

Eleventh Circuit U.S. Court of Appeals How to File a Brief

1. Single click **Docketing** from the menu bar, and select **File a Document** from the drop-down menu. (See Figure 1)

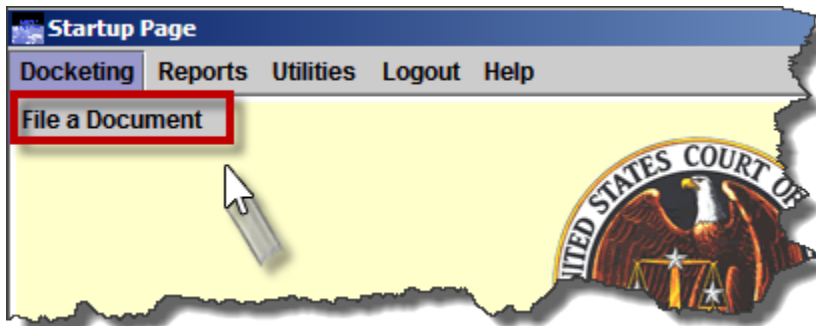


Figure 1 – File a Document

2. Place your cursor in the **Case:** text box, and enter a case number. This number should begin with a two digit year followed by dash and five numbers. The case number 10-10084 was used in this example. (See Figure 2)
 - a. Press the tab key on your keyboard.



Figure 2 – Enter Case Number

- The case number and the short caption of the case will appear in the left top corner of the screen. (See Figure 3)

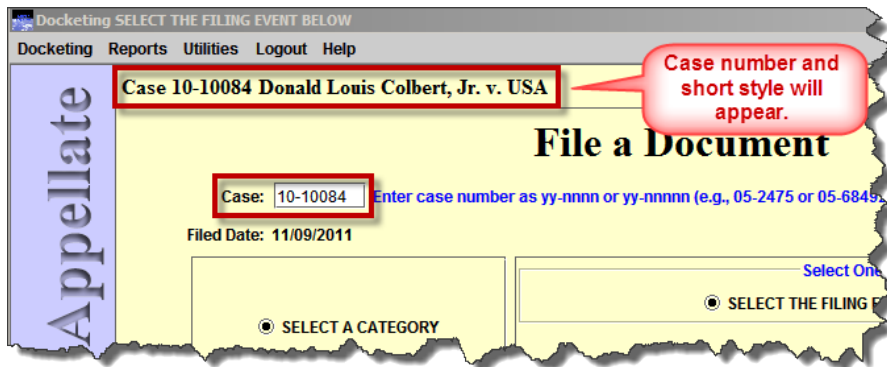


Figure 3 – Case Number and Short Caption Appears

- Single click the radio button to the left of **Briefing** in the left pane. When the category is selected, the available events for that category will display in the right pane. (See Figure 4)

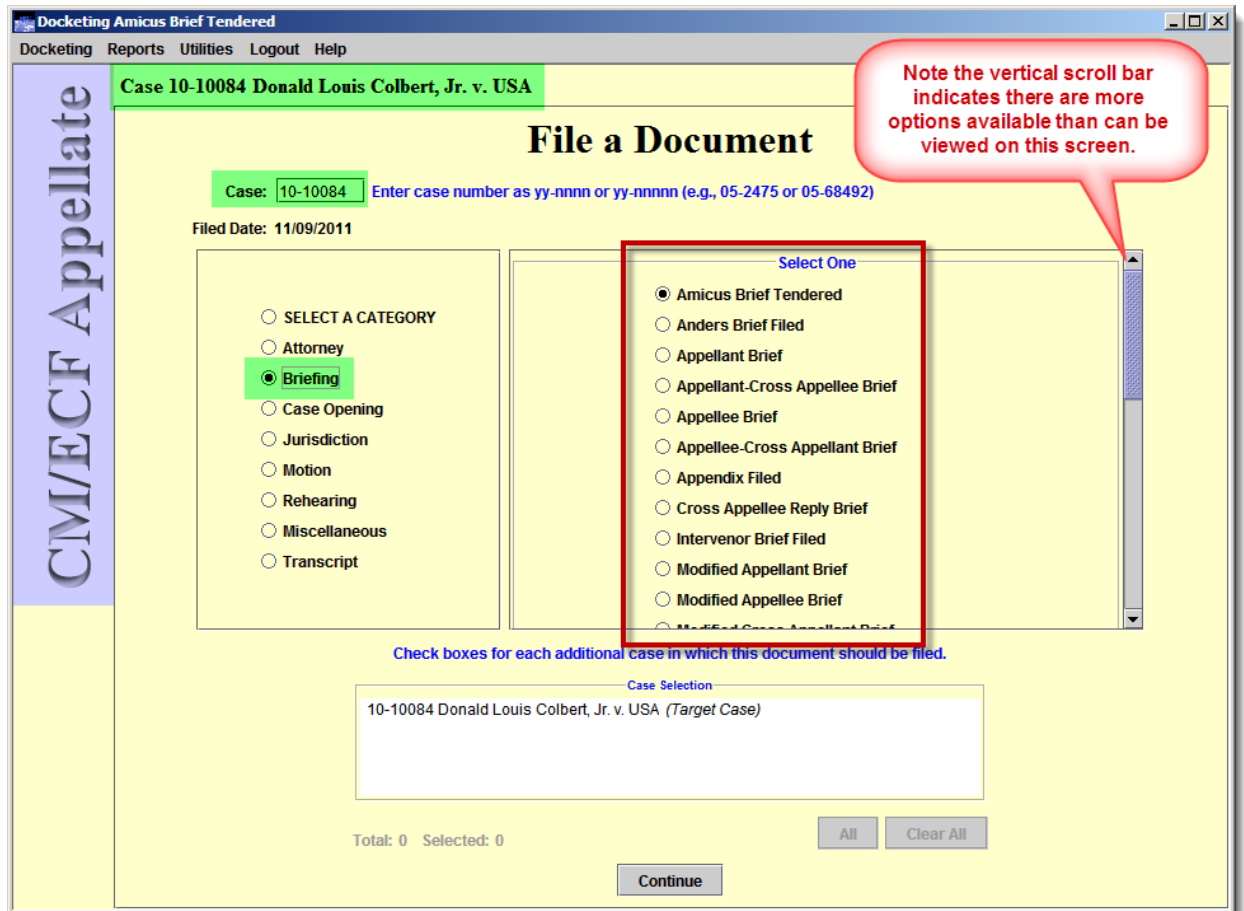


Figure 4 – Select a Category

5. Single click the radio button to the left of **Appellant Brief**, and click the **Continue** button at the bottom of the screen. (See Figure 5)

The screenshot shows a web browser window titled 'Docketing Appellant Brief'. The main heading is 'File a Document'. The case number is '10-10084' and the case name is 'Donald Louis Colbert, Jr. v. USA'. The filed date is '11/09/2011'. Under 'SELECT A CATEGORY', 'Briefing' is selected. In the 'Select One' dropdown, 'Appellant Brief' is selected. Below, the 'Case Selection' box shows '10-10084 Donald Louis Colbert, Jr. v. USA (Target Case)'. At the bottom, the 'Continue' button is highlighted with a red box.

Figure 5 – Select a Docketing Event

6. If this case is linked with another case (e.g. consolidated, cross appeal, multi appeal or related) the additional case(s) will display in the **Case Selection** box at the bottom of the screen. The case you are docketing in should be the lead appeal with the lowest case number. This case number will not have a checkbox next to it because you are docketing in this case. The trailer case(s) with higher case numbers will have a checkbox directly to the left of their case number if you are allowed to apply this event to the additional case. (See Figure 6)

The close-up screenshot shows the 'Case Selection' box with two entries: '11-11010 USA v. Gerald Schuerer (Lead) (Target Case - Lead)' and '11-11011 USA v. Fay Schuerer (Multi-Appeal)'. A red oval highlights the 'Case Selection' box and the 'Continue' button below it.

Figure 6 – Select an Additional Case.

9. **Party Filer** (See Figure 9)
 - a. Please check the party filer(s) name(s).

Party Filer

Please check the box next to the party/parties that you represent

<input type="checkbox"/>	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Colbert, Donald Louis, Jr.	Appellant-Petitioner	10-10084	Donald Louis Colb...

Display All Parties All Cases Select All Clear All

PDF Document

Browse... Description: Appellant Brief

NOTE

Estate date brief was served on the opposing party.

Service

Service Date: _____

Service

<input type="checkbox"/>	Name	Original Party Type	US mail	Fax	Hand	Inptly	Email	Clerk	Display All
<input checked="" type="checkbox"/>	Albume, Joe, attorney	Appellant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Display All Reset
<input checked="" type="checkbox"/>	Vansen, Rudrick D., attorney	Appellant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Colbert, Donald Louis, Jr., pro se	Appellant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Kaplan, Brent, attorney	Appellee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Schultz, Anne R., attorney	Appellee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Continue Back Cancel

Figure 9 – Select Party Filer

10. **PDF Document** (See Figure 10)
- a. Browse, Review and Upload your document. The Description may be edited.
 - i. Check your brief for compliance
 - ii. Include a Certificate of Service
 - iii. Include a Certificate of Interested Persons and Corporate Disclosure Statement (CIP).
 1. All attorneys are required to complete the web-based CIP. They must either enter the stock (ticker) symbols of all publicly traded corporations on the paper CIP or declare that they have nothing to enter. <http://www.ca11.uscourts.gov/filing/index.php>

Party Filter

Please check the box next to the party/parties that you represent

Filter	Type	Case Number	Short Title	
<input checked="" type="checkbox"/>	Colbert, Donald Louis, Jr.	Appellant-Partner	10-10004	Donald Louis Coll...

Display All Parties All Cases Select All Clear All

PDF Document

Document: \\CM ECF\Samples\Aplt Brf.pdf Browse... Description: Appellant Brief

Add Another

Please Browse and Upload your document.

The Description may be edited.

Service

Service Date: _____

Service

<input type="checkbox"/>	Name	Original Party Type	US mail	Fax	Hand	Ship	Email	Check	Display All
<input checked="" type="checkbox"/>	Adames, Joe, atty	Appellant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Display All Reset
<input checked="" type="checkbox"/>	Versen, Roderick D., atty	Appellant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Colbert, Donald Louis, Jr., prose	Appellant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Kaplan, Brent, atty	Appellee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Schulte, Anne R., atty	Appellee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Continue Back Cancel

Figure 10 – Attach a Document

11. **Upload Your Document** (See Figure 11)
- Either type the complete path to the file or click **Browse** to locate it. (Single click to select the file and click **Open**).

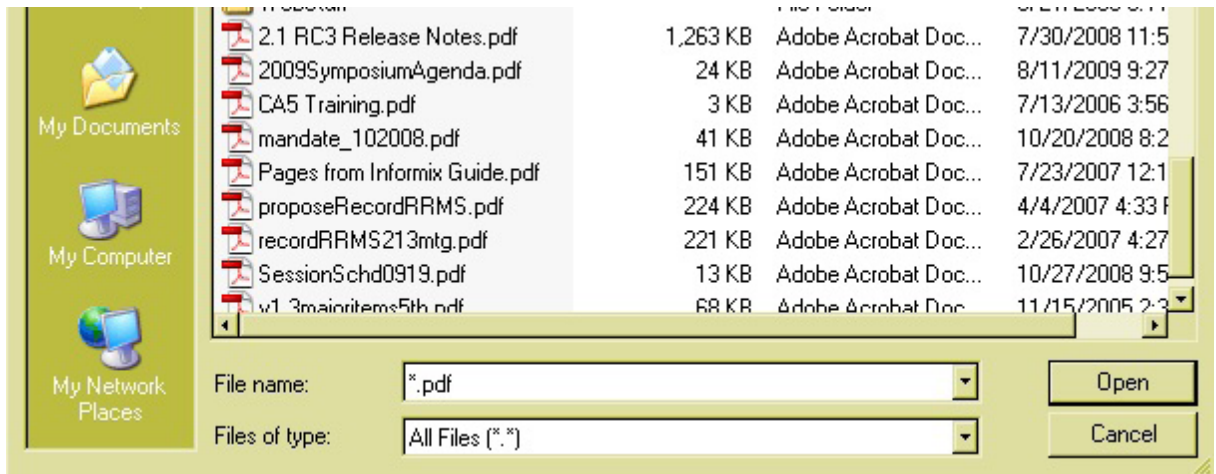


Figure 11 – Attach a Document

12. **Review the Contents of the Document.** (See Figure 12)

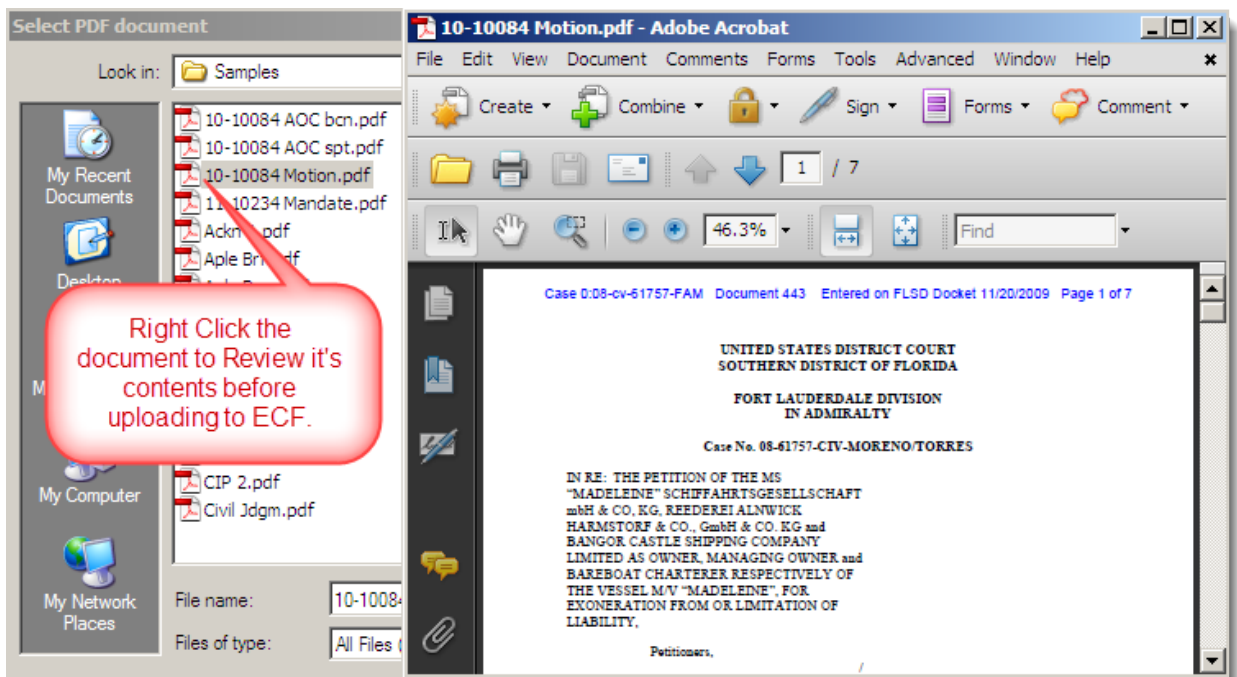


Figure 12 – Attach a Document

13. **Service** (See Figure 13)
 - a. Please enter the date that the brief was served.
 - i. This information should be reflected in your attached Certificate of Service.
 - b. Please check the box next to the party or attorney's name that was served.
 - i. Check the appropriate box on how the brief was served. (e.g. US Mail, Fax, Hand Delivered, 3rd Party, Email or Clerk)
 - c. Click the **Continue** button.

Party Filer

Please check the box next to the party/parties that you represent

File#	Type	Case Number	Short Title	
<input checked="" type="checkbox"/>	Colbert, Donald Louis, Jr.	Appellant-Petitioner	10-10004	Donald Louis Colb...

Parties: All Cases Select All Clear All

PDF Document

Appellant Brief.pdf Browse... Description: Appellant Brief

Add Another

NOTE

Enter date brief was served on the opposing party

Service

Service Date: 11/10/2011

Service

<input type="checkbox"/>	Name	Originate/Party Type	US mail	Fax	Hand	3rdpty	Email	Clerk	Display All
<input type="checkbox"/>	Attorney, Joe, aty	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Display All Reset
<input type="checkbox"/>	Vereen, Roderick D., aty	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Colbert, Donald Louis, Jr.	Appellant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Kaplan, Brent, aty	Appellee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Schultz, Anne R., aty	Appellee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Continue Back Cancel

Figure 13 – Service

14. Review **Docket Text**. (See Figure 14)
 - a. Read this docket text carefully. Click the **Continue** button if you are satisfied with your docket text and would like to continue.
 - b. Click the **Back** button if you want to start over again.

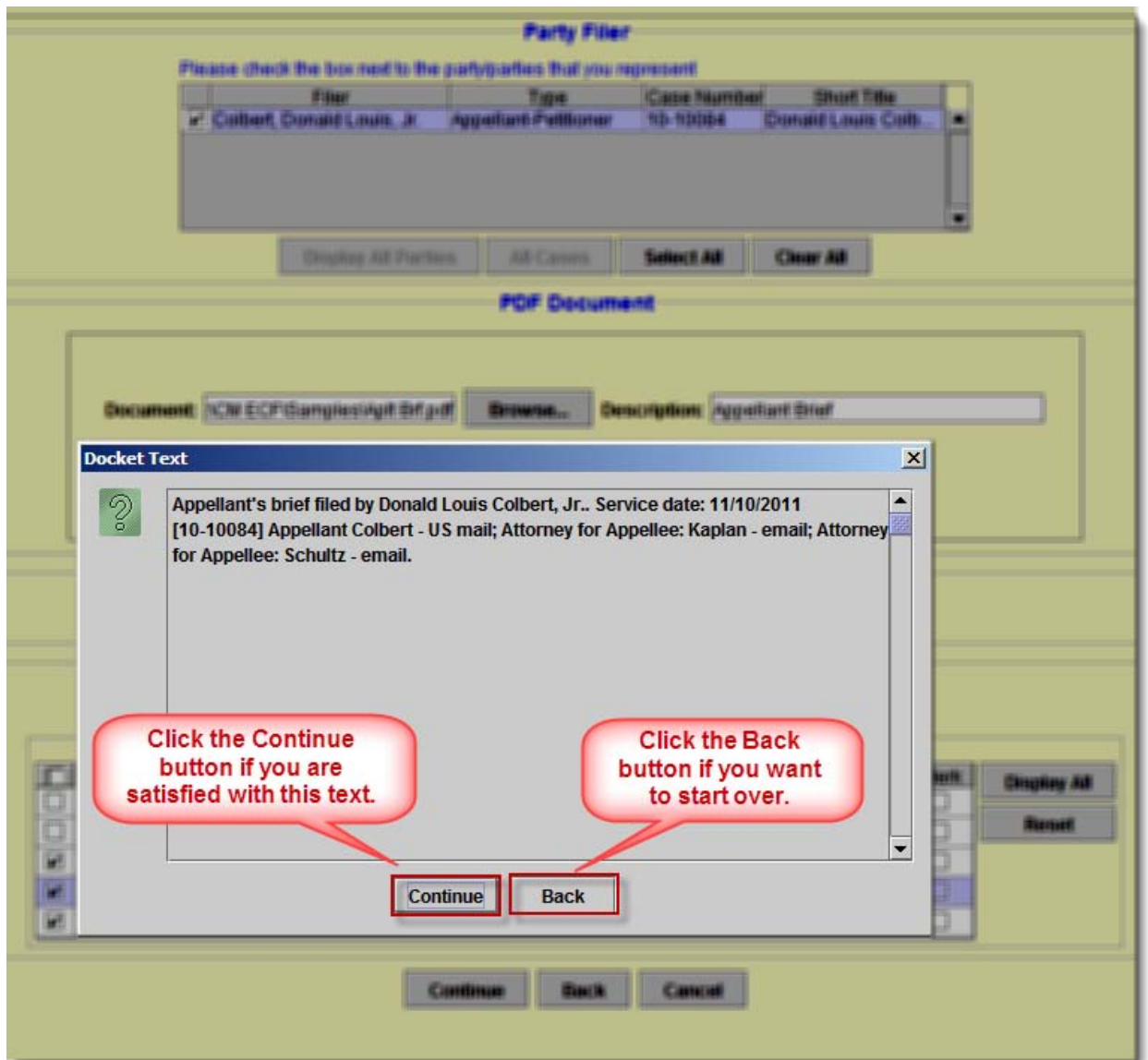


Figure 14 – Review Docket Text

15. **Final Event Review** (See Figure 15)
- a. The system gives you one more time to change your mind. Once you click the **Submit** button, there is no further opportunity to change any of this information and the event will appear on the public docket sheet.
 - i. *All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses.*

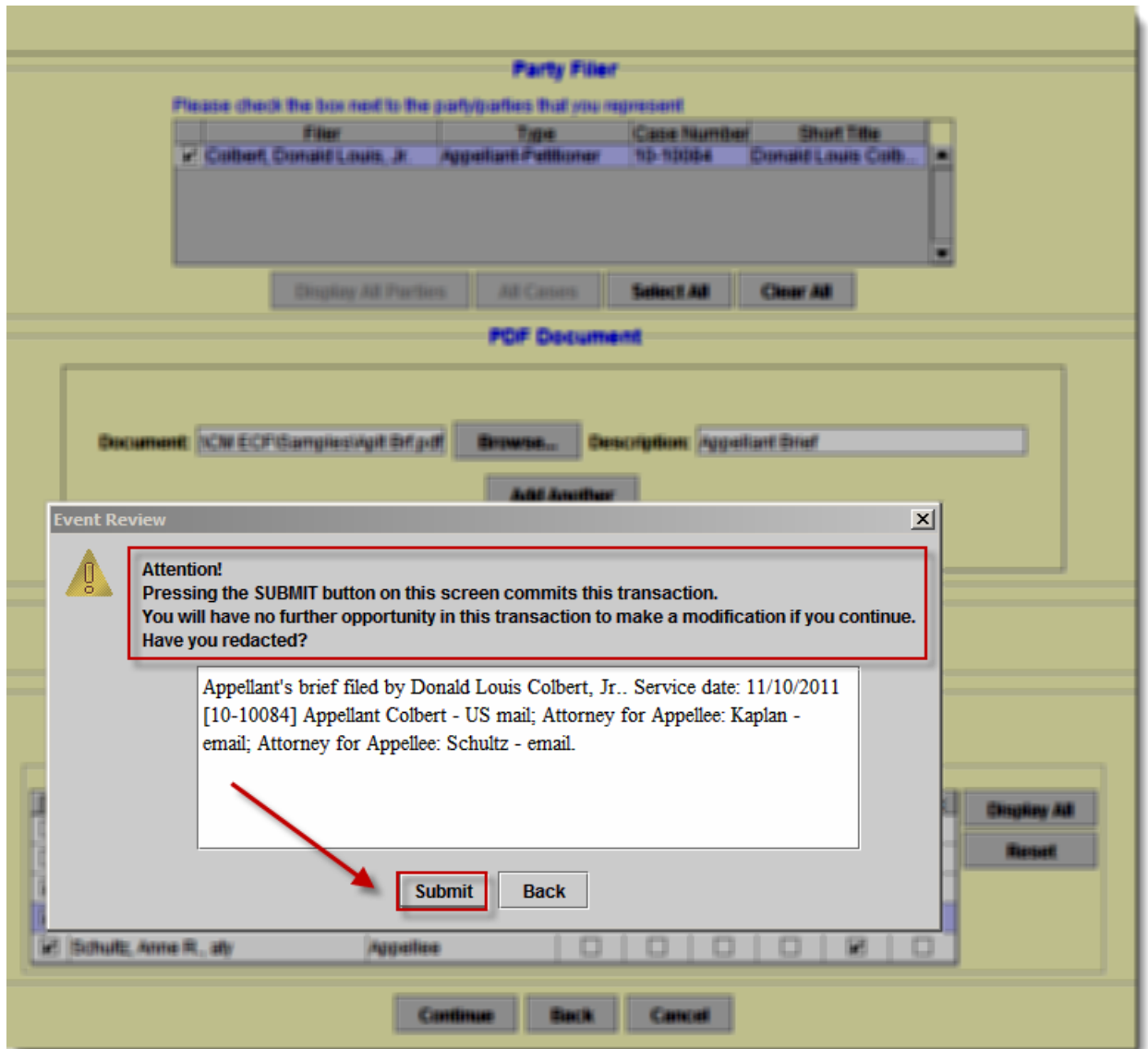


Figure 15 – Final Review of Docket Text

16. **Event Docketed** (See Figure 16)
- a. This event has been completed.
 - i. Click the **OK** button.

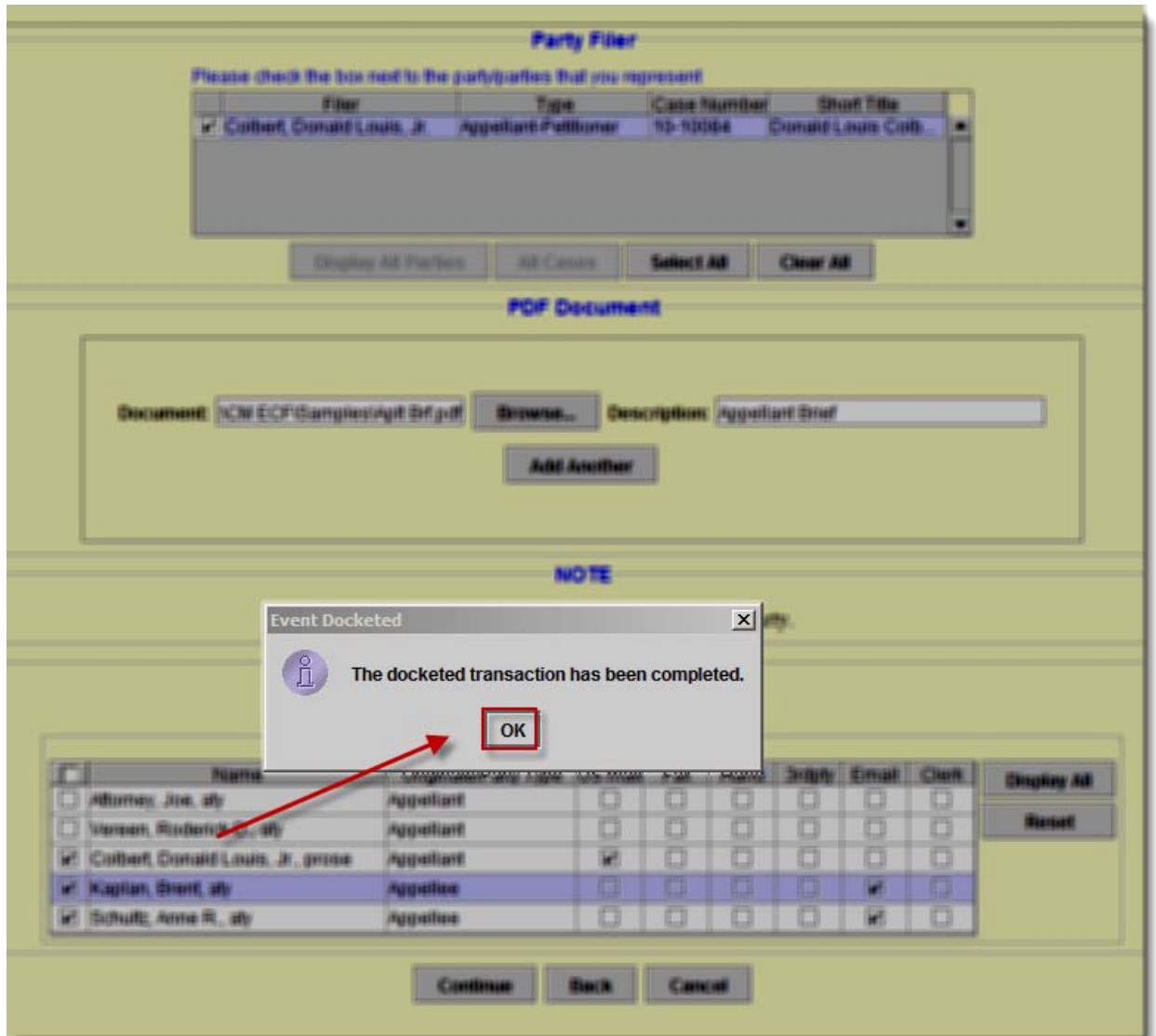


Figure 16 – Event Docketed

17. Notice of Docketing Activity (See Figure 17)

- a. The NDA (Notice of Docketing Activity) will appear on your browser.

NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

United States District Court for the District of Columbia

Notice of Docket Activity

The following transaction was filed on 11/10/2011

Case Name: Donald Louis Colbert, Jr. v. USA

Case Number: [10-10084](#)

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

Docket Text:
Appellant's brief filed by Donald Louis Colbert, Jr.. Service date: 11/10/2011 [10-10084] Appellant Colbert - US mail; Attorney for Appellee: Kaplan - email; Attorney for Appellee: Schultz - email. (Joe Attorney)

The following document(s) are associated with this transaction:
Document Description: Appellant Brief
Original Filename: Aplt Brf.pdf
Electronic Document Stamp:
[STAMP acecfStamp_ID=1160056...031-0]
[746b6fb1a9f6a2d52666b1a454a30...8d1e0971d125cd53f20d903023ede69a998f83995155adcc

Notice will be electronically mailed to:

Anne Schultz
anne_schultz@doj.gov

Notice will not be electronically mailed to:

Donald Louis Colber, Jr.
P.O. Box 234
Rome, Georgia 30023

Callout boxes:

- Click the case number hyperlink to go to the docket sheet for this case.
- Click the Document(s) hyperlink to review the document that was linked to this event.
- The Docket Text for this event.
- A list of the parties who will receive this NDA by email will be listed here.
- A list of the parties who will receive this NDA by US Mail, Fax, Hand Delivered, etc. will be listed here.

Figure 17 – Notice of Docketing Activity (NDA)