

# **ECF User Guide**

Last Updated: September 9, 2008

United States Court of Appeals for the Ninth Circuit  
95 Seventh Street  
San Francisco, CA 94103

Phone: (415) 355-8000

Copyright © 2008 United States Court of Appeals for the Ninth Circuit  
All rights reserved.

Published in the United States of America, 9/9/08

---

# Contents

---

<b>Chapter 1: What's New in This Update of the User Guide? - - - - -</b>	<b>5</b>
<b>Chapter 2: Getting Started - - - - -</b>	<b>7</b>
Typographical Conventions Used in This Documentation . . . . .	8
ECF Application Overview . . . . .	9
Supported Browsers . . . . .	10
Starting ECF . . . . .	11
Stopping ECF . . . . .	14
Updating Your Account Information . . . . .	15
Screen Resolution . . . . .	16
Windows in ECF . . . . .	17
Title Bar . . . . .	18
Menu Bar . . . . .	18
Command Button Area . . . . .	18
Drop-Down Lists . . . . .	19
Radio Buttons . . . . .	20
Date Fields . . . . .	21
<b>Chapter 3: An Overview of Filing - - - - -</b>	<b>23</b>
Completing an Electronic Filing . . . . .	24
Finding and Selecting the Filing Type . . . . .	30
Selecting the Filing Party . . . . .	31
Selecting Reliefs for a Filing . . . . .	32
Selecting Related Previous Entries for a Filing . . . . .	34
Attaching PDF Documents to Filings . . . . .	36
Checking the Service List for a Case . . . . .	39

<b>Chapter 4: Submitting a Brief for Review by the Court</b>	<b>41</b>
<b>Chapter 5: Filing a Motion</b>	<b>45</b>
<b>Chapter 6: Working With Email Notices of Docket Activity</b>	<b>49</b>
What is in a Notice of Docket Activity?	50
The Subject Line of a Notice of Docket Activity	51
Document Links in a Notice of Docket Activity	52
<b>Chapter 7: Filing Categories and Types of Motions</b>	<b>53</b>
Briefs	54
Types of Motions Available When Submitting a Brief and Filing a Motion Together	54
Motions/Responses/Replies	55
Types of Motions Available When Filing a Motion	56
Rehearing/Reconsideration	59
Court Reporters/Transcripts	60
Types of Motions Available When Filing a Court Reporter Motion	60
Answers to Original Petitions	61
Appeals Pursuant to FRAP 9(a)	62
Forms/Notices/Disclosures	63
Correspondence/Status Reports	64
Prospective Amici and Intervenors	65
Types of Motions Available When Filing a Prospective Amicus or Intervenor Motion	65

---

# 1 What's New in This Update of the User Guide?

---

The following topics were updated or added since the last update of this guide.

## **September 9, 2008 Updates**

- New topic: “Submitting a Brief for Review by the Court” on page 41
- Updated topic: “Filing a Motion” on page 45 (minor updates)
- New topics: “Filing Categories and Types of Motions” on page 53



---

# 1 Getting Started

---

The topics below provide information that you may find useful when using ECF in the *United States Court of Appeals for the Ninth Circuit*.

- “Typographical Conventions Used in This Documentation” on page 8
- “ECF Application Overview” on page 9
- “Supported Browsers” on page 10
- “Starting ECF” on page 11
- “Stopping ECF” on page 14
- “Updating Your Account Information” on page 15
- “Screen Resolution” on page 16
- “Windows in ECF” on page 17
- “Drop-Down Lists” on page 19
- “Radio Buttons” on page 20
- “Date Fields” on page 21

# Typographical Conventions Used in This Documentation

This documentation uses the typographical conventions described in [Table 1](#).

**Table 1.** Typographical Conventions

Formatting	Description	Examples
text	Fixed Courier font. Used for text that you must type in exactly as shown, for keyboard keys that you must press, for predefined values in drop-down lists.	In the <b>Confirm</b> field, type <b>YES</b> .  Press <b>Alt-F1</b> .
<b>text</b>	<b>Bold</b> . Used for labels in the user interface of ECF, such as area labels, field names, and button labels.	From the <b>Category</b> drop-down list, select <b>Motions</b> .
<i>text</i>	<i>Italic</i> . Used for variable information that you must enter in ECF. Also used for new terms when they are first defined in the guide.	In the <b>Attorney</b> field, type <i>the name of the attorney for the case</i> .  In the <b>Date</b> field, type <i>today's date</i> .  In ECF, the <i>File Date</i> is the date that the Court considers something filed.
>	Greater than sign. Used to indicate a navigation path in menus.	Choose <b>Reports &gt; Service List</b> .

## ECF Application Overview

Case Management/Electronic Case Files (ECF) is an automated case management and docketing system designed specifically for the federal courts. The case management and docketing (CM) portion is used by the courts. The electronic case files (ECF) portion allows courts to manage documents electronically; provide 24-hour desktop access to case files by judges, court staff, and the public; and accept filings over the Internet.

Electronic case files are documents stored in electronic format instead of on paper. Documents can be created electronically by parties and court staff or paper copies can be scanned. All documents are stored in Portable Document Format (PDF).

The ECF portion of the system is easy to use and allows a court to store, retrieve, review and send case documents in a reliable and secure electronic format. ECF also offers the following benefits:

- Twenty-four hour access to case files from any location
- Remote document filing
- Concurrent access to files
- Immediate e-mail notification of case activity to parties and court staff
- Easy public access
- Secure storage of documents

## Supported Browsers

ECF has been tested successfully using Firefox 2.0, and Internet Explorer 6 and 7 as representative browsers. All testing was performed using the Java Plug-In version 1.6.

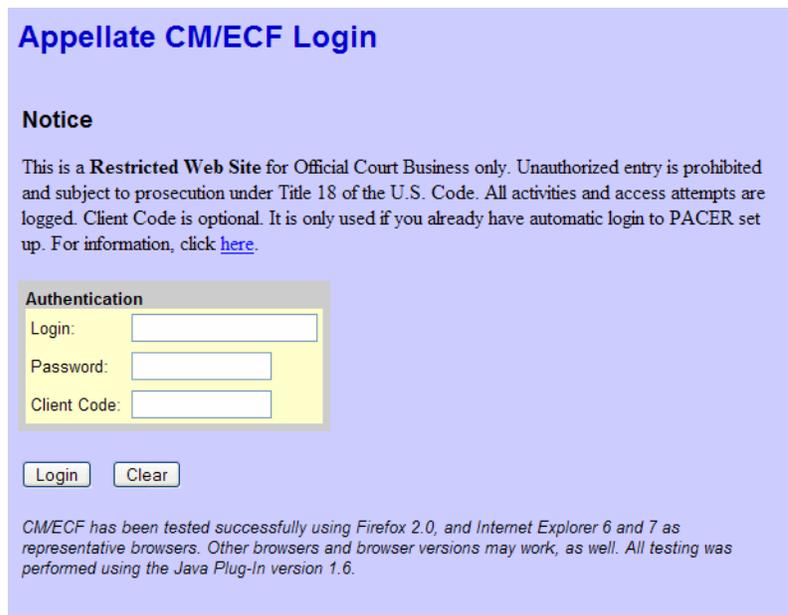
# Starting ECF

After you log in to ECF the Startup Page window opens. You initiate all your tasks from this window.

1. Open a web browser window and navigate to the following URL:  
<https://ecf.ca9.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login>

The Appellate CM/ECF Login page, shown in [Figure 1](#), opens.

**Figure 1.** Appellate CM/ECF Login Page



**Appellate CM/ECF Login**

**Notice**

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. Client Code is optional. It is only used if you already have automatic login to PACER set up. For information, click [here](#).

**Authentication**

Login:

Password:

Client Code:

CMECF has been tested successfully using Firefox 2.0, and Internet Explorer 6 and 7 as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Java Plug-In version 1.6.

2. In the **Login** field, type *your Appellate ECF login name* and in the **Password** field, type *your password*.

**NOTE:** The **Login** and **Password** fields are case-sensitive.

3. (Optional) In the **Client Code** field, enter a code to identify the person using the account.  
This information is only referenced by PACER.
4. Click the **Login** button.
5. If a Security Information dialog box opens, click the **Yes** button.

The following happens:

- A browser window, shown in [Figure 2](#), remains open in the background.

The window title is CM/ECF Appellate, the top of the page reads “U.S. Court of Appeals CM/ECF”.

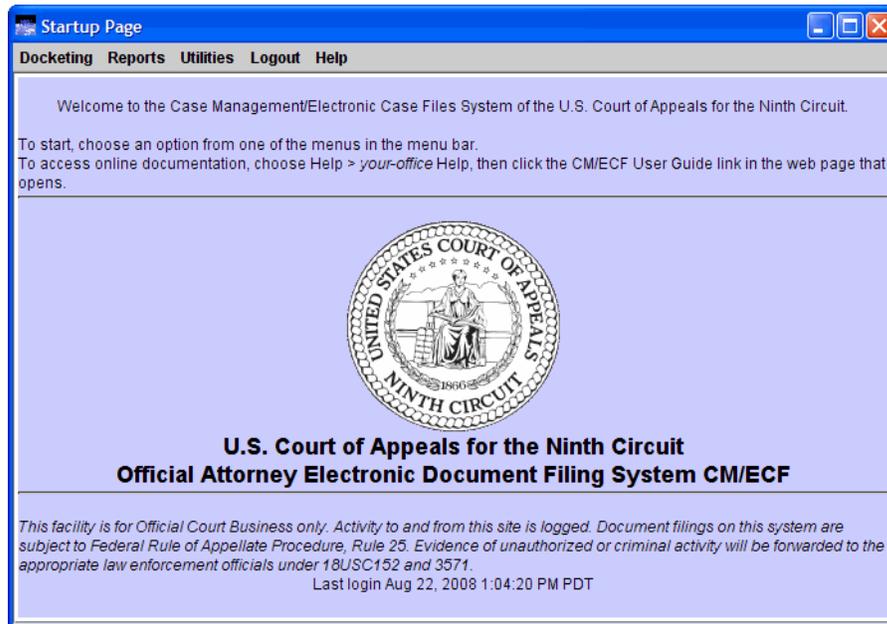
**Figure 2.** CM/ECF Appellate Browser Window



- The Startup Page window opens in the foreground.

An example is shown in [Figure 3](#). Notice that your last login date and time are shown near the middle of the page.

Figure 3. Startup Page Window



**CAUTION:** Do not close the Startup Page window or the CM/ECF Appellate browser window.

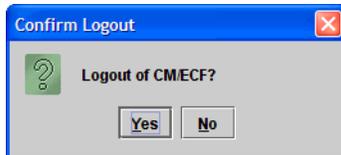
## Stopping ECF

To ensure that the different pieces of the application close correctly, you should always logout from ECF.

1. From the menu bar of any active ECF window, choose **Logout > Logout CM/ECF**.

A Confirm Logout dialog box, shown in [Figure 4](#), opens.

**Figure 4.** Confirm Logout Dialog Box



2. Click the **Yes** button.

ECF logs you out and closes all its windows.

## Updating Your Account Information

The quickest way to update your account information is to navigate to the Appellate Filer Account Update page and submit your changes. Use this URL to get started: <https://pacer.psc.uscourts.gov/psco/cgi-bin/cmecf/ea-login.pl>.

You can also access the Appellate Filer Account Update page from within ECF:

1. From the menu bar of any active ECF window, choose **Utilities > Update My Account**.

The User Account Profile window opens. An example of this window is shown in [Figure 5](#).

**Figure 5.** User Account Profile Window

The screenshot shows a web browser window titled "User Account Profile for Annette External Wegscheider". The window has a menu bar with "Docketing", "Reports", "Utilities", "Logout", and "Help". Below the menu bar, a note states: "The following information is currently on file for you in the 9th Circuit. NOTE: Recently submitted changes may not have been processed yet." The main content area is divided into several sections:

- Personal Information:** Name: Ms. Annette External Wegscheider, Gender: Female, Primary Email: annette@ejaw.net
- Account Information:** User Name: ca9ecf1, Password: \*\*\*\*\* (masked), ECF Filing Status: Active,  Show PDF Header, and a note: "You do not have a default PACER login." An "Apply" button is located below this section.
- Address Information:** Address: U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT, Computer Center, 95 Seventh Street, San Francisco, CA 94103, Direct Phone: 415-355-7874
- Noticing Preferences:** Noticing Preferences: Email, Notice Frequency: Individual for Each Transaction, E-mail Format: HTML

At the bottom of the window, there are two buttons: "Edit My Information" and "Cancel". A final note at the very bottom reads: "When you click on Edit My Information, a browser window will open on the PACER Service Center website where you can login and submit your changes. NOTE: These changes may be subject to review by court staff before becoming effective."

2. Click the **Edit My Information** button.

A new browser window opens with the Appellate Filer Account Update page.

Review the Frequently Asked Questions accessible from this page to answer any questions you may have about updating your appellate ECF filer account information.

## Screen Resolution

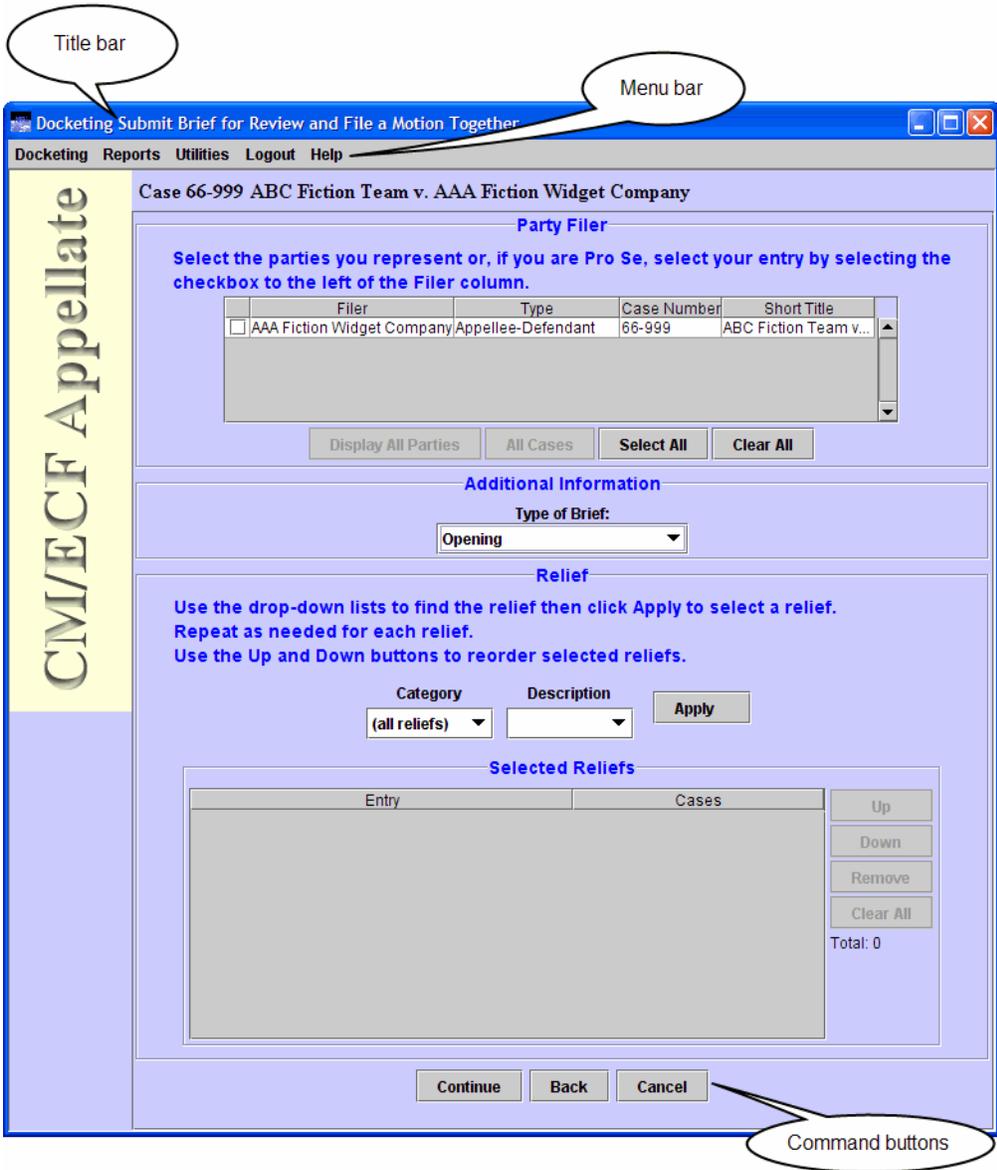
The minimum screen resolution required to run ECF is 1024 x 768 pixels. If the screen resolution for your workstation is lower, you must change the resolution before you start using ECF.

**NOTE:** You do not have to make any changes to your screen resolution if the current setting is higher than 1024 x 768 pixels.

# Windows in ECF

In ECF, most windows are divided into several parts: a title bar, a menu bar, a screen area, and an area at the bottom of the window that contains command buttons. An example of a window is shown in Figure 6.

Figure 6. A Window in ECF



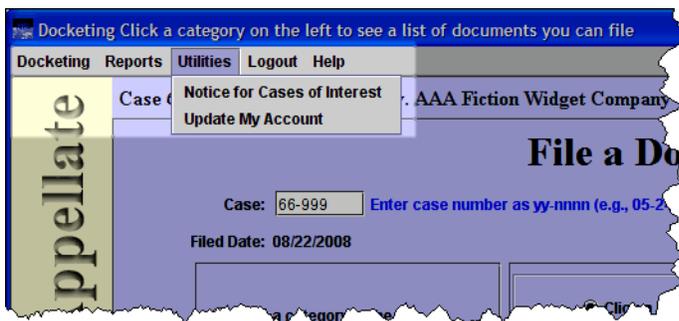
## Title Bar

The title bar contains the following elements: the ECF icon, the title of the window, and the standard window controls (minimize, maximize/restore, and close).

## Menu Bar

The menu bar contains a number of menus that contain commands. In [Figure 7](#), **Docketing**, **Reports**, **Utilities**, **Logout**, and **Help** are menus. **Notice for Cases of Interest** and **Update My Account** are commands or menu items.

Figure 7. Menu Bar

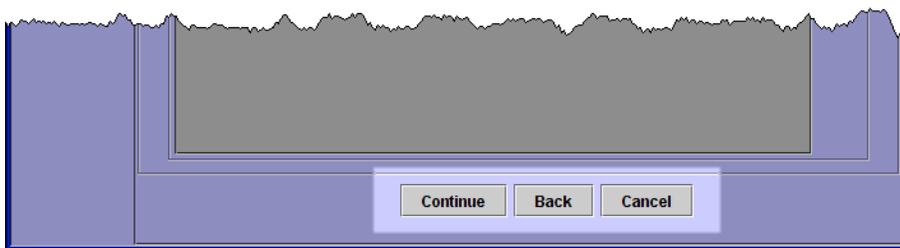


## Command Button Area

The command button area contains the buttons that let you continue or step back in a process.

In most cases, you can also use the **Cancel** button in this area to cancel the process you are currently working on. An example of a set of command buttons is highlighted in [Figure 8](#).

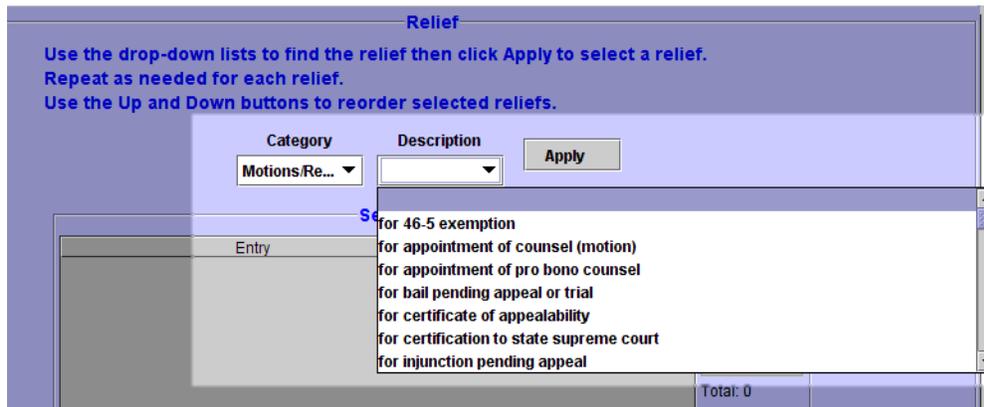
Figure 8. Command Buttons



## Drop-Down Lists

A drop-down list contains a set of predefined values. In [Figure 9](#), there are two drop-down lists, **Category** and **Description**. The **Description** drop-down list is the active drop-down list (the values that you can select are visible).

**Figure 9.** Drop-Down List



### **To select a value in a drop-down list**

- Using the mouse, click the down arrow of the drop-down list and select a value in the list.
- Using the keyboard, type the first characters of the value to select the first matching value in the list.
- Using the keyboard, use the up arrow (↑) and down arrow (↓) to navigate up and down in the list and select the highlighted value in the list.

## Radio Buttons

A radio button is a control that you turn on by selecting the radio button. Radio buttons are mutually exclusive. This means that if you select one radio button in a group, you will not be able to select another radio button in that same group. In some cases, selecting a radio button changes the other user interface elements in the application.

Figure 10 shows two sets of radio buttons. The set on the left represents categories, the set on the right represents a type of filing. In Figure 10, the **Motions/Responses/Replies** radio button and the **File a Motion** radio buttons are selected.

Figure 10. Radio Buttons Example

The image shows a screenshot of a web form with two panels. The left panel has a light blue background and contains a list of radio buttons for categories. The right panel has a light blue background and contains a list of radio buttons for filing types, with the heading "Select One" at the top.

**Left Panel (Categories):**

- Click a category in the list
- Briefs
- Motions/Responses/Replies**
- Rehearing/Reconsideration
- Court Reporters/Transcripts
- Answers to Original Petitions
- Appeals Pursuant to FRAP 9(a)
- Forms/Notices/Disclosures
- Correspondence/Status Reports
- Prospective Amici and Intervenors

**Right Panel (Filing Types):**

Select One

- Click an entry below, then click the Continue button
- File a Motion**
- File a Response to a Motion
- File a Reply to a Response to a Motion
- File a Response to an Order to Show Cause
- File a Reply to a Response to an Order to Show Cause
- File a Motion for Reconsideration from Dispositive Order
- File a Motion for Reconsideration from Non-Dispositive Order
- Submit Brief for Review and File a Motion Together
- File a Court Reporter Motion
- File an Answer to an Original Petition

## Date Fields

A date field is a field where you must enter a date in one of the following supported formats:

- mm/dd/yy or mm/dd/yyyy

Example: 7/2/07

- mm-dd-yy or mm-dd-yyyy

Example: 7-02-2007

- mm.dd.yy or mm.dd.yyyy

Example: 7.2.07

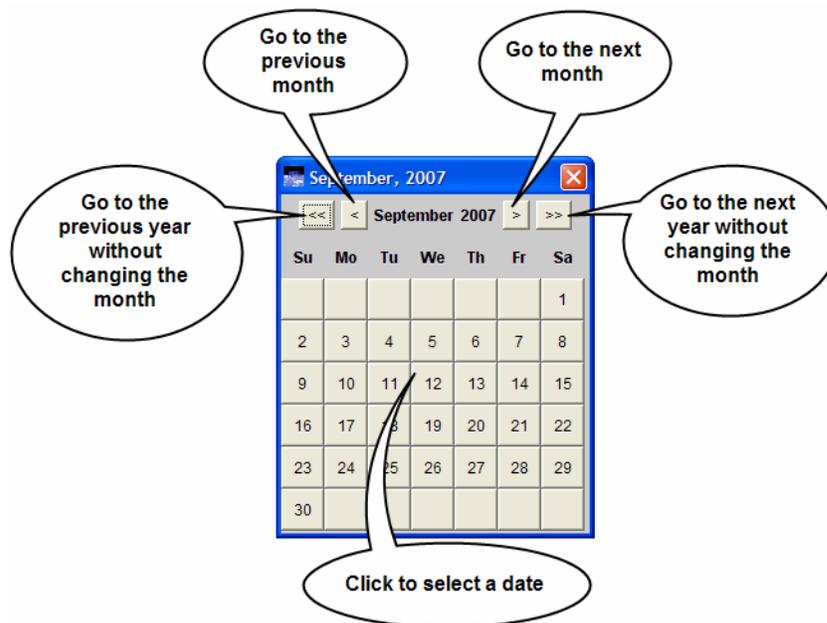
In ECF, you can also fill in a date field by selecting a date from a pop-up calendar.

### *To use the pop-up calendar to fill in a date field*

1. Make the date field the active field, right-click and choose **Select Date from Calendar** from the pop-up menu.

A pop-up window opens with a calendar, as shown in [Figure 11](#).

**Figure 11.** Calendar Pop-Up



**TIP:** Use the navigation buttons at the top of the calendar to quickly view the calendar for another month and year.

- Click the << button to go to the previous year without changing the month. In the example in [Figure 11](#), clicking the << button would show September 2006.
  - Click the < button to go to the previous month. In the example in [Figure 11](#), clicking the < button would show August 2007.
  - Click the > button to go to the next month. In the example in [Figure 11](#), clicking the > button would show October 2007.
  - Click the >> button to go to the next year without changing the month. In the example in [Figure 11](#), clicking the >> button would show September 2008.
2. Click a date to fill in the date field from where you invoked the calendar.

The calendar pop-up closes.

---

## 2 An Overview of Filing

---

The topics listed below describe the process of filing in ECF. In ECF, you use the **Docketing** menu to start filing a document.

- “Completing an Electronic Filing” on page 24
- “Finding and Selecting the Filing Type” on page 30
- “Selecting the Filing Party” on page 31
- “Selecting Related Previous Entries for a Filing” on page 34
- “Selecting Reliefs for a Filing” on page 32
- “Attaching PDF Documents to Filings” on page 36
- “Checking the Service List for a Case” on page 39

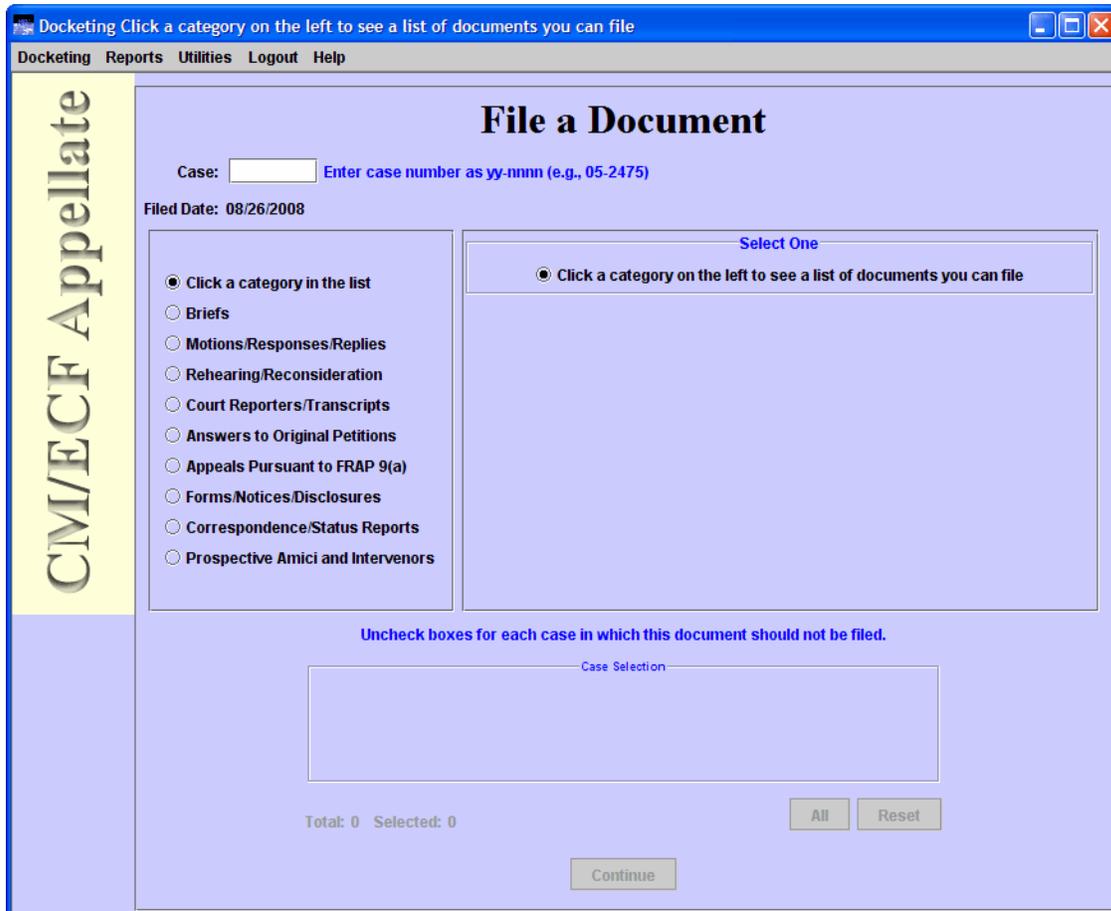
# Completing an Electronic Filing

You start the filing process by opening the File a Document window.

1. From the **Docketing** menu, choose **File a Document**.

The File a Document window, shown in Figure 12, opens.

Figure 12. File a Document Window



- In the **Case** field, type the number of the case for which you are entering the filing and press the Tab key.

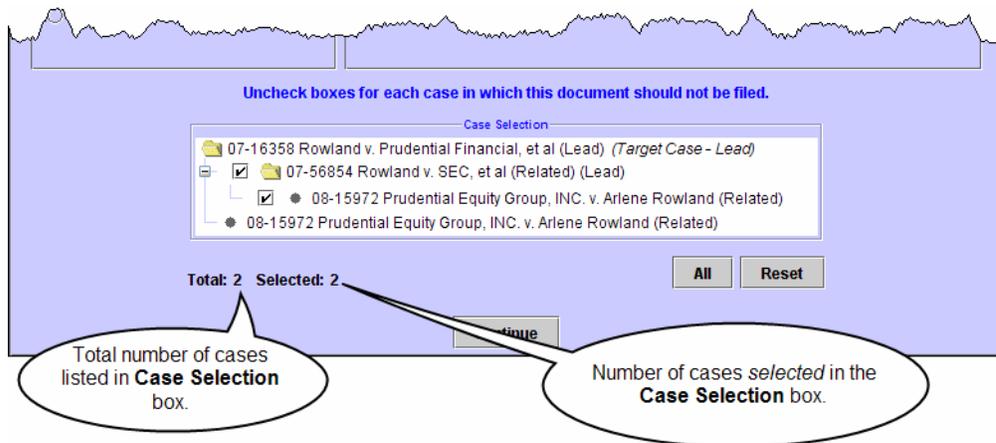
Notice that the case number and title now appear below the menu bar in the File a Document window. In addition, the case number and title appear in the **Case Selection** box in the lower part of the window. The highlighted areas in Figure 13 indicate where the case information appears.

**Figure 13.** File a Document Window With Case Information

- If other case numbers appear in the **Case Selection** box (an example is shown in Figure 14), make sure that you clear the checkboxes for those cases where you do not want to enter your filing.

**TIP:** To clear all the selections in the **Case Selection** box, click the **Reset** button.

**Figure 14.** Multiple Cases in Case Selection Box



You are now ready to find the filing type so you can enter your filing.

4. Use the information in “[Finding and Selecting the Filing Type](#)” on page 30 to make your selections to identify the type of filing you are entering.
5. Click the **Continue** button.

Depending on the type of filing you selected, a warning dialog box may open. If this happens, carefully review the information in the dialog box, select the appropriate checkboxes, and click the **OK** button.

A screen opens where you enter details about the filing.

6. Use the information in the topics below to determine how to complete the different areas in the screen.
  - “[Selecting the Filing Party](#)” on page 31
  - “[Selecting Reliefs for a Filing](#)” on page 32
  - “[Selecting Related Previous Entries for a Filing](#)” on page 34
  - “[Attaching PDF Documents to Filings](#)” on page 36
  - “[Checking the Service List for a Case](#)” on page 39

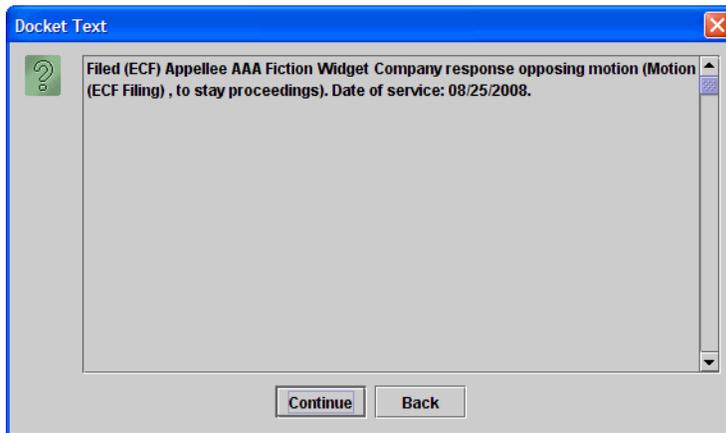
7. After you complete information in a details screen, click the **Continue** button.

If more information is needed for the filing, another details screen opens. In this case, fill in the necessary information and click the **Continue** button again.

When you have entered all the information for the filing, and you have clicked the **Continue** button, the Docket Text dialog box opens. An example of the Docket Text dialog box, for a response opposing a motion, is shown in [Figure 15](#).

The Docket Text dialog box shows you the text of the entry as it will appear on the docket once you complete the filing. You **cannot** change the text in this dialog box.

**Figure 15.** Docket Text Dialog Box

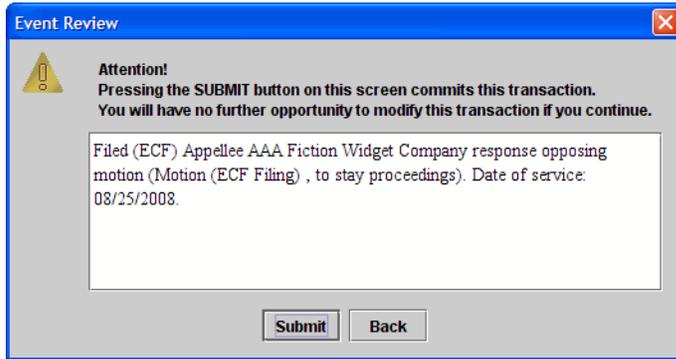


**TIP:** If you realize that you need to make changes to the filing, you can click the **Back** button to step back in the filing.

8. Click the **Continue** button.

The Event Review dialog box opens. Even though the background of the window is white, you **cannot** change the text in this dialog box. An example of the Event Review dialog box is shown in Figure 16.

**Figure 16.** Event Review Dialog Box



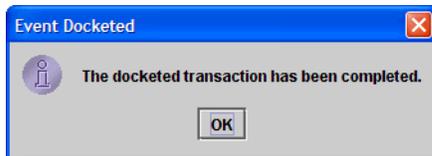
**CAUTION:** This is the “point of no return.”

**TIP:** If you realize that you need to make changes to the filing, you can click the **Back** button to step back in the filing.

9. Click the **Submit** button to confirm your filing.

The Event Docketed message dialog box, shown in Figure 17, opens.

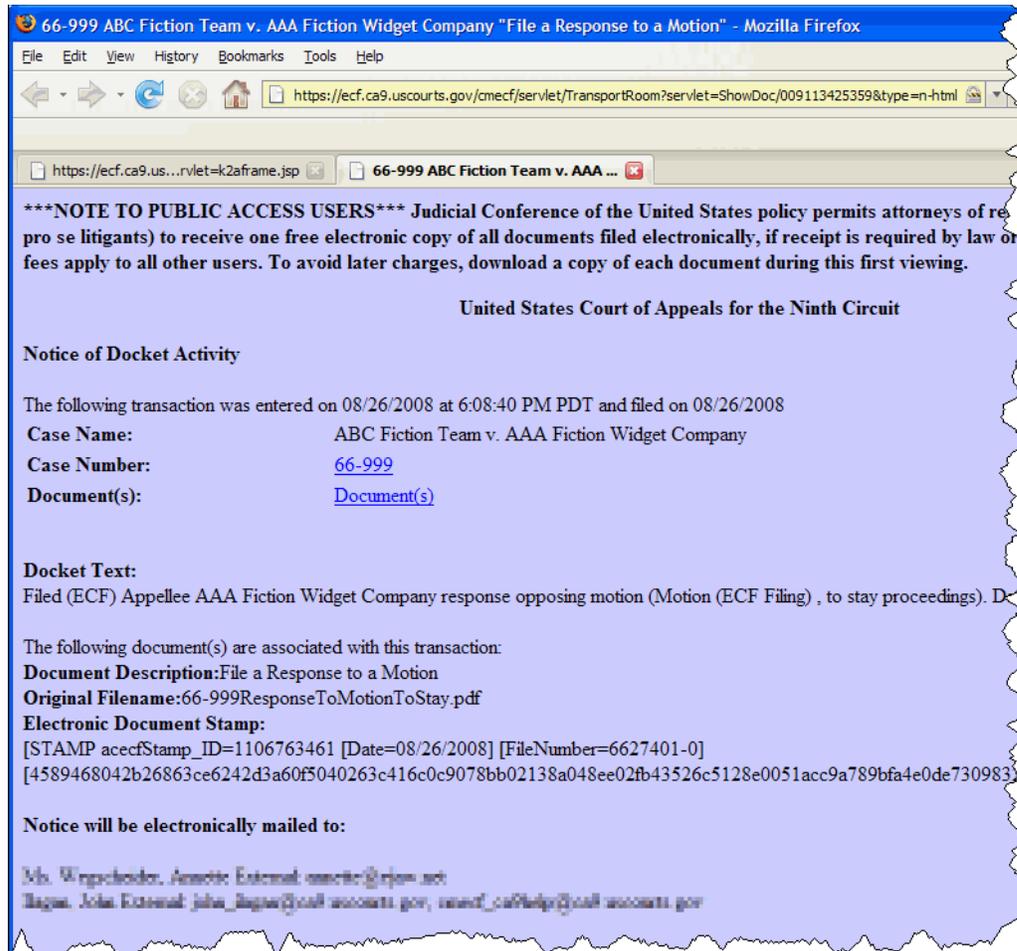
**Figure 17.** Event Docketed Dialog Box



10. Click the **OK** button.

A browser window opens with the notice of docket activity for your filing. An example of a browser window with a notice of docket activity is shown in [Figure 18](#).

**Figure 18.** Notice of Docket Activity for Filing



This completes the filing process.

## Finding and Selecting the Filing Type

The File a Document window has two areas that let you select the type of filing. Those areas are highlighted in Figure 19. This document refers to the area on the left as the **categories** list, and the area on the right as the **filing types** list. The **filing types** list is labeled **Select One**.

When you click a category in the **categories** list, a list of filing types appears in the area labeled **Select One**.

For example, to file a response to a motion, you would select the **Motions/Responses/Replies** radio button in the **categories** list, and then select the **File a Response to a Motion** in the filing types list.

Figure 19. Filing Type

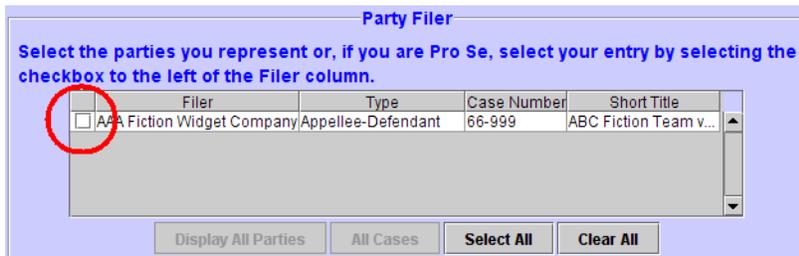
The screenshot shows a web application window titled "Docketing File a Response to a Motion". The main heading is "File a Document". On the left, there is a vertical sidebar labeled "CM/ECF Appellate". The "Categories list" on the left contains several radio button options, with "Motions/Responses/Replies" selected. The "Filing types list" on the right, under the heading "Select One", contains a list of filing types, with "File a Response to a Motion" selected. Below the lists, there is a "Case Selection" section with a dropdown menu showing "66-999 ABC Fiction Team v. AAA Fiction Widget Company (Target Case)". At the bottom, there are buttons for "All", "Reset", and "Continue".

## Selecting the Filing Party

When you file a document, you will have to identify the parties that you represent in the appeal. If you are a pro se filer, you must identify yourself at this stage of the process. You identify the parties in the **Party Filer** area. The **Party Filer** area shows a list of all the parties you represent in a case. If you are a pro se filer, your name will appear in this area.

Figure 20 shows an example of the **Party Filer** area without any selections. To select an entry, you must click the checkbox to the left of the **Filer** column. When a filer is selected, a checkmark appears in the checkbox and the row is highlighted, as shown in Figure 21.

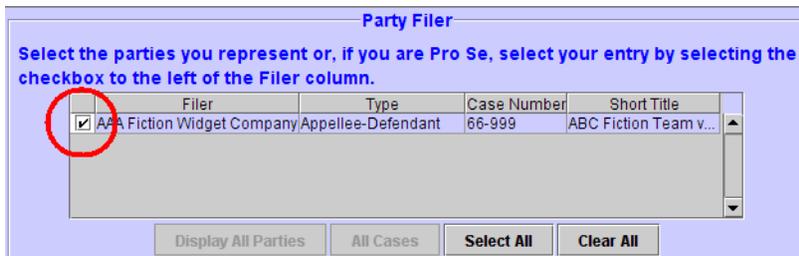
Figure 20. Party Filer Area - No Selections



The screenshot shows a window titled "Party Filer" with a blue header. Below the header is a blue instruction box: "Select the parties you represent or, if you are Pro Se, select your entry by selecting the checkbox to the left of the Filer column." Below this is a table with the following columns: Filer, Type, Case Number, and Short Title. The first row contains the text "AAA Fiction Widget Company", "Appellee-Defendant", "66-999", and "ABC Fiction Team v...". A red circle highlights the empty checkbox in the Filer column. Below the table are four buttons: "Display All Parties", "All Cases", "Select All", and "Clear All".

Filer	Type	Case Number	Short Title
<input type="checkbox"/> AAA Fiction Widget Company	Appellee-Defendant	66-999	ABC Fiction Team v...

Figure 21. Party Filer Area - Selection Made



The screenshot shows the same "Party Filer" window as Figure 20, but with the checkbox in the Filer column of the first row checked. A red circle highlights the checked checkbox. The row is highlighted in light blue.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> AAA Fiction Widget Company	Appellee-Defendant	66-999	ABC Fiction Team v...

**TIP:** You can use the **Select All** and **Clear All** buttons to select or clear all the entries in the list in the **Party Filer** area.

## Selecting Reliefs for a Filing

When you file a motion, you must select at least one relief. A relief describes your motion for the Court. You select reliefs in the **Relief** area.

Figure 22 shows an example of the **Relief** area without any selections.

Figure 22. Relief Area - No Selections

The screenshot shows a web interface titled "Relief". At the top, there are instructions: "Use the drop-down lists to find the relief then click Apply to select a relief. Repeat as needed for each relief. Use the Up and Down buttons to reorder selected reliefs." Below the instructions, there are two drop-down menus: "Category" with "(all reliefs)" selected and "Description" which is empty. To the right of these menus is an "Apply" button. Below this is a section titled "Selected Reliefs" which contains a table with two columns: "Entry" and "Cases". The table is currently empty. To the right of the table are four buttons: "Up", "Down", "Remove", and "Clear All". Below these buttons, it says "Total: 0".

### To select a relief

1. From the **Category** drop-down list, select a category of reliefs.

Selecting a value from the **Category** drop-down list filters the values available in the **Description** drop-down list. An example of the **Category** drop-down list, in expanded state, is shown in Figure 23.

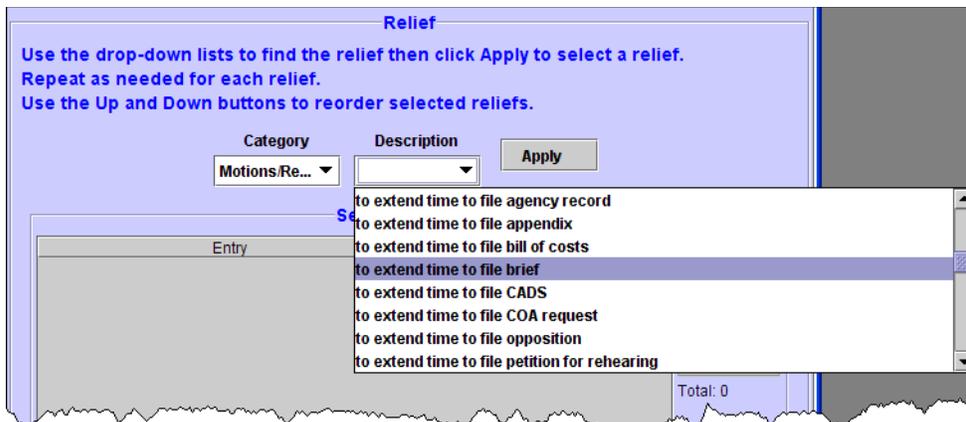
Figure 23. Relief Area - Category Drop-Down List

This screenshot is similar to Figure 22 but shows the "Category" drop-down list expanded. The "Category" menu now shows a list of options: "(all reliefs)", "Motions/Responses/Replies", and "Reliefs". The "Description" menu remains empty. The "Apply" button and the "Selected Reliefs" table are also visible, though the table is still empty. The "Up", "Down", "Remove", and "Clear All" buttons are also present, along with the "Total: 0" indicator.

- From the **Description** drop-down list, select a relief.

An example of the **Description** drop-down list, in expanded state, is shown in [Figure 24](#).

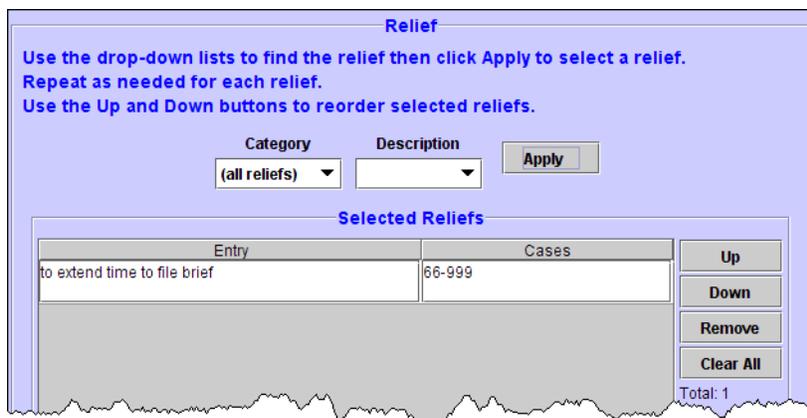
**Figure 24.** Relief Area - Description Drop-Down List



- Click the **Apply** button.

Your selection now appears in the Selected Reliefs list, as shown in [Figure 25](#).

**Figure 25.** Relief Area - Relief Selected



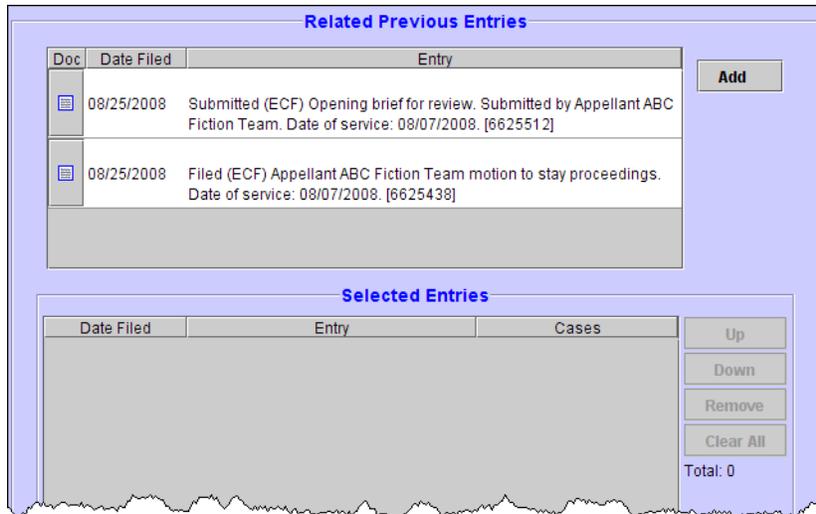
**TIP:** You can use the **Remove** button to remove one selected entry, or the **Clear All** button to clear all the entries in the list.

## Selecting Related Previous Entries for a Filing

In some types of filings, such as responses, you may be required to select the entry to which your filing applies. You do this using the **Related Previous Entries** area.

Figure 22 shows an example of the **Related Previous Entries** area without any selections. You can click the document icon in the **Doc** column to see the document that is attached to the entry on the Court's docket. You may have to log in to PACER if you are not already logged in.

Figure 26. Related Previous Entries Area - No Selections

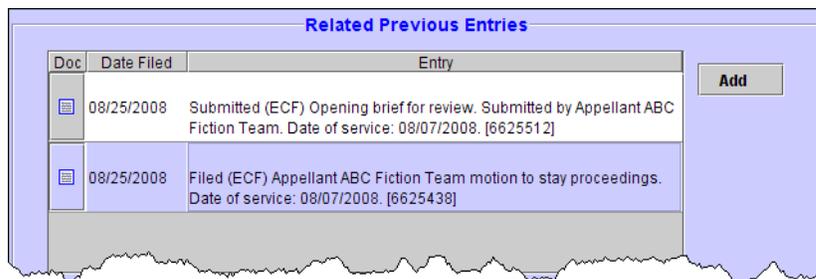


### To select a previous entry

1. In the list of entries, click the entry to which your filing applies.

The system highlights your selection. In Figure 27, the second entry in the list is highlighted.

Figure 27. Related Previous Entries Area - Entry Highlighted



2. Click the **Add** button.

The system adds your selection to the **Selected Entries** list. An example is shown in [Figure 28](#).

**Figure 28.** Related Previous Entries Area - Selected Entries List

The screenshot displays a web interface with two main sections. The top section, titled "Related Previous Entries", contains a table with columns "Doc", "Date Filed", and "Entry". It lists two entries, both dated 08/25/2008. The first entry is "Submitted (ECF) Opening brief for review. Submitted by Appellant ABC Fiction Team. Date of service: 08/07/2008. [6625512]". The second entry is "Filed (ECF) Appellant ABC Fiction Team motion to stay proceedings. Date of service: 08/07/2008. [6625438]". To the right of this table is an "Add" button. The bottom section, titled "Selected Entries", contains a table with columns "Date Filed", "Entry", and "Cases". It shows one entry dated 08/25/2008: "Filed (ECF) Appellant ABC Fiction Team motion to stay proceedings. Date of". To the right of this table are buttons for "Up", "Down", "Remove", and "Clear All", along with a "Total: 1" indicator.

Doc	Date Filed	Entry
	08/25/2008	Submitted (ECF) Opening brief for review. Submitted by Appellant ABC Fiction Team. Date of service: 08/07/2008. [6625512]
	08/25/2008	Filed (ECF) Appellant ABC Fiction Team motion to stay proceedings. Date of service: 08/07/2008. [6625438]

**Selected Entries**

Date Filed	Entry	Cases
08/25/2008	Filed (ECF) Appellant ABC Fiction Team motion to stay proceedings. Date of	66-999

Buttons: Up, Down, Remove, Clear All  
Total: 1

**TIP:** You can use the **Remove** button to remove one selected entry, or the **Clear All** button to clear all the entries in the list.

## Attaching PDF Documents to Filings

In ECF, you must always attach a PDF when you file a document. You attach documents to an event using the **PDF Document** area, shown in [Figure 29](#).

**Figure 29.** PDF Document Area

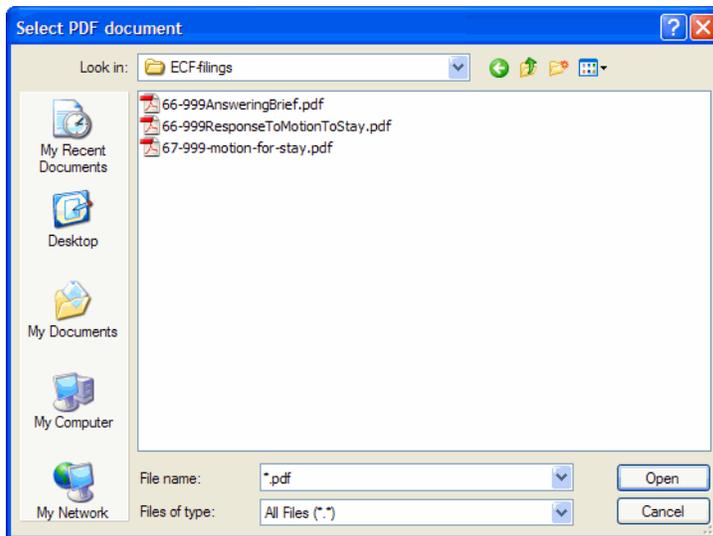


### *To attach a document*

1. In the **PDF Document** area, click the **Browse** button.

The Select PDF document dialog box opens. An example of this dialog box is shown in [Figure 30](#). By default, the Select PDF document dialog box points to the last location you accessed to attach documents from within ECF.

**Figure 30.** Select PDF document Dialog Box

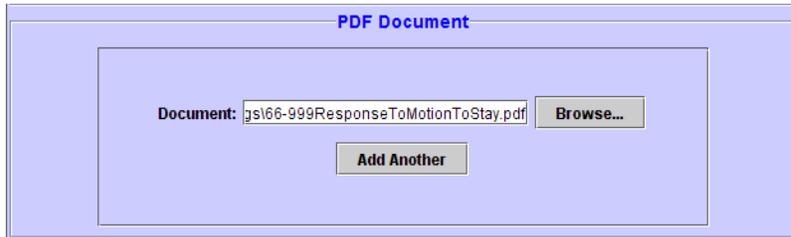


2. Navigate to and select the PDF file you want to attach.

3. Click the **OK** button.

The Select PDF document dialog box closes and ECF shows the file you selected, with the full path, in the **Document** field. An example is shown in [Figure 31](#).

**Figure 31.** PDF Document Area With One Document Selected



The screenshot shows a light blue rectangular area titled "PDF Document". Inside this area, there is a white rectangular box containing a "Document:" label followed by a text input field containing the file path "jsl66-999ResponseToMotionToStay.pdf". To the right of the input field is a "Browse..." button. Below the input field and button is an "Add Another" button.

4. To attach another document, such as the certificate of service, click the **Add Another** button.

The **PDF Document** area expands to include another **Document** field, another **Browse** button, and a **Description** field, as shown in [Figure 32](#).

**Figure 32.** PDF Document Area After Clicking Add Another



The screenshot shows the same light blue "PDF Document" area. The white box now contains two rows of input fields. The top row is identical to Figure 31, with "Document:" and "jsl66-999ResponseToMotionToStay.pdf" in the input field, and a "Browse..." button. The second row has "Document:" followed by an empty input field, a "Browse..." button, and "Description:" followed by an empty input field. Below these two rows is an "Add Another" button.

5. Click the **Browse** button that was just added.
6. In the Select PDF document dialog box, navigate to and select the next PDF file you want to attach.
7. Click the **OK** button.
8. In the **Description** field next to the file that you just added, type a description for the attachment.

**TIP:** If you attached a certificate of service, you could type Certificate of Service, as shown in the example in [Figure 33](#).

**Figure 33.** PDF Document Area With Description Field Completed For Standard Form

The screenshot shows a 'PDF Document' section with the following elements:

- Document:  - Document:   Description:
-

9. To attach another document, return to [Step 4](#) on page 37.

---

## Checking the Service List for a Case

Before you file a document, make sure you review the service list for the case or cases so you know which attorneys or parties to serve by US Mail.

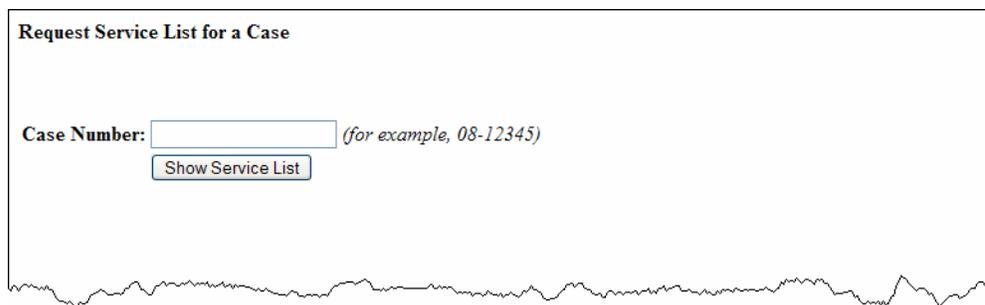
You can check the service list for a case at any time.

### **To check the service list for a case**

1. From the **Reports** menu, choose **Service List**.

A new browser window opens. An example of what appears in the page is shown in [Figure 34](#).

**Figure 34.** Request Service List Page



Request Service List for a Case

Case Number:  (for example, 08-12345)

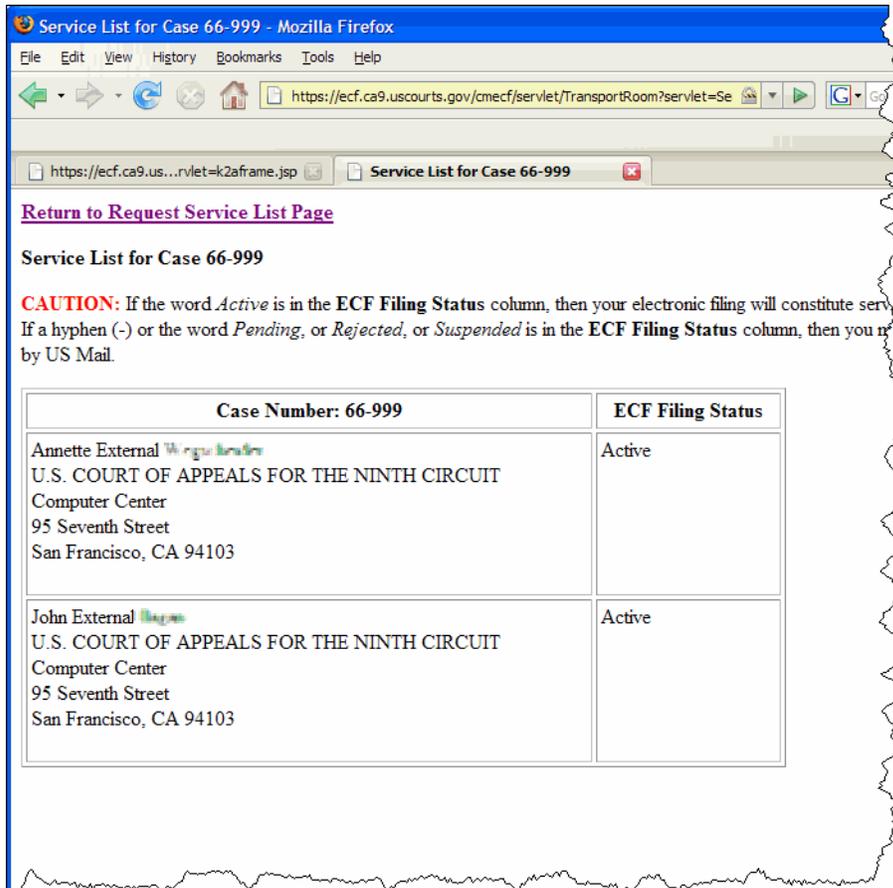
Show Service List

2. In the **Case Number** field, type the case number.

3. Click the **Show Service List** button.

The service list for the case is shown in the browser window. An example of the report is shown in Figure 35.

Figure 35. Service List for a Case



- If the word *Active* is in the **ECF Filing Status** column, then your electronic filing will constitute service to the party.
- If a hyphen (-) or the word *Pending*, or *Rejected*, or *Suspended* is in the **ECF Filing Status** column, then you must service this party by US Mail.

---

# 3 Submitting a Brief for Review by the Court

---

Before you start, make sure you review the information in “[An Overview of Filing](#)” on page 23, to familiarize yourself with the process of filing something in ECF.

Follow the instructions in this topic to submit a brief for review by the Court.

1. In the Startup Page window, from the menu bar, choose **Docketing > File a Document**.

The File a Document window opens.

2. In the upper part of the window, in the **Case** field, type the case number and press the **Tab** key.

**TIP:** Notice that the case number and title now appear below the menu bar in the File a Document window. In addition, the case number and title appear in the Case Selection box in the lower part of the window.

3. In the categories list, select the **Briefs** radio button.

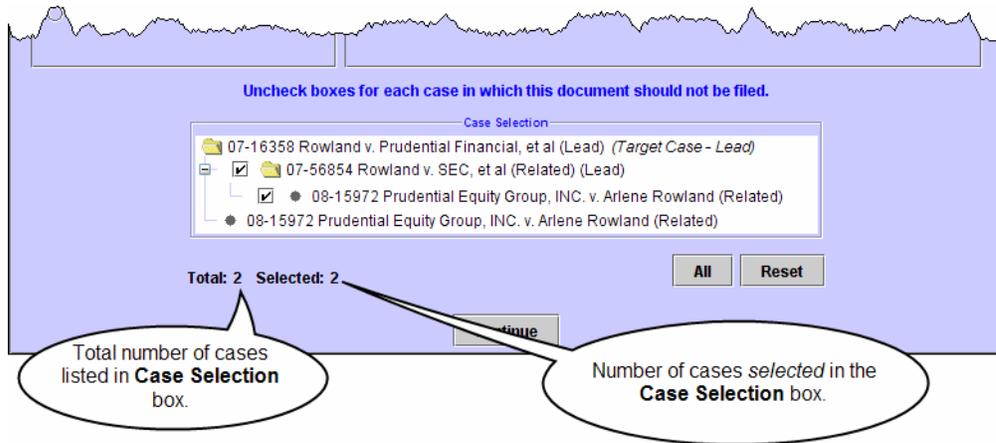
The right part of the window is updated to show a list of possible filings in the **Briefs** category.

4. In the list labeled **Select One**, select the **Submit Brief for Review by the Court** radio button.

5. If other case numbers appear in the **Case Selection** box (an example is shown in [Figure 36](#)), make sure that you clear the checkboxes for those cases where you do not want to enter your filing.

**TIP:** To clear all the selections in the **Case Selection** box, click the **Reset** button.

**Figure 36.** Multiple Cases in Case Selection Box

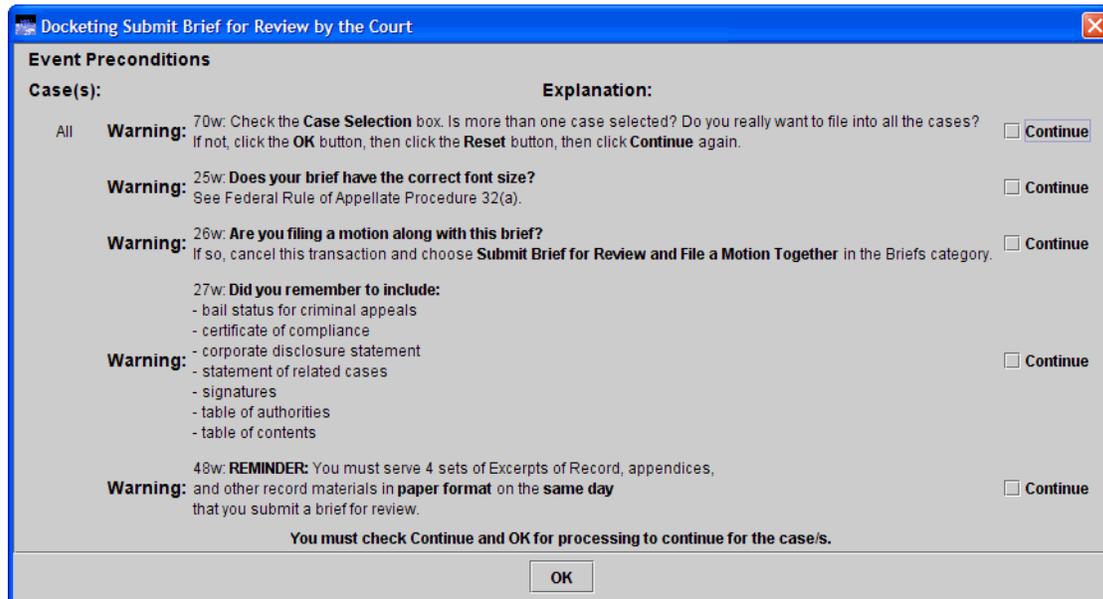


**NOTE:** No matter what type of association is shown in parentheses next to the additional cases, if a case is selected, the filing will be done in the case.

6. Click the **Continue** button.

A dialog box opens with a number of warnings. An example of that dialog box is shown in [Figure 37](#).

**Figure 37.** Submit Brief for Review by the Court - Warning Dialog Box



---

7. For each warning message, read the warning, and select the **Continue** checkbox button on the right to confirm that you have read the message.

8. When you have selected all the **Continue** checkboxes, click the **OK** button.

A screen opens where you must enter additional information about the brief that you are submitting.

9. In the **Party Filer** area, select the party or parties you represent by selecting the checkbox to the left of the **Filer** column.

**NOTE:** If you are a Pro Se filer, select your name in the list.

See [“Selecting the Filing Party” on page 31](#) for step-by-step instructions.

10. From the **Type of Brief** drop-down list, select the correct value.

11. In the **Service Date** field, type the date of service.

**TIP:** Remember to review the service list for the case by choosing **Reports > Service List**. Follow the step-by-step instructions in [“Checking the Service List for a Case” on page 39](#).

12. In the **PDF Document** area, click the **Browse** button to navigate to and select the PDF document of your brief.

13. If your certificate of service is a separate document, do the following:

a. In the **PDF Document** area, click the **Add Another** button.

b. Click the **Browse** button to navigate to and select the PDF document of the certificate of service.

c. In the **Description** field, type `Certificate of Service`.

For step-by-step instructions, see [“Attaching PDF Documents to Filings” on page 36](#).

14. Click the **Continue** button at the bottom of the screen.

The Docket Text dialog box opens. This dialog box shows you the text of the entry as it will appear on the docket once you complete the filing. You **cannot** change the text in this dialog box.

15. Click the **Continue** button.

The Event Review dialog box opens. Even though the background of the window is white, you **cannot** change the text in this dialog box.

**CAUTION:** This is the “point of no return.”

16. Click the **Submit** button to confirm your filing.

The Event Docketed message dialog box opens.

17. Click the **OK** button.

A browser window opens with the notice of docket activity for your filing.

---

# 4 Filing a Motion

---

Before you start, make sure you review the information in “[An Overview of Filing](#)” on page 23, to familiarize yourself with the process of filing something in ECF.

Follow the instructions in this topic to file a motion.

1. In the Startup Page window, from the menu bar, choose **Docketing > File a Document**.

The File a Document window opens.

2. In the upper part of the window, in the **Case** field, type the case number and press the **Tab** key.

**TIP:** Notice that the case number and title now appear below the menu bar in the File a Document window. In addition, the case number and title appear in the Case Selection box in the lower part of the window.

3. In the categories list, select the **Motions/Responses/Replies** radio button.

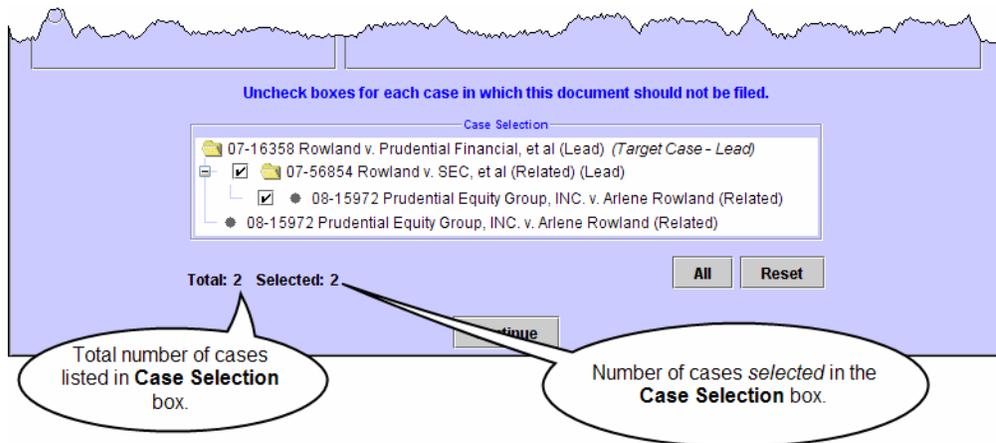
The right part of the window is updated to show a list of possible filings in the **Motions/Responses/Replies** category.

4. In the list labeled **Select One**, select the **File a Motion** radio button.

5. If other case numbers appear in the **Case Selection** box (an example is shown in [Figure 38](#)), make sure that you clear the checkboxes for those cases where you do not want to enter your filing.

**TIP:** To clear all the selections in the **Case Selection** box, click the **Reset** button.

**Figure 38.** Multiple Cases in Case Selection Box



**NOTE:** No matter what type of association is shown in parentheses next to the additional cases, if a case is selected, the filing will be done in the case.

6. Click the **Continue** button.

A screen opens where you must enter additional information about the filing.

7. In the **Party Filer** area, select the party or parties you represent by selecting the checkbox to the left of the **Filer** column.

**NOTE:** If you are a Pro Se filer, select your name in the list.

See “[Selecting the Filing Party](#)” on page 31 for step-by-step instructions.

8. If this is not a standard motion, select a value from the **Modifier For Motion** drop-down list.

9. In the **Relief** area, select the relief that describes the motion.

See “[Selecting Reliefs for a Filing](#)” on page 32 for step-by-step instructions.

10. Click the **Continue** button.

Another screen opens where you must enter more information about the filing.

11. In the **Service Date** field, type the date of service.

**TIP:** Remember to review the service list for the case by choosing **Reports > Service List**. Follow the step-by-step instructions in “[Checking the Service List for a Case](#)” on page 39.

- 
12. In the **PDF Document** area, click the **Browse** button to navigate to and select the PDF document of your motion.
  13. If your certificate of service is a separate document, do the following:
    - a. In the **PDF Document** area, click the **Add Another** button.
    - b. Click the **Browse** button to navigate to and select the PDF document of the certificate of service.
    - c. In the **Description** field, type `Certificate of Service`.

For step-by-step instructions, see [“Attaching PDF Documents to Filings”](#) on page 36.

14. Click the **Continue** button at the bottom of the screen.

The Docket Text dialog box opens. This dialog box shows you the text of the entry as it will appear on the docket once you complete the filing. You **cannot** change the text in this dialog box.

15. Click the **Continue** button.

The Event Review dialog box opens. Even though the background of the window is white, you **cannot** change the text in this dialog box.

**CAUTION:** This is the “point of no return.”

16. Click the **Submit** button to confirm your filing.

The Event Docketed message dialog box opens.

17. Click the **OK** button.

A browser window opens with the notice of docket activity for your filing.



---

# 5 Working With Email Notices of Docket Activity

---

The topics below describe the notice of docket activity and explain how to save a copy of the documents attached to the notice.

- “What is in a Notice of Docket Activity?” on page 50
- “The Subject Line of a Notice of Docket Activity” on page 51
- “Document Links in a Notice of Docket Activity” on page 52

## What is in a Notice of Docket Activity?

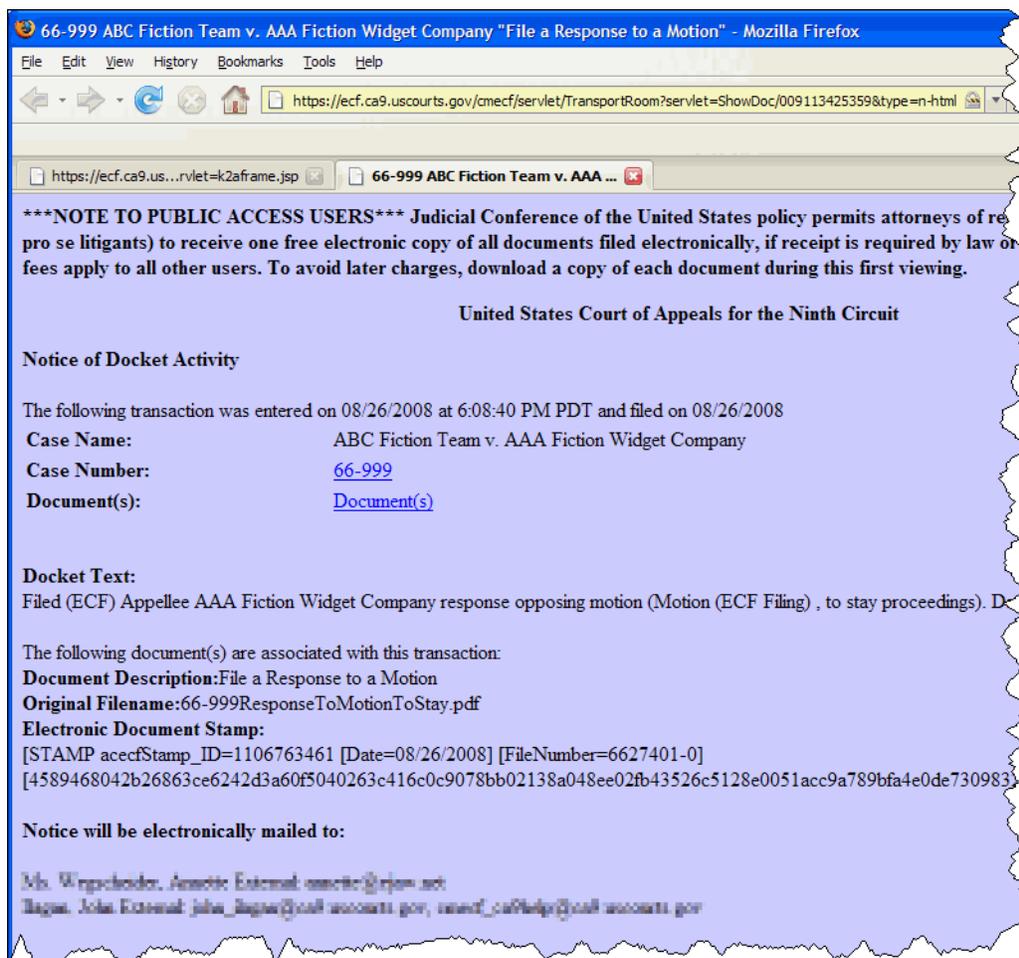
A notice of docket activity is a notice that is generated whenever something is entered on the docket of a case. The top of the notice contains a disclaimer stating that public users may view the notice information once free of charge (“one free look”). After that, a fee will be assessed.

**NOTE:** If you are not a party or attorney in a case, and you signed up to receive notices for cases of interest, the “one free look” does not apply.

The notice shows case information, docket text, the recipient names, and a hyperlink for the case number. In addition, the notice may include a link labeled **Document(s)**. If you are logged in to PACER, clicking the case number hyperlink takes you to the Docket Report window from where you can generate a docket report. “[Document Links in a Notice of Docket Activity](#)” on page 52 explains how the document links work.

An example of a browser window with a notice of docket activity is shown in [Figure 39](#).

**Figure 39.** Notice of Docket Activity for Filing



## The Subject Line of a Notice of Docket Activity

The subject line of a notice of docket activity shows the case number, the case title, and provides a short description of the activity that happened in the case.

*Even if the notice applies to several cases*, the subject line of a notice of docket activity only lists one case number! An example of this is a notice of oral argument. Usually, a notice of oral argument notice applies to all the cases that are scheduled to be heard on the same day, but only one case number will appear in the subject line of the notice of docket activity. The docket text includes information to let you know that you must open the documents attached to the notice to view details about your case. An example of docket text for a notice of oral argument is shown below.

```
Notice of Oral Argument on AUGUST Calendar. Please return
ACKNOWLEDGEMENT OF HEARING NOTICE form to: SEATTLE Office.
Attention: The Notice of Docket Activity may not list your case
number. Please open attached documents to view details about
your case. [07-30344, 07-30452, 07-30458, 07-30459, 07-35188,
07-35341, 07-35610, 07-35841, 07-35907]
```

## Document Links in a Notice of Docket Activity

A **Document(s)** link appears in the notice if one or more documents were attached to the activity in the docket.

You can click the **Document(s)** link to view the document or documents that were attached.

In ECF documents are attached in portable document format (PDF). This means that when you click a document link, the document opens in Adobe Reader or in another PDF-capable application on your system. For the purpose of this guide, we will assume that you are using Adobe Reader.

**NOTE:** If you are not a party or attorney in a case, and you signed up to receive notices for cases of interest, the “one free look” does not apply.

### *To save a copy of a document attached to a notice of docket activity*

1. In the notice of docket activity, click the **Document(s)** link.

**NOTE:** If more than one document is attached to the entry, a page opens with a number of links. There is one link for each attached document. In this case, click the link of the document that you want to open.

The document opens in your web browser or in a separate Adobe Reader window, depending on your settings.

2. Choose **File > Save As** (or **Save A Copy**, if **Save As** is not shown).

-or-

Click the **Save a Copy** button in the toolbar.

3. In the Save As dialog box, enter the file name and location, and click the **Save** button.

---

# 6 Filing Categories and Types of Motions

---

This chapter provides a complete list of the ECF filing categories and types of motions you can file.

- “Briefs” on page 54
- “Motions/Responses/Replies” on page 55
- “Rehearing/Reconsideration” on page 59
- “Court Reporters/Transcripts” on page 60
- “Answers to Original Petitions” on page 61
- “Appeals Pursuant to FRAP 9(a)” on page 62
- “Forms/Notices/Disclosures” on page 63
- “Correspondence/Status Reports” on page 64
- “Prospective Amici and Intervenors” on page 65

## Briefs

An example of part of the File a Document window with the **Briefs** category selected is shown in Figure 40.

**Figure 40.** Filing Category: Briefs

<ul style="list-style-type: none"> <li><input type="radio"/> Click a category in the list</li> <li><input checked="" type="radio"/> <b>Briefs</b></li> <li><input type="radio"/> Motions/Responses/Replies</li> <li><input type="radio"/> Rehearing/Reconsideration</li> <li><input type="radio"/> Court Reporters/Transcripts</li> <li><input type="radio"/> Answers to Original Petitions</li> <li><input type="radio"/> Appeals Pursuant to FRAP 9(a)</li> <li><input type="radio"/> Forms/Notices/Disclosures</li> <li><input type="radio"/> Correspondence/Status Reports</li> <li><input type="radio"/> Prospective Amici and Intervenors</li> </ul>	<p style="text-align: center; color: blue;">Select One</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Click an entry below, then click the Continue button</li> <li><input type="radio"/> Submit Brief for Review by the Court</li> <li><input type="radio"/> Submit Brief for Review and File a Motion Together</li> <li><input type="radio"/> File a Citation of Supplemental Authorities (FRAP 28(j) Letters)</li> <li><input type="radio"/> File a Notice of Joint Brief Under 9th Cir. R. 28-4 (Form 7)</li> </ul>
--	--

- Submit Brief for Review by the Court
- Submit Brief for Review and File a Motion Together  
For a list of the types of motions that you can file, see [“Types of Motions Available When Submitting a Brief and Filing a Motion Together,”](#) below.
- File a Citation of Supplemental Authorities (FRAP 28(j) Letters)
- File a Notice of Joint Brief Under 9th Cir. R. 28-4 (Form 7)

## Types of Motions Available When Submitting a Brief and Filing a Motion Together

You select the type of motion using the **Relief** area. [“Selecting Reliefs for a Filing”](#) on page 32 provides step-by-step instructions on how to use the **Relief** area.

- motion to file a late brief
- motion to file nonstandard brief
- motion to file oversized brief
- motion to reinstate case
- motion to withdraw as counsel

## Motions/Responses/Replies

An example of part of the File a Document window with the **Motions/Responses/Replies** category selected is shown in [Figure 41](#).

**Figure 41.** Filing Category: Motions/Responses/Replies

The screenshot shows a software interface for filing documents. It is divided into two main sections. The left section is a list of categories, each with a radio button. The 'Motions/Responses/Replies' category is selected. The right section is titled 'Select One' and contains a list of specific filing options, each with a radio button. The first option, 'Click an entry below, then click the Continue button', is selected.

Category	Sub-category
<input type="radio"/> Click a category in the list	
<input type="radio"/> Briefs	
<input checked="" type="radio"/> <b>Motions/Responses/Replies</b>	<input checked="" type="radio"/> Click an entry below, then click the Continue button <input type="radio"/> File a Motion <input type="radio"/> File a Response to a Motion <input type="radio"/> File a Reply to a Response to a Motion <input type="radio"/> File a Response to an Order to Show Cause <input type="radio"/> File a Reply to a Response to an Order to Show Cause <input type="radio"/> File a Motion for Reconsideration from Dispositive Order <input type="radio"/> File a Motion for Reconsideration from Non-Dispositive Order <input type="radio"/> Submit Brief for Review and File a Motion Together <input type="radio"/> File a Court Reporter Motion <input type="radio"/> File an Answer to an Original Petition
<input type="radio"/> Rehearing/Reconsideration	
<input type="radio"/> Court Reporters/Transcripts	
<input type="radio"/> Answers to Original Petitions	
<input type="radio"/> Appeals Pursuant to FRAP 9(a)	
<input type="radio"/> Forms/Notices/Disclosures	
<input type="radio"/> Correspondence/Status Reports	
<input type="radio"/> Prospective Amici and Intervenors	

- File a Motion  
For a list of the types of motions that you can file, see [“Types of Motions Available When Filing a Motion”](#) on page 56.
  - File a Response to a Motion
  - File a Reply to a Response to a Motion
  - File a Response to an Order to Show Cause
  - File a Reply to a Response to an Order to Show Cause
  - File a Motion for Reconsideration from Dispositive Order
  - File a Motion for Reconsideration from Non-Dispositive Order
  - Submit Brief for Review and File a Motion Together  
See [“Briefs”](#) on page 54 for additional information.
  - File a Court Reporter Motion  
See [“Court Reporters/Transcripts”](#) on page 60 for additional information.
- NOTE:** Court reporters will not be able to register until early November 2008, at which time the Court will send a notice to all court reporters with instructions on how to register.
- File an Answer to an Original Petition

## Types of Motions Available When Filing a Motion

You select the type of motion using the **Relief** area. “Selecting Reliefs for a Filing” on page 32 provides step-by-step instructions on how to use the **Relief** area.

- motion for 46-5 exemption
- motion for appointment of counsel
- motion for appointment of pro bono counsel
- motion for attorney fees
- motion for bail pending appeal or trial
- motion for certificate of appealability
- motion for certification to state supreme court
- motion for injunction pending appeal
- motion for sanctions
- motion for summary affirmance
- motion for summary disposition
- motion for summary reversal
- motion to assign case to prior panel
- motion to compel supplementation of excerpts of record
- motion to complete production of reporters transcript at government expense
- motion to consolidate cases
- motion to continue hearing
- motion to dismiss case for failure to prosecute under Circuit Rule 42-1
- motion to dismiss for lack of jurisdiction
- motion to dismiss party from case
- motion to dismiss the case
- motion to dismiss the case pursuant to rule 42b
- motion to expedite case
- motion to extend time to comply with order
- motion to extend time to file CADS

- motion to extend time to file COA request
- motion to extend time to file agency record
- motion to extend time to file appellant designation of reporters transcript
- motion to extend time to file appellee designation of reporters transcript
- motion to extend time to file appendix
- motion to extend time to file bill of costs
- motion to extend time to file brief
- motion to extend time to file opposition
- motion to extend time to file petition for rehearing
- motion to extend time to file record on appeal
- motion to extend time to file response
- motion to file addendum
- motion to file appendix
- motion to file joint brief
- motion to file late opposition (to file motion and opposition together)
- motion to file late petition for rehearing (to file motion and petition for rehearing together)
- motion to file oversized petition for rehearing
- motion to file supplemental brief
- motion to file supplemental briefing for petition for rehearing
- motion to file supplemental excerpts of record
- motion to hear case with other case
- motion to join in existing brief
- motion to lift stay
- motion to present oral argument by video
- motion to proceed in forma pauperis
- motion to recall mandate
- motion to refer case to mediation
- motion to reinstate case

- motion to remand case
- motion to request publication of memorandum disposition
- motion to reschedule oral argument
- motion to stay lower court action
- motion to stay proceedings
- motion to stay proceedings pending settlement
- motion to stay removal/deportation
- motion to stay the mandate
- motion to strike portion or whole of document
- motion to submit case on briefs
- motion to substitute counsel
- motion to substitute party
- motion to supplement or amend Civil Appeals Docketing Statement
- motion to supplement or amend designation of reporters transcript
- motion to supplement record on appeal
- motion to take judicial notice
- motion to transfer appeal to other circuit
- motion to unseal document
- motion to waive filing of CADs
- motion to waive filing of excerpts of record
- motion to withdraw as counsel

## Rehearing/Reconsideration

An example of part of the File a Document window with the **Rehearing/Reconsideration** category selected is shown in Figure 42.

**Figure 42.** Filing Category: Rehearing/Reconsideration

The screenshot shows a software interface for filing a document. On the left, there is a vertical list of categories, each with a radio button. The 'Rehearing/Reconsideration' category is selected, indicated by a filled radio button and a blue highlight. On the right, there is a 'Select One' dropdown menu. The first option in this menu is selected with a filled radio button. Below the dropdown menu, there is a large empty rectangular area.

<ul style="list-style-type: none"><li><input type="radio"/> Click a category in the list</li><li><input type="radio"/> Briefs</li><li><input type="radio"/> Motions/Responses/Replies</li><li><input checked="" type="radio"/> Rehearing/Reconsideration</li><li><input type="radio"/> Court Reporters/Transcripts</li><li><input type="radio"/> Answers to Original Petitions</li><li><input type="radio"/> Appeals Pursuant to FRAP 9(a)</li><li><input type="radio"/> Forms/Notices/Disclosures</li><li><input type="radio"/> Correspondence/Status Reports</li><li><input type="radio"/> Prospective Amici and Intervenors</li></ul>	<p style="text-align: center;">Select One</p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> Click an entry below, then click the Continue button</li><li><input type="radio"/> File a Petition for Panel Rehearing (FRAP 40; 9th Cir. R. 40-1)</li><li><input type="radio"/> File a Combination Petition for Panel Rehearing/En Banc (FRAP 35, 40)</li><li><input type="radio"/> File a Petition for Rehearing En Banc (FRAP 35; 9th Cir. R. 35-1)</li><li><input type="radio"/> File an Answer or Response to a Petition for Rehearing/En Banc</li><li><input type="radio"/> File a Motion for Reconsideration from Dispositive Order</li><li><input type="radio"/> File a Motion for Reconsideration from Non-Dispositive Order</li></ul>
--	--

- File a Petition for Panel Rehearing (FRAP 40; 9th Cir. R. 40-1)
- File a Combination Petition for Panel Rehearing/En Banc (FRAP 35, 40)
- File a Petition for Rehearing En Banc (FRAP 35; 9th Cir. R. 35-1)
- File an Answer or Response to a Petition for Rehearing/En Banc
- File a Motion for Reconsideration from Dispositive Order
- File a Motion for Reconsideration from Non-Dispositive Order

## Court Reporters/Transcripts

**NOTE:** Court reporters will not be able to register until early November 2008, at which time the Court will send a notice to all court reporters with instructions on how to register.

An example of part of the File a Document window with the **Court Reporters/Transcripts** category selected is shown in [Figure 43](#).

**Figure 43.** Filing Category: Court Reporters/Transcripts

- File a Court Reporter Motion  
For a list of the types of motions that you can file, see “[Types of Motions Available When Filing a Court Reporter Motion](#),” below.
- File Transcript Designation (9th Cir. R. 10-3)
- File Court Reporter Correspondence to Clerk Related to Pending Case

### Types of Motions Available When Filing a Court Reporter Motion

You select the type of motion using the **Relief** area. “[Selecting Reliefs for a Filing](#)” on page 32 provides step-by-step instructions on how to use the **Relief** area.

- motion to extend time to file reporters transcript

## Answers to Original Petitions

An example of part of the File a Document window with the **Answers to Original Petitions** category selected is shown in [Figure 44](#).

**Figure 44.** Filing Category: Answers to Original Petitions

The screenshot shows a window with a light blue background. On the left is a sidebar with a list of categories, each preceded by a radio button. The category 'Answers to Original Petitions' is selected, indicated by a filled radio button and a grey highlight. The main area on the right has a header 'Select One' in blue. Below it are two radio button options: 'Click an entry below, then click the Continue button' (selected) and 'File an Answer to an Original Petition'.

<ul style="list-style-type: none"><li><input type="radio"/> Click a category in the list</li><li><input type="radio"/> Briefs</li><li><input type="radio"/> Motions/Responses/Replies</li><li><input type="radio"/> Rehearing/Reconsideration</li><li><input type="radio"/> Court Reporters/Transcripts</li><li><input checked="" type="radio"/> <b>Answers to Original Petitions</b></li><li><input type="radio"/> Appeals Pursuant to FRAP 9(a)</li><li><input type="radio"/> Forms/Notices/Disclosures</li><li><input type="radio"/> Correspondence/Status Reports</li><li><input type="radio"/> Prospective Amici and Intervenors</li></ul>	<p style="text-align: center; color: blue;">Select One</p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> Click an entry below, then click the Continue button</li><li><input type="radio"/> File an Answer to an Original Petition</li></ul>
---	---

- File an Answer to an Original Petition

## Appeals Pursuant to FRAP 9(a)

An example of part of the File a Document window with the **Appeals Pursuant to FRAP 9(a)** category selected is shown in [Figure 45](#).

**Figure 45.** Filing Category: Appeals Pursuant to FRAP 9(a)

The screenshot shows a web interface for filing a document. On the left, there is a vertical list of filing categories, each with a radio button. The category 'Appeals Pursuant to FRAP 9(a)' is selected and highlighted with a blue background. On the right, there is a 'Select One' dropdown menu. The dropdown is open, showing four options: 'Click an entry below, then click the Continue button' (selected), 'File a FRAP 9(a) Memorandum', 'File a Response to a FRAP 9(a) Memorandum', and 'File a Reply to a Response to a FRAP 9(a) Memorandum'.

- File a FRAP 9(a) Memorandum
- File a Response to a FRAP 9(a) Memorandum
- File a Reply to a Response to a FRAP 9(a) Memorandum

## Forms/Notices/Disclosures

An example of part of the File a Document window with the **Forms/Notices/Disclosures** category selected is shown in Figure 46.

**TIP:** You can download fill-in forms from the Court’s website.

Go to <http://www.ca9.uscourts.gov/>, click the **Downloads** link, then click the arrow icon to the left of **Forms and Guidelines**. You must have Adobe Acrobat to save a fill-in form. If you do not have Adobe Acrobat, fill in the form, print the form, and then scan it so you can attach it to your filing.

**Figure 46.** Filing Category: Forms/Notices/Disclosures

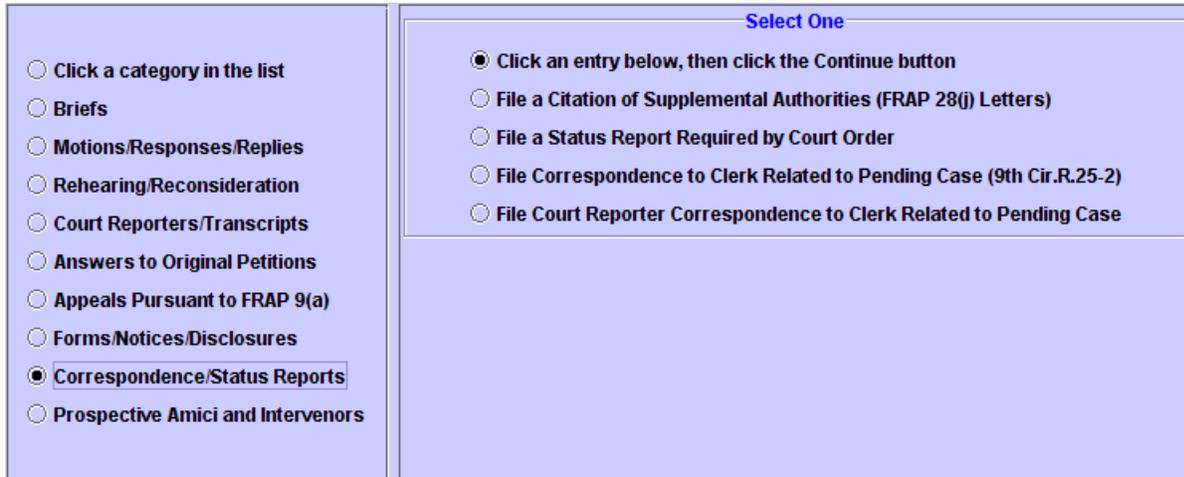
<ul style="list-style-type: none"> <li><input type="radio"/> Click a category in the list</li> <li><input type="radio"/> Briefs</li> <li><input type="radio"/> Motions/Responses/Replies</li> <li><input type="radio"/> Rehearing/Reconsideration</li> <li><input type="radio"/> Court Reporters/Transcripts</li> <li><input type="radio"/> Answers to Original Petitions</li> <li><input type="radio"/> Appeals Pursuant to FRAP 9(a)</li> <li><input checked="" type="radio"/> <b>Forms/Notices/Disclosures</b></li> <li><input type="radio"/> Correspondence/Status Reports</li> <li><input type="radio"/> Prospective Amici and Intervenor</li> </ul>	<p style="text-align: center; color: blue;">Select One</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> <b>Click an entry below, then click the Continue button</b></li> <li><input type="radio"/> File a Notice of Appearance</li> <li><input type="radio"/> File a Civil Appeals Docketing Statement (Form 6)</li> <li><input type="radio"/> File Affidavit Accompanying In Forma Pauperis Motion (Form 4)</li> <li><input type="radio"/> File a CJA Form 23 Financial Affidavit</li> <li><input type="radio"/> File a Corporate Disclosure Statement (FRAP 26.1)</li> <li><input type="radio"/> File a Notice of Joint Brief Under 9th Cir. R. 28-4 (Form 7)</li> <li><input type="radio"/> File a Bill of Costs (Form 10)</li> <li><input type="radio"/> File an Application for Fees Under EAJA</li> <li><input type="radio"/> File a Certification for Law Student Representation Form</li> <li><input type="radio"/> File a Client Authorization of Law School Representation</li> </ul>
---	--

- File a Notice of Appearance
- File a Civil Appeals Docketing Statement (Form 6)
- File Affidavit Accompanying In Forma Pauperis Motion (Form 4)
- File a CJA Form 23 Financial Affidavit
- File a Corporate Disclosure Statement (FRAP 26.1)
- File a Notice of Joint Brief Under 9th Cir. R. 28-4 (Form 7)
- File a Bill of Costs (Form 10)
- File an Application for Fees Under EAJA
- File a Certification for Law Student Representation Form
- File a Client Authorization of Law School Representation

## Correspondence/Status Reports

An example of part of the File a Document window with the **Correspondence/Status Reports** category selected is shown in [Figure 47](#).

**Figure 47.** Filing Category: Correspondence/Status Reports



The screenshot shows a web interface for filing documents. On the left, there is a sidebar with a list of filing categories, each preceded by a radio button. The category 'Correspondence/Status Reports' is selected, indicated by a filled radio button and a light blue highlight. On the right, there is a main area with a 'Select One' dropdown menu. Below the dropdown, there are five radio button options for document types: 'Click an entry below, then click the Continue button' (selected), 'File a Citation of Supplemental Authorities (FRAP 28(j) Letters)', 'File a Status Report Required by Court Order', 'File Correspondence to Clerk Related to Pending Case (9th Cir.R.25-2)', and 'File Court Reporter Correspondence to Clerk Related to Pending Case'.

- File a Citation of Supplemental Authorities (FRAP 28(j) Letters)
- File a Status Report Required by Court Order
- File Correspondence to Clerk Related to Pending Case (9th Cir.R.25-2)
- File Court Reporter Correspondence to Clerk Related to Pending Case  
See [“Court Reporters/Transcripts”](#) on [page 60](#) for additional information.

**NOTE:** Court reporters will not be able to register until early November 2008, at which time the Court will send a notice to all court reporters with instructions on how to register.

## Prospective Amici and Intervenors

An example of part of the File a Document window with the **Prospective Amici and Intervenors** category selected is shown in [Figure 47](#).

**Figure 48.** Filing Category: Prospective Amici and Intervenors

The screenshot shows a web interface for filing a document. On the left is a sidebar with a list of filing categories, each with a radio button. The category 'Prospective Amici and Intervenors' is selected. On the right is a 'Select One' dropdown menu. The dropdown is open, showing two options: 'Click an entry below, then click the Continue button' (selected) and 'File a Prospective Amicus or Intervenor Motion'. Below the dropdown is a large empty text area.

- **File a Prospective Amicus or Intervenor Motion**  
For a list of the types of motions that you can file, see [“Types of Motions Available When Filing a Prospective Amicus or Intervenor Motion,”](#) below.
- **Submit Brief and File Prospective Amicus or Intervenor Motion Together**  
For a list of the types of motions that you can file, see [“Types of Motions Available When Filing a Prospective Amicus or Intervenor Motion,”](#) below.

## Types of Motions Available When Filing a Prospective Amicus or Intervenor Motion

You select the type of motion using the **Relief** area. [“Selecting Reliefs for a Filing”](#) on page 32 provides step-by-step instructions on how to use the **Relief** area.

- motion to become amicus
- motion to intervene

