

# CM/ECF CIVIL OBJECTION TO REPORT AND RECOMMENDATIONS ATTORNEY TRAINING

## Docketing an Objection to Report and Recommendations in a Civil Case

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



Figure 1 - CM/ECF Main Menu bar

2. The system will display the **Civil Events** screen. Click on **Other Answers** in the Initial Pleadings and Service section (see Figure 2).

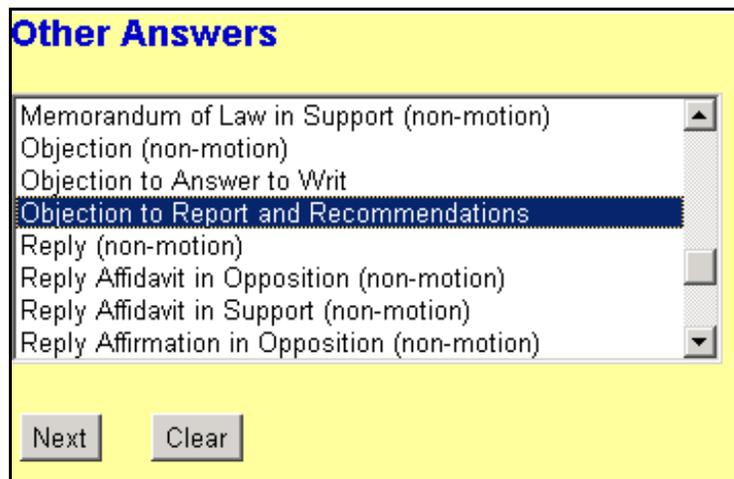


Figure 2 - Civil Events screen

**CM/ECF**  
**CIVIL OBJECTION TO REPORT AND**  
**RECOMMENDATIONS**  
**ATTORNEY TRAINING**

**Docketing an Objection to Report and Recommendations in a Civil Case**

3. The system will display the **Other Answers** selection screen.
  - a. The system will display a list of various types of other answers. Click on the down-arrow or scroll down to select **Objection to Report and Recommendations** from the list. Click on the words **Objection to Report and Recommendations**. Once the **Objection to Report and Recommendations** event appears highlighted, click the **[ Next ]** button to continue (see Figure 3).



**Figure 3 - Other Answers selection screen**

# CM/ECF CIVIL OBJECTION TO REPORT AND RECOMMENDATIONS ATTORNEY TRAINING

## Docketing an Objection to Report and Recommendations in a Civil Case

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-cv-12345**, **1-99-cv-12345**, **99cv12345** or **1:99cv12345**. Click the **[ Next ]** button to continue (see Figure 4).

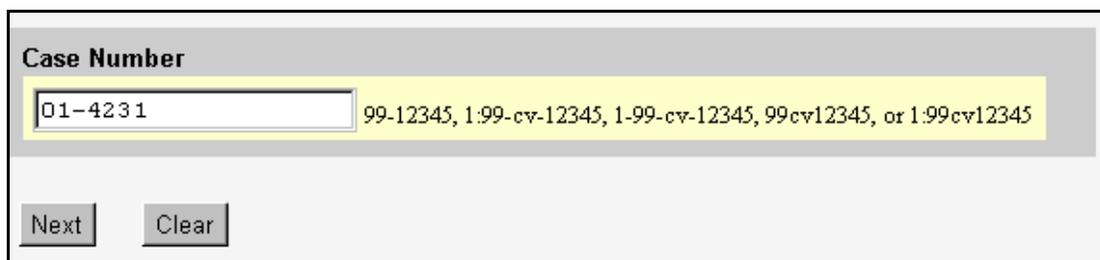


Figure 4 - Case Number screen

- a. If the case number entered is **not** a valid case number, the system will display the following message:  
  
**1:yy-cv-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.
5. The system will display the **Case Number Verification** screen (see Figure 5). The purpose of the **Case Number Verification** screen is for you to verify the case number entered in Step 4.

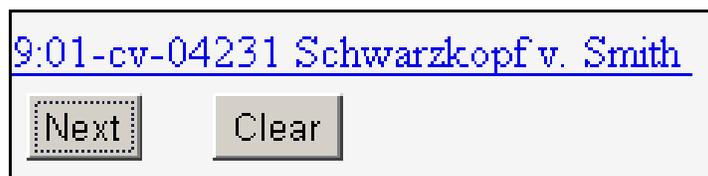


Figure 5 - Case Number Verification screen

CM/ECF  
CIVIL OBJECTION TO REPORT AND  
RECOMMENDATIONS  
ATTORNEY TRAINING

**Docketing an Objection to Report and Recommendations in a Civil Case**

- 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 and 5.
6. The system will display the following message:

**WARNING!**

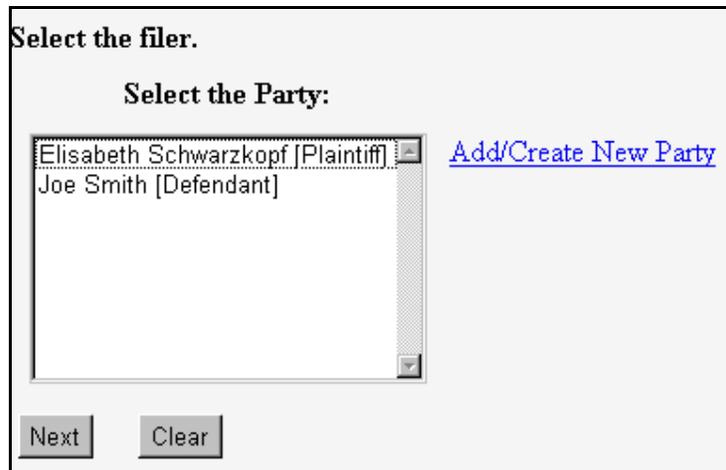
**Docket the *Rule 7.1 Disclosure Statement* before docketing this response.**

**Read this message carefully!** If the party filing the objection to the report and recommendation is a non-governmental corporate party and has **not** filed a Rule 7.1 Disclosure Statement, then a Rule 7.1 Disclosure Statement **must** be docketed before this objection to the report and recommendation is docketed.

- a. To docket the Rule 7.1. Disclosure Statement, abort this transaction by clicking the **Civil** option on **CM/ECF Main Menu Bar**. The system will display the **Civil Events** screen. Click on **Other Documents** in the Other Filing section of the **Civil Events** screen and docket the Rule 7.1 Disclosure Statement before docketing this report and recommendation.
  - b. If a rule 7.1 Disclosure Statement does **not** need to be docketed at this time, then click the **[Next]** button to continue.
7. The system will display the **Party Selection** screen (see Figure 7).

# CM/ECF CIVIL OBJECTION TO REPORT AND RECOMMENDATIONS ATTORNEY TRAINING

## Docketing an Objection to Report and Recommendations in a Civil Case



**Figure 7 - Party Selection screen**

- a. A list of the parties in the case will be displayed for you to select the party(ies) who is filing the objection to the report and recommendation. To select the party(ies) who is filing the objection to the report and recommendation, click on that party's name to highlight it, then click the **[Next]** button.  
  
**NOTE:** If the objection to the report and recommendation is being filed by more than one party, click on the first party to highlight it, find the second party in the list, then hold down the Control <Ctrl> key on your keyboard while you click on the second party's name to highlight it. Repeat this process until all the parties who are filing the objection to the report and recommendation are selected.
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).

CM/ECF  
CIVIL OBJECTION TO REPORT AND  
RECOMMENDATIONS  
ATTORNEY TRAINING

**Docketing an Objection to Report and Recommendations in a Civil Case**

 No  Yes', and 'Next' and 'Clear' buttons at the bottom."/>

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Browse...**

**Attachments to Document:**  No  Yes

**Next** **Clear**

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 **Document Selection** screen (see Figure 9).

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

05/22/2003 31 REPORT AND RECOMMENDATIONS re: [19] MOTION to Dismiss the complaint purs. to Rule 12(b)(6) of the F.R.C.P., for failure to state a claim upon which relief may be granted. filed by Joe Smith Objections to R&R due by 6/1/2003 (Signed by Judge David T. Mann on 5/20/03) (Smith, John)

**Next** **Clear**

Figure 9 - Events Selection screen

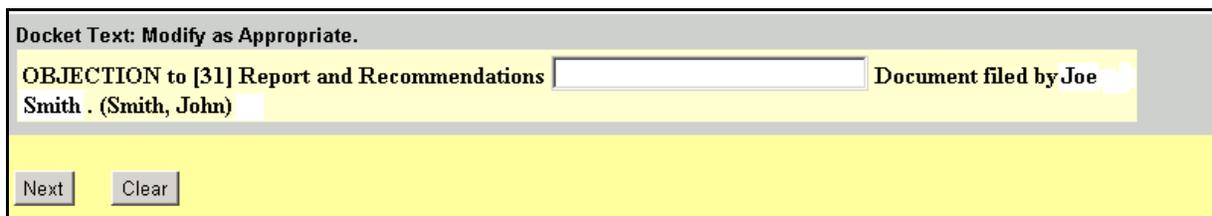
# CM/ECF CIVIL OBJECTION TO REPORT AND RECOMMENDATIONS ATTORNEY TRAINING

## **Docketing an Objection to Report and Recommendations in a Civil Case**

- a. A list of all the report and recommendations in the case for which objections are due will be displayed. To select a report and recommendations to which this objection relates, click in the check box at the far left of the report and recommendations, if it has not already been checked. When you have checked the correct report and recommendations, click the **[Next]** button to continue.

**NOTE:** If the document number of the report and recommendations is underlined and highlighted in blue, it means that there is a pdf document associated with that report and recommendations. To view the pdf document associated with that report and recommendations, 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 **Modify Docket Text** screen (see Figure 10).



**Figure 10 - Modify Docket Text screen**

- a. If additional docket text need to be added to the report and recommendations, then insert the additional text in the box next to the **Report and Recommendations** text.
- b. Thoroughly check the docket text for accuracy. Make sure that it reflects the correct report and recommendations and filer(s). If it does **not**, click your browser's **Back** button to correct any error.
- c. Click the **[Next]** button to continue.

CM/ECF  
CIVIL OBJECTION TO REPORT AND  
RECOMMENDATIONS  
ATTORNEY TRAINING

**Docketing an Objection to Report and Recommendations in a Civil Case**

11. 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.

12. The system will display the **Notice of Electronic Filing** screen (see Figure 12). 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 is 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.

**CM/ECF**  
**CIVIL OBJECTION TO REPORT AND**  
**RECOMMENDATIONS**  
**ATTORNEY TRAINING**

**Docketing an Objection to Report and Recommendations in a Civil Case**

**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**  
**CIVIL OBJECTION TO REPORT AND**  
**RECOMMENDATIONS**  
**ATTORNEY TRAINING**

**Docketing an Objection to Report and Recommendations in a Civil 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\ECF docs\Motion.PDF

**Electronic document Stamp:**

[STAMP dcstdStamp\_ID=981407491 [Date=10/29/2001] [FileNumber=50855-0]  
[3f9f4f49836ae59be00306477b777c2dbc6dc6f8b64b9530ad63962089ccd394dc735  
12a16b3c4e11ef754e17e46a53ccd5d5eb14d5f549179dbc3da4ad03a7]]

**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**