

# Eastern District of Wisconsin

## CM/ECF Frequently Asked Questions

### How do I access ECF?

<http://ecf.wied.uscourts.gov>

OR

Eastern District of Wisconsin Web Site →→→ Electronic Case Filing →→→ ECF System

Please refer to the ECF User Manual located on the court's web site [www.wied.uscourts.gov](http://www.wied.uscourts.gov). Section 3 "Getting Started" contains detailed instructions on logging into ECF, along with information on the submission of documents.

### How do I enter the Case Number for searching?

Even though ECF gives several options as to how the case number *may* be entered, the following format works best – 03-12345. Use only the numeric values of the case number, do not use cv or cr.

### How do I convert documents into PDF format?

WordPerfect Version 8 or higher has a PDF conversion built into it. Otherwise you need software to convert documents to PDF format. Adobe Acrobat Writer is one example.

You will find more information in the ECF User Manual. "**Appendix D – PDF Guide**".

### What do I do if ECF rejects my electronic filing because it is not in a *valid PDF format*?

Check to see if a security level has been set on the document.

ECF User Manual, Appendix D, located on the Court's web site, [www.wied.uscourts.gov](http://www.wied.uscourts.gov), under Electronic Case Filing, states:

**Do not use the password or encryption features of your PDF writing software. File security is handled by your browser (typically Internet Explorer® or Netscape Navigator®) and the Court's ECF system.**

## How do I electronically sign a document?

A pleading or other document requiring an attorney's signature shall be signed in the following manner, whether filed electronically **or submitted on disk** to the Clerk's Office:

“s/attorney name ”

The correct format for a signature is as follows:

s/ Attorney Name  
Attorney Name Bar Number: 12345  
Attorney for (Plaintiff/Defendant)  
ABC Law Firm  
123 South Street  
Milwaukee, WI 53202  
Telephone: (414) 123-4567  
Fax: (414)123-4567  
E-mail: [attorneyname@law.com](mailto:attorneyname@law.com)

**ONLY DOCUMENTS SIGNED IN THIS FASHION WILL BE ACCEPTED FOR FILING**

For more detailed information, please refer to Section II.C. of the Civil and Criminal Policies and Procedures Manuals on our web site - [www.wied.uscourts.gov](http://www.wied.uscourts.gov) under Electronic Case Filing Pilot Project.

## Why am I receiving e-mail notices of filing in cases that are *not* E-filed cases?

CM/ECF, which is being implemented in federal courts nationwide, is a case management system used by the Eastern District of Wisconsin to manage all cases – both electronically filed and those filed traditionally on paper. Once an attorney registers to e-file a case, CM/ECF will e-mail a notice of filing on *all* filings in *all* cases, even the non e-filed cases.

## How do I view a document for a defendant I represent in a criminal case?

The viewing of documents in both criminal cases **and** social security appeal cases is restricted to attorneys of record only. Because of this restriction, the following sequence of steps must be followed when you receive the e-mail notification of filing:

- 1) log into CM/ECF using your **court issued** login name and password
- 2) open the e-mail notice and click on the document number
- 3) you will receive the Pacer login screen – use your **Pacer** login name and password
- 4) view the document

## How do I know who receives a notice of electronic filing?

Upon completion of an electronic filing, the final screen is your Notice of Electronic Filing (NEF). This is confirmation that your filing has been received by ECF. Scroll down to the bottom of the NEF, and you will see:

**[case number] Notice will be electronically mailed to:**

[jdattorney@lawfirm.com](mailto:jdattorney@lawfirm.com)

[jesquire@smithjones.com](mailto:jesquire@smithjones.com)

**[case number] Notice will not be electronically mailed to:**

Robert Anderson  
Anderson Law Office  
1234 Main Street  
Milwaukee, WI 53202

**NOTE:** Check the Notice Electronic Filing carefully – those parties listed under “**Notice will not be electronically mailed to:**” *must* be served with a traditional paper copy.

## What ECF event should I use to electronically file the proof of service that the civil complaint was served upon the defendant?

Use the **Summons Returned Executed** located in category, **Issuance and Service of Process**. You will be prompted to “Select the Party Served” and “Enter the Date Served”.

For a complete list of events by category, refer to the ECF User Manual, Appendices A and B, located on our website – [www.wied.uscourts.gov](http://www.wied.uscourts.gov)

## How do I determine who is receiving electronic notice prior to actually e-filing my document?

To determine who is receiving electronic notice and who must be served via paper on a specific case, go to:

**Utilities** -> -> -> **Mailings...** -> -> -> **Mailing Info for a Case**

The next screen contains two separate lists: attorneys and their e-mail addresses who will receive electronic notice and attorneys with their full street addresses who must be served traditionally with paper.

## How do I submit proposed orders?

1. The motion or stipulation shall be electronically filed with the proposed order as an **attachment** to the motion or stipulation. **Do not** combine the motion or stipulation with the proposed order into one document.
2. In addition, the proposed order shall be **e-mailed**, in WordPerfect compatible format, to the assigned judge's chambers.

Please refer to the **ECF Civil Policies and Procedures Manual Section II.F.** when submitting proposed orders to the court. The Manual is located on the Court's web site, [www.wied.uscourts.gov](http://www.wied.uscourts.gov), under **Electronic Case Filing**.

NOTE: E-mail addresses for proposed orders are listed in the **Manual**.

Use event "Proposed Document" for Proposed Orders not accompanied by a motion or stipulation.

## How do I file the initiating documents in a civil case?

Pursuant to Section II.A.2.a. of the Civil ECF Policies and Procedures Manual, the filing of the Complaint or Notice of Removal in a Civil action continues to be accomplished in the traditional manner on paper, rather than electronically. A disk/CD containing all of the initiating documents in PDF format may be submitted simultaneously. If not, one must be submitted within 48 hours. For the most part, filers are submitting the disk/CD **with** the initiating documents at the time of filing. To save effort, it is recommended all initial filings be accompanied by the disk/CD.

### NOTE:

The **original** of the Complaint or Notice of Removal must be conventionally signed by the filing attorney.

The **copy on the disk/CD** should be electronically signed, i.e., s/Attorney Name.

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At the time of case opening, paper copies of the **Consent to Magistrate** form are distributed to the filing party for both their use and for service to opposing counsel. To electronically file this form, go to our web site, [www.wied.uscourts.gov](http://www.wied.uscourts.gov), and click on "**Forms**". Two versions of the Consent to Magistrate are available for downloading – use the Acrobat Reader version if you have Acrobat Writer, and use the Word Processing format for all other PDF conversion software.

NOTE: Be sure to include the name of the assigned Magistrate Judge when completing the form.

# ECF Features

## Notice for Each Filing or Daily Summary Report of All Filings

You have the option of receiving your **Notices of Electronic Filing** either at the time of the actual filing, or you may receive one e-mail each morning which lists all of the electronic filings from the previous day.

To choose either option, go to:

**Utilities** -> -> -> **Maintain Your Account** -> -> -> **Email information**

Select either **“Send a notice for each filing”** or **“Send a Daily Summary Report”**

Click on: **Return to Account screen** -> -> -> **Submit** -> -> -> **Submit**

**NOTE:** It is recommended this change be made first thing in the morning – switching *from* Daily Summary Report *to* Notice for Each Filing later in the day *may* result in the loss of e-mail Notices of Electronic Filing.

## Social Security Category

Under **Civil**, a new category for **Social Security Cases Only** has been added. Here you will find:

Certificate of Service – Social Security Transcript  
Commissioners Brief – Social Security  
Notice of Filing Administrative Transcript  
Plaintiffs Brief – Social Security  
Plaintiffs Reply Brief – Social Security  
Return of Service

**NOTE:** Continue to use “Motions” under Motions and Related Filings for motion filings