

CM  ECF  
User's Guide

U.S. Court of Appeals for the First Circuit

Revised December 1, 2020

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# 1 GETTING STARTED

## Terminology

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**PACER Service Center:** The PACER Service Center (PSC) is the Federal Judiciary's centralized registration, billing and technical support center for both CM/ECF and PACER.

**CM/ECF:** Case Management/Electronic Case Files (CM/ECF) is an automated case management system that allows registered users to file documents over the Internet. A CM/ECF account is required to file documents, receive notice of docket activity and submit a bar application. CM/ECF accounts are court specific. Your account will only be active in the courts where you are registered.

**PACER:** Public Access to Court Electronic Records (PACER) is a public access system that allows registered users to obtain case and docket information over the internet. A PACER account is required to view documents. PACER accounts are not court specific. Your account will be active in all United States appellate, district and bankruptcy courts nationwide.

**NextGen:** NextGen is the latest version of the CM/ECF system. In the legacy system, an e-filer who practiced in the appellate, district and bankruptcy courts was required to maintain multiple accounts: a PACER account to view documents, an appellate CM/ECF account to e-file in the appellate courts, and a separate CM/ECF account for each district and bankruptcy court. In the NextGen system, the same user only needs to maintain one account. A NextGen account gives registered users PACER level access in all United States appellate, district and bankruptcy courts, and CM/ECF level access in all NextGen courts where they have an account, regardless of court type.

**Legacy:** The term "legacy" refers to earlier versions of an application. The CM/ECF system that preceded NextGen is referred to as the legacy CM/ECF system. When the PACER Service Center upgraded the PACER system to accommodate NextGen, it too resulted in a legacy system. PACER accounts that were established prior to this upgrade are referred to as legacy PACER accounts.

**NDA:** A Notice of Docket Activity (NDA) is an email notice that is generated automatically by the CM/ECF system when a document is entered on the docket by a public filer or the court. The notice includes a link to the document, and specifies which recipients were served electronically and which were not. An NDA is also generated when the court modifies a docket entry.

# 1 GETTING STARTED

## Registration

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### Who Must Register

Use of the CM/ECF system is mandatory for attorneys, unless they are granted an exemption, and voluntary for pro se litigants. To qualify for filing privileges, attorneys must be a member of the bar of this court; non-attorneys must be a party to an appeal in this court and cannot be incarcerated. Attorneys who do not qualify for filing privileges will have their accounts activated with limited functionality. They will receive NDAs in the cases they are linked to, or elect to follow, and they will be able to submit a bar application, but they will not have case related filing privileges.

### Register for a NextGen CM/ECF Account

To register for a CM/ECF account, go to <https://pacer.uscourts.gov>. Users who already have a NextGen account in another court can log in to **Manage My Account** and select the **Maintenance** tab to request access in this court. Your registration must be approved before you can log in to the court's document filing system. Most registrations are processed on the day of receipt or the following business day. However, all registrations should be submitted at least three business days before access is required to allow sufficient time for processing. You will receive email notification from the court once your registration has been approved.

### Activating CJA Privileges

If you are a CJA attorney, review the document [Activating CJA Privileges](#) to learn about the toggle feature in NextGen CM/ECF that allows you to switch from non-exempt to exempt status when performing CJA-related work.

### Consolidate Billing for Multiple PACER Accounts

Organizations that wish to consolidate billing and receive one invoice for charges associated with multiple PACER accounts can [register](#) for a PACER Administrative Account (PAA). For more information, please refer to the [PAA User Manual](#) and [PAA FAQs](#), or contact the PACER Service Center at (800) 676-6856.

## 2 FILING

### Overview of Filing a Document

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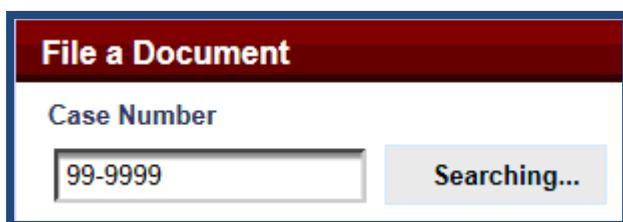
1. Before you begin, make sure the pop-up blocker setting on your browser is either turned off or set to allow pop-ups from [\\*.ca1.uscourts.gov](http://*.ca1.uscourts.gov).
2. Review the service list for the case to determine whether there are any recipients who will not be served through the court's electronic filing system. The service list can be found by selecting **Service List** from the **Reports** menu. Your electronic filing will constitute service on all recipients whose service preference is email. Any other recipients must be served in accordance with Fed. R. App. P. 25.

Contact Info	Case Number/s	Service Preference	ECF Filing Status
Mary Jones 1 Main St Boston, MA 12345	<a href="#">99-9999</a>	Email	Active
John Smith US Attorney's Office 1 Courthouse Way Boston, MA 02210	<a href="#">99-9999</a>	US Mail	

3. Select **Filing** from the main menu. If you do not have this option, it is because you do not qualify for filing privileges. To qualify for filing privileges, attorneys must be a member of the bar of this court and non-attorneys must be a party to an appeal.





4. Enter the case number in the **Case Number** field and move your cursor out of the field, either by pressing the *Tab* key or clicking elsewhere on the screen. The application will not begin searching for your case until your cursor exits the **Case Number** field.

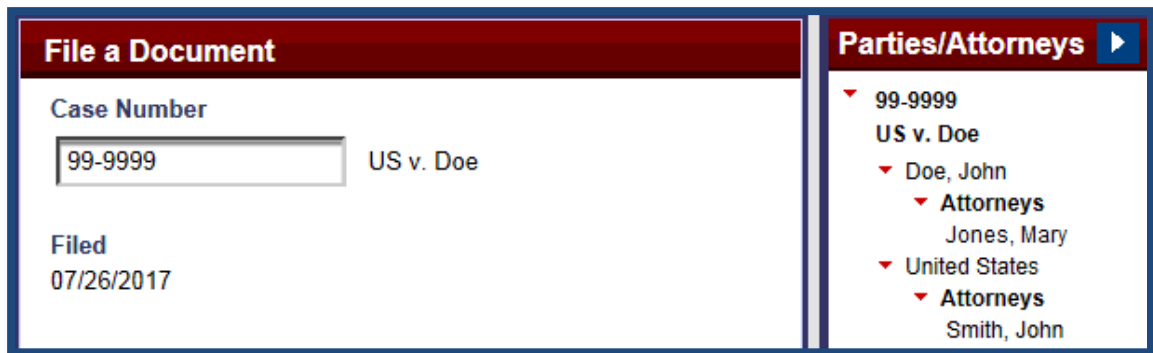


The image shows a form titled "File a Document" with a red header. Below the header is a label "Case Number" and a text input field containing "99-9999". To the right of the input field is a button labeled "Searching..."

## 2 FILING



### Overview of Filing a Document

5. When your case is found, the short title will display next to the case number, and the parties and attorneys will be listed in a panel on the right side of the screen. The *Parties/Attorneys* panel displays in expanded mode on the first screen and collapsed mode on subsequent screens. You can collapse the panel by clicking on  or expand it by clicking on .



The screenshot shows two panels. The left panel, titled "File a Document", contains a "Case Number" field with the value "99-9999" and the text "US v. Doe" next to it. Below this, it says "Filed 07/26/2017". The right panel, titled "Parties/Attorneys", is expanded and shows a tree view: "99-9999" (expanded), "US v. Doe" (expanded), "Doe, John" (expanded), "Attorneys" (expanded), "Jones, Mary", "United States" (expanded), "Attorneys" (expanded), and "Smith, John".

6. The document table in the main panel lists document types in the left column and document categories in the right column. Each column has an optional search field that can be used to filter the results. If you enter text in the **Type of Document** field, you will only see the document types that match your text. If you enter *m*, you will only see the results that include the letter "m." If you enter *motion*, you will only see the results that include the word "motion." Each document type has been assigned to one or more categories. If you make a selection from the **Category** menu, you will only see the document types assigned to that category.

Type of Document 	Category 
<input type="text"/>	<input type="text" value="All"/>
Affidavit in Support	Motions/Memoranda/Affidavits
Amicus Curiae Brief (FRAP 29)	Briefing, Amicus/Intervenor Filings
Answer to Petition or Application	Responses/Replies/Answers
Appendices to briefs cannot be filed electronically	Briefing
Bill of Costs	Miscellaneous Filings
Brief (FRAP 28)	Briefing
Certificate of Service	Miscellaneous Filings
Citation of Supplemental Authorities (FRAP 28(j))	Briefing, Letters/Correspondence
CJA Form 24 and Transcript Order Form	Case Opening Forms
Corporate Disclosure Statement (FRAP 26.1)	Miscellaneous Filings

## 2 FILING

### Overview of Filing a Document

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7. You should begin by selecting a category. When you filter by category, the list of document types is usually short enough to display without scrolling. This makes it easier to select the best option.

Type of Document ▲	Category ▼
<input type="text"/>	Case Opening Forms
CJA Form 24 and Transcript Order Form	Case Opening Forms
Docketing Statement	Case Opening Forms
Form for Selection of Counsel on Appeal	Case Opening Forms, Miscellaneous Filings
Notice of Appearance	Case Opening Forms, Notices
Transcript Report/Order Form (all transcripts have been filed)	Case Opening Forms
Transcript Report/Order Form (transcripts are being ordered)	Case Opening Forms
Transcript Report/Order Form (transcripts are not necessary)	Case Opening Forms

8. Click on a document type to select it. The row will change color. You can only select one document type per transaction.

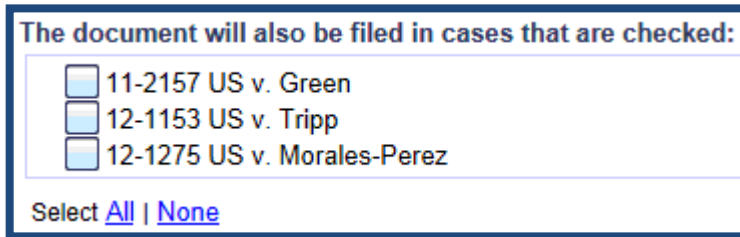
Type of Document ▲	Category ▼
<input type="text"/>	Case Opening Forms
CJA Form 24 and Transcript Order Form	Case Opening Forms
<b>Docketing Statement</b>	Case Opening Forms
Form for Selection of Counsel on Appeal	Case Opening Forms, Miscellaneous Filings
Notice of Appearance	Case Opening Forms, Notices
Transcript Report/Order Form (all transcripts have been filed)	Case Opening Forms
Transcript Report/Order Form (transcripts are being ordered)	Case Opening Forms
Transcript Report/Order Form (transcripts are not necessary)	Case Opening Forms

9. If other cases are associated with your case, they will be listed under a header indicating *[t]he document will also be filed in cases that are checked*. If your document is captioned with one case number, do not select any additional cases from this list. If your document is captioned with multiple case numbers, select only those cases that are included in the caption of your document.

## 2 FILING

### Overview of Filing a Document

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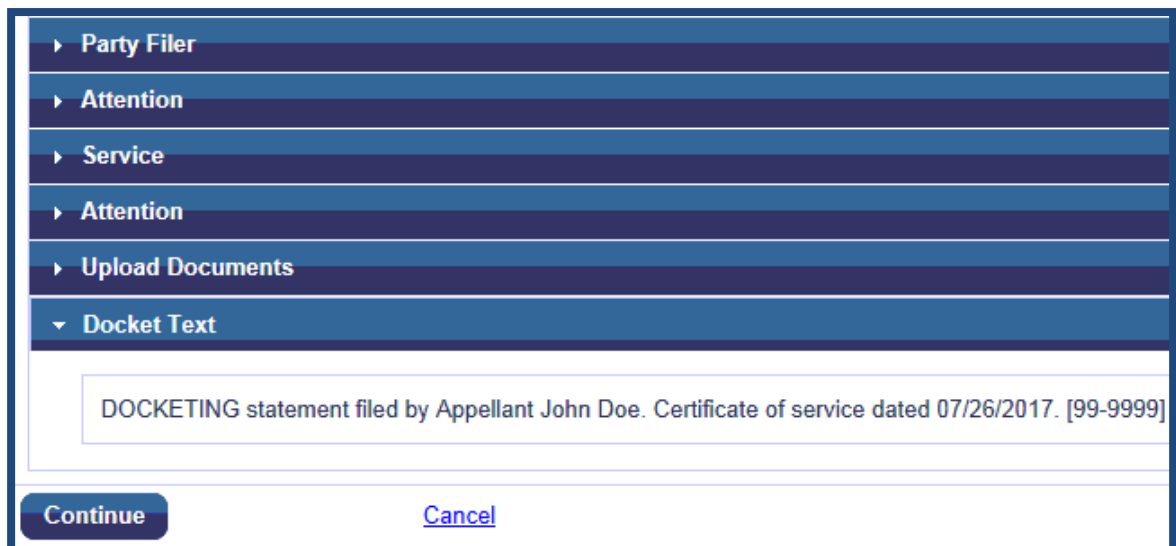


The document will also be filed in cases that are checked:

- 11-2157 US v. Green
- 12-1153 US v. Tripp
- 12-1275 US v. Morales-Perez

Select [All](#) | [None](#)

10. Click **Continue**. The configuration of the screens that follow will vary, depending on the type of document you are filing. Follow the instructions on the screen. Please pay particular attention to the warning messages. They are designed to help you avoid some of the more common errors associated with the type of document you are filing.
11. The docketing interface has an accordion style design. Each page is comprised of a series of panels that can be expanded or collapsed by clicking on the blue header. When you move from one screen to the next, the panels you completed on the previous screen will display in collapsed mode on the new page. You can edit information entered on a previous screen by expanding the relevant panel, or click **Cancel** at the bottom of the page to start over. Do not use your browsers back button to return to the previous screen.



▶ Party Filer

▶ Attention

▶ Service

▶ Attention

▶ Upload Documents

▼ Docket Text

DOCKETING statement filed by Appellant John Doe. Certificate of service dated 07/26/2017. [99-9999]

[Continue](#) [Cancel](#)

12. The **Final Review** panel lists all the selections you made and the data you entered. Please take a moment to verify the information is correct. If you find an error and attempt to



## 2 FILING

### Overview of Filing a Document

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correct it by expanding the relevant panel, you will find it opens in read-only mode. However, if you click **Edit** at the bottom of the page, the panels will become editable, allowing you to make corrections.

- ▶ Party Filer
- ▶ Attention
- ▶ Service
- ▶ Attention
- ▶ Upload Documents
- ▶ Docket Text
- ▼ Final Review

**File to Case**  
99-9999

**Type of Document**  
Docketing Statement


**Party Filer**  
Doe, John (Appellant-Defendant) 99-9999

**Service**  
07/26/2017

**Upload Documents**  
[DocketingStatement.pdf](#) (84 pages)

**Docket Text**  
DOCKETING statement filed by Appellant John Doe. Certificate of service dated 07/26/2017. [99-9999]

After you click the **Submit** button, you cannot change this filing.

 Have you redacted personal identifiers from the document you filed?

**Submit** [Edit](#) [Cancel](#)

## 2 FILING

### Overview of Filing a Document

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13. Once you have verified the transaction is correct, click **Submit**. An NDA will display. This is your confirmation that the transaction was received by the court and served on the individuals listed under the header *[n]otice will be electronically mailed to*. If the NDA does not display, you should adjust your pop-up blocker settings. Your pop-up blocker must be either turned off or set to allow pop-ups from [\\*.ca1.uscourts.gov](http://*.ca1.uscourts.gov).

**United States Court of Appeals for the First Circuit**

**Notice of Docket Activity**

The following transaction was entered on 07/27/2017 at 1:14:20 PM EDT and filed on 07/27/2017

**Case Name:** ABC Company v. XYZ Company

**Case Number:** [52-1809](#)

**Document(s):** [Document\(s\)](#)

**Docket Text:**  
DOCKETING statement filed by Appellant ABC Company. Certificate of service dated 07/26/2017. [52-1809] (RR)

**Notice will be electronically mailed to:**

Richard Row

**Notice will not be electronically mailed to:**

Amy Doe  
123 Main Street  
Boston, MA 12345-0000

## 2 FILING

### File a Motion

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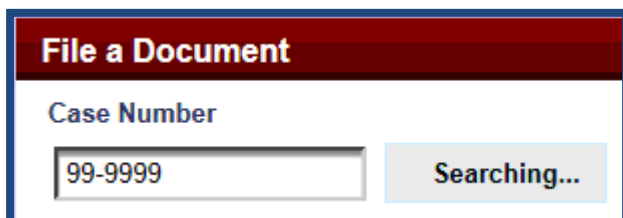
1. Before you begin, make sure the pop-up blocker setting on your browser is either turned off or set to allow pop-ups from [\\*.ca1.uscourts.gov](http://*.ca1.uscourts.gov).
2. Review the service list for the case to determine whether there are any recipients who will not be served through the court's electronic filing system. The service list can be found by selecting **Service List** from the **Reports** menu. Your electronic filing will constitute service on all recipients whose service preference is email. Any other recipients must be served in accordance with Fed. R. App. P. 25.

Contact Info	Case Number/s	Service Preference	ECF Filing Status
Mary Jones 1 Main St Boston, MA 12345	<a href="#">99-9999</a>	Email	Active
John Smith US Attorney's Office 1 Courthouse Way Boston, MA 02210	<a href="#">99-9999</a>	US Mail	

3. Select **Filing** from the main menu. If you do not have this option, it is because you do not qualify for filing privileges. To qualify for filing privileges, attorneys must be a member of the bar of this court and non-attorneys must be a party to an appeal.



4. Enter the case number in the **Case Number** field and move your cursor out of the field, either by pressing the *Tab* key or clicking elsewhere on the screen. The application will not begin searching for your case until your cursor exits the **Case Number** field.



The image shows a form titled "File a Document" with a red header. Below the header is a label "Case Number" and a text input field containing "99-9999". To the right of the input field is a button labeled "Searching..."

## 2 FILING

### File a Motion

- When your case is found, the short title will display next to the case number, and the parties and attorneys will be listed in a panel on the right side of the screen.

File a Document	Parties/Attorneys ▶
<p><b>Case Number</b></p> <input type="text" value="99-9999"/> US v. Doe	<ul style="list-style-type: none"> <li>▼ 99-9999</li> <li>US v. Doe</li> <li>▼ Doe, John               <ul style="list-style-type: none"> <li>▼ Attorneys</li> <li>Jones, Mary</li> </ul> </li> <li>▼ United States               <ul style="list-style-type: none"> <li>▼ Attorneys</li> <li>Smith, John</li> </ul> </li> </ul>
<p><b>Filed</b></p> <p>07/26/2017</p>	

- The document table in the main panel lists document types in the left column and document categories in the right column. Each column has an optional search field that can be used to filter the results. If you enter text in the **Type of Document** field, you will only see the document types that match your text. Each document type has been assigned to one or more categories. If you make a selection from the **Category** menu, you will only see the document types assigned to that category.

Type of Document ▲	Category ◆
<input type="text"/>	All <input type="button" value="v"/>
Affidavit in Support	Motions/Memoranda/Affidavits
Amicus Curiae Brief (FRAP 29)	Briefing, Amicus/Intervenor Filings
Answer to Petition or Application	Responses/Replies/Answers
Appendices to briefs cannot be filed electronically	Briefing
Bill of Costs	Miscellaneous Filings
Brief (FRAP 28)	Briefing
Certificate of Service	Miscellaneous Filings
Citation of Supplemental Authorities (FRAP 28(j))	Briefing, Letters/Correspondence
CJA Form 24 and Transcript Order Form	Case Opening Forms
Corporate Disclosure Statement (FRAP 26.1)	Miscellaneous Filings
<	

## 2 FILING

### File a Motion

7. Select **Motions/Memoranda/Affidavits** from the **Category** menu. If you do not see the type of motion you are filing in the left column, select **Motion (other)**, or, if your motion includes a response to a previously filed document, select **Response and Motion**. The selected row will change color. You can only select one document type per transaction.

Type of Document ^	Category ^
	Motions/Memoranda/Affidavits
Affidavit in Support	Motions/Memoranda/Affidavits
Informative motions should be filed as notices	Motions/Memoranda/Affidavits
Memorandum in Support	Motions/Memoranda/Affidavits
<b>Motion (other)</b>	<b>Motions/Memoranda/Affidavits</b>
Motion for Leave to File Notice of Appearance	Motions/Memoranda/Affidavits
Motion to Amend Caption	Motions/Memoranda/Affidavits
Motion to Proceed in Forma Pauperis and Form 4 Financial Affidavit	Motions/Memoranda/Affidavits
Response and Motion	Motions/Memoranda/Affidavits, Responses/Replies/Answers

8. If other cases are associated with your case, they will be listed under a header indicating *[t]he document will also be filed in cases that are checked*. If your motion is captioned with one case number, do not select any additional cases from this list. If your motion is captioned with multiple case numbers, select only those cases that are included in the caption of your document.

**The document will also be filed in cases that are checked:**

11-2157 US v. Green

12-1153 US v. Tripp

12-1275 US v. Morales-Perez

Select [All](#) | [None](#)

9. Click **Continue**.
10. Click on the filers for your motion to add them to the **Selected** list.

## 2 FILING

### File a Motion

Party Filer

Click on the filer(s) for this document. Your selection(s) will appear in the Selected list. If your document has many filers, clicking on the **Type** column header will group like parties together, making them easier to find.

Filer	Type	Case
Doe, John	Appellant-Defendant	99-9999 US v. Doe
US	Appellee--	99-9999 US v. Doe

[Select All](#)

Selected

Filer	Type	Case	Remove All
Doe, John	Appellant-Defendant	99-9999 US v. Doe	

11. The relief table functions like the document table on the first page with one exception — you can select multiple reliefs. You should begin by selecting a relief category. Scroll through the results and select the relief requested in your motion. If you do not see the relief you are looking for, try setting the relief category back to **All** and typing a key word in the **Relief** search field. Repeat this process until all the reliefs sought in your motion have been added to the **Selected** list.

Requested Relief

Click on the relief(s) requested in your motion. Your selection(s) will appear in the Selected list. You can filter the available options by selecting a Relief Category or entering a key word or phrase in the Relief field.

Relief	Relief Category
<input type="text"/>	Dispositive Reliefs
Dismiss Case	Dispositive Reliefs
Dismiss Case or for Summary Disposition	Dispositive Reliefs
Remand Case	Dispositive Reliefs
Summary Disposition	Dispositive Reliefs
Transfer Case	Dispositive Reliefs

Selected

Relief	Sequence	Remove All
Dismiss Case		

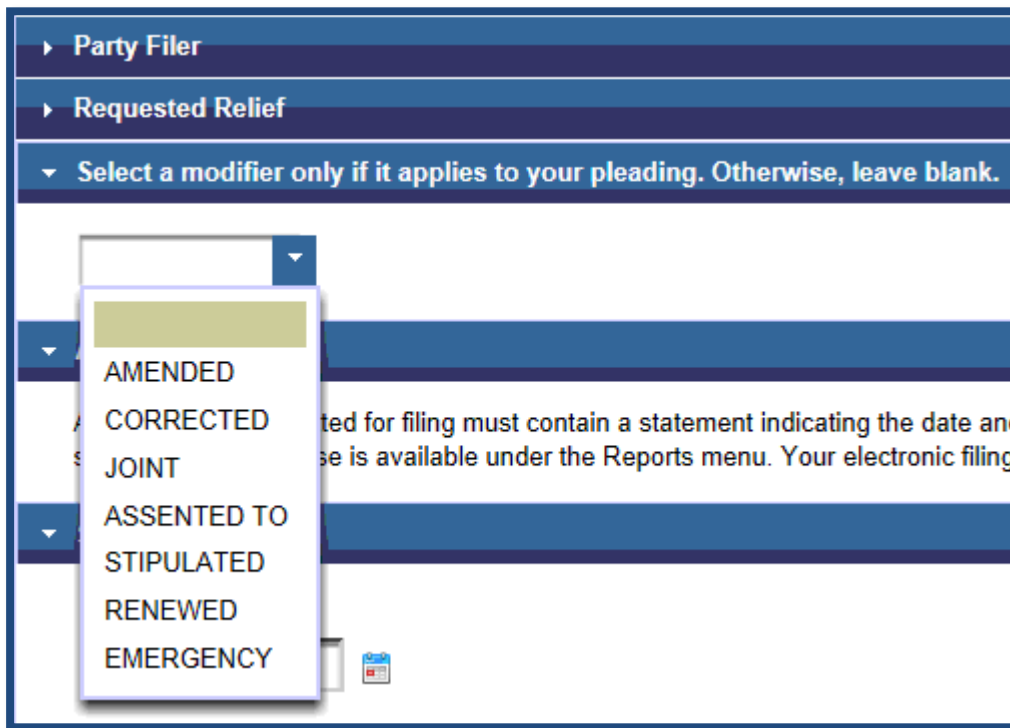
[Continue](#) [Cancel](#)

## 2 FILING

### File a Motion

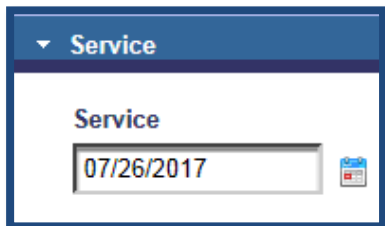
---

12. Click **Continue**.
13. You will notice the panels you completed on the previous screen are now collapsed at the top of this page. If you want to edit previously entered information, simply click on the panel header to open it.
14. Select a modifier only if it applies to your motion. If you select a modifier, it will be added to the beginning of your docket text (e.g., amended motion, corrected motion, etc.).



The screenshot shows a web interface with several collapsed panels at the top: 'Party Filer', 'Requested Relief', and a panel with the instruction 'Select a modifier only if it applies to your pleading. Otherwise, leave blank.' Below these panels is a dropdown menu that is open, displaying the following options: AMENDED, CORRECTED, JOINT, ASSENTED TO, STIPULATED, RENEWED, and EMERGENCY. The 'AMENDED' option is highlighted in a light green color. To the right of the dropdown menu, there is a text input field with a calendar icon to its right. The text in the input field is partially obscured by the dropdown menu but appears to contain the words 'ted for filing must contain a statement indicating the date an' and 'se is available under the Reports menu. Your electronic filing'.

15. Enter the date your motion was served on all parties.

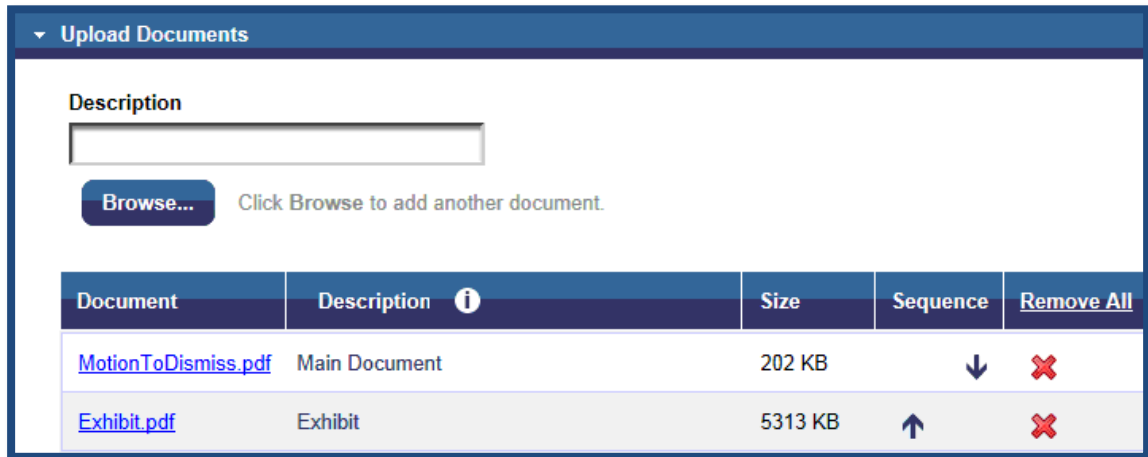


The screenshot shows a single expanded panel titled 'Service'. Inside the panel, there is a text input field with the date '07/26/2017' entered. To the right of the input field is a small calendar icon.

## 2 FILING

### File a Motion

16. Click **Browse** to upload your motion. The application will allow you to attach additional documents in the same way. If you upload additional documents, please provide a brief description of each in the **Description** field.



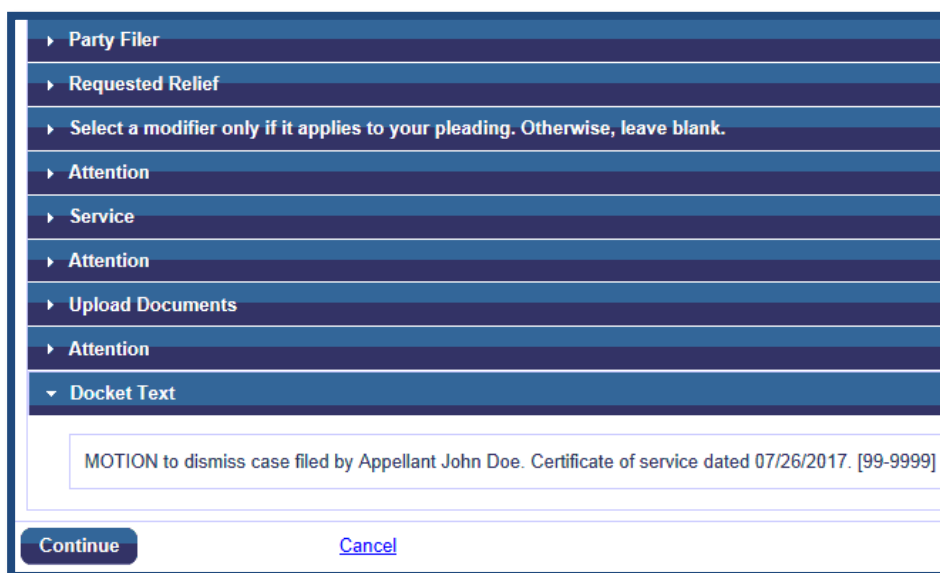
Upload Documents

Description

**Browse...** Click Browse to add another document.

Document	Description <span>ⓘ</span>	Size	Sequence	Remove All
<a href="#">MotionToDismiss.pdf</a>	Main Document	202 KB	↓	✖
<a href="#">Exhibit.pdf</a>	Exhibit	5313 KB	↑	✖

17. Click **Continue**.
18. You will see a preview of your docket entry in the **Docket Text** panel. The docket text is generally not editable but if you notice an error, you can open the relevant panel and correct it there.



▶ Party Filer

▶ Requested Relief

▶ Select a modifier only if it applies to your pleading. Otherwise, leave blank.

▶ Attention

▶ Service

▶ Attention

▶ Upload Documents

▶ Attention

▼ Docket Text

MOTION to dismiss case filed by Appellant John Doe. Certificate of service dated 07/26/2017. [99-9999]

**Continue** [Cancel](#)



## 2 FILING

### File a Motion

19. Click **Continue**.
20. The **Final Review** panel lists all the selections you made and the data you entered. Please take a moment to verify the information is correct. If you find an error and attempt to correct it by expanding the relevant panel, you will find it opens in read-only mode. However, if you click **Edit** at the bottom of the page, the panels will become editable, allowing you to make corrections.



The screenshot shows a web interface for filing a motion. The 'Final Review' panel is expanded, displaying the following information:

- File to Case:** 99-9999
- Type of Document:** Motion (other)
- Party Filer:** Doe, John (Appellant-Defendant) 99-9999
- Requested Relief:** Dismiss Case
- Select a modifier only if it applies to your pleading. Otherwise, leave blank:** No data was entered.
- Service:** 07/26/2017
- Upload Documents:** [MotionToDismiss.pdf](#) (84 pages), [Exhibit.pdf](#) (110 pages)
- Docket Text:** MOTION to dismiss case filed by Appellant John Doe. Certificate of service dated 07/26/2017. [99-9999]

Below the review panel, there is a warning icon and the text: "After you click the Submit button, you cannot change this filing. Have you redacted personal identifiers from the document you filed?"

At the bottom, there are three buttons: **Submit**, [Edit](#), and [Cancel](#).

## 2 FILING

### File a Motion

---

21. Once you have verified the transaction is correct, click **Submit**. An NDA will display. This is your confirmation that the transaction was received by the court and served on the individuals listed under the header *[n]otice will be electronically mailed to*. If the NDA does not display, you should adjust your pop-up blocker settings. Your pop-up blocker must be either turned off or set to allow pop-ups from [\\*.ca1.uscourts.gov](http://*.ca1.uscourts.gov).

**United States Court of Appeals for the First Circuit**

**Notice of Docket Activity**

The following transaction was entered on 07/27/2017 at 1:16:37 PM EDT and filed on 07/27/2017

**Case Name:** ABC Company v. XYZ Company

**Case Number:** [52-1809](#)

**Document(s):** [Document\(s\)](#)

**Docket Text:**  
MOTION to dismiss case filed by Appellant ABC Company. Certificate of service dated 07/27/2017. [52-1809] (RR)

**Notice will be electronically mailed to:**

Richard Row

**Notice will not be electronically mailed to:**

Amy Doe  
123 Main Street  
Boston, MA 12345-0000

# 3 REPORTS

## Payment History Report

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To view a list of the electronic payments you have made to the court, select **Payment History Report** from the **Reports** menu. If a document is associated with the transaction, the fee description will link to the document. Documents that were submitted under the **Utilities** menu without a payment are also included on this report.

If nothing happens when you select **Payment History Report**, it may be because you have your pop-up blocker on. To operate CM/ECF, your pop-up blocker must be either turned off or set to allow pop-ups from [\\*.ca1.uscourts.gov](http://*.ca1.uscourts.gov).

Case Number	Date Paid	Fee Description	Payment Method	Receipt Number	Amount
	07/24/2017 12:42:38	<a href="#">Submit New Case Without Fee Payment</a>			\$0.00
	07/24/2017 11:38:03	<a href="#">Submit New Case With Fee Payment</a>	credit card	A01-31605-290	\$500.00
	07/23/2017 20:02:17	Cert Good Standing (Quantity Requested: 1)	credit card	A01-31610-811	\$19.00
	07/21/2017 10:17:05	<a href="#">Attorney Admissions (pending review )</a>			\$0.00

# 3 REPORTS

## PACER Report

Select **PACER Report** from the **Reports** menu. The *Case Search* page will open in a new window. Enter your search criteria and click **Search**. To view the appellate docket, click on the appellate case number link in the *Case Number/Title* column.

Case Number Title	Opening Date	Last Docket Entry	Originating Case Number Origin
<a href="#">05-1111</a> ← <a href="#">US v. Braggs</a>	01/26/2005	12/15/2008 15:34:23	0100-1 : <a href="#">04-00088</a> District Court of Maine, Bangor

**Note:**

- \* Click on Case No. to get Case Summary
- \* Click on Short Title to get Case Query
- \* Click on Originating Case No. to get Case Summary for Originating Case

A partial docket will display. To view the full docket, click the **Full Docket** button at the top of the page.

If you view the **Full Docket** you will be charged for 2 Pages \$0.20

**General Docket**  
**United States Court of Appeals for the First Circuit**

Court of Appeals Docket #: 05-1111 US v. Braggs Appeal From: District Court of Maine, Bangor Fee Status: in forma pauperis	Docketed: 01/26/2005 Termed: 10/31/2005
---	--

If nothing happens when you select **PACER Report**, it may be because you have your pop-up blocker on. To operate CM/ECF, your pop-up blocker must be either turned off or set to allow pop-ups from [\\*.ca1.uscourts.gov](http://*.ca1.uscourts.gov).

# 3 REPORTS

## Service List

Before filing a document, you should review the service list for the case by selecting **Service List** from the **Reports** menu. Your electronic filing will constitute service on all recipients whose service preference is email. Any other recipients must be served in accordance with Fed. R. App. P. 25.

If nothing happens when you select **Service List**, it may be because you have your pop-up blocker on. To operate CM/ECF, your pop-up blocker must be either turned off or set to allow pop-ups from [\\*.ca1.uscourts.gov](http://*.ca1.uscourts.gov).

Contact Info	Case Number/s	Service Preference	ECF Filing Status
Mary Jones 1 Main St Boston, MA 12345	<a href="#">99-9999</a>	Email	Active
John Smith US Attorney's Office 1 Courthouse Way Boston, MA 02210	<a href="#">99-9999</a>	US Mail	

# 4 UTILITIES

## Bar History Report

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To view your bar history, select **Bar History Report** from the **Utilities** menu. If the court has your original bar application on file, there will be a link to the document in the *Type* column. Please note, this court does not require renewals.

If nothing happens when you select **Bar History Report**, it may be because you have your pop-up blocker on. To operate CM/ECF, your pop-up blocker must be either turned off or set to allow pop-ups from [\\*.ca1.uscourts.gov](http://*.ca1.uscourts.gov).

Type	Date Admit/Renew	Projected Renewal Date	Bar Admission/Renewal Status	Payment Method	Receipt Number	Amount
<a href="#">Admission</a>	-	-	pending review			\$0.00

# 4 UTILITIES

## Bar Admission

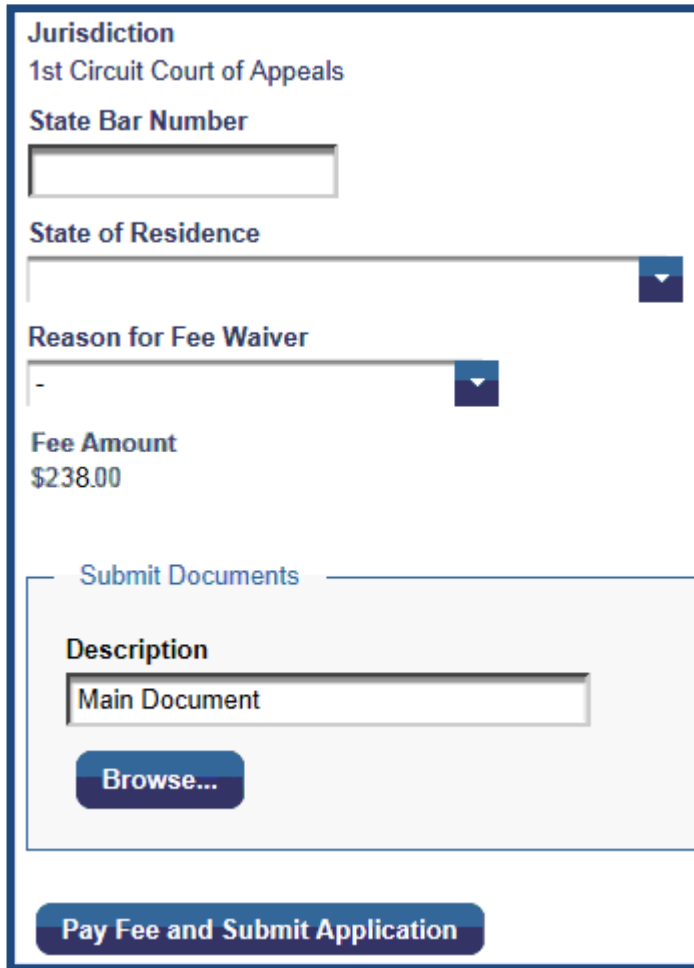
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You must register for a CM/ECF account prior to submitting a bar application. Your account will be activated with limited functionality. You will be able to submit a bar application but your case-related filing privileges will not be activated until after you have been admitted. Bar applications must be submitted using the CM/ECF account of the individual seeking admission.

1. Register for a CM/ECF account.
2. Request a certificate of good standing from a state court bar.
  - Only one certificate of good standing is required.
  - It cannot be from a federal court.
  - It must be dated within the past six months.
  - It must be in English.
  - Submitting a screen shot of your state bar's website showing you are in good standing does not meet this requirement.
3. Complete the [Application and Oath for Admission to Practice](#).
  - The applicant's signature can be electronic but the sponsor's signature must be handwritten.
  - The sponsor's [First Circuit bar number and date of admission](#) can be found on the court's website under the **Attorneys & Litigants** tab.
  - NextGen requires fillable forms to be scanned or printed to PDF. If you try to upload a bar application that was saved without scanning or printing to PDF, the error message will state *[t]his document does not meet CM/ECF standards*.
4. Log in to the court's CM/ECF system.
5. Select **Bar Admission** from the **Utilities** menu.

# 4 UTILITIES

## Bar Admission



**Jurisdiction**  
1st Circuit Court of Appeals

**State Bar Number**

**State of Residence**

**Reason for Fee Waiver**

**Fee Amount**  
\$238.00

**Submit Documents**

**Description**

**Browse...**

**Pay Fee and Submit Application**

6. The **State Bar Number** and **State of Residence** fields are optional.
7. If you are not required to pay the admission fee, select the applicable **Reason for Fee Waiver**.
8. Upload your bar application, certificate of good standing and any supporting documentation. It is not necessary to include the instructions (*Notice to Applicant for Admission*) that accompany the bar application, or the cover letter you may have received with your certificate of good standing. Combining all documents into a single PDF is preferable but not mandatory. If you upload multiple documents, please provide a brief description of each in the **Description** field.
9. Click **Pay Now and Submit**, if you are paying the fee, or **Submit Application**, if the fee is waived.



## 4 UTILITIES

### Bar Admission

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10. If the fee is required, you will be redirected to **Manage My Account** in PACER, where you may have to re-enter your password to log in.
  - a. Select a payment method and click **Next**. The credit card option can be used to pay by credit or debit card. The ACH option allows you to enter the routing and account numbers for the bank account you wish to debit.
  - b. Enter the required information for your selected payment method and click **Submit**.
  - c. A screen indicating your payment was successful will display briefly before you are redirected back to the court's CM/ECF system where you can print your receipt.
11. If you require further confirmation that your submission was successful, or wish to check on its status, select **Payment History Report** from the **Reports** menu.
12. Bar applications submitted with an ACH payment will be held for three business days before processing. If the admission fee was waived, or paid with a credit or debit card, the application will typically be processed sooner. However, all applications should be submitted at least seven days before admission is required to allow sufficient time for verification.
13. Once you have been admitted, you will receive an email with your date of admission and bar number, and your case-related filing privileges will be activated. Applicants who paid the admission fee will also receive a certificate of admission in the mail. Applicants who were not required to pay the fee will not receive a certificate unless they choose to order one by selecting **Pay Fees** from the **Utilities** menu.

# 4 UTILITIES

## Notice for Cases of Interest

Users with a CM/ECF account can opt to receive NDAs in cases they are not associated with. They will not have filing privileges and the “one free look” policy does not apply. Standard PACER access fees will be assessed to view the document.

1. Select **Notice for Cases of Interest** from the **Utilities** menu.
2. The **Email for Cases of Interest** drop down menu is editable. You can either select an email from the list or enter a new one. You are limited to one email address and the email you select will only apply to notices in cases of interest.
3. Indicate whether you want to receive an individual email for each docketing transaction or a daily summary. The noticing frequency you select will only apply to notices in cases of interest.
4. Enter a case number in the **Case Number** field and click **Add**. Repeat as necessary to select additional cases.
5. Click **Save**.

**Notice for Cases of Interest for John Doe**

Email for Cases of Interest ⓘ  
john\_doe@email.com

Frequency  
 Each transaction  
 Daily summary

Case Number  
 **Add**

Selected

Case	Remove All
08-1333 US v. Smith	✖

**Save**

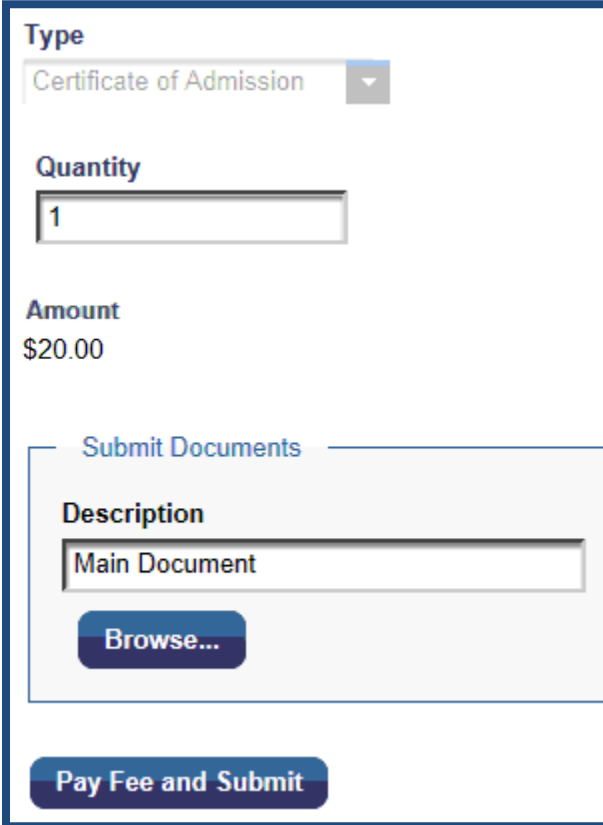
# 4 UTILITIES

## Pay Fees

Attorneys who have been admitted to the bar of his court can order a certificate of admission or certificate of good standing.

### Certificate of Admission

1. Select **Utilities > Pay Fees > Certificate of Admission**.



The screenshot shows a web form for ordering a Certificate of Admission. It includes a dropdown menu for 'Type' set to 'Certificate of Admission', a 'Quantity' input field with '1', and an 'Amount' of '\$20.00'. Below these is a 'Submit Documents' section with a 'Description' input field containing 'Main Document' and a 'Browse...' button. At the bottom is a 'Pay Fee and Submit' button.

2. Enter the number of certificates you are ordering in the **Quantity** field.
3. It is not necessary to upload a document unless you would like the certificate mailed somewhere other than your address of record.
4. Click **Pay Fee and Submit**. You will be redirected to **Manage My Account** in PACER, where you may have to re-enter your password to log in.
5. Select a payment method and click **Next**. The credit card option can be used to pay by credit or debit card. The ACH option allows you to enter the routing and account numbers for the bank account you wish to debit.

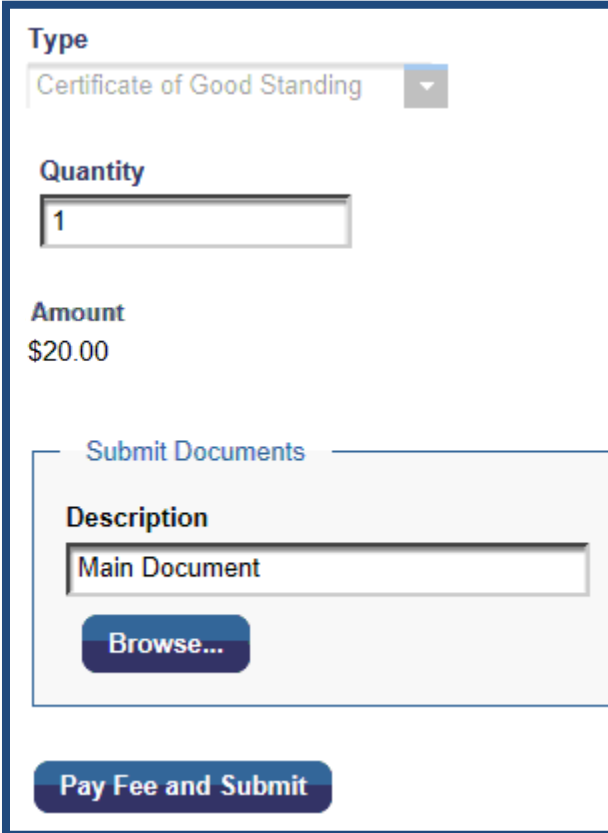
# 4 UTILITIES

## Pay Fees

6. Enter the required information for your selected payment method and click **Submit**.
7. A screen indicating your payment was successful will display briefly before you are redirected back to the court's CM/ECF system where you can print your receipt.
8. If you require further confirmation that your order was submitted, select **Payment History Report** from the **Reports** menu.
9. Orders submitted with an ACH payment will be held for three business days before processing. If the payment is made with a credit or debit card, the order will typically be processed sooner.

### Certificate of Good Standing

1. Select **Utilities > Pay Fees > Certificate of Good Standing**.



The screenshot shows a web form for ordering a Certificate of Good Standing. It includes a dropdown menu for 'Type' set to 'Certificate of Good Standing', a 'Quantity' input field with '1', and an 'Amount' of '\$20.00'. Below these is a 'Submit Documents' section with a 'Description' input field containing 'Main Document' and a 'Browse...' button. At the bottom is a 'Pay Fee and Submit' button.

2. Enter the number of certificates you are ordering in the **Quantity** field.

## 4 UTILITIES

### Pay Fees

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3. It is not necessary to upload a document unless you would like the certificate mailed somewhere other than your address of record.
4. Click **Pay Fee and Submit**. You will be redirected to **Manage My Account** in PACER, where you may have to re-enter your password to log in.
5. Select a payment method and click **Next**. The credit card option can be used to pay by credit or debit card. The ACH option allows you to enter the routing and account numbers for the bank account you wish to debit.
6. Enter the required information for your selected payment method and click **Submit**.
7. A screen indicating your payment was successful will display briefly before you are redirected back to the court's CM/ECF system where you can print your receipt.
8. If you require further confirmation that your order was submitted, select **Payment History Report** from the **Reports** menu.
9. Orders submitted with an ACH payment will be held for three business days before processing. If the payment is made with a credit or debit card, the order will typically be processed sooner.

# 4 UTILITIES

## Submit New Case

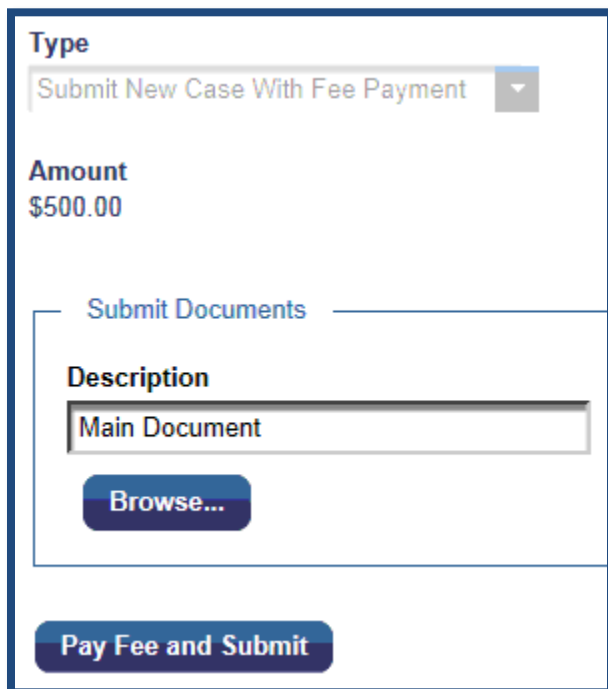
Documents that initiate a case in the court of appeals can be filed electronically or in paper. This includes petitions for review, petitions for permission to appeal, applications to enforce an agency order, petitions for a writ of mandamus or prohibition, and applications for leave to file a second or successive petition for relief pursuant to 28 U.S.C. §2254 or §2255. Please do not use this utility to submit notices of appeal or sealed documents. Notices of appeal must be filed in the district court and sealed documents should only be filed in paper form.

### Submit New Case With Fee Payment

This option can be used to file:

- Petitions for Review
- Applications for Enforcement
- Petitions for a Writ of Mandamus or Prohibition
- Documents filed concurrently with your petition or application, such as a motion to stay deportation or notice of appearance.

1. Select **Utilities > Submit New Case > Submit New Case With Fee Payment.**



**Type**  
Submit New Case With Fee Payment

**Amount**  
\$500.00

**Submit Documents**

**Description**  
Main Document

Browse...

Pay Fee and Submit

# 4 UTILITIES

## Submit New Case

---

2. Click **Browse** to upload your case initiating documents. The application will allow you to attach additional documents in the same way. If you upload additional documents, please provide a brief description of each in the **Description** field. Fillable forms, such as the appearance form, must be scanned or printed to PDF. Otherwise, you will receive an error message stating *[t]his document does not meet CM/ECF standards*.
3. Click **Pay Fee and Submit**. You will be redirected to **Manage My Account** in PACER, where you may have to re-enter your password to log in.
4. Select a payment method and click **Next**. The credit card option can be used to pay by credit or debit card. The ACH option allows you to enter the routing and account numbers for the bank account you wish to debit.
5. Enter the required information for your selected payment method and click **Submit**.
6. A screen indicating your payment was successful will display briefly before you are redirected back to the court's CM/ECF system where you can print your receipt.
7. Filers who submit case initiating documents electronically are responsible for verifying they were received by the court. To confirm receipt, select **Payment History Report** from the **Reports** menu and open the link in the **Fee Description** column. If your documents are not attached to this link, the court did not receive them.
8. If this is an emergency matter or you are seeking immediate relief, please contact the clerk's office during business hours at 617-748-9057 to ensure the matter is handled expeditiously.

### Submit New Case Without Fee Payment

This option can be used to file:

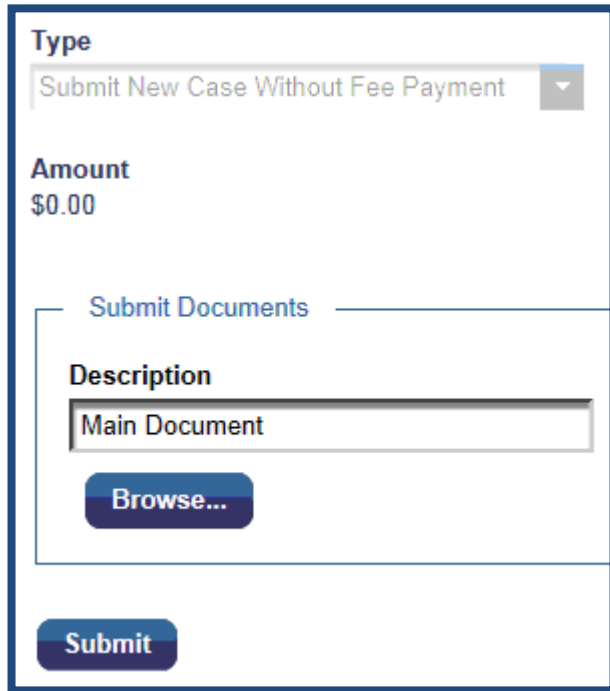
- Petitions for Review
- Applications for Enforcement
- Petitions for a Writ of Mandamus or Prohibition
- Applications for Leave to File a Second or Successive Habeas Petition
- Petitions for Permission to Appeal Pursuant to Fed. R. App. P. 5
- Documents filed concurrently with your petition or application, such as a motion to stay deportation or notice of appearance.

1. Select **Utilities > Submit New Case > Submit New Case Without Fee Payment**.

## 4 UTILITIES

### Submit New Case

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The screenshot shows a web form for submitting a new case. At the top, there is a dropdown menu labeled 'Type' with the selected option 'Submit New Case Without Fee Payment'. Below this is a field for 'Amount' showing '\$0.00'. A section titled 'Submit Documents' contains a 'Description' field with the text 'Main Document' and a 'Browse...' button. At the bottom of the form is a 'Submit' button.

2. Click **Browse** to upload your case initiating documents. The application will allow you to attach additional documents in the same way. If you upload additional documents, please provide a brief description of each in the **Description** field. Fillable forms, such as the appearance form, must be scanned or printed to PDF. Otherwise, you will receive an error message stating *[t]his document does not meet CM/ECF standards*.
3. Click **Submit**.
4. Filers who submit case initiating documents electronically are responsible for verifying they were received by the court. To confirm receipt, select **Payment History Report** from the **Reports** menu and open the link in the **Fee Description** column. If your documents are not attached to this link, the court did not receive them.
5. If this is an emergency matter or you are seeking immediate relief, please contact the clerk's office during business hours at 617-748-9057 to ensure the matter is handled expeditiously.



# 4 UTILITIES

## Update My Account

To update your account, select **Update My Account** from the **Utilities** menu. The **Show PDF Header** checkbox controls whether an informational header will display when you view a document.

➔ Case: 12-1212 Document: 00116918719 Page: 1 Date Filed: 07/27/2017 Entry ID: 5954177

UNITED STATES COURT OF APPEALS  
FOR THE FIRST CIRCUIT

### Update My Account for John Doe

<b>Noticing Preferences</b> Frequency: Each transaction Email Format: HTML	<b>Contact Information</b> Address: 1 Main St Worcester, MA 12345 Primary Email:
<b>Account Information</b> User Name: ca1testatyacct E-Filing Status: Active <input type="checkbox"/> Show PDF Header <input type="button" value="Save"/>	

To update your information go to the [PACER Service Center](#).

For all other updates, select the **PACER Service Center** link. You will be redirected to **Manage My Account** in PACER, where you may have to re-enter your password to log in. Select a tab and click on the appropriate link to update your account. Descriptions of each link are available by placing your cursor over the item.

Settings Maintenance Payments Usage

<a href="#">Update Personal Information</a>	<a href="#">Attorney Admissions / E-File Registration</a>
<a href="#">Update Address Information</a>	Update the email address, delivery method, and formatting options at participating courts for which you are an accepted e-filer.
<a href="#">Update E-Filer Email Noticing and Frequency</a>	
<a href="#">Display Registered Courts</a>	<a href="#">History</a>

# 5 APPENDIX

## List of Document Types

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### AMICUS/INTERVENOR DOCUMENTS

- Amicus Curiae Brief (FRAP 29)
- Disclosure Statement for Amicus or Intervenor (FRAP 26.1)
- Motion for Leave to File Amicus Curiae Brief
- Motion for Leave to Intervene
- Motion to Extend Time to File Amicus Curiae Brief
- Notice of Appearance on Behalf of Amicus or Intervenor

### BRIEFING DOCUMENTS

- Amicus Curiae Brief (FRAP 29)
- Appendix (FRAP 30)
- Brief (FRAP 28)
- Citation of Supplemental Authorities (FRAP 28(j))
- Notice That a Brief Will Not Be Filed
- Response to Citation of Supplemental Authorities (FRAP 28(j))
- Translation

### CASE OPENING FORMS

- CJA Form 24 and Transcript Order Form
- Docketing Statement
- Form for Selection of Counsel on Appeal
- Notice of Appearance
- Transcript Report/Order Form (all transcripts have been filed)
- Transcript Report/Order Form (transcripts are being ordered)
- Transcript Report/Order Form (transcripts are not necessary)

### COURT REPORTER DOCUMENTS

- Motion filed by Court Reporter
- Notice filed by Court Reporter
- Response filed by Court Reporter
- Transcript Order Acknowledgment

### LETTERS/CORRESPONDENCE

- Citation of Supplemental Authorities (FRAP 28(j))

# 5 APPENDIX

## List of Document Types

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- Letter (general)
- Proof of Service Indicating Case Record was Forwarded to New Counsel
- Response to Citation of Supplemental Authorities (FRAP 28(j))

### MISCELLANEOUS DOCUMENTS

- Administrative Record
- Bill of Costs
- Certificate of Service
- Certified List
- Cross-Application for Enforcement
- Designation of Attorney Presenting Oral Argument
- Disclosure Statement (FRAP 26.1)
- Form for Selection of Counsel on Appeal
- Pay the Filing Fee
- Proof of Service Indicating Case Record was Forwarded to New Counsel
- Statement of the Issues
- Status Report
- Suggestion of Bankruptcy
- Suggestion of Death
- Translation

### MOTIONS/MEMORANDA/AFFIDAVITS

- Affidavit in Support
- Memorandum in Support
- Motion (other)
- Motion for Leave to File Notice of Appearance
- Motion to Amend Caption
- Motion to Proceed In Forma Pauperis and Form 4 Financial Affidavit
- Response and Motion

### NOTICES

- Notice (general)
- Notice of Appearance
- Notice of Intent to Remove Petitioner

# 5 APPENDIX

## List of Document Types

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- Notice of Unavailability of Counsel
- Notice Requesting Removal from the Service List
- Notice that a Brief will not be Filed
- Proof of Service Indicating Case Record was Forwarded to New Counsel
- Suggestion of Bankruptcy
- Suggestion of Death

### **PETITIONS**

- Cross-Petition for Permission to Appeal
- Petition (other)
- Petition for Initial Hearing En Banc
- Petition for Panel Rehearing
- Petition for Rehearing and Rehearing En Banc
- Petition for Rehearing En Banc

### **RESPONSES/REPLIES/ANSWERS**

- Answer to Petition or Application
- Reply to Response
- Response
- Response and Motion
- Response to Citation of Supplemental Authorities (FRAP 28(j))

# 5 APPENDIX

## List of Reliefs

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### **ABEYANCE/STAY RELIEFS**

- Hold Case in Abeyance
- Stay (other)
- Stay Execution of Sentence
- Stay Removal Proceedings

### **ARGUMENT RELIEFS**

- Enlarge Time for Oral Argument
- Expedite
- Leave to Appear at Oral Argument
- Request Oral Argument
- Reschedule Oral Argument
- Waive Oral Argument and Submit Case on the Briefs

### **BRIEFING RELIEFS**

- Amend Pleading
- Construe Pleading as Brief
- Expedite
- Extend Time to File Brief and/or Appendix
- Join in or Adopt Previously Filed Pleading
- Leave to file Addendum to Reply Brief
- Leave to File Corrected or Substituted Appendix
- Leave to File Corrected or Substituted Brief
- Leave to File Deferred Appendix
- Leave to File Joint or Consolidated Appendix
- Leave to File Joint or Consolidated Brief
- Leave to File Oversized Pleading
- Leave to File Pleading
- Leave to File Pleading Instanter
- Leave to File Reduced Number of Copies of Brief and/or Appendix
- Leave to File Supplemental Appendix
- Leave to File Supplemental Brief
- Leave to File Sur Reply Brief

# 5 APPENDIX

## List of Reliefs

---

- Strike Pleading
- Vacate Briefing Schedule
- Waive Filing an Appendix
- Withdraw Previously Filed Pleading

### **CERTIFICATE OF APPEALABILITY RELIEFS**

- Certificate of Appealability
- Expanded Certificate of Appealability
- Extend Time to File Status Report
- Extend Time to Request Certificate of Appealability
- Extend Time to Request Expanded Certificate of Appealability

### **CONSOLIDATION RELIEFS**

- Consolidate Cases
- Sever Cases (deconsolidate)

### **COURT REPORTER RELIEFS**

- Extend Time to File Transcript
- Waive Mandatory Fee Reduction

### **DISPOSITIVE RELIEFS**

- Dismiss Case
- Dismiss Case or for Summary Disposition
- Dismiss Party
- Remand Case
- Summary Disposition
- Transfer Case

### **EXTENSION/INSTANTER RELIEFS**

- Extend Time to File Agency Record
- Extend Time to File Appearance Form, Docketing Statement and/or Transcript Order Form
- Extend Time to File Bill of Costs
- Extend Time to File Brief and/or Appendix
- Extend Time to File Petition for Rehearing
- Extend Time to File Response

# 5 APPENDIX

## List of Reliefs

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- Extend Time to File Status Report
- Extend Time to Pay Filing Fee
- Extend Time to Request Certificate of Appealability
- Extend Time to Request Expended Certificate of Appealability
- Leave to File Pleading Instantly

### **FEE/COST RELIEFS**

- Award Fees and Costs
- Extend Time to File Bill of Costs
- Extend Time to Pay Filing Fee
- Interim Payment of Attorney Fees
- Leave to Incur Expense of a Service Provider (interpreter, etc.)
- Leave to Incur Travel Expenses by Attorney
- Request CJA20 Voucher

### **MISCELLANEOUS RELIEFS**

- Amend Pleading
- Bail Pending Appeal
- Certify Question of Law
- Clarify Court Document
- Dismiss Party
- Expedite
- Impose Sanctions
- Injunction Pending Appeal
- Join in or Adopt Previously Filed Pleading
- Leave to File Oversized Pleading
- Leave to File Pleading
- Miscellaneous Relief (to be used ONLY if no other relief is appropriate)
- Produce Transcript at Government Expense
- Strike Pleading
- Substitute Parties
- Supplement Record on Appeal
- Take Judicial Notice
- Withdraw Previously Filed Pleading

# 5 APPENDIX

## List of Reliefs

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### **REHEARING/RECONSIDERATION RELIEFS**

- Extend Time to File Petition for Rehearing
- Recall Mandate
- Reconsider

### **REPRESENTATION RELIEFS**

- Appoint Counsel
- Interim Payment of Attorney Fees
- Leave to Incur Expense of a Service Provider (interpreter, etc.)
- Leave to Incur Travel Expenses by Attorney
- Request CJA 20 Voucher
- Substitute Counsel
- Withdraw as Counsel