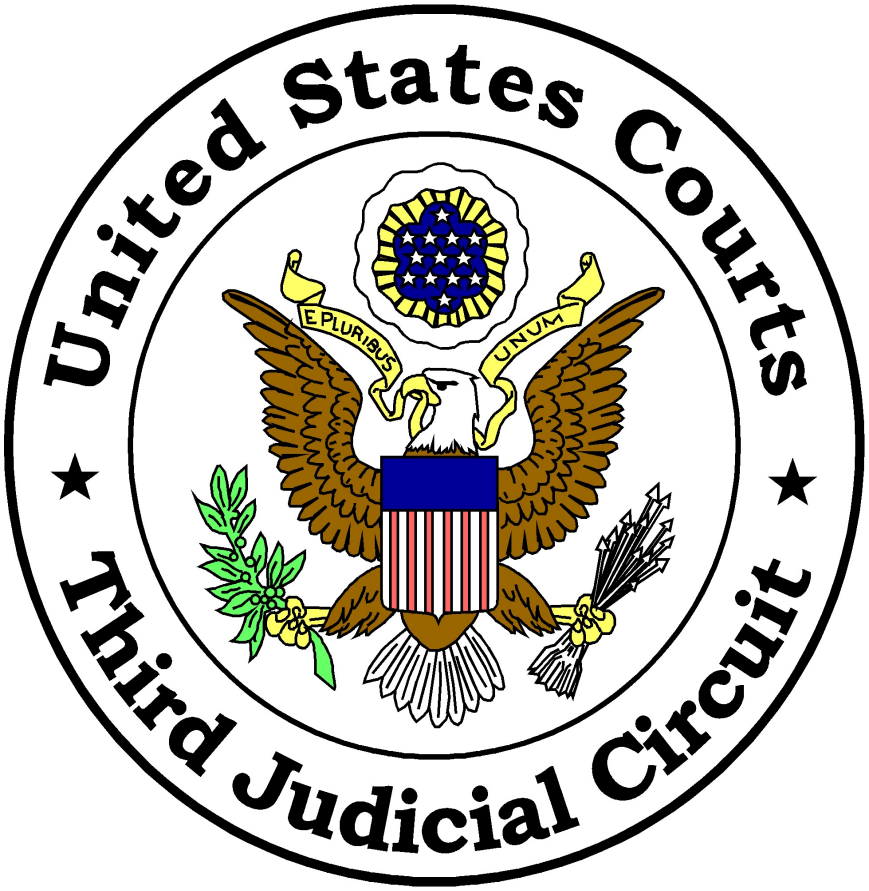

THIRD CIRCUIT COURT OF APPEALS

CM/ECF Court Reporter Manual

Last Update 12/1/08

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You can receive help by sending an email to the ECF help desk at ecf_helpdesk@ca3.uscourts.gov or by contacting the ECF help desk during the hours of 9am - 4pm at 267-299-4970.

Court Reporter Instructions
for using the Training Database

Before attempting to use the Training Database, we recommend that you review this CM/ECF Court Reporter Manual.

The Training Database is a replica of the Live database that you will use to file actual documents. The Training Database contains several sample cases to be used to practice filing documents. Please use the login and password listed below to access the training database (your personal CM/ECF login name and password will not work in the training database).

To enter the training database, use the following login and password. N.B. The login and password are case sensitive.

Login: Reporter20
Password: training#20

Below is a list of cases that can be used in the training database. You may use any of them for filing. Before you begin, make sure you have a PDF file that you can attach to the entry. It does not have to be a real document but it must be a PDF file.

Use any of these cases to practice filing events, such as an appearance, transcript purchase order form, brief, appendix, motion or a combination motion and response.

Civil Case:	03-1095	Gamerson Ind v. Blue Oil
Civil Case:	03-1075	St. Thomas Med v. Jackson Fire House
Criminal Case:	03-4050	USA v. Washington
Criminal Case:	03-4040	USA v. Peter Mifflin

Please keep in mind that some events may not work properly if no appropriate prior filing is made. For example, you will not be able to file a response to a motion unless there is already a motion filed.

If you have any questions please review the Help menu on our CM/ECF web page.

Glossary of Terms

Electronic Case Files (ECF) - The system used by a public user to file electronic documents with the Court.

Electronic Filing - The process of uploading a document from the filer's computer using the Court's Internet-based Case Management/Electronic Case Files system (CM/ECF) to file a document in a case. The CM/ECF System accepts documents in Portable Document Format (PDF) only.

Event - A transaction used to create a docket entry in a case.

Event Category - A list used to describe the types of filings, which corresponds with the phases of an appeal or a specialized group of filings within each category.

Event List - A list of the specific types of filings within each category.

Notice of Docket Activity (NDA) - An e-mail message containing a hyperlink to the document being filed through the ECF system. A Notice of Docket Activity is produced by the system at the time a document is filed and sets forth the attorneys or parties receiving notice/service. It is the equivalent of the Notice of Electronic Filing (NEF) in Bankruptcy and District Court ECF systems. This NDA will verify how service was made (i.e. e-mail, US Postal Mail, etc.), however, it is not to be substituted for a certificate of service.

PACER - (Public Access to Court Electronic Records) An electronic system that allows the user to view, print, and download electronically maintained docket information and court documents from the federal courts over the Internet.

PDF - (Portable Document Format) A document created by word processing or scanning, which must be converted to PDF to be filed through the system.

Public Filer - An individual who has a login and password to file documents electronically using the Court's CM/ECF system.

Relief - An additional portion of an event transaction used to create a docket entry in a case, which further describes the transaction. N.B. Not all events will have a relief.

Relief Category - A general topic, which includes reliefs that may be selected for filing.

Relief List - A list that allows you to further define the proper event being used.

CM/ECF Helpful Hints and Information

- Attorneys who are members in good standing of the Third Circuit Bar should register as a public filer of the Court's CM/ECF System by following these steps:

    a. Register with PACER for a PACER Account: If you or your law firm has not previously obtained a PACER account, you must obtain a PACER account via PACER Service Center.
    b. Register with PACER for Appellate Filer Account: An ECF Filer account is required to file documents through CM/ECF. Register for an appellate filer account at PACER Service Center Appellate ECF Filer Registration.

- Pro Se litigants generally do not file documents electronically. However, a pro se litigant who is a party in a case before the Court may file documents electronically in that case. The pro se litigant should register with PACER as a pro se Appellate Filer.

- Sealed Documents: Sealed documents should be filed electronically using an event preceded by "**SEALED**" (e.g. Sealed Motion). When a sealed event is chosen, the document will not appear on the docket report. If you fail to use the event preceded by "**SEALED,**" the document will be available to any PACER registered user.

- Signatures: Your appellate ECF filer login and password constitute your official signature on all documents filed using your assigned login and password in the CM/ECF System. In addition, the name of the Public Filer under whose login and password is used to file the document must be preceded by a **"s/ "** and typed in the space where the signature would otherwise appear (e.g., s/ John Doe). A document that requires multiple signatures may be filed by submitting a scanned version containing all signatures.

- Public filers are required to attach a document to each event docketed. All documents that are attached to an event must be in PDF format. You may convert a document into a PDF format by using Word or WordPerfect or you can scan the document and save it as a PDF file.

- The maximum file size for a document filed on the CM/ECF system is 3.5 MB. N.B. Multiple documents can be attached to an individual event, however, the size cannot exceed 15 MB per event.

- In accordance with Fed. R. App. P. 25(a)(5), public access to electronic documents in social security or immigration cases is limited to the Court's orders, opinions and judgments.

- The examples in this manual are applicable to all events and reliefs.

Getting Started

Logging into CM/ECF:

1. Click the hyperlink for the CM/ECF Document Filing System from the Third Circuit website.

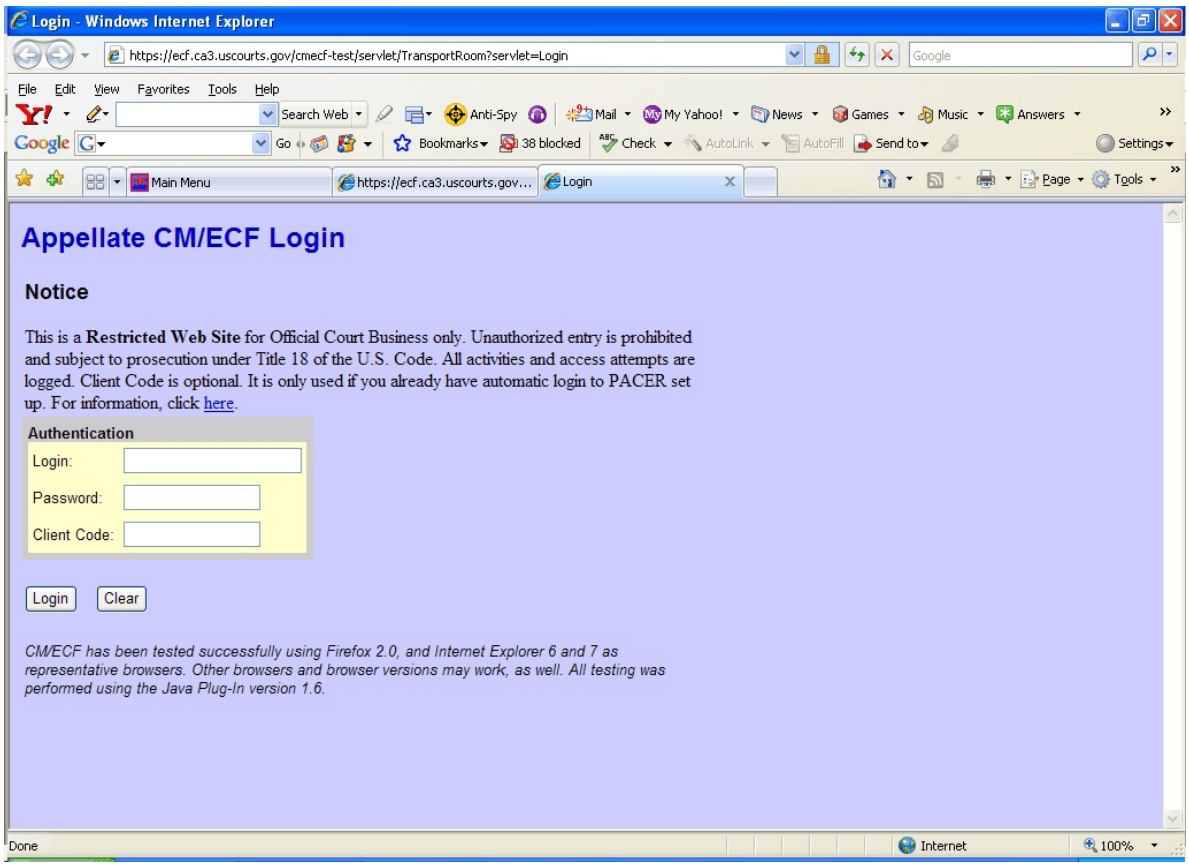
2. The CM/ECF login screen will appear.

3. Enter your ECF User login.

4. Enter your ECF password.
   N.B. Your login and password are case sensitive.

5. Client Code is optional.

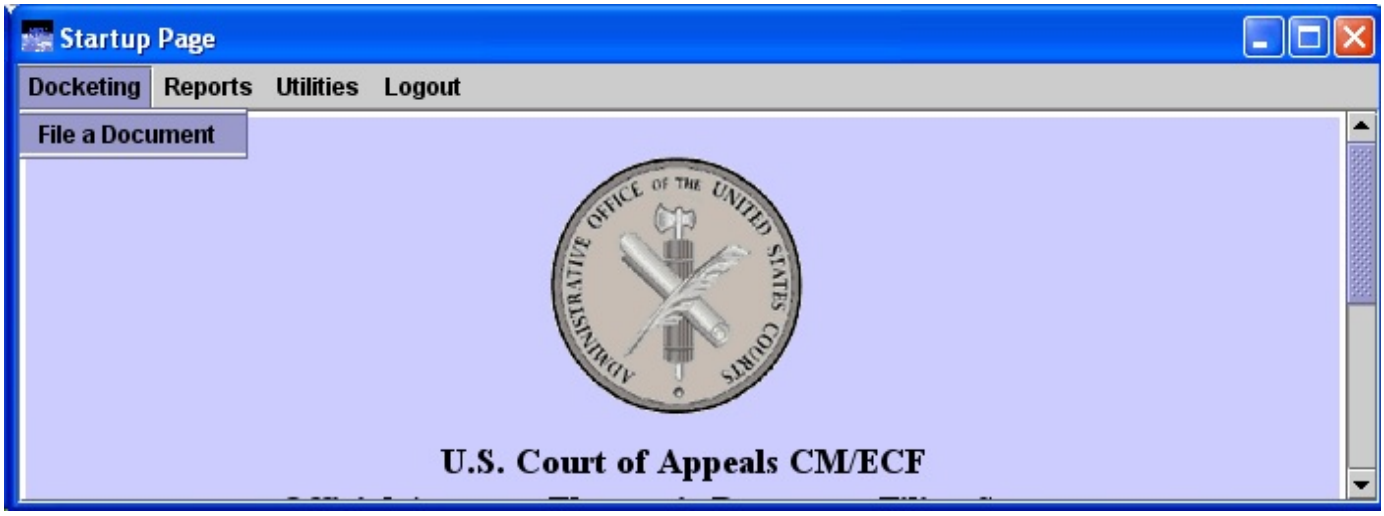
6. Click ***Login.***



Toolbar Options

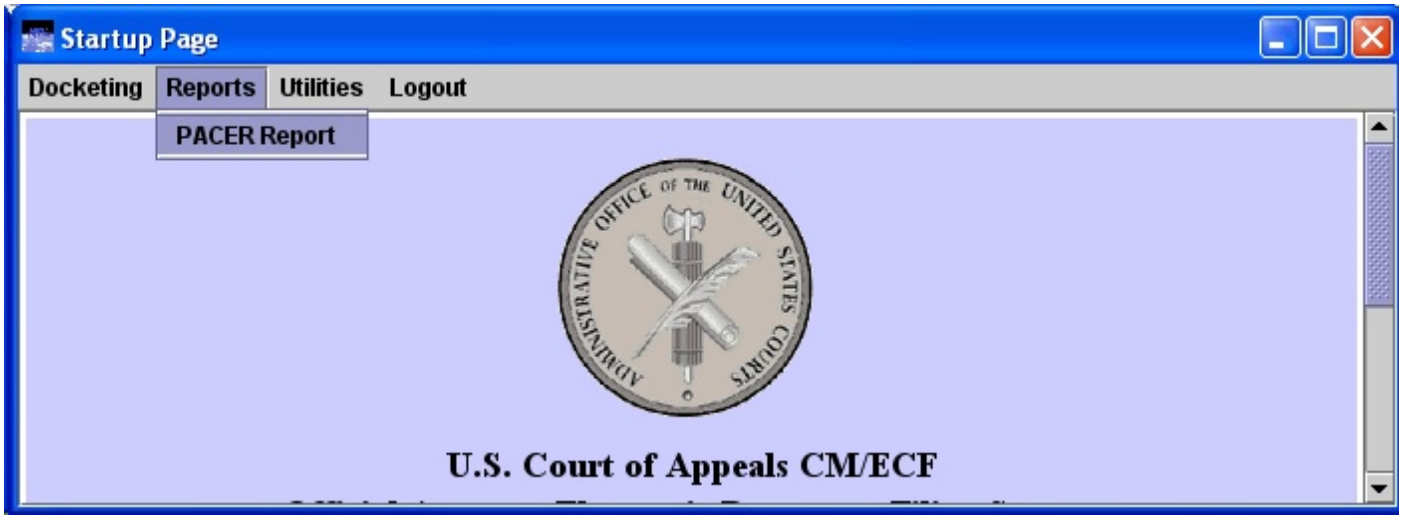
Docketing

- After logging into the CM/ECF system, the main screen will appear with the tool bar at the top, left-hand side. To file a document with the Court, click ***Docketing*** and click ***File a Document***.



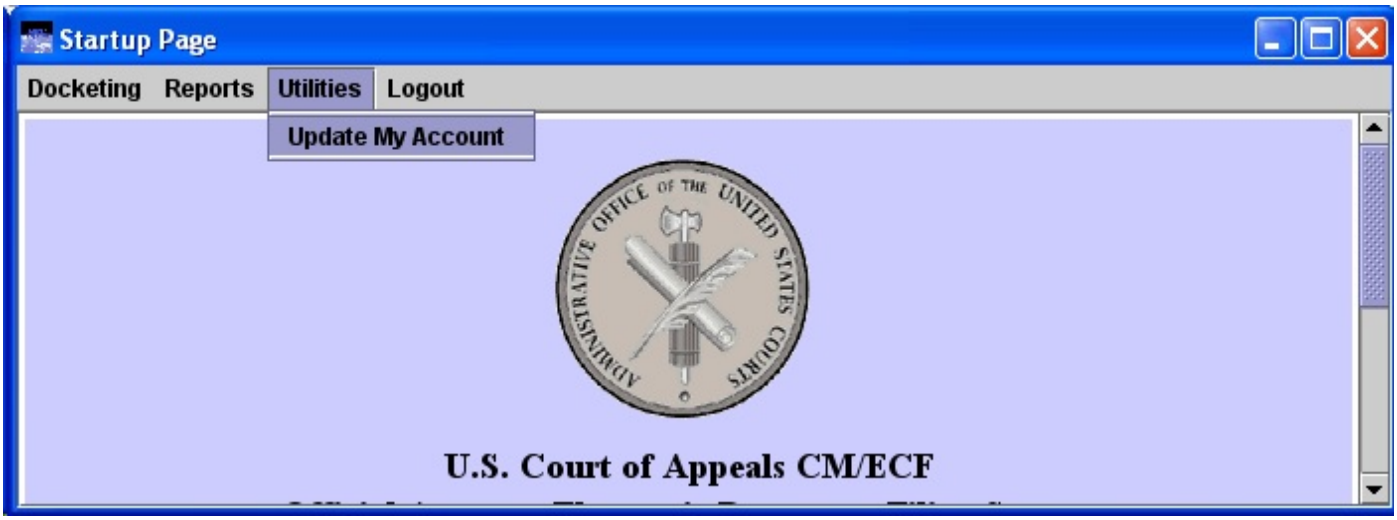
Reports

- You can access a docket report via PACER by selecting the ***Reports-PACER Report*** option on the CM/ECF toolbar. This option links you directly to the PACER Service Center Home.



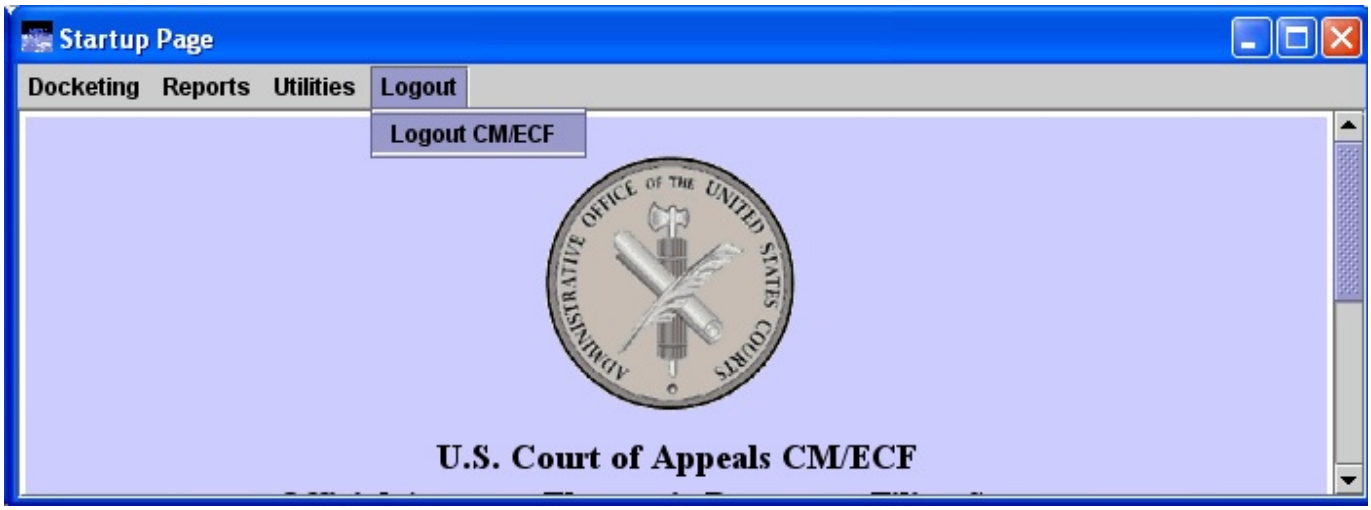
Utilities

- You can manage your account by selecting the ***Utilities - Update My Account*** option from the CM/ECF toolbar. You are able to update account information such as, email address, telephone number etc.



Logout

- When you have finished filing your document, choose ***Logout*** from the menu and ***Logout CM/ECF*** to exit the system.



CM/ECF System Navigating Tips

★ Press the TAB key on your keyboard to move to the next field.

★ You can navigate between screens by clicking the ***Back*** and ***Continue*** buttons.

★ If you wish to discontinue a transaction, you can click ***Cancel*** button.

How to File a Transcript Purchase Order Form

(Example: Transcript purchase order form (part III))

1. Select ***Docketing*** and click ***File a Document***.

2. Enter the 6 digit appellate case number (e.g. YY-NNNN).

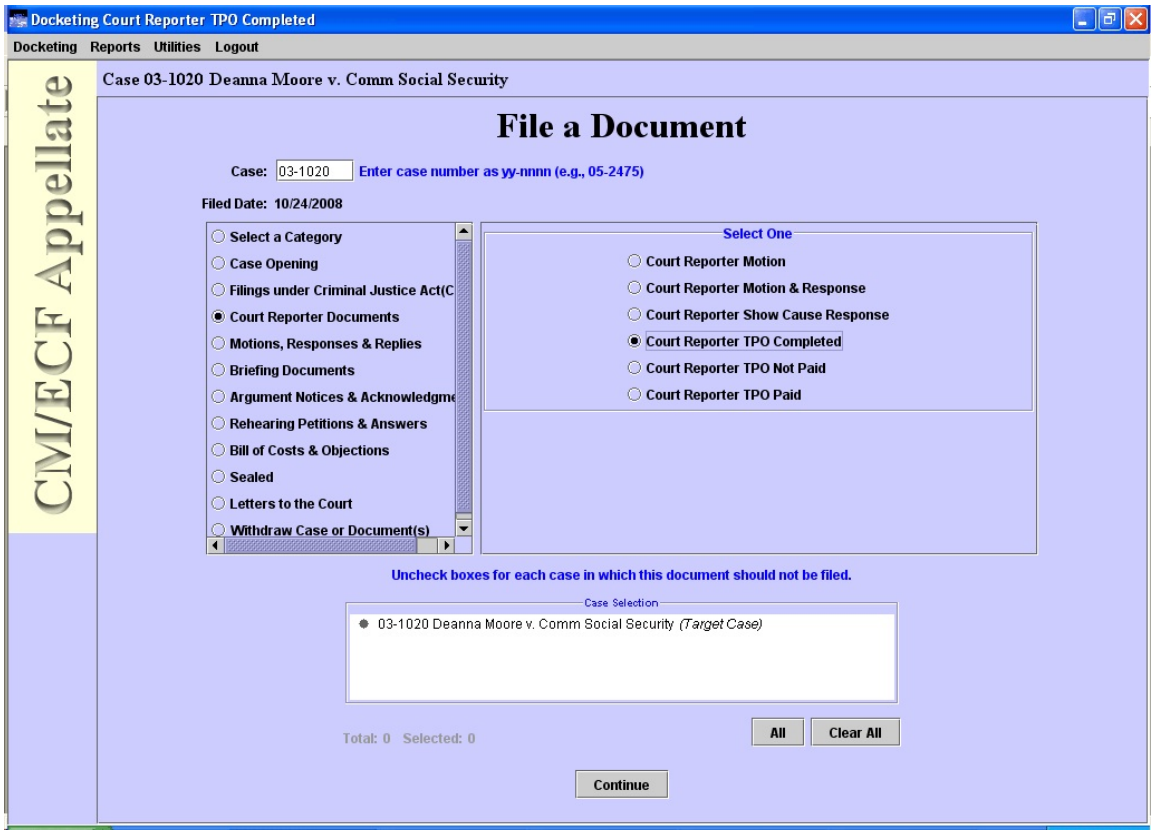
3. Check to ensure that the correct case number and short title appear at the top left of the screen and in the ***Case Selection*** box.

4. The Event Categories are listed in the left-hand box. The Court Reporters will always select the ***Court Reporter Documents*** category.

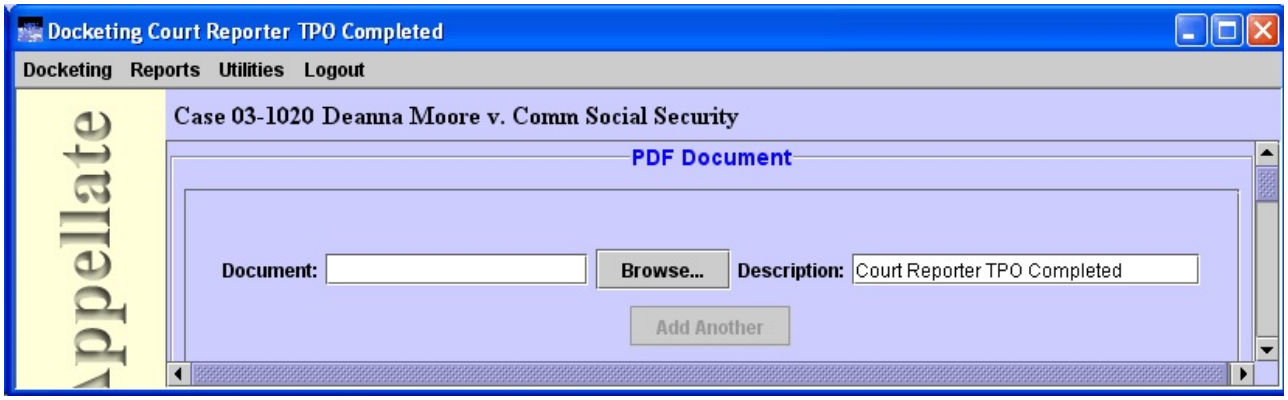
5. Select the type of document you want to file from the Event list in the right-hand box. For this example, select ***Court Reporter TPO Completed***.

6. All associated cases will appear in the ***Case Selection*** box. (i.e. cross-appeals and related cases) Your document will be filed and appear on the docket in all cases listed in the ***Case Selection*** box. If your document should not be filed in the case numbers that appear in the case selection box, please uncheck the box for the associated case.

7. Click ***Continue***.



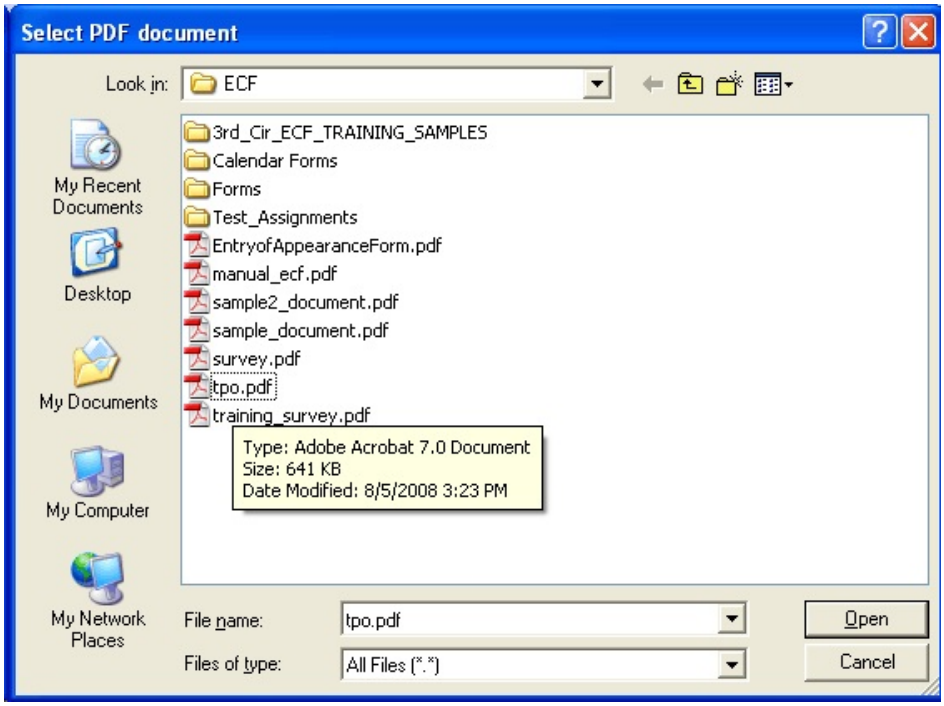
8. Attach the transcript purchase order (tpo) by clicking the ***Browse*** button and navigating to where the tpo is saved on your computer.



9. View the document(s) prior to attaching to ensure it is the correct document(s). Also, check the file size of each document. You can check the file size by resting your cursor over the file name and a box will appear with the file size, or you can right click your mouse over the highlighted file name, select properties and view the file size. The maximum file size for each document is 3.5 MB. The maximum file size for all documents attached to an event is 15 MB.

10. Click ***Open,*** which will attach the document to the event.

11. If you wish to attach another document click ***Add Another*** and repeat the instructions above. You may also include a description for the additional document. The maximum file size for each document attached to an event is 2MB**.**



12. Select the court reporter who is filing the document.

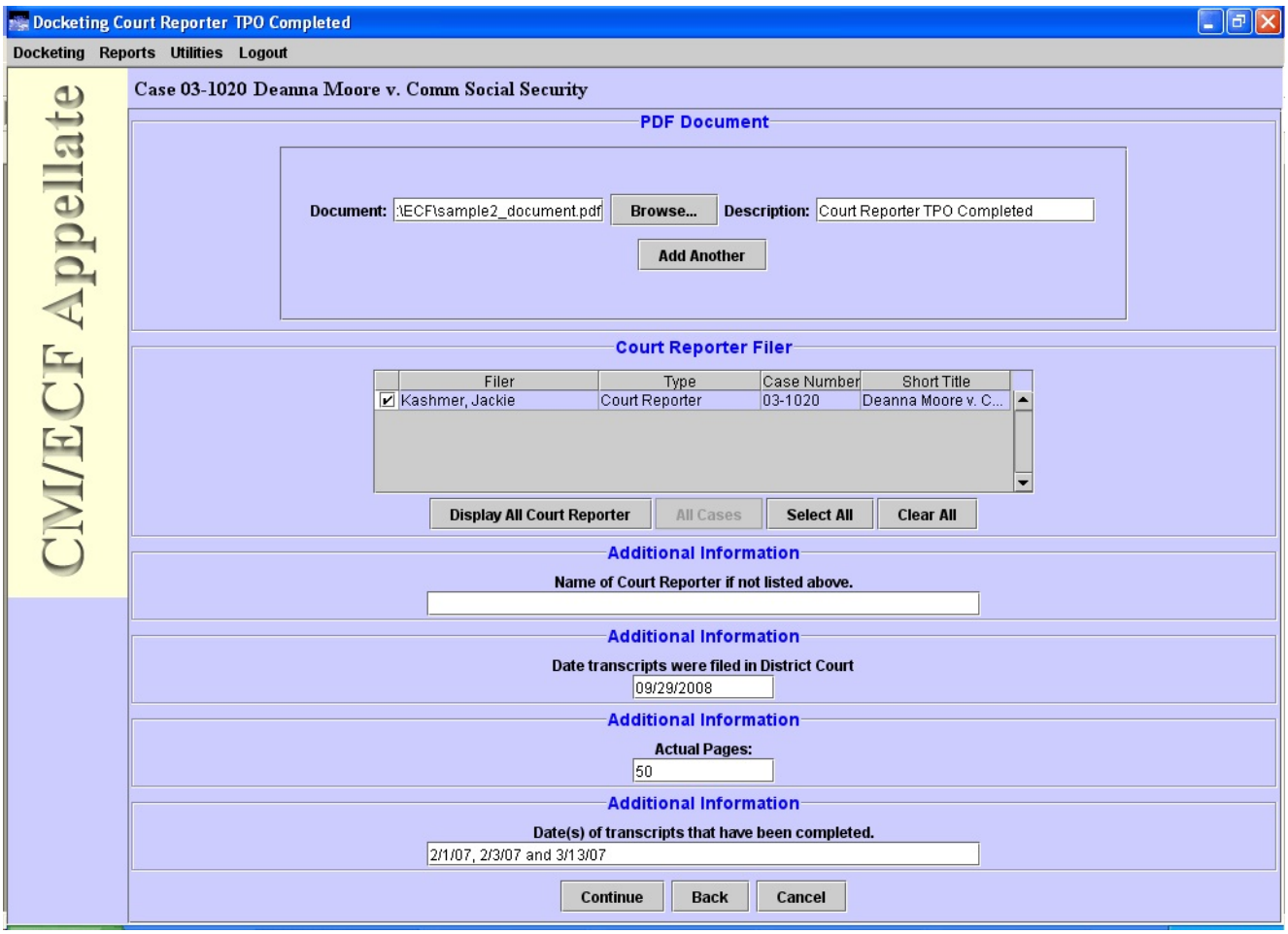
13. If the court reporter name is not listed in the ***Court Reporter Filer*** box, please type in the court reporter's name in the ***Additional Information*** text box.

14. Enter the date that the transcript(s) were filed in the District Court.

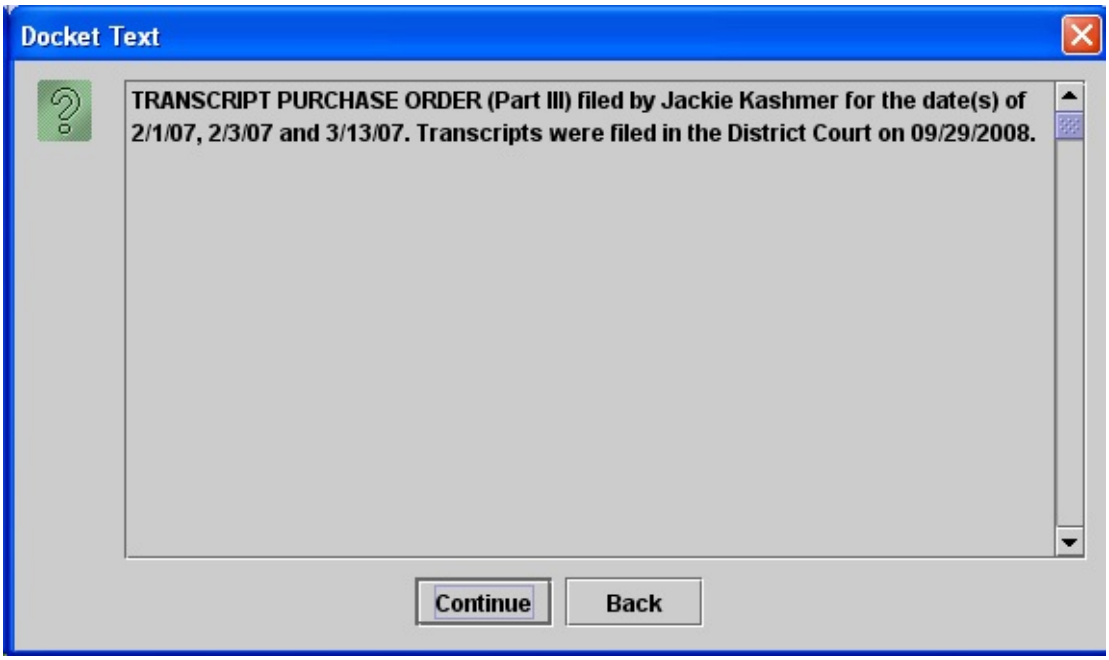
15. Enter the number of pages for the transcript(s).

16. Enter the date(s) that were transcribed.

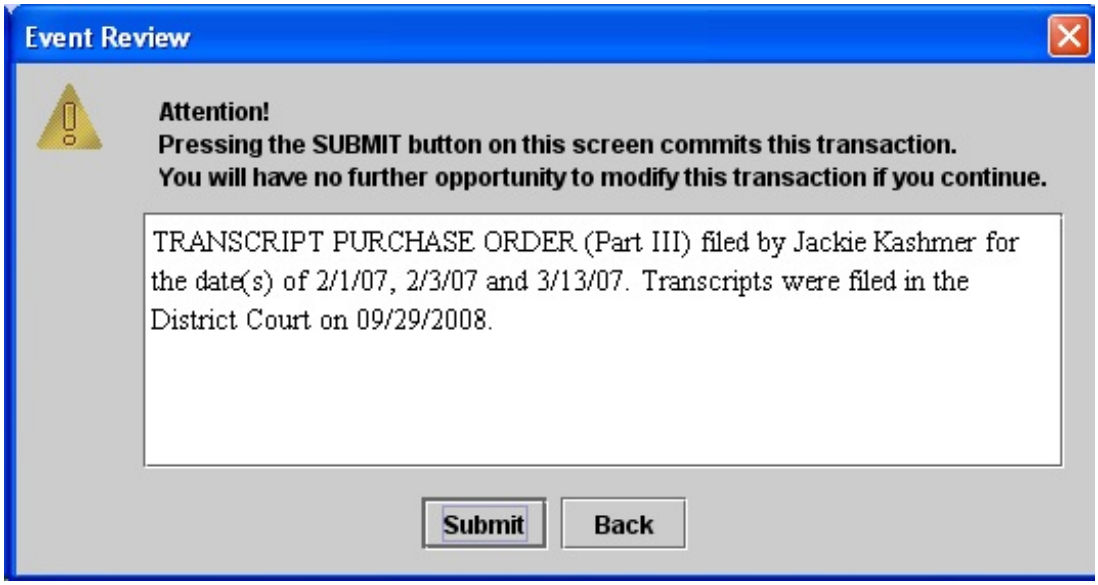
17. Click ***Continue*** to navigate to the next screen.



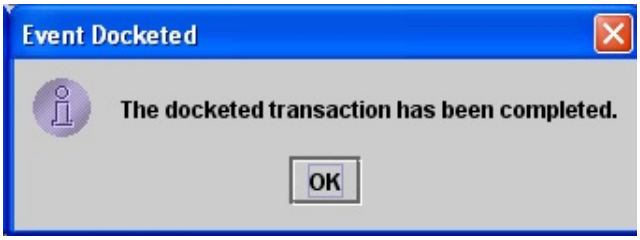
18. The docket text will appear for your review. The text cannot be edited. If the information is incorrect use the ***Back*** button to change or edit your information or cancel (**X**) the filing and start over. Click the ***Continue*** button to move to the next screen if the text is correct.



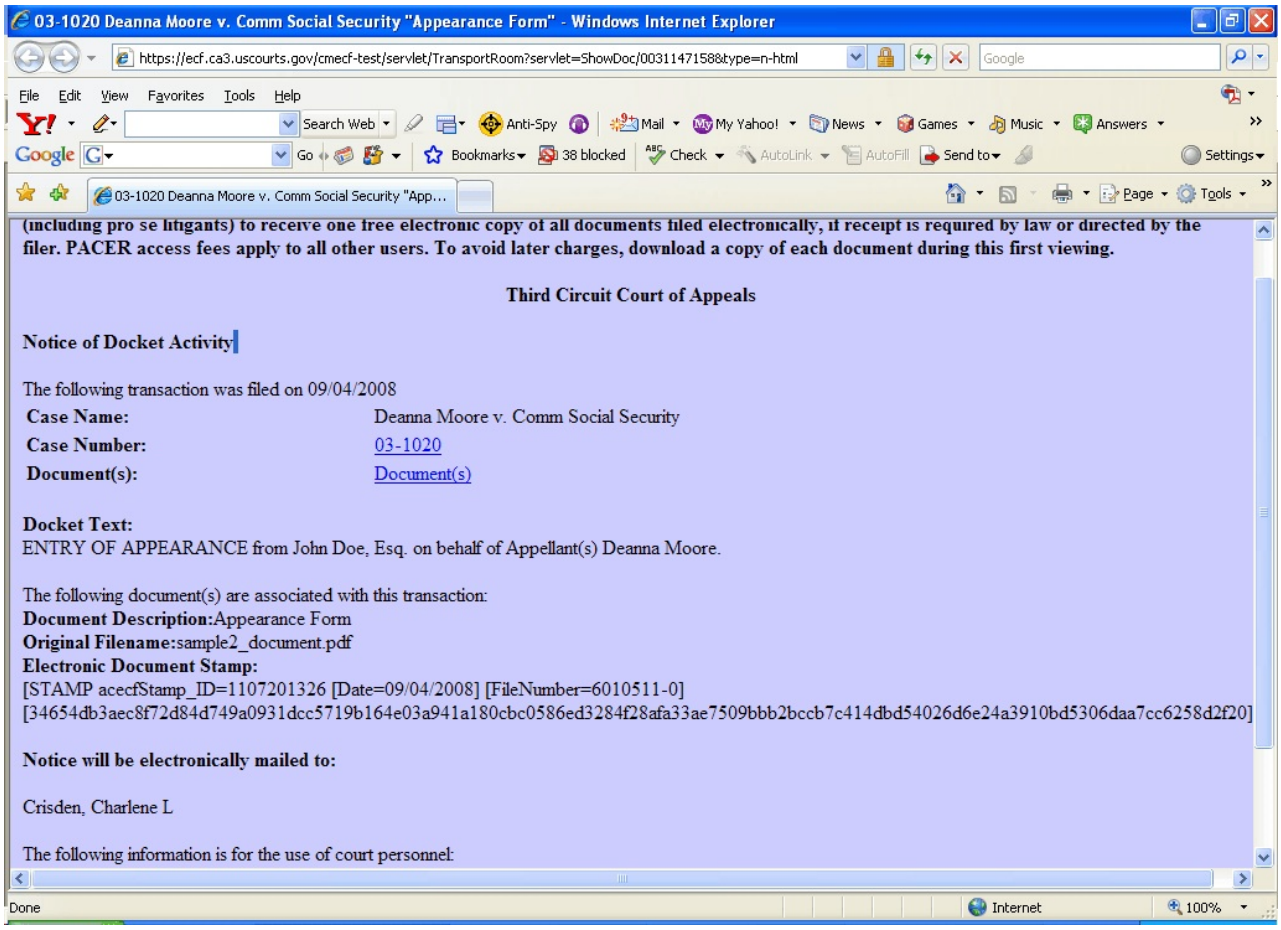
19. This is your last opportunity to review the text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect, click the ***Back*** button or cancel (**X**) the filing and start over. If correct, select ***Submit*** to file the transcript purchase order form.



20. The transaction below confirms that the event has been docketed on our Court's docket. Click ***OK*** to return to the CM/ECF Main Page.



21. The Notice of Docket Activity (NDA) will launch after you complete your filing. It is good practice to save or print the NDA as proof of filing. If you do not receive an NDA, check PACER to see if the filing is reflected on the docket. Follow up with the ECF Help Desk if there is a problem.
    a. The hyperlink with the case number allows you to open the Docket Report.
    b. The hyperlink titled "Document(s)" allows you to open the document filed.
    c. The docket text appears as it does on the docket report.
    d. The recipients will be identified by the type of service.

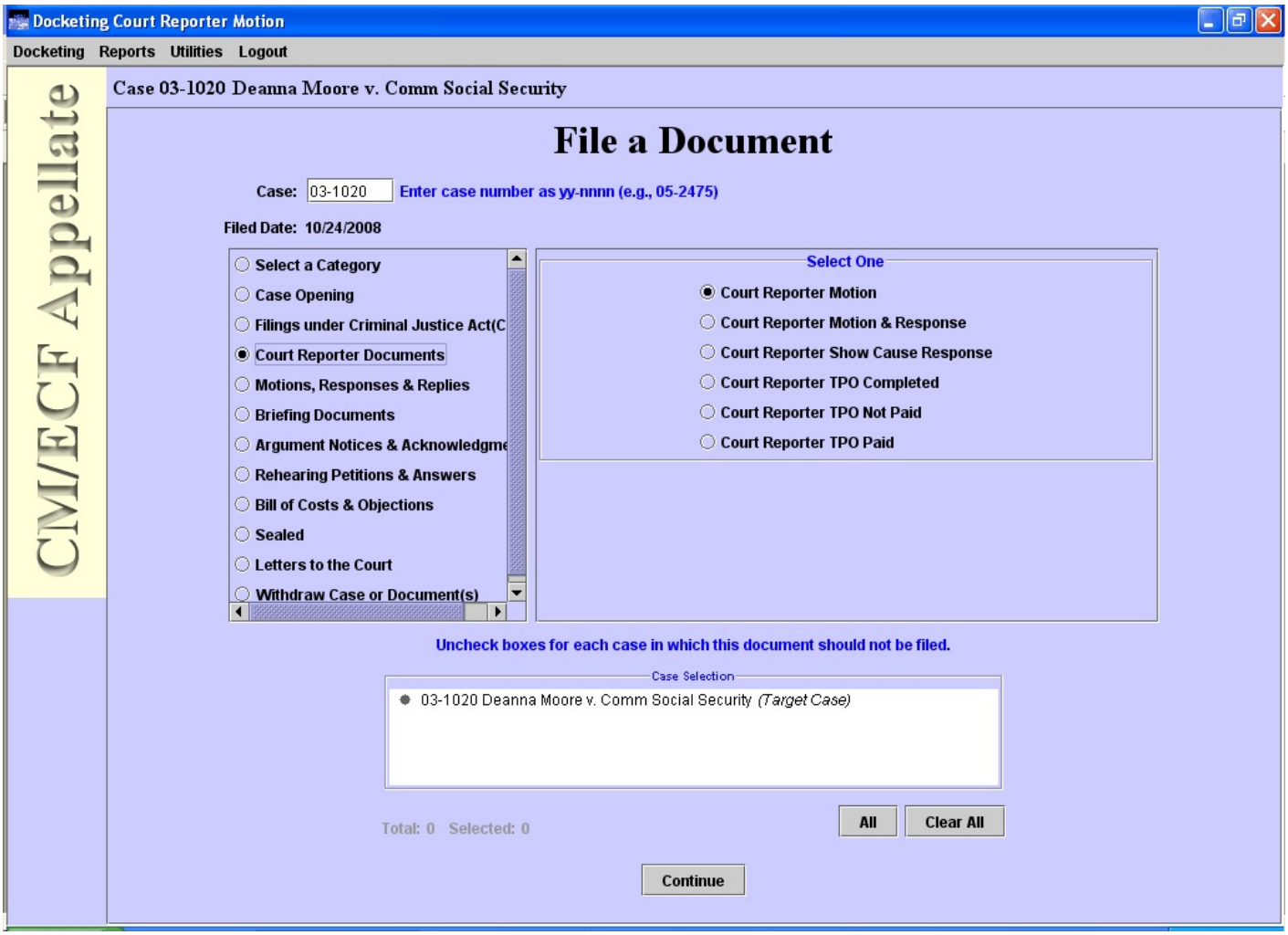


How to File a Motion

(Example: Motion for extension of time to file transcripts)

1. Select the ***Court Reporter Documents*** Event Category from the box on the left-hand side and the ***Motion(s)*** event from the event list in the box on the right-hand side.

2. Click ***Continue***.

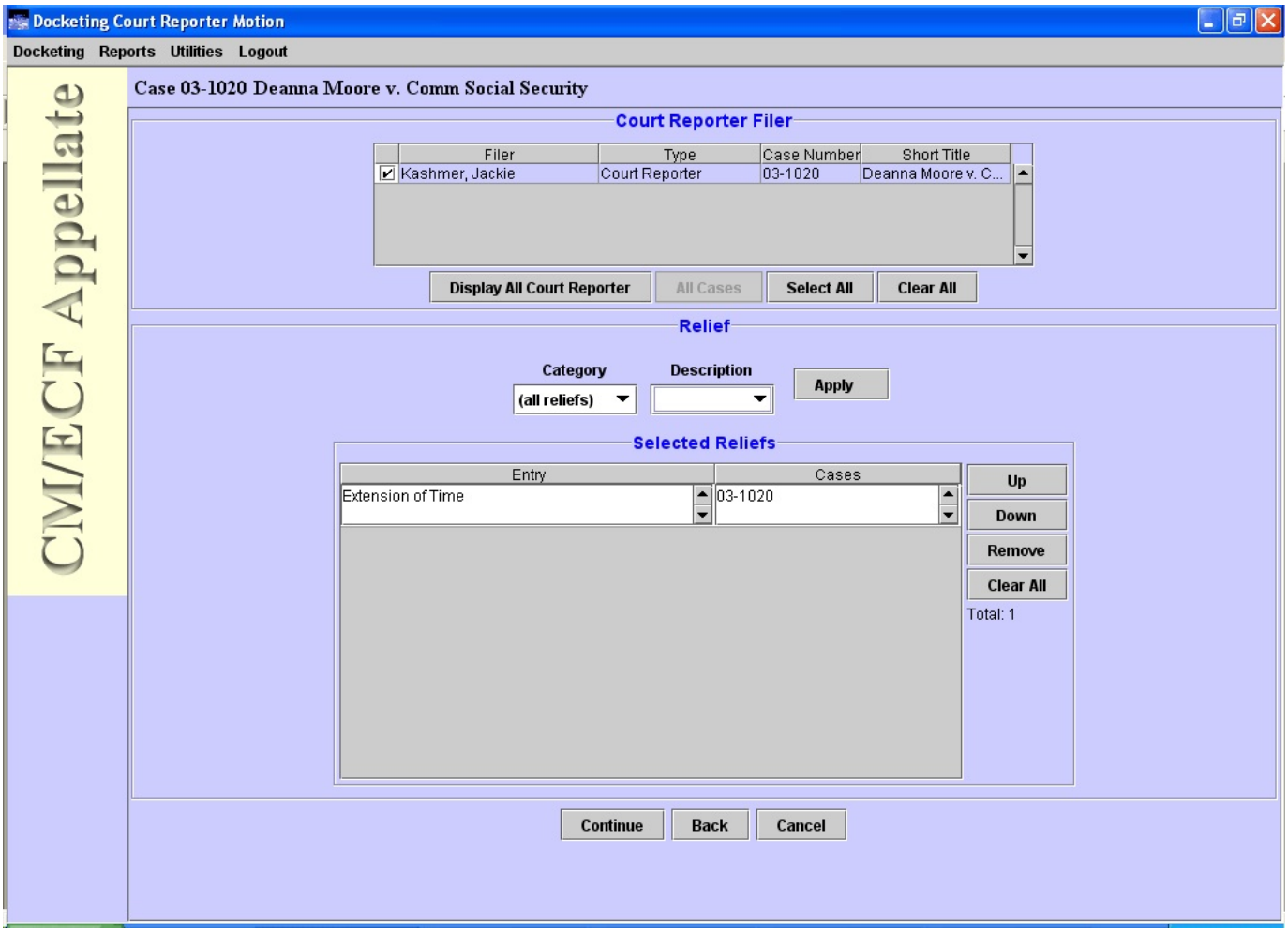


3. Select the court reporter filing the document.

4. The only relief category that will show up for the court reporter transactions is ***court reporter***. Please select a description from the drop-down menu. For this example the description relief is ***Extension of Time***. Click ***Apply***.

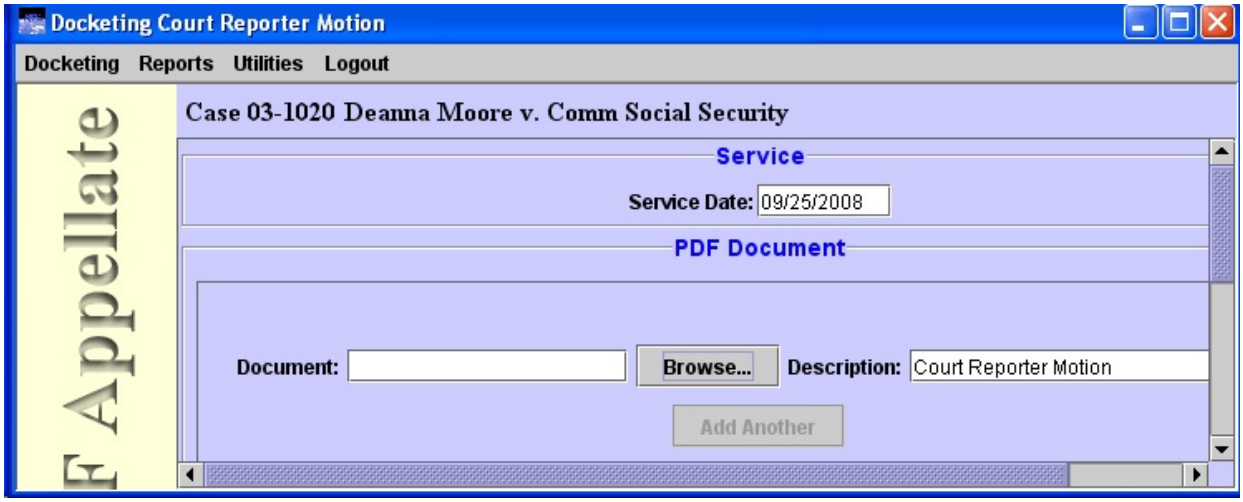
5. Your selection will appear in the box below. If your document includes an additional relief please repeat directions at 4. (e.g. waiver discount)

6. Click ***Continue*** when all of your reliefs have populated the ***Selected Reliefs*** box.



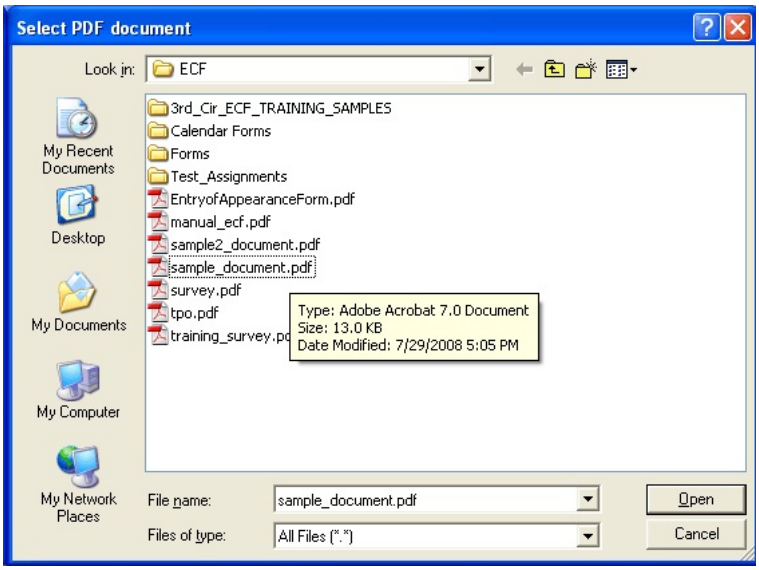
7. Enter the Service Date for the filing. N.B. This date should be the same on your certificate of service.

8. Attach your motion by clicking on the ***Browse*** button.



9. View the document(s) prior to attaching to ensure it is the correct document(s). Also, check the file size of each document. You can check the file size by resting your cursor over the file name and a box will appear with the file size or you can right click your mouse over the highlighted file name, select properties and view the file size. The maximum file size for a document is 3.5 MB. The maximum file size for all documents attached to an event is 15 MB.

10. Click ***Open*** to attach the document to the event.

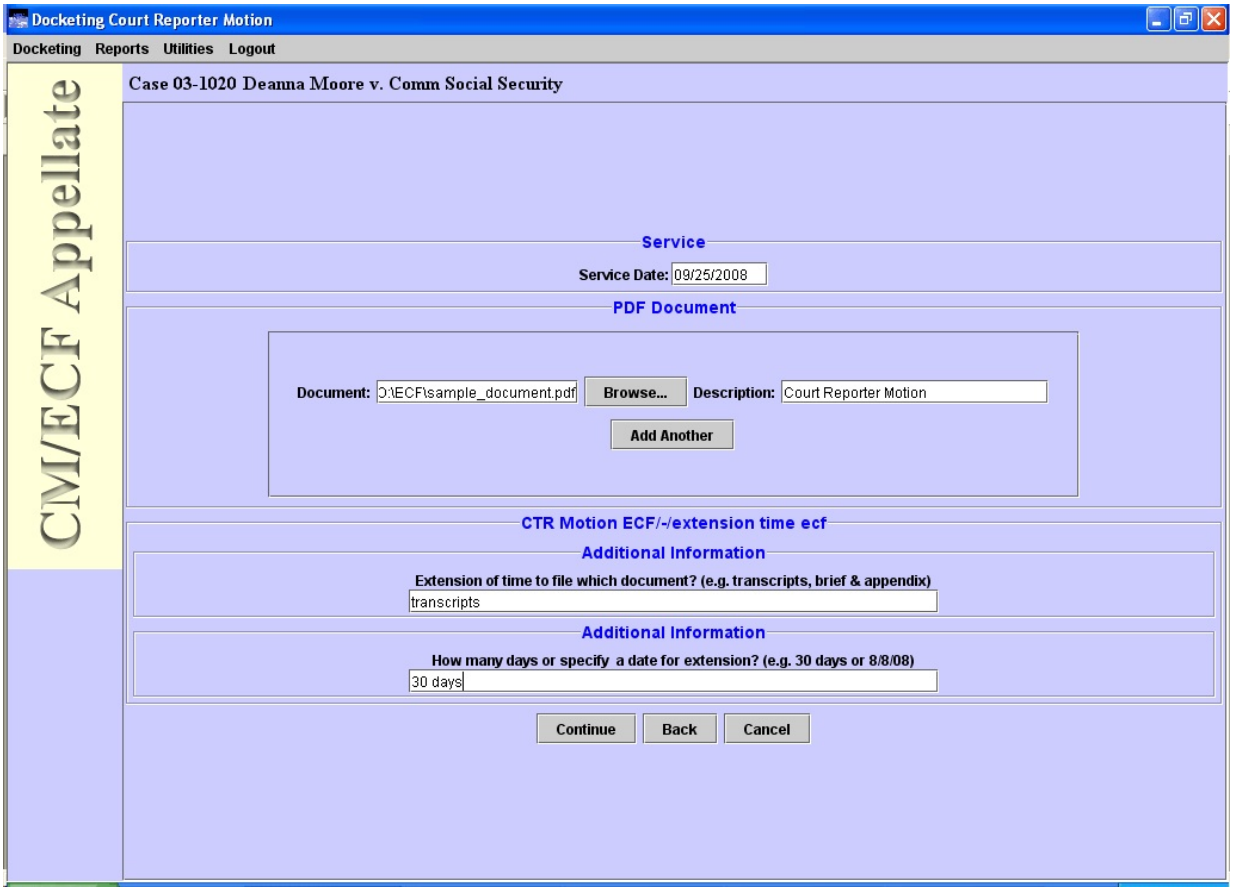


11. If you wish to add another document, click ***Add Another*** and repeat directions at 9 & 10. You may also include a description for the additional document **(**e.g. affidavit).

12. In the 1st text box for ***Additional Information*** please type in the name of the document for which you are requesting an extension (e.g. transcripts).

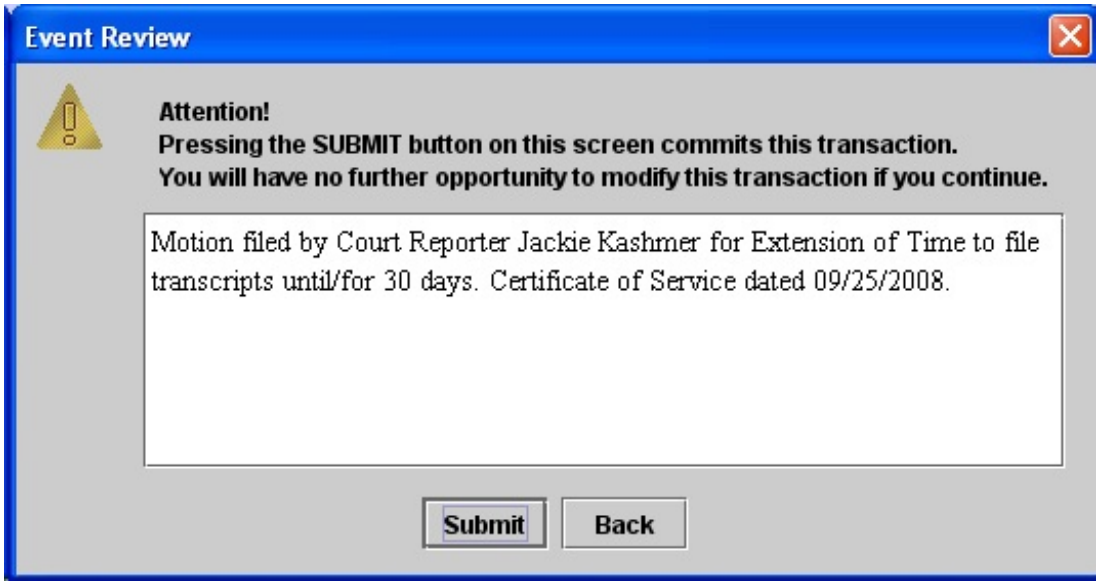
13. In the 2nd text box for ***Additional Information***, please type in the number of days you request for an extension or you may enter a specific date for the extension (e.g. 30 days or 8/8/08).

14. Click ***Continue*** to navigate to the next screen.

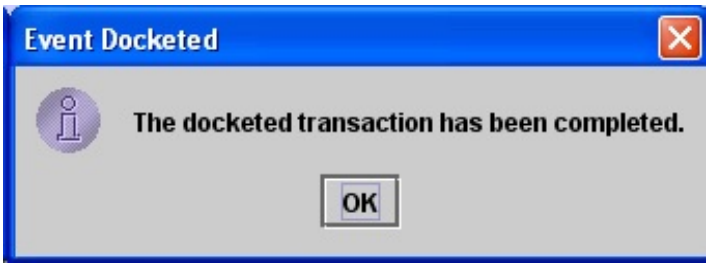


15. The docket text will appear for your review. The text cannot be edited. If the information is incorrect, use the ***Back*** button to change or edit your information or cancel (**X**) the filing and start over. Click the ***Continue*** button to move to the next screen if the text is correct.

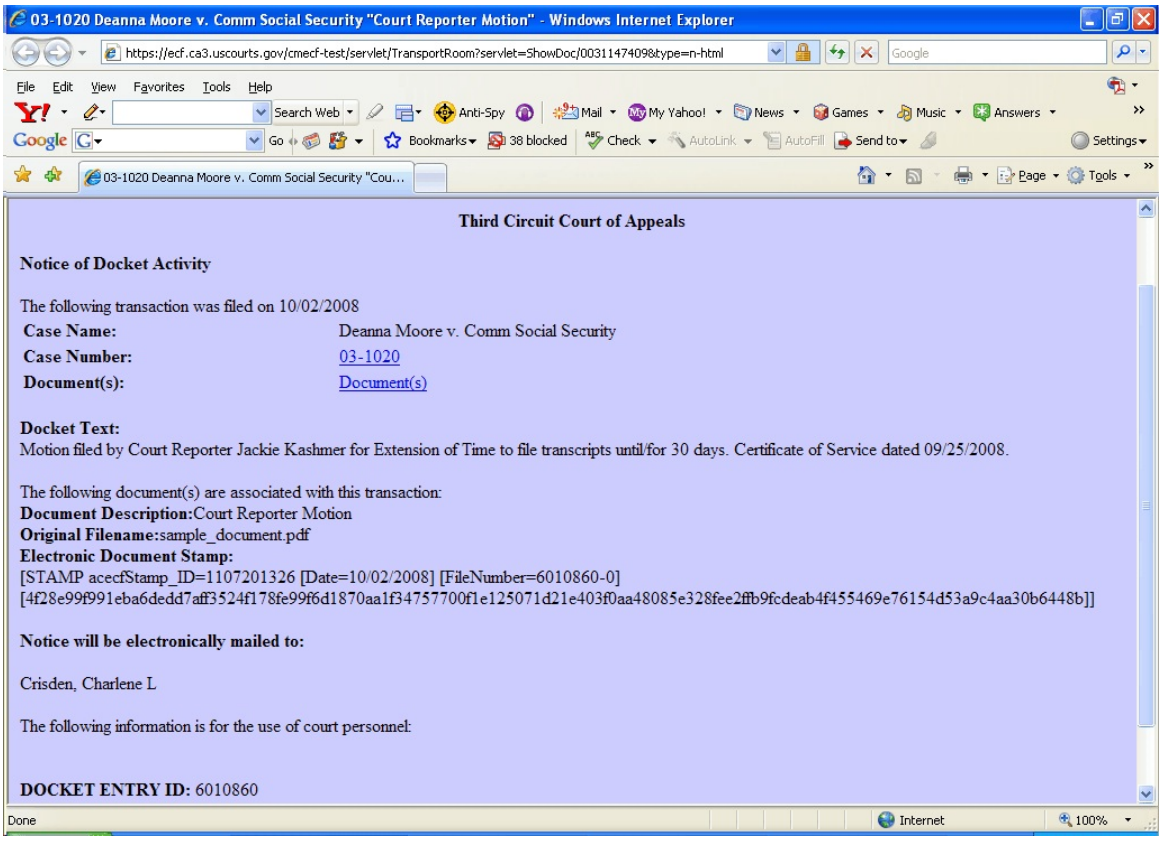
16. This is your last opportunity to review the docket text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect, click the ***Back*** button or cancel (**X**) the filing and start over. If correct, select ***Submit*** to file the Motion for Extension of Time.



17. The transaction below confirms that the event has been docketed on our Court's docket. Click ***OK*** to return to the CM/ECF Main Page.



18. The Notice of Docket Activity (NDA) will launch after you complete your filing. It is good practice to save or print the NDA as proof of filing. If you do not receive an NDA, check PACER to see if the filing is reflected on the docket. Follow up with the ECF Help Desk if there is a problem.
    a. The hyperlink with the case number allows you to open the Docket Report.
    b. The hyperlink titled "Document(s)" allows you to open the document filed.
    c. The docket text appears as it does on the docket report.
    d. The recipients will be identified by the type of service.



Quality Control and Error Correction

Check for these common mistakes before submitting a transaction.

- ✓ Are you filing in the correct case?
- ✓ Have you chosen the correct event?
- ✓ If you are filing a motion, have you chosen the correct relief?
- ✓ Is your PDF document an acceptable file size?
- ✓ Is your PDF document complete and legible?
- ✓ Have you uploaded the correct PDF file(s)?
- ✓ Is the correct case caption, including appellate case number, on your document?
- ✓ Is a complete certificate of service included?

Error Correction - Public Filer

You can correct a mistake at any time before you submit a transaction to the docket.

a. Use the ***BACK*** button at the bottom of the CM/ECF screen to change selections on previous screens.

b. Use the ***CANCEL*** button to abort the event and start over.

If you discover an error AFTER an entry is submitted please contact the Case Manager immediately. Only Court employees can make changes and corrections once the Notice of Docket Activity has been transmitted.

Error Correction - Clerk's Office

1. A case manager/briefing specialist will review your docket entry and edit if necessary.

2. A case manager/briefing specialist will review your filing and request that you correct the filing in the following situations:

   a. The document is incomplete or illegible.
   b. The wrong document was attached.
   c. The filing was made in the wrong case.
   d. The filing does not comply with the Court requirements.

Summary of Event List

Court Reporter Motion - Used to file motions for extension of time, waiver of discount and out of time transcripts.

Court Reporter Motion & Response - A combined document, which may contain a motion request and a response to a previously filed document (e.g. motion for extension of time to file the transcripts and a response to a show cause order).

Court Reporter Show Cause Response - Used only when filing a response to a show cause order.

Court Reporter TPO Completed - Used to advise the Court that particular transcripts have been completed and filed in the District Court (i.e. TPO Part III).

Court Reporter TPO Not Paid - Used to advise this Court that arrangement of payment has not been made for the transcripts requested (i.e.TPO Part II).

Court Reporter TPO Paid - Used to advise this Court that arrangement of payment has been made for the transcripts requested (i.e. TPO Part II).

KEY:	Event Category	Event List	Relief Category	Relief List

Court Reporter Documents

- Court Reporter Motion
- Court Reporter Motion & Response
- Court Reporter Show Cause Response
- Court Reporter TPO Completed
- Court Reporter TPO Not Paid
- Court Reporter TPO Paid

Court Reporter

- Court Reporter Request that the reduction in fee be waived
- Extension of Time
- Out of Time