

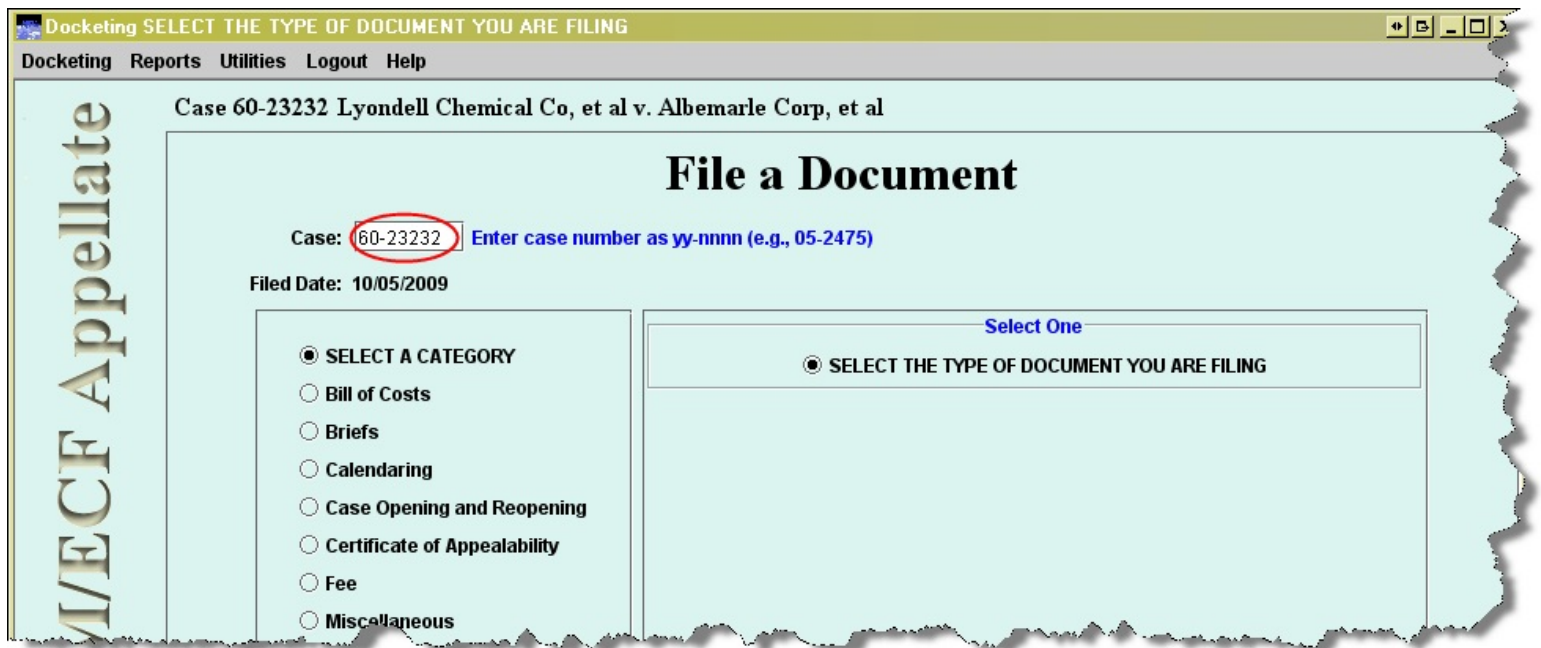
Fifth Circuit U.S. Court of Appeals How to File a Response

Note: If you are responding to another party's motion, and you want to file a new motion in the same document, use the event **Motion Filed with Incorporated Response** instead of this event.

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.

A screenshot of the 'File a Document' form in the M/ECF Appellate system. 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'. There is a 'Case:' label followed by a text box containing '60-23232', which is circled in red. To the right of the text box is the instruction 'Enter case number as yy-nnnn (e.g., 05-2475)'. Below the case number is the 'Filed Date: 10/05/2009'. On the left side, there is a vertical label 'M/ECF Appellate'. The form contains two main sections: 'SELECT A CATEGORY' with radio buttons for 'Bill of Costs', 'Briefs', 'Calendaring', 'Case Opening and Reopening', 'Certificate of Appealability', 'Fee', and 'Miscellaneous'; and 'SELECT THE TYPE OF DOCUMENT YOU ARE FILING' with a radio button for 'SELECT THE TYPE OF DOCUMENT YOU ARE FILING'. A 'Select One' label is positioned above the second section.

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 **Response/Opposition Filed**.

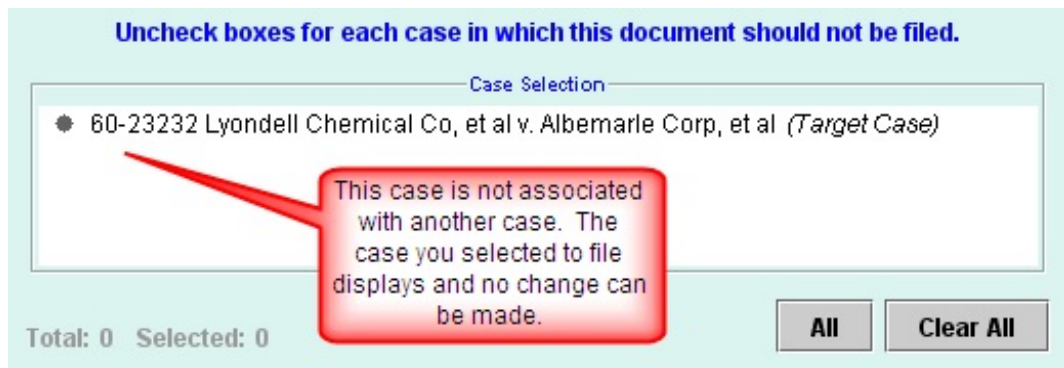
Select One

- 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**

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

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.



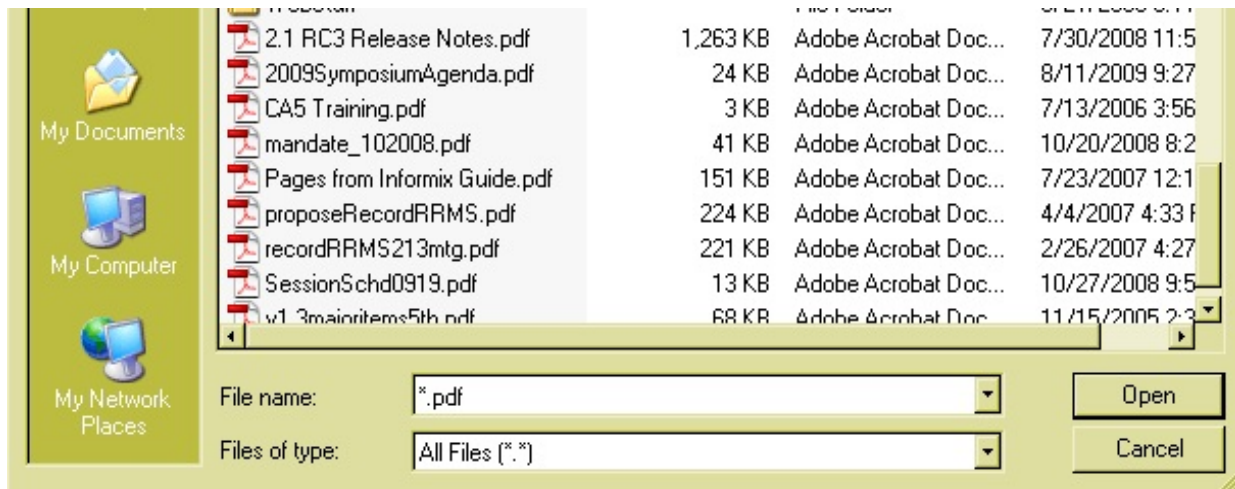
8. Click **Continue** to proceed to the next screen.



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.



10. 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 Response to Appellee Johnson Motion to Dismiss
 Appellee/Cross-Appellant's Response to 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.

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

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.

12. 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.

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

Buttons: Display All Parties, All Cases, Select All, Clear All

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.

13. Select the motion that you are responding to from the list of motions in the **Related Previous Entries** screen.

Single click the row containing the motion. Note: when you click to select, if the entry was lengthy it may adjust on the screen pushing the first row up. To return to the original display, single click a different row to confirm the entry text and then select your row again.

Related Previous Entries

Select the motion to which you are responding.

Doc	Date Filed	Entry
	11/05/2009	Attorney for Appellant Cross-Appellee(s): Lapeze, Mattox; Attorney for Appellee(s): Bates, Fong, McGrann, Moore, Strong; Attorney for Appellee Cross-Appellant(s): Al-Bahish, Connelly, Eldridge, Frost,
	10/16/2009	MOTION UNDER TEMPORARY SEAL pending a ruling by the court filed by Appellant Mr. Lewis Scott
	10/16/2009	BRIEF IN SUPPORT filed by Appellant Mr. Lewis Scott Joanen in support of motion for certificate of appealability [6388413-2]. Date of

If you are unsure which motion to select, click the Document icon to view it. Sealed documents appear with a lock icon.

Add

With a row selected, single click **Add** to move your selection into the box below.

Related Previous Entries

Select the motion to which you are responding.

Doc	Date Filed	Entry
	11/05/2009	OPPOSED MOTION filed by Appellee PPG Industries Inc to dismiss the appeal [6402976-2]. Date of service: 10/30/2009 via US mail -
	10/16/2009	MOTION AND/OR DOCUMENT UNDER TEMPORARY SEAL pending a ruling by the court filed by Appellant Mr. Lewis Scott
	10/16/2009	BRIEF IN SUPPORT filed by Appellant Mr. Lewis Scott Joanen in support of motion for certificate of appealability [6388413-2]. Date of

Add

Selected Entries

Date Filed	Entry	Cases
11/05/2009	OPPOSED MOTION filed by Appellee PPG Industries Inc to dismiss the	60-23232

Up

Down

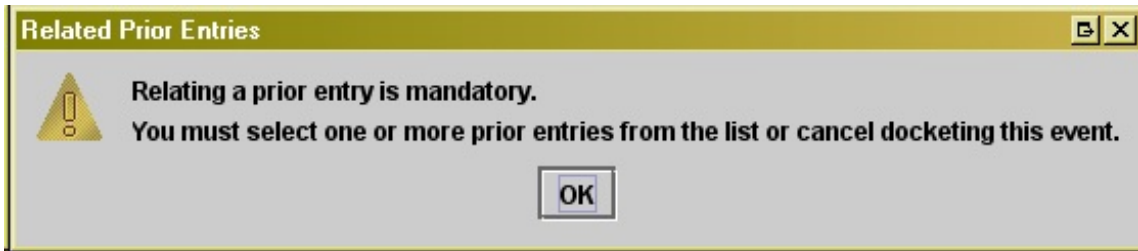
Remove

Clear All

Total: 1

Use the **Up** and **Down** buttons to order multiple selected entries, if any. The **Remove** button removes a selected row from the box. **Clear All** removes all selected entries so you can start over.

Until your entry displays in the **Selected Entries** box it is not linked to the original motion and you will not be able to proceed. If you click **Continue** without a previous entry selected, you will receive the following error message.



14. Click **Continue**.
15. 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.



16. 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.

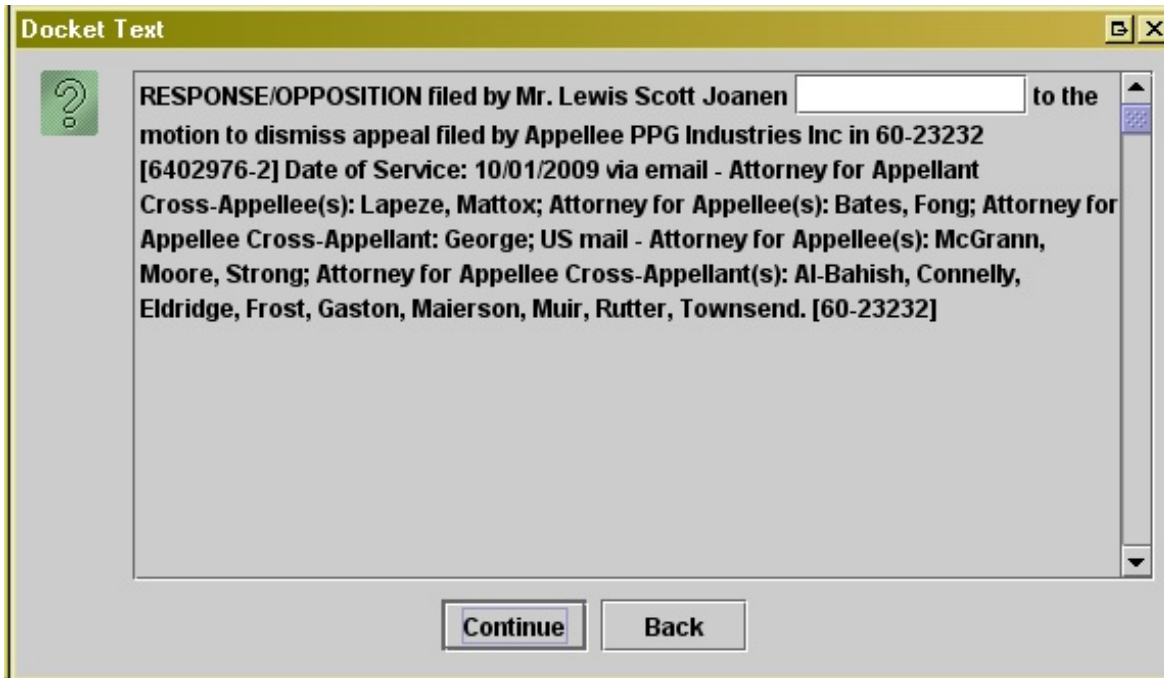
The individual's service preference will default as checked. Registered attorneys will all have a preference checked of **Email**. In the circumstance where an attorney has not yet registered during the voluntary phase, their preference may be set to **US mail** and you should serve them in the pre-CM/ECF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

The screenshot shows a web interface titled "Service". At the top, there is a "Service Date:" field with the value "10/01/2009". Below this is a table with columns: Name, Originate/Party Type, US mail, Fax, Hand, Email, Clerk, and 3rd party. The table contains five rows of attorney information. A red callout box points to the top-left checkbox of the table, containing the text: "To deselect all, click the upper checkbox. Then, single click each row as needed." To the right of the table are two buttons: "Display All" and "Reset".

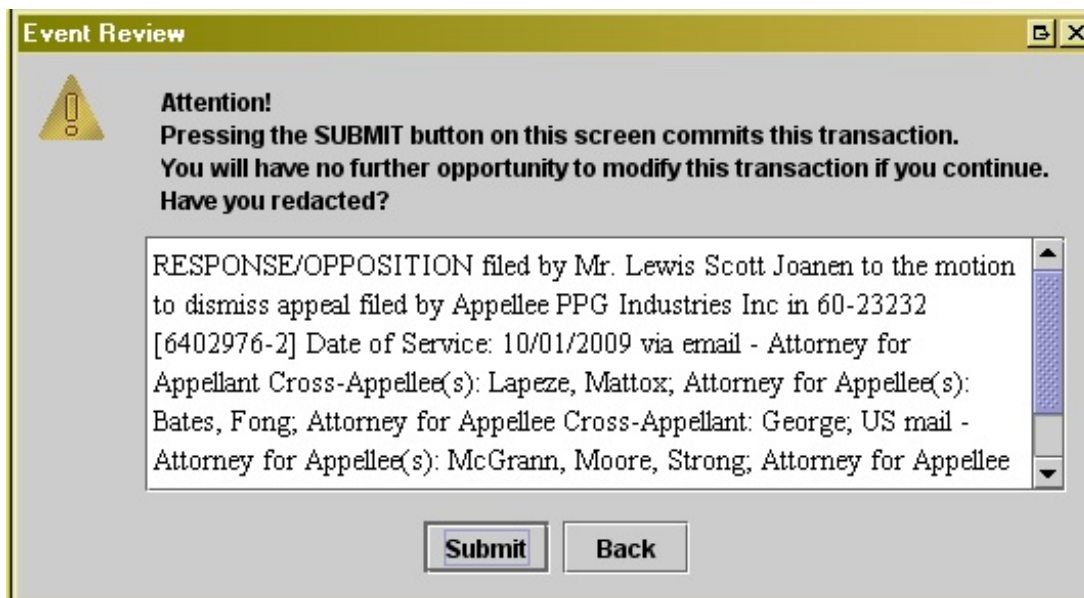
<input type="checkbox"/>	Name	Originate/Party Type	US mail	Fax	Hand	Email	Clerk	3rd party
<input type="checkbox"/>	Testaty, Anne, aty	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input 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"/>

17. Click **Continue**.
18. 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**.

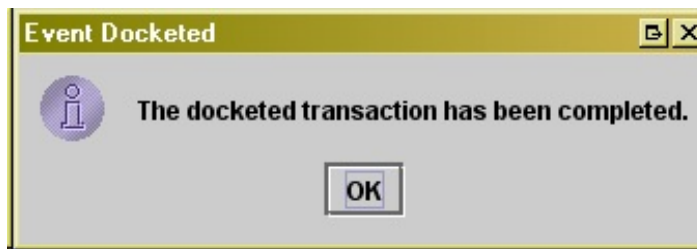


If something in the text causes you to believe you have made an error, click **Back** to return to the event. Use the **Back** button to maneuver through the entry to see where you make the mistake.

19. 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.



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



21. 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, et al

Case Number: [60-23232](#)

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

Docket Text:
 RESPONSE/OPPOSITION filed by Mr. Lewis Scott Joanen [6402991-1] to the motion to dismiss appeal filed by Appellee PPG Industries Inc in 60-23232 [6402976-2] Date of Service: 10/01/2009 via US mail - Attorney for Appellant Cross-Appellee(s): Lapeze, Mattox; Attorney for Appellee(s): Bates, Fong, McGrann, Moore, Strong; Attorney for Appellee Cross-Appellant(s): Al-Bahish, Connelly, Eldridge, Frost, Gaston, Maierson, Muir, Rutter, Townsend; email - Attorney for Appellee Cross-Appellant: George. [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]
 [614fdd17b45955d91043439f0e765d92d26df8288021d0c412f76fb5b19d3855b7bffe48976cb9a0dc120c5ee80372c82f21d4115af934ff51fe

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).