

UNITED STATES COURTS DISTRICT OF IDAHO

WELCOME
to
CIVIL CASE OPENING



This training aid is designed to provide step-by-step instruction for Civil Case Opening for the District of Idaho.

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CIVIL CASE OPENING

The Civil Case Opening event is located under **Civil** on the Main Menu Bar.

Single Click on **Civil**.



CIVIL EVENTS MENU

Select **Open a Civil Case** from the Civil Events Menu.



CASE OPENING SCREEN

Office Code:

The first step is to select the correct divisional office.

The office is determined by:

- 1) the **county of the defendant**,
- or
- 2) if the defendant is out-of-state, the **county of the plaintiff**,
- or
- 3) If neither 1 or 2 apply, the **county in which the incident occurred occasioning the law suit.**

(Review the County Assignment Map.)

Case Type:

cv - Civil Case

For court use only:

mc - Miscellaneous Case

md - Multi-District Litigation

sc - Sealed Civil Case

sm - Sealed Miscellaneous Case

Lead Case Number Section

For Court Use Only

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Open a Civil Case

Office Case type Case Number
Date filed
Lead case number Association type
Other court name
Other court number
 Related cases

STATISTICAL SCREEN

JURISDICTION: There are four options. The ECF system defaults to **3 (Federal Question)** because it is the most common.

Only if **4 (Diversity)** is the proper Jurisdiction, will you be required to complete the Citizenship fields for both Plaintiff and Defendant.

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Open a Civil Case

Jurisdiction: 3 (Federal Question)

Cause of action: 0 (No cause code entered)

Nature of suit: 0 (zero)

Origin: 1 (Original Proceeding)

Citizenship plaintiff: _____

Citizenship defendant: _____

Jury demand: n (None) Class action: n Demand (\$000): _____

Arbitration code: _____ County: Ada

Fee status: pd (paid) Fee date: 12/7/2005 Date transfer: _____

Next Clear

Cause of Action and **Nature of Suit Codes** are located on the Civil Case Cover Sheet which you have already prepared with the Complaint.

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Open a Civil Case

Jurisdiction: 3 (Federal Question)

Cause of action: 0 (No cause code entered)

Nature of suit: 0 (zero)

Origin: 1 (Original Proceeding)

Citizenship plaintiff: _____

Citizenship defendant: _____

Jury demand: n (None) Class action: n Demand (\$000): _____

Arbitration code: _____ County: Ada

Fee status: pd (paid) Fee date: 12/7/2005 Date transfer: _____

Next Clear

There are only two options for Origin Code that are required:

1 (Original Proceeding) is to be used when filing an original Complaint.

2 (Removal from State Court) is to be used when filing a Notice of Removal.

All other codes are for Court Use Only.

The Citizenship fields are not to be completed unless **#4 (Diversity)** was selected in the Jurisdiction field.

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Open a Civil Case

Jurisdiction: 3 (Federal Question)

Cause of action: 0 (No cause code entered)

Nature of suit: 0 (zero)

Origin: 1 (Original Proceeding)

Citizenship plaintiff: _____

Citizenship defendant: _____

Jury demand: n (None) Class action: n Demand (\$000): _____

Arbitration code: _____ County: Ada

Fee status: pd (paid) Fee date: 12/7/2005 Date transfer: _____

Next Clear

Jury Demand:

n (None) if plaintiff does not wish a Jury Trial
p (Plaintiff) if plaintiff wishes Jury Trial

If a **Notice of Removal** and the Jury Demand is known from the State Court proceeding:

b (Both) if all parties wish a Jury
d (Defendant) if only the defendant

Class Action - 'n'o or 'y'es only

Demand - Enter dollar amount (in thousands of dollars) being demanded.

Example: \$100,000 = 100

Arbitration Code - leave blank

County - Select the county corresponding with the Office Code on initial **Case Opening** screen.

Fee Status:

pd (Paid) if being paid online with this filing

fp (in forma pauperis) if granted in State Court

pend (IFP pending) if submitting a motion to proceed in forma pauperis with filing

wv (waived) - for US Attorney use only

Do not use **cja** or **none**

Fee Date & Date Transfer - disregard

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Open a Civil Case

1 (USA Plaintiff)
2 (USA Defendant)
3 (Federal Question)
4 (Diversity)

Jurisdiction

Cause of action

Nature of suit

Origin

Citizenship plaintiff

Citizenship defendant

Jury demand Class action Demand (\$000)

Arbitration code County

Fee status Fee date Date transfer

Next Clear

PARTY SEARCH SCREEN

Begin adding the parties by first searching for the first Plaintiff. You should follow the party entry requirements listed in the **Court Style Guide**.

You may search for a name by entering as little as the first three letters of the last name.

In this example, the party search located four options for the entry of "Smith."

To select a name from the list

- highlight the preferred name, and
- click the Select Name from List button

When the name is selected from the list, a **Party Information** screen appears. This allows the user to enter pertinent party information.

- Do not add party address, phone or e-mail information. All information added on this screen will be accessible to the public.
- **Role** The role type defaults to **Defendant**. It is important to select the appropriate role type on this screen.
- You must add all attorneys, aliases and corporate parent information before you **Submit** this information.

ADDING ATTORNEY(S)

Click the "**Attorney**" button at the bottom of the party selection screen to begin.

- Search for the attorney by either entering the Bar ID#, or the last name.
- As with the Party Selection process, several options may appear. Highlight the appropriate attorney name and click "**Select name from list.**"
- Verify the attorney information, and click "**Add Attorney**". The screen will return to the Party Information screen and allow additional attorneys to be added.
- Note that any corrections to the attorney address/telephone information will not correct the attorney's user account information. To make corrections to the attorney user account, go to "Maintain User Account" located under **UTILITIES** on the Main ECF Menu.
- Repeat the process to add additional attorneys. Each attorney representing each party must be added separately.
- DO NOT use "**Create a new attorney**". If the attorney name does not appear, that attorney has not registered for an ECF account with the District of Idaho and has not been entered in the database. The attorney will be required to register for the ECF account before being added to the case.

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Search for an attorney

Bar Id

Last name

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Attorney Information (Party Smith & Wesson,)

Perry Mason III Bar Id: Unknown

Bar Status: Unknown

Office Unit

Address 1 Address 2

Address 3 City

State Zip

Country

Phone Fax

E-mail Lead attorney

Start date Notice

Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party.

ADDING ALIASES and CORPORATE PARENTS

Adding an Alias or Corporate Parent is similar to Searching and Selecting parties, or attorneys.

- Enter the name you wish to search, and click "**Search**"
- Highlight the name you wish to add, and click "**Select name from list**"
- Add a Role Type, and click "**Add alias**"

The **REVIEW** button allows the user to view a quick list of the information already entered as to this party.

After reviewing, click "**Return to Party Screen**" to continue entering information.

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Alias Information (Party Smith & Wesson,)

Last/Business name	<input type="text" value="Smithfield, Inc"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Role	<input type="text" value="dba"/>	Start date	<input type="text" value="12/7/2005"/>

Click the Add alias button to return to the Party screen and submit all information for this party.

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Review attorneys and aliases
Smith & Wesson

Uncheck to remove from list

Attorneys added:
 Mason, Perry III
123 Della Street
Boise, ID
83724

Aliases added:
None added.

CREATING NEW PARTIES

What if a party is not found during a Party Search?

The District Court in Idaho has 15+ years of data in the database. Many names and businesses may already exist. Therefore, first search for your party in several ways to avoid duplicate entries.

Check "Search Strategies" in the **Court Style Guide** for further instruction on Search options.

When you have determined that your party does not exist in the database

Click on **Create a New Party** button

When adding names to the ECF database, there are preferred style practices intended to provide uniform information to all users. Refer to the **Court Style Guide** when entering names and addresses.

As discussed previously, it is important to select the correct Role Type.

NEW COMPLAINT: DO NOT ADD an attorney for the defendant when filing a new complaint, even if it is known who will be representing this party. The attorney will be added when an Answer or Notice of Appearance is filed by the attorney.

NOTICE OF REMOVAL: When filing a Notice of Removal proceeding, all attorneys for all parties as listed in the state court proceedings may be added.

Remember Do Not Add an attorney that is not present in our database. That attorney will need to register for the ECF account before being added to any case.

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Search for a party

Last/Business name

Party search results

No person found.

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Party Information

Last name First name

Middle name Generation

Title

Role Pro se

Prisoner Id Office

Unit Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Start date

Add all attorneys, aliases and corporate parents before clicking the Submit button.

DO NOT ADD an attorney for the Defendant unless proceeding is a Removal from State Court

CREATING NEW PARTIES - continued

- Enter all parties to the case in sequential order as listed in the complaint.
- It is recommended to enter all plaintiffs first, then all defendants.
- DO NOT click “**End Party Selection**” until **ALL** parties have been added. Once this button has been selected, the user will not be able to return to enter additional parties.

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Open a Civil Case

Search for a party

Last/Business name

DO NOT click End Party Selection until ALL parties have been added.

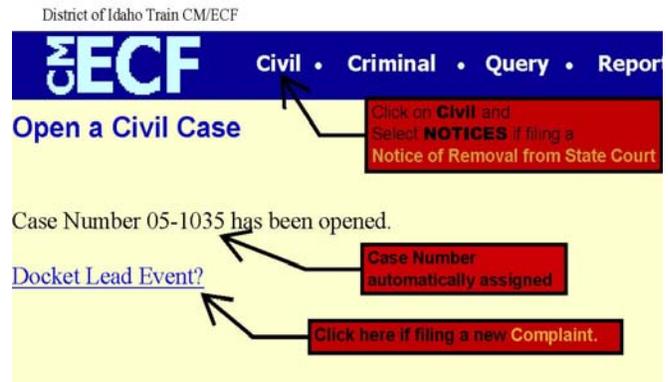
CASE NUMBER ASSIGNMENT

Once **End Party Selection** has been clicked, the Civil Case is officially opened and a civil case number is automatically assigned.

The final step in opening a new Civil Case is to Docket the "**Lead Event.**"

COMPLAINT: When filing a new complaint, click on the "**Docket Lead Event?**" hyperlink. This will allow the filer to electronically submit the complaint to the court.

NOTICE OF REMOVAL: When filing a Notice of Removal from State Court, the user will need to return to the **Civil** Event Menu and select "**Notices**" from the list.



DOCKETING LEAD EVENT

When the "**Docket Lead Event?**" hyperlinked is clicked, ECF takes the user to the Complaints and Other Initiating Documents screen. (The filer can also find this event listing under the main **CIVIL** event menu.)

Highlight the appropriate option and click **NEXT**

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Complaints and Other Initiating Documents

- Amended Complaint
- Application for Stay of Execution
- Application for Writ of Garnishment
- Bankruptcy Appeal
- Case Transferred In - District Transfer
- Case Transferred In - Divisional Transfer
- Complaint**

Next Clear

The case number will default to the number just assigned. Click **Next**.

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Complaints and Other Initiating Documents

Case Number

05-1035 99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

The next screen asks "**Who is filing this complaint?**"

Highlight the plaintiff and click **Next**.

Multiple Plaintiffs? By pressing the control key, and clicking on each plaintiff name, multiple parties will be highlighted. All plaintiffs should be included as filers of this document.

Forgot to add a plaintiff during Case Opening? The filer may Add/Create a New Party (plaintiff) at this time. By clicking on the **Add/Create New Party** hyperlink, it will allow the user to add an additional party and will loop back to this screen to complete the docketing of the Lead Event.

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Complaints and Other Initiating Documents

1:05-cv-01035 Smith & Wesson v. Travolta

Select the filer.

Select the Party:

- Smith & Wesson [Plaintiff]**
- Travolta [Defendant]

[Add/Create New Party](#)

Next Clear

DOCKETING LEAD EVENT -continued

The next screen requires the filing attorney to associate themselves with the filing party. This ensures that notices of electronic filing will be served on the plaintiff attorney for all parties indicated.

- **Check** the box by clicking in the box. By doing this the filer is indicating that this party is being represented by the attorney currently logged in and filing this document.
- **Lead** indicates that this attorney is to be identified as the Lead Counsel.
- **Notice** is automatically checked. Do not uncheck this box. Checking this box will ensure service of all documents filed via the Notice of Electronic Filing process through ECF.

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Complaints and Other Initiating Documents
1:05-cv-01035 Smith & Wesson v. Travolta

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Smith & Wesson (pty:pla) represented by attyecf25 (aty) Lead Notice

Next Clear

"Who is the complaint filed against?"

Again, highlight the appropriate defendants before continuing.

- If a party was missed during the initial case opening, there is an additional opportunity on this screen to add that defendant by clicking on the Add/Create New Party hyperlink.
- If there are many defendants, the filer may simply click ALL DEFENDANTS from the "Select a Group" list on the right side of the party listing. This saves scrolling through a large list of names to identify multiple parties and guarantees all defendants are selected.

District of Idaho Train CMECF

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Complaints and Other Initiating Documents
1:05-cv-01035 Smith & Wesson v. Travolta

Please select the party that this filing is **against**.

Select the Party: OR Select a Group: Add/Create New Party

Smith & Wesson (Plainti
Travolta, John (Defenda

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next Clear

DOCKET LEAD EVENT - continued

Now that all parties are added and the plaintiffs/defendants identified, the filer may continue uploading the complaint.

The filer "**Brow**ses" their own computer hard-drive or network to locate the PDF file that is the complaint to be filed.

- Click Browse to begin searching.
- Once the complaint is added in this field, the user must attach the completed **Civil Case Cover Sheet**, and the **Summons(es)** for each defendant in the case.

The completed Case Cover Sheet is an attachment to the main complaint. This will allow the Court to perform the quality assurance review. **Under the Attorney Address, please submit the e-mail address the issued summons are to be returned to.**

The Summons(es) for each defendant is to be prepared, ready for issuance by the court and included as the last attachments to the complaint. When the court performs the quality assurance review, the summons will be downloaded and issued electronically by the Court. The issued summons will then be e-mailed back to the attorney for service.

If the summons(es) are to be e-mailed to another e-mail address other than that of the filing attorney, that information MUST be included on the civil case cover sheet, under Attorney Address.

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Notices

1:05-ev-01039 Travolta v. Smith & Wesson

Select the pdf document (for example: C:\199ev501-21.pdf).

Filename

Browse...

Attachments to Document: No Yes

Next Clear

Along with the Case Cover Sheet, the filer must include all State Court pleadings, each attached as a separate document.

Distict of Idaho Train CMECF

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Complaints and Other Initiating Documents

1:05-ev-01035 Smith & Wesson v. Travolta

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

F:\CM-ECF\CV\Summons.pdf Browse...

2) At your option, select a document category, enter a description, and select a type.

Category	Description
<input type="text"/>	Summons re Travolta

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

F:\CM-ECF\TRAINING\ECF_Demos\CV\cover

Add to List Remove from List

Next

Include the completed Civil Case Cover Sheet and the summonses(es) for each defendant as attachments to the complaint.

Do not Click "NEXT" until all attachments have been added to the List.

PAYING THE FILING FEES or PROCEEDING IN FORMA PAUPERIS

In the initial Case Opening, the user indicates if the filing fee status is "**Paid**", or if the filer is wishing to proceed **In Forma Pauperis**. On this screen the filer is asked this question again.

y = YES When the filer indicates that an Application to Proceed In Forma Pauperis accompanies this transaction, the filing fee payment screens are skipped. The filer is allowed to proceed with the final steps of submitting the initial lead document without entering credit card information.

- If the filer indicates that an application is included, at the completion of this transaction, the filer must return to the **Civil Events List** and select **Motions/Applications** to file the Motion for In Forma Pauperis.
- The Application is never an attachment to the lead document.

n = NO If the filer indicates no application for in forma pauperis is included, the **Pay.Gov** screens will load providing the filer an opportunity to pay the filing fees on-line.

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Complaints and Other Initiating Documents

1:05-ev-01035 Smith & Wesson v. Travolta

Is this filed with an Application to Proceed Without Prepayment of Fees Y/N?

Next Clear

PAYING FILING FEES ON-LINE

This is the first screen of the Pay.Gov process. There are two screens. Note that all fields marked with the asterisk are required to be completed.

Things to remember:

- The Account Holder does not need to be the same as the attorney filer. For example: the credit card being used could be that of the law firm.
- This is a secure site. **Pay.Gov** remembers the credit card information. The next time a filing fee payment is required, these fields will already be filled in and only require verification of the information.
- The payment goes directly from this screen to the United States Treasury. All transactions are reviewed by the Court, so the user will be notified of any discrepancies or problems.
- Unlike on-line payments made in the Bankruptcy ECF system, the user does not have the opportunity to "Pay Later." Every filing requiring a payment goes through the payment transaction process each time.

The final payment screen provides the filer with an opportunity to authorize the payment. Again, all the required fields are indicated with an asterisk. The Authorization Box must be checked to continue. If you fail to check the box, the transaction will not be completed and Pay.Gov will return to this screen until the authorization is marked.

The E-Mail confirmation receipt does not need to be the same e-mail address as the attorney filer. Example: the user may wish the credit card receipt be e-mailed to the finance office.

Note that the e-mail address is not a required field. If it is left blank, no e-mail receipt will be generated.

Online Payment Return to your originating application

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: attyecf25 *

Payment Amount: \$250.00

Billing Address: *

Billing Address 2: *

City: *

State / Province: *

Zip / Postal Code: *

Country: United States

Card Type: * VISA * AMEX * DISCOVER * MASTERCARD * * (Card number value should not contain spaces or dashes)

Card Number: *

Expiration Date: */ *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Continue with Plastic Card Payment Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Online Payment Return to your originating application

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: attyecf25	Card Type: Visa	Payment Amount: \$250.00
Billing Address: PO Box 1234	Card Number: *****1111	Transaction Date and Time: 12/09/2005 10:45 EST
Billing Address 2:	Expiration Date: 4 / 2022	
City:		
State / Province:		
Zip / Postal Code:		
Country: USA		

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: *

Confirm Email Address: *

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Submit Payment Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

FINAL STEPS

Once the payment screens have been completed, the filer will be provided the last two screens to verify their documents and file them with the court.

On the **Docket Text Modification** screen the user may add any additional information necessary to the docket text. The text box will accept up to 250 characters.

The **Final Text** screen is the last chance for the filer to review. Once the **NEXT** button is clicked, the filing is submitted to the court.

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Complaints and Other Initiating Documents

[1:05-ev-01035 Smith & Wesson v. Travolta](#)

Docket Text: Modify as Appropriate. 

COMPLAINT against John Travolta (Filing fee \$ 250 receipt number 142734.), filed by Smith & Wesson. (Attachments: # (1) Civil Cover Sheet # (2) Summons) (attyecf25,)

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Complaints and Other Initiating Documents

[1:05-ev-01035 Smith & Wesson v. Travolta](#)

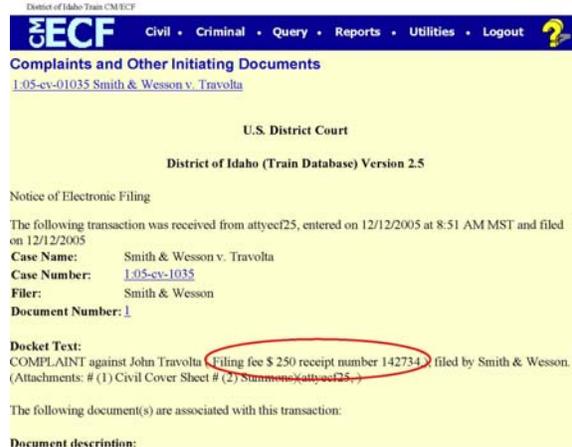
Docket Text: Final Text

COMPLAINT against John Travolta (Filing fee \$ 250 receipt number 142734.), filed by Smith & Wesson. (Attachments: # (1) Civil Cover Sheet # (2) Summons)(attyecf25,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

NOTICE OF ELECTRONIC FILING

The Notice of Electronic Filing is received by the user which constitutes the filing receipt for this transaction. Notice that the user is also provided a receipt number for the filing fee.



JUDGE ASSIGNMENT

At this point a presiding Judge has been assigned to this case. There are two ways to locate that information without payment of PACER costs.



1) By clicking on the **CASE NUMBER** hyperlinks, the user will be provided the opportunity to view the docket. The user will be required to enter the PACER login/password, but no fees are assessed until the Docket Report is run. The Judge information appears on the initial screen prior to running the report.



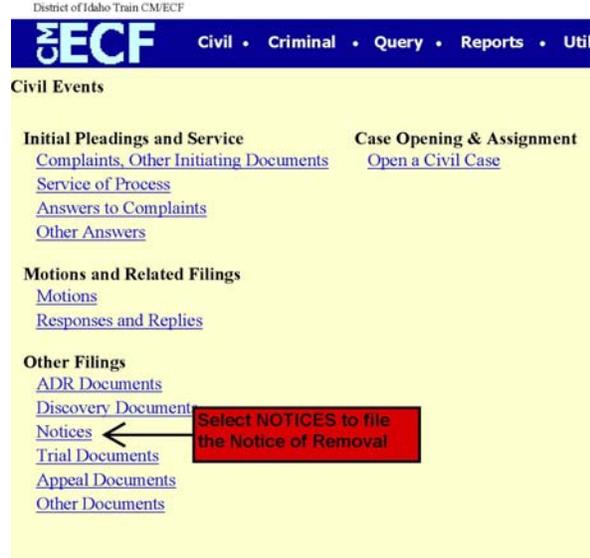
or

2) By clicking on **QUERY** from the Main ECF menu bar, the user will be provided an opportunity to search for further information on this case. The user will be asked for the PACER login/password, but no fees are assessed until a report is run. The user will run the search on the case number, and a brief case description appears at the top of the screen.



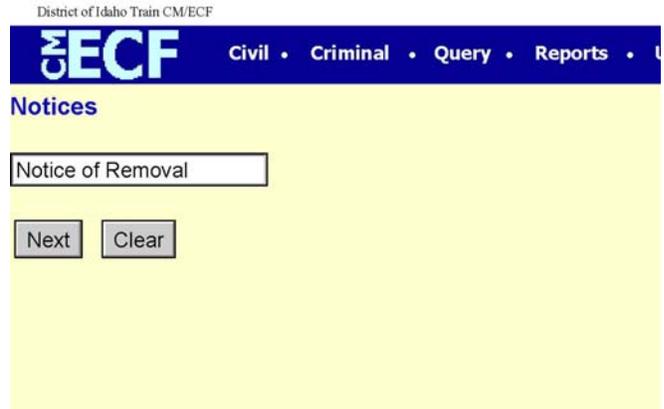
NOTICE OF REMOVAL

When filing a Notice of Removal, the user must select the **NOTICES** event under the Civil Events List.



Select "**Notice of Removal**" from the drop-down menu.

Continue to select the filer(s) of the document and associate the attorney with that party.



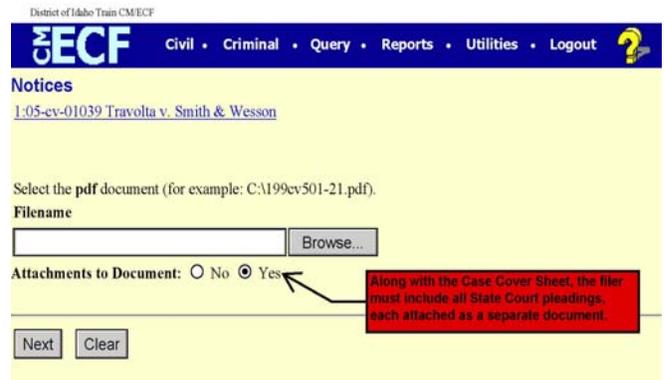
Browse for the **Notice of Removal** PDF.

Attached to the main document are all the State Court pleadings. Each pleading should be added separately.

Example:

- Attachment 1 - State Court Complaint
- Attachment 2 - Service of Summons
- Attachment 3 - Case Cover Sheet for Notice of Removal

After the filer has attached all the state court documents, the user will continue to the payment screen.



NOTICE OF REMOVAL - continued

Before the filer may continue to the Pay.Gov screens, there are two remaining questions:

- 1) **Name of Court** case is being transferred from
- 2) **Case number** in the previous court.

Once this information has been provided, the filer may continue with the final steps.

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Notices

[1:05-cv-01035 Smith & Wesson v. Travolta](#)

Name of other court

Case number in other court

Is this filed with an Application to Proceed Without Prepayment of Fees Y/N?

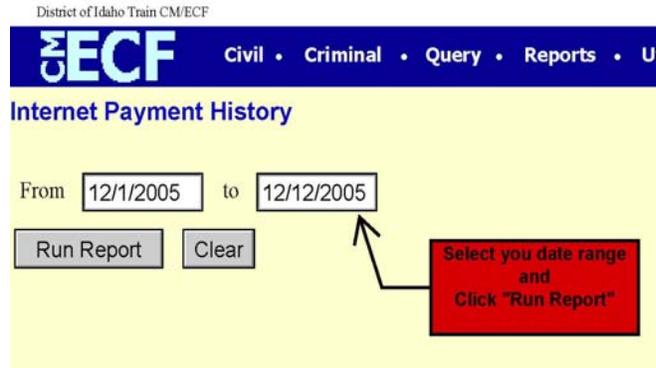
INTERNET PAYMENT HISTORY

Click **UTILITIES** on the Main ECF Menu bar.

From this menu select
Internet Payment History



ECF will allow the user to select a date range.



The report reflects all the credit card transactions during the specific date range.

The report provides dates, times of day, transaction description, amount and receipt number.

There are no PACER costs charged for this report.

Date Paid	Description	Payment Method	Receipt #	Amount
2005-12-12 08:35:25	Complaint(1:05-ev-01036-BLW) [cmp cmp] (250.00)	credit card	142733	\$ 250.00
2005-12-12 08:48:21	Complaint(1:05-ev-01035) [cmp cmp] (250.00)	credit card	142734	\$ 250.00
2005-12-12 10:50:37	Notice of Removal (1:05-ev-01039) [notice nteremX] (250.00)	credit card	142737	\$ 250.00