

CM/ECF CRIMINAL CERTIFICATE OF SERVICE ATTORNEY TRAINING

Docketing a Certificate of Service in a Criminal Case

1. Log in to CM/ECF. Locate the **CM/ECF Main Menu Bar** at the top of the screen. Click on the **Criminal** option on the **CM/ECF Main Menu Bar** (see Figure 1).



Figure 1 CM/ECF Main Menu bar

2. The system will display the **Criminal Events** screen. Click on **Service of Process** in the Other Filings section (see Figure 2).



Figure 2 - Criminal Events screen

CM/ECF CRIMINAL CERTIFICATE OF SERVICE ATTORNEY TRAINING

Docketing a Certificate of Service in a Criminal Case

3. The system will display the **Service of Process** event selection screen (see Figure 3).

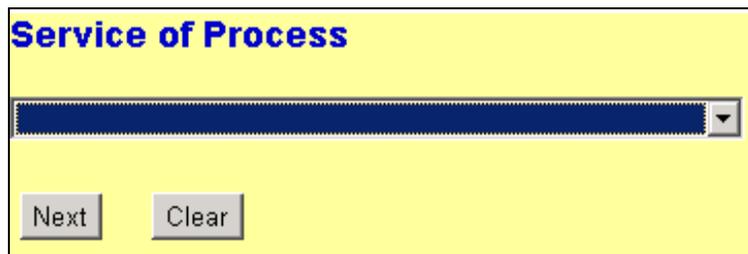


Figure 3 - Service of Process Selection screen

- a. Click on the down arrow. The system will display a list of the various types of service of process events. Click on the down-arrow or scroll down to select **Certificate of Service** from the list. Click on the words **Certificate of Service**. Once the **Certificate of Service** event appears highlighted, click on the [**Next**] button to continue (see Figure 3a).

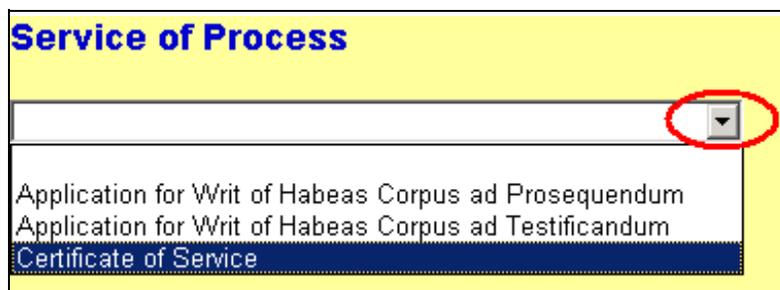


Figure 3a - Service of Process drop-down menu

4. The system will display the **Case Number** screen. Enter the case number in the **Case Number** box, using one of the formats displayed. For example: **99-12345**, **1:99-cr-12345**, **1-99-cr-12345**, **99cr12345** or **1:99cr12345**. Click the [**Next**] button to continue (see Figure 4).

CM/ECF CRIMINAL CERTIFICATE OF SERVICE ATTORNEY TRAINING

Docketing a Certificate of Service in a Criminal Case

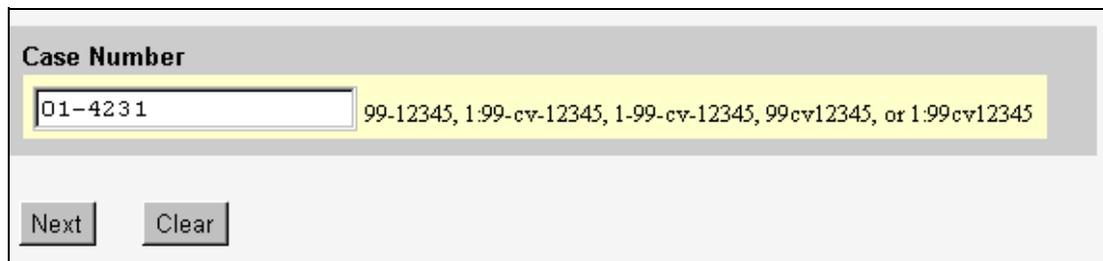


Figure 4 - Case Number screen

- a. If the case number displayed is **not** a valid case number, the system will display the following message:

1:yy-cr-nnnnn is not a valid case. Please enter a valid value.

Click the [**Back**] button. The system will return you to the **Case Number** screen. Enter a valid case number, using one of the formats outlined in Step 4.

- b. If the case number is a valid case number, the system will display the **Defendant selection** screen **or** the **Case number verification** screen.

5. If there is only **ONE** defendant in the case the **Defendant selection** screen will **NOT** appear.

NOTE: If there are more than one defendant in the case, the system will display the **Defendant selection** screen (see Figure 5).

- a. To select **some** but not all of the defendants in the case, click the **check box** to the left of each of the defendant's name you wish to select. Click the [**Next**] button to continue.

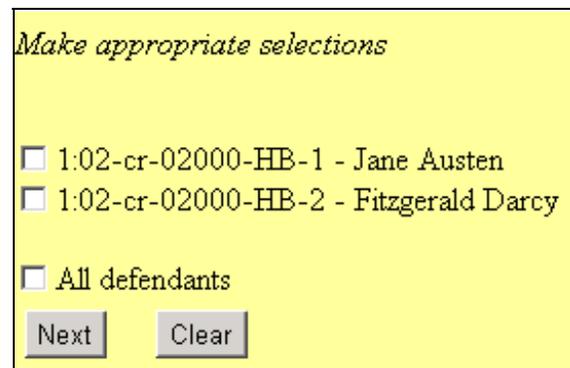


Figure 5 - Defendant Selection screen

CM/ECF CRIMINAL CERTIFICATE OF SERVICE ATTORNEY TRAINING

Docketing a Certificate of Service in a Criminal Case

- b. To select **all** of the defendants in the case, click the **All defendants** **check box** and then click the **[Next]** button to continue.
6. The purpose of the **Case number verification** screen is for you to verify the case number entered earlier in Step 4 (see Figure 6).



Figure 6 - Case Number Verification screen

- a. If this is the correct case, click the **[Next]** button.
 - b. If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in Step 4). Once you reach the **Case Number** screen, repeat Steps 4, 5 and 6.
7. The system will display the **Party Selection** screen (see Figure 7).

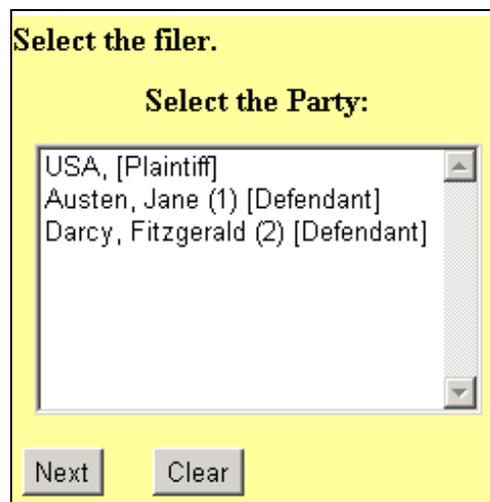


Figure 7 - Party Selection screen

CM/ECF
CRIMINAL CERTIFICATE OF SERVICE
ATTORNEY TRAINING

Docketing a Certificate of Service in a Criminal Case

- a. This screen is for you to **Select the filer** who is filing the Certificate of Service. The name(s) of the party(ies) you select will appear in the docket text. Click on the party's name to highlight it, or click on the down-arrow to scroll down if necessary, and click on the party's name to highlight it and select the party's name from the list. If there is more than one party to select, see **NOTE** below. Otherwise, click on the **[Next]** button to continue.

NOTE: There are two methods in which to select more than one party.

For parties listed consecutively:

Click on the first party listed. That party's name should appear highlighted. You may need to scroll down, if necessary to select the other parties. While holding down the Shift key, click on the last party. The first party down to the last party should be highlighted. Click on the **[Next]** button to continue.

*For parties **NOT** listed consecutively:*

Click on the first party listed. That party's name should appear highlighted. You may need to scroll down, if necessary to select the other parties. While holding down the Ctrl key, click on each party needed. The parties selected should be highlighted. Click on the **[Next]** button to continue.

NOTE: Please make sure that the party you select in this step is the **same** party/defendant that you selected earlier in Step 5, if Step 5 occurred.

CM/ECF
CRIMINAL CERTIFICATE OF SERVICE
ATTORNEY TRAINING

Docketing a Certificate of Service in a Criminal Case

8. The system will display the **pdf document** screen. The **pdf document** screen is used to associate a PDF file/document with the docket entry being docketed (see Figure 8).

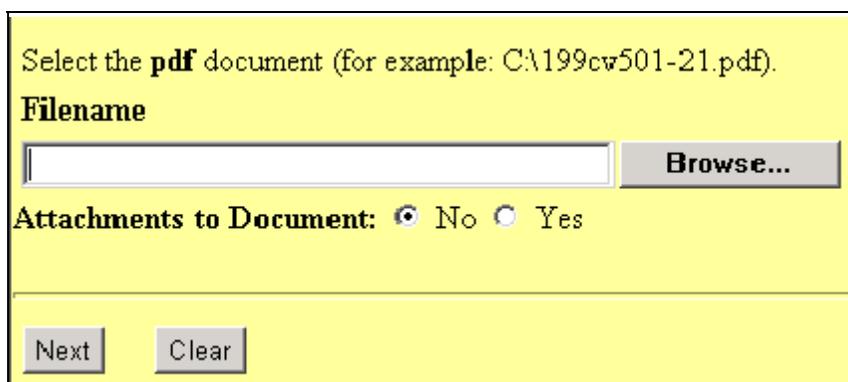


Figure 8 - PDF Document Screen

- a. To associate a PDF Document with this docket entry, and if the PDF Document has any attachments, click the [**Browse...**] button and refer to the **Procedures For Uploading a PDF Document and Attaching an Attachment in CM/ECF**. After attaching the PDF Document, click the [**Next**] button to continue.
9. The system will display the **Refer to existing event** screen where you can select the document to which this Certificate of Service relates to, if appropriate (see Figure 9).

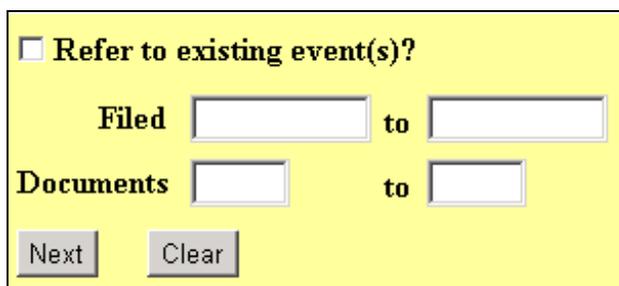


Figure 9 - Refer to Existing Events screen

CM/ECF
CRIMINAL CERTIFICATE OF SERVICE
ATTORNEY TRAINING

Docketing a Certificate of Service in a Criminal Case

- a. If the Certificate of Service **DOES NOT** act on a document then click the **[Next]** button to continue.
- b. If the Certificate of Service **acts on a document** then you *must* click on the box to the far left of the **Refer to existing event(s) ?**. A check mark should appear in the box. Click the **[Next]** button to continue.

NOTE: You can limit the documents displayed by entering beginning and/or ending date(s) in the **Filed** date range box, or by entering starting and/or ending document numbers in the **Documents** number range box.

- c. The system will display the **Document Selection** screen (see Figure 9c).

Select the appropriate event(s) to which your event relates:

1:02-cr-02000-HB Anne Radcliffe

09/23/2003 25 Writ of Habeas Corpus ad Prosequendum Issued as to Jane Austen for 10/10/2003. (Signed by Judge Harold Baer on 09/10/2003) (Jocelyn, Martine)

09/27/2003 26 MOTION to Sever Defendant. Document filed by Fitzgerald Darcy as to Jane Austen. Return Date set for 10/10/2003 10:00 AM before Judge Harold Baer. (Jocelyn, Martine)

09/29/2003 Minute Entry for proceedings held before Judge Harold Baer :Sentencing held on 9/29/2003 for Jane Austen (1) Count 1,2. (admin,) (Entered: 10/29/2003)

1:02-cr-02000-HB Fitzgerald Darcy

09/11/2003 27 MOTION to Change Venue. Document filed by Fitzgerald Darcy. (admin,) (Entered: 10/11/2003)

10/11/2003 28 MOTION to Transfer Case. Document filed by Jane Austen as to Fitzgerald Darcy. (admin,)

Figure 9c - Document Selection screen

CM/ECF CRIMINAL CERTIFICATE OF SERVICE ATTORNEY TRAINING

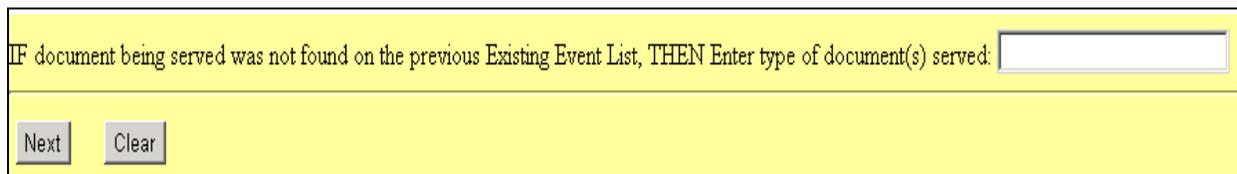
Docketing a Certificate of Service in a Criminal Case

The system will prompt you to *Select the appropriate event(s) to which your event relates:* and a list of all the documents in the case will be displayed. Select the **document** to which this Certificate of Service relates to. To select a document, click in the **check box** at the far left of the **Document Selection** screen next to the document, if it has not already been selected. You can select as many documents that are applicable. When you have checked the correct document, click the **[Next]** button to continue.

NOTE: If the document number of the document is underlined and highlighted in blue, it means that there is a pdf document associated with that document. To view the pdf document associated with that document, click on the document number nn. The system will then take you to the **PACER Login** screen. Enter your **PACER Login** and **Password**. View the document. To return to the **Document Selection** screen, log out of PACER.

10. The system will display the following prompt (see Figure 10):

If document being served was not found on the previous Existing Event List,



IF document being served was not found on the previous Existing Event List, THEN Enter type of document(s) served:

Next Clear

Figure 10 - Enter type of document(s) served prompt

THEN Enter type of document(s) served:

- a. Enter the **type of document served** if document **was not** found on the previous Existing Event List.
- b. If the document was found on the previous Existing Event List then leave the box blank. Do not enter any information in the box.

CM/ECF
CRIMINAL CERTIFICATE OF SERVICE
ATTORNEY TRAINING

Docketing a Certificate of Service in a Criminal Case

- c. Click the [**Next**] button to continue.
11. The system will display the following prompts (see Figure 11):

Enter NAME OF PARTY SERVED in box

Date of Service

Type of document(s) served

If service was accepted by PERSON, Enter PERSON NAME and TITLE who Accepted Service in box

Enter NAME OF PARTY SERVED in box	<input type="text"/>
Date of Service	<input type="text"/>
If service was accepted by PERSON, Enter PERSON NAME and TITLE who Accepted Service in box	<input type="text"/>
If service was made by MAIL, Enter the word Mail in box	<input type="text"/>
<input type="button" value="Next"/>	<input type="button" value="Clear"/>

Figure 11 - Name of party served / Date of Service prompts

If service was made by MAIL, Enter the word Mail in box

- a. In the box next to the prompt **Enter NAME OF PARTY SERVED in box**, enter the **Name of the Party Served**. The name you enter in the box will appear in the docket text.
- b. In the box next to the prompt **Date of Service**, enter the date the party was served, using the format **mm/dd/yyyy** or **mm/dd/yy**, including the forward slashes. The date you enter in the box will appear in the docket text.

CM/ECF
CRIMINAL CERTIFICATE OF SERVICE
ATTORNEY TRAINING

Docketing a Certificate of Service in a Criminal Case

- c. In the box next to the prompt **Type of document(s) served**, enter the **type of document(s) served**, for example Motion for Summary Judgment. The type of document you enter in the box will appear in the docket text.
 - d. If service was accepted by a person, then enter the **Person Name** and **Title** who accepted service in the box next to the prompt **If service was accepted by PERSON, Enter PERSON NAME and TITLE who Accepted Service in box**. The person name and title you enter in the box will appear in the docket text.
 - e. If service was made by mail, then enter the word **Mail** in the box next to the prompt **If service was made by MAIL, Enter the word Mail in box**. The word mail you enter in the box will appear in the docket text.
 - f. Verify all of the information entered. Click on the **[Next]** button to continue.
12. The system will display the **Case Number Verification screen** again. The purpose



Figure 12 - Case Number Verification screen

of the **Case Number Verification** screen is for you to verify the case number entered earlier in Step 4 (see Figure 12).

- a. If this is the correct case, click the **[Next]** button.
- b. If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your

CM/ECF
CRIMINAL CERTIFICATE OF SERVICE
ATTORNEY TRAINING

Docketing a Certificate of Service in a Criminal Case

browser until you reach the **Case Number** screen (see Figure 4 in Step 4).
Once you reach the **Case Number** screen, repeat Steps 4 through 12.

13. The system will display the **Docket Text: Final Text** screen. The docket text from the previous screen will be displayed again. The system will display the following message:

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

NOTE: CHECK THE DOCKET TEXT CAREFULLY HERE. THIS IS THE LAST CHANCE FOR YOU TO GO BACK AND CORRECT ANY ERRORS IN THE TRANSACTION OR TO LEAVE THE TRANSACTION AND START OVER BY CLICKING THE CIVIL OPTION ON THE CM/ECF MAIN MENU BAR.

When you click the [**Next**] button on this screen, you are submitting this transaction to the CM/ECF database. If there is a mistake in the transaction, you will **not** be able to click the **Back** button of your browser to make any corrections.

If you are completely satisfied with the transaction, click the [**Next**] button to complete the docketing of this transaction.

14. The system will display the **Notice of Electronic Filing** screen. The **Notice of Electronic Filing** screen is the verification that the filing has been sent electronically to the court's database. It certifies that this now an official court document.
- a. To print a copy of this notice, click the browser **Print** icon.
 - b. To save a copy of this receipt, click the **File** option on the browser menu.

NOTE: When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing/docketing of your transaction. You can select a choice from

CM/ECF
CRIMINAL CERTIFICATE OF SERVICE
ATTORNEY TRAINING

Docketing a Certificate of Service in a Criminal Case

the **CM/ECF Main Menu Bar** at the top of the screen. For example you can click on **Civil** or **Criminal** to file/docket another transaction.

CM/ECF
CRIMINAL CERTIFICATE OF SERVICE
ATTORNEY TRAINING

Docketing a Certificate of Service in a Criminal Case

Notice of Electronic Filing

The following transaction was received from Leslie LeFord on 10/29/2001 at 2:42 PM CST

Case Name: Schwarzkopf v. Smith
Case Number: [0-01-04231-RB](#)
Document Number: [19](#)

Docket Text:

MOTION to Continue by Joe Smith. (Ledford, Kerry)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:R:\TRAINING\ECF\Docs_PDF\ECFdocs\Motion.PDF

Electronic document Stamp:

[STAMP dcstdStamp_ID=981407491 [Date=10/29/2001] [FileNumber=50855-0]
[3f9f4f49836ae59be00306477b777c2dbc6dc6f8b64b9530ad63962089ccd394dc735
12a16b3c4e11ef754e17e46a53ccdc5d5eb14d5f549179dbc3da4ad03a7]]

0-01-04231-RB Notice will be electronically mailed to:

0-01-04231-RB Notice will not be electronically mailed to:

Dale P. Jones
Jones and Associates
129 Main Street
San Antonio, TX 78209

Leslie LeFord
Courthouse Steps
271 Main Plaza
San Antonio, TX 78201

Figure 14 - Notice of Electronic Filing screen