

CM/ECF User Guide

Need help?

If you cannot find answers in this document or the FAQs (<http://www.ca9.uscourts.gov/cmecf/faqs/>), you can submit a question at <http://www.ca9.uscourts.gov/cmecf/feedback/>. You can expect a reply from the Court during the Court's business hours, from 8:30 AM to 5:00 PM Pacific Time.

You can also request in-person training using this form: <http://www.ca9.uscourts.gov/cmecf/trainingreq/>.

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Technical Requirements

Email Account

The size of your email account must be sufficient to receive NDAs. This may exceed the size allocated for free email accounts. In general, an account with storage space of at least 100 megabytes is sufficient.

You must ensure that the spam filter operation on the network and computer receiving the email are set to allow notices from `ca9_ecfnoticing@ca9.uscourts.gov`. Ideally, you should allow email messages from the `ca9.uscourts.gov` domain to ensure that you will also see messages sent to you by our help desk (`cmecf_ca9help@ca9.uscourts.gov`).

Internet Connection

A cable modem or digital subscriber line (DSL) is recommended. A dial up connection is technically feasible, but it will be too slow for most users.

Word Processing Software

You can use any word processing software that will allow you to convert text documents to PDF.

Searchable PDF Files

All documents must be submitted in Portable Document Format (“PDF”). The version filed with the Court must be generated from the original word processing file to permit the electronic version of the document to be searched and copied. PDF files created by scanning paper documents are prohibited; however, exhibits submitted as attachments to a document may be scanned and attached if you do not possess a word processing file version of the attachment.

You can create searchable PDF files by printing the document to a PDF printer. If you do not see a PDF printer among your list of printers, you must download one. There are many free programs available (in any Internet search engine, type in “print to pdf” or “word to pdf”). The Court does not recommend any one program, but we find CutePDF easy to use. Once you download and install the program, you should be able to select the PDF printer from your list of printers.

If you are using a trial version of a product, make sure that the PDF does not contain marks or logos with links to the site of the company that developed the product. The Court will not accept PDF files with such marks or logos.

Scanner

Paper documents may be scanned and attached if you do not possess a word processing file version of the attachment. Such documents should be scanned into PDF at 300 - 600 pixels per inch (PPI), with a “black and white” setting.

You may **not** scan your pleadings; they must be in searchable PDF format created directly from your word processing application.

Pop-Up Blocker

To use CM/ECF, the pop-up blocker in your browser must either be turned off or set to allow pop-ups from *.ca9.uscourts.gov. This is *required* because the Notice of Docket Activity page that confirms your filing opens in a new browser window or tab (which is considered a pop-up) at the end of your transaction.

Getting Started with CM/ECF

The topics below provide information that you may find useful when using CM/ECF in the United States Court of Appeals for the Ninth Circuit for the first time.

CAUTION: The case numbers shown in the images in this document are test case numbers and they are not representative of real case numbers in the Court. All case numbers start with a two-digit year, followed by a hyphen and a five-digit number.

Starting CM/ECF

You log in to CM/ECF at PACER, using your PACER login.

1. Open a web browser window and navigate to the following URL:
<https://ecf.ca9.uscourts.gov/n/AttorneyFiling/login.jsf>

The PACER LOGIN page opens.

2. Enter your PACER login and password.

NOTE: If you do not have a PACER login, you must create a new account. Click the **Need an Account?** link under the Login box and follow the instructions. Once you have created a PACER login, you will be able to link your filing login with the PACER login. Going forward, you will only use your PACER login. Visit the PACER website at <http://www.pacer.gov/> for more information.

3. In the Redaction Agreement dialog box that opens, select the checkbox to acknowledge edge that you have read the redaction agreement.

As soon as you select the checkbox, the Continue button is enabled.

4. Click the **Continue** button.

The CM/ECF landing page opens and you can now start filing.

About the CM/ECF Landing Page

The CM/ECF landing page has the following elements:

- (a) The **CM/ECF logo** in the upper left corner of the page.

TIP: Click this logo at any time to return “home” (the CM/ECF landing page).

- (b) The **menu bar**, with menus that contain menu items or commands.

(c) In the illustration below, **Filing, Reports, Utilities, Logout, Help,** and **Getting Started** are menus. **History Report, PACER Report,** and **Service List** are menu items or commands.

- (d) A **court identification** in the upper right corner of the page.
- (e) The **message area**, where the Court posts messages about system downtime.

United States Court of Appeals for the Ninth Circuit

Filing **Reports** Utilities Help Getting Started Log Out

- History Report
- PACER Report
- Service List

U.S. Court of Appeals CM/ECF
Official Attorney Electronic Document Filing System

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571.

Welcome
Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu.

Last Login Tue Jun 02 08:38:38 PDT 2020

SYSTEM DOWNTIME The CM/ECF system will be unavailable from 10:00 PM until midnight PT each Saturday and Sunday for system maintenance.
IMPORTANT: Sharing your PACER and/or CM/ECF account credentials with a third-party service provider will provide access to sealed case information and documents in violation of applicable rules, statutes and/or orders of this court. It is your responsibility to ensure that sealed documents to which you have access are not improperly disclosed. Fee exempt users may not share the documents they obtain from PACER and/or CM/ECF under the exemption, unless expressly authorized by the court.

Logging Out of CM/ECF

To ensure that someone else using your computer cannot enter filings using your login, make sure you log out of CM/ECF. When you log out of CM/ECF, you will also be logged out of PACER.

1. In the CM/ECF page, in the menu bar, click **Logout**.
A Confirm Logout dialog box opens.
2. Click the **OK** button.
CM/ECF closes and the PACER LOGIN page opens.

Submitting Original Petitions With Fee Payment

You can submit electronic versions of original petitions (such as petitions for review, petitions for writ of mandamus, and petitions for permission to appeal) and, if a fee is required, you can pay the filing fee using your credit card. If you use this feature, there is no need to send a paper original to the court.

NOTE: Although your submitted documents will be deemed received as of the date submitted, the court may not open your case or create a docket number until the next business day.

CAUTION: If you need relief or verification of your submission before the next business day because of an imminent removal or deportation or because emergency relief is needed for some other reason you must call the court at (415) 355-8020.

Before you start, make sure you have all the PDF files ready to upload.

NOTE: All attached documents must be *searchable* and must be accompanied by proof of service by mail or other method of service by the filer directly (*no electronic service through CM/ECF*).

3. In the CM/ECF landing page, in the menu bar, click **Utilities**, then click **Submit New Case With Fee Payment**, then choose the appropriate option:

- Agency or Immigration Petition (Fee)
- Petition for Writ of Mandamus (Fee)

The CM/ECF landing page is replaced with a new page. The title depends on your selection. An example is shown below for Submit New Case With Fee Payment > Agency or Immigration Petition (Fee).

Agency or Immigration Petition (Fee)

NOTICE

Although your submitted documents will be deemed received as of the date submitted, the court will not open your case or create a docket number until the next business day.

If you need relief or verification of your submission before the next business day because of an imminent removal or deportation or because emergency relief is needed for some other reason you must call the motions unit at (415) 355-8020 during business hours or (415) 355-8000 after hours.

All attached documents must be searchable and must be accompanied by proof of service by mail or other method of service by the filer directly (*no electronic service available through ECF*).

Special Characters: AVOID using special characters (such as quotes, #, & and others) in your file names and descriptions because this may prevent the Court from retrieving the PDF(s).

To review your submission after you have completed the payment, choose **Reports > History Report**.

If you see your submission in the History Report, do NOT resubmit the documents NOR the payment.

Type

New Case With Fee Agency/Immigration

Amount

\$500.00

Submit Documents

Description

Main Document

4. In the **Submit Documents** area, do the following for *each* PDF you want to attach to the submission:
 - a. In the **Description** field, accept the default description or type your own description for the PDF.
 - b. Click the **Browse** button.

The File Upload document dialog box opens. By default, the File Upload document dialog box points to the last location you accessed to attach documents from within CM/ECF.

- c. Navigate to and select the PDF file you want to attach.
- d. Click the **Open** button.

The File Upload dialog box closes and CM/ECF shows the file you selected in the list of documents.

NOTE: Remember to include a certificate of service.

5. Click the **Pay Fee and Submit** button to submit your payment and the case opening materials you attached.

The page where you clicked the Pay Fee and Submit button is replaced with a PACER Login page. Your username is already filled in. You must enter your password again to confirm your identity. This is a safety measure. An example of the PACER Login page is shown below.

Manage My Account | Manage My Appellate Filer Account | Case Search S

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username * ca9ectest1

Password *

Login Clear Cancel

Not ca9ectest1? [Click here to login as a different user](#)

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

- In the **Password** field, type your password, then click the **Login** button.

The PACER page is updated to show the Pay Other Court Fees for U.S. Court of Appeals, Ninth Circuit - NextGen area, where you can select a credit card on file, or enter a new credit card. An example is shown below.

The screenshot shows the PACER website interface. At the top, there is a navigation bar with links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US. Below this is a sidebar with 'PACER Links' including Court Links, Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, and Manage My Account. The main content area is titled 'MANAGE MY ACCOUNT' and includes a welcome message for 'CA Nine Test One Attorney Tester'. A table displays account details: Account Number (7030009), Username (ca9ecftest1), and Account Balance (\$0.00). Below this is a section for 'Pay Other Court Fees for U.S. Court of Appeals, Ninth Circuit - NextGen'. A red arrow points to this section. Underneath, there is a 'Required Information' section with a 'Payment Amount' of \$500.00. The 'Select a Payment Method' section has two options: 'VISA' (selected) and 'Enter a credit card'. A note at the bottom states: 'Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) technology. SSL encrypts information you submit.' There are 'Next' and 'Cancel' buttons at the bottom right.

- Under **Select a Payment Method**, select the option button for the *card you have on file with PACER* or select the **Enter a credit card** option button and click the **Next** button.

8. If you chose the **Enter a credit card** option button, enter the information needed for the credit card, then click the **Next** button.

The page is updated to show fields specific to the U.S. Court of Appeals, Ninth Circuit. Those fields are shown below.

The screenshot shows a form titled "Court Specific" with four input fields:

- Attorney Name *
- Contact Telephone Number *
- Person Completing Transaction *
- Case Number

9. Under **Court Specific**, complete the required fields.

NOTE: When you are submitting new case materials, you do not have a case number yet, so the **Case Number** field is optional.

10. Under **Email Receipt**, if you want the confirmation email to be sent to a different email address than the one linked to your PACER and e-filing account, enter that email address in the Email and Confirm Email fields.

Optionally, if you want the receipt to be sent to other email addresses, enter those email addresses in the Additional Email Addresses field, each email separated by a comma or a space. An example is shown below.

The screenshot shows a form titled "Email Receipt" with three input fields:

- Email: myemail@mydomain.com
- Confirm Email: myemail@mydomain.com
- Additional Email Addresses: myadditionalemail@mydomain.com

11. Under **Authorization**, select the checkbox to authorize the charge on the credit card.

12. Click the **Submit** button.

PACER processes the payment, and when it is complete, a receipt is shown. An example of a receipt is shown below.

**13.** Make sure you [review](#) what you just submitted to avoid duplicate submissions and/or duplicate payments.

Submitting Original Petitions Without Fee Payment

You can submit electronic versions of original petitions (such as petitions for review, petitions for writ of mandamus, and petitions for permission to appeal). If you use this feature, there is no need to send a paper original to the court.

Before you start, make sure you have all the PDF files ready to upload. All attached documents must be *searchable* and must be accompanied by proof of service by mail or other method of service by the filer directly (*no electronic service through CM/ECF*).

1. In the CM/ECF landing page, in the menu bar, click **Utilities**, then click **Submit New Case Without Fee Payment**, then choose the appropriate option:

- Agency or Immigration Petition
- Petition for Writ of Mandamus
- 1292(b) Petition
- 1453(c) Petition
- 158(d) Petition
- 23(f) Petition
- Second or Successive Habeas Petition

The CM/ECF landing page is replaced with a new page. The title depends on your selection. An example is shown below for Submit New Case With Fee Payment > Petition for Writ of Mandamus.

Petition for Writ of Mandamus

NOTICE

Although your submitted documents will be deemed received as of the date submitted, the court will not open your case or create a docket number until the next business day.

If you need relief or verification of your submission before the next business day because of an imminent removal or deportation or because emergency relief is needed for some other reason you must call the motions unit at (415) 355-8020 during business hours or (415) 355-8000 after hours.

All attached documents must be searchable and must be accompanied by proof of service by mail or other method of service by the filer directly (*no electronic service available through ECF*).

Special Characters: AVOID using special characters (such as quotes, #, & and others) in your file names and descriptions because this may prevent the Court from retrieving the PDF(s).

To review your submission, choose **Reports > History Report**.

Type

New Case Without Fee Pet for Writ ▼

Amount

\$0.00

Submit Documents

Description

Main Document

[Browse...](#)

[Submit](#)

2. In the **Submit Documents** area, do the following for *each* PDF you want to attach to the submission:
 - a. In the **Description** field, accept the default description or type your own description for the PDF.
 - b. Click the **Browse** button.

The File Upload document dialog box opens. By default, the File Upload document dialog box points to the last location you accessed to attach documents from within CM/ECF.

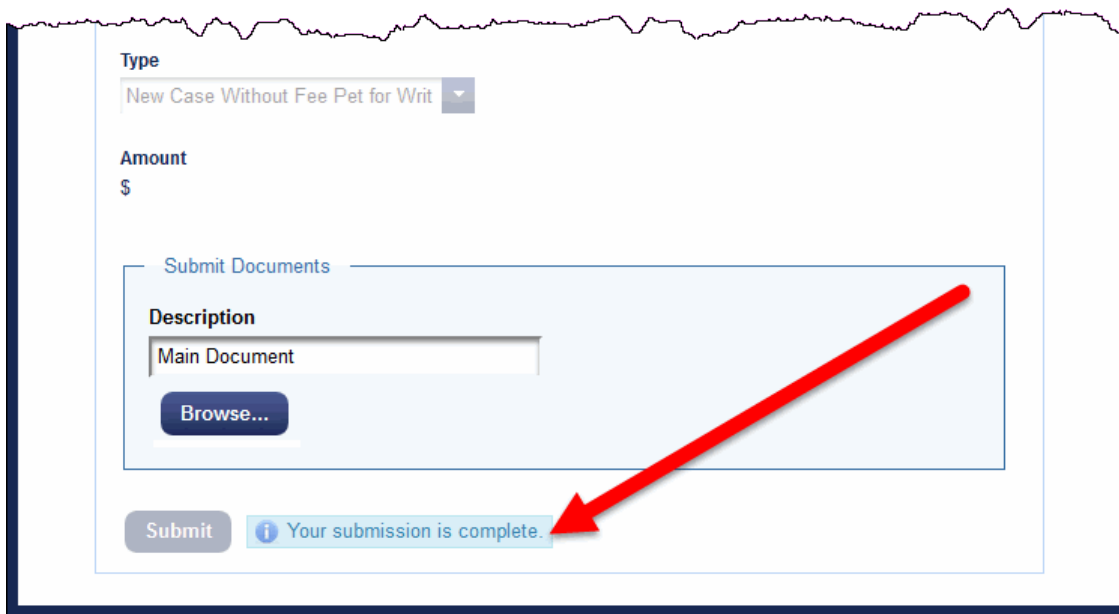
- c. Navigate to and select the PDF file you want to attach.
- d. Click the **Open** button.

The File Upload dialog box closes and CM/ECF shows the file you selected in the list of documents.

NOTE: Remember to include a certificate of service.

3. Click the **Submit** button.

The system uploads the PDF files you attached, and when the process is complete, the page is updated to show you a completion message. An example of that message is highlighted in the following illustration.



The screenshot shows a web interface for submitting documents. At the top, there is a 'Type' dropdown menu with 'New Case Without Fee Pet for Writ' selected. Below that is an 'Amount' field with a '\$' symbol. The main section is titled 'Submit Documents' and contains a 'Description' field with the text 'Main Document' and a 'Browse...' button. At the bottom left is a 'Submit' button. A red arrow points to a message box at the bottom right that says 'Your submission is complete.' with an information icon.

4. Make sure you [review](#) what you just submitted to avoid duplicate submissions and/or duplicate payments.

Reviewing Your Submissions and Payments

You can review a history of the original petitions you submitted and the payments you made.

- In the CM/ECF landing page, in the menu bar, click **Reports** then click **History Report**.

A new browser window or browser tab opens with the report. A sample report is shown below.

NOTE: This report shows a history of the PDF files you submitted using the options under the Utilities menu. This report **does not show a history of filings or submissions you did in cases via the Filing menu**, *except* fee payments.

History Report for Test 1 External Attorney Tester					
This report shows a history of the PDF files you submitted using the functions in the Utilities menu and the payments you made through pay.gov.					
This report does not show a history of filings/submissions you did in cases via the File a Document menu, except fee payments.					
Case Number	Date Paid	Fee Description	Payment Method	Receipt Number	Amount
	12/26/2014 11:58:27	<u>New Case Without Fee Pet for Writ</u>			\$0.00
	12/08/2014 11:14:16	<u>New Case With Fee Agency/Immigration</u>	Credit Card	A09-65636-556	\$500.00
	12/02/2014 11:53:17	<u>BIA Record (CD) (Quantity Requested: 1)</u>	Credit Card	A09-65636-302	\$30.00
	09/24/2014 15:37:19	<u>New Case With Fee Agency/Immigration</u>	Credit Card	A09-65629-673	\$500.00
	09/24/2014 09:30:33	<u>Attorney Admission (Admitted)</u>	Credit Card	A09-65628-54	\$230.00
	09/23/2014 14:07:38	<u>Cert Good Standing (Quantity Requested: 1)</u>	Credit Card	A09-65627-718	\$18.00
	09/03/2014 17:06:34	<u>Cert Good Standing (Quantity Requested: 1)</u>	Credit Card	A09-65627-41	\$18.00

Checking the Service List

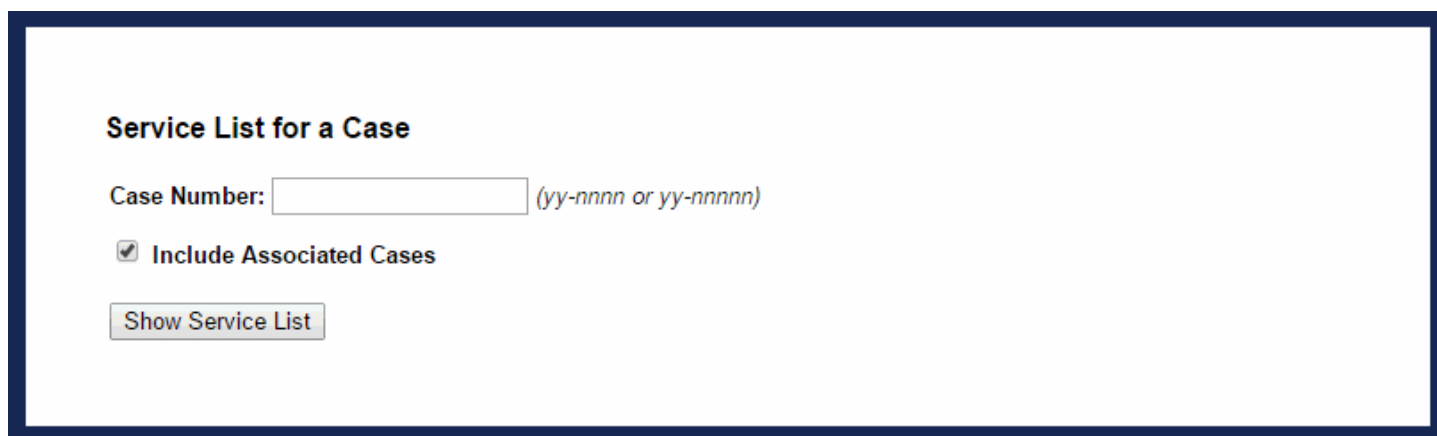
Before you submit any filing in CM/ECF, make sure you review the service list for the case or cases so you know which attorneys or parties to serve by US Mail. You can check the service list for a case at any time.

CAUTION: Service rules are different for sealed documents. See the [Filing a Sealed Document](#) section for details.

TIP: If you find that you cannot access the service list for a case, a pop-up blocker may be at work in your browser. The best way to check is to turn on the sound on your system, then try to access the Service List (**Reports > Service List**) or the Help (**Help > Help**), you should hear a distinctive “ding” which indicates that there is something blocking a web page from opening. Make sure you change the pop-up blocker settings to allow all pop-ups from our site (ecf.ca9.uscourts.gov).

1. In the CM/ECF landing page, in the menu bar, click **Reports**, then click **Service List**.

A new browser window or page opens. An example of what appears in the page is shown below.



The screenshot shows a web form titled "Service List for a Case". It contains a text input field for "Case Number:" with a placeholder "(yy-nnnn or yy-nnnnn)". Below the input field is a checked checkbox labeled "Include Associated Cases". At the bottom of the form is a button labeled "Show Service List".

2. In the **Case Number** field, type the case number.

NOTE: The Include Associated Cases checkbox is selected by default. If you do not want to include associated cases, clear the checkbox.

3. Click the **Show Service List** button.

The service list for the case is shown in the browser window. An example of the report is shown below.

CAUTION: If you try to see the service list for a sealed case, the system will tell you that it cannot find the case.

[Return to Service List Page](#)

Service List for Case: [10-15001](#) Victor Lemus et al v. Deutsche Bank National Trustee et al

Current Associated Cases: none

CAUTION: If the word *Active* is in the **CM/ECF Filing Status** column, then your electronic filing will constitute service to the party. If *Not Registered*, *Exempt*, *Exemption Expired*, *Pending*, *Rejected*, or *Suspended* appears in the **CM/ECF Filing Status** column (or it is blank), then you must serve this party by US Mail.

Contact Info	Case Number/s	Service Preference	ECF Filing Status
Jeffrey S. Allison Houser & Allison, APC 9970 Research Drive Irvine, CA 92618 Email: jallison@houser-law.com	10-15001	Email	Active
Estella M. Guillen 4262 Blue Diamond Rd. #102-194 Las Vegas, NV 89139	10-15001	US Mail	

4. Check the values in the **ECF Filing Status** column to determine service for the participant.

- *Active*: your electronic filing will constitute service to the participant.
- *Not Registered*, *Exempt*, *Pending*, *Rejected*, or *Suspended*: you must serve the participant by US Mail.
- Blank: you must serve the participant by US Mail

Filing: About the File a Document Page

You start each filing at the **File a Document** page. To open the File a Document page, in the CM/ECF page, in the menu bar, click **Filing**. The File a Document page has the following parts:

1. The Case Number field

When you enter the case number and move your cursor out of the field, the system shows the case title.

2. The Filed field

You cannot change the value of this field. It is the filed date for the filing.

3. The filing type and category lists

You use these lists to select the type of document you are filing.

You can type any word in the **Type of Document** box to find all matching filing types available to you. You can also filter the entries under Type of Document by selecting a filing category from the **Category** drop-down list.

4. The Parties/Attorneys panel

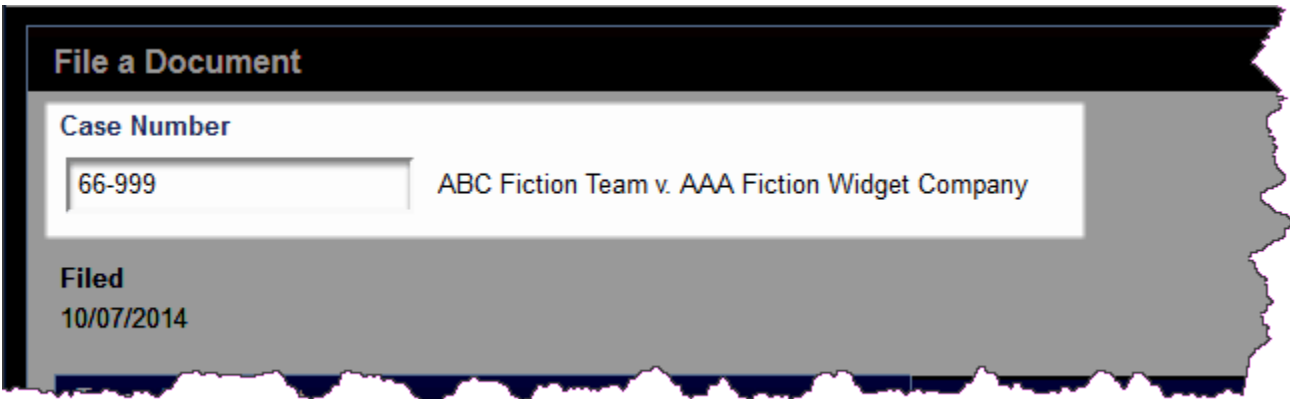
This panel is populated by the system after you type a case number and move your cursor out of the Case Number field.

The screenshot shows the 'File a Document' interface. On the left, the 'Case Number' field (1) contains a placeholder 'yy-nnnn or yy-nnnnn'. Below it, the 'Filed' date (2) is '12/12/2017'. A large red box (3) highlights the 'Type of Document' and 'Category' dropdown menus. The 'Type of Document' list includes items like '28(j) Letter (Citation of Supplemental Authorities)', 'Acknowledgment of Hearing Notice', and 'Affidavit Accompanying In Forma Pauperis Motion (Form 4)'. The 'Category' dropdown is currently set to 'All'. On the right, the 'Parties/Attorneys' panel (4) is empty.

In addition, a box labeled *“The document will also be filed in cases that are checked”* appears above the **Continue** button if the system determines that the case number you entered is linked to one or more other cases as consolidated cases or cross-appeal cases.

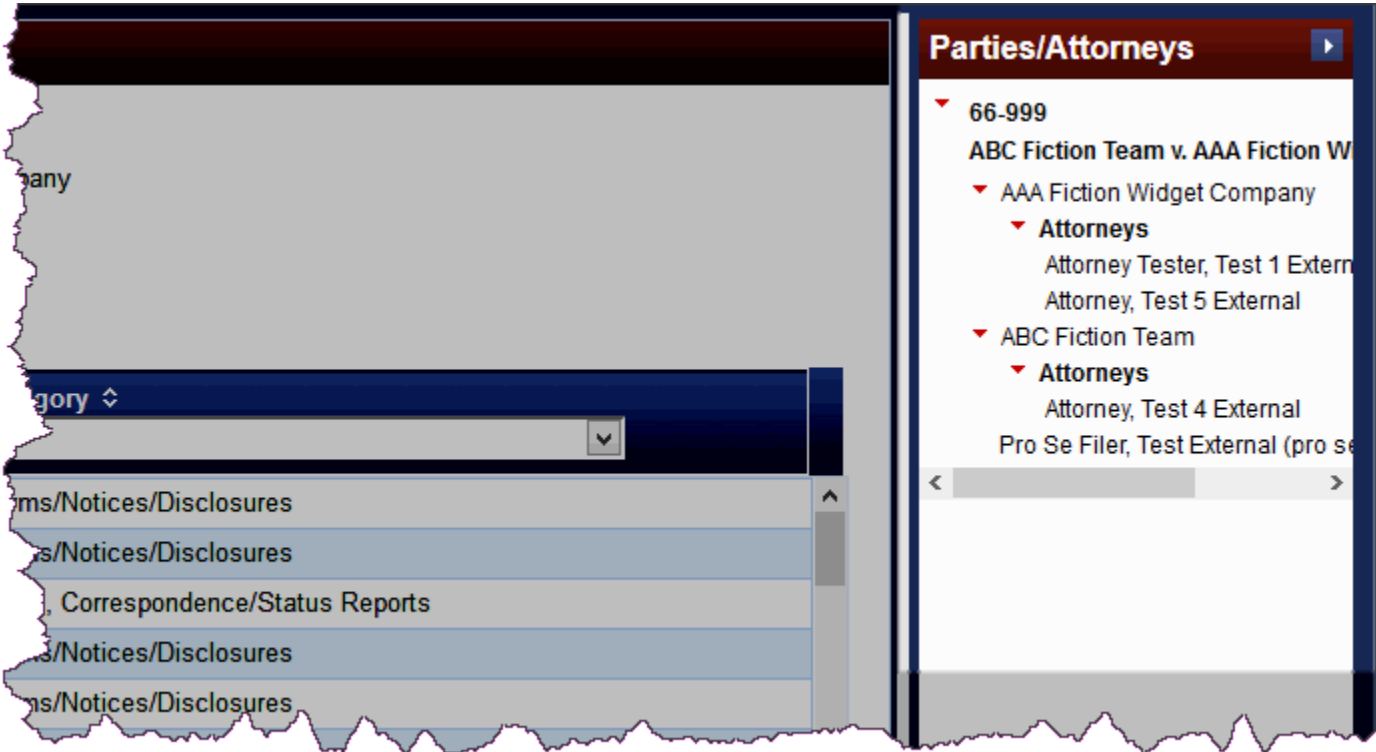
Case Title

As soon as you type the case number in the Case Number field and move the cursor out of that field, the system retrieves the case information. The case title is shown next to the case number field where you entered the case number. An example is shown below.



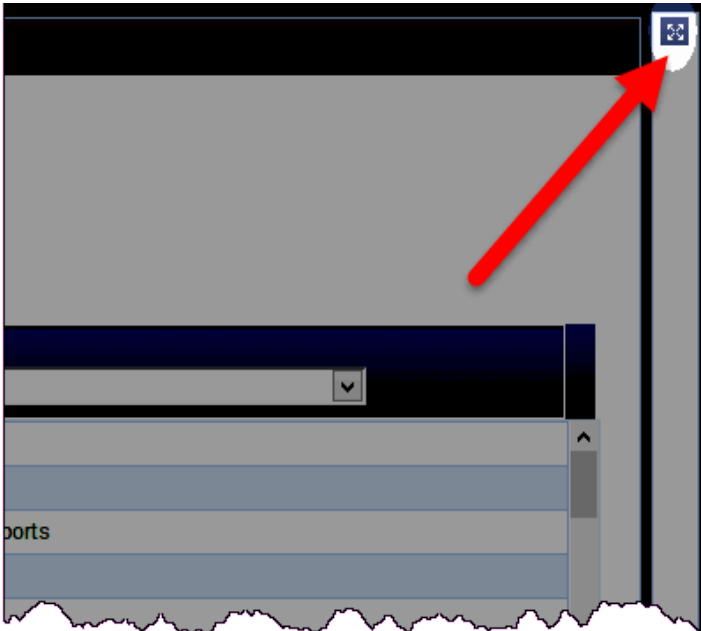
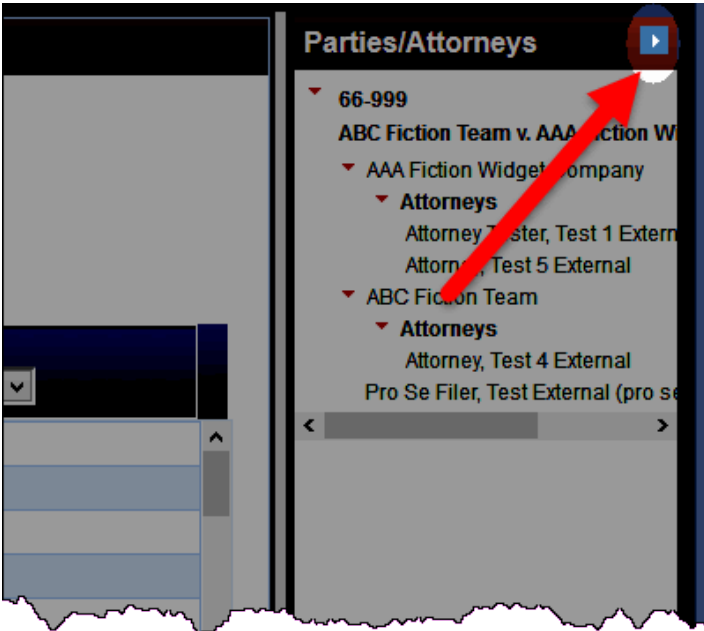
Parties/Attorneys Panel

In the File a Document page, after you enter the case number, the system retrieves the party and attorney information for the case you entered and displays that information in the Parties/Attorneys panel on the right side of the page. The area is highlighted in the example below.



You can hide this panel by clicking the arrow button to the right of Parties/Attorneys, highlighted below. When you click the arrow button, the panel closes and the arrow button changes to an expand button that you can then click to show the panel again.

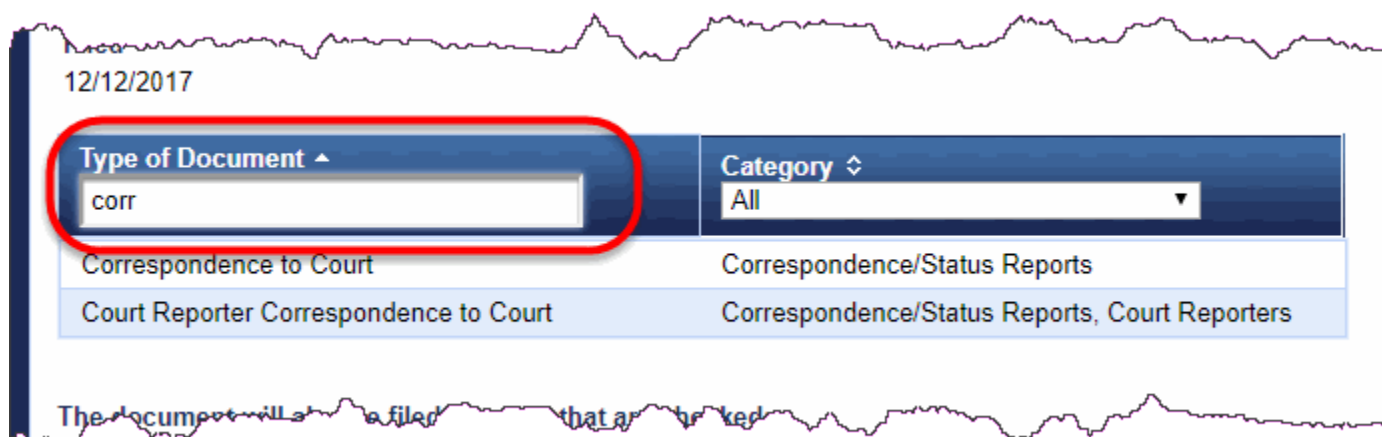
NOTE: When you continue the filing, the Parties/Attorneys panel is automatically hidden.



Finding and Selecting a Filing Type

The **Continue** button at the bottom of the File a Document page will not be enabled until you select the type of document you are filing. You select a filing type by clicking a row under Type of Document/Category. Use one of the methods below to find a filing type.

- Scroll through the complete list using the scrollbar to find the type of document you want.
- Filter the list of document types by typing a word or a partial word in the **Type of Document** field to find all filing types that match your search. In the example below, the list has been filtered to show only those filing types that contain the string “corr.”
- Filter the list of document types by category by selecting a value from the Category drop-down list. You can then filter the results even further by typing a word or a partial word in the Type of Document field.



12/12/2017

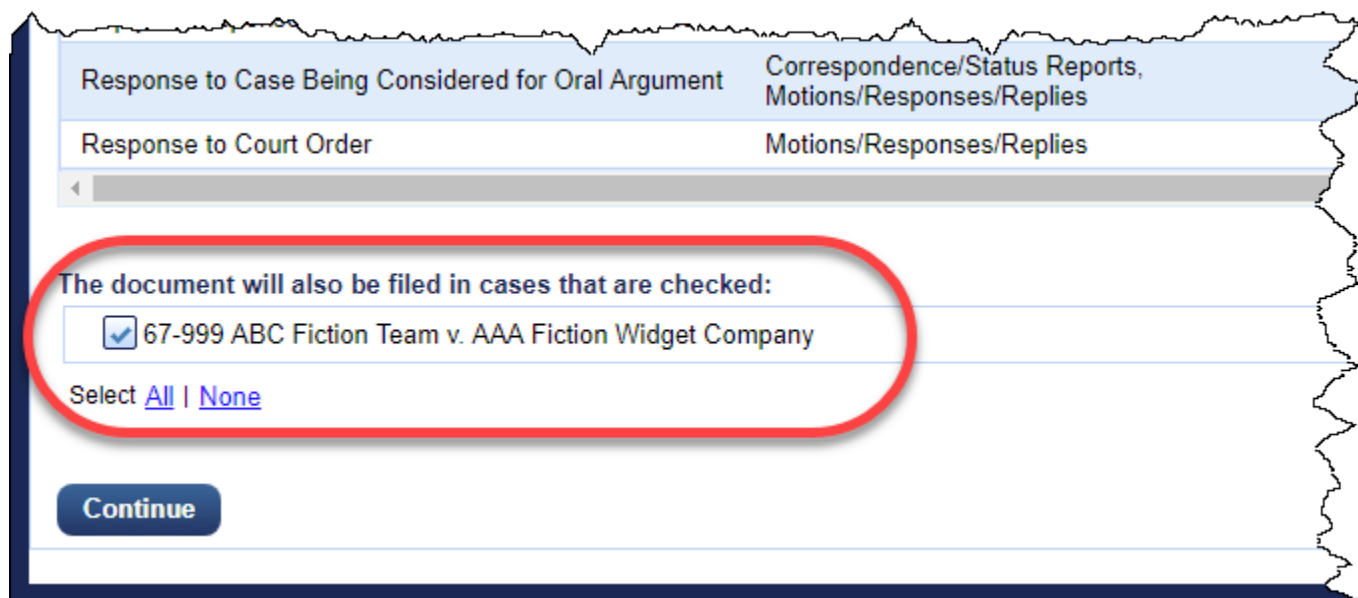
Type of Document ▲	Category ◆
corr	All ▼
Correspondence to Court	Correspondence/Status Reports
Court Reporter Correspondence to Court	Correspondence/Status Reports, Court Reporters

The document will be filed that a ... ked

Filing in Consolidated or Cross-Appeal Cases

In the File a Document page, after you enter the case number, the system retrieves all consolidated or cross-appeal cases linked to the case you entered. Those cases are shown at the bottom of the File a Document page, under the filing type and category lists. In the example below, that area is highlighted. By default, you will enter your filing in all the linked cases, as shown in the figure below.

CAUTION: By default, the linked cases are selected (checked). Do not clear (deselect) any checkboxes in this list since you are required to enter your filing in all consolidated and cross-appeal cases.



Response to Case Being Considered for Oral Argument	Correspondence/Status Reports, Motions/Responses/Replies
Response to Court Order	Motions/Responses/Replies

The document will also be filed in cases that are checked:

67-999 ABC Fiction Team v. AAA Fiction Widget Company

Select [All](#) | [None](#)

[Continue](#)

Starting a Filing

You start a filing by opening the File a Document page.

1. In the CM/ECF page, in the menu bar, click **Filing**.
2. In the **Case Number** field, type the number of the case for which you are entering the filing and press the **Tab** key.

You are now ready to find the filing type so you can enter your filing.

3. In the **Type of Document** field, type a word or a string of characters that represents the pleading you are filing.

For example, type *“motion”* to find all the document types that contain the word motion.

4. Select the type of document you are filing.

NOTE: If, after you have selected the type of document, other case numbers appear in the box labeled **The document will also be filed in cases that are checked**, they will all be selected by default. Your filing will be entered in the case that you typed in the **Case Number** field *and* the cases listed in **The document will also be filed in cases that are checked**.

5. Click the **Continue** button.

A warning dialog box opens.

6. *Carefully* review the information in the dialog box.

An example of a warning dialog box that opens when you submit a brief is shown below.

Attention

Read the information below before you continue.

Make sure the font size remains 14 point after generating the PDF. See Federal Rule of Appellate Procedure 32(a).

REMINDER: All pleadings must be submitted in PDF generated from the original word processing file to permit the electronic version of the document to be searched. See Circuit Rule 25-5 for details.

Special Characters: AVOID using special characters (such as quotes, #, & and others) in your file names and descriptions because this may cause errors during filing.

Did you remember to include:

- bail status for criminal appeals
- detention status for immigration petitions
- certificate of compliance
- corporate disclosure statement
- statement of related cases
- signatures
- table of authorities
- table of contents

I have read and understood all the messages above.

Continue

7. Select the **Continue** checkbox, and click the **OK** button

The File a Document page is replaced with a new **File a Document | Filing Type** page. *Filing Type* is the type of document you selected on the first page, so if you selected “**Motion for any Type of Relief (Other than Reconsideration or to Seal)**”, the title of the page will be **File a Document | Motion for any Type of Relief (Other than Reconsideration or to Seal)**.

You will use this page and its sections to complete the details about the filing.

8. Each time you click the **Continue** button, the page refreshes and one or more new sections are added to the page.
9. When you have entered all the information for the filing, the **Docket Text** section is added to the page and shows the final docket text.

An example of the docket text for a motion to extend time to file a reply brief is shown below. You cannot change the docket text.

TIP: If you realize that you need to make changes to the filing, reopen the section(s) where you need to make corrections. You can also click the **Cancel** link at the bottom of the page to start over completely.

File a Document | Motion for any Type of Relief (Other than Reconsideration or to S... | motion to extend time to file brief

File to cases: 66-999, 67-999

- ▶ Party Filer
- ▶ Attention
- ▶ Optional Modifier For Motion
- ▶ Requested Relief
- ▶ Type of Brief
- ▶ New Requested Due Date
- ▶ Attention
- ▶ Upload Documents
- ▶ Attention
- ▶ Service
- ▶ Service Certification
- ▼ Docket Text

Filed (ECF) Appellant ABC in 66-999, 67-999 Unopposed Motion to extend time to file Reply brief until 01/14/2019. Date of service: 12/04/2018. [66-999, 67-999]

[Continue](#) [Cancel](#)

10. Click the **Continue** button.

The Final Review section opens. An example of the lower part of the page at this stage in the filing process is shown below.

▶ Docket Text

▼ Final Review

File to Case
66-999, 67-999

Type of Document
Motion for any Type of Relief (Other than Reconsideration or to Seal)

Party Filer
ABC (Appellant-Plaintiff) 66-999
ABC (Appellant-Plaintiff) 67-999

Optional Modifier For Motion
Unopposed

Requested Relief
motion to extend time to file brief

Type of Brief
Reply

New Requested Due Date
01/14/2019

Upload Documents
[Motion.pdf](#) (30 pages)
[Declaration.pdf](#) (18 pages)

Service
12/04/2018

Service Certification
I certify that I have notified all parties not registered for Appellate Electronic Filing in this case with notice of this filing.

Docket Text
Filed (ECF) Appellant ABC in 66-999, 67-999 Unopposed Motion to extend time to file Reply brief until 01/14/2019. Date of service: 12/04/2018. [66-999, 67-999]

After you click the **Submit** button, you cannot change this filing.

⚠ Have you redacted personal identifiers from the document you filed?

Submit [Edit](#) [Cancel](#)

CAUTION: This is the “point of no return.”

TIP: If you realize that you need to make changes to the filing, click the Edit link to make your corrections. You can also click the Cancel link at the bottom of the page to start over completely.

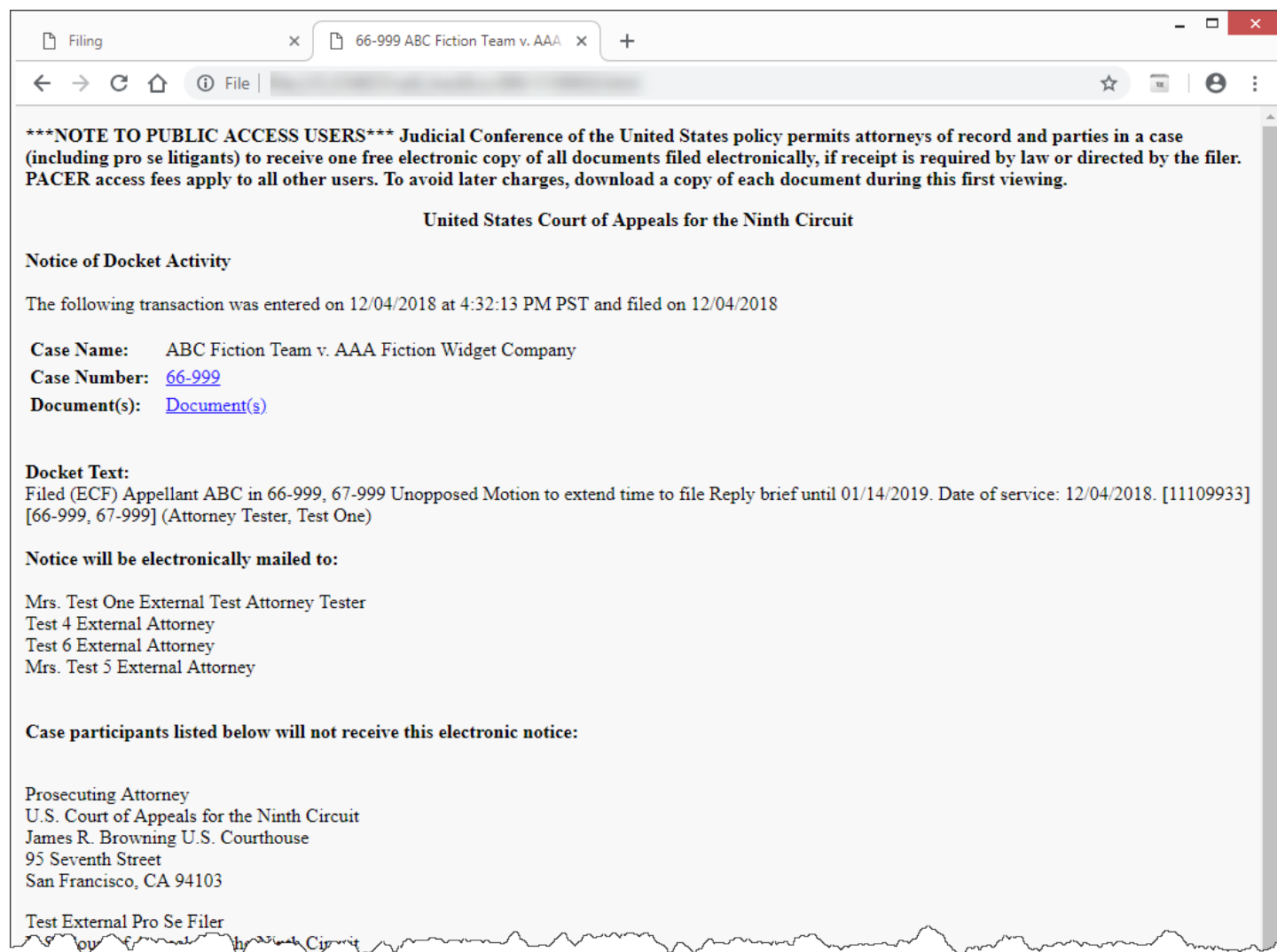
11. Click the **Submit** button to confirm your filing.

A message dialog box opens to let you know that the filing was completed.

TIP: At this point, if you have not already done so, make sure your browser is set to allow pop-ups from the Court's site: ecf.ca9.uscourts.gov, to ensure that you will see the notice of docket activity at the end of the filing process.

12. Click the **OK** button.

A browser window or tab opens with the notice of docket activity for your filing. An example is shown below.



This completes the filing.

Selecting the Filing Party

When you file a document, you must identify the parties that you represent in the appeal. If you are a pro se filer, you must identify yourself at this stage of the process. You identify the parties in the **Party Filer** section.

Depending on the filing type the Party Filer list shows:

- Only the party or parties you represent in the case(s) where you are entering the filing, or, if you are a pro se filer, your name.
- All the parties in the case(s) where you are entering the filing. You will see a complete list of parties when you submit a brief.

You select the party you represent (or yourself if you are proceeding pro se) by clicking the party in the list. As soon as you click the row, the system adds the party to the **Selected** list in the **Party Filer** section, as shown below.

NOTE: If you represent more than one party, you can select additional parties to add them to the **Selected** list. In this example, only one party is selected because the attorney entering the filing represents one party, **ABC**, in both cases. The **Selected** list shows one row for each case in which the party appears. If you are a pro se filer, click your name in the list.

File a Document | Motion for Any Type of Relief (Other Than Reconsideration or to Seal)

File to case: 66-999

Party Filer

Click the parties you represent to select them, or, if you are proceeding without counsel, select your name in the list. Your selection will appear in the Selected list.

Filer	Type	Case
ABC	Appellant-Plaintiff	66-999 ABC Fiction Team v. AAA Fiction Widget Company

[Select All](#)

Selected

Filer	Type	Case	R
ABC	Appellant-Plaintiff	66-999 ABC Fiction Team v. AAA Fiction Widget Company	

TIP: You can use the **Remove All** link in the Selected list to remove all the selections from the **Selected** list. You can also click the red “X” icon to remove just one party from the list.

Filing Joint Documents

If you are filing a joint brief, select all the parties who joined in the brief.

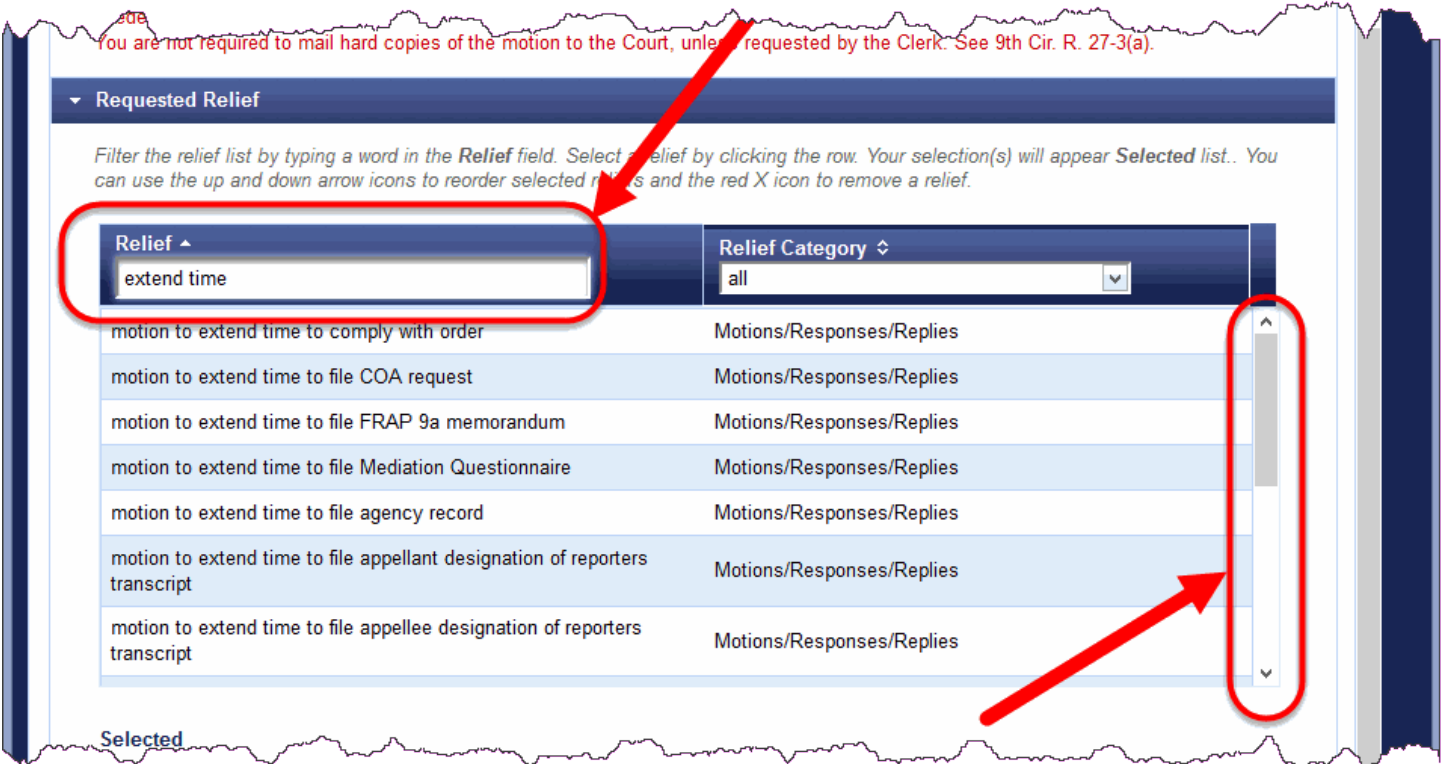
Selecting Reliefs for a Filing

When you file a motion, you must select at least one relief. A relief describes your motion for the Court. You select reliefs in the **Requested Relief** section. If the section is not visible, use the scroll bar on the right of the page to scroll down until you see the section.

The **Relief** field in the **Requested Relief** section works like the **Type of Document** field on the first File a Document page. You can filter the list by typing in the **Relief** field.

For example, in the **Relief** field, type “*extend time*” to find all reliefs that contain the string “*extend time*” in the description.

The system filters the list to match your criteria, as shown below. Notice that each of the reliefs contain the words “*extend time*” and that the scroll bar is now enabled in the list of reliefs. This means that there are more reliefs than the ones currently shown.



To select a relief, click the relief in the list. As soon as you click the row, the system adds the relief to the **Selected** list in the **Requested Relief** section. An example for motion to extend time to file brief is shown below.

Requested Relief

Filter the relief list by typing a word in the **Relief** field. Select a relief by clicking the row. Your selection(s) will appear **Selected** list.. You can use the up and down arrow icons to reorder selected reliefs and the red X icon to remove a relief.

Relief	Relief Category
motion to extend time to file agency record	Motions/Responses/Replies
motion to extend time to file appellant designation of reporters transcript	Motions/Responses/Replies
motion to extend time to file appellee designation of reporters transcript	Motions/Responses/Replies
motion to extend time to file appendix	Motions/Responses/Replies
motion to extend time to file bill of costs	Motions/Responses/Replies
motion to extend time to file brief	Motions/Responses/Replies
motion to extend time to file opposition	Motions/Responses/Replies
motion to extend time to file petition for rehearing	Motions/Responses/Replies

Selected

Relief	Sequence	Remove All
motion to extend time to file brief		X

[Continue](#) [Cancel](#)

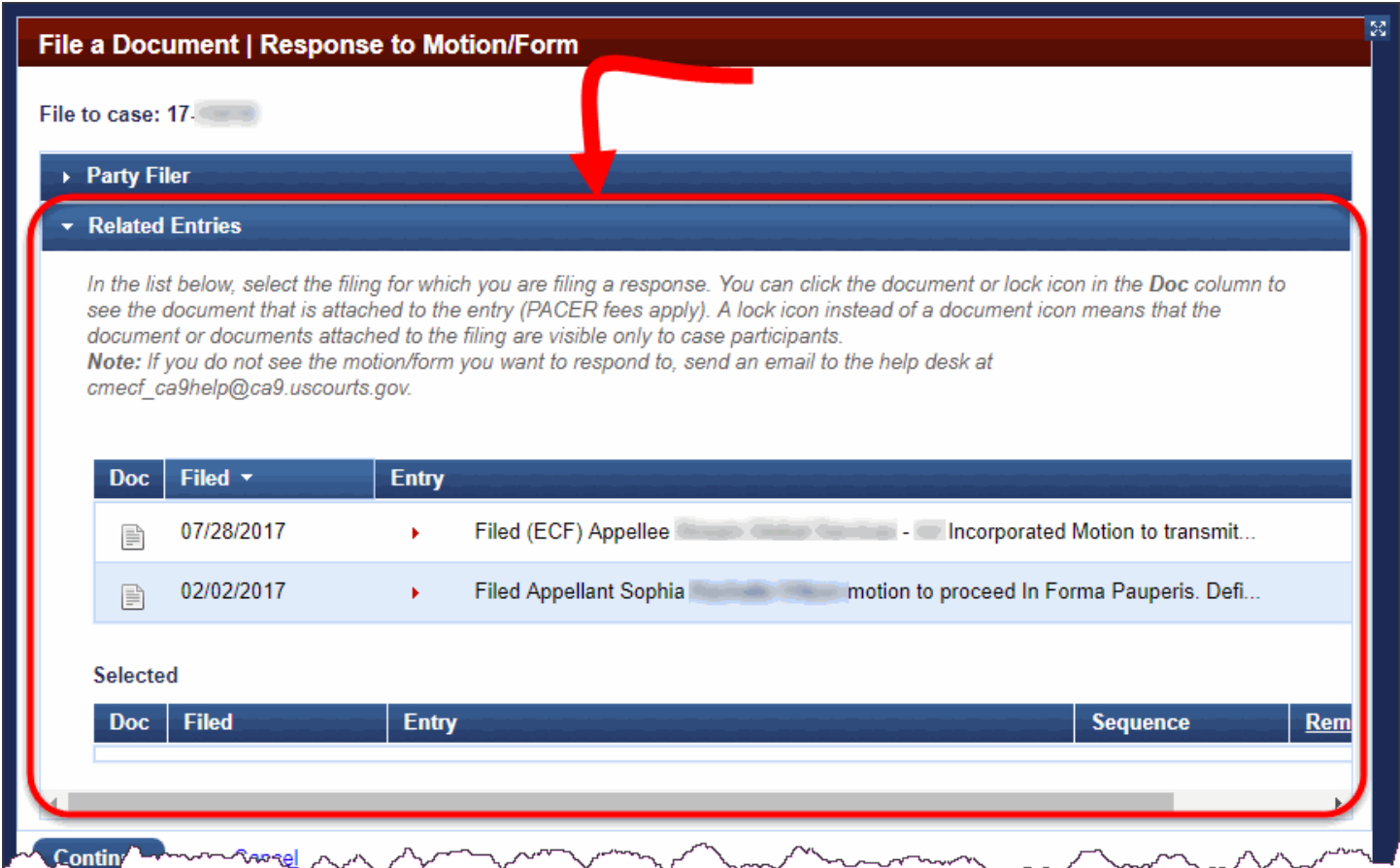
TIP: You can use the **Remove All** link in the Selected list to remove all the selections from the Selected list. You can also click the red “X” icon to remove just one relief from the list.

Selecting Related Entries for a Filing

In some types of filings, such as responses, you may be required to select the entry to which your filing applies. You do this using the **Related Entries** section.

The image below shows an example of the **Related Entries** section without any selections. You can click the document or lock icon in the **Doc** column to see the document that is attached to the entry on the Court’s docket.

NOTE: A lock icon instead of a document icon in the **Doc** column means that the document or documents attached to the filing are visible only to case participants.



To select a related entry, click that entry in the list. As soon as you click the row, the system adds the entry to the **Selected** list in the **Related Entries** section. An example for a related *motion to extend time to file brief* is shown below.

File a Document | Response to Motion/Form



File to case: 17-

▶ Party Filer



▼ Related Entries

*In the list below, select the filing for which you are filing a response. You can click the document or lock icon in the **Doc** column to see the document that is attached to the entry (PACER fees apply). A lock icon instead of a document icon means that the document or documents attached to the filing are visible only to case participants.*

Note: If you do not see the motion/form you want to respond to, send an email to the help desk at cmecf_ca9help@ca9.uscourts.gov.

Doc	Filed	Entry
	07/28/2017	▶ Filed (ECF) Appellee Incorporated Motion to transmit...
	02/02/2017	▶ Filed Appellant Sophia motion to proceed In Forma Pauperis. Defi...

Selected

Doc	Filed	Entry	Sequence	Re
	07/28/2017	▶ Filed (ECF) Appellee Incorporated Motion to transmit...		

[Continue](#) [Cancel](#)

TIP: You can use the **Remove All** link in the Selected list to remove all the selections from the Selected list. You can also click the red “X” icon to remove just one relief from the list.

Required Fields

The system will always prevent you from continuing if you do not complete required fields.

Drop-down Lists

If a drop-down list in a filing has a default value of Please Select, then you must select a value from that drop-down list. If you do not select a value, you will not be able to continue the filing.

Saving a Completed Fill-In Form

You can download fill-in forms from the Court's website at <http://www.ca9.uscourts.gov/forms>.

You cannot file fill-in forms that can still be changed. You must "flatten" the form by using one of the solutions below.

If you have Adobe Acrobat or another tool that lets you save completed forms:

1. Go to <http://www.ca9.uscourts.gov/forms> and save the form to your hard drive.
2. Open and complete the form.
3. Print the completed form to your PDF printer (File > Print > select Adobe PDF or another PDF printer listed in the drop-down list).

If you do not have Adobe Acrobat or another tool that lets you save completed forms:

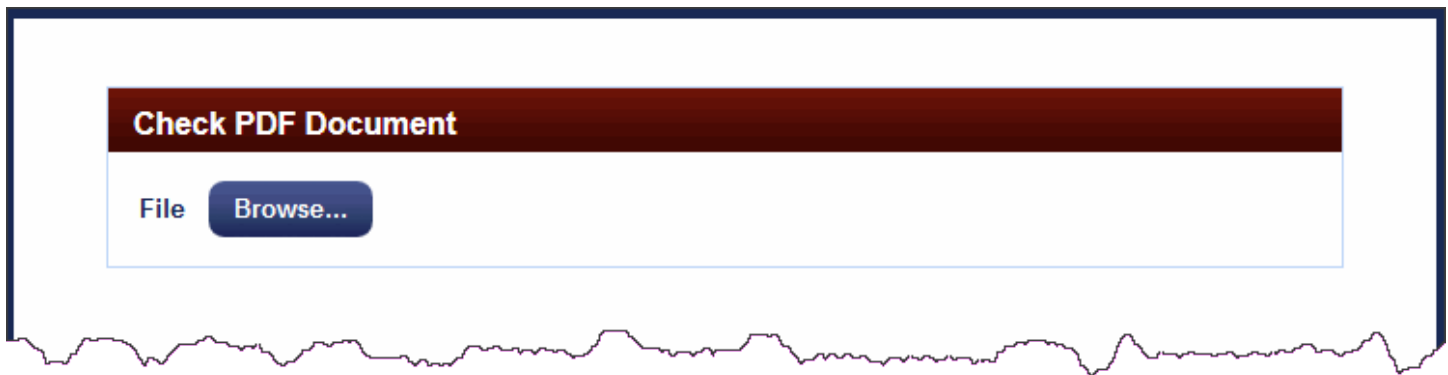
1. Go to <http://www.ca9.uscourts.gov/forms> and save the form to your hard drive.
2. Open and complete the form.
3. Print the completed form to your printer.
4. Scan the completed form to a PDF file.

Checking a PDF File Before Filing

CM/ECF lets you check your PDF file(s) to ensure they will be accepted by the system when you enter your filing. The system no longer accepts forms with active content. This means that for all fillable forms, you must “flatten” the form before you attempt to attach it to your filing.

1. In the CM/ECF landing page, in the menu bar, click **Utilities** then click **Check PDF Document**.

The CM/ECF landing page is replaced with the Check PDF Document page shown below.



2. Click the **Browse** button to select a PDF document to check.

The File Upload dialog box opens. By default, this dialog box points to the last location you accessed to attach documents from within CM/ECF.

3. Navigate to and select the file (PDF) you want to check.

CAUTION: The File Upload dialog box lists files of all types. Make sure you select a PDF file.

4. Click the **Open** button.

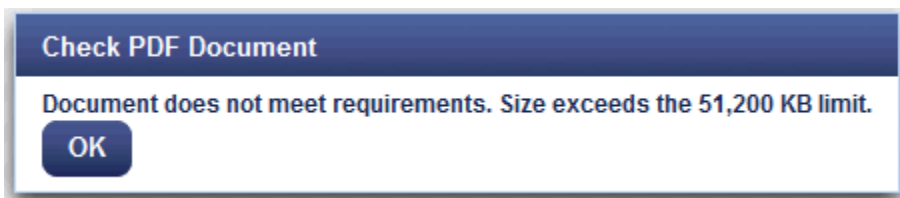
The dialog box where you selected the PDF closes and the system runs the check in the background. When the check is complete, a message box opens with the results.

If the file passes the check, you will see the message box shown below. Otherwise, you will see an error message. Other possible error messages are described below.



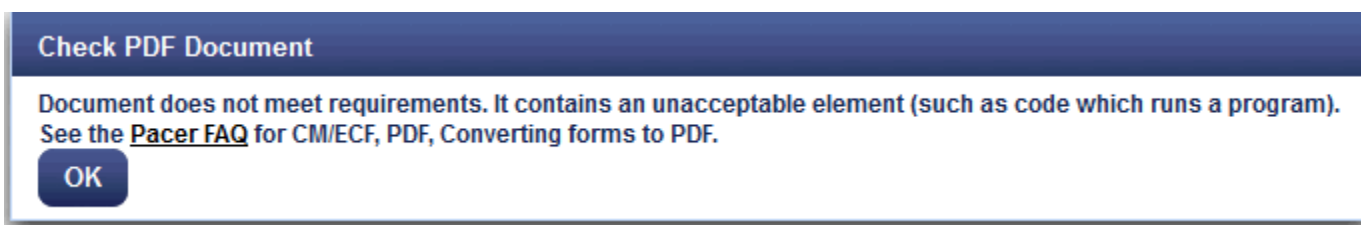
PDF Error: File Too Large

If the file is too large, you will see the error message shown below. In this case, you will have to split your PDF into parts that are not larger than the limit mentioned in the error message. This should only happen for scanned documents, not your main pleading. Your main pleading must be in searchable PDF created directly from your word processing application, not scanned.



PDF Error: File Contains Active Content

If the file has active content (a script or something else that may affect security in the CM/ECF system), you will see the error message shown below. To fix this issue, you will have to “flatten” the PDF to remove any active content. Consult the documentation for the software you used to create the PDF file.



Attaching PDF Documents to Filings

You attach documents to a filing using the **Upload Documents** section, highlighted in the image below.

NOTE: For filing types where you do not attach a PDF, if you must serve parties that are *not* registered for Appellate Electronic Filing, print the Notice of Docket Activity that opens at the end of the transaction and mail it to those parties as notice of your filing.

CAUTION: Each PDF that you attach to your filing may not exceed the current size limit (at the CM/ECF landing page, click the Court Information link to see the current size limit). All your pleadings must be in searchable PDF format, per Circuit Rule 25-5.

01/14/2019

Attention

You can attach more than one document to this filing. For example, you can attach your main pleading, and then attach a declaration, and an exhibit. In the **Upload Documents** area below, accept the default description or type a description for the document you are about to upload, then click the **Browse** button to select the document (PDF format only). Repeat this step for each document you want to attach.

REMINDER: All pleadings must be submitted in PDF generated from the original word processing file to permit the electronic version of the document to be searched. See Circuit Rule 25-5 for details.

Special Characters: AVOID using special characters (such as quotes, #, & and others) in your file names and descriptions because this may cause errors during filing.

Upload Documents

Description

Main Document

Browse...

Attention

For each document that you want to attach to the filing, do the following:

1. In the **Description** field, accept the default description (Main Document or Additional Document) or type your own description for each document.

CAUTION: Do not change the description for briefs, leave the default description, **Main Document**.

2. Click the **Browse** button to find and select the PDF file to attach.

Make sure you upload all the PDF files that make up your filing (for example, a motion and a declaration). An example of the Upload Documents section, with two PDF files is shown below.

During filing.

Upload Documents

Description

Additional Document

Browse... Click Browse to add another document.

Document	Description <i>i</i>	Size	Sequence	Remove All
Motion.pdf	Main Document	238 KB	↓	✘
Declaration.pdf	Additional Document	672 KB	↑	✘

Attention

TIP: You can click the document name link in the Document column to review the PDF and make sure you attached the correct document. You can also click in the Description field to change the description, but unless the instructions in the filing request that you change the description, the court requests that you do not modify the default values.

Paying the Case Opening Fee

If you filed an Agency Petition, a Petition for Writ of Mandamus, or an appeal from the Bankruptcy Appellate panel, and you have a 9th Circuit case number, can pay the filing fee using CM/ECF and a credit card.

However, if you filed a Notice of Appeal in the District Court, the Bankruptcy Court, or the Tax Court, you must pay the filing and appeal fees in *that* court.

1. In the CM/ECF landing page, in the menu bar, click **Filing**.

The File a Document page replaces the CM/ECF landing page.

2. In the **Case Number** field, type the number of the case for which you are paying the fee and press the **Tab** key.

You are now ready to find the filing type for the payment.

3. In the **Type of Document** field, type *pay* to find all document types that contain the string “pay” in the description.

The system filters the list to match your criteria, as shown below.

The screenshot shows the 'File a Document' interface. At the top, there is a header 'File a Document'. Below it, the 'Case Number' field contains '68-7999' and the case name 'Petitioner Doe v. Matthew Whitaker'. The 'Filed' date is '12/26/2018'. The 'Type of Document' field contains 'pay', and the 'Category' dropdown is set to 'All'. A red arrow points to the 'pay' text in the 'Type of Document' field. Below the filters, a table lists the filtered results:

Type of Document	Category
Pay Fee for Agency Petition/Petition for Writ of Mandamus	Pay Fees
Pay Fee for Appeal from Bankruptcy Appellate Panel	Pay Fees
Pay Sanction	Pay Fees

4. If you are paying the filing fee for an agency petition or a petition for writ of mandamus, click **Pay Fee for Agency Petition/Petition for Writ of Mandamus** to select it.

-or-

If you are paying the filing fee for an appeal from the Bankruptcy Appellate Panel, click **Pay Fee for Appeal from Bankruptcy Appellate Panel** to select it.

The type of document you selected is highlighted in a different color to show that it is selected and the **Continue** button is now enabled. An example, for **Pay Fee for Agency Petition/Petition for Writ of Mandamus**, is shown below.

The screenshot shows the 'File a Document' interface. The 'Case Number' is 68-7999 and the case name is 'Petitioner Doe v. Matthew Whitaker'. The document was filed on 12/26/2018. The 'Type of Document' dropdown menu is open, showing three options: 'Pay Fee for Agency Petition/Petition for Writ of Mandamus' (highlighted in yellow), 'Pay Fee for Appeal from Bankruptcy Appellate Panel', and 'Pay Sanction'. The 'Category' dropdown menu is set to 'All'. A red arrow points to the selected option. The 'Continue' button is visible at the bottom left.

5. Click the **Continue** button.

The page refreshes to add several sections to the page.

NOTE: If you selected **Pay Fee for Agency Petition/Petition for Writ of Mandamus** and the case is *not* an agency petition or a petition for writ of mandamus, a message dialog box opens and you will not be able to continue.

-or-

If you selected **Pay Fee for Appeal from Bankruptcy Appellate Panel** and the case is *not* an appeal from the BAP, a message dialog box opens and you will not be able to continue.

6. In the **Party Filer** section, select the party/parties you represent by clicking each party in the list.

As soon as you click the row, the system adds the party to the **Selected** list in the **Party Filer** section. At this time, the page should look like the one shown below.

NOTE: If you represent more than one party, you can select additional parties to add them to the **Selected** list. In this example, you are only selecting one party. If you are a pro se filer, click your name in the list.

File a Document | Pay Fee for Agency Petition/Petition for Writ of Mandamus

File to case: 68-7999

▼ Party Filer

*Click the parties you represent to select them, or, if you are proceeding without counsel, select your name in the list. Your selection will appear in the **Selected** list.*

Filer ⌵	Type ⌵	Case ⌵
Doe, Petitioner	Petitioner-null	68-7999 Petitioner Doe v. Matthew Whitaker
Whitaker, Matthew G.	Respondent-null	68-7999 Petitioner Doe v. Matthew Whitaker

[Select All](#)

Selected

Filer ⌵	Type ⌵	Case ⌵	Remove All
Doe, Petitioner	Petitioner-null	68-7999 Petitioner Doe v. Matthew Whitaker	✕

▼ Fee

After you click the Pay Fee button at the END of this transaction, you will be redirected to PACER to complete the payment.

Fee Amount
\$500.00

▼ Attention

NOTE: The **Attention** section below the **Fee** section describes the steps that are described in the rest of this topic.

7. Click the **Continue** button.

The **Docket Text** section is added to the page and shows the current docket text. An example of the docket text for the payment of a case opening fee for an original petition is shown below. You cannot change the docket text.

File a Document | Pay Fee for Agency Petition/Petition for Writ of Mandamus

File to case: 68-7999

- ▶ Party Filer
- ▶ Fee
- ▶ Attention
- ▼ Docket Text

Fee Paid by Petitioner Petitioner Doe. Fee Amount: \$500.00 [68-7999]

[Continue](#) [Cancel](#)

8. Click the **Continue** button.

The **Final Review** section opens. An example of the lower part of the page at this stage in the filing process is shown below.

NOTE: The receipt number for the payment will be added to the docket text after you have completed the payment.

▶ Attention

▶ Docket Text

▼ Final Review

File to Case
68-7999

Type of Document
Pay Fee for Agency Petition/Petition for Writ of Mandamus

Party Filer
Doe, Petitioner (Petitioner-null) 68-7999

Fee
Fee Amount: \$500.00 Filing Fee After Case Opened

Docket Text
Fee Paid by Petitioner Petitioner Doe. Fee Amount: \$500.00 [68-7999]

After you click the Pay Fee button, you cannot change this filing. Because payment of a fee is required, you will be directed to the PACER website. The filing will not be completed until payment is made.

⚠ Have you redacted personal identifiers from the document you filed?

[Pay Fee](#) [Edit](#) [Cancel](#)

9. Click the **Pay Fee** button to submit your payment.

The page where you clicked the **Pay Fee** button is replaced with a PACER Login page. Your username is already filled in. You must enter your password again to confirm your identity. This is a safety measure. An example of the PACER Login page is shown below.



Manage My Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

Login Clear Cancel

Not caninetrain? [Click here to login as a different user](#)

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

10. In the **Password** field, type your password, then click the **Login** button.

The PACER page is updated to show the **Pay Filing Fees for U.S. Court of Appeals, Ninth Circuit - NextGen** area, where you can select a credit card on file, or enter a new credit card. An example is shown below.

The screenshot shows the 'MANAGE MY ACCOUNT' interface. At the top, it says 'Welcome, [redacted]' and has a 'Logout' button. Below this is a table of account information:

Account Number	[redacted]
Username	[redacted]
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Below the account information is a blue bar with the text 'Pay Filing Fee for U.S. Court Of Appeals, Ninth Circuit - NextGen'. A red arrow points to this bar. Underneath is a section for '* Required Information' with a 'Payment Amount' input field and a table showing 'Amount Due *' as '\$500.00'.

11. Select a payment method:

- Under **Select a Payment Method**, select the option button for the *card on file* or select the **Enter a credit card** option button and click the **Next** button.
- If you selected to enter a new credit card, enter the information needed for the credit card, then click the **Next** button.

The page is updated to show fields specific to the U.S. Court of Appeals, Ninth Circuit in the **Court Specific** section.

12. Provide additional information and indicate where you want to receive a receipt:

- Under **Court Specific**, complete the required fields: Attorney Name, Contact Telephone Number, and Person Completing Transaction.

NOTE: Even though the **Case Number** is optional, it helps to provide the appellate case number to assist the Court in case payment issues arise.

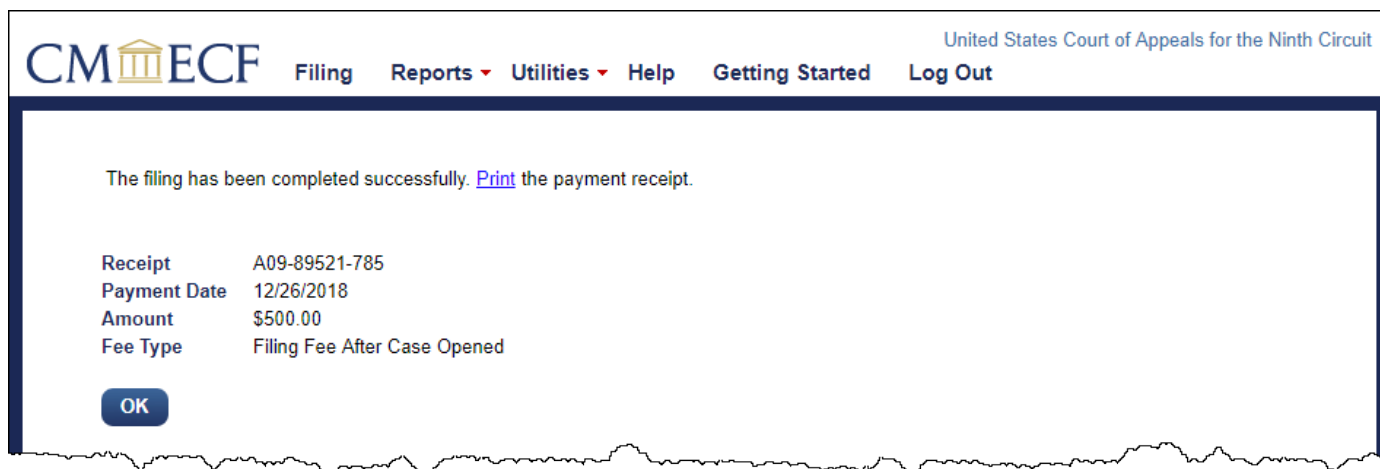
- Under **Email Receipt**, if you want the confirmation email to be sent to a different email address than the one linked to your PACER and e-filing account, enter that email address in the Email and Confirm Email fields. If you want a confirmation email to be sent to additional, other email addresses, enter those email addresses in the Additional Email Addresses field. Separate each email address with a comma.

13. Under **Authorization**, select the checkbox to authorize the charge on the credit card.

TIP: At this point, if you have not already done so, make sure your browser is set to allow pop-ups from the Court's site: `ecf.ca9.uscourts.gov`, to ensure that you will see the notice of docket activity at the end of the filing process.

14. Click the **Submit** button.

PACER processes the payment, and when it is complete, you are redirected to CM/ECF where you can print the payment receipt. An example of a receipt is shown below.



15. Click the **OK** button.

A browser window or tab opens with the notice of docket activity for your fee payment filing. The docket text now includes the receipt number for the payment.

Submitting a Brief for Review by the Court

Before you start, make sure you review the information in “An Overview of Filing,” to familiarize yourself with the process of filing something in CM/ECF.

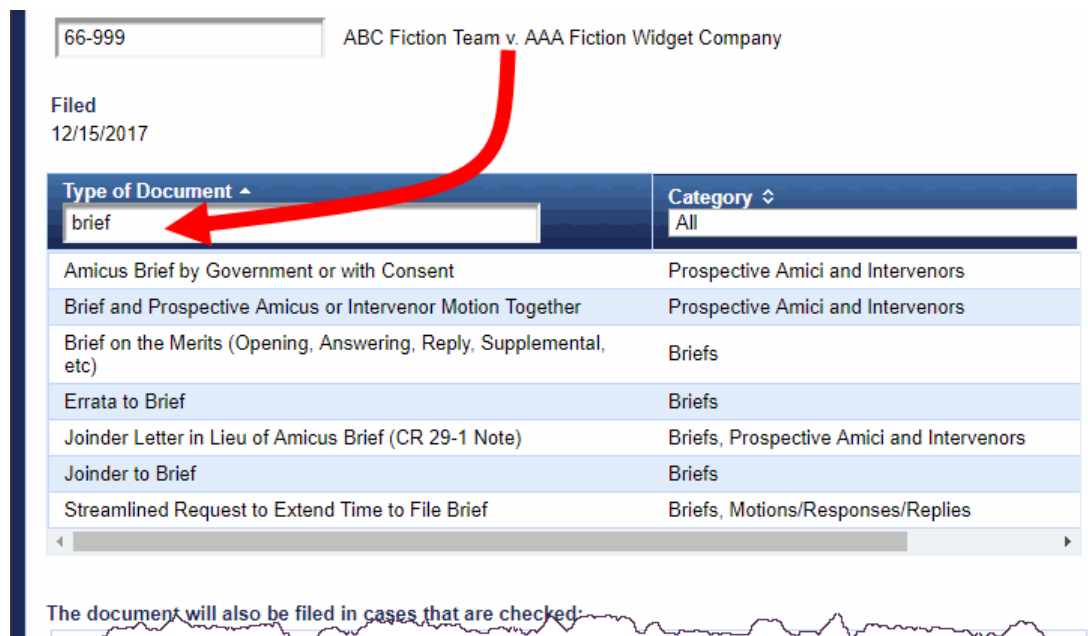
CAUTION: You may not file a motion in the same transaction as the one you submit for your brief, and you may not attach excerpts to a brief submission. To file a motion at the same time as your brief or excerpts of record, file your motion first (see [Filing a Motion](#)) then submit your brief (instructions in this topic) and/or then your excerpts of record in a separate transaction (see [Submitting Excerpts of Record for Review by the Court](#)). If you are filing a motion, submitting briefs, and submitting excerpts, you must enter *three* filings (transactions) in the system.

1. In the CM/ECF landing page, in the menu bar, click **Filing**.
2. In the File a Document page, in the **Case Number** field, type the number of the case for which you are entering the filing and press the **Tab** key.

The system now shows the case title next to the **Case Number** field and populates the **Parties/Attorneys** panel (on the right).

3. In the **Type of Document** field, type the word “brief” to find all document types that contain the string “*brief*” in the description.

The system filters the list to match your criteria, as shown below. Notice that each of the filing types contain the word “brief.” You could filter the list even further by selecting a value from the Category drop-down list.



66-999 ABC Fiction Team v. AAA Fiction Widget Company

Filed
12/15/2017

Type of Document ^	Category ^
brief	All
Amicus Brief by Government or with Consent	Prospective Amici and Intervenors
Brief and Prospective Amicus or Intervenor Motion Together	Prospective Amici and Intervenors
Brief on the Merits (Opening, Answering, Reply, Supplemental, etc)	Briefs
Errata to Brief	Briefs
Joinder Letter in Lieu of Amicus Brief (CR 29-1 Note)	Briefs, Prospective Amici and Intervenors
Joinder to Brief	Briefs
Streamlined Request to Extend Time to File Brief	Briefs, Motions/Responses/Replies

The document will also be filed in cases that are checked:

4. Click **Brief on the Merits (Opening, Answering, Reply, Supplemental, etc)** to select it.

The type of document you selected is highlighted in a different color to show that it is selected. An example is shown below.

NOTE: By default, the system selects all the linked cases (consolidated and cross-appeals) in the box labeled The document will also be filed in cases that are checked. This means that the filing will automatically be entered in those linked cases.

The screenshot shows a web interface for filing a document. At the top left, it says "Filed 12/06/2018". Below this is a table with two columns: "Type of Document" and "Category". The "Type of Document" dropdown is set to "brief". The "Category" dropdown is set to "All". The table lists several document types, with "Brief on the Merits (Opening, Answering, Reply, Supplemental, etc)" highlighted in a light brown color. Below the table, there is a section titled "The document will also be filed in cases that are checked:" with a checkbox and the text "67-999 ABC Fiction Team v. AAA Fiction Widget Company". At the bottom left, there are links for "Select All" and "None". Red arrows point to the selected document type and the checked case.

Type of Document	Category
Amicus Brief by Government or with Consent	Prospective Amici and Intervenors
Brief and Prospective Amicus or Intervenor Motion Together	Prospective Amici and Intervenors
Brief on the Merits (Opening, Answering, Reply, Supplemental, etc)	Briefs
Errata to Brief	Briefs
Joinder Letter in Lieu of Amicus Brief (CR 29-1 Note)	Briefs, Prospective Amici and Intervenors
Joinder to Brief	Briefs
Streamlined Request to Extend Time to File Brief	Briefs, Motions/Responses/Replies

The document will also be filed in cases that are checked:

67-999 ABC Fiction Team v. AAA Fiction Widget Company

Select [All](#) | [None](#)

5. Click the **Continue** button.

A warning dialog box opens.

- Carefully review the information in the dialog box, select the **Continue** checkbox, and click the **OK** button.

The File a Document | Brief on the Merits (Opening, Answering, Reply, Supplemental, etc) page opens. An example is shown below.

File a Document | Brief on the Merits (Opening, Answering, Reply, Supplemental, etc)

File to cases: 66-999, 67-999

▼ Party Filer

*Click the parties you represent to select them, or, if you are proceeding without counsel, select your name in the list. Your selection will appear in the **Selected** list.*

Filer ⇅	Type ⇅	Case ⇅
AAA Fiction Widget Company	Appellee-Defendant	66-999 ABC Fiction Team v. AAA Fiction Widget Company 67-999 ABC Fiction Team v. AAA Fiction Widget Company
ABC	Appellant-Plaintiff	66-999 ABC Fiction Team v. AAA Fiction Widget Company 67-999 ABC Fiction Team v. AAA Fiction Widget Company
Pro Se Filer, Test External	Appellee-Defendant	66-999 ABC Fiction Team v. AAA Fiction Widget Company
US Mail Only, Pro Se	Appellee-Defendant	67-999 ABC Fiction Team v. AAA Fiction Widget Company

[Select All](#)

Selected

Filer ⇅	Type ⇅	Case ⇅	Remove All

7. In the **Party Filer** section, select the party you represent by clicking the party in the list.

As soon as you click the row, the system adds the party to the **Selected** list in the Party Filer section, as shown below.

NOTE: If you represent more than one party, you can select additional parties to add them to the Selected list. In this example, only one party is selected because the attorney entering the filing represents one party, ABC, in both cases. The Selected list shows one row for each case in which the party appears. If you are a pro se filer, click your name in the list.

File to cases: 66-999, 67-999

Party Filer

*Click the parties you represent to select them, or, if you are proceeding without counsel, select your name in the list. Your selection will appear in the **Selected** list.*

Filer	Type	Case
AAA Fiction Widget Company	Appellee-Defendant	66-999 ABC Fiction Team v. AAA Fiction Widget Company 67-999 ABC Fiction Team v. AAA Fiction Widget Company
ABC	Appellant-Plaintiff	66-999 ABC Fiction Team v. AAA Fiction Widget Company 67-999 ABC Fiction Team v. AAA Fiction Widget Company
Pro Se Filer, Test External	Appellee-Defendant	66-999 ABC Fiction Team v. AAA Fiction Widget Company
US Mail Only, Pro Se	Appellee-Defendant	67-999 ABC Fiction Team v. AAA Fiction Widget Company

[Select All](#)

Selected

Filer	Type	Case	Remove
ABC	Appellant-Plaintiff	66-999 ABC Fiction Team v. AAA Fiction Widget Company	✘
ABC	Appellant-Plaintiff	67-999 ABC Fiction Team v. AAA Fiction Widget Company	✘

8. In the **Type of Brief** section, select the type of brief you are submitting.

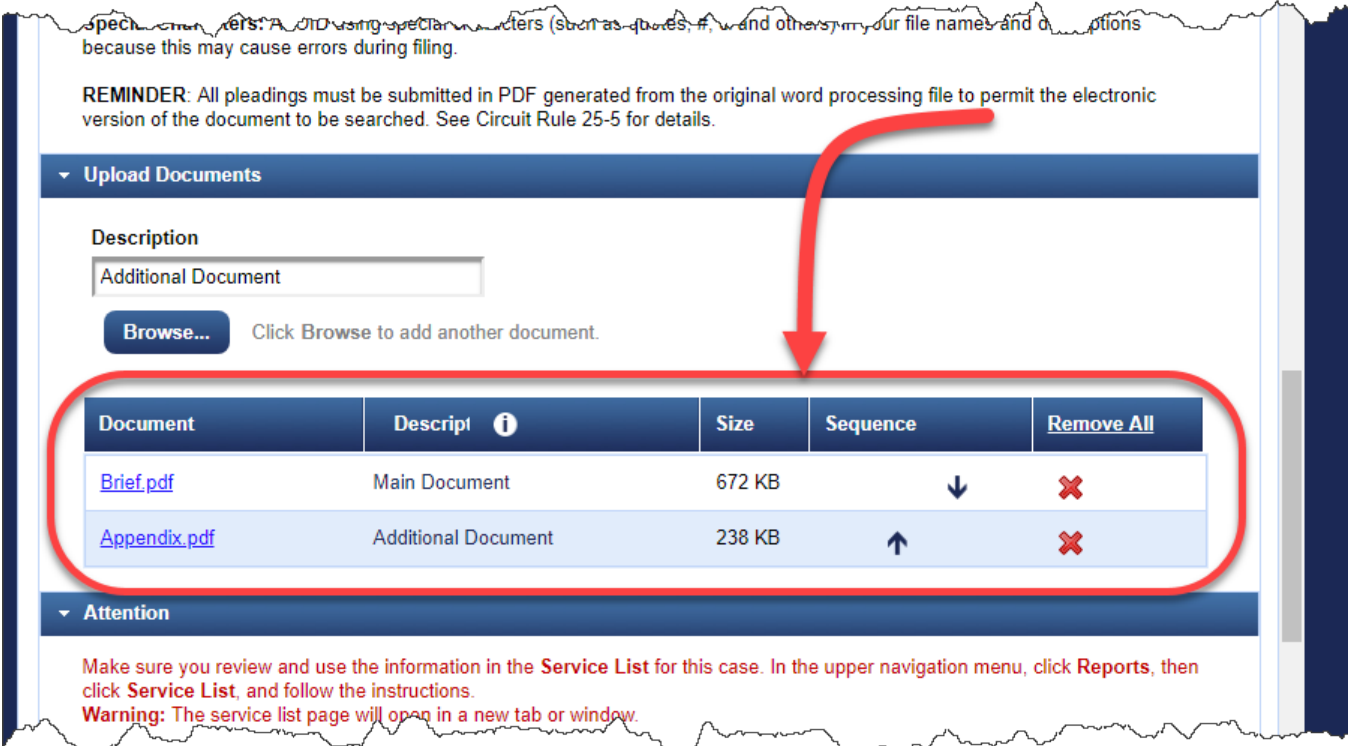
In this example, we have selected Reply Brief from the drop-down list, as shown below.



9. Scroll down to the **Upload Documents** section and for each document that you want to attach to the filing, do the following:

- a. In the **Description** field, always *accept* the default description (Main Document) for the brief itself.
- b. Click the **Browse** button to find and select the PDF file to attach. Make sure you upload all the documents that make up your filing (for example, brief and appendices). There is no limit to the number of files you can attach. Do not change the default description for the documents. An example of the Upload Documents section, with two PDF files is shown below.

REMINDER: You must submit the excerpts of record in a *separate* filing. Use Excerpts of Record to submit the excerpts.



10. In the **Service** section, in the date field, type the service date for the filing, and in the **Service Certification** section, from the drop-down list, select the value that certifies that you notified all parties not registered for electronic filing with notice of the filing.

An example is shown below.

Attention

Make sure you review and use the information in the **Service List** for this case. In the upper navigation menu, click **Reports**, then click **Service List**, and follow the instructions.
Warning: The service list page will open in a new tab or window.

Service

Service
 12/06/2018

Service Certification

Please Select

Please Select

I certify that I have notified all parties not registered for Appellate Electronic Filing in this case with notice of this filing.

Continue

11. Click the **Continue** button.

The Docket Text section is added to the page and shows the final docket text. An example of the docket text for the submission of a brief is shown below. You cannot change the docket text.

TIP: If you realize that you need to make changes to the filing, reopen the section(s) where you need to make corrections. You can also click the Cancel link at the bottom of the page to start over completely.

Attention

Upload Documents

Attention

Service

Service Certification

Docket Text

Submitted (ECF) Reply Brief for review. Submitted by Appellant ABC in 66-999, 67-999. Date of service: 12/06/2018. [66-999, 67-999]

Continue [Cancel](#)

12. Click the **Continue** button.

The **Final Review** section opens. This is the “point of no return.”

TIP: If you realize that you need to make changes to the filing, click the Edit link to make your corrections. You can also click the Cancel link at the bottom of the page to start over completely.

13. Click the **Submit** button to confirm your filing.

A message dialog box opens to let you know that the filing was completed.

14. Click the **OK** button.

A browser window or tab opens with the notice of docket activity for your filing. An example is shown below.

The screenshot shows a browser window with two tabs: 'Filing' and '66-999 ABC Fiction Team v. AAA'. The address bar is partially visible. The main content area displays a notice of docket activity. At the top, there is a bolded note for public access users regarding the Judicial Conference of the United States policy. Below this, the text is centered under the heading 'United States Court of Appeals for the Ninth Circuit'. The notice is titled 'Notice of Docket Activity' and states that a transaction was entered on 12/06/2018 at 11:29:09 AM PST and filed on 12/06/2018. The case details are listed: Case Name: ABC Fiction Team v. AAA Fiction Widget Company; Case Number: 66-999; Document(s): Document(s). The docket text reads: Submitted (ECF) Reply Brief for review. Submitted by Appellant ABC in 66-999, 67-999. Date of service: 12/06/2018. [11112179] [66-999, 67-999] (Attorney Tester, Test One). The notice will be electronically mailed to Mrs. Test One External Test Attorney Tester, Test 4 External Attorney, Test 6 External Attorney, and Mrs. Test 5 External Attorney. Finally, it states that case participants listed below will not receive this electronic notice: Test External Pro Se Filer, U.S. Court of Appeals for the Ninth Circuit, James R. Browning U.S. Courthouse.

*****NOTE TO PUBLIC ACCESS USERS*** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.**

United States Court of Appeals for the Ninth Circuit

Notice of Docket Activity

The following transaction was entered on 12/06/2018 at 11:29:09 AM PST and filed on 12/06/2018

Case Name: ABC Fiction Team v. AAA Fiction Widget Company
Case Number: [66-999](#)
Document(s): [Document\(s\)](#)

Docket Text:
Submitted (ECF) Reply Brief for review. Submitted by Appellant ABC in 66-999, 67-999. Date of service: 12/06/2018. [11112179] [66-999, 67-999] (Attorney Tester, Test One)

Notice will be electronically mailed to:

Mrs. Test One External Test Attorney Tester
Test 4 External Attorney
Test 6 External Attorney
Mrs. Test 5 External Attorney

Case participants listed below will not receive this electronic notice:

Test External Pro Se Filer
U.S. Court of Appeals for the Ninth Circuit
James R. Browning U.S. Courthouse

Submitting Excerpts of Record for Review by the Court

Before you start, make sure you review the information in “An Overview of Filing,” to familiarize yourself with the process of filing something in CM/ECF.

CAUTION: If you want to submit any part of the excerpts of record under **seal**, you must—in a separate transaction along with the sealed volume of excerpts containing only the sealed documents—file a motion or a notice under Circuit Rule 27-13 (see the Rules page at <http://www.ca9.uscourts.gov> for the rule). See [Filing a Sealed Document](#) for details about sealed filings. The Sealed Filings FAQ on the Court’s website at <http://www.ca9.uscourts.gov/cmecf/faqs/sealedfilings/> should answer any remaining filing-related questions you may have.

1. In the CM/ECF landing page, in the menu bar, click **Filing**.
2. In the File a Document page, in the **Case Number** field, type the number of the case for which you are entering the filing and press the **Tab** key.

The system now shows the case title next to the **Case Number** field and populates the **Parties/Attorneys** panel (on the right).

3. In the **Type of Document** field, type `excerpt` to find all document types that contain the string “excerpt” in the description.

The system filters the list to match your criteria, as shown below. Notice that there is only one filing type that contains the word “excerpt.”

The screenshot shows the 'File a Document' interface. At the top, there is a header 'File a Document'. Below it, the 'Case Number' field contains '66-999' and the case title 'ABC Fiction Team v. AAA Fiction Widget Company' is displayed. The 'Filed' date is '12/15/2017'. The 'Type of Document' dropdown menu is open, showing 'excerpt' as the selected option. A red arrow points from the 'excerpt' text in the dropdown to the 'Excerpts of Record' option in the list below. The 'Category' dropdown is set to 'All'. The list of results shows two items: 'Errata to Excerpts of Record' and 'Excerpts of Record', both with 'Briefs' as the category. At the bottom, there is a section titled 'The document will also be filed in cases that are checked:' with a list of case numbers.

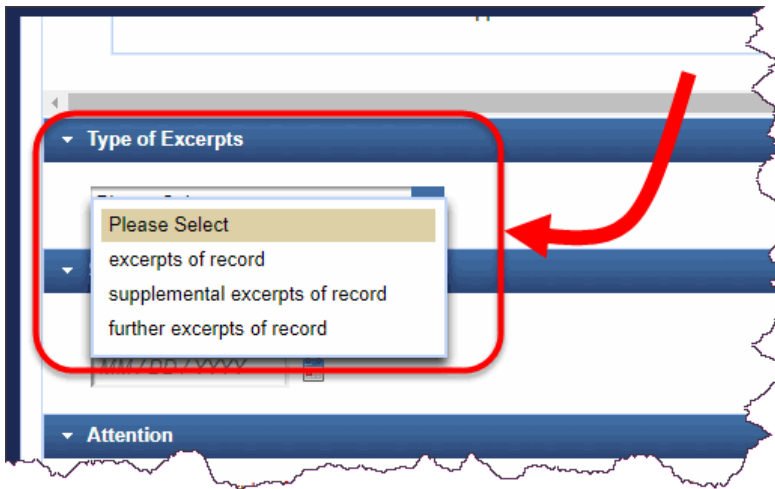
4. Click **Excerpts of Record** and click the **Continue** button.
5. Carefully review the information in the warning dialog box that opens, select the **Continue** checkbox, and click the **OK** button.

The File a Document | Excerpts of Record page opens. It has additional fields to allow you to continue the filing.

6. In the **Party Filer** section, select the party you represent by clicking the party in the list.

7. In the **Type of Excerpts** section, from the drop-down list, select the type that corresponds to the excerpts you are submitting: excerpts of record, supplemental excerpts of record, or further excerpts of record.

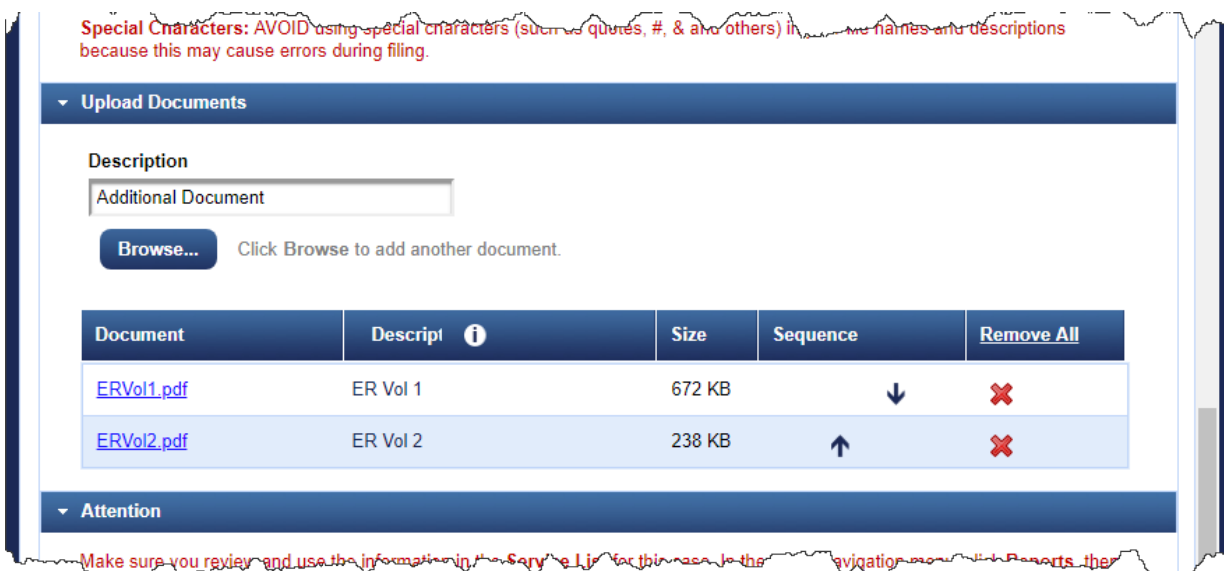
An example of the drop-down list with the types of excerpts is shown below.



8. Scroll down to the **Upload Documents** section and for each document that you want to attach to the filing, do the following:
 - a. In the **Description** field, for each volume of excerpts, change the default description to ER Vol followed by the volume number (for example, ER Vol 1). If you need to upload one volume in separate PDF files, indicate that in the description by adding a part number, for example, ER Vol 1 Part 1.
 - b. Click the **Browse** button to find and select the PDF file to attach.

Make sure you upload all the documents that make up your filing (for example, all the volumes of the excerpts of record).

There is no limit to the number of files you can attach. An example of the Upload Documents section, with two PDF files is shown below.



- In the **Service** section, in the date field, type the service date for the filing, and in the **Service Certification** section, from the drop-down list, select the value that certifies that you notified all parties not registered for electronic filing with notice of the filing.

An example is shown below. You cannot continue your filing unless you select a value in the Service Certification section.

Click [Service List](#), and follow the instructions.
Warning: The service list page will open in a new tab or window.

▼ Service

Service
 12/12/2018

▼ Service Certification

Please Select

Please Select

I certify that I have notified all parties not registered for Appellate Electronic Filing in this case with notice of this filing.

Continue

- Click the **Continue** button.

The Docket Text section is added to the page and shows the final docket text. You cannot change the docket text.

TIP: If you realize that you need to make changes to the filing, reopen the section(s) where you need to make corrections. You can also click the Cancel link at the bottom of the page to start over completely.

- Click the **Continue** button.

The **Final Review** section opens. This is the “point of no return.”

- Click the **Submit** button to confirm your filing.

A message dialog box opens to let you know that the filing was completed.

- Click the **OK** button.

A browser window or tab opens with the notice of docket activity for your filing.

Filing a Motion

This topic describes the steps for filing an unopposed motion to extend time to file an answering brief and is intended to give you a quick overview of the steps you need to complete to file a motion.

1. In the CM/ECF landing page, in the menu bar, click **Filing**.
2. In the File a Document page, in the **Case Number** field, type the number of the case for which you are entering the filing and press the **Tab** key.
3. In the **Type of Document** field, type `motion` to find all document types that contain the string “motion” in the description.

An example of the result is shown below.

The screenshot shows the CM/ECF 'File a Document' interface. At the top, there is a navigation bar with 'Filing', 'Reports', 'Utilities', 'Help', 'Getting Started', and 'Log Out'. Below this, the 'File a Document' section is active. The 'Case Number' field contains '66-999' and the case name is 'ABC Fiction Team v. AAA Fiction Widget Company'. The 'Filed' date is '11/21/2017'. A red arrow points from the 'Case Number' field to the 'Type of Document' dropdown menu, which is currently set to 'motion'. The 'Category' dropdown is set to 'All'. Below these fields is a table of search results:

Type of Document	Category
Affidavit Accompanying In Forma Pauperis Motion (Form 4)	Forms/Notices/Disclosures
Brief and Prospective Amicus or Intervenor Motion Together	Prospective Amici and Intervenor
Court Reporter Motion to Extend Time	Court Reporters, Motions/Responses/Replies
Motion and Response to Motion Together	Motions/Responses/Replies
Motion for any Type of Relief (Other than Reconsideration or to Seal)	Motions/Responses/Replies
Motion for Reconsideration from Dispositive Order	Motions/Responses/Replies, Rehearing/Reconsideration
Motion for Reconsideration from Non-Dispositive Order	Motions/Responses/Replies, Rehearing/Reconsideration

- Click **Motion for any Type of Relief (Other than Reconsideration or to Seal)** to select it.

The type of document you selected is highlighted in a different color to show that it is selected. An example, for *Motion for any Type of Relief (Other than Reconsideration or to Seal)*, is shown below.

The screenshot shows the 'File a Document' page in the CM/ECF system. The case number is 66-999 and the case name is ABC Fiction Team v. AAA Fiction Widget Company. The filing date is 11/21/2017. The 'Type of Document' dropdown is set to 'motion'. The 'Category' dropdown is set to 'All'. The 'Motion for any Type of Relief (Other than Reconsideration or to Seal)' option is highlighted in yellow and circled in red. A red arrow points to this option.

Type of Document	Category
Affidavit Accompanying In Forma Pauperis Motion (Form 4)	Forms/Notices/Disclosures
Brief and Prospective Amicus or Intervenor Motion Together	Prospective Amici and Intervenors
Court Reporter Motion to Extend Time	Court Reporters' Motions/Responses/Replies
Motion and Response to Motion Together	Motions/Responses/Replies
Motion for any Type of Relief (Other than Reconsideration or to Seal)	Motions/Responses/Replies
Motion for Reconsideration from Dispositive Order	Motions/Responses/Replies, Rehearing/Reconsideration
Motion for Reconsideration from Non-Dispositive Order	Motions/Responses/Replies, Rehearing/Reconsideration
Motion to File Document Under Seal and Submit Sealed Document	Briefs, Motions/Responses/Replies, Sealed Documents

- Click the **Continue** button.

A warning dialog box opens. An example of a warning dialog box that opens when you file a motion is shown below.

The screenshot shows an 'Attention' dialog box with the following text:

Read the information below before you continue.

REMINDER: All pleadings must be submitted in PDF generated from the original word processing file to permit the electronic version of the document to be searched. See Circuit Rule 25-5 for details.

Special Characters: AVOID using special characters (such as quotes, #, & and others) in your file names and descriptions because this may cause errors during filing.

Do not submit paper copies of an electronically-filed document unless requested by the Court.

I have read and understood all the messages above.

Continue

OK

- Carefully review the information in the dialog box, select the **Continue** checkbox, and click the **OK** button.

The **File a Document | Motion for Any Type of Relief (Other Than Reconsideration or to Seal)** page opens. It has additional fields divided into sections to allow you to enter details for the filing.

- In the **Party Filer** section, select the party you represent by clicking the party in the list.

As soon as you click the row, the system adds the party to the **Selected** list in the Party Filer section.

- In the **Optional Modifier For Motion** section, select Unopposed from the drop-down list, as shown below.

The screenshot displays a web form for filing a motion. At the top, a header bar shows the case name: "67-999 ABC Fiction Team v. AAA Fiction Widget Company" with a red 'X' icon. Below this, the "Attention" section contains red text: "If you select EMERGENCY below, you must call the Court at 415-355-8020 or send an email to emergency@ca9.uscourts.gov before you file this motion, and you must certify that relief is needed within 21 days. You are not required to mail hard copies of the motion to the Court, unless requested by the Clerk. See 9th Cir. R. 27-3(a)." The "Optional Modifier For Motion" section features a dropdown menu with "Unopposed" selected, highlighted by a red circle and an arrow. The "Requested Relief" section includes a search filter with the text: "Filter the relief list by typing a word in the Relief field. Select a relief by clicking the row. Your selection(s) will appear Selected list. You can use the up and down arrow icons to reorder selected reliefs and the red X icon to remove a relief." Below the filter, a table of relief options is visible, with "motion to extend time to the opposition" and "motions/responses/repies" partially shown.

- Scroll down to the **Requested Relief** section and in the **Relief** field, type `extend time` to find all reliefs that contain the string `"extend time"` in the description.

The system filters the list to match your criteria. Notice that each matching relief contains the words `"extend time"`. You will also notice that the scroll bar is enabled in the list of reliefs. This means that there are more reliefs than the ones currently shown.

10. Use the scroll bar in the relief list until you see “motion to extend time to file brief” in the list, then click **motion to extend time to file brief**.

As soon as you click the row, the system adds the relief to the **Selected** list in the **Requested Relief** section, as shown below.

Requested Relief

Filter the relief list by typing a word in the **Relief** field. Select a relief by clicking the row. Your selection(s) will appear **Selected** list. You can use the up and down arrow icons to reorder selected reliefs and the red X icon to remove a relief.

Relief	Relief Category
extend time	all
motion to extend time to comply with order	Motions/Responses/Replies
motion to extend time to file agency record	Motions/Responses/Replies
motion to extend time to file appellant designation of reporters transcript	Motions/Responses/Replies
motion to extend time to file appellee designation of reporters transcript	Motions/Responses/Replies
motion to extend time to file appendix	Motions/Responses/Replies
motion to extend time to file bill of costs	Motions/Responses/Replies
motion to extend time to file brief	Motions/Responses/Replies
motion to extend time to file COA request	Motions/Responses/Replies
motion to extend time to file FRAP 9a memorandum	Motions/Responses/Replies

Selected

Relief	Sequence	Remove All
motion to extend time to file brief		X

Continue Cancel

You can repeat this step for other reliefs. You may select more than one relief for a motion. In this example, only one relief is selected.

11. Click the **Continue** button at the bottom of the page.

The system collapses the completed sections and adds new sections that you must complete to continue. You can reopen a section by clicking the arrow to the left of the label for the section.

12. In the **Type of Brief** section, select **Reply** from the drop-down list and in the **New Requested Due Date**, type the new due date you are requesting, as shown below.

File a Document | Motion for any Type of Relief (Other than Reconsideration or to S... | motion to extend time to file brief

File to cases: 66-999, 67-999

Party Filer

Attention

Optional Modifier For Motion

Requested Relief

Type of Brief

Reply

New Requested Due Date

01/14/2019

Attention

You can attach more than one document to this filing. For example, you can attach your main pleading, and then attach a declaration, and an exhibit.

13. Scroll down until you can see the **Upload Documents** section.

14. For each document that you want to attach to the filing, do the following:

- In the **Description** field, accept the default description (Main Document), or optionally, type a description.
- Click the **Browse** button to find and select the PDF file to attach.

Make sure you upload all the PDF files that make up your filing (for example, motion and declaration). An example of the **Upload Documents** section, with two PDF files is shown below.

On neg-filing.

Upload Documents

Description

Additional Document

Browse... Click Browse to add another document.

Document	Descriptio <i>i</i>	Size	Sequence	Remove All
Motion.pdf	Main Document	238 KB	↓	✗
Declaration.pdf	Additional Document	672 KB	↑	✗

Attention

15. In the **Service** section, in the date field, type the service date for the filing, and in the **Service Certification** section, from the drop-down list, select the value that certifies that you notified *all parties not* registered for electronic filing with notice of the filing.

An example is shown below. You cannot continue your filing until you select a value in the **Service Certification** section.

The screenshot shows a web form with three main sections: Attention, Service, and Service Certification. The Attention section contains a red warning message. The Service section has a date field with '12/04/2018' entered, which is circled in red. The Service Certification section has a dropdown menu with 'Please Select' selected. A red arrow points from the date field to the dropdown menu. At the bottom left, a 'Continue' button is partially visible.

16. Click the **Continue** button.

The **Docket Text** section is added to the page and shows the final docket text.

17. Click the **Continue** button.

The **Final Review** section opens. This is the “point of no return.”

18. Click the **Submit** button to confirm your filing.

A message dialog box opens to let you know that the filing was completed.

19. Click the **OK** button.

A browser window or tab opens with the notice of docket activity for your filing.

Filing a Response to a Motion

This topic describes the steps for filing an unopposed motion to extend time to file an answering brief and is intended to give you a quick overview of the steps you need to complete to file a motion.

1. In the CM/ECF landing page, in the menu bar, click **Filing**.
2. In the File a Document page, in the **Case Number** field, type the number of the case for which you are entering the filing and press the **Tab** key.
3. In the **Type of Document** field, type response to find all document types that contain the string “response” in the description.

An example of the result is shown below.

The screenshot shows the 'File a Document' interface. The 'Case Number' field contains '66-999' and the case name is 'ABC Fiction Team v. AAA Fiction Widget Company'. The 'Filed' date is '12/06/2018'. The 'Type of Document' dropdown menu is open, showing a search for 'response'. A red arrow points from the search input to the dropdown list. The dropdown list contains the following items:

Type of Document	Category
Answer or Response to Petition for Rehearing/En Banc	Rehearing/Reconsideration
Motion and Response to Motion Together	Motions/Responses/Replies
Reply to Response to Court Order	Motions/Responses/Replies
Reply to Response to FRAP 9(a) Memorandum	Appeals Pursuant to FRAP 9(a)
Reply to Response to Motion	Motions/Responses/Replies
Reply to Response to Order to Show Cause	Motions/Responses/Replies
Reply to Response to Petition for Rehearing/En Banc	Rehearing/Reconsideration

The 'Parties/Attorneys' sidebar on the right shows a list of parties and attorneys, including '66-999 ABC Fiction Team v. AAA Fiction Widget Company', 'AAA Fiction Widget Company', and 'ABC Fiction Team'.

4. Use the scroll bar in the Type of Document list to find **Response to Motion/Form**.
5. Click **Response to Motion/Form** to select it.

The type of document you selected is highlighted in a different color to show that it is selected.

6. Click the **Continue** button.
7. Carefully review the information in the warning dialog box, select the **Continue** checkbox, and click the **OK** button.

The **File a Document | Response to Motion/Form** page opens. It has additional fields divided into sections to allow you to enter details for the filing.

8. In the **Party Filer** section, select the party you represent by clicking the party in the list.

As soon as you click the row, the system adds the party to the **Selected** list in the Party Filer section

9. Scroll down, and in the **Related Entries** section, select the motion to which you are responding by clicking the row for the filing.

TIP: You can click the red arrow to expand the contents in the **Entry** column to see the full docket text (as shown for the highlighted motion below). You can click the document or lock icon in the **Doc** column to see the document that is attached to the entry (PACER fees apply). A lock icon instead of a document icon means that the document or documents attached to the filing are visible only to case participants. If you do not see the motion/form you want to respond to, send an email to the help desk at cmecf_ca9help@ca9.uscourts.gov.

In the image below, the motion filed on 11/26/2018 by the Appellee is selected.

Related Entries

*In the list below, select the filing for which you are filing a response. You can click the document or lock icon in the **Doc** column to see the document that is attached to the entry (PACER fees apply). A lock icon instead of a document icon means that the document or documents attached to the filing are visible only to case participants.*

Note: If you do not see the motion/form you want to respond to, send an email to the help desk at cmecf_ca9help@ca9.uscourts.gov.

Doc	Filed	Entry
	12/04/2018	▶ Filed (ECF) Appellant ABC in 66-999, 67-999 Unopposed Motion to extend time to f...
	12/01/2018	▶ Filed (ECF) Appellant ABC in 66-999, 67-999 EMERGENCY Motion for miscellaneous r...
	11/26/2018	▶ Filed (ECF) Appellee AAA Fiction Widget Company in 66-999, 67-999 Motion to exte...
	11/05/2018	▶ Filed (ECF) Appellant ABC in 66-999, 67-999 Motion to extend time to file Openin...
	09/12/2018	▶ Filed Appellee AAA Fiction Widget Company motion testing Windows 10. Deficiencie...
	08/16/2018	▶ Filed Appellant ABC motion to file Opening brief UNDER SEAL. Deficiencies: None....
	08/16/2018	▶ Filed (ECF) UNDER SEAL Appellant ABC motion to file document under seal and subm...

Selected

Doc	Filed	Entry	Sequence	Remove All
	11/26/2018	▶ Filed (ECF) Appellee AAA Fiction Widget Company in 66-999, 67-999 Motion to exte...		

10. Click the **Continue** button at the bottom of the page.

The system collapses the completed sections and adds new sections that you must complete to continue. You can reopen a section by clicking the arrow to the left of the label for the section.

11. (Optional) In the **Optional Response Type** section, select the value that matches the type of response you are filing: joining, non-opposing, opposing, or supporting.

In this example, we are selecting opposing, as shown below.

The screenshot shows a web interface with several sections: 'Party Filer', 'Related Entries', 'Optional Response Type', and 'Attention'. The 'Optional Response Type' section is expanded, showing a dropdown menu with 'opposing' selected. A red circle highlights the dropdown, and a red arrow points from it to the text below.

12. Scroll down until you can see the **Upload Documents** section.

13. For each document that you want to attach to the filing, do the following:

- In the **Description** field, accept the default description (Main Document), or optionally, type a description.
- Click the **Browse** button to find and select the PDF file to attach.

Make sure you upload all the PDF files that make up your filing (for example, motion and declaration).

14. In the **Service** section, in the date field, type the service date for the filing, and in the **Service Certification** section, from the drop-down list, select the value that certifies that you notified *all parties not* registered for electronic filing with notice of the filing.

An example is shown below. You cannot continue your filing until you select a value in the **Service Certification** section.

The screenshot shows a web interface with sections: 'Attention', 'Service', and 'Service Certification'. The 'Service' section has a date field containing '12/04/2018', which is circled in red. The 'Service Certification' section has a dropdown menu with 'Please Select' selected, also circled in red. A red arrow points from the dropdown to the text below.

15. Click the **Continue** button.

The **Docket Text** section is added to the page and shows the final docket text.

16. Click the **Continue** button.

The **Final Review** section opens. This is the “point of no return.”

17. Click the **Submit** button to confirm your filing.

A message dialog box opens to let you know that the filing was completed.

18. Click the **OK** button.

A browser window or tab opens with the notice of docket activity for your filing.

Filing a Motion and a Response to a Motion Together

This topic describes the steps for filing a motion and a response to a motion in one filing

1. In the CM/ECF landing page, in the menu bar, click **Filing**.
2. In the File a Document page, in the **Case Number** field, type the number of the case for which you are entering the filing and press the **Tab** key.
3. In the **Type of Document** field, type response to find all document types that contain the string “response” in the description.

An example of the result is shown below.

The screenshot shows the 'File a Document' interface. The 'Case Number' field contains '66-999' and the case name is 'ABC Fiction Team v. AAA Fiction Widget Company'. The 'Filed' date is '12/06/2018'. The 'Type of Document' dropdown is set to 'response', and the 'Category' dropdown is set to 'All'. A red arrow points from the 'response' text in the dropdown to the 'Motion and Response to Motion Together' row in the results table. To the right, the 'Parties/Attorneys' sidebar shows a list of parties and attorneys for the case.

Type of Document	Category
Answer or Response to Petition for Rehearing/En Banc	Rehearing/Reconsideration
Motion and Response to Motion Together	Motions/Responses/Replies
Reply to Response to Court Order	Motions/Responses/Replies
Reply to Response to FRAP 9(a) Memorandum	Appeals Pursuant to FRAP 9(a)
Reply to Response to Motion	Motions/Responses/Replies
Reply to Response to Order to Show Cause	Motions/Responses/Replies
Reply to Response to Petition for Rehearing/En Banc	Rehearing/Reconsideration

4. Click **Motion and Response to Motion Together** to select it.

The type of document you selected is highlighted in a different color to show that it is selected.

5. Click the **Continue** button.
6. Carefully review the information in the warning dialog box, select the **Continue** checkbox, and click the **OK** button.

The **File a Document | Motion and Response to Motion Together** page opens. It has additional fields divided into sections to allow you to enter details for the filing.

7. In the **Party Filer** section, select the party you represent by clicking the party in the list.

As soon as you click the row, the system adds the party to the **Selected** list in the Party Filer section

8. (Optional) In the **Optional Modifier For Motion** section, if this is not a standard motion, select a value from the drop-down list. .

9. Scroll down to the **Requested Relief** section and in the **Relief** field, type `extend time` to find all reliefs that contain the string `"extend time"` in the description.

The system filters the list to match your criteria. Notice that each matching relief contains the words `"extend time"`. You will also notice that the scroll bar is enabled in the list of reliefs. This means that there are more reliefs than the ones currently shown.

10. Use the scroll bar in the relief list until you see `"motion to extend time to file brief"` in the list, then click **motion to extend time to file brief**.

As soon as you click the row, the system adds the relief to the **Selected** list in the **Requested Relief** section, as shown below.

Requested Relief

Filter the relief list by typing a word in the Relief field. Select a relief by clicking the row. Your selection(s) will appear Selected list. You can use the up and down arrow icons to reorder selected reliefs and the red X icon to remove a relief.

Relief	Relief Category
extend time	all
motion to extend time to comply with order	Motions/Responses/Replies
motion to extend time to file agency record	Motions/Responses/Replies
motion to extend time to file appellant designation of reporters transcript	Motions/Responses/Replies
motion to extend time to file appellee designation of reporters transcript	Motions/Responses/Replies
motion to extend time to file appendix	Motions/Responses/Replies
motion to extend time to file bill of costs	Motions/Responses/Replies
motion to extend time to file brief	Motions/Responses/Replies
motion to extend time to file COA request	Motions/Responses/Replies
motion to extend time to file FRAP 9a memorandum	Motions/Responses/Replies

Selected

Relief	Sequence	Remove All
motion to extend time to file brief		X

Continue Cancel

You can repeat this step for other reliefs. You may select more than one relief for a motion. In this example, only one relief is selected.

11. Click the **Continue** button at the bottom of the page.

The system collapses the completed sections and adds new sections that you must complete to continue.

NOTE: The Type of Brief and New Requested Due Date sections appear because you are filing a motion to extend time to file a brief, in addition to the response to an already filed motion.

12. In the **Type of Brief** section, select **Reply** from the drop-down list and in the New Requested Due Date, type the new due date you are requesting for the brief.

13. (Optional) In the **Optional Response Type** section, select the value that matches the type of response you are filing: joining, non-opposing, opposing, or supporting.

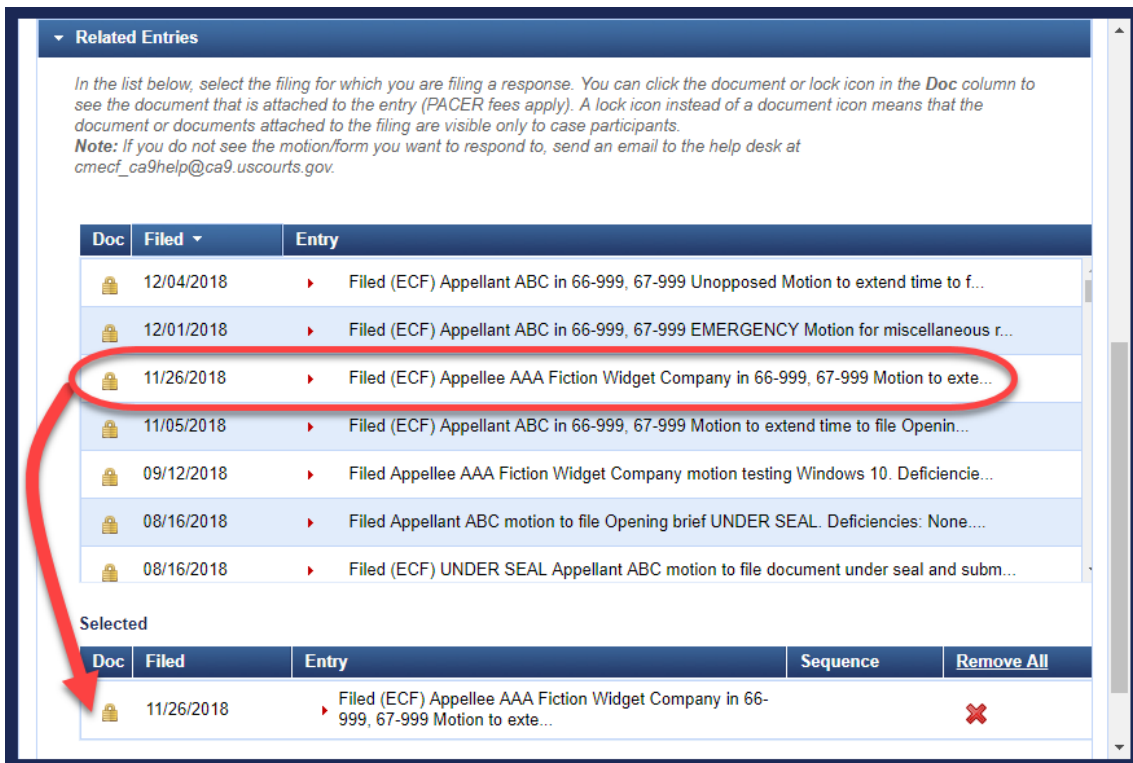
In this example, we are selecting opposing, as shown below.



14. Scroll down, and in the **Related Entries** section, select the motion to which you are responding by clicking the row for the filing.

TIP: You can click the red arrow to expand the contents in the **Entry** column to see the full docket text. You can click the document or lock icon in the **Doc** column to see the document that is attached to the entry (PACER fees apply). A lock icon instead of a document icon means that the document or documents attached to the filing are visible only to case participants. If you do not see the motion/form you want to respond to, send an email to the help desk at cmecf_ca9help@ca9.uscourts.gov.

In the image below, the motion filed on 11/26/2018 by the Appellee is selected.



15. Click the **Continue** button at the bottom of the page.

The system collapses the completed sections and adds new sections that you must complete to continue. You can reopen a section by clicking the arrow to the left of the label for the section.

16. Scroll down until you can see the **Upload Documents** section.
17. For each document that you want to attach to the filing, do the following:

- a. In the **Description** field, accept the default description (Main Document), or optionally, type a description.
- b. Click the **Browse** button to find and select the PDF file to attach.

Make sure you upload all the PDF files that make up your filing (for example, motion, response to motion, and declaration).

18. In the **Service** section, in the date field, type the service date for the filing, and in the **Service Certification** section, from the drop-down list, select the value that certifies that you notified *all parties not* registered for electronic filing with notice of the filing.

An example is shown below. You cannot continue your filing until you select a value in the **Service Certification** section.

The screenshot shows a web form with several sections:

- Attention:** A blue header with a downward arrow. Below it is a red warning message: "Make sure you review and use the information in the **Service List** for this case. In the upper navigation menu, click **Reports**, then click **Service List**, and follow the instructions. **Warning:** The service list page will open in a new tab or window."
- Service:** A blue header with a downward arrow. Below it is a "Service" label and a date input field containing "12/04/2018". The date field is circled in red.
- Service Certification:** A blue header with a downward arrow. Below it is a dropdown menu with "Please Select" selected. The dropdown menu is open, showing "Please Select" as the only option. A red arrow points from the dropdown menu to the "Continue" button.
- Continue:** A blue button at the bottom left of the form.

19. Click the **Continue** button.

The **Docket Text** section is added to the page and shows the final docket text.

20. Click the **Continue** button.

The **Final Review** section opens. This is the "point of no return."

21. Click the **Submit** button to confirm your filing.

A message dialog box opens to let you know that the filing was completed.

22. Click the **OK** button.

A browser window or tab opens with the notice of docket activity for your filing.

Filing a Court Reporter Motion to Extend Time

Before you start, review the FAQs developed specifically for court reporters at <http://www.ca9.uscourts.gov/cmecf/faqs/courtreporters/>.

TIP: The Court has prepared a fill-in form, Form 21. Court Reporter Motion for Extension of Time to File Transcript, that you can use for your motions. Check the Court's Forms page at <http://www.ca9.uscourts.gov/forms> or go to <http://www.ca9.uscourts.gov/forms/form21.pdf>.

1. In the CM/ECF landing page, in the menu bar, click **Filing**.
2. In the File a Document page, in the **Case Number** field, type the number of the case for which you are entering the filing and press the **Tab** key.
3. In the **Type of Document** field, type reporter to find all document types that contain the string "reporter" in the description.

An example of the result is shown below.

File a Document		Parties/Attorneys
Case Number	66-999 ABC Fiction Team v. AAA Fiction Widget Company	66-999
Filed	12/12/2018	ABC Fiction Team v. AAA
Type of Document	reporter	AAA Fiction Widget Com
Category	All	Attorneys
	<ul style="list-style-type: none"> Court Reporter Correspondence to Court Court Reporter Motion to Extend Time Notice of Reporter Default (9th Cir. R. 11-1.2) 	<ul style="list-style-type: none"> Attorney, Test 5 Ext ABC Fiction Team Attorneys Attorney Tester, Test Attorney, Test 4 Ext Pro Se Filer, Test Extern

4. Click **Court Reporter Motion to Extend Time** to select it.

The type of document you selected is highlighted in a different color to show that it is selected.

5. Click the **Continue** button.
6. Carefully review the information in the warning dialog box, select the **Continue** checkbox, and click the **OK** button.

The **File a Document | Court Reporter Motion to Extend Time** page opens. It has additional fields divided into sections to allow you to enter details for the filing.

7. In the **Court Reporter Filer** section, select your name if it appears in the list.

As soon as you click the row, the system adds the name to the **Selected** list in the Court Reporter Filer section.

NOTE: If your name does not appear in the list, type it in the **Enter Your Name ...** section below the Court Reporter Filer section instead.

8. Scroll down until you can see the **Upload Documents** section and do the following to upload your motion:
 - a. In the **Description** field, accept the default description (Main Document), or optionally, type a description.
 - b. Click the **Browse** button to find and select the PDF file to attach.

TIP: Remember that a fill-in form is available here: <http://www.ca9.uscourts.gov/forms/form21.pdf>.

9. In the **Service** section, in the date field, type the service date for the filing.
10. In the **Service Certification** section, from the drop-down list, select the value that certifies that you notified *all* parties *not* registered for electronic filing with notice of the filing.
11. Click the **Continue** button.

The **Docket Text** section is added to the page and shows the final docket text. An example is shown below.

The screenshot shows a vertical list of sections on the left side of a form:

- Enter Your Name if your name does not appear in the list above this field
- Attention
- Upload Documents
- Attention
- Service
- Service Certification
- Docket Text** (highlighted with a red circle)

 Below the Docket Text section, a text box contains the following text:

Filed (ECF) Court Reporter Test External Court Reporter motion to extend time to file transcript. Date of service: 12/12/2018. [66-999]

 At the bottom of the form, there are two buttons: **Continue** and **Cancel**. A red arrow points from the 'Enter Your Name' field down to the 'Docket Text' section.

12. Click the **Continue** button.

The **Final Review** section opens. This is the “point of no return.”

13. Click the **Submit** button to confirm your filing.

A message dialog box opens to let you know that the filing was completed.

14. Click the **OK** button.

A browser window or tab opens with the notice of docket activity for your filing.

Filing a Petition for Rehearing

Follow the instructions in this topic to request rehearing of an *Opinion* or a *Memorandum Disposition*.

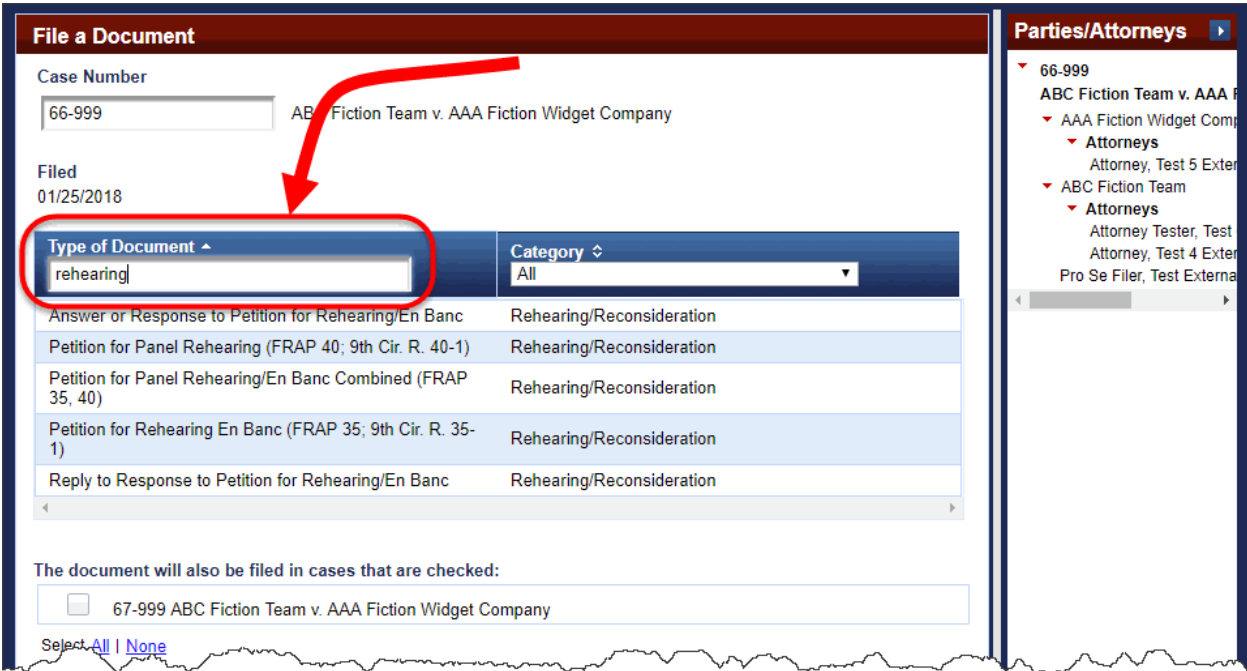
The instructions in this topic apply to the following types of filings:

- Petition for Panel Rehearing (FRAP 40; 9th Cir. R. 40-1)
- Petition for Rehearing En Banc (FRAP 35; 9th Cir. R. 35-1)
- Combination Petition for Panel Rehearing/En Banc (FRAP 35, 40)

CAUTION: If you want to request reconsideration of an *Order*, file a Motion for Reconsideration instead.

1. In the CM/ECF landing page, in the menu bar, click **Filing**.
2. In the File a Document page, in the **Case Number** field, type the number of the case for which you are entering the filing and press the **Tab** key.
3. In the **Type of Document** field, type `rehearing` to find all document types that contain the string “rehearing” in the description.

An example of the result is shown below.



4. Click the document type for the type of petition for rehearing you want to file:
 - To request a rehearing by panel only, click Petition for Panel Rehearing (FRAP 40; 9th Cir. R. 40-1).
 - To request a rehearing by en banc panel only, click Petition for Rehearing En Banc (FRAP 35; 9th Cir. R. 35-1).
 - To request a rehearing by panel and en banc panel, click Petition for Panel Rehearing/En Banc Combined (FRAP 35, 40)

The type of document you selected is highlighted in a different color to show that it is selected. An example, for *Petition for Panel Rehearing/En Banc Combined (FRAP 35, 40)*, is shown below.

The screenshot shows the 'File a Document' interface. The 'Case Number' is 66-999, and the case name is 'ABC Fiction Team v. AAA Fiction Widget Company'. The document is filed on 12/12/2018. The 'Type of Document' dropdown is set to 'rehearing', and the 'Category' dropdown is set to 'All'. A table lists several document types, with 'Petition for Panel Rehearing/En Banc Combined (FRAP 35, 40)' highlighted in yellow and circled in red. Below the table, there is a checkbox for '67-999 ABC Fiction Team v. AAA Fiction Widget Company' which is checked. A red arrow points from the circled document type to the 'Continue' button.

Type of Document	Category
Answer or Response to Petition for Rehearing/En Banc	Rehearing/Reconsideration
Petition for Panel Rehearing (FRAP 40; 9th Cir. R. 40-1)	Rehearing/Reconsideration
Petition for Panel Rehearing/En Banc Combined (FRAP 35, 40)	Rehearing/Reconsideration
Petition for Rehearing En Banc (FRAP 35; 9th Cir. R. 35-1)	Rehearing/Reconsideration
Reply to Response to Petition for Rehearing/En Banc	Rehearing/Reconsideration

The document will also be filed in cases that are checked:

67-999 ABC Fiction Team v. AAA Fiction Widget Company

Select [All](#) | [None](#)

[Continue](#)

5. Click the **Continue** button.
6. Carefully review the information in the warning dialog box, select the **Continue** checkbox, and click the **OK** button.

REMINDER: If you want to request reconsideration of an *Order*, click the OK button to return to the previous page, and find and select Motion for Reconsideration instead.

The **File a Document | type-of-petition-for-rehearing** page opens. It has additional fields divided into sections to allow you to enter details for the filing.

7. In the **Party Filer** section, select the party you represent by clicking the party in the list.

As soon as you click the row, the system adds the party to the **Selected** list in the Party Filer section.

8. From the drop-down list in the **Requesting Rehearing** of section, select memorandum or opinion.

9. In the **Date of Memorandum or Opinion** field, type the date the memorandum or opinion was filed.

The image below shows an example requesting rehearing of an opinion filed on 12/10/2018.

10. Scroll down until you can see the **Upload Documents** section.

11. For each document that you want to attach to the filing, do the following:

- a. In the **Description** field, accept the default description (Main Document), or optionally, type a description.
- b. Click the **Browse** button to find and select the PDF file to attach.

Make sure you upload all the PDF files that make up your filing (for example, petition for rehearing, memorandum or opinion, and certificate of compliance).

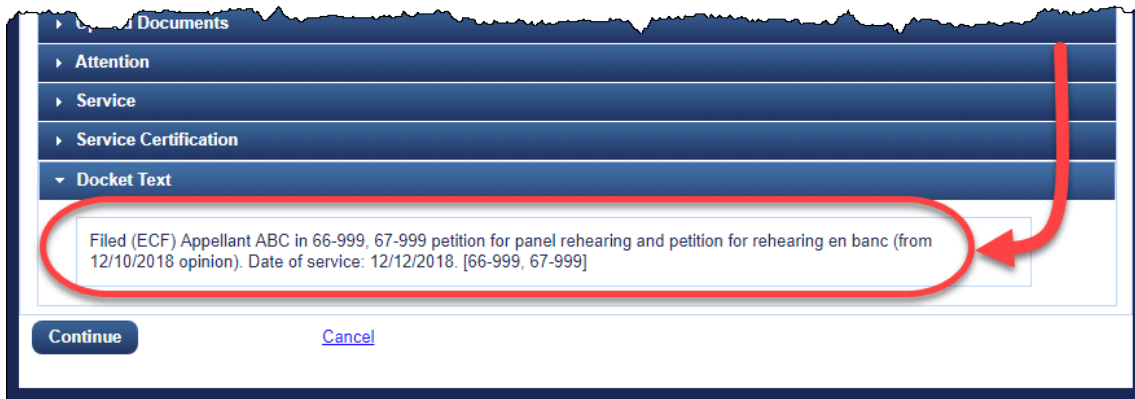
CAUTION: You are **required** to attach a copy of the opinion or memorandum disposition being challenged. If you do not attach a copy, your petition will be rejected. See 9th Cir. R. 40-1(c).

12. In the **Service** section, in the date field, type the service date for the filing, and in the **Service Certification** section, from the drop-down list, select the value that certifies that you notified *all* parties *not* registered for electronic filing with notice of the filing.

You cannot continue your filing until you select a value in the **Service Certification** section.

13. Click the **Continue** button.

The **Docket Text** section is added to the page and shows the final docket text. An example of the docket text for a combined petition for panel and en banc rehearing is shown below.



14. Click the **Continue** button.

The **Final Review** section opens. This is the “point of no return.”

15. Click the **Submit** button to confirm your filing.

A message dialog box opens to let you know that the filing was completed.

16. Click the **OK** button.

A browser window or tab opens with the notice of docket activity for your filing.

Filing a Sealed Document

Documents submitted using any of the sealed filing types will not be accessible online to the parties. The CM/ECF electronic notice of filing will not act to cause service of those documents under FRAP 25(c)(2) and Ninth Circuit Rule 25-5(f)(1). Circuit Rule 27-13(c) therefore requires an alternative method of serving the motion or notice to seal and the materials to be sealed, which is described in Ninth Circuit Rule 25-5(f)(2).

NOTE: Sealed excerpts of record must be submitted in a *separate* transaction along with a motion or notice and the separate volume containing only the sealed documents.

See the Rules page at <http://www.ca9.uscourts.gov/rules/> to review the rules referred to above.

All filings in this category **must**

- include a Form 15. Certificate of Service (available here: <http://www.ca9.uscourts.gov/forms/>), and
- be accompanied by the filing for which sealing is requested, or relate to a previously submitted filing for which sealing is requested.

For notices of sealing in accordance with subsections (d) and (g) of Circuit Rule 27-13, you must include Form 19. Notice of Sealing (available here: <http://www.ca9.uscourts.gov/forms/>).

For notices of intent to file sealed documents publicly in accordance with subsection (f) of Circuit Rule 27-13, you must include Form 20. Notice of Intent to Unseal (available here: <http://www.ca9.uscourts.gov/forms/>).

See [Saving a Completed Fill-In Form](#) for information about downloading a form and preparing the completed form for filing in CM/ECF.

The following filing types are available in the **Sealed Documents** category:

- Motion to File Document Under Seal and Submit Sealed Document
- Motion to Maintain Under Seal
- Notice of Filing Document Under Seal and Submit Sealed Document
- Notice of Intent to File Publicly and Submit Document Under Seal
- Notice to Maintain Under Seal
- Presentence Report Under Seal

Working with Email Notices of Docket Activity

A *notice of docket activity* is a notice that is generated whenever something is entered on the docket of a case. The top of the notice contains a disclaimer stating that public users may view the notice information once free of charge (“one free look”). After that, a fee will be assessed.

The notice shows case information, docket text, the recipient names, and a hyperlink for the case number. In addition, the notice may include a link labeled Document(s). If you are logged in to PACER, clicking the case number hyperlink takes you to the Docket Report window from where you can generate a docket report. An example of a browser window with a notice of docket activity is shown below.

NOTE: If you are *not* a party or attorney in a case, and you signed up to receive notices for cases of interest, the “one free look” does not apply.

*****NOTE TO PUBLIC ACCESS USERS*** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.**

United States Court of Appeals for the Ninth Circuit

Notice of Docket Activity

The following transaction was entered on 07/20/2020 at 5:39:50 PM PDT and filed on 07/20/2020

Case Name: ABC Fiction Team v. AAA Fiction Widget Company

Case Number: [66-999](#)

Document(s): [Document\(s\)](#)

Docket Text:

Filed (ECF) Appellant ABC in 66-999, 67-999 citation of supplemental authorities. Date of service: 07/20/2020. [11759619] [66-999, 67-999] (Attorney Tester, Test Two)

Notice will be electronically mailed to:

Mrs. Test Two Annette Attorney Tester: aswegscheider@gmail.com

Test 6 External Attorney: ca9cmecfsupport@ca9.uscourts.gov

Mrs. Test 5 External Attorney: ca9cmecfsupport@ca9.uscourts.gov

Test External Nine Pro Se Filer: awfromeuropa+prose@gmail.com (*daily summary*)

The following document(s) are associated with this transaction:

Document Description: Main Document

Original Filename: TEST.pdf

Electronic Document Stamp:

[STAMP acecfStamp_ID=1106763461 [Date=07/20/2020] [FileNumber=11759619-0]

[236e8a8f73416a40e3e080b9d1c2de2cb7883d95c0463645f4a3a155e734f0ff97574e

Receiving Notices of Docket Activity in Text-Only Format

If your noticing preference is set to Text instead of HTML, the notices of docket activity you receive will not include any hyperlinks. Instead, you will see a URL instead of a Document(s) link. In this case, you must access that URL in the same browser where you are reviewing the NDA, otherwise, you may lose your free look. An example of a text-only notice is shown below (the arrow is pointing to the URL you have to copy).

NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

United States Court of Appeals for the Ninth Circuit


Notice of Docket Activity

The following transaction was entered on 07/20/2020 at 5:39:50 PM PDT and filed on 07/20/2020

Case Name: ABC Fiction Team v. AAA Fiction Widget Company

Case Number: 66-999

Document(s): <https://ecf.ca9.uscourts.gov/>



Docket Text:

Filed (ECF) Appellant ABC in 66-999, 67-999 citation of supplemental authorities. Date of service: 07/20/2020. [REDACTED] [66-999, 67-999] (Attorney Tester, Test Two)

Notice will be electronically mailed to:

Mrs. Test Two Annette Attorney Tester: [REDACTED]

Test 6 External Attorney: [REDACTED]

Mrs. Test 5 External Attorney: [REDACTED]

Test External Nine Pro Se Filer: [REDACTED] (daily summary)

The following document(s) are associated with this transaction:

Document Description: Main Document

Original Filename: TEST.pdf

Electronic Document Stamp:

[STAMP acecfStamp_ID=1106763461 [Date=07/20/2020] [FileNumber=11759619-0]

[236e8a8f05573416a481ca2f339862d339e3dc08a0b9d22dc2de2cb7883d95c0463645f4a3a155e734f0f68757462d70bcad1c87d3a20511639ee87ad21b078a]]

The following information is for the use of court personnel:

DOCKET ENTRY ID: 11759619

DOCKETED:

The Subject Line of a Notice of Docket Activity

The subject line of a notice of docket activity shows the case number, the case title, and provides a short description of the activity that happened in the case.

CAUTION: *Even if the notice applies to several cases, the subject line of a notice of docket activity only lists one case number!*

For all filings entered in linked cases, only one case number will appear in the subject line of the notice of docket activity. The docket text lists all the cases at the end of the docket text. An example of a notice of docket activity for a motion and a response to a motion together is shown below. The subject line for this notice is "66-999 ABC Fiction Team v. AAA Fiction Widget Company Motion and Response to Motion Together". The end of the docket text shows that the filing was entered in both 66-999 and 67-999.

NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

United States Court of Appeals for the Ninth Circuit

Notice of Docket Activity

The following transaction was entered on 12/12/2018 at 7:47:06 AM PST and filed on 12/12/2018

Case Name: ABC Fiction Team v. AAA Fiction Widget Company
Case Number: [66-999](#)
Document(s): [Document\(s\)](#)

Docket Text:
 Filed (ECF) Appellant ABC in 66-999, 67-999 Unopposed Motion to extend time to file Reply brief until 01/09/2019 and Response opposing motion ([1502] Motion (ECF Filing), [1502] Motion (ECF Filing)). Date of service: 12/12/2018. [11117896] [\[66-999, 67-999\]](#) (Attorney Tester, Test One)

Notice will be electronically mailed to:

Mrs. Test One External Test Attorney Tester
 Test 4 External Attorney
 Test 6 External Attorney
 Mrs. Test 5 External Attorney

Case participants listed below will not receive this electronic notice:

Test External Pro Se Filer
 U.S. Court of Appeals for the Ninth Circuit

Saving Document(s) Referenced in a Notice of Docket Activity

A **Document(s)** link appears in the notice if, *and only if*, one or more documents were attached to the activity in the docket.

You can click the **Document(s)** link to view the document or documents that were attached.

CAUTION: Remote electronic access to documents in Social Security cases and immigration matters is limited to the attorneys or parties in the case to protect the privacy of the individuals involved in those cases. You may inspect these files in person in the Clerk's office. If you are a party or attorney in the case, you can access documents in these cases only by using your PACER/e-filing username and password. See *Federal Rule of Appellate Procedure 25(a)(5)* and *Federal Rule of Civil Procedure 5.2*.

In CM/ECF documents are attached in portable document format (PDF). This means that when you click a document link, the document opens in Adobe Reader or in another PDF-capable application on your system. For this document, we are assuming that you are using Adobe Reader.

NOTE: If you are not a party or attorney in a case, and you signed up to receive notices for cases of interest, the “one free look” does not apply.

To save a copy of a document attached to a notice of docket activity

1. In the notice of docket activity, click the Document(s) link.

NOTE: If more than one document is attached to the entry, a page opens with a number of links. There is one link for each attached document. In this case, click the link of the document that you want to open.

The document opens in your web browser or in a separate Adobe Reader window, depending on your settings.

2. Choose **File > Save As** (or **Save A Copy**, if Save As is not shown).
-or-
Click the **Save a Copy** button in the toolbar.
3. In the Save As dialog box, enter the file name and location, and click the **Save** button.

Creating Cross-Document Hyperlinks in WordPerfect

The topics below describe how to create a hyperlink in a PDF document, where the hyperlink links to another PDF document in a CM/ECF database. The document being referenced can be a document that was previously filed or a document that is being filed in the same transaction (filing) as the referencing document.

CAUTION: Keep in mind that if you create hyperlinks in your pleadings, and those hyperlinks take the reader to another document on PACER, anyone viewing your filing will have to pay the standard PACER fees when accessing those other documents.

Creating a Hyperlink to a Document Already Filed in a Case

You can create a link to another document in any database in the Federal Courts: District, Bankruptcy (as of December 2006) or Appellate (as of July 2006, Version 1.3).

1. Access CM/ECF and run the docket report for the case in which the document was filed.
2. Locate the document among the docket entries.
3. Copy the URL (the “address”) of the document to the clipboard by doing the following:
 - a. Hover over the document link and click the right mouse button (the document link displays after the docket date and is represented by an icon or a number with an underscore, for example, 5).
 - b. From the pop-up menu, choose **Copy Shortcut**, **Copy Link Location**, or **Copy Link Address** (the option you will see depends on your browser),

CAUTION: DO NOT copy the URL from the browser’s address bar when the document is open.

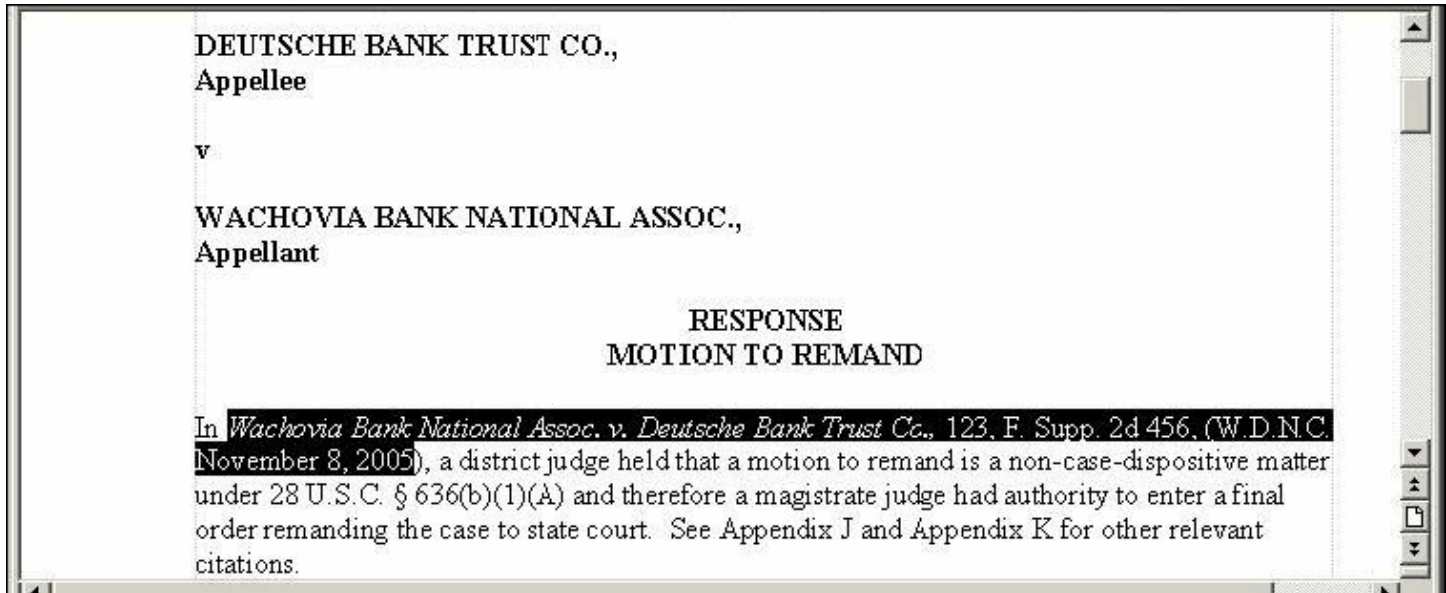
An example of the pop-up menu in Firefox is shown below.



4. Open the word processing document.

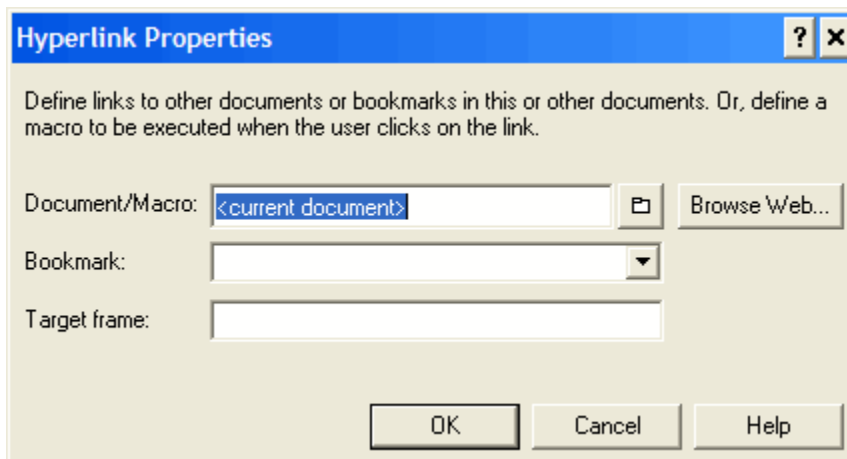
- In the document, highlight the citation text for which you want to create the hyperlink.

An example is shown below.



- From the **Tools** menu, choose **Hyperlink**.

The Hyperlink Properties dialog box opens. An example is shown below.



- Press **Ctrl-V** to paste the URL into the **Document/Macro** field.
- If the citation is to a specific page in the document, append a string to the URL to identify the page: `?page=x`

NOTE: Make sure you type the *exact PDF page number*.

For example: <https://ecf.ca1.uscourts.gov/docs1/001010708409?page=23>

NOTE: Because of an incompatibility between Internet Explorer and Adobe Acrobat, the page number pointer will not work if the user opens the document with Internet Explorer.

9. Click the **OK** button.

In the document, the hyperlink text is now underlined and blue (or the color that you specified for hyperlinks), indicating a hyperlink has been created.

10. Save the document.

11. Choose **File > Publish to PDF**.

-or-

Choose **File > Publish to > PDF**.

CAUTION: Do not use the Print option in the word processing program.

If you are using an earlier version of WordPerfect that does not have one of these Publish options, you must upgrade to Version 11 or higher.

You are now ready to file your document and upload the PDF with hyperlinks.

Creating Hyperlinks Between Documents in the Same Filing:

Instead of linking to a previously-filed document, you can link a document to another document that you will be filing at the same time. For example, you could create a hyperlink from your main document to an attachment.

When you create the link, it points to the referenced document where it exists on your local system or network and when the documents are filed in CM/ECF, the link is converted to an “address” in CM/ECF.

1. Create PDF versions of any secondary documents, such as attachments or exhibits, that will be referenced by the main document.
2. Open the main document in the word processing program.

The main document is the document that will have hyperlinks to the secondary documents.

3. In the main document, highlight the text for which you want to create the hyperlink to the secondary document.
4. From the **Tools** menu, choose **Hyperlink**.

The Hyperlink Properties dialog box opens.

5. Click the folder icon to the right of the Document/Macro field.

The Select File window opens.

6. Navigate to and select the PDF file that you want to link to and click the **Select** button.

The Document/Macro field in the Hyperlink Properties dialog box now shows the file you selected.

7. Click the **OK** button.

8. If the citation is to a specific page in the document, append a string to the value in the field to identify the page: ?page=x

NOTE: Make sure you type the *exact PDF page number*.

For example: C:\MyFiles\Exhibit-A.pdf?page=23

NOTE: Because of an incompatibility between Internet Explorer and Adobe Acrobat, the page number pointer will not work if the user opens the document with Internet Explorer.

9. Click the **OK** button.

The hyperlink text is now underlined and blue (or the color that you specified for hyperlinks), indicating a hyperlink has been created.

10. Save the document.

11. Choose **File > Publish to PDF**.

-or-

Choose **File > Publish to > PDF**.

CAUTION: Do not use the Print option in the word processing program.

If you are using an earlier version of WordPerfect that does not have one of these Publish options, you must upgrade to Version 11 or higher.

You are now ready to file your documents and upload the PDF with hyperlinks.

Creating Cross-Document Hyperlinks in MS Word

The topics below describe how to create a hyperlink in a PDF document, where the hyperlink links to another PDF document in a CM/ECF database. The document being referenced can be a document that was previously filed or a document that is being filed in the same transaction (filing) as the referencing document.

CAUTION: Keep in mind that if you create hyperlinks in your pleadings, and those hyperlinks take the reader to another document on PACER, anyone viewing your filing will have to pay the standard PACER fees when accessing those other documents.

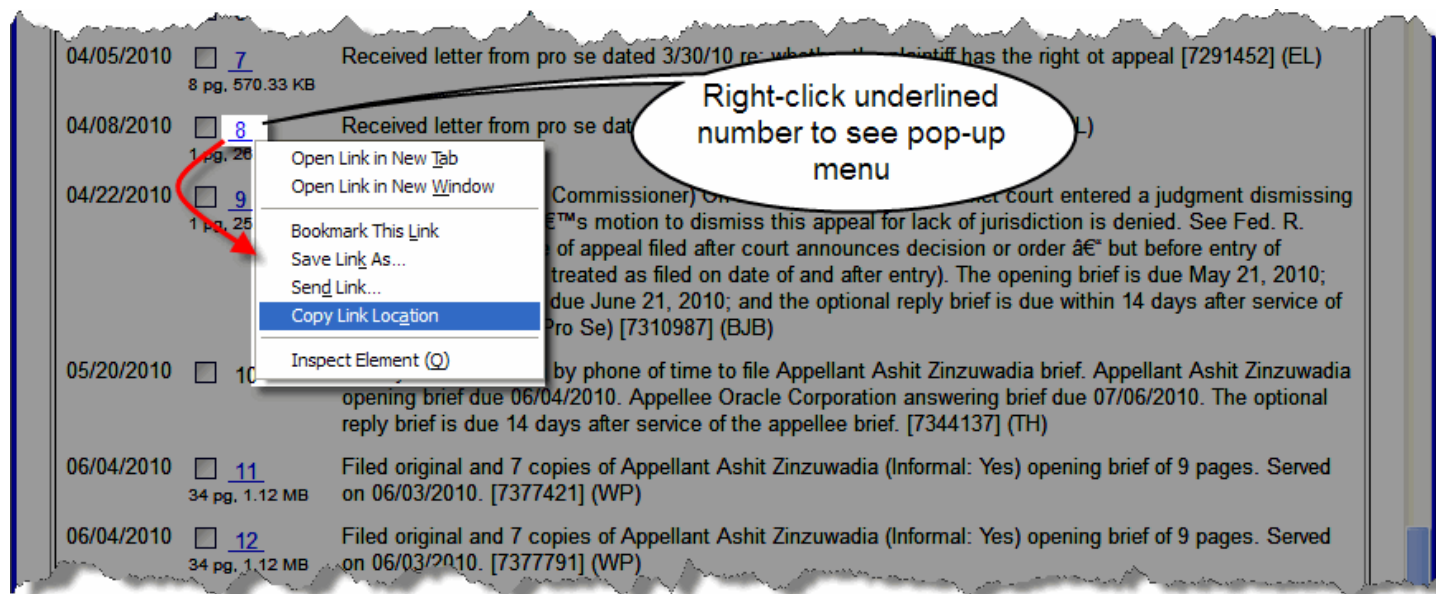
Creating a Hyperlink to a Document Already Filed in a Case

You can create a link to another document in any database in the Federal Courts: District, Bankruptcy (as of December 2006) or Appellate (as of July 2006, Version 1.3).

1. Access CM/ECF and run the docket report for the case in which the document was filed.
2. Locate the document among the docket entries.
3. Copy the URL (the “address”) of the document to the clipboard by doing the following:
 - a. Hover over the document link and click the right mouse button (the document link displays after the docket date and is represented by an icon or a number with an underscore, for example, 5).
 - b. From the pop-up menu, choose **Copy Shortcut**, **Copy Link Location**, or **Copy Link Address** (the option you will see depends on your browser),

CAUTION: DO NOT copy the URL from the browser’s address bar when the document is open.

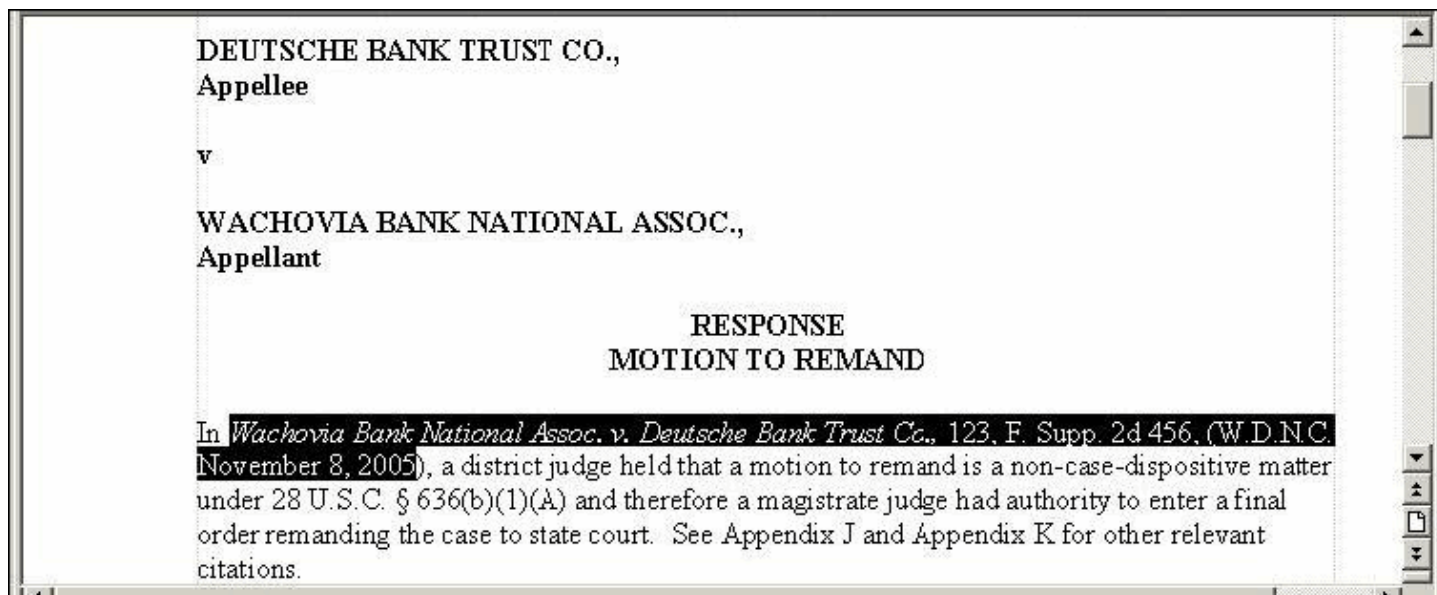
An example of the pop-up menu in Firefox is shown below.



4. Open the word processing document.

5. In the document, highlight the citation text for which you want to create the hyperlink.

An example is shown below.



6. On the **Insert** tab, click **Link**.

The Insert Hyperlink dialog box opens. The **Text to display** field contains the text you selected in the previous step.

7. Press **Ctrl-V** to paste the URL into the **Address** field.

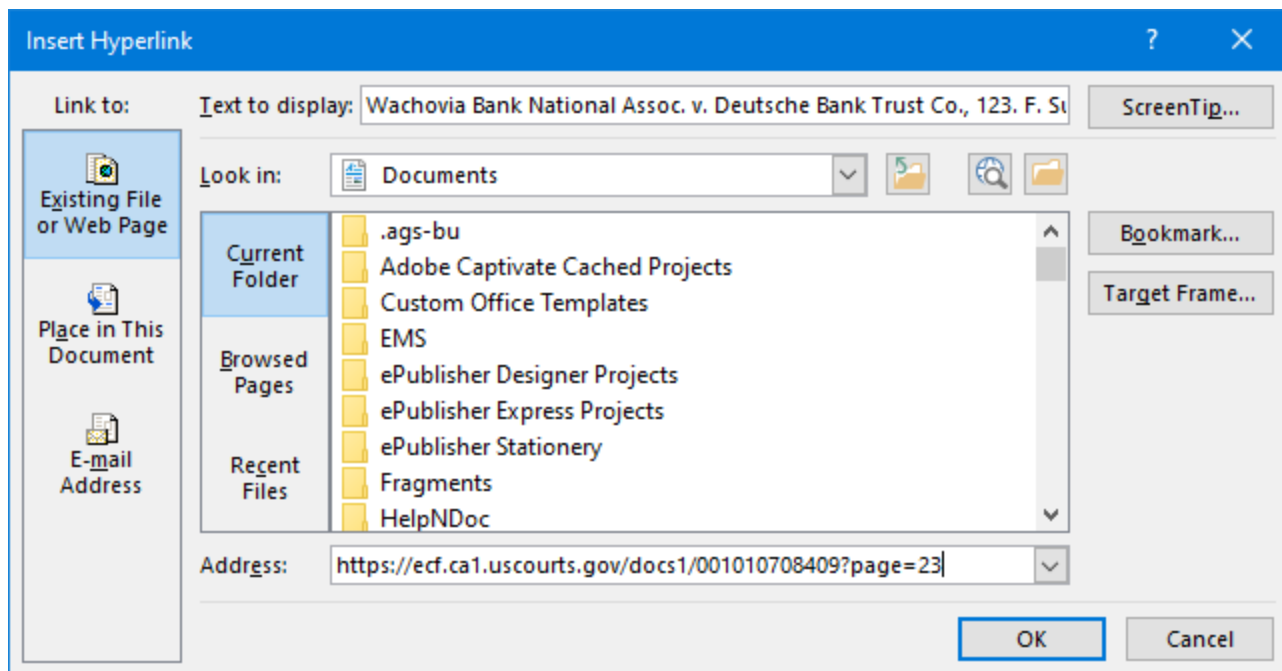
8. If the citation is to a specific page in the document, append a string to the URL to identify the page:
?page=x

NOTE: Make sure you type the *exact PDF page number*.

For example: <https://ecf.ca1.uscourts.gov/docs1/001010708409?page=23>

NOTE: Because of an incompatibility between Internet Explorer and Adobe Acrobat, the page number pointer will not work if the user opens the document with Internet Explorer.

An example of the Insert Hyperlink dialog box with the Address field completed is shown below.



9. Click the **OK** button.

In the document, the hyperlink text is now underlined and blue (or the color that you specified for hyperlinks), indicating a hyperlink has been created.

10. Save the document.

11. If you are using a version of Word that has an **ACROBAT** tab, click the tab, then click **Create PDF**.

-or-

If you are using Word but do not have an ACROBAT menu, close the Word file and follow the steps below.

- a. Open Adobe Acrobat.
- b. From the **File** menu, click **Create PDF**, then click **From File**.
A navigation dialog box opens.
- c. In the navigation dialog box, find and select the document that you want to convert to PDF, then click the **Open** button.
A series of dialog boxes open while the document is converted to PDF. When the conversion is complete, the document is displayed in an Adobe Acrobat window, with active hyperlinks (the ones you defined in the Word document).
- d. Save the PDF file in a directory of your choice.

You are now ready to file your document and upload the PDF with hyperlinks.

Creating Hyperlinks Between Documents in the Same Filing:

Instead of linking to a previously filed document, you can link a document to another document that you will be filing at the same time. For example, you could create a hyperlink from your main document to an attachment.

When you create the link, it points to the referenced document where it exists on your local system or network and when the documents are filed in CM/ECF, the link is converted to an “address” in CM/ECF.

1. Create PDF versions of any secondary documents, such as attachments or exhibits, that will be referenced by the main document.
2. Open the main document in the word processing program.

The main document is the document that will have hyperlinks to the secondary documents.

3. In the main document, highlight the text for which you want to create the hyperlink to the secondary document.
4. On the **Insert** tab, click **Link**.
The Insert Hyperlink dialog box opens. The **Text to display** field contains the text you selected in the previous step.
5. Navigate to and select the PDF file that you want to link to.

The Address field in the Insert Hyperlink dialog box now shows the file you selected.

6. If the citation is to a specific page in the document, append a string to the value in the field to identify the page: ?page=x

NOTE: Make sure you type the *exact PDF page number*.

For example: C:\MyFiles\Exhibit-A.pdf?page=23

NOTE: Because of an incompatibility between Internet Explorer and Adobe Acrobat, the page number pointer will not work if the user opens the document with Internet Explorer.

7. Click the **OK** button.

The hyperlink text is now underlined and blue (or the color that you specified for hyperlinks), indicating a hyperlink has been created.

8. Save the document.
9. If you are using a version of Word that has an **ACROBAT** tab, click the tab, then click **Create PDF**.

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A navigation dialog box opens.
- c. In the navigation dialog box, find and select the document that you want to convert to PDF, then click the **Open** button.
A series of dialog boxes open while the document is converted to PDF. When the conversion is complete, the document is displayed in an Adobe Acrobat window, with active hyperlinks (the ones you defined in the Word document).
- d. Save the PDF file in a directory of your choice.

You are now ready to file your documents and upload the PDF with hyperlinks.

Using CM/ECF for Bar Admission

You can check your bar status via CM/ECF, and if you are not admitted, you can submit your application for admission. You can also request duplicate admission certificates and certificates of good standing.

Submitting an Application for Admission with Fee Payment

Before you start, make sure you have your application for admission and any supporting documents ready to upload. All documents must be in “flat” PDF format (if you can still update the fields, it is not “flat”).

CAUTION: You may not, under any circumstances, submit an application for admission for another attorney.

1. In the CM/ECF landing page, in the menu bar, click **Utilities**, then click **Bar Admission**.

The CM/ECF landing page is replaced with a new page titled Bar Admission. An example is shown below.

NOTE: If you are already admitted in the U.S. Court of Appeals for the 9th Circuit, you will not see the Pay Fee and Submit Application button. If you do, and you are sure you are already admitted, contact the admissions clerk at 415-355-8000 to have the system updated.

Bar Admission

INSTRUCTIONS

Do not, under any circumstances, submit an application for admission for another attorney. The Court will not accept it. Each attorney must submit their own application using their own login.

Special Characters: AVOID using special characters (such as quotes, #, & and others) in your file names and descriptions because this may prevent the Court from retrieving the PDF(s).

NOTE: All items will be mailed to the mailing address associated with your ECF account.

If you believe you are already admitted in our Court and the system is not showing you that status, please send an email to attorneyadmission@ca9.uscourts.gov so that we can update our system. Thank you.

Jurisdiction
9th Circuit Court of Appeals

State Bar Number

State of Residence

Reason for Fee Waiver

Fee Amount
\$230.00

Submit Documents

Description

If you were previously admitted as a federal government attorney (fee waived), and you want to submit your application for admission without a fee waiver (so you can receive a duplicate admission certificate), the page you see will be different from the one shown earlier. Instead, you will see a page with an Update Fee button, as shown below.

Jurisdiction
9th Circuit Court of Appeals

Bar Status
Admitted

Reason for Fee Waiver
9th Circuit Law Clerk

Fee Amount
\$0.00

If the fee waiver is no longer applicable, click the Update Fee button.

Update Fee

If this applies to you, do the following:

- a. Click the **Update Fee** button.

The Update Fee button changes to a Pay Fee and Submit Application button, and the Submit Documents section is enabled.

- b. Go to step 3 below.

2. Complete the **State Bar Number** and **State of Residence** fields.

3. In the **Submit Documents** section, for each document that you want to attach to the submission (application for admission, supporting documents), do the following:

- a. In the **Description** field, accept the default description (Main Document), or optionally, type a description.
- b. Click the **Browse** button to find and select the PDF file to attach.

An example of the Submit Documents section with one uploaded document is shown below.

Fee Amount
\$230.00

Submit Documents

Description
Additional Document

Browse... Click Browse to add another document.

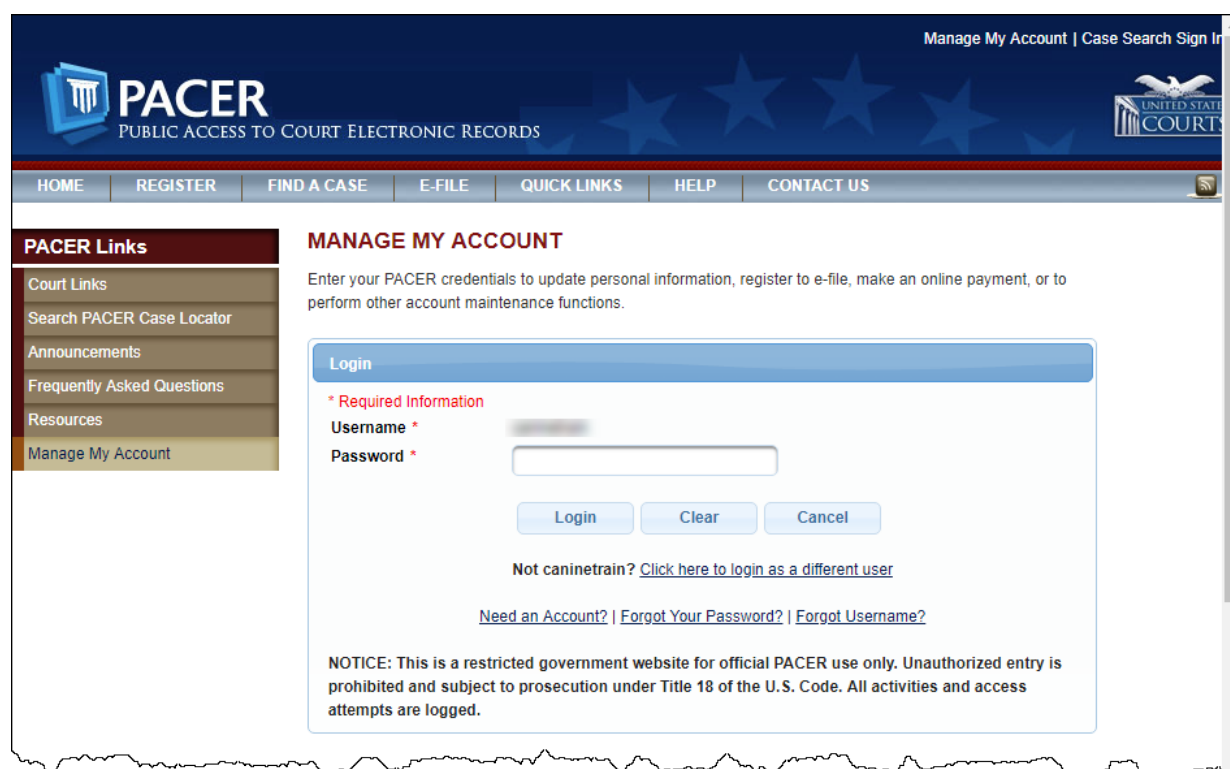
Document	Description	Size	Sequence	Remove All
Application.pdf	Main Document	406 KB		X

Pay Fee and Submit Application

4. Click the **Pay Fee and Submit Application** button to submit your payment and the files you attached.

NOTE: If you were previously admitted as a federal government attorney, the button is labeled **Pay Fee and Submit Documents**.

The page where you clicked the Pay Fee button is replaced with a PACER Login page. Your username is already filled in. You must enter your password again to confirm your identity. This is a safety measure. An example of the PACER Login page is shown below.



Manage My Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

Login Clear Cancel

Not caninetrain? [Click here to login as a different user](#)

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

- In the **Password** field, type your password, then click the **Login** button.

The PACER page is updated to show the **Pay Attorney Admission/Renewal Fees for U.S. Court of Appeals, Ninth Circuit - NextGen** area, where you can select a credit card on file, or enter a new credit card.

If you do not have a credit card on file with PACER, the page shown below opens.

The screenshot shows the PACER website interface. At the top, there are navigation links: "Manage My Account | Manage My Appellate Filer Account | Case Search Sign In". Below this is the "TO COURT ELECTRONIC RECORDS" header with the United States Courts logo. A secondary navigation bar contains "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", "CONTACT US", and "RSS".

The main content area is titled "MANAGE MY ACCOUNT". It includes a "Welcome, [redacted]" message and a "Logout" button. Below this, there are two boxes: one showing account details (Account Number: 7030023, Username: [redacted], Account Balance: \$0.00) and another for "Important News".

The primary section is "Pay Attorney Admission/Renewal Fees for U.S. Court of Appeals, Ninth Circuit - NextGen". It features a red asterisk indicating "Required Information". Under "Payment Amount", the "Amount Due" is \$230.00. The "Enter Payment Method" section includes logos for VISA, MasterCard, American Express, and DISCOVER. Below these are input fields for "Account Holder Name", "Card Type" (a dropdown menu), "Account Number", and "Card Expiration Date" (01 / 2014). There is also a checkbox for "Use billing address".

- If you already have a credit card on file with PACER, under **Select a Payment Method**, select the option button for the card on file and go to step **8**, or go to step **7** to enter a new credit card.

7. If you do not have a credit card on file with PACER or if you chose to enter a new credit card, in the **Enter Payment Method** section, enter the information needed for the credit card, as shown below.

Pay Attorney Admission/Renewal Fees for U.S. Court of Appeals, Ninth Circuit - NextGen

* Required Information

Payment Amount

Amount Due * \$230.00

Enter Payment Method

Account Holder Name * Attorney tester

Card Type * Visa

Account Number * 4111111111111111

Card Expiration Date * 05 / 2018

Use billing address

Address * 18 Main Street

City * Albany

State * California

Zip/Postal Code * 94706

Country * United States of America

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next Cancel

8. Click the **Next** button.

A **Court Specific** section is added to the page.

9. Complete the required fields in the **Court Specific** section.

An example is shown below.

Attorney tester
18 Main Street
Albany, CA
94706
USA

Court Specific

Attorney Name * Attorney tester

Contact Telephone Number * 1-415-355-8000

Person Completing Transaction * Legal assistant

Case Number

Email Receipt

Email myemailaddress@gmail.com

NOTE: The Case Number field does not apply for applications for admission.

10. In the **Email Receipt** section, if you want the confirmation email to be sent to a different email address than the one linked to your PACER and e-filing account, enter that email address in the **Email** and **Confirm Email** fields.
11. In the **Authorization** section, select the checkbox to authorize the charge on the credit card and click the **Submit** button.

PACER processes the payment, and when it is complete, a receipt is shown. An example of a receipt is shown below.

Your payment is complete. [Print](#) the payment receipt.

Receipt	A09-65638-450
Payment Date	12/08/2014
Amount	\$230.00
Fee Type	Attorney Admission Fee
Bar Status	Pending Review (ECF Only)

12. To review what you just submitted, see [Reviewing Your Submissions and Payments](#).

Submitting an Application for Admission without Fee Payment (Fee Waiver)

Before you start, make sure you have your application for admission and any supporting documents ready to upload. All documents must be in “flat” PDF format (if you can still update the fields, it is not “flat”).

CAUTION: You may not, *under any circumstances*, submit an application for admission for another attorney.

1. In the CM/ECF landing page, in the menu bar, click **Utilities**, then click **Bar Admission**.

The CM/ECF landing page is replaced with a new page titled Bar Admission. An example is shown below.

NOTE: If you are already admitted in the U.S. Court of Appeals for the 9th Circuit, you will not see the Pay Fee and Submit Application button. If you do, and you are sure you are already admitted, contact the admissions clerk at 415-355-8000 to have the system updated.

Bar Admission

INSTRUCTIONS

Do not, under any circumstances, submit an application for admission for another attorney. The Court will not accept it. Each attorney must submit their own application using their own login.

Special Characters: AVOID using special characters (such as quotes, #, & and others) in your file names and descriptions because this may prevent the Court from retrieving the PDF(s).

NOTE: All items will be mailed to the mailing address associated with your ECF account.

If you believe you are already admitted in our Court and the system is not showing you that status, please send an email to attorneyadmission@ca9.uscourts.gov so that we can update our system. Thank you.

Jurisdiction
9th Circuit Court of Appeals

State Bar Number

State of Residence

Reason for Fee Waiver

Fee Amount
\$230.00

Submit Documents

Description

2. Complete the **State Bar Number** and **State of Residence** fields.

3. From the **Reason for Fee Waiver** drop-down list, select the appropriate value: 9th Circuit Law Clerk or Federal Government Attorney.

As soon as you select a fee waiver reason, the **Pay Fee and Submit Application** button changes to a **Submit Application** button. An example is shown below.

The screenshot shows a web form titled "Bar Admission". It includes an "INSTRUCTIONS" section with text about submitting applications and a "NOTE" about mailing addresses. Below the instructions are several form fields: "Jurisdiction" (9th Circuit Court of Appeals), "State Bar Number" (12345), "State of Residence" (California), "Reason for Fee Waiver" (Federal Government Attorney), and "Fee Amount" (\$0.00). A "Submit Documents" section contains a "Description" field with "Main Document" and a "Browse..." button. At the bottom, a "Submit Application" button is highlighted with a red arrow.

4. In the **Submit Documents** section, for each document that you want to attach to the submission (application for admission, supporting documents), do the following:
 - a. In the **Description** field, accept the default description (Main Document), or optionally, type a description.
 - b. Click the **Browse** button to find and select the PDF file to attach.
5. Click the **Submit Application** button.
6. To review what you just submitted, see [Reviewing Your Submissions and Payments](#).

Requesting and Paying for a Certificate of Good Standing

You can use CM/ECF to request and pay for certificate of good standing.

1. In the CM/ECF landing page, in the menu bar, click **Utilities**, then click **Pay Miscellaneous Fee**, then click **Certificate of Good Standing**.

The CM/ECF landing page is replaced with a new page titled **Certificate of Good Standing**. An example is shown below.

Certificate of Good Standing

INSTRUCTIONS

In the **Quantity** field, type the quantity of certificates of good standing you want.

You must attach a PDF with your current contact information.
Special Characters: AVOID using special characters (such as quotes, #, & and others) in your file names and descriptions because this may prevent the Court from retrieving the PDF(s).

CAUTION: You may only order certificates of good standing for yourself, not for any other attorney admitted to the Court.
NOTE: All items will be mailed to the mailing address associated with your ECF account.

Type
Certificate of Good Standing

Quantity
1

Amount
\$19.00

Submit Documents

Description
Main Document

Browse...

Pay Fee and Submit

2. In the **Quantity** field, enter the number of certificates you want to receive from the Court.

The system automatically updates the **Amount** field if you are requesting more than one certificate.

3. Click the **Browse** button to find and select a PDF with your current contact information.
4. Click the **Pay Fee and Submit** button to complete your payment and submit the request to the Court.
5. Follow the payment steps in [Submitting an Application for Admission with Fee Payment](#) to complete the payment at PACER.
6. To review what you just submitted, see [Reviewing Your Submissions and Payments](#).

Requesting and Paying for a Duplicate Admission Certificate

You can use CM/ECF to request and pay for duplicate admission certificate.

CAUTION: If you were admitted as a federal government attorney (fee waived), you *cannot* order a duplicate admission certificate without paying the full admission fee. If you are in this situation, submit your application for admission and payment using CM/ECF (see [Submitting an Application for Admission With Fee Payment](#)) or call the Attorney Admissions clerk at the Court at 415-355-7800.

1. In the CM/ECF landing page, in the menu bar, click **Utilities**, then click **Pay Miscellaneous Fee**, then click **Dupl. Admission Certificate**.

The CM/ECF landing page is replaced with a new page titled **Dupl. Admission Certificate**. An example is shown below.

Dupl. Admission Certificate

INSTRUCTIONS

In the **Quantity** field, type the quantity of duplicate admission certificates you want.

You must attach a PDF with your current contact information.
Special Characters: AVOID using special characters (such as quotes, #, & and others) in your file names and descriptions because this may prevent the Court from retrieving the PDF(s).

CAUTION 1: You may only order duplicate admission certificates for yourself, not for any other attorney admitted to the Court.
CAUTION 2: If you were admitted as a federal government attorney (fee waived), you may **not** order a duplicate admission certificate without paying the full admission fee. If you are in this situation, call the Attorney Admissions clerk at the Court at 415-355-7800.

NOTE: All items will be mailed to the mailing address associated with your ECF account.

Type
 Dupl. Admission Certificate

Quantity
 1

Amount
 \$19.00

Submit Documents

Description
 Main Document

Browse...

Pay Fee and Submit

2. In the **Quantity** field, enter the number of certificates you want to receive from the Court.

The system automatically updates the **Amount** field if you are requesting more than one certificate.

3. Click the **Browse** button to find and select a PDF with your current contact information.
4. Click the **Pay Fee and Submit** button to complete your payment and submit the request to the Court.

5. Follow the payment steps in [Submitting an Application for Admission with Fee Payment](#) to complete the payment at PACER.
6. To review what you just submitted, see [Reviewing Your Submissions and Payments](#).

Updating Your Account

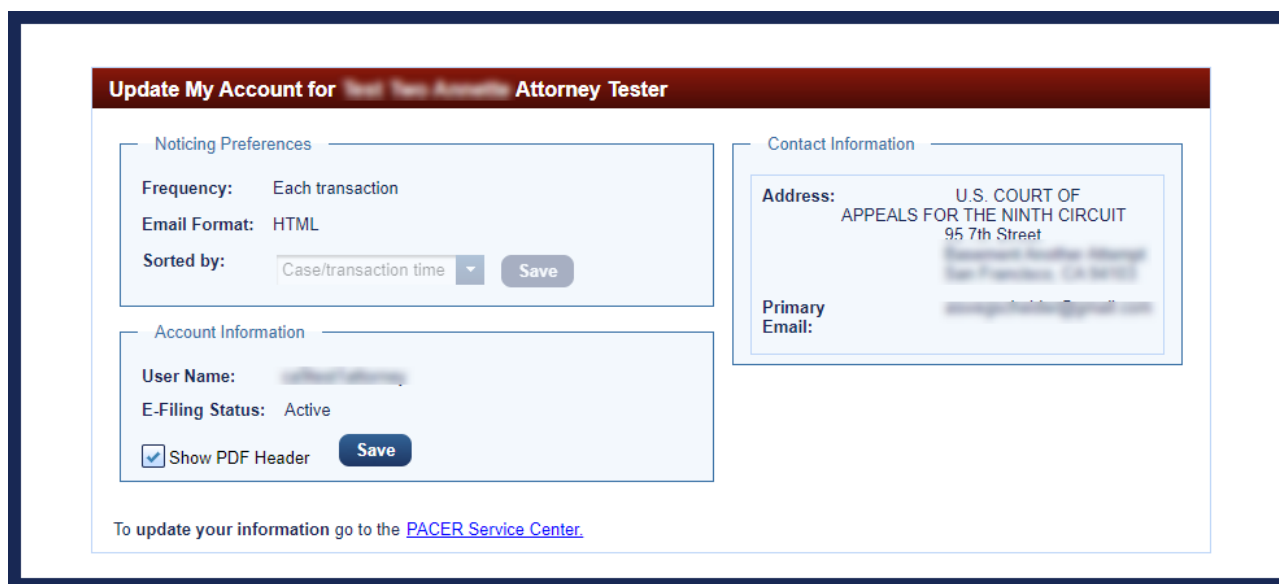
You must update most of your account information and preferences at the PACER website. **Do not send changes of address or name changes to the Court.**

Updating the Sort Order of the Daily Summary Notices

If you receive a daily summary of notices instead of a notice with each transaction, you can change the sort order of those daily summary notices.

1. In the CM/ECF landing page, in the menu bar, click **Utilities** then click **Update My Account**.

The Update My Account page opens. An example is shown below.



Update My Account for [View Your Account](#) **Attorney Tester**

Noticing Preferences

Frequency: Each transaction

Email Format: HTML

Sorted by:

Account Information

User Name:

E-Filing Status: Active

Show PDF Header

Contact Information

Address: U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT
95 7th Street

Primary Email:

To update your information go to the [PACER Service Center](#).

2. In the **Noticing Preferences** section, from the **Sorted by** drop-down list, select how you want the entries in the daily summary NDA to be sorted:
 - a. Case/transaction time - by case and then within each case, by transaction time
 - b. Transaction time - by transaction time only

NOTE: If the **Sorted by** drop-down list is not enabled (as above), you are receiving notices for each transaction instead of receiving a daily summary and this setting does not apply to you.

3. Click the **Save** button in the Noticing Preferences section.

Showing or Hiding the PDF Header on Documents Retrieved via PACER

The Show PDF Header checkbox in the Account Information section allows you to set a default for whoing or hiding the PDF header when you retrieve documents via PACER. You can still decide to change that setting when you are retrieving the document(s).

Updating Your Account Information at PACER

You must update all other account information and preferences at PACER.

1. In the CM/ECF landing page, in the menu bar, click **Utilities** then click **Update My Account** then click the **PACER Service Center** link at the bottom of the page.

-or-

Navigate to <https://pacer.psc.uscourts.gov/pscof/manage/maint.jsf>.

2. At the PACER LOGIN page that opens, enter your PACER password and click the Login button.

The Manage My Account page (at PACER) opens. This page has four tabs: **Settings**, **Maintenance**, **Payments**, and **Usage**. An example is shown below.



You can now update your account.

3. Click the **Maintenance** tab to update your name, physical address, email addresses, and other information.
4. Follow the instructions at the PACER website to submit your updates.

Filing Types and Categories

This topic provides a complete list of the types of documents and filing categories available to you. CM/ECF lets you filter the types of documents you can file, without having to select a category first.

See [Finding and Selecting a Filing Type](#) to see how you can filter the list of available filing types.

NOTE: For the following filing types, you *cannot* attach a PDF. All the information the court needs is gathered from your entries and selections during the filing.

- Non-Opposition to Motion/Form/Notice
- Notice of Appearance or Substitution of Counsel
- Notice of Withdrawal of Counsel
- Streamlined Request to Extend Time to File Brief

When you file an Acknowledgment of Hearing Notice, you should *only* attach a PDF if you are requesting a specific disability accommodation.

Service for Filing Types Without Documents

If you must serve parties that are not registered for Appellate Electronic Filing, print the Notice of Docket Activity that opens at the end of the transaction and mail it to those parties as notice of your filing.

Filing Types (Type of Document)

The following is an alphabetical list of all the document types available to you. See [Finding and Selecting a Filing Type](#) for more information about finding a value in the Type of Document list.

(*) Indicates filing types for which you *cannot* attach a PDF. All the information the court needs is gathered from your entries and selections during the filing.

- 28(j) Letter (Citation of Supplemental Authorities)
- Acknowledgment of Hearing Notice (you should only attach a PDF if you are requesting a specific disability accommodation)
- Affidavit Accompanying In Forma Pauperis Motion (Form 4)
- Agency Certified List
- Amicus Brief by Government or with Consent
- Answer or Response to Petition for Rehearing/En Banc
- Answer to Original Petition
- Application for Fees Under EAJA
- Bill of Costs (Form 10)
- Brief and Prospective Amicus or Intervenor Motion Together
- Brief on the Merits (Opening, Answering, Reply, Supplemental, etc)
- CJA Form 23 Financial Affidavit
- Certification for Law Student Representation Form
- Client Authorization of Law School Representation
- Corporate Disclosure Statement (FRAP 26.1)
- Correspondence to Court
- Court Reporter Correspondence to Court
- Court Reporter Motion to Extend Time
- Errata to Brief
- Errata to Excerpts of Record
- Excerpts of Record
- FRAP 9(a) Memorandum
- Immigration Certified Administrative Record (EOIR/DHS)
- Joinder Letter in Lieu of Amicus Brief (CR 29-1 Note)
- Joinder to Brief
- Mediation Questionnaire
- Motion and Response to Motion Together

- Motion for Reconsideration from Dispositive Order
- Motion for Reconsideration from Non-Dispositive Order
- Motion for any Type of Relief (Other than Reconsideration or to Seal)
- Motion to File Document Under Seal and Submit Sealed Document
- Motion to Maintain Under Seal
- Non-Opposition to Motion/Form/Notice (*)
- Notice of Appearance or Substitution of Counsel (*)
- Notice of Filing Document Under Seal and Submit Sealed Document
- Notice of Intent to File Publicly and Submit Document Under Seal
- Notice of Reporter Default (9th Cir. R. 11-1.2)
- Notice of Withdrawal of Counsel (*)
- Notice to Maintain Under Seal
- Pay Fee for Agency Petition/Petition for Writ of Mandamus
- Pay Fee for Appeal from Bankruptcy Appellate Panel
- Pay Sanction
- Petition for Panel Rehearing (FRAP 40; 9th Cir. R. 40-1)
- Petition for Panel Rehearing/En Banc Combined (FRAP 35, 40)
- Petition for Rehearing En Banc (FRAP 35; 9th Cir. R. 35-1)
- Presentence Report Under Seal
- Prospective Amicus or Intervenor Motion
- Reply to Answer to Original Petition
- Reply to Response to Court Order
- Reply to Response to FRAP 9(a) Memorandum
- Reply to Response to Motion
- Reply to Response to Order to Show Cause
- Reply to Response to Petition for Rehearing/En Banc
- Response to Case Being Considered for Oral Argument
- Response to Court Order
- Response to FRAP 9(a) Memorandum
- Response to Motion/Form
- Response to Order to Show Cause
- Social Security Certified Administrative Record

- Status Report Required by Court Order
- Streamlined Request to Extend Time to File Brief (*)
- Supplemental Petition
- Tax Court Record (U.S. Tax Court)

(*) Indicates filing types for which you *cannot* attach a PDF. All the information the court needs is gathered from your entries and selections during the filing.

Filing Categories

The following categories are available:

- [Appeals Pursuant to FRAP 9\(a\)](#)
- [Briefs](#)
- [Correspondence/Status Reports](#)
- [Court Reporters](#)
- [Forms/Notices/Disclosures](#)
- [Motions/Responses/Replies](#)
- [Original Petitions](#)
- [Pay Fees](#)
- [Prospective Amici and Intervenors](#)
- [Rehearing/Reconsideration](#)
- [Sealed Documents](#)

Appeals Pursuant to FRAP 9(a)

- FRAP 9(a) Memorandum
- Reply to Response to FRAP 9(a) Memorandum
- Response to FRAP 9(a) Memorandum

NOTE: To file a motion to extend time to file a FRAP 9(a) memorandum, you must file a motion, and then select the motion to extend time to file FRAP 9a Memorandum relief. See [Filing a Motion](#) for step-by-step instructions.

Briefs

- 28(j) Letter (Citation of Supplemental Authorities)
- Brief on the Merits (Opening, Answering, Reply, Supplemental, etc)
- Errata to Brief
- Errata to Excerpts of Record
- Excerpts of Record
- Joinder Letter in Lieu of Amicus Brief (CR 29-1 Note)
- Joinder to Brief
- Motion to File Document Under Seal and Submit Sealed Document
- Motion to Maintain Under Seal
- Notice of Filing Document Under Seal and Submit Sealed Document
- Notice of Intent to File Publicly and Submit Document Under Seal

- Notice to Maintain Under Seal
- Presentence Report Under Seal
- Streamlined Request to Extend Time to File Brief

Correspondence/Status Reports

- 28(j) Letter (Citation of Supplemental Authorities)
- Correspondence/Letter to Court
- Court Reporter Correspondence to Court

See [Court Reporters](#) for additional information.

- Notice of Reporter Default (9th Cir. R. 11-1.2)
- Response to Case Being Considered for Oral Argument
- Status Report Required by Court Order

Court Reporters

- Court Reporter Correspondence to Court
- Court Reporter Motion to Extend Time
- Notice of Reporter Default (9th Cir. R. 11-1.2)

Forms/Notices/Disclosures

TIP: Download fill-in forms from the Court's website: <http://www.ca9.uscourts.gov/forms>. Save the form you want to your hard drive. You must have Adobe Acrobat to save a fill-in form. If you do not have Adobe Acrobat, you may scan the filled in form to attach it to your filing.

- Acknowledgment of Hearing Notice
- Affidavit Accompanying In Forma Pauperis Motion (Form 4)
- Agency Certified List
- Application for Fees Under EAJA
- Bill of Costs (Form 10)
- CJA Form 23 Financial Affidavit
- Certification for Law Student Representation Form
- Client Authorization of Law School Representation
- Corporate Disclosure Statement (FRAP 26.1)
- Immigration Certified Administrative Record (EOIR/DHS)

NOTE: This filing type may *only* be used by the Executive Office of Immigration Review and the Department of Homeland Security/Office of Immigration Litigation.

- Mediation Questionnaire

- Non-Opposition to Motion/Form/Notice
- Notice of Appearance or Substitution of Counsel
- Notice of Filing Document Under Seal and Submit Sealed Document
- Notice of Intent to File Publicly and Submit Document Under Seal
- Notice of Reporter Default (9th Cir. R. 11-1.2)
- Notice of Withdrawal of Counsel
- Notice to Maintain Under Seal
- Response to Motion/Form
- Social Security Certified Administrative Record
- Tax Court Record (U.S. Tax Court)

NOTE: This filing type may *only* be used by the United States Tax Court.

Motions/Responses/Replies

- Answer to Original Petition
- Court Reporter Motion to Extend Time

See [Court Reporters](#) for additional information.

- Motion and Response to Motion Together

For a list of the types of motions that you can file, see [Reliefs Available When Filing a Motion](#).

- Motion for Reconsideration from Dispositive Order
- Motion for Reconsideration from Non-Dispositive Order
- Motion for any Type of Relief (Other than Reconsideration or to Seal)

For a list of the types of motions that you can file, see [Reliefs Available When Filing a Motion](#).

- Motion to File Document Under Seal and Submit Sealed Document
- Motion to Maintain Under Seal
- Non-Opposition to Motion/Form/Notice
- Notice of Intent to File Publicly and Submit Document Under Seal
- Notice to Maintain Under Seal
- Reply to Answer to Original Petition
- Reply to Response to Court Order
- Reply to Response to Motion
- Reply to Response to Order to Show Cause

- Response to Case Being Considered for Oral Argument
- Response to Court Order
- Response to Motion/Form
- Response to Order to Show Cause
- Streamlined Request to Extend Time to File Brief
- Supplemental Petition

Reliefs Available When Filing a Motion

You select the type of motion using the Relief area.

[Selecting Reliefs for a Filing](#) provides step-by-step instructions on how to use the **Relief** area.

- motion for 46-5 exemption
- motion for appointment of counsel (Criminal or Habeas Corpus)
- motion for appointment of pro bono counsel (Civil or Agency)
- motion for attorney fees
- motion for bail pending appeal or trial
- motion for certificate of appealability
- motion for certification to state supreme court
- motion for injunction pending appeal
- motion for miscellaneous relief (to be used only if no other relief applies)
- motion for sanctions
- motion for summary affirmance
- motion for summary disposition
- motion for summary reversal
- motion to assign case to prior panel
- motion to become amicus
- motion to compel supplementation of excerpts of record
- motion to complete production of reporters transcript at government expense
- motion to consolidate cases
- motion to continue hearing
- motion to dismiss case for failure to prosecute under Circuit Rule 42-1
- motion to dismiss for lack of jurisdiction
- motion to dismiss party from case
- motion to dismiss the case

- motion to dismiss the case voluntarily pursuant to rule 42b
- motion to expedite case
- motion to extend time to comply with order
- motion to extend time to file COA request
- motion to extend time to file FRAP 9a memorandum
- motion to extend time to file Mediation Questionnaire
- motion to extend time to file agency record
- motion to extend time to file amicus brief
- motion to extend time to file appellant designation of reporters transcript
- motion to extend time to file appellee designation of reporters transcript
- motion to extend time to file appendix
- motion to extend time to file bill of costs
- motion to extend time to file brief
- motion to extend time to file intervenor brief
- motion to extend time to file opposition
- motion to extend time to file petition for rehearing
- motion to extend time to file record on appeal
- motion to extend time to file reply
- motion to extend time to file reporters transcript
- motion to extend time to file response
- motion to file a late brief
- motion to file addendum
- motion to file appendix
- motion to file joint brief
- motion to file late opposition (to file motion and opposition together)
- motion to file late petition for rehearing (to file motion and petition for rehearing on same day)
- motion to file nonstandard brief
- motion to file oversized brief
- motion to file oversized petition for rehearing
- motion to file substitute or corrected brief
- motion to file supplemental brief
- motion to file supplemental briefing for petition for rehearing

- motion to hear case with other case
- motion to intervene
- motion to join in existing brief
- motion to lift stay of appellate proceedings
- motion to lift stay of removal/deportation
- motion to present oral argument by video
- motion to proceed in forma pauperis
- motion to recall mandate
- motion to refer case to mediation
- motion to reinstate case after FRAP 42-1 dismissal
- motion to remand case
- motion to request publication of memorandum disposition
- motion to reschedule oral argument
- motion to stay appellate proceedings
- motion to stay appellate proceedings pending settlement
- motion to stay lower court action
- motion to stay removal/deportation
- motion to stay the mandate
- motion to strike portion or whole of document
- motion to submit case on briefs
- motion to substitute counsel
- motion to substitute party
- motion to supplement or amend Mediation Questionnaire
- motion to supplement or amend designation of reporters transcript
- motion to supplement record on appeal
- motion to take judicial notice
- motion to transfer appeal to other circuit
- motion to transmit exhibit
- motion to unseal document
- motion to waive filing of Mediation Questionnaire
- motion to waive filing of excerpts of record
- motion to withdraw as counsel

Original Petitions

- Answer to Original Petition
- Reply to Answer to Original Petition
- Supplemental Petition

Pay Fees

- Pay Fee for Agency Petition/Petition for Writ of Mandamus

CAUTION: If you filed a Notice of Appeal in the District Court, the Bankruptcy Court, or the Tax Court, you must pay the filing and appeal fees in that court.

- Pay Fee for Appeal from Bankruptcy Appellate Panel

CAUTION: If you filed a Notice of Appeal in the District Court, the Bankruptcy Court, or the Tax Court, you must pay the filing and appeal fees in that court.

- Pay Sanction

Prospective Amici and Intervenors

- Amicus Brief by Government or with Consent

CAUTION: You may only use this filing type if the party you represent is a government agency or if you have written consent by all parties to file this amicus brief. If you use this filing type in error, the clerk will not be able to process the filing and you will have to redo your filing using the correct filing type and include a motion with the filing.

- Brief and Prospective Amicus or Intervenor Motion Together
- Corporate Disclosure Statement (FRAP 26.1)
- Joinder Letter in Lieu of Amicus Brief (CR 29-1 Note)
- Prospective Amicus or Intervenor Motion

Types of Motions Available When Filing a Prospective Amicus or Intervenor Motion

You select the type of motion using the **Relief** area. [Selecting Reliefs for a Filing](#) provides step-by-step instructions on how to use the **Relief** area.

- motion to become amicus
- motion to extend time to file amicus brief
- motion to extend time to file intervenor brief
- motion to intervene

Rehearing/Reconsideration

- Answer or Response to Petition for Rehearing/En Banc
- Motion for Reconsideration from Dispositive Order
- Motion for Reconsideration from Non-Dispositive Order

- Petition for Panel Rehearing (FRAP 40; 9th Cir. R. 40-1)
- Petition for Panel Rehearing/En Banc Combined (FRAP 35, 40)
- Petition for Rehearing En Banc (FRAP 35; 9th Cir. R. 35-1)
- Reply to Response to Petition for Rehearing/En Banc

Sealed Documents

See [Filing a Sealed Document](#) *before* you attempt to submit a sealed filing.

- Motion to File Document Under Seal and Submit Sealed Document
- Motion to Maintain Under Seal
- Notice of Filing Document Under Seal and Submit Sealed Document
- Notice of Intent to File Publicly and Submit Document Under Seal
- Notice to Maintain Under Seal
- Presentence Report Under Seal