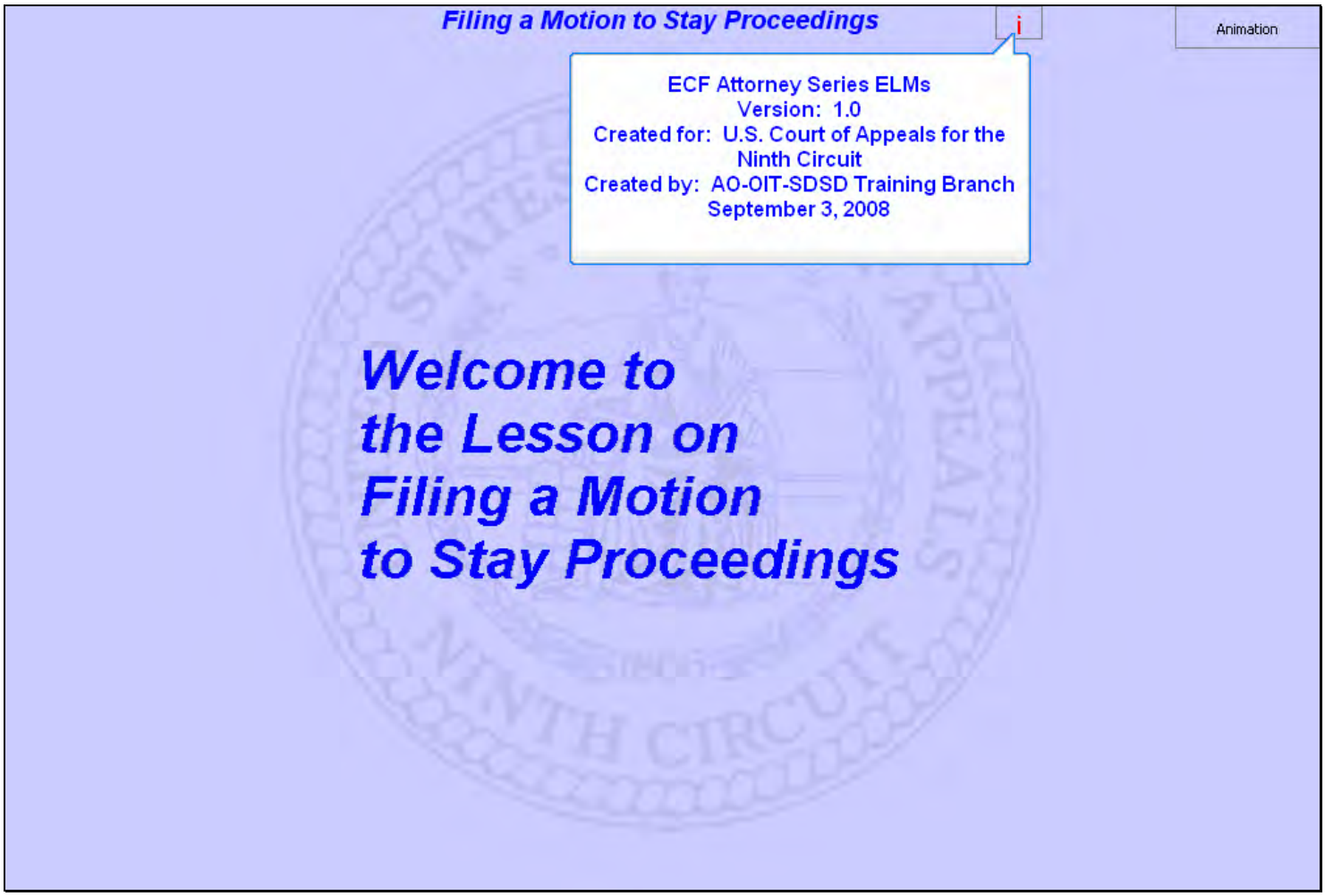
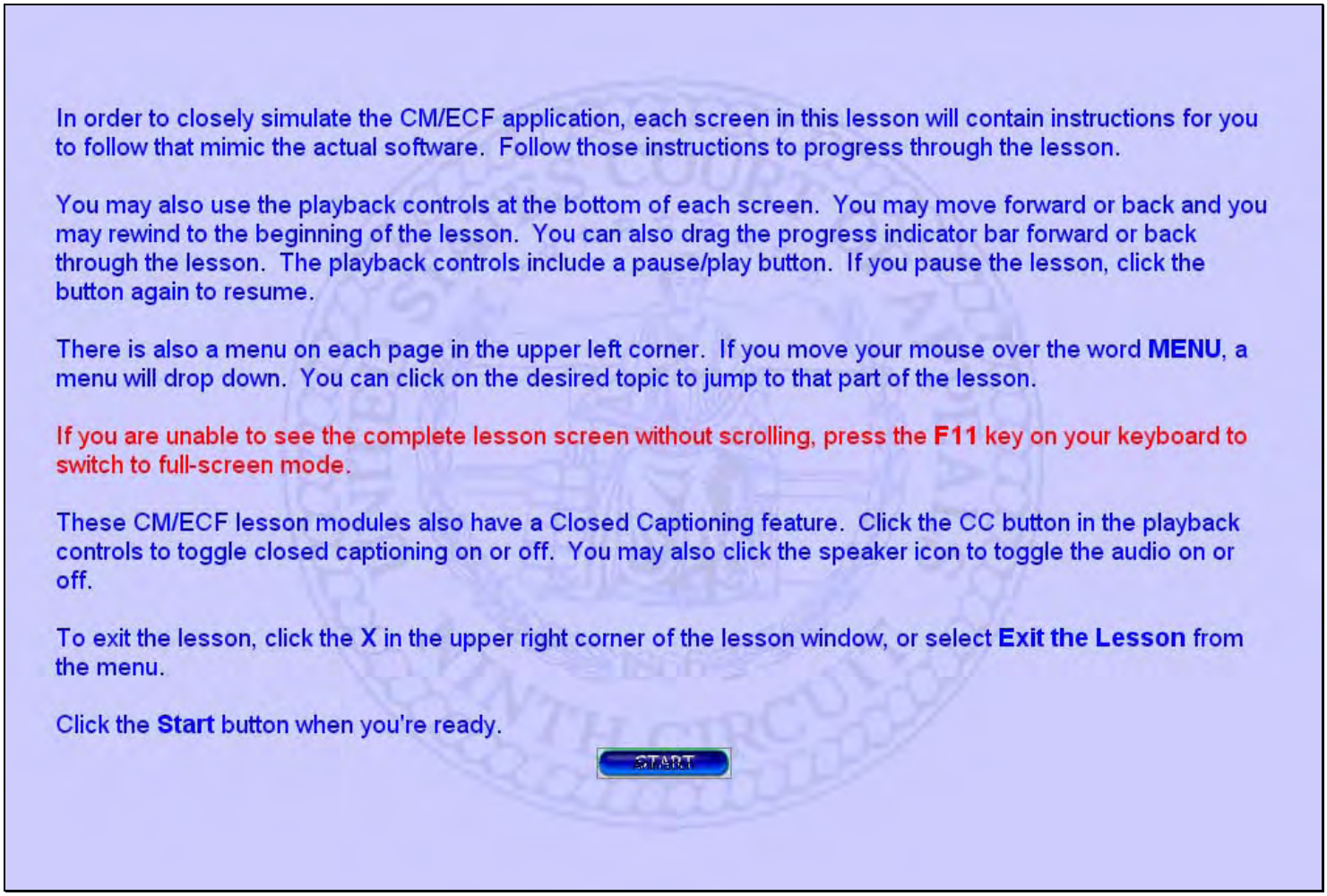
Slide 1 - Splash



Slide notes

Welcome to the lesson on Filing a Motion to Stay Proceedings.

Slide 2 - Navigation



Slide notes

Here are the navigation instructions for this lesson module. After you have read them, click the Start button to begin the lesson.

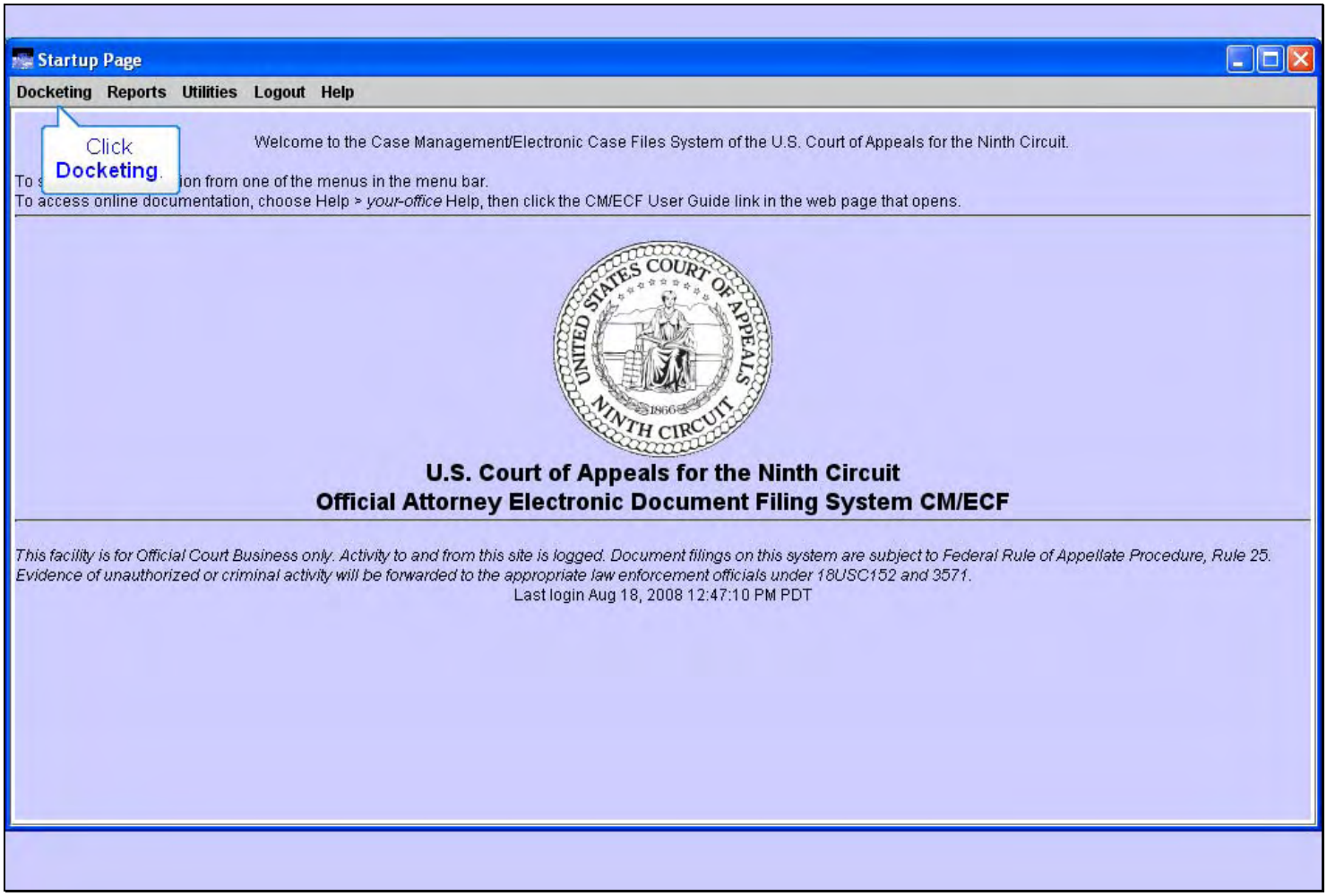
Slide 3 - Objectives

Slide notes

These are the objectives for this lesson. These are the things you will be able to do when you complete this lesson.

Click the Continue button.

Slide 4 - startup page



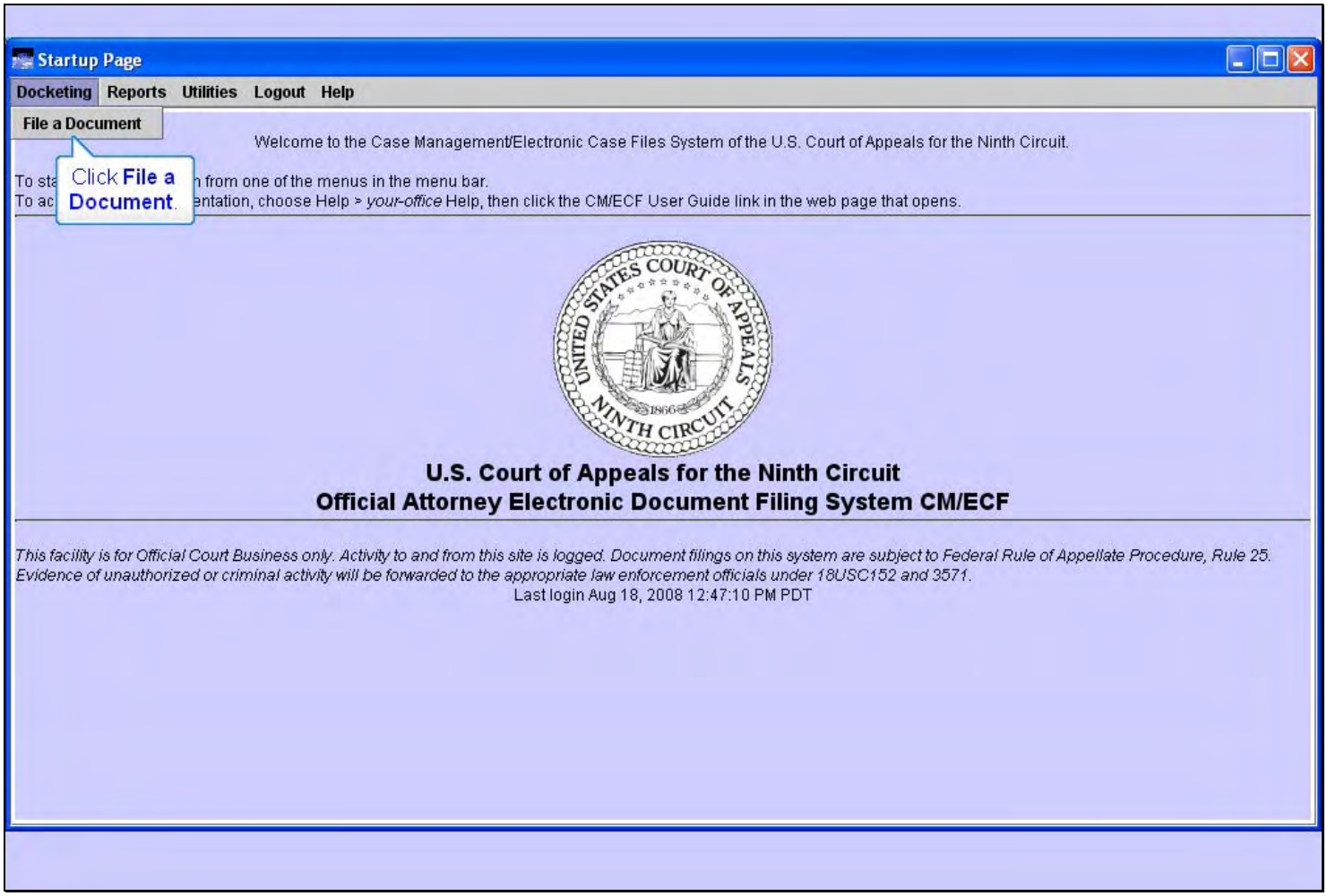
Slide notes

In this lesson we have already logged in to the CM/ECF application. For information on the logging in process, see the Introduction to CM/ECF lesson.

When the login process is completed, CM/ECF shows you the Startup Page. There's a menu bar at the top of the page. This is the main CM/ECF menu.

To begin filing your motion, click the Docketing menu.

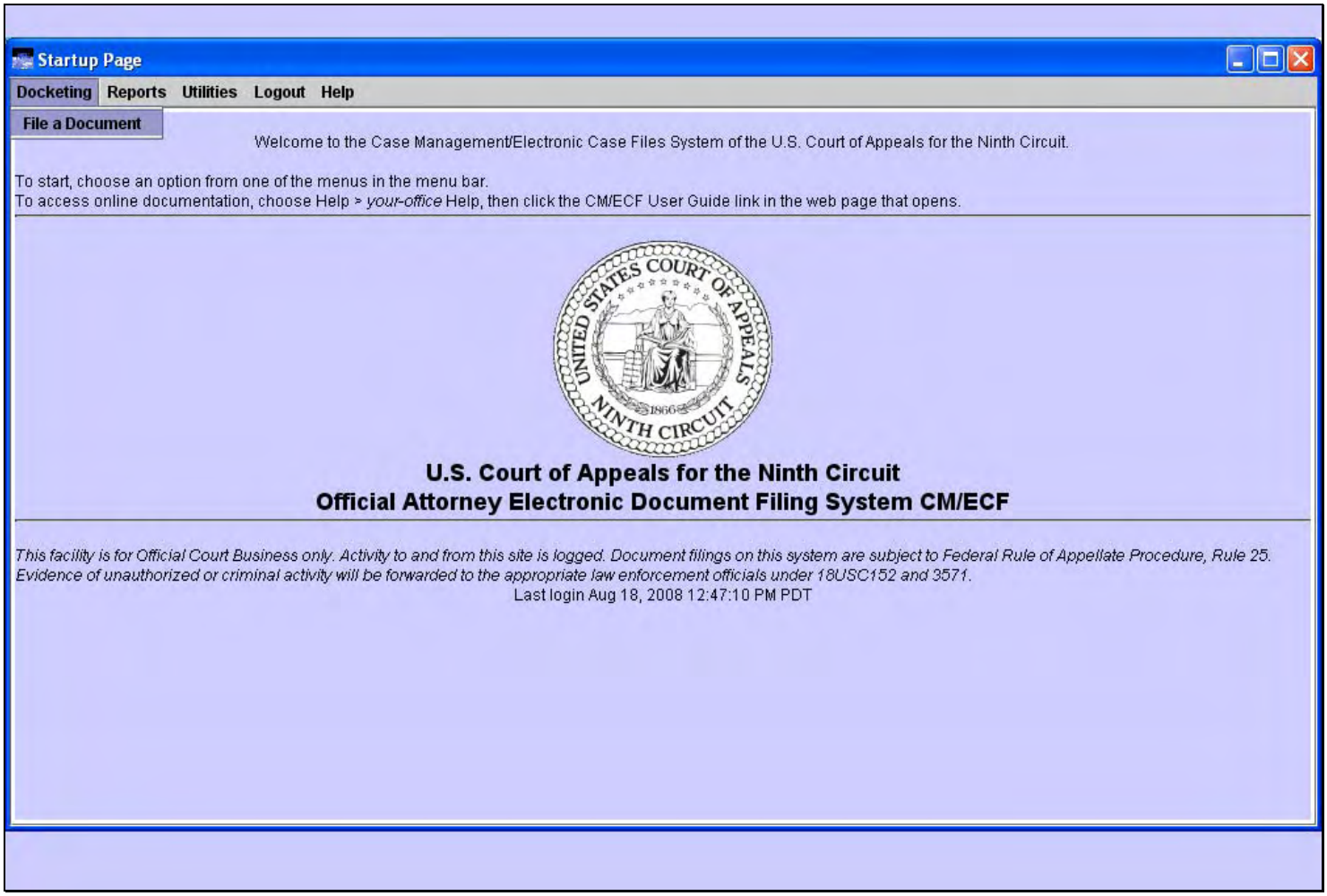
Slide 5 - Slide 5



Slide notes

Now click File a Document.

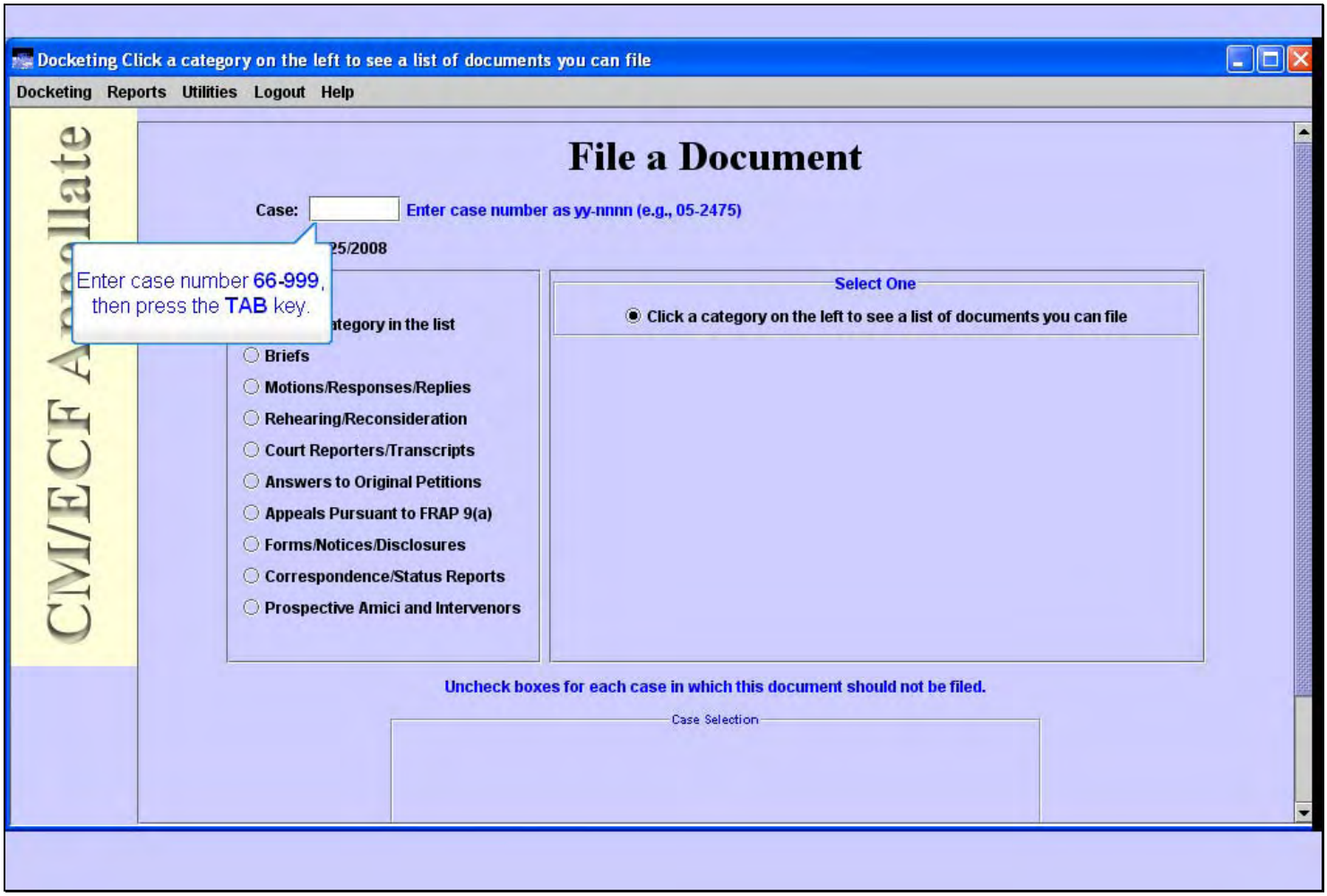
Slide 6 - Slide 6



Slide notes

NOTE: This is a transition slide.

Slide 7 - enter case number

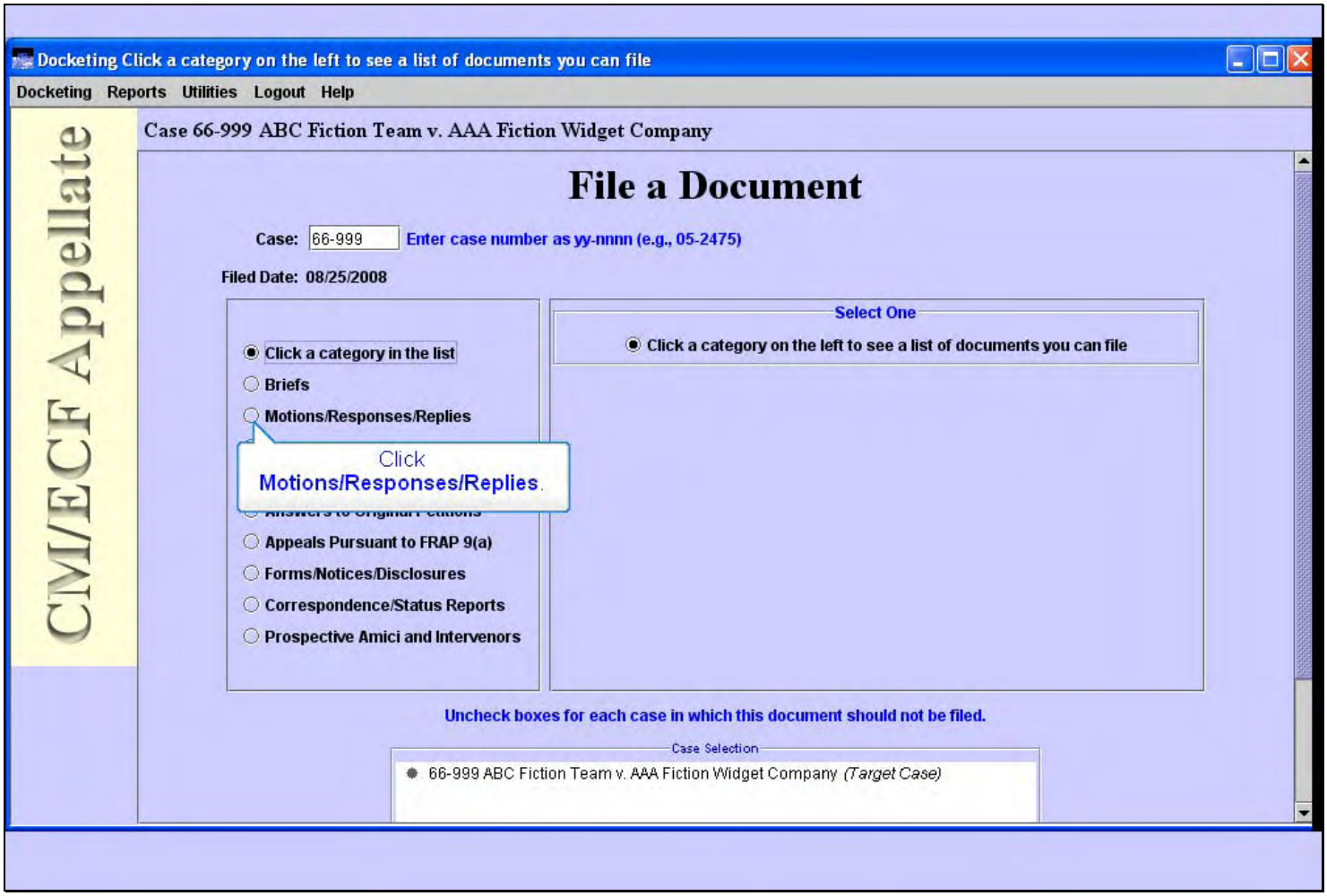


Slide notes

The Docketing window opens and displays the File a Document screen segment.

Before you begin filing anything, you must first enter the target case number. The case number is made up of a two-digit year, followed by a dash, and then a five-digit number. For our practice case, though, enter case number 66-999, then press the TAB key.

Slide 8 - pick category



Slide notes

CM/ECF retrieves the case title for the case number you entered and displays it at the top of the screen. You should first verify that this is the correct case before you continue.

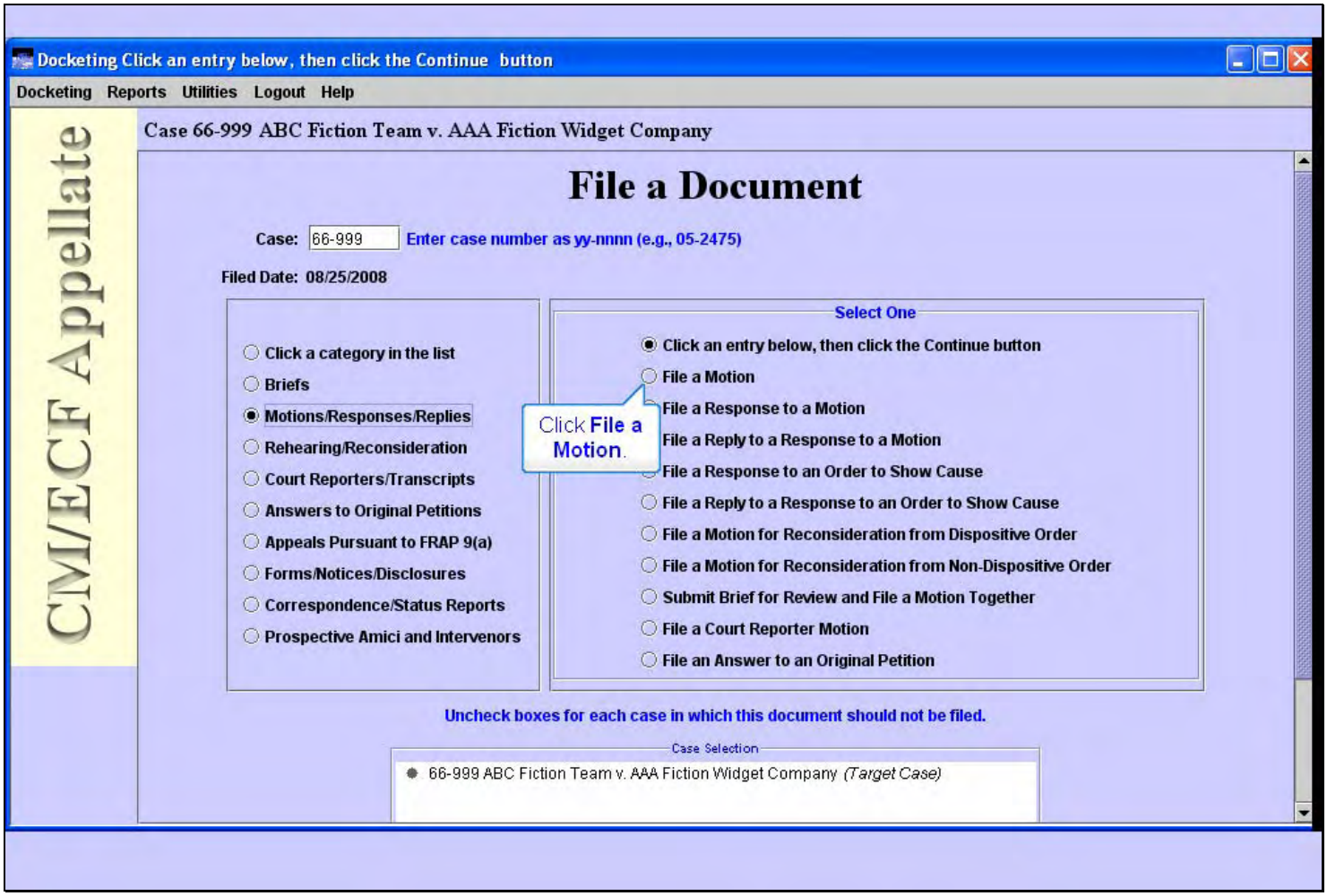
You'll notice the system uses the current date as the Filed Date.

Also note that CM/ECF instructions to you on the screens are in blue text. If you're ever unsure about what to do, be sure to read the instructional text on the screen.

You must now tell CM/ECF what you are adding to the docket of this case by selecting a document category in the left pane, then a filing in the right pane. You do this by clicking a radio button for the category, then clicking a radio button for the filing within that category. As you click the button for an document category in the left pane, the list in the right pane will change to reflect the filings in that selected category.

For the motion you are submitting, the correct category is Motions/Responses/Replies. Click the radio button for that category.

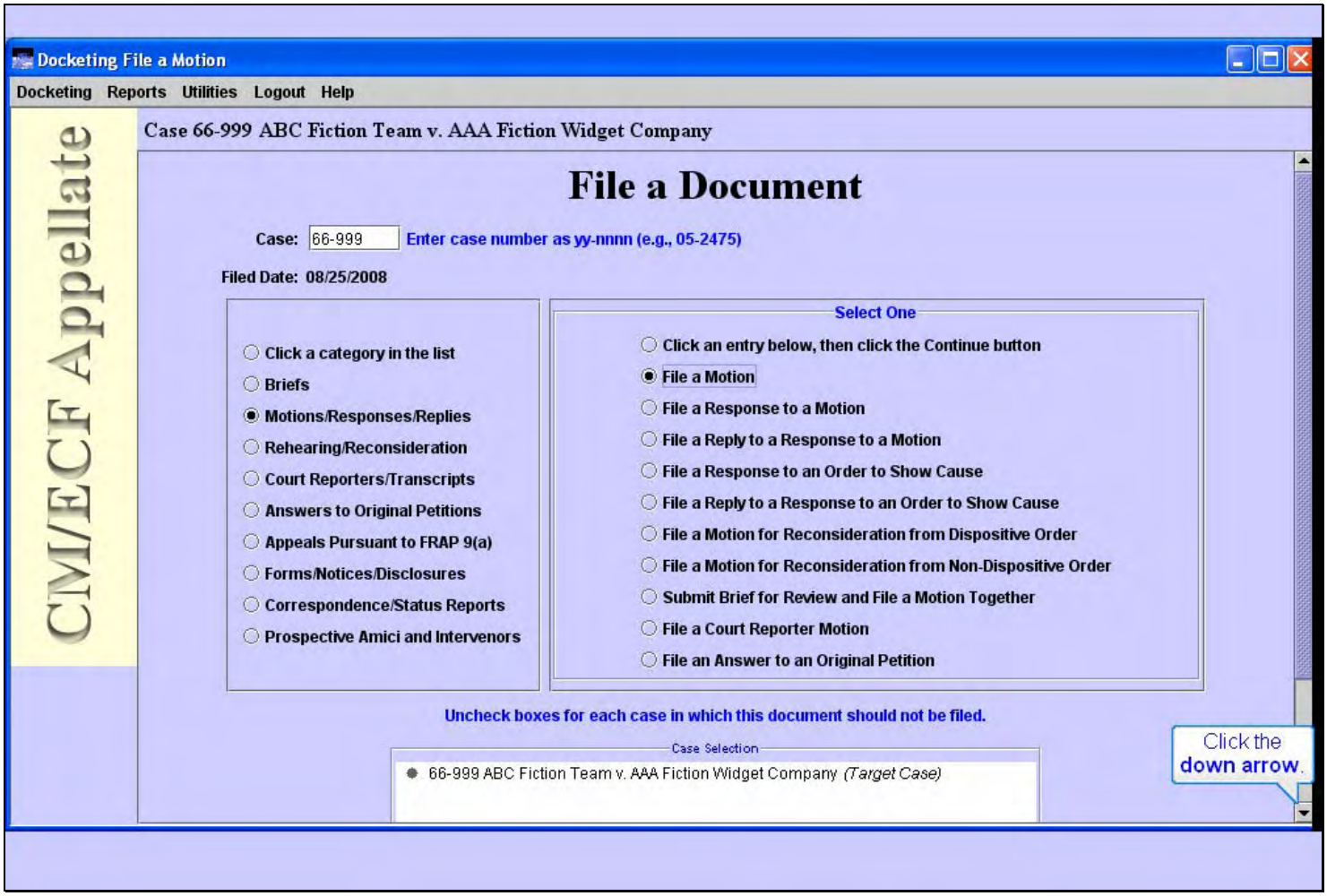
Slide 9 - pick event



Slide notes

Now the right pane shows a list of the filings in the selected category. To continue, click the radio button for File a Motion.

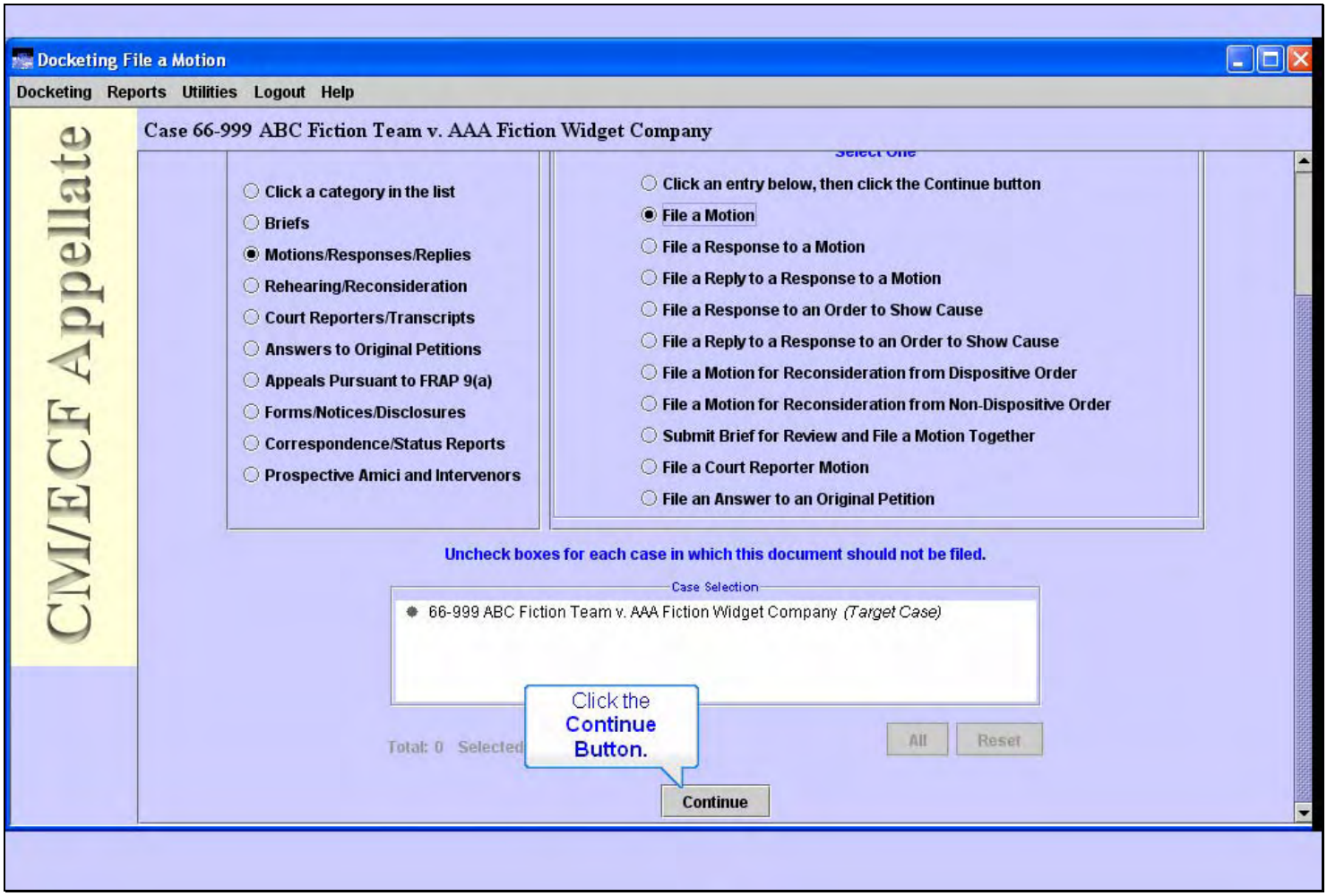
Slide 10 - Slide 10



Slide notes

Now that you have the correct category in the left pane and the correct filing in the right pane both selected, click the down arrow in the scroll bar to scroll down.

Slide 11 - Slide 11

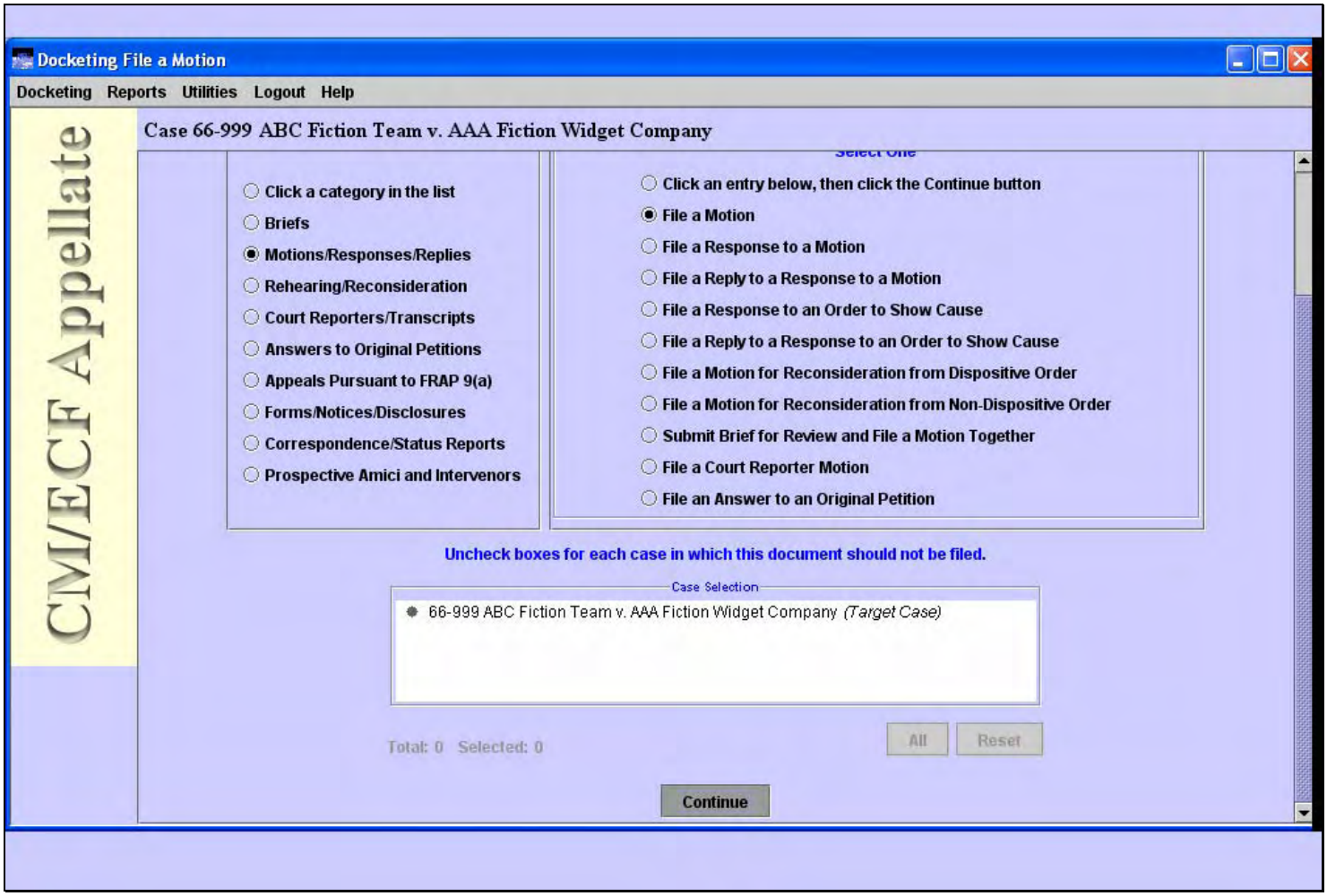


Slide notes

If you were filing a document in consolidated or associated cases, the Case Selection box would have those related cases listed along with your target case. As the blue instructional text indicates, you would make sure the appropriate related cases here are checked (or not) before you continue. Since our practice case has no related cases, our filing only affects our target case.

Click the Continue button.

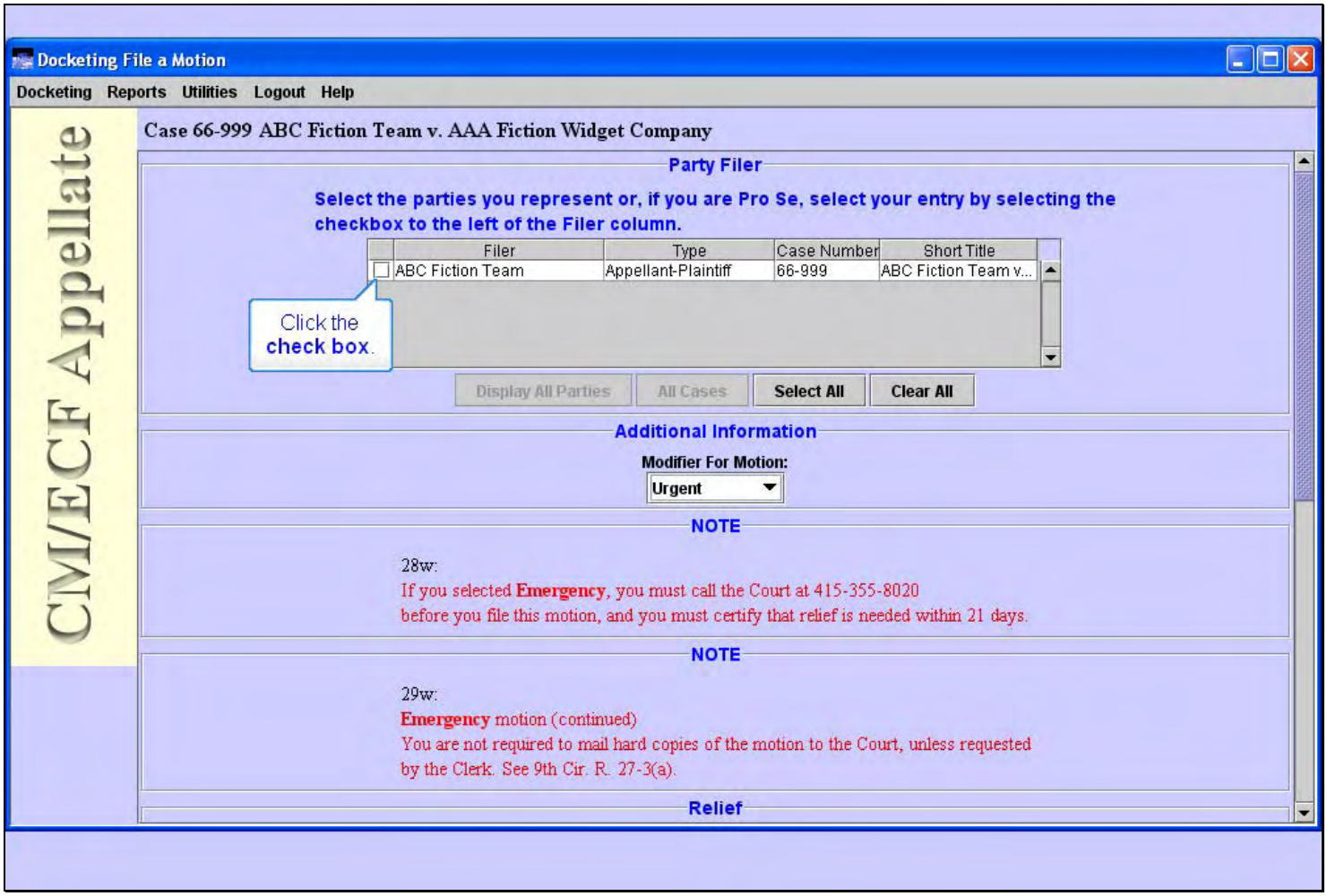
Slide 12 - Slide 12



Slide notes

NOTE: This is a transition slide.

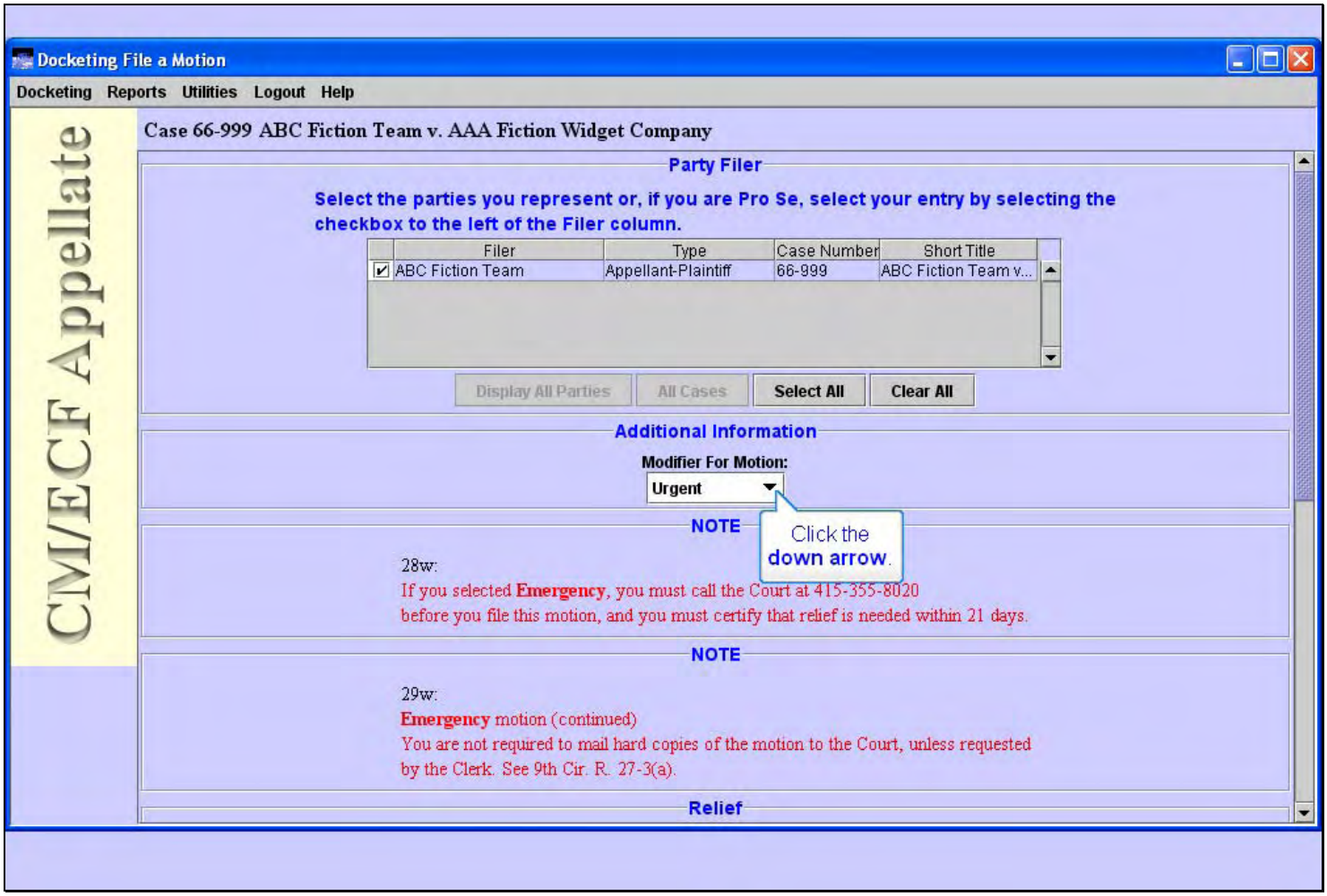
Slide 13 - select filer



Slide notes

Now you need to select the filer of this motion. In this lesson, we're representing ABC Fiction Team, so select the check box for them by clicking the check box in front of their name.

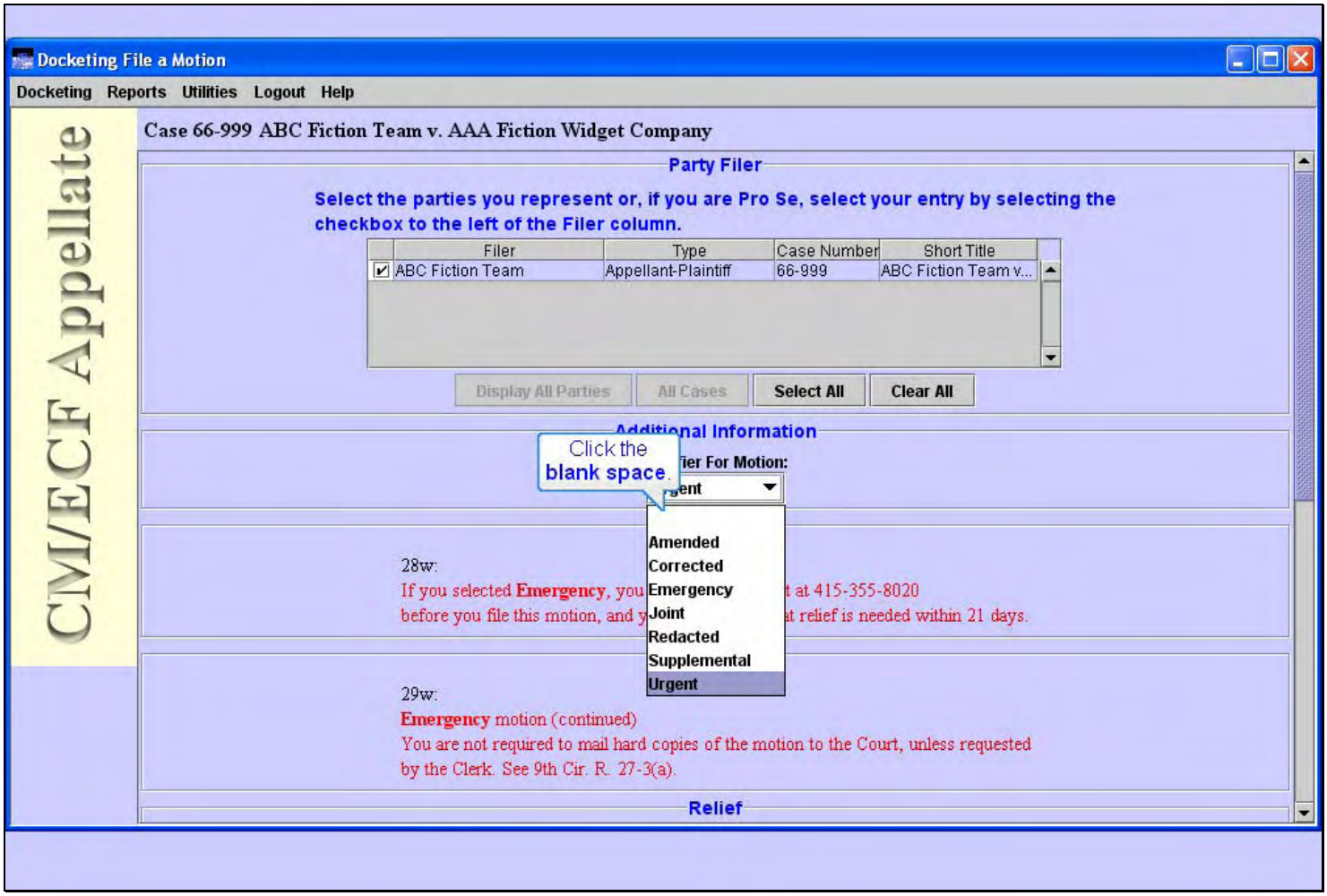
Slide 14 - motion modifier



Slide notes

We next need to select a Modifier for the motion if appropriate. To do so, click the down arrow in the drop-down list of modifiers.

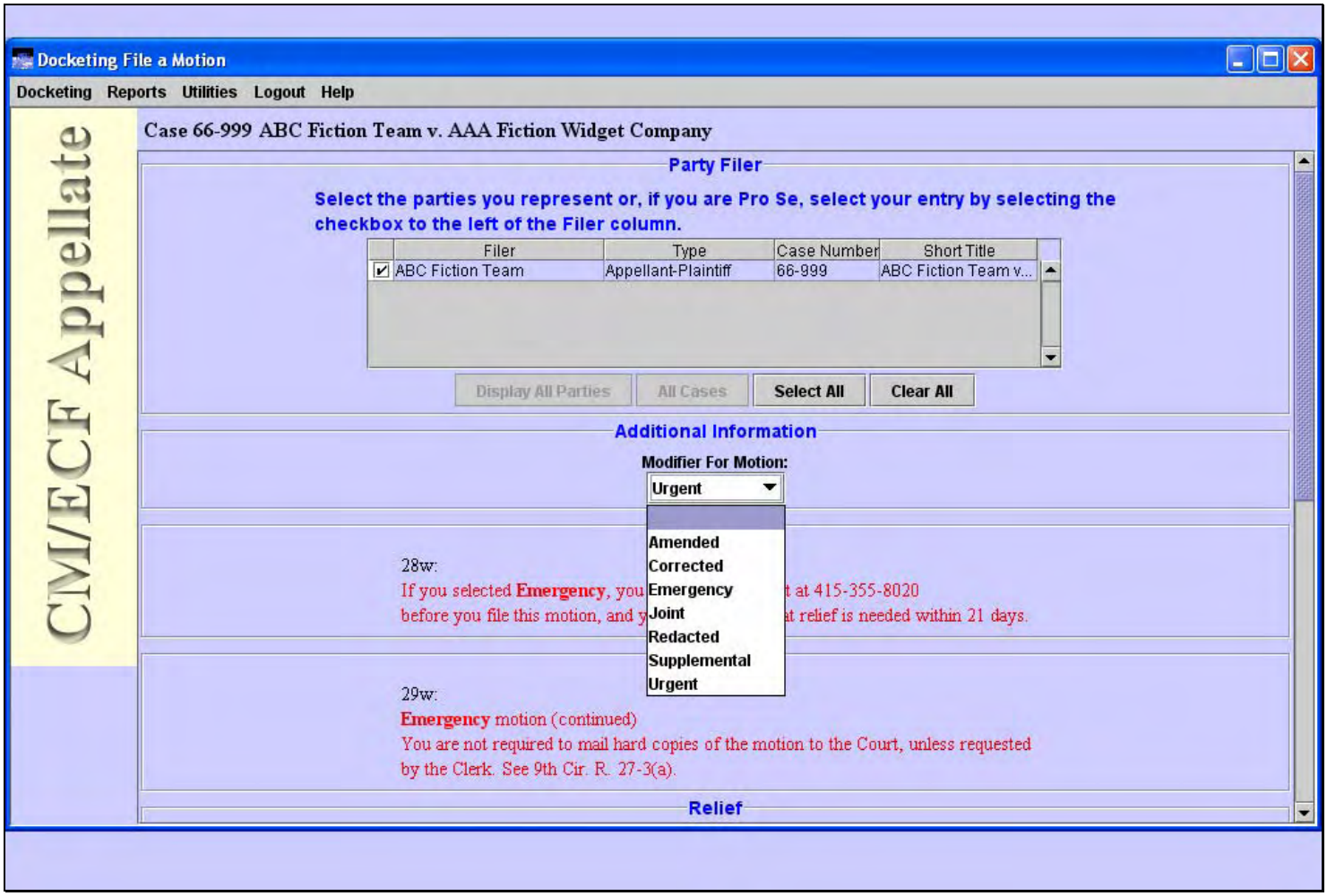
Slide 15 - Slide 15



Slide notes

Since none of these modifiers are appropriate for our practice motion, click the blank space above Amended in the list.

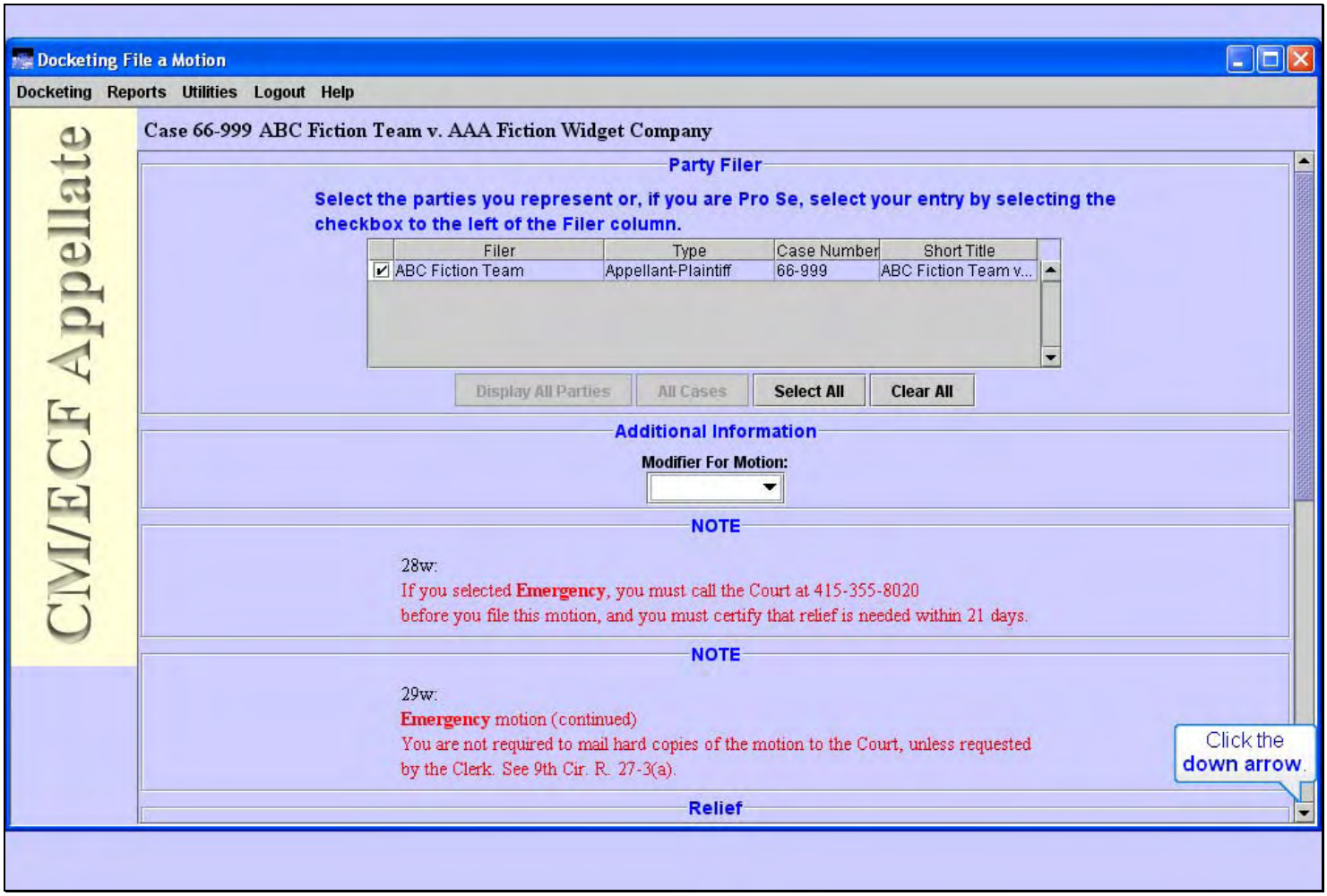
Slide 16 - Slide 16



Slide notes

NOTE: This is a transition slide.

Slide 17 - Slide 17

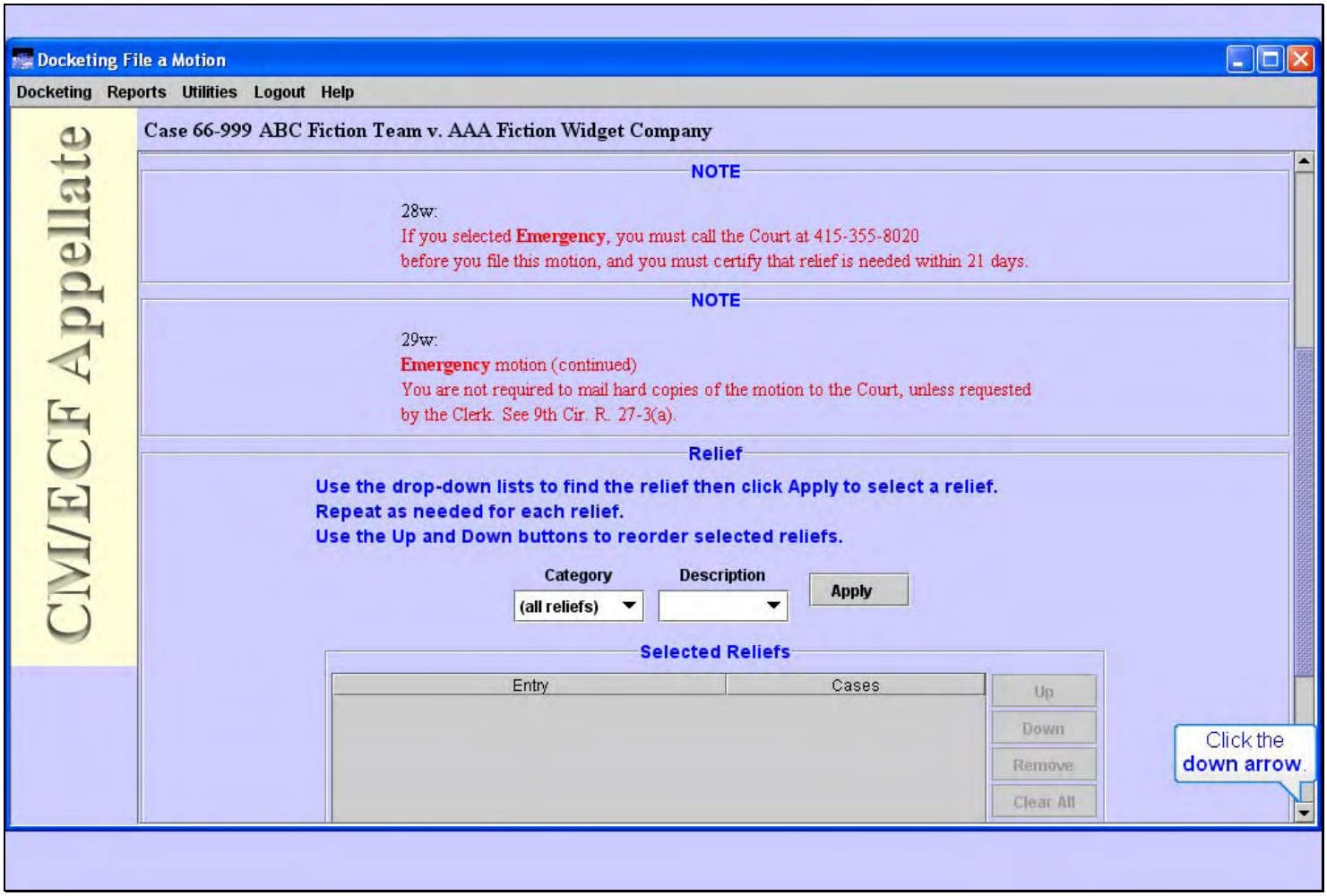


Slide notes

Before we go further, notice the two Notes that explain procedures for Emergency motions.

Click the down arrow in the scroll bar to move down.

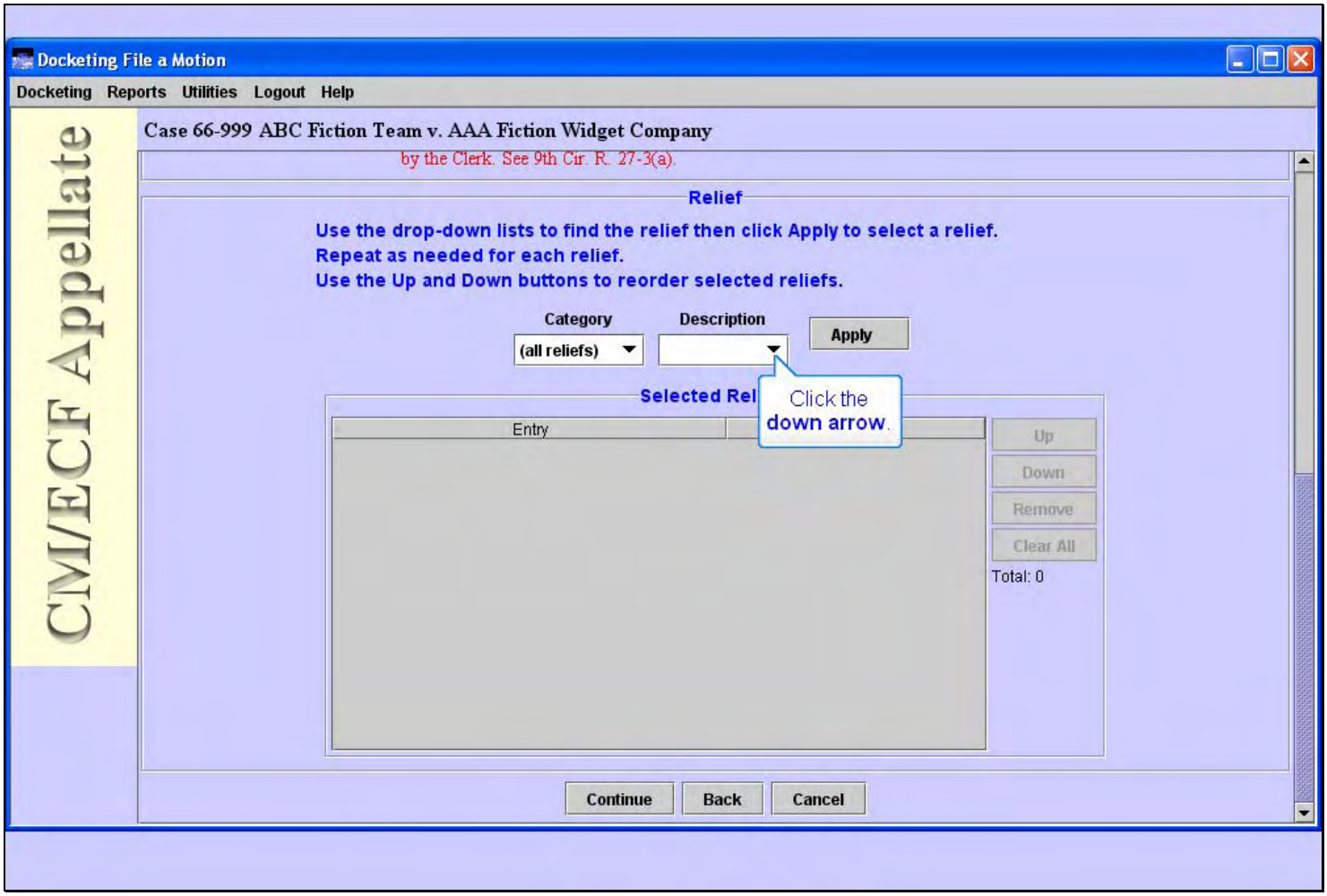
Slide 18 - Slide 18



Slide notes

Scroll down a bit more.

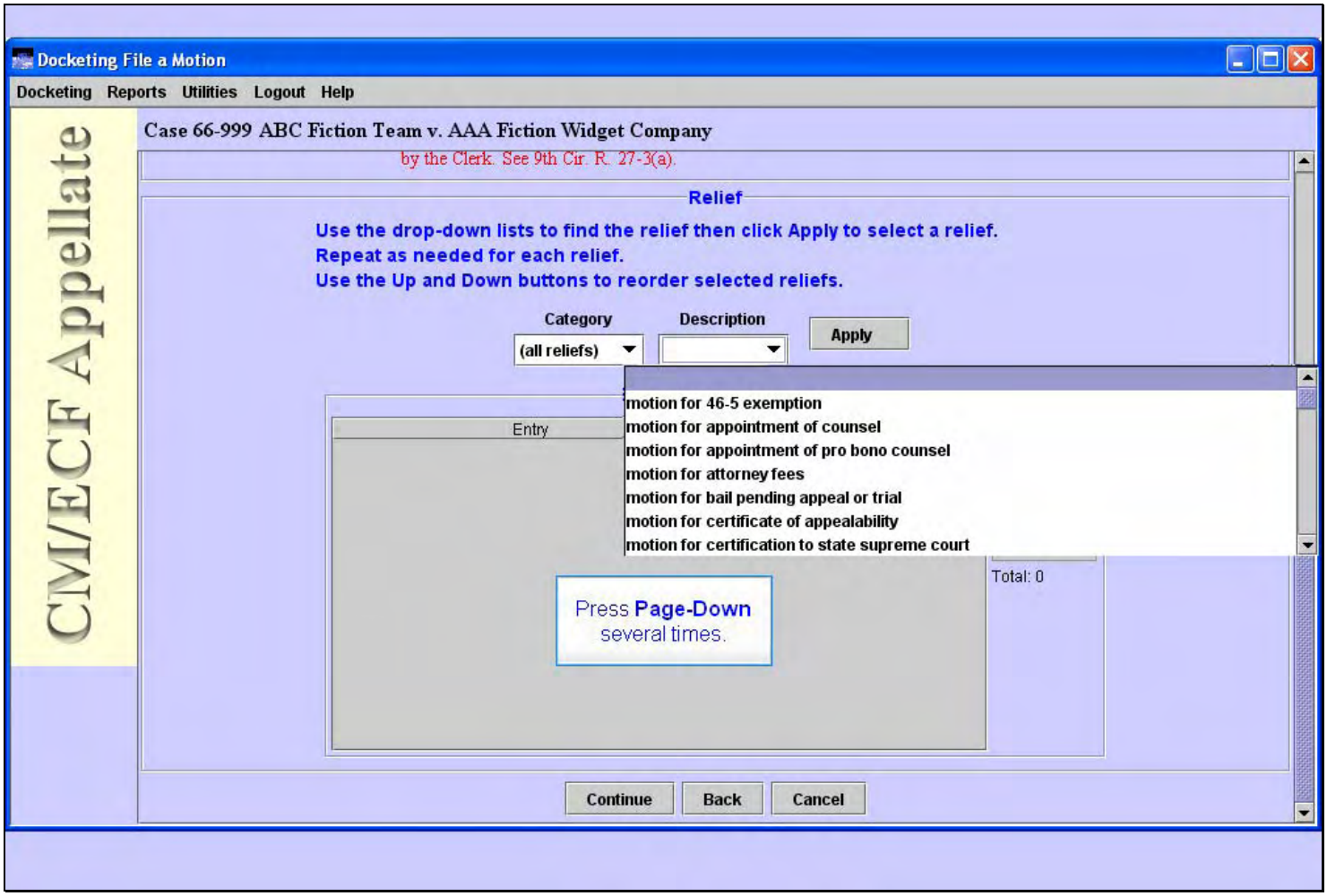
Slide 19 - pick relief



Slide notes

We now need to select the type of relief we are asking for in our motion. There are two drop-down lists here. The first is Category. This drop-down list controls which descriptions are contained in the Description drop-down list. "All reliefs" is selected as the category by default. If "all reliefs" is selected, the description drop-down will contain all possible relief descriptions. We'll leave the category as is. To see the list of descriptions, click the down arrow in the Description drop-down list.

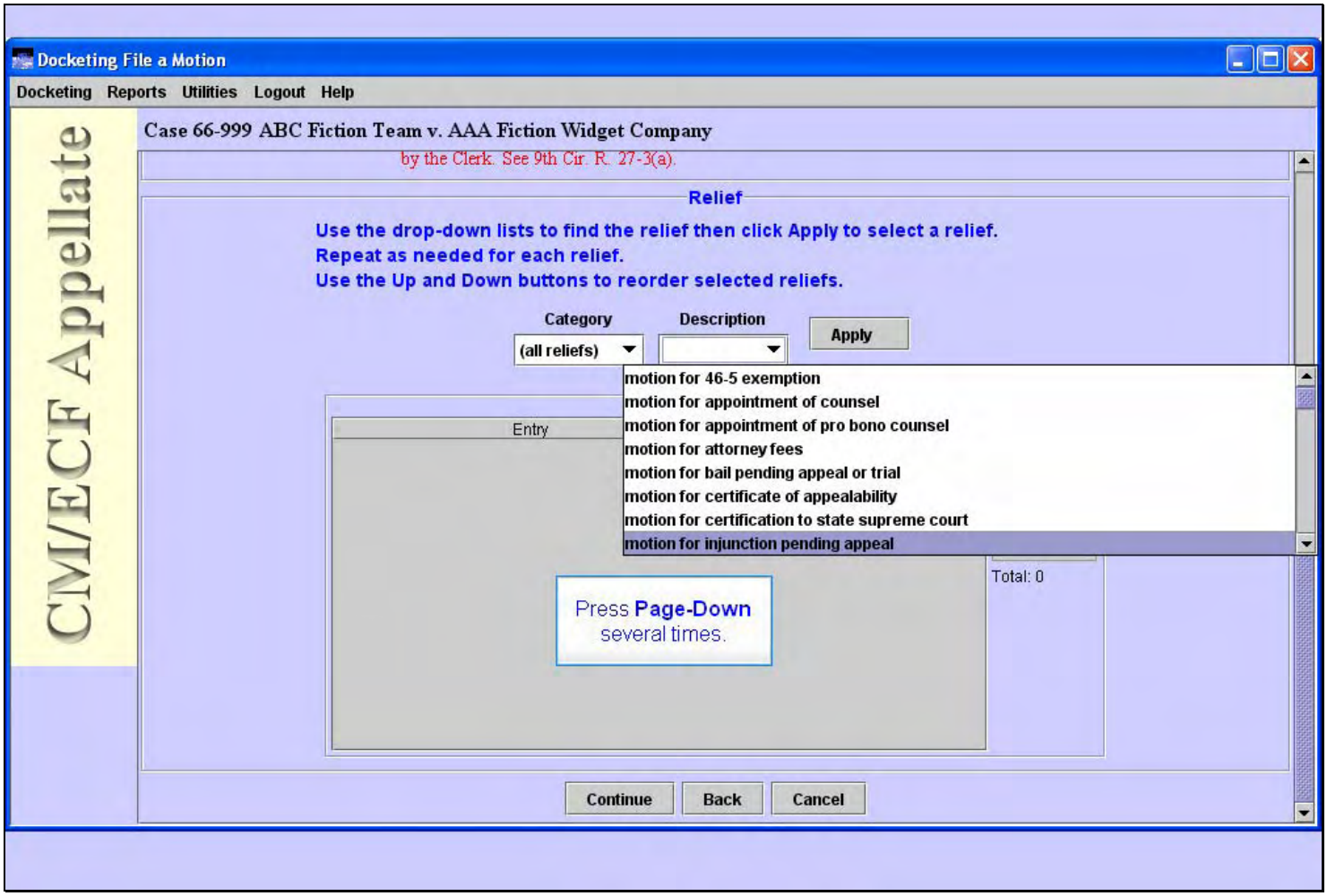
Slide 20 - Slide 20



Slide notes

We are looking for the relief "motion to stay proceedings" in this list. To find it, press your Page-Down key several times.

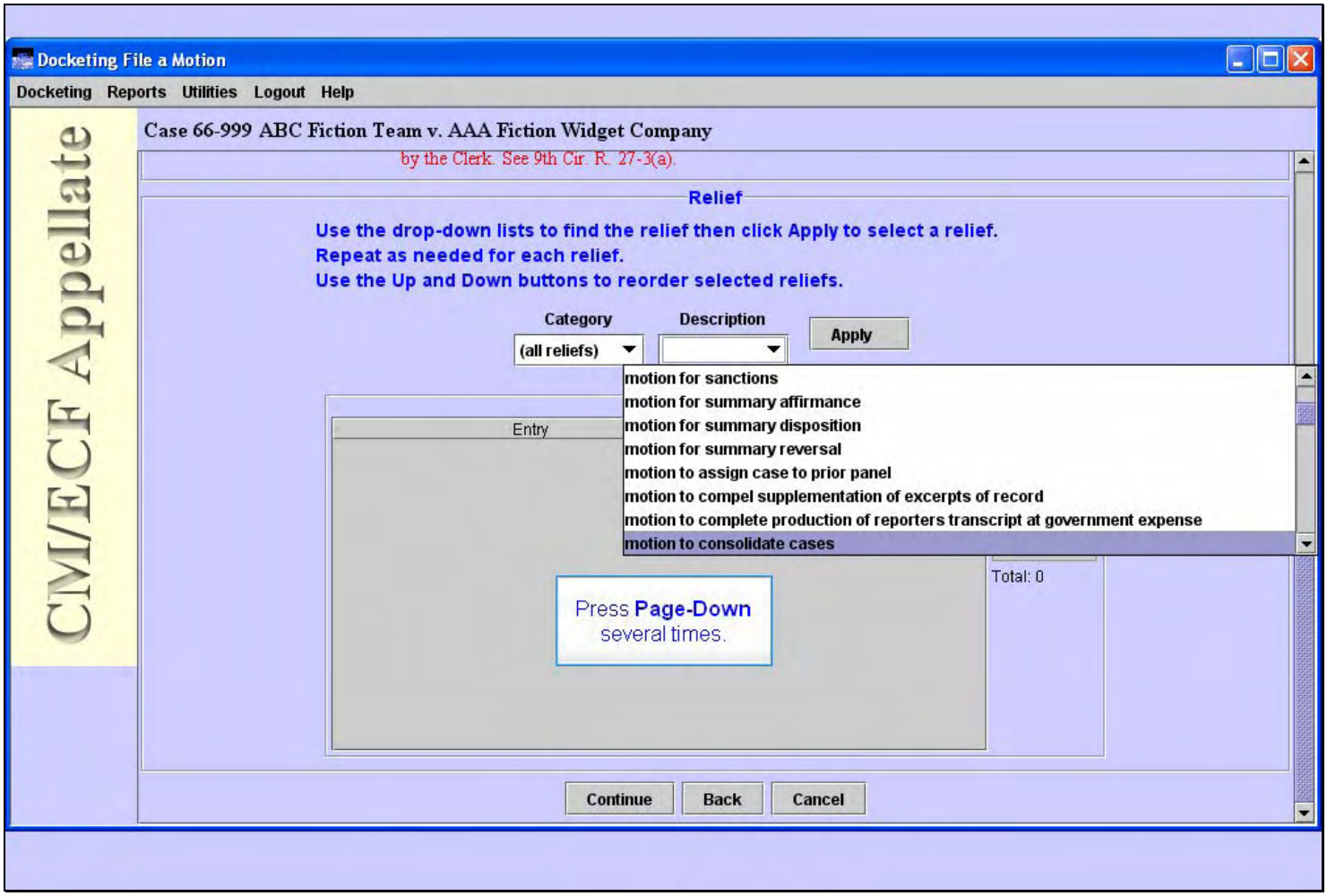
Slide 21 - Slide 21



Slide notes

(Note: This is a transition slide.)

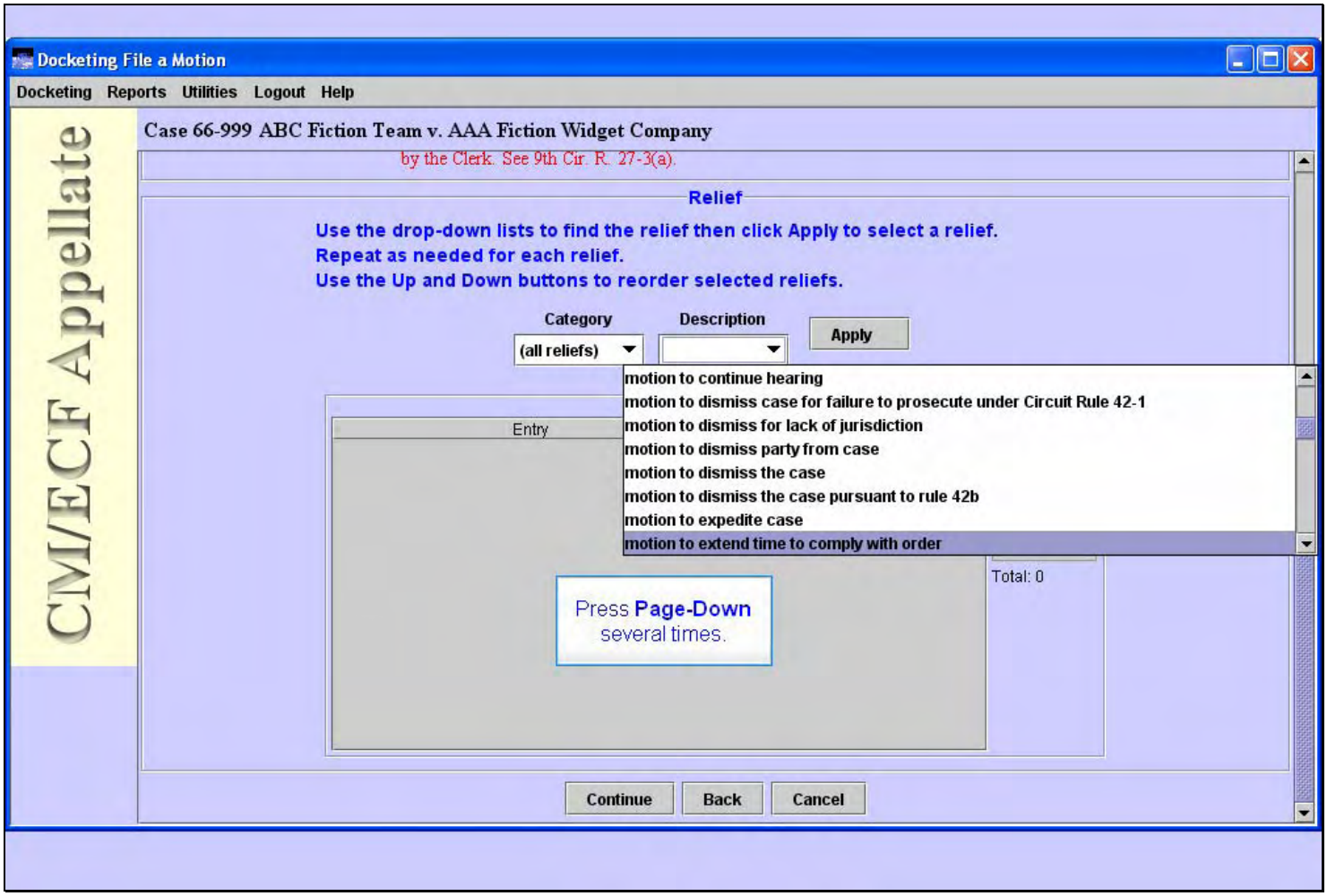
Slide 22 - Slide 22



Slide notes

(Note: This is a transition slide.)

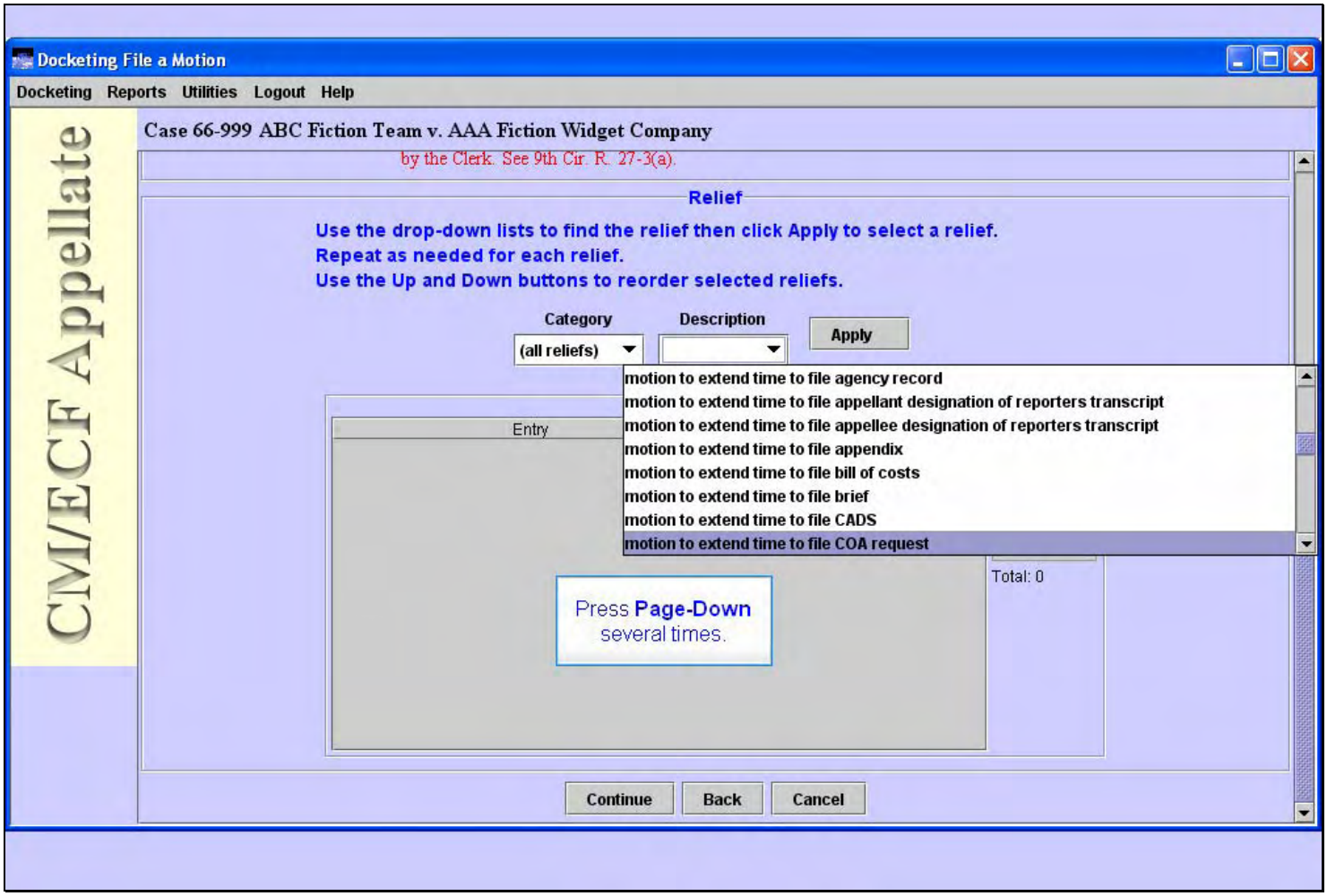
Slide 23 - Slide 23



Slide notes

(Note: This is a transition slide.)

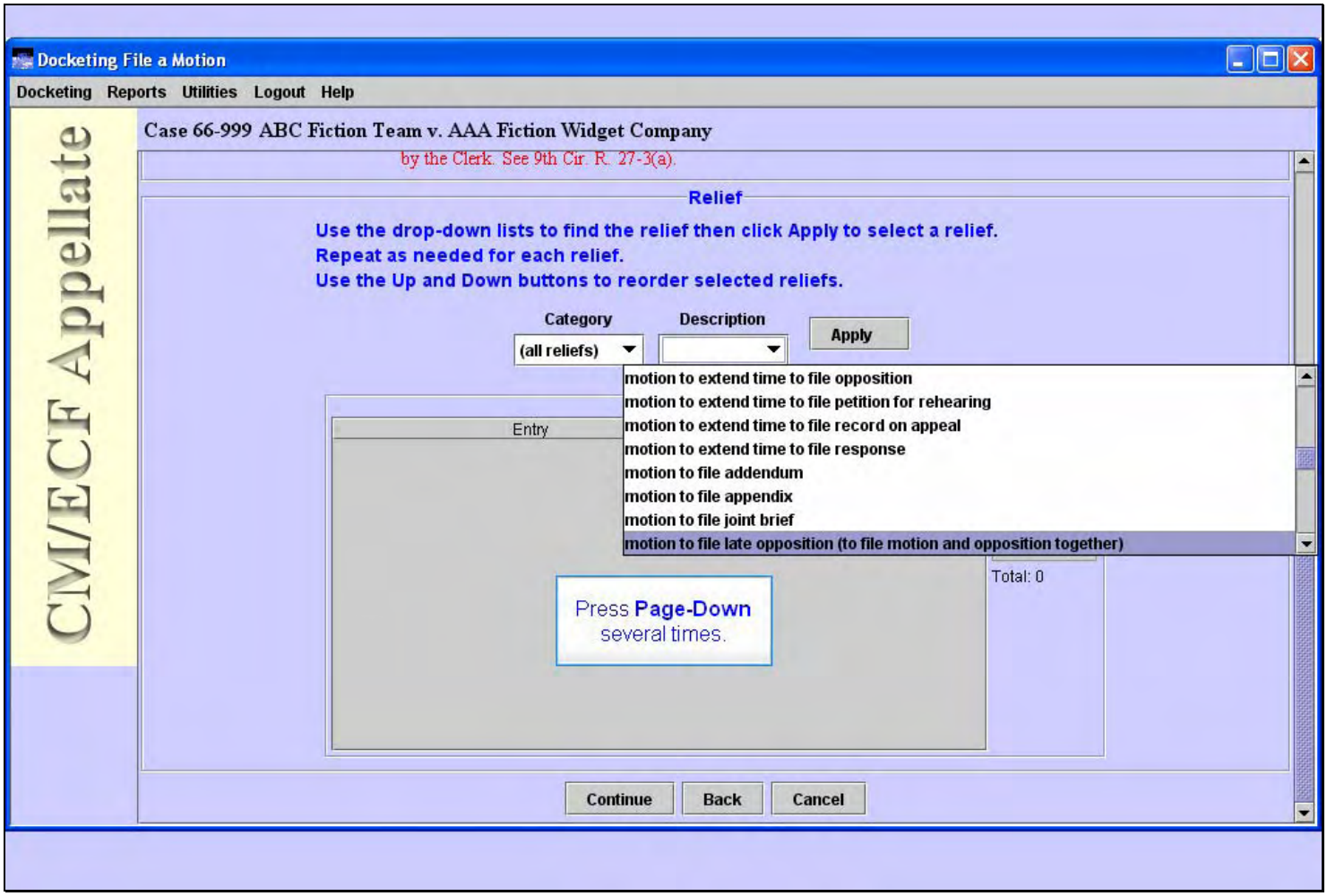
Slide 24 - Slide 24



Slide notes

(Note: This is a transition slide.)

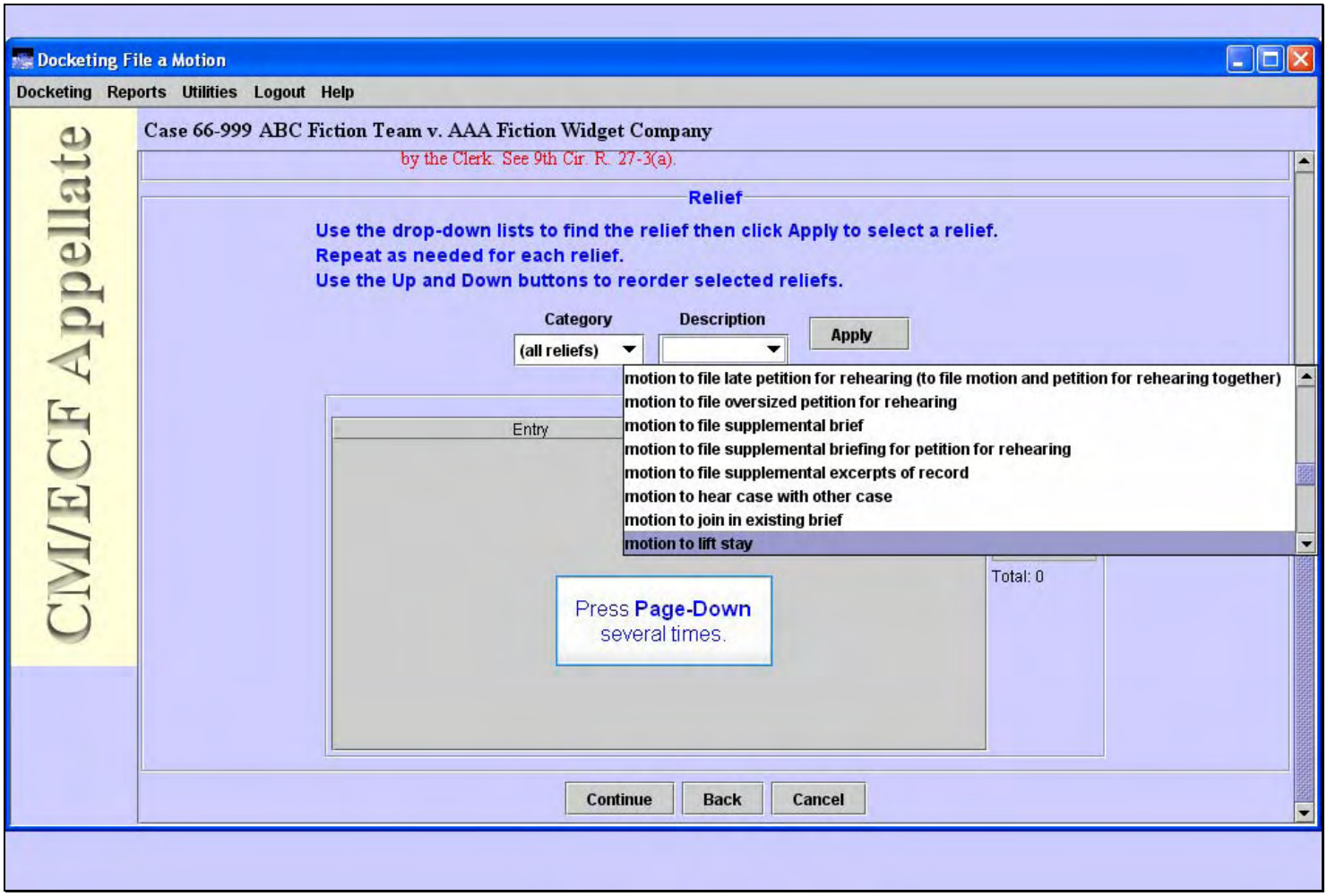
Slide 25 - Slide 25



Slide notes

(Note: This is a transition slide.)

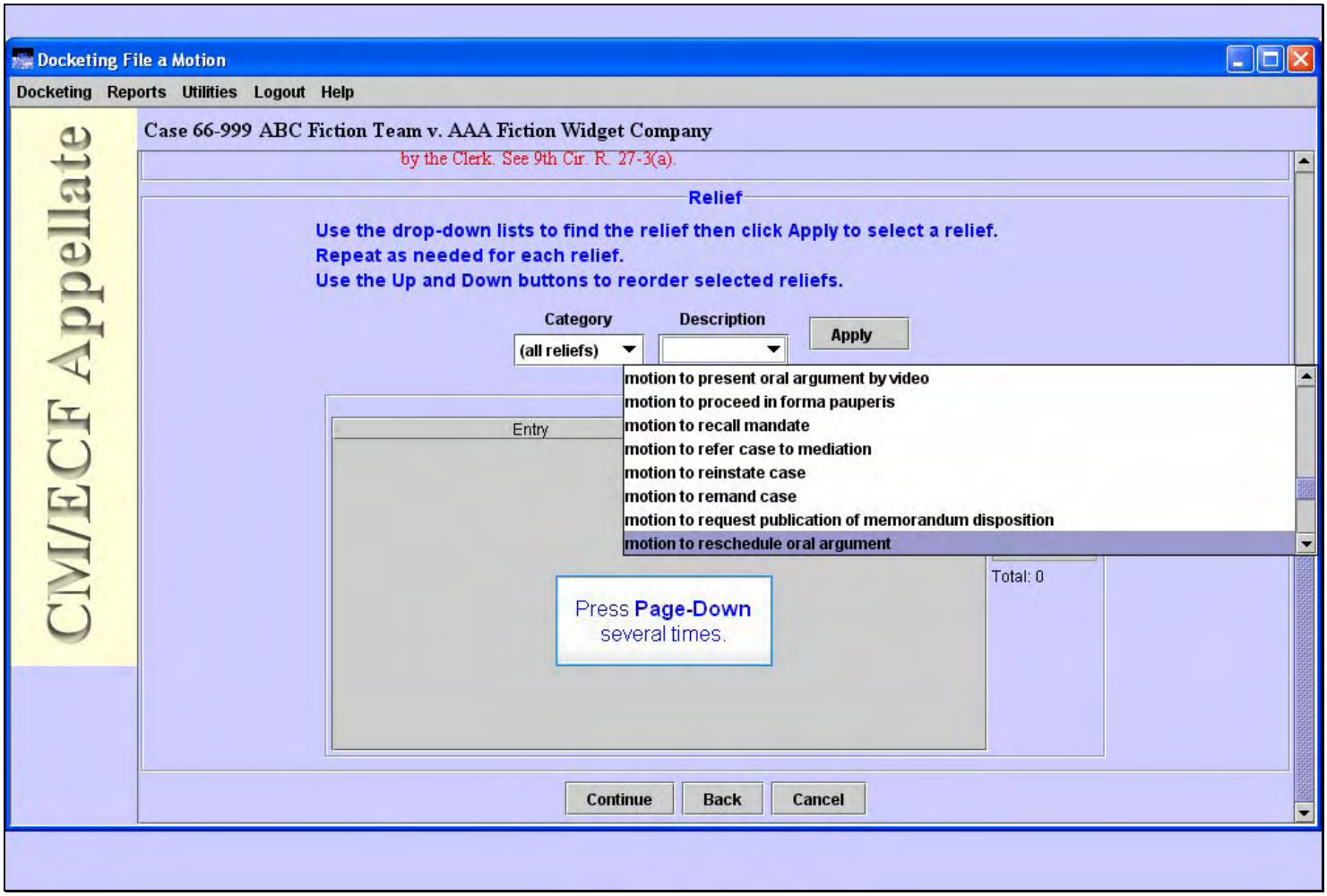
Slide 26 - Slide 26



Slide notes

(Note: This is a transition slide.)

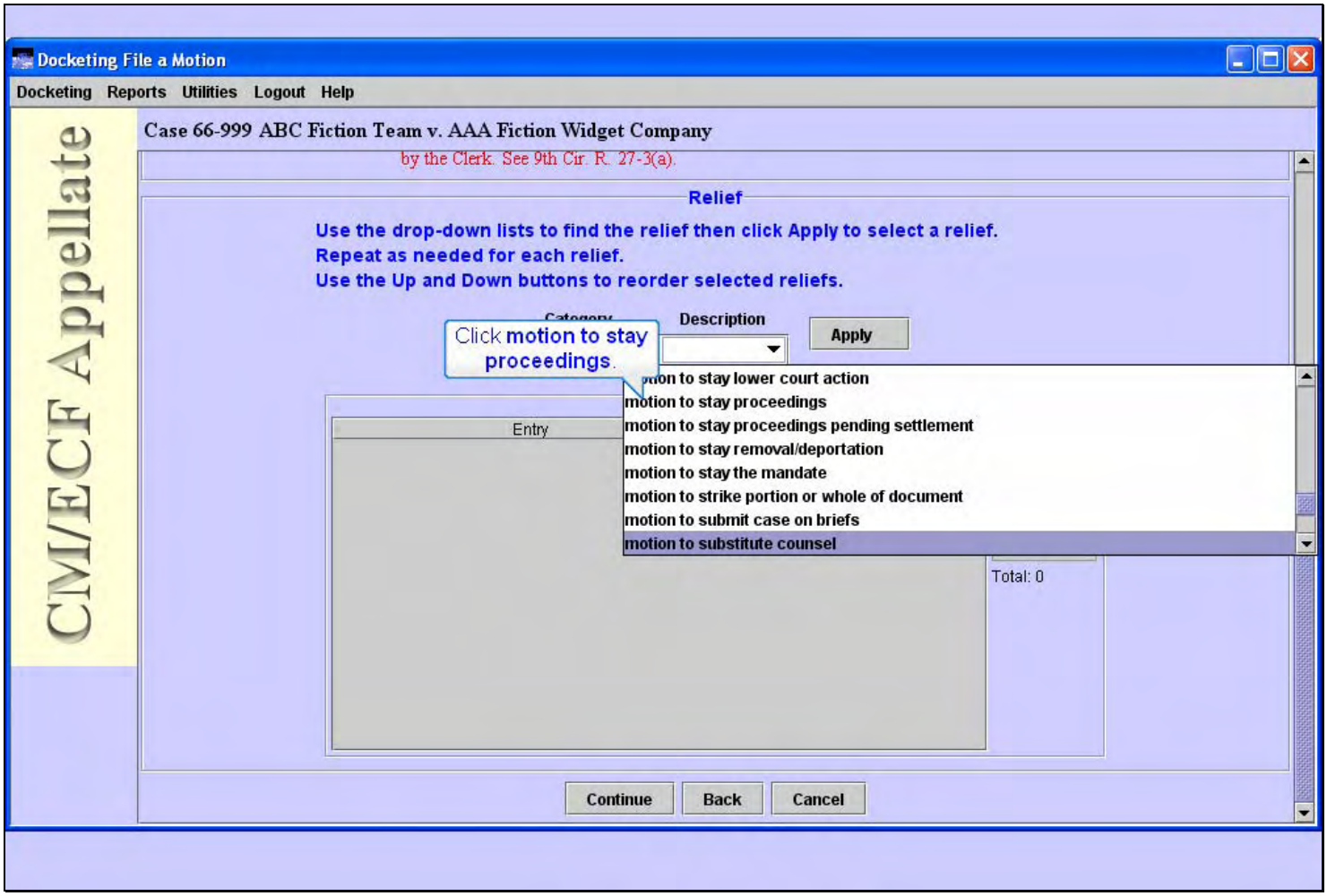
Slide 27 - Slide 27



Slide notes

(Note: This is a transition slide.)

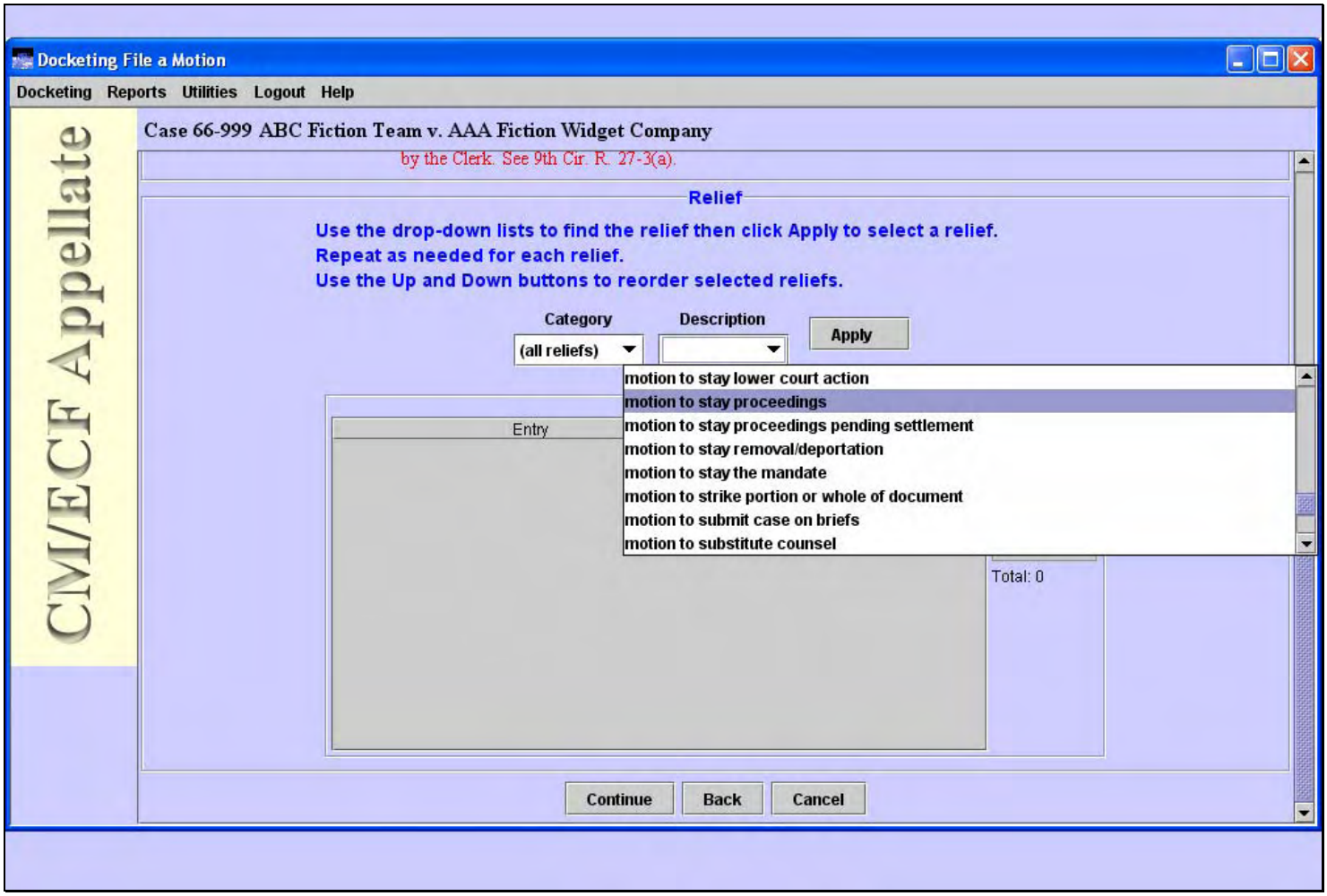
Slide 28 - Slide 28



Slide notes

Now we can see the relief "motion to stay proceedings" in the list. Click that relief to select it.

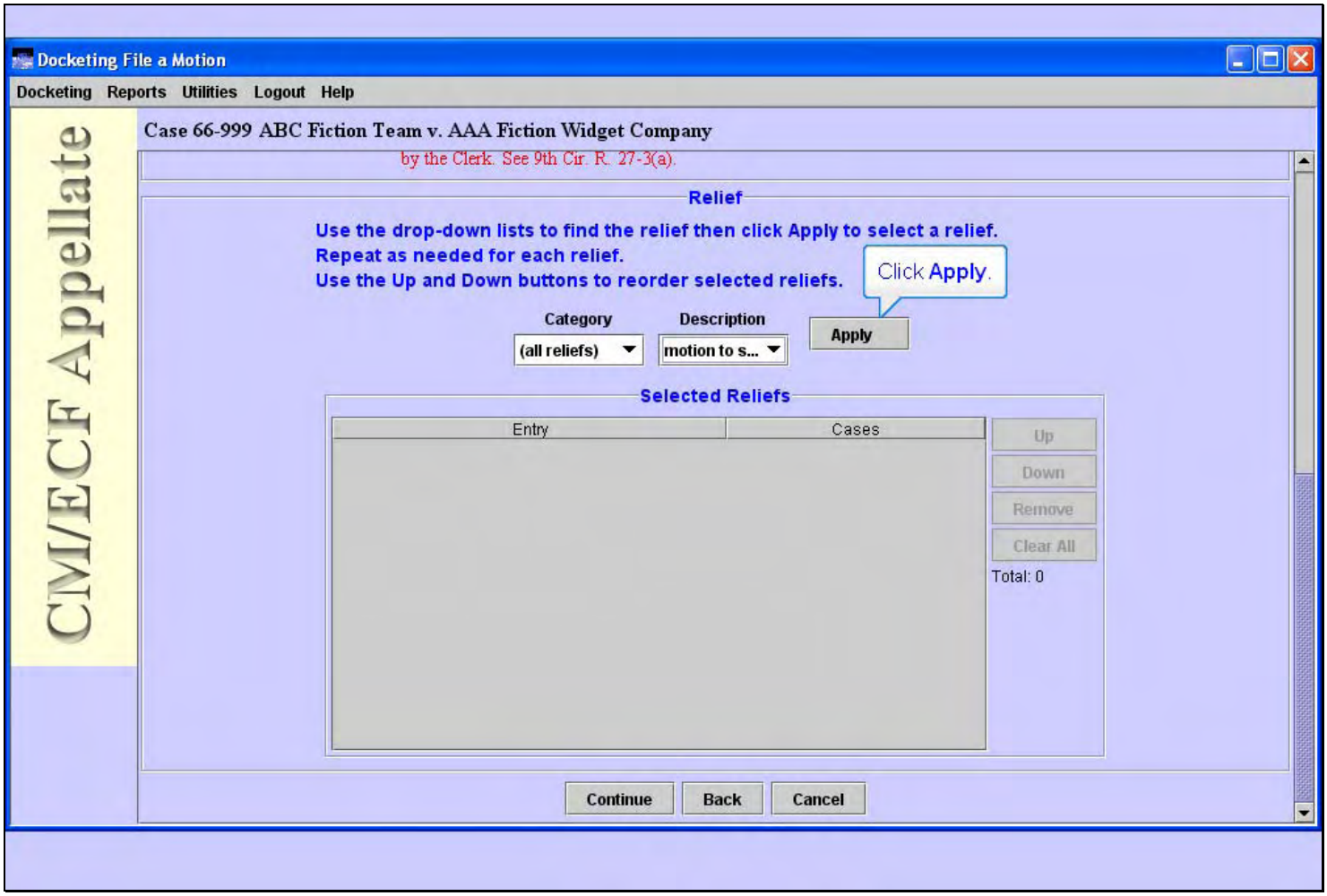
Slide 29 - Slide 29



Slide notes

(Note: This is a transition slide.)

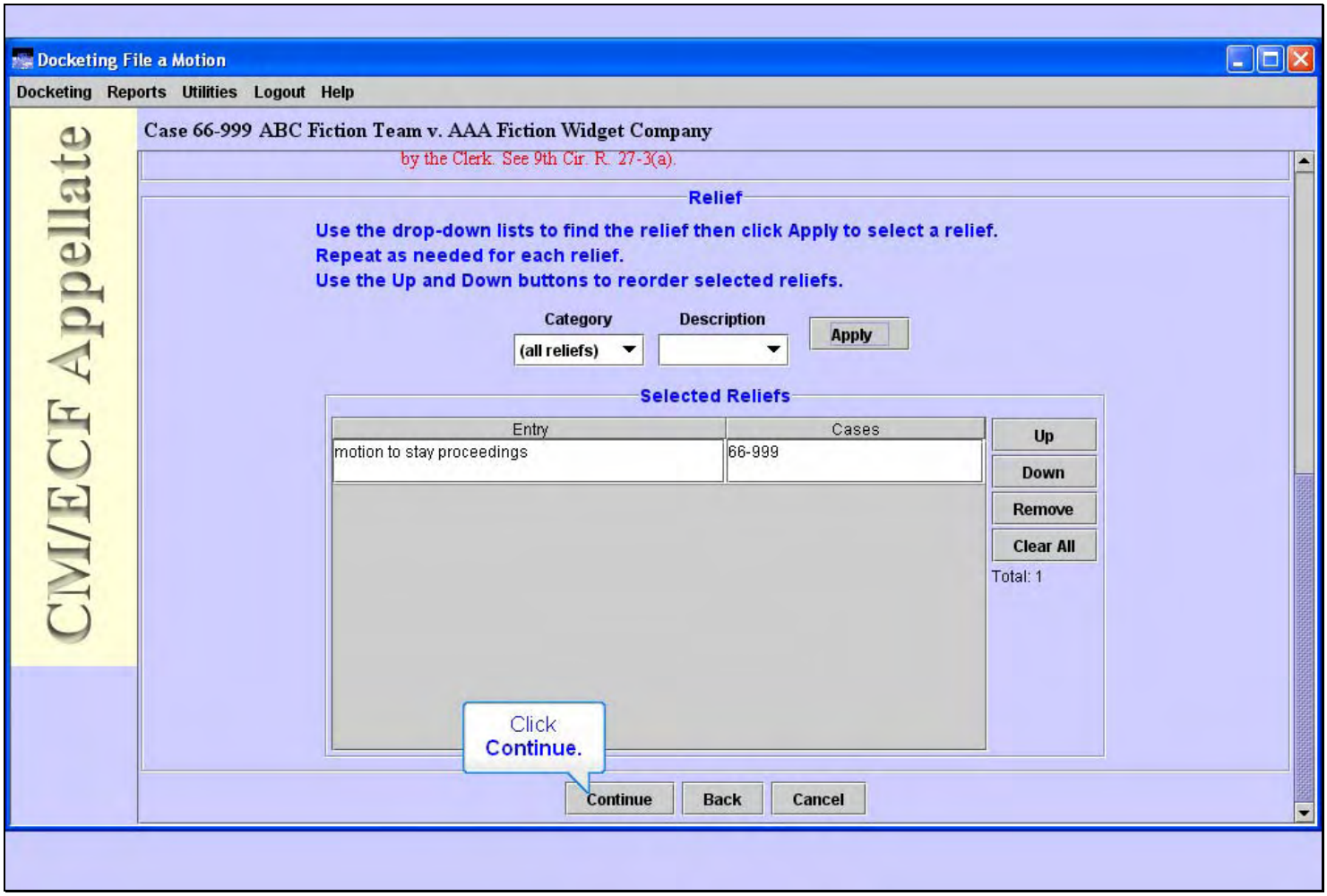
Slide 30 - Slide 30



Slide notes

Now with the relief selected in the Description drop-down list, click the Apply button to add that relief to the Selected Reliefs list.

Slide 31 - Slide 31

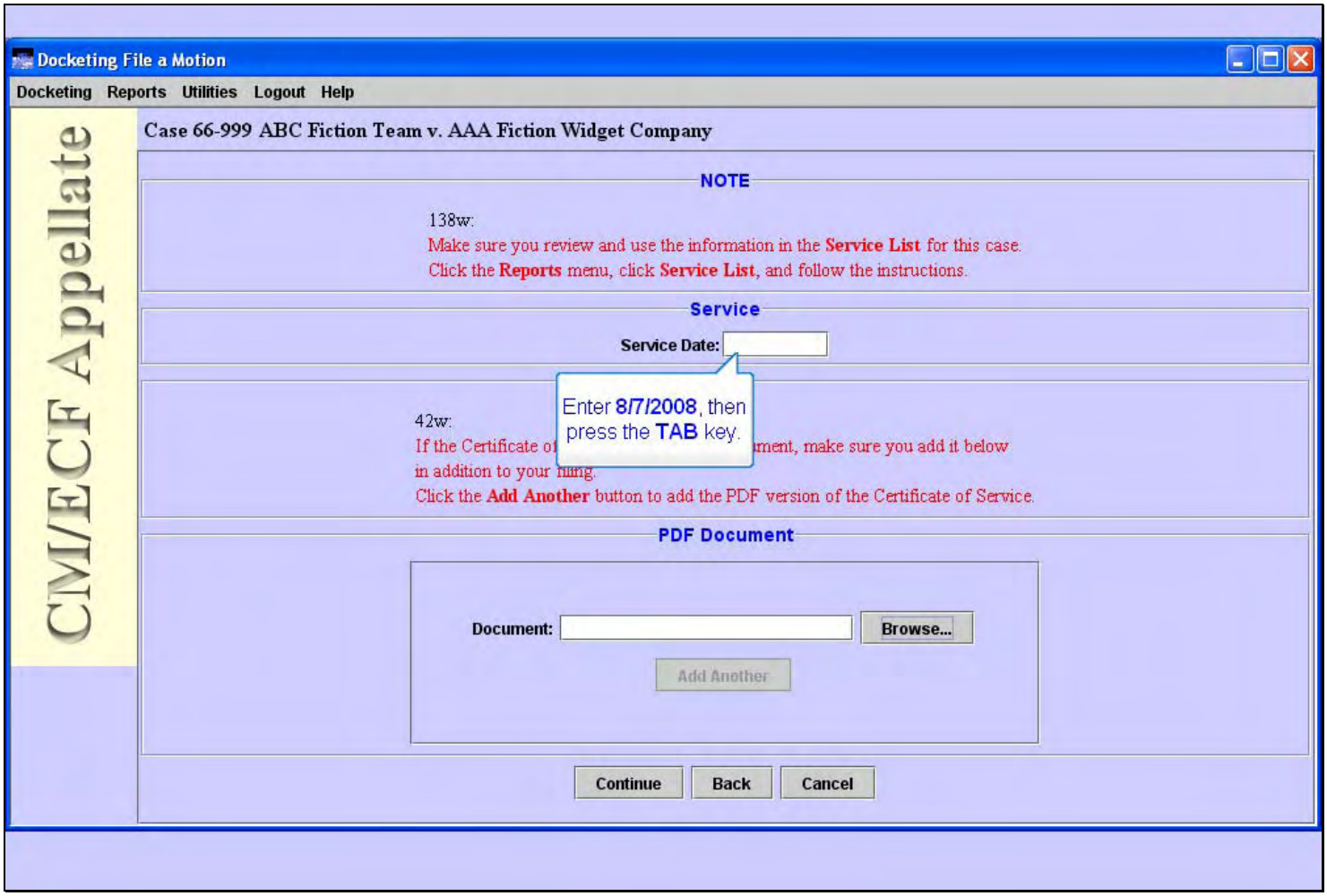


Slide notes

And our relief is added to the Selected Reliefs list. If your motion requested additional relief, you would find the description in the list and click the Apply button again. The four buttons to the right of the Selected Reliefs would allow you to rearrange the order of the reliefs, or remove any you applied accidentally.

Since our motion asks for only this one relief, click the Continue button.

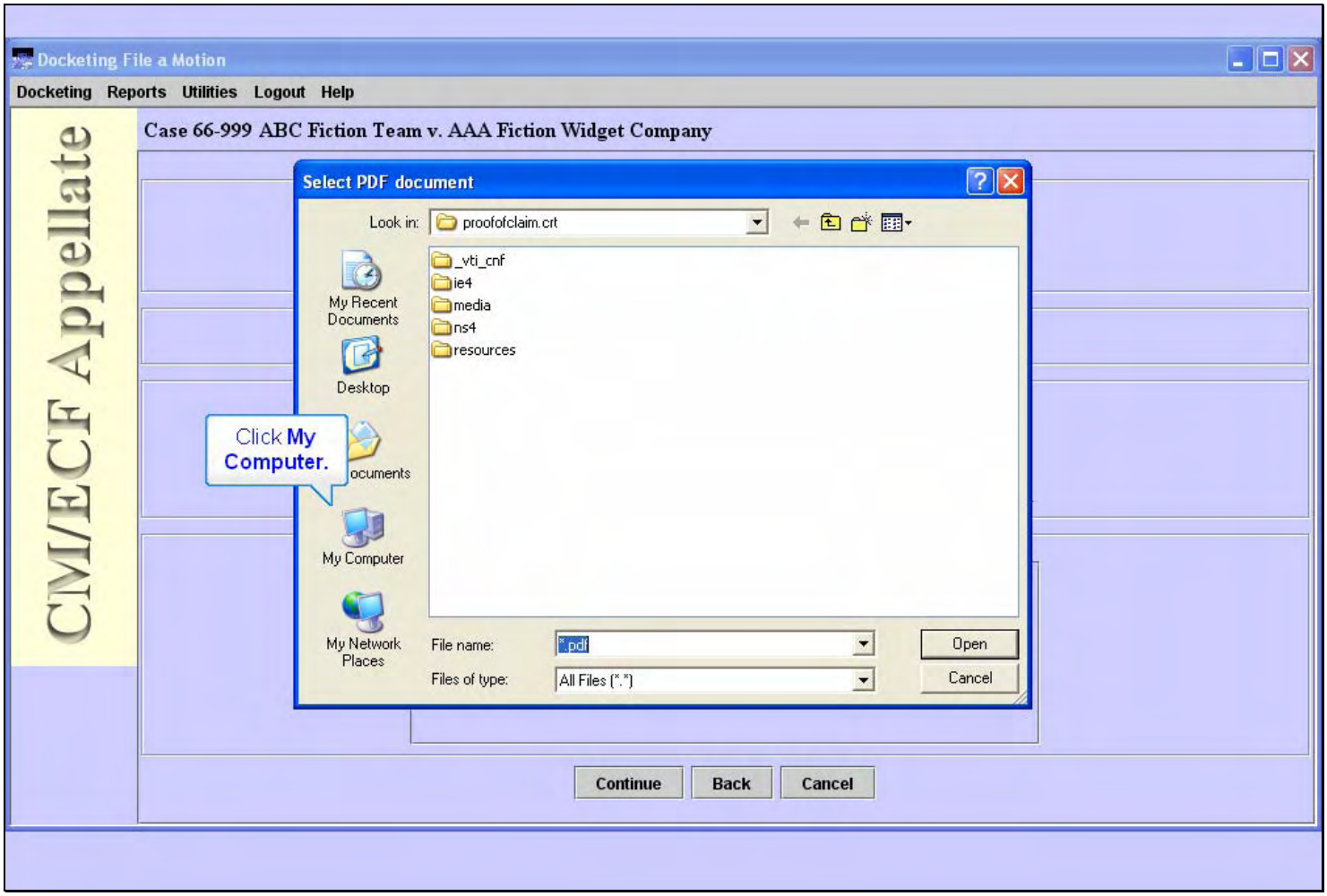
Slide 32 - service date



Slide notes

Next, we need to enter the service date. Before we do, notice the two Notes about reviewing the information in the Service List for this case and including the Certificate of Service if it's a separate document. For our practice case, enter the date 8/7/2008 in the Service Date field, then click the Browse... button.

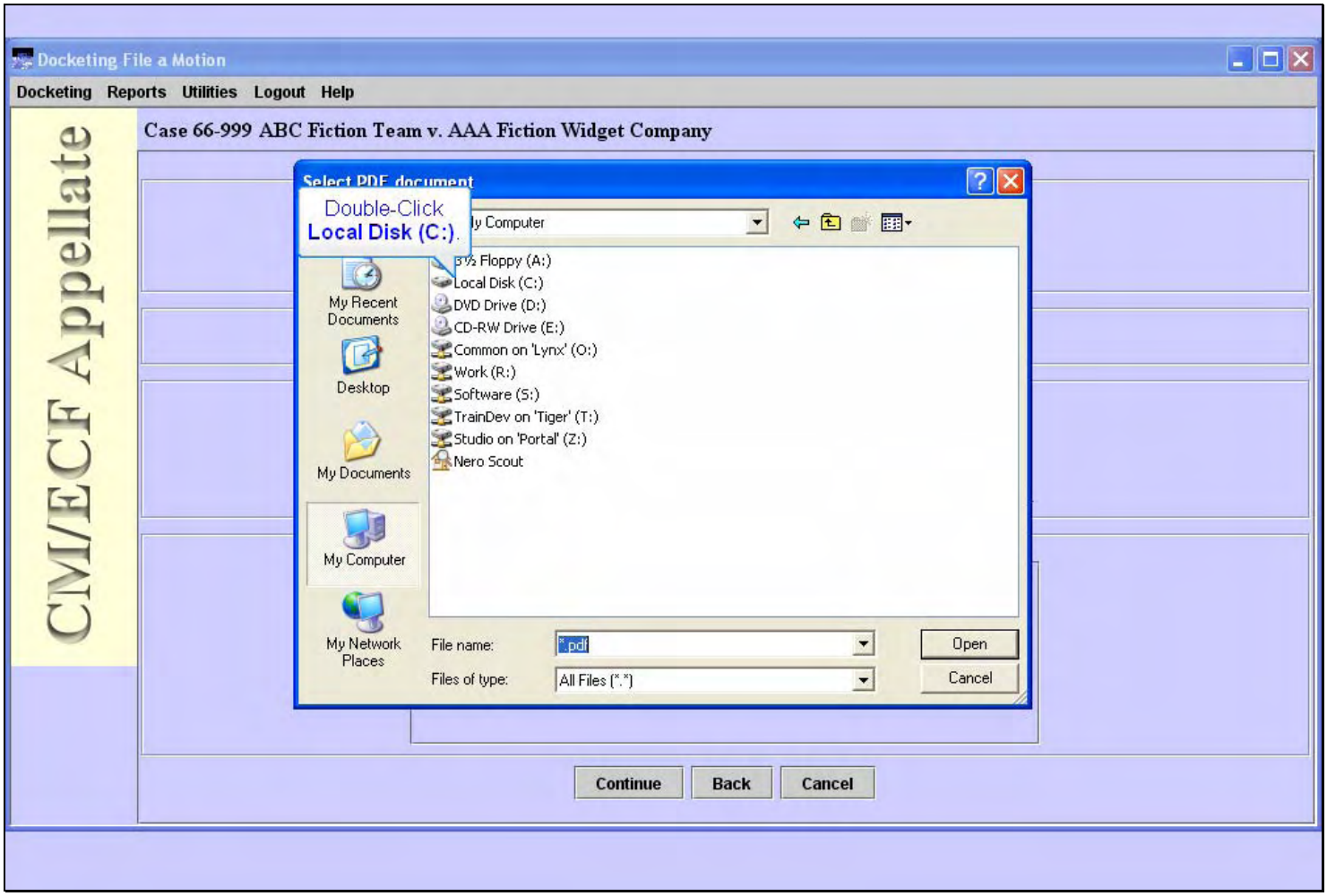
Slide 33 - Slide 33



Slide notes

A Select PDF document dialog box opens. The next step is to locate the motion that you are going to file electronically. This motion must be in Portable Document Format, or PDF. This dialog box indicates we are looking in a folder named proofofclaim.crt at PDF files. We first need to locate the folder our motion is stored in. To begin the search, click the My Computer icon.

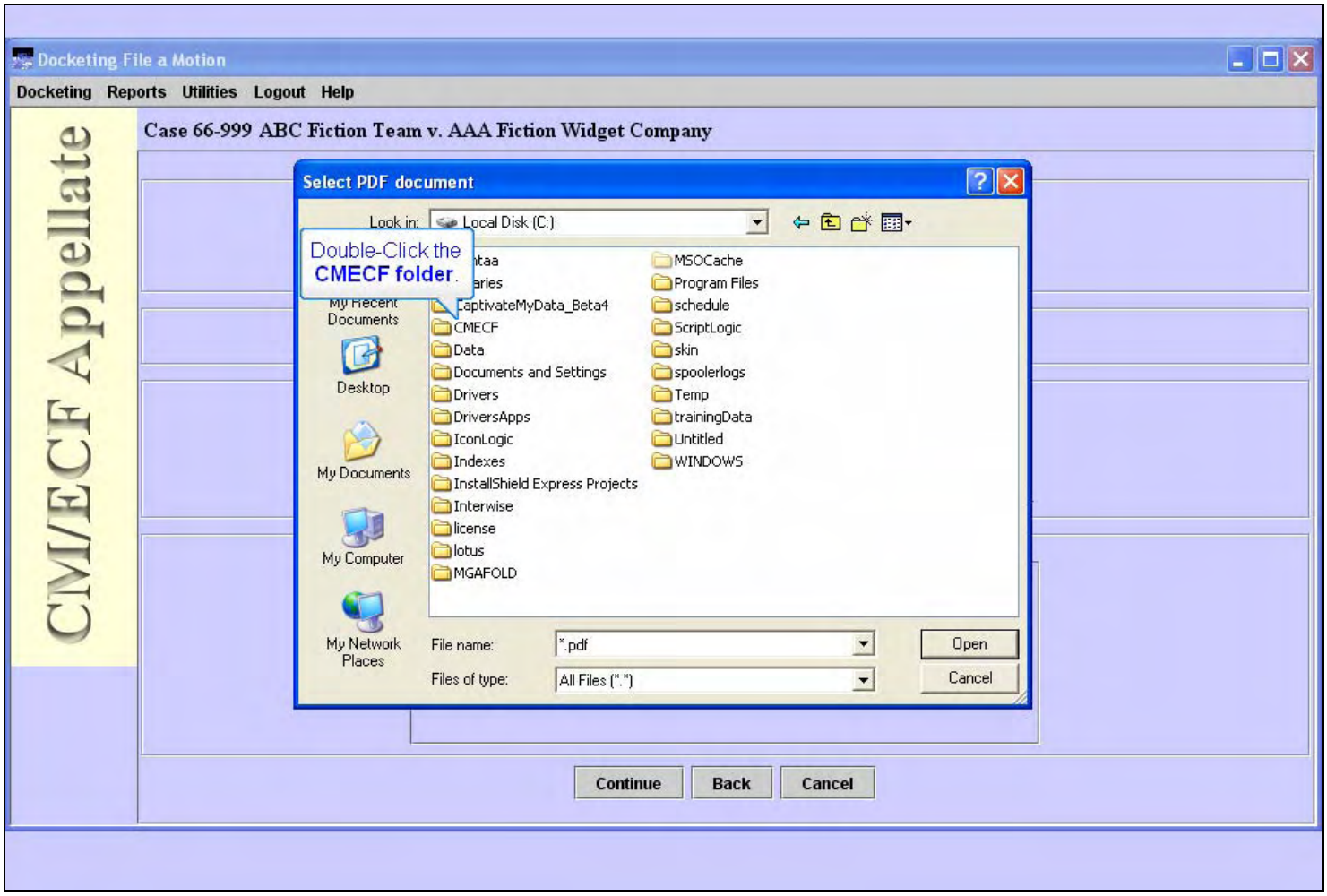
Slide 34 - Slide 34



Slide notes

Now double-click the Local Disk (C:) to open its folders.

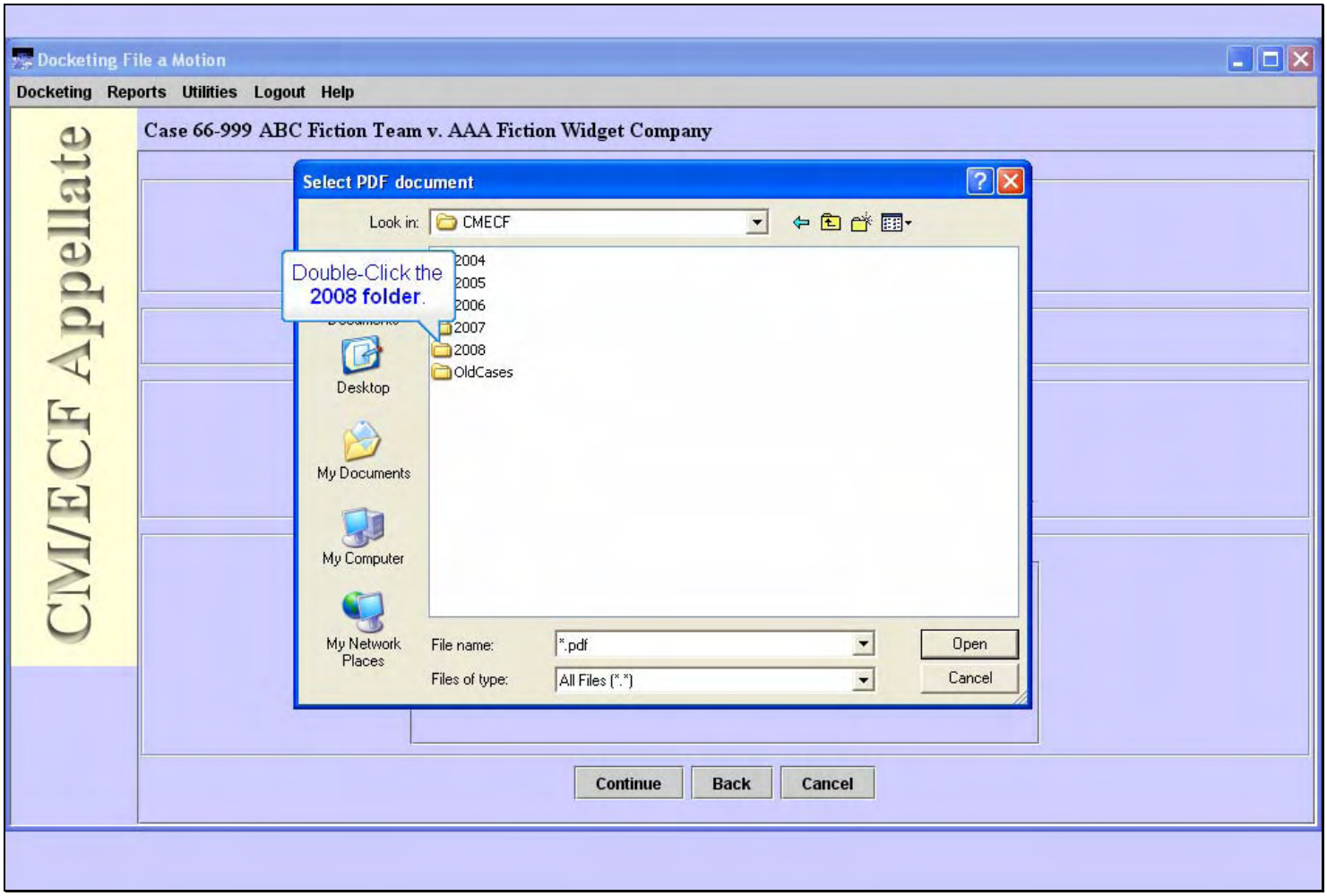
Slide 35 - Slide 35



Slide notes

It's a good practice to store all the PDF documents you wish to file with the court in a folder which you can easily locate. We've created a folder named CMECF on our computer in which we store these files. To open that folder, double-click it.

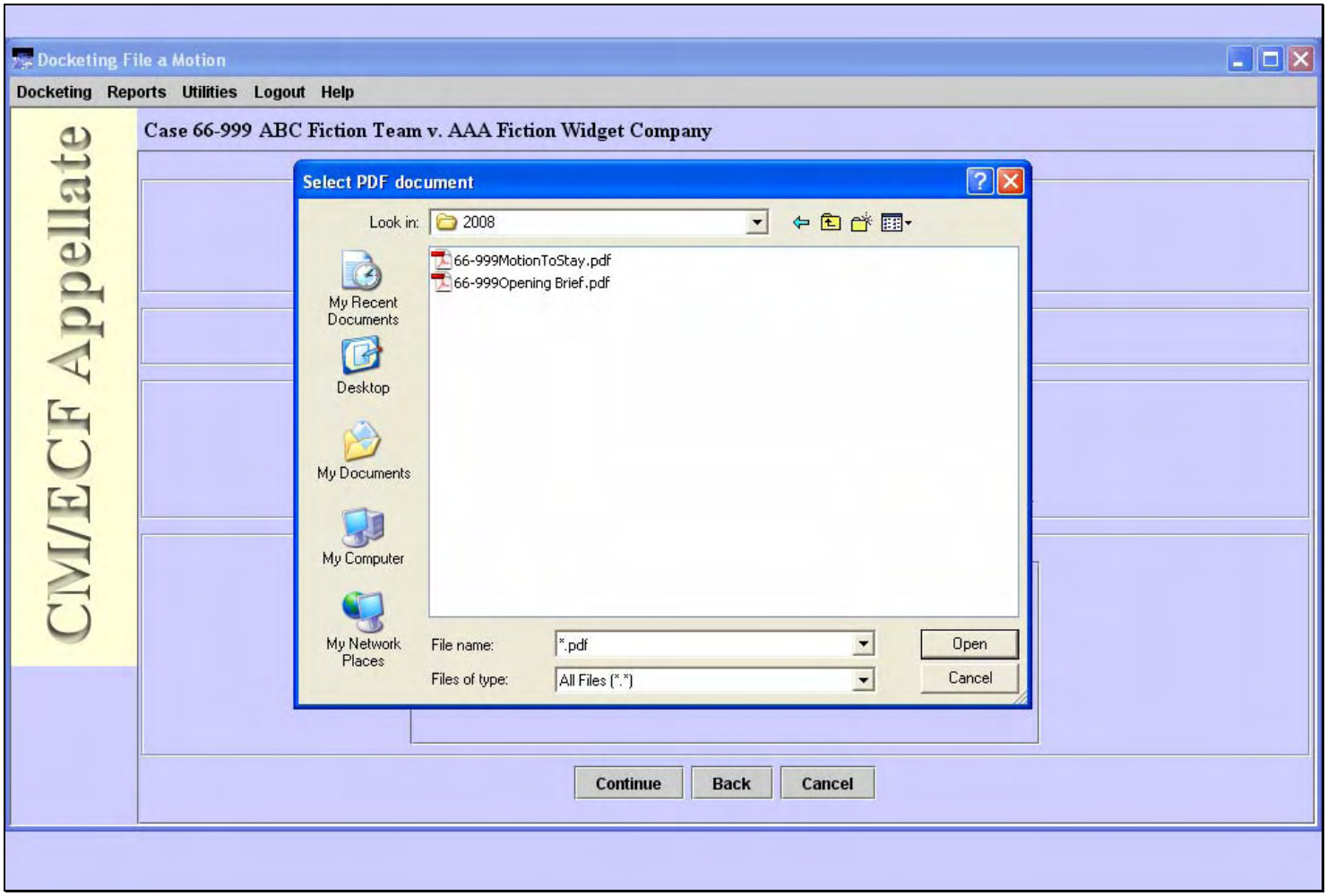
Slide 36 - Slide 36



Slide notes

Now double-click the 2008 folder to open it.

Slide 37 - view pdf

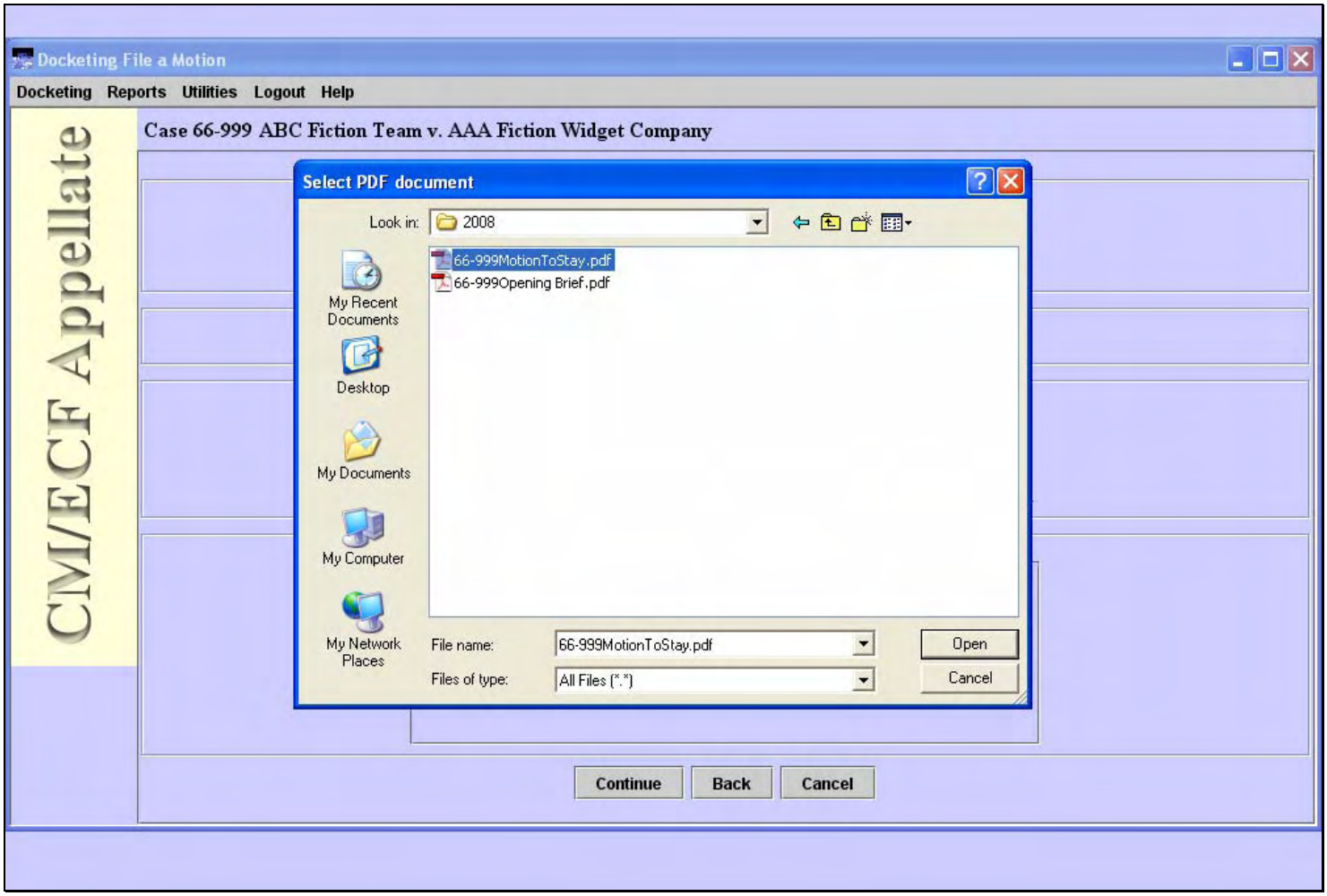


Slide notes

This dialog box indicates we are now looking in a folder named 2008 at PDF files. The one we want to file is named 66-999MotionToStay.pdf. But we should make sure it's the correct file. A good practice is to take a quick look at the contents of the file before we submit it to the court. The way to do that is to right-click the filename, then from the pop-up menu select Open with Acrobat.

Watch your screen as I do that for you.

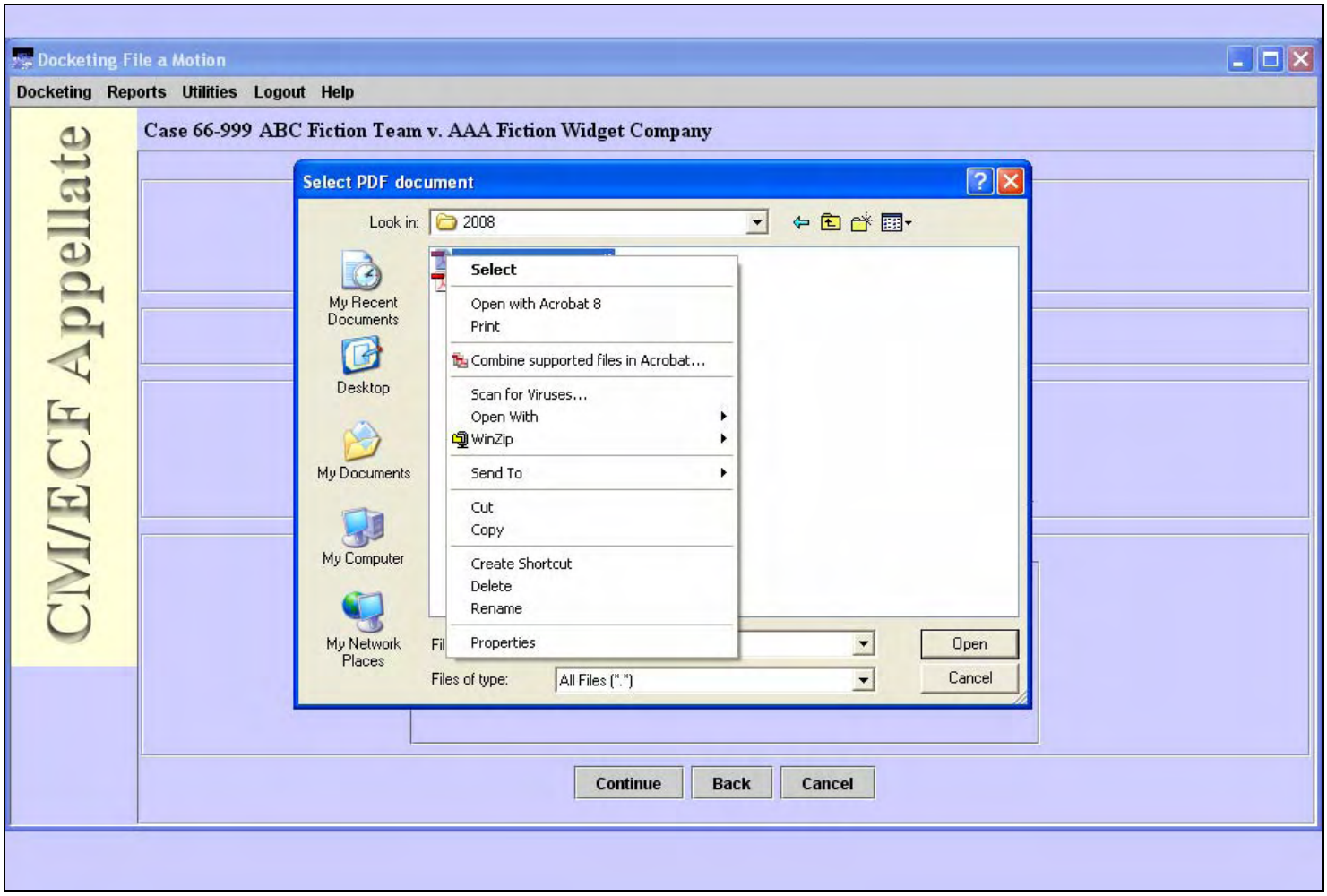
Slide 38 - Slide 38



Slide notes

NOTE: This is a transition slide.

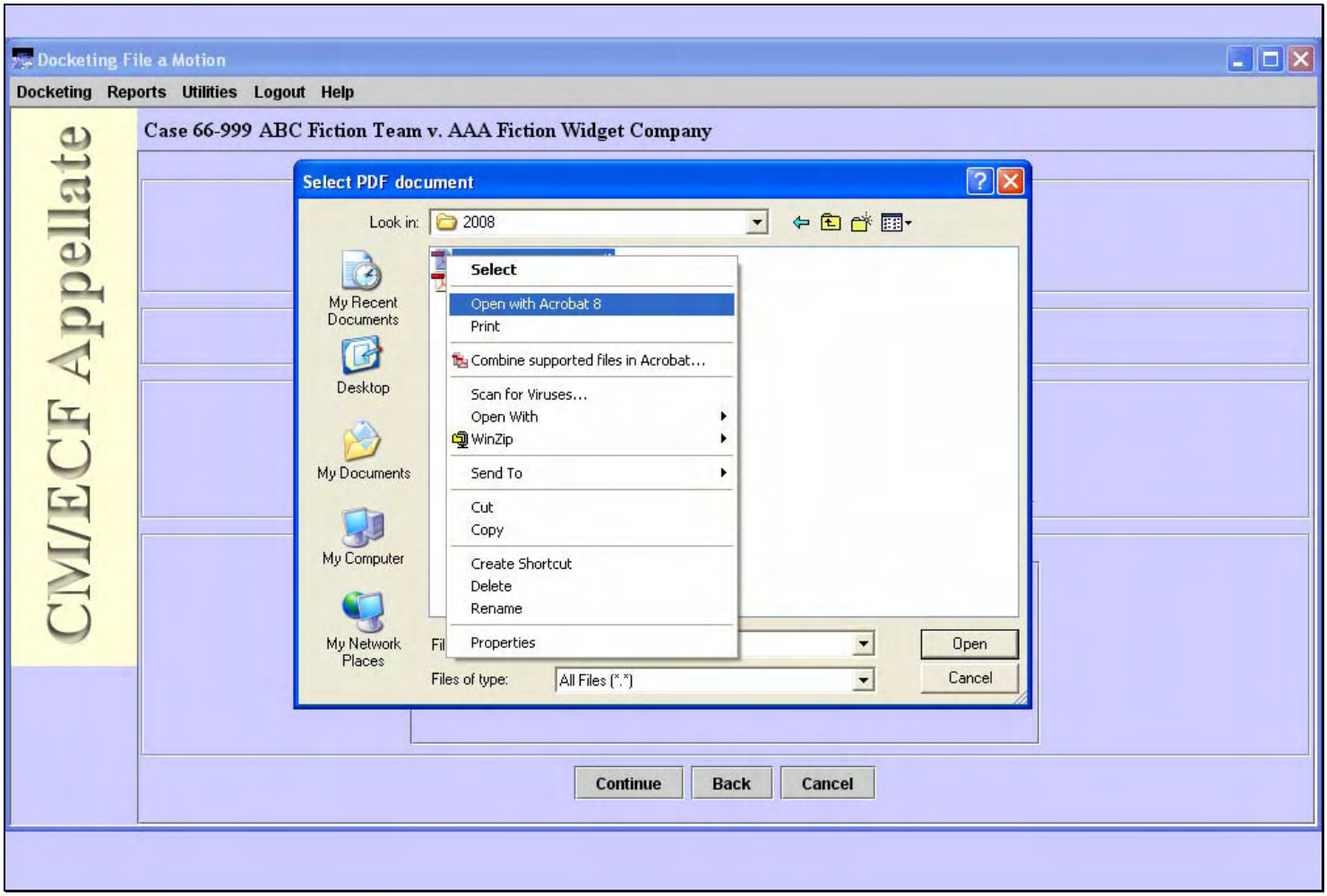
Slide 39 - Slide 39



Slide notes

NOTE: This is a transition slide.

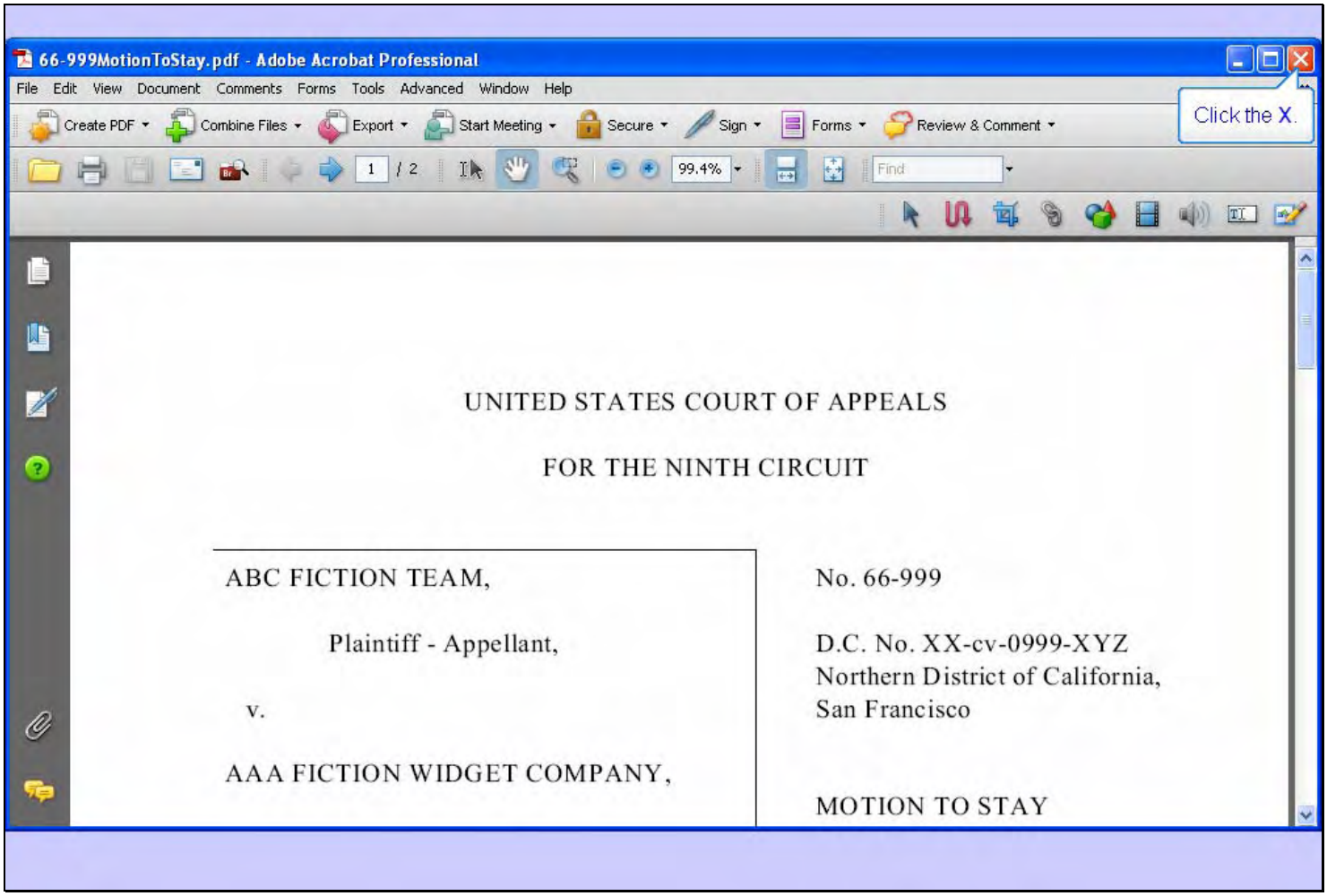
Slide 40 - Slide 40



Slide notes

NOTE: This is a transition slide.

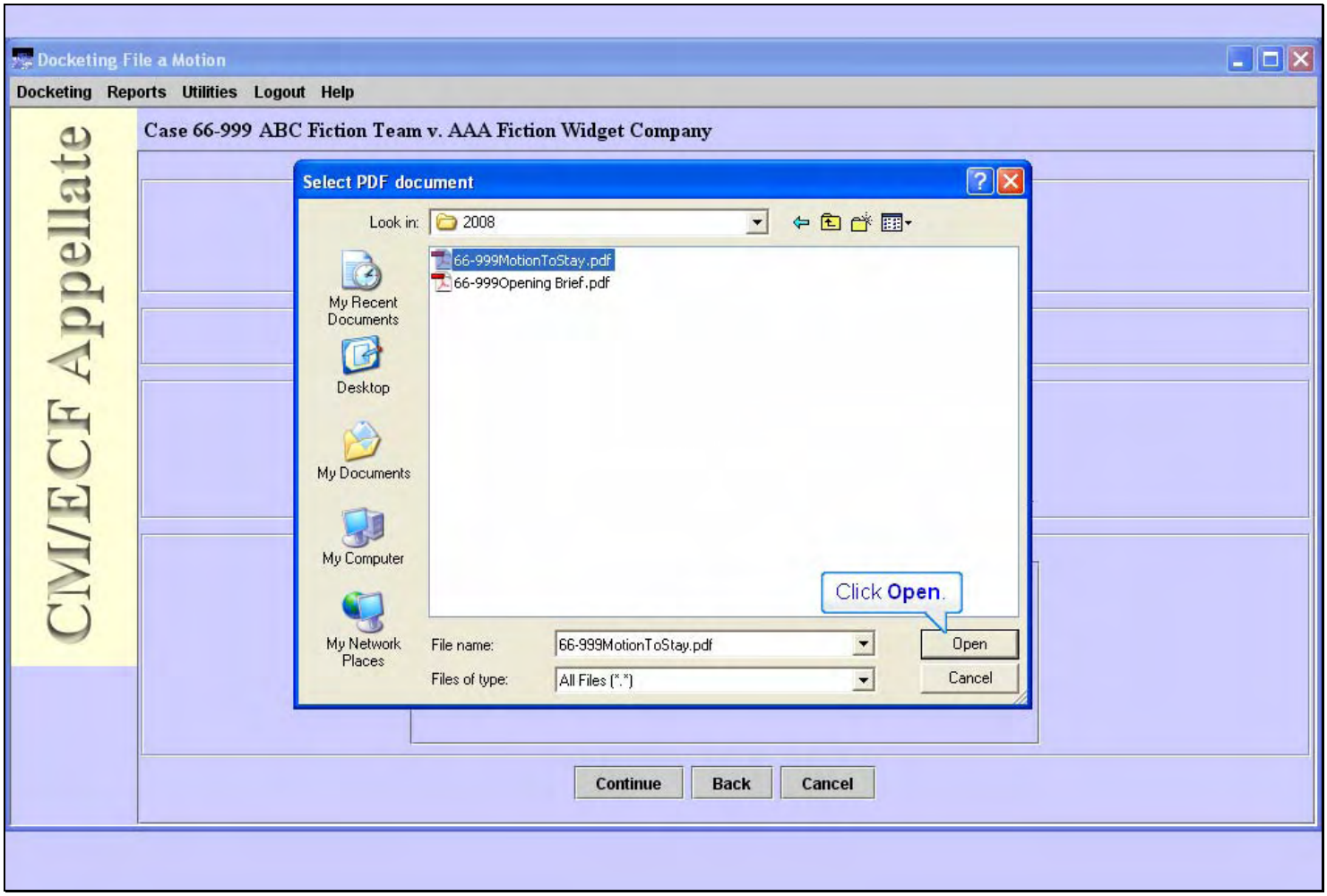
Slide 41 - Slide 41



Slide notes

Adobe Acrobat opens the file and displays its contents to you. After you have verified that this is the correct document, you may close the Acrobat window by clicking its close button.

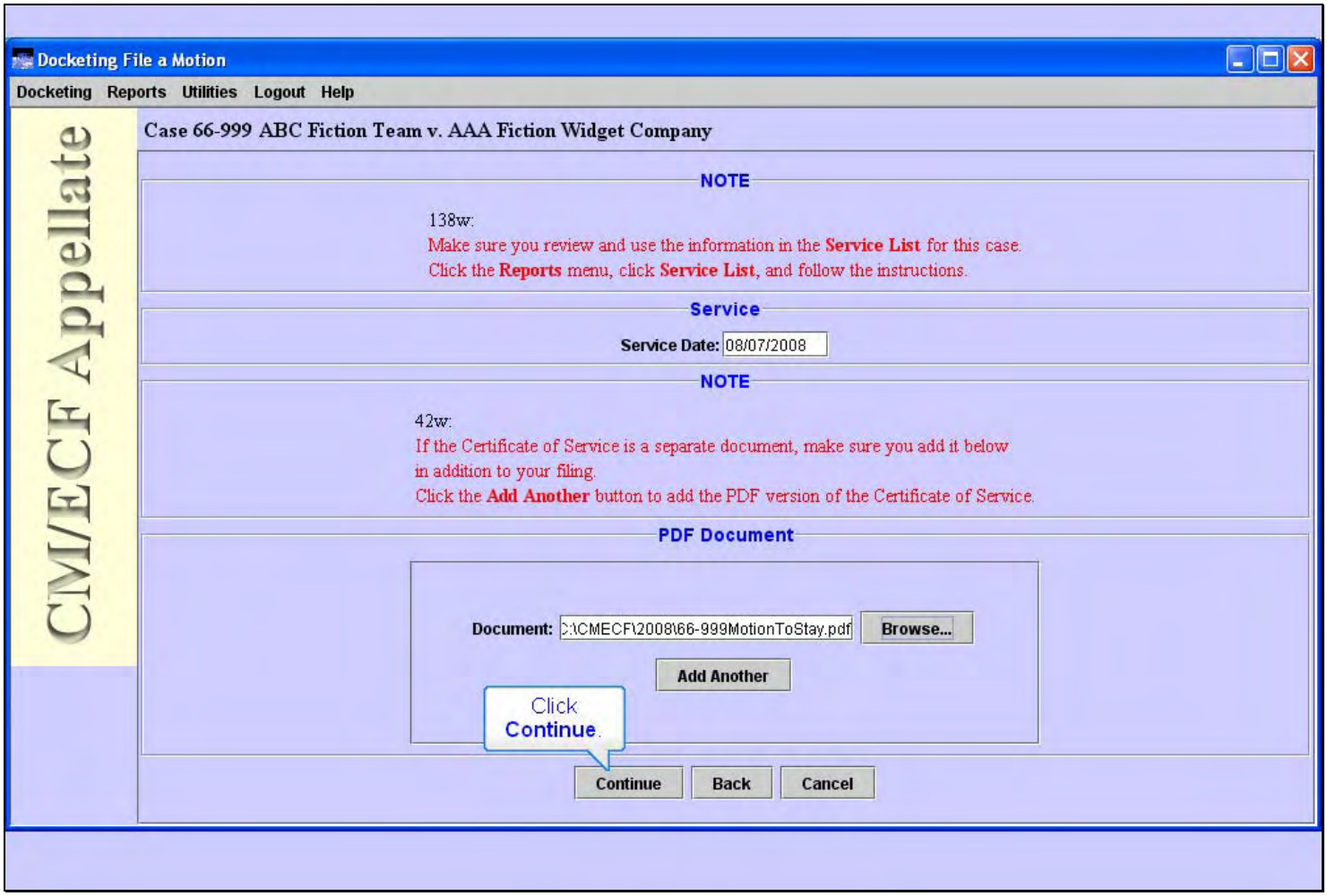
Slide 42 - Slide 42



Slide notes

Now that we know this is the correct file, click the Open button.

Slide 43 - Slide 43

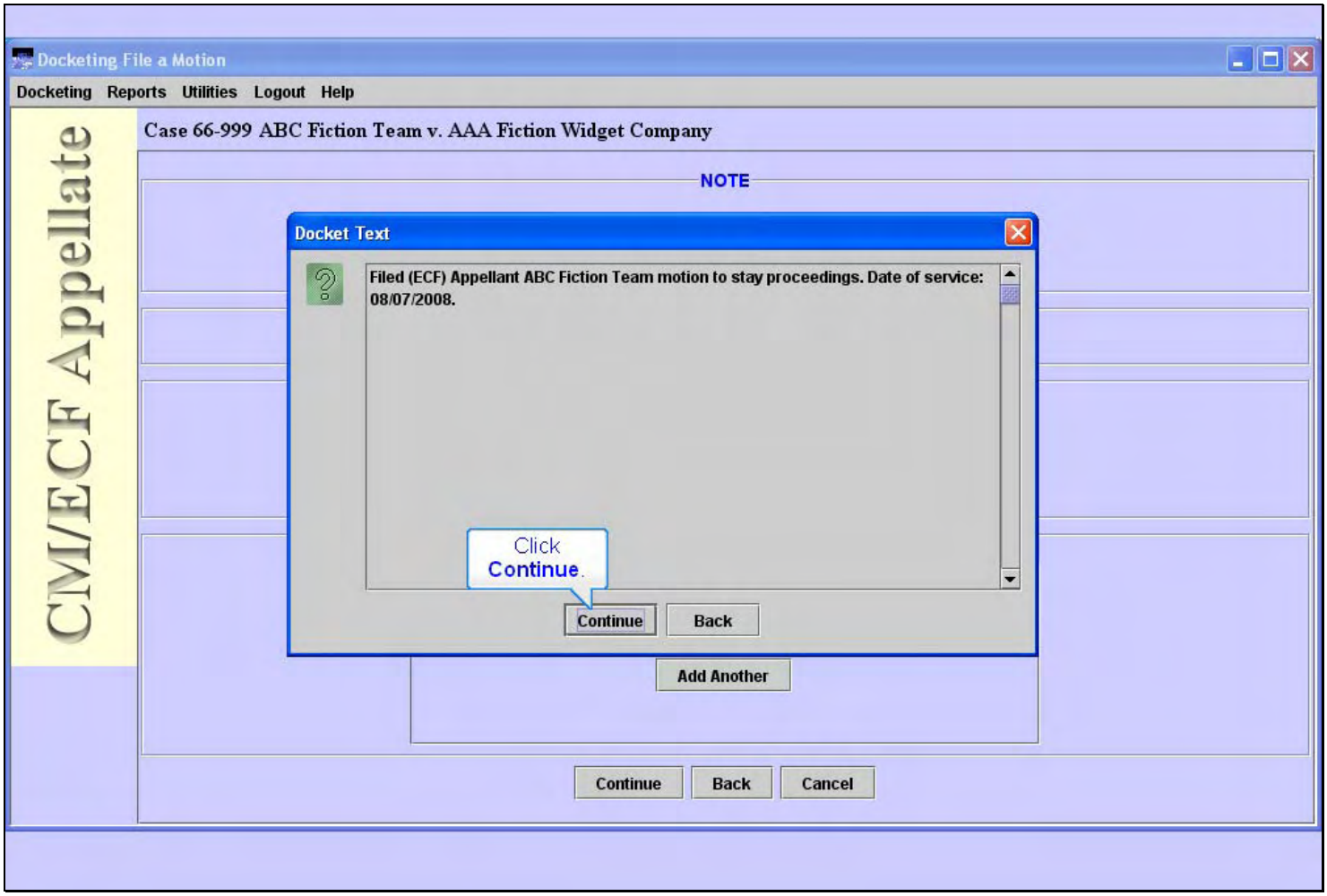


Slide notes

CM/ECF fills in the path and file name of the document you are filing. If you had other documents, such as attachments or a certificate of service, you could click the Add Another button and repeat the process for each PDF file. If you do attach additional PDF documents, CM/ECF will provide a description field for each. Make sure you enter a description for all additional PDF documents.

At the bottom of the screen there are three buttons. You would click Continue to continue with this event, or click Back to back up to the previous screen in this event, or Cancel to cancel this transaction altogether. For this lesson, click the Continue button.

Slide 44 - docket text

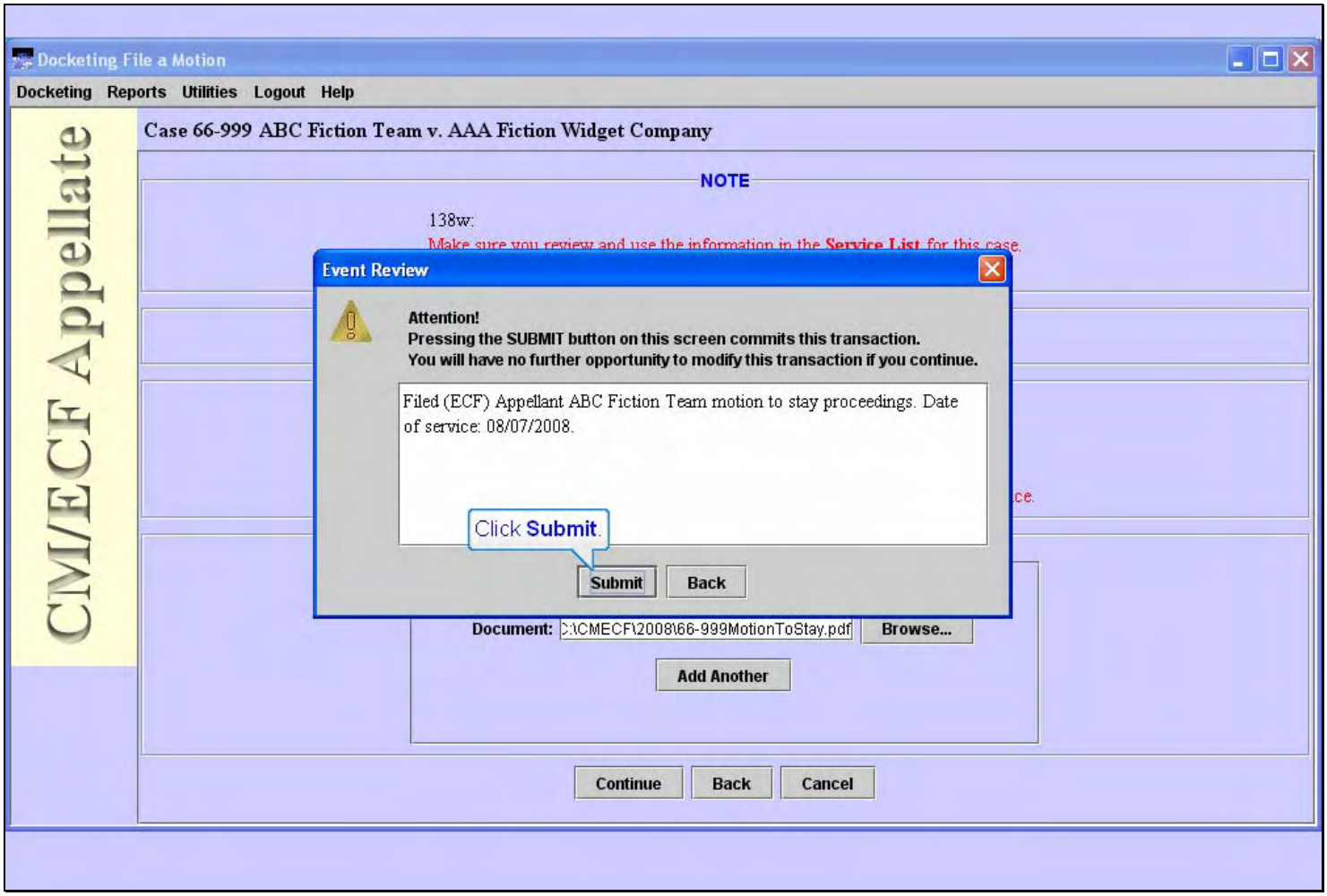


Slide notes

CM/ECF builds a docket entry as you go through the screens to file your document. This screen shows you the docket text it has created based on your inputs so far. If anything looks incorrect at this point, you should click the Back button to back up and correct any entries.

We will assume everything is correct, so click the Continue button.

Slide 45 - event review

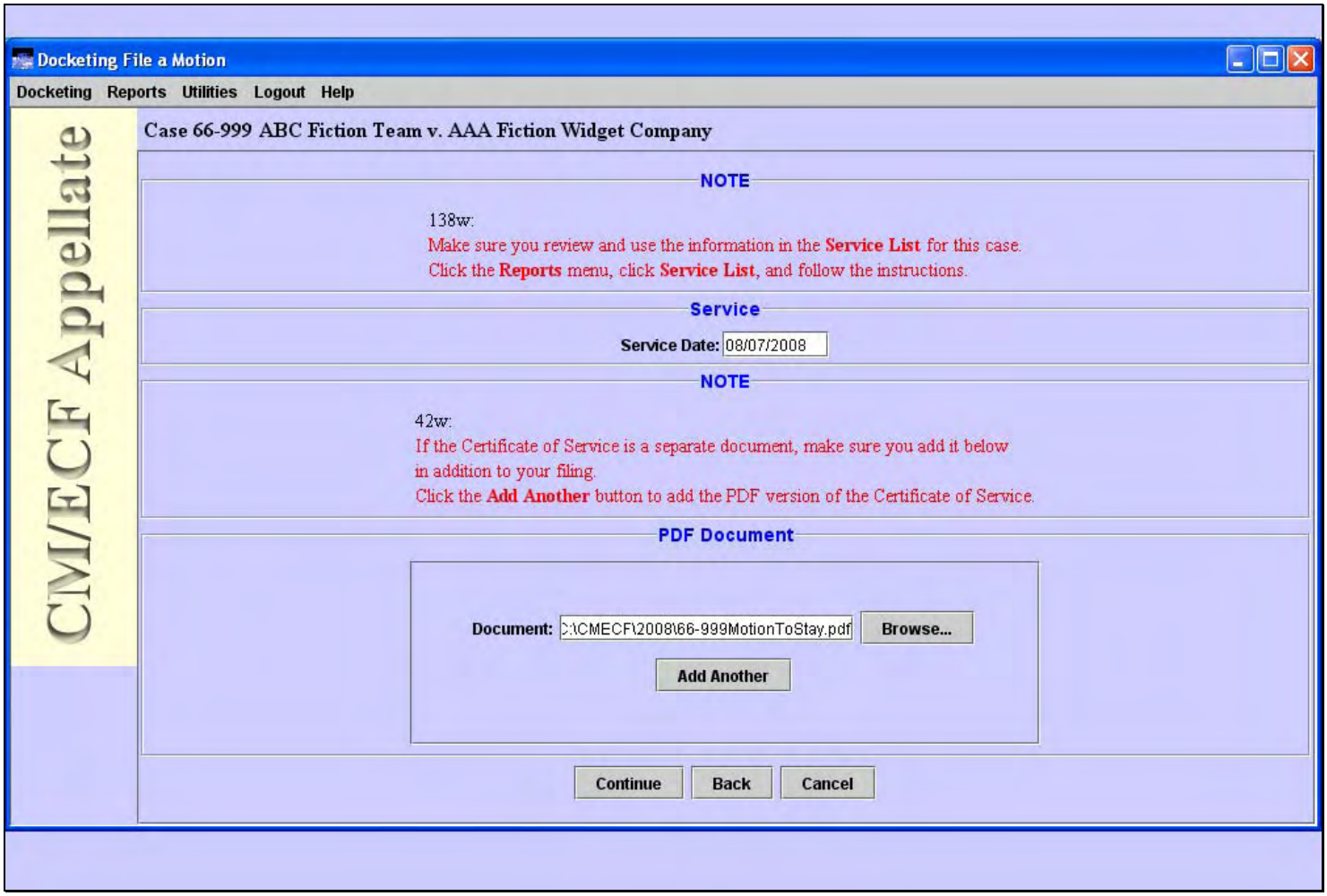


Slide notes

This is the "point of no return". As the message indicates, once you click the Submit button on this screen, your transaction is then submitted to the court. You will have no further opportunity to back up and change anything. So be sure the text says what it should say. If it doesn't, click the Back button to make changes.

Click Submit.

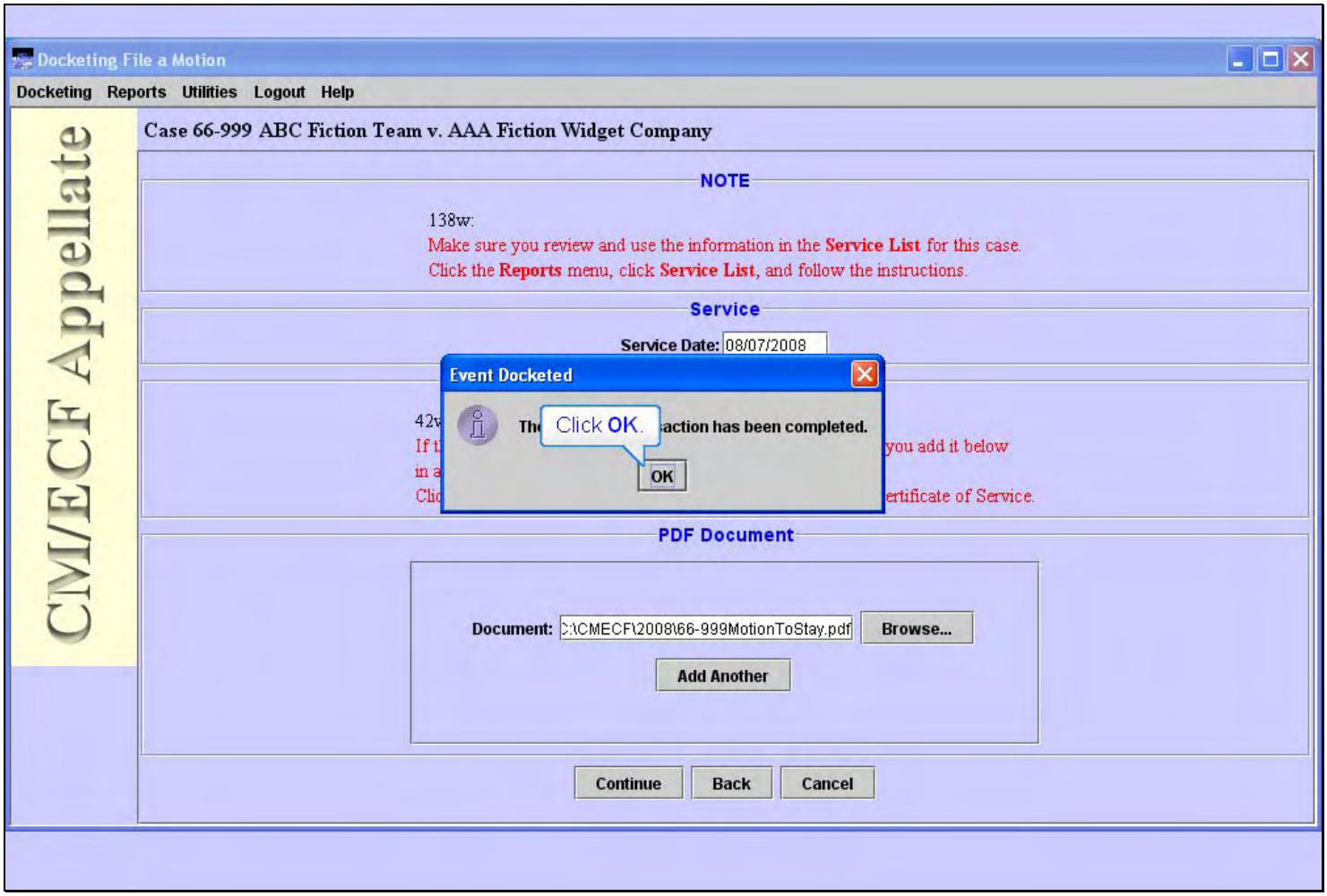
Slide 46 - Slide 46



Slide notes

NOTE: This is a transition slide.

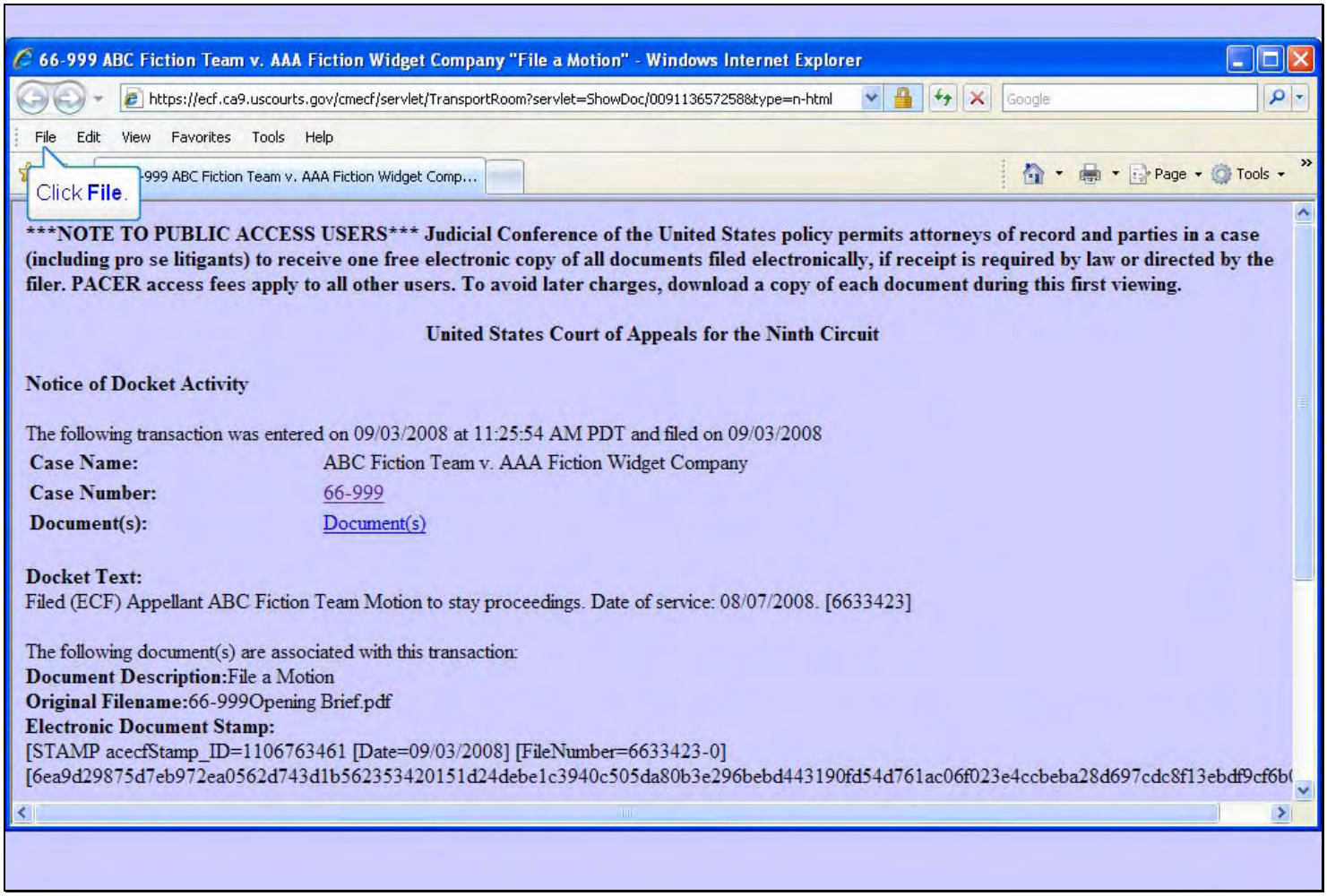
Slide 47 - Slide 47



Slide notes

Once the CM/ECF server has received your transaction, you will see this dialog box indicating the docketed transaction has been completed. Click the OK button.

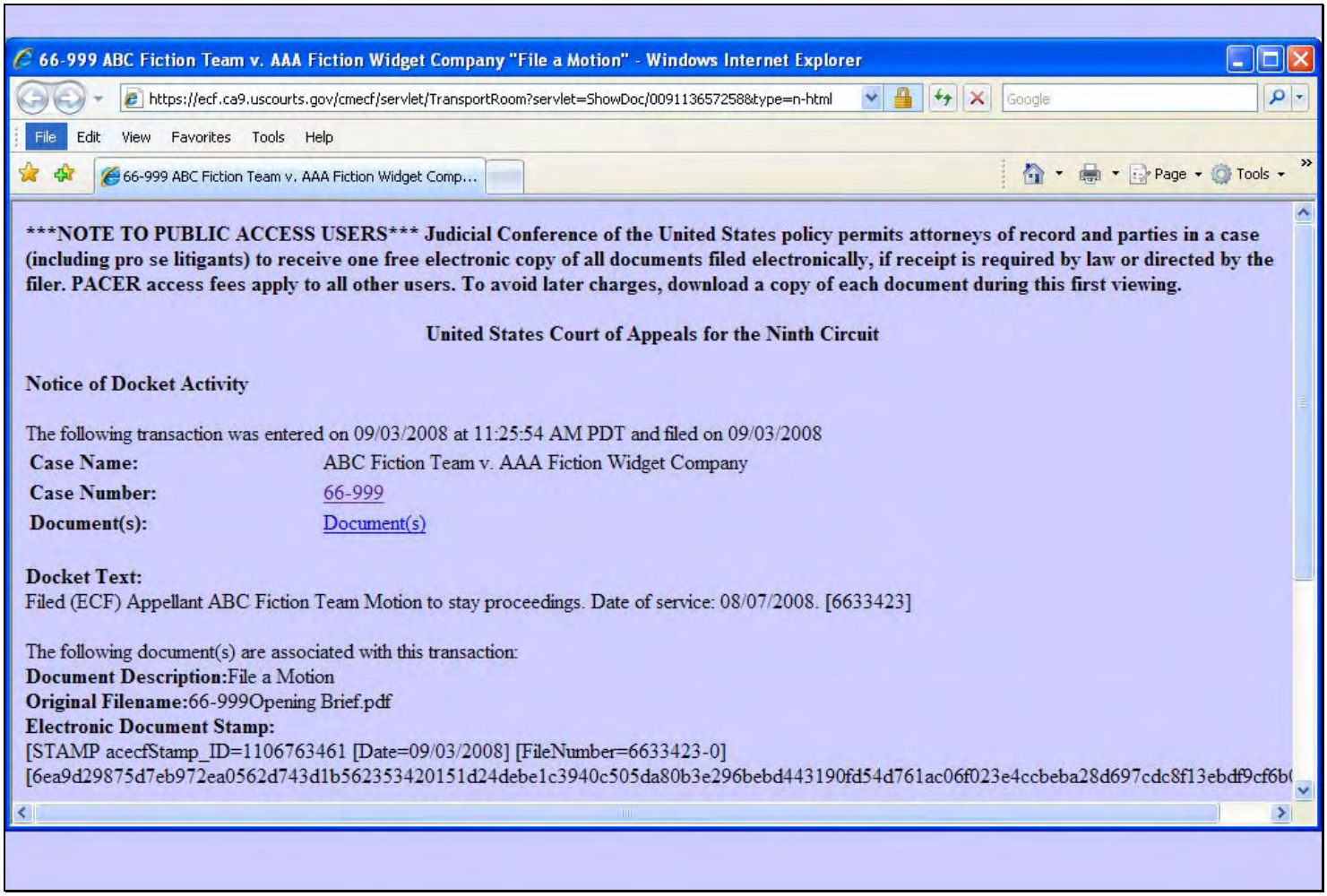
Slide 48 - NDA



Slide notes

The CM/ECF computer returns to you a Notice of Docket Activity, often called an NDA. This is your proof that the transaction was accepted by the court. It's a good practice to save a copy of this notice on your computer. To do that, click File in your browser's menu.

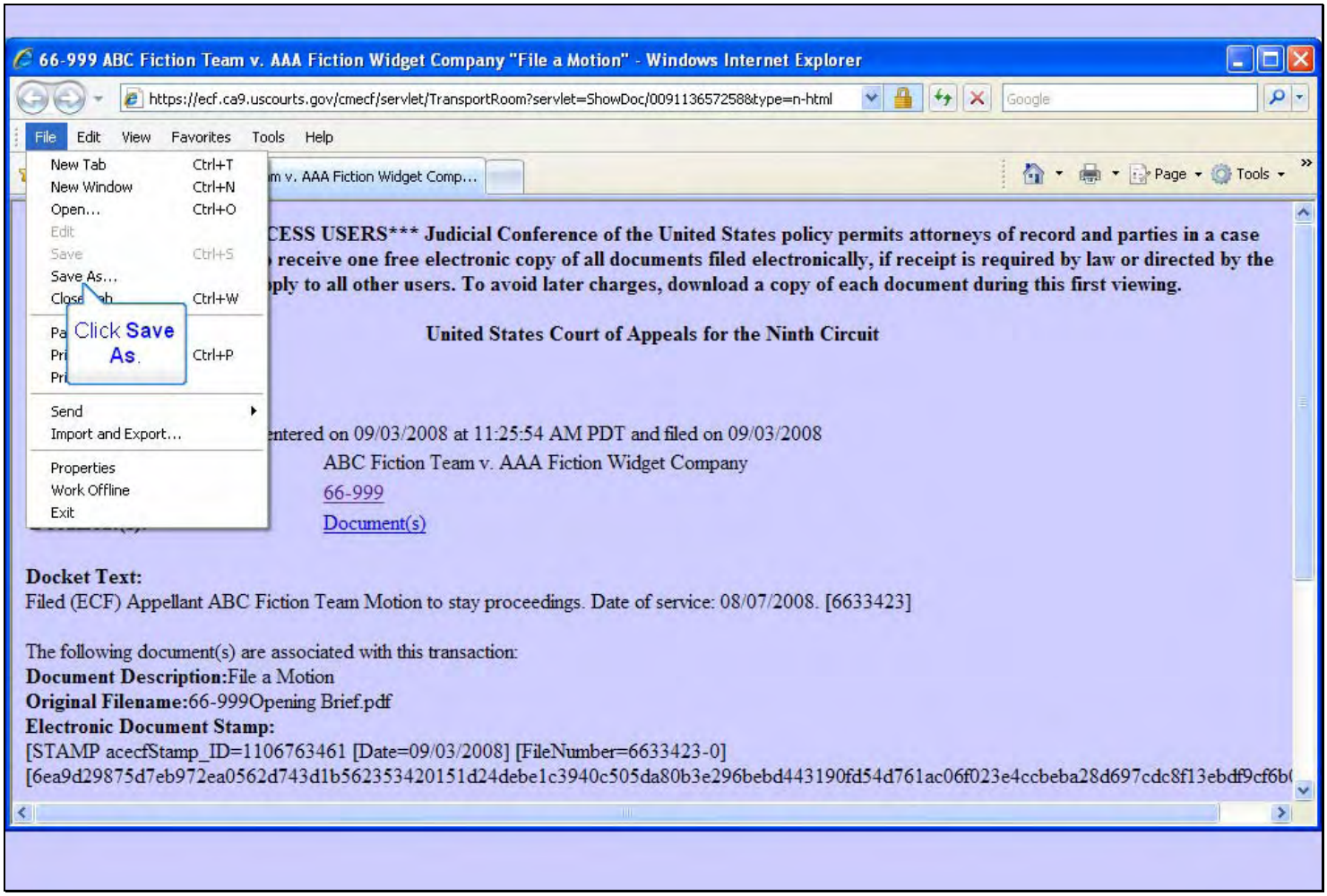
Slide 49 - Slide 49



Slide notes

(Note: This is a transition slide.)

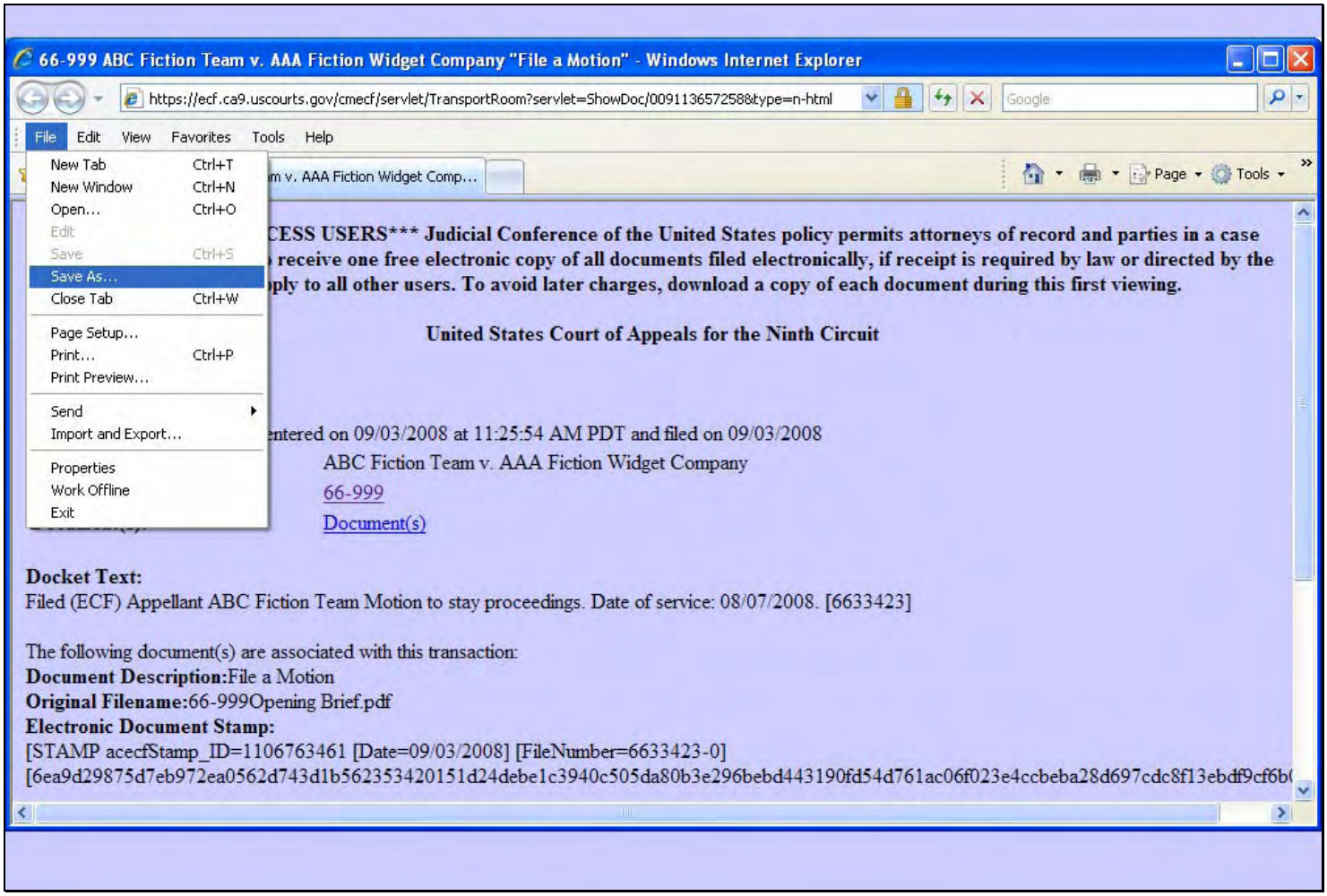
Slide 50 - Slide 50



Slide notes

From the drop-down menu, click Save As ...

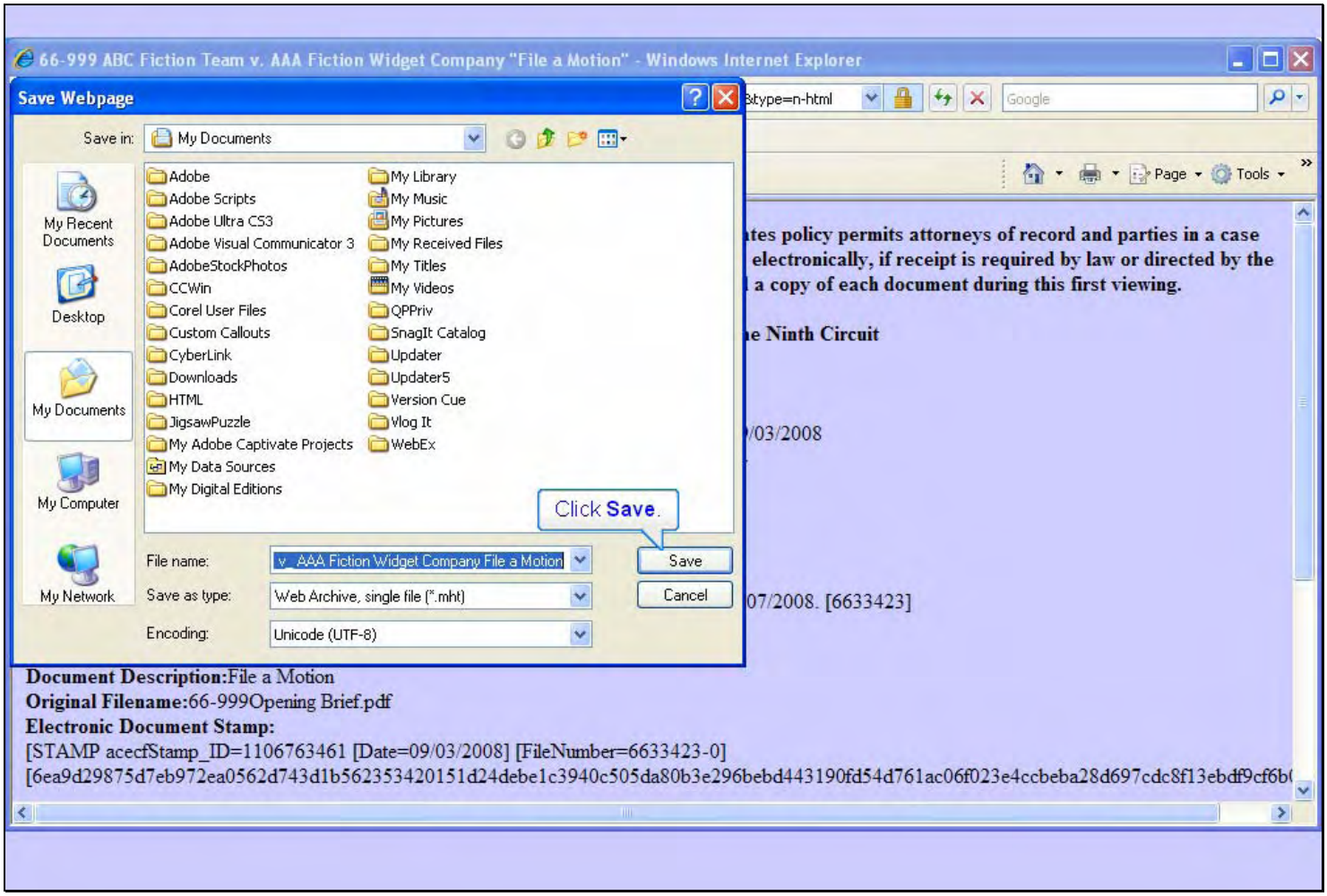
Slide 51 - Slide 51



Slide notes

(Note: This is a transition slide.)

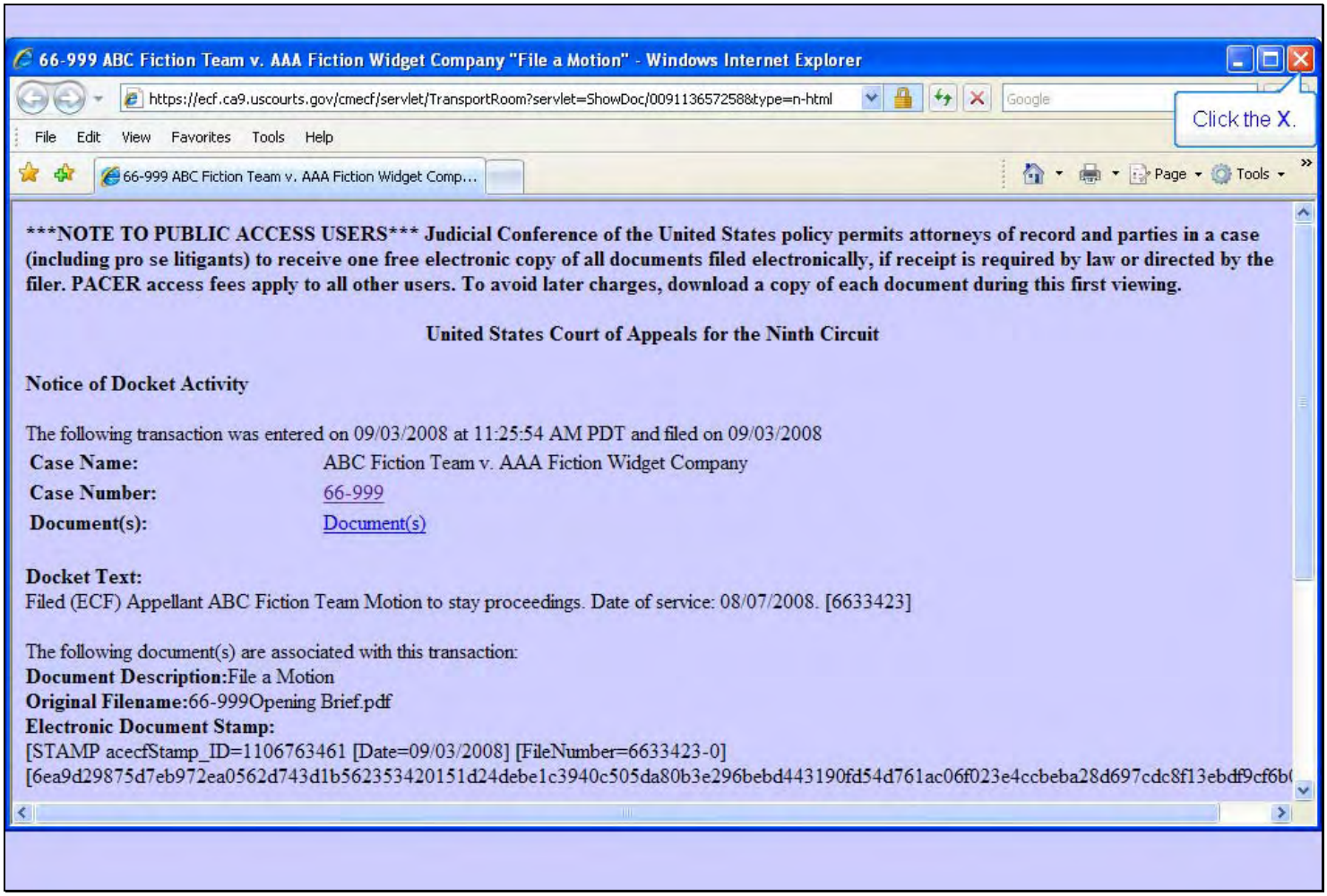
Slide 52 - Slide 52



Slide notes

CM/ECF fills in the file name for you. You can change it if you want. Also, in this example our file will be saved in the My Documents folder, but you can change the Save in folder also if you want. We'll leave everything as is. Click the Save button.

Slide 53 - Slide 53



Slide notes

Now that we have saved a copy of the NDA, let's take a closer look at it.

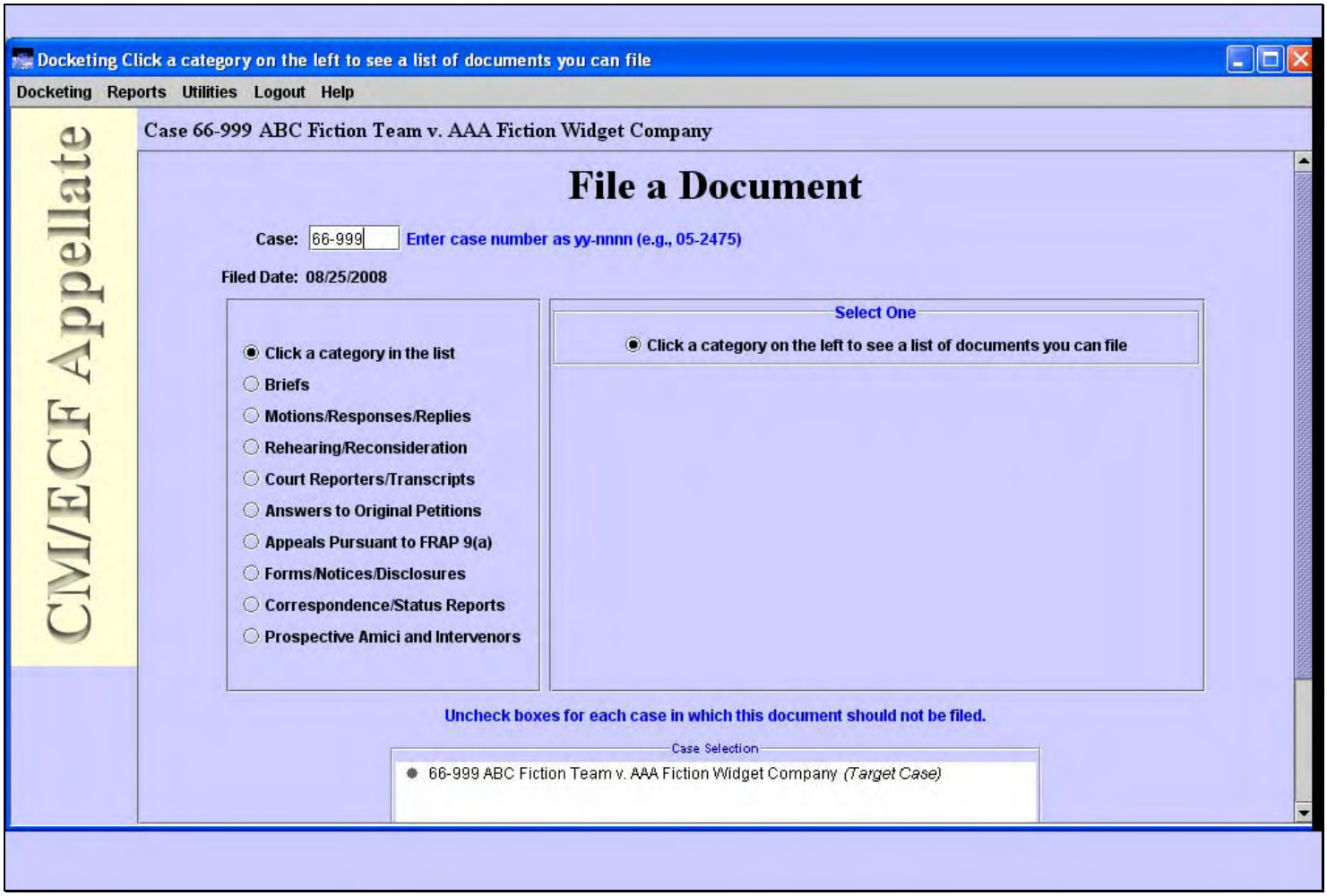
The notice includes the case name and the case number. The case number is a hyperlink to the docket report for this case. The notice also includes a hyperlink to the document or documents that were submitted with this docket entry. In this case it would be a hyperlink to the motion to stay we just submitted.

Refer to the lesson module on Submitting a Brief for information on running the docket report and viewing the document.

The notice includes the docket text that was created by our filing, along with information about the document that was submitted.

For now, close the NDA by clicking the X in the upper right corner of the screen.

Slide 54 - Slide 54



Slide notes

And we're back to the Event Selection screen. If you had another document to file you could do so. We'll assume we're done.

Normally you should remember to logout when you're done. We'll skip that step in this lesson. You may want to refer to the lesson module on Submitting a Brief for information about logging out.

Slide 55 - Summary

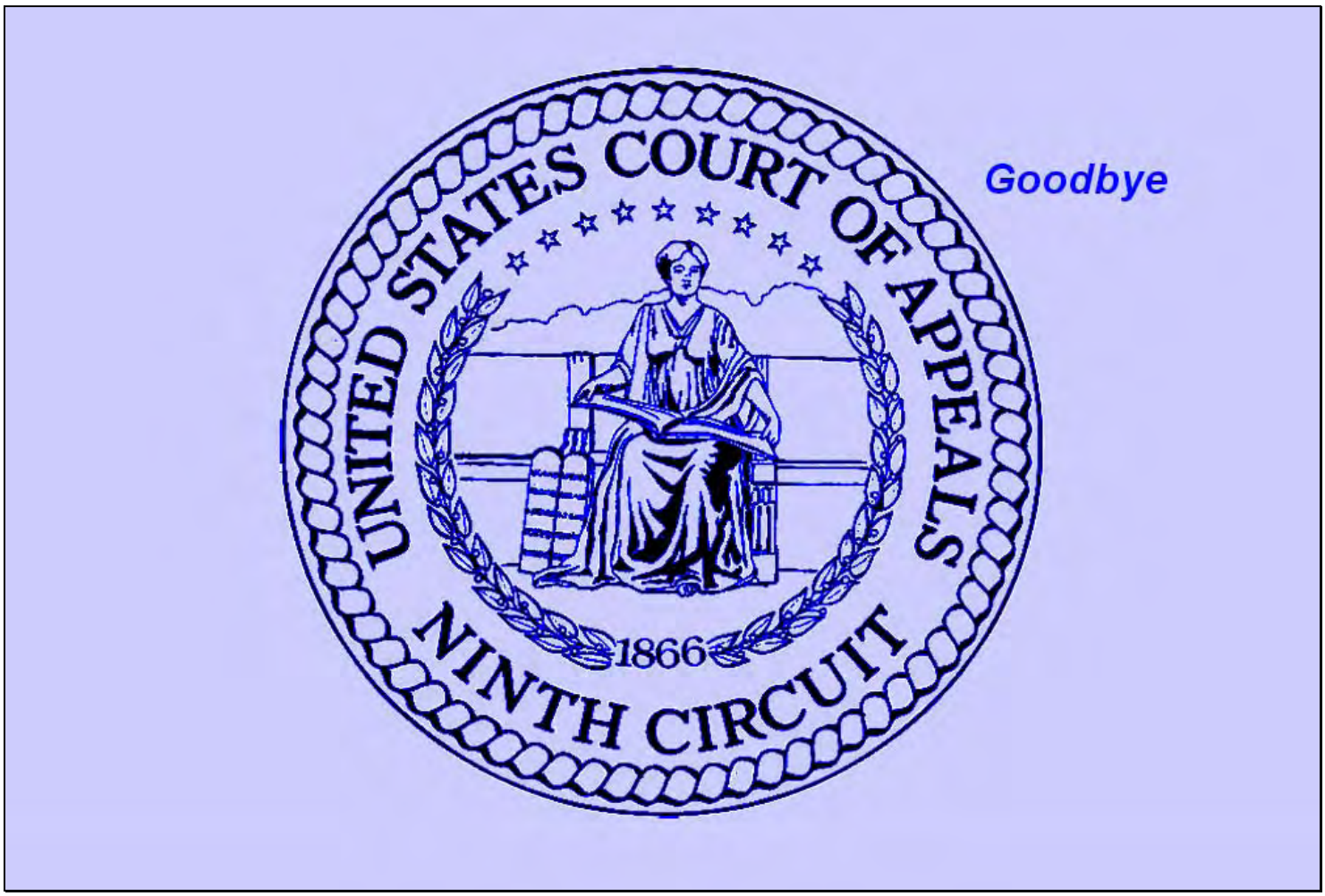
Slide notes

This concludes the lesson module on Filing a Motion to Stay Proceedings.

You should now be able to do these things.

You may close this lesson's window by clicking its close button or by selecting Exit the Lesson from the menu, or you may use the playback controls to return to any desired section of the lesson.

Slide 56 - Exit



Slide notes

Thanks for taking the lesson. Goodbye.