

Slide 1 - Welcome

**Filing a Notice of Paper Filing**

Animation

Electronic Learning Module Version 1.0

Captivate Version 3.0  
CM/ECF Version 2  
Production Information:  
Produced by: AO-OIT-SDSD-Training Branch  
Contact Information:  
<http://www.ca4.uscourts.gov/>  
January 2, 2008

**Welcome to  
the lesson on  
Filing a Notice  
of Paper Filing**

**Slide notes**

Welcome to the lesson on filing a Notice of Paper Filing.

## Slide 2 - Navigation

**Navigation Instructions**

In order to closely simulate the CM/ECF application, each screen in this lesson will contain instructions for you to follow that mimic the actual software. Follow those instructions to progress through the lesson.

You may also use the playback controls at the bottom of each screen. You may move forward or back and you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.

There is a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

Roll your mouse over the red letter i near the upper right corner for lesson module version information.

To exit the lesson, click the X in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **Start** button when you're ready.



## Slide notes

This screen tells you how to navigate through this lesson and describes some of the other features of the screens. When you're ready to begin, click the Start button.

## Slide 3 - Objectives



The slide features a blue background with a faint watermark of a scale of justice and the text 'A.O. OF FLORIDA TRAINING BRANCH'. The main content is centered and includes a title, a list of objectives, and a 'Continue' button with a callout box.

## Objectives

When you complete this lesson module, you will be able to:

- ◆ Select a Docket Event Category
- ◆ Select a Docket Event
- ◆ Select a Party Filer
- ◆ Enter Service Information
- ◆ Locate and Submit a PDF File
- ◆ Enter Additional Information
- ◆ Submit a Docket Transaction

Click the **Continue** button.

Click here.

**CONTINUE**

Click Box  
(247 x 445)  
(X:0; Y:0)

## Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete the module. Click Continue.

## Slide 4 - Event Selection

**Docketing Please Select**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

## Event Selection

Case:  Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (247 x 445) (X:0; Y:0)

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

- Please Select
- Appearance of counsel filed (Local Rule 46(c))
- Appearance of qualified law student filed [Local Rule 46(a)]
- Appendix designations served
- Certificate of compliance with type-volume limitations filed
- Certificate of confidentiality filed
- Certificate of service filed
- Certificate of service of Anders brief filed
- Change of address notice filed

Click here.

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

## Slide notes

We will assume you have filed an appendix to your brief in paper form. Now you are going to make an entry on the docket to give electronic notice of the paper filing. You've already logged in to CM/ECF, selected Docketing, and entered your case number. For details on how to do those steps, see the lesson module on Filing an Appearance of Counsel.

You're now ready to select the appropriate event. This takes two steps. First, you would select the Event Category in the left pane, then you would select the specific event in the right pane. In this case, the category in the left pane is Other, Sealed & Paper Filings. Click the radio button for that category.

Slide 5 - Slide 5

**Docketing Please Select**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

## Event Selection

Case:  Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (247 x 445) (X:0; Y:0)

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

- Please Select
- SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)
- SEALED DOCUMENT FILED
- Affidavit filed
- Certificate of confidentiality filed
- Classified document filed
- Document filed re:
- Exhibit(s) filed
- Letter filed re:

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Click the down arrow.

Click here.

Slide notes

Now the right pane shows all the events in that selected category. In order to find the specific event for the notice, we need to scroll down. Click the down arrow in the scroll bar.

Slide 6 - Slide 6

**Docketing Please Select**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

## Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (247 x 445) (X:0; Y:0)

First select one

- Forms, Notices & Filings
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Letter filed re:

- Memorandum filed re:
- Notice of paper filing
- Social Master's report/order filed
- Judgment on certified question filed
- State court opinion on certified question filed
- Status report filed
- Suggestion filed re:
- Supplemental authorities filed (FRAP 28(j))

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Click the radio button for Notice of paper filing.

Click here.

Slide notes

We can now see the event Notice of paper filing. Click the radio button for that event.

Slide 7 - Slide 7

**Docketing Notice of paper filing**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

## Event Selection

Case:  Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

- Letter filed re:
- Memorandum filed re:
- Notice of paper filing
- Special Master's report/order filed
- State court judgment on certified question filed
- State court opinion on certified question filed
- Status report filed
- Suggestion filed re:
- Supplemental authorities filed (FRAP 28(j))

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Click Box (247 x 445) (X:0; Y:0)

Click the down arrow in the scroll bar to move down.

Slide notes

With the correct category and event selected, click the down arrow in the scroll bar to move down.

Slide 8 - Slide 8

The screenshot shows a web application window titled "Docketing Notice of paper filing". The window has a menu bar with "Docketing", "Reports", "Utilities", "Logout", and "Help". The main content area is for "Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson". On the left, there is a vertical yellow bar with the text "CMI/ECF Appellate". A "Click Box (247 x 445) (X:0; Y:0)" is overlaid on the left side. The main area contains a "First select category of event:" section with a list of radio button options: "Forms, Notices & Filing Fees", "Motions, Responses & Replies", "Briefing Documents", "Argument Notices & Acknowledgments", "Judgments", "Rehearing Petitions & Answers", "Bills of Cost & Objections", and "Other, Sealed & Paper Filings" (which is selected). To the right, there is another list of radio button options: "Letter filed re:", "Memorandum filed re:", "Notice of paper filing" (which is selected), "Special Master's report/order filed", "State court judgment on certified question filed", "State court opinion on certified question filed", "Status report filed", "Suggestion filed re:", and "Supplemental authorities filed (FRAP 28(j))". Below these lists, there is a text instruction: "Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point." Below this is an "Applied Case Selection" list containing one entry: "07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)". At the bottom, there is a "Total: 0" label, a "Docket Event" button, and "All" and "Reset" buttons. A blue callout box says "Click the Docket Event button." and a red callout box says "Click here." pointing to the "Docket Event" button.

Slide notes

Now click the Docket Event button.

Slide 9 - Slide 9

**Docketing Notice of paper filing**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

- Letter filed re:
- Memorandum filed re:
- Notice of paper filing
- Special Master's report/order filed
- State court judgment on certified question filed
- State court opinion on certified question filed
- Status report filed
- Suggestion filed re:
- Supplemental authorities filed (FRAP 28(j))

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Total: 0 Selected: 0

All Reset

**Docket Event**

CMI/ECF Appellate

Slide notes

(Note: This is a transition slide.)

Slide 10 - Select Party Filer

**Docketing Notice of paper filing**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

**Party Filer**

Select the filer(s) below. In consolidated cases, use the All Cases button to apply the selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Click Box (247 x 445) (X:0; Y:0)

Click here.

Display All Parties All Cases Select All Clear All

**Service**

Service Date:

US Mail  Fax  
 Hand  3rd Party  
 Email  Clerk

**PDF Document**

Document:

Slide notes

Now we need to select the party filer. Since you're representing the Appellant in this case, click the check box for Carolyn Henderson.

Slide 11 - Service Information

**CMI/ECF Appellate**

Docketing Notice of paper filing

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases

**Service**

Service Date:

US Mail  Fax  
 Hand  3rd Pa  
 Email  Clerk

**PDF Document**

Document:  Browse...  
Add Another

Type 10/23/2007 as the service date, then click the US Mail check box.

Try the date again, then click the US Mail check box.

Slide notes

Now we need to identify the date and method of service. In the Service Date field, type 10/23/2007, then click the US Mail check box.

Slide 12 - Browse for PDF

**Docketing Notice of paper filing**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/>	Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Click Box (247 x 445) (X:0; Y:0)

Display All Parties All Cases Select All Clear All

**Service**

Service Date: 10/23/2007

US Mail  Fax  
 Hand  3rd Party  
 Email  Clerk

**PDF Document**

Document:

Add Another

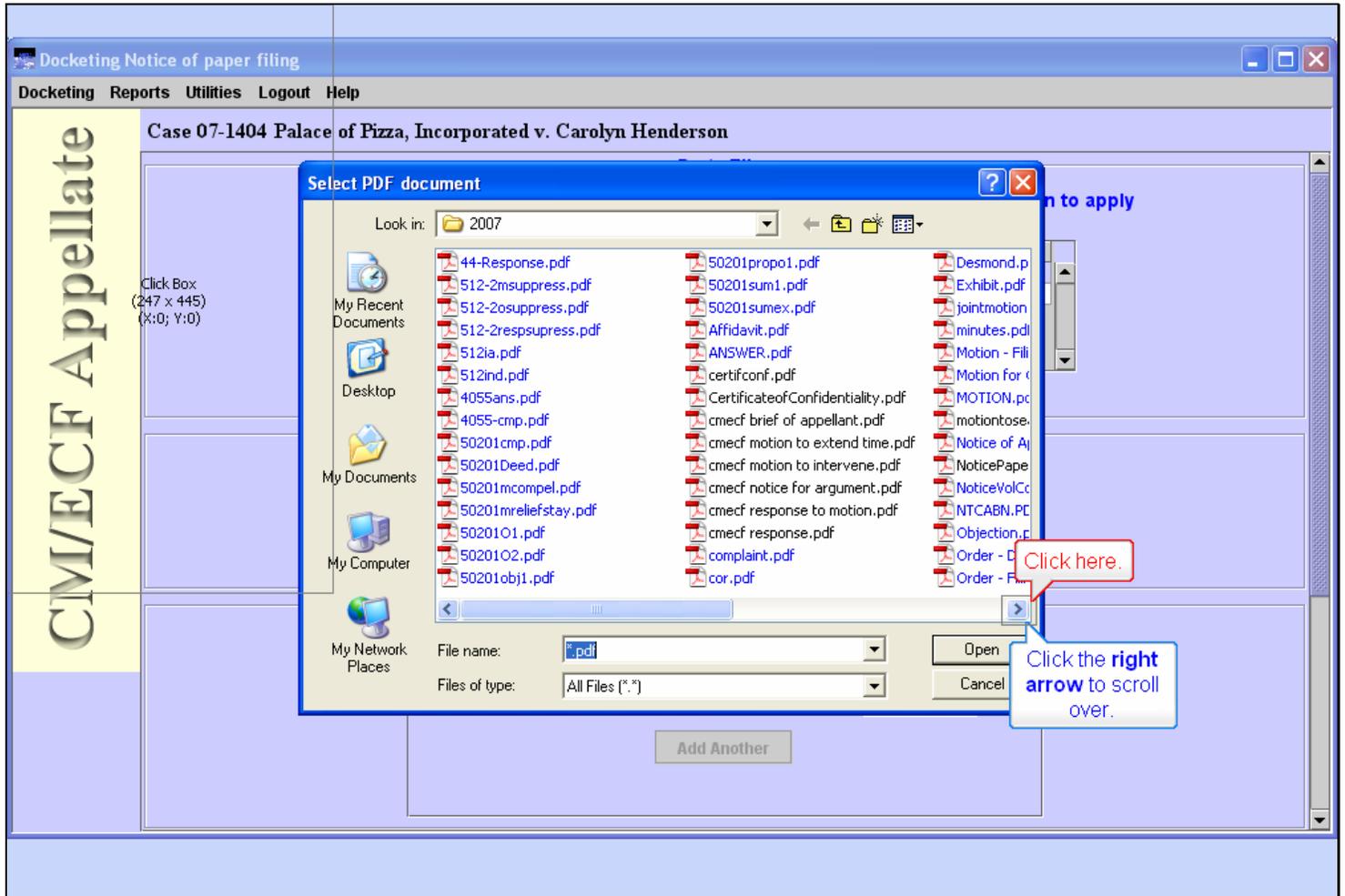
Click the **Browse...** button.

Click here.

Slide notes

We are now ready to find the PDF file that is our notice. To find it, click the Browse button.

Slide 13 - Slide 13

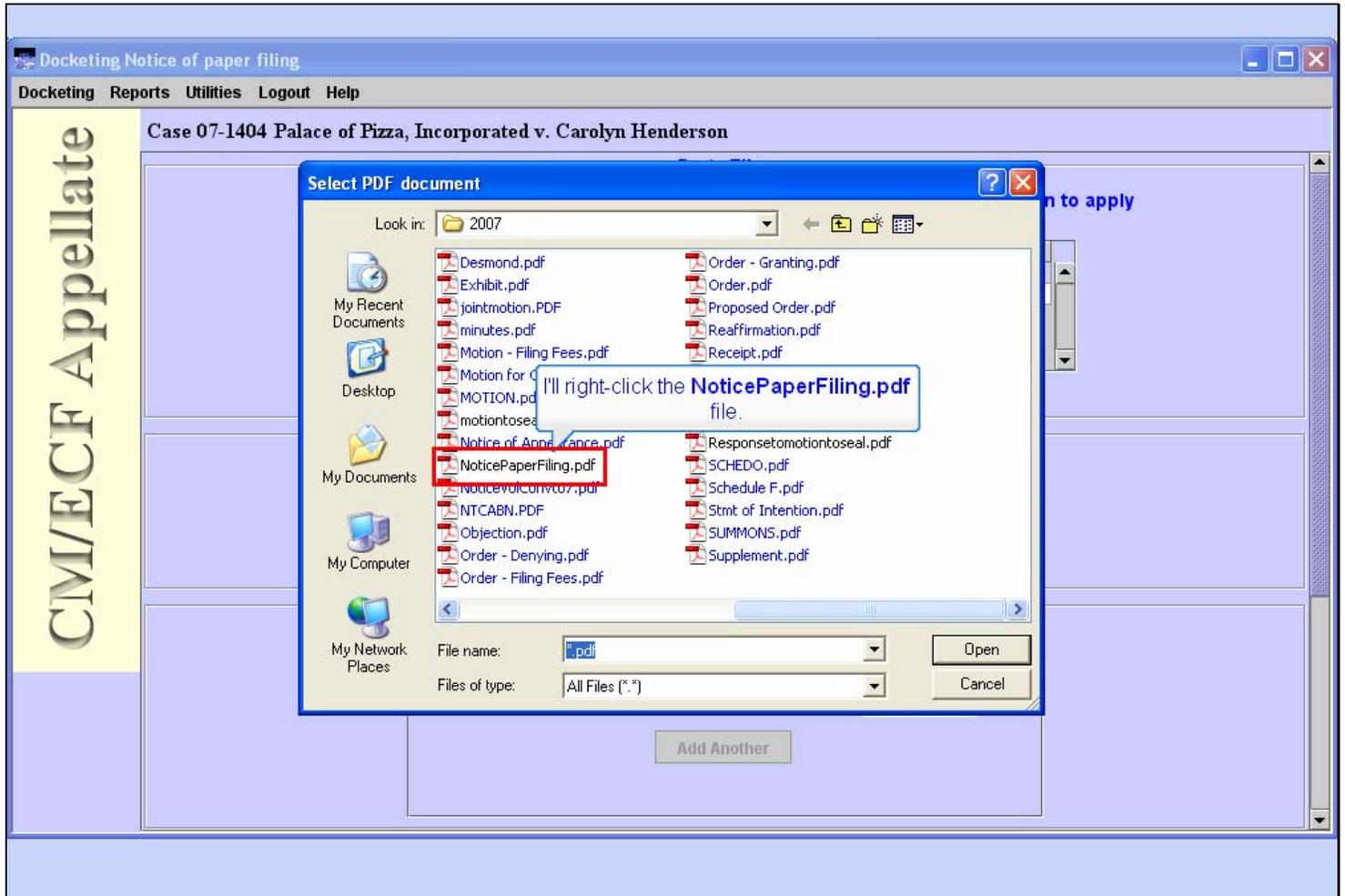


Slide notes

A Select PDF document dialog box pops up. By the way, for information about how to find files on your computer, see the lesson module on Windows Navigation.

We are already in the correct folder where our PDF files are stored, but the one that is our notice is not visible at the moment. Since the files are listed in alphabetical order, click the right arrow in the scroll bar to move over to the right.

Slide 14 - Slide 14

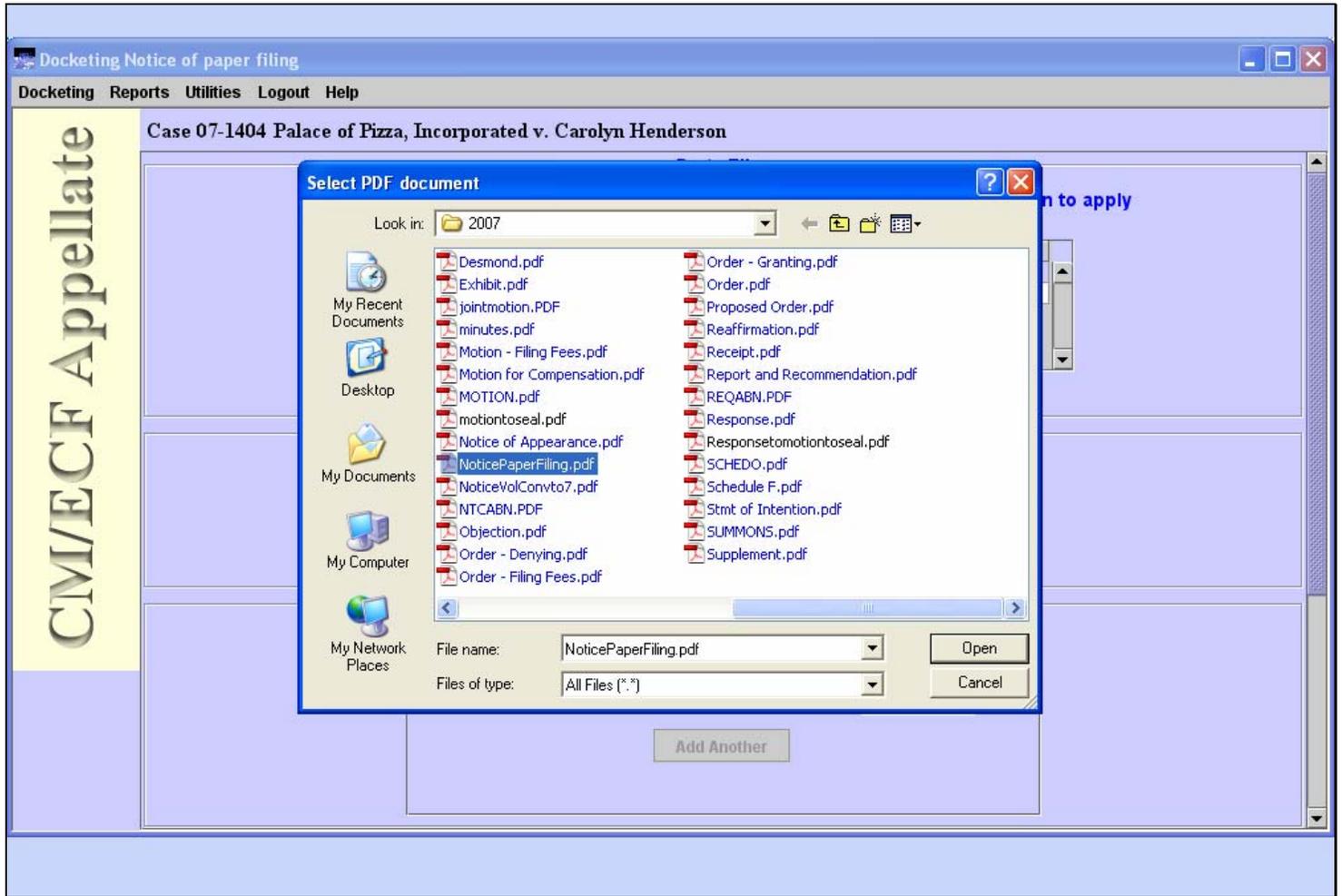


Slide notes

And now we can see our file, named NoticePaperFiling.pdf.

It's a good practice to take a quick look at this file to be sure it's the correct one before you submit it to the court. In order to do that, you would right-click the file name. The right-click causes your browser to pop up a menu. Watch your screen and I'll do the right-click for you.

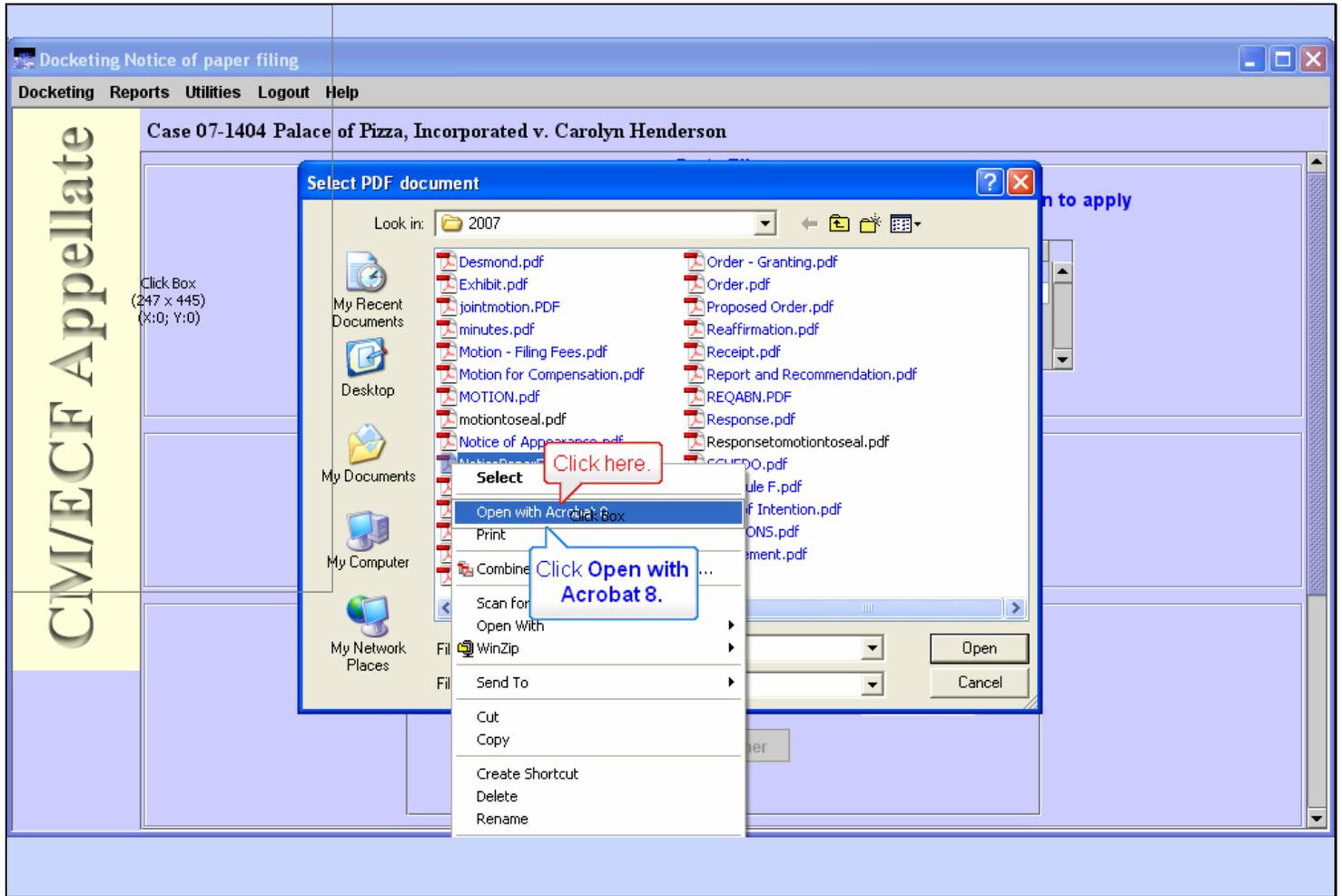
Slide 15 - Slide 15



Slide notes

(Note: This is a transition slide.)

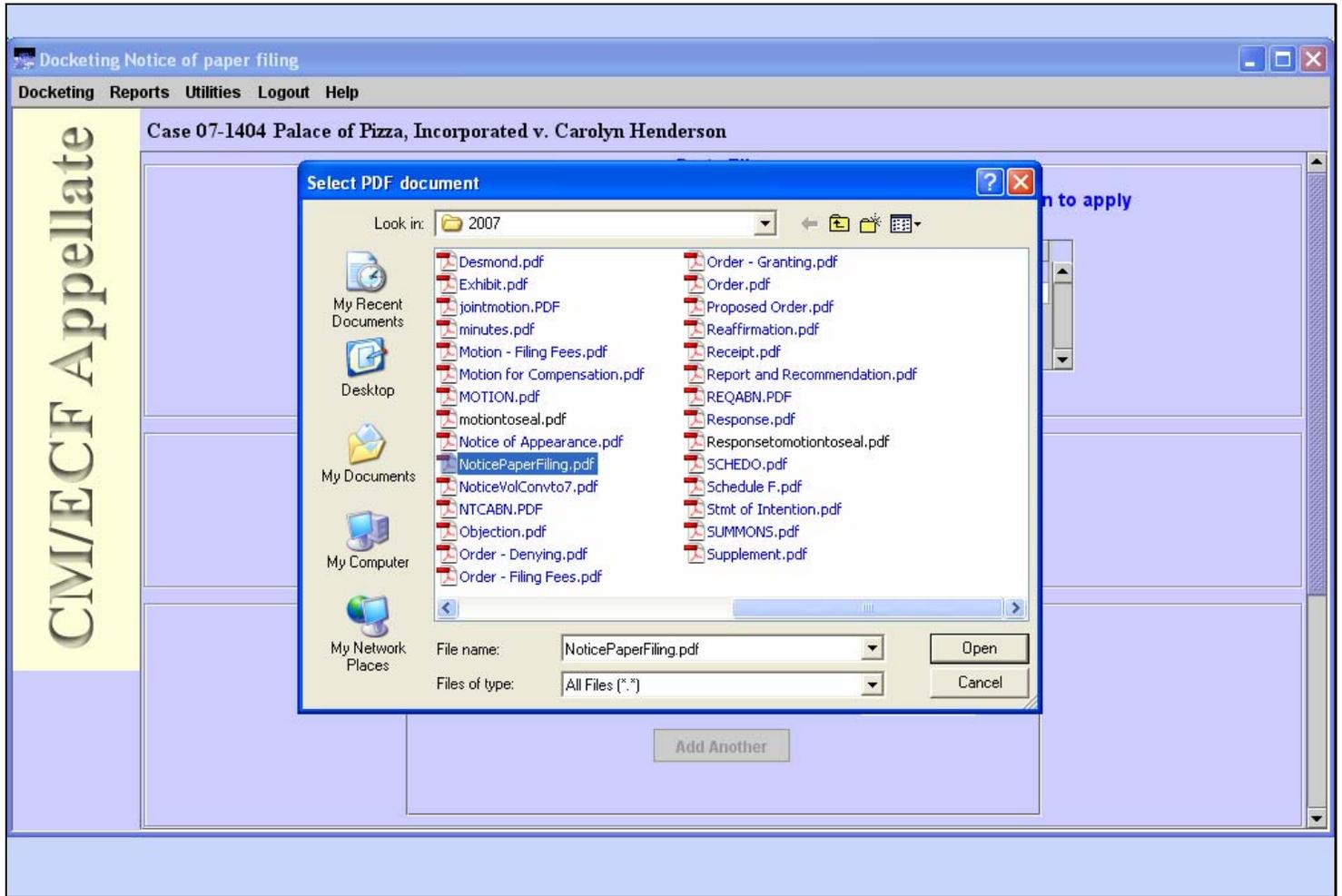
Slide 16 - Slide 16



Slide notes

Now from the pop-up menu, click on Open with Acrobat 8.

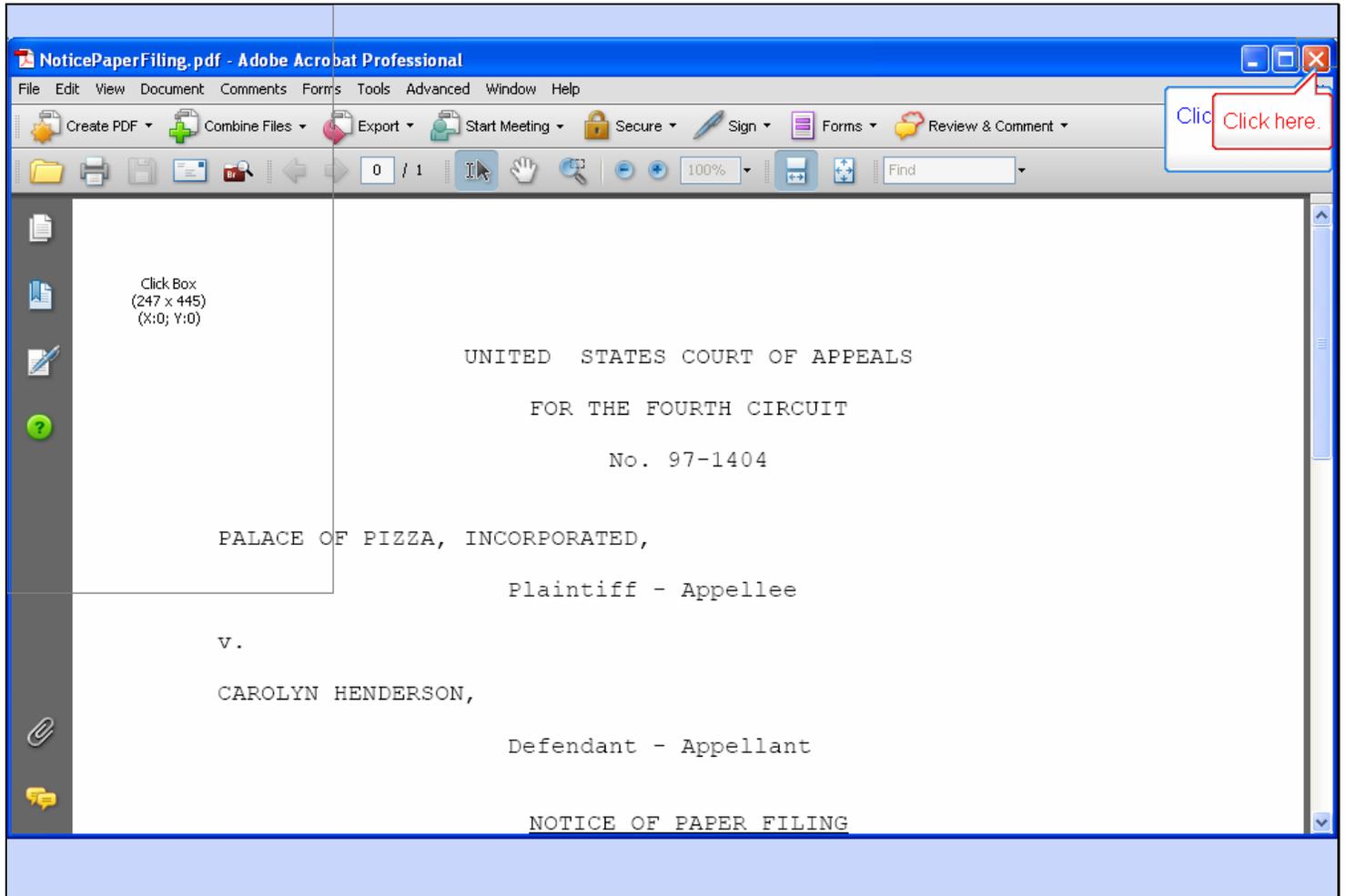
Slide 17 - Slide 17



Slide notes

(Note: This is a transition slide.)

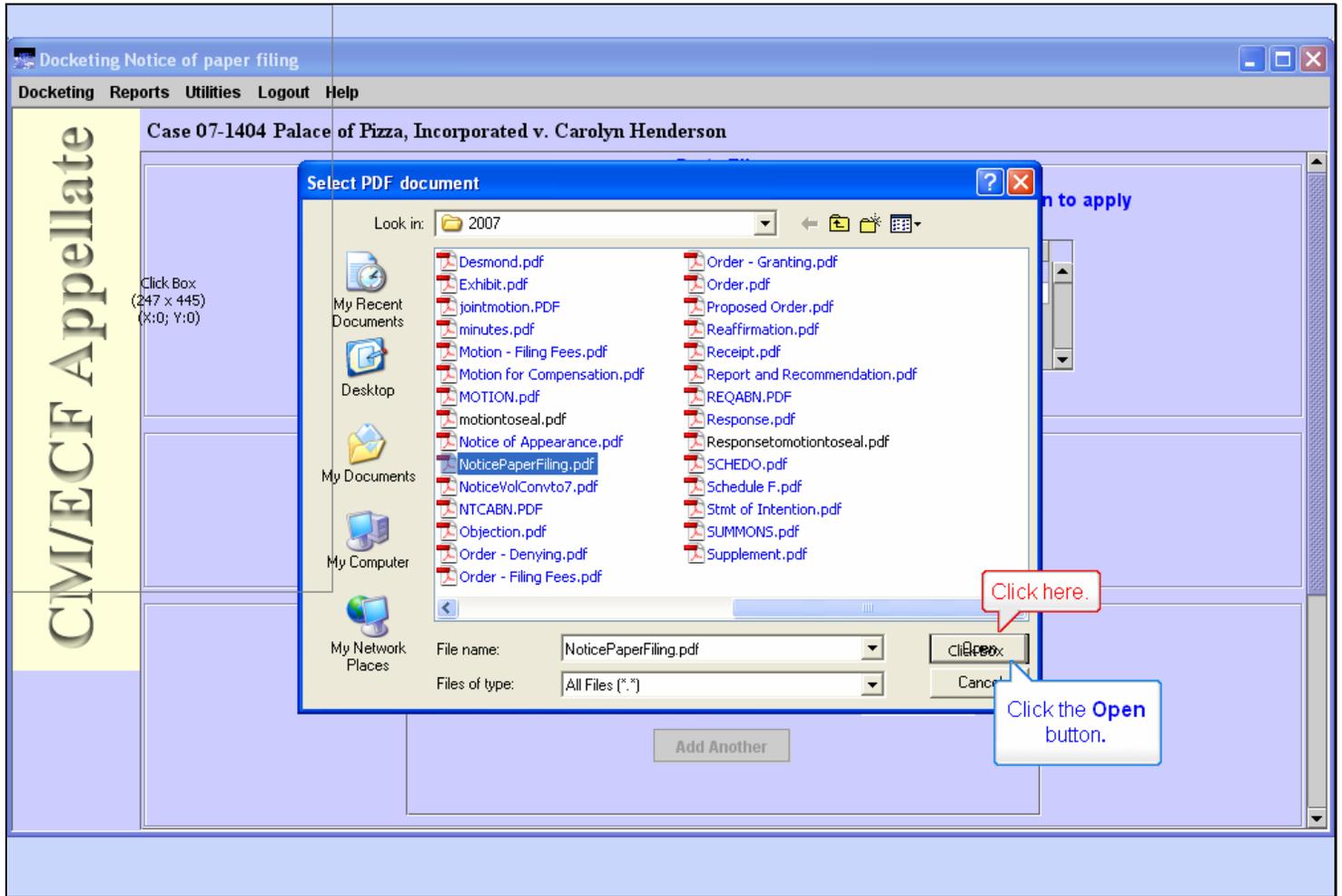
Slide 18 - Slide 18



Slide notes

Adobe Acrobat shows you the contents of the file. Since this is the correct file, close the Acrobat window by clicking its close button.

Slide 19 - Slide 19



Slide notes

Now click the Open button.

Slide 20 - Slide 20

Click Box (247 x 445) (X:0; Y:0)

**Party Filer**

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...
<input type="checkbox"/> Palace of Pizza, Incorporated	Appellee-Plaintiff	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

**Service**

Service Date: 10/23/2007

US Mail  Fax  
 Hand  3rd Party  
 Email  Clerk

**PDF Document**

Document: C:\CMECF\2007\NoticePaperFiling.pdf Browse...  
 Add Another

Click the down arrow  
 Click here.

Slide notes

CM/ECF fills in the document path and filename. Now click the down arrow in the scroll bar to scroll down.

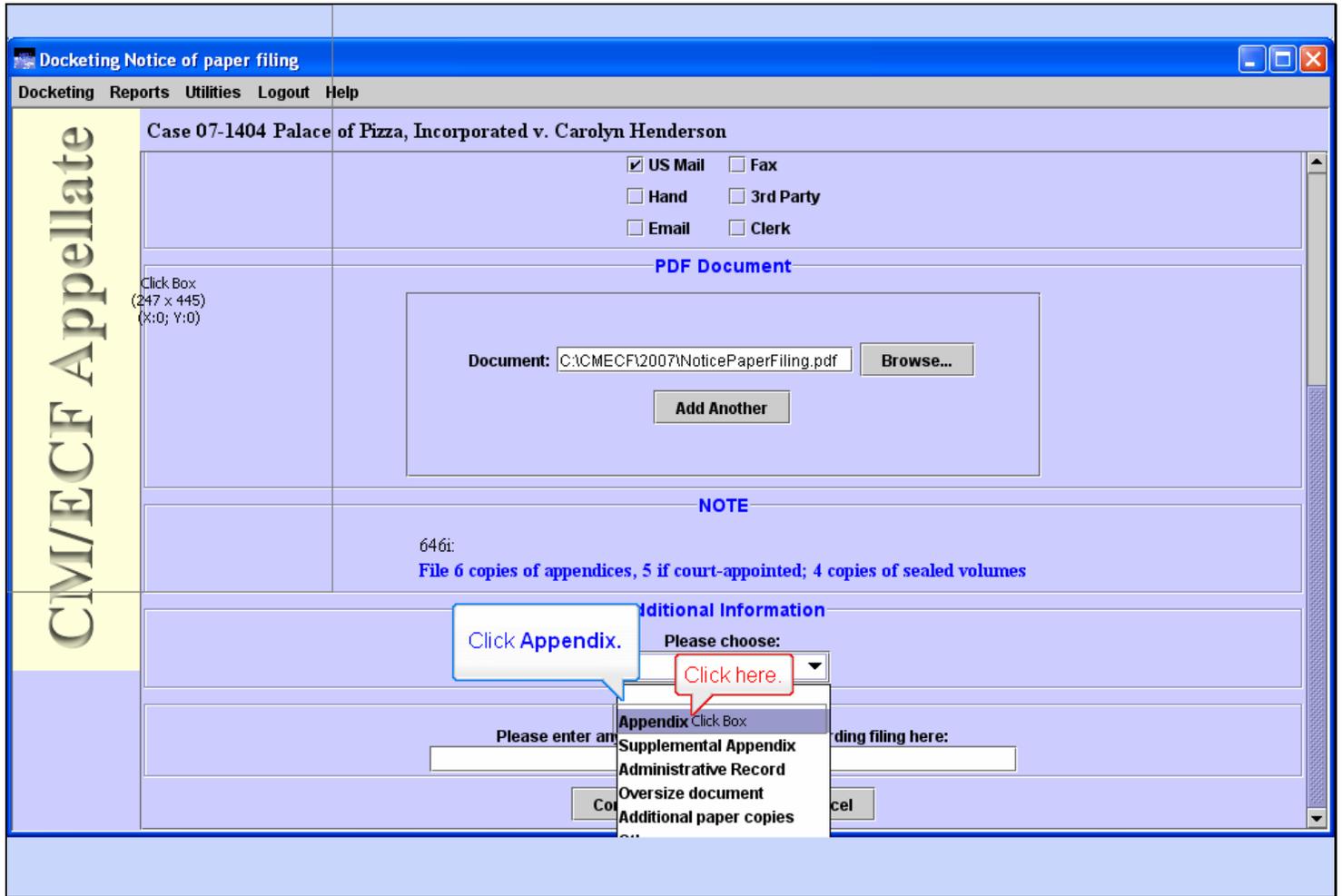
Slide 21 - Additional Information

Slide notes

Remember to read the instructional text in blue on these screens.

There is some additional information we need to add here about what we filed in paper form. First, click the down arrow in the drop-down list.

Slide 22 - Slide 22



Slide notes

From this drop-down list, click Appendix.

Slide 23 - Slide 23

**Docketing Notice of paper filing**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

US Mail  Fax  
 Hand  3rd Party  
 Email  Clerk

**PDF Document**

Document: C:\CMECF\2007\NoticePaperFiling.pdf

**NOTE**

646i:  
File 6 copies of appendices, 5 if court-appointed; 4 copies of sealed volumes

**Additional Information**

Please choose:  
Appendix

**Additional Information**  
y ad \_\_\_\_\_ ion regarding filing here:

Click Box (247 x 445) (X:0; Y:0)

CMECF Appellate

**Slide notes**

If you needed to add any additional information about your notice, you could do so here. We'll leave it blank in this lesson.

For now, click the Continue button.

Slide 24 - Slide 24

Docketing Notice of paper filing

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

US Mail  Fax  
 Hand  3rd Party  
 Email  Clerk

PDF Document

Document: C:\CMECF\2007\NoticePaperFiling.pdf

NOTE

646i:  
File 6 copies of appendices, 5 if court-appointed; 4 copies of sealed volumes

Additional Information

Please choose:  
Appendix

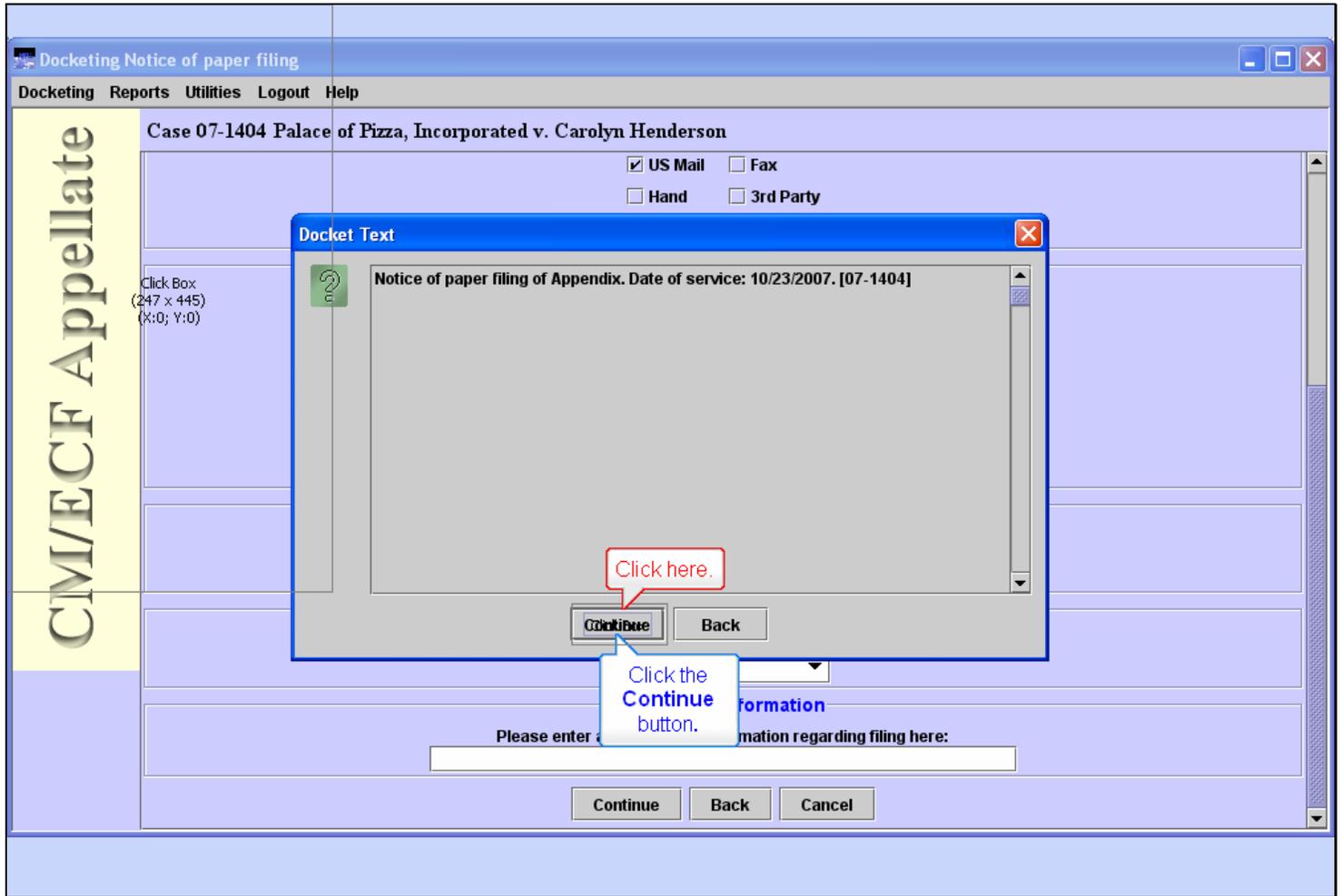
Additional Information

Please enter any additional information regarding filing here:

Slide notes

(Note: This is a transition slide.)

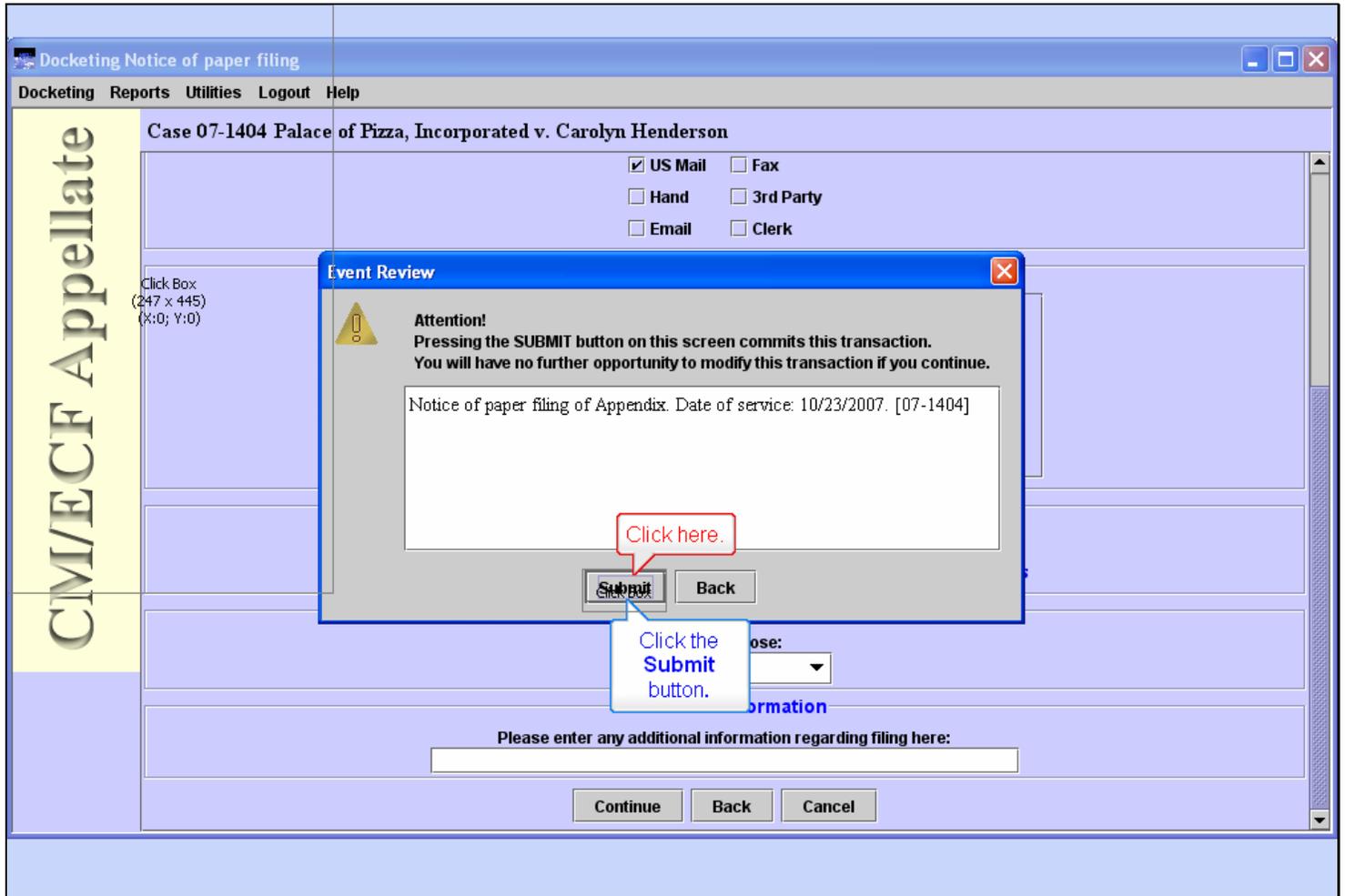
Slide 25 - Docket Text



Slide notes

CM/ECF is creating docket text based on our selections and entries thus far. You should read the text carefully. If you see anything that is incorrect, you should click the Back button and back up to correct the error. We'll assume everything looks correct, so click the Continue button.

Slide 26 - Submit the Transaction



Slide notes

This is the point of no return. Read the text carefully to make sure all the information is correct. After you click the Submit button, you will have no further chance to back up and change anything.

We'll assume everything is correct, so click the Submit button.

Slide 27 - Slide 27

Docketing Notice of paper filing

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

US Mail  Fax  
 Hand  3rd Party  
 Email  Clerk

PDF Document

Document: C:\CMECF\2007\NoticePaperFiling.pdf

NOTE

646i:  
File 6 copies of appendices, 5 if court-appointed; 4 copies of sealed volumes

Additional Information

Please choose:  
Appendix

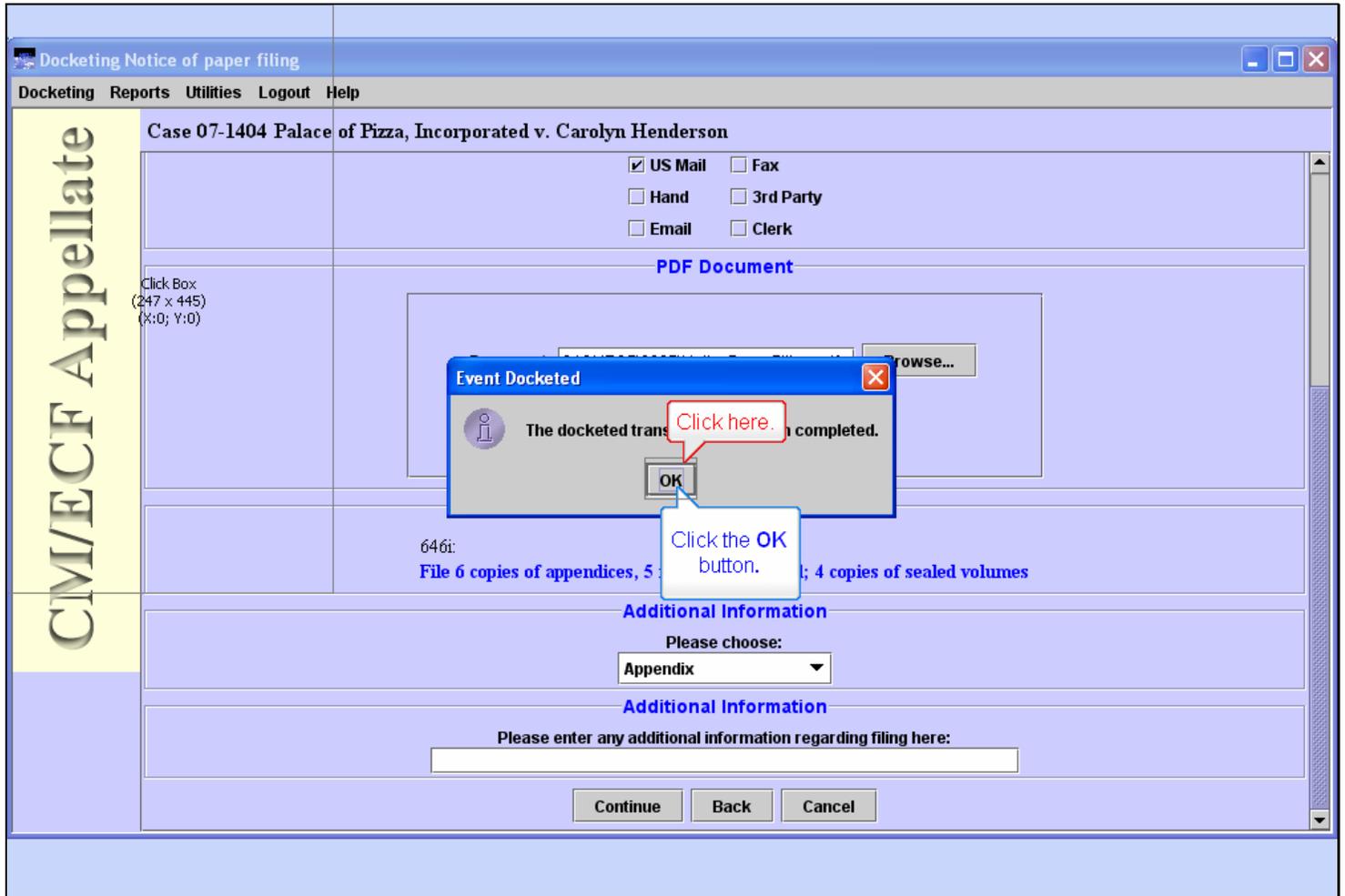
Additional Information

Please enter any additional information regarding filing here:

Slide notes

(Note: This is a transition slide.)

Slide 28 - Slide 28



Slide notes

When the CM/ECF server receives your transaction, you'll receive this confirmation. Click the OK button.

Slide 29 - Slide 29

Docketing Notice of paper filing

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

US Mail  Fax  
 Hand  3rd Party  
 Email  Clerk

PDF Document

Document: C:\CMECF\2007\NoticePaperFiling.pdf

NOTE

646i:  
File 6 copies of appendices, 5 if court-appointed; 4 copies of sealed volumes

Additional Information

Please choose:  
Appendix

Additional Information

Please enter any additional information regarding filing here:

CMI/ECF Appellate

Slide notes

(Note: This is a transition slide.)

## Slide 30 - Slide 30

**Docketing Please Select**

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

## Event Selection

Case:  Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- Briefing Documents
- Argument Notices & Acknowledgments
- Judgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

- Please Select
- Appearance of counsel filed (Local Rule 46(c))
- Appearance of qualified law student filed [Local Rule 46(a)]
- Appendix designations served
- Certificate of compliance with type-volume limitations filed
- Certificate of confidentiality filed
- Certificate of service filed
- Certificate of service of Anders brief filed
- Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

**Slide notes**

And we're back to the Event Selection screen. If you had another document to file in this case, you could do so. Or you could enter a different case number to file a document in a different case.

We'll assume you're done for this lesson.

## Slide 31 - Summary

The slide features a blue gradient background with a faint watermark of a scale of justice and the text "AO OF THE 10TH CIRCUIT TRAINING BRANCH". The word "Summary" is centered at the top in a bold blue font. Below it, the text "You should now be able to:" is followed by a bulleted list of seven tasks. At the bottom, a paragraph explains how to exit the lesson module. A small white square is visible on the right edge of the slide.

### Summary

You should now be able to:

- ◆ Select a Docket Event Category
- ◆ Select a Docket Event
- ◆ Select a Party Filer
- ◆ Enter Service Information
- ◆ Locate and Submit a PDF File
- ◆ Enter Additional Information
- ◆ Submit a Docket Transaction

You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

**Slide notes**

This concludes the lesson module. In summary, these are the things you should now be able to do. You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide 32 - Exit



Slide notes

Thanks for taking the lesson. Goodbye.