

# **NEW ECF Version Features**

There are a few new and enhanced features added to assist electronic filers:

- Event search from Main Menu
- Cascading Menus
- Case Number Search
- Event search from Event Category
- View multiple documents

## New ECF Menu Option: Search and Event Searches

- A search option has been added to the CM/ECF Main Menu.
- This allows you to search for an event from the Main Menu.
- You can access menu items or events from the Search results screen.



- Clicking on Search displays the Search Menus and Events Window
- In this window enter all or part of the name of the event to be found. For example, to find an Objection to Report and Recommendations event, type “objection” in the box and click the search button.



## Searching for an Event from the Main Menu

- CM/ECF will display a list of events which contain the entered word or string of words and the menu on which the event can be found.
- To continue docketing, simply click on the appropriate event.

The screenshot shows the CM/ECF search results page for the term 'objection'. The search results are categorized into three sections: Civil Events, Criminal Events, and Other Documents. Red arrows point to specific search results in each category.

**Search results for 'objection'**  
6 events found

**Civil Events → Other Documents**

- [Objections \(non motion/R&R\)](#) ←

**Civil Events → Responses and Replies**

- [Objections to Report and Recommendation](#) ←
- [Response to Objections to R&R](#) ←

**Criminal Events → Other Documents**

- [Objection](#) ←
- [Objection to Presentence Investigation Report](#) ←
- [Objection to Report and Recommendations on Plea](#) ←

## Cascading Menu System

- A cascading menu system, available to both court and attorney users has been added. Users have the option of using the new cascading menus or continuing to use the existing static menus.

The screenshot shows the CM/ECF main menu with a sub-menu down arrow highlighted. The menu items are: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The sub-menu down arrow is a red arrow pointing down from the 'Civil' menu item.

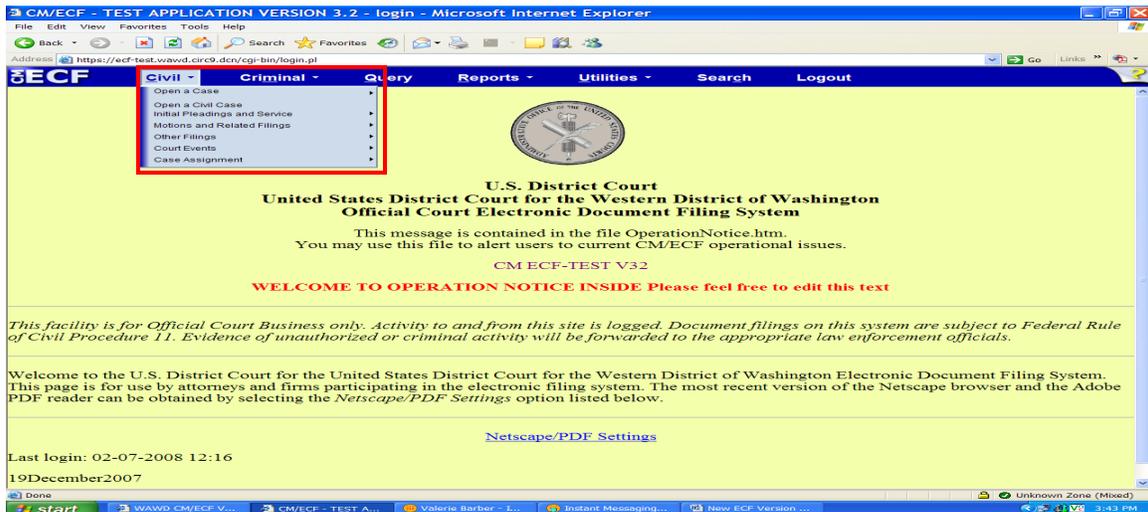
**Sub-menu down arrow**

**U.S. District Court**  
**United States District Court for the Western District of Washington**  
**Official Court Electronic Document Filing System**

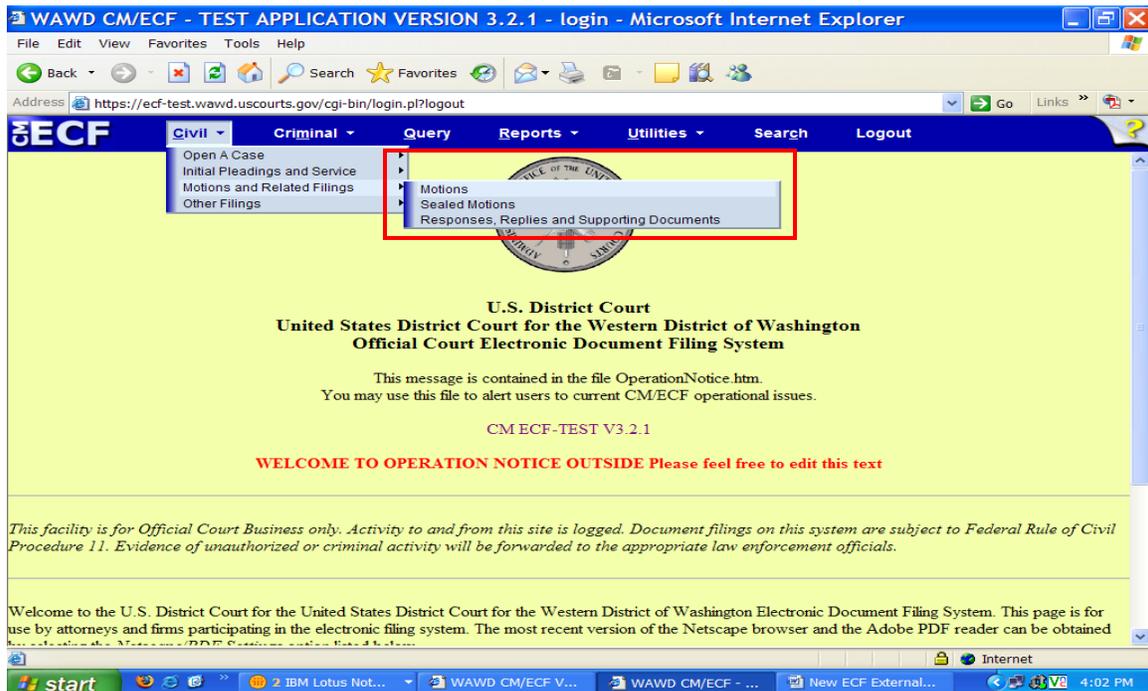
This message is contained in the file OperationNotice.htm.  
You may use this file to alert users to current CM/ECF operational issues.

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- Placing the mouse over one of the menu options displays the menu's sub-menu.
- A sub-menu may have its own sub-menu, as indicated by the arrow to the right of the menu name.

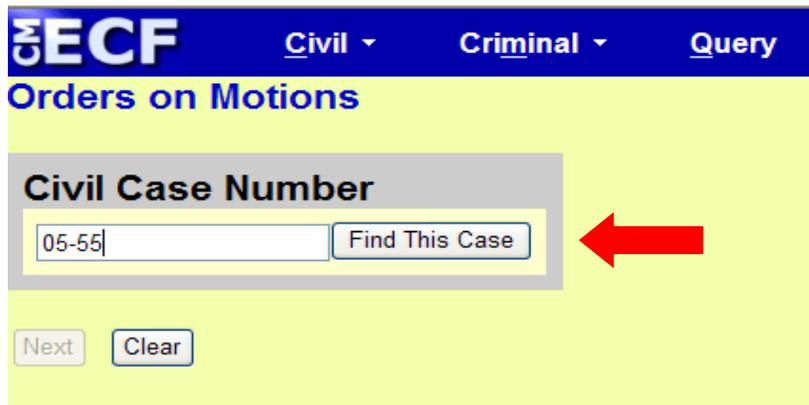


- Placing the mouse over a primary sub-menu displays the lower level sub-menu. Click the desired menu category to display the events on that menu.



## Searching for a Case Number

- This allows you to view all possible case number matches on the same screen. This results in fewer screens during filing.
- You enter your case number or partial case number and select the [Find this case Button] to begin the case number look-up process.



The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, and Query. Below this is a yellow header area with the text 'Orders on Motions'. The main content area is white and features a search box titled 'Civil Case Number'. The search box contains the text '05-55' and a button labeled 'Find This Case'. A red arrow points to the 'Find This Case' button. Below the search box are two buttons: 'Next' and 'Clear'.

- All possible case number matches will display on the same screen.
- Once the correct case is located, select the proper case number checkbox to continue with docketing.



The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is a yellow header area with the text 'Minute Entries'. The main content area is white and features a search box titled 'Civil Case Number or Numbers'. The search box contains the text '07-3055' and a button labeled 'Hide Case List'. Below the search box, there is a section titled 'Select a case:' followed by a list of cases with checkboxes: '2:07-cv-03055 Pitt v. Clooney', '2:07-mc-03055 Pitt v. Clooney', and '3:07-cv-03055 Pitt v. Clooney'. Below the list are two buttons: 'Next' and 'Clear'.

## Searching for an Event within a Category

- After selecting an event category, CM/ECF will display a list of events within the category and an event search box.
- You can either type in part or all of a word to search or scroll down the event pick list and select the event.

The screenshot shows the CM/ECF interface with the 'Criminal' category selected. The page title is 'Minute Entries' for case '2:55-cv-00005-RAJ Gramsci v. Mussolini'. Below the title, it says 'APPEAL, JURYDEMAND'. There is a search box with the text 'Start typing to find an event.' Below the search box, there are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Arbitration Hearing, Argument on Bankruptcy Appeal, Attorney Appointment Hearing, Bench Trial - Begun, Bench Trial - Completed, Bench Trial - Held, Contempt Hearing, Discovery Hearing, Evidentiary Hearing, Forfeiture Hearing, In Camera Hearing, In Chambers Conference, In Court Hearing, Judgment Debtor Exam, and Jury Trial - Begun. The 'Selected Events' column is empty. There are 'Next' and 'Clear' buttons at the bottom.

For example, to locate the pretrial conference event, type “pre” in the search box. CM/ECF will display a list of events with the word starting with the letters entered. Click the desired event to select it from the list.

The screenshot shows the CM/ECF interface with the 'Criminal' category selected. The page title is 'Minute Entries' for case '2:55-cv-00005-RAJ Gramsci v. Mussolini'. Below the title, it says 'APPEAL, JURYDEMAND'. There is a search box containing the text 'pre'. Below the search box, there are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Preliminary/Permanent Injunction Hearing, Pretrial Conference, and Pretrial Conference - Final. The 'Selected Events' column is empty. There are 'Next' and 'Clear' buttons at the bottom.

- The selected event or events will be added to the Selected Events box, and the list of available events will again be displayed.
- Continue with event selection until all necessary events have been added to the Selected Events box. If an incorrect event is selected, click on the event to remove it from the list.
- Once all the necessary events have been selected, click the [Next] button to continue.

The screenshot displays the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Minute Entries" followed by the case identifier "2:07-cv-03055 Pitt v. Clooney" and the event type "JURYDEMAND".

In the center of the interface, there is a search box with the placeholder text "Start typing to find another event." Below this search box, there are two columns of event selection options:

- Available Events (click to select events):** This column contains a list of event types, including: Arbitration Hearing, Argument on Bankruptcy Appeal, Attorney Appointment Hearing, Bench Trial - Begun, Bench Trial - Completed, Bench Trial - Held, Contempt Hearing, Discovery Hearing, Evidentiary Hearing, Forfeiture Hearing, In Camera Hearing, In Chambers Conference, In Court Hearing, Judgment Debtor Exam, and Jury Trial - Begun.
- Selected Events (click to remove events):** This column contains a list of events that have been selected, including: Pretrial Conference and TRO Hearing.

At the bottom of the interface, there are two buttons: "Next" and "Clear".

## Viewing Multiple Documents

- This allows all users including PACER users to view all the documents from a single docket entry at the same time.
- This feature is located under reports -- docket sheet.

- **Once you have selected the view multiple document option the docket report opens to the docket sheet.**
- **Select the documents you wish to view by placing a check in the box next to that document.**
- **After making your choices scroll down either select view selected or download selected.**

Date Filed	#	<a href="#">clear</a>	Docket Text
02/15/2008	<a href="#">1</a>	<input type="checkbox"/>	COMPLAINT against defendant Mrs Lovett (Summons issued)(Receipt # 1234), filed by Sweeney Todd.(hbr) (Entered: 02/15/2008)
02/15/2008	<a href="#">2</a>	<input type="checkbox"/>	ANSWER to <a href="#">1</a> Complaint with JURY DEMAND by Mrs Lovett.(Frost, Jack) (Entered: 02/15/2008)
02/15/2008	<a href="#">3</a>	<input type="checkbox"/>	MINUTE ORDER SETTING TRIAL DATE AND RELATED DATES, AND DESIGNATING CASE FOR MEDIATION; Length of Trial: *3 weeks*. Mediation shall be completed no later than thirty (30) days prior to the trial date. Jury Trial is set for 1/2/2009 at 09:00 AM in Courtroom 12A before Richard A Jones. Joinder of Parties due by 6/1/2008; Amended Pleadings due by 7/6/2008; Expert Witness Disclosure/Reports under FRCP 26(a)(2) due by 7/6/2008; Discovery completed by 9/4/2008; Dispositive motions due by 10/4/2008; Settlement conference to be held by 11/3/2008; 39.1 mediation to be completed by 12/3/2008; Motions in Limine due by 12/5/2008; Pretrial Order due by 12/19/2008; Trial briefs to be submitted by 12/26/2008; Proposed voir dire/jury instructions due by 12/26/2008; Proposed Findings of Fact and Conclusions of Law to be submitted by 12/3/2008; by Richard A Jones. (hbr) (Entered: 02/15/2008)

## Query

- A new field entitled **Business** indicates where to enter business names or name searches.
- Simply select your search criteria, type a portion of the business name in the search field and select Run Query.

**Query**

**Search Clues**

Case Number

**or search by**

Case Status:  Open  Closed  All

Filed Date  to

Last Entry Date  to

Nature of Suit   
110 (Insurance)  
120 (Contract: Marine)

**or search by**

Case Status:  Open  Closed  All

**Last/Business Name**  (Examples: Desoto, Des\*t)

First Name  Middle Name

Type  Prisoner ID

## Naming Attachments

- You must select either an attachment category or description, or both. These fields can no longer be blank.
- The event will not let you proceed unless you have identified the attachment. You can either select from the category dropdown list or type in the description box to identify the attachment.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

**Filename**  
C:\Documents and Settings\barber\My D [Browse...]

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

**Category**      **Description**  
Proposed Order [ ]

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

[ ] [Add to List]  
[ ] [Remove from List]

[Next]

