NEXTGEN CM/ECF

HOW TO FILE A MOTION WITH INCORPORATED RESPONSE
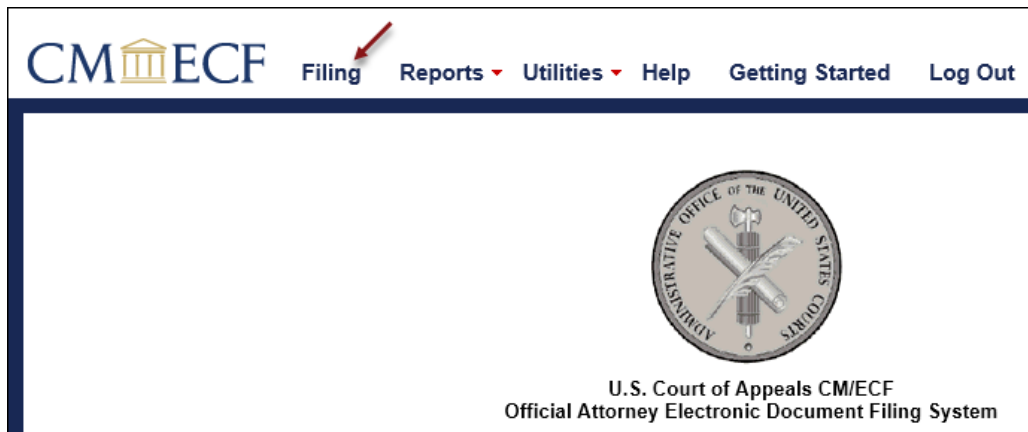
Table of Contents

Filing a Motion w/ Incorporated Response

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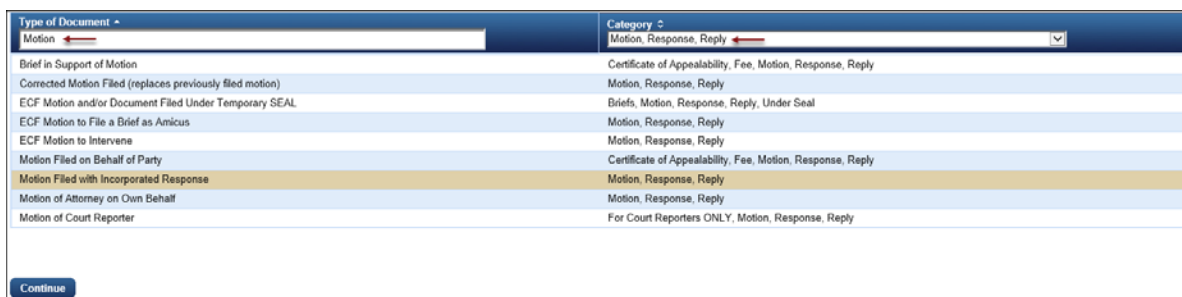
4. Please review additional filing information. Select the 'Continue' check box and click [OK] to proceed.

Attention

Attention Attorney Filers:

60-12345

- If you have filed a Form for Appearance of Counsel, but are not yet listed as counsel of record, you must contact the Clerk's office and request to be added to the case before you will be allowed to file.

- If you have not yet filed a Form for Appearance of Counsel, you may not docket in this case. The Form for Appearance of Counsel is available at www.ca5.uscourts.gov.

- If you have filed a Form for Appearance of Counsel and you are currently listed as counsel of record in this case, click Continue. You may proceed to file.

(Attorneys appointed under the Criminal Justice Act are exempt from the requirement to file a Form for Appearance of Counsel.)

☑ Continue

OK

Uploading the Motion

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

File a Document | Motion Filed on Behalf of Party

File to case: 18-55555

▾ **Attention**

- Click the 'Browse' button to locate and upload the PDF file.
- To be sure you are selecting the intended document, view the file by selecting it under the document column.
- If applicable, click 'Browse' again to attach additional documents and enter a description.

▾ **Upload Documents**

Description

Motion Filed on Behalf of Party

Browse... ⟵

a. 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'.

b. To include an attachment to the motion, edit the 'Describe Attachment' field to name the document and click [Browse] to upload.

▾ Upload Documents

Description

Describe Attachment

Browse...   Click Browse to add another document.

Document	Description	ℹ	Size	Sequence	Remove All
Appellant's Motion and Response.pdf	Motion Filed with Incorporated Response		34 KB		✖

6. 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.

UNOPPOSED

Selecting the Filer

7. 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	Appellant-Defendant	60-55555 USA v. Janie Doe
Doe, Johnnie	Appellant-Defendant	60-55555 USA v. Janie Doe

Select All

8. 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

9. 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 ⇕
5th	Abeyance and Stay
stay case 5th Circuit Court of Appeals	Abeyance and Stay
lift stay in 5th Circuit Court of Appeals	Abeyance and Stay
extend stay in 5th Circuit Court of Appeals	Abeyance and Stay

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.

Selected		
Relief	Sequence	Remove All
stay case 5th Circuit Court of Appeals	→ ✖	

Selecting the Related Entry

11. To select the related entry, click the row of the entry to which you are filing a response.

▾ Related Entries		
INCORPORATED RESPONSE		
Select the motion or other filing to which you are filing a response.		
Doc	**Filed ▾**	**Entry**
📄	07/16/2018	☐ OPPOSED MOTION filed by Appellee USA to dismiss the appeal [8661691-2]. Date of ...

12. The selected related entry will appear in the 'Selected' section. To remove a related entry, click the red 'X'. Click [Continue].

Selected				
Doc	Filed	Entry	Sequence	Remove All
📄	07/16/2018	▶ OPPOSED MOTION filed by Appellee USA to dismiss the appeal [8661691-2]. Date of ...	→ ✖	

Continue ←   Cancel

Selecting the Service Date

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

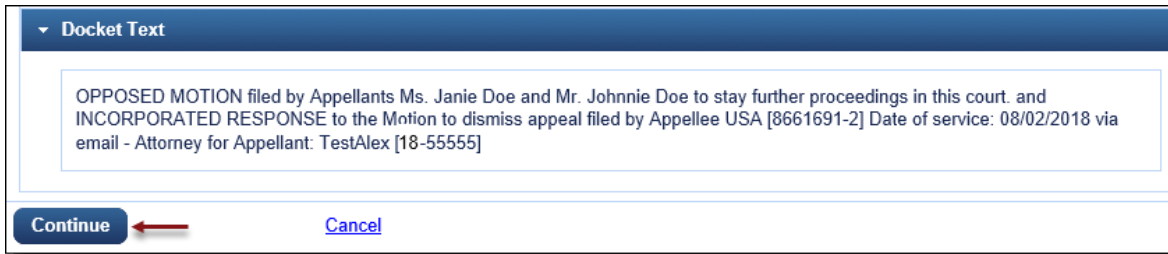| ▾ Attention								
Please indicate below ... e serving parties/counsel in this case. The recipients' preferred method of service is pre-selected.								
Changing the recipie... ce to Email will NOT automatically generate a notice to the selected recipient. Only counsel approved for ECF filing by this court, and whose preference is pre-set to Email will automatically receiv... g.								
▾ Service								
Service								
07/30/2018 📅 ←								
Name ▴	**Originating/Party Type ⬍**	**Not Served**	**3rd pty**	**Clerk**	**Email**	**Fax**	**Hand**	**US mail**	**Edits**
TestAlex, AttorneyOne, aty	Appellant	☐	☐	☐	☑	☐	☐	☐	Clear

Continue ←   Cancel

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

15. 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].

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