

## ECF Version 3.1 Overview of e-Filing Enhancements

There are several enhancements to ECF that may make e-filing easier. This overview will cover:

- Cascading Menus
- Search event option
- Filing two-part documents
- “Find This Case” option

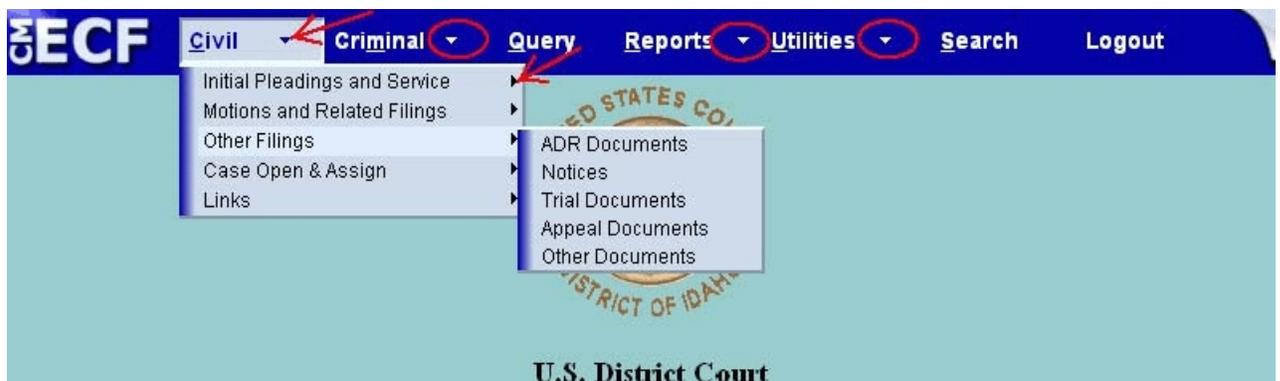
*Warning:* With the new enhancements, you may notice a slowness when navigating between screens.

### Cascading Menus

Cascading menus were introduced into ECF to save the user keystrokes when e-filing a document.

On the blue menu bar, next to each selection, a drop-down arrow appears. By placing your mouse over those arrows, a menu appears providing the user with filing options. Next to those menu items you may find another arrow that will provide you with specific options for each event selection. Once you click on a selection from any of the cascading menus, ECF will take you directly to that event filing without further keystrokes.

The user still has the option of viewing the entire menu as in previous versions of CM/ECF by clicking on the menu item from the blue menu bar. This will take you directly to the entire menu listing for that selection as in previous ECF versions.



## Search

No longer does the user need to guess under what heading an event may be found. The new version of CM/ECF has added a "Search" function.

By click on the Search option on the blue menu bar, a search box appears. Type as few as three letters in the text box and click the Search button.



CM/ECF searches all the events and identifies possible matches. Those are displayed for the user to select from. The search will search Civil and Criminal event options.



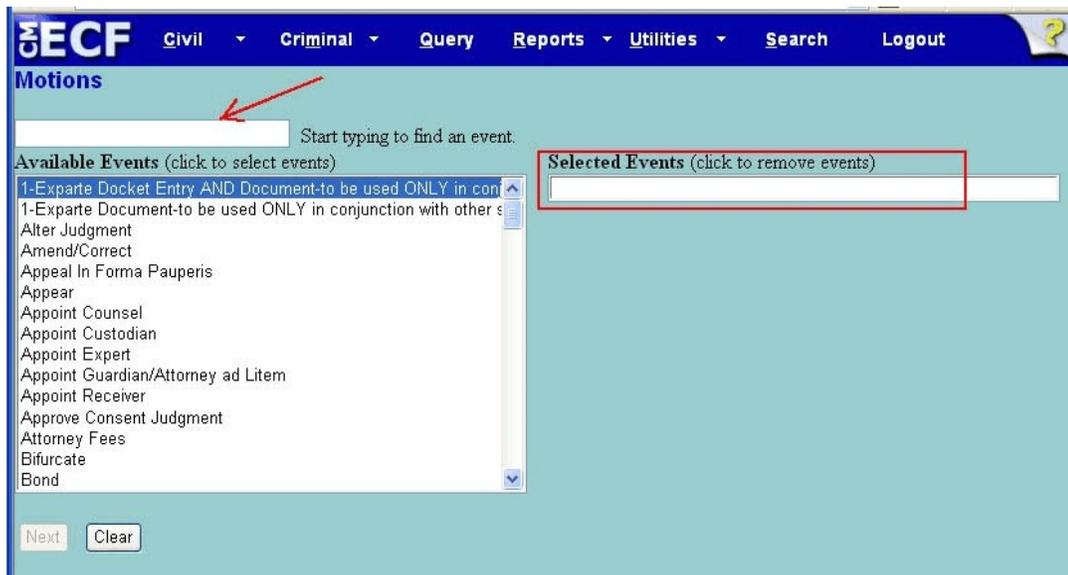
Click on your selection, and ECF will take you directly to that event for filing.

## Filing Two-Part Documents

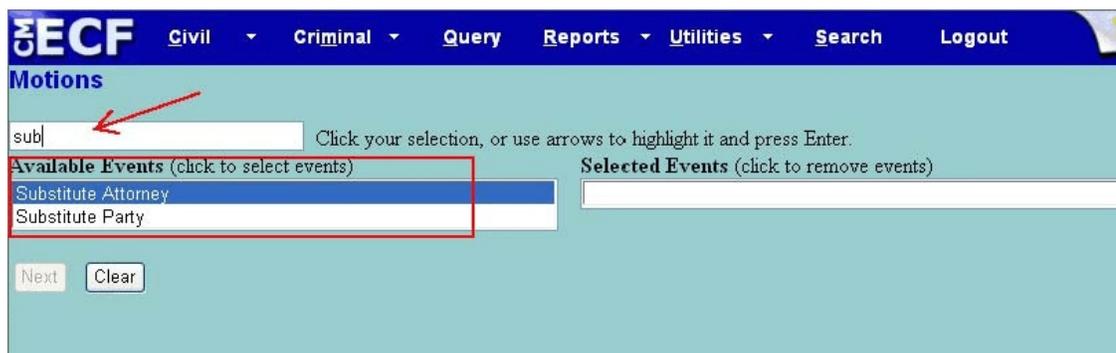
The new version of ECF has made it easier for filers to select multiple events when filing one document, i.e. a two-part motion.

Note: This is used when filing one PDF document that accomplishes multiple filing options. This is not intended for use with multiple documents filed in one transaction. Continue to use the attachment process when filing multiple documents within the same transaction.

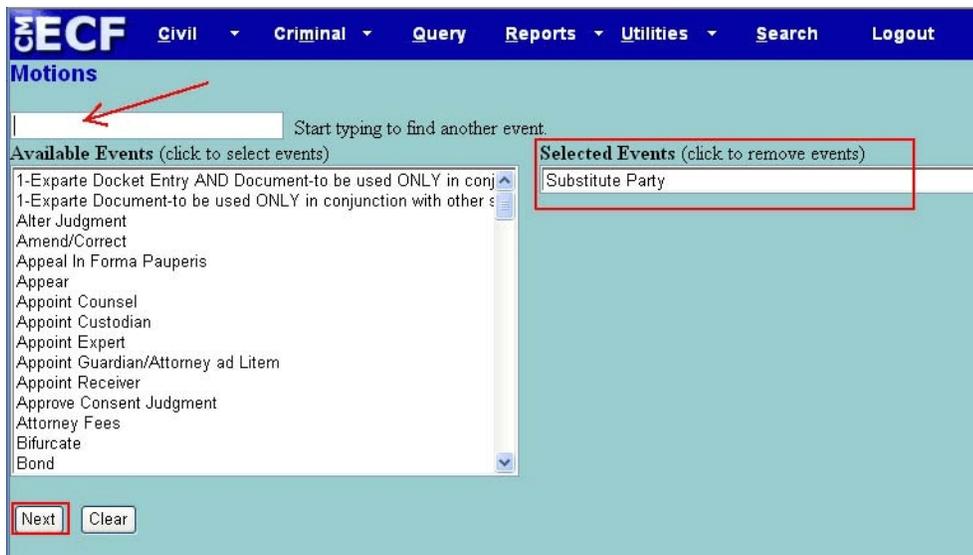
On every event that this option is available, a “Selected Events” box will appear to the right side of the events listing. Notice that the “Next” button is grayed-out pending selection of your event type.



Begin typing the title of your document in the top text box. The list will shorten to reflect those events that match your typing.



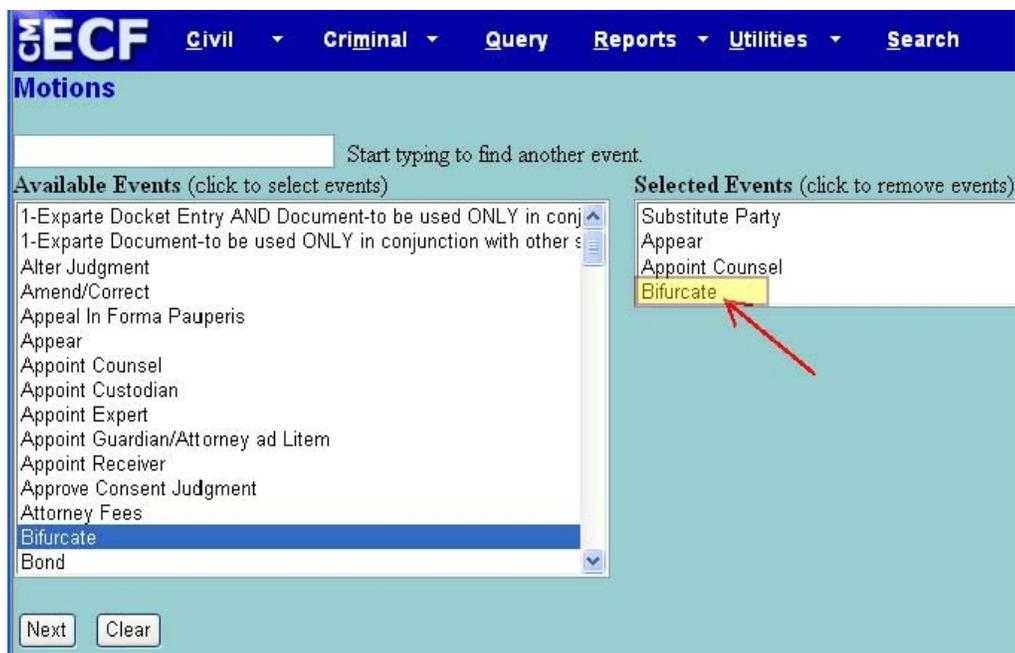
Simply click on the event you wish to file. Your selection is entered in the “Selected Events” box, and your “Available Events” returns to the complete listing. Notice that the “Next” button is now active. You may continue on, or make another selection from the list.



Simply clicking on an event title adds the title to your selection.

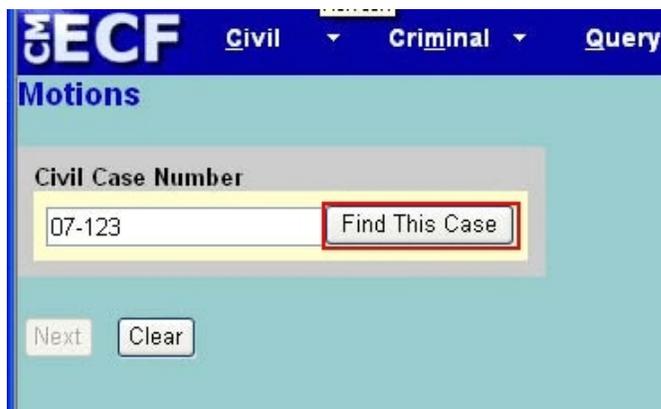
***Therefore, it is important to review this list before continuing on.***

To remove a selected event, simply click on that event in the “Selected Events” box and it will be deleted.



## Find This Case

The screen where a user enters the case number for which they are filing a document has been enhanced to include a “Find This Case” search option. Simply type in the case number in a simple form and click “Find This Case.” Notice that the “Next” button is grayed out.



The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with 'ECF' logo and dropdown menus for 'Civil', 'Criminal', and 'Query'. Below this, the page title 'Motions' is displayed. A form labeled 'Civil Case Number' contains a text input field with the value '07-123' and a button labeled 'Find This Case'. Below the form, there are two buttons: 'Next' (which is grayed out) and 'Clear'.

Once your case is found, ECF will insert the proper formatted number into the box, the “Next” button is now made active and you may continue on with your filing.



The screenshot shows the ECF Motions interface after a search. The 'Civil Case Number' field now contains the formatted case number '3:07-cv-12'. The 'Next' button is now active (no longer grayed out), and the 'Clear' button remains visible.