



Welcome

Slide notes: Welcome to the lesson on How to File an Entry of Appearance.



Navigation Instructions

In order to closely simulate the CM/ECF application, each screen in this lesson will contain instructions for you to follow that mimic the actual software. Follow those instructions to progress through the lesson.

You may also use the playback controls at the bottom of each screen. You may move forward or back and you may rewind to the beginning of the lesson. You may also drag the progress bar forward or back through the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.

There is also a menu on each page in the upper left corner. If you click on the  arrows, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also include a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

For version information about this lesson module, roll your mouse over the "i" in the heading.

To exit the lesson, click the **X** in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.

Click the **CONTINUE** button when you're ready.

Navigation Instructions

Slide notes: These are the instructions for navigating through this lesson module. When you are ready to start the lesson, click the Continue button.

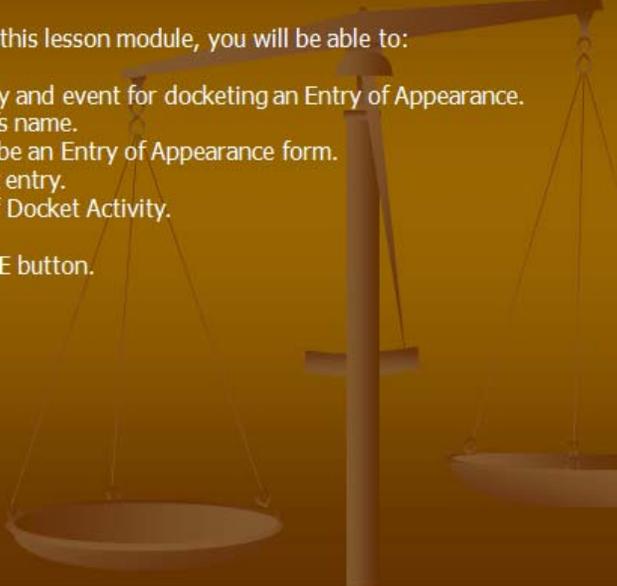


Objectives

When you complete this lesson module, you will be able to:

- Select the category and event for docketing an Entry of Appearance.
- Enter an attorney's name.
- Upload and describe an Entry of Appearance form.
- Submit the docket entry.
- View the Notice of Docket Activity.

Click the **CONTINUE** button.



Objectives

Slide notes: Here are the objectives for this lesson. These are the things you will be able to do when you complete it. After reading through these objectives, click the Continue button.



Slide 4

Slide notes: We'll begin at the CM/ECF Startup Page. This page appears after you've entered your username and password on the login page. To learn more about how to login to CM/ECF, please see our module "Introduction to CM/ECF".

For this module, let's assume you are Mary Zawacki and you're entering an appearance on behalf of Big Wheel Energy, the petitioner in one of your cases. To begin, click on Docketing in the main menu.



The screenshot shows a web browser window titled "Startup Page". The browser's address bar is empty. The page has a light blue background. At the top, there is a navigation menu with the following items: "Docketing", "Reports", "Utilities", "Logout", and "Help". Below the menu is a button labeled "File a Document". In the center of the page is the official seal of the United States Court of Appeals for the District of Columbia Circuit. Below the seal, the text reads: "U.S. Court of Appeals CM/ECF" and "Official Attorney Electronic Document Filing System". A disclaimer follows: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18 USC 152 and 3571." Below the disclaimer is a "Welcome" section with the text: "Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu." At the bottom of the page, it says "Last login May 26, 2009 2:58:31 PM EDT".

Slide 5

Slide notes: Click on File a Document.



The screenshot shows a web browser window titled "Startup Page". The browser's address bar is empty. The page has a light blue background. At the top, there is a navigation menu with the following items: "Docketing", "Reports", "Utilities", "Logout", and "Help". Below the menu is a button labeled "File a Document". In the center of the page is the official seal of the United States Court of Appeals for the District of Columbia Circuit. Below the seal, the text reads: "U.S. Court of Appeals CM/ECF" and "Official Attorney Electronic Document Filing System". A disclaimer follows: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18 USC 152 and 3571." Below the disclaimer is a "Welcome" section with the text: "Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu." At the bottom of the page, it says "Last login May 26, 2009 2:58:31 PM EDT".

Slide 6

Slide notes: This is a transition slide.

The screenshot shows a web browser window titled "Docketing Appendix Filed". The page has a menu bar with "Docketing", "Reports", "Utilities", "Logout", and "Help". On the left side, there is a vertical banner that reads "CMI/ECF Appellate". The main content area is titled "File a Document". It contains a "Case:" field with a text input box and a prompt "Enter case number as yy-nnnn (e.g., 05-2475)". Below this is a "Filed Date:" field with the value "05/27/2009". There are two columns of radio button options. The left column lists categories: "Appendicies or Joint Appendix", "Brief(Appendix Deferred)", "Brief (Appendix Not Deferred)", "Brief(Cross-Appeal Appendix Deferr", "Brief(CrossAppeal Appendix Not De", "Brief(Supplemental or Errata to Brie", "Certificates", "Forms", "Letters", "Motion", "Notices", and "Other". The right column is titled "Select One" and contains three options: "Appendix Filed", "Supplemental Appendix Filed", and "Statutory Addendum to Brief Filed". Below the options, there is a section titled "Uncheck boxes for each case in which this document should not be filed." followed by a "Case Selection" area with a large empty text box.

Select Category and Event

Slide notes: This is the initial docketing screen. To learn more about the different parts of this screen, please see the module, "Introduction to CM/ECF". First, we'll need to enter a case number. Enter the practice case number 09-1999 in the Case field and then press Tab key.

The screenshot shows a web browser window titled "Docketing Appendix Filed". The page header includes "Docketing Reports Utilities Logout Help". The main content area is titled "File a Document" and displays the case name "Case 09-1999 Big Wheel Energy v. FERC". A "Case:" field contains "09-1999" with a prompt "Enter case number as yy-nmm (e.g., 05-2475)". The "Filed Date:" is "05/27/2009". On the left, a vertical sidebar reads "CMI/ECF Appellate". A list of document categories is shown with radio buttons: "Appendices or Joint Appendix" (selected), "Brief(Appendix Deferred)", "Brief (Appendix Not Deferred)", "Brief(Cross-Appeal Appendix Deferr)", "Brief(CrossAppeal Appendix Not De", "Brief(Supplemental or Errata to Brie", "Certificates", "Forms", "Letters", "Motion", "Notices", and "Other". To the right, a "Select One" section contains three options: "Appendix Filed" (selected), "Supplemental Appendix Filed", and "Statutory Addendum to Brief Filed". Below this, a "Case Selection" dropdown menu shows "09-1999 Big Wheel Energy v. FERC (Target Case)". A note at the bottom states "Uncheck boxes for each case in which this document should not be filed."

Slide 8

Slide notes: Verify you are in the correct case by viewing the title that appears at the top of the screen. Since this is the correct title, we'll move on and select our event category. The correct category for the Entry of Appearance form is Statements and Initial Submissions.

To locate this category, scroll down in the Events Category pane.

The screenshot shows a web browser window titled "Docketing Appendix Filed". The page header includes "Docketing Reports Utilities Logout Help". The main content area is titled "File a Document" and is for "Case 09-1999 Big Wheel Energy v. FERC".

On the left, a vertical sidebar contains the text "CMI/ECF Appellate" and a list of document types with radio buttons:

- Certificates
- Forms
- Letters
- Motion
- Notices
- Other
- Petitions
- Record
- Report
- Responsive Documents
- Statements and Initial Submissions
- Stipulations

The main area has a "Filed Date: 05/27/2009" and a "Select One" section with three radio buttons:

- Appendix Filed
- Supplemental Appendix Filed
- Statutory Addendum to Brief Filed

Below this is a "Case Selection" dropdown menu with one option selected:

- 09-1999 Big Wheel Energy v. FERC (Target Case)

At the bottom, there is a note: "Uncheck boxes for each case in which this document should not be filed."

Slide 9

Slide notes: Click on the radio button for Statements and Initial Submissions.

The screenshot shows a web browser window titled "Docketing Certificate as to Parties, Rulings and Related Cases Filed". The browser's address bar and menu bar are visible. The main content area has a light blue background and is titled "File a Document". On the left side, there is a vertical navigation bar with the text "CMI/ECF Appellate". The main form area contains the following elements:

- Case: 09-1999 Enter case number as yy-nmm (e.g., 05-2475)
- Filed Date: 05/27/2009
- A list of document types on the left, each with a radio button:
 - Certificates
 - Forms
 - Letters
 - Motion
 - Notices
 - Other
 - Petitions
 - Record
 - Report
 - Responsive Documents
 - Statements and Initial Submissions
 - Stipulations
- A "Select One" section on the right with a list of document types, each with a radio button:
 - Certificate as to Parties, Rulings and Related Cases Filed
 - Certified Index to Record
 - Docketing Statement Filed
 - Entry of Appearance Filed
 - Statement Filed
 - Statement of Intent Regarding Appendix Deferral Filed
 - Statement of Issues Filed
 - Transcript Status Report
 - Underlying Decision in Case
- A "Case Selection" section at the bottom with a list of cases, each with a radio button:
 - 09-1999 Big Wheel Energy v. FERC (Target Case)

Below the "Case Selection" section, there is a blue instruction: "Uncheck boxes for each case in which this document should not be filed."

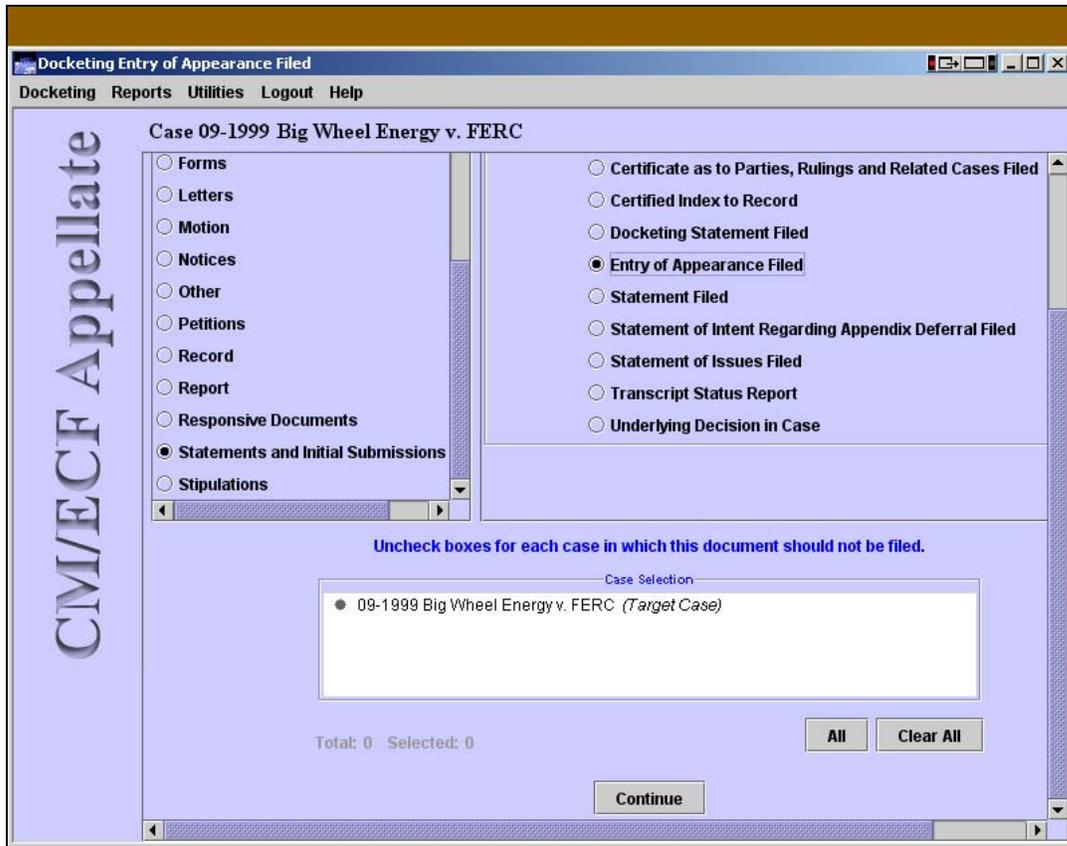
Slide 10

Slide notes: The Events pane now displays all the events in the Statements and Initial Submissions category. Click on the event Entry of Appearance Filed.



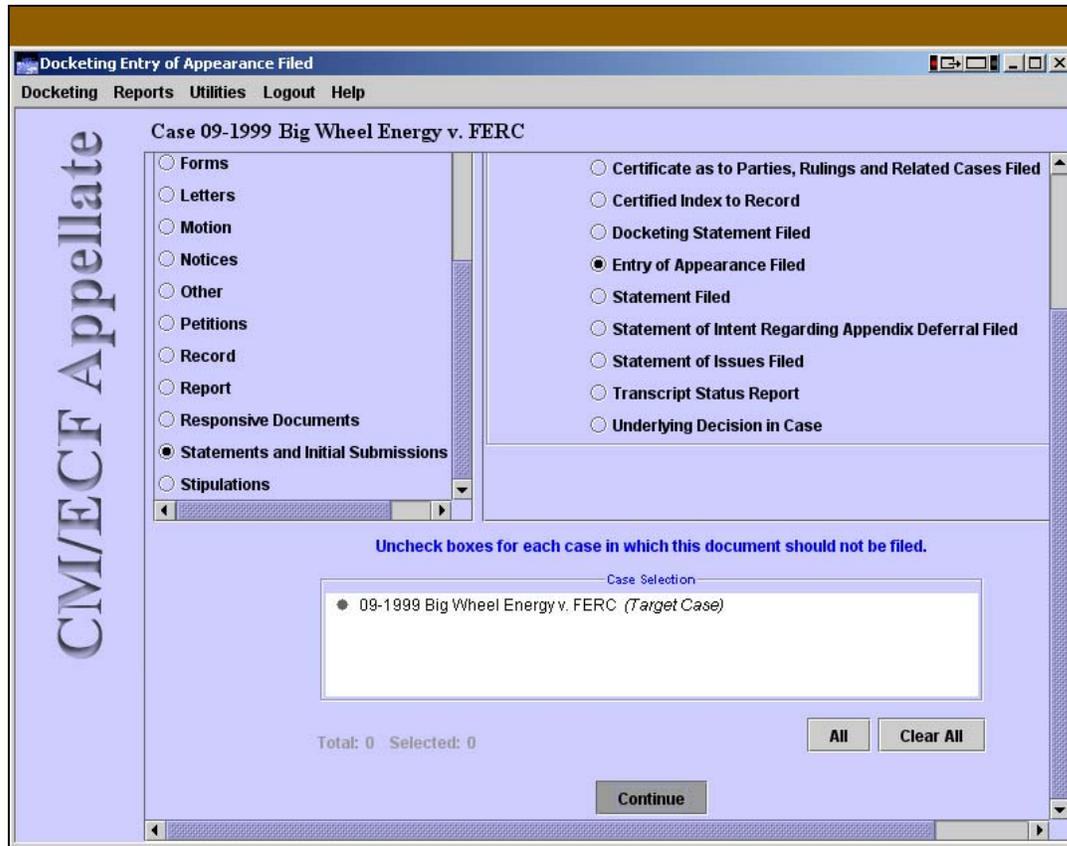
Slide 11

Slide notes: Now that we've selected the correct category and event, we'll need to click the Continue button at the bottom of the page in order to proceed to the next screen. To see this button, click the down arrow in the scroll bar.



Slide 12

Slide notes: Click the Continue button.



Slide 13

Slide notes: This is a transition slide.

Docketing Entry of Appearance Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

Party Filer

Select the Parties For Whom the Attorney is Entering an Appearance:

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Big Wheel Energy	Petitioner--	09-1999	Big Wheel Energy v....
<input type="checkbox"/>	FERC	Respondent--	09-1999	Big Wheel Energy v....

Display All Parties All Cases Select All Clear All

Additional Information

Type the name of lead counsel who is entering an appearance:

Additional Information

Type the names of any co-counsel who are entering an appearance:

NOTE

(151) In the case of parties with multiple attorneys, only those attorneys who are admitted to practice before the D.C. Circuit will appear on the docket of the case. See D.C.Cir. Rule 46

PDF Document

Document: Browse... Description: Main Document

Slide 14

Slide notes: The Party Filer window now appears. Here is where you select the party filer and type in the names of the attorneys who are entering their appearance. This screen also allows you to upload your entry of appearance form. First, let's select the Party Filer. Click on the check box for Big Wheel Energy.

Docketing Entry of Appearance Filed
Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

Party Filer
Select the Parties For Whom the Attorney is Entering an Appearance:

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Big Wheel Energy	Petitioner--	09-1999	Big Wheel Energy v....
<input type="checkbox"/>	FERC	Respondent--	09-1999	Big Wheel Energy v....

Display All Parties All Cases Select All Clear All

Additional Information
Type the name of lead counsel who is entering an appearance:

Additional Information
Type the names of any co-counsel who are entering an appearance:

NOTE
(151) In the case of parties with multiple attorneys, only those attorneys who are admitted to practice before the D.C. Circuit will appear on the docket of the case. See D.C.Cir. Rule 46

PDF Document
Document: Browse... Description: Main Document

Enter Attorney Name

Slide notes: Now, you need to enter the name of the lead counsel entering the appearance. In the first Additional Information field, type the name "Mary Zawacki". When you're finished, press the Tab key to continue.

Docketing Entry of Appearance Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

Party Filer

Select the Parties For Whom the Attorney is Entering an Appearance:

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Big Wheel Energy	Petitioner--	09-1999	Big Wheel Energy v....
<input type="checkbox"/>	FERC	Respondent--	09-1999	Big Wheel Energy v....

Display All Parties All Cases Select All Clear All

Additional Information

Type the name of lead counsel who is entering an appearance:

Additional Information

Type the names of any co-counsel who are entering an appearance:

NOTE

(151) In the case of parties with multiple attorneys, only those attorneys who are admitted to practice before the D.C. Circuit will appear on the docket of the case. See D.C.Cir. Rule 46

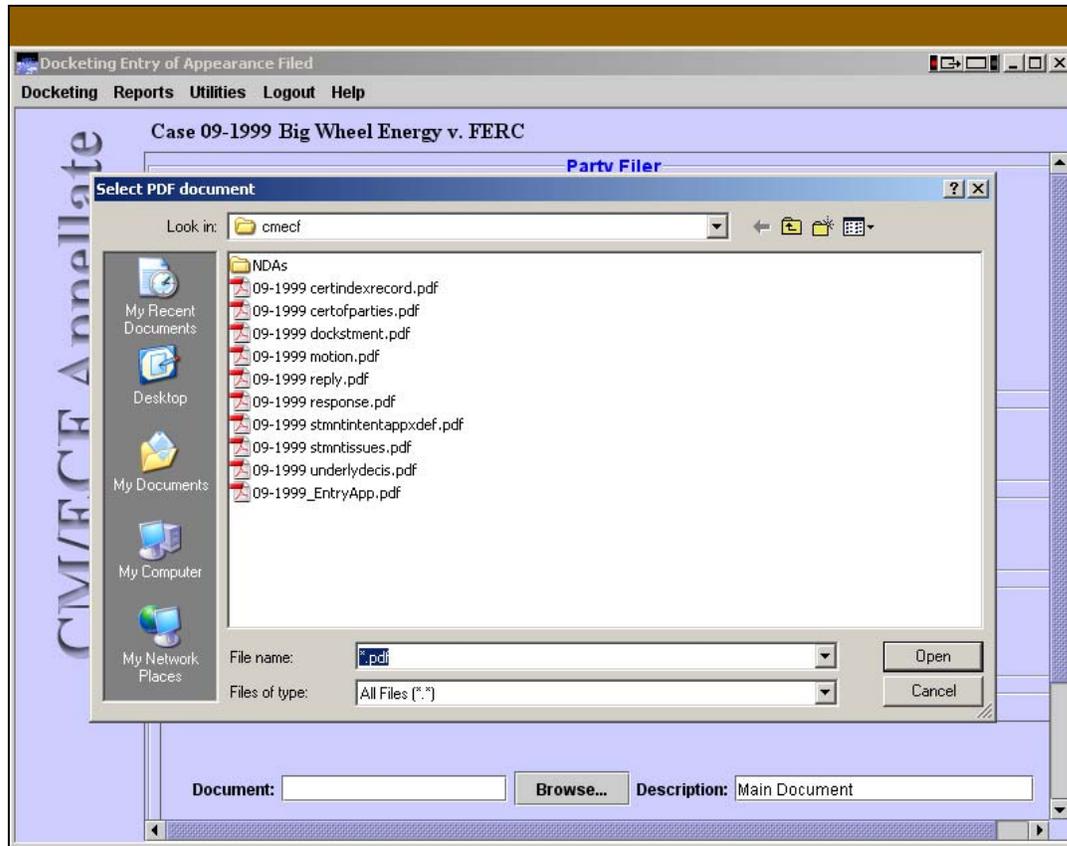
PDF Document

Document: Browse... Description:

Slide 16

Slide notes: Notice that there are two Additional Information fields. As we've just seen, the first field is for the lead attorney. The second field can be used to enter the names of any co-counsel who are entering an appearance. Since there are no co-counsel in this instance, we'll leave that field blank.

The next step is to upload your Entry of Appearance form. This form, which is available on our website, should be completely filled out and saved on your local computer before uploading. Let's assume you've done that already. Press the Browse button to locate the saved form.

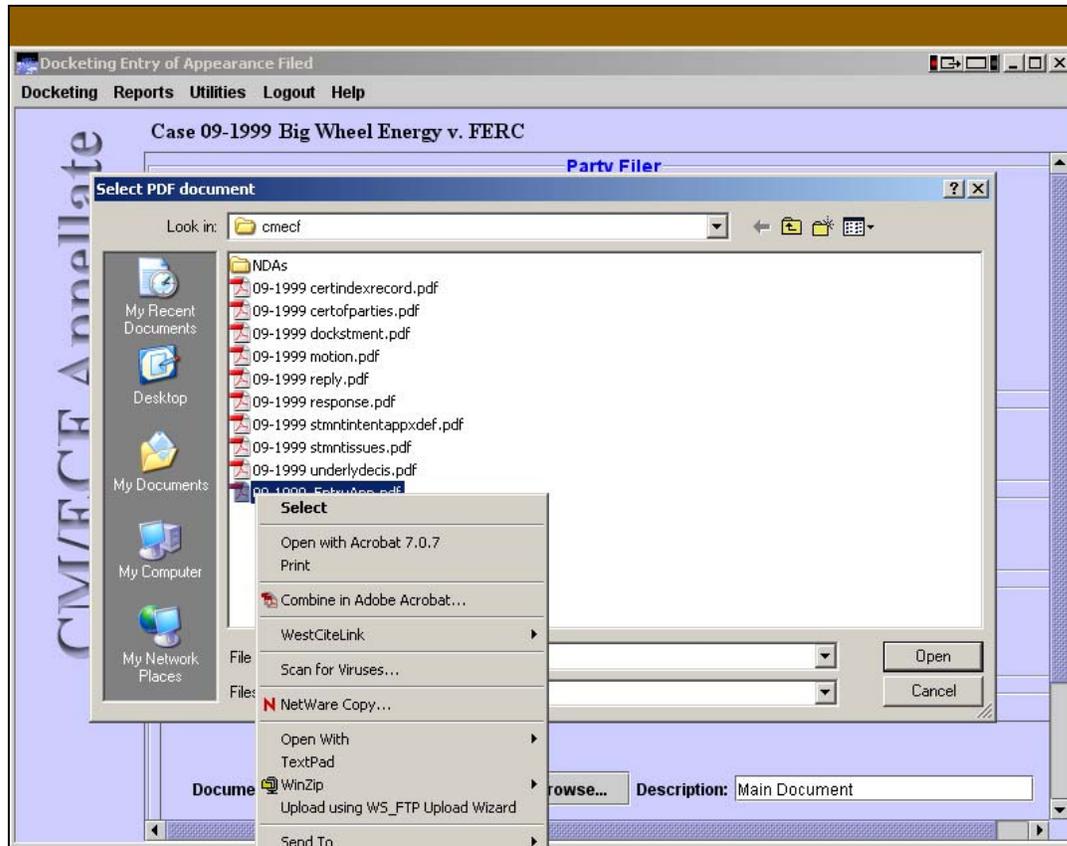


Slide 17

Slide notes: The Select PDF document dialogue box appears. This dialogue box indicates that we're looking at all the PDF files in the cmecf folder. You would need to change this folder to the location on your local computer where you saved your form. For this lesson though, this is the correct directory.

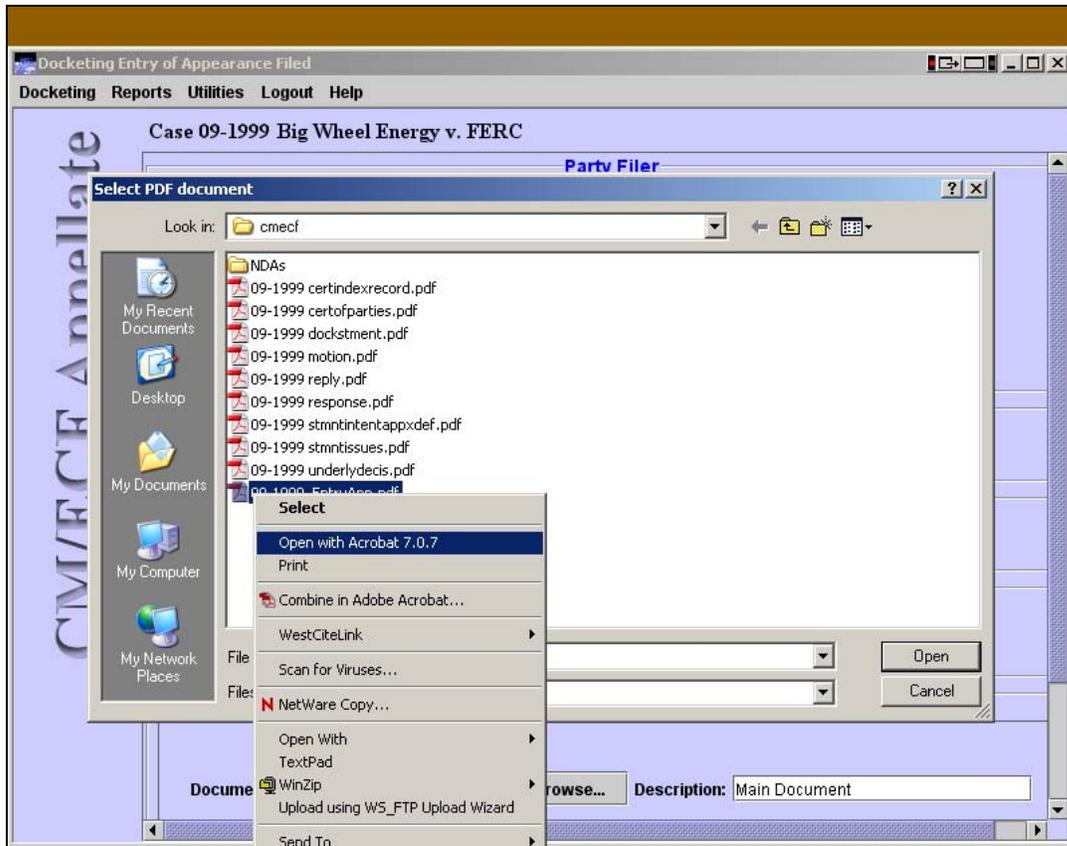
The file we're looking for is 09-1999_EntryApp.pdf. Before uploading a file, it's a good practice to preview the document to make sure it's the correct file.

One way to do that is to right-click on the file and select Open in Adobe Acrobat from the pop-up menu that appears. On your computer, right-clicking on the file will show the pop-up menu, however, for this module, just use the normal click. Go ahead and click on the file now.



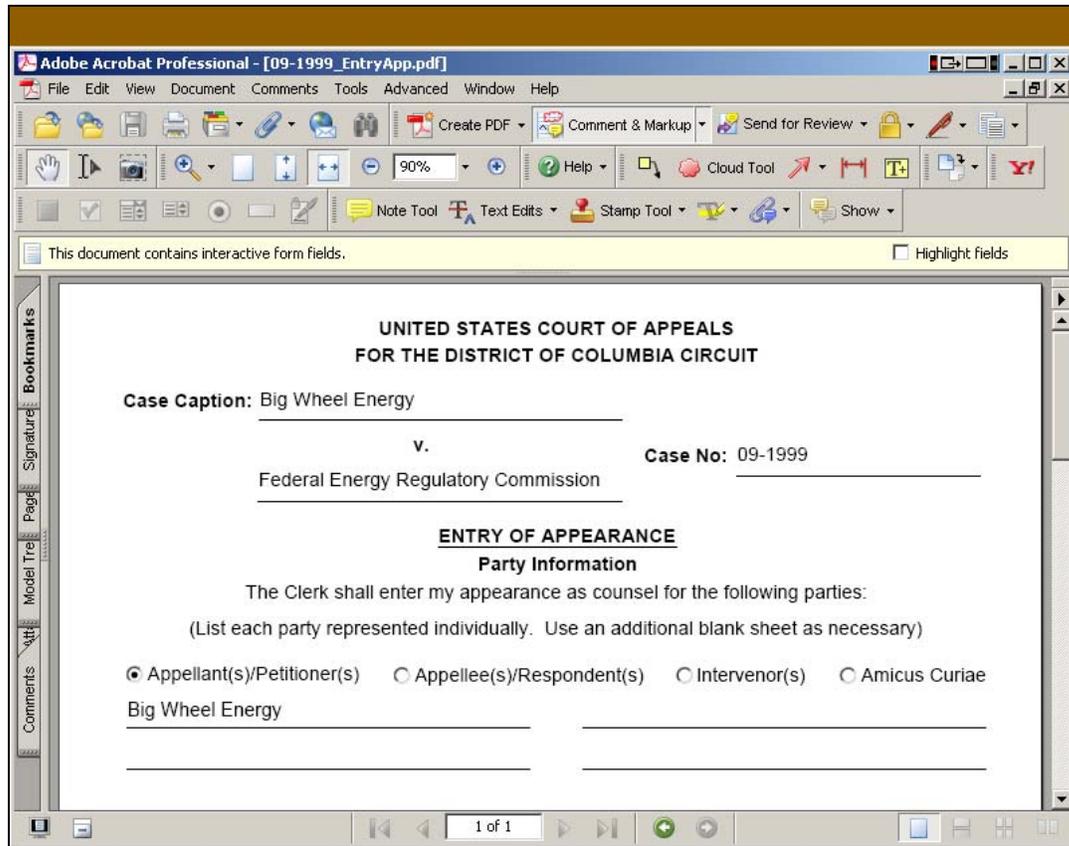
Slide 18

Slide notes: Click on the option Open with Acrobat 7.0.7. Those numbers at the end indicate the version of Adobe Acrobat running on the simulation computer. They'll differ depending on the version of Acrobat installed on your computer.

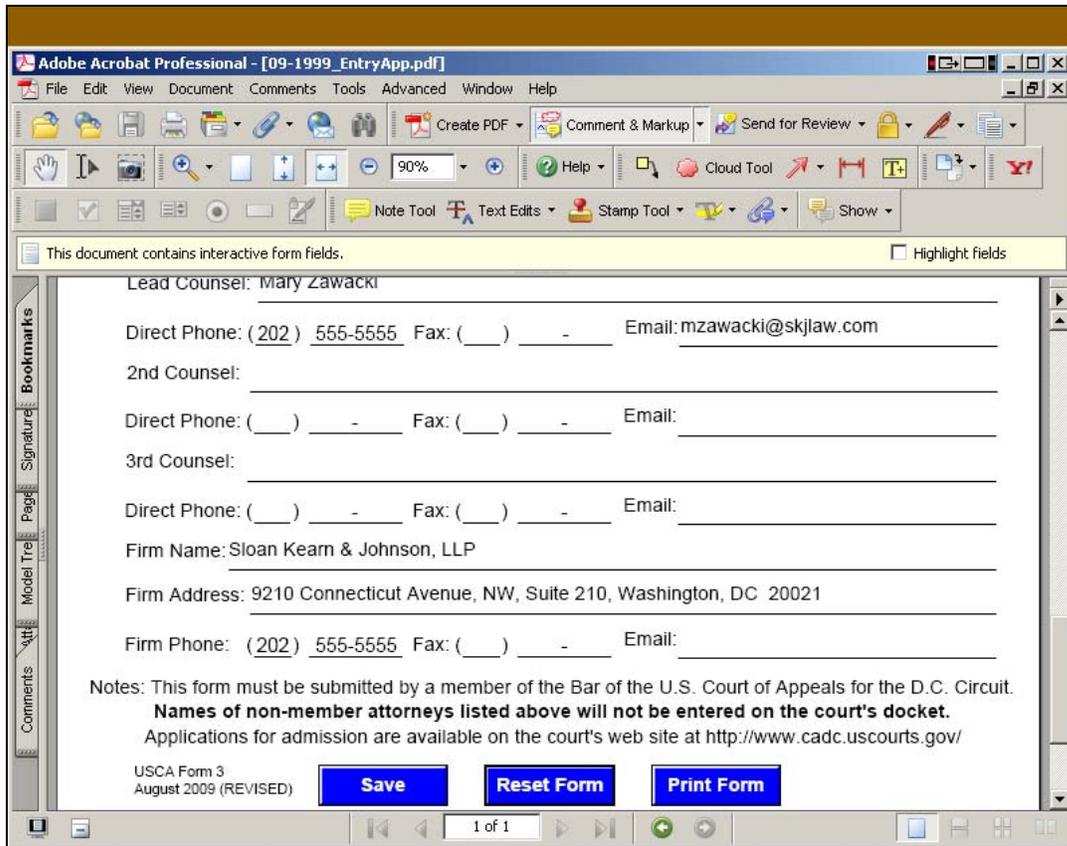


Slide 19

Slide notes: This is a transition slide.

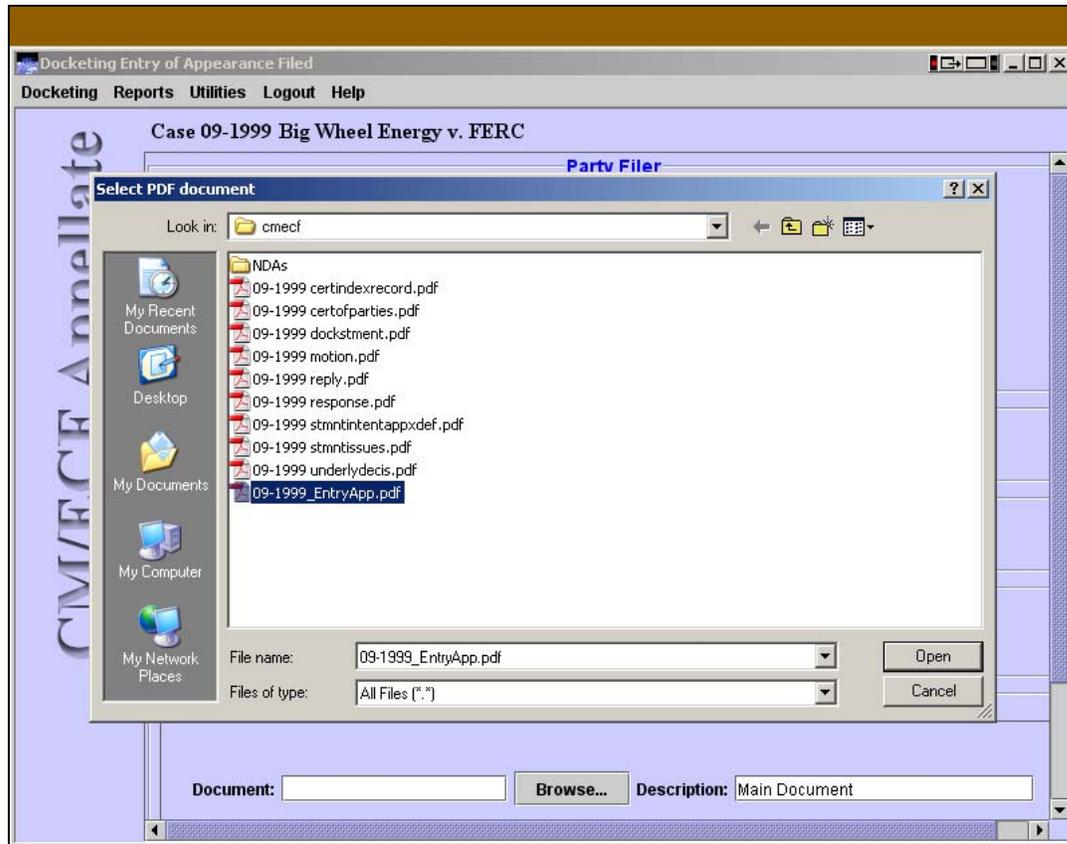


Slide 20
 Slide notes: Adobe Acrobat opens the file in a separate window. It looks like we've got the right file, but let's take a look at the bottom of the page to be sure. Click the down arrow in the scroll bar.



Slide 21

Slide notes: Now that we've verified that the information is correct, we're ready to upload the form. First, let's close the Adobe Acrobat window by clicking on the X in the upper right corner.



Slide 22

Slide notes: This takes us back to the Select PDF document window and our document is selected for us. At this point you can click on the Open button to choose the file.

Docketing Entry of Appearance Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

Party Filer

Select the Parties For Whom the Attorney is Entering an Appearance:

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Big Wheel Energy	Petitioner--	09-1999	Big Wheel Energy v....
<input type="checkbox"/>	FERC	Respondent--	09-1999	Big Wheel Energy v....

Display All Parties All Cases Select All Clear All

Additional Information

Type the name of lead counsel who is entering an appearance:

Additional Information

Type the names of any co-counsel who are entering an appearance:

NOTE

(151) In the case of parties with multiple attorneys, only those attorneys who are admitted to practice before the D.C. Circuit will appear on the docket of the case. See D.C.Cir. Rule 46

PDF Document

Document: Browse... Description:

Slide 23

Slide notes: The Description field can be used to describe the document you're uploading. The default description is Main Document, but you'll want to change that to something more relevant to this transaction. For this event, you should change the text to Entry of Appearance.

Let's do that now. Click in the Description field and change the words Main Document to Entry of Appearance. Press the Tab key when you're finished.

Docketing Entry of Appearance Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

Party Filer

Select the Parties For Whom the Attorney is Entering an Appearance:

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Big Wheel Energy	Petitioner--	09-1999	Big Wheel Energy v....
<input type="checkbox"/>	FERC	Respondent--	09-1999	Big Wheel Energy v....

Display All Parties All Cases Select All Clear All

Additional Information

Type the name of lead counsel who is entering an appearance:

Mary Zawacki

Additional Information

Type the names of any co-counsel who are entering an appearance:

NOTE

(151) In the case of parties with multiple attorneys, only those attorneys who are admitted to practice before the D.C. Circuit will appear on the docket of the case. See D.C.Cir. Rule 46

PDF Document

Document: \cmecf\09-1999_EntryApp.pdf Browse... Description: Entry of Appearance

Slide 24

Slide notes: Good. Now, scroll down by clicking the down arrow in the scroll bar.

Docketing Entry of Appearance Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

Display All Parties All Cases Select All Clear All

Additional Information

Type the name of lead counsel who is entering an appearance:

Mary Zawacki

Additional Information

Type the names of any co-counsel who are entering an appearance:

NOTE

(151) In the case of parties with multiple attorneys, only those attorneys who are admitted to practice before the D.C. Circuit will appear on the docket of the case. See D.C.Cir. Rule 46

PDF Document

Document: cmecef09-1999_EntryApp.pdf Browse... Description: Entry of Appearance

Add Another

Continue Back Cancel

CMI/ECF Appellate

Submit Docket Entry

Slide notes: If you had other documents, such as attachments, you could click the Add Another button and repeat these steps for uploading additional PDF files. At the bottom of the screen there are three buttons.

The Continue button is used to proceed with docketing the event after you've verified that everything looks correct. The Back button will return you to the previous screen. The Cancel button cancels the transaction altogether. Since everything is correct, press the Continue button.

Docketing Entry of Appearance Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

Display All Parties All Cases Select All Clear All

Additional Information

Type the name of lead counsel who is entering an appearance:

Mary Zawacki

Additional Information

Type the names of any co-counsel who are entering an appearance:

NOTE

(151) In the case of parties with multiple attorneys, only those attorneys who are admitted to practice before the D.C. Circuit will appear on the docket of the case. See D.C.Cir. Rule 46

PDF Document

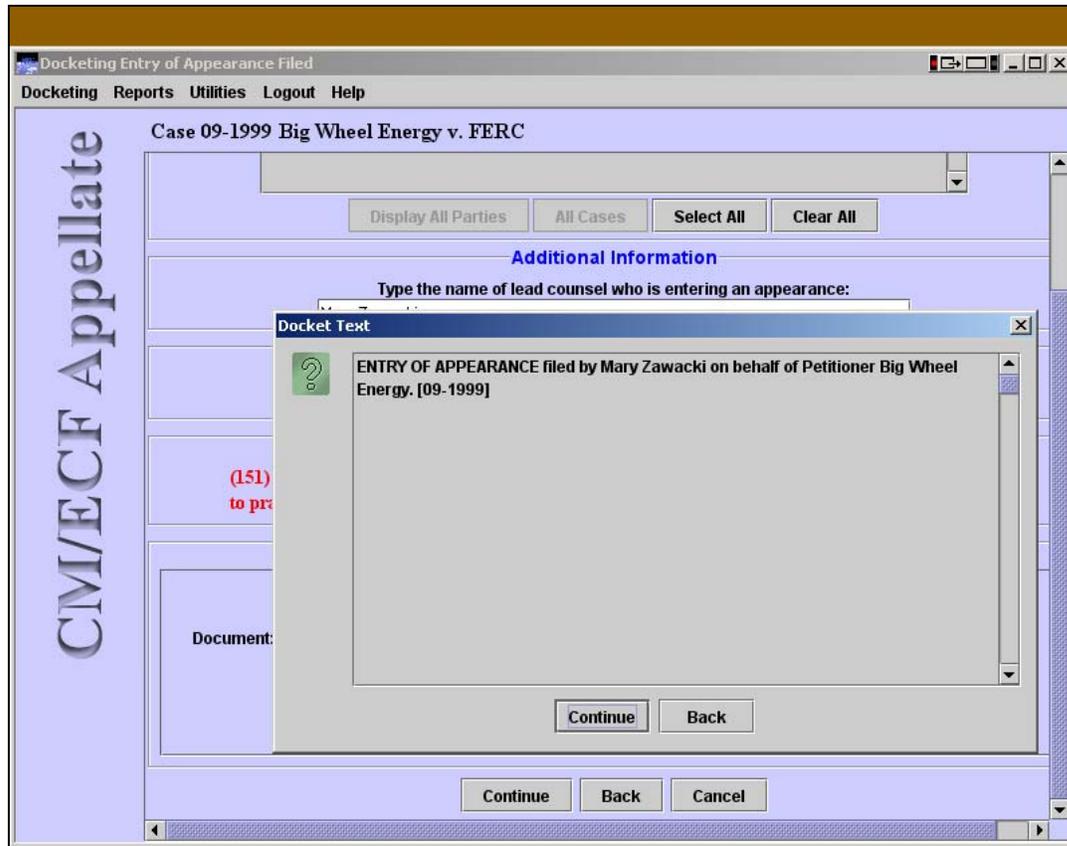
Document: \\cmecef09-1999_EntryApp.pdf Browse... Description: Entry of Appearance

Add Another

Continue Back Cancel

Slide 26

Slide notes: This is a transition slide.



Slide 27

Slide notes: CM/ECF builds a docket entry as you go through the screens to file your document. This screen shows you the docket text it has created based on your inputs so far. If anything looks incorrect, you should click the Back button and correct your entry.

We'll assume everything is correct. Click on the Continue button.

Docketing Entry of Appearance Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

Display All Parties All Cases Select All Clear All

Additional Information

Type the name of lead counsel who is entering an appearance:

Mary Zawacki

Additional Information

(151) In to practi

Document: ac

Event Review

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

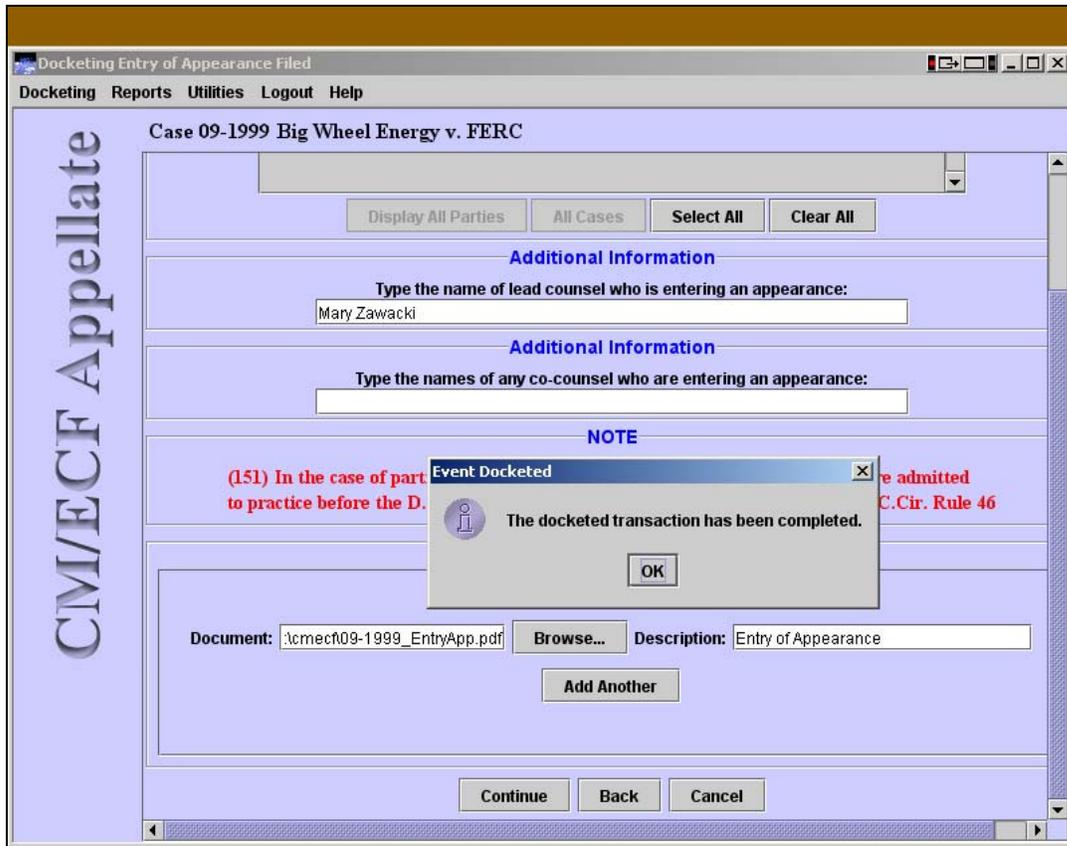
ENTRY OF APPEARANCE filed by Mary Zawacki on behalf of Petitioner
Big Wheel Energy. [09-1999]

Submit Back

Continue Back Cancel

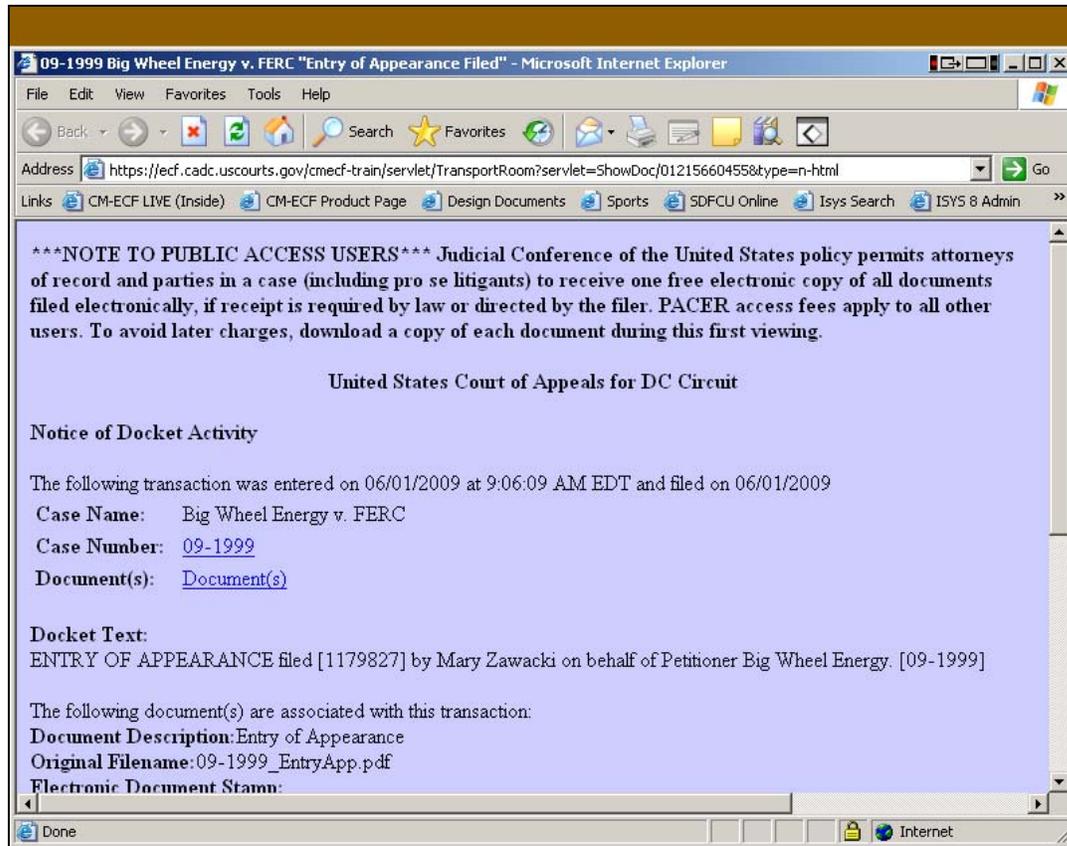
Slide 28

Slide notes: This is the "point of no return". As the message indicates, once you click the Submit button on this screen your transaction is then submitted to the court. You will have no further opportunity to back up and change anything. So be sure the text reads the way you want it to. Click on the Submit button.



Slide 29

Slide notes: Once the CM/ECF server has received your transaction you will see this dialog box indicating the docketed transaction has been completed. Click the OK button.



Notice of Docket Activity

Slide notes: A Notice of Docket Activity or NDA immediately opens up in a separate browser window. This notice constitutes service on all parties who have registered for electronic filing. Close this window by clicking on the X in the upper right corner.

The screenshot shows a web browser window titled "Docketing Appendix Filed". The page header includes "Docketing Reports Utilities Logout Help". The main content area is titled "File a Document" and is for Case 09-1999 Big Wheel Energy v. FERC. The "Filed Date" is 05/27/2009. On the left, a vertical sidebar reads "CM/ECF Appellate". The form contains several radio button options for document types, with "Appendices or Joint Appendix" selected. A "Select One" section on the right has "Appendix Filed" selected. Below these are "Supplemental Appendix Filed" and "Statutory Addendum to Brief Filed". A "Case Selection" dropdown at the bottom shows "09-1999 Big Wheel Energy v. FERC (Target Case)". A note at the bottom of the form area says "Uncheck boxes for each case in which this document should not be filed."

Docketing Appendix Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

File a Document

Case: Enter case number as yy-nmm (e.g., 05-2475)

Filed Date: 05/27/2009

Appendices or Joint Appendix

Brief(Appendix Deferred)

Brief (Appendix Not Deferred)

Brief(Cross-Appeal Appendix Deferr

Brief(CrossAppeal Appendix Not De

Brief(Supplemental or Errata to Brie

Certificates

Forms

Letters

Motion

Notices

Other

Select One

Appendix Filed

Supplemental Appendix Filed

Statutory Addendum to Brief Filed

Uncheck boxes for each case in which this document should not be filed.

Case Selection

09-1999 Big Wheel Energy v. FERC (Target Case)

Slide 31

Slide notes: CM/ECF returns you to the initial docketing screen. If you had another document to file you could do so at this point.



Summary

You should now be able to:

- Select the category and event for docketing an Entry of Appearance.
- Enter an attorney's name.
- Upload and describe an Entry of Appearance form.
- Submit the docket entry.
- View the Notice of Docket Activity.

You may exit the lesson, or you may use the playback controls to return to any desired section of the module.

Click the **CONTINUE** button.



Summary

Slide notes: This concludes the lesson module. Before we go, let's summarize. You should now be able to do all the things in this list.

You may exit the lesson or use the playback controls to return to any desired section of the module. When ready, press the Continue button to end the lesson.



Exit the Lesson

Slide notes: Thank you for taking the lesson. Goodbye.