

# **CLERK'S OFFICE RESOURCES**

Presented By:

**HEATHER CARR**  
U.S. District Court  
Southern District of Texas  
Houston, Texas 77002

**LISA EDWARDS**  
U.S. District Court  
Southern District of Texas  
Houston, Texas 77002

State Bar of Texas  
**FEDERAL PRACTICE COURSE**  
May 25, 2012  
Houston

**CHAPTER 8**

# Table of Contents

---

## Chapter 1 – Introduction to CM/ECF

Overview .....	1 - 2
Help Desk .....	1 - 2
Definitions .....	1 - 2
Systems Requirements .....	1 - 4
CM/ECF System Capabilities .....	1 - 5
PACER Registration .....	1 - 5

## Chapter 2 – Working with PDF Files

Setting Up Adobe Acrobat .....	2 - 2
Portable Document Format (PDF) .....	2 - 2
How to View PDF Files .....	2 - 2
Directly Selecting PDF Files .....	2 - 2
Selecting PDF Files within Adobe Acrobat .....	2 - 3
Viewing Options .....	2 - 4
How to Convert Documents to the PDF Format .....	2 - 4
CM/ECF Limitation on PDF Document Size .....	2 - 5
Common Mistakes When Filing PDF Documents .....	2 - 5
Email Notification of Filed PDF Documents .....	2 - 6
Certificate of Service .....	2 - 6

## Chapter 3 – Getting Started in CM/ECF

Accessing the CM/ECF System .....	3 - 2
Logging Into CM/ECF .....	3 - 2
Logging Into PACER .....	3 - 5
The CM/ECF Menu Bar .....	3 - 7
Manipulating Web Pages .....	3 - 8
Verifying Case Number while Docketing .....	3 - 8
Reviewing Your CM/ECF Transactions .....	3 - 9

## Chapter 4 – Filing Documents Electronically

Opening a Civil Case .....	4 - 2
Filing a Motion in a Civil Case .....	4 - 20
Filing a Motion in a Criminal Case .....	4 - 33

## Chapter 5 – Querying the CM/ECF Database

Accessing Query Mode .....	5 - 2
Sample Queries .....	5 - 3
No Search Criteria .....	5 - 3
Search by Case Number .....	5 - 4

Search by Name	5 - 5
Search by Nature of Suit	5 - 7
Case Query Page	5 - 8
Attorney Information	5 - 9
Case Summary Information	5 - 9
Deadlines/Hearings Information	5 - 10
Docket Information	5 - 11

## Chapter 6 – Reports Available in CM/ECF

Accessing the Reports	6 - 2
Sample Reports	6 - 3
Docket Sheet	6 - 3
Civil Cases	6 - 6
Criminal Cases	6 - 8
Calendar Events	6 - 10
Written Opinions	6 - 11

## Chapter 7 – The Utilities Menu

Accessing the Utilities	7 - 2
Your Account Utilities	7 - 3
Maintain Your Account	7 - 3
View Your Transaction Log	7 - 4
Change Client Code	7 - 5
Change Your PACER Login	7 - 5
Review Billing History	7 - 6
Show PACER Account	7 - 7
Remove Default PACER Account	7 - 8
Miscellaneous Utilities	7 - 8
Internet Payment History	7 - 8
Legal Research	7 - 9
Mailings	7 - 9
Mailing Info for a Case	7 - 9
Mailing Label by Case	7 - 11
Verify a Document	7 - 13

## Index