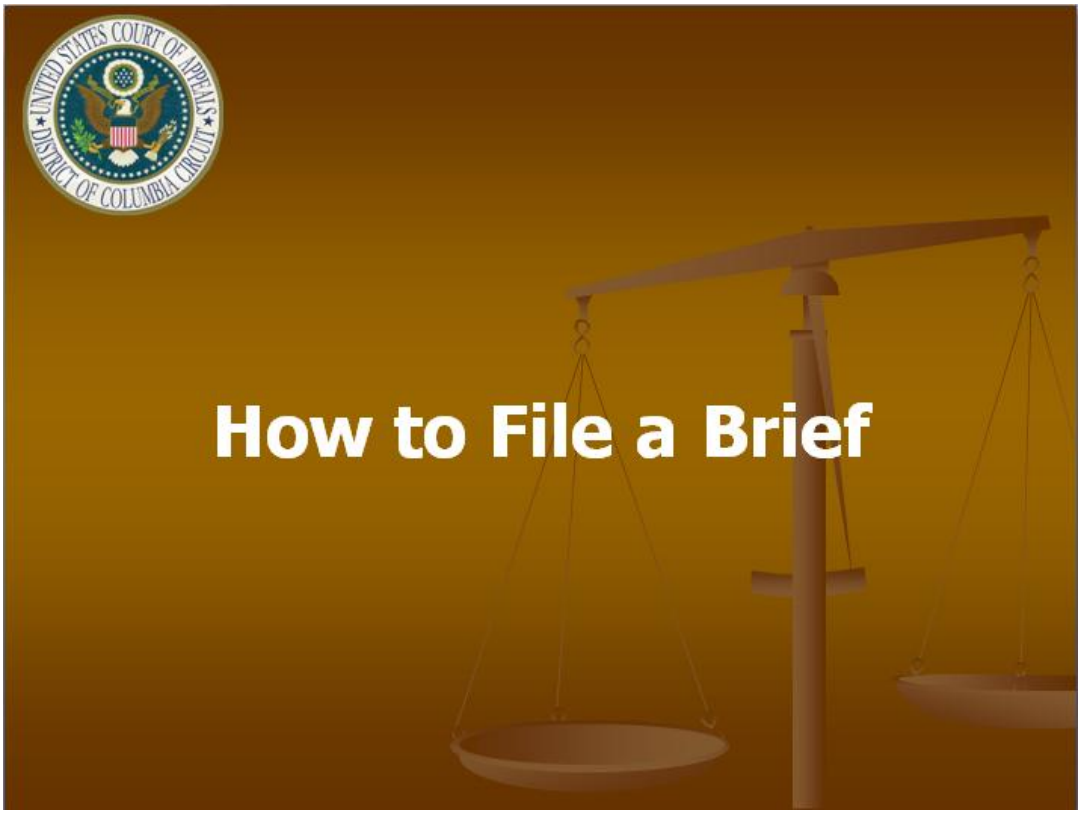
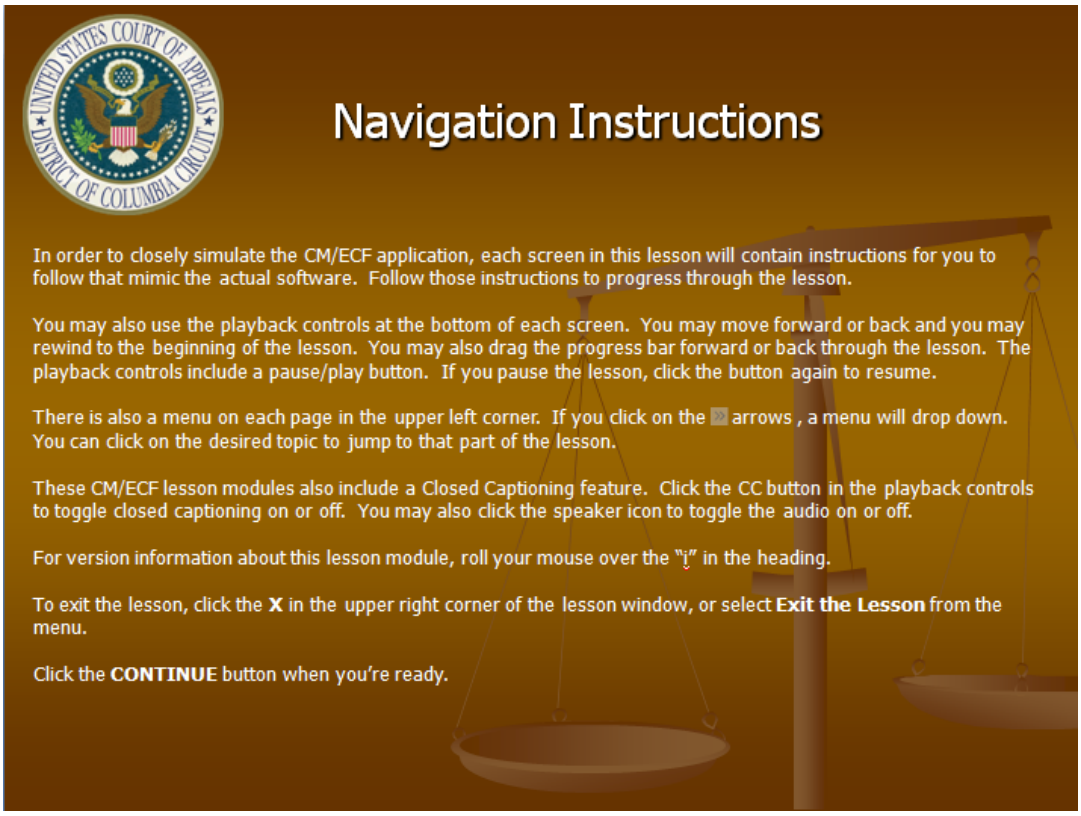
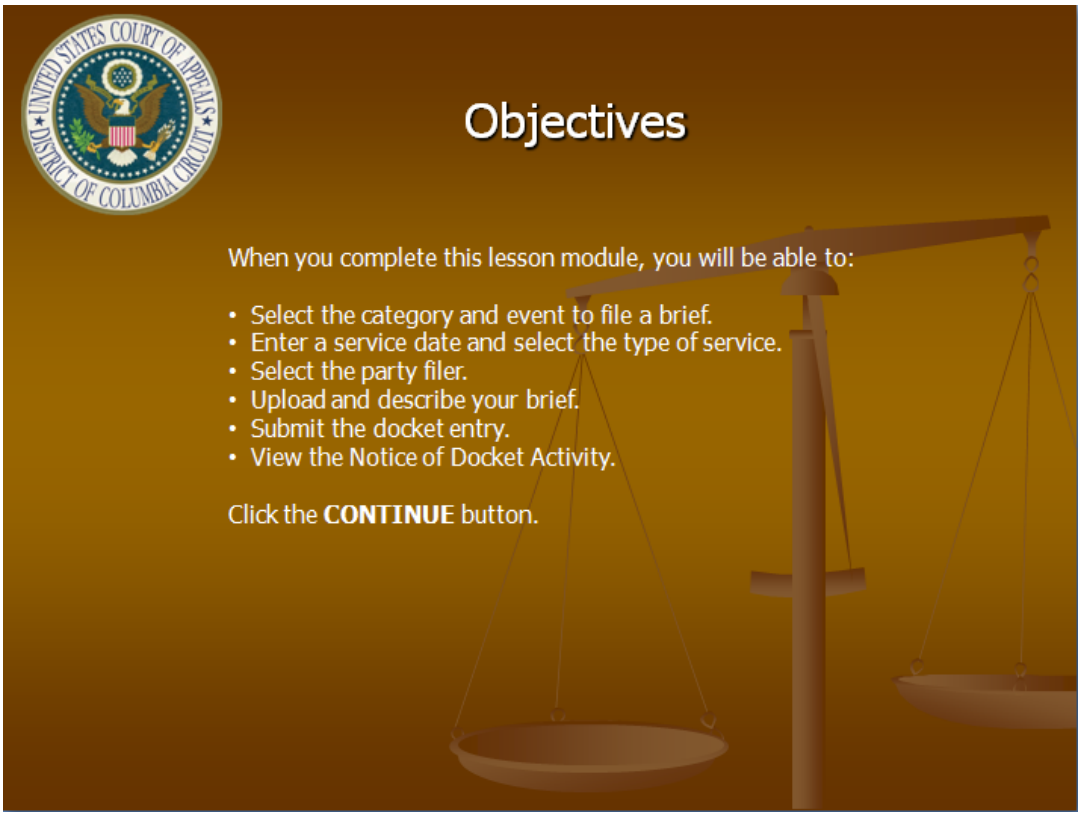


Welcome
Slide notes: Welcome to the lesson on How to File a Brief.



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

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.

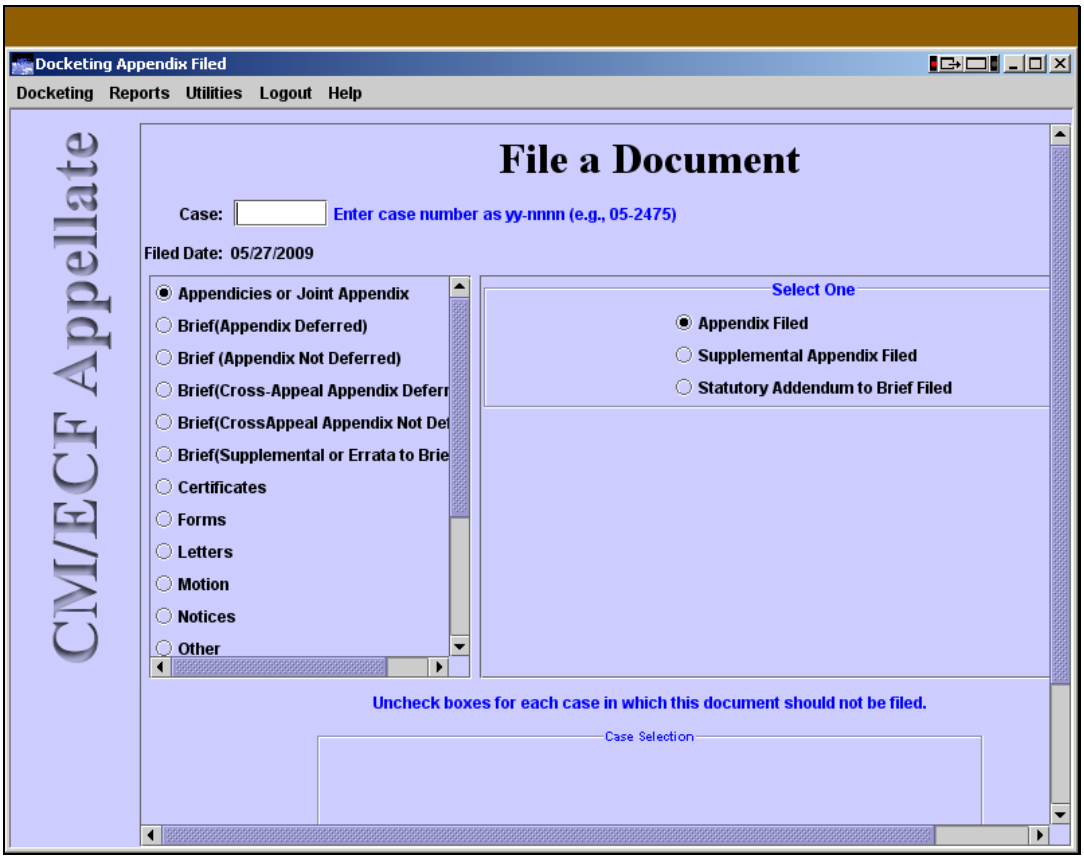
Slide 4

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 are filing a brief on behalf of Big Wheel Energy, the petitioner in one of your cases. To begin, click on Docketing in the main menu.

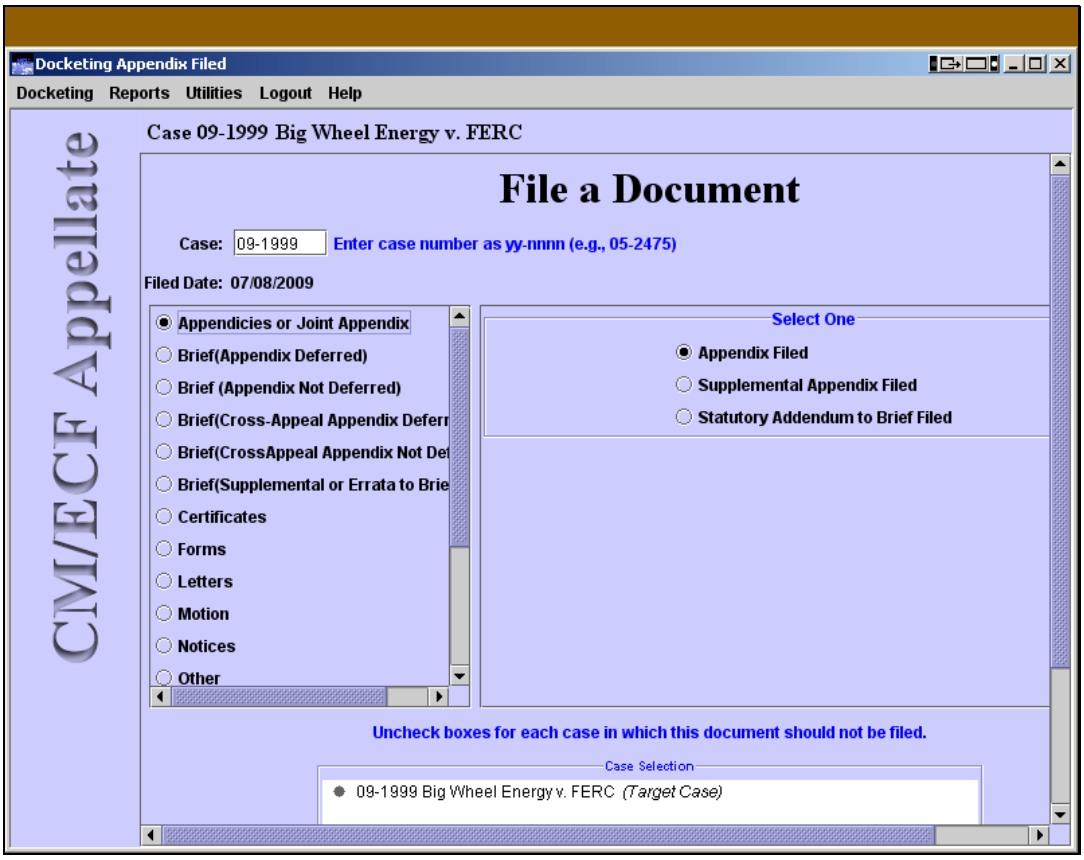
Slide 5
Slide notes: Click on File a Document.

Slide 6
Slide notes: This is a transition slide.



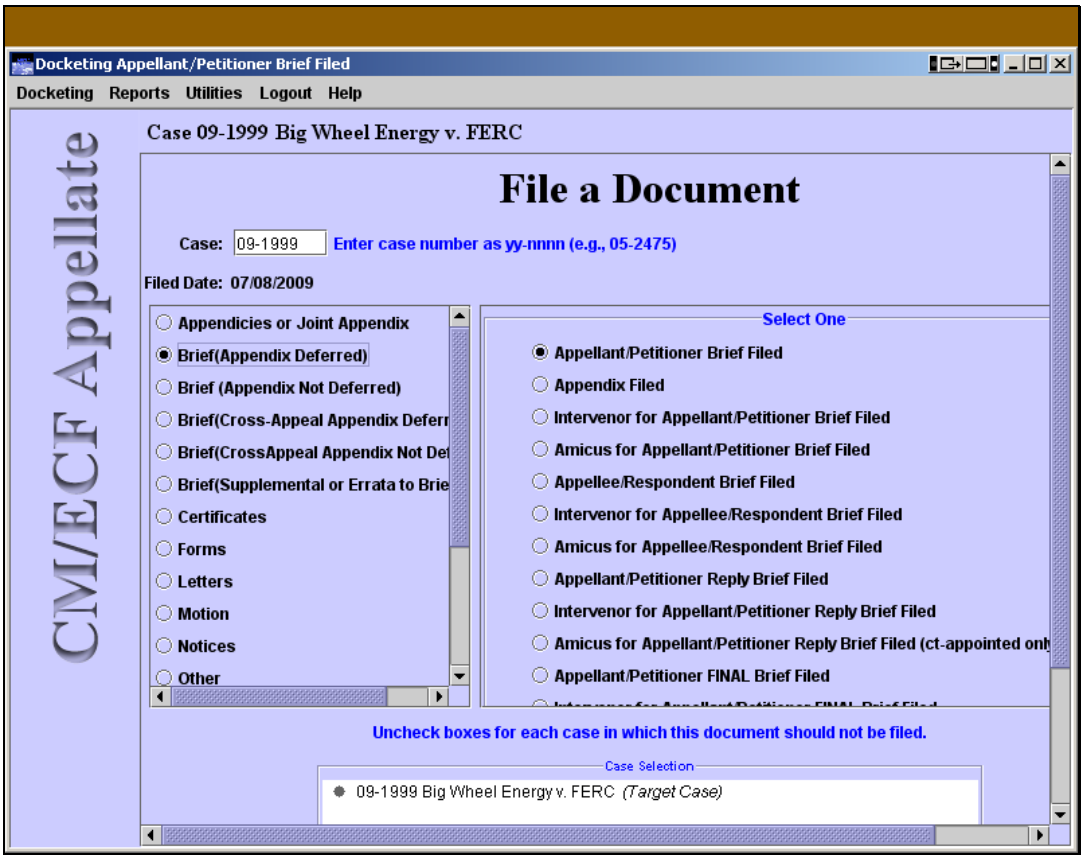
Select Category and Event

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.



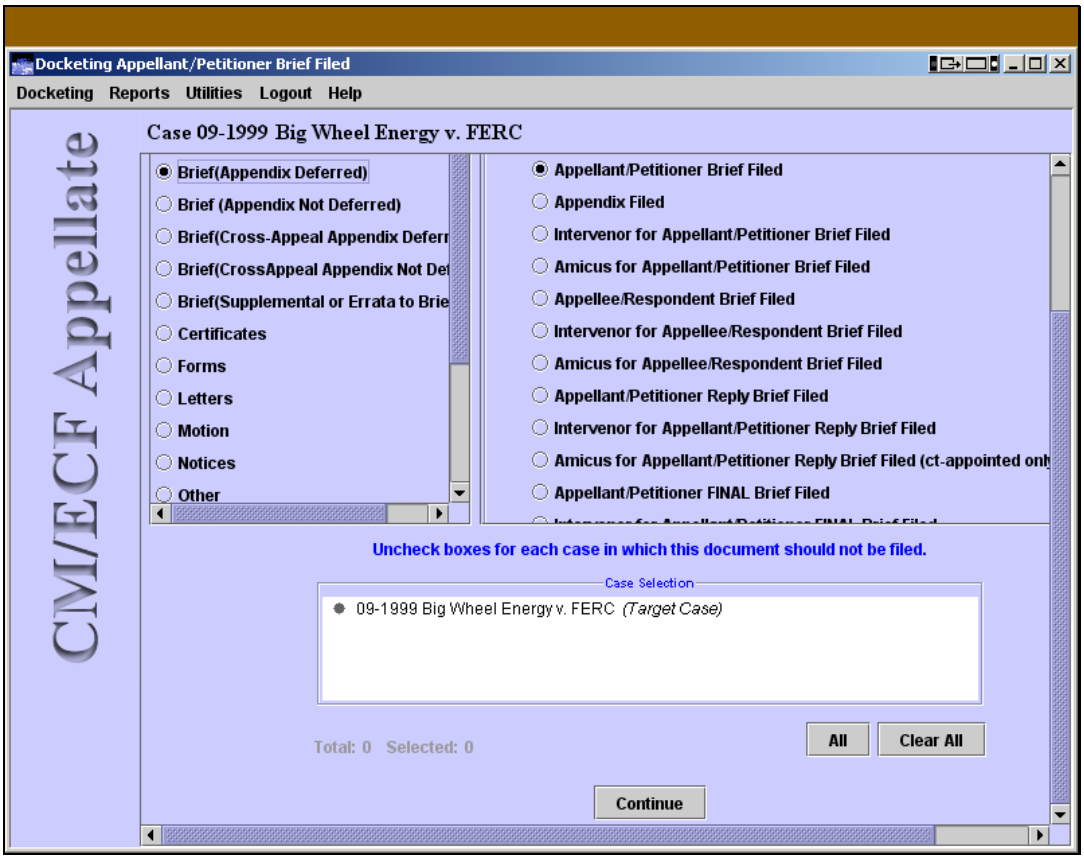
Slide 8

Slide notes: You should always verify that you're 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. In this case, we're going to file a brief with a deferred appendix. Please select the category Brief(Appendix Deferred).



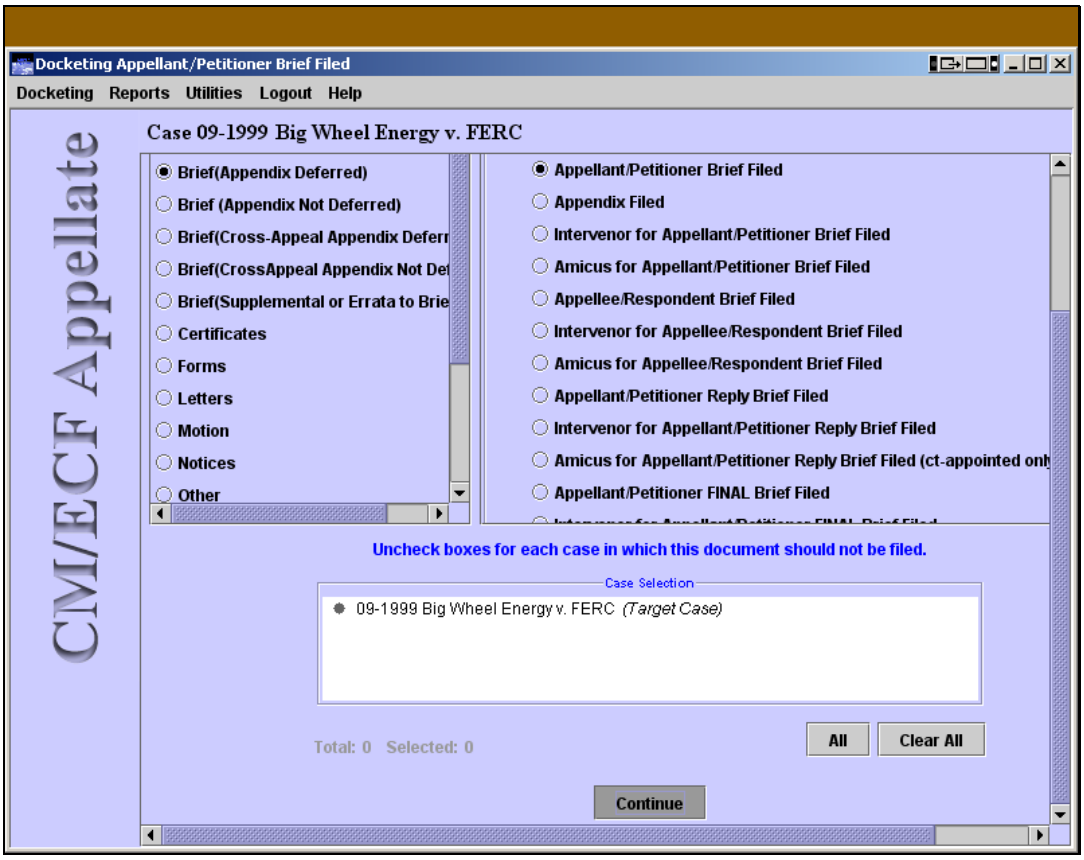
Slide 9

Slide notes: The Events pane now displays all the events in this category. We're looking for the event Appellant/Petitioner Brief Filed. Since this event is listed first, it's selected by default. Otherwise, we would have had to clicked it's radio button. Since it's already selected, click the scroll bar to see the Continue button.



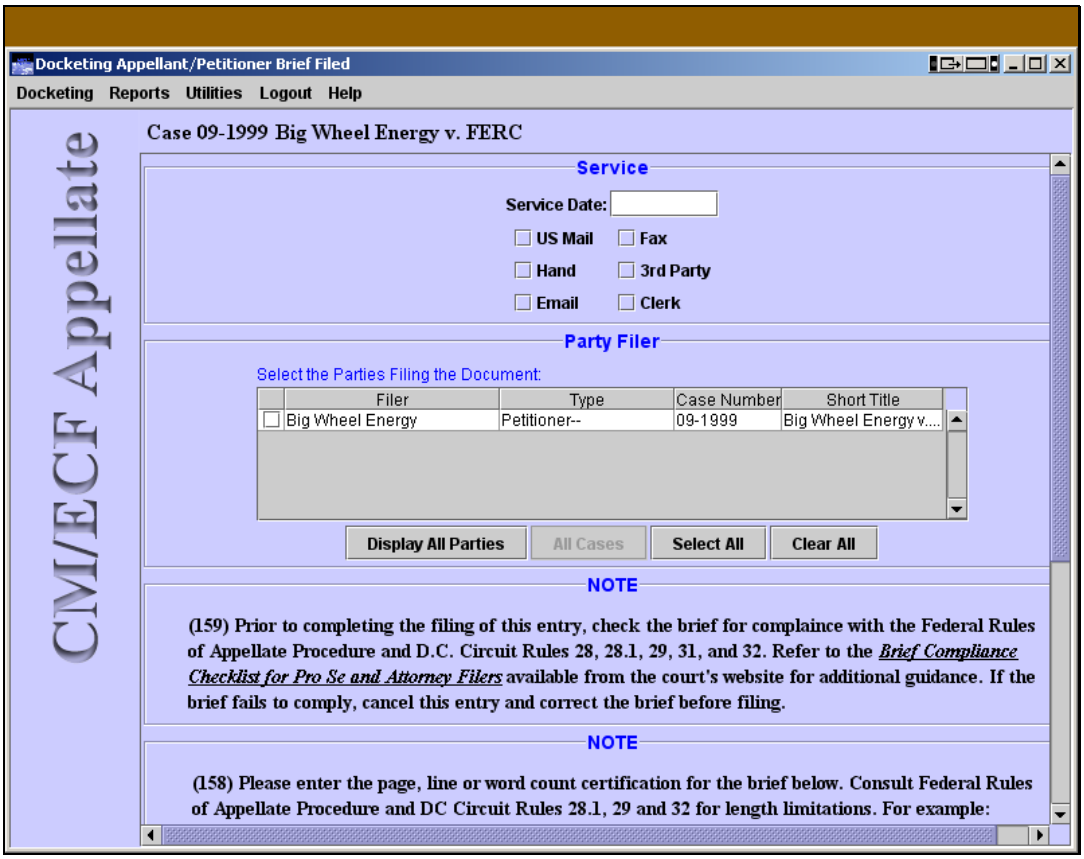
Slide 10

Slide notes: Click the Continue button.



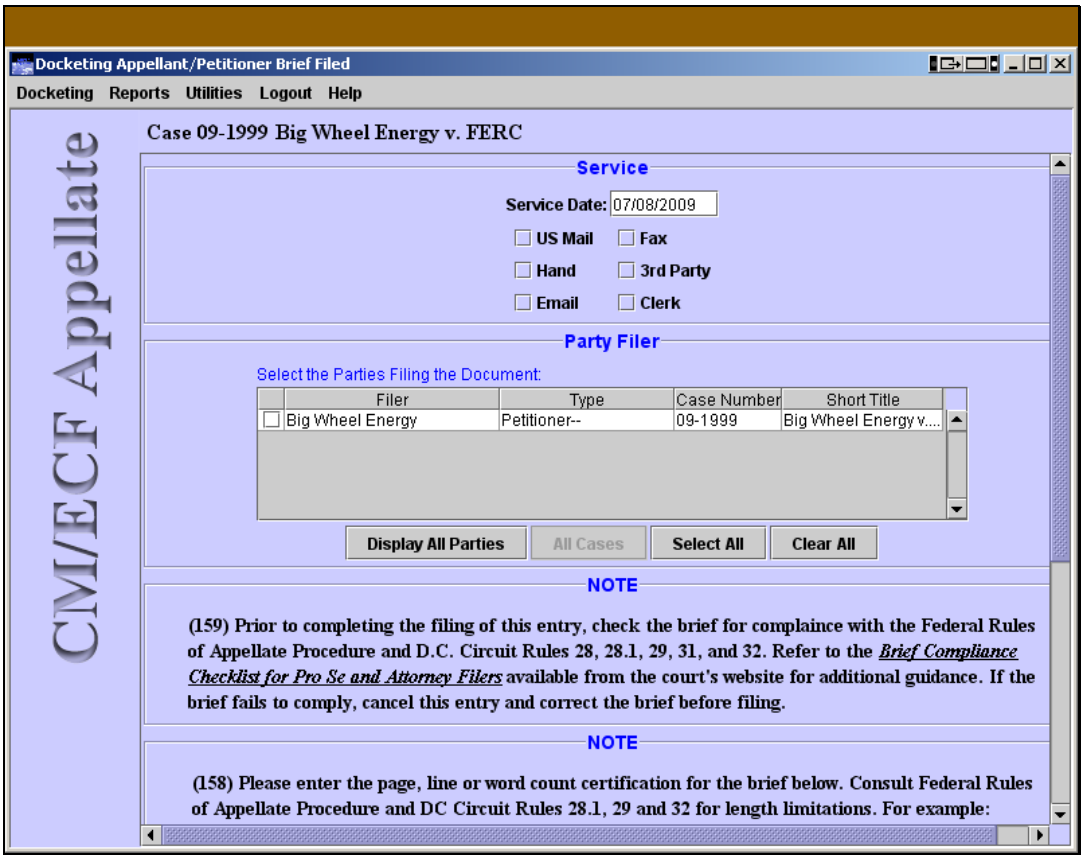
Slide 11

Slide notes: This is a transition slide.



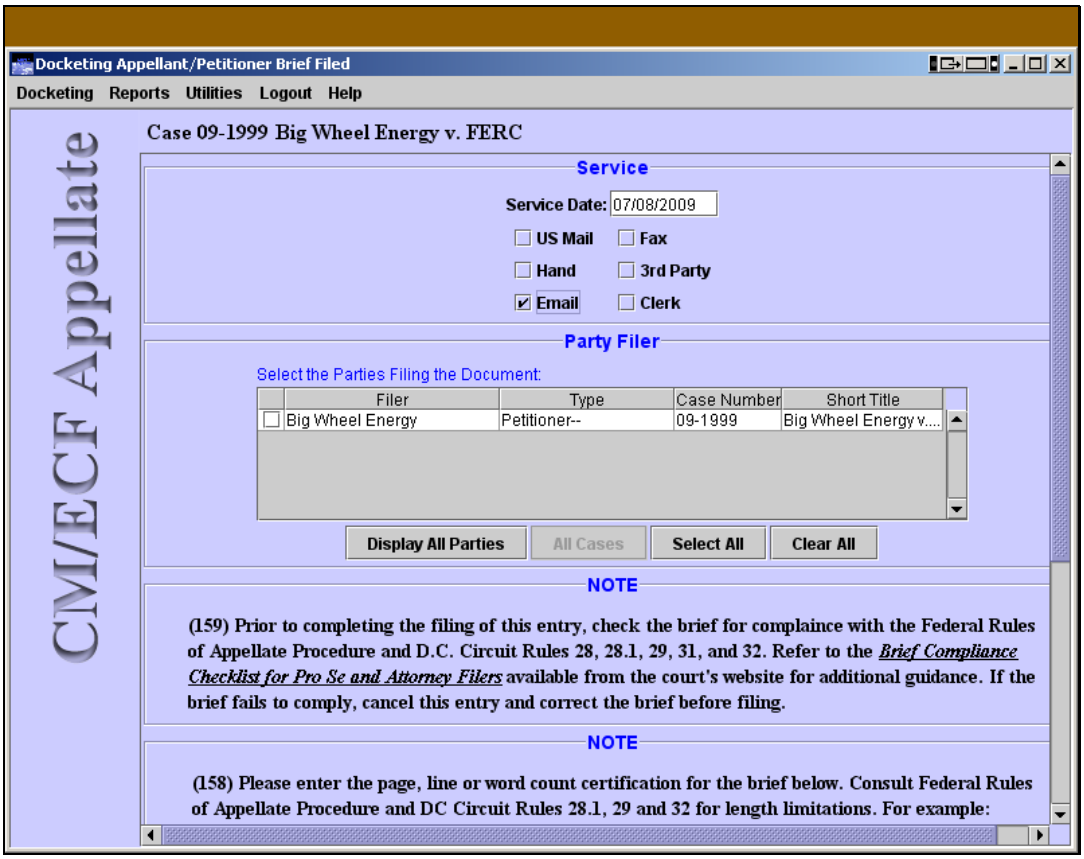
Enter a Service Date

Slide notes: Now we'll need to enter the service date and method. Let's enter the date of July 8, 2009 in the Service Date field. You should enter the date in numberic format using the 4-digit year. To enter this date, type 07/08/2009 in the Service Date field. Press the Tab key when you're finished.



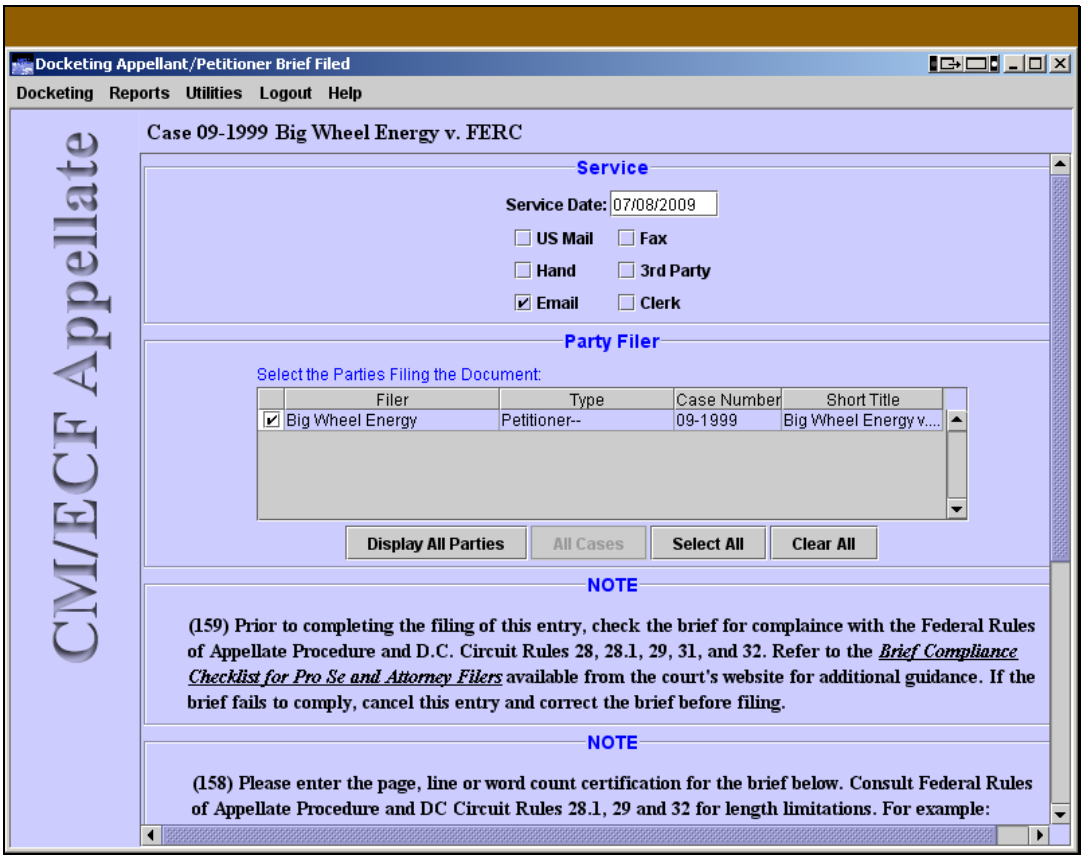
Select the Type of Service

Slide notes: For the service method, click on the Email checkbox.



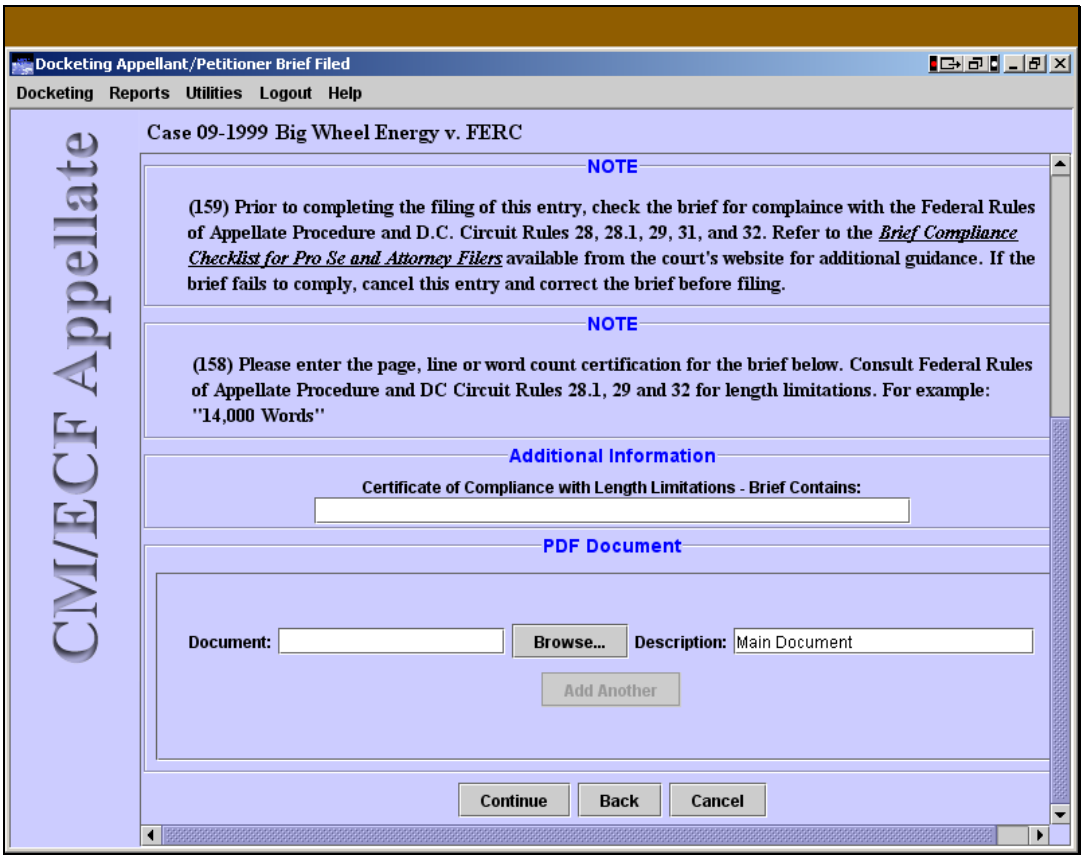
Select the Party Filer

Slide notes: Now we need to select the Party Filer. Click the checkbox for Big Wheel Energy.



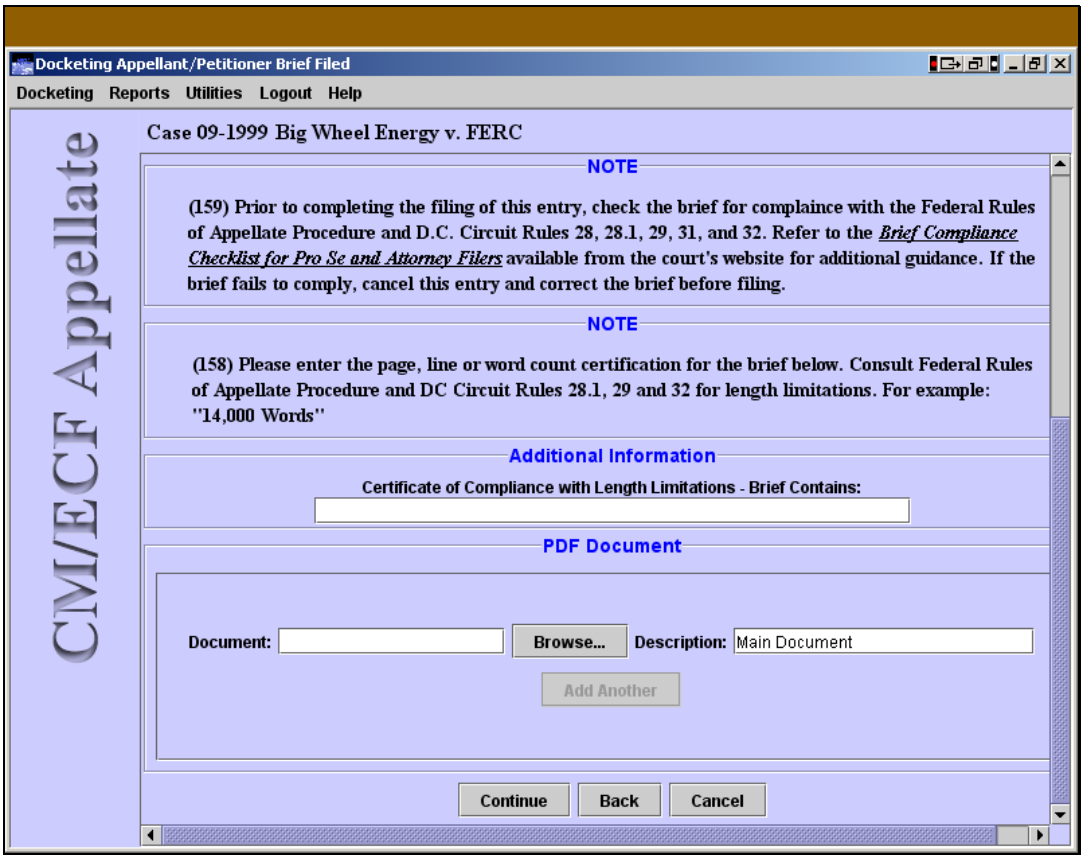
Slide 15

Slide notes: Before proceeding, please be sure to read the instructional notes. To see the rest of the screen, click the scroll bar.



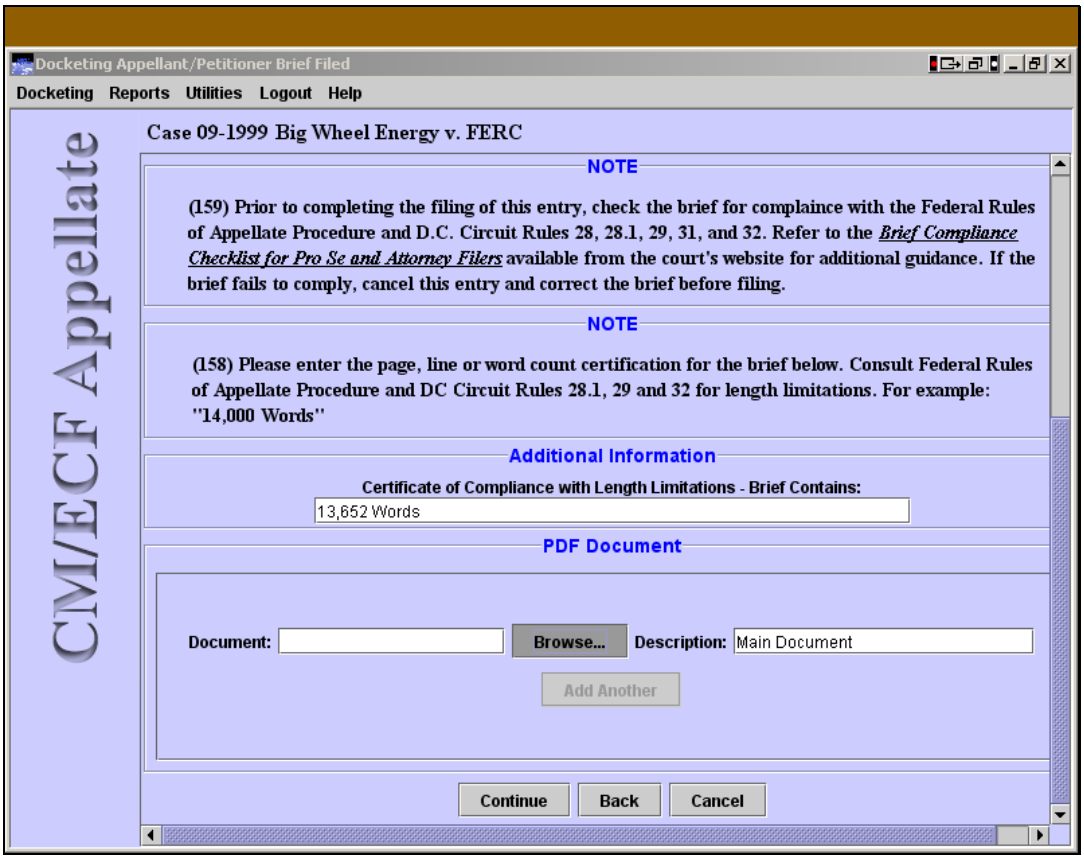
Slide 16

Slide notes: In the Additional Information field, you should enter the page, line or word count certification for your brief. For the brief in our test case, we'll enter the total number of words. Type 13,652 Words in the Additional Information field. Press the Tab key when you're finished.

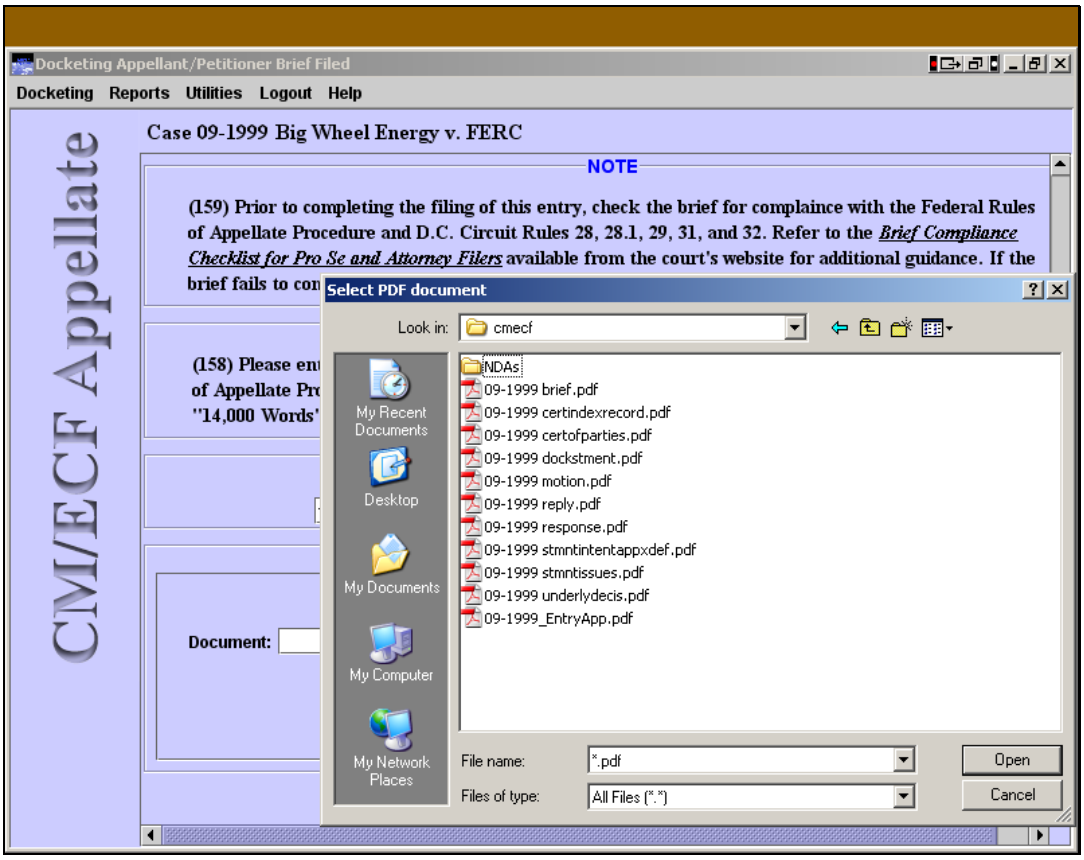


Upload and Describe Your Brief

Slide notes: Now it's time to upload our brief. Like all documents in CM/ECF, your brief should be saved in Portable Document Format or PDF. Press the Browse button to select a document to upload.



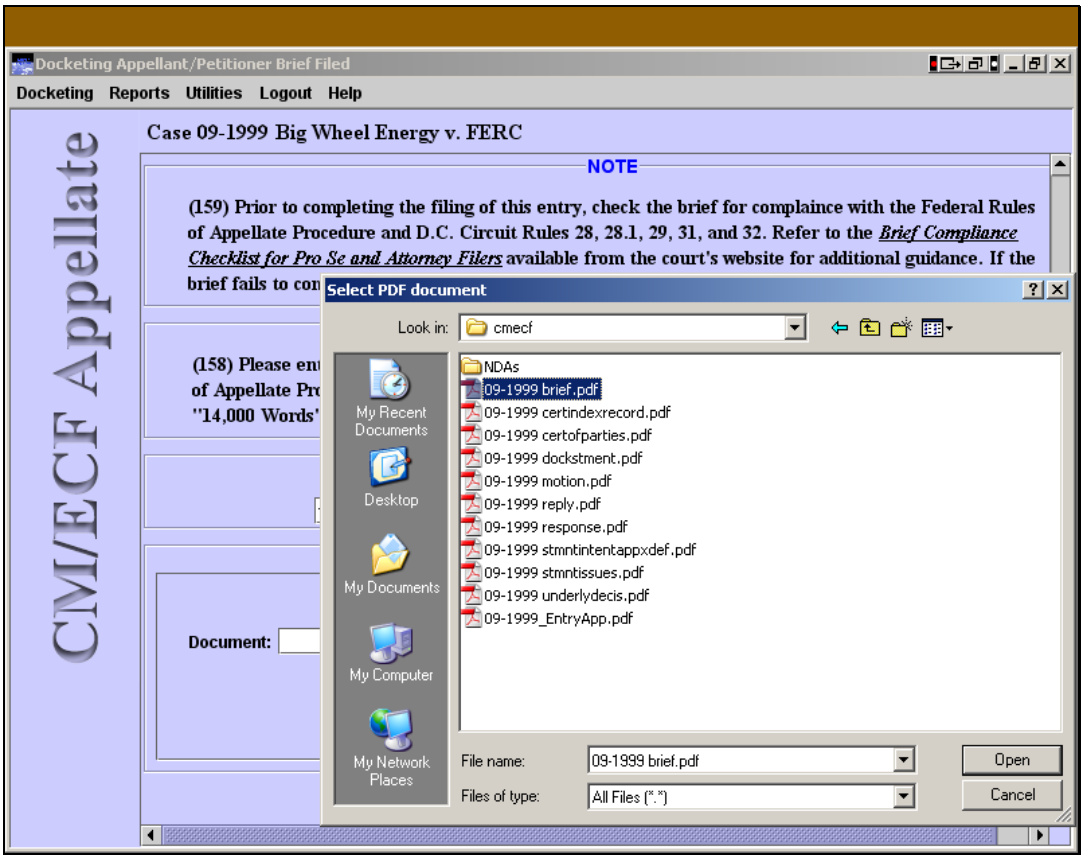
Slide 18
Slide notes: This is a transition slide.



Slide 19

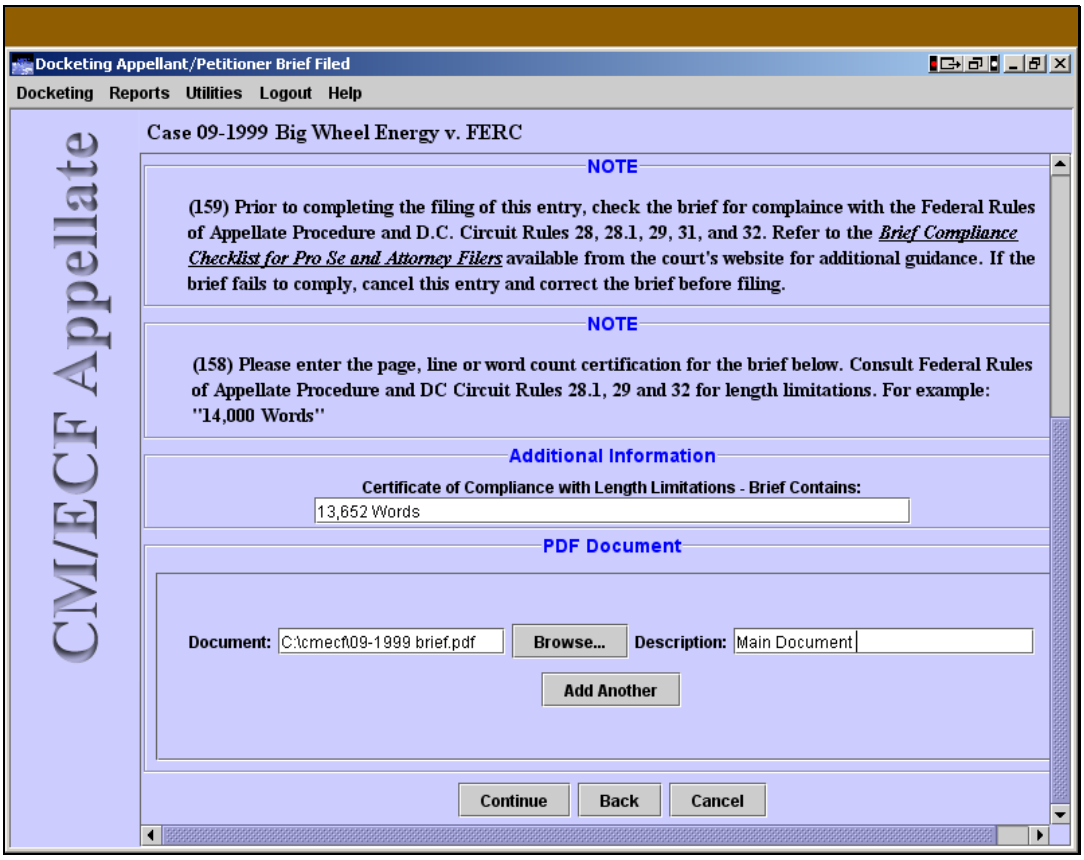
Slide notes: The Select PDF document dialogue box appears. This dialogue box indicates that we're looking at all the PDF files in the cmecf folder. You would you need to change this folder to the location on your local computer where you saved your document. For this lesson though, this is the correct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

The file we're looking for is 09-1999 brief.pdf. Click on this document to select it.



Slide 20

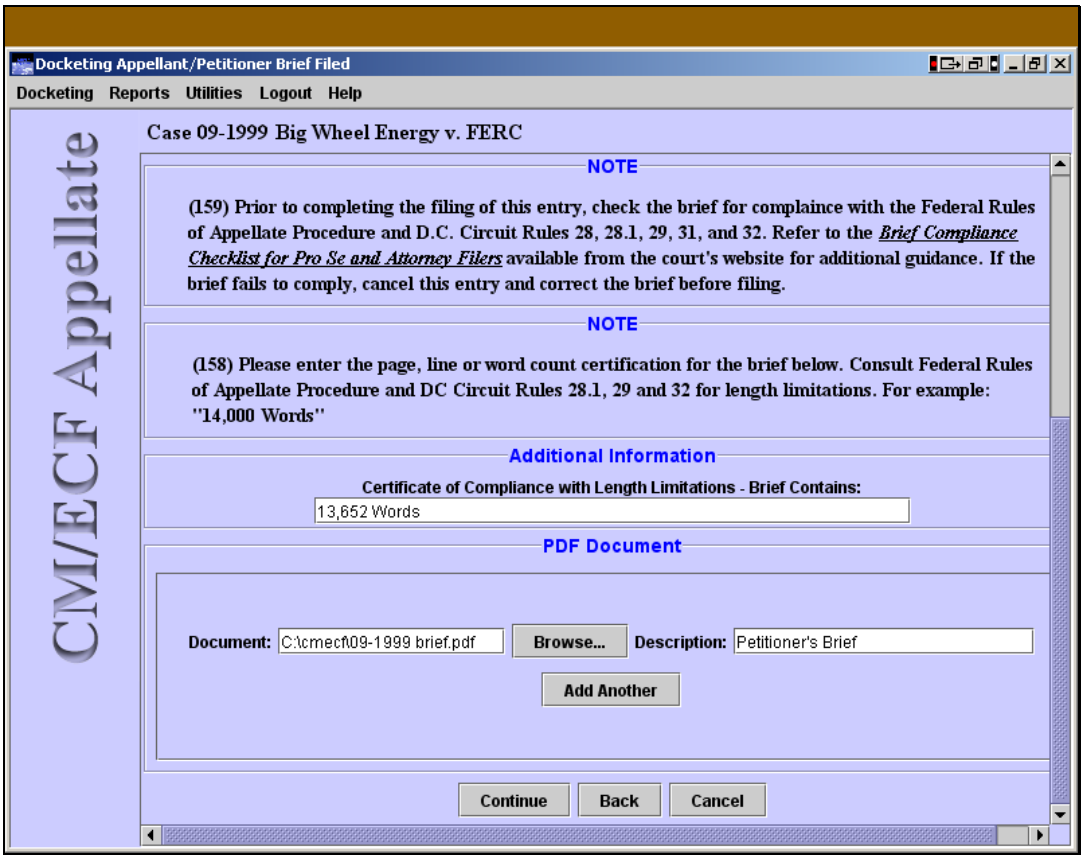
Slide notes: Click the Open button to choose this file.



Slide 21

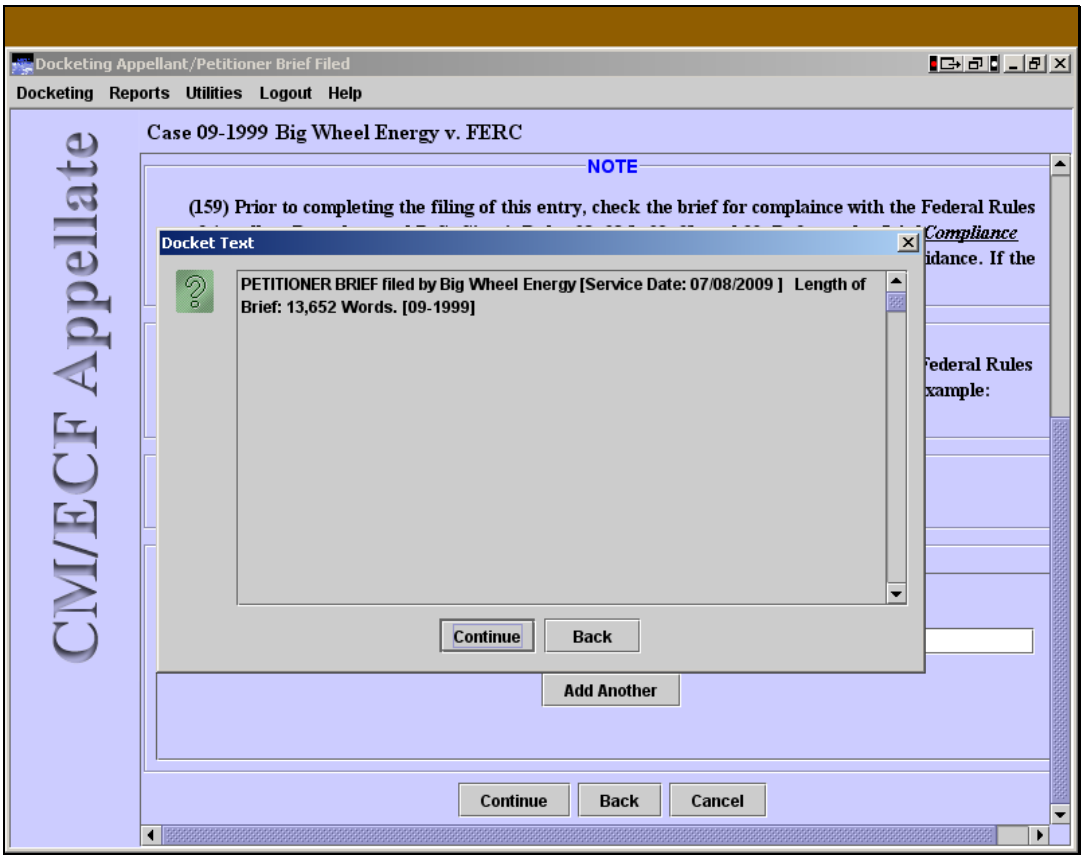
Slide notes: The Description field can be used to describe the document you're uploading. The default description is Main Document, but you'll want to change that to something more relevant to this transaction. For this event, you should change the text to Petitioner's Brief. Let's do that now.

Click in the Description field and change the words Main Document to Petitioner's Brief. Press the Tab key when you're finished.



Submit Your Docket Entry

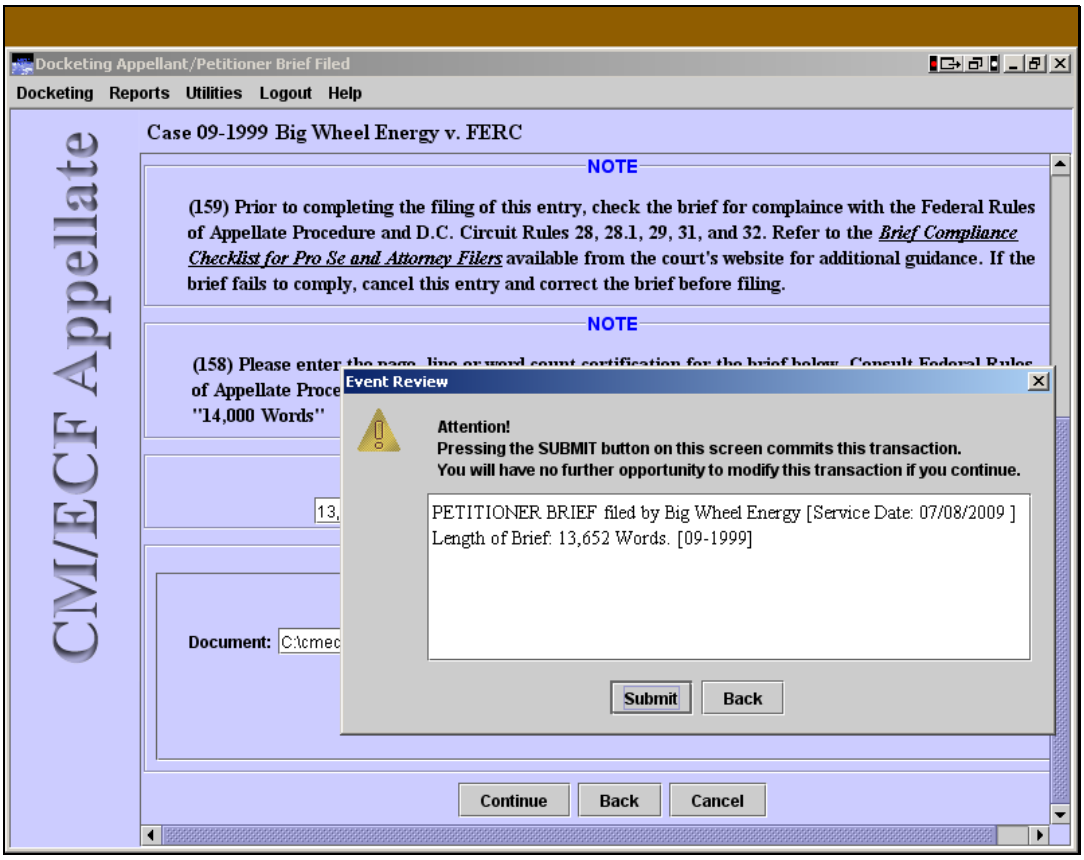
Slide notes: Now that you've got all the information entered, press the Continue button.



Slide 23

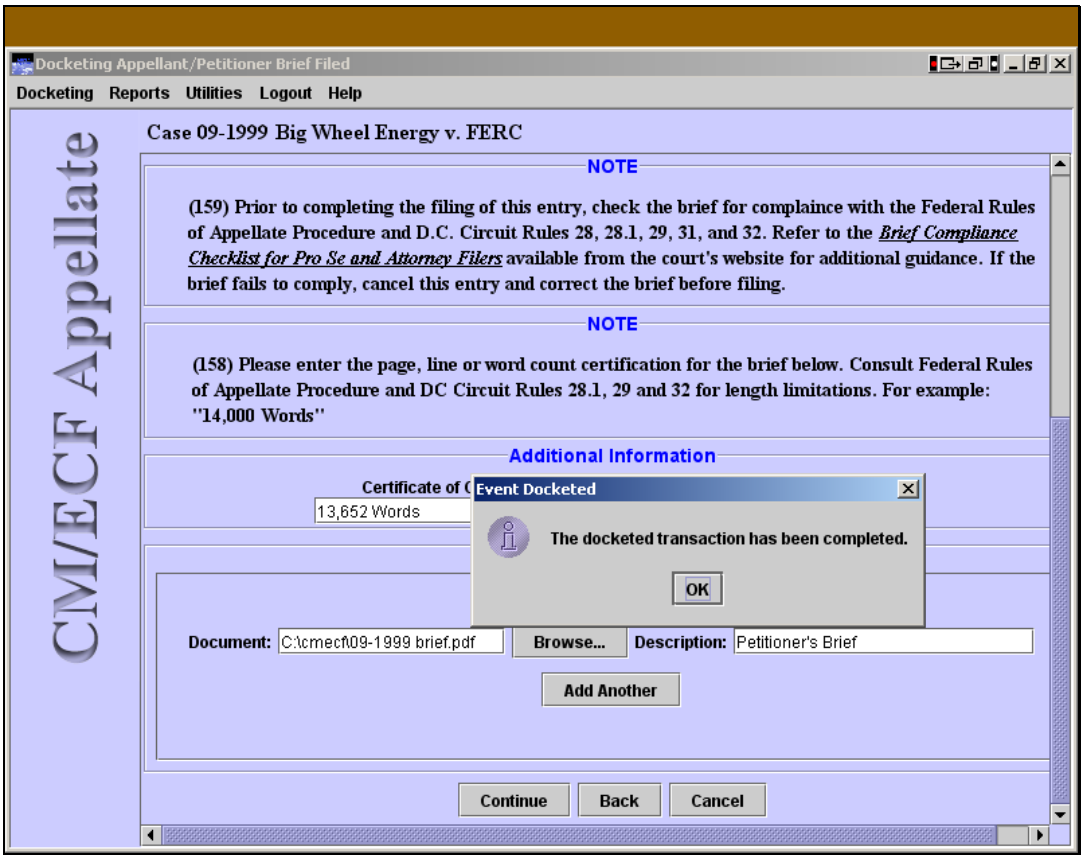
Slide notes: CM/ECF builds a docket entry as you go through the screens to file your document. This screen shows you the docket text it has created based on your inputs so far. If anything looks incorrect, you should click the Back button and correct your entry.

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



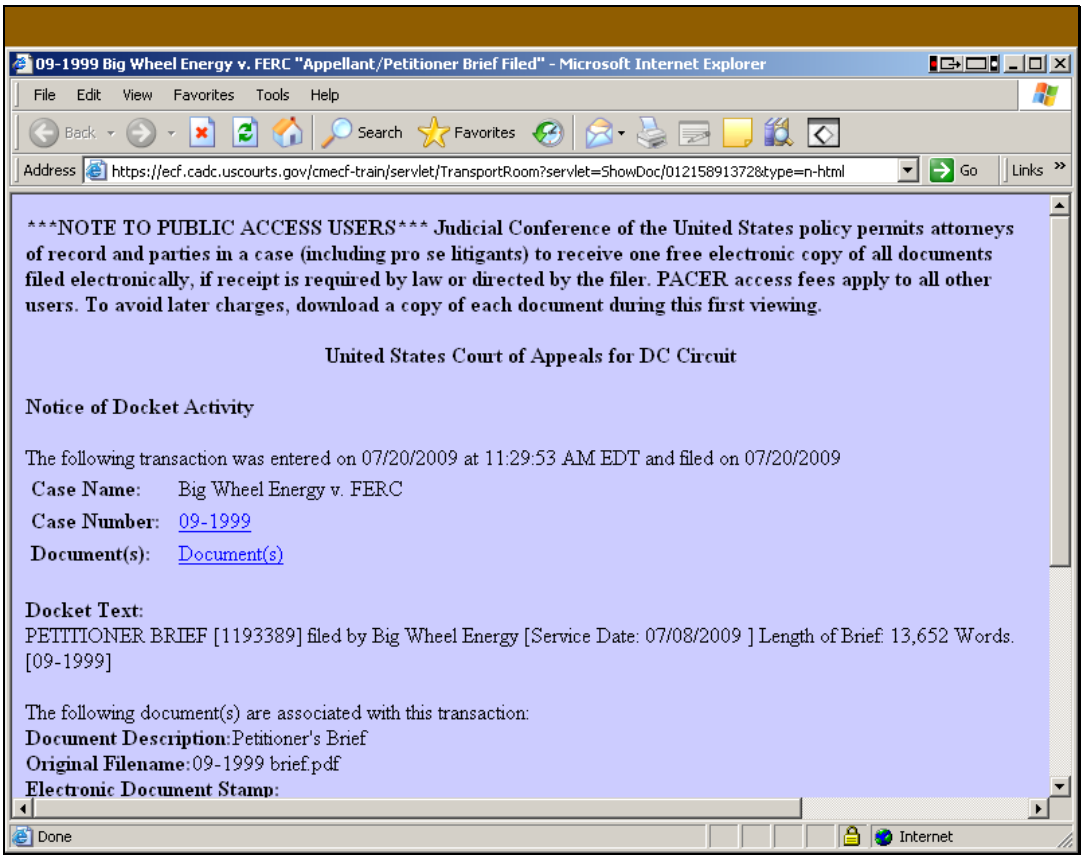
Slide 24

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 opportunities to back up or change anything. So be sure the text reads the way you want it to. Click on the Submit button.



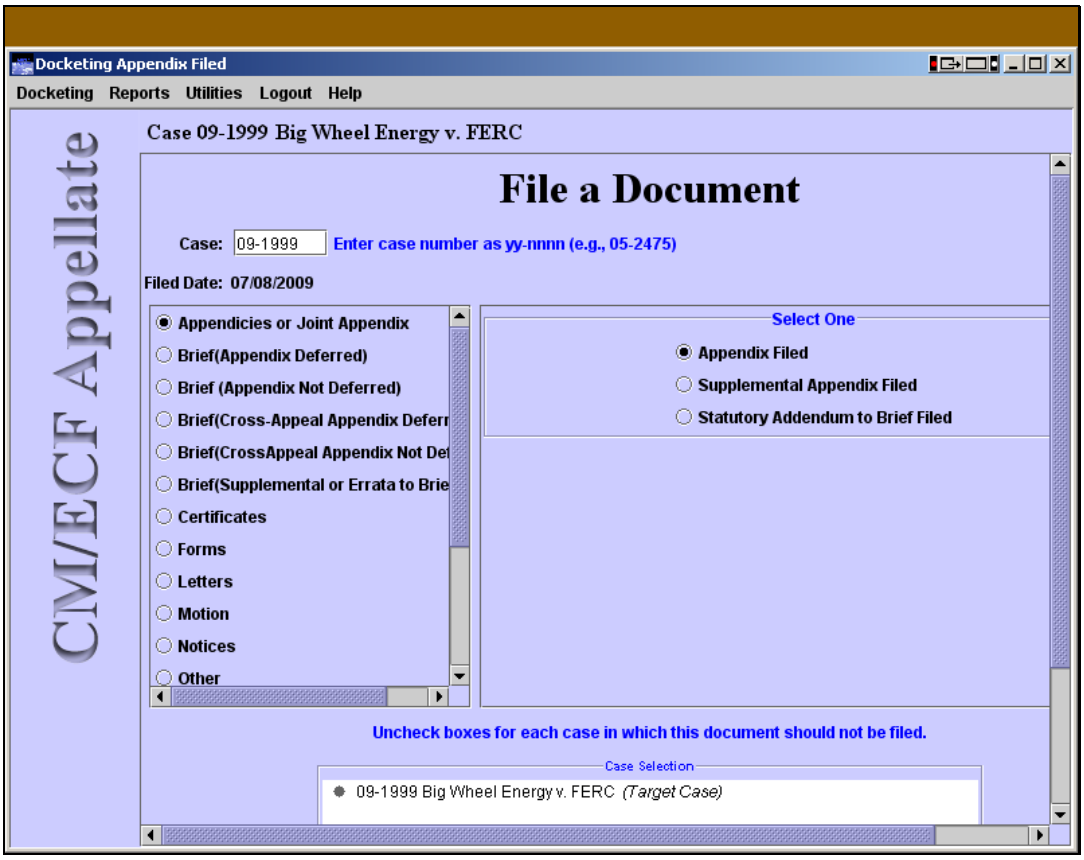
Slide 25

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.



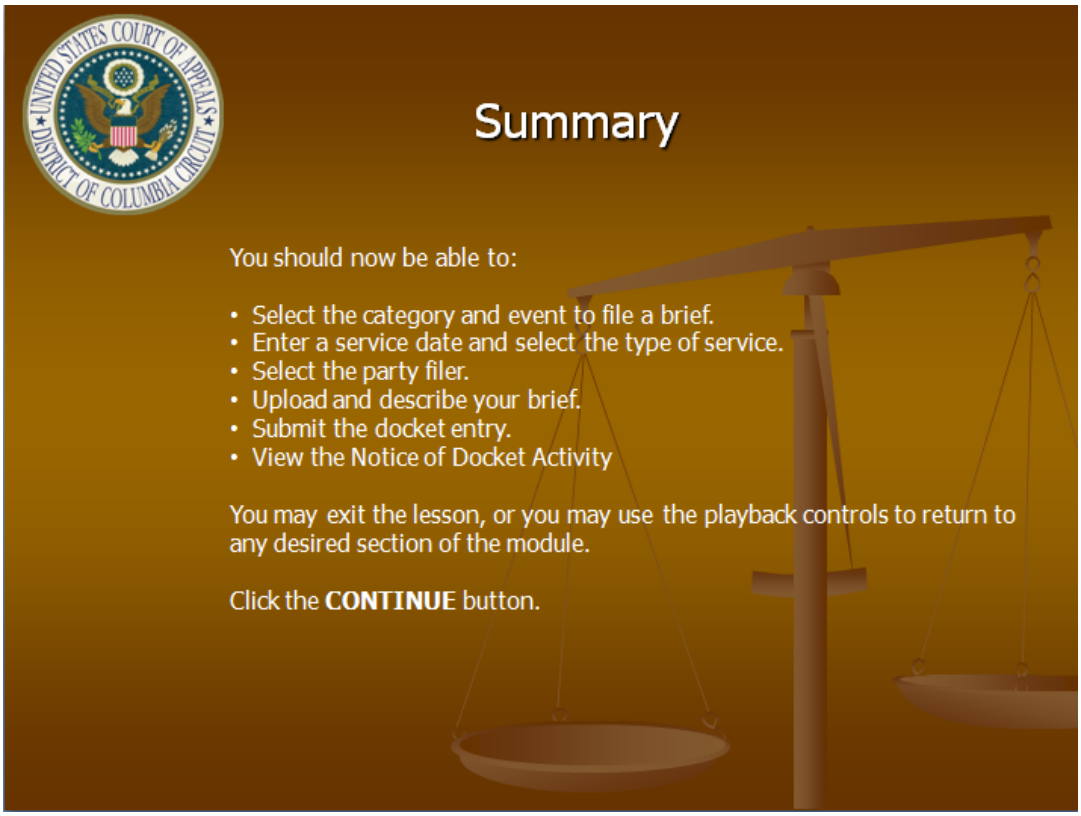
Notice of Docket Activity

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.



Slide 27

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



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.