

## Slide 1 - Welcome

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# Creating Attorney-Party Associations

**Slide notes**

Welcome to the Western District of Louisiana on-line attorney training. These electronic learning modules are designed to assist attorneys in understanding and following the procedures established by this Court in accordance with Federal Rules, Local Rules, and/or Standing Orders. The topic of discussion for this ELM is Creating Attorney/Party Associations.

Slide 2 - Navigation Instructions

The screenshot shows a slide interface with a dark blue header. On the left, a 'Table of Contents' button is highlighted with a callout: 'This button opens the Table of Contents.' The header text reads 'Creating Attorney/Party Association'. On the right, a small 'i' icon is highlighted with a callout: 'This button shows module information.' The main content area is titled 'Navigation Instructions' and features a central video player control bar. Callouts point to various buttons: 'This button restarts the ELM.' (leftmost button), 'This button pauses or resumes the ELM.' (second button), 'You can fast forward or rewind the lesson with these buttons.' (third and fourth buttons), 'This button turns the audio off or on.' (mute button), 'This button displays the Table of Contents.' (CC button), and 'This button displays the Closed Captioning.' (CC button). In the bottom left corner, there is a circular seal for the 'UNITED STATES DISTRICT COURT, MIDDLE DISTRICT OF LOUISIANA'. In the bottom right corner, a red callout says 'Click Start.' above a blue 'Start' button with a right-pointing arrow.

Slide notes

These Navigation Instructions are a reminder for navigating the Electronic Learning Modules. You may view the ELM titled Electronic Learning Modules for more detailed instructions. CLICK Start to begin.

## Slide 3 - Objectives

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## Objectives

- Prompting to make attorney/party association
- LEAD & NOTICE Counsel vs NOTICE Only Counsel
- Attorney/Party Associations made by Clerk's Office staff



Click Continue.



**Slide notes**

Items discussed in this ELM will include CM/ECF prompting for attorney/party association, designation of Lead & Notice Counsel vs Notice only counsel, and additions of counsel by Clerk's Office Staff. CLICK Continue.

## Slide 4 - Initial or First Appearance Filing

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If any attorney appearance has been made on behalf of a party, a **Motion to Enroll as Counsel** or a **Motion to Substitute Attorney** must be filed for additional counsel to be added.

## Slide notes

Attorneys can appropriately associate themselves with parties when filing “initiating” or “first appearance” filings. These would include Civil filings such as a New Complaint, a Notice of Removal, an Answer, a Motion to Dismiss, or a Motion to Remand; or Criminal filings such as a Request for Discovery or a Motion if the attorney has not already been designated as counsel of record.

However, if any attorney appearance has already been made on behalf of a party, a Motion to Enroll as Counsel or a Motion to Substitute Attorney must be filed before additional counsel can be added.

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Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

**LOUISIANA WESTERN DISTRICT COURT Login**

*\* Required Information*

**Username \***

**Password \***

**Client Code**

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

**NOTICE:** This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

[Contact Us](#)[Privacy & Security](#)[PACER FAQ](#)

*This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.*

Slide notes

All WD/LA CM/ECF users have a unique PACER username and password combination that should be linked to NextGen CM/ECF for the Western District of Louisiana. The electronic filing system identifies the attorney’s name and demographic information associated with the username and password combination entered.

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**PACER Login**

Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

**LOUISIANA WESTERN DISTRICT COURT Login**

*\* Required Information*

**Username \***

**Password \***

**Client Code**

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

**NOTICE:** This is a restricted government website. PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

---

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This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.

Slide notes

The filing attorney for this demonstration is Ansley Quest. The username and password are entered. Client Code is optional. CLICK Login.

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PACER Login

TRAIN ... TRAIN ...

Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

LOUISIANA WESTERN DISTRICT COURT (TEST)  
Login  
\* Required Information

Username \* ELMattorney

**Redaction Agreement**

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:**

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Click inside the box

Contact Us PACER FAQ

This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.

Slide notes

Before continuing, the attorney must agree to complying with redaction rules. CLICK inside the acknowledgment box.

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The screenshot shows the PACER Login interface for the Louisiana Western District Court (TEST). The page includes a navigation bar with 'Table of Contents', a slide counter showing '1 of 1', and a 'PACER Login' header. A message states: 'Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.' The login form contains a 'Username' field with the value 'ELMAttorney'. A modal box titled 'Redaction Agreement' is overlaid on the form. The modal contains the following text: 'IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.' Below the text is a checked checkbox with the text: 'I understand that, if I file, I must comply with the redaction rules. I have read this notice.' At the bottom of the modal are two buttons: 'Click Here' (highlighted with a red box) and 'Cancel'. A yellow callout box with the text 'Click Continue' points to the 'Click Here' button. The footer of the page includes 'Contact Us', 'PACER FAQ', and the text 'This site is maintained by the Office of the U.S. Courts, PACER Service Center.'

Slide notes

And then CLICK Continue.

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CM ECF **Civil** Criminal Query Reports Utilities Search Help Log Out

- Case Assignment - Open a Case
- Initial Pleadings and Service
- Modifications
- Other

**Click Civil**



**U.S. District Court  
Western District of Louisiana - TEST  
Official Court Electronic Document Filing System**

*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.*

Welcome to the U.S. District Court for the Western District of Louisiana - TEST Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Adobe PDF reader can be obtained by selecting the [PDF Settings](#) option listed below.

[PDF Settings](#)

Last login: -  
January 2018

Slide notes

For this demonstration we will file an Answer to Complaint. To display civil events for filing, CLICK Civil on the ribbon along the top of the screen.

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CM/ECF    Civil    Criminal    Query    Reports    Utilities    Search    Help    Log Out

Civil Events

Case Assignment - Open a Case  
[Civil Case - Unassigned](#)  
[Civil Case - Unassigned \(Sealed\)](#)

Initial Pleadings and Service  
[Complaints and Other Initiating Documents](#)  
[Service of Process](#)  
[Answers to Complaints](#)    **Click Answer to Complaints**  
[Other Answers](#)

Motions and Related Filings  
[Motions](#)  
[Responses and Replies](#)

Other Filings  
[Discovery Documents](#)  
[Notices](#)  
[Trial Documents](#)  
[Appeal Docs \(Soc Sec, Bkcy, 5th Circ\)](#)  
[Other Documents](#)

Slide notes

And then CLICK Answers to Complaints.

Slide 11 - Slide 11

The screenshot shows the CM/ECF web interface. At the top, there is a blue navigation bar with a "Table of Contents" button on the left and a slide counter "\$cpInfoCurrentSlide\$ of \$cpInfoSlideCount\$" on the right. Below the navigation bar is a menu with options: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The main content area is titled "Answers to Complaints" and contains a "Civil Case Number" input field. The input field has a placeholder text "Click Box" and a list of example case numbers: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". A yellow callout box points to the input field with the text "Click inside the text window". A red callout box points to the input field with the text "Type 20-6 (use number keys located above alphabet keys for this demonstration)". A "Next" button is visible below the input field.

Slide notes

The filer is prompted to enter a case number. CLICK inside the Case Number window and then TYPE 20-6

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CM/ECF    Civil    Criminal    Query    Reports    Utilities    Search    Help    Log Out

### Answers to Complaints

Civil Case Number

20-6    x    Find This Case

Next    Clear

Click the Find This Case button

Slide notes

And then CLICK Find This Case.

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CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Answers to Complaints

Civil Case Number

2:20-cv-6

Next Clear

Click the Next button

Slide notes

If different case type options are available (criminal, civil, petty offense, or miscellaneous), select the type case you are filing, or confirm the populated case number and case type are correct. CLICK Next.

Slide 14 - Slide 14

The screenshot displays the CM/ECF web interface. At the top, there is a blue navigation bar with a 'Table of Contents' button on the left and a status indicator on the right. Below this is a white header with the CM/ECF logo and a menu of options: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The main content area is titled 'Answers to Complaints' and contains a red-bordered box with the text '20-cv-00006-JDC-KK Crane v. Bams Air & Heat Inc et al'. Below this text are two buttons: 'Next' and 'Clear'. A yellow callout box with a pointer to the 'Next' button contains the text 'Click the Next button'. The interface is set against a white background with a blue footer bar.

Slide notes

Confirm the case you are filing is correct according to the case number and short title shown. CLICK next.

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CM ECF [Civil](#) [Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [Help](#) [Log Out](#)

Answers to Complaints  
2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al

Pick Filer

[Collapse All](#) [Expand All](#) Select the FILER.

James T Barns dft  
Barns Air & Heat Inc dft  
Brian C Crane pla

**Select the Party:**

Barns, James T [dft]  
Barns Air & Heat Inc [dft]  
Crane, Brian C [pla]

Slide notes

Now you must select the party or parties you are filing on behalf of before continuing. We will be filing the answer on behalf of James T Barns and Barns Air & Heat Inc.

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CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Answers to Complaints  
2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al

Pick Filer Collapse All Expand All

Select the FILER.

Select the Party:

- Barns, James T [dft]
- Barns Air & Heat Inc [dft]
- Crane, Brian C [pla]

Select Barns, James T [dft]

Next Clear New Filer

Slide notes

First select filer Barns, James T by CLICKing on the party name.

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CM/ECF    Civil    Criminal    Query    Reports    Utilities    Search    Help    Log Out

Answers to Complaints  
2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al

Pick Filer      Collapse All      Expand All      Select the FILER.

James T Barns    dff  
Barns Air & Heat Inc    dff  
Brian C Crane    pla

Select the Party:

Barns, James T [dff]  
Barns Air & Heat Inc [dff]  
Crane, Brian C [pla]

Hold down Ctrl key + Select Barns Air & Heat Inc [dff]

Next    Clear    New Filer

Slide notes

Then hold down the Control key on your keyboard and select filer Barns Air & Heat Inc by CLICKing on that party name.

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Civil Criminal Query Reports Utilities Search Help Log Out

Answers to Complaints

2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al

Pick Filer

James T Barns [dt]  
Barns Air & Heat Inc [dt]  
Brian C Crane [pla]

Select the FILER.

Select the Party:

Barns, James T [dt]  
Barns Air & Heat Inc [dt]  
Crane, Brian C [pla]

Next Clear New Filer

Click the Next button

Slide notes

To select multiple filers, the Control key on the keyboard must be engaged while clicking on the individual party names. Party names selected as filers will be highlighted as seen here. CLICK Next.

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CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

### Answers to Complaints

[2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al](#)

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*.

James T Barns (pty:dft) represented by Ansley Quest (aty)     Lead  Notice  
 Barns Air & Heat Inc (pty:dft) represented by Ansley Quest (aty)     Lead  Notice

Select all

Click Continue.



Slide notes

Since the system recognizes that the attorney, Ansley Quest, has not made an appearance on behalf of the party(ies) selected, the attorney must create the association with the party. If the wrong party was selected from the party list, use the *Back* button to change the selection. If your selection was correct, make sure that the box on the left is checked for each party/attorney combination that should be established. CLICK Continue.

Slide 20 - Lead & Notice vs Notice Only Counsel

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LEAD & NOTICE vs NOTICE only Counsel

Slide notes

Before continuing, let's discuss the Lead and Notice designations.

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i

## LEAD & NOTICE Counsel VS NOTICE ONLY Counsel

**The following attorney**

**Please check the box**

**If the association should**

James T Barns (

Barns Air & He

**LR11.2 Trial Attorney**  
 If a law firm or more than one attorney represents a party, one attorney will be designated in the first pleading filed on behalf of that party as "Trial Attorney" or "T.A.". This attorney may, but need not, be the attorney who personally signs pleadings.

The designated trial attorney will be responsible for the case and all notices and other communications with respect to it will be directed to the designated trial attorney, or to local counsel in the event a visiting attorney is designated as trial attorney. The designation of the trial attorney may be changed at any time by ex parte motion. If a party desires to change the trial attorney, the new trial attorney will be promptly designated.

Local Rule 11.2

Click Continue.

> Continue

**Slide notes**

The box to the left of the party name defaults to being checked. The only time this box should be unchecked is if the attorney/party association should NOT be made. An example this could be appropriate would be when a joint filing is being made and all represented parties listed in the pleading are correctly selected as filers, but the e-filing attorney does not represent all the parties.

The Notice check box defaults to being checked. Leaving this box checked will ensure that the attorney will receive a "Notice of Electronic Filing" for filings made in the case. If this box is unchecked, the attorney will NOT receive notice of filings made in the case. Best practice is to always leave the Notice box checked.

The Lead check box defaults to being unchecked. If the e-filing attorney is designated as the Trial Attorney, the Lead box should be checked in addition to the Notice box. When Lead is selected, the designation of "LEAD ATTORNEY" will appear on the docket sheet. Please keep in mind [Local Rule 11.2](#) when making this selection. CLICK Continue.

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CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

**Answers to Complaints**  
[2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al](#)

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*.

James T Barns (pty:df) represented by Ansley Quest (aty)  Lead  Notice

Barns Air & Heat Inc (pty:df) represented by Ansley Quest (aty)  Lead  Notice

Select all

Next Clear

*Click inside the box*

Slide notes

We can now make our Lead and Notice selections based on the previous information. For this filing, Ansley Quest represents all parties selected and is designated as the Trial Attorney. The attorney/party association box will remain checked, and the Notice box will remain checked. To designate the attorney as Lead Counsel, CLICK the box to the left of LEAD for each party.

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CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

### Answers to Complaints

[2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al](#)

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*.

James T Barns (pty:df) represented by Ansley Quest (aty)  Lead  Notice

Barns Air & Heat Inc (pty:df) represented by Ansley Quest (aty)  Lead  Notice

Select all

Click inside the box

Slide notes

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CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

### Answers to Complaints

[2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al](#)

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*.

James T Barns (pty:dft) represented by Ansley Quest (aty)     Lead  Notice

Barns Air & Heat Inc (pty:dft) represented by Ansley Quest (aty)     Lead  Notice

Select all

Click the Next button

Slide notes

Remember to keep the Notice box checked in order to receive notice of electronic filings. CLICK Next.

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CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

**Answers to Complaints**  
[2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al](#)

Include	Date	#	Docket Text
<input type="checkbox"/>	03/31/2020	1	COMPLAINT against Barns Air & Heat Inc, James T Barns with Jury Demand (Filing fee \$400, receipt number ALAWXDC-1827081) filed by Crane. (Attachments: # 1 Civil cover sheet)(Attorney M Yocumaty to party Brian C Crane(pty:pla))(aty,Yocumaty, M)

Click inside the box

Next Clear

Slide notes

In order to correctly complete the filing, it is important to follow the prompts given. To link or associate the answer being filed to the complaint CLICK the box to the left of the Complaint

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**Answers to Complaints**  
[2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al](#)

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	03/31/2020	<a href="#">1</a>	COMPLAINT against Barns Air & Heat Inc, James T Barns with Jury Demand (Filing fee \$400, receipt number ALAWXDC-1827081) filed by Brian C Crane. (Attachments: # <a href="#">1</a> Civil cover sheet)(Attorney M Yocumaty added to party Brian C Crane(pty:pla))(aty,Yocumaty, M)

Click the Next button

Slide notes

and then CLICK next.

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CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

**Answers to Complaints**  
[2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al](#)  
Select the PDF document and any attachments.

Main Document  
N:\Attorney Training Modules\Training D  Browse...

To properly identify your attachment, select from the *Category* drop-down box.  
Further identify **exhibits** by entering an accurate but brief *Description*, i.e., A-Deposition of John Smith.

Attachments	Category	Description
1. <input type="text"/> Browse...	<input type="text"/>	<input type="text"/>

Click the Next button

Slide notes

After confirming the pdf image is correct, upload the answer as the main document, and CLICK Next.

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CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Answers to Complaints

[2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al](#)

Is there a jury demand requested within the attached Answer?

Yes  
 No

Click the radio button

Next Clear

\*\*\*Jury demand request MUST be made within the associated pdf image being filed.\*\*\*

## Slide notes

To accurately answer the question regarding jury demand, review the pdf image of the document being filed. The request or demand for jury trial must be made within the associated pdf image to answer yes. If the request is not made in the associated pdf image, the answer is no. CLICK the radio button to the left of "Yes"

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**Answers to Complaints**  
[2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al](#)

Is there a jury demand requested within the attached Answer?

Yes  
 No

Click the Next button

Slide notes

and then CLICK Next

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CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

**Answers to Complaints**  
[2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al](#)

Docket Text: Modify as Appropriate.

ANSWER to [1] Complaint, with Jury Demand  by James T Barns, Barns Air & Heat Inc.  
(Attorney Ansley Quest added to party James T Barns(pty:dft), Attorney Ansley Quest added to party Barns Air & Heat Inc(pty:dft)) (aty,Quest, Ansley)

Click the Next button

Slide notes

If the docket text needs to be modified, you may do so on this screen; however, it is not required to modify the text. CLICK Next

## Slide 31 - Slide 31

The screenshot shows a web application interface for a legal filing system. At the top, there is a navigation bar with a "Table of Contents" button, a user information box showing "\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$", and an information icon. Below this is a header with the "CM ECF" logo and a menu with options: "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", "Help", and "Log Out". The main content area is titled "Answers to Complaints" and shows a link for "2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al". A "Docket Text: Final Text" section contains a highlighted yellow box with the text: "ANSWER to [1] Complaint, with Jury Demand by James T Barns, Barns Air & Heat Inc.(Attorney Ansley Quest added to party James T Barns(pty:dft), Attorney Ansley Quest added to party Barns Air & Heat Inc(pty:dft))(aty,Quest, Ansley)". Below this is a red "Attention!!" warning: "Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." A "Have you redacted?" question is followed by a "Source Document Path (for confirmation only):" field containing "N:\Attorney Training Modules\Training Documents\Initial Filing Documents\20-cv-00006.Answer to Complaint.pdf pages: 2". At the bottom left, there are "Next" and "Clear" buttons, with a yellow callout box pointing to the "Next" button that says "Click the Next button". A large green box on the right contains the following text: "REVIEW before committing: 1) Does the docket text accurately reflect the content of the associated pdf image, i.e. name of document, jury demand request, filing parties, attorney who signed the document is the attorney filing the document? 2) Is/Are the correct document(s) attached?"

## Slide notes

It is important to review the information on this screen before committing the transaction. Review the final docket text to make sure the docket text accurately reflects the content of the associated pdf image. Review the Source Document Path to ensure the correct document is attached. After review, CLICK Next.

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CM ECF
Civil Criminal Query Reports Utilities Search Help Log Out

**Answers to Complaints**  
[2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al](#)

U.S. District Court  
 Western District of Louisiana - TEST

**Notice of Electronic Filing**

The following transaction was entered by Quest, Ansley on 4/1/2020 at 9:55 AM CDT and filed on 4/1/2020

Case Name: Crane v. Barns Air & Heat Inc et al  
 Case Number: [2:20-cv-00006-JDC-KK](#)  
 Filer: James T Barns  
 Barns Air & Heat Inc

Document Number: [4](#)

Docket Text:  
[ANSWER to f11 Complaint, with Jury Demand by James T Barns, Barns Quest added to party Barns Air & Heat Inc\(pty:dft\) \(aty,Quest, Ansley\)](#) (t), Attorney Ansley

A **Motion to Enroll as Counsel** or a **Motion to Substitute Attorney** must be filed for additional counsel to be added to these parties.  
 (unless they are included in the signature block of the initial or first appearance filing)

2:20-cv-00006-JDC-KK Notice has been electronically mailed to:

Ansley Quest msy0821@yahoo.com  
 M Yocumaty melinda\_yocum@lawd.uscourts.gov, msy0821@yahoo.com

2:20-cv-00006-JDC-KK 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=4/1/2020] [FileNumber=2711656-0]  
 [234fb7ab6276b389d41233f2bc2d8be341f3484673f28695eb27eb2b6109f4472f64

Slide notes

Once the transaction has been committed, the attorney-party association is created. Ansley Quest first appearance in the case for the parties selected is contributed to the docket text and will appear as counsel on the docket sheet. This text is a cue used by Quality Control Docket Clerks to ensure the appearance and association were properly made and no further action needed.

For other counsel to appear on behalf of these parties in the future, a Motion to Enroll or a Motion to Substitute Attorney must be filed.

Slide 33 - Associations Made by Clerk's Office Staff

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Attorney/Party Associations  
- Made by Clerk's Office Staff

Slide notes

There are instances that allow the Clerk's Office staff to make an Attorney/Party association.

## Slide 35 - Staff Additions

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## Attorney Additions made by Clerk's Office Staff

- Signature block of an initiating or a first appearance filing includes multiple attorneys
- Attorneys listed in the state court pleadings when a Notice of Removal is filed
- Attorneys allowed to appear as counsel by Order of the Court  
(examples include: order on motion to enroll, order on motion to substitute attorney, order on motion to appear pro hac vice, order appointing counsel)



Click Continue.

[Continue](#)

**Slide notes**

If the signature block of an initiating or a first appearance filing includes multiple attorneys, and the attorneys are admitted to practice in the Western District of Louisiana, the Clerk's Office staff will add the attorneys to the case for the party or parties they represent.

If a Notice of Removal is filed, the Clerk's Office staff will add the plaintiff's attorneys listed in the State Court documents when the documents are checked for completeness.

Lastly, the Clerk's Office staff will add counsel as ordered by the Court via an Order on a Motion to Enroll, Substitute Attorney, or Appear Pro Hac Vice, or an Order Appointing Counsel. CLICK Continue.

## Slide 36 - Summary

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## Summary

You should now :

- understand prompting to make attorney/party association based on the username and password combination used to log-in
- be able to determine LEAD & NOTICE Counsel vs NOTICE Only Counsel
- know when Clerk's Office staff is allowed to make an attorney/party association



Click Continue.

> Continue

**Slide notes**

If you have further questions regarding creating attorney/party association upon prompting when electronically filing, deciphering between Lead and Notice Counsel versus Notice Only Counsel according to Local Rule 11.2, or understanding ways Clerk's Office staff can make attorney/party associations without further action by counsel, feel free to contact the Clerk's Office via the CM/ECF Help Desk. CLICK Continue.

Slide 37 - Exit

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# Thank You

LAWD Help Desk  
1-866-323-1101

Feedback / Suggestions  
318-676-4273

Click Exit.





Slide notes

Thank you for utilizing our on-line training tools for the Western District of Louisiana. Should you need further assistance, please contact our CM/ECF Help Desk during regular business hours at 1-866-323-1101. If you have feedback or suggestions to improve the effectiveness of this training module, please contact our Operations Manager at 318-676-4273. CLICK Exit.

Slide 38 - Module Information

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**Module Information**

Title: Creating Attorney/Party Association

Product Information: Produced by the  
**U S District Court Clerk's Office**  
**Western District of Louisiana**

Date: April 2020

website:  
[www.lawd.uscourts.gov](http://www.lawd.uscourts.gov)

CM/ECF Help  
Desk:1-866-323-1101

Click RETURN.

RETURN

Slide notes