

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

**ATTORNEY
ECF
TRAINING MANUAL
v4.2**



TABLE OF CONTENTS

GETTING STARTED	1
Introduction	1
Assistance with Filing	1
ECF Information and Resources	1
System Capabilities	1
Requirements – Hardware and Software	2
REGISTRATION	2
Eligibility	2
Registering	3
Passwords	3
PACER Registration	4
PORTABLE DOCUMENT FORMAT (PDF)	4
PDF Reader	4
How to Convert Documents to PDF	4
STEP-BY-STEP GUIDE	6
How to Access the System	6
Logging Into CM/ECF	6
ELECTRONICALLY FILING DOCUMENTS	8
Correcting a Mistake	8
Documents Filed in Error	8
STEPS FOR E-FILING DOCUMENTS	9
CIVIL and CRIMINAL EVENTS	10
Complaints & Other Initiating Documents	10
Service of Process	10
Answers to Complaints, Crossclaims or Counterclaims	10
Other Answers	10
Motions and Related Filings	10
Other Filings	10
FILING AN ANSWER IN A CIVIL CASE	12
FILING A MOTION IN A CIVIL CASE	15
FILING A MOTION IN A CRIMINAL CASE	16
FILING A MEMORANDUM IN SUPPORT/OPPOSITION TO A MOTION IN A CIVIL OR CRIMINAL CASE	17

FILING A RESPONSE/REPLY/REBUTTAL IN A CIVIL OR CRIMINAL CASE	18
QUERY	19
Alias	19
Associated Cases	19
Attorney	19
Case File Location	19
Case Summary	19
Deadlines/Hearings	19
Docket Report	19
Filers	20
History/Documents	20
Party	20
Related Transactions	20
Status	20
View A Document	20
REPORTS	21
Docket Sheet	21
Civil Cases	21
Judgment Index	21
Criminal Cases	21
Docket Activity	22
Written Opinions	22
UTILITIES	23
Your Account	23
ECF Login	23
Maintain Your Account	23
E-mail Information	23
More User Information	23
Viewing Your Transaction Log	24
Miscellaneous	24
Legal Research	24
Court Information	24
Internet Payment History	24
Verify A Document	24
LOGOUT	24

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.

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) 608-4000
Hattiesburg	(601) 583-2433
Gulfport	(228) 563-1700

Access to ECF Information and Resources

Visit Mississippi's U. S. District Court web site: www.mssd.uscourts.gov

- View or download the most recent version of the Local Rules and Standing Orders
- CM/ECF Link: view or download the Attorney's User Manual
- View or download the Administrative Procedures for ECF
- Review Frequently Asked Questions (FAQs)

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 with a minimum of 1GB memory (RAM).
- An Internet service provider.
- Microsoft Internet Explorer or Firefox (see CM/ECF login page for applicable versions of each browser).
- A PDF-compatible word processing software like Macintosh or Windows-based versions of WordPerfect or Microsoft Word.
- PDF software (such as Adobe Acrobat Standard or Professional, PDF995, 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. The reader is automatically included if you have the Adobe Acrobat program.
- A scanner to be used to convert exhibits. **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. PACER registration is handled through their 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 and Physical Location:

United States District Court
Office of the Clerk
501 East Court Street
Suite 2.500
Jackson, MS 39201

Attention: CM/ECF Registration

Each attorney in a law firm must register individually.

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 on-line at <http://www.pacer.gov>.

PORTABLE DOCUMENT FORMAT (PDF)

PDF Reader

In order to view documents filed on the system, users must install Adobe's Acrobat Reader software or have the Adobe Acrobat Standard or Professional Edition application loaded. When installing any product, please review and follow the provider's directions to utilize the PDF reader after installation.

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:

1. Open the word processing document to be converted.
2. Select the **Print** option and 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). A dialog box will appear.
5. From the dialog box, select the folder where you wish to save the PDF document and then name the file. Many programs will automatically assign a .pdf extension. If yours does not, you will have to add the .pdf extension.

6. Click on Save. The file is now converted to a PDF document with the designated name.
7. The original document remains in its original format with its original name in its original location.

STEP-BY-STEP GUIDE

Below is a step-by-step guide for accessing the system and filing documents, 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 pertains only 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. Enter your CM/ECF login, password and check that you understand you must comply with the redaction rules.

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.
--

Enter your ECF login and password in the appropriate data entry fields. All ECF login names and passwords are case sensitive. 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 use the query function. 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, e-mail 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.

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.

Correcting a mistake:

During filing if an error is made, try and use the **[Back]** button on the browser's toolbar to go back and correct the entry made on a previous screen. If necessary you may need to start over by clicking on the Civil or Criminal menu. 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 been 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 the court will restrict the document from further viewing.

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 category (motions, other answers, etc.).
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 (your client).
6. Select the location and PDF file for the document to be filed. Add attachments, if any, to the document being filed. You must select a category and/or description if filing an attachment.
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 and CRIMINAL EVENTS

COMPLAINTS and OTHER INITIATING DOCUMENTS (civil)

A civil action is commenced by the filing of a complaint with the court. Counsel must bring the signed complaint, civil cover sheet and appropriate filing fee (check, money order or cash) to the clerk's office. An Amended Complaint may be e-filed if no responsive pleading has yet been filed. Counterclaims, Crossclaims, Intervenor Complaints and Third Party Complaints are also listed in this section.

SERVICE OF PROCESS (civil and criminal)

Service, Summons, Subpoenas, Waivers, Writs, Warrants, etc..

ANSWERS TO COMPLAINTS, CROSSCLAIMS or COUNTERCLAIMS (civil)

OTHER ANSWERS (civil)

All other answers (Amended, Notice of Removal, Writ of Garnishment) Affidavits, Claims, Objection to Report and Recommendations.

MOTIONS and RELATED FILINGS (civil and criminal)

Motions and (Related Filings:) Affidavits, Memoranda, Rebuttals, Replies, Responses, etc.

OTHER FILINGS (civil and criminal)

Alternative Dispute Resolution: For events regarding arbitration and mediation check this section.

Discovery: 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 federal court do not file the interrogatories, etc.

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.

Waivers: (criminal only) Waivers of Counsel, Indictment, Preliminary Examination or Hearings, Rule 5 Hearings, Speedy Trial, etc.

Notices: A Notice of Appearance must be filed if you are to enter the case. A Notice of Change of Address should also be filed when needed. 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.

Trial Documents: Trial Brief

Appeal Documents: Briefs, Transcript Requests, Government Briefs, etc.

Other Documents: Attachment, Financial Affidavit - CJA 23, Objection to Report and Recommendations, Bill of Costs, Jury Demand, Joinder in Document, State Court Record, Stipulation, etc.

FILING AN ANSWER IN A CIVIL CASE

1. Select **Civil**;
2. Click on Answers to Complaints. Crossclaims or Counterclaims;
3. Enter the case number > find this case; [3:03-cv-xxx (3 is division, 03 is the year, cv type of case, xxx case number)]; next;
4. Attorney screen appears. Click New Attorney, enter bar number or last name, search. Highlight attorney name, click select attorney. Verify attorney information correct. If lead attorney change No to Yes. Click Add Attorney. Next;
5. Select the filer (your client). Control click to select more than one party. Click [Next].
6. Attorney/Party Associations Window: For a first time filing in any case, an association window appears in which to create an association between the attorney and the party (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].
7. Select the document to which your document relates. This is called a related transaction.
 - a. Your answer relates to the complaint filed in this case. Place a in the Include column box.
 - b. Click on [Next].
8. Browse and select the PDF file either by double clicking 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.*

9. Attachments to Documents: If there are any attachments browse and select the attachment. Be sure to select a category or add a description. Continue to add all attachments. After adding all attachments, click on [Next].
10. 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, otherwise leave blank, click next;
11. Jury Demand: If the answer includes a jury demand, click Yes otherwise click No. Next.
12. 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].
13. 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 the text is correct click next.
14. 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.
 - a. To print the Notice of Electronic Filing, click on the [Print] button on your browser's toolbar.
 - i. ECF electronically transmits 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(s) and click next:
 1. If you are filing multiple motions select each one individually.
 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. Verify or enter your case number, next;
5. Select yourself, the attorney, click next;
6. Select the party (your client) on whom you are filing on behalf of; click next;
7. Browse and select the PDF file. Select any attachments if necessary, and be sure to include a category and/or description. 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 Criminal.
2. Click on Motions.
3. Enter your case number, click find this case, click next.
4. If this is the first time you are filing in a criminal case you must add yourself as a new attorney. Click New Attorney. Enter the bar number or last name, click search.
5. Highlight the attorney name and click select attorney. Verify the attorney information. Click add attorney. Click next.
6. Select appropriate defendant, your client. Next.
7. If this is the first time you are filing on behalf of your client, an attorney/party association screen appears. The checkmark creates the association for you and the Notice box is checked for receipt of NEFs. Next.
8. Select the appropriate motion(s), click next.
9. Browse and select the PDF file.
10. Select any attachments if necessary adding a category and description. Next.
11. Check the Modify Docket Text screen. If all is correct click next.
12. Docket Text: Final Text screen appears, click [Next] to e-file the document.
13. The NEF will appear.

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 Civil or Criminal.
2. Click on Responses and Replies and select the appropriate event. Next.
3. Enter the case number in which the document is to be filed. Next.
4. Select the filer whom you represent, next.
5. Browse and select the PDF document; select attachments if necessary with a category and description; next.
6. Link the Memorandum to the appropriate motion. Next.
7. Modify Text screen appears. Review the docket text. If needed you may add additional information at this point. Next.
8. 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.
9. 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 (your client);
6. Browse and select the correct PDF document and any necessary attachments;
7. Select the appropriate event(s) to which your event relates by placing a checkmark in the box to the left of the event;
8. Modify the document text if needed;
9. Docket Text: Final Text screen appears, click Next;
10. The Notice of Electronic Filing appears on the screen.

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. The PACER Login screen appears. Enter your PACER login and password.

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. You may run a query by case number, filed date, last entry date, nature of sui, cause of action, and name.
2. If run by case number the **Query** window opens the specific case.
 1. You may choose specific case information from the list of query options by clicking on the appropriate hyperlink.

Alias

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

Associated Cases

If removed from state court or an MDL case.

Attorney

Displays information of all 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 comprehensive summary of current case-specific information.

Deadlines/Hearings...

Allows you to query the case to see if any deadlines/hearings are due are satisfied.

Docket Report

Run a docket sheet for the specified case.

Filers

Lists all filers in the case.

History/Documents...

Pleadings Index.

Party

All active and terminated parties as well as current and terminated attorneys for each party.

Related Transactions

All documents and related documents are shown.

Status

Click on Status to see the status of the case.

View A Document

Enter the specific document number to view; Run Report.

REPORTS FEATURE (subject to PACER billing)

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.

The Reports feature of ECF provides the user with several reports:

Docket Sheet:

The Docket Sheet report will give you a complete report of all filed entries in the case. 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 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. Click on the hyperlinked case number to view the docket sheet for that particular case.

Judgment Index

The Judgement Index report shows 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 can be run by office, case type, case flags, citation, count status, filed date, and terminal digit(s). You can also select whether you want pending defendants or terminated defendant. 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

Docket Activity

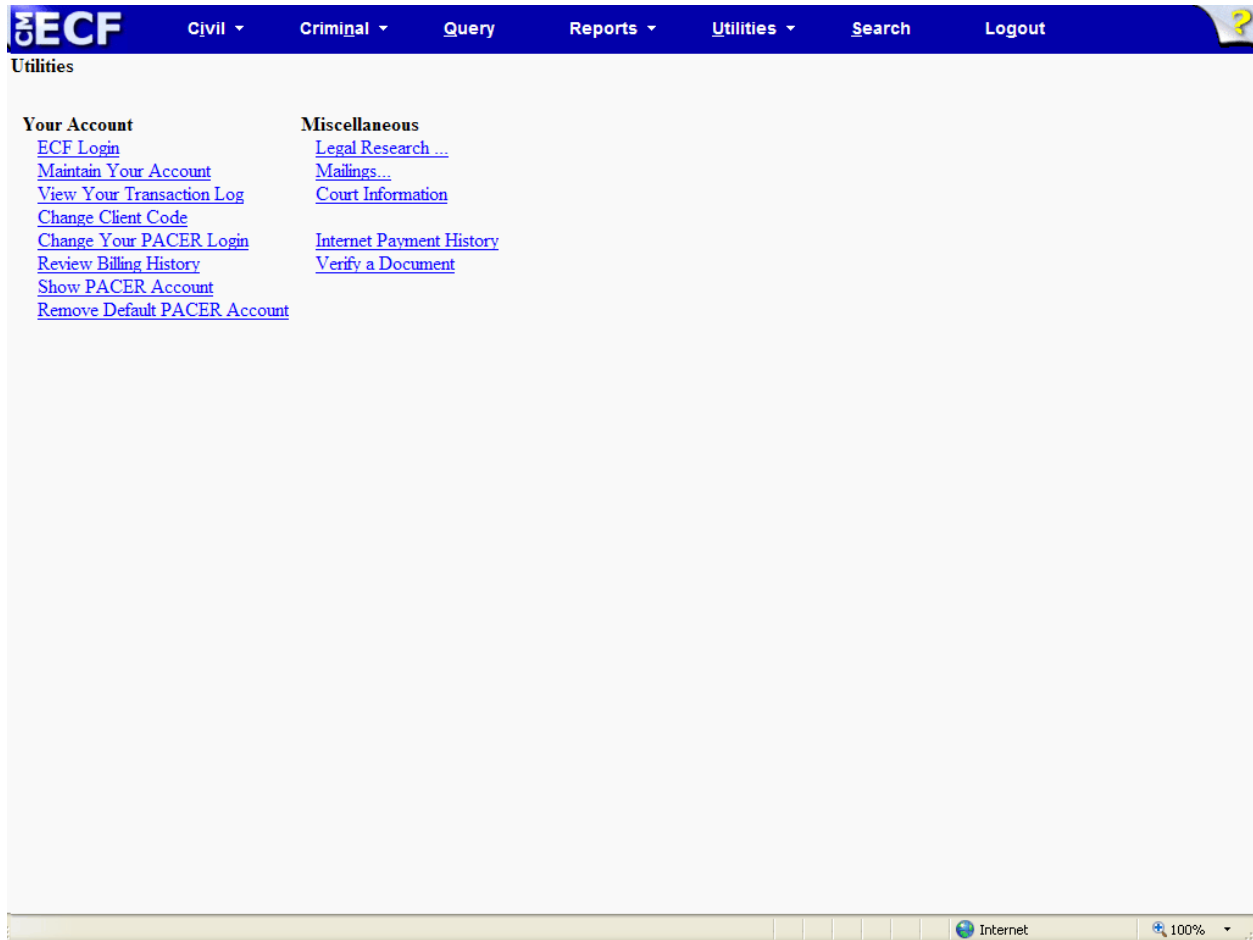
Allows you to run an activity report only to cases in which you are linked (default). You may qualify by case number, office, case type, event category, case flags, and filed between dates. You may sort by case number or date entered.

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. Login with your CM/ECF login and password.



Your Account

ECF Login: allows you to log in to CM/ECF in order e-file.

Maintain Your Account: 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.

E-mail information: allows for changing your e-mail address and to add secondary e-mail addresses.

More User Information: allows you to change your password

If you make any changes you must submit those changes for the system to process and also notify the attorney admissions clerk in the Jackson division of any address or e-mail changes.

Viewing Your Transaction Log: Review all your transactions in ECF. Enter the date range and click on **[Run Report]**.

The remaining options deal with PACER: changing a client code, changing your PACER login, review your PACER billing History, showing your PACER account and removing Default PACER account.

Miscellaneous

Legal Research: Access to a law dictionary, medical dictionary, Westlaw and Lexis.

Mailings: N/A

Court Information: vital information regarding USDC/MSSD, PACER, and case flags.

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.