NEXTGEN CM/ECF

HOW TO FILE A BRIEF
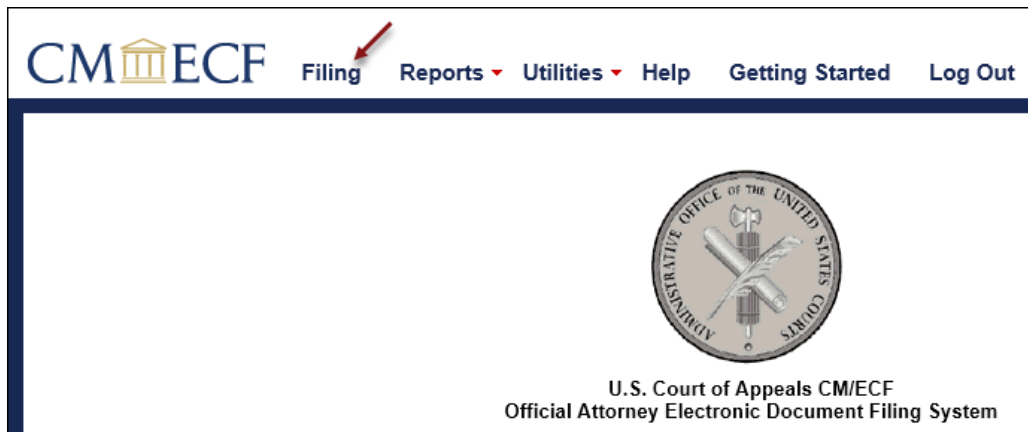
Table of Contents

Filing a Brief

## 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 the type of brief to be filed by scrolling through the list. To narrow the list, select the 'Brief' category from the category drop down menu, or type the party filer type 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].
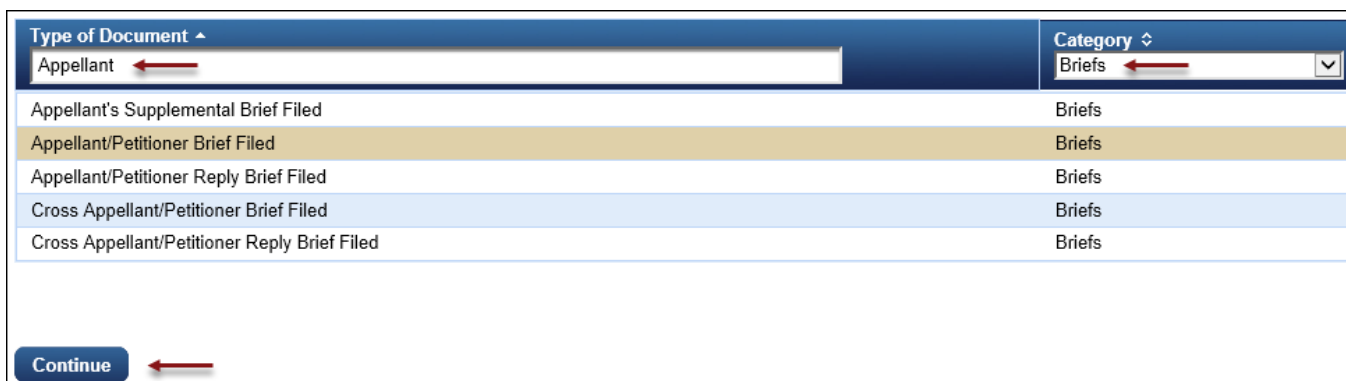
4. Please review additional filing information. Select the 'Continue' check box and click [OK] to proceed.
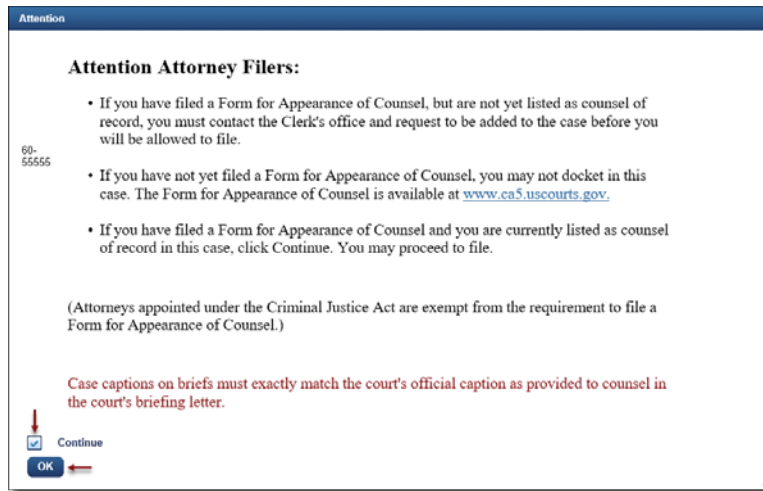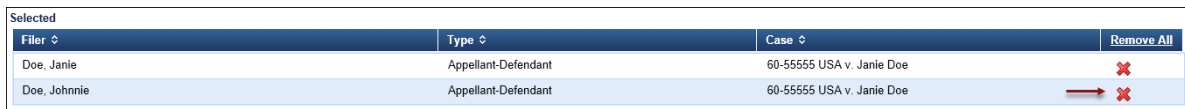

Selecting the Filer

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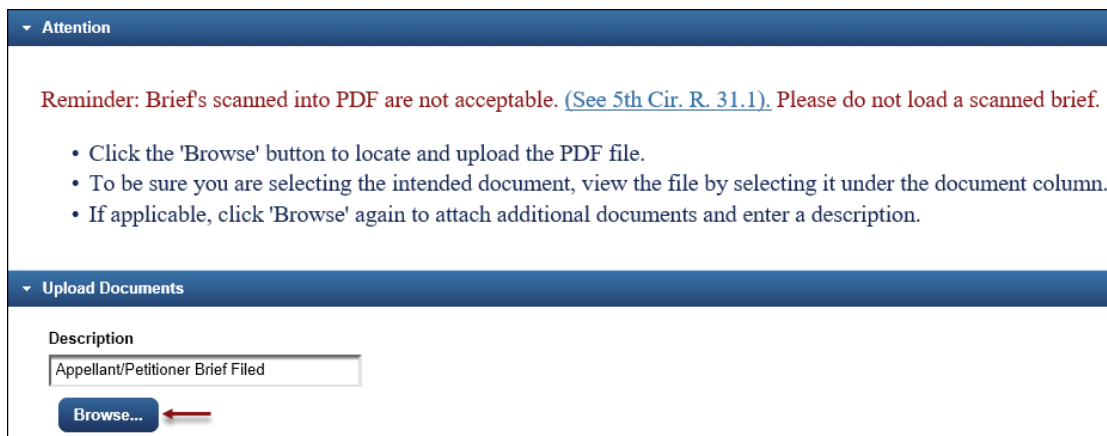

6. Selected filers will appear in the 'Selected' section. To remove a filer, click the red 'X'.

Uploading the Brief

7. Upload the brief by clicking the [Browse] button.

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

Document	Description ℹ	Size	Sequence	Remove All
Appellant's Brief.pdf	Appellant/Petitioner Brief Filed	34 KB		➡ ✖

8. Select other related information pertaining to the brief.

▼ **Attention**

Do not select the 'REDACTED' option below, unless you have previously been granted leave to file the document under seal and instructed by the court to file a redacted version.

▼ **If filing a REDACTED copy, select REDACTED below**

[▼]

▼ **Attention**

PLEASE DO NOT SEND PAPER COPIES until you are notified your document has been reviewed and IS deemed SUFFICIENT by the clerk's office.

Selecting the Service Date

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

▼ Attention

By filling in a service date I hereby certify that all parties to the appeal have been served a copy of this pleading.

Please indicate belo... ...re serving parties/counsel in this case. The recipients' preferred method of service is pre-selected.

Changing the recipi... ...ice 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 automatically receiv... ...ng.

▼ Service

Service
08/01/2018 📅

Name ▲	Originating/Party Type ◇	Not Served	3rd pty	Clerk	Email	Fax	Hand	US mail	Edits
TestAlex, AttorneyOne, aty	Appellant	☐	☐	☐	☑	☐	☐	☐	Clear

Final Review

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

▼ **Docket Text**

APPELLANT'S BRIEF FILED by Ms. Janie Doe and Mr. Johnnie Doe. Date of service: 08/01/2018 via email - Attorney for Appellant: TestAlex [18-55555]

Continue ⬅   Cancel

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

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