

CM/ECF USER MANUAL

Section 1 - Introduction



Overview

This manual provides basic instruction for using the Case Management/Electronic Case Files (CM/ECF) system. CM/ECF allows Registered Users to view and retrieve civil and criminal public docket sheets, documents, and reports online. It also allows the electronic filing of documents directly in a case by a Registered User.

Glossary of Terms

GLOSSARY OF COMMONLY USED TERMS	
Term	Description
CM/ECF	Case Management/Electronic Case Files system
Division Codes	Venue codes assigned to the separate Divisional Offices of the Court - Eugene: 6 Medford: 1 Portland: 3 Pendleton: 2 (See LR 3)
Docket	The court's permanent record of filings and proceedings held in a case. Docket information for a case includes the names of the parties or litigants, attorney information, and general statistical data. Dockets also contain a chronological list of the pleadings and other documents filed in a case ("docket entries"). Each docket entry will have a corresponding filing date, document number, and docket text. Supplemental docket text supplied by a filer will appear in italicized text. Docket entries are created by users selecting events from the available civil and criminal menus which most accurately describe the proceeding being recorded or document being filed.
Document	Any pleading, motion, exhibit, declaration, affidavit, memoranda, order, notice, or other filing made part of the Court's record
Electronic Filing	Using the CM/ECF system to file a document in the Court's case file by uploading a document in PDF format directly from the Registered User's computer. NOTE: sending a document to the court via e-mail does not constitute "electronic filing."
Fed. R. Civ. P.	Federal Rules of Civil Procedure
Fed. R. Crim. P.	Federal Rules of Criminal Procedure
File Size Limitation	Individual PDF files uploaded into CM/ECF are to be no more than 10 MG in size. MG is short for megabyte. Most file directories display the size of a file in KB or kilobytes. There are 1024 kilobytes in 1 MB. So, a file sized 3000 KB is approximately 3 MG and therefore well below the maximum file size allowed
Hyperlink	A hyperlink, also called a link, is an electronic connection between one web page to either (1) other web page on the same website or (2) web pages located on another website.
Limited Access to Counsel of Record and Case Participants	Where access to view a document remotely (over the Internet) is limited to Counsel of Record and Case Participants only. The document is not viewable via PACER. Access to electronic case files is available for all parties and the public at each divisional office of the USDC-OR during regular business hours. A copy fee for reproduction of an electronic document will be charged in accordance with the Schedule of Fees.
LR	Local Rule
NEF	Notice of Electronic Filing
PACER	PACER (Public Access to Court Electronic Records) complements CM/ECF functionality by allowing the public to view documents filed in any federal court. PACER does not allow electronic filing, and some documents and cases will not be

	viewable via PACER. NOTE: because PACER pulls documents and information from the CM/ECF system, it is easy to confuse the two.
Party	Plaintiff(s), defendant(s), any other participant in a case, counsel of record, and/or self-represented litigants
PDF	Portable Document Format
PST	Pacific Standard Time - refers to all hours stated in this manual including Standard or Daylight Savings, whichever is applicable
Registered User	Attorneys admitted to practice in this Court and self-represented litigants who have been granted permission to electronically file documents via CM/ECF.
Remote Public Access	Access to view a document is available via PACER. Access to electronic case files is available for all parties and the public at each divisional office of the Court during regular business hours. A copy fee for reproduction of an electronic document will be charged in accordance with the Schedule of Fees
Schedule of Fees	A list of services provided by the Court and the fees associated with those services .

System Capabilities

A Registered User with a PACER account, CM/ECF-compatible web browser, appropriate word processing and document creation software, and access to the Internet will be able to use the Court's CM/ECF system to perform the following functions:

- Access the Court's website;
- View, print or download the most recent version of the CM/ECF User Manual;
- View videos and interactive training materials;
- Electronically file pleadings in your case;
- Receive instant notification of filings and orders made in your case;
- View official docket sheets and documents associated with any public case;
- View various case-related reports; and
- Maintain and update your user account password and e-mail address.

User Experience

Basic computer knowledge and skills are necessary in order to use the CM/ECF system.

You should have a working knowledge of the operating system on your computer and be familiar with:

- Opening and closing programs;
- Moving, minimizing, and maximizing windows;
- Operating menus, text fields, drop down list boxes, scroll bars, and other Windows objects using the keyboard and a mouse;
- Switching between programs using a mouse and a keyboard;
- Understanding files, directories, and file system hierarchy;
- Using file browse dialog boxes; and
- Selecting multiple items from a list.

You should know how to use an Internet browser and how to:

- Locate and browse a specific web address by typing the address in the location field;
- Create and use bookmarks and/or create favorites;
- Identify and operate hypertext links;
- Access and delete browser cookies and cached information; and
- Print from a web browser.

You should know how to use word processing software. It is particularly important that you know how to print from your word processor. You must also be familiar with PDF document conversion protocols.

Hardware and Software Requirements

The following are the minimum requirements for using the CM/ECF system:

- A personal computer running either Microsoft Windows or Apple OS X operating system;
- Internet access through an Internet service provider using Point to Point Protocol (PPP); and
- DSL, cable, or other high-speed connection (dial-up is not recommended).

A compatible browser* that supports 128 bit encryption and has Javascript and cookies enabled;

- A Portable Document Format (PDF)-compatible word processor such as Microsoft Word or Corel WordPerfect;
- Software to convert documents from a word processor format to PDF format, such as Adobe Acrobat PDF Writer;
- Software to read PDF documents (Adobe Acrobat Reader is available at no cost at www.adobe.com);
- Access to a flatbed scanner with sheet feeder if paper documents need to be imaged before being uploaded into the system.
- A valid, active e-mail account.

* CM/ECF has been tested for use with Mozilla Firefox version 3.5 or 3.6 and Internet Explorer version 7 or 8. Safari, Opera, and Google Chrome have not been tested for use with CM/ECF and compatibility is uncertain at this time.

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Section 2 - Resources and Registration



The Court's Internet Website

From this site, attorneys, jurors, members of the public, and educators may access information relating to the work of the Court.

Specifically, information regarding the CM/ECF system may be found under the E-Filing link on the left side of the home page under Main Menu. Here you can choose to login to the CM/ECF system, review this User Manual online, access tips and help for using CM/ECF, and find other useful information.

Registering for Access to CM/ECF

In order to access and use the CM/ECF system, you must have two separate accounts - one to view documents and obtain information; one to allow you to file documents electronically.

PACER Registration

To use the CM/ECF system, you must have a PACER (Public Access to Court Electronic Records) account. PACER is an electronic public access gateway that allows anyone to obtain public case information, including docket sheets and documents, from any federal court. Registration for a PACER account is free, but there is a fee associated with accessing case information. To obtain a registration form and learn more about billing and payment requirements for this account, you may contact the PACER Service Center online at www.pacer.gov, by calling (800) 676-6856 or (210) 301-6440, or [via e-mail](#).

CM/ECF Registration

CM/ECF registration authorizes a Registered User to file documents electronically with the court. CM/ECF registration is handled by each individual court and is limited to counsel or self-represented parties in actions pending in that particular court.

Attorneys who are members of the District of Oregon Federal Bar are required pursuant to LR 83-1(e) to register as a part of their admission process. In the event that you were admitted to the bar prior to the adoption of the rule, the registration form can be found on the Court's website.

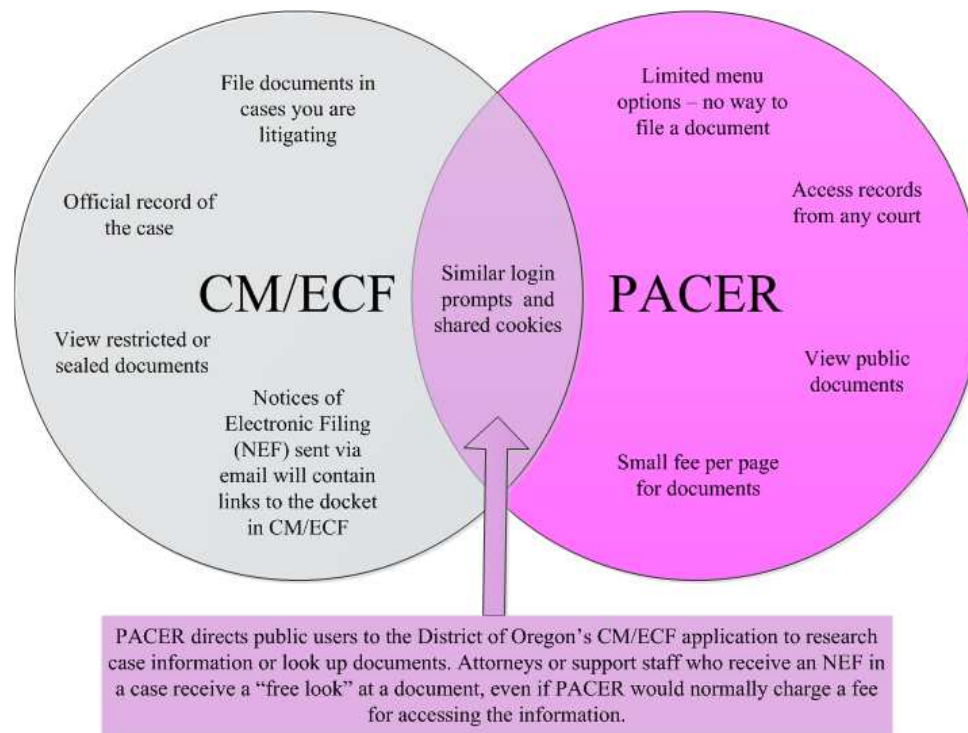
Attorneys from other Districts seeking to appear *pro hac vice* in this District must also register in order to file documents in this District.

Self-represented parties may seek permission to become registered users for filing purposes. An application form explaining specific requirements and options can be found on the Court's website.

Why Two Logins?

The CM/ECF login is used to electronically file (e-file) pleadings and documents in the Court's electronic docketing system. It is also used to verify your identity when viewing certain restricted documents, such as medical records and certain immigration case documents. There is no charge to e-file documents in the court, with few exceptions.

The PACER login is used for querying dockets and looking at case information. There is normally a fee associated per page charged for viewing dockets and documents. See the diagram on the next page. The PACER Service Center monitors fees and generates statements of fees due.



Although the two systems have independent user accounts, they are linked in a variety of ways. Upon login, CM/ECF will place a cookie in your browser's memory. This is to assist in user identification over the course of a long series of steps in filing a document. Unfortunately, CM/ECF will also place a cookie in your browser's memory when you arrive via PACER. If there is already a cookie from a previous session, this can thwart a new login attempt. If you experience odd behavior when trying to log in, it is a good idea to clear your browser's cache and delete any cookies placed by CM/ECF.

Login and Password

Upon registration, the Clerk's Office will create an account which contains the Registered User's address, e-mail address, user ID (login), and password. You will receive login and password identification via e-mail following registration. To ensure the integrity of the court's electronic case files, you must employ the highest standard of care in safeguarding the login and password. The login and password constitute your signature pursuant to Fed. R. Civ. P. 11 on all submissions made through the system. You may change your own login and password at any time through maintenance of your User Account. If you forget or misplace your login information, you may contact the Clerk's Office for assistance; passwords may be reset on the main login screen following the procedures indicated.

The e-mail address information stored in the User Account permits the system to automatically generate e-mail notice of all filings in a case to the Registered Users in that case. The system can accommodate multiple secondary e-mail addresses for each user. Commonly, attorneys add the e-mail addresses of their legal assistants or docket clerks as backups. Every e-mail notification sent to the primary e-mail address of the Registered User will also be sent to any secondary e-mail address(es) designated. A free look of the electronically filed document is granted for those recipients associated with counsel of record in the case.

CM/ECF Training

On-line tutorials have been developed to help you learn how to use the CM/ECF system. These tutorials simulate filings of documents, and running reports and queries. You may view training resources by visiting the [PACER website](#).

The District of Oregon has also developed its own tutorials to assist you in navigating the CM/ECF system. These tutorials can be accessed on this Court's website.

CM/ECF User Manual

This manual serves as the text version of the CM/ECF Tutorials and is a helpful resource for system functions and guides to written policies and procedures. This manual (like the on-line tutorials) will be updated as new releases of the software containing significant functional changes are implemented.

Help Desks

For further assistance regarding electronic filing, including lost or forgotten Registered User login information, contact the Clerk's Office at (503)326-8000.

For assistance regarding the viewing of federal court case information via the Internet, including technical problems downloading or printing documents, contact the PACER Service Center.

PACER Service Center

- [Website](#)
- [E-mail](#)
- Regular mail: PACER Service Center, P.O. Box 780549, San Antonio, TX 78278-0549
- Telephone: (800) 676-6856 or (210) 301-6440

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Section 3 - The CM/ECF System



Accessing the CM/ECF System

To access the database, click on the E-Filing link on either the left or bottom menus of the District of Oregon website and select [CM/ECF Login](#).

Home	For Atto	Home	For Atto
MAIN MENU		FOR ATTORNEYS	
CM/ECF Help		CM/ECF Help	
Court Calendar		ADR	
Court News		Attorney Admissions	
Our Judges		About Transcripts	
Court Policies		Courthouse News	
Court Fees		Pro Bono Service	
E-Filing		Pro Bono Training	
CM/ECF Login		E-Filing	
CM/ECF		CM/ECF Login	
CM-ECF User Manual		About CM/ECF	
Release Center		CM-ECF User Manual	
Training at PACER.gov		CM/ECF Release Center	
FAQ		PACER	
		Local Rules	

CM/ECF	eJuror	Site Map	Employment
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The CM/ECF welcome screen looks like this:



Click on the "District of Oregon - Document Filing System" link to navigate to the login screen for the civil and criminal live database. (Note: The United States District Courts initiated electronic filing in 1990. More information about how to locate civil and criminal case information older than 1990 may be found in [Section 12 of this manual](#).)

Logging Into CM/ECF

The CM/ECF Login

For electronic filing, you must enter the system using your CM/ECF login and password.



U.S. District Court - District of Oregon CM/ECF Filer or PACER Login

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

Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:

Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:

After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document will recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at pacer.psc.uscourts.gov.

NOTICE: Beginning April 2, 2012, attorneys who are Registered Users of the CM/ECF application (see LR 1-5(k)) will be allowed to electronically open new civil cases pursuant to Standing Order 2012-3. On May 1, 2012, attorneys will be required to electronically open new civil cases. For details, please refer to the training modules on the Court's website under Attorney, Help and Training. Announcements regarding User Manual information and hands-on training sessions will be forthcoming.

Authentication

Login:
 Password:
Forgot your password? [Click here to reset it.](#)
 Client Code:

Login Reset

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or tax financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) including attachments. [Click here](#) for more information.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

The Court displays system news on this page from time to time, including notices of any planned system downtime for maintenance (see red box above).

Alternatively, if you wish only to generate reports, view a docket sheet, or query specific case information, the PACER login and password must be entered.

The client code field is an *optional* field provided in the Authentication box on the login screen for tracking purposes during PACER (report and query) functions. If a client code is entered for a transaction, that client code will be reflected on the billing statement generated by the PACER Service Center. A client code will not appear on the bill unless it is entered at the time of transaction.

NOTE: If you are attempting to login for purposes of electronic filing using your CM/ECF login and password, do NOT enter any information in the client code box - you will receive an error message.

Connecting a CM/ECF Login with a PACER Login

During your session, if you deviate from electronically filing a document, the system will prompt for a PACER issued login and password. If you check the box labeled "Make this my default PACER login," the system will store the PACER account information with the CM/ECF account information. All charges thereafter will be billed to that PACER account so you will not have to enter the PACER login again. You may remove the default association between the current PACER login and the CM/ECF login by selecting Remove Default PACER Account on the Utilities menu. A different PACER account may be used by selecting Change Your PACER Login from the Utilities menu. This will display a PACER login screen and the new account may be used temporarily or can replace the existing default account.

Utility Menu Options

The Utility menu contains a CM/ECF Login link for entry of a CM/ECF court-generated login and password if you have first entered the system using a PACER login and password and now need electronic filing functionality or the ability to maintain your User Account. This link may also be used to change to a different CM/ECF Registered User. The Utility menu also contains links to Change your PACER Login and Change Client Code Field.

The screenshot shows the CM/ECF Utilities menu. The menu bar at the top includes links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The Utilities dropdown menu is open, displaying the following options:

- [Court Information](#)
- [Legal Research ...](#)
- [Miscellaneous Mailings...](#)
- Your Account**
 - [ECF Login](#)
 - [Maintain Your Account](#)
 - [Edit Your Street Address/Phone/Fax Info](#)
 - [Update Your E-mail Address](#)
 - [View Your Transaction Log](#)
 - [Change Client Code](#)
 - [Change Your Login and/or Password](#)
 - [Change Your PACER Login](#)
 - [Review Billing History](#)
 - [Show PACER Account](#)
 - [Remove Default PACER Account](#)
 - [Internet Payment History](#)

Login and Password Review

To run reports or queries, or to view documents and docket sheets:

Enter using a PACER login and password.

To electronically file or maintain a User Account:

Enter using a Court-generated CM/ECF login and password.

To view documents in Social Security cases from e-mail notifications:

You must be recognized as a Registered User and associated with the case as counsel or party of record before opening the document from the e-mail notification message. To accomplish this connection, you must:

- Open a second browser window BEFORE clicking on the hyperlinks within the e-mail notification;
- Enter the system via the second window using the Court-generated CM/ECF login and password; then
- Click back into the e-mail notification window; and
- Click on the hyperlinks (using the PACER login and password) to view the electronically filed document. Silently, the system will now recognize you as a Registered User and will check your association in the target case.

To view documents in Social Security cases:

The system must recognize the requestor as a Registered User and associated with the case before viewing the document. To accomplish this connection, you must:

- Initially enter using a Court-generated CM/ECF login and password; then,
- Click on Reports or Queries.

If you have established a PACER default login, the PACER login screen will appear. You should then enter a PACER login and password, and navigate to the document for viewing.

If you have established a default PACER login with your CM/ECF User Account, the documents will be displayed.

To view criminal case documents filed PRIOR to November 1, 2004, from e-mail notifications:

You must be recognized as a Registered User and associated with the case before opening the document from the e-mail notification message. To accomplish this connection, you must:

- Open a second browser window BEFORE clicking on the hyperlinks within the e-mail notification;
- Enter CM/ECF via the second window using the Court-generated CM/ECF login and password; then
- Click back into the e-mail notification window; and
- Click on the hyperlinks (using the PACER login and password) to view the electronically filed document. Silently, the system will now recognize the requestor as a Registered User and will check your association in the target case.

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Section 4 - Event Selection and Transactions



Docket Sheets

The Court's permanent record of filings made and proceedings held in a case is referred to as the docket sheet. Docket sheet information for a case includes the names of the parties or litigants, attorney information, and general statistical data. Civil case data is captured from the information submitted on the Civil Cover Sheet (JS-44) at the time of case opening. Criminal case data is captured from the charging documents filed.

ECF
Civil ▾
Criminal ▾
Query
Reports ▾
Utilities ▾
Search
Logout

TERMI

U.S. District Court
District of Oregon (Portland)
CIVIL DOCKET FOR CASE #: 3:11-cv-00123-MO

<p>Mathews v. General Nutrition Corporation Assigned to: Judge Michael W. Mosman Demand: \$1,060,000 Case in other court: Multnomah County Circuit Court, 11-16663 Cause: 28:1332 Diversity-Account Receivable</p> <p><u>Plaintiff</u> Maureen K. Mathews</p>	<p>Date Filed: 02/01/2011 Date Terminated: 09/30/2011 Jury Demand: Plaintiff Nature of Suit: 360 P.I.: Other Jurisdiction: Diversity</p> <p>represented by Glenn N. Solomon Glenn N. Solomon, Attorney at Law 1001 SW Fifth Avenue, #1414 Portland, OR 97204 503-241-3508 Email: glensol@aol.com ATTORNEY TO BE NOTICED</p>
<p>V.</p> <p><u>Defendant</u> General Nutrition Corporation</p>	<p>represented by C. Marie Eckert Miller Nash LLP 111 SW Fifth Avenue Suite 3400 Portland, OR 97204 (503) 205-2477 Fax: (503) 224-0155 Email: marie.eckert@millernash.com ATTORNEY TO BE NOTICED</p>

Docket sheets also contain a chronological account of the pleadings and other filings submitted in a case. These are called docket entries. Each docket entry will have a corresponding filing date, document number, and docket text. Docket entries are created by users selecting events from the available civil and criminal event menus which most accurately describe the activity or document being filed.

Date Filed	#	Docket Text
02/01/2011	1	Notice of Removal of Case Number 1011-16663 from Multnomah County Circuit Court. Filing Fee in amount of \$350 collected. Receipt No. 38459 issued Filed by General Nutrition Corporation. (Attachments: # 1 Attachment, # 2 Civil Cover Sheet) (sd) (Entered: 02/01/2011)
02/01/2011	2	Discovery and Pretrial Scheduling Order and Notice of Case Assignment to Judge Michael W. Mosman. Discovery is to be completed by 6/1/2011. Joint Alternate Dispute Resolution Report is due by 7/1/2011. Pretrial Order is due by 7/1/2011. Ordered by Judge Michael W. Mosman. (sd) (Entered: 02/01/2011)
02/01/2011	3	Corporate Disclosure Statement. Filed by General Nutrition Corporation. (sd) (Entered: 02/01/2011)
02/03/2011	4	Unopposed Motion for Extension of Time <i>Entitled: Unopposed Motion for Extension of Response Time</i> . Filed by General Nutrition Corporation. (Eckert, C.) (Entered: 02/03/2011)
02/08/2011	5	ORDER: GRANTING Motion for Extension of Time 4 . Answer is due by 3/4/2011. Ordered by Judge Michael W. Mosman. (dls) (Entered: 02/08/2011)
03/04/2011	6	<i>(Answer and Affirmative Defenses)</i> Answer to Complaint following a Notice of Removal (Related Doc. 1). Filed by General Nutrition Corporation. (Eckert, C.) (Entered: 03/04/2011)

Entering the system using the Court-generated CM/ECF login and password will give you access to the events used to create docket entries.

ECF
Civil ▾
Criminal ▾
Query
Reports ▾
Utilities ▾
Search
Logout
?

The item you select from this main blue toolbar determines the functions you are able to accomplish. For example:

IF YOU CLICK THIS BUTTON ON THE TOOLBAR:	YOU WILL BE ABLE TO DO THESE TASKS:
Civil	Electronically file documents in a civil case (for example: motions, notices, service documents, responses, replies, answers, etc.)
Criminal	Electronically file documents in a criminal case (for example: plea related documents, motions, responses, replies, appeal documents, notices, trial documents, etc.)
Query	Log in to PACER to run name searches, create docket activity reports, look up case numbers, etc.
Reports	Access the written opinions report or, after logging in to PACER, run civil and/or criminal case reports, calendar event reports, docket sheet reports, etc.
Utilities	View Court information, maintain your user account, review your billing (page) history, etc.
Search	Open a search box. Type the name of the event you are looking for and click the "search" button.
Logout	Exit the CM/ECF system. Be sure to logout of each session by using the logout link on the main blue toolbar instead of simply closing the browser window.

Events within each category are grouped based on their function.

Civil Events

The menus of events under the Civil selection include: Initial Pleadings and Service, Motions and Related Filings, and Other Filings.

CM/ECF [Civil](#) ▾ [Criminal](#) ▾ [Query](#) [Reports](#) ▾ [Utilities](#) ▾ [Search](#) [Logout](#)

Civil Events

<p>Initial Pleadings and Service</p> <ul style="list-style-type: none"> Complaints and Petitions Service and Process Documents Answers to Complaints Other Answers <p>Motions and Related Filings</p> <ul style="list-style-type: none"> Motions Responses and Replies Other Supporting Documents 	<p>Other Filings</p> <ul style="list-style-type: none"> ADR Documents Discovery Documents Notices Trial Documents Appeal Documents Other Documents
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Criminal Events

The menus of events under the Criminal selection include: Charging Instruments and Pleas, Motions and Related Filings, and Other Filings. Selection of the links under those headings reveals the individual docket events.

To electronically file a Trial Memorandum in a civil case, for example, you would first select Civil from the main blue tool bar and click on the Trial Documents menu under Other Filings. The event Trial Memorandum appears under the Trial Documents menu for selection.

Search Function

If you are having trouble finding a specific event, the Search function is a helpful tool. Click the Search function and start typing the name of the event you wish to file.



This will bring up a list of all events which include the word entered in the search field.



If the proper event appears, simply click on the event to begin the docketing process.

Function Keys and Techniques

Browser "Back" and "Forward" Buttons

It is not advisable to use the BACK and FORWARD buttons on the browser's tool bar to navigate through CM/ECF. If you need to abort a transaction before it is completed, click on another menu selection from the main blue tool bar.

The "Tab" Key

You may navigate through the screens by using a mouse. In most screens, you may also use the TAB key and space bar to move through the data entry fields. Active or "focus" buttons will have a faint dotted outline around them. A focused button may be activated by hitting the space bar. You can also use the SHIFT key and the TAB key simultaneously to move back one field at a time.

Selecting Multiple Items in a Picklist

Event and party selections appear in alphabetical order in picklists. If multiple-item selection is allowed by the application on a particular list, multiple items may be selected by holding down the CONTROL (Ctrl) key while clicking on the items you wish to select. Holding down the SHIFT key and clicking on the top and bottom of a selection will allow you to select a range of items from the list.

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E-Filing of Documents Under Seal Pursuant to an Existing Protective Order

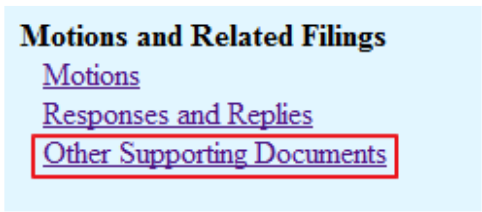
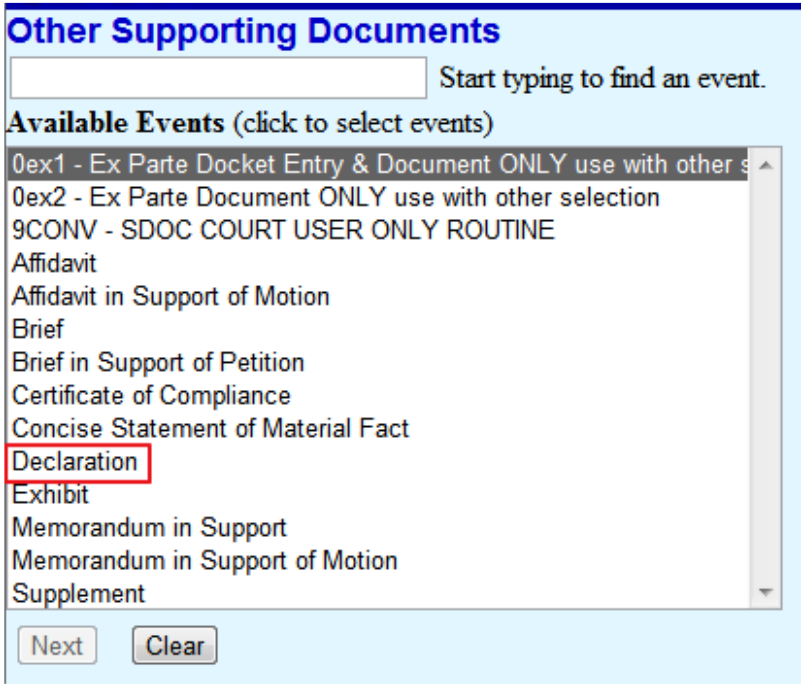


Overview

Pursuant to [Standing Order 2012-6](#), Registered Users are required to file documents authorized for filing under seal pursuant to an existing protective order in a civil case electronically. Access to the document is selected by the filer during the docketing process. The requirement for a judge’s copy pursuant to LR 100-7 remains unchanged.

Filing a Document Pursuant to an Existing Protective Order

All events located in the Motions and Related Filings menu have been modified to search the case for a docketed protective order.

step	action
Click on Other Supporting Documents.	
Select the appropriate event from the list. We will use Declaration for this example.	

Click on *Declaration*, which will move it to the Selected Events box. Click **Next** to continue.

Other Supporting Documents

Start typing to find another event.

Available Events (click to select events)

- 0ex1 - Ex Parte Docket Entry & Document ONLY use with other s
- 0ex2 - Ex Parte Document ONLY use with other selection
- 9CONV - SDOC COURT USER ONLY ROUTINE
- Affidavit
- Affidavit in Support of Motion
- Brief
- Brief in Support of Petition
- Certificate of Compliance
- Concise Statement of Material Fact
- Declaration**
- Exhibit
- Memorandum in Support
- Memorandum in Support of Motion
- Supplement

Selected Events (click to remove)

- Declaration

Next

NOTE: CM/ECF allows multiple event to be selected on this screen. Make sure that only the event you intended to select appears in the selected **Next** button.

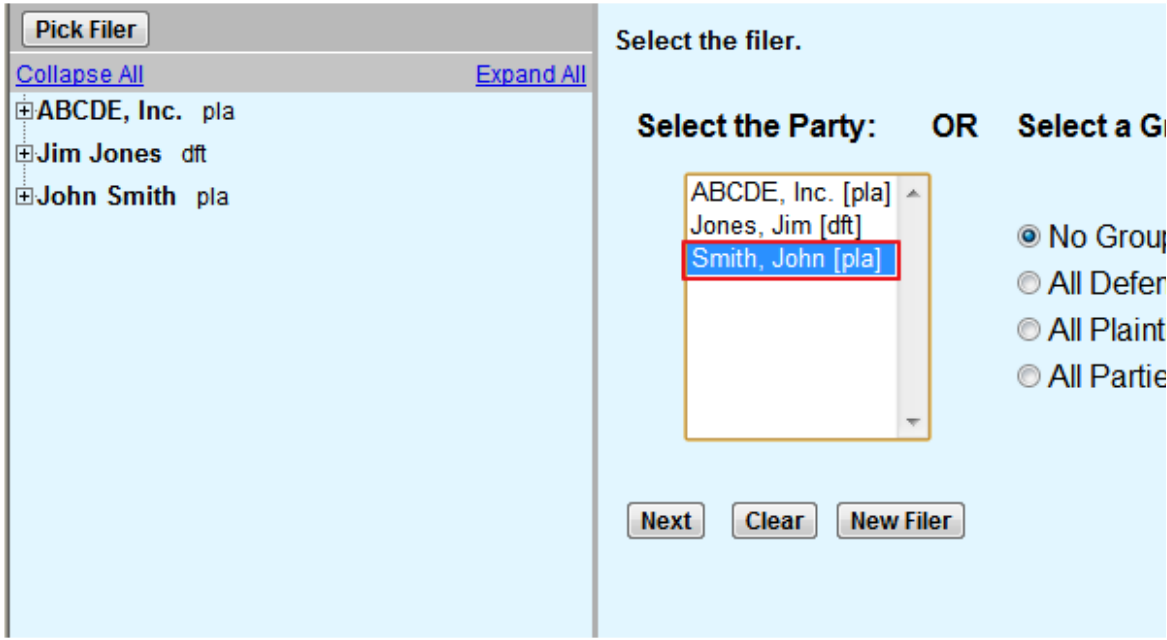
A screen will appear displaying the civil case number. Click **Next** to continue.

Other Supporting Documents

Civil Case Number

Next

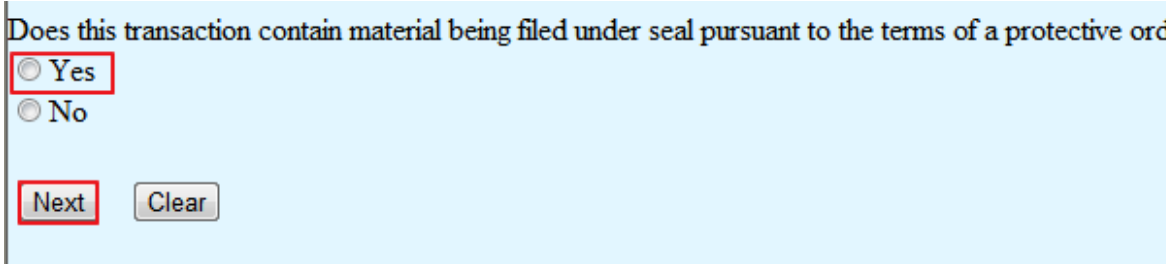
Choose a filer from the **Select the Filer** screen which lists all parties entered in the case. Click on the filing party to highlight it.



If there is more than one filer, press and hold the control key while clicking on each party you wish to add. This will highlight multiple parties. Click **Next** to continue.



The next screen asks if the document to be filed contains material being filed under seal pursuant to the terms of a protective order. If so, select the **Yes** radio button.



NOTE: If you select the **No** radio button, docketing will continue normally and your entry will not be restricted.

The next screen asks who should have electronic access to attached PDF document. Select the appropriate radio button and click **Next** to continue.

Who should have access to this filing?

Counsel of record only

Filing party only

The next screen is the document attachment screen.

Other Supporting Documents
[3:12-cv-00139-MO Smith v. Jones](#)

PROTECTIVE ORD

After the Main Document, if you have any additional files to upload, you must further describe each additional at Category, or adding text in the Description field, or both.
Select the pdf document and any attachments.

Main Document
 No file chosen

Attachments	Category	Description
1. <input type="button" value="Choose File"/> No file chosen	<input type="text" value=""/>	<input type="text" value=""/>

REMINDER: Pursuant to LR 100-2, all pleadings and documents, including attachments and exhibits, must be filed as text searchable PDF fi Court.

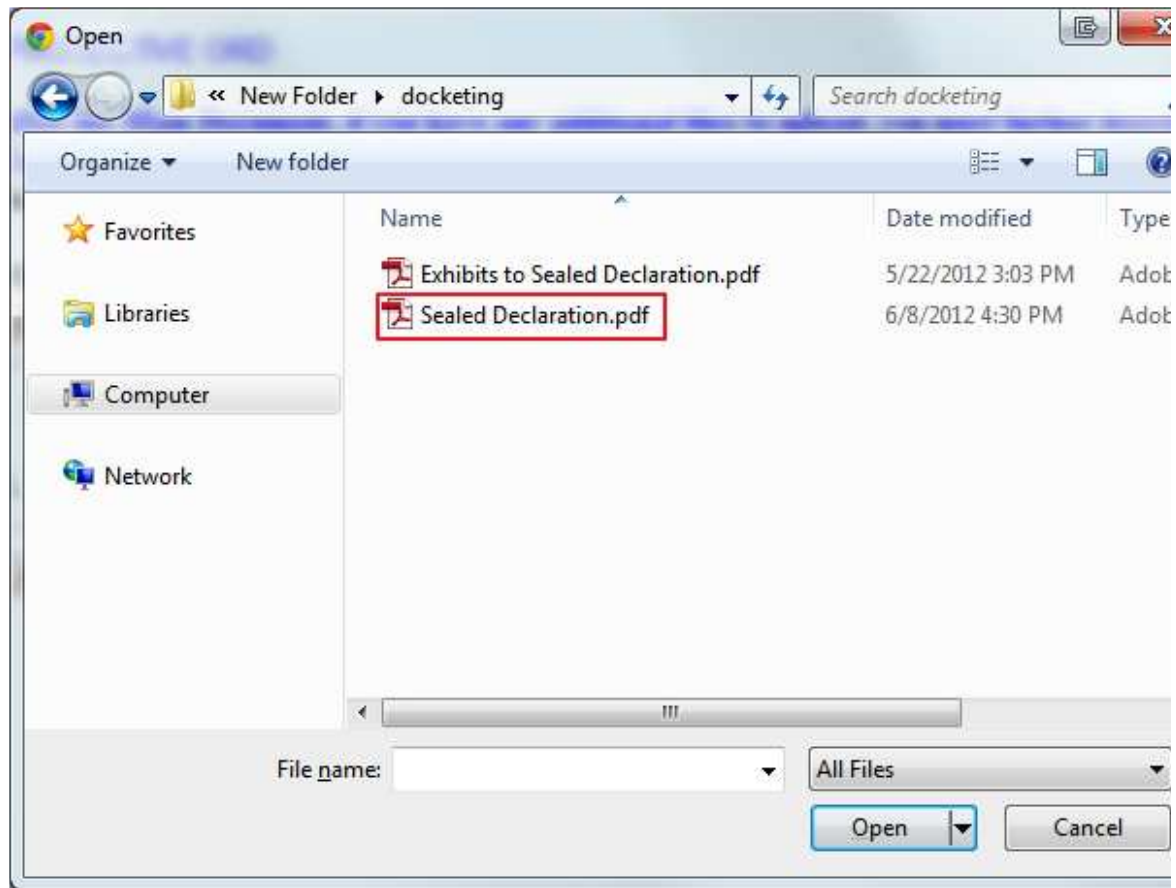
The main document should be the pleading itself. In our example this is the Declaration. Click on the **Choose File** button to locate the document for attachment.

After the Main Document, if you have any additional files to upload, you must further describe each additional at Category, or adding text in the Description field, or both.
Select the pdf document and any attachments.

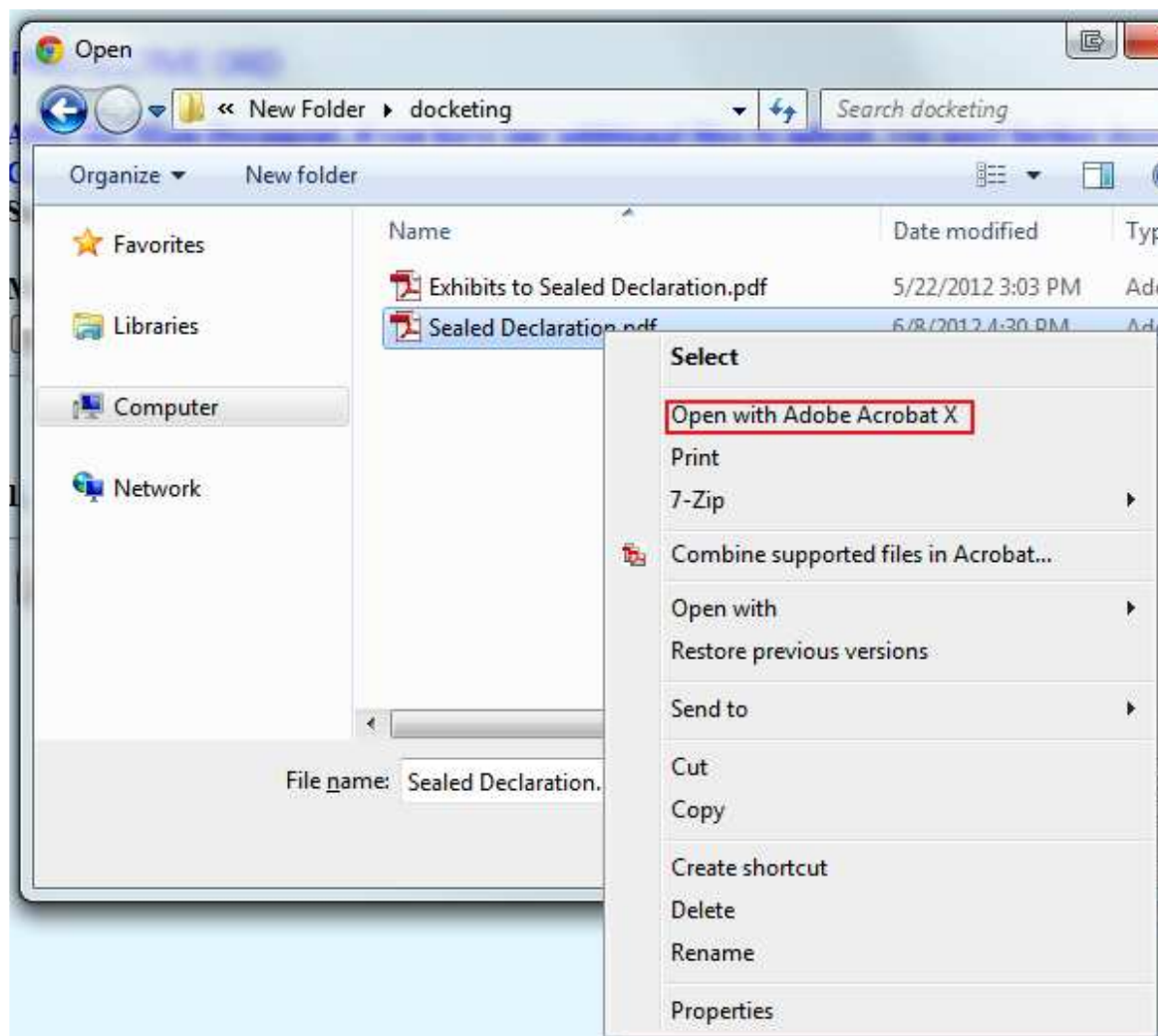
Main Document
 No file chosen

Attachments	Category	Description
1. <input type="button" value="Choose File"/> No file chosen	<input type="text" value=""/>	<input type="text" value=""/>

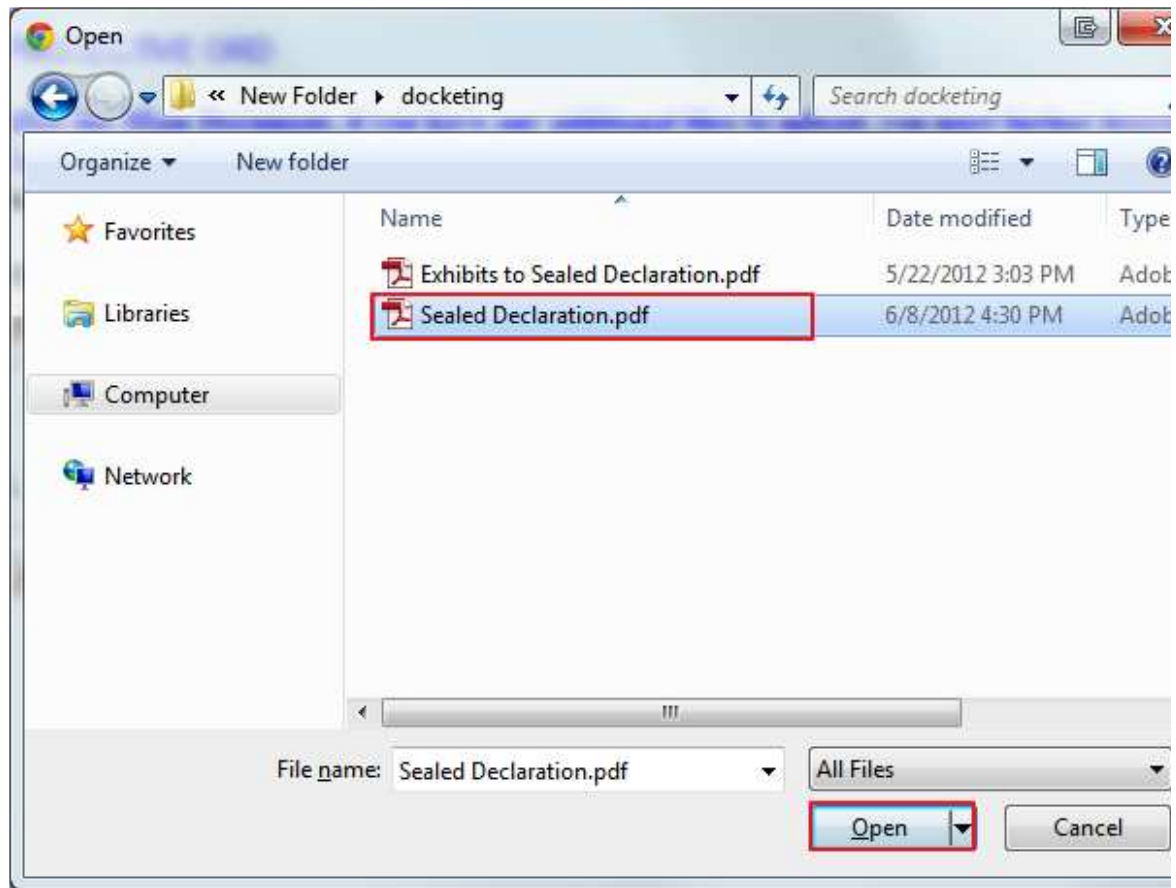
A new window will open. Locate your sealed declaration or other document in the location where it has been saved.



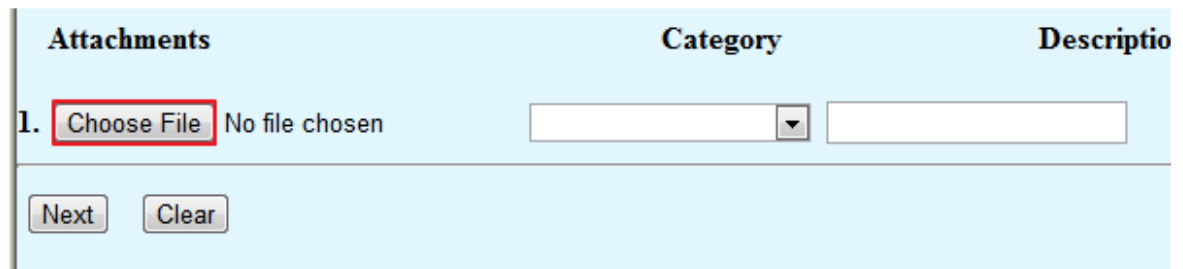
Prior to attachment, it is recommended that the PDF be reviewed to ensure it is accurate and is the correct attachment. This can be done by right clicking on the PDF and selecting the *Open* option. The PDF will open on your screen for review. After confirming the PDF is correct, click the X in the upper right corner of the PDF to close it.



Make sure the correct document is highlighted and then click the **Open** button to continue with document attachment.



Attachments should also be uploaded at this time. Click the **Choose File** button to locate and confirm your attachment as indicated above.



Each attachment must be labeled with a Category from the drop-down menu or a Description in the free text field. It is not necessary to enter both a Category and Description.

Attachments	Category	Description
1. <input type="button" value="Choose File"/> No file chosen	Exhibit	
<input type="button" value="Next"/> <input type="button" value="Clear"/>	<ul style="list-style-type: none"> Attachment Appendix Schedule Contract Proposed Summons Civil Cover Sheet Errata <li style="background-color: #e0e0e0;">Exhibit Supplement Proposed Document Proposed Order Volume(s) Index 	

Attachment (s) should be any exhibit(s) to the main document (in our case the Declaration.)

Attachments	Category	Description
1. <input type="button" value="Choose File"/> Exhibits to ...laration.pdf		Exhibits 1-10 <input type="button" value="R"/>
2. <input type="button" value="Choose File"/> No file chosen		
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

NOTE: Attaching a PDF to the Attachment 1 option causes the Attachment 2 option to appear. Repeat the attachment process as needed to add more attachments.

When all documents have been added, click **Next** to continue.

Attachments	Category	Description
1. <input type="button" value="Choose File"/> Exhibits to ...laration.pdf		Exhibits 1-10 <input type="button" value="R"/>
2. <input type="button" value="Choose File"/> No file chosen		
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

The next screen asks if your filing should link to another document in this case. If so, check the box and select next.

Other Supporting Documents
[3:12-cv-00139-MO Smith v. Jones](#)

PROTECTIVE ORD

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

The next screen asks you to select the category of the document related to your filing. For our example, our Declaration is in Support of a motion, so we select *motion* from the picklist to narrow our choices. Enter the name of the Declarant, and click the **Next** button.

Select the category to which your event relates.

- minute
- minutes-cr
- misc-cr
- misccs
- mot2255
- motion**
- notice
- notice-cr
- order
- order-cr

Enter name of declarant:

The next screen shows all possible related documents filed in the case in the category you selected. Check the box of the appropriate related event, and click the **Next** button.

Other Supporting Documents
[3:12-cv-00139-MO Smith v. Jones](#)

PROTECTIVE ORD

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

06/29/2012 [5](#) Motion for Partial Summary Judgment . Filed by Jim Jones. (Kirk, James)

The final warning screen will appear. Note the addition of the Document Restricted According to Protective Order text indicating the PDF attached to the docket entry is restricted.

Other Supporting Documents
[3:12-cv-00139-MO Smith v. Jones](#)

PROTECTIVE ORD

Docket Text: Modify as Appropriate.

Declaration of Jeff Smith . (DOCUMENT RESTRI
PROTECTIVE ORDER) Filed by John Smith. (Related document(s): Motion for Partial Summar

Next Clear

This is the last chance to insert further text into the display field or to make a selection from the drop-down menu.

Other Supporting Documents
[3:12-cv-00139-MO Smith v. Jones](#)

PROTECTIVE ORD

Docket Text: Modify as Appropriate.

Declaration of Jeff Smith . (DOCUMENT RESTRI
ORDER) Filed by John Smith. (Related document(s): Motion for Partial Summar

- Alternative
- Amended
- Amicus
- Consent
- Counter
- Cross
- Emergency
- Ex Parte
- Expert
- Fifth
- Final
- First
- Fourth
- Interim
- Interlocutory
- Joint
- Lodged
- Monthly
- Oral

After any further text has been entered or if there is no additional text to enter, click the **Next** button.

Other Supporting Documents
[3:12-cv-00139-MO Smith v. Jones](#)
 PROTECTIVE ORD

Docket Text: Modify as Appropriate.

Declaration of Jeff Smith . **(DOCUMENT RESTRI**
PROTECTIVE ORDER) Filed by John Smith. (Related document(s): Motion for Partial Summar

This is the final warning screen which displays the full docket text of the event. Click **Next** to file the documents. There will be no further opportunity to modify this docket entry and it will immediately post to the CM/ECF system.

Other Supporting Documents
[3:12-cv-00139-MO Smith v. Jones](#)
 PROTECTIVE ORD

Docket Text: Final Text

Declaration of Jeff Smith . (DOCUMENT RESTRICTED ACCORDING TO PROTECTIV
Smith. (Related document(s): Motion for Partial Summary Judgment[5].) (Attachmen
(Oss2, Eric)

Warning!! Clicking the NEXT button on this screen commits this transaction. You will have no fu
this submission if you continue.

Source Document Path (for confirmation only):
 C:\fakepath\Sealed Declaration.pdf pages: 1
 C:\fakepath\Exhibits to Sealed Declaration.pdf pages: 1

A Notice of Electronic Filing (NEF) will be generated by the CM/ECF system for the docket entry. Refer to the Notice of Electronic Filing (NEF) section of the CM/ECF User Manual for more information about the Notice of Electronic Filing.

Other Supporting Documents

[3:12-cv-00139-MO Smith v. Jones](#)

[PROTECTIVE ORD](#)

U.S. District Court

District of Oregon

Notice of Electronic Filing

The following transaction was entered by Oss2, Eric on 7/16/2012 at 8:59 AM PDT and filed on 7/16/2012

Case Name: Smith v. Jones

Case Number: [3:12-cv-00139-MO](#)

Filer: John Smith

Document Number: [11](#)

Docket Text:

Declaration of Jeff Smith . (DOCUMENT RESTRICTED ACCORDING TO PROTECTIVE ORDER) Filed by . Motion for Partial Summary Judgment[5.] (Attachments: # (1) Exhibits 1-10) (Oss2, Eric)

3:12-cv-00139-MO Notice has been electronically mailed to:

Eric Oss2 eric_oss@ord.uscourts.gov

3:12-cv-00139-MO Notice will not be electronically mailed to:

James Tiberius Kirk
Enterprise Law Offices

Perry Mason
US District Court - Test Account
Portland, OR

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

Document description:Main Document

Original filename:Not Available

Electronic document Stamp:

[STAMP ordStamp_ID=875559790 [Date=7/16/2012] [FileNumber=3874088-0] [6dbb7260ec2f29852ab01f8123529b2d08f794260e6baebf6866d6181ddf52bacc987e028e762ebd9d3bc5fa3b0f33eaff4f85a5da7a28ea26578145b68f1a1]]

Document description: Exhibits 1-10

Original filename:Not Available

Electronic document Stamp:

[STAMP ordStamp_ID=875559790 [Date=7/16/2012] [FileNumber=3874088-1] [237ec6e8ea91c698357442c77a316b72ebe099848c4dcf41f06fb2d4297fa380061a185f6b38beb6b4be9c72a4fda5882e3d63b2b736a03ea2a1fabbf9b65ab4]]

Last Updated on Wednesday, 05 September 2012 09:32

General Protocols



Signatures

Signature Line Format (See LR 11-1)

Each electronically filed document must include the Registered User's name preceded by an "s/" and typed in the space where the signature would otherwise appear, as well as the other information required by LR 11-1. For example:

s/ John Q. Attorney
JOHN Q. ATTORNEY, OSB #999999
Attorney for Plaintiff ABC Corporation, Inc.

A self-represented litigant who has been authorized to file documents electronically must also follow the requirements of this rule. Your signature should be reflected as follows:

s/ John R. Individual
John R. Individual
Plaintiff, pro se

Non-Registered User Signatures

If a document contains the signature of a person who is not a Registered User, the filing party may scan the entire document, including the original signature page, or represent the signature by an "s/" and the names typed in the space where a signature would otherwise appear.

Documents Requiring Multiple Signatures (See LR 11-1(d))

Documents requiring signatures of more than one party must be electronically filed either by:

- Submitting a scanned document containing all necessary wet signatures;
- Representing on the document the consent or stipulation of the other parties;
- Identifying on the document the signatures which are required and submitting written confirmation no later than seven days after filing; or,
- In any other manner approved by the court.

NOTE: LR 100-11 requires the filing party to retain, for a specified time, the original document with the signatures of non-registered users of any document which is electronically filed.

Creating and Using PDF Documents

The standard format for electronically filed documents is Portable Document Format or PDF. Adobe Acrobat is the application which generates PDF files from documents created in a word processing application such as WordPerfect or Microsoft Word. There are two primary methods for creating PDF documents: (1) formatting text documents into PDF at the time of creation, or (2) scanning documents from paper into PDF.

Converting a Text File to a PDF File

Saving a document to PDF directly from your word-processing program is a preferable method of creating or converting a document to PDF. Scanning a document creates an image, and, therefore, scanned documents are much larger than documents saved directly to PDF. The size of a PDF file created from a word-processing document is normally only 20% of the size of a PDF file created from a scanned document.

To create a PDF file from a text document:

- a. Open the word processing application. To ensure that the formatting and appearance of the document remain the same when viewed either through the word processor or when viewed or printed through Adobe Acrobat Reader (the PDF reader application), the printer (File/Print menu) must be set to Adobe PDF before beginning to compose or edit the text document. If a document is initially prepared with some other printer specified, the ultimate conversion to PDF may introduce changes in pagination, fonts, spacing, or other formatting elements, requiring further proofreading and editing. After the document is saved as a PDF file, you should print from the

PDF reader application (rather than from the word processor application) to be sure that the printed copy matches the Court's official version.

- b. To edit text from an older document, you should first select Print, choose PDFWriter, and click Close before working within the text document. You should select Web-safe, basic fonts which are small in size. For example, Times New Roman, Arial, or Courier New are acceptable fonts. Avoid using special characters such as check boxes, section symbols, or bullets.
- c. You should save the text document into your file directories using an appropriate file naming convention.
- d. After naming the text file, you should select Print from the File menu. If the current printer is not Acrobat PDF Writer, you may click the tab labeled Printer, and next to the Name option, click the drop-down arrow and select Acrobat PDF Writer.
- e. In the Save PDF File As dialog box, you must name or rename the document as necessary, being sure not to change or alter the .pdf file extension. Files electronically uploaded must have the .pdf file extension. If the dialog box does not appear, check the task bar at the bottom of the screen to locate the Save PDF File As button.
- f. After saving the PDF file, an Acrobat PDF Writer Document Information dialog box will appear. You may insert more specific information about the document in this area and complete the process by clicking on OK.
7. Check the file directory to ensure both the text version and the PDF version are there.

Creating a PDF File from a Scanned Document

For those documents that must be scanned because a word processor version does not exist, the preferred method is to scan the document directly into PDF format using Adobe Acrobat without running an Optical Character Recognition option. You should consult the manufacturer's user manual for your particular scanner for additional scanning procedures.

The quality of the document when scanned is determined by the level of detail recorded by the scanner. This detail is referred to as the resolution, which is measured by the dots per inch (dpi). A higher resolution is slower to scan (this is also dependent on the scanner and the number of pages that are scanned). The recommended resolution is 200 dpi.

Scanning creates a document with a larger file size. This, in turn, causes loading and retrieval of the document from the application to be slower. The file size limit for any single file uploaded is 10 MB. If a file exceeds this limit, the user must break it down into smaller, separate files before completing the transaction.

NOTE: Pursuant to LR 100-2 all pleadings and documents filed through the CM/ECF system must be text searchable.

PDF Writer vs. Distiller

The Distiller is a tool which, in most cases, produces a higher quality document than the PDFWriter. It is helpful to use when converting documents that are intended to be interactive or that contain graphics. However, unless there are graphics in the document, you should avoid using the Distiller. When a word processing document is converted using Distiller, the file size may be much larger than allowed.

File Size Limits

PDF files should be limited to 10 MB. Files which exceed this limit should be broken down into smaller, separate files. Several files may be uploaded as attachments to any single event. Whenever possible, documents should be converted directly from text files to PDF files.

PDF Editing Features

Once a document is filed electronically, you cannot modify the court record PDF version of the document. PDF editing features can be used, however, for copies of the filed document.

Common Adobe Error Messages and Corrections

See also [PACER Frequently Asked Questions](#)

Version Compatibility Error Problem: An earlier version of the Acrobat Reader is possibly being used to read a PDF file created with the latest version of Adobe Acrobat Writer. **Solution:** You should download the latest version of Adobe Acrobat Reader.

Uploading the Wrong Document Problem: You have uploaded the wrong document with your entry. **Solution:** View the PDF file before uploading by right clicking on the document and clicking Open. Adobe Acrobat will launch and allow the document to be viewed. Double clicking or selecting Open from the Browse window will paste the file path name into the file upload prompt box in ECF.

PDF Fillable Forms

It is strongly recommended that "Fillable Form" PDF files not be uploaded to the system. If you use a fillable form, you should "flatten" the document before e-filing it by printing the document to Adobe PDFWriter and saving it as a .pdf file.

Submission of Documents

With limited exceptions, all documents should be submitted electronically through the CM/ECF system. Below is further information to assist in submitting documents.

Affidavits and Declarations:

Affidavits and Declarations should be submitted in accordance with LR 10-3 as separately filed documents.

Documents That Must be Filed in Hard Copy (See LR 100-5(a))

The following documents must be filed and served in paper form:

- Sealed and in camera documents (See LR 3-7 and LR 3-8);
- Individual Consent to Proceed Before a Magistrate Judge; and
- Demonstrative or oversized exhibits (See LR 100-5(b)).

Proposed forms of orders or judgments (See LR 5-1(f))

Proposed forms of orders or judgments should not be submitted unless requested by the court.

Judge's Working Copy (See LR 100-7)

A paper copy of the following electronically filed documents and the Notice of Electronic Filing shall be marked as a "JUDGE'S COPY" and delivered to the Clerk's Office within three business days after the electronic filing:

- **Civil Cases:** Dispositive motions, motions for injunctive relief, and any documents in excess of ten pages;
- **Criminal Cases:** Motions in limine, motions to dismiss, suppression motions, and any documents in excess of ten pages.

Last Updated on Wednesday, 05 September 2012 08:48

Section 6 - E-Mail Notification



Notice of Electronic Filing (NEF)

At the conclusion of a transaction, the system will generate a Notice of Electronic Filing (NEF) to confirm that the document has been electronically filed and served on the parties who are registered users of CM/ECF. You should immediately print the NEF. The system will send all Registered Users associated with that case (and any secondary addressees that may be added to those Registered Users' CM/ECF User Accounts) an e-mail notification message confirming that a docket entry was created. The notice will display the names of the attorneys and, next to their name, list their primary e-mail address and any secondary e-mail addressees added in their User Account. The notice will also display the names and street addresses of those case participants who were not served electronically. The filing party is responsible for effecting service in hard copy on parties who were not served electronically.

Receiving Notices of Electronic Filing

Currently, registered users have two options to receive notification: instantaneously or in summary report form on the next day.

Instantaneous, Individual E-mail Notification Messages

These messages will show a "From" address of <info[at]ord.uscourts.gov> and will be generated upon completion of a transaction.

Summary E-mail Notices

These messages will show a "From" address of <nobody[at]uscourts.gov> and will be sent the next morning. A summary e-mail notice will only be generated if there is case activity to report. Each e-mail notification message will contain a hyperlink to the docket sheet for that case and a hyperlink to the PDF file uploaded during the transaction. E-mail notifications of paperless Court entries will only contain a hyperlink to the docket sheet for the case. A PDF file is not uploaded during the posting of a paperless Court event. If the docket entry is a "paperless" order, the entire order is the docket text which was created during the entry of the event. This text is viewable on the Notice of Electronic Filing.

Free Look at the Electronically Filed Document

Each e-mail recipient (the primary e-mail recipient as well as any secondary e-mail recipients added to the User Account) receives a "free look" at the electronically filed document. (Note: transcripts of proceedings are exempt from the free look provision.) The system virtually marks or records the viewing of the document when the user inserts a PACER login and password following the click on the hyperlinks.

NOTE: You should print or save the document at the time of your "free look" if you will need to review the document at a later time. Subsequently reviewing the document will result in assessment of applicable PACER fees.

E-mail Notification Message Failures

Pursuant to LR 100-8(a)(1), service of a document is deemed complete upon transmission of the NEF. Although Court staff monitor the return email address for notifications of delayed or undelivered messages, it is a courtesy service that is subject to the availability of time and resources. To reiterate, if the NEF leaves our mail server, service is complete. It is therefore essential that you maintain current contact information with the Court and within your CM/ECF account. In addition, you must verify that the e-mail notification messages from the CM/ECF system are not considered "spam" and consequently blocked or quarantined by your e-mail service provider. You must also verify that your e-mail service provider has a strict policy of transmitting a failure or error message back to the sender if there is a delay or problem in transmittal of an e-mail message. This allows the court to know when a message has not been received by a registered user. We cannot stress enough that NEF delivery failures are not an excuse for missed deadlines.

Transient (Temporary / Non-Permanent) Failure Messages

Transient failure messages often occur if a mailbox is too full or if the receiver's e-mail is temporarily down. These messages *may* be stored by the receiver's e-mail provider to be delivered at a later time when the problem is fixed. Some providers may continue to attempt to send the e-mail notification message to the receiver every 20-60 minutes for several days. These efforts depend upon the provider's policies and procedures. Attempts may continue until either the message is received (meaning deposited with the receiver - not necessarily meaning that the receiver has actually opened or read the message) or until the period of time for attempts (possibly 4-5 days) expires. Each failed attempt may generate a transient failure message back to the court.

Non-Transient (Permanent) Failure Messages

Non-transient failure messages may occur if the recipient's e-mail address has a typo, or if that address is no longer active. Often these are due to a change of representative counsel in a case, a change of office staff (for secondary e-mail recipients), or following the move by an attorney to a new firm, office, and/or e-mail address change for any registered user without proper notification to the court. Failure messages are monitored by court staff. Recipients will be contacted if the court receives a delivery failure message to complete notification and correct case records so future messages may be successfully transmitted.

Other Messages Received by the Court

Other messages may be received in the mailbox. These include:

Auto-Reply Messages

The e-mail notification message is actually delivered, but the receiver has set up an automatic reply which warns that they are unavailable. These messages include out of office messages, vacation messages, etc. No action is taken by Court staff.

Notice of Change of Address or Representation by an Attorney (See LR 83-10)

Some parties may seek to inform the court of a change of e-mail address or a change in party representation by sending a message to the court via the Internet website mailbox or by sending a reply to an e-mail notification message. Pursuant to LR 83-10, any notices of change of business address and/or e-mail address must be made in pleading form and filed in the pending cases and in cases on appeal. A letter to the Court is NOT sufficient. You are required to maintain your own e-mail notification information. The on-line tutorial shows you how to maintain your account for this purpose.

Resending E-mail Notification Messages and Docket Entry Notations

When delivery of an e-mail notification fails, the Clerk's Office will contact the parties involved to determine the cause of the failure, take steps to correct the failure, complete service, and, if necessary, make appropriate corrections to the Court's case and counsel of record information.

Locating the Parties Involved

The Clerk's Office will use current case information as well as the Oregon State Bar on-line directory (or other state bar directory resources) to locate an attorney. The attorney will be orally notified of the failure message and instructed to view the case docket and docket entry on-line via PACER.

Requesting Correction of Record Information

Attorneys will be asked to comply with LR 83 by submitting a notice of change of address in their pending cases and/or cases on appeal. A motion for substitution of counsel or notice of withdrawal or substitution of counsel may be requested. Registered Users will be reminded to maintain their own User Account with regard to secondary e-mail address information.

New E-mail Address Information

Court staff may resend or forward a failure message to an attorney's new e-mail address along with an informational message referencing LR 83 (change of address or change in counsel of record) and instructions on how to maintain their User Account (for corrections to secondary e-mail recipients). Requests for change of counsel or change of address information by an attorney should be filed pursuant to LR 83.

Notices to Co-Counsel of Record

Court staff may forward failure messages of associate counsel to local counsel or other co-counsel of record and request that they assist the Court by clarifying or correcting the counsel of record information.

Completion of Service Following Failure of Electronic Notification

Court staff will notify opposing counsel to complete service in hard copy of an undeliverable electronically filed document if the other attempts to complete notification fail. Court staff will complete service in hard copy (via facsimile or regular mail) of an undeliverable electronically filed court-generated document if the other attempts to complete notification fail.

Documentation of Failure on Case Docket

If the Clerk's Office is unable to reach the party(ies) involved, the transaction failure will be documented on the case docket. The event used to record the transaction failure prompts for the e-mail address of the intended recipient and the date the court received notice of the transaction failure, and it requires the Court user to insert an explanation of what steps were taken by Court staff to either complete or perfect service of the document(s). If the undeliverable message relates to a document electronically filed by an attorney, Court staff will notify that attorney of the failure and ask that a revised certificate of service be filed.

Stopping Notices of Electronic Filing

The court is required under Fed. R. Civ. P 77(d) to notify counsel of record of the entry of all orders, judgments, including post-judgment orders and appeal activity, even if the litigant represented has been terminated from the case. Counsel desiring to terminate electronic notices in a case must do so affirmatively by either:

- Withdrawing from the case as counsel of record (See LR 83);
- Filing a formal notice in pleading form requesting that the e-mail notification in the case to their e-mail address be turned off; or
- Alternatively, and perhaps preferably, deleting the e-mail notification messages as it is received.

Last Updated on Monday, 16 April 2012 09:15

Opening a Civil Case – Complaint, Petition, or Notice of Removal



Required documents:

The following documents must be prepared prior to beginning the case opening process:

TO FILE A COMPLAINT OR PETITION	TO FILE A NOTICE OF REMOVAL
<ol style="list-style-type: none"> 1. Complaint or Petition in text searchable PDF format 2. Civil Cover Sheet (JS44) in text searchable PDF format 3. Summons for issuance by the Clerk’s Office, if appropriate 	<ol style="list-style-type: none"> 1. Notice of Removal in text searchable PDF format 2. Civil Cover Sheet (JS44) in text searchable PDF format 3. Copies of the required state court pleadings <ul style="list-style-type: none"> ◦ Complaint ◦ Executed summons ◦ Answers ◦ Pending motions

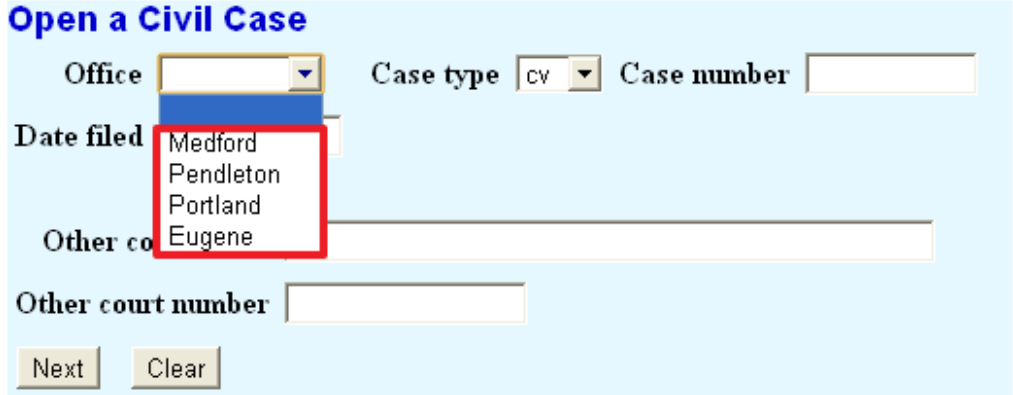
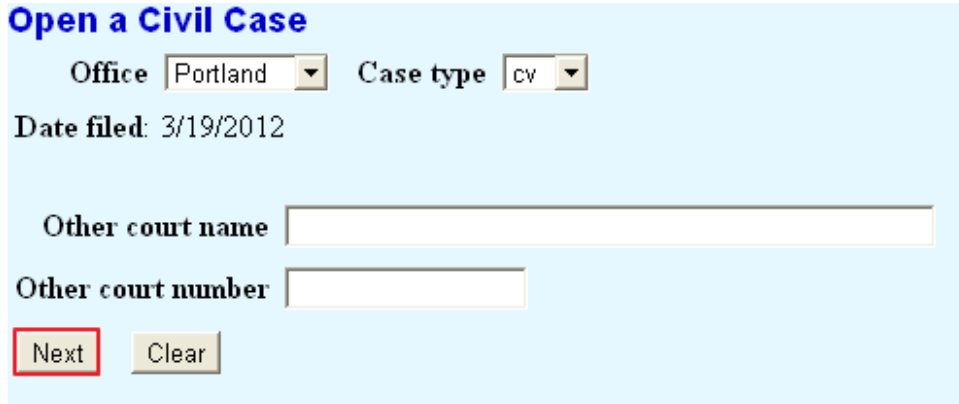
Entry of underlying case opening information:

STEP	SCREEN
1. Click on Civil on the main CM/ECF menu bar.	
2. Click on Open a Civil Case from the civil events list.	

Selecting the Divisional Venue:

The first step is to select the correct divisional venue in accordance with LR 3-2(b).

- When filing a Complaint or Petition, the divisional venue is the division of the court in which a substantial part of the events or omissions giving rise to the claim occurred or a substantial part of the property that is the subject of the action is situated.
- When filing a Notice of Removal, the divisional venue is the county where the originating complaint was filed.
- LR 3-2(a) establishes counties and their corresponding divisional codes as follows:
 1. Portland Division (Division Code 3): Clackamas, Clatsop, Columbia, Hood River, Jefferson, Multnomah, Polk, Tillamook, Wasco, Washington, and Yamhill counties.
 2. Pendleton Division (Division Code 2): Baker, Crook, Gilliam, Grant, Harney, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, and Wheeler counties.
 3. Eugene Division (Division Code 6): Benton, Coos, Deschutes, Douglas, Lane, Lincoln, Linn, and Marion counties.
 4. Medford Division (Division Code 1): Curry, Jackson, Josephine, Klamath, and Lake counties.

STEP	SCREEN
<p>Determine the proper division and then select the appropriate Office from the drop-down menu.</p>	
<p>Click the Next button. It is not necessary to fill out the Other court name or Other court number fields at this time.</p>	

Last Updated on Tuesday, 03 April 2012 13:59

Entry of Civil Cover Sheet (JS44) Information



Jurisdiction (Section II):

STEP	SCREEN
------	--------

<p>There are 4 options, corresponding with section II of the Civil Cover Sheet (JS44).</p>	<div style="border: 1px solid black; padding: 5px;"> <p>II. BASIS OF JURISDICTION <i>(Place an "X" in One Box Only)</i></p> <p><input type="checkbox"/> 1 U.S. Government Plaintiff</p> <p><input type="checkbox"/> 2 U.S. Government Defendant</p> <p><input type="checkbox"/> 3 Federal Question <i>(U.S. Government Not a Party)</i></p> <p><input type="checkbox"/> 4 Diversity <i>(Indicate Citizenship of Parties in Item III)</i></p> </div>
<ol style="list-style-type: none"> 1. <i>U.S. Government Plaintiff</i> 2. <i>U.S. Government Defendant</i> 3. <i>Federal Question</i> 4. <i>Diversity</i> 	<div style="border: 1px solid lightblue; padding: 5px;"> <p>Open a Civil Case</p> <p>Jurisdiction 3 (Federal Question)</p> <p>Cause of action</p> <p>Nature of suit</p> <div style="border: 1px solid red; padding: 2px;"> <p>1 (U.S. Government Plaintiff)</p> <p>2 (U.S. Government Defendant)</p> <p style="background-color: #0056b3; color: white;">3 (Federal Question)</p> <p>4 (Diversity)</p> </div> </div>
<p>NOTE: If Diversity is selected as the jurisdiction, you will be required to complete the citizenship fields for both the plaintiff and defendant located in the center of the screen. This information is located in section III of the Civil Cover Sheet (JS44). Please refer to the Citizenship section below for further instruction.</p>	

Citizenship (Section III):

STEP	SCREEN																								
<p>This information is located in section III of the Civil Cover Sheet (JS44).</p>	<div style="border: 1px solid black; padding: 5px;"> <p>III. CITIZENSHIP OF PRINCIPAL PARTIES <i>(Place an "X" in One Box for Plaintiff and One Box for Defendant)</i></p> <p><i>(For Diversity Cases Only)</i></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 10%; text-align: center;">PTF</th> <th style="width: 10%; text-align: center;">DEF</th> <th style="width: 30%;"></th> <th style="width: 10%; text-align: center;">PTF</th> <th style="width: 10%; text-align: center;">DEF</th> </tr> </thead> <tbody> <tr> <td>Citizen of This State</td> <td style="text-align: center;"><input type="checkbox"/> 1</td> <td style="text-align: center;"><input type="checkbox"/> 1</td> <td>Incorporated <i>or</i> Principal Place of Business In This State</td> <td style="text-align: center;"><input type="checkbox"/> 4</td> <td style="text-align: center;"><input type="checkbox"/> 4</td> </tr> <tr> <td>Citizen of Another State</td> <td style="text-align: center;"><input type="checkbox"/> 2</td> <td style="text-align: center;"><input type="checkbox"/> 2</td> <td>Incorporated <i>and</i> Principal Place of Business In Another State</td> <td style="text-align: center;"><input type="checkbox"/> 5</td> <td style="text-align: center;"><input type="checkbox"/> 5</td> </tr> <tr> <td>Citizen or Subject of a Foreign Country</td> <td style="text-align: center;"><input type="checkbox"/> 3</td> <td style="text-align: center;"><input type="checkbox"/> 3</td> <td>Foreign Nation</td> <td style="text-align: center;"><input type="checkbox"/> 6</td> <td style="text-align: center;"><input type="checkbox"/> 6</td> </tr> </tbody> </table> </div>		PTF	DEF		PTF	DEF	Citizen of This State	<input type="checkbox"/> 1	<input type="checkbox"/> 1	Incorporated <i>or</i> Principal Place of Business In This State	<input type="checkbox"/> 4	<input type="checkbox"/> 4	Citizen of Another State	<input type="checkbox"/> 2	<input type="checkbox"/> 2	Incorporated <i>and</i> Principal Place of Business In Another State	<input type="checkbox"/> 5	<input type="checkbox"/> 5	Citizen or Subject of a Foreign Country	<input type="checkbox"/> 3	<input type="checkbox"/> 3	Foreign Nation	<input type="checkbox"/> 6	<input type="checkbox"/> 6
	PTF	DEF		PTF	DEF																				
Citizen of This State	<input type="checkbox"/> 1	<input type="checkbox"/> 1	Incorporated <i>or</i> Principal Place of Business In This State	<input type="checkbox"/> 4	<input type="checkbox"/> 4																				
Citizen of Another State	<input type="checkbox"/> 2	<input type="checkbox"/> 2	Incorporated <i>and</i> Principal Place of Business In Another State	<input type="checkbox"/> 5	<input type="checkbox"/> 5																				
Citizen or Subject of a Foreign Country	<input type="checkbox"/> 3	<input type="checkbox"/> 3	Foreign Nation	<input type="checkbox"/> 6	<input type="checkbox"/> 6																				
<p>These fields should only be populated if 4 (<i>Diversity</i>) was selected in the jurisdiction field.</p>	<div style="border: 1px solid red; padding: 5px;"> <p>Citizenship plaintiff </p> <p>Citizenship defendant </p> </div>																								

Nature of Suit (NOS) Codes (Section IV):

STEP	SCREEN
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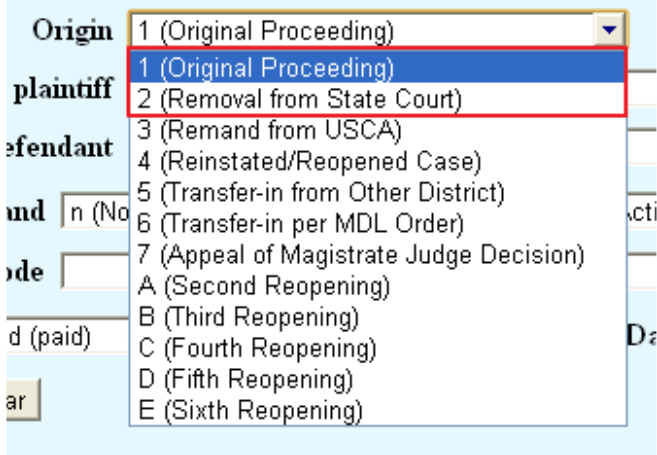
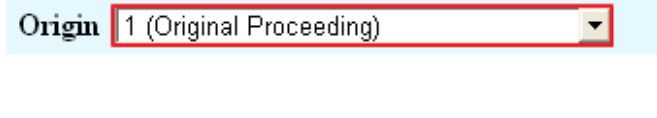
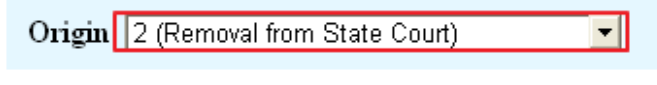
This information is located in section IV of the Civil Cover Sheet (JS44).

IV. NATURE OF SUIT (Place an "X" in One Box Only)					
CONTRACT	TORTS	FORFEITURE/PENALTY	BANKRUPTCY	OTHER STATUTES	
<input type="checkbox"/> 110 Insurance <input type="checkbox"/> 120 Marine <input type="checkbox"/> 130 Miller Act <input type="checkbox"/> 140 Negotiable Instrument <input type="checkbox"/> 150 Recovery of Overpayment & Enforcement of Judgment <input type="checkbox"/> 151 Medicare Act <input type="checkbox"/> 152 Recovery of Defaulted Student Loans (Excl. Veterans) <input type="checkbox"/> 153 Recovery of Overpayment of Veteran's Benefits <input type="checkbox"/> 160 Stockholders' Suits <input type="checkbox"/> 190 Other Contract <input type="checkbox"/> 195 Contract Product Liability <input type="checkbox"/> 196 Franchise	PERSONAL INJURY <input type="checkbox"/> 310 Airplane <input type="checkbox"/> 315 Airplane Product Liability <input type="checkbox"/> 320 Assault, Libel & Slander <input type="checkbox"/> 330 Federal Employers' Liability <input type="checkbox"/> 340 Marine <input type="checkbox"/> 345 Marine Product Liability <input type="checkbox"/> 350 Motor Vehicle <input type="checkbox"/> 355 Motor Vehicle Product Liability <input type="checkbox"/> 360 Other Personal Injury <input type="checkbox"/> 362 Personal Injury - Med. Malpractice	PERSONAL INJURY - <input type="checkbox"/> 365 Personal Injury - Product Liability <input type="checkbox"/> 367 Health Care/ Pharmaceutical Personal Injury <input type="checkbox"/> 368 Asbestos Personal Injury Product Liability PERSONAL PROPERTY <input type="checkbox"/> 370 Other Fraud <input type="checkbox"/> 371 Truth in Lending <input type="checkbox"/> 380 Other Personal Property Damage <input type="checkbox"/> 385 Property Damage Product Liability	<input type="checkbox"/> 625 Drug Related Seizure of Property 21 USC 881 <input type="checkbox"/> 690 Other LABOR <input type="checkbox"/> 710 Fair Labor Standards Act <input type="checkbox"/> 720 Labor/Mgmt. Relations <input type="checkbox"/> 740 Railway Labor Act <input type="checkbox"/> 751 Family and Medical Leave Act <input type="checkbox"/> 790 Other Labor Litigation <input type="checkbox"/> 791 Empl. Ret. Inc. Security Act IMMIGRATION <input type="checkbox"/> 462 Naturalization Application <input type="checkbox"/> 463 Habeas Corpus - Alien Detainee (Prisoner Petition) <input type="checkbox"/> 465 Other Immigration Actions	<input type="checkbox"/> 422 Appeal 28 USC 158 <input type="checkbox"/> 423 Withdrawal 28 USC 157 PROPERTY RIGHTS <input type="checkbox"/> 830 Copyrights <input type="checkbox"/> 830 Patent <input type="checkbox"/> 840 Trademark SOCIAL SECURITY <input type="checkbox"/> 861 HIA (1395H) <input type="checkbox"/> 862 Black-Lang (923) <input type="checkbox"/> 863 DIWC/DIWW (405(g)) <input type="checkbox"/> 864 SSID Title XVI <input type="checkbox"/> 865 RSI (405(g)) FEDERAL TAX SUITS <input type="checkbox"/> 870 Taxes (U.S. Plaintiff or Defendant) <input type="checkbox"/> 871 IRS—Third Party 26 USC 7609	<input type="checkbox"/> 375 False Claims Act <input type="checkbox"/> 400 State Reapportionment <input type="checkbox"/> 410 Antitrust <input type="checkbox"/> 430 Banks and Banking <input type="checkbox"/> 450 Commerce <input type="checkbox"/> 460 Deportation <input type="checkbox"/> 470 Racketeer Influenced and Corrupt Organizations <input type="checkbox"/> 480 Consumer Credit <input type="checkbox"/> 490 Cable/Sat TV <input type="checkbox"/> 850 Securities/Commodities/Exchange <input type="checkbox"/> 890 Other Statutory Actions <input type="checkbox"/> 891 Agricultural Acts <input type="checkbox"/> 893 Environmental Matters <input type="checkbox"/> 895 Freedom of Information Act <input type="checkbox"/> 896 Arbitration <input type="checkbox"/> 899 Administrative Procedure Act/Review or Appeal of Agency Decision <input type="checkbox"/> 950 Constitutionality of State Statutes
REAL PROPERTY <input type="checkbox"/> 210 Land Condemnation <input type="checkbox"/> 220 Foreclosure <input type="checkbox"/> 230 Rent Lease & Ejectment <input type="checkbox"/> 240 Torts to Land <input type="checkbox"/> 245 Tort Product Liability <input type="checkbox"/> 290 All Other Real Property	CIVIL RIGHTS <input type="checkbox"/> 440 Other Civil Rights <input type="checkbox"/> 441 Voting <input type="checkbox"/> 442 Employment <input type="checkbox"/> 443 Housing/Accommodations <input type="checkbox"/> 445 Amer. w/Disabilities - Employment <input type="checkbox"/> 446 Amer. w/Disabilities - Other <input type="checkbox"/> 448 Education	PRISONER PETITIONS <input type="checkbox"/> 510 Motions to Vacate Sentence Habeas Corpus: <input type="checkbox"/> 530 General <input type="checkbox"/> 535 Death Penalty <input type="checkbox"/> 540 Mandamus & Other <input type="checkbox"/> 550 Civil Rights <input type="checkbox"/> 555 Prison Condition (Prisoner Petition) <input type="checkbox"/> 560 Civil Detainee - Conditions of Confinement			

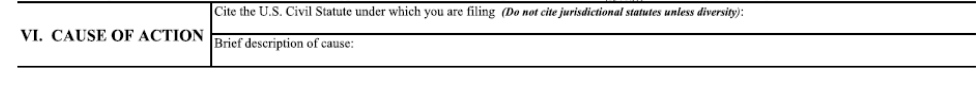

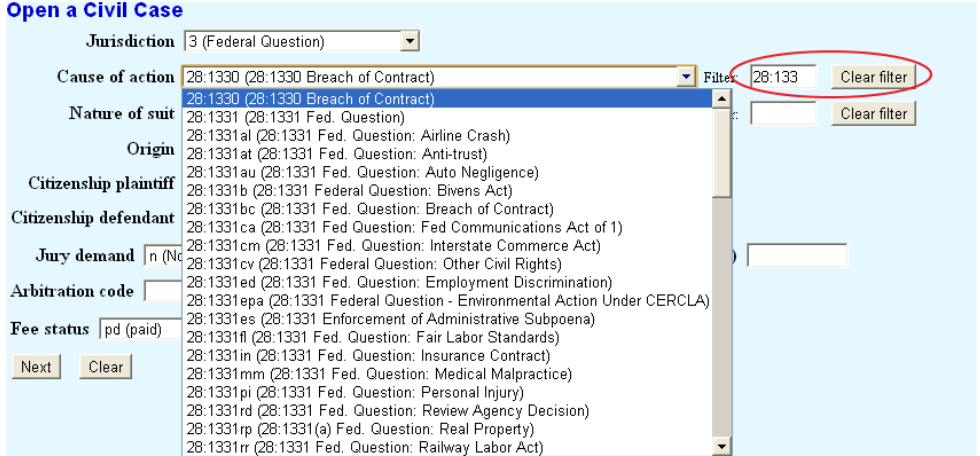
The drop-down menu includes all NOS codes listed on the Civil Cover Sheet. There are two options to locate the correct NOS code. You may use the drop-down menu to see a full list of all available NOS codes, or you may type the 3 digit NOS code in the filter field.

Origin (Section V):

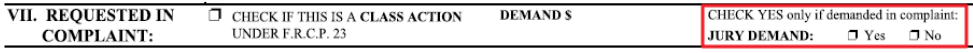
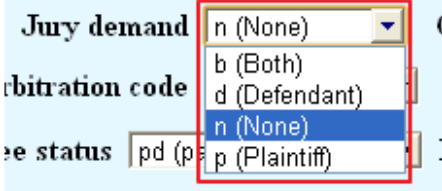
STEP	SCREEN
This information is located in section V of the Civil Cover Sheet (JS44).	V. ORIGIN (Place an "X" in One Box Only) <input type="checkbox"/> 1 Original Proceeding <input type="checkbox"/> 2 Removed from State Court <input type="checkbox"/> 3 Remanded from Appellate Court <input type="checkbox"/> 4 Reinstated or Reopened <input type="checkbox"/> 5 Transferred from another district (specify) <input type="checkbox"/> 6 Multidistrict Litigation

<p>The drop-down menu includes all origin options listed on the Civil Cover Sheet. Only option one and two should be selected, depending on the type of case being opened. The other options are reserved for use by court staff.</p>	
<p>Original Proceeding: This is the correct selection for any new civil case that is not a notice of removal.</p>	
<p>Removal from State Court: This is the correct selection for a notice of removal.</p>	


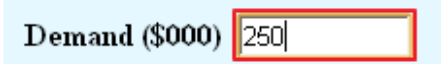
Cause of Action (Section VI):

STEP	SCREEN
<p>This information is located in section VI of the Civil Cover Sheet (JS44).</p>	
<p>There are multiple options in the drop-down menu.</p>	
<p>There are two options to locate the correct cause of action. You may use the drop-down menu to see a full list of all available causes of action, or you may begin typing in the filter field.</p>	
<p>If you type in the filter field CM/ECF will narrow the search based upon the information entered. You may also use the drop-down menu after narrowing your search for a narrowed list of causes of action.</p>	


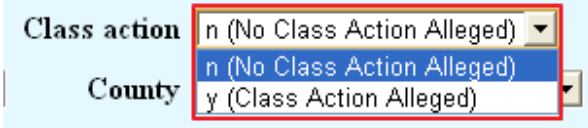
Jury Demand (Section VII):

STEP	SCREEN
This information is located in section VII of the Civil Cover Sheet (JS44).	
Enter the party or parties requesting a jury trial.	
<p>REMEMBER: If you are requesting a Jury Demand in your case, you must also include the words DEMAND FOR JURY TRIAL in your Complaint or Notice of Removal. See LR 38 for more information.</p>	

Demand (Section VII):

STEP	SCREEN
This information is located in section VII of the Civil Cover Sheet (JS44).	
Enter the dollar amount demanded in this field. The dollar amount should be entered in thousands of dollars. For example, a demand of \$250,000 should be entered as 250.	

Class Action (Section VII):

STEP	SCREEN
This information is located in section VII of the Civil Cover Sheet (JS44).	
Select <i>y</i> (Class Action Alleged) if your complaint includes a class action allegation. The Class action box defaults to <i>n</i> (No Class Action Alleged).	
<p>REMEMBER: If you are alleging a class action in your case, you must also include the words CLASS ACTION ALLEGATION in your Complaint or Notice of Removal. See LR 23 for more information.</p>	

Last Updated on Tuesday, 03 April 2012 13:59

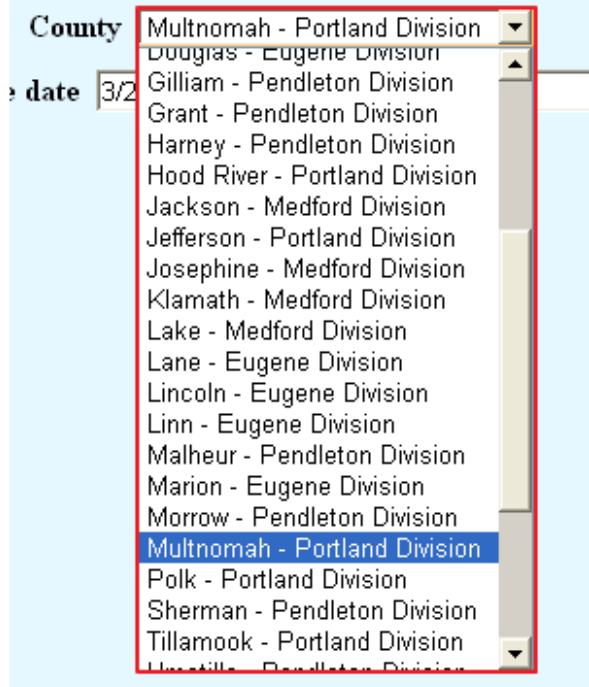
Entry of Additional Case Opening Information



Arbitration Code:

STEP	SCREEN
Leave this box blank.	Arbitration code <input type="text"/>

County:

STEP	SCREEN
Select the appropriate county.	
<p>NOTE: Selection of the appropriate county is determined by the type of filing.</p> <ol style="list-style-type: none"> 1. When filing a Complaint or Petition, the county should correspond to the location in which a substantial part of the events or omissions giving rise to the claim occurred or a substantial part of the property that is the subject of the action is situated. 2. When filing a Notice of Removal, select the county where the originating complaint was filed. 	

Fee Status:

There are five selections, but only *pend* (*IFP pending*) and *pd* (*paid*) typically apply in civil cases at the time of filing.

Fee status

Next

- pd (paid)
- due (due)
- fp (in forma pauperis)
- none (no fee required)
- pd (paid)
- pend (IFP pending)
- ww (waived)

1. *pend (IFP pending)* – Select this option if you intend to file an application to proceed in forma pauperis with this case.
2. *due (due)* – Do not use.
3. *fp (in forma pauperis)* – Do not use.
4. *none (no fee required)* – for attorney use.
5. *pd (paid)* – Select this option if you intend to pay the filing fee during docketing of the complaint or notice of removal.
6. *ww (waived)* – for US Attorney use.

Fee Date:

STEP	SCREEN
This selection defaults to today's date. Do not modify this date.	Fee date <input type="text" value="3/12/2012"/>

Date Transfer:

STEP	SCREEN
This selection should be left blank even if you are filing a Notice of Removal.	Date transfer <input type="text"/>

Completing the Case Opening Process:

STEP	SCREEN
<p>REMEMBER: IT IS IMPORTANT to review this information prior to selecting Next to ensure all information has been entered correctly. You will have no further opportunity to modify this information. Select the Next button after case opening information has been entered in all required fields.</p>	<p>Open a Civil Case</p> <p>Jurisdiction 3 (Federal Question) <input type="button" value="Filter"/></p> <p>Cause of action 28:1331bc (28:1331 Fed. Question: Breach of Contract) <input type="button" value="Filter"/></p> <p>Nature of suit 110 (Insurance) <input type="button" value="Filter"/></p> <p>Origin 1 (Original Proceeding) <input type="button" value="Filter"/></p> <p>Citizenship plaintiff <input type="text"/></p> <p>Citizenship defendant <input type="text"/></p> <p>Jury demand n (None) Class action n (No Class Action Alleged) Demand (\$000) 250</p> <p>Arbitration code <input type="text"/> County Multnomah - Portland Division</p> <p>Fee status pd (paid) Fee date 3/12/2012 Date transfer <input type="text"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>

Adding Parties:

After all necessary data has been entered, the parties must be entered into CM/ECF to complete the case opening process. This is done via the participant tree, which divides the screen in half. The right side of the screen is used to add parties while the left side shows parties which have already been added.



To add a party:

STEP	SCREEN
<p>NOTE: <u>DO NOT</u> click the back button on your browser while adding parties or you will lose all the party information that has been entered.</p>	
<p>Type the last name of the individual or the full name of the corporate entity into the Last/Business Name field. You must type a minimum of three letters to begin your search.</p>	
<p>Click the Search button. Scroll through the search results to find the party you wish to add. Click on the name to highlight the party and use the Select Party button to add them to the left side of the participant tree.</p>	
<p>NOTE: If the name of your party does not appear in the search results, you may click Create New Party to add a new name. DO NOT create a new party if <i>any</i> name in the list matches the name of the party for which you are searching.</p>	

Party information screen:

STEP	SCREEN
------	--------

After a name is selected from the search results or a new party is created, the party information screen appears. This screen is used to select the role type of the party being added. It is very important to select the correct role type on this screen from the drop-down menu.* The role types are listed in alphabetical order and the default selection is *Amicus*. A complete list of role types is below.

Party Information
Jones

Title

Role Amicus (amic:pty) ▼

Pro se

Prisoner Id Unit

Office

Address 1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

E-mail

Party text

Start date End date

Corporation Notice

[Start a New Search](#)

***NOTE:** When filing a petition, the correct role types are Petitioner and Respondent.

Amicus	Cross Claimant	Material Witness
Appellant	Cross Defendant	Mediator
Appellee	Custodian	Movant
Arbitrator	Debtor	Notice Party
Claimant	Debtor-in-Possession	Objector
Consol Claimant	Defendant	Petitioner
Consol Counter Claimant	Fourth Party Defendant	Plaintiff
Consol Counter Defendant	Fourth Party Plaintiff	Receiver
Consol Cross Claimant	Garnishee	Respondent
Consol Cross Defendant	In Re	Special Master
Consol Defendant	Interested Non-Party	Taxpayer
Consol Plaintiff	Interested Party	Third Party Defendant
Consol Third Party Defendant	Interpleader	Third Party Plaintiff

<p>Counter Claimant</p> <p>Counter Defendant</p> <p>Creditor</p>	<p>Intervenor</p> <p>Intervenor Defendant</p> <p>Intervenor Plaintiff</p>	<p>Trustee</p>
<p>The Title field may be used for designations and their abbreviations, including <i>Officer, Sergeant, Executor,</i> and <i>Doctor</i>. Refer to Section 15 of the CM/ECF User Manual for additional information.</p>	<p>Title Dr. <input type="text"/></p>	
<p>The Pro se box defaults to <i>No</i> and should not be modified. This status is updated when the party makes an appearance.</p>	<p>Pro se No <input type="text"/></p>	
<p>The Start date defaults to the date the party is being added to the case. Do not modify this field.</p>	<p>Start date 3/12/2012 <input type="text"/></p>	
<p>The Notice drop-down defaults to <i>yes</i>. Do not modify this field.</p>	<p>Notice yes <input type="text"/></p>	
<p>The Party text field is used to include additional information, including phrases like <i>Individually or in their official capacity,</i> or</p>	<p>Party text a Maryland limited liability company <input type="text"/></p>	

Incorporated in the State of Delaware.

Refer to Section 15 of the CM/ECF User Manual for additional information.

DO NOT add address or e-mail information for parties. This information will be added when the party makes an appearance in the case.

The screenshot shows a light blue form with the following fields and labels:

- Prisoner Id**: Text input field
- Unit**: Text input field
- Office**: Text input field
- Address 1**: Text input field
- Address 2**: Text input field
- Address 3**: Text input field
- State**: Text input field
- Zip**: Text input field
- Prison**: Dropdown menu
- Phone**: Text input field
- E-mail**: Text input field
- City**: Text input field
- Country**: Text input field
- Fax**: Text input field
- Show this address on the docket sheet**

NOTE: Refer to Section 16 of the CM/ECF User Manual for information about naming conventions and entry of additional information in text fields.

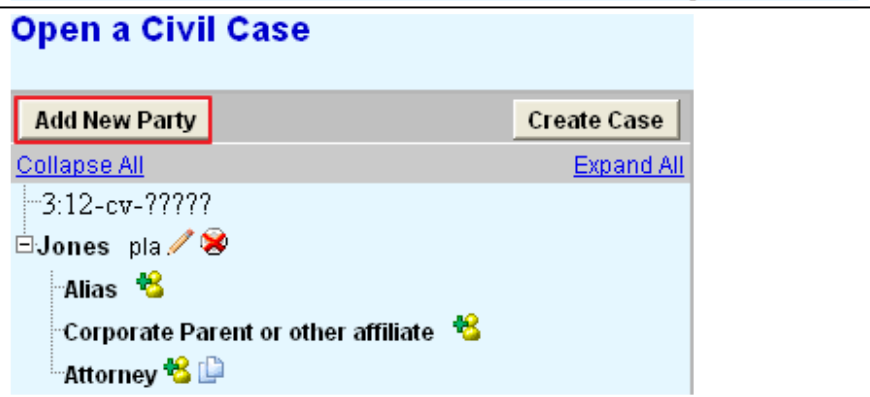
Completion of Party Information Entry:

STEP	SCREEN
<p>Click the Add Party button after entry of the necessary information.</p>	<p>The screenshot shows the following elements:</p> <ul style="list-style-type: none"> Start date: 3/12/2012 Corporation: no Add Party: Button highlighted with a red box Start a New Search: Blue hyperlink

This adds the party to the participant tree on the left side of the screen, indicating that the party is now a case participant.



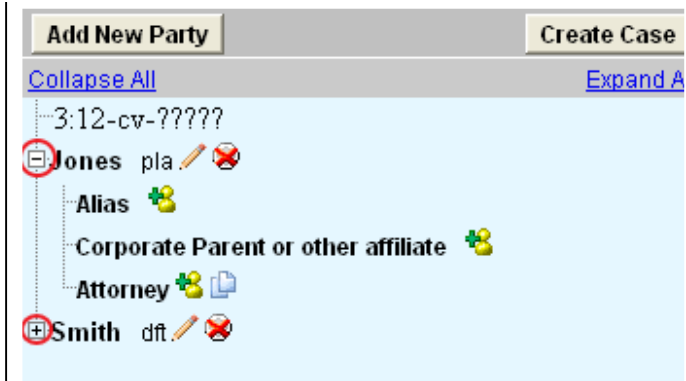
Click the **Add New Party** button to add each new party to the case.




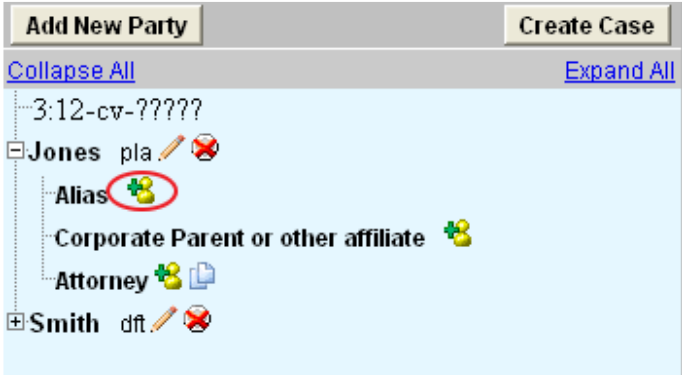

Participant tree icons:

STEP	SCREEN
<p>The participant tree has icons available to add additional information for each party.</p>	
<p>The icons are defined as follows:</p>	
	<p>Delete this party from this case.</p>
	<p>Add new alias, corporate parent, or attorney.</p>
	<p>Copy attorney(s) from other parties in the case to this party.</p>
	<p>Edit the party, alias, corporate parent, or attorney.</p>
	<p>Change the name of the party.</p>

NOTE: The + and – icons located next to each participant name expand or collapse the information available.



Adding an alias:

STEP	SCREEN
<p>Click on the add person icon  next to Alias in the participant tree.</p>	 <p>The screenshot shows the same "Add New Party" screen as above, but the "Alias" icon is circled in red to indicate it is the target for the next step.</p>
<p>Type the last name of the individual or the full name of the corporate entity into the Last/Business Name field. You must type a minimum of three letters to begin your search. Click the Search button. Scroll through the search results to find the party you wish to add.</p>	 <p>The screenshot shows a search interface titled "Search for an alias for Jones". It has a text input field labeled "Last / Business Name" containing the text "Hardware". Below the field is a "Search" button. Underneath is a section titled "Search Results" containing a scrollable list box with "Hardware Representatives, Inc." as the only visible entry. At the bottom are two buttons: "Select Alias" and "Create New Alias".</p>

Click on the name to highlight the party and click the **Select Alias** button.

Search for an alias for Jones

Last / Business Name

Search Results

NOTE: If the name of your party does not appear in the search results, you may click the **Create New Alias** Button to add a new name. **DO NOT** create a new party if *any* name in the list matches the name of the party for which you are searching.

You must select an alias type* then click the **Add Alias** button.

Alias Information

Last Business name First name

Middle name Generation

Type Start date

[Start a New Search](#)

agent
aka
dba
fdbba
fka
nee
obo
rpi
ta


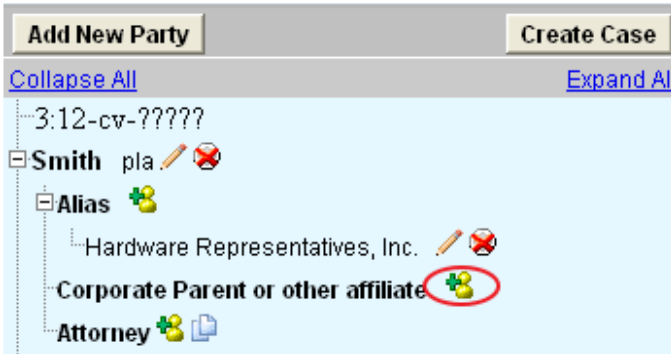
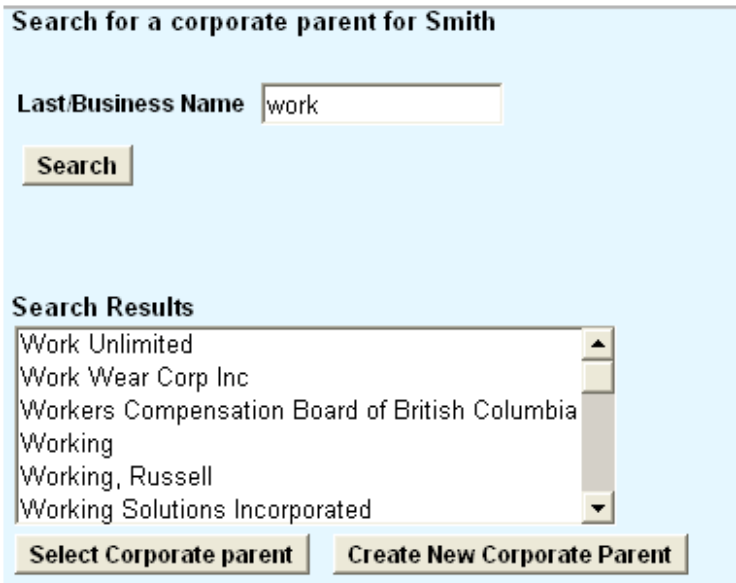
*This is the complete list of all available alias translations in CME/CF.

- agent = agent of
- aka = also known as
- dba = doing business as
- fdbba = formerly doing business as
- fka = formerly known as
- nee = born
- obo = on behalf of
- rpi = real party in interest
- ta = trading as

The alias is added to the participant tree.



Adding a corporate parent or other affiliate:

STEP	SCREEN
<p>Click on the add person icon  next to Corporate Parent in the participant tree.</p>	
<p>Type the name of a corporate entity into the Last/Business Name field. You must type a minimum of three letters to begin your search. Click the Search button. Scroll through the search results to find the party you wish to add.</p>	

Click on the name to highlight the party and click the **Select Corporate Parent** button.

Search for a corporate parent for Smith

Last Business Name

Search Results

- Work Unlimited
- Work Wear Corp Inc
- Workers Compensation Board of British Columbia
- Working
- Working, Russell
- Working Solutions Incorporated

NOTE: If the name of your party does not appear in the search results, you may click the **Create New Corporate Parent** Button to add a new name. **DO NOT** create a new party if *any* name in the list matches the name of the party for which you are searching.

You must select a corporate parent type from one of the two selections: (1) *Corporate Parent* or (2) *Other Affiliate*. *Corporate Parent* is the most common selection.

Corporate Parent Information

Last Business name First name

Middle name

Generation

Type Start date

[Start a New Search](#)

After selecting the correct corporate parent type, click the **Add Corporate Parent** button.

Corporate Parent Information

Last Business name First name

Middle name


Generation

Type Start date

[Start a New Search](#)

<p>The corporate parent is added to the participant tree.</p>	
<p>REMEMBER: You are also required to file a Corporate Disclosure Statement which provides the above information.</p>	

Adding an attorney:

STEP	SCREEN
<p>NOTE: When filing a Complaint, add yourself and any additional attorneys from your firm as counsel for the plaintiff. Even if you know the name of defendant’s counsel, do not enter counsel information. Defendant’s counsel must make an appearance to be added as counsel of record. When filing a Notice of Removal, add all counsel of record as they appear in the state court case.</p>	
<p>Click on the add person icon  next to Attorney in the participant tree.</p>	

To search for an attorney, enter the Oregon Bar ID or the last name of the attorney into the Last/Business Name field. You must type a minimum of three letters to begin your search. Click the **Search** button. Scroll through the search results to find the attorney you wish to add.

Search for an attorney for Smith

Bar Id

Last Name

First Name

Middle Name

Search Results

- Mason ▲
- Mason, Andrew M.
- Mason, Augustine S
- Mason, Barney Jay
- Mason, Beth
- Mason, Caleb E. ▼

NOTE: If the name of the attorney you are searching for does not appear in the search results, DO NOT create a new attorney. Contact an attorney admissions clerk and they will determine if the attorney may be added.

Click on the name to highlight the attorney and click the **Select Attorney** button.

Search for an attorney for Smith

Bar Id

Last Name

First Name

Middle Name

Search Results

- Mason, John Patrick ▲
- Mason, John A.
- Mason, Michael Donovan
- Mason, Perry
- Mason, Renee Bryant
- Mason, Steven C ▼

The attorney information screen appears. Review the attorney information to ensure that the correct attorney is being added then click the **Add Attorney** button.

Attorney Information
Perry Mason (, Bar Status : Suspend)

Title

Office Unit

Address 1 Address 2

Address 3 City

State Zip

Country Phone

Fax E-mail

Pro Hac Vice Lead attorney

Seal Flag Notice

Start date End date

[Start a New Search](#)

NOTE: DO NOT make changes to an attorney's account on this screen. Changes to these fields should only be made by the registered user from the **Maintain User Account** section.

The attorney is added to the participant tree. Repeat this process to add additional attorneys for case participants as necessary.

Add New Party **Create Case**


[Collapse All](#) [Expand All](#)

3:12-cv-?????

- [-] **Smith** pla
- [-] **Alias**
- [-] **Corporate Parent or other affiliate**
- [-] Work Unlimited
- [-] **Attorney**
- [-] **Perry Mason**
- [-] **Jones** dft
- [-] **Alias**
- [-] **Corporate Parent or other affiliate**
- [-] **Attorney**

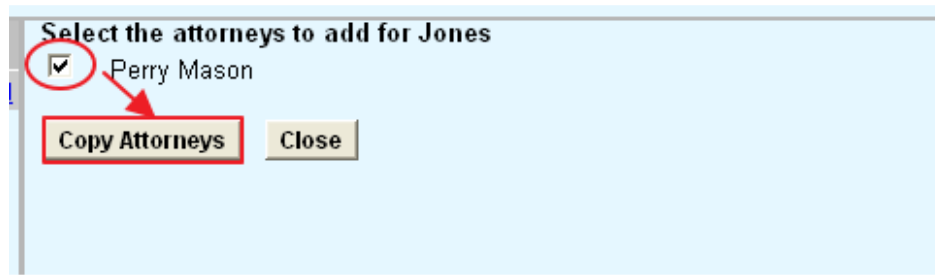
Copying an attorney:

STEP	SCREEN
------	--------

Use the copy icon  to add a previously added attorney to another case participant.



Clicking the copy icon will show a list of previously added attorneys. Select the attorney you wish to associate with the new party by checking the box next to their name then click the **Copy Attorneys** button.

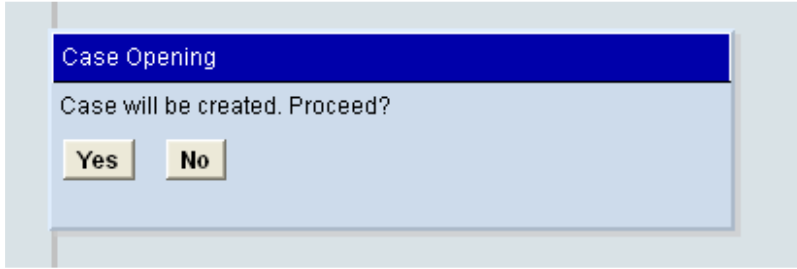
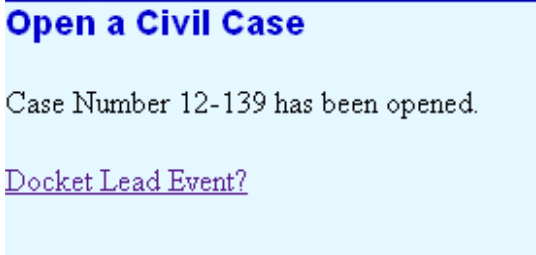


If there are multiple attorneys to associate with the new party, you may check the box for each attorney and then click the **Copy Attorneys** button.

NOTE: In new civil cases, DO NOT add attorneys for defendants. In removal cases, all attorneys who have made an appearance in state court may be added.

Create Case:

STEP	SCREEN
<p>After all the case participant information has been entered, click Create Case.</p>	

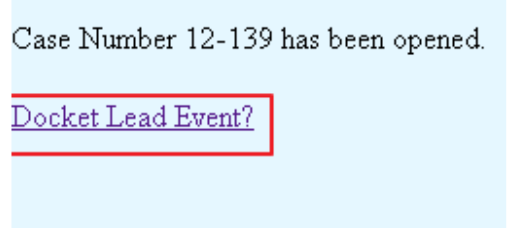
<p>A confirmation message will appear in the center of your screen. If you have not completed adding all parties, click No and you will be returned to the add new party screen. Otherwise click Yes to continue.</p>	
<p>The next screen will indicate the assigned case number. If you are ready to file a civil complaint or notice of removal, click Docket Lead Event.</p>	
<p><u>NOTE: The case is not opened until the Complaint, Petition, or Notice of Removal has been docketed and the filing fee has been paid, unless you are exempted from the fee.</u></p>	

Last Updated on Wednesday, 04 April 2012 11:36

Filing the Complaint



Filing the Complaint

STEP	SCREEN
<p>Click on Docket Lead Event.</p>	

Select the appropriate lead event from the list. For a new civil case the most common events are *Complaint* and *Complaint – Social Security*.

Complaints and Petitions

Start typing to find an event.

Available Events (click to select events)

- Amended Complaint
- Amended Petition - Writ of Habeas Corpus - 2241
- Amended Petition - Writ of Habeas Corpus - 2254
- Complaint
- Complaint - Intervener
- Complaint - Social Security
- Complaint - Third Party
- Counterclaim
- Crossclaim
- Motion to Vacate/Set Aside/Correct Sentence - 2255
- Notice of Removal
- Petition
- Petition - INS Denial of Citizenship
- Petition - Writ of Habeas Corpus - 2241
- Petition - Writ of Habeas Corpus - 2254

The filter field can be used to narrow your selections. Begin typing the first few letters and CM/ECF will narrow the selections to include only those that match your entry.

Complaints and Petitions

Click your selection, or use arrow keys.

Available Events (click to select events)

- Amended Complaint
- Complaint
- Complaint - Intervener
- Complaint - Social Security
- Complaint - Third Party

Click on *Complaint*, which will move it to the Selected Events box. Click **Next** to continue.

Complaints and Petitions

Start typing to find another event.

Available Events (click to select events)

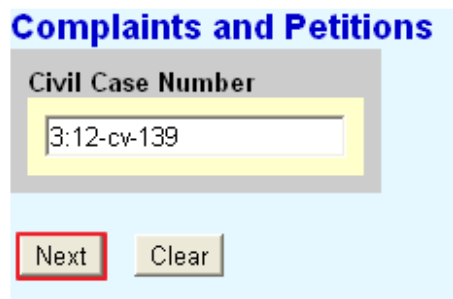
- Amended Complaint
- Amended Petition - Writ of Habeas Corpus - 2241
- Amended Petition - Writ of Habeas Corpus - 2254
- Complaint
- Complaint - Intervener
- Complaint - Social Security
- Complaint - Third Party
- Counterclaim
- Crossclaim
- Motion to Vacate/Set Aside/Correct Sentence - 2255
- Notice of Removal
- Petition
- Petition - INS Denial of Citizenship
- Petition - Writ of Habeas Corpus - 2241
- Petition - Writ of Habeas Corpus - 2254

Selected Events (click to remove events)

- Complaint

NOTE: CM/ECF allows multiple events to be selected on this screen. Make sure that only the event you intended to select appears in the selected events window prior to clicking the **Next** button.

A screen will appear displaying the civil case number. Click **Next** to continue. **NOTE:** The case number field is automatically populated with the case number of the just-opened case.



Selecting a Filer:

STEP	SCREEN
<p>Choose a filer from the Select the Filer screen which lists all parties entered in the case. Click on the filing party to highlight it.</p>	
<p>NOTE: If you notice that a party is missing or you are unable to locate the filer you represent, you may click New Filer to add a new participant to this list. Refer to the Adding Parties section of the User Manual for instructions on adding a new participant.</p>	
<p>If there is more than one filer, press and hold the control key while clicking on each party you wish to add. This will highlight multiple parties. Click Next to continue.</p>	

The next screen creates an association between the attorney and the parties selected as filers on the previous screen. The screen only appears the first time an attorney files on behalf of a party. If you had previously added yourself as an attorney for the filing party, this screen will not appear. Check the individual boxes or the **Select All** box as appropriate, then click the **Next** button.

Complaints and Petitions

[3:12-cv-00139 Smith v. Jones](#)

The following attorney/party associations do not exist for this case.

The left side box is checked presuming you are proceeding as counsel of record.

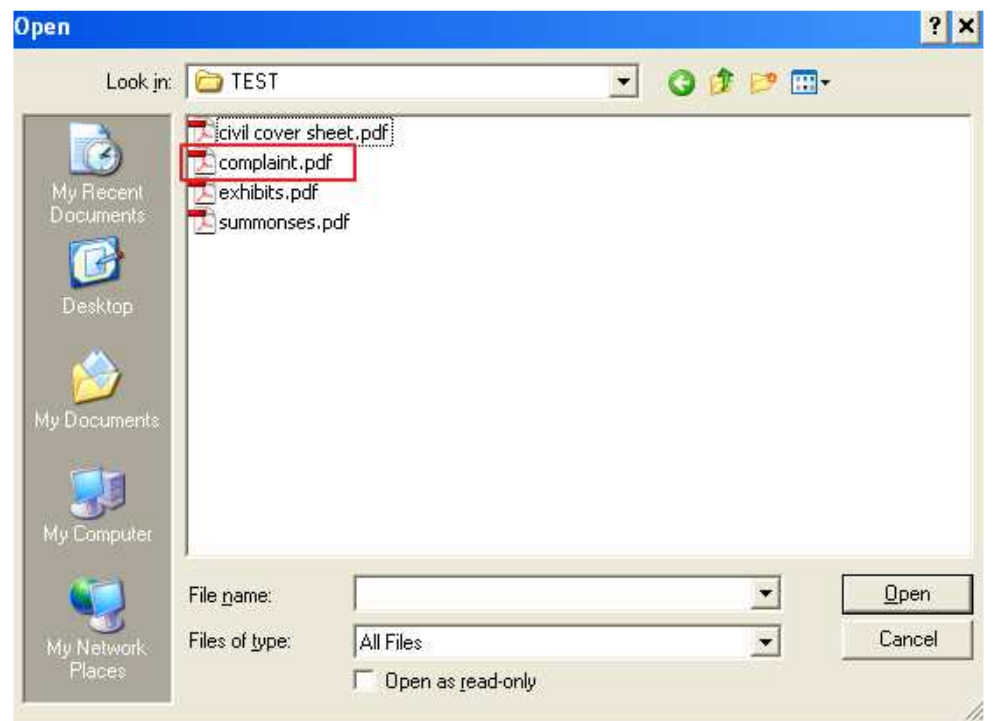
If you do not wish to be added as counsel, uncheck the box.

- John Smith (pty:pla) represented by James Kirk (aty) Lead
- Dale Johnson (pty:pla) represented by James Kirk (aty) Lead
- Select all**

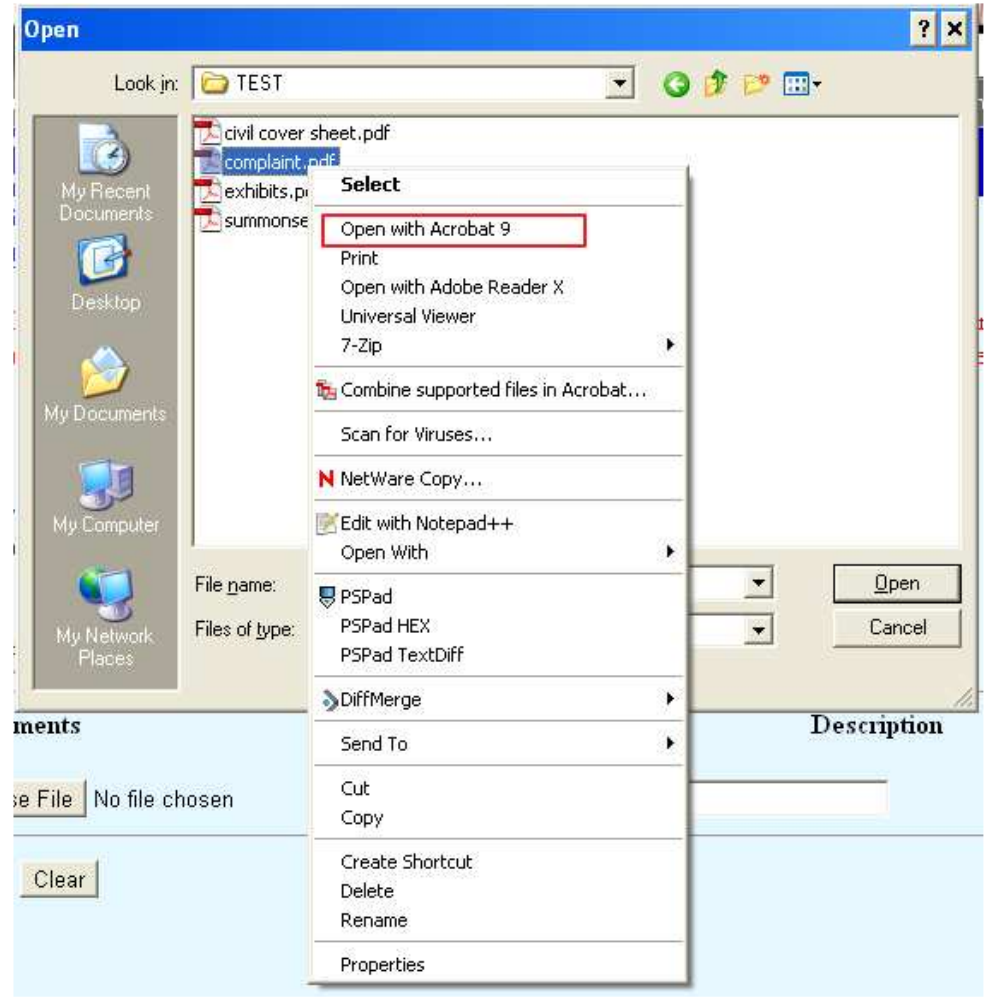
Uploading Documents:

STEP	SCREEN						
<p>The next screen is the document attachment screen.</p>	<p>3:12-cv-00139 Smith v. Jones</p> <p>MESSAGE TO FILERS: Upload the complaint as the Main Document. Include any exhibits to the complaint as the primary attachment(s), followed by the civil cover sheet, and any proposed summonses as the final attachment. All proposed summonses may be uploaded as one pdf file.</p> <p>Select the appropriate category for the Civil Cover Sheet and any proposed summonses.</p> <p>After the Main Document, if you have any additional files to upload, you must further describe each additional attachment for this entry by selecting a Category, or adding text in the Description field, or both. Select the pdf document and any attachments.</p> <p>Main Document <input type="button" value="Choose File"/> No file chosen</p> <table border="1"> <thead> <tr> <th>Attachments</th> <th>Category</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1. <input type="button" value="Choose File"/> No file chosen</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	Attachments	Category	Description	1. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>
Attachments	Category	Description					
1. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>					
<p>REMINDER: Pursuant to LR 100-2, all pleadings and documents, including attachments and exhibits, must be filed as text searchable PDF files unless otherwise directed by the Court.</p>	<p>After the Main Document, if you have any additional files to upload, you must further describe each additional attachment for this entry by selecting a Category, or adding text in the Description field, or both. Select the pdf document and any attachments.</p> <p>Main Document <input type="button" value="Choose File"/> No file chosen</p> <table border="1"> <thead> <tr> <th>Attachments</th> <th>Category</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1. <input type="button" value="Choose File"/> No file chosen</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	Attachments	Category	Description	1. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>
Attachments	Category	Description					
1. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>					

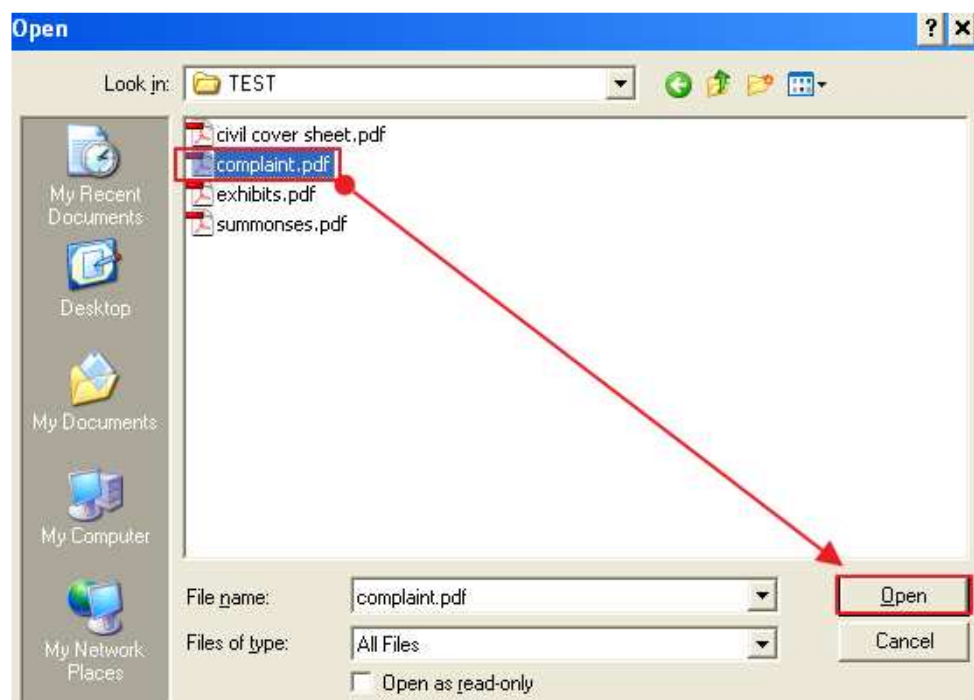
A new window will open. Locate your complaint or other document in the location where it has been saved.



Prior to attachment, it is recommended that the PDF be reviewed to ensure it is accurate and is the correct attachment. This can be done by right clicking on the PDF and selecting the *Open* option. The PDF will open on your screen for review. After confirming the PDF is correct, click the X in the upper right corner of the PDF to close it.



Make sure the correct document is highlighted and then click the **Open** button in CM/ECF to continue with document attachment.



Attachments should also be uploaded at this time. Click the **Choose File** button to locate and confirm your attachment as indicated above.

Attachments	Category	Description
1. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>

Each attachment must be labeled with a Category from the drop-down menu or a Description in the free text field. It is not necessary to enter both a Category and Description.

Attachments	Category	Description
1. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>	<ul style="list-style-type: none"> Attachment Appendix Schedule Contract Proposed Summons Civil Cover Sheet Errata Exhibit Supplement Proposed Document Proposed Order Volume(s) Index 	

The first attachment(s) should be any exhibit(s) to the complaint. The next attachment should be the Civil Cover Sheet (JS44) followed by individual summons(es) for issuance. Multiple summons(es) may be attached as a single PDF document. *Civil Cover Sheet* and *Summons* are selections available in the Category drop-down menu.

Attachments	Category	Description	
1. <input type="button" value="Choose File"/> exhibits.pdf	<input type="text"/>	Exhibits	<input type="button" value="Remove"/>
2. <input type="button" value="Choose File"/> civil cover sheet.pdf	Civil Cover Sheet	<input type="text"/>	<input type="button" value="Remove"/>
3. <input type="button" value="Choose File"/> proposed summonses.pdf	Proposed Summons	<input type="text"/>	<input type="button" value="Remove"/>
4. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

NOTE: Attaching a PDF to the Attachment 1 option causes the Attachment 2 option to appear. Repeat the attachment process as needed to attach all necessary documents.

When all documents have been added, click Next to continue.	Attachments	Category	Description
	1. <input type="button" value="Choose File"/> exhibits.pdf	<input type="text" value="Exhibits"/>	<input type="button" value="Remove"/>
	2. <input type="button" value="Choose File"/> civil cover sheet.pdf	Civil Cover Sheet	<input type="button" value="Remove"/>
	3. <input type="button" value="Choose File"/> proposed summonses.pdf	Proposed Summons	<input type="button" value="Remove"/>
	4. <input type="button" value="Choose File"/> No file chosen		
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

Paying Filing Fees:

STEP	SCREEN
The next screen presents 3 questions to determine the status of any filing fees.	<p><i>If you are not subject to exemption or waiver, you must pay the filing fee with pay.gov.</i></p> <p> <input checked="" type="radio"/> I will pay the fee using pay.gov. <input type="radio"/> I will file a motion for leave to proceed <i>in forma pauperis</i>. <input type="radio"/> I am an Assistant U.S. Attorney and exempt from paying the filing fee. </p> <p style="text-align: center;"><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
These selections indicate exemption or waiver of the filing fee and will allow you to proceed without payment of fees through Pay.gov. If you select either of these options, please proceed to the Party this Filing is Against section below.	<p><i>If you are not subject to exemption or waiver, you must pay the filing fee with pay.gov.</i></p> <p> <input checked="" type="radio"/> I will pay the fee using pay.gov. <input type="radio"/> I will file a motion for leave to proceed <i>in forma pauperis</i>. <input type="radio"/> I am an Assistant U.S. Attorney and exempt from paying the filing fee. </p> <p style="text-align: center;"><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
This selection initiates the online payment process through Pay.gov.	<p><i>If you are not subject to exemption or waiver, you must pay the filing fee with pay.gov.</i></p> <p> <input checked="" type="radio"/> I will pay the fee using pay.gov. <input type="radio"/> I will file a motion for leave to proceed <i>in forma pauperis</i>. <input type="radio"/> I am an Assistant U.S. Attorney and exempt from paying the filing fee. </p> <p style="text-align: center;"><input type="button" value="Next"/> <input type="button" value="Clear"/></p>

The next screen verifies the filing fee. Click **Next** to continue to the Pay.gov processing screens.

Complaints and Petitions

[3:12-cv-00139 Smith v. Jones](#)

Fee: \$350

Next Clear

There are two screens presented during the Pay.gov transaction process. The top right corner indicates which screen you are currently on. All fields with asterisks are required.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Continue with Plastic Card Payment Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

The second screen is the payment confirmation screen. If you need to modify any of the information select the **Edit this information** link at the top of the screen. **CAUTION: IF YOU** click the back button on your browser, you will be required to restart the docketing process from the beginning, and it may also result in duplicate billing of the filing fee.

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Perry Mason 123 Anywhere Street Billing Address: Street Billing Address 2: City: Portland State / Province: OR Zip / Postal Code: 97204 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$350.00 Transaction Date 03/19/2012 and Time: 12:50 EDT

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *



Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Submit Payment Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

<p>An e-mail confirmation of your payment may be requested by populating these fields. Any e-mail address may be entered, not just the e-mail address of the filer. Multiple e-mail addresses may be entered, and each e-mail should be separated by a comma.</p>	<p>Email Confirmation Receipt To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.</p> <p>Email Address: <input type="text"/></p> <p>Confirm Email Address: <input type="text"/></p> <p>CC: <input type="text"/> <small>Separate multiple email addresses with a comma</small></p>
<p>The final step is payment authorization. Check the agreement box and then click the Submit Payment button to complete the Pay.gov transaction.</p>	<p>Authorization and Disclosure Required fields are indicated with a red asterisk *</p> <p>I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input checked="" type="checkbox"/> *</p> <p>Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.</p> <p><input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/></p>
<p>NOTE: Once you click Submit Payment the filing fee has been paid. DO NOT click the back button on your browser or click the Submit Payment button more than once, as these actions will cause the filing fee to be charged a second time.</p>	

Jury Demand:

STEP	SCREEN
<p>The following screen will ask you to confirm your jury demand. Make the appropriate selection from the drop-down menu and click Next.</p>	
<p>The next screen confirms your jury demand and populates docket text. Select the appropriate answer and click Next.</p>	

Temporary Restraining Order/Preliminary Injunction:

STEP	SCREEN
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The next screen asks if your filing is accompanied by a request for temporary restraining order or preliminary injunction. Make the appropriate selection and click **Next**.

Complaints and Petitions
[3:12-cv-00171 Smith v. Jones](#)
 Is your filing accompanied by a request for a temporary restraining order or preliminary injunction?
 Yes
 No

NOTE: Certain case types and cases seeking a temporary restraining order or preliminary injunction will not be assigned to a judicial officer during the docketing process. You will see a warning message during docketing if you select *Yes* to the above question. The Clerk's Office will assign a judge to these matters, and you will be notified as soon as possible.

Party this Filing is Against:

STEP	SCREEN
<p>The next screen asks you to select the party that this filing is against. Click on the correct party, or click the All Defendants radio button to simplify the selection. Click the Next button to continue.</p>	<p>Please select the party that this filing is against.</p> <p>Select the Party: OR Select a Group:</p> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">Smith, John [pla]</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px; background-color: #e0e0e0;">Jones, Jim [dft]</div> </div> <div style="flex: 1;"> <input checked="" type="radio"/> No Group <input type="radio"/> All Defendants <input type="radio"/> All Plaintiffs <input type="radio"/> All Parties </div> </div> <p><input type="button" value="Next"/> <input type="button" value="Clear"/> <input type="button" value="New Party"/></p>

Final Steps:

STEP	SCREEN
<p>The final warning screen will appear.</p>	<p>Complaints and Petitions 3:12-cv-00171-ST Smith v. Jones Docket Text: Modify as Appropriate. <input type="button" value="Complaint."/> Filing fee in the amount of \$350 collected. Agency Tracking ID: 0979-277726 Jury Trial Requested: Yes. Filed by Smith against Jones (Attachments: # (1) Exhibits, # (2) Civil Cover Sheet, # (3) Proposed Summons). (Kirk, James) <input type="button" value="Next"/> <input type="button" value="Clear"/></p>

<p>This is the last chance to insert further text into the display field or to make a selection from the drop-down menu.</p>	<p>Complaints and Petitions 3:12-cv-00171-ST Smith v. Jones</p> <p>Docket Text: <i>Modify as Appropriate.</i></p> <p>Complaint: [] Filing fee in the amount of \$350 collected. Agency Tracking ID: 0979-277726 Jury Trial Requested: Yes. Filed by Smith against Jones (Attachments: # (1) Exhibits, # (2) Civil Cover Sheet, # (3) Proposed Summons). (Kirk, James)</p> <p>Alternative Amended Amicus Consent Counter Cross Emergency Ex Parte Expert Fifth Final First Fourth Interim Interlocutory Joint Lodged Monthly Oral</p>
<p>If you have additional text to add, enter it in the display field. Otherwise, click the Next button.</p>	<p>Complaints and Petitions 3:12-cv-00171-ST Smith v. Jones</p> <p>Docket Text: <i>Modify as Appropriate.</i></p> <p>Complaint: [] Filing fee in the amount of \$350 collected. Agency Tracking ID: 0979-277726 Jury Trial Requested: Yes. Filed by Smith against Jones (Attachments: # (1) Exhibits, # (2) Civil Cover Sheet, # (3) Proposed Summons). (Kirk, James)</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>This is the final warning screen, which displays the full docket text of the event. Click Next to file the documents. There will be no further opportunity to modify this docket entry and it will immediately post to the CM/ECF system.</p>	<p>Docket Text: <i>Final Text</i></p> <p>Complaint. Filing fee in the amount of \$350 collected. Agency Tracking ID: 0979-277726 Jury Trial Requested: Yes. Filed by Smith against Jones (Attachments: # (1) Exhibits, # (2) Civil Cover Sheet, # (3) Proposed Summons). (Kirk, James)</p> <p>Warning!! Clicking the NEXT button on this screen commits this transaction. You will have <u>no further opportunity</u> to modify this submission if you continue.</p> <p><i>Source Document Path (for confirmation only):</i> C:\fakepath\complaint.pdf pages: 1 C:\fakepath\exhibits.pdf pages: 1 C:\fakepath\civil cover sheet.pdf pages: 1 C:\fakepath\proposed summonses.pdf pages: 1</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>

A [Notice of Electronic Filing \(NEF\)](#) will be generated by the CM/ECF system for the docket entry.

U.S. District Court
District of Oregon

Notice of Electronic Filing

The following transaction was entered by Kirk, James on 3/23/2012 at 10:19 AM PDT and filed on 3/23/2012

Case Name: Smith v. Jones
Case Number: [3:12-cv-00171-ST](#)
Filer: Smith
Document Number: [2](#)

Docket Text:
Complaint. Filing fee in the amount of \$350 collected. Agency Tracking ID: 0979-2777726 Jury Trial Requested: Yes. Filed by Smith against Jones (Attachments: # (1) Exhibits, # (2) Civil Cover Sheet, # (3) Proposed Summons). (Kirk, James)

3:12-cv-00171-ST Notice has been electronically mailed to:

3:12-cv-00171-ST Notice will not be electronically mailed to:

James Tiberius Kirk
Enterprise Law Offices

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

Document description:Main Document
Original filename:Not Available
Electronic document Stamp:
[STAMP ordStamp_ID=875559790 [Date=3/23/2012] [FileNumber=3872807-0] [9db362343538e31cfb17ccea79e9e6eec1c35d6fcec2404eef3766b78c81d9b4faa77b69450153ea70d0fc0c6891a50ede31f131913c5827526425917c9186b9]]

Document description: Exhibits
Original filename:Not Available
Electronic document Stamp:
[STAMP ordStamp_ID=875559790 [Date=3/23/2012] [FileNumber=3872807-1] [2f05dfab2c5285ba2a03b208043e561a06dabf5936fab60bfea4ef43ec52223bd26fa1592d0bbb7ced097eaff080e3cf119d19ce6196bc1c2864479a8cd7f7b]]

Document description:Civil Cover Sheet
Original filename:Not Available
Electronic document Stamp:
[STAMP ordStamp_ID=875559790 [Date=3/23/2012] [FileNumber=3872807-2] [172a3b3b42ccb0b3addf5af92a993089420057b26b04011a3ae9506a83f7f0dfd768dfde5e6c7e52ae5269c9713c2bd018ab3163198136ae067d0c5508ad1eeb]]

Document description:Proposed Summons
Original filename:Not Available
Electronic document Stamp:
[STAMP ordStamp_ID=875559790 [Date=3/23/2012] [FileNumber=3872807-3] [25b828da0dcb94260407ec39ea2f5bd284876fec9d86fdcc809c5c81b4d0cd930a70062c65304bc84957b747c4cc4881dc90d7efa2716c96309081fa0259cfa1]]

Last Updated on Wednesday, 04 April 2012 11:37

Filing a Notice of Removal



STEP	SCREEN
After conclusion of the case opening process, click on Docket Lead Event .	

Select the appropriate lead event from the list. For a new removal, the correct event is *Notice of Removal*.

Complaints and Petitions

Start typing to find an event.

Available Events (click to select events)

- Amended Complaint
- Amended Petition - Writ of Habeas Corpus - 2241
- Amended Petition - Writ of Habeas Corpus - 2254
- Complaint
- Complaint - Intervener
- Complaint - Social Security
- Complaint - Third Party
- Counterclaim
- Crossclaim
- Motion to Vacate/Set Aside/Correct Sentence - 2255
- Notice of Removal
- Petition
- Petition - INS Denial of Citizenship
- Petition - Writ of Habeas Corpus - 2241
- Petition - Writ of Habeas Corpus - 2254

Next Clear

The filter field can be used to narrow your selections. Begin typing the first few letters and CM/ECF will narrow the selections to include only those that match your entry.

Complaints and Petitions

rem Click your selection, or use arrow keys

Available Events (click to select an event)

- Notice of Removal

Next Clear

Clicking on the *Notice of Removal* event will move it to the Selected Events box. Click **Next** to continue.

Complaints and Petitions

Available Events (click to select an event)

- Amended Complaint
- Amended Petition - Writ of Habeas Corpus - 2241
- Amended Petition - Writ of Habeas Corpus - 2254
- Complaint
- Complaint - Intervener
- Complaint - Social Security
- Complaint - Third Party
- Counterclaim
- Crossclaim
- Motion to Vacate/Set Aside/Correct Sentence - 2255
- Notice of Removal
- Petition
- Petition - INS Denial of Citizenship
- Petition - Writ of Habeas Corpus - 2241
- Petition - Writ of Habeas Corpus - 2254

Selected Event

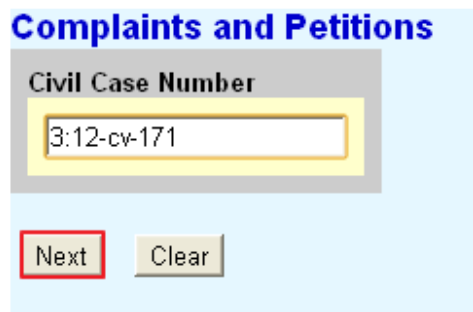
- Notice of Removal

Next Clear

NOTE: CM/ECF allows multiple events to be selected on this screen. Make sure that only the event you intended to select appears in the selected events window prior to clicking the **Next** button.

A screen will appear displaying the civil case number. Click **Next** to continue.

NOTE: The case number field is automatically populated with the case number of the just-opened case.



Selecting a Filer:

STEP	SCREEN
<p>Choose a filer from the Select the Filer screen which lists all parties entered in the case. Click on the filing party to highlight it.</p>	
<p>NOTE: If you notice that a party is missing or you are unable to locate the filer you represent, you may click New Filer to add a new participant to this list. Refer to the Adding Parties section of the User Manual for instructions on adding a new participant.</p>	
<p>If there is more than one filer, press and hold the control key while clicking on each party you wish to add. This will highlight multiple parties. Click Next to continue.</p>	

The next screen creates an association between the attorney and the parties selected as filers on the previous screen. The screen only appears the first time an attorney files on behalf of a party. If you previously added yourself as an attorney for the filing party, this screen will not appear. Leave all boxes checked and click the **Next** button.

[3:12-cv-00171 Smith v. Jones](#)

The following attorney/party associations do not exist for this case.

The left side box is checked presuming you are proceeding as counsel of record.

If you do not wish to be added as counsel, uncheck the box.

Jones (pty:dft) represented by James Kirk (aty) Lead

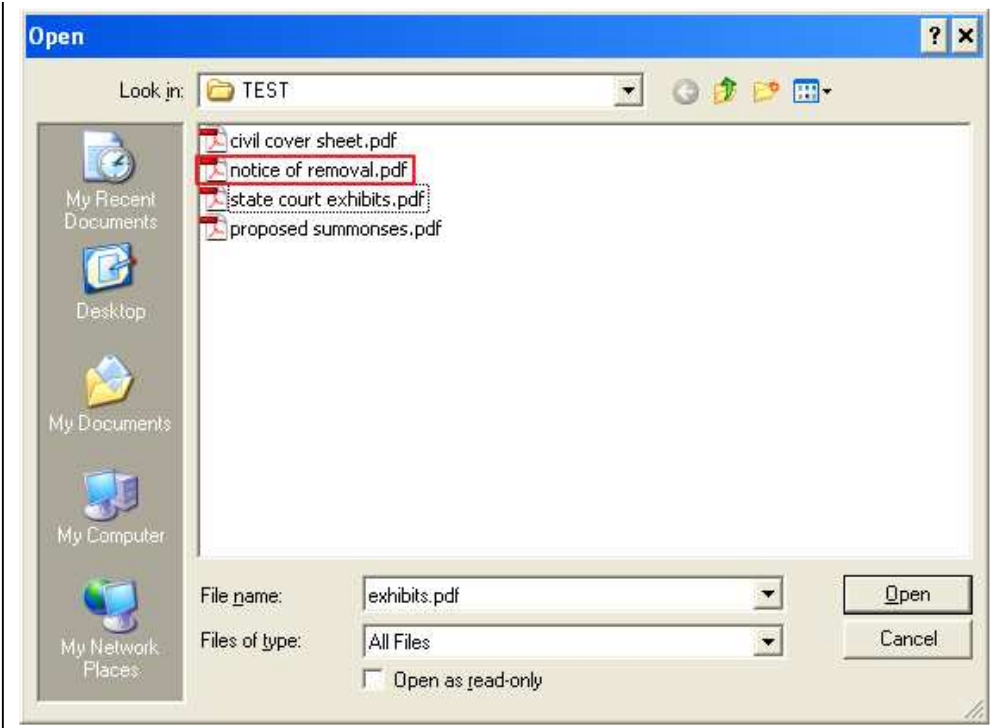
Johnson (pty:dft) represented by James Kirk (aty) Lead

Select all

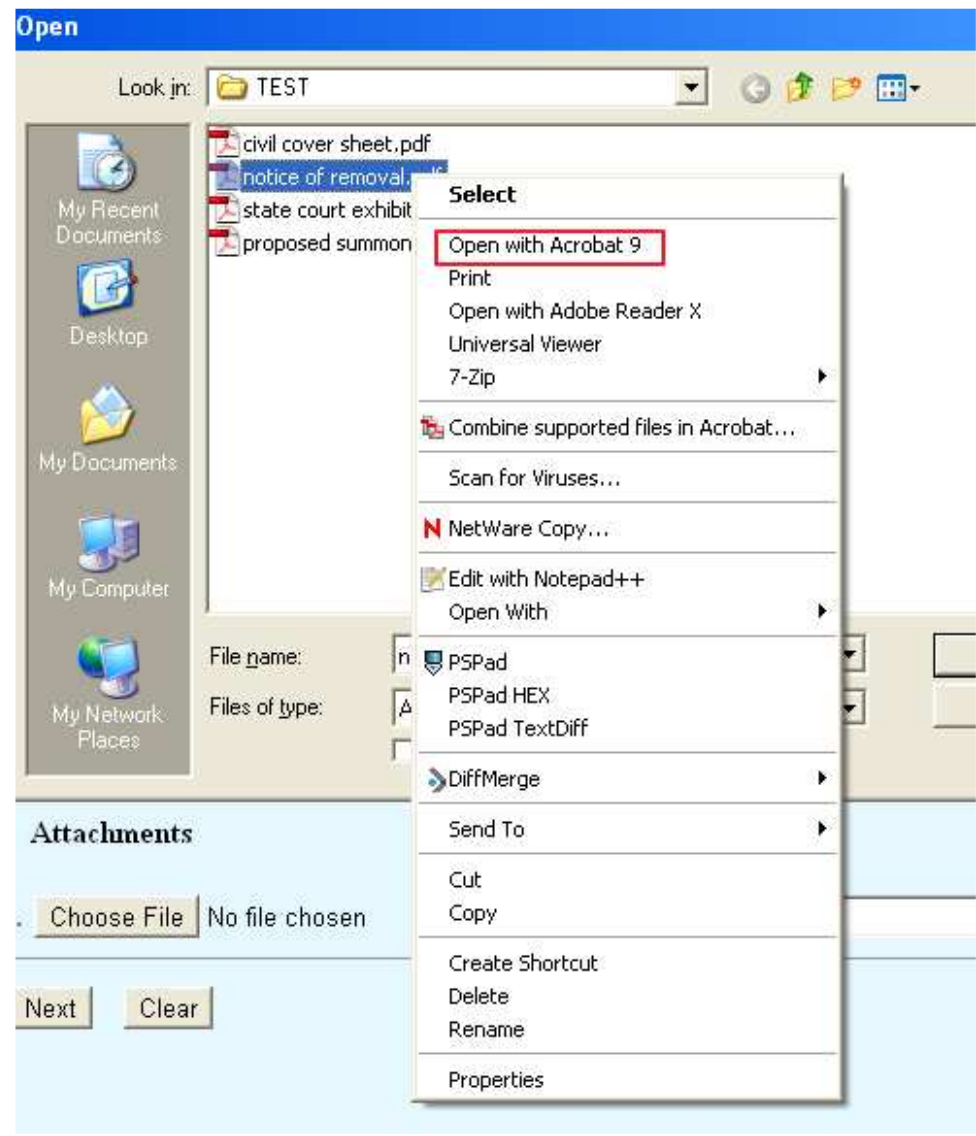
Uploading Documents:

STEP	SCREEN						
<p>The next screen is the document attachment screen.</p>	<p>3:12-cv-00139 Smith v. Jones</p> <p>MESSAGE TO FILERS: Upload the complaint as the Main Document. Include any exhibits to the complaint as the primary attachment(s), followed by the civil cover sheet, and any proposed summonses as the final attachment. All proposed summonses may be uploaded as one pdf file.</p> <p>Select the appropriate category for the Civil Cover Sheet and any proposed summonses.</p> <p>After the Main Document, if you have any additional files to upload, you must further describe each additional attachment for this entry by selecting a Category, or adding text in the Description field, or both.</p> <p>Select the pdf document and any attachments.</p> <p>Main Document <input type="button" value="Choose File"/> No file chosen</p> <table border="1"> <thead> <tr> <th>Attachments</th> <th>Category</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1. <input type="button" value="Choose File"/> No file chosen</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	Attachments	Category	Description	1. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>
Attachments	Category	Description					
1. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>					
<p>REMINDER: Pursuant to LR 100-2, all pleadings and documents, including attachments and exhibits, must be filed as text searchable PDF files unless otherwise directed by the Court.</p>							
<p>The main document should be the Notice of Removal. Click on the Choose File button to locate the notice of removal for attachment.</p>	<p>After the Main Document, if you have any additional files to upload, you must further describe each additional attachment for this entry by selecting a Category, or adding text in the Description field, or both.</p> <p>Select the pdf document and any attachments.</p> <p>Main Document <input checked="" type="button" value="Choose File"/> No file chosen</p> <table border="1"> <thead> <tr> <th>Attachments</th> <th>Category</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1. <input type="button" value="Choose File"/> No file chosen</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	Attachments	Category	Description	1. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>
Attachments	Category	Description					
1. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>					

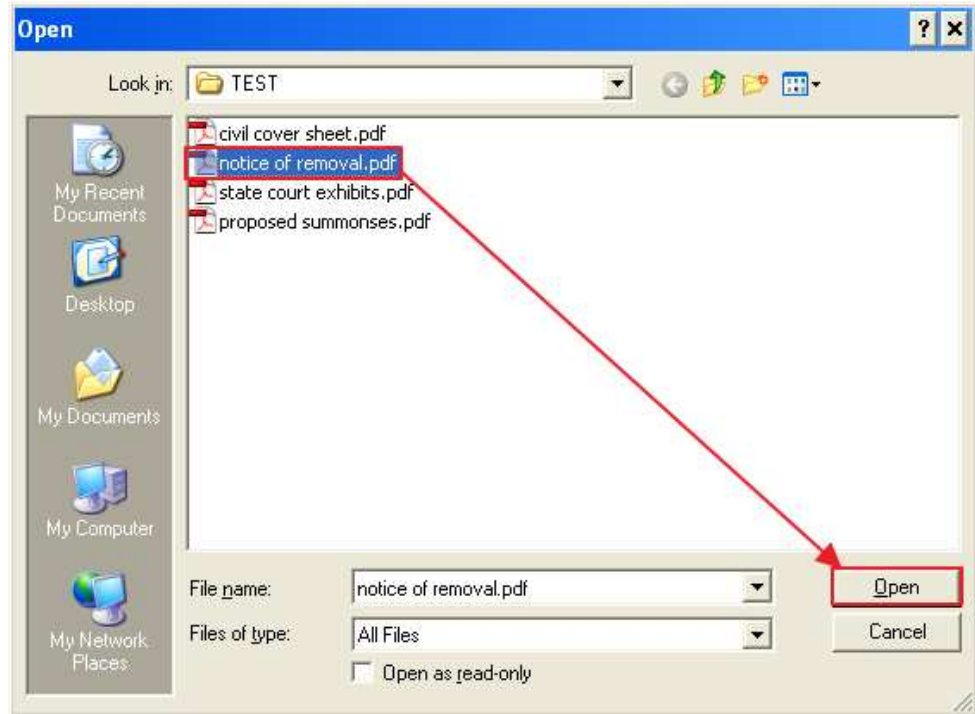
A new window will open. Locate your notice of removal or other document in the location where it has been saved.



Prior to attachment, it is recommended that the PDF be reviewed to ensure it is accurate and is the correct attachment. This can be done by right clicking on the PDF and selecting the *Open* option. The PDF will open on your screen for review. After confirming the PDF is correct, click the X in the upper right corner of the PDF to close it.



Make sure the correct document is highlighted and then click the **Open** button in CM/ECF to continue with document attachment.



Attachments should also be uploaded at this time. Click the **Choose File** button to locate and confirm your attachment as indicated above.

Attachments	Category	Description
1. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>

Each attachment must be labeled with a Category from the drop-down menu or a Description in the free text field. It is not necessary to enter both a Category and Description.

Attachments	Category	Description
1. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

- Attachment
- Appendix
- Schedule
- Contract
- Proposed Summons
- Civil Cover Sheet
- Errata
- Exhibit
- Supplement
- Proposed Document
- Proposed Order
- Volume(s)
- Index

The first attachment(s) should be any exhibit(s) to the notice of removal, including the required state court pleadings. The next attachment should be the Civil Cover Sheet (JS44). *Civil Cover Sheet* is an available selection in the Category drop-down menu.

Attachments	Category	Description
1. <input type="button" value="Choose File"/> state court exhibits.pdf	<input type="text"/>	State Court Pleadings <input type="button" value="Remove"/>
2. <input type="button" value="Choose File"/> civil cover sheet.pdf	Civil Cover Sheet	<input type="text"/> <input type="button" value="Remove"/>
3. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

NOTE: Attaching a PDF to the Attachment 1 option causes the Attachment 2 option to appear. Repeat the attachment process as needed to attach all necessary documents.

<p>When all documents have been added, click Next to continue.</p>	<table border="1"> <thead> <tr> <th style="text-align: left;">Attachments</th> <th style="text-align: left;">Category</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>1. <input type="button" value="Choose File"/> state court exhibits.pdf</td> <td><input type="text" value="State Court Pleadings"/></td> <td><input type="button" value="Remove"/></td> </tr> <tr> <td>2. <input type="button" value="Choose File"/> civil cover sheet.pdf</td> <td><input type="text" value="Civil Cover Sheet"/></td> <td><input type="button" value="Remove"/></td> </tr> <tr> <td>3. <input type="button" value="Choose File"/> No file chosen</td> <td><input type="text"/></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	Attachments	Category	Description	1. <input type="button" value="Choose File"/> state court exhibits.pdf	<input type="text" value="State Court Pleadings"/>	<input type="button" value="Remove"/>	2. <input type="button" value="Choose File"/> civil cover sheet.pdf	<input type="text" value="Civil Cover Sheet"/>	<input type="button" value="Remove"/>	3. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	
Attachments	Category	Description											
1. <input type="button" value="Choose File"/> state court exhibits.pdf	<input type="text" value="State Court Pleadings"/>	<input type="button" value="Remove"/>											
2. <input type="button" value="Choose File"/> civil cover sheet.pdf	<input type="text" value="Civil Cover Sheet"/>	<input type="button" value="Remove"/>											
3. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>												

Paying Filing Fees:

STEP	SCREEN
<p>The next screen presents 3 questions to determine the status of any filing fees.</p>	<p><i>If you are not subject to exemption or waiver, you must pay the filing fee with pay.gov.</i></p> <ul style="list-style-type: none"> <input checked="" type="radio"/> I will pay the fee using pay.gov. <input type="radio"/> I will file a motion for leave to proceed <i>in forma pauperis</i>. <input type="radio"/> I am an Assistant U.S. Attorney and exempt from paying the filing fee. <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>These selections indicate exemption or waiver of the filing fee and will allow you to proceed without payment of fees through Pay.gov. If you select either of these options please proceed to the Party this Filing is Against section below.</p>	<p><i>If you are not subject to exemption or waiver, you must pay the filing fee with pay.gov.</i></p> <ul style="list-style-type: none"> <input checked="" type="radio"/> I will pay the fee using pay.gov. <input type="radio"/> I will file a motion for leave to proceed <i>in forma pauperis</i>. <input type="radio"/> I am an Assistant U.S. Attorney and exempt from paying the filing fee. <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>This selection initiates the online payment process through Pay.gov.</p>	<p><i>If you are not subject to exemption or waiver, you must pay the filing fee with pay.gov.</i></p> <ul style="list-style-type: none"> <input checked="" type="radio"/> I will pay the fee using pay.gov. <input type="radio"/> I will file a motion for leave to proceed <i>in forma pauperis</i>. <input type="radio"/> I am an Assistant U.S. Attorney and exempt from paying the filing fee. <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>

The next screen verifies the filing fee. Click **Next** to continue to the Pay.gov processing screens.

Complaints and Petitions

[3:12-cv-00139 Smith v. Jones](#)

Fee: \$350

Next

Clear

There are two screens presented during the Pay.gov transaction process. The top right corner indicates which screen you are currently on. All fields with asterisks are required.

Online Payment

[Return to your originating application](#)

Step 1: Enter Payment Information

1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *    

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

The second screen is the payment confirmation screen. If you need to modify any of the information select the **Edit this information** link at the top of the screen.

CAUTION: IF YOU click the back button on your browser, you will be required to restart the docketing process from the beginning, and it may also result in duplicate billing of the filing fee.

Online Payment

[Return to your originating application](#)

Step 2: Authorize Payment

1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Perry Mason 123 Anywhere Street Billing Address: Street Billing Address 2: City: Portland State / Province: OR Zip / Postal Code: 97204 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$350.00 Transaction Date 03/19/2012 and Time: 12:50 EDT

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.


<p>An e-mail confirmation of your payment may be requested by populating these fields. Any e-mail address may be entered, not just the e-mail address of the filer. Multiple e-mail addresses may be entered, and each e-mail should be separated by a comma.</p>	<p>Email Confirmation Receipt To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.</p> <p>Email Address: <input type="text"/></p> <p>Confirm Email Address: <input type="text"/></p> <p>CC: <input type="text"/> <small>Separate multiple email addresses with a comma</small></p>
<p>The final step is payment authorization. Check the agreement box and then click the Submit Payment button to complete the Pay.gov transaction.</p>	<p>Authorization and Disclosure Required fields are indicated with a red asterisk *</p> <p>I authorize a charge to my card account for the above amount in accordance with my card issuer agreement <input checked="" type="checkbox"/> *</p> <p>Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.</p> <p><input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/></p>
<p>NOTE: Once you click Submit Payment the filing fee has been paid. DO NOT click the back button on your browser or click the Submit Payment button more than once, as these actions will cause the filing fee to be charged a second time.</p>	

Add State Court Information:

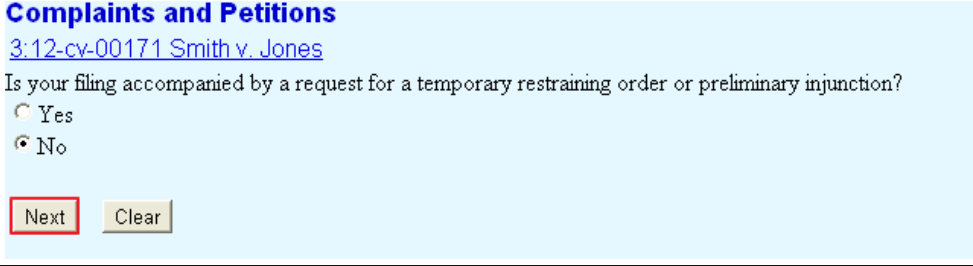
STEP	SCREEN
<p>Enter the information regarding the state court case as requested in the free text fields.</p>	<p>Complaints and Petitions 3:12-cv-00171 Smith v. Jones Name of other court <input type="text" value="Multnomah County Circuit"/> <hr/> Case number in other court <input type="text" value="1201-123456"/> <hr/> <input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>NOTE: The naming convention for Oregon State Courts is the name of the county followed by the words County Circuit Court, i.e. Multnomah County Circuit Court.</p>	
<p>Click Next to continue.</p>	<p>Complaints and Petitions 3:12-cv-00171 Smith v. Jones Name of other court <input type="text" value="Multnomah County Circuit"/> <hr/> Case number in other court <input type="text" value="1201-123456"/> <hr/> <input type="button" value="Next"/> <input type="button" value="Clear"/></p>

Jury Demand:

STEP	SCREEN
<p>The next screen contains information</p>	<p>The words DEMAND FOR JURY TRIAL must be included on the last line of the document title of any jury demand instrument filed pursuant to Fed. R. Civ. P. 38(b).</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>

<p>regarding the jury demand. Click the Next button after reviewing the information.</p>	
<p>The following screen will ask you to confirm your jury demand. Make the appropriate selection from the drop-down menu and click Next.</p>	
<p>REMEMBER: If you are requesting a Jury Demand in your case, you must also include the words DEMAND FOR JURY TRIAL in your Complaint or Notice of Removal. See LR 38 for more information.</p>	

Temporary Restraining Order or Preliminary Injunction:

STEP	SCREEN
<p>The next screen asks if your filing is accompanied by a request for temporary restraining order or preliminary injunction. Make the appropriate selection and click Next.</p>	
<p>NOTE: Certain case types and cases seeking a temporary restraining order or preliminary injunction will not be assigned to a judicial officer during the docketing process, and you will see a warning message during docketing if you select <i>Yes</i> to above question. The Clerk's Office will assign a judge to these matters as soon as possible. You will be notified when a judicial officer has been assigned.</p>	

Party this Filing is Against:

STEP	SCREEN
------	--------

The next screen displays an informational message* and asks you to select the party that this filing is against. Click the **All Defendants** radio button. Click the **Next** button to continue.

* **The Notice of Removal Filer and Against parties must be entered as set out in the state court complaint.**

* **When selecting against parties, select the radio button for the group All Defendants.**

***NOTE:** When a Notice of Removal is filed, the parties retain their status from state court. For example, a defendant in state court remains a defendant in federal court, and a plaintiff in state court remains a plaintiff in federal court.

Final Steps:

STEP	SCREEN
<p>The final warning screen will appear.</p>	
<p>This is the last chance to insert further text into the display field or to make a selection from the drop-down menu.</p>	
<p>If you have additional text to add, enter it in the display field. Otherwise, click the Next button.</p>	

<p>This is the final warning screen, which displays the full docket text of the event. Click Next to file the documents. There will be no further opportunity to modify this docket entry and it will immediately post to the CM/ECF system.</p>	<p>Docket Text: Final Text Notice of Removal of Case Number 1201-12345 from Multnomah County Circuit Court. Filing Fee in amount of \$350 collected. Agency Tracking ID: 0979-2777863 issued. Filed by Jones. (Attachments: # (1) State Court Exhibits, # (2) Civil Cover Sheet). (Kirk, James)</p> <p>Warning!! Clicking the NEXT button on this screen commits this transaction. You will have <u>no further opportunity</u> to modify this submission if you continue.</p> <p>Source Document Path (for confirmation only): C:\fakepath\notice of removal.pdf pages: 1 C:\fakepath\state court exhibits.pdf pages: 1 C:\fakepath\civil cover sheet.pdf pages: 1</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>A Notice of Electronic Filing (NEF) will be generated by the CM/ECF system for the docket entry.</p>	<p style="text-align: right;">U.S. District Court District of Oregon</p> <p>Notice of Electronic Filing</p> <p>The following transaction was entered by Kirk, James on 3/19/2012 at 12:36 PM PDT and filed on 3/19/2012</p> <p>Case Name: Smith v. Jones Case Number: 3:12-cv-00171-ST Filer: Jones Document Number: 1 Judge(s) Assigned: Janice M. Stewart (presiding)</p> <p>Docket Text: Notice of Removal of Case Number 1210-123456 from Multnomah County Circuit Court. Filing Fee in amount of \$350 collected. Agency Tracking ID: 0979-2777577 issued. Filed by Jones (Attachments: # (1) State Court Exhibits, # (2) Civil Cover Sheet) (Kirk, James)</p> <p>3:12-cv-00171-ST Notice has been electronically mailed to:</p> <p>3:12-cv-00171-ST Notice will <u>not</u> be electronically mailed to:</p> <p>Smith</p> <p>James Tiberius Kirk Enterprise Law Offices</p> <p>The following document(s) are associated with this transaction:</p> <p>Document description:Main Document Original filename:Not Available Electronic document Stamp: [STAMP ordStamp_ID=875559790 [Date=3/19/2012] [FileNumber=3872753-0] [8b9d248dbfda1d3245b76b681e9c61093b7a7de68615c5c6124c7678b71bad9d4fbc8858edc76ce0ebe671d844e0e6731a79811329364a70280c4da8e90bE991]]</p> <p>Document description: State Court Exhibits Original filename:Not Available Electronic document Stamp: [STAMP ordStamp_ID=875559790 [Date=3/19/2012] [FileNumber=3872753-1] [869302a7da8d5153ff428b219d8c1040e0e2c03b68ec3a47f1ca4b2d28f2487a4d475960f82bc961c6e6b8c7f568031e96bf17aad1ae3664d6c96ede91178ea7c]]</p> <p>Document description: Civil Cover Sheet Original filename:Not Available Electronic document Stamp: [STAMP ordStamp_ID=875559790 [Date=3/19/2012] [FileNumber=3872753-2] [20f06f15164f912233e031de491daf0a6ac75e8d44a79509b941dac5803477e1060d11fa1a2d02fa9aa449aecb463161369926b6e2a6ec890812b2f7ee062a9d]]</p>

Last Updated on Wednesday, 04 April 2012 11:38

Corporate Disclosure Statement



STEP	SCREEN
<p>Click on Civil in the blue toolbar to view the civil events menu.</p>	

<p>Click on Other Documents, located in the Other Filings menu.</p>	<p>Civil Events</p> <p>Open a Civil Case - Attorney Open a Civil Case</p> <p>Other Filings ADR Documents Discovery Documents Notices Trial Documents Appeal Documents Other Documents</p> <p>CM/ECF Help on ord.uscourts.gov Credit Card Payments in CM/ECF</p> <p>Initial Pleadings and Service Complaints and Petitions Service and Process Documents Answers to Complaints Other Answers</p> <p>Motions and Related Filings Motions Responses and Replies Other Supporting Documents</p>
<p>The filter field can be used to narrow your selections. Begin typing the first few letters and CM/ECF will narrow the selections to include only those that match your entry.</p>	<p>Other Documents</p> <p><input type="text" value="corp"/> Click your selection, or use arrow keys</p> <p>Available Events (click to select events)</p> <p>Corporate Disclosure Statement</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>Clicking on the <i>Corporate Disclosure Statement</i> event will move it to the Selected Events box. Click Next to continue.</p>	<p>Other Documents</p> <p><input type="text"/> Start typing to find another event.</p> <p>Available Events (click to select events)</p> <ul style="list-style-type: none"> Administrative Record Administrative Record - Social Security Amicus Curiae Appearance Application for Stay of Execution Bond Concise Statement Consent to Join Corporate Disclosure Statement Exhibit Financial Affidavit Interpleader Joint Status Report Jury Demand Offer of Judgment Petition to Perpetuate Testimony <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> <p>Selected Events (click to remove events)</p> <ul style="list-style-type: none"> Corporate Disclosure Statement
<p>NOTE: CM/ECF allows multiple events to be selected on this screen. Make sure that only the event you intended to select appears in the selected events window prior to clicking the Next button.</p>	
<p>The civil case number screen will appear.</p>	<p>Other Documents</p> <p>Civil Case Number</p> <p><input type="text" value="99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>

<p>Enter the case number in which the document should be filed and click Find This Case.</p>	
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NOTE: The case number may be entered in any of the formats indicated in the civil case number screen. The easiest way to locate a case is to enter the year it was filed and the 5 digit case number. CM/ECF will automatically populate the division code and case type within the search results.

<p>After your case is located click Next to continue.</p>	
--	--

Selecting a Filer:

STEP	SCREEN
<p>Choose a filer from the Select the Filer screen which lists all parties entered in the case. Click on the filing party to highlight it and click Next to continue.</p>	

NOTE: If you notice that a party is missing or you are unable to locate the filer you represent, you may click **New Filer** to add a new participant to this list. Refer to the **Adding Parties** section of the User Manual for instructions on adding a new participant.

The next screen creates an association between the attorney and the parties selected as filers on the previous screen. The screen only appears the first time an attorney files on behalf of a party. If you had previously added yourself as an attorney for the filing party, this screen will not appear. Check the individual boxes as appropriate and then click **Next** to continue.

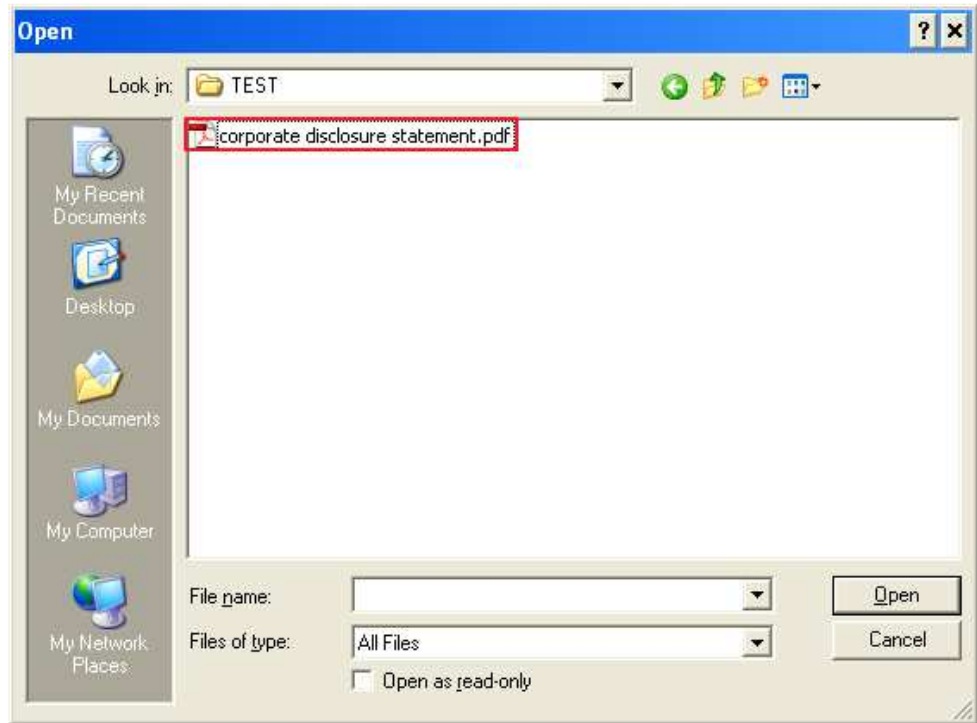
Other Documents
[3:12-cv-00139-MO Smith v. Jones](#)
The following attorney/party associations do not exist for this case.
The left side box is checked presuming you are proceeding as counsel of record.
If you do not wish to be added as counsel, uncheck the box.

ABCDE, Inc. (pty:pla) represented by James Kirk (aty) Lead

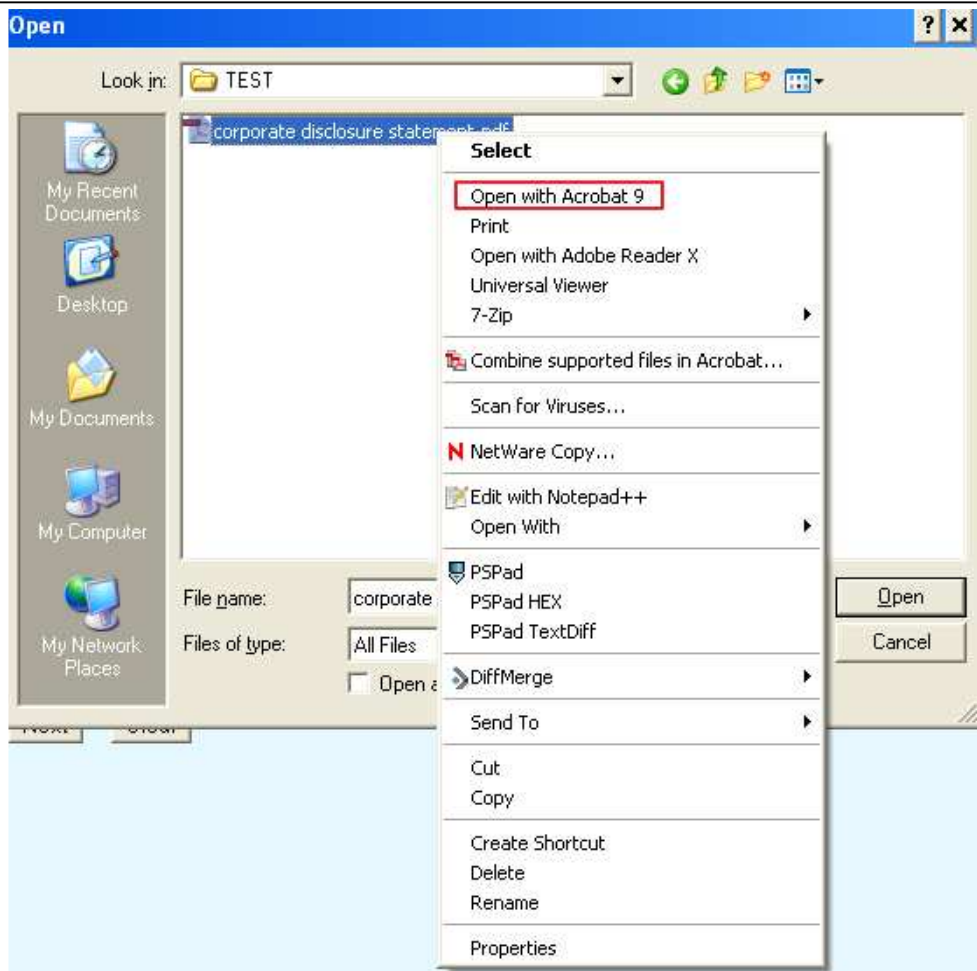
Uploading Documents:

STEP	SCREEN						
<p>The next screen is the document attachment screen.</p>	<p>Other Documents 3:12-cv-00139-MO Smith v. Jones After the Main Document, if you have any additional files to upload, you must further describe each additional attachment for this entry by selecting a Category, or adding text in the Description field, or both. Select the pdf document and any attachments.</p> <p>Main Document <input type="button" value="Choose File"/> No file chosen</p> <table border="1"> <thead> <tr> <th>Attachments</th> <th>Category</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1. <input type="button" value="Choose File"/> No file chosen</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	Attachments	Category	Description	1. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>
Attachments	Category	Description					
1. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>					
<p>REMINDER: Pursuant to LR 100-2, all pleadings and documents, including attachments and exhibits, must be filed as text searchable PDF files unless otherwise directed by the Court.</p>							
<p>The main document should be the corporate disclosure statement. Click on the Choose File button to locate the corporate disclosure statement for attachment.</p>	<p>After the Main Document, if you have any additional files to upload, you must further describe each additional attachment for this entry by selecting a Category, or adding text in the Description field, or both. Select the pdf document and any attachments.</p> <p>Main Document <input type="button" value="Choose File"/> No file chosen</p> <table border="1"> <thead> <tr> <th>Attachments</th> <th>Category</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1. <input type="button" value="Choose File"/> No file chosen</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	Attachments	Category	Description	1. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>
Attachments	Category	Description					
1. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>					

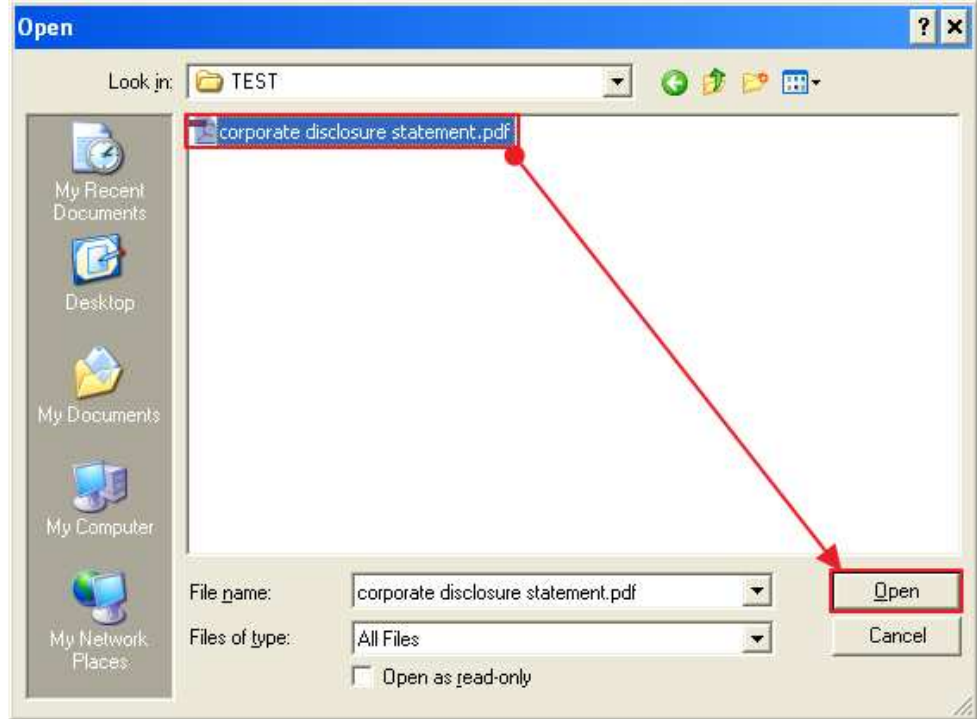
A new window will open. Locate the corporate disclosure statement in the location where it has been saved.



Prior to attachment, it is recommended that the PDF be reviewed to ensure it is accurate and is the correct attachment. This can be done by right clicking on the PDF and selecting the *Open* option. The PDF will open on your screen for review. After confirming the PDF is correct, click the X in the upper right corner of the PDF to close it.



Make sure the correct document is highlighted and then click the **Open** button in CM/ECF to continue with document attachment.



When all documents have been added, click **Next** to continue.

Other Documents
[3:12-cv-00139-MO Smith v. Jones](#)
 After the Main Document, if you have any additional files to upload, you must further describe each additional attachment for this entry by selecting a Category, or adding text in the Description field, or both.
 Select the pdf document and any attachments.

Main Document
 Choose File corporate di...tatment.pdf

Attachments	Category	Description
1. Choose File No file chosen		

Next Clear

Adding the Corporate Parent or Affiliate:

STEP	SCREEN
The next screen is the corporate parent search box.	

Type the name of a corporate entity into the Last/Business Name field. You must type a minimum of three letters to begin your search. To avoid the addition of duplicate party records, searches should be conducted for partial names. Click the **Search** button.

Other Documents
[3:12-cv-00139-MO Smith v. Jones](#)

Search for a corporate parent or other affiliate

Last/Business name

Scroll through the search results to find the party you wish to add. Click on the name to highlight the party and click the **Select name from list** button.

Search for a corporate parent or other affiliate

Last/Business name

Corporate parent or other affiliate search results

NOTE: If the name of your party does not appear in the search results, you may click the **Create new corporate parent or other affiliate** button to add a new name. **DO NOT** create a new party if *any* name in the list matches the name of the party for which you are searching.

You must select a corporate parent type from one of two selections: (1) *Corporate Parent* and (2) *Other Affiliate*. *Corporate Parent* is the most common selection.

Corporate Parent or Other Affiliate Information

Last/Business name First name

Middle name

Type

Click the Add corporate parent or other affiliate button to return to the Corporate parent or other affiliate search screen.

After selecting the correct corporate parent type, click the **Add Corporate Parent** button.

Corporate Parent or Other Affiliate Information

Last/Business name First name

Middle name

Type

Click the Add corporate parent or other affiliate button to

A confirmation screen will appear. Click the corporate parent to highlight it and then click **Next** to continue.

Other Documents
[3:12-cv-00139-MO Smith v. Jones](#)
Adding new corporate parent or other affiliate.

Select the Party:

ABCDE, Inc. [Plaintiff]

Next Clear

The corporate parent search box appears along with a list of previously added corporate parents. If additional corporate parents should be added, repeat the steps above until all corporate parents have been added. Once all corporate parents have been added and appear in the list, click **End corporate parent or other affiliate selection** to continue.

Other Documents
[3:12-cv-00139-MO Smith v. Jones](#)
Search for a corporate parent or other affiliate

Last/Business name

Search Clear

End corporate parent or other affiliate selection

Corporate parents and other affiliates added thus far:
 ABCDE, Inc. Corporate Parent FGHIJK, Corp.

Final Steps:

STEP	SCREEN
<p>The final warning screen will appear.</p>	<p>Other Documents 3:12-cv-00139-MO Smith v. Jones Docket Text: Modify as Appropriate. <input type="text"/> Corporate Disclosure Statement <input type="text"/> . Filed by ABCDE, Inc.. (Kirk, James) Next Clear</p>

This is the last chance to insert further text into the display field or to make a selection from the drop-down menu.

Other Documents
[3:12-cv-00139-MO Smith v. Jones](#)

Docket Text: **Modify as Appropriate.**

. Filed by ABCDE, Inc.. (Kirk, James)

- Alternative
- Amended
- Amicus
- Consent
- Counter
- Cross
- Emergency
- Ex Parte
- Expert
- Fifth
- Final
- First
- Fourth
- Interim
- Interlocutory
- Joint
- Lodged
- Monthly
- Oral

After any further text has been entered or if there is no additional text to enter, click the **Next** button.

Other Documents
[3:12-cv-00139-MO Smith v. Jones](#)

Docket Text: **Modify as Appropriate.**

. Filed by ABCDE, Inc.. (Kirk, James)

This is the final warning screen which displays the full docket text of the event. Click **Next** to file the documents. There will be no further opportunity to modify this docket entry and it will immediately post to the CM/ECF system.

Other Documents
[3:12-cv-00139-MO Smith v. Jones](#)

Docket Text: **Final Text**

Corporate Disclosure Statement. Filed by ABCDE, Inc.. (Kirk, James)

Warning!! Clicking the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Source Document Path (for confirmation only):
 corporate disclosure statement.pdf pages: 1

A [Notice of Electronic Filing \(NEF\)](#) will be generated by the CM/ECF system for the docket entry.

Other Documents

[3:12-cv-00139-MO Smith v. Jones](#)

U.S. District Court

District of Oregon

Notice of Electronic Filing

The following transaction was entered by Kirk, James on 3/20/2012 at 12:47 PM PDT and filed on 3/20/2012

Case Name: Smith v. Jones

Case Number: [3:12-cv-00139-MO](#)

Filer: ABCDE, Inc.

Document Number: [3](#)

Docket Text:

[Corporate Disclosure Statement . Filed by ABCDE, Inc.. \(Kirk, James\)](#)

3:12-cv-00139-MO Notice has been electronically mailed to:

3:12-cv-00139-MO Notice will not be electronically mailed to:

James Tiberius Kirk
Enterprise Law Offices

Perry Mason
US District Court - Test Account

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

Document description: Main Document

Original filename: Not Available

Electronic document Stamp:

[STAMP ordStamp_ID=875559790 [Date=3/20/2012] [FileNumber=3872795-0] [273e4f562fa6dd20f0b14b97d04d5e2c0b5e12b9c87a962c4e65bc287aadbdd919ea1bad3848b8e519f2b48210c2b362e3c0b7547f4e103d725a2c2f8e9864d2]]

Last Updated on Wednesday, 04 April 2012 11:32

Notice of Electronic Filing (NEF)



The Notice of Electronic Filing appears at the end of each docket event, and is sent via e-mail to registered users who are configured to receive such notices. The NEF is displayed in a standard format, with the following information included: Case Title, Case Number, Filer(s), Document Number, Docket Text, Notice has been electronically mailed to (*a partial list of e-mail recipients*), Notice has been delivered by other means to (*a list of recipients who cannot be notified via e-mail*), Document Description, Original Filename, and Electronic Document Stamp.

U.S. District Court

District of Oregon

Notice of Electronic Filing

The following transaction was entered by Kirk, James on 3/23/2012 at 10:19 AM PDT and filed on 3/23/2012

Case Name: Smith v. Jones
Case Number: [3:12-cv-00171-ST](#)
Filer: Smith
Document Number: [2](#)

Docket Text:

Complaint. Filing fee in the amount of \$350 collected. Agency Tracking ID: 0979-277726 Jury Trial Requested: Yes. Filed by Smith against Jones (Attachments: # (1) Exhibits, # (2) Civil Cover Sheet, # (3) Proposed Summons). (Kirk, James)

3:12-cv-00171-ST Notice has been electronically mailed to:

3:12-cv-00171-ST Notice will not be electronically mailed to:

James Tiberius Kirk
 Enterprise Law Offices

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

Document description:Main Document

Original filename:Not Available

Electronic document Stamp:

[STAMP ordStamp_ID=875559790 [Date=3/23/2012] [FileNumber=3872807-0] [9db362343538e31cfb17ccea79e9e6eec1c35d6feec2404eef3766b78c81d9b4faa77b69d50153ea70d0fc0c6891a50ede31f131913c5827526425917c9186b9]]

Document description: Exhibits

Original filename:Not Available

Electronic document Stamp:

[STAMP ordStamp_ID=875559790 [Date=3/23/2012] [FileNumber=3872807-1] [2f05dfab2c5285ba2a03b208043e561a06dabf5936fab60bfea4ef43ec52223bd26fa1592d0bbb7ced097eaff080e3cf119d19ce6196bc1c2864479a8cd7f7b]]

Document description:Civil Cover Sheet

Original filename:Not Available

Electronic document Stamp:

[STAMP ordStamp_ID=875559790 [Date=3/23/2012] [FileNumber=3872807-2] [172a3b3b42ccb0b3addf5af92a993089d20057b26b04011a3ae9506a83f7f0df4768dfde5e6c7e52ae5269c9713c2bd018ab3163198136ae067d0c5508ad1eeb]]

Document description:Proposed Summons

Original filename:Not Available

Electronic document Stamp:

[STAMP ordStamp_ID=875559790 [Date=3/23/2012] [FileNumber=3872807-3] [25b828da0dcb94260407ec39ea2f5bd284876fec9d86fdcc809c5c81b4d0cd930a70062c65304bc84957b747c4cc4881de90d7cfa2716c96309081fa0259cfa1]]

NEF Details:

STEP	SCREEN
The date and time of the filing are documented in the NEF. The time is recorded as Pacific time (PDT) based on the location of the CM/ECF system.	<p>Notice of Electronic Filing</p> <p>The following transaction was entered by Kirk, James on 3/19/2012 at 12:36 PM PDT and filed on 3/19/2012</p> <p>Case Name: Smith v. Jones Case Number: 3:12-cv-00171-ST</p>
The case name and number, the filing party, the document number assigned to the entry, and the judge assigned to the case are listed in the NEF.	<p>Case Name: Smith v. Jones Case Number: 3:12-cv-00171-ST Filer: Jones Document Number: 1 Judge(s) Assigned: Janice M. Stewart (presiding)</p>

<p>The docket text of the entry is also displayed.</p>	<p>Docket Text: Complaint, Filing fee in the amount of \$350 collected. Agency Tracking ID: 0979-2777726 Jury Trial Requested: Yes. Filed by Smith against Jones (Attachments: # (1) Exhibits, # (2) Civil Cover Sheet, # (3) Proposed Summons). (Kirk, James)</p>
<p>NEF recipients are listed below this line.</p>	<p>3:12-cv-00171-ST Notice has been electronically mailed to:</p>
<p>Parties who are not registered users of CM/ECF who require service by another means are listed below this line.</p>	<p>3:12-cv-00171-ST Notice will <u>not</u> be electronically mailed to:</p>
<p>Each document attached to the entry receives an electronic document stamp verifying that it received by the CM/ECF system.</p>	<p>The following document(s) are associated with this transaction:</p> <p>Document description:Main Document Original filename:Not Available Electronic document Stamp: [STAMP ordStamp_ID=875559790 [Date=3/23/2012] [FileNumber=3872807-0] [9db362343538e31cfb17ccea79e9e6eec1c35d6feec2404eef3766b78c81d9b4faa77b69d50153ea70d0fc0c6891a50ede31f131913c5827526425917c9186b9]]</p> <p>Document description: Exhibits Original filename:Not Available Electronic document Stamp: [STAMP ordStamp_ID=875559790 [Date=3/23/2012] [FileNumber=3872807-1] [2f05dfab2c5285ba2a03b208043e561a06dabf5936fab60bfea4ef43ec52223bdf26fa1592d0bbb7ced097eaff080e3cf119d19ce6196bc1c2864479a8cd7f7b]]</p> <p>Document description: Civil Cover Sheet Original filename:Not Available Electronic document Stamp: [STAMP ordStamp_ID=875559790 [Date=3/23/2012] [FileNumber=3872807-2] [172a3b3b42ccb0b3addf5af92a993089d20057b26b04011a3ae9506a83f7f0dfd768dfde5e6c7e52ae5269c9713c2bd018ab3163198136ae067d0c5508ad1eeb]]</p> <p>Document description:Proposed Summons Original filename:Not Available Electronic document Stamp: [STAMP ordStamp_ID=875559790 [Date=3/23/2012] [FileNumber=3872807-3] [25b828da0dcb94260407ec39ea2f5bd284876fec9d86fdcc809c5c81b4d0cd930a70062c65304bc84957b747c4cc4881dc90d7cfa2716c96309081fa0259cfa1]]</p>

Last Updated on Tuesday, 03 April 2012 14:39

Section 8 - Service of Process



Overview

(See [Appendix A.](#))

To post service events, select Service and Process Documents from the Initial Pleadings and Service menu. This menu list contains both Fed. R. Civ. P. 4 and 5 events. Select the appropriate event shown in the drop down menu. Next, select the case, select the attorney, select the filer and complete the PDF upload screen.

Regular Civil Cases

(a) Issuing Process

(1) **Waiver of Service:** Attorneys wishing to pursue waiver of service pursuant to Fed. R. Civ. P. 4 (d) should use the Notice of Law Suit Request for Waiver event.

(2) **Summons Issued:** The clerk will issue process following the filing of the initial pleading and will make an appropriate entry on the docket.

(b) Returns of Service of Process

The Return of Service (USM 285) events are to be used when the US Marshal has effected service. Summons Returned events should be selected when the return has been made on the reverse of the summons or some other form of return. These events are to be used in connection with Fed. R. Civ. P. 4 service of process.

(c) Service under Fed. R. Civ. P. 5

The events for Affidavit of Service and Certificate of Service are used to record service under Fed. R. Civ. P. 5.

Habeas Cases

The following events are used specifically for entering the return of service of habeas petitions and should not be used for return of service under Fed. R. Civ. P. 4.

- Acceptance/Acknowledgment of Service - 2241 Federal Habeas
- Acceptance/Acknowledgment of Service - 2254 State Habeas
- Acceptance/Acknowledgment of Service - Immigration

Last Updated on Friday, 13 April 2012 10:36

Section 9 - Answers to Complaints



Answers to Complaints

(See [Appendix A](#))

This menu is used to post only the first answer by a defendant to the complaint and will allow the user to add attorneys. The user will see the following warning message when attempting to file subsequent answers by the same defendant to the same complaint:

An answer for this party was previously filed. If this submission is an amended / subsequent answer for this party, select the appropriate event under Initial Pleadings and Service / Other Answers.

(a) Case, Party Filer, and Link Party Filer Screens

This sequencing of screens is unique to Answers to Complaints wherein the user will not see a drop down list for types of answers to complaints. The answer to complaint types are dependent upon the type of complaint filed. Select the case number, attorney, party filer and link party filer.

(b) Unanswered Complaint Screen

Check the box next to each unanswered complaint being answered by this filing. The next screen will be the .pdf file upload screen.

(c) Additional Effects Screen

This screen will collect information about any third party complaints. Checking this box will invoke additional screens to add the third party defendant(s). The user must select the party it is filing against.

(d) Jury Demand

Users will be reminded to update jury demand information.

(e) Final Posting Screens

Other Answers

(See [Appendix A](#).)

This menu contains the events for Answers and Responses to non-motion events. A user must select from this menu for subsequent answers by the same defendant to a complaint.

Last Updated on Friday, 13 April 2012 10:37

Section 10 - Motions



Motions Overview

(See [Appendix A](#) and [Appendix C](#).)

As with other filings, the user must choose the event, enter the case number, pick the party filer, and complete the Link Party Attorney screen as appropriate. During the transaction, the user will be prompted to upload the corresponding PDF file. To access the available motion types, the user should click on Motions under Motions and Related Filings menu. Multiple motion types may be selected simultaneously.

(a) Motion to Vacate and/or Correct Sentence §2255

A Motion to Vacate and/or Correct Sentence pursuant to 28 U.S.C. §2255 is a motion in the criminal case, but in the civil case environment, it is construed as a case opening event. The system will automatically open the civil case for statistical purposes only.

(b) Motions for Extension of Time

Four separate events address variations of motions for extension of time and each motion type creates and satisfies different deadlines when granted by the Court.

(c) Bill of Costs (See [LR 54](#))

Cost Bills behave like a motion; consequently, the Bill of Costs event is found under the Motions menu. The user will be prompted to select deadlines (1) for filing objections to the proposed cost bill, which is 14 days pursuant to LR 54-1, and (2) for the taxation of costs. A cost bill may be submitted either on the standard form supplied by the Administrative Office or in pleading form.

When the Cost Bill is submitted on the AO form, court staff will make a copy of the cost bill before posting. The document signed by the attorney will be uploaded. The copy will be forwarded to the judge for consideration. When costs are taxed, the Cost Bill form will be electronically posted to the case.

(d) Objections to Magistrate Orders

Objections behave like a motion; however the event is located on the Other Answer menu.

(e) Scheduling

(1) Response and Reply Deadlines: The response due date (see LR 7-1(f)(1)) and reply due date (see LR 7-1(f)(2)) for civil motions are automatically calculated and include the three days for mailing pursuant to Fed. R. Civ. P. 6(d). Although the due date for the response or reply will appear during the docket transaction, it is not editable by a non-court user and it will not display in the docket text. The response or reply date will still be set in the background for calendars and reports. Subsequent or extended response and reply dates set by the Court will continue to display in the docket text.

(2) Dispositive Motion Response and Reply Deadlines: Casewise dispositive motion response or reply due dates may be different from the actual response or reply dates generated when the dispositive motion is actually filed. Parties are cautioned to check the docket for overriding case deadlines for submissions which supersede the system-generated deadlines.

Responses and Replies

Events in this category are to be used in connection with all motion category events. The user should select the most appropriate event and then further describe the pleading in the docket text box. Following are some Response and Reply events of special note:

(a) Objections and Responses to Bill of Costs, and Findings and Recommendations

Cost bills and Findings and Recommendations are treated as motions; consequently the objection and response events to these documents are located on the Responses and Replies menu.

(b) Responses to Discovery Motions (See [LR 26-3\(c\)](#))

These events do not set a reply date.

(c) Linking

When posting a response or reply to a motion, the user is prompted to select the subject motion and create the link automatically. The response is to be linked to the motion, and the reply is to be linked to the subject motion. Where appropriate, the system will also schedule the reply due date upon the filing of the response.

Other Supporting Documents

Other supporting documents include documents signed by a third party. This menu contains events which may be linked to previously filed documents. The Related Documents screen is used to establish a hypertext link in the current event to previously filed documents. After selection of the Related Documents box, users will be prompted to select a category for the previously filed document. For example, the category 'cmp' would be selected to link the current document to the complaint event. As with other menus, the user is prompted to select the event, case number, attorney, and filer.

Last Updated on Friday, 13 April 2012 10:41



Section 11 - Other Filings

Overview

(See [Appendix A](#) and [Appendix B](#))

Events under Other Filings are accessible by menus created by event type. This menu offers events for ADR Documents, Discovery Documents, Notices, Trial Documents, Appeal Documents, and Other Documents. Procedures for filing these events are straightforward and similar to posting other documents where the user selects the event, selects the party, and completes the Link Party Attorney screen. Events of note are further described below.

Notices

Notice events for the appearance, withdrawal or substitution of counsel of record will prompt the user to add or terminate an attorney.

Trial Documents

The procedure for filing trial events is similar to all other documents; select case, select filer. The next screen permits the user to choose what type of trial event to file. Select the type of trial event to be filed from the picklist. Proposed Jury Instructions, Voir Dire, and Verdict form events are found on this menu. Multiple trial events may be selected simultaneously by holding down the Ctrl key as selections are made.

Appeal Documents

The Notice of Appeal event is used for appeals to the Ninth Circuit as well as patent and trademark appeals to the Federal Circuit. The filing fee is payable during the event transaction. See [Credit Card Payments in CM/ECF](#).

Other Documents

The Other Documents menu contains various events that vary in type. Select the event, select attorney, select party, and link party filer. Select the type of event to be filed from the picklist. Multiple events may be selected simultaneously.

(a) Proposed Documents (See [LR 5-1\(f\)](#))

(1) Proposed Forms of Orders or Judgments: Proposed forms of orders or judgments, when requested, are to be docketed and served and clearly identified as proposed documents. In addition to a generic form of proposed order or judgment event, there are also specific events for certain types of proposed orders.

(2) Proposed Amended Pleadings: When leave of court is sought for filing an amended pleading or document, first choose the appropriate motion event. The proposed amended pleading is to be filed as an attachment to the motion event. The attachment description must be "Proposed Document."

(3) Proposed Pretrial Order - Individual: Use this event to file a proposed pretrial order submitted on behalf of an individual party or fewer than all the parties represented in the case.

(4) Proposed Pretrial Order - Joint: Use this event to file a proposed pretrial order submitted on behalf of all parties represented in the case.

(b) Ex parte Submissions

Ex parte submissions to the Court may be made electronically by selection of the ex parte function (0ex1 or 0ex2) with the event. For information about submitting documents in camera or under seal, see LR 3-7 and LR 3-8.

- Select **0ex1 - Ex Parte Docket Entry and Document** when the existence of the entry *and* the contents of the document are restricted to only the filer and the Court.
- Select **0ex2 - Ex Parte Document** when the existence of the entry may be known to the opposing party but the document is restricted to only the filer and the Court.

[Training videos](#) are available on the Court's website by clicking [CM/ECF Help](#) under the For Attorneys tab.

(c) Consents to Proceed Before a Magistrate Judge

Individual party Consents to Proceed Before a Magistrate Judge are not to be electronically filed. (See LR 100-5(a)(3)).

Last Updated on Monday, 16 April 2012 09:20

Section 12 - Queries and Reports



Case Information Sources

Case docket information sources are stored by various media depending on when the case was filed. The following date ranges are approximate. Users should contact the Clerk's Office for assistance in locating information for cases filed prior to 1990.

Access CM/ECF (with PACER interface) to locate civil and criminal cases filed since 1990. Microfiche is available at the Court's intake counters for civil and criminal cases filed from 1979-1990. Microfilm is available at the Court's intake counters for criminal cases filed from 1971 to approximately 1983 and for civil cases from 1967 to approximately 1988.

Search Guidelines

To search for a name or party in CM/ECF, you must have a minimum of two characters (alphabetic or numeric). A wildcard (*) symbol may be used in place of a character before the two known or after the two known characters entered. Entry of the wildcard character before the two known characters will generate a very broad search result. The system will view the two known characters as a string and display any names which contain the string.

Alternatively, use of the wildcard symbol following the two known characters will generate a report containing only those names which begin with the two known characters. The addition of known characters will further limit the search results. If more than one case/person meets the criteria, the user must select one from the generated list and then choose what data to view.

Query

The Query main menu option allows users to search for specific case information by name or case number such as docket report, alias, attorney, party, or associated case information. Some options, like the motions report, will involve further selection criteria by the user. Users should note that name fields are not case sensitive and can be for both parties or attorneys. Users may further refine their search for case specific information on the Query sub-menu to reduce PACER charges by selecting the most appropriate item.

Reports

The Reports main menu option allows users to search for district wide information for both civil and criminal cases. Menu selections are predicated upon the user's access level. In most report selection screens, the following rules apply:

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

(a) Docket Sheet

The Docket Sheet report displays the cover page and selected docket entries for a single case. If a document range is specified, docket entries which do not have an associated document will not be listed. This report is the same as generated via the Query menu option Docket Report. Registered Users will be able to view the Notices of Electronic Filing by selecting Docket Sheet and checking the box to include the links to the Notice of Electronic Filing. When viewing the system-generated Docket Sheet, the user may click on the icon next to the document number to display the Notice of Electronic Filing for that transaction.

(b) Civil Cases Report

This report displays a summary list of cases selected by numerous criteria, including office, nature of suit, cause of action, and jurisdiction. The report can be sorted by case number or any of the criteria selected.

(c) Criminal Cases Report

This report displays a summary list of cases selected by numerous criteria including office, case flags, or citation and can include pending and/or terminated defendants. The report can be sorted by case number, terminal digit, or office.

(d) Civil and Criminal Selected Reports

(1) Calendar - Events: (See [Appendix G](#)) This report displays the selected date range cases which include the calendar items matching the selection criteria. The report may be sorted by time or divisional office location. The report also generates hearings.

2) Docket Activity: The Docket Activity Report displays a summary of docketed events selected by numerous criteria, including start date, end date, office, category of event, or case number. Each item listed includes a case number hyperlink to a docket report and a link to the related PDF document.

(3) Written Opinions: This report allows the user to view those documents designated as written opinions in the system. There are no PACER charges incurred when viewing written opinions.

Pursuant to the E-Government Act of 2002, a "written opinion" is defined as "any document issued by a judge or judges of the court, sitting in that capacity, that sets forth a reasoned explanation for a court's decision." The responsibility for determining which documents meet this definition rests with the authoring judge. The decision as to whether the document is a "written opinion" is not the same as the decision about whether an opinion should be published.

The definition is expressly intended to cover reports and recommendations issued by magistrate judges at such time as any action is taken by a district judge on the basis of a report and recommendations issued by a magistrate judge, and also includes a summary order by a district judge adopting such a report and recommendations. The definition is

not intended to include routine, non-substantive orders such as scheduling orders or rulings on motions for extension of time.

Last Updated on Monday, 16 April 2012 09:44



Section 13 - Utilities

Overview

The Utility menu allows registered users (see LR 1-5(k)) access to maintain their user account (Maintain Your Account), generate a report showing the user's activity in the system within a specified date range (View Your Transaction Log), view mailing information for a case (Mailings menu), and display Pay.gov payment history (Internet Payment History). Court users have expanded menus which include case and docket editing menus.

Maintain Your Account

(See LR 83.)

Registered users have access through this link to update their street address and e-mail address information (including the addition or correction of any secondary e-mail addresses), select notification preferences, and alter their CM/ECF logins and passwords.

(a) Main Account Screen

This screen provides access to the registered user's name, office, street address, telephone and fax number, and bar status fields. Users will not be able to modify the name, type, or bar status fields. If the attorney is hard linked to a firm record and needs to make a change to that firm name or address, he/she must contact Court staff to sever the link before those changes can be completed. **No modifications will be written to the database until the user clicks the Submit button at the bottom of this screen.** If changes or modifications have been made to the street address information or telephone fields, the next screen will display a list of cases associated with that user. The user will be prompted to spread the new information to those cases or, as recommended, "Update All."

(b) E-Mail Information (See also [Section 6](#))

To update a user's e-mail information, select the Update E-mail Address link on the Maintain User Account screen. **No modifications will be written to the database until the user clicks the Submit button at the bottom of the main account screen.**

(1) Primary E-mail Address: Court staff will enter the attorney's e-mail address supplied on the registration form, petition for admission, or pro had vice application. This address must be kept current.

- Format: The format for the notices can be either html or plain text. The default format is set to html. If the messages are difficult to read because there is html code in the body of the email message, the user may wish to change this setting to plain text.
- Delivery Method: The attorney may elect to receive an individual e-mail notice each time a transaction occurs or a summary notice listing transactions from the previous business day (the summary is created the following day). This field can be modified at any time.
- In All My Cases: The e-mail address, format, and delivery choices made for the primary address will apply to all cases where the attorney is counsel of record.

(2) Additional Options - Additional Cases. To add additional cases to the list for this e-mail address, the user must select Additional Cases from the Additional Options dropdown list. Then, the user can select Add from the Additional Cases to Receive NEFs picklist that appears.

- When the user enters a case number, if there is more than one case for the year and number entered, a pop-up window appears. The user is prompted to select the correct case from the list in the pop-up window. If the case number entered in the Enter case number field is not a valid case, a pop-up window appears stating such.
- Once the user selects the appropriate case number, the case is added to the Additional Cases to Receive NEFs list. The user can add as many cases to the list as desired.
- To remove a case from the list, the user must select Remove from the Additional Cases to Receive NEFs dropdown list and then click on the appropriate case number. A Remove from List button appears, allowing the user to remove the case from the list.

(3) **Additional Options - Delivery Method Exception:** There are two delivery methods for receiving NEFs: individual and summary. The delivery method of choice is selected for all the cases in the user's list. However, if the user wants to receive the opposite method of delivery for one or some cases, the user should select Delivery Method Exceptions from the Additional Options dropdown list. If the user then selects Add from the Delivery Method Exceptions dropdown list that appears, the user can select the case(s) to add for the other delivery method.

(4) **Secondary Addresses:** To add and configure additional e-mail addresses, the user should click the Add Additional E-mail Address button, which causes the Secondary E-mail Addresses field to appear.

- If the user enters a valid e-mail address, the e-mail settings options appear for modification, which works the same as for the primary e-mail address. The user can change the format, delivery method, and active settings; add and remove cases; and set delivery method exceptions for the secondary e-mail address.
- The Active checkbox is available only for additional email addresses. Once the e-mail addresses have been added and configured, the user submits the changes by clicking the Return to Person Information Screen button.

(c) More User Information

This screen permits the user to modify the court generated login and password fields. Passwords are to be at least 8 characters in length and must be made up of uppercase and lowercase letters and at least one number or one symbol. **No modifications will be written to the database until the user clicks the Submit button at the bottom of the main account screen.**

Last Updated on Monday, 16 April 2012 13:38

Section 14 - Conventions and Standards

Overview

(See also [Section 12.](#))

The purpose of establishing conventions and standards for party name entries is to facilitate litigation searches and to avoid duplication of party names in the database. The basic rule for party name entry is to spell it exactly as it appears on the pleading. It is important to do a thorough search to avoid entering duplicate information. Searches are conducted by entering only the first few letters of the last name of a person, business, municipality, organization, or agency. The information will be retrieved only as it appears in the system database.

Abbreviations

When entering addresses use these abbreviations:

- Avenue = Ave.
- Boulevard = Blvd.
- Court = Ct.
- Highway = Hwy.

- Room = Rm.
- Street = St.
- Suite = Ste.
- Navigational references in street addresses may be abbreviated using N, S, W, and E with punctuation. For example, Southwest = S.W.

Telephone and Facsimile Numbers

Telephone and facsimile numbers should be with the area code in parentheses. For example:

Example	503-122-3344
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Party Name and Party Text Entry

Enter the party name exactly as listed on the case-initiating document (excluding only the words "The," "A," or "An" when preceding the name of a party). Use punctuation when it is part of the actual name (e.g., the apostrophe in O'Malley or Dave's Diner). Include hyphens in the last name or first name field when necessary (e.g., Rodriguez-Sanchez). Remove spaces in a last name (e.g., last names beginning with Mac or Mc or MC).

Example 1 Enter Dr. Harry A O'Malley IV	Last name: O'Malley First name: Harry Middle name: A. Generation: IV Title: Dr.
Example 2 Enter Harry O Mc Cord	Last name: McCord (removing the space between the c's) First name: Harry Middle initial: O. Insert any additional party text information included in the pleading caption into the Party Text field.

(a) Individual Persons

Enter the full last name, full first name, middle name (or initial), and generation (for example: Jr., Sr., II, etc.) into the designated fields. Use the Title field for designations such as Officer, Sergeant, or Executor. Additional information may also be added in the Party Text field such as the words: Individually or in their official capacity, or Incorporated in the State of STATE NAME. Do not insert address information for non-pro se litigants.

(b) Corporations

Enter the full and complete name as referenced in the pleading in the last name field only. Exclude from entry of a corporate name any leading "The."

Example The Integrated Global Systems Company	Last Name: Integrated Global Systems Company (remove the leading word "The")
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(c) Unions

The last name field is to be the full name of the union or trust with the Local number or Trustees of . . . in the first name field. Where Trustees are also identified in the complaint in their official capacity, the individual names are to be entered into the party text field for the Trust. Where a Trustee is identified as a separate party, he/she must be entered as an individual, separate party.

<p>Example 1 Plumbers and Pipefitters, Local 359</p>	<p>Last Name: Plumbers and Pipefitters First Name: Local 359 Party Text: blank Displayed as: Local 359 Plumbers and Pipefitters</p>
<p>Example 2 Electrical Union Health and Welfare Pension Trust</p>	<p>Last Name: Electrical Union Health and Welfare Pension Trust First Name: Trustees of Party Text: John Doe, Richard Roe, Mary Smith, Sally Jones, Trustees Displayed as: Trustees of Electrical Union Health and Welfare Pension Trust, John Doe, Richard Roe, Mary Smith, Sally Jones, Trustees</p>
<p>Example 3 International Brotherhood of Carpenters Local 25</p>	<p>Last Name: International Brotherhood of Carpenters First Name: Local 25 Not Local 25, IBC</p>

(d) Indian Tribes

Do enter "Confederated Tribes of the Umatilla Indian Nation," not "Umatilla Confederated Tribes."

(e) Governmental Entities

(1) Federal Agencies: Enter the agency name (*e.g.*, U. S. Department of the Interior), instead of the name of the agency head (*e.g.*, Ken Salazar), unless that person is being sued in his/her individual capacity.

<p>Example 1 Secretary Ken Salazar, U.S. Department of Interior</p>	<p>Last name field: U.S. Department of Interior Party Text: Secretary Bruce Babbitt</p>
<p>Example 2: When the Secretary is also being sued in his individual capacity enter:</p>	<p>Last name field: Salazar First name: Ken Title: Secretary Party text: Department of Interior, in his individual capacity</p>

(2) States, Cities, Towns, and Counties: Enter the key words City of CITY NAME in the last name field. However, if the litigant is a department or agency for that state or city, drop the words "State of" or "City of" from the last name field and start the last name field with the name of the state or city.

<p>Example 1 City of Portland Water District</p>	<p>Last Name Field: Portland Water District</p>
<p>Example 2 City of Portland</p>	<p>Last name field: City of Portland Not Portland, City of</p>
<p>Example 3 Office of Services to Children and Families for the State of Oregon</p>	<p>Last name field: Oregon Office of Services to Children and Families</p>

(f) Self-Represented Litigants

If known, insert the street address and telephone information for self-represented litigants. Do not enter e-mail address information unless so ordered by the court.

(g) Prisoner Litigants

Insert the Prisoner ID or Reg. Number in the Prisoner ID field. A leading "#" symbol is not necessary. Enter the institution or prison name in the Office field. Address 1 should be the street address of the institution or facility. Address 2 should contain additional street address information or P.O. Box information, if applicable.

(h) Personal Property

Enter the item as listed in the pleading. Enter further description of the item, such as registration numbers, color, year, make, or model in the Party Text field.

(1) Vehicles: Enter the vehicle as identified on the complaint.

<p>Example 1989 Chrysler New Yorker, VIN 325678765445</p>	<p>Last name field: 1989 Chrysler New Yorker Party Text: VIN 325678765445</p>
--	--

(2) Currency: Enter currency as listed on the complaint. Enter the \$ symbol with the dollar amount. Use comma(s) and decimal points. Following the amount, in parenthesis, place the type of currency (e.g., (U.S.) for U.S. dollars), if known.

<p>Example \$14,669.42 in US Currency</p>	<p>Last name field: \$14,669.43 (US)</p>
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(i) Real Property

Use the street address if available. Start the last name field with the street address followed by the city and then the state abbreviation.

<p>Example Enter 15993 SW Happy Valley Lane, Portland, Oregon,99832 real property with buildings, appurtenances and improvements</p>	<p>Last name field: 15993 SW Happy Valley Lane, Portland, OR, 99832 Party text: real property with appurtenances and improvements</p>
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If the street address is not included, use the real property legal description starting with the county where the land is situated. Insert the name of the state where the land is located in the party text field. Skip inserting the words "more or less" in the party descriptions.

Follow this hierarchy in entering the legal description of the property:

1. County
2. Number of Acres of Land
3. Tax ID number
4. Lot Number
5. Block Number

<p>Example 1 Enter 2.40 Acres of Land more or less in Clackamas County, Oregon, Tax Lot 1993939</p>	<p>Last Name Field: Clackamas County 2.40 Acres of Land Party text: Tax Lot 1993939 in the State of Oregon</p>
<p>Example 2 Lot 1, Block 23, 4 Acres of land more or less in the State of Oregon, Multnomah County</p>	<p>Last Name Field: Multnomah County 4 Acres of Land Party Text: Lot 1 Block 23 in the State of Oregon</p>

(j) John Doe(s) / Jane Doe(s)

- If the last name of the party is known but not the first name, enter/create the party by the last name only. (See Example 1).
- If a first name is known but not the last name, the party record should be entered as specified in Example 2.
- If both the first and last name are unknown, enter the party as a "John Doe" or "Jane Doe." (See Example 3)
- If the pleading identifies many unknown parties (e.g., John Does 1-5), then add the descriptor (1-5) in the party text for the party record of "John Doe" or "Jane Doe." (Example 4)
- If there is a unique descriptor about any of multiple John Does (e.g., Sergeant-in-Charge), create a separate party.

Example 1: Enter ? Smith	Last Name: Smith First name: Leave blank
Example 2: Enter Sally ?	Last Name: Doe First Name: Sally
Example 3: Both first and last names unknown	Last Name: Doe First Name: John
Example 4: Multiple unknown parties	Last Name: Doe First Name: John Party text: 1-5

At such time as a "Doe" party is identified in the case, a termination date should be entered for the "Doe" party and a new party record created for the named party.

(k) Estates

If the party is regarding the estate of a person, insert "Estate of" in the last name field.

Example: Enter Estate of Dorothy Drew	Last Name: Estate of Dorothy Drew First Name: Leave Blank Party Text: Deceased
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Last Updated on Tuesday, 21 August 2012 15:39

Appendix A - Civil Event List



Initial Pleadings and Service

Complaints and Petitions

- Amended Complaint
- Amended Petition for Writ of Habeas Corpus (2241)
- Amended Petition for Writ of Habeas Corpus (2254)
- Complaint
- Complaint - Intervener
- Complaint - Social Security

Other Filings

ADR Documents

- Joint Alternate Dispute Report
- Request for Trial de Novo

Discovery Documents

- Fed R Civ P 26 Agreement
- Notice to Take Deposition

Complaint - Third Party

Counterclaim

Crossclaim

Motion to Vacate/Set Aside/Correct - 2255

Notice of Removal

Petition

Petition - INS Denial of Citizenship

Petition - Writ of Habeas Corpus (2241)

Petition - Writ of Habeas Corpus (2254)

Petition - Enforce IRS Summons

Other Case Initiating Documents

Bankruptcy Adversary Proceeding

Bankruptcy Appeal

Complaint for Limitation/Exoneration of Liability

Service and Process Documents

Acknowledgment of Service

Acceptance/Acknowledgment of Service (2241)

Acceptance/Acknowledgment of Service (2254)

Acceptance/Acknowledgment of Service -

(Immigration Habeas)

Affidavit of Service

Certificate of Service

Clerk's Notice of Mailing

Notice of Lawsuit Request for Waiver

Process Receipt and Return (Treasury)

Proof of Publication

Proposed Summons

Return of Service (USM 285) Executed

Return of Service (USM 285) Executed - USA

Return of Service (USM 285) Unexecuted

Return of Service by Publication

Summons Issued

Notices

Acceptance with Offer of Judgment

Address Change

Application for Writ of Execution

Application for Writ of Garnishment

Attorney Appearance

Attorney Association

Attorney Substitution

Certification of US Attorney

Condemnation

Dismissal of Party

Intent to File Capital Habeas Petition

Joinder Notice

Lis Pendens

Notice

Notice of Intent to Engage in Voluntary Settlement Procedures

Notice of Intent to Redact Transcript

Settlement Notice

Statement of Redaction of Transcript FRCP 5.2

Summary Judgment Advice Notice

Voluntary Dismissal of Case

Withdrawal of Attorney

Withdrawal of Notice of Intent to Redact Transcript

Trial Documents

Clerk's List of Exhibits & Witnesses

Designation of Deposition Testimony

Exhibit

Exhibit List

Expert Statement

Instructions to the Jury

Jury Instructions Proposed

Jury Notes

Summons Issued - Social Security - USA

Summons Returned Executed

Summons Returned Executed - USA

Summons Returned Unexecuted

Waiver of Service Summons

Waiver of Service Unexecuted

Warrant Issued

Warrant Returned Executed

Warrant Returned Unexecuted

Writ Issued (Generic)

Writ Returned (Generic)

Writ of Execution Issued

Writ of Execution Returned

Writ of Garnishment Issued

Writ of Garnishment Returned

Writ of Habeas Corpus ad Testificandum Executed

Writ of Habeas Corpus ad Testificandum Issued

Writ of Habeas Corpus ad Testificandum Unexecuted

Answers to Complaints

These events will not appear on a drop down list.

They execute based upon the type of complaint filed

Other Answers

Answer

Answer to Writ of Garnishment

Bankruptcy Appellants Brief

Bankruptcy Appellants Reply Brief

Bankruptcy Appellees Brief

Claim

Debtor Response to Clerk's Notice of Garnishment

Memorandum

Objection

Objections to Answer to Writ

Jury Notes Unredacted

Jury Verdict

Jury Verdict Form – Proposed

Jury Verdict Unredacted

Objection

Objection to Trial Exhibit

Proposed Voir Dire Questions

Statement of Claims or Case

Trial Brief

Trial Memorandum

Witness List

Witness Statement

Appeal Documents

Appeal Record Returned

Appeal Record Sent to USCA

Certificate of Record by Clerk to USCA

Fee Paid

Mandate of USCA

Notice of Appeal

Notice of Appeal - Preliminary Injunction

Notice of Appeal Sent to USCA

Order Granting Permission to Appeal

Order of Dismissal of Appeal by USCA

Representation Statement

Supersedeas Bond

Supplemental Record Sent to USCA

Transcript Designation and Order Form

Transcript of Proceedings

Transcript of Proceedings – REDACTED

Transcript of Proceedings – UNDER SEAL

USCA Case Number

USCA Judgment

Writ of Certiorari Issued - Supreme Court

Reply

Response

Response to Objections to Magistrate Judge's Order

Response to Order Appointing Pro Bono Counsel

Response to Order to Show Cause

Social Security Answer after Remand and

Administrative Record

Social Security Defendants Brief

Social Security Plaintiffs Brief

Social Security Plaintiffs Reply Brief

Withdrawal of Claim

Motions and Related Filings

Motions (See Appendix C)

Responses and Replies

0ex1 – Ex Parte Docket Entry & Document ONLY

0ex2 – Ex Parte Document ONLY

9CONV – SDOC COURT USER ONLY ROUTINE

Affidavit in Opposition to Motion

Memorandum in Opposition

Objections to Bill of Costs

Objections to Findings & Recommendation

Objections to Magistrate Judges Order

Reply to Motion

Response in Opposition to Motion

Response to Concise Statement of Material Fact

Response to Discovery Motion

Response to Motion

Response to Objection to Findings & Recommendation

Sur-Reply to Motion

Sur-Response to Motion

Other Documents

Administrative Record

Administrative Record - Social Security

Amicus Curiae Appearance

Answer to Interrogatories

Application for Special Admission Pro Hac Vice

Application for Stay of Execution

Bond

Collateral Received

Collateral Returned

Concise Statement

Consent to Join

Corporate Disclosure Statement

Deposition

Exhibit

Filing Fee Received

Financial Affidavit

Interpleader

Interrogatories

Joint Status Report

Jury Demand

Letter – Court User Only

Notice of Levy - USM

Offer of Judgment

Petition to Perpetuate Testimony

Prisoner Trust Fund Account Statement

Proposed Findings of Fact

Proposed Order or Judgment

Proposed Pretrial Order - Individual

Proposed Pretrial Order - Joint

Redacted Document

Redaction Index

Report

Other Supporting Documents

0ex1 – Ex Parte Docket Entry & Document ONLY

0ex2 – Ex Parte Document ONLY

9CONV – SDOC COURT USER ONLY ROUTINE

Affidavit

Affidavit in Support of Motion

Brief

Brief in Support of Petition

Certificate of Compliance

Concise Statement of Material Fact

Declaration

Memorandum in Support

Memorandum in Support of Motion

Supplement

Request

Request for Admissions

Request for Production of Documents

Request for Three Judge Court

Rico Statement

Satisfaction

Sealed Document

Settlement Agreement

Status Report

Stipulation

Transcript Designation and Ordering Form

Transcript of Proceedings

Transcript of Proceedings – REDACTED

Transcript of Proceedings – UNDER SEAL

Transcript of State Court Proceedings

Waiver

Last Updated on Friday, 30 March 2012 14:58

Appendix B - Criminal Event List



Charging Instruments and Pleas

Indictment, Information, Complaint

Complaint

Complaint (Sealed)

Defendant Information Relative to a Criminal Case Sheet (Backer)

Indictment

Indictment (Sealed)

Indictment Unredacted

Information - ALL Misdemeanor

Information - ALL Misdemeanor (Sealed)

Information - Felony

Information - Felony (Sealed)

Superseding Complaint (Sealed)

Notices

Alibi

Alibi Witness

Application for Writ of Execution

Application for Writ of Garnishment

Attorney Appearance - Defendant

Attorney Appearance - USA

Change of Address

Enhancement of Penalty

Insanity Defense

Letter (Generic)

Levy - USM

Notice (Generic)

Superseding Indictment (Sealed)

Superseding Information - ALL Misd (Sealed)

Superseding Information - Felony (Sealed)

Plea-Related Documents

Consent to Rule 11 Plea in a Felony Case before

U.S. Magistrate

Plea Agreement

Plea Petition

Motions and Related Filings

Motions (See Appendix C)

Responses Replies & Other Supporting Documents

0ex1 – Ex Parte Docket Entry & Document

0ex2 – Ex Parte Document

Affidavit

Brief

Declaration

Exhibits

Memorandum in Opposition

Memorandum in Support

Reply to Motion

Response to Motion

Other Filings

Transfer Documents

Acknowledgment of Receipt of Record

Commitment to Another District

Documents Received From Other Court

Order of Removal to Demanding District

Probation Transfer Record Received

Record Transmittal Letter by Clerk

Removal from State Court

Notice of Intent to Redact Transcript

Notice of Levy – USM

Source of Funds Paid to Court

Statement of Redaction of Transcript FRCP 49.1

Stipulation (Generic)

Substitution of Defense Attorney

Substitution of Government Attorney

Withdrawal of Alibi

Withdrawal of Defense Attorney

Withdrawal of Government Attorney

Withdrawal of Insanity Defense

Withdrawal of Notice of Intent to Redact Transcript

Trial Documents

Clerk's List of Witnesses & Exhibits

Exhibit List

Jury Instructions

Jury Notes

Jury Notes Unredacted

Jury Verdict

Jury Verdict Unredacted

Jury Verdict on Forfeiture

Jury Verdict on Forfeiture Unredacted

Objection to Trial Exhibit

Proposed Jury Instructions

Proposed Jury Verdict

Proposed Voir Dire

Request for Special Findings of Fact

Special Findings of Fact ##

Stipulation to Jury

Trial Brief

Voir Dire Questions

Witness List

Rule 20 - Return

Rule 20 - Transfer In

Rule 20 - Transfer Out

Rule 20/21 Return Out

Rule 21 - Return

Rule 21 - Transfer In

Rule 21 - Transfer Out

Transfer of Jurisdiction In - Probation

Transfer of Jurisdiction In - Supervised Release

Transfer of Jurisdiction Out - Probation

Transfer of Jurisdiction Out - Supervised Release

Detention Documents

Appearance Bond of Witness

Arrest

Arrest - Other District

Arrest - Out of District Warrant

Arrest of Material Witness

Bond

Detainer

Discovery Documents

Bill of Particulars

Request for Discovery

Request for Notice of Government's Evidence

Waivers

Counsel

Indictment

Interstate Agreement on Detainers

Minimum Time to Trial

Other

Preliminary Examination or Hearing

Presence at Arraignment

Presentence Investigation Report

Appeal Documents

Appeal Record Returned

Appeal Record Sent to USCA

Certificate of Record by Clerk to USCA

Decision on Interlocutory Appeal from USCA

Fee Paid

Judgment by District Judge re: Appeal of Magistrate Judge Decision

Mandate of USCA

Notice of Appeal

Notice of Appeal - Interlocutory

Notice of Appeal – Magistrate Judge Decision to District Judge

Notification of Appeal Sent to USCA

Order for Time Schedule

Order of Dismissal of Appeal by USCA

Order of USCA

Supplemental Appeal Record Sent to USCA

Transcript Designation and Order Form

Transcript of Proceedings

Transcript of Proceedings – UNDER SEAL

USCA Case Number

Writ of Certiorari Issued - Supreme Court

Other Documents

9CONV- SDOC COURT USER ONLY ROUTINE

Amicus Curiae Appearance

Answer to Writ of Garnishment

Appearance Through Counsel

Debtor Response to Clerk's Notice of Garnishment

Exhibits

Financial Affidavit - CJA23

Information to Establish Prior Conviction

Objection to Findings and Recommendations

Objection to Presentence Investigation Report

Speedy Trial

Trial by Jury

Service of Process Documents

Application and Affidavit for Search Warrant

Arrest Warrant Issued

Arrest Warrant Returned Executed

Arrest Warrant Returned Unexecuted

Certificate of Service

Clerk's Notice of Mailing

Judgment or Order Returned Executed

Marshal Service Form 285

Process Receipt and Return (Treasury)

Proof of Publication - Treasury

Search Warrant Issued

Search Warrant Returned Executed - No Seizure

Search Warrant Returned Executed - Seizure

Search Warrant Returned Unexecuted

Summons Issued

Summons Returned Executed

Summons Returned Unexecuted

Violation Summons Issued

Violation Summons Returned Executed

Violation Summons Returned Unexecuted

Violation Warrant Issued

Violation Warrant Returned Executed

Violation Warrant Returned Unexecuted

Writ of Execution Issued

Writ of Execution Returned

Writ of Garnishment Issued

Writ of Garnishment Returned

Writ of Habeas Corpus ad Prosequendum Executed

Writ of Habeas Corpus ad Prosequendum Issued

Writ of Habeas Corpus ad Prosequendum Unexecuted

Objections (Generic)

Pretrial Memorandum

Proposed Order

Proposed Order (Debtor Exam)

Proposed Order (Show Cause Hrg)

Redaction Index

Response (Generic)

Response to Order to Show Cause

Sealed Document

Sentencing Memorandum

Settlement Agreement

Status Report

Transcript Designation and Order Form

Transcript of Proceedings

Transcript of Proceedings – REDACTED

Transcript of Proceedings – UNDER SEAL

Writ of Habeas Corpus ad Testificandum Executed

Writ of Habeas Corpus ad Testificandum Issued

Writ of Habeas Corpus ad Testificandum Unexecuted

Last Updated on Friday, 30 March 2012 14:57

Appendix C - Motion Types



- denotes whose orders are selected as "Written Opinions" pursuant to the E-Government Act of 2002

Civil Motion Types

0ex1 – Ex Parte Docket Entry & Document ONLY
 0ex2 – Ex Parte Document ONLY
 9CONV – SDOC COURT USER ONLY ROUTINE
 Amend Complaint/Petition
 Amend/Correct
 Appeal in Form a Pauperis
 Appear
 Appear as Amicus Curiae
 Application for CM/ECF Registration as a Self-Represented Party
 Application for Leave to Proceed IFP
 Application for Stay of Execution - ##
 Appoint
 Appoint Counsel
 Approve Consent Judgment
 Attorney Fees - ##
 Attorney Fees - EAJA - ##
 Bifurcate
 Bill of Costs
 Bond
 Certificate of Appealability
 Certify Class
 Change/Transfer Venue
 Clarify

Criminal Motion Types

0ex1 – Ex Parte Docket Entry & Document
 0ex2 – Ex Parte Document ONLY
 Amend/Correct
 Appeal In Forma Pauperis
 Appear Pro Hac Vice
 Appoint Counsel
 Appoint Expert
 Authorization
 Bail Pending Appeal
 Bifurcate
 Bill of Particulars
 Brady Materials
 Certificate of Appealability
 Change Venue
 Compel
 Competency Hearing
 Consolidate
 Continue / Reset
 Deposit Funds
 Disbursement of Funds
 Disclosure
 Discovery (*See also Request for Discovery which does not pend as a motion*)

Compel	Dismiss ##
Consolidate	Dismiss/Speedy Trial - ##
Continue	Disqualification of Counsel
Continue Bankruptcy Appeal Deadlines	Downward Departure ##
Declaratory Judgment - ##	Early Termination of Probation/Supervised Release
Default Entry	Excludable Delay
Default Judgment	Exonerate Bond
Deposit Funds	Expedite
Directed Verdict	Extension of Time
Disbursement of Funds	Forfeiture
Disclosure	Franks Hearing
Discovery/Inspection	Government Agents to Retain Rough Notes
Dismiss - ##	Grand Jury Transcript
Dismiss for Failure to State a Claim - ##	Handwriting Exemplars
Dismiss/Frivolous - ##	Hearing
Dismiss/Lack of Jurisdiction - ##	Identify
Dismiss/Lack of Prosecution - ##	In Limine
Disqualification of Counsel	Inspect
Enforce Judgment	Joinder
Expedite	Judgment Debtor Exam
Extension of Discovery & PTO Deadlines	Judgment of Acquittal
Extension of Time	Judicial Recommend Against Deportation ##
Extension of Time to Answer Complaint or Petition	Leave to File
Extension of Time to File Objection to F&R	Medical Exam/Treatment
Extension of Time to File Response to Objection to F&R	Mistrial ##
Extension of Time to File Response/Reply to a Motion	Modify Conditions of Release
File Excess Pages	New Trial ##
Forfeiture of Property	Order ##
Hearing	Participation in Voir Dire
In Limine	Produce
Intervene	Protective Order
Intra-District Transfer	Psychiatric Exam/Treatment
Issuance	Quash

Joinder	Reconsideration
Judgment - ##	Recuse
Judgment Debtor Exam	Redact Transcript
Judgment NOV - ##	Reduce Sentence ##
Judgment of Forfeiture	Reduce Sentence - Cocaine Amendment
Judgment on Partial Findings - ##	Release from Custody
Judgment on the Pleadings - ##	Release of Funds/Return of Property
Leave	Reserve Right to File Additional Motions
Leave to Appeal	Revoke
Leave to Appear Pro Hac Vice	Sanctions
Limited Admission	Seal (Court Users Only)
Mistrial - ##	Seal Case (Court Users Only)
More Definite Statement	Seal Document (Court Users Only)
Motion - Miscellaneous	Sealed Motion (Court Users Only)
New Trial	Set Aside
Order	Sever
Order to Show Cause	Strike
Permanent Injunction - ##	Subpoenas and Witness Fees at Government Expense
Preliminary Injunction - ##	Substitute Attorney
Produce	Suppress ##
Protective Order	Unseal Case
Quash	Unseal Document
Reassign Case	Vacate or Correct Sentence (2255)##
Reconsideration	Vacate or Correct Sentence (2255) - Amended ###
Recuse	Warrant
Redact Transcript	Withdraw Attorney
Refer to Special Master	Withdraw Document
Reference	Withdraw Plea of Guilty
Reimbursement of Out of Pocket Expenses (Pro Bono)	Withdraw Plea of Nolo Contendere
Release	Writ of Habeas Corpus ad prosequendum
Release of Bond Obligation	Writ of Habeas Corpus ad testificandum
Release of Funds	
Remand	

Remand to Agency
Remand to Bankruptcy Court
Remand to State Court
Reopen
Request for Judicial Notice
Return of Property
Rule 54(b) Judgment
Sanctions
Seal Case (Court Users Only)
Seal Document (Court Users Only)
Sealed Motion (Court Users Only)
Service by Publication
Set Aside
Set Aside Default Judgment
Set Aside Judgment
Settlement
Sever
Stay
Strike
Substitute Attorney
Substitute Document
Substitute Party
Summary Judgment - ##
Summary Judgment - Partial ##
Supplement
Temporary Restraining Order - ##
Unseal Case
Unseal Document
Vacate
Withdraw
Withdraw Reference
Withdraw/Substitute Attorney
Writ

Writ of Entry

Writ of Habeas Corpus ad testificandum

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Appendix D - Prefix Types



PREFIX
Alternative
Amended
Amicus
Consent
Counter
Cross
Emergency
Ex Parte
Expert
Fifth
Final
First
Fourth
Interim
Interlocutory
Joint

Lodged
Monthly
Oral
Proposed
Second
Stipulated
Supplemental
Third
Third Party
Unopposed
Unsigned
Verified

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Appendix E - Party Roles



List of party role types available in CM/ECF are displayed below. An '*' indicates that the named party will not appear on the cover docket report.

ROLE TYPE
Amicus
Appellant
Appellee
Claimant *
Consolidated Claimant

Consolidated Counter Claimant
Consolidated Counter Defendant
Consolidated Cross Claimant
Consolidated Cross Defendant
Consolidated Defendant
Consolidated Plaintiff
Consolidated Third Party Defendant
Consolidated Third Party Plaintiff
Counter Claimant
Counter Defendant
Creditor *
Cross Claimant
Cross Defendant
Custodian *
Debtor
Debtor in Possession
Defendant
Fourth Party Defendant
Fourth Party Plaintiff
Garnishee
In Re

Interested Non-Party *
Interested Party
Interpleader
Intervenor
Intervenor Defendant
Intervenor Plaintiff
Material Witness
Mediator *
Movant
Notice Party *
Objector *
Petitioner
Plaintiff
Receiver
Respondent
Special Master
Taxpayer *
Third Party Defendant
Third Party Plaintiff
Trustee

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Appendix F - Flags

FLAG	DEFINITION	WHEN SET	COMMENTS
APPEAL	Appeal	Upon filing of a Notice of Appeal.	Flag is removed upon filing of a Mandate or Order dismissing the appeal.
CONSENT	Consent to Magistrate	Upon filing full consent of the parties to proceed before a Magistrate Judge.	Consider the addition of new parties and/or consolidation of cases.
CONSOLIDATED	Consolidated Cases	Added following order of consolidation in a group of cases.	Removed if cases are severed following consolidation.
CT	Court Trial	Posted upon entry of minutes/Court Trial Begins.	Permanent flag displayed on the docket.
F&R	Findings and Recommendation	Posted upon filing of a Findings & Recommendation.	Flag is removed upon posting of an Order on the Findings & Recommendation
FRC	Federal Records Center	Posted upon filing of FRC event that the paper file is at the Federal Records Center in Seattle, WA.	Flag is removed upon retrieval of the paper file from the FRC. Otherwise, the FRC flag is permanently displayed on the docket.
HABEAS	Habeas Corpus	Posted at case opening of 28 U.S.C. §§ 2254, 2241, and 2255 cases.	Permanent flag displayed on the docket.
IFP	In Forma Pauperis	Posted upon filing of an order granting or granting in part an IFP Application/Motion.	Permanent flag displayed on the docket.
INTAPP	Interlocutory Appeal	Posted upon filing of a Notice of Interlocutory Appeal.	Flag is removed upon posting of a Mandate or Order dismissing the appeal.
INTRADIST	Intra-District Transfer	Posted when a case is transferred from one divisional office to another.	Permanent flag displayed on the docket.
JT	Jury Trial	Posted upon filing of minutes of Jury Trial Begins/Voir Dire.	Permanent flag displayed on the docket.
LEAD	Lead Case	Added by court user to designated lead case during a consolidation of cases.	Permanent flag displayed on the docket unless/until cases may be severed.
MAGAPP	Appeal of Magistrate Ruling	Posted upon filing of an appeal of a Magistrate Judge ruling in a non-consent case to a District Judge.	Flag is removed upon posting of the ruling by the District Judge.
MDL	Multi-District Litigation	Posted upon designation of a case as part of Multi-District Litigation.	Permanent flag displayed on the docket.
MERGED	Merged into Criminal Case	Posted to the docket of a magistrate case that has been merged into a criminal case following filing of an indictment.	Permanent flag displayed on the docket.
PPS	Prisoner Pro Se Case	Posted when a <i>pro se</i> prisoner is a party.	Permanent flag displayed on the docket.
PR1983	Prisoner Civil Rights	Posted at case opening for cases with NOS codes of 550 or 555.	Permanent flag displayed on the docket.
PROBONO	Pro Bono Representation Program	Posted when the judge refers a party to the Pro Bono Panel for representation.	Flag is removed following completion of the referral.

PROTECTIVE ORD	Protective Order	Posted upon filing of a Protective Order of the Court.	Permanent flag displayed on the docket.
PTOWV	Pretrial Order Waived	Set by the user when notified that parties waive the pretrial order.	Permanent flag displayed on the docket.
ProSeFiler	Pro Se Filer	Posted if the pro se party is granted permissions to become a Registered User and electronically file documents in CM/ECF.	Permanent flag displayed on the docket unless privileges are changed.
ProSeNotice	Pro Se Party Receiving Notice by CM/ECF	Posted if the pro se party is granted permission to receive NEFs via CM/ECF only.	Permanent flag displayed on the docket unless privileges are changed.
ProSeService	Pro Se Party Accepting Service by CM/ECF	Posted if the pro se party is granted permission to accept service electronically via CM/ECF.	Permanent flag displayed on the docket unless privileges are changed.
REENTRY COURT	Reentry Court	Criminal case flag set when a defendant is accepted into the District's Reentry Court Program.	Flag is removed if a defendant successfully completes the program or if he/she is ordered removed from the program.
REOPENED	Reopened	Set as case is statistically reopened.	Permanent flag displayed on the docket.
SM	Special Master	Set when a Special Master is appointed.	Permanent flag displayed on the docket.
SSVOL	Social Security Voluntary Settlement Process	Set when Notice of Intent to Engage In Voluntary Settlement Procedures is filed.	Permanent flag displayed on the docket.
STAYED	Case Stayed	Set when an order staying the case is filed.	Flag is removed when an order lifting the stay is filed.
TERMINATED	Case Terminated	Set when case has been statistically closed either by order or judgment. In a criminal case, it is to be set when the last defendant and all counts are in a dispositive status.	Removed if a case is statistically reopened and reset at reclosing.

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Appendix G - Schedule Types (Deadlines and Hearings)



DEADLINES	
Amended Complaint	Pretrial Documents
Amended IFP Application	Pretrial Order
Amended Petition	Prisoner Dispositive Motions
Answer	Pro Bono Response
Appellants Reply Brief	Pro Bono Review

Bankruptcy Appellants Brief	Redacted Transcript
Bankruptcy Appellees Brief	Redaction Request
Brief	Release of Transcript Restrict
Case Management	Reply Brief
Consent to Magistrate	Reply
Cost Bill Objections	Response
Cost Bill Taxation	Response to F & R Objection
Discovery	Response to Objections to Magistrate Judge's Order
Dispositive Motion Reply	Social Security Defendants Brief
Dispositive Motion Response	Social Security Plaintiffs Brief
Dispositive Motions	Social Security Reply Brief
Exhibit List	Service Papers Due
Expert Discovery	Show Cause in Writing
Expert Witness List	Status Report
Federal Defendants Answer	Sur-Reply
Filing Fee	Sur-Response
Final Papers Submission	Temporary Stay of Execution
Forfeiture Claim	Transcript Deadline
Habeas Petitioners Brief	Transcript Designation
IFP Application Due	Under Advisement - Case
Joint ADR Report	Under Advisement - Habeas Petition

Joint Status Report	Under Advisement - Motion
Motions	Under Advisement - Social Security Case
Notice of Intent to Redact	Waiver of Service
Objections	Witness Statements Exchanged
Objection to F & R	Witness Statements Exchanged
Plea Agreement	

HEARINGS	
Arraignment	Jury Selection
Attorney Admissions	Material Witness
Attorney Appointment	Medford Calendar
Bankruptcy Appeal	Naturalization Ceremony
Bond	Nebbia Hearing
CVB Calendar	No Scheduling
Change of Plea	Oral Argument
Competency	Portland Calendar
Contempt	Preliminary Examination
Detention	Preliminary Revocation
Detention Hearing - Material Witness	Pretrial Conference
Discovery	Pretrial Release Violation
Dispositional	Psychiatric Report

Evidentiary Hearing	Reentry Court
Extradition	Resume Scheduling
Final Paper Call	Revocation Probation - Final Hearing
Final Pretrial Conference	Revocation Supervised Release - Final Hearing
Forfeiture	Rule 16 Conference
Grand Jury Returns	Rule 44(c) Hearing
Hearing	Scheduling Conference
In Camera	Sentencing
In Chambers Conference	Settlement Conference
Initial Appearance	Show Cause Hearing
Initial Appearance - Material Witness	Status Conference
Initial Appearance - Rule 40	Summary Jury Trial
Initial Appearance - Revocation	Telephone Conference
Inns of Court	Trial - Court
Judgment Debtor Examination	Trial - Jury
Judicial Conference	

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CM/ECF User Manual

User Manual for the District of Oregon CM/ECF System.

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