

CM/ECF CIVIL MEMORANDUM OF LAW IN SUPPORT OF MOTION ATTORNEY TRAINING

Docketing a Memorandum of Law in Support of Motion

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 **Responses and Replies** in the Motions and Related Filings section (see Figure 2).



Figure 2 - Civil Events screen

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3. The system will display the **Responses and Replies** selection screen (see Figure 3).



Figure 3 - Responses and Replies screen

- a. Click the down-arrow at the right of the purple area, and the system will display a drop-down menu. The system will display a list of various types of responses and replies to motions documents. Move your mouse down the list to select **Memorandum of Law in Support of Motion** from the list. Click on the words **Memorandum of Law in Support of Motion**. (see Figure 3a).

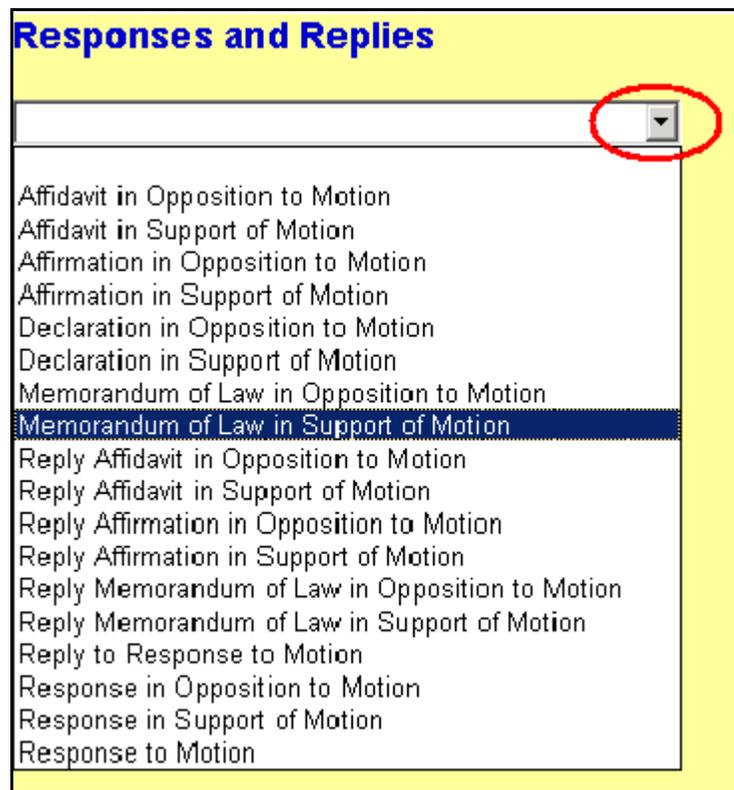


Figure 3a - Responses and Replies drop-down menu

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- b. Once the **Memorandum of Law in Support of Motion** event appears in the purple area next to the down-arrow (see Figure 3b), click the **[Next]** button to continue.

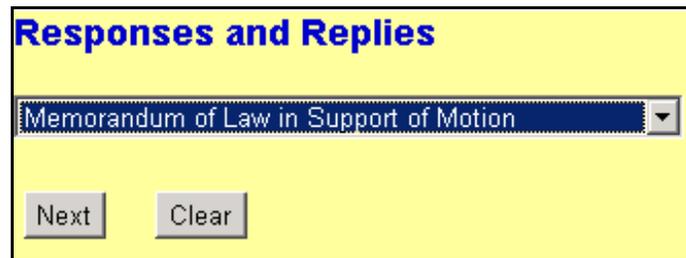


Figure 3b - Memorandum of Law in Support of Motion selected

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).

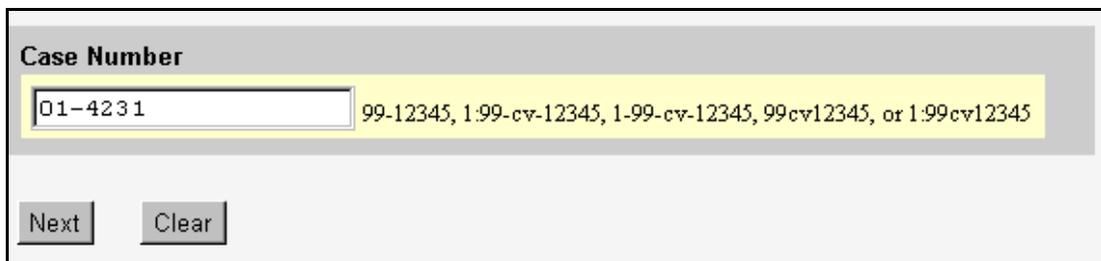


Figure 4 - Case Number screen

- 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.

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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.

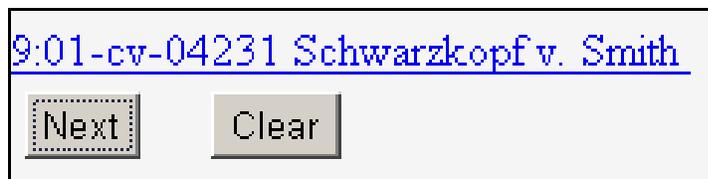


Figure 5 - Case Number Verification screen

- 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 return to the **Case Number** screen, repeat Steps 4 and 5.
6. The system will display the **Party Selection** screen (see Figure 6).

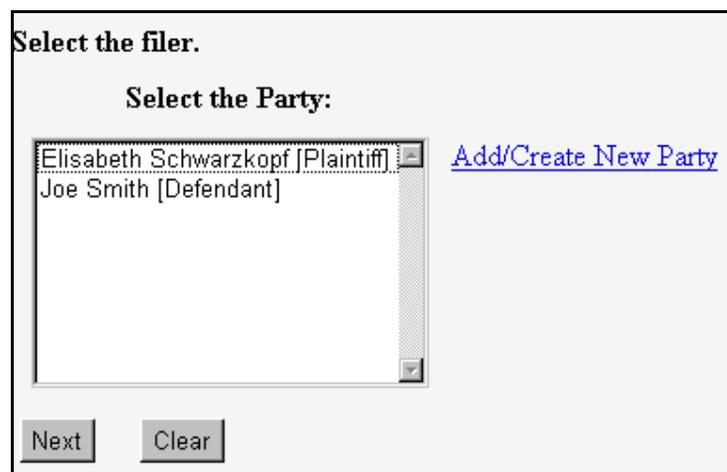


Figure 6 - Party Selection screen

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- a. A list of the parties in the case will be displayed for you to select the party(ies) who are filing the memorandum of law in support of motion. To select the party(ies) who are filing the memorandum of law in support of motion, click on that party's name to highlight it, then click the **[Next]** button.

NOTE: If more than one party is filing the memorandum of law in support of motion, 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 of the parties who are filing the memorandum of law in support of motion are selected.

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).

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

Filename

Browse...

Attachments to Document: No Yes

Next **Clear**

Figure 7 - PDF Document Screen

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- 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 **Motion Selection** screen (see Figure 8).

Select the Motion to which this Memorandum of Law relates to.

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

<input type="checkbox"/>	06/10/2003	1	MOTION to Dismiss., MOTION for Summary Judgment. Document filed by Elisabeth Schwarzkopf. (Smith, John)
<input type="checkbox"/>	06/10/2003	2	MOTION to Compel <i>disclosure of evidence</i> ., MOTION to Continue. Document filed by Joe Smith. (Wilson, Joe)
<input type="checkbox"/>	06/10/2003	3	MOTION to Continue. Document filed by Joe Smith. (Wilson, Joe)
<input type="checkbox"/>	06/10/2003	4	MOTION to Continue. Document filed by Joe Smith. (Wilson, Joe)
<input type="checkbox"/>	06/10/2003	19	MOTION to Dismiss <i>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</i> . Document filed by Joe Smith. (Smith, John)

Figure 8 - Motion Selection screen

- a. Below the prompts **Select the Motion to which this Memorandum of Law relates to**, and *Select the appropriate event(s) to which your event relates*, a list of the pending and terminated motions in the case will be displayed. To select a motion to which this memorandum of law in support relates, click in the **check box** at the far left of the **Motion Selection** screen next to the motion. You can select as many motions that are applicable. When you have checked the correct motion(s), click the [**Next**] button to continue.

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NOTE: If the document number of the motion is underlined and highlighted in blue, it means that there is a pdf document associated with that motion. To view the pdf document associated with that motion, 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 **Motion Selection** screen, Log out of PACER.

- d. When you have checked the correct motion(s), click the [**Next**] button to continue.
9. The system will display the **Modify Docket Text** screen (see Figure 9).

Docket Text: Modify as Appropriate.

. Document filed by Joe Smith . (Smith, John)

Next Clear

Figure 9 - Modify Docket Text screen

- a. If the memorandum of law in support of motion has a document prefix (e.g., **First**, **Second**, **Amended**, **Third**, etc.), then click on the down arrow next to the first box. Highlight the prefix and click on the prefix to select it. If the memorandum of law in support of motion does **not** have a document prefix, then leave the first box blank.
- b. If additional docket text need to be added to the memorandum of law in support of motion, then insert the additional text in the second box next to the **Document filed by** text.

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- c. Thoroughly check the docket text for accuracy. Make sure that it reflects the correct motion(s) and filer(s). If it does **not**, click your browser's **Back** button to correct any error.
 - d. Click the **[Next]** button to continue.
10. 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.

11. The system will display the **Notice of Electronic Filing** screen (see Figure 11). 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.

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- 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.

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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 11 - Notice of Electronic Filing screen