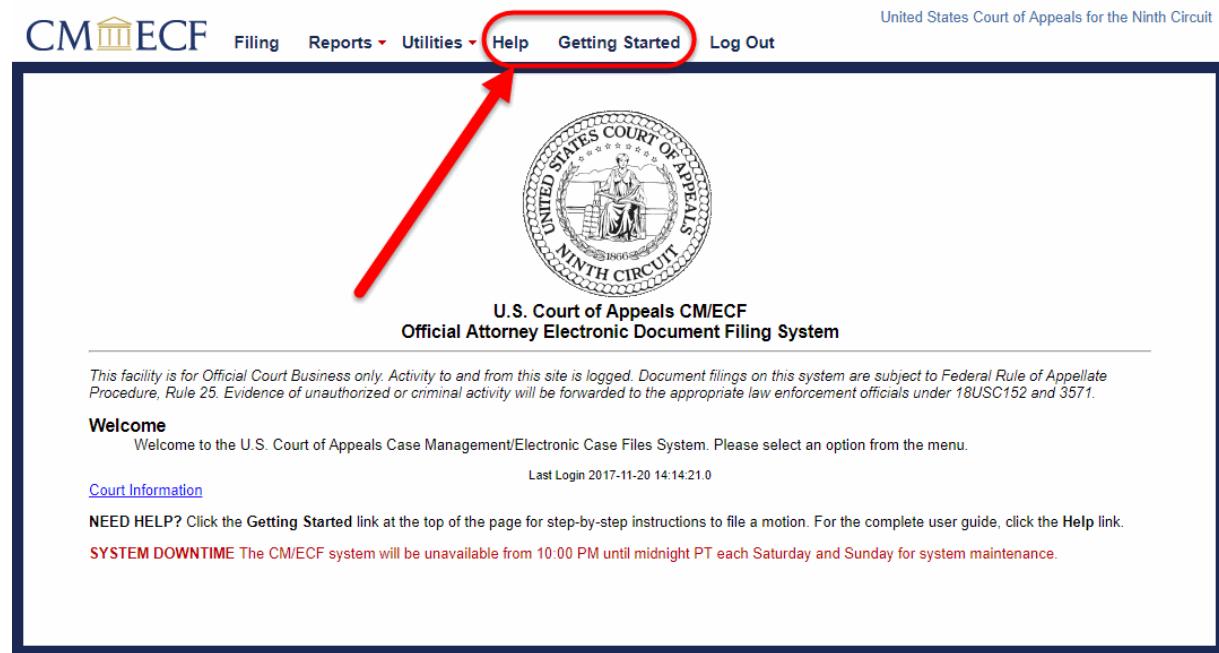


Filing a Motion in CM/ECF

This document walks you through the steps for filing a motion, using as an example a motion to extend time to file a brief, using the latest version of CM/ECF in the U.S. Court of Appeals for the Ninth Circuit.

This document assumes that you are *logged in*, that you accessed this document from the **Getting Started** link in the menu bar of the CM/ECF page, and that you are looking at the CM/ECF page shown in [Figure 1](#). For additional documentation, click the **Help** link in the menu bar of the CM/ECF page to see the *CM/ECF User Guide*.

Figure 1. CM/ECF Page



NOTE: Case numbers 66-999 and 67-999 are used in the illustrations. These are test cases and the numbers are not representative of real case numbers in the Court. All case numbers start with a two-digit year, followed by a hyphen and a five-digit number.

This document assumes that you are logged in to the system and you are at the CM/ECF page. You start the filing process by opening the File a Document page.

1. Before you start, make sure your browser is set to allow pop-ups from the Court's site: ecf.ca9.uscourts.gov.

This is required because the Notice of Docket Activity page that confirms your filing opens in a new browser window or tab (which is considered a pop-up) at the end of your transaction.

2. In the CM/ECF page, in the menu bar, click **Filing**.

The File a Document page opens. An example is shown in [Figure 2](#).

Figure 2. File a Document Page

United States Court of Appeals for the Ninth Circuit

CM^{ECF} Filing Reports Utilities Help Getting Started Log Out

File a Document

Case Number
yy-nnnn or yy-nnnnn

Filed
11/21/2017

Type of Document ▾

Type of Document	Category
28(j) Letter (Citation of Supplemental Authorities)	Briefs, Correspondence/Status Reports
Acknowledgment of Hearing Notice	Forms/Notices/Disclosures
Affidavit Accompanying In Forma Pauperis Motion (Form 4)	Forms/Notices/Disclosures
Agency Certified List	Forms/Notices/Disclosures
Amicus Brief by Government or with Consent	Prospective Amici and Intervenors
Answer or Response to Petition for Rehearing/En Banc	Rehearing/Reconsideration
Answer to Original Petition	Motions/Responses/Replies, Original Petitions
Application for Fees Under EAJA	Forms/Notices/Disclosures
Bill of Costs (Form 10)	Forms/Notices/Disclosures
Brief and Prospective Amicus or Intervenor Motion Together	Prospective Amici and Intervenors

Continue

Parties/Attorneys ▾

3. In the **Case Number** field, type the number of the case for which you are entering the filing and press the Tab key.

Figure 3 highlights the **Case Number** field in the File a Document page.

Figure 3. Case Number Field

CM/ECF Filing Reports Utilities Help Getting Started Log Out

File a Document

Case Number
yy-nnnn or yy-nnnnn

Filed
11/21/2017

Type of Document	Category
28(j) Letter (Citation of Supplemental Authorities)	Briefs, Correspondence/Status Reports
Acknowledgment of Hearing Notice	Forms/Notices/Disclosures

The system now shows the case title next to the **Case Number** field and populates the **Parties/Attorneys** panel (on the right). This panel lets you review the parties and attorneys on the case and you can use it as a quick verification that you entered the correct case number. In Figure 4, the case title and the **Parties/Attorneys** panel are highlighted.

Figure 4. Case Title and Parties/Attorneys Panel After Case Number Entered

United States Court of Appeals for the Ninth Circuit

CM/ECF Filing Reports Utilities Help Getting Started Log Out

File a Document

Case Number
66-999 ABC Fiction Team v. AAA Fiction Widget Company

Filed
11/21/2017

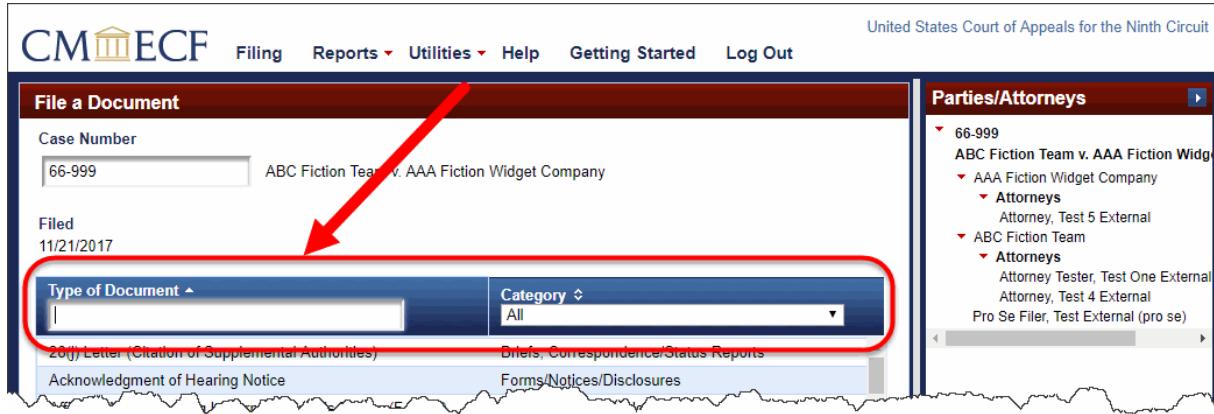
Type of Document	Category
28(j) Letter (Citation of Supplemental Authorities)	Briefs, Correspondence/Status Reports
Acknowledgment of Hearing Notice	Forms/Notices/Disclosures
Affidavit Accompanying In Form Pauperis Motion (Form 4)	Forms/Notices/Disclosures
Agency Certified List	Forms/Notices/Disclosures
Amicus Brief by Government or with Consent	Prospective Amici and Intervenors
Answer or Response to Petition for Rehearing/En Banc	Rehearing/Reconsideration
Answer to Original Petition	Motions/Responses/Replies, Original Petitions
Application for Fees Under EAJA	Forms/Notices/Disclosures
Bill of Costs (Form 10)	Forms/Notices/Disclosures
Brief and Prospective Amicus or Intervenor Motion Together	Prospective Amici and Intervenors

Parties/Attorneys

- 66-999
 - ABC Fiction Team v. AAA Fiction Widget Company
 - Attorneys
 - Attorney, Test 5 External
 - ABC Fiction Team
 - Attorneys
 - Attorney Tester, Test One External
 - Attorney, Test 4 External
 - Pro Se Filer, Test External (pro se)

You are now ready to find and select the type of filing so you can enter your filing. You use the **Type of Document** and **Category** fields, shown in Figure 5, to filter the filing types.

Figure 5. Type of Document and Category Fields

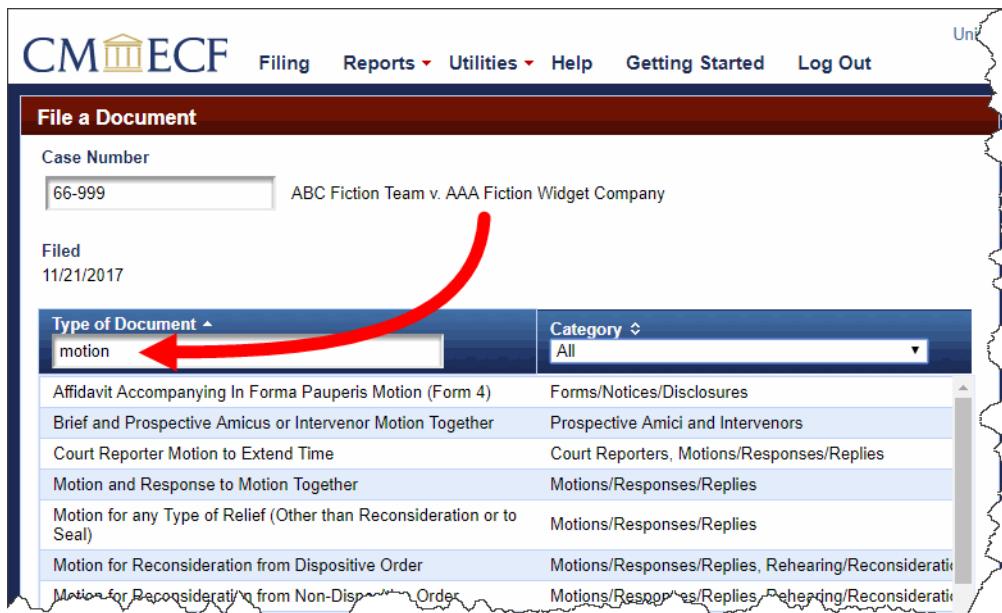


The screenshot shows the 'File a Document' page of the CM/ECF system. At the top, there is a navigation bar with links for Filing, Reports, Utilities, Help, Getting Started, and Log Out. The main area is titled 'File a Document' and contains fields for 'Case Number' (66-999) and 'Filed' (11/21/2017). Below these are two dropdown menus: 'Type of Document' and 'Category'. A red box and arrow point to the 'Type of Document' dropdown. To the right of the dropdowns, there is a sidebar titled 'Parties/Attorneys' with a list of entries. At the bottom of the page, there are links for '20(j) Letter (Citation of Supplemental Authorities)', 'Briefs, Correspondence/Status Reports', 'Acknowledgment of Hearing Notice', and 'Forms/Notices/Disclosures'.

4. In the **Type of Document** field, type motion to find all document types that contain the string “motion” in the description.

The system filters the list to match your criteria, as shown in Figure 6. Notice that each of the filing types contain the word “motion.” You could filter the list even further by selecting a value from the **Category** drop-down list.

Figure 6. Filter Type of Document List

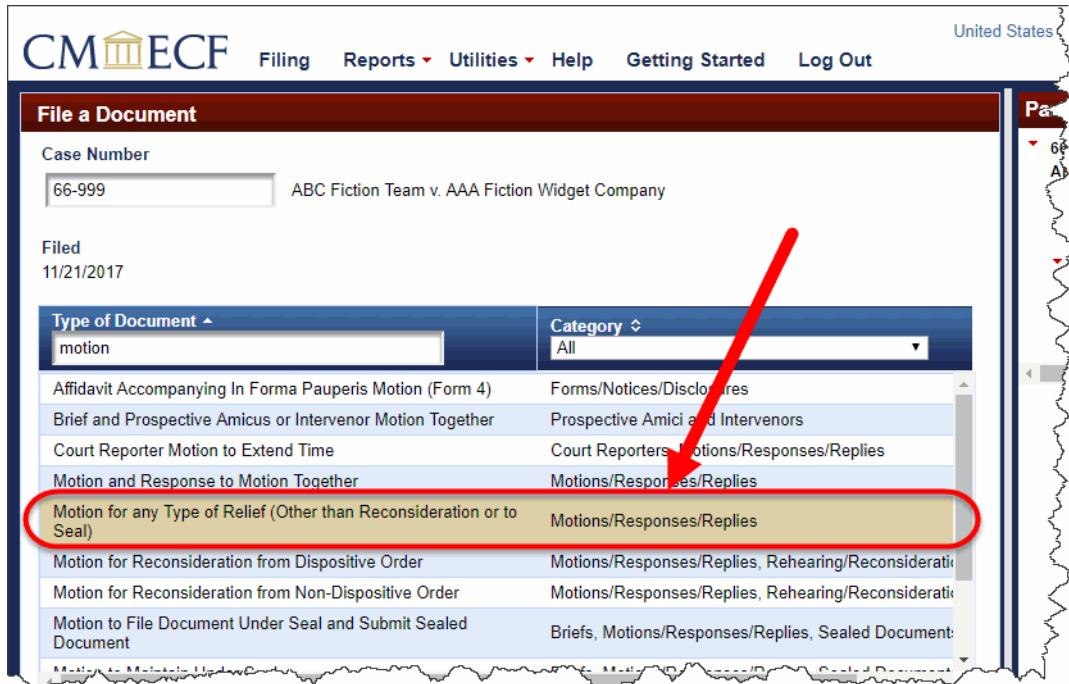


The screenshot shows the 'File a Document' page with the 'Type of Document' field set to 'motion'. A red arrow points to the dropdown menu. The list of document types is now filtered to show only those containing 'motion' in their description. The visible items include 'Affidavit Accompanying In Forma Pauperis Motion (Form 4)', 'Brief and Prospective Amicus or Intervenor Motion Together', 'Court Reporter Motion to Extend Time', 'Motion and Response to Motion Together', 'Motion for any Type of Relief (Other than Reconsideration or to Seal)', 'Motion for Reconsideration from Dispositive Order', and 'Motion for Reconsideration from Non-Dispositive Order'.

5. Click **Motion for any Type of Relief (Other than Reconsideration or to Seal)** to select it.

The type of document you selected is highlighted in a different color to show that it is selected. An example, for *Motion for any Type of Relief (Other than Reconsideration or to Seal)*, is shown in [Figure 7](#).

Figure 7. Motion for any Type of Relief (Other than Reconsideration or to Seal) Selected

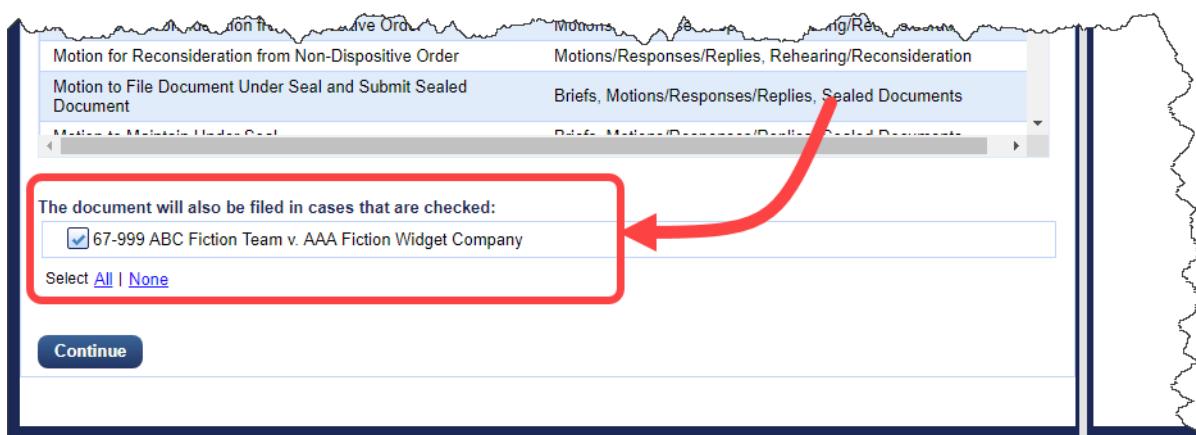


The screenshot shows the CM/ECF interface for filing a document. The 'Case Number' is 66-999, and the 'Filed' date is 11/21/2017. The 'Type of Document' dropdown is set to 'motion' and the 'Category' dropdown is set to 'All'. A list of document types is displayed, with 'Motion for any Type of Relief (Other than Reconsideration or to Seal)' highlighted in yellow and circled in red, indicating it is selected. A red arrow points to this highlighted item.

Type of Document	Category
Affidavit Accompanying In Forma Pauperis Motion (Form 4)	Forms/Notices/Disclosures
Brief and Prospective Amicus or Intervenor Motion Together	Prospective Amici and Intervenors
Court Reporter Motion to Extend Time	Court Reporters/Motions/Responses/Replies
Motion and Response to Motion Together	Motions/Responses/Replies
Motion for any Type of Relief (Other than Reconsideration or to Seal)	Motions/Responses/Replies
Motion for Reconsideration from Dispositive Order	Motions/Responses/Replies, Rehearing/Reconsideration
Motion for Reconsideration from Non-Dispositive Order	Motions/Responses/Replies, Rehearing/Reconsideration
Motion to File Document Under Seal and Submit Sealed Document	Briefs, Motions/Responses/Replies, Sealed Document

NOTE: If there are linked cases (consolidated or cross-appeals), the system will automatically select those cases in the box labeled **The document will also be filed in cases that are checked** (shown in [Figure 8](#)).

Figure 8. The document will also be filed in cases that are checked



The screenshot shows the 'The document will also be filed in cases that are checked' section. A checkbox for case 67-999, 'ABC Fiction Team v. AAA Fiction Widget Company', is checked and highlighted with a red box. A red arrow points to this checked checkbox. Below the checkbox are links to 'All' or 'None'.

The document will also be filed in cases that are checked:

67-999 ABC Fiction Team v. AAA Fiction Widget Company

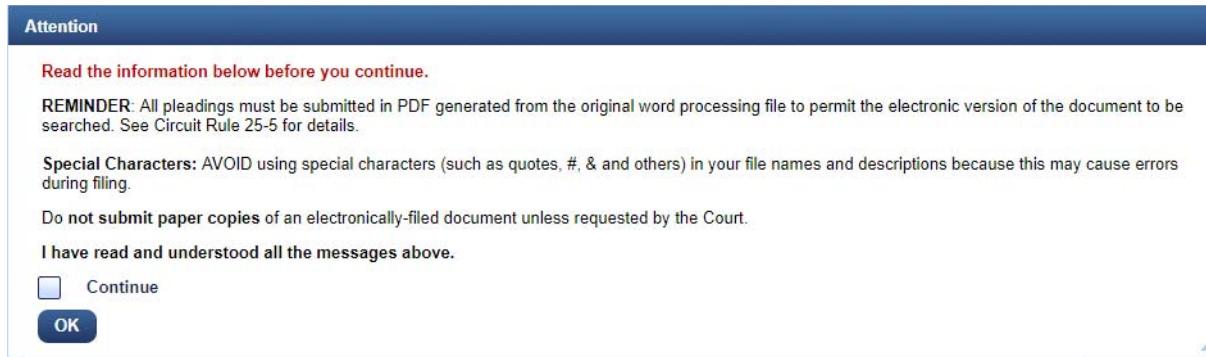
Select [All](#) | [None](#)

Continue

6. Click the **Continue button.**

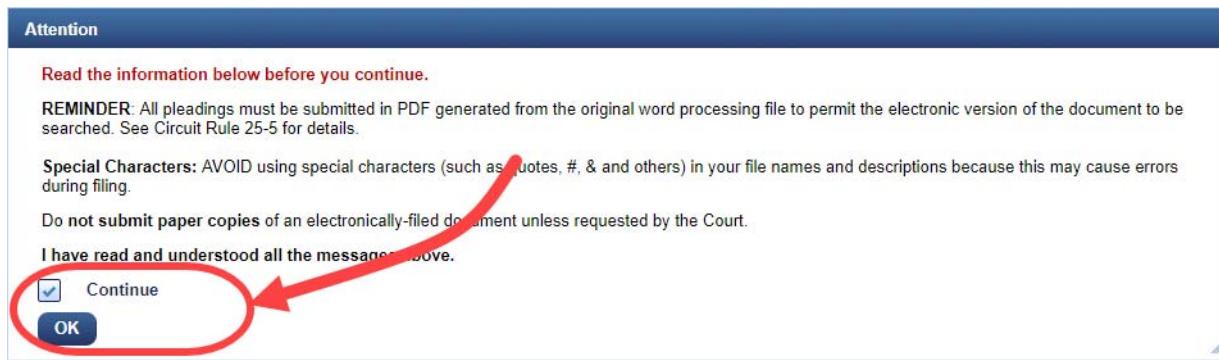
A warning dialog box opens. An example of a warning dialog box that opens when you file a motion is shown in [Figure 9](#).

Figure 9. Warning Dialog Box



7. Carefully review the information in the dialog box, select the **Continue checkbox, and click the **OK** button (as shown in [Figure 10](#)).**

Figure 10. Warning Dialog Box, Continue Checkbox Selected



The **File a Document | Motion for Any Type of Relief (Other Than Reconsideration or to Seal)** page opens. It has additional fields to allow you to continue the filing. An example is shown in [Figure 11](#).

Figure 11. File a Document | Motion for Any Type of Relief (Other Than Reconsideration or to Seal) Page

File a Document | Motion for any Type of Relief (Other than Reconsideration or to Seal)

File to cases: 66-999, 67-999

Party Filer

Click the parties you represent to select them, or, if you are proceeding without counsel, select your name in the list. Your selection will appear in the Selected list.

Filer	Type	Case
ABC	Appellant-Plaintiff	66-999 ABC Fiction Team v. AAA Fiction Widget Company 67-999 ABC Fiction Team v. AAA Fiction Widget Company

[Select All](#)

Selected

Filer	Type	Case	Remove
			All

Attention

If you select EMERGENCY below, you must call the Court at 415-355-8020 or send an email to emergency@ca9.uscourts.gov before you file this motion, and you must certify that relief is needed within 21 days.
You are not required to mail hard copies of the motion to the Court, unless requested by the Clerk. See 9th Cir. R. 27-3(a).

Optional Modifier For Motion

8. In the **Party Filer** section, select the party you represent by clicking the party in the list.

As soon as you click the row, the system adds the party to the **Selected** list in the **Party Filer** section, as shown in [Figure 12](#).

NOTE: If you represent more than one party, you can select additional parties to add them to the **Selected** list. In this example, you are only selecting one party because the attorney who is filing the motion only represents one party in both cases. The **Selected** list shows one row for each case in with the party appears.

Figure 12. Party Filers Selected

File a Document | Motion for any Type of Relief (Other than Reconsideration or to Seal)

File to cases: 66-999, 67-999

Party Filer

Click the parties you represent to select them, or, if you are proceeding without counsel, select your name in the list. Your selection will appear in the Selected list.

Filer	Type	Case
ABC	Appellant-Plaintiff	66-999 ABC Fiction Team v. AAA Fiction Widget Company 67-999 ABC Fiction Team v. AAA Fiction Widget Company

Select All

Selected

Filer	Type	Case	Remove All
ABC	Appellant-Plaintiff	66-999 ABC Fiction Team v. AAA Fiction Widget Company	X
ABC	Appellant-Plaintiff	67-999 ABC Fiction Team v. AAA Fiction Widget Company	X

Attention

If you select EMERGENCY below, you must call the Court at 415-355-8020 or send an email to emergency@ca9.uscourts.gov before you file this motion, and you must certify that relief is needed within 21 days.

9. In the **Optional Modifier For Motion** section, select Unopposed from the drop-down list, as shown in [Figure 13](#).

TIP: Even though you are selecting a value in this example, this step is optional. If a drop-down list does not have Please Select as the default value, it is not required.

Figure 13. Optional Modifier For Motion Drop-down List



The screenshot shows a web-based filing interface for the 9th Circuit Court of Appeals. At the top, the docket number 67-999 ABC Fiction Team v. AAA Fiction Widget Company is displayed. Below the header, there is an 'Attention' section with instructions about filing emergencies. The main form area has a section titled 'Optional Modifier For Motion' with a dropdown menu. The 'Unopposed' option is selected and highlighted with a red circle and a red arrow pointing to it. Below this, there is a 'Requested Relief' section with a 'Relief' input field and a 'Relief Category' dropdown set to 'All'. The interface has a dark blue header and a light blue body with dark blue sections for different forms.

NOTE: Make sure you read the information in the sections labeled **Attention**.

10. Scroll down to the **Requested Relief** section.

The **Relief** field in this section works like the **Type of Document** field on the first File a Document page. You can filter the list by typing in the **Relief** field.

11. In the **Relief** field, type `extend time` to find all reliefs that contain the string “*extend time*” in the description.

The system filters the list to match your criteria, as shown in Figure 14. Notice that each of the reliefs contain the words “*extend time*” You will also notice that the scroll bar is enabled in the list of reliefs. This means that there are more reliefs than the ones currently shown.

Figure 14. Filter Relief List

Filter the relief list by typing a word in the **Relief** field. Select a relief by clicking the row. Your selection(s) will appear **Selected** list. You can use the up and down arrow icons to re-order selected reliefs and the red X icon to remove a relief.

Relief	Relief Category
motion to extend time to file appellee designation of reporters transcript	Motions/Responses/Replies
motion to extend time to file appendix	Motions/Responses/Replies
motion to extend time to file bill of costs	Motions/Responses/Replies
motion to extend time to file brief	Motions/Responses/Replies
motion to extend time to file COA request	Motions/Responses/Replies
motion to extend time to file FRAP 9a memorandum	Motions/Responses/Replies
motion to extend time to file Mediation Questionnaire	Motions/Responses/Replies
motion to extend time to file opposition	Motions/Responses/Replies

Selected

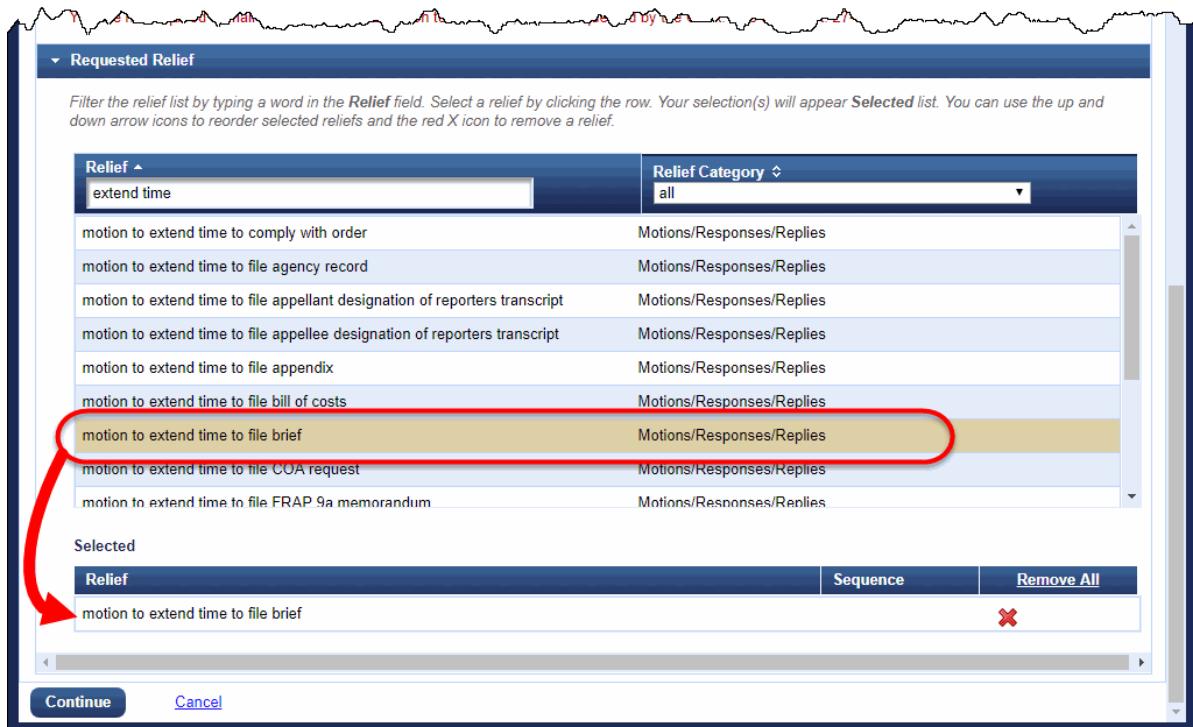
Relief	Sequence	Remove All

Continue [Cancel](#)

12. Use the scroll bar in the relief list until you see “motion to extend time to file brief” in the list.

13. In the Relief list, click motion to extend time to file brief.

As soon as you click the row, the system adds the relief to the **Selected** list in the **Requested Relief** section, as shown in [Figure 15](#).

Figure 15. Relief Selected

The screenshot shows the 'Requested Relief' section with a search bar containing 'extend time' and a dropdown for 'Relief Category' set to 'all'. A list of relief types is shown, with 'motion to extend time to file brief' highlighted and circled in red. This item is also present in the 'Selected' section, which includes a 'Remove All' button and a red 'X' icon. At the bottom are 'Continue' and 'Cancel' buttons.

Relief	Relief Category
motion to extend time to comply with order	Motions/Responses/Replies
motion to extend time to file agency record	Motions/Responses/Replies
motion to extend time to file appellant designation of reporters transcript	Motions/Responses/Replies
motion to extend time to file appellee designation of reporters transcript	Motions/Responses/Replies
motion to extend time to file appendix	Motions/Responses/Replies
motion to extend time to file bill of costs	Motions/Responses/Replies
motion to extend time to file brief	Motions/Responses/Replies
motion to extend time to file COA request	Motions/Responses/Replies
motion to extend time to file FRAP 9a memorandum	Motions/Responses/Replies

Selected

Relief	Sequence	Remove All
motion to extend time to file brief		X

Continue **Cancel**

You can repeat this step for other reliefs. You may select more than one relief for a motion. In this example, only one relief is selected.

14. Click the **Continue** button at the bottom of the page.

The system collapses the completed sections and adds new sections that you must complete to continue. You can reopen a section by clicking the arrow to the left of the label for the section.

In **Figure 16**, the first 4 sections (**Party Filer**, **Attention**, **Optional Modifier For Motion**, and **Requested Relief**) are collapsed; the **Type of Brief**, **New Requested Due Date**, **Attention** (the second one), and **Upload Documents** sections are expanded.

Figure 16. Collapsed and Expanded Sections

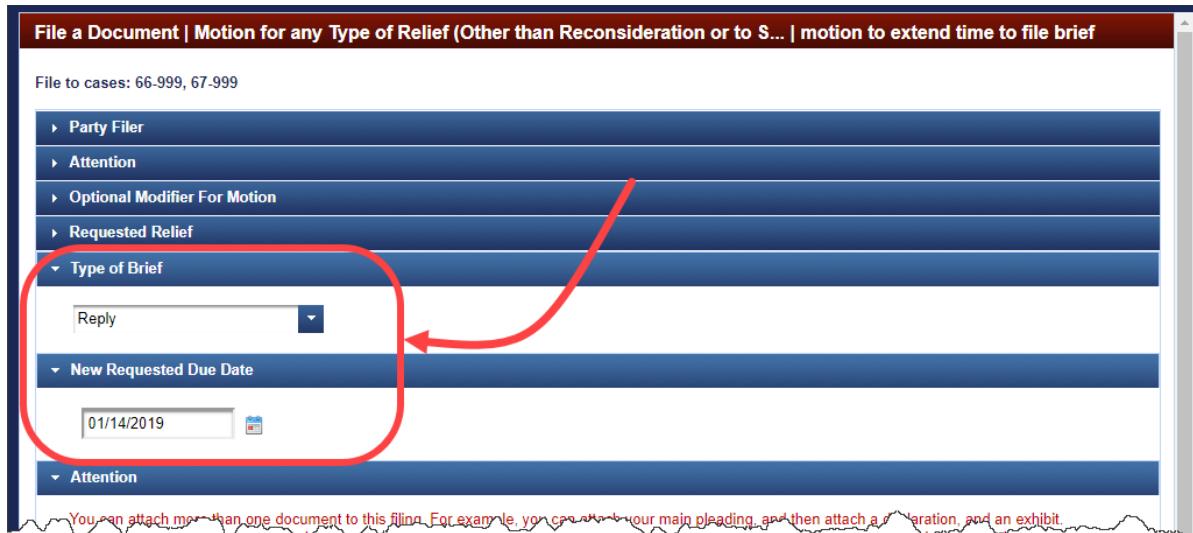
The screenshot shows a web-based filing interface for a motion. At the top, a dark header bar displays the title 'File a Document | Motion for any Type of Relief (Other than Reconsideration or to S... | motion to extend time to file brief'. Below this, a message 'File to cases: 66-999, 67-999' is shown. The interface is organized into sections with expandable/collapsible arrows:

- Party Filer** (collapsed)
- Attention** (collapsed)
- Optional Modifier For Motion** (collapsed)
- Requested Relief** (collapsed)
- Type of Brief** (expanded, showing a dropdown menu with 'Please Select' and a calendar icon)
- New Requested Due Date** (expanded, showing a date input field 'MM / DD / YYYY' and a calendar icon)
- Attention** (expanded, containing a note about attaching documents and a reminder about PDF format)
- Upload Documents** (expanded, showing a 'Description' input field with 'Main Document' typed in)

15. In the **Type of Brief** section, select **Reply** from the drop-down list and in the **New Requested Due Date**, type the new due date you are requesting, as shown in [Figure 17](#).

TIP: The drop-down list in the **Type of Brief** section has a default value of **Please Select**, which means it is *not optional*. If you do not select a value, you will not be able to continue the filing. The system will always prevent you from continuing if you do not complete required fields. In this example, **New Requested Due Date** is also a required field.

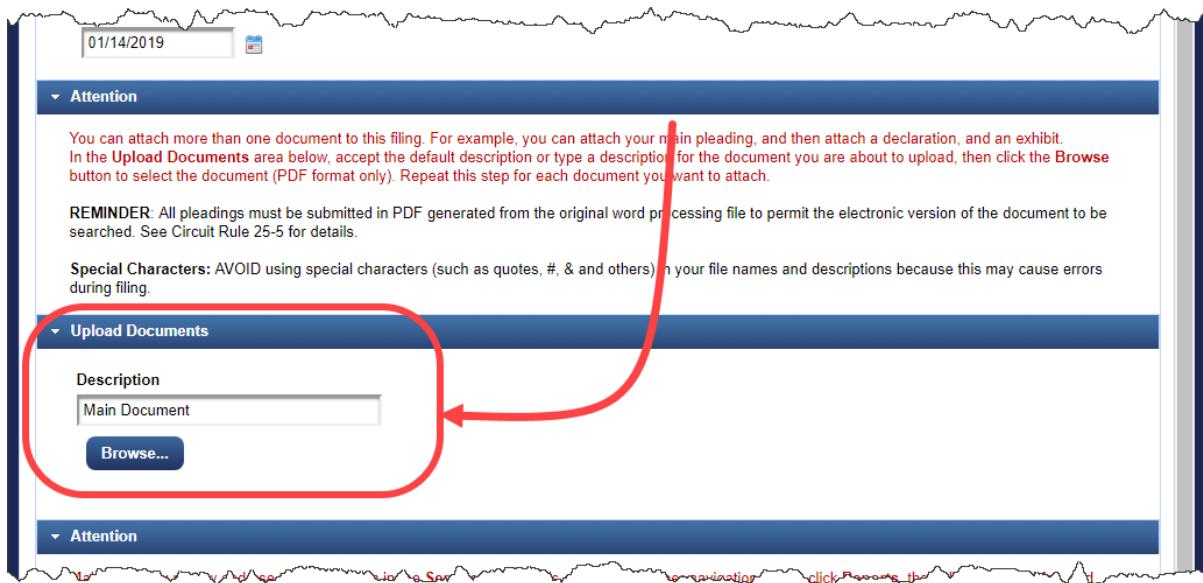
Figure 17. Type of Brief and New Requested Due Date



The screenshot shows a software interface for filing a document. At the top, a header reads "File a Document | Motion for any Type of Relief (Other than Reconsideration or to S... | motion to extend time to file brief". Below the header, a list of sections is shown: "Party Filer", "Attention", "Optional Modifier For Motion", "Requested Relief", "Type of Brief", "New Requested Due Date", and "Attention". The "Type of Brief" section is expanded, showing a dropdown menu with "Reply" selected. The "New Requested Due Date" section is also expanded, showing a date input field with "01/14/2019" and a calendar icon. A large red circle highlights the "Type of Brief" dropdown and the "New Requested Due Date" input field. A red arrow points from the text in step 15 to the "New Requested Due Date" field.

16. Scroll down until you can see the **Upload Documents** section shown in Figure 18.

Figure 18. Upload Documents Section



01/14/2019

Attention

You can attach more than one document to this filing. For example, you can attach your main pleading, and then attach a declaration, and an exhibit. In the Upload Documents area below, accept the default description or type a description for the document you are about to upload, then click the Browse button to select the document (PDF format only). Repeat this step for each document you want to attach.

REMINDER: All pleadings must be submitted in PDF generated from the original word processing file to permit the electronic version of the document to be searched. See Circuit Rule 25-5 for details.

Special Characters: AVOID using special characters (such as quotes, #, & and others) in your file names and descriptions because this may cause errors during filing.

Upload Documents

Description
Main Document

Browse...

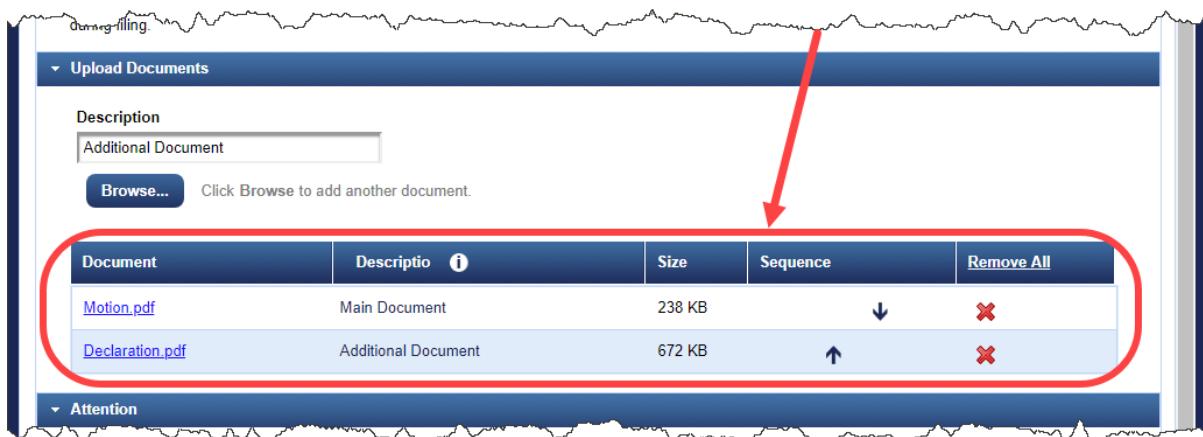
Attention

17. For each document that you want to attach to the filing, do the following:

- In the **Description** field, accept the default description (Main Document), or optionally, type a description.
- Click the **Browse** button to find and select the PDF file to attach.

Make sure you upload all the PDF files that make up your filing (for example, motion and declaration). An example of the **Upload Documents** section, with two PDF files is shown in Figure 19.

Figure 19. Two Documents (PDF) Attached to Filing



01/14/2019

Upload Documents

Description
Additional Document

Browse... Click Browse to add another document.

Document	Description	Size	Sequence	Remove All
Motion.pdf	Main Document	238 KB	↓	
Declaration.pdf	Additional Document	672 KB	↑	

Attention

18. In the **Service** section, in the date field, type the service date for the filing, and in the **Service Certification** section, from the drop-down list, select the value that certifies that you notified all parties *not* registered for electronic filing with notice of the filing.

An example is shown in [Figure 20](#). You cannot continue your filing unless you select a value in the **Service Certification** section.

Figure 20. Service Date

The screenshot shows the 'Service Date' page of the CM/ECF system. At the top, there is an 'Attention' section with a warning to review the Service List. Below it is a 'Service' section where the date '12/04/2018' is entered into a text field. A red circle highlights this date field. Below the date is a 'Service Certification' section with a dropdown menu set to 'Please Select'. A red arrow points from the text 'I certify that I have notified all parties not registered for Appellate Electronic Filing in this case with notice of this filing.' to the dropdown menu. The 'Comments' section is partially visible at the bottom.

19. Click the **Continue** button.

The **Docket Text** section is added to the page and shows the final docket text. An example of the docket text for a motion to extend time to file a reply brief is shown in [Figure 21](#). You **cannot** change the docket text.

Figure 21. Docket Text for Motion to Extend Time to File a Brief

File a Document | Motion for any Type of Relief (Other than Reconsideration or to S... | motion to extend time to file brief

File to cases: 66-999, 67-999

► Party Filer

► Attention

► Optional Modifier For Motion

► Requested Relief

► Type of Brief

► New Requested Due Date

► Attention

► Upload Documents

► Attention

► Service

► Service Certification

► Docket Text

Filed (ECF) Appellant ABC in 66-999, 67-999 Unopposed Motion to extend time to file Reply brief until 01/14/2019. Date of service: 12/04/2018. [66-999, 67-999]

Continue **Cancel**

TIP: If you realize that you need to make changes to the filing, reopen the section(s) where you need to make corrections. You can also click the **Cancel** link at the bottom of the page to start over completely.

20. Click the **Continue** button.

The Final Review section opens. An example of the lower part of the at this stage in the filing process is shown in [Figure 22](#).

Figure 22. Final Review Page



The screenshot shows the 'Final Review' section of the CM/ECF filing interface. The main content area is highlighted with a red box. Inside this box, the following information is listed:

- File to Case:** 66-999, 67-999
- Type of Document:** Motion for any Type of Relief (Other than Reconsideration or to Seal)
- Party Filer:** ABC (Appellant-Plaintiff) 66-999
ABC (Appellant-Plaintiff) 67-999
- Optional Modifier For Motion:** Unopposed
- Requested Relief:** motion to extend time to file brief
- Type of Brief:** Reply
- New Requested Due Date:** 01/14/2019
- Upload Documents:**
Motion.pdf (30 pages)
Declaration.pdf (18 pages)
- Service:** 12/04/2018
- Service Certification:** I certify that I have notified all parties not registered for Appellate Electronic Filing in this case with notice of this filing.
- Docket Text:** Filed (ECF) Appellant ABC in 66-999, 67-999 Unopposed Motion to extend time to file Reply brief until 01/14/2019. Date of service: 12/04/2018. [66-999, 67-999]

At the bottom of the page, there is a warning message: "After you click the Submit button, you cannot change this filing." followed by a warning icon and the text "Have you redacted personal identifiers from the document you filed?". The bottom navigation bar includes 'Submit', 'Edit', and 'Cancel' buttons.

CAUTION: This is the “point of no return.”

TIP: If you realize that you need to make changes to the filing, click the **Edit** link to make your corrections. You can also click the **Cancel** link at the bottom of the page to start over completely.

21. Click the **Submit** button to confirm your filing.

If you cannot see the **Submit** button, use the scrollbar to move down in the page.

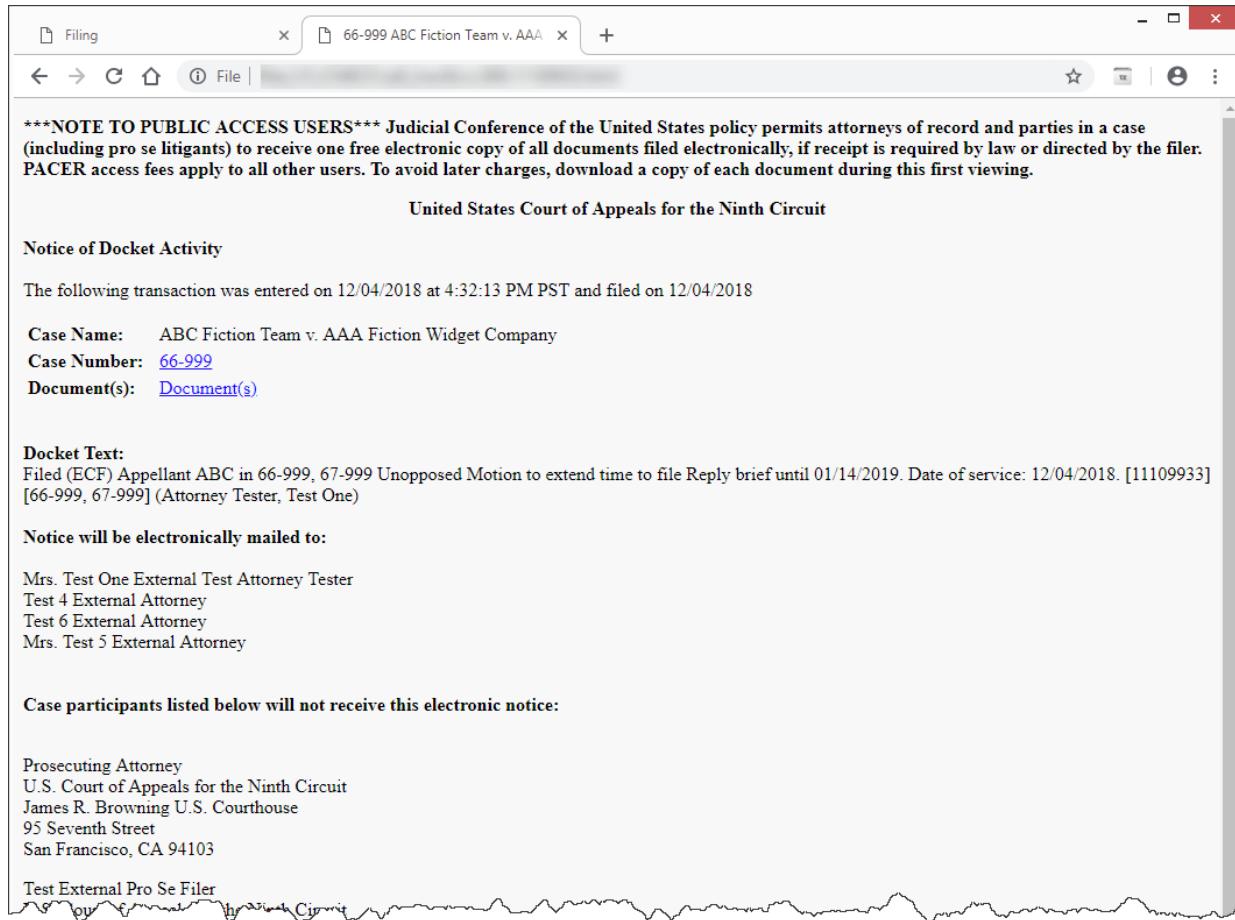
A message dialog box opens to let you know that the filing was completed.

TIP: At this point, if you have not already done so, make sure your browser is set to allow pop-ups from the Court's site: `ecf.ca9.uscourts.gov`, to ensure that you will see the notice of docket activity at the end of the filing process.

22. Click the **OK** button.

A browser window or tab opens with the notice of docket activity for your filing. An example is shown in [Figure 23](#).

Figure 23. Notice of Docket Activity



This completes the filing process.