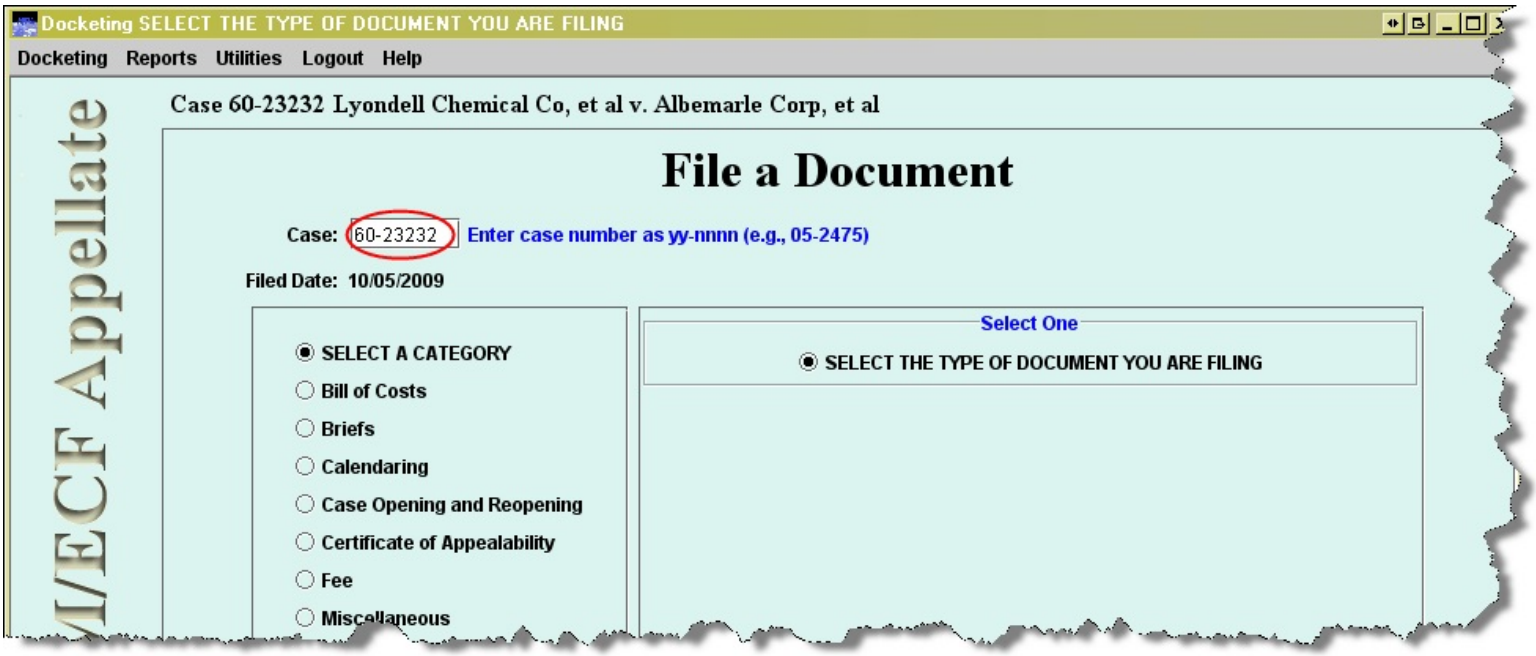
Fifth Circuit U.S. Court of Appeals
How to File a Brief

1. Single click **Docketing** from the menu bar.

2. Single click **File a Document** from the drop-down menu.

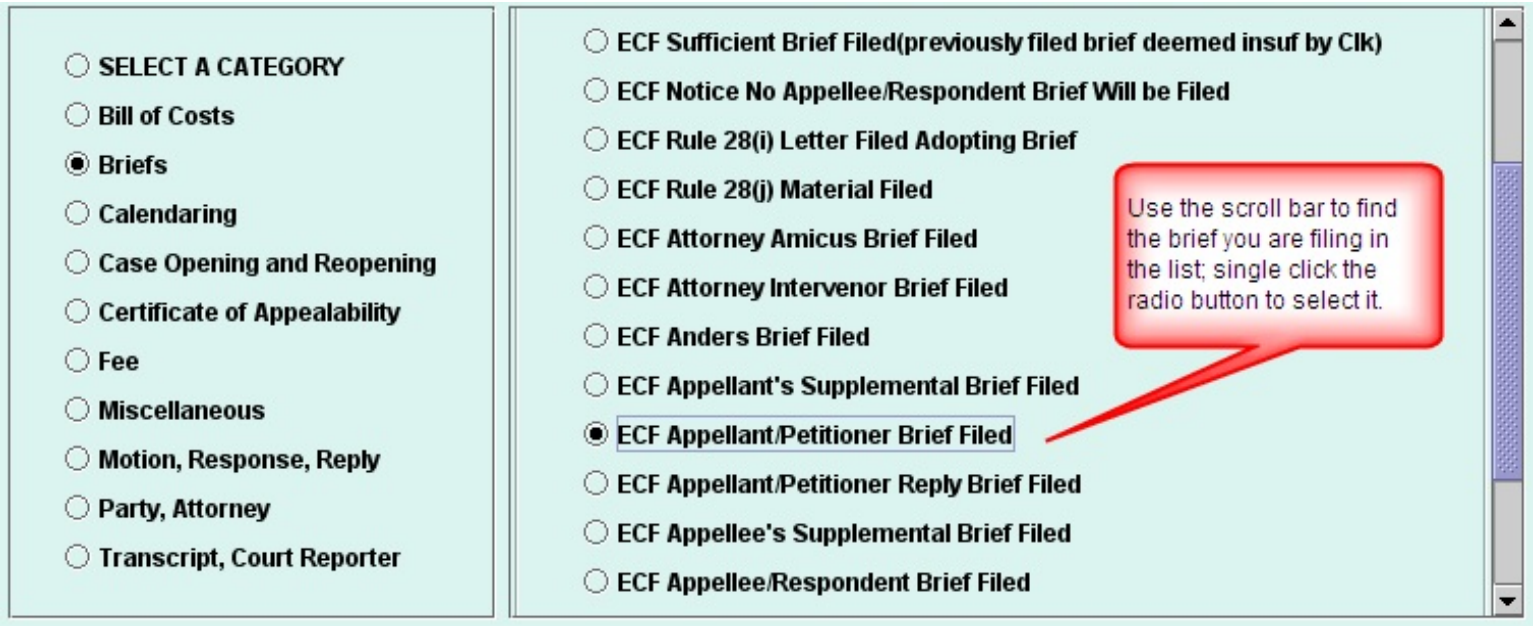
3. Click to place your cursor in the **Case:** text box.



4. Enter your case number (ex. 08-10084 or 08-2).

5. Single click a radio button to the left of **Briefs**. When a choice is made, the available brief events display on the right.

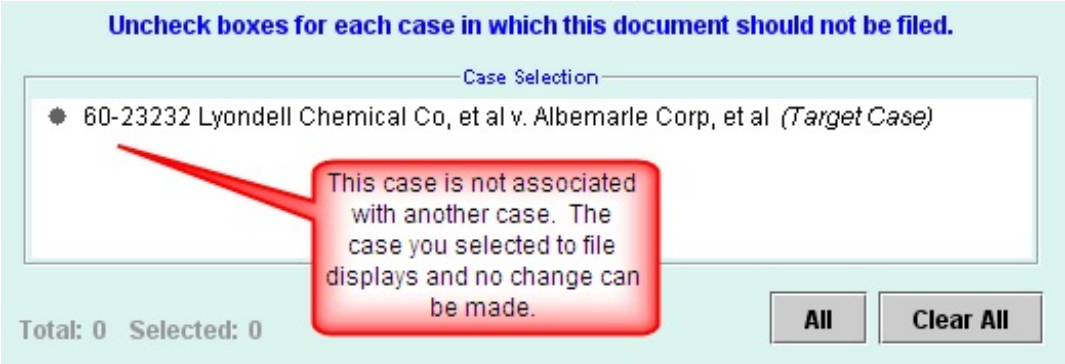
6. Single click a radio button to the left **Appellant/Petitioner Brief Filed**.



7. If your case is associated with another case (e.g., consolidated, cross-appeal, additional), the other case will display in the **Case Selection** box and will default as checked so that the entry you are docketing will be applied to both cases (or all cases if multiple are listed).

   In the situation where your filing does not apply to all cases checked,

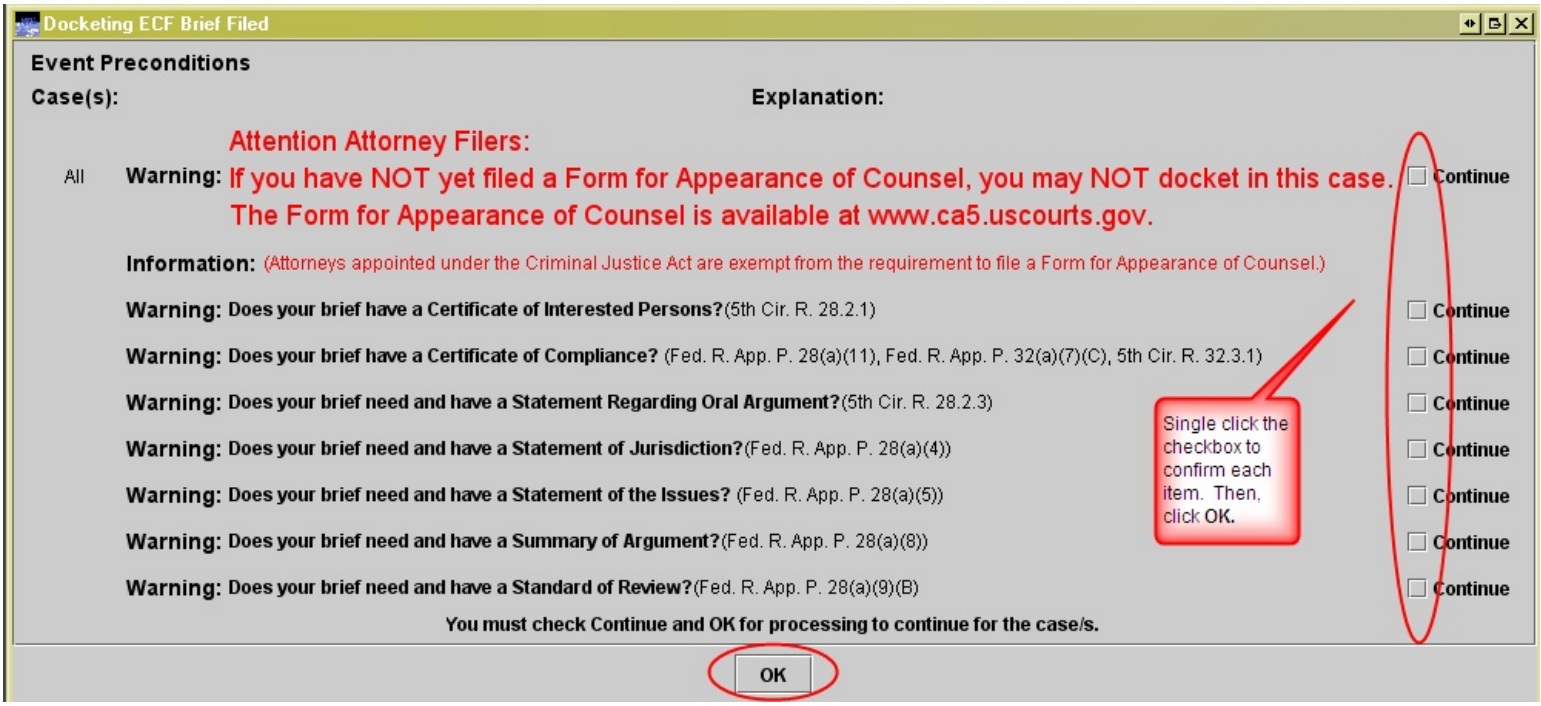
single click the checkbox to the left of the case to de-select it.



8. Click **Continue** to proceed to the next screen.

9. Single click the top **Continue** checkbox to acknowledge that you have filed an appearance in this case. If you have not, do not click the checkbox, simply click **OK**. The event will not proceed. Obtain the appearance form from our web site, file the appearance with that event and then docket the brief.

   If your brief contains each of the items required by the FRAP and local rules, single click the checkbox for the given item. Click **OK** when you are done. If any of the items required by the rules were not included in your brief, **Cancel** the entry, fix your brief and then return.



10. Select the party filer of the document. The party filers are provided based upon the type of brief selected. If the type(s) of parties listed are not what you expect, you may have selected the wrong type of brief. In this situation, click the **Back** button to return to the event selection screen and select a different type of brief. Only parties that CM/ECF knows you represent are displayed for selection.

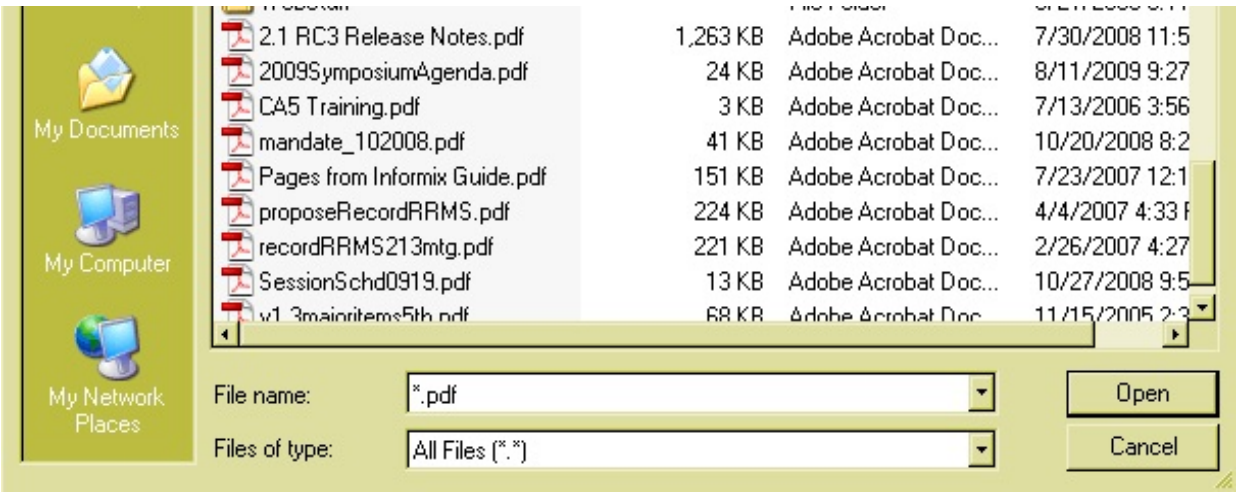
    Single click the checkbox to the left of the name/type. Select all applicable filers. Use the **All Cases** button if the party is in multiple cases. This will automatically select all the cases at once for you for the party chosen prior to clicking **All Cases**. If you neglect to use this button, you would have to single click each party in each case.

    Use the **Select All** button to select all filers listed. Use the **Clear All** button to remove selections and start filer selection again. Do not click the **Display All Parties** button.

    If you are filing on behalf of multiple attorneys:
    Add the additional party and attorney names in the box provided on the docket text window.

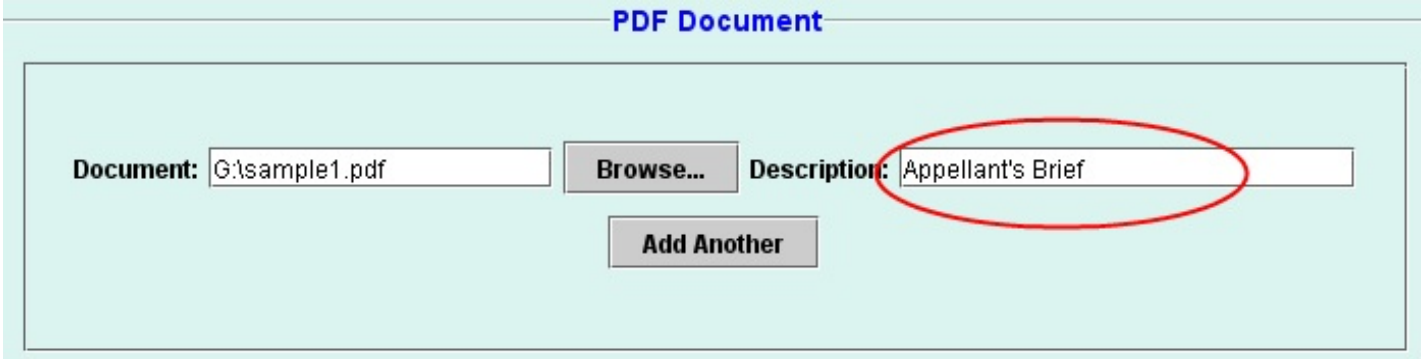
11. Upload your document.

    a. Either type the complete path to the file or click **Browse** to locate it (single click to select the file and click **Open**).



b. Enter a description for your document using the format of the examples below. A description is mandatory.

Appellant's Brief
Appellee/Cross-Appellant's Brief

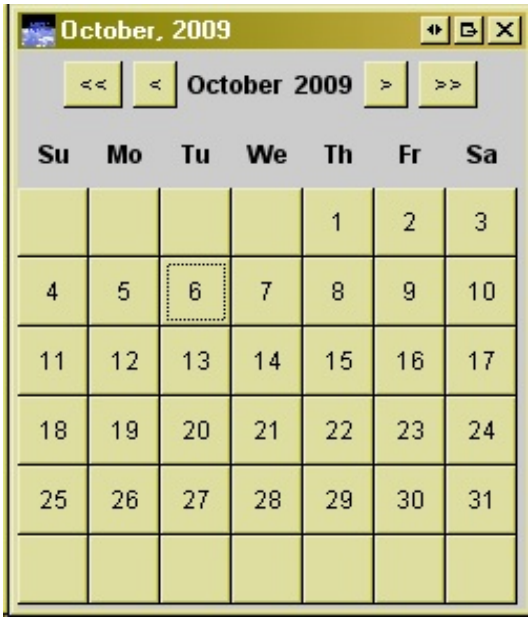


If the document is filed on behalf of the only appellant or appellee, you need not specify the party name. However, if the document is filed on behalf of one or more parties but there are other parties in the case of the same type, you should indicate the party's name.

12. If you have additional documents to attach to this filing, click **Add Another** and follow the steps in 9 above. If you want to file something that has a separate event you should use that instead of making it an attachment. However, if your document is so large that it needs to be broken into separate documents because of the file size limitation, you would upload the extra parts of the documents as attachments. The file size limitation for a single file is 10 MB. If multiple files are attached to the entry, the limitation for all files is 50 MB.

13. Enter the date on your certificate of service. Either type the date in the

Service Date: text box or single right click in the box. Choose **Select Date from Calendar** and then select the date from the popup monthly calendar.



14. Indicate who you served and how.

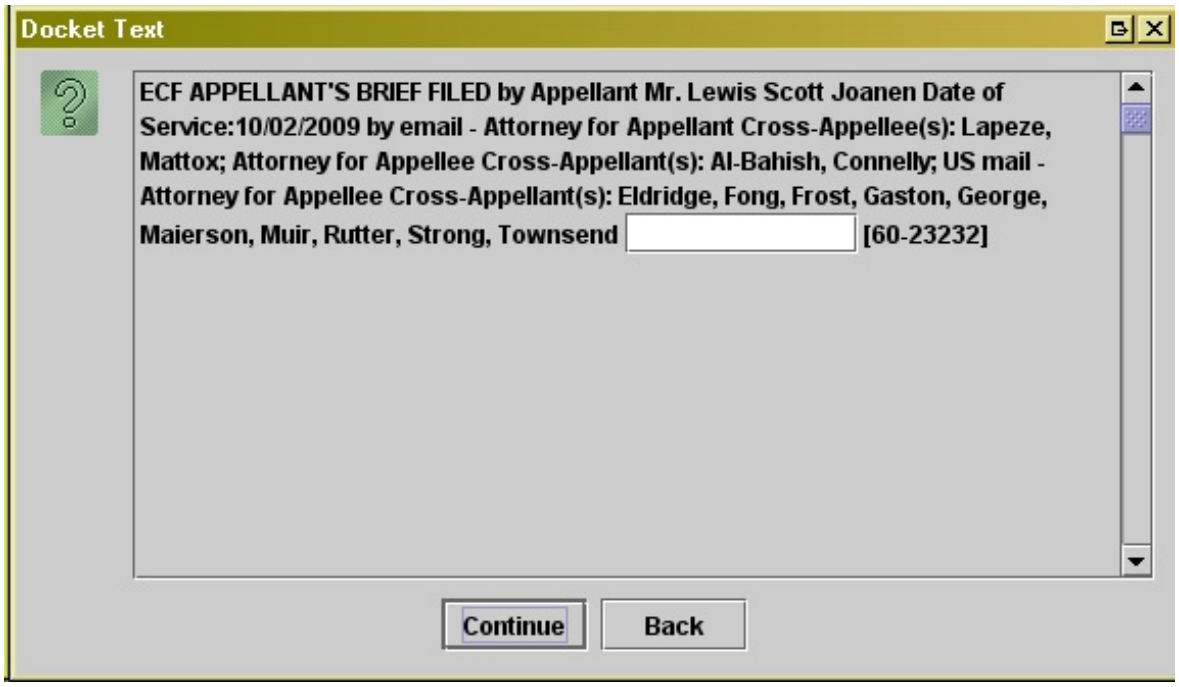
    a. Attorneys in the case will display in the **Service** box. Single click the checkbox to the left of the name to de-select anyone you have not served. To de-select all, single click the checkbox to the left on the title row.

    The individual's service preference will default as checked. Registered attorneys will all have a preference checked of **Email**. In the circumstance where an attorney has not yet registered during the voluntary phase, their preference may be set to **US mail** and you should serve them in the pre-CM/ECF manner.

    The **Display All** button displays other attorneys that didn't originally display, e.g., attorneys linked to terminated parties. To undo your changes and begin the service process again, click the **Reset** button. The **Service** box will return to it's original state.

15. Click **Continue**.

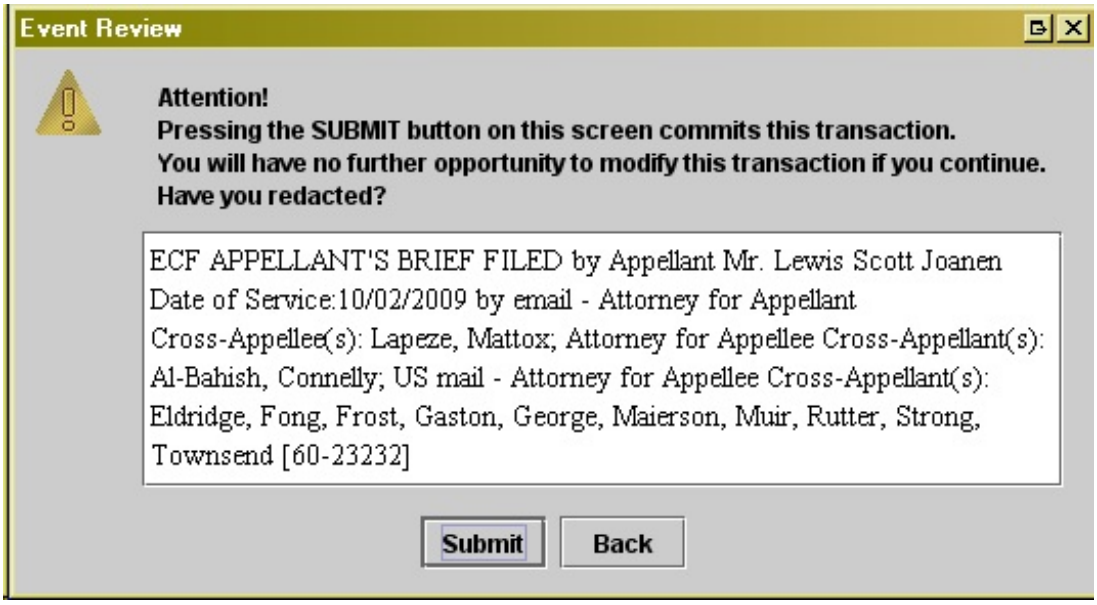
16. On the **Docket Text** box, you cannot make changes to the text on the popup screen. This is an advance of how the text will look if you complete your transaction. If you need to add text about the brief you uploaded that was not in the drop-down list, add that in the white text box on this screen. The box appears small, but it will hold over 200 characters. When complete, click **Continue**.



If something in the text causes you to believe you have made an error, click **Back** to return to the event. Use the **Back** button to maneuver

through the entry to see where you made the mistake.

17. Click **Submit** on the final **Event Review** popup screen. Any text you entered in the box on the prior window will appear in *italics*. Again, if you notice an error at this point, click **Back** to return to the entry and make adjustments.



18. Click **OK** on the **Event Docketed** popup screen as confirmation that the entry has been completed.

19. The Notice of Docket Activity (NDA) will open in a new screen at the completion of your entry. Click the upper right X to close the screen after you have printed or saved it. Alternatively, select **File** from the browser menu and then **Exit**.

60-23232 Lyondell Chemical Co, et al v. Albemarle Corp, et al "ECF Brief Filed" - Windows Internet Explorer

https://ecf.ca5.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/0

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60-23232 Lyondell Chemical Co, et al v. Albemarle Corp...

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Clicking the case number takes you to the docket report for this case. Clicking the Document(s) link will open the uploaded document (if only one) or display a list (if multiple).

To receive your 'one free look' and avoid PACER charges, you must use the link from this Notice of Docket Activity to access the document(s). Save or print your own copy. Thereafter, you will be charged to view the document(s).

Notice of Docket Activity

The following transaction was entered on 10/07/ 09

Case Name: Lyondell Chemical Co, et al v

Case Number: 60-23232

Document(s): Document(s)

Docket Text:
ECF APPELLANT'S BRIEF FILED by Appellant Mr. Lewis Scott Joanen Date of Service:10/02/2009 by email - Attorney for Appellant Cross-Appellee(s): Lapeze, Mattox; Attorney for Appellee Cross-Appellant(s): Al-Bahish, Connelly; US mail - Attorney for Appellee Cross-Appellant(s): Eldridge, Fong, Frost, Gaston, George, Maierson, Muir, Rutter, Strong, Townsend [60-23232] (AT)

The following document(s) are associated with this transaction:
Document Description: Appellant Brief
Original Filename:sample1.pdf
Electronic Document Stamp:
[STAMP acecfStamp_ID=1105048708 [Date=10/07/2009] [FileNumber=6382625-0]
[3ca80985d16ecc9de347e7489eb16e180bc30ee048551a64cde8d432780fe5a7dd9f410744e05a4c96cfdd52b3e455a3e4fd2804e

Notice will be el nicall mailed to: