

NEXTGEN CM/ECF
HOW TO FILE
A BRIEF IN SUPPORT OF A MOTION



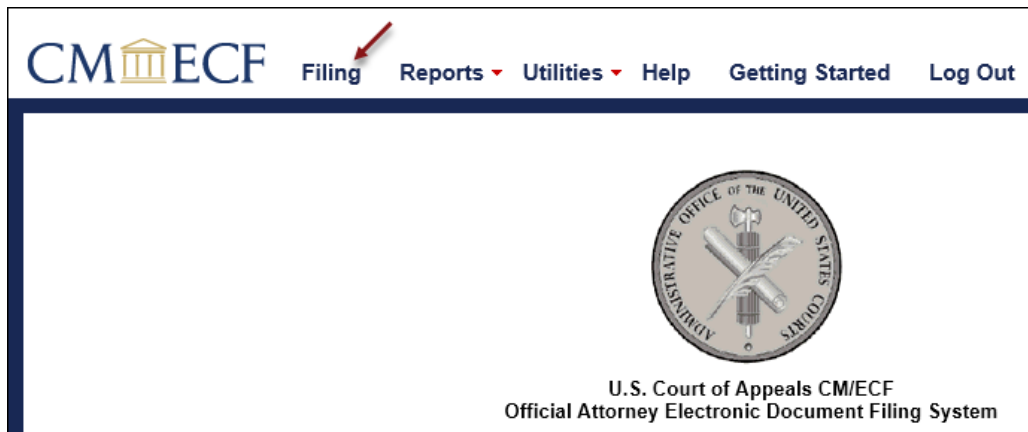
Table of Contents

Filing a Brief in Support	3
Selecting the Document Type.....	3
Uploading the Brief in Support.....	4
Selecting the Filer	5
Selecting the Related Entries	5
Selecting the Service Date	5
Final Review	6

Filing a Brief in Support

Selecting the Document Type

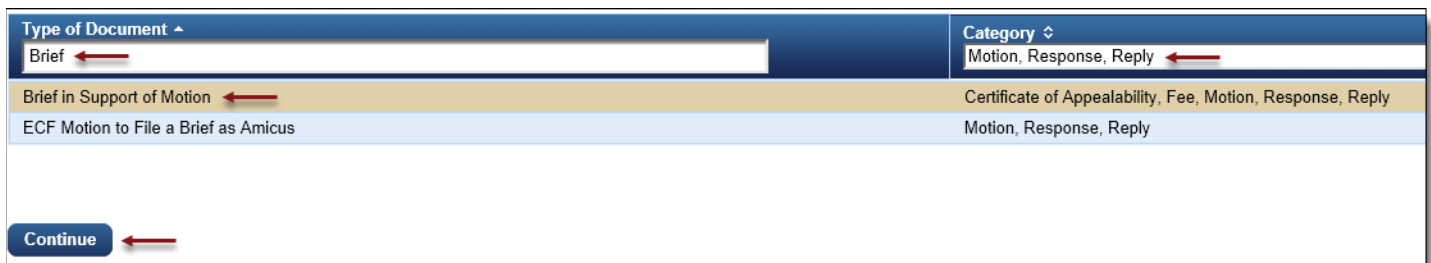
1. From the CM/ECF menu, select 'Filing'.



2. Enter a case number and hit the [Tab] key, or mouse click off the field to search for the case.



3. Select brief in support by scrolling through the list. To narrow the list, select the 'Motion, Response, Reply' category from the category drop down menu, or type the word 'Brief' in the text box labeled 'Type of Document'. The system will find and list all document types containing that description. Select the appropriate document type and click [Continue].



4. Please review additional filing information. Select the 'Continue' check box and click [OK] to proceed.

Attention

Attention Attorney Filers:

- If you have filed a Form for Appearance of Counsel, but are not yet listed as counsel of record, you must contact the Clerk's office and request to be added to the case before you will be allowed to file.
- If you have not yet filed a Form for Appearance of Counsel, you may not docket in this case. The Form for Appearance of Counsel is available at www.ca5.uscourts.gov.
- If you have filed a Form for Appearance of Counsel and you are currently listed as counsel of record in this case, click Continue. You may proceed to file.

(Attorneys appointed under the Criminal Justice Act are exempt from the requirement to file a Form for Appearance of Counsel.)

60-55555

Continue

OK

Uploading the Brief in Support

5. Upload the brief in support by clicking the [Browse] button.

Attention

- Click the 'Browse' button to locate and upload the PDF file.
- To be sure you are selecting the intended document, view the file by selecting it under the document column.
- If applicable, click 'Browse' again to attach additional documents and enter a description.



Upload Documents

Description

Brief in Support of Motion

Browse...

a. The selected brief in support will now display in the document column. Select the link to open and verify the correct document has been uploaded. To remove the document, click the red 'X'.

Document	Description	Size	Sequence	Remove All
Petitioner's Brief in Support.pdf	Brief in Support of Motion	34 KB		 

Selecting the Filer

- To select, click the row of the filing party. If the brief in support is filed on behalf of multiple parties, continue to select each row for each filer.

Party Filer

Select the party you represent by hovering over and clicking the row.

Filer	Type	Case
Doe, Janie	Appellant-Petitioner	60-55555 USA v. Janie Doe

[Select All](#)

- Selected filers will appear in the 'Selected' section. To remove a filer, click the red 'X'.

Selected

Filer	Type	Case	Remove All
Doe, Janie	Appellant-Petitioner	60-55555 USA v. Janie Doe	X

Selecting the Related Entries

- To select the related motion, click the row of the entry.

Related Entries

This document is filed in support of a motion.
Select the applicable motion below.

Doc	Filed	Entry
	08/03/2018	UNOPOSED MOTION filed by Appellant Ms. Janie Doe for certificate of appealabili...

- The selected related entry will appear in the 'Selected' section. To remove a related entry, click the red 'X'. Select [Continue].

Selected

Doc	Filed	Entry	Sequence	Remove All
	08/03/2018	UNOPOSED MOTION filed by Appellant Ms. Janie Doe for certificate of appealabili...		X

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

Selecting the Service Date

- From the Service section, enter a date or click the calendar icon to select a service date. Click [Continue].

Attention

Please indicate below the date of service for the following parties/counsel in this case. The recipients' preferred method of service is pre-selected.

Changing the recipient automatically receives the notice to Email will NOT automatically generate a notice to the selected recipient. Only counsel approved for ECF filing by this court, and whose preference is pre-set to Email will

Service

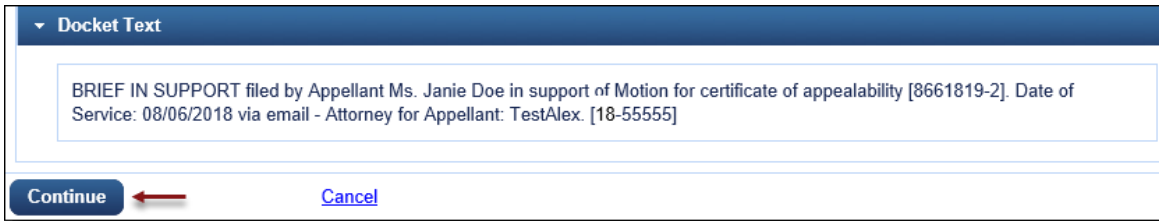
07/30/2018

Name	Originating/Party Type	Not Served	3rd pty	Clerk	Email	Fax	Hand	US mail	Edits
TestAlex. AttorneyOne. aty	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear

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


Final Review

11. The Docket Text will now display for review. Click [Continue].



▼ Docket Text

BRIEF IN SUPPORT filed by Appellant Ms. Janie Doe in support of Motion for certificate of appealability [8661819-2]. Date of Service: 08/06/2018 via email - Attorney for Appellant: TestAlex. [18-55555]

Continue  Cancel

12. The Final Review screen will display all the information entered in the transaction. Please review before submitting the brief in support. If corrections are required, click 'Edit' and select the appropriate section to make changes. To complete the filing, click [Submit].



▼ Final Review

File to Case
18-55555

Type of Document
Brief in Support of Motion

Upload Documents
[Petitioner's Brief in Support.pdf](#) (1 page)



Party Filer
Doe, Janie (Appellant-Petitioner) 18-55555

Related Entries
08/03/2018 UNOPPOSED MOTION filed by Appellant Ms. Janie Doe for certificate of appealability [8661819-2]. Date of service: 08/03/2018 via email - Attorney for Appellant: TestAlex [18-55555]

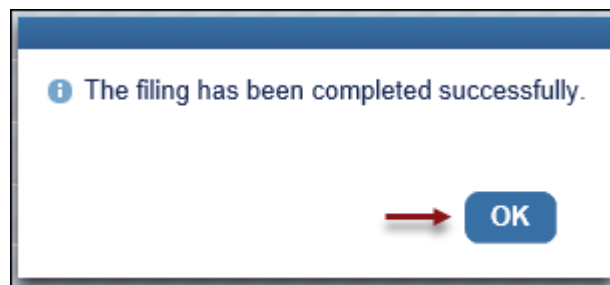
Service
08/06/2018
TestAlex, AttorneyOne, aty - email


Docket Text
BRIEF IN SUPPORT filed by Appellant Ms. Janie Doe in support of Motion for certificate of appealability [8661819-2]. Date of Service: 08/06/2018 via email - Attorney for Appellant: TestAlex. [18-55555]

 After you click the **Submit** button, you cannot change this filing.
Have you redacted personal identifiers from the document you filed?

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

13. A message will display to confirm the brief in support was filed successfully. Click [OK].



 The filing has been completed successfully.

 **OK**