NEXTGEN CM/ECF

HOW TO FILE A RESPONSE
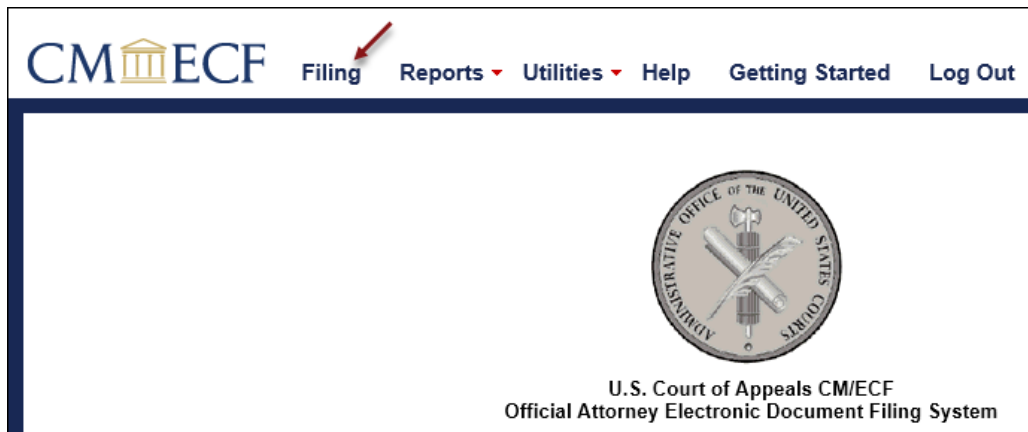
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Filing a Response

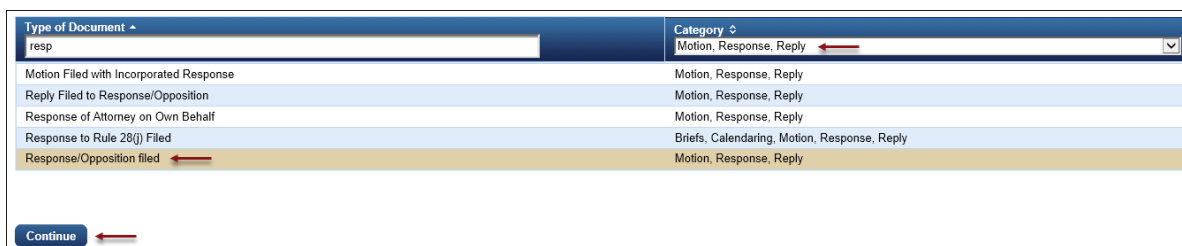## Selecting the Document Type

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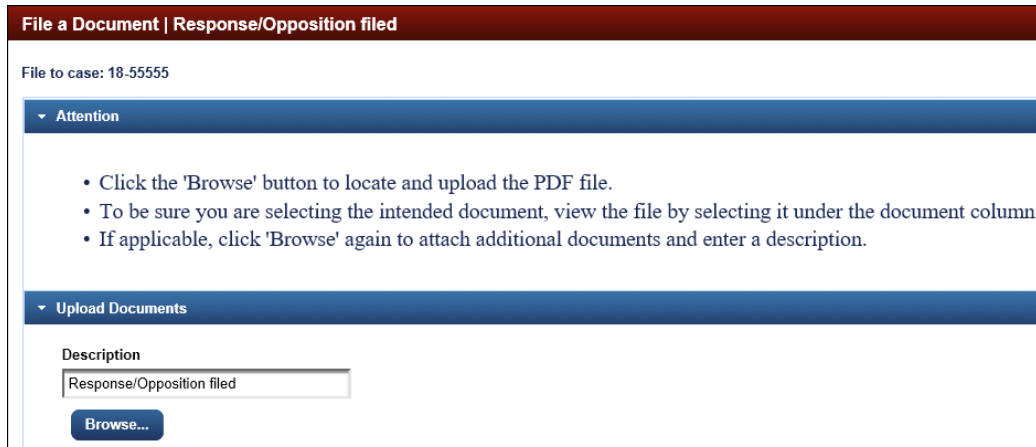
4. Please review additional filing information. Select the 'Continue' check box and click [OK] to proceed.
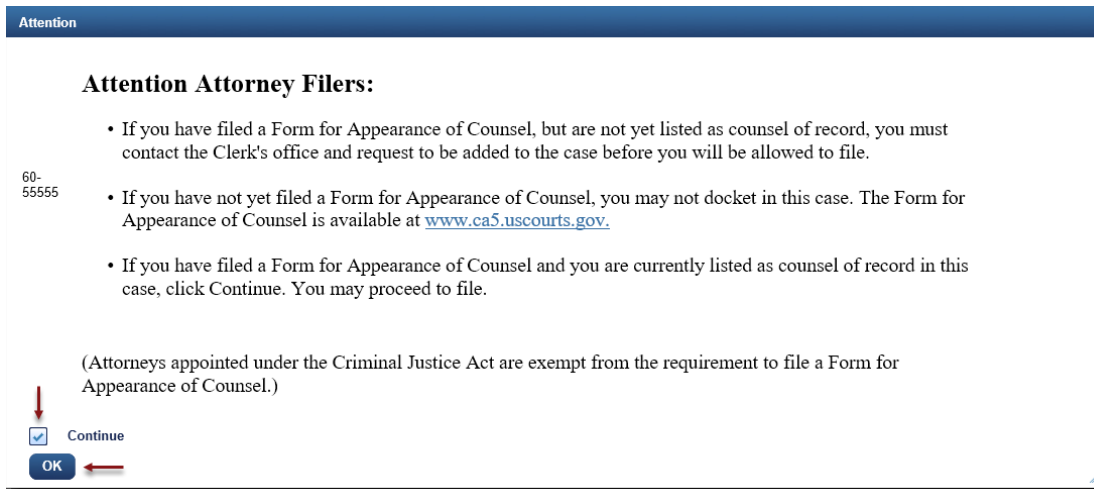
Uploading the Response

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

a. The selected response 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 response, edit the 'Describe Attachment' field to name the document and click [Browse] to upload.
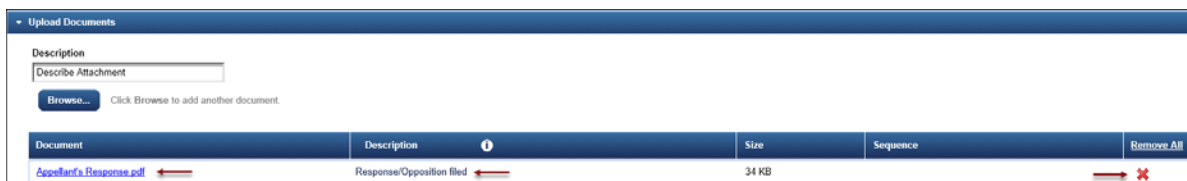
Selecting the Filer

6. To select, click the row of the filing party. If the response is 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
USA	Appellee-Plaintiff	60-55555 USA v. Janie Doe

Select All

7. 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 Related Entry

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

Related Entries		
Select the motion to which you are responding.		
Doc	**Filed** ▾	**Entry**
📄	07/16/2018	▶ OPPOSED MOTION filed by Appellee USA to dismiss the appeal [8661691-2]. Date of ...

9. The selected related entry will appear in the 'Selected' section. To remove a related entry, click the red 'X'.

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

Selecting the Service Date

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

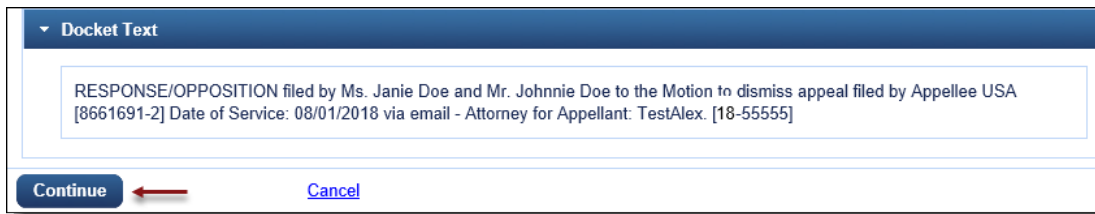| Attention								
Please indicate below ... serving parties/counsel in this case. The recipients' preferred method of service is pre-selected.								
Changing the recipient ... ce to Email will NOT automatically generate a notice to the selected recipient. Only counsel approved for ECF filing by this court, and whose preference is pre-set to Email will automatically receiv...								
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

11. The Docket Text will now display for review. Click [Continue].
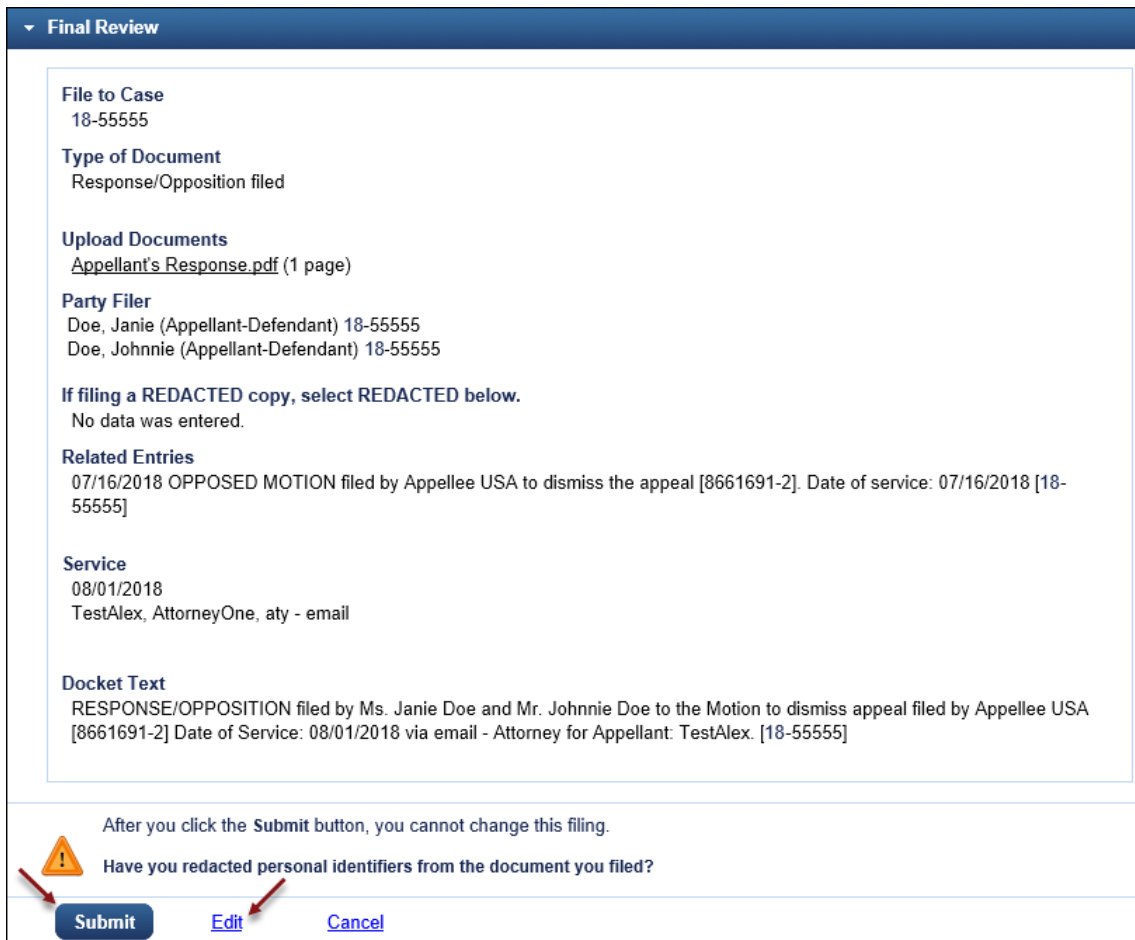
12. The Final Review screen will display all the information entered in the transaction. Please review before submitting the response. If corrections are required, click 'Edit' and select the appropriate section to make changes. To complete the filing, click [Submit].

13. A message will display to confirm the response was filed successfully. Click [OK].

The filing has been completed successfully.

OK