

CM/ECF CIVIL NOTICE OF APPEARANCE ATTORNEY TRAINING

Docketing the Notice of Appearance

1. 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).

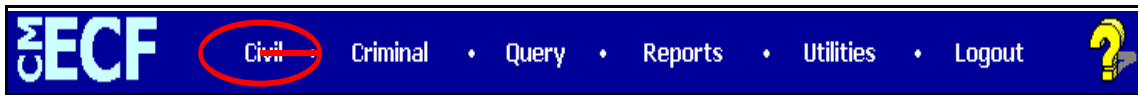


Figure 1 - CM/ECF Main Menu bar

2. The system will display the **Civil Events** screen. Click on **Notices** in the Other Filings section (see Figure 2).



Figure 2 - Civil Events screen

CM/ECF CIVIL NOTICE OF APPEARANCE ATTORNEY TRAINING

Docketing the Notice of Appearance

3. The system will display the **Notices** event selection screen (see Figure 3).

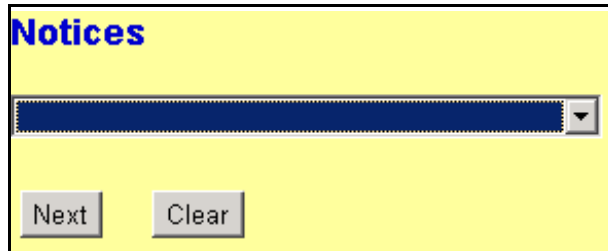


Figure 3 - Notices selection screen

- a. Click the down-arrow at the right of the purple area, and the system will display a drop-down menu. The system will display a list of various types of notice documents. Move your mouse down the list to select **Notice of Appearance** from the list. Click on the words **Notice of Appearance**. (see Figure 3a).

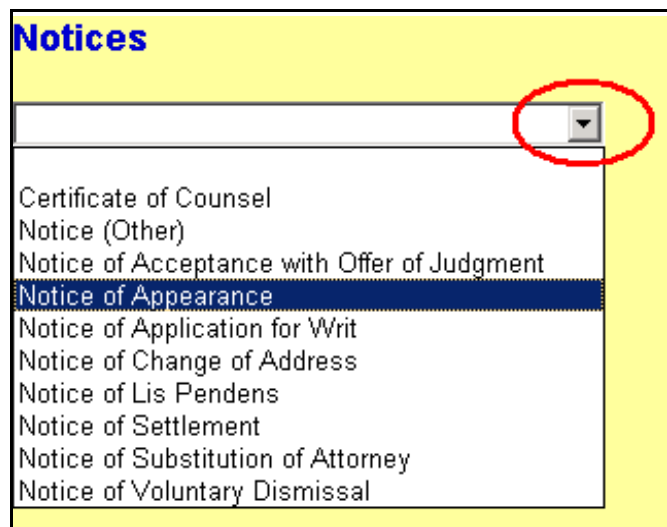


Figure 3a - Notice drop-down menu

- b. Once the **Notice of Appearance** event appears in the purple area next to the down-arrow (see Figure 3b), click the [**Next**] button to continue.

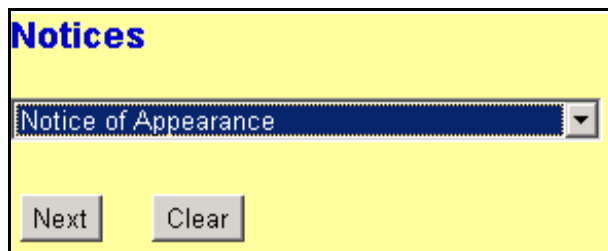


Figure 3b - Notice of Appearance selected

CM/ECF CIVIL NOTICE OF APPEARANCE ATTORNEY TRAINING

Docketing the Notice of Appearance

4. The system will display the **Case Number** screen. Enter the case number in the **Case Number** box, using one of the formats displayed. For example: **99-12345**, **1:99-cv-12345**, **1-99-cv-12345**, **99cv12345** or **1:99cv12345**. Click the **[Next]** button to continue (see Figure 4).

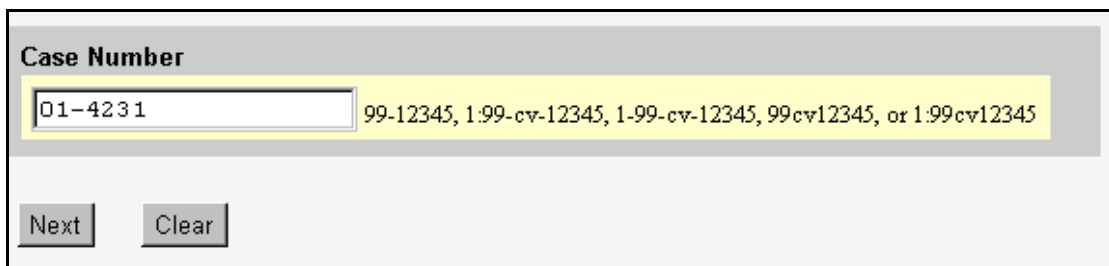


Figure 4 - Case Number screen

- a. 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 in Step 4.

5. 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 in Step 4.

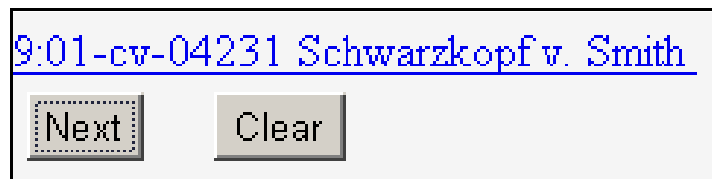


Figure 5 - Case Number Verification screen

CM/ECF CIVIL NOTICE OF APPEARANCE ATTORNEY TRAINING

Docketing the Notice of Appearance

- 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 in Step 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 in Step 4). Once you reach the **Case Number** screen, repeat Steps 4 and 5.
6. The system will display the **pdf document** screen. The **pdf document** screen is used to associate a PDF file/document with the docket entry being docketed (see Figure 6).

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: No Yes

Next **Clear**

Figure 6 - PDF Document Screen

- a. To associate a PDF Document with this docket entry, and if the PDF Document has any attachments, click the **[Browse...]** button and refer to the **Procedures For Uploading a PDF Document and Attaching an Attachment in CM/ECF**. After attaching the PDF Document, click the **[Next]** button to continue.

CM/ECF CIVIL NOTICE OF APPEARANCE ATTORNEY TRAINING

Docketing the Notice of Appearance

7. The system will display the **Party Selection** screen (see Figure 7).

Select the filer.

Select the Party: OR Select a Group:

Schwarzkopf, Elisabeth [Plaintiff]
Smith, Joe [Defendant]

[Add/Create New Party](#)

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next Clear

Figure 7 - 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 notice of appearance. To select the party(ies) who is filing the notice of appearance, click on that party's name to highlight it, then click the **[Next]** button.
- b. If the party's name is **not** on the list, i.e., the notice of appearance is adding party(ies) 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 are filing the notice of appearance, click on the party's name to highlight it, then click the **[Next]** button.

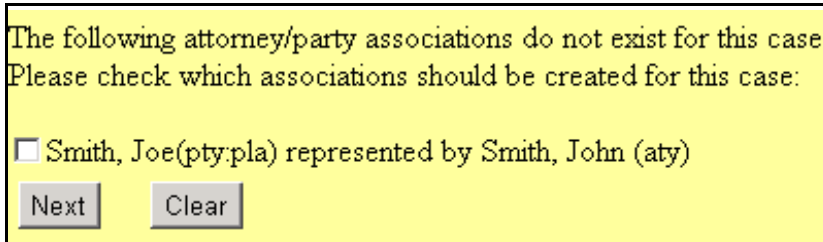
CM/ECF
CIVIL NOTICE OF APPEARANCE
ATTORNEY TRAINING

Docketing the Notice of Appearance

NOTE: If more than one party is filing the notice of appearance, 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 notice of appearance are selected.

NOTE: DO NOT click on any of the radio buttons listed under the **Select a Group:** list, because the docket text will reflect that the notice of appearance was filed by "all plaintiffs" or "all defendants". The user must select the parties listed under the **Select a Party:** pick list, because the docket text must reflect the actual names of the party(ies) who filed the notice of appearance.

8. The system **may** display the **Attorney/Party Associations** screen (see Figure 8).



The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Smith, Joe(pty:pla) represented by Smith, John (aty)

Next Clear

Figure 8 - Attorney/Party Associations screen

- a. The **Attorney/Party Associations** screen is **only** displayed when the filing attorney is not associated or linked to the selected filer in this case. If the **Attorney/Party Associations** screen does **not** appear proceed to Step 9.
- b. If the **Attorney/Party Associations** screen **is** displayed, this means that at this time you are not an attorney of record for the indicated party. You **MUST** now create the attorney/party association. To create your association with the indicated party, click in the box to the left of the party's name. A check mark will appear in the box. The filing attorney will then be associated with this party. Click on the **[Next]** button to continue.

CM/ECF
CIVIL NOTICE OF APPEARANCE
ATTORNEY TRAINING

Docketing the Notice of Appearance

9. The system will display the **Case Number Verification** screen again (see Figure 9). The purpose of the **Case Number Verification** screen is for you to verify the case number entered in Step 4.

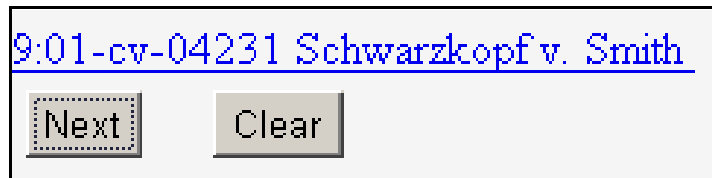


Figure 9 - Case Number Verification screen

- 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 in Step 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 in Step 4). Once you reach the **Case Number** screen, repeat Steps 4 through 9.
10. The system will display the **Docket Text: Final Text** screen. The docket text from the previous screen will be displayed again. The system will display 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.

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.

CM/ECF
CIVIL NOTICE OF APPEARANCE
ATTORNEY TRAINING

Docketing the Notice of Appearance

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.

11. The system will display the **Notice of Electronic Filing** screen (see Figure 11). 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.
 - 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.

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.

CM/ECF
CIVIL NOTICE OF APPEARANCE
ATTORNEY TRAINING

Docketing the Notice of Appearance

Notice of Electronic Filing

The following transaction was received from Leslie LeFord on 10/29/2001 at 2:42 PM CST

Case Name: Schwarzkopf v. Smith

Case Number: [0-01-04231-RB](#)

Document Number: [19](#)

Docket Text:

MOTION to Continue by Joe Smith. (Ledford, Kerry)

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

Document description:Main Document

Original filename:R:/TRAINING/ECF/Docs_PDF/ECFdocs/Motion.PDF

Electronic document Stamp:

[STAMP dcstdStamp_ID=981407491 [Date=10/29/2001] [FileNumber=50855-0]
[3f9f4f49836ae59be00306477b777c2dbc6dc6f8b64b9530ad63962089ccd394dc735
12a16b3c4e11ef754e17e46a53ccdc5d5eb14d5f549179dbc3da4ad03a7]]

0-01-04231-RB Notice will be electronically mailed to:

0-01-04231-RB Notice will not be electronically mailed to:

Dale P. Jones
Jones and Associates
129 Main Street
San Antonio, TX 78209

Leslie LeFord
Courthouse Steps
271 Main Plaza
San Antonio, TX 78201

Figure 11 - Notice of Electronic Filing screen