

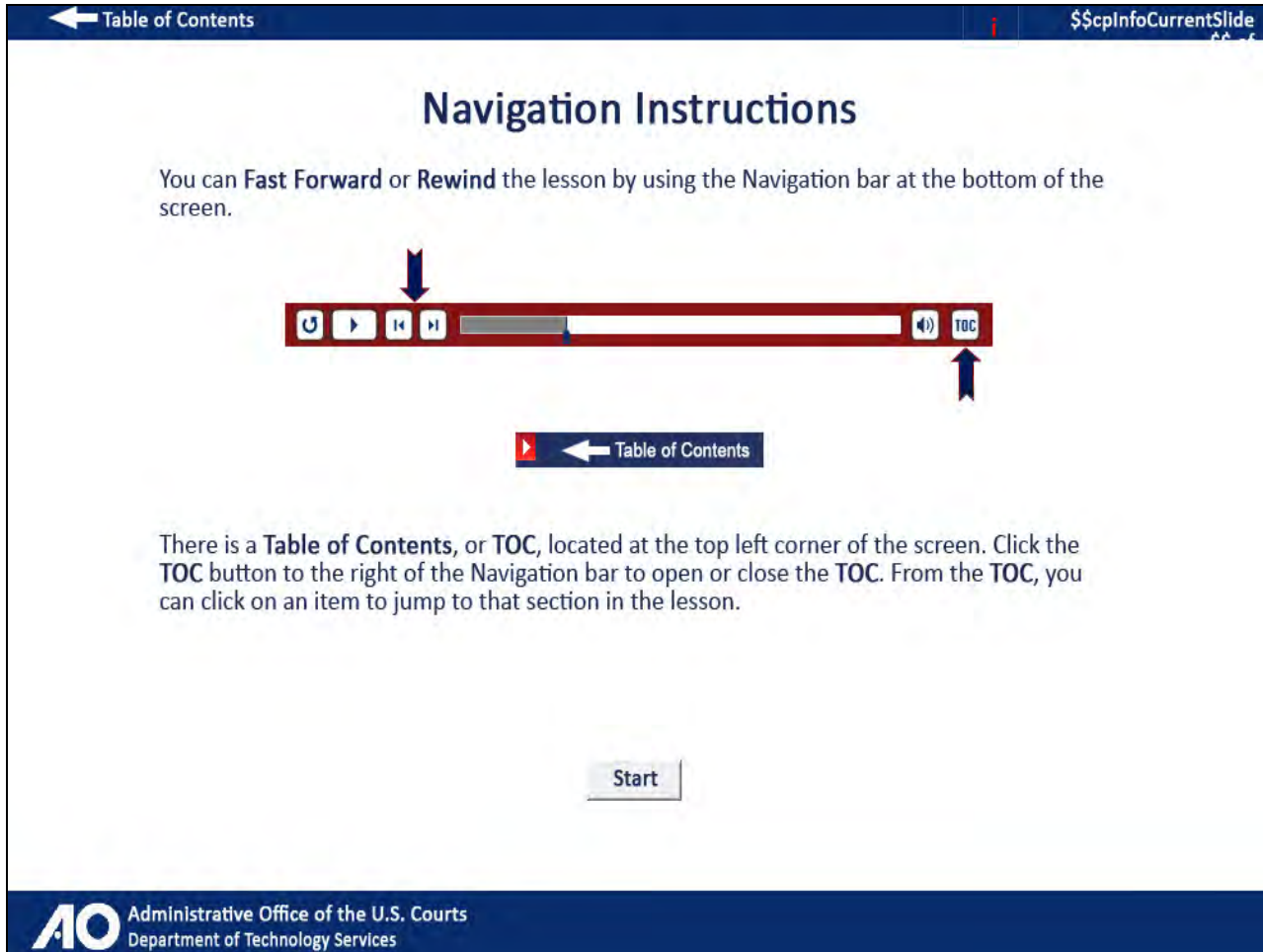
Slide 1 - Welcome

The slide features a dark blue header with a left-pointing arrow and the text 'Table of Contents', the title 'Filing A Motion', and a small red exclamation mark icon. On the right side of the header, there is a partially visible text element '\$\$cpInfoCurrentSlide'. Below the header is a light beige banner containing the AO logo (a stylized 'A' and 'O' in blue) and the text 'Administrative Office of the U.S. Courts' and 'Department of Technology Services'. The main body of the slide is white and contains the title 'Filing a Motion' in blue, underlined with a red horizontal line. Below the title is the text 'NextGen CM' followed by a yellow icon of a classical building and the text 'ECF'. At the bottom of the slide is a dark blue footer with the AO logo and the text 'Administrative Office of the U.S. Courts' and 'Department of Technology Services'.

Slide notes

Welcome to this module on filing a motion in NextGen CM/ECF. In this module we will simulate you filing a motion to file an amended brief.

## Slide 2 - Navigation



The screenshot shows a presentation slide with a dark blue header. On the left, there is a button with a left-pointing arrow and the text "Table of Contents". On the right, there is a small red icon and the text "\$ScpInfoCurrentSlide". The main content area has a white background with the title "Navigation Instructions" in a large, bold, dark blue font. Below the title, there is a paragraph of text: "You can **Fast Forward** or **Rewind** the lesson by using the Navigation bar at the bottom of the screen." Below this text is a horizontal navigation bar with a dark red background. It contains several icons: a play button, a right-pointing arrow, a double left-pointing arrow (rewind), a double right-pointing arrow (fast forward), a progress slider, a speaker icon, and a button labeled "TOC". A blue arrow points down to the "TOC" button, and another blue arrow points up to the "TOC" button. Below the navigation bar is a smaller button with a right-pointing arrow and the text "Table of Contents". Below this button is another paragraph of text: "There is a **Table of Contents**, or **TOC**, located at the top left corner of the screen. Click the **TOC** button to the right of the Navigation bar to open or close the **TOC**. From the **TOC**, you can click on an item to jump to that section in the lesson." At the bottom center of the slide is a button labeled "Start". The footer of the slide is dark blue and contains the AO logo (Administrative Office of the U.S. Courts, Department of Technology Services).

## Slide notes

Here are the instructions for navigating through this module. Click START when you're ready to begin.

## Slide 3 - Landing Page

The screenshot shows the CM/ECF Appellate landing page in a Firefox browser. The browser address bar shows the URL: <https://ecf.tcl.a.ztc.uscourts.gov/n/AttorneyFiling/pages/secured/main.jsf>. The page features the CM/ECF logo on the left, a navigation menu on the right with items: Filing, Reports, Utilities, Logout, Getting Started, and Help. A callout box points to the Reports and Utilities menu items, stating "Red arrows indicate a submenu." Another callout box points to the CM/ECF logo, stating "This logo links to the CM/ECF landing page." A third callout box points to the menu items, stating "Menu items are now right justified." Below the menu is a circular seal of the U.S. Court of Appeals. The main heading reads "U.S. Court of Appeals CM/ECF Official Attorney Electronic Document Filing System". Below this is a disclaimer: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571." A "Welcome" section follows, stating "Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu." and includes a "Court Information" link. At the bottom, it says "Last Login Mon Apr 21 11:32:17 MST 2014". The footer contains the AO logo and text: "Administrative Office of the U.S. Courts Department of Technology Services".

## Slide notes

For this demonstration, we'll assume you're already logged in to the application as Cheryl Wilson, using your upgraded PACER username and password, and you are at the main menu landing page. Before we begin the filing, I want to point out some new features.

First, you'll notice that the menu options in NextGen CM/ECF are now right justified at the top of the screen. They work the same, but are just in a different location. There's also a new menu option, Getting Started.

This link provides instructions for entering a basic filing. You can refer to this information at any time. The red arrows next to Reports and Utilities indicate that these menu options have submenus where you select the report or utility program to run.

And finally, this new interface includes the new CM/ECF logo on each screen throughout the application. This logo is a link, and when clicked brings you back to this main CM/ECF landing page.

Slide 4 - Slide 4

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Firefox CM/ECF Appellate

https://ecf.tcl.a.ztc.uscourts.gov/n/AttorneyFiling/pages/secured/main.jsf

CM ECF

Filing Reports Utilities Logout Getting Started Help

Click Filing.

U.S. Court of Appeals CMECF  
Official Attorney Electronic Document Filing System

*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571.*

**Welcome**  
Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu.

[Court Information](#)

Last Login Wed Apr 23 04:52:55 MST 2014

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Department of Technology Services

Slide notes

Let's begin. Click Filing on the main menu.

## Slide 5 - File a Motion

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Firefox Filing

https://ecf.tcl.a.ztc.uscourts.gov/n/At Document.jsf

Enter filing information in this panel.

CM/ECF

Filing Reports Utilities Logout Getting Started Help

**File a Document**

Case Number

yy-nnnn

Filed

04/23/2014

Type of Document Category

Addendum submitted for review	Briefing
Answer Filed	Labor Board - Review & Enforcement
Appellant Form A Filed	Forms A & B and mediation events
Appellant/Petitioner's Opening Brief	Briefing
Appellee Form B Filed	Forms A & B and mediation events
Appellee's brief filed	-
Application Filed	Cert. of Appealability
Argument Response/Appearance Form	Argument Response Form, Bankruptcy Appellate Panel Events ONLY

**Parties/Attorneys**

Snapshot summary of party and attorney information of the case in which you're filing

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Department of Technology Services

## Slide notes

The initial filing page opens. The window is divided into two panels. The left panel is where you'll enter the filing information. The right panel, which is new in NextGen CM/ECF, will contain party and attorney information for the case that you're filing in.

This panel will be automatically populated after entering the case number.



Slide 6 - Slide 6

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Firefox Filing

https://ecf.tlca.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/Filing/fileADocument.jsf

CM/ECF

Filing Reports Utilities Logout Getting Started Help

**File a Document**

Case Number

Filed 04/23/2014

Type 14-30900, then press Tab.

Type of Document	Category
Addendum submitted for review	Briefing
Answer Filed	Labor Board - Review & Enforcement
Appellant Form A Filed	Forms A & B and mediation events
Appellant/Petitioner's Opening Brief	Briefing
Appellee Form B Filed	Forms A & B and mediation events
Appellee's brief filed	-
Application Filed	Cert. of Appealability
Argument Response/Appearance Form	Argument Response Form, Bankruptcy Appellate Panel Events ONLY

Parties/Attorneys

AO Administrative Office of the U.S. Courts  
Department of Technology Services

Slide notes

Type 14-30900 in the case number field and then press Tab.

Slide 7 - Slide 7

The screenshot shows the CM/ECF filing system interface. At the top, there is a navigation bar with 'Table of Contents' and '\$\$cpInfoCurrentSlide'. Below this is a browser window showing the URL 'https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/Filing/fileADocument.jsf'. The main content area is titled 'File a Document' and includes a 'Case Number' field with '14-30900' and 'Harris Wilson v. Skip Moore'. The 'Filed' date is '04/23/2014'. There are two dropdown menus: 'Type of Document' with 'mot' selected and 'Category' with 'All' selected. A table lists various document types and their categories. To the right, a 'Parties/Attorneys' sidebar shows a tree view for case 14-30900, listing 'Harris Wilson v. Skip Moore' and 'Wilson, Harris' as attorneys.

Type of Document	Category
Addendum submitted for review	Briefing
Answer Filed	Labor Board - Review & Enforcement
Appellant Form A Filed	Forms A & B and mediation events
Appellant/Petitioner's Opening Brief	Briefing
Appellee Form B Filed	Forms A & B and mediation events
Appellee's brief filed	-
Application Filed	Cert. of Appealability
Argument Response/Appearance Form	Argument Response Form, Bankruptcy Appellate Panel Events ONLY

Slide notes

After entering the case number, the panel to the right contains basic information about the case. This panel is what's referred to as the case tree. Listed are the case number, case title, parties, and their attorneys.

This is display only information, providing you with a brief summary of the case. A section can be collapsed by clicking the red arrow next to that section. Or the entire case tree panel can be collapsed or expanded by clicking the directional arrow in the top right corner.

The filing date defaults to the current date and cannot be changed.





Slide 9 - Slide 9

The screenshot shows the CM/ECF filing system interface. At the top, there is a navigation bar with 'Table of Contents' and '\$\$cpInfoCurrentSlide'. Below this is a browser window showing the URL 'https://ecf.tcl.a.ztc.uscourts.gov/n/AttorneyFiling/pages/secured/Filing/fileADocument.jsf'. The main content area is titled 'File a Document' and includes a 'Case Number' field with '14-30900' and 'Harris Wilson v. Skip Moore', and a 'Filed' date of '04/23/2014'. A search for 'mot' is performed in the 'Type of Document' field, resulting in a list of document types. A callout box points to the entry 'Attorney Motion Filed'. The 'Parties/Attorneys' sidebar on the right shows the case details and the attorney 'Wilson, Cheryl'. The footer contains the logo for the Administrative Office of the U.S. Courts and the Department of Technology Services.

Type of Document	Category
699 Interested Party Motion Filed	Miscellaneous
699 motion test CC	Motion/Response/Reply
Attorney Motion Filed	Motion/Response/Reply
Court reporter motion filed	Motion/Response/Reply
Interested party/An	Bankruptcy Appellate Panel Events ONLY, Motion/Response/Reply
Motion (1st)	Motion/Response/Reply
Motion filed	Bankruptcy Appellate Panel Events ONLY, Motion/Response/Reply
SGM Motion filed	Motion/Response/Reply

Slide notes

This list is updated with those documents that contain "mot" anywhere in the description. The more letters you type, the shorter the list gets. If after typing you don't see what you're looking for, you can always delete what you've typed, and search through the list until you've located the desired entry. From this list select Attorney Motion Filed.

Slide 10 - Slide 10

The screenshot shows the CM/ECF filing system interface. At the top, there is a navigation bar with "Table of Contents" and "\$ScpInfoCurrentSlide". Below this is a browser window showing the URL: https://ecf.tlca.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/Filing/fileADocument.jsf. The main content area is titled "File a Document" and includes the following information:

- Case Number: 14-30900 Harris Wilson v. Skip Moore
- Filed: 04/23/2014
- Type of Document: mot
- Category: All

A table of document types is displayed, with "Attorney Motion Filed" highlighted in yellow. The table lists various document types and their corresponding categories:

Type of Document	Category
699 Interested Party Motion Filed	Miscellaneous
699 motion test CC	Motion/Response/Reply
<b>Attorney Motion Filed</b>	<b>Motion/Response/Reply</b>
Court reporter motion filed	Motion/Response/Reply
Interested party/Amicus/Intervenor motion filed	Bankruptcy Appellate Panel Events ONLY, Motion/Response/Reply
Motion (1st)	Motion/Response/Reply
Motion filed	Bankruptcy Appellate Panel Events ONLY, Motion/Response/Reply
SGM Motion filed	Motion/Response/Reply

On the right side, there is a "Parties/Attorneys" sidebar showing the case details: 14-30900 Harris Wilson v. Skip Moore, with a list of attorneys including Wilson, Harris and Wilson, Cheryl.

At the bottom of the interface, the logo for the Administrative Office of the U.S. Courts, Department of Technology Services is visible.

Slide notes

The entry is highlighted and ready to be filed. Although you won't have to do so in the actual application, I'll scroll down.

Slide 11 - Slide 11

The screenshot shows the CM/ECF filing system interface. At the top, there is a navigation bar with 'Table of Contents' and '\$\$cpInfoCurrentSlide'. Below this is a browser window showing the URL 'https://ecf.tcl1a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/Filing/fileADocument.jsf'. The main content area features a table with columns for 'Type of Document' and 'Category'. The 'Attorney Motion Filed' entry is highlighted. A callout box with a 'Continue' button says 'Click Continue to file the highlighted document.' To the right, a sidebar titled 'Parties/Attorneys' shows a case list for '14-30900' with 'Harris Wilson v. Skip Moore' as the primary entry. Below the table, the 'Administrative Office of the U.S. Courts Department of Technology Services' logo is visible.

Type of Document	Category
699 Interested Party Motion Filed	Miscellaneous
699 motion test CC	Motion/Response/Reply
<b>Attorney Motion Filed</b>	Motion/Response/Reply
Court reporter motion filed	Motion/Response/Reply
Interested party/Amicus/Intervenor motion filed	Bankruptcy Appellate Panel Events ONLY, Motion/Response/Reply
Motion (1st)	Motion/Response/Reply
Motion filed	Bankruptcy Appellate Panel Events ONLY, Motion/Response/Reply
SGW Motion filed	Motion/Response/Reply
This Motion	Motion/Response/Reply

Parties/Attorneys

- 14-30900
- Harris Wilson v. Skip Moore
- Austin, Flash (pro se)
- Moore, Skip
- Wilson, Harris
  - Attorneys
    - Wilson, Cheryl

Slide notes

With the entry selected, click Continue.

## Slide 12 - Slide 12

The screenshot shows the CM/ECF Attorney Filing interface. The browser address bar displays the URL: <https://ecf.tcl.a.ztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf>. The page title is "File a Document | Attorney Motion Filed". The interface includes a "Filer section" with a "File to case: 14-30900" label. Below this is a table with columns for "Type" and "Case", both with sorting arrows. A "Requested Relief section" is also visible, containing a "Selected" table with "Filer", "Type", "Case", and "Remove All" columns. Callouts provide instructions: "The type of document being filed is visible during the transaction." (pointing to the document type), "Clicking here expands the case tree." (pointing to the top right corner), "Up and down pointing arrows together indicate that the information in the column can be sorted." (pointing to the sorting arrows), and "Clicking the arrow collapses or expands the section." (pointing to the section heading arrow).

## Slide notes

To make more room on the screen, the case tree is collapsed. In the actual application, you can expand the tree by clicking the cross arrows in the top right corner. In the File a Document title bar, and on all subsequent screens, you see the type of document that is being filed.

You now proceed through a number of sections. Each section begins with a blue title bar and is automatically expanded. The arrow to the left of the section heading allows you to collapse or expand the section as appropriate.

The up and down pointing arrows together indicate that the information in that column can be sorted.



Slide 13 - Slide 13

The screenshot shows a web browser window with the URL <https://ecf.tcl.a.ztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf>. The page title is "File a Document | Attorney Motion Filed". The case number is "File to case: 14-30900". Under the "Attorney Filer" section, there is a "SELECT THE FILER" instruction. A dropdown menu for "Filer" is open, showing "Wilson, Cheryl" as the selected option. The "Type" dropdown is set to "Appellant". A speech bubble points to the "Filer" dropdown with the text "Select the filer of the motion." Below this, there is a "Selected" section with another "Filer" dropdown. At the bottom, there is a "Requested Relief" section with instructions: "Select from the Relief Category drop down and then from the Description list - or you can just select a relief from the Description list - or begin typing in the Relief field. You may select more than one relief." The footer includes the AO logo and text: "Administrative Office of the U.S. Courts Department of Technology Services".

Slide notes

Select Cheryl Wilson, the filer of this motion.

Slide 14 - Slide 14

The screenshot shows the CM/ECF Attorney Filing interface. At the top, there is a navigation bar with 'Table of Contents' and '\$\$cpInfoCurrentSlide'. Below that is a browser window showing the URL 'https://ecf.tcl.a.ztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf'. The main content area is titled 'File a Document | Attorney Motion Filed' and shows 'File to case: 14-30900'. Under the 'Attorney Filer' section, there is a table with columns 'Filer' and 'Type'. A callout box says 'After selecting a filer, the Selected box is automatically populated.' Below this is a 'Selected' section with a table that has columns 'Filer', 'Type', 'Case', and 'Remove All'. A callout box points to the 'Remove All' link, stating 'Clicking Remove All deletes all filers previously selected.' Another callout box points to a red 'X' icon next to the selected filer, stating 'Clicking X deletes a specific filer.' At the bottom, there is a 'Requested Relief' section with instructions: 'Select from the Relief Category drop down and then from the Description list - or you can just select a relief from the Description list - or begin typing in the Relief field. You may select more than one relief.'

Slide notes

After selecting a filer, the filer Selected box is automatically populated. To delete a specific filer previously selected, you click the red X. To delete all filers previously selected, you click the Remove All link.

Slide 15 - Slide 15

The screenshot shows a web browser window displaying the CM/ECF Attorney Filing interface. The browser's address bar shows the URL: <https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf>. The page title is "File a Document | Attorney Motion Filed".

At the top of the interface, there is a navigation menu with links for "Filing", "Reports", "Utilities", "Logout", "Getting Started", and "Help". Below this, a red banner displays the page title. The main content area shows the following information:

- File to case: 14-30900
- Attorney Filer section with a dropdown menu.
- A heading: "SELECT THE FILER FROM THE LIST BELOW"
- A table of available filers:

Filer	Type	Case
Wilson, Cheryl	Appellant	14-30900 Harris Wilson v. Skip Moore

Below this table, a "Selected" section shows the chosen filer:

Filer	Type	Case	Remove All
Wilson, Cheryl	Appellant	14-30900 Harris Wilson v. Skip Moore	X

At the bottom of the interface, there is a "Requested Relief" section with a dropdown menu and instructions: "Select from the Relief Category drop down and then from the Description list - or you can just select a relief from the Description list - or begin typing in the Relief field. You may select more than one relief."

The footer of the page features the AO logo and the text: "Administrative Office of the U.S. Courts Department of Technology Services".

Slide notes

Slide 16 - Slide 16

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Firefox File a Document

https://ecf.tcl.a.ztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf

CM/ECF

Filing Reports Utilities Logout Getting Started Help

Requested Relief

Select from the Relief Category drop down and then from the Description list - or you can just select a Relief field. You may select more than one relief.

Relief

Relief Category

all

8th - strike

dismiss case

extension of time to file (any) order

file amended brief

file brief of time

file over

file supplemental order

for expedited appeal

Briefing

Motion to Dismiss

Briefing

Briefing

Briefing

Briefing

Briefing

Briefing

Briefing

A category can be selected to filter the reliefs displayed.

A description can be entered to filter the reliefs to display. As you type, the list will be updated.

Select file amended brief.

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Department of Technology Services

Slide notes

Since you're filing a motion, the next section allows you to select the relief being requested. Selecting the relief is similar to the initial screen where you selected the document being filed. You have the option of first filtering the relief list by selecting a relief category, or filter by typing the description of the relief, or search through and select the relief from the list. Since the relief is already visible, select "file amended brief".



Slide 17 - Slide 17

The screenshot shows the CM/ECF filing system interface. At the top, there is a navigation bar with 'Table of Contents' and '\$\$cpInfoCurrentSlide'. Below this is a browser window showing the URL 'https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf#anchorSel'. The main content area features a list of reliefs with their corresponding categories:

8th - strike	Briefing
dismiss case	Motion to Dismiss
extension of time to file (any) brief	
file amended brief	
file brief out of time	Briefing
file overlength brief	Briefing
file supplemental brief	Briefing
for expedited appeal	Briefing

Below the list is a 'Selected' table:

Relief	Sequence	Remove All
file amended brief		

Callouts provide the following instructions:

- 'After selecting a relief, the Selected box is automatically populated.'
- 'Clicking Remove All deletes all reliefs previously selected.'
- 'Clicking X deletes a specific relief.'

At the bottom of the interface, there are 'Continue' and 'Cancel' buttons, and the logo for the Administrative Office of the U.S. Courts, Department of Technology Services.

Slide notes

After selecting a relief, the relief Selected box is automatically populated. To delete a specific relief previously selected, you click the red X. To delete all the reliefs previously selected, you click the Remove All link.

If your motion is requesting more than one relief, the selection process would be repeated.

Slide 18 - Slide 18

The screenshot shows the CM/ECF filing system interface. A table titled "Selected" is highlighted with a red border. The table has three columns: "Relief", "Sequence", and "Remove All". The rows are:

Relief	Sequence	Remove All
file amended brief	↓	×
file supplemental brief	↑ ↓	×
file overlength brief	↑	×

A callout box points to the "Sequence" column with the text: "FYI... If multiple reliefs are selected, clicking the up or down arrow reorders the selected reliefs." Below the table, there is a "Continue" button and a "Cancel" button. The footer of the page reads: "AO Administrative Office of the U.S. Courts Department of Technology Services".

Slide notes

For your information, if multiple reliefs are selected, the Sequence field is populated. This allows you to reorder the list by clicking the appropriate up or down arrow. Click Continue to proceed with the filing.

Slide 19 - Slide 19

The screenshot shows the CM/ECF 'File a Document' interface. The browser address bar shows the URL: https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf. The page title is 'File a Document | Attorney Motion Filed File Amended Brief'. The 'File to case: 14-30900' is displayed. The interface has a dark blue header with the CM/ECF logo and navigation links like 'Utilities', 'Logout', 'Getting Started', and 'Help'. The main content area is divided into sections: 'Attorney Filer', 'Requested Relief', 'Service', and 'Upload Documents'. The 'Attorney Filer' and 'Requested Relief' sections are collapsed. The 'Service' section is expanded, showing a 'Service' field with a placeholder 'MM / DD / YYYY' and a calendar icon. A callout box points to the calendar icon with the text: 'Click the pop-up Calendar to enter a service date.' Another callout box points to the collapsed 'Attorney Filer' and 'Requested Relief' sections with the text: 'Sections that have been completed are collapsed.' A third callout box at the top points to the 'Requested Relief' section with the text: 'The relief selected is also shown on subsequent screens.' The 'Upload Documents' section is also expanded, showing a 'Description' field with 'Main Document' and a 'Browse...' button. The footer contains the AO logo and text: 'Administrative Office of the U.S. Courts Department of Technology Services'.

Slide notes

Since you have completed the Attorney Filer and Requested Relief sections, they are collapsed. If needed though, you could expand them by clicking the right pointing arrow. In the File a Document title bar, in addition to the type of document,

the relief selected is now shown on subsequent screens. The next sections are expanded. A service date can be manually entered or selected by clicking the calendar icon. Click the pop-up calendar.

Slide 20 - Slide 20

The screenshot shows a web browser window with the URL <https://ecf.tcl.a.ztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf>. The page title is "File a Document | Attorney Motion Filed Dismiss Case". The main content area shows a form for filing a document to case 14-30900. The "Service" section is expanded, and a date selection calendar is open. The calendar is for April 2014, and the date April 23 is highlighted. A tooltip above the date says "Select April 23." The footer of the page contains the logo for the Administrative Office of the U.S. Courts, Department of Technology Services.

Slide notes

Select April 23rd.



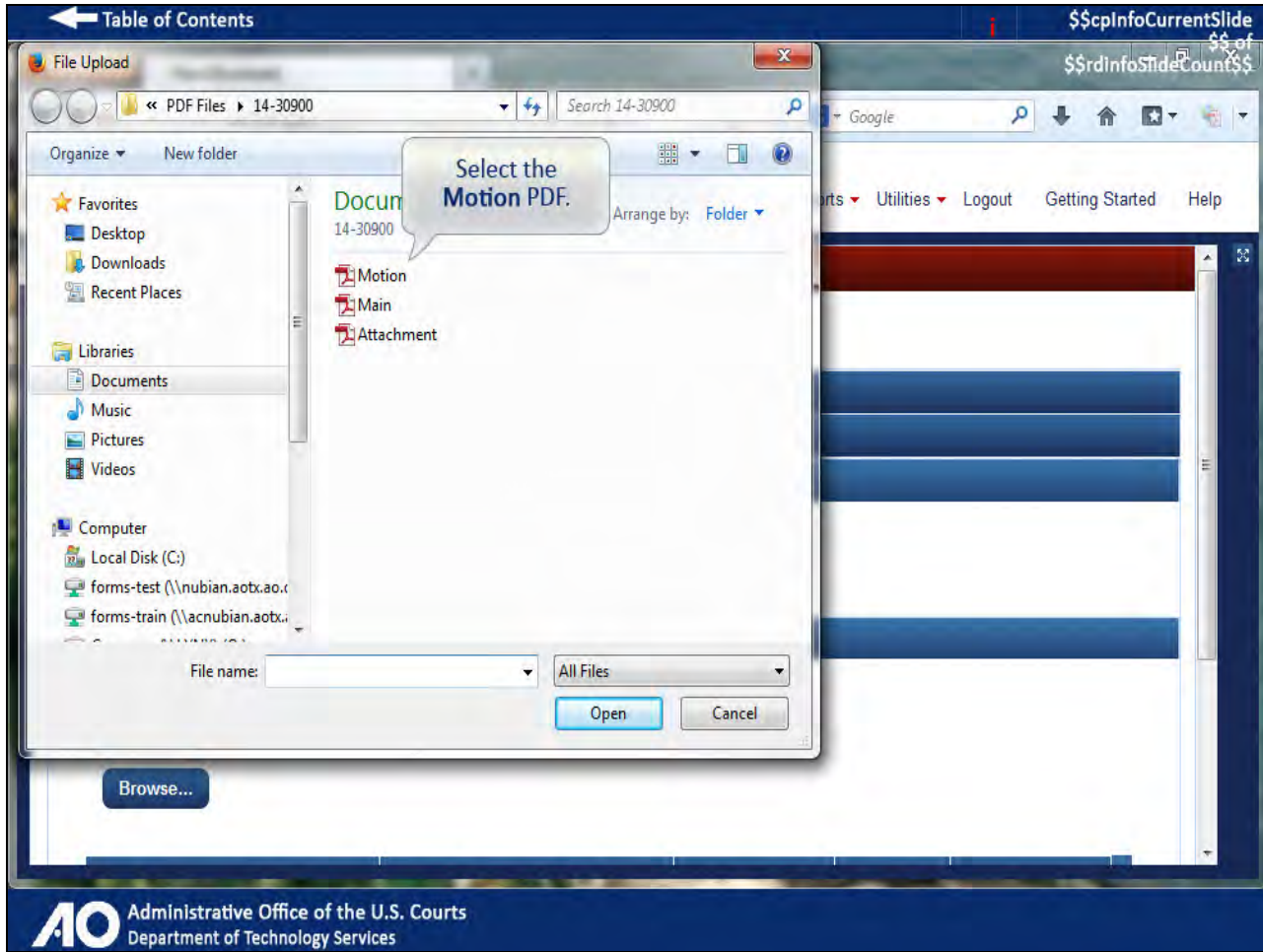
## Slide 21 - Slide 21

The screenshot shows a web browser window displaying the CM/ECF Attorney Filing interface. The browser's address bar shows the URL: <https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf>. The page title is "File a Document | Attorney Motion Filed File Amended Brief". The interface includes a navigation menu with "Filing", "Reports", "Utilities", "Logout", "Getting Started", and "Help". The main content area shows "File to case: 14-30900" and a list of sections: "Attorney Filer", "Requested Relief", "Service", and "Upload Documents". The "Service" section has a date field set to "04/23/2014". The "Upload Documents" section has a "Description" field with "Main Document" and a "Browse..." button. A callout box points to the "Browse..." button with the text: "Click **Browse** to locate the PDF document to upload." The footer of the page reads "AO Administrative Office of the U.S. Courts Department of Technology Services".

## Slide notes

In the next section, Upload Documents, click Browse to locate the PDF document to upload. This process is the same as before.

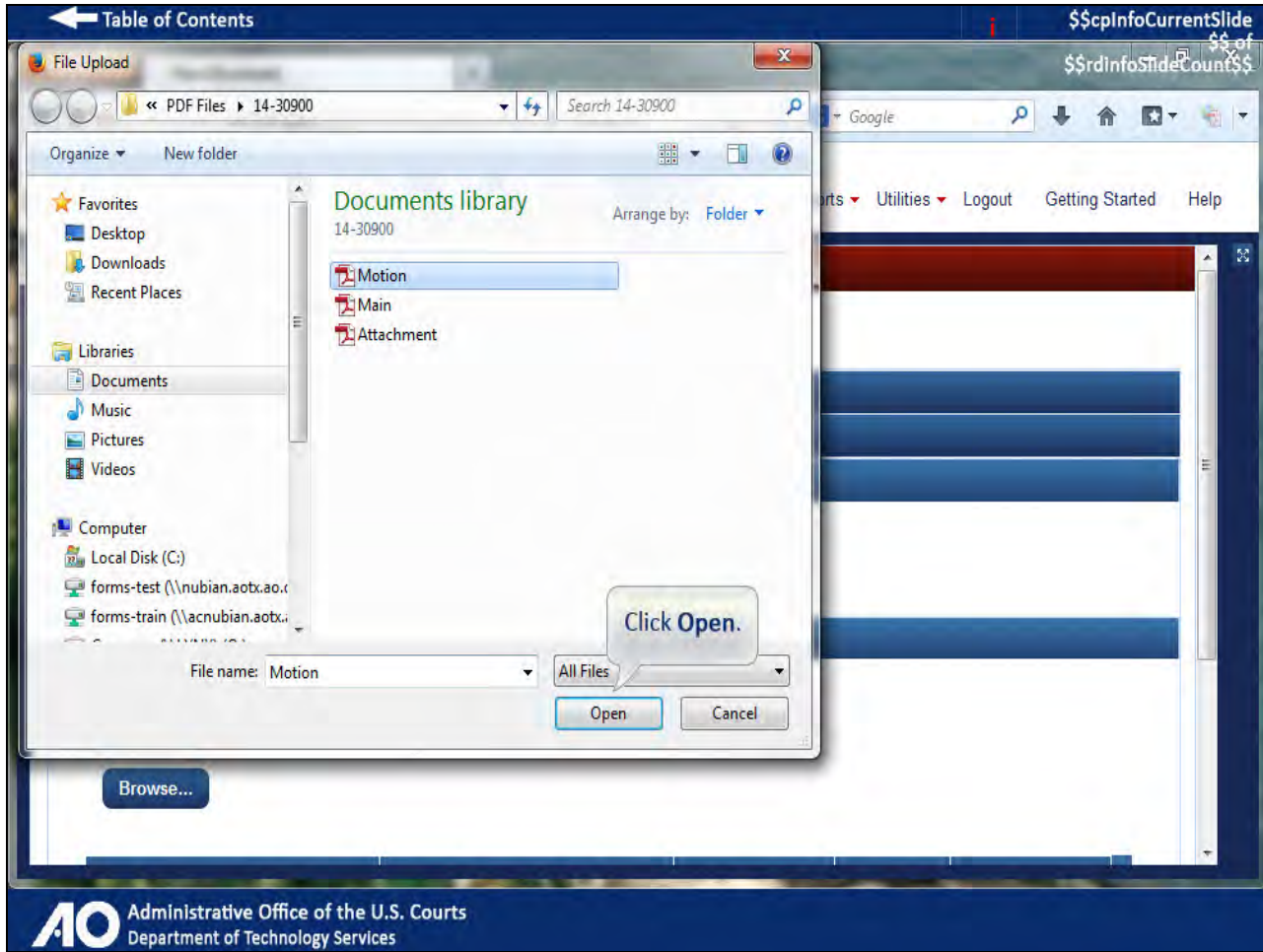
Slide 22 - Slide 22



Slide notes

Navigate and locate the document to upload. Select the Motion PDF.

Slide 23 - Slide 23



Slide notes

Click Open.

Slide 24 - Slide 24

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Firefox File a Document

https://ecf.tcl.a.ztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf

CM/ECF

Filing Reports Utilities Logout Getting Started Help

Service: 04/23/2014

Upload Documents

Description:

Browse... Click Browse to add another document.

Document	Description	Size	Sequence	Remove All
<a href="#">Motion.pdf</a>	Main Document	31 KB		X

Continue Cancel

Administrative Office of the U.S. Courts  
Department of Technology Services

Slide notes

The PDF document is validated and included in the Document list. The document name appears as a link, so you can click the name to open and view to verify the correct document was filed. To delete a specific document uploaded, you click the red X.

Clicking Remove All deletes all documents that have been uploaded with this motion.



Slide 25 - Slide 25

Table of Contents

Firefox File a Document

https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf

CM/ECF

Filing Reports Utilities Logout Getting Started Help

Service  
04/23/2014

Upload Documents

Description

Browse... Click Browse to add another document.

Document	Description	Size	Sequence	Remove All
Motion.pdf		31 KB		X

Number of Pages (w)

Please Select

Continue Cancel

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Slide notes

In this example, the next section prompts for the Number of Pages of the motion uploaded. Click the drop-down arrow to expand the list.

Slide 26 - Slide 26

The screenshot shows the CM/ECF filing system interface. At the top, there is a navigation bar with "Table of Contents" and "Filing" options. The main content area is titled "Service" and shows a date of "04/23/2014". Below this is a section for "Upload Documents". A callout box with a blue border and white background is overlaid on the interface, containing the text: "Select 11-15 for the number of pages of the motion." Below the callout, there is a table with the following columns: "Description", "Size", "Sequence", and "Remove All". The table contains one row with the following data: "Main Document", "31 KB", and a red "X" icon. At the bottom of the interface, there are "Continue" and "Cancel" buttons. The footer of the page reads "AO Administrative Office of the U.S. Courts Department of Technology Services".

Slide notes

Select 11-15 for the number of pages.

Slide 27 - Slide 27

The screenshot shows the CM/ECF filing system interface. At the top, there is a navigation bar with "Table of Contents" and "File a Document" tabs. The browser address bar shows the URL: <https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf>. The main content area includes a "Service" date field set to "04/23/2014", an "Upload Documents" section with a "Description" field and a "Browse..." button, and a table of uploaded documents. The table has columns for "Document", "Description", "Size", "Sequence", and "Remove All". One document is listed: "Motion.pdf" with a description of "Main Document" and a size of "31 KB". Below the table is a "Number of Pages (without attachments)" field set to "11-15". At the bottom of the form are "Continue" and "Cancel" buttons. A callout bubble with the text "Click Continue." points to the "Continue" button. The footer of the page reads "AO Administrative Office of the U.S. Courts Department of Technology Services".

Document	Description	Size	Sequence	Remove All
<a href="#">Motion.pdf</a>	Main Document	31 KB		

Slide notes

Click Continue.

Slide 28 - Preview Docket Text

The screenshot shows a web browser window with the URL <https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf>. The page title is "File a Document | Attorney Motion Filed File Amended Brief". The main content area shows a list of sections for case 14-30900: Attorney Filer, Requested Relief, Service, Upload Documents, Number of Pages (without attachments), and Docket Text. The "Docket Text" section is expanded, showing a preview of the text: "Motion filed by Cheryl Wilson for Harris Wilson to file an amended brief. (Service date: 04/23/2014 ) Pages: 11-15 [14-30900]". Below the preview are "Continue" and "Cancel" buttons. A callout bubble points to the "Continue" button with the text "Click Continue." The footer of the page includes the AO logo and the text "Administrative Office of the U.S. Courts Department of Technology Services".

Slide notes

The next section is a preview of the docket text, built as you went through the different sections. It reads fine, so click Continue.



Slide 29 - Final Review

The screenshot shows a web browser window displaying the CM/ECF Attorney Filing interface. The browser's address bar shows the URL: <https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf>. The page title is "File a Document | Attorney Motion Filed File Amended Brief". Below the title, it says "File to case: 14-30900". A list of steps is shown with expandable/collapsible arrows: Attorney Filer, Requested Relief, Service, Upload Documents, Number of Pages (without attachments), Docket Text, and Final Review. The "Final Review" step is expanded, and a "Final Review" button is overlaid on the "Number of Pages" step. Below the list, a summary box contains the following information: File to Case: 14-30900; Type of Document: Attorney Motion Filed; Attorney Filer: Wilson, Cheryl (Appellant) 14-30900. The footer of the page reads "AO Administrative Office of the U.S. Courts Department of Technology Services".

Slide notes

The last section, final review, summarizes everything that you selected in this filing; the case filed in; what was filed;...

Slide 30 - Slide 30

The screenshot shows a web browser window displaying the CM/ECF filing system. The browser's address bar shows the URL: <https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf>. The page title is "File a Document | Attorney Motion Filed File Amended Brief".

The main content area is titled "File to case: 14-30900" and contains a list of document sections:

- ▶ Attorney Filer
- ▶ Requested Relief
- ▶ Service
- ▶ Upload Documents
- ▶ Number of Pages (without attachments)
- ▶ Docket Text
- ▼ Final Review

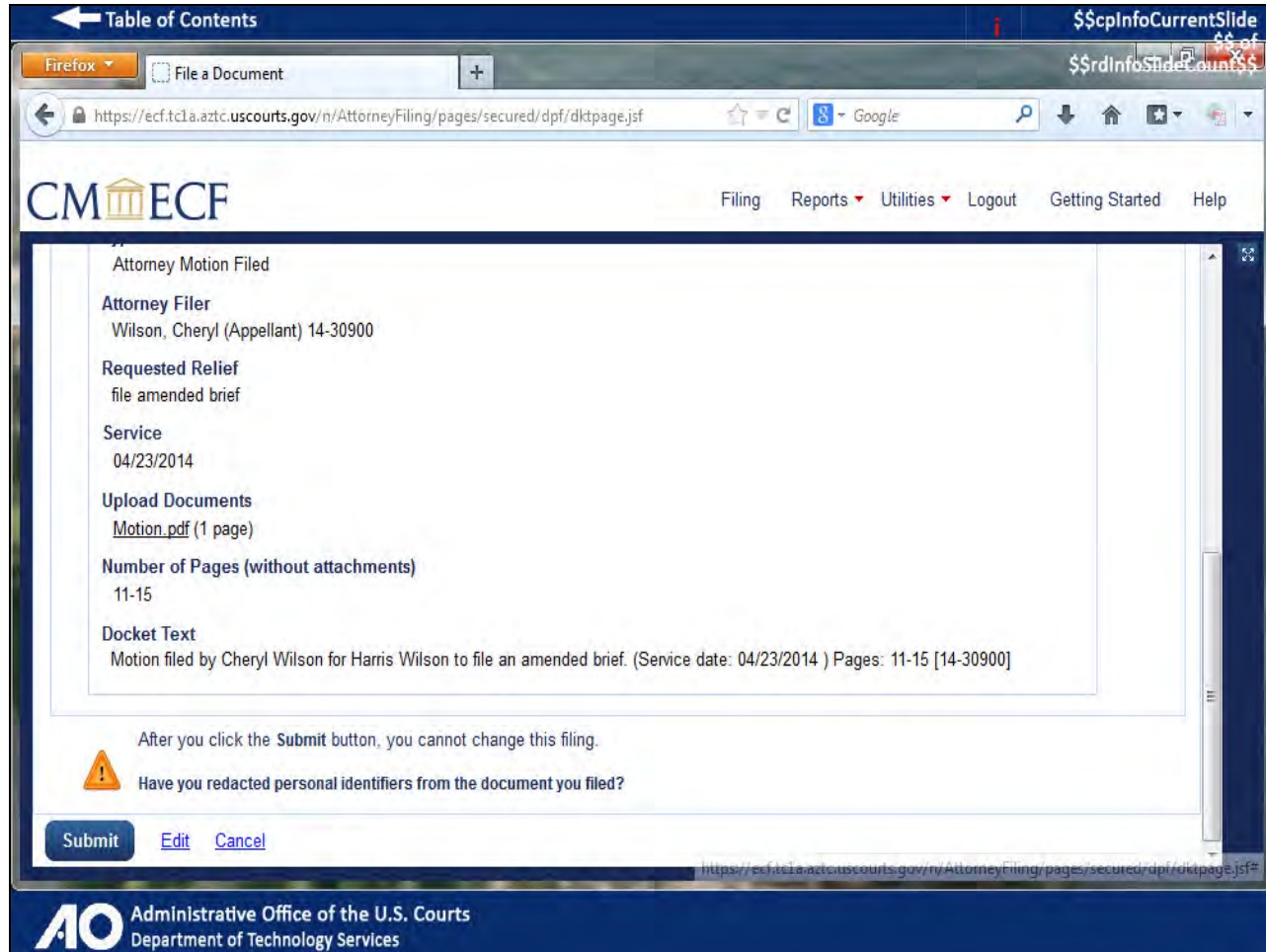
Below the list, a summary box displays the following information:

- File to Case: 14-30900
- Type of Document: Attorney Motion Filed
- Attorney Filer: Wilson, Cheryl (Appellant) 14-30900

The footer of the page features the AO logo and the text: "Administrative Office of the U.S. Courts, Department of Technology Services".

Slide notes

## Slide 31 - Slide 31



The screenshot shows the CM/ECF Attorney Filing interface in a Firefox browser. The page title is "Table of Contents" and the URL is "https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf". The interface displays the following information:

- Attorney Motion Filed**
- Attorney Filer:** Wilson, Cheryl (Appellant) 14-30900
- Requested Relief:** file amended brief
- Service:** 04/23/2014
- Upload Documents:** [Motion.pdf](#) (1 page)
- Number of Pages (without attachments):** 11-15
- Docket Text:** Motion filed by Cheryl Wilson for Harris Wilson to file an amended brief. (Service date: 04/23/2014 ) Pages: 11-15 [14-30900]

Below the summary, there is a warning icon and the text: "After you click the Submit button, you cannot change this filing." and "Have you redacted personal identifiers from the document you filed?". At the bottom, there are buttons for "Submit", "Edit", and "Cancel". The footer of the page reads "AO Administrative Office of the U.S. Courts Department of Technology Services".

## Slide notes

...who filed the motion; the relief requested in the motion; the date the motion was served; a hyperlink to the document that was uploaded; additional information to include in text, the number of pages of the motion;

and finally, the text that will be included on the docket. As a final precaution, note the redacted warning. Make sure your documents have been redacted. If necessary, you can check the document by clicking the document link to review it.

Verify that the information for the filing is correct. If it is, you would click Submit. If the case filed in or type of document selected is incorrect, you would click Cancel and start over. If changes need to be made to other sections, you would click Edit.

## Slide 32 - Edit Filing

The screenshot shows the CM/ECF Attorney Filing interface in a Firefox browser. The page title is "Table of Contents". The browser address bar shows the URL: <https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf>. The page content includes the following information:

- Attorney Motion Filed
- Attorney Filer: Wilson, Cheryl (Appellant) 14-30900
- Requested Relief: file amended brief
- Service: 04/23/2014
- Upload Documents: [Motion.pdf](#) (1 page)
- Number of Pages (without attachments): 11-15
- Docket Text: Motion filed by Cheryl Wilson for Harris Wilson to file an amended brief. (Service date: 04/23/2014 ) Pages: 11-15 [14-30900]

At the bottom of the filing record, there is a warning icon and a message: "After you click the Submit button, you cannot change this filing. Have you verified the correct file was selected from the document you filed?". A speech bubble with the text "Click Edit." points to the "Edit" button. Below the message are three buttons: "Submit", "Edit", and "Cancel". The footer of the page reads: "AO Administrative Office of the U.S. Courts Department of Technology Services".

## Slide notes

Notice the docket text reads, "Pages, 11-15" and looking at the motion that was uploaded, the page count is 1. Although you would have verified the correct file was selected when uploading, for this demonstration the wrong document was intentionally selected to demonstrate using the edit feature. You'll edit the Upload Documents section. Click Edit.



Slide 33 - Slide 33

The screenshot shows a web browser window displaying the CM/ECF Attorney Filing interface. The browser's address bar shows the URL: <https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf>. The page title is "File a Document | Attorney Motion Filed File Amended Brief". Below the title, it says "File to case: 14-30900". There is a list of sections: "Attorney Filer", "Requested Relief", "Service", "Upload Documents", "Number of Pages (without attachments)", and "Docket Text". A callout box with a speech bubble points to the "Upload Documents" section, containing the text "Click Upload Documents to edit this section." Below the list, there is a text box containing the text: "Motion filed by Cheryl Wilson for Harris Wilson to file an amended brief. (Service date: 04/23/2014 ) Pages: 11-15 [14-30900]". At the bottom left of the form area, there are "Continue" and "Cancel" buttons. The footer of the page reads "AO Administrative Office of the U.S. Courts Department of Technology Services".

Slide notes

Click Upload Documents to edit this section.

Slide 34 - Slide 34

The screenshot shows the CM/ECF filing system interface. At the top, there is a navigation bar with "Table of Contents" and "File a Document" tabs. The browser address bar shows the URL: <https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf>. The main content area is titled "File a Document | Attorney Motion Filed File Amended Brief" and shows "File to case: 14-30900". There are several expandable sections: "Attorney Filer", "Requested Relief", "Service", and "Upload Documents". Under "Upload Documents", there is a "Description" field and a "Browse..." button. Below this is a table of uploaded documents:

Document	Description	Size	Remove All
<a href="#">Motion.pdf</a>	Main Document	31 KB	X

A callout box points to the red 'X' icon in the "Remove All" column, with the text: "Click X to delete the incorrect document." At the bottom of the page, the logo for the Administrative Office of the U.S. Courts, Department of Technology Services is visible.

Slide notes

You are going to replace this document with the correct one. Had there been multiple documents uploaded, you could click Remove All to delete them all with a single click, or click the red X for each one individually. Click the X to delete this incorrect document.

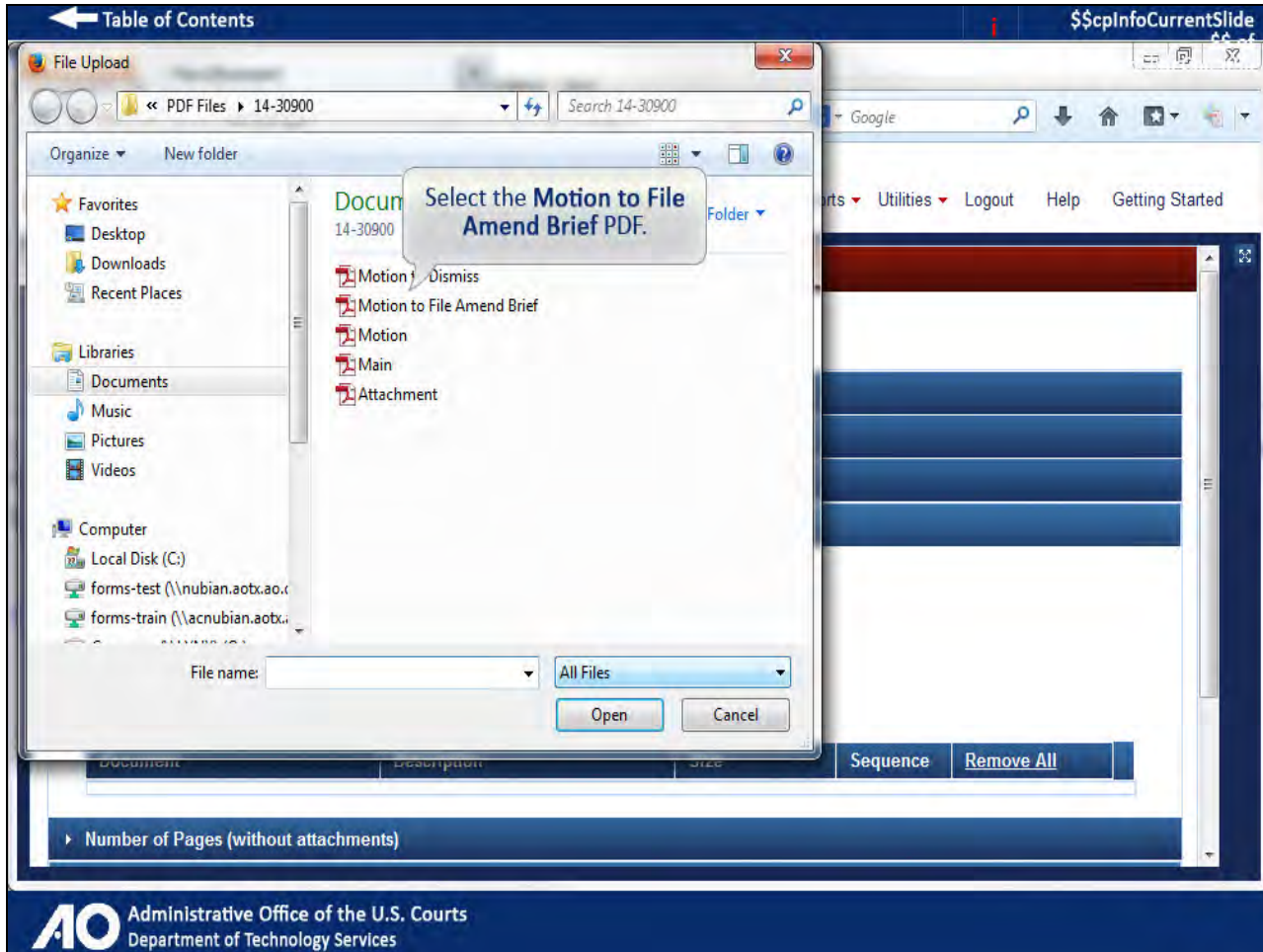
Slide 35 - Slide 35

The screenshot shows a web browser window displaying the CM/ECF Attorney Filing interface. The browser's address bar shows the URL: <https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf>. The page title is "File a Document | Attorney Motion Filed File Amended Brief". The interface includes a navigation menu with "Filing", "Reports", "Utilities", "Logout", "Getting Started", and "Help". The main content area shows "File to case: 14-30900" and a list of document categories: "Attorney Filer", "Requested Relief", "Service", and "Upload Documents". Under "Upload Documents", there is a "Description" field with the text "Main Document" and a "Browse..." button. A callout box points to the "Browse..." button with the text: "Click Browse to locate the PDF document to upload." Below the "Browse..." button is a table with columns: "Document", "Description", "Size", "Sequence", and "Remove All". At the bottom of the page, there is a footer for the "Administrative Office of the U.S. Courts Department of Technology Services".

Slide notes

Click Browse to locate the PDF document to upload.

Slide 36 - Slide 36

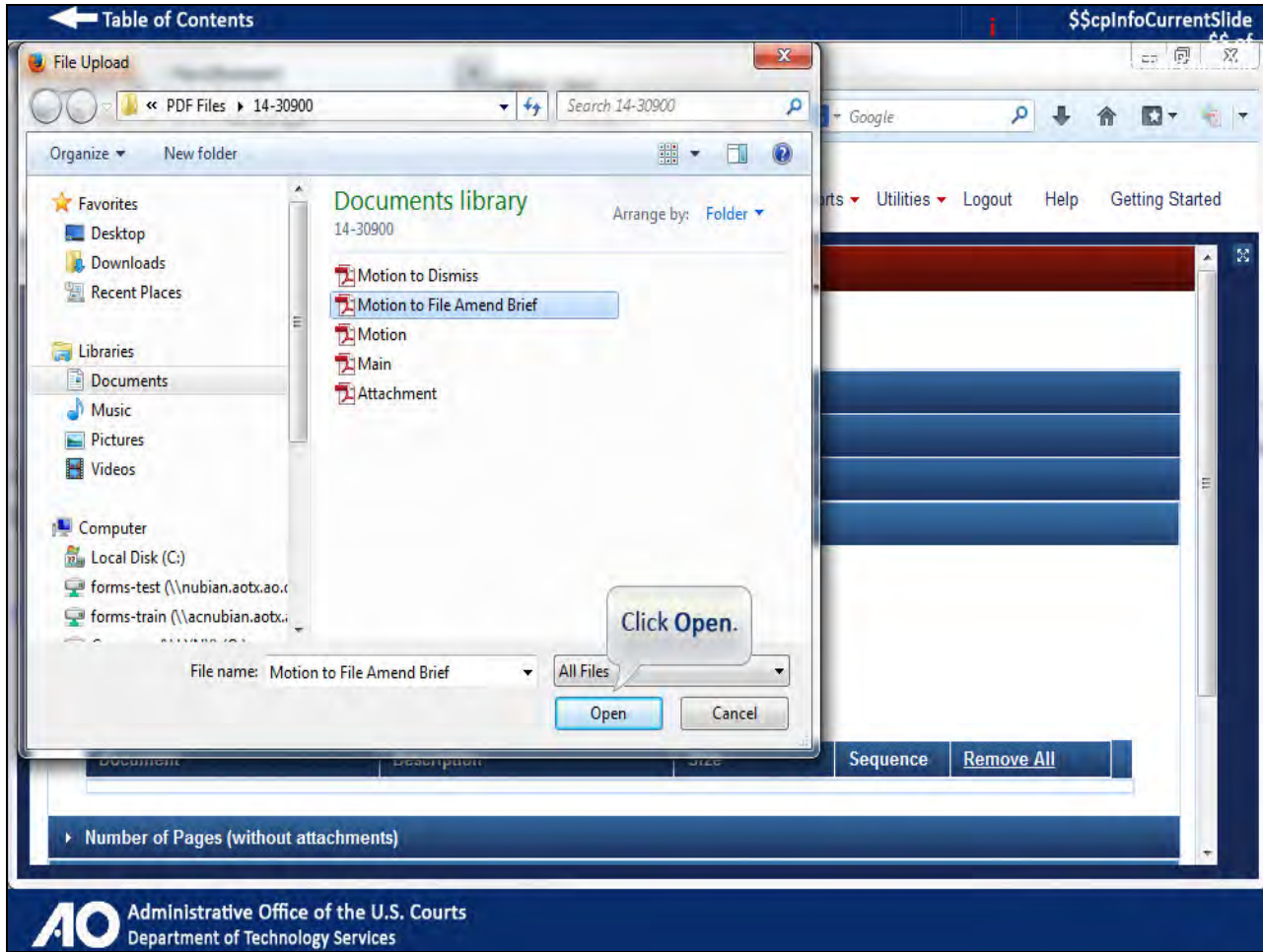


Slide notes

As a precaution, you should always verify that you are selecting the correct document. Select the Motion to File Amended Brief.



Slide 37 - Slide 37



Slide notes

Click Open to upload the document.

Slide 38 - Slide 38

The screenshot shows the CM/ECF Attorney Filing interface in a Firefox browser. The page title is "File a Document | Attorney Motion Filed File Amended Brief". The URL is "https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf". The interface includes a navigation menu with "Filing", "Reports", "Utilities", "Logout", "Help", and "Getting Started". The main content area shows "File to case: 14-30900" and a list of sections: "Attorney Filer", "Requested Relief", "Service", and "Upload Documents". Under "Upload Documents", there is a "Description" field and a "Browse..." button. Below this is a table of documents:

Document	Description	Size	Sequence	Remove All
<a href="#">Motion to File Amend Brief.pdf</a>	Main Document	39 KB		

At the bottom of the page, the logo for the Administrative Office of the U.S. Courts, Department of Technology Services is visible.

Slide notes

The correct PDF document is included in the Document list.

Slide 39 - Slide 39

The screenshot shows the CM/ECF Attorney Filing interface in a Firefox browser. The page title is "File a Document | Attorney Motion Filed File Amended Brief". The case number is 14-30900. The interface includes a navigation menu with "Filing", "Reports", "Utilities", "Logout", "Help", and "Getting Started". The main content area has a "Description" field and a "Browse..." button. Below this is a table of uploaded documents.

Document	Description	Size	Sequence	Remove All
<a href="#">Motion to File Amend Brief.pdf</a>	Main Document	39 KB		

At the bottom of the interface, it says "Number of Pages (without attachments)". The footer includes the AO logo and text: "Administrative Office of the U.S. Courts Department of Technology Services".

Slide notes

Slide 40 - Slide 40

The screenshot shows the CM/ECF web interface in a Firefox browser. The page title is "Table of Contents" and the URL is "https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf". The interface includes a navigation menu with "Filing", "Reports", "Utilities", "Logout", "Help", and "Getting Started". The main content area has sections for "Service", "Upload Documents", "Description", "Number of Pages (without attachments)", and "Docket Text".

The "Upload Documents" section contains a "Description" field and a "Browse..." button. Below it is a table with the following data:

Document	Description	Size	Sequence	Remove All
<a href="#">Motion to File Amend Brief.pdf</a>	Main Document	39 KB		

The "Docket Text" section has a text input field with the text: "Motion for Harris Wilson to file an amended brief. (Service date: 04/23/2014 ) Pages: 11-15 [14-30900]". A callout bubble with the text "Click Continue." points to the "Continue" button at the bottom left of the form.

At the bottom of the page, the logo for the Administrative Office of the U.S. Courts, Department of Technology Services is visible.

Slide notes

That's the only change. Click Continue.



Slide 41 - Slide 41

The screenshot shows a web browser window with the URL <https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf>. The page title is "File a Document | Attorney Motion Filed File Amended Brief". The main content area shows a list of steps for filing a document: Attorney Filer, Requested Relief, Service, Upload Documents, Number of Pages (without attachments), and Docket Text. The "Docket Text" step is expanded, showing a preview of the docket text: "Motion for Harris Wilson to file an amended brief. (Service date: 04/23/2014 ) Pages: 11-15 [14-30900]". A "Docket Text Preview" button is overlaid on the "Number of Pages" step. Below the preview, there are "Continue" and "Cancel" buttons. A callout box with the text "Click Continue." points to the "Continue" button. The footer of the page includes the AO logo and the text "Administrative Office of the U.S. Courts Department of Technology Services".

Slide notes

You get to preview the docket text again. Click Continue.

Slide 42 - Slide 42

The screenshot shows a web browser window displaying the CM/ECF Attorney Filing interface. The browser's address bar shows the URL: <https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf>. The page title is "File a Document | Attorney Motion Filed File Amended Brief". The main content area is titled "File to case: 14-30900" and contains a list of steps: Attorney Filer, Requested Relief, Service, Upload Documents, Number of Pages (without attachments), Docket Text, and Final Review. A large, light-colored button labeled "Final Review" is positioned over the "Number of Pages" step. Below the list, a summary box displays the following information: File to Case: 14-30900, Type of Document: Attorney Motion Filed, and Attorney Filer: Wilson, Cheryl (Appellant) 14-30900. The footer of the page features the AO logo and the text "Administrative Office of the U.S. Courts Department of Technology Services".

Slide notes

The Final Review section appears again. Scrolling down...

Slide 43 - Slide 43

The screenshot shows a web browser window with the URL <https://ecf.tcl.a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf>. The page title is "File a Document | Attorney Motion Filed File Amended Brief". The main content area displays a checklist for case 14-30900:

- File to case: 14-30900
- Attorney Filer
- Requested Relief
- Service
- Upload Documents
- Number of Pages (without attachments)
- Docket Text
- Final Review

Below the checklist, a summary table is visible:

File to Case	14-30900
Type of Document	Attorney Motion Filed
Attorney Filer	Wilson, Cheryl (Appellant) 14-30900

The footer of the page contains the logo for the Administrative Office of the U.S. Courts, Department of Technology Services.

Slide notes

## Slide 44 - Slide 44

The screenshot shows a web browser window displaying the CM/ECF filing system. The page title is "Table of Contents" and the URL is "https://ecf.tcl.a.ztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf". The page content includes the following information:

- Attorney Motion Filed
- Attorney Filer: Wilson, Cheryl (Appellant) 14-30900
- Requested Relief: file amended brief
- Service: 04/23/2014
- Upload Documents: [Motion to File Amend Brief.pdf](#) (12 pages)
- Number of Pages (without attachments): 11-15
- Docket Text: Motion filed by Cheryl Wilson for Harris Wilson to file an amended brief. (Service date: 04/23/2014 ) Pages: 11-15 [14-30900]

A confirmation dialog box is displayed at the bottom of the page, containing the following text:

Click **Submit** to save this filing. You cannot change this filing. Do you want to remove the identifiers from the document you filed?

The dialog box has three buttons: **Submit**, [Edit](#), and [Cancel](#).

The footer of the page reads: AO Administrative Office of the U.S. Courts Department of Technology Services

## Slide notes

...we now see that the docket text says 11-15 pages, and the motion to file amended brief that was uploaded is 12 pages. The information for this filing is now correct. Click Submit to save this filing.



Slide 45 - Slide 45

The screenshot shows a web browser window with the URL <https://ecf.tcl1a.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/dpf/dktpage.jsf>. The page title is "File a Document | Attorney Motion Filed Dismiss Case". A confirmation dialog box is displayed in the center, containing the message "The filing has been completed successfully." and an "OK" button. A callout box points to the "OK" button with the text "Click OK to close the confirmation dialog box." The background shows a sidebar with a list of document types: Attorney Filer, Requested Relief, Service, Upload Documents, Number of Pages (without attachments), Docket Text, and Final Review. Below the sidebar, there is a table with the following data:

File to Case	14-30900
Type of Document	Attorney Motion Filed
Attorney Filer	Winters, Dk... 14-30900

The footer of the page reads: AO Administrative Office of the U.S. Courts Department of Technology Services.

Slide notes

Click OK to acknowledge and close the confirmation dialog box.

Slide 46 - Slide 46

The screenshot shows a web browser window with a URL from <https://ecf.tcl.a.aztc.uscourts.gov>. The page title is "Testing Services Branch". The main content is a "Notice of Docket Activity" for case 14-30900. A yellow callout box is overlaid on the page with the text: "The Notice of Docket Activity (NDA) to be emailed to recipients is produced." The notice text includes: "The following transaction was filed on 07/23/2014", "Case Name: Harris Wilson v. Skip Moore", "Case Number: 14-30900", "Document(s): Document(s)", "Docket Text: Motion filed by Cheryl Wilson for Harris Wilson to file an amended brief. (Service date: 04/23/2014) Pages: 11-15 [14-30900] (1643475)", and "Notice will be electronically mailed to:". The footer of the page reads "AO Administrative Office of the U.S. Courts Department of Technology Services".

Slide notes

The Notice of Docket Activity (or NDA) to be emailed to recipients is produced.

Slide 47 - Exit

Table of Contents

Firefox CM/ECF Appellate

https://ecf.tcla.aztc.uscourts.gov/n/AttorneyFiling/pages/secured/main.jsf

CM ECF

Filing Reports Utilities Logout Getting Started Help

U.S. Court of Appeals CMECF  
Official Attorney Electronic Document Filing System

*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571.*

**Welcome**  
Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu.

[Court Information](#)

Apr 23 04:52:55 MST 2014

Click Exit when you're done.

Exit

AO Administrative Office of the U.S. Courts  
Department of Technology Services

Slide notes

This concludes this module on filing a motion. Click Exit when you're done.

Slide 48 - Module Information

← Table of Contents

Module Information

Filing a Motion  
Appellate NextGen CM/ECF Release 1.0

Production Information:  
Produced by AO-DTS-SDSO-TD  
Contact Information: AOTXml\_ELM@aotx.uscourts.gov  
May 2014

Electronic Learning Module 1.0

Click Return.

Return

AO Administrative Office of the U.S. Courts  
Department of Technology Services

Slide notes