utilities menu.

Change Your PACER Login - Allows you to change your PACER login

Review Billing History - PACER billing history.

Maintain Your E-mail - see page 25 -26 for detailed instructions

Maintain Your Login/Password - see page 26 - 27 for detailed instructions

Show PACER Account

Remove Default PACER Account -

The Remove Default PACER Account utility removes the link between the current CM/ECF user account and the associated default PACER account.

If the user checks the "Make this my default PACER" login checkbox, the PACER account/password is stored with the CM/ECF account information. Thereafter, all charges will be billed to that PACER account, and the user will not have to enter the PACER login again.

If the user chooses to do so, he or she may remove the default association between his current PACER login and his CM/ECF login by using the **Remove Default PACER Account** utility on the Utilities menu. A different PACER account can be used by selecting the Change Your PACER Login item from the Utilities menu; this displays the same PACER login screen shown above. This new account can be used temporarily or can replace the existing default.

The screenshot shows the ECF Utilities menu with the following items:

- ECF** (Logo)
- Civil** (Dropdown)
- Criminal** (Dropdown)
- Query** (Dropdown)
- Utilities**
 - [Court Information](#)
 - Your Account**
 - [ECF Login](#)
 - [View Your Transaction Log](#)
 - [Change Client Code](#)
 - [Change Your PACER Login](#)
 - [Review Billing History](#)
 - [Maintain Your E-mail](#)
 - [Maintain Your Login/Password](#)
 - [Show PACER Account](#)
 - [Remove Default PACER Account](#)
 - Miscellaneous**
 - [Internet Payment History](#)
 - [Legal Research ...](#)
 - [Mailings...](#)
 - [Verify a Document](#)

3. Miscellaneous:

Internet Payment History - get a history report for a set period of time as to what you have paid on line through pay.gov. (See page 24 for further instructions.)

Legal Research -links provided for: Law Dictionary, Medical Dictionary, Westlaw and LexisNexis. You must have a login and password for Westlaw and LexisNexis. This is simply a link.

Mailings - **To determine who receives notice through the court system or through U.S. Postal Service, for the completion of the certificate of service, go to "Mailing Info for a Case." The Certificate of Service must state HOW the document is sent to each party/attorney. (Do not use a previous NEF as attorney training is an ongoing process and attorneys are added daily.)**

Verify a document - verifies that a document was filed with the court but the user must have the case number and document number



S_{earch}

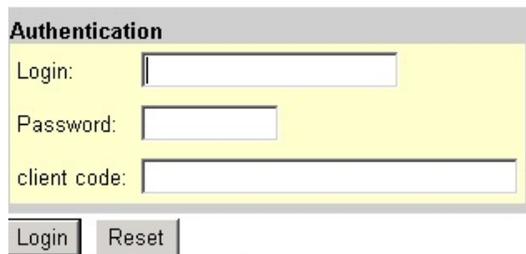


For detailed instructions on this option, please go to pages 15 - 18, "Finding your Event."

LOGOUT - After you have completed all transactions for a particular session in ECF, you should exit from the system to prevent further filing with your login and password.

Click **Logout** on the ECF menu bar.

ECF will log you out of the system and return you to the ECF login screen.



NOTE: The system will time out after 30 minutes of inactivity. This will

abort any incomplete filing. You must login and begin your filing again.

NOTE: DO NOT click the "X" in the top right corner or click **File-Close**, or **File-Exit**, as you will not be logged out of CM/ECF. These options will only close your browser.



FILING ERRORS

General Information. A document that is filed electronically by an attorney becomes part of the official record. Once the filing has been accepted by the system, the NEF is generated, and the document cannot be changed by the filer. Likewise, a document cannot be altered by the Clerk's office.

If a filer realizes they have made an error, the filing party **should not attempt to re-file the document but should first call the Clerk's Office Help Desk!!!** The Clerk's office will advise what should be done.

ADDING/CREATING PARTIES

NOTE: SEE instructions for Opening New Suits.

In very rare cases, a party may need to be added to an active case. If the party named does not appear on the filer pick list, select **Add/Create New Party**. The filer will then be prompted to search for a party by "Last/Business name." A search must be performed to see if that party exists in the ECF database. Enter the entity name or the last name of the individual and "Search." (You may enter only the first few letters of the party's last name for an individual, or the first few letters of the company name for an entity to broaden the search. There must be at least three consecutive letters to run a search.)

If a match is found, ECF will display a list of party names. If a match for the name of the party appears in the list, highlight the name and then click **"Select name from list" button**. Review the party information and select the appropriate role of the party for this filing. **"Submit." No address information should be entered.**

If a match is not found, click **"Create new party" button**. Enter all of the appropriate name fields. **No address information should be entered.**

For an entity, enter the entire name in the **"Last Name"** field. Choose the appropriate **"Role"** from the drop down menu. **"Submit." No address information should be entered.**

For an individual, fill out the **"Last Name," "Middle Name," "First Name," "Generation"** as appropriate. Only choose **"Title"** if there is only a last name. (example: Deputy Smith) Choose the appropriate **"Role"** from the drop down list. Click **"Submit." No address information should be entered.**

**WESTERN DISTRICT OF LOUISIANA
STANDARD GUIDELINES FOR ADDING PARTIES**

(You may contact our Help Desk at 1-866-323-1101 for additional guidance if needed)

SEARCH BEFORE ADDING!!!

- **ALWAYS search thoroughly** for party names before adding a name to the database. **DO NOT** create new party names without first expanding your search to be sure the name does not already exist in the database.
- Begin the search by completely typing only the first word of a company name.
- There are many company names that are very common and will already be in the database (for example: Willis-Knighton, Wal-Mart, GlaxoSmithKline, etc). For companies that may contain dashes, hyphens, parentheses, numbers, or slashes (i.e. Noram (U S A) Inc; Blue Cross/Blue Shield Insurance Co; Valve-O-Matic; A-1 Transport), **search both with and without** the special characters.
- A question mark may be used as a **"wild card"** in place of a character when unsure how the name should be entered, i.e. "Wal?Mart" would find both Wal-Mart and Wal Mart.
- An asterisk may be also be used as a **"wild card"** at the beginning of a search when only part of the name is known, i.e. "* Succession" will find all names containing "Succession".

ADDRESSES:

- **Do NOT enter OR edit an address for any party.** If the applicable party name contains an address, **accept the name** with the address even if it is not the correct address or relevant to your party. The address will not appear on the docket sheet.

COMPANIES

- Company names belong in the Last/Business name field.
- **DO NOT** use punctuation (i.e. no commas or periods).
- Always use **&** for the word "and".
- **Abbreviate** only the following: &, Co, Inc, Ltd, Corp

- Always **OMIT** the words "A", "An" or "The" when they appear as the first word.
- If the company name contains the name of a state: always spell it out, i.e. do NOT abbreviate Louisiana in a company name (i.e. Banc One Louisiana Corp)
- **Acronyms** (e.g., companies that start with letters) always contain a space in between the letters, i.e. A B C Corp. A minimum of two (2) consecutive letters is required for a search. It will be necessary to put a question mark (?) between the first and second letters to search for the company name, I C A R O M (i.e. search by using I?C). Corporate or company designations, such as L L C, are also input with spaces between each letter.

INDIVIDUALS

- Enter the First, Middle, and Last name of an individual, along with Generation (i.e. Jr, Sr, III, etc). Initials may be used in First or Middle name fields (**without** punctuation). Select the appropriate party role type (i.e. plaintiff, defendant, etc.). Party text may be used if necessary. NO OTHER information should entered on the Party Information screen.
- **Titles:** ONLY use the Title field when there is only one name and a title (i.e. Officer Jones). If there is a first name, do **not** add a title. If the party is named with only a title and what appears to be a first name, that name must be put in the Last name field, even though it appears to be the First name. (Ex. Dr Robert - "Dr" goes in Title and "Robert" goes in Last name).
- **Multiple names:** If there are multiple names (Allison Sue Smith Teague), the 2 middle names (Sue Smith) belong in Middle name field. If both names will not fit in Middle name field, the first two names may be entered in the First name field (Allison Sue). However, if there is a hyphenated name (Allison Sue Smith-Teague), the hyphenated name belongs together in the same field, (i.e., "Smith-Teague" should go together in the Last name field.)
- **Minors:** Because of FRCP 5.2, a minor's name may include only their initials. Enter a minor's initials as Party Text. (The full name of the minor may be disclosed in a redaction index filed under seal.)

Example:	John Smith, individually & on behalf of his minor child M D S
Last name field:	Smith
First name field:	John
PartyText:	individually & on behalf of his minor child M D S

- **John Doe, Jane Does, or Unknown Parties:** If numerous John Does are named, NEVER add the numbers or letters to the party name. Select the applicable party name in the database and add the numbers or letters in the Party Text field (located near the bottom of the party information screen). If unknown parties are named, use the Last name field and **begin your search** with the word "**Unknown**". There are many Unknown parties already in the database. Select the applicable Unknown party.

Examples: John Does 1-10
 Last name field: Does
 First name field: John
Party Text: 1-10

Example: Unknown Nurses 1-2
 Last name field: Unknown Nurses
Party Text: 1-2

ALIASES

- When entering a party that has an alias name, select the "alias" button (located near the bottom of the party information screen). Search the database to determine if the name already exists in the database. If the alias name does not exist in the database, add it to the database following the party name instructions contained herein, and with the appropriate "Alias type" designation.

Example: A B C Corp formerly known as D E F Corp
 Party name: A B C Corp
 Alias name: D E F Corp
 Alias type: fka

ESTATES/SUCCESSIONS

- Last name & "Estate" or "Succession" belong in Last Name field (ex. Sam G Smith Estate - "Smith Estate" goes in Last name, "Sam" goes in First name, "G" goes in Middle name.) If there is a generation reflected in the name, i.e. Sam G Smith Jr Estate, "**Smith Jr Estate**" goes in Last name, "Sam" goes in First name, "G" goes in Middle name.)

WARDENS/PRISONS

- MOST **prison** and **warden** names are already in the database, as well as many other staff positions of the prisons.

Example: Warden of LaSalle Correctional Center
 Last Name: LaSalle Correctional Center
 First Name: Warden

Example: Medical Staff of Concordia Parish Correctional Facility
 Last Name: Concordia Parish Correctional Facility
 First Name: Medical Staff

Example: Red River Parish Correctional Facility
 Last Name: Red River Parish Correctional Facility

UNIONS

- Always begin any union with the **Local Union # first** even if the Local # on the pleading is reflected at the end of the name.

Example: Plumbers and Steamfitters Health and Welfare Fund Local # 141
 Last Name: **Local 141** Plumbers & Steamfitters Health & Welfare Fund

GOVERNMENT ENTITIES

- **CITY & PARISHES:** The type of agency goes in First name ("School Board" or "City of"), the city or parish name goes in last name ("Tensas Parish" or "Bunkie").

Example: Tensas Parish School Board
 Last Name: Tensas Parish
 First Name: School Board

Example: City of Bunkie
 Last Name: Bunkie
 First Name: City of

- **STATE & FEDERAL:** The name of the government goes in First name with the appropriate designation ("U S Dept of", "LA Dept of"), and the name of the agency goes in Last name ("Air Force", "Supreme Court", "Health & Human Services", etc...).

Example: Department of the Air Force
 Last Name: Air Force
 First Name: U S Dept of

Example: Louisiana Department of Probation and Parole
 Last Name: Probation & Parole
 First Name: LA Dept of

SOCIAL SECURITY CASES

- The defendant's name should always be entered as:

Last Name: Social Security Administration

First Name: U S Commissioner

[The commissioner is the only defendant in social security cases even though the U S Attorney, the U S Attorney General, and the Office of General Counsel for the Social Security Administration are served with the complaint.]

You can find a link to the, "**STANDARD GUIDELINES FOR ADDING PARTIES,** " whenever you file a document that may require you to add parties, i.e. complaint, answer, etc.



MISCELLANEOUS INFORMATION:

A. Consolidated Cases:

All filings in **CONSOLIDATED CASES** are filed in the **LEAD CASE** unless ordered otherwise.

B. Prisoner Cases:

Even though a Petition for Writ of Habeas Corpus is not a typical "complaint", for purposes of ECF, all documents which initiate the filing of a new suit are considered complaints for the purposes of answers.

Response to Petition for Writ of Habeas Corpus = Answer to Complaint (text will read "Response to Petition for Writ of Habeas Corpus")

Motion for Extension of Time to File Answer should be used when requesting additional time to file a response to a petition for writ of habeas corpus.

Make sure to create the attorney association with the proper party for the first appearance.

C. Notice of Appeal to 5th Circuit

5th Circuit will monitor cases in which appeals have been filed for fee payment. The appeal may be dismissed by the 5th Circuit if payment is not received. The appeals clerk will send a fee letter and a transcript order form when the notice of appeal is filed, if applicable.

This window is advising you to calculate "Appeal Record Deadline" and the instructions for same.

Click "next".

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'ECF' and dropdown menus for 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. Below this, the page title is 'Appeal Documents' and the case information is '6:05-cv-00123-RFD Holden v. Social Security Administration CASE CLOSED on 03/20/2006'. There are two green callout boxes: the first says 'Calculate Appeal Record Deadline as File Date plus 15 days if no court proceedings were held.' and the second says 'If Transcript to be ordered for court proceedings, do NOT set the deadline. Transcript order form available from Clerk's Office and due within 10 days from the date of this filing.' At the bottom, there are 'Next' and 'Clear' buttons, with 'Next' highlighted by a red box.

A prompt appears for the attorney to calculate "Appeal Record Deadline" when filing a Notice of Appeal - **do not enter a date** - this date will be entered by the Court.

Click, "next."

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there are navigation tabs for 'Civil', 'Criminal', 'Query', and 'Reports'. Below this is the 'Appeal Documents' section for case 6:05-cv-00123-RFD Holden v. Social Security Administration, which is marked as 'CASE CLOSED'. The 'Notice of Appeal' section is visible, and the 'Appeal Record Deadline' section contains a 'Date' input field with a 'Calendar' button to its right. Below the date field are two buttons: 'Next' (highlighted with a red box) and 'Clear'.

You must answer the question below.

Only answer "NO" if you are paying by credit card.

A "YES" answer assumes: 1) you are paying by cash, check or credit card in person or by check via US mail, (Administrative procedure allows ten (10) days for this method of payment. Failure to pay may result in dismissal by the Court of Appeals), 2) you have a separate motion to proceed in forma pauperis on appeal, 3) are CJA appointed counsel and prepayment is not required, or 4) you are filing on behalf of the United States.

The screenshot shows a form with a pink callout box. The callout box contains the following text: "Answering y or Y for YES to the below indicates one of the following:" followed by a bulleted list:

- Payment will be made by cash, check or credit card in person or by check via US mail.
 - Administrative procedure allows 10 days for this method of payment.
 - Failure to pay may result in dismissal by the Court of Appeals.
- A separate motion to proceed in forma pauperis on appeal will be submitted.
- CJA (Criminal Justice Act): appointed counsel - prepayment not required.

 Below the list, it says: "Answering n or N for NO directs the filer to pay.gov for credit card payment over the Internet."

 The main form contains the question: "Do you have in forma pauperis status for this appeal Y/N?" followed by "or" and "Are you requesting in forma pauperis status for this appeal Y/N?". Below this is another "or" and the question: "Are you filing this appeal on behalf of the USA Y/N?". There is an empty input field for the answer. A red arrow points from the pink callout box to this input field. To the right of the arrow, red text reads: "Answering 'NO' in this box directs you to pay.gov. If you are NOT paying by credit card, you MUST answer YES." At the bottom of the form are "Next" and "Clear" buttons.

- D. **Social Security Cases** - Briefs are to be filed using the "Appeal Docs(Soc Sec., Bkcy, 5th Circ.)" category under "Other Filings". Motions, answers and summons returns for social security are filed the same as other civil cases.
- E. **Bankruptcy Appeals** - file briefs using the "Appeal Docs(Soc Sec., Bkcy, 5th Circ.)" category under "Other Filings." Motions and answers are filed the same as other civil cases.

T ROUBLESHOOTING

1. If the NEF does not appear after a filing has been submitted, make sure the transaction has been completed by: 1) calling the Help Desk during normal business hours, 2) checking your e-mail for your notification by the court, or 3) by running a docket sheet under "Reports" on the blue menu bar. If the filing was submitted, try clearing the browser's cache, to avoid this problem again.

Please find below a link to the Lexis-Nexis web site knowledge base which has a good set of instructions for clearing your browser's cache memory. Please bookmark this site for future reference.

http://support.lexis-nexis.com/lexiscom/record.asp?ArticleID=wg_cache

2. If a feature of ECF is not working properly, such as the "back" button, abort the filing, and log out of ECF and close the browser. Log in and try again.
3. When filing a new suit, if you get kicked out of the ECF system after inputting your parties and receiving a case number, DO NOT file again. Call the help desk! (1-800-323-1101)
4. If filer inadvertently failed to submit attachments, as part of the filing, and the filer has **not** received a notice of deficiency, he/she may submit the documents as a separate filing - for example, file a Memorandum in Support (found under "Responses and Replies"), with all other "Parts" made as attachments to the filing; or if no brief was required, you may submit a "Proposed Order/Judgment" (found under "Other Documents"). The attorney **may** receive an e-mail or a notice of corrective action from the court that the electronic filing was submitted incorrectly.

5. You completed your transaction, received the NEF, and then realized a problem with your filing! Call the help desk! (1-800-323-1101)
6. The court cannot delete your incorrect filing. It will be referred to the court to be stricken from the record or for other appropriate action.
7. To add other counsel from your firm to a case, have them file a "Notice of Appearance" to associate themselves with the party. This allows them to appear on the docket sheet and to begin receiving notice.
8. If the attorney is e-filing a joint pleading, he/she may select all parties joining in the filing, **BUT DO NOT** make the attorney association for a party you (the filer) do not represent. If the filing attorney mistakenly associates him/herself with a party he/she does not represent, a notice of corrective action will be issued by the Court.

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

Jeanette J Pailette (pty:pla) represented by Cathy Baconaty (aty) Lead Notice

Next

Clear

If you selected all the attorneys for a joint motion, this screen will appear for an attorney association. DO NOT make this association for someone you do not represent. PLEASE uncheck this box.

NO

TE: Joint filings require original signatures of all counsel or an "Endorsement/Certificate of Counsel", (See LR5.7.08W and instructions for "Multiple Signatures/Joint Filings" page 4, item L) filed by other counsel once the joint pleading has been e-filed. You can find the "Endorsement/Certificate of Counsel under "Notices"

9. Sealed filings must be manually noticed to all parties of record, along with a copy of the NEF.
10. To select more than one party, hold down the "ctrl" key while selecting each party or to select multiple names that are grouped together, hold down the "shift" key and select the first and last party - those names and all the ones in between will be highlighted.
11. The attorney/party association screen appears the first time an attorney appears in the case for that party. The system defaults with a check box before the party, an unchecked box for "Lead" and a checked box for "Notice." It is very **IMPORTANT** to make the correct association. If you **DO NOT** represent that party, "uncheck" the box. If you do represent the party and you are "Lead" counsel, check that box. If you are co-counsel and are not interested in "Notice", uncheck that box.

The screenshot shows the ECF system interface with a blue header bar containing navigation links: CIVIL, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is "Answers to Complaints" and the case name is "5:05-cv-00621-SMH-MLH Quickie Chickie Inc v. Sexton".

The main content area displays the following text: "The following attorney/party associations do not exist for the above case(s). Please check the box on the left of the screen for associations which should be created. If the association should *not* be created, be sure the box is *unchecked*."

A table of associations is shown with the following row:

<input checked="" type="checkbox"/>	Gary S Sexton (pty:df)	represented by Lake Charles Train21 (aty)	<input type="checkbox"/> Lead	<input checked="" type="checkbox"/> Notice
-------------------------------------	------------------------	---	-------------------------------	--

Red annotations with arrows point to specific elements:

- An arrow points to the "Lead" checkbox with the text: "This box MUST be checked if you are LEAD counsel. If multiple attorneys represent a party there MUST be a LEAD counsel designation."
- An arrow points to the "Notice" checkbox with the text: "You MUST have this box checked in order to receive NOTICE in this case."
- An arrow points to the "Next" button with the text: "this box MUST be checked if you represent this party"

**N
C
T
E:** In criminal cases, all attorneys should be **BOTH** lead and notice.

12. If counsel from a different law office wants to appear on behalf of a party currently represented by another attorney/law firm, the new attorney may file a motion to enroll as co-counsel signed/endorsed by current counsel!
13. If you do not achieve the results you were looking for when running a report, click the "clear" button and try again.

14. Don't forget - if help is needed, please contact the Help Desk, during normal working hours, at (866) 323-1101 or send an e-mail to CMECF_HelpDesk@lawd.uscourts.gov.
15. Further practice and training is available. Please call to schedule additional training, or you may go to our website (www.lawd.uscourts.gov) and practice with the Computer Based Training (CBT) exercises.
16. **Documents Particular to Divisions:** Judges' preferences will continue to govern the case. See Standing Orders, Trial Fixings, Scheduling Orders, etc., filed in your particular case, for special instructions. **For instance:**
 - **Plan of Work (Alexandria)** - refer to the Court's Standing Order.
 - **Rule 26 (Lafayette)** - See Scheduling Order and follow judges instructions to send directly to the Magistrate Judge.
17. **Social Security Cases:** Only attorneys that are counsel of record are able to view social security filings. When a NEF is received, clicking on the document link will direct you to a login/password screen for CM/ECF, first, so the system can identify you as a case participant.
18. **Discovery Documents:** Local and Federal rules do not allow routine filing of discovery documents. Please refer to Local Rule 26.5 and FRCP5(d). You should also refer to the case management order/scheduling order issued in the case to determine what and when documents should be exchanged between parties, filed in the record, delivered to chambers, etc.

Quick Reference Sheet - Western District of Louisiana

To File a Document go to:
www.lawd.uscourts.gov

click on the PACER/CM/ECF ICON

**Help Desk :**

Hours: 8 a.m. to 12, 1 p.m. - 5 p.m.

Phone: 1-866-323-1101

E-mail: CMECF_HelpDesk@lawd.uscourts.gov

Important E-mail Addresses

Only proposed orders:

lawdml_proposedorders@lawd.uscourts.gov

Consent Cases in the Western District

lawdml_consents@lawd.uscourts.gov

Sealed cases : Electronic filers may forward PDF documents to:
sealedcases@lawd.uscourts.gov

Deficiency Check List:

http://www.lawd.uscourts.gov/Court_Operations/court_operations.html#Defect



Emergency filings:

lawdml_emergencyfiling@lawd.uscourts.gov

Criminal Charge instruments:

lawdml_criminal@lawd.uscourts.gov

PACER Information:

Phone: 1 (800) 676-6856 or (210) 301-6440

<http://pacer.psc.uscourts.gov>

Adobe Acrobat Reader (free download)

www.adobe.com/products/acrobat/readstep2.html

T I P S

***CERTIFICATE OF SERVICE INFORMATION

- Utilities (Blue Menu Bar)
- Select Mailings
- Select Mailing Information for a Case

MANUALLY SERVE ALL SEALED FILINGS!

For ALL filings that are manually served, include a copy of the NEF!

ATTACHMENTS LIST:

Affidavit
 Affidavit of understanding
 Agreement to abandon property
 Appendix
 Attachments to scheduling order
 Certificate of good standing
 Certificate regarding efforts to resolve (LR 37.1)
 Civil cover sheet
 Elements of offense
 Envelope
 Exhibits
 Factual basis for guilty plea
 Memorandum/Brief
 Notice of manual attachment
 Proposed pleading
 Proposed summons
 Statement of material facts
 State court citation
 State court notice of filing
 State court petition
 State court return of service
 Text of proposed order

ATTACHMENTS EXAMPLE:

Motion for summary judgment:

- File Motion as main document;
 Attachments should be:
- memorandum in support
 - statement of facts
 - exhibits

If ordered to file something and there is not an appropriate event:

Under Other Filings, Other documents,

Select Response (NOT Motions) and link to order to which filing is responding

****GENERAL RULES FOR ADDING PARTIE**:**

- SEARCH, SEARCH, SEARCH before adding any name to the database!
- NO punctuation!
- Spell out the entire name except for Co, Inc, Corp, &;
- Entire name of an entity goes in the last name field
- Do not use articles such as "The", "A" or "An" to begin a name.
- Initial caps, no all caps (unless name is acronym - space between initials, i.e. G E I C O);
- There must be at least 3 consecutive characters to perform a search;
- To search for an acronym use the ? - example G?E will search for G E I C O;
- Do NOT use the title field unless you only have a last name (i.e. Officer Smith);
- May use the * as a wildcard when searching,
- (ex: * Succession will find "Smith Succession");
- There is an automatic wild card after last letter
- (ex: "Wal" will find Wal-Mart, Walbrook, Walden, Walker, but will not find WalMart nor Wal Mart);
- Select the proper role of the party being added;
- Do NOT add address information.

BE CAREFUL WHICH EVENT YOU SELECT:

"Notice of Appeal" found under "Appeal Documents" should be used to appeal to the 5th Circuit NOT "Notice (other)" found under "Notices"

"Bill of Costs" found under "other documents" should be used NOT "Motion for Bill of Costs" found under "motions", unless the attorney is intending for the filing to go before the judge instead of the staff attorney. The staff attorney routinely handles the Bill of Costs.

"Motion" should be used NOT "Proposed Order/Judgment" found under "other documents"- Proposed orders/judgments are not included on a judge's motion report, so please file "motions" with proposed orders as attachments (see "text of proposed order" under the attachments drop down menu).

"Responses and replies" found under "motions and related filings" should be used when filing a response to a motion NOT "Response (not motions)" found under "other documents". "Response (not motions)" is used to respond to other filings, such as an order.

"Joint/Voluntary Motion to Dismiss" should be used NOT "Stipulation of Dismissal" found under "Other Documents" unless there is no proposed order for the judge's signature.

"Sealed Motion" should be used NOT "Motion to Seal Document" unless the document the attorney is wanting to seal is something that was previously filed into the record. "Sealed Motion" is the only motion event that is sealed. This event should be used even when the attachment is the only part of the motion that needs to be sealed.

"Motion to Amend/Correct" should be used NOT "Motion for Leave to File Document" if attorney is actually amending a filing such as a complaint or an answer. "Motion for Leave to File Document" is requesting permission to file Reply Briefs, Supplemental Filings, Affidavits, etc.

"Motion to File Excess Pages" should be used NOT "Motion for Leave to File Document" if the attorney is requesting to file a brief with more pages than the required limit.

PACER FEES: For more information, please call PACER at 1(800) 676-6856 or (210) 301-6440 or go to their website at: <http://pacer.psc.uscourts.gov>.

Don't Forget

Sign and date your pleadings and certificate of service

(S/attorney name)

Sample of Notice Of Manual Attachment

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA
DIVISION LAFAYETTE - OPELOUSAS DIVISION**

NOTICE OF MANUAL ATTACHMENT

CASE# 05cv1234

MICKEY MOUSE

VS.

DONALD DUCK

JUDGE / MAGISTRATE: DOHERTY/METHVIN

ATTACHMENTS TO: Memorandum in Opposition to Motion to Dismiss

DESCRIPTION: Exhibits A - F

FILED BY: Plaintiff

FILE DATE: April 13, 2005

ARE LOCATED IN THE CLERK'S OFFICE OF THE PRESIDING JUDGE

Sample of Identification of Manual Attachments

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA
DIVISION LAFAYETTE - OPELOUSAS DIVISION**

IDENTIFICATION OF MANUAL ATTACHMENT

CASE# 05cv1234

MICKEY MOUSE

VS.

DONALD DUCK

JUDGE / MAGISTRATE: DOHERTY/METHVIN

GROUP _____ OF _____ GROUPS

ATTACHMENTS TO: Memorandum in Opposition to Motion to Dismiss

DESCRIPTION: Exhibits A - F

FILED BY: Plaintiff

FILE DATE: April 13, 2005

Document # _____