CM/ECF
STIPULATION OF VOLUNTARY DISMISSAL
ATTORNEY TRAINING

Docketing a Stipulation of Voluntary Dismissal

1. Log into CM/ECF. Locate the **CM/ECF Main Menu Bar** at the top of the screen. There are two different methods which can be used to access the **Civil** menu option and the **Other Documents** menu item:

   a. Click on the **Civil** option on the **CM/ECF Main Menu Bar**; the system will display the **Civil Events** screen; click on **Other Documents** in the **Other Filings** section (see Figures 1ai and 1aii). See Step 1b for an alternate method.

Figure 1ai- CM/ECF Main Menu bar- Civil Events menu access by clicking on Civil

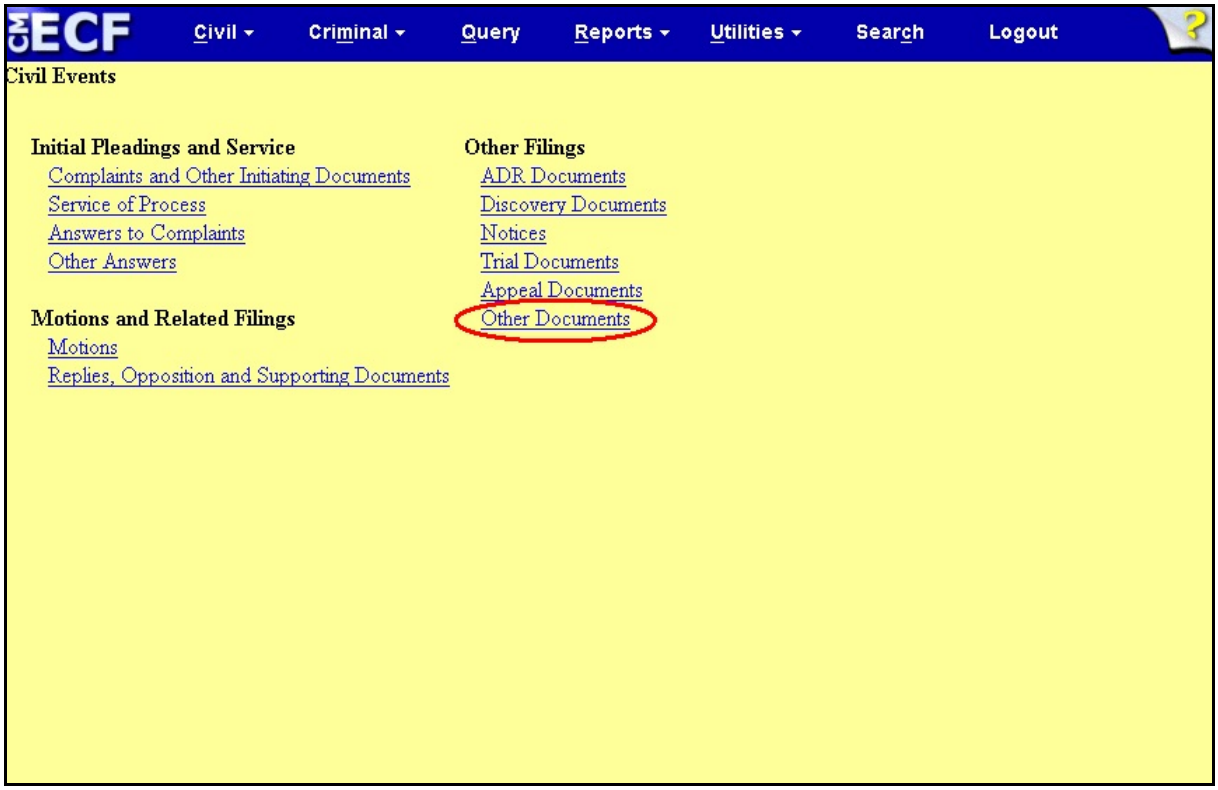

Figure 1aii - Civil Events screen

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b. Hover over the **Civil** option; a cascading list of menu items will be displayed; highlight **Other Filings**; then highlight and click on **Other Documents**.(see Figure 1b).

Figure 1b - CM/ECF Main Menu bar- Other Documents menu item access using cascading menus

2. The system will display the **Other Documents** event selection screen.

a. The system will display a list of the various "other document" type of events. There are two different methods which can be used to select the **Stipulation of Voluntary Dismissal** event:

i. Click in the **Docket Event Search** box and start typing the words **Stipulation of Voluntary Dismissal**, then click your selection, or use the arrow keys to highlight it and press the <Enter> key. The **Stipulation of Voluntary Dismissal** text will be displayed in the **Selected Event** box; click on the **[Next]** button to continue (see Figure 2ai). See Step 2aii for an alternate method.

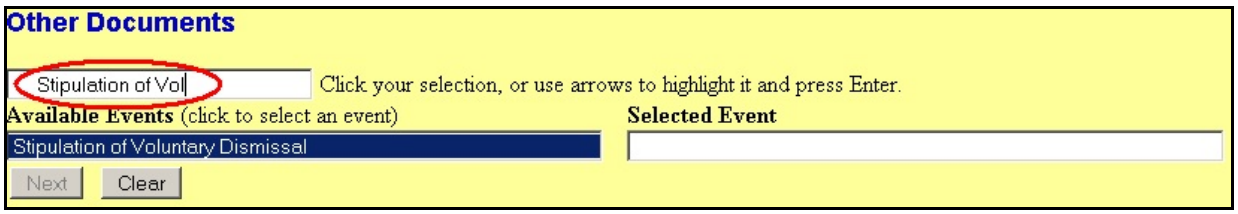

Figure 2ai - Other Documents Selection screen; search for event using Search box

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ii. Click on the words **Stipulation of Voluntary Dismissal** in the **Available Events** box to select **Stipulation of Voluntary Dismissal** from the list; the **Stipulation of Voluntary Dismissal** text will be displayed in the **Selected Events** box; click on the **[Next]** button to continue (see Figure 2aii).

NOTE: If the event in the **Selected Events** box is **not** the correct event then remove the event by clicking on the event in the **Selected Events** box. Repeat Step 2.

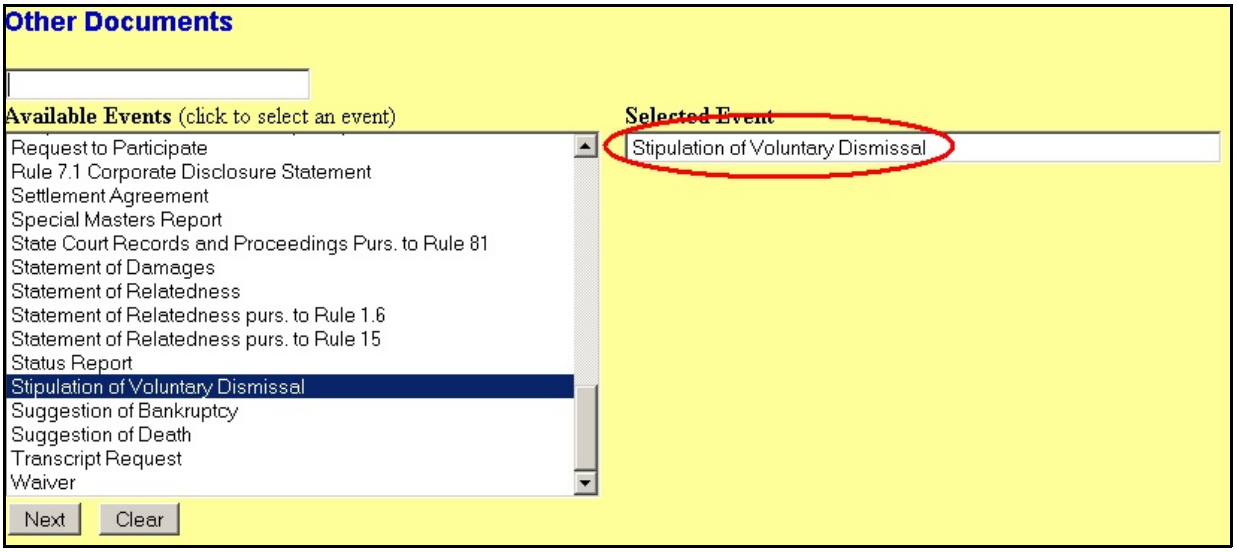

Figure 2aii - Other Documents Selection screen; locate event by scrolling down the list

3. 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 **[Find This Case]** button to continue (see Figure 3a). Once the case number is located, verify the correct case number, and click the **[Next]** button to continue (see Figure 3b).

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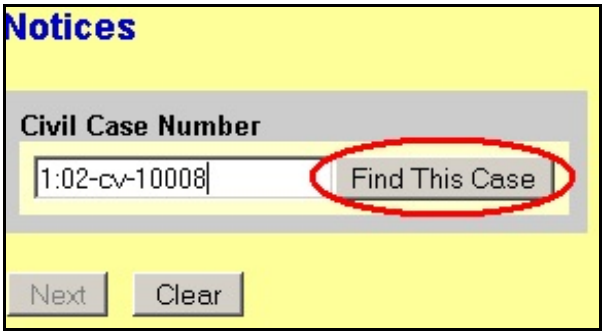

Figure 3a

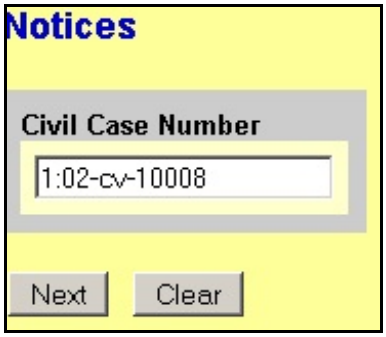

Figure 3b

a. If the case number entered is **not** a valid case number, the system will display the following message:

Cannot find civil case 1:yy-cv-nnnnn

Re-enter a valid case number, using one of the formats outlined in Step 3.

4. 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 4).

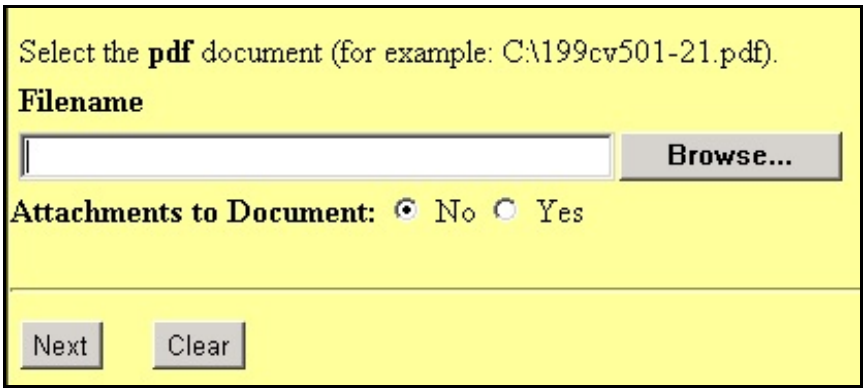

Figure 4 - PDF Document screen

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a. To associate a PDF Document with this docket entry, click in the **Filename** box and type in the path and file name of the PDF document you are docketing, if you know it, or click the **[Browse...]** button to search your PC/network and upload the PDF file/document. The **File Upload** pop-up screen will be displayed. Navigate to the directory on your PC/network where the PDF file/document is located. Click on the PDF file/document to highlight it and then click on the **[Open]** button on the **File Upload** screen to select the file. The **Filename** box on the **PDF Document** screen will be populated with the path and filename of the document you highlighted on the **File Upload** screen. If the document does not have an attachment, then leave the **No** radio button next to the prompt **Attachments to Document:** checked and click the **[Next]** button to continue. If the document has an attachment, then click the **Yes** radio button next to the prompt **Attachments to Document:** and click the **[Next]** button to see the **Attachments** screen. Click in the **Filename** box and type in the path and filename of the PDF document containing the attachment to the document you are docketing, if you know it, or click the **[Browse...]** button to search your PC/network to upload the PDF file/document; after uploading the file, click in the **Description** box and enter a description; add the filename and the attachment you have entered to the **List** box by clicking the **[Add to List]** button. If you have more attachments, then repeat this process until all your attachments are in the **List** box. When you have finished adding all of your attachments click the **[Next]** button to continue..

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5. The system will display the **Party Selection** screen (see Figure 5). On this screen the user will **Select the filer** who is filing the stipulation of voluntary dismissal. The name(s) of the party(ies) you select will appear in the docket text.

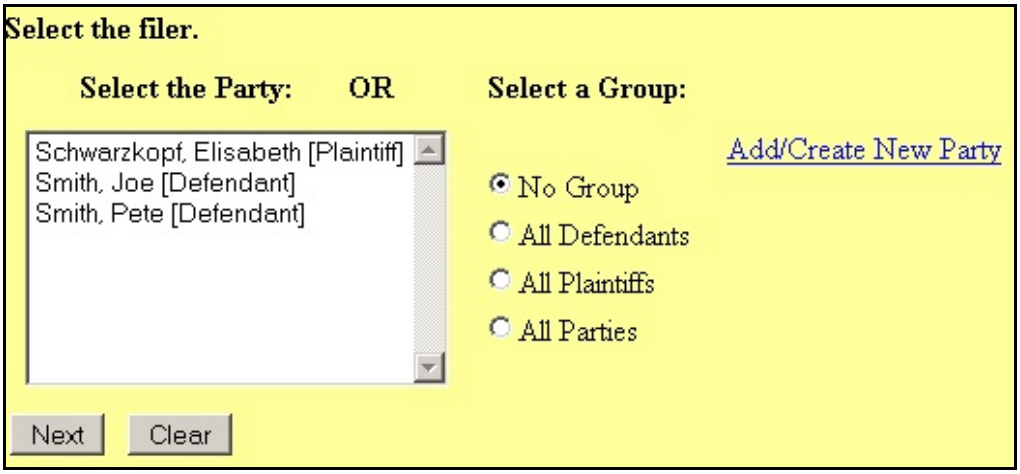

Figure 5 - Party Selection screen

a. Select the party who is filing the stipulation of voluntary dismissal, by scrolling down, if necessary, and click on the party's name. The party's name should appear highlighted. If there is more than one party to select, see **NOTE** below. Otherwise, click on the **[Next]** button to continue.

NOTE: There are three methods in which to select more than one party.

For parties listed consecutively:
Click on the first party listed. That party's name should appear highlighted. You may need to scroll down, if necessary to select the other parties. While holding down the Shift key, click on the last party. The first party down to the last party should be highlighted. Click on the **[Next]** button to continue.

*For parties **NOT** listed consecutively*:
Click on the first party listed. That party's name should appear highlighted. You may need to scroll down, if necessary to select the other parties. While holding down the Ctrl key, click on each party needed. The parties selected should be highlighted. Click on the **[Next]** button to continue.

For all Plaintiffs, Defendants, Parties:
Click in the **All Plaintiffs** radio button listed under the **Select a Group:** column to select all plaintiffs. Click in the **All Defendants** radio button listed under the **Select a Group:** column to select all defendants. Click in the **All Parties** radio button listed under the **Select a Group:** column to select all parties. Click on the **[Next]** button to continue.

NOTE: The **All Plaintiffs**, **All Defendants** and **All Parties** radio buttons are not always displayed and available for selection on the **Party Selection** screen.

6. The system will display the **Party Selection** screen (see Figure 6). On this screen the user will **Please select the party that this filing is against**. The name(s) of the party(ies) you select will appear in the docket text.

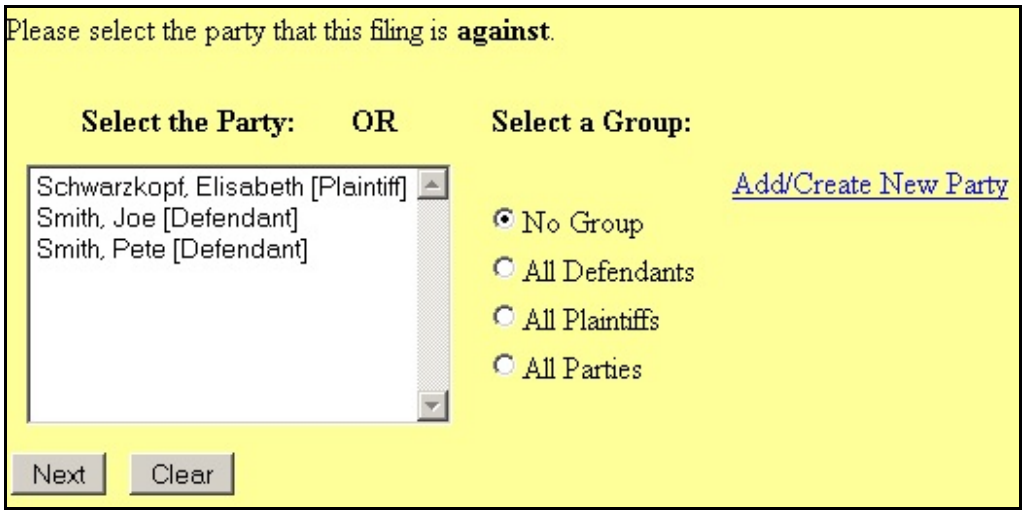

Figure 6 - Party Selection screen

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a. Select the party who the stipulation of voluntary dismissal is **against**, by scrolling down, if necessary, and click on the party's name. The party's name should appear highlighted. If there is more than one party to select, see **NOTE** below.

NOTE: There are three methods in which to select more than one party.

For parties listed consecutively:
Click on the first party listed under the **Select a Party:** column. That party's name should appear highlighted. You may need to scroll down, if necessary to select the other parties. While holding down the Shift key, click on the last party. The first party down to the last party should be highlighted. Click on the **[Next]** button to continue.

*For parties **NOT** listed consecutively*:
Click on the first party listed under the **Select a Party:** column. That party's name should appear highlighted. You may need to scroll down, if necessary to select the other parties. While holding down the Ctrl key, click on each party needed. The parties selected should be highlighted. Click on the **[Next]** button to continue.

For all Plaintiffs, Defendants, Parties:
Click in the **All Plaintiffs** radio button listed under the **Select a Group:** column to select all plaintiffs. Click in the **All Defendants** radio button listed under the **Select a Group:** column to select all defendants. Click in the **All Parties** radio button listed under the **Select a Group:** column to select all parties. Click on the **[Next]** button to continue.

NOTE: The **All Plaintiffs**, **All Defendants** and **All Parties** radio buttons are not always displayed and available for selection on the **Party Selection** screen.

7. The system will display the **Case Number Verification** screen (see Figure 8). The purpose of the **Case Number Verification** screen is for you to verify the case number entered in Step 3.

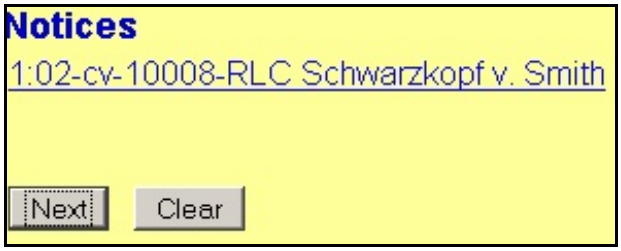

Figure 7 - Case Number Verification screen

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 3. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 3 in Step 3). Once you reach the **Case Number** screen, repeat Steps 3 and 4.

8. 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.

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.

9. The system will display the **Notice of Electronic Filing** screen. 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.

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Notices

1:02-cv-10008-RLC Schwarzkopf v. Smith

New York Southern District

United States District Court for the Southern District of New York

Notice of Electronic Filing

The following transaction was entered by Smith, John on 7/16/2008 at 4:16 PM EDT and filed on 7/16/2008

Case Name: Schwarzkopf v. Smith

Case Number: 1:02-cv-10008

Filer: Elisabeth Schwarzkopf

Document Number: 9

Docket Text:

NOTICE OF VOLUNTARY DISMISSAL Pursuant to Rule 41(a)(1)(A)(i) of the Federal Rules of Civil Procedure, the plaintiff(s) and or their counsel(s), hereby give notice that the above-captioned action is voluntarily dismissed, against the defendant(s) Joe Smith. Document filed by Elisabeth Schwarzkopf. (Smith, John)

1:02-cv-10008 Notice has been electronically mailed to:

John Smith Martine_Jocelyn@nysd.uscourts.gov

1:02-cv-10008 Notice has been delivered by other means to:

Attorney Trainee 20
Smith & Smith
800 Park Avenue
New York, NY 10021

Attorney Trainee 8
Smith & Smith
800 Park Avenue
New York, NY 10021

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

Document description: Main Document
Original filename: n/a
Electronic document Stamp:

Figure 9 - Notice of Electronic Filing screen