

How To Find The Correct Event When E-Filing a Document in CM/ECF

The “Search” feature can be used to assist users in locating the correct event when e-filing a document in CM/ECF.

Click on “search” located on the blue CM/ECF main menu bar.



The “search menus and events” window will open. In the text box, type a word or phrase of the name of the document you wish to file.



The system will provide a list of all available events for your word or phrase.

Click on the link of the event which best describes what you are e-filing and follow the docketing prompts.



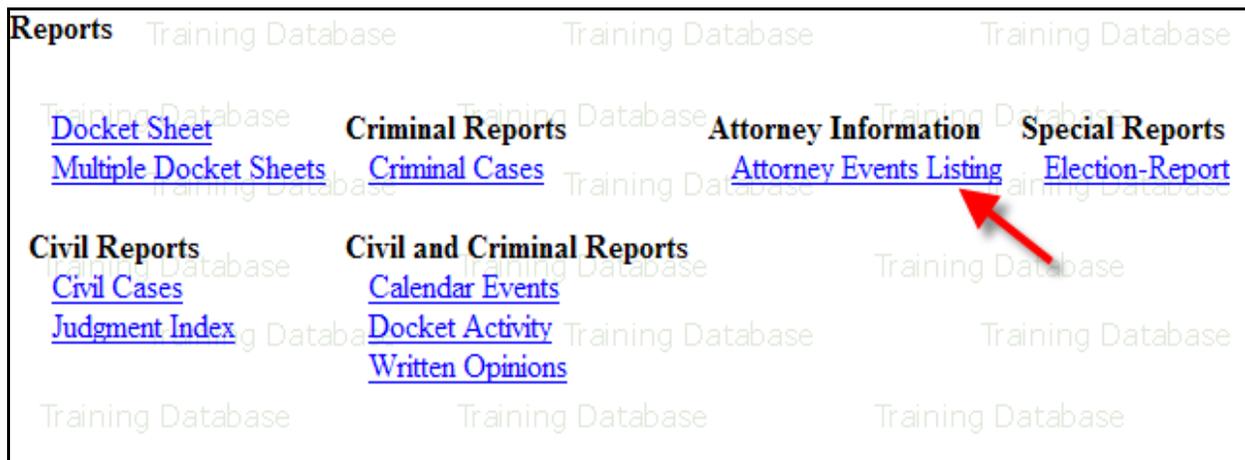
Still not finding a Suitable Event?

A list of docketing events is provided to assist users in selecting the correct event when e-filing a document in CM/ECF.

Click on “reports” located on the blue CM/ECF main menu bar.



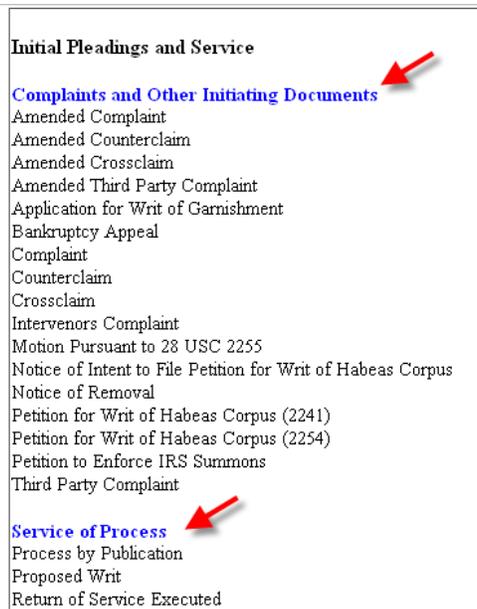
Click on “attorney events listing” link.



Select the radio button for either civil or criminal events depending on the case type of the document you are filing. Once you have selected either “civil” or “criminal” click “run report”.



The “menu for attorney users” window will open containing a list of docketing events. Please review all subheadings to determine what category best fits your filing.



If you are still unsure of what docketing event to use or need further assistance, contact the Help Desk at (800) 355-8498.