

## ELECTRONIC FILING - USERS MANUAL

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This manual is a users guide only, detailing the steps of the e-filing process. The administrative procedures that govern e-filing are separate documents and can be accessed through the court's website: [www.gand.uscourts.gov](http://www.gand.uscourts.gov). (See: Appendix H to the Local Rules of Practice for the United States District Court for the Northern District of Georgia.)

## I. Use of the Electronic Case Filing System

### A. Registration

#### 1. General Requirements

- a. You must be a member in good standing of the bar of this court or entitled by statute or Local Rule to practice without being a member of our bar in order to receive a login and password for electronic case filing. Individuals other than attorneys including paralegals, secretaries or other paraprofessionals cannot obtain a login or password.
- b. There is no charge for registering to use the electronic case filing (ECF) system. There is also no charge to access ECF for filing documents with the Court. In addition, receipt of a Notice of Electronic Filing via email entitles the attorney to a free look at the document being filed.

**Note: As provided in the Administrative Procedures governing electronic case filing, case originating documents must still be filed conventionally – in paper form.**

#### 2. How to Register

You may register for electronic filing on the court's website ([www.gand.uscourts.gov](http://www.gand.uscourts.gov)) by completing the on-line registration form. For security reasons, your login and password will be mailed to you.

#### 3. Pro Hac Vice

An application to appear *pro hac vice* must be filed conventionally using the prescribed court form and the requisite fee paid. If the application is granted, a login and password will be mailed. The attorney may use the login and password only in the particular cases in which he or she has been admitted *pro hac vice*.

#### 4. Public Access to Court Electronic Records (PACER)

PACER is a fee-for-use service offered by the Administrative Office of the United States Courts. It offers electronic access to records of most federal district, appellate and bankruptcy courts. The types of records available electronically will vary from court to court. Electronically filed civil documents may be viewed by using PACER.

For information on current PACER fees or to register for a PACER account go to: <http://pacer.psc.uscourts.gov>.

## B. Passwords

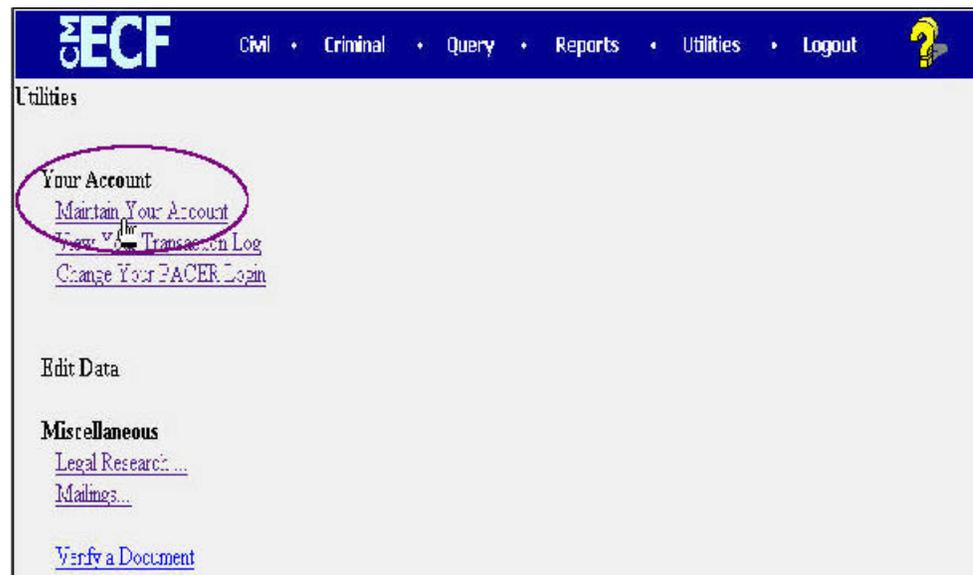
### 1. Security

As provided in the Court's administrative procedures governing electronic filing, an attorney's login and password constitute his or her signature on all electronically filed documents. Protect your login and password from unauthorized use. If you discover that someone has used your login and password without your permission, you should immediately notify the Court and change your password.

### 2. Changing Your Password

Once you receive your login and password, you should change your password to one which is easy for you to remember; however, for security purposes, the Court recommends that it be a combination of alpha and numeric characters. Your password must be 8 digits. To change your password, take the following steps.

**Step 1:** After logging into the ECF system click on Utilities on the upper right side of the screen. Then click on Maintain Your Account.



**Step 2:** This brings up the Maintain User Account Screen. Click on More user information at the bottom of the screen. This brings up the More User Information Box.

**Step 3:** Enter your new password in the password box, then click on Return to Account Screen. Click on submit.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below this, the page title is 'More User Information for Attorney Fran Kessler fkA'. The user information is displayed in a table-like format:

Login	fkesslerA	Last login	01-02-2003 15:18
Password	*****	Current login	01-02-2003 15:18
Email	20	Create date	09/16/2002
Registered	Y	Update date	12/12/2002
Groups	Attorney		

At the bottom of the form, there are two buttons: 'Return to Account screen' and 'Clear'.

**Step 4:** Click on Logout. You may now log back in using your new password. It is very important that you record your new password and keep it in a safe place. The Court does not maintain a record of your password. If you lose or forget your password the court will have to issue you a new one.

### 3. I Forgot My Password

If you forget your password **do not submit another registration form**. Call the Clerk's Office (see Appendix B) to have a new password issued. Your new password will be sent by mail to the address listed in the ECF system. If you prefer, you can pick up your password in person at the Clerk's Office after presenting appropriate identification. Passwords will not be provided to others appearing on your behalf. Again, do not submit another registration form.

### 4. Delegation of Authority to Use Login and Password

You are responsible for anything filed under your login and password; however you may allow a secretary, paralegal, or other person in your office to use your login and password to file documents on your behalf. Your login and password constitute your signature, regardless of whether you personally use it or delegate that authority to someone else.

## C. Hardware and Software Requirements

- A personal computer running a standard platform such as Windows or Macintosh.
- A word processor program.
- Internet access.
- See website ([www.gand.uscourts.gov](http://www.gand.uscourts.gov)) for most current browser compatibility.
- Software to convert documents from a word processor format to portable document format (PDF).
- Software for viewing PDF documents. Adobe Acrobat Reader is available free of charge at: <http://www.adobe.com/>.

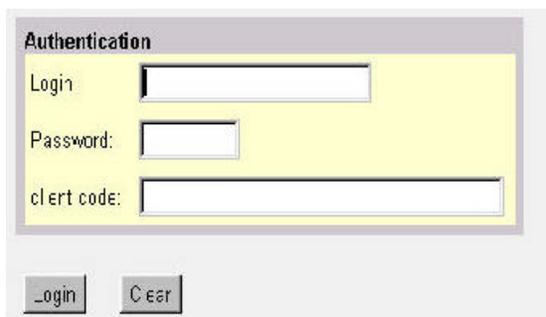
- A scanner to create electronic images of documents not already in electronic format.
- A PACER account for viewing docket sheets and documents.

## II. Electronic Filing and Service of Documents

### A. Electronic Filing Step-by-Step

**Step 1:** Go directly to the Court's electronic filing site on the Internet: <https://ecf.gand.uscourts.gov>. Click on District Version X.X Live System. You can also access ECF through the Court's general website ([www.gand.uscourts.gov](http://www.gand.uscourts.gov)).

**Step 2:** Log into the ECF system with your court issued login and password. Note: the login and password fields are case sensitive. The client code field is optional. It serves no purpose if you are logging in with your court issued login and password. If you are logging in as a PACER user, the client code field may be used for billing purposes. It will appear on your PACER billing reports so that you may track usage on behalf of particular clients.



The screenshot shows a web form titled "Authentication" with a yellow background. It contains three input fields: "Login", "Password", and "client code". Below the fields are two buttons: "Login" and "Clear".

**Step 3:** Once you are logged in, click on Civil or Criminal (as appropriate for your filing) on the main menu bar.

**Step 4:** The Events screen will appear.



Click on the type of document you are filing.

**Step 5:** The system will display a drop down menu of the names of documents in the category you selected. Although every effort has been made to make sure that the drop-down menus reflect the terminology commonly used in this district, it is possible that the menu will not display exactly the same wording as is in the title of your document. All of the drop down menus are in alphabetical order. You may scroll through them by using the arrows to the right of the box or you may type in the first letter of the name of the document you are filing. This will take you to the first document on the list beginning with that letter. Continue striking that letter to scroll through subsequent documents beginning with the same letter.



Click on the name of the document you are filing and then Next.

**Step 6:** You will now be prompted to enter your case number. Note: the system will automatically display the case number of the last case you accessed during the session. Enter the case number in one of the formats displayed on the screen.

**Step 7:** The system will display a verify case number screen which includes the judges initials and short case title. If this is the correct case click on Next. If it is not the correct case, simply click on your browser's Back button and manually enter the correct case number before proceeding.

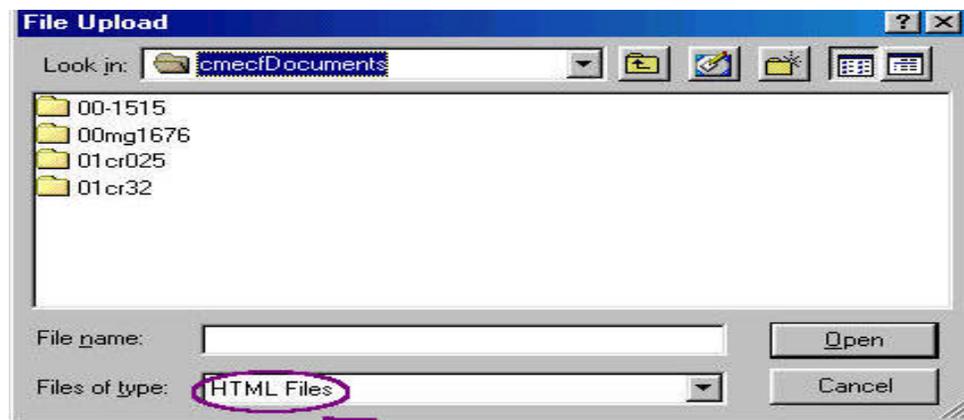
**Step 8:** For certain documents you may be prompted to select the party on whose behalf you are filing and then the party against whom you are filing.

**Step 9:** The system will then display a select PDF document screen. This is where you select the document you are filing. The system will not allow you to proceed unless you select a document.



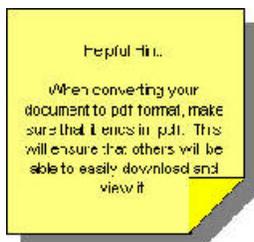
The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue navigation bar with the ECF logo and menu items: civil, criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Motions" and the case name is "1:02 cv 01513 etb Robinson v. Aracker et al.". The main content area prompts the user to "Select the pdf document (for example: C:\199cv501\_21.pdf)". There is a text input field labeled "Filename" and a "Browse..." button next to it. Below the input field, there are radio buttons for "Attachments to Document:" with options "No" (selected) and "Yes". At the bottom of the form, there are "Next" and "Back" buttons.

To find your PDF document, click on the Browse... button. This will cause the system to display a File Upload screen, from which you can select a document to file.



**Note: to locate documents in pdf format, you must change the Files of type box to All Files (\*.\*) or Acrobat (\*.pdf).**

- Change the “Files of type” field at the bottom of the box to “All Files (\*.\*)” or “Acrobat (\*.pdf)” so that you can view PDF documents.
- Once you have located the PDF document you wish to file, click on it to select it.
- It is important to verify that the document you select is the one you want to file. To do this, you view the document by right-clicking on the file name. This displays an Open menu. On this menu, click on Open. The system will then launch Adobe Acrobat Reader and display the contents of the document. Once you confirm that this document is the one you want to file, close Acrobat Reader by clicking on the X in the upper right corner. You will once again be viewing the File upload screen.
- Click on the Open button. The system will then insert the path and file name in the ECF filename box.
- The document you file must be in PDF format. If it is in a different format you will receive an error message when you try to proceed to the next screen.



**Step 10:** If there are no attachments to the document, click on Next and skip to Step 11. If there are attachments to the document, click the Yes radio button and then Next. You will be able to select attachments in the same way you selected the

document you are filing.

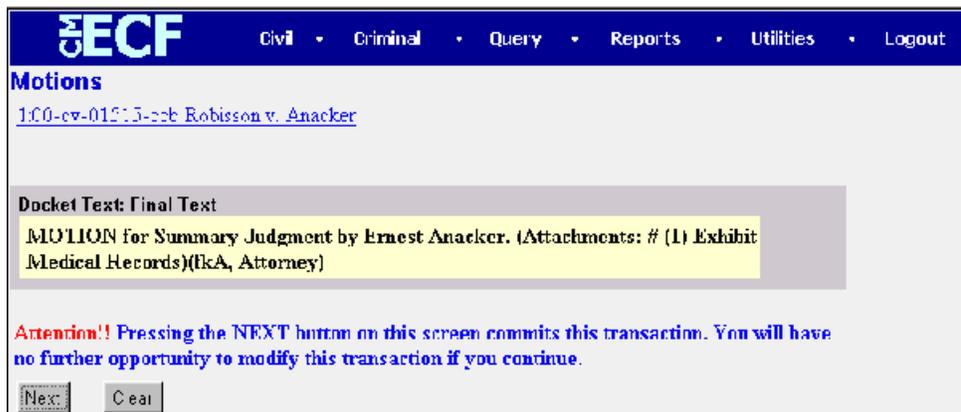
- You are required to choose a type and/or enter a description of the attachment.
- Then click on Add to List.
- Repeat the above steps until you have selected all of your attachments. Then click on Next.

**Step 11:** The system will display the text of the docket entry which will be made.

You may not modify the language inserted by the system. However, certain events such as motions allow you to add modifiers from the drop down list at the beginning of the

entry and up to 250 characters of free text in the box after the name of the motion. Some other events do not allow you this opportunity. After you make any modifications to the docket entry, click Next.

**Step 12:** The system now displays the final text of the docket entry along with a warning that clicking Next will file the document.



Up to this point, no information has been entered into the system and no notice has been sent to any party. If you decide that you do not wish to file the document, you may simply abort the entry by clicking on another menu item or logging out of the system. If you wish to change something you may click on your browser's Back button until you reach the point where you wish to make the change. If you are sure you want to file the document with the docket entry text displayed, click on Next.

**Step 13:** The system will now display a Notice of Electronic Filing. This is proof the document has been filed. You should save a copy of this notice. You can print a copy by clicking on your browser's print button. You can save an electronic copy by clicking on File and then Save As on your browser's menu bar.

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

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

U.S. District Court  
District of Maryland

Notice of Electronic Filing

The following transaction was received from the filer, Attorney Fran Kessler entered on 2/3/2003 at 3:10 PM EST and filed on 2/3/2003

**Case Name:** Robison v. Anasler et al  
**Case Number:** [1:02-cv-1515](#)  
**Filer:** Tracy L. Robison  
**Document Number:** [15](#)

**Docket Text:**  
 MOTION to Strike [18] MOTION to Appoint Custodian and Memorandum in Support of Motion to Strike by Tracy L. Robison. (JLK, Attorney)

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

**Document description:** Main Document  
**Original filename:** n/a  
**Electronic document Stamp:**  
 [STAMP docIdStamp ID=1028123532 [Date=2/3/2003] [FileNumber=58962-0]]  
 65507E3d0bb6d8f5b0eb498898d701d289718b46dad0431742461cf04696fa7d1d  
 22e9ed9f7b3e7c0eaa0550a57c2452119aa0169259399147288741c8b3]]

**1:02-cv-1515 Notice will be electronically mailed to:**

Andy Welker - [Andy\\_Welker@md.uscourts.gov](mailto:Andy_Welker@md.uscourts.gov)  
 Attorney Fran Kessler FrK - [Fran\\_Kessler@md.uscourts.gov](mailto:Fran_Kessler@md.uscourts.gov), Katy Ellen Claypole - [Katy\\_Ellen\\_Claypole@md.uscourts.gov](mailto:Katy_Ellen_Claypole@md.uscourts.gov)

**1:02-cv-1515 Notice will not be electronically mailed to:**

John Jones

## Step

**14:** Be sure to read the notice of electronic filing. For all parties whose counsel is listed beneath the language “Notice will be electronically mailed to” the notice constitutes service and a copy of the document need not be sent to those counsel by other means. For all parties whose counsel is listed beneath the language “Notice will not be electronically mailed to” **it is your responsibility to serve a copy of the document (where required by the federal rules or Local Rules of this court) on that party by other means permitted by those rules.**

## B. SPECIFIC PROCEDURES

### 1. Answers

To electronically file an answer follow the steps below.

**Step 1:** Log into the ECF system and click on Civil on the main menu bar.

**Step 2:** The system will display the Civil Events screen. Click on Answers to Complaints.

**Step 3:** You will be prompted to enter the case number of the case in which the answer is to be filed. After entering the number click Next.

**Step 4:** The system will display the select filer screen.

Click on the name of the party on whose behalf you are filing the answer. If you are filing on behalf of more than one party, you may select multiple parties by holding down the control (Ctrl) button while clicking on the parties. Once the party or parties has been selected, click on Next.

**Step 5:** If this is the first document you have filed in the case, you will be prompted to electronically enter your appearance via the create attorney/party association screen.

The screen displays the names of all parties on whose behalf you indicated you were

filing the answer. To enter your appearance, click on the boxes in front of the name(s) of the party(ies) you are representing and then click Next. **Note: You cannot enter the appearance of an attorney other than the one whose login and password are being used. If a party is represented by more than one attorney who is a registered ECF user, the appearance of the additional attorney must be entered after the answer has been filed by the additional attorney logging into the system with his own login and password and electronically filing a notice of appearance.**

**Step 6:** The system will display the complaint selection screen. This screen lists the docket entries for all complaints, counterclaims, cross-claims and third party complaints for which an answer is still due.

Include	Date	#	Docket Text
<input type="checkbox"/>	12/18/2002	1	COMPLAINT against Ernest Anacker, State Farm Mutual Automobile (Filing fee \$ 150 receipt number: 11111), filed by Tracy L Robisson.(k. Deputy Clerk)

Click the check box next to the pleading which you are answering, then click Next.

**Step 7:** The system will display the select document screen. Select your PDF answer as detailed *supra* and click Next.

**Step 8:** The system will prompt you to indicate whether the answer includes a counterclaim, cross-claim, or third party complaint. It will show you whether any other party(ies) has requested a jury trial. If you wish to request a jury trial, you may do so in Step 11.

Does this filing include a **counterclaim**? (If yes, click on the box)  
 Does this filing include a **cross-claim**? (If yes, click on the box)  
 Does this filing include a **third-party** complaint? (If yes, click on the box)

**Current Jury Demand value is highlighted on a subsequent screen.**  
**If the highlighted value is correct, do NOT change it.**  
 - If ONLY PLAINTIFF has demanded jury, value should be **p (Plaintiff)**  
 - If ONLY DEFENDANT has demanded jury, value should be **d (Defendant)**  
 - If BOTH sides have demanded jury, value should be **b (Both)**

If your answer includes a counterclaim, cross-claim, or third party complaint, click on the appropriate check box(es). If the answer does not include any of these, leave the check boxes blank. Then click Next.

**Step 9:** If you checked that you are filing a counterclaim, cross-claim, or third party complaint, you will be prompted to select the party against whom you are filing.

The screenshot shows the ECF system interface for filing a Third Party Complaint. The page title is "Answers to Complaints" and the case number is "1:05-cv-015, Seth Robison v. Anacker et al". The section is titled "Third Party Complaint" and instructs the user to "Select from the following list the party(s) against whom you are filing this Third-Party Complaint". There are two main sections: "Select the Party:" and "Select a Group:". The "Select the Party:" section has a list box containing three entries: "Aracke, Ernest [Defendant]", "Robison, Tracy L [Plaintiff]", and "State Farm Mutual Automobile, [Defendant]". The "Select a Group:" section has four radio button options: "No Group", "All Defendants", "All Plaintiffs", and "All Parties". There is a link "Add/Create New Party" to the right of the radio buttons. At the bottom, there are "Next" and "Clear" buttons.

If you are filing against a party already in the case, select the party from the list and click Next. If the party is not on the list, click on Add/Create New Party.

**Step 10:** When creating a new party you will first be prompted to search the system for the party. Note: A party not already in your case may be in the system because they were a party to an earlier action.

If the party is a person, type in their last name. If it is a business or other entity type in the name. If the name you typed in matches any names in the system, the next screen will display a list of the names that match. **Tip: You do not have to enter a full name. Typing the first few letters will display a list of all names in the system that begin with those letters.**

If the name of the party you wish to add is on the list, click on their name to highlight it and then click on Select name from list.

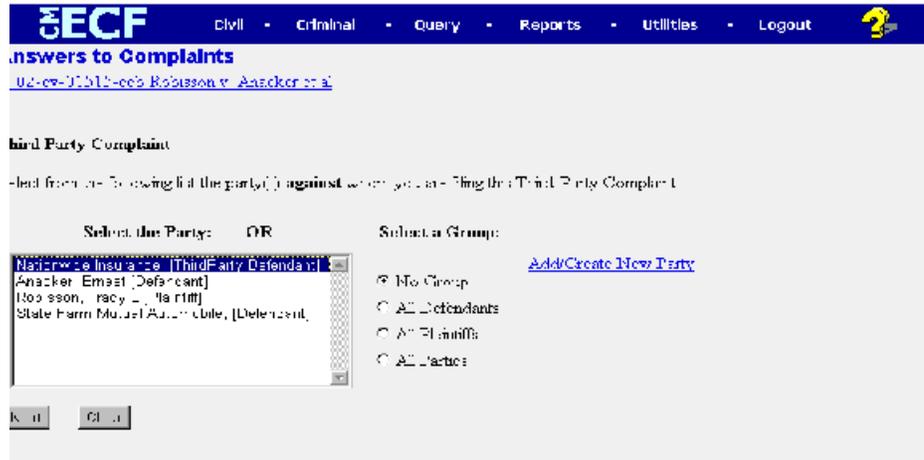
If after searching for a party the system finds no matches or no one on the list matches the party you wish to add, click on Create new party. This displays the party information screen.

The system will automatically fill in the last name field with the name by which you searched. If the party is a person, fill in the first name. **If the party is a business, agency or other entity, do not fill in a first name. Put the full name of the business or other entity in the last name field. Do not fill in an address, phone number or email address for any party.**

As a default setting, the system lists the role of a new party as defendant. If this is not

correct, click on the down arrow at the right of the role box. This will bring up a drop down list of the various party types.

Scroll through the list until you find the correct party type and click on it. Then click Submit. You will then be returned to the select party screen.



Select the party against whom you are filing by clicking on their name. Then click Next.

**Step 11:** You now have the opportunity to update the jury demand information.



If the information in the Jury Demand box is correct, click on Next. If it needs to be updated because you are requesting a jury trial, click on the arrow at the right of the jury demand box and pick an option from the drop down menu. Then click Next.

You will be asked if your answer includes a jury demand, and if so, to type “Jury Demand” in the text box.

**Step 12:** The system will display the text of the docket entry which will be made.

You can modify the text by using one of the modifying terms from the drop down menu in the middle of the entry. When the docket entry is in final form, click Next.

**Step 13:** The system now displays the final warning screen. If you are satisfied with entry click Next.

**Step 14:** If you added a party for whom a summons must be issued, **do not electronically file the summons**. Send a paper copy of the summons to the Clerk, along with a copy of the notice of electronic filing for the document which must be served, and a request for issuance of the summons. The clerk will issue the summons, scan it, file an electronic copy, and return the paper copy to you for service.

## 2. Cross-claims, Counterclaims, and Third Party Complaints

The system allows for the filing of cross-claims, counterclaims, and third party complaints as separate documents. To file these documents, follow the general instructions in section 4 and if you are adding another party, the instructions for adding parties in section 7.

## 3. Motions

To file a motion follow the instructions in section 2. You may file a multi-part motion (for example, a motion to dismiss or in the alternative motion for summary

judgment) by holding down the control (Ctrl) key while selecting the names of more than one motion from the drop down menu.

#### 4. Motion for Leave to Amend

When filing a motion for leave to file an amended pleading, the proposed amended pleading should be electronically filed as an attachment to the motion for leave to file amended pleading. If the motion is granted, the order will direct that the amended pleading be electronically filed within a certain number of days.

#### 5. Memoranda/Briefs/Other Supporting Documents

A memorandum or brief in support of a motion should be filed as an attachment to the motion. Detailed instructions for attaching a document are in section II.A. After you attach the memorandum or brief, enter its title in the box for describing the attachment.

The screenshot shows the ECF system interface for filing a motion. The page title is "Motions" and the case number is "1:02-cr-01515-cjb Robison v. Anacker et al". The interface is divided into three steps:

- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).  
Filename: S:\cmecc\Documents\attachment.pdf [Browse...]
- 2) At your option, select a document type and/or enter a description.  
Type: [dropdown]  
Description: Memorandum in Support of Motion (circled in red)
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.  
[text box] [Add to List]

If the memorandum/brief relates to more than one motion, it is not necessary to attach it to each motion; simply attach it to the first motion. If the motion and memorandum/brief is a single PDF document, file it as a motion.

#### 6. Responses and Replies

To file a response to a motion or a reply to a response, follow the general filing instructions in section III.A, choosing Responses and Replies from the main civil menu. After you select your document, the system will show a list of all pending motions and prompt you to check which motion(s) your response or reply relates to. Click on the applicable box(es) and continue as you would for filing any document.



## 7. Discovery

Interrogatories, requests for inspection, requests for admission, and answers and responses thereto are to be served upon other counsel or parties in conventional format, and they are not to be electronically filed with the Court. Procedures for electronic filing of other documents related to discovery are outlined below.

### a. Certificate of Service of Discovery

The party responsible for service of the discovery material must electronically file a certificate indicating the date of service of the discovery material upon other parties.

### b. Rule 26 Disclosures

Mandatory disclosures must be filed electronically.

### c. Motion for Leave to Take Deposition

If by statute, rule, or court order, court approval is required before taking a deposition, you may file a motion for leave to take deposition by choosing Motions from the main civil menu and then clicking on Take Deposition. Then proceed as outlined in section II.A.

### d. Motion to Compel Discovery

**Step 1:** On the main civil menu click on Motions. From the drop down menu choose Compel. Proceed as outlined in section II.A.

**Step 2:** After selecting your PDF motion, be sure to attach your Local Rule 37.1(A) certification.

**Step 3:** When you reach the Modify Docket text screen, type in “Discovery” and any additional information you want to include in the docket entry. Proceed as outlined in section II.A.

## **8. Appeals**

A notice of appeal should be filed as is outlined in section II.A. It is not necessary to provide the court with paper copies of the notice for service on the other parties. The electronic notice constitutes the copy the clerk is required to serve under Fed. R. App. P. 3(d). The filing fee may either be mailed or hand-delivered to the Clerk's Office.

When filing an appeal of a judgment, the judgment must be part of the court docket before the appeal can be filed.

## **9. Sealed and Ex Parte Documents**

Do **not** electronically file ex parte documents or documents which have been sealed or which you are requesting to be sealed.

## **D. Documents Filed in Error**

### **1. Errors Found During Quality Control Process**

Documents filed by counsel will be reviewed by Clerk's Office staff to ensure that they were docketed correctly, and to a lesser extent, to ensure that they comply with the Federal Rules of Civil Procedure and the Local Rules of our court. If it is determined that a document was incorrectly filed with the Court, an electronic letter will be sent to the parties indicating that the document was filed in error. Electronic access to the document will be restricted, but the original docket entry will remain.

### **2. Errors Reported by the Filing Party**

Filing parties are expected to make every effort to ensure that they do not file a document other than the one they intended to file, that they file in the correct case and that they do not electronically file documents containing information which should have been filed under seal. If you notice that you have made a mistake, you should immediately contact the Clerk's Office and ask for the docket clerk handling the case. If circumstances warrant, the docket clerk may temporarily restrict access to the link to the document. Within 24 hours (excluding weekends, holidays and days the court is closed) you must electronically file a request asking that the document be stricken, sealed or other action taken to correct the error.

## **V. Query**

The Query option on the main menu bar allows you to search for cases. To utilize this option you must have a PACER account. You may log into the ECF system using your PACER account. This will allow you access to PACER functions, but not electronic filing. If you are already logged in as a ECF user, when you click on Query you will be prompted to enter your PACER login and password. This will display the search screen.

You can search by case number, party or attorney name or a combination of a range of case filing dates, range of document filing dates and type of case.

## VI. Reports

The Reports option on the main menu bar will allow you to run several reports with a PACER login and password. You may log into the ECF system using your PACER login and password. This will allow you to access the PACER functions but not electronic filing. If you are already logged in as an ECF user, you will be prompted to enter your PACER account information when you click on one of the reports.

### A. Docket Sheet

This report allows you to access the docket sheet for a particular case. You may choose to view the documents in either chronological or reverse chronological order. You may limit the portion of the docket sheet that you are viewing by entering either a date range or range of paper numbers. Limiting the amount of the docket you want to view will reduce the PACER fee and, in cases where the docket sheet has many entries, can reduce the amount of time it takes to access it.

## VII. Utilities

Clicking on Utilities on the main menu bar allows you access to a number of functions.

### A. Account Functions

#### 1. Maintain Your Account

This function is discussed in section II.B, Changing Your Password. Some of the other information should not be changed by users. If you wish to change any of the information on the initial screen, such as your name, address or phone number, you should file a notice with the Court, per the Local Rules.

You may change your email address, input additional email addresses (your

secretary for example), choose whether you want to receive a notification of everything that is filed in your cases as soon as it is filed or if you wish to receive a single daily notice of all activity in your cases, and choose the format of your email notification. Click on [Utilities](#), [Maintain Your Account](#), then [Email information . .](#)

..

**E-mail information for attorney**

Primary e-mail address

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

Format notices  html format for Netscape or ISP e-mail service

text format for eMail, GroupWise, other e-mail service

You may then change your email address, add additional email addresses to receive electronic notices in your cases, sign up to receive electronic notices in cases in which you are not counsel of record, and choose whether to receive a separate notification of each instance of docket activity in your cases or a single daily notice of all activity in all of your cases that day. (Note: If you have a large case load in our Court, we recommend that you choose a daily summary report, rather than instant email notification of all filings.)

Once you have made the changes, click on [Return to Account Screen](#), and then [Submit](#).

## 2. **View Transaction Log**

This function allows you to review all documents filed using your login and password during a specified period. It is an easy way to monitor your account to ensure that it is not used without your permission. It is also useful if you tried to e-file a document, and you are not sure (for whatever reason) that it was completed. Go to “View Transaction Log” and if the document appears in this report, then it has been filed.

## 3. **Change Your PACER Login**

If you are logged in as a PACER user and have been utilizing the “Client Information” feature for billing purposes, you can log into PACER again using a different client code to change billing entries. This prevents the attorney from

having to log out of ECF and log back in with a different client code.

**B. Legal Research**

This option allows you to access on-line medical and legal dictionaries and Westlaw. This is a pre-packaged option that came with the system. The Court does not endorse any particular websites or on-line services.

**C. Mailings**

This function is a quick way to see which parties in a case are electronically noticed and which are not. It also allows you to generate addresses in a format that can be easily copied to label printing software. Because service of documents is the filer's responsibility, it is very important that you ensure that all parties in a case who are entitled to notice actually receive it. Check to make sure they are electronically noticed, and if they are not registered for electronic noticing, serve them with a paper copy.

**D. Verify a Document**

This is a security feature installed to ensure that a document filed electronically has not been tampered with since it was filed.

**IX. Help Desk**

Court staff will be available to answer questions Monday through Friday (excluding holidays and days when the court is closed) from 8:00 am to 4:45 pm. Please refer to Appendix B for a list of Court telephone numbers. Briefly explain your question. If it relates to a pending case, be prepared to reference a case number. If the person answering the phone can answer your question, he or she will do so. If not, your call will be referred to someone who can assist you. Please do not ask for specific staff members unless you have been directed to do so.

**APPENDIX A**  
**CIVIL EVENTS - BY CATEGORY**

**INITIAL PLEADINGS AND SERVICE**

Complaints and Other Initiating Documents

Amended Complaint  
Bankruptcy Appeal  
Complaint  
Complaint for Forfeiture  
Complaint for Mandamus Relief  
Counterclaim  
Crossclaim  
Intervenor Complaint  
Motion to Vacate/Set Aside/Correct Sentence(2255)  
Notice of Removal  
Petition for Arbitration  
Petition for Writ of Habeas Corpus  
Petition to Enforce IRS Summons  
Third Party Complaint  
Withdraw Reference

Service of Process

Acknowledgment of Service  
Affidavit of Service  
Certificate of Service  
Request for Waiver of Service  
Return of Service Executed  
Return of Service Executed as to USA  
Return of Service Unexecuted  
Service by Publication  
Waiver of Service Executed  
Waiver of Service Unexecuted  
Writ of Habeas Corpus ad Testificandum Executed  
Writ of Habeas Corpus ad Testificandum Unexecuted

Answers to Complaints

Other Answers

Affidavit in Opposition  
Affidavit in Support  
Amended Answer to Complaint  
Answer to Complaint (Notice of Removal)  
Claim  
Objection  
Objection to Report and Recommendation  
Social Security Defendant's Brief  
Social Security Plaintiff's Brief  
Social Security Plaintiff's Reply Brief  
Statement  
Traverse  
Withdrawal of Claim

**MOTIONS AND RELATED FILINGS**

Motions

Alter Judgment

Amend  
Appear  
Appoint Counsel  
Appoint Custodian  
Appoint Expert  
Appoint Guardian/Attorney ad Litem  
Appoint Receiver  
Approve Consent Judgment  
Arbitration  
Attorney Fees  
Bifurcate  
Bond  
Bond Pending Appeal  
Certificate of Appealability  
Certify Class  
Change Venue  
Clarification  
Clerk's Entry of Default  
Compel  
Consolidate Cases  
Contempt  
Continue  
Costs  
Default Judgment  
Deposit Funds  
Directed Verdict  
Disbursement of Funds  
Disclosure  
Discovery  
Dismiss  
Disqualify Attorney  
Disqualify Judge  
Disqualify Juror  
Enforce Judgment  
Expedite  
Extension of Time  
Extension of Time to Complete Discovery  
Extension of Time to Answer  
File Excess Pages  
Forfeiture of Property  
Garnishment  
Hearing  
In Camera Review  
In Limine  
Intervene  
Subpoena  
Joinder  
Judgment  
Judgment as a Matter of Law  
Judgment of Forfeiture  
Judgment on Partial Findings  
Judgment on the Pleadings

Judgment under Rule 54(b)  
Leave to Appeal  
Leave to File Document  
Letters Rogatory  
Miscellaneous Relief  
Mistrial  
More Definite Statement  
Motion for Three-Judge Court  
New Trial  
Oral Argument  
Order of Sale  
Partial Summary Judgment  
Permanent Injunction  
Preliminary Injunction  
Proceed in Forma Pauperis  
Produce  
Protective Order  
Quash  
Reassign Case  
Reconsideration  
Recusal  
Release of Bond Obligation  
Relief from Order/Judgment  
Remand  
Reopen Case  
Return of Property  
Sanctions  
Seal (misc.)  
Seal Case  
Service  
Service by Publication  
Set Aside Default  
Set Aside Forfeiture  
Set Aside Order/Judgment  
Set Aside Verdict  
Settlement  
Sever  
Show Cause  
Stay  
Stay of Execution  
Strike  
Substitute Attorney  
Substitute Party  
Summary Judgment  
Supplement  
Take Deposition  
Temporary Restraining Order  
To Exclude  
Transfer Case  
Trial  
Unseal Case  
Unseal Document  
Vacate  
Withdraw as Attorney  
Withdraw Reference to Magistrate Judge  
Writ

Writ of Habeas Corpus ad Prosequendum  
Writ of Habeas Corpus ad Testificandum  
Writ of Mandamus

#### Responses and Replies

Affidavit in Opposition to Motion  
Affidavit in Support of Motion  
Answer to Application for Writ of Garnishment  
Reply Brief  
Reply to Response to Motion  
Response in Opposition to Motion  
Response in Support of Motion  
Response to Motion  
Response to Notice of Condemnation  
Response to Order to Show Cause

#### **OTHER FILINGS**

##### Discovery Documents

Corporate Disclosures  
Deposition  
Expert Report  
Response to Initial Disclosures

##### Notices

Certificate of Counsel  
Notice (Other)  
Notice of Acceptance of Offer of Judgment  
Notice of Appearance  
Notice of Application for Writ  
Notice of Change of Address  
Notice of Condemnation  
Notice of Filing  
Notice of Lis Pendens  
Notice of Settlement  
Notice of Voluntary Dismissal  
Notice to take Deposition  
Notice to take Foreign Deposition

##### Trial Documents

Agreement for Jury Verdict  
Exhibit List  
Proposed Findings of Fact  
Proposed Jury Instructions  
Trial Brief  
Witness List

##### Appeal Documents

Appeal of Magistrate Judge Decision to  
District Court  
Appellant's Brief  
Appellant's Reply Brief  
Appellee's Brief  
Designation of Record on Appeal  
Notice of Appeal - Atty  
Notice of Cross Appeal

Other Documents

Affidavit

Amicus Curiae Appearance

Application for Writ

Bill of Costs

Certificate of Interested Persons

Financial Affidavit-CJA 23

Interpleader

Jury Demand

Leave of Absence

Offer of Judgment

Preliminary Report and Discovery Schedule

Pretrial Memorandum

Proposed Pretrial Order

Redacted Document

Response to Order to Show Cause

Satisfaction of Judgment

Settlement Agreement

Status Report

Stipulation

Stipulation of Dismissal

Suggestion of Bankruptcy

Suggestion of Death

## CRIMINAL EVENTS

### Charging Instruments and Pleas

Plea-Related Documents

### Motions and Related Filings

#### Motions

Adopt  
Allow Participation in Voir Dire  
Alter Judgment  
Amend/Correct  
Appeal in Forma Pauperis  
Appear  
Application for Admission Pro Hac Vice  
Appoint Counsel  
Appoint Expert  
Bifurcate  
Bill of Particulars  
Bond  
Bond Pending Appeal  
Brady Materials  
Certificate of Appealability  
Change Venue  
Compel  
Consolidate Cases  
Continue  
Continue Arraignment  
Declaration of Mistrial  
Directed Verdict  
Disbursement of Funds  
Disclosure  
Disclosure of Confidential Informants  
Disclosure of Electronic Surveillance  
Disclosure of Expert Witness  
Disclosure of Indicted or Unindicted  
    Coconspirators  
Disclosure of Law Enforcement Officers  
Disclosure of Polygraph Results, for  
    Independent Polygraph  
Disclosure of Rule 17(c) Subpoena  
Discovery  
Dismiss  
Dismiss Counts  
Dismiss Indictment  
Dismiss/Lack of Jurisdiction  
Dismiss/Speedy Trial  
Disqualify Counsel  
Disqualify Judge  
Disqualify Juror  
Downward Departure  
Early Termination of  
    Probation/Supervised Release  
Exclude Time  
Exculpatory and Impeaching Information  
Exonerate Bond

Expedite  
Extension of Time to File Document  
Extension of Time to Indict  
File Amicus Brief  
File Excess Pages  
Forfeiture of Bond  
Forfeiture of Property  
Governments Intent to Rely upon  
    Impeaching Evidence  
Governments Intent to Use Evidence  
    Arguably Subject to Suppression  
Governments Motion for Detention Hearing  
Handwriting Exemplars  
Hearing  
In Camera Review  
In Limine  
Information Regarding Prior Crimes,  
    Wrongs and Bad Acts(404b)  
Inspect  
Intent to Rely upon Other Crimes Evidence  
Interview Government Witness  
Inventory of Seized Items  
Issuance of Warrant in rem  
Jackson-Denno Hearing  
James Hearing  
Jencks Material  
Judgment NOV  
Judgment of Acquittal  
Judicial Recommendation Against Deportation  
Leave to Appeal  
Leave to File Document  
Medical Exam  
Medical Treatment  
Miscellaneous Relief  
Modify Conditions of Release  
New Trial  
Order of Competency to Stand Trial  
Preclude Prosecutor from conferring  
    with Prosecution Witnesses  
Preserve Evidence  
Produce  
Production of Charts/Summaries  
Protective Order  
Psychiatric Exam  
Psychiatric Treatment  
Quash  
Quash Indictment/Information  
Reconsideration  
Recusal  
Reduction of Bond  
Reduction of Sentence  
Release from Custody  
Retention of Police/Government Agent's

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Rough Notes  
Return of Property  
Return of Surety  
Reveal the Deal  
Sanctions

Seal Case  
Seal Document  
Service by Publication  
Set Aside Forfeiture  
Set Aside Verdict  
Sever Counts  
Sever Defendant  
Show Cause  
Special Appearance  
Speedy Trial  
Strike  
Subpoena at Government Expense  
Substitute Attorney  
Suppress  
Suppress Evidence  
Suppress Search and Seizure  
Suppress Statements  
Suppress Testimony  
Taint Hearing  
Take Deposition  
Transfer  
Transportation Funds  
Travel outside Jurisdiction  
Unseal Case  
Unseal Document  
Upward Departure  
Vacate  
Vacate (2255)  
Voice Exemplars  
Voluntary Surrender  
Warrant  
Warrant for Arrest of Property  
Withdraw Document  
Withdraw Plea of Guilty  
Withdraw Plea of Nolo Contendere  
Withdraw as Attorney  
Writ  
Writ of Continuing Garnishment  
Writ of Habeas Corpus ad prosequendum  
Writ of Habeas Corpus ad testificandum

Response in Support  
Response to Order to Show Cause

**Other Filings**

Discovery Documents

Demand for Witness  
Government's Bill of Particulars  
Notice (Other)  
Notice of Alibi  
Notice of Alibi Witness  
Notice of Error or Defect  
Notice of Insanity Defense  
Notice of Intention to Introduce Evidence  
Withdrawal of Alibi  
Withdrawal of Insanity Defense

Waivers

Waiver of Counsel  
Waiver of Preliminary Examination or Hearing  
Waiver of Presence at Arraignment  
Waiver of Speedy Trial  
Waiver of Trial by Jury

Service of Process

Judgment and Commitment Returned  
Executed  
Summons Returned Unexecuted

Notices

Notice (Other)  
Notice of Attorney Appearance-Defendant  
Notice of Attorney Appearance-USA

Trial Documents

Witness List

Appeal Documents

Appeal of Magistrate Judge Decision to District Court-Criminal Case  
Appeal of Magistrate Judge Decision to District Court-Magistrate Judge Case  
Designation of Record on Appeal  
Notice of Appeal  
Notice of Appeal-Interlocutory  
Transcript Order Form

Other Documents

Affidavit  
Affidavit-Rule 40

Responses and Replies

Affidavit in Opposition to Motion  
Affidavit in Support of Motion  
Memorandum in Aid of Sentencing  
Pretrial Memorandum  
Reply to Response  
Response  
Response in Opposition

Consent to Tender Plea to USMJ  
Consent to Trial before US Magistrate Judge  
Financial Affidavit-CJA 23  
Information to Establish Prior Conviction  
Leave of Absence  
Objection to Report and Recommendations  
Redacted Document  
Refusal of Magistrate Judge Jurisdiction  
Status Report  
Withdrawal of Motion

## **APPENDIX B**

### **Clerk's Office Contacts For Electronic Filing Questions**

#### **Help Desk:**

For filing questions:	Atlanta:	(404) 215-1655
	Gainesville:	(678) 450-2760
	Newnan:	(678) 423-3060
	Rome:	(706) 378-4060

For technical questions: (All Divisions)	(404) 215-1650
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<b>Attorney Registration Information:</b>	(404) 215-1600
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<b>Password Problems/Questions:</b>	(404) 215-1606
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<b>Attorney Address Changes:</b>	(404) 215-1606
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