

# NEXTGEN CM/ECF

## HOW TO FILE A MOTION



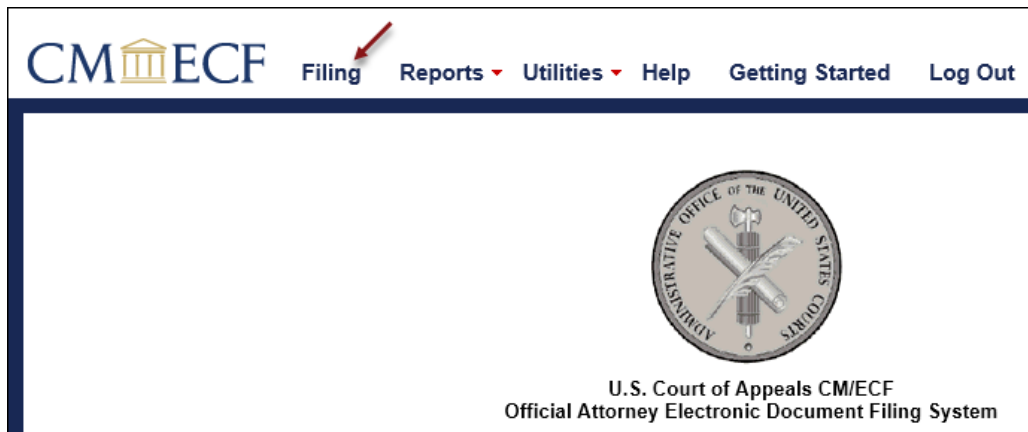
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# Filing a Motion

## Selecting the Document Type

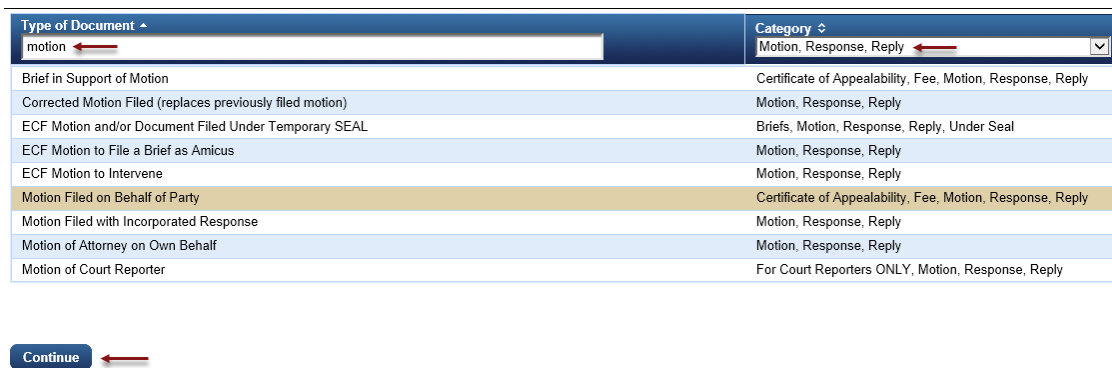
1. From the CM/ECF menu, select 'Filing'.



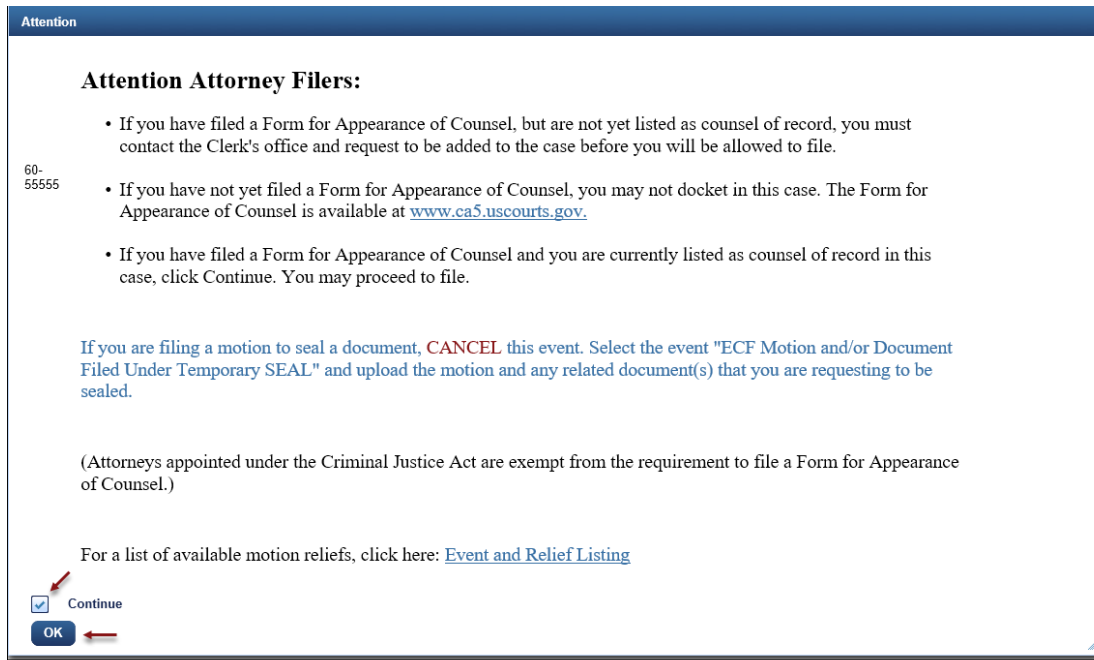
2. Enter a case number and hit the [Tab] key, or mouse click off the field to search for the case.



3. Select the type of motion to be filed by scrolling through the list. To narrow the list, select the 'Motion, Response, Reply' category from the category drop down menu, or type the word 'Motion' in the text box labeled 'Type of Document'. The system will find and list all document types containing that description. Select the appropriate document type and click [Continue].

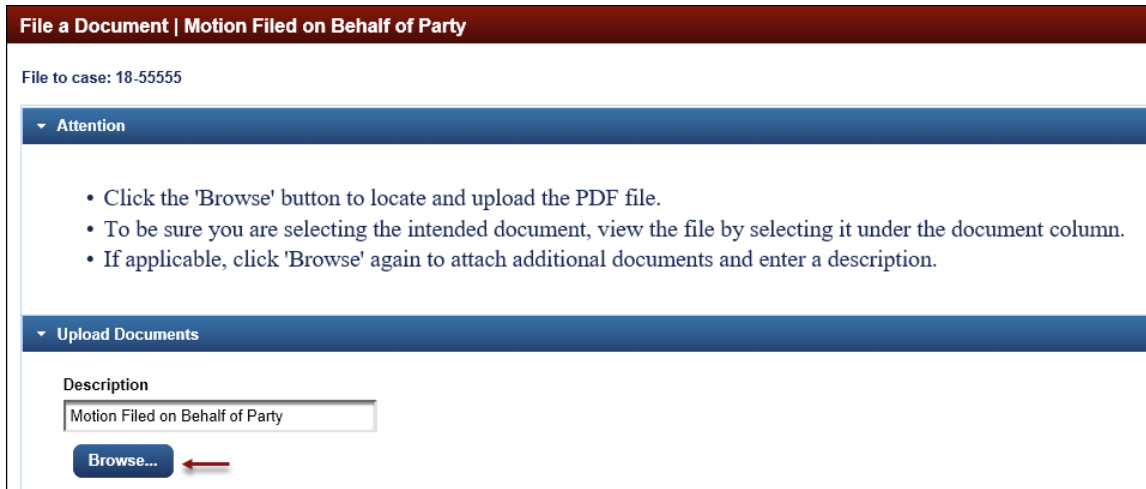


4. Please review additional filing information. Select the 'Continue' check box and click [OK] to proceed.



## Uploading the Motion

5. Upload the motion by clicking the [Browse] button.



- The selected motion will now display in the document column. Select the link to open and verify the correct document has been uploaded. To remove the document, click the red 'X'.
- To include an attachment to the motion, edit the 'Describe Attachment' field to name the document and click [Browse] to upload.



- Select other related information pertaining to the motion.

▼ Attention

Do not select the 'REDACTED' option below, unless you have previously been granted leave to file the document under seal and instructed by the court to file a redacted version.

▼ If filing a REDACTED copy, select REDACTED below.

▼ Is the motion OPPOSED or UNOPPOSED? Select "blank space" if unknown.

## Selecting the Filer

- To select, click the row of the filing party. If the motion is filed on behalf of multiple parties, continue to select each row for each filer.

▼ Party Filer

Select the party you represent by hovering over and clicking the row.

Filer ◊	Type ◊	Case ◊
Doe, Janie <span style="color: red; font-size: 0.7em;">←</span>	Appellant-Defendant	60-55555 USA v. Janie Doe
Doe, Johnnie <span style="color: red; font-size: 0.7em;">←</span>	Appellant-Defendant	60-55555 USA v. Janie Doe

[Select All](#)

- Selected filers will appear in the 'Selected' section. To remove a filer, click the red 'X'.

Selected

Filer ◊	Type ◊	Case ◊	Remove All
Doe, Janie	Appellant-Defendant	60-55555 USA v. Janie Doe	✕
Doe, Johnnie	Appellant-Defendant	60-55555 USA v. Janie Doe	→ ✕

## Selecting the Relief

- Select the relief by scrolling through the list. To narrow the list, select a relief category from the drop down menu, or type a description in the text field. The system will find and list all relief types containing that description. Click the row to select.

▼ Attention

From the list below, locate the appropriate relief based upon what you are requesting of the court. Click the row to select. Repeat as necessary. In the sequence column, the Up/Down arrows may be used to reorder reliefs.

▼ Requested Relief

Relief ◊

Relief Category ◊

Briefing ←

file brief in present form	Briefing
file brief in support in excess pages	Briefing
file brief instantner	Briefing
file brief out of time <span style="color: red; font-size: 0.7em;">←</span>	Briefing
file corrected appendix/record excerpts	Briefing
file corrected brief	Briefing
file record excerpts in excess pages	Briefing

10. The selected relief will appear in the 'Selected' section. To remove a relief, click the red 'X'.  
NOTE: Additional information may be requested depending on the relief(s) selected. Please follow any instructional messages that may follow.

Relief	Sequence	Remove All
file brief out of time		

## Selecting the Service Date

11. From the Service section, enter a date or click the calendar icon to select a service date. Click [Continue].

Attention

Please indicate below the date of service for the following parties/counsel in this case. The recipients' preferred method of service is pre-selected.

Changing the recipient automatically receives to Email will NOT automatically generate a notice to the selected recipient. Only counsel approved for ECF filing by this court, and whose preference is pre-set to Email will receive.

Service

07/30/2018

Name	Originating Party Type	Not Served	3rd ptty	Clark	Email	Fax	Hand	US mail	Edit
TestAlex, AttorneyOne, aty	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Clear</a>

Continue Cancel

## Final Review

12. The Docket Text will now display for review. Click [Continue].

▼ Docket Text

UNOPPOSED MOTION filed by Appellants Ms. Janie Doe and Mr. Johnnie Doe for leave to file brief out of time - Brief Tendered? Yes. Date of service: 07/30/2018 via email - Attorney for Appellant: TestAlex [18-55555]

Continue [Cancel](#)

13. The Final Review screen will display all the information entered in the transaction. Please review before submitting the motion. If corrections are required, click 'Edit' and select the appropriate section to make changes. To complete the filing, click [Submit].

The screenshot shows a 'Final Review' window with the following content:

- File to Case:** 18-55555
- Type of Document:** Motion Filed on Behalf of Party
- Upload Documents:** Appellant's Motion.pdf (1 page), Appellant's Brief.pdf (1 page)
- If filing a REDACTED copy, select REDACTED below:** No data was entered.
- Is the motion OPPOSED or UNOPPOSED? Select "blank space" if unknown.** UNOPPOSED
- Party Filer:** Doe, Janie (Appellant-Defendant) 18-55555; Doe, Johnnie (Appellant-Defendant) 18-55555
- Requested Relief:** file brief out of time
- Brief Tendered?:** Yes
- Service:** 07/30/2018; TestAlex, AttorneyOne, aty - email
- Docket Text:** UNOPPOSED MOTION filed by Appellants Ms. Janie Doe and Mr. Johnnie Doe for leave to file brief out of time - Brief Tendered? Yes. Date of service: 07/30/2018 via email - Attorney for Appellant: TestAlex [18-55555]

Below the form, a warning message states: "After you click the Submit button, you cannot change this filing. Have you redacted personal identifiers from the document you filed?"

At the bottom, there are three buttons: **Submit** (with a red arrow pointing to it), **Edit** (with a red arrow pointing to it), and **Cancel**.

14. A message will display to confirm the motion was filed successfully. Click [OK].

