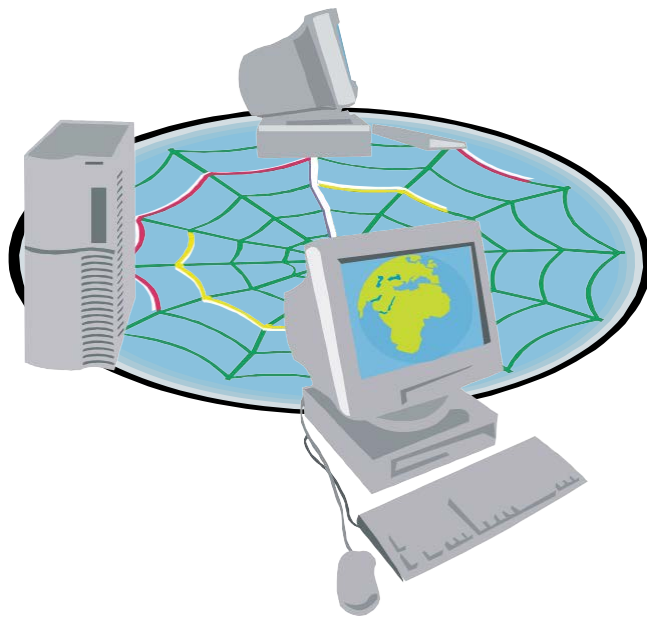


Electronic Case Filing With CM/ECF



Attorney's User Manual District of Alaska (September 2019)

TABLE OF CONTENTS

Getting Started. 1
 Introduction. 1
 Help. 1
 ECF System Capabilities. 1
 Training. 1

Requirements. 1
 Hardware and Software Requirements. 1
 PACER Registration. 2

Registering for Access to ECF. 2

Preparation. 2
 Convert Documents to PDF Format. 2

Basics. 3
 User Interactions. 3
 Conventions used in this Manual. 3
 Documents Filed In Error. 3
 Case Number Formats Used To Enter Documents 3
 Viewing Transaction Log. 3
 User’s Manual. 4

A Step-By-Step Guide. 4
 How to Access the System. 4
 Logging In. 4
 Selecting ECF Features. 4

Civil Events Feature. 5
 General Rules and Manipulations. 5
 Manipulating the screens. 5
 Correcting a mistake. 5
 Signatures; Affidavits of Service. 5
 Filing a Civil Complaint. 6
 Filing Documents for Civil Cases. 6
 E-Mail Notification of Documents That Were Filed. 10
 Add/Create New Party 10

Criminal Events Feature. 11
 Filing Documents for Criminal Cases. 11
 How to link your Opposition to the related Motion. 12

Utilities Feature. 13

Your Account.....	13
Change/Update Password.....	13
Enter, Update and Remove E-Mail Addresses.....	13
View Your Transaction Log	14
Search Feature.....	14
Logout.....	14

ELECTRONIC CASE FILES SYSTEM USER'S MANUAL

GETTING STARTED

INTRODUCTION

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users are presumed to have a working knowledge of the various programs associated with electronic case filing, *e.g.*, Internet Explorer®, Firefox®, Microsoft Word®, WordPerfect®, Microsoft Office®, and Adobe Acrobat®.

Filing Assistance

Contact the Clerk's Office between the hours of 8:00 am and 4:30 pm, Monday through Friday, if you need assistance using ECF.

Phone - Anchorage **1-907-677-6130**

E-mail: cmecfhelpdesk@akd.uscourts.gov

ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and an Internet browser to perform the following functions:

- Open the Court's web page
- View or download the most recent version of the User's Manual
- Self-train on a web-based ECF Tutorial
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports for cases that were filed electronically

TRAINING

For self-training on the web-based ECF Tutorial contact the Court to obtain a log-in user name and password, and other necessary information on the use of the ECF Tutorial.

REQUIREMENTS

HARDWARE AND SOFTWARE REQUIREMENTS

The hardware and software requirements needed to electronically file, view and retrieve case documents are the following:

- A personal computer running a standard platform such as Windows or Macintosh.
- An Internet provider using Point to Point Protocol (PPP)
- Internet Explorer (available at <http://www.microsoft.com/windows/ie>) or Firefox (available at <http://www.mozilla.com/en-US/firefox/ie>).
- Software, such as Adobe Acrobat Writer® or pdfFactory®, to convert documents from a word processor format to portable document format (.pdf). Other low cost solutions are available through www.pdfzone.com.
- A scanner to convert paper documents that are not in your word processing system to .pdf format.

NOTE: A scanner is to be used only for documents that cannot be produced electronically.
Scanned documents lessen the level of service provided by slowing down the entire system.

PACER REGISTRATION

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

REGISTERING FOR ACCESS TO ECF

Participants will need to register with the Court to receive a login and password for the ECF system. Registration forms can be obtained on the court's website at www.akd.uscourts.gov. Alternatively, completed registration forms can be mailed to:

U.S. District Court
Clerk's Office
Attn: ECF Attorney Registration
222 West 7th Ave., Box #4
Anchorage, AK 99513

Once an account has been established, your login and password will be sent to you by the Clerk's Office via e-mail.

PREPARATION

CONVERT DOCUMENTS TO PDF FORMAT

Only PDF (Portable Document Format) documents may be filed with the Court using the ECF system. Before sending the file to the Court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) system. The conversion process requires special software such as Adobe Acrobat Writer® or FinePrint pdfFactory®. Corel WordPerfect® versions 9 and above have Acrobat Writer built-in and can also be used to convert documents to PDF. Microsoft Office 2000® and above also have Acrobat Writer built-in. The user should refer to the applicable word processor manual or instructions for guidance in converting a document to .pdf.

BASICS

USER INTERACTIONS

There are three general types of user interactions allowed by the system:

- Entering information in data fields
- Using command buttons to direct system activities
- Mouse-clicking on hyperlinks

CONVENTIONS USED IN THIS MANUAL:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in [**bracketed boldface type**].
- Hyperlinks are represented in **underlined boldface type**.

DOCUMENTS FILED IN ERROR

It is important to note that documents will be incorrectly filed when the user posts the wrong PDF file to a docket entry; selects the wrong document type from the menu; or enters the wrong case number. Please proceed with caution and correct these types of errors prior to submitting them as a final transaction.

If a user files a document in the wrong case, notify the DQA (Data Quality Analyst), as soon as possible after an error is discovered. You will need to provide the case and document numbers for the document requiring correction. If appropriate, the Court will make an entry indicating that the document was filed in error. You will receive an electronic notification from the Court if you need to re-file the document. The ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

CASE NUMBER FORMATS USED TO ENTER DOCUMENTS

ECF will allow you to enter several different case formats in order to perform a search or file a document. If you enter a format that the system does not recognize, you will receive an error message, to see a list of acceptable formats, [**click**] on the "?" button on the menu bar.

VIEWING TRANSACTION LOG

This feature, selected from the Utilities menu allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately, then telephone the Clerk's Office (see p. 2) as soon as possible.

USER'S MANUAL

You can download or view the most recent version of the ECF User's Manual (in PDF format) from the District Court's web page. Enter www.akd.uscourts.gov, and when the Court's web page opens, [hover] on the CMECF tab at the top of the page, [click] CM/ECF Reference Materials.

A STEP-BY-STEP GUIDE

Below is a step-by-step guide for accessing the system, preparing a document for filing, and how to electronically docket in ECF. We suggest that you go through the steps on the computer-based training system before filing a document in the live system.

HOW TO ACCESS THE SYSTEM

Users can get into the system via the Internet by going to: <http://ecf.akd.uscourts.gov>

Or, you may go to the District of Alaska's web site at www.akd.uscourts.gov and [click] on the **Electronic Case Filing** hyperlink.

[Click] on **District of Alaska -Document Filing System** to open the login screen and login to ECF.

LOGGING IN

The next screen is the login screen.

Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive, don't forget to [click] the radio button regarding redaction requirements to the right of your login.

Once the **Main Menu** appears, choose from a list of **hyperlinked** options on the top bar.

“Civil” “Criminal” “Query” “Reports” “Utilities” “Search” “Logout”

NOTE: The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the Court as soon as possible.

SELECTING ECF FEATURES

ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.

Civil- Select **Civil** to electronically file all civil case pleadings, motions, and other Court documents.

Criminal- Select **Criminal** to electronically file all criminal case pleadings, motions, or other Court documents.

Query- **Query** ECF by specific case number, party name, or nature of suit to view documents that are relevant to the case. (You must login to **PACER** before you can query ECF.)

- Reports**- Choose **Reports** to retrieve docket sheets and “cases-filed” reports. (You must login to **PACER** before you can view an ECF report.)
- Utilities**- View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** area of ECF.
- Search**- Allows you to search menus and events by keyword.
- Logout**- Allows you to exit from ECF and prevents further filing with your password until the next time you log in.

CIVIL EVENTS FEATURE

Registered filers will use the Civil feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

GENERAL RULES AND MANIPULATIONS

Manipulating the screens

Each screen has the following two buttons:

- “clear” clears **all** characters entered in the box(es) on that screen.
- or “submit” accepts the entry just made and displays the next entry screen, if any.

It is strongly recommended that entry be carefully checked before the “submit” button is clicked.

Correcting a mistake

Should an error be discovered before an entry is submitted, use the “back” button on the browser toolbar to go back and correct an entry made on a previous screen. Once the document is submitted electronically to the court, however, only the court can make changes or corrections.

Signatures; Affidavits of Service [See L.Civ.R 5.1(e)]

Documents that must contain original signatures or that require either verification or an unsworn declaration under any rule or statute, must be filed electronically with originally executed copies maintained by the filer. The pleadings or other documents electronically filed must indicate a signature, *e.g.*, “s/ Jane Doe.”

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

- a. Obtain the signatures of all signatories to the document, scan the pages containing the physical signatures into .pdf format, and substitute the scanned signature pages for the signature pages in the document after it is converted from word processor form to .pdf format;

OR

- b. After confirming that the content of the document is acceptable to all persons required to sign the document and obtain their consent, file the document electronically, indicating the signatories, *e.g.*, “s/ Jane Doe (consent),” “s/ John Doe (consent),” *etc.*

FILING A CIVIL COMPLAINT

The Court will accept complaints sent by e-mail, sent by U. S. Mail, or delivered in person to the Clerk's office. If you e-mail your complaint and initiating documents, it must be in PDF format and sent to the following address: newcvcases@akd.uscourts.gov

The subject matter of the e-mail should read “**new civil case - Anchorage (Party Name v. Party Name)**”, (or Fairbanks, Juneau, Ketchikan or Nome), as appropriate.

Parties filing case initiating documents via e-mail will be contacted by the Clerk's Office to make arrangements for payment of the case opening fee. The filing fee can be paid by check, money order, credit card, electronically via pay.gov, U.S. mail, or in person at any Clerk's Office location.

The filing fee (or application to proceed *in forma pauperis*) is required. If the fee or application is not received within three (3) work days of the date the complaint is received, it will be returned to the filer.

The filing party will be notified by a Notice of Electronic Filing when the case is filed in ECF, including the case number and judge assignment.

FILING DOCUMENTS FOR CIVIL CASES

There are nine basic steps involved in filing a document:

- 1) Select the type of document to file;
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the party(s) filing the document;
- 4) Specify the PDF file name and location for the document to be filed.
- 5) Add attachments, if any, to the document being filed.
- 6) Define motion type, Stipulation/Unopposed.
- 7) Modify docket text as necessary; and carefully review before you submit
- 8) Submit the pleading to ECF
- 9) Receive notification of electronic filing

After successfully logging into ECF, follow these steps to file a pleading.

1. Select the type of document to file

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

[**Click**] on **Motions**, under Motions and Related Filings

The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.

2. Enter the case number in which the document is to be filed.

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and [**click**] on “next.”

- If the number is entered incorrectly, [**click**] “clear” to re-enter. If the computer prompts that you entered an invalid case number, [**click**] on “back” to re-enter.
- When the case number is correct, [**click**] on “next.”

3. Designate the party(s) filing the document

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the control (Ctrl) key while pointing and [**click**] on each party of the group

After highlighting the parties to the motion, [**click**] on the “next” button.

NOTE: If your party does not appear, see the section of this manual titled Add/Create New Party.

4. Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new Motions screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

NOTE: It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in ECF MUST be in .pdf format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

- [**Click**] on the “Browse” button. ECF opens the “My Documents” screen on your computer.
- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

NOTE: In order to verify that you have selected the correct document, right mouse **[click]** on the highlighted file name to open a quick menu and left mouse **[click]** on [Open with Adobe]. Adobe Acrobat® or Acrobat Reader® will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

- Once you have verified the document is correct, close Adobe Acrobat® and **[click]** on the “open” button. ECF closes the File Upload screen and inserts the PDF file name and location in the Motions screen.
- If there are no attachments to the motion, **[click]** on “next.” A new Motions window opens. Go to Section 6, “Modifying Docket Text,” to proceed with your filing.
- If you have Attachments to your motion, you will select [Browse] on the screen. **[Click]** on “next” and proceed to the first step in Section 5, “Adding Attachments to Documents Being Filed.”

In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you **[click]** on the “next” button.

“ERROR: Document is not a well-formed PDF document (no further information is available)

- ECF will not permit you to select a file for your pleading that is not in PDF format.
- **[Click]** on the “back” button and ECF will return to the Motions screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select a Document to File

If you fail to select a document to file, ECF will display the error message depicted below.

“Note: You have not selected a document.”

- If you **[click]** “OK” from the screen, ECF will return you to the Motions screen. You cannot proceed without attaching a PDF document.

5. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new Motions screen appears.

- **[Click]** on “browse” to search for the document file name of the attachment.
- Next to the field for attachment Category, **[click]** on the arrow and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, **[click]** in the Description box and type a clear and concise description of the attachment.
- **[Click]** on “Add to list.”

ECF adds the selected document as an attachment to the main document. A new Motions screen opens to display the file name of the newly attached document.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, [**click**] on “Next.”

6. Stipulation or Unopposed Motion.

Answer question, “Is this a STIPULATION or an UNOPPOSED motion? Y/N” with either an upper or lower case <y> or <n> whichever is appropriate for your motion. For this example select <n>.

If you enter a <y> ECF will not create a Response or Reply date. If you enter a <n> ECF will create both a Response and Reply date. You will not be able to modify these dates and they will appear in the docket text.

7. Modify docket text

[**Click**] the triangle in the text box to open a modifier drop-down list. Select a modifier if appropriate.

[**Click**] in the open text area to type additional text for the description of the pleading. Any text that you enter will appear in italics on the docket.

8. Submit the pleading.

[**Click**] on the “Next” button. A new Motions window appears with the complete text for the docket report.

- Review the docket text and correct any errors. If you need to modify data on a previous screen, [**click**] the “back” button on the browser’s toolbar to find the screen you wish to alter.
- [**Click**] on the “Next” button to file and docket the pleading.

WARNING: Pressing the “Next” button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- [**click**] on any hyperlink on the Blue ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- [**click**] on the browser’s “back” button until *you return to the desired screen.*

9. Notice of Electronic Filing

ECF automatically displays an ECF filing receipt after you submit the document.

- The screen provides confirmation that ECF has stored your transaction and the pleading is now an official court document. It also displays the date and time of your

transaction and the number that was assigned to your document. You should note this number on the document's PDF file.

- Select (Print) on the browser's toolbar to print the document receipt.
- Select [**File**] from the browser's menu, and choose [**Save As...**] from the drop-down window to save the receipt to a file on the hard drive of your computer.

NOTE: See the Administrative Policies and Procedures for the U.S. District Court for the District of Alaska for procedures on service of electronically filed documents.

E-Mail Notification of Documents That Were Filed

After a document is electronically filed, the ECF System sends a Notice of Electronic Filing to the designated attorneys and parties who have supplied their E-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document, [**click**] on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The Court strongly urges you to save the Notice of Electronic Filing *and* documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and documents from ECF must be made through your PACER account and is subject to regular PACER fees.

NOTE: It is the responsibility of filers to send hard copies of the documents and Notice of Electronic Filing to attorneys and pro se parties cannot be served electronically. See NEF "Notice will be delivered by other means to:" to determine who needs to be served by mail.

Add/Create New Party

When filing in ECF, you may need to add a party to an existing case. Examples of events that might add a party are: an Answer with Counterclaim, Amended Complaint, Third-Party Complaint and a Complaint in Intervention.

NOTE: Follow the steps outlined in the Civil instructions to Login to the ECF system.

[**Click**] on the **Civil** in the ECF bar at the top of the screen. Select the filing party (the party who you represent should already be listed). You will be prompted to identify to which document your filing relates, *e.g.*, the Complaint. [**Click**] in the box to the left of the appropriate document, *e.g.*, complaint, and [**click**] "Next." Identify, review, and upload your PDF document to ECF.

Once you [**click**] on the "Next" button, you will be prompted to answer whether or not your Answer contains a Counterclaim, Cross-Claim or Third-Party Complaint. [**Click**] into each box to the left of the question that applies. For example, select Counterclaim and [**click**] on the "Next" button. If the Counterclaim adds a party not already in the case, you will need to add the new party.

1. **[Click]** on the hyperlink **Add/Create New Party**.
2. Name Search. Enter the Last Name of your party, use upper/lower case and any punctuation as appropriate. If your entry matches any names in ECF, the system will display a list of matching names. Verify that the name in the system is correct for spelling (first and last, along with middle name or initial). To choose the name, highlight it, **[click]** directly on the name and then **[click]** on “Select name from list.”
3. Search results. If your name does not match one already in the system you will need to create one. **[Click]** on “Create new party.”
4. Party Information Screen. Add the party’s first name, middle name (or initial) and party role ONLY. Leave all other fields blank. The Court staff will update the record on an as needed basis. Once you have updated the party record, **[click]** on the “Submit” button.
5. Select new party. You will be returned to the screen in (Step 1). However, this time the party you added will be one of the names to choose from. Highlight the name you created and **[click]** on “Next.”
6. Jury Demand. Answer the question, “Does this Answer include a jury demand? Y/N” with either a <y> or <n> depending on your filing. Enter your choice and **[click]** on “Next.”
7. Modify/enter docket text. Make any additions in the provided text boxes. Any information that you type in, will appear in italics on the docket.
8. Review final docket text. This is the point of “No Return,” so verify information is correct; if not **[click]** on the browser’s “Back” button and make the corrections. Once you have confirmed the text on this screen **[click]** the “Next” button.
9. Notice of Electronic Filing. Upon final submission to ECF you will receive confirmation of your filing. Review this document carefully as this is the same notice that will be served on all other parties either electronically via e-mail or conventionally. The system will display who is served electronically. You will need to serve the party you added via conventional service as they have not yet made an appearance in the case.

CRIMINAL EVENTS FEATURE

FILING DOCUMENTS FOR CRIMINAL CASES

There are ten basic steps involved in filing a criminal document:

- 1) Select the type of document to be filed;
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the defendant that the filing relates to;
- 4) Verify that the case number and caption are correct.
- 5) Designate the party(s) filing the document;

- 6) Specify the PDF file name and location for the document to be filed.
- 7) Add attachments, if any, to the document being filed.
- 8) Modify docket text as necessary
- 9) Submit the document to ECF
- 10) Receive notification of electronic filing

Filing a document in a criminal case is very similar to filing a document in a civil case. One minor difference is that you will be prompted to select the Defendant that you represent. You may have to select your defendant twice.

If you are filing a responsive document that refers to a filing made by another defendant, you will need to select that defendant. You would select your defendant as the filing party.

How to link your Opposition to the related Motion:

For example, if you wish to submit a **Response in Opposition** to a motion.

Follow the steps outlined in the Civil instructions to Login to ECF system. Then **[click]** on **Criminal** in the ECF bar at the top of the screen. Under the header “Motions and Related Filings” click on **Responses and Replies**.

1. Select filing document. From the drop-down list select your document and **[click]** on the “Next” button.
2. Enter case number. Then **[click]** on the “Next” button.
3. Designate the defendant which you represent. Remember as noted above, the only time you will select a defendant other than the one you represent, is if you are responding to a filing by another defendant.
4. Verify the case number and caption are correct.
5. Designate the filing party(s). On the same screen as (Step 3), select the filing party.

The next several steps are the same as a Civil case.

6. Upload of the PDF document to ECF. **[Click]** on the “Browse” button and follow the steps in Civil (Step 4) for the upload of association. If you have attachments, add them now.
7. Relate your filing to the appropriate underlying document. In this example, you are filing a Response in Opposition to an existing Motion in ECF. To do so, **[click]** in the checkbox to the left of the appropriate motion. If this document does not relate to another you would be taken to (Step 8) and modify the docket text.
8. Modify the docket text as necessary. You may enter additional text in the text box for your docket entry. Any text that you enter will appear in italics on the docket sheet.

9. Review and correct the docket text as needed. In order to modify any text that you have entered, you must **[click]** on the browser's "Back" button.
10. Submit the document to ECF. Submit the pleading, **[click]** on the "Next" button.
11. Receive a Notice of Electronic Filing. Once you receive a Notice of Electronic Filing, you have successfully filed your document with the Court through ECF.

UTILITIES FEATURE

YOUR ACCOUNT

The ECF system allows users to perform some basic account maintenance. These instructions will help you change/update your password, enter, update or remove e-mails on your account, and review your transaction log. Each of these functions are available in the **Utilities** events menu in ECF. After logging in to ECF **[click]** on **Utilities** in the blue ECF Bar.

Change/Update Password

1. In order to change/update your password, **[click]** on **Maintain Your Account** under the **Your Account** heading. **[Click]** on the "More user information" button.
2. In the Password field enter your new password. Once you have entered your new password, **[click]** on the "Return to Account screen" button.
3. You will be returned to the same screen as (Step 1), **[click]** on the "Submit" button. To confirm your new password, **[click]** on the "Submit" button once more.
4. This is the account update confirmation screen. Make sure you receive this screen before leaving the Utilities menu.

Enter, Update and Remove E-Mail Addresses

1. To enter, update, or remove an e-mail address on your account, login to ECF, **[click]** on **Utilities** on the ECF bar and **[click]** on **Maintain User Account** under **Your Account** as outlined above. **[Click]** on the "E-mail information" button.
2. This screen allows you to update your e-mail address, add additional e-mail addresses to your account or add cases in which you would like to be notified of filing activity. The Court recommends having at least one additional address on your account in case of problems with your primary e-mail address. An alternate address may be a personal address, a peer or an assistant. Each of these accounts will receive one "free" look for each document filed with your account. Once you have made your changes, **[click]** on the "Return to Account screen" button and **[click]** on the "Submit" button on the **Maintain User Account** screen. **[Click]** on the "Submit" button once more for the e-mail confirmation screen.

NOTE: Do not remove the address in the primary e-mail address field. Removing the default e-mail address will adversely affect your ability to file in ECF.

3. This is the account update confirmation screen. Make sure you receive this screen before leaving the Utilities menu.

View Your Transaction Log

To **View your Transaction Log**, login to ECF, [click] on **Utilities** on the ECF bar and [click] on **View Your Transaction Log**. Enter a <Start Date:> and <End Date:> for your report as the default dates might cover a large date range. Once your dates have been entered, [click] on the “Submit” button.

SEARCH FEATURE

The new Event and Menu Search utility, labeled Search, is available from the main blue menu bar. When clicked, a small pop-up window appears, and the user can enter text to search on. Once the user enters text in the search box and clicks the Search button (or Enter on the keyboard) the results are displayed on the screen, with the search string characters highlighted. Each item is a hyperlink to the corresponding menu item or event, so the user can access the menu item or event right from the search results screen. Only letters and numbers are searched; other characters are considered separators. For example, if the user enters firm-judge in the search field, Firm/Judge would appear in the results since "-" and "/" are both considered some type of separator. Also, the search will find places where there were separators between numbers and letters that the user didn't ask for. For example, if the user searches on js5, the results will include items with js-5 in the name. The new Search functionality is available for ECF users only (not PACER users).

LOGOUT

Once you have completed your filing and receive your Notice of Electronic Filing, you can leave ECF, [click] on **Logout** in the ECF bar. This will terminate your session.

WARNING!!!! If you [click] on Logout before submitting a document for filing, your work **WILL NOT BE SAVED**.

If you forget to use the **Logout** feature and close your browser without doing so, you may receive an error message the next time you login to ECF. You will need to [click] on the “Continue login” button in to login to ECF.

If you cannot successfully login to ECF and receive other errors repeatedly, please contact the Clerk's Office.