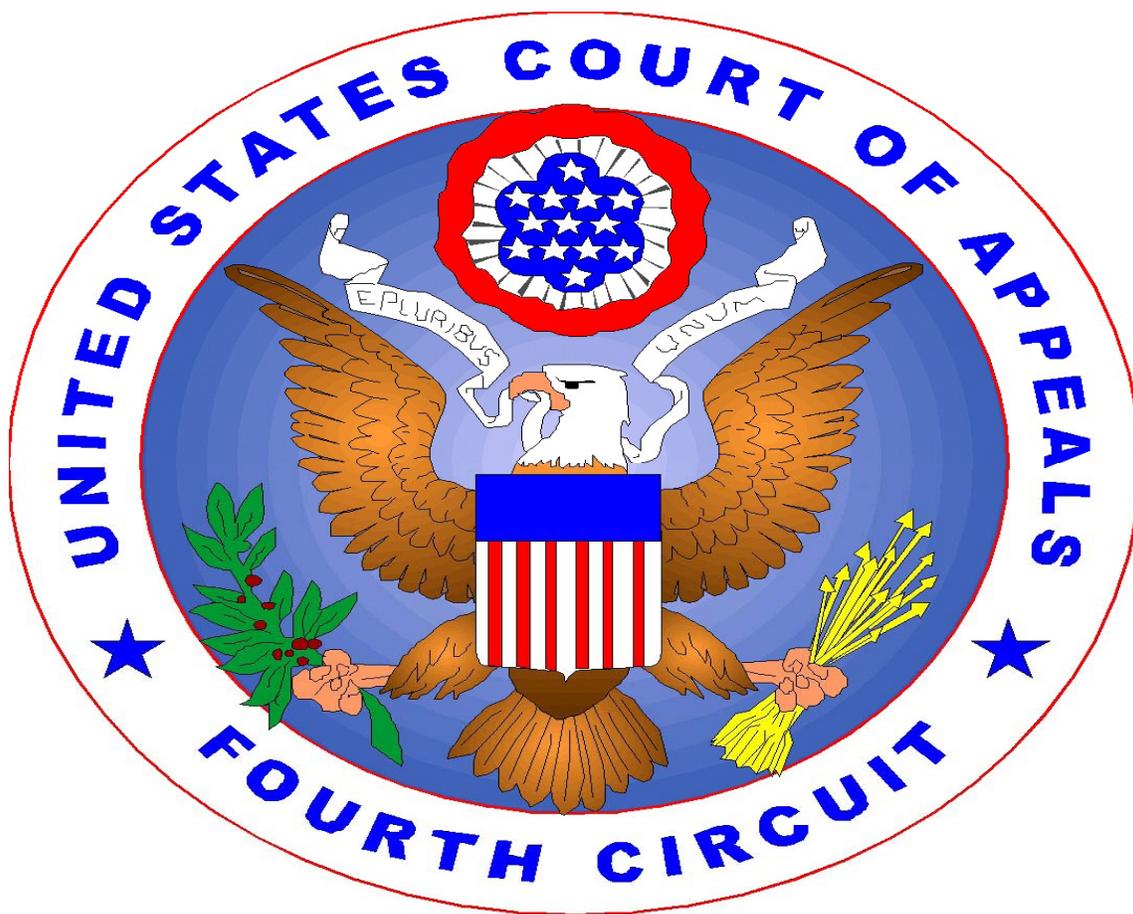


# CM/ECF User Manual



Office of the Clerk  
United States Court of Appeals  
For the Fourth Circuit

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## I. GETTING STARTED

### A. Definitions

1. Electronic Filing: The process of uploading a document from the filer's computer, using the Court's Internet-based Case Management/Electronic Case Filing System (CM/ECF) to file the document in the Court's case file. The CM/ECF System accepts documents only in Portable Document Format (PDF).
2. Filing User: An individual who has a login and password to file documents electronically using the Court's CM/ECF System. Because an individual can use the same login and password to file in any federal appellate court in which the individual has registered, the terms Appellate Filer and Appellate ECF Filer are also used.
3. Notice of Docket Activity (NDA): A notice generated automatically by the CM/ECF System at the time a document is filed electronically. The notice sets forth the date and time of filing, the party filing the document, the text of the docket entry created by the filing, a hyperlink to the PDF document filed, and the names of the participants served by email and U.S. mail. It is a good practice to save or print the Notice of Docket Activity as proof of the filing.
4. PACER: "Public Access to Court Electronic Records" is an automated system that allows subscribers to view, print, and download Court docket information and documents over the Internet. The PACER system allows case participants "one free look" at documents served electronically. The NDA for each filing will contain a hyperlink to the document(s) filed. The document should be saved or printed when it is first opened from the NDA. Subsequent electronic access to the document or electronic access to the docket through PACER will be billed by the PACER Service Center at \$0.08/page with a maximum charge of \$2.40 per document. No billing is done by the PACER Service Center until a user's charges exceed \$10 in a year.
5. PDF: "Portable Document Format" means that the document's format is device-independent, resolution-independent, and fixed-layout. The document can be viewed as created, regardless of the software that created it because PDF files do not encode information that is specific to the application software used to create the document.

WordPerfect versions 9, 10, 11, and 12 include the capability to convert text documents to PDF by clicking "File" on the toolbar and then "Publish to PDF".

Microsoft Word does not include PDF conversion software. You may use Adobe Acrobat Writer or download free PDF conversion software from any source of your choosing.

Interactive on-line training on converting Word or Word Perfect Documents to PDF is available at <http://pacer.psc.uscourts.gov/ecfcbt/dc/cccnvtpdf/>.

There are two types of PDF files. Whenever possible, text PDF files must be used.

- a. Text PDF: Electronically converted PDF documents are created from word processing documents (MS Word, WordPerfect, etc.) using Adobe Acrobat or similar software. Text PDF documents are text searchable and their file size is small. Text PDF documents up to 100 pages, (2.5 megabytes) can be uploaded as one file; documents of larger size should be split into separate files with appropriate identification. Up to 1,000 text pages (25 megabytes) can be uploaded per docket entry.
- b. Scanned Image PDF: Scanned image PDF documents are created by putting paper documents through an optical scanner. Scanned image PDF documents are not text searchable and have a large file size. If a scanned image PDF must be created because the electronic document is unavailable, the paper document should be scanned at 200dpi with the “black and white” setting. Scanned image PDFs up to 50 pages (2.5 megabytes) can be uploaded as one file; documents of larger sizes should be split into separate files with appropriate identification. Up to 500 scanned pages (25 megabytes) can be uploaded per docket entry.

## **B. Hardware and Software**

The following hardware and software are needed for CM/ECF:

1. Personal Computer: You will need a personal computer running Windows. Currently, Java6 is not available for the Macintosh platform. As a result, Mac users cannot use the CM/ECF filing system. There are two options at the current time: (1) obtain a waiver of electronic filing from the clerk’s office or (2) run your Mac as a virtual Windows PC using software such as Vmware Fusion for Mac. Please note that software such as Fusion only works on Intel-based Macs. We apologize for any inconvenience this may cause, but it is beyond the court’s control. This problem does not affect the court’s ability to send you electronic notices, and Mac users should still register for CM/ECF so that they can receive notices.
2. Word Processing Software: Word Perfect, Microsoft Word or any other word processing software that will allow you to convert text documents to PDF.
3. Internet Service Provider and Web Browser: CM/ECF has been certified to work with Mozilla Firefox versions 1.5 or higher and Internet Explorer versions 5.5 or higher.
4. Email Account: You may register more than one email address for receipt of Notices of Docket Activity. The address(es) must be regularly monitored, as your only notification of case activity will be via email. Notices of Docket Activity will be sent from the Court’s ECF System. Counsel must ensure that the spam filter operation on the network and computer receiving the email are set to allow notices from [ecfnoticing@ca4.uscourts.gov](mailto:ecfnoticing@ca4.uscourts.gov). The size of your email account must be sufficient to receive Notices of Docket Activity from the ECF System. ECF-related email may exceed the size allocated for free email accounts. In general, an account with storage space of at least 100 megabytes is sufficient.

5. PDF Conversion Software: WordPerfect versions 9, 10, 11, and 12 include the capability to convert text documents to PDF by clicking “File” on the toolbar and then “Publish to PDF”. Microsoft Word does not include PDF conversion software. You may use Adobe Acrobat Writer or download free PDF conversion software from any source of your choosing. Interactive on-line training on converting Word or Word Perfect Documents to PDF is available at <http://pacer.psc.uscourts.gov/ecfcbt/dc/cccnvtpdf/>.
6. Scanner: Use a scanner ONLY if you do not have access to an electronic version of the document that would enable you to prepare a text PDF. Paper documents should be scanned into PDF image format at 200dpi with a “black and white” setting.
7. Java Runtime Environment (JRE) 6: Java6 is required for CM/ECF to operate on your computer. It is available at [www.java.com](http://www.java.com). Select “Do I have Java” link and verify that the result is Version 6 Update (1, 2, 3 or above). If you do not have Version 6, the website will prompt you to download Version 6. Java6 is not currently available for Macintosh. See the information related to Macintosh computers in item #1.

## II. POLICIES AND PROCEDURES (Administrative Order 08-01)

### A. Scope of Electronic Filing – Rule 1

1. Effective Date: Attorneys may register as Filing Users beginning March 10, 2008. The CM/ECF system will be available for optional filing effective April 1, 2008. Use of the CM/ECF System is mandatory for filings made by counsel in all cases effective June 1, 2008.
2. Service of Electronic Documents Prior to June 1, 2008: Until electronic filing by counsel becomes mandatory effective June 1, 2008, electronic documents filed by counsel must be served conventionally. Conventional service is required prior to June 1, 2008, on all case participants because consent to electronic service given under the Court's former system (FENS) was consent to electronic service of Court documents only. Beginning June 1, 2008, conventional service is required only on those case participants who were not served electronically through CM/ECF as identified on the Notice of Docket Activity.
3. Persons Covered: As of June 1, 2008, all attorneys filing documents in the Fourth Circuit must file electronically using CM/ECF (regardless of when the case was initially opened) unless counsel applies for and the Court grants an exemption for good cause shown in a particular case. Pro se litigants generally file documents conventionally. A pro se litigant may, however, request permission to file documents electronically in an individual case upon a showing that the litigant has satisfied the requirements for registration as a Filing User.
4. Specific Documents: **All** documents filed by counsel of June 1, 2008, must be filed electronically in PDF format (textPDF, if available) **except** that:
  1. Appendices are filed in paper form only,
  2. Case initiating documents such as petitions for review and petitions for permission to appeal are filed in paper form,
  3. CJA and other payment vouchers are filed in paper form only, and
  4. Any filing exceeding 25 megabytes (about 500 scanned pages or 1,000 text pages) is filed in paper form.

Type of Document	How to File
Case initiating documents-- petitions for permission to appeal, petitions for review, applications for enforcement, petitions for mandamus or prohibition, motions to authorize successive habeas petitions	File original and 3 copies in paper form in court of appeals and serve copies in paper form; provide electronic text version in PDF form upon request.
Notice of appeal	File electronically in district court.
Forms required within 14 days of case opening-- appearance of counsel, disclosure of corporate affiliations, docketing statement, transcript order form	File electronically in court of appeals.

Motions, responses, replies	File electronically in court of appeals. Exhibits should be filed as part of the <b>Motion filed</b> or <b>Response/answer filed</b> event. Exhibits that were filed in district court as PDF text documents should be downloaded from the district court docket and included as PDF text exhibits with the motion or response. Exhibits must be clearly identified by letter or number.
Formal briefs	File electronically in court of appeals using <b>BRIEF FILED</b> event; also file 8 copies in paper form (6 if counsel was appointed). Paper copies should be mailed or delivered the same day the electronic brief is filed; however, paper copies of a briefing document will be accepted without a motion if filed no more than one day late. Service of courtesy paper copies is not required, although counsel may agree to such service.
Sealed version of formal briefs	File electronically in court of appeals using <b>SEALED BRIEF FILED</b> event; also file 4 copies in paper form and serve in paper form.
Appendix (including sealed volumes)	File 6 copies (5 if counsel was appointed) in paper form in court of appeals and serve in paper form. Use <b>Notice of paper filing</b> event. Indicate whether any sealed volumes are included and file 4 copies in paper form of any sealed volumes.
Certificate of confidentiality or motion to seal	File electronically in court of appeals; also file 4 paper copies with sealed version of brief or sealed volume of appendix.
Informal briefs	File electronically in court of appeals and serve pro se litigants with paper copy. Most pro se litigants are not registered as filing users and therefore must be served conventionally.
Notices regarding availability for argument	File electronically in court of appeals
Acknowledgments of oral argument notification	File electronically in court of appeals
Supplemental authorities, status reports, memoranda, correspondence	File electronically in court of appeals

Petitions for rehearing and rehearing en banc	File electronically in court of appeals
Bills of cost and objections to bills of cost	File electronically in court of appeals
Criminal Justice Act and Assigned Counsel Vouchers	Send to court of appeals in paper form; vouchers are not filed as part of the case file but instead are maintained as financial records.

## **B. Eligibility, Registration, Passwords – Rule 2**

1. Attorneys: Attorneys who are members in good standing of the Fourth Circuit Bar and who intend to practice in the Court should register as Filing Users of the Court's CM/ECF System by following these steps:
  - a. Register with PACER for a PACER account: If you or your law firm has not previously obtained a PACER account (used to view documents), you must obtain a PACER account. Register for a PACER account at the [PACER Registration](http://pacер.psc.uscourts.gov/) web site. (<http://pacер.psc.uscourts.gov/>)
  - b. Register with PACER for Appellate Filer account: An Appellate Filer account is required to file documents through CM/ECF. It is also required to view documents in social security and immigration cases in which you are participating. Register for an appellate filer account at [PACER Service Center Appellate ECF Filer Registration](#).
  - c. Court Approval Process: When you register for a Fourth Circuit Filer account, the PACER Service Center provides you with a link to information about the Fourth Circuit's training requirements. Before approving your registration as a Fourth Circuit Filer, the Court requires that you familiarize yourself with the Court's CM/ECF System and procedures in one of the following ways:
    - (i) by attending one of the Court's CM/ECF training classes; or
    - (ii) by successfully completing the "Filing an Appearance of Counsel" and "Filing a Motion to Seal" [Electronic Learning Modules](#) and the [Policies and Procedures Review](#). After completing the on-line training and Policies and Procedures Review, submit the [On-line Training Certification](#) form.
2. Pro Se Litigants: Pro se litigants generally do not file documents electronically. However, a pro se litigant who is a party in a case before the Court may request permission to file documents electronically in that case. To request permission, the pro se litigant should register with PACER as a pro se Appellate Filer, successfully complete the Court's training requirements, and file a motion for leave to file documents electronically in a case pending in the Fourth Circuit. The Court will terminate a pro se party's Filing User status upon the termination of the case or termination of the party's pro se status.
3. Registration Constitutes Consent to Electronic Service: Completion of the Appellate Filer registration constitutes consent to electronic service of documents through CM/ECF.
4. Passwords: Your appellate ECF Filer login and password constitute your official signature on all documents filed using that login and password.
  - a. Security: Filing Users agree to protect the security of their passwords. Contact the PACER Service Center and the clerk immediately if you learn that your password has been compromised.

- b. Changing your Password: Login to the [PACER Appellate Filer Account Update](#) site to change your password.
- c. Forgotten Password: If you forget your password, you can retrieve it electronically through the [Pacer Service Center Forgotten Password Request](#) website. You will need your account ID, security question answer and the email address and phone number associated with your account.
- d. Delegation of Authority to Use Login and Password: You may allow a secretary, paralegal, or other authorized person to use your login and password to file documents on your behalf. Remember that your login and password constitute your signature regardless of whether you personally use them or you delegate that authority to someone else.

### C. Consequences of Electronic Filing – Rule 3

- 1. Filing Complete at Date and Time Stated on Notice of Docket Activity: Electronic transmission of a document to CM/ECF, together with the transmission of the Notice of Docket Activity from the Court, constitutes filing of the document. Filing must be completed before midnight Eastern Time, as shown on the Notice of Docket Activity, to be considered timely filed that day.
- 2. Electronic Document is Official Record: When a document has been filed electronically, the official record is the electronic document stored by the Court. Counsel must take care to verify the accuracy of the electronic document before committing the transaction to the docket.
- 3. Documents Accompanied by Motions to File or to Extend Filing Time: When leave of Court or an extension of time is required to file a document, counsel files the motion using the appropriate motion event and the document using the appropriate document event. If the motion is granted, the document is deemed filed. If the motion is denied, the Court will strike the underlying document. See examples below:
  - a. Use **Motion filed / extend filing time [opening brief]** to file the motion.  
Use **BRIEF FILED** to file the brief.  
If the Court denies the motion, it will strike the brief. If the Court grants the motion, the brief will remain on the docket.
  - b. Use **Motion filed / file supplemental appendix** to file the motion.  
Use **Notice of paper filing [supplemental appendix]** to file notice that the supplemental appendix has been filed in paper form.  
If the Court denies the motion, it will strike the notice of paper filing. If the Court grants the motion, the notice of paper filing will remain on the docket.

### D. Service of Documents by Electronic Means – Rule 4

- 1. Service of Electronic Documents Prior to June 1, 2008: Until electronic filing by counsel becomes mandatory effective June 1, 2008, electronic documents filed by counsel must be served conventionally. Conventional service is required prior to

June 1, 2008, on all case participants because consent to electronic service given under the Court's former system (FENS) was consent to electronic service of Court documents only. Beginning June 1, 2008, conventional service is required only on case participants who were not served electronically through CM/ECF, as identified on the Notice of Docket Activity.

2. Preparing Certificate of Service: A certificate of service must be attached as the final page to all documents filed with the Court, in accordance with FRAP 25(d). To ascertain how service should be accomplished on each party in order to prepare the certificate of service, use "Attorney Service Preference" report within CM/ECF. See section [IV\(C\) – Attorney Service Preference Report](#) for more information on the report.

Utilizing the report, complete the certificate of service in accordance with the examples below:

- a. Certificate of Service When All Case Participants Are CM/ECF Participants and No Conventional Service is Required:

I hereby certify that on [date], I electronically filed the foregoing with the Clerk of Court using the CM/ECF System, which will send notice of such filing to the following registered CM/ECF users:

- b. Certificate of Service When Conventional Service is Required (e.g., Sealed Documents, Appendices):

I hereby certify that on [date], I electronically filed the foregoing document for which conventional service is required with the Clerk of Court using the CM/ECF System, which will send notice of such filing to the following registered CM/ECF users:

I further certify that on [date] I have mailed the foregoing document by First-Class Mail, postage prepaid, to all case participants, at the following addresses:

- c. Certificate of Service When Not All Case Participants Are CM/ECF Participants:

I hereby certify that on [date], I electronically filed the foregoing with the Clerk of Court using the CM/ECF System, which will send notice of such filing to the following registered CM/ECF users:

I further certify that on [date] I have mailed the foregoing document by First-Class Mail, postage prepaid, to the following non-CM/ECF participants, addressed as follows:

3. Notice of Docket Activity Constitutes Service on Filing Users: Effective June 1, 2008, the Notice of Docket Activity generated by the Court's CM/ECF System constitutes service of the filed document on participants served electronically

through CM/ECF. The Notice of Docket Activity will state who has been served electronically through CM/ECF.

4. Conventional Service Required for Those Not Registered as Filing Users: Participants not served through CM/ECF must be served conventionally. The Notice of Docket Activity will state who must be served conventionally.
5. Conventional Service Required for Sealed Documents: The events used to file sealed documents – **SEALED BRIEF FILED** and **SEALED DOCUMENT FILED** – restrict electronic document access to court users only. Therefore, conventional service must be used for all sealed briefs and other sealed documents.
6. Conventional Service Required for Paper Filings: Documents filed in paper form must be served conventionally. See examples below:
  - a. Case Initiating Documents: File original and 3 copies in paper form and serve copies in paper form. The Court will request electronic copy if needed after case has been opened.
  - b. Appendix (including sealed volumes): File 6 copies in paper form (5 if counsel was appointed, 4 copies of any sealed volumes) using entry **Notice of paper filing [appendix]** and serve copies in paper form.
7. Three Days Added to Prescribed Period if Service was by Electronic Means: Under FRAP 26(c), when a party is required or permitted to act with a prescribed period after a paper is served on the party, 3 calendar days are added unless the paper is delivered on the date of service. A paper that is served electronically is not treated as delivered on the date of service.

#### **E. Entry of Court-Issued Documents--Rule 5**

Court orders, opinions, judgments, and other documents are filed electronically. Documents filed electronically without an original signature have the same effect as if the judge or clerk signed a paper copy.

#### **F. Attachments and Exhibits to Motions and Original Proceedings--Rule 6**

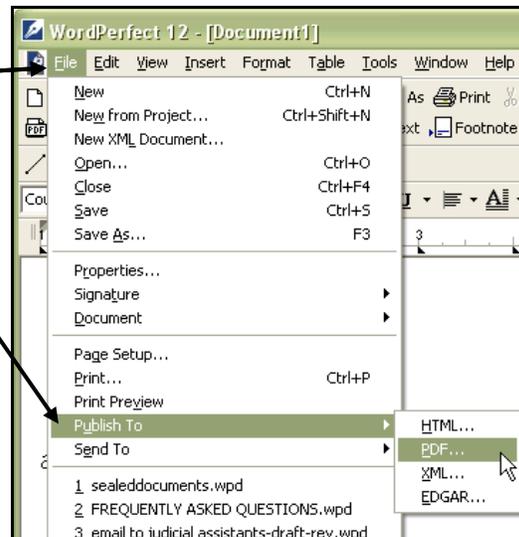
1. Electronic Filing Required: All attachments and exhibits to motions, responses, and original proceedings must be filed in electronic form unless otherwise ordered by the Court.
2. Text PDF Required: Documents must be filed in electronic text PDF. Text PDF files are text searchable and smaller in file size. If the text PDF version of a document is unavailable (e.g. the document was not created by counsel and was not filed as a text PDF in the lower court), the document may be filed as a scanned PDF.
3. File Size: Documents filed with the Court electronically are limited to 2.5 megabytes (about 100 text PDF pages or 50 scanned PDF pages) per uploaded file. More than one file may be uploaded to a particular entry, provided that the total file size does not exceed 25 megabytes (about 1000 text PDF pages or 500 scanned PDF pages). Please see section [III \(J\) - Filing of a Multi-Part Document](#) of this user guide for instructions on uploading multiple PDF files to one entry.

4. Separately Numbered or Lettered Exhibits: Any exhibits or attachments to a document must be clearly identified by letter or number. Each exhibit/attachment must be uploaded as a separate PDF file using the “Add Another” button within a docket entry. After uploading the exhibit/attachment files, use the text box provided to properly describe each file. Please see [section III \(J\) - Filing of a Multi-Part Document](#) of this user guide for instructions on uploading multiple PDF files to one entry.
5. Previously Filed Exhibits: If you wish to refer to exhibits previously filed with the Court electronically, do not re-file them. In your document, cite the docket entry number, file name and page number of the exhibit or material being referred to. You may include a hyperlink to previously filed documents in addition to a citation.

In order for hyperlinks to work properly in a PDF file, you must “publish” a document to PDF rather than “print”.

In WordPerfect:

- a. Click **File**.
- b. Click **Publish to PDF**.



In Microsoft Word, you must use Adobe Acrobat Writer or other conversion software that allows you to “publish” to PDF rather than “print” to PDF. The method for “publishing” a document to PDF varies depending on which conversion software is used. Please refer to the **Help** portion of your conversion software for questions regarding including hyperlinks.

#### G. Sealed Documents--Rule 7

1. Sealed Material Must be Filed in Accordance with Local Rule 25(c): Local Rule 25(c) establishes different requirements for the filing of material under seal:
  - a. Certificate or Motion: If the material was sealed in the lower court or is a personal data identifier required to be sealed by federal rule, the material may be sealed by filing a certificate of confidentiality. If the party is requesting that material be sealed for the first time on appeal, the party must file a motion to seal rather than a certificate of confidentiality.

- b. Appendix Volumes and Brief Versions: If the sealed material is part of the appendix, it should be separated from the unsealed portions of the appendix and filed as a separate, sealed volume of the appendix. If the sealed material is referred to in a brief or other document, two versions of the brief or other document must be filed--a sealed version, with the sealed material highlighted, and a public version, with the sealed material redacted.
  - c. Electronic and Paper Briefs: Since counsel must file electronic and paper versions of formal briefs, if a formal brief refers to sealed material, counsel must file an electronic **and** paper version of the sealed brief **and** an electronic **and** paper version of the public brief.
  - d. Paper Appendices: Since appendices are filed in paper form only and since the appendix is segregated into sealed and unsealed volumes, counsel files the sealed and unsealed volumes of the appendix in paper form only.
  - e. Electronic Documents: Since other documents are filed in electronic form only, if another document contains sealed material counsel must file a sealed version and a public version in electronic form only.
  - f. Conventional Service: Since electronic access to sealed documents is limited to the Court, sealed documents must be served conventionally on participants in the case.
  - g. The separate filing methods for the different types of documents are outlined below.
2. Formal Briefs--Sealed Version & Public Version in Paper & Electronic Form:
- a. Sealed Version: Mark the cover of the sealed version of the brief **SEALED**, highlight all sealed material in the brief, and file the sealed version using the entry **SEALED BRIEF FILED**. Also, use **certificate of confidentiality filed** to file certificate of confidentiality if all material was sealed in district court or consists of personal data identifiers. Use **motion filed / seal** if requesting the sealing of new material on appeal. In addition to the electronic copies, 4 paper copies of the sealed version of the brief and either the certificate of confidentiality or motion to seal must be filed in envelopes marked **SEALED**. The sealed version of the brief must be served on opposing counsel conventionally since the **SEALED BRIEF FILED** entry automatically restricts electronic document access to court users.
  - b. Public Version: Redact all sealed material from brief and file using entry **BRIEF FILED**. Also, file 8 paper copies of public version of brief (6 if counsel was court-appointed).
3. Appendices -- Sealed & Unsealed Volumes in Paper Form:
- a. Sealed Volume: Sealed record material is segregated from unsealed record material and placed in a sealed volume of the appendix. A certificate of confidentiality is filed stating that the material was sealed in the lower court. The sealed volume of the appendix must be clearly marked **SEALED** on the

cover. Four copies of the sealed volume are filed with 4 copies of the certificate of confidentiality in envelopes marked SEALED.

- b. Unsealed Volumes: All material not sealed below is included in the unsealed volumes of appendix. Six copies of the unsealed volumes of the appendix are filed (5 if counsel was court-appointed).
  - c. Notice and Service: Counsel uses the entry **Notice of Paper Filing** to file the sealed **and** unsealed volumes of the appendix. One entry can be used to give notice of filing of the sealed and unsealed volumes. Because the appendices are filed in paper form, they must be served conventionally rather than electronically.
4. Other Documents--Sealed Version & Public Version in Electronic Form
- a. Sealed Version: Mark the first page of the document SEALED, highlight all sealed material in the document, and file using the entry **SEALED DOCUMENT FILED**. Also, use **certificate of confidentiality filed** to file certificate of confidentiality if all material was sealed in district court or consists of personal data identifiers. Use **motion filed / seal** if requesting the sealing of new material on appeal. The sealed version of the document must be served on opposing counsel conventionally since the **SEALED DOCUMENT FILED** entry automatically restricts electronic document access to court users.
  - b. Public Version: Redact all sealed material from the document and file using the appropriate event for that document.

#### **H. Retention Requirements--Rule 8**

Electronically filed documents that require an original signature other than that of the Filing User must be maintained in paper form by the Filing User for a period of 3 years after issuance of the Court's mandate.

#### **I. Signatures--Rule 9**

1. Filing User's Login and Password Constitute Signature: The Filing User's login and password serve as a signature for all purposes for which a signature is required in connection with proceedings before the Court. The name of the Filing User under whose login and password the document is filed must be preceded by an "s/" and typed in the space where the signature would otherwise appear. The Filing User may not permit use of the password by anyone other than an authorized agent.
2. Documents Requiring Multiple Signatures: Documents requiring signature by more than one party may be filed by (i) submitting a scanned document with all necessary signatures; (ii) representing the consent of the other parties on the document; (iii) identifying the parties whose signatures are required and submitting a notice of endorsement within 3 business days; or (iv) any other manner approved by the Court.

**J. Notice of Court Orders and Judgments--Rule 10**

Immediately upon entry of an order, judgment, or opinion, the clerk will electronically transmit a Notice of Docket Activity to Filing Users, which will constitute the notice and service required by FRAP 36(b) and 45(c).

**K. Technical Failures--Rule 11**

A party or attorney adversely affected by a technical failure in connection with filing or receipt of an electronic document may seek relief by appropriate motion. For example: **Motion filed / extend filing time.**

**L. Public Access--Rule 12**

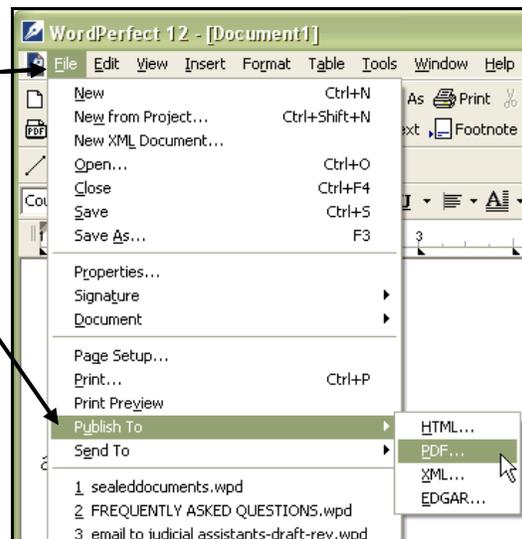
1. Information Publicly Available on Internet: Parties should exercise caution with regard to any sensitive personal data in filings, and counsel should notify their clients that filings will be made available over the internet, so that an informed decision can be made about what information to include. The clerk will not review filings for redaction or sealing.
2. Redaction Requirement: Parties must redact the following personal data identifiers as required by FRAP 25(a)(5).
  - a. Social security numbers: If an individual's Social Security number must be included, only the last four digits of that number should be used.
  - b. Names of minor children: If the involvement of a minor child must be mentioned, only the initials of that child should be used.
  - c. Dates of birth: If an individual's date of birth must be included, only the year should be used.
  - d. Financial account numbers: If financial account numbers are relevant, only the last four digits of these numbers should be used.
  - e. Home addresses: In criminal cases, if a home address must be included, only the city and state should be listed.
3. Exemptions from Redaction Requirement: The federal rules exempt the following documents from the redaction requirement: the account number or address of property subject to a forfeiture action; state court records; agency records; court records that were not subject to redaction requirements when created; filings in social security and immigration cases; pro se filings in 28 U.S.C. §§ 2241, 2254, or 2255 cases; and documents preceding the charging document, the charging document, the arrest warrant, and the search warrant in a criminal case.
4. Immigration and Social Security Cases: In accordance with FRAP 25(a)(5) and Rule 5.2(c) of the Federal Rules of Civil Procedure, remote public access to electronic documents in immigration and social security cases is limited to the Court's orders and opinions. Remote electronic access to other documents in immigration and social security cases is available only to parties and attorneys in the case who have registered through CM/ECF. To access documents in these cases, participants must use their CM/ECF login and password.

## M. Hyperlinks--Rule 13

1. Permissible Hyperlinks: Electronically filed documents may contain the following types of hyperlinks:
  - a. Hyperlinks to other portions of the same document or to other documents filed on appeal;
  - b. Hyperlinks to documents filed in the lower court that are part of the record on appeal; and
  - c. Hyperlinks to statutes, rules, regulations, and opinions.
2. Standard Citations Required: Hyperlinks do not replace citations to the appendix, record, or legal authority. Documents must contain standard citations in support of statements of fact or points of law, in addition to any hyperlink. Hyperlinks are simply mechanisms for accessing material cited in a filed document and are not considered part of the appellate record.
3. Creating a PDF with Hyperlinks: In order for hyperlinks to work properly in a PDF file, you must “publish” a document to PDF rather than “print”.

In WordPerfect:

- a. Click **File**.
- b. Click **Publish to PDF**.



In Microsoft Word, you must use Adobe Acrobat Writer or other conversion software that allows you to “publish” to PDF rather than “print” to PDF. The method for “publishing” a document to PDF varies depending on which conversion software is used. Please refer to the **Help** portion of your conversion software for questions regarding including hyperlinks.

### III. HOW TO USE THE CM/ECF SYSTEM – STEP BY STEP

**NOTE: Electronic Learning Modules (ELMs) are available on-line for step-by-step interactive training at: [www.ca4.uscourts.gov/CMECF\\_ELMs/LessonsMenu.html](http://www.ca4.uscourts.gov/CMECF_ELMs/LessonsMenu.html)**

#### A. Accessing the CM/ECF System

1. Use Mozilla Firefox 1.5 or higher or Internet Explorer 5.5 or higher, to access the Fourth Circuit Court of Appeals ECF website at <https://ecf.ca4.uscourts.gov/>.
2. Click **CM/ECF Document Filing System** to begin document filing.
3. If you want to view previously filed documents, click **CM/ECF PACER Login**.
4. If you need to update your personal information or password, click **Appellate ECF Filer Registration/Password Management**.
5. CM/ECF announcements and updates will be posted in the lower portion of the home page.

The screenshot shows the home page of the Fourth Circuit Court of Appeals CM/ECF system. At the top center is the seal of the Administrative Office of the United States Courts. Below the seal is the heading "Welcome to the Fourth Circuit Court of Appeals". Underneath the heading are three links: "CM/ECF Document Filing System", "CM/ECF PACER Login", and "Appellate ECF Filer Registration/Password Management". Below these links is a notice: "NOTICE: The CM/ECF system will be down 2/26/08 from 5:00 PM - 7:30 PM". Under the notice is the text "U.S. COURT OF APPEALS LIVE CM/ECF DATABASE". At the bottom of the page is a paragraph of text about the proposed administrative order and local rule amendments, with a link to "http://www.ca4.uscourts.gov/cmecftop.htm". A link for "Notice Regarding Implementation of CM/ECF" is also present at the bottom left.

2

3

4

5

## B. Login to CM/ECF:

After clicking *CM/ECF Document Filing System*, the CM/ECF login screen will appear. **Note: Your login and password are case sensitive.**

1. Enter your ECF Filing User login.
2. Enter your ECF Filing password.
3. Client Code is optional.
4. Click *Login*.

The screenshot shows the 'Appellate CM/ECF Login' page. It features a blue header with the title 'Appellate CM/ECF Login'. Below the title is a 'Notice' section with a warning about restricted access. The main area is a yellow 'Authentication' box containing three input fields: 'Login' (with 'attorneylogin' entered), 'Password' (with masked characters), and 'Client Code' (empty). Below these fields are 'Login' and 'Clear' buttons. A mouse cursor is over the 'Login' button. At the bottom, there is a paragraph of text about browser compatibility.

**1** Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. Client Code is optional. It is only used if you already have automatic login to PACER set up. For information, click [here](#).

**2** Authentication

**3** Login: attorneylogin

**4** Password: .....

Client Code:

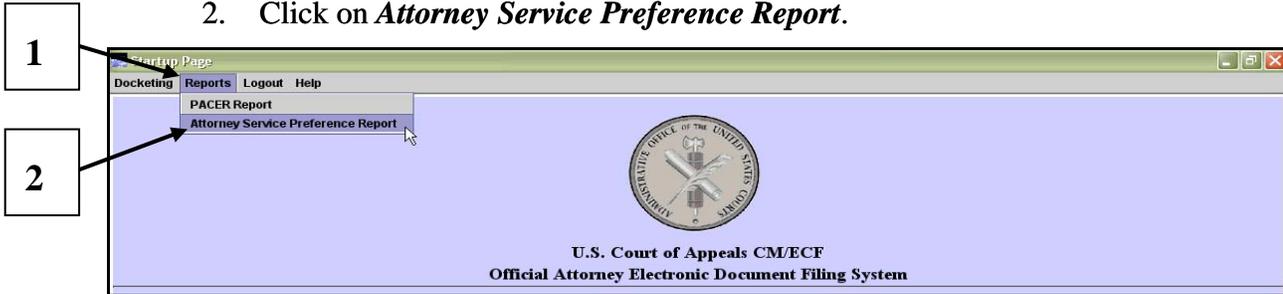
Login Clear

*CM/ECF has been tested successfully using Firefox 2.0, and Internet Explorer 6 and 7 as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Java Plug-In version 1.6.*

### C. Preparing a Certificate of Service

A Certificate of Service must be the final page of each document filed in accordance with FRAP 25(d). Follow the steps below to access the “Attorney Service Preference Report” in CM/ECF to easily identify how case participants should be served.

1. After logging into CM/ECF, click on **Reports**.
2. Click on **Attorney Service Preference Report**.



3. Enter the case number.
4. Click **Submit**.



5. The report will launch in a new window and display the participant name and service preference.

Service Preference Report	
Case Number: 07-2198	Service Preference
Carol Federighi U. S. DEPARTMENT OF JUSTICE Office of Immigration Litigation Ben Franklin Station P. O. Box 878 Washington, DC 20044	Email
George William Maugans III IMMIGRATION AND NATURALIZATION SERVICE 31 Hopkins Plaza Baltimore, MD 21201-0000	Email
Tyrone Sojourner U. S. DEPARTMENT OF JUSTICE Office of Immigration Litigation Liberty Square Building 450 5th Street, NW Washington, DC 20530	Email
Yamileth G. HandUber OFFICE OF IMMIGRATION LITIGATION U. S. Department of Justice Civil Division P. O. Box 878, Ben Franklin Station Washington, DC 20044-0000	Email
Yurika Saito Cooper IMMIGRATION LAW GROUP, PC 1015 18th Street, NW Washington, DC 20036-0000	Email

6. Using the service information provided by the report, complete the certificate of service in accordance with the examples below:

a. Certificate of Service When All Case Participants Are CM/ECF Participants and No Conventional Service is Required:

I hereby certify that on [date], I electronically filed the foregoing with the Clerk of Court using the CM/ECF System, which will send notice of such filing to the following registered CM/ECF users:

b. Certificate of Service When Conventional Service is Required (e.g., Sealed Documents, Appendices):

I hereby certify that on [date], I electronically filed the foregoing document for which conventional service is required with the Clerk of Court using the CM/ECF System, which will send notice of such filing to the following registered CM/ECF users:

I further certify that on [date] I have mailed the foregoing document by First-Class Mail, postage prepaid, to all case participants, at the following addresses:

c. Certificate of Service When Not All Case Participants Are CM/ECF Participants:

I hereby certify that on [date], I electronically filed the foregoing with the Clerk of Court using the CM/ECF System, which will send notice of such filing to the following registered CM/ECF users:

I further certify that on [date] I have mailed the foregoing document by First-Class Mail, postage prepaid, to the following non-CM/ECF participants, addressed as follows:

**D. Convert a Document to PDF**

Interactive on-line training on converting Word or Word Perfect Documents to PDF is available at <http://pacer.psc.uscourts.gov/ecfcbt/dc/cccnvtpdf/>.

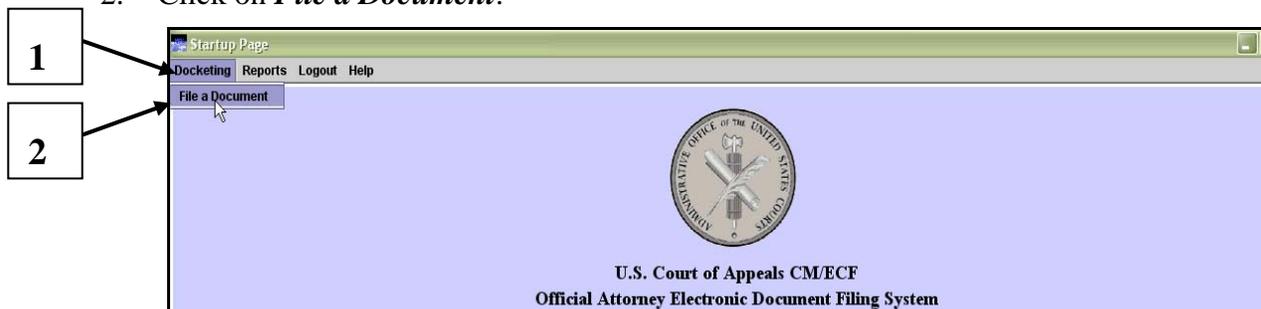
WordPerfect versions 9, 10, 11, and 12 include the capability to convert text documents to PDF by clicking “File” on the toolbar and then “Publish to PDF”.

Microsoft Word does not include PDF conversion software. You may use Adobe Acrobat Writer or download free PDF conversion software from any source of your choosing. In order to create PDF documents that contain hyperlinks you must use Adobe Acrobat Writer or other software that allows you to “publish” to PDF rather than “print” to PDF.

Once your document has been converted to PDF you can begin the filing process.

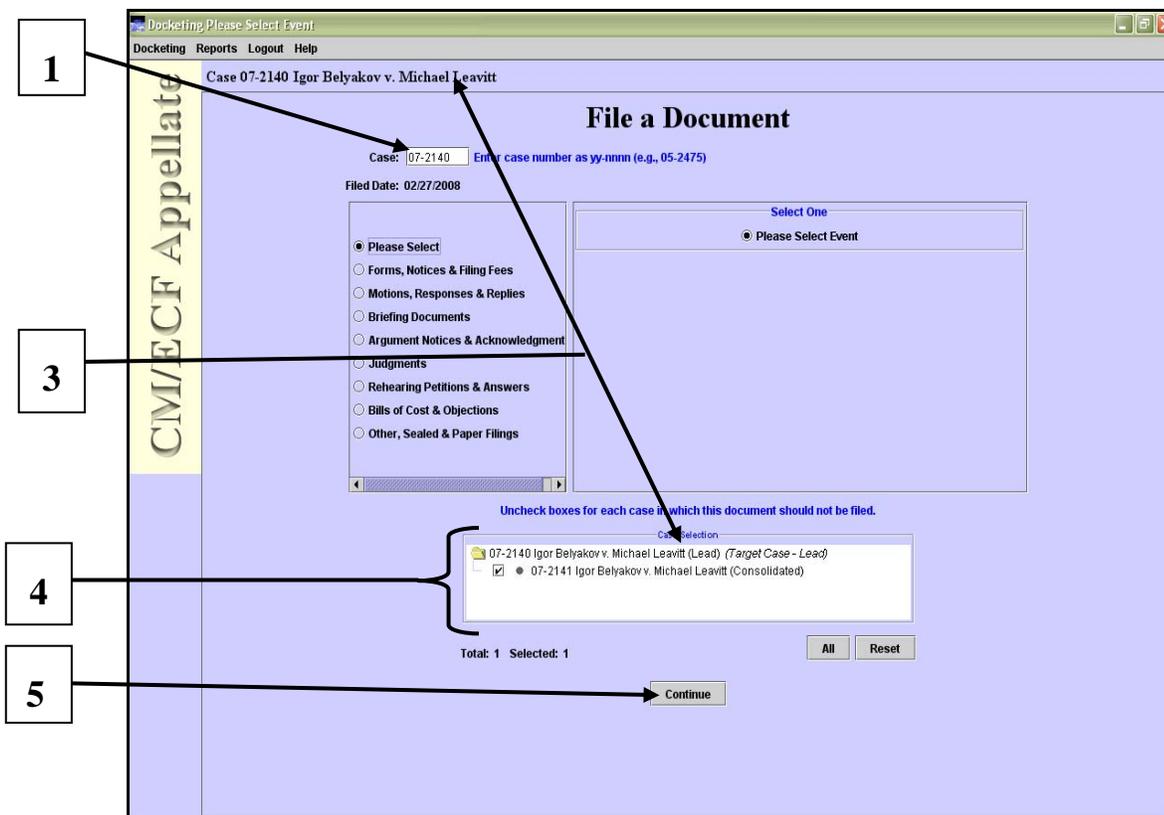
## E. Open Docketing:

1. Click on **Docketing** in the toolbar at the top of the CM/ECF screen.
2. Click on **File a Document**.



## F. Access Your Case

1. Enter the appellate case number.
2. Press the TAB key on your keyboard.
3. Check to ensure that the correct case number and short title appear at the top of the screen and in the *Case Information* box.
4. If the case number you entered is consolidated or a cross appeal, all associated cases will appear in the *Case Information* box. Your filing will be applied to all cases listed.
5. Click **Continue**.



## G. Select Event Group and Event

**NOTE:** A complete list of event groups and associated events is available at:  
<http://www.ca4.uscourts.gov/pdf/cmecf/cmecfattorneyentries.pdf>

1. Select the appropriate Event Group from the left-hand box.  
In this example: **Motions, Responses & Replies.**
2. Select the event you want to file from the right-hand box.  
In this example: **Motion filed.**
3. Click **Continue.**

The screenshot shows the 'File a Document' interface for Case 07-2140 Igor Belyakov v. Michael Leavitt. The interface includes a sidebar with 'CM/ECF Appellate' and a main area with two columns of radio button options. A 'Case Selection' window is open at the bottom, showing one selected case. A 'Continue' button is highlighted with a mouse cursor. Three numbered boxes (1, 2, 3) with arrows point to the 'Motions, Responses & Replies' group, the 'Motion filed' event, and the 'Continue' button respectively.

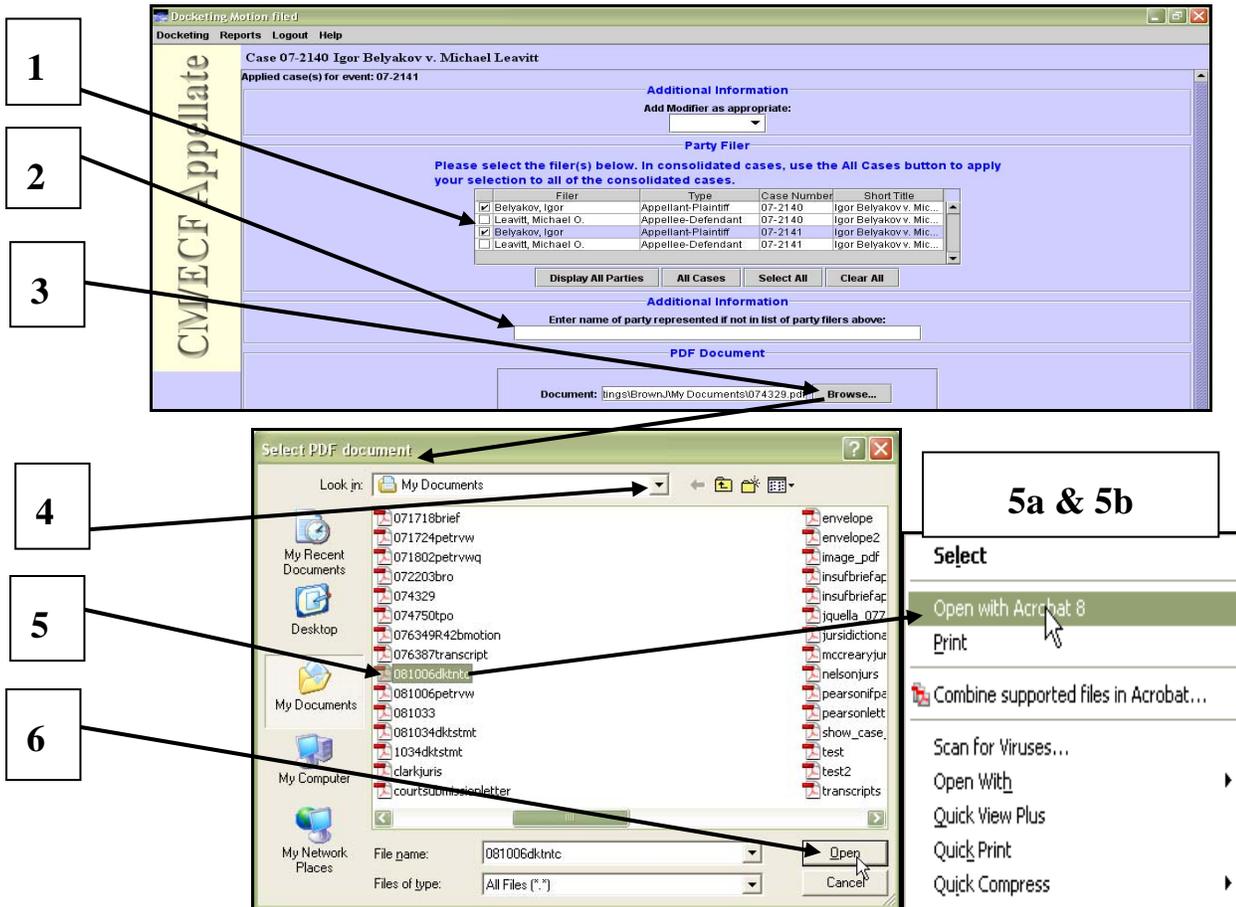
1. Select the appropriate Event Group from the left-hand box.  
In this example: **Motions, Responses & Replies.**

2. Select the event you want to file from the right-hand box.  
In this example: **Motion filed.**

3. Click **Continue.**

## H. Filing a Motion

1. Select the party(ies) filing the document.
2. If the filer is not listed, type the name of the party in the text box provided.
3. Click **Browse** to upload the document being filed. Please see the “Windows Navigation” [Electronic Learning Module](#) for more information on uploading PDF files.



4. When the *Select PDF Document* box opens, from the *Look In* drop down menu, select the folder in which the PDF version of the document being filed is saved.
5. Select the file you want to upload to CM/ECF. Check to ensure that you are uploading the correct document by following the steps below:
  - a. Right click the file name to bring up a drop down menu.
  - b. Left click on **Open with Acrobat**.
  - c. The PDF file will open in a separate window. Verify that the file is complete, legible, in proper order and does not contain sealed or sensitive data.
  - d. Close the window containing the PDF file.
6. Click **Open**.

## H. Filing a Motion - Continued

7. The path to your file will automatically appear in the *Document* box in CM/ECF.
8. Scroll down to reveal the remainder of the screen.
9. Enter the date of service on opposing parties.
10. Select the type of service. Select email if any participants are served by email. Three days are added for service where service is by email, U.S. mail, 3<sup>rd</sup> party or fax.
11. Select the relief sought in your motion from the drop down menu.
12. Click *Apply*.
13. Your case number(s) and relief will drop into the box below.
14. Click *Continue*.

The image displays two screenshots of the CM/ECF Appellate interface, illustrating the steps for filing a motion. The top screenshot shows the 'Service' section with a 'Service Date' field and checkboxes for 'US Mail', 'Fax', 'Hand', '3rd Party', 'Email', and 'Clerk'. Below this is the 'Relief' section with a list of relief options and an 'Apply' button. The bottom screenshot shows the 'Selected Reliefs' section with a table containing the selected relief and case number, and buttons for 'Up', 'Down', 'Remove', and 'Clear All'.

**8** points to the scroll bar on the right side of the top screenshot.

**9** points to the 'Service Date' field in the top screenshot.

**10** points to the 'Service' checkboxes in the top screenshot.

**11** points to the 'Relief' list in the top screenshot.

**12** points to the 'Apply' button in the top screenshot.

**13** points to the 'Selected Reliefs' table in the bottom screenshot.

**14** points to the 'Continue' button in the bottom screenshot.

## H. Filing a Motion – Continued

15. Using the dropdown menus, answer the questions appropriately
16. If necessary, type your answers to the *Additional Information* questions.
17. Click *Continue*.
18. Click the *Back* or *Cancel* buttons if you realize that you have made a mistake. The *Back* button takes you to the previous screen to make changes and continue with the filing.

The *Cancel* button will abort your filing and allow you to start over.

Docketing Motion filed

Docketing Reports Logout Help

Case 07-2140 Igor Belyakov v. Michael Leavitt

CM/ECF Appellate

Applied case(s) for event: 07-2141

**Additional Information**

Was opposing counsel informed of motion pursuant to Loc. R. 27(a)?  
Y

**Additional Information**

Did opposing counsel consent to granting of motion?  
Y

**motion filed/-/extend filing time**

**Additional Information**

Extension to file what? Type in next text box if not in dropdown list.  
opening brief and appendix

**Additional Information**

If nothing selected from dropdown list type reason for ext. in text box below:  
[Text Box]

**Additional Information**

Requested date for extension:  
03/28/2008

Continue Back Cancel

15

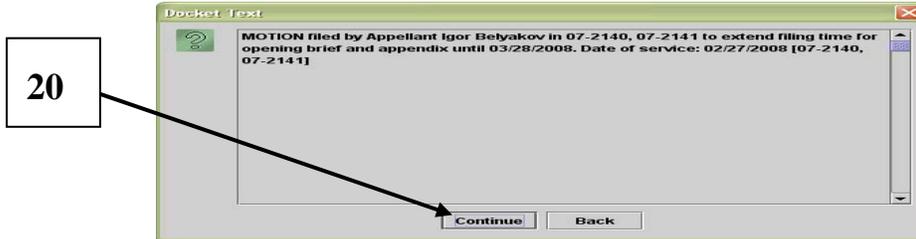
16

17

18

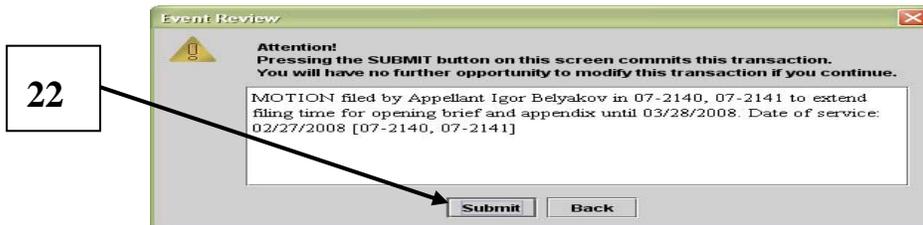
## H. Filing a Motion – Continued

19. Review the *Docket Text*.
20. Click *Continue*.



21. Review the *Event Review* box.
22. Click *Submit*.

**WARNING:** Once you click *Submit*, the entry is final. You cannot make any changes after finalizing the entry. You can click the *Back* button to make changes to the filing.



23. Click *OK* to complete the entry and transmit the Notice of Docket Activity.



## I. Notice of Docket Activity

1. The Notice of Docket Activity will launch after you complete your filing.
2. It is a good practice to save or print the Notice of Docket Activity as proof of filing.
3. If you do not receive a Notice of Docket Activity, check PACER to see if the filing is reflected on the docket. Follow up with ECF Help Desk if there is a problem.

\*\*\*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.

United States Court of Appeals for the Fourth Circuit

**Notice of Docket Activity**

The following transaction was entered on 02/27/2008 at 3:48:53 PM EST and filed on 02/27/2008

Case Name: Igor Belyakov v. Michael Leavitt

Case Number: [07-2140](#)

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

**Docket Text:**  
MOTION filed by Appellant Igor Belyakov in 07-2140 to extend filing time for opening brief and appendix until 03/28/2008. Date of service: 02/27/2008 [997801965] [07-2140, 07-2141]

The following document(s) are associated with this transaction:  
**Document Description:** Motion filed  
**Original Filename:** 074329.pdf  
**Electronic Document Stamp:**  
[STAMP acecfStamp\_ID=1105645354 [Date=02/27/2008] [FileNumber=997801965-0]  
[172b9a8a927a433ecea45b6543ce1c535a815423ef3372950ea11f89d7b0c06bfb4b76d47f3388e599d3067371fcdbe8349d26439c07dabaabd6e0b8b54e899]]

**Notice will be electronically mailed to:**  
Mrs. Arnold, Ariana Wright jackie\_quella@ca4.uscourts.gov

**Notice will be mailed to:**  
Mr. Medinger, Jason Daniel  
OFFICE OF THE U. S. ATTORNEY  
36 South Charles Street  
Baltimore, MD 21201-0000  
Mr. Garry, Bart Avram  
2nd Floor  
1400 Aliceanna Street  
Baltimore, MD 21231-0000

The following information is for the use of court personnel:

Link to docket sheet.

Link to documents filed in this entry.

List of case participants served by CM/ECF.

List of case participants that must be served conventionally.

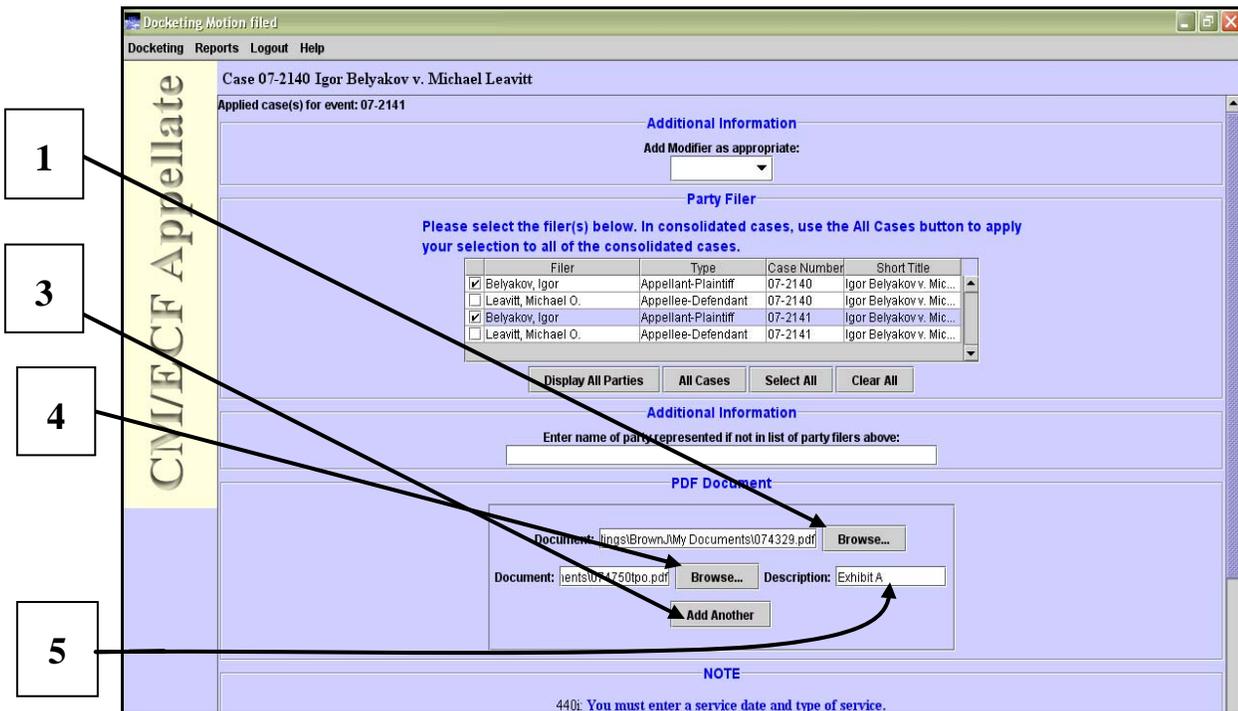
## J. Filing a Multi-Part Document

When you need to attach exhibits or file a document that is too large to be uploaded as one PDF file, follow the steps below.

1. Upload the main document by clicking **Browse**, adding the path to the appropriate file.

Verify that you are uploading the correct PDF file by completing the following steps:

- a. Select the file you want to upload to CM/ECF.
  - b. Right click the file name to bring up a drop down menu.
  - b. Left click on **Open with Acrobat**.
  - c. The PDF file will open in a separate window. Verify that the file is complete, legible, in proper order and does not contain sealed or sensitive data.
  - d. Close the window containing the PDF file.
2. Press TAB.
  3. Click **Add Another**.
  4. Upload an additional file by clicking the new **Browse** button that appears. Again, check to ensure that you are uploading the correct, complete file.
  5. Type a description of the second document, e.g. "Exhibit A," in the text box.
  6. Repeat steps 3-5 until all files are uploaded.
  7. Continue with the docket entry.



## K. Logout

When you are finished filing, click *Logout* and *Logout CM/ECF* to exit CM/ECF.

The screenshot shows a web browser window titled "Docketing Please Select Event". The browser's address bar shows "Logout CM/ECF" and the page title is "Belyakov v. Michael Leavitt". The main content area is titled "File a Document" and contains the following elements:

- Case: 07-2140 Enter case number as yy-nnnn (e.g., 05-2475)
- Filed Date: 02/27/2008
- A list of document types with radio buttons:
  - Please Select
  - Forms, Notices & Filing Fees
  - Motions, Responses & Replies
  - Briefing Documents
  - Argument Notices & Acknowledgment
  - Judgments
  - Rehearing Petitions & Answers
  - Bills of Cost & Objections
  - Other, Sealed & Paper Filings
- A "Select One" dropdown menu with the option "Please Select Event" selected.
- A section titled "Uncheck boxes for each case in which this document should not be filed." containing a "Case Selection" box with a tree view:
  - 07-2140 Igor Belyakov v. Michael Leavitt (Lead) (Target Case - Lead)
  - 07-2141 Igor Belyakov v. Michael Leavitt (Consolidated)
- Buttons for "All", "Reset", and "Continue".
- Status: Total: 1 Selected: 1

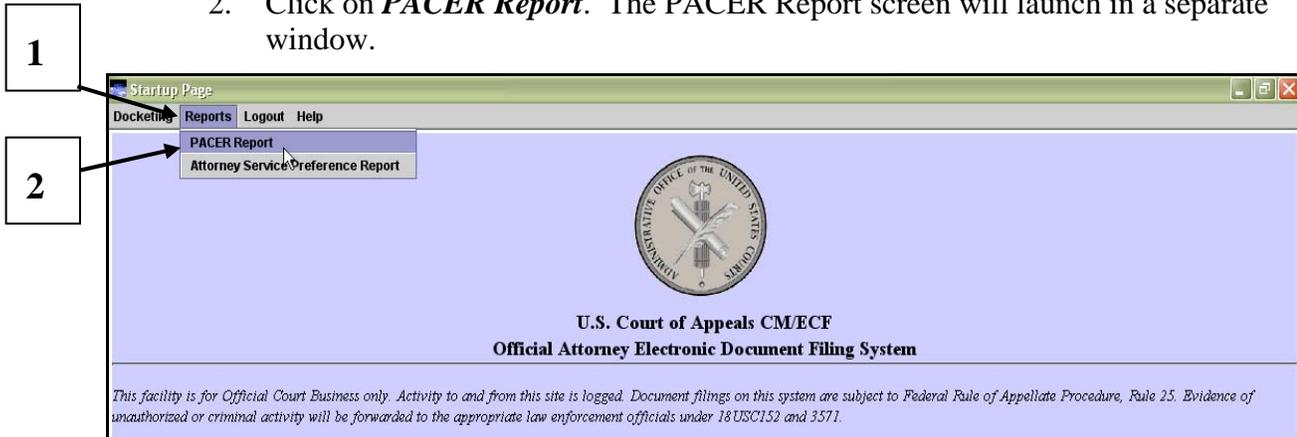
A vertical sidebar on the left side of the page is labeled "CM/ECF Appellate".

## IV. REPORTS

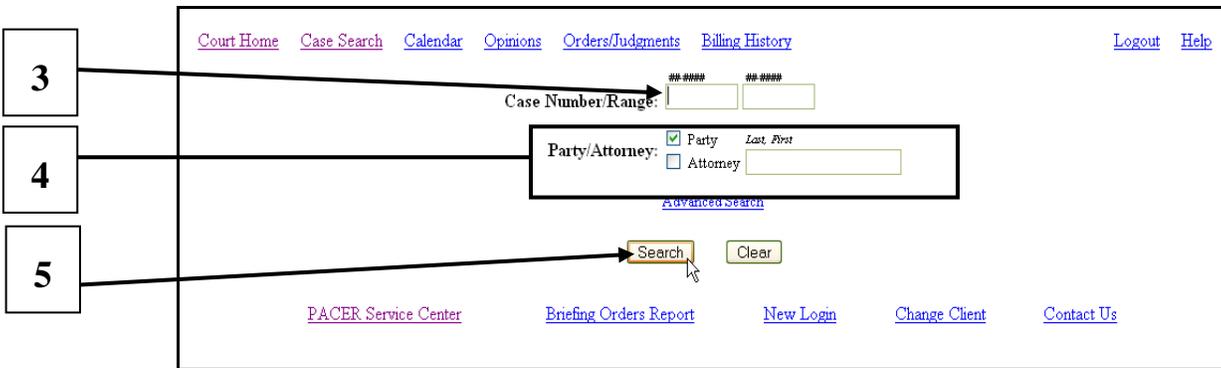
### A. PACER Docket Report

If you want to view the PACER docket report:

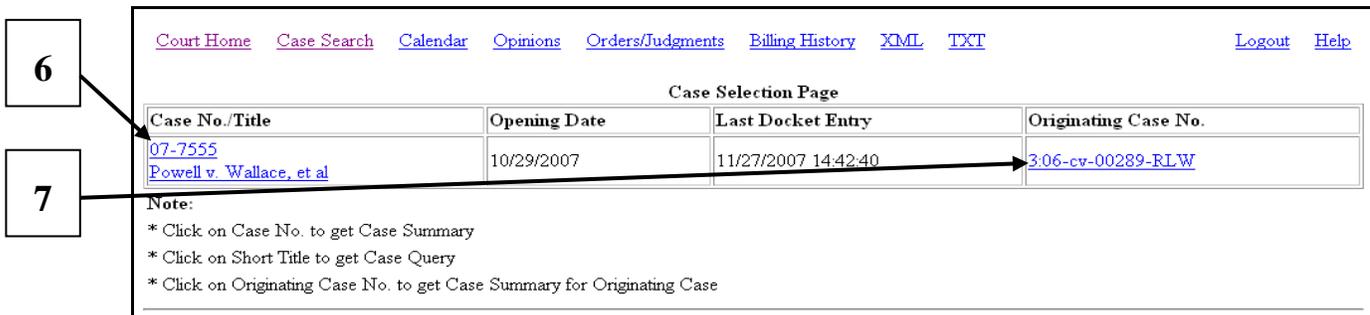
1. Click on **Reports** after logging into CM/ECF.
2. Click on **PACER Report**. The PACER Report screen will launch in a separate window.



3. Type the case number of the docket sheet you wish to view.
4. If you want to search by name rather than case number, select party or attorney and enter the name.
5. Click **Search**.



6. Click on the appellate case number to view the appellate docket report.
7. Click on the originating case number to link to the district court docket.



8. The PACER docket report will include docket information and recent docket activity.
9. If you wish to view the full docket report, click the “Full Docket” button at the top of the screen. You will be charged the standard PACER rate of \$0.08 per page.
10. To view the document(s) associated with a docket entry, click the docket number located between the date and docket text.
11. Click **Logout** to exit PACER reports.

[Court Home](#) [Case Search](#) [Calendar](#) [Opinions](#) [Orders/Judgments](#) [Billing History](#) [XML](#) [TXT](#) [Logout](#) [Help](#)

If you view this **Full Docket** you will be charged for 1 Pages \$0.08

**General Docket**  
**United States Court of Appeals for the Fourth Circuit**

<b>Court of Appeals Docket #:</b> 07-7555	<b>Docketed:</b> 10/29/2007
<b>Nature of Suit:</b> 3555 Prison Condition	<b>Termed:</b> 11/27/2007
Powell v. Wallace, et al	
<b>Appeal From:</b> United States District Court for the Eastern District of Virginia at Richmond	

**Case Type Information:**

- 1) Civil Rights
- 2) state
- 3) prison conditions

**Originating Court Information:**

**District:** 0422-3 : 3:06-cv-00289-RLW  
**Presiding Judge:** Richard L. Williams, Senior U. S. District Court Judge  
**Date Filed:** 06/30/2006  
**Date Order/Judgment EOD:** 09/28/2007 **Date NOA Filed:** 10/18/2007

10/29/2007	<a href="#">1</a>	Prisoner (cvrgrt) case docketed. ~ [4670077]
10/29/2007	<a href="#">3</a>	Prisoner Litigation Reform Act docketing notice issued. Fee Amount: \$ 455. [07-7555] ~ [4670080] PLRA documents due on 11/13/07 for Gerald Scott Powell.
10/29/2007	<a href="#">4</a>	Informal briefing order filed. [07-7555] ~ [4670082] Informal brief due 11/23/07 for Gerald Scott Powell.
11/26/2007	<a href="#">5</a>	MOTION filed by Appellant Gerald Scott Powell to dismiss appeal pursuant to FRAP 42(b) [997763717-2] Was opposing counsel informed of motion pursuant to Loc. R. 27(a)? Y. Did opposing counsel consent to granting of motion? N/A. Date of service: 11/19/2007 [997763717] [07-7555]
11/27/2007	<a href="#">6</a>	ORDER filed [997763720] granting Motion to dismiss appeal pursuant to FRAP 42(b) [997763717-2]. Copies to all parties. [07-7555]
11/27/2007	<a href="#">7</a>	Rule 42(b) mandate issued. [07-7555]

**PACER Service Center**

**Transaction Receipt**

03/04/2008 14:40:54

<b>PACER Login:</b>	us3729	<b>Client Code:</b>	
<b>Description:</b>	Case Summary	<b>Search Criteria:</b>	07-7555
<b>Billable Pages:</b>	1	<b>Cost:</b>	0.08

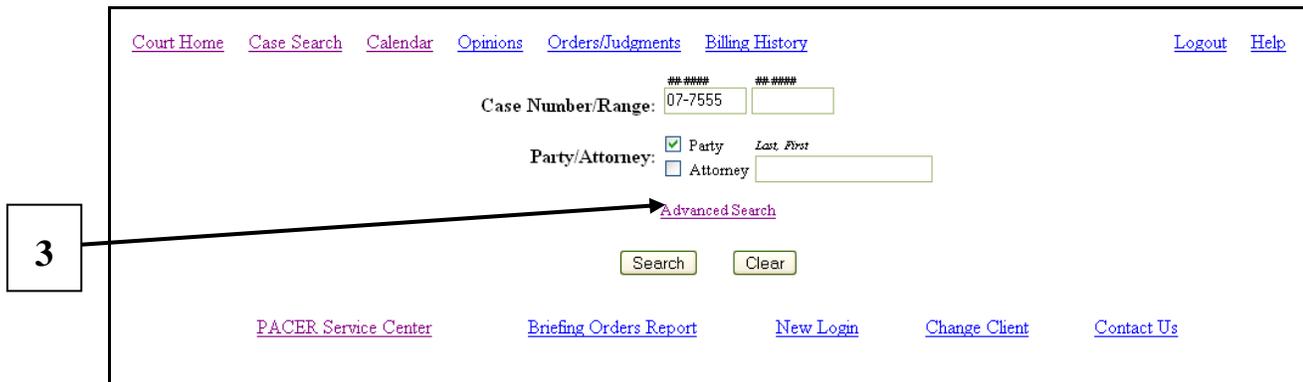
## B. PACER Advanced Search

Use the “Advanced Search” option within PACER reports, if you would like to conduct a search of the Court’s docket to identify cases from a specific lower court, cases docketed within a certain time frame, or a particular type of case.

1. Click on **Reports** after logging into CM/ECF.
2. Click on **PACER Report**. The PACER Report window will launch in a separate window.



3. Click **Advanced Search**.



4. Select one or more search criteria.
5. Click **Search**.

[Court Home](#) [Case Search](#) [Calendar](#) [Opinions](#) [Orders/Judgments](#) [Billing History](#) [Logout](#) [Help](#)

Warning: you will be billed for the total number of pages (this query is not subject to the 30 page limit on PACER charges).

Case Number/Range: ##### #####

Party/Attorney:  Party *Last, First*  Attorney

Case types: Federal Habeas Corpus, Grand Jury Proceeding, Habeas Corpus

Origin: United States District Court for the Eastern District of North Carolina at Fayetteville, United States District Court for the Eastern District of North Carolina at Greenville, United States District Court for the Eastern District of North Carolina at New Bern

Cases Filed Between: 02/26/2008 03/04/2008

Cases Closed Between:

Nature of Suit: 1370 Other Fraud, 1371 Truth in Lending, 1380 Other Personal Property Damage

Sort by: Case number  Ascending order  Descending order

Open Cases  Closed Cases  Both

[PACER Service Center](#) [Briefing Orders Report](#) [New Login](#) [Change Client](#) [Contact Us](#)

6. Click on the appellate case number to view the docket report for a specific case.
7. Click **Logout** to exit PACER reports.

[Court Home](#) [Case Search](#) [Calendar](#) [Opinions](#) [Orders/Judgments](#) [Billing History](#) [XML](#) [TXT](#) [Logout](#) [Help](#)

Case Selection Page

Case No./Title/Type	Opening Date	Last Docket Entry	Originating Case No./Origin
<a href="#">00-4088</a> <a href="#">US v. Hernandez D. Mumford</a> Criminal	02/07/2000	03/26/2003 16:05:00	<a href="#">CR-99-37</a> United States District Court for the Eastern District of North Carolina at Greenville
<a href="#">00-4111</a> <a href="#">US v. Brian Keith Purcell</a> Criminal	02/09/2000	03/26/2003 16:11:00	<a href="#">CR-99-29-H</a> United States District Court for the Eastern District of North Carolina at Greenville
<a href="#">00-4189</a> <a href="#">US v. Linwood Barnes</a> Criminal	03/14/2000	08/29/2000 12:40:00	<a href="#">CR-99-45</a> United States District Court for the Eastern District of North Carolina at Greenville

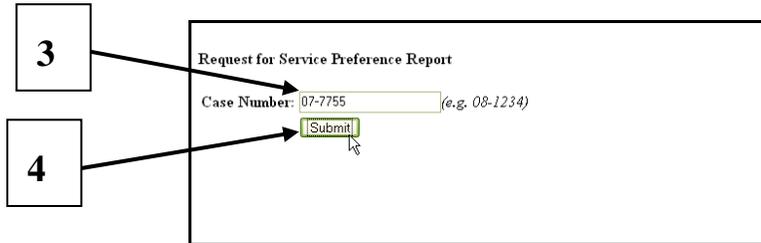
### C. Attorney Service Preference Report

A Certificate of Service must be the final page of each document filed in accordance with FRAP 25(d). Follow the steps below to access the “Attorney Service Preference Report” in CM/ECF to easily identify case participants service preference.

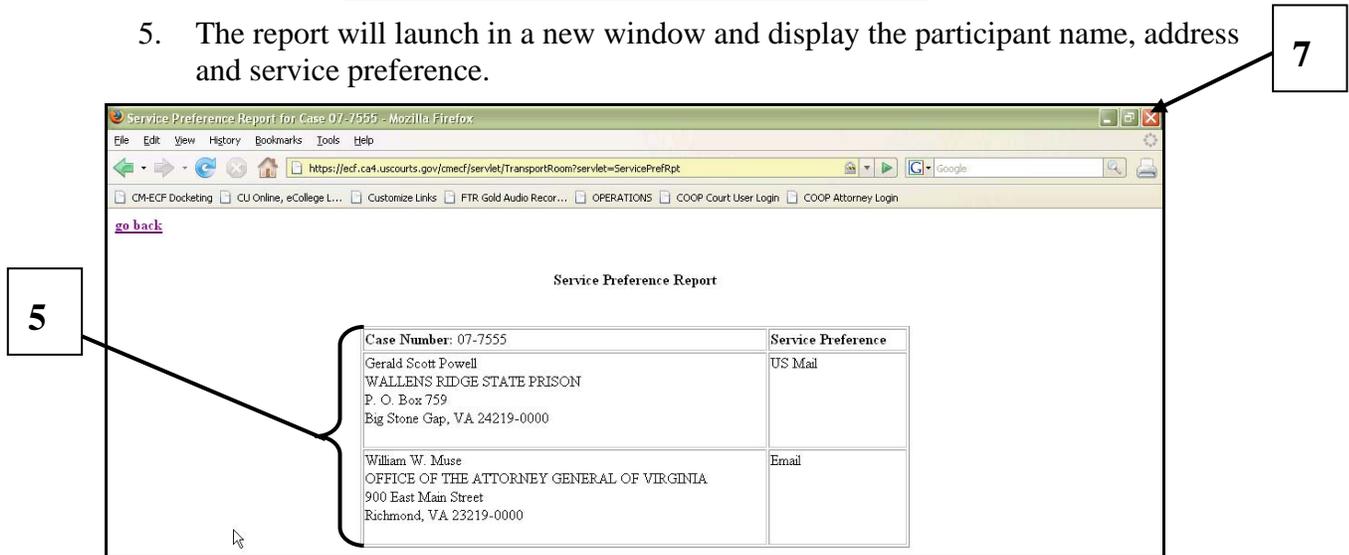
1. After logging into CM/ECF, click on **Reports**.
2. Click on **Attorney Service Preference Report**.



3. Enter the case number.
4. Click **Submit**.



5. The report will launch in a new window and display the participant name, address and service preference.



6. Compose the certificate of service based on the service information provided.
7. Close the report window using the “X” in the upper right corner of the window.

## V. QUALITY CONTROL AND ERROR CORRECTION

### A. Quality Control

Check for these common mistakes before committing a transaction.

- ✓ Are you filing in the correct case?
- ✓ Have you chosen the correct event?
- ✓ If you are filing a motion, have you chosen the correct relief?
- ✓ Is your PDF document in text format rather than scanned image format?
- ✓ Is your PDF document complete and legible?
- ✓ Have you uploaded the correct PDF file(s)?
- ✓ Is the correct case caption, including appellate case number, on your document?
- ✓ Is a complete certificate of service included?
- ✓ Have you redacted any personal identifiers, sensitive or sealed information?

### B. Error Correction - Counsel

1. Correcting an Error BEFORE an Entry is Committed: You can correct a mistake any time before you commit a transaction to the docket.
  - a. Use the BACK button at the bottom of the CM/ECF screen to change selections on previous screens.
  - b. Use the CANCEL button to abort the entry and start over.
2. Correcting an Error AFTER an Entry is Committed: Contact the Clerk's Office immediately if you discover an error after you commit a filing. Only Court employees can make changes and corrections once the Notice of Docket Activity has been transmitted.

### C. Error Correction- Clerk's Office

1. Your case manager will review your docket entry and edit it if necessary.
2. Your case manager will review your filing and request that you correct the filing in the following situations:
  - a. The document contains sealed information but was not filed using the **SEALED BRIEF** or **SEALED DOCUMENT FILED** event.
  - b. The document is incomplete or illegible.
  - c. The document was filed as a scanned image PDF rather than a text PDF.
  - d. The wrong document was attached.
  - e. The filing was made in the wrong case.

## VI. TRAINING AND CERTIFICATION

### A. Training

1. Live Training: Beginning in April of 2008, the Fourth Circuit will offer live ECF Filer training classes at locations throughout the Circuit. Check [www.ca4.uscourts.gov/cmecf.htm](http://www.ca4.uscourts.gov/cmecf.htm) for updates on the training schedule and registration.
2. On-line Training: [Electronic Learning Modules](#) (ELMs) are available on the Fourth Circuit website. The ELMs offer step-by-step, interactive training on CM/ECF filing. The Fourth Circuit's [Policies and Procedures Review](#) is also available on-line. Persons taking on-line training must correctly answer 9 out of 10 questions on the Policies and Procedures Review.

### B. Training Certification

1. Live Training: Students will complete a Class Training Certification Form at in-person training classes, and the Court will approve their registration as Fourth Circuit Filing Users.
2. On-line Training: Persons utilizing the Court's on-line training will complete an [On-line Training Certification](#) form after completing the two required [Electronic Learning Modules](#), "Filing an Appearance of Counsel" and "Filing a Motion to Seal," and answering at least 9 questions correctly on the [Policies and Procedures Review](#).

## VII. QUESTIONS

Issue	Help Source (8:30am - 5:00pm)
PACER Registration	<b>PACER Service Center</b> <ul style="list-style-type: none"><li>• 800-676-6856</li><li>• <a href="http://pacer.psc.uscourts.gov/">http://pacer.psc.uscourts.gov/</a></li></ul>
CM/ECF Filer Registration	<b>PACER Service Center</b> <ul style="list-style-type: none"><li>• 800-676-6856</li><li>• <a href="http://pacer.psc.uscourts.gov/">http://pacer.psc.uscourts.gov/</a></li></ul>
Technical Questions	<b>PACER Service Center</b> <ul style="list-style-type: none"><li>• 800-676-6856</li><li>• <a href="http://pacer.psc.uscourts.gov/">http://pacer.psc.uscourts.gov/</a></li></ul>
Training and Training Certification Questions	<b>ECF Help Desk</b> <ul style="list-style-type: none"><li>• 804-916-2767</li></ul>
Policy, Procedures and Filing Questions	<b>ECF Help Desk</b> <ul style="list-style-type: none"><li>• 804-916-2767</li></ul>
Error Correction	<b>Fourth Circuit Case Manager</b> <ul style="list-style-type: none"><li>• 804-916-2700</li></ul>