

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF MISSISSIPPI**

ATTORNEY

ECF

TRAINING MANUAL



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CASE MANAGEMENT/ELECTRONIC CASE FILING SYSTEM

GETTING STARTED

Introduction

This manual provides instructions on how to use the Case Management - Electronic Filing System (CM/ECF) to file documents with the court and how to view and retrieve docket sheets and documents for cases assigned to this system. Users should have a working knowledge of Microsoft Internet Explorer and file management. A Portable Document Format (PDF) program, e.g., Adobe Acrobat, PDF995, etc., as well a word processing program are required.

Manuals

You can download or view the most recent versions of the CM/ECF Attorney ECF Training Manual and Administrative Procedures for Electronic Case Filing (in PDF format) from the District Court's website at www.mssd.uscourts.gov.

Assistance with Filing

Contact the clerk's office for which your case resides. Provide the case number and the docket clerk assigned to your case will assist you.

| | |
|--------------------|-----------------------|
| Jackson | (601) 965-4439 |
| Hattiesburg | (601) 583-2433 |
| Gulfport | (228) 563-1700 |

Access to ECF Information and Resources

For up-to-date information on ECF, visit Mississippi's U. S. District Court web site:

www.mssd.uscourts.gov

- View or download the most recent version of the Attorney's User Manual
- View or download the Administrative Procedures for ECF
- Self-train on the computer based training modules
- Review Frequently Asked Questions (FAQs)
- View the ECF 101 Tutorial

CM/ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and a compatible Internet browsing software (e.g., Internet Explorer or Firefox) to perform the following functions:

- Electronically file pleadings and documents in actual (“live”) cases
- View official docket sheets and documents associated with cases
- View various reports for cases filed electronically

Requirements – Hardware and Software

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

- A personal computer running a standard platform such as Windows or Macintosh operating system. Recommended hardware: Windows XP or higher and 1GB memory (RAM).
- An Internet service provider.
- Microsoft Internet Explorer v7.0 or higher or Firefox v1.5 or higher are certified for use with CM/ECF. (Netscape Navigator browser ended development and technical support on March 1, 2008, and will no longer be tested or supported in conjunction with CM/ECF.)
- A PDF-compatible word processing software like Macintosh or Windows-based versions of WordPerfect or Microsoft Word.
- PDF software (such as Adobe Acrobat Writer, PDF995, pdf Factory, etc.) to convert documents from word processing format to portable document format (PDF).
- Adobe Acrobat Reader, which is available for free, is needed for viewing PDF documents.
- A scanner to be used to convert exhibits which are not in your word processing system. **Note: This type of conversion would only be used for documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. We are moving away from the utilization of scanned documents inside the court and are asking you to do the same when possible.**

REGISTRATION

To fully utilize the CM/ECF system, attorneys must be registered to use the court's CM/ECF system as well as the PACER system. Users with an existing PACER account can continue to use it and need only register to use CM/ECF.

Eligibility

Attorneys admitted to practice in this court, including attorneys admitted under the *pro hac vice* provisions of the local rules of this district, may register as ECF users. **No other person may register as an ECF user, even if he/she is a party proceeding *pro se*.**

Registering for Access to CM/ECF

1. Participants will need to register with the court to receive a login and password for the ECF system. Attorneys should register with the system electronically by accessing the Attorney Registration site at www.mssd.uscourts.gov/cmecf. Alternatively, the attorney may register by completing the registration form and mailing or hand-delivering the form to:

Mailing Address:

United States District Court
Office of the Clerk
P. O. Box 23552
Jackson, MS 39225-3552

Physical Location:

United States District Court
Office of the Clerk
Suite 316
245 East Capitol Street
Jackson, MS 39201

Attention: CM/ECF Registration

Attention: CM/ECF Registration

Each attorney in a law firm must individually register.

2. Each attorney registering in the system will receive an Internet e-mail message containing his/her password and login. This is to insure that the attorney's Internet e-mail address has been entered correctly in the system and to convey the login and password information to the attorney.
3. An attorney's registration will constitute a waiver of conventional service of documents. The attorney agrees to accept service of notice of the electronic filing by authorized e-mail.
4. Attorneys are responsible for updating their mailing address and e-mail address on-line through the ECF system.

Passwords

Each attorney registered to participate in the system shall be entitled to one system password. Attorneys may change their passwords but are not allowed to change their login.

No attorney shall knowingly permit his/her password to be utilized by anyone other than an authorized employee of his/her office. Once registered, the attorney shall be responsible for all documents filed with his/her password.

PACER REGISTRATION

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

PORTABLE DOCUMENT FORMAT (PDF)

Setting Up the PDF Reader

In order to view documents filed on the system, users must install Adobe's Acrobat Reader software. All documents in the system are in PDF format. When installing this product, please review and follow the provider's directions to utilize the PDF reader after installation.

Only PDF (Portable Document Format) documents may be filed with the court using the ECF system. A PDF software program must be used in order to convert documents to PDF format....the Adobe Reader will not convert documents to PDF. Before filing a document with the court, users should preview the PDF document to ensure it appears in its entirety and in the proper format.

How to View a PDF File

- Start the Adobe Acrobat Reader program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, your PDF program loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the court's Electronic Case Filing (ECF) system.

The conversion process is relatively simple and can be accomplished using the following steps:

For WordPerfect and Microsoft Word:

*NOTE: Our Court recommends you use the method described below rather than the **Publish to PDF** feature which creates a larger document.*

1. Open the word processing document to be converted.
2. Select the **Print** option from the "File" menu. Click on the drop down arrow beside your printer's name. A list of printer choices is displayed.
3. **Select your PDF printer.**
4. "Print" the file. The file does not actually print.
5. From the box select the appropriate folder and name the file. Many programs will automatically assign a .pdf extension. If yours does not, you will have to add the .pdf extension.
6. Make note of the PDF file's location for ease in finding the file once it has been converted to a PDF document. Change the location if necessary by clicking in the "Save in" area of the window.
7. Click on Save and the file is now converted to a PDF document with the designated name.
8. The original document remains in its original format with its original name.

STEP-BY-STEP GUIDE

Below is a step-by-step guide for accessing the system and filing documents as well as documents with attachments and documents which relate to other documents. Use of the Query, Report and Utilities menus are also covered.

How to Access the System

Users can get into the system via the Internet by going to:

<https://ecf.mssd.uscourts.gov>

The welcome page appears, click on the link "Southern District of Mississippi - Document Filing System". The CM/ECF Filer or PACER Login page appears. Enter your CM/ECF login and password. Client code only pertains to PACER usage.

DO NOT ENTER YOUR PACER LOGIN - IF YOU DO SO YOU WILL BE UNABLE TO FILE IN THE ECF SYSTEM.

or

go to the District of Southern Mississippi's Web site at:

www.mssd.uscourts.gov

and click on the link "Information Concerning Electronic Case Filing", then click on "Log into our Live System". The welcome page appears. Click on the link and then enter your CM/ECF login and password. Again client code only pertains to PACER logins.

Logging into CM/ECF

NOTE: Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password. You will be charged a fee to view ECF case dockets and documents using your **PACER** login. Use the **client code** field if you are using **PACER** to view documents/docket sheets and you wish to organize your monthly bill using client codes. Do not use this field when logging into the **ECF** system as this will prohibit you from successfully logging in.

Enter your ECF login and password in the appropriate data entry fields. All ECF login names and passwords are case sensitive.

Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

- If the ECF system does not recognize your login and password, it will display the following error message on a new screen:

**Your ECF or PACER login attempt failed.
Either your login name or password is
incorrect**

- Click on the **[Back]** button in your browser and enter your correct login and password.

Once the **Main Menu** appears, choose from a list of **hyperlinked** options on the blue bar at the top of the CM/ECF screen. ECF provides the following menus that are accessible from the Blue bar at the top of the opening screen.

Civil: Select **“Civil”** to electronically file civil case pleadings, motions, and other court documents.

Criminal: Select **“Criminal”** to electronically file motions, responses and other documents such as discovery, waivers, etc..

Query: You must login to **PACER** before you can query ECF. The Query menu allows you to check for aliases, associated cases, attorneys of record, related transactions, deadlines/hearings, etc. One may “**Query**” ECF by specific case number, date filed, party name, or nature of suit.

Reports: You must login to **PACER** before you can view an ECF report. Choose “**Reports**” to retrieve docket sheets, run cases-filed reports, and check written opinions .

Utilities: Use “**Utilities**” to view your personal ECF transaction log, maintain your account information (business address, email address, password, etc.), check PACER info, do legal research, etc.

Search: By entering the name of an event, e.g., motion, response, etc., you will see a screen showing all menu items where such word appears.

Logout: Allows you to exit from ECF and prevents further filing with your password until the next time you log in. Only one user at a time can be logged in using the same login and password.

The Civil, Criminal, Reports and Utilities features have a drop down menu. Place your mouse over the drop down arrow or menu name to see the drop down events.

ELECTRONICALLY FILING DOCUMENTS

Registered filers will use the Civil and Criminal features of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil and criminal cases. The process is consistent regardless of the event.

General Rules and Manipulations

Manipulating the screens

Each screen has the following two buttons:

- **CLEAR** - clears all characters entered in the box(es) on that screen
- **NEXT or SUBMIT** accepts the entry just made and displays the next entry screen, if any.

Correcting a mistake:

Use the **[Back]** button on the browser's toolbar to go back and correct an entry made on a previous screen. Once the document is transmitted to the court, **only** the court can make changes or corrections.

DOCUMENTS FILED IN ERROR

A document incorrectly filed in a case may result from:

1. Posting the wrong PDF file to a docket entry;
2. Entering the wrong case number and not discovering the error before completing the transaction;
3. Selecting the wrong event;
4. The document has not be signed.

Once a document is submitted electronically, it becomes part of the court file, and corrections may be made only by court personnel. The system **will not permit** the filing party to make changes to the document(s) or docket entry once the transaction has been accepted, and the filer should **not** attempt to re-file the document(s). If a document needs to be stricken from the record, a Motion to Strike should be filed. If granted then the court will remove the entry from the record.

As soon as possible after an error is discovered, the filing party should contact the appropriate Clerk's office with the case number and document number for which the correction is being requested. The Clerk's office will (1) correct the

mistake if possible or (2) ask the attorney to refile the document. If the document needs to be re-filed, a Docket Annotation entry will be entered into the record indicating the description of the error and stating the document will be refiled. The Clerk's office will inform the filing party of the corrective steps which need to be taken in the future.

STEPS FOR E-FILING DOCUMENTS

There are ten basic steps involved in filing a document. After successfully logging into ECF, follow these steps to file your document:

1. Select "Civil or Criminal " from the ECF menu bar.
2. Select the type of document to file from the menu.
3. Click on the appropriate event (title of your document).
4. Enter the case number in which the document is to be filed.
5. Designate the party(s) filing the document.
6. Specify the PDF file name and location for the document to be filed. Add attachments, if any, to the document being filed.
7. Link to any previously filed document if applicable.
8. Modify docket text as appropriate.
9. Submit the pleading to ECF.
10. Receive notification of electronic filing.

CIVIL EVENTS

COMPLAINTS and OTHER INITIATING DOCUMENTS

A civil action is commenced by the filing of a complaint with the court. An Amended Complaint may be e-filed if no responsive pleading has yet been filed. An amended Writ of Habeas Corpus may be filed if a motion has been filed and granted.

Counterclaims, Crossclaims, Intervenor Complaints and Third Party Complaints are also listed in this section.

SERVICE OF PROCESS

Service, Summons, Subpoenas, Waivers, Writs, etc. will be found under service of process.

ANSWERS TO COMPLAINTS

This is the only event in this section.

OTHER ANSWERS

All other answers (Affidavits, Amended Answer to Complaint, Claims, etc.) are listed here.

FILING AN ANSWER IN A CIVIL CASE

1. Select the type of document to file:
 - a. Select **Civil** from the menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing
2. Under Initial Pleadings and Service, click on Answers to Complaints.
3. Enter the case number in which the document is to be filed and click on “find this case”. Once the case is found click on [Next].

[3:03-cv-xxx (3 is division, 03 is the year, cv type of case, xxx case number)]
4. Select the party(s) filing the pleading. Control click to select more than one party. If you represent all defendants or all plaintiffs, choose that selection. Click [Next].
5. Attorney/Party Associations Window:
 - a. If this is the first time the attorney is filing in the case, an association window will appear. The purpose of the window is to create an association between the attorney and the party (your client). A checkmark is in place for the attorney and the notice. If you are the lead council, check the lead box. If the association should not be created, then uncheck the party and attorney box. Click [Next].
6. Select the document to which your document relates.
 - a. Your answer relates to the complaint filed in this case. Place a ✓ in the Include column box.
 - b. Click on [Next].
7. Choose the PDF file by browsing to the correct folder and selecting the correct PDF document. Either double click on the document’s name or select the document and click on [OK].
 - a. *You should always verify that the document being filed is the correct document. To do this, right mouse click on the highlighted file name to open a quick menu and left mouse click on Open. Your PDF reader will launch and open the PDF document you selected. You should view your document to verify that it is the correct document and that all pages are intact.*

- b. *It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format, otherwise, ECF will not accept the document.*

8. Attachments to Documents:

- a. The default for attachments is “No”. If this is correct, click on [Next].
- b. If you have attachments (which may be exhibits, affidavits, etc.) to be filed, click [Yes] and [Next].
- c. The Attachment screen appears. Click on [Browse] to search for the attachment. Select the document. Check to make sure you are adding the correct attachment. After verifying that you have the correct document, click on [Open] to insert the document into the filename box.
- d. Click on the arrow next to Category. A drop down screen appears. Select the type of attachment from the displayed selection.
- e. Click in the Description box and type in a brief description of the document.
- f. Click on [Add to List].
- g. If there are more attachments, repeat steps c through f for each one.
- h. After adding all attachments, click on [Next].

9. Counterclaim, Cross-Claim or Third-Party Complaint:

- a. If the answer you are filing has a counterclaim, cross-claim, or third-party complaint, you must select the checkbox before the appropriate option then click [Next].
- b. If a third-party, cross-claim or counterclaim was selected you must choose the party for whom this new filing is against. If it is a party already associated with the case, select the party from the list provided and click [Next]. If not, click on the Add/Create Party hyperlink. Enter the Last/Business Name and click [Search].
 - i. If no party was found, click on [Create New Party].
 - ii. Enter only the following information: last name, first name, middle

name (or initial), select the role type of the party, and make sure the start date is correct. (If the party has an alias or corporate parent of other affiliate please enter at this time.) Click [Submit].

- iii. If the party was found click on the party's name and click on [Select name from list]. Select the correct role type for the party and make sure the start date is correct. Add all aliases, corporate parents and other affiliates before clicking the [Submit] button.

10. Update Jury Demand

- a. The jury demand window appears showing the current jury demand status of the case. From the drop-down menu select defendant if the plaintiff has not demanded jury. Choose Both if the plaintiff demanded jury and the defendant demands jury in his answer. Leave as Plaintiff if the Defendant does not demand jury. Click on the [Next] button.
- b. Another jury demand window appears for more information on jury demands. If the defendant does indeed have a jury demand, type the text "Jury Demand" in the text box provided. If no jury demand, leave this window blank. Click on [Next].

11. The Docket Text: Modify as Appropriate screen appears. If additional information is needed, enter now. Most of the time no further information is required. Click [Next].

12. The Docket Text: Final Text screen appears. Review the docket text. If you need to modify data, simply start over by clicking on Civil. Nothing has been filed at this time.

If you click the [Back] button to return to the necessary screen it is possible the system cannot return you that far back and you will have to start over anyway.

Make your correction. Once the Docket Text: Final Text screen reappears make sure the docket text is correct. If you are satisfied with the text click on [Next]. You have now filed the document.

13. Notice of Electronic Filing: The Notice of Electronic Filing (NEF) appears on your screen. This is confirmation that ECF has registered your transaction and the

pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.

- a. To print the Notice of Electronic Filing, click on the [Print] button on your browser's toolbar.
 - i. ECF will electronically transmit the Notice of Electronic Filing to the attorneys and judges in the case. The ECF filing report displays the names and addresses of individuals who received the notice electronically and those who will **not** be electronically notified of the filing. If any parties are not receiving notice electronically, their names will be listed under "Notice has been delivered by other means to". It is your responsibility to serve these attorneys with hard copies of the NEF and all documents and attachments associated with this filing.

Note: The Notice of Electronic Filing is your confirmation that the filing has been accepted. The Court strongly urges you to copy it to a file on your computer's hard drive, print it, and retain a hard copy in your personal files.

Individuals who receive electronic notification of the filing* are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted one free look at the document to verify that the pleading was properly docketed. Pursuant to guidelines set by the Administrative Office of the U.S. Courts, the free look is only available for fifteen (15) days from the date of the filing. The Court strongly urges you to copy the Notice of Electronic Filing *and* pleading documents to your hard drive for future access. Subsequent retrieval of the case docket sheet and pleading from ECF must be made through your PACER account and is subject to regular PACER FEES.

** If you are receiving NEFs in cases in which you are not a party, you will not receive one free look. You will be charged at the current PACER rate.*

FILING A MOTION IN A CIVIL CASE

1. Select civil.
2. Select motions.
3. Select the appropriate motion:
 1. If you are filing multiple motions and all motions are either dispositive or non-dispositive, you may select multiple motions to file at one time. If you have different types, you must perform two separate filings.
 2. If you select the incorrect motion from the motions list, click on the motion in the “selected events” box to remove the incorrect motion.
4. Enter your case number.
5. Select the party you are filing on behalf of.
6. Select the PDF file.
7. Select any attachments if necessary. Do not include the Memorandum in Support of Motion as an attachment. The Memorandum in Support of Motion event must be a separate e-filing.
8. If necessary, link to a previously filed document.
9. Check the Modify Docket Text screen. If all is correct continue.
10. On the Final Docket Text screen, click [Next] to e-file the document.
11. The NEF will appear.

FILING A MOTION IN A CRIMINAL CASE

1. Select the type of document to file - criminal.
2. Click on Motions.
3. Enter your case number.
4. Select the filer (the party the attorney represents).
 - a. If necessary associate yourself with the party.
5. Select the motion you are filing - if there is no motion which directly relates to your title, select miscellaneous relief.
 - a. If you are filing multiple motions and all motions are either dispositive or non-dispositive, you may select multiple motions to file at one time. If you have one of each, you must perform two separate filings.
 - b. If you select the incorrect motion from the motions list, click on the motion in the "selected events" box to remove the incorrect motion.
6. Select the PDF file.
7. Select any attachments if necessary.
8. Check the Modify Docket Text screen. If all is correct continue.
9. On the Final Docket Text screen, click [Next] to e-file the document.

FILING A MEMORANDUM IN SUPPORT/OPPOSITION TO A MOTION IN A CIVIL OR CRIMINAL CASE

Memorandum in Support must be filed separately and not as an attachment to the motion.

1. Select the type of document to file (civil or criminal).
2. Click on Responses and Replies under Motions and Related Filings. Select the appropriate event.
3. Enter the case number in which the document is to be filed.
4. Select the filer: Highlight the name of the party(s) for whom you are filing.
5. Specify the PDF file name and location for the document you are filing.
6. Select "Yes" for attachments. Attach any exhibits, affidavits, etc.
7. Link the Memorandum to the appropriate event which is your motion. Be careful to select the correct motion.
8. Docket Text: Modify as Appropriate screen appears. Review the docket text. If needed you may add additional information at this point.
9. Docket Text: Final Text screen appears. This is your last chance to go back and change your filing. If this is correct, click on [Next] to e-file the pleading.
10. The Notice of Electronic Filing screen provides confirmation that the system has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number assigned to your document as well as the parties who received the filing electronically. If someone is not registered you must provide that party with a copy of the pleadings and NEF.

FILING A RESPONSE/REPLY/REBUTTAL IN A CIVIL OR CRIMINAL CASE

1. Click on Civil or Criminal.
2. Click on Responses and Replies.
3. Click on type of Rebuttal/Response/Reply from the drop down list.
4. Enter the correct case number.
5. Click on the party who is filing the document.
6. Select the correct PDF document.
7. For any attachments, select yes and then add all exhibits, affidavits, etc.
8. Select the appropriate event(s) to which your event relates by placing a checkmark in the box to the left of the event.
9. Modify the document text if needed.
10. If the final docket text is okay, click on [Next].
11. The Notice of Electronic Filing appears on the screen.

Only one Response/Reply may be e-filed at any one time. If you have combined documents please file the document multiple times with the correct event title.

NOTICES

Notice documents consist of Notice of Appearance, Notice of Change of Address, etc. If your pleading's title does not conform to any of the "Notice" events, use Notice (Other). DO NOT use "Notice (Other)" for Appeals or Discovery.

Only one notice may be e-filed at any one time.

DISCOVERY DOCUMENTS

Many discovery documents are Notices such as "Notice to Take Deposition", "Notice of Service of Request for Admissions", Notice of Service of Response to Request for Production". These types of documents are found under the Discovery Documents area.

In civil cases, due to the nature of the responses in discovery matters, you are not allowed to select more than one event in any one filing. Therefore you should make three (3) separate filings for your discovery. One for Admissions, one for Production and one for Interrogatories. The same document may be used for each filing. In criminal cases, more than one discovery event may be used in any one filing.

When e-filing your response to a discovery request in a civil case, you will need to make a separate filing for each response to discovery. The same document may be used each time to file your response. The system does not allow for multiple events to be selected.

ADR DOCUMENTS

For events regarding arbitration and mediation check this section.

TRIAL DOCUMENTS

The only event listed is the "Trial Brief".

APPEAL DOCUMENTS

For documents which need to be e-filed pertaining to appeals, please use this area. When filing a Notice of Appeal you may now pay on-line with a credit card.

OTHER DOCUMENTS

All other documents which can be e-filed are listed in this section. Other documents include but are not limited to Amended Document, Attachment, Financial Affidavit, Joinder, Jury Demand, Redacted Document; Response to Order to Show Cause, Transcript Request, etc.

CRIMINAL EVENTS

DISCOVERY DOCUMENTS

Again several Notices will be found under the Discovery event area, e.g. Notice of Intent to Use Evidence, Notice of Insanity Witness, etc. Other events include some Demands and Withdrawal documents.

WAIVERS

All waivers are found in this section - Waiver of Indictment, Waiver of Speedy Trial, etc.

SERVICE OF PROCESS

To be used with Subpoenas, Summons, Warrants, etc.

NOTICES

Notices of Attorney Appearances, Filing of Official Transcript, etc. If your pleading does not fit one of these events, please use "Notice (Other)".

TRIAL DOCUMENTS

The only event is "Trial Brief".

APPEAL DOCUMENTS

Use when filing appeals.

OTHER DOCUMENTS

All other types of documents that are allowed to be e-filed will be listed in this section.

QUERY

Registered participants should use this feature to query the electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on Query from the Blue menu bar of ECF.

ECF opens the PACER Login screen. Enter your PACER login and password to open the Query data entry screen.

Note: *Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents.*

1. The best way to run a query is by case number, however you may query by filed date, last entry date, nature of suit and name.
2. Enter the case number.
3. ECF opens the **Query** window for the specific case you selected. At the top of the window, ECF displays the case number, parties to the case, presiding and referral Judges, data that the initial claim was filed, and date of last filing for the case.
 1. You may choose specific case information from the list of query options by clicking on the appropriate hyperlinked name on the screen.

Alias

Displays the party(s) and the alias(es).

Associated Cases

Displays any cases associated with the specified case. Click on the number of an associated case to view its docket sheet.

Attorney

Displays the names, addresses, and telephone numbers of the attorneys (in alphabetical order) who represent each of the parties to the case.

Case File Location

Indicates if the case file is available.

Case Summary

Provides a summary of current case-specific information such as style of case, county, origin, parties, attorney and attorney information, etc.

Deadlines/Hearings...

Allows you to query the database by various means to obtain hearing and other schedule deadlines. There are three (3) sort levels allowing you to sort by Due/Set, Document Number, Deadline/Hearing, Filed, Satisfied, Terminated, and Party.

You will see your deadlines and hearings with the date the event was filed and the due date. You will see whether the deadline/hearing was satisfied or if the deadline/hearing was terminated

If you click on a document number, ECF will display the actual document whereas if you click on the silver ball to the right of the document number and in front of the deadline/hearing, you are taken to docket information and directly related docketing entries for the event you selected.

Docket Report

You may select a date range for your docketing report (filed or entered) as well as a range of document numbers. If you leave the range fields blank, ECF will print the entire docketing report. Make sure there is a checkmark (✓) in the box next to **Include links to Notice of Electronic Filing** if you wish to view the NEFs. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window.

The document numbers in the middle column are hyperlinks to the PDF documents. If you requested the links to NEFs, click on the silver button next to the document number to display the **Notice of Electronic Filing**.

Filers

This query lists all filers in the case you have chosen to query. If you click on a filer name you are taken to a screen depicting document number, event and date filed. Clicking on the document number takes you to the document. Clicking on the silver ball takes you to the NEF.

History/Documents...

This selection queries the database for case event history and documents associated with the case. You may select "all events (history)" or "Only events with documents", not both. You may also chose to display the docket text. You may sort by oldest date first or most recent date first.

After making your selections, click on **[Run Query]**. ECF builds your report. This report can be used instead of a pleadings index.

Party

The party report shows all active and terminated parties as well as current and terminated attorneys for each party.

Related Transactions

Make your selections from the following: (1) filed date; (2) enter a document number range; (3) select document type from the drop down list; (4) choose pending or terminated documents; and (5) sort by filed date, entered date, or document number. If you accept the default, all documents and related documents will be shown.

Status

Click on Status to see the status of the case.

View A Document

Enter the document number and click [Run Report].

REPORTS FEATURE

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the **Blue** menu bar, ECF opens the **Reports** screen. Click on the report you wish to run. The **PACER** screen will appear. Enter your **PACER** login and password.

Docket Sheet

The Docket Sheet report will give you a full docket sheet for the case you selected. Enter the case number in the case number box. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields or by entering document numbers. If you want links to the Notice of Electronic Filing and member cases, be sure and put a checkmark (✓) in the box. You can sort by oldest date first or most recent date first. You also can select "View multiple documents".

Civil Reports

Civil Cases

The civil case report provides you with the flexibility to query the ECF database to locate cases filed electronically by office, case type, nature of suit, cause, jurisdiction, case flags, terminal digits, date filed, open and/or closed cases. You have three (3) different sort priority levels where you can choose case number, case title, terminal digit, office, nature of suit, cause and jurisdiction. If you leave all fields blank, ECF will display a report for all cases opened in ECF.

Once the report is generated, you can click on the hyperlinked case numbers. This will take you to the docket sheet for that particular case.

Judgment Index

The Judgement Index report shows information about selected judgments, including whom the judgment was in favor of, against, date, amount, document number, interest rate, and court costs. The report can be generated by case number, party name, or judgment date range. You can also sort by case number, judgment date, in favor of party name, or against party name. By clicking on the document number you are taken to the Final Judgment.

Criminal Reports

Criminal Cases

The criminal case report provides you with the flexibility to query the ECF database to locate cases filed electronically by office, case

type, case flags, citation, court status, filed date, and terminal digit(s). You can also select whether you want pending defendants, terminated defendants, fugitive defendants, or non-fugitive defendants. There are three (3) different sort priority levels where you can choose case number, terminal digit, or office. If you leave all fields blank, ECF will display a report for all cases opened in ECF. You may click on the case number to see the docket report.

Civil and Criminal Reports

Written Opinions

This report will show all opinions which set forth the reasoned explanation for the court's decision. You may set parameters by case number, party name, office, nature of suit, case type, cause, case flags, and dates filed. You may sort by case number or date filed. After the report is run you may view the docket report and documents.

UTILITIES FEATURE

The **Utilities** feature provides the means for registered users to maintain their account in ECF, view all of their ECF transactions, PACER information, perform legal research, etc.

ECF Login

If you have logged into the ECF system using only your PACER account and wish to e-file a document, use this option to enter your ECF login and password so that you can enter the filing system.

Maintain Your Account

This feature provides you the capability to maintain certain aspects of your ECF account with the court. This screen displays all of the registration information that is contained within the CM/ECF database for your account with the court. This includes name, bar number, office name and address, phone and fax numbers.

[Email information...] - allows you to change your e-mail address, add additional e-mail addresses and change options.

ECF will e-mail to parties their Notices of Electronic Filing based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals:

1. Click on "Add Additional E-mail Address".
2. Enter the e-mail address.
3. To enter additional addresses repeat steps 1 and 2 above.

Additional Options allows you to specify additional cases in which you would like to receive NEFs.

1. Click on additional cases.
2. Click on Add.

3. Enter the case number.
4. Click Add to List.

You will not receive a free look in additional cases that you are not a party to. PACER fees will apply.

5. Click on "Return to Person Information Screen".

More User Information

This screen displays user login information and provides the means to change your password. You will notice ECF displays a string of asterisks in the Password field for security purposes.

Changing Your Password

1. Place your cursor in the Password field.
2. Delete the asterisks.
3. Type in your new password. (Remember passwords are case sensitive.) ECF displays the actual characters of your new password as you type.
4. Click on Return to Account Screen.
5. Click on Submit. If asked to update all your cases, answer Yes.
6. Click on Submit again.

Viewing Your Transaction Log

The feature allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without permission, change your password immediately, then telephone the Court at 601/965-4439. Enter the date

range and click on **[Run Report]**.

PACER features are available to you through Utilities by using Change Client code, Change Your PACER Login, Review Billing History, show PACER Account, and Remove Default PACER Account.

Miscellaneous

The legal research feature provides for Westlaw and Lexis research, as well as providing a medical and legal dictionary.

Mailings allow for you to get mailing information on a certain case when needing to mail documents to non-registered users.

Court information gives data regarding the ECF software, PACER info, as well as contact info for the court and it's divisional offices.

Internet Payment History shows any credit card transactions.

Verify A Document displays encryption information.

LOGOUT

After you have completed all of your transactions for a particular session in ECF, you should logout from the system. The system will time out after a certain period of time. Click on the **Logout** hyperlink from the Blue menu bar. ECF will log you out of the system and return you to the login screen.