

User Training Assignment - Criminal

What is CM/ECF?

CM/ECF is a replacement system for the existing case management systems in the federal courts based on current technology, new software, and increased functionality. The new system will enable the courts to create electronic case files and implement electronic filing over the internet.

What are the benefits of CM/ECF?

- Modern Internet-based information system interfaced with other systems
- Improved business processes and procedures
- Flexibility to meet local needs
- Enhanced access to court files and documents for court staff and the public
- Immediate noticing
- 24 hour access
- Reduction in mail, courier and copy fees

You can use the examples below for e-filing practice in the Court's Training Database:

- Documents to be filed:
1. Entry of Appearance for USA
 2. Motion to Continue trial date by USA
 3. Response to Motion with attachment - Exhibit 1 Letter dated 01/20/04 by USA
 4. Information To Establish Prior Conviction by USA

If you have questions or need help, email helpdesk@okwd.uscourts.gov or call the ECF helpdesk at 405-609-5555.

1. Entry Of Appearance by Attorney# for USA
 - a. Click Criminal - Notices - Entry of Appearance-USA [next]
 - b. Enter correct case number [next]
 - c. Verify that you are in the correct case [next]
 - d. Attach the document being filed (it must be in.pdf format)
****ALWAYS right click to open and review the document
 - e. Select the Filer - USA [next]
 - f. Click the box to associate the attorney with the party [next]
 - g. Final text / Commit screen - **click [next] to file** the pleading
****if not correct, use your browser 'back' button to correct the entry before filing it
 - h. Notice of Electronic Filing (NEF) *** File Stamp***
 - one free look at the **document**
 - electronic file stamp—assures a secure document
 - noticing - it is the filers responsibility to serve copies along with the NEF to attorneys and parties not set up for e-notification
 - **print or save all NEF's**
 - determining who's on ECF - look at the NEF or click Utilities / Mailings / Mailing Info for a Case

2. Motion to Continue by USA
 - a. Click Criminal - Motions [next]
 - b. Enter correct case number [next]
 - c. Select the Filer - USA [next]
 - d. Select "Continue" from the list of motions [next]
 - e. Attach the document being filed (it must be in.pdf format)
****ALWAYS right click to open and review the document
 - f. Make any additions to the docket entry as necessary - **add 'trial date'** [next]
 - g. Final text / Commit screen - **click [next] to file** the pleading
****if not correct, use your browser 'back' button to correct the entry before filing it
 - h. Notice of Electronic Filing (NEF) *** File Stamp***
 - one free look at the **document**
 - electronic file stamp—assures a secure document
 - noticing - it is the filers responsibility to serve copies along with the NEF to attorneys and parties not set up for e-notification
 - **print or save all NEF's**
 - determining who's on ECF - look at the NEF or click Utilities / Mailings / Mailing Info for a Case

3. Response to Pretrial Motion with Exhibit 1 - Letter dated 01/20/04
- a. Click Criminal - Responses & Replies - Response to Motion
 - b. Enter correct case number [next]
 - c. Select the filer - USA [next]
 - d. Attach the document being filed (it must be in.pdf format)
****ALWAYS right click to open and review the document
Click **"Yes"** for attachments [next]
 1. Click 'browse' and attach the exhibit .pdf file
 2. Choose **"Exhibit"** from the **"Type"** box
add "1 - Letter dated 01/20/04" in the description field
 3. Click "Add to List"if you have more attachments, go through steps 1, 2, & 3 as many times as necessary, when finished click [next]
 - e. Select the motion to which the response relates
 - f. Make any additions to the docket entry as necessary [next]
 - g. Final text / Commit screen - click [next] to file the pleading
****if not correct, use your browser 'back' button to correct the entry before filing it
 - h. Notice of Electronic Filing (NEF) *** File Stamp***
 - one free look at the **document**
 - electronic file stamp—assures a secure document
 - noticing - it is the filers responsibility to serve copies along with the NEF to attorneys and parties not set up for e-notification
 - **print or save all NEF's**
 - determining who's on ECF - look at the NEF or click Utilities / Mailings / Mailing Info for a Case
4. Information to Establish Prior Conviction
- a. Click Criminal - Other Documents - Info to Estab Prior Conviction [next]
 - b. Enter correct case number [next]
 - c. Verify that you are in the correct case [next]
 - d. Attach the document being filed (it must be in.pdf format)
****ALWAYS right click to open and review the document
 - e. Select Filer - USA [next]
 - f. Final text / Commit screen - **click [next] to file** the pleading
****if not correct, use your browser 'back' button to correct the entry before filing it
 - g. Notice of Electronic Filing (NEF) *** File Stamp***
 - one free look at the **document**
 - electronic file stamp—assures a secure document
 - noticing - it is the filers responsibility to serve copies along with the NEF to attorneys and parties not set up for e-notification
 - **print or save all NEF's**
 - determining who's on ECF - look at the NEF or click Utilities / Mailings / Mailing Info for a Case