

ECF USER MANUAL

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SECTION 1.0 REQUIREMENTS AND PREREQUISITES

1.1 Introduction

This manual provides instruction on how to use the Electronic Case Filing System. ECF, as the system is referred to throughout this manual, allows users to electronically file court documents, view official docket sheets and documents associated with cases, and query various case reports via the Internet. This system follows, and shall be used in conjunction with the naming, format conventions, and procedures set out in the Federal Rules of Civil Procedure, the Local Rules of the Eastern District of Wisconsin, and the Policies and Procedures of the United States District Court for the Eastern District of Wisconsin.

1.2 User Experience

- (a) ECF participants should have a working knowledge of Windows 95 or higher, including:
- Opening and closing programs
 - Moving, minimizing and maximizing windows
 - Operating menus, text fields, drop down list boxes, scroll bars and other windows objects using the keyboard and a mouse
 - Switching between programs using a mouse and a keyboard
 - Understanding files and directories and file system hierarchy
 - Selecting multiple items from a list.
- (b) ECF participants should have a working knowledge of the use of an Internet browser and should know how to:
- Locate and browse a specific web address by typing the address in the location field
 - Create and use bookmarks / favorites
 - Identify and operate hypertext links
 - Print from a web browser.
- (c) ECF participants should know how to use word processing software.
- (d) ECF participants should also be familiar with Adobe Acrobat document conversion protocols.

1.3 Hardware Requirements

- (a) A personal computer running a standard platform such as Windows or Macintosh
- (b) A scanner to transmit documents not in a word processing system

1.4 Software Requirements

- (a) Netscape Navigator 4.6 or higher, or Microsoft Internet Explorer 5.5 or higher
- (b) Internet access supporting a transfer rate of 28.8kbs or higher
- (c) Word processing software such as Corel WordPerfect or Microsoft Word
- (d) Software to convert the documents into a portable document format (PDF)
- (e) PACER account to access the system

1.5 Registration

Registration is required for participation in ECF. Registration forms may be obtained from the Clerk's Office or via the court's web site address: www.wied.uscourts.gov.

1.6 ECF Login & Password

New users will receive login and password identification following registration. To ensure the integrity of the court's electronic case files, users must employ the highest standard of care in safeguarding the login and password. In no instance shall an attorney communicate this information to anyone unless the recipient is an employee of the attorney or law firm. Such communication may only be made in conjunction with caution to the recipient that the ECF login and password may only be used in exercise of the attorney's authority as an officer of this court and that it constitutes the filer's signature pursuant to **Fed. R. Civ. P. 11** on all submissions made to the system. If an attorney has forgotten or misplaced their login and/or password, they should contact the court to have new ones issued.

1.7 PACER (Public Access to Court Electronic Records) Account

Non-court user's must have a PACER Account. The U.S. Congress has given the Judicial Conference of the United States authority to impose user fees for electronic access to case information. All registered agencies or individuals will be assessed the

charge of \$.07 per page. Generally, a page is defined as 54 lines of data. Additionally, there is a cap on the seven cents per page charge for a maximum of \$2.10 (the equivalent of 30 pages) for electronic access to any single document. When charges are accrued, a transaction receipt will appear before the document is viewed. This receipt will indicate the date and time of the transaction, the type or description of the transaction, the number of pages billed and the cost for that particular transaction. The user can click the "View document" button to proceed, or use the browser's Back button to cancel the request.

The PACER Service Center sends quarterly statements to account holders. For any balance that is less than \$10, payment will be deferred until the next quarter. For more information regarding billing and payment requirements and to obtain a registration form, contact the PACER Service Center by calling (800) 676-6856 or (210) 301-6440, or via e-mail at <http://pacer.psc.uscourts.gov/>. There is no fee to obtain the account. It takes approximately one week to receive a login and password from the PACER Service Center.

SECTION 2.0 CONTACTS, ADDRESSES, HELP DESK AND RESOURCES

2.1 Court Website

The Court's website is located at *www.wied.uscourts.gov*.

2.2 ECF Tutorial

An on-line tutorial is accessible on the Court's website. This tutorial simulates the filing of documents, viewing of docket sheets, and performing queries. The tutorial takes approximately one hour to complete.

2.3 ECF User Manual

This manual mirrors the text version of the ECF Tutorial. The Appendices contained in the manual are helpful resources for location of events and creating PDF documents.

2.4 ECF Help Desk

For further help and assistance regarding the participation and use of ECF, please contact the ECF Help Desk at 1-866-438-5410. Hours of operation are 8:30 a.m. to 4:30 p.m., Monday through Friday.

2.5 PACER Service Center

Contact the PACER Service Center via the following options:

Telephone: 1-800-676-6856 or 1-210-301-6440

Website: www.pacer.psc.uscourts.gov

E-mail at: pacer@psc.uscourts.gov

Regular mail: PACER Service Center
P.O. Box 780549
San Antonio, TX 78278-0549

2.6 Adobe Acrobat: Website: www.adobe.com

Telephone: 1-888-502-5275

SECTION 3.0 GETTING STARTED

3.1 Accessing ECF for the U.S. District Court - Eastern District of Wisconsin

In the location field of the browser, type the address of the Eastern District of Wisconsin's ECF site: <http://ecf.wied.uscourts.gov/> and press the *RETURN* or *ENTER* key. This page can also be accessed from the Court's website at www.wied.uscourts.gov under **Links – ECF/PACER**. Bookmark the location.

3.2 Logging Into the Database

(a) Secure Server Site Verification

The ECF server uses 128 bit encryption to provide a secure link for the transmission of sensitive case file documents. This is the same kind of technology that is used by financial institutions to prevent computer hackers from intercepting secret passwords and other sensitive information.

By clicking on the ECF hyperlink, the system will walk the user through a series of screens to verify the "Site Certificate", a process by which the computer verifies the legitimacy of the secure server.

(b) The ECF Login and PACER Screen (Non-court Users)

To file electronically, maintain your user account, or query a case, enter the system using your court-generated ECF login and password. During your session, if you deviate from either electronically filing a document or maintaining your user account by clicking on the query or report menus, the system will prompt for your PACER issued login and password.

If you only wish to generate reports (i.e., view a docket sheet) or query case information, initially enter the system using your PACER issued login and password. If you then need filing functionality or the ability to maintain your user account, select the UTILITIES menu from the main blue menu bar. From that menu, select ECF Login to enter your court issued ECF login and password. An explanation of the login procedures is displayed above the prompt boxes on the login screen.

The *client code* field is an optional field provided on the login screens for tracking purposes during PACER (report and query) functions. It can contain up to 32 characters. If a client code is entered for a transaction, that client code will be presented on the billing statement generated by the PACER Service Center. A client code will not appear on the bill unless it is entered at the time of transaction. Because this code feature is optional, it must be enforced within a user's office. Please note that this screen can be operated entirely with the keyboard. Use the *TAB* key to navigate between the fields and the buttons. The active button will have a faint dotted outline and the space bar will activate the outlined button.

3.3 Function Keys and Techniques

(a) "Back" and "Forward" Buttons

The *BACK* and *FORWARD* buttons advance or reverse one screen at a time. If an error has been made or the user needs to verify entries on a previous screen, click the *BACK* button to the specific screen. The *FORWARD* button moves a screen ahead to return to the target screen. However, if a change is made, use the *NEXT* key to progress.

The user may always exit an ECF transaction before it is committed by using the *BACK* key or clicking on another menu selection from the top of the frame.

(b) The "Tab" Key

ECF screens are navigated by using the mouse, however the user may also use the *TAB* key and space bar to move through the data entry fields in most screens. Active or "focus" buttons have a faint dotted outline around them. A focused button may be activated by hitting the space bar. The user can also use the *SHIFT* key and the *TAB* key simultaneously to move back one field at a time.

- (c) **Menus and Event Selections**
Navigating and posting events in ECF is by menu and event selections.
- (d) **Selecting Multiple Parties or Events**
Many of ECF's selections appear in alphabetical order in drop down lists. Multiple items may be selected from these lists by holding the *CONTROL* key and clicking on selections in the same drop down list. To select a range of items, hold the *SHIFT* key and click on the top and bottom of the selection range.
- (e) **User Supplied Text**
Users may augment the system-supplied docket entry text by using the blank text boxes provided during the electronic filing process. Any user supplied text will be displayed on the docket sheet in italic print.
- (f) **Committing a Transaction**
An ECF transaction is not final until the last screen in the sequence (the Final Approval Screen) has been completed and the user has clicked on *NEXT* .

3.4 Submission of Documents

- (a) **Signature Line Format**
The name of the ECF User under whose login and password the document is submitted is typed in the space where the signature would otherwise appear and is preceded by an "s/".
- (b) **Exhibits and Attachments**
Unless the court permits conventional filing, exhibits and attachments shall be filed electronically, provided that the size of the document does not exceed two megabytes. Exhibits and attachments exceeding two megabytes may be broken down into separate sections, each not exceeding two megabytes.
- (c) **Conventionally Filed Documents**
The following documents should be filed conventionally on paper:
- All Civil and Criminal initiating documents
 - Notices of Appeal
 - Criminal Plea Agreements
 - Sealed Documents
 - State Court Records
 - Social Security Transcripts
 - Bankruptcy Appeal Transcripts
 - Documents exceeding two megabytes
 - Documents unavailable in ECF format

3.5 Receiving Notices of Electronic Filing

Upon completion of an entry in ECF, an e-mail notification of that activity is automatically sent to the registered case participants and any secondary e-mail recipients added to those user accounts. Each e-mail notification message contains a hyperlink to the docket sheet for that case and a hyperlink to the .pdf file uploaded during the transaction. Each e-mail recipient receives a "first free look" at the electronically filed document. The system virtually marks or records the viewing of the docket sheet and document when the user inserts his PACER login following the click on the hyperlinks.

Notification of activity in Social Security Appeals and in Criminal cases, however, is unique in that it is necessary for the system to identify the reader as counsel of record in the case before having authorization to view a document electronically. See below for additional information.

(a) Notification in regular civil cases

Insert your PACER login and password when clicking on hyperlinks within e-mail notifications. In this scenario, the system is virtually marking or recording that the recipient is receiving the first free look.

(b) Notification of "paperless" docket entries

E-mail notification of "paperless" docket entries will only contain a hyperlink to the docket sheet for the case and not to the document filed. There is no .pdf file uploaded during this court transaction and therefore the record of the entire docket entry is solely the docket text which is created and viewable on the Notice of Electronic Filing.

(c) Notification in Social Security Appeals and in Criminal cases

When an e-mail notification is received and the subject line indicates that it is for a Social Security Appeal or for a Criminal case, the recipient must open a second window and enter the ECF system using the attorney's ECF login & password BEFORE clicking on any of the e-mail hyperlinks. The recipient may then go back to the e-mail notification window and click on the hyperlinks (using their PACER login & password) to view the electronically filed document.

SECTION 4.0 QUERY

4.1 Overview

This main menu option allows users to search for case information by name or case number. Name fields are not case sensitive. Name searches can be for parties or attorneys. (See **Section 15.0 Party Name Guidelines.**)

4.2 Search Guidelines

The system requires a minimum of two characters (alphabetic or numeric) to begin a name search. A wildcard (*) symbol may be placed either before or after the two known characters. Entry of the wildcard character before the two known characters will generate a very broad search result. The system will view the two known characters as a string and display any names which contain the string.

Alternatively, use of the wildcard symbol following the two known characters will generate a report containing only those names which begin with the two known characters. The addition of known characters will further limit the search results. If more than one name meets the search criteria, the user may select one name from the list and a list of cases that name appears in will be generated.

Query allows the user to view a variety of reports for individual cases, such as docket report, filers, or associated cases. Some options, such as “related transactions”, can be further refined with additional selection criteria.

SECTION 5.0 REPORTS

5.1 Overview

The following reports are available on ECF: Docket Sheet, Civil Cases, Criminal Cases, and Judgment Index.

- If a selection box displays more than one choice, multiple items may be selected.
- If a selection list includes a blank item, it can be used to select "all".
- If multiple selection criteria is specified, i.e. judge and office, only those items for which both are true will be retrieved.

5.2 Selected Reports

(a) Docket Sheet

The Docket Sheet Report displays the caption, parties, attorneys and docket entries for a single case. Docket entries can be sorted by date and/or document range.

ECF participants may view the Notices of Electronic filing (you must be in the system as both a PACER and an ECF user), by selecting **Docket Sheet** and checking the box by **Include links to Notice of Electronic Filing**. The icon next to the document number on the docket sheet will display the Notice of Electronic Filing.

- (b) **Civil Cases**
The Civil Cases Report displays a summary list of cases which can be selected by using the following search criteria: case type, judge, nature of suit, cause of action, case flags, open/closed, and date range of filed or closed.
- (c) **Criminal Cases**
The Criminal Cases Report displays a summary list of cases which can be selected by using the following search criteria: case type, judge, case flags, pending/terminated defendants, and date range of filed or closed.
- (d) **Judgment Index**
The Judgment Index Report displays judgments entered in civil cases, using the following search criteria: case number, party name and date range the judgment was entered.

SECTION 6.0 UTILITIES

6.1 Overview

Utilities allows the user access to Maintain Your Account, View Your Transaction Log, Change Your PACER Login, Verify a Document, and also has a link to the Mailings menu.

6.2 Maintain Your Account

Users access this link to update their addresses, including e-mail addresses, and notification preferences.

1. Maintain User Account

This screen provides access to Name, Office, Address, Phone and Fax fields. If the name fields are modified, the new values will be recorded for ALL cases to which the user is linked. Modifications of other items will be recorded ONLY for cases selected on the following screen.

2. E-Mail Information

In ECF, notification is accomplished by electronic mail. Whenever a document is filed in a case, notification of that filing will be e-mailed to the filer, all attorney participants, and the court. An attorney is responsible for configuring and maintaining their automatic e-mail notification upon receiving their ECF login and password. To configure Automatic E-Mail Notification choose "Maintain Your Account" from the "Utilities" menu and then select "E-mail information".

- **Primary e-mail address**
Registered users will see their e-mail address in this window.

- **Send the notices specified below**
The system defaults to notices sent to the primary e-mail address. The attorney may specify additional addresses in the second window and elect to have the notices go to either the primary or secondary addresses or to both. An attorney may want to "uncheck" the primary box and check the secondary box when he or she is out of the office for an extended period.
- **Send notices in these additional cases**
An attorney can receive notices in cases in which they are not involved.
- **Send a notice for each filing**
The attorney will receive an immediate email notice of electronic filings
- **Send a Daily Summary Report in my cases and the other cases listed above**
The user may elect to receive a summary notice instead of the notice for each filing. The text of the Summary e-mail notification will display the docket event and the document number (including the hyperlink) and will be transmitted once a day.

3. **More User Information**

This screen allows the user to modify the court generated login and password. Passwords are limited to 8 characters.

6.3 **View Your Transaction Log**

This feature allows users to generate a report showing the user's activity in the system within a specified date range.

6.4 **Change Your PACER Login**

This is a link which takes the user to the PACER Login screen.

6.5 **Mailings**

Users can access mailing and noticing data for a specific case.

1. **Mailing Info for a Case**

Displays a list of those who receive e-mail notices and those who require manual noticing.

2. **Mailing Labels by Case**

Displays name and address data in label format for a single case.

SECTION 7.0 OPENING A CASE – CIVIL and CRIMINAL

7.1 Opening a Case – Civil

The filing of all initial documents in a civil case, such as the complaint and the issuance and service of the summons, will be accomplished in the traditional manner on paper rather than electronically. Attorneys will continue to tender the filing fees to the Clerk's Office, along with an original of the complaint or petition, certificate of interest, civil cover sheet, and requested service of process forms. If possible, a 3.5" disk or CD ROM containing the initial documents in PDF format should be included. The Clerk's Office staff will open the case in ECF, add the party information, and upload the initial documents for inclusion into the electronic file. All future pleadings and documents required to be filed with the court will be maintained in electronic format.

7.2 Opening a Case – Criminal

The filing of all initial documents in a criminal case, such as the indictment or information, warrant for arrest or summons, will be accomplished in the traditional manner on paper rather than electronically. If possible, a 3.5" disk or CD ROM containing the initial documents in PDF format should be included. The Clerk's Office staff will open the case in ECF, add the party information, and upload the initial documents for inclusion into the electronic file. All future pleadings and documents required to be filed with the court will be maintained in electronic format.

SECTION 8.0 FILING AN AMENDED COMPLAINT and ADDING PARTIES – CIVIL

8.1 Filing Procedures

All documents must be converted from their original word processing format to PDF format **before** they can be posted to the ECF system. Select "Next" at any time to proceed to the next screen.

(a) Amended Complaint

Select CIVIL from the main menu bar. To electronically file an Amended Complaint, choose Complaints and Other Initiating Documents from the Initial Pleadings and Service menu. Choose Amended Complaint from the drop down menu.

(b) Case Selection Screen

Type in the case number. Cases should be entered in the YEAR-NUMBER (yy-####) format. Always include a hyphen between the year and number. If the case number has not been entered correctly, an error screen will appear.

Note: A hyperlink to the docket sheet is also available on these screens. At any time during the document filing process, a user may click on the underlined case number denoting a hyperlink to the docket sheet.

(c) Select the Party Filer and Adding Parties

Select the party(s) filing the Amended Complaint by highlighting the individual name(s). [New parties can be added on this screen by choosing Add/Create New Party.](#) **Thoroughly search the database for existing party names before adding new names.** (See **Section 15.0 - Party Name Guidelines**). To perform the search, enter the first few letters of the party's last name into the search window provided and hit "Search". A drop down window will display all names which match the entered search criteria. Search criteria is not case sensitive.

If the party exists, highlight the name and hit "Select name from list". Do not duplicate exact party names in the database. Only one name may be selected at a time in this window. **Do not enter address information, as the court does not maintain personal address records for represented parties.** Select the party's Role (plaintiff, defendant, etc.), add Party Text, if needed, (i.e., *a Delaware Corporation*) and hit Submit.

If the party name does not appear on the drop down list, select "Crate New Party". Enter the party name following **Section 15.0 - Party Name Guidelines** and proceed as above.

(d) Select Filed Against and Adding Parties

Select the party(s) the Amended Complaint is filed against by either highlighting the individual name(s) or by Select a Group, if the Amended Complaint is against "All Defendants". If the party is not listed, select Add/Create New Party. (See **Section 8.1(c)** above).

(e) Selecting the PDF file

This screen permits the user to upload the PDF file to the ECF System. The full path name of the file can be entered in the window or the user may choose the "Browse" button which activates the user's browser dialog box.

The browser dialog box allows retrieval of the PDF file to upload. The user may have to work through several directories to locate where the PDF file is stored. That directory will then become the default directory during the remainder of the active session. Select "All Files" in the "Files of type:" box and search for the PDF document to upload. Highlight the file and hit "Open". The user may also verify the actual document selected by highlighting it, right clicking, and selecting "open" from the drop down menu. Adobe Reader will launch and the file will be displayed. The full path name of the file will appear in the PDF file upload box. If there are no attachments to the document, select "Next".

If there are attachments, (i.e., exhibits or attachments to the principle pleading which were created in separate word processing files), select "yes" at the "Attachments to Document" prompt and select "Next". Select the PDF filename of the document you are filing by typing in its full path name or click on "Browse" to search for that file. Select the type of attachment by selecting from the drop down menu below "Type". To more fully describe the attachment, click in the "Description" box and type in a *brief* description. Information which is entered in the prompt box will be pulled into the docket text. Select "Add to List". If there are additional attachments, repeat this sequence for each one. When finished, select "Next".

(f) Update Jury Demand

If Jury Demand differs from the originating Complaint, update the jury demand using the drop down menu.

(g) Modifying the Docket Text

Add any additional descriptive text which should appear in the docket entry in the blank box. Any user supplied text will appear in *italic type* on the docket sheet.

(h) Final Approval Screen

This is the last opportunity for the user to review the entries. If there are errors, use your browser's *BACK* key to access the appropriate screen. Select "Next" when the transaction is complete and ready to transmit, or the user may abort the transaction by clicking on any of the menu selections visible across the top of the screen.

(i) Notice of Electronic Filing

This screen will affirm that the document has been posted to the docket. The electronic document stamp is generated from the contents of the PDF file submitted and is proof of filing. This screen also displays which attorneys have been notified via E-mail of the submission. It also lists those attorneys or litigants who have not received electronic notification from the system. Those parties not registered to receive electronic notification must be served with paper copies. This screen may be printed. It is, however, saved by the system and may be viewed through the Docket Sheet Report. (See **Section 5.2.**)

SECTION 9.0 SERVICE OF PROCESS – CIVIL

9.1 Filing Procedures

All documents must be converted from their original word processing format to PDF format **before** they can be posted to the ECF system. Select "Next" at any time to proceed to the next screen.

Select Service of Process from the Initial Pleadings and Service category. Select the appropriate event from the drop down menu.

(a) Case Selection Screen

Type in the case number. Cases should be entered in the YEAR-NUMBER (yy-####) format. Always include a hyphen between the year and number. If the case number has not been entered correctly, an error screen will appear.

Note: A hyperlink to the docket sheet is also available on these screens. At any time during the document filing process, a user may click on the underlined case number denoting a hyperlink to the docket sheet.

(b) Selecting the PDF file

This screen permits the user to upload the PDF file to the ECF System. The full path name of the file can be entered in the window or the user may choose the "Browse" button which activates the user's browser dialog box.

The browser dialog box allows retrieval of the PDF file to upload. The user may have to work through several directories to locate where the PDF file is stored. That directory will then become the default directory during the remainder of the active session. Select "All Files" in the "Files of type:" box and search for the PDF document to upload. Highlight the file and hit "Open". The user may also verify the actual document selected by highlighting it, right clicking, and selecting "open" from the drop down menu. Adobe Reader will launch and the file will be displayed. The full path name of the file will appear in the PDF file upload box. If there are no attachments to the document, select "Next".

If there are attachments, (i.e, exhibits or attachments to the principle pleading which were created in separate word processing files), select "yes" at the "Attachments to Document" prompt and select "Next". Select the PDF filename of the document you are filing by typing in its full path name or click on "Browse" to search for that file. Select the type of attachment by selecting from the drop down menu below "Type". To more fully describe the attachment, click in the "Description" box and type in a *brief* description. Information which is entered in the prompt box will be pulled into the docket text. Select "Add to List". If there are additional attachments, repeat this sequence for each one. When finished, select "Next".

(c) Select the Party Filer

Select the party(s) filing the Service of Process by either highlighting the individual name(s) or by Select a Group if the Service of Process is filed by "All Plaintiffs" or "All Defendants".

(d) Select the Party Served

Select the party who was served by highlighting the individual name.

- (e) **Enter Date Served**
Enter the date service was accomplished on the party.
- (f) **Final Approval Screen**
This is the last opportunity for the user to review the entries. If there are errors, use your browser's *BACK* key to access the appropriate screen. Select "Next" when the transaction is complete and ready to transmit, or the user may abort the transaction by clicking on any of the menu selections visible across the top of the screen.
- (g) **Notice of Electronic Filing**
This screen will affirm that the document has been posted to the docket. The electronic document stamp is generated from the contents of the PDF file submitted and is proof of filing. This screen also displays which attorneys have been notified via E-mail of the submission. It also lists those attorneys or litigants who have not received electronic notification from the system. Those parties not registered to receive electronic notification must be served with paper copies. This screen may be printed. It is, however, saved by the system and may be viewed through the Docket Sheet Report. (See **Section 5.2.**)

SECTION 10.0 ANSWERS – CIVIL

10.1 Filing Procedures

There are two menus for Answers under the Initial Pleadings and Service menu:

- Answers to Complaints
- Other Answers

All documents must be converted from their original word processing format to PDF format **before** they can be posted to the ECF system. Select "Next" at any time to proceed to the next screen.

10.2 Answers to Complaints

This category is used to post the answer by a defendant to the complaint.

- (a) **Case Selection Screen**
After selecting Answers to Complaints, type in the case number. Cases should be entered in the YEAR-NUMBER (yy-####) format. Always include a hyphen between the year and number. If the case number has not been entered correctly, an error screen will appear.

(b) Select the Party Filer

Select the party(s) filing the Answer to Complaint by either highlighting the individual name(s) or by Select a Group if the Answer is filed by “All Defendants”.

(c) Unanswered Complaint Screen

Check the box next to each unanswered complaint being answered by this filing.

(d) Selecting the PDF file

This screen permits the user to upload the PDF file to the ECF System. The full path name of the file can be entered in the window or the user may choose the “Browse” button which activates the user’s browser dialog box.

The browser dialog box allows retrieval of the PDF file to upload. The user may have to work through several directories to locate where the PDF file is stored. That directory will then become the default directory during the remainder of the active session. Select "All Files" in the "Files of type:" box and search for the PDF document to upload. Highlight the file and hit "Open". The user may also verify the actual document selected by highlighting it, right clicking, and selecting "open" from the drop down menu. Adobe Reader will launch and the file will be displayed. The full path name of the file will appear in the PDF file upload box. If there are no attachments to the document, select “Next”.

If there are attachments, (i.e, exhibits or attachments to the principle pleading which were created in separate word processing files), select "yes" at the "Attachments to Document" prompt and select “Next”. Select the PDF filename of the document you are filing by typing in its full path name or click on "Browse" to search for that file. Select the type of attachment by selecting from the drop down menu below "Type". To more fully describe the attachment, click in the "Description" box and type in a *brief* description. Information which is entered in the prompt box will be pulled into the docket text. Select “Add to List”. If there are additional attachments, repeat this sequence for each one. When finished, select "Next".

(e) Third-party Complaint Screen

If the Answer to Complaint contains a Third-party Complaint, check “Yes”. Checking this box will invoke additional screens to add the third party defendant(s). The user must select the filed against party.

(f) Jury Demand

Update jury demand information, if necessary

(g) Modifying the Docket Text

Add any additional descriptive text in the text boxes which should either precede “Answer to Complaint” or follow it in the docket entry. Any user supplied text will appear in *italic type* on the docket sheet.

(h) Final Approval Screen

This is the last opportunity for the user to review the entries. If there are errors, use your browser's *BACK* key to access the appropriate screen. Select "Next" when the transaction is complete and ready to transmit, or the user may abort the transaction by clicking on any of the menu selections visible across the top of the screen.

(i) Notice of Electronic Filing

This screen will affirm that the document has been posted to the docket. The electronic document stamp is generated from the contents of the PDF file submitted and is proof of filing. This screen also displays which attorneys have been notified via E-mail of the submission. It also lists those attorneys or litigants who have not received electronic notification from the system. Those parties not registered to receive electronic notification must be served with paper copies. This screen may be printed. It is, however, saved by the system and may be viewed through the Docket Sheet Report. (See **Section 5.2.**)

10.3 Other Answers

This category contains the events for Answers other than the first answer by a defendant to the complaint. See **Appendix A** for the complete list of these events.

SECTION 11.0 MOTIONS AND RELATED FILINGS – CIVIL

11.1 Filing Procedures

All documents must be converted from their original word processing format to PDF format **before** they can be posted to the ECF system. Select "Next" at any time to proceed to the next screen.

Select **Motions** under **Motions and Related Filings** to bring up a list of motion types. Choose the motion type that is most specific to the document you are filing. (See **Appendix A** for a complete list of motion types.) Motion type "order" may be used *only* if you do not find a specific motion type which matches your document. Multiple motion types may be selected simultaneously. (See **Section 3.3(d)**).

(a) Case Selection Screen

Type in the case number. Cases should be entered in the YEAR-NUMBER (yy-####) format. Always include a hyphen between the year and number. If the case number has not been entered correctly, an error screen will appear.

Note: A hyperlink to the docket sheet is also available on these screens. At any time during the document filing process, a user may click on the underlined case number denoting a hyperlink to the docket sheet.

(b) Select the Party Filer

Choose the party(s) filing the motion by either highlighting the individual name(s) or by **Select a Group** if the motion is filed by “All Plaintiffs” or “All Defendants”.

(c) Selecting the PDF file

This screen permits the user to upload the PDF file to the ECF System. The full path name of the file can be entered in the window or the user may choose the “Browse” button which activates the user’s browser dialog box.

The browser dialog box allows retrieval of the PDF file to upload. The user may have to work through several directories to locate where the PDF file is stored. That directory will then become the default directory during the remainder of the active session. Select "All Files" in the "Files of type:" box and search for the PDF document to upload. Highlight the file and hit "Open". The user may also verify the actual document selected by highlighting it, right clicking, and selecting "open" from the drop down menu. Adobe Reader will launch and the file will be displayed. The full path name of the file will appear in the PDF file upload box. If there are no attachments to the document, select “Next”.

If there are attachments, (i.e, exhibits or attachments to the principle pleading which were created in separate word processing files), select "yes" at the "Attachments to Document" prompt and select “Next”. Select the PDF filename of the document you are filing by typing in its full path name or click on "Browse" to search for that file. Select the type of attachment by selecting from the drop down menu below "Type". To more fully describe the attachment, click in the "Description" box and type in a *brief* description. Information which is entered in the prompt box will be pulled into the docket text. Select “Add to List”. If there are additional attachments, repeat this sequence for each one. When finished, select "Next".

(d) Modifying the Docket Text

Choose from the drop down list any modifiers which should precede **Motion** in the docket entry and add any additional descriptive text in the blank text box. Any user supplied text will appear in *italic type* on the docket sheet.

(e) Final Approval Screen

This is the last opportunity for the user to review the entries. If there are errors, use your browser’s *BACK* key to access the appropriate screen. Select “Next” when the transaction is complete and ready to transmit, or the user may abort the transaction by clicking on any of the menu selections visible across the top of the screen.

(f) Notice of Electronic Filing

This screen will affirm that the document has been posted to the docket. The electronic document stamp is generated from the contents of the PDF file submitted and is proof of filing. This screen also displays which attorneys have

been notified via E-mail of the submission. It also lists those attorneys or litigants who have not received electronic notification from the system. Those parties not registered to receive electronic notification must be served with paper copies. This screen may be printed. It is, however, saved by the system and may be viewed through the Docket Sheet Report. (See **Section 5.2.**)

11.2 Responses and Replies

Events in this category include both pleadings that are related to motions and pleadings which are not. (See **Appendix A** for a complete list of **Responses and Replies**). After selecting the appropriate **Response** or **Reply** event:

(a) **Case Selection Screen**
See Section 11.1(a) above.

(b) **Select the Party Filer**
See Section 11.1(b) above.

(c) **Selecting the PDF file**
See Section 11.1(c).

(d) **Brief in Support, Brief in Opposition, Reply Brief in Support**
When electronically filing these documents *only*, you will see the message:
Select the appropriate event(s) to which your event relates:

Below the message will be a list of all pending motions in the case. Check the box next to the motion your brief is related to.

(e) **Modifying the Docket Text**
Add any additional descriptive text which should appear in the docket entry in the blank box. Any user supplied text will appear in *italic type* on the docket sheet.

Proceed with Final Approval Screen and with Notice of Electronic Filing as in **Motions**.

(f) **Objection to Report and Recommendations**
When electronically filing this document, you will see the message:
Select the appropriate event(s) to which your event relates:

Below the message will be the Report and Recommendation with the box already checked. Hit "Next".

Proceed with Modifying the Docket Text, Final Approval Screen and with Notice of Electronic Filing as above.

SECTION 12.0 OTHER FILINGS – CIVIL

12.1 Filing Procedures

Other Filings contains events for the following categories: Discovery Documents, Notices, Trial Documents, Appeal Documents and Other Documents.

All documents must be converted from their original word processing format to PDF format **before** they can be posted to the ECF system. Select “Next” at any time to proceed to the next screen.

Generally, the electronic filing procedure is as follows (individual events may contain some or all of the following steps):

(a) Case Selection Screen

Type in the case number. Cases should be entered in the YEAR-NUMBER (yy-####) format. Always include a hyphen between the year and number. If the case number has not been entered correctly, an error screen will appear.

Note: A hyperlink to the docket sheet is also available on these screens. At any time during the document filing process, a user may click on the underlined case number denoting a hyperlink to the docket sheet.

(b) Selecting the PDF file

This screen permits the user to upload the PDF file to the ECF System. The full path name of the file can be entered in the window or the user may choose the “Browse” button which activates the user’s browser dialog box.

The browser dialog box allows retrieval of the PDF file to upload. The user may have to work through several directories to locate where the PDF file is stored. That directory will then become the default directory during the remainder of the active session. Select "All Files" in the "Files of type:" box and search for the PDF document to upload. Highlight the file and hit "Open". The user may also verify the actual document selected by highlighting it, right clicking, and selecting "open" from the drop down menu. Adobe Reader will launch and the file will be displayed. The full path name of the file will appear in the PDF file upload box. If there are no attachments to the document, select “Next”.

If there are attachments, (i.e, exhibits or attachments to the principle pleading which were created in separate word processing files), select "yes" at the "Attachments to Document" prompt and select “Next”. Select the PDF filename of the document you are filing by typing in its full path name or click on "Browse" to search for that file. Select the type of attachment by selecting from the drop down menu below "Type". To more fully describe the attachment, click in the

"Description" box and type in a *brief* description. Information which is entered in the prompt box will be pulled into the docket text. Select "Add to List". If there are additional attachments, repeat this sequence for each one. When finished, select "Next".

(c) **Select the Party Filer**

Select the party(s) filing the pleading by highlighting the individual name(s) or by **Select a Group** if the pleading is filed by "All Plaintiffs" or "All Defendants".

(d) **Modifying the Docket Text**

Add any additional descriptive text which should appear in the docket entry in the blank text box. Any user supplied text will appear in *italic type* on the docket sheet.

(e) **Final Approval Screen**

This is the last opportunity for the user to review the entries. If there are errors, use your browser's *BACK* key to access the appropriate screen. Select "Next" when the transaction is complete and ready to transmit, or the user may abort the transaction by clicking on any of the menu selections visible across the top of the screen.

(f) **Notice of Electronic Filing**

This screen will affirm that the document has been posted to the docket. The electronic document stamp is generated from the contents of the PDF file submitted and is proof of filing. This screen also displays which attorneys have been notified via E-mail of the submission. It also lists those attorneys or litigants who have not received electronic notification from the system. Those parties not registered to receive electronic notification must be served with paper copies.

This screen may be printed. It is, however, saved by the system and may be viewed through the Docket Sheet Report. (See **Section 5.2.**)

SECTION 13.0 MOTIONS AND RELATED FILINGS – CRIMINAL

13.1 Filing Procedures

All documents must be converted from their original word processing format to PDF format **before** they can be posted to the ECF system. Select "Next" at any time to proceed to the next screen.

Select **Motions** under **Motions and Related Filing**.

(a) **Case Selection Screen**

Type in the case number. Cases should be entered in the YEAR-NUMBER (yy-####) format. Always include a hyphen between the year and number. If the case number has not been entered correctly, an error screen will appear.

Note: A hyperlink to the docket sheet is also available on these screens. At any time during the document filing process, a user may click on the underlined case number denoting a hyperlink to the docket sheet.

(b) ***Make appropriate selections***

Choose the defendant(s) filing the motion. If the filer is the USA, then to which defendant(s) the motion pertains.

(c) **Select the Party Filer**

Choose the party(s) filing the motion by highlighting the name(s).

(d) **Select the Motion Type**

Choose the motion type that is most specific to the document you are filing. (See **Appendix B** for a complete list of motion types.) Motion type "order" may be used *only* if you do not find a specific motion type which matches your document. Multiple motion types may be selected simultaneously. (See **Section 3.3(d)**).

(e) **Selecting the PDF file**

This screen permits the user to upload the PDF file to the ECF System. The full path name of the file can be entered in the window or the user may choose the "Browse" button which activates the user's browser dialog box.

The browser dialog box allows retrieval of the PDF file to upload. The user may have to work through several directories to locate where the PDF file is stored.

That directory will then become the default directory during the remainder of the active session. Select "All Files" in the "Files of type:" box and search for the PDF document to upload. Highlight the file and hit "Open". The user may also verify the actual document selected by highlighting it, right clicking, and selecting "open" from the drop down menu. Adobe Reader will launch and the file will be displayed. The full path name of the file will appear in the PDF file upload box. If there are no attachments to the document, select "Next".

If there are attachments, (i.e, exhibits or attachments to the principle pleading which were created in separate word processing files), select "yes" at the

"Attachments to Document" prompt and select "Next". Select the PDF filename of the document you are filing by typing in its full path name or click on "Browse" to search for that file. Select the type of attachment by selecting from the drop down menu below "Type". To more fully describe the attachment, click in the "Description" box and type in a *brief* description. Information which is entered in the prompt box will be pulled into the docket text. Select "Add to List". If there are additional attachments, repeat this sequence for each one. When finished, select "Next".

(f) Modifying the Docket Text

Choose from the drop down list any modifiers which should precede **Motion** in the docket entry and add any additional descriptive text in the blank text box. Any user supplied text will appear in *italic type* on the docket sheet.

(g) Final Approval Screen

This is the last opportunity for the user to review the entries. If there are errors, use your browser's *BACK* key to access the appropriate screen. Select "Next" when the transaction is complete and ready to transmit, or the user may abort the transaction by clicking on any of the menu selections visible across the top of the screen.

(h) Notice of Electronic Filing

This screen will affirm that the document has been posted to the docket. The electronic document stamp is generated from the contents of the PDF file submitted and is proof of filing. This screen also displays which attorneys have been notified via E-mail of the submission. It also lists those attorneys or litigants who have not received electronic notification from the system. Those parties not registered to receive electronic notification must be served with paper copies.

This screen may be printed. It is, however, saved by the system and may be viewed through the Docket Sheet Report. (See **Section 5.2.**)

13.2 Responses and Replies

Events in this category include both pleadings that are related to motions and pleadings which are not. (See **Appendix B** for a complete list of **Responses and Replies**). After selecting the appropriate **Response** or **Reply** event:

(a) Case Selection Screen

See Section 13.1(a) above.

(b) ***Make appropriate selections***

Choose the defendant(s) filing the motion. If the filer is the USA, then to which defendant(s) the motion pertains.

(c) **Select the Party Filer**

See Section 13.1(c) above.

(d) **Selecting the PDF file**

See Section 13.1(e) above.

(e) **Memorandum in Support of Motion, Affidavit in Opposition to Motion, Reply to Response**

When electronically filing these documents *only*, you will see the message:

Select the appropriate event(s) to which your event relates:

Below the message will be a list of all pending motions in the case. Check the box next to the Motion your brief is related to and hit “Next”.

(f) **Modifying the Docket Text**

Add any additional descriptive text which should appear in the docket entry in the blank box. Any user supplied text will appear in *italic type* on the docket sheet.

(g) **Final Approval Screen**

This is the last opportunity for the user to review the entries. If there are errors, use your browser’s *BACK* key to access the appropriate screen. Select “Next” when the transaction is complete and ready to transmit, or the user may abort the transaction by clicking on any of the menu selections visible across the top of the screen.

(h) **Notice of Electronic Filing**

This screen will affirm that the document has been posted to the docket. The electronic document stamp is generated from the contents of the PDF file submitted and is proof of filing. This screen also displays which attorneys have been notified via E-mail of the submission. It also lists those attorneys or litigants who have not received electronic notification from the system. Those parties not registered to receive electronic notification must be served with paper copies. This screen may be printed. It is, however, saved by the system and may be viewed through the Docket Sheet Report. (See **Section 5.2.**)

SECTION 14.0 OTHER FILINGS – CRIMINAL

14.1 Filing Procedures

Other Filings contains events for the following categories: Discovery, Waivers, Notices, Trial Documents, Appeal Documents and Other Documents.

All documents must be converted from their original word processing format to PDF format **before** they can be posted to the ECF system. Select “Next” at any time to proceed to the next screen.

Generally, the electronic filing procedure is as follows (individual events may contain some or all of the following steps):

(a) Case Selection Screen

Type in the case number. Cases should be entered in the YEAR-NUMBER (yy-####) format. Always include a hyphen between the year and number. If the case number has not been entered correctly, an error screen will appear.

Note: A hyperlink to the docket sheet is also available on these screens. At any time during the document filing process, a user may click on the underlined case number denoting a hyperlink to the docket sheet.

(b) *Make appropriate selections*

Choose the defendant(s) filing the pleading, or if the filer is the USA, then to whom the pleading pertains.

(c) Selecting the PDF file

This screen permits the user to upload the PDF file to the ECF System. The full path name of the file can be entered in the window or the user may choose the “Browse” button which activates the user’s browser dialog box.

The browser dialog box allows retrieval of the PDF file to upload. The user may have to work through several directories to locate where the PDF file is stored. That directory will then become the default directory during the remainder of the active session. Select "All Files" in the "Files of type:" box and search for the PDF document to upload. Highlight the file and hit "Open". The user may also verify the actual document selected by highlighting it, right clicking, and selecting "open" from the drop down menu. Adobe Reader will launch and the file will be displayed. The full path name of the file will appear in the PDF file upload box. If there are no attachments to the document, select “Next”.

If there are attachments, (i.e, exhibits or attachments to the principle pleading which were created in separate word processing files), select "yes" at the "Attachments to Document" prompt and select "Next". Select the PDF filename of the document you are filing by typing in its full path name or click on "Browse" to search for that file. Select the type of attachment by selecting from the drop down menu below "Type". To more fully describe the attachment, click in the "Description" box and type in a *brief* description. Information which is entered in the prompt box will be pulled into the docket text. Select "Add to List". If there are additional attachments, repeat this sequence for each one. When finished, select "Next".

(d) Select the Party Filer

Choose the party(s) filing the pleading by highlighting the individual name(s) or **Select a Group** if the pleading is filed by "All Defendants".

(e) Modifying the Docket Text

Add any additional descriptive text which should appear in the docket entry in the blank text box. Any user supplied text will appear in *italic type* on the docket sheet.

(f) Final Approval Screen

This is the last opportunity for the user to review the entries. If there are errors, use your browser's *BACK* key to access the appropriate screen. Select "Next" when the transaction is complete and ready to transmit, or the user may abort the transaction by clicking on any of the menu selections visible across the top of the screen.

(g) Notice of Electronic Filing

This screen will affirm that the document has been posted to the docket. The electronic document stamp is generated from the contents of the PDF file submitted and is proof of filing. This screen also displays which attorneys have been notified via E-mail of the submission. It also lists those attorneys or litigants who have not received electronic notification from the system. Those parties not registered to receive electronic notification must be served with paper copies. This screen may be printed. It is, however, saved by the system and may be viewed through the Docket Sheet Report. (See **Section 5.2.**)

SECTION 15.0 PARTY NAME GUIDELINES

15.1 Overview

1. Enter party names as they appear on the complaint and in the order in which they appear.
2. Remember to do **thorough searches** before adding names, especially businesses.

Example: search both IBM and International Business Machines

3. **No periods or commas** in the party name with the exception of internet companies.

Example: AOL.com

4. No spaces between initials.

Example: AO Smith
IBM
M&I

5. If a **business name** on the complaint begins with an article (A, An, or The), enter the name with the article preceding the name as written.

Example: The Franklin Mint Company
The Grand Avenue Mall
The Chocolate Factory

NOTE: This applies to **business names only**.

6. If the company name is U. S. Furnace Co, use US Furnace Co in Last Name. (U. S. is the official name of the company, not United States.)
7. If the business name uses “and”, use and. If the business name uses “&”, use &.

Example: M&I Bank
Junge and Associates Inc

8. Use party text for descriptive parts of a business name.

Example: The General Electric Supply Company, an Arizona Corporation

Last Name: The General Electric Supply Company
Party Text: an Arizona Corporation

Example: A.O. Smith Corporation - Painting Division

Last Name: AO Smith Corporation Painting Division
Party Text: *none*

9. If you only have a **first** name, put it in the **last** name field.
10. If you only have initials, put the first initial in the first name field and the second initial in the last name field.

Example: M.G.

Last Name: G

First Name: M

11. When a person sues on behalf of the USA as “ex rel”, add the USA with party role “plaintiff” and add the person’s name with party role “relator”.

Example: United States of America ex rel David Jones

Last Name: USA

Party Role: plaintiff

Last Name: Jones

First Name: David

Party Role: relator

15.2 ENTERING PARTY NAMES

PARTY NAMES – WITH PARTY TEXT

Example Name: John B. Jones, Jr., husband, and the marital community composed thereof

Last Name: Jones

First Name: John

Middle Name: B

Generation: Jr

Party Text: husband and the marital community composed thereof

PARTY NAMES - TWO SURNAMES HYPHENATED

Example Name: Shirley Forrest-Harris

Last Name: Forrest-Harris

First Name: Shirley

Middle Name:

PARTY NAMES - TWO SURNAMES NOT HYPHENATED

Example Name: Shirley Forrest Harris (no middle initial)

Last Name: Harris
First Name: Shirley
Middle Name: Forrest

Example Name: Shirley A. Forrest Harris (with middle initial)

Last Name: Forrest Harris
First Name: Shirley
Middle Name: A

PARTY NAMES - SPANISH SURNAMES

Example Name: Jesus Adolfo Villegas Navarro

Last Name: Villegas Navarro
First Name: Jesus
Middle Name: Adolfo

PARTY NAMES - WITH A TITLE

Example Name: Lieutenant Smith

Last Name: Smith
First Name: Lt
Middle Name:

Example Name: Sheriff John J. Jones

Last Name: Jones
First Name: John
Middle Name: J
Title: Sheriff

Example Name: Nurse Jones

Last Name: Jones
First Name: Nurse
Middle Name:

Example Name: Dr. James R. Olson

Last Name: Olson
First Name: James
Middle Name: R
Title: Dr

Abbreviate **only** the following titles: Attorney.....Atty
Doctor.....Dr
Governor.....Gov
Lieutenant.....Lt
Reverend.....Rev
Sergeant.....Sgt

PARTY NAMES - WITH AN ALIAS

If a nickname, as well as a proper name is listed, enter the nickname as an “ALIAS” and use the alias role of “aka”.

Example Name: Manuel “Manny” Valle

Last Name: Valle
First Name: Manuel
Middle Name:
Party Text:

with the following alias:

Alias Last Name: Valle
Alias First Name: Manny
Alias Middle Name:
Alias Role: aka

Entering an Alias:

1. Enter the alias name.
2. After accepting the name, enter the Role (aka, dba, fka, etc.)
3. After entering one alias, the screen loops back to enter a second alias. If there is only one alias, proceed as normal.
4. If there is only one name, put it in Last Name field.

Example: Bubba, Big Shot, Crazy Al, etc.

15.3 ENTERING UNION NAMES

The full union name, including local number, is entered in Last Name, exactly as it appears on the complaint.

UNION NAMES - WITHOUT A LOCAL NUMBER

Example Name: American Nurses' Association

Last Name: American Nurses' Association

Example Name: United Textile Workers Union

Last Name: United Textile Workers Union

UNION NAMES - WITH A LOCAL NUMBER

Example Name: Operating Engineers Local 139 Health Benefit Fund

Last Name: Operating Engineers Local 139 Health Benefit Fund

Example Name: Sheet Metal Workers Union Local No 18

Last Name: Sheet Metal Workers Union Local No 18

Example Name: Brewery Workers Local 9 UAW

Last Name: Brewery Workers Local 9 UAW

15.4 ENTERING AGENCIES AND JAILS

FEDERAL, STATE AND LOCAL GOVERNMENT AGENCY NAMES

Enter the agency name exactly as it appears on the complaint.

Search Hint: enter *administration or *bureau

Example Name: Food and Drug Administration

Last Name: Food and Drug Administration

Example Name: FDA

Last Name: FDA

Example Name: Bureau of Alcohol, Tobacco & Firearms

Last Name: Bureau of Alcohol Tobacco & Firearms

When an agency of the government and its head are named as a party, enter the agency (i.e., Secretary Department of Health and Human Services) in Last Name and the name of the agency head (i.e., Tommy G. Thompson) in Party Text, unless the agency head is being sued in their individual capacity.

Example Name: Tommy G. Thompson, Secretary Department of Health and Human Services

Last Name: Secretary Department of Health and Human Services

Party Text: Tommy G Thompson

Example Name: Commissioner Social Security Administration Larry G. Massanari

Last Name: Commissioner Social Security Administration

Party Text: Larry G Massanari

When an agency head is being sued both individually and in their official capacity, enter the agency head and the agency as separate parties.

Example Name: Tommy G. Thompson, Secretary Department of Health and Human Services,
both individually and in his official capacity

Last Name: Thompson

First Name: Tommy

Middle Name: G

Party Text: both individually and in his official capacity as Secretary
Department of Health and Human Services

Last Name: Secretary Department of Health and Human Services
Party Text: *none*

SHERIFF and POLICE DEPARTMENTS & PERSONNEL

Enter sheriff and police department personnel exactly as they appear on the complaint.

Search Hint: enter *police or *sheriff

Example Name: Milwaukee County Sheriff's Department, State of Wisconsin
Last Name: Milwaukee County Sheriff's Department State of Wisconsin

Example Name: Milwaukee Police Department
Last Name: Milwaukee Police Department

Example Name: MPD
Last Name: MPD

JAILS

Enter the names of jails exactly as they appear on the complaint.

Search Hint: enter *jail or *correctional

Example Name: Manitowoc County Jail
Last Name: Manitowoc County Jail

Example Name: Waupun Correctional Institution
Last Name: Waupun Correctional Institution

15.5 ENTERING UNKNOWNNS

Enter “unknown” in Last Name and enter the name as it appears on the complaint in Party Text.

Example Name: Unknown Milwaukee County Sheriff’s Deputy

Last Name: Unknown

Party Text: sued as: Unknown Milwaukee County Sheriff’s Deputy

Example Name: Unknown Nurse at St. Mary’s Emergency Room

Last Name: Unknown

Party Text: sued as: Unknown Nurse at St Mary’s Emergency Room

NOTE: If the complaint names “ABC Insurance Company”, and it is clear it is an unknown insurance company, use the following:

Last Name: Unknown

Party Text: sued as: ABC Insurance Company

15.6 ENTERING JOHN DOE / JANE DOE

Example Name: John Doe

Example Name: Jane Doe

Last Name: Doe

Last Name: Doe

First Name: John

First Name: Jane

Example Name: John Does I - X

Last Name: Doe

First Name: John

Party Text: sued as: John Does 1 - X

15.7 ENTERING STATES, COUNTIES AND CITIES AS PARTIES

Enter a state, county or city exactly as the name appears on the complaint.

Search Hint: enter *seattle or *merton

Example Name: City of Seattle

Last Name: City of Seattle

Example Name: Town of Merton

Last Name: Town of Merton

Example Name: Milwaukee County

Last Name: Milwaukee County

Example Name: State of Wisconsin

Last Name: State of Wisconsin

15.8 ENTERING COURTS & PERSONNEL

Enter courts and personnel exactly as the name appears on the complaint.

Search Hint: enter *circuit or *court

Example Name: Kenosha County Circuit Courts

Last Name: Kenosha County Circuit Courts

Example Name: U.S. Clerk of Court

Last Name: US Clerk of Court

15.9 ENTERING BOARD OF SUPERVISORS, TRUSTEES & REGENTS

Enter names exactly as they appear on the complaint.

Search Hint: enter *board*supervisors or *board*directors

Example Name: King County Board of Supervisors

Last Name: King County Board of Supervisors

Example Name: Milwaukee Board of School Directors

Last Name: Milwaukee Board of School Directors

15.10 ENTERING SCHOOLS, COLLEGES & UNIVERSITIES

Enter school names exactly as they appear on the complaint.

Search Hint: enter *school or *university

Example Name: Nicolet School District

Last Name: Nicolet School District

Example Name: Hartland Schools

Last Name: Hartland Schools

Example Name: MATC

Last Name: MATC

Example Name: Alverno College

Last Name: Alverno College

15.11 ENTERING ESTATES AS PARTIES

When an estate is a party in a case, the estate is entered in Last Name and any additional text, such as “by executor” is entered in Party Text.

Example Name: Estate of James P. Sentinel by Joseph Smith, as Executor of the Estate of James P. Sentinel

Last Name: Estate of James P Sentinel

Party Text: by Joseph Smith as Executor of the Estate of James P Sentinel

Example Name: Joseph Smith, as Executor of the Estate of James P. Sentinel

Last Name: Estate of James P Sentinel
Party Text: by Joseph Smith as Executor

15.12 ENTERING REAL ESTATE AS PARTIES

Enter real estate exactly as it appears on the complaint.

Example Name: One Parcel of Real Estate located at 23 Elm Row, Phoenix, AZ

Last Name: One Parcel of Real Estate located at 23 Elm Row Phoenix AZ

15.13 ENTERING MONEY OR PROPERTY AS PARTIES

Enter money exactly as it appears on the complaint, with the exception of omitting punctuation and the “cents” in a dollar amount.

Example Name: \$14,669.00 in U.S. Currency

Last Name: \$14669 US Currency

Example Name: Approximately \$200,000 in U.S. Currency

Last Name: Approximately \$200000 US Currency

Enter property exactly as it appears on the complaint.

Example Name: Green Backpack

Last Name: Green Backpack

15.14 ENTERING VEHICLES AS PARTIES

Enter vehicle information exactly as it appears on the complaint.

Example Name: 1979 Chrysler Newport, VIN #325678765445

Last Name: 1979 Chrysler Newport VIN #325678765445

Example Name: 1987 Chevrolet Malibu Wisconsin License No. DFK180

Last Name: 1987 Chevrolet Malibu Wisconsin License No DFK180

15.15 ENTERING GUARDIAN AD LITEM

Example Name: K. T., a minor, by his or her guardian ad litem James N. Johnson

Last Name: T

First Name: K

Party Text: a minor by his or her Guardian ad Litem James N Johnson

15.16 ENTERING TRUSTEE

Example Name: Jane Pettit Charitable Fund, by its Administrator/Trustee James N. Johnson

Last Name: Jane Pettit Charitable Fund

Party Text: by its Administrator/Trustee James N Johnson

15.17 ENTERING NEXT BEST FRIEND – NATURAL GUARDIAN – MOTHER

Example Name: Mary Smith, a minor, by her Next Best Friend, Martha Smith

Last Name: Smith

First Name: Mary

Party Text: a minor by her Next Best Friend Martha Smith

Appendix A

ECF CIVIL EVENTS Attorneys

Initial Pleadings and Service

Complaints and Other Initiating Documents

- Amended Complaint
- Amended Petition for Writ of Habeas Corpus
- Application for Writ of Garnishment
- Intervenor Complaint
- Notice of Condemnation
- Petition
- Third Party Complaint

Service of Process

- Acknowledgment of Service
- Service by Publication
- Summons Returned Executed
- Summons Returned Executed as to USA
- Summons Returned Unexecuted
- Waiver of Service Executed
- Waiver of Service Unexecuted

Answers to Complaints

Other Answers

- Amended Answer to Complaint
- Answer and Counterclaim
- Answer and Crossclaim
- Answer to Complaint (Closed Case)
- Answer to Complaint (Notice of Removal)
- Answer to Counterclaim
- Answer to Crossclaim
- Answer to Writ of Garnishment

Motions and Related Filings

Motions

Add Party
Adjourn
Alter Judgment
Amend/Correct
Appeal in Forma Pauperis
Appear
Appoint (NOT counsel)
Appoint Counsel
Attorney Fees
Bifurcate
Certify Class
Change Venue
Clarify
Compel
Consideration
Consolidate Cases
Contempt
Continue
Damages
Default Judgment
Directed Verdict
Disbursement of Funds
Discharge
Discovery
Dismiss
Dismiss Party
Dismiss/Lack of Jurisdiction
Disqualify Counsel
Disqualify Judge
Enforce
Enforce Judgment
Enlarge Appeal Record
Entry of Default
Exclude
Expedite
Extension of Time
Extension of Time to File Answer
File
File Amicus Brief
File Excess Pages
Hearing

In Limine
Interplead
Intervene
Issuance of Warrant
Joinder
Judgment
Judgment NOV
Judgment of Forfeiture
Judgment on the Pleadings
Leave to File Document
Letters Rogatory
Lift Stay
Miscellaneous Relief
Modify
More Definite Statement
New Trial
Order
Partial Summary Judgment
Permanent Injunction
Preliminary Injunction
Proceed in Forma Pauperis
Produce
Protective Order
Quash
Reconsideration
Recusal
Referral
Relief
Remand
Removal
Reopen Case
Reset
Review
Sanctions
Seal
Seal Case
Seal Document
Sealed Motion
Service by Publication
Set Aside
Set Aside Default
Set Aside Judgment
Settlement
Sever
Show Cause

Stay
Strike
Substitute Attorney
Substitute Party
Summary Judgment
Supplement
Suppress
Take Deposition
Taxation of Costs
Temporary Restraining Order
Three Judge Panel
Transfer Case
Trial
Unseal
Vacate
Waive
Withdraw
Withdraw Motion
Withdraw Reference
Withdraw as Attorney
Writ
Writ of Garnishment

Responses and Replies

Bankruptcy Appellants Brief
Bankruptcy Appellants Reply Brief
Bankruptcy Appellees Brief
Brief
Brief in Opposition to Motion
Brief in Support of Motion
Objection to Report and Recommendations
Reply
Reply Brief in Support of Motion
Response
Response to Objection to Recommendation

Other Filings

Discovery Documents

Answer to Interrogatories
Deposition

Interrogatories
Notice to Take Deposition
Request for Admissions
Request for Production of Documents

Notices

Notice
Notice of Acceptance with Offer of Judgment
Notice of Appearance
Notice of Change of Address
Notice of Lis Pendens
Notice of Post Judgment Garnishment
Notice of Settlement
Notice of Voluntary Dismissal

Trial Documents

Exhibit List
Proposed Findings of Fact
Proposed Jury Instructions
Proposed Voir Dire
Trial Brief
Witness List

Appeal Documents

Designation of Record on Appeal
Docketing Statement
Request for Certificate of Appealability

Other Documents

Affidavit
Amended Document (NOT Motion)
Amicus Curiae Appearance
Appendix
Application
Attorney Substitution

Bill of Costs
Certificate
Certificate of Interest
Certificate of Service
Claim
Consent to Jurisdiction by US Magistrate Judge
Counterclaim
Crossclaim
Declaration
Discharge Lis Pendens
Joinder
Judgment Offer
Jury Demand
Letter
Objections
Original Document
Pretrial Report
Proposed Document
Proposed Pretrial Order
Refusal of Consent to Jurisdiction by US Magistrate Judge
Report
Report of Rule 26(f) Plan
Request
Response to Order to Show Cause
Satisfaction of Judgment
Settlement Agreement
Settlement Offer
Statement
Statement of Fact
Status Report
Stipulation
Stipulation of Dismissal
Suggestion of Bankruptcy
Suggestion of Death
Supplement
Verification

(updated 5/27/03)

Appendix B

ECF CRIMINAL EVENTS

Attorneys

Motions and Related Filings

Motions

- Acquittal
- Adjourn
- Amend
- Appeal In Forma Pauperis
- Appear
- Appoint Counsel
- Appoint Expert
- Bail Review
- Bifurcate
- Bill of Particulars
- Bond
- Bond Forfeited
- Bond Revoked
- Brady Materials
- Change Venue
- Clarify
- Commit for NARA Treatment
- Commit for Study/Observation
- Compel
- Competent to Stand Trial
- Consideration
- Consolidate Cases
- Continue
- Correct
- Declaration of Mistrial
- Detain
- Directed Verdict
- Disclosure
- Discovery
- Dismiss
- Dismiss/Lack of Jurisdiction
- Dismiss/Speedy Trial
- Disqualify Counsel
- Disqualify Judge

Downward Departure
Early Termination of Probation
Enlarge Appeal Record
Exclude
Expedite
Extension of Time to File Document
Extension of Time to Indict
File Amicus Brief
File Excess Pages
Forfeiture of Property
Handwriting Exemplars
Hearing
In Limine
Incompetent to Stand Trial
Inspect
Joinder
Judgment NOV
Judgment of Acquittal
Judicial Recommendation Against Deportation
Leave to File Document
Medical Exam
Medical Treatment
Miscellaneous Relief
Modify
Modify Conditions of Release
New Trial
Order
Order of Competency to Stand Trial
Produce
Protective Order
Psychiatric Exam
Psychiatric Treatment
Quash
Reassign
Reconsideration
Recusal
Reduce
Reduce Sentence
Release from Custody
Remand
Return of Property/Post Trial
Return of Property/PreTrial
Return of Surety
Revoke
Sanctions

Seal Case
Seal Document
Set Aside Forfeiture
Set Aside Sentence
Set Aside Verdict
Sever Defendant
Special Appearance
Speedy Trial
Stay
Strike
Substitute Attorney
Suppress
Travel
Unseal Case
Unseal Document
Vacate
Visitation
Warrant
Withdraw Document
Withdraw Plea of Guilty
Withdraw as Attorney

Responses and Replies

Affidavit in Opposition to Motion
Brief
Memorandum in Support of Motion
Reply
Reply to Response
Response
Response to Motion

Other Filings

Discovery Documents

Notice of Alibi

Notice of Insanity - Expert Witness
Notice of Intent to Use Evidence
Withdrawal of Alibi
Withdrawal of Insanity Defense

Waivers

Waiver of Appearance at Arraignment & Plea
Waiver of Indictment
Waiver of Minimum Time to Trial
Waiver of Preliminary Examination or Hearing
Waiver of Presentence Investigation Report
Waiver of Rights Under Interstate Agreement on Detainers
Waiver of Rule 40 Hearings
Waiver of Speedy Trial
Waiver of Trial by Jury

Notices

Notice
Notice of Attorney Appearance - Defendant
Notice of Attorney Appearance - USA
Notice of Change of Address

Trial Documents

Offer of Proof
Proposed Jury Instructions
Proposed Voir Dire
Trial Brief
Witness List

Appeal Documents

Appeal of Magistrate Judge Decision to District Court - Criminal Case
Designation of Record on Appeal
Docketing Statement
Request for Certificate of Appealability

Other Documents

Affidavit
Amendment
Amicus Curiae Appearance
Answer of the Garnishee-Defendant
Application
Application for Writ of Habeas Corpus ad Prosequendum
Application for Writ of Habeas Corpus ad Testificandum
Attorney Substitution
Certificate of Service
Claim
Consent to Inspection of Presentence Investigation Report
Consent to Trial Before US Magistrate Judge
Information to Establish Prior Conviction
Judgment Satisfaction
Letter
Objection to Presentence Investigation Report
Objection to Report and Recommendations
Objections
Original Document
Petition
Proposed Document
Redacted Document
Report
Request
Request (Non-Party)
Response to Order to Show Cause
Sentencing Enhancement Information
Sentencing Memorandum
Statement
Status Report
Stipulation
Supplement
Transcript Request
Withdrawal of Motion

(updated 5/27/03)

Party Role Type List

3pd	Third Party Defendant	gar	Garnishee
3pp	Third Party Plaintiff	int	Interested Party
a	Appellant	intpl	Interpleader
am	Amicus	intv	Intervenor
cc	Counter Claimant	intvd	Intervenor Defendant
cd	Counter Defendant	intvp	Intervenor Plaintiff
clm	Claimant	inv	Involuntary Plaintiff
cr	Creditor	med	Mediator
crc	Cross Claimant	mov	Movant
crd	Cross Defendant	nomdft	Nominal Defendant
db	Debtor	obj	Objector
dft	Defendant	pet	Petitioner
e	Appellee	pla	Plaintiff
est	estate of	recvr	Receiver
execd	Executor Defendant	relator	Relator
execp	Executor Plaintiff	res	Respondent
gal	Guardian ad litem	spmr	Special Master
		trust	Trustee

APPENDIX D

PORTABLE DOCUMENT FORMAT (PDF) GUIDELINES

The United States District Court - Eastern District of Wisconsin specifies that documents filed with the Court electronically, must be in PDF format. PDF is specified because the files can be created and viewed using many different computing platforms (UNIX, Linux, Windows, and Macintosh). The PDF format was created by Adobe Systems Incorporated®. The format was opened by Adobe to allow third party software developers to use Adobe technology in their products (license reserved).

Each file submitted to the Court electronically, must be less than two megabytes in size. Multiple PDF files may be attached to a single Electronic Case Filing pleading. Brevity is encouraged to minimize the file storage costs to the Court, and reduce the time needed to download a PDF document over a slow internet connection.

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 Courts ECF system. An “electronic signature” is a special code which is created by the software when you log into the ECF system using your login name and password. This code verifies that you are the author of the document. You may choose to include an image of your signature as a stylistic feature of your documents. An image of your signature provides **no** evidence of the authenticity of the documents (Digitized images can be reproduced perfectly, ad infinitum, by anyone with the appropriate software). Do be sure to include the “s/” in your signature line, indicating that it is an electronic submission.

There are three different ways of creating PDF files; extraction with software using default fonts, extraction with software using embedded fonts, and scanning.

PDF files extracted with software using default fonts.

We recommend extracting the PDF file from your original document using software and default fonts whenever possible. Applications which will create this type of PDF are Adobe Writer® and Corel Wordperfect® 9 through 11. In this method the font is specified in the file, and the content is included as text characters. Images can also be included within this type of PDF.

When a person downloads an extracted-native font PDF, his/her PDF reader checks their computer for a similar font. The document is then reassembled by the PDF reading software.

This method results in the smallest files, which can be quickly downloaded. The quality of the printed output is excellent. An automated search can be conducted on the document and it’s content can be copied and pasted for inclusion in related filings.

The content of this type of PDF file does not change. There may be changes in line breaks and pagination because of small differences between the authors computer fonts and the readers computer fonts. The best results are achieved if the author uses common proportional fonts with seraphs. This

document was created using the Times New Roman 12 point font. Other recommended fonts are New Century Schoolbook, Baskerville, Bookman, Caslon and Garamond.

PDF files extracted with software using embedded fonts.

It is possible to create PDF files which include a detailed description of the font to be used. This method gives the most accurate representation of the original document if an unusual font is used (exotic fonts are discouraged). Adobe Distiller® can produce this type of file. This document can be electronically searched, and the contents can be copied and pasted into other documents. Images can also be embedded in this file type.

The embedded font description can greatly affect the size of a file. In a short document, the font description can be several times larger than the text. As a general rule, avoid creating PDF documents with embedded fonts.

Scanned PDF documents

Since all documents submitted to the Court do not originate with the litigants, the Court does accept PDF files created by scanning a hard copy original. The recommended scanner settings are at least 200 X 200 dots per inch and black and white mode. (Avoid color and grayscale scanning whenever possible).

This method creates PDF files where the entire contents are treated as a graphic image. The linefeeds and pagination are consistent because this file is analogous to a facsimile or photocopy.

A scanned PDF document generally creates the largest file sizes of the three methods. The image quality tends to be grainy and includes any dust or marks which are on the scanner or original document. The computer treats this image as a pattern of dots and not as discrete characters. This type of image cannot be readily searched or indexed by electronic means. The contents of a scanned PDF cannot be directly copied and pasted into other documents. The Court recommends that you avoid scanning documents which originate with you. The direct software extraction methods usually provide better results.

Adobe Systems offers a free PDF reader, Adobe Reader®, which can be downloaded at www.adobe.com. Adobe also offers a limited time on-line trial of their Adobe Writer® software.

The Court does not endorse any brand of PDF writing software. To locate PDF writing software, go to your favorite web search site and enter “PDF writer” or “Portable Document Format writer”.

For further questions, please contact the Eastern District of Wisconsin ECF help desk at:

866-438-5410