

# ECF USER MANUAL



## EASTERN DISTRICT OF WISCONSIN

Revised May 2021

# **ECF USER MANUAL**

## **1. REQUIREMENTS AND PREREQUISITES**

- 1.1 Introduction
- 1.2 User Experience
- 1.3 Hardware Requirements
- 1.4 Software Requirements
- 1.5 Registration
- 1.6 ECF Login & Password
- 1.7 PACER Account

## **2. COURT CONTACTS, ADDRESSES, HELP DESK AND RESOURCES**

- 2.1 Court Website
- 2.2 ECF User Manual
- 2.3 Civil Case Opening Instructions and Tutorial
- 2.4 ECF Help Desk
- 2.5 PACER Service Center
- 2.6 Adobe Acrobat

## **3. GETTING STARTED**

- 3.1 Accessing the ECF Site
- 3.2 Logging into the Database
- 3.3 Function Keys & Techniques
- 3.4 Submission of Documents
- 3.5 Receiving Notices of Electronic Filing

## **4. QUERY**

- 4.1 Overview
- 4.2 Search Guidelines

## **5. REPORTS**

- 5.1 Overview
- 5.2 Selected Reports

## **6. UTILITIES**

- 6.1 Overview
- 6.2 Maintain Your Account
- 6.3 View Your Transaction Log
- 6.4 Change Your PACER Login
- 6.5 Mailings

## **7. OPENING A CASE – CIVIL**

## **8. FILING PROCEDURES IN GENERAL – CIVIL**

- 8.1 Filing Procedures

- 9. FILING AN AMENDED COMPLAINT – CIVIL**
- 10. SERVICE OF PROCESS – CIVIL**
- 11. ANSWERS – CIVIL**
  - 11.1 Filing Procedures
  - 11.2 Answers to Complaints
  - 11.3 Other Answers
- 12. MOTIONS & RELATED FILINGS – CIVIL**
  - 12.1 Filing Procedures
  - 12.2 Briefs, Responses and Replies
- 13. OTHER FILINGS – CIVIL**
- 14. OPENING A CASE – CRIMINAL**
- 15. FILING PROCEDURES IN GENERAL – CRIMINAL**
- 16. MOTIONS & RELATED FILINGS – CRIMINAL**
  - 16.1 Filing Procedures
  - 16.2 Briefs, Responses and Replies
- 17. OTHER FILINGS – CRIMINAL**
- 18. PARTY NAME GUIDELINES**
  - 18.1 Overview
  - 18.2 Entering Party Names
  - 18.3 Entering Union Names
  - 18.4 Entering Agencies and Jail
  - 18.5 Entering Unknowns
  - 18.6 Entering John Doe/Jane Doe
  - 18.7 Entering States, Counties and Cities as Parties
  - 18.8 Entering Courts & Personnel
  - 18.9 Entering Board of Supervisors, Trustees & Regents
  - 18.10 Entering Schools, Colleges & Universities
  - 18.11 Entering Estates as Parties
  - 18.12 Entering Real Estate as Parties
  - 18.13 Entering Money or Property as Parties
  - 18.14 Entering Vehicles as Parties
  - 18.15 Entering Guardian ad Litem
  - 18.16 Entering Trustee
  - 18.17 Entering Next Best Friend – Natural Guardian – Mother

## **APPENDICES**

- A ECF Civil Event List
- B ECF Criminal Event List
- C Party Role Type List
- D Creating PDF Documents & Scanning

## **SECTION 1.0 REQUIREMENTS AND PREREQUISITES**

### **1.1 Introduction**

This manual provides instruction on how to use the Electronic Case Filing System (“ECF”). ECF allows users to electronically file court documents, view official docket sheets and documents, and query various case reports via the Internet. This system is to be used in conjunction with the naming, format conventions, and procedures set out in the Federal Rules of Civil Procedure, Local Rules, and ECF Policies and Procedures for 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 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 and 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 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) ECF users must check the login screen for a current list of acceptable browsers. ECF is tested to work correctly in Firefox and Internet Explorer.
- (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 ECF.

## **1.5 Registration**

Registration is required for participation in ECF. Registration forms are available on the court's website: [www.wied.uscourts.gov](http://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 users must have a PACER Account. The U.S. Congress has given the Judicial Conference of the United States authority to impose fees for electronic access to case information. All registered agencies or individuals will be assessed a per page charge. Generally, a page is defined as 54 lines of data. There is a cap on the per page charge for electronic access to any single document. For a list of current charges, see [www.pacer.gov](http://www.pacer.gov).

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. Fees are waived for any quarter in which the total fees are less than \$15. For information regarding billing and payment requirements and to register, contact the PACER Service Center by calling (800) 676-6856 or (210) 301-6440, or visit their website, [www.pacer.gov](http://www.pacer.gov). There is no fee to obtain the account.

## **SECTION 2.0 COURT CONTACTS, ADDRESSES, HELP DESK AND RESOURCES**

### **2.1 Court Website**

The Court's website is located at [www.wied.uscourts.gov](http://www.wied.uscourts.gov).

### **2.2 ECF User Manual**

This manual provides information on the filing of documents, viewing of docket sheets, and performing queries. The Appendices contained in the manual are helpful resources for location of events and creating PDF documents.

### **2.3 Civil Case Opening Instructions and Tutorial**

An on-line civil case opening tutorial and written instructions are available on the Court's website. The tutorial simulates the opening of a civil case, filing of documents and paying fees online. The tutorial takes approximately 30 minutes to complete.

### **2.4 ECF Help Desk**

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

### **2.5 PACER Service Center**

Information regarding PACER can be found on their website, [www.pacer.gov](http://www.pacer.gov).

### **2.6 Adobe Acrobat**

Website: [www.adobe.com](http://www.adobe.com)  
Telephone: (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](http://www.wied.uscourts.gov). Bookmark the location.

## 3.2 Logging into the Database

### (a) Secure Server Site Verification

The ECF server uses 256 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 or maintain your user account, enter the system using your Eastern District of Wisconsin court-generated ECF login and password and click the redaction check-box. During your session, if you deviate from either electronically filing a document or maintaining your user account by clicking on the query or reports menus, the system will prompt for your PACER issued login and password.

If you wish to generate reports (i.e. view a docket sheet or query case information), 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 a transaction. Due to the fact 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. If a change has been made, use the *NEXT* key to progress.

**(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) Searching for the Most Appropriate Event**

Users unfamiliar with the available event selections may select *SEARCH* from the blue *CM/ECF* menu bar at the top of the screen. From that menu, users may enter a keyword, click the *SEARCH* button and a list of every event containing that word will be displayed. Filing of the event may be done directly from the search results screen by clicking on the blue, highlighted event title.

**(e) Selecting Multiple Parties or Events**

Many ECF 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 an additional item in the same drop down list. To select a range of items, hold the *SHIFT* key and click the top and bottom of the selection range.

Some screens will allow you to pick one or more events which will then be moved to a Selected Event field. Clicking any chosen event will remove it from the list.

**(f) 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 type*.

**(g) 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*. The

Notice of Electronic Filing screen confirms that the filing has been committed to the system.

### **3.4 Submission of Documents**

#### **(a) Text Searchable Format**

Filers must submit documents and attachments in text-searchable format whenever possible.

#### **(b) Signature Line Format**

The name of the ECF User under whose login and password the document is submitted must be typed in the space where the signature would otherwise appear and must be preceded by an “s/”.

#### **(c) Exhibits and Attachments**

The filer must add exhibits and attachments individually to the main document and include a description of the exhibits/attachments (e.g., Exhibit A – Deposition – John Doe, Exhibit B – Contract – Smith Co., etc). See Section 8.1(d).

#### **(d) Conventionally Filed Documents**

The following documents should be filed conventionally on paper:

- Any document submitted for filing in a sealed case.
- Highly Sensitive Documents. (See Procedures for the Filing, Service and Management of Highly Sensitive Documents - General Order 21-4).

### **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 “free first 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 of restricted documents in criminal and civil 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 the 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 notifications of “paperless” docket entries will only contain a hyperlink to the docket sheet for the case and not to a document. 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 Restricted Documents in Criminal and Civil Cases**

When an e-mail notification is received and the subject line indicates that it is for a Social Security Appeal, or when the docket text indicates that the document is restricted to case participants only, the recipient must open a second window and enter the ECF system using the attorney’s ECF login and 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 and 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, case number, nature of suit, cause of action and date filed. Name fields are not case sensitive. Name searches can be for parties or attorneys. (See [Section 18.0 – 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 criteria, the user may select one name from the list and the list of cases in which that name appears 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 the ECF: Docket Sheet, Civil Cases, Criminal Cases, and Judgment Index.

- If a selection box displays more than once 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 displayed by date and/or document range.

ECF participants may view the Notices of Electronic Filing (participants 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 Case Report displays a summary list of cases which can be selected by using the following search criteria: case type, judge, case flags, pending and/or 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 e-mail addresses and notification preferences.

#### **1. Maintain User Account**

This screen provides access to Name, Office, Address, Phone and Fax fields. Modifications can only be made to the Name, Phone and Fax fields. The new values will be recorded for ALL cases to which the user is linked. Changes to the Office and Address fields are performed by the Clerk's Office. Notice of changes to an office and/or address should be electronically filed into a pending case or, if there is no pending case, sent in paper format to the Clerk's Office.

#### **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 Notifications, 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. Clicking on the e-mail address will bring up the configuration options.

- **Should this e-mail receive notices**

The system defaults to notices sent to the primary e-mail address. The attorney may specify additional addresses by clicking on the "add a new e-mail address" link under the heading "secondary e-mail addresses." Attorneys may elect to have the notices go to either their primary or secondary addresses or to both. An attorney may want to change the notice option to "no" when he or she is out

of the office for an extended period so long as a secondary address will still be receiving notices.

- **How should notices be sent**

Selecting “per filing” will result in the attorney receiving an immediate email notice of electronic filings. Selecting the “summary report” option will generate a once daily e-mail displaying the docket event and the document number (including the hyperlink) for each document filed in the previous 24 hours.

- **Receiving announcements from the court**

On occasion, the court notifies registered users of important upgrades to the CM/ECF system and of changes made to the local rules and filing policies and procedures using their current e-mail address.

- **Case-specific options**

Attorneys may choose to receive notifications in cases in which they are not a participant by adding the case number(s) into the box. Notices will be sent per filing unless the case is changed to notice as a summary report.

- **Show all cases for this e-mail address**

Clicking the button displays a list of cases for which the attorney is currently receiving notices.

- **Saving changes**

Whenever a change is made on the e-mail information screen, the user must click the “Return to Person Information Screen” button **and then click “Submit” in order for the changes to be saved.**

### **3. More User Information – Change Password**

This screen allows the user to modify the court generated login and password. Passwords must be a minimum of 8 characters, have upper and lower-case letters and must include at least one digit or special character.

## **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**

The filing of all initial documents in a civil case will be made electronically, including the complaint or petition, the civil cover sheet, summons and the disclosure statement. Filing fees are paid electronically during the filing of the initiating document.

An on-line civil case opening tutorial and written instructions are available on the Court's website. The tutorial simulates the opening of a civil case, filing of documents and paying fees online. The tutorial takes approximately 30 minutes to complete.

## **SECTION 8.0 FILING PROCEDURES IN GENERAL – 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.

#### (a) Selecting a Case

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 available on subsequent 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 and Adding Parties**

Select the party(s) filing the document by highlighting the individual name(s). To highlight multiple parties, hold the *CONTROL* key down while clicking on the party names.

New parties can be added on this screen by choosing the “New Filer” button. **Thoroughly search the database for existing party names before adding new names.** (See [Section 18.0 – Party Name Guidelines](#).) To perform the search, enter the first few letters of the party’s last name into the search window and hit “Search.” A window will display all names which match the entered search criteria. Search criteria are not case sensitive.

If the party exists, highlight the name and hit “Select Party.” 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 “Add Party.”

If the party name does not appear on the drop down list, select “Create New Party.” Enter the party name following [Section 18.0 – Party Name Guidelines](#) and proceed as above.

**(c) Select Filed Against Party(s)**

If prompted, select the party(s) the document is filed against by either highlighting the individual name(s) or by Select a Group, if the document is against “All Defendants” or “All Plaintiffs.”

New parties can be added on this screen by choosing the “New Party” button and following the procedures outlined above in [Section 8.1\(b\) – Select Party Filer and Adding Parties](#).

**(d) Selecting the PDF File of the Main Document and Attachments**

Search for the main document by selecting the “Browse” button under the title “Main Document;” and click on the document to add. The name of the file will appear next to the “Browse” button confirming the document selected.

If there are attachments (*i.e.* exhibits or attachments to the pleadings), add them by selecting the “Browse” button under the title “Attachments” to search for each file. The name of the selected file will appear next to the “Browse” button, confirming the document selected. Every attachment requires a selection from the category drop-down list OR a typed description.

The **category drop-down list** is appropriate for documents that typically require no additional description. Examples include a civil cover sheet, text of proposed order and certificate of service. If your attachment falls into one of the listed categories, make a selection from the drop-down list. When finished select “Next” to complete the docket entry. Examples of attachment descriptions selected from the category drop-down list:

(Attachments: # [1](#) Civil Cover Sheet, # [2](#) Summons, # [3](#) Certificate of Service)

Filers must use the **description text box** for exhibits or other documents not found in the category drop-down box. The filer must type a brief description of each attachment in the text box. If the description text is the same for one or more of the attachments, include the date or other defining characteristic to distinguish one attachment from another (See Exhibits 1 and 2, and Exhibits C and D, below). Examples of description text:

(Attachments: # [1](#) Exhibit 1 – Smith Deposition 7/20/18, # [2](#) Exhibit 2 – Smith Deposition 4/25/19, # [3](#) Exhibit 3 – Expert Report – Johnson, # [4](#) Exhibit 4 – Medical Records – Jones (Restricted), # [5](#) Exhibit 5 – Medical Records – Jones (Redacted), # [6](#) Exhibit 6 – Taylor Deposition)

(Attachments: # [1](#) Exhibit A – Order from Western District of Wisconsin, # [2](#) Exhibit B – Decision from USCA-7<sup>th</sup> Circuit, # [3](#) Exhibit C – Contract Rider – Fire Insurance, # [4](#) Exhibit D – Contract Rider – Indemnity Alternatives)

Repeat the sequence for each document attached. When finished, select “Next” and complete the docket entry.

**(e) Modifying the Docket Text**

Add any additional descriptive text which should appear in the docket entry in the blank box or boxes. 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 the browser’s *BACK* button 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 displays which attorneys have been notified of the filing electronically and which attorneys or litigants have not received electronic notification from the system. Those parties not registered to receive electronic notification must be served with paper copies. Although this screen maybe printed, the Notice of Electronic Filing is saved by the system and may be viewed through the Docket Sheet Report at any time. (See [Section 5.2](#))

**SECTION 9.0 FILING AN AMENDED COMPLAINT – CIVIL**

**Filing Procedures**

Select CIVIL from the main menu bar. From the **Initial Pleadings and Service** menu, choose Complaint and Other Initiating Documents. Select Amended Complaint from the drop down menu.

See [Section 8.0 Filing Procedures in General – Civil](#) for directions on selecting the case, selecting the filer, adding new parties, selecting the PDF file, modifying docket text, the final approval screen and notice of electronic filing.

**Update Jury Demand**

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

**SECTION 10.0 SERVICE OF PROCESS – CIVIL**

**Filing Procedures**

From the **Initial Pleadings and Service** menu, select Service of Process. Choose the appropriate event from the drop down menu.

See [Section 8.0 Filing Procedures in General – Civil](#) for directions on selecting the case, selecting the filer, adding new parties, selecting the PDF file, modifying the docket text, the final approval screen and notice of electronic filing.

**Select the Party Served**

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

**Enter Date Served**

Enter the date service was accomplished on the party.

## **SECTION 11.0 ANSWERS – CIVIL**

### **11.1 Filing Procedures**

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

- [Answers to Complaints](#)
- [Other Answers](#)
- 

See [Section 8.0 Filing Procedures in General – Civil](#) for directions on selecting the case, selecting a filer, adding new parties, selecting the PDF file, modifying the docket text, the final approval screen and notice of electronic filing.

### **11.2 Answers to Complaints**

#### **(a) Unanswered Complaint Screen**

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

#### **(b) Counterclaim, Cross-Claim, Third-Party Complaint Screen**

If the Answer to the Complaint contains a Counterclaim, Cross-Claim or Third-Party Complaint, check “Yes.”

Checking these boxes will create additional screens for selection of the party against whom the counterclaim, cross-claim or third-party complaint is being filed.

New parties can be added on this screen by choosing the “New Party” button and following the procedures outlined in [Section 8.1\(b\) Select the Party Filer and Adding Parties](#).

#### **(c) Jury Demand**

Update jury demand information, if necessary.

### **11.3 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 12.0 MOTIONS AND RELATED FILINGS – CIVIL**

### **12.1 Filing Procedures**

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 “miscellaneous relief” or “order” may be used *only* if you do not find a specific motion type which matches your document.

Multiple motion types may be selected simply by highlighting the appropriate relief. Once highlighted, each motion relief will move into the Selected Events box. For example, if you are filing a Motion to Dismiss, or in the alternative, Motion to Amend, you should select **both** Dismiss and Amend/Correct. If you need to remove a selected relief, simply click the item to be removed.

See [Section 8.0 Filing Procedures in General – Civil](#) for directions on selecting the case, selecting the filer, adding new parties, selecting the PDF file, modifying the docket text, the final approval screen and notice of electronic filing.

### **12.2 Briefs, 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 **Briefs, Responses and Replies**.)

Pleadings such as Affidavits, Proposed Findings of Fact, and other documents filed in support of briefs are **NOT** found in this category and should **NOT** be filed as attachments to your brief, response or reply. To file an Affidavit, Proposed Findings of Fact, or other similar document, select the appropriate event from Other Documents under **Other Filings**. (See [Appendix A](#) for a complete list of **Other Filings**.)

#### **(a) Brief in Support, Brief in Opposition, Reply Brief in Support of Motion**

When electronically filing these documents, 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 related motion.

#### **(b) Brief, Reply, Response (Non-Motion)**

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

*Should the document you are filing link to another document in this case?*

If you want to link your document to another document, check the box. Clicking “Next” will display a list of every document that has been filed in the case. You may narrow the documents displayed by typing in specific dates between which you know the related document was filed, or by typing in the specific document number(s) you know relate to the document you are filing.

Although displayed, do **NOT** link your document to a motion. If you are filing a document that is related to a motion, go back and select one of the events that specifically states it is related to a motion.

**(c) 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 check. Select “Next.”

**SECTION 13.0 OTHER FILINGS – CIVIL**

**Filing Procedures**

**Other Filings** contains events for the following categories: Discovery Documents, Notices, Trial Documents, Appeal Documents and Other Documents. (See [Appendix A](#) for a complete list of **Other Filings**.)

See [Section 8.0 Filing Procedures in General – Civil](#) for directions on selecting the case, selecting the filer, adding new parties, selecting the PDF file, modifying the docket text, the final approval screen and notice of electronic filing.

**SECTION 14.0 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. 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 15.0 FILING PROCEDURES IN GENERAL – CRIMINAL**

**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) Case Selection**

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 available on subsequent 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) Cases with Multiple Defendants**

Choose the case listed for the defendant(s) filing the pleading. If the filer is the USA, then select the case for which defendant(s) the pleading pertains. Do **NOT** select the main case unless the pleading relates to **EVERY** defendant in the case.

**(c) Select the Party Filer**

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

**(d) Selecting the PDF File of the Main Document and Attachments**

This screen permits the user to upload the PDF file to the ECF System by clicking on 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 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 pleading), you may add them by clicking the "Browse" button under the title "Attachments," to search for that file. After selecting an attachment, another selection box will automatically appear so that you may continue to add attachments if necessary. Attachments should be added individually, for example, Exhibit A, Exhibit B, etc. and not grouped together such as Exhibits A-M.

Select the category of attachment by selecting from the drop down menu below "Category." 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. If no category fits the type of attachment you are adding, you do not need to select one; however, you must then fill in the description box. If there are additional attachments, repeat this sequence for each one. When finished, select "Next."

**(e) Modifying the Docket Text**

Add any additional descriptive text which should appear in the docket entry in the blank box or boxes. 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* button 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 electronically of the submission and which attorneys or litigants have not received electronic notification. Those parties not registered to receive electronic notification must be served with paper copies. Although this screen may be printed, it is saved by the system and may be viewed through the Docket Sheet Report at any time. (See [Section 5.2](#))

## **SECTION 16.0 MOTIONS AND RELATED FILINGS – CRIMINAL**

### **16.1 Filing Procedures**

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 "miscellaneous relief" or "order" may be used *only* if you do not find a specific motion type which matches your document.

Multiple motion types may be selected simply by highlighting the appropriate relief. Once highlighted, each motion relief will move into the Selected Events box. For example, if you are filing a Motion to Dismiss, or in the alternative, Motion to Amend, you should select **both** Dismiss and Amend/Correct. If you need to remove a selected relief, simply click on the item to be removed.

See [Section 15.0 Filing Procedures in General – Criminal](#) for direction on selecting the case, selecting the filer, selecting the PDF file, modifying docket text, the final approval screen and notice of electronic filing.

## 16.2 Briefs, 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**.)

Pleadings such as Affidavits and other documents filed in support of briefs are **NOT** found in this category and should **NOT** be filed as attachments to your brief, reply or response. To file an Affidavit or other similar document, select the appropriate event from **Other Documents** under **Other Filings**. (See [Appendix B](#) for a complete list of **Other Filings**.)

See [Section 15.0 Filing Procedures in General – Criminal](#) for directions on selecting a case, selecting a filer, selecting the PDF file, modifying docket text, the final approval screen and notice of electronic filing.

### (a) Memorandum in Support, Brief in Opposition, Reply to Response in Support of Motions

When electronically filing these documents, 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 related motion.

### (b) Brief, Reply, Response (Non-Motion)

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

*Should the document you are filing link to another document in this case?*

If you want to link your document to another document, check the box. Clicking “Next” will display a list of every document that has been filed in the case. You may narrow the documents displayed by typing in specific dates between which you know the related document was filed, or by typing specific document numbers you know relate to the document you are filing.

Although displayed, do **NOT** link your document to a motion. If you are filing a document that is related to a motion, go back and select one of the events that specifically states it is related to a motion.

### (c) 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 Recommendations with the box already checked. Select “Next.”

## **SECTION 17.0 OTHER FILINGS – CRIMINAL**

### **Filing Procedures**

**Other Filings** contains events for the following categories: Discovery, Waivers, Notices, Trial Documents, Appeal Documents and Other Documents. (See [Appendix B](#) for a complete list of **Other Filings**.)

See [Section 15.0 Filing Procedures in General – Criminal](#) for directions on selecting a case, selecting the filer, selecting the PDF file, modifying docket text, the final approval screen and notice of electronic filing.

## **SECTION 18.0 PARTY NAME GUIDELINES**

### **18.1 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 the **business names only**.

6. If the company name is U.S. Furnace Co, use US Furnace Co in the 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 the 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

## 18.2 Entering Party Names

### Party Names – with Party Text

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

Last Name: Jones  
First Name: John  
Middle Name: B  
Generation: Jr  
Party Text: husband and the martial community composed thereof

### Party Names – Two Surnames Hyphenated

Example Name: Shirley Forrest-Harris

Last Name: Forrest-Harris  
First Name: Shirley  
Middle Name: *none*

### 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: *none*

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: *none*

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: Manual “Manny” Valle

Last Name: Valle  
First Name: Manuel

Middle Name:        *none*  
Party Text:         *none*

**with the following alias:**

Alias Last Name:    Valle  
Alias First Name:   Manny  
Alias Middle Name: *none*  
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 the Last Name field.

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

### **18.3 Entering Union Names**

To enter the full union name, including local number, is entered in the Last Name field, 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

## 18.4 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 the 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 of Social Security Administration Larry G. Massanari

Last Name: Commissioner of 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, Police Departments and Personnel**

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

**Search Hint:** enter \*administration or \*bureau

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 the 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

## 18.5 Entering Unknowns

Enter “unknown” in the 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

## 18.6 Entering John Doe/Jane Doe

Example Name: John Doe

Last Name: Doe

First Name: John

Example Name: Jane Doe

Last Name: Doe

First Name: Jane

Example Name: John Does I-X

Last Name: Doe

First Name: John

Party Text: sued as: John Does I-X

## 18.7 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

### 18.8 Entering Courts and 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

### 18.9 Entering Board of Supervisors, Trustees and 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

### 18.10 Entering Schools, Colleges and Universities

Enter school name 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

### 18.11 Entering Estates as Parties

When an estate is a party in a case, the estate is entered in the 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

### 18.12 Entering Real Estate as Parties

Enter the 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

### 18.13 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

### 18.14 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

### 18.15 Entering Guardian ad Litem

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

Last Name: K

First Name: T

Party Text: a minor by his or her guardian at litem James N Johnson

### 18.16 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

**18.17 Entering Next Best Friend – Natural Guardian – Mother**

Example Name: M. S., a minor, by her Next Best Friend, Jane Smith

Last Name: S  
First Name: M  
Party Text: a minor by her Next Best Friend Jane Smith

## **APPENDIX A:** **ECF Civil Events –Attorneys**

**NOTE:** This list is not guaranteed to be complete as events are added on an as needed basis. Use this list as a guide, along with the search function in CM/ECF. For more information on searching for the most appropriate event, see [Section 3.3\(d\)](#) of the ECF User Manual.

### **Open a Case**

#### **Civil Case (Attorney Opening)**

### **Initial Pleadings and Service**

#### **Complaints and Other Initiating Documents**

- Amended Complaint
- Application for Writ of Garnishment
- Complaint
- Complaint – Prisoner
- Complaint – Social Security
- Intervenor Complaint
- Motion to Compel – Misc Filing
- Motion to Enforce IRS Summons or Subpoena
- Motion to Quash IRS Summons
- Motion to Quash Subpoena
- Notice of Condemnation
- Notice of Removal
- Petition – Civil Case Filing
- Petition – Misc Case Filing
- Petition for Writ of Habeas Corpus
- Third Party Complaint
- Vacate/Set Aside/Correct Sentence (2255)

#### **Issuance and Service of Process**

- Acceptance of Service by DOJ
- Admission of Service
- Request for Issuance of Summons
- Return of Service by Certified Mail
- Service by Publication
- Summons Returned Executed
- Summons Returned Executed as to USA
- Summons Returned Unexecuted
- Waiver of Service Executed
- Waiver of Service Unexecuted
- Writ of Garnishment Returned

## **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
- Attorneys 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 Case as Frivolous
- Dismiss Party
- Dismiss for Failure to State a Claim
- Dismiss/Lack of Jurisdiction

Disqualify Counsel  
Disqualify Judge  
Enforce  
Enforce IRS Summons  
Enforce Judgment  
Enlarge  
Enlarge Appeal Record  
Entry of Default  
Exclude  
Expedite  
Extension of Time  
Extension of Time re: Transcript  
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  
Redact Transcript  
Referral  
Relief

Remand  
Remand to Agency  
Remand to Bankruptcy Court  
Remand to State Court  
Removal  
Reopen Case  
Reset  
Review  
Sanctions  
Seal  
Seal Case  
Seal Document  
Sealed Motion (Court Staff Only)  
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  
Vacate/Set Aside/Correct Sentence (2255)  
Waive  
Withdraw  
Withdraw Motion  
Withdraw Reference  
Withdraw as Attorney  
Writ  
Writ of Garnishment

## **Briefs, Responses and Replies – Motion and Non-Motion**

- Bankruptcy Appellants Brief
- Bankruptcy Appellants Reply Brief
- Bankruptcy Appellees Brief
- Brief (Non-Motion)
- Brief in Opposition to Motion
- Brief in Support of Motion
- Objections to Report and Recommendations
- Reply (Non-Motion)
- Reply Brief in Support of Motion
- Response (Non-Motion)
- Response to Motion
- Response to Objection to Recommendation

## **Other Filings**

### **Notices**

- Notice – (Do not use this event for a Notice of Appeal)
- Notice of Acceptance with Offer of Judgment
- Notice of Appearance
- Notice of Change of Address
- Notice of Intent to Redact
- Notice of Lis Pendens
- Notice of Post Judgment Garnishment
- Notice of Settlement
- Notice of Voluntary Dismissal

### **Trial Documents**

- Exhibit List
- Pretrial Report
- Proposed Findings of Fact
- Proposed Jury Instructions
- Proposed Verdict
- Proposed Voir Dire
- Trial Brief
- Witness List

### **Appeal Documents**

- Designation of Record on Appeal
- Docketing Statement
- Notice of Appeal
- Notice of Appeal Prisoner

Notice of Cross Appeal  
Notice of Interlocutory Appeal  
Request for Certificate of Appealability

**Other Documents**

Affidavit  
Amended Document (NOT Motion)  
Amicus Curiae Appearance  
Appendix  
Application  
Attachments  
Bill of Costs  
Bond  
Certificate  
Certificate of Service  
Claim  
Consent/Refusal to Jurisdiction by US Magistrate Judge  
Counterclaim  
Crossclaim  
Declaration  
Discharge Lis Pendens  
Disclosure Statement  
Joinder  
Judgment Offer  
Jury Demand  
Letter  
Notice of Intent to Redact  
Objections  
Original Document  
Pretrial Report  
Prisoner Trust Fund Account Statement  
Proposed Document  
Proposed Findings of Fact  
Redacted Document  
Redaction Statement – Transcript  
Report  
Report of Rule 26(f) Plan  
Request  
Request for Issuance of Summons  
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  
Transcript Request  
Unpublished Decision  
Verification

## **Social Security Events**

### **Social Security**

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

**APPENDIX B:**  
**ECF Criminal Events – Attorneys**

**NOTE:** This list is not guaranteed to be complete as events are added on an as needed basis. Use this list as a guide, along with the search function CM/ECF. For more information on searching for the most appropriate event, see [Section 3.3\(d\)](#) of the ECF User Manual.

**Motions and Related Filings**

**Motions**

Acquittal  
Adjourn  
Amend  
Appeal In Forma Pauperis  
Appear  
Appoint Counsel  
Appoint Expert  
Bail Review  
Bifurcate  
Bill of Particular  
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  
Credit for Time Served  
Declaration of Mistrial  
Deferral of Prosecution  
Detain  
Directed Verdict  
Disclosure  
Discovery  
Dismiss (Misc)  
Dismiss Count  
Dismiss/Lack of Jurisdiction  
Dismiss/Speedy Trial

Disqualify Counsel  
Disqualify Judge  
Downward Departure  
Early Termination of Probation  
Enforce IRS Summons  
Enlarge Appeal Record  
Exclude  
Extension of Time re: Transcript  
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  
Redact Transcript  
Reduce  
Reduce Sentence  
Reduce Sentence re: Crack Cocaine Offense – 18:3582  
Release from Custody  
Remand  
Return of Property/PostTrial

Return of Property/PreTrial  
Return of Surety  
Revoke  
Sanctions  
Seal Case  
Seal Document  
Sealed Motion (Court Staff Only)  
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  
Upward Departure  
Vacate  
Vacate (2255)  
Victim Rights  
Visitation  
Warrant  
Withdraw Document  
Withdraw Plea of Guilty  
Withdraw as Attorney

**Briefs, Responses and Replies – Motion and Non-Motion**

Affidavit in Opposition to Motion  
Brief (Non-Motion)  
Brief in Opposition to Motion  
Brief in Support of Motion  
Memorandum in Support of Motion  
Objection to Presentence Investigation Report  
Objection to Report and Recommendations  
Reply (Non-Motion)  
Reply to Response (Motion)  
Response (Non-Motion)  
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 Hearing
- Waiver of Presentence Investigation Report
- Waiver of Rights Under Interstate Agreement on Detainers
- Waiver of Rule 32.1 Hearings
- Waiver of Rule 5(c)(3) Hearings
- Waiver of Speedy Trial
- Waiver of Trial by Jury

### **Notices**

- Notice – (Do not use this event for a Notice of Appeal)
- Notice of Attorney Appearance – Defendant
- Notice of Attorney Appearance – USA
- Notice of Change of Address
- Notice of Intent to Redact
- Notice of Lien for Fine and/or Restitution
- Notice of Release of Lien

### **Trial Documents**

- Exhibit List
- Offer of Proof
- Pretrial Report
- Proposed Jury Instructions
- Proposed Voir Dire
- Trial Brief
- Witness List

### **Appeal Documents**

- Designation of Record on Appeal

Docketing Statement  
Notice of Appeal  
Request for Certificate of Appealability

**Other Documents**

Affidavit  
Amendment  
Amicus Curiae Appearance  
Answer of the Garnishee-Defendant  
Application  
Certificate of Service  
Claim  
Consent to Inspection of Presentence Investigation Report  
Consent to Proceed Before US Magistrate Judge  
Disclosure Statement  
Information to Establish Prior Conviction  
Judgment Satisfaction  
Letter  
Notice of Intent to Redact  
Objection to Presentence Investigation Report  
Objection to Report and Recommendations  
Objections  
Original Document  
Petition  
Pretrial Report  
Proposed Document  
Redacted Document  
Redaction Statement – Transcript  
Report  
Request  
Request (Non-Party)  
Response to Order to Show Cause  
Sentencing Enhancement Information  
Sentencing Memorandum  
Statement  
Status Report  
Stipulation  
Supplement  
Withdrawal of Motion

(updated September 2012)

**APPENDIX C:**  
**Party Role Type List**

Amicus

Appellant

Appellee

Claimant

Consolidated Appellant

Consolidated Appellee

Consolidated Defendant

Consolidated Intervenor Defendant

Consolidated Plaintiff

Consolidated Third-Party Defendant

Counter Claimant

Counter Defendant

Counter Plaintiff

Creditor

Cross Claimant

Cross Defendant

Cross Plaintiff

Cross-Appellant

Cross-Appellee

Debtor

Defendant

Estate of

Executor Defendant

Executor Plaintiff

Fifth Party Defendant

Fifth Party Plaintiff

Fourth Party Defendant

Fourth Party Plaintiff

Garnishee

Guardian ad Litem

IN RE:

Interested Party

Interpleader

Interpleader Defendant

Interpleader Plaintiff

Intervenor

Intervenor Defendant

Intervenor Plaintiff

Involuntary Defendant

Involuntary Plaintiff

Lead Plaintiff

Mediator

Movant

Nominal Defendant

Objector

Petitioner

Plaintiff

Prison Facility

Receiver

Relator

Relief Defendant

Respondent

Special Master

Subrogee Defendant

Third Party Defendant

Third Party Plaintiff

Third Party Respondent

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 45 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, encryption or digital signature features of your PDF writing software.** File security is handled by your browser (typically Internet Explorer® or Mozilla Firefox®) 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. Common applications which will create this type of PDF are Adobe Acrobat® Standard, Adobe Acrobat® Pro, Corel Wordperfect® 9 through X6, and Microsoft Word® 2010 among others. 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 its 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 author’s computer fonts and the reader’s computer fonts. The best results are achieved if the author uses common proportional serif fonts.

This document was created using the Times New Roman 12 point font. Other recommended fonts are Georgia, Palatino Linotype, and MS Serif.

### **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 Acrobat 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 300 x 300 dots per inch (“DPI”) 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 the 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 alphabetic 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 document which originate with you. The direct software extraction methods usually provide better results.

Adobe Systems offers a free PDF reader, Adobe Acrobat Reader®, which can be downloaded at [www.adobe.com](http://www.adobe.com).

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 editor” or “Portable Document Format editor.”

For further questions, please contact the Eastern District of Wisconsin ECF help desk at: (866) 438-5410.