

## ELECTRONIC FILING - USERS MANUAL

- I. Use of Electronic Filing System
  - A. Registration
    - 1. General Requirements
    - 2. How to Register
    - 3. Pro Hac Vice
    - 4. Public Access to Court Electronic Records (PACER)
  - B. Passwords
    - 1. Security
    - 2. Changing Your Password
    - 3. I Forgot My Password
    - 4. Delegation of Authority to Use Login and Password
  - C. Updating Email Addresses
  - D. Hardware and Software Requirements
- II. Electronic Filing and Service of Documents
  - A. Electronic Filing Step-by-Step
  - B. Specific Procedures
    - 1. Answers
    - 2. Cross-claims, Counterclaims, and Third Party Complaints
    - 3. Motions
    - 4. Motion for Leave to Amend
    - 5. Memoranda/Briefs/Other Supporting Documents
    - 6. Responses and Replies
    - 7. Discovery
    - 8. Appeals
    - 9. Sealed Documents
  - D. Documents Filed in Error
    - 1. Errors Found During Quality Control Process
    - 2. Errors Reported by the Filing Party

- III. [Query](#)
- IV. [Reports](#)
- V. [Utilities](#)
- VI. [Help Desk](#)

Appendix: [Clerk's Office Contacts](#)

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 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 one "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 e-filed by local counsel using the prescribed court form and submitting the requisite fee payment by credit card during the e-filing of the document. 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 constitutes 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 Login/Password



**Step 2:** This brings up the More User Information Screen. Enter your new password in the password box, then click Submit.

CM/ECF Civil Criminal Query Reports Utilities Search Logout

More User Information for Darrell Test Attorney

Login dsafy Last login 06-03-2008 11:33  
 Password [redacted] Current login 06-03-2008 11:33  
 Create date 09/22/2006  
 Registered Y Update date 07/31/2007

Internet Credit Card Y

Groups Attorney

Submit Clear

**Step 3:** 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**. You may either:

- a. Call the Clerk's Office (see Appendix) 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.
- b. The password may be reset from the main CM/ECF Access Screen. When resetting the password, an email will be sent to the primary email address listed on the account and instructions will then be provided on how to update the password.



#### 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. Updating Email Addresses

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.

**Step 1:** Click on Utilities, Maintain Your E-mail information.

**Step 2:** This brings up the Email Information screen. On this screen, you can update your email address, delivery method or add additional e-mail addresses.

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.)

**Step 3:** After completing all changes, click on Submit and follow the prompts.

#### D. 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.

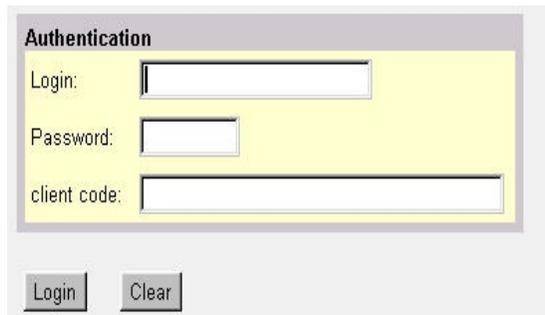
## II. Electronic Filing and Service of Documents

### 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.

#### **Helpful Hint:**

By selecting Search, you can search all available menus and events. Also, to produce a listing of all available events, select Utilities, Event Listing - Attorney.

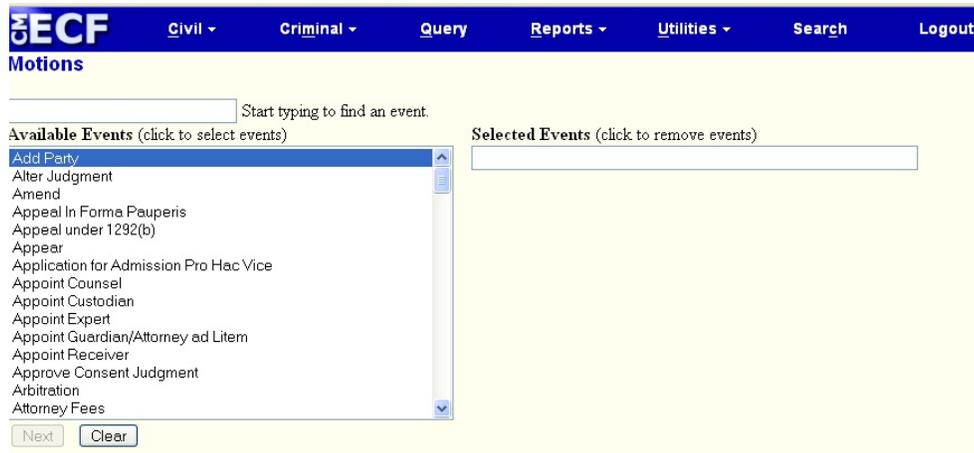


**Step 4:** After selecting civil or criminal, the Events screen will appear. This is the Civil Events screen.



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 use the scroll button to find and select the event(s) needed. Or, you may search the available events by typing a few letters of the event in the box marked “Start typing to find event.” All events that match what you are typing will be displayed and you then select the appropriate event. Each event you select will be placed in the “Selected Events” box. If there is an event listed in the “Selected Events” box that is not needed, click on that event and it will be removed.



Click on the name from the list of Available Events 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. Select the “Find This Case” button. After finding the case, select Next.

**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.

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

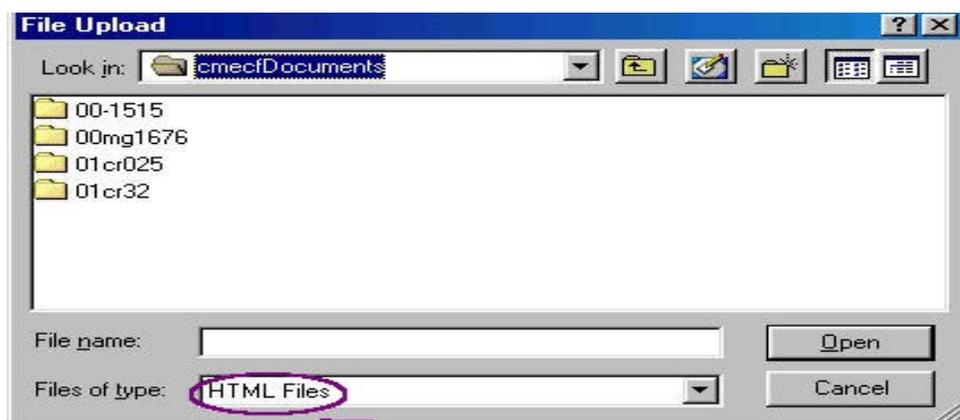
**Motions**  
[1:02-cv-01515-ccb Robisson v. Anacker et al](#)

Select the **pdf** document (for example: CM199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

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 from your computer files.

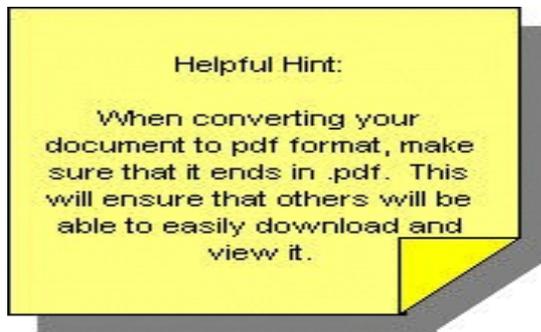


**Note: to locate documents in pdf format, you must change the Files of type box to All Files (\*.\*) or Acrobat (\*.pdf).**

- 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.

A screenshot of the ECF (Electronic Case Filing) interface. The top navigation bar includes "Civil", "Criminal", "Query", "Reports", "Utilities", and "Logout". The case number "1:02-cv-01515-ccb Robisson v. Anacker et al" is displayed. The main content area is titled "Select one or more attachments." and contains three numbered instructions: 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf). 2) At your option, select a document type and/or enter a description. 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button. The interface includes a "Filename" input field with a "Browse..." button, a "Type" dropdown menu (set to "Exhibit"), a "Description" input field (containing "Deposition excerpts"), a list box (empty), "Add to List" and "Remove from List" buttons, and a "Next" button. A yellow sticky note with a helpful hint is also present: "Helpful Hint: The system will automatically number your attachments in the order they are added to the list."

- 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.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the page title is 'Motions' and the case number is '1:02-cv-01515-ccb Robisson v. Anacker et al'. The main content area is titled 'Docket Text: Modify as Appropriate.' and contains a text entry field with the following text: 'Second MOTION for Summary Judgment as to all Counts by Ernest Anacker . (Attachments: # (1) Exhibit Deposition excerpts) (fkA, Attorney)'. The 'Next' button is highlighted with a red circle.

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.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the page title is 'Motions' and the case number is '1:00-cv-01515-ccb Robisson v. Anacker'. The main content area is titled 'Docket Text: Final Text' and contains the following text: 'MOTION for Summary Judgment by Ernest Anacker. (Attachments: # (1) Exhibit Medical Records)(fkA, Attorney)'. Below this text, there is a warning message: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' The 'Next' button is highlighted with a red circle.

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.

The screenshot shows the ECF system interface with a blue header containing navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header is a yellow notice area with the following text:

\*\*\*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 each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.'

U.S. District Court  
Northern District of Georgia

**Notice of Electronic Filing**

The following transaction was entered by Davis, Preston on 5/30/2008 at 10:19 AM EDT and filed on 5/30/2008

**Case Name:** Hobson v. Integral Choice, Inc.  
**Case Number:** [1:08-cv-1643](#)  
**Filer:** Integral Choice, Inc.  
**Document Number:** [6](#)

**Docket Text:**  
[Certificate of Interested Persons by Integral Choice, Inc.. \(Davis, Preston\)](#)

**1:08-cv-1643 Notice has been electronically mailed to:**

Louis R. Cohan [lcohan@wslaw.net](mailto:lcohan@wslaw.net)  
Preston Bryan Davis [Davis@elarbeethompson.com](mailto:Davis@elarbeethompson.com), [catherine@etsw.com](mailto:catherine@etsw.com)  
Elizabeth A. Frey [efrey@wslaw.net](mailto:efrey@wslaw.net)

**1:08-cv-1643 Notice has been delivered by other means to:**

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

**Document description:**Main Document  
**Original filename:**m/a  
**Electronic document Stamp:**  
[STAMP doccfStamp\_ID=1060868753 [Date=5/30/2008] [FileNumber=2447930-0  
] [016e5849d179cc878d53caa308625faeb27136f98031ed09201acee4790694da67a

**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**

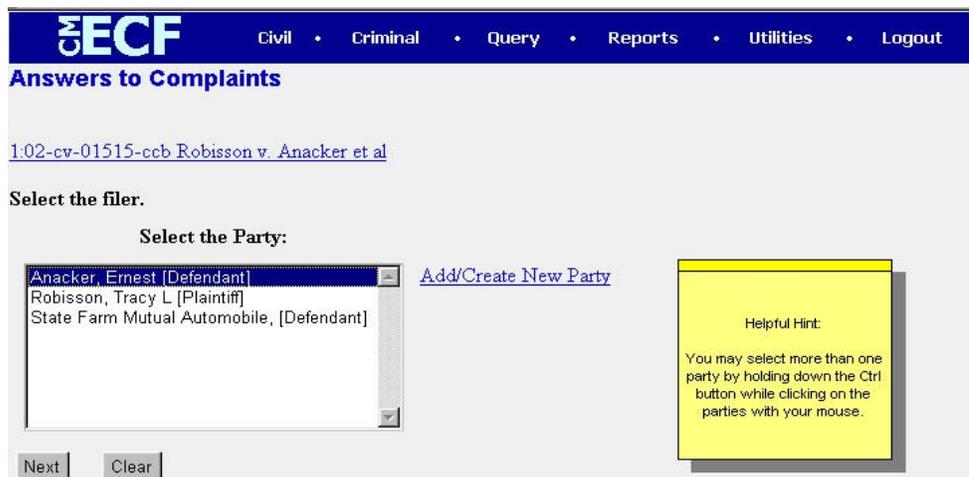
To electronically file an answer follow the steps below.

**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(ies) 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, ensure that the party(ies) you are representing display a checkbox next to their name 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.

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.

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

**Answers to Complaints**  
1:02-cv-01515-ccb Robisson v. Anacker et al

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)**

Next Clear

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.

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

**Answers to Complaints**  
1:02-cv-01515-ccb Robisson v. Anacker et al

**Third Party Complaint**

Select from the following list the party(s) **against** whom you are filing this Third-Party Complaint.

**Select the Party:** OR **Select a Group:**

Anacker, Ernest [Defendant]  
Robisson, Tracy L [Plaintiff]  
State Farm Mutual Automobile, [Defendant]

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

[Add/Create New Party](#)

Next Clear

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 the 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 plaintiff. 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.

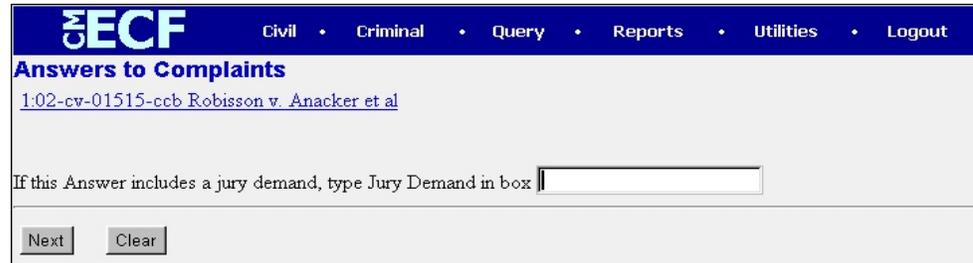
**Step 11:** You now have the opportunity to update the jury demand information.



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.



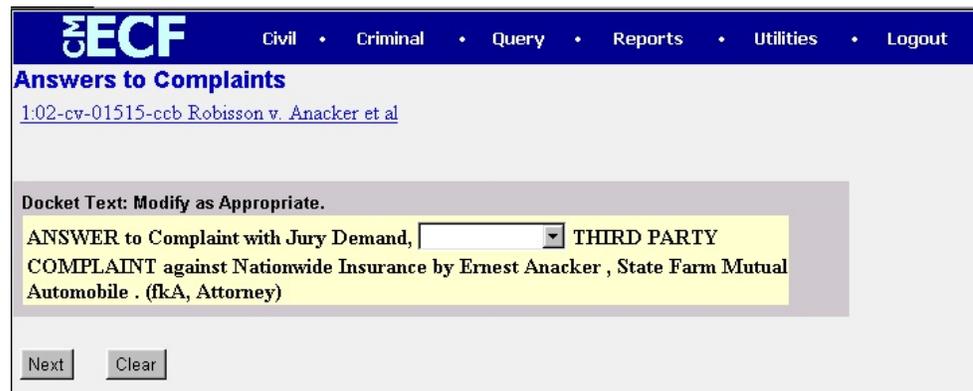
ECF Civil • Criminal • Query • Reports • Utilities • Logout

**Answers to Complaints**  
1:02-cv-01515-ccb Robisson v. Anacker et al

If this Answer includes a jury demand, type Jury Demand in box

Next Clear

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



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

**Answers to Complaints**  
1:02-cv-01515-ccb Robisson v. Anacker et al

Docket Text: Modify as Appropriate.

ANSWER to Complaint with Jury Demand,  THIRD PARTY  
COMPLAINT against Nationwide Insurance by Ernest Anacker, State Farm Mutual  
Automobile . (fkA, Attorney)

Next Clear

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 the 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 selecting different events from the list of Available Events. Each different event listed will appear in the Selected Events box.

### 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 interface for filing a motion. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. The main heading is 'Motions' for case '1:02-cv-01515-ccb Robisson v. Anacker et al'. The interface is divided into three steps:

- Select one or more attachments.** Instructions: '1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)'. A 'Filename' field contains 'S:\cmecfDocuments\attachmnt.pdf' and a 'Browse...' button.
- At your option, select a document type and/or enter a description.** A table with columns 'Type' and 'Description' is shown. The 'Description' field contains 'Memorandum in Support of Motion', which is circled in red.
- 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.** An 'Add to List' button is visible.

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.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below this, the page title is "Responses and Replies" for case "1:02-cv-01515-ccb Robisson v. Anacker et al". The main content area prompts the user to "Select the appropriate event(s) to which your event relates:". There are two checkboxes with corresponding motion descriptions:  12/23/2002 [5](#) MOTION to Dismiss *or in the alternative*, MOTION for Summary Judgment by Ernest Anacker. (fkA, Attorney) and  12/23/2002 [6](#) MOTION to Strike [\[1\]](#) Complaint by Ernest Anacker. (fkA, Attorney). At the bottom of the list are "Next" and "Clear" buttons.

## 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

Initial 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 add 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 payed during the e-filing of the event through the use of Pay.gov, payed separately on-line through Pay.gov, 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.

### III. 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 Clues screen.

The screenshot shows the ECF Query interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the 'Query' section, which is titled 'Search Clues'. This section contains two search sections. The first section has a 'Case Number' text box, followed by 'or search by' and radio buttons for 'Open', 'Closed', and 'All'. Below are 'Filed Date' and 'Last Entry Date' with 'to' separators and text boxes. A 'Nature of Suit' dropdown menu is open, showing options: '0 (zero)', '110 (Insurance)', and '120 (Contract Marine)'. The second section has another 'or search by' and radio buttons for 'Open', 'Closed', and 'All'. It includes 'Last/Business Name' with a text box and '(Examples: Desoto, Des\*t)', 'First Name' and 'Middle Name' text boxes, and a 'Type' dropdown menu. At the bottom are 'Run Query' and 'Clear' buttons.

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.

### IV. 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 document 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.

#### B. Written Opinions

This report allows you to access all written opinions that have been issued within the District. There is no charge for viewing opinions.

## **V. Utilities**

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

### **A. Account Functions**

#### **1. Maintain Your Login/Password and Maintain Your E-Mail Information**

The ability to maintain your login/password is discussed in Section I.B.2., Changing Your Password. The ability to update your e-mail information is discussed in Section I.C. Some of the other information may 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 must file a notice with the Court, per the Local Rules.

#### **2. View Transaction Log**

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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**

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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 all parties in a case who are entitled to notice actually receive it. Check to ensure 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.

## **VI. 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 the attached Appendix 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

### 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) 215-1600
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<b>Attorney Address Changes:</b>	(404) 215-1600
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