

CM/ECF CRIMINAL NOTICE OF ATTORNEY APPEARANCE (DEFENDANT) ATTORNEY TRAINING

Docketing a Notice of Attorney Appearance (Defendant) 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 **Notices** in the Other Filings section (see Figure 2).



Figure 2 - Criminal Events screen

CM/ECF
CRIMINAL NOTICE OF ATTORNEY
APPEARANCE (DEFENDANT)
ATTORNEY TRAINING

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3. The system will display the **Notices** event selection screen (see Figure 3).

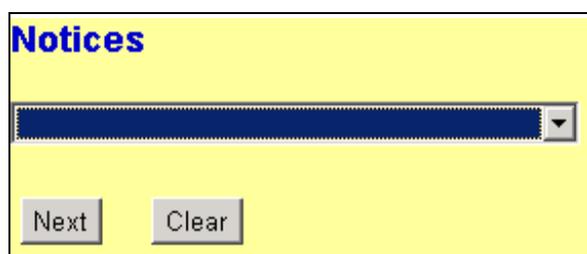


Figure 3 - Notices Selection screen

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



Figure 3a - Notices 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 NOTICE OF ATTORNEY
APPEARANCE (DEFENDANT)
ATTORNEY TRAINING

Docketing a Notice of Attorney Appearance (Defendant) in a Criminal Case

The screenshot shows a web interface for entering a case number. The title is "Case Number". There is a text box with "01-4231" entered. To the right of the text box, a list of valid case number formats is displayed: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the text box and list are two buttons: "Next" and "Clear".

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 is more than one defendant in the case, the system will display the **Defendant selection** screen (see Figure 5).

CM/ECF
CRIMINAL NOTICE OF ATTORNEY
APPEARANCE (DEFENDANT)
ATTORNEY TRAINING

Docketing a Notice of Attorney Appearance (Defendant) in a Criminal Case

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.

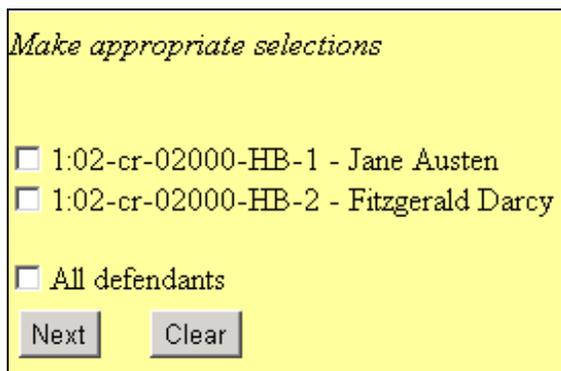


Figure 5 - Defendant Selection screen

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.

CM/ECF
CRIMINAL NOTICE OF ATTORNEY
APPEARANCE (DEFENDANT)
ATTORNEY TRAINING

Docketing a Notice of Attorney Appearance (Defendant) in a Criminal Case

7. 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 7).

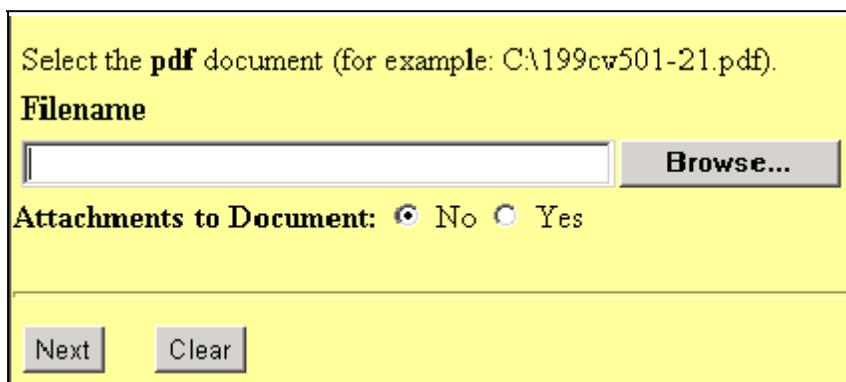


Figure 7 - PDF Document Screen

- 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.

8. The system will display the **Party Selection** screen (see Figure 8).

- a. This screen is for you to **Select the filer** who is filing the Notice of Attorney Appearance. 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.

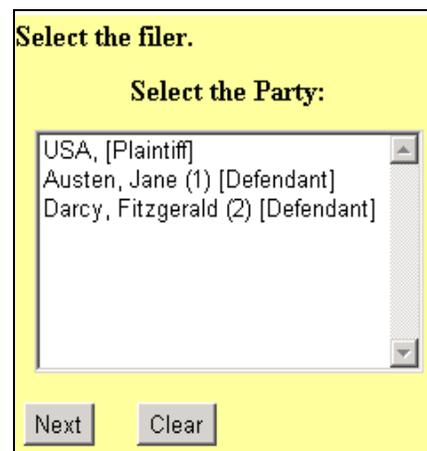


Figure 8 - Party Selection screen

CM/ECF
CRIMINAL NOTICE OF ATTORNEY
APPEARANCE (DEFENDANT)
ATTORNEY TRAINING

Docketing a Notice of Attorney Appearance (Defendant) in a Criminal Case

Otherwise, click on the [**Next**] button to continue.

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

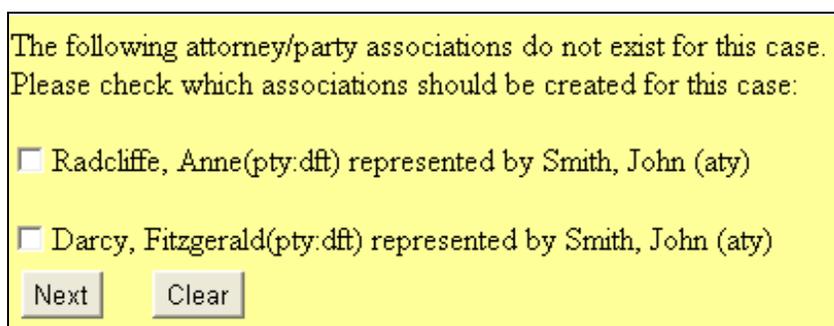
For parties listed consecutively:

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.



The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Radcliffe, Anne(pty:dft) represented by Smith, John (aty)

Darcy, Fitzgerald(pty:dft) represented by Smith, John (aty)

Next Clear

Figure 9 - Attorney/Party Associations screen

9. The system **may** display the **Attorney/Party Associations** screen (see Figure 9).
 - a. The **Attorney/Party Associations** screen is **only** displayed when the filing attorney is not associated or linked to the selected filer in this case. If the **Attorney/Party Associations** screen does **not** appear proceed to Step 10.

CM/ECF
CRIMINAL NOTICE OF ATTORNEY
APPEARANCE (DEFENDANT)
ATTORNEY TRAINING

Docketing a Notice of Attorney Appearance (Defendant) in a Criminal Case

- b. If the **Attorney/Party Associations** screen is displayed, this means that at this time you are not an attorney of record for the indicated party. You **MUST** now create the attorney/party association. To create your association with the indicated party, click in the box to the left of the

Docket Text: Modify as Appropriate.
NOTICE OF ATTORNEY APPEARANCE: John Smith appearing for Anne Radcliffe ,
Fitzgerald Darcy. (Smith, John)
Next Clear

Figure 10 - Modify Docket Text screen

party's name. A check mark will appear in the box. The filing attorney will then be associated with this party. Click on the **[Next]** button to continue.

10. The system will display the **Modify Docket Text** screen (see Figure 10).

Thoroughly check the docket text for accuracy. If additional docket text needs to be added to the notice of attorney appearance, then insert the additional text in the text box. When the docket text is complete and accurate, click the **[Next]** button to continue.

11. The system will display the **Docket Text: Final Text** screen. The docket text from the transaction docketed 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.

CM/ECF
CRIMINAL NOTICE OF ATTORNEY
APPEARANCE (DEFENDANT)
ATTORNEY TRAINING

Docketing a Notice of Attorney Appearance (Defendant) in a Criminal Case

CM/ECF
CRIMINAL NOTICE OF ATTORNEY
APPEARANCE (DEFENDANT)
ATTORNEY TRAINING

Docketing a Notice of Attorney Appearance (Defendant) in a Criminal Case

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 CRIMINAL 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.

12. 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 (see Figure 12).

- 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 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 NOTICE OF ATTORNEY
APPEARANCE (DEFENDANT)
ATTORNEY TRAINING

Docketing a Notice of Attorney Appearance (Defendant) 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 12 - Notice of Electronic Filing screen