United States Court of Appeals for the Federal Circuit

CM/ECF User Guide

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NOVEMBER 2013

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REVISION HISTORY

Version	Date	Revision	Author	Comments
1.0	May 16, 2012	1	ITO-CAFC	Public Release
1.1	August 15, 2012	2	ITO-CAFC	Public Release
1.2	August 23, 2012	3	ITO-CAFC	Public Release/ Upgrade to CM/ECF 5.1
1.3	January 14, 2013	4	ITO-CAFC	Public Release/ Upgrade to CM/ECF 5.2
1.4	March 3, 2013	5	ITO-CAFC	Public Release
1.5	April 1, 2013	6	ITO-CAFC	Public Release
1.6	April 24, 2013	7	ITO-CAFC	Public Release
1.7	September 13, 2013	8	ITO-CAFC	Public Release
1.8	November 13, 2013	9	ITO-CAFC	Public Release

SUMMARY OF CHANGES

Click here for a summary of previous changes made to this document.

CM/ECF User Guide Version 1.8 CM/ECF v. 5.2

Page 67 Important note added regarding submitting an addendum with a brief that is being filed.

Page 79 Important note added regarding attaching documents to motions when the relief that is being sought is permission to file those document(s).

Page 89 Forms and Certificates portion of the event list update to add note about filing a stipulated bill of cost using the Bill of Cost Filed Event.

Page 94 Note added to the comment section of the relief list for appeal termination, indicating that the terminate appeal relief should be used for summary affirmance motions.

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INTRODUCTION

Case Management/Electronic Case Filing (CM/ECF) is an automated case management system that allows the public to file documents over the Internet and provides courts with the ability to make electronic documents available to the public through the Public Access to Court Electronic Records (PACER) program. Except as otherwise prescribed by local rule or order, all cases will be assigned to the court's electronic filing system. Effective May 17, 2012, use of the electronic filing system is mandatory for all attorneys filing in this court, unless they are granted an exemption, or are pro se litigants. Pursuant to **Federal Rules of Appellate Procedure 25(a) (2)(D) and 25(c),** and **Federal Circuit Rule 25(a)**, the United States Court of Appeals for the Federal Circuit has authorized the filing and service of documents by electronic means. To implement (CM/ECF), the court hereby adopts the provisions contained in the Administrative Order dated May 17, 2012 that will govern the conduct of parties in filing documents electronically with the court. These provisions may be amended as necessary. Click here to access Administrative Order regarding e-filing.

The CM/ECF system is easy to use; a filer creates a document using conventional word processing software and converts it to Portable Document Format (PDF). After logging in to CM/ECF, the filer enters basic information relating to the document, attaches the PDF file and submits it to the court. A notice verifying receipt of the filing is automatically generated and emailed to the other case participants who have registered for Appellate ECF, except in confidential filings. There are no additional fees for filing documents using CM/ECF. Litigants receive one free copy of documents that are electronically filed in their cases, which they can save or print. Additional copies are available through PACER at a cost of $0.10 per page, with a maximum charge of $3.00 per document. Copies of court opinions are available at no charge and are available via PACER or the Court's website www.cafc.uscourts.gov. All filers must redact social security or tax identification numbers; dates of birth; names of minor children; financial account numbers etc., in compliance with **Fed Rule of Appellate Procedure. 25(a)(5)** and Administrative Order Regarding Electronic Case Filing, ECF-12.

GLOSSARY OF TERMS

Browser: A software application used to access, display and interact with web pages. Two common browsers are Microsoft Internet Explorer and Firefox.

Case Management/Electronic Case Filing (CM/ECF): An automated case management system that allows the public to file documents over the Internet and provides courts with the ability to make electronic documents available to the public through the Public Access to Court Electronic Records (PACER) program.

Confidential Document: A public document characterized by limited electronic access whose contents are not available to the public and which may be filed in both public (redacted) and confidential form. Electronically filed confidential documents are available only to the court. Restricted documents may be available to other interested persons in paper form, or on the public terminal located in the Clerk's Office. Please refer to the Administrative Order Regarding Electronic Case Filing, ECF-9, as well as the Federal Circuit Rules of Practice, for information regarding the filing and treatment of confidential materials in proceedings before this court.

Docket Report: The formal record of a case, kept by the Clerk of Court, listing the case number, case type, case caption, nature of suit, fee status and date docketed; parties and other case participants; attorneys; originating case information; associated appellate cases; and all public docket entries in the case.

Docket Entry: An entry on the docket describing a document in the case or action taken by the court.

Docket Text: The text of a docket entry.

Document: An order, opinion, judgment, petition, application, notice, transcript, motion, brief or other document filed with or entered by the court.

Electronic Filing (E-Filing): The process of using CM/ECF to upload a document from the filer's computer and submit it to the court via the Internet.

Native PDF Files: A native PDF file is created by electronically converting a word processing document to PDF using Adobe Acrobat or similar software. Native PDF documents are text searchable and their file size is small.

Notice of Docket Activity (NDA): An email notice that is generated automatically by the CM/ECF system at the time a document is filed electronically. The notice sets forth the time of filing, the name of the party filing the document, the text of the docket entry created by the filing, a hyperlink to the PDF document filed and to the docket report, and the name of the participants required to receive notice of the filing.

Operating System: An interface that translates user input into instructions for the hardware components of a computer.

Portable Document Format (PDF): A file format created for document exchange. CM/ECF only accepts documents in Portable Document Format (PDF). PDF documents up to 20 megabytes can be uploaded as one file. Larger documents should be split into separate files with appropriate identification. There are two types of PDF files, native PDF files and scanned PDF files. All pleadings must be submitted as native PDF files. Attachments to pleadings may be submitted as scanned PDF files if the original word processing document is unavailable.

Public Access to Court Electronic Records (PACER): An automated, fee based system that allows subscribers to access electronic documents and obtain case information from the federal courts via the Internet.

Scanned PDF Files: A scanned PDF file is created by scanning a paper document with an optical scanner. Scanned PDF documents are not text searchable and have a large file size.

HARDWARE AND SOFTWARE REQUIREMENTS

- **Operating System**: You need a PC or a *Mac computer. The Apple Macintosh platform: Intel-based, 64-bit capable, running OS X Snow Leopard 10.6 (or higher) is required. *Apple Macintosh users running MacOS® 10.x or later do not require the complete Adobe Acrobat product.

  Note: Mac users who install OS X Update 9 will have to re-enable the Java Applet. The Update brings Mac Java up-to-date with the latest revision; however, it also automatically configures web browsers to not automatically run Java applets.

  Instructions to re-enable the Java applet can be found at Apple's link here:
  http://support.apple.com/kb/HT5241

  Additional information can be found at this Apple link:
  http://support.apple.com/kb/DL1550

- **Screen Resolution:** The minimum recommended screen resolution is 1024 x 768 pixels. If the screen resolution is lower, relevant information may not readily display without horizontal scrolling.

- **Internet:** A cable modem or digital subscriber line (DSL) is recommended. A dial up connection is technically feasible, but it will be too slow for most users.
  - Mozilla Firefox (versions 3.5 and 3.6)
  - Apple Safari (versions 4.x and greater)
  - Internet Explorer (versions 7 and 8)

  NOTE: Java Software Requirement: Java Version 7 Update 11 (or higher) is required to operate CM/ECF. To verify you have Java, click here, https://www.pacer.gov/psco/cgi-bin/cmecf/ea-regform.pl. If you need to download or update Java, click this link **http://www.oracle.com/technetwork/java/javase/downloads/index.html**

- **Internet Cookies:** To operate CM/ECF, your browser must be set to accept all cookies. The instructions for enabling cookies will vary, depending on the browser you are using. Select the **Help** option on your browser's tool bar to find the appropriate instructions for your system.

- **Pop-Up Blocker:** To operate CM/ECF, your pop-up blocker must either be turned off, or set to allow pop-ups from https://ecf.cafc.uscourts.gov.

- **Word Processing Software.** You can use WordPerfect, Microsoft Word or any other word processing software that will allow you to convert text documents to PDF.

- **Scanning.** You will need a Scanner for imaging documents **which do not exist in electronic format.** It is recommended that any paper document that an attorney intends to file in ECF should be scanned at 300 to 600 pixels per inch (PPI). This is to ensure that the scan produces a high quality document with a file size that does not hamper the length of time it takes to scan, load, and retrieve documents.

- **File Size Limitations.** There are document file size limitations when filing on ECF. You may file a maximum of 60 megabytes per upload. If your file is too large, the system will reject it. The recommended solution is to separate an oversized file into 2 or more parts and docket it in a single event. It may be best to label each file 1, 2, 3, etc... See dividing a PDF for further guidance.

PDF Related Topics

- **PDF Conversion Software:** You will also need an application that will allow you create and save PDF documents, such as, Adobe Acrobat® 6.0 or higher. To view and print documents, only Adobe Reader® is required, but in order to create PDF (portable document format) files, the complete Adobe Acrobat software package (includes Reader and Writer) or other PDF creation software (the court does not recommend any one program in particular) must be installed on the computer. WordPerfect version 9 and higher include the capability to convert text documents to PDF by selecting **File > Publish to PDF** from the toolbar. Microsoft Word does not include PDF conversion software, but you can use Adobe Acrobat Writer, or download PDF conversion software from another source. A computer based training course on converting documents to PDF is available on the PACER website. To view the training module, go to http://www.pacer.gov/ecfcbt/ap/ .

- **Document Conversion.** Wherever possible, you should create PDF files directly from a word processing program. When you create a PDF file from a scanned paper document, the file size is significantly larger. This may prevent you from filing it as a single document on the ECF system and will also take up unnecessary computer memory on your computer system. In

addition, it is easier and more convenient to create a PDF directly from a word processor.

- **Optimization.** All PDF files should be "optimized" for viewing over the Internet. When a non-optimized PDF document is accessed via the Internet, the browser attempts to download the entire document before displaying any of the text. For large documents or slow Internet connections, this can result in an extremely long wait period before the document will open. To address this performance issue, documents should be "optimized" for efficient downloading. When optimized, the browser will start displaying the first page as it is downloaded, allowing the user to begin reading the document, while the remainder of the document finishes downloading in the background.

- **Text Searchable PDF.** All PDFs submitted to the Court must be text-searchable per ECF-7(B). See How to make a PDF searchable

- **Page Numbers.** Your documents page numbers may change after converting to PDF. This is called "flowing." Depending on the font, the printer selected, and other characteristics of the content, a document may undergo some changes when it is rendered into PDF. If you are using an Adobe product to convert documents to PDF, visit www.adobe.com. Adobe has a set of technical documents posted on its site that refer directly to ways in which you may attempt to address flowing problems. Another workaround is to set your PDF printer as your "Default Printer" before opening the document. After you have changed the default printer, open the document, edit it to correct any formatting errors, save the document, and try printing (converting) to PDF again.

- **Redaction.** It is the responsibility of the party to redact any and all sensitive material from the documents submitted electronically or in paper to the court. Sensitive material includes social security or taxpayer-identification numbers, dates of birth, names of minor children, and financial account numbers **(See Fed. R. App. P. 25(a)(5);** Administrative Order Regarding Electronic Case Filing, ECF-12). See Redaction for further guidance.

- **Email Account:** The size of your email account must be sufficient to receive NDAs. This may exceed the size allocated for free email accounts. In general, an account with storage space of at least 100 megabytes is sufficient. You must insure that the spam filter operation on the network and computers receiving the e-mail are set to allow notices from **cmecfmailuser@cafc.uscourts.gov .**

- **ECF Security.** ECF has many security features and has passed an evaluation by the National Security Agency. However, in registering as an ECF filer, you agree to protect the security of your password.

- Contact the PACER Service Center **(800-676-6856)** or the Clerk's Office via e-mail (preferred) at **ecfhelp@cafc.uscourts.gov** or call **(202) 275-8000** immediately if you learn that your password has been compromised.

HELPFUL CM/ECF LINKS

About CM/ECF

CM/ECF General Information

CM/ECF User Information

General CM/ECF FAQs

PACER Service Center

CAFC CM/ECF FAQs

REGISTRATION

For the most current information on registration and the implementation of CM/ECF at the Federal Circuit, visit the court's website at www.cafc.uscourts.gov.

To be eligible to e-file at the Federal Circuit, filers must have established the necessary accounts through the Pacer Service Center. Both a Pacer account and CM/ECF account are required. For more information on obtaining the required accounts, please visit the Pacer Service Center at http://www.pacer.gov

LOGGING INTO THE ECF SYSTEM

1. Check the box to the left of the text, I understand that, if I file, I must comply with the redaction rules.

2. Enter your Login name and password in the appropriate boxes on the Login screen. Click "Login" to proceed.

3. The "Client Code" is only used if you already have automatic login to PACER set up and would like to track billing on a shared account. It provides a means to track charges on future filings. For more information browse to: http://www.pacer.gov/documents/pacermanual.pdf

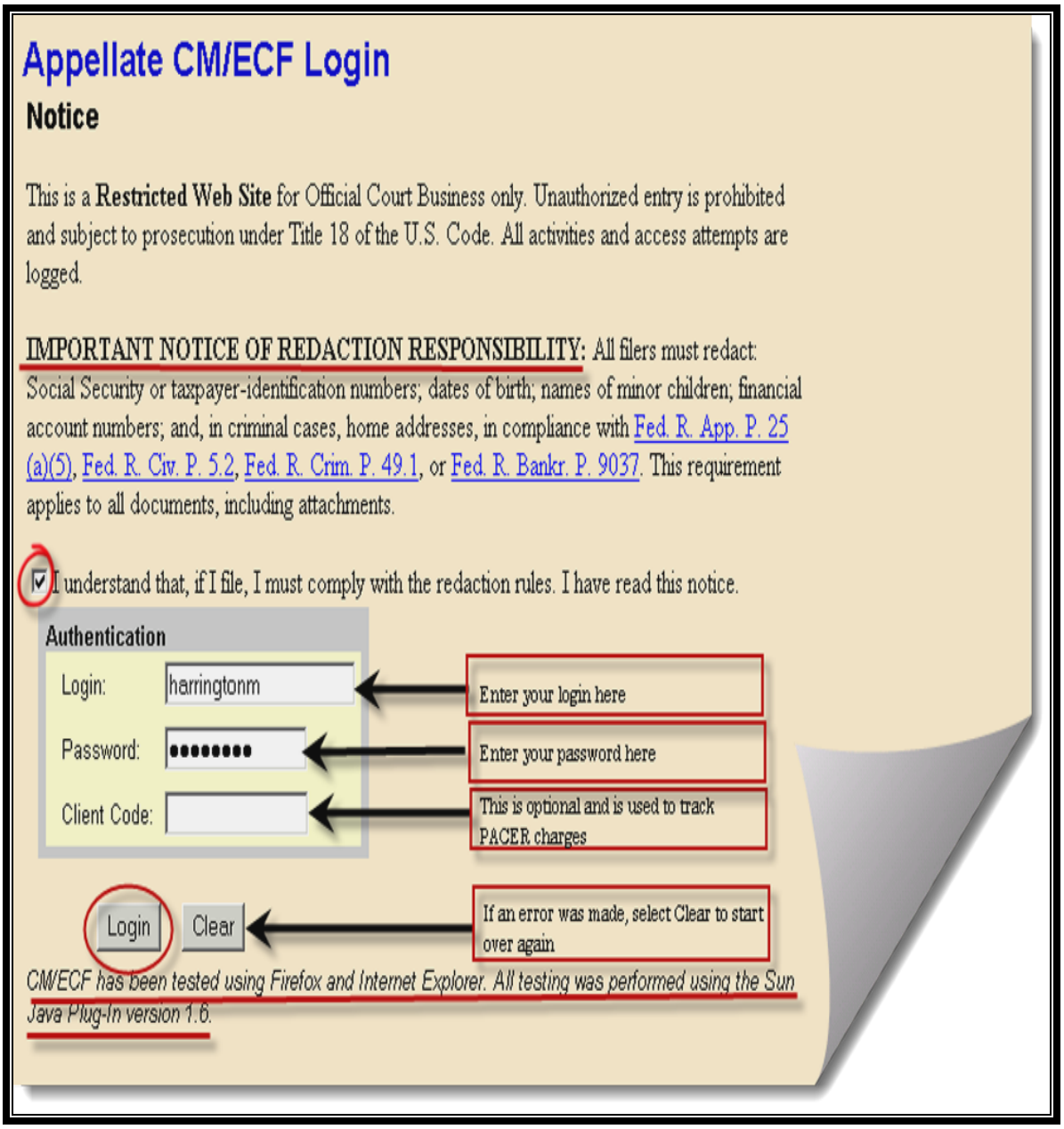
4. Verify that you have entered your ECF login and password correctly.

5. If an error has been made, click on the "Clear" button to erase the login and re-enter the correct username and password and click on "Login".

NOTE: You have 5 login attempts until your account is locked; if this happens, you must wait 5 minutes to allow for the system to re-enable your account.

TIP: Your login credentials are case sensitive. If you have forgotten your password, go to the PACER Service Center website at http://www.pacer.gov and select E-File. To retrieve your password you will be asked to enter your username and email address or DOB on record. If you have forgotten your username, you must enter your last name, DOB and email address. After entering valid data you will receive a link to retrieve your password online in the email account you have on file. See the Figure 1. - Appellate CM/ECF Login page sample below:

Figure 1.Appellate CM/ECF Login Page



The Startup Page will appear upon successful login to the system.

Figure 2. Startup Page

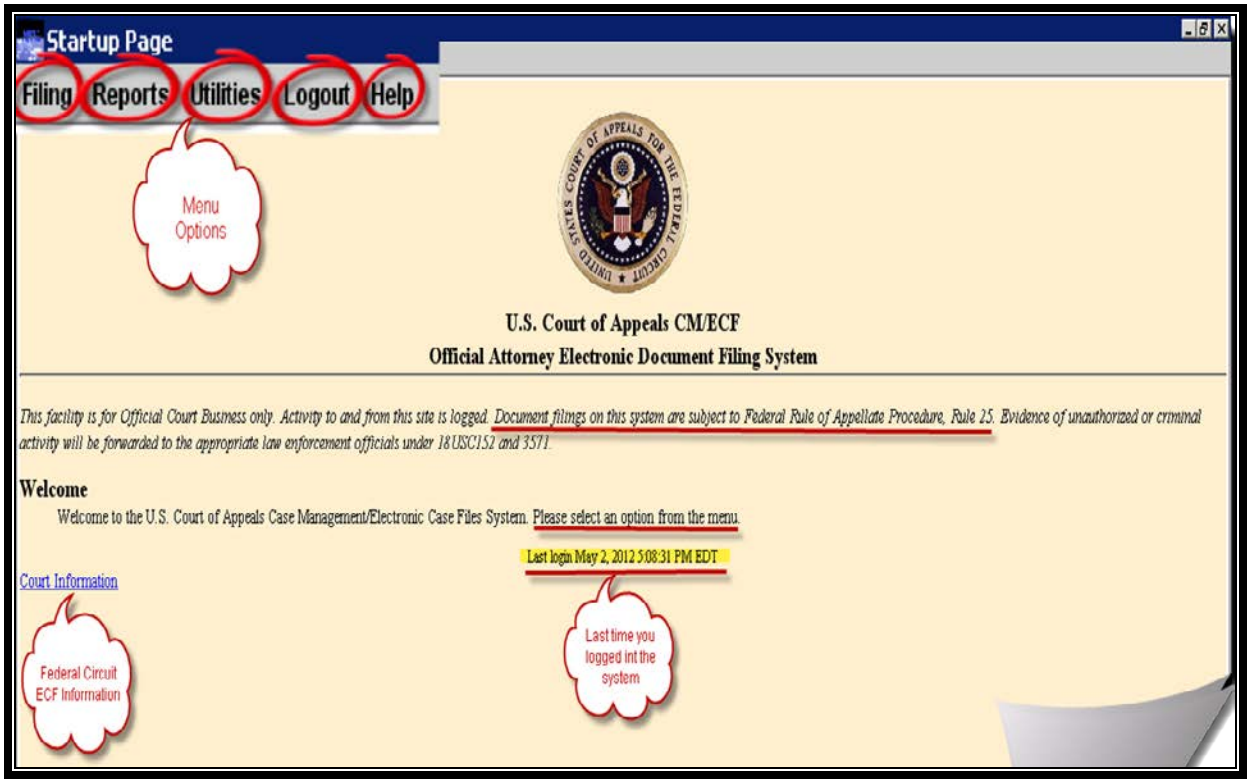
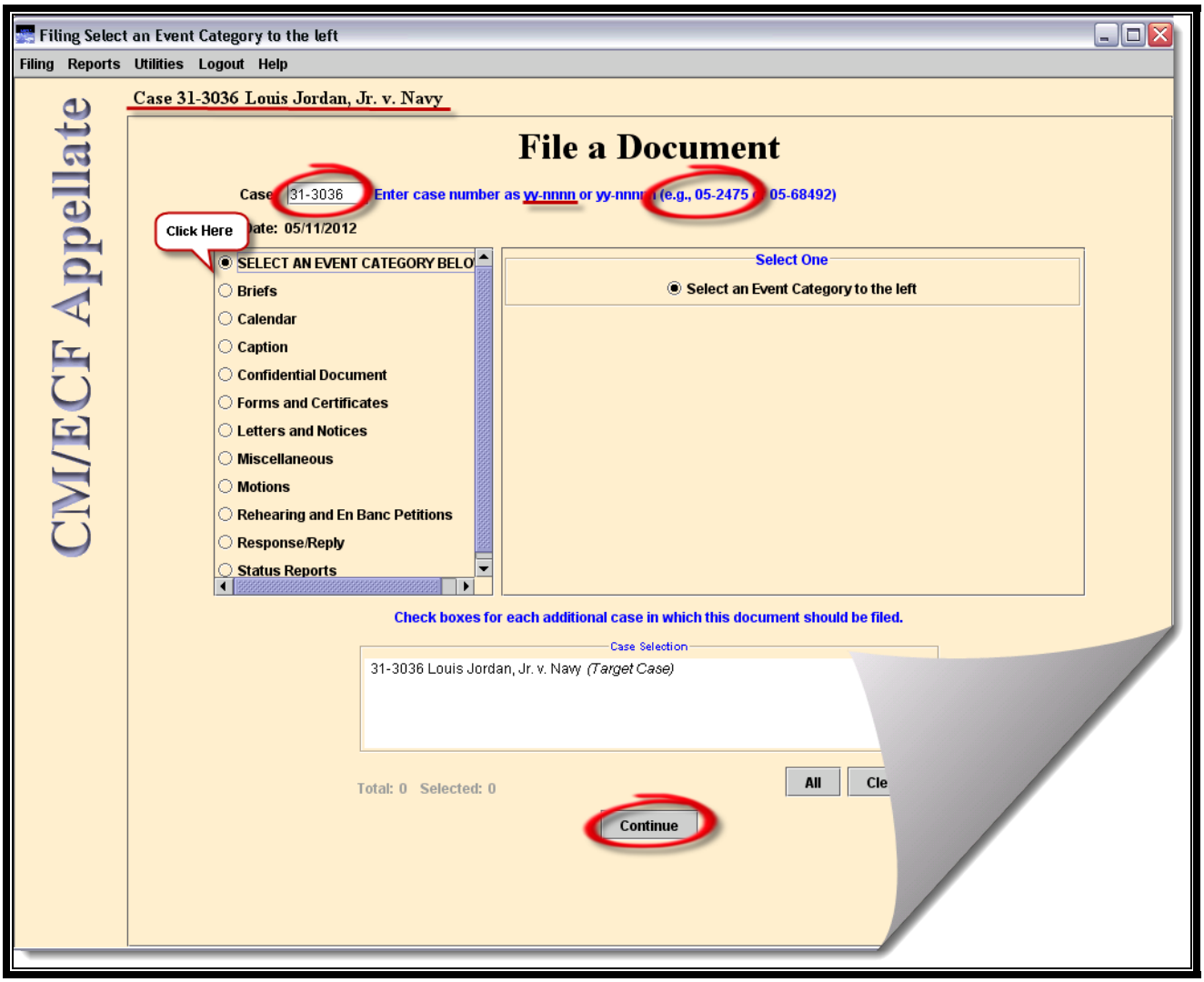


Figure 3. Filing Select an Event



The menu options on the top of the screen are as follows:

1. **Filing** - Select to file in a case;
2. **Reports** - Select to be connected to PACER;
3. **Utilities -** Select to edit/update your **Account Information;**

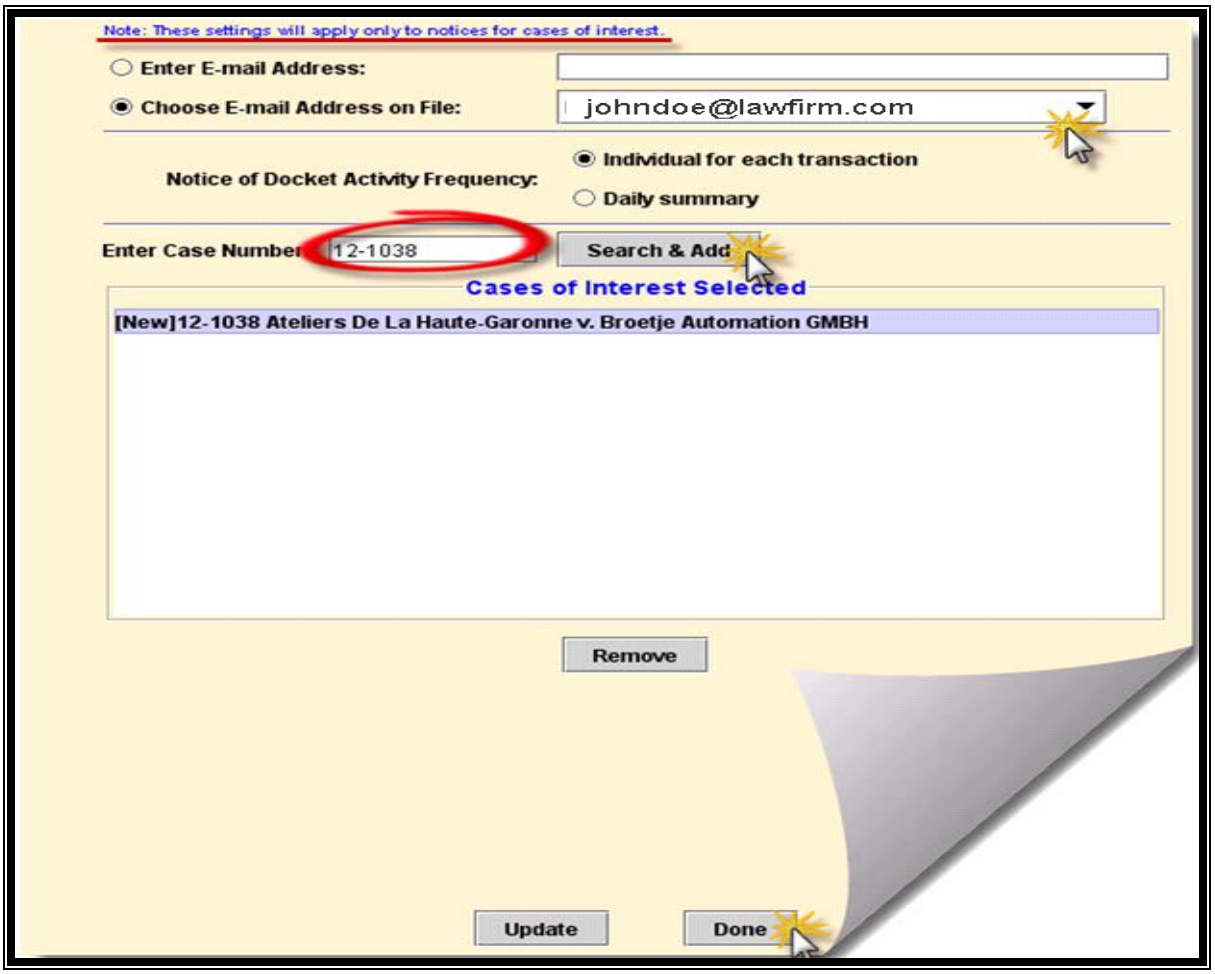
   - **Check PDF document utility is here,** It is available for filers to check whether a PDF document is valid (size, security etc…) before filing a document. Once selected, the screen allows the user to browse and select any PDF document from their file system. An error message will be displayed if there is an issue with the PDF.

ADDING A CASE TO YOUR NOTICE LIST

Figure 4. Menu Bar

1. Select **Utilities** from the menu bar.
2. Select **Notice for Cases of Interest**.
3. The *Notice for Cases of Interest* screen will appear.

Figure 5. Adding a Notice of Interest



4. Enter the e-mail address or select an on-file e-mail address from the drop down menu where you want notices delivered. Only one e-mail address may be selected for notice in cases of interest.
5. Enter the appellate case number of the case you are interested in.
6. Click **Search & Add**.

7. The case number and title will appear in the *Cases of Interest Selected* box.
8. Click **Update**.
9. Click **OK** to confirm update.
10. Add any other case numbers you wish to receive notice of by following steps 5 through 9 for each case.
11. Click **Done** after adding all cases of interest.

- **Removing a Case From Your Notice List**
  1. Select **Utilities** from the menu bar.
  2. Select **Notice for Cases of Interest**.
  3. Left-click the case number and title of the case you wish to remove.
  4. Click **Remove**. Remove
  5. Click **Yes** to confirm removal of the selected case.
  6. Click **Update**.
  7. Click **OK** to confirm update.
  8. Repeat steps 3 through 6 for all cases you wish to remove from your notice list.
  9. Click **Done**.

4. **Logout-** Select to end your session.

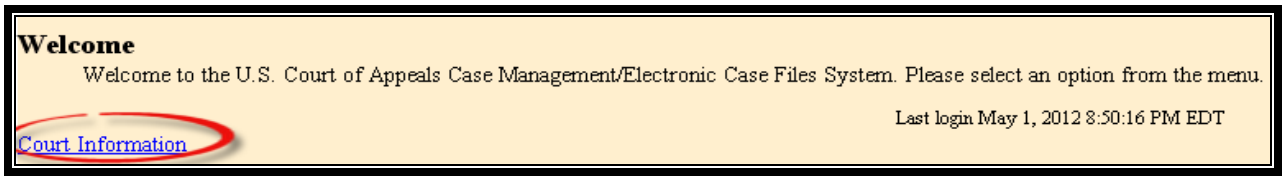
Figure 6. Logout of CM/ECF

5. **HELP-** Select the Help Menu for assistance

Figure 7. Help

6. For additional information select the **Court Information link** at the bottom of the screen.

Figure 8. Additional Help Link



ESTABLISHING A LINK BETWEEN ECF AND PACER

After your ECF registration has been approved by the court, you will need to link your ECF account to your PACER account. This is quite important, as it will be the only way you will be able to view sealed pleadings in a case if you are the counsel of record. You will only need to do this once. To link your accounts, please do the following:

1. Log into ECF.

2. Select PACER Report from the Reports Menu.

3. The PACER login screen will appear. Enter your PACER login and password, and check the "Make this my default PACER login" box.

4. Click Login.

5. You will need to log out of ECF and log back in for the change to take effect.

You will now be able to access PACER from your ECF account. You will not be able to view sealed documents in your case if you access the docket via the PACER site; you must access via your ECF account. If you are with a law firm that has a single shared PACER account, you may use that shared account to link to your individual ECF account.

USING CM/ECF

Overview of Filing a Document

1. Prepare the document you want to file and convert it to PDF.

2. Select **Filing > File a Document** from the menu bar on the ***Startup Page***. The ***File a Document*** window will open.

3. Enter the case number in the **Case** field and press the Tab key.

4. Select an Event Category radio button on the left side of the screen. The category you select will determine which document options are available on the right side of the screen. Some document options may be listed under multiple categories. For a complete list of the document options available under each category, refer to the Event and Relief Category list .

5. From the right side of the screen, select the option that best describes the

document you are filing.

6. A dialog box containing one or more warning messages may open after you click **Continue**. If this happens, please read the message(s) carefully. They are designed to help you avoid some of the more common errors associated with the type of document you are filing. If you realize an error was made, cancel the transaction and make the necessary corrections before proceeding.

7. The configuration of the screens that display after you click **Continue** on the ***File a Document*** screen will vary based on the document filing option you select. Each screen is made up of individual sections. The sections are identified by a blue header bordered by a thin gray line. The sections are relevant to the types of filing, and may not be part of every docketing transaction. Enter the requested information in each section and click **Continue** to proceed to the next screen until the ***Docket Text*** dialog box opens. For further information on navigating the individual sections that comprise the various docketing screens, refer to the Navigating Specific Docketing Screens Section.

8. If the ***Docket Text*** dialog box contains a free text field or drop down menu, enter or select the appropriate information.

9. Click **Continue** to open the ***Event Review*** dialog box. Please review the information in this dialog box carefully before completing the transaction. Verify the docket text is complete and you are filing the correct document. The case number associated with the document that is being filed will be indicated in brackets at the end of the docket entry. You will not be able to edit the text on this screen,
but errors can be corrected by using the **Back** button to modify previously entered information. If you want to cancel the transaction, click **Back**, followed by **Cancel**.

10. Once you have verified the docket entry is correct, click **Submit**. This is the point of no return. If you realize an error was made after clicking the **Submit** button, contact the Clerk's Office for assistance.

11. The ***Event Docketed*** dialog box will open. Click **OK**.

12. A browser window will open displaying the NDA for your filing, which you can save and/or print. This is your proof that the transaction was accepted by the court.

Navigating Specific Docketing Screens

The configuration of the screens that display after you click **Continue** on the ***File a Document*** screen will vary based on the document option you selected. Each screen is made up of individual sections. The sections are identified by a blue header and surrounded by a thin gray line that begins and ends on either side of the header. The **Note**, **PDF Document** and **Service** sections appear in most docketing transactions. The **Additional Information**, **Attorney Filer**, **Party Filer**, **Related Previous Entries** and **Relief** sections are relevant only for specific types of filings, and will not be part of every docketing transaction.

Additional Information:

The **Additional Information** section uses either a free text field or drop down menu to collect additional information from the filer.

Attorney Filer The **Attorney Filer** section is used to indicate the attorney filing the document. It lists the attorneys associated with the selected case(s); the party type they represent; the case number; and the short caption.

Party Filer The **Party Filer** section is used to indicate the party or parties on whose behalf the document is being filed. It lists the parties associated with the selected case(s); the party type; the case number; and the short caption.

1. Select the checkbox to the left of the appropriate filer(s).
2. The **Select All** and **Clear All** buttons can be used to select or clear all checkboxes in the list.
3. **Event**. A piece of information selected from a list by the user to describe the document being filed.
4. **Event Category**. A list used to describe the types of filings, which corresponds with the phases of an appeal or a specialized group of filings within each category.
5. **CM/ECF Relief**. An additional portion of an event transaction used to create a docket entry in a case, which further describes the transaction. Not all events will have a relief.
6. **Relief Category.** A general topic, which include reliefs that may be selected for filing.

NOTE: The **Note** section is used to display a message to the filer. The messages are designed to help the filer navigate and avoid common errors.

HOW TO PAY A FEE USING PAY.GOV

Basic Instructions

The process for submitting a document in CM/ECF and paying the associated fee in Pay.gov as a single transaction is the same regardless of the type of fee being paid.

1. Log in to CM/ECF. (Click here to log in to CM/ECF)

   Note: If you are seeking admission to the United States Court of Appeals for the Federal Circuit bar, you must first register as a CM/ECF filer in PACER.

2. Click on the **Utilities** tab on the menu toolbar of the CM/ECF startup page. Select **Bar Admission, Submit New Case with Fee Payment or Pay Miscellaneous Fees** to submit the appropriate application, petition, or request and pay the corresponding fee.

   Note: The amount for the selected fee to be paid appears on the screen and cannot be modified

3. Upload the document to CM/ECF and type a brief description. Upload any supporting documents by clicking 'Add Another Document'.

4. Click the 'Pay Now and Submit' button at the bottom of the screen, Pay.gov opens in a separate browser window. You may now pay directly from a business or personal bank account (ACH) or by credit or debit card.

5. Enter the required payment information in Pay.gov. Note: Some of the information may be filled in automatically based on your log-in and fee-type selection.

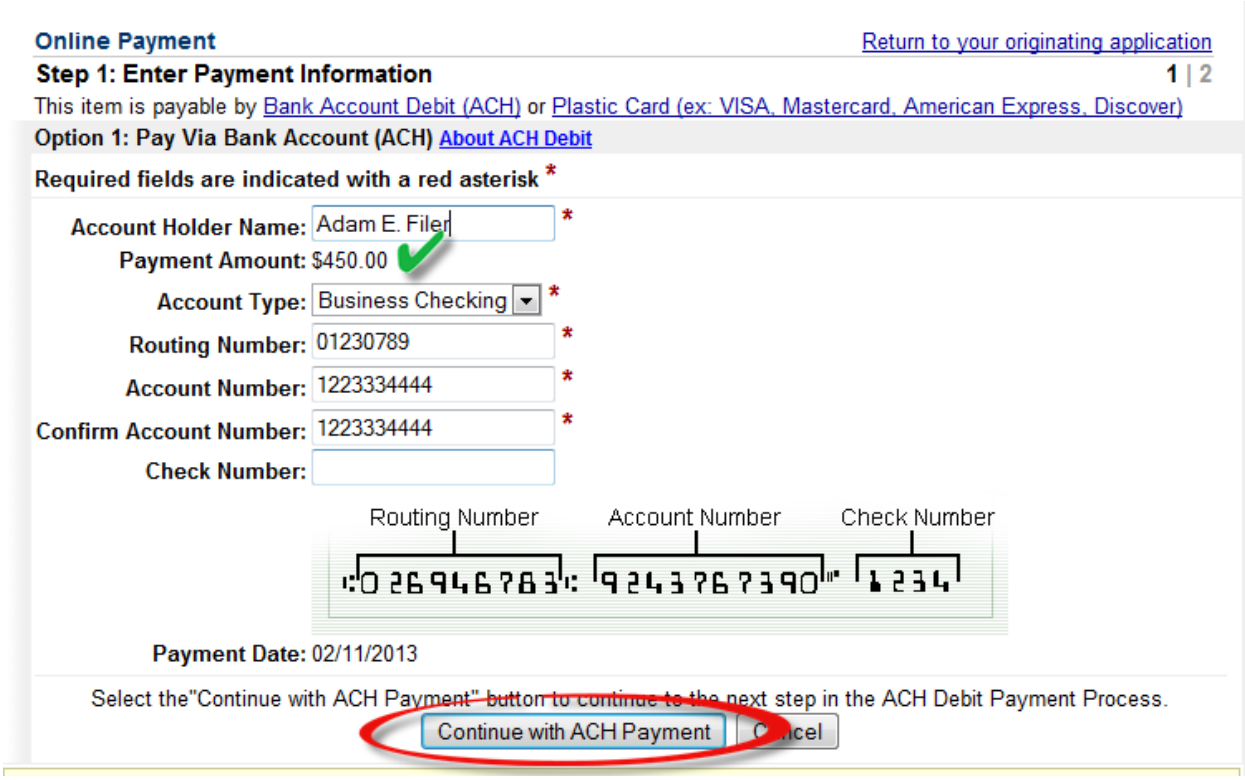
6. When all the required payment information is entered in Pay.gov, click the 'Submit Payment' button.

Paying from a bank account

a. Enter all requested information under Option 1: **Pay via Bank Account (ACH).** Select the **Account Type** from the drop-down menu. Note: Fields

marked with a red asterisk are required. Click the 'Continue with ACH Payment' button.

Figure 9. Pay.gov ACH-Debit

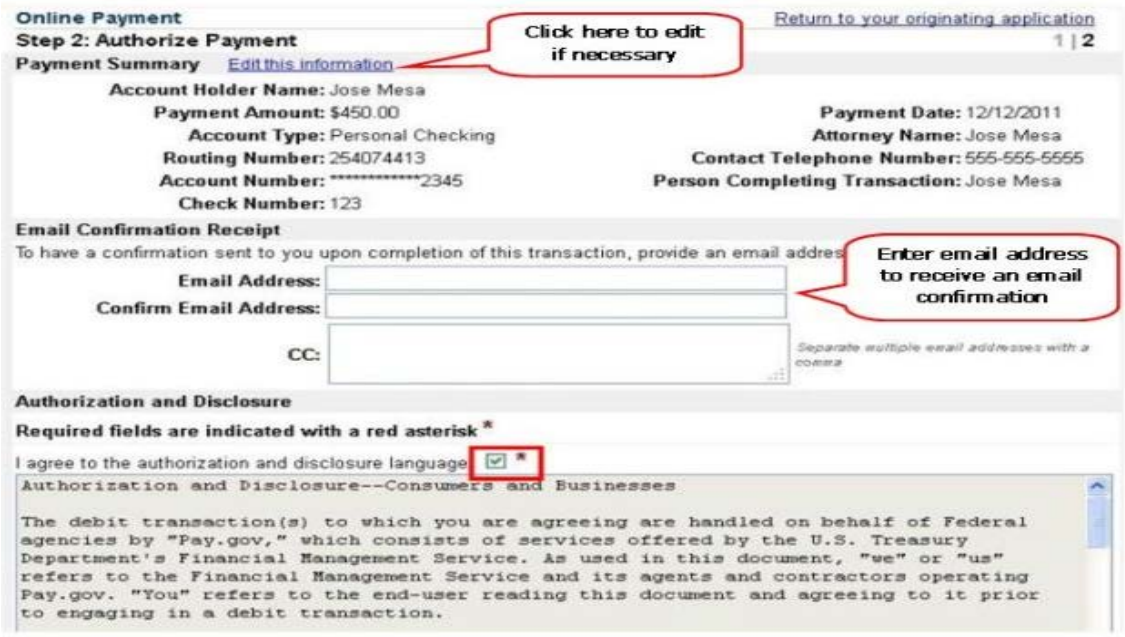


b. The **Authorize Payment** screen opens. Review the information that has been entered to confirm accuracy. If any of the information needs to be corrected click **Edit this information** to make the changes.

To receive an **Email Confirmation Receipt** of the payment, enter and confirm an email address for the confirmation in the email address fields located below the Payment Summary.

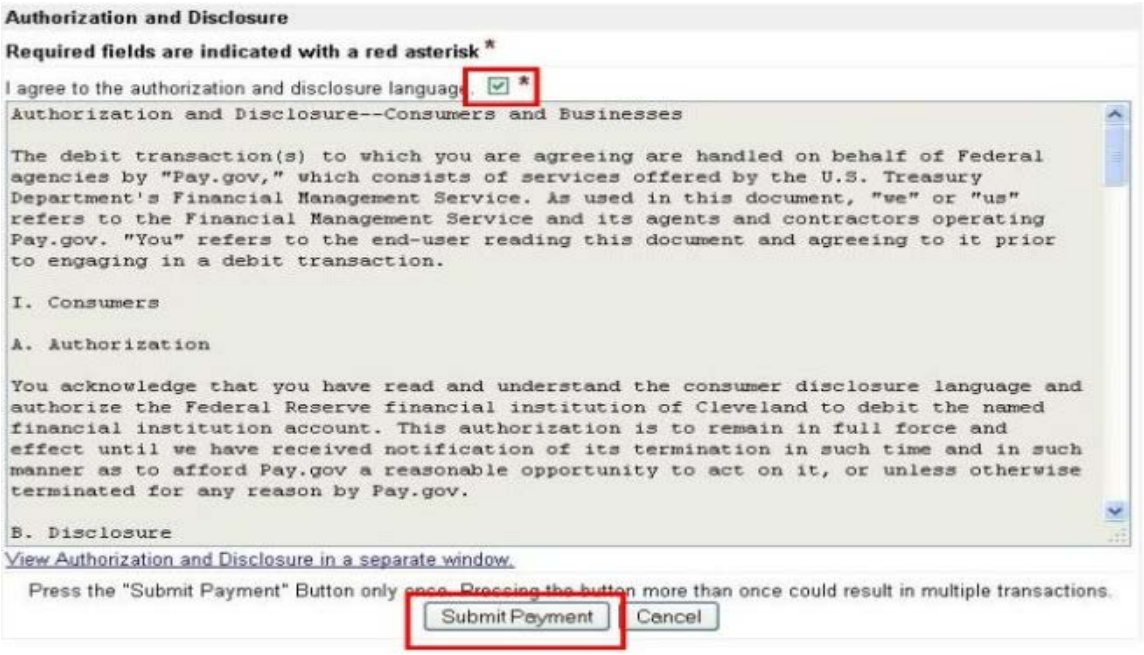
To authorize the payment, click the payment authorization box located above the authorization and disclosure agreement.

Figure 10. ACH-Debit Authorization



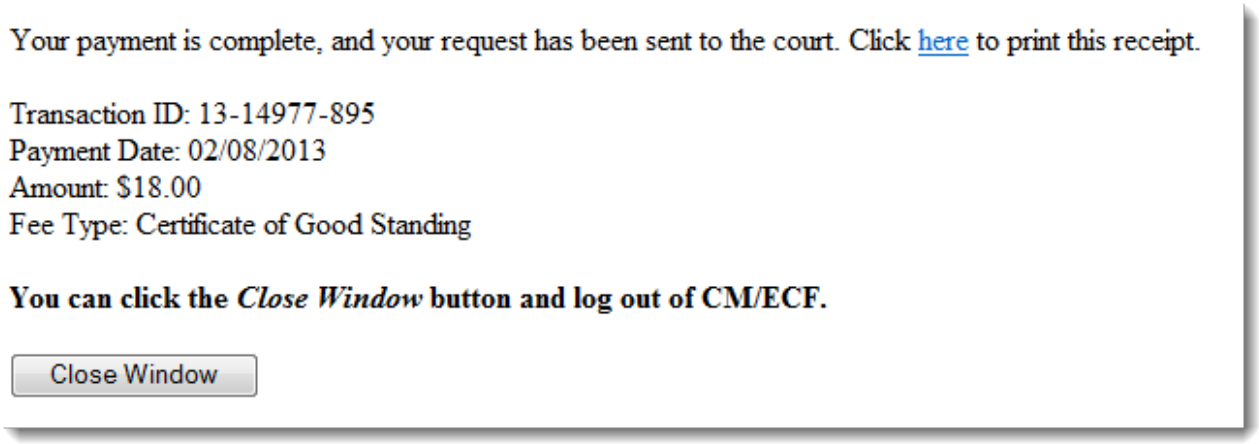
c. Scroll down below the authorization and disclosure agreement and click the 'Submit Payment' button to complete the fee Payment.

Figure 11. ACH-Debit Authorization and Disclosure



The next screen verifies that the payment is completed and your request has been submitted. To retain a record of the payment, click the hyperlink to print a receipt.

Figure 12. ACH-Debit Receipt



d. Click the 'Close Window' button to close the browser and return to CM/ECF.

Paying by Credit Card or Debit Card

To pay using a credit or debit card scroll down to **Option 2: Pay via Plastic Card (PC)** on Pay.gov's online payment page.

a. Enter all requested information under Option 2: **Pay via Plastic Card (PC).** Select the **Card Type** from the drop-down menu. Note: Fields marked with a red asterisk are required. Click the 'Continue with Plastic Card Payment' button.

b. The **Authorize Payment** screen opens. Review the information that has been entered to confirm accuracy. If any of the information needs to be corrected click **Edit this information** to make the changes.

   To receive an **Email Confirmation Receipt** of the payment, enter and confirm an email address for the confirmation in the email address fields located below the Payment Summary.

   To authorize the payment, click the payment authorization box located above the authorization and disclosure agreement.

Figure 13. Pay.gov Credit or Debit Card Payment

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: Adam E. Filer *
Payment Amount: $18.00
Billing Address: 111 S. 10th Street *
Billing Address 2:
City: St. Louis
State / Province: Missouri - MO
Zip / Postal Code: 63102
Country: United States *
Card Type: Master Card *
Card Number: 5555555555554444 * (Card number value should not contain spaces or dashes)
Security Code: 998 * Help finding your security code
Expiration Date: 01 * / 2015 *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

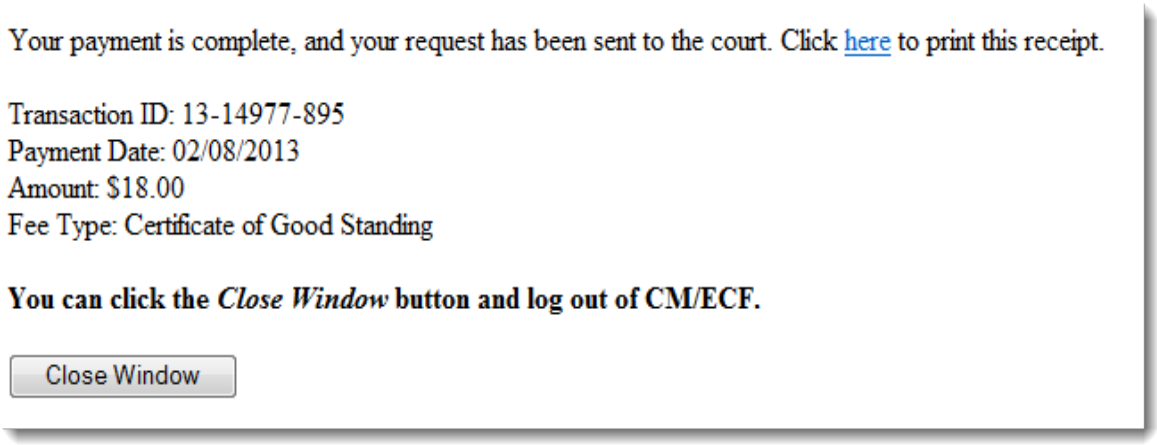
Continue with Plastic Card Payment | Cancel

c. Click the 'Submit Payment' button below the authorization and disclosure agreement to complete the fee Payment.

Figure 14. Credit or Debit Card Authorization and Disclosure

The next screen verifies that the payment is completed and your request has been submitted. To retain a record of the payment, click the hyperlink to print a receipt.

Figure 15. Credit or Debit Card Receipt



d. Click the 'Close Window' button to close the browser and return to CM/ECF.

Paying Filing Fees

1. Select **Filing > File a Document** from the menu bar on the ***Startup Page***. The ***File a Document*** window will open.

2. Enter the case number in the **Case** field and press the Tab key.

3. From the 'Select an Event Category' list on the left side of the screen select **Costs/Fees.** The 'Pay Docketing Fee' radio button will appear on the right side of the screen already selected. Click the 'Continue' button.

4. On the next screen the fee amount is displayed. Confirm the fee amount and press the 'Pay Now' button, Pay.gov opens in a separate browser window. You may now pay directly from a business or personal bank account (ACH) or credit or debit card.

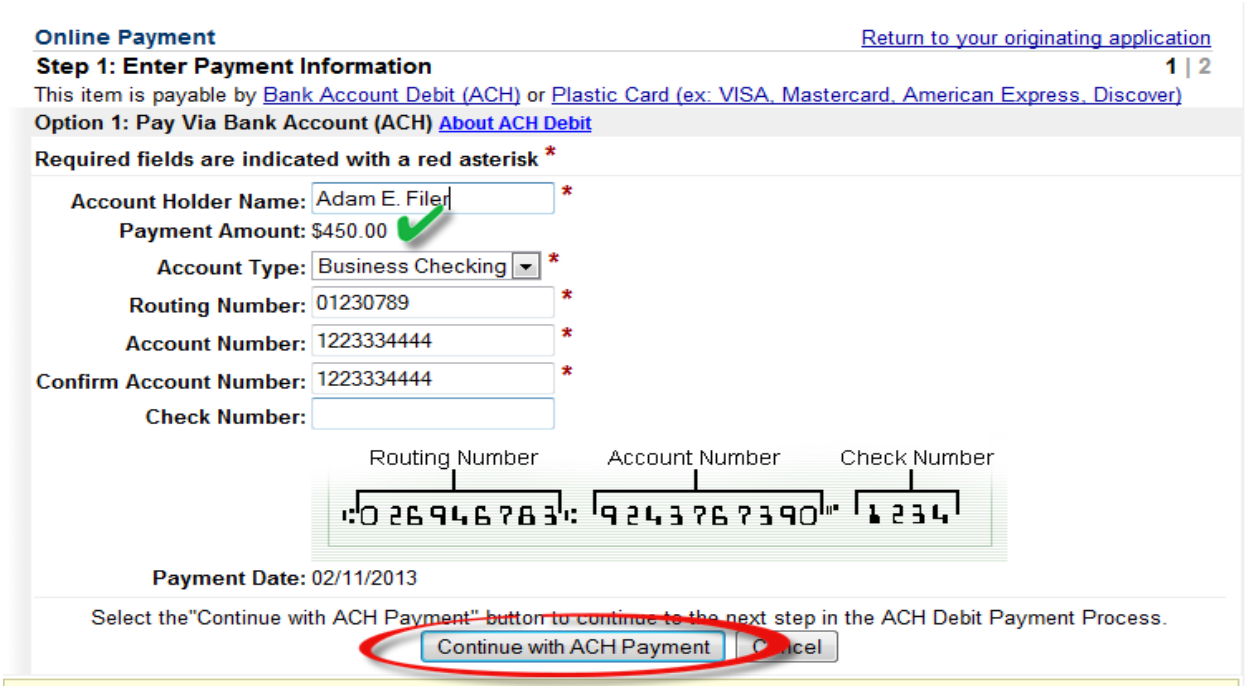
5. Enter the required payment information in Pay.gov.

Note: Some of the information may be filled in automatically based on your log-in and fee-type selection.

Paying from a bank account

a. Enter all requested information under Option 1: **Pay via Bank Account (ACH).** Select the **Account Type** from the drop-down menu. Note: Fields marked with a red asterisk are required. Click the 'Continue with ACH Payment' button.

Figure 16. Pay.gov ACH-Debit Filing Fee Payment

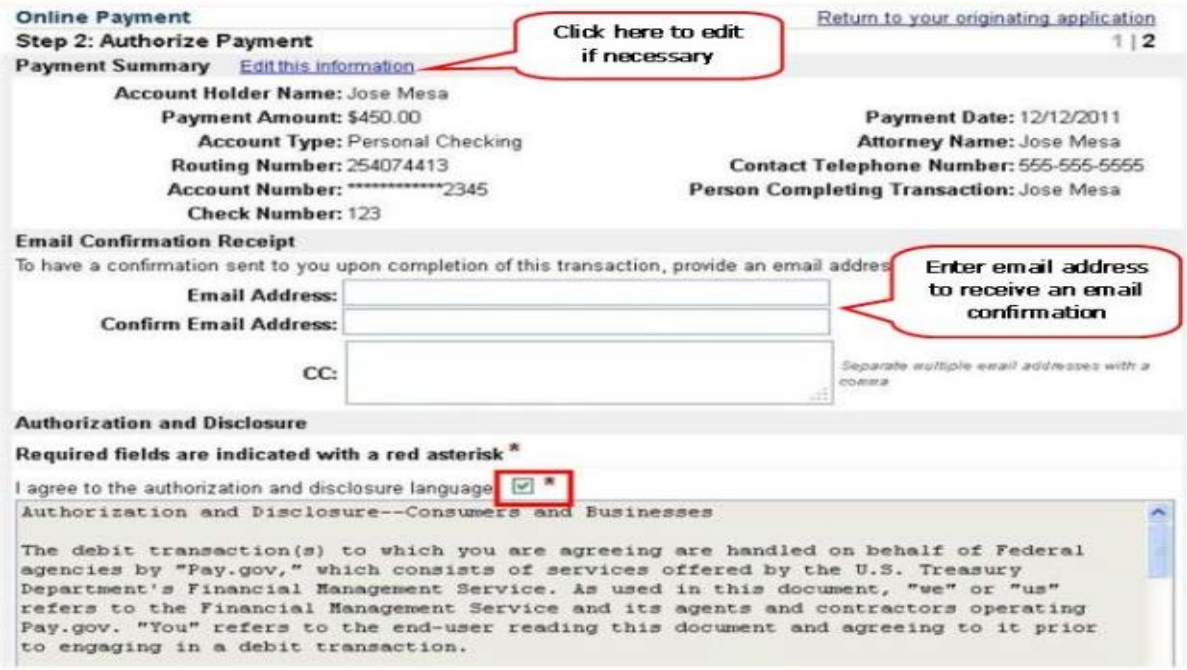


b. The **Authorize Payment** screen opens. Review the information that has been entered to confirm accuracy. If any of the information needs to be corrected click **Edit this information** to make the changes.

   To receive an **Email Confirmation Receipt** of the payment, enter and confirm an email address for the confirmation in the email address fields located below the Payment Summary.

   To authorize the payment, click the payment authorization box located above the authorization and disclosure agreement.

Figure 17. ACH-Debit Authorization

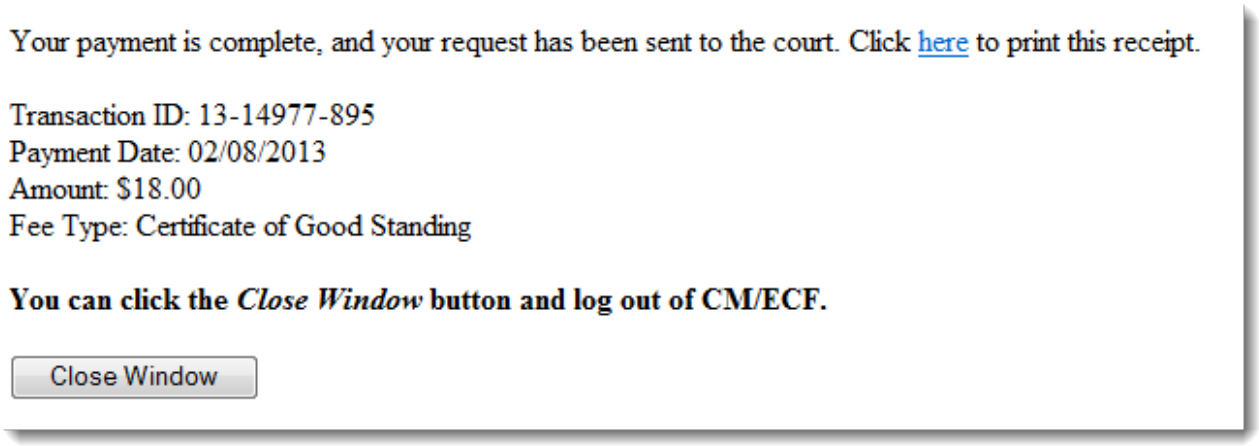


c. Scroll down below the authorization and disclosure agreement and click the 'Submit Payment' button to complete the fee Payment.

Figure 18. ACH-Debit Authorization and Disclosure

The next screen verifies that the payment is completed and your request has been submitted. To retain a record of the payment, click the hyperlink to print a receipt.

Figure 19. ACH-Debit Receipt



d. Click the 'Close Window' button to close the browser and return to CM/ECF.

Paying by Credit Card or Debit Card

To pay using a credit or debit card scroll down to **Option 2: Pay via Plastic Card (PC)** on Pay.gov's online payment page.

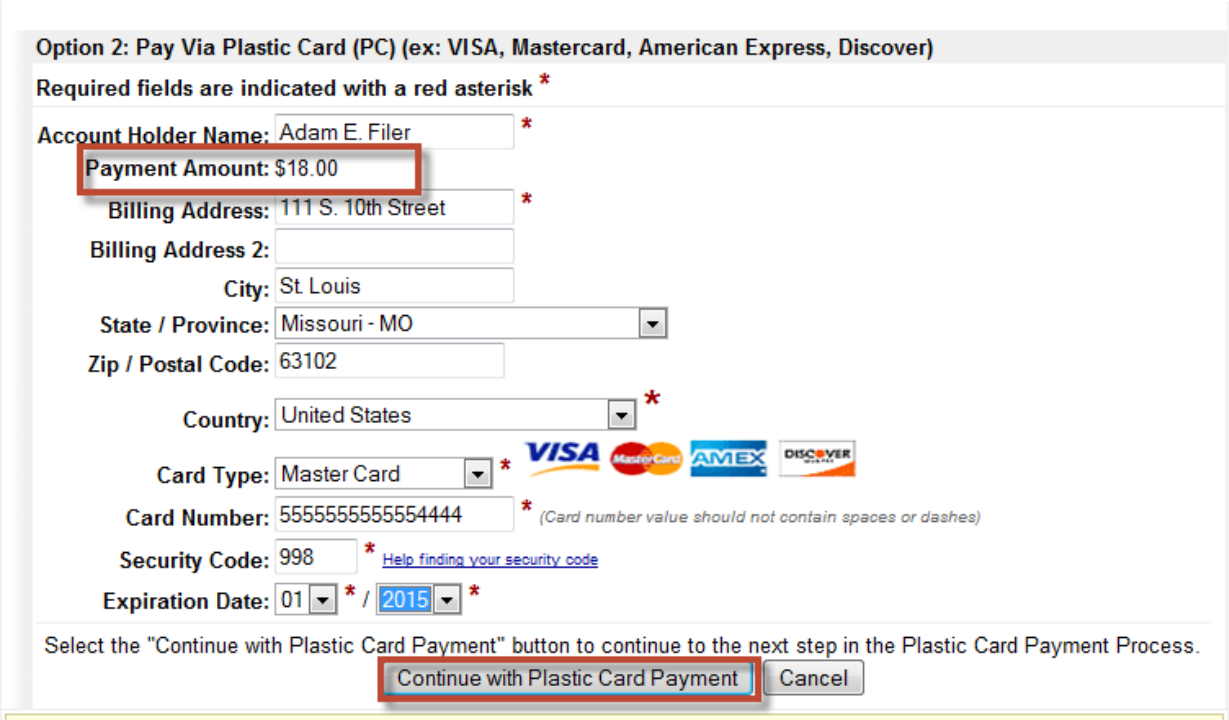
a. Enter all requested information under Option 2: **Pay via Plastic Card (PC).** Select the **Card Type** from the drop-down menu. Note: Fields marked with a red asterisk are required. Click the 'Continue with Plastic Card Payment' button.

b. The **Authorize Payment** screen opens. Review the information that has been entered to confirm accuracy. If any of the information needs to be corrected click **Edit this information** to make the changes.

To receive an **Email Confirmation Receipt** of the payment, enter and confirm an email address for the confirmation in the email address fields located below the Payment Summary.

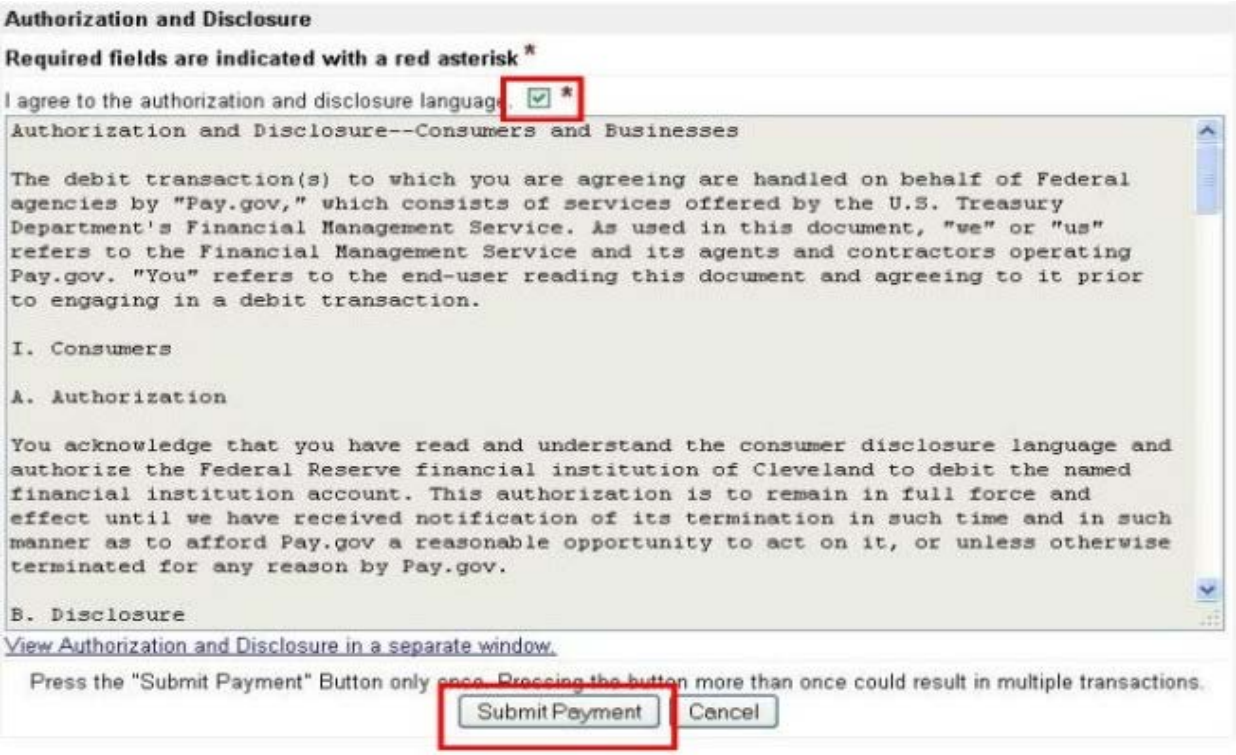
To authorize the payment, click the payment authorization box located above the authorization and disclosure agreement.

Figure 20. Filing fee payment using debit or credit



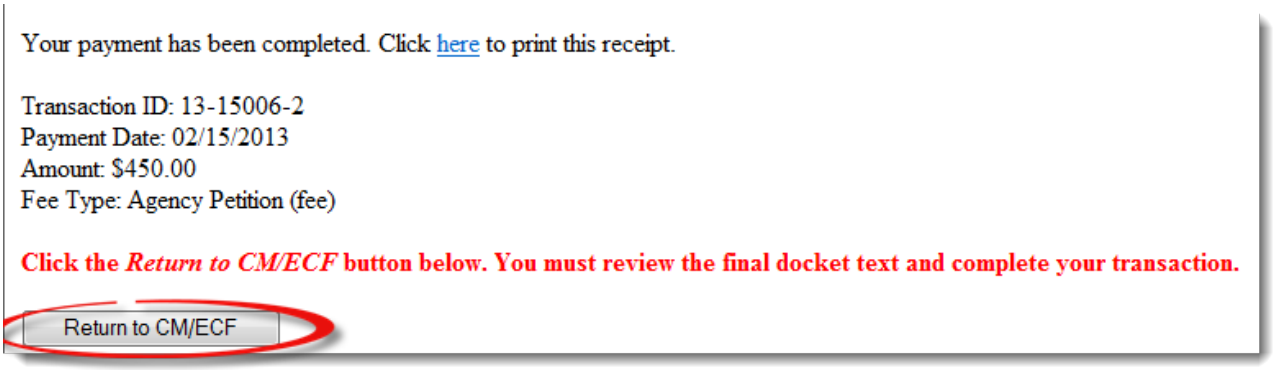
c. Click the 'Submit Payment' button below the authorization and disclosure agreement to complete the fee Payment.

Figure 21. Filing Fee Payment Using Debit or Credit Authorization and Disclosure



The next screen verifies that the payment is completed and your request has been submitted. To retain a record of the payment, click the hyperlink to print a receipt.

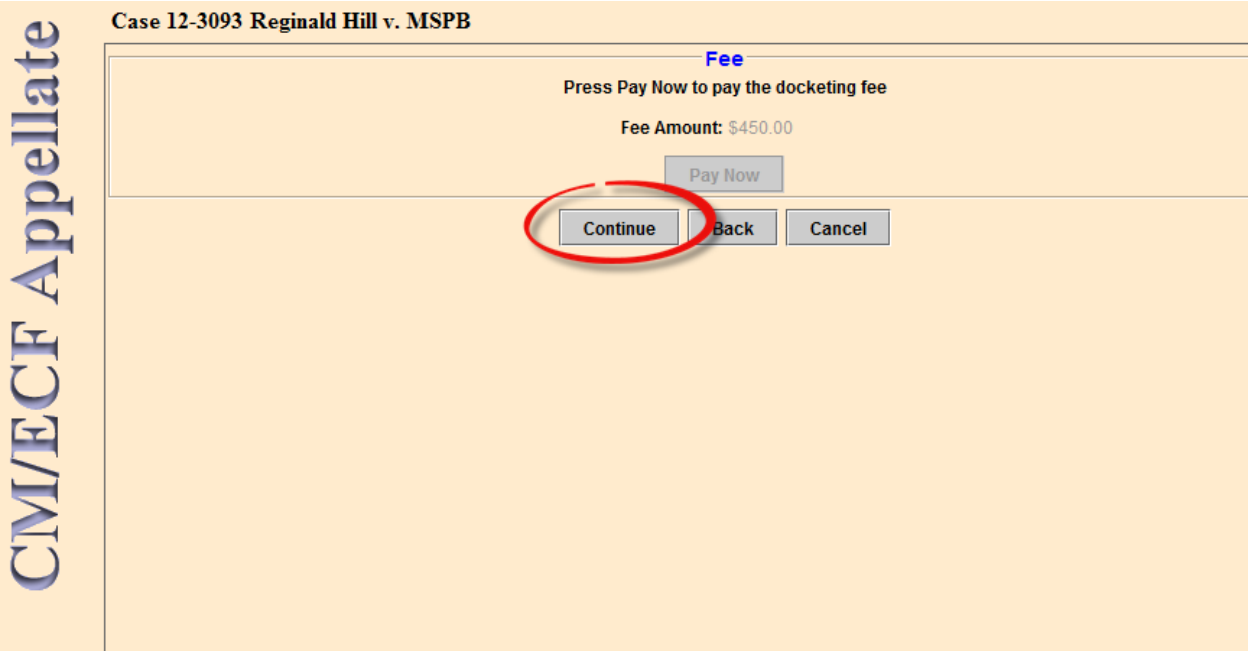
Figure 22. Pay.gov Fee Payment Return to CM/ECF



d. Click the 'Return to CM/ECF' button to return to CM/ECF. You must review the docket text and complete the transaction

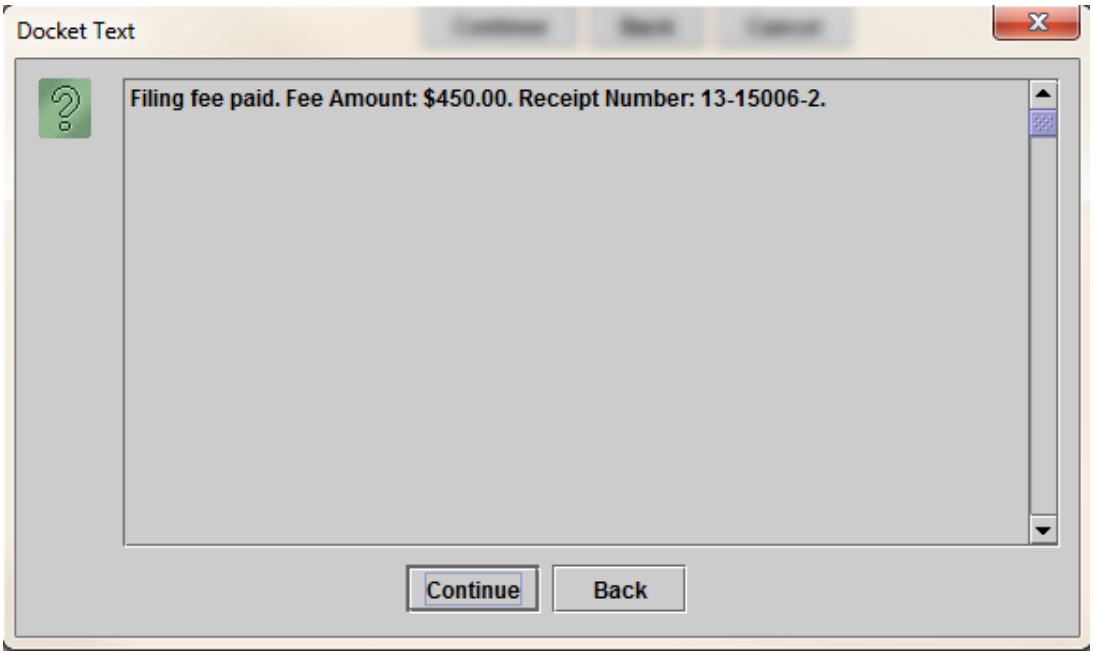
6. Clicking the 'Return to CM/ECF' button returns you to the fee payment event in CM/ECF. Click Continue to proceed with paying the filing fee.

Figure 23. CM/ECF return from Pay.gov for Filing Fee Payment



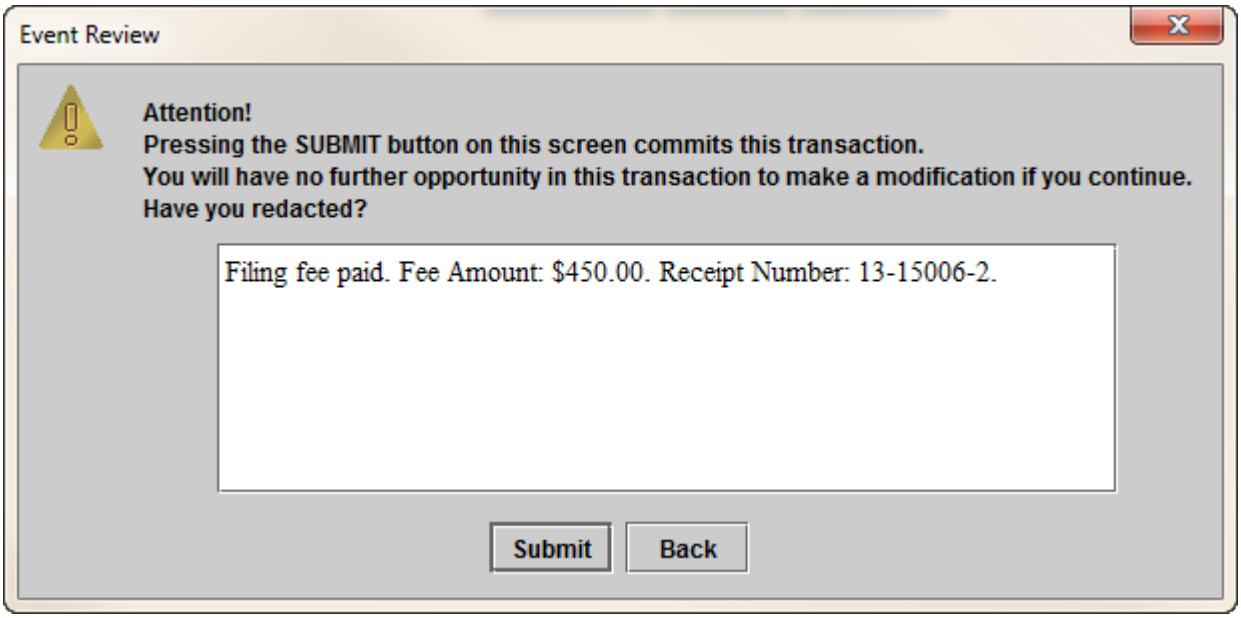
7. The docket text will appear for your review. The text cannot be edited. If the information is incorrect, Contact the clerk's office at 202-275-8000. Click the **Continue** button to move to the next screen if the text is correct.

Figure 24. Filing Fee Paid Docket Text



8. Event Review. This is your last opportunity to review the docket text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect Contact the clerk's office at 202-275-8000. If correct, select Submit to submit the filing fee.

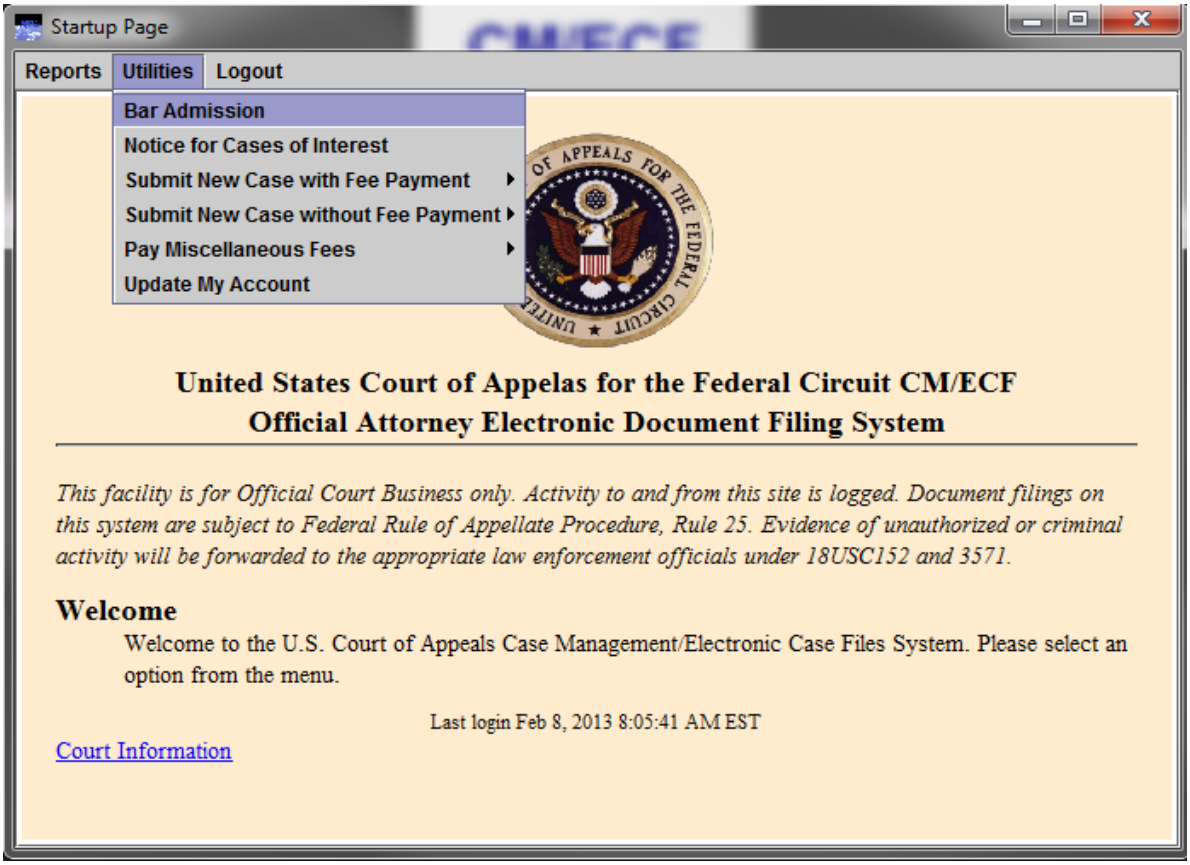
Figure 25. Filing Fee Payment Event Review



Bar Admission

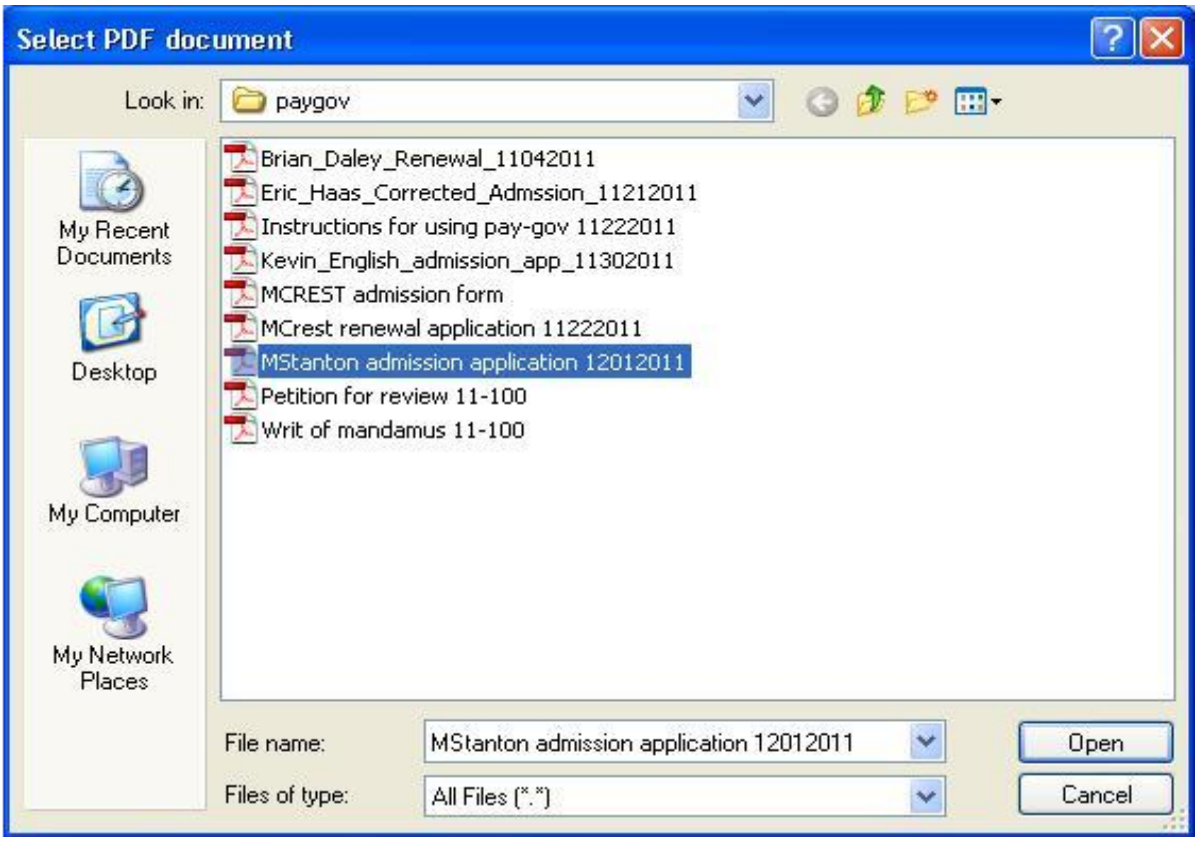
1. Register as a CM/ECF filing user in PACER.
2. Upon Receiving a username and password, log in to CM/ECF (click here to log in).
3. Click the Utilities tab on the CM/ECF home page. Select 'Bar Admission' from the drop-down menu.
4. The **Bar Admission** screen opens. To upload the attorney admission application PDF, click the Browse button to the right of the blank Document box.

Figure 26. Bar Admission Fee Payment



The **Select PDF document** screen opens for selecting the document to upload. Click on the file name of the document so that the file name appears in the **File name section** near the bottom of the screen. Click the **Open** button near the bottom right of the screen.

Figure 27. Bar Admission Payment Document Selection



The file name appears in the Document Box on the Bar Admission screen.

Type a brief description of the uploaded document in the **Description** box.

5. To upload supporting documents to the application (e.g., attorney oath, sponsor's affidavit, certificate of good standing), click the **Add Another Document** button and repeat the steps above.

6. Once all supporting documents have been uploaded, click the **Pay Now and Submit Application** button.

Note: If you fail to upload any document before clicking the 'Pay Now and Submit Application' button, the following message is displayed and you will not be able to proceed.

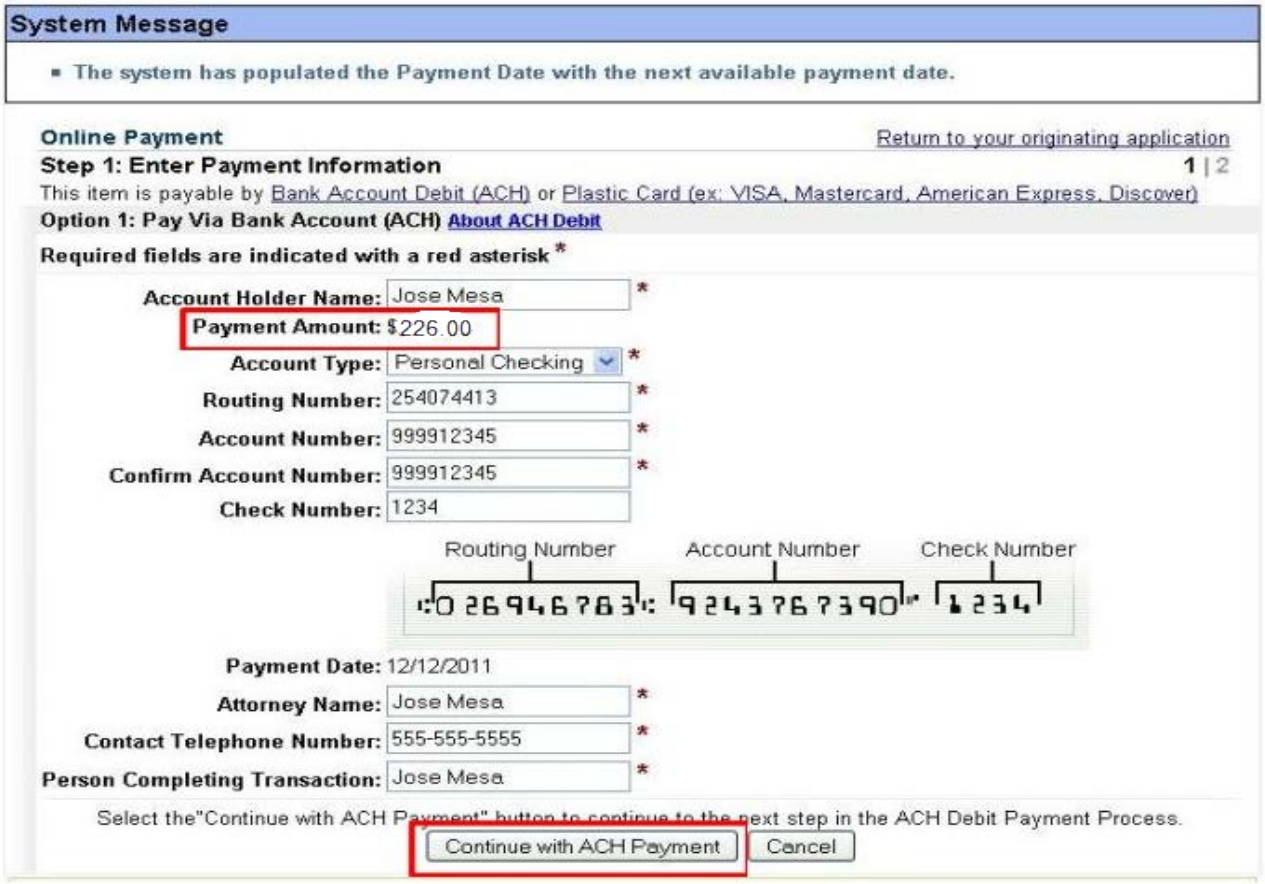
Figure 28. Submission of Document Required Information Popup

7. Pay.gov now opens in a browser window for entering payment information. Many of the fields may be filled in automatically with the information associated with your CM/ECF account. You may pay directly from a business or personal bank account (ACH) or by credit or debit card (PC).

Paying from a bank account

a. Enter all requested information under Option 1: **Pay via Bank Account (ACH).** Select the **Account Type** from the drop-down menu. Note: Fields marked with a red asterisk are required. Click the 'Continue with ACH Payment' button.

Figure 29. Bar Admission Fee Payment ACH-Debit

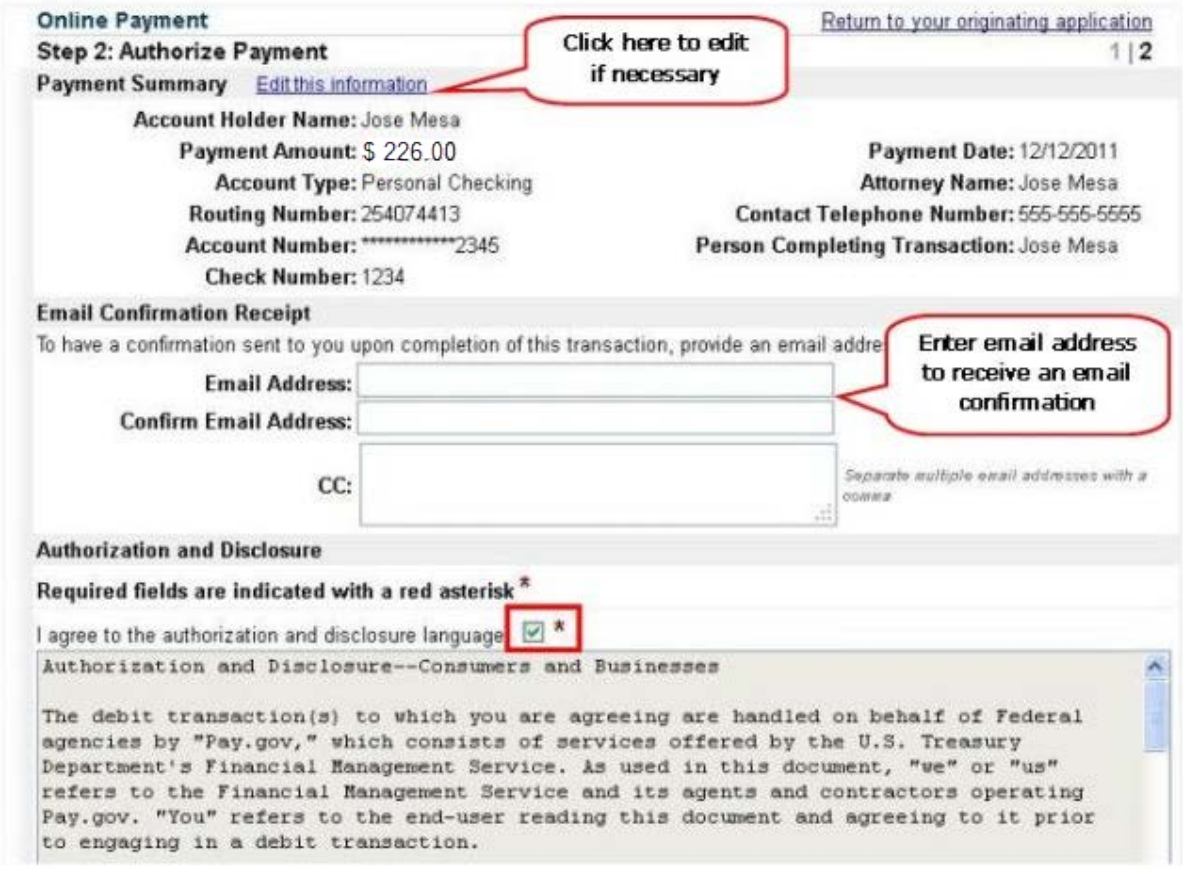


b. The **Authorize Payment** screen opens. Review the information that has been entered to confirm accuracy. If any of the information needs to be corrected click **Edit this information** to make the changes.

   To receive an **Email Confirmation Receipt** of the payment, enter and confirm an email address for the confirmation in the email address fields located below the Payment Summary.

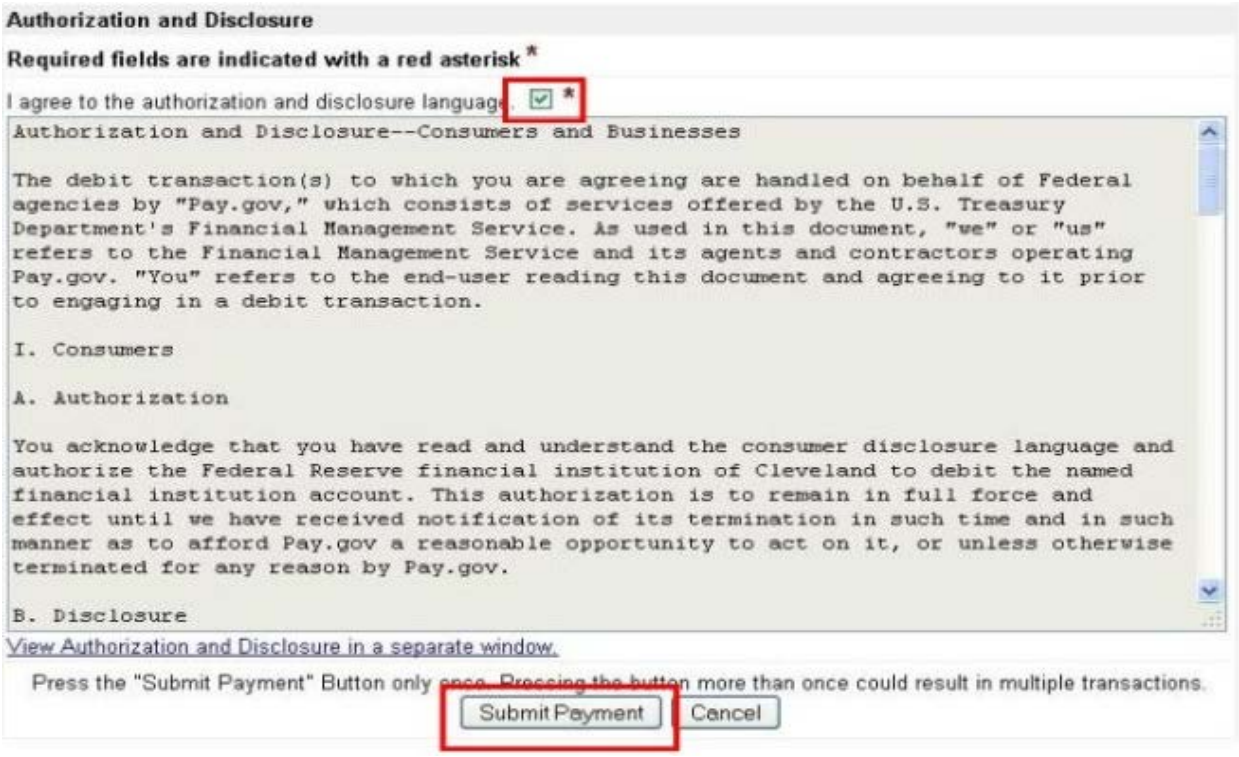
   To authorize the payment, click the payment authorization box located above the authorization and disclosure agreement.

Figure 30. Bar Admission Fee Payment ACH-Debit Authorization



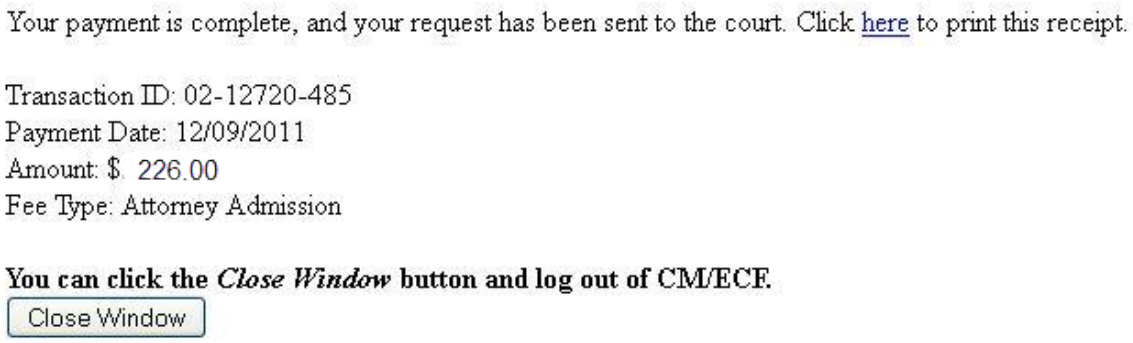
c. Scroll down below the authorization and disclosure agreement and click the 'Submit Payment' button to complete the fee Payment.

Figure 31. Admission Fee Payment ACH-Debit Authorization and Disclosure



The next screen verifies that the payment is completed and your request has been submitted. To retain a record of the payment, click the hyperlink to print a receipt.

Figure 32. Bar Admission Fee Payment ACH-Debit Receipt



d. Click the 'Close Window' button to close the browser and return to CM/ECF.

Paying by Credit Card or Debit Card

To pay using a credit or debit card scroll down to **Option 2: Pay via Plastic Card (PC)** on Pay.gov's online payment page.

a. Enter all requested information under Option 2: **Pay via Plastic Card (PC).** Select the **Card Type** from the drop-down menu. Note: Fields marked with a red asterisk are required. Click the 'Continue with Plastic Card Payment' button.

b. The **Authorize Payment** screen opens. Review the information that has been entered to confirm accuracy. If any of the information needs to be corrected click **Edit this information** to make the changes.

   To receive an **Email Confirmation Receipt** of the payment, enter and confirm an email address for the confirmation in the email address fields located below the Payment Summary.

   To authorize the payment, click the payment authorization box located above the authorization and disclosure agreement.

Figure 33. Bar Admission Fee Credit/Debit Card Payment

c. Click the 'Submit Payment' button below the authorization and disclosure agreement to complete the fee Payment.

Figure 34. Bar Admission Fee Credit/Debit Card Payment Authorization and Disclosure

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I agree to the authorization and disclosure language. ☑ *

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

B. Disclosure

View Authorization and Disclosure in a separate window.

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Submit Payment | Cancel

The next screen verifies that the payment is completed and your request has been submitted. To retain a record of the payment, click the hyperlink to print a receipt.

Figure 35. Bar Admission Receipt

Your payment is complete, and your request has been sent to the court. Click here to print this receipt.

Transaction ID: 02-12720-485
Payment Date: 12/09/2011
Amount: $ 226.00
Fee Type: Attorney Admission

You can click the *Close Window* button and log out of CM/ECF.

Close Window

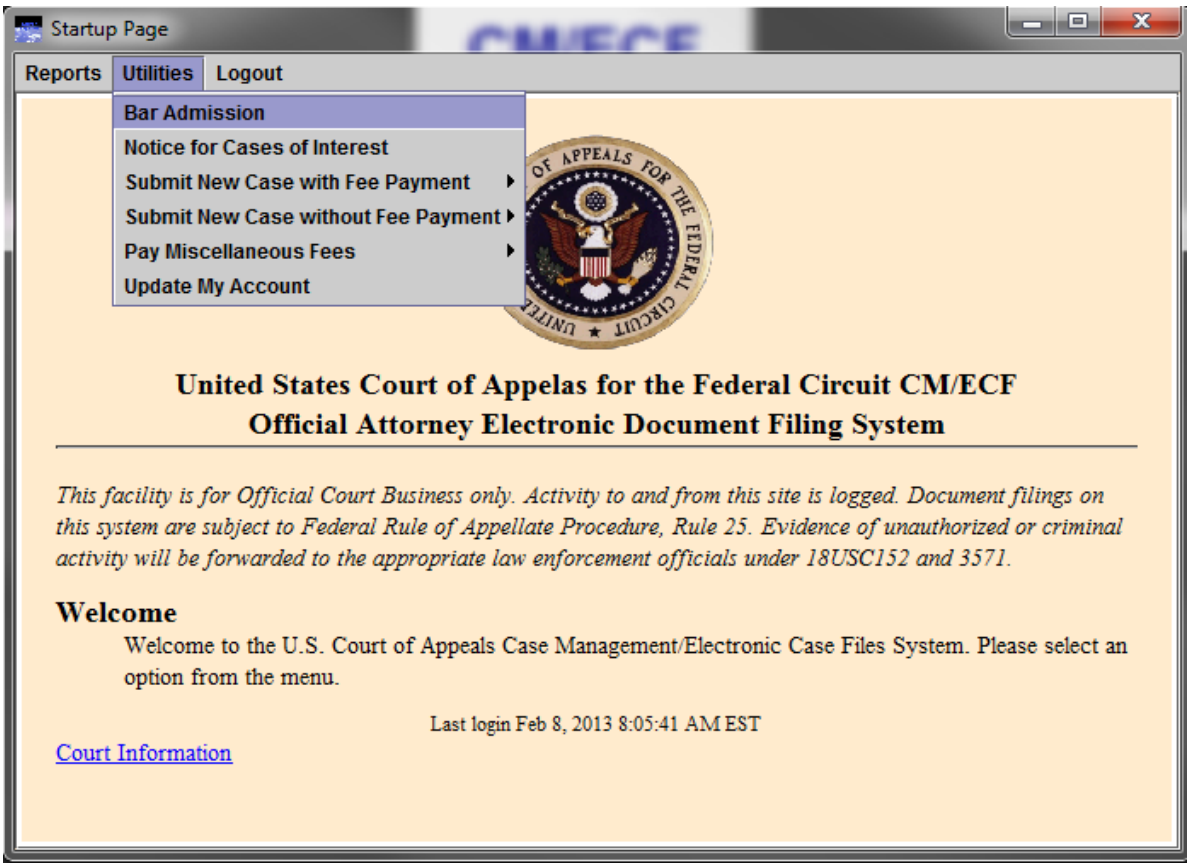
d. Click the 'Close Window' button to close the browser and return to CM/ECF.

Corrected Admission to the Bar

1. Click the Utilities tab on the CM/ECF home page. Select 'Bar Admission' from the drop-down menu.

2. The **Bar Admission** screen opens.

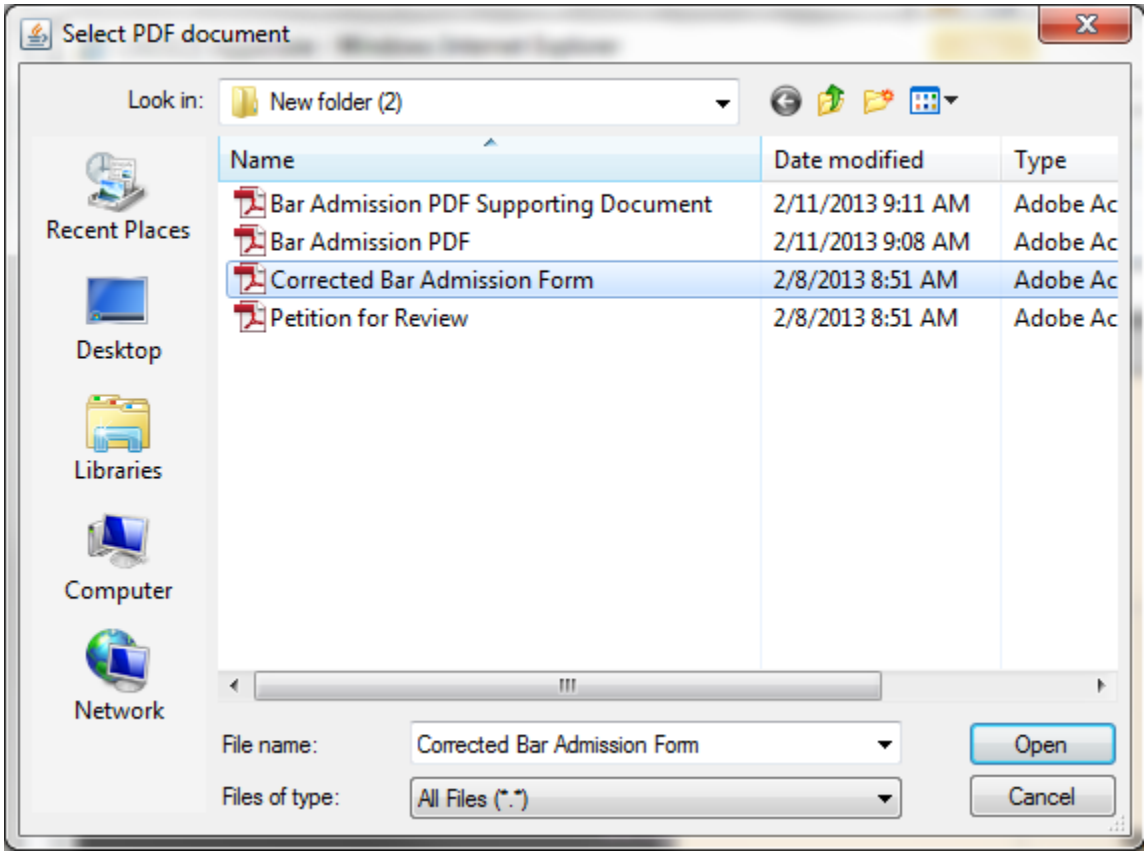
Figure 36. Correction to a Bar Admission



3. To upload the corrected admission application PDF, click on the **Browse…** button to the right of the blank **Document** box.

The **Select PDF document** screen opens for selecting the document to upload. Click on the file name of the document so that the file name appears in the **File name section** near the bottom of the screen. Click the **Open** button near the bottom right of the screen.

Figure 37. Corrected Bar Admission Document Selection

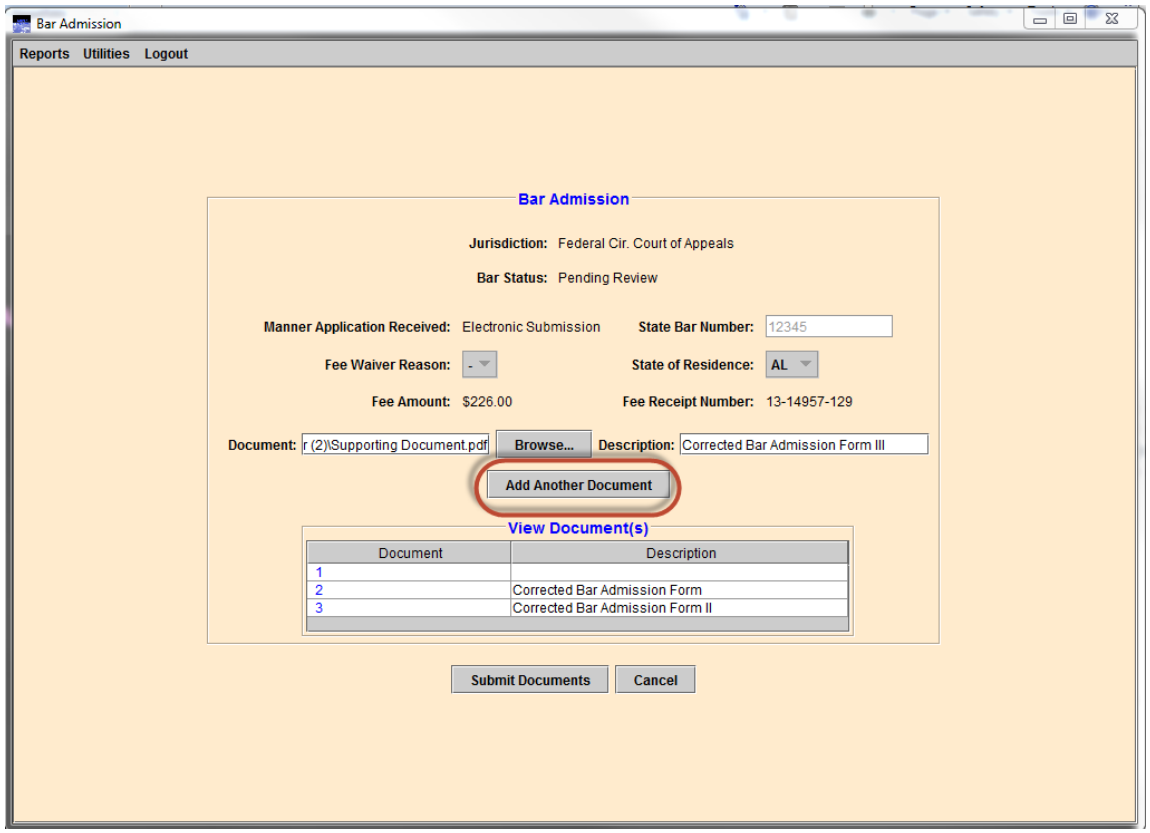


4. The file name appears in the Document box on the Bar Admission screen.

5. Type a brief description of the uploaded document in the **Description Box.**

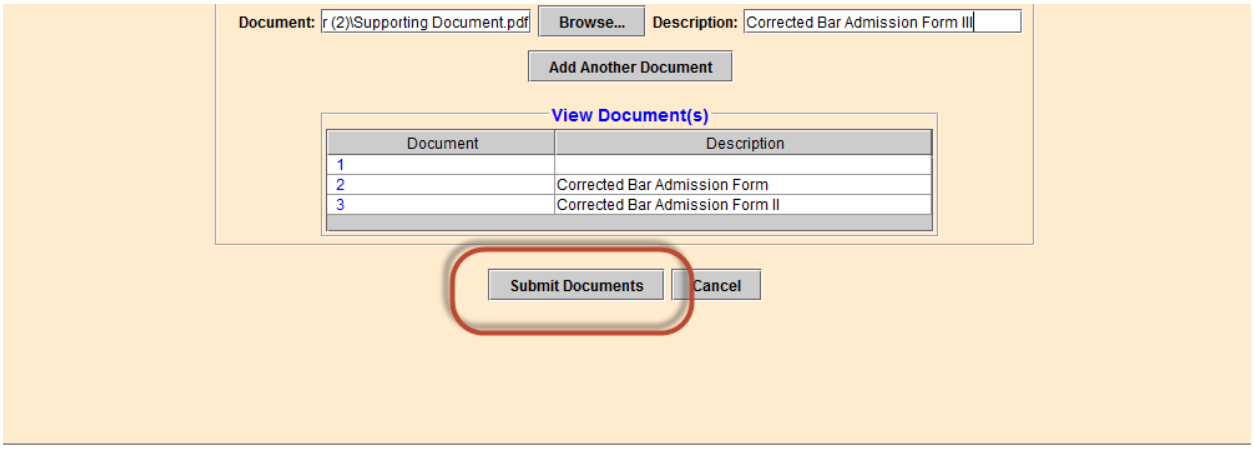
6. To upload supporting documents to the corrected admission application (e.g., attorney oath, sponsor's affidavit, certificate of good standing), click the **Add Another Document** button and repeat the steps above.

Figure 36. Corrected Bar Admission CM/ECF Document Upload



7. Once all supporting documents have been uploaded, click the **Submit Documents** button.

Figure 37. Corrected Bar Admission Document Submit

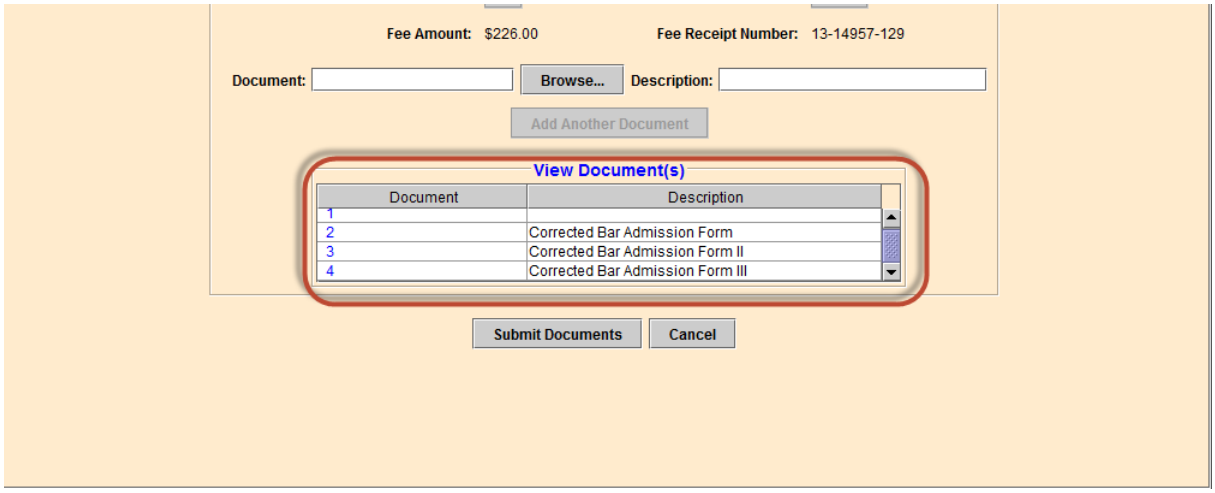


Note: If you fail to upload any document before clicking the 'Pay Now and Submit Application' button, the following message is displayed and you will not be able to proceed.

Figure 8. Corrected Bar Admission Document Upload Required Popup

8. The corrected admission application and supporting documents now appear in the **View Document(s)** box. Click the red X in the upper right-hand corner of the screen to close the Bar Admission screen, or click **Logout** on the menu toolbar to exit CM/ECF.

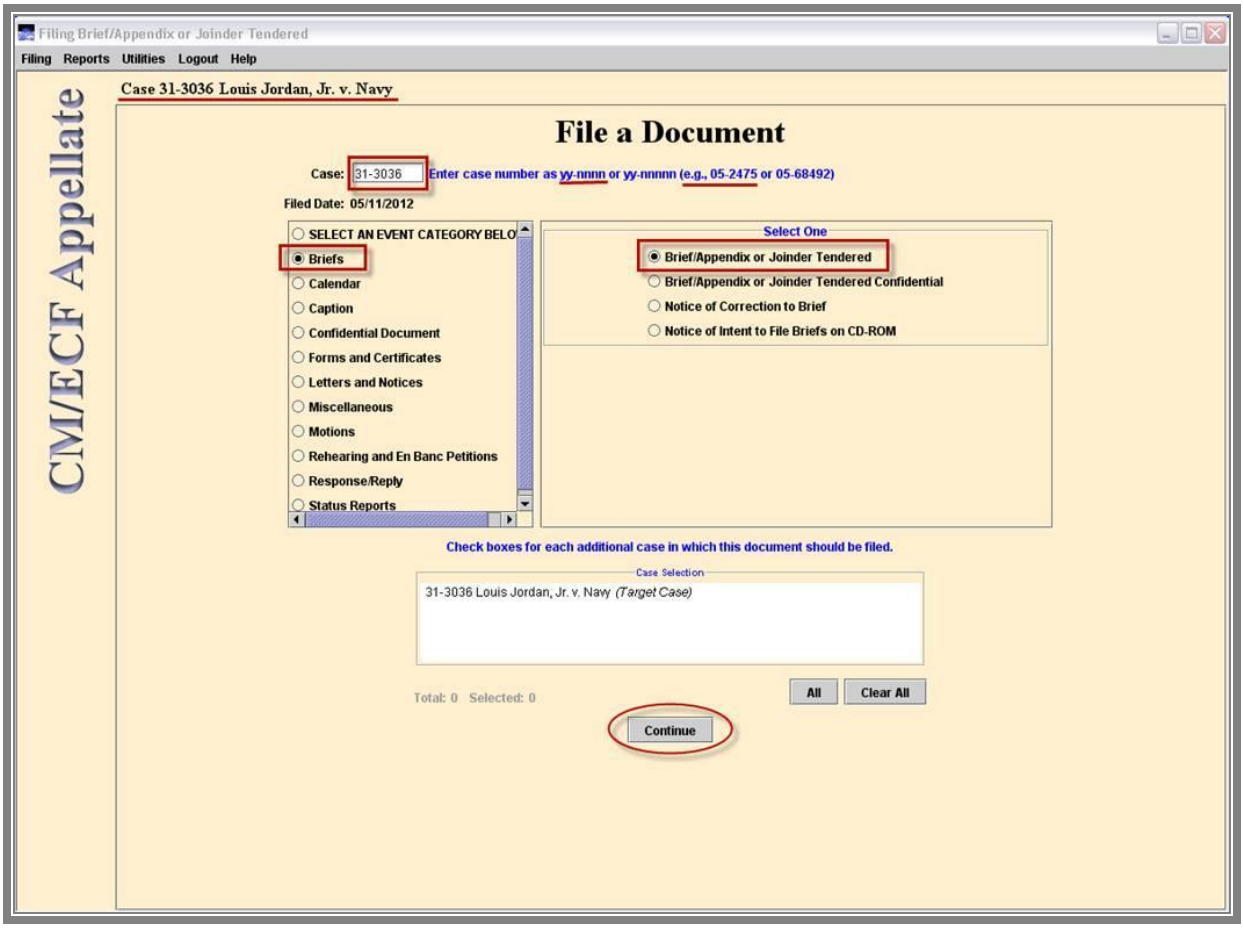
Figure 39. Corrected Bar Admission Document View



How to File a Brief/Appendix or Notice of Joinder

1. Select "**File a Document**" from the Filing menu at the top of the Startup Page. The screen in Figure 9 will appear:

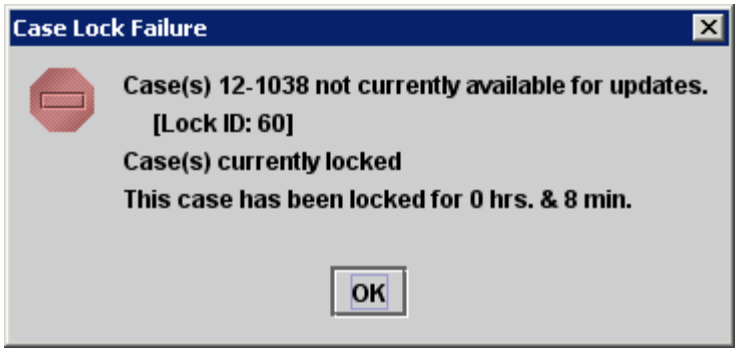
Figure40. Filing a Brief/Appendix or Joinder tendered



2. Enter a case number in the Case field (make sure to use the correct format: yy-nnnn when entering the number in the field). Click out of the box or click "Tab" on your keyboard.

NOTE: Case Lock. This is a feature that locks the case and does not allow you to access the case if it is being used by a case manager. If you receive a Case Lock error (Figure 38), please try again after 30 minutes; if you continue to receive an error contact the Clerk's Office.

Figure41 Case Lock Failure



3. Next, you will need to select an Event Category from the menu on the left side of the screen. Selecting a category will bring up a number of corresponding filing event options on the right side. Select the corresponding event option for the item you wish to file.

4. Click '**Continue**' at the bottom of the screen (see Figure 39).

Figure42. Case Selection

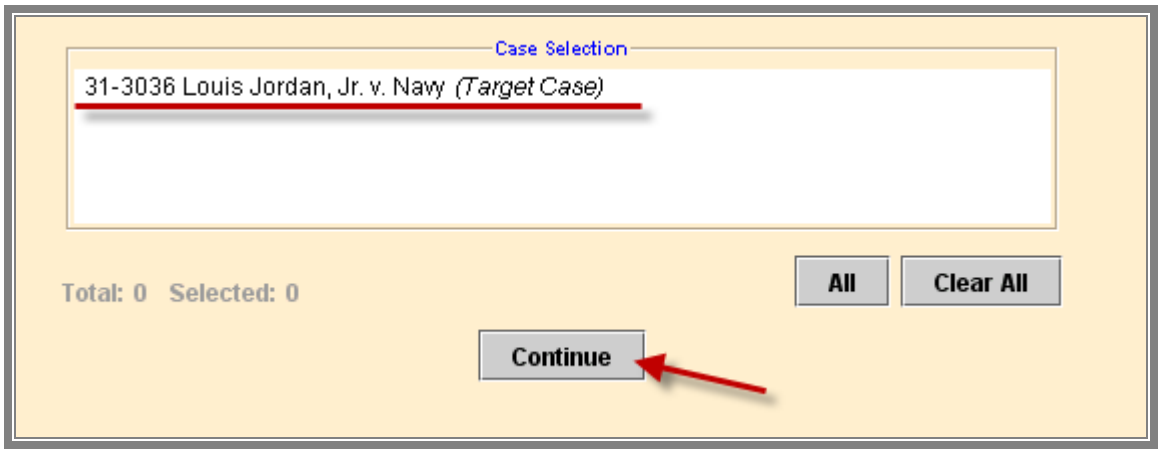
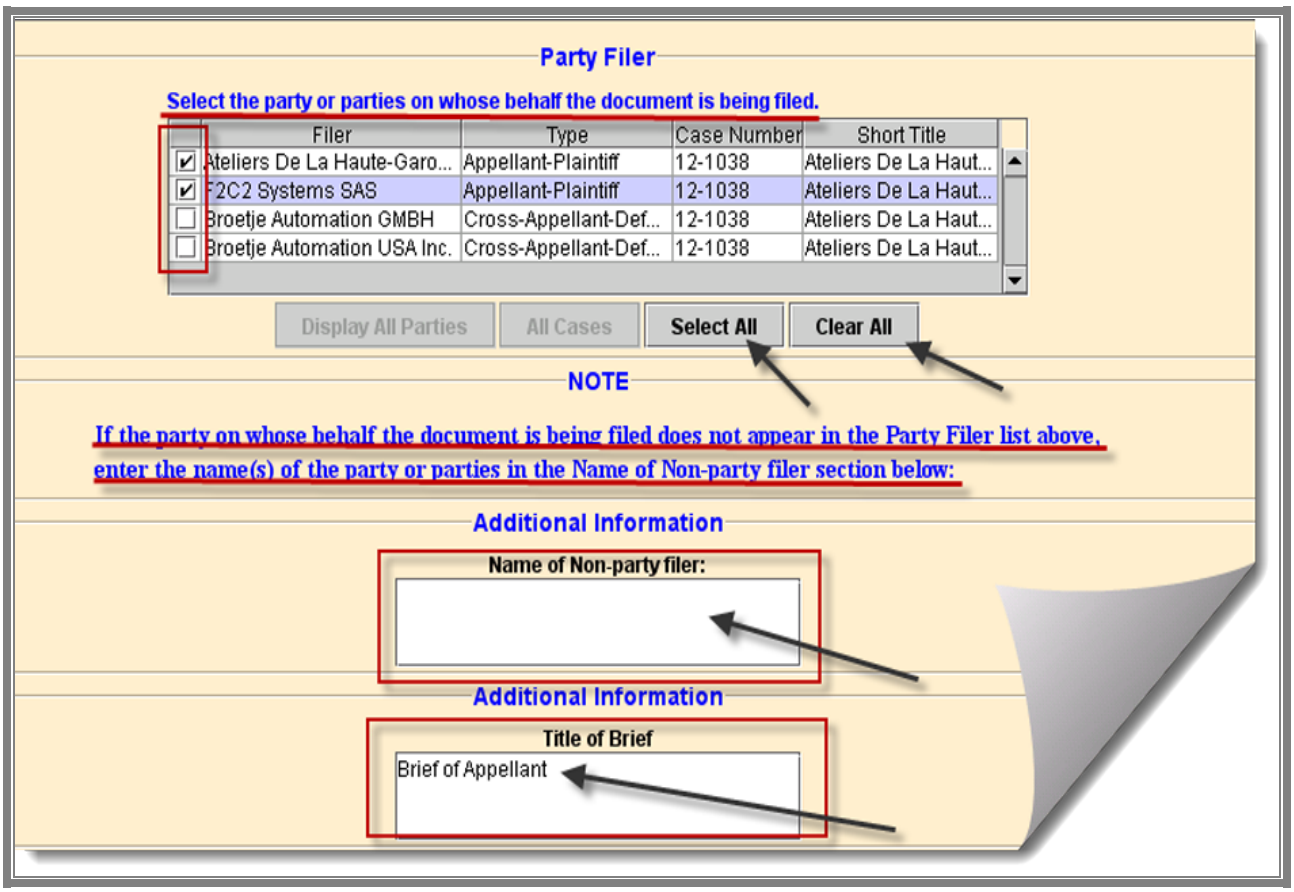


Figure 43. Docketing Brief/Appendix Tendered

5. On the next screen, you will be prompted to Select the party filer, attach the PDF for the pleading, and select the names of the party or parties that must be served, enter the service date and select the method of service. If the party filing the brief does not appear in the Party Filer list, enter the name of the party or parties in the Name of Non-party Filer box located in the Additional Information section of the screen. Depending on the type of pleading you are filing, you may be required to enter additional information e.g. Name of Non-party filer, and Title of Brief. Examples of what you should enter in the Title of Brief box include the following: Brief of Appellant, Brief of Petitioner, Informal Brief of Appellant, Informal Brief of Petitioner, Brief of Respondent, Brief of Appellee, Brief of Cross-Appellant, Reply Brief of Petitioner, Reply Brief of Cross-Appellant, Appendix, Supplemental Appendix, Amicus Brief, and Notice of Joinder.

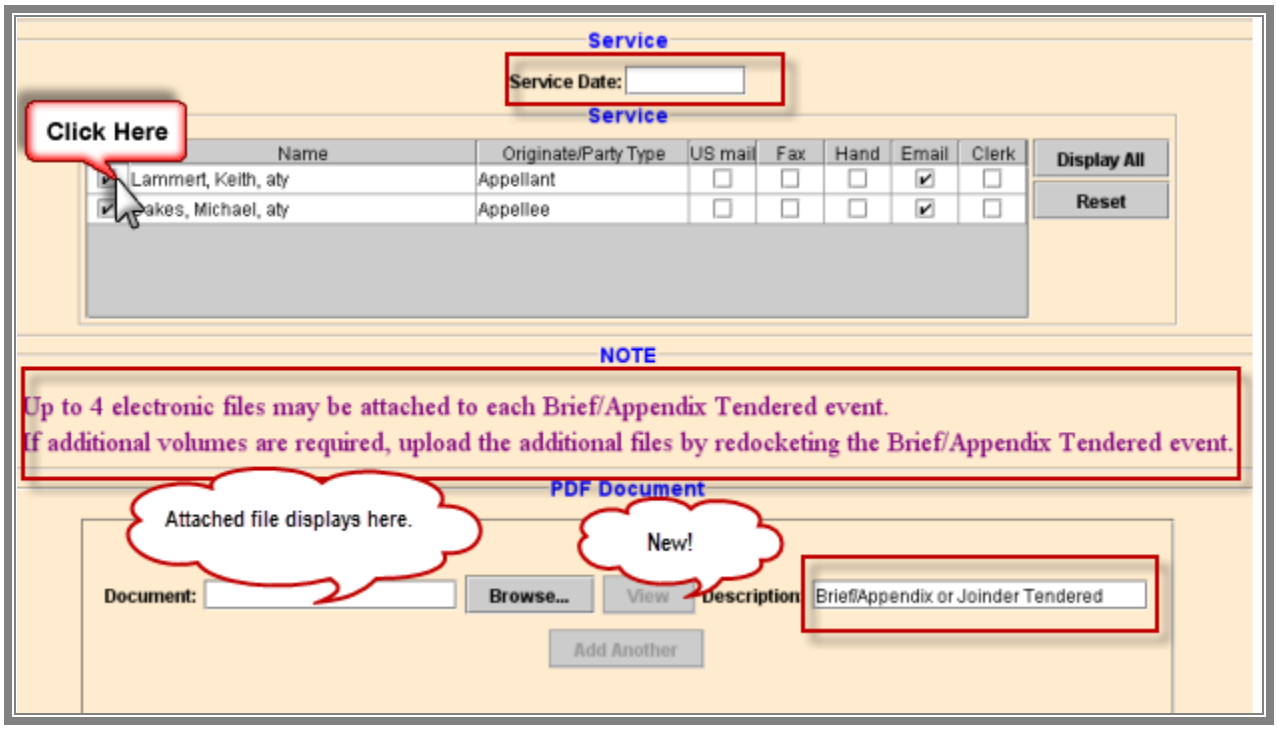
6. Under the Additional Information section, enter the non-party name or names in the Non-party filer text box if there is not a Party on the appeal e.g. Amicus Brief of Flubber Rubber Company.

Figure 45. Party Filers



7. Enter the date of filing into the **Service Date** field. Also, enter the method of service and check the party that you would like to be served (see Figure 42).

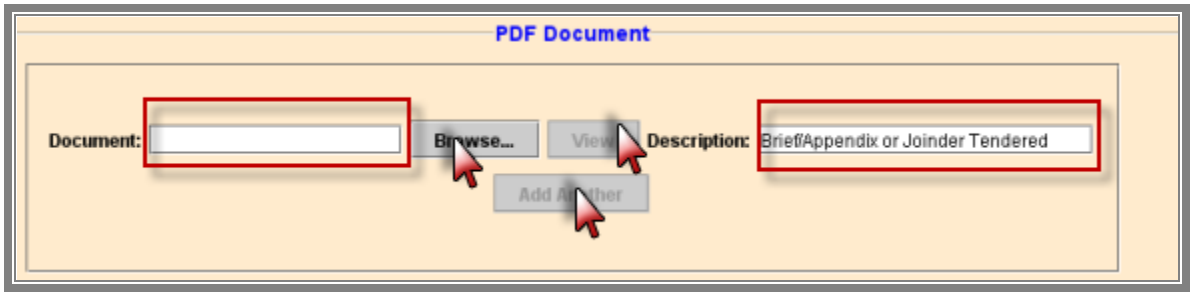
Figure 38. Service



TIP: If the information is incorrect, use the "**Back**" button or **"Cancel"** the filing and start over. Click the "**Continue**" button to move to the next screen if the information is correct. Review the **Brief Checklist** that appears under the PDF Document Section.

8. To attach a PDF to your entry, click the '**Browse**' button in the PDF Document section on the screen. This will cause a pop-up screen to appear. Locate the appropriate PDF on your computer and select it. To ensure the correct file will be uploaded prior to committing the transaction you may view the document by clicking the "**View**" button. Clicking the "View" button launches the selected file. You may also edit the "**Description**" field to state what you are filing (for example, "Docketing Statement," "Appellant's Brief," etc.). After selecting "**Continue**" the docket text pop up will appear with the service information, this will display how your entry will appear on the court's docket, verify the information before clicking "Continue".

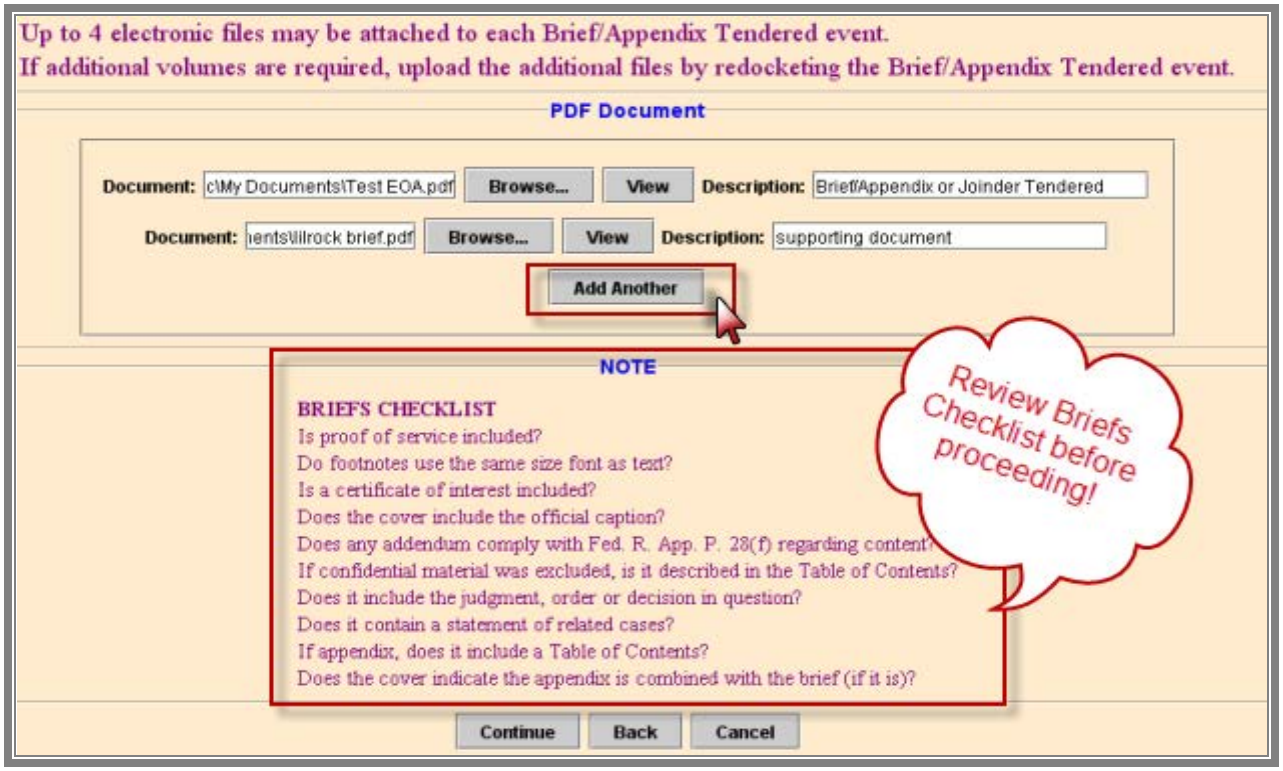
Figure 39. PDF Document



9. To file additional documents select "**Add Another**" and complete the "**Description" Field**.

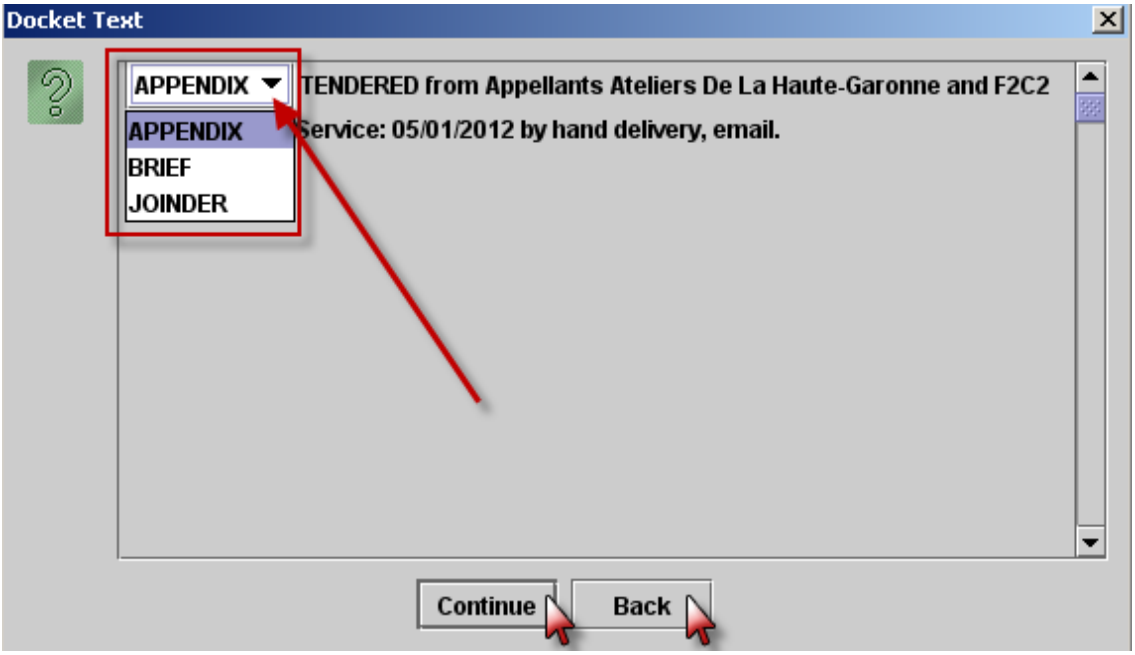
IMPORTANT NOTE: If you are filing an addendum as an attachment to a brief that is being submitted to the clerk's office for review use the above step (9) so it is known by the clerk's office that these two documents belong together. DO NOT complete a separate CM/ECF transaction for an attachment/addendum, use 'Add Another'.

Figure 40. Add an Additional PDF Document



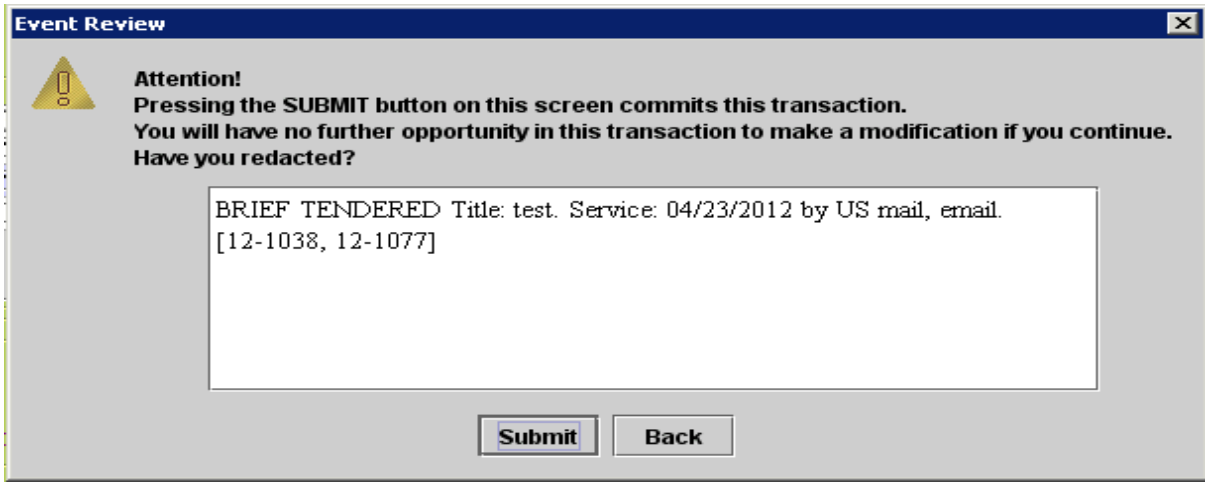
10. Review the Docket text, if it is incorrect select the "**Back**" button to correct.

Figure 41. Docket Text



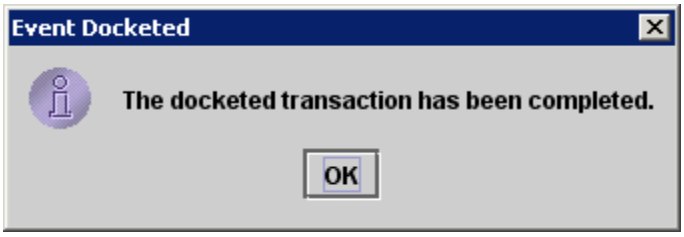
11. This is your last opportunity to review the text prior to filing the document on the docket. Again, this text cannot be edited here. If the text is incorrect, click the ***Back*** button. If correct, select ***Submit*** to file the document on the docket report. This is the Event Review screen. The pop up will appear, Select "**Submit**" to complete the transaction.

Figure 42. Event Review



12. After selecting Submit, an event confirmation will pop up confirming that the docketed transaction has been completed:

Figure 43. Event Docketed



TIP: In addition, for most transactions, a new browser window will launch and the following screen will appear. This is the Notice of Docket Activity (NDA). We highly recommend that you print this screen for your records, and the embedded hyperlink content as it is available to you with one free look. CM/ECF will produce a Notice of Docket Activity and it shall be the equivalent of service by U.S. mail. The Notice of Docket Activity will contain a hyperlink to the document in PACER.

Under the conditions set forth in the paragraph below, recipients of Notices of Electronic filing will be allowed one (1) "**free look**" at the document and may view, print, or download it. After the one "free look," normal PACER usage fees apply. The hyperlink to access the document will expire after the earlier of these two events: the first use or 15 days.

(**CAUTION:** double clicking the hyperlink instead of single clicking it will use up the one "free look."). You may close this screen after you are done.

Figure 44. Notice of Docket Activity

NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

United States Court of Appeals for the Federal Circuit

Notice of Docket Activity

The following transaction was e 012 at 9:00:41 PM EDT and filed on 05/03/2012

Select the Hyperlinks to view /Print

Case Name: Ateliers De L v. Broetje Automation GMBH
Case Number: 12-1038
Document(s): Document(s)

Docket Text:
BRIEF TENDERED Title: Appellant Brief. Service: 05/03/2012 by US mail, email. [9846]

Notice will be electronically mailed to:

Attorney Harrington, Attorney: harringtonm@cafc.uscourts.gov

Notice will not be electronically mailed to the following persons. If appropriate, notice will be delivered by other means to:

Patrick J. Kelleher, -
Drinker Biddle & Reath LLP
191 N. Wacker Drive
Suite 3700
Chicago, IL 60606

Scott G. Lindvall, -
Kaye Scholer LLP
425 Park Avenue
New York, NY 10022

The following document(s) are associated with this transaction:
Document Description: Appellant Brief
Original Filename: Brief.pdf
Electronic Document Stamp:
[STAMP acecfStamp_ID=1222887174 [Date=05/03/2012] [FileNumber=9846-0]
[37d2538988af3a94dd11c7dba455c495327fb5e487fe86373a36283a515ac34f4e30330f7685a50fb26888bc781f38eb7d096b43c84683ecdffb0de76aa49d90]]

Cc:
Subject: 12-1038 Ateliers De La Haute-Garonne v. Broetje Automation GMBH "Brief/Appendix or Joinder Tendered" (09-CV-0598)

NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

United States Court of Appeals for the Federal Circuit

Notice of Docket Activity

The following transaction was entered on 05/03/2012 at 9:00:41 PM EDT and filed on 05/03/2012

Case Name: Ateliers De La Haute-Garonne v. Broetje Automation GMBH
Case Number: 12-1038
Document(s): Document(s)

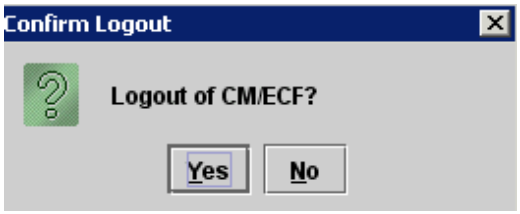
Docket Text:
BRIEF TENDERED Title: Appellant Brief. Service: 05/03/2012 by US mail, email. [9846]

Notice will be electronically mailed to:

Attorney Harrington, Attorney: harringtonm@cafc.uscourts.gov

13. Remember to logout when you are finished.

Figure 45. Logout of CM/ECF



NOTE: If your computer is idle for 50 minutes you will receive a warning message, you may click OK to remain logged in. The warning will display for 5 minutes, if you do not click OK you will be automatically logged out.

TIP: Six bound paper copies of all briefs, in the format specified by the Federal Rules of Appellate Procedure and the Federal Circuit Rules, must be filed with the court within 5 days after the brief has been accepted for filing by the court. See ECF-10, Paper Copies of Electronic Filings, of the Administrative Order.

HOW TO FILE A MOTION

(Example: Motion for extension of time to file a brief and appendix.)

1. From the Filing menu select **File** a Document.
2. In the upper left part of the window type the case number in the **Case** box and press the Tab key (See Figure 50)

TIP: The case number and title now appear below the menu bar in the File a Document window. In addition, the case number and title appear in the Case Selection box in the lower part of the window.

Figure 46. Filing a Motion

3. In the categories list on the left (see Figure 51), select the **MOTIONS** button. The window on the right is updated to show a list of all possible filing types, (**MOTION FILED, MOTION FILED IN FORMA PAUPERIS AND STATUS REPORT WITH MOTION FILED**).

4. In the list of filing types, labeled **Select One**, select the type of document to be filed.

TIP: To file a combined status report and motion, select Status Report with Motion Filed; to file a motion to proceed In Forma Pauperis, select Motion Filed In Forma Pauperis; for all other motions select Motion Filed.

Figure 51 is an example of this screen with the filing category **MOTIONS,** and the filing type **MOTION FILED** selected.

Figure 47. Event selected, Motions and Motions Filed

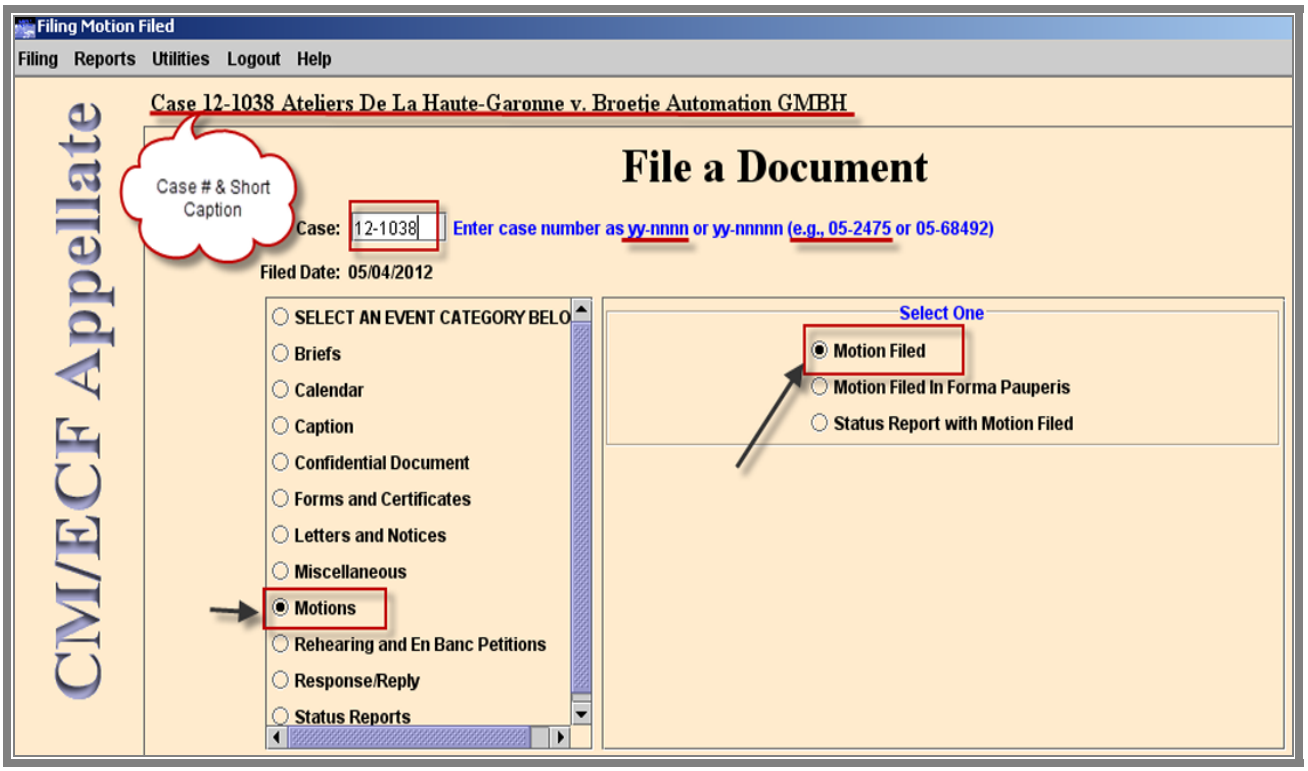
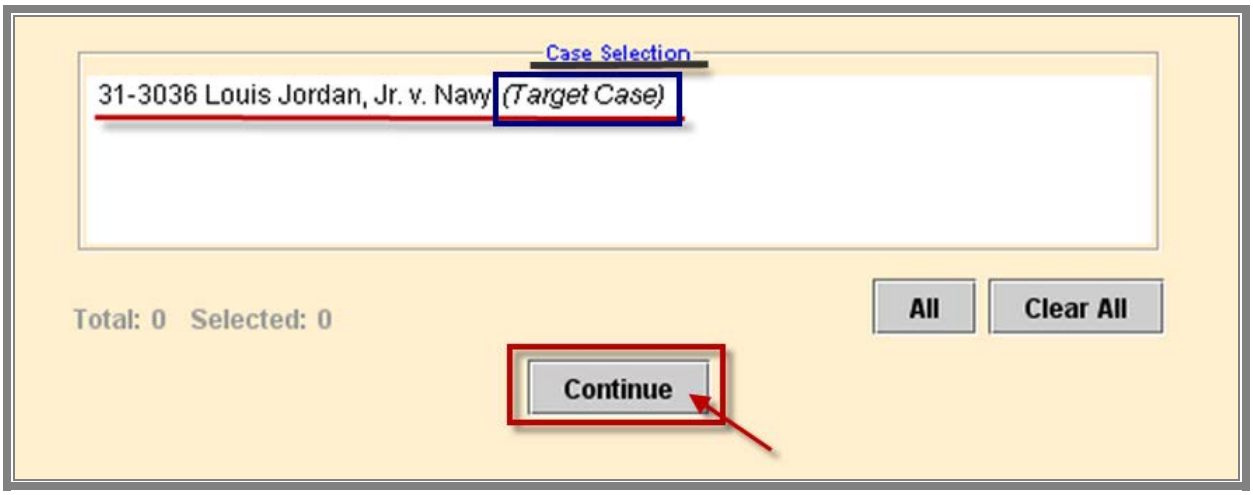
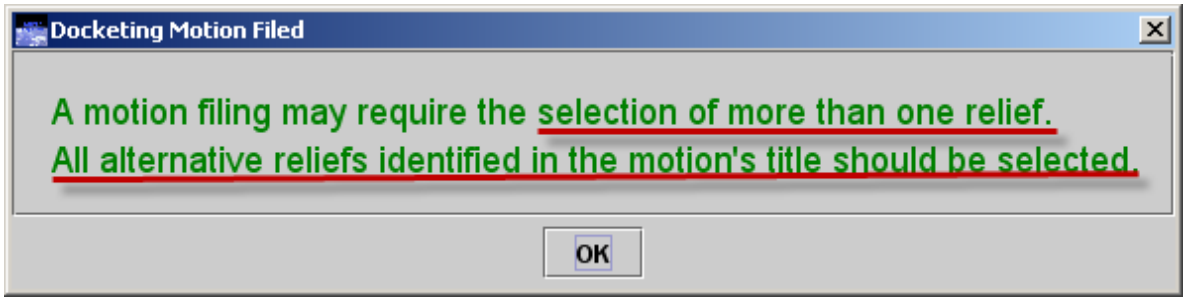


Figure 48. Target Case Information



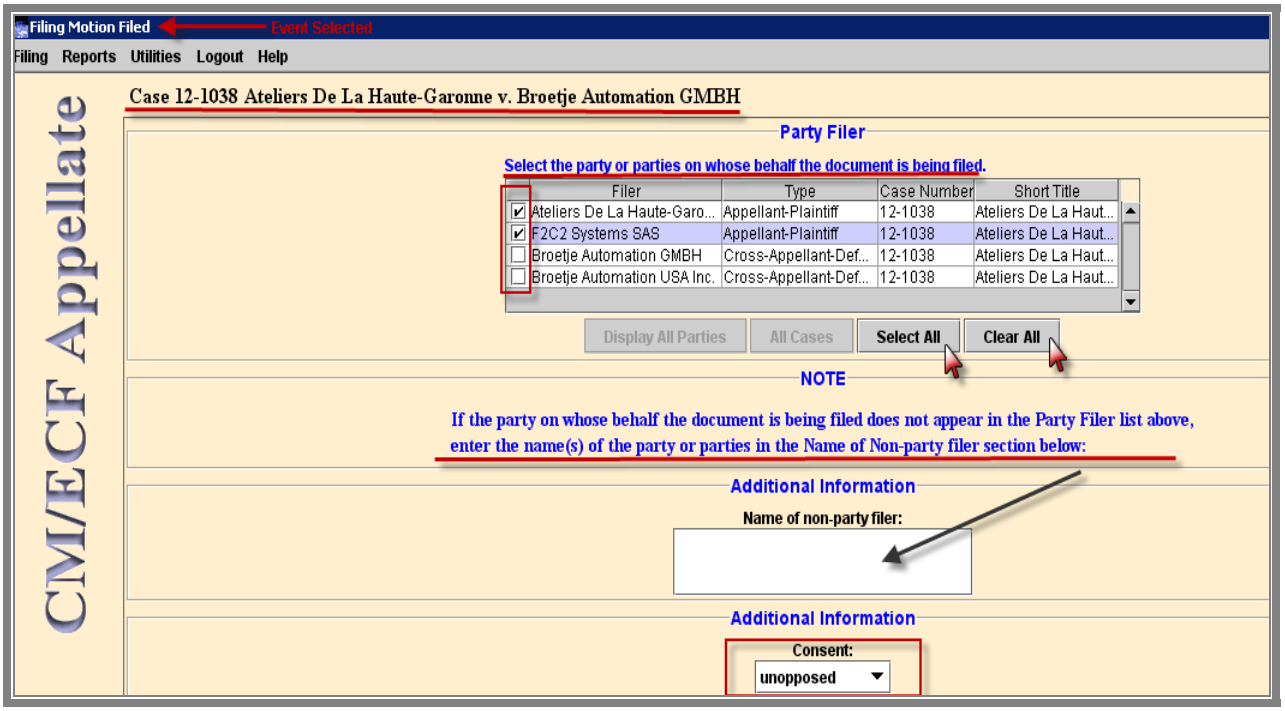
1. Select **Continue**
2. A Docketing Motion Filed Window will appear to remind you that you may need to select more than one relief.
3. **Click OK**. See Figure 53.

Figure 49. Message - selection of more than one relief



4. In the Party Filer section, select the party or parties on whose behalf the motion is being filed. Click in the appropriate checkbox to the left of the Filer column in the Party Filer area. A pro se filer must select her or his name from the list.

Figure 50. Party Filer



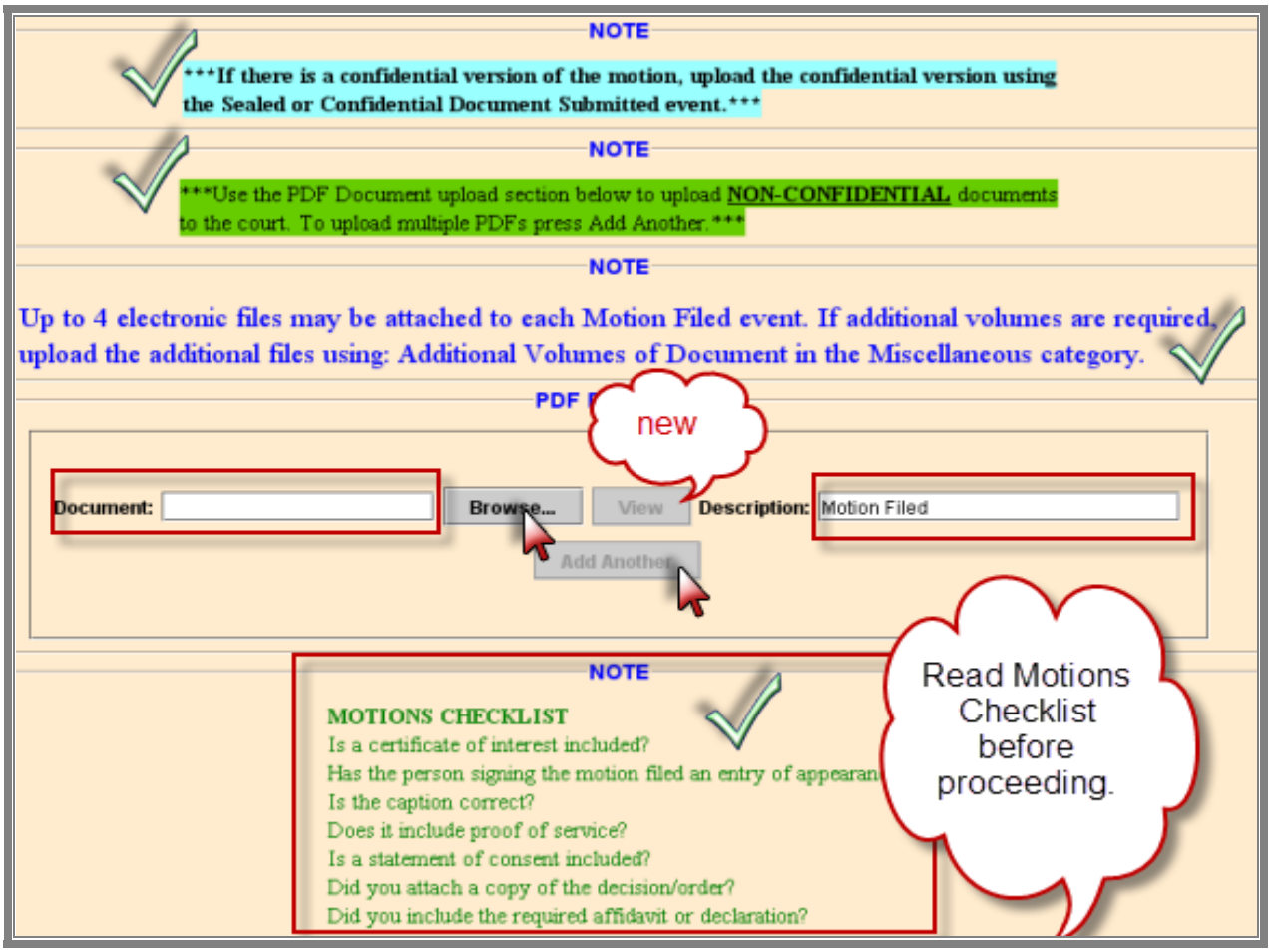
5. **NOTE:** If the party on whose behalf the document is being filed does not appear in the Party Filer list above, enter the name(s) of the party in the Name of non-party filer: section which can be found under Additional Information.

6. Select the type of **CONSENT** field from the drop-down menu (Unopposed, Opposed, Partial consent, Not Addressed).

7. Enter the **SERVICE DATE** of the filing. This date should be the same date on your certificate of service.

(TIP: "Right Click" in the **SERVICE DATE** field then click on **Select Date from Calendar** to generate a calendar from which you can choose the appropriate date). Also, check the means of service by using the checkboxes beneath the Service Date box to select the method(s) of service. The screen now should look similar to the example in Figure 42. For example, if service is made through the ECF system you should select **Email**.

Figure 51. Filing a Motion Checklist



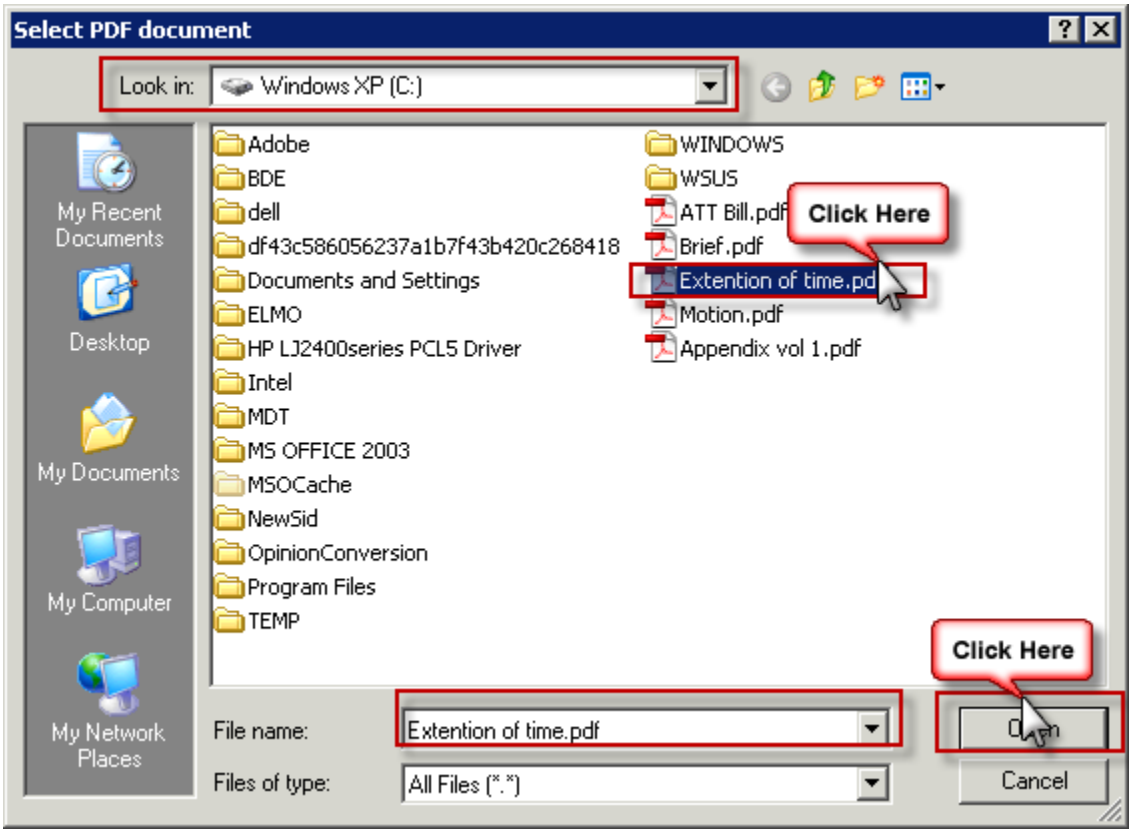
8. Attach your motion by clicking on the Browse button.

9. View all document(s) prior to attaching to ensure it is the correct document(s). Also, check the file size of each document. You can check the file size by resting your cursor over the filename and a box will appear with the file size or you can right click your mouse over the highlighted filename, select properties and view the file size. The maximum file size for a document is 60 MB.

TIP: To double-check the document before attaching it, select "**Browse**" and locate the file you believe to be the correct one. Right-click on the file and use the "Open with …" option to view it in your .pdf program.

10. Click **Open** to attach the document to the event.

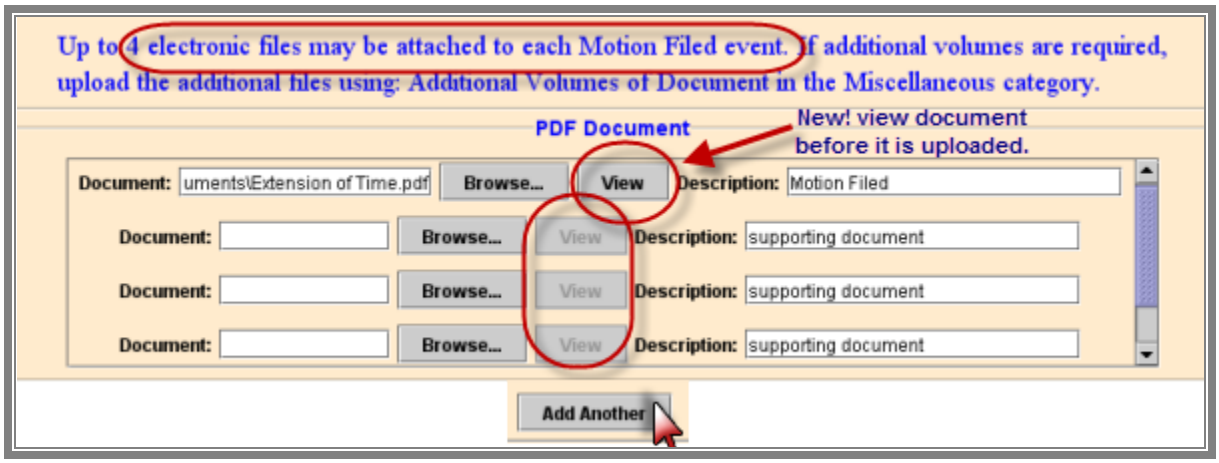
Figure 52. Add PDF to a Case



11. If you wish to add another document, click Add Another and repeat directions from steps 13 and 14.

IMPORTANT NOTE: If you are seeking relief to file something, e.g. a supplemental brief, letter, etc. DO NOT attach the document in which you are seeking leave to file to the motion being submitted. Submit the document separately from the motion using the correct event that corresponds with what is actually being filed, e.g. Brief/Appendix or Joinder Tendered, or Letter or Notice From Party.

Figure 53. Add Another PDF



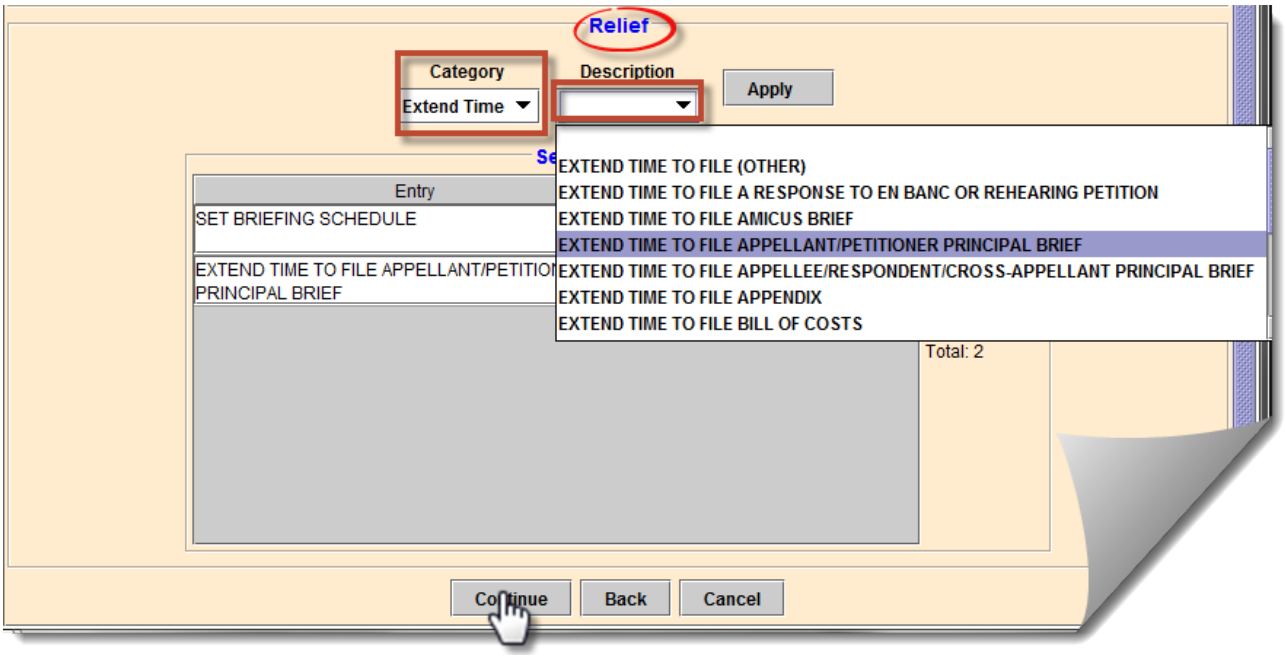
12. Select relief from drop down (Figure 58). You must include a description for any additional document(s) attached. (e.g.: exhibits).

13. Choose the appropriate relief category and description from the drop-down menus. For this example the Briefing category is selected and the relief description is extend time to file appellant/petitioner principal brief. Click **Apply**.

14. Your selection will appear in the box below. If your document includes an additional relief, please repeat directions from step 11.

15. Click **Continue** when all of your types of reliefs have populated in the Selected Reliefs box.

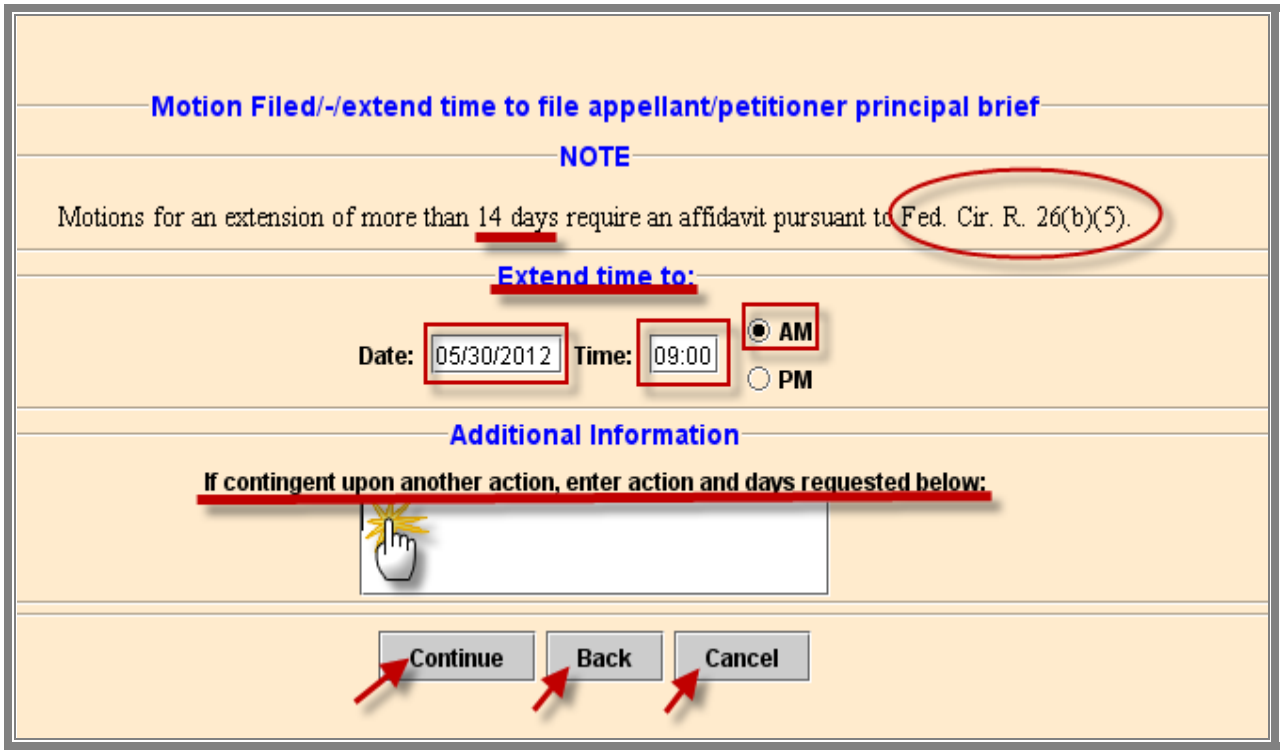
Figure 54. Relief Category and Description



16. Enter the Date and Time you would like to "**Extend the Time to**".

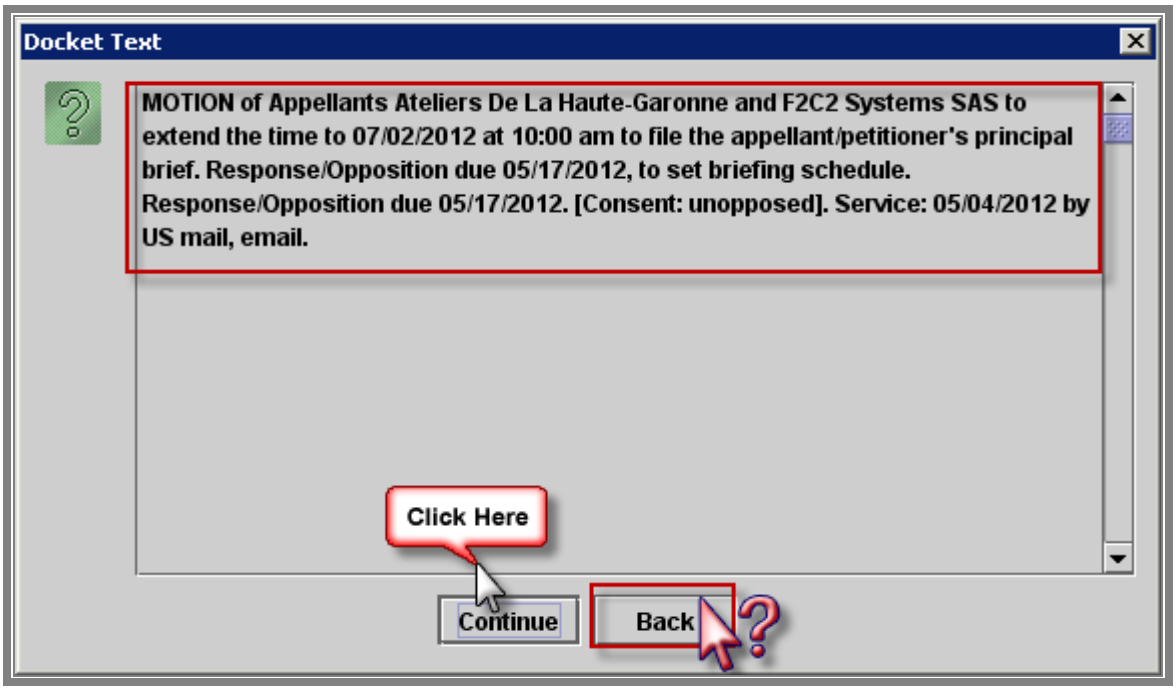
TIP: Motions to extend beyond 14 days require an affidavit. Select **Continue** to file your Motion.

Figure 55. Motion Filed to Extend Time



17. The docket text will appear for your review (see Figure 60). The text cannot be edited. If the information is incorrect, use the **Back** or **Cancel** buttons to start over. Click the **Continue** button to move to the next screen if the text is correct.

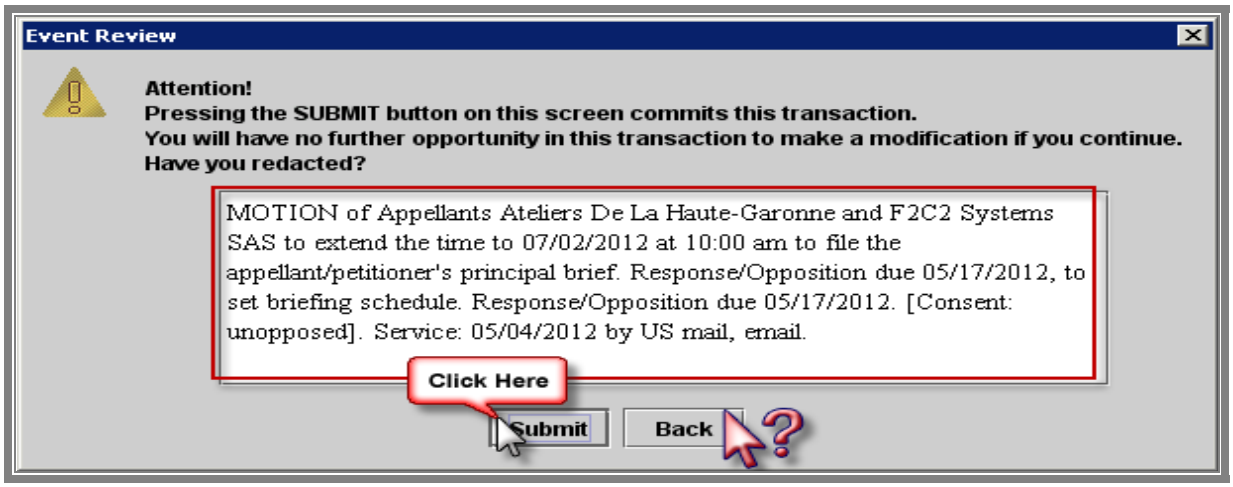
Figure 56. Motions Docket Text



18. **Event Review**. This is your last opportunity to review the docket text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect, click the **Back** button and return to the entry to start over. If correct, select **Submit** to file the Motion for Extension of Time.

CAUTION: Clicking **Submit** commits the user to filing the motion. Click the **Back** button to make any necessary changes.

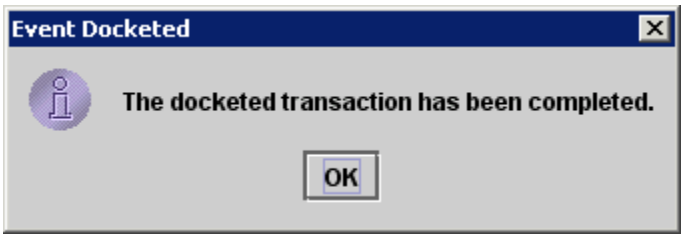
Figure 57. Motion Event Review



19. The transaction confirms that the event has been completed and placed on the Court's docket. Click **OK** to receive your NDA.

TIP: If the notice does not appear in a new browser window, check the browser's pop-up blocker settings. Pop-ups from the Court's site must be allowed.

Figure 58. Confirmation Screen, Event Docketed



20. Select **OK** to generate your NDA. You will receive an email message containing the Notice of Docket Activity.

Figure 59. NDA for Motions

NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

United States Court of Appeals for the Federal Circuit

Notice of Docket Activity

The following transaction was entered on 05/04/2012 at 3:54:14 PM EDT and filed on 05/04/2012

Case Name: [illegible] De La Haute-Garonne v. Broetje Automation GMBH

Click Here

Case Number: 12-[illegible]

Click Here

Document(s): Documents

Docket Text:
MOTION of Appellants Ateliers De La Haute-Garonne and F2C2 Systems SAS to extend the time to 07/02/2012 at 10:00 am to file the appellant/petitioner's principal brief. Response/Opposition due 05/17/2012, to set briefing schedule. Response/Opposition due 05/17/2012. [Consent: unopposed]. Service: 05/04/2012 by US mail, email. [9849]

Notice will be electronically mailed to:

Attorney Harrington, Attorney: harringtonm@[redacted]

Notice will not be electronically mailed to the following persons. If appropriate, notice will be delivered by other means to:

Patrick J. Kelleher, -
Drinker Biddle & Reath LLP
191 N. Wacker Drive
Suite 3700
Chicago, IL 60606

Scott G. Lindvall, -
Kaye Scholer LLP
425 Park Avenue
New York, NY 10022

The following document(s) are associated with this transaction:
Document Description: Motion For Time Extention
Original Filename: Extention of time.pdf
Electronic Document Stamp:
KeyFile (/opt/ACECF/test/acecf.key) is not available for this court.

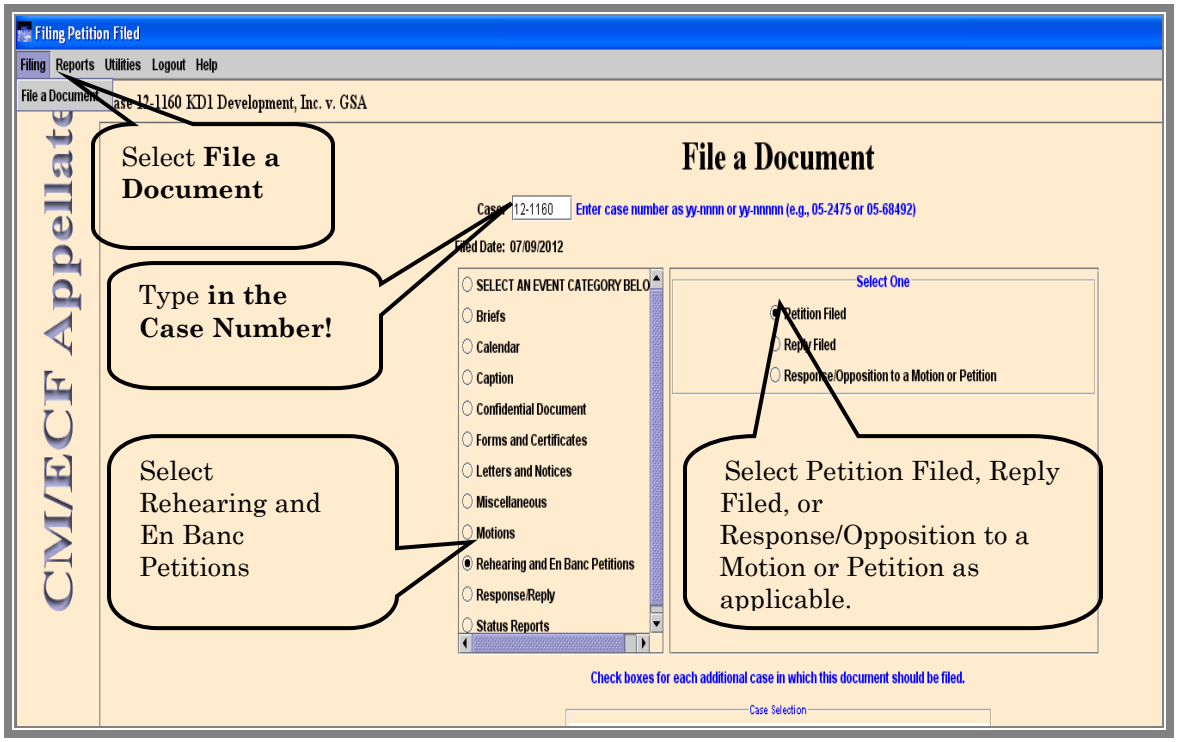
NOTE: The **File a Document** screen re-opens automatically to file another document. If no further documents are to be filed, log out of the File a Document page, or just close that screen and logout from the startup screen.

HOW TO FILE A PETITION FOR REHEARING OR HEARING/REHEARING ENBANC

Note: The Rehearing and En Banc Petitions Category should be used to file a Petition for Hearing En Banc.

1. From the Filing menu select **File a Document.**
2. Enter the case number in the **Case** field and press Tab.
3. In the categories list on the left, select **Rehearing and En Banc Petitions.** The window on the right is updated to show a list of all possible filing types (**Petition Filed, Reply Filed, Response/Opposition to a Motion or Petition**).
4. Select **Petition Filed** from the right side of the screen.

Figure 60 Filing a Petition

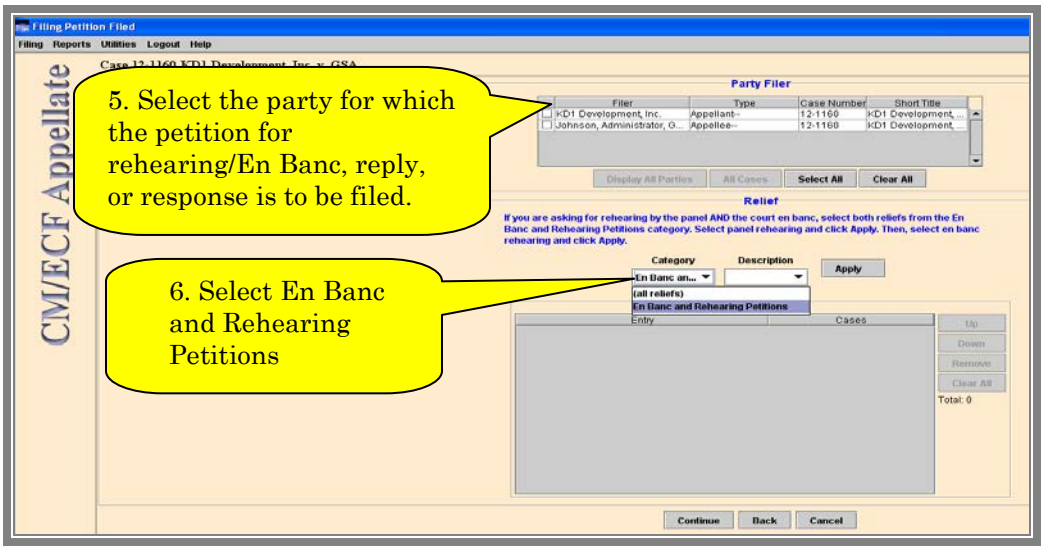


5. Click **Continue**.

6. In the Party Filer section, select the party or parties on whose behalf the petition for rehearing or En Banc petition is being filed. Click the appropriate checkbox to the left of the Filer column in the Party Filer area.

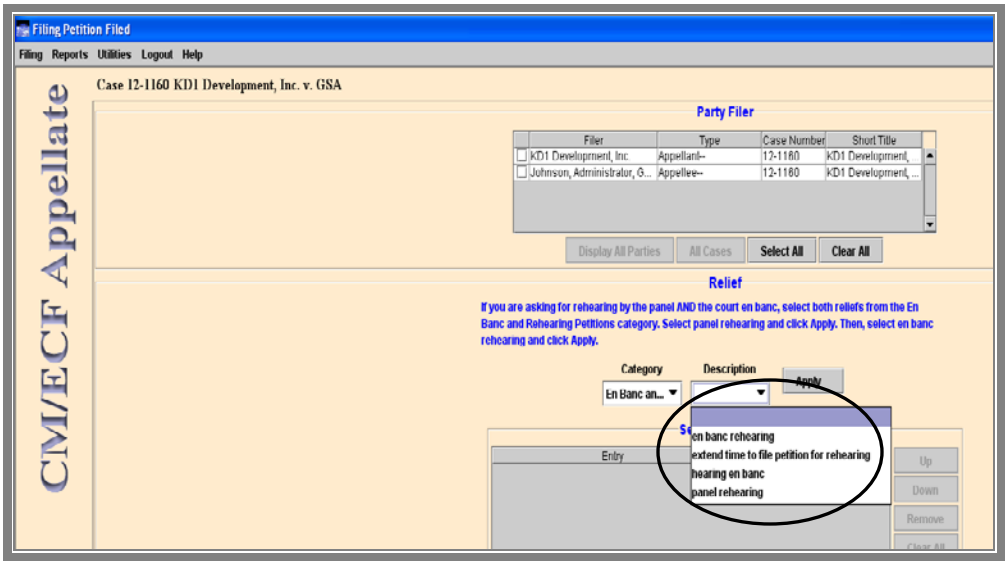
7. In the relief section select **En Banc and Rehearing Petitions** from the category drop-down (see Figure 65).

Figure 61. Selecting Parties for Petition



8. From the ***description*** drop-down, select the type of hearing and/or rehearing being filed. (Note: more than one relief or type of petition may be selected. After each selection click apply. Your chosen options appear in ***Selected Reliefs*** box).

Figure 62. Selecting Relief or Petition Type



9. Click **Continue**.

10. In the service section, enter the **SERVICE DATE** of the filing. This date should be the same date on your certificate of service. Also select who the document was served on and how it was served

11. Attach the petition by clicking on the **Browse** button. View all document(s) prior to attaching to ensure it is the correct document(s). Click **Continue**.

12. The docket text will appear for your review. The text cannot be edited. If the information is incorrect, use the **Back** or **Cancel** buttons to start over. If the text is correct, click the **Continue** button to proceed to the next screen.

13. **Event Review.** This is your last opportunity to review the docket text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect, click the **Back** button and return to the entry to start over. If correct, select **Submit** to file the petition.

    CAUTION: Clicking **Submit** commits the user to filing the petition. Click the **Back** button to make any necessary changes.

14. The transaction confirms that the event has been completed and placed on the Court's docket. Click **OK** to generate your NDA. You will receive an email message containing the Notice of Docket Activity. You may print or save the NDA as proof that the petition has been transmitted to the court.

EVENTS AND EVENT CATEGORIES

Event Category	Event	Comments
Briefs		
	Brief/Appendix Or Joinder Tendered	Omit unnecessary cover or transmittal letters; use event for all non-confidential briefs, appendices and joinders; the brief is not considered filed until it's accepted by the clerk's office
	Brief /Appendix or Joinder Tendered Confidential	You must use this event for all **confidential** briefs/appendices and joinders; any pdfs uploaded using this event will not be available for viewing, you must serve the parties by alternate method
	Notice Of Correction To Brief	This is required only if you are filing a correction to a brief previously accepted/filed by the clerk; this event should be used in conjunction with the brief tendered event. In other words, when filing a notice of correction, the corrected brief, appendix or joinder, should also be filed using the appropriate brief tendered event
	Notice Of Intent To File Briefs On CD-ROM	
Calendar		
	Citation of Supplemental Authority	
	Memo In Lieu Of Oral Argument	
	Notice Regarding Conflicts with Argument Dates	
	Response To Oral Argument Order	Event can also be found in the Response/Reply category
Caption		
	Notice Of Objection To Caption	Use only if there are clear errors in the caption (e.g., misspelling, incorrect designation); for more substantial findings, such as a missing party, a motion should be filed

Event Category	Event	Comments
Confidential Document		
	Brief/Appendix or Joinder Tendered Confidential	You must use this event for all **confidential** briefs/appendices and joinders; this event will not send electronic notification, you must serve the parties by alternate method
	Sealed Or Confidential Document Submitted	Use this event for any **Confidential** Document, other than a brief or appendix; any pdfs uploaded using this event will not be available for viewing and must be served on parties using an alternate method
Forms and Certificates		
	Bill Of Costs Filed	The Bill of Cost Filed event should be used for stipulations as well.
	Cert Of Compliance Modification of Protective Order (R11/17)	Report agreement in trial court (Rule 11) or agency (Rule 17) regarding modification of protective orders
	Certificate Of Compliance Transcript (R10)	
	Certificate Of Interest Filed	Government attorneys and pro se litigants are not required to file a certificate of interest; this filing should occur once per party OR group of parties represented by the same attorney
	Corrected Certificate Of Service	
	Docketing Statement Filed	A docketing statement is **not** required in appeals where a pro se appears as a party
	Entry Of Appearance Filed	Each attorney must file a separate entry of appearance and include all parties they represent in the appeal; use of "et al" is prohibited; only one attorney can be designated as principal counsel for the party
	Statement Concerning Discrimination R 15c	Required in appeals from the Merit Systems Protection Board; due 14

Event Category	Event	Comments
		days from the date of docketing
	Statement Of Compliance With FCR 33	Settlement discussion
	Transcript Purchase Order Form Filed	
	USERRA Notification Form	For Merit System Protection Board appeals only (if applicable)
Letters and Notices		
	Letter Or Notice From Party	If Requesting Specific Relief, Use Motion Filed Event instead
	Notice Of Correction To Brief	This is required only if you are filing a correction to a brief previously accepted/filed by the clerk; this event should be used in conjunction with the brief tendered event. In other words, when filing a notice of correction, the corrected brief, appendix or joinder, should also be filed using the appropriate brief tendered event
	Notice Of Election Per 37 CFR Section 1.983(E)	
	Notice Of Intent To File Briefs On CD-ROM	
	Notice Of Objection To Caption	Use only if there are clear errors in the caption (e.g., misspelling, incorrect designation); for more substantial findings, such as a missing party, a motion should be filed
	Notice Of Paper Filing	
	Letter or Notice Regarding Bankruptcy	
	Notice Re Conflicts With Argument Dates	
	Notice Re Post-judgment Motions (PN4)	
	Citation of Supplemental Authority	
Miscellaneous		
	Additional Volumes of Document	
	Agreed Statement In Lieu Of Certified List	
	Amended Notice Of Appeal	Use this event to file an amended

Event Category	Event	Comments
		notice of appeal or petition for review; An amended notice of appeal must first be filed with the district court, it is not necessary to file a courtesy copy with this court
	Citation Of Supplemental Authority	
	Notice Of Joinder To Document	Used when joining in another party's document which has already been filed; do not use for joinders to briefs
	Other Document Submitted	
	Request To Reissue Opinion/Order as Precedential	
Motions		
	Motion Filed	More than one relief may need to be selected, depending on nature of motion
	Motion Filed In Forma Pauperis	This pdf on this event is restricted and is not available to the public
	Status Report with Motion Filed	If a motion is imbedded within the status report, the title of the document should so reflect and the event required is: Status Report with Motion Filed. This event will allow the user to select the type of relief requested in the motion.
Rehearing and En Banc Petitions		
	Petition Filed	Use this event only for filing petitions for panel or en banc rehearing or en banc hearing
	Response/Opposition to a Motion 1or Petition	Respond to a pending motion or petition.
	Reply Filed	Event can also be found in the Response/Reply category
	Response/Opposition with Incorporated Motion	Respond to a pending motion or petition and file a motion. Event can also be found in the Response/Reply category
Response/Reply		
	Reply Filed	Used to respond to a Response/Opposition which has already been filed
	Response to Court Order	

Event Category	Event	Comments
	Response to Oral Argument Order	
	Response/Opposition to a Motion or Petition	Respond to a pending motion or petition
	Response/Opposition To Bill Of Costs Filed	
	Response/Opposition to Other Document	
	Response/Opposition with Incorporated Motion	Respond to a pending motion or petition and file a motion. Event can also be found in the Rehearing and En Banc Petitions **c**ategory
Status Reports		
	Status Report Filed	Only use when not accompanied by a motion
	Status Report With Motion Filed	If a motion is imbedded within the status report, the title of the document should so reflect and the event required is: Status Report with Motion Filed. This event will allow the user to select the type of relief requested in the motion.

RELIEF AND RELIEF CATEGORIES

Relief Category	Relief	Comments
Amicus		
	amicus response to motion	
	file amicus brief on en banc or rehearing petition	relief can also be found in the rehearing and en banc petitions category
	leave to file an amicus curiae brief	brief must be submitted with motion (2 separate events required).
Attorneys		
	appear pro hac vice	
	file Entry of Appearance of new counsel	if an entry of appearance is first submitted within 30 days of the scheduled argument, the attorney must file a motion for leave to file the entry of appearance
	substitute attorney	if an attorney from another law firm has already filed an appearance as principal counsel, and an attorney from a separate firm wishes to be principal, a motion to substitute attorney must be filed. Counsel should indicate whether or not the previous counsel will or will not remain on the case.
	withdraw attorney	An attorney who has already entered an appearance and now wishes to withdraw his or her appearance from representation of the party or parties (relief can also be found in the withdraw category)
Briefing		
	adopt appendix	
	adopt brief	
	set briefing schedule	
Calendar/Argument		
	additional time at oral argument	
	allow argument	

Relief Category	Relief	Comments
	hear case before the same merits panel	for related or companion cases
	in camera proceedings	
	recuse judge	relief can also be found in the disqualify/recuse category
	reschedule argument	
	schedule oral argument	
	treat as companion case	
	waive oral argument	
Caption		
	modify the official caption	use for substantial findings in the caption, such as a missing party
	substitute party	relief can also be found in the withdraw category
Case Termination		
	limited remand	
	terminate appeal	use for opposed and unopposed motions, and for motions seeking to summarily affirm the decision of the originating court or tribunal.
	terminate cross/consolidated appeal	motion filed in cross/consolidated appeal only
Consolidation		
	consolidate appeals	motion should be filed in each appeal
	deconsolidate appeals	motion only filed in lead case
Correct or Supplement		
	correct document	use for documents other than brief or appendix
	correct/supplement other	
	correct/supplement record on appeal	
	file corrected appendix	
	file corrected brief	
	file supplemental appendix	
	file supplemental brief	
	supplement document	motion to supplement a document that is not a brief/appendix; should be prepared as two separate PDF files and uploaded

Relief Category	Relief	Comments
		to the motion filed event.
Costs or Fees		
	allow costs under R.39	refers to fees incurred for preparation of briefs/appendix
	attorney fees and expenses	all other attorney fees (attorney rates/hours, analysis fees, etc.) Fed. Cir. R. 47.7
	EAJA attorney fees and expenses	
	waive fees	
Disqualify/Recuse		
	disqualify attorney	
	disqualify law firm	
	recuse judge	
Emergency Stay R.8/R.18		
	emergency stay pending appeal	relief can also be found in the stay category; should be filed in paper form **only** if appeal has not been docketed prior to filing of motion
	lift injunction	relief can also be found in the stay category
	lift stay pending appeal	relief can also be found in the stay category
	temporary injunction pending appeal	relief can also be found in the stay category; should be filed in paper form **only** if appeal has not been docketed prior to filing of motion
Exhibits		
	transmit physical exhibits	
Expedite		
	expedite appeal	
	expedite briefing schedule	
	expedite decision/ruling	
	expedite hearing	
	expedite response or reply	relief can also be found in the response/reply category
Extend Time		
	extend time to file (other)	
	extend time to file a response to	

Relief Category	Relief	Comments
	en banc or rehearing petition	
	extend time to file amicus brief	relief also used if filing brief out of time
	extend time to file appellant/petitioner principal brief	relief also used if filing brief out of time
	extend time to file appellee/respondent/cross-appellant principal brief	relief also used if filing brief out of time
	extend time to file appendix	relief also used if filing brief out of time
	extend time to file bill of costs	
	extend time to file cross-appellant's reply brief	relief also used if filing brief out of time
	extend time to file intervenor's brief	relief also used if filing brief out of time
	extend time to file petition for rehearing	used with Motion Filed, not Petition Filed
	extend time to file reply brief	relief also used if filing brief out of time
	extend time to file response/reply	relief can also be found in the response/reply category
	extend time to file supplemental appendix	
	extend time to file supplemental brief	
	extend time to obtain counsel	
In Forma Pauperis		
	leave to proceed in forma pauperis	access to the document is restricted and is only available to users associated with the case
Intervene		
	intervene	
Judicial Notice		
	take judicial notice	
Mandate		
	issue mandate	
	recall mandate	
	reschedule mandate	
	stay mandate	
Other		

Relief Category	Relief	Comments
	clarify	
	deactivate appeal	relief can also be found in the stay category
	modify protective order	
	other relief	use only when request cannot be described by another relief
	reactivate appeal	relief can also be found in the stay category
	seal case	
	seal document	
	set briefing schedule	
	to vacate	
	unseal case	
	unseal document	
Precedential		
	reissue as precedential	
Reconsider		
	reconsider order	
	reconsider order en banc	
	reconsider rejected brief	
Rehearing and En Banc Petitions		
	extend time to file a response to en banc or rehearing petition	relief can also be found in the extend time category
	extend time to file petition for rehearing	relief can also be found in the extend time category
	file amicus brief on en banc or rehearing petition	relief can also be found in the amicus category
Reopen		
	reopen appeal	use for motion to reinstate and motion for reconsideration of terminated appeal
Response/Reply		
	expedite response or reply	
	extend time to file response/reply	relief can also be found in extend time category
	leave to file a response/reply	only use when responding to document that does not already allow for response in accordance with rules
Sanctions/Damages		

Relief Category	Relief	Comments
	sanction party	
	sanction person	
Stay		
	continue stay	
	deactivate appeal	
	emergency stay pending appeal	
	lift injunction	
	lift stay	
	lift stay pending appeals	
	reactivate appeal	
	stay appeal	
	temporary injunction pending appeal	
Strike		
	strike brief	used by opposing party
	strike document	used by opposing party
Waive Requirement		
	allow e-filing	
	exempt attorney from electronic filing	
	exempt case from electronic filing	
	exempt document from electronic filing	
	waive other requirement	
	waive requirements of brief or appendix	
	waive requirements of rule 27(f)	only use prior to submission of document
Withdraw		
	substitute party	
	withdraw attorney	
	withdraw brief or appendix	used by party who filed the brief or appendix and who now wishes to withdraw the filing
	withdraw document	used by party who filed the document and who now wishes to withdraw the filing
	withdraw party	

APPENDIX

Redaction Methodology Suggestions

It is the responsibility of the party to redact any and all sensitive material from the documents submitted electronically or in paper to the court. *Sensitive material includes social security or taxpayer-identification numbers, dates of birth, names of minor children, and financial account numbers (See Fed. R. App. P. 25(a)(5)).* The items listed above, while not an exhaustive list, provide possible suggestions for redacting sensitive information from documents.

Completely delete sensitive information in the original word processing document and replace it with innocuous filler characters such as 'X', save it, then convert the document to a PDF.

Removing Sensitive Metadata in Word 2007 Documents:

1. Open the Office document that you want to inspect for hidden data or personal information.
2. Click the Microsoft Office Button, click Save As, and then type a name in the Filename box to save a copy of your original document.

Important: It is a good idea to use the Document Inspector on a copy of your original document because it is not always possible to restore the data that the Document Inspector removes.

1. In the copy of your original document, click the Microsoft Office Button, point to Prepare, and then click Inspect Document.
2. In the Document Inspector dialog box, select the check boxes to choose the types of hidden content that you want to be inspected.
3. Click Inspect.
4. Review the results of the inspection in the Document Inspector dialog box. Click Remove All next to the inspection results for the types of hidden content that you want to remove from your document.

Removing Sensitive Metadata in Word 2010 Documents

1. Open the document and save a copy to prevent loss of metadata in your original. Click File and bring up Backstage View. Under Prepare for Sharing and from Check for Issues options, click Inspect Document.
2. This will bring up Document Inspector dialog, listing multitude of options for inspecting; Comments, Revisions, Version, Document Properties, Personal Info, XML Data, Headers, Footers, Watermarks, Invisible Content, and Hidden Text, etc. Enable desired options available in the list and click Inspect.
3. Once inspection is completed, you can remove the inspected elements from the document by clicking Remove All with each option selected.
4. On clicking Remove All, all the specified elements will be removed from the document.
5. Create the PDF.

Removing Metadata from WordPerfect 13 and WordPerfect 15

1. Select File, and Save Without Metadata.

Additional Redaction Information

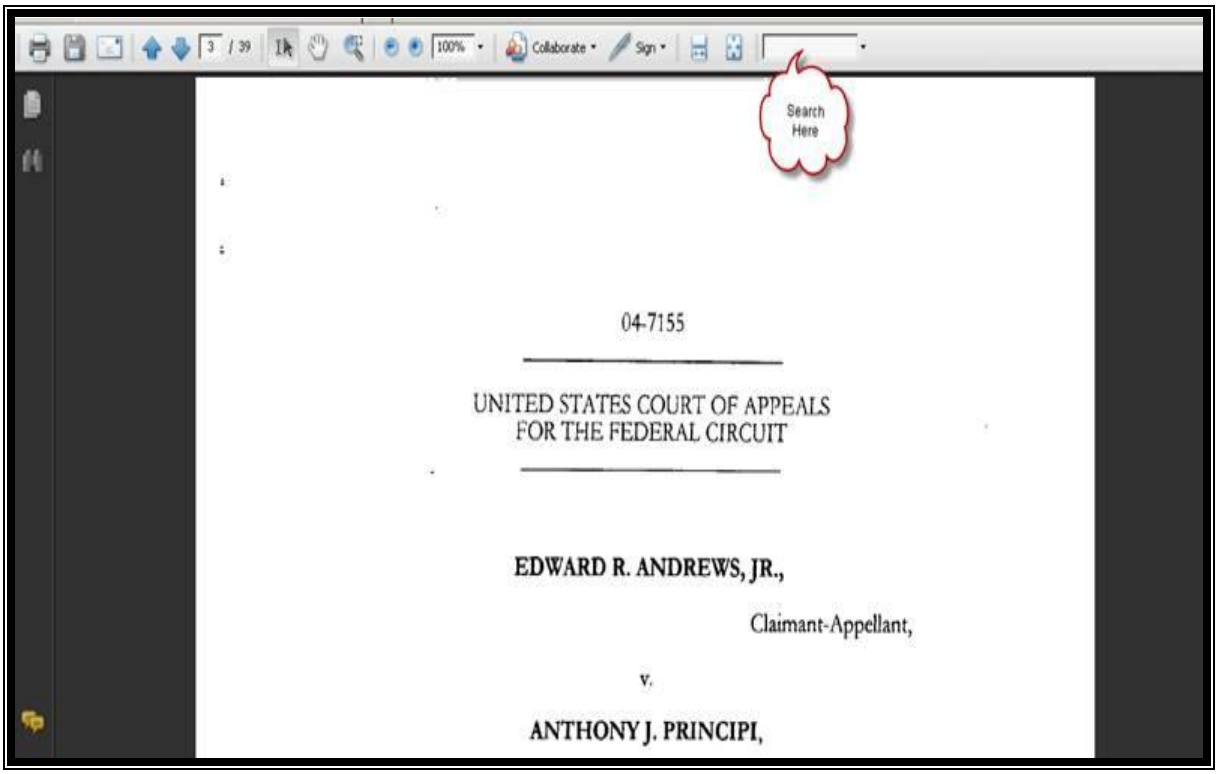
1. Adobe Acrobat's redaction tool is effective for removing sensitive material directly from a PDF file. Please see your version of Acrobat's Help instructions regarding the proper use of this tool.
   - Redaction in Adobe Acrobat 8
   - Redaction in Adobe Acrobat 9
   - Redaction in Adobe Acrobat 10 (Adobe Acrobat X)

2. It is recommended that a redacted document be cut and pasted into another document. If the redaction succeeded, no redacted text should be transferred.

How to determine whether a PDF is text-searchable

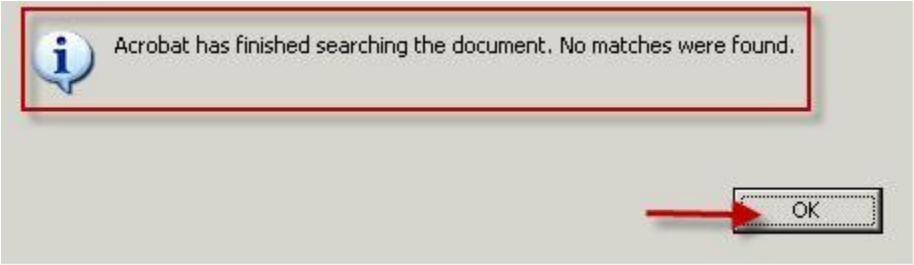
After opening the PDF, try searching for a word known to be in the document (preferably a word that appears on several different pages) by entering the word into the search box.

Figure 63. Determine if PDF is text searchable



If the message below appears, the document is not text-searchable.

Figure 64. Message - Non text searchable



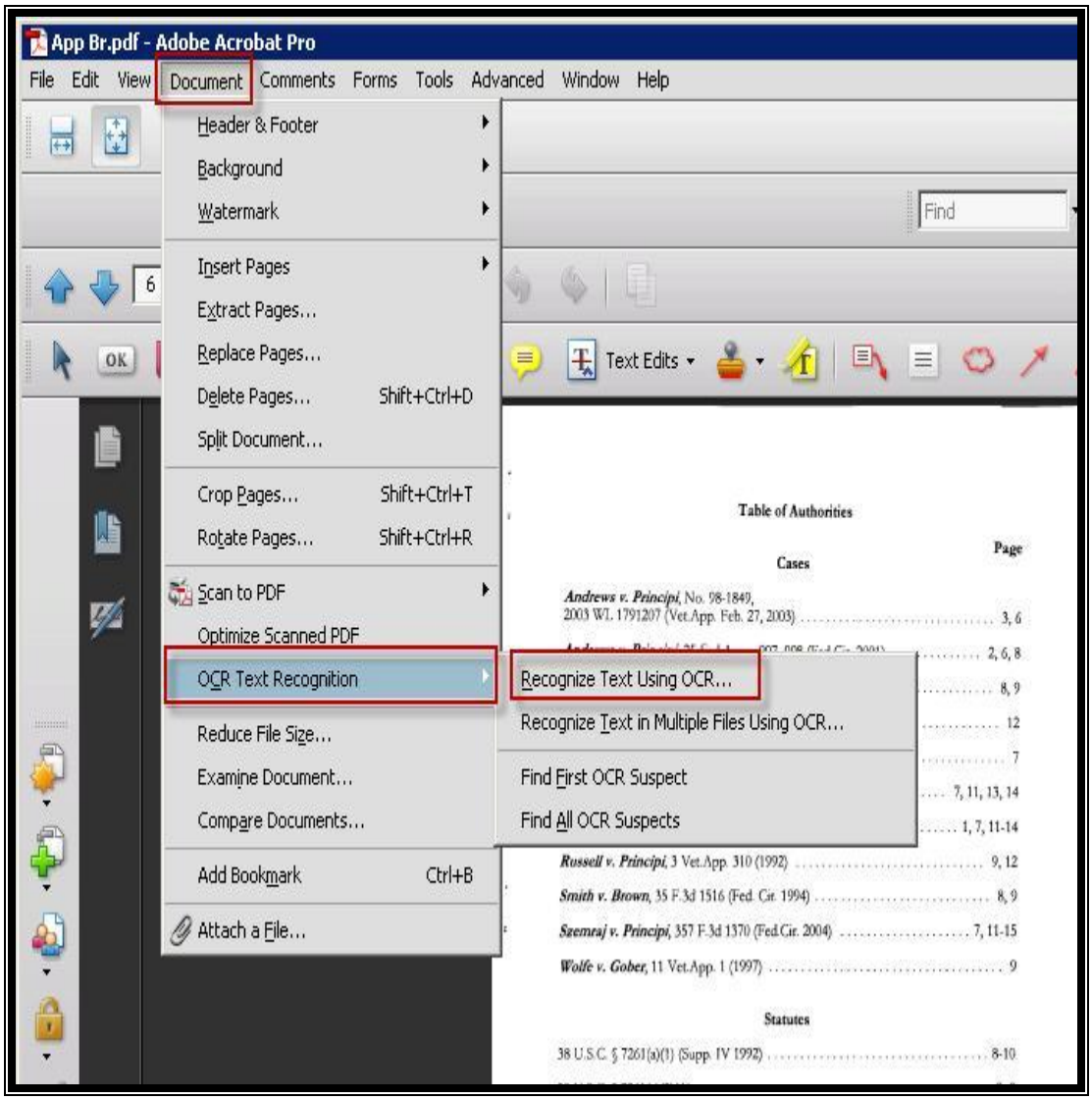
Alternatively, use the mouse to highlight a word in the text. If a single word cannot be highlighted and the entire page turns blue to indicate it is an image, the text is not searchable.

How to make a scanned PDF text-searchable

- Adobe Acrobat 8
- Adobe Acrobat 9
- Adobe Acrobat X

The following instructions apply to making a PDF text-searchable in Adobe Acrobat Professional or Standard:
Click on **Document > OCR Text Recognition > Recognize Text Using OCR.**

Figure 65. OCR Text Recognition.



The text recognition process will proceed page by page. Please note that for a very long document the process may take several minutes to complete. Enabling text-

search ability in multiple documents at once can be accomplished through batch processing by following these instructions on the Adobe site.

When all the pages are processed, try the same search to verify that the document now is text-searchable.

Dividing a PDF

Dividing an oversized PDF
CM/ECF will not accept filing of a single PDF document that exceeds 80 MB in file size. An entire appendix will often exceed that size; therefore, it must be divided into smaller PDF documents unless there is no reasonable way to accomplish such division. (Note: The Court will accept a filing that contains no more than 4 attachments, each not exceeding 20 MB in file size, per document. If there are more than 4 attachments or any one of the 4 attachments exceeds 20 MB in file size, the filer must submit the entire appendix as one PDF on CD or DVD. See local rule ECF-8.

To determine the size of a PDF, open the document and click on **File > Properties**
See below Adobe File Properties

Figure 66. Adobe File Properties

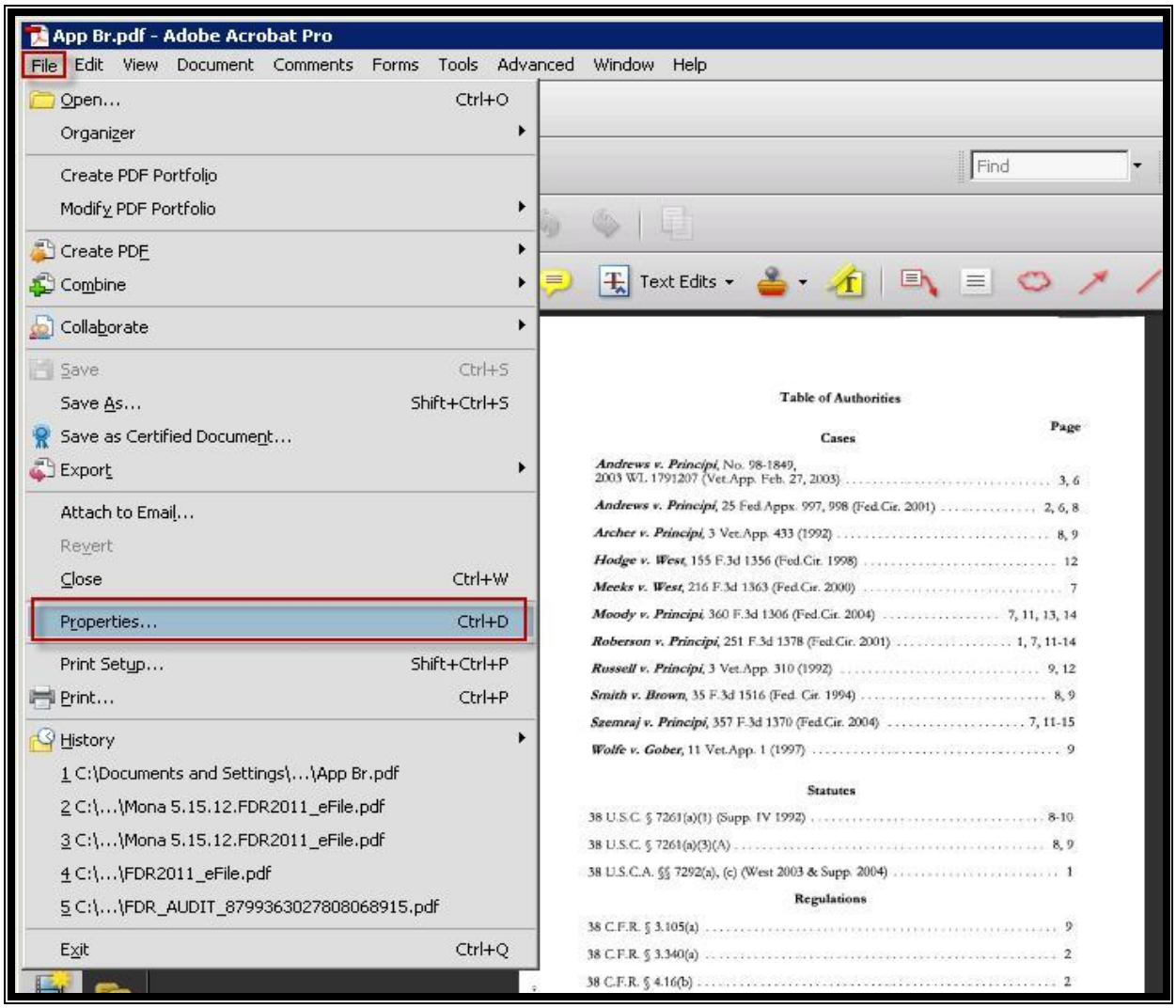
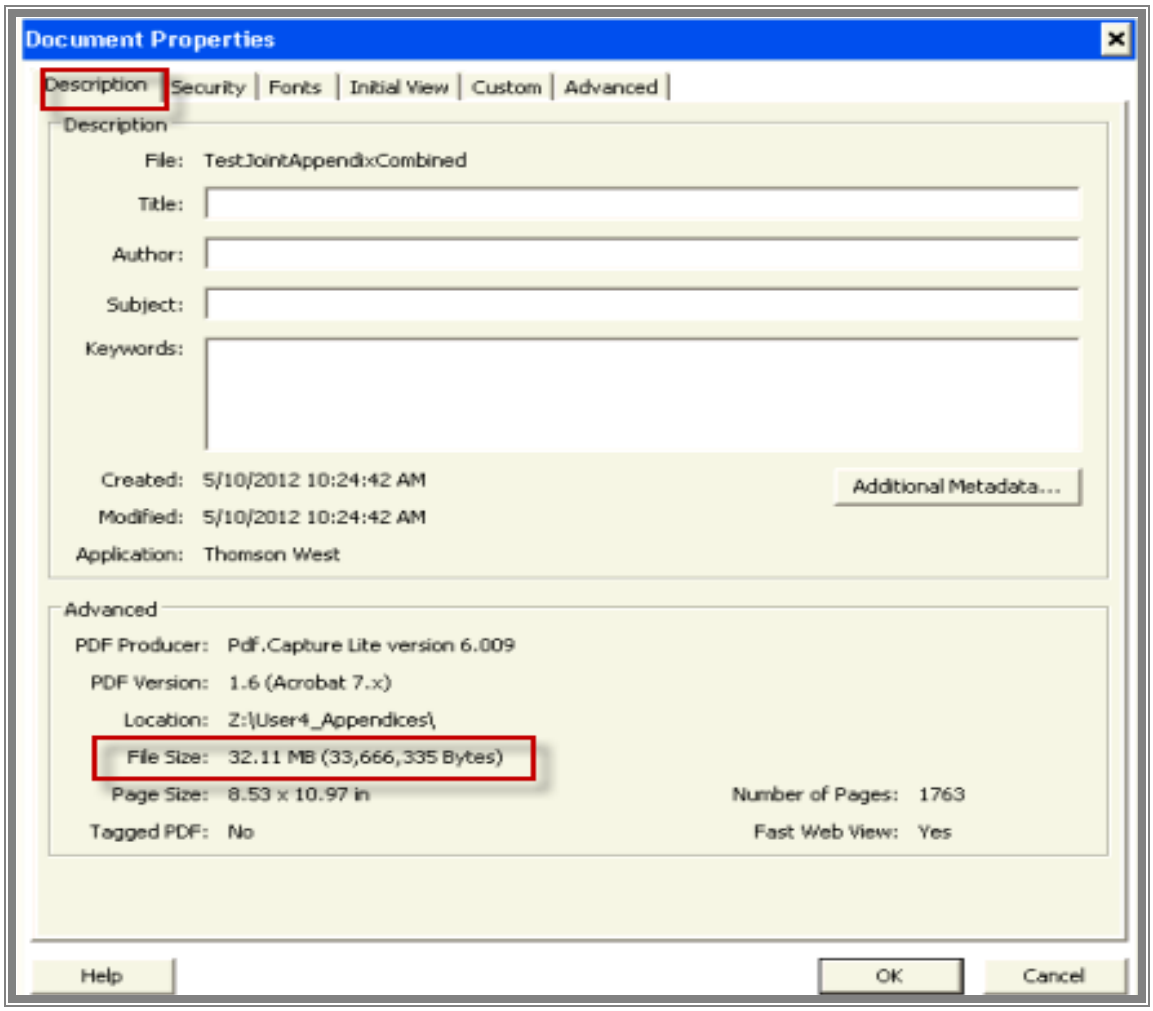


Figure 67. Adobe File Properties

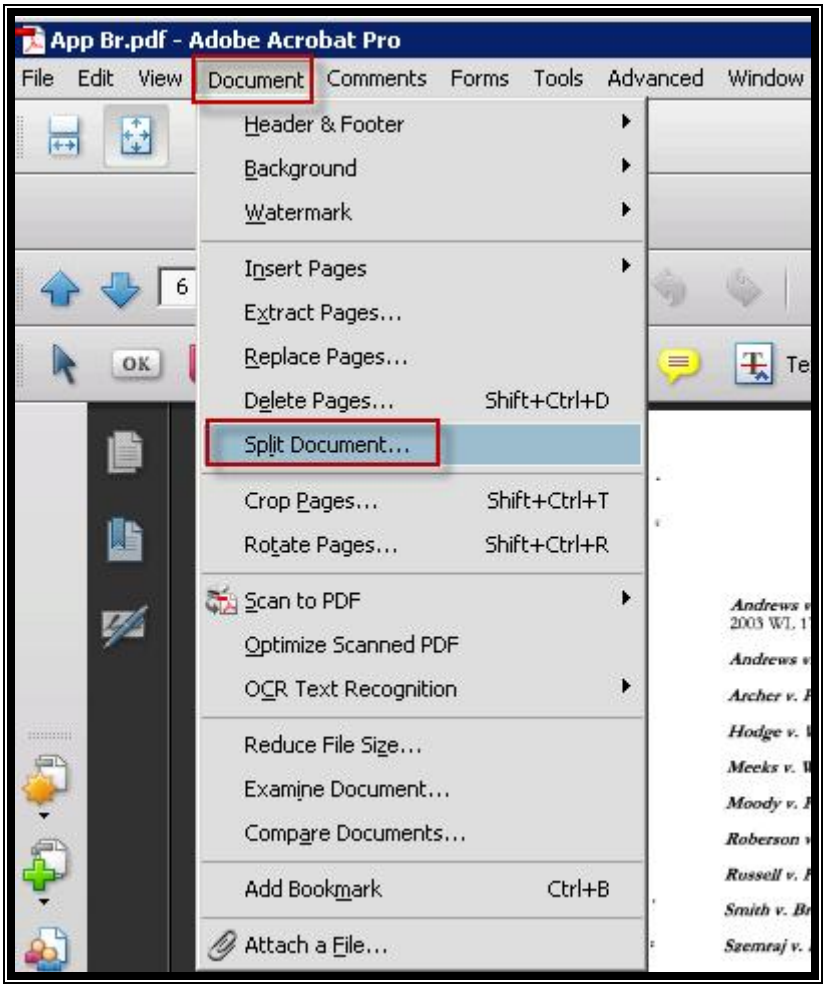


Open the **Description** tab at the top left of the dialog box that opens. The file size in MBs appears on the third line from the bottom of the dialog box. In the example below the 1763-page joint appendix is 32 MB). It will have to be split into at least two separate, smaller PDFs for filing purposes.

To use Adobe Acrobat Professional or Standard to split the oversized PDF into several parts, all smaller than 20 MB, follow the directions below. A filer using another software package to create PDFs must consult the software vendor for instructions on splitting documents.

1. Open the oversized PDF and click on **Document** in the menu bar at the very top of the document. Scroll down and click **Split Document.**

Figure 68. Splitting the PDF

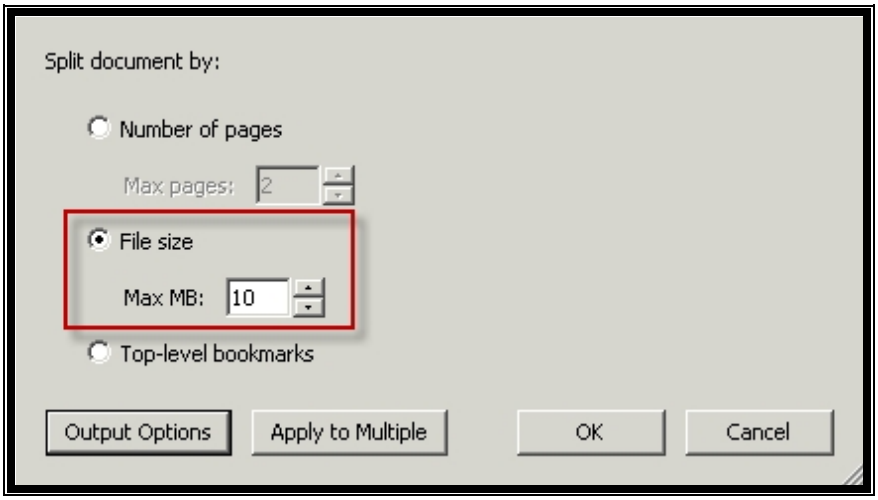


2. In the dialog box that opens, select Split document by File size, and enter **10** in the **Max MB:** box). Then either click (1) **Output Options** to rename the separate files and save them in a different folder, or (2) click **OK** to use the automatic file-naming function.

Note: Use **Output Options** only to save the separate files in a folder different than that containing the original document or to assign specific names to the

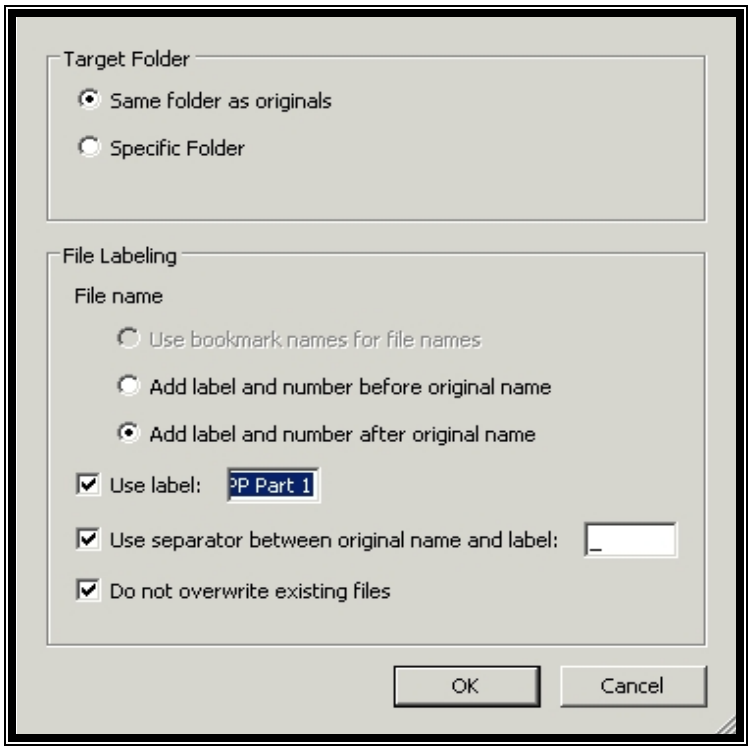
separate files. If **Output Options** is not selected, the default folder and file names, as described below, are used.

Figure 69. Set the Max File Size



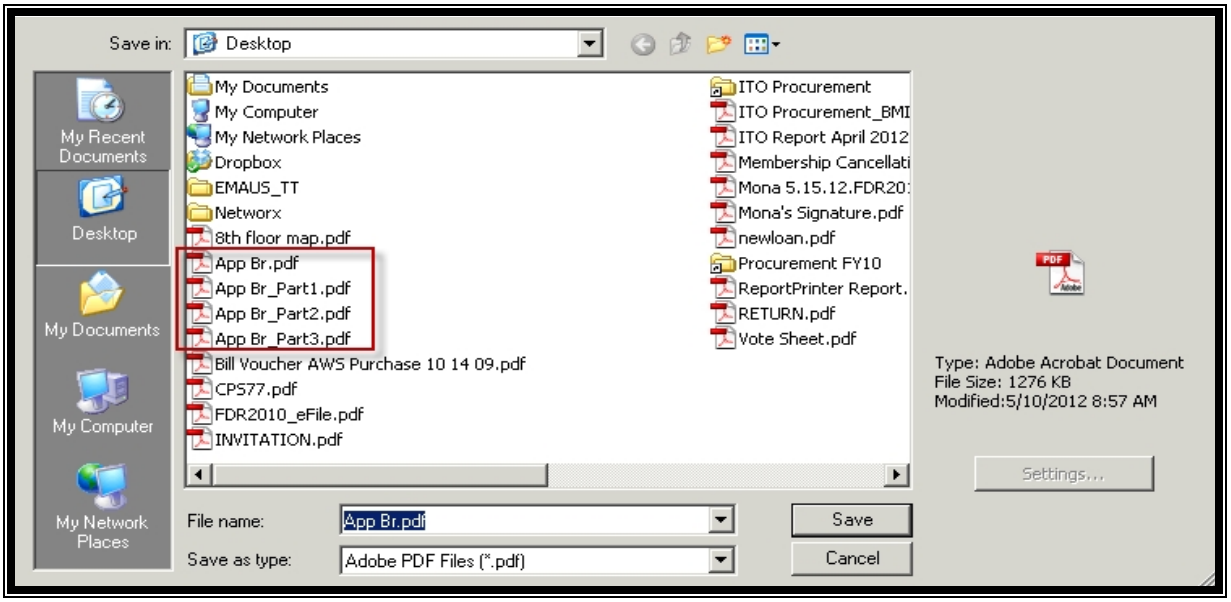
3. The Output Options dialog box, allows a filer to choose a target folder and add a label to the file name(s). A filer can decide whether to add the label and part number before or after the original name and type the selected label in the Use label: box.

Figure 70. Output Options



The split parts of the document are saved in the folder with the labels entered.

Figure 71. Display of Split parts



4. If the Output Options are not used, the split parts of the document automatically are saved in the same folder as the original, and the label "Part#" is added at the end of the original file name.

Figure 72. Split Documents in File Folder

Solutions for Issues Reported with Adobe 9

A few attorneys are having problems when filing a document in appellate CM/ECF that had been created in Adobe 9. There is a compatibility problem with this version of Adobe and the CM/ECF program. This issue will probably not be resolved until the end of the year. Below are some suggested solutions when creating a PDF Document with Adobe 9.

1. If possible, create the document in Adobe 8 instead.

2. If that is not possible then do the following:

    - If using Adobe 9 to scan a document, go to the Advanced menu and choose PDF Optimizer.

    - In the window that opens:
        - Find the Compatibility box: choose Acrobat 8 or below.
        - Click the Save button and enter a name for this setting, e.g., CMECF.
        - Click the OK button; the optimizing steps will execute on the document that is open.

NOTE: These steps only have to be done once; thereafter, each time the attorney opens Adobe 9, it will remember this setting. So the next time a document is scanned, the attorney would go to the File menu, choose Save As and in the Save As Type drop-down, select Adobe PDF Files, Optimized. This will automatically save the file using the setting created above.

- For **Microsoft Word**, when the document is ready for PDF conversion, go to the Adobe PDF menu:

    - Select the Change Conversion Settings menu.
    - Click on the Advanced Settings button.
    - Find the Compatibility drop-down list, select Acrobat 8 or below -- click the OK button.
    - In the next window, in the File name box, type: CMECF and click the Save button.
    - In the next window, click the OK button.

- Then, again in the Adobe PDF menu, continue as you normally would and choose the Convert to Adobe PDF link. The steps above only have to be done once; Word will remember the Compatibility selection each time it is launched.

- For **WordPerfect**, when the document is ready for PDF conversion, follow the usual steps: go to the File Menu, select Publish To, and then choose PDF. This will bring up a window:
    - In the Compatibility box: choose Acrobat 8 or below.
    - Go to the PDF style drop-down, click the "+" button and add a "CMECF" style.
    - Click the OK button.

NOTE: The steps above only have to be done once; WordPerfect will remember the Compatibility style created above each time it is launched.

ECF CHECKLIST

Check for these common mistakes before submitting a transaction.

ECF CHECKLIST

- ☐ **Attorney filer's firm, mailing address, and email address have been updated through PACER**
- ☐ **Attorney filer is properly registered as an active ECF filer (has a user name and password)**
- ☐ **Attorney signing the document has properly entered an appearance in the appeal**
- ☐ **Document format complies with requirements in FRAP, FCR, and ECF rules**
- ☐ **Document title reflects all relief requested**
- ☐ **Document includes the required electronic signature of an attorney who has entered an appearance in the appeal, or contains an affidavit of signature authority**
- ☐ **Document includes certificate of service**
- ☐ **Document redacts sensitive personal identifying information (or a confidential version is being filed)**
- ☐ **Document omits unnecessary cover letter or transmittal letter**
- ☐ **PDF complies with file size requirements and limits**
- ☐ **PDF is text searchable**
- ☐ **PDF is complete and legible Filing is timely (before midnight Eastern Time on the date due)**
- ☐ **Filing is NOT being made on a cross- or consolidated appeal**

docket (NOTE: all filings in consolidated cases must be made on the docket of the LEAD case only, except for a motion to terminate a cross- or consolidated appeal)

- ☐ **Select the correct event and/or relief (NOTE: a filing may require more than one event or relief)**
- ☐ **Review the list of events/reliefs, or call the Clerk's Office**
- ☐ **Select the proper CONFIDENTIAL event for filing confidential versions of documents**
- ☐ **Serve paper copies on non-ECF filers (including those not represented by counsel)**
- ☐ **Serve confidential version on other parties by alternate method**
- ☐ **Transmit paper copies to the court, if required (see ECF-10)**
- ☐ **Correct your mistakes before submitting a transaction with the BACK and CANCEL buttons**

Summary of Previous Changes

CM/ECF User Guide version 1.1

Page22 Operating System (MAC Users). We have included new instructions for Mac users who install OSX Update 9.

Page 35 Item 10 was changed from "contact the case manager" to contact the Clerk's Office.

Page 29 Item 8 was changed to instruct the user how to view a document prior to committing the transaction.

Page75 The TIP was changed: Six "bound" paper copies of all briefs in the format specified by the Federal Rules of Appellate Procedure and the Federal Circuit Rules, must be filed with the court within 5 days after the brief has been accepted for filing by the court. See. ECF-10, Paper copies of Electronic Filings of the Administrative Order.

Page88 New section on How to File a Petition for Rehearing or Hearing/Rehearing EnBanc.
New Figure 64 – Filing a Petition.

Events and Event Categories

Page 91 Briefs – comments updated

Page 92 Confidential Documents – comments updated
Forms and Certificates – comments updated

Page 93 Letters and Notices – comments updated
Miscellaneous – comments updated

Page 100 Rehearing and EnBanc Petitions – New Section

Page 95 Status Report – comments updated

Reliefs and Relief Categories

Page 96 Attorney – comments updated

Page 97 Captions – comments updated

Page 97 Correct or Supplement – comments updated

Page 98 Cost and Fees – comments updated

Page 99 In Forma Pauperis – comments updated

Page 101 Withdraw – comments updated

CM/ECF User Guide Version 1.2 / CM/ECF v. 5.1

Page 70 **Line Item #8 – New function:**
Clicking the "View" button launches the selected file.
Updated Figure 42 to show the new "view" button

Page 71 Updated Figure 43 to show the new "view" button.
Updated Figure 44 to show the new "view" button.

Page 79 Updated Figure 55 to show the new "view" button.

Page 81 Updated Figure 57 to show the new "view" button.

CM/ECF User Guide Version 1.3 / CM/ECF v. 5.2

Page 22 Message removed advising filers not to use Java 1.7

Page 93 Letters and Notices – list updated to add Citation of Supplemental Authority

CM/ECF User Guide Version 1.4 / CM/ECF v. 5.2

Page 22 Updated the minimum Java requirements to version 7 update 11.

Page 25 Replaced the 1-855-860-8240 CM/ECF help toll free number with the general clerk's office number.

CM/EFC User Guide Version 1.5/ CM/ECF v. 5.2
Page 23 Updated file size upload limit from 20 MB per upload to 60 MB per upload; Deleted 80 MB total upload limit.
CM/ECF User Guide Version 1.6 CM/ECF v. 5.2
Pages 88-89 Updated event list to include Response/Opposition with Incorporated Motion event.**CM/ECF User Guide Version 1.7 CM/ECF v. 5.2**
Pages 36-60 User Guide updated to include instructions for completing fee payment(s) using Pay.gov.