

# ELECTRONIC CASE FILING SYSTEM USER MANUAL



## EASTERN DISTRICT OF TENNESSEE

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## INTRODUCTION

All attorneys practicing in the Eastern District of Tennessee must register as Electronic Filing Users and file their pleadings electronically through the Court's Case Management/Electronic Case Filing ("ECF") system, unless exempted by the presiding judge. E.D. Tenn. L.R. 5.2(b). Additionally, all civil, criminal and miscellaneous cases filed on or after May 17, 2004, as well as any documents filed in cases pending as of that date, are subject to the electronic filing requirements and procedures as set forth in E.D. Tenn. L.R. 5.2 (Filing and Service by Electronic Means), E.D. Tenn. L.R. 7.3 (Redaction of Personal Information from Filed Documents), the Court's Electronic Case Filing Rules and Procedures ("ECF Rules and Procedures"), and this User's Manual, unless exempted by the presiding judge.

The ECF system allows attorneys to file documents with the Court electronically; view and retrieve docket sheets and documents on-line, and receive notice of electronically filed documents by e-mail. This User Manual provides procedures and instructions for using the ECF system to file documents with the Court, and to view and retrieve docket sheets and documents for all civil, criminal and miscellaneous cases in the system.

Additional information, training material, and contact information is available on the Court's website at: <http://www.tned.uscourts.gov/electronic-case-filing>.

## CHAPTER I

### GETTING STARTED

#### A. ECF HELP

For assistance in using ECF, please contact the Clerk's Office by telephone between the hours of 8:00 A.M. and 4:00 P.M. EST, Monday through Friday, at one of the following numbers:

Chattanooga (423) 752-5200  
Knoxville (865) 545-4228  
Greeneville (423) 639-3105  
Winchester (423) 752-5200

#### B. ECF SYSTEM CAPABILITIES

Once registered with the Court, you may use the ECF system to:

- Electronically file pleadings and documents in actual cases in the live ECF database.
- View official docket sheets and other documents associated with cases.
- View reports for cases that were filed electronically.

#### C. REQUIREMENTS

##### 1. Hardware and Software Requirements

The following hardware and software are needed to electronically file, view, and retrieve case documents in ECF:

- A personal computer running a standard operating system such as Microsoft Windows or Macintosh.
- Internet access. The Court does not recommend a particular provider, but suggests broadband internet access.
- A compatible Internet browser. The Court has verified that its installed version of ECF is compatible with Internet Explorer and Mozilla Firefox.

- Software capable of reading portable document format (PDF) documents such as Adobe Acrobat Reader.
- Software capable of converting documents from their native format to PDF such as Adobe Acrobat Standard.
- A scanner to convert paper documents that are not in a word processing format to digital format for electronic filing in the Court's ECF system (e.g., medical records filed as exhibits). Use a scanner **ONLY** if you **cannot** electronically prepare your documents with a word processing software package and convert them to PDF format. When scanning documents for ECF, scan at a resolution of **300 dpi**. All documents should be scanned with a "black and white" setting unless the exhibit is in color.

## 2. PACER (Public Access to Court Electronic Records) Account

You must have a PACER account to use the **Query** and **Report** features of the ECF system and to access the ECF system. If you do not have a PACER login, contact the PACER Service Center at (800) 676-6856 for information. Or, you may register for PACER online at <http://www.pacer.gov/>.

## 3. ECF Account

Participants will need to register with the Court to receive a login and password for the ECF system. The registration form is on our Court's web site at [www.tned.uscourts.gov](http://www.tned.uscourts.gov). To register, you must certify that you will read the Court's Local Rules, the ECF Rules and Procedures, and this User Manual. In-person training is **strongly encouraged** before filing documents live in ECF and may be scheduled by calling the Court.

### a. *ECF Login and Password.*

Once you complete registration, the Court will e-mail your login and password to the e-mail address provided on the registration form. The login and password are case-sensitive.

Registration constitutes consent to electronic service of all documents, as provided in any of the following: this User manual, E.D. Tenn. L.R. 5.2, Fed. R. Civ. P. 5, Fed. R. Crim. P. 49, or by any applicable rule of procedure. This consent is applicable to all cases, present and future, where the user is counsel of record.

You must protect the security of your password and you may not knowingly permit your login and password to be used by anyone other than your authorized agent(s). (See ECF Rules and Procedures, ¶5). If you believe that the security of an existing password has been compromised and that a threat to the Electronic Filing System exists, you must immediately notify the Clerk's Office.

b. *Changing Your Password.*

Your initial password is computer-generated. Once you receive your login and password you can change your password to one that is easy for you to remember. To change your password, go to **Maintain User Accounts** under the **Utilities** feature of the ECF system. **DO NOT CHANGE YOUR LOGIN.**

c. *Recovering a Forgotten Password.*

You may reset a forgotten password by clicking the *Forgot your password?* link located on the CM/ECF login screen directly under the password field, or by following the *ECF Password Reset* link on the Court's Electronic Filing Page at <http://www.tned.uscourts.gov/electronic-case-filing>.

**DO NOT SUBMIT ANOTHER REGISTRATION FORM.**

d. *Linking Your Pacer Account.*

If you click on the [**Query Feature**] or [**Report Feature**] while working in ECF, the system will prompt you for your PACER login and password. If you choose "Make this my default PACER login," the system will link your PACER account information to your ECF login and password and you will no longer be required to enter your PACER information while you are working in ECF.

4. ECF Accounts and PACER Accounts Are Different

Only members of the bar of this Court, those appearing *pro hac vice*, or those filing *pro se* with permission of the Court, can be assigned an ECF account. An ECF account allows you to:

- File documents electronically
- Receive e-mail notification of docket activity in cases in which you are counsel of record and in cases for which you are not counsel of record but have signed up for electronic notification.
- View docket sheets and court documents through the one time link in the Notification of Electronic Filing.

In contrast, anyone can sign up for a PACER account, and a user cannot file any documents using a PACER Account. A PACER account allows a user to:

- View docket sheets and documents which have been filed electronically.

5. Procedural Rules

The Local Rules, as amended, apply to all filings. Electronic filing has not changed the applicability of the Local Rules. ECF may calculate the time for responses to pleadings and motions. **If a different deadline is provided by law, regulation, court order, local rules or agreement, the law governs.**

6. Effect on Time Computation

Electronic service under E.D. Tenn. L.R. 5.2 is complete upon transmission.

7. Discovery

Pursuant to Fed. R. Civ. P. 5(d)(A), depositions, interrogatories, requests for production of documents and requests for admissions, and responses thereto, shall not be filed until they are used in the proceeding or until so ordered by the Court. Further, these documents cannot be sent to opposing counsel via the Court's Electronic Filing System. However, with consent, parties may serve these documents upon one another electronically through e-mail. (*See* Fed. R. Civ. P. 5(b)(2)(E)).

## CHAPTER II

### PREPARATION

#### A. SETTING UP THE PDF READER

Software capable of viewing PDFs, such as Adobe Acrobat Reader, is required to view documents that have been electronically filed on the system. All documents must be filed in PDF format.

Adobe provides a PDF Reader free of charge on its web site that works for viewing PDF documents. However, in order to create and subsequently file PDF documents, you will need Adobe Acrobat Standard or a similar conversion program. When installing your chosen PDF reader, please review and follow the software's directions to utilize the PDF reader after installation.

#### B. PORTABLE DOCUMENT FORMAT (PDF)

Only documents in PDF format may be filed with the Court using its ECF System. Before sending the file to the Court, users should preview the actual PDF document to ensure it is complete and in the proper format.

**NOTE:** We strongly suggest you choose a descriptive name for the PDF document that includes the case number, the title of the pleading, and the date of the document. Be sure to use the extension PDF. For more help in naming and organizing files.

See <http://pacer.psc.uscourts.gov/ecfcbt/dc/filemgt1/>  
and <http://pacer.psc.uscourts.gov/ecfcbt/dc/filemgt2/>

## CHAPTER III

### BASICS

#### A. HOW TO ACCESS THE SYSTEM

Users can enter the system directly at <http://ecf.tned.uscourts.gov> or through the Court's web site at [www.tned.uscourts.gov](http://www.tned.uscourts.gov) on the Electronic Case Filing page under the "For Attorneys" menu tab.

#### B. HOW TO LOG IN

To log into the system, you must have a login and password. If you have not received e-mail notification from the Clerk's Office of a login and password, you are not yet officially registered in ECF. Please contact the Clerk's Office for assistance.

Enter your ECF login name and user password in the appropriate data entry fields. All ECF login names and passwords are case-sensitive. The client code field is provided so that, when using PACER, attorneys may track usage by client for billing purposes. You must also check and comply with the redaction rules on the log-in screen to successfully log in.

**NOTE:** The date and time *that you last logged into the system* appears at the bottom-left corner of the main screen. You should review this information each time you log in and if the date and time of the last log in are not correct, or you suspect an unauthorized party is using your login and password, you should inform the Clerk's Office as soon as possible.

#### C. SELECTING ECF FEATURES

ECF provides the following features that are accessible from the *blue* menu bar at the top of the opening screen.

**Civil** - Select [**Civil**] to electronically file all civil and miscellaneous case pleadings, motions, and other court documents. If filing in a miscellaneous case be sure to select "mc" as the case type.

**Criminal** - Select [**Criminal**] to electronically file all criminal case pleadings, motions, and other criminal court documents.

**Query** - [**Query**] ECF by specific case number or party name to retrieve information and documents that are relevant to the case. You must be logged into PACER before you can query ECF.

**Reports** - Choose [**Reports**] to retrieve cases and docket sheets. You must be logged into PACER before you can view an ECF report.

**Utilities** - View your personal ECF transaction log and maintain personal ECF account information in the [**Utilities**] area of ECF.

**Search** - [**Search**] menus and events by entering a key word or phrase. For example, a search for “amend” finds all menu and event results including the word “amend,” such as “Amended Complaint,” “Amended Judgment,” etc. Clicking on a link in the results page takes you to the linked event or ECF page.

**Logout** - Provides the means to exit from ECF and prevents further filing until the next time you log in.

**D. DOCUMENTS FILED IN ERROR**

If you have incorrectly filed a document, you should contact the Clerk’s Office in the division where the document was filed for further instruction. You will need to provide to the Clerk’s Office the case number and document number for the document in question.

**E. VIEWING TRANSACTION LOG**

This feature, selected from the Utilities feature of the ECF system, allows you to review all the transactions ECF has processed with your login and password.

## CHAPTER IV

### GENERAL RULES AND MANIPULATIONS

#### A. SIGNATURES

1) Attorney signature

An authorized filing made through your ECF account, together with your name on a signature block, shall serve as your signature for purposes of Fed. R. Civ. P. 11 and Fed. R. Crim. P. 49(b)(4) and for all other purposes under the Federal Rules of Civil and Criminal Procedure and the Local Rules of this Court.

All electronically filed documents must include an “s/” followed by the typed name of the attorney, e.g., “s/Jane Doe.” All electronically filed documents shall set forth the attorney’s address, e-mail address, telephone number, and BPR number. (*See* ECF Rules and Procedures ¶6).

2) Multiple signatures

To file documents containing the signatures of more than one person, you must: (1) file a scanned image of the document containing all necessary signatures; or (2) file the document without the required signatures but with a representation by you that all signatories have consented to the filing of the document; or (3) file the document in any other manner approved by the Court. (*See* ECF Rules and Procedures, ¶6).

3) Unsworn declaration

Documents which must contain original signatures that require either verification or an unsworn declaration under any rule or statute shall be filed electronically with originally executed copies maintained by the filer. The individual that files the document shall retain the document for one year after all time periods for appeal expire. (*See* ECF Rules and Procedures ¶6-7).

4) Sworn documents

Documents bearing original signatures or notarial seals shall be filed by electronically filing a scanned document containing all necessary signatures. The individual who files the document shall retain the original of the document until one year after all time periods for appeal expire. (*See* ECF Rules and Procedures ¶6-7).

5) Objections to Authenticity.

A party who disputes the authenticity of an electronically filed document containing multiple signatures or third party signatures must file an objection to the document within ten days of the date on the Notice of Electronic Filing. (See ECF Rules and Procedures ¶6).

**B. FILING INITIATING DOCUMENTS**

Except as expressly provided by the ECF Rules and Procedures, local rule, or order of the Court, or in exceptional circumstances, including a technical failure, an individual with an ECF account must electronically file all documents required to be filed in all civil, criminal, and miscellaneous cases. ECF should be used to pay fees and issue summons as well. Note that criminal complaints, informations, and indictments must be filed in the traditional manner, as outlined in ECF Rules and Procedures 4.5.1, 4.5.2, and 4.6.

1) Returns of Service

Returns of service are to be filed electronically. You should maintain the original paper version until one year after the period for all appeals expires. (See ECF Rules and Procedures ¶7).

2) Sealed Documents

The motion to seal must be filed in ECF using the *Leave to File Document Under Seal* motion event. The document sought to be sealed **cannot** be filed as an attachment to the motion. It **must** be filed separately using the *Proposed Sealed Document* event. The Proposed Sealed Document event will automatically seal the document. Please note that counsel of record will not be able to access the proposed sealed document in ECF, therefore, it is essential that counsel take due care when uploading the proposed sealed document for review by the Court. Additionally, counsel should make note of and retain the document number of the sealed document when it is initially filed.

Motions to seal will **not** be automatically sealed. Counsel is *strongly encouraged* to set forth in the motion the justification for sealing in such a way that the motion need not be sealed. If counsel deems it necessary for the justifications to be sealed, counsel shall note in the motion that a memorandum is being filed and request that the memorandum and the document be sealed. The memorandum is **not** to be filed as an attachment to the motion. The memorandum must be docketed separately using the *SEALED Memo in Support of Leave to File Doc Under Seal* event. This event will automatically seal the memorandum.

Only court personnel will have access to sealed documents.<sup>1</sup> A notice of electronic filing will be sent upon the filing of a sealed document, however, non-court users will not be able to access the document. **Accordingly, counsel must serve a copy of proposed sealed documents and sealed memoranda in support of motions to seal to all parties in some other manner allowed under the Federal Rules of Civil Procedure or Federal Rules of Criminal Procedure.**

If the motion to seal is granted, upon entry of the Court's order, the Clerk's Office will retrieve the proposed sealed document and re-docket it under seal. If the motion is denied, the Clerk's Office will delete the proposed sealed document and modify the docket entry to note the document was deleted upon the denial of the motion to seal.

If the Court orders that the memorandum (if filed) be sealed, no further action will be needed. If the Court does not order the memorandum sealed, the Clerk's Office will delete the memorandum and modify the docket entry to note the memorandum was deleted upon the ruling on the motion.

The events identified in these procedures can be found in ECF as follows:

*Tip: The Search feature (on the blue bar) is an easy way to locate an event. For example, a search on the word "seal" will return all of these events.*

**Criminal Events:**

- Motion for Leave to File Document Under Seal
  - Criminal ➢ Motions ➢ Leave to File Document Under Seal
- Proposed Sealed Document
  - Criminal ➢ Other Documents ➢ Proposed Sealed Document
- SEALED Memo In Support of Leave to File Document Under Seal
  - Criminal ➢ Filings in Support of Motion ➢ SEALED Memo In Support of Leave to File Document Under Seal ONLY

**Civil Events:**

- Motion for Leave to File Document Under Seal
  - Civil Motions ➢ Leave to File Document Under Seal
- Proposed Sealed Document
  - Civil ➢ Other Documents ➢ Proposed Sealed Document
- SEALED Memo In Support of Leave to File Document Under Seal
  - Civil ➢ Filings in Support of Motion ➢ SEALED Memo In Support of Leave to File Document Under Seal ONLY

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<sup>1</sup> Unless otherwise directed by the Court, the docket entries for sealed documents (in non-sealed cases) will appear on the publicly viewable docket report, but the document will not be viewable by the non-court users.

5. Privacy

To address the privacy concerns created by Internet access to court documents, unless otherwise ordered by the Court, certain personal data identifiers in pleadings and other papers must be modified as follows:

- a. Social security numbers: Use last four digits.
- b. Names of minor children: Use initials.
- c. Dates of birth: Use year of birth.
- d. Financial account numbers: Use last four digits.
- e. Home Address: Use city and state only.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review filed documents to ensure compliance with the rule. An unredacted document can be filed under seal upon order of the Court. (See E.D. Tenn. L.R. 7.3).

6. Ex Parte Communications

Ex parte communications cannot be filed in ECF because of the electronic notification feature. An attorney who wants to make an ex parte communication should contact the judge's chambers or visit the Judicial Preference section on the Court's web site at [Filing Sealed Documents and Ex Parte Motions](#) for instructions on how the judge prefers to handle ex parte communications.

**C. CERTIFICATE OF SERVICE**

Pursuant to Fed. R. Civ. P. 5(d)(1)(B) and Fed. R. Crim. P. 49(b)(1), a certificate of service is not required when service is made through filing the document in CM/ECF. If service in another manner is required by the rules, a certificate of service must be filed in CM/ECF with the document, or within a reasonable time after the document is served. (See **Appendix B** for a sample certificate of service).

## CHAPTER V

### FILING DOCUMENTS IN ECF

#### A. FILING STEPS

To file a document electronically:

- 1) Select the Case Type from the *blue* menu bar at the top of the screen (Civil or Criminal).
  - For example, select **[CIVIL]** from the *blue* menu bar
- 2) Select the type of document to file (e.g., answer, motion, etc.).
  - For example, select **[Motions]** under **[Motions and Related Filings]**.
- 3) Enter the case number in which the document is to be filed.
  - NOTE: ECF defaults to the last case in which you worked. **Ensure the proper number is entered in this field to avoid filing the document in the wrong case.**
- 4) Select the Defendant (in criminal filings only).
- 5) Select the party or parties for whom the pleading or document is being filed.
  - Select the party for whom the document is being filed by pointing and clicking on the name of the party. If the document is being filed for more than one defendant or plaintiff, hold down the **CTRL KEY** while pointing and clicking on each party, then click on the **[Next]** button.
- 6) Associate attorney and party.
  - Select the filer (new party that was just added). Click **[Next]**. If this is the first filing in the case on ECF, you will need to make an attorney/party association by leaving the box on the left checked if you represent the party and clicking **[Next]**.
- 7) Select the PDF document to be filed.
  - All documents that you intend to file **MUST** be in **PDF** format. Otherwise, ECF will not accept the document.
- 8) Add attachments, if any, to the document being filed.
  - You must submit in electronic format all documents referenced as exhibits or attachments in accordance with the Court's ECF Rules and Procedures, unless otherwise ordered by the Court.
- 9) Modify docket text as necessary.
- 10) Submit the document to ECF.
  - After entering docket text, click on the final approval screen. Review the docket text and correct any errors. If data on a previous screen needs to be modified, click the **[Back]** button on the browser toolbar to find the appropriate screen and correct the data. If the text is correct, click on the **[Next]** button to file the document.

- 11) Retain the Notification of Electronic Filing (NEF).
- 12) Mail paper copies of the document and NEF to any non-registered party.

## **B. ENTERING THE CASE NUMBER**

The case number can be entered in two different formats:

- 1) If the entire case number is known, it may be entered in the following format:

<office>:<case year>-<case type>-<case number> (i.e., 3:03-CV-33).

Office:           1 = Chattanooga  
                  2 = Greeneville  
                  3 = Knoxville  
                  4 = Winchester

Case Type:      cv = civil cases  
                  mc = miscellaneous cases  
                  cr = criminal cases  
                  mj = magistrate cases  
                  po = petty offense cases  
                  md = multi-district litigation

- 2) If you do not know the entire case number, enter the case year-case number (i.e., 03-33) and select the appropriate case by clicking on the box next to the case number. You should take care to select the correct case, as the system may identify more than one case with that number.

**NOTE:** If you submit a case number that is formatted incorrectly, ECF will prompt an error message advising you of the correct format for entering the case number. Click **[OK]** to acknowledge and close the error message. Click the **[Clear]** button on the screen and re-enter the case number in the correct format. Click on the **[Next]** button.

## **C. SELECTING DEFENDANT IN CRIMINAL CASE**

**Very Important:** If there is more than one defendant in a criminal case, the system will display a Select Defendant screen. Select the defendant for whom the motion applies.

## **D. ADDING A PARTY**

To add a party to the ECF system, click on **[New Filer]**. A search must be performed to see if the party is already entered on the ECF system. Type the first few letters of the party's last name for an individual, or the first few letters of the company name. Click **[Search]**.

If a match is found, ECF will display a list of party names. If the name of the party appears in the list, click on it and then click **[Select Party]**. Review the party information and select the party's role in this filing. Click **[Submit]**.

If a match is not found or the party does not appear in the list, click **[Create New Party]**.

- For a company, enter the entire company name in the **Last Name** field. Choose the appropriate **Role** from the drop-down list. If a corporation, change to yes at the bottom of the screen. Click **[Add Party]**.
- For an individual, fill out the **Last Name, First Name, Middle Name, Generation** and **Title** fields as appropriate. Leave all other fields blank. Choose the appropriate **Role** from the drop-down list. Click **[Add Party]**.

## **E. SELECTING PDF DOCUMENT TO FILE**

ECF displays a field for locating and entering the PDF file of the document you are filing.

**NOTE: All documents filed in ECF MUST be in PDF format. Otherwise, ECF will not accept the document and filing.**

Click on the **[Browse]** button. ECF opens a window to access your files on your computer or network. If necessary, change the type of files to All Files. Navigate to the appropriate directory and file name to select the PDF document to be filed. Highlight the file to upload to ECF.

To verify that the correct document has been selected, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[Open]**. Once it has been verified that the correct document has been uploaded, close Adobe Acrobat and click the **[Open]** button from the screen above. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

If there are attachments to the motion, select **[Yes]** on the **Motions** screen. Click **[Next]** and then click on the **[Browse]** button. ECF will again open a window to access the files on your computer or network.

## **F. ADDING ATTACHMENTS TO FILINGS AND EXHIBITS**

You must submit in electronic form all documents referenced as exhibits or attachments in accordance with the Court's ECF Rules and Procedures, unless otherwise ordered by the Court.

Each referenced attachment or exhibit must be labeled with a proper attachment/exhibit marking and be filed as a separate attachment. You can choose a category and/or description.

- To choose a category, click on the arrow and ECF opens a drop-down screen. Highlight the type of attachment from the displayed selection.

- To describe the attachment more fully, click in the description box and type a clear and concise description of the attachment.
- Click on [**Next**].

**Please do not to attach a document that has already been filed with the Court. Instead, please reference the document ID number and page ID number.**

#### Non-scanned Exhibits

All attachments and exhibits that are referenced in a document and are filed with the Clerk's Office (i.e., videotapes, demonstratives, pre-trial hearing exhibits, large documents, etc.) must have notice of their filing recorded in ECF.

You must create a "Notice of Manual Filing" that contains the name and a description of the attachment/exhibit. (*See Appendix A*). During the filing of the referencing document, answer "yes" to the attachment question and upload the "Notice of Manual Filing."

If there are multiple non-scanned exhibits, you may include them all in a single descriptor PDF format.

#### **G. DOCUMENT SIZE**

Filed documents, including attachments and exhibits, cannot be greater than 50 MB in size. Documents greater than 50 MB in size must be divided into separate documents less than 50 MB in size. ECF Rules and Procedures, at ¶4.2. If you attempt to file a document greater than 50 MB the system will reject it.

**NOTE:** To check your file size, the document must be closed. Using Windows Explorer, locate the document on your network, right click on it and select Properties. That will show you the size. (1MB=1000KB).

#### **H. RETAIN NOTIFICATION OF ELECTRONIC FILING (NEF)**

ECF opens a new window displaying the ECF filing receipt, known as the Notice of Electronic Filing, which provides confirmation that ECF has registered the transaction and the document is now an official court record. It also displays the date and time of the transaction and the number that was assigned to the document.

To ensure the documents transmitted arrived in their entirety, it is important to read the documents after they are received by the Court. You should note this document number for your file.

All individuals designated to receive e-mail notification of electronic filings in the User Account are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the NEF. The hyperlink to access the document will expire after the earlier of these two events: **the first use or 15 days**. Any

time that same hyperlink is accessed after it has expired, the user will be asked for a PACER login and will be charged to view the document. Viewing attachments and subsequent retrieval of the case docket sheet or document from ECF must be made through a PACER account and is subject to regular PACER fees.

If prompted to enter a login or password, the system thinks the viewer has already used their one free look. To avoid this, do not forward an e-mail notification to another e-mail address, and do not open the NEF and close it without using the link to view, download, or print the document. All additional e-mail addresses entered in your account, under Maintain User's Account, will be given one free look.

Individuals with ECF or PACER accounts will have access to criminal cases whether or not they are a participant in the cases. However, documents filed prior to November 1, 2004, will continue to be restricted to court and counsel in the case.

## **I. MAIL PAPER COPIES OF PLEADING TO ANY NON-REGISTERED PARTY**

The NEF also displays the names and addresses of individuals who will *not* be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the pleading/document and the NEF to attorneys and pro se litigants who are not yet registered for electronic notification. The attorney should print the electronically filed PDF document and serve it on the non-filing users so that the format and pagination are the same as the electronically filed, official court document.

## **J. FILING OTHER TYPES OF DOCUMENTS**

The process for other filings is very similar to what has been described in this Manual for filing a motion.

### **a. Documents Which Require Leave of Court**

If the document you wish to file requires leave of court (e.g., amended complaint), the proposed document shall be attached as an exhibit to the motion. If the motion is granted, the order will direct you to electronically file your document with the Court.

### **b. Agreed and Proposed Orders**

Agreed orders must be filed in ECF as an attachment to a **Joint** motion.

Proposed orders should **NOT** be included as an attachment to a motion or other request for relief. Instead, proposed orders must be e-mailed to the presiding Judge's chamber, at the appropriate e-mail address listed below.

More information on submitting agreed and proposed orders is available at:  
[www.tned.uscourts.gov/sites/tned/files/notice\\_agreed\\_orders.pdf](http://www.tned.uscourts.gov/sites/tned/files/notice_agreed_orders.pdf)

Chambers E-mails

Chief Judge Thomas A. Varlan	varlan_chambers@tned.uscourts.gov
Judge Harry S. Mattice, Jr.	mattice_chambers@tned.uscourts.gov
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Judge R. Leon Jordan	jordan_chambers@tned.uscourts.gov
Judge Curtis L. Collier	collier_chambers@tned.uscourts.gov
Judge J. Ronnie Greer	greer_chambers@tned.uscourts.gov
Judge Thomas W. Phillips	phillips_chambers@tned.uscourts.gov
Magistrate H. Bruce Guyton	guyton_chambers@tned.uscourts.gov
Magistrate Susan K. Lee	lee_chambers@tned.uscourts.gov
Magistrate Clifton L. Corker	corker_chambers@tned.uscourts.gov
Magistrate Christopher H. Steger	steger_chambers@tned.uscourts.gov
Magistrate Debra C. Poplin	poplin_chambers@tned.uscourts.gov

c. Memoranda

Memoranda should be filed separately from the motion. Click on [**Motions and Related Filings, then Filings in Support of Motions**] and choose Memorandum in Support of Motion.

d. Objections to Presentence Reports

Instructions on filing objections to presentence reports are available at:  
<http://www.tned.uscourts.gov/sites/tned/files/psrs.pdf>

**K. LINKING DOCUMENTS (REFER TO EXISTING EVENT)**

Some pleadings, such as motions, responses and briefs, should be “linked” to related documents in the case. To link the document, check the box in front of the “Refer to existing event(s)?”.

**L. APPEALS**

To file a Notice of Appeal in ECF, you must pay the fee by credit card, unless you represent the federal government or are a party proceeding *in forma pauperis*.

## CHAPTER VI

### QUERY FEATURE

Registered participants should use this feature to query the ECF system for specific case information. To enter the Query mode, click on [**Query**] from the *blue* menu bar of ECF which opens up the **PACER Login** screen. You must enter your **PACER login and password** before ECF will permit you to query the ECF database.

**NOTE:** Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. Electronic access to any case document, docket sheet, or case-specific report via PACER will incur a charges pursuant to the Electronic Public Access Fee Schedule.

After your PACER login and password is entered, ECF will open a Query data entry screen. Enter the number that the Court has assigned to the case, if known, in the **Case Number** field and click on the [**Run Query**] button. If the case number is not known, you may also query the ECF database by the name of a party or attorney, or by the nature of the suit.

In order for the query to run, you must enter a date range for either the file date or the last entry date. To search for all cases of a certain type, use the date 1/1/1970 as the “beginning time.” If there is more than one case that meets the chosen criteria when the query is run, the system will provide a list of multiple case numbers.

## CHAPTER VII

### REPORTS FEATURE

The Reports feature of ECF provides the user with report options for civil cases, criminal cases, and docket sheets.

#### A. DOCKET SHEET REPORT

This is the same query window that ECF displays when [**Docket Report**] is selected from the Query feature. Enter the case number for the docket sheet in the Case Number field. Select parameters for the remainder of the data entry fields and click on the [**Run Report**] button. ECF will display a full docket sheet for the case selected. If a complete docket sheet is not needed, the query can be narrowed using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

#### B. CIVIL CASES REPORT AND CRIMINAL CASES REPORT

These reports provide you with the ability to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code.

**NOTE:** If you are not logged into **PACER**, ECF will display the **PACER** login screen. Log in to **PACER** and ECF will open the [**Civil Cases Report**] screen.

The far-left column of the Cases Filed report contains hyperlinked case numbers. Once a particular case number is clicked, ECF opens the Docket Sheet report window from which the docket sheet for the selected case can be retrieved.

Follow the instructions in the previous section for a Docket Sheet report.

#### C. DOCKET ACTIVITY REPORT

This report will allow you to query the system for filings using a number of selection criteria including: party name, case number, division, event and filing date.

## CHAPTER VIII

### UTILITIES FEATURE

The Utilities feature allows users to maintain their account in ECF and to view all of their ECF transactions.

#### A. YOUR ACCOUNT

This section allows you to maintain certain aspects of your ECF account with the Court and to view a log of all of your transactions within ECF.

1) Maintain Your Account:

This screen displays all of the registration information that is contained within the ECF database. This includes BPR# and Bar status. **DO NOT CHANGE THE POSTAL MAILING ADDRESS.** The Change of Address Form is available on the Court's website at <http://www.tned.uscourts.gov/content/attorney-change-address-form>.

2) Maintain Your E-mail:

This screen allows you to add secondary e-mail addresses to receive Notices of Electronic Filings (NEFs) and to configure how NEFs are received.

As a safeguard to ensure that nothing is missed, the Court recommends that you set up a secondary e-mail address that is either (1) a central repository address that several people have access to, and/or (2) the e-mail address of someone who works closely with you in your cases such as a secretary, legal assistant, or paralegal.

#### B. YOUR TRANSACTION LOG

From the Utilities screen, click on the [**View your Transaction Log**] button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for the report and click on the [**Submit**] button. ECF displays a report of all of your transactions in ECF within the date range specified for Date Selection Criteria.

Use this feature of ECF to review transactions and to verify that:

1. All of the transactions entered are reflected in the Transaction Log
2. No unauthorized individuals have entered transactions into ECF using your login name and password.

**APPENDIX A**

**Notice of Manual Filing**

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TENNESSEE  
at \_\_\_\_\_

	)	
Plaintiff,	)	
	)	
v.	)	[Case Number]
	)	[Judge]
Defendant.	)	

NOTICE OF MANUAL FILING

Please take notice that [Plaintiff/Defendant, Name of Party] has manually filed the following document/thing:

[Title of Document/Thing]

This document/thing has not been filed electronically because [insert reason, *e.g.*, it cannot be converted to an electronic document; the Court's ECF Rules and Procedures provide such documents are to be filed manually; the Court has ordered that the document/thing be filed manually; etc.]

Respectfully submitted,

s/ [Name of Attorney] Name of Attorney  
TN BPR #  
Address  
Phone number

## **APPENDIX B**

### **Sample Certificate of Service**

#### Certificate of Service

I hereby certify that on [date], a copy of the foregoing [name of document] was filed electronically. Notice of this filing will be sent by operation of the Court's electronic filing system to all parties indicated on the electronic filing receipt. All other parties will be served by regular U.S. mail. Parties may access this filing through the Court's electronic filing system.

s/ [Name of Attorney] Name of Attorney

TN BPR #

Address

Phone number