

ECF Features

ECF provides the following features that are accessible from the **blue** menu bar at the top of the opening screen. Some of these features require the use of a PACER login and password and are fee-based. Fee information will be presented to the user prior to document/report access giving the user the opportunity to either accept the fee and review the requested document or decline the fee and abort the process.



- **Civil:** This option may be used to e-file all civil case PDF documents unless they are to be filed as sealed. Sealed documents must be presented to the Clerk's Office in paper and can only be filed as such upon the granting of a Motion to Seal. The exception are sealed Attorney Time Records. The sealed portion of the time records may be filed electronically using a special event called "Attorney Time Records - Sealed Portion - Ex Parte". Attorneys may also utilize the [Open Civil Case](#) option located in this menu to electronically file new civil or miscellaneous cases.
- **Criminal:** This option may be used to e-file all criminal case PDF documents except those that are sealed. Sealed documents must be presented to the Clerk's Office in paper and can only be filed as such upon the granting of a Motion to Seal. Rule 35 and 5k.1 motions may be filed electronically using specific *ex parte* events.
- **Query:** This option allows the user to search the Northern District of Florida database by case number, case status, party/attorney name, or file date, last entry date, and nature of suit, and cause of action to retrieve documents and docket sheets. Queries require a [PACER](#) login and password in addition to your FLND CM/ECF login and password.
- **Reports:** This option allows the user to retrieve docket sheets, civil and criminal case reports, calendar events, and written opinions. Reports require a [PACER](#) login and password in addition to your FLND CM/ECF login and password.
- **Utilities:** This option allows users to view their personal ECF transaction log, maintain their account information, and access certain [PACER](#) features.
- **Search:** The Search option allows a user to perform a keyword search in order to

identify docketing event menu options that will best suit the docketing of a specific pleading. Events can be utilized right from the search results screen.

- **Logout:** This option must be used each time a user wishes to exit the ECF system from ECF in order to prevent the unauthorized use of your password and to allow the software to end all pending processes.

Note: Always logout of an ECF session by selecting **Logout** from the **blue** menu bar. Never close your browser session by mouse-clicking the small "X" located at the top right corner of the browser window as that action will cause you to remain logged in to the system.

-  This icon can be mouse-clicked in order to see additional user information for the current screen.

Menu Options or "Hyperlinks"

The menu options or hyperlinks found on the main ECF menu represent "event codes" (i.e., mini software programs) and allow users to add information to the electronic case file and the court docket sheet. These codes also perform specific internal, statistical, and administrative functions that allow your e-filing to be routed to the appropriate judge or magistrate judge. Therefore, users should ensure that the correct event code is chosen before proceeding with the e-filing of PDF documents.

When in doubt about the applicability of an event code to your pleading, please consult your local Clerk's Office. Deputy Clerks are ready and willing to assist you during normal office hours. You are also encouraged to use the **Search** option to perform a keyword search that will yield a list of events containing all or a portion of the keyword.

User Interactions

There are four general types of user interactions allowed by the system:

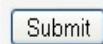
- Entering information in data fields;
- Using command buttons to direct system activities;
- Mouse-clicking on hyperlinks; and
- Uploading PDF documents to be stored in the court's official case record database.

Screen Features

Most screens have the following two buttons:

- The  button removes **all** characters *entered by the user* in the boxes or "fields" located on the same screen and returns the screen to its original condition. Since the **[Clear]** button acts like a reset button resetting the screen to its original condition when it first appeared on your monitor, default text (or text provided onscreen by CM/ECF) will not be cleared.

Note: The **[Clear]** button will only operate on screens that contain fields that may be manipulated by the user. **[Clear]** does not modify screens that contain static text.

- The   buttons cause information to be added by the user to a screen and causes the system to display the next screen.

Note: Once a PDF document is transmitted to the court using the **[NEXT]** button located on the last screen of your entry, changes or corrections may only be made by the court or through separately filed amendments using the event "Amended Document - NOT Motion" for non-motions, a motion to amend the incorrect document, or (if a motion was incorrectly filed) a motion event where the docket text is prefaced with the word "AMENDED" (as applicable).

Correcting Data Entry Mistakes Prior to Accepting the Transaction

Use the **[Back]** button on the browser's toolbar to go back and correct an entry made on a previous screen if made before accepting the final screen. Then, use ECF's on-screen navigational buttons to move through the remaining screens for the chosen event.

The exception to this rule is new case opening. Attorneys are advised *never* to use the **[Back]** button when opening a new case *especially* in regard to the pay.gov credit card information screen. If a problem is encountered, please stop where you are and contact a member of Clerk's Office staff for further directions.

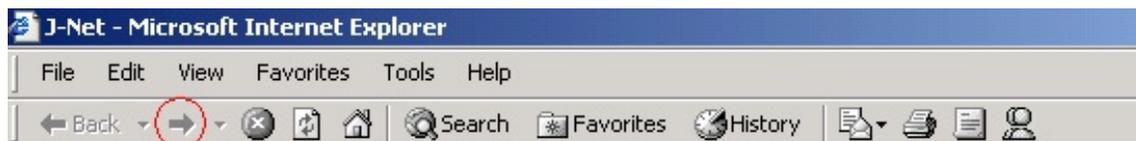
Note: Never use the **Forward** button located on the browser's toolbar as ECF will not recognize the changes that you have made. Use the navigation buttons located on the ECF portion of the screen instead, and continue entering information on each screen as requested.

The **[Back]**  button is generally located in the top left portion of the browser tool bar, above the blue CM/ECF menu bar:



Note: The **[Back]** button cannot be used once the final **[Next]** button has been clicked on the last docketing screen prior to the creation of the Notice of Electronic Filing (NEF).

The **[Forward]** also appears within the browser's toolbar:



The **[Forward]** button should not be used while docketing. If a user needs to return to a previous

screen to make a correction, then the ECF navigational buttons located on the screen beneath the blue ECF menu bar should be utilized to move forward through the entry so that the changes made to previous screens will be recognized by the system.

Aborting an Entry

Docket entries can be completely aborted by clicking on any option located within the *blue* menu bar located at the top of the CM/ECF window if done before clicking **[Next]** on the final **Attention!!** screen.

In regard to new civil or miscellaneous case openings, please contact a member of Clerk's Office staff before aborting the case opening process for any reason.