UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO

USER'S MANUAL

for

NEXTGEN CASE MANAGEMENT/ELECTRONIC CASE FILING (NEXTGEN CM/ECF)

CIVIL AND CRIMINAL

February 10, 2020

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Getting Started

Introduction

This manual provides instructions on how to use the NextGen Electronic Filing System (NextGen CM/ECF) to file documents with the Court, and to view and retrieve docket sheets and documents. The screen shots that appear in this manual could appear slightly different as you electronically file your documents due to future enhancements or upgrades. All users should have a working knowledge of Internet Explorer or Firefox and Adobe Acrobat. For questions regarding Internet Explorer or Firefox and Adobe Acrobat, please refer to their specific instruction manuals.

Help Desk

Contact the Court's Help Desk between the hours of 8:00 a.m. and 4:45 p.m., Monday through Friday, if you need assistance using NextGen CM/ECF. It is also available at all other times to record voice mail messages.

Toll Free Help Desk		**800-355-8498**
		OR
	Cleveland	216-357-7000
	Akron	330-252-6000
	Youngstown	330-884-7400
	Toledo	419-213-5500
Emergency After-Hours Filing		**216-522-2150**

The Court's Website Information

The Court's website, located at www.ohnd.uscourts.gov, is a useful tool with an abundance of information. By accessing the site, users are able to:

- View or download the most recent version of the User's Manual
- Find "how to" video instructions/demonstrations and tip sheets on a variety of topics regarding NextGen CM/ECF
- Self-train on a web-based NextGen CM/ECF Tutorial (Training Area)

NextGen CM/ECF System Capabilities

The Electronic Filing System allows registered participants with an Internet account and a compatible internet browser (*e.g.*, Firefox or Internet Explorer) to perform the following functions:

- Practice filing documents electronically in NextGen CM/ECF using a "training" database that is similar to the official live NextGen CM/ECF database
- Electronically open new civil cases ("live")
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports (*e.g.,* Cases Filed Report, Calendar) for cases that were filed electronically
- Electronically serve documents to attorneys/parties who are set up to file electronically

Requirements

Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents in NextGen CM/ECF include:

- A computer running a Windows or a Macintosh operating system
- An internet provider
- Adobe Acrobat 5.0 or higher or other software capable of converting documents from a word processor format to the portable document format (PDF)
- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect and Word

- A compatible internet browser – NextGen CM/ECF has been tested and works correctly with Firefox and Internet Explorer versions 8 and 9; other versions and browsers may also work, but the Court may be unable to provide support should problems arise. The Court does not recommend using any other browsers.

- Access to a scanner for non-computerized documents that need to be imaged

NOTE: This would only be used for documents that cannot be produced electronically. The Court prefers that documents be converted to PDF rather than scanned because converted documents provide text search capabilities and greatly reduce the file size. The Court is moving away from the utilization of scanned documents and is asking attorneys to do the same whenever possible. If there is a need to scan a document, the Court recommends scanner settings of 300 pixels per inch (ppi), or higher, for scanned documents.

PACER Registration

A PACER Account can be established through the PACER Service Center at www.pacer.gov; and the registration form can be completed at:

https://pacer.psc.uscourts.gov/pscof/registration.jsf

Registering for Access to NextGen CM/ECF

NextGen CM/ECF Registration for the Northern District of Ohio is located on the Court's website at:

https://www.ohnd.uscourts.gov/electronic-filing-registration

Attorneys seeking to file electronically must be admitted to practice in the U.S. District Court for the Northern District of Ohio. Once registration is completed and approved by the Court, the party will be notified via email that filing privileges have been granted.

The user's login and password required to submit documents to the electronic filing system serve as the user's signature on all electronic documents filed with the Court. They also serve as a signature for purposes of Fed. R. Civ. P. 11, the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Local Rules of this Court, and any other purpose for which a signature is required in connection with proceedings before the Court.

Registered users can visit a training version of the system on the internet to practice NextGen CM/ECF activities. (After clicking on the link, notice the words “Training Database” displayed as the background.) We strongly recommend that registered users practice in the “training” NextGen CM/ECF database before filing documents in the “live” NextGen CM/ECF database.

It is the responsibility of any attorney who has e-filing access to keep all contact information, including email addresses, updated and current.

The primary email address must be updated through PACER.

Manage My Account → Maintenance → Update E-Filer Email Noticing and Frequency

The secondary email address(es) must be updated through NextGen CM/ECF.

Utilities → Your Account → Maintain Your Email

Preparation

NOTE: The following tips refer to Adobe Acrobat Software, as they created the PDF format. However, there are alternative PDF software programs available. Please refer to the manufacturer's manual for software specific instructions/troubleshooting.

Setting Up Acrobat PDF Reader

Users must set up Adobe's Acrobat Reader or similar software in order to view documents that have been electronically filed in NextGen CM/ECF. All documents must be filed in PDF format. When installing this product, please review and follow Adobe's (or manufacturer's) directions to utilize Acrobat Reader (or similar software) after installation.

Portable Document Format (PDF)

Only Portable Document Format (PDF) documents may be filed with the Court using the NextGen CM/ECF system. Before uploading documents in NextGen CM/ECF, users should preview the PDF document to ensure that it appears in its entirety and in the proper format. Contact the Court's Help Desk with any questions at 800-355-8498.

How to View a PDF File

- Start the Adobe Acrobat program.
- Go to the ***File*** menu and choose ***Open*.**
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the ***View*** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

How to Convert Documents to PDF Format

All documents must be converted to PDF format before submitting them in NextGen CM/ECF. There are several ways in which a document can be converted from a word processing program into PDF format. The newer versions of some common word processors include the ability to publish a document to PDF that is built right into the word processing software.

From WordPerfect Version 9 and higher:

- Open the document.
- From the menu bar, click on FILE and, using the drop-down menu, select PUBLISH TO PDF.
- Name the file, giving it the extension .pdf, and click the SAVE button.
- The file is now saved in PDF format under the designated file name.

OR

- Click on FILE and, using the drop-down menu, select PRINT.
- Change the printer to ADOBE PDF and click PRINT.
- Name the document and click SAVE. Document will be saved in PDF format.

For earlier WordPerfect versions, versions of Microsoft Word/Microsoft Office products and/or other software applications:

- Install PDF conversion software on computer and follow the specific manufactures software instructions.

Visit our website for help creating text based PDF files.

A Step-By-Step Guide

How to Access NextGen CM/ECF

Users can access NextGen CM/ECF via the internet by going to https://ecf.ohnd.uscourts.gov/cgi-bin/login.pl

Or, you may go to the Northern District of Ohio's website and use the login section on the left side of your screen.

Users can also access the **Training Database** by going to the Northern District of Ohio's website listed above, click on the **Electronic Filing** link on the menu bar and then click on **Training Area** under the **Civil/Criminal System** heading.

The Court also offers hands-on training at each location. Click for training seminars.

Logging In

Below is the login screen:

Enter your PACER login and password in the appropriate data entry fields. Read the Important Notice of Redaction Responsibility and check the box that you have read the notice.

NOTE: Use your **PACER** login and password to enter the system to file a document or to maintain your account. You will be charged a fee by PACER to view NextGen CM/ECF case dockets and documents.

Once the **Main Menu** appears, choose from a list of **hyperlinked** options on the menu bar.

NOTE: The date you ***last logged in to the system*** appears at the bottom left corner of this screen. You should review this information each time you log in for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the Court's Help Desk at 800-355-8498 as soon as possible.

Selecting NextGen CM/ECF Features

NextGen CM/ECF provides the following features that are accessible from the menu bar at the top of the opening screen:

Civil	To electronically open a civil case, file all civil case pleadings, motions, and other court documents
Criminal	To electronically file all criminal case pleadings, motions, and other court documents
Query	To query NextGen CM/ECF by specific case number, party name, nature of suit, etc. and retrieve documents that are relevant to a case
Reports	To retrieve docket sheets and specific case reports
Utilities	To view your personal NextGen CM/ECF transaction log and maintain personal NextGen CM/ECF account information
Search	To search keywords to find the proper event to electronically file documents
Help	To see description of menu bar options
Logout	To exit from NextGen CM/ECF and prevent further filing with your password until the next time you log in

Civil Events Feature

The Civil feature of NextGen CM/ECF is used to electronically file and docket with the Court a variety of pleadings and other documents for civil cases. Use the Search feature in the menu bar to find events, or Click here for a complete list of civil events.

For information on locating the correct event when electronically filing, click here.

Signatures/Sworn Documents/Affidavits

Attorneys should electronically sign documents before filing. An electronic signature is as follows: s/John Doe. Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute shall be scanned and filed electronically, with originally executed copies maintained by the filer.

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

(a) The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document.

(b) The filing party or attorney then shall file the document electronically, indicating the signatories, *e.g.*, “s/Jane Doe,” “s/John Doe,” etc. on the signature blocks.

(c) The filing party or attorney shall retain the hard copy of the document containing the original signatures after the case ends, at least until the time for all appeals has expired.

Sworn documents, *e.g.*, affidavits requiring original signatures or signatures of notaries, shall be filed by scanning the document containing all necessary signatures. The filing party or attorney shall retain the hard copy of the document containing the original signatures until the case ends and the time for all appeals has expired.

A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within ten days of receiving the Notice of Electronic Filing.

Filing of Complaint or Notice of Removal/Payment of Filing Fee/Summons

Initial complaints, notices of removal and payments of filing fees should be done electronically. However, initiating documents and fees may still be manually submitted to one of the four offices of the Northern District of Ohio (Cleveland, Akron, Youngstown and Toledo).

Local Rule 3.13(a) requires the filing of a Civil Cover Sheet along with a Complaint or Notice of Removal. If filing electronically, this should be filed as an attachment to the initiating document, along with Summons and/or Marshal Forms, if applicable.

Filing Documents in Civil Cases

After successfully logging into NextGen CM/ECF, follow these steps to file a document:

1.) Select the type of document to file

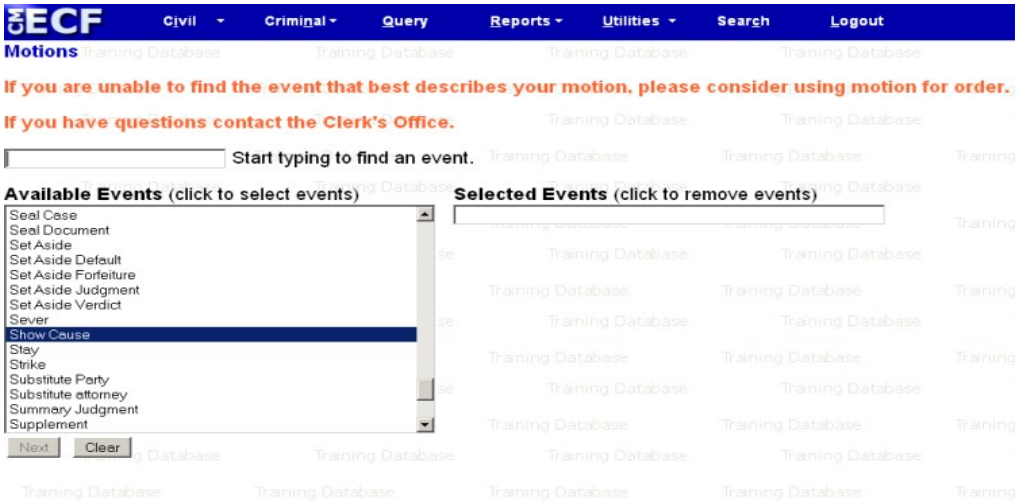
Select **Civil** from the menu bar at the top of the NextGen CM/ECF screen.

The Civil Event window opens, displaying all of the categories of events to choose. Below is an example of filing a **Motion** in NextGen CM/ECF. The process is similar for filing other documents in NextGen CM/ECF.

Click on **Motions**, under **Motions and Related Filings**:

The Motions screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion being filed. You may also begin typing keywords in the text box.

NOTE: If you cannot find the motion event to exactly match your filing, choose Order under the Motions category. You will be prompted to describe your filing.



For this example, highlight 'Show Cause', and click on **Next.**

NOTE: If the document being filed contains more than one **Motion**, click on each motion type separately. Each part of the motion will display in the 'Selected Events' section to the right.

2.) Enter the case number in which the document is to be filed

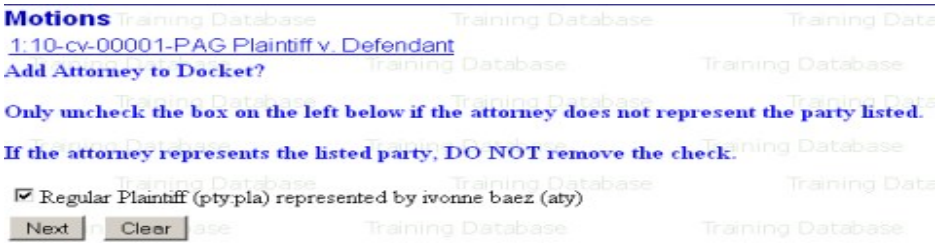
On the next screen, enter the number of the case for which you are filing a motion, click **Find This Case** and click **Next**.

Verify that the case number and caption are correct:

3.) Designate the party/parties filing the document

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs, you may select the entire group by holding down the control key while pointing and clicking on each party of the group, or choose the “All Defendants” or “All Plaintiffs” radio button. After highlighting the parties filing the motion, click on the **Next** button.

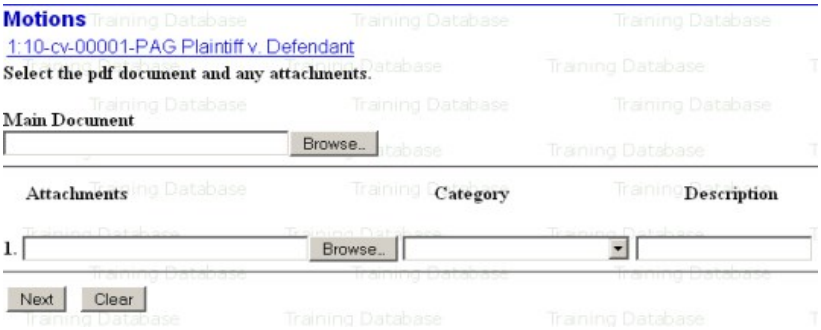
If this is your first filing in this case in NextGen CM/ECF, you will need to make an attorney/party association. If you represent the listed party, **DO NOT** remove the check. You would only uncheck the box on the left if the attorney **DOES NOT** represent the party listed.



Click **Next**.

4.) Specify the PDF file name and location for the document to be filed

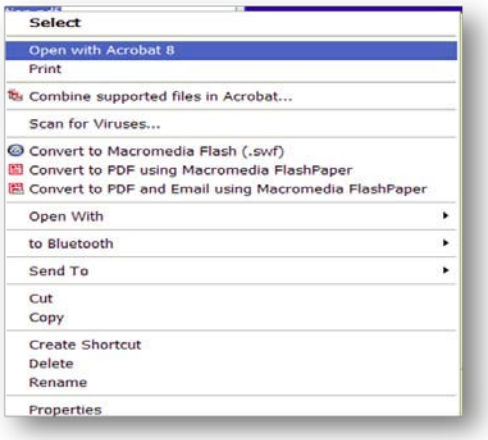
The next screen displays a field for locating and entering the PDF file of the document being filed.



Click on the **Browse** button and locate your document to be filed.

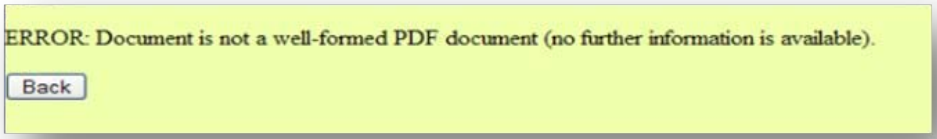
NOTE: It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in NextGen CM/ECF **MUST** be in PDF format. Otherwise, NextGen CM/ECF will not accept the document.

In order to verify that you have selected the correct document and that it contains all pages, right mouse click on the highlighted file name to open a quick menu and left mouse click on **Open With**.



Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you have selected. Once you have verified the document is correct, close Adobe Acrobat and click on the **Open** button, or double-click on the file name. NextGen CM/ECF closes the **Choose File** screen and inserts the PDF file name and location.

In the event that you selected and highlighted a file that is not in PDF format, NextGen CM/ECF will display the following error message after you click on the **NEXT** button:



Click on the **Back** button and NextGen CM/ECF will return to the previous screen. Select and highlight the PDF file of your document and proceed as before. If you fail to select a document, NextGen CM/ECF will display the following error message:

If you click OK from this screen, NextGen CM/ECF will return you to the previous screen. You cannot proceed without attaching a PDF document.

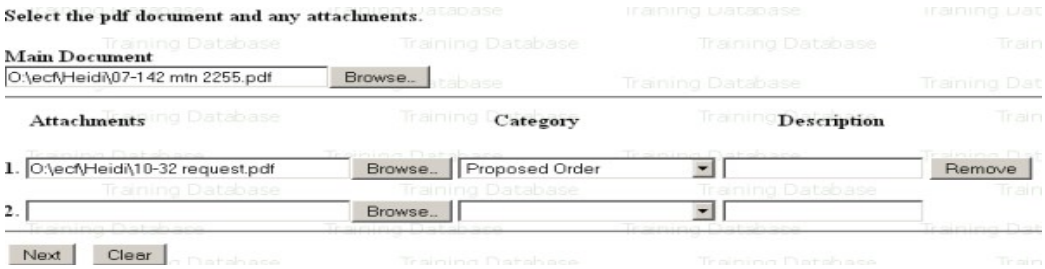
5.) Add attachments to document being filed

To attach supporting documents to your motion:

a.) **Under Attachments, click Browse**. Search your computer for the document file name of the attachment, find the document, right-click to verify the document is correct, then double-click it and NextGen CM/ECF will insert it in the Filename field.

b.) **Describe Attachments**. Choose from either the **Category** drop down menu, **Description** text box where you can type a description, or both. If you choose both **Category** and **Description**, NextGen CM/ECF will display the Category name first, then the Description name in the docket text.

The use of ‘Exhibit 1’ or ‘Appendix 1’ does not provide enough descriptive information. All attachments must be fully and accurately described. If an attachment is not named, an error message will display after selecting **Next**.

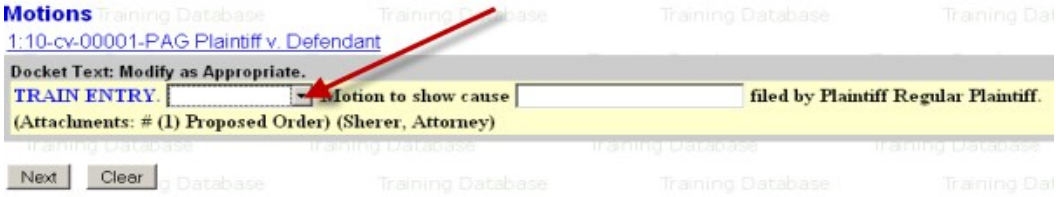


NOTE: The NextGen CM/ECF system provides a warning if the document you are about to submit is larger than 35 megabytes. Although documents that are 35 megabytes or larger will not be rejected by the system if you continue to file them, it is generally recommended that for the convenience of all users, you consider dividing the document into its component parts, or two or more smaller attachments, before filing them electronically. (This suggestion does not apply to the filing of transcripts in Social Security Cases, which should be filed as a single document whenever possible.)

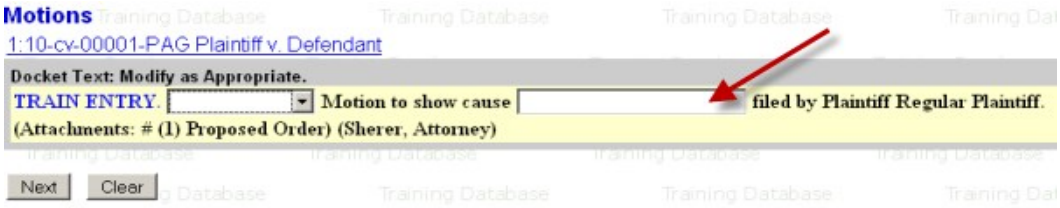
For the convenience of both chambers and the parties, attachments should be clearly labeled to provide users with a concise description of the contents of the document.

6.) Modify docket text

Click on the modifier drop down list. Select a modifier, if appropriate:



Click in the open text (white box) area to type additional text for the description of the document, if necessary.



Click **Next**.

7.) Submit the document

A new window appears with the complete text for the docket report. **There is a full path and filename feature that displays on the Final Docket Text Screen during docketing.** This will allow you to confirm that the proper documents have been uploaded before posting the document.

Also notice on this screen the message regarding submitting the transaction.

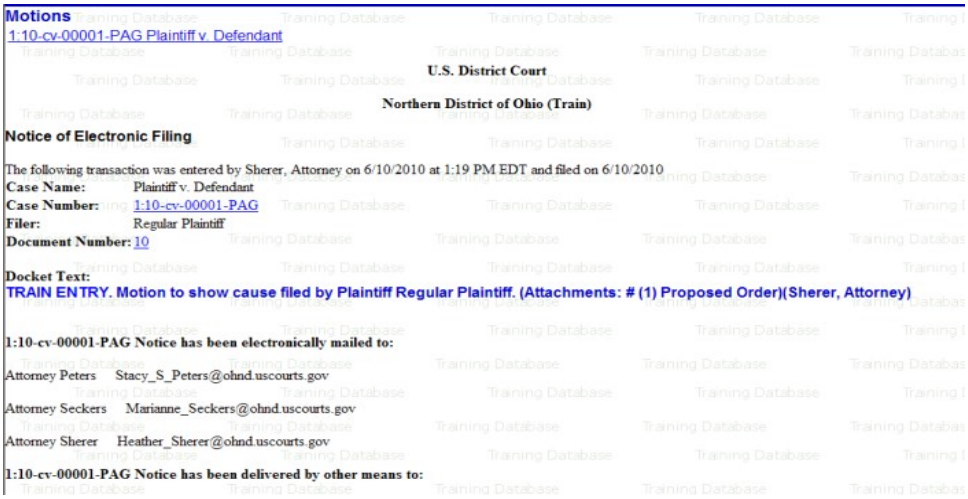
Review the docket text. If any errors are found, please contact the Clerk's Office or Help Desk for assistance.

Click **Next** to submit the filing.

NOTE: At any time prior to this step, you can abort the NextGen CM/ECF filing or return to previous screens by clicking on any hyperlink on the NextGen CM/ECF menu bar *to abort* the current transaction. NextGen CM/ECF will reset to the beginning of the process you just selected.

8.) Receive Notice of Electronic Filing

NextGen CM/ECF opens a new window displaying a NextGen CM/ECF filing receipt called the **Notice of Electronic Filing**:



Motions

1:10-cv-00001-PAG Plaintiff v. Defendant

U.S. District Court

Northern District of Ohio (Train)

Notice of Electronic Filing

The following transaction was entered by Sherer, Attorney on 6/10/2010 at 1:19 PM EDT and filed on 6/10/2010

Case Name: Plaintiff v. Defendant
Case Number: 1:10-cv-00001-PAG
Filer: Regular Plaintiff
Document Number: 10

Docket Text:
TRAIN ENTRY. Motion to show cause filed by Plaintiff Regular Plaintiff. (Attachments: # (1) Proposed Order)(Sherer, Attorney)

1:10-cv-00001-PAG Notice has been electronically mailed to:

Attorney Peters Stacy_S_Peters@ohnd.uscourts.gov

Attorney Seckers Marianne_Seckers@ohnd.uscourts.gov

Attorney Sherer Heather_Sherer@ohnd.uscourts.gov

1:10-cv-00001-PAG Notice has been delivered by other means to:

This notice provides confirmation that NextGen CM/ECF has registered your transaction and the filing is now an official court document. It also displays the date and time of the transaction and the docket number assigned to the filing.

- To print the notice, select **PRINT** on the browser toolbar and print the document receipt.

- To save the notice, select **FILE** on the browser menu bar and choose **SAVE AS** from the drop-down.

- NextGen CM/ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who are set up to receive electronic notification. The NextGen CM/ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing but will need to be served manually.

- It is the **filer's responsibility** to serve paper copies of the filing **and** the Notice of Electronic Filing to attorneys and *pro se* parties who are not set up for electronic notification.

Case participants that receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlink document number embedded in the **Notice of Electronic Filing**. The "free look" is only available during the first 15 days after the docket entry is made and will expire then or immediately after the first use.

The Court strongly urges users to save a copy of the **Notice of Electronic Filing** *and* the document to your hard drive for future access. Subsequent retrieval of the case docket sheet and documents from NextGen CM/ECF must be made through your PACER account and will be subject to standard PACER fees.

Criminal Events Feature

The Criminal feature of NextGen CM/ECF is used to electronically file and docket with the Court a variety of pleadings and other documents for criminal cases. Click here for a complete list of Criminal events.

For information on locating the correct event when electronically filing, click here.

Filing Documents in Criminal Cases

The steps involved in filing a criminal document are similar to those in civil:

1.) Select the type of document to file

This section describes the process for filing a motion in NextGen CM/ECF for a criminal case. The process is similar for filing other documents.

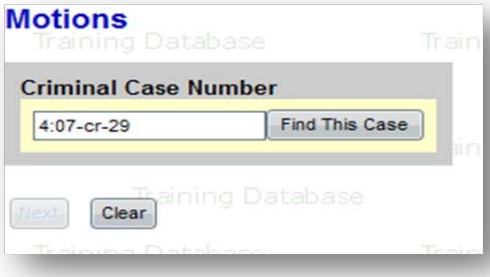
Select **Criminal** from the menu bar at the top of the NextGen CM/ECF Screen.

Select **Motions,** under **Motions and Related Filings.**

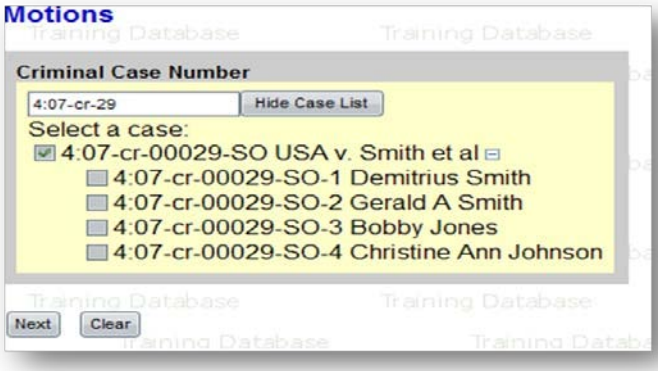
Click **Next.**

2.) Enter the case number in which the document is to be filed

Enter the case number, and then click **Find This Case.** NextGen CM/ECF will search the Court's database for the case number.



If multiple cases or multiple defendants are found for the same case number, check the box next to the case number or defendant for this filing.



NextGen CM/ECF assigns a separate case number to each defendant. Click the boxes to place a check next to each defendant's name that your filing relates to. If it relates to all defendants in the case, check the top box as indicated and leave the other boxes unchecked.

When finished selecting defendants, click **NEXT**.

3.) Verify that the case number and caption are correct

Click **NEXT.**

4.) Designate the party/parties filing the document

Highlight the name of the party or parties for whom you are filing the motion. If filing on behalf of all defendants you may select the entire group by holding down the **CONTROL** key while pointing and clicking on each party in the group.

After highlighting the parties filing the motion, click **NEXT.**

If this is your first filing in this case, you will need to make an attorney/party association. If you represent the listed party, **DO NOT** remove the check. You would only uncheck the box on the left if the attorney **does not** represent the party listed.

Click **Next.**

5.) Search for the correct event

This screen allows you to search for an event under the **Motions** category**.** Locate the type of motion you are filing. You may also search by typing at least the first three letters of the description of the motion. Click on the event name to select it. In this example, select **Disclosure.** If you select the wrong event, click on it under **Selected Events** and it will be removed from the list.

NOTE: If the type of motion you are filing does not appear in the list, select Miscellaneous Relief. You will be prompted to describe your filing.

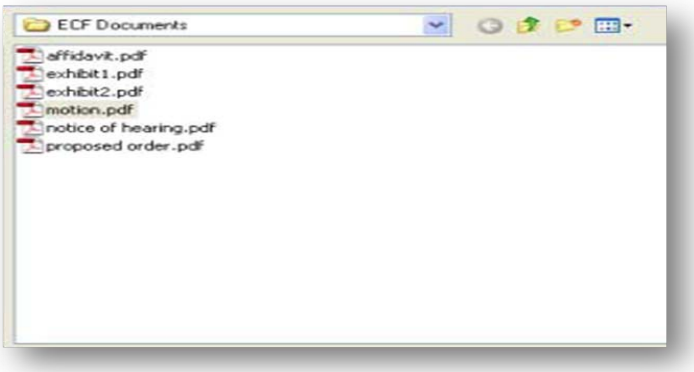
To select more than one motion, click on each of the desired multiple forms of relief and it will put it in the **Selected Events** box.

Click **NEXT.**

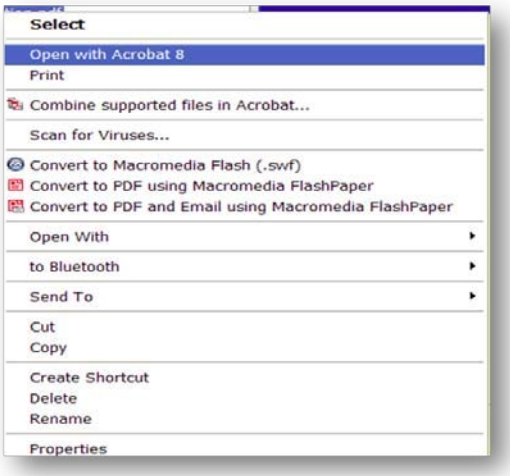
6.) Specify the PDF file name and location for the document to be filed

NextGen CM/ECF displays a field for locating and entering the PDF file of the document you are filing. Click **Browse.** Search your computer for the document to be filed.

Navigate to the appropriate directory and file name to select the PDF document you wish to file. (All documents that you file in NextGen CM/ECF must be in PDF format. NextGen CM/ECF will not accept other formats.)

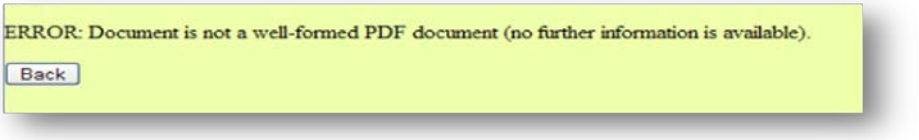


In order to verify that you have selected the correct document and that it contains all pages, right mouse click on the highlighted file name to open a quick menu and left mouse click on **"Open With".**



Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you have selected. Once you have verified the document is correct, close Adobe Acrobat and click on the **OPEN** button, or double-click on the file name. NextGen CM/ECF closes the **Choose File** screen and inserts the PDF file name and location.

In the event you selected and highlighted a file that is not in PDF format, NextGen CM/ECF will display the following error message after you click on the **NEXT** button:



Click on the **BACK** button and NextGen CM/ECF will return to the Motions screen. Select and highlight the PDF file of your pleading and proceed as before. If you fail to select a document to file with your pleading, NextGen CM/ECF will display this error message:

If you click OK from this screen, NextGen CM/ECF will return you to the previous screen. You cannot proceed without attaching a PDF document.

7.) Add attachments to document being filed

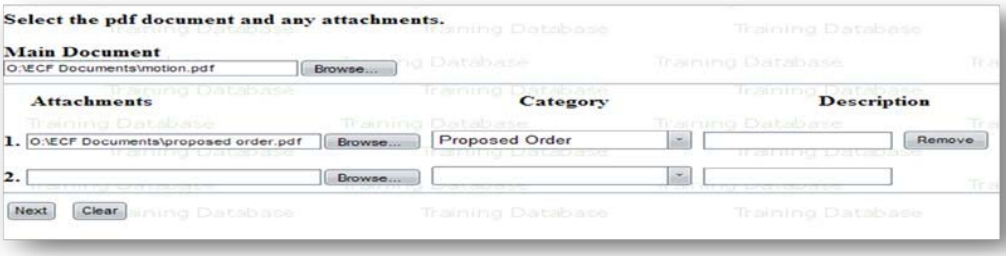
To attach supporting documents to your motion:

a.) **Under Attachments, click Browse.** Search your computer for the document file name of the attachment, find the document, right-click to verify the document is correct, then double-click it and NextGen CM/ECF will insert it in the Filename field.

b.) **Describe Attachments**. Choose from either the **Category** drop down menu, **Description** text box where you can type a description, or both. If you choose both **Category** and **Description**, NextGen CM/ECF will display the Category name first, then the Description name in the docket text.

The use of ‘Exhibit 1’ or ‘Appendix 1’ does not provide enough descriptive information. All attachments must be fully and accurately described. If an

attachment is not named, an error message will display after selecting **Next**.

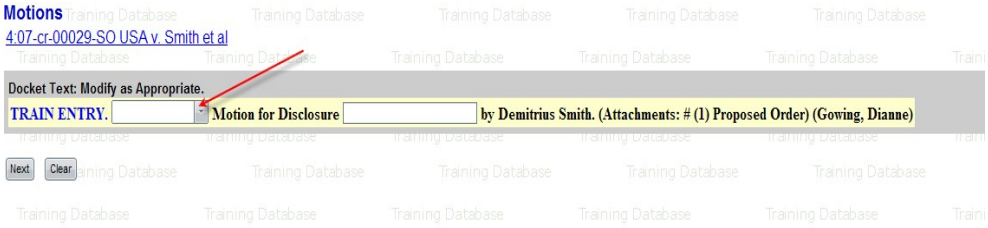


NOTE: The NextGen CM/ECF system provides a warning if the document you are about to submit is larger than 35 megabytes. Although documents that are 35 megabytes or larger will not be rejected by the system if you continue to file them, it is generally recommended that for the convenience of all users, you consider dividing the document into its component parts, or two or more smaller attachments, before filing them electronically. (This suggestion does not apply to the filing of transcripts in Social Security Cases, which should be filed as a single document whenever possible.)

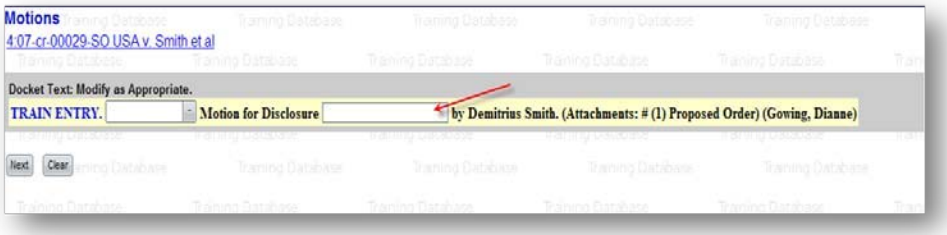
For the convenience of both chambers and the parties, attachments should be clearly labeled to provide users with a concise description of the contents of the document.

8.) Modify docket text

Click on the modifier drop down list. Select a modifier, if appropriate.



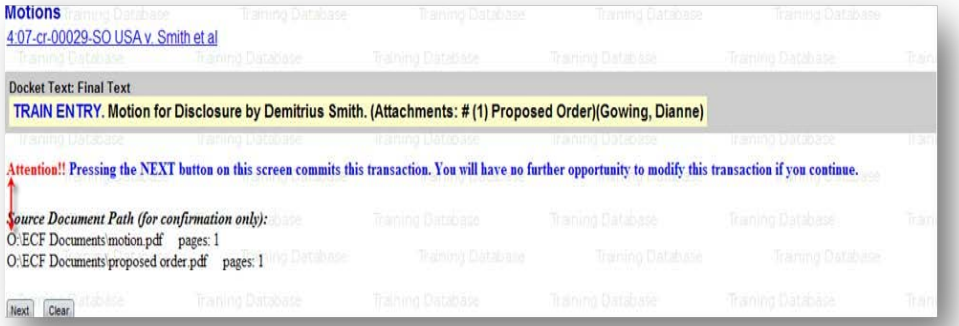
Click in the open text (white box) area to type additional text for the description of the document, if necessary.



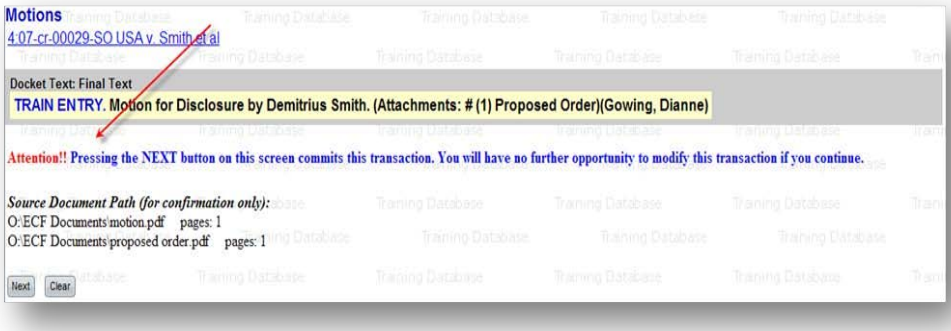
Click **Next.**

9.) Submit the document

A new window appears with the complete text for the docket report. **There is a full path and filename feature that displays on the Final Docket Text screen during docketing.** This will allow you to confirm that the proper documents have been uploaded before posting the document.



Also on this screen the following warning is displayed:



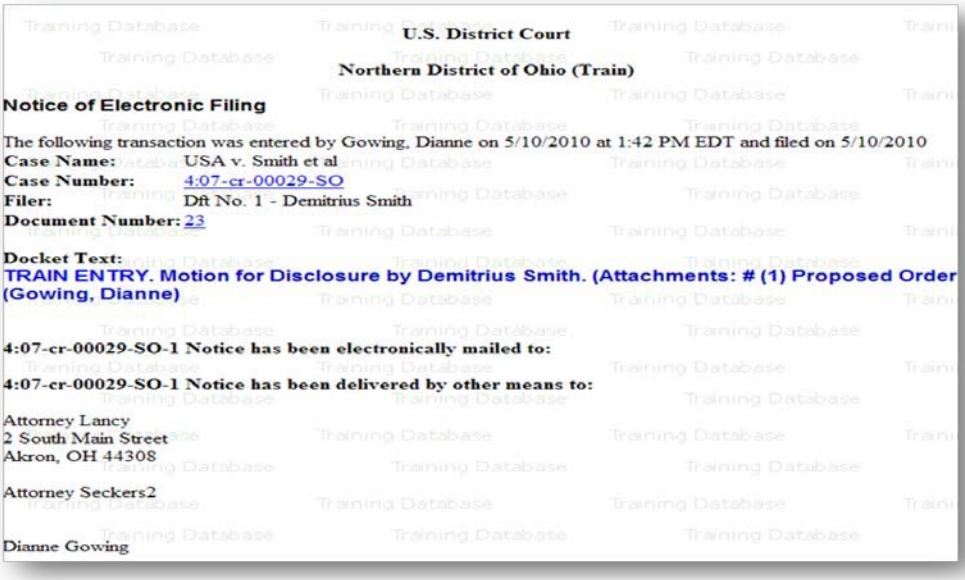
Review the docket text and correct any errors. If any errors are found, please contact the Clerk's Office or Help Desk for assistance.

Click **Next** to submit the filing.

NOTE: At any time prior to this step, you can abort the NextGen CM/ECF filing by clicking on any menu on the NextGen CM/ECF menu bar at the top of your screen. NextGen CM/ECF will reset to the beginning of the process you just selected.

10.) Receive Notice of Electronic Filing

NextGen CM/ECF opens a new window displaying a NextGen CM/ECF filing receipt called the **Notice of Electronic Filing:**



U.S. District Court

Northern District of Ohio (Train)

Notice of Electronic Filing

The following transaction was entered by Gowing, Dianne on 5/10/2010 at 1:42 PM EDT and filed on 5/10/2010

Case Name: USA v. Smith et al

Case Number: 4:07-cr-00029-SO

Filer: Dft No. 1 - Demitrius Smith

Document Number: 23

Docket Text:

TRAIN ENTRY. Motion for Disclosure by Demitrius Smith. (Attachments: # (1) Proposed Order (Gowing, Dianne)

4:07-cr-00029-SO-1 Notice has been electronically mailed to:

4:07-cr-00029-SO-1 Notice has been delivered by other means to:

Attorney Lancy
2 South Main Street
Akron, OH 44308

Attorney Seckers2

Dianne Gowing

This notice provides confirmation that NextGen CM/ECF has registered your transaction and the filing is now an official court document. It also displays the date and time of the transaction and the docket number assigned to the filing.

- To print the notice, select **PRINT** on the browser toolbar and print the document receipt.

- To save the notice, select **FILE** on the browser menu bar and choose **SAVE AS** from the drop-down.

- NextGen CM/ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who are set up to receive electronic notice. The NextGen CM/ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing but will need to be served manually.

- It is the **filer's responsibility** to serve paper copies of the filing **and** the Notice of Electronic Filing to attorneys and *pro se* parties who are not set up for electronic notification.

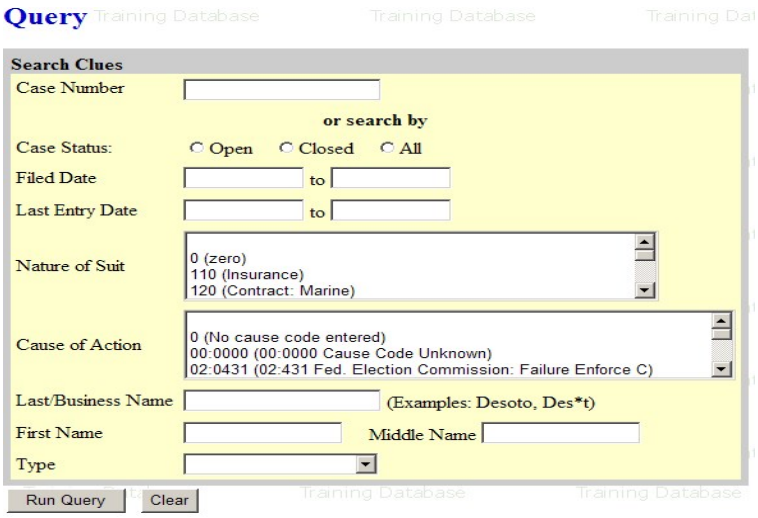
Case participants that receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlink document number embedded in the **Notice of Electronic Filing**. The "free look" is only available during the first 15 days after the docket entry is made and will expire then or immediately after the first use.

The Court strongly urges users to save a copy of the **Notice of Electronic Filing** *and* document to your hard drive for future access. Subsequent retrieval of the case docket sheet and documents from NextGen CM/ECF must be made through your PACER account and will be subject to standard PACER fees.

Query Feature

The Query feature allows a search of specific case information by case number, nature of suit, cause of action, party name, etc. Click on Query from the menu bar of NextGen CM/ECF.

Below is the Query screen. After information is entered, click **Run Query**.



If searching by a party or attorney name and more than one person with that name is in the database, NextGen CM/ECF returns a screen from which to select the correct name. If the individual is a party to more than one case, NextGen CM/ECF will open a screen listing all of the cases for that party. Click on the case number hyperlink for NextGen CM/ECF to show all query options.

Query Options

Query

- Alias
- Associated Cases
- Attorney
- Case File Location...
- Case Summary
- Docket Report ...
- Filers
- History/Documents...
- Party
- Related Transactions...
- Status
- View a Document

By clicking on the links, specific case information is given:

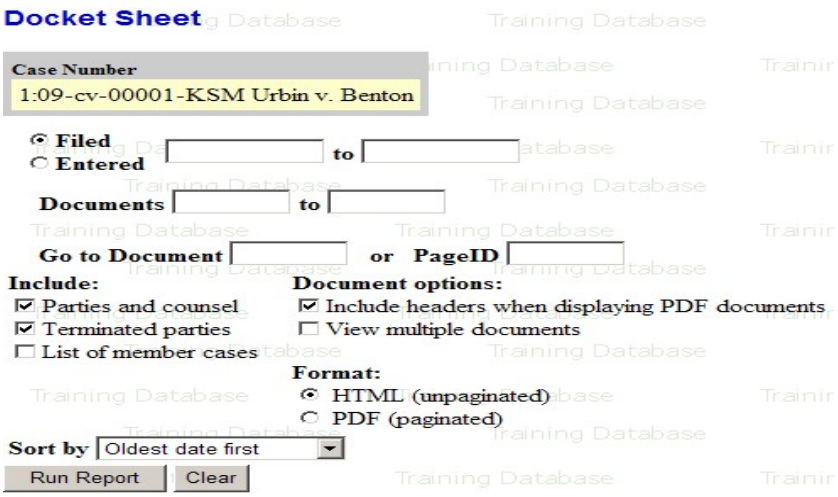
Alias	Displays party names if any additional names were added, such as “also known as”, “doing business as”, etc.
Associated Cases	Displays any case associations
Attorney	Displays names, addresses and telephone numbers of the attorneys who represent each of the parties to the case
Case File Location	Displays the location of the case file folder
Case Summary	Provides a summary of the current case-specific information

Office: Cleveland **Filed:** 01/21/2009
Jury Demand: Plaintiff **Demand:** $10000000
Nature of Suit: 190 **Cause:** 28:1332 Diversity-Contract Dispute
Jurisdiction: Federal Question **Disposition:**
County: Cuyahoga **Terminated:**
Origin: 1 **Reopened:**
Lead Case: None
Related Case: 1:09-cv-00004 **Other Court Case:**
Def Custody Status:
Flag: Standard

Plaintiff: Daniel Urbin **represented by** Peggy Nichols **Phone:**216-357-7007
Fax: 216-357-7140
Email: Peggy_Nichols@ohnd.usc
Plaintiff: Daniel Urbin **represented by** Attorney Seckers **Email:**Marianne_Seckers@ohnd.
Defendant: Patricia Benton

Docket Report

Opens the Docket Sheet criteria screen:



Allows user to run a docket sheet:

- by filed or entered date
- for specific document(s) or PageID
- to include parties and counsel, terminated parties and/or list of member cases
- by document options, including headers on PDFs, viewing multiple documents, and creating an appendix
- by format of HTML or PDF
- to sort by oldest date first or most recent date first

Once criteria is entered (or left at the default settings), click **Run Report** to view docket report

NOTE: If no criteria entered, the default setting will produce the entire docket sheet.

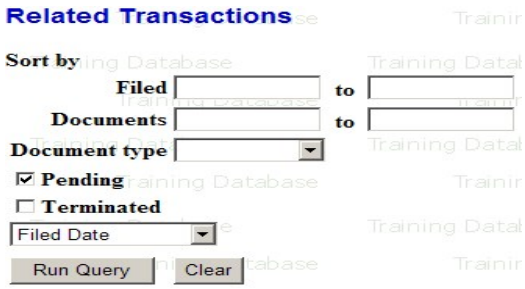
Filers

Lists the parties who have filed documents in the case and will allow you to view all documents that a specific party has filed

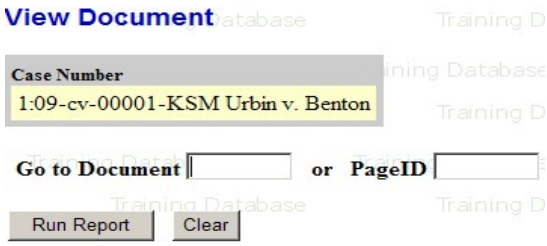
History/Documents — Allows the viewing of the history of all events **OR** only events with documents (you can choose whether or not to display the docket text for either choice)

Party — Displays parties and their attorneys

Related Transactions — Once search criteria is entered, displays each transaction in the case along with any other transactions to which it is related



View a Document — Allows access to PDF documents in a case without first running a Docket Report (option to **Go to Document** or **PageID**)

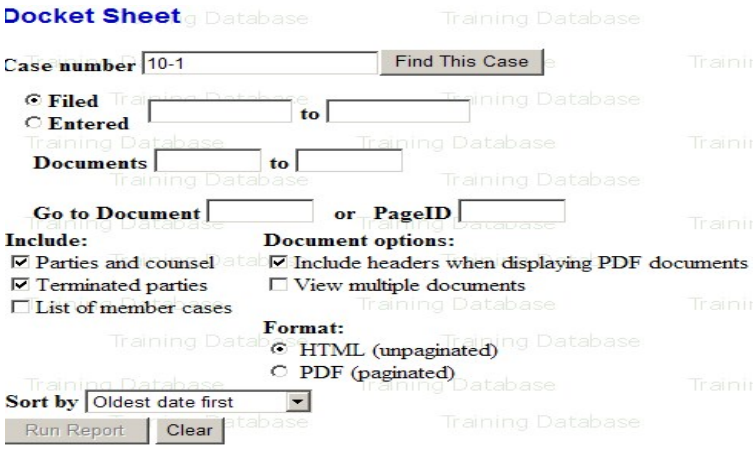


Reports Feature

The Reports feature of NextGen CM/ECF provides the user with several report options. After selecting the **Reports** feature from the menu bar, NextGen CM/ECF opens up the **Reports** screen:

Docket Sheet

Enter the case number and click **Find This Case**. Select parameters for the remainder of the data entry fields and click on **Run Report**. The docket sheet will be displayed.



Civil Reports

The links for **Civil Cases** and **Judgment Index** will bring up search fields to query civil cases and judgment indexes. (You will be billed by PACER for the total number of pages. These reports are not subject to billing cap set by PACER.)

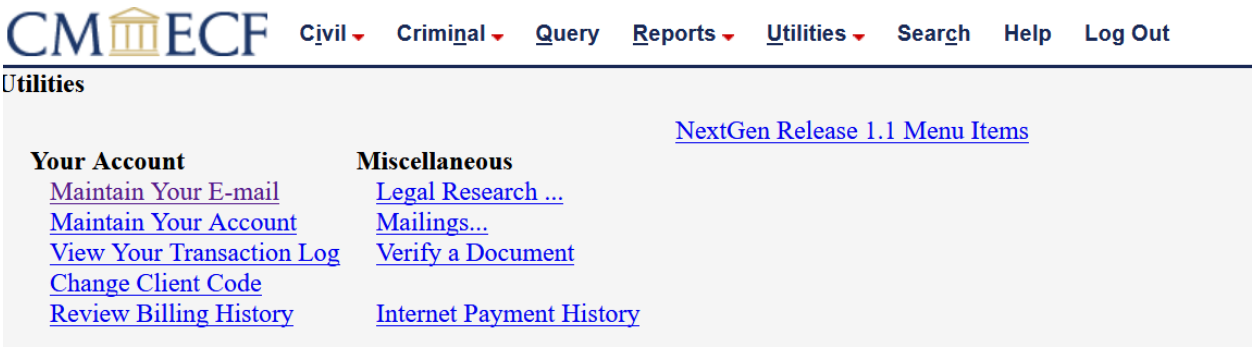
Criminal Reports

The link for **Criminal Cases** will bring up search fields to query criminal cases. (You will be billed by PACER for the total number of pages. This report is not subject to the billing cap set by PACER.)

Civil/Criminal Reports	The **Calendar Events** link allows searches of hearings in a particular case, office or by date. The **Docket Activity** link allows searches of activity on a particular docket by case number, office, filed date, etc. (You will be billed by PACER for the total number of pages. These reports are not subject to the billing cap set by PACER.) The **Written Opinions** link allows the search of written opinions that have been filed. Search by case number, office, filed date, etc.
Attorney Information	The **Attorney Events Listing** link will allow users to view a list of NextGen CM/ECF filing events, both Civil and Criminal.

Utilities Feature

The **Utilities** feature allows users to set up e-mail notification and to add or remove secondary e-mail addresses in NextGen CM/ECF, as well as gives the option of adding or removing headers on documents. The **Utilities** feature also allows the user to view all of their NextGen CM/ECF transactions.



Setting Up E-Mail Notification/Adding and Removing Headers to PDFs

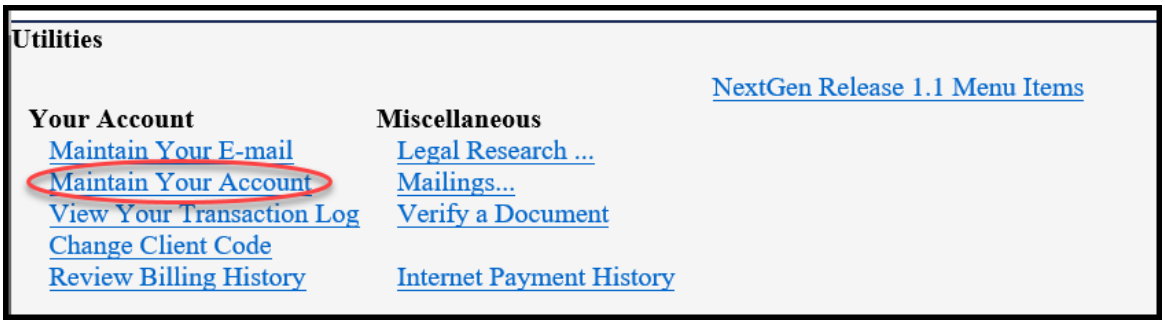
Users can receive e-mail notification of all electronic filings in cases they are interested in by setting the automatic e-mail notification in their user accounts.

1.) Log in to the "Live" system. **(Refer to Step-by-Step section in this Manual for instructions)**

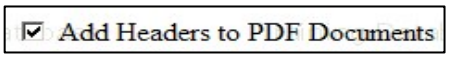
> **NOTE:** The "Live" electronic filing system and the "Training Area" are different systems. Setting your e-mail notification in one system does not set it in the other.

2.) Click on **Utilities**

3.) Click on **Maintain Your Account**



The **Maintain Your Account** screen gives the option to **Add Headers to PDF Documents** by clicking the box. If the box is not checked, PDF headers will not be displayed on electronically filed documents.

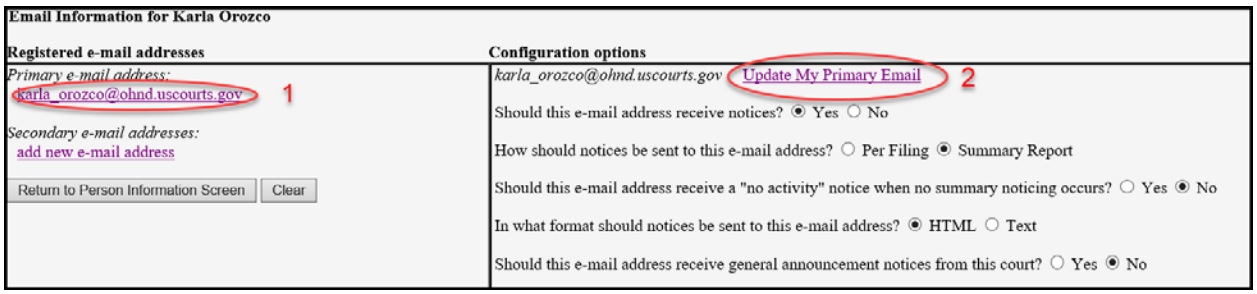


Example Document Header:

Case 1:09-cv-00049-JG Document 1 Filed 08/06/09 Page 1 of 1

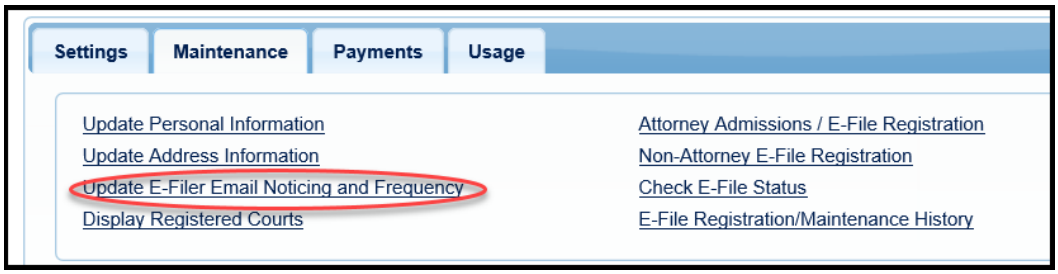
4.) To update your primary email address, click on **Maintain Your E-mail**.

- Click on your **Primary e-mail address** (**1**).
- Click on **Update My Primary Email** (**2**) in the **Configuration options** box.

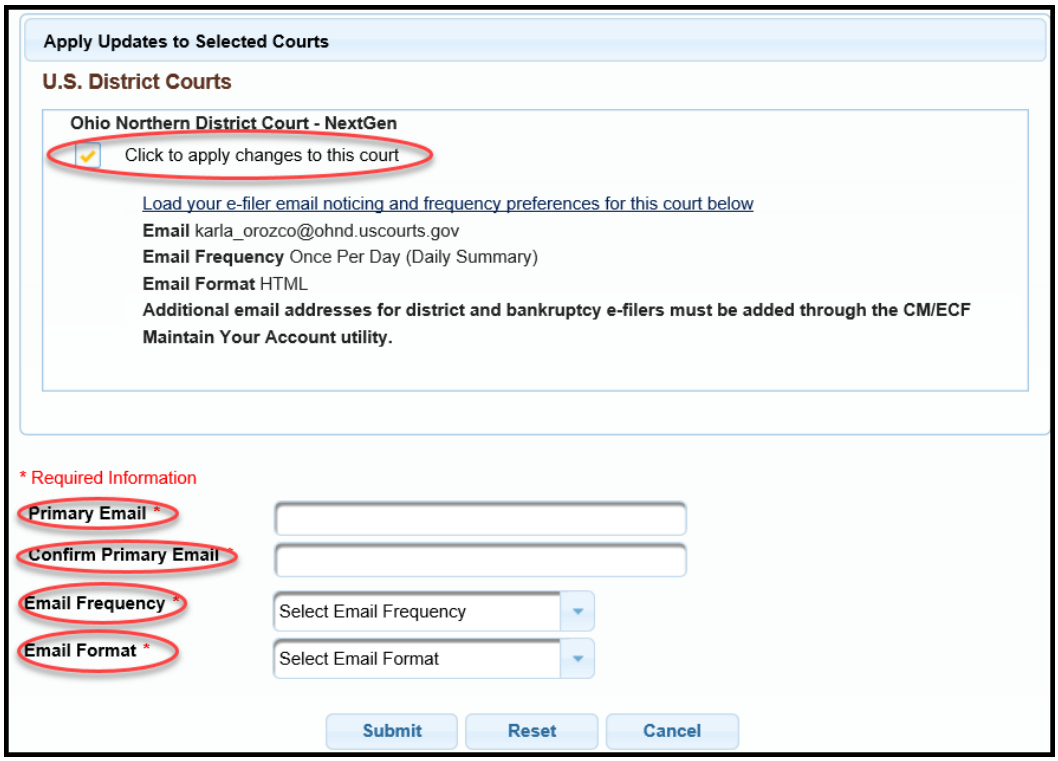


- Click on the **Maintenance** tab.

- Select **Update E-Filer Noticing and Frequency**

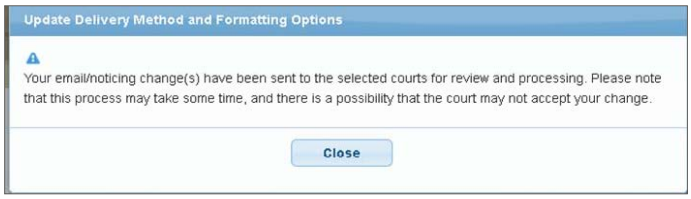


- **Check the box** to apply your changes to the Northern District of Ohio.

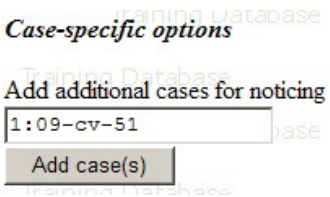


- Enter and confirm the **Primary Email Address**, select frequency and format preferences, and click **Submit**.

- The following confirmation screen will appear. Click **Close**.

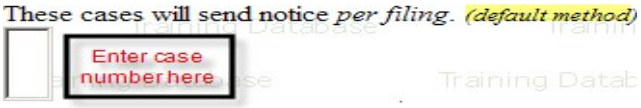


5.) To receive notification of activity for other cases**,** enter the case number in the following format: YY-#### (ex. 09-51) in the "Add additional cases for noticing" box and click on "Find This Case". You do not have to be a party in the cases entered in this field.

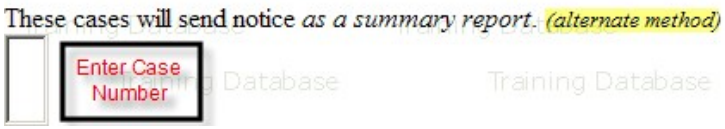


6.) Select the type of notice you would like to receive. There are two options:

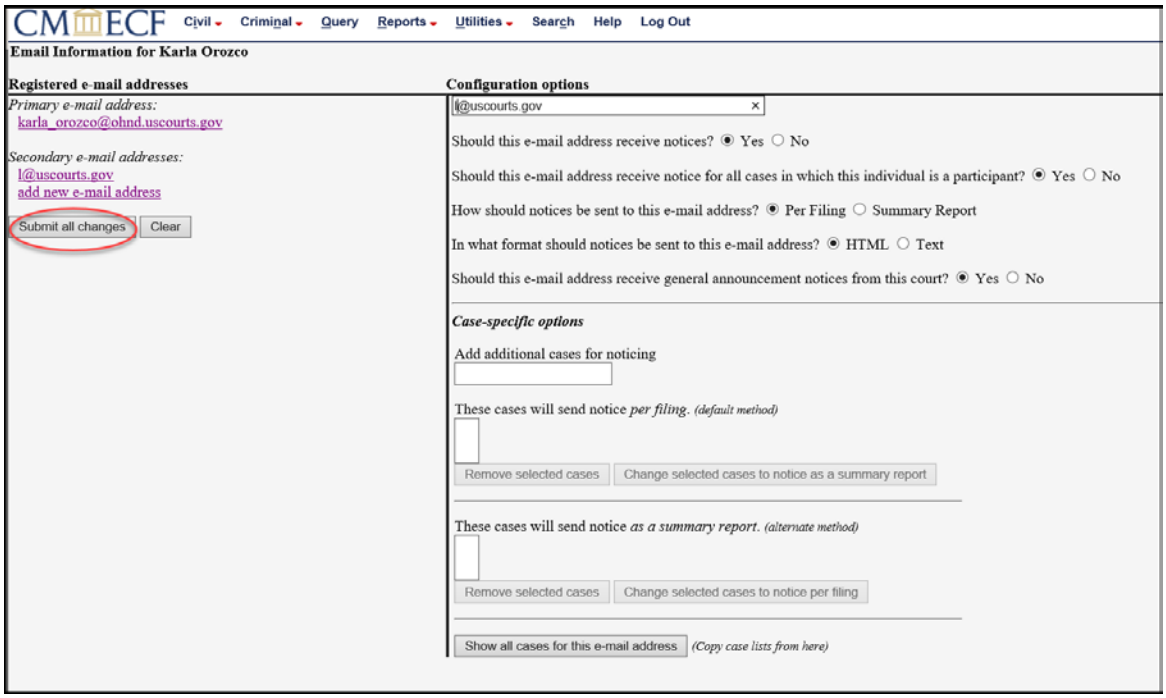
a.) Send notice per filing, which is the default method. This selection sends notices to you immediately upon filing.



b.) Send notice as a summary report, which is an alternate method. This selection will send a summary of notices at the end of the day (usually at midnight). If you seek electronic notice in a large number of cases, this selection is the preferred method.



7.) Click on **Submit all changes**.



Adding Secondary E-mail Addresses in NextGen CM/ECF

The system provides attorneys with the ability to add and configure secondary e-mail addresses. Attorneys may add secondary e-mail addresses to have notifications sent to themselves at multiple e-mail addresses as well as to others, including associates, staff and clients.

Each secondary e-mail address can be configured separately to receive notices in all an attorney's cases, or on a case-by-case basis. This flexibility may be particularly useful to attorneys who have multiple practices (*e.g.*, attorneys with both governmental and private practices or attorneys who wish to separate their pro bono work from their other activity). This feature may also be helpful to those attorneys who receive assistance from different support staff based on the nature of each case.

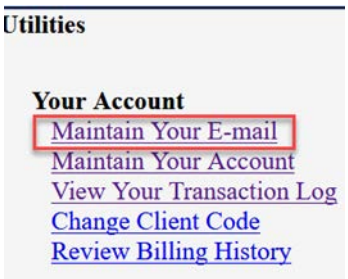
Like the primary e-mail address, secondary e-mail addresses are initially configured to receive e-mail notifications in all cases by default. However, an attorney can change the default settings for a secondary e-mail address when it is entered into the system or at any time thereafter so that the address only receives notices in those cases selected by the attorney.

1.) Log in to the “Live” system. (Refer to Step-by-Step section in this Manual for instructions)

NOTE: The “Live” electronic filing system and the “Training Area” are different systems. Setting your e-mail notification in one system does not set it in the other.

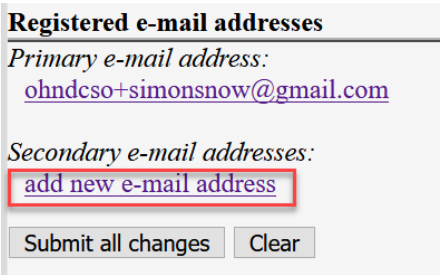
2.) Select the **Utilities menu in NextGen CM/ECF**

3.) Click on **Maintain Your E-mail**



4.) If a primary email address is listed, skip to step 5. If no primary email address is listed, click **add new e-mail address.** Note that although primary email addresses are maintained through PACER, there must be one listed in ECF in order to add secondary addresses. Enter the account’s PRIMARY email address. Once an address is entered, the secondary email address options will appear on the left.

5.) Click **add new e-mail address** under **Secondary e-mail addresses**.

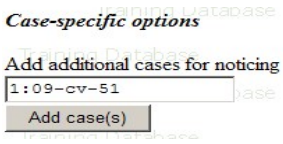


6.) Enter the **secondary email address** and change the configuration options if desired.

a. Configuration Options

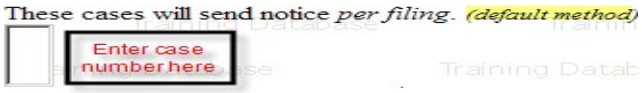
Option	Description
Should this e-mail address receive notices?	For the primary email address, the default is “Yes”. If set to “No”, the primary email address will not receive notices of electronic filing (NEFs) - this is not recommended.
How should notices be sent to this e-mail address?	Per Filing: Email sent for each individual filing Summary Report: One daily email listing all transactions for that day, sent on the following day NOTE: If the Summary Report is selected, an additional prompt appears, “Should this e-mail address receive a “no activity” notice when no summary noticing occurs?” Yes: an email will be sent with the message, “no transactions found for this time period” when no activity occurs in the cases for which the user is configured to receive summary notices No: no email will be sent unless there were filings
In what format should notices be sent to this e-mail address?	Controls the format of the emails—HTML is generally preferred.
Should this e-mail address receive general announcement notices from this court?	The court prefers that users select “Yes” so that they will receive email notifications regarding important ECF system information such as down-time and upgrades.

7.) To receive notification of activity for other cases, enter the case number in the following format: YY-#### (ex. 09-51) in the “Add additional cases for noticing” box and click on “Find This Case”. You do not have to be a party in the cases entered in this field.

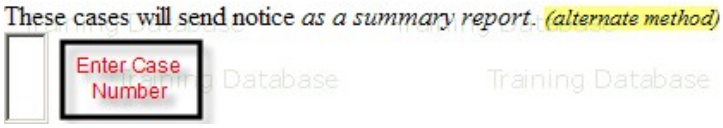


8.) Select the type of notice you would like to receive. There are two options:

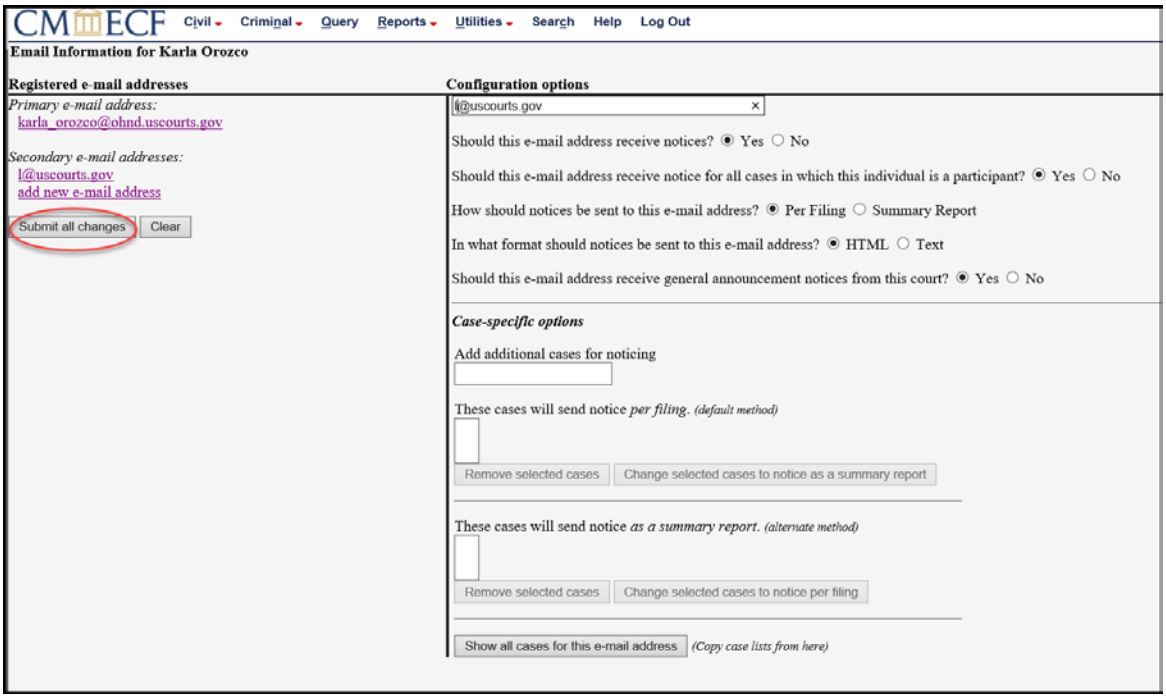
a.) Send notice per filing, which is the default method. This selection sends notices to you immediately upon filing.



b.) Send notice as a summary report, which is an alternate method. This selection will send a summary of notices at the end of the day (usually at midnight). If you seek electronic notice in a large number of cases, this selection is the preferred method.



c.) Click on **Submit all changes**.



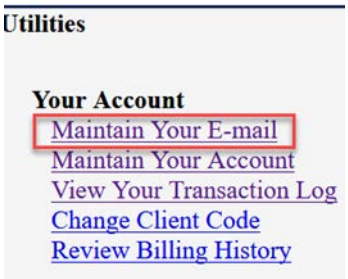
Removing Secondary E-mail Addresses in NextGen CM/ECF

1.) Log in to the "Live" system. (Refer to **Step-by-Step** section in this Manual for instructions)

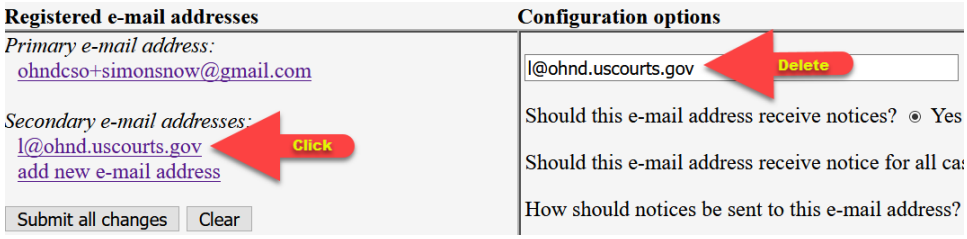
> **NOTE:** The "Live" electronic filing system and the "Training Area" are different systems. Setting your e-mail notification in one system does not set it in the other.

2.) Select the **Utilities menu in NextGen CM/ECF**

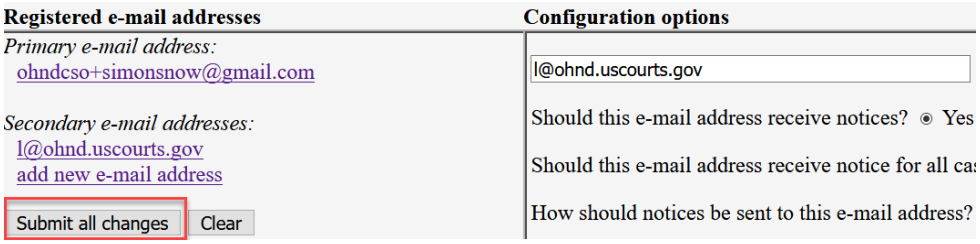
3.) Click on **Maintain Your E-mail**



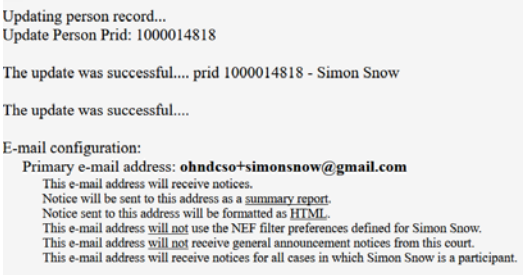
4.) To **remove** a **secondary email address**, click on the address on the left and delete it in the text box on the right.



5.) After all changes have been made, click **Submit all changes**. DO NOT use the Back button in your browser - information will not be saved if you click Back.



6.) A confirmation screen will appear.



Viewing Your Transaction Log

From the **Utilities** screen, click **View Your Transaction Log**. NextGen CM/ECF opens a screen with two fields for entering the "Date Selection Criteria for a Transaction Log Report". Enter the date range for your report and click **Submit**. NextGen CM/ECF displays a report of all your transactions in NextGen CM/ECF within the date range you specified. See below for a sample transaction log report:

Transaction Log
Report Period: 08/16/2001 - 09/04/2001

Id	Date	Case Number	Text
3212	08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Test Document)(wes,)
3326	08/27/2001 11:44:12	01-4011	First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 8/30/2001. Replies due by 8/30/2001. (wes,)
3330	08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DE'MITRIA RICE. (wes,)
3331	08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2] . Motion referred to fhsaklf . Signed by Judge sullivan emmett g on 08/28/01. (wes,)
3335	08/27/2001 14:23:52	01-4011	RESPONSE to Motion re [2] *Preliminary Injunction* filed by DE'MITRIA RICE. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper format)(wes,)
3336	08/27/2001 14:30:43	01-4011	RESPONSE to Motion re [1] *Permanent Injuction* filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes,)
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction *by plaintiff for defendent to cease and desist the assignment of plaintiff to cafeteria duty* by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction *to cease and desist from assigning plaintiff to work as a cafeteria monitor* by DE'MITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3339	08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction *to cease and desist the assignment of plaintiff to cafeteria monitor* by DE'MITRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (wes,)
3431	09/04/2001 14:21:26		Updated person record: wes Prid: 2231
3431	09/04/2001 14:21:27		Updated user record: shortw 2231

Total Number of Transactions: 11

Use this feature of NextGen CM/ECF to review your transactions and to verify that:

- All of the transactions you entered are reflected in the Transaction Log.
- No unauthorized individuals have entered transactions into NextGen CM/ECF using your login name and password.

Miscellaneous Utility Functions

NextGen CM/ECF provides three **Miscellaneous** functions within the Utilities feature of the system:

Legal Research - opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, Lexis and Westlaw via the Internet.

Mailings - opens a new screen for making or requesting mailings from NextGen CM/ECF.

Verify a Document - opens a query screen to enter a case number and a document number to verify documents, file sizes and signatures.

Logout

After you have completed all transactions for a particular session in NextGen CM/ECF, click on the **Logout** hyperlink from the NextGen CM/ECF menu bar. NextGen CM/ECF will log you out of the system and return you to the NextGen CM/ECF login screen.

Additional Information Regarding NextGen CM/ECF

Filing Documents Under Seal

Local Civil Rule 5.2 and Local Criminal Rule 49.4

No document will be accepted for filing under seal unless a statute, court rule, or prior court order authorizes the filing of sealed documents. If no statute, rule, or prior order authorizes filing under seal, the document will not be filed under seal.

Materials to be sealed shall be filed electronically whenever possible pursuant to the Court's Electronic Filing Policies and Procedures Manual. Sealed documents which exceed the size limitations for electronic filing shall be presented in an envelope which shows the citation of the statute or rule or the filing date of the court order authorizing the sealing, and the name, address and telephone number of the person filing the documents.

NOTE: There are only two events to be used to electronically file documents under seal, both in civil and criminal cases. If a motion is to be filed under seal, choose the event "SEALED MOTION", located under the **Motions** category. If the document to be filed under seal is NOT a motion, choose the event "SEALED DOCUMENT", located under the **Other Documents** category.

If the sealing of the document purports to be authorized by court order, the electronically filed sealed document shall be linked to the order authorizing the sealing. For manually filed sealed documents, the person filing the documents shall include a copy of the order in the envelope. If the order does not authorize the filing under seal, or the electronic filing is not linked to the order, or in the case of manual filing no order is provided, the Clerk will unseal the documents. Before unsealing the documents, the Clerk will notify the electronic filer by telephone. If the document was manually filed, the Clerk will notify the person whose name and telephone number appears on the envelope in person (if he or she is present at the time of filing) or by telephone. The filer may withdraw the documents before 4:00 p.m. the day the Clerk notifies him or her of the defect. If not withdrawn, the documents will be unsealed.

After the entry of a final judgment or an appellate mandate, if appealed, the sealed record will be shipped to the Federal Records Center in accordance with the disposition schedule set forth in the guide to Judiciary Policies and Procedures.

Demonstration of Filing Sealed Documents

A demonstration explaining the procedure for filing documents under seal has been placed on the Electronic Case Filing page of the Northern District of Ohio's website, under **Video Demonstrations – Filing Sealed Documents**. Click here for a direct link to view the demonstration. This should be viewed prior to filing sealed documents in the NextGen CM/ECF system for the first time.

Requesting Leave of Court to File Documents/Proposed Orders

If requesting **leave of Court** to file a document, such as an amended complaint, the proposed document shall be attached as an exhibit to the motion for leave. If your motion is granted, the order may direct you to electronically file your document with the Court. Carefully read the Order for specific instructions.

Proposed orders should be filed as attachments to the motion. If you neglected to file the proposed order as an attachment to the motion, you may file your Proposed Order as a separate document. Under both the Civil and Criminal menus, locate **Other Filings**, click on **Other Documents**, then select **Proposed Order**.

Manual Filings

The Northern District of Ohio has mandated electronic filing. A "Notice of Failure to File Electronically" will be issued when documents are not filed electronically. The Court recognizes, however, that some documents or objects cannot be scanned or reduced to an electronic format, or they exceed the recommended limit of 35 MB per component part. In these certain, limited circumstances, users may be excused from filing a particular component electronically. Such components must be manually filed with the Clerk of Court and served upon the parties in accordance with the applicable Federal Rules of Civil and Criminal Procedure and the Local Rules for filing and service of non-electronic documents.

Whenever a party makes an electronic filing which excludes a component that will be filed manually, the electronic filing must include a "Notice of Manual Filing" in place of that component. A model form is provided as ***Appendix I***.

If a filer cannot electronically file due to technical difficulties, file the document electronically when the technical issues are resolved and attach a "Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties". A model form is provided as ***Appendix II***.

Documents Filed In Error

A document incorrectly filed in a case may result from:

- **a)** uploading the wrong PDF file to a docket entry;
- **b)** selecting the wrong event from the menu (*e.g.*, Notice of Deposition, Opposition, Praecipe); or
- **c)** entering the wrong case number and not discovering the error before completing the transaction.

To request a correction, telephone one of the offices listed below as soon as possible after an error is discovered.

Toll Free Help Desk	**800-355-8498**
Clerk's Office Akron	**330-252-6000**
Clerk's Office Cleveland	**216-357-7000**
Clerk's Office Toledo	**419-213-5500**
Clerks' Office Youngstown	**330-884-7400**

You will need to provide the case and document number(s) for the document requiring correction. If appropriate, the Court will make a notation indicating that the document was filed in error. You will be advised if you need to re-file the document. The NextGen CM/ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

Other Resources

Important Telephone Numbers

Toll Free Help Desk –	**800-355-8498**
	OR
Cleveland	216-357-7000
Akron	330-252-6000
Youngstown	330-884-7400
Toledo	419-213-5500
Emergency After-Hours Filings –	**216-522-2150**

Additional information regarding electronic filing can be obtained by writing to:

Sandy Opacich, Clerk
United States District Court
Attention: Electronic Filing System Registration
801 W. Superior Avenue
Cleveland, Ohio 44113-1830

Links

Northern District of Ohio Website

PACER

United States Courts

Federal Judicial Center

Sixth Circuit Court of Appeals

Northern District of Ohio Bankruptcy Court

Attorney Information

Clerk's Office Information

Appendix I

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO

	)	Case No.
	)	
Plaintiff,	)	JUDGE
	)	
v.	)	MAGISTRATE JUDGE
	)	
Defendant.	)	Notice of Manual Filing
	)	
	)	

Please take notice that [Plaintiff/Defendant, Name of Party] has manually filed the following document or thing:

[Title of Document or Thing]

This document has not been filed electronically because:

the document or thing cannot be converted to an electronic format;
the electronic file size of the document exceeds 35 megabytes (30-60 scanned pages); or
[Plaintiff/Defendant] is excused from filing this document or thing by Court order.

The document or thing has been manually served on all parties.

Respectfully submitted,

s/ [Name of Password Registrant]
Name of Password Registrant
Address
City, State, Zip Code
Phone: (xxx) xxx-xxxx
Fax: (xxx) xxx-xxxx
E-mail: xxx@xxx.xxx
[attorney bar number, if applicable]

Appendix II

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO

	)	Case No.
	)	
Plaintiff,	)	JUDGE
	)	
v.	)	MAGISTRATE JUDGE
	)	
Defendant.	)	Declaration that Party was Unable to
	)	File in a Timely Manner Due to
	)	Technical Difficulties

Please take notice that [Plaintiff/Defendant, Name of Party] was unable to file the [Title of Document] in a timely manner due to technical difficulties. The deadline for filing the [Title of Document] was [Filing Deadline Date]. The reason(s) that I was unable to file the [Title of Document] in a timely manner and the good faith efforts I made prior to the filing deadline to both file in a timely manner and to inform the Court and the other parties that I could not do so are set forth below.

[Statement of reasons and good faith efforts to file and to inform (including dates and times)]

I declare under penalty of perjury that the foregoing is true and correct.

Respectfully submitted,

s/ [Name of Password Registrant]
Name of Password Registrant
Address
City, State, Zip Code
Phone: (xxx) xxx-xxxx
Fax: (xxx) xxx-xxxx
E-mail: xxx@xxx.xxx
[attorney bar number, if applicable]