

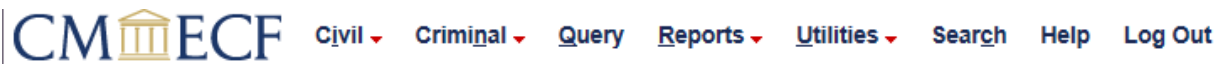
Northern District of Florida

CM/ECF Attorney User Guide

Chapter 6

CM/ECF Features

CM/ECF provides the following features that are accessible from the menu bar at the top of the opening screen. Some of these features will result in the incursion of fees. 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. 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.

**Please refer to [Local Rule 5.5](#) before filing sealed documents.

- **Query:** This option allows the user to search the Northern District of Florida database by case number, party/attorney name, or filing date and nature of suit to retrieve documents and docket sheets.
- **Reports:** This option allows the user to retrieve docket sheets and cases-filed reports.

- **Utilities:** This option allows users to view their personal CM/ECF transaction log, maintain their email, and access certain PACER features.
- **Search:** This option allows users to search for keywords that might help them find the proper event to use when filing.
- **Logout:** This option must be used each time a user wishes to exit the CM/ECF system in order to prevent the unauthorized use of your password.

Menu Options or “Hyperlinks”

The menu options or hyperlinks found on the main CM/ECF menu represent event codes 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 the 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 a PDF document. 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.

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
- Uploading PDF documents to the official case record

Screen Features

Most screens have the following two buttons:

CLEAR: This clears 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.

NEXT or SUBMIT: These accept the information added by the user to a screen and causes the system to display the next screen.

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 which causes the Notice of Electronic Filing (NEF) to be produced. 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 credit card information screen. Therefore, if a problem is encountered, please contact a member of Clerk’s Office staff.

Aborting an Entry

Docket entries can be completely aborted by clicking on any option located within the 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.