



microsystems

THE document experts

# eFiling: Workflow designs for the electronic document

Midwest Legal Technology Group  
Foley & Lardner- Chicago Office  
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# introductions

- **Sherry Kappel**  
Sr. VP, Chief Innovation Officer  
Microsystems
- **Brad Ipsan**  
National Manager - eFiling for Courts  
Microsoft Government
- **Betsy Reynolds**  
Applications Analyst & Integration Director
- **Lisé McNally**  
Supervisor  
Imaging & Litigation Support Group  
Manatt Phelps (LA)

*Click on text to right of orange ">" for active links...*

# overview

- **eFiling in 2004:**
  - **current requirements**
  - **current challenges**
    - **Dual outputs**
    - **Few guidelines — or moving guidelines**
- **Insights from efilings shepherds at:**
  - **Adobe**
  - **Microsoft/BearingPoint/State of Texas**
- **.PDFs — to search or not to search?**
  - **The underlying document product...**
  - **Finally, a case for using styles?**
- **Workflow:**
  - **How are you currently responding?**
  - **What are the challenges you're facing?**
  - **What needs to change and how?**

# efiling landscape

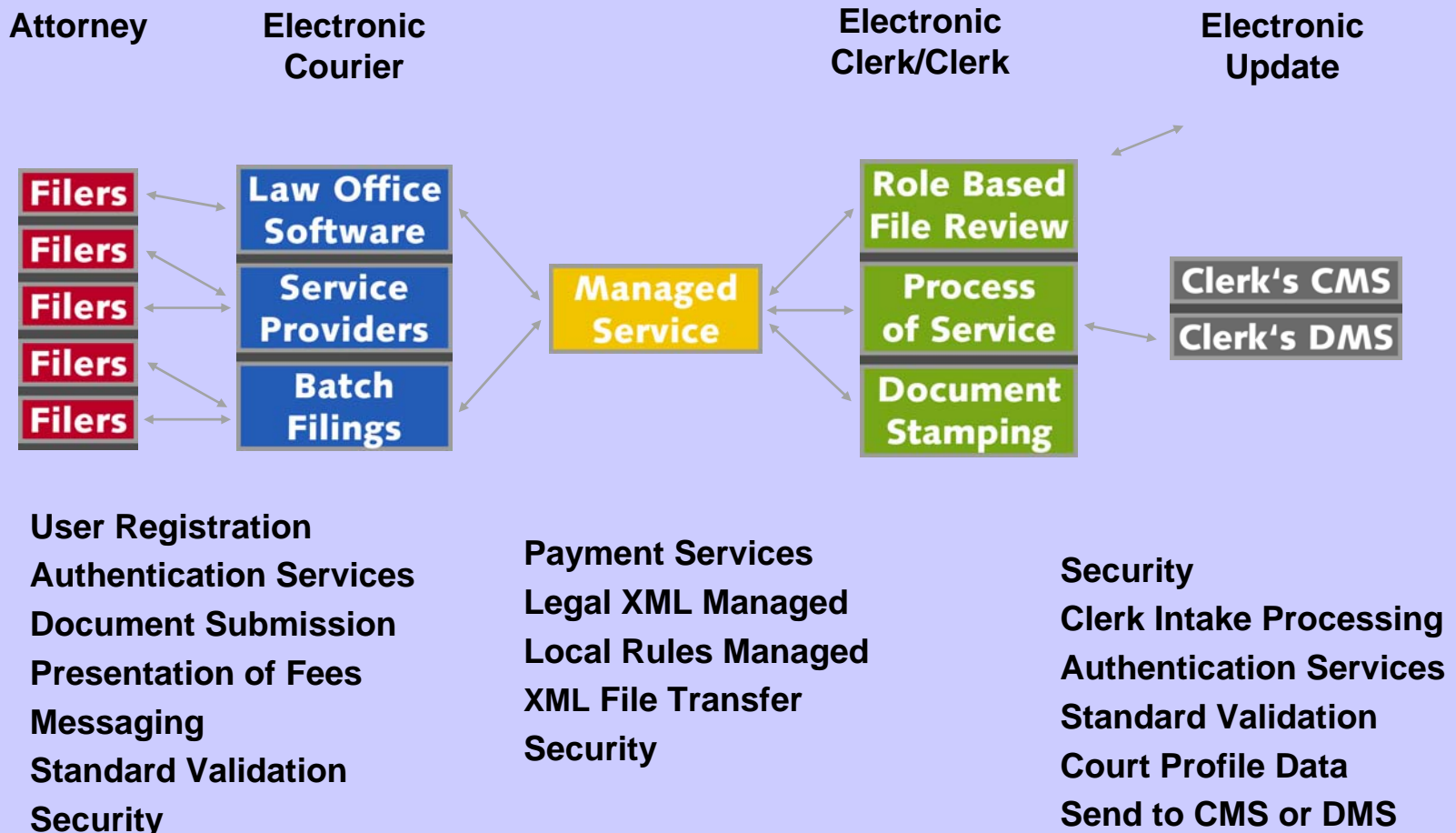
- **EDGAR — SEC >**
  - First repository
  - validated ‘submission’
- **PTO >**
  - Patents > EFS >
  - Trademarks > TEAS >
- **Bankruptcy courts >**
  - Consistent submissions
- **Northern District of California**
  - Started efilings, select judges in 2000
  - January 2003, all judges efilings only
  - Electronic Case Filing & PACER >
- **Southern District of Illinois — Jan. 2004 efilings only**
- **Currently anticipating Los Angeles County...**

# what Texas is doing

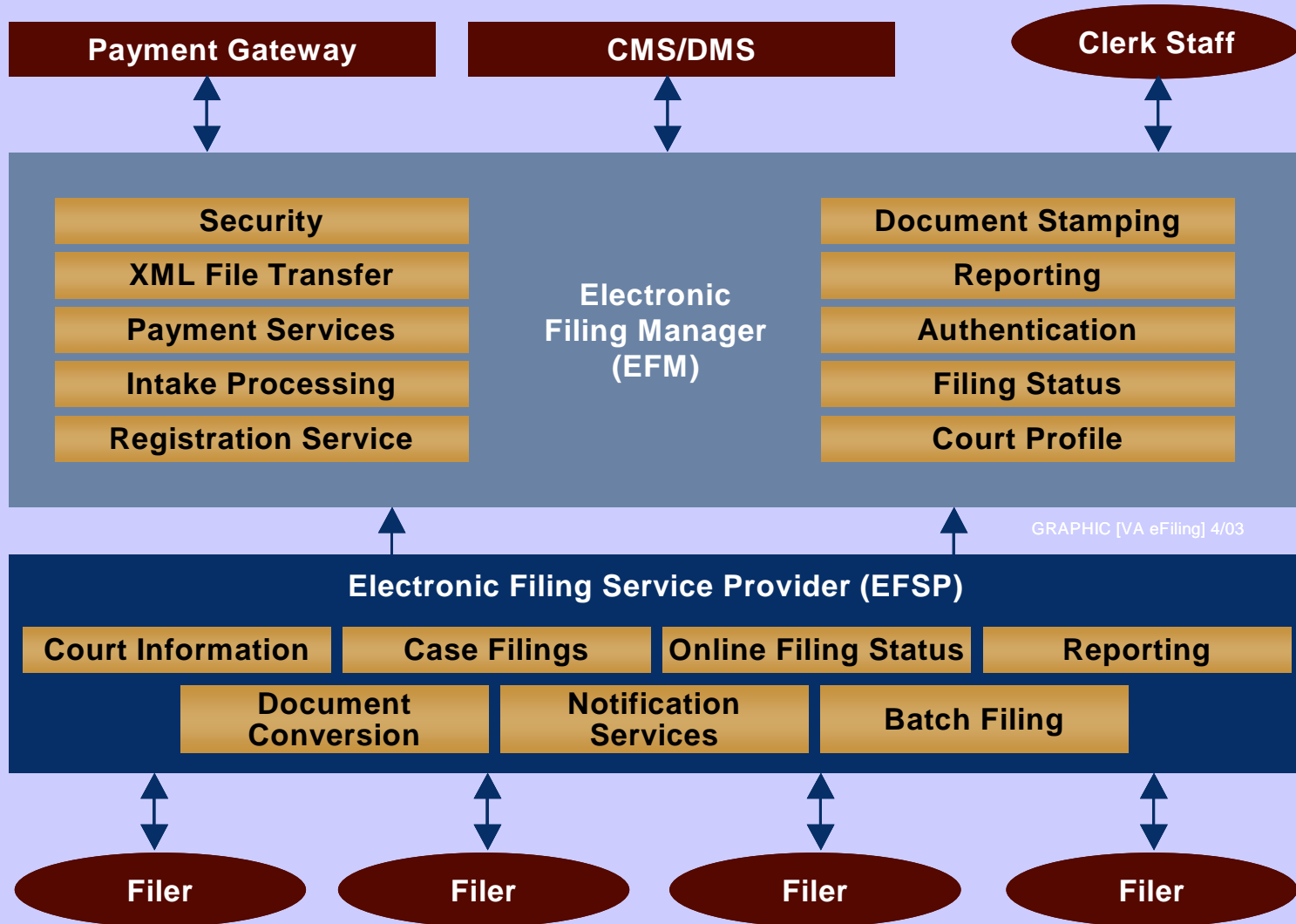
- **State of Texas in partnership with:**
  - **Microsoft**
  - **BearingPoint**
  - **Model now available to other states**
- **Brad Ipsan**  
**National Manager - eFiling for Courts**  
**Microsoft Government**
- **“What’s the e-traffic like in Texas?”**

# eFiling for Courts

*eFiling is a Flexible solution that enables integration with existing case management and document management systems and existing processes*



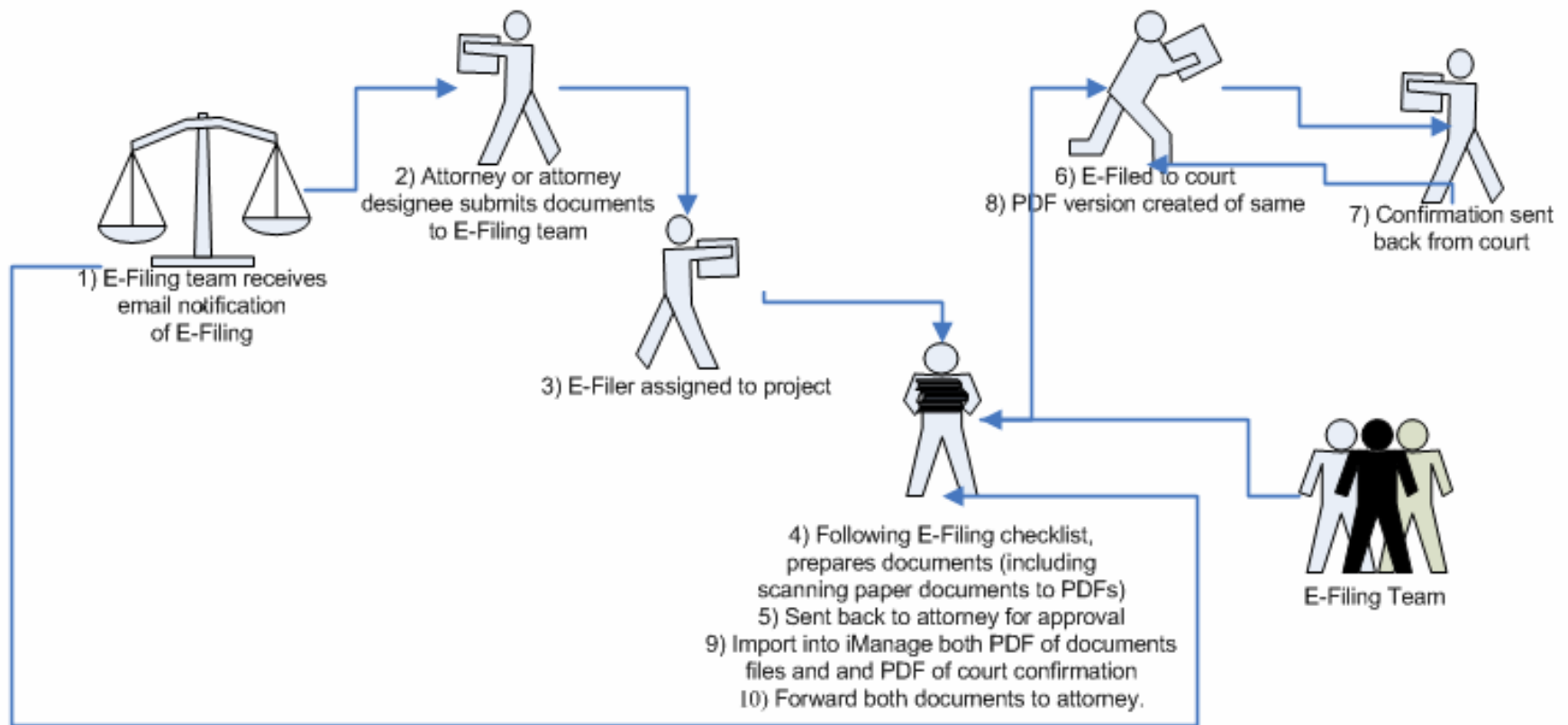
# eFiling for Courts



# what Manatt's doing

- **Betsy Reynolds & Lisé McNally, Manatt Phelps (LA)**
  - **IP, Labor & Employment, Commercial, Environmental & Entertainment Litigation >**  
**8 offices, DC, NY, 4 in California, 300 attorneys**
- **History:**
  - **Group established two years ago**
  - **Sister-groups w/ADS:**  
**Application and Document Services**
- **Basic workflow:**
  - **all e-filings managed from within group**
  - **checklist guides process**
  - **in-process: managed and assembled at file system**
  - **filed PDFs: imported back into DMS**

# Manatt workflow design



- **Supporting documents & structures:**
  - Checklist >
  - USDC Events List >
  - File structure >
- **Manatt's new issues:**
  - waiting until midnight to file
  - 'redacting' doesn't work like it used to:
    - "white" text in Word document, exposed when selecting and copying from PDF
    - Best practice: print redacted document, then scan and file

- **Acrobat 6:**
  - **New feature: File | Reduce File Size**
    - **Helps keep those file size restrictions under control**
  - **New feature: File | Create PDF | From Multiple Files**
  - **Temporarily improve launch speed: Press and hold [Shift] key while launching app**
  - **Permanently improve launch speed: Remove some of the Adobe Plug-ins**

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# other notable links

- [Texas Online e filing site](#)
  - [“Removing the obstacles to electronic filing”](#)
- [Microsoft e filing site](#)
- [BearingPoint e filing site](#)
- [PACER Service Center](#)
  - [PACER training site](#)
- **Other:**
  - [Microsystems](#)
  - [Perfect Access Speer](#)



## Improve the launch times of Acrobat or Reader V6

Many have complained about the slow launch times of Acrobat and Reader Version 6, yet know that these versions are recommended e-filing upgrades for their toolset enhancements (detailed below). The tips below should help you minimize these launch times, either from a deployment standpoint, or on an as-needed basis.

- **Problem:** Adobe Acrobat and Reader Version 6 launch slowly.
- **Cause:** Adobe-distributed plug-ins cause applications to load more slowly.
- **Solutions:** See “User-administered “Fast” launch”, and “Deployment advice” below.
- **Why upgrade?** As e-filing and e-government leverage PDF as a standard submission format, these Acrobat/Reader 6 features move front & center:
  - File|Reduce File Size feature (in Acrobat; keeps submissions compact)
  - Improved/expanded integration to Microsoft Office (Acrobat)
  - Enhanced Security & Collaboration features (privacy, e-discovery concerns)
  - Accessibility features (Section 508-compliance)
  - XML/tagging capabilities (PTO requirement)

### User-administered “Fast” launch:

Hold down the Shift- key as you double-click on a PDF file, OR as you click on the Reader or Acrobat icons. This loads the applications without startup plug-ins.

**Side notes:** We discovered two sad truths about this method: 1) When holding down the Shift key, the application launched in a blazing 4 seconds; without holding down the Shift key, Acrobat took 20 seconds to load! 2) Although plug-in menu options remain displayed, thus seemingly 'active', their associated plug-ins do NOT launch upon clicking the feature. In certain scenarios, then, this trick becomes constraining -- you must close, then relaunch the application to force the plug ins to become active. There appears to be no method inside of the applications to 'add-in' a plug-in — very unlike the Tools|Templates & Add-ins methodologies of Microsoft Word.

### Deployment advice:

Given that the Plug-ins cause these significant delays, it stands to reason that if you remove a few of them, you'll load faster! One recommendation suggested on the forums at <http://www.plantepdf.com> suggested the following Plug-ins as 'necessary', while the

remainders should be side-lined into the “Optional” plug-ins folder. The steps detailed below:

### **Acrobat & Reader:**

1. Identify ALL Third-Party Plug-ins you want to keep using Help|About|Third-Party Plug-ins. Include these filenames in the recommended 'keep' list noted below. You won't want to side-line your Third-Party Plug-ins: those are the ones you've paid extra for, on purpose!

### **Acrobat:**

2. Navigate to the C:\Program Files\Adobe\Acrobat 6.0\Acrobat\plug\_ins folder.

### **Reader:**

2. Navigate to C:\Program Files\Adobe\Acrobat 6.0\Reader\plug\_ins folder.

### **Acrobat/Reader:**

3. Move everything except those listed below and the third-party plug-ins identified in Step 1 into “C:\Program Files\Adobe\Acrobat 6.0\Reader\Optional”, the folder reserved for 'unused plug-ins':
  - Annotations
  - Imageconversion
  - Papercapture
  - Acroform.api
  - Escript.api
  - Ewh32.api
  - Ia32.api
  - Search.api
  - Touchup.api
  - Weblink.api

**Special note:** Make sure you also include the third-party plug-in filenames identified in Step 1.

**Note:** If your users are primarily “Reader” users this small sub-set lightens the load time, yet leaves them w/the plug-ins they'll most often need/use. But if your users are expert Acrobat users, they'll likely want a few of the plug-ins you've side-lined back... Just let them know where you've put them, and where they need to go to add them back in. You should then have the best of all worlds!

Tip: In either Acrobat or Reader, click on Help|About Adobe Plug-ins. You'll discover details about the currently-loaded plug-ins, their purpose and their .api filename.

Case No. \_\_\_\_\_

District \_\_\_\_\_

**E-Filing Checklist** (please *initial* steps as completed)

Name. \_\_\_\_\_ Atty# \_\_\_\_\_ C/M# \_\_\_\_\_ Date \_\_\_\_\_

**Before you talk to the Attorney**

- \_\_\_\_\_ Email the e-filing group that you are handling the filing
- \_\_\_\_\_ Locate signing attorney's ID & password in Access Login database

**Talking to the Attorney**

Type of documents involved?

- \_\_\_\_\_ PDF the case docket sheet by using the Pacer Account so that you can send to the attorney to confirm whether he would like to reference a previously filed document
- \_\_\_\_\_ Any proposed orders? (prepare Word 6 doc for Judge)
- \_\_\_\_\_ Any third party signatures? (need attestation that originals are signed & in MP&P office)
- \_\_\_\_\_ Exhibits to be scanned?
- \_\_\_\_\_ Need a TOA/TOC?
- \_\_\_\_\_ Review caption page and verify with attorney the e-filing category (search #40515489.1 - No. District of **California** or 40704964.1 - District of Columbia 40597401.1 - No. District of **Ohio** or 40626572.1 - Eastern District of **New York** or 40717022.1 - District of Connecticut 40667290.1 - Middle District of **Pennsylvania** or 40637902 - USBC Southern District of **New York** for appropriate category) \_\_\_\_\_
- \_\_\_\_\_ Ask for email with link to document(s) after all edits have been completed by attorney

**Review the Word document**

- \_\_\_\_\_ Is there an "s/" wherever needed on signature lines?
- \_\_\_\_\_ Are the dates filled in next to the signature lines? [check with atty before filling in]
- \_\_\_\_\_ If there are third party signatures has an "s/" and attestation been added?
- \_\_\_\_\_ Convert iManage documents to PDF format.
- \_\_\_\_\_ Prepare the Proposed Order document for Northern CA Judges (DocX Prepare to Word 6 format) in addition to usual e-filing preparation

**For District of Columbia (USDC) ONLY**

- \_\_\_\_\_ If the dropdown list does not display the party or parties you represent, contact the Clerk's office with your party's information. Only Court personnel with pre-approved ECF security permissions can add or create new parties to a case. If you click on the **Add/Create New Party**, ECF returns an error message advising you of this restriction.
- \_\_\_\_\_ If a document is more than *500 pages long*, you may submit it in paper format.
- \_\_\_\_\_ No signature attestation is required.

**For Orange County Complex Civil ONLY**

\_\_\_\_\_ Note: All e-filed documents must be manually served -- At this time there is no access to OC filed documents on the internet.

\_\_\_\_\_ Documents limited to 5 megabytes each (as opposed to 3 megs for No. District of California). Documents and exhibits should be filed as one big document with bookmarks inserted for the exhibits, etc. The court prefers to have a tab insert to divide the different documents. They also state that a TOC and TOA are "helpful" for documents over 5 pages.

\_\_\_\_\_ No "category" is necessary for OC filed documents and no signature attestation is required.

**For Northern District of Ohio (USDC) ONLY (3 hour time difference)**

\_\_\_\_\_ A Certificate of Service must be filed with all e-filed documents

\_\_\_\_\_ Documents/exhibits limited to 1.5 megabytes each (as opposed to 3 megs for No. District of California).

\_\_\_\_\_ Judge Donald C. Nugent requires Exhibits from the Plaintiff be marked with numbers and from the Defendant marked with letters (e.g., "Smith-1" or "Jones-A").

**For Eastern District of New York (USDC) ONLY (3 hour time difference)**

\_\_\_\_\_ For third party signatures, the actual signature needs to be scanned and filed with the document.

**For Middle District of Pennsylvania (USDC) ONLY (3 hour time difference)**

\_\_\_\_\_ The signature block in each document must include the name, address, telephone number, fax number, e-mail address, and the attorney's bar no. (in the following format, e.g., NY55555 [the state postal abbreviation plus the bar no.]).

\_\_\_\_\_ Each document filed electronically must indicate in the caption that it has been electronically filed.

\_\_\_\_\_ Proposed orders are filed as an attachment to the motion only -- they are not e-mailed to the judge.

\_\_\_\_\_ Give a copy of the e-filing confirmation page to Stella D'Agostino in accounting because there may be charges involved for e-filing in this District.

**Scanning/making PDF file(s) (continue listings on back as necessary)**

\_\_\_\_\_ 1st exhibit/attachment: \_\_scan to PDF \_\_verified

\_\_\_\_\_ 2nd exhibit/attachment: \_\_scan to PDF \_\_verified

\_\_\_\_\_ 3rd exhibit/attachment: \_\_scan to PDF \_\_verified

\_\_\_\_\_ 4th exhibit/attachment: \_\_scan to PDF \_\_verified

\_\_\_\_\_ 5th exhibit/attachment: \_\_scan to PDF \_\_verified

## Final E-Filing Review

- \_\_\_\_\_ Recheck all PDF documents for errors (i.e., change in pagination; statute, paragraph, and bullet symbols appear correct; verify number of pages if there is a 10 or 25 page limit and that images look like originals including graphics, etc.)
- \_\_\_\_\_ Move TOC & TOA to proper place (rearrange PDF file by dragging thumbnails), delete warning page at end of doc if applicable
- \_\_\_\_\_ Make sure you know the hierarchy of the filing
- \_\_\_\_\_ **Received final approval from attorney for filing**

## Follow up steps

- \_\_\_\_\_ Print confirmation page once (for ILS files)
- \_\_\_\_\_ Convert confirmation page to PDF format (for Attorney)
- \_\_\_\_\_ Email Proposed Order to the presiding judge if applicable [**CHECK PROPOSED ORDER TO SEE IF A SPECIFIC JUDGE'S SIGNATURE LINE IS INCLUDED. E-MAIL ORDER TO THAT JUDGE -- DO NOT GO BY THE JUDGE'S INITIALS IN THE CASE NUMBER OF THE CAPTION -- any questions -- check with attorney**]
- \_\_\_\_\_ Send Outlook form to attorney & secretary (New York has a separate form entitled "PDF to NY Attorneys"), with attached PDF file(s) (including confirmation)
- \_\_\_\_\_ Import PDFs into iManage and delete them from the temporary folder
- \_\_\_\_\_ Attach this form to one confirmation page & place in ILS's black filing cabinet
- \_\_\_\_\_ Return any exhibits to the attorney

ECF Civil Events

| <b>EVENT</b>  | <b>CATEGORY</b>                           |
|---|---|
| Acknowledgment of Service                             | SERVICE OF PROCESS                        |
| ADR Certification (ADR L.R. 3-5 b)                    | ADR DOCUMENTS                             |
| ADR Request (ADR L.R. 5-10 d) re: ENE                 | ADR DOCUMENTS                             |
| ADR Request (ADR L.R. 6-9 d) re: Mediation            | ADR DOCUMENTS                             |
| Affidavit in Opposition                               | OTHER ANSWERS                             |
| Affidavit in Opposition                               | RESPONSES AND REPLIES                     |
| Affidavit in Support                                  | OTHER ANSWERS                             |
| Affidavit in Support                                  | RESPONSES AND REPLIES                     |
| Affidavit of Service                                  | SERVICE OF PROCESS                        |
| Agreement for Jury Verdict                            | TRIAL DOCUMENTS                           |
| Alter Judgment  | MOTIONS                                   |
| Amend/Correct   | MOTIONS                                   |
| Amended Answer to Complaint                           | OTHER ANSWERS                             |
| Amended Complaint                                     | COMPLAINTS AND OTHER INITIATING DOCUMENTS |
| Amended Notice of Removal                             | COMPLAINTS AND OTHER INITIATING DOCUMENTS |
| Answer to Complaint of Forfeiture                     | OTHER ANSWERS                             |
| Answer to Counterclaim                                | OTHER ANSWERS                             |
| Answer to Crossclaim                                  | OTHER ANSWERS                             |
| Answer to Removal Complaint                           | OTHER ANSWERS                             |
| Answer to Third Party Complaint                       | OTHER ANSWERS                             |
| Answer to Writ of Garnishment                         | OTHER ANSWERS                             |
| Answer to Writ of Garnishment                         | RESPONSES AND REPLIES                     |
| Appeal In Forma Pauperis                              | MOTIONS                                   |
| Appeal of Magistrate Judge Decision to District Court | APPEAL DOCUMENTS                          |
| Appeal Transcript Designation                         | APPEAL DOCUMENTS                          |
| Appear  | MOTIONS                                   |
| Appellant's Brief                                     | APPEAL DOCUMENTS                          |
| Appellant's Reply Brief                               | APPEAL DOCUMENTS                          |
| Appellee's Brief                                      | APPEAL DOCUMENTS                          |
| Appendix  | OTHER SUPPORTING DOCUMENTS                |
| Application for Substitution of Attorney              | OTHER DOCUMENTS                           |
| Application for Writ                                  | OTHER DOCUMENTS                           |
| Application for Writ of Garnishment                   | COMPLAINTS AND OTHER INITIATING DOCUMENTS |
| Appoint Counsel                                       | MOTIONS                                   |
| Appoint Custodian                                     | MOTIONS                                   |
| Appoint Expert  | MOTIONS                                   |
| Appoint Guardian / Attorney ad Litem                  | MOTIONS                                   |
| Appoint Lead Plaintiff and Lead Counsel               | MOTIONS                                   |
| Appoint Receiver                                      | MOTIONS                                   |
| Approve Consent Judgment                              | MOTIONS                                   |
| Arrest of Judgment                                    | MOTIONS                                   |
| Association of Council                                | OTHER DOCUMENTS                           |
| Attorney Fees   | MOTIONS                                   |
| Bankruptcy Appeal                                     | COMPLAINTS AND OTHER INITIATING DOCUMENTS |
| Bifurcate   | MOTIONS                                   |
| Bill of Costs   | MOTIONS                                   |
| Bill of Costs   | OTHER DOCUMENTS                           |
| Bill of Particulars                                   | MOTIONS                                   |
| Bond  | MOTIONS                                   |
| Brief   | OTHER SUPPORTING DOCUMENTS                |
| Case Management Statement                             | OTHER DOCUMENTS                           |
| Case Management Statement (Joint)                     | OTHER DOCUMENTS                           |
| Case Transferred In - District Transfer               | COMPLAINTS AND OTHER INITIATING DOCUMENTS |

ECF Civil Events

| <b>EVENT</b>  | <b>CATEGORY</b>                           |
|---|---|
| Certificate of Appealability                          | MOTIONS                                   |
| Certificate of Counsel                                | NOTICES                                   |
| Certificate of Damages (ADR L.R. 4-2 b)               | ADR DOCUMENTS                             |
| Certificate of Interested Entities                    | NOTICES                                   |
| Certificate of Service [Use for "Proof of Service"]   | SERVICE OF PROCESS                        |
| Certify Class   | MOTIONS                                   |
| Change Venue  | MOTIONS                                   |
| Claim   | OTHER ANSWERS                             |
| Compel  | MOTIONS                                   |
| Complaint   | COMPLAINTS AND OTHER INITIATING DOCUMENTS |
| Confirm Arbitration Award                             | MOTIONS                                   |
| Consent to Proceed Before a U.S. Magistrate Judge     | OTHER DOCUMENTS                           |
| Consolidate Cases                                     | MOTIONS                                   |
| Continue  | MOTIONS                                   |
| Counterclaim  | COMPLAINTS AND OTHER INITIATING DOCUMENTS |
| Crossclaim  | COMPLAINTS AND OTHER INITIATING DOCUMENTS |
| Declaration in Opposition                             | OTHER SUPPORTING DOCUMENTS                |
| Declaration in Support                                | OTHER SUPPORTING DOCUMENTS                |
| Declaration of Mistrial                               | MOTIONS                                   |
| Declaratory Judgment                                  | MOTIONS                                   |
| Declination to Proceed Before a U.S. Magistrate Judge | OTHER DOCUMENTS                           |
| Default Entry   | MOTIONS                                   |
| Default Judgment                                      | MOTIONS                                   |
| Deposit Funds   | MOTIONS                                   |
| Designation of Record on Appeal                       | APPEAL DOCUMENTS                          |
| Directed Verdict                                      | MOTIONS                                   |
| Disbursement of Funds                                 | MOTIONS                                   |
| Disclosure  | MOTIONS                                   |
| Discovery   | MOTIONS                                   |
| Dismiss   | MOTIONS                                   |
| Dismiss/Lack of Jurisdiction                          | MOTIONS                                   |
| Dismiss/Lack of Prosecution                           | MOTIONS                                   |
| Disqualify Counsel                                    | MOTIONS                                   |
| Disqualify Judge                                      | MOTIONS                                   |
| Disqualify Juror                                      | MOTIONS                                   |
| Enforce IRS Summons                                   | MOTIONS                                   |
| Enforce Judgment                                      | MOTIONS                                   |
| Errata  | OTHER DOCUMENTS                           |
| Ex Parte Application                                  | MOTIONS                                   |
| Exhibit List  | TRIAL DOCUMENTS                           |
| Exhibits  | OTHER SUPPORTING DOCUMENTS                |
| Expedite  | MOTIONS                                   |
| Extension of Time to Amend                            | MOTIONS                                   |
| Extension of Time to Complete Discovery               | MOTIONS                                   |
| Extension of Time to File Answer                      | MOTIONS                                   |
| Extension of Time to File Document                    | MOTIONS                                   |
| Extension of Time to File Response/Reply              | MOTIONS                                   |
| File Amicus Curiae Brief                              | MOTIONS                                   |
| File Excess Pages                                     | MOTIONS                                   |
| Financial Affidavit                                   | OTHER DOCUMENTS                           |
| Financial Affidavit - CJA 23                          | OTHER DOCUMENTS                           |
| Forfeiture of Property                                | MOTIONS                                   |
| Hearing   | MOTIONS                                   |

ECF Civil Events

| <b>EVENT</b>                                       | <b>CATEGORY</b>                           |
|--|---|
| In Limine  | MOTIONS                                   |
| Installment Payment Order                          | MOTIONS                                   |
| Interpleader                                       | OTHER DOCUMENTS                           |
| Intervene  | MOTIONS                                   |
| Intervenor Complaint                               | COMPLAINTS AND OTHER INITIATING DOCUMENTS |
| Joinder  | MOTIONS                                   |
| Judgment as a Matter of Law                        | MOTIONS                                   |
| Judgment Debtor Exam                               | MOTIONS                                   |
| Judgment NOV                                       | MOTIONS                                   |
| Judgment of Forfeiture                             | MOTIONS                                   |
| Judgment on Partial Findings                       | MOTIONS                                   |
| Judgment on the Pleadings                          | MOTIONS                                   |
| Judgment under Rule 54(b)                          | MOTIONS                                   |
| Jury Demand  | OTHER DOCUMENTS                           |
| Leave to Appeal                                    | MOTIONS                                   |
| Leave to File Document                             | MOTIONS                                   |
| Letter Brief                                       | OTHER SUPPORTING DOCUMENTS                |
| Letters Rogatory                                   | MOTIONS                                   |
| Limited Admission                                  | MOTIONS                                   |
| Memorandum in Opposition                           | RESPONSES AND REPLIES                     |
| Memorandum in Support                              | OTHER SUPPORTING DOCUMENTS                |
| Miscellaneous Relief [ used for unlisted Motions ] | MOTIONS                                   |
| More Definite Statement                            | MOTIONS                                   |
| New Trial  | MOTIONS                                   |
| Notice (Other)                                     | NOTICES                                   |
| Notice of Appeal                                   | APPEAL DOCUMENTS                          |
| Notice of Appearance                               | NOTICES                                   |
| Notice of Application for Writ                     | NOTICES                                   |
| Notice of Change of Address                        | NOTICES                                   |
| Notice of Condemnation                             | COMPLAINTS AND OTHER INITIATING DOCUMENTS |
| Notice of Cross Appeal                             | APPEAL DOCUMENTS                          |
| Notice of Interlocutory Appeal                     | APPEAL DOCUMENTS                          |
| Notice of Lis Pendens                              | NOTICES                                   |
| Notice of need of ADR Phone Conference             | ADR DOCUMENTS                             |
| Notice of Related Case                             | NOTICES                                   |
| Notice of Removal                                  | COMPLAINTS AND OTHER INITIATING DOCUMENTS |
| Notice of Settlement                               | NOTICES                                   |
| Notice of Voluntary Dismissal                      | NOTICES                                   |
| Notice of Withdrawal of Motion                     | RESPONSES AND REPLIES                     |
| Objection  | OTHER DOCUMENTS                           |
| Objection to Answer to Writ                        | OTHER DOCUMENTS                           |
| Objection to Report and Recommendation             | OTHER ANSWERS                             |
| Order of Sale                                      | MOTIONS                                   |
| Partial Summary Judgment                           | MOTIONS                                   |
| Permanent Injunction                               | MOTIONS                                   |
| Petition   | COMPLAINTS AND OTHER INITIATING DOCUMENTS |
| Petition for Writ of Habeas Corpus                 | COMPLAINTS AND OTHER INITIATING DOCUMENTS |
| Petition for Writ of Mandamus                      | COMPLAINTS AND OTHER INITIATING DOCUMENTS |
| Preliminary Injunction                             | MOTIONS                                   |
| Pretrial Memorandum                                | OTHER DOCUMENTS                           |
| Pro Hac Vice                                       | MOTIONS                                   |
| Proceed In Forma Pauperis                          | MOTIONS                                   |
| Produce  | MOTIONS                                   |

ECF Civil Events

| <b>EVENT</b>                                   | <b>CATEGORY</b>            |
|--|----------------------------|
| Proposed Findings of Fact                      | TRIAL DOCUMENTS            |
| Proposed Jury Instructions                     | TRIAL DOCUMENTS            |
| Proposed Order                                 | OTHER DOCUMENTS            |
| Proposed Pretrial Order                        | OTHER DOCUMENTS            |
| Proposed Voir Dire                             | TRIAL DOCUMENTS            |
| Protective Order                               | MOTIONS                    |
| Quash  | MOTIONS                    |
| Reassign Case                                  | MOTIONS                    |
| Reconsideration                                | MOTIONS                    |
| Recusal  | MOTIONS                    |
| Release of Bond Obligation                     | MOTIONS                    |
| Release of Funds                               | MOTIONS                    |
| Remand   | MOTIONS                    |
| Re-notice motion                               | OTHER SUPPORTING DOCUMENTS |
| Reopen Case                                    | MOTIONS                    |
| Reply Memorandum                               | RESPONSES AND REPLIES      |
| Reply to Opposition                            | RESPONSES AND REPLIES      |
| Report of Rule 26(f) Planning Meeting          | OTHER DOCUMENTS            |
| Request for Judicial Notice                    | OTHER SUPPORTING DOCUMENTS |
| Request for Trial De Novo                      | ADR DOCUMENTS              |
| Request for Waiver of Service                  | SERVICE OF PROCESS         |
| Response                                       | OTHER ANSWERS              |
| Response in Support                            | RESPONSES AND REPLIES      |
| Response to Order to Show Cause                | OTHER ANSWERS              |
| Return of Property                             | MOTIONS                    |
| Sanctions                                      | MOTIONS                    |
| Satisfaction of Judgment                       | OTHER DOCUMENTS            |
| Seal   | MOTIONS                    |
| Seal Case                                      | MOTIONS                    |
| Seal Document                                  | MOTIONS                    |
| Service by Publication                         | SERVICE OF PROCESS         |
| Service by Publication                         | MOTIONS                    |
| Set Aside                                      | MOTIONS                    |
| Set Aside Default                              | MOTIONS                    |
| Set Aside Forfeiture                           | MOTIONS                    |
| Set Aside Judgment                             | MOTIONS                    |
| Set Aside Verdict                              | MOTIONS                    |
| Settlement                                     | MOTIONS                    |
| Sever  | MOTIONS                    |
| Show Cause                                     | MOTIONS                    |
| Special Masters Order                          | OTHER DOCUMENTS            |
| Statement of Facts                             | OTHER SUPPORTING DOCUMENTS |
| Statement of Non-Opposition                    | OTHER SUPPORTING DOCUMENTS |
| Statement of Recent Decision                   | RESPONSES AND REPLIES      |
| Status Report                                  | OTHER DOCUMENTS            |
| Stay   | MOTIONS                    |
| Stipulation                                    | OTHER DOCUMENTS            |
| Stipulation of Dismissal                       | OTHER DOCUMENTS            |
| Stipulation selecting Arbitration              | ADR DOCUMENTS              |
| Stipulation selecting Early Neutral Evaluation | ADR DOCUMENTS              |
| Stipulation selecting Mediation                | ADR DOCUMENTS              |
| Stipulation selecting Private ADR              | ADR DOCUMENTS              |
| Strike   | MOTIONS                    |

ECF Civil Events

| <b>EVENT</b>                               | <b>CATEGORY</b>                           |
|--|---|
| Subsequent Notice of Appeal                | APPEAL DOCUMENTS                          |
| Substitute Attorney                        | MOTIONS                                   |
| Substitute Party                           | MOTIONS                                   |
| Suggestion of Bankruptcy                   | OTHER DOCUMENTS                           |
| Suggestion of Death                        | OTHER DOCUMENTS                           |
| Summary Judgment                           | MOTIONS                                   |
| Summons Returned Executed                  | SERVICE OF PROCESS                        |
| Summons Returned Executed as to USA        | SERVICE OF PROCESS                        |
| Summons Returned Unexecuted                | SERVICE OF PROCESS                        |
| Suppress                                   | MOTIONS                                   |
| Take Deposition                            | MOTIONS                                   |
| Taxation of Costs                          | MOTIONS                                   |
| Temporary Restraining Order                | MOTIONS                                   |
| Third Party Complaint                      | COMPLAINTS AND OTHER INITIATING DOCUMENTS |
| Transcript Designation                     | OTHER DOCUMENTS                           |
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| Vacate/Set Aside / Correct Sentence (2255) | MOTIONS                                   |
| Waiver of Service Executed                 | SERVICE OF PROCESS                        |
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| Warrant in rem                             | MOTIONS                                   |
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| Writ                                       | MOTIONS                                   |
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HOW TO USE THIS INFO:

- 1: You can simply browse the page by scrolling up and down.
- 2: Use the "Find" function. Typically click on EDIT -> Find, or just type Ctrl+F and type the term needed. Try to look for only one or two words. Note that "Motion" is listed only once for the whole category, so (as an example) don't search for "motion to dismiss", just search for "dismiss".

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