



**United States District Court
for the District of Puerto Rico**

2026

CM/ECF Manual for Attorneys



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CM/ECF Manual for Attorneys

Introduction

Authority

This Case Management / Electronic Case Filing (CM/ECF) Manual governs electronic filing in the United States District Court for the District of Puerto Rico; unless, due to extraordinary circumstances in a particular case, the presiding judicial officer determines that this manual should be modified in the interest of justice. See Fed.R.Civ.P. 5(d)(3), Fed.R.Crim.P. 49(b) and Local Civil Rules 5, 5.2, 83A, 83L and Local Criminal Rule 111.

Overview

Case Management / Electronic Case Filing (CM/ECF) is a case management system implemented by the Federal Judiciary for all bankruptcy, district, and appellate courts. This technology is Internet-based, user-friendly, and offers the following benefits to attorneys, the Court, and the public:

- Electronically file pleadings and documents in civil and criminal cases;
- View official docket sheets and documents associated with cases;
- Generate various reports for cases that were filed electronically.

Since January 26, 2004, the United States District Court for the District of Puerto Rico has required all attorneys in civil and criminal cases to file documents with the Court electronically through the CM/ECF system.

Only attorneys admitted to this Court are permitted to file electronically absent court-order. Non-attorneys must file documents conventionally (i.e., "on paper")

Access to Court Documents

Registered Users

Remote electronic access to view documents filed in CM/ECF is limited to registered subscribers to the Public Access to Court Electronic Records (PACER) system. PACER provides internet access to civil cases filed on or after December 2, 1991 (or pending as of that date), and criminal cases filed on or after January 3, 1994. Information in PACER is accurate through the close of business of the previous day. Any person interested in viewing files through PACER, including non-filing persons, may register with the PACER Service Center through their toll-free number, (800)676-6856, or visit the PACER Service Center at <http://www.pacer.gov>.

General Public

Electronic access to the docket report and all non-restricted documents filed in CM/ECF is available to the general public free of charge at the public access terminals located at the Clerk's Office during regular business hours.

Copies of any record or document accessed electronically at the public terminal in the Clerk's Office may be obtained at the Clerk's Office for a fee.

Non-Compliance with Procedures in this Manual

Non-compliance with the procedures established in the Court's Standing Orders, the CM/ECF Manual for Attorneys, or the Local Rules of this Court (including the filing of discovery papers in violation of Local Rule 26) may result in a defective filing and/or entail an order to show cause, sanctions and/or dismissal of a case.

Requesting Assistance

Clerk's Office Help Desk

For assistance regarding electronic filing or viewing court case information, contact the Clerk's Office Help Desk between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday at 787-772-3449, or send an e-mail message to cmecfhelpdesk@prd.uscourts.gov.

PACER Service Center

For assistance regarding the recovery of your PACER username and/or password, visit the PACER Service Center at <http://pacer.uscourts.gov>, call 800-676-6856, or send an e-mail message to pacer@psc.uscourts.gov.

For additional information about CM/ECF, visit our court's website at: <https://www.prd.uscourts.gov/nextgen-cmecf-what-it-means-you>

How to access CM/ECF

Follow these steps to access CM/ECF:

STEP	ACTION
1	Click on the following URL link: http://ecf.prd.uscourts.gov
2	Type your PACER username.
3	Type your PACER password.
4	Optionally, type a client code. * The client code is an optional data field available in the login screen for PACER tracking purposes. Any client code included in a transaction will be reflected on the billing statement generated by the PACER Service Center.
5	Successful logins will be redirected to CM/ECF.

Because CM/ECF is accessed with PACER credentials, use the PACER's lost username or lost password utilities or contact the PACER Service Center to reset your PACER username and password. The Court is unable to reset PACER credentials.

Getting Started

Technical Requirements

Hardware and Software

The following are the minimum requirements for using CM/ECF:

- a personal computer;
- a high-speed Internet connection;
- a compatible Internet browser with the following features enabled: 128-bit encryption, JavaScript, and cookies. Examples: Microsoft Edge and Opera.
- a word processing program that can save documents to PDF format, for example Microsoft Word;
- a flatbed scanner and scanning software to convert documents to PDF format;
- Software to read PDF documents, for example Adobe Acrobat;
- valid, active e-mail account(s).

NOTE: The Court recommends adding a secondary e-mail address to receive Notifications of Electronic Filing (NEFs). Please refer to sections *How to Add / Update your Secondary E-mail Addresses in NextGen CM/ECF* and *E-mail Notification Message Failures* for more details.

Prerequisites to Register as a CM/ECF User

How to Request e-Filing Privileges in PACER

As of November 29, 2021, all attorneys who have been granted e-Filing privileges must access CM/ECF using an upgraded individual PACER account. E-filing privileges will be granted only to attorneys that are admitted to practice in this court (For eligibility requisites see Local Rule 83A).

Click on the following URL link to view a step-by-step procedure on how attorneys seeking to become registered users may request CM/ECF filing privileges via PACER:

<https://www.prd.uscourts.gov/sites/default/files/20211130-CMECFNG-How-to-Request-eFiling-Access.pdf>

Pro Hac Vice Admission

Attorneys from other districts seeking to appear pro hac vice in a particular case in the United States District Court for the District of Puerto Rico should follow the instructions on the Pro Hac Vice Appearances module in our Court's website:

<https://www.prd.uscourts.gov/requirements-bar-admission>

Government Attorneys

By Local Rule 83A(e), attorneys for the United States Government may seek admission to practice in the United States District Court for the District of Puerto Rico by submitting an Application for Special Temporary Admission. Click on the following URL link for more details:

https://www.prd.uscourts.gov/sites/default/files/Petition-Appear-Practice-Behalf-US-LR-83Ae-Rev-11-2021_0.pdf

General Guidelines

The Official Court Record

The official Court proceedings are the electronic files maintained by the Court, including any documents or exhibits filed conventionally according to the procedures outlined in this Manual or Court order. Absent Court order, paper versions of documents delivered to the Clerk's Office will be destroyed after being filed electronically.

Social Security Cases

Absent a showing of good cause, all documents, notices, transcripts, and orders in Social Security cases in the District Court shall be filed and noted electronically.

- The complaint and other documents will be filed electronically.
- The complaint shall be filed using the event: Social Security Complaint, under Social Security Events.
- The defendant shall be filed as: Commissioner of Social Security - DEFENDANT
- All other documents in Social Security cases, including Social Security transcripts, will be filed and served electronically unless otherwise ordered by the Court.

To address the privacy issues inherent to Social Security cases, remote electronic access to filed documents is limited to the counsel of record and Court staff. The general public has remote electronic access only to the docket sheet in these cases. Filed documents in Social Security cases, except Social Security transcripts, which are available to the general public only at the Clerk's Office public terminals.

Filings with Prior Leave of Court

If the filing of a pleading or document requires leave of Court (such as an amended complaint or reply brief in a civil case, or a motion to submit a reply brief in a criminal case), the attorney shall tender the document as an attachment to the motion requesting leave and NOT as a separate document. Upon leave granted, the attorney shall be directed to file the document electronically as a separate docket entry no later than 24 hours or the following working day from such notification.

Sealed Civil Cases

Sealed cases must still be filed conventionally (in paper) either by mail or in-person accompanied by the prescribed statutory filing fee.

Electronic Filing Protocols

All motions, pleadings, applications, briefs, memoranda of law, transcripts of proceedings, exhibits, attachments, and other documents in civil and criminal cases, shall be electronically filed in Adobe-Acrobat (.pdf) format unless otherwise provided in this Manual. All PDF documents filed in CM/ECF are required to be text searchable. DO NOT upload a PDF fillable form to CM/ECF. Instead, print or flatten the fillable PDF before uploading it to CM/ECF to remove all forms fields.

All documents must be separately scanned and attached. The filer must include a description of each attachment or exhibit in the attachment screen using type or description.

There are three primary methods for creating PDF documents:

1. saving a document as a PDF directly from the word processing program,
2. printing a document to PDF, or
3. Scan documents from paper into PDF.

Saving a document to PDF directly from your word-processing program is the preferred method of creating PDFs. Most PDFs created this way are optimized and meet text-searchable requirements.

In some instances, **printing to PDF** is preferable. This is the case for any PDF-fillable form or for any PDF or document that contains scripts or code. If CM/ECF blocks a PDF from being uploaded, printing the file to PDF frequently solves the problem.

Scanning a document creates an image, and, therefore, scanned documents are much larger than documents saved directly to PDF. In addition, an optical character recognition (OCR) program is required to make the scanned PDF text searchable. Filers are required to verify the readability of scanned documents before filing them electronically. Documents scanned in color or containing graphics take up considerably more disk space and take much longer to upload. Filers must therefore configure their scanners to scan documents at 300 dpi and in black-and-white, rather than in color. Documents appearing in color in their original form, such as color photographs, may be scanned in color and then uploaded to CM/ECF.

CM/ECF can accept documents with hyperlinks, and they may be included in filings. Some judges prefer that sources be hyperlinked in pleadings. For information on how to create hyperlinks, refer to the documentation for your application, i.e., Microsoft Word or Adobe Acrobat.

The District of Puerto Rico does not require filings to be in PDF/A format at this time. PDF/A is an International Standards Organization (ISO) standard document format. PDF/A documents are self-contained and do not rely on or access information outside of the document itself to display the information

contained within the document. Accordingly, the PDF document appears and will continue to appear, identical to the document from which it was created, no matter where or when it is accessed. As a result, most PDF/A documents will have a slightly larger file size.

File Size Limits

Attachments and exhibits larger than 50 MB may be filed electronically in separate segments, duly named, and indexed. They may be submitted in conventional (paper) format only by leave of Court. Please refer to section *Conventional (Paper) Filing and Service of Documents* for more details.

Your Signature

A pleading or other document requiring an attorney's electronic signature shall be signed in the following manner: "s/attorney's name." The correct format for an attorney's electronic signature is:

s/ Judith Doe

Judith Doe, Bar Number: 123456

Attorney for (plaintiff/defendant)

ABC Law Firm 123 South Street

San Juan, Puerto Rico 00918

Telephone (787)123-4567

Facsimile (787)123-4568

E-mail: judith_doe@gmail.com

Documents filed in conventional format shall bear an original handwritten signature by counsel, a party, or another signatory, as appropriate.

When a document, such as a stipulation, contains two or more signatures, the filing party shall initially confirm that the content of the document is acceptable to all signatories. Physical, facsimile or ECF signatures are permitted. The filing party shall then file the document electronically using the correct signature format, e.g., "s/Jane Doe," "s/John Smith," etc.

Conventional (in paper) Filing of Documents

The Court may authorize the conventional (paper) filing of cases and documents, as discussed in section *Judiciary Privacy Policy* on this document. Upon application, the Court may also authorize the conventional filing of other documents.

Pro se filers who are not registered CM/ECF users shall file paper originals of all complaints, pleadings, motions, affidavits, briefs, and other documents which must be signed, or which require either verification or an unsworn declaration under any rule or statute. The Clerk's Office will scan the documents to file them electronically in CM/ECF. For additional information, refer to the Pro Se Litigant Guide <http://www.prd.uscourts.gov/pro-se-forms>

Notice of Filing Exhibits Conventionally

By leave of Court, a party may conventionally file exhibits or attachments not available in electronic format or which are too lengthy to electronically image or scan, such as those attachments and exhibits larger than 50.0 MB in separate segments. When filing exhibits or attachments conventionally, the filer must:

1. electronically file a “Notice of Filing Exhibits Conventionally” as an attachment to the main document. Please refer to the following section for a sample document;
2. accompany the exhibits with a paper copy of the “Notice of Filing Exhibits Conventionally.” The Clerk’s Office shall note receipt on the case docket; and;
3. serve copies of conventionally filed exhibits to the parties of record.

Sample

**IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF PUERTO RICO**

Plaintiff

Case No.

v.

Judge

Defendant

NOTICE OF FILING EXHIBITS CONVENTIONALLY

The following exhibits are being filed conventionally due to (state the reason).

(State the list of exhibits filed conventionally)

I declare under penalty of perjury that the foregoing is true and correct.

Respectfully submitted, at _____, Puerto Rico, (Date) .

s/ Attorney name typed
Attorney's Name and Bar Number
Attorney for (Plaintiff/Defendant)
Law Firm Name
Law Firm Address
Law Firm Phone Number
Law Firm Fax Number
Attorney's E-mail Address

Docket Entries

A party who electronically files a pleading or other document is responsible for designating a title for the document by using one of the docket event categories listed in sections *Attorneys Dictionary – Civil Cases* and *Attorneys Dictionary – Criminal Cases* in this document.

The user must choose the event that most accurately describes the relief sought. If multiple grounds for relief are sought, then all of them must be chosen. Please contact the Court's CM/ECF Help Desk, (787)772-3449, to clarify doubts concerning what event to use.

Corrections to the Docket

Once a document is submitted and uploaded, the docket entry and the document itself become part of the official Court docket. Therefore, corrections to any docket entry are made only by the Clerk's Office. CM/ECF does not allow filers to make changes to any document or docket entry filed in error once the transaction has been accepted.

Clerk's Office staff can correct some common errors like changing the event or the restriction levels. However, filing the wrong pdf document, or filing a pdf document in the wrong case number, requires the refile of the pdf document. If necessary, the Clerk's Office staff will flag the incorrect docket entry as "FILED IN ERROR" and provide additional instructions to the filer.

Inability to File Timely

Deadlines and Due Dates

A pleading or document is deemed timely based on the date shown on the notice of electronic filing. Deadlines expire prior to midnight of a pleading's or document's due date, unless otherwise ordered by the Court. Attorneys are advised that the response due date generated in CM/ECF is for Court use ONLY and should not be relied upon as an accurate computation of any due date or deadline.

The three-day rule enacted in Fed. R. Civ. P. 6(d) (2011), applicable to the calculation of time in both civil and criminal cases, shall also apply when service is made by electronic means.

Technical Failures or Difficulties

The Clerk's Office shall deem the District of Puerto Rico CM/ECF site to be subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently throughout any time period greater than one hour after 10:00 a.m., of that day. System outages will be posted on the website, if possible.

Generally, problems on a filer's end such as those related to phone service interruptions, internet service providers (ISP), hardware, and/or software, will NOT constitute a technical failure as defined herein nor excuse an untimely filing.

A filing party whose filing is made untimely as the result of a technical failure of the Court's CM/ECF site may seek appropriate relief from the Court by way of written motion.

Sample Declaration

IN THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF PUERTO RICO	
Plaintiff	Case No.
v.	Judge
Defendant	

**DECLARATION THAT PARTY WAS UNABLE TO FILE
IN A TIMELY MANNER DUE TO TECHNICAL DIFFICULTIES**

Please take notice that [Plaintiff/Defendant, Name of Party] was unable to file the attached [Title of Document] in a timely manner due to technical difficulties. The deadline for filing the [Title of Document] was [Filing Deadline Date]. The reason(s) that I was unable to file the [Title of Document] in a timely manner and the good faith efforts I made prior to the filing deadline to both file in a timely manner and to inform the Court and the other parties that I could not do so are set forth below.

[Statement of reasons and good faith efforts to file and to inform (including dates and times)]

I declare under penalty of perjury that the foregoing is true and correct.

Respectfully submitted, at _____, Puerto Rico, (Date) .

s/ Attorney name typed
Attorney's Name and Bar Number
Attorney for (Plaintiff/Defendant)
Law Firm Name
Law Firm Address
Law Firm Phone Number
Law Firm Fax Number
Attorney's E-mail Address

Judiciary Privacy Policy

Overview

All System users must comply with the Federal Rules of Procedure which implement the E-Government Act of 2002, Pub. L. No. 107-347, and the Judicial Conference policy on privacy and public access to electronic case files. These require that personal identification information be redacted from documents filed with the court –such as, Social Security and taxpayer-identification numbers, names of minor children, financial account numbers, dates of birth, and, in criminal cases, home addresses.

Redacted Documents

The responsibility for redacting personal data identifiers and confidential information rests solely with counsel. The Clerk's Office will neither review documents for compliance nor redact any documents, electronic or conventional. Unless otherwise ordered by the Court, filing parties shall omit or, where inclusion is necessary, partially redact, the following personal data identifiers and confidential information from all pleadings, documents, and exhibits, whether filed electronically or conventionally:

- Names of minor children (use only initials)
- Financial account numbers (identify the name or type of account and financial institution but list only the last four digits of the account number)
- Other individual financial information
- Social Security numbers (use only the last four digits)
- Dates of birth (use only the year)
- Home addresses (use only city and state, or Puerto Rico municipality)
- Driver's license or other personal identifying numbers
- Medical records, treatments, and diagnoses
- Employment histories
- Proprietary or trade secret information
- In criminal cases, information regarding an individual's cooperation with the authorities, the victims of any criminal activity, related to national security, or concerning sensitive information.
- Any other data or information (as directed by the Court)

Unredacted Documents

If necessary, a party may file a document UNDER SEAL containing the unredacted personal identifiers or information listed above using the appropriate restricted viewing level.

Restricted Filing and Viewing Levels

The Court has implemented a Restricted Filing and Viewing Levels Module as part of the CM/ECF System, see Standing Order No. 9 (In the Matter of: Amendment to the Restricted Filing and Viewing Levels Module) in Misc. No. 03-149(ADC), filed on January 30, 2013, whereby a filing party selects a viewing level for electronically filed pleadings and documents.

Only Registered Users associated with the case as counsel or party of record may view documents filed with restriction levels. These document types include, but are not limited to, the following:

- Documents filed in Social Security cases;
- Documents filed in criminal cases PRIOR to November 1, 2004;
- Documents restricted pursuant to a protective order in a civil case; and
- Documents filed ex parte;

Undue restrictions should NEVER be utilized; the same will be removed or corrected by the Court. The Restricted Filing and Viewing Levels Module allows attorney filers to properly and carefully select a restricted filing and viewing level for pleadings at the time of filing in electronic format. On January 30, 2013, the Court entered an order in the form of a Memorandum to the Bar and PACER users regarding Standing Order No. 9 stating, among other things, that: “Improper use of the restriction levels module may affect the rights of third parties, such as the press. The court will not tolerate and will sanction any attempt to restrict filings that are obviously within the public domain. Failure to observe these rules will not be allowed.” Click on the following URL link for more details:

<https://www.prd.uscourts.gov/sites/default/files/general-ordes/20130130-ADC-3mc149-Amend-Restricted-Viewing.pdf>

All judges and data quality analysts in the Clerk’s Office actively monitor compliance with this directive; the Clerk’s Office also educates attorneys and other filers about all CM/ECF policies with emphasis on the applicable privacy protections and access presumptions to be observed.

To prevent the increased use of filing and viewing restrictions in a manner inconsistent with the applicable privacy and access policies while preserving the Restricted and Viewing Module, the Court will now require a restriction to be accompanied by a separate **Motion to Restrict**.

The steps to be followed are explained below, will provide a uniform procedure pursuant to which all judges of this Court will consider and decide whether filing and viewing restrictions on each document on the Court’s docket are appropriate. Restricted filing and viewing motion practice in regular cases does not interfere with the Court’s management of sealed cases which include certain categories of miscellaneous, criminal, and civil cases, and Social Security cases.

Motions to Restrict

Permission to utilize a particular restricted filing and viewing level shall be requested by filing a “Motion to Restrict” which shall be open to public inspection and shall identify the restriction level sought, address the interest to be protected, clearly state which party or parties will have access to view the document, and indicate why such interest outweighs the presumption of public access. Stipulations between the parties are insufficient to justify restricted access.

Eg “ To maintain the privacy of confidential information contained in the motion, the undersigned attorney requests leave to file the motion using the selected parties viewing restriction, limiting the viewing to the government, defendant, the U.S. Probation Office and the Court”

The document for which the restriction is sought shall be filed separately assigning the level of restriction identified in the Motion to Restrict. The Motion to Restrict itself will remain open to public inspection and, as such, shall not include the restricted document as an attachment.

If the Court grants the Motion to Restrict, the separately filed document shall retain the restriction level. If the Court denies the Motion to Restrict, the restriction level will be removed or modified as ordered by the Court.

Restricted Viewing Levels in Regular Cases

Filings in regular cases shall be made by selecting one of the following four restriction levels for viewing:

- **Public**. The “Public” filing level contemplates no restriction at all, everyone will be able to view the document filed. It is CM/ECF’s default level.
- **Parties**. This restriction level limits viewing to participants within the case and court personnel, including the U.S. Probation Office. The general public will not be able to view a document filed using this restriction level.
- **Selected Parties**. Using this restriction level, the filer will be able to select which party or parties will have access to view the document to be filed. Court personnel will also be able to view the document. Neither the general public nor the attorneys of record for those parties not selected will be able to view the document filed.
- **Ex Parte**. When this level is selected, only the attorney filing the document and Court personnel will be able to view the document filed.

Highly Sensitive Documents (HSD) are documents that contain highly sensitive information that is likely to be of interest to the intelligence service of a hostile, foreign government and whose use or disclosure by such government would likely cause significant harm. HSDs also include documents with highly sensitive information whose disclosure could jeopardize the safety of specific individuals. The standard for designating a document as an HSD is higher than the standard

for filing a document under seal. See Miscellaneous Case 21-056 for the procedures and requirements to file Highly Sensitive Documents.

Restricted Viewing Levels in Sealed Cases

“Sealed cases” are those cases which carry a full or total restriction. “Sealed cases” can only be viewed by the judge, those attorneys who have been expressly granted sealed access to the case, judge-designated staff, and a few selected administrative Court personnel. Some examples are:

- Miscellaneous cases which, by their very nature or by reason of a specific law, require private handling such as: Grand Jury practice, Title III interceptions, pen registers, and search and seizure (including tracking) warrants, and attorney disciplinary proceedings.
- Criminal cases which include a sealed indictment pending the unsealing by the court.
- Magistrate Judge cases which, by their very nature, require privacy, such as material witness proceedings.
- Civil cases which, by their intrinsic nature, require private handling until otherwise ordered by the Court.

“Sealed cases” require an initial paper pleading which will be received and scanned by Court personnel for electronic filing. Other than Social Security cases, “sealed cases” will be initiated by an in-person filing of a document or documents, accompanied by a one-time-only “Motion to Seal”. Once this one-time-only Motion to Seal is granted, subsequent filings will be electronically submitted without the filing of additional motions to seal.

New Guideline for Storage and Management of Sealed and Restricted Documents

The Court has implemented new procedures for the storage and management of sealed and restricted documents. Pursuant to Standing Order No. 11, the filers are directed to serve sealed or restricted documents conventionally, or by such other appropriate means as provided by the Federal Rules of Procedure and the Court’s Local Rules.

Click on the following URL link for more details:

[STANDING ORDER NO. 11](#)

Filing Fees

Any fee required for the filing of a pleading or paper in the Court is payable by cash, check, or money order payable to “Clerk, U.S. District Court,” credit card or through pay.gov. If payment is made at the Clerk’s Office, a text-only docket entry indicating the payment and receipt of any statutory fees will be placed in the docket sheet of the case. The Court will not maintain any electronic billing or bank account information.

The prescribed statutory filing fee must accompany all complaints whether filed electronically or conventionally (sent by mail or personally delivered to the Clerk’s Office) unless the proceeding is in forma pauperis or the filer is otherwise exempt from payment (for example, where the United States is the plaintiff). CM/ECF allows attorneys to pay by credit card; file in forma pauperis, or pre-pay other events (such as a notice of appeal or motion to appear pro hac vice).

Electronic payment of the required fee is prompted by CM/ECF during the civil case opening feature, the filing of a motion to appear pro hac vice, and the filing of a notice of appeal or interlocutory appeal. Upon indication that the filer is not exempt from payment, CM/ECF loads the authorized online payment process through www.pay.gov, which accepts online credit card transactions and generates e-mail confirmation receipts. No payment information is entered or maintained on the Court’s servers.

NOTE: Pay.gov is a site linked to the United States Treasury Department which is used to make secure electronic payments to Federal Government Agencies. The Pay.gov site is available 24 hours a day, 7 days a week (including holidays) for users to submit payments.

Please refer to section *How to Pay the Filing Fees* for a step-by-step procedure on how to pay the filing fees in CM/ECF during the opening of a new civil case.

Duplicate Payments

Standing Order No. 6 Policy Regarding Refund pdf of Fees Paid Electronically through pay.gov grants the Clerk's Office authority to issue a refund for duplicate or erroneous fee payments made via the Pay.gov website. Click on the following URL to view this standing order:

https://www.prd.uscourts.gov/sites/default/files/general-ordes/Standing%20Order_6.pdf

A CM/ECF Registered User who makes a duplicate or erroneous fee payment through Pay.gov will receive a Notice of Electronic Filing (NEF) alerting the user to the duplicate payment and a deadline by which a request for refund is due. Refund requests may be filed only for duplicate or erroneous fee payments and only after a Registered User receives a notice of duplicate payment. Below are instructions for filing a refund request and tips on how to avoid making duplicate payments in the future.

Requesting a Refund

Requests for a refund of duplicate or erroneous payments must be made in writing in pleading form and filed in CM/ECF using the "Motion for Refund of Fees Paid Electronically" event, which may be found using the search feature. The pleading must contain the name, address, and telephone number of the party requesting the refund. During filing, the user will be prompted to link to the filing for which the duplicate payment was made.

The written request for a refund must be accompanied by supporting documentation, including a copy of the electronic payment receipt and a copy of the NEF from the transaction in CM/ECF during which the erroneous payment was made. This documentation is to be added as attachments to the main document during the filing process.

Upon receipt of the refund request and verification of the error, the Clerk's Office will process the refund to the same credit card used to make the erroneous payment. A notice of the refund will be recorded in the associated case docket in CM/ECF. Refunds will not be issued by check.

Avoiding Erroneous Payments

To avoid making duplicate payments:

- Never use the browser back and forward buttons to navigate within CM/ECF.
- Do not complete the payment screens and then close the browser window or navigate away from the application. Always wait until Pay.gov redirects you back to CM/ECF to complete the transaction. Like other CM/ECF transactions, there will be a final warning screen where you can review the docket text and submit the transaction.
- If, either due to a system or user error, the transaction is not completed but you have completed the payment screens, file your pleading again. When prompted to skip the payment, answer yes.
- Do not click the "Submit Payment" button more than once from the Online Payment, Step 2 screen. Be patient while the payment process. A successful payment will generate a NEF that includes the Agency Tracking ID number from Pay.gov.
- To cancel a transaction from within Pay.gov, click either the "Cancel" button or the "Return to your originating application" link that appears on both the Online Payment, Step 1, and Online Payment, Step 2, pages. This will end the payment process, and the event will not be docketed. A display message will confirm that the payment process has been canceled, and the event will not be completed.

In the event an attorney or law firm repeatedly makes erroneous payments and corresponding refund requests, the Court may consider remedial action, including an order to show cause as to why that attorney or law firm should not be barred from making future payments electronically.

In Forma Pauperis

All applications to proceed in forma pauperis shall be accompanied by a financial affidavit which shall disclose the applicant's income pursuant to 28 U.S.C. § 1915, assets, expenses, and liabilities, and shall be submitted in the forms approved by the Administrative Office of the U.S. Courts or provided by the clerk, or in a format substantially conforming to those forms.

The court may require applicants who are not incarcerated to file an additional affidavit or produce additional information relevant to the applicant's financial ability to pay the full filing fee. See Local Rule 3(b) for additional information.

No Fee Required

Habeas corpus petitions filed pursuant to 28 U.S.C. §§ 2241, 2254, and 2255, and cases filed pursuant to the Civil Rights Act, 42 U.S.C. § 1983, shall be filed on forms available from the Clerk's Office, or found on the court's website at <http://www.prd.uscourts.gov>. Section 2255 cases shall be filed without charge.

The Notice of Electronic Filing (NEF)

Each attorney of record in a case will receive from the Court a Notice of Electronic Filing (NEF) via e-mail indicating that a filing has been made. If one or more documents were filed as part of the docket entry, hyperlinks to these documents are included in the NEF. Please refer to section *Adding Cases for Noticing* for a step-by-step procedure on how to receive NEFs in additional cases.

The NEF is displayed in a standard format, with the following information included:

- case title
- case number
- filer(s)
- document number
 - Hyperlink to the main document attached to the docket entry, with the exception of "paperless" orders that do not include a hyperlink because the entire order is visible as a docket text entry.
 - Each attorney of record can access this document the first time for free. Please refer to section *Free Look* for additional information.
- docket text
- A list of e-mail recipients that had been delivered this NEF electronically
- A list of recipients that had not been delivered this NEF electronically.
- document description
- original filename
- electronic document stamp

A party listed under “notice has been delivered by other means to” is entitled to a paper copy of any pleading, document, or order filed electronically which shall be provided by the filing party in compliance with the Federal Rules of Civil Procedure. The filing party is responsible for effecting service in hard copy on parties who were not served electronically and include in the Certificate of Service the names of these parties and the address where they were served. When mailing paper copies of documents, the filer must include the Notice of Electronic Filing as proof of its filing. When mailing paper copies of an electronically filed order, or text-only (non .pdf) docket entry orders, to a non-registered party, the Clerk’s Office will also include the Notice of Electronic Filing as proof of filing.

An exempt filer who brings a pleading or document to the Clerk’s Office for scanning and filing to CM/ECF must serve conventional copies on all non-registered parties to the case and should expect some delay in the filing and subsequent electronic noticing of the document. If time is an issue, filers should consider paper service or service by an alternate means on registered parties, such as e-mail or fax, provided that the recipient has consented in writing to the

alternative method. Fed. R. Civ. P. 5(b)(2)(F) (2011); Fed. R. Crim. P. 49(b) (2011).

Registered CM/ECF Users have two options to receive NEFs: either per filing or as a daily summary report that is generated only if case activity has occurred. These preferences may be changed in your PACER account.

Attorneys shall not e-mail documents directly to the Clerk's Office unless instructed to do so. E-mailing a document to the Clerk's Office or to the assigned judge shall not constitute "filing" of the document. A document shall not be considered filed, as defined in the Federal Rules of Civil Procedure, until the CM/ECF system generates a "Notice of Electronic Filing (NEF)" at the conclusion of a the filing of a transaction, to confirm that the document has been filed and served on the recipients who are configured to receive such notice. CM/ECF's e-mailing of a NEF is the equivalent of service of the pleading or other paper by first class mail, postage prepaid. Fed. R. Civ. P. 5(b)(2)(E) and (b)(3) (2011).

Service of Process

Complaints and summons may not be served electronically. The notice of electronic filing does not constitute service of process. Parties to a complaint must be served pursuant to the applicable Federal Rules of Civil Procedure.

Certificate of Service

A Certificate of Service on all parties entitled to service or notice is required when a party files a document electronically. The certificate must state the manner in which service or notice was accomplished on each party so entitled. See the following sample format:

Sample

I hereby certify that on (Date) _____, I electronically filed the foregoing with the Clerk of the Court using the CM/ECF system which will send notification of such filing to the following:

_____, and I hereby certify that I have mailed by United States Postal Service the document to the following non CM/ECF participants: _____.

At _____, Puerto Rico, (Date) _____.

s/Attorney name typed
Attorney's Name and Bar Number
Attorney for (Plaintiff/Defendant)
Law Firm Name
Law Firm Address
Law Firm Phone Number
Law Firm Fax Number
Attorney's E-mail Address

The “Free” Look

When a docket entry is filed in a civil or criminal case, each attorney of record will receive a NEF, which will include a hyperlink to any document (PDF) filed as part of the entry, if applicable. This document can be accessed for free during the first view, except for transcripts of proceedings and documents filed under seal or otherwise restricted. The link expires after the first use or 15 days, whichever is first. You should print or save the document during the initial viewing period. If you click the link after it has expired or after the first use, you will need to enter your PACER credentials and you may be charged.

If you click on the case number link, it will display the Docket Report. You will need to log in to PACER to view this report, and you may be charged for access.

When a PACER user accesses a document for the first time via the Notice of Electronic Filing (NEF), he/she will not incur fees for accessing the newly filed document, but access to any hyperlinked document from within the original document may incur a fee.

Click on the following URL link for more information about PACER pricing:

<https://pacer.uscourts.gov/pacer-pricing-how-fees-work>

NOTE: Some e-mail systems follow hyperlinks to check for security risks, which will use up the "free look," so e-mails from CM/ECF should be exempted from this type of scanning.

E-mail Notification Message Failures

Service of a document to a Registered User is deemed complete upon filing the document in CM/ECF, at which point CM/ECF transmits the NEF. Fed. R. Civ. P. 5(b). To ensure proper service, it is essential that Registered Users maintain current, working e-mail addresses in CM/ECF and PACER.

Furthermore, it is important that interference with the NEF not occur after it leaves the Court's mail server, such as being deemed junk mail by a spam filter. The Court cannot stress enough that NEF delivery failures will not excuse missed deadlines.

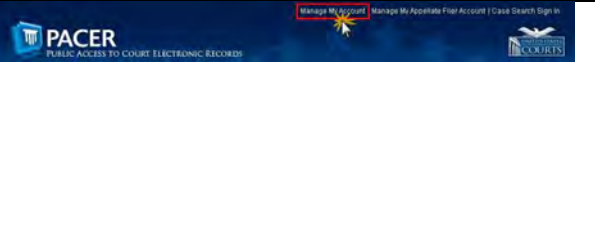

Failure Bouncebacks

A NEF transmission may fail if the recipient's mailbox is too full or if the recipient's e-mail is otherwise unavailable. Usually, the recipient's e-mail provider will deliver such messages at a later time, resulting in a delay. Though a bounceback message will be delivered, the Court will not retransmit the NEF.

How to Update your Contact Information

How to Update your Address and Telephone Information in PACER



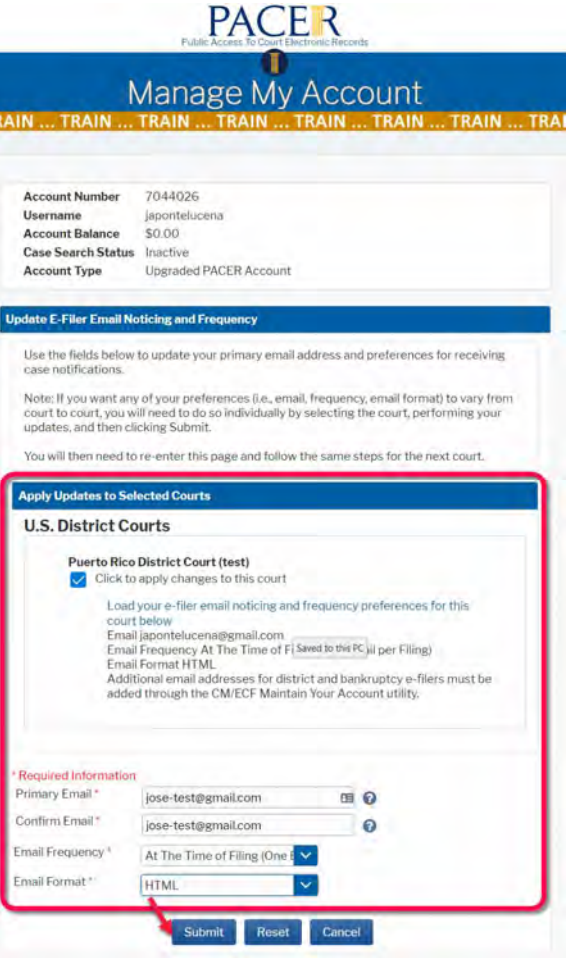
Follow these steps to update your address and telephone information in PACER:

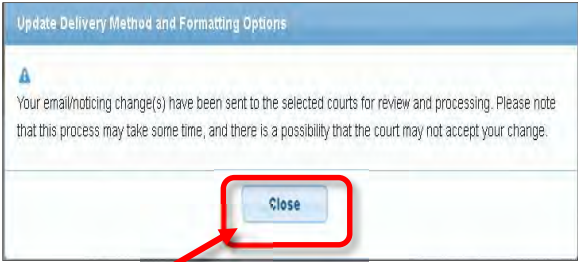
Step	Screen
1. Click on the following URL link: http://www.pacer.gov 2. Click Manage My Account .	
3. Click on the Maintenance tab. 4. Click Update Address Information .	

Step	Screen
<ol style="list-style-type: none"> 5. Type your law office name (optional). 6. Type your unit or department (optional). 7. Type your address. 8. Type the city name. 9. Select the state from the dropdown list. 10. Select the county from the dropdown list. 11. Type your zip code. 12. Select United States of America from the Country dropdown list. 13. Type your primary phone number. 14. Type an alternate phone number (optional). 15. Type a fax number (optional). 16. Type the reason for the update. 17. Select to which cases you would like to apply the updated information. 18. Check the box for the Puerto Rico District Court. 19. Click Submit. 	

How to Update your Primary E-mail Address in PACER


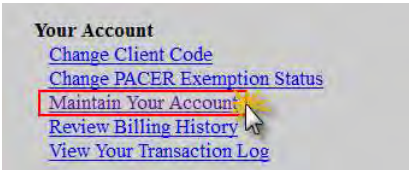
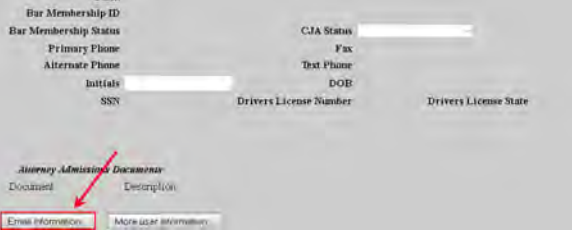

Follow these steps to update your primary e-mail address in PACER:

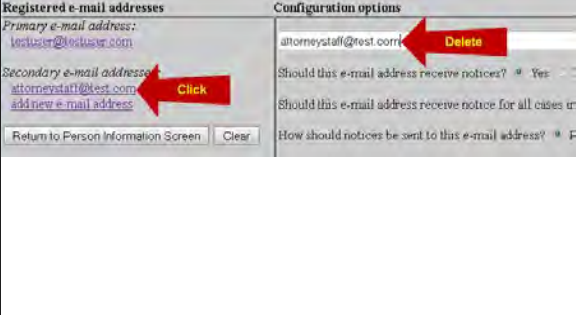
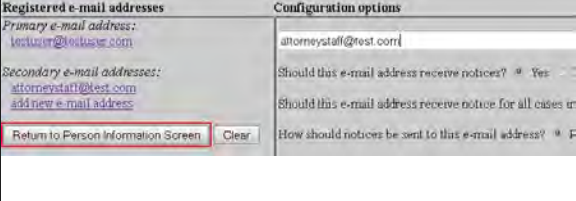

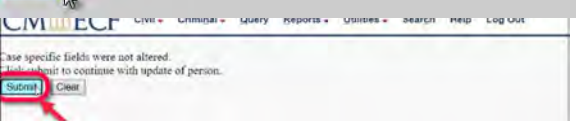
Step	Screen
<p>1. Click on the following URL link:</p> <p style="text-align: center;">http://www.pacer.gov</p> <p>2. Click Manage My Account.</p>	
<p>3. Click on the Maintenance tab.</p> <p>4. Click Update E-Filer Noticing and Frequency.</p>	
<p>5. Check the box for the Puerto Rico District Court.</p> <p>6. Type your primary e-mail address.</p> <p>7. In the Confirm email text field, type your primary e-mail address again.</p> <p>8. Select from the dropdown list the frequency at which you will prefer to receive e-mail notifications.</p> <p>9. Select from the dropdown list the e-mail format.</p> <p>10. Click Submit.</p>	

Step	Screen
11. Click Close .	

How to Add / Update / Remove Secondary E-mail Addresses in NextGen CM/ECF

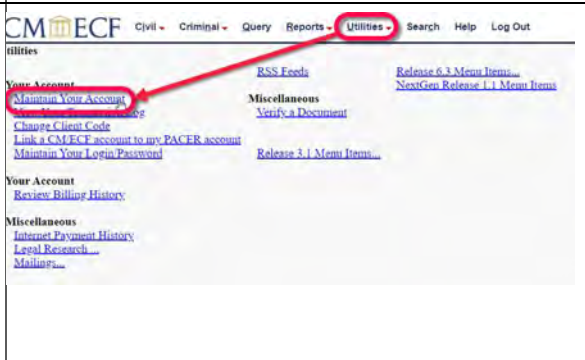
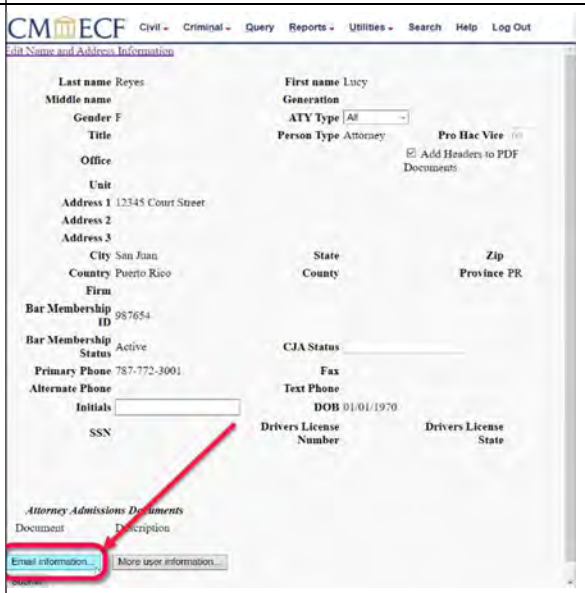
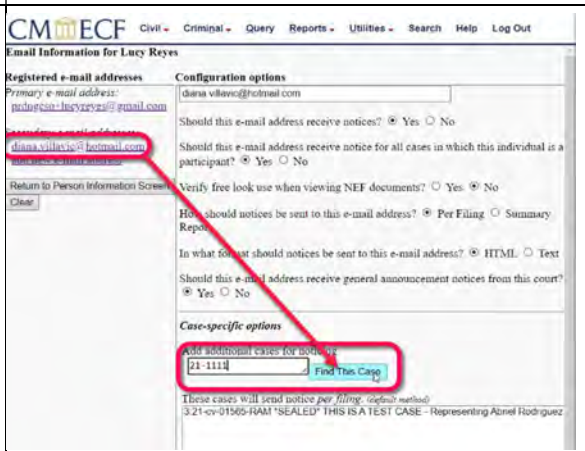
Follow these steps to add or update your secondary e-mail addresses in NextGen CM/ECF. Changes made in this module will apply only to the U.S. District Court for the District of Puerto Rico. If you are admitted to practice in additional districts, changes for secondary emails must be made in each Court's CM/ECF.

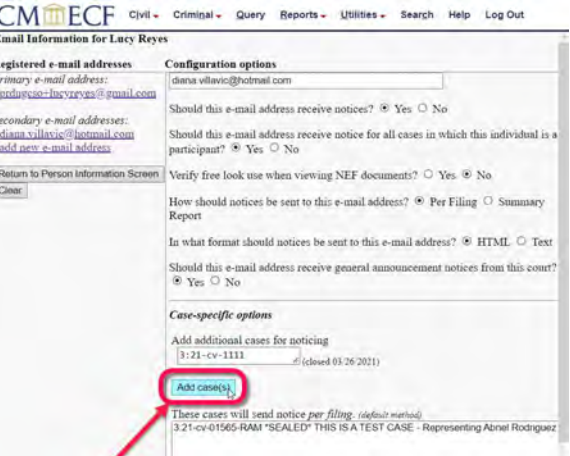
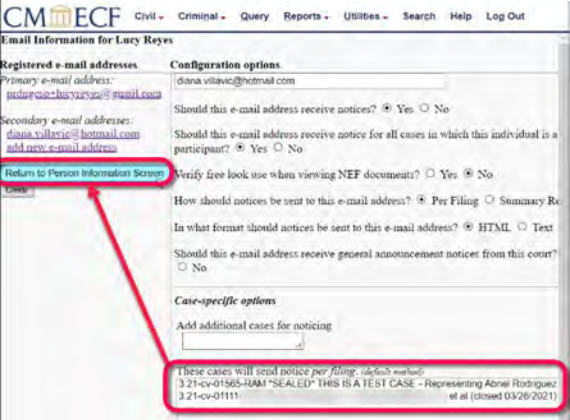
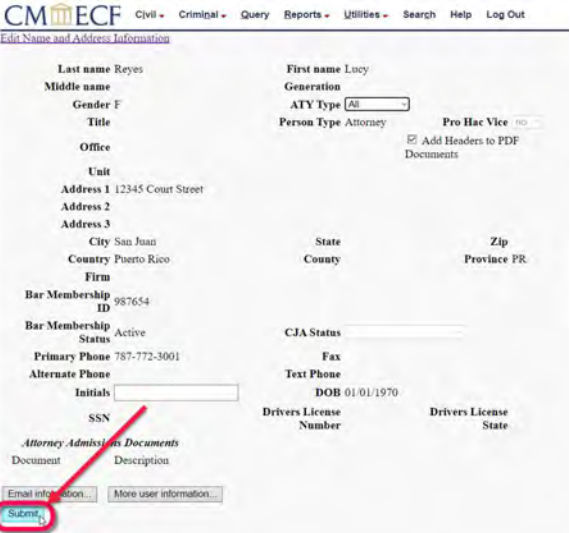
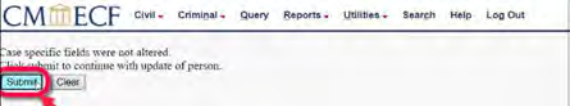
Step	Screen
<p>1. Click on the following URL link:</p> <p style="text-align: center;">http://ecf.prd.uscourts.gov</p> <p>2. Log in to NextGen CM/ECF using your PACER username and password.</p> <p>3. Click Utilities.</p>	
<p>4. Click Maintain Your Account.</p>	
<p>5. Click Email information...</p>	
<p>6. In the Secondary e-mail addresses list, click add a new e-mail address.</p> <p>NOTE: Before you can add secondary e-mail addresses in NextGen CM/ECF, you must first define a primary e-mail address in PACER. Please refer to section <i>How to Update your Primary E-mail Address in PACER</i> for more information.</p> <p>7. Type the secondary e-mail address.</p>	

Step	Screen
<p>8. To remove a secondary e-mail address, click on the existing secondary e-mail address on the left panel Registered e-mail address.</p> <p>9. Delete the textbox contents on the right panel Configuration options.</p> <p>10. Press the Enter key.</p>	
<p>11. Click Return to Person Information Screen.</p>	
<p>12. Click Submit.</p>	
<p>13. Click Submit.</p>	

How to Add Additional Cases for Noticing

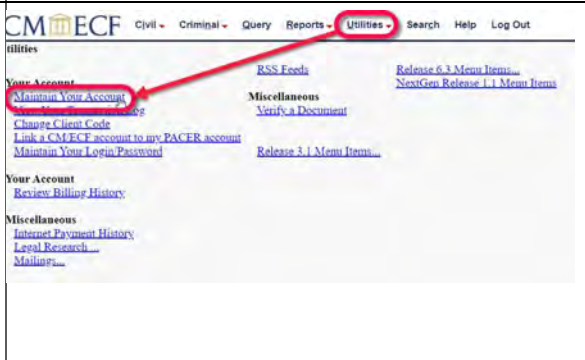
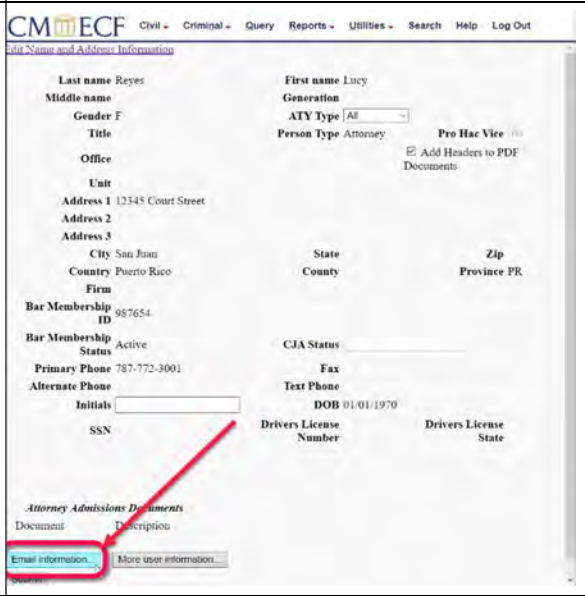
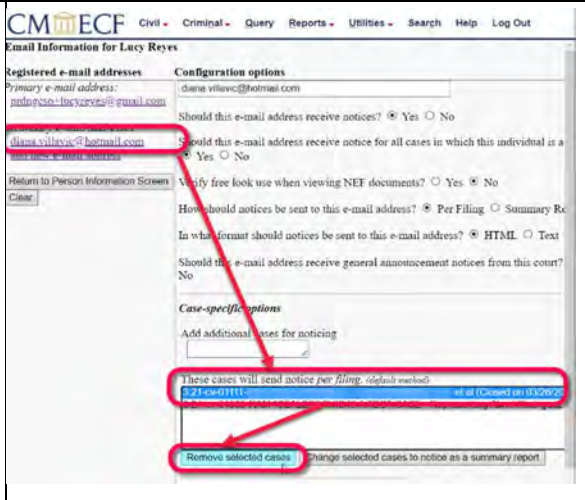
If you want to receive notifications in cases where you are not a participant, follow these steps:

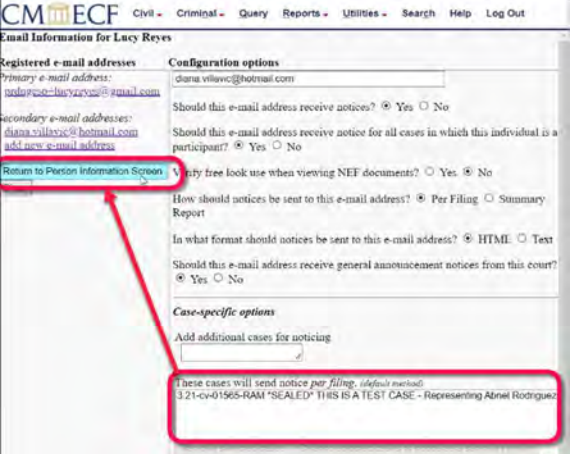
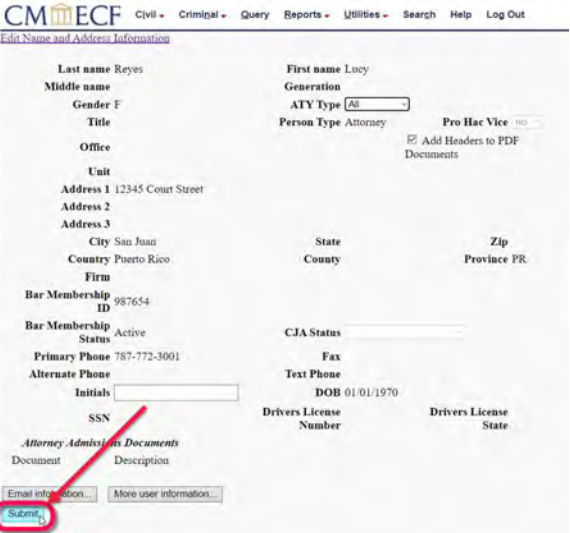
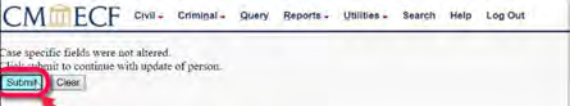
Step	Screen
<ol style="list-style-type: none"> 1. Click on the following URL link: http://ecf.prd.uscourts.gov 2. Log in to NextGen CM/ECF using your PACER username and password. 3. Click Utilities. 4. Click Maintain Your Account. 	
<ol style="list-style-type: none"> 5. Click Email information... 	
<ol style="list-style-type: none"> 6. Click on the e-mail address where you want to receive NEFs in additional cases. 7. Type the case number in the Add additional cases for noticing text box. 8. Click Find This Case. 	

Step	Screen
<p>9. Click Add case(s).</p>	
<p>NOTE: The case is added to the These cases will send notice per filing. (default method) list.</p> <p>10. Click Return to Person Information Screen.</p>	
<p>11. Click Submit.</p>	
<p>12. Click Submit.</p>	

How to Discontinue NEFs for Additional Cases

Follow these steps to stop receiving NEFs in additional cases:

Step	Screen
<p>1. Click on the following URL link:</p> <p style="text-align: center;">http://ecf.prd.uscourts.gov</p> <p>2. Log in to NextGen CM/ECF using your PACER username and password.</p> <p>3. Click Utilities.</p> <p>4. Click Maintain Your Account.</p>	
<p>5. Click Email information...</p>	
<p>6. Click on the e-mail address where you are receiving NEFs in additional cases.</p> <p>7. In These cases will send notice per filing. (default method) list, select the additional case(s) you do not want to receive NEFs from.</p> <p>NOTE: To select multiple cases, hold down the Ctrl key and click multiple cases.</p> <p>8. Click Remove selected cases.</p>	

Step	Screen
<p>NOTE: The case is removed from the These cases will send notice per filing. (default method) list.</p> <p>9. Click Return to Person Information Screen.</p>	
<p>10. Click Submit.</p>	
<p>11. Click Submit.</p>	

CM/ECF Features

Introduction

The filing events are organized by category:

Menu Item	Types of Events
Civil	Civil case filings, such as motions, notices, service documents, responses, replies, and answers.
Criminal	Criminal case filings, such as plea-related documents, motions, responses, replies, appeal documents, notices, and trial documents.
Query	Run name searches, create docket activity reports, look up case numbers, etc.
Reports	Access the written opinions report, run civil and/or criminal case reports, calendar event reports, docket sheet reports, etc.
Utilities	View Court Information, link a PACER account to your CMECF account, review billing history, etc.
Search	Search for events.

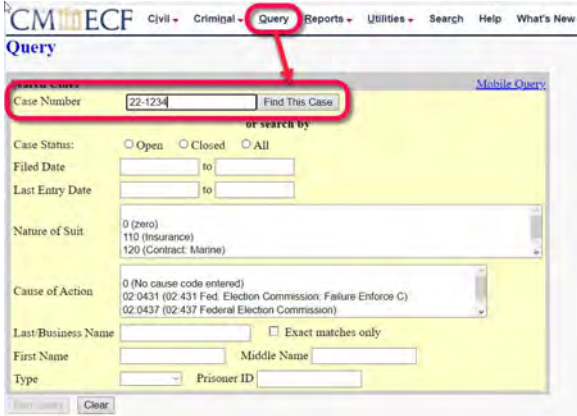
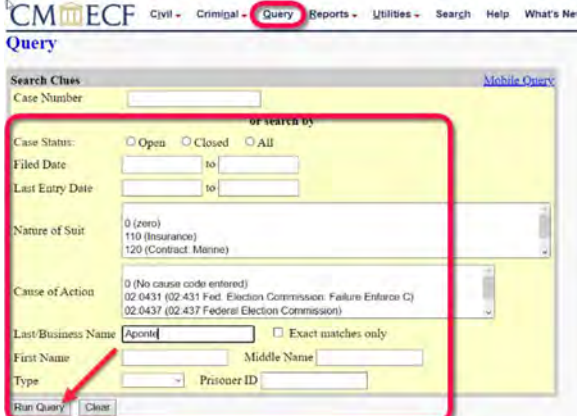
Query

The Query function allows users to view a variety of data categories and reports for individual cases, such as docket reports, filers, or associated cases. If more than one case/person meets the criteria entered by the user, then a subsequent screen lists all the case numbers from which the user must choose. The search by name is not case-sensitive.

Non-exempt PACER users may be charged a fee based on the amount and type of information accessed in the query results. Please click on the following URL link for more details:

<https://pacer.uscourts.gov/pacer-pricing-how-fees-work>

Follow these steps to run a query:

Step	Screen
<ol style="list-style-type: none"> 1. Click Query. 2. To find a specific case number, type the case number: <ul style="list-style-type: none"> • Click Find This Case. • Click Run Query. 	 <p>The screenshot shows the CM/ECF Query page. The 'Query' menu item is circled in red. Below it, the 'Case Number' field contains '22-1234' and the 'Find This Case' button is also circled in red with a red arrow pointing to it. Other search criteria like 'Case Status', 'Filed Date', and 'Nature of Suit' are visible but not highlighted.</p>
<ol style="list-style-type: none"> 3. To find a case using other criteria, type any combination of the following data fields: <ul style="list-style-type: none"> • Case Status • Filed Date • Last Entry Date • Nature of Suit • Cause of Action • Last/Business Name • First Name • Middle Name • User Type • Prisoner ID 4. Click Run Query. 	 <p>The screenshot shows the CM/ECF Query page with the 'Search Class' section highlighted by a red box. The 'Run Query' button is circled in red with a red arrow pointing to it. The search criteria include 'Case Status', 'Filed Date', 'Last Entry Date', 'Nature of Suit', 'Cause of Action', 'Last/Business Name', 'First Name', 'Middle Name', 'Type', and 'Prisoner ID'.</p>

Reports

The standard **Reports** menu for attorneys is illustrated below. Reports are categorized as Docket Sheet, Civil Reports, Criminal Reports, or Civil and Criminal Reports:



Non-exempt PACER users may be charged a fee based on the amount and type of information accessed in the reports. Please click on the following URL link for more details:

<https://pacer.uscourts.gov/pacer-pricing-how-fees-work>


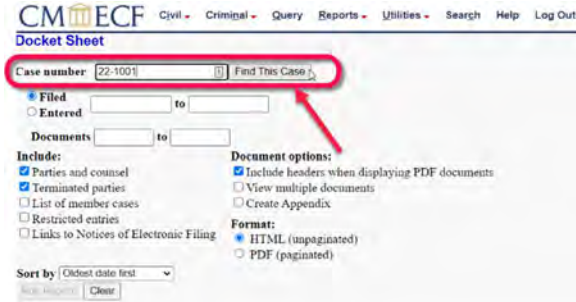
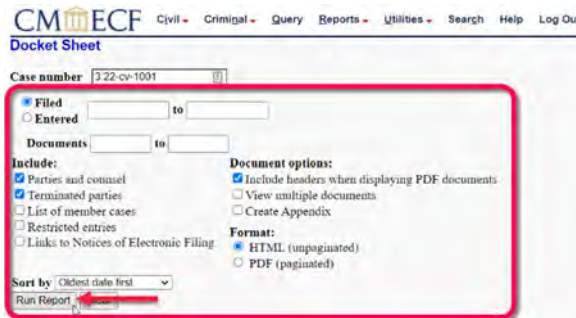
Docket Sheet

The Docket Report displays the “cover page” and selected docket entries for a single case. For criminal cases with multiple defendants, the docket sheet format is different when defendants are selected individually than when all defendants are selected on the **Select Defendants** screen. For defendants selected individually, a docket sheet is produced for each defendant with a heading, caption, and only those procedures that apply to that defendant. If the main criminal case is selected, one docket report is produced with a single heading, a caption area for each defendant, and combined proceedings that apply to any or all defendants. The words “All Defendants” are displayed next to the case number if the docket report is run for all defendants in a criminal case.

Users can run a combined Docket Report for a subset of criminal defendants in a multi-defendant case. A **View Combined Docket Report** checkbox will be displayed beneath the case number list when a case number for a multi-defendant criminal case has been entered and two or more of the criminal defendant cases have been selected. Selecting the **View Combined Docket Report** checkbox allows the user to run the combined form of the report for the chosen subset of defendants.

The combined Docket Report displays all of the defendant, party, and attorney information in the report heading for those defendants selected. The combined proceedings of the chosen defendants are displayed in the report detail.

Follow these steps to generate the docket sheet of a particular case number:


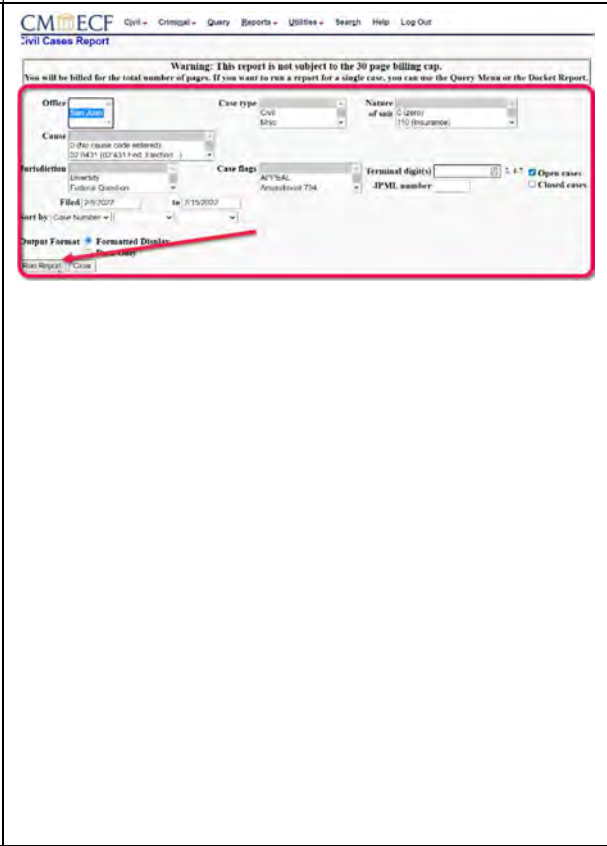
Step	Screen
<ol style="list-style-type: none"> 1. Click Reports. 2. Click Docket Sheet. 	
<ol style="list-style-type: none"> 3. Type the case number. 4. Click Find This Case. 	
<ol style="list-style-type: none"> 5. Select any filtering criteria (optional): <ul style="list-style-type: none"> • To limit the docket entries to those filed between a date range: <ul style="list-style-type: none"> ○ Click Filed. ○ Type the beginning filing date. ○ Type the ending filing date (to). • To limit the docket entries to those entered between a date range: <ul style="list-style-type: none"> ○ Click Entered. ○ Type the beginning entered date. ○ Type the ending entered date (to). • To limit the docket entries to those document numbers that fall in a specific range: <ul style="list-style-type: none"> ○ Type the beginning document number. ○ Type the ending document number (to). <p>NOTE: Docket entries that do not have an associated document number are not listed when limiting by document number.</p> 	

Step	Screen
<p>6. Select the case information to include in the docket report header:</p> <ul style="list-style-type: none"> • Check Parties and counsel to include the names of the case parties and attorneys. • Check Terminated parties to include the names of terminated case parties. • Check List of member cases to include URL links to the lead case number and member cases. <ul style="list-style-type: none"> ○ Related Cases are displayed with the label Related Cases. ○ If the option List of member cases is not checked, the report displays a URL link to the lead case number and a View Member Cases URL link to display a list of member cases. • Check Restricted entries to include docket entries with restrictions. • Check Links to Notices of Electronic Filing to display a silver ball icon beside each docket entry number to open the corresponding Notice of Electronic Filing (NEF)s. <p>7. Select the document options:</p> <ul style="list-style-type: none"> • Check Include headers when displaying PDF documents to include docket entry information in the page header of the PDF documents filed in the docket entries. • Check View multiple documents to select multiple docket entries in the report output screen to view in a combined PDF document, or download to a compressed (ZIP) file. <p>8. Select the document format:</p>	

Step	Screen
<ul style="list-style-type: none"> • Click HTML (unpaginated) to generate an HTML report on screen. • Click PDF (paginated) to convert the docket report into Adobe PDF format. <p>9. Select the report sort order from the Sort by drop-down list.</p> <p>10. Click Run Report.</p>	

Civil Cases Report

The Civil Cases Report displays a summary list of civil cases selected by multiple criteria. Follow these steps to generate the Civil Cases Report:

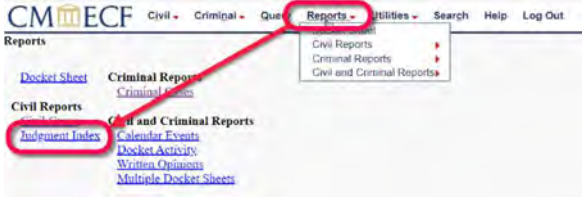
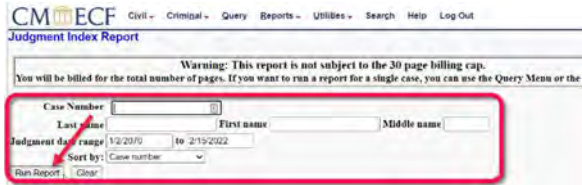
Step	Screen
<ol style="list-style-type: none"> 1. Click Reports. 2. Click Civil Cases. 	
<ol style="list-style-type: none"> 3. Select San Juan from the Office list. 4. Select one or more case types from the case type list (optional). To include all case types, select the default option (blank). <p>NOTE: To select multiple values on a list, hold down the Ctrl key and click multiple values.</p> <ol style="list-style-type: none"> 5. Select one or more nature of suit codes from the Nature of suit list (optional). To include all nature of suit codes, select the default option (blank). 6. Select one or more cause codes from the Cause list (optional). To include all cause codes, select the default option (blank). 7. Select one or more jurisdictions from the Jurisdiction list (optional). To include all jurisdictions, select the default option (blank). 	

Step	Screen
<ol style="list-style-type: none"> 8. Select one or more case flags from the Case flags list (optional). To include all case flags, select the default option (blank). 9. To filter the report using the last digits of the case number, type the number or number range you would like to include in the Terminal digit(s) text box. 10. To filter the report using the Judicial Panel on Multidistrict Litigation number, type the JPML number in the text box. 11. Check option Open Cases to include cases currently open. 12. Check option Closed Cases to include cases currently closed. 13. To limit the docket entries to those filed between a date range: <ul style="list-style-type: none"> • Type the beginning filing date in the Filed textbox. • Type the ending filing date (to). 14. Select the report sort order from the Sort by drop-down list. 15. To display the report on the screen in HTML format, check option Formatted Display. 16. To export the report data to a delimited text format, check option Data Only. 17. Click Run Report. 	

Judgment Index Report


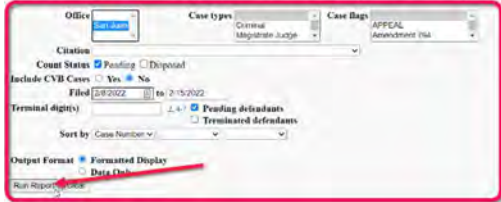
The Judgment Index Report allows for searching by case number, party name, or date range to display the court-ordered judgment for a case. This report provides a description of the judgment, statuses, and status dates for all parties displayed.

Follow these steps to generate the Judgment Index Report:

Step	Screen
<ol style="list-style-type: none"> 1. Click Reports. 2. Click Judgment Index. 	
<ol style="list-style-type: none"> 3. To filter the report by case number, type the case number in the text box. 4. To filter the report by party name, type the last name, first name, and/or middle name in the corresponding text boxes. 5. To limit the docket entries to those filed between a date range: <ul style="list-style-type: none"> • Type the beginning judgment date. • Type the ending judgment date (to). 6. Select the report sort order from the Sort by drop-down list. 7. Click Run Report. 	

Criminal Cases Report


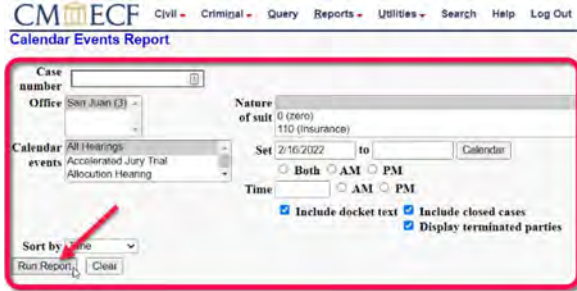
The Criminal Cases Report displays a summary list of criminal cases selected by multiple criteria. Follow these steps to generate the Criminal Cases Report:

Step	Screen
<ol style="list-style-type: none"> 1. Click Reports. 2. Click Criminal Cases. 	
<ol style="list-style-type: none"> 3. Select San Juan from the Office list. 4. Select one or more case types from the case type list (optional). To include all case types, select the default option (blank). <p>NOTE: To select multiple values on a list, hold down the Ctrl key and click multiple values.</p> <ol style="list-style-type: none"> 5. Select one or more case flags from the Case flags list (optional). To include all case flags, select the default option (blank). 6. Select a citation from the drop-down list. To include all citations, select the default option (blank). 7. Check Count Status Pending to include criminal cases with open counts. 8. Check Count Status Disposed to include criminal cases with disposed counts. 9. To include Central Violations Bureau (CVB) Cases, click Yes. Otherwise, click No. 10. To limit the docket entries to those filed between a date range: <ul style="list-style-type: none"> • Type the beginning filing date. • Type the ending filing date (to). 11. To filter the report using the last digits of the criminal case number, type the number or number range you would like to include in the Terminal digit(s) text box. 	

Step	Screen
12. Check Pending defendants to include criminal cases with pending defendants. 13. Check Terminated defendants to include criminal cases with terminated defendants. 14. Select the report sort order from the Sort by drop-down list. 15. To display the report on the screen in HTML format, check option Formatted Display . 16. To export the report data to a delimited text format, check option Data Only . 17. Click Run Report .	

Calendar Events Report


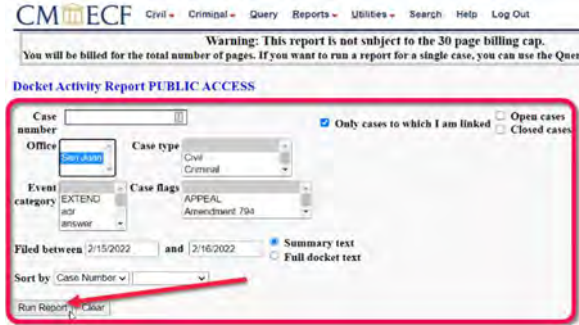
The Calendar Events Report displays a list of court proceedings scheduled between a date range. Follow these steps to generate the Calendar Events Report:

Step	Screen
1. Click Reports . 2. Click Calendar Events .	
3. To filter the report by case number , type the case number in the text box. 4. Select San Juan from the Office list. 5. Select one or more nature of suit codes from the Nature of Suit list (optional). To include all nature of suit codes, select the default option (blank). 6. Select one or more calendar event types from the Calendar events list (optional). To include all calendar event types, select option All Hearings. 7. Type the calendar beginning date in the Set text box. 8. Type the calendar ending date (to). <ul style="list-style-type: none"> Click Calendar to select the calendar ending date from a monthly calendar pop-up control. 	

Step	Screen
<p>9. To include all court proceedings scheduled between the selected date range, click Both.</p> <ul style="list-style-type: none"> • To include only court proceedings scheduled during the morning between the selected date range, click AM. • To include only court proceedings scheduled during the afternoon between the selected date range, click PM. <p>10. To filter the court calendar report to a specific time of day:</p> <ul style="list-style-type: none"> • Type the time using the 12-hour time format in the Time text box. • Click AM for a time in the morning. • Click PM for a time in the afternoon. <p>11. Check Include docket text to display the court event docket text and the silver ball icon to view the Notifications of Electronic Filing (NEF).</p> <p>12. Check Include closed cases to include scheduled court events for closed cases.</p> <p>13. Check Display terminated parties to include information about terminated case parties.</p> <p>14. Select the report sort order from the Sort by drop-down list.</p> <p>15. Click Run Report.</p>	


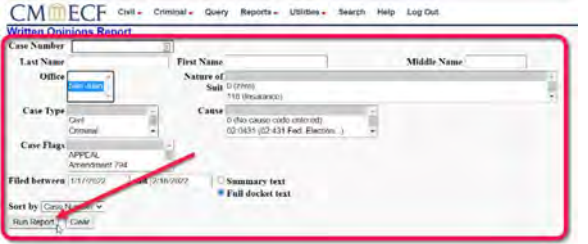
Docket Activity Report

The Docket Activity Report displays a list of docketed events filed in the selected date range. Follow these steps to generate the Docket Activity Report:

Step	Screen
<ol style="list-style-type: none"> 1. Click Reports. 2. Click Docket Activity. 	
<ol style="list-style-type: none"> 3. To filter the report by case number, type the case number in the text box. 4. Check Only cases to which I am linked to include events docketed in cases where you are associated as an attorney. 5. Check Open cases to include events docketed in open cases. 6. Check Closed cases to include events docketed in closed cases. 7. Select San Juan from the Office list. 8. Select one or more case types from the Case type list (optional). To include all case types, select the default option (blank). 9. Select one or more event categories from the Event category list (optional). To include all event categories, select the default option (blank). 10. Select one or more case flags from the Case flags list (optional). To include all case flags, select the default option (blank). 11. Type the beginning filing date in the Filed between text box. 12. Type the ending filing date box label (and). 13. To display only an abbreviated version of the docket text, click Summary text. <ul style="list-style-type: none"> • To display the full docket text, click Full docket text. 14. Select the report sort order from the Sort by drop-down list. 15. Click Run Report. 	

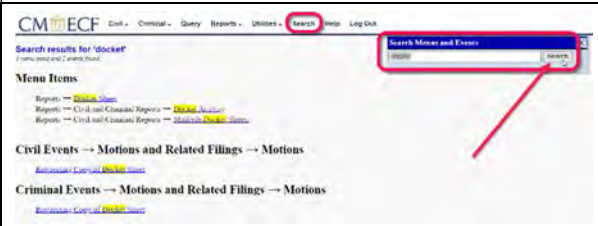
Written Opinions Report

The Written Opinions Report allows users to search for written opinions. This report is free of cost to PACER users. Follow these steps to generate the Written Opinions Report:

Step	Screen
<ol style="list-style-type: none"> 1. Click Reports. 2. Click Written Opinions. 	
<ol style="list-style-type: none"> 3. To filter the report by case number, type the case number in the text box. 4. To filter the report by party name, type the last name, first name, and/or middle name in the corresponding text boxes. 5. Select San Juan from the Office list. 6. Select one or more nature of suit codes from the Nature of Suit list (optional). To include all nature of suit codes, select the default option (blank). 7. Select one or more case types from the Case Type list (optional). To include all case types, select the default option (blank). 8. Select one or more causes from the Cause list (optional). To include all causes, select the default option (blank). 9. Select one or more case flags from the Case flags list (optional). To include all case flags, select the default option (blank) 10. Type the beginning filing date in the Filed between text box. 11. Type the ending filing date (). 12. To display only an abbreviated version of the docket text, click Summary text. <ul style="list-style-type: none"> • To display the full docket text, click Full docket text. 13. Select the report sort order from the Sort by drop-down list. 14. Click Run Report. 	

Search

The search function allows attorneys to find menus and events that match the selected criteria. Follow these steps to find menus and events:

Step	Screen
<ol style="list-style-type: none">1. Click Search.2. Type the search criteria.3. Click Search.	 <p>The screenshot shows the CM/ECF search results page. The search criteria 'Motions' is entered in the search box. The results are categorized into 'Menu Items', 'Civil Events', and 'Criminal Events'. A red box highlights the search box, and a red arrow points to the search button.</p>

Opening a Civil Case

Attorneys are responsible for opening their civil cases and filing the initiating documents online. Cases can be electronically filed 24 hours a day, 7 days a week.

Preparing to File: Initiating Documents

Prior to opening a new case, counsel must complete the following initiating documents:

- The **Civil Cover Sheet** (JS-44) contains all the information needed to open a new case. This form is available at the following URL link: https://www.uscourts.gov/sites/default/files/js_044.pdf
- The **Category Sheet** is available at the following URL link: https://www.prd.uscourts.gov/sites/default/files/forms/Category_Sheet_Dec_09.pdf
- **Summonses** are electronically filed as attachments to the complaint or other originating pleading. They must comply with all requisites of the Federal Rules of Civil Procedure.

Once the case is opened, attorneys must file the initiating documents in PDF format as attachments to the complaint or the originating pleading. Payment by credit card is made online during the filing of the complaint or the originating pleading, if applicable.

NOTE: Never click the back button in your web browser after submitting the credit card screens to prevent duplicate charges.

If you discover any case opening errors after a case number has been assigned, do not attempt to create a new civil case to correct them. File your complaint and other initiating documents under the original case number, and the Clerk's Office will correct any case data errors on your behalf.

If the initiating document is accompanied by a **Motion to Proceed in Forma Pauperis**, you must file the motion as a separate document using the appropriate event. The Motion to Proceed in Forma Pauperis must be document #1 with the Affidavit as an attachment. Then, the complaint must be filed as document #2.

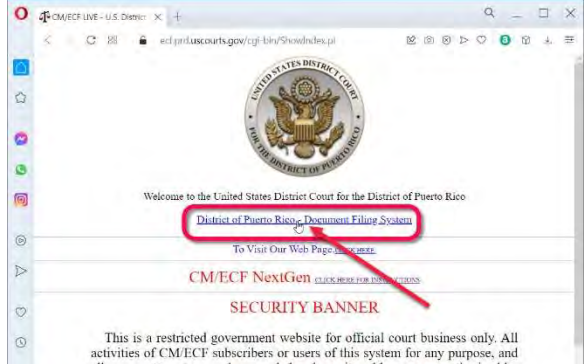
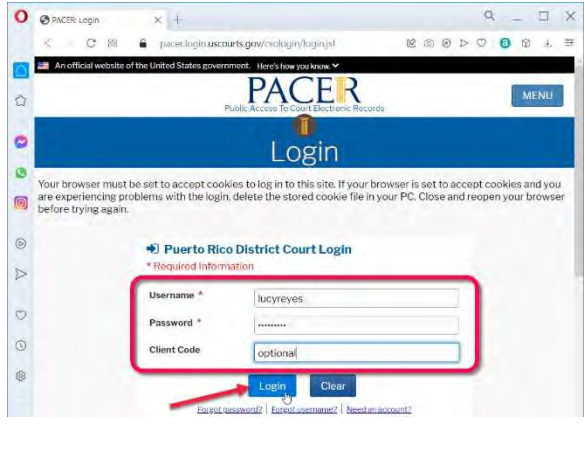
A civil case is not formally open until CM/ECF generates the notice of electronic filing for the initiating documents. After the complete verification of the case and the payment of the filing fees, a judge will be assigned through the random assignment system and the summons will be issued.

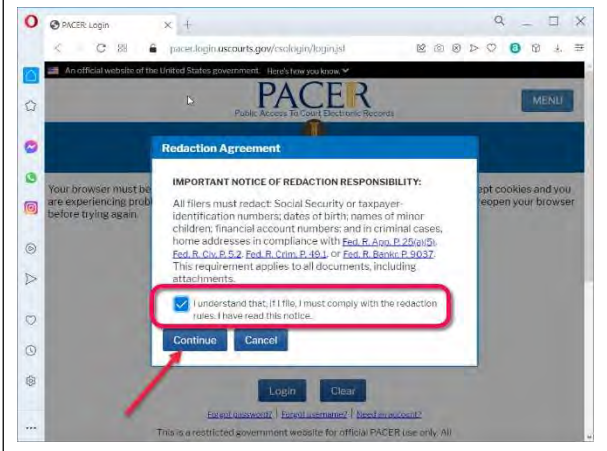
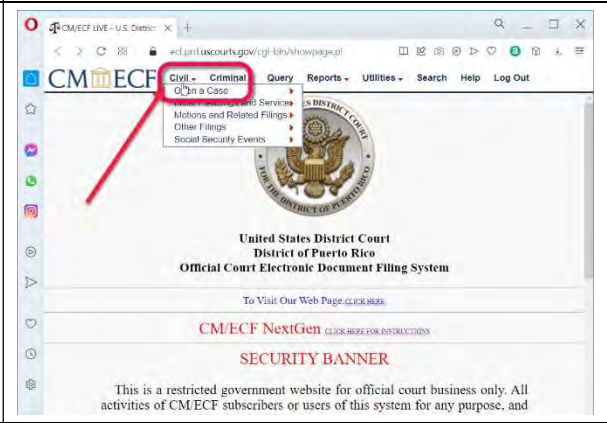
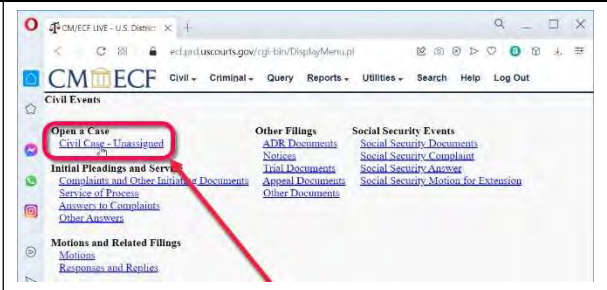
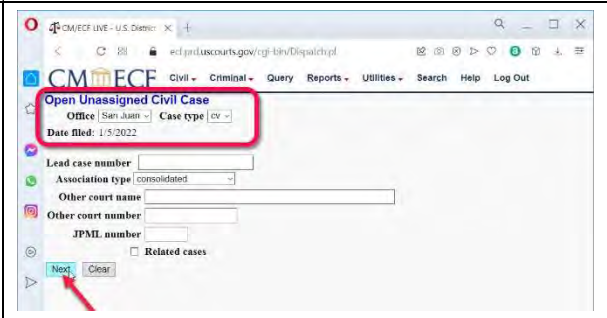
Opening a Civil Case in CM/ECF

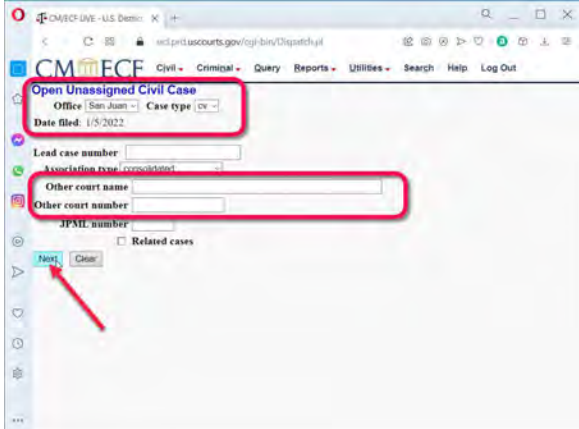
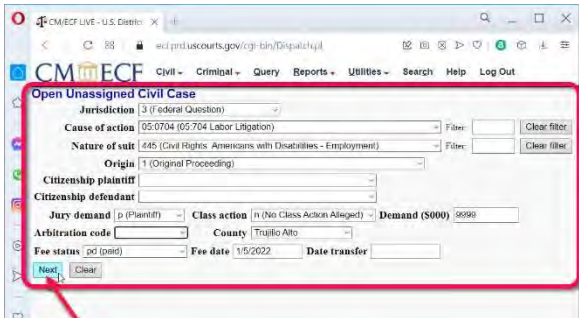
To open a civil case in CM/ECF, an attorney must complete the following steps:

1. Open the Civil Case.
2. Add the Case Parties.
3. File the Initiating Documents.
4. Pay the Filing Fees.


Follow these step-by-step procedures to open a civil case in CM/ECF:

Step	Screen
<ol style="list-style-type: none"> 1. Log in to CM/ECF by clicking on the following URL link: http://ecf.prd.uscourts.gov 2. Click District of Puerto Rico – Document Filing System. 	
<ol style="list-style-type: none"> 3. Type your PACER username. 4. Type your PACER password. 5. Optionally, type a client code. 6. Click Login. <p>NOTE: Please refer to section <i>How to Access CM/ECF</i> for more details.</p>	

Step	Screen
<p>7. Check the option I understand that, if I file, I must comply with the redaction rules. I have read this notice.</p> <p>8. Click Continue.</p>	
<p>9. Click Civil.</p> <p>NOTE: Hovering the mouse pointer over the Civil menu option will open a pop-up menu. You can click on the Open a Case option, and click option Civil Case Unassigned.</p>	
<p>10. Click Civil Case – Unassigned.</p>	
<p>11. Select San Juan from the Office drop-down list.</p> <p>12. Select cv from the Case Type drop-down list.</p> <p>13. Click Next.</p>	

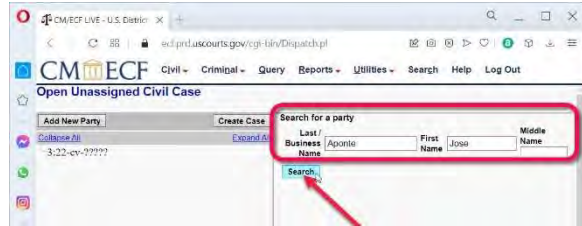
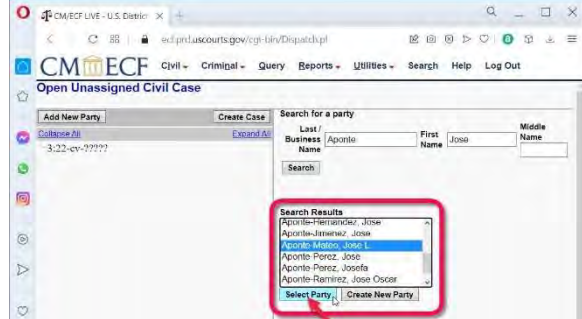
Step	Screen
<p>14. If filing a notice of removal, type the name of the state court in the Other court name text field.</p> <p>15. Type the state court case number in the Other court number text field.</p> <p>16. Click Next.</p>	
<p>17. Enter the following information from the Civil Cover Sheet (JS-44):</p> <ul style="list-style-type: none"> • Select the jurisdiction from the drop-down list: <ul style="list-style-type: none"> ○ 1 (U.S. Government Plaintiff) ○ 2 (U.S. Government Defendant) ○ 3 (Federal Question) ○ 4 (Diversity) <p style="margin-left: 40px;">NOTE: Option 4 requires entering the Citizenship fields for both plaintiff and defendant.</p> <ul style="list-style-type: none"> ○ Do not use Option 5 (Local Question). • Select the Cause of action from the drop-down list. • Select the Nature of suit code from the drop-down list. • Select the Origin from the drop-down list: <ul style="list-style-type: none"> ○ 1 (Original Proceeding) when filing an original Complaint. ○ 2 (Removal from State Court) when filing a Notice of Removal. <p style="margin-left: 40px;">NOTE: All other origin codes are for Court Use only.</p> 	

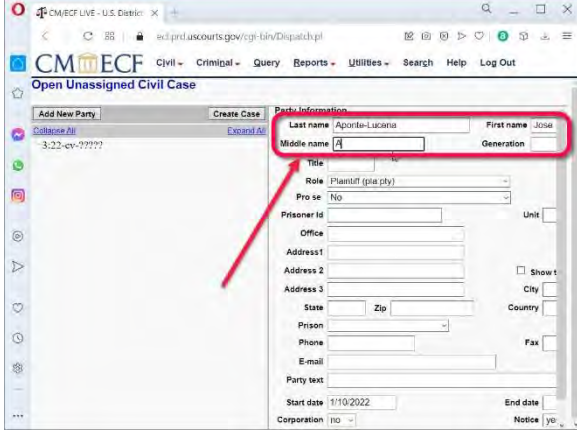
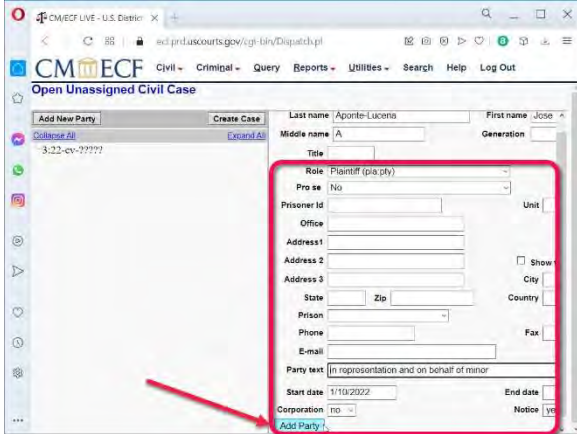
Step	Screen
<ul style="list-style-type: none"> • If the selected jurisdiction is 4 (Diversity), select the Citizenship of the plaintiff and the defendant from the drop-down lists. <ul style="list-style-type: none"> ○ Otherwise, leave the citizenship fields blank. • To request a Jury Trial, select option p (Plaintiff) from the Jury demand drop-down list. Otherwise, select option n (None) • Do not change the default class action field value of n (No Class Action Alleged). <p style="margin-left: 40px;">NOTE: The class action data field is for court use only.</p> <ul style="list-style-type: none"> • In the Demand (\$000) field, type the dollar amount demanded rounded in thousands, up to four digits. <ul style="list-style-type: none"> ○ Examples: <ul style="list-style-type: none"> ▪ 0 to demand less than \$500 ▪ 250 to demand \$250,000. ▪ 13 to demand \$12,525 ▪ 12 to demand \$12,475 ▪ 9999 to demand more than \$9,999,000 ○ If there is no dollar demand, leave this field blank. • Leave the Arbitration Code blank. • From the County drop-down list, select the county corresponding to the first listed plaintiff. <ul style="list-style-type: none"> ○ If the plaintiff is the U.S. Government, select the county corresponding to the first defendant. • Select the Fee Status from the drop-down list: <ul style="list-style-type: none"> ○ pd (paid) ○ pend (IFP pending) ○ fp (forma pauperis) ○ wv (waived) 	









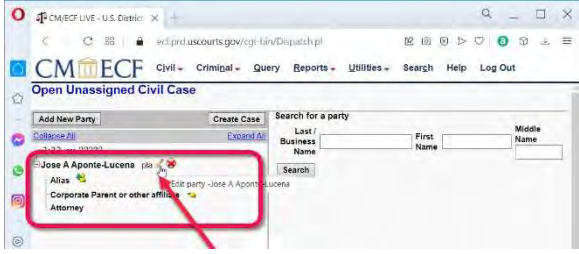





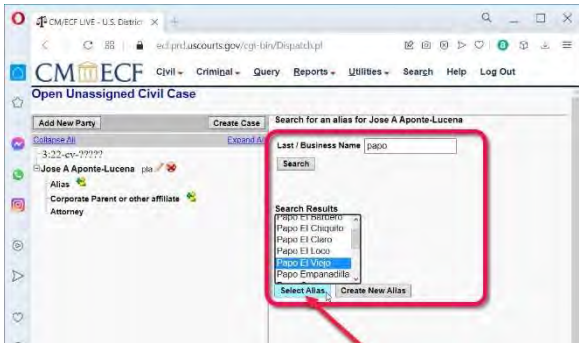
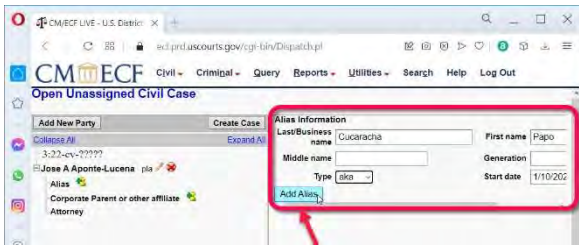
Step	Screen
<ul style="list-style-type: none"> Do not change the values of the Fee date and Date transfer data fields. <ul style="list-style-type: none"> U.S. Attorneys can select option none. <p>18. Click Next.</p> <p>NOTE: If you receive an error message, click [ok] to select valid information as suggested by the message.</p>	
<p>19. Click Next.</p>	


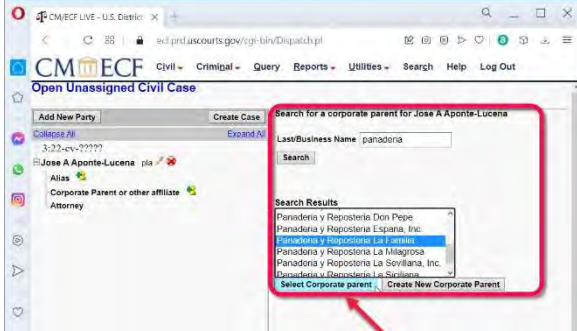
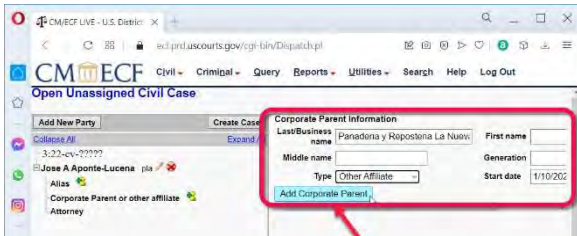
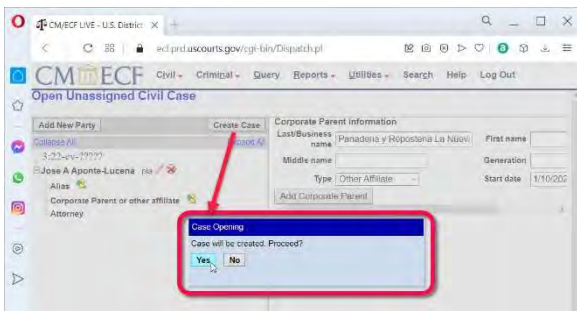
Adding the Parties

Follow these step-by-step procedures to add the parties to a civil case in CM/ECF:

Step	Screen
<p>1. Before adding a case party, use the right panel to search existing case parties to prevent duplicates:</p> <ul style="list-style-type: none"> Enter the first few letters of the last name of an individual, or the business name. Enter the first few letters of the first name of an individual. Click Search. 	
<p>2. If an existing case party is found, select the case party in the list, and click Select Party.</p> <p>3. Otherwise, click Create New Party.</p>	

Step	Screen
<p>4. To create a new case party, type the last name.</p> <p>NOTE: Business names must be entered in the last name field.</p> <p>5. Type the first name.</p> <p>6. Type the middle name.</p> <p>NOTE: Please refer to section <i>Standard Case Party Name Guidelines</i> for additional details on how to enter the case party names.</p>	
<p>7. Select the case party role type from the drop-down list.</p> <p>8. In the Party Text field, type any additional descriptive information that does not belong in the last name and first name fields.</p> <p>NOTES:</p> <ul style="list-style-type: none"> Do not enter the address, e-mail address, or telephone numbers for case parties. Please refer to section <i>Standard Party Text Guidelines</i> for examples of party text. <p>9. Click Add Party.</p>	

Step	Screen										
<p>10. Added case parties are listed in a tree on the left panel, with the following icons:</p> <table border="1" data-bbox="240 422 829 810"> <thead> <tr> <th>Icon</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>Edit the selected case party</td> </tr> <tr> <td></td> <td>Delete selected case party from this case</td> </tr> <tr> <td></td> <td>Add new alias or corporate parent</td> </tr> <tr> <td></td> <td>Copy attorney from other case party on this case</td> </tr> </tbody> </table> <p>NOTE: Attorneys cannot add other attorneys to the case.</p>	Icon	Description		Edit the selected case party		Delete selected case party from this case		Add new alias or corporate parent		Copy attorney from other case party on this case	
Icon	Description										
	Edit the selected case party										
	Delete selected case party from this case										
	Add new alias or corporate parent										
	Copy attorney from other case party on this case										
<p>11. To add an alias to a case party, click the  icon next to the alias.</p> <p>12. Before adding an alias to a case party, use the right panel to search existing aliases to prevent duplicates:</p> <ul style="list-style-type: none"> • Enter the first few letters of the last name of an individual, or the business name. • Click Search. <p>13. If an existing alias is found, click the alias, and click Select Alias.</p> <p>14. Otherwise, click Create New Alias.</p>											
<p>15. To add a new alias:</p> <ul style="list-style-type: none"> • Type the alias Last Name. • Type the alias First Name. • Select the alias type from the drop-down list. • Click Add Alias 											

Step	Screen
<p>16. To add a corporate parent or other affiliate to a case party, click the  icon next to corporate parent or other affiliate.</p> <p>17. Before adding a corporate parent or other affiliate to a case party, use the right panel to search existing corporations or affiliates to prevent duplicates:</p> <ul style="list-style-type: none"> • Enter the first few letters of the business name. • Click Search. <p>18. If an existing corporation or affiliate is found, click the corporation or affiliate, and click Select Corporate parent.</p> <p>19. Otherwise, click Create New Corporate Parent.</p>	
<p>20. To add a new corporate parent:</p> <ul style="list-style-type: none"> • Type the business name in the Last Name / Business Name field. • Select the corporate parent type from the drop-down list. • Click Add Corporate Parent. 	
<p>21. Repeat the previous steps to add additional case parties.</p> <p>22. Once all case participants are added, click Create Case.</p> <p>23. Click Yes.</p>	

Standard Case Party Name Guidelines

Individual Persons or Entities

Follow these naming standards when adding individual persons or entities to a civil case:

CORRECT	DO NOT
<ul style="list-style-type: none">• Only the first letters of the names will be capitalized• Type the case party's last name(s) in the Last Name field• Type a hyphen between the last names.• Type the case party's first name in the First Name field• Type the case party's middle name or initial in the Middle Name field• If the first name is unknown, type the letters FNU in the First Name field	<p>Do not type a title like:</p> <ul style="list-style-type: none">• Mr.• Mrs.• Dr.

Examples:

Full Name	Last Name	First Name	Middle Name
Jose Santiago Feliciano	Santiago-Feliciano	Jose	
Maria Luisa Rodriguez Correa	Rodriguez-Correa	Maria	Luisa
Jane M. Sutton	Sutton	Jane	M.
Smith	Smith	FNU	

Conjugal Partnerships

Follow these naming standards when adding conjugal partnership to a civil case:

CORRECT	DO NOT
<ul style="list-style-type: none"> • Conjugal partnerships are a separate case party. • In the Last Name field, type Conjugal Partnership followed by the first last name of the husband, a hyphen, and then the first last name of the wife. • If one of the spouse's names is unknown, type Doe in the Last Name. 	<p>Do not use any of the following phrases:</p> <ul style="list-style-type: none"> • Legal Partnership of • Jointly as • Conjugal Partnership constituted by both

Examples:

Husband	Wife	Last Name	First Name	Middle Name
Jose Santiago Feliciano	Maria Rodriguez Correa	Conjugal Partnership Santiago-Rodriguez		
Juan Perez Soto	Unknown	Conjugal Partnership Perez-Doe		
Unknown	Stephanie Acosta Ruiz	Conjugal Partnership Doe-Acosta		

Unknown Case Parties

Follow these naming standards when adding unknown parties to a civil case:

CORRECT	DO NOT
<ul style="list-style-type: none"> Unknown case parties are added after all the named parties. Type the complete unknown names in the Last Name field. When an Amended Complaint is filed identifying an unknown party, add the named party by clicking on Add or Create a New Party. 	<ul style="list-style-type: none"> Do not use Fulano de Tal. Use John or Jane Doe instead. Add only one case party for all unknown parties. Do not add separate case parties, e.g. Insurance Company A, Insurance Company B, Insurance C. Do not add titles to John Does, e.g. Mr, Dr.

Examples:

Unknown Parties	Last Name	First Name	Middle Name
Multiple unknown individuals	Jane Doe, John Doe, Richard Roe, Mary Roe		
Three unknown companies	Insurance Company A, B, C		
Twelve unknown corporations	Corporations A - L		

Other Names

- Type complete name in the Last Name field

Examples:

Last Name	First Name	Middle Name
Commonwealth of Puerto Rico		
United States of America		
Compania de Servicios de Salud y Medicina Avanzada		
National Council of Examiners for Engineering and Surveying		
Estate of Manuel Perez-Rodriguez		
Isles of the Caribbean		

Social Security Cases

Follow these naming standards when adding parties to a Social Security case:

CORRECT	DO NOT
<ul style="list-style-type: none">Type the case party name in the Last Name field as Commissioner of Social Security.	<ul style="list-style-type: none">Do not add the name of the presiding commissioner.

Examples:

Commissioner of Social Security	Last Name	First Name	Middle Name
Acting Commissioner Dr. Kilolo Kijakazi	Commissioner of Social Security		
Commissioner Andrew M. Saul	Commissioner of Social Security		

Standard Party Text Guidelines

Information regarding the position of the party may be added in the **party text** field. Examples:

- in representation and on behalf of minor
- in his personal and official capacity
- as Governor of Puerto Rico
- as Mayor of the City of San Juan
- as Police Commissioner of Puerto Rico

There are several specific agencies to choose from for the United States of America, such as:

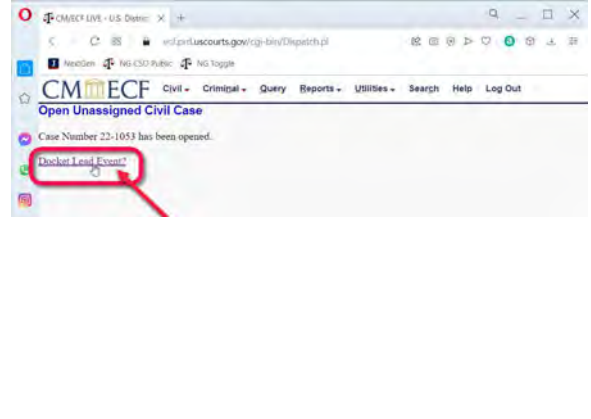
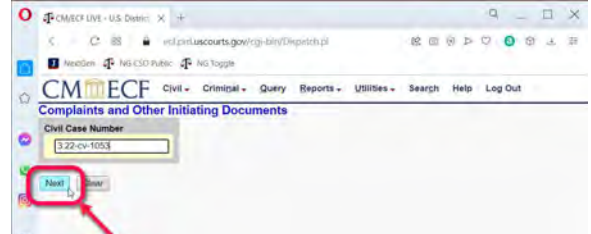
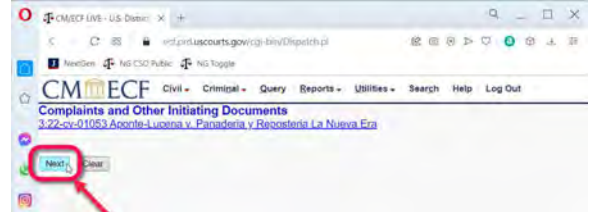
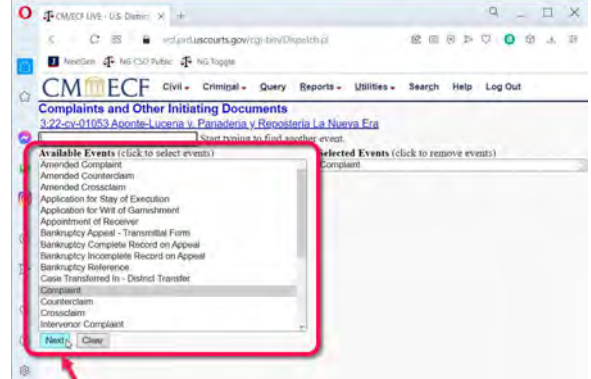
- US Rural Development
- US Small Business Administration
- US Department of Housing and Urban Development

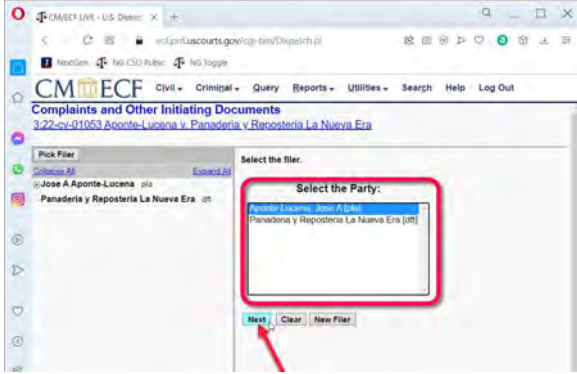
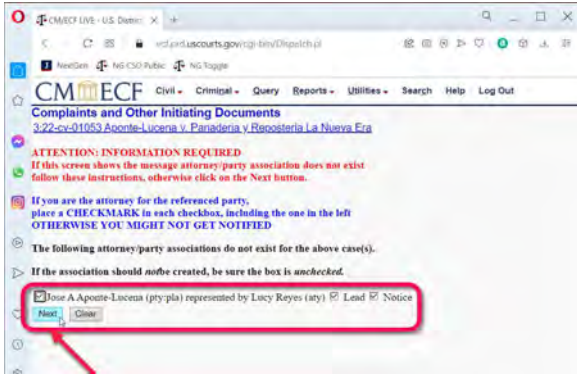
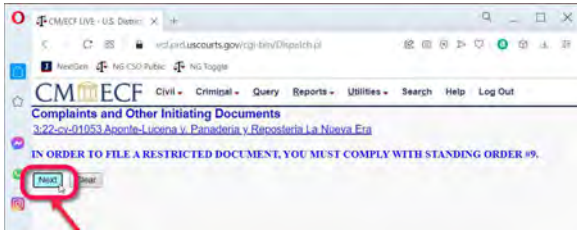
Defendants that are properties, money, etc. Examples:

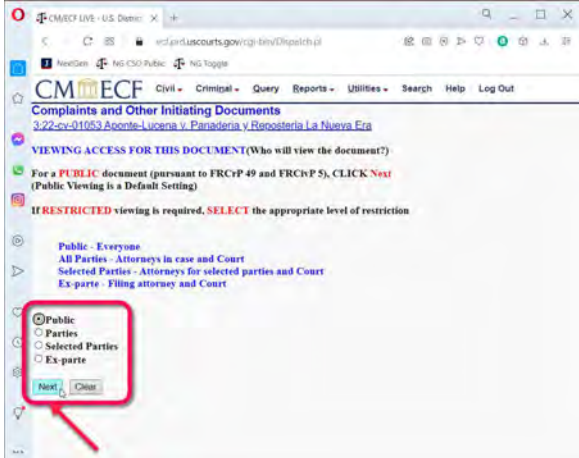
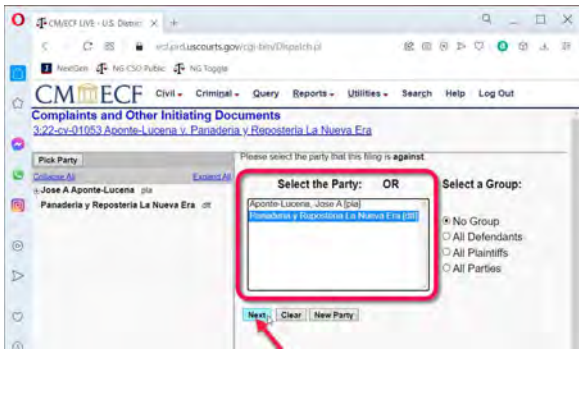
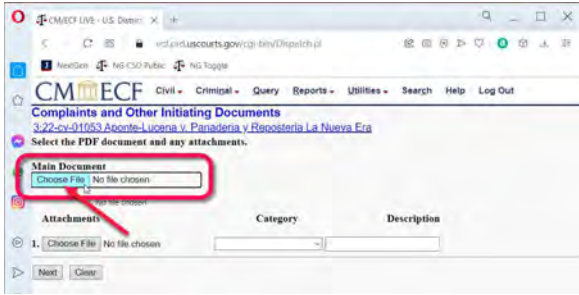
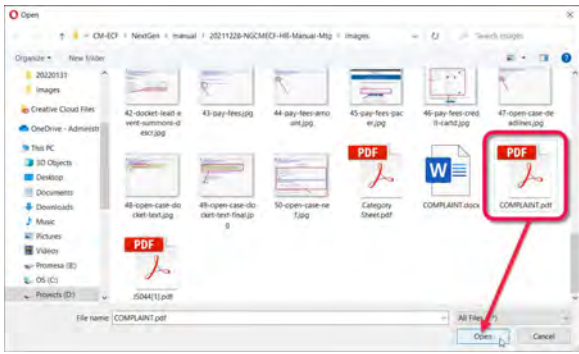
- Last Name: Real Estate Located at Sector Palo Seco
Party Text: \$100,000 in U.S. Currency

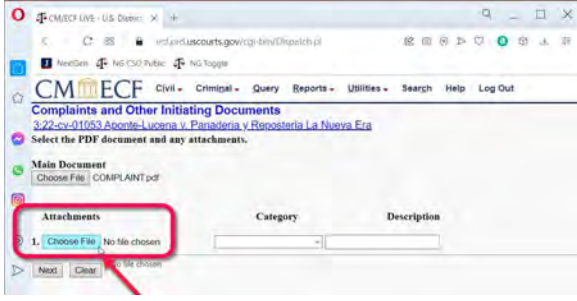
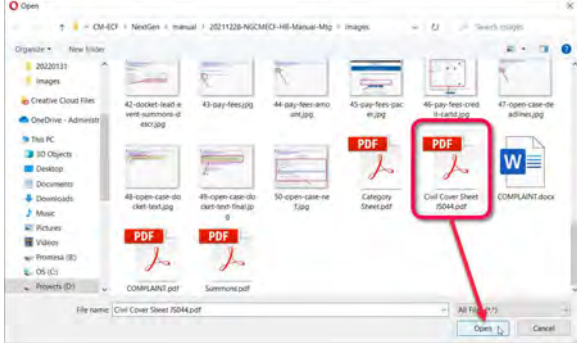
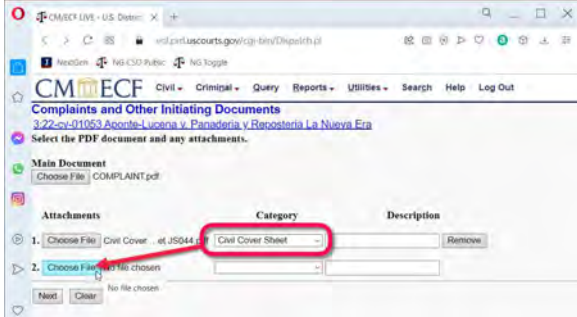
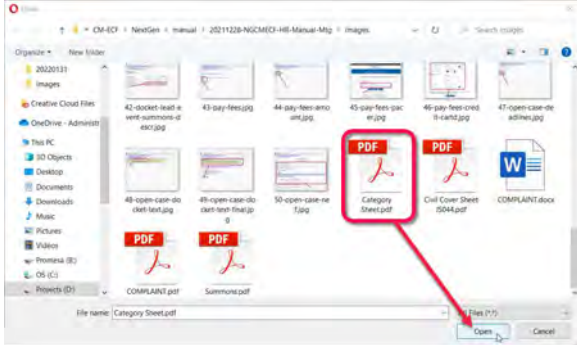
Filing Initiating Documents

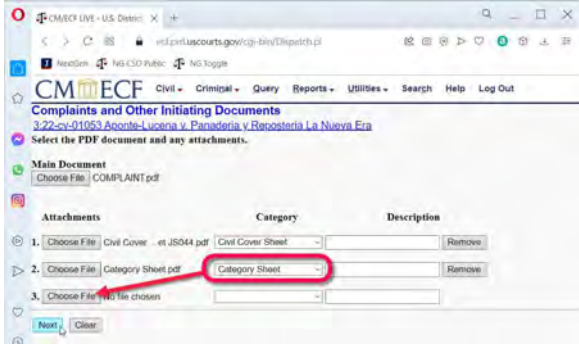

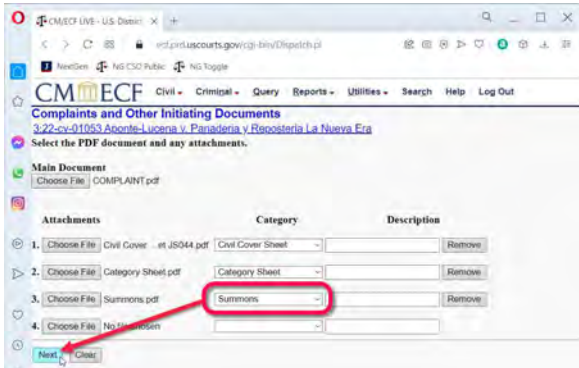
Follow this step-by-step procedure to file the complaint or notice of removal, category sheet, civil cover sheet, and summons of a civil case in CM/ECF:

Step	Screen
<p>1. Click Docket Lead Event?</p> <p>NOTE: To file the initiating documents in a separate login session:</p> <ul style="list-style-type: none"> • Login to NextGen CM/ECF • Click Civil → Initial Pleadings and Service → Complaints and Other Initiating Documents. • Type the Civil Case Number. 	
<p>2. Click Next.</p>	
<p>3. Click Next.</p>	
<p>4. Select from the list the type of initiating document you will be filing: complaint or notice of removal.</p> <p>5. Click Next</p>	

Step	Screen
<p>6. Select from the list the filer.</p> <p>NOTE: To select multiple case parties from the list, hold the Ctrl key and click on different case parties</p> <p>7. Click Next.</p>	
<p>8. Check the box to the left of the attorney's name to associate an attorney with the filing case party.</p> <p>NOTE: If the check box to the left of the attorney's name is unchecked, the attorney will not be included as counsel of record in the docket report and will not receive notifications.</p> <p>9. Check the Lead checkbox to identify a Lead Counsel on this case.</p> <p>10. Check the Notice checkbox to send notifications of electronic filing (NEFs) to the attorneys.</p> <p>11. Click Next.</p>	
<p>12. Click Next.</p>	

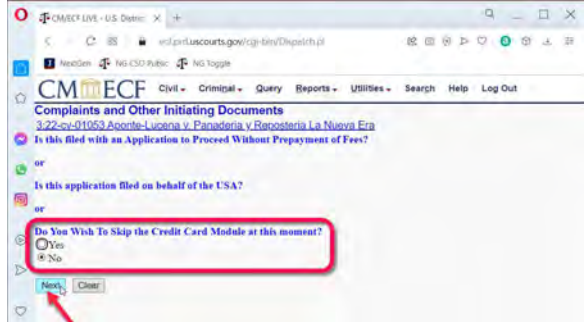
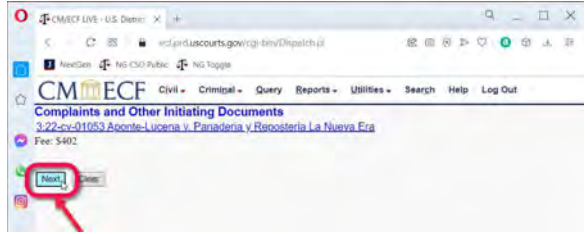
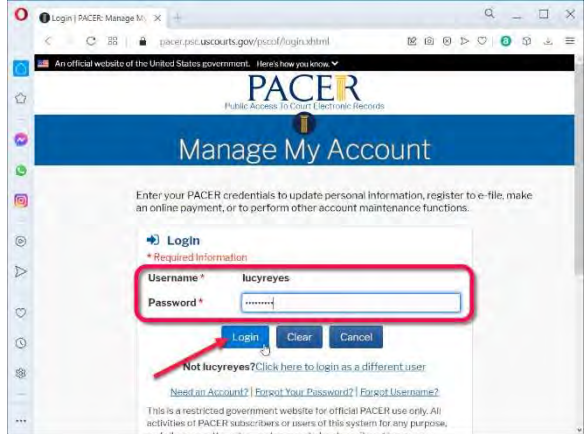
Step	Screen
<p>13. Click the restriction level to view the initiating documents from the list. Please refer to section <i>Restricted Filing and Viewing Levels</i> for details.</p> <p>14. Click Next.</p>	
<p>15. Select from the list the case party that the initiating documents are filed against.</p> <p>NOTE: To select multiple case parties from the list, hold the Ctrl key and click on different case parties.</p> <p>16. Click Next.</p>	
<p>17. To upload the complaint or notice of removal, in the Main Document panel, click Choose File.</p>	
<p>18. Select the PDF document of the complaint or notice of removal.</p> <p>19. Click Open.</p>	

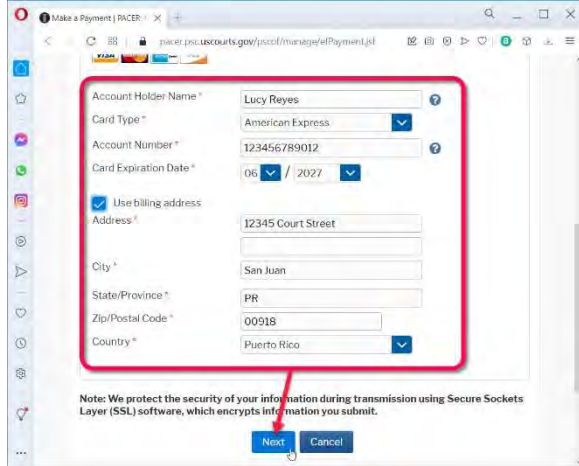
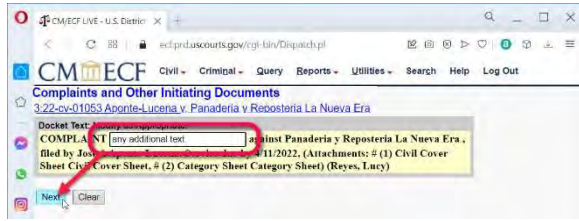
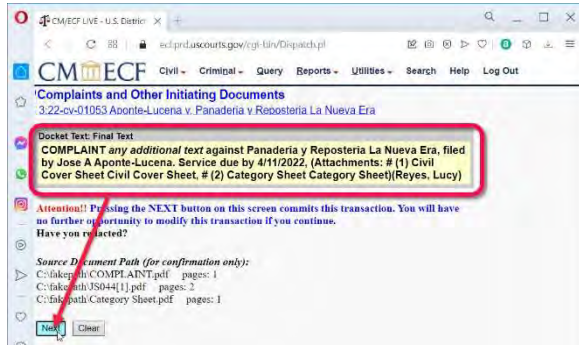
Step	Screen
<p>20. To upload the Civil Cover Sheet (JS-44), in the Attachments panel, click Choose File.</p>	
<p>21. Select the PDF document of the Civil Cover Sheet (JS-44). 22. Click Open.</p>	
<p>23. Select Civil Cover Sheet from the Category drop-down list. 24. To upload the Category Sheet, in the Attachments panel, click Choose File.</p>	
<p>25. Select the PDF document of the Category Sheet. 26. Click Open.</p>	

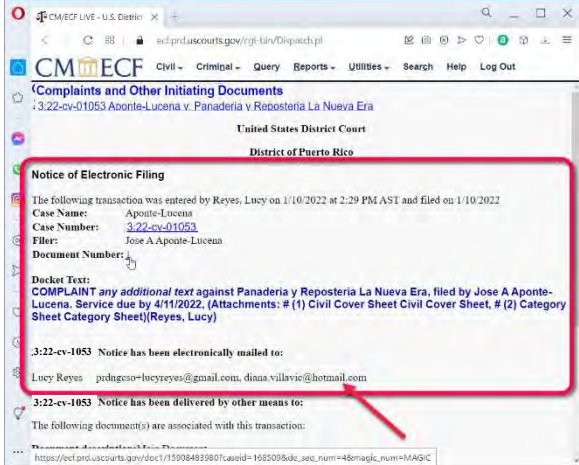
Step	Screen
<p>27. Select Category Sheet from the Category drop-down list.</p> <p>28. To upload the summons, in the Attachments panel, click Choose File.</p>	
<p>29. Select the PDF document of the summons.</p> <p>NOTE: If some of the summonses are not available for filing with the initiating documents, you can file the missing summons using the Notice of Filing Exhibits event. Please refer to section <i>Summons</i> for more details.</p> <p>30. Click Open.</p>	
<p>31. Select Summons from the Category drop-down list.</p> <p>32. Follow steps 28 through 30 to upload any additional initiating documents, such as exhibits, selecting the appropriate category and description.</p> <p>33. Click Next.</p>	

How to Pay the Filing Fees

Follow this step-by-step procedure to pay the filing fees of a civil case in CM/ECF:

Step	Screen
<p>1. If filing in forma pauperis or if exempt from the filing fee, click Yes to skip the credit card module.</p> <p>NOTE: The Motion to Proceed in Forma Pauperis must be filed as a separate attachment, and the Affidavit as another attachment.</p> <p>2. To pay the filing fees, click No.</p>	
<p>3. Click Next.</p>	
<p>4. Log in to PACER.</p>	

Step	Screen
<p>5. Enter your credit card information. 6. Click Next. 7. Verify the payment information. 8. Click Submit Payment.</p>	
<p>9. Click Next.</p>	
<p>10. Type any additional docket text. 11. Click Next.</p>	
<p>12. Verify the docket text for the initiating documents, making sure to redact all confidential information. 13. Click Next to complete the filing of initiating documents.</p>	

Step	Screen
<p>14. Examine the receipt confirmation of the notification of electronic filing (NEF).</p> <p>15. Clerk's Office staff will receive electronic notification of the filing, and randomly assign a Judge.</p> <p>NOTE: CM/ECF will send a NEF when the judge is assigned.</p> <p>16. Clerk's Office staff will issue the summons(es) and return them to the attorney.</p> <p>NOTE: The attorney must file the returned summons in CM/ECF. Please refer to section <i>Summons</i> for more details.</p>	


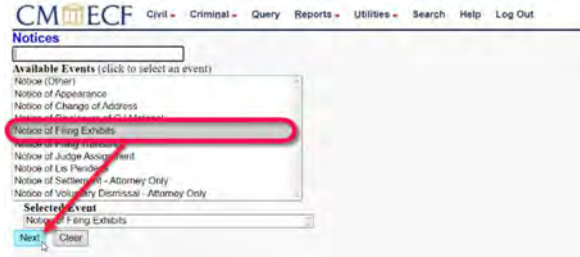
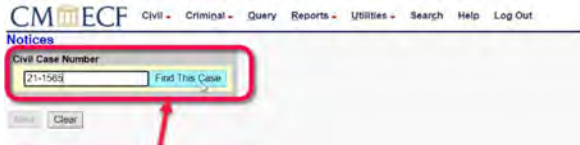
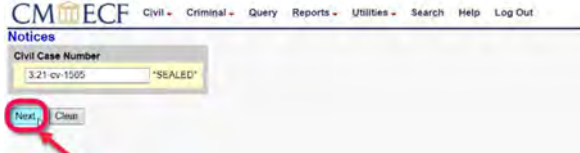

Filing




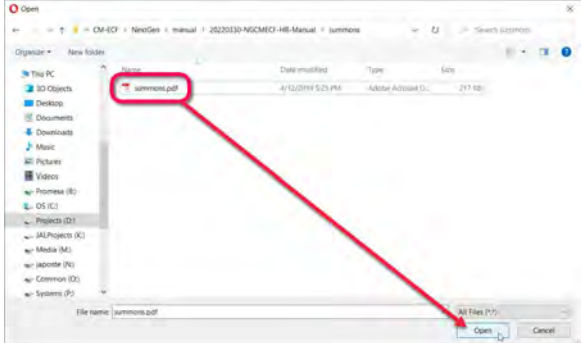

Summons


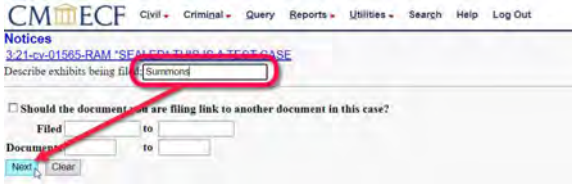
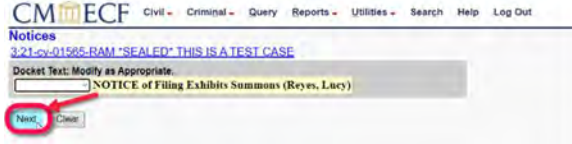

Summonses must be completed and electronically filed as attachments to the complaint and other originating pleading. They may not be served electronically, but must comply with all requisites of the Federal Rules of Civil Procedure. The serving party is responsible for scanning and electronically filing the summonses returned executed.

Summons after filing Initiating Documents

If the summonses are not available for filing with the initiating documents, attorneys must follow these steps to file the missing summonses using the Notice of Filing Exhibits event:


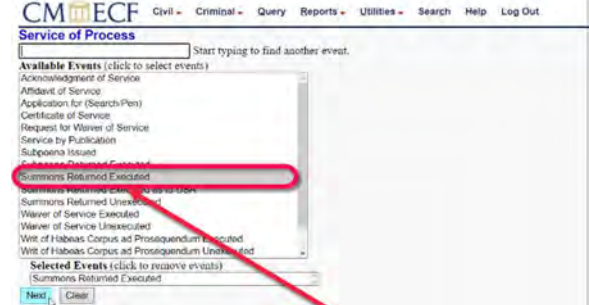

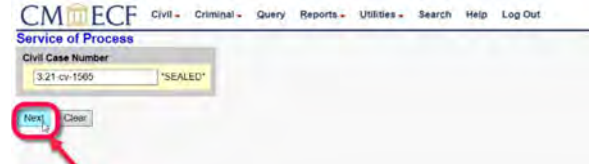

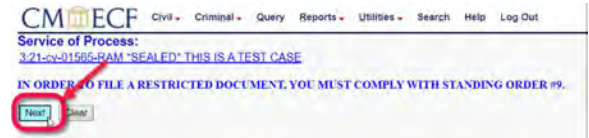
Step	Screen
<ol style="list-style-type: none"> 1. Log in to NextGen CM/ECF. 2. Click Civil → Other Filings → Notices 	
<ol style="list-style-type: none"> 3. Select the Notice of Filing Exhibits event. 4. Click Next 	
<ol style="list-style-type: none"> 5. Type the Civil Case Number. 6. Click Find This Case. 	
<ol style="list-style-type: none"> 7. Click Next. 	
<ol style="list-style-type: none"> 8. Click Next. 	



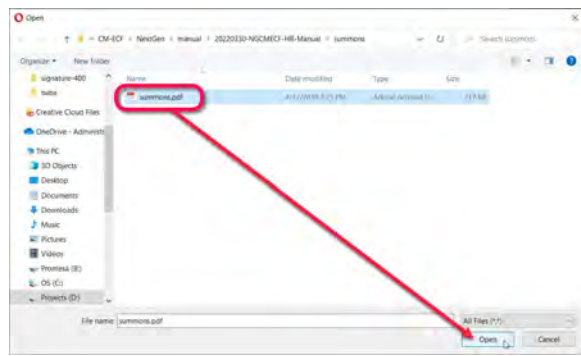
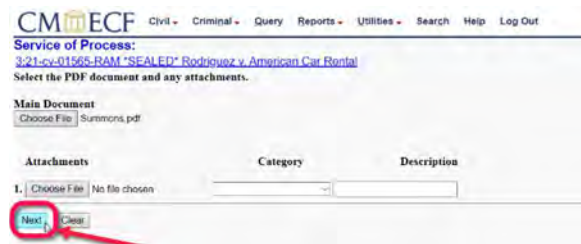

Step	Screen
9. Click Next .	 <p>CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out Notices 3:21-cv-01565-RAM *SEALED* THIS IS A TEST CASE IN ORDER TO FILE A RESTRICTED DOCUMENT, YOU MUST COMPLY WITH STANDING ORDER #9. Next Clear</p>
10. Select the viewing access for the summons document. Please refer to section <i>Restricted Filing and Viewing Levels</i> for more details. 11. Click Next	 <p>CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out Notices 3:21-cv-01565-RAM *SEALED* THIS IS A TEST CASE VIEWING ACCESS FOR THIS DOCUMENT (Who will view the document?) For a PUBLIC document (pursuant to FRCrP 49 and FRCivP 5), CLICK Next (Public Viewing is a Default Setting) If RESTRICTED viewing is required, SELECT the appropriate level of restriction. Public - Everyone All Parties - Attorneys in case and Court Selected Parties - Attorneys for selected parties and Court Ex-parte - Filing attorney and Court <input checked="" type="radio"/> Public <input type="radio"/> Parties <input type="radio"/> Selected Parties <input type="radio"/> Ex-parte Next Clear</p>
12. To upload the summons, click Choose File in the Main Document panel.	 <p>CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out Notices 3:21-cv-01565-RAM *SEALED* THIS IS A TEST CASE Select the PDF document and any attachments. Main Document Choose File No file chosen Attachments Category Description 1. Choose File No file chosen Next Clear</p>
13. Select the PDF document. 14. Click Open .	 <p>Open CM-ECF - manual - 2520330-NGCMED-HB-Manual - summons summons.pdf File name: summons.pdf All Files (*.*) Open Cancel</p>
15. Click Next .	 <p>CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out Notices 3:21-cv-01565-RAM *SEALED* THIS IS A TEST CASE Select the PDF document and any attachments. Main Document Choose File summons.pdf Attachments Category Description 1. Choose File No file chosen Next Clear</p>



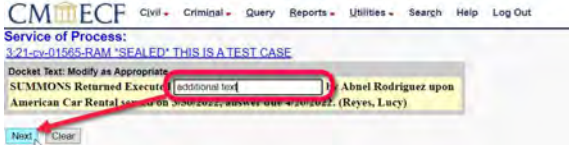
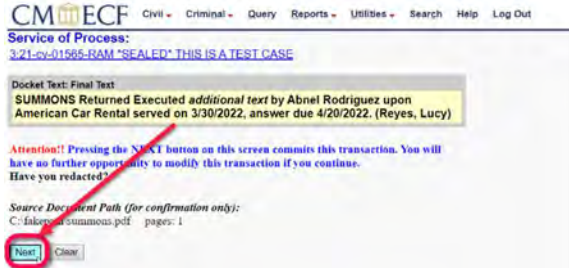
Step	Screen
<p>16. Select the filer from the Select the Party list.</p> <p>NOTE: To select multiple filers, hold down the Ctrl key and click multiple filer names on the list.</p> <p>17. Click Next.</p>	
<p>18. Describe the exhibits being filed as Summons.</p> <p>19. Click Next.</p>	
<p>17. Verify the docket text.</p> <p>18. Click Next.</p>	
<p>19. Click Next to complete the filing of the summons.</p> <p>20. Examine the receipt confirmation of the notification of electronic filing (NEF).</p> <p>NOTE: Clerk's Office staff will receive electronic notification of the filing and will issue the summons electronically.</p>	

Summons Returned Executed

Attorneys must follow these steps to file executed summons in CM/ECF.



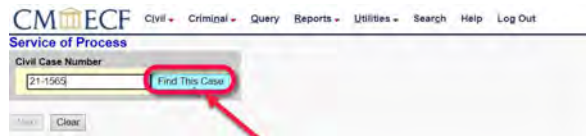
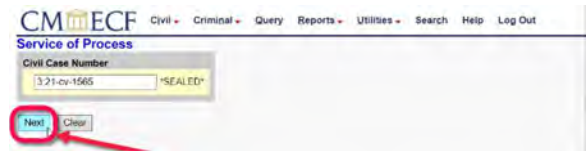


Step	Screen
<ol style="list-style-type: none"> Log n to NextGen CM/ECF. Click Civil → Initial Pleadings and Service → Service of Process 	
<ol style="list-style-type: none"> Select the appropriate event: <ul style="list-style-type: none"> Summons Returned Executed or Summons Returned Executed as to USA Click Next 	
<ol style="list-style-type: none"> Type the Civil Case Number. Click Find This Case. 	
<ol style="list-style-type: none"> Click Next. 	
<ol style="list-style-type: none"> Click Next. 	
<ol style="list-style-type: none"> Click Next. 	



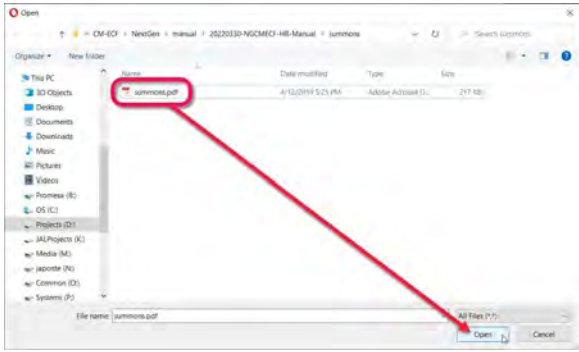


Step	Screen								
<p>10. Select the viewing access for the document. Please refer to section <i>Restricted Filing and Viewing Levels</i> for more details.</p> <p>11. Click Next</p>	 <p>CM/ECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out</p> <p>Service of Process: 3:21-cv-01565-RAM "SEALED" THIS IS A TEST CASE</p> <p>VIEWING ACCESS FOR THIS DOCUMENT (Who will view the document?)</p> <p>For a PUBLIC document (pursuant to FRCrP 49 and FRCivP 5), CLICK Next (Public Viewing is a Default Setting)</p> <p>If RESTRICTED viewing is required, SELECT the appropriate level of restriction</p> <p>Public - Everyone All Parties - Attorneys in case and Court Selected Parties - Attorneys for selected parties and Court Ex-parte - Filing attorney and Court</p> <p><input checked="" type="radio"/> Public <input type="radio"/> Parties <input type="radio"/> Selected Parties <input type="radio"/> Ex-parte</p> <p>Next Clear</p>								
<p>12. To upload the executed summons, click Choose File in the Main Document panel.</p>	 <p>CM/ECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out</p> <p>Service of Process: 3:21-cv-01565-RAM "SEALED" THIS IS A TEST CASE</p> <p>Select the PDF document and any attachments.</p> <p>Main Document Choose File No file chosen</p> <p>Attachments</p> <p>1. Choose File No file chosen</p> <p>Next Clear</p>								
<p>13. Select the PDF document.</p> <p>14. Click Open.</p>	 <p>Open</p> <p>CM/ECF - NextGen - manual - 2020030-NOCMECF-HS-Manual - summons</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Date modified</th> <th>Type</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>summons.pdf</td> <td>4/11/2021 8:23 PM</td> <td>Adobe Acrobat (S)</td> <td>233 KB</td> </tr> </tbody> </table> <p>File name: summons.pdf</p> <p>Open Cancel</p>	Name	Date modified	Type	Size	summons.pdf	4/11/2021 8:23 PM	Adobe Acrobat (S)	233 KB
Name	Date modified	Type	Size						
summons.pdf	4/11/2021 8:23 PM	Adobe Acrobat (S)	233 KB						
<p>15. Click Next.</p>	 <p>CM/ECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out</p> <p>Service of Process: 3:21-cv-01565-RAM "SEALED" Rodriguez v. American Car Rental</p> <p>Select the PDF document and any attachments.</p> <p>Main Document Choose File Summons.pdf</p> <p>Attachments</p> <p>1. Choose File No file chosen</p> <p>Next Clear</p>								
<p>16. Select the filer from the Select the Party list.</p> <p>NOTE: To select multiple filers, hold down the Ctrl key and click multiple filer names on the list.</p> <p>17. Click Next.</p>	 <p>CM/ECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out</p> <p>Service of Process: 3:21-cv-01565-RAM "SEALED" THIS IS A TEST CASE</p> <p>Pick Filer</p> <p>Choose All Expand All</p> <p>American Car Rental ctt Abnel Rodriguez gfa</p> <p>Select the filer:</p> <p>Select the Party: OR Select a Group:</p> <p><input checked="" type="radio"/> Rodriguez, Abnel (fil)</p> <p><input type="radio"/> No Group <input type="radio"/> All Defendants <input type="radio"/> All Plaintiffs <input type="radio"/> All Parties</p> <p>Next Clear New Filer</p>								



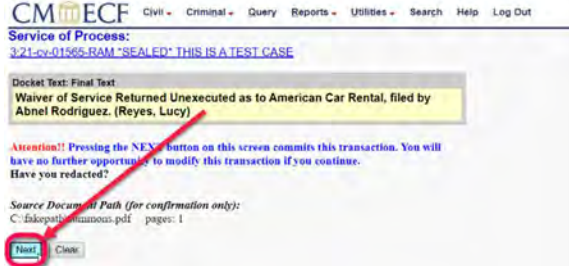
Step	Screen
<p>18. Select the party that was served.</p> <p>19. Click Next.</p>	
<p>20. Enter the party was served.</p> <p>NOTE: CM/ECF will automatically date calculate the Answer Due Date.</p>	
<p>21. Verify the docket text</p> <p>22. Click Next.</p>	
<p>23. Click Next to complete the filing of the executed summons.</p> <p>24. Examine the receipt confirmation of the notification of electronic filing (NEF).</p>	

Summons Returned Unexecuted

Attorneys must follow these steps to file unexecuted summons in CM/ECF:

Step	Screen
<ol style="list-style-type: none"> 1. Log in to NextGen CM/ECF. 2. Click Civil → Initial Pleadings and Service → Service of Process 	
<ol style="list-style-type: none"> 3. Select the Summons Returned Unexecuted event. 4. Click Next 	
<ol style="list-style-type: none"> 5. Type the Civil Case Number. 6. Click Find This Case. 	
<ol style="list-style-type: none"> 7. Click Next. 	
<ol style="list-style-type: none"> 8. Click Next. 	
<ol style="list-style-type: none"> 9. Click Next. 	

Step	Screen
<p>10. Select the viewing access for the document. Please refer to section <i>Restricted Filing and Viewing Levels</i> for more details.</p> <p>11. Click Next</p>	
<p>12. To upload the unexecuted summons, click Choose File in the Main Document panel.</p>	
<p>13. Select the PDF document.</p> <p>14. Click Open.</p>	
<p>15. Click Next.</p>	
<p>16. Select the filer from the Select the Party list.</p> <p>NOTE: To select multiple filers, hold down the Ctrl key and click multiple filer names on the list.</p> <p>17. Click Next.</p>	

Step	Screen
<p>18. Type the case party's name to whom the waiver returned unexecuted.</p> <p>19. Click Next.</p>	
<p>20. Click Next.</p>	
<p>21. Click Next to complete the filing of the unexecuted summons.</p> <p>22. Examine the receipt confirmation of the notification of electronic filing (NEF).</p>	

Motions



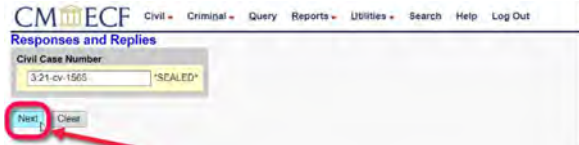

A party who electronically files a pleading or other document is responsible for designating a title for the document by using one of the docket event categories listed in sections *Attorneys Dictionary – Civil Cases* and *Attorneys Dictionary – Criminal Cases* in this document.


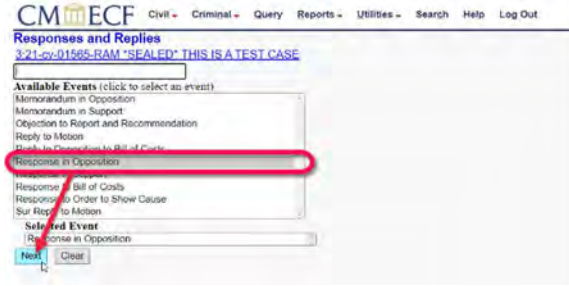



The user must choose the event that most accurately describes the relief sought. If multiple grounds for relief are sought, then all of them must be chosen. Please contact the Court’s CM/ECF Help Desk, (787)772-3449, to clarify doubts concerning what event to use.

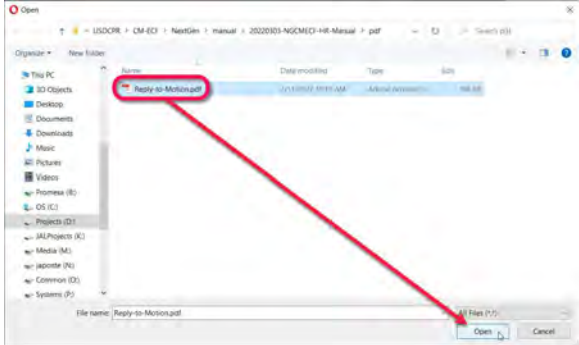
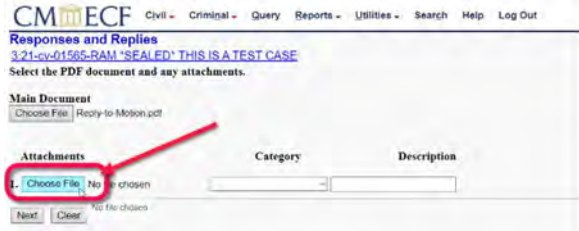
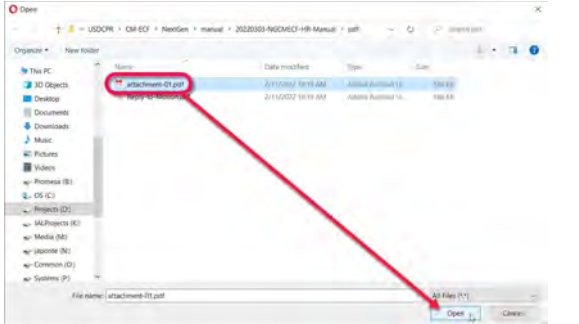

Responses, Replies and Sur-replies

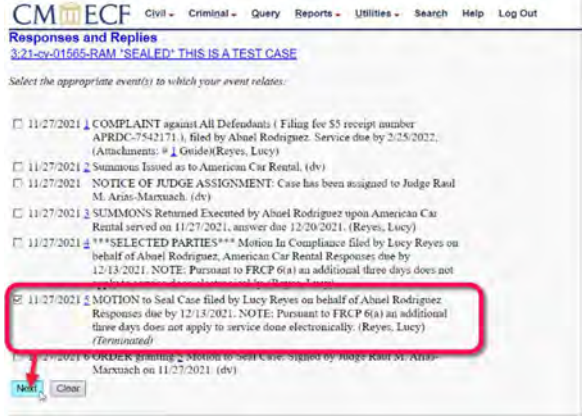

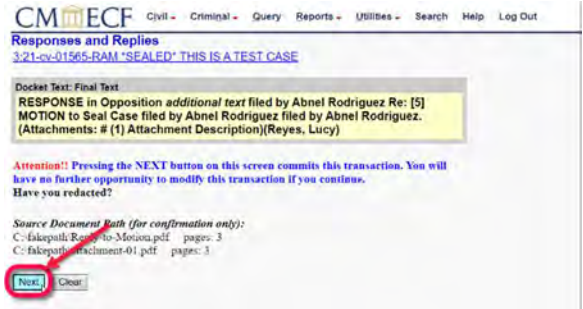
When filing a Response, Reply or Sur Reply, the document should be linked to the original motion. Before filing a Reply or Sur Reply, the attorney must request leave from the Court. See Civil Local Rule 7 for more details. The reply or sur reply must be tendered as an attachment to the Motion for Leave to File Reply/Sur Reply. If leave is granted, the Reply or Sur Reply shall be filed as a new docket entry, linked to the original motion.

Follow these steps to file a Response, Reply or a Sur-Reply:

Step	Screen
<p>1. Log in to NextGen CM/ECF.</p> <p>For civil cases, click Civil → Motions and Related Filings → Responses and Replies.</p> <p>For criminal cases, click Criminal → Motions and Related Filings → Responses and Replies.</p>	
<p>2. Type the Case Number.</p> <p>3. Click Find This Case.</p>	
<p>4. Click Next.</p>	
<p>5. Click Next.</p>	

Step	Screen
<p>6. Select the filer from the Select the Party list.</p> <p>NOTE: To select multiple filers, hold down the Ctrl key and click multiple filer names on the list.</p> <p>7. Click Next.</p>	
<p>8. Select the appropriate event:</p> <ul style="list-style-type: none"> - Response in Opposition - Response in Support - Reply to Motion (Prior leave must have been requested from the Court) - Sur Reply to Motion (Prior leave must have been requested from the Court) <p>9. Click Next</p>	
<p>10. Click Next.</p>	
<p>11. Select the viewing access for the document. Please refer to section <i>Restricted Filing and Viewing Levels</i> for more details.</p> <p>12. Click Next</p>	
<p>13. To upload the response, click Choose File in the Main Document panel.</p>	

Step	Screen
<p>14. Select the response PDF document. 15. Click Open.</p>	
<p>16. To upload any attachments, if necessary, click in the Attachments panel Choose File button. 17. Click Next.</p>	
<p>18. Select the attachment PDF document. 19. Click Open.</p>	
<p>20. Type the attachment description or select the category. 21. Click Next.</p>	

Step	Screen
22. Check the original motion addressed by your response/reply.	 <p>The screenshot shows the 'Responses and Replies' page for case 3:21-cv-01565-RAM. A list of events is displayed, with the entry '11/27/2021 MOTION to Seal Case filed by Lucy Reyes on behalf of Abnel Rodriguez' highlighted with a red rectangular box. The entry includes the text: 'Responses due by 12/13/2021. NOTE: Pursuant to FRCP 6(a) an additional three days does not apply to service done electronically. (Reyes, Lucy) (Terminated)'. Below the list are 'Next' and 'Clear' buttons.</p>
23. Type any additional docket text. 24. Click Next .	 <p>The screenshot shows the 'Responses and Replies' page with a text entry field for docket text. The text entered is 'RESPONSE in Opposition additional text' followed by 'filed by Abnel Rodriguez Re: [5] MOTION to Seal Case'. A red arrow points to the 'Next' button, which is also highlighted with a red box.</p>
25. Click Next to complete the filing of the response/reply. 26. Examine the receipt confirmation of the notification of electronic filing (NEF).	 <p>The screenshot shows the 'Responses and Replies' page with a receipt confirmation. The text reads: 'Docket Text: Final Text RESPONSE in Opposition additional text filed by Abnel Rodriguez Re: [5] MOTION to Seal Case filed by Abnel Rodriguez. (Attachments: # (1) Attachment Description)(Reyes, Lucy)'. Below this is an 'Attention!!' warning and a 'Source Document Path' section. The 'Next' button is highlighted with a red box.</p>

Writs and Warrants

A filing party moving for issuance of a writ or warrant should attach the writ or warrant in .pdf format to the proposed order (if one is needed).

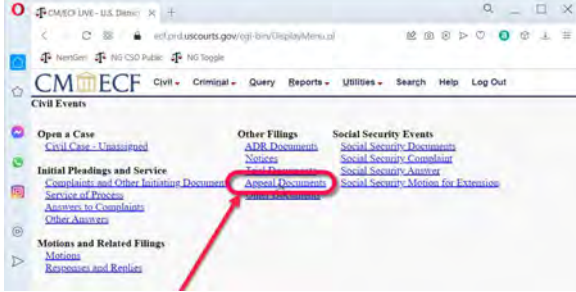
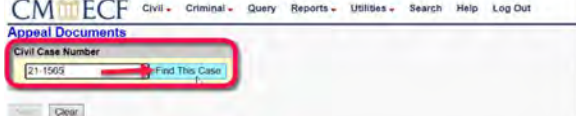
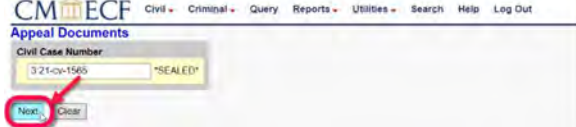



Orders

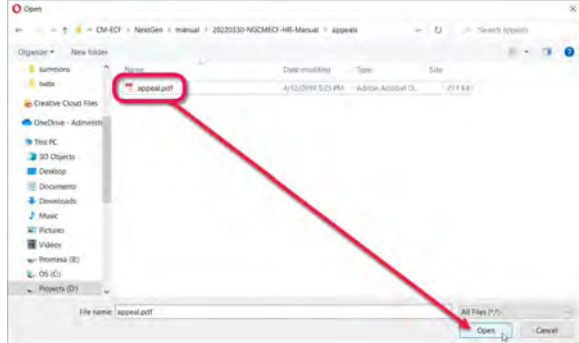

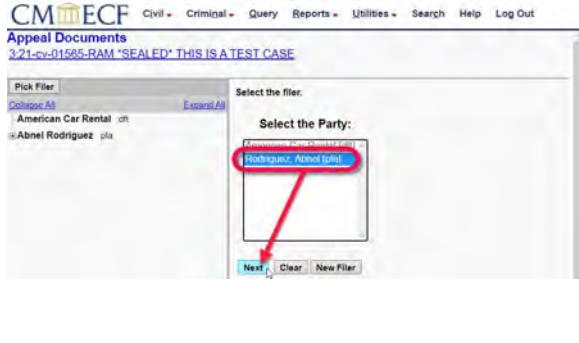

The assigned judge or the Clerk's Office will electronically file all signed orders. Any order signed electronically has the same force and effect as if a judge had affixed his or her signature to a paper copy of the order and it had been entered on the docket conventionally.






Proposed orders may not be combined with a motion as a single document but must be tendered as attachments to a motion. In addition, at the judge's discretion, proposed orders may be sent to the judge's mailbox as e-mail attachments in a format compatible with Microsoft Word.

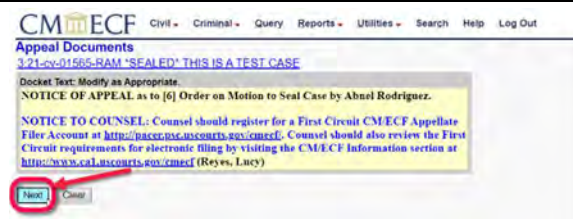
Notice of Appeals

Follow this step-by-step procedure to file a notice of appeal in CM/ECF:

Step	Screen
<p>1. Log in to NextGen CM/ECF.</p> <p>For civil cases, click Civil → Other Filings → Appeal Documents.</p> <p>For criminal cases, click Criminal → Other Filings → Appeal Documents.</p>	
<p>2. Type the Case Number.</p> <p>3. Click Find This Case.</p>	
<p>4. Click Next.</p>	
<p>5. Click Next.</p>	
<p>6. Select the appeal event from the drop-down list.</p> <p>7. Click Next.</p>	
<p>8. To upload the appeal document, click Choose File.</p>	

Step	Screen
<p>9. Select the appeal PDF document. 10. Click Open.</p>	
<p>11. Click Next.</p>	
<p>12. Select the filer from the Select the Party list.</p> <p>NOTE: To select multiple filers, hold down the Ctrl key and click multiple filer names on the list.</p> <p>13. Click Next</p>	
<p>14. To link this appeals document to an order or judgment filed in this case, check option Should the document you are filing link to another document in this case?</p> <p>15. Click Next.</p>	

Step	Screen
<p>16. Check the order or judgment to be appealed from the list.</p> <p>NOTE: If the order or judgment to be appealed is not included in the list:</p> <ul style="list-style-type: none"> • Press the Back button in your web browser. • Uncheck option Should the document you are filing link to another document in this case? • Click Next. <p>17. Click Next.</p>	
<p>18. To request forma pauperis status for this appeal, or to file the appeal in forma pauperis or on behalf of the U.S.A., or to skip the credit card module, click Yes.</p> <p>19. Otherwise, click No.</p> <p>20. Click Next.</p>	
<p>21. If you chose No, click Next to pay the filing fee in the credit card module.</p>	
<p>22. Click Next.</p>	
<p>23. Select the viewing access for the appeal document. Please refer to section <i>Restricted Filing and Viewing Levels</i> for more details.</p> <p>24. Click Next</p>	

Step	Screen
25. Click Next to file the appeal document.	 <p>The screenshot shows the CM/ECF web interface. At the top, there is a navigation menu with links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the menu, the page title is 'Appeal Documents'. The main content area displays a docket entry for case 3:21-cv-01565-RAM, with the text 'SEALING THIS IS A TEST CASE'. Below this, there is a 'Docket Text: Modify as Appropriate.' section and a 'NOTICE OF APPEAL as to [6] Order on Motion to Seal Case by Abnel Rodriguez.' section. A yellow highlighted box contains a 'NOTICE TO COUNSEL' message. At the bottom of the page, there are two buttons: 'Next' and 'Clear'. The 'Next' button is circled in red, and a red arrow points to it from the left.</p>

Transcripts

Effective May 15, 2008, the District of Puerto Rico implemented the *Judicial Conference Policy with Regard to the Availability and Redaction of Electronic Transcripts of Court Proceedings* available in our court's website: <http://www.prd.uscourts.gov>. Pursuant to said Policy, during the 90-day period after a transcript is filed, the transcript will be available for viewing free of charge at the public terminal at the courthouse, and remotely electronically available to any attorneys of record who purchased a copy from the court reporter.

After this initial 90-day period, the transcript will be available for copying in the Clerk's Office and for download through Public Access to Court Electronic Records (PACER). The Policy establishes a procedure for counsel to request redaction from the transcript of specific personal data identifiers before the transcript is made electronically available to the general public.

Transcript Delivery

Transcript Delivery Type	Number of days after receipt of Transcript Request
Ordinary	30 calendar days
14-Day	14 calendar days
Expedited	7 calendar days
3-Day	Three (3) calendar days
Daily	Next day
Hourly	Same day
Real Time Reporting	Electronic transcript delivered to a laptop connected to the court reporting network during a proceeding.






Transcript Requests in Civil Cases

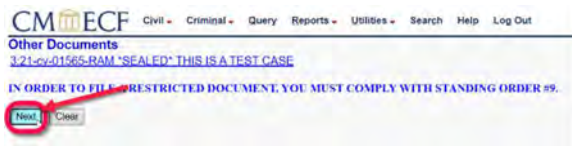


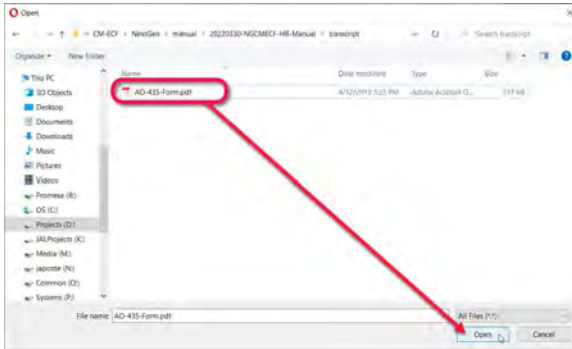

Transcripts in civil cases, including court proceedings recorded electronically or from a Zoom videoconference, are provided upon the filing of form AO-435 Transcript Order, available at the following URL link:

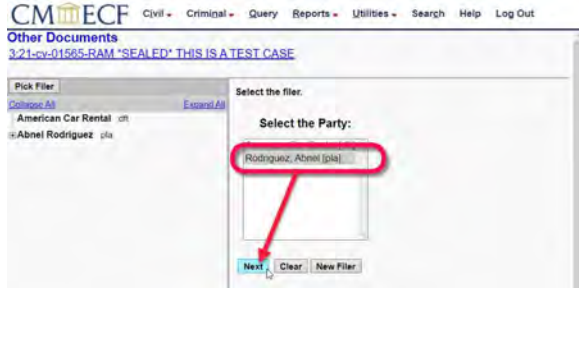


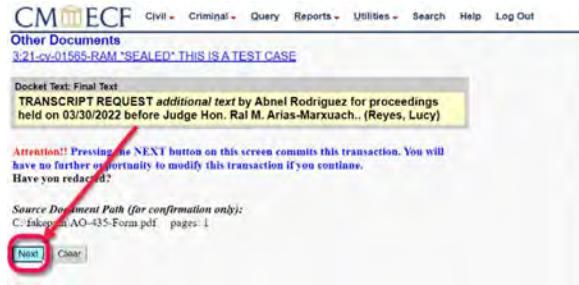
<https://www.uscourts.gov/forms/other-forms/transcript-order>

The Court Services Manager will forward the transcript order form to the corresponding court reporter or authorized service provider.

Attorneys must follow these step-by-step procedures to request a transcript in a civil case:

Step	Screen
<ol style="list-style-type: none"> 1. Log in to NextGen CM/ECF. 2. Click Civil → Other Filings → Other Documents 	
<ol style="list-style-type: none"> 3. Type the Civil Case Number. 4. Click Find This Case. 	
<ol style="list-style-type: none"> 5. Click Next. 	
<ol style="list-style-type: none"> 6. Click Next. 	
<ol style="list-style-type: none"> 7. Select Transcript Request from the available events. 8. Click Next 	

Step	Screen
9. Click Next .	
10. Select the viewing access for the document. Please refer to section <i>Restricted Filing and Viewing Levels</i> for more details. 11. Click Next	
12. To upload the Transcript Request form AO-435, click Choose File in the Main Document panel.	
13. Select the PDF document. 14. Click Open .	
15. Click Next .	

Step	Screen
<p>16. Select the filer from the Select the Party list.</p> <p>NOTE: To select multiple filers, hold down the Ctrl key and click multiple filer names on the list.</p> <p>17. Click Next.</p>	
<p>18. Type the dates when the hearing was held in the For Dates of text field. Type the name of the Judge who presided the hearing in the Hearing Judge text field.</p> <p>19. Click Next.</p>	
<p>20. Add any additional docket text.</p> <p>21. Click Next</p>	
<p>22. Click Next to complete the filing of the transcript request.</p> <p>23. Examine the receipt confirmation of the notification of electronic filing (NEF).</p>	

Transcript Requests in Criminal Cases

In all criminal cases filed in the United States District Court of Puerto Rico, transcripts of any and all proceedings will only be prepared by a Court Reporter upon prior approval by the presiding judge. The United States can directly request transcripts without prior approval from the presiding judge. Court Reporters will not receive, nor process transcript requests made by a defendant's counsel of record or pro se litigants. Except for the United States, all transcript requests shall be filed by motion with the Court and will be processed when so ordered by the presiding judge, see, Second Amended General Standing Order (In Re: Transcript Requests in Criminal Cases) in Misc. No. 20-061 (GAG). The Court Services Manager will forward the transcript order form to the corresponding court reporter or authorized service provider.

Make sure all the required fields are correctly filled out. Do not file a handwritten form. Click on the following URL for additional information:

<https://www.uscourts.gov/forms/vouchers/authorization-and-voucher-payment-transcript>

The use of e-signature is allowed. If the transcript is requested in open court, the appointed counsel is responsible for filing the CJA 24 form. Once the transcript request is approved by the Court and the Order is issued, the notification will be received by the Court Services Manager, who will forward the request to the corresponding service provider.

Unless otherwise authorized by order of the presiding judge, transcripts shall remain under the sole custody of counsel of record, who shall not provide a copy of the same to the defendant or any third party.

For additional information or questions, you can send a message to PRDdb_CJA@prd.uscourts.gov

Event Type, Main Document, and Attachments

The event type, main document, and attachment to request a transcript in a criminal case depends on the filer type, as described in the following table:

Filer Type	Event Type	Main Document	Attachment
U.S. Attorney	Criminal → Other Filings → Other Documents → Transcript Request	AO-435 Form	None
Retained Counsel	Criminal → Motions and Related Filings → Motions → Motion Requesting Transcript	Motion	AO-435 Form
Federal Public Defender	Criminal → Motions and Related Filings → Motions → Motion Requesting Transcript	Motion	AO-435 Form
CJA Attorney	Criminal → Motions and Related Filings → Motions → Motion Requesting Transcript	Motion	CJA 24

NOTE:

- The Authorization and Voucher for Payment of Transcript (CJA Form 24) is available at the following URL link:
<https://www.uscourts.gov/sites/default/files/cja24.pdf>
- The AO-435 Transcript Order is available at the following URL link:
<https://www.uscourts.gov/forms/other-forms/transcript-order>

Attorney Bar Fee

Attorneys admitted to practice before this Court shall pay their Annual Bar Renewal Fee electronically via the Court's NextGen CM/ECF platform. Electronic payments must be completed using credit cards through pay.gov and are available exclusively to attorneys who are in good standing with the Court.

Click on the following URL link for more details:

[Electronic Bar Membership Renewal Payment Guide](#)

Appendix

Glossary of Terms

The following table alphabetically lists the terms relevant to CM/ECF with its definitions.

Term	Definition
AST	Atlantic Standard Time - refers to all hours stated in this manual. Daylight Savings is not applicable in Puerto Rico.
CM/ECF	Case Management / Electronic Case Files.
CSO	Central Sign-on, a NextGen module that allows public users to access CM/ECF with their PACER credentials.
Docket Entry	A pleading, order, or other document entered on the docket sheet is considered a Docket Entry. Each docket entry includes its filing date, the document number assigned by CM / ECF, and docket text. Supplemental docket text supplied by a filer will appear in italicized text. Docket entries are created by users selecting events from the available civil and criminal menus that most accurately describe the proceeding being recorded or document being filed.
Docket Sheet	The Court's permanent record of case filings and proceedings is referred to as the docket sheet. Docket sheet information for a case includes the names of the parties or litigants, attorney information, and general statistical data. Docket sheets also contains a chronological numbered list of the pleadings and other documents filed in a case (docket entries).
Document	Any pleading, motion, exhibit, declaration, affidavit, memorandum, order, notice, or other filing made part of the Court's record.
Fed. R. Civ. P.	Federal Rules of Civil Procedure
Fed. R. Crim. P.	Federal Rules of Criminal Procedure
File Size Limitation	The maximum upload size allowed for a single PDF, which is 50 MB.
Loc. R. Cv. P.	Local Rules of Civil Procedure
Loc. R. Cr. P.	Local Rules of Criminal Procedure
NEF	Notice of Electronic Filing, an e-mail notice delivered to case participants at the completion of filing, except in sealed cases.
NextGen CM/ECF	The latest version of CM/ECF, which introduced Central Sign-on (CSO).

Term	Definition
PACER	Public Access to Court Electronic Records is an electronic public access gateway that allows anyone to obtain public case information, including docket sheets and documents, from any federal court. Registration for a PACER account is free, but there may be a fee associated with accessing case information.
Party	Plaintiff(s), petitioner(s), defendant(s), respondents(s), or any other named participant in a case.
PDF	Portable Document Format, the file format that is used to store documents in CM/ECF.
Registered User	An attorney who has been granted e-filing privileges in CM/ECF.
Remote Public Access	Access to view a document available via PACER. Access to electronic case files is available for all parties and the public at each divisional office of the Court during regular business hours. A copy fee for reproduction of an electronic document will be charged in accordance with the Schedule of Fees.
Restricted Access	<p>Restricts access document viewing to:</p> <ul style="list-style-type: none"> • Public. The “Public” filing level contemplates no restriction at all, everyone will be able to view the document filed. It is CM/ECF’s default level. • Parties. This restriction level limits viewing to participants within the case and court personnel, including the U.S. Probation Office. The general public will not be able to view a document filed using this restriction level. • Selected Parties. Using this restriction level, the filer will be able to select which party or parties will have access to view the document to be filed. Court personnel will also be able to view the document. Neither the general public nor the attorneys of record for those parties not selected will be able to view the document filed. • Ex Parte. When this level is selected, only the attorney filing the document and Court personnel will be able to view the document filed. <p>Please refer to section <i>Restricted Filing and Viewing Levels</i> for details.</p>
Schedule of Fees	A list of services provided by the Court and the fees associated with those services.

Attorneys Dictionary – Civil Cases

Attorneys can select multiple events from the same category.

Initial Pleadings and Service

Category: Complaints and Other Initiating Documents

- Amended Complaint
- Amended Counterclaim
- Amended Crossclaim
- Application for Stay of Execution
- Application for Writ of Garnishment
- Appointment of Receiver
- Bankruptcy Appeal – Transmittal Form
- Bankruptcy Complete Record on Appeal
- Bankruptcy Incomplete Record on Appeal
- Bankruptcy Reference
- Case Transferred In - District Transfer
- Complaint
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Notice of Condemnation
- Notice of Removal
- Notice to Take Foreign Deposition
- Notice of Electronic Payment Fee
- Petition for Writ of Habeas Corpus
- Petition to Enforce IRS Summons
- Petition to Perpetuate Testimony
- Registration of Judgment
- Report on Filing of Copyright Action
- Report on Filing of Patent/Trademark Action
- Third Party Complaint

Category: Service of Process

- Acknowledgment of Service
- Affidavit of Service
- Application for (Search/Pen)
- Certificate of Service
- Request for Waiver of Service
- Service by Publication
- Subpoena Issued
- Summons Returned Executed
- Summons Returned Executed as to USA
- Summons Returned Unexecuted
- Waiver of Service Executed
- Waiver of Service Unexecuted
- Writ of Habeas Corpus ad Prosequendum Executed
- Writ of Habeas Corpus ad Prosequendum Unexecuted
- Writ of Habeas Corpus ad Testificandum Executed
- Writ of Habeas Corpus ad Testificandum Unexecuted

Category: Answer to Complaint

Category: Other Answers

- Amended Answer to Complaint
- Answer to Complaint (Notice of Removal)
- Answer to Writ of Garnishment
- Claim

Motions and Related Filings

Category: Motions

- Alter Judgment
- Amend/Correct
- Appeal In Forma Pauperis
- Appear
- Appear Pro Hac Vice
- Application for Writ
- Appoint Counsel
- Appoint Custodian
- Appoint Expert
- Appoint Guardian/Attorney ad Litem
- Appoint Process Server
- Appoint Receiver
- Appoint Special Master
- Approve Consent Judgment
- Attorney Fees
- Bifurcate
- Bond – Motion for
- Cancellation of Cautionary Notice
- Cancellation of Junior Liens
- Cancellation of Lis Pendens
- Cautionary Notice
- Certificate of Appealability
- Certify Class
- Change Venue
- Clarify
- Compel
- Confirmation of Sale
- Consolidate Cases
- Contempt
- Continue
- Convert
- Declaration of Mistrial
- Declaratory Judgment
- Default – Entry
- Default – Hearing
- Default -Judgment
- Deposit Funds
- Directed Verdict
- Disbursement of Funds
- Disclosure

- Dismiss
- Dismiss Case as Frivolous
- Dismiss for Failure to State a Claim
- Dismiss/Lack of Jurisdiction
- Dismiss/Lack of Prosecution
- Disqualify Counsel
- Disqualify Judge
- Disqualify Juror
- Enforce Judgment
- Eviction
- Execution of Judgment
- Expedite
- Extension of Time
- Extension of Time re Transcript
- Extension of Time to Amend
- Extension of Time to File Answer
- Extension of Time to File Document
- Extension of Time to File Response/Reply
- File Excess Pages
- Forfeiture of Property
- Hearing
- In Compliance
- In Limine
- Informative Motion
- Interpleader Deposit (28 U.S.C. Section 1335)
- Interpleader Disbursement (28 U.S.C. Section 1335)
- Intervene
- Issuance of Summons
- Issuance of Warrant in rem
- Joinder
- Judgment
- Judgment as a Matter of Law
- Judgment Based on ADR Settlement
- Judgment NOV
- Judgment of Forfeiture
- Judgment on the Pleadings
- Judgment under Rule 54(b)
- Junior Liens
- Leave to Appeal
- Leave to File Document
- Leave to File Spanish language documents
- Letters Rogatory
- Lift Stay
- Miscellaneous Relief

- More Definite Statement
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- New Trial
- Non Resident Bond
- Partial Summary Judgment
- Permanent Injunction
- Preliminary Injunction
- Proceed In Forma Pauperis
- Produce
- Protective Order
- Quash
- Reassign Case
- Reconsideration
- Recusal
- Redact Transcript
- Reduce Sentence – USSC Amendment 794
- Refund of Fees Paid Electronically
- Release Bond Obligation
- Remand
- Remand to Agency
- Remand to Bankruptcy Court
- Remand to State Court
- Remove an HSD
- Reopen Case
- Requesting Copy of Docket Sheet
- Requesting Order
- Requesting Transcripts
- Requesting to End or Extend HSD Status
- Restrict
- Return of Property
- Sanctions
- Seal Case
- Service by Publication
- Set Aside
- Set Aside Default
- Set Aside Forfeiture
- Set Aside Judgment
- Set Aside Verdict
- Setting
- Sever
- Show Cause
- Stay
- Stay due to PROMESA
- Strike

- Submitting
- Substitute Attorney
- Substitute Party
- Summary Judgment
- Supplemental
- Temporary Restraining Order
- Transfer Case
- Treat a Document as an HSD
- Unseal Case
- Unseal Document
- Withdraw
- Withdraw Attorney
- Withdraw Document
- Withdraw Reference
- Writ
- Writ of Attachment
- Writ of Garnishment
- Writ of Habeas Corpus ad prosequendum
- Writ of Habeas Corpus ad testificandum
- Writ of Mandamus

Category: Responses and Replies

- Memorandum in Opposition
- Memorandum in Support
- Objection to Report and Recommendation
- Reply to Motion
- Reply to Opposition to Bill of Costs
- Response to Bill of Costs
- Response to Motion
- Response to Order to Show Cause
- Sur Reply to Motion

Other Filings

Category: ADR Documents

- Consent to Arbitration – Attorney Only
- Consent to Mediation
- Objection to Report of Arbitrator/Mediator
- Request for Trial De Novo – Attorney Only

Category: Notices

- Notice (Other)
- Notice of Appearance
- Notice of Change of Address
- Notice of Disclosure of GJ Material
- Notice of Filing Exhibits
- Notice of Filing Transcript
- Notice of Judge Assignment
- Notice of Lis Pendens
- Notice of Settlement – Attorney Only
- Notice of Voluntary Dismissal – Attorney Only

Category: Trial Documents

- Exhibit List
- Proposed Jury Instructions
- Proposed Verdict Form
- Proposed Voir Dire
- Trial Brief

Category: Appeals Documents

- Amended Notice of Appeal
- Appeal of Magistrate Judge Decision to District Court
- Appellants Brief
- Appellants Reply Brief
- Appellees Brief
- Designation of Record on Appeal
- Notice of Appeal
- Notice of Cross Appeal
- Notice of Interlocutory Appeal

Category: Other Documents

- Affidavit
- Amended Document (NOT Motion)
- Amicus Curiae Appearance
- Application for Installation and Use of Pen Register
- Application for an Order Pursuant to 18 U.S.C. Section 2703(d)
- Application for an Order Pursuant to 18 U.S.C. Section 2705(b)
- Bill of Costs
- Brief
- CD/Tape Request
- Case Management Memorandum
- Consent to Proceed before Magistrate Judge – Attorney Only
- Corporate Disclosure Statement – Attorney Only
- Financial Affidavit
- Financial Affidavit - CJA 23
- Initial Scheduling Conference Memorandum
- Interpleader
- Jury Demand
- Notice of Intent to Request Redaction
- Pretrial Memorandum
- Proposed Pretrial Order
- Redaction Request – Transcript
- Report
- Satisfaction of Judgment
- Settlement Agreement – Attorney Only
- Statement
- Status Report
- Stipulation
- Stipulation of Dismissal – Attorney Only
- Transcript Request

Social Security Cases

Category: Social Security Documents

- Disclosure of Social Security Number
- Social Security Memorandum of Law by defendant
- Social Security Memorandum of Law by plaintiff
- Social Security Reply Memorandum of Law by plaintiff
- Social Security Transcript
- Summons Issued as to USA in Social Security Case
- Summons Returned Executed as to USA in Social Security Case
- Supplemental Social Security transcript

Attorneys Dictionary – Criminal Cases

Attorneys can select multiple events from the same category.

Charging Instruments and Pleas

Category: Plea Related Documents

- Petition to Enter Plea of Guilty
- Plea Agreement
- Motions and Related Filings

Category: Motions

- Acquittal
- Additional Redactions re Transcript
- Adopt Motions of other co-defendants
- Alter Judgment
- Amend/Correct
- Appeal In Forma Pauperis
- Appear
- Appear Pro Hac Vice
- Appoint Counsel
- Appoint Expert
- Bifurcate
- Bill of Particulars
- Bond
- Brady
- Cautionary Notice
- Certificate of Appealability
- Change of Plea
- Change of Plea/Sentence
- Change Venue
- Claim
- Clarify
- Compassionate Release – 18 U.S.C. Section 3582(c)(1)(A)
- Compel
- Consolidate Cases
- Contempt
- Continue
- Declaration of Mistrial
- DeNovo Hearing
- Deposit
- Detain without Bail
- Directed Verdict

- Disclosure
- Discovery
- Discovery and Inspection
- Dismiss
- Dismiss/Lack of Jurisdiction
- Dismiss/Speedy Trial
- Disqualify Counsel
- Disqualify Judge
- Disqualify Juror
- Downward Departure
- Early Termination of Probation/SRT
- Exclude
- Expedite Extension of Time
- Extension of Time re Transcript
- Extension of Time to File Document
- Extension of Time to File Response/Reply
- Extension of Time to Indict
- File Amicus Brief
- File Excess Pages
- Forfeiture and Money Judgment
- Forfeiture of Property
- Foster Hearing
- Handwriting Exemplars
- Hearing
- In Compliance
- In Limine
- Informative Motion
- Inspect
- Issuance of Warrant in rem
- Jencks/Act Material
- Joinder
- Judgment NOV
- Leave to Appeal
- Leave to File Document
- Medical Exam
- Medical Treatment
- Miscellaneous Relief
- Modify Conditions of Bail Release
- Modify Conditions of Probation
- Modify Conditions of Supervised Release
- New Trial
- Oral Argument
- Order of Competency to Stand Trial
- Pretrial Diversion

- Proceed in Forma Pauperis
- Produce
- Protective Order
- Psychiatric Exam
- Psychiatric Treatment
- Quash
- Quash Indictment/Information
- Recommendation
- Reconsideration
- Recusal
- Reduce Sentence
- Reduce Sentence – First Step Act
- Reduce Sentence – USSC Amendment 782
- Reduce Sentence – USSC Amendment 794
- Reduce Sentence re Crack Cocaine Offense – 18:3582
- Refund of Fees Paid Electronically
- Release Bond Obligation
- Release from Custody
- Release of Funds
- Remand
- Remand to State Court
- Remove an HSD
- Requesting Copy of Docket Sheet
- Requesting Order
- Requesting Transcripts
- Requesting to End or Extend HSD Status
- Restraining Order
- Restrict
- Retain Rough Notes
- Return of Property/PostTrial
- Return of Property/PreTrial
- Return of Surety
- Revoke
- Rule 12
- Rule 16
- Rule 29
- Rule 35
- Rule 404(b) Disclosure
- Sanctions
- Seal Case
- Set Aside Forfeiture
- Set Aside Judgment
- Set Aside Sentence
- Set Aside Verdict

- Setting
- Sever Defendant
- Show Cause
- Show Cause re Revocation of Bail Release
- Show Cause re Revocation of Probation
- Show Cause re Revocation of Supervised Release
- Special Appearance
- Speedy Trial
- Stay
- Strike
- Submitting
- Subsequent Motion Re: Amendment 782- Report by US Probation
- Subsequent Motion Re: Crack Cocaine
- Substitute Attorney
- Supplemental
- Suppress
- Third Party Custodian
- Tolling of Supervision
- Travel
- Treat Document as an HSD
- USPO Motion
- Unseal Case
- Unseal Document
- Upward Departure
- Vacate
- Vacate (2255)
- Victim Rights
- Voluntary Surrender
- Warrant
- Warrant for Arrest of Property
- Withdraw as Attorney
- Withdraw Document
- Withdraw Plea of Guilt
- Withdraw Plea of Nolo Contendere
- Writ
- Writ of Habeas Corpus ad prosequendum
- Writ of Habeas Corpus ad testificandum

Category: Responses and Replies

- Affidavit in Support of Motion
- Answer to Claim
- Objection to Presentence Investigation Report
- Objection to Report and Recommendation
- Objection to Report and Recommendation Re: Amendment 782
- Reply to Motion
- Response to Motion
-
- Response to Order to Show Cause
- Sur Reply to Motion

Other Filings

Category: Discovery Documents

- Demand for Alibi Witness
- Notice of Alibi
- Notice of Alibi Witness
- Notice of Error or Defect
- Notice of Insanity Defense
- Notice of Insanity Witness
- Notice of Intent to Use Evidence
- Withdrawal of Alibi
- Withdrawal of Insanity Defense
- Withdrawal of Insanity Witness

Category: Waivers

- Waiver of Counsel
- Waiver of Indictment
- Waiver of Preliminary Hearing
- Waiver of Presence at Arraignment
- Waiver of Presence at Hearing
- Waiver of Presentence Investigation Report
- Waiver of Rule 5 Hearings
- Waiver of Rule 5(c)(3) Hearing
- Waiver of Speedy Trial
- Waiver of Trial by Jury

Category: Service of Process

- Application for (Search / Pen)
- Certificate of Service
- Commitment Returned Executed
- Judgment Returned Executed
- Search Warrant Returned Executed
- Search Warrant Returned Unexecuted
- Seizure Warrant Returned Executed
- Seizure Warrant Returned Unexecuted
- Subpoena Issued
- Subpoena Returned Executed
- Summons Returned Executed
- USM Return
- Warrant Returned Executed
- Writ of Habeas Corpus ad Prosequendum Executed
- Writ of Habeas Corpus ad Prosequendum Unexecuted
- Writ of Habeas Corpus ad Testificandum Executed
- Writ of Habeas Corpus ad Testificandum Unexecuted
- Writ Returned Executed
- Writ Returned Unexecuted

Category: Notices

- Deferral of Prosecution
- Nolle Prosequi
- Notice (Other)
- Notice of Attorney Appearance – Defendant
- Notice of Attorney Appearance – USA
- Notice of Change of Address
- Notice of Filing Exhibits
- Notice of Satisfaction of SMA
- Notice to Resume Prosecution

Category: Trial Documents

- Exhibit List
- Proposed Jury Instructions
- Proposed Verdict Form
- Proposed Voir Dire
- Stipulation of Facts
- Stipulation to Jury
- Trial Brief
- Witness List

Category: Appeals Documents

- Appeal of Magistrate Judge Decision to District Court
- Designation of Record on Appeal
- Notice of Appeal - Conditions of Release
- Notice of Appeal - Final Judgment
- Notice of Appeal – Interlocutory
- Transcript Request - Appeal

Category: Other Documents

- Affidavit
- Bill of Particulars
- CD / Tape Request
- Consent to Trial Before US Magistrate Judge
- Corporate Disclosure Statement
- Financial Affidavit - CJA23
- Information to Establish Prior Conviction
- Memorandum
- Notice of Intent to Request Redaction
- Pretrial Memorandum
- Psychiatric Report
- Sentencing Memorandum
- Settlement Agreement
- Status Report
- Subsequent Disagreement Memoranda Re: Amendment 782
- Subsequent Stipulation Re: Amendment 782
- Transcript Request
- Withdrawal of Document