

Welcome

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



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.

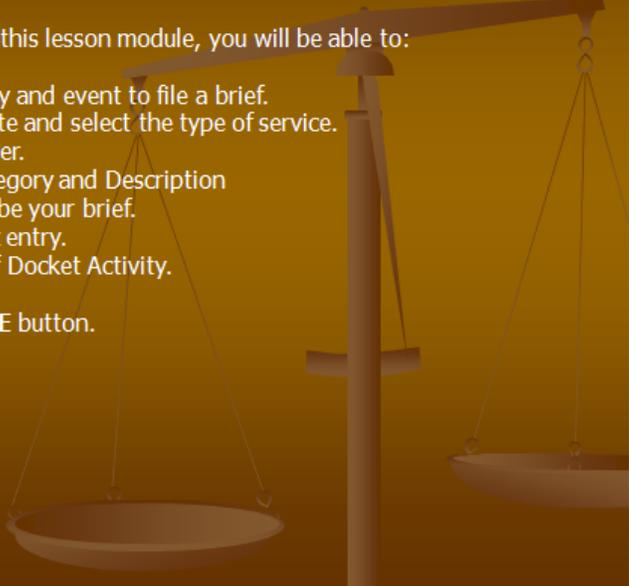


Objectives

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

- Select the category and event to file a brief.
- Enter a service date and select the type of service.
- Select the party filer.
- Select a relief Category and Description
- Upload and describe your brief.
- 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 are filing a motion 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.

Docketing Appendix Filed

Docketing Reports Utilities Logout Help

File a Document

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

Filed Date: 05/27/2009

- 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
- Other

Select One

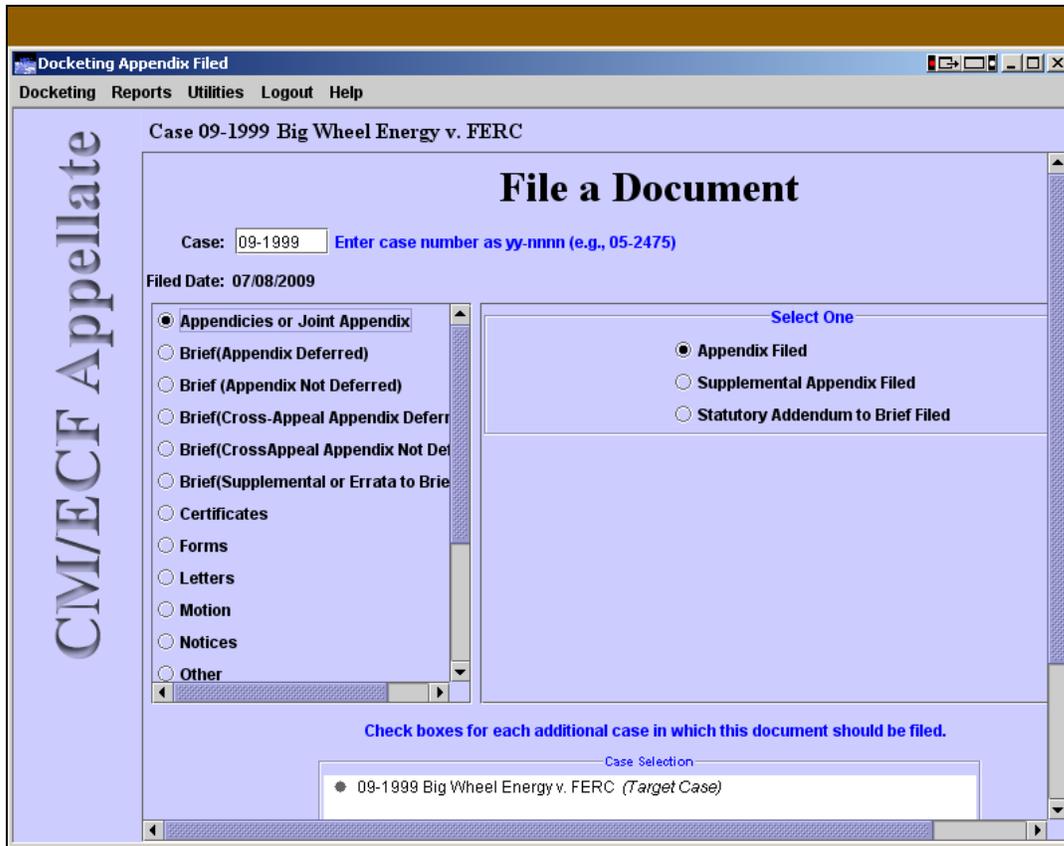
- Appendix Filed
- Supplemental Appendix Filed
- Statutory Addendum to Brief Filed

Check boxes for each additional case in which this document should be filed.

Case Selection

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 CMI/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 motion to expediate case. Please select the Motion category.

Docketing Motion by Court Reporter 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: 07/08/2009

CMI/ECF Appellate

Select One

- 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
- Other

- Motion by Court Reporter Filed
- Motion Filed
- Motion Filed (Unopposed)
- Motion for Leave to Intervene Filed
- Motion to Participate as Amicus Curiae Filed
- Response to Motion Combined with Motion Filed
- Response to Order Combined with Motion Filed

Check boxes for each additional case in which this document should be filed.

Case Selection

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

Slide 9
Slide notes: The Events pane now displays all the events in this category. For this example, select the Motion Filed event by clicking it's radio button.

Docketing Motion 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: 07/08/2009

CMI/ECF Appellate

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

Other

Select One

Motion by Court Reporter Filed

Motion Filed

Motion Filed (Unopposed)

Motion for Leave to Intervene Filed

Motion to Participate as Amicus Curiae Filed

Response to Motion Combined with Motion Filed

Response to Order Combined with Motion Filed

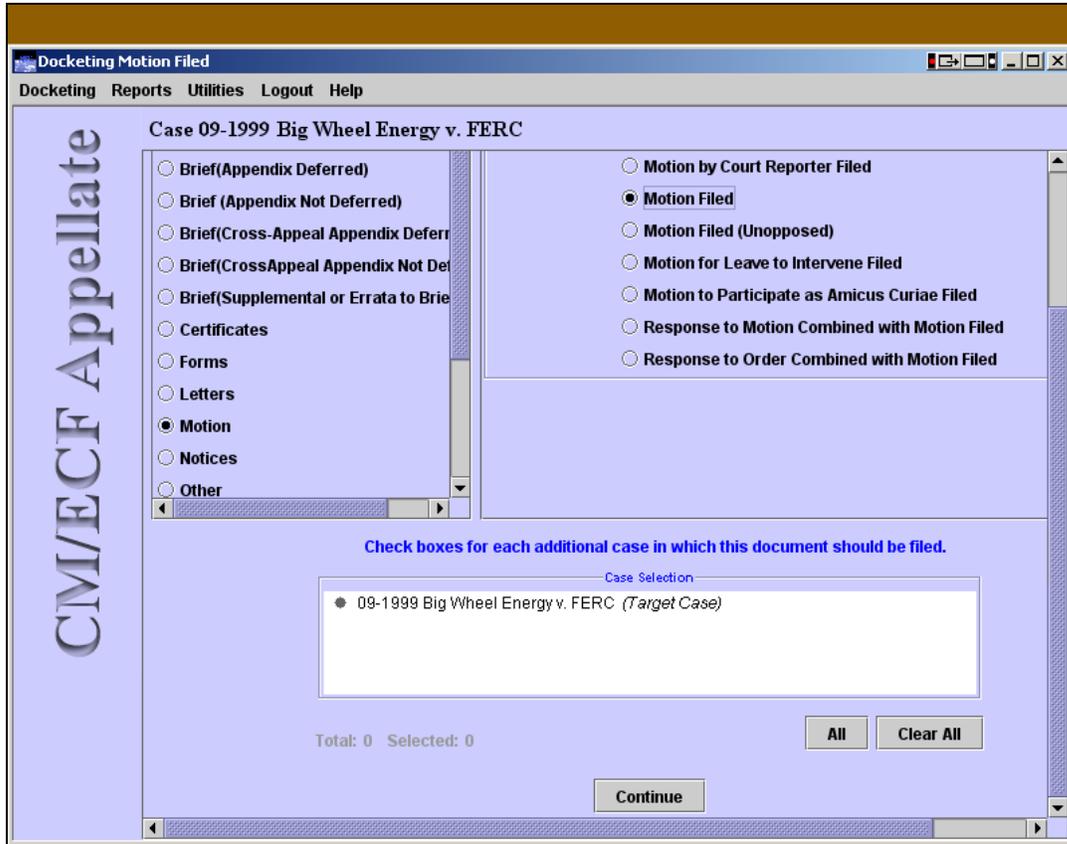
Check boxes for each additional case in which this document should be filed.

Case Selection

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

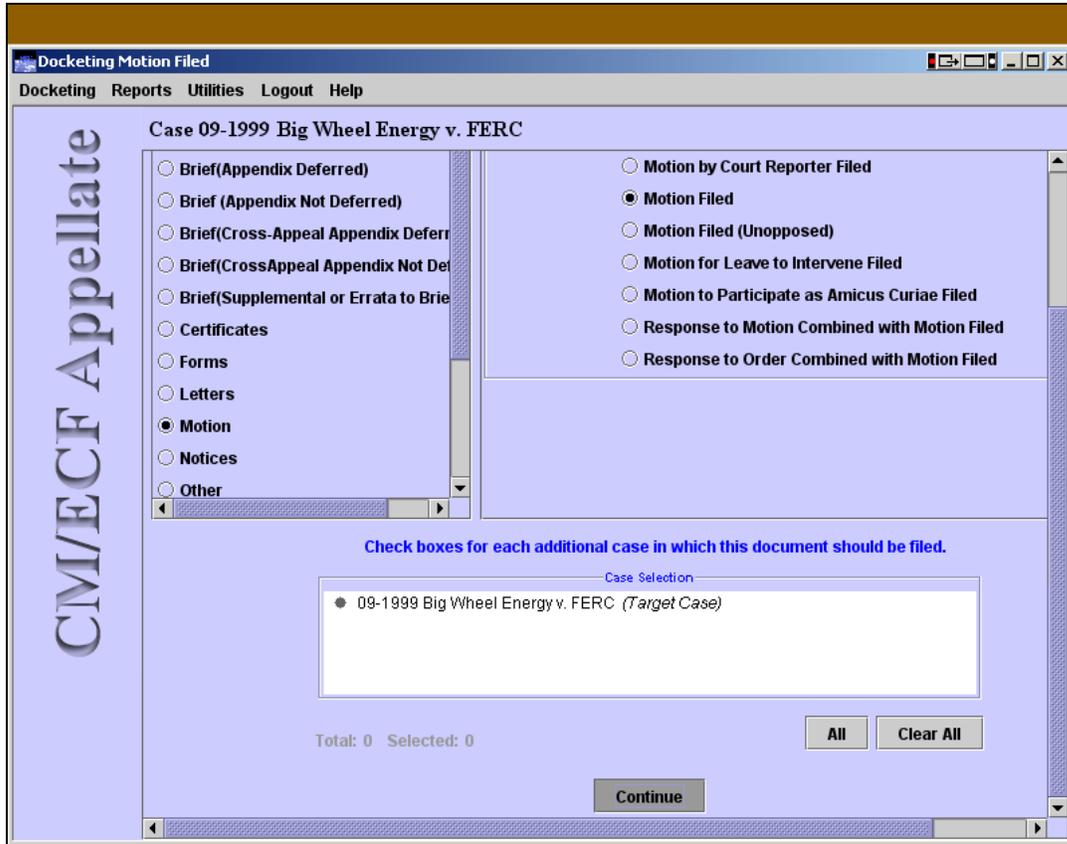
Slide 10

Slide notes: Click the scroll bar to see the Continue button.



Slide 11

Slide notes: Click the Continue button.



Slide 12

Slide notes: This is a transition slide.

Docketing Motion Filed
 Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

Service

Service Date:

US Mail Fax
 Hand 3rd Party
 Email Clerk

Party Filer

Select the Parties Filing the Document:

<input type="checkbox"/>	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....

Relief

Select the Relief Being Sought:

Category: Description:

Selected Reliefs

Entry	Cases

Enter Service Date and Method

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 numeric 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.

Docketing Motion Filed
Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

Service

Service Date: 07/08/2009

US Mail Fax
 Hand 3rd Party
 Email Clerk

Party Filer

Select the Parties Filing the Document:

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

Relief

Select the Relief Being Sought:

Category: (all reliefs) Description: Apply

Selected Reliefs

Entry	Cases

Up
Down

Slide 14

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

Service

Service Date: 07/08/2009

US Mail Fax
 Hand 3rd Party
 Email Clerk

Party Filer

Select the Parties Filing the Document:

<input type="checkbox"/>	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

Relief

Select the Relief Being Sought:

Category: (all reliefs) Description: Apply

Selected Reliefs

Entry	Cases

Up
Down

Select Party Filer

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

Service

Service Date: 07/08/2009

US Mail Fax
 Hand 3rd Party
 Email Clerk

Party Filer

Select the Parties Filing the Document:

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

Relief

Select the Relief Being Sought:

Category: (all reliefs) Description: Apply

Selected Reliefs

Entry	Cases

Up
Down

Slide 16

Slide notes: To see the rest of the screen, click the scroll bar.

Docketing Motion Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

Display All Parties All Cases Select All Clear All

Relief

Select the Relief Being Sought:

Category Description Apply

(all reliefs)

Selected Reliefs

Entry	Cases
-------	-------

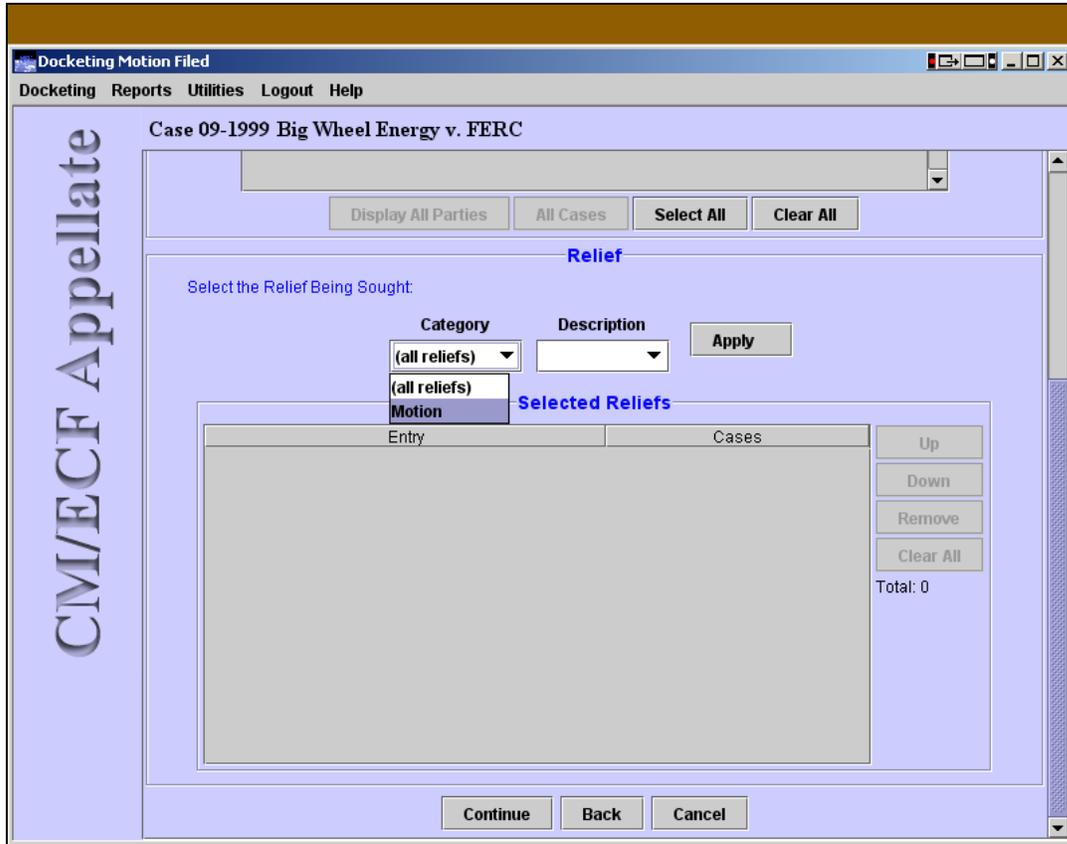
Up
Down
Remove
Clear All

Total: 0

Continue Back Cancel

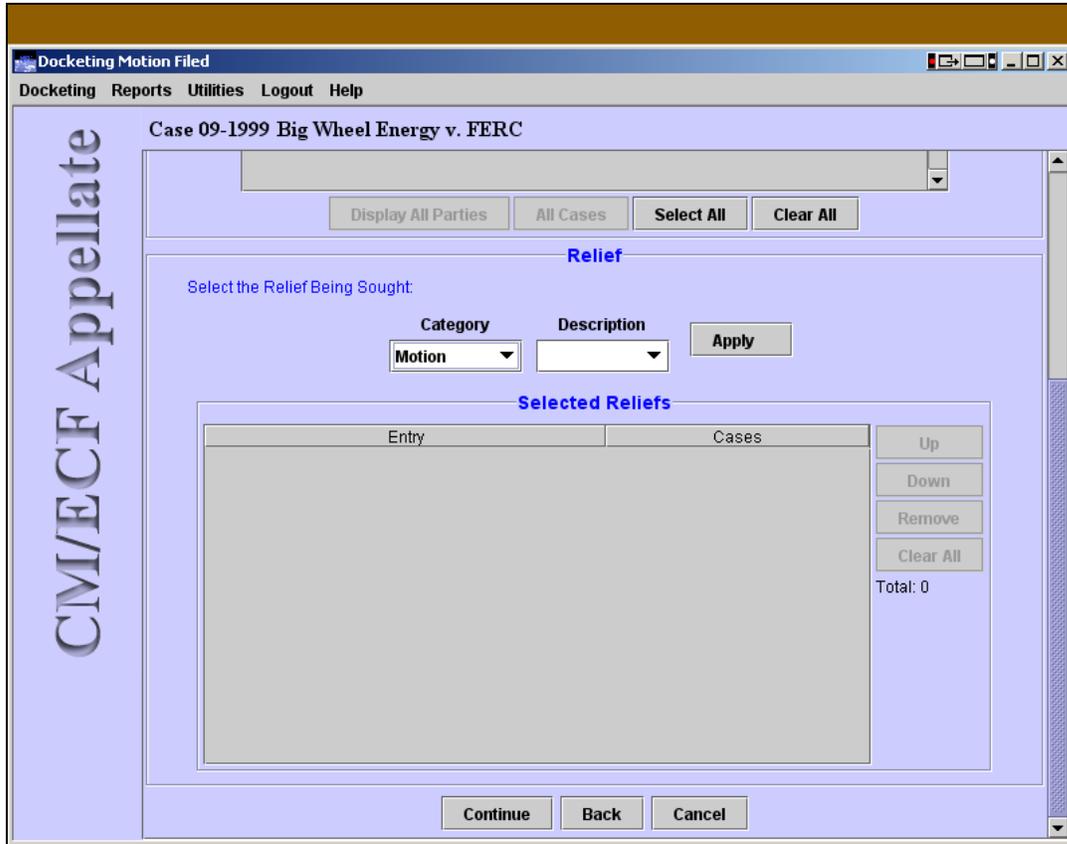
Select a Relief

Slide notes: You can select the relief being sought by using the Category and Description pull-down menus. First, click on the Category menu to see the list of reliefs appropriate for the event we selected earlier.



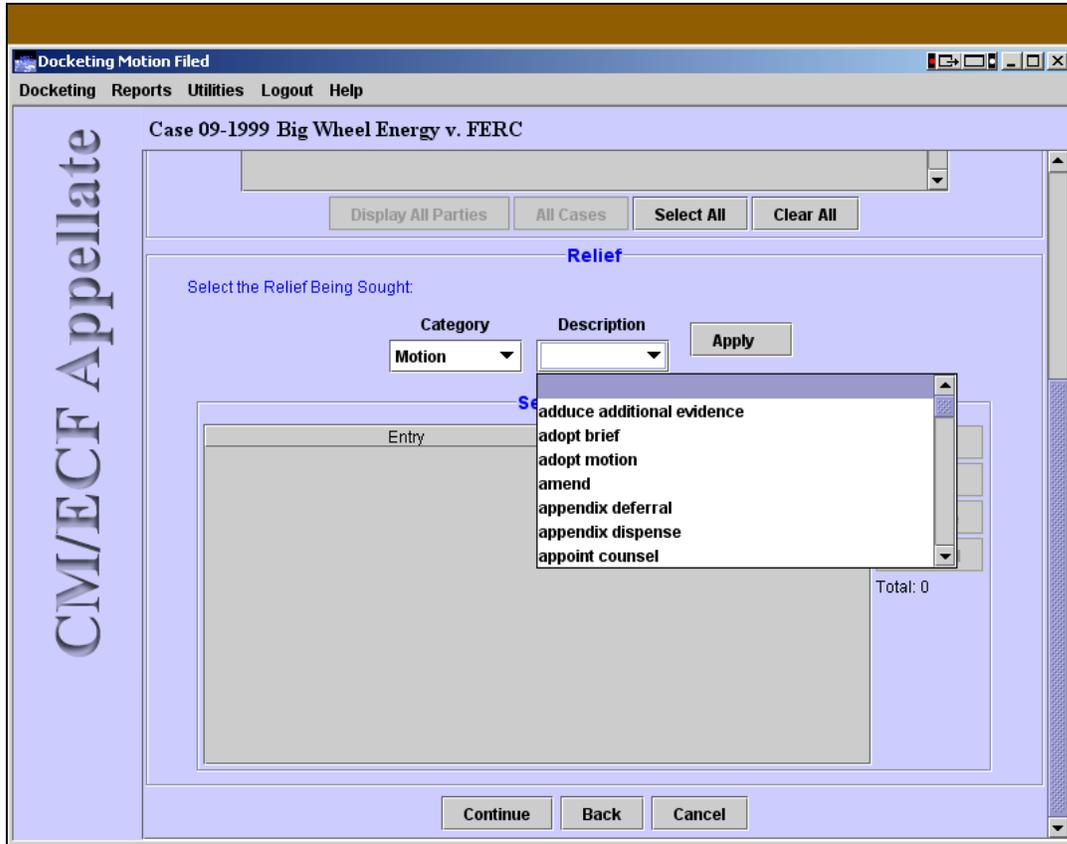
Slide 18

Slide notes: For the Motion Filed event, the only available category is "Motion". Click on it to select it.

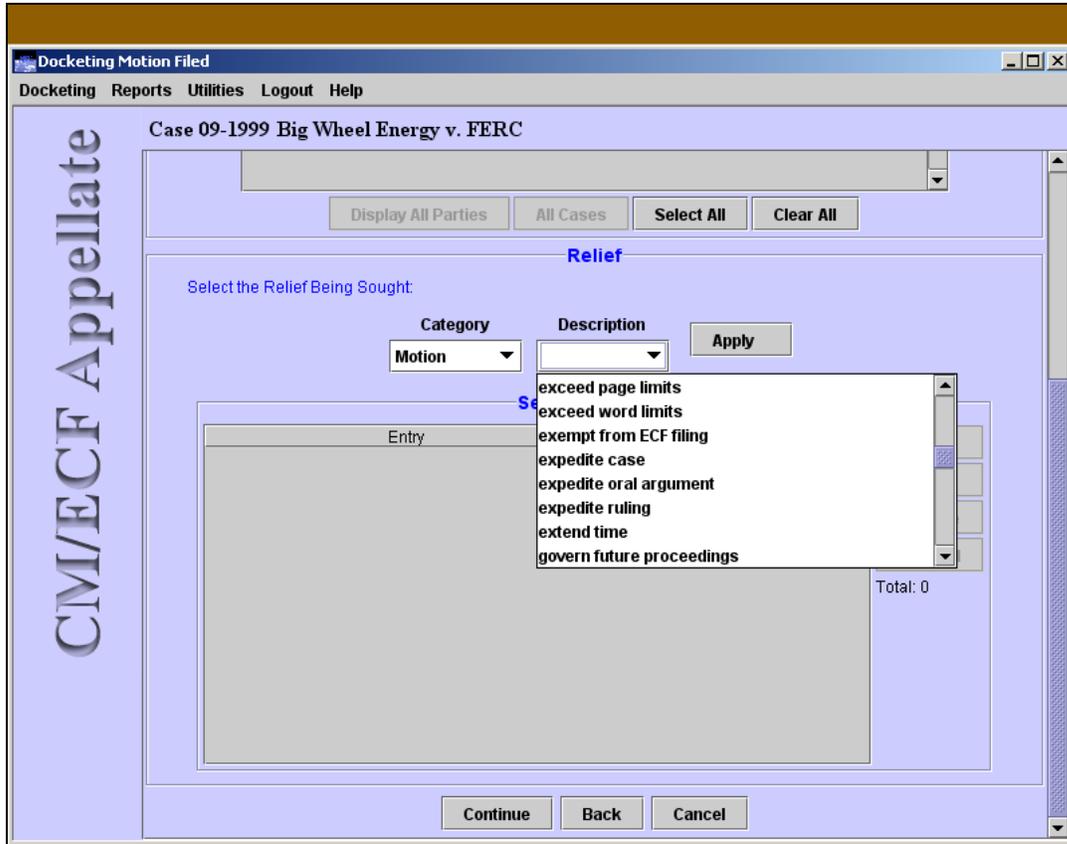


Slide 19

Slide notes: Now click on the Description pull-down menu to see the list of available reliefs in the Motion category.

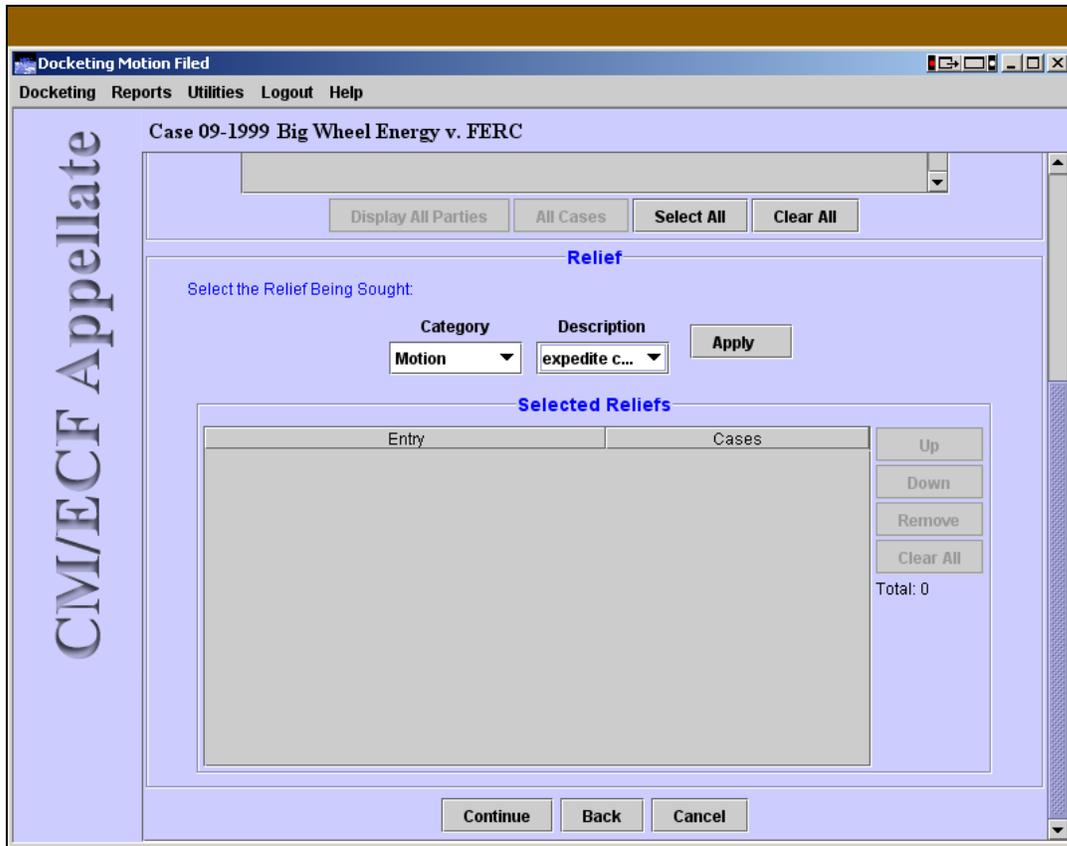


Slide 20
Slide notes: The list of available reliefs is quite long, so you will likely need to use the scroll bar to find the one you want. For this example, we're filing a motion to expedite the case. Click on the scroll bar to locate the "expedite case" relief.



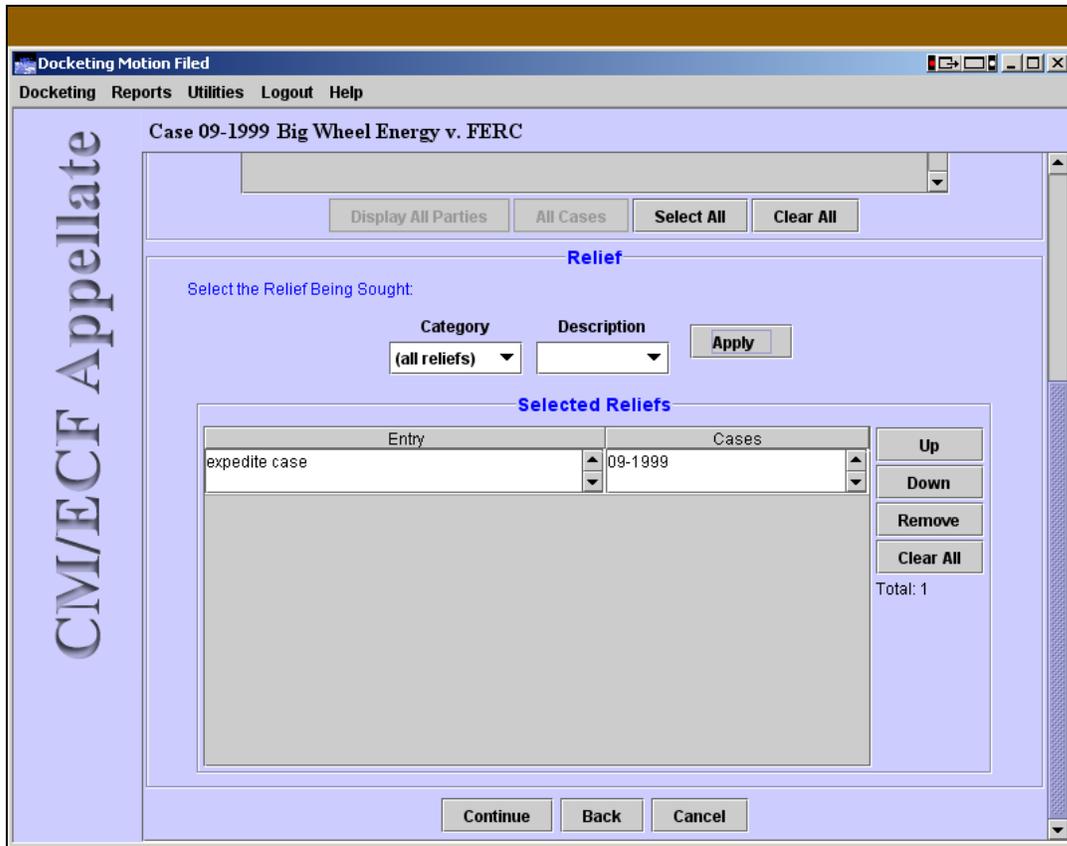
Slide 21

Slide notes: Click on "expedite case" to select this relief.



Slide 22

Slide notes: Now that we've selected the appropriate relief, we need to apply it to the case. To do this, click on the Apply button.



Slide 23

Slide notes: Notice that the relief is then moved to the "Selected Reliefs" pane. If you were requesting additional reliefs, you could repeat this process for each one. If necessary, you could use the Up, Down, Remove and Clear All buttons to modify the list of reliefs you've selected. For this example, this is the only relief we need. Click on the Continue button.

Docketing Motion Filed
Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

NOTE

(154) Reminder: Pursuant to Circuit Rules 5, 8, 12, 15, 18, 21, 26.1, and 27, a certificate of parties and amici curiae, as described in Circuit Rule 28(a)(1)(A), and a disclosure statement, as described in Circuit Rule 26.1, must be attached as an addendum to any petition or motion, and any required disclosure statement must also be attached to any response or answer, unless such documents have been filed previously with the court.

NOTE

(92) Please select the page count for the document from the drop-down list below. Consult the Federal Rules of Appellate Procedure and DC Circuit Rules for page limitations of filings.

Additional Information

Number of Pages in Document (Excluding Attachments)

Please Select

PDF Document

Document: Browse... Description: Main Document

Add Another

Continue Back Cancel

Slide 24
Slide notes: As always, you should be sure to read the instructional notes that appear on the screen. After doing so, click on the pull-down menu in the Additional Information pane to select the number of pages in your document, excluding attachments.

Docketing Motion Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

NOTE

(154) Reminder: Pursuant to Circuit Rules 5, 8, 12, 15, 18, 21, 26.1, and 27, a certificate of parties and amici curiae, as described in Circuit Rule 28(a)(1)(A), and a disclosure statement, as described in Circuit Rule 26.1, must be attached as an addendum to any petition or motion, and any required disclosure statement must also be attached to any response or answer, unless such documents have been filed previously with the court.

NOTE

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Additional Information

Number of Pages in Document (Excluding Attachments)

Please Select

Please Select

1-10

11-15

16-20

21-30

Exceeds Limits

Document:

Description: Main Document

Add Another

Continue Back Cancel

Slide 25

Slide notes: Select the option for 1-10 pages.

Docketing Motion Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

NOTE

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NOTE

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Additional Information

Number of Pages in Document (Excluding Attachments)

Please Select

Please Select

1-10

11-15

16-20

21-30

Exceeds Limits

Add Another

Document:

Description: Main Document

Continue Back Cancel

Slide 26

Slide notes: This is a transition slide.

CM/ECF Appellate

Docketing Motion Filed

Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

NOTE

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NOTE

(92) Please select the page count for the document from the drop-down list below. Consult the Federal Rules of Appellate Procedure and DC Circuit Rules for page limitations of filings.

Additional Information

Number of Pages in Document (Excluding Attachments)

1-10

PDF Document

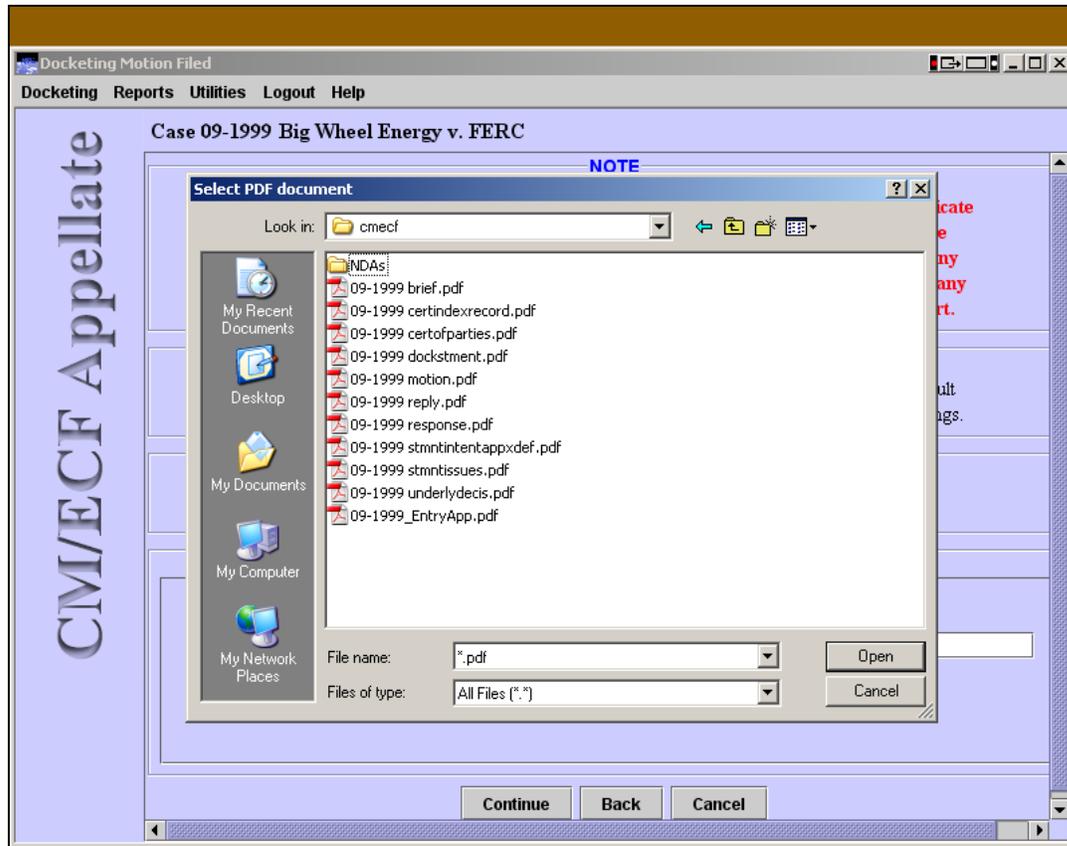
Document: Browse... Description: Main Document

Add Another

Continue Back Cancel

Upload and Describe Motion

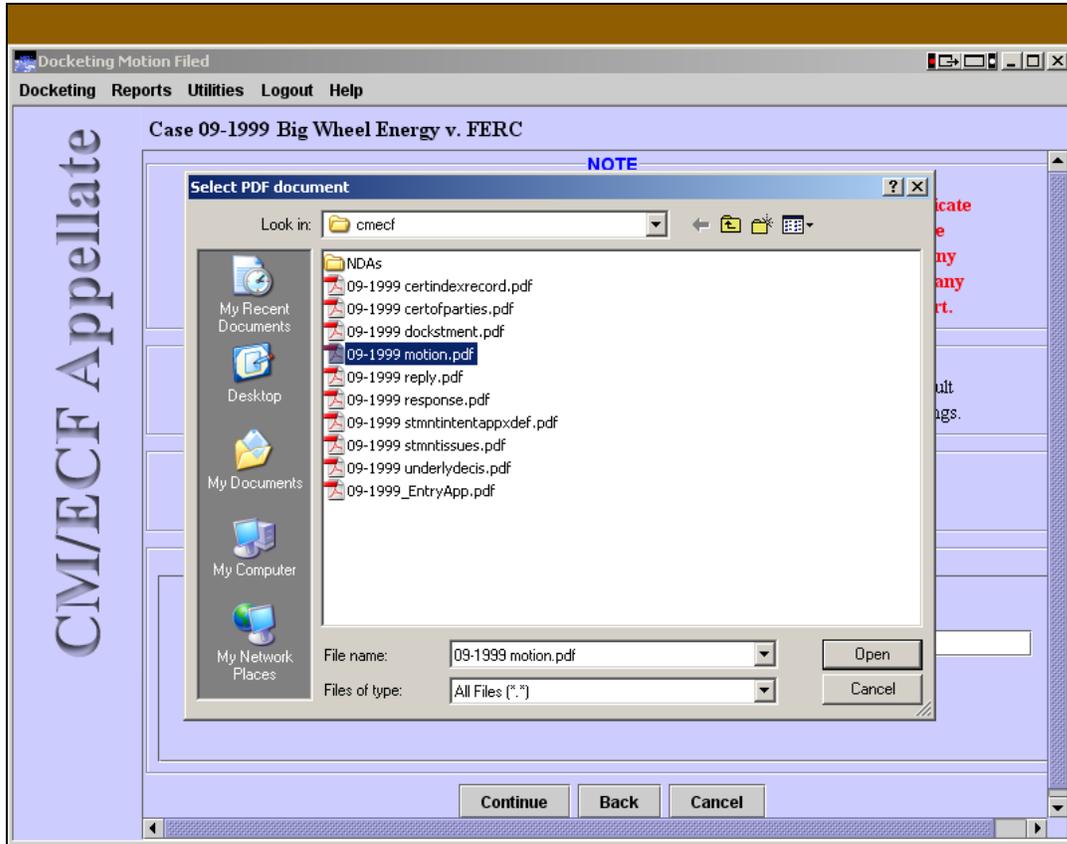
Slide notes: Now it's time to upload our document. Like all documents in CM/ECF, your motion should be saved in Portable Document Format or PDF. Press the Browse button to select a document to upload.



Slide 28

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 directory. You would 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 motion.pdf. Click on this document to select it.



Slide 29

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

Docketing Motion Filed
 Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

NOTE

(154) Reminder: Pursuant to Circuit Rules 5, 8, 12, 15, 18, 21, 26.1, and 27, a certificate of parties and amici curiae, as described in Circuit Rule 28(a)(1)(A), and a disclosure statement, as described in Circuit Rule 26.1, must be attached as an addendum to any petition or motion, and any required disclosure statement must also be attached to any response or answer, unless such documents have been filed previously with the court.

NOTE

(92) Please select the page count for the document from the drop-down list below. Consult the Federal Rules of Appellate Procedure and DC Circuit Rules for page limitations of filings.

Additional Information

Number of Pages in Document (Excluding Attachments)

1-10

PDF Document

Document: C:\cmecf\09-1999 motion.pdf Browse... Description: Main Document

Add Another

Continue Back Cancel

Slide 30

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 Motion to Expedite Case.

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

Docketing Motion Filed
Docketing Reports Utilities Logout Help

Case 09-1999 Big Wheel Energy v. FERC

NOTE

(154) Reminder: Pursuant to Circuit Rules 5, 8, 12, 15, 18, 21, 26.1, and 27, a certificate of parties and amici curiae, as described in Circuit Rule 28(a)(1)(A), and a disclosure statement, as described in Circuit Rule 26.1, must be attached as an addendum to any petition or motion, and any required disclosure statement must also be attached to any response or answer, unless such documents have been filed previously with the court.

NOTE

(92) Please select the page count for the document from the drop-down list below. Consult the Federal Rules of Appellate Procedure and DC Circuit Rules for page limitations of filings.

Additional Information

Number of Pages in Document (Excluding Attachments)

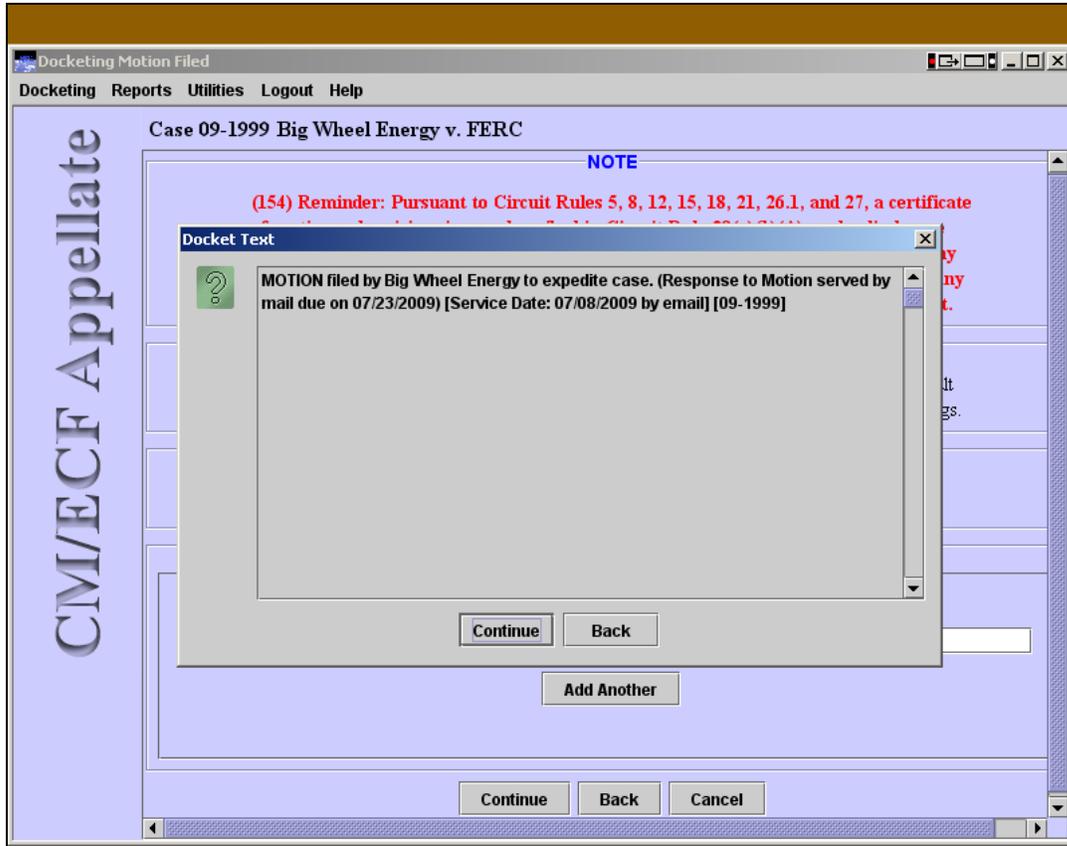
1-10

PDF Document

Document: C:\cmecf\09-1999 motion.pdf Description: Motion to Expedite Case

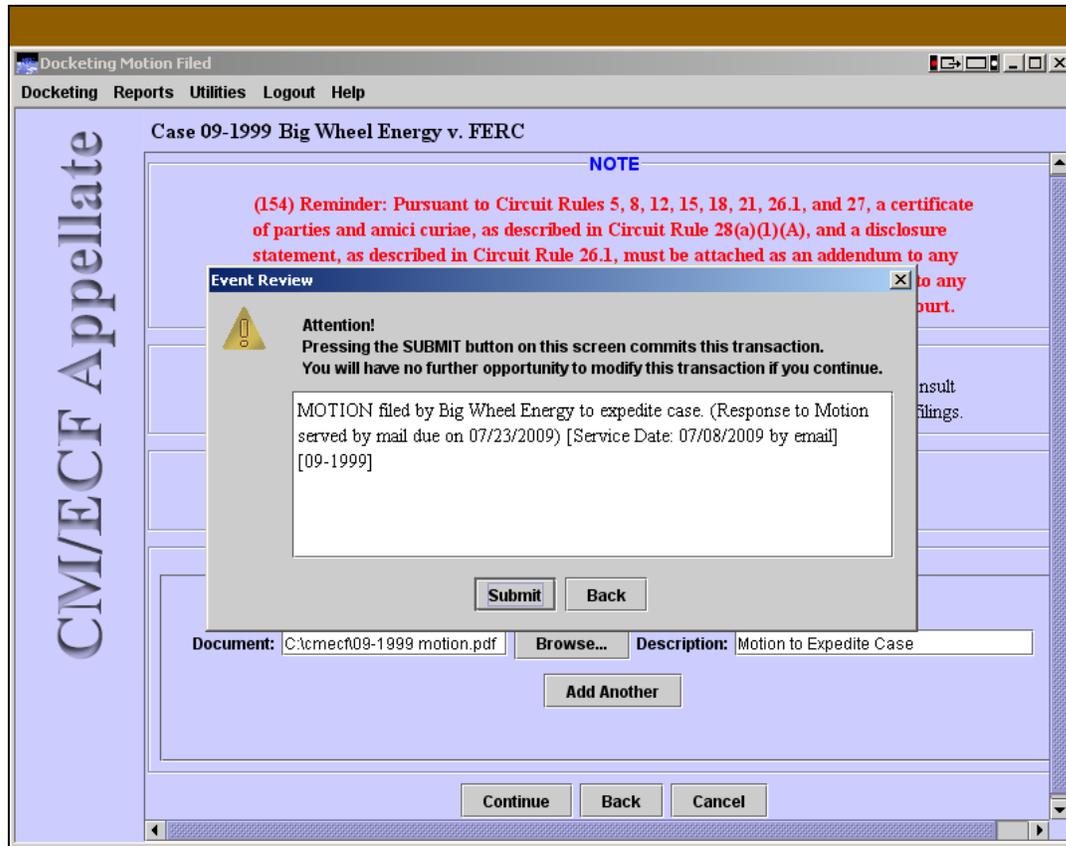
Submit Docket Entry

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



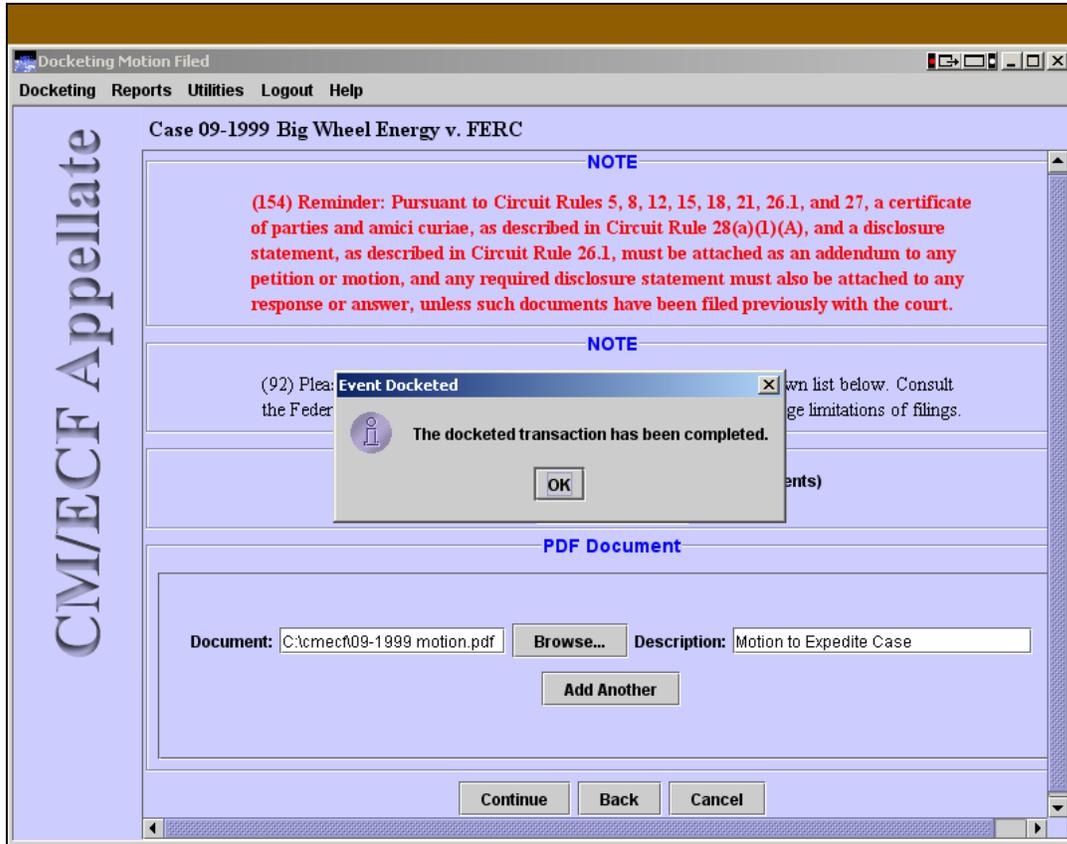
Slide 32

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.



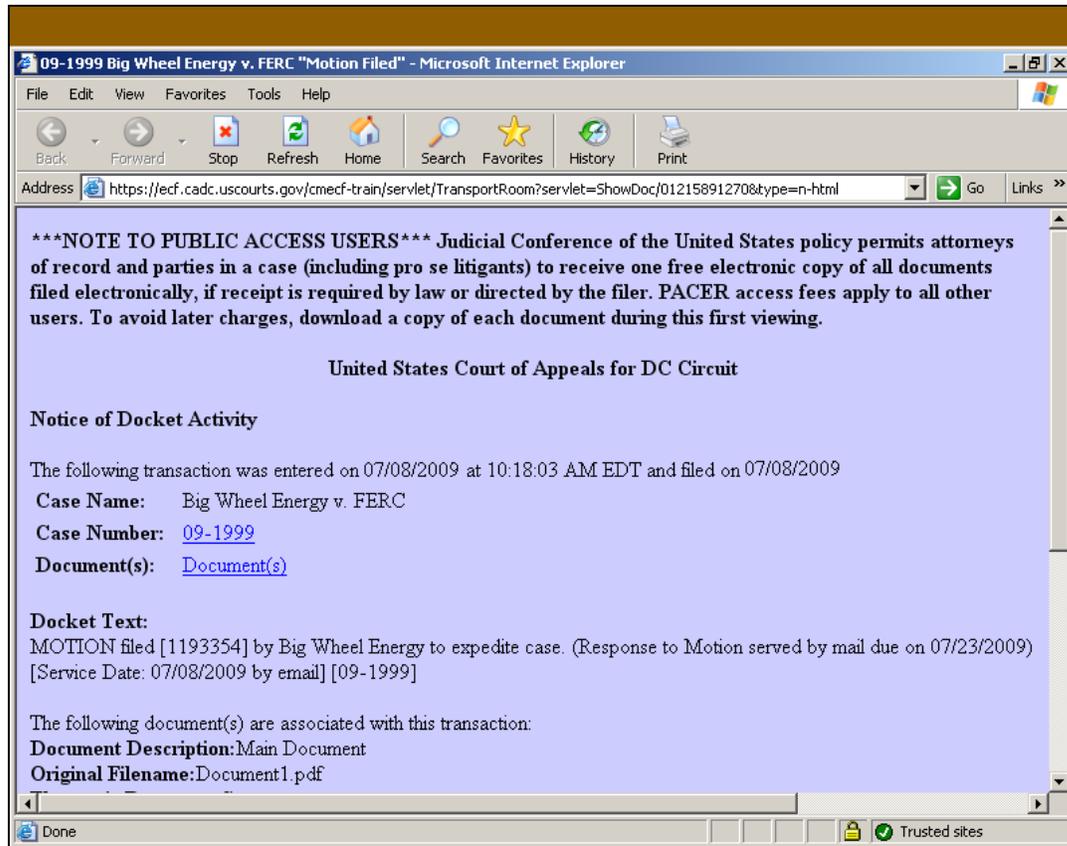
Slide 33

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.



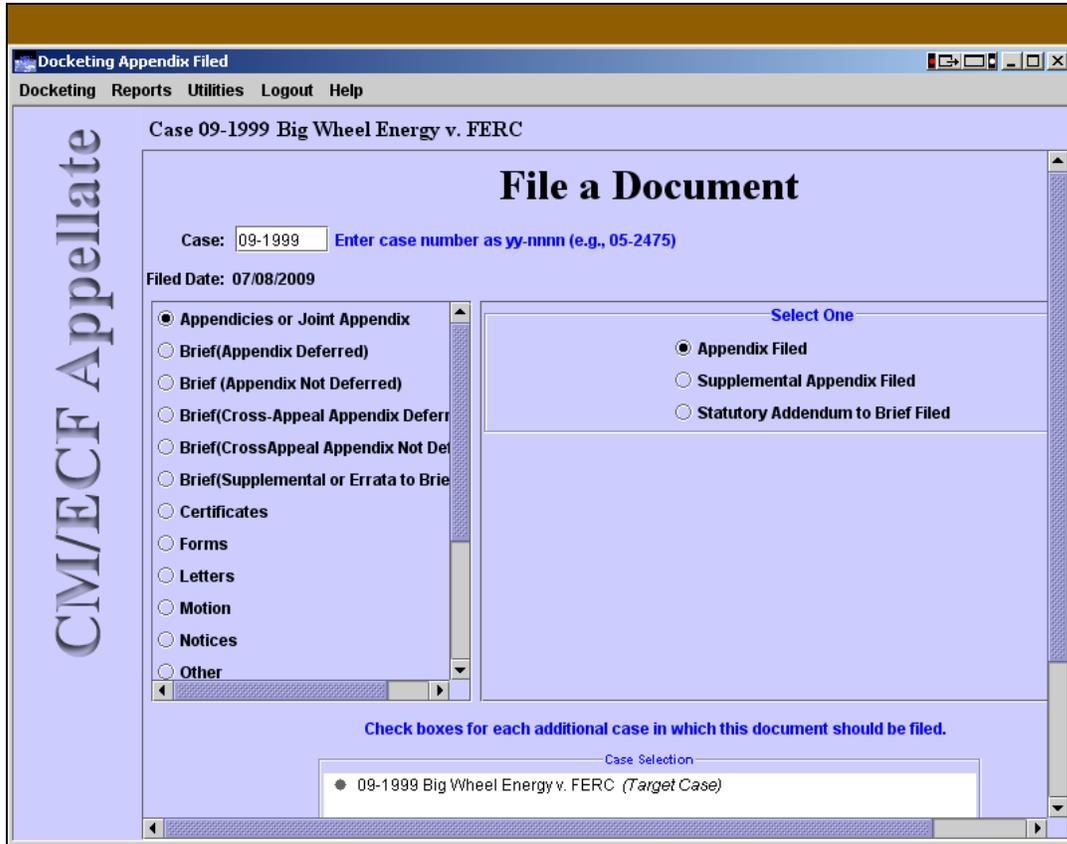
Slide 34

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 36

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.



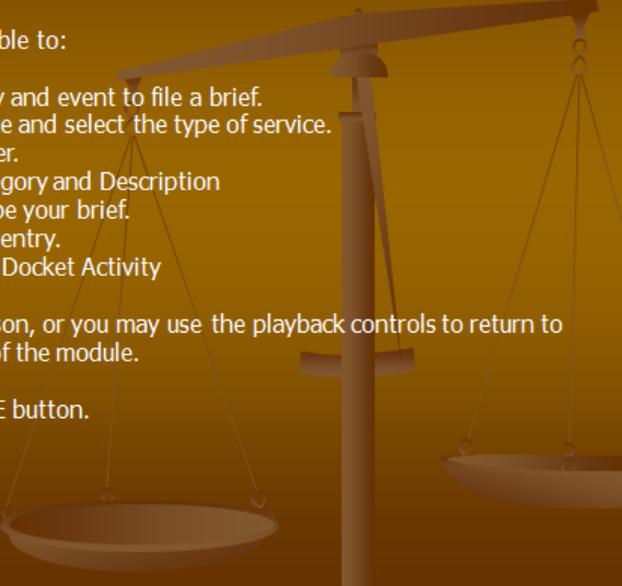
Summary

You should now be able to:

- Select the category and event to file a brief.
- Enter a service date and select the type of service.
- Select the party filer.
- Select a relief Category and Description
- Upload and describe your brief.
- 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.