### Slide 1 - Welcome



# Slide notes

Welcome to an introduction to the Appellate NextGen CM/ECF application.

### Slide 2 - Navigation

Table of Contents	1 \$\$cpInfoCurrentSlide
Navigation Instruc	ctions
You can <b>Fast Forward</b> or <b>Rewind</b> the lesson by using the N screen.	lavigation bar at the bottom of the
Table of Contents	
There is a <b>Table of Contents</b> , or <b>TOC</b> , located at the top let <b>TOC</b> button to the right of the Navigation bar to open or clean click on an item to jump to that section in the lesson.	
Start	
Administrative Office of the U.S. Courts Department of Technology Services	

# Slide notes

Here are the instructions for navigating through this module. Click START when you are ready to begin.

#### Slide 3 - Objectives

Table of Contents	\$\$cpInfoCurrentSI
Introduction & Objecti	ves
Contraction of the second s	
This module highlights new and different features of NextGen CN	M/ECF. Discussions include:
<ul> <li>The benefits of redesigning the application.</li> <li>Logging in to NextGen CM/ECF.</li> <li>A review of the new interface.</li> </ul>	
Continue	
Administrative Office of the U.S. Courts	

## Slide notes

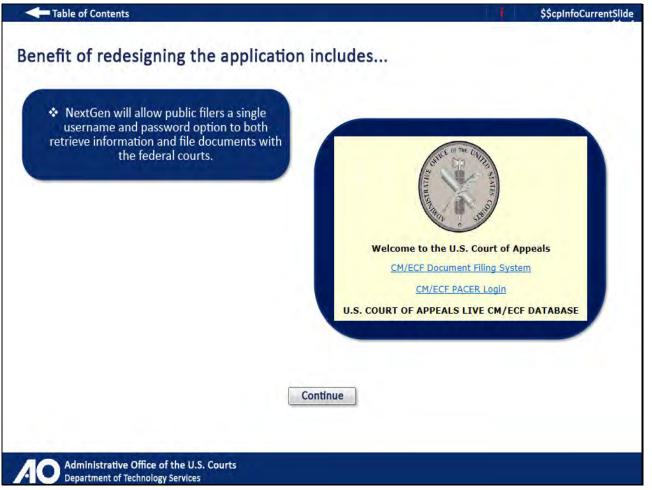
This module will highlight new and different features of the next generation of CM/ECF. First, I'll point out some benefits of the redesigned application. Then, talk about the new process for logging in to CM/ECF, and finally look at the new and improved interface. Click Continue.

### Slide 4 - Benefits

Table of Contents		\$\$cpInfoCurrentSli
$A \cup$	Administrative Office of the U.S. Courts Department of Technology Services	
	Benefits of NextGen	
Administrative Office	of the U.S. Courts	

Slide notes

## Slide 5 - Single Login



# Slide notes

One major benefit of the redesigned application is that NextGen will allow public filers to use a single username and password to both retrieve information and file documents with the federal courts. Click Continue.

### Slide 6 - No Java

Table of Contents	\$\$cpInfoCurrentSlide
Benefit of redesigning the application includes	
No more Java plug-in downloads.	
<u>گ</u> ر، va	
Continue	
A O Administrative Office of the U.S. Courts Department of Technology Services	

# Slide notes

Another benefit of the redesigned application is that you will no longer be required to download and install Java Plug-ins. The application is no longer dependent on Java. Click Continue.

#### Slide 7 - Streamlined Interface

Table of Contents	i \$\$cpInfo	CurrentSlide
Benefit of redesigning the application includes		
A more streamlined process and use of new tools and technology, providing an updated user interface.	rts ▼ Utilities ▼ Logout Getting Started	Help
U.S. Court of Appeals CM/ECF Official Attorney Electronic Document Filing System	m	
This facility is for Official Court Business only. Activity to and from this site is logged. Document filings o Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the app 18/JSC152 and 3571		
Welcome Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please	a select an option from the menu	
Court Information		
Continue		
Administrative Office of the U.S. Courts Department of Technology Services		

#### Slide notes

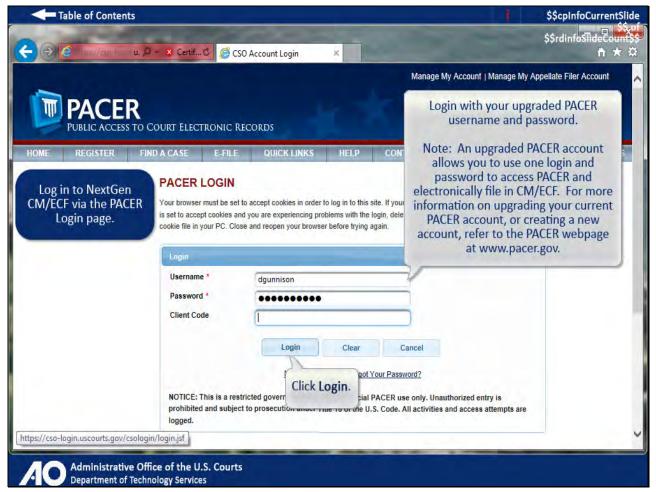
Also, the redesign provides you with a more streamlined interface; not as many clicks and selections to make. This redesign makes use of new tools and technology, providing a more updated user interface. Click Continue.

## Slide 8 - Accessing NextGen CM/ECF

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AO	Administrative Office of the U.S. Courts Department of Technology Services	
	Accessing NextGen CM/ECF	

Slide notes

### Slide 9 - Slide 9

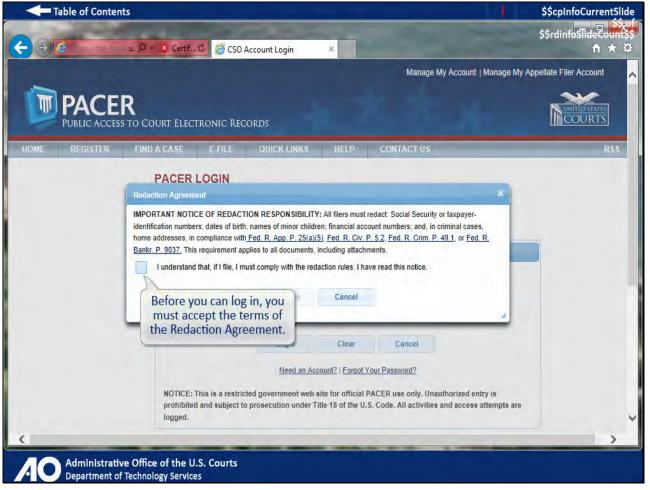


# Slide notes

NextGen CM/ECF is designed to provide greater integration and consistency among the federal courts. In providing this consistency, how you log in to the CM/ECF application has changed. Instead of logging in from your local court's website,

you will be redirected to log in through the PACER Login webpage. You'll use your upgraded PACER username and password. Optionally you can enter a client code or leave the field blank. After clicking Login...

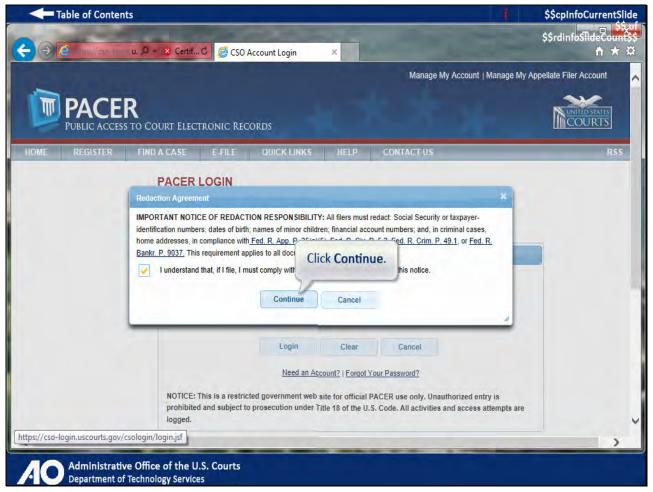
Slide 10 - Slide 10



## Slide notes

...and before you can complete the login process, you must first accept the terms of the Redaction Agreement. Select the check box accepting the terms for the Redaction agreement.

Slide 11 - Slide 11



# Slide notes

And click Continue.

### Slide 12 - Application Interface

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AQ	Administrative Office of the U.S. Courts Department of Technology Services	
	Application Interface	
Administrative Office	of the U.S. Courts	

Slide notes

### Slide 13 - Slide 13

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(⇐) (⇐) (⇐) https://ecf.cm1a.aocms.u, 𝒫 ー 🔒 ৫	CM/ECF Appellate 🛛 🕺		<b>↑</b> ★ ₩
CM ECF This logo links to the CM/ECF landing page.	Filing Reports Menu items are now right justified.	Utilities Logout C Red arrow: a subn	
	U.S. Court of Appeals CM/ECF Official Attorney Electronic Document Filing System		
	. Activity to and from this site is logged. Document filings on th nauthorized or criminal activity will be forwarded to the appropr		
Welcome Welcome to the U.S. Court of Appeals	Case Management/Electronic Case Files System. Please sele	ect an option from the men	u.
Court Information	Last Login Tue Mar 18 15:02:32 EDT 2014		
Administrative Office of the U.S. Department of Technology Services	Courts		

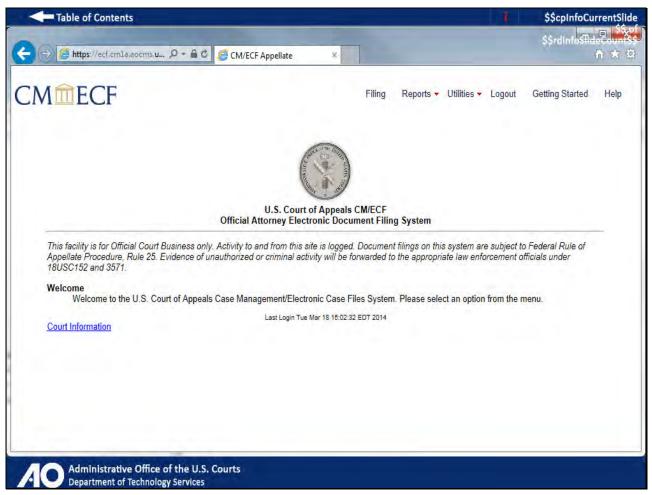
#### Slide notes

This is the new attorney filing main page. The new interface includes the new CM/ECF logo on each screen throughout the application. This logo is a link, and when clicked takes you back to this main CM/ECF landing page.

The same menu options as before are available, but are now right justified on the main page. With the old interface you had to select a menu item to know if it had submenus. In NextGen, you can now tell from the main page

that a menu item has a submenu by the presence of a red arrow. The Reports and Utilities menu options have submenus.

#### Slide 14 - Slide 14



## Slide notes

In addition to the existing Help feature, NextGen includes a new menu selection, Getting Started...

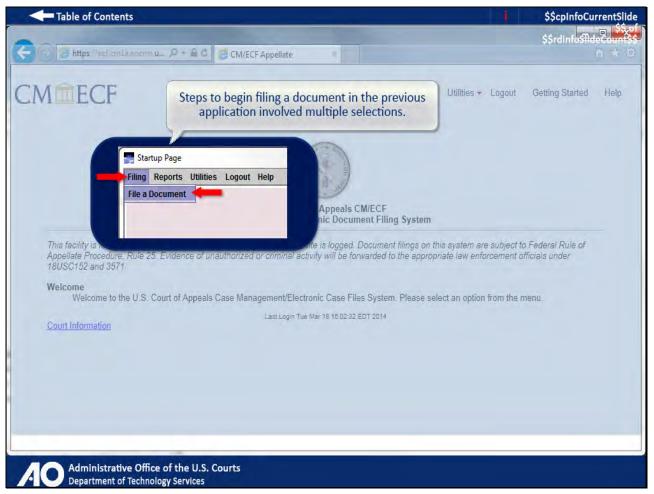
Slide 15 - Slide 15

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CM CECF Getting Started information	Filing	Reports 👻 Ut	ilities 👻 Logout	Getting Started	Help
Getting Started With Attorney Filing					^
Enter a case number(valid formats: yy-nnnn or yy-ni	nnnn).				
Case Number					
09-8877 Heather Burgess et al. v. Th	nomas Coppinger				
<ol> <li>Select the Type of Document</li> <li>Click on a row in the table to select the type of docum</li> <li>To narrow the list before selecting, type part of the n</li> </ol> Type of Document • mo	iment you are filing. name in the Type of Document boo Category ≎ Motion	;; another way is to	select a Categor		n list.
<ul> <li>Click on a row in the table to select the type of docur.</li> <li>To narrow the list before selecting, type part of the normalized of the part of the normalized of the normali</li></ul>	name in the Type of Document bo Category ≎	;; another way is to	_		n list.
Click on a row in the table to select the type of docure.     To narrow the list before selecting, type part of the normalized of the part of the normalized of the table.	Category \$	r; another way is to	_		n list.

## Slide notes

...provides step-by-step instructions for using the attorney filing main page and provides sample filing screens. This menu option is always available for selection.

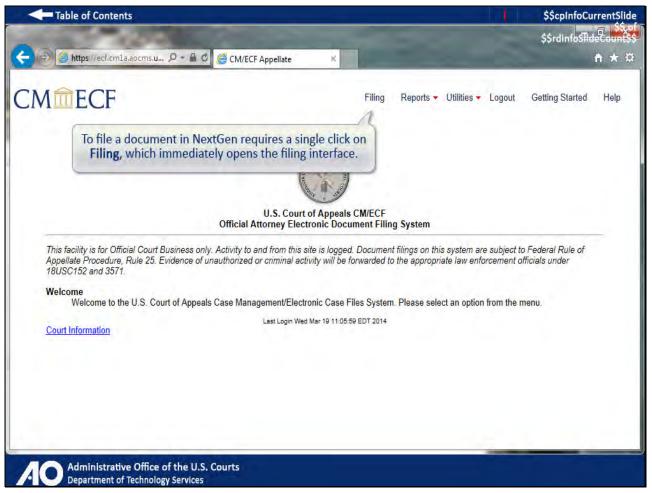
### Slide 16 - Slide 16



## Slide notes

In the previous interface, to file a document you had to first click Filing, and then click File a Document, resulting in multiple selections to begin the filing process.

### Slide 17 - Slide 17



## Slide notes

However, in NextGen, there is no filing submenu, and simply clicking Filing on the main landing page opens the filing interface.

### Slide 18 - Slide 18

Table of Contents		11	\$\$cpInfoCurrent
	Attorney Filing Screen		Click to collapse or expand the case tree.
File a Documen Case Number 14-30904 Filed 07/22/2014 Type of Document -	After entering the case number to the right is a case tree listin the case number, case title, an parties and attorneys.	- 14-3 Han er, - v	s/Attorneys 0904 is Wilson v. Skip Moore loore, Skip Wilson, Ilarris * Attorneys Wilson, Chervi
Appellant/Petitioner's Opening Brief	Briefing		
Appellee Form B Filed	Forms A & B and mediation events		
Appellee's brief filed			
Appellee's/Respondent Briet Filed	Brieting, Lesting		
Application Filed	Cert. of Appealability		
Attorney Motion Filed	Motion/Response/Reply		
Continue			

## Slide notes

From here, you enter the case you're filing in. After entering the case number, to the right is a panel listing information for the case you're filing in: the case number, the case title, and the parties and attorneys in the case.

This panel, referred to as the case tree, can be collapsed or expanded by clicking the arrow in the upper right corner of the panel.

### Slide 19 - Slide 19

	Attorney Filing Screen
File a Doc Case Number 14-30904 Filed 07/22/2014 Begin typing a description in <b>Type of Document</b> to filter the types of documents to display. As you type, the list below will be updated.	Parties/Attorneys 14-39904 Harris Wilson v. Skip Moore Select a Category to filter the types of documents to display. Vilson, Ilarris Attorneys Wilson, Cheryl
Type of Document ←	Category ≎ All
Appellant/Petitioner's Opening Brief	Briefing
Appellee Form B Filed	Forms A & B and mediation events
Appellee's brief filed	*
Appellee's/Respondent Briet Filed	Briefing, Lesting
Application Filed	Cert. of Appealability
Attorney Motion Filed	Motion/Response/Reply
	You select the ment being filed.

## Slide notes

After entering the case number, you select the document being filed. When initially displayed, there will be a long list of documents to choose from. You can filter this list by selecting a category for the type of document being filed.

Or, in the Type of Document field you can begin typing a description of what it is that's being filed. As you type, the list below will be updated with just those lines containing text that you typed.

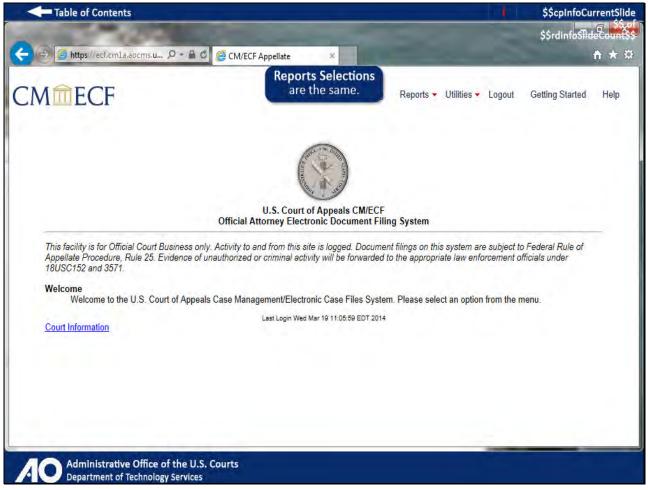
### Slide 20 - Slide 20

ile a Docume 1. You enter the case you're filing in.		Parties/Attorneys
Case Number 14-30904 Harris Wilson v. Skip Moore Hiled 07/22/2014		<ul> <li>14-30904</li> <li>Harris Wilson v. Skip Moore Moore, Skip</li> <li>Wilson, Harris</li> <li>Attorneys Wilson, Cheryl</li> </ul>
Type of Document 🔺	Category ≎	
Appellant/Petitioner's Opening Brief	Briefing	
Appellee Form B Filed	Forms ∧ & B and mediation events	^
Appellee's brief filed	-	
Appellee's/Respondent Drief Filed	Briefing, Testing	12 · · · · · · · · · · · · · · · · · · ·
Application Flied	Cert. of Appealability	
Attorney Motion Filed	Motion/Response/Reply	
Continue 3. You continue the filing process.	2. You select the document being filed.	

# Slide notes

After entering the case number and the document being filed, you continue with the filing process. You will have an opportunity to practice filing a motion in the File a Document module.

### Slide 21 - Slide 21



# Slide notes

The Reports menu hasn't changed in NextGen; you still have access to the same reports as before.

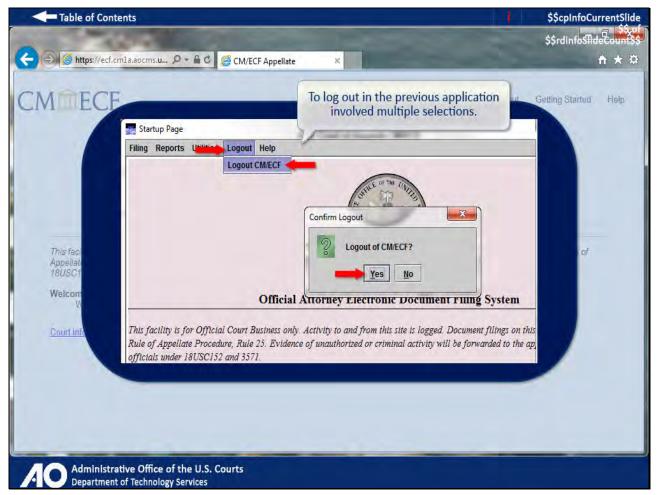
### Slide 22 - Slide 22

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CMmecf	Utilities Menu Selections are the same.	eports 🝷 Utilities 🝷 Logout	Getting Started Help
0	U.S. Court of Appeals CM/ECF Official Attorney Electronic Document Filing Sy	vstem	
This facility is for Official Court Business only. Ac Appellate Procedure, Rule 25. Evidence of unaut 18USC152 and 3571.	tivity to and from this site is logged. Document filin thorized or criminal activity will be forwarded to the	gs on this system are subject to appropriate law enforcement o	o Federal Rule of fficials under
Welcome Welcome to the U.S. Court of Appeals Cas	se Management/Electronic Case Files System. Ple	ease select an option from the r	nenu.
Court Information	Last Login Wed Mar 19 11:05:59 EDT 2014		
Administrative Office of the U.S. Cou Department of Technology Services	urts -		

## Slide notes

Also, you still have access to the same utility programs.

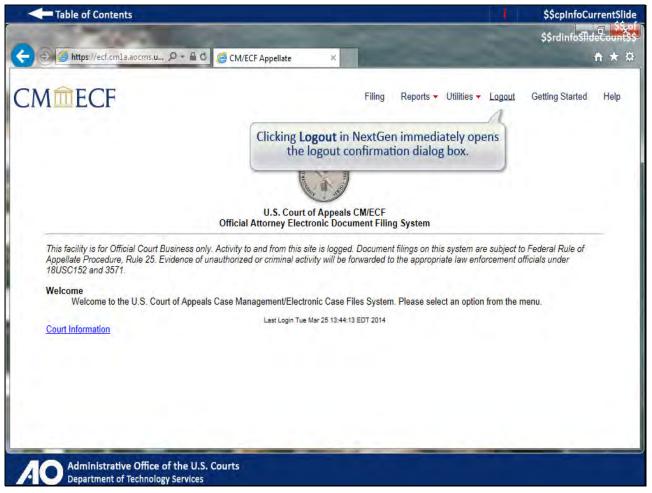
### Slide 23 - Slide 23



# Slide notes

And finally, to log out in the previous application involved multiple selections; first you had to click Logout, then click Logout CM/ECF, and finally, click Yes to confirm logging out.

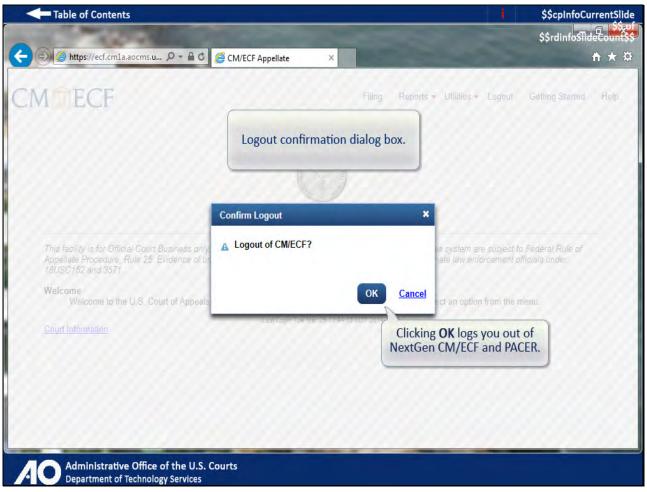
#### Slide 24 - Slide 24



## Slide notes

Although you still have to click Logout in NextGen, that extra step of clicking Logout CM/ECF has been eliminated.

### Slide 25 - Slide 25



# Slide notes

Instead, after clicking Logout, you simply click OK to confirm.

#### Slide 26 - Summary

Table of Contents	\$\$cpInfoCurrentSlide
Conclusion & Summary	
<ul> <li>This module highlighted new and different features in NextGen CM/ECF. Discussions</li> <li>The benefits of redesigning the application.</li> <li>Logging in to NextGen CM/ECF.</li> <li>A review of the new interface.</li> </ul>	included:
Exit Administrative Office of the U.S. Courts Department of Technology Services	

## Slide notes

This concludes the introduction to NextGen CM/ECF. Click Exit when you're done.

#### Slide 27 - Module Information

Table of Contents	i \$\$cpInfoCurrentSlide
Module Information	
Introduction to Appellate NextGen Appellate NextGen CM/ECF Release 1.0	
Production Information: Produced by AO-DTS-SDSO-TD Contact Information: AOTXml_ELM@aotx.uscourts.gov April 2014	
Electronic Learning Module 1.0	
Click Return.	
Return	
Administrative Office of the U.S. Courts Department of Technology Services	

Slide notes