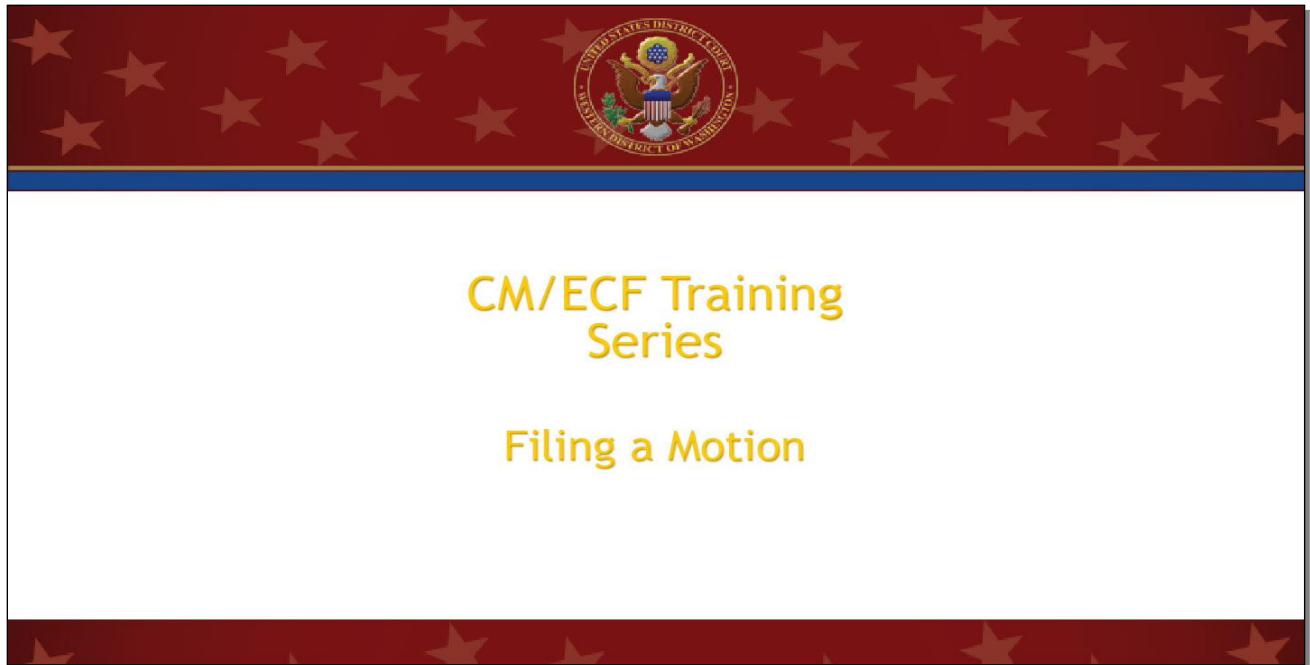


# How to File a Motion

## Handout



# How to File a Motion

## Handout

The screenshot shows the CM/ECF Motions page. The browser address bar displays <https://ecf-train.wswd.uscourts.gov/cgi-bin/Dispatch.pl?motion>. The page header includes the CM/ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The main heading is "Motions". Below it, the "Civil Case Number" input field contains the text "181". A mouse cursor is positioned over the input field. To the right of the input field, a list of case number formats is displayed: "99-12345, 1:99-cv-12345, 1:99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are "Find" and "Clear" buttons. A large blue button in the center of the page reads "Enter the Case Number."

The screenshot shows the CM/ECF Motions page. The browser address bar displays <https://ecf-train.wswd.uscourts.gov/cgi-bin/Dispatch.pl?motion>. The page header includes the CM/ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The main heading is "Motions". Below it, the "Civil Case Number" input field contains the text "181". A mouse cursor is positioned over the input field. To the right of the input field, a list of case number formats is displayed: "99-12345, 1:99-cv-12345, 1:99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are "Find" and "Clear" buttons. A large blue button in the center of the page reads "Select Find This Case."

# How to File a Motion

## Handout

The screenshot shows the CM/ECF Motions page. The browser address bar displays <https://ecf-train.wsd.uscourts.gov/cgi-bin/Dispatch.pl?motion>. The page header includes the CM/ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The main heading is "Motions". Below it, the "Civil Case Number" field contains "2:18-cv-1". A blue arrow points from the "Next" button to the "Then select Next." instruction box. The "Next" button is highlighted with a mouse cursor.

Then select Next.

The screenshot shows the CM/ECF Motions page with the "JURYDEMAND" section. The browser address bar displays <https://ecf-train.wsd.uscourts.gov/cgi-bin/Dispatch.pl?23381866033026>. The page header is the same as the previous screenshot. The main heading is "Motions". Below it, the "Civil Case Number" field contains "2:18-cv-00001" and the case name "JGR Evergreen Gardens v. Grass Roots Inc." is displayed. A blue arrow points from the "Available Events" list to the "Enter the specific Motion." instruction box. The "Available Events" list is expanded, showing a scrollable list of motions. The "Selected Event" field is empty. The "Next" button is highlighted with a mouse cursor.

Enter the specific Motion.

THE LIST BELOW INCLUDES ALL AVAILABLE MOTIONS.  
IF YOUR MOTION IS NOT LISTED BELOW, USE MISCELLANEOUS RELIEF.

dam Start typing to find an event.

Available Events (click to select an event)

- Amend
- Amend Judgment
- Appeal In Forma Pauperis
- Appoint
- Appoint Counsel
- Approve Consent Judgment
- Arrest of Vessel
- Attorney Fees
- Bifurcate
- Bill of Costs
- Bill of Particulars
- Remand
- Certificate of Appealability
- Certificate of Probable Cause
- Clarify

Selected Event

## Handout

Select the correct **Motion**.

Then select **Next**.

# How to File a Motion

## Handout

← → ↻ 🏠 <https://ecf-train.wswd.uscourts.gov/cgi-bin/Dispatch.pl?991243460933985> \*\*\* 📄 ⌕ ⚙️ ☰

**CM/ECF** Civil Criminal Query Reports Utilities Search Help Log Out

**Motions**  
2:18-cv-00001-JGR Evergreen  
[Gardens v. Grass Roots Inc.](#)

JURYDEMAND

Does the CAPTION of this motion include a request for ORAL ARGUMENT?  
☐ Yes  
☒ No

Select whether the Motion includes an Oral Argument.

← → ↻ 🏠 <https://ecf-train.wswd.uscourts.gov/cgi-bin/Dispatch.pl?773072313071637> 📄 \*\*\* 📄 ⌕ ⚙️ ☰

**CM/ECF** Civil Criminal Query Reports Utilities Search Help Log Out

**Motions**  
2:18-cv-00001-JGR Evergreen  
[Gardens v. Grass Roots Inc.](#)

JURYDEMAND

Please attach the proposed order to the motion.

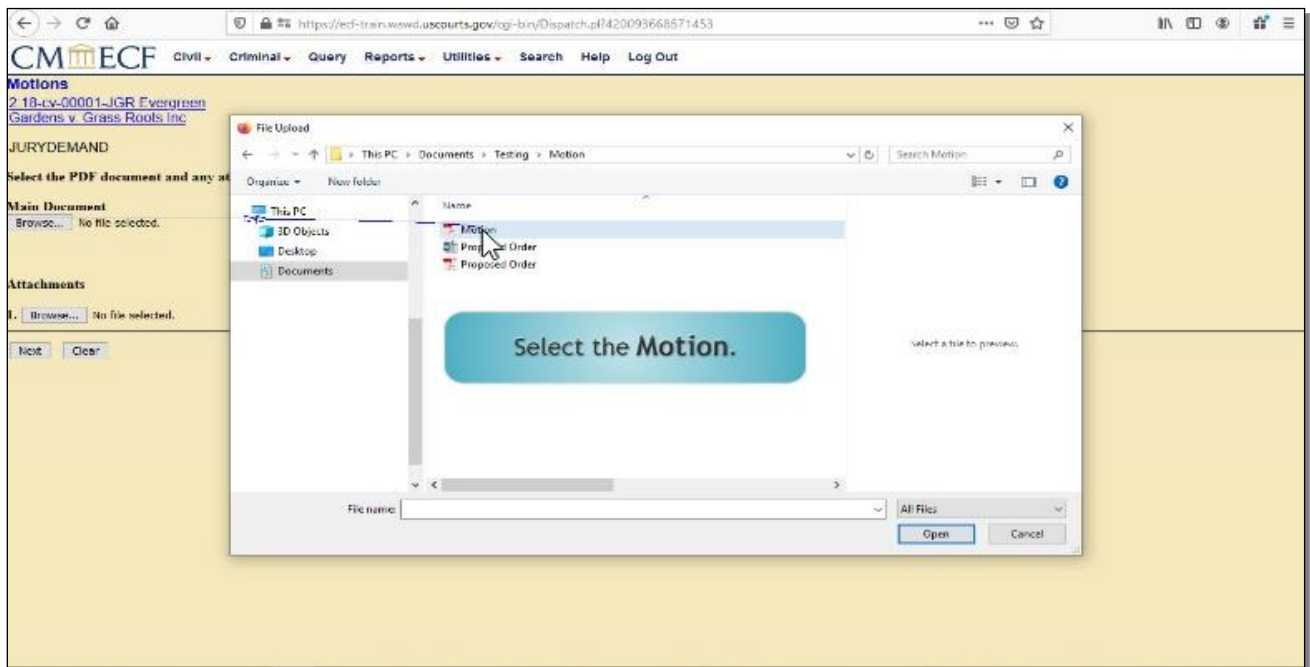
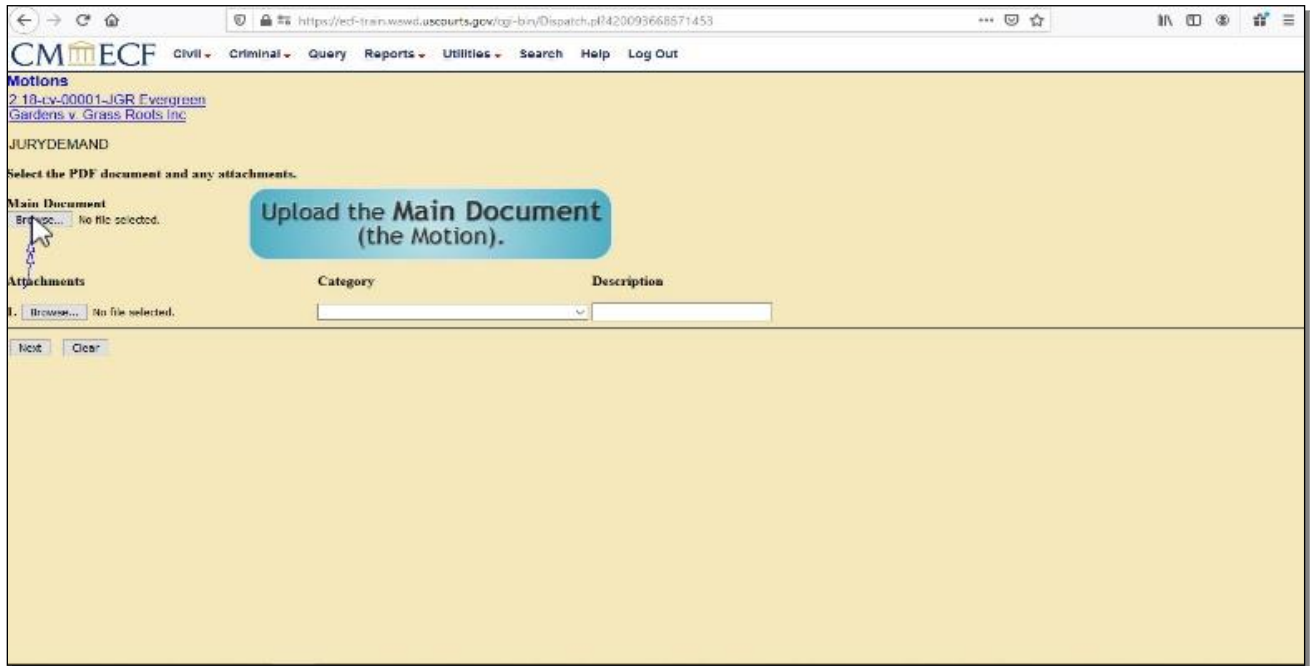
**REMEMBER!** After filing, email the proposed order in Word or WordPerfect format to the appropriate judge. Include the case number, case short title, and the title of the order in the subject line of the email.

If this is a motion to **DISMISS FOR FAILURE TO STATE A CLAIM** discontinue docketing and begin again using the more specific relief.

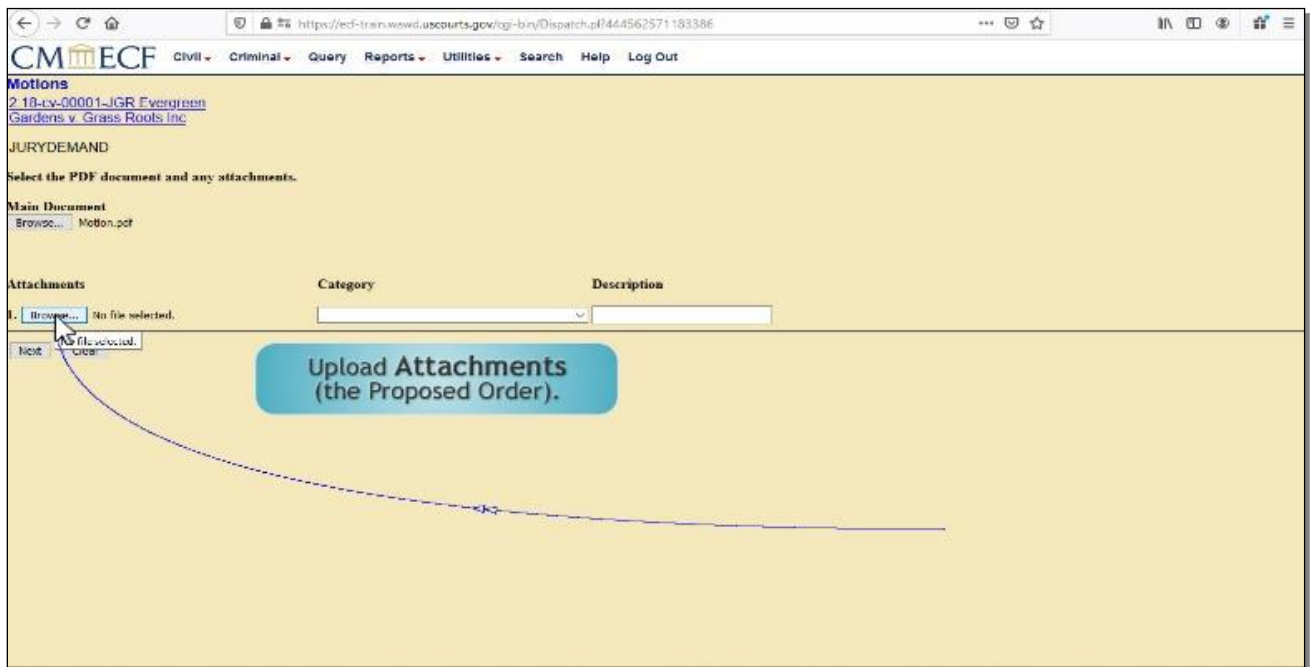
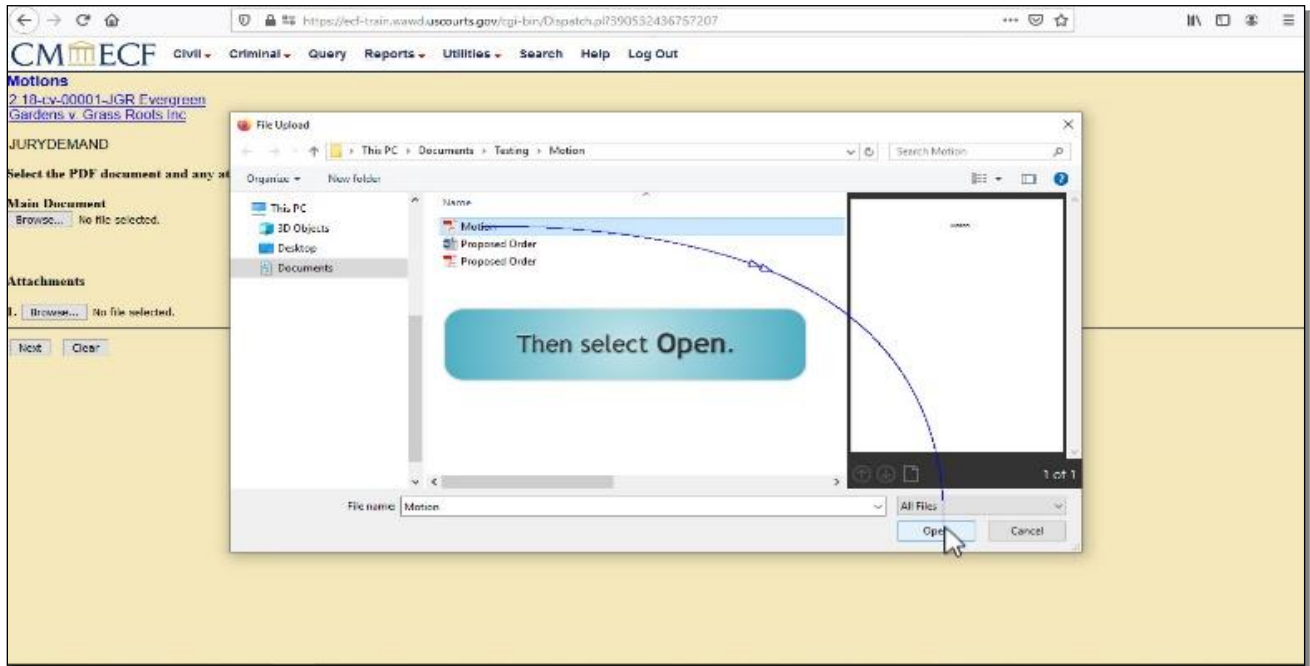
Review important procedural information, then select Next.

# How to File a Motion

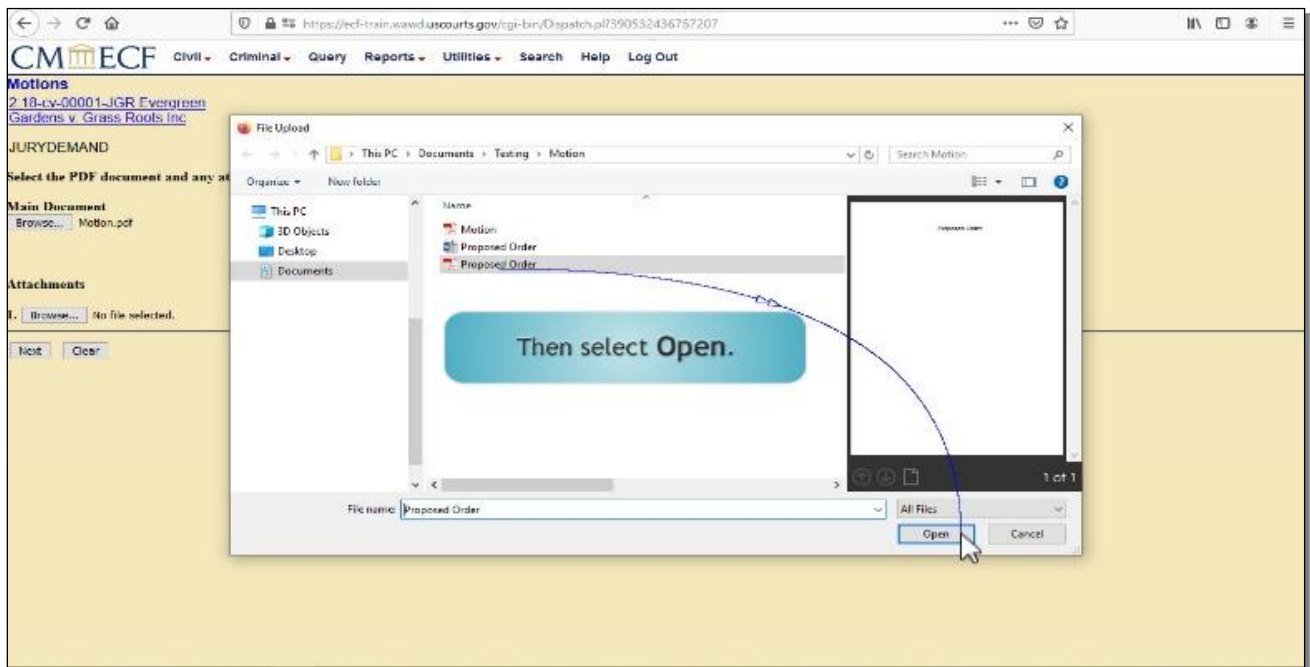
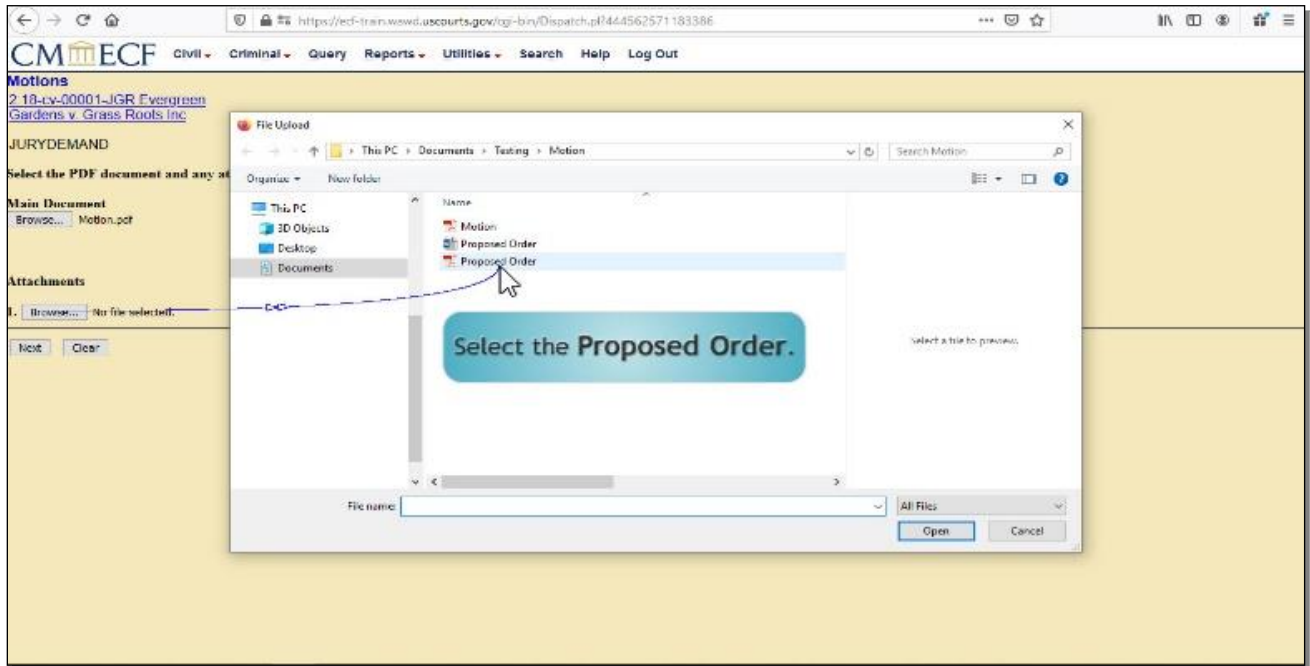
## Handout



## How to File a Motion Handout



## How to File a Motion Handout





# How to File a Motion

## Handout

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

**Motions**  
2:18-cv-00001-JGR Evergreen  
Gardens v. Grass Roots Inc.

**JURYDEMAND**

Select the PDF document and any attachments.

Main Document  
Browse... Motion.pdf

Attachments

1. Browse... Proposed Order.pdf

2. Browse... No file selected.

Next Clear

Select the Category and/or enter Description.

Category Description Remove

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

**Motions**  
2:18-cv-00001-JGR Evergreen  
Gardens v. Grass Roots Inc.

**JURYDEMAND**

Select the PDF document and any attachments.

Main Document  
Browse... Motion.pdf

Attachments

1. Browse... Proposed Order.pdf

2. Browse... No file selected.

Next Clear

Select the Category and/or enter Description.

Category Description Remove

- Amended Complaint
- Application for Court-Appointed Counsel
- Certificate of Service
- Citation
- Civil Cover Sheet
- Complaint
- Exhibit
- Jury Demand
- Proposed Acceptance of Plea
- Proposed Order
- Proposed 1983 Prisoner Civil Rights Complaint
- Proposed Petition for Writ Of Habeas Corpus
- Report on Copyrights (AO Form 121)
- Report on Patents and Trademarks (AO Form 120)
- Supplement
- Summons

# How to File a Motion

## Handout

The screenshot shows the CM/ECF Motions filing interface. The browser address bar displays <https://ecf-train.wswd.uscourts.gov/cgi-bin/Dispatch.pl?420095668571453>. The page header includes the CM/ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The case information is displayed as: **Motions**, 2:18-cv-00001-JGR Evergreen Gardens v. Grass Roots Inc. The filing type is JURYDEMAND. A blue callout box with the text "Select the Category and/or enter Description." is centered on the screen. Below this, the "Main Document" section shows a "Browse..." button and the filename "Motion.pdf". The "Attachments" section lists two items: 1. "Proposed Order.pdf" with a "Browse..." button and a "Remove" button, and 2. "No file selected." with a "Browse..." button. Below the attachments, there is a "Clear" button and a large empty area for a signature or notes.

The screenshot shows the next step in the CM/ECF Motions filing process. The browser address bar displays <https://ecf-train.wswd.uscourts.gov/cgi-bin/Dispatch.pl?16138439467006>. The page header and case information are the same as the previous screenshot. A "Pick Filter" section on the left shows a list of parties: "Evergreen Gardens - pla" and "Grass Roots Inc - dt". A "Select the Party:" dropdown menu is open, showing the same two options. A blue callout box with the text "Select the Party you are filing on behalf of." is centered on the screen. Below the dropdown, there are "Next", "Clear", and "New Filter" buttons.

# How to File a Motion

## Handout

The screenshot shows the CM/ECF web interface. The browser address bar displays <https://ecf-train.wawd.uscourts.gov/cgi-bin/Dispatch.pl?116138439467006>. The page header includes the CM/ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. The main content area is titled "Motions" and shows the case "2:18-cv-00001-JGR Evergreen Gardens v. Grass Roots Inc." and the document "JURYDEMAND". On the left, a "Pick Filter" sidebar shows a list of parties: "Evergreen Gardens pla" and "Grass Roots Inc. dt". The "Select the Party:" section in the center shows "Evergreen Gardens [pla]" selected. A large blue button labeled "Select Next." is on the right. Below the party selection, there are "Next", "Clear", and "New Filter" buttons.

The screenshot shows the same CM/ECF web interface. The browser address bar displays <https://ecf-train.wawd.uscourts.gov/cgi-bin/Dispatch.pl?925723445608875>. The page header and case information are the same. Below the "JURYDEMAND" title, the text "PROPERLY NOTE MOTIONS IN COMPLIANCE WITH LCR 7" is displayed. A blue callout box with the text "Review Local Civil Rule 7 for appropriate noting date, then select Next." is overlaid on the page. A curved arrow points from the callout box to the "Next" button. The "Next" and "Clear" buttons are visible at the top left of the main content area.

# How to File a Motion

## Handout

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions  
2:18-cv-00001-JGR Evergreen  
Gardens v. Grass Roots Inc.

JURYDEMAND

Motion to Dismiss

Noting Date

Date  Calendar

Next Clear

Enter the Noting Date.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions  
2:18-cv-00001-JGR Evergreen  
Gardens v. Grass Roots Inc.

JURYDEMAND

Motion to Dismiss

Noting Date

Date  Calendar

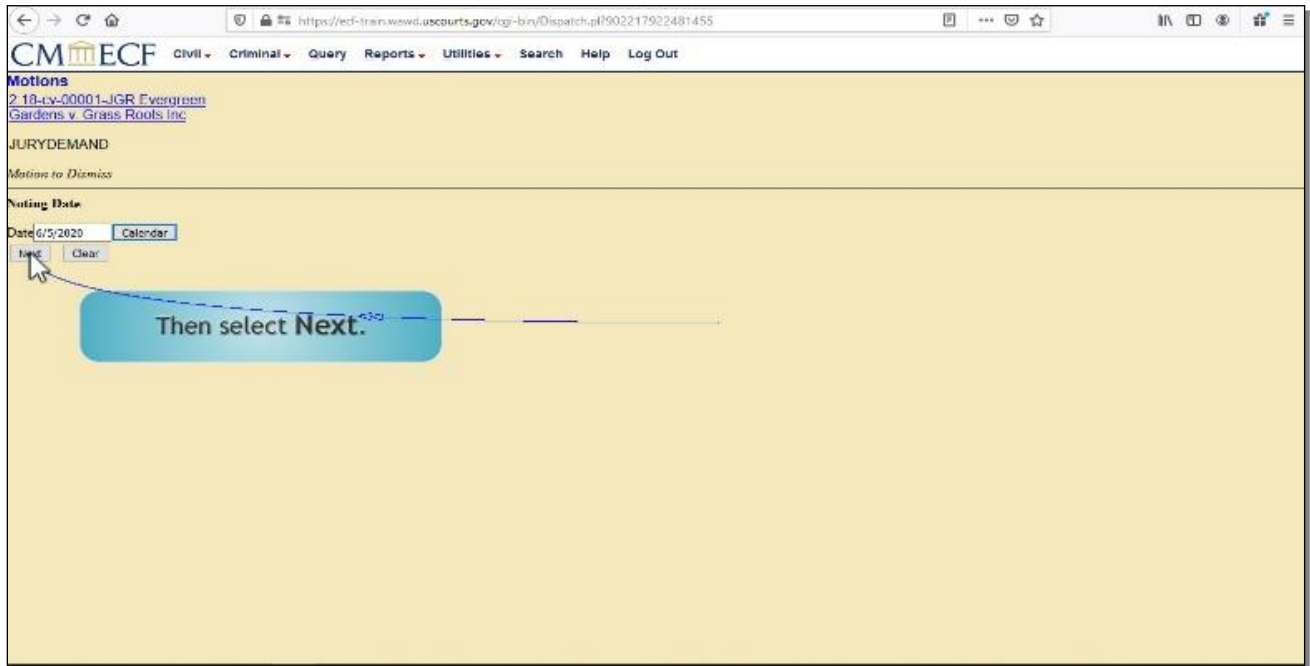
Next Clear

Enter the Noting Date.

WAWO CM/ECF TRAIL...  
June 2020  
<< < Today > >>  
Su Mo Tu We Th Fr Sa  
1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30

# How to File a Motion

## Handout



The screenshot shows the CM/ECF Motions filing interface. The page title is "Motions" and the case name is "2:18-cv-00001-JGR Evergreen Gardens v. Grass Roots Inc.". The motion type is "JURYDEMAND" and the title is "Motion to Dismiss". The "Noting Date" field is set to "6/5/2020" with a "Calendar" button next to it. A blue callout box with the text "Then select Next." points to the "Next" button.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions

2:18-cv-00001-JGR Evergreen  
Gardens v. Grass Roots Inc.

JURYDEMAND

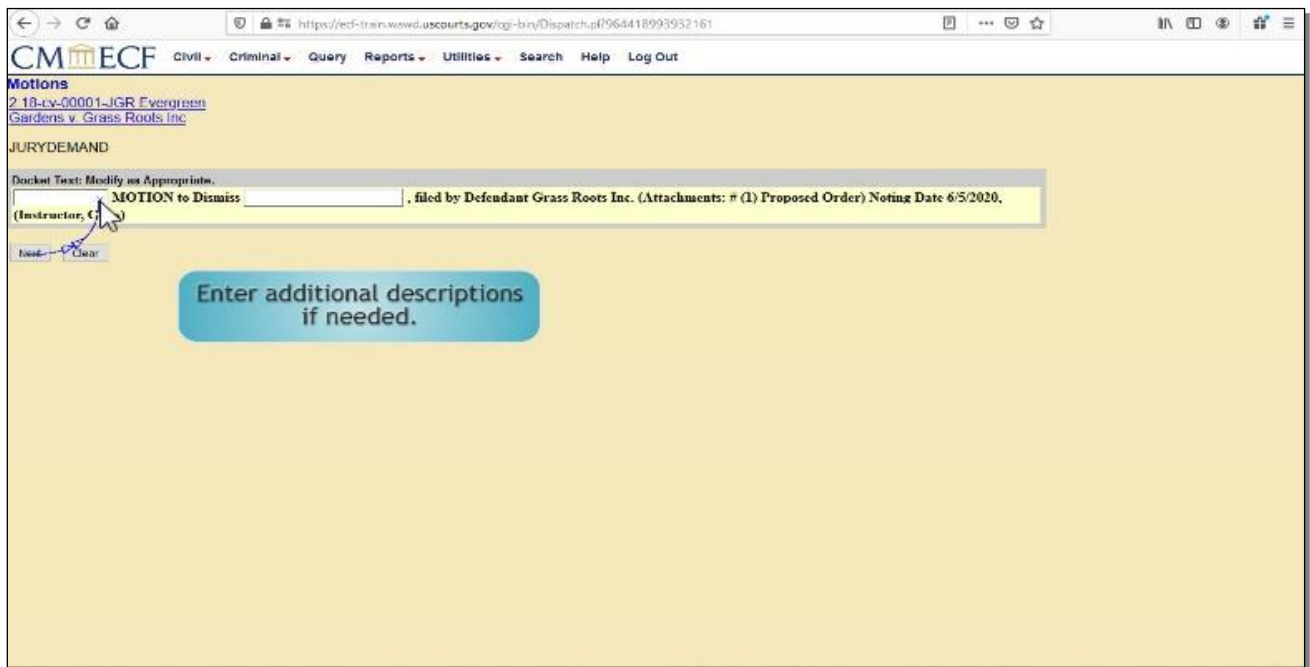
Motion to Dismiss

Noting Date

Date: 6/5/2020 Calendar

Next Clear

Then select Next.



The screenshot shows the same CM/ECF Motions filing interface, but now the "Docket Text" field is visible. The text in the field is "MOTION to Dismiss", filed by Defendant Grass Roots Inc. (Attachments: # (1) Proposed Order) Noting Date 6/5/2020. A blue callout box with the text "Enter additional descriptions if needed." points to the "Next" button.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions

2:18-cv-00001-JGR Evergreen  
Gardens v. Grass Roots Inc.

JURYDEMAND

Docket Text: Modify as Appropriate.

(Instructor, C) MOTION to Dismiss, filed by Defendant Grass Roots Inc. (Attachments: # (1) Proposed Order) Noting Date 6/5/2020.

Next Clear

Enter additional descriptions if needed.

# How to File a Motion

## Handout

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions

2:18-cv-00001-JGR Evergreen  
Gardens v. Grass Roots Inc.

JURYDEMAND

Docket Text: Modify as Appropriate.

MOTION to Dismiss, filed by Defendant Grass Roots Inc. (Attachments: # (1) Proposed Order) Noting Date 6/5/2020.

Second  
Third  
Fourth  
Fifth  
Sixth  
Seventh  
Eighth  
Ninth  
Tenth  
Agreed  
Amended  
Cross  
Emergency  
Endorsed  
Final  
Interim  
Intercutory  
Joint  
Monthly

Enter additional descriptions if needed.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions

2:18-cv-00001-JGR Evergreen  
Gardens v. Grass Roots Inc.

JURYDEMAND

Docket Text: Modify as Appropriate.

MOTION to Dismiss with Proposed, filed by Defendant Grass Roots Inc. (Attachments: # (1) Proposed Order) Noting Date 6/5/2020.

(Instructor, Class)

Next Clear

Enter additional descriptions if needed.

# How to File a Motion

## Handout

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions

2:18-cv-00001-JGR Evergreen  
Gardens v. Grass Roots Inc.

JURYDEMAND

Docket Text: Modify as Appropriate.

MOTION to Dismiss with Prejudice, filed by Defendant Grass Roots Inc. (Attachments: # (1) Proposed Order) Noting Date 6/5/2020, (Instructor, Class)

Next Clear

Then select Next.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Motions

2:18-cv-00001-JGR Evergreen  
Gardens v. Grass Roots Inc.

JURYDEMAND

Docket Text: Final Text

MOTION to Dismiss with Prejudice, filed by Defendant Grass Roots Inc. (Attachments: # (1) Proposed Order) Noting Date 6/5/2020, (Instructor, Class)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.  
Have you redacted?

Source Document Path (for confirmation only):  
C:\docketpath\Motion.pdf - pages 1  
C:\docketpath\Proposed Order.pdf - pages 1

Next Clear

Review Docket Text,  
then select Next.



# How to File a Motion

## Handout

