

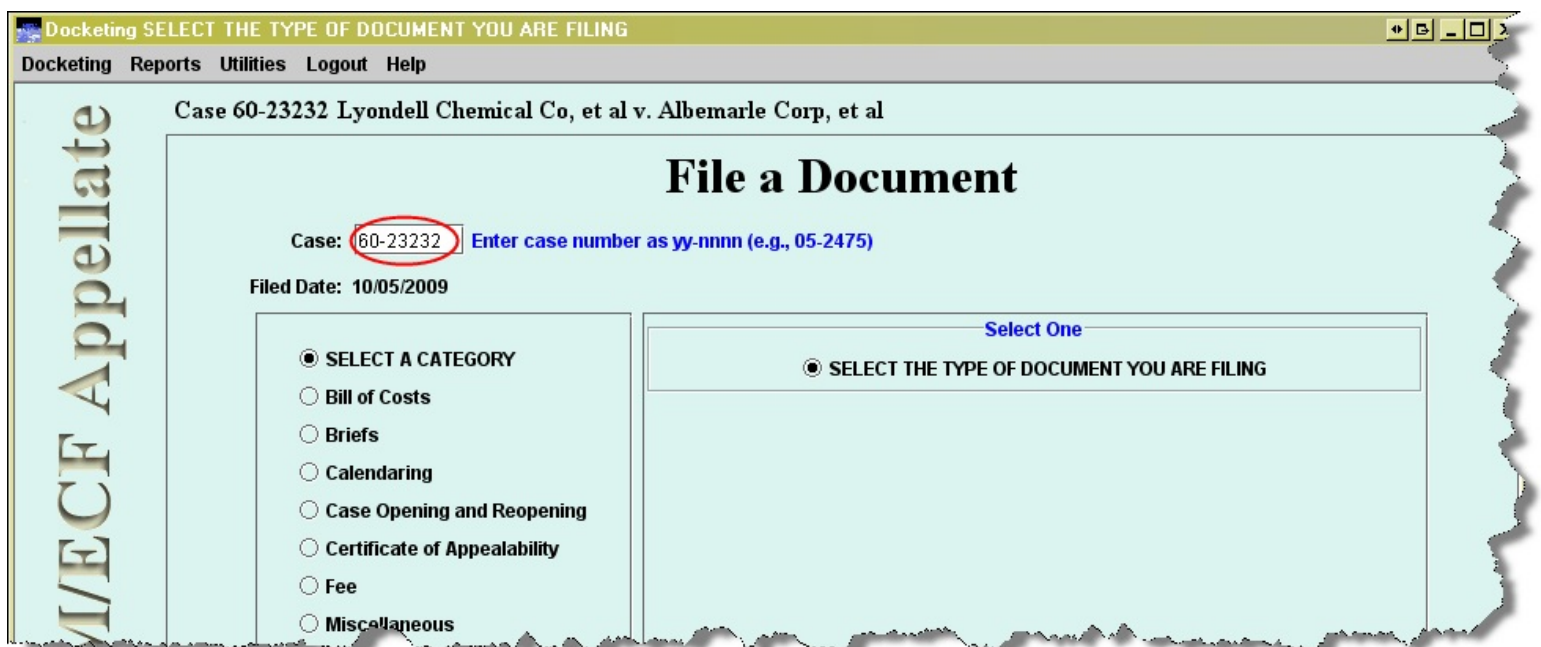
Fifth Circuit U.S. Court of Appeals How to File a Motion

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.

Note: the test case used for demonstration purposes is not real, the year is 1960 on the test.

A screenshot of the 'File a Document' form in the web application. The browser window title is 'Docketing SELECT THE TYPE OF DOCUMENT YOU ARE FILING'. The page header includes 'Docketing Reports Utilities Logout Help'. The case name is 'Case 60-23232 Lyondell Chemical Co, et al v. Albemarle Corp, et al'. The main heading is 'File a Document'. The 'Case:' field contains '60-23232' and is highlighted with a red oval. Below it, the text says 'Enter case number as yy-nnnn (e.g., 05-2475)'. The 'Filed Date:' is '10/05/2009'. There are two main sections for selection. The left section is titled 'SELECT A CATEGORY' and has radio buttons for: 'Bill of Costs', 'Briefs', 'Calendaring', 'Case Opening and Reopening', 'Certificate of Appealability', 'Fee', and 'Miscellaneous'. The right section is titled 'SELECT ONE' and has a radio button for 'SELECT THE TYPE OF DOCUMENT YOU ARE FILING'. A vertical watermark 'M/ECF Appellate' is visible on the left side of the page.

4. Enter your case number (ex. 08-10084, 08-2).
5. Single click a radio button to the left of **Motion, Response, Reply**. When a choice is made, the available events for that category display on the right.

SELECT A CATEGORY

- Bill of Costs**
- Briefs**
- Calendaring**
- Case Opening and Reopening**
- Certificate of Appealability**
- Fee**
- Miscellaneous**
- Motion, Response, Reply**
- Party, Attorney**
- Transcript, Court Reporter**

6. Single click a radio button to the left of **Motion Filed on Behalf of Party**.

Select One

SELECT A CATEGORY

- Bill of Costs**
- Briefs**
- Calendaring**
- Case Opening and Reopening**
- Certificate of Appealability**
- Fee**
- Miscellaneous**
- Motion, Response, Reply**
- Party, Attorney**
- Transcript, Court Reporter**

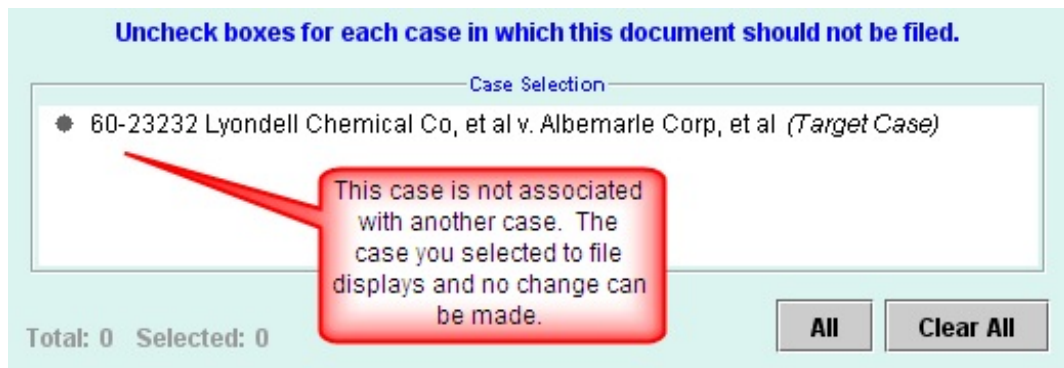
When Motion, Response, Reply is selected as the event category, available events display for selection to the right.

SELECT THE TYPE OF DOCUMENT YOU ARE FILING

- ECF Motion filed on Behalf of Party**
- ECF Brief in Support of Motion**
- ECF Motion of Attorney on Own Behalf**
- ECF Joint Stipulation of the Parties**
- ECF Motion and/or Document Filed Under Temporary Seal**
- ECF Corrected Motion Filed (replaces previously filed motion)**
- ECF Motion to File a Brief as Amicus**
- ECF Motion to Intervene**
- ECF Petition filed**
- ECF Response/Opposition Filed**
- ECF Reply Filed to Response/Opposition**

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.



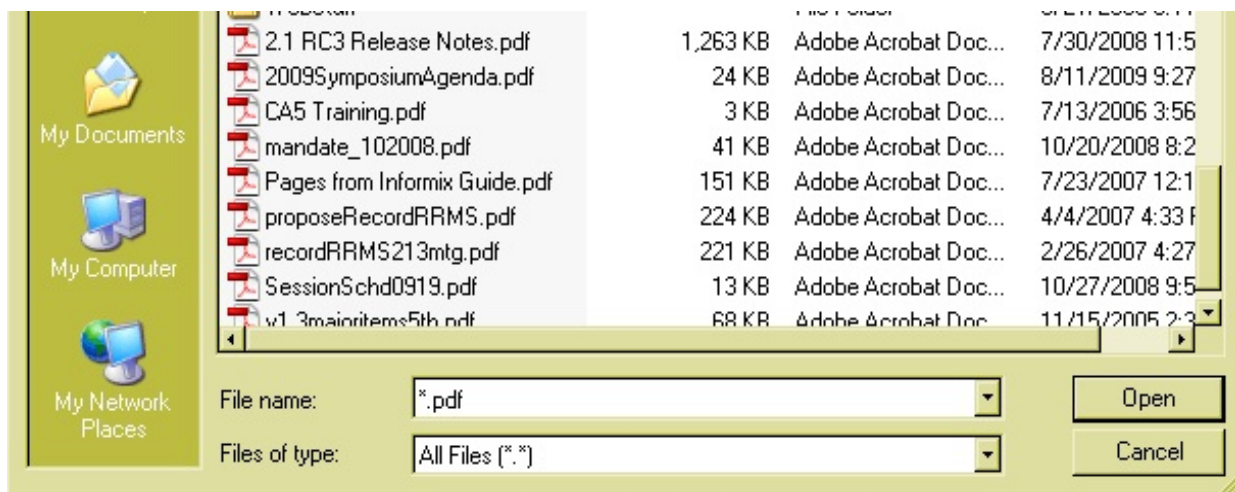
8. Click **Continue** to proceed to the next screen.



9. Single click the **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 motion.



9. 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 Motion for Stay
 Appellee/Cross-Appellant's Motion to Expedite Briefing

PDF Document

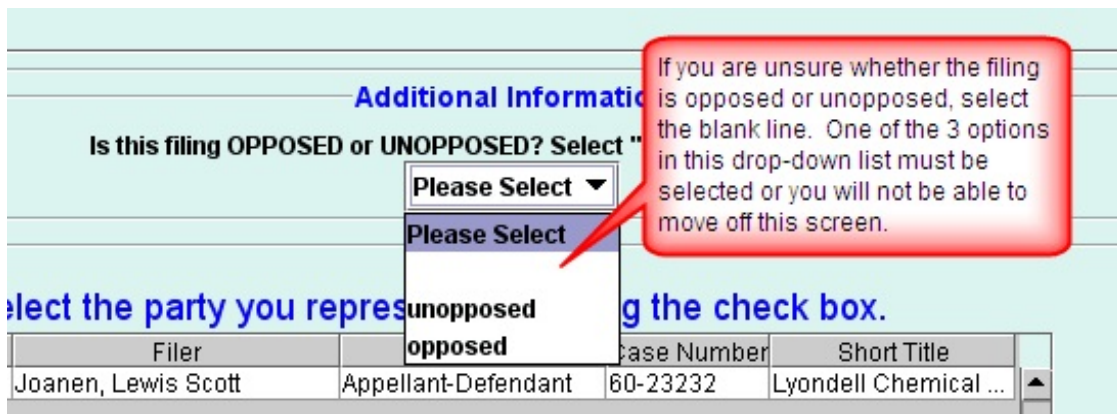
Document: **Description:**

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.

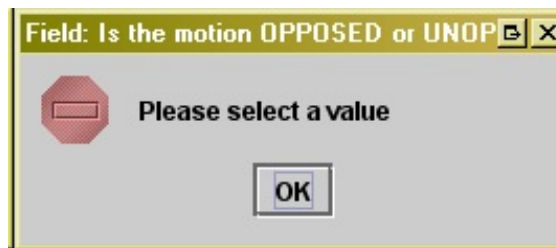
10. If you have additional documents to attach to this filing, click **Add Another** and follow the steps in 9 above.

If you wish to file a brief in support of a motion, there is a separate event you should use 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.

- Single click the **Please Select** drop-down box and select **Unopposed**, **Opposed** or the **blank line/space** selection to indicate that your motion is or is not opposed or that you are uncertain. Use the blank line/space to indicate you do not know whether it is opposed or unopposed.



Note: this is required, if you try to continue past this screen you will receive an error message asking you to complete this selection.



- Select the filer of the document. In most cases, even though you are the attorney, you are filing on behalf of the party, so the party name(s) should be selected.

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.

Party Filer

Select the party you represent.

<input type="checkbox"/>	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Joanen, Lewis Scott	Appellant-Defendant	60-23232	Lyondell Chemical ...

Use the **Select All** button to select all filers listed. Use the **Clear All** button to remove selections and start filer selection again.

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.

- Single click the **Category** drop-down list to select a category for the type of relief you are seeking. Scroll the list and make your selection. When a category is chosen, the corresponding reliefs available in that category display in the **Description** drop-down list.

Relief

Category: Abeyance ... Description: [Empty]

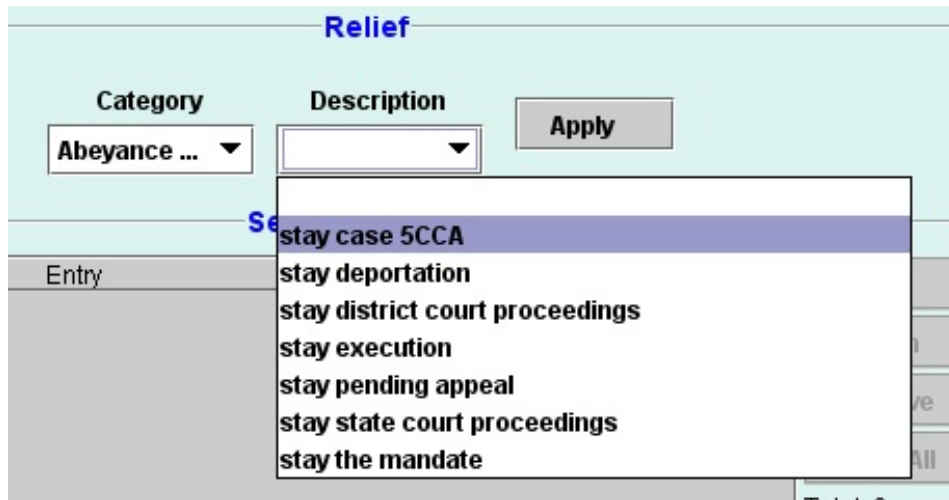
(all reliefs)

- Abeyance and Stay
- Bail
- Briefing
- Case Closing and Mandate
- Certificate of Appealability
- Consolidation
- Costs

reliefs

Cases

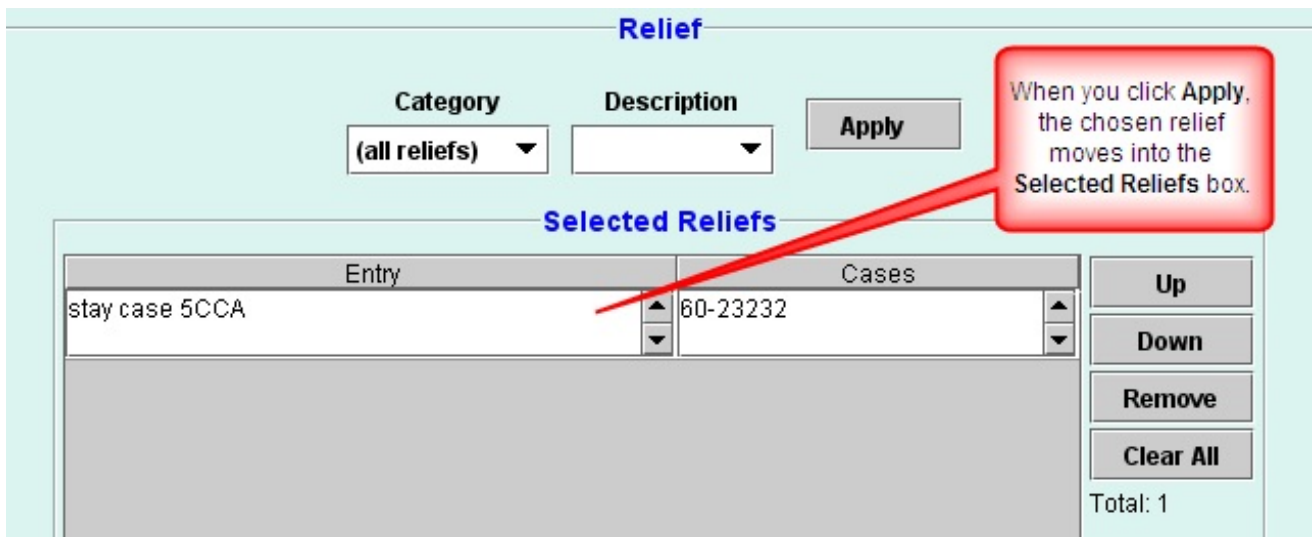
- Single click the **Description** drop-down list to select a relief. Scroll the list and make your selection.



- Click **Apply**. Your selected relief will move down into the **Selected Reliefs** box.

Note: if your motion requests multiple actions, perform steps 13 - 15 again. In this situation, you'll end with both/all reliefs chosen in the **Selected Reliefs** box.

If you realize that you have over-chosen reliefs, single click the erroneous relief and click the **Remove** button to remove it from the **Selected Reliefs** box. Click the **Clear All** button to remove all the reliefs and start that selection again.



- Click **Continue**.

17. 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 do so from the popup monthly calendar.



18. Indicate who you served and how.

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.

Service

Service Date:

Service

To deselect all, click the upper checkbox. Then, single click each row as needed.

<input type="checkbox"/>	Name	Originate/Party Type	US mail	Fax	Hand	Email	Clerk	3rd party
<input type="checkbox"/>	Testaty, Anne, aty	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lapeze, Keith W, aty	Appellant Cross-App...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Mattox, Sharon M, aty	Appellant Cross-App...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bates, David Matthew, aty	Appellee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Fong, Kevin Murray, aty	Appellee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

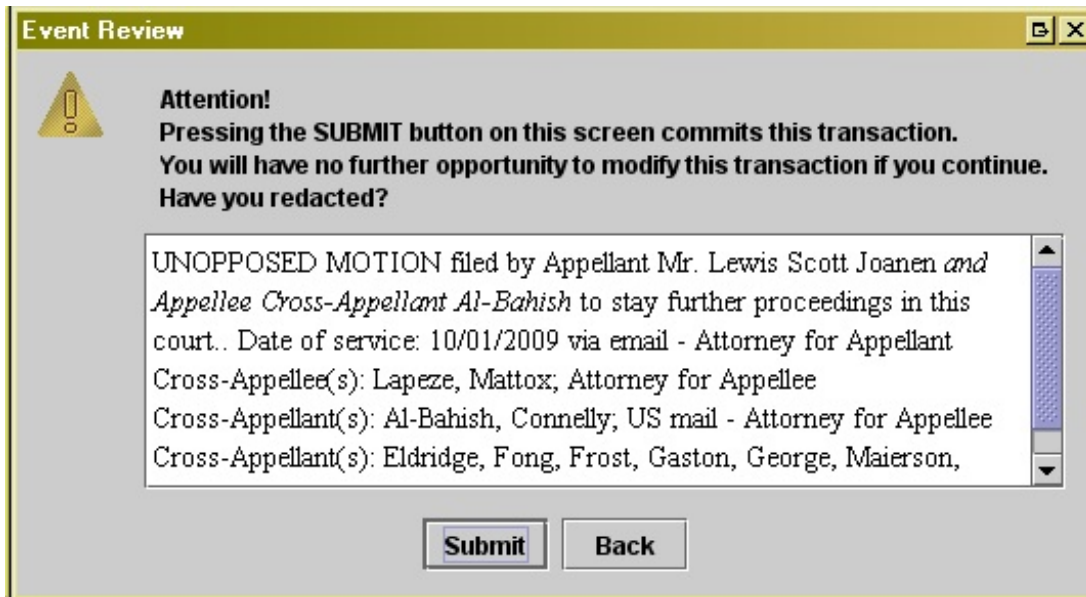
19. Enter any other information specific to the type of relief you are seeking. See the event/relief listing for specific detail.
20. Click **Continue**.
21. On the **Docket Text** box, you cannot make changes to the existing text on the popup screen. This is an advance of how the text will look if you complete your transaction. If you need to add text about parties you did not see listed or other attorneys also filing this document, 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**.

Docket Text [Close] [Help]

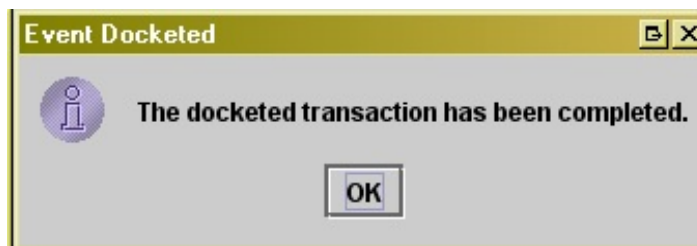
UNOPPOSED MOTION filed by Appellant Mr. Lewis Scott Joanen and Appellee Cross-Appellant(s): Al-Bahish, Connelly; US mail - Attorney for Appellee Cross-Appellant(s): Eldridge, Fong, Frost, Gaston, George, Maierson, Muir, Rutter, Strong, Townsend [60-23232]

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 make the mistake.

22. 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.



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



24. 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 Motion filed on Behalf of Pa - Windows Internet Explorer

https://ecf.ca5.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/0051936100&t

File Edit View Favorites Tools Help

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

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United States

Notice of Docket Activity

The following transaction was entered on 10/06/2009 at 9:1

Case Name: Lyondell Chemical Co, et al v. Albemarle Corp

Case Number: [60-23232](#)

Document(s): [Document\(s\)](#)

Docket Text:
 UNOPPOSED MOTION filed by Appellant Mr. Lewis Scott Joanen and Appellee Cross-Appellant Al-Bahish to stay further proceedings in this court.. Date of service: 10/01/2009 via 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, Maieron, Muir, Rutter, Strong, Townsend [60-23232] (AT)

The following document(s) are associated with this transaction:
Document Description:Appellant Motion for Stay
Original Filename:sample1.pdf
Electronic Document Stamp:
 [STAMP acecfStamp_ID=1105048708 [Date=10/06/2009] [FileNumber=6380921-0]
 [614fdd17b45955d91043439f0e765d92d26df8288021d0c412f76fb5b19d3855b7bffe48976cb9a0dc120c5ee80372c82f21d4115af934ff51f

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).