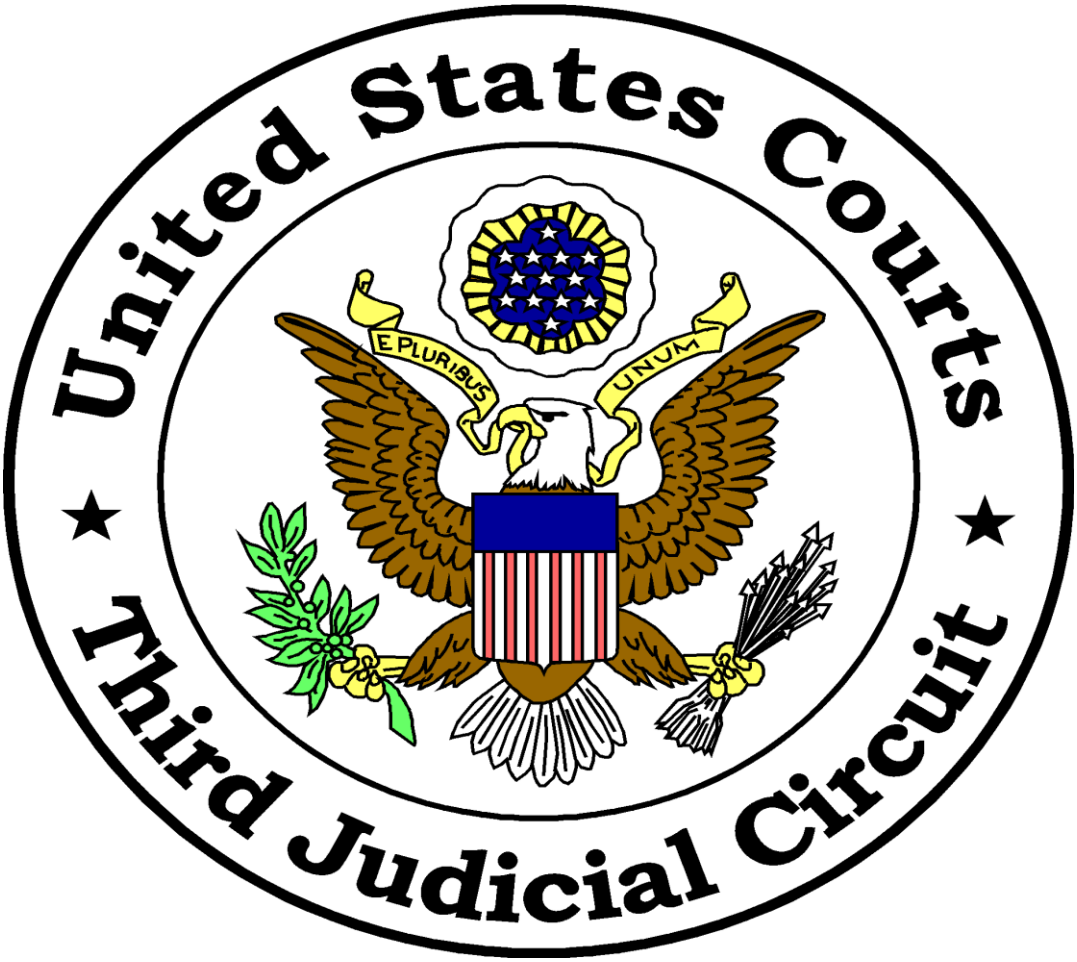


# THIRD CIRCUIT COURT OF APPEALS

CM/ECF Public User Manual

Last Update March 12, 2014

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**You can receive help by sending an email to the ECF help desk at ecf_helpdesk@ca3.uscourts.gov or by contacting the ECF help desk during the hours of 9am - 4pm at 267-299-4970.**

# Glossary of Terms

**Electronic Case Filing (ECF)** - The system used by a public user to file electronic documents with the Court.

**Electronic Filing** - The process of uploading a document from the filer's computer using the Court's Internet-based Case Management/Electronic Case Filing System (CM/ECF) to file a document in a case. The CM/ECF System accepts documents in Portable Document Format (PDF) only.

**Event** - A transaction used to create a docket entry in a case.

**Event Category** - A list used to describe the types of filings, which corresponds with the phases of an appeal or a specialized group of filings within each category.

**Event List** - A list of the specific types of filings within each category.

**Notice of Docket Activity (NDA)** - An e-mail message containing a hyperlink to the document being filed through the ECF system. A Notice of Docket Activity is produced by the system at the time a document is filed and sets forth the attorneys or parties receiving notice/service. It is the equivalent of the Notice of Electronic filing (NEF) in Bankruptcy and District Court ECF systems. This NDA will verify how service was made (i.e. e-mail, US Postal Mail, Fax, etc.), however, it is not to be substituted for a certificate of service.

**PACER (Public Access to Court Electronic Records)** - An electronic system that allows the user to view, print, and download electronically maintained docket information and court documents from the federal courts over the Internet.

**PDF (Portable Document Format)** – A file format used to represent documents created by a word processing program or scanning. Pursuant to L.A.R. 113.3(b), "[d]ocuments created by the filer and filed electronically must be in PDF text format." Documents should be text searchable.

**Public Filer** - An individual who has a login and password to file documents electronically using the Court's CM/ECF system.

**Relief** - An additional portion of an event transaction used to create a docket entry in a case, which further describes the transaction. N.B. Not all events will have a relief.

**Relief Category** - A general topic, which include reliefs that may be selected for filing.

**Relief List** - A list that allows you to further define the proper event being used.

# Hardware and Software Information

1. Computer
   a) A personal computer running Windows with Internet Explorer 6.0 (or higher)
   or Mozilla Firefox 3.0 (or higher). OR
   b) With the newest release of Appellate CM/ECF, some Apple Macintosh computers can be used to run all parts of the Appellate case management system. In order to run CM/ECF without additional software, you must have a 64-bit capable Macintosh and OS X Leopard 10.5 (or higher). If Apple's latest (June 2009) Java update, "Java for Mac OS X for 10.5 Update 4" has been loaded on your Mac, currently you will not be able to utilize the Court's CM/ECF system. The Court is working on an update to CM/ECF that will be compatible with the newest Java update from Apple. Please call the ECF Helpdesk at 267-299-4970 for further instruction on filing with a Mac.
   c) If you have a Mac that does not meet these requirements, you can run your Mac as a virtual Windows PC using software such as Vmware Fusion for Mac. Please note that software such as Fusion only works on Intel-based Macs. We apologize for any inconvenience this may cause, but it is beyond the court's control. This problem does not affect the court's ability to send you electronic notices, and Mac users should still register for CM/ECF so that they can receive notices.

2. Word Processing Software: Word Perfect, Microsoft Word or any other word processing software that will allow you to convert text documents to PDF.

3. Internet Service Provider and Web Browser: CM/ECF has been certified to work with Mozilla Firefox versions 1.5 or higher and Internet Explorer versions 5.5 or higher.

4. Email Account: You may register two additional email addresses for receipt of Notices of Docket Activity. The address(es) must be regularly monitored, as your only notification of case activity will be via email. Notices of Docket Activity will be sent from the Court's ECF System. Counsel must ensure that the spam filter operation on the network and computer receiving the email are set to allow notices from the Third Circuit.
5. PDF Conversion Software: WordPerfect versions 9, 10, 11, and 12 include the capability to convert text documents to PDF by clicking "File" on the toolbar and then "Publish to PDF." For Microsoft Word 2007, click the Office Button and select Save As and PDF or XPS. You may use Adobe Acrobat Writer or download free PDF conversion software from any source of your choosing. Interactive on-line training on converting Word or Word Perfect Documents to PDF is available at http://pacer.psc.uscourts.gov/ecfcbt/dc/cccnvtpdf/.

6. Scanner: Use a scanner ONLY if you do not have access to an electronic version of the document that would enable you to prepare a text PDF. Paper documents should be scanned into PDF image format at 300dpi with a "black and white" setting.

7. Java Runtime Environment (JRE) 6: Java6 is required for CM/ECF to operate on your computer. It is available at www.java.com. Select the "Do I have Java" link and verify that the result is Version 6 Update (1, 2, 3 or above). If you do not have Version 6, the website will prompt you to download Version 6.

## CM/ECF Helpful Hints and Information

1. Attorneys who are members in good standing of the Third Circuit Bar should register as a public filer of the Court's CM/ECF System by following these steps:

    a. Register with PACER for a PACER Account: If you or your law firm has not previously obtained a PACER account, you must obtain a PACER account via http://pacer.psc.uscourts.gov/PACER Service Center.
    b. Register with PACER for Appellate Filer Account: An ECF Filer account is required to file documents through CM/ECF. Register for an appellate filer account at PACER Service Center Appellate ECF Filer Registration.

2. Pro Se litigants generally do not file documents electronically. However, a pro se litigant who is a party in a case before the Court may file documents electronically in that case. The pro se litigant should register with PACER as a pro se Appellate Filer.

3. Sealed Documents: Sealed documents should be filed electronically using an event preceded by "**SEALED**" (e.g. Sealed Motion). When a sealed event is chosen, the document will not appear on the docket report. If you fail to use the event preceded by "**SEALED**", the document will be available to any PACER registered user.

4. Signatures: Your appellate ECF filer login and password constitute your official signature on all documents filed using your assigned login and password in the CM/ECF System. In addition, the name of the Public Filer under whose login and password is used to file the document must be preceded by a **"s/ "** and typed in the space where the signature would otherwise appear. (e.g., s/ John Doe) Documents which require multiple signatures may be filed by submitting a scanned version containing all signatures.

5. Public filers are required to attach a document to each event docketed. All documents that are attached to an event must be in PDF format. You may convert a document into a PDF format by using Word or WordPerfect, or you can scan the document and save it as a PDF file.

6. The maximum file size for a document filed on the CM/ECF System is 10 MB. N.B.

Multiple documents can be attached to an individual event.

7. In accordance with Fed. R. App. P. 25(a) (5) public access to electronic documents in social security or immigration cases is limited to the Court's orders, opinions and judgments.

8. The examples in this manual are applicable to all events and reliefs.

9. When a party is common to all cases you need only to select the party(ies) in one case, and then click the **"All Cases"** button.

# Getting Started

Once you enter the Third Circuit CM/ECF website, select the Login option.

1. Click the hyperlink for the CM/ECF Document Filing System from the Third Circuit website, if you are using a PC. If you are using a Macintosh computer please use the hyperlink for the Macintosh-CM/ECF Document Filing System.

2. The CM/ECF login screen will appear.

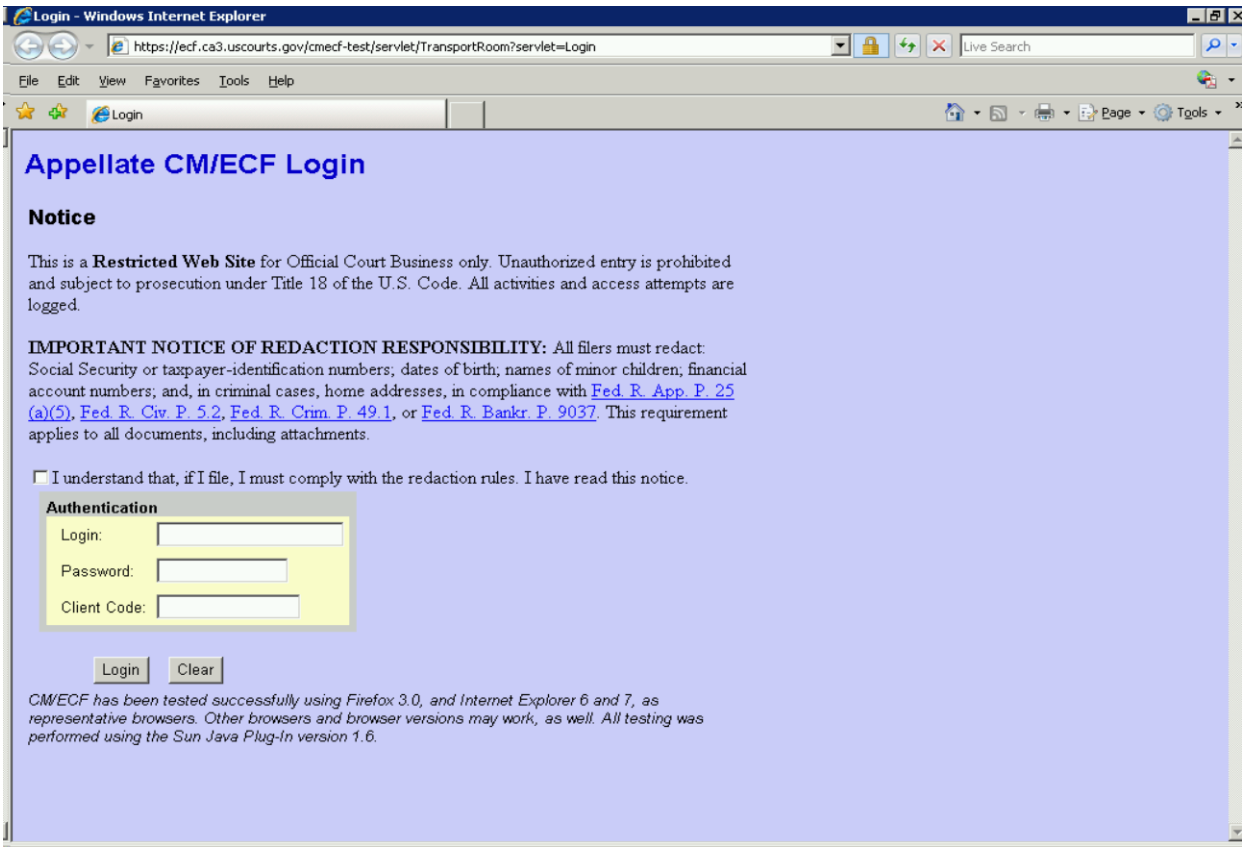
3. A checkbox is located on the CM/ECF login page which requires a public filer to check the checkbox before they are able to log in, to verify that they have read the redaction message. Note: The checkbox is not included on the PACER users login screen.

4. Enter your ECF User login.
   **N. B.** Your login and password are case sensitive.

5. Enter your ECF password.

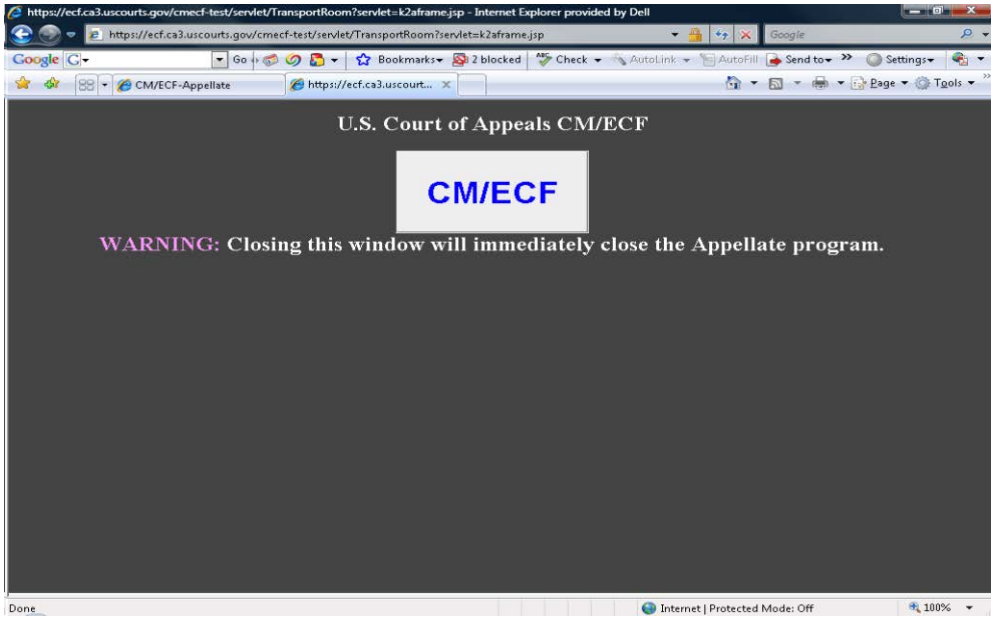
6. Client Code is optional.

7. Click ***Login.***




8. A browser window will appear. This window should remain open in the background at all times. The large CM/ECF button initially appears in the box with an orange Java logo. Wait until the logo disappears and the button, which contains the text CM/ECF and the Startup Page window should appear in the foreground.

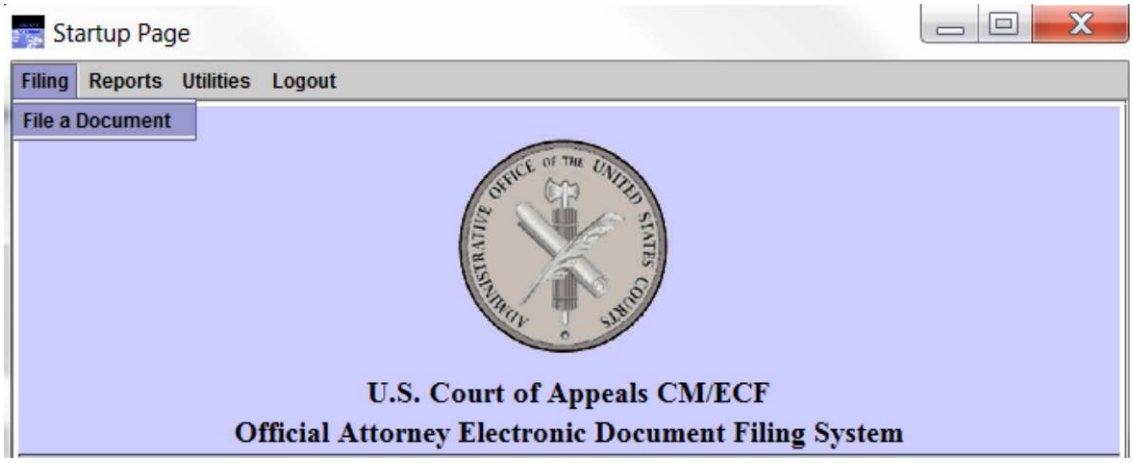
   Depending on the settings of you machine, the Startup Page may not appear in the foreground. If not, please check your task bar at the bottom of the screen for the Startup Page.


https://ecf.ca3.uscourts.gov/cmecf-test/servlet/TransportRoom?servlet=k2aframe.jsp - Internet Explorer provided by Dell
U.S. Court of Appeals CM/ECF
CM/ECF
WARNING: Closing this window will immediately close the Appellate program.
Done
Internet | Protected Mode: Off
100%

Startup Page
Filing Reports Utilities Logout
U.S. Court of Appeals CM/ECF
Official Attorney Electronic Document Filing System
This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571.
Welcome
Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu.
Last login Apr 6, 2012 10:20:39 AM EDT
Court Information

Docketing

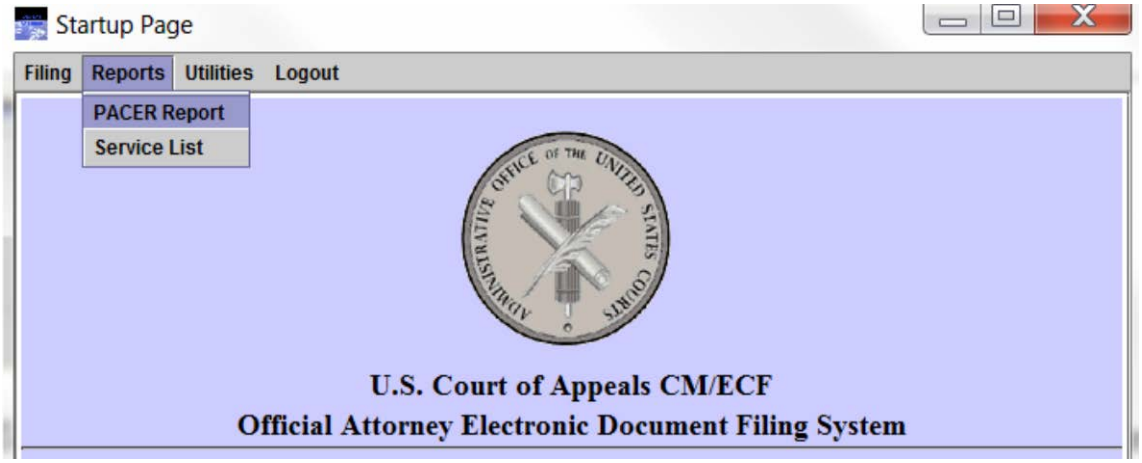
1. After logging into the CM/ECF system, the main screen will appear with the tool bar at the top left-hand side. To file a document with the Court, click ***Filing*** and click ***File a Document***.




Reports

1. You can access a docket report via PACER by selecting the ***Reports-PACER Report*** option on the CM/ECF toolbar. This option links you directly to the PACER Service Center Home.

2. A ***Service List*** Report is available to allow electronic filers to prepare an accurate certificate of service. Once the report is selected, a user can enter a case number and then view a list of service information for the attorneys and pro se litigants in a case and any associated case.

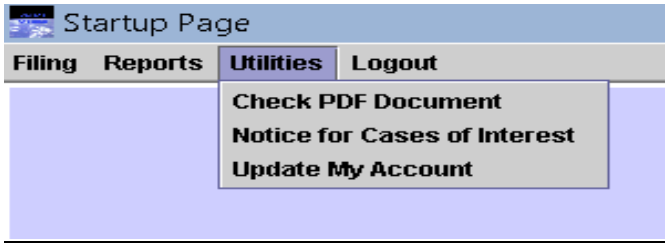


Utilities

1. The ability to receive notices in cases where you are not a party or attorney can be accessed by selecting ***Utilities - Notice for Cases of Interest***. This tool can be utilize for tracking of public filings in important or high profile cases.

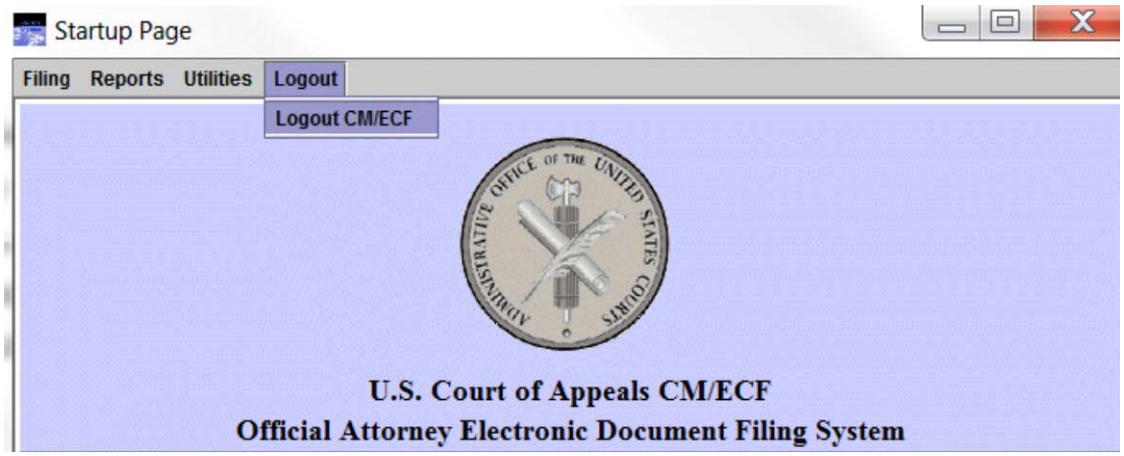
2. You can manage your account by selecting the ***Utilities - Update My Account*** option from the CM/ECF toolbar. You are able to update account information, such as your email address, telephone number, etc.

3. The ***Utilities - Check PDF Document*** is available for filers to check whether a PDF document is valid before filing. Once selected, a screen appears that allows the user to browse and select any PDF document from his/her file system.




Logout

1. When you have finished filing your document, choose ***Logout*** from the menu and ***Logout CM/ECF*** to exit the system.



## CM/ECF System Navigating Tips

- Press the TAB key on your keyboard to move to the next field.
- You can navigate between screens by clicking the ***Back*** or ***Continue*** buttons.
- If you wish to discontinue a transaction, you can click the ***Cancel*** button.
- The "***All Cases***" button can be used when selecting a party or filing a document to multiple cases.

# General Information on How to File a Document

1. Select ***Filing*** and click ***File a Document***.

2. Enter the six (6) digit appellate case number (e.g. YY-NNNN).

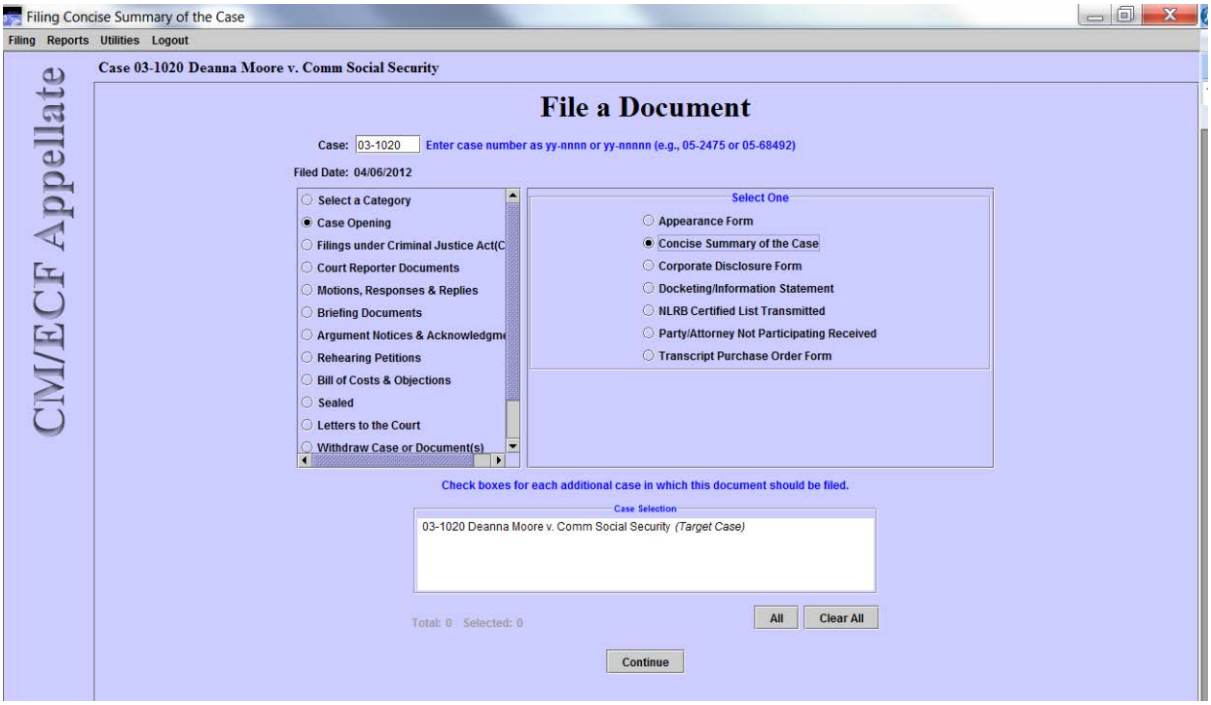
3. Check to ensure that the correct case number and short title appear at the top left of the screen and in the ***Case Selection*** box.

4. Select the appropriate Event Category in the left-hand box.

5. Select the type of document you want to file from the Event list in the right-hand box.

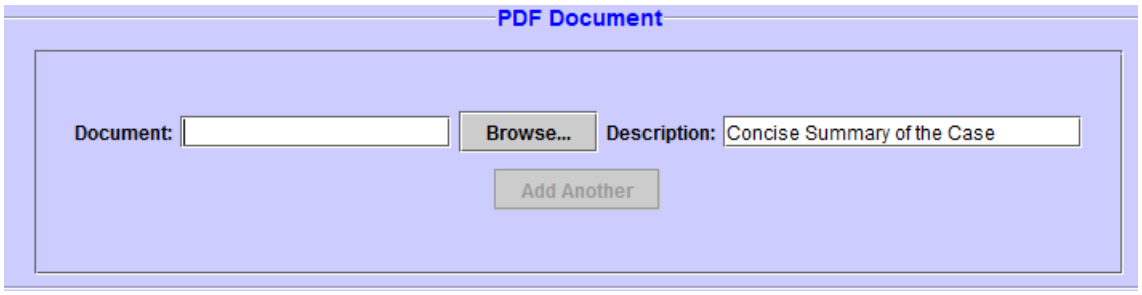
6. All associated cases will appear in the ***Case Selection*** box. (i.e. cross appeals and related cases) If your document should be filed in the case numbers that appear in the case selection box, please check the box for the associated case or the ***"All"*** button.

7. Click ***Continue***.

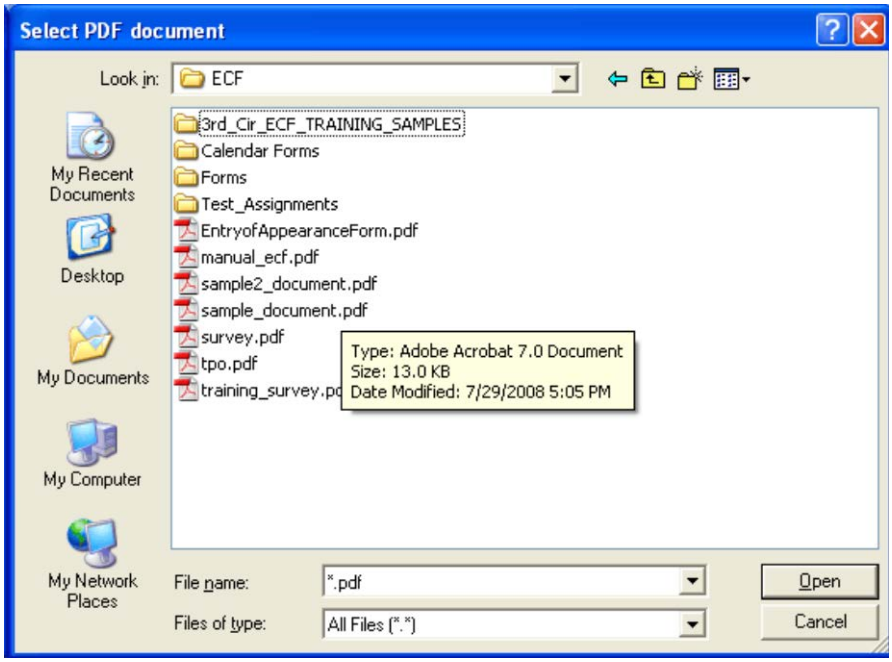


8. Attach a document by clicking the ***Browse*** button and navigating to where the document is saved on your computer.

9. The initial ***Description*** field will be pre-filled with the name of the document that you are filing. If you ***Add Another*** document, you must provide a description.




10. View all document(s) prior to attaching to ensure it is the correct document(s). Also, check the file size of each document. You can check the file size by resting your cursor over the filename and a box will appear with the file size, or you can right click your mouse over the highlighted filename, select properties and view the file size. The maximum file size for a document is 10 MB.



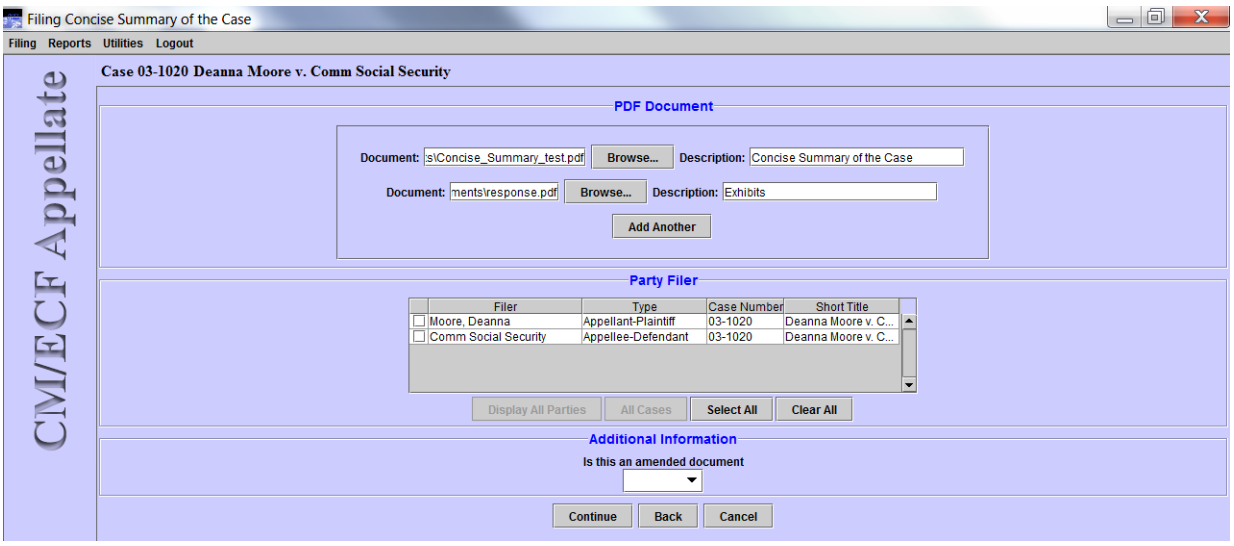

11. Click ***Open,*** which will attach the document to the event.

12. If you wish to attach another document click ***Add Another***, and repeat the instructions above. You must include a description for any additional document. The maximum file size for each document attached to one event is 10 MB (**e. g.** Exhibits).

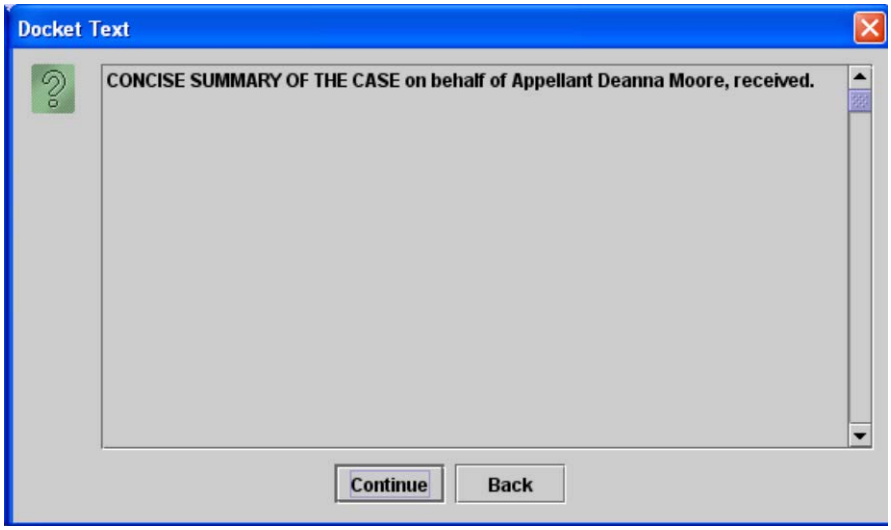
13. Select the party(ies) filing the document. In some events, only the party(ies) that are represented by the ECF user, who is logged in, will appear under "***Party Filer***."

14. Select the drop-down to indicate if this is an amended document. If this is not an amended document, leave the drop-down at the blank field.

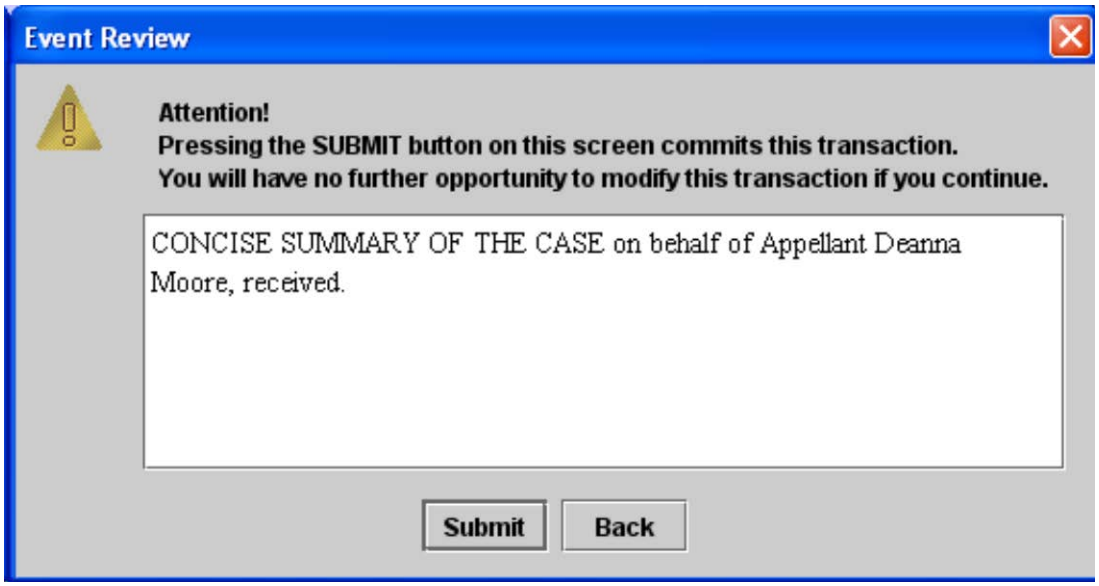
15. Click ***Continue*** to navigate to the next screen.



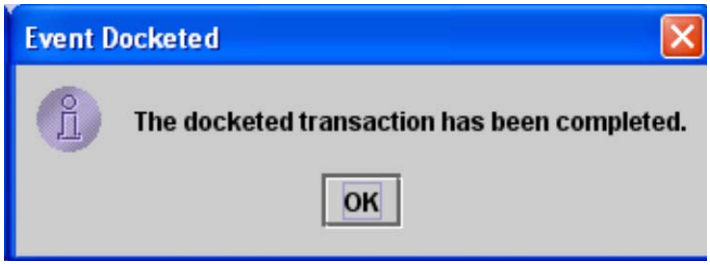

16. The docket text will appear for your review. The text cannot be edited. If the information is incorrect, use the ***Back*** button or cancel (X) the filing and start over. Click the ***Continue*** button to move to the next screen if the text is correct.



17. This is your last opportunity to review the text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect, click the ***Back*** button. If correct, select ***Submit*** to file the document on the docket report.



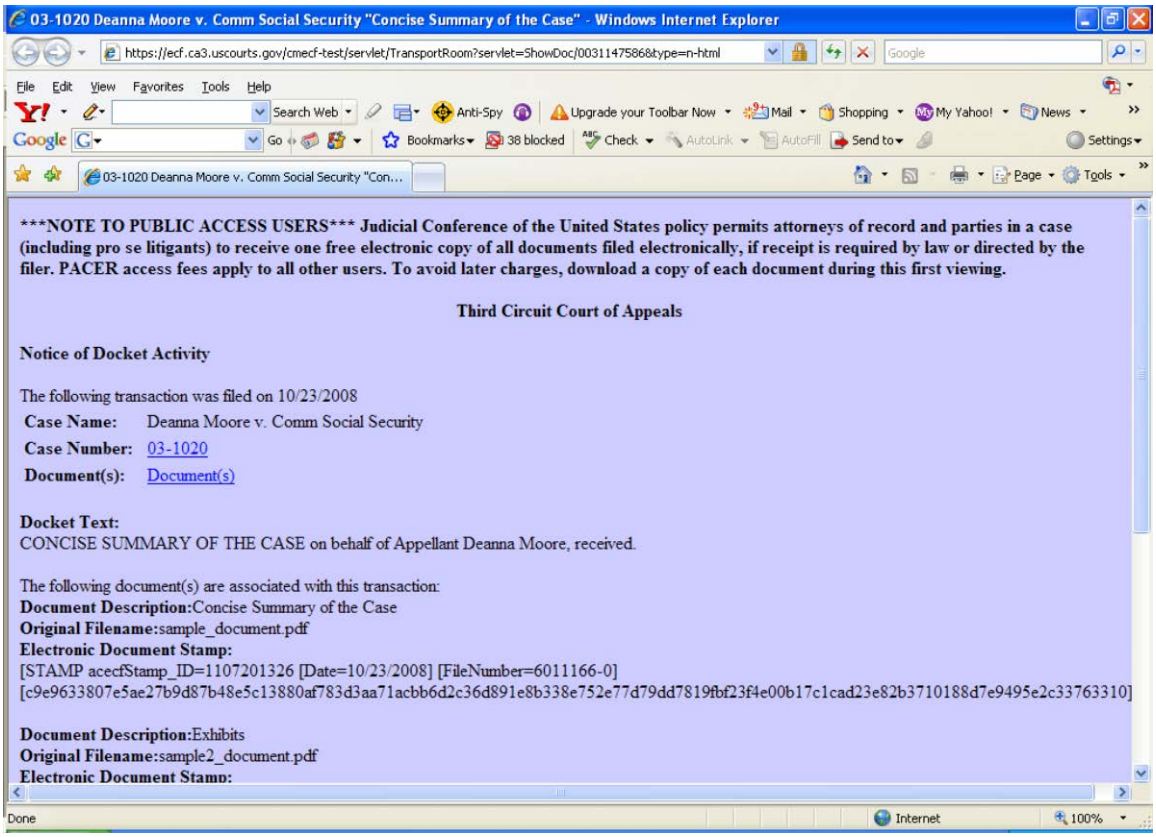

18. The pop-up below confirms that the event has been docketed on our Court's docket report. Click ***OK*** to return to the CM/ECF Main Page.




19. The Notice of Docket Activity (NDA) will launch after you complete your filing. It is good practice to save or print the NDA as proof of filing. If you do not receive an NDA, check PACER to see if the filing is reflected on the docket. Also, check to make sure you are allowing pop-ups to appear on your computer from the CM/ECF application.

    a. The hyperlink with the case number allows you to open the Docket Report.
    b. The hyperlink titled "Document(s)" allows you to open the document filed.

c. The docket text appears as it does on the docket report.
d. The recipients will be identified by the type of service.



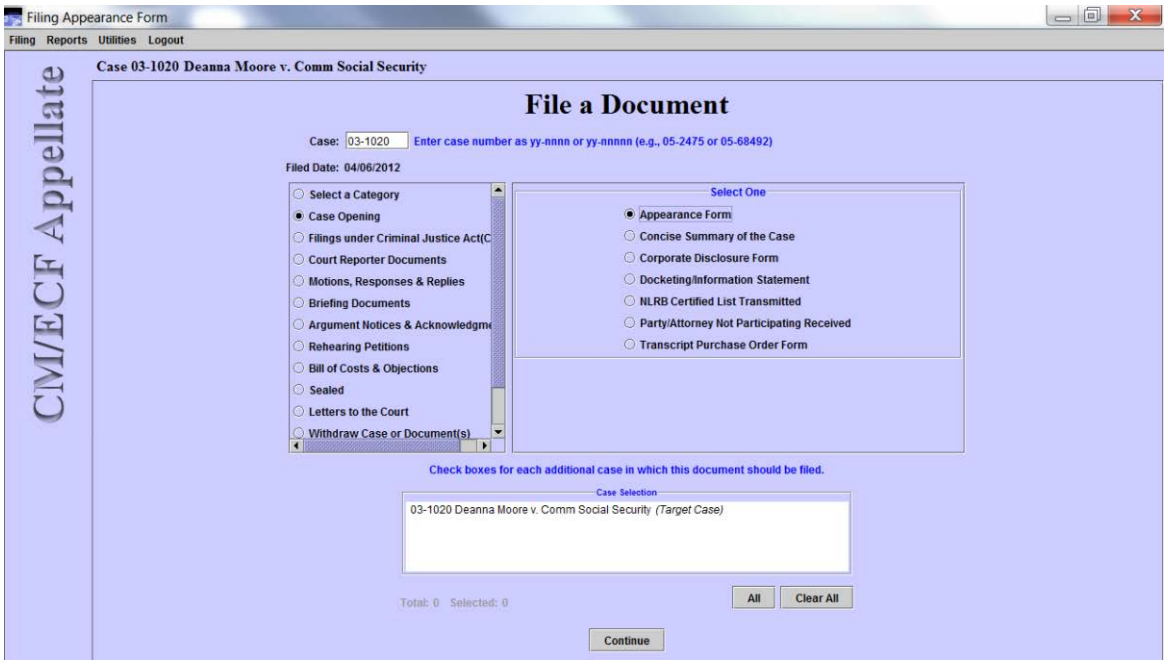

## How to File an Appearance Form

1. Select the Event Category ***Case Opening*** from the left-hand box.

2. Select the Appearance Form Event from the right-hand box.

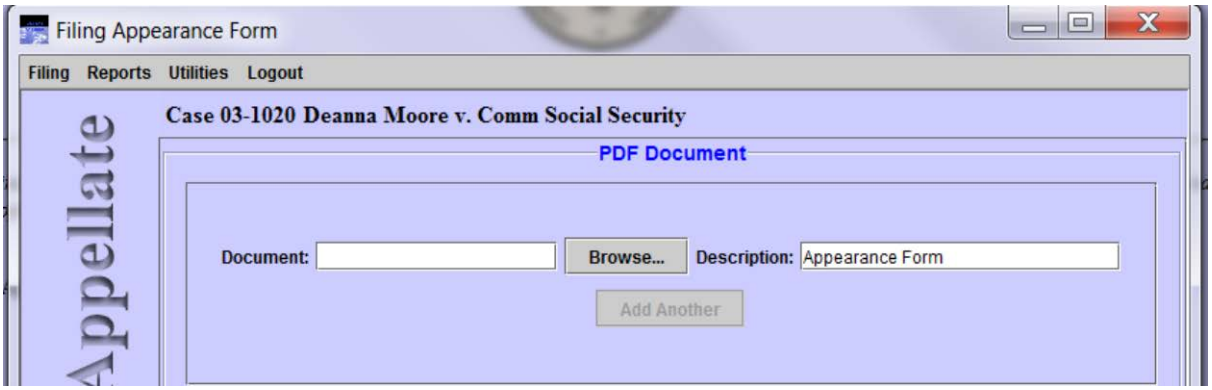
3. All associated cases will appear in the ***Case Selection*** box. (i.e. cross appeals and related cases) If your document should not be filed in the case numbers that appear in the ***Case Selection*** box, please uncheck the box for the associated case or the ***"Clear All"*** button.

4. Click ***Continue***.



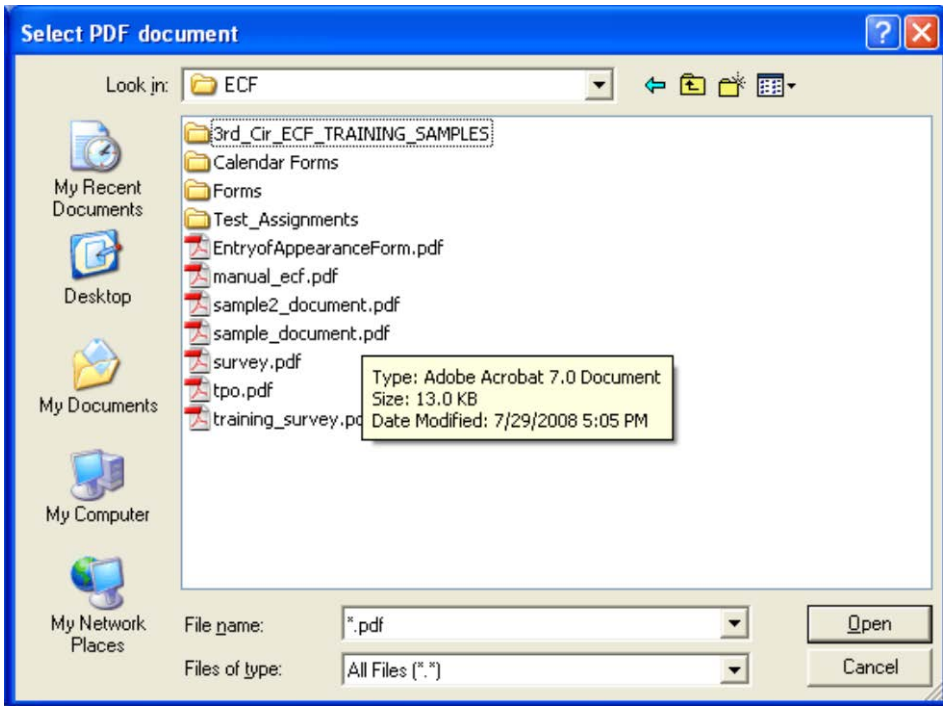

5. You will receive a warning box to remind you that any other case opening forms should be filed separately. Check the box next to ***Continue*** and then click ***OK*** to proceed to the next screen.

6. Attach your appearance form by clicking on the ***Browse*** button.



7. View all document(s) prior to attaching to ensure it is the correct document(s). Also, check the file size of each document. You can check the file size by resting your cursor over the filename and a box will appear with the file size or you can right click your mouse over the highlighted filename, select properties and view the file size. The maximum file size for a document is 10 MB.

8. Click ***Open,*** which will attach the document to the event.

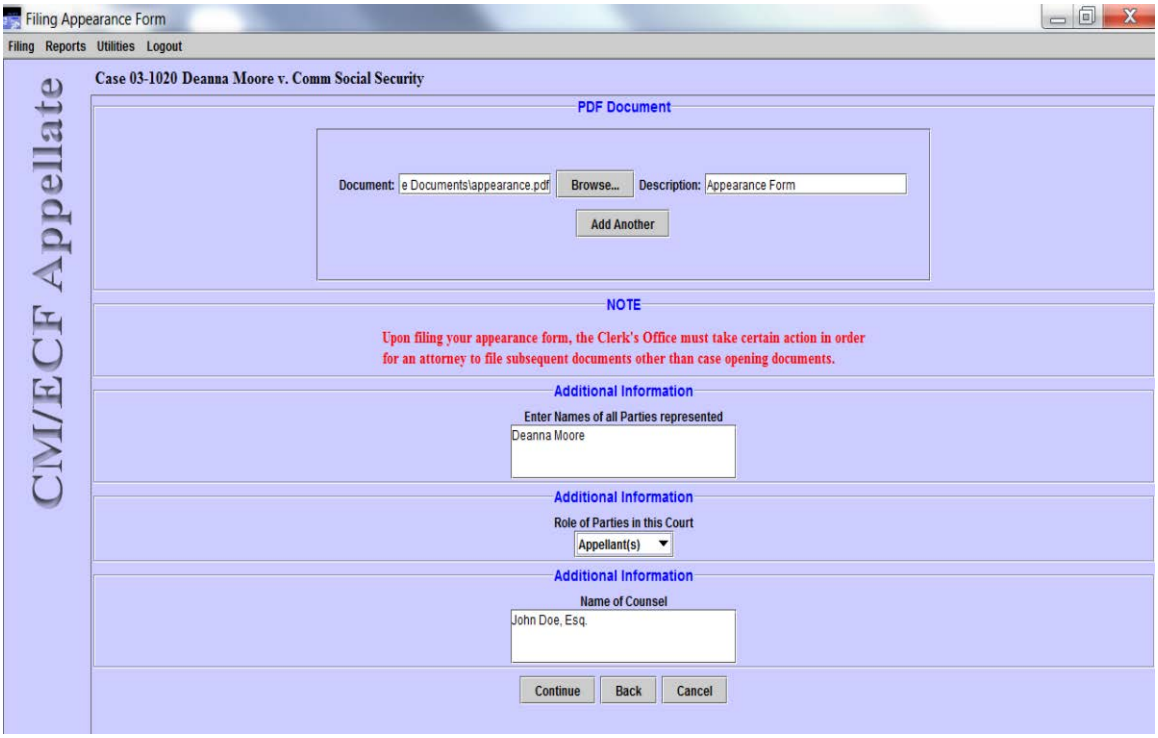



9. Type in the party(ies) that you will be representing.
   *example 1*: John Doe
   *example 2*: John Doe and Jane Doe
   *example 3*: John Doe, Jane Doe and ABC Corporation

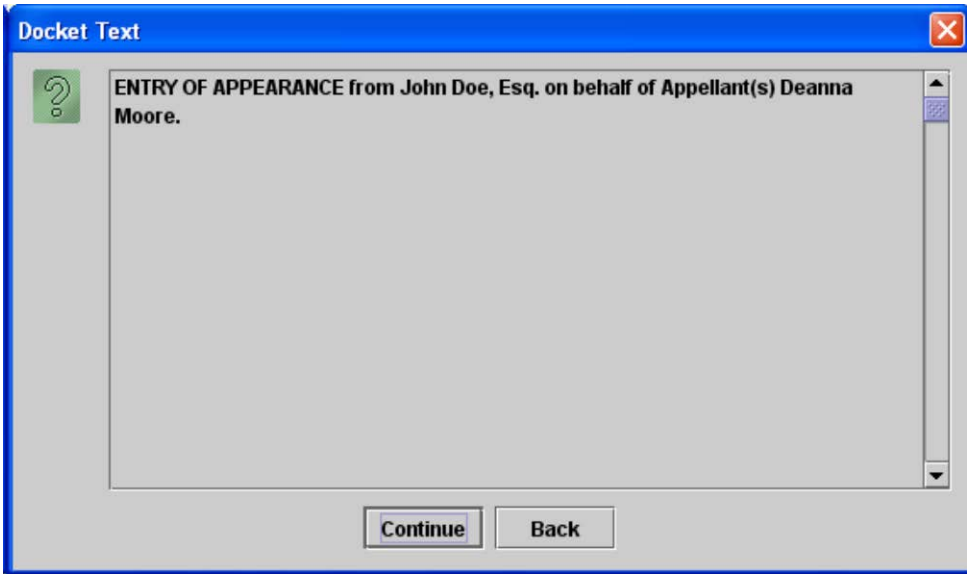
10. From the drop-down list, please select the role of the party(ies) that you are representing.

11. Type in the attorney's name as it appears on the appearance form.
    **N.B.**: If you want "Esq." to appear at the end of the attorney's name, please include it in the text box.

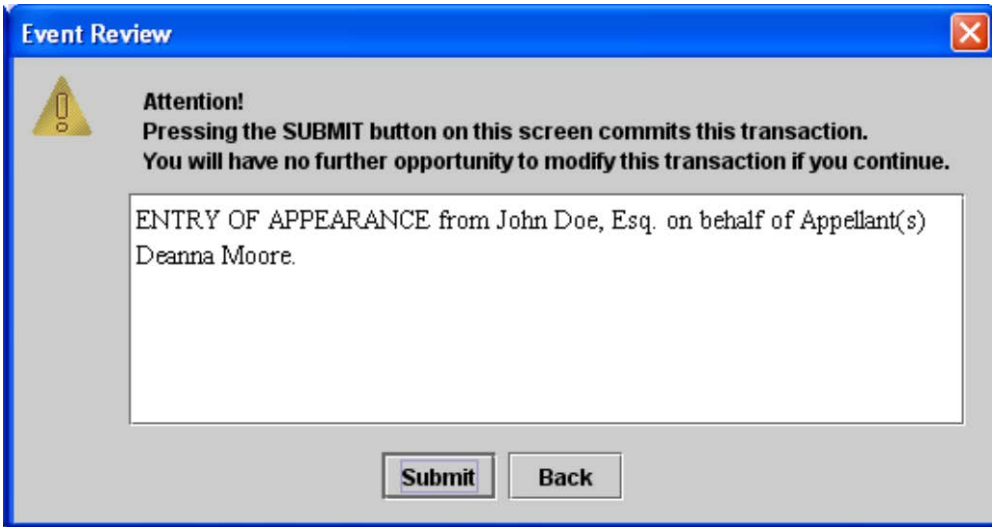
12. Click ***Continue*** to navigate to the next screen.



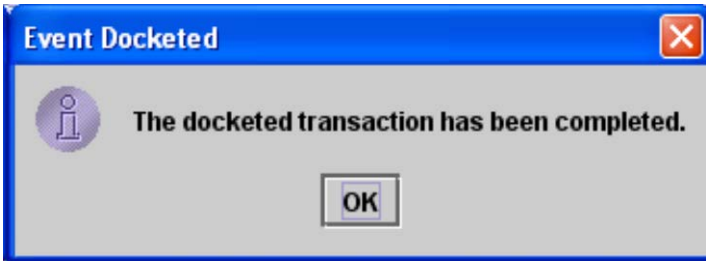

13. The docket text will appear for your review. The text cannot be edited. If the information is incorrect, use the ***Back*** button or cancel (X) the filing and start over. Click the ***Continue*** button to move to the next screen if the text is correct.



14. This is your last opportunity to review the text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect, click the ***Back*** button. If correct, select ***Submit*** to file the Appearance Form.




15. The transaction below confirms that the event has been docketed on our Court's docket report. Click ***OK*** to receive your NDA (see screen-shot on page 15). You should return to the CM/ECF Main Page.

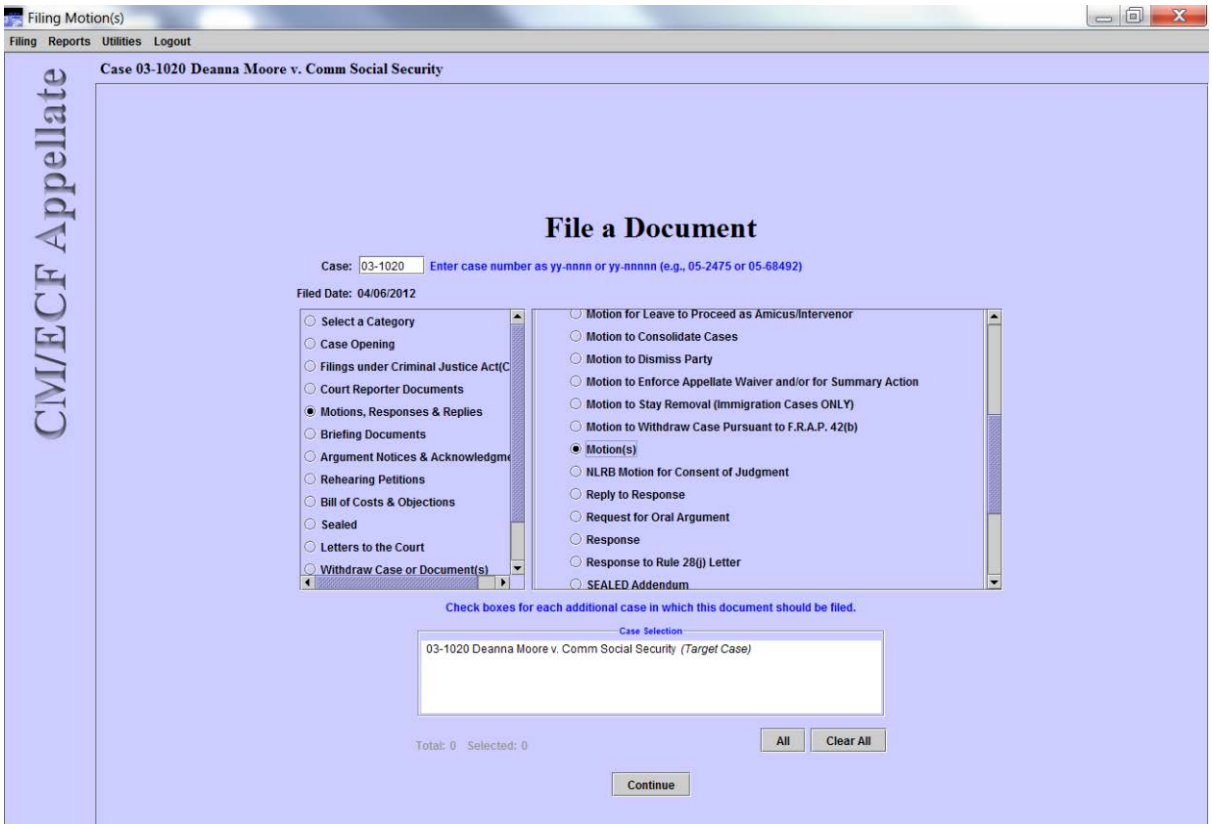


# How to file a Motion

(Example: Motion for extension of time to file a brief and appendix.)

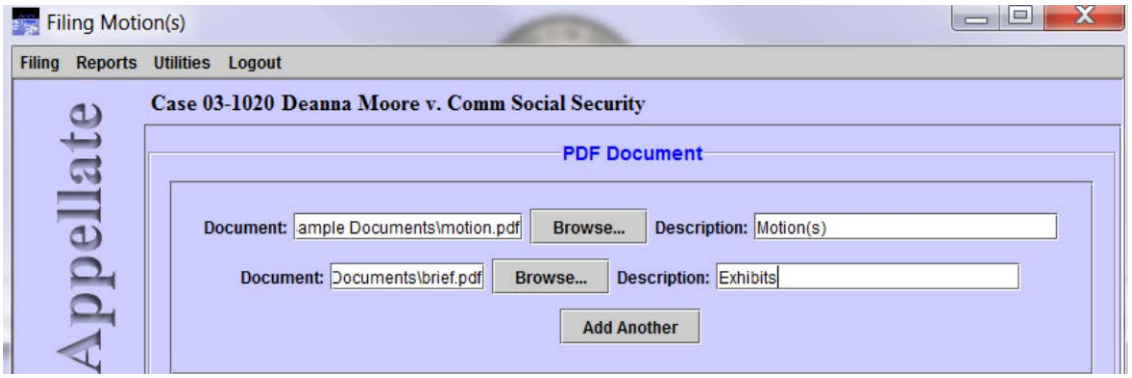
1. Select the ***Motions, Responses & Replies*** Event Category from the box on the left-hand and the ***Motion(s)*** event from the box on the right-hand .

2. All associated cases will appear in the ***Case Selection*** box. (i.e. cross appeals and related cases) If your document should not be filed in the case numbers that appear in the ***Case Selection*** box, please check the box for the associated case or click the ***"All"*** button.




3. Click ***Continue***.

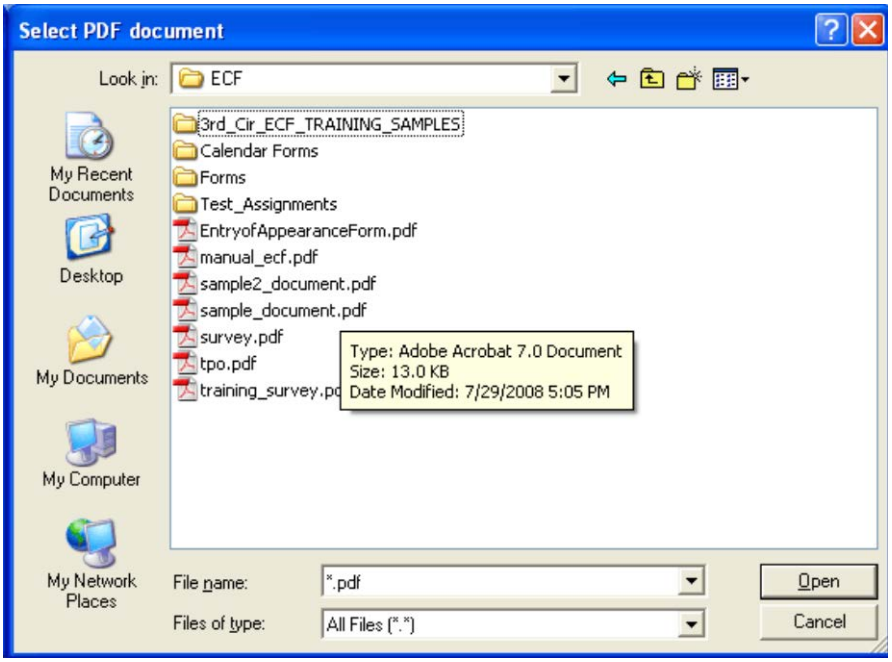
4. Attach your motion by clicking on the ***Browse*** button.



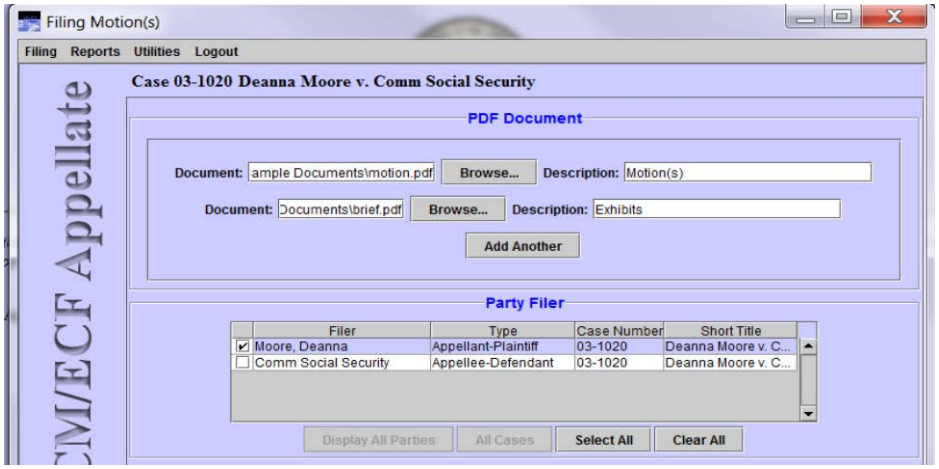

5. View all document(s) prior to attaching to ensure it is the correct document(s). Also, check the file size of each document. You can check the file size by resting your cursor over the filename and a box will appear with the file size or you can right click your mouse over the highlighted filename, select properties and view the file size. The maximum file size for a document is 10 MB.

6. Click ***Open*** to attach the document to the event.

7. If you wish to add another document, click ***Add Another*** and repeat directions at 5 & 6. You must include a description for any additional document(s) attached. **(**e.g.: exhibits).



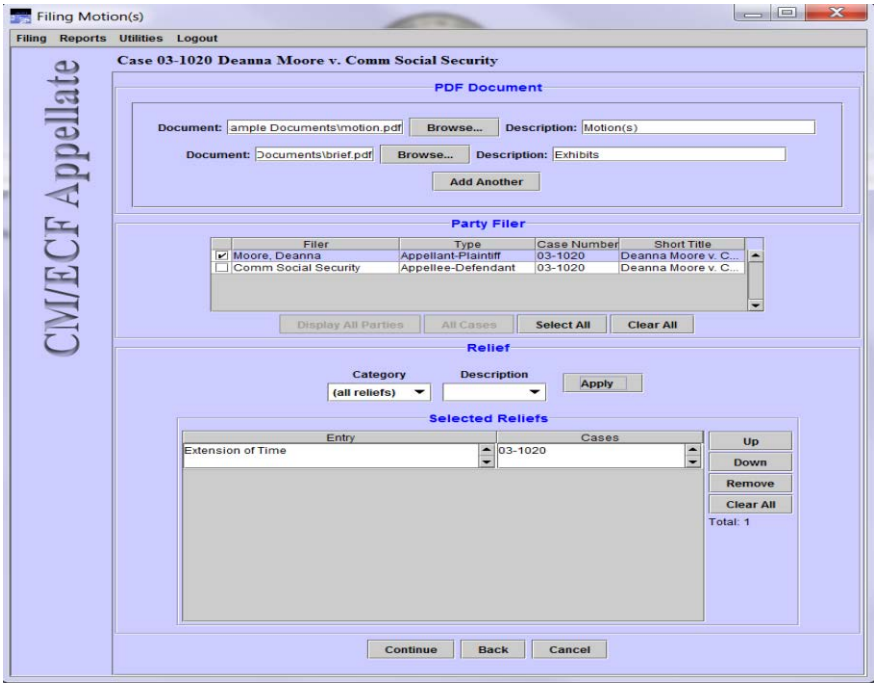
8. Select the Party(ies) filing the document.




9. Choose the appropriate relief category and description from the drop-down menus. For this example the ***Briefing*** category is selected and the relief description is ***Extension of Time***. Click ***Apply***.

10. Your selection will appear in the box below. If your document includes an additional relief, please repeat directions at 9.

11. Click ***Continue*** when all of your reliefs have populated the bottom box.



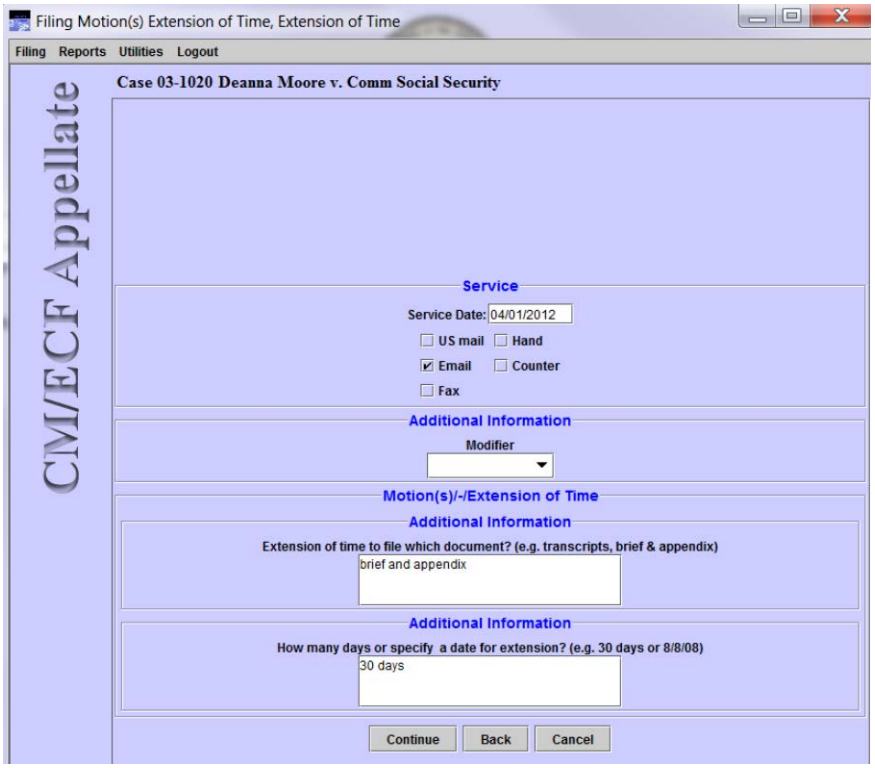
12. Enter the Service date of the filing. **N.B.** This date should be the same date on your certificate of service. (Tip – "Right Click" in the ***Service Date*** field then click on ***Select Date from Calendar*** to generate a calendar from which you can choose the appropriate date). Also, check the means of service. For example, if service is made through the ECF system you should select ***Email***.

13. In the 1st text box for ***Additional Information***, please select if this is an ***Amended***, ***Corrected***, ***Supplemental,*** or ***Joint*** document.

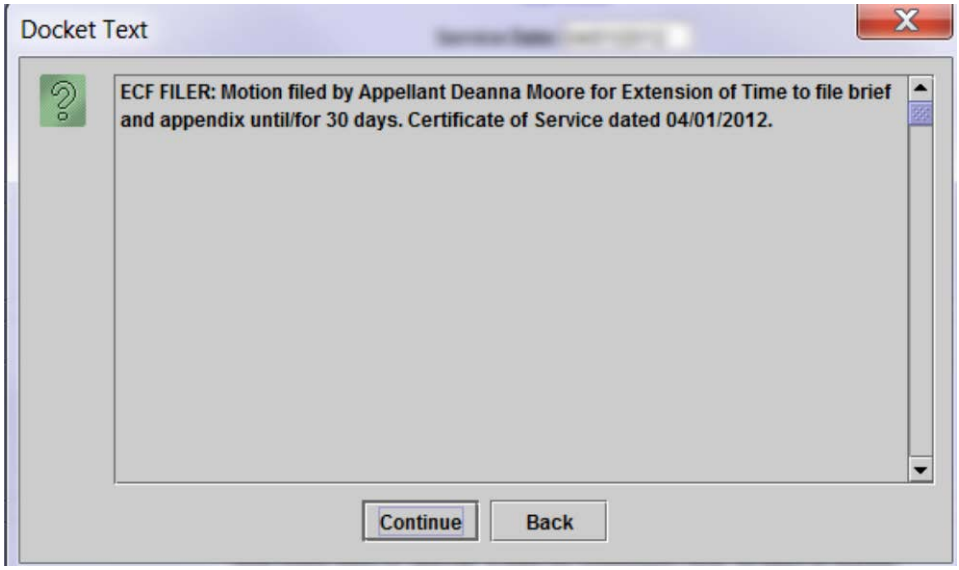
14. In the 2st text box for ***Additional Information,*** please type in the name of the document for which you are requesting an extension (e.g. brief and appendix).

15. In the 3rd text box for ***Additional Information***, please type in the number of days you request for an extension **<u>or</u>** you may enter a specific date for the extension. (e.g. 30 days or 8/8/08).

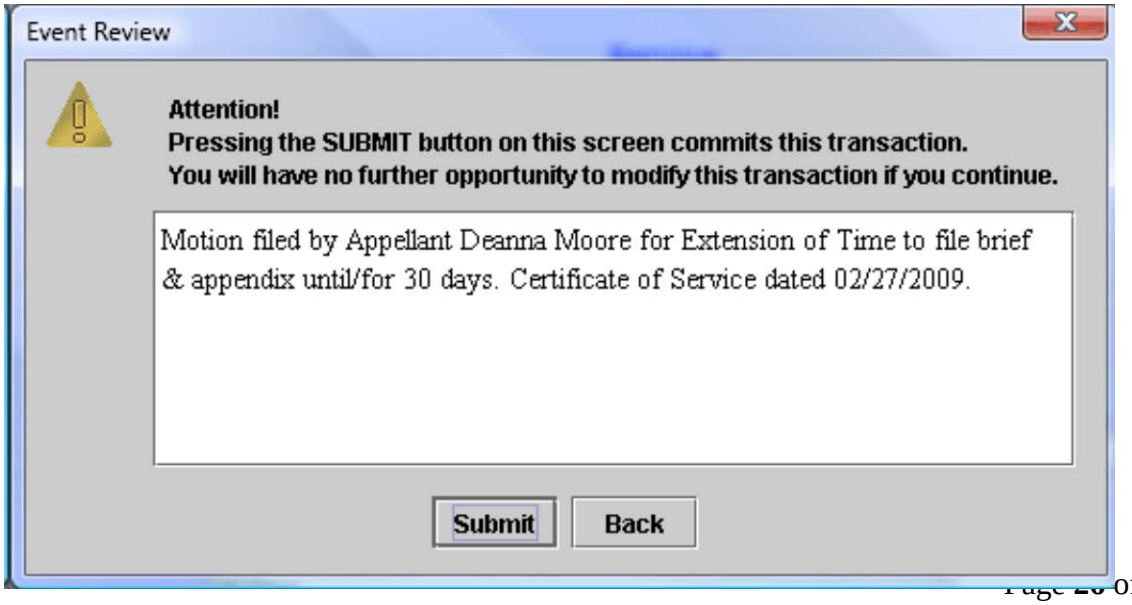
16. Click ***Continue*** to navigate to the next screen.



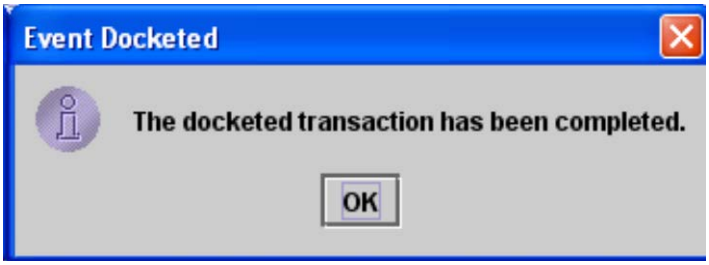
17. The docket text will appear for your review. The text cannot be edited. If the information is incorrect, use the ***Back*** button or cancel (X) the filing and start over. Click the ***Continue*** button to move to the next screen if the text is correct.




18. This is your last opportunity to review the docket text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect, click the ***Back*** button or cancel (X) the filing and start over. If correct, select ***Submit*** to file the Motion for Extension of Time.



19. The transaction below confirms that the event has been docketed on our Court's docket sheet. Click ***OK*** to receive your NDA (see screen-shot on page 15). You should return to the CM/ECF File a Document Page.



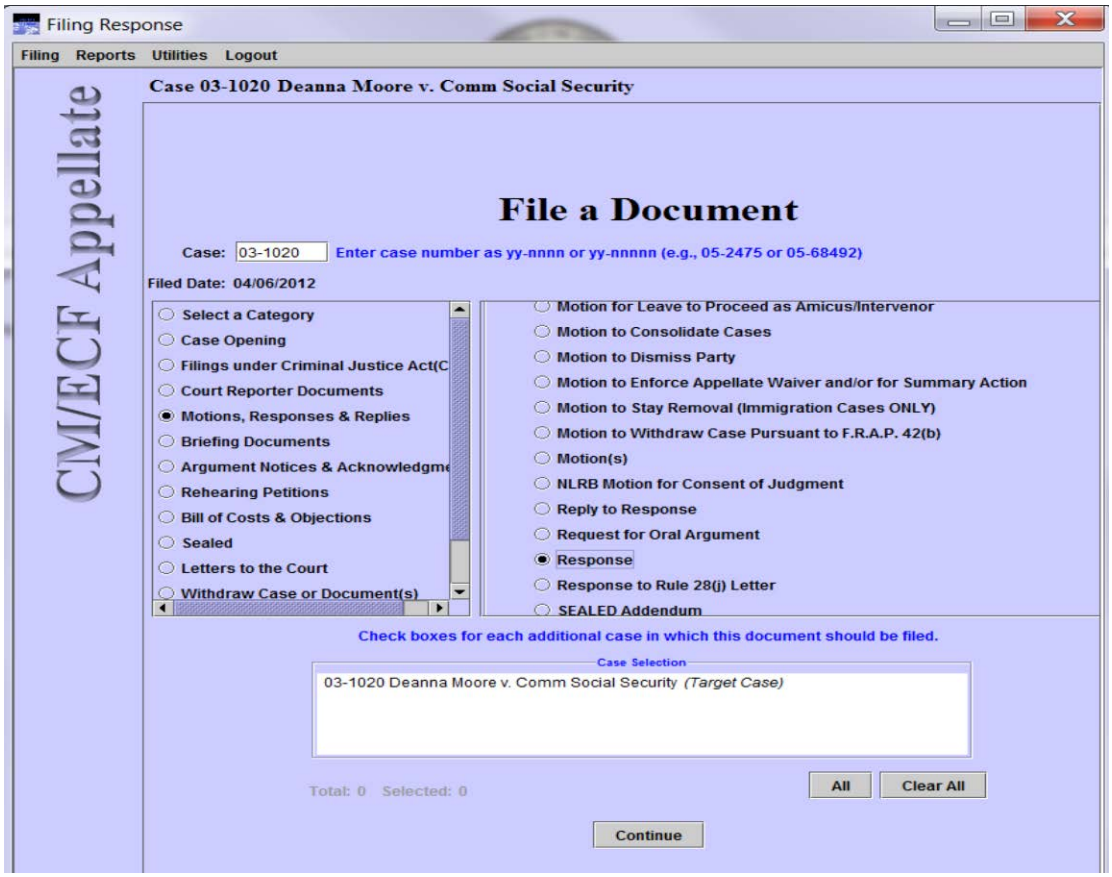
# How to file a Response

(Example - Response to Motion for Extension of Time)

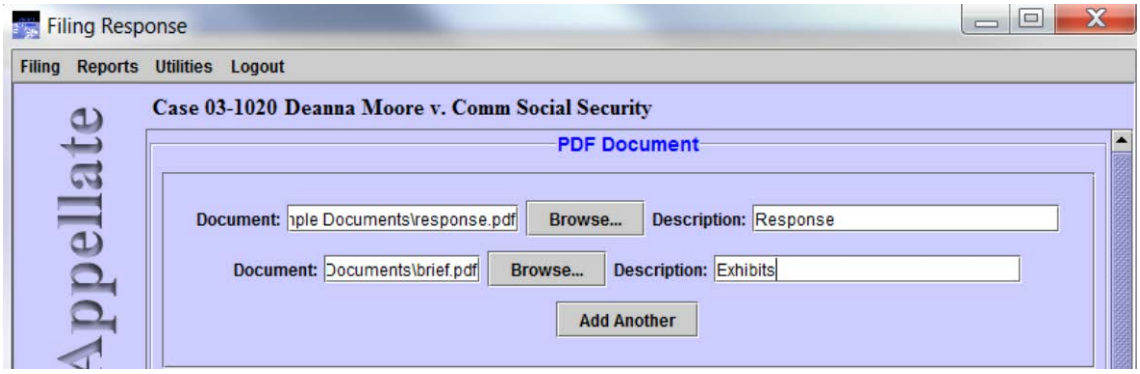
1. Select the ***Motions, Responses & Replies*** Event Category from the box on the left-hand side and the Response event from the box on the right-hand.

2. All associated cases will appear in the ***Case Selection*** box. (i.e. cross appeals and related cases) If your document should be filed in the case numbers that appear in the ***Case Selection*** case selection box, please check the box for the associated case or click the ***"All"*** button.

3. Click ***Continue***.



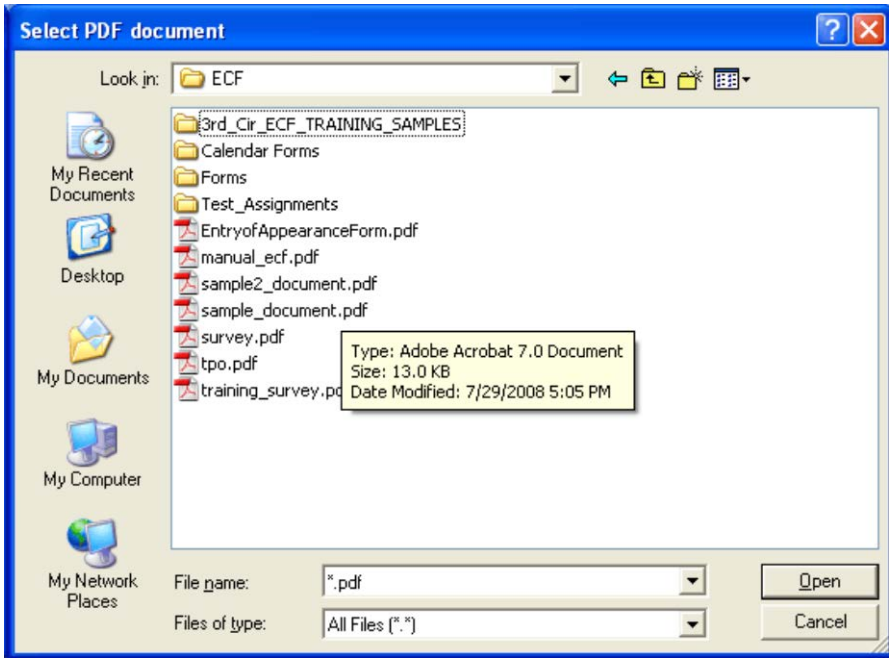
4. Attach your response by clicking on the ***Browse*** button.



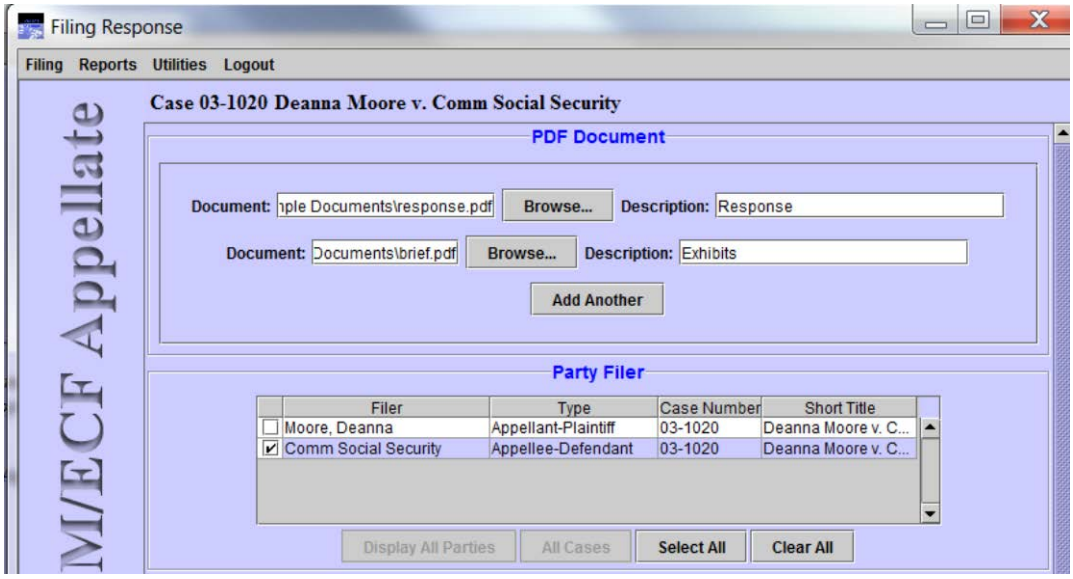

5. View all document(s) prior to attaching to ensure it is the correct document(s). Also, check the file size of each document. You can check the file size by resting your cursor over the filename and a box will appear with the file size or you can right click your mouse over the highlighted filename, select properties and view the file size. The maximum file size for a document is 10 MB.

6. Click ***Open*** to attach the document to the event. (See screen-shot on page 12)

7. If you wish to add another document, click ***Add Another*** and repeat directions at 4 & 5. You must also include a description for the additional document **(**e.g.: exhibits).



8. Select the Party(ies) filing the document.

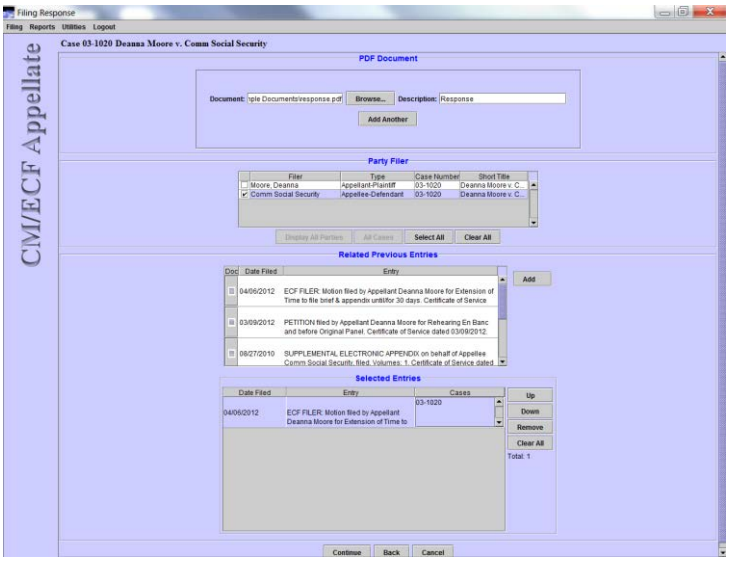



9. At the ***Related Previous Entries*** section, please select the document to which you are responding, and click ***Add.*** You can view the document by clicking the "doc" icon on the left.

10. If your filing is in response to more than one document, you should repeat directions at 9.

11. The document(s) that you are responding to will appear in the ***Selected Entries*** box.

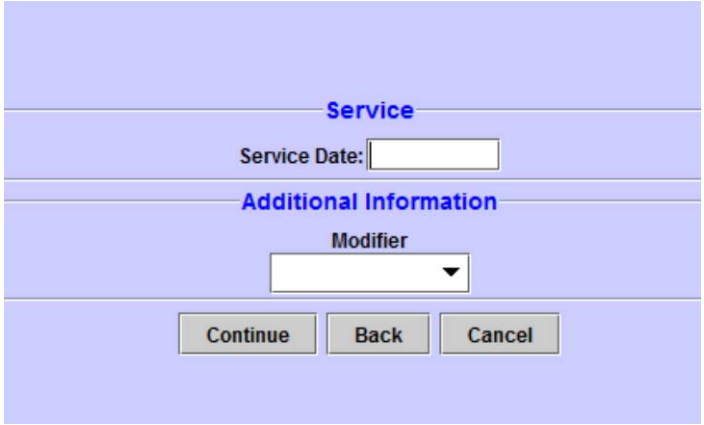
12. Click ***Continue*** to navigate to the next screen.



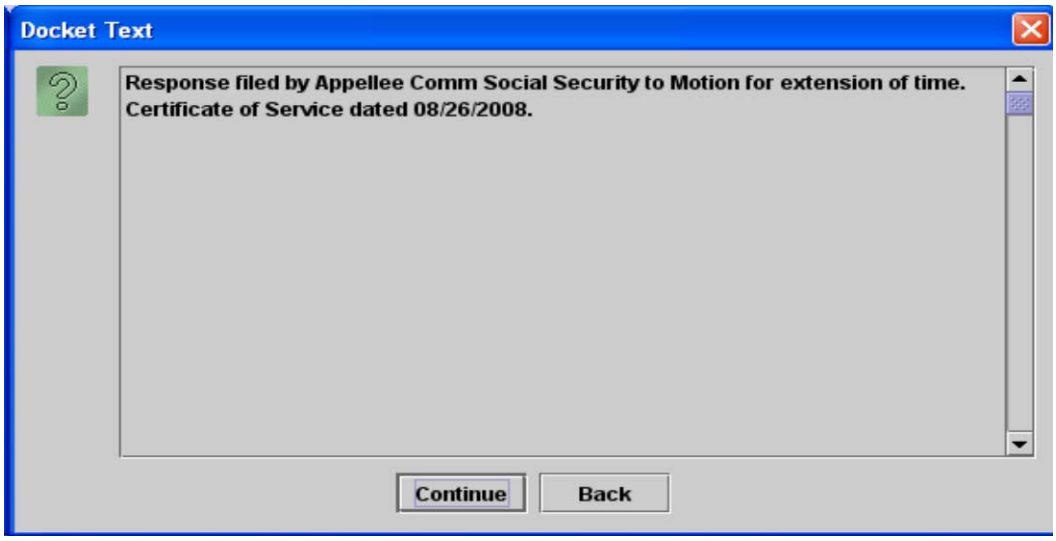
13. Enter the Service Date for the filing. **N.B**. This date should be the same date on your certificate of service. Tip: "Right Click" in the ***Service Date*** field then click on ***Select Date from Calendar*** to generate a calendar from which you can choose the appropriate date.

14. In the box for ***Additional Information***, please select if this is an ***Amended***, ***Corrected*** or ***Supplemental*** document.

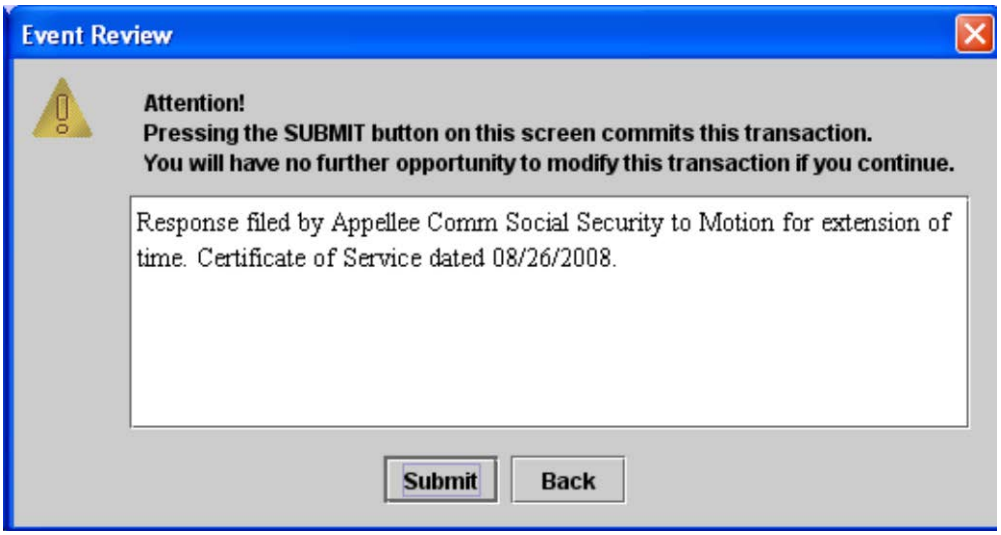
15. Click ***Continue*** to navigate to the next screen.



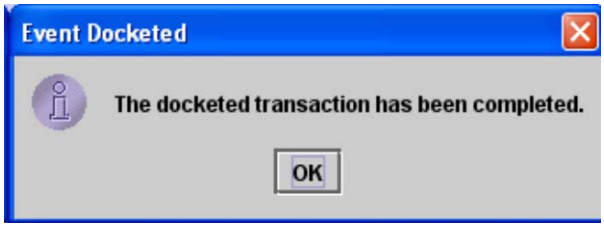

16. The docket text will appear for your review. The text cannot be edited. If the information is incorrect, use the ***Back*** button or cancel (X) the filing and start over. Click the ***Continue*** button to move to the next screen.



17. This is your last opportunity to review the docket text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect, click the ***Back*** button. If correct, select ***Submit*** to file the Motion for Extension of Time.




18. The pop-up below confirms that the event has been docketed on our Court's docket report. Click ***OK*** to receive your NDA (see screen-shot on page 15). You should return to the CM/ECF Main Page.



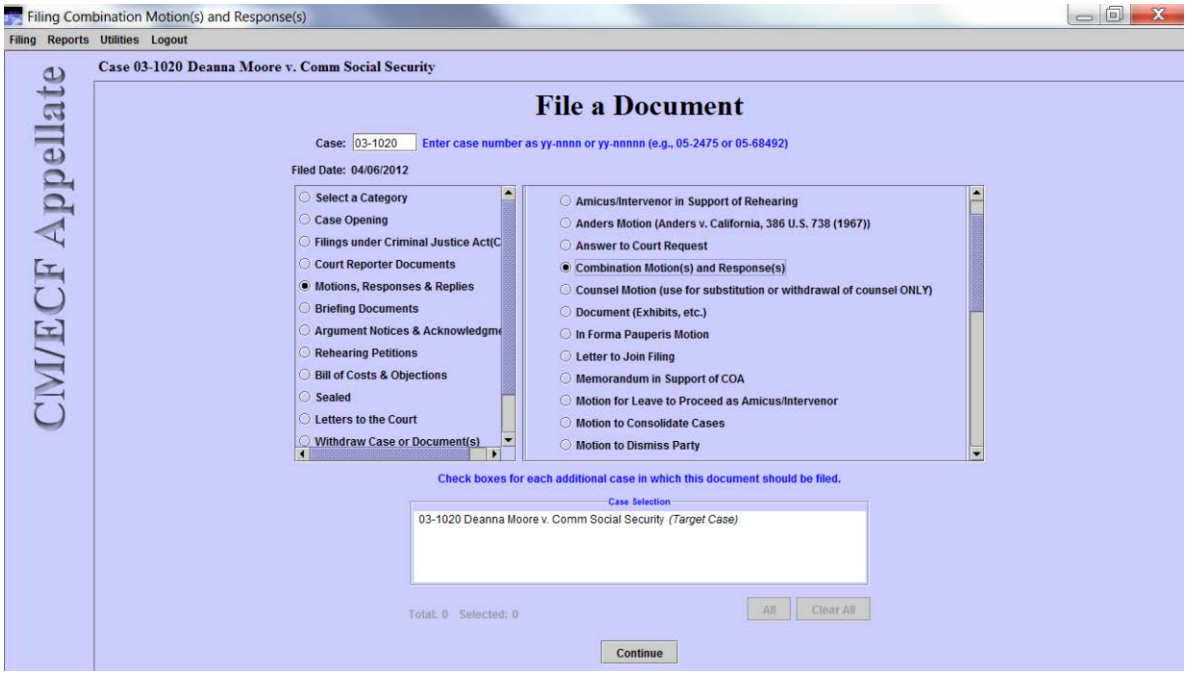
# How to file a Motion which includes a Response

Example: (Motion to Dismiss and Response to Extension of Time)
**N**.**B**. Typically, these motions are styled "Response in opposition and Cross-Motion to ..."

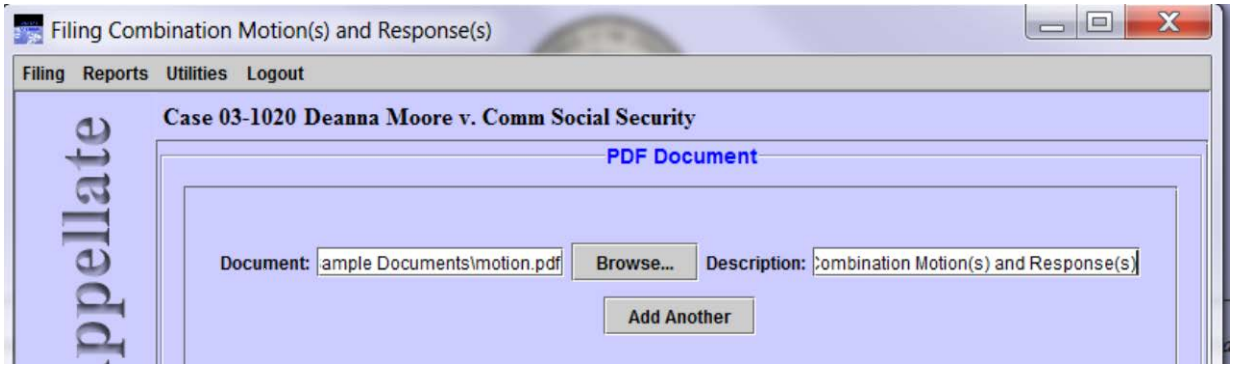
1. Select the ***Motions, Responses & Replies*** Event Category from the box on the left and the ***Combination Motion(s) and Response(s)*** event from the box on the right.

2. All associated cases will appear in the ***Case Selection*** box. (i.e. cross appeals and related cases) If your document should not be filed in the case numbers that appear in the ***Case Selection*** box, please check the box for the associated case or click the ***"All"*** button.

3. Click ***Continue***.



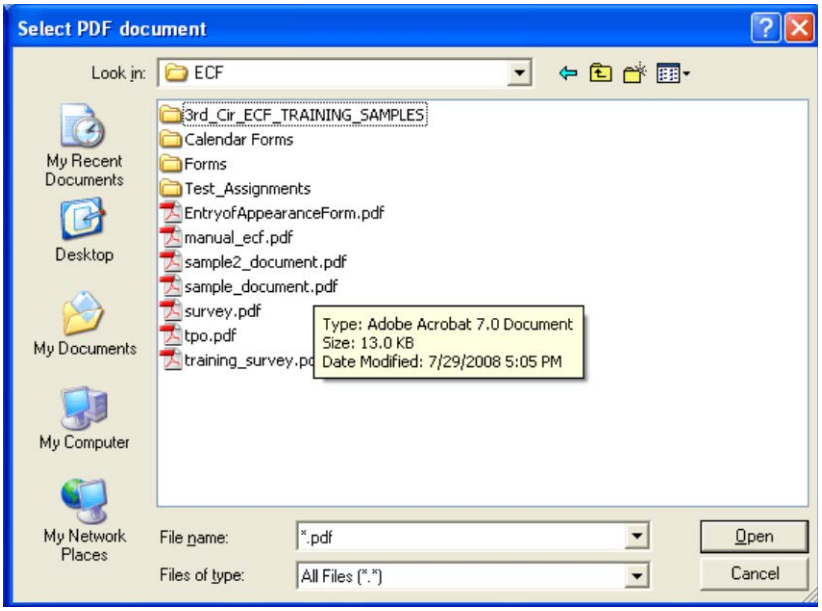
4. Attach your complete motion and response by clicking on the ***Browse*** button.



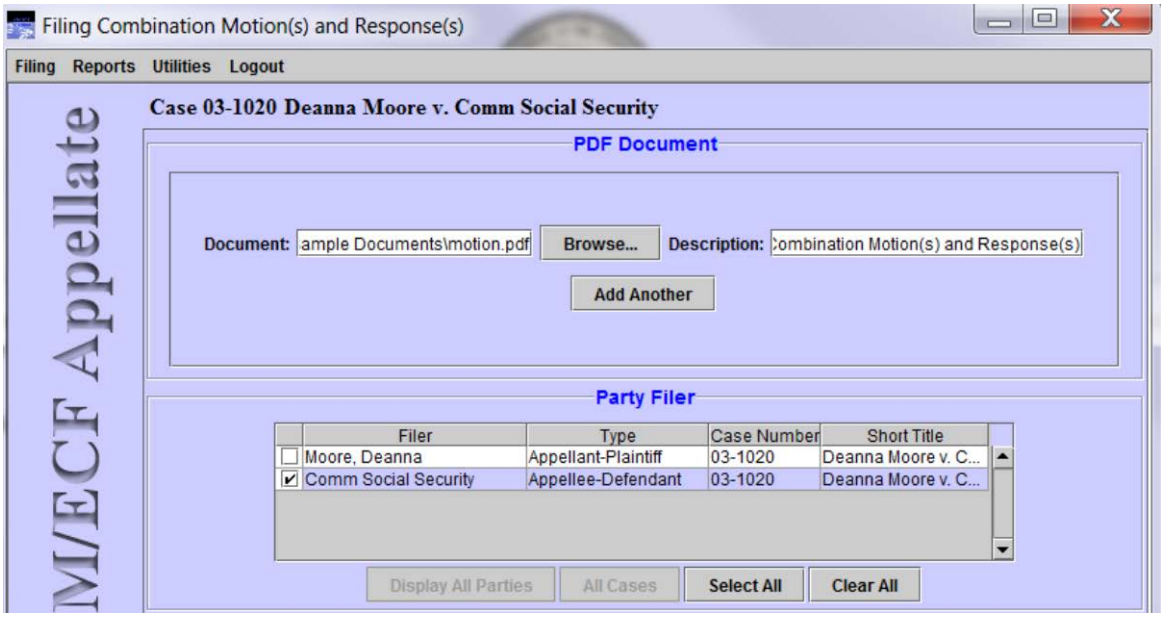

5. View all document(s) prior to attaching to ensure it is the correct document(s). Also, check the file size of each document. You can check the file size by resting your cursor over the filename and a box will appear with the file size or you can right click your mouse over the highlighted filename, select properties and view the file size. The maximum file size for a document is 10 MB.

6. Click ***Open***, which attaches the document to the event.

7. If you wish to add another document click ***Add Another*** and repeat directions at 5 & 6. You must also include a description for the additional document. (Example of an additional document: Exhibits)



8. Select the Party filing the document.




9. Choose the appropriate relief category and description from the drop-down menus. For this example the ***Dispositive Action*** category will be selected, and the relief description is ***Dismiss Case***. Click Apply.

10. Your selection will appear in the box below. If your filing includes an additional relief please repeat directions 4.

11. Click ***Continue*** when all appropriate reliefs have populated the last box.
12. Enter the Service Date for the filing. **N.B.** This date should be the same on your certificate of service.

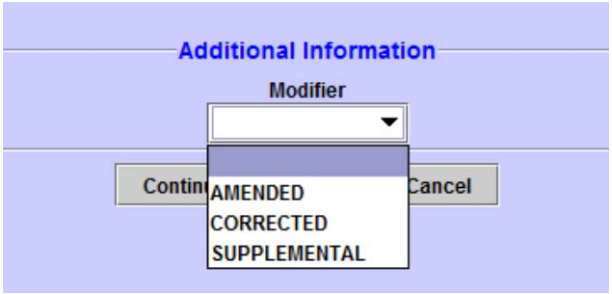
13. At the ***Related Previous Entries*** section, please select the document to which you are responding, and click ***Add***. You can view the document by clicking the "doc" icon on the left.

14. If your filing is in response is to more than one document, you should repeat directions at 8.

15. The document(s) that you are responding to will appear in the ***Selected Entries*** box.

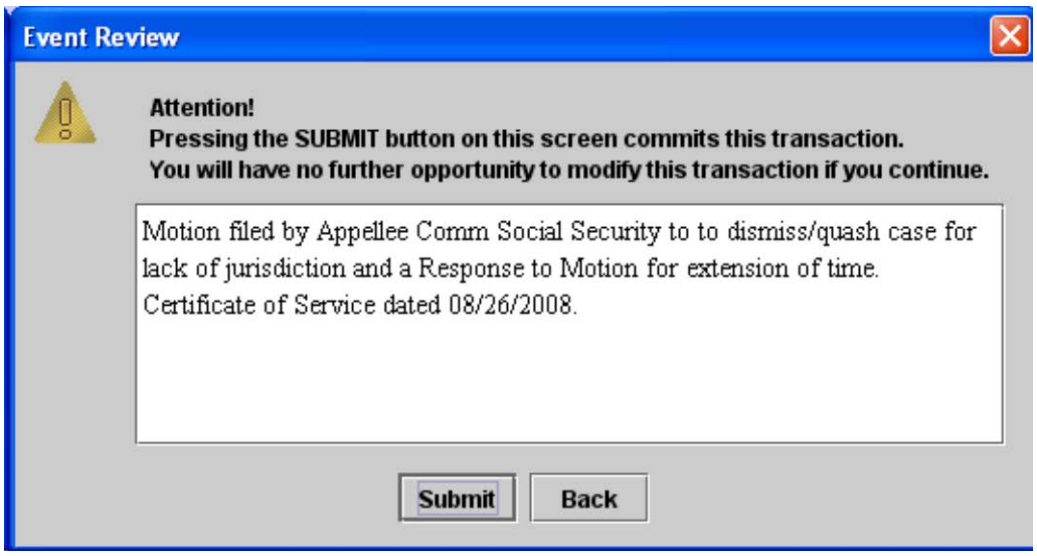
16. Click ***Continue*** to navigate to the next screen.

17. In the Additional Information section, please select if this is an ***Amended***, ***Corrected*** or ***Supplemental*** document.

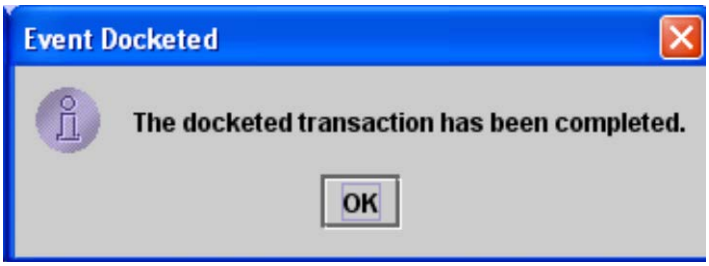



18. The docket text will appear for your review. The text cannot be edited. If the information is incorrect, use the ***Back*** button or cancel (X) the filing and start over. Click the ***Continue*** button to move to the next screen.

19. This is your last opportunity to review the docket text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect, click the ***Back*** button. If correct, select ***Submit*** to file the Motion for Extension of Time.




20. The pop-up below confirms that the event has been docketed on our Court's docket sheet. Click ***OK*** to return to the CM/ECF Main Page.

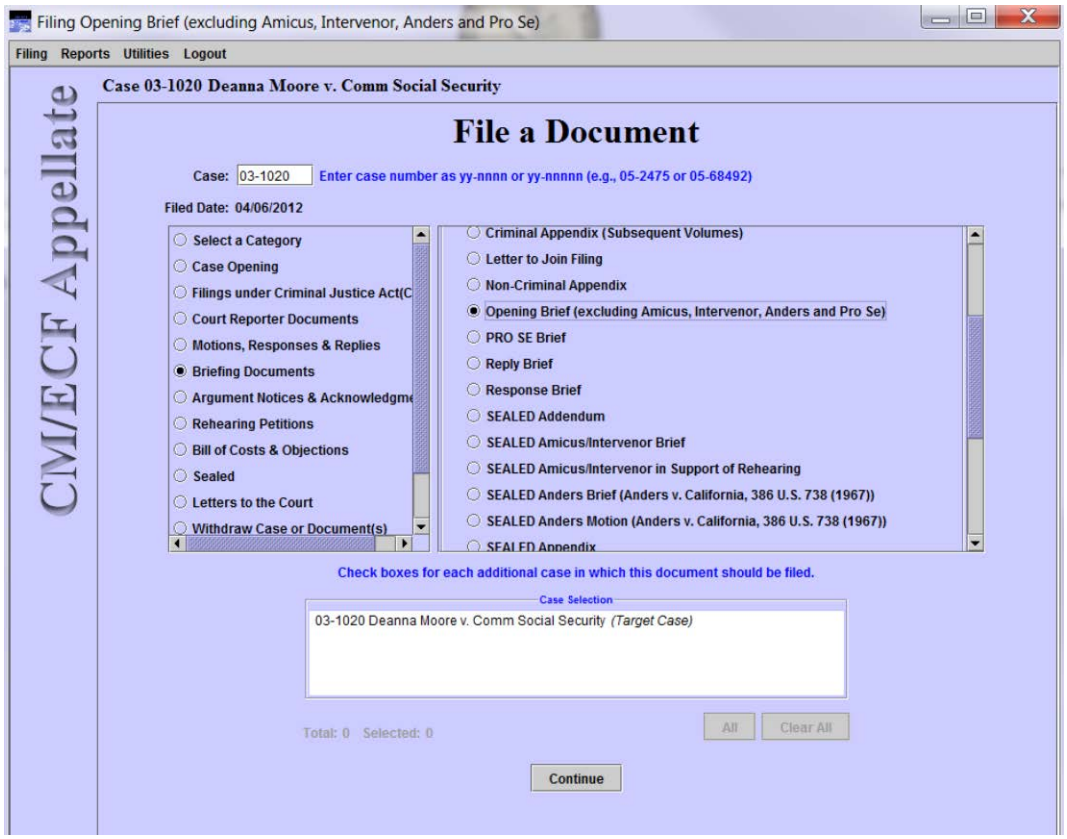


# How to File a Brief

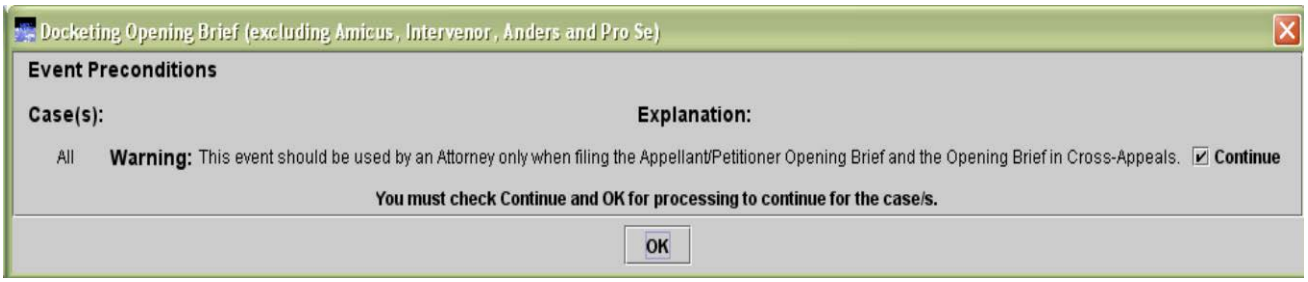
1. Select the ***Briefing Documents*** category.

2. Select the appropriate subcategory (e.g. *Opening Brief*).

3. Click ***Continue***.




4. Some events are designed with informative pop-ups to help the filer decide if he/she has chosen the correct event.



5. If you wish to proceed with the selected event, you must first place a check mark in the *Continue* box. Then click *OK*.

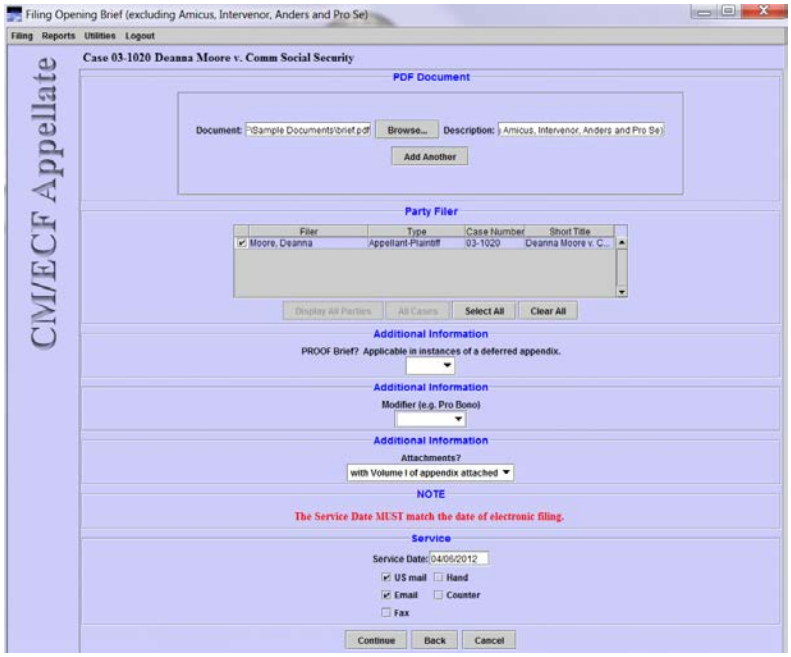
6. Choose the appropriate ***Party Filer(s)*** by checking the box at the left of the party's name.

7. Click ***Browse***... to attach the brief (see page 13).
   a. The maximum file size for an individual PDF is 10 MB. If additional PDFs must be attached (e.g. Volume I of the Appendix), click ***Add Another***.

8. Choose a ***Modifier*** and ***Attachments,*** if appropriate.

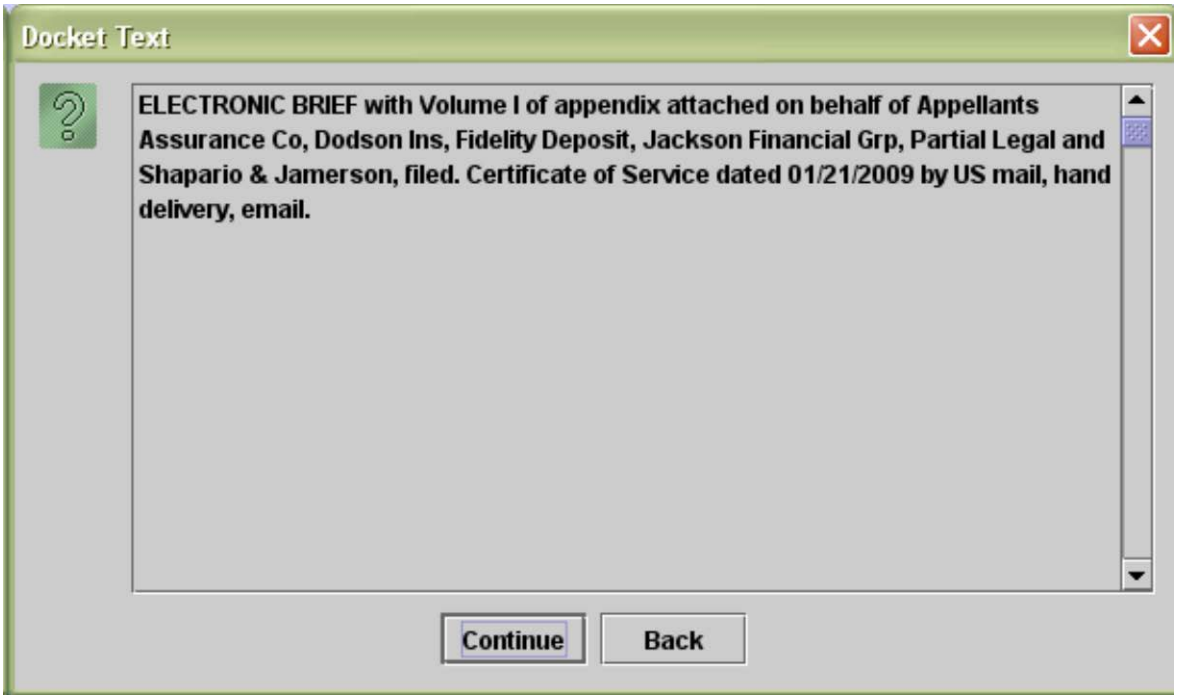
9. Choose the appropriate ***Manner(s) of Service***.

10. Enter the appropriate ***Service Date***. (Tip – "Right Click" in the *Service Date* field then click on ***Select Date from Calendar*** to generate a calendar from which you can choose the appropriate date.)

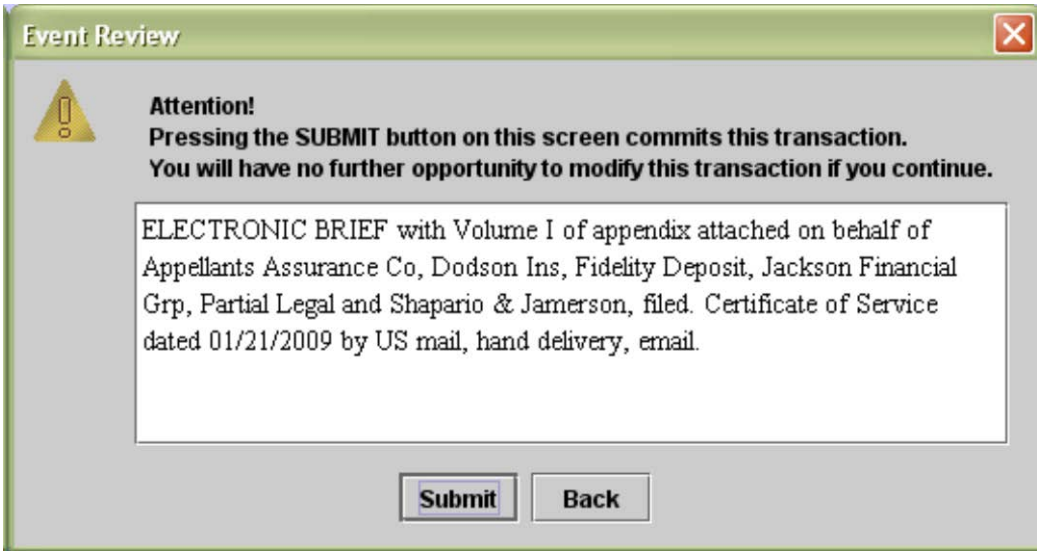


11. Click ***Continue***.

12. Like previous events, the *Docket Text* will appear:




13. The text cannot be edited. If the information is incorrect, use the ***Back*** button or cancel (X) the filing and start over. Click the ***Continue*** button to move to the next screen.



14. This is your last opportunity to review the docket text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect, click the ***Back*** button. If correct, select ***Submit*** to file the Brief.

15. Once this last pop-up has appeared, click *OK*.

## Quality Control and Error Correction

Check for these common mistakes before submitting a transaction.

- ✓ Are you filing in the correct case?
- ✓ Have you chosen the correct event?
- ✓ If you are filing a motion, have you chosen the correct relief?
- ✓ Is your PDF document an acceptable file size?
- ✓ Is your PDF document complete and legible?
- ✓ Have you uploaded the correct PDF file(s)?
- ✓ Is the correct case caption, including appellate case number, on your document?
- ✓ Is a complete certificate of service included?

Error Correction - Public Filer

You can correct a mistake at any time before you submit a transaction to the docket.

a. Use the ***BACK*** button at the bottom of the CM/ECF screen to change selections on previous screens.

b. Use the ***CANCEL*** button to abort the event and start over.

If you discover an error AFTER an entry is submitted, please contact the Case Manager immediately. Only Court employees can make changes and corrections once the Notice of Docket Activity has been transmitted.

Error Correction - Clerk's Office

1. A case manager/briefing specialist will review your docket entry and edit if Getting Started necessary.

2. A case manager/briefing specialist will review your filing and request that you correct the filing in the following situations:

   a. The document is incomplete or illegible.

   b. The wrong document was attached.

   c. The filing was made in the wrong case.

   d. The filing does not comply with the Court requirement(s).

## How to view restricted documents if you are an attorney or pro se litigant involved in a case.

Access to certain documents in an Appellate CM/ECF may be restricted. When attempting to view documents in Social Security and Immigration cases or viewing a Criminal Appendix, the CM/ECF system will display a message indicating that you do not have permission to view this document. If you are an attorney or pro litigant in the case, you must login to CM/ECF with your ECF filing ID and run the PACER Report in order to view the documents. You must have an approved ECF filer account in a court and be an attorney in the case in order to view these documents. Please keep in mind that the size of the document may affect how quickly it opens. Also, **do not** have PACER open in a separate browser.

To obtain your "one free look" follow the instructions below:

1. When clicking on the document link from the NDA for the first time, the system will prompt you for your CM/ECF login/password. (If you login using the PACER account you will lose your free copy.)

2. You will get a pop-up, which indicates that this a restricted document. Click "OK" and you will be able to view the document. (If you use the link a second time, you will be charged standard PACER fees to view the document.)

To view a restricted document from the docket sheet, follow the instructions below:

1. Log into the Appellate CM/ECF.
2. From the toolbar select the Reports option and then PACER Report. You will be taken to the PACER website. Enter your PACER login and password.
3. Enter in the case number and view the docket sheet.
4. Click on the document that you wish to view and you will get a pop-up box that indicates that this a restricted document.
5. Click "OK" and you should be able to view the document.

# Summary of Event Categories

Case Opening

All forms and notices filed by attorneys and pro se filers (not prisoners) in reference to the case opening letter issued by the Clerk's Office.

CJA

Forms which are filed under the Criminal Justice Act.

Court Reporter Documents

This section is exclusive to court reporter filings including motions, responses, show cause responses and parts 2 and 3 of the transcript purchase order form.

Motions, Responses and Replies

Includes standard motions and the options to respond and reply, with or without supporting documents.

Briefing Documents

Briefs (pro se and counseled) including other documents correlating to the briefing and scheduling order issued by the Court.

Argument Notices & Acknowledgment

Notices and acknowledgments regarding availability and participation for argument.

Rehearing Petitions & Answers

Includes a request for post-decision rehearing and filing of an addendum to a rehearing petition.

Bill of Costs & Objections

Includes costs and objections consistent with Fed. R. App. P. 39.

Sealed

Sealed documents including motions, briefs, letters and supporting memoranda.

Letters to the Court

Letters and supporting documents filed for the information of the court.

Withdraw Case or Document

Allows the opportunity to withdraw previously filed documents and withdraw a case pursuant to Fed. R.App. P. 42(b).

NLRB

This category retains specific events used by the National Labor Relations Board.

Virgin Islands Certiorari Petitions

This category provides events specific to Writ of Certiorari Petitions filed in the Virgin Islands

Mediation Program

Events that are specific to the mediation program.

**KEY**: ■ Event Category ■ Event List ■ Relief Category ■ Relief List

**Case Opening**

Appearance Form
Concise Summary of the Case
Corporate Disclosure Form
Docketing/Information Statement
NLRB Certified List Transmitted
Party/Attorney Not Participating
Transcript Purchase Order Form

**CJA**

CJA Form 23 (Financial Affidavit)
CJA Form 24 (Request for Authorization for Transcript)
CJA Form 24 (Supplemental Certification at the direction of the Court)
CJA Form 24 (Verification of Receipt of Transcript)

**Court Reporter Documents**

Court Reporter Motion
Court Reporter Motion & Response
Court Reporter Show Cause Response
Court Reporter TPO Completed
Court Reporter TPO Not Paid
Court Reporter TPO Paid

**Motions, Responses & Replies**

Addendum
Anders Motion (Anders v. California, 386 U.S. 738 (1967))
Combination Motion(s) and Response(s)
Counsel Motion (use for substitution or withdrawal ONLY)
Document (Exhibits, etc.)
In Forma Pauperis Motion
Letter to Join Filing
Memorandum in Support of COA
Motion for Law Student Participation
Motion for Leave to Proceed as Amicus/Intervenor
Motion to Enforce Appellate Waiver and/or for Summary Action
Motion to Stay Removal (Immigration Cases ONLY)
Motion to Withdraw Case Pursuant to Fed. R. App. P. 42(b)
Motion(s)
Reply to Response
Request for Oral Argument
Response
Response to Fed. R. App. P. 28(j) Letter

SEALED Addendum
SEALED Anders Motion (Anders v. California, 386 U.S. 738 (1967))
SEALED Document (Exhibits, etc.)
SEALED Ex Parte Motion
SEALED Letter to Join Filing
SEALED Motion
SEALED Reply
SEALED Response
Show Cause Response

**Briefing Documents**

Addendum
Amicus/Intervenor Brief
Anders Brief (Anders v. California, 386 U.S. 738 (1967))
Anders Motion (Anders v. California, 386 U.S. 738 (1967))
Criminal Appendix (ONLY Volume 1)
Criminal Appendix (Subsequent Volumes)
Letter to Join Filing
Non-Criminal Appendix
Opening Brief (excluding Amicus, Intervener, Anders and Pro Se)
Pro Se Brief (use for Pro Se Reply Brief)
Reply Brief
Response Brief (or 2nd & 3rd Steps in Cross-Appeals)
SEALED Addendum
SEALED Amicus/Intervener Brief
SEALED Anders Brief (Anders v. California, 386 U.S. 738 (1967))
SEALED Anders Motion (Anders v. California, 386 U.S. 738 (1967))
SEALED Appendix
SEALED Letter to Join Filing
SEALED Opening Brief (excluding Amicus, Intervener, Anders and Pro Se)
SEALED Presentence Report
SEALED Pro Se Brief
SEALED Reply Brief
SEALED Response Brief
SEALED Statement of Reasons
SEALED Supplemental Brief
Supplemental Brief

**KEY**: ■ Event Category ■ Event List ■ Relief Category ■ Relief List

**Argument Notices & Acknowledgment**

Acknowledgment of Arguing Counsel
Attorney Unavailability Response
Division of Time for Oral Argument
Request for Oral Argument
Response
Transcript(s) of Oral Argument

**Rehearing Petitions**

Addendum
Amended Petition for Rehearing
Letter to Join Filing
Petition for Panel Rehearing Only
Petition for Rehearing by Panel and the Court En Banc
SEALED ADDENDUM
SEALED Letter to Join Filing
SEALED Petition for Panel Rehearing ONLY
SEALED Petition for Rehearing by Panel and the Court En Banc

**Bill of Costs & Objections**

Bill of Costs
Objection to Bill of Costs
Objection to Clerk's Ruling on Costs

**Sealed**

SEALED Addendum
SEALED Amicus/Intervener Brief
SEALED Anders Brief (Anders v. California, 386 U.S. 738 (1967))
SEALED Anders Motion (Anders v. California, 386 U.S. 738 (1967))
SEALED Appendix
SEALED Document (Exhibits, etc.)
SEALED Ex Parte Motion
SEALED Letter to Join Filing
SEALED Motion
SEALED Opening Brief (excluding Amicus, Intervener, Anders and Pro Se)
SEALED Petition for Panel Rehearing ONLY
SEALED Petition for Rehearing by Panel and the Court En Banc
SEALED Presentence Report
SEALED Pro Se Brief
SEALED Reply
SEALED Reply Brief

SEALED Response
SEALED Response Brief
SEALED Statement of Reasons
SEALED Supplemental Brief

**Letters to the Court**

Acknowledgment of Arguing Counsel
Amicus/Intervenor in Support of Rehearing
Attorney Unavailability Response
Certificate of Service
Division of Time for Oral Argument
Document (Exhibits, etc.)
Letter Pursuant to Rule 28(j)
Letter to Join Filing
Letter to the Court (Information Purposes Only)
Notice of Death
Response to Fed. R. App. P. 28(j) Letter
SEALED Letter to Join Filing
SEALED Document (Exhibits, etc.)
Status Report Filed
Suggestion of Bankruptcy
Verbal Extension of Time Confirmation

**Withdraw of Case or Document(s)**

Motion to Dismiss Case Pursuant to Fed. R. App. P. 42(b)
Withdrawal of Document(s)

**NLRB**

NLRB Certified List Transmitted
NLRB Motion for Consent of Judgment

**Virgin Islands Certiorari Petitions**

Appearance Form
Brief in Opposition to Certiorari Petition
Brief in Support of Certiorari Petition
Corporate Disclosure Form
Document (Exhibits, etc.)
Reply Brief to Certiorari Petition

**Mediation Program**

Motion to Dismiss Party
Motion to Refer Case to Appellate Mediation Program

Motion to Return Case to Appellate Mediation Program
Motion to Withdraw Case Pursuant to Fed. R. App. 42(b)
Stipulation of Dismissal Pursuant to Fed. R. App. P. 42(b)

# Summary of Relief Categories

Attorney and/or Party - Allows the filer to select a relief referring to a party or attorney, such as a substitution of a party or appoint an attorney.

Bail and Release - The relief allows you to select the type of bail motion or release you are seeking.

Briefing - This section includes reliefs correlating to the filing of briefs and their supporting documents.

Certificate of Appealability - Allows the party to request or expand a certificate of appealability.

Consolidation - Use when a party wishes to combine briefs, cases or briefing and disposition of cases.

Dispositive Action - Contains reliefs that will dispose of the case in the Third Circuit.

Enforce Appellate Waiver - Used when requesting an enforcement of a waiver, summary action and/or to stay the briefing schedule.

Expedite - Use to file any type of expedited document (i.e. motion(s) and case(s)).

Extension - Use to request an extension of time for filing any document.

Fees - Allows you to request In Forma Pauperis, an extension of time to pay the fees or reimbursement of fees already paid.

Out of Time - Use to request a document to be filed out of time. (e.g. petition for rehearing)

Requesting Specific Action - Use this section for reliefs which are not in other relief categories listed, such as recusal of a judge or injunction. If you are unable to locate a relief in any other category, it could fall under this category.

Stay Request - Use to request a stay in our Court.

Stipulation of Dismissal - Use when filing a stipulation pursuant to Fed. R. App. P. 42(b).

Petition for Rehearing - Use to request a rehearing en banc and/or panel rehearing.

**KEY**: ■ Event Category ■ Event List ■ Relief Category ■ Relief List

**3rd Circuit Orders/Opinions**

3rd Circuit Order/Opinion (use to reconsider, clarify, amend, vacate or review)

**Attorney and/or Party**

Appoint Attorney
Dismiss Party
Disqualify Opposing Counsel
Law Student Participation
Substitute Attorney
Substitute Party
Withdraw as Counsel

**Bail and Release**

Bail or Release

**Briefing**

Accept Noncompliant filing (Relief from LAR 22.5 and F.R.A.P. 32)
Adopt a Document
Amended Document
Excuse from filing a Brief/L.A.R. 31.2
Extension of Time
File a Deferred Appendix
File Pro Se Brief
File a Response/Reply
Lodge Exhibits (including hyperlinks to audio/video - See LAR 113.13)
Modify a Briefing Schedule (do not use for extension or out of time)
Out of Time
Proceed as Amicus/Intervener
Stay Request
To Supplement

**Certificate of Appealability**

Expand Certificate of Appealability
Request Certificate of Appealability

**Consolidation**

Consolidate (cases, briefing, briefing and disposition)

**Dispositive Action**

Dismiss Case for Lack of Jurisdiction
Dismiss Case for Untimely Filing
Dismiss/Quash Case

Enforce Appellate Waiver
Remand Case
Summary Action
Transfer Proceedings

**Enforce Appellate Waiver**

Enforce Appellate Waiver
Stay Request
Summary Action

**Expedite Request**

Expedite

**Extension Request**

Extension of Time

**Fees**

Extension of Time
Proceed In Forma Pauperis
Reimbursement of Appeal Fees

**Out of Time**

Out of Time

**Requesting Specific Action**

3rd Circuit Order/Opinion (use to reconsider, clarify, amend, vacate or review)
Accept Noncompliant filing (Relief from LAR 22.5 and Fed. R. App. P. 32)
Amend Caption
Amended Document
Appoint a Special Master
Argument Information (oral argument waiver, video conference or reschedule, additional time to argue)
Attorney Fees
Award Costs
Bond Pending Appeal
Dismiss Partial Claim(s)
Hearing En Banc (for initial hearing en banc)
Injunction
Judicial Notice
Lodge Exhibits
Mandate (recall or issue)
Participate in Oral Argument

**KEY**: ■ Event Category ■ Event List ■ Relief Category ■ Relief List

Records
Recuse a Judge
Refer a Case to Appellate Mediation Program
Relief from Electronic Filing Requirements
Relief from LAR 31.2
Reopen Case
Request Certification of State Law pursuant to Third Circuit LAR Misc. 110
Restraining Order
Sanctions (other than Fed. R. App. P. 38)
Sanctions for filing a frivolous
Seal Document or Case
Stay Removal (Immigration Case ONLY)
To Compel
To Request an Interpreter
To Review
To Strike
To Supplement
Transcripts at Government's Expense
Unseal Case or Document
Visit Incarcerated Client

**Stay Request**

Stay Mandate
Stay Request

**Stipulation of Dismissal**

Dismiss Case Pursuant to Fed. R. App. P. 42(b)

# Questions

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| PACER Registration | **PACER Service Center**<br>• 800-676-6856<br>• http://pacer.psc.uscourts.gov |

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| CM/ECF Filer Registration | **PACER Service Center**<br>• 800-676-6856<br>• http://pacer.psc.uscourts.gov |

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| Technical Questions | **PACER Service Center**<br>• 800-676-6856<br>• http://pacer.psc.uscourts.gov |

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| Training | **CM/ECF Help Desk**<br>• cmecf_helpdesk@ca3.uscourts.gov<br>• 267-299-4970 **(9am - 4pm)** |
| Policy, Procedures and Filing | **CM/ECF Help Desk**<br>• cmecf_helpdesk@ca3.uscourts.gov<br>• 267-299-4970 **(9am - 4pm)** |
| Error Correction | **Third Circuit Case Manager**<br>• 215-597-2995 (Main Number) |