

ELECTRONIC CASE FILING ECF



User's Manual

Western District of Oklahoma
(January 13, 2010)

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Requirements

Hardware and Software Requirements

- personal computer running a standard platform such as Windows or Macintosh
- word processing program to create documents
- Internet Service Provider (ISP) to access ECF and e-mail
- Internet browser (current versions of Internet Explorer and Firefox are fully supported)
- portable document format (PDF) **reader** software
- portable document format (PDF) **writer** (converter) software
- a scanner (OPTIONAL) for converting documents that are not available in electronic format

PACER Registration

ECF users must have a PACER account in order to use the Query and Report features of the ECF System. If you do not have a PACER account, please contact the PACER Service Center at 1-800-676-6856 for information or to register for an account. You may also register for PACER online at <http://pacer.psc.uscourts.gov>.

Registering for Access to ECF

Participants will need to register with the Court to receive a login and password for electronic filing. Participants can go to our website at www.okwd.uscourts.gov and click on ECF Information to obtain information about the system, download the ECF Registration form and the Policies & Procedures Manual.

Completed registration forms should be mailed to:

ECF Registration
Office of the Court Clerk
U.S. District Court for the Western District of Oklahoma
200 N.W. 4th Street, Room 1210
Oklahoma City, OK 73102

Once an account has been established, your login and password will be sent to you by regular, first-class mail or the registrant may pick up the assigned User Login and Password at the Clerk's Office.

Preparation

Setting Up the PDF Reader

Users must install PDF reader software in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format.

Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the Court using the ECF System. Before filing a document, users should preview the PDF formatted document to ensure that it appears in its entirety and it's file size is under 5-megabytes.

How to View a PDF File (using Adobe Acrobat)

- Start your Adobe Acrobat program.
- Go to the *File* menu and choose *Open*.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the *View* menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

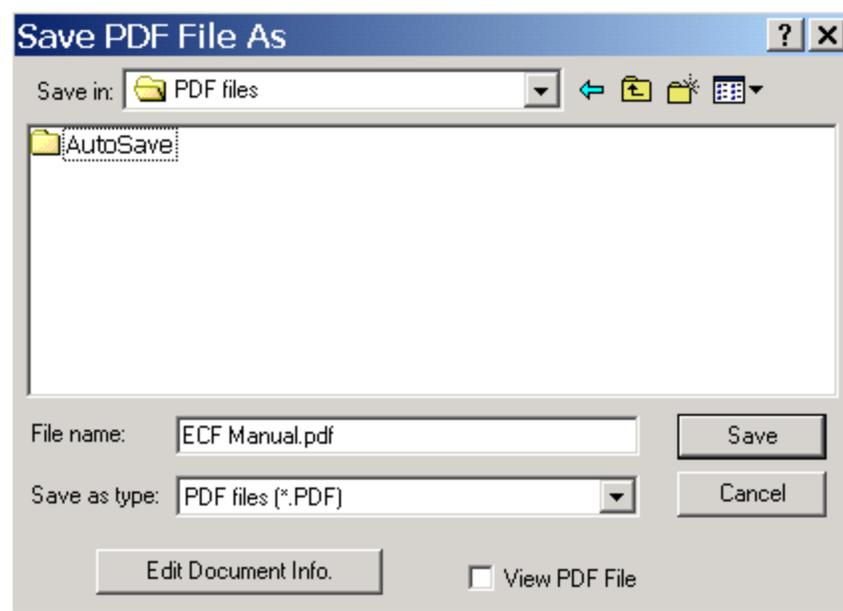
How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) System.

On the next page, there is an example of the conversion process using Adobe Acrobat Writer as the conversion software.

Using any word processing program:

- Install Adobe Acrobat Writer on your computer.
- Open the document to be converted.
- Select the [**P**rint] option (generally found in the File menu). In the dialog box select the option to change the current printer. A drop down menu with a list of printer choices should be displayed.
- Select **Adobe PDF**.
- “Print” the file. The file should not actually print, but instead the option to “Save PDF File As” should appear.



- Make a note of the ‘Save in’ location so you can find the document later when you are ready to file it. Change the location if necessary by clicking in the “Save in” area of the window.
- Name the file, save as type PDF and click the [**S**ave] button.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDF and follow the directions above.

Basics

User Interactions

There are three general types of user interactions allowed by the system:

- entering information in data fields
- using command buttons to direct system activities
- mouse-clicking on hyperlinks

Conventions Used in this Manual

- Data to be entered by the user is shown enclosed in angle brackets:
<data to be entered>.
- Command buttons are represented in this manual in [**bracketed boldface type**].
- Hyperlinks are represented in **underlined boldface type**.

Documents Filed In Error

A document incorrectly filed in a case may result from 1) posting the wrong PDF file to a docket entry; 2) selecting the wrong document type from the menu; or 3) filing the document in the wrong case. Please telephone our ECF Helpdesk as soon as possible after an error is discovered. You will need to provide the case and document number for the document requiring correction. Do not re-file a document unless directed to do so by the Court. Our helpdesk phone number(s) are:

ECF Help Desk

1-405-609-5555

1-888-609-6593

Viewing Transaction Log

This report allows you to review all transactions that have been processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately and notify the court of any incorrect filings.

A Step-By-Step Guide

Below is a step-by-step guide for accessing the system, filing a document, and displaying a docket sheet.

How to Access the System

From the Western District of Oklahoma's Website www.okwd.uscourts.gov

Click on **Electronic Case Filing (ECF)**

Click on **ECF Live**

Click on **Western District of Oklahoma [Live] – Document Filing System**

Logging In

You will be presented with the login screen shown below.

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.08 per page.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication

Login:
Password:
client code:

IMPORTANT: All filings with the court - including attachments - must comply with Fed. R. Civ. P. 5.2 or Fed. R. Crim. P. 49.1: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and home addresses in criminal cases, may **not** appear, except as allowed by the applicable rule.

Enter your ECF Login and Password in the appropriate fields. All ECF login names and passwords are case sensitive.

Note: Use your **ECF** login and password if you are filing a pleading. Use your **PACER** login and password if you are researching case information or conducting any kind of search.

After you enter the correct login and password information click the [**Login**] button.

- If the ECF System does not recognize your login and password, it will display the following error message on a new screen:

Your ECF or PACER login attempt failed. Either your login name or password is incorrect.

- Click on the [**Back**] button and re-enter your correct login and password.

Upon successful login you will be presented with the screen shown below. Choose from the options listed on the blue menu bar to file your pleading.



**U.S. District Court
Western District of Oklahoma[LIVE]
Official Court Electronic Document Filing System**

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

Welcome to the U.S. District Court for the Western District of Oklahoma[LIVE] Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Netscape browser and the Adobe PDF reader can be obtained by selecting the *Netscape/PDF Settings* option listed below.

[Netscape/PDF Settings](#)

Last login: 01-07-2008 07:36
31May2007

NOTICE: An access fee of \$.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CMECF, [click here](#) or contact the PACER Service Center at (800) 676-8856.

Note: The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you log in for security reasons. If you suspect an unauthorized person is using your login and password, please telephone the Court's ECF Help Desk at 1-405-609-5555 as soon as possible.

Selecting ECF Features

ECF provides the following features that are accessible from the blue menu bar at the top of the opening screen.

- Civil** Select **Civil** to electronically file all civil case pleadings.
- Criminal** Select **Criminal** to electronically file all criminal case pleadings.
- Query** **Query** ECF by specific case number, party name, or nature of suit to retrieve documents from the ECF system. You must log into **PACER** before you can query ECF.
- Reports** Choose **Reports** to retrieve docket sheets and cases-filed reports. You must log into **PACER** before you can view some of these ECF reports.
- Utilities** Choose **Utilities** to view your personal ECF transaction log or to change your ECF password.
- Search** Allows you to search for a specific menu item by entering a word or a string of words.
- Logout** Allows you to exit from ECF and prevents further filing with your password until the next time you log in.

Civil Events Feature

Registered participants will use either the Civil feature or the Criminal feature of ECF to electronically file pleadings. This section of the manual describes the basic steps to take in order to file a motion in a civil case. The process is consistent with most document filings.

General Rules and Manipulations

Manipulating the screens

Screens may have one of the following buttons:

-  clears **all** characters entered in the box(es) on that screen.
-  or  accepts the entry just made and displays the next entry screen, if any.

Correcting a mistake

Use the **Back** button on your browser toolbar to go back and correct a previous screen. Click on any hyperlink on the blue ECF menu bar and ECF will reset to the beginning of the filing process. Once the document is transmitted to the Court it is deemed filed. Do not re-file a document unless directed to do so by the Court.

Signatures

A pleading or other paper requiring an attorney's signature shall be signed by at least one attorney of record above the signature block in one of the following ways: (1) with an original signature that is then scanned; (2) with an electronic signature; or (3) with "s/ (attorney name)." The correct format for an attorney signature is as follows:

Scanned Signature or Electronic Signature or s/ Attorney Name
Attorney Name
Bar Number: xxxx
Attorney for (Plaintiff/Defendant)
ABC Law Firm
xxx South Street
Oklahoma City, OK 73102
Telephone: (xxx) xxx-xxxx
Fax: (xxx)xxx-xxxx
E-mail Address for Service

- a. Users are cautioned that some proprietary secure signature applications are incompatible with the ECF system.
- b. Anyone who disputes the authenticity of any signature must file an objection to the pleading or other paper within ten (10) days of service.

Filing a Civil Complaint

All Initiating Documents (i.e. complaints, notices of removal, state court filings in removal cases, applications to proceed *in forma pauperis*, miscellaneous proceedings, summonses, and civil cover sheets) shall be submitted as separate PDF files to the following e-mail address:

newcases@okwd.uscourts.gov

New civil cases will be deemed filed as of the date they are received into this e-mail box provided all papers are received by 12:00 a .m., are in proper format, and arrangements for payment of the filing fee are promptly made.

Filing Documents In a Civil Case

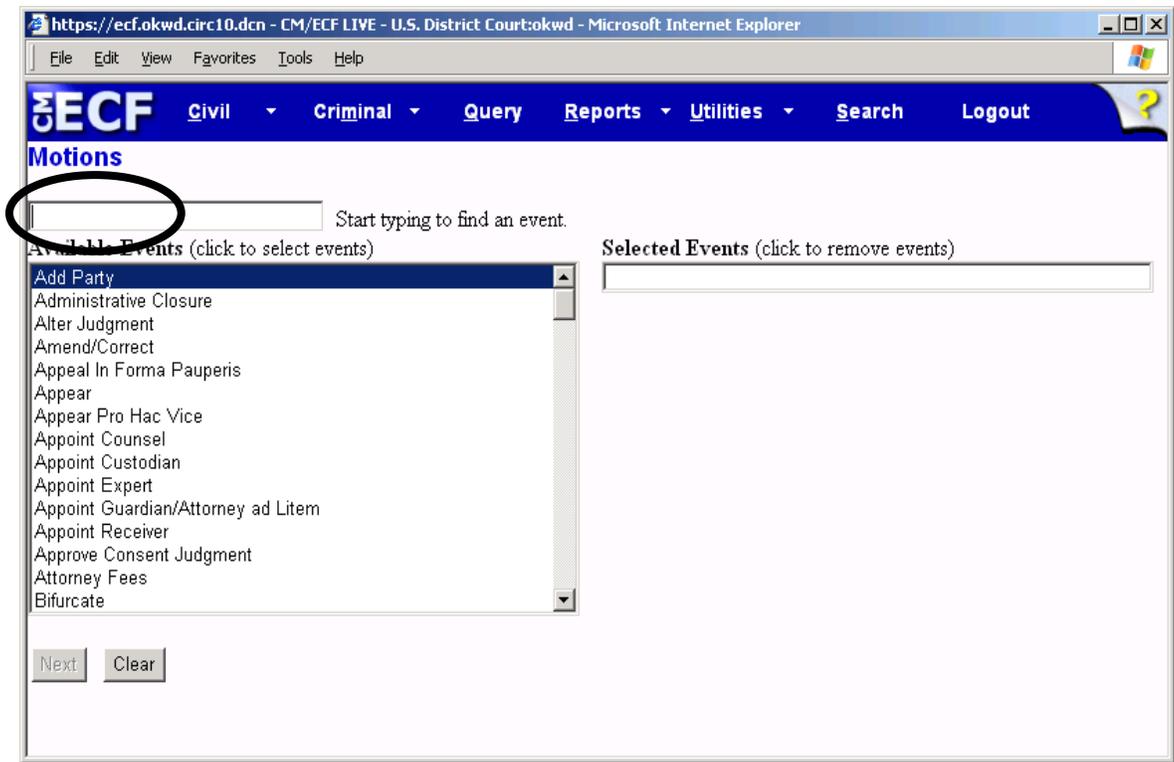
There are eight basic steps involved in filing a document in a civil case:

- 1) Select the type of document you are filing from the ECF menus.
- 2) Enter the case number in which the document is to be filed.
- 3) Designate the party(ies) filing the document.
- 4) Attach the PDF file for the document being filed.
- 5) Add attachments, if any, to the document being filed.
- 6) Modify docket text as permitted / necessary.
- 7) File the pleading.
- 8) Receive Notification of Electronic Filing (NEF).

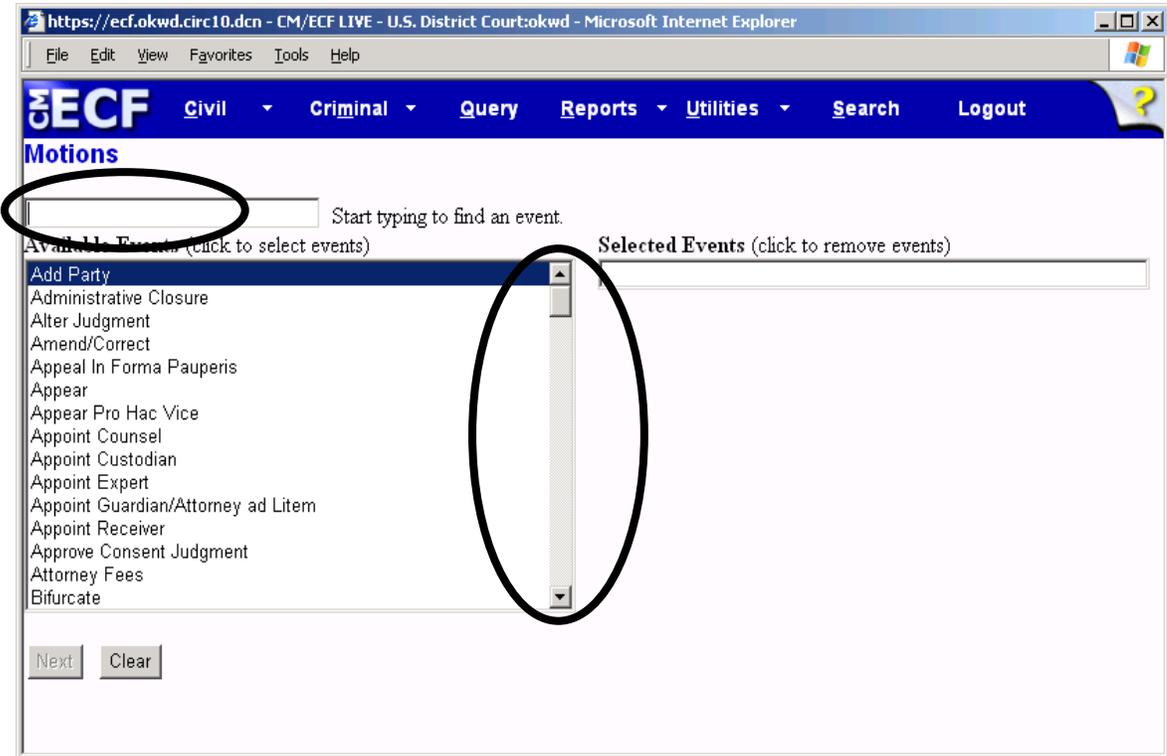


1. Select the type of document to file

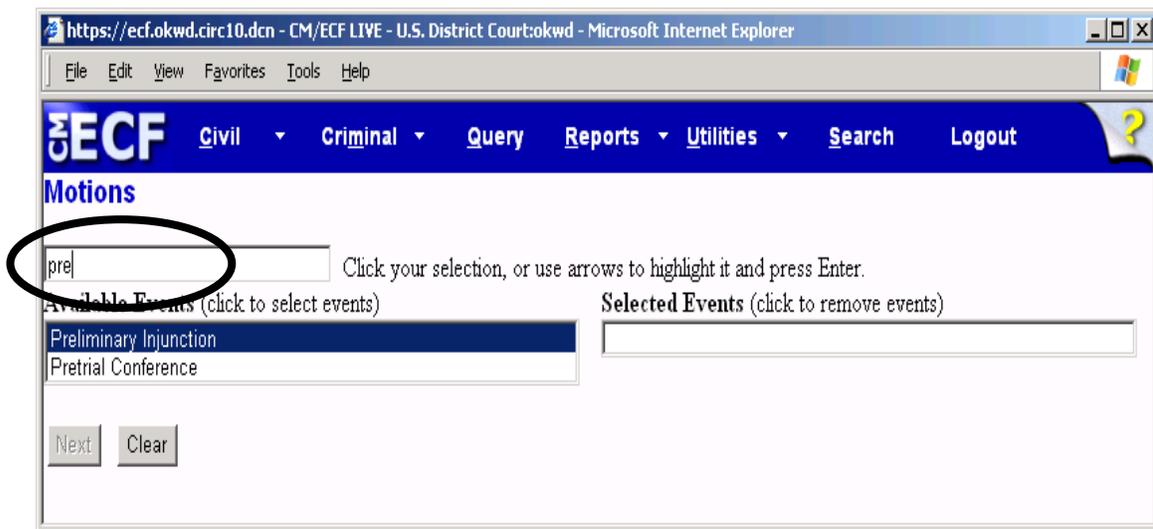
This section of the User's Manual describes the process for filing a **Motion** in a civil case. The process is similar for filing other pleadings in ECF. Select **Civil** from the blue menu bar and then **Motions**. Or select **Search** from the blue menu bar and search the menus by typing in a 'keyword'.



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Either scroll down the list of choices or in the search box type all or part of a word from the name of the motion you are filing. The type of motion you select from this list should represent the document you are filing. Select all motion ‘reliefs’ from this list before you click on **[NEXT]**.

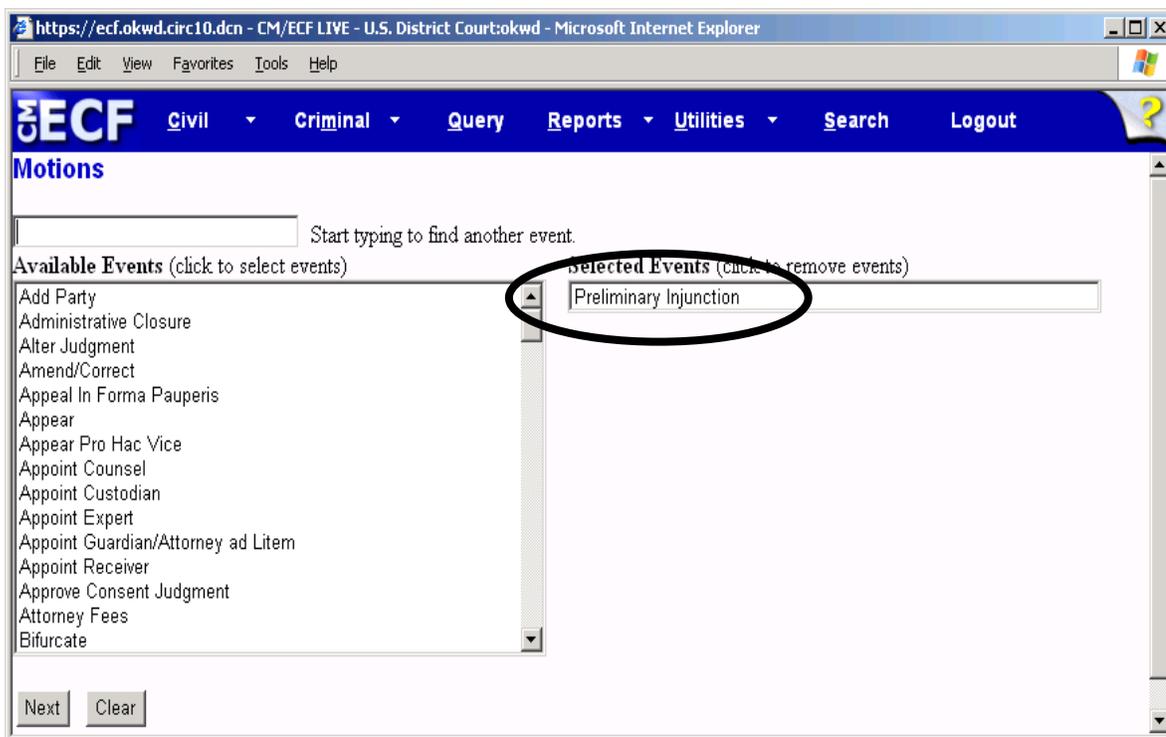


For demonstration purposes, begin typing **Preliminary Injunction**. The menu items will be filtered to display those events that match the information that you type. Click on the menu choice to add it to the “Selected Events” list.



If you are having trouble identifying a menu choice suitable for the document that you are filing, please call our ECF Helpdesk at 1-405-609-5555 or 1-888-609-6593 for assistance.

Many times the menu choice “Order” will suffice with additional text being added to complete the correct entry for the pleading that you are filing.

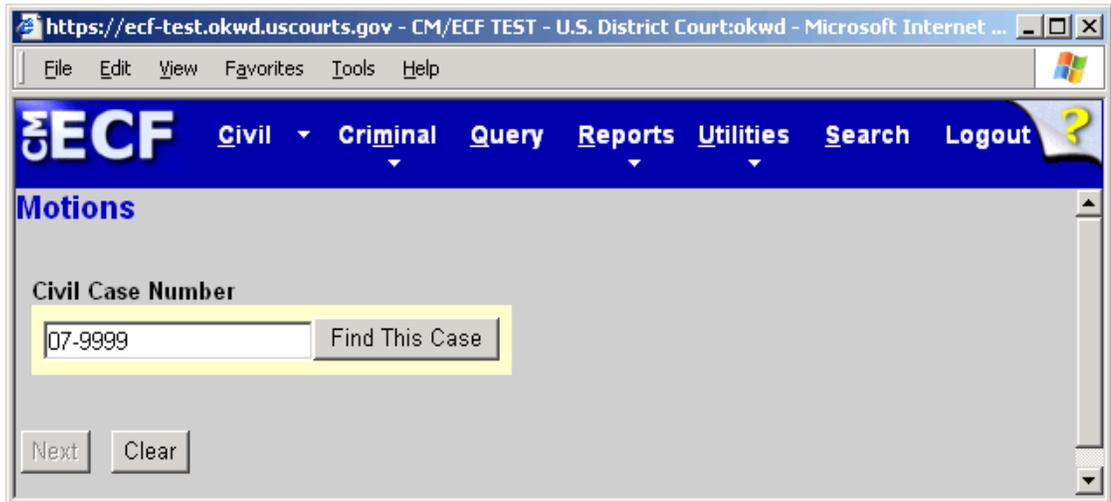


Note: If you are asking for multiple ‘reliefs’ in your motion, select each ‘relief’ from the ‘Available Events’ list.

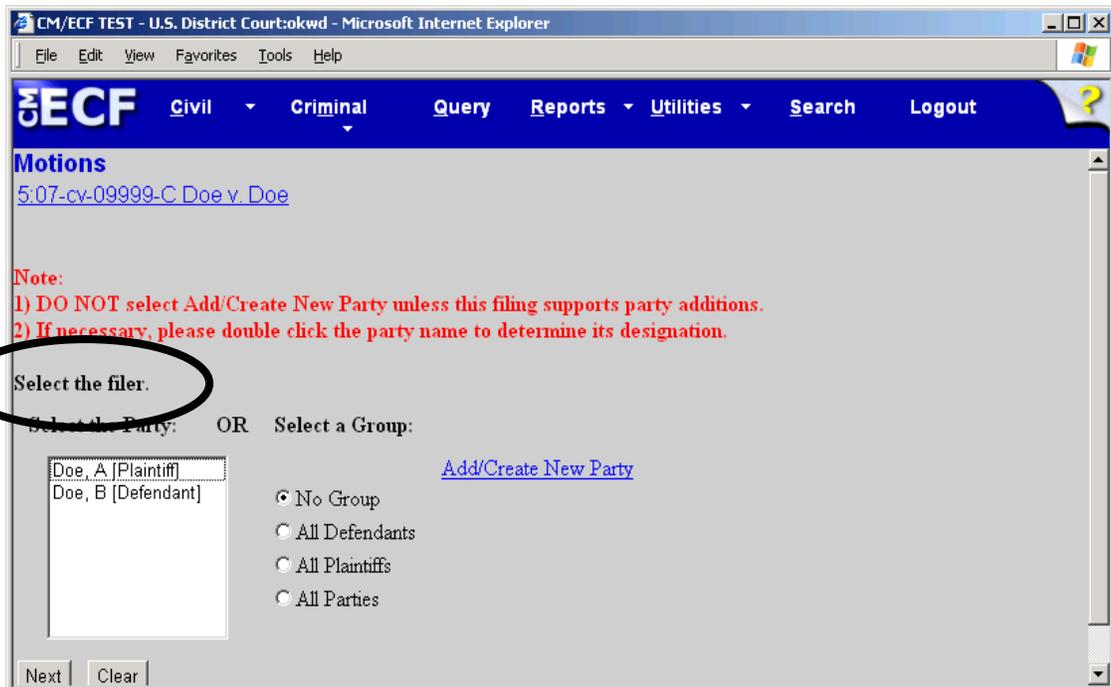
ALWAYS VERIFY THE CONTENTS OF THE “SELECTED EVENTS” LIST BEFORE PROCEEDING TO THE NEXT SCREEN. EVERYTHING YOU HAVE ADDED TO THIS LIST WILL BE INCLUDED IN YOUR FILING.

2. Enter the case number in which the document is to be filed

A new Motions screen opens with a Case Number field. Enter the case number in which you are filing the motion and click **[Find this Case]**. All possible case number matches will be displayed. If multiple cases are found check the box for the correct number and click on **[Next]**.



3. Designate the party(ies) filing the document



Highlight the name of the party(ies) for whom you are filing the motion. If you represent multiple defendants or plaintiffs select the appropriate parties by holding down the **Ctrl** key and **mouse clicking** on each party name. Click on the **[Next]** button to continue.

Note: If your party does not appear on the filer screen, see the section of this manual titled **Add/Create New Party**. If you click on Add/Create New Party, you will be adding a party to the case. The pleading you are filing should support the addition of any party(ies).

4. **Specify the PDF file name and location for the document to be filed**

ECF displays the **Motions** screen shown below. On this screen, you will attach the document that you are filing.

Note: All documents that you intend to file electronically **MUST** be in **PDF** format and **MUST** be less than 5-megabytes in size. Documents that exceed the 5-megabyte file size will need to be divided into smaller files before the ECF System will accept them.

 No Yes'. At the bottom of the form area, there are 'Next' and 'Clear' buttons. The browser status bar at the bottom shows 'Internet'."/>

CM/ECF LIVE - U.S. District Court:okwd - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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

Motions

[5:07-cv-99999-UA United States of America v. Doe](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

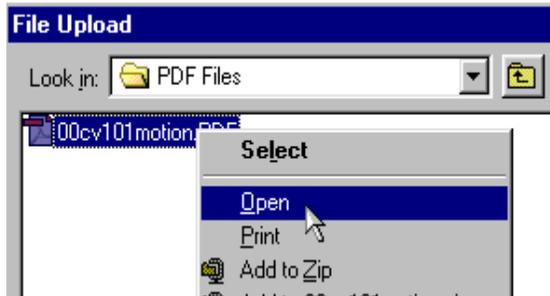
Filename

Attachments to Document: No Yes

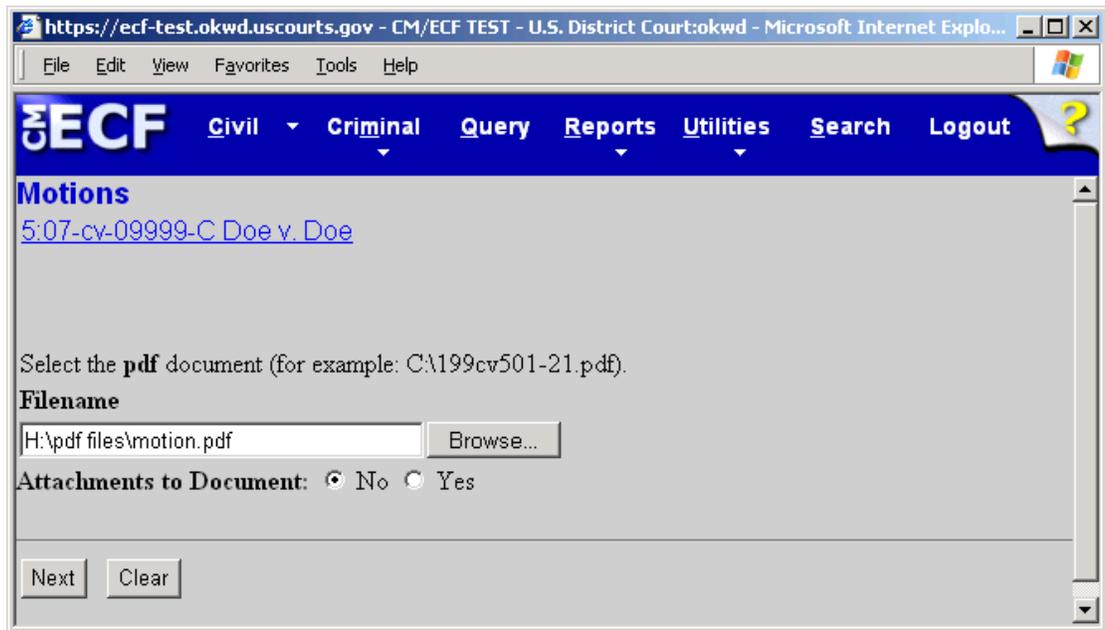
Internet

- Click on the [**Browse**] button.
- Navigate to the appropriate document you are filing.

Note: In order to verify that you have selected the correct document, right mouse click on the file name to open a **'quick menu'** and left mouse click on **[open]**. This allows you to view the document to verify that you are attaching the correct document for filing.



- Once you have verified the document is correct, close the PDF viewer and click on the **[Open]** button. ECF inserts the PDF file name and location into the filename field as shown below.



- If there are no attachments to the motion, click **[Next]**. A new **Motions** window will open. Go to **Section 6**, “**Modifying Docket Text**,” to proceed with your filing.
- If you have attachments to your motion, select **Yes** on the screen shown above and then click **[Next]**.

5. Add attachments to documents being filed

If you have indicated that there are attachments to the document you are filing you will be presented with the screen shown below.

The screenshot shows a web browser window with the URL <https://ecf-test.okwd.uscourts.gov>. The page title is "CM/ECF TEST - U.S. District Court:okwd". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the ECF logo and navigation links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Motions" and displays the case number "5:07-cv-09999-C Doe v. Doe".

Instructions for adding attachments:

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

H:\pdf files\exhibit 1.pdf

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category	Description
Exhibit	1 - always include 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.

1. Click [**Browse**] to search for the document you are attaching.
2. Describe the attachment using the 'Category' drop down list if applicable and the 'Description' text box. *****ALWAYS FILL IN THE DESCRIPTION BOX WITH A COMPLETE DESCRIPTION OF THE ATTACHMENT*****
3. Click the [**Add to List**] button. Follow this process for each attachment and then click [**Next**].

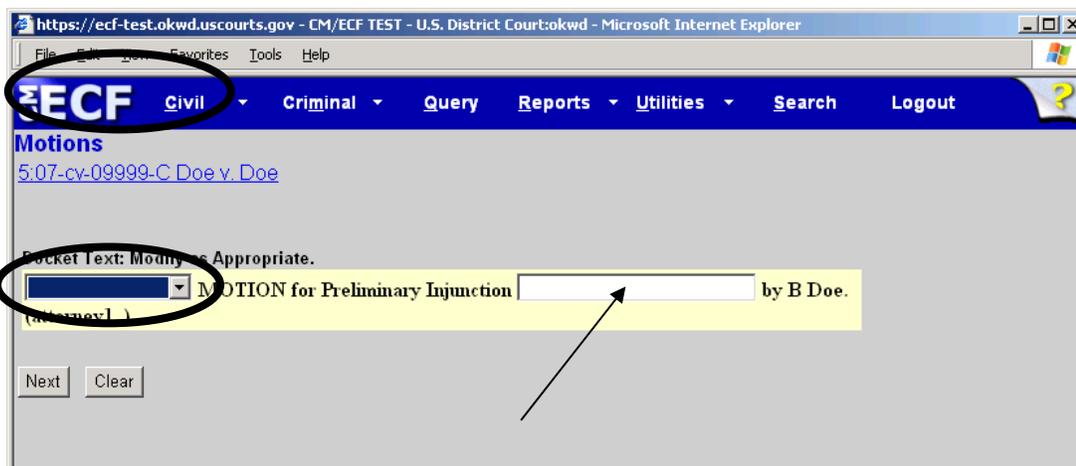
This screenshot is identical to the previous one, but it shows the "Add to List" button has been clicked. The filename "H:\pdf files\exhibit 1.pdf" is now listed in a text box on the left side of the interface. The "Add to List" and "Remove from List" buttons are positioned to the right of this text box. The "Next" button remains at the bottom left.

When Attachments And Exhibits Cannot Be Filed Electronically

Documents or attachments that cannot be filed electronically will need to be filed conventionally. Follow the procedures outlined in our Policies & Procedures Manual for “Conventional Filing of Documents”.

6. Modify docket text

If you are presented with the ‘Docket Text: Modify’ screen shown below, if applicable, click on the down arrow to display and select a pre-set modifier.



Click in the open text box to type additional words for further description of the pleading. Use lower case letters when adding text. **THIS ENTRY SHOULD CLOSELY RESEMBLE THE ‘TITLE’ OF THE PLEADING YOU ARE FILING.**

7. File the pleading

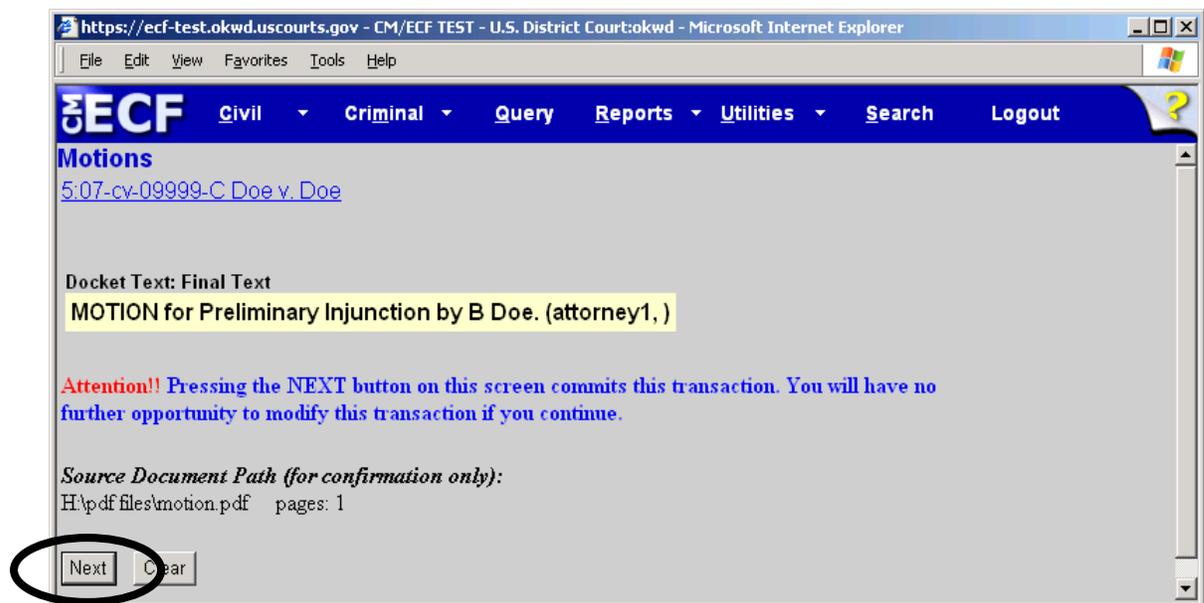
- Click the [Next] button. A new **Motions** window appears displaying the complete entry. This is the entry that will appear on the docket sheet.
- Review this entry. Make sure it reads correctly and there are no typographical errors. If you need to modify this filing in any way, click the [Back] button to find the screen you wish to alter.

CAUTION: IF YOU CLICK THE [BACK] BUTTON AT THIS POINT, THERE IS A VERY GOOD POSSIBILITY THAT YOU WILL HAVE TO ATTACH THE DOCUMENT AND ANY ATTACHMENT(S) ALL OVER AGAIN.

Note: The screen shown below contains the following warning.

Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At this point and any time prior to this screen you can reset ECF by clicking on any hyperlink on the blue ECF menu bar. ECF will reset to the beginning of the process you just selected.



This is the final commit screen. Once you click the **[Next]** button on this screen, your document will be filed. Please verify that you have made the correct menu choice for the pleading that you are filing and that you have attached the correct document(s) to this filing.

- The full path and filename for any uploaded document(s) appears on this screen as an added visual check to make sure the proper documents have been attached. This information will not appear on the docket sheet.
- **Click the **[Next]** button to file the pleading.**

7. Notice of Electronic Filing

Upon completion of the filing you will be presented with the screen shown below. This is the **Notice of Electronic Filing (NEF)**. The **NEF** provides confirmation that the pleading is now filed. This is the official file stamp. It displays the date and time of your transaction and the number that was assigned to your document.



Note: The **Notice of Electronic Filing (NEF)** represents your Certificate of Service. We recommend that you retain a copy for your records.

The ECF System will electronically transmit this **Notice of Electronic Filing (NEF)** to the attorneys in the case who are registered for ECF. The **NEF** also displays the names and addresses of individuals who will ***not*** be electronically notified.

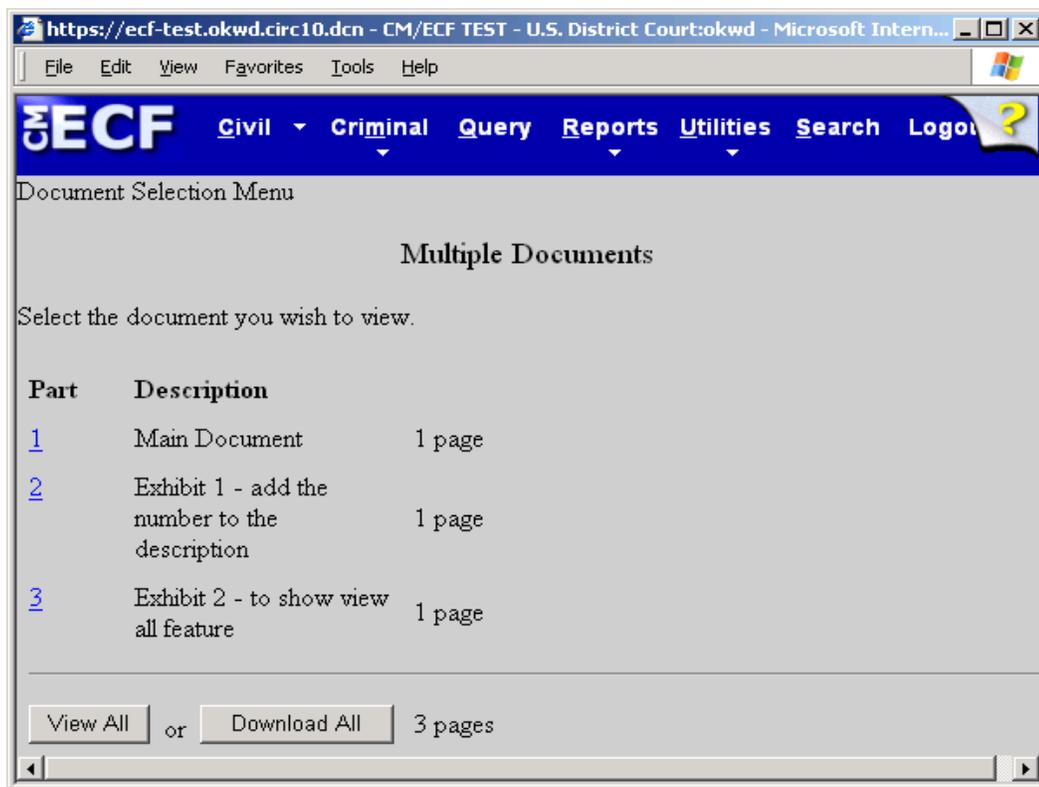
It is the **filer's** responsibility to serve copies of the pleading and the Notice of Electronic Filing (NEF) to attorney(s) and party(ies) who are not set up for electronic notification.

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends the **Notice of Electronic Filing (NEF)** to case participants who are registered for Electronic Case Filing. Individuals who receive this **NEF** via e-mail are permitted one "free look" at the document by clicking on the hyperlinked document number.

To View Filings That Have Attachments or Exhibits

If attachments accompany the document that was filed you will be presented with the screen shown below after you have clicked on the hyperlinked document number for your "Free look". You can choose to view one part at a time, "View All" or "Download All".



To view one document at a time

Click on Part 1 to view the pleading that was filed. After viewing this part your browser [**Back**] button to return to the screen shown above. Continue to click on each hyperlinked part number to view each attachment(s).

IF YOU CLOSE OUT OF THE SCREEN SHOWN ABOVE BEFORE VIEWING ALL OF THE PART NUMBERS THE NEXT TIME YOU CLICK ON THE HYPERLINK TO VIEW THIS DOCUMENT YOU MAY INCUR PACER CHARGES.

Add/Create a New Party

In rare cases you may need to add a party to a case. The pleading you are filing should **support** the addition of the party(ies). If the party you represent is not listed on the 'Filer' screen, click on **Add/Create New Party**. The screen shown below will appear.



The screenshot shows a web browser window with the URL <https://ecf-test.okwd.circ10.dcn>. The page title is "CM/ECF TEST - U.S. District Court:okwd - Add Party". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The ECF logo is on the left, and navigation tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout are on the right. Below the navigation is a search section titled "Search for a party" with input fields for "Last/Business Name", "First Name", "Middle Name", and "Prisoner ID". There are "Search" and "Clear" buttons at the bottom of the search section.

You should first perform a search to see if the party you are adding is already in the ECF System. In the "Last Name" field type the last name for an individual or the first few letters of a company name and then click the **[Search]** button. You can narrow your search on an individual by adding a first name initial.

- If a match is found, ECF will display a list of party names to choose from. If the name of the party you need to add appears on the list, mouse click on the name once and then click the **[Select name from list]** button. Choose the appropriate "**Role**" and then click the **[Submit]** button. **LEAVE ALL OTHER FIELDS ON THIS SCREEN BLANK.**
- If a match is not found click the **[Create new party]** button.



The screenshot shows the same ECF interface as the previous image, but with search results. The URL is <https://ecf-test.okwd.uscourts.gov>. The search results section, titled "Party search results", contains a list box with the following entries: Doe, A; Doe, B; Doe, C; Doe, Jane; Doe, Jane R; Doe, John. Below the list box are two buttons: "Select name from list" and "Create new party". The "Create new party" button is circled in red.

If you are adding a party name to the ECF database, you will be presented with the “Party Information” screen that is shown below.

The screenshot shows a web browser window with the URL <https://ecf-test.okwd.uscourts.gov>. The page title is "CM/ECF TEST - U.S. District Court:okwd - Add Party". The browser is Microsoft Internet Explorer. The page has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Party Information" and contains the following fields and controls:

- Last name:
- First name:
- Middle name:
- Generation:
- Title:
- Role: (dropdown)
- Pro se: (dropdown)
- Prisoner Id:
- Unit:
- Office:
- Address 1:
- Address 2:
- Address 3:
- City:
- State:
- Zip:
- County:
- Country:
- Prison: (dropdown menu showing "ALDERSON")
- Populate Prison Address Lines:
- Phone:
- Fax:
- E-mail:
- Party text:
- Start date:

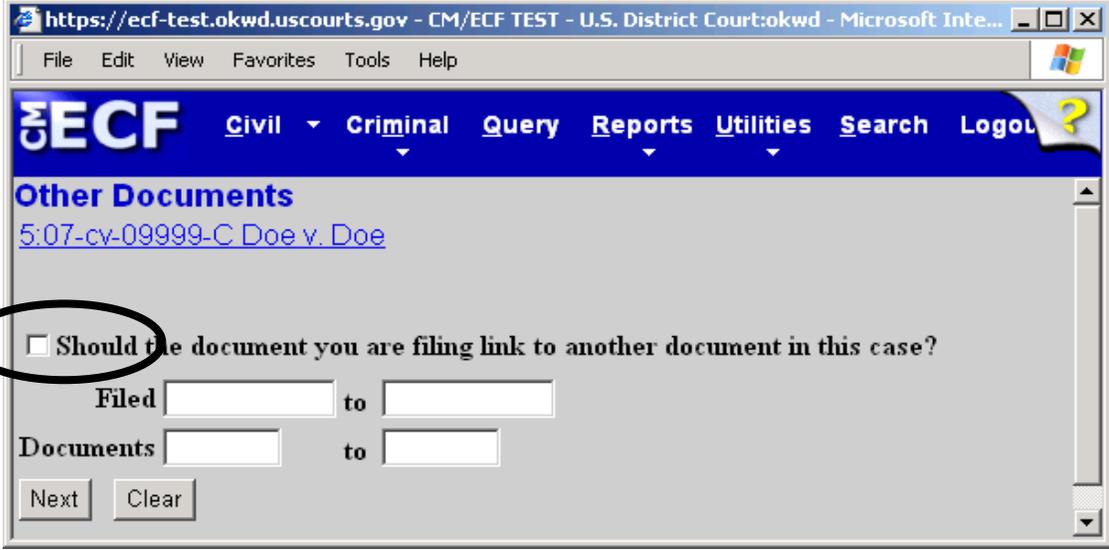
At the bottom, there are buttons for "Alias...", "Corporate parent or other affiliate...", "Review...", "Submit", "Cancel", and "Clear". A note reads: "Add all aliases, corporate parents and other affiliates before clicking the Submit button."

- Company: enter the entire company name in the “**Last Name**” field.
*****Do not use punctuation*****
- Individual: enter the information for “**Last, First, Middle and Generation**” fields.
*****Do not use punctuation*****
- Select the appropriate party “**Role**” from the drop down list and then click [**Submit**].

LEAVE ALL OTHER FIELDS ON THIS SCREEN BLANK
DO NOT ADD ADDRESS, PHONE, OR E-MAIL
INFORMATION ON THIS SCREEN

Linking Documents

Some pleadings such as Briefs and Responses should be “linked” to their related documents in the case. When filing these and certain other types of documents you will be presented with the screen similar to the one shown below. To link the document you are currently filing to a previously filed document click the box for “**Should the document you are filing link to another document in this case?**” then click [Next].



The screenshot shows a web browser window with the URL <https://ecf-test.okwd.uscourts.gov>. The page title is "CM/ECF TEST - U.S. District Court:okwd". The browser menu includes File, Edit, View, Favorites, Tools, and Help. The ECF logo is visible, along with navigation tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The page content includes the heading "Other Documents" and a link for "5:07-cv-09999-C Doe v. Doe". A checkbox labeled "Should the document you are filing link to another document in this case?" is circled in red. Below the checkbox are two rows of input fields: "Filed" and "Documents", each followed by a text box and the word "to" and another text box. At the bottom are "Next" and "Clear" buttons.

You will be presented with a screen showing a list of all previously filed documents for the case. Click the box for the document you want to link your filing to and then click the [Next] button.

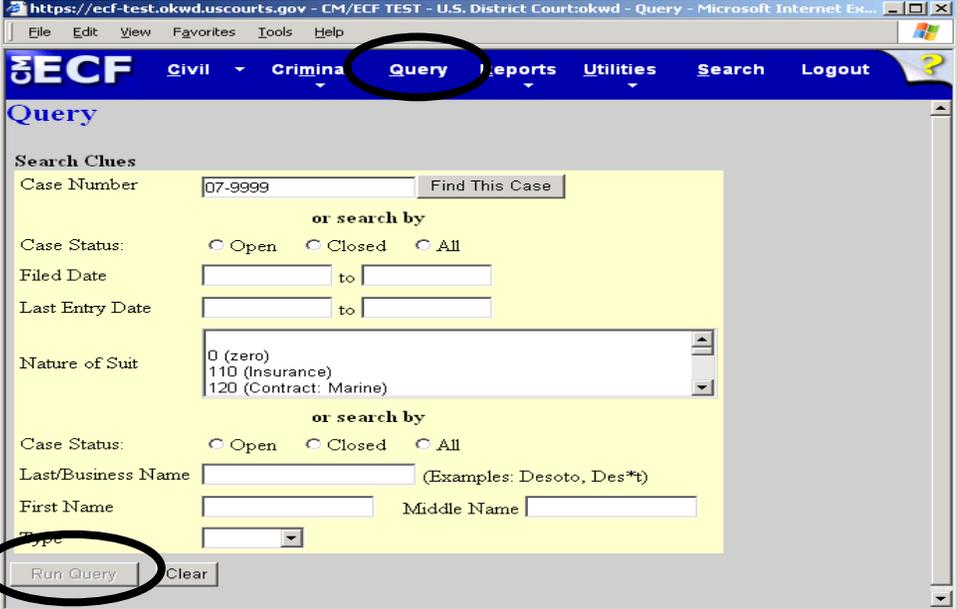


The screenshot shows the same ECF filing interface. The page title is "CM/ECF TEST - U.S. District Court:okwd". The browser menu includes File, Edit, View, Favorites, Tools, and Help. The ECF logo is visible, along with navigation tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The page content includes the heading "Other Documents" and a link for "5:07-cv-09999-C Doe v. Doe". Below the heading is the instruction "Select the appropriate event(s) to which your event relates:". A list of five events is shown, each with a checkbox and a link to the event details:

- 11/16/2007 [1](#) COMPLAINT against B Doe, filed by A Doe. (Attachments: # [1](#) Civil Cover Sheet)(ar)
- 11/16/2007 [2](#) Summons Issued as to B Doe. Summons picked up by p/f attorney (ar
- 11/16/2007 [3](#) ENTRY of Appearance by attorney3 on behalf of A Doe (attorney3,)
- 11/16/2007 [4](#) ANSWER to Complaint with Jury Demand by B Doe.(attorney4,)
- 11/16/2007 [5](#) MOTION to Dismiss by B Doe. (attorney4,)

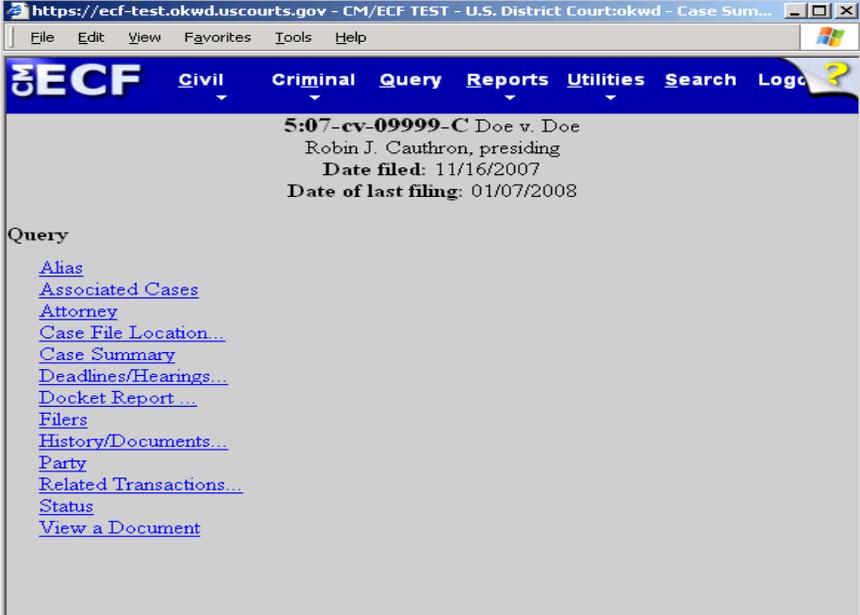
Query Feature

The Query feature of ECF provides the user with several options to conduct research. After selecting **Query** from the blue menu bar, you will be presented with the “Search Clues” screen shown below. The Query option of ECF is fee based and you will incur PACER charges.



The screenshot shows the ECF Query interface. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The 'Query' menu item is circled in red. Below the navigation bar, the 'Query' section is titled 'Search Clues'. It features a 'Case Number' field with the value '07-9999' and a 'Find This Case' button. Below this, there are two search options: 'or search by' with radio buttons for 'Open', 'Closed', and 'All'; and 'or search by' with radio buttons for 'Open', 'Closed', and 'All'. There are also fields for 'Filed Date' and 'Last Entry Date', both with 'to' separators. A dropdown menu for 'Nature of Suit' is open, showing options: '0 (zero)', '110 (Insurance)', and '120 (Contract: Marine)'. Below this, there are fields for 'Last/Business Name', 'First Name', and 'Middle Name'. A 'Type' dropdown menu is also visible. At the bottom, there are 'Run Query' and 'Clear' buttons. The 'Run Query' button is circled in red.

If you know the case number, enter it in the **Case Number** field. Click [**Find This Case**] then click on the [**Run Query**] button. ECF opens the query screen shown below. You can also run Queries by entering other parameters into the various data fields shown.



The screenshot shows the ECF Query results screen. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The 'Query' menu item is circled in red. Below the navigation bar, the case information is displayed: '5:07-cv-09999-C Doe v. Doe', 'Robin J. Cauthron, presiding', 'Date filed: 11/16/2007', and 'Date of last filing: 01/07/2008'. Below this, the 'Query' section is titled 'Query' and contains a list of links: 'Alias', 'Associated Cases', 'Attorney', 'Case File Location...', 'Case Summary', 'Deadlines/Hearings...', 'Docket Report...', 'Filers', 'History/Documents...', 'Party', 'Related Transactions...', 'Status', and 'View a Document'.

The “Query” screen displays the case number, case title, the judge assigned to the case, and the date the case was filed. Click on one of the hyperlinked choices from the list to view case specific information.

Associated Cases

Displays any cases that have been consolidated with the case you are querying. This also shows any cases that are related to the case you are querying.

Attorney

Displays the names, addresses, telephone numbers, and e-mail addresses of the attorneys as well as the name of the party(ies) they represent in the case.

Case Summary

This provides a summary of current case-specific information. Date filed, nature of suit, cause of action code, parties and attorneys.

Deadlines/Hearings

This option allows you to query the pending or terminated deadlines or hearings for the case.

Docket Report (Docket Sheet)

When you select Docket Report, ECF opens a screen where you may select a date range for your docketing report or a range of docketing numbers. Leave the range fields blank to run an entire Docket Report.

History/Documents

This selection runs a report showing the ‘event history’ and documents in a particular case. You may select the sort order for the report or choose to view all events or only those with documents attached. ECF also offers you the option to display the docket text in the report. After making your selections click on the **[Run Query]** button.

View a Document

The View a Document item on the “Query” screen presents the user with a single text entry field. If the user enters a document number in this field and the document is available to PACER users, the PDF document is displayed. This query provides a way to access documents without first being charged to access the Docket Report.

Other Queries

The process for selecting and running other queries is similar to what has been described above. You can Query our ECF database by entering other parameters into the various data fields, e.g. case status, filed date, nature of suit, last/business name, etc.

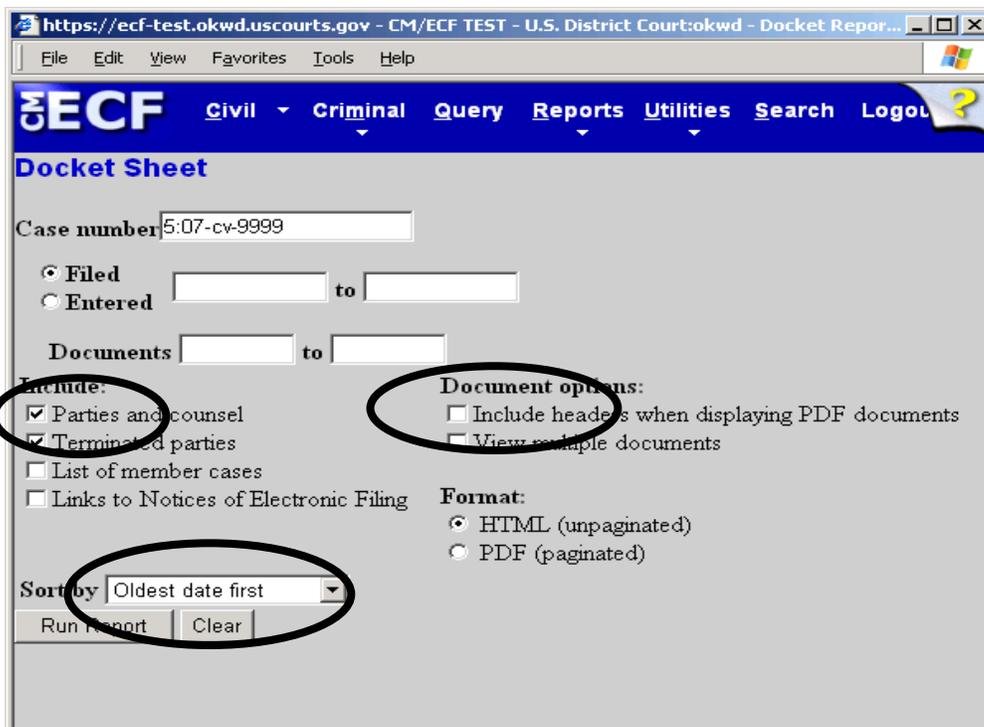
Reports Feature

The Reports feature of ECF provides the user with several report options. Some of these reports are fee based so you may be prompted for your PACER login and password. After selecting **Reports** from the blue menu bar you will be presented with the screen shown below.



Docket Sheet (Docket Report)

Click on the **Docket Sheet** hyperlink and you will be presented with the screen below. Enter a case number and select any of the other report parameters on this screen and click the **[Run Report]** button.



Civil & Criminal Cases Report

The Civil & Criminal Case reports allow you to query our ECF system for cases filed within a specified date range. You can limit your search by entering other parameters into the available data fields.

Calendar Events Report

The Calendar Events Report allows you to run a report by case number or date range. This report shows hearing dates, times and locations for the specified parameters.

The screenshot shows a web browser window titled "CM/ECF LIVE - U.S. District Court:okwd - Calendar Events - Windows Internet Explorer". The address bar shows the URL "https://ecf.okwd.uscourts.gov/cgi-bin/CalEvents.pl". The page features a blue navigation bar with "Query", "Reports", "Utilities", and "Logout" links. The main heading is "Calendar Events Report". The form includes the following fields and options:

- Case number:** An empty text input field.
- Office:** A dropdown menu with "Oklahoma City (5)" selected.
- Nature of suit:** A dropdown menu with "0 (zero)" and "110 (Insurance)" options.
- Calendar events:** A dropdown menu with "All Hearings", "Allocation Hearing", and "Arbitration Hearing" options.
- Set:** A date range selector with "8/4/2009" in the first field and an empty field in the second, followed by a "Calendar" button.
- Time:** Radio buttons for "Both", "AM", and "PM".
- Include docket text:** A checked checkbox.
- Sort by:** A dropdown menu with "Time" selected.
- Buttons:** "Run Report" and "Clear" buttons at the bottom left.

Docket Activity Report

The Docket Activity Report allows you to run a report by case number or date range. This report shows all ECF documents that were filed for the specified parameters.

Written Opinions Report

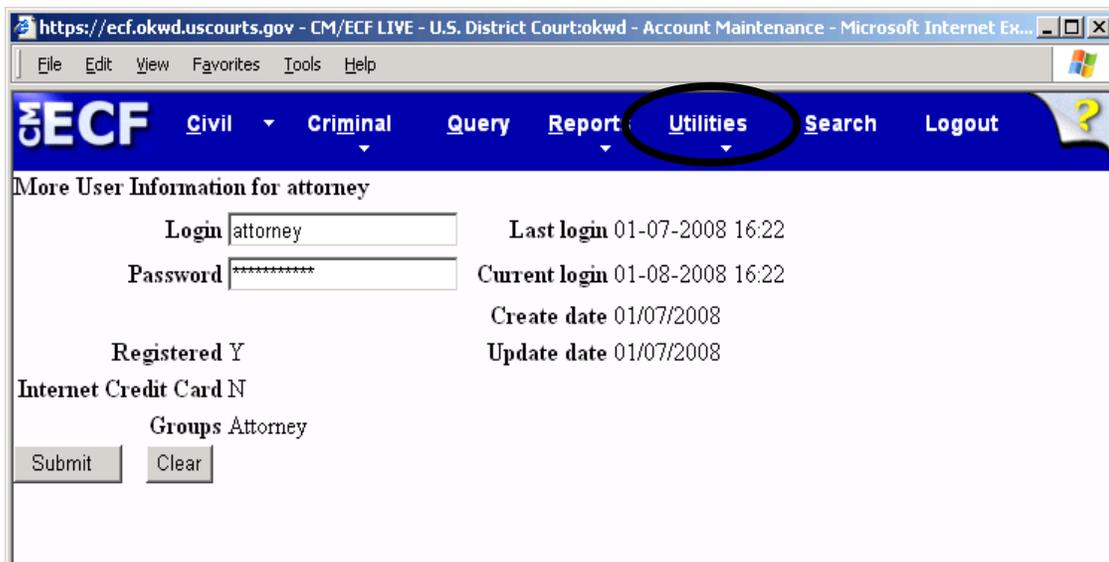
The Written Opinions Report is provided to PACER customers free of charge. Written opinions have been defined by the Judicial Conference as "any document issued by a judge or judges of the court that sets forth a reasoned explanation for a court's decision." The responsibility for determining which documents meet this definition rests with the authoring judge. You can run the Written Opinions Report by case number, party name, nature of suit, cause of action, or date range.

Utilities Feature



Maintain Your Login / Password

This option under the Utilities feature allows you to change your ECF Login and/or Password. Replace the existing information that is in the login or password data fields on the screen shown below and then click the [Submit] button. You may begin using your new login and/or password during your next ECF session.



View Your Transaction Log

The View Your Transaction Log Report allows you to run a report by date range showing all the transactions that were submitted in ECF using your Login and Password.

Use this feature to review all your transactions and to verify that:

- Every transaction you entered in our ECF system is reflected on the report.
- No unauthorized individuals are using your login and password.

Miscellaneous

ECF provides four miscellaneous functions under the **Utilities** menu option.

- Internet Payment History- this option can be used to verify your internet payment history for a specific date range.
- Legal Research-contains hyperlinks to a Law Dictionary, a Medical Dictionary, Westlaw and Lexis/Nexis.
- Mailings-opens a screen with links for **Mailing Info for a Case** and **Mailing Labels by Case**. This information can be used to complete your certificate of service.
- Verify a Document- Enter the case number and document number to generate the electronic file stamp for that particular document. **This is helpful if you forgot to retain a copy of the NEF for a document when you received it via E-Mail notification.**
- The menu choices listed below reference your PACER account. Please contact PACER at 1-800-676-6856 for more information on these menu choices.

Change Client Code

Change Your PACER Login

Review Billing History

Show PACER Account

Remove Default PACER Account

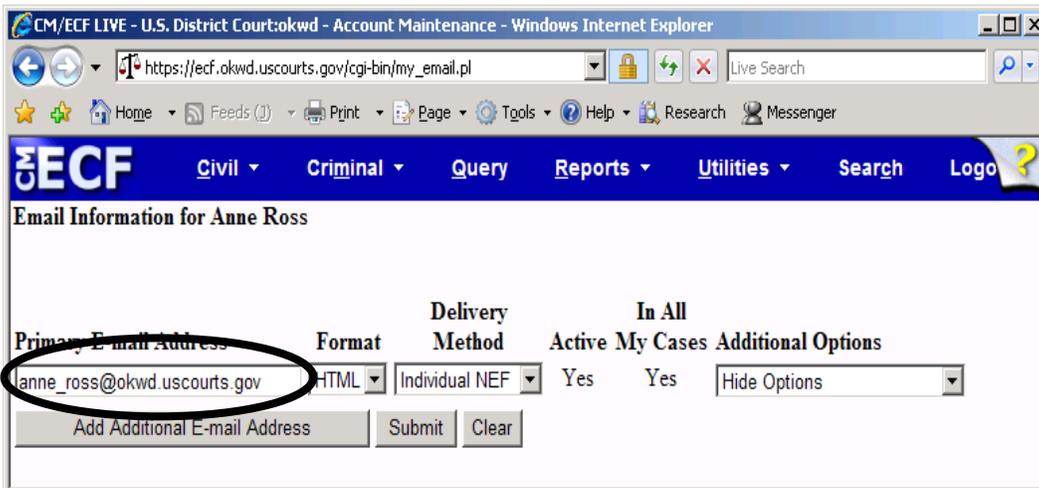
Maintain Your E-mail

This option under the Utilities feature allows you to change your ECF e-mail address information.

1. Click Utilities from the blue menu bar in ECF.
2. Click Maintain your E-mail.



When you click on the “Maintain Your E-Mail” link you will be presented with the screen shown below.



3. Primary E-mail Address:
Type in your new 'primary' e-mail address.

E-MAIL SETTINGS:

4. Format:

- a. HTML - the system defaults to this format.
- b. Text - select this option if your e-mail service cannot properly display html format.

5. Delivery Method:

- a. Individual NEF - system defaults to this setting. You will receive a NEF each time something is filed in a case in which you are involved.
- b. Summary NEF - select this option if you wish to receive one daily summary report of all filings in cases in which you are involved. If you select this option you cannot receive a separate notice for each filing.

6. Active: defaults to YES

7. In All My Cases: defaults to YES

8. Additional Options:

- a. Hide Options: default setting.
- b. Additional Cases: allows you to receive NEF's in other cases.
- c. Delivery Method Exceptions: allows you to specify cases in which you want to receive only a summary NEF.

9. Secondary E-Mail Address(es):

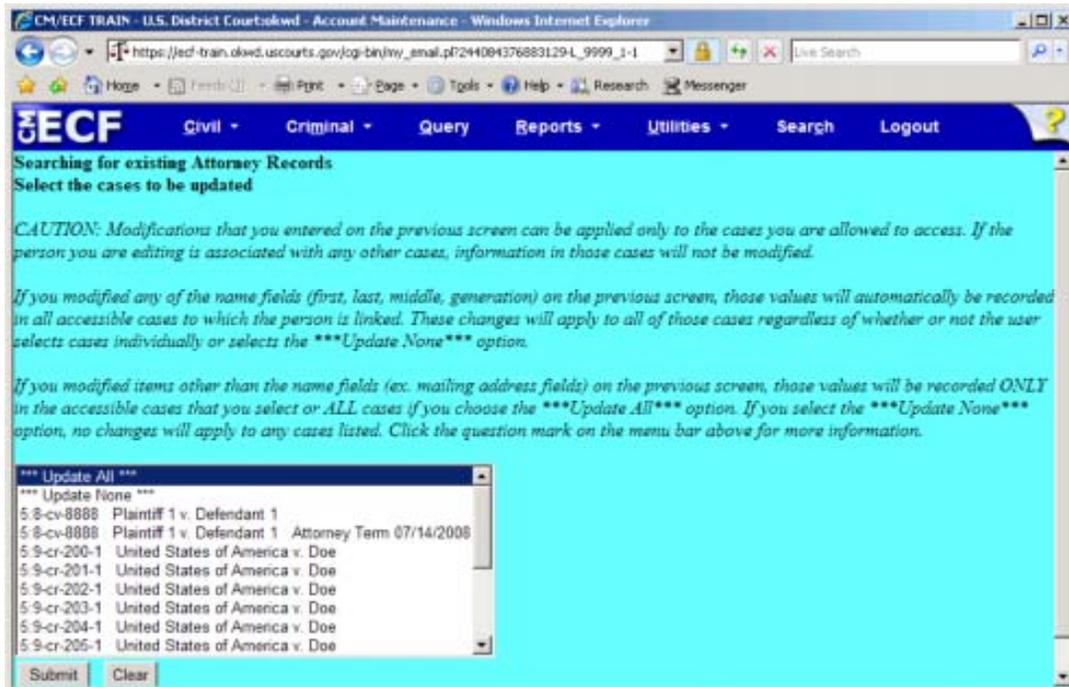
- a. Our court allows two additional secondary e-mail addresses.
- b. Make sure the boxes for 'active' and 'In all My Cases' have a check mark.

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
anne_ross@okwd.uscourts.gov	HTML	Individual NEF	Yes	Yes	Hide Options
Secondary E-mail Addresses					
court@okwd.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hide Options

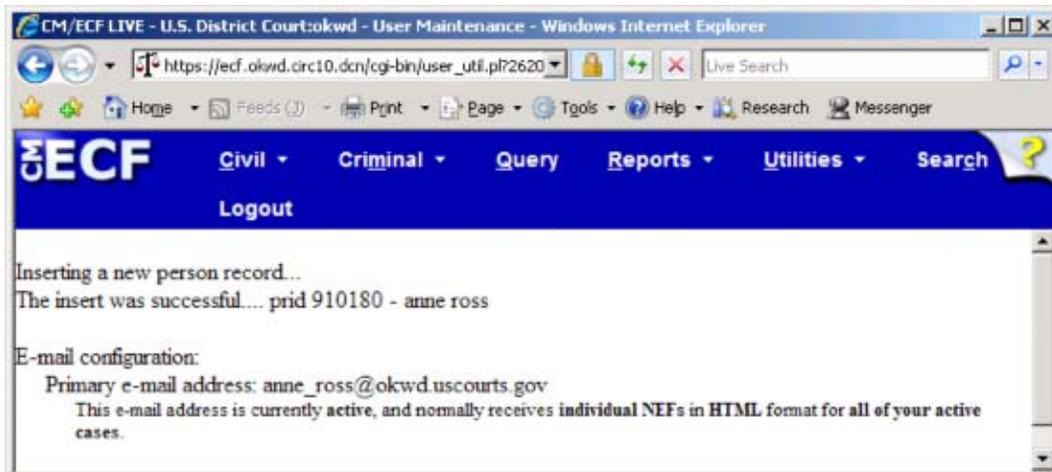
10. Click Submit to save any changes.

11. Click Submit on the screen shown below.

****This will update all your cases with your new e-mail information****



VERIFY THE CONFIRMATION SCREEN SHOWN BELOW FOR ACCURACY



Logout

After you have completed your transactions in ECF, click Logout on the blue menu bar.

