

**United States District Court
Northern District of Ohio**

CM/ECF Tips:

Obtaining Written Opinions for Free

Obtaining a List of Cases by Category

Obtaining a List of Documents Filed by Date Range and/or Case Category

Turning CM/ECF Document Headers Off/On

Setting up E-Mail Notification

Adding Attachments with Full Descriptions

**United States District Court
Northern District of Ohio
Obtaining Written Opinions**

You can easily obtain a listing of written opinions issued by the Court after April 16, 2005, as well as copies of the documents themselves, for free. Here's how.

1. Log into the Court's CM/ECF system using either your CM/ECF or PACER account.
2. Click on **Reports**
3. If you have logged in using your CM/ECF account, you may be asked for your PACER information here. Enter it.
4. Click on Written Opinions under Civil and Criminal Reports
5. The **Written Opinions** Report screen will provide you with a variety of selection criteria to help you fine tune your search including: Case Number, Name, Office, Nature of Suit, Case Type, Cause, Case Flags, etc. A screen shot is on the next page. Keep the default values for most of the items as they are. Change only those values that will help you meet your needs.

In the following example, we will search for all Written Opinions entered from 5/13/2005 to 5/19/2005

- a. Select an appropriate filing data range. Enter a **Filed** date of "5/9/2000" and a **to** date of "5/13/05".
 - b. Click **Run Report**.
6. The system will provide you with a list Written Opinions that meet the selection criteria.

Notes:

Written Opinions are defined by the Judicial Conference as as "any document issued by a judge of the court sitting in that capacity that sets forth a reasoned explanation for a court's decision." The responsibility for determining which documents meet this definition rests with the authoring judge

The Nature of Suit codes are taken from the Civil Cover Sheet. You can select more than one Nature of Suit by holding down the control (ctrl) key when you click on your selections. The **Filed** / **to** dates can be set for any range, but the system only identifies Written Opinions issued April 16, 2005 and later.

While access to Written Opinions is now free, PACER fees still apply for other documents.

Northern District of Ohio - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address https://ecf.ohnd.uscourts.gov/cgi-bin/login.pl?200998753595495-L_238_0-1 Go Links >>

Answers.com Go Today's Highlights

ECF Query Reports Utilities Logout ?

Written Opinions Report

Case Number

Last Name First Name Middle Name

Office Cleveland
Toledo

Nature of Suit 0 (zero)
110 (Insurance)

Case Type Civil
Criminal

Cause 0 (No cause code entered)
00:0000 (00:0000 Cause Code U...)

Case Flags 2241
2254

Filed between 5/9/2005 and 5/13/2005 Summary text
 Full docket text

Sort by Case Number

Start WordPerfect 11 - [S:\EC... Northern District of O... 2:14 PM

**United States District Court
Northern District of Ohio
Cases by Case Category**

Did you know that you can obtain a list of civil cases filed in this Court by case category? It's easy. Here's how you do it.

Suppose you wanted to obtain a list of all pending **Insurance** cases.

1. Log into the Court's CM/ECF system using either your CM/ECF or PACER account.
2. Click on **Reports**
3. If you have logged in using your CM/ECF account, you may be asked for your PACER information here. Enter it.
4. Click on **Civil Cases** under Civil Reports
5. The Civil Cases Report screen will provide you with a variety of selection criteria (Office, Case Type, Nature of Suit, Case Flags, Cause, etc.). A screen shot is on the next page. Keep the default values for most of the items as they are. Change the following to meet your needs:
 - a. Select the desired **Nature of Suit**. In this example, scroll down the Nature of Suit list and highlight **110 (Insurance)**.
 - b. Make sure the **Open Cases** check box is checked.
 - c. Select an appropriate filing data range. For this example I will enter a **Filed** date of "1/1/2000" and a to date of "5/19/05".
 - d. Click **Run Report**.
6. The system will provide you with a list of the pending Insurance cases.

Notes:

The Nature of Suit codes are taken from the Civil Cover Sheet. You can select more than one Nature of Suit by holding down the control (ctrl) key when you click on your selections.

The **Filed / to** dates can be set for any range. The system has most cases going back to the early 1990s.

The system permits you to select **Open Cases** and/or **Closed Cases** by checking the appropriate check box.

The amount of time it takes to run the report is dependent upon a number of factors including your selection criteria and the number of users using the system.

Give it a try.



Civil Cases Report

Warning: This report is not subject to the 30 page billing cap.
 You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office

Akron
 Cleveland

Case type

Cml
 Gadolinium Contrast Dyes

Nature of suit

0 (zero)
 110 (Insurance)

Cause

0 (No cause code entered)
 00.0000 (00.0000 Cause Code U...)

Jurisdiction

Diversity
 Federal Question

Case flags

2254
 2255

Terminal digit(s)

2,4,7

- Open cases
 Closed cases

JFML number

Filed

10/1/2010

to

10/8/2010

Sort by

Case Number

Output Format

- Formatted Display
 Data Only

Run Report

Clear

Make these options my default.

**United States District Court
Northern District of Ohio
Obtaining a List of Documents Filed by Date Range and/or Case Category
using the
Docket Activity Report**

The Docket Activity Report can help you obtain a list of documents filed with the Court for any day, or during any date range, with convenient links to the documents themselves. You can even narrow your search to documents filed in a specific case or category of cases, such as Patent cases. Here's how to do it. (**Note that applicable PACER charges apply.**)

Suppose you want to obtain a list of the documents filed from May 23rd to May 24th of 2005:

1. Log into the Court's CM/ECF system using either your CM/ECF or PACER account.
2. Click on **Reports**
3. If you have logged in using your EM/ECF account, you may be asked for your PACER information here. Enter it.
4. Click on **Docket Activity**
5. The Docket Activity Report screen will provide you with a variety of selection criteria (Case number, Office, Case Type, Event Category, Case Flags, etc.). A screen shot attached. Keep the default values for most of the items as they are. Change only the items necessary to narrow the focus to the cases you want. In this example, only the date range needs to be altered.
 - a. To obtain the cases filed on May 23-24, 2005 change the dates to read:
"Entered between 5/23/2005 and 5/24/2005"
 - b. Click **Run Report**.
6. The system will provide you with a list of the documents entered into the system on those dates.

Notes: You can focus your search on a single case (just enter the case number) or a particular case category (select the appropriate Case Category flag). You can select more than one Case Category by holding down the control (ctrl) key when you click on your selections. The Case Category flag codes are:

CAT01	Admiralty	CAT08	Personal Injury
CAT02	Antitrust	CAT09	Administrative (Social Security)
CAT03	Civil Rights	CAT10	Tax
CAT04	Contract	CAT11	Copyright / Trademark
CAT05	Habeas Corpus	CAT12	General Civil
CAT06	Labor Relations	CAT13	Death Penalty
CAT07	Patent		

The time it takes to run the report is dependent upon your selection criteria and the number of users on the system. Experiment with whichever search criteria meet your needs.



Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Docket Activity Report PUBLIC ACCESS

Case number

Only cases to which I am linked Open cases
 Closed cases

Office

Case type

Event category

Case flags

Filed between and Summary text
 Full docket text

Sort by

Make these options my default.

**United States District Court
Northern District of Ohio
Turning the CM/ECF Document Headers Off/On**

The CM/ECF software allows case number, document number, date filed and page number to be displayed in a header on PDF document pages. The original PDF documents filed with the Court will not be altered in any way; instead, the case information will be generated at the time the document is accessed for viewing and/or printing, and affixed to the top of the document pages.

You can easily turn the PDF Document header feature off if you do not want headers to be displayed on documents you view or print. Here is how.

1. Log into the Court's CM/ECF system using your CM/ECF account.
2. Click on **Utilities**
3. Click on **Maintain Your Account**
4. Deselect the **Add Headers to PDF Documents** check box.
5. Click **Submit** button.
6. Click **Submit** button.

If you wish to turn the PDF document header feature back on, simply follow steps one through three above, reselect the *Add Headers to PDF Documents* check box and follow steps five and six.

United States District Court Northern District of Ohio

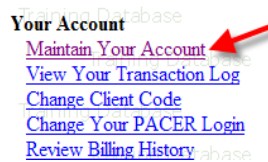
Setting Up E-Mail Notification in CM/ECF

Users can receive e-mail notification of all electronic filings in cases they are interested in by setting the automatic e-mail notification in their user accounts.

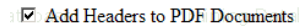
- Access the “Live” System. Note that the “Live” electronic filing system and the “Training Area” are different systems. Setting your e-mail notification in one system does not set it in the other.)
- Click on “Utilities”



- Click on “Maintain Your Account”



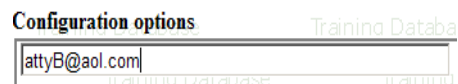
At the “maintain your account screen”, by removing the checkmark by “Add Headers to PDF Documents” you can remove the option of document headers appearing on electronically filed documents.



Example Document Header:

Case 1:09-cv-00049-JG Document 1 Filed 08/06/09 Page 1 of 1

- Click on “Email Information”
- To add a primary and/or secondary e-mail address, click on the appropriate “add new e-mail address” link. Enter your e-mail address in the “configuration options” box.



- Upon entering an e-mail address in the “configuration options” box, the following screen will appear. Answer the following questions:

Should this e-mail address receive notices? Yes No

How should notices be sent to this e-mail address? Per Filing Summary Report

In what format should notices be sent to this e-mail address? HTML Text

Should this e-mail address receive general announcement notices from this court? Yes No

Show all cases for this e-mail address (Copy case lists from here)

- To receive notification of activity for other cases, enter the case number in the following format YY-#### (ex. 09-51) in the “add additional cases for noticing” box and click on “find the case”. You do not have to be a party in the cases entered in this field.

Case-specific options

Add additional cases for noticing

1:09-cv-51

Add case(s)

- Select the type of notice you would like to receive. There are two options:
 - 1) Send notice *per filing* which is the default method. This selection sends notices to you immediately upon filing.

These cases will send notice *per filing*. (default method)

Enter case number here

- 2) Send notice as a summary report which is an alternate method. This selection will send a summary of notices at the end of the day (usually at midnight). If you seek electronic notice in a large number of cases, this selection is the preferred method.

These cases will send notice *as a summary report*. (alternate method)

Enter Case Number

- Click on “Return to Person Information Screen”
- From the Person Information Screen, select “Submit” You will receive a confirmation screen listing the cases and e-mail options you have selected.

Note: Failure to select “Submit” will result in no changes being made. Changes have been made only if you receive confirmation of same.

United States District Court Northern District of Ohio

Secondary E-mail Addresses in CM/ECF

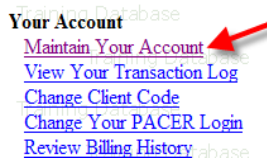
Users can receive e-mail notification of all electronic filings in cases they are interested in by setting the automatic e-mail notification in their user accounts. Users can receive e-mail notification at a secondary e-mail address as well.

Adding A Secondary E-mail Address in CM/ECF

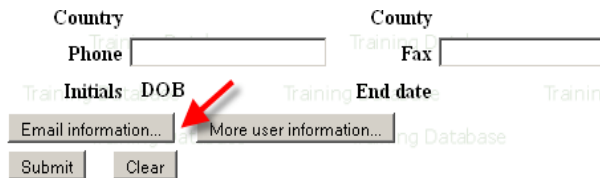
- Access the “Live” System. Note that the “Live” electronic filing system and the “Training Area” are different systems. Setting your e-mail notification in one system does not set it in the other.
- Click on “Utilities”



- Click on “Maintain Your Account”

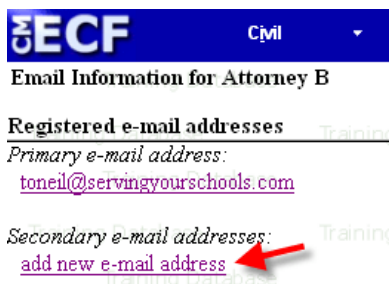


- Click on “Email Information”



Country County
Phone Fax
Initials DOB End date
Email information... More user information...
Submit Clear

To add a secondary e-mail address, click on the “add new e-mail address” link found under “Secondary e-mail addresses”. Enter your e-mail address in the “configuration options” box.



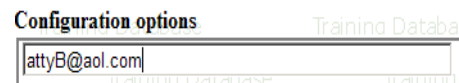
ECF Civil

Email Information for Attorney B

Registered e-mail addresses

Primary e-mail address:
toneil@servingschools.com

Secondary e-mail addresses:
[add new e-mail address](#)



Configuration options

attyB@aol.com

- Upon entering an e-mail address in the “configuration options” box, the following screen will appear. Answer the following questions:

Should this e-mail address receive notices? Yes No

How should notices be sent to this e-mail address? Per Filing Summary Report

In what format should notices be sent to this e-mail address? HTML Text

Should this e-mail address receive general announcement notices from this court? Yes No

(Copy case lists from here)

- To receive notification of activity for other cases, enter the case number in the following format YY-#### (ex. 09-51) in the “add additional cases for noticing” box and click on “find the case”. You do not have to be a party in the cases entered in this field.

Case-specific options

Add additional cases for noticing

- Select the type of notice you would like to receive. There are two options:

- 1) Send notice per filing which is the default method. This selection sends notices to you immediately upon filing.

These cases will send notice *per filing*. (default method)

- 2) Send notice as a summary report which is an alternate method. This selection will send a summary of notices at the end of the day (usually at midnight). If you seek electronic notice in a large number of cases, this selection is the preferred method.

These cases will send notice *as a summary report*. (alternate method)

- Click on “Return to Person Information Screen” once the secondary address has been added.
- From the Person Information Screen, select “Submit” You will receive a confirmation screen listing the cases and e-mail options you have selected.

Note: Failure to select “Submit” will result in no changes being made. Changes have been made only if you receive confirmation of same.

Removing A Secondary E-mail Address in CM/ECF

To remove a secondary e-mail address, click on the e-mail address link that you want to delete found under “Secondary e-mail addresses”. Once you click on the e-mail link, the “configuration options” box appears containing the e-mail address. Delete the e-mail address from the “configuration options” box.

The screenshot shows the CM/ECF interface for Attorney B. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Search'. The main content area is titled 'Email Information for Attorney B' and is divided into two sections: 'Registered e-mail addresses' and 'Configuration options'. Under 'Registered e-mail addresses', there is a 'Primary e-mail address' (toneil@servinyourschools.com) and 'Secondary e-mail addresses' (vicky_mizell@ohnd.uscourts.gov). A red arrow points to the secondary address link. Below the secondary address is a link to 'add new e-mail address'. At the bottom of this section are buttons for 'Return to Person Information Screen' and 'Clear'. The 'Configuration options' section contains a text input field with 'vicky_mizell@ohnd.uscourts.gov' and a red arrow pointing to it. Below the input field are four questions with radio button options: 'Should this e-mail address receive notices?' (Yes/No), 'How should notices be sent to this e-mail address?' (Per Filing/Summary Report), 'In what format should notices be sent to this e-mail address?' (HTML/Text), and 'Should this e-mail address receive general announcement notices from this court?' (Yes/No).

- Click on “Return to Person Information Screen” once the secondary address has been deleted.
- From the Person Information Screen, select “Submit” You will receive a confirmation screen listing the cases and e-mail options you have selected.

Note: Failure to select “Submit” will result in no changes being made. Changes have been made only if you receive confirmation of same.

United States District Court Northern District of Ohio

Adding Attachments to Documents with Thorough Description

After browsing and uploading a main document, users can add attachments. The adding of attachments during docketing is streamlined to only require one screen. When the user clicks on the browse button to add the first attachment, and selects a category or enters a description (or both) a new row will automatically appear so the user can add a second attachment and so on.

Select the pdf document and any attachments.

Main Document

\\akrcsluser\$mizell\wptext\Training Doc **Main Document**

Attachments **Category** **Description**

1. \\akrcsluser\$mizell\wptext\Training Doc Brief in Support

2.

Click on the Category box and select a word that is applicable to your attachment. If none apply, do not select a word. Leave the Category box blank and add descriptive text in the Description box. This box is free text.

It is **not** necessary to repeat the word you selected in the Category pick list again in the Description box.

Incorrect:

Category	Description
Exhibit	Exhibit A; Letter to plaintiff from Atto

Correct:

Category	Description
Exhibit	A; Letter to plaintiff from Attorney Jo

- Once all attachments are added and identified, click “next” and continue.

Sample docket text

Motion to Expand the Record filed by Test Defendant. Related document(s) [157](#), [156](#). (Attachments: # [1](#) Exhibit 3 - Deposition of Sgt. John Doe; # [2](#) Exhibit 8 - Declaration of trial counsel Jane Doe; # [3](#) Exhibit 9 - Declaration of trial counsel Mary Smith; # [4](#) Exhibit 10 - Declaration of Test Plaintiff; # [5](#) Exhibit 11 - Declaration of John Smith; # [6](#) Exhibit 12 - Declaration of Mayor City; # [7](#) Exhibit 13 - Declaration of Peter Smith; # [8](#) Exhibit 14 - Declaration of Joe Williams; # [9](#) Exhibit 15 - State v. Smith trial testimony of John Doe; # [10](#) Exhibit 17 - State v. Smith trial testimony of John Smith. (Test, Atty)

United States District Court Northern District of Ohio

Joint Filings

Documents filed on behalf of multiple parties are called joint filings. Examples include stipulations, joint motions, and the report of the parties planning meeting.

To submit a joint filing select your event (stipulation, motions, etc.) as usual. Enter the case number and click “next”.

Using your mouse, control + left click and select each party for whom you are filing and click “next”.

Pick Filer

Collapse All Expand All

Gillett Jones dft

Angela Smith pla

Select the filing PARTY

Select the Party: OR Select a Group:

Jones, Gillett [dft]

Smith, Angela [pla]

No Group

All Defendants

All Plaintiffs

All Parties

Next Clear New Filer

IMPORTANT: Uncheck the box if you do not represent the party listed. If you do represent the listed party do not remove the check.

Add Attorney to Docket?

Only uncheck the box on the left below if the attorney does not represent the party listed.

If the attorney represents the listed party, DO NOT remove the check.

Gillett Jones (pty:dft) represented by Vicky Mizell (aty)

Next Clear