

Slide 1 - Welcome

Filing a Response to Motion	Animation
 <p>Welcome to the lesson on Filing a Response to Motion</p>	

Slide notes

Welcome to the lesson on Filing a Response to a Motion.

Slide 2 - Navigation

The screenshot shows a blue-themed interface for an electronic learning module. At the top right, there is a small red 'i' icon. A tooltip box is open, displaying the following information:

- 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/>
- December 12, 2007

The main text on the slide provides navigation instructions:

- In order to closely simulate the CM/ECF you to follow that mimic the actual software.
- You may also use the playback controls you may rewind to the beginning of the lesson through the lesson. The playback of 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.

At the bottom center, there is a blue button labeled "START". A red callout box with the text "Click here." points to the button.

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

Click Box
(254 x 424)
(X:0; Y:0)

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
- ◆ Locate and Submit a PDF File
- ◆ Select prior related docket entries
- ◆ Submit a Docket Transaction
- ◆ View and Save a Notice of Docket Activity

Click the **Continue** button.

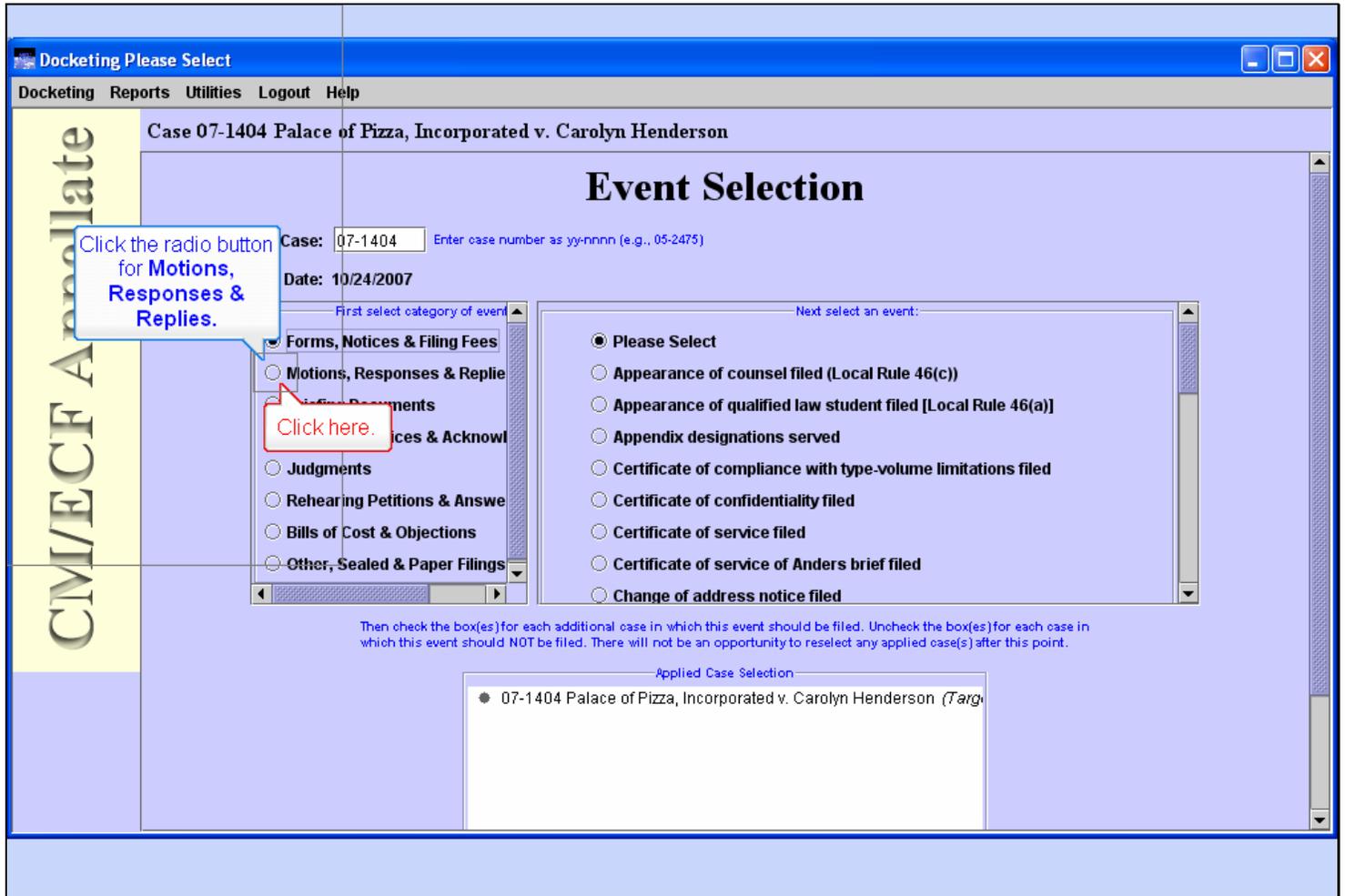
Click here.

CONTINUE

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



Slide notes

In this lesson we've already logged in to CM/ECF and selected Docketing from the CM/ECF main menu. If you need to review these steps, see the lesson module on Filing an Appearance of Counsel.

We will assume you are representing the appellee in this case, and you're going to file a response to a motion filed by opposing counsel. You are now ready to select the appropriate event category. From the left pane, click the radio button for Motions, Responses & Replies.

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 (254 x 424) (X:0; Y:0)

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies**
- Briefing Documents
- Argument Notice
- Judgments
- Rehearing Petition
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Next select an event:

- Please Select**
- CJA 23 application (SEALED) to proceed under CJA filed
- Consent/stipulation filed
- IFP application to proceed in forma pauperis filed
- Motion filed
- PLRA application to proceed under Prison Litigation Reform Act filed
- Reply filed
- Response/answer filed
- Response/answer filed to petition for rehearing/rehearing en banc

Click the radio button for Response/Answer 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

The list of events in the Motions, Responses & Replies category is now listed in the right pane. From that list of events, click the radio button for Response/answer filed.

Slide 6 - Slide 6

Docketing Response/answer filed

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 (254 x 424) (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
- CJA 23 application (SEALED) to proceed under CJA filed
- Consent/stipulation filed
- IFP application to proceed in forma pauperis filed
- Motion filed
- PLRA application to proceed under Prison Litigation Reform Act filed
- Reply filed
- Response/answer filed
- Response/answer filed to petition for rehearing/rehearing en banc

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 d Click here.

Slide notes

To continue, click the down arrow in the scroll bar.

Slide 7 - Slide 7

Slide notes

Now click the Docket Event button.

Slide 8 - Slide 8

Docketing Response/answer filed

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

Next select an event:

- Please Select
- CJA 23 application (SEALED) to proceed under CJA filed
- Consent/stipulation filed
- IFP application to proceed in forma pauperis filed
- Motion filed
- PLRA application to proceed under Prison Litigation Reform Act filed
- Reply filed
- Response/answer filed**
- Response/answer filed to petition for rehearing/rehearing en banc

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

Slide notes

(Note: This is a transition slide.)

Slide 9 - Party Filer

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 action 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...

Display All Parties All Cases Select All Clear All

Additional Information

Nature of response:
in opposition

PDF Document

Document:

NOTE

439i: If this response was requested by a notice, please choose the notice

Slide notes

Now we need to select the party filer. Since you're representing the Appellee in this case, click the check box for Palace of Pizza, Incorporated.

Slide 10 - Nature of Response

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

Buttons: Display All Parties, All Cases, Select All, Clear All

Additional Information

Nature of response: in opposition ▼

PDF Document

Document:

NOTE

439: If this response was requested by a notice, please choose the notice

Slide notes

We now need to indicate the nature of our response. Click the down arrow in the drop-down list for Nature of response.

Slide 11 - Slide 11

Docketing Response/answer filed

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

Display All Parties All Cases Select All Clear All

Additional Information

Nature of response:
in opposition
in support of
in opposition

Docume

NOTE

439: If this response was requested by a notice, please choose the notice

CMI/ECF Appellate

Click Box (254 x 424) (X:0; Y:0)

Click in opposition.

Click here.

Slide notes

Click in opposition.

Slide 12 - Browse for PDF

Click Box (254 x 424) (X:0; Y:0)

CMI/ECF Appellate

Docketing Response/answer filed

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

Display All Parties All Cases Select All Clear All

Additional Information

Nature of response:
in opposition

PDF Document

Document: Browse...

Add Another

NOTE

439: If this response was requested by a notice, please choose the notice

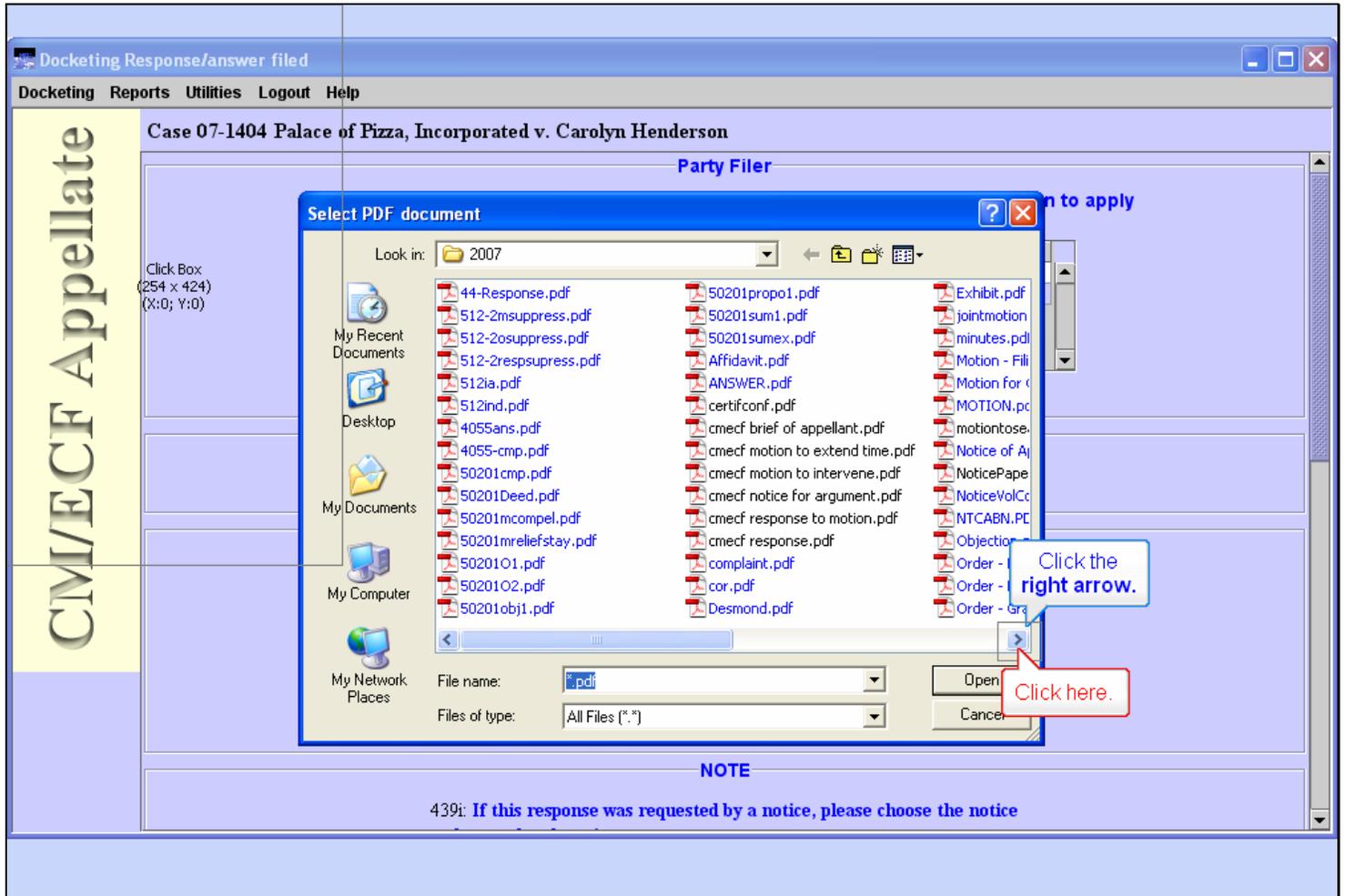
Click the Browse ... button.

Click here.

Slide notes

We're now ready to find the PDF file that is our response. To find it, click the Browse button.

Slide 13 - Slide 13

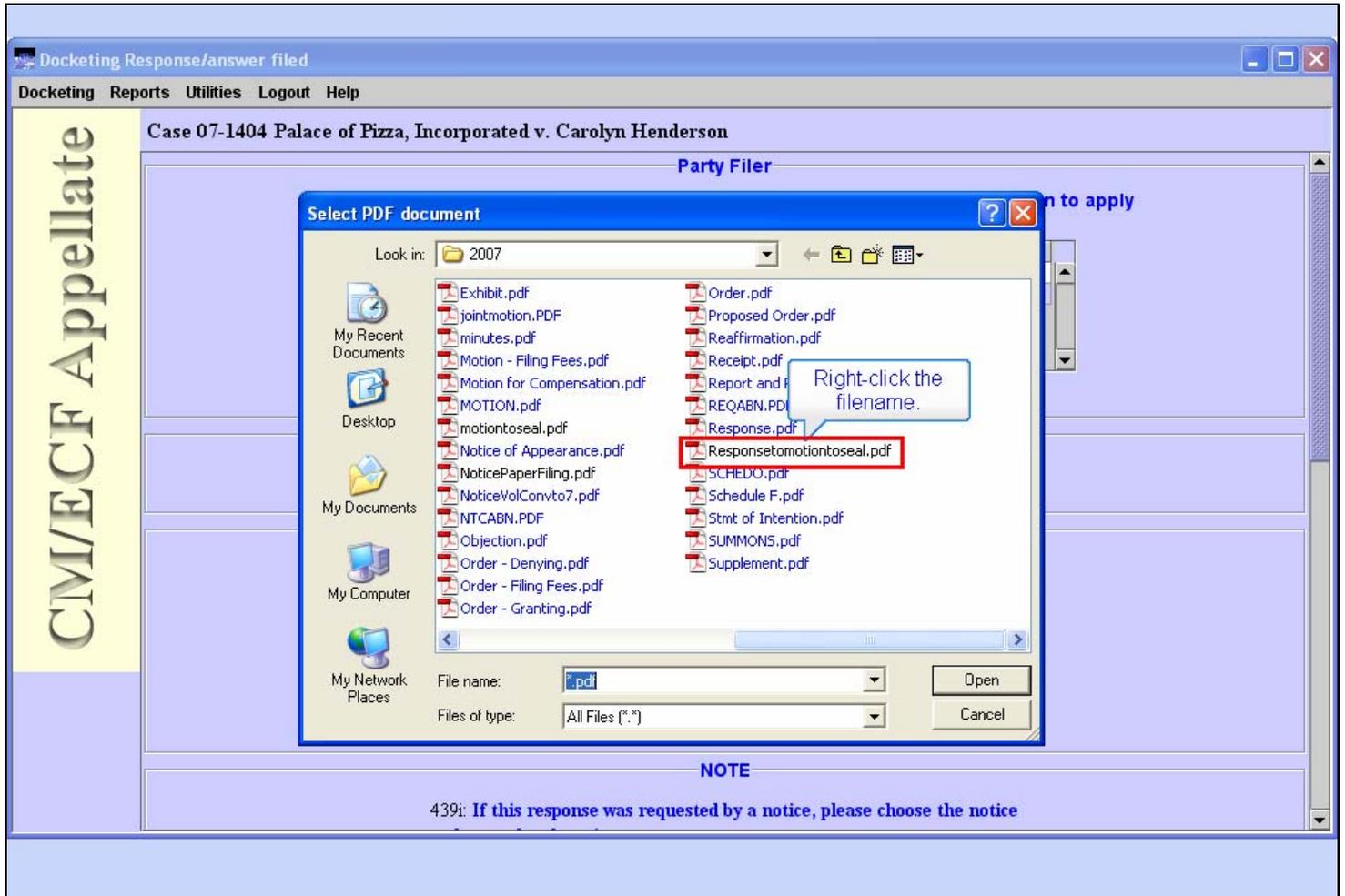


Slide notes

A Select PDF document dialog box pops up. By the way, for more 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 response 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

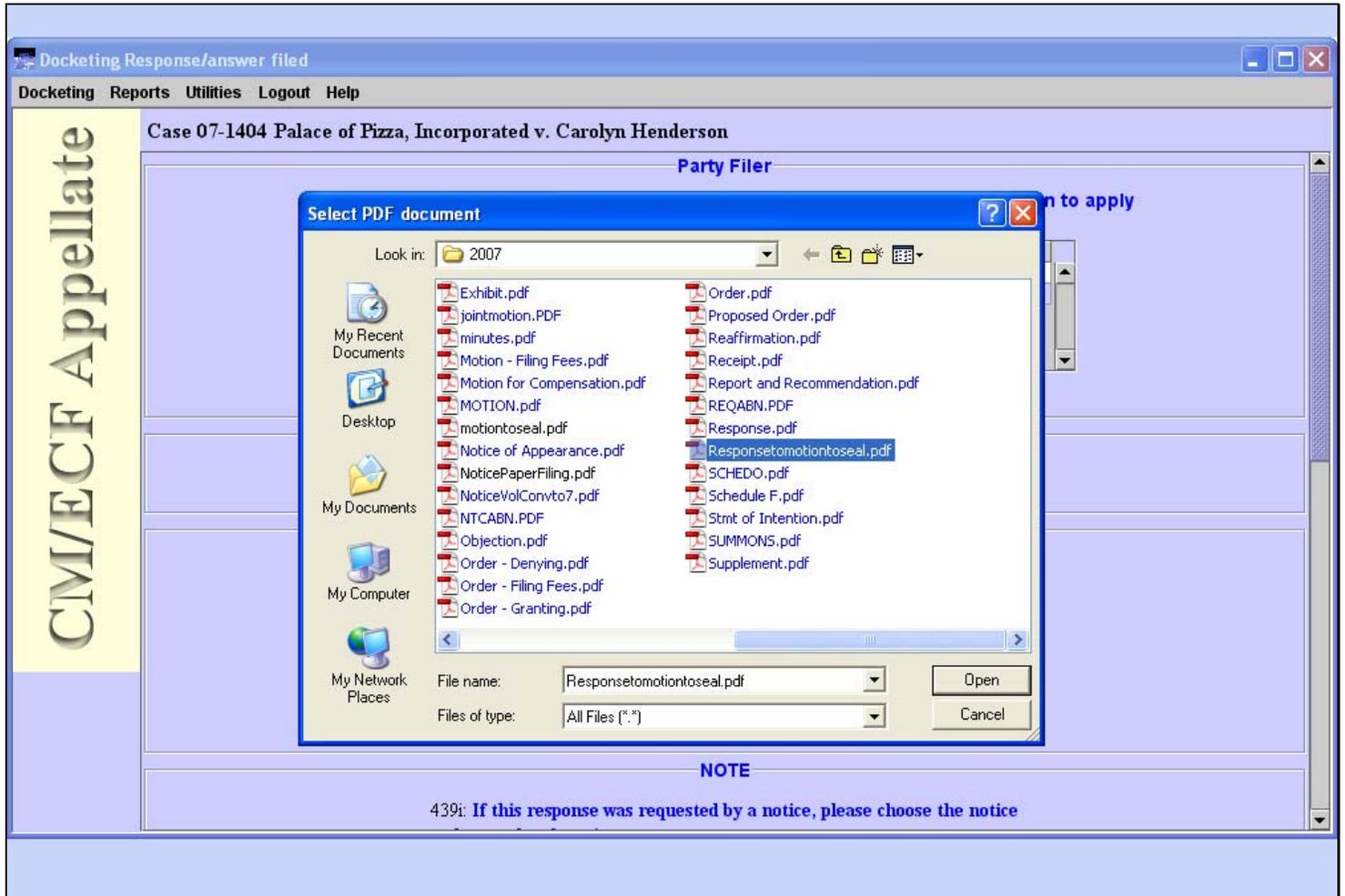


Slide notes

And now we can see our file, named Responsetomotiontoseal.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.

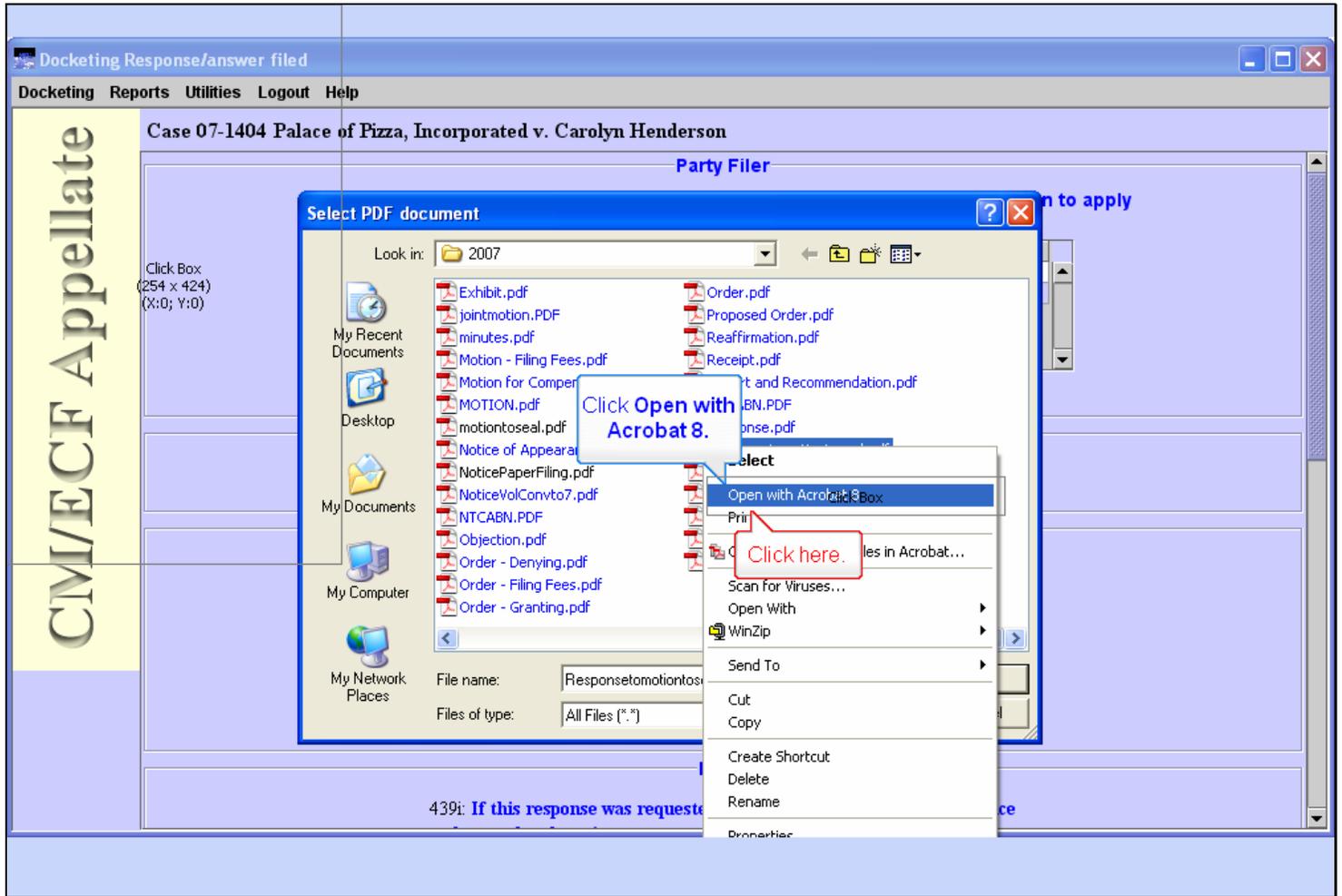
Slide 15 - Slide 15



Slide notes

(Note: This is a transition slide.)

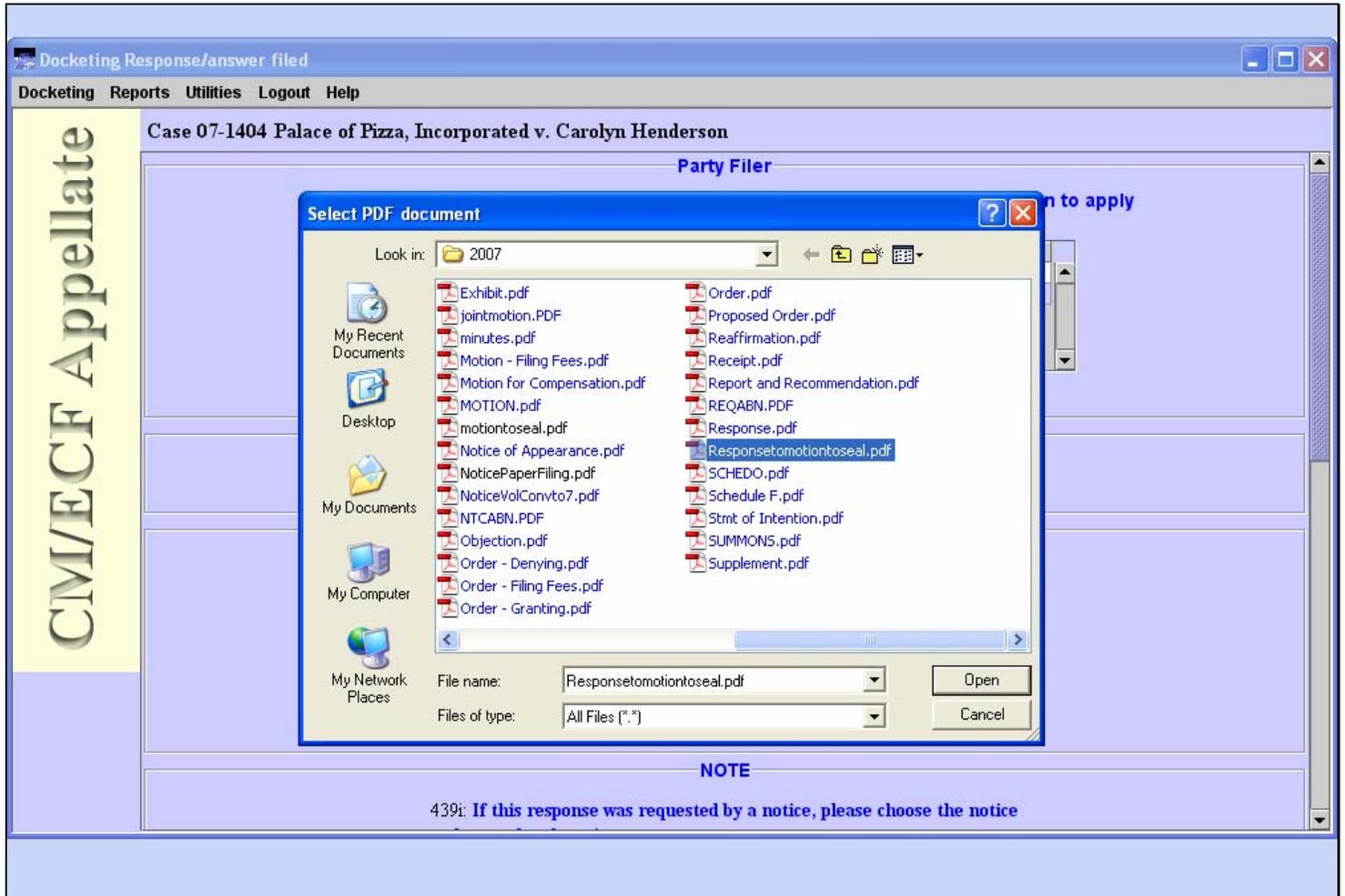
Slide 16 - Slide 16



Slide notes

Now from the drop-down menu, click on Open with Acrobat 8.

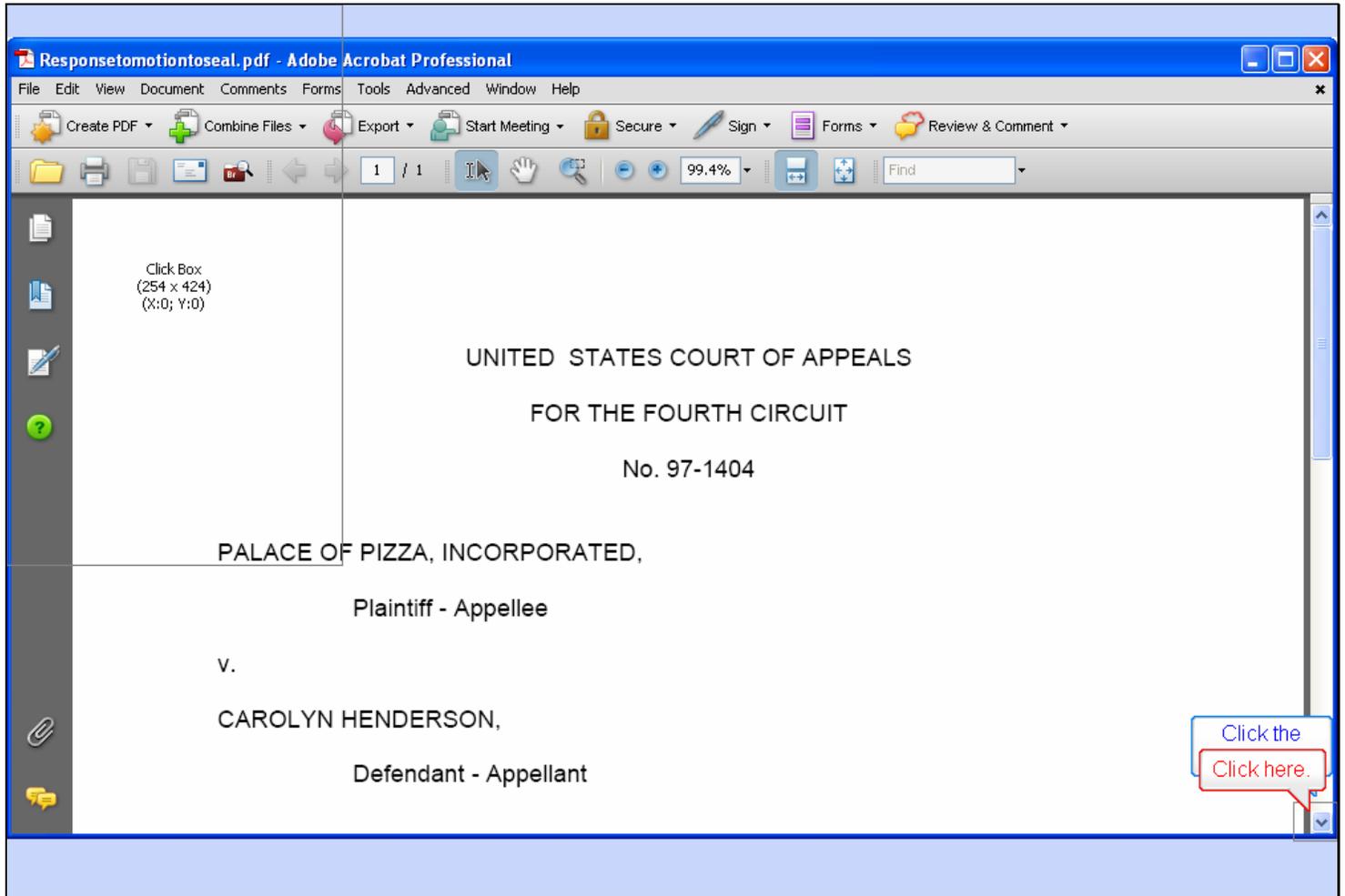
Slide 17 - Slide 17



Slide notes

Note: This is a transition slide.

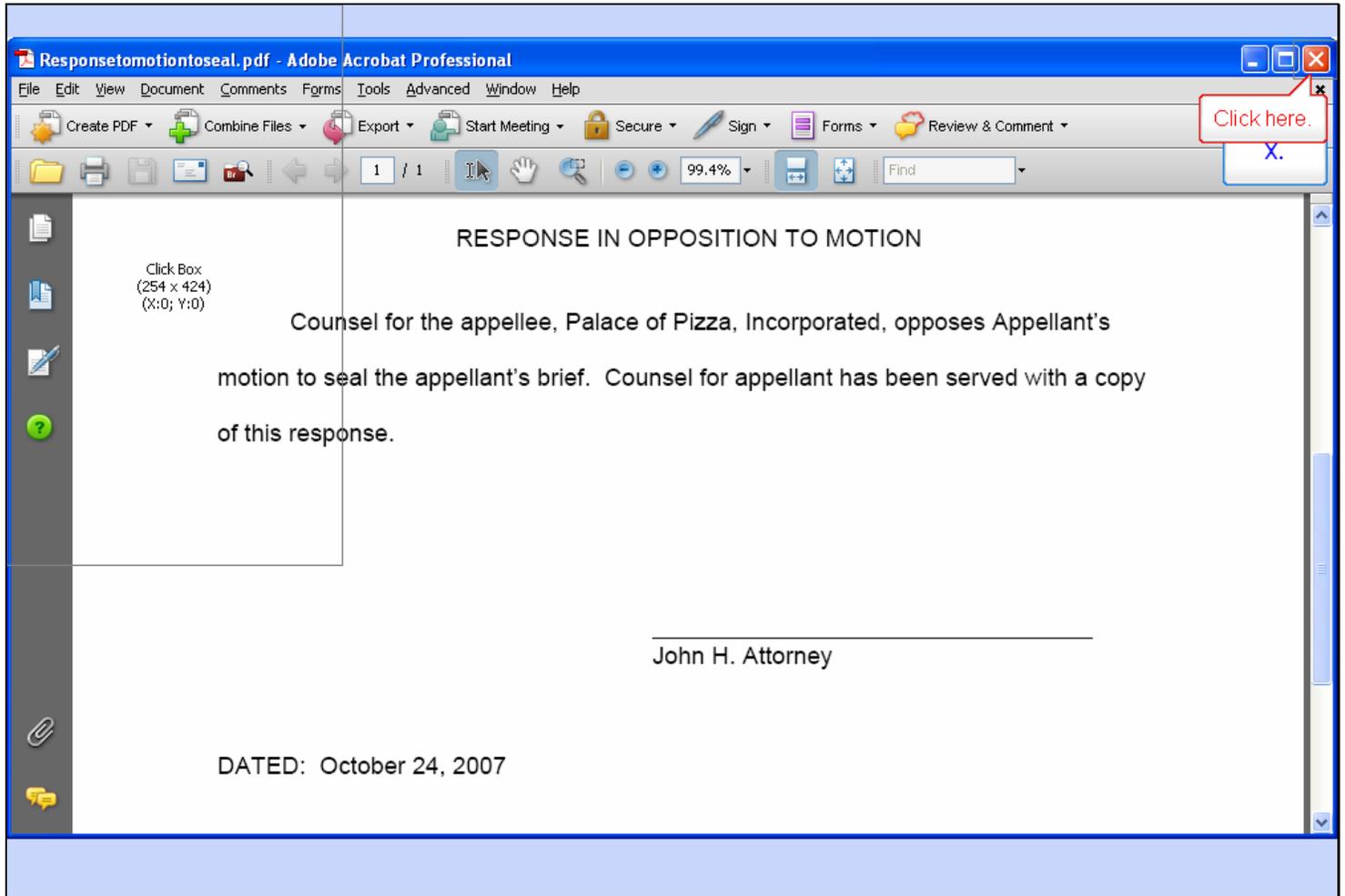
Slide 18 - Slide 18



Slide notes

Adobe Acrobat opens the file and shows you its contents. Click the down arrow in the scroll bar to move down to the bottom of the file.

Slide 19 - Slide 19



Slide notes

Since this is the correct file, close the Acrobat window by clicking its close button.

Slide 20 - Slide 20

The screenshot shows a web-based application window titled "Docketing Response/answer filed". The main content area displays "Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson" and a "Party Filer" section. A "Select PDF document" dialog box is open, showing a file list in the "2007" folder. The file "Responsetomotiontoaseal.pdf" is selected. A callout bubble points to the "Open" button with the text "Click the Open button." Another callout bubble points to the "Click here" area with the text "Click here." A "NOTE" section at the bottom of the dialog reads: "439i: If this response was requested by a notice, please choose the notice".

Slide notes

Now click the Open button.

Slide 21 - Slide 21

Docketing Response/answer filed

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

Display All Parties All Cases Select All Clear All

Additional Information

Nature of response:
in opposition

PDF Document

Document: ECF120071Responsetomotiontoseal.pdf Browse...

Add Another

NOTE

439i: If this response was requested by a notice, please choose the notice

Click Box (254 x 424) (X:0; Y:0)

Click the Click here.

Slide notes

CM/ECF fills in the document path and filename. If you had additional documents to file with the motion, you would click the Add Another button and repeat the process.

Now click the down arrow in the scroll bar to scroll down.

Slide 22 - Select Related Entries

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

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

NOTE

439: If this response was requested by a notice, please choose the notice and any related motion.

Related Previous Entries

Please select one or more referenced entries, if applicable, then click 'Add'. Repeat as necessary to add more entries.

Doc	Date Filed	Entry
	10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal (Case 07-1404-2) Response due: 11/22/07
	05/23/2007	PETITION for rehearing and rehearing en banc filed by Carolyn Henderson

Selected Entries

Date Filed	Entry	Cases

Up
Down
Remove
Clear All
Total: 0

Slide notes

The next step in filing the response is to select which previously filed document we are responding to. As the note in blue text says, if the response was requested by a notice, we would choose both the notice and any related motion.

The process will be to click on the prior docket entry or entries, then click the Add button to add them to the list of Selected Entries. In this case, there was a notice issued requesting our response to the appellant's motion to seal. So we will select them both. First, click the entry for NOTICE ISSUED filed on 10/24/2007.

Slide 23 - Slide 23

NOTE

439: If this response was requested by a notice, please choose the notice and any related motion.

Related Previous Entries

Please select one or more referenced entries, if applicable, then click 'Add'. Repeat as necessary to add more entries.

Date Filed	Entry
10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:
10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's Brief Was opposing to the motion performed of motion pursuant to Loc. R.
05/23/2007	PETITION for rehearing en banc filed by Carolyn Henderson

Selected Entries

Date Filed	Entry	Cases
------------	-------	-------

Up
Down
Remove
Clear All
Total: 0

Click the Motion Filed entry.

Click here.

Slide notes

Now that the notice is highlighted, click the entry for the Motion filed by the appellant on 10/24/2007.

Slide 24 - Slide 24

The screenshot shows a software window titled "Docketing Response/answer filed". The main menu includes "Docketing", "Reports", "Utilities", "Logout", and "Help". The case name is "Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson". A "NOTE" section contains the text: "439: If this response was requested by a notice, please choose the notice and any related motion." Below this is a "Related Previous Entries" section with the instruction: "Please select one or more referenced entries, if applicable, then click 'Add'. Repeat as necessary to add more entries." A table lists three entries:

Doc	Date Filed	Entry
	10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:
<input checked="" type="checkbox"/>	10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's Brief Was opposing counsel informed of motion pursuant to Loc. R.
<input checked="" type="checkbox"/>	05/23/2007	PETITION for rehearing and rehearing en banc filed by Carolyn Henderson

Below the table is a "Selected Entries" section with a table and control buttons:

Date Filed	Entry	Cases

Buttons: Up, Down, Remove, Clear All. Total: 0

Annotations: A blue callout box points to the "Add" button with the text "Click the Add button." A red callout box points to the first two entries in the "Related Previous Entries" table with the text "Click here."

Slide notes

With both entries highlighted, now click the Add button.

Slide 25 - Slide 25

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

NOTE

439: If this response was requested by a notice, please choose the notice and any related motion.

Related Previous Entries

Please select one or more referenced entries, if applicable, then click 'Add'. Repeat as necessary to add more entries.

Doc	Date Filed	Entry
	10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:
<input checked="" type="checkbox"/>	10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's Brief Was opposing counsel informed of motion pursuant to Loc. R.
<input checked="" type="checkbox"/>	05/23/2007	PETITION for rehearing and rehearing en banc filed by Carolyn Henderson

Selected Entries

Entry	Cases
NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:	07-1404
MOTION filed by Appellant Carolyn Henderson to seal Appellant's Brief Was opposing counsel informed of motion pursuant to Loc. R.	07-1404

Total: 2

Up
Down
Remove
Clear All

Click the Motion Filed entry.

Click here.

Slide notes

CM/ECF adds the two entries to the list of Selected Entries. The buttons to the right of the Selected Entries box are for rearranging or removing the entries we have added. The reason for rearranging the entries is that the docket text for our response will list the related entries in the order they are listed here. For example, if you want the docket text to refer to the motion first, then the notice, the entries here should be reversed. To do that, click the selected entry for the motion.

Slide 26 - Slide 26

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

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

NOTE

439: If this response was requested by a notice, please choose the notice and any related motion.

Related Previous Entries

Please select one or more referenced entries, if applicable, then click 'Add'. Repeat as necessary to add more entries.

Doc	Date Filed	Entry
	10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:
	10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's BriefWas opposing counsel informed of motion pursuant to Loc. R.
	05/23/2007	PETITION for rehearing and rehearing en banc filed by Carolyn Henderson

Selected Entries

Date Filed	Entry	Cases
10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to	07-1404
10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's BriefWas	07-1404

Buttons: Add, Up, Remove, Clear All, Total: 2

Click Box (254 x 424) (X:0; Y:0)

Click the Up button.

Click here.

CMI/ECF Appellate

Slide notes

Now with the motion highlighted, click the Up button.

Slide 27 - Slide 27

The screenshot shows a web-based docketing application window titled "Docketing Response/answer filed". The main content area displays "Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson". A "NOTE" section contains the text: "439: If this response was requested by a notice, please choose the notice and any related motion." Below this is a "Related Previous Entries" section with instructions: "Please select one or more referenced entries, if applicable, then click 'Add'. Repeat as necessary to add more entries." A table lists three entries:

Doc	Date Filed	Entry
	10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:
<input checked="" type="checkbox"/>	10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's BriefWas opposing counsel informed of motion pursuant to Loc. R.
<input checked="" type="checkbox"/>	05/23/2007	PETITION for rehearing and rehearing en banc filed by Carolyn Henderson

An "Add" button is located to the right of this table. Below is a "Selected Entries" section with a table:

Date Filed	Entry	Cases
10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's BriefWas	07-1404
10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to	07-1404

To the right of the "Selected Entries" table are buttons for "Up", "Down", "Remove", and "Clear All". A "Total: 2" label is at the bottom right. A red callout box points to the scroll bar with the text "Click the d Click here." A vertical yellow banner on the left side of the window reads "CM/ECF Appellate".

Slide notes

CM/ECF has now reversed the order of the two selected entries.

Now click the down arrow in the scroll bar to move down.

Slide 28 - Slide 28

CMI/ECF Appellate

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

Doc	Date Filed	Entry
	10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:
	10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's Brief Was opposing counsel informed of motion pursuant to Loc. R.
	05/23/2007	PETITION for rehearing and rehearing en banc filed by Carolyn Henderson

Click Box (254 x 424) (X:0; Y:0)

Selected Entries

Date Filed	Entry	Cases
10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's Brief Was	07-1404
10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to	07-1404

Total: 2

Buttons: Continue, Back, Cancel

Callouts: Click the Continue button. Click here.

Slide notes

Now click the Continue button.

Slide 29 - Slide 29

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

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

Doc	Date Filed	Entry
	10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:
	10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's BriefWas opposing counsel informed of motion pursuant to Loc. R.
	05/23/2007	PETITION for rehearing and rehearing en banc filed by Carolyn Henderson

Selected Entries

Date Filed	Entry	Cases
10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's BriefWas	07-1404
10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to	07-1404

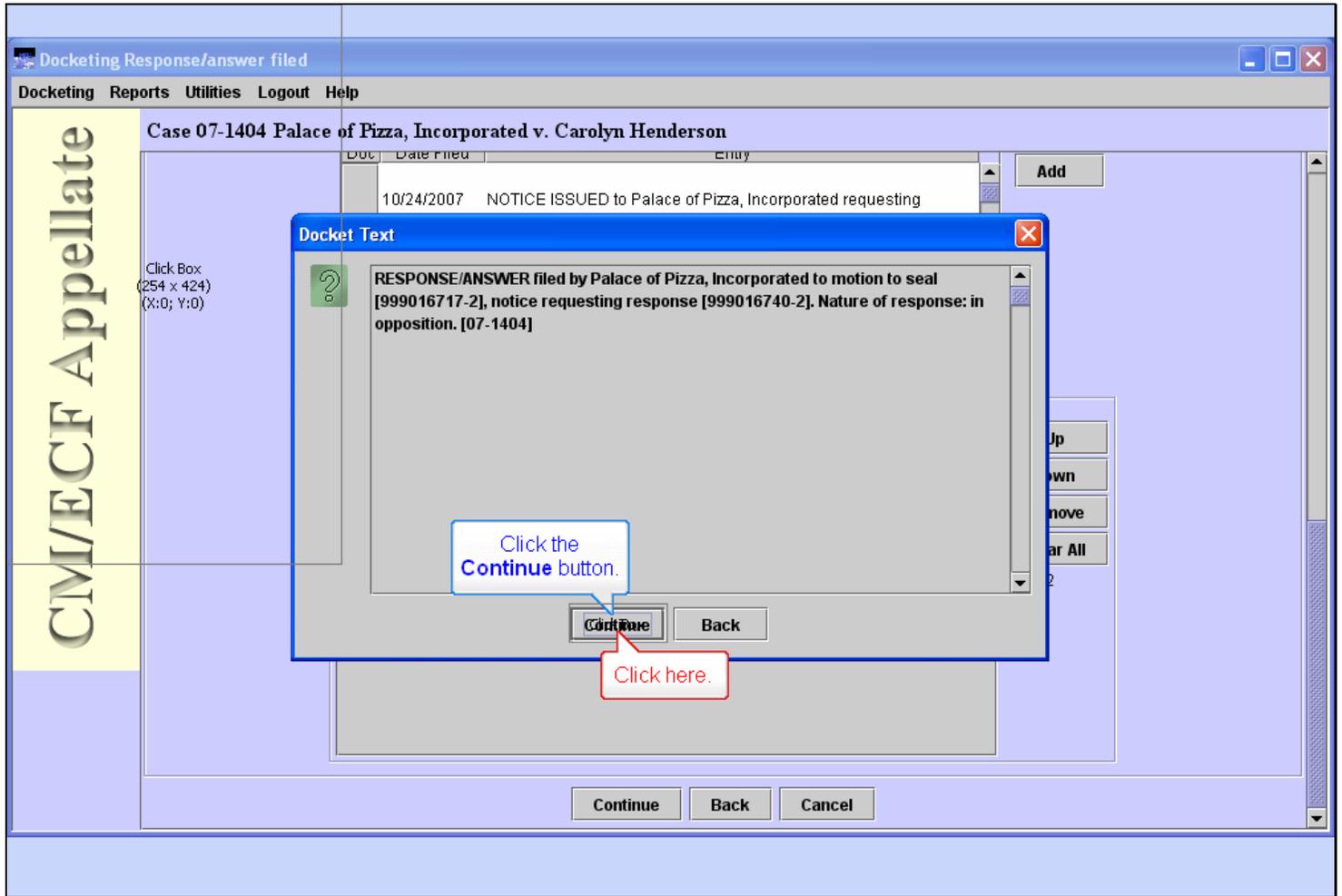
Total: 2

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

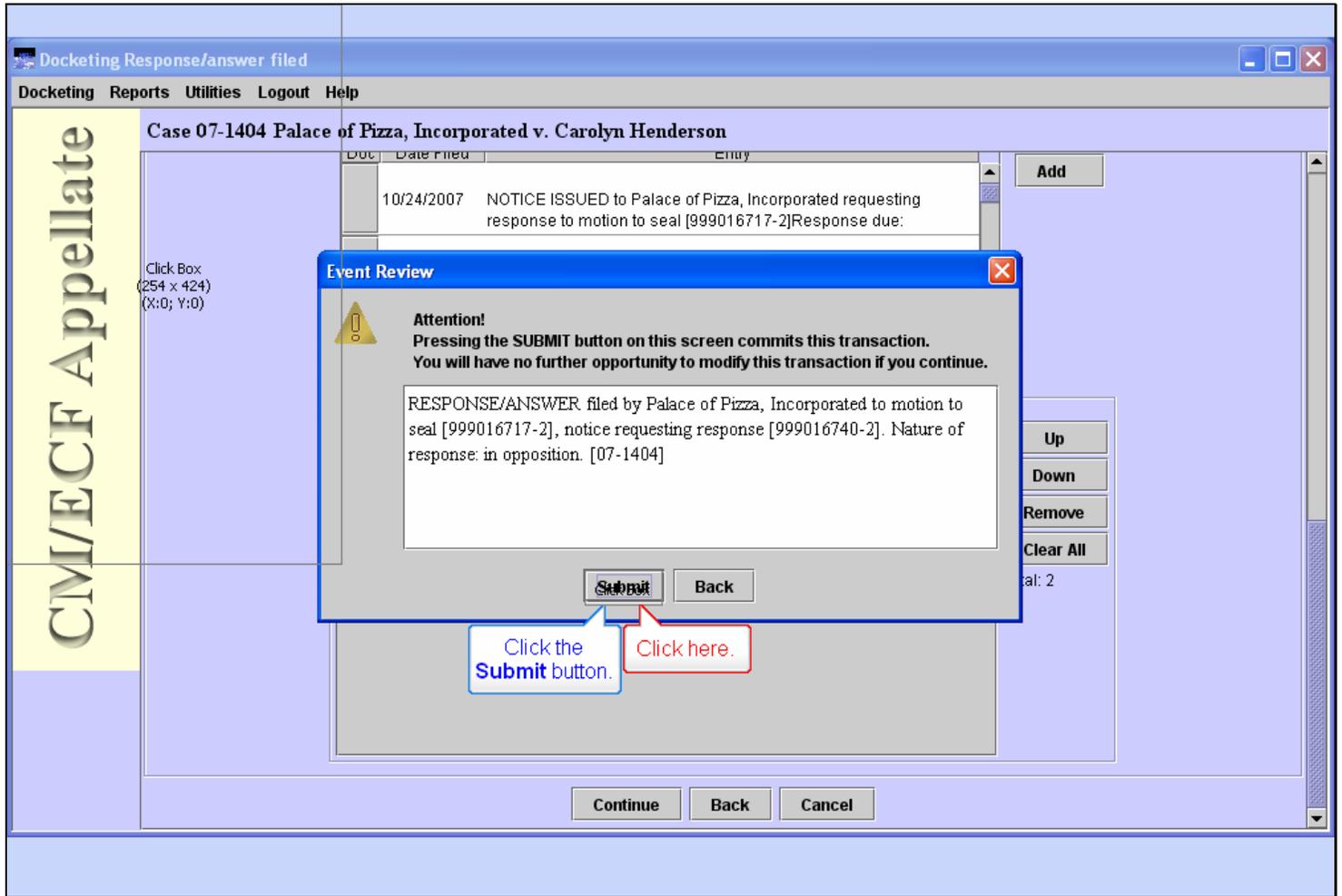
Slide 30 - Docket Text



Slide notes

And here is the docket text that CM/ECF is building based on our inputs so 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 31 - Submit 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 32 - Slide 32

CMI/ECF Appellate

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

Doc	Date Filed	Entry
	10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:
	10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's BriefWas opposing counsel informed of motion pursuant to Loc. R.
	05/23/2007	PETITION for rehearing and rehearing en banc filed by Carolyn Henderson

Selected Entries

Date Filed	Entry	Cases
10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's BriefWas	07-1404
10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to	07-1404

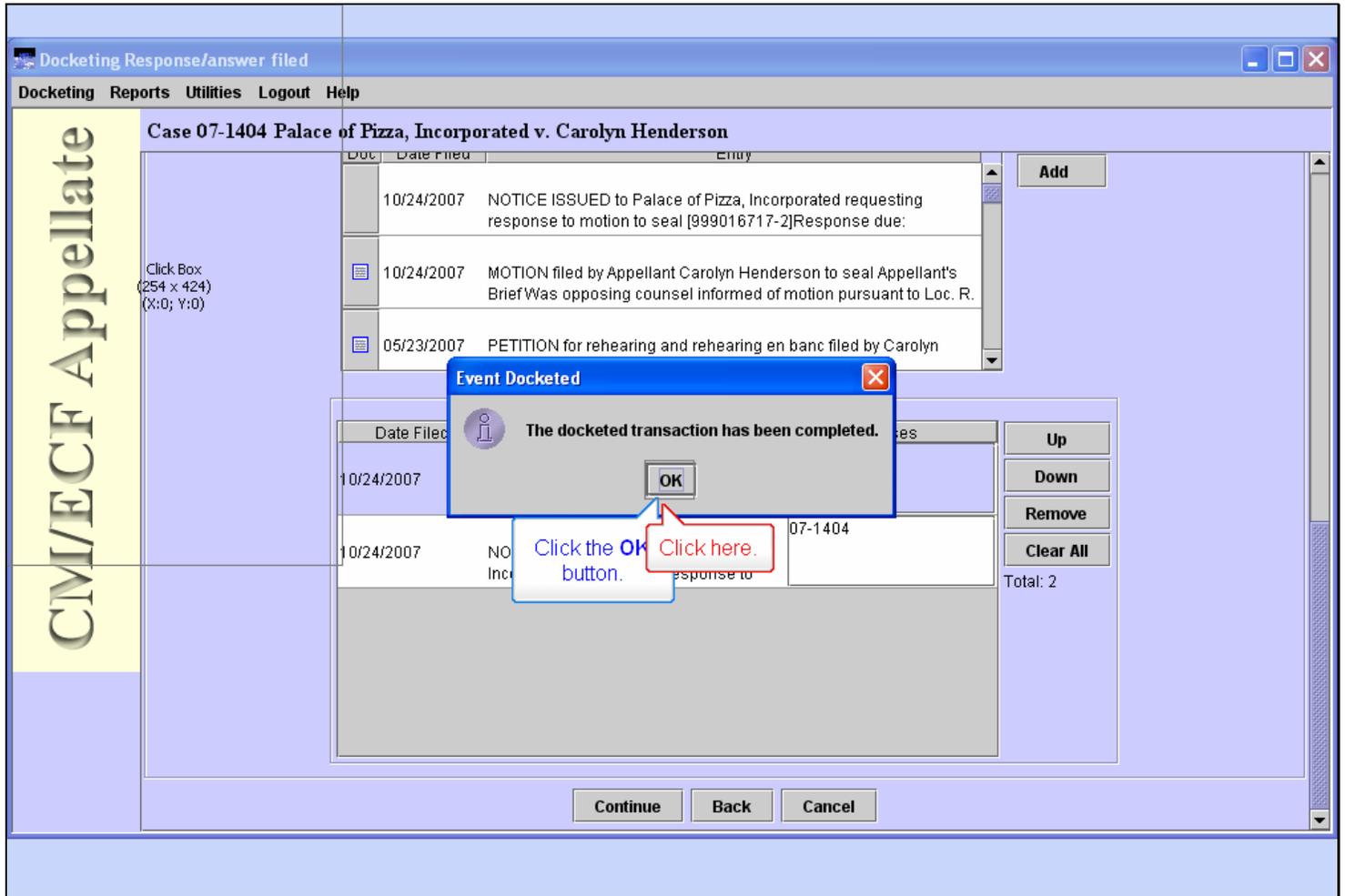
Total: 2

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

Slide 33 - Slide 33



Slide notes

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

Slide 34 - Slide 34

CMI/ECF Appellate

Docketing Response/answer filed

Docketing Reports Utilities Logout Help

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

Doc	Date Filed	Entry
	10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to motion to seal [999016717-2]Response due:
	10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's BriefWas opposing counsel informed of motion pursuant to Loc. R.
	05/23/2007	PETITION for rehearing and rehearing en banc filed by Carolyn Henderson

Selected Entries

Date Filed	Entry	Cases
10/24/2007	MOTION filed by Appellant Carolyn Henderson to seal Appellant's BriefWas	07-1404
10/24/2007	NOTICE ISSUED to Palace of Pizza, Incorporated requesting response to	07-1404

Up
Down
Remove
Clear All
Total: 2

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

Slide 35 - NDA

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Response/answer filed" - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/004> Go

Click here.

NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

Click Box
(254 x 424)
(X:0; Y:0)

United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:
RESPONSE/ANSWER filed by Palace of Pizza, Incorporated to motion to seal [999016717-2], notice requesting response [999016740-2]. Nature of response: in opposition. [07-1404]

The following document(s) are associated with this transaction:

Document Description: Response/answer filed

Original Filename: cmecf response to motion.pdf

Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016745-0]
[06e8d8001d4e60b4b2b4e18a22105089bae6dabbf407daefe0580da8f4403c9dfe659f08d1d2380c979ed08fd14505a82b5171611dac87cd9d5d6ad5dfd940]

Internet

Slide notes

CM/ECF sends you a Notice of Docket Activity, or NDA. It's a good practice to save a copy of this notice. To do so, click File in your browser's menu.

Slide 36 - Slide 36

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Response/answer filed" - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/004> Go

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United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson
Case Number: [07-1404](#)
Document(s): [Document\(s\)](#)

Docket Text:
RESPONSE/ANSWER filed by Palace of Pizza, Incorporated to motion to seal [999016717-2], notice requesting response [999016740-2]. Nature of response: in opposition. [07-1404]

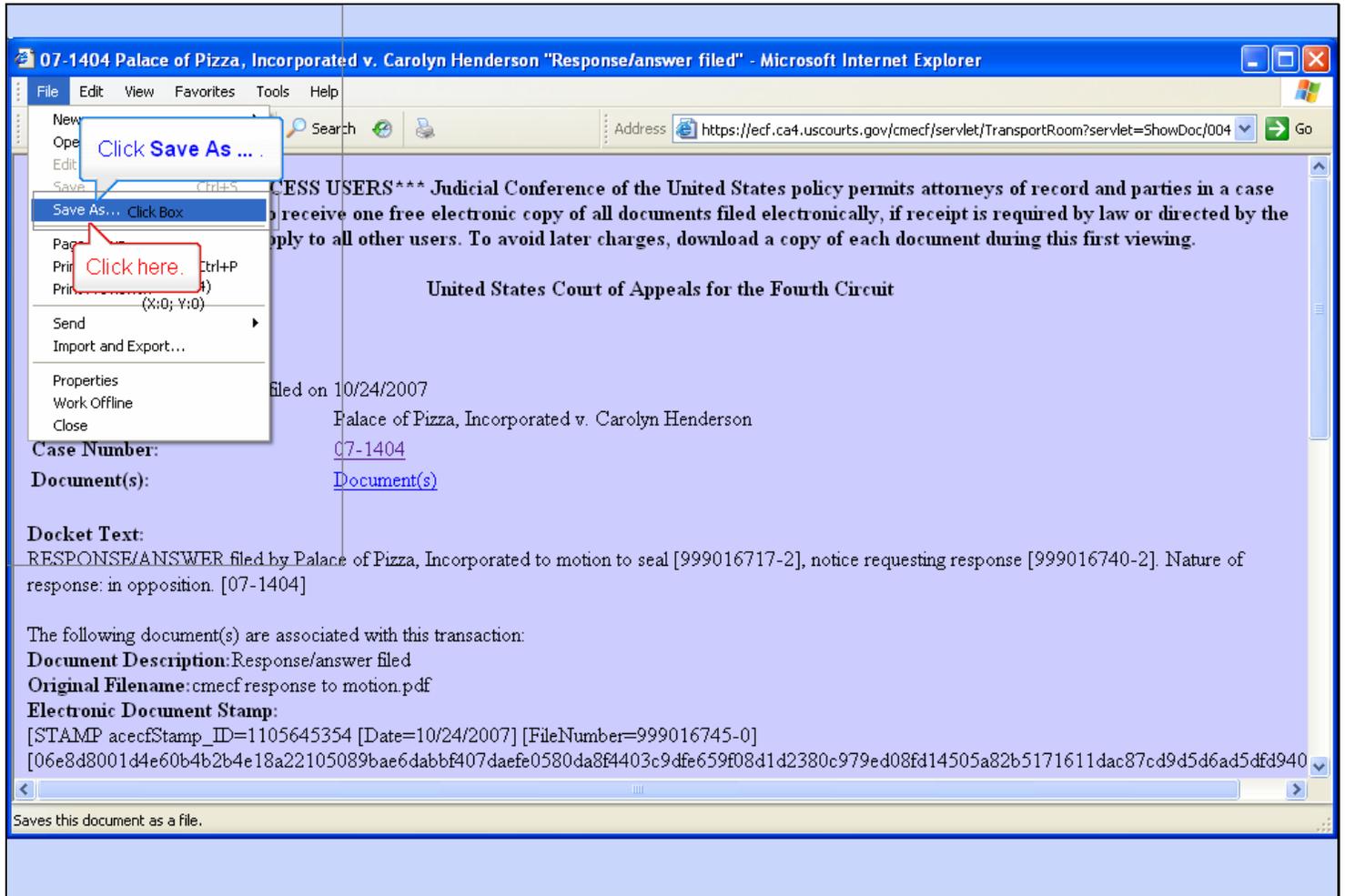
The following document(s) are associated with this transaction:

Document Description: Response/answer filed
Original Filename: cmecf response to motion.pdf
Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016745-0]
[06e8d8001d4e60b4b2b4e18a22105089bae6dabbf407daefe0580da8f4403c9dfe659f08d1d2380c979ed08fd14505a82b5171611dac87cd9d5d6ad5dfd940]

Slide notes

(Note: This is a transition slide.)

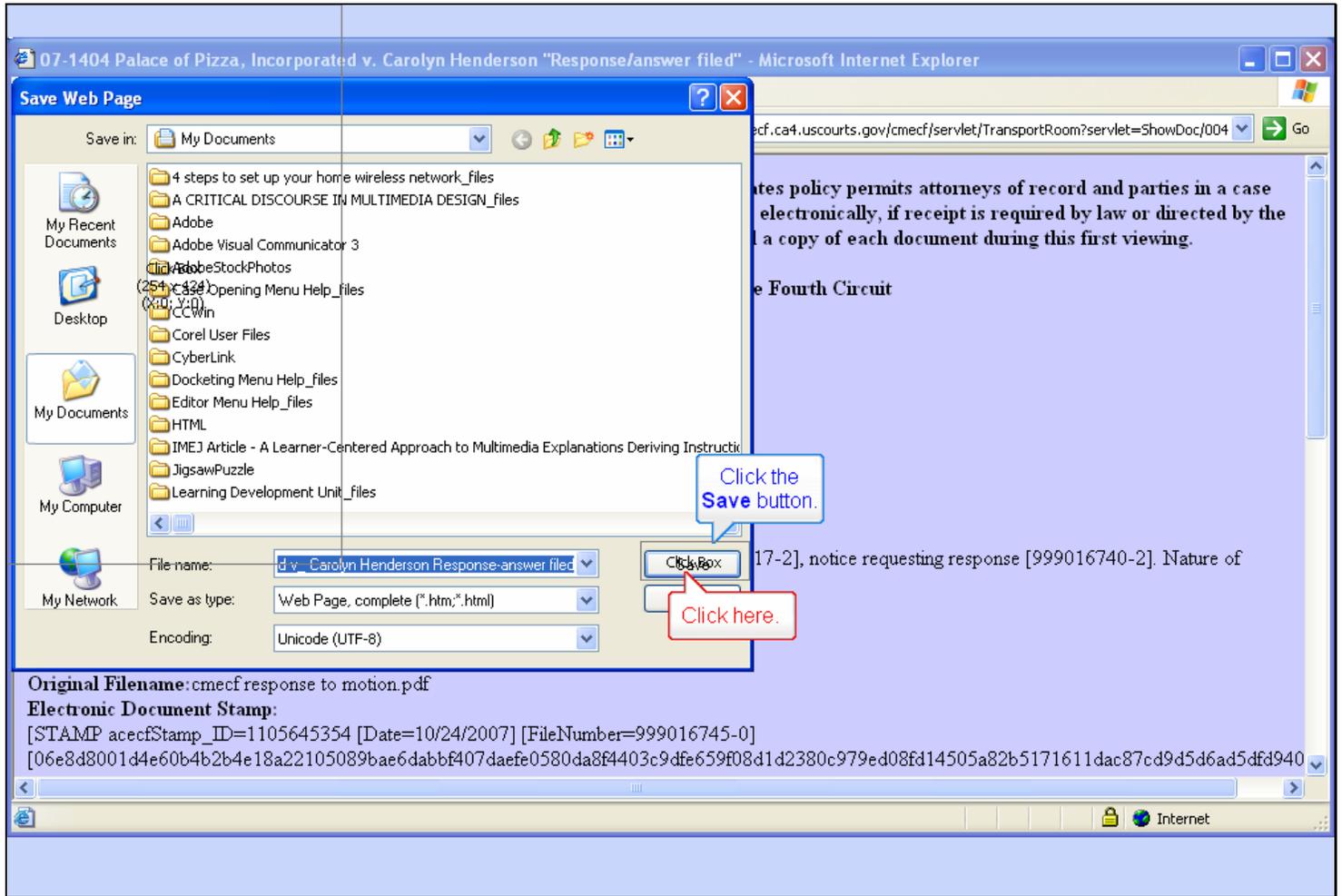
Slide 37 - Slide 37



Slide notes

Now click Save As ...

Slide 38 - Slide 38



Slide notes

Make note of the folder in which your NDA will be saved. You can change the location if desired, and you can change the file name also if desired. We'll leave the location and file name as they are. Click the Save button.

Slide 39 - Slide 39

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "Response/answer filed" - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc>

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Click Box
(254 x 424)
(X:0; Y:0)

United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:
RESPONSE/ANSWER filed by Palace of Pizza, Incorporated to motion to seal [999016717-2], notice requesting response [999016740-2]. Nature of response: in opposition. [07-1404]

The following document(s) are associated with this transaction:

Document Description: Response/answer filed

Original Filename: cmecf response to motion.pdf

Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016745-0]
[06e8d8001d4e60b4b2b4e18a22105089bae6dabbf407daefe0580da8f4403c9dfe659f08d1d2380c979ed08fd14505a82b5171611dac87cd9d5d6ad5dfd940]

Slide notes

Remember the case number in this NDA is a hyperlink to the docket report for this case, and the word Document(s) is a hyperlink to the file you just submitted. Also remember that the bottom of the report indicates who is noticed by E-mail and who would need to be noticed by regular mail.

For now, close the NDA by clicking its X.

Slide 40 - Slide 40

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

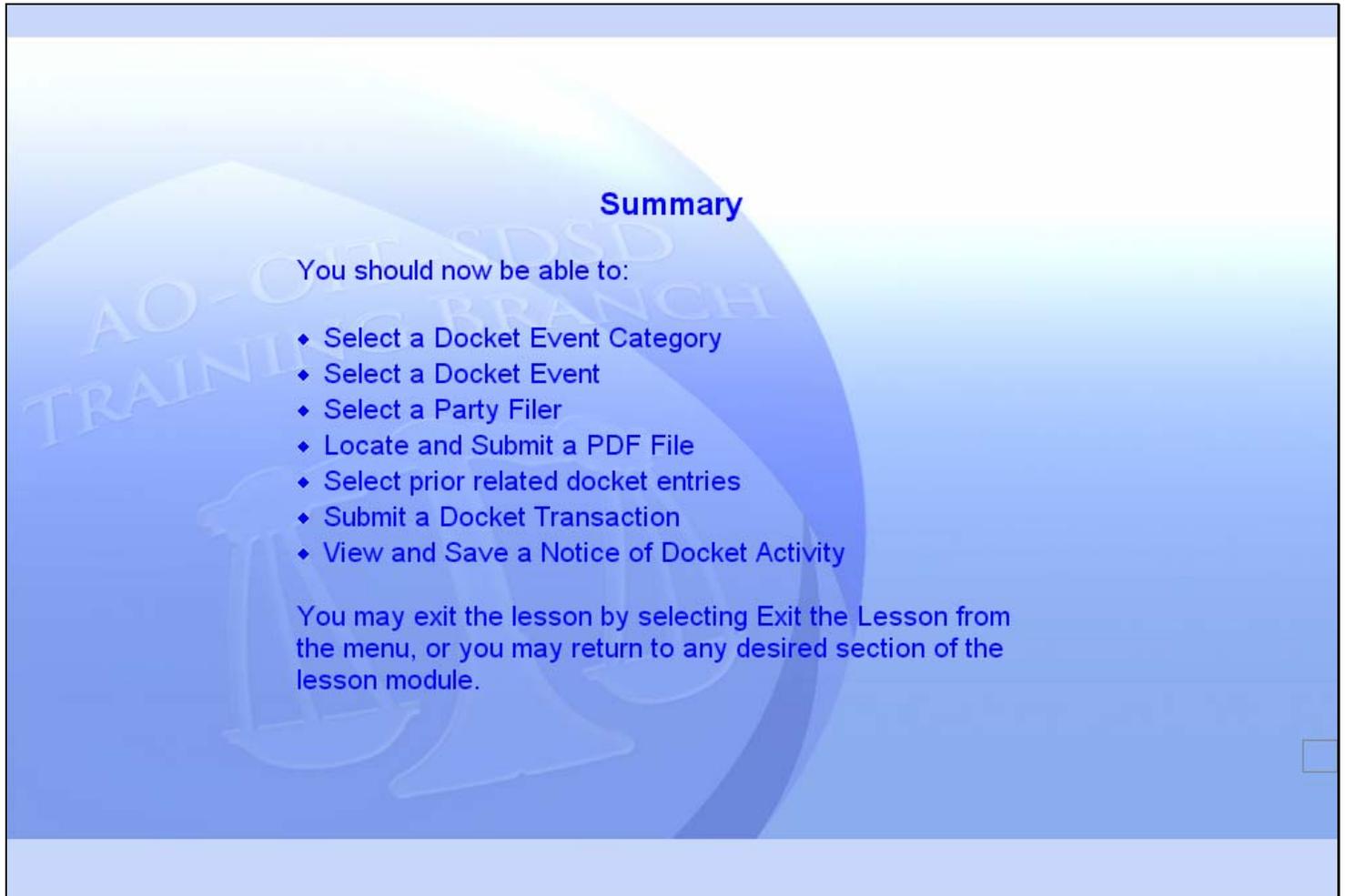
- 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

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 41 - Summary

The slide features a blue gradient background with a faint watermark of a scale of justice and the text "AO-CIT-CDSID TRAINING BRANCH". The word "Summary" is written in a bold, blue font in the upper right. Below it, the text "You should now be able to:" is followed by a bulleted list of six items. At the bottom, a paragraph explains how to exit the lesson or return to a previous section. A small square icon is visible in the bottom right corner of the slide area.

Summary

You should now be able to:

- ◆ Select a Docket Event Category
- ◆ Select a Docket Event
- ◆ Select a Party Filer
- ◆ Locate and Submit a PDF File
- ◆ Select prior related docket entries
- ◆ Submit a Docket Transaction
- ◆ View and Save a Notice of Docket Activity

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

Slide notes

This completes the lesson module. In summary, these are the things you should now be able to do.

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

Slide 42 - Exit



Slide notes

Thanks for taking this lesson. Goodbye.