

CM/ECF: GETTING STARTED, FILING TIPS & BASIC FUNCTIONS

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WHAT YOU NEED TO KNOW BEFORE YOU FILE

HELPFUL TIPS FOR SUCCESSFUL FILING

- ❖ Read the CM/ECF Administrative Guide of Policies and Procedures BEFORE you begin.
- ❖ Always use your Data Quality Checklist.
- ❖ If your document is due on a date certain, it MUST be filed by midnight CST. Don't wait until the last minute. Until you are thoroughly comfortable with the new system, consider filing your document the day before it is actually due.
- ❖ Title your document to match the appropriate CM/ECF event. If you can't find anything on the event list that remotely matches the title, then contact the clerk's office.
- ❖ DO NOT file a document that should be split into two or more documents, such as a response to a motion and a new motion.

- ❖ To prevent screen display problems in CM/ECF, you should occasionally [clear your cache](#) in your browser (i.e. delete temporary files, history, cookies, saved passwords etc.).
- ❖ Case participants continue to receive electronic notice of filings even if terminated from the case. To no longer receive notification after termination, you must contact the clerk's office by email at CM-ECFIntake_OKED@oked.uscourts.gov or call 918-684-7920.

EMERGENCY MATTERS

If you have an urgent matter that needs the Court's immediate attention, you should contact the appropriate courtroom deputy. Telephone contact with the appropriate court staff is the only way to ensure that your emergency is handled properly.

CM/ECF DATA QUALITY CHECKLIST

- ❖ Is the document complete and legible?
- ❖ Is the document signed correctly?
- ❖ Are any personal data identifiers removed? Personal data identifiers must not be included on any document filed with the court, including exhibits, in order to comply with the Federal Rules of Procedure.
- ❖ Are you using the correct event?
- ❖ Are you using the correct case number?
- ❖ Is the Certificate of Service attached and does it correctly reflect service?
- ❖ Is each (PDF) document you are uploading less than 10MB in size? Any documents larger than 10 MB must be split into properly labeled parts to be filed. To check, open the document and if you are using Adobe Acrobat, use Ctrl+D for a document summary.
- ❖ Is the correct PDF attached for the correct case?
- ❖ Are any attachments (such as exhibits or an affidavit) attached and properly identified? Descriptions of attachments should be specific, accurate and simply stated. For example, "Exhibit 1, Affidavit of Jane Smith."
- ❖ Verify there are no documents attached, which were previously filed in this case in this court and are electronically available.
- ❖ Have links been made, if appropriate?
- ❖ Verify there are no proposed documents attached.
- ❖ If a proposed order is required, verify it contains the motion document number before submitting it to the Clerk, in a text format compatible with WordPerfect to CM-ECFIntake_OKED@oked.uscourts.gov.

STEPS FOR USING THE SYSTEM

Below is a list of general steps involved in getting started in CM/ECF and eiling a document. Please refer to step-by-step CM/ECF event filing instructions provided on our website for more detailed information.

STEP ONE: PACER REGISTRATION

CM/ECF users must have a PACER account with the Court in order to use the Query and Report features of the CM/ECF system. If you do not have a PACER login, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

You may also call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for more information.

STEP TWO: CM/ECF REGISTRATION

Registration Form

Complete and sign an official CM/ECF Registration Form available on the Court's website at www.oked.uscourts.gov. All signed original CM/ECF Registration Forms shall be mailed, faxed (918-684-7902), or delivered to:

ECF Registration
Office of the Court Clerk
United States District Court for the Eastern District of Oklahoma
P.O. Box 607
Muskogee, OK 74402

Password

Once registration and training (if applicable) is complete, the Filing User will receive notification of the User Login and Password by regular, first-class mail. Upon receipt of a User Login and Password, the registrant may begin filing papers electronically with the Court.

- ❖ The registrant may request assignment of the User Login utilized in another federal district court.
- ❖ After registering, registrants may change their passwords as necessary through CM/ECF>Utilities>Your Account.

STEP THREE: LOG IN/SYSTEM ACCESS

1. Go to www.oked.uscourts.gov and click **E-Filing (CM/ECF)**.
2. A welcome screen appears first that lists all current notices related to CM/ECF, court information, and a link to the "[U.S. District Court for the Eastern District of Oklahoma - Document Filing System](#)." Click the link.
3. The login screen appears next:
 - a. Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive. **Note:** Use your ECF login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your PACER login and password.
 - b. Click **Login** to transmit your user information to the ECF system. **Note:** If the ECF system does not recognize your login and password, it will display the following error message on a new screen: Your ECF or PACER login attempt failed. Either your login name or password is incorrect. If this happens, click **Back** on your browser menu and re-enter your correct login and password

STEP FOUR: MAIN MENU

Once the Main Menu appears, choose from a list of hyperlinked options on the blue Menu Bar at the top of the screen:

- ❖ **Civil** - Select Civil to electronically file all civil case pleadings, motions, and other

Court documents.

- ❖ **Criminal** - Select Criminal to electronically file all criminal case pleadings, and motions.
- ❖ **Query** - Query ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must log into PACER before you can query ECF.
- ❖ **Reports** - Choose Reports to retrieve docket sheets and cases-filed reports. You must log into PACER before you can view an ECF report.
- ❖ **Utilities** - Choose Utilities to maintain your personal account information
- ❖ **Search** - This option can help you find and get to the menu option or docket event that you need. Type in some letters of a word, and a complete list of menu items and events whose names contain those letters is displayed. Each of the displays is a link, so that all you have to do is click it -- if it's an event, you go immediately to the first screen for docketing.
- ❖ **Logout** - Choose Logout to exit from ECF. Logging out prevents further filing with your password until the next time you log in.

STEP FIVE (PART 1): FILE A DOCUMENT - CIVIL

Before You File

- ❖ Sign your document.
- ❖ Sign and verify your Certificate of Service.
- ❖ Correctly convert your document to PDF format.
- ❖ Your document must be broken down into files that are each less than 10 MB in memory size. The complete filing should not exceed 20 MB.
- ❖ Review the specific e-filing instructions for your document type.

Instructions

For this example we filed a motion.

1. On the Main Docketing Screen, you can use the Cascading menu feature to select **Civil >Motions and Related Documents > Motions**. Or, you can click **Civil** to access the Civil Events Menu. Under Motions and Related Documents, select **Motions**.
2. On the Motions screen, select **Amend**. Click **Next** to continue. **Note:** While you typically are not allowed to combine documents in CM/ECF, you can select multiple motions, but make sure they are really related. Also, the order in which you select events is the order in which they will appear in the docket text.
3. On the Case Number screen, enter the Case Number (e.g. 07-567, 6:07-567, 6-07-cv-567, 07cv567, 6:07cv567) and then click **Find This Case**. (**Note:** If a list of cases appears, select the appropriate case.) Click **Next** to continue.
4. On the Case Style screen, confirm that the case number matches the style of the case. Click **Next** to continue.
5. On the Select Filer screen, select your Client/Filer(s). Click **Next** to continue.
 - If you are filing this jointly, on behalf of other parties who you do not represent, do not create these associations. .
 - Always leave the Lead and Notice checkboxes alone. DO NOT check or uncheck either of these boxes. These are for internal purposes only and you may not receive notice of filings if you alter them.
 - If you have already filed documents creating the attorney/party associations, you will not see this screen.

6. For some events you will see informational screens that explain special guidelines for the type of document you are filing. You are not required to make any selection on this type of screen. Click **Next** to continue.
7. On the Select PDF screen, you must attach a PDF document. Complete the following steps or see the Upload a PDF instructions for more details.
 - a. Click **Browse** to open a new window and then navigate to the location of your file.
 - i. Confirm that the document you want to attach is the document that you are attaching.
 - ii. Click **Open** and the file name will be inserted into the CM/ECF screen.
 - b. Back on the CM/ECF screen, if you want to add attachments:
 - i. Click **Browse** to open a new window and then navigate to the location of your attachment. Confirm that the document you want to attach is the document that you are attaching.
 - ii. Click **Open** and the attachment file name will be inserted into the CM/ECF screen.
 - iii. Back on the CM/ECF screen either select a category or enter a description, or both.
 - iv. Repeat the sequence for each attachment. When you are finished adding attachments, click **Next** to continue.
8. Many events, such as the Motion to Amend that we are filing in this example, include a referral screen. (**Note:** If the event you select does not include a referral screen, you will skip this step.) On the Referral screen:
 - a. Select the **"Refer to existing event?"** box if you want this to refer to an existing event. If not, click **Next** and skip to step 10.
 - b. Complete the **"Filed _ to _"** field to limit the list of events to a specific date range. Complete the **"Documents _ to _"** field to limit the list of events to a specific document number range. You can complete both fields to limit the list by date range and document number range. (**Note:** If you do not fill in a date or document number range, all events will be listed.)
 - c. Click **Next** to view the list of existing events.
 - d. Select the appropriate document(s) you want to refer to and click **Next**.
9. If you select one Motion type, then you will be presented with one Response/Reply Deadline screen. If you select multiple Motion types, you will be presented with successive Response/Reply Deadlines screens. **Note:** These fields are for court use only and should not be changed or be relied upon as accurate.
10. On the Modify Docket Text screen, add the appropriate text, if any. Follow the Modify Docket Text guidelines. **Note:** A modifier drop down list is provided that you can access by clicking the down arrow next to the field. You should select a modifier from this list if your document is titled the same way. The second field on the screen is an open text area to type additional text to better conform your entry to the title of the pleading.
11. On the Final Text screen, if the text is not correct, click **Back** on your browser until you find the area that needs to be corrected. If the text is correct, click **Next** and your entry will be entered on the docket.
12. **Important!** Print the Notice of Electronic Filing screen and attach it to any copies you are serving by paper.

Before You File

- ❖ Sign your document.
- ❖ Sign and verify your Certificate of Service.
- ❖ Correctly convert your document to PDF format.
- ❖ Your document must be broken down into files that are each less than 10 MB in memory size. Your complete filing should not exceed 20 MB.
- ❖ Review the specific e-filing instructions for your document type.

Instructions

For this example we filed a motion.

1. On the Main Docketing Screen, you can use the Cascading menu feature to select **Criminal >Motions and Related Documents > Motions**. Or, you can click **Criminal** to access the Criminal Events Menu. Under Motions and Related Documents, select **Motions**.
2. On the Motions screen, select **Amend**. Click **Next** to continue. **Note:** While you typically are not allowed to combine documents in CM/ECF, you can select multiple motions, but make sure they are really related. Also, the order in which you select events is the order in which they will appear in the docket text.
3. On the Case Number screen, enter the Case Number (e.g. 07-567, 6:07-567, 6-07-cr-567, 07cr567, 6:07cr567) and then click **Find This Case**.
 - a. If a list of cases appears, select the appropriate case.
 - b. If this is a multi-defendant case, select the defendant(s) that this event relates to. If this is a single defendant case, skip this step.
 - c. Click **Next** to continue.
4. On the Case Style screen, confirm that the case number matches the style of the case. Click **Next** to continue.
5. On the Select Filer screen, select your Client/Filer(s). Click **Next** to continue.
 - If you are filing this jointly, on behalf of other parties who you do not represent, do not create these associations. .
 - Always leave the Lead and Notice checkboxes alone. DO NOT check or uncheck either of these boxes. These are for internal purposes only and you may not receive notice of filings if you alter them.
 - If you have already filed documents creating the attorney/party associations, you will not see this screen.
6. For some events you will see informational screens that explain special guidelines for the type of document you are filing. You are not required to make any selection on this type of screen. Click **Next** to continue.
7. On the Select PDF screen, you must attach a PDF document. Complete the following steps or see the Upload a PDF instructions for more details.
 - a. Click **Browse** to open a new window and then navigate to the location of your file.
 - i. Confirm that the document you want to attach is the document that you are attaching.
 - ii. Click **Open** and the file name will be inserted into the CM/ECF screen.

- b. Back on the CM/ECF screen, if you want to add attachments:
 - i. Click **Browse** to open a new window and then navigate to the location of your attachment. Confirm that the document you want to attach is the document that you are attaching.
 - ii. Click **Open** and the attachment file name will be inserted into the CM/ECF screen.
 - iii. Back on the CM/ECF screen either select a category or enter a description, or both.
 - iv. Repeat the sequence for each attachment. When you are finished adding attachments, click **Next** to continue.
8. Many events, such as the Motion to Amend that we are filing in this example, include a referral screen. (**Note:** If the event you select does not include a referral screen, you will skip this step.) On the Referral screen:
 - a. Select the **"Refer to existing event?"** box if you want this to refer to an existing event. If not, click **Next** and skip to step 10.
 - b. Complete the **"Filed _ to _"** field to limit the list of events to a specific date range. Complete the **"Documents _ to _"** field to limit the list of events to a specific document number range. You can complete both fields to limit the list by date range and document number range. (**Note:** If you do not fill in a date or document number range, all events will be listed.)
 - c. Click **Next** to view the list of existing events.
 - d. For each defendant this event relates to, select the appropriate document(s) you want to refer to and click **Next**.
9. If you select one Motion type, then you will be presented with one Response/Reply Deadline screen. If you select multiple Motion types, you will be presented with successive Response/Reply Deadlines screens. **Note:** These fields are for court use only and should not be changed or be relied upon as accurate.
10. On the Modify Docket Text screen, add the appropriate text, if any. Follow the Modify Docket Text guidelines. **Note:** A modifier drop down list is provided that you can access by clicking the down arrow next to the field. You should select a modifier from this list if your document is titled the same way. The second field on the screen is an open text area to type additional text to better conform your entry to the title of the pleading.
11. On the Final Text screen, if the text is not correct, click **Back** on your browser until you find the area that needs to be corrected. If the text is correct, click **Next** and your entry will be entered on the docket.
12. **Important!** Print the Notice of Electronic Filing screen and attach it to any copies you are serving by paper.

STEP SIX: LOG OUT

After you have completed all of your transactions for a particular session in CM/ECF, you should log out of the system. Click **Logout** on the CM/ECF blue menu bar. This returns you to the CM/ECF login screen.

BASIC FUNCTIONS

ADD CORPORATE PARENT OR OTHER AFFILIATE

Rules for Use

- ❖ When searching, the system ignores capitalization (e.g., SMITH, Smith, smith, sMith).
- ❖ The system DOES recognize punctuation (Smith Pipeline, Inc. will not find Smith Pipeline)

Instructions

1. On the Search for a corporate parent or other affiliate screen, enter the first word of the company name and click **Search**.
2. Under Corporate Parent or Other Affiliate search results
 - a. If the screen displays "No Person Found", or the company you want to add is not listed and your search criteria should have found the name:
 - i. Click **Create new corporate parent or other affiliate**.
 - ii. Complete the company's name, following the Party Name Guidelines.
 - iii. Select the appropriate type.
 - iv. Review the entered information.
 - v. Click **Add corporate parent or other affiliate**.
 - b. If the screen lists the company you want to add:
 - i. Highlight the name on the list
 - ii. Click **Select name from list**.
 - iii. Select the appropriate type.
 - iv. Review the information.
 - v. Click **Add corporate parent or other affiliate**.
3. Select the party or parties to which the corporate parent or other affiliate is to be linked.
4. Click **Next**.
5. Repeat steps 1-4 for any additional corporate parents or other affiliates or click **End corporate parent or other affiliate selection**.
6. Return to the document instructions you were previously following.

ADD/CREATE NEW ATTORNEY (IN DOCKETING)

Add Attorney to a Specific Case, who is already in the system

1. When docketing, on the "Select Attorney" screen, click the **Add/Create new Attorney**
2. Type in the Bar ID or last name of the Attorney, click the **Search** button
3. Highlight the name of the correct attorney in the listing, screen will display the name and address in a separate window, click the **Select Name From List** button
4. If the name, address and start date are correct, click the **Add Attorney** button (If the address and/or bar number are wrong, but you know that the attorney is correct, you will need to edit the attorney information after completing your filing).
5. On the Select the Attorney(s) screen, select the appropriate attorney and proceed with docketing the pleading.

Create a New Attorney

1. When docketing, on the Select Attorney screen, click the **Add/Create new Attorney**
2. Type in the Bar ID or last name of the Attorney, click the **Search** button
3. If the correct attorney does NOT come up, or it says "No Person Found":
 - a. If the attorney IS NOT with a firm, select **Create new attorney** and add their address into the "Attorney Information" screen and proceed to step ____ below.
 - b. If the attorney IS with a firm:
 - i. Right-click utilities, select **Open in new window**.
 - ii. Under Edit Data, select **Edit Person Data**.
 - iii. On Person Editor screen, enter the last name of the new attorney.
 - iv. Since we know that the attorney is not in the system, on the Searching for screen, select ***** Add New Person ***** and enter his complete name and bar number and click **Next**.
 - v. Screen says "The insert was successful...". Close the second window, reopen the second window, by right click utilities, select **Open in new window**.
 - vi. Again, under utilities and under Edit Data, select **Edit Person Data** again.
 - vii. On the Person Editor screen, enter the name of the new attorney, again.
 - viii. On the "Searching for..." screen, select the correct name
 - ix. On the Update Person Information screen, see if the firm is added to the system.
 1. If the firm IS in CM/ECF, select the firm and click **Populate Firm Address Lines** and proceed to step x.
 2. If the firm IS NOT in CM/ECF:
 - a. Select **Add/Modify Firm**
 - b. On Choose to Add a new firm screen, select *****Add New Firm*****
 - c. On the Add a new firm screen, enter the Firm information (usually not the country or email information)
 - d. Screen says "firm record _____ successfully inserted, Click on Next to Continue"
 - e. Takes you back to the Update Person Information screen, with the new firm's name highlighted. Select **Populate Firm Address Line**
 - x. Update the phone, fax and primary email address information for the new attorney, if known, click **Next**.
 - xi. If you get the message "Searching for existing Attorney Records," click **Next**.
 - xii. Next screen says **Update was successful**. Now close the second window and go back to the Primary screen
4. On the Search for an attorney screen, reenter the name of the new attorney
5. When correct name appears, highlight the correct name, confirm the address is correct and click **Select name from list**.
6. On Attorney Information screen, click **Add attorney**.
7. On Select the attorney screen, highlight the appropriate attorney(s) and proceed with docketing.

ADD/CREATE NEW PARTY (IN DOCKETING)

Rules for Use

- ❖ When searching, the system ignores capitalization (e.g., SMITH, Smith, smith, sMith).
- ❖ The system DOES recognize punctuation (Smith Pipeline, Inc. will not find Smith Pipeline)

Instructions

1. Click the **Add/Create New Party** button.
2. On the Search for a party screen, enter the last name of the individual or first word of the company name.
3. Under Party search results,
 - a. If the screen displays "No Person Found," or the party you want to add is not listed and your search criteria should have found the name:
 - i. Click **Create new party**.
 - ii. Complete the party's name, following the Party Name Guidelines.
 - iii. Do NOT complete the additional identifying information, even if you know it.
 - iv. Change the party role to the correct role.
 - v. Confirm the start date.
 - vi. Click **Submit**.
 - b. If the screen lists the party you want to add:
 - i. Highlight the new name on the list.
 - ii. Click **Select name from list**.
 - iii. Change the party role to the correct role.
 - iv. Complete the additional identifying information, if known.
 - v. Confirm the start date.
 - vi. Click **Submit**.
4. Return to the document instructions you were previously following.

UPLOAD A PDF DOCUMENT (WITH AND WITHOUT ATTACHMENTS)

On the Select the PDF screen:

1. For the main document, click the **Browse** button to locate the correct PDF to attach.
 - a. Confirm that you are in the correct directory (where you have previously saved your PDF document) and that your **Files of Type** is either **All Files** or **.pdf**.
 - b. Highlight the document you want to attach. **Note:** If you use Adobe Acrobat to create PDFs, also do the following to confirm you have the right document:
 - i. Right click on your mouse, and select **Open** (or **Open with Adobe Acrobat**) from the drop-down box.
 - ii. The document will open in a separate window. Confirm this is the correct document by reviewing each page, and close the new window (click the "x" in the upper right corner of the Adobe Acrobat window).

You should be back on the Choose File screen.

- c. With your document still highlighted, click the **Open** button. The Choose file box will automatically close and you will be back in the CM/ECF screen and the document address line should be in the "filename" box. **Note: If you attached the wrong document, go back to step 1.**
2. For **Attachments to Document**, click the **Browse** button to locate the correct PDF to attach.
 - a. Confirm that you are in the correct directory (where you have previously saved your PDF document) and that your **Files of Type** is either **All Files** or **.pdf**.
 - b. Highlight the document you want to attach. **Note:** If you use Adobe Acrobat to create PDFs, also do the following to confirm you have the right document:
 - i. Right click on your mouse, and select **Open** (or **Open with Adobe Acrobat**) from the drop-down box.
 - ii. The document will open in a separate window. Confirm this is the correct document by reviewing each page, and close the new window (click the "x" in the upper right corner of the Adobe Acrobat window). You should be back on the Choose File screen.
 - c. With your document still highlighted, click the **Open** button. The Choose file box will automatically close and you will be back in the CM/ECF screen and the document address line should be in the "filename" box. **Note: If you attached the wrong document, go back to step 1.**
 - d. Click the **Category** drop-down box and select the type of attachment, (i.e., Affidavit, Appendix, Exhibit)
 - e. In the **Description** box, enter a description, but do not re-add the type of document that you already specified in the Type field (e.g., if adding an exhibit, enter "1 – 1998 W-2 of John Smith" as your description, not "Exhibit 1 – 1998 W-2 of John smith").
 - f. To add more attachments, return to step 2. above. Otherwise, go to step 3.
 3. Click **Next**.

MODIFY DOCKET TEXT GUIDELINES

Rules for Use

- ❖ Only select a prefix from the drop-down box when the title of your document also contains that prefix. For example, if your document is a Motion for Extension of Time, do NOT select a prefix. But, if your document title is a Second Motion for Extension of Time, then select "second" from the prefix drop-down box.
- ❖ **Important:** If the title of your document includes more than one of the available prefixes in the drop-down box, select the most informative prefix. It is this Court's opinion that the prefixes First through Tenth are more important/informative than the other prefixes (e.g., "Third Unopposed Motion to Extend Deadlines" should be "Third Motion to Extend Deadlines" and "Fourth Joint Status Report" should be "Fourth Status Report").

Prefix Boxes

First	will rarely be used. Usually used for Amended Complaints, Amended Answers or Motions in Limine
Second	usually used for Amended Complaints, Amended Answers or Motions in Limine
Third	usually used for Amended Complaints, Amended Answers or Motions in Limine
Fourth	usually used for Amended Complaints, Amended Answers or Motions in Limine
Fifth	usually used for Amended Complaints, Amended Answers or Motions in Limine
Sixth	usually used for Amended Complaints, Amended Answers or Motions in Limine
Seventh	usually used for Amended Complaints, Amended Answers or Motions in Limine
Eighth	usually used for Amended Complaints, Amended Answers or Motions in Limine
Ninth	usually used for Amended Complaints, Amended Answers or Motions in Limine
Tenth	usually used for Amended Complaints, Amended Answers or Motions in Limine
Agreed	usually used when multiple parties agree to the filing and document is titled such
Amended	use this if the document is a complete replacement of the previous document. Note: Do not use this for Amended Complaint or Amended Answer, which have specific amended events.
Consent	for Court Use Only
Cross	usually for cross motions or appeals
Ex Parte	to be used when the party expects no response from opposing counsel. If the other party is signed up for electronic filing, they will receive e-mail notification. If you do not wish them to receive a PDF of the document, you will need to file it under seal, by first filing a motion for leave to file it under seal
Final	usually witness and exhibit lists or accounting reports
Interim	usually for accounting reports in continuing cases
Joint	if joined by more than one party
Monthly	usually for status reports
Opposed	usually used for motions
Oral	for Court Use Only
Partial	usually for releases
Preliminary	usually for witness and exhibit lists
Redacted	pursuant to Federal Rules of Procedure
Supplemental	use if this is a supplement to a document already on file
Unopposed	usually used for motions

Text Boxes

Used to provide additional, pertinent information. Any additional text entered should be short and to the point and not a summary of the document.