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Docketing a Civil Filing in Master Docket and Specific Actions

Logging into CM/ECF

Log in to CM/ECF. Locate the **CM/ECF Main Menu Bar** at the top of the screen. Click on the **Civil** option on the **CM/ECF Main Menu Bar (see Figure 1)**.

Figure 1 - CM/ECF Main Menu bar

Selecting an Event Category

The system will display the **Civil Events** screen. Click on one of the following event categories **Service of Process**, **Other Answers**, **Motions**, **Responses, Replies, Opposing and Supporting Documents**, **ADR Documents**, **Discovery Documents**, **Notices**, **Trial Documents**, **Appeal Documents**, **Other Documents** **(see Figure 2)**.

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Figure 2 - Civil Events screen

Selecting an Event

The system will display the **Event Selection** screen for the event category selected **(see Figures 3a, 3b, 3c, 3d, 3e, 3f, 3g, 3h, 3i, and 3j)**. Depending on the event category that was previously selected, the system will either display a list of the various types of documents that are available for filing or it will display a purple area. If the purple area is displayed, click the down-arrow at the right of the purple area and the system will display a drop-down menu listing the various types of documents that are available for filing within the category selected. To view the entire list of documents that are available for filing within an event category, click on the down-arrow or scroll down. To select a document, scroll down or move the mouse down the list until you locate the document that you would like to file. Click on the document to highlight it. Once the document appears highlighted, click on the **[Next]** button to continue.

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NOTE: If the document you are filing is a motion and the motion is asking for more than one relief, click on the first relief, find the second relief in the list, then hold down the Control **<Ctrl>** key on your keyboard while you click on the second relief. Repeat this process until all of the motion reliefs are selected.

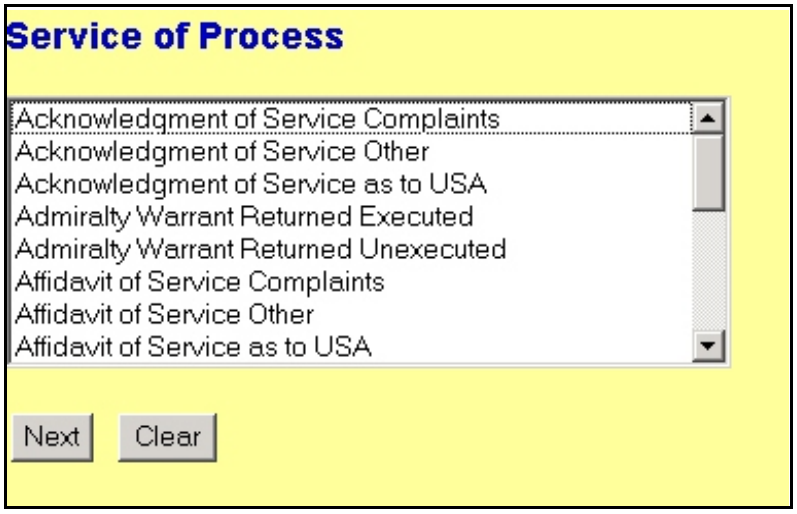

Figure 3a - Service of Process Event Selection screen

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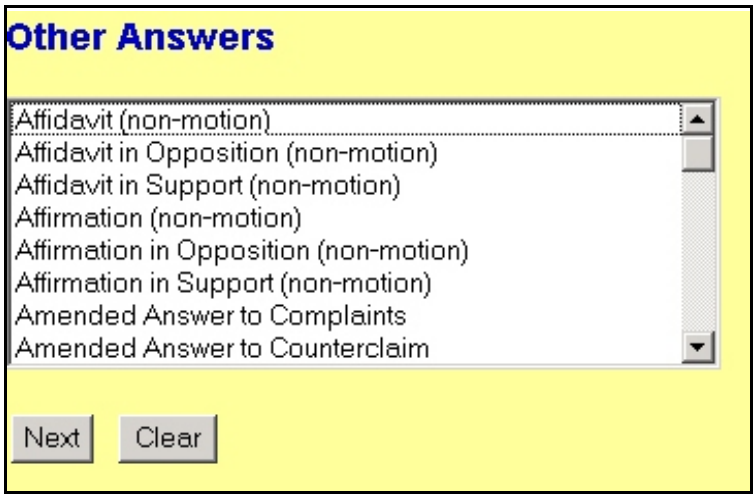

Figure 3b - Other Answers Event Selection screen

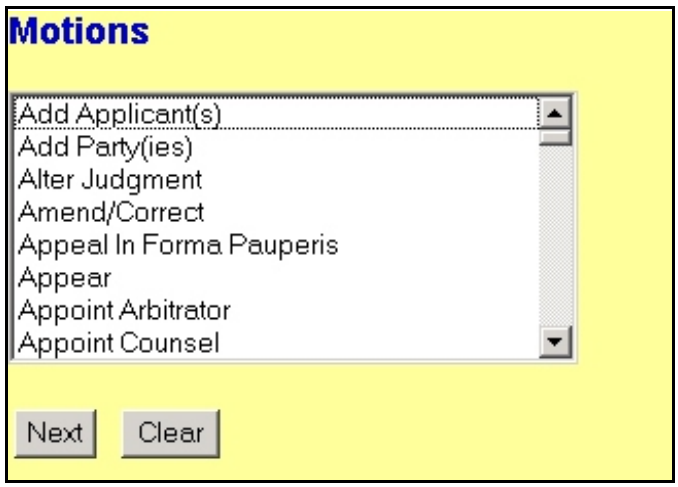

Figure 3c - Motion Relief Selection screen

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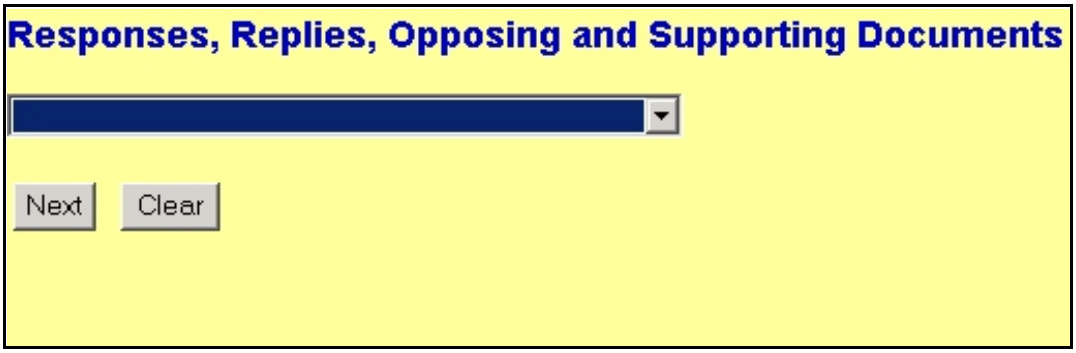

Figure 3d - Responses, Replies, Opposing and Supporting Documents Selection screen

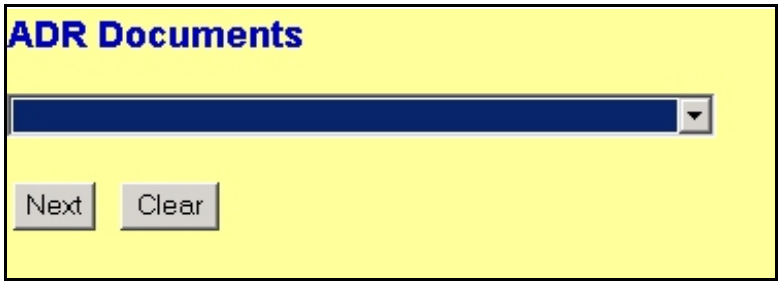

Figure 3e - ADR Documents Selection screen

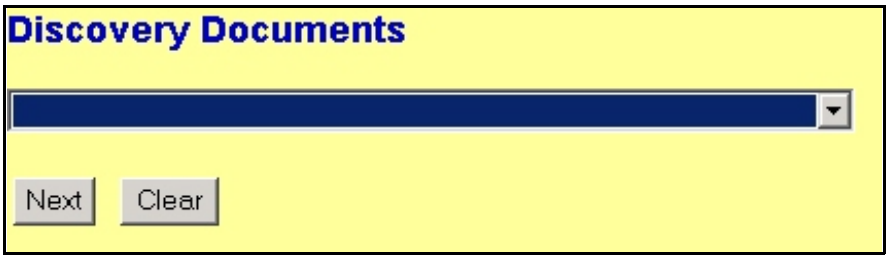

Figure 3f - Discovery Documents Selection screen

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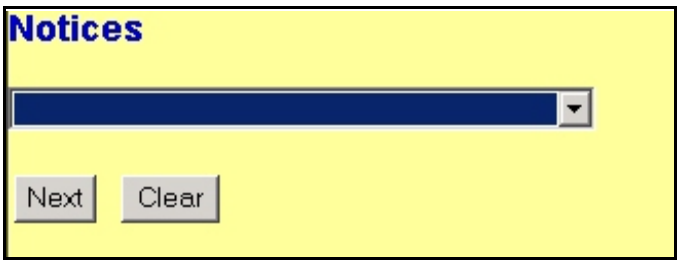

Figure 3g - Notices Event Selection screen

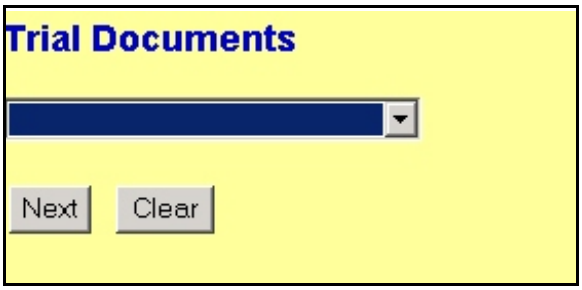

Figure 3h - Trial Documents Event Selection screen

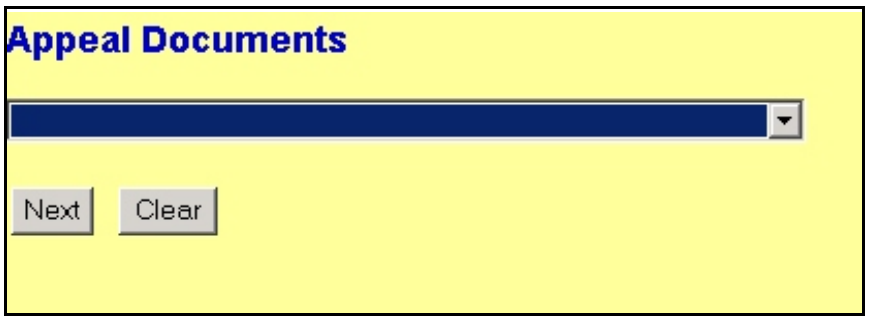

Figure 3i - Appeal Documents Event Selection screen

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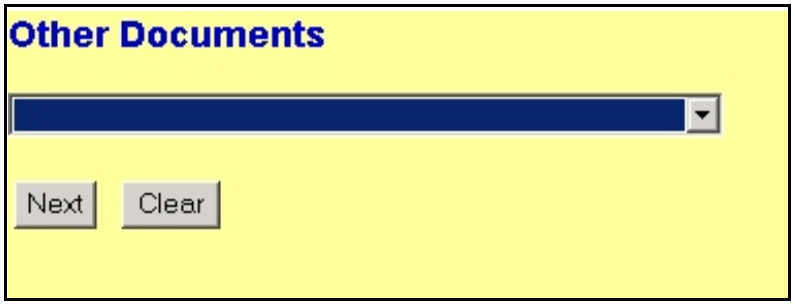

Figure 3j - Other Documents Event Selection screen

Entering a Case Number

The system will display the **Case Number** screen. Enter the MDL case number in the **Case Number** box if the Master Docket is an MDL. Use one of the formats displayed. For example: **99-12345**, **1:99-md-12345**, **1-99-md-12345**, **99md12345** or **1:99md12345**. Enter the Miscellaneous case number in the **Case Number** box if the Master Docket is a Miscellaneous case. Use one of the formats displayed. For example: **99-12345**, **1:99-mc-12345**, **1-99-mc-12345**, **99mc12345** or **1:99mc12345**. Click the **[Next]** button to continue **(see Figure 4)**.

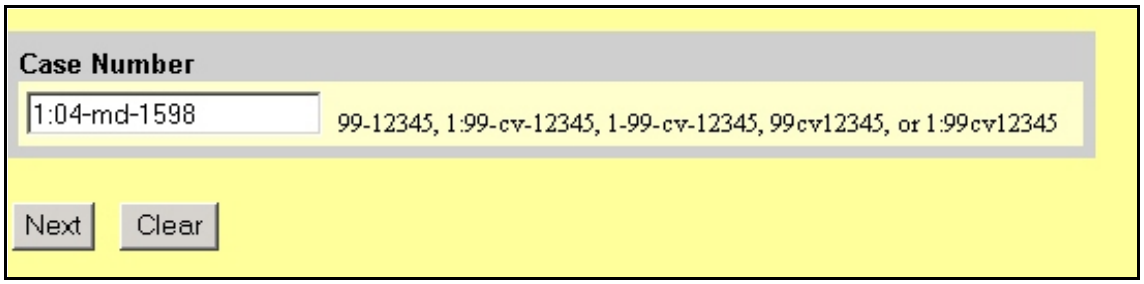

Figure 4 - Case Number screen

If the case number entered is **not** a valid case number, the system will display the following message:

1:yy-cv-nnnnn is not a valid case. Please enter a valid value.

Click the **[Back]** button. The system will return you to the **Case Number** screen. Enter a valid case number, using one of the formats outlined above.

Verifying a Case Number

The system will display the **Case Number Verification** screen **(see Figure 5)**. The purpose of the **Case Number Verification** screen is for you to verify the case number entered previously.

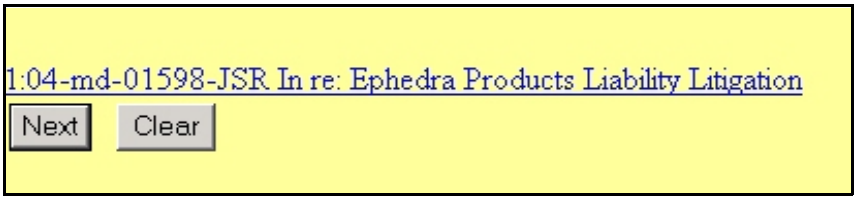

Figure 5 - Case Number Verification screen

a. If this is the correct case, click the **[Next]** button.

b. If this is **not** the correct case, you **must** return to the **Case Number** screen (see Figure 4). To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4). Once you reach the **Case Number** screen, enter the correct case number and verify the case number.

Selecting a Party

The system will display the **Party Selection** screen **(see Figure 6)**.

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Figure 6 - Party Selection screen

a. A list of the parties in the case will be displayed for you to select the party(ies) who is filing the document. To select the party(ies) who is filing the document, click on that party's name to highlight it, then click the **[Next]** button.

NOTE: If the party's name is **not** on the list, i.e., document is adding parties to the case, click the **Add/Create New Party** hyperlink. Please refer to the **U.S.D.C. Southern District of New York's Standardized Procedures for Creating New Party Information in CM/ECF**. After you have added/created new party information return to the **Party Selection** screen. Select the party(ies) who is filing the document, click on the party's name to highlight it, then click the **[Next]** button.

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NOTE: If the document is being filed by more than one party, click on the first party to highlight it, find the second party in the list, then hold down the Control **<Ctrl>** key on your keyboard while you click on the second party's name to highlight it. Repeat this process until all the parties who are filing the document are selected.

Specifying a PDF File Name and Location for the Document to be Filed

The system will display the **pdf document** screen. The **pdf document** screen is used to locate and enter the PDF file of the document (pleading) that is being filed in ECF **(see Figure 7)**.

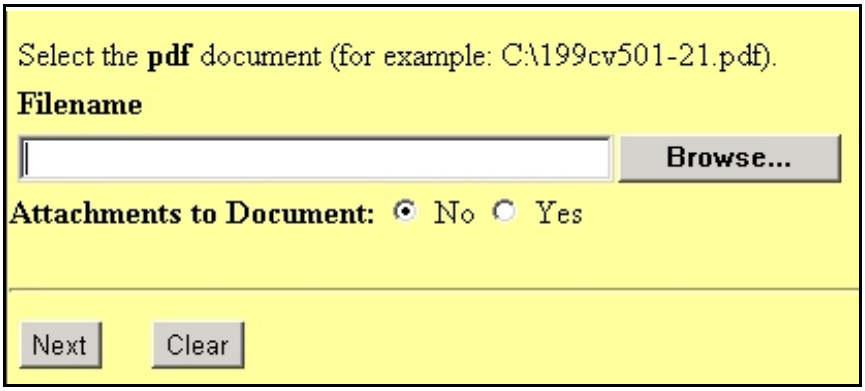

Figure 7a - PDF Document screen

There are two ways to locate and enter the PDF file of the document (pleading) that is being filed.

a. You can either enter the path and filename of the document with the .pdf extension, if you know it, in the **Filename** box. For example:

P:\TRAINING\PDF\Civil Cases\2000\00-cv-1028 Complaint

or

b. You can find the pdf document within the network directory structure. To find the pdf document within the network directory structure:

i. Click the **[Browse...]** button to begin searching for the pdf document file name.

ii. The system will display the **File Upload** screen **(see Figure 7b)**.

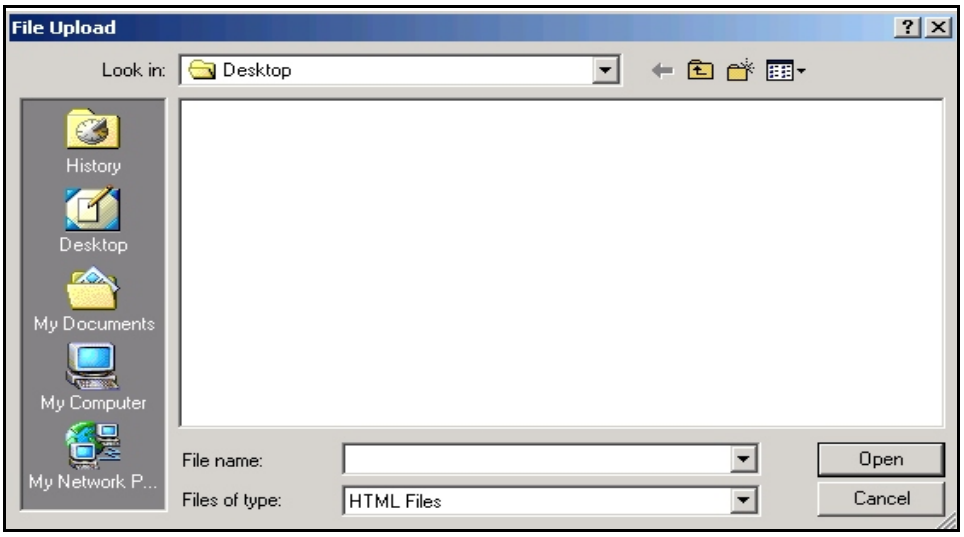

Figure 7b - File Upload screen

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iii. Click on the down arrow and change the **Files of type:** box at the bottom from HTML Files to **"All Files (*.*)." (see Figures 7c)**. All files including the .pdf files will be displayed.

Figure 7c - Files of type box

Figure 7c - Files of type box

iv. Navigate to the appropriate network directory where the PDF document is located. To navigate the network directory structure, click on the down-arrow to the right of the **Look in:** box, either double click on any directory icon to go down the directory structure, or click on the up-arrow directory icon, to go up the directory structure **(see Figures 7d)**.

Figure 7d - Look in box

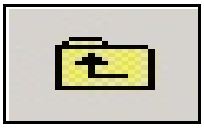

Figure 7d - Up-Arrow Directory Icon

v. Locate the PDF document you wish to associate with the docket entry being docketed. Highlight the PDF document by clicking on the document, to upload to CM/ECF.

vi. View the PDF document that you have selected. Right mouse click on the highlighted document name. The **File** menu **(see Figure 7e)** will be displayed.

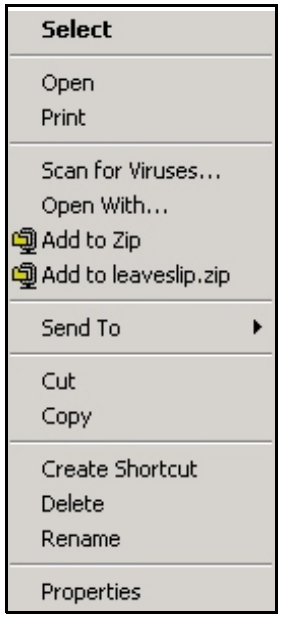

Figure 7e - File menu

vii. Left mouse click on the word **Open**. **Adobe Acrobat** or **Adobe Acrobat Reader** will launch and open the PDF document that you selected. You **must** view the document and verify that it is the correct document.

viii. If this is **not** the correct document, close the **Adobe Acrobat** or **Adobe Acrobat Reader** if it is open by clicking the **X** in the top right corner. Navigate to a different directory, if necessary, and open another pdf document, until you find the correct pdf document.

ix. If this is the correct document, close **Adobe Acrobat** or **Adobe Acrobat Reader** if it is open by clicking the **X** in the top right corner, then click the **[Open]** button on the **File Upload** screen **(see Figure 7b)**. This will return you to the **pdf document** screen. CM/ECF will insert the PDF document name and location in the **Filename** box on the **pdf document** screen **(see Figure 7f)**.

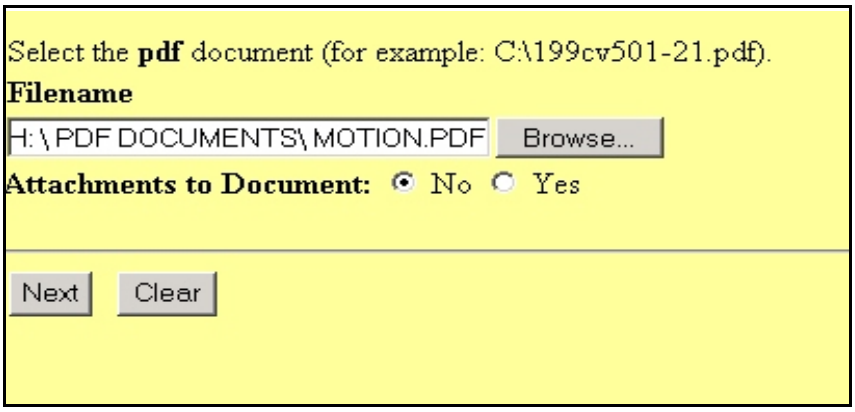

Figure 7f - PDF Document screen

x. Below the **Filename** box will be the prompt **Attachments to Documents:**. If there are **no** attachments to the document being docketed, leave the **No** radio button checked. Click on the **[Next]** button to continue.

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NOTE: In the event you selected and highlighted a document that is **not** in the PDF format, CM/ECF will display the following error message:

ERROR: Document is not a well-formed PDF document (no further information available).

CM/ECF will **not** permit you to associate a file with the document being docketed that is **not** in PDF format. Click the **[Back]** button. CM/ECF will return you to the **pdf document** screen. Repeat the process for **Specifying a PDF File Name and Location for the Document to be Filed**.

Adding Attachments to the Document Being Filed

The system will display the **pdf document** screen with the PDF document name and location in the **Filename** box **(see Figure 8)**. Below the **Filename** box will be the prompt **Attachments to Documents:**. If there are attachments to the document being docketed then click the **Yes** radio button. Click the **[Next]** button to continue.

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Select the **pdf** document (for example: C:\199cv501-21.pdf).
Filename
H:\PDF DOCUMENTS\MOTION.PDF Browse...
Attachments to Document: No Yes

Next Clear

Figure 8 - PDF Document screen

a. The system will display the **Attachment** screen **(see Figure 9)**.

Select one or more attachments.
1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
Filename
Browse...

2) At your option, select a document type, enter a description and/or specify if transcript.
Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List
Remove from List
Next

Figure - 9 - Attachment screen

b. If you know the path and filename of the attachment document with the .pdf extension, then enter the path and filename in the **Filename** box.

c. If you do **not** know the path and filename of the attachment document, then find the attachment document within the network directory structure. Click on the **[Browse...]** button to search for the document file name of the attachment. Follow the same procedures for **Specifying a PDF File Name and Location for the Document to be Filed**. This time however, locate and enter the PDF file of the attachment to the document (pleading) that is being filed in ECF

d. Next to the **Type** box, click on the down arrow, and CM/ECF will open a pull down screen. Highlight and click on the type of attachment from the displayed selection: **Affidavit**, **Appendix**, **Civil Cover Sheet**, **Errata**, **Exhibit**, **Supplement**, **Text of Proposed Order**.

e. To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.

f. Click on the **[Add to List]** button to add the attachment to the list.

NOTE: In the event you selected and highlighted a document that is **not** in the PDF format, CM/ECF will display the following error message:

ERROR: Document is not a well-formed PDF document (no further information available).

CM/ECF will **not** permit you to associate an attachment with the document being docketed that is **not** in PDF format. Click the **[Back]** button. CM/ECF will return you to the **Attachment** screen. Repeat the procedures for **Adding Attachments to the Document Being Filed**.

Linking Documents

The system may display the **Refer to existing event(s)?** screen **(see Figure 10)**. The **Refer to existing event(s)?** screen is used to link the document currently being docketed to a previously filed document.

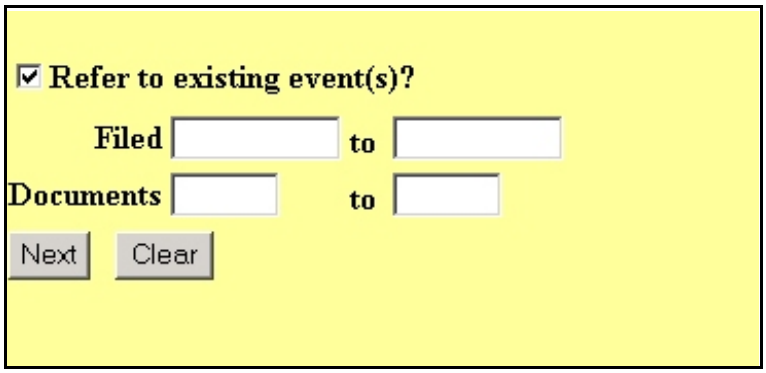

Figure 10 - Refer to existing event(s) screen

a. If your document refers to an existing document in the case, then click on the check box next to the **Refer to existing event(s)?** prompt. Click the **[Next]** button to continue.

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NOTE: You can limit the documents displayed by entering beginning and/or ending date(s) in the **Filed** date range fields, or by entering starting and/or ending number(s) in the **Documents** number range fields. The documents linked to the current event being docketed will then appear in the docket text.

b. If your document does not refer to an existing document in the case, then leave the check box next to the **Refer to existing event(s)?** prompt blank. Click the **[Next]** button to continue.

c. If you previously clicked on the check box next to the **Refer to existing event(s)?** prompt, the system will display the **Document Selection** screen **(see Figure 11)**.

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Select the appropriate event(s) to which your event relates:

- ☐ 04/15/2004 1 CERTIFIED TRUE COPY OF MDL TRANSFER IN ORDER FROM THE MDL PANEL... that pursuant to 28 U.S.C. 1407, the actions listed on the attached schedule A and pending in the District of Northern District of Texas, Eastern District of Texas, Southern District of Texas, Southern District of California, Middle District of Georgia, Eastern District of Kentucky, District of Massachusetts, Southern District of Ohio, Western District of Pennsylvania, and Western District of Texas, and the same hereby are, transferred to the Southern District of New York, with the consent of that court, assigned to the Honorable Judge Jed S. Rakoff, for coordinated or consolidated pretrial proceedings..., It is further Ordered that transfer under Section 1407 of Angela Bennett v. Cytodyne Technologies Inc., et al., S.D. Ohio, C.A. No. 1:03-451 is denied. (Signed by MDL Panel on 4/13/2004) (kkc,) (Entered: 01/20/2005)
- ☐ 04/15/2004 Magistrate Judge Frank Maas is so designated. (kkc,) (Entered: 01/20/2005)
- ☐ 04/19/2004 2 ORDER (this document pertains to all cases); The cases previously related to the Ephedra Litigation are consolidated into the docket established by the Judicial Panel on Multidistrict Litigation under the caption In re: Ephedra Products Liability Litigation, No. 04 MD 1598 (JSR). After entry of this Order, all court papers in any of the MDL cases shall be filed electronically on the Court's ECF system via the internet at ecf.nysd.uscourts.gov. (Signed by Judge Jed S. Rakoff on 4/19/2004) (kkc,) (Entered: 01/21/2005)
- ☐ 04/19/2004 Case Designated ECF. (kkc,) (Entered: 01/21/2005)
- ☐ 03/01/2005 3 MOTION for Summary Judgment. Document filed by Elizabeth Crane. Filed In Associated Cases: 1:04-md-01598-JSR,1:04-cv-00142-JSR(Smith, John)

Next Clear

Figure 11 - Document Selection screen

d. A list of all the documents in the case will be displayed. To select a document to which this document relates, click in the check box at the far left of the document, if it has not already been checked. When you have checked the correct document, click the **[Next]** button to continue.

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NOTE: If the document number of the document is underlined and highlighted in blue, it means that there is a pdf document associated with that document. To view the pdf document associated with that document, click on the document number **nn**. The system will then take you to the **PACER Login** screen. Enter your **PACER Login** and **Password**. View the document. To return to the **Document Selection** screen, Log out of PACER.

Spreading Text and Effects in Master Docket and Specific Actions

The system will display the **Spread Text Message** and the **Spread Effects Message** screen **(see Figure 12)**. The system will ask **Do you want to spread text ?** and **Do you want to spread effects ?**. The purpose of Spreading Text is to copy the docket text generated for the current transaction being docketed to the associated cases. The purpose of Spreading Effects is to create or delete flags, schedules, part/attorney/judges information that are created or deleted for the current transaction being docketed to the associated cases.

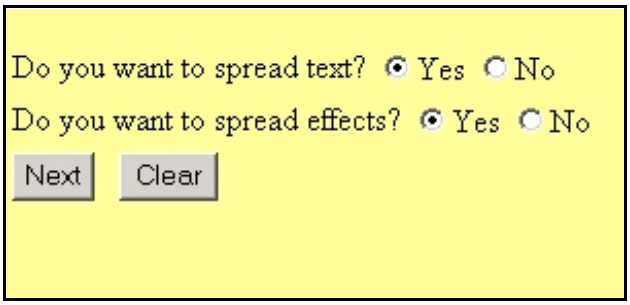

Figure 12 - Spread Text Message and Spread Effects Message screen

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a. Since this filing pertains to the Master Docket and Specific Actions, the text and effects of the transaction being docketed need to be spread. Leave the **Yes** radio buttons checked **(see Figure 13)** and click the **[Next]** button to continue.

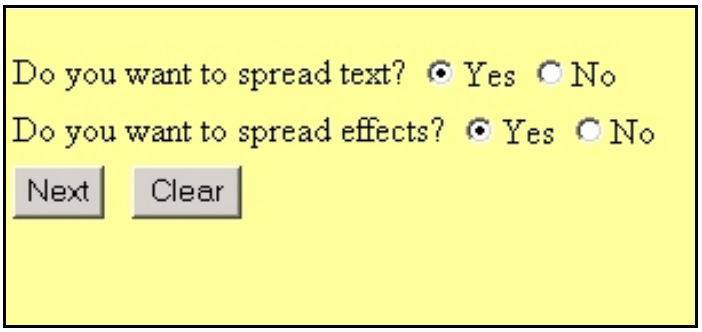

Figure 13 - Spread Text Message and Spread Effects Message screen with Yes Radio Buttons checked

b. The system will display the **Associated Case List** screen **(see Figure 14)** and prompt you to ***Select associated case to which text should be spread.*** A list of all of the cases associated with the Master MDL Docket or Master Miscellaneous Docket will be displayed. The purpose of this screen is for you to select the associated case(s) to which text and effects should be spread.

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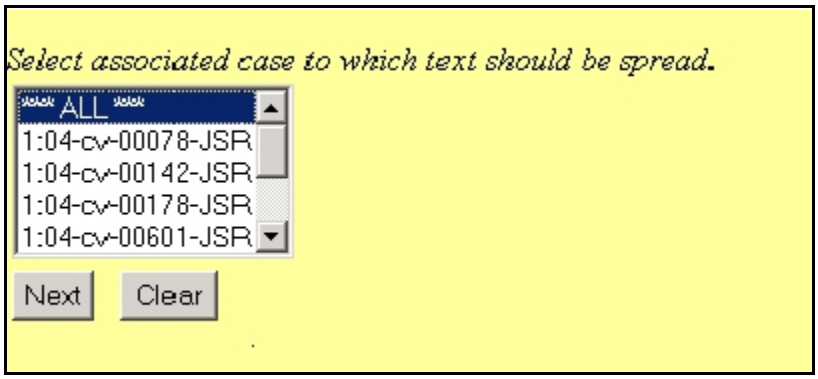

Figure 14 - Associated Case List screen

c. To spread text to specific actions, click on the down-arrow or scroll down if necessary, and click on the first **associated case** to which text and effects should be spread to highlight it, find the next **associated case** in the list, then hold down the Control **<Ctrl>** key on your keyboard while you click on the next **associated case** to highlight it **(see Figure 15)**. Repeat this process until the **associated cases** that you are spreading text to are selected. Click on the **[Next]** button to continue. The associated cases that you selected will be listed in the docket text of the transaction and will have the text and effects of the transaction being docketed spread to them.

NOTE: Make sure that the ****ALL***** entry is **not** selected.

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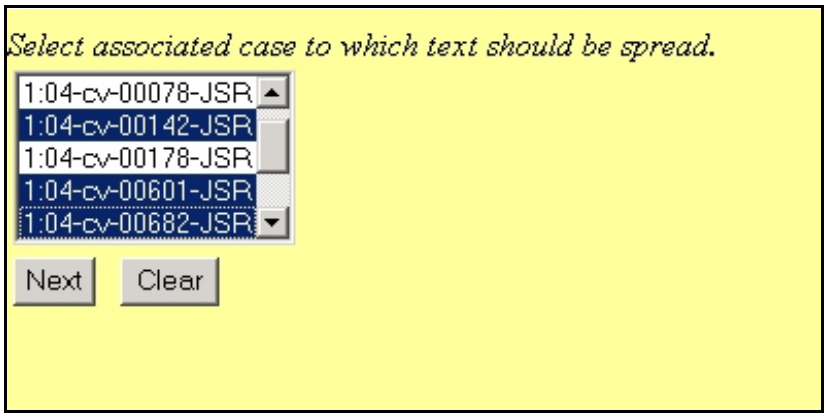

Figure 15 - Associated Case List screen with specific cases selected

Modifying the Docket Text

The system may display the **Modify Docket Text** screen **(see Figure 16)**. The purpose of the **Modify Docket Text** screen is to add a modifier or additional descriptive docket text, if appropriate.

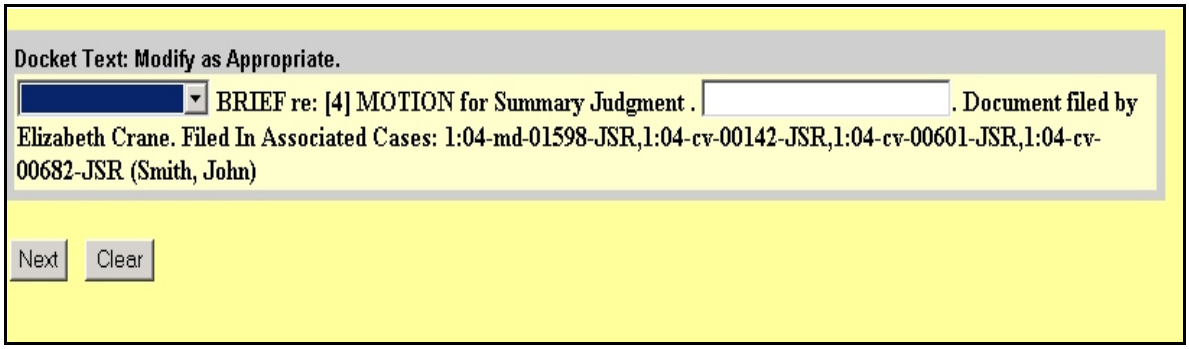

Figure 16 - Modify Docket Text screen

a. To add a modifier to the document (e.g., **First**, **Second**, **Amended**, **Cross**, etc.), click on the down arrow next to the first box. Highlight the modifier and click on the modifier to select it. If the document does **not** have a document modifier, then leave the box blank.

b. If additional docket text need to be added to the document, then insert the additional text in the second box next to the **Document filed by** text.

c. Thoroughly check the docket text for accuracy. Make sure that it reflects the correct document(s), the correct filer(s) and the correct cases that you want to spread the text and effects to. If it does **not**, click your browser's **Back** button to correct any error.

   NOTE: The text and effects will spread to the cases listed in the Filed In Associated Cases text.

d. Click the **[Next]** button to continue.

Submitting the Pleading

The system will display the **Docket Text: Final Text** screen. The docket text will be displayed as well as the following message: **Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. (see Figure 17)**.

CM/ECF
CIVIL FILING IN MASTER DOCKET AND SPECIFIC ACTIONS ATTORNEY TRAINING

Docketing a Civil Filing in Master Docket and Specific Actions

Figure 17 - Docket Text: Final Text screen

NOTE: CHECK THE DOCKET TEXT CAREFULLY HERE. THIS IS THE LAST CHANCE FOR YOU TO GO BACK AND CORRECT ANY ERRORS IN THE TRANSACTION OR TO LEAVE THE TRANSACTION AND START OVER BY CLICKING THE CIVIL OPTION ON THE CM/ECF MAIN MENU BAR.

When you click the **[Next]** button on this screen, you are submitting this transaction to the CM/ECF database. If there is a mistake in the transaction, you will **not** be able to click the **Back** button of your browser to make any corrections.

If you are completely satisfied with the transaction, click the **[Next]** button to complete the docketing of this transaction.

Notice of Electronic Filing

The system will display the **Notice of Electronic Filing** screen **(see Figure 18)**. The **Notice of Electronic Filing** screen is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document. It also displays the date and time the transaction was received by the court, the numbers assigned to the document and the cases that the document was filed in and spread to.

CM/ECF
CIVIL FILING IN MASTER DOCKET AND SPECIFIC ACTIONS ATTORNEY TRAINING

Docketing a Civil Filing in Master Docket and Specific Actions

NOTE: The Master Docket and the Specific Actions are listed in the Notice of Electronic Filing.

Notice of Electronic Filing

The following transaction was received from Smith, John entered on 3/3/2005 at 11:21 AM EST and filed on 3/3/2005

Case Name: In re: Ephedra Products Liability Litigation
Case Number: 1:04-md-1598
Filer: Elizabeth Crane
Document Number: 5
Case Name: Katzir v. Starbucks Corporation
Case Number: 1:04-cv-142
Filer:
Document Number: 6
Case Name: Maglificio Erregi Sas Di Zenaldi G&C v. Arturo Garibaldi, Inc.
Case Number: 1:04-cv-601
Filer:
Document Number: 3
Case Name: Bank of Taiwan et al v. Granite State Insurance Company
Case Number: 1:04-cv-682
Filer:
Document Number: 12

Docket Text:
BRIEF re: [4] MOTION for Summary Judgment.. Document filed by Elizabeth Crane.Filed In Associated Cases: 1:04-md-01598-JSR,1:04-cv-00142-JSR, 00601-JSR,1:04-cv-00682-JSR(Smith, John)

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

Document description: Main Document

Figure 18 - Notice of Electronic Filing screen

a. To print a copy of this notice, click the browser **Print** icon.

b. To save a copy of this receipt, click the **File** option on the browser menu bar and choose **Save As** from the drop-down list to save the receipt to a file on the hard drive of your computer.

NOTE: The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy this notice to a file on your computer hard drive, print it, and retain a hard copy in your personal files.

ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their e-mail addresses to the Court. The ECF filing report also displays the names of addresses of individuals who will **not** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the document and the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their e-mail addresses to the Court. 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. The Court strongly urges you to copy the **Notice of Electronic Filing** and documents to your hard drive for future access. Subsequent retrieval of the case docket sheet and document from ECF must be made through your PACER account and is subject to regular PACER fees.

NOTE: It is the filer's responsibility to send hard copies of the document and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated that they do not have e-mail accounts.

CM/ECF
CIVIL FILING IN MASTER DOCKET AND SPECIFIC ACTIONS ATTORNEY TRAINING

Docketing a Civil Filing in Master Docket and Specific Actions

NOTE: When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing/docketing of your transaction. You can select a choice from the **CM/ECF Main Menu Bar** at the top of the screen. For example, you can click on **Civil** or **Criminal** to file/docket another transaction.