



- All information that I share with you today is available in detail on our court's website.
- This is an overview of how CM/ECF works in the Northern District.

What is CM/ECF?

- Automated system for case management (CM) and electronic case files (ECF)
- Filers can send documents to the court via the Internet, 24 hours a day
- Court can send email notices of case activity and court orders to case participants

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- CM/ECF is used by all federal courts in the nation.
- Our district has used it since 2005.

Some of the benefits are:

- Case access 24 hours a day, every day, with rare exceptions for system maintenance; which means you can also file any time, anywhere you have internet access;
- automatic email notices of case activity for any registered user;
- And filed document images are immediately available

Getting Started & Registration

- CM/ECF Information on Court Website
 - Verify Technical Requirements
 - Read Administrative Guide of Policies and Procedures
- Verify PACER Registration (www.pacer.uscourts.gov)
- You must be admitted to the bar of this Court & in good standing or admitted Pro Hac Vice
- Completed and signed CM/ECF Registration Form

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- It's good to become familiar with the our court's Administrative Guide of Policies and Procedures. Each district court has their own guide.
- Review our Civil and Criminal event instructions located on our website.
- In addition to registering for CM/ECF you should also have a PACER account. If not, go to the PACER website and register online. The address is shown on the screen.

Updates to Personal Info.

- Most personal information can be updated by filer through CM/ECF Utilities
- CM/ECF Attorney Information Update form
- Registered CM/ECF users receive notice via email and waive conventional service of documents → current email address is imperative

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- While most personal information can be updated directly by you in CM/ECF, the Attorney Information Update form (available on our website) should be used when you need the Court to make changes for you. Such as to update a firm address.
- Do this in addition to Filing a Notice of Change of Address in each case.
- We do get a bounce back report for failed emails.
- We try to verify the email address. If we can't confirm it, we will delete the email address and turn the account to inactive.

Helpful E-Filing Tips

- Until you are comfortable with the system, consider filing your document early on the day it is due.
- Review the Administrative Guide located on our website.
- Use the event instructions located on our website.
- Title your document to match the appropriate CM/ECF event.
- DO NOT file a document that should be split into two or more documents. (e.g., Answer and Counterclaim)
- If you have an urgent matter, please contact the appropriate courtroom deputy.

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If you have ANY e-filing questions, during business hours, contact the Clerk's Office at 918-699-4700.

Technical Information

- Filing in Error

- Once a pleading or other paper is submitted, it becomes part of the case
- The attorney may file a motion to withdraw the document, but should not refile the document
- The Clerk's Office should be immediately notified of any mistakes

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If you have ANY efilng questions, during business hours, contact the Clerk's Office at 918-699-4700.

Quality Control - FAQ

- Those emails you receive from our Quality Control department...
 - If you receive an email regarding an error, note it is only sent as a learning tool.
 - The most common errors are the wrong event used, the document contains personal identifiers or the document is signed by one attorney but efiled using another attorney's login and password.

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The Clerk's Office is the keeper of the original court record. If you receive an email from Quality Control regarding an error, it is only provided as a learning tool.

If you have a questions about an email you have received, you may respond to the email or call the Clerk's Office.



- So let's go to our court's website to access CM/ECF. The address is www.oknd.uscourts.gov.
- On our homepage is a link to login to CM/ECF. We also have a link to CM/ECF information.

CM/ECF Information

UNITED STATES DISTRICT COURT
Northern District of Oklahoma
Honorable Gregory K. Frizzell - Chief Judge | Phil Lombardi - Clerk of Court

Text Size: - A +

Search this site GO

Court Information | Judges' Information | Jury Information | Filing/Practice Information | Filing Without an Attorney | Forms | Case Information | **CM/ECF Information** | Programs & Services

Home » CM/ECF Information

CM/ECF Information

Administrative Guide
Event List - Civil
Event List - Criminal
Filing Instructions - Civil
Filing Instructions - Criminal
Getting Started & The Basics
Party Name Guidelines
Technical Information & Troubleshooting
Training Sign-up
Query, Reports, Utilities & Search

CM/ECF is the court's Case Management and Electronic Filing System. Electronic Filing is mandatory for the Northern District of Oklahoma. The Administrative Guide provides the rules and procedures set up for using CM/ECF. Information on how to set up an account and receive training is located in the link "Getting Started/Training" located to the left. We have also provided step by step instructions on how to efile any document in the instructions links on the left. Our event lists show every possible type of document that can be filed in CM/ECF. Lastly, Troubleshooting/Technical Support provides information on how to contact the court if you run into problems trying to efile and solutions to common problems. You can obtain support by telephone or email during regular business hours at the following:

Telephone - 910.699.4044 or Toll Free 800.213.1957
Email - CM-ECFIntake_oknd@oknd.uscourts.gov

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- The link to CM/ECF information leads us to links for:
 - the Administrative Guide
 - Event Filing Instructions
 - and Technical Information and Troubleshooting,

CM/ECF: Logging In

UNITED STATES DISTRICT COURT
Northern District of Oklahoma
Honorable Gregory K. Frizzell - Chief Judge | Phil Lombardi - Clerk of Court

Text Size

Search this site

Court Information | Judges' Information | Jury Information | Filing/Practice Information | Filing Without an Attorney | Forms | Case Information | CM/ECF Information | Programs & Services

Case Locator (PACER) »
E-Filing (CM/ECF) »
Dockets/Calendars »
eVoucher (CJA) »

Welcome

Welcome to the official website for the United States District Court for the Northern District of Oklahoma.

Court Locations

Page Belcher Federal Building
333 W. 4th Street,
Room 411
Tulsa, OK 74103
Phone 918.699.4700
Click here for directions.

Boulder Building
224 G. Boulder Ave.
Tulsa, OK 74103
Phone 918.699.4700
Click here for directions.

Quick Links

- Sign Up for our E-News here »
- Local Civil Rules
- Local Criminal Rules
- General Orders
- Opinions
- Alternative Dispute Resolution
- U.S. Court of Appeals for the 10th Circuit
- U.S. Bankruptcy Court - NDOK
- U.S. Probation Office - NDOK
- Judicial Seminars Disclosure
- Judicial Conduct and Disability

News & Announcements

March 11, 2016
Vacancy Announcement: Chief Deputy Clerk (Type II), Northern District of Oklahoma
Click More »

February 11, 2016
General Order 16-01 Adopting New Local Civil and Criminal Rules
More »

January 25, 2016
Transcripts of Magistrate Hearings Now Available Upon Request
In 2007, due to staffing limitations, the Northern District of Oklahoma discontinued the service.
More »

View all »

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•We'll select the E-Filing CM/ECF link

CM/ECF: Logging In



Welcome to the U.S. District Court for the U.S. District Court for the Northern District of Oklahoma

[U.S. District Court for the Northern District of Oklahoma - Document Filing System](#)

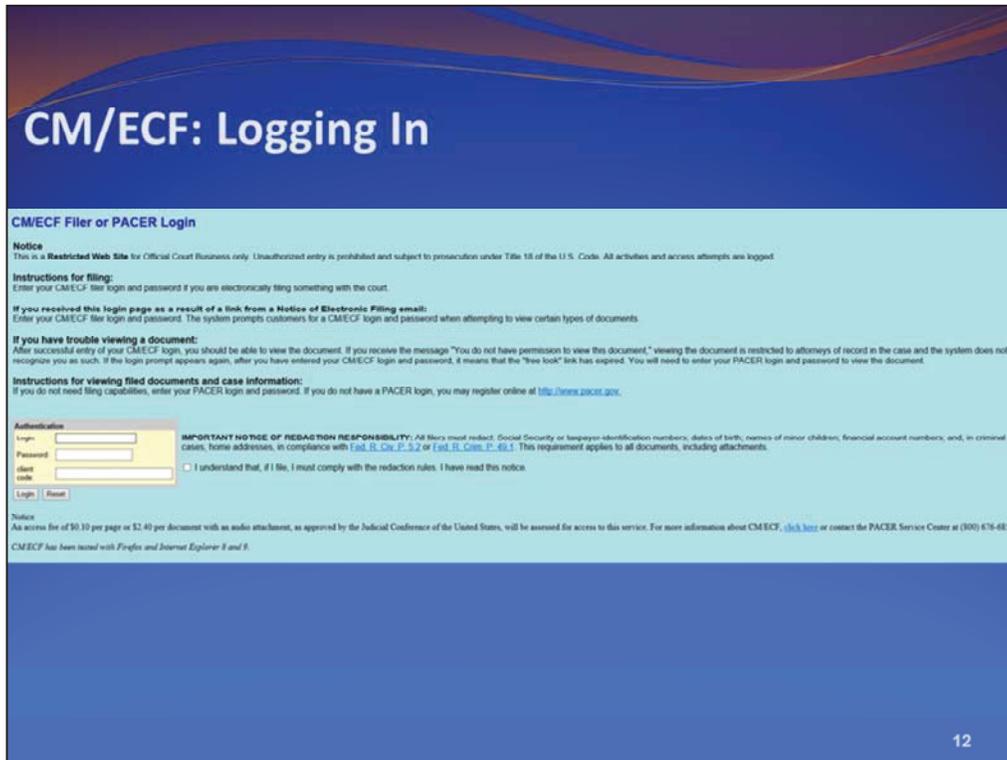
CM/ECF Version 6.1

23 January 2016

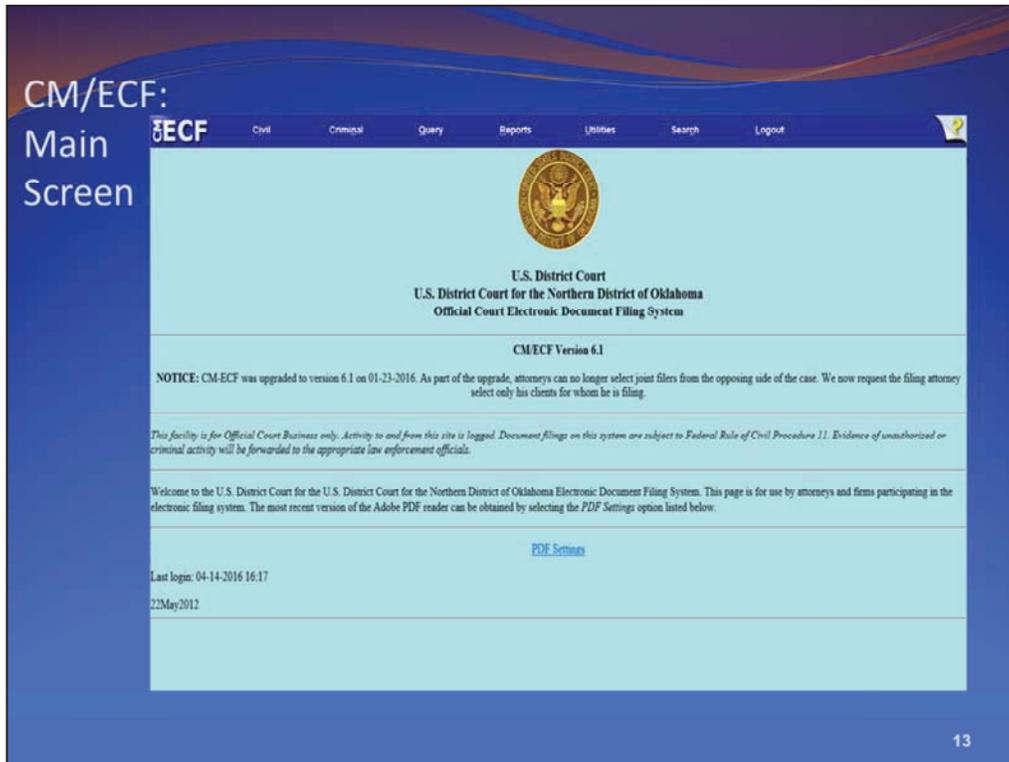
[Court Information](#)

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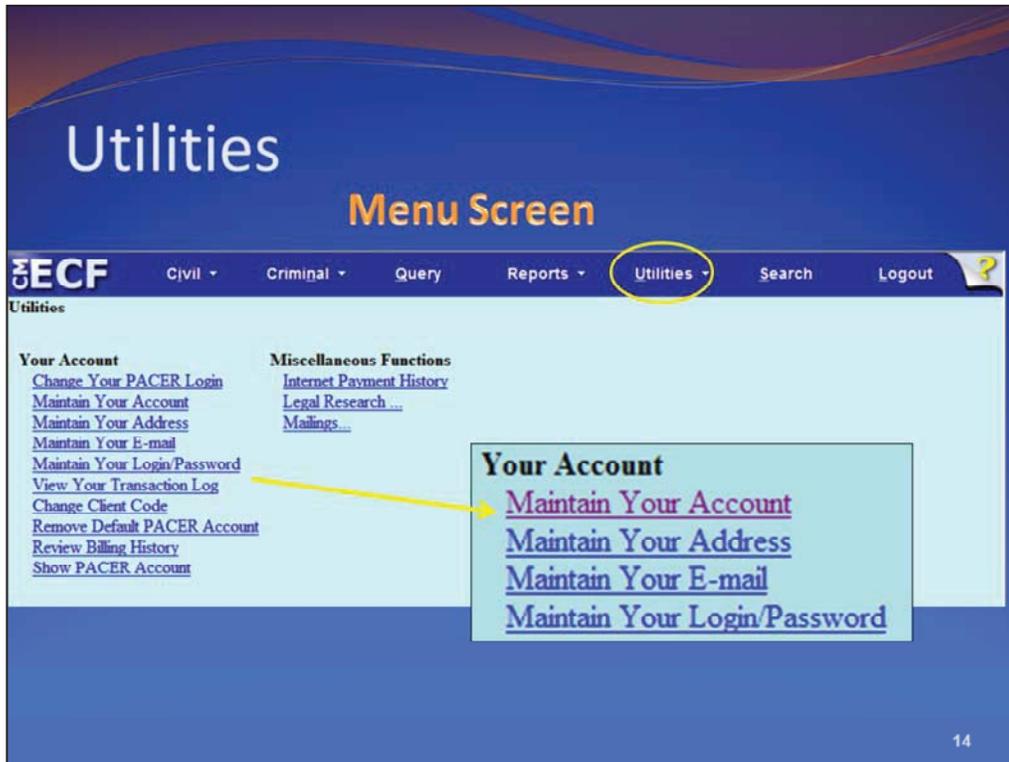
- On this screen are any Notices of system downtime or upgrades.
- To e-file, we'll click the Document Filing System link.



- This is the login screen for CM/ECF and PACER. Make sure you're using the correct login for whether you're filing (CM/ECF) or viewing the case (PACER).
- Notice the checkbox next to the login fields. You must check it, which means you agree to comply with the redaction rules, or you won't be able to log in.



- After you're logged in, you'll see the main ECF screen.
- You can stay logged in but inactive for up to 30 minutes before the system will "time out".
- This is a security precaution.



- Next across the blue bar is Utilities.
- If you see Civil & Criminal across the blue bar you are in CM/ECF. If you only see Query & Reports you are in PACER.
- Most of your personal information can be updated through
 - Maintain Your Account
 - Maintain Your Address
 - Maintain Your E-mail, and
 - Maintain Your Login/Password

Maintain Your Account

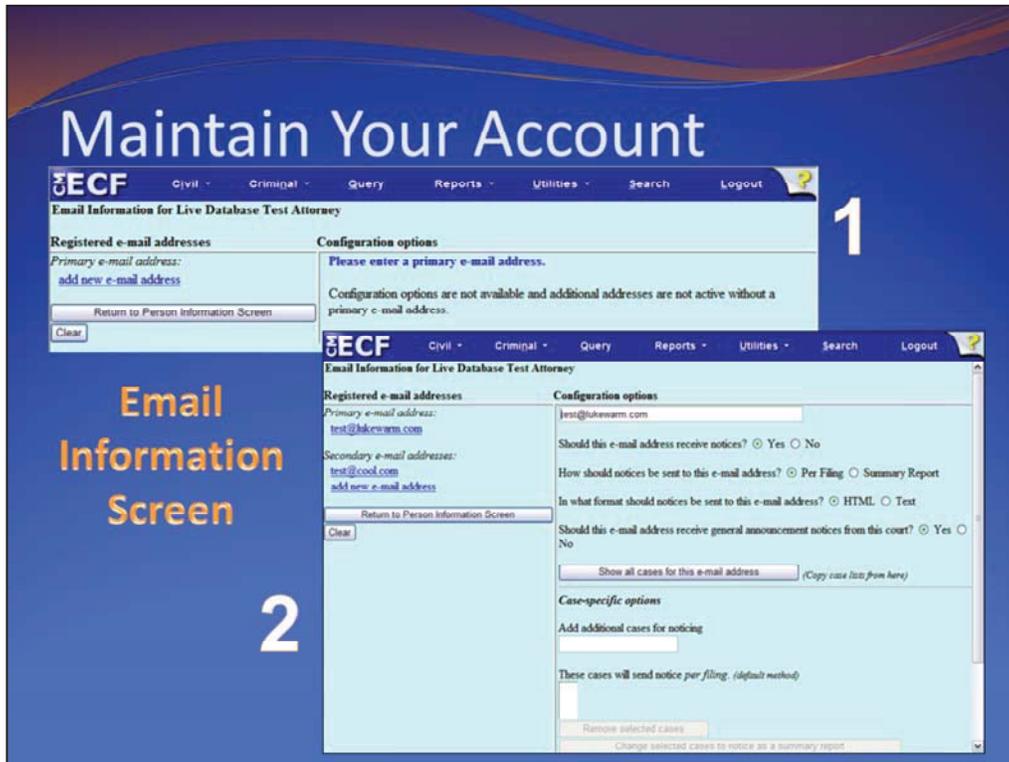
Maintain User Account Screen

The screenshot shows a web form titled "Maintain User Account" with the following fields and options:

- CECF logo and navigation menu: Civil, Criminal, Query, Reports, Utilities, Search, Logout
- Form title: Maintain User Account
- Last name: Test Attorney
- First name: Live Database
- Middle name: (empty)
- Generation: (empty)
- Gender: (dropdown menu)
- ATV Type: (dropdown menu)
- Title: (text input)
- Bar number: 0000
- Type: aty
- Prisoner id: (text input)
- Add Headers to PDF Documents
- Office: Doe & Associates
- Unit: (empty)
- Address 1: 1234 S MAIN ST
- Address 2: (empty)
- Address 3: (empty)
- City: TULSA
- State: OK
- Zip: 74101
- Country: US
- County: (empty)
- Phone: 918-444-4444
- Fax: 918-333-3333
- Initials: DOB
- End date: (empty)
- Buttons: Email information, More user information, Submit, Clear

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- For address changes, solo practitioners can select Maintain Your Account.
- However, firm address changes must be made by submitting an Attorney Information Update Form. That form is available on our website.
- Click Email Information . . . (at the bottom of the screen)



- To view and change your primary reports email address or add or change your secondary email addresses.
- We recommended listing a secondary email address from a different service provider. For example, if you have an email address with your law firm, set up an email account with yahoo, cox , google , etc.
- Then, if your primary service provider fails, you will still have a way of getting notices of case activity.
- If you want to change your password please note the Court will not have access to it. However, if you forget what the password is we will reset it back to the original password.
- And then click “Return to Person Info Screen”
- When you are done select Submit

Maintain Your Account

Case Update Screen

ECF Civil Criminal Query Reports Utilities Search Logout ?

Searching for existing Attorney Records
Select the cases to be updated

CAUTION: Modifications that you entered on the previous screen can be applied only to the cases you are allowed to access. If the person you are editing is associated with any other cases, information in those cases will not be modified.

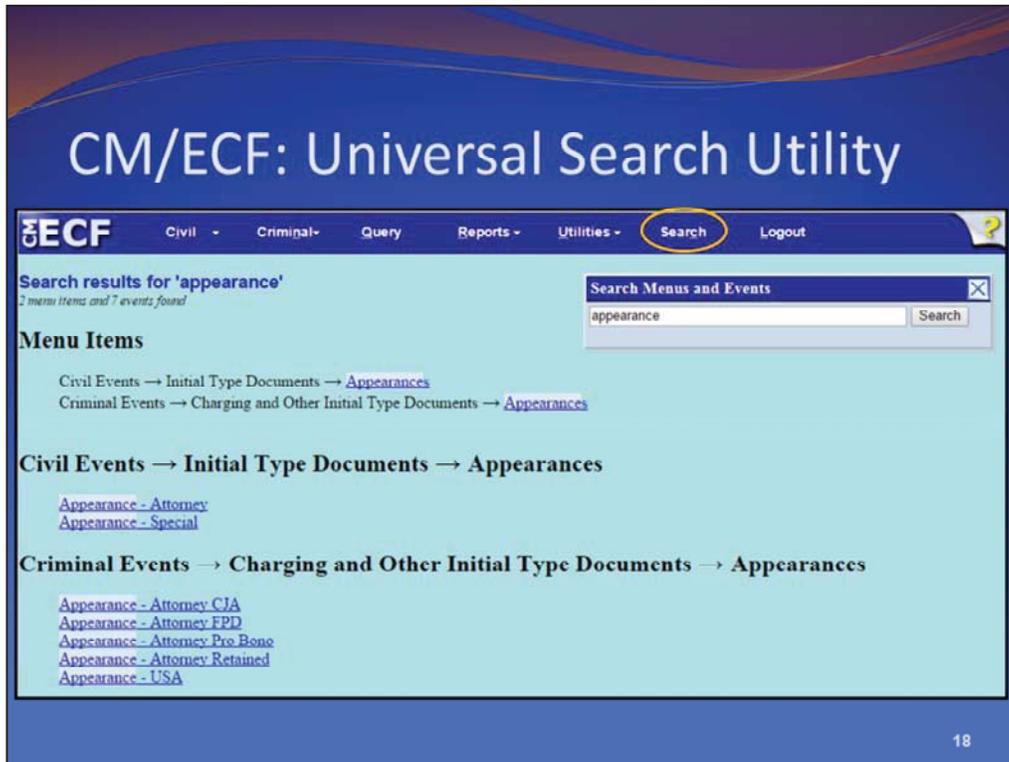
*If you modified any of the name fields (first, last, middle, generation) on the previous screen, those values will automatically be recorded in all accessible cases to which the person is linked. These changes will apply to all of those cases regardless of whether or not the user selects cases individually or selects the ***Update None*** option.*

*If you modified items other than the name fields (ex. mailing address fields) on the previous screen, those values will be recorded ONLY in the accessible cases that you select or ALL cases if you choose the ***Update All*** option. If you select the ***Update None*** option, no changes will apply to any cases listed. Click the question mark on the menu bar above for more information.*

*** Update All ***
--- Update None ---
4:10-cv-220 Solis v. Wignarajah et al (Defendant)
4:10-cr-74 USA v. Gray (Plaintiff)

Submit Clear

We get the case update screen— please leave “Update All” highlighted if you want your changes to take effect globally, and click “Submit” again.



- With your document converted to PDF, it's ready to file.
- If you are not sure what event is available, click Search on the blue menu bar in CM/ECF to access the Universal Search Utility.
- Or use our event lists.



Click Civil on the blue bar, to view the Civil Events menu.

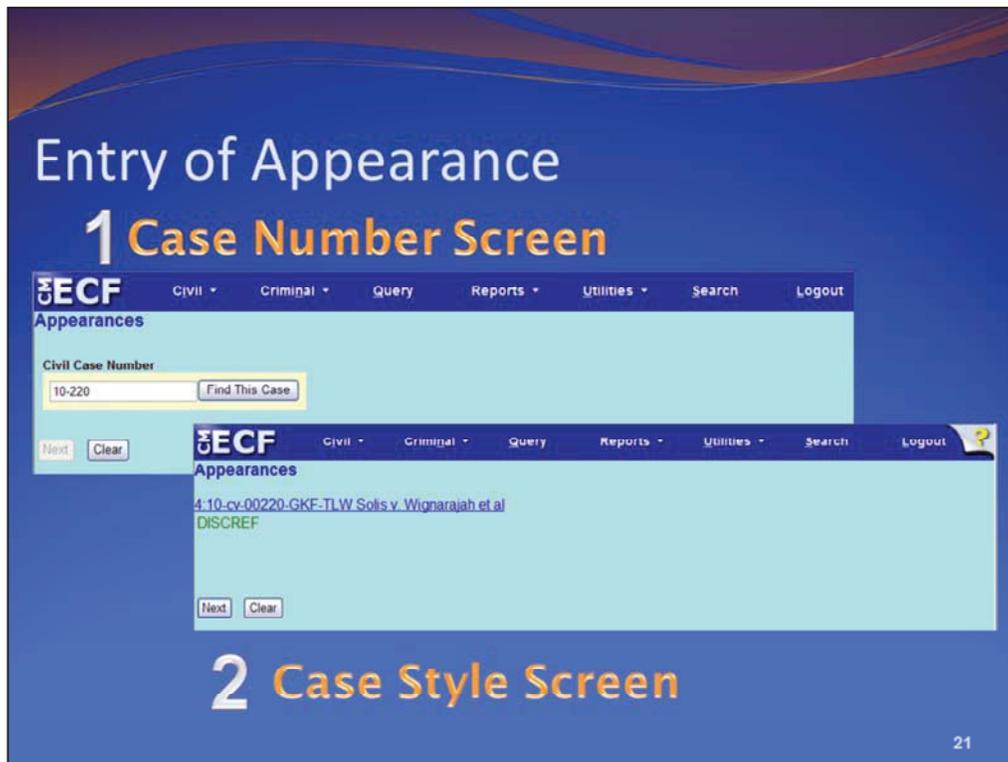
- Our event lists and e-filing instructions follow the same order as the CM/ECF menu screens. This makes event information easier to locate.
- And we frequently update the event lists and instructions so the latest versions are always available on our website. If you can't find your specific event try to find one similar.
- If you really can't find one, call the help desk and we'll tell you what to use.
- We're going to file the Entry of Appearance.
- Most event instructions have a "Rules for Use" section which indicates when the event should be used.
- Below that are Before Filing instructions, which include reminders about personal identifiers, having a current Certificate of Service, following the 7.1 Disclosure Statement rule and remembering the 20 megabyte file size limit. The instructions tell us, Under Initial Type Documents, to select "Appearances".

Entry of Appearance

Appearances Screen

The screenshot displays the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Appearances". The main content area is divided into two sections: "Available Events (click to select an event)" and "Selected Event". The "Available Events" section contains a search box and a list of events: "Appearance - Attorney" (highlighted) and "Appearance - Special". The "Selected Event" section contains a text box with "Appearance - Attorney" entered. At the bottom of the main content area, there are two buttons: "Next" and "Clear".

- From this screen we can select any available “Appearance” events.
- If you know the event name, you can start typing it in the top box – and the event list will be narrowed by the criteria you’ve entered.
- Or click on the drop down box and select “Appearance - Attorney”
- Then, “Appearance – Attorney” will listed on the right in the Selected event box.
- Click Next.



- Next, on the case number screen, enter the case number.
- On the Case style screen confirm the case number matches the style of the case. In our case number example ,
 - 4 is the Divisional office;
 - 10 is the year;
 - CV is for civil;
 - 220 is the assigned number;
 - GKF is for Judge Frizzell and
 - TLW is for Magistrate Judge Wilson, the assigned discovery magistrate.
- Always make sure the case number on your document includes the correct judges.
- As a side note, the case number is an active link to the docket sheet, after you log into PACER
- And we'll click "Next" again.



- The case participant tree on the left side of the screen lists all case participants. This is only for reference.
- On the right side of the screen you can select from existing parties.
- Do not click the browser Back button when you're on a divided screen like this one. Data is not saved until you complete the docketing process; and clicking the Back button will cause all progress to be lost.
- If you realize you have made a mistake in any entry, just go up to the blue bar utility and select Civil or Criminal to “bail” out.
- Since this is an entry of appearance we should select the party in ALL their roles, such as counterclaimant or crossclaimant.

- And click Next.

Entry of Appearance

Attorney/Party Association Screen

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

Appearances
[4:10-cv-00220-GKF-TLW.Solis v. Wignarajah et al](#)
DISCREP

QUESTION - Do you represent any of the parties listed below?

IF YES, put a check mark in the box to the LEFT of the party(ies) you represent(Do not alter any other boxes).

IF NO, just click next to proceed to the next screen.

Joseph Wignarajah (pty:dt) represented by Live Database Test Attorney (aty) Lead Notice

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- This screen is important –it’s where you create your attorney/party association. If you do not create this association, you will NOT be added to the case, or receive electronic service.
- Do you represent any of the parties listed?
 - If yes, check the box to the left of them
 - If no, click next.
- Also, always leave the Lead and Notice boxes on the right alone. These boxes are checked by default because in our court everyone is lead counsel and everyone should receive Notice.
- And click Next

Entry of Appearance

Corporate Disclosure Warning Screen



- We have several warning screens you may see while e-filing. This one reminds filers of the requirements regarding corporate disclosure statements.
- And click Next

Entry of Appearance

Upload PDF Screen

The screenshot shows the ECF system interface for entering an appearance. The page title is "Entry of Appearance" and the sub-header is "Upload PDF Screen". The ECF logo is in the top left, and navigation menus for "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout" are in the top right. The main content area is light blue and contains the following elements:

- Appearances** section with case details: "4:10-cv-00220-GKF-TLW Solis v. Wignarajah et al" and "DISCREP".
- A red instruction: "For each attachment added below, you must either select a category, enter a description, or both."
- A prompt: "Select the pdf document and any attachments."
- A "Main Document" section with a text input field and a "Browse..." button.
- An "Attachments" table with columns for "Attachments", "Category", and "Description". A "Play Animations" button is located to the right of the table.
- A single row in the table with a "1." index, a "Browse..." button, a dropdown menu, and a description input field.
- "Next" and "Clear" buttons at the bottom left.

The number "25" is visible in the bottom right corner of the screenshot.

- On this screen filers add the main document and attachments , if there are any
- The first step is to click “Browse”
- We have a 20 mg limit for a single pdf.

Entry of Appearance

Attach PDF Screen

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'Appearances' and the case information is '4:10-cv-00220-GKF-TLW, Solis v. Wignarajah et al'. The status is 'DISCREP'. A red instruction reads: 'For each attachment added below, you must either select a category, enter a description, or both.' Below this, it says 'Select the pdf document and any attachments.' The 'Main Document' field contains the path 'U:\EOD Books\sample PDFs\text cv atty' and a 'Browse...' button. Below this is a table for attachments with columns for 'Attachments', 'Category', and 'Description'. The first row is labeled '1.' and has a 'Browse...' button, a dropdown menu, and a text input field. At the bottom of the form are 'Next' and 'Clear' buttons.

- By clicking Open, we are returned to CM/ECF and the file name and location are copied into the Main Document field.
- If there were attachments to the main document you would add the first attachment, then a new row would appear so you could then add a second attachment if needed, and so on.
- If you noticed on this screen that the main document filename or location or attachment filename or location were incorrect, you would click **Browse** again and load the correct document, replacing the incorrect one.
- And if you click **Clear** after adding documents and attachments, the screen is returned to the default state.

But, we chose the correct document and there are no attachments, so we'll click Next.



- Here is the final text screen. Our last chance to cancel the entry and start over. Review the entry carefully.
- The full path and filename for any uploaded documents are displayed on this screen.
- If changes were required, we would need to start over by clicking “Civil” on the blue bar.
- We like it the way it is, so we’ll click Next to submit the document.
- Filers need to stay on this screen until the Notice of Electronic Filing, or NEF, is displayed.

Entry of Appearance

ECF Home - Criminal - Query - Reports - Utilities - Search - Logout

Appearances
4:10-cv-00220-SLF-JLW-SGS v. VIGNARAJH et al

DISCREP:

U.S. District Court
U.S. District Court for the Northern District of Oklahoma (TEST)

Notice of Electronic Filing

The following transaction was entered by Test Attorney, Live Database on 10/28/2010 at 10:31 AM CDT and filed on 10/28/2010

Case Name: Sole v. Wignarajah et al
Case Number: 4:10-cv-00220-GKF-TLW
Filer: Joseph Wignarajah
Document Number: 12

Docket Text:
ATTORNEY APPEARANCE by Live Database Test Attorney on behalf of Joseph Wignarajah (Test Attorney, Live Database)

4:10-cv-00220-GKF-TLW Notice has been electronically mailed to:

Richard Wilson-Rosen rosen_richard@ok.gov
Richard Wilson-Rosen rosen_richard@ok.gov

4:10-cv-00220-GKF-TLW Notice has not been electronically mailed to:

Joseph Wignarajah
1000 N. STE. 2000, 4100
TULSA, OK, 74103

Live Database Test Attorney
okltda@okltda.com

Richard Wilson-Rosen
1700 Department of Justice Building
600 North of the Plaza
Tulsa, Oklahoma 74103-1000
918.487.2000 ext 4000
918.487.2000

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

Document description: Main Document
Original filer name:

Electronic document stamp:
[TXAMP docFiling_ID=1058978411][Date=10/28/2010][FileNumber=1040128-0][0a0364d8be615d730260724ee776de6d87d7ba113d63a]7b8955605a0f6cc47e08b84e26491e089c9a143e7d888a1588d1266e2f7d6207d888d88b4115872]

NEF
Screen

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- This is the NEF. Let me show you what it contains.
- At the top of the page are the docket text, date and time, case name, number, filer and document number.
- If you have filed a motion you'll need to add the docket number to the Proposed Order you're going to email to us.
- Below that is a list of who will receive notice by electronic means and who you will need to manually serve.
- And the electronic document stamp appears at the bottom of the screen.
- You'll also get an email notice with a link to the filing that allows you to view it for free within 15 days. This is often referred to as the "free look."

CM/ECF: Civil Menu

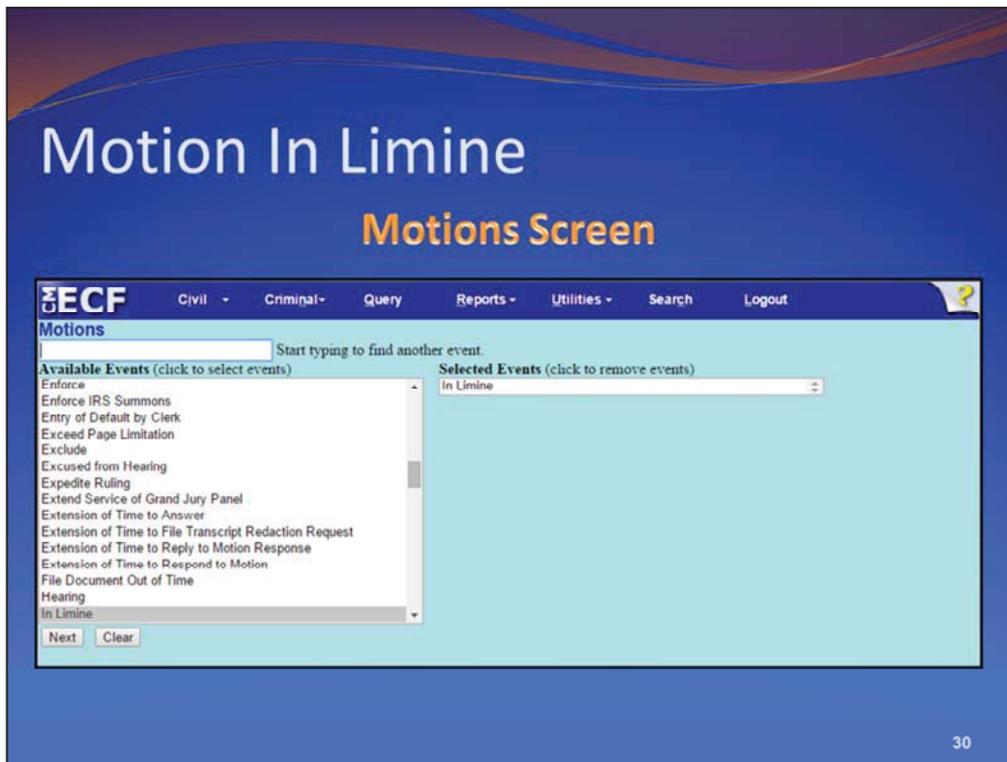
ECF **Civil** Criminal Query Reports Utilities Search Logout

Civil Events

Initial Type Documents Complaints, Counterclaims & Cross-claims Amended Complaints, Counterclaims & Cross-claims Other Initiating Documents Misc. Case Initiating Documents Appearances	Post Judgment Documents Appeal Documents Garnishment Documents Sale Documents	Proposed Orders Submit a Proposed Order
Service Documents Service of Process of Complaints Other Service	Case Specific Documents Bankruptcy Documents ERISA Documents Social Security Documents	
Answers Answers to Complaints, Counterclaims & Cross-claims Amended Answers to Complaints, Counterclaims & Cross-claims Other Answers	Other Documents Discovery Documents Notices Reports Other Responses & Replies Creditor Documents (in Public Court)	
Motions and Related Documents Motions Briefs, Responses, Replies, etc.	Motions and Related Documents Motions Briefs, Responses, Replies, etc.	

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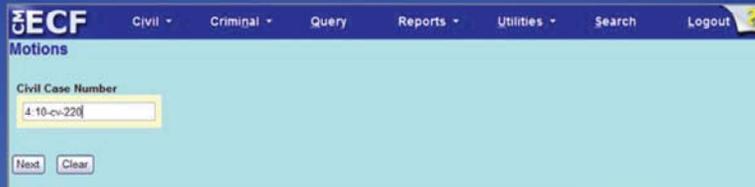
- Next we'll file a motion in limine.
- From the civil menu, Under Motions and Related Documents, select Motions



- On the Motion Screen, you can find the motion relief by doing the “Docket Event Search”.
- Although I have told you not to combine documents, you CAN combine motion reliefs. We do ask that you make sure that the motion reliefs are related.
- And be sure to select each relief in CM/ECF that you requested within your motion.
- CM/ECF will still treat each selected relief as its own motion even though multiple reliefs are chosen within one filing. The Court will then have the ability to rule on each motion relief individually.
- Click Next

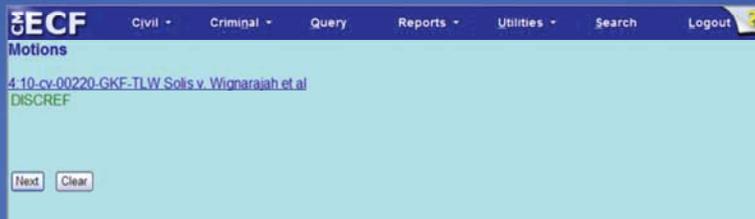
Motion In Limine

Case Number Screen



The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions". A form labeled "Civil Case Number" contains a text input field with the value "4:10-cv-220". Below the input field are two buttons: "Next" and "Clear".

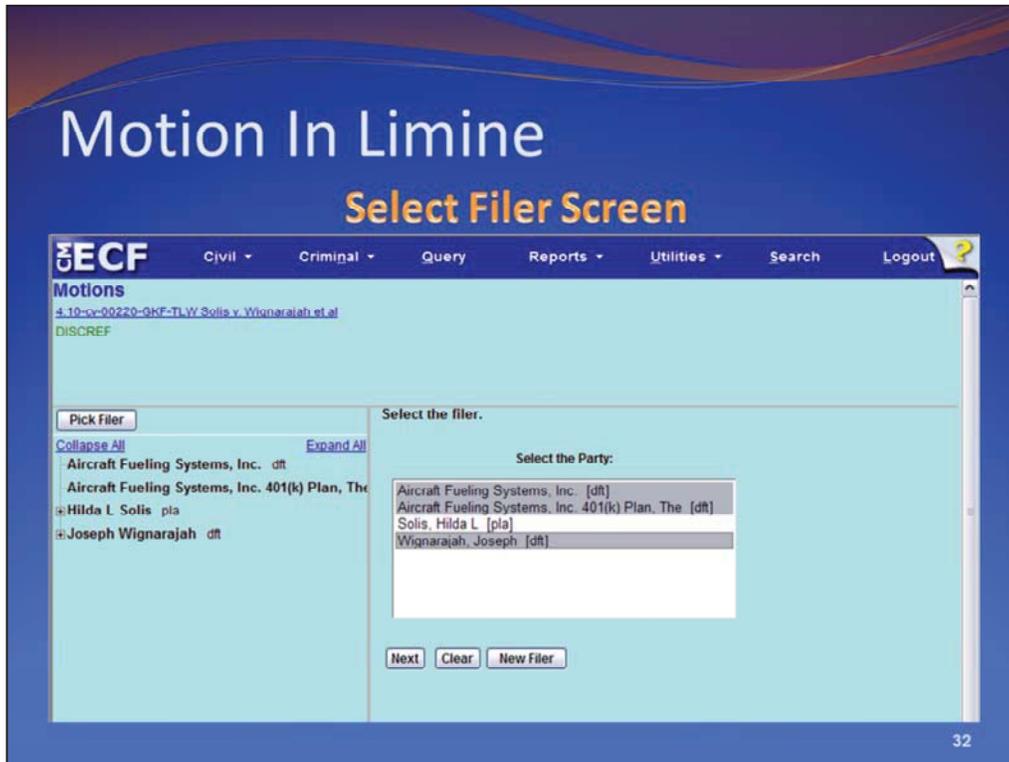
Case Style Screen



The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions". The main content area displays the case number "4:10-cv-00220-GKF-TLW Solis v. Wignarajah et al" and the case style "DISCREP" in green text. Below the case information are two buttons: "Next" and "Clear".

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- Again, enter and confirm the correct case number and click Next.
- Confirm the case style and click Next.



- This time we're filing a Motion in Limine by all defendants so we'll select all defendants and click Next.
- There are 3 ways to select multiple filers:
 - If sequential,
 - click and hold the mouse on the first one and drag the mouse to the last one or
 - click the mouse on the first one and while pressing the Shift button, click the mouse on the last one.
 - If non-sequential,
 - you can hold the Ctrl button and click to highlight the ones you want.
 - After you have them highlighted, click next.

Motion In Limine

Attach PDF Screen

ECF Civil Criminal Query Reports Utilities Search Logout ?

Motions
4:10-cv-00220-GKF-TLW Solis v. Wignarajah et al
DISCREP

For each attachment added below, you must either select a category, enter a description, or both.

Select the pdf document and any attachments.

Main Document
 Browse...

Attachments	Category	Description
1. <input type="text"/> Browse...	<input type="text"/>	<input type="text"/>

Next Clear

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It's time to upload the PDF.

Motion In Limine

Attach PDF Screen

ECF Civil Criminal Query Reports Utilities Search Logout ?

Motions
4:10-cv-00220-GKF-TLW Solis v. Wignarajah et al
DISCREP

For each attachment added below, you must either select a category, enter a description, or both.

Select the pdf document and any attachments.

Main Document
U:\EOD Books\sample PDFs\text cv motic Browse...

Attachments	Category	Description
1. Browse...		

Next Clear

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This time, after we have uploaded the main document, we're also going to upload an attachment, so we'll click Browse in the Attachments section.

Motion In Limine

Attachments Screen

The screenshot shows the ECF Attachments Screen for a motion. The page header includes the ECF logo and navigation menus for CIVIL, Criminal, Query, Reports, Utilities, Search, and Logout. The motion title is "4:10-cv-00220-GKF-TLW Solis v. Wignarajah et al" with a category of "DISCREP". A red instruction states: "For each attachment added below, you must either select a category, enter a description, or both." Below this, the user is prompted to "Select the pdf document and any attachments." The "Main Document" field contains the file path "U:\EOD Books\sample PDFs\text cv motic" with a "Browse..." button. The "Attachments" section is a table with three columns: "Attachments", "Category", and "Description". The first row shows the file path "U:\EOD Books\sample PDFs\text attach 1" with a "Browse..." button, an empty category dropdown, an empty description field, and a "Remove" button. The second row is empty with a "Browse..." button, an empty category dropdown, and an empty description field. At the bottom of the attachment list are "Next" and "Clear" buttons.

Attachments	Category	Description
1. U:\EOD Books\sample PDFs\text attach 1 <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

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Now the file name and location of the attachment are listed in the first attachment field.

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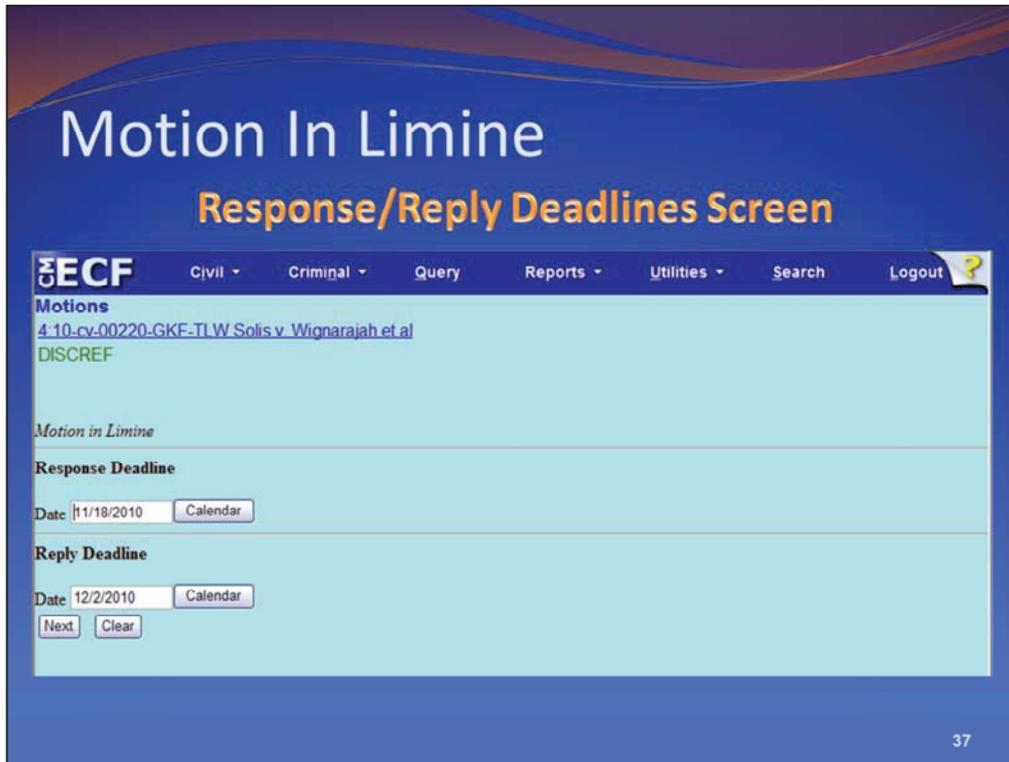
Attachments Screen

The screenshot shows the ECF Attachments Screen for a Motion In Limine. The page title is "Motion In Limine Attachments Screen". The ECF logo is in the top left. The navigation menu includes Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The case information is "4:10-cv-00220-GKF-TLW Solis v. Wignarajah et al" and the motion type is "DISCREP". A red instruction states: "For each attachment added below, you must either select a category, enter a description, or both." Below this, it says "Select the pdf document and any attachments." The "Main Document" field contains "U:\EOD Books\sample PDFs\ext cv motic" with a "Browse..." button. The "Attachments" table has three columns: "Attachments", "Category", and "Description". The first row contains "1. U:\EOD Books\sample PDFs\ext attach 1", "Exhibit", and "A.F", with "Browse...", "Remove", and "Remove" buttons. The second row is blank with "2.", "Browse...", and empty fields. "Next" and "Clear" buttons are at the bottom.

Attachments	Category	Description
1. U:\EOD Books\sample PDFs\ext attach 1	Exhibit	A.F
2.		

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- When you add an attachment to a document when e-filing, you must either select a category or enter a description, or both, before continuing.
- You can combine exhibits into one attachment as long as each attachment is less than 20 megabytes. If a PDF does exceed the 20 MB limit, it must be split into smaller PDFs. Although the Court has no maximum limit for the total file size of a docket entry, the total file size may be limited by the upload speed of your internet connection. If your system “times out” while you are uploading PDFs into CM/ECF, you will need to break up your filing into more than one docket entry.
- Notice that a new row appears after adding the first attachment, so a second attachment can be added, and so on.
- We’re only uploading one attachment so we’ll leave the second row blank and click Next.



- On all motions, you will get a Response and Reply deadline screen.
- If you selected more than one motion relief for this entry, you will get multiple Response and Reply deadline screens.
- Do not change or rely on these deadlines.
- Just click Next to get past them.

Motion In Limine

Modify Text Screen

The screenshot shows the ECF website interface. At the top, there are navigation tabs: Civil, Criminal, Query, Reports, Utilities, and Search. Below this, the page is titled 'Motions' and shows a case number '4:10-cv-00220-GKF-TLW Solis v. Wignarajah et al' with a 'DISCREP' status. The main section is 'Docket Text: Modify as Appropriate.' It features a dropdown menu currently set to 'Second', a text box containing 'MOTION in Limine re: tax returns with brief by Aircraft Fueling Systems, Inc., Aircraft Fueling Systems, Inc. 401(k) Plan, The, Joseph Wignarajah (With attachments) (Test Attorney, Live Database)', and 'Next' and 'Clear' buttons. A yellow arrow points from the dropdown menu to the text box. A list of motion types is shown on the right, including First, Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Agreed, Amended, Consent, Cross, Ex Parte, Final, Interim, Joint, Minute, Monthly, Opposed, Oral, Partial, Preliminary, Redacted, Supplemental, and Unopposed.

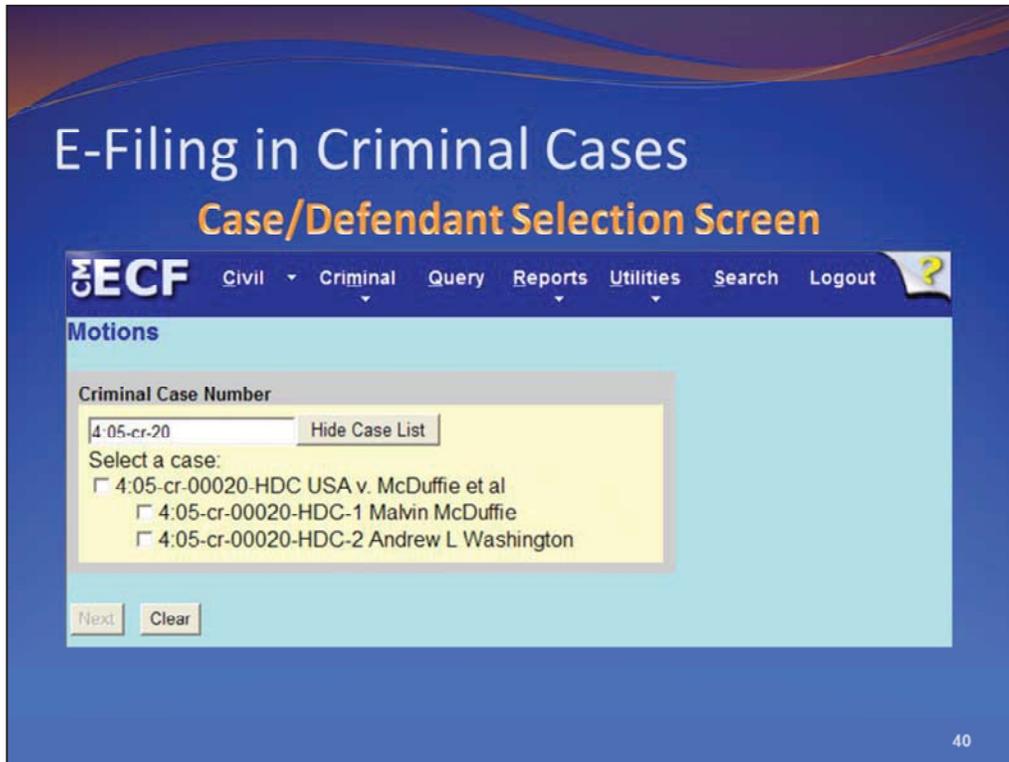
- On some events you will see text boxes.
- On our website we have guidelines for modifying the text for an event.
- The first box is called a prefix box. Click the arrow to view prefix options. Make sure your document is titled with the same prefix, if you select one.
- The second box is a free text box. Here you can enter a short description. As an example, for a Motion to Strike Hearings/Deadlines, you might add what you want to strike, such as Discovery Deadline or Pretrial Conference.
- Also, if you have included the brief in support within the motion you would type “with brief”.

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Final Text Screen

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions" and the case number is "4:10-cv-00220-GKF-TLW Solis v. Wignarajah et al". The document type is "DISCREP". The main content area displays the docket text: "Docket Text: Final Text" followed by "Second MOTION in Limine re: tax returns with brief by Aircraft Fueling Systems, Inc., Aircraft Fueling Systems, Inc. 401(k) Plan, The, Joseph Wignarajah (With attachments) (Test Attorney, Live Database)". A red warning message states: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?". Below the warning, the source document paths are listed: "Source Document Path (for confirmation only): C:\fakepath\ext cv motion.pdf pages: 1" and "C:\fakepath\ext attach 1.pdf pages: 1". At the bottom of the form, there are two buttons: "Next" and "Clear".

- This is the final text screen. The information we added in the free text box is in italics so you know what you've added.
- Also, the entry says "with attachments" because we uploaded an attachment to our main document.
- This filing looks fine so we'll click Next.



- Does anyone plan to do any criminal filings? The main difference between civil and criminal filing is that criminal cases are made up of one or more defendant cases – one for each defendant in the case. So, if it is a multi-defendant case you'll need to select all the defendants the filing relates to. It causes a great deal of behind the scenes editing to fix the “as to” defendants in a case.

End User Support

**We're here
to help!**

- 918-699-4844 or
- 866-213-1957 (toll free)
- CM-ECFIntake_OKND@oknd.uscourts.gov



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- We're here to help.
- In addition to our help desk and our online instructions, we have a public scanning station in the clerk's office.
- Bring your login and password and your document (paper, disk, cd, thumb drive) and we can help you convert your document to PDF, if needed, and file it into CM/ECF.