

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

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

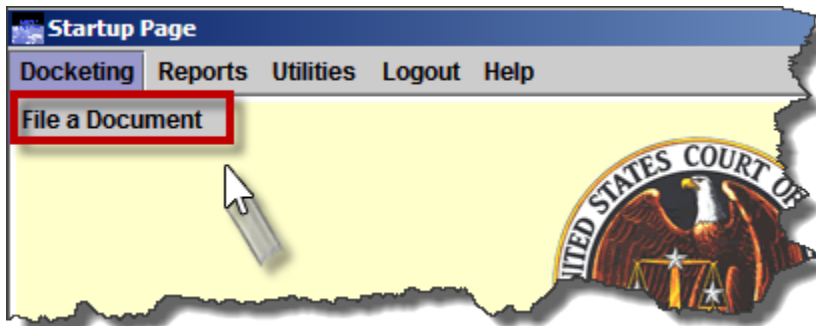


Figure 1 – File a Document

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)

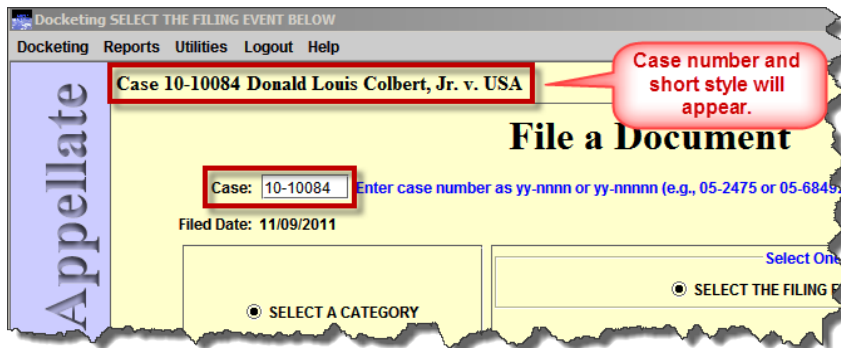


Figure 3 – Case Number and Short Caption Appears

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

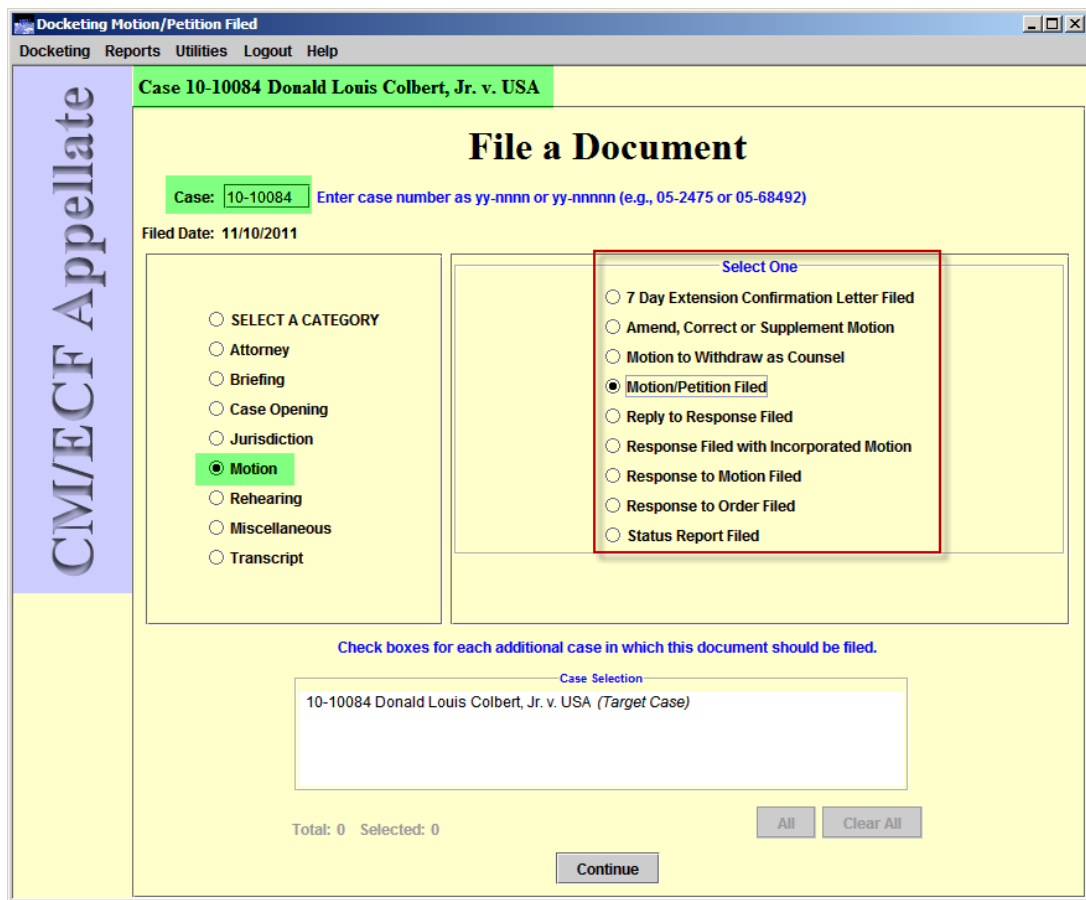


Figure 4 – Select a Category

5. Single click the radio button to the left of **Motion/Petition Filed**, and click the **Continue** button at the bottom of the screen. (See Figure 5)

Docketing Motion/Petition Filed

Docketing Reports Utilities Logout Help

Case 10-10084 Donald Louis Colbert, Jr. v. USA

File a Document

Case: 10-10084 Enter case number as yy-nnnn or yy-nnnnn (e.g., 05-2475 or 05-68492)

Filed Date: 11/10/2011

CMI/ECF Appellate

SELECT A CATEGORY

- Attorney
- Briefing
- Case Opening
- Jurisdiction
- Motion
- Rehearing
- Miscellaneous
- Transcript

Select One

- 7 Day Extension Confirmation Letter Filed
- Amend, Correct or Supplement Motion
- Motion to Withdraw as Counsel
- Motion/Petition Filed
- Reply to Response Filed
- Response Filed with Incorporated Motion
- Response to Motion Filed
- Response to Order Filed
- Status Report Filed

Check boxes for each additional case in which this document should be filed.

Case Selection

10-10084 Donald Louis Colbert, Jr. v. USA (Target Case)

Total: 0 Selected: 0

All Clear All

Continue

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)

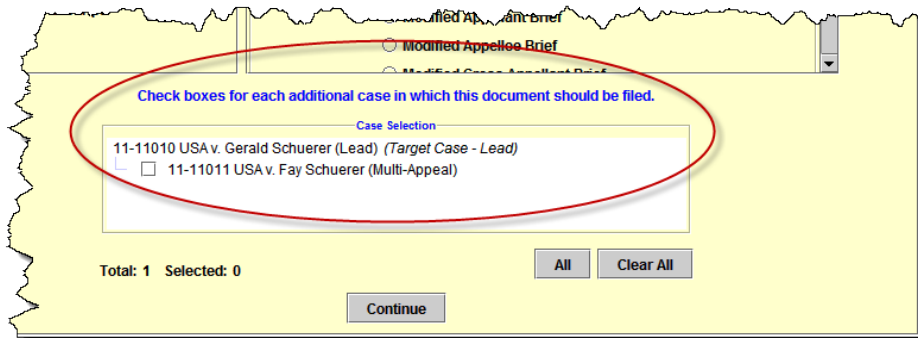


Figure 6 – Select an Additional Case.

7. **Not Linked To Case** (See Figure 7)
- a. If you have not filed an appearance of counsel form in this case, a popup box will appear stating that you are not authorized to file a document in this case. You must click the **OK** button to continue.
 - i. If you need to file an Appearance of Counsel Form, please see the instruction sheet “[How to File an Appearance of Counsel Form](#)”.
 - ii. If you’ve received this error, but you are not required to file an appearance of counsel form, please see the instruction sheet “[How to Find a Case Handler](#)” to contact the docket clerk for this appeal.



Figure 7 – You are Not Linked To This Case.

8. **Reminder!** (See Figure 8)
 - a. A Certificate of Interested Persons must be included in the document.
 - iii. Click the **OK** button to continue.

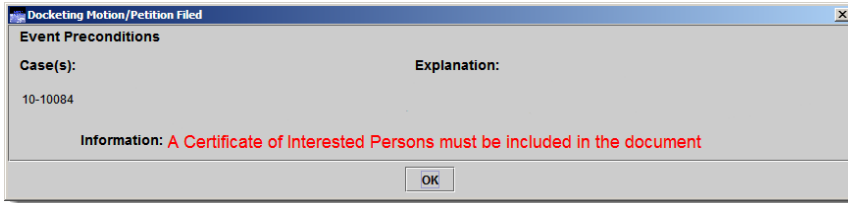


Figure 8 – Reminder!

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

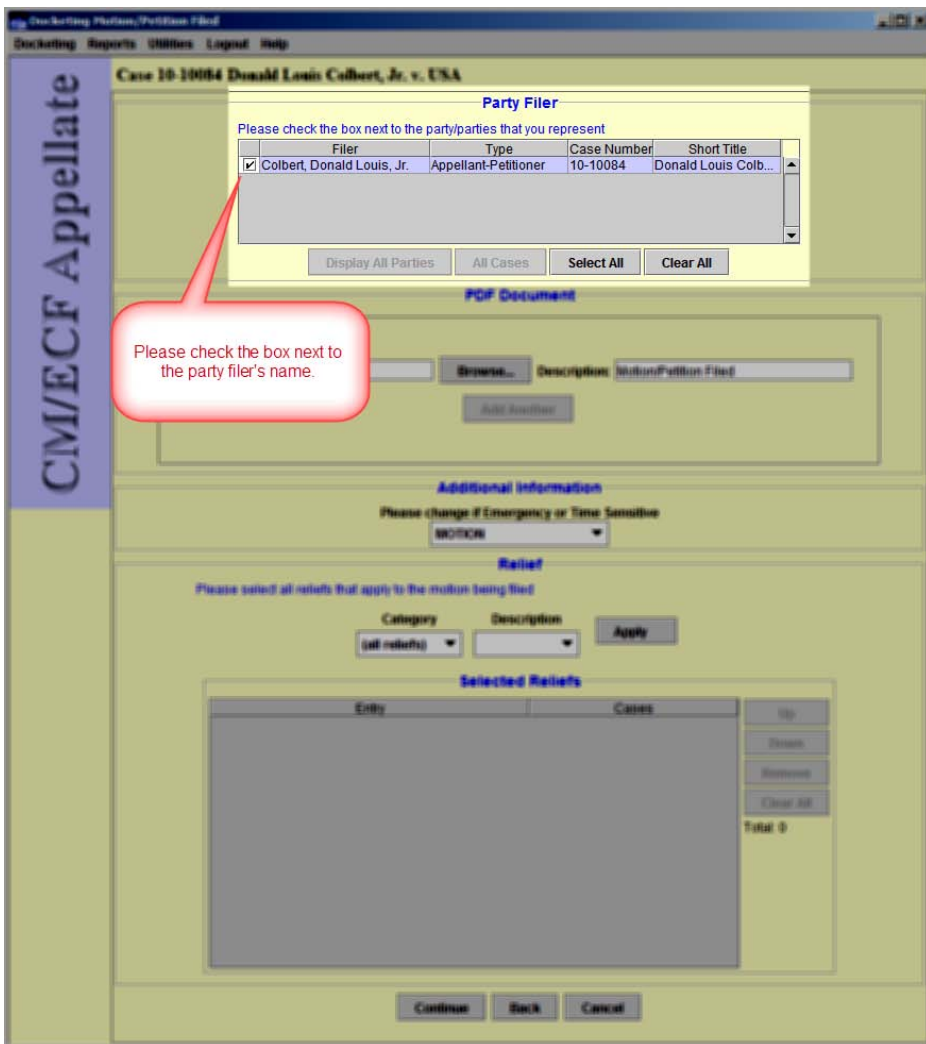


Figure 9 – Select Party Filer

10. **Link a document to this event.** (See Figure 10)
- a. Browse, Review and Upload your document. The Description may be edited.
 - iv. Include a Certificate of Service
 - v. 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>

The screenshot shows the 'Case 10-10084 Donald Louis Colbert, Jr. v. USA' interface. The 'Party Filter' section contains a table with columns: Filter, Type, Case Number, and Short Title. The first row is checked and shows 'Colbert, Donald Louis, Jr.' as the Appellant/Petitioner. Below the table are buttons for 'Display All Parties', 'All Cases', 'Select All', and 'Clear All'.

The 'PDF Document' section has a 'Document' field containing 'Samples10-10084 Motion.pdf', a 'Browse...' button, a 'Description' field containing 'Motion for extension of time to file brief.', and an 'Add Another' button. A red callout box points to the 'Browse...' button with the text 'Please Browse, Review and Upload your document.' Another red callout box points to the 'Description' field with the text 'The Description may be edited.'

The 'Additional Information' section includes a dropdown menu for 'Change if Emergency or Time Sensitive' set to 'MOTION'.

The 'Relief' section has a 'Category' dropdown set to '(all reliefs)', a 'Description' dropdown, and an 'Apply' button.

The 'Selected Reliefs' section features a table with columns 'Entry' and 'Cases', and buttons for 'Up', 'Down', 'Remove', and 'Clear All'. The 'Total' is shown as 0.

At the bottom are 'Continue', 'Back', and 'Cancel' buttons.

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**).

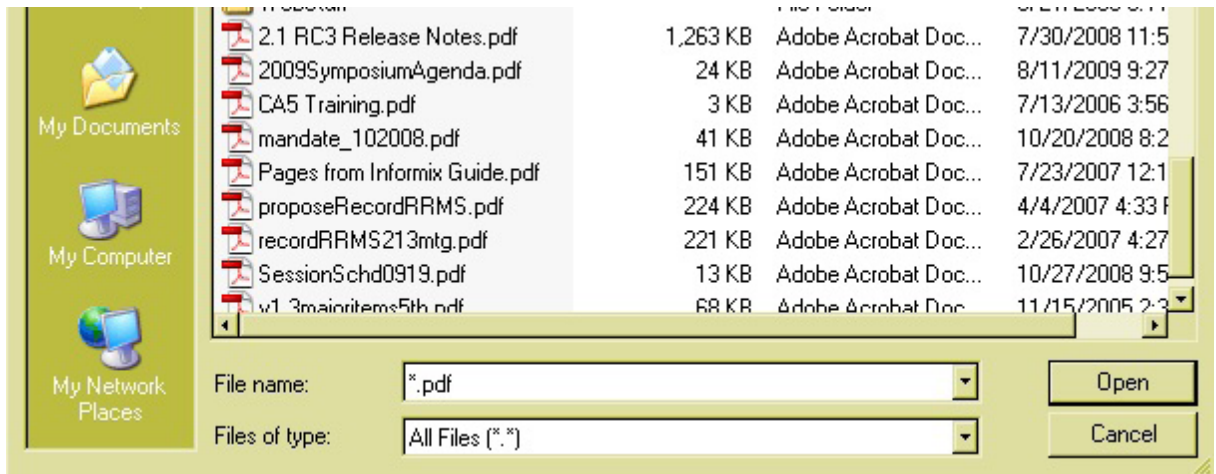


Figure 11 – Attach a Document

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

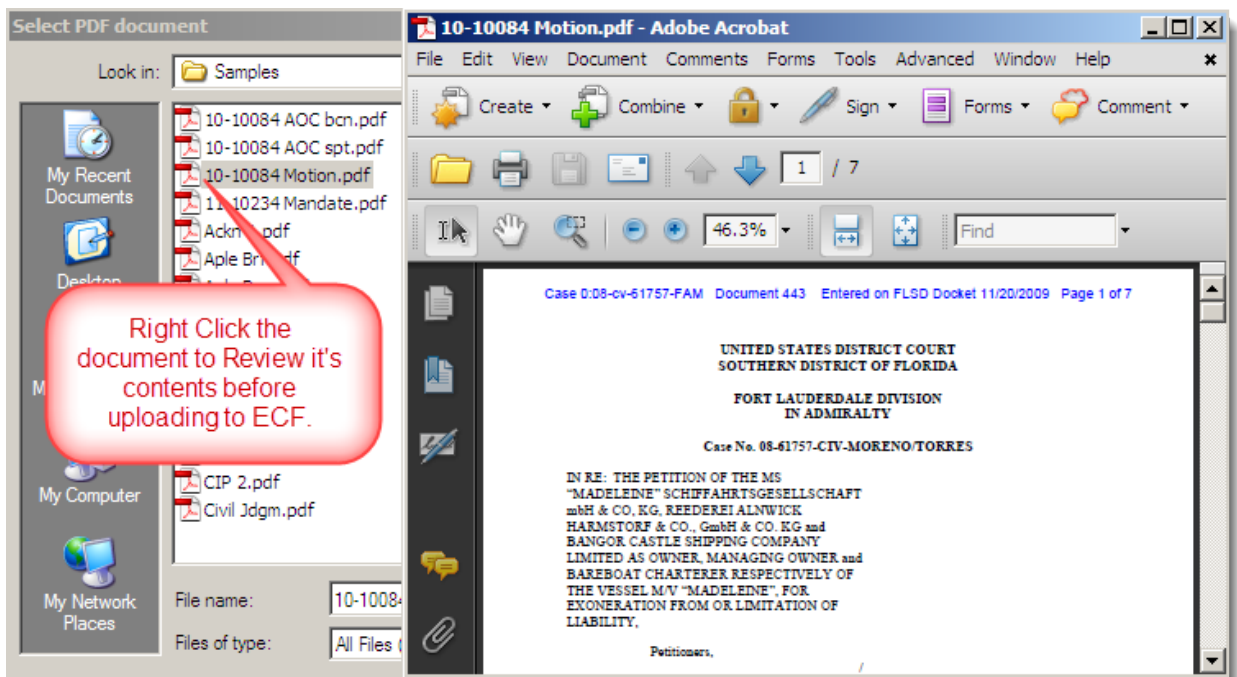


Figure 12 – Attach a Document

13. **Document Description** (See Figure 13)
- Enter a description for your document. 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.
 - A description is mandatory.

Figure 13 – Attach a Document

14. **Additional Documents** (See Figure 14)
- If you have additional documents to attach to this filing, click the **Add Another** button and repeat steps 1 – 12.
 - 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 5 MB. If a document exceeds 5 MB, it must be filed in separate volumes, each not to exceed 5 MB.

Figure 14 – Add Another Document

15. **Emergency & Time Sensitive Motions** (See Figure 15)
 - a. Please change the drop down list if motion is an **Emergency** or **Time Sensitive**.

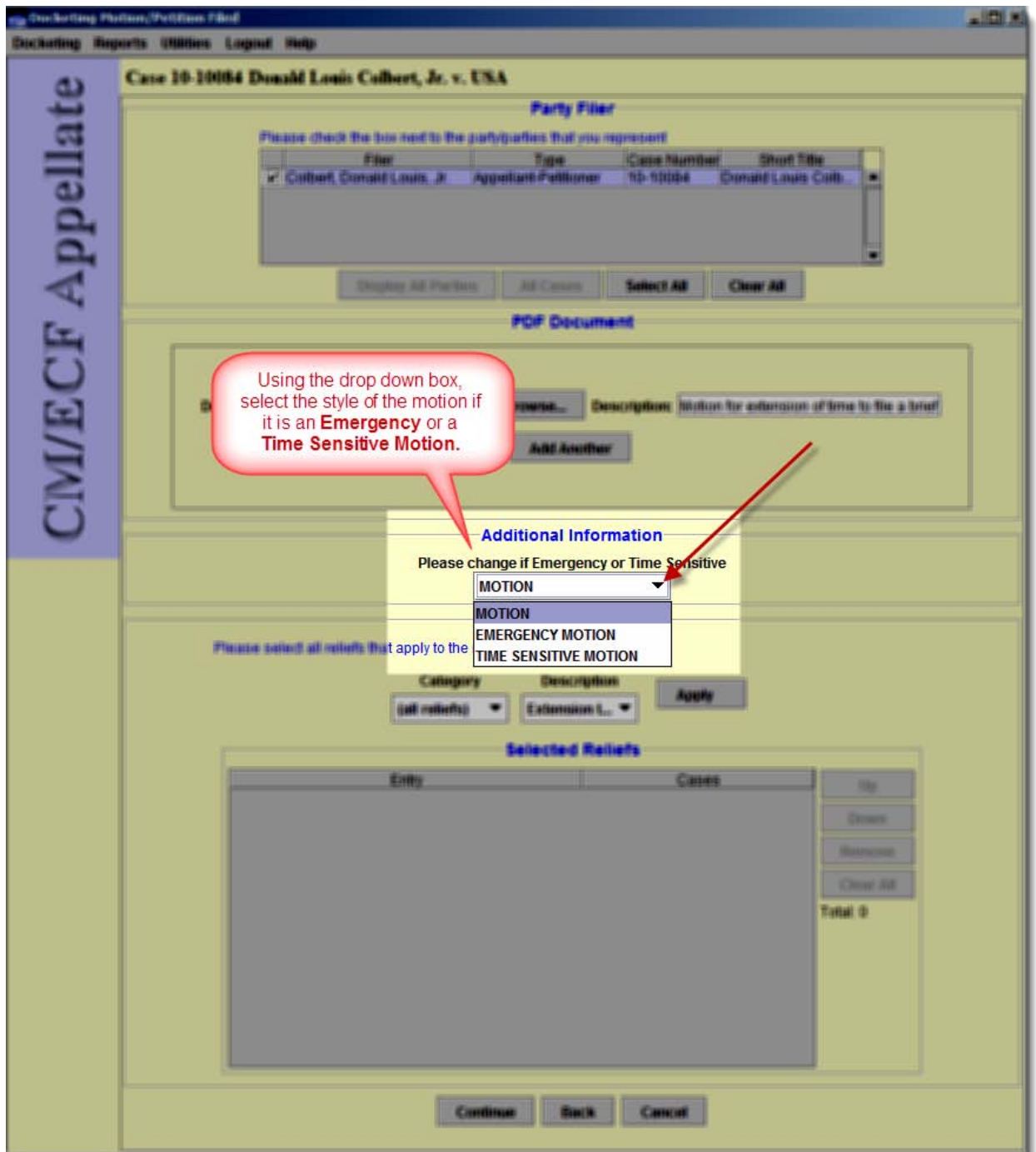


Figure 15 – Emergency and Time Sensitive Motions

- 16. Motion(s) Filed (See Figure 16)
 - b. Select a Motion Category

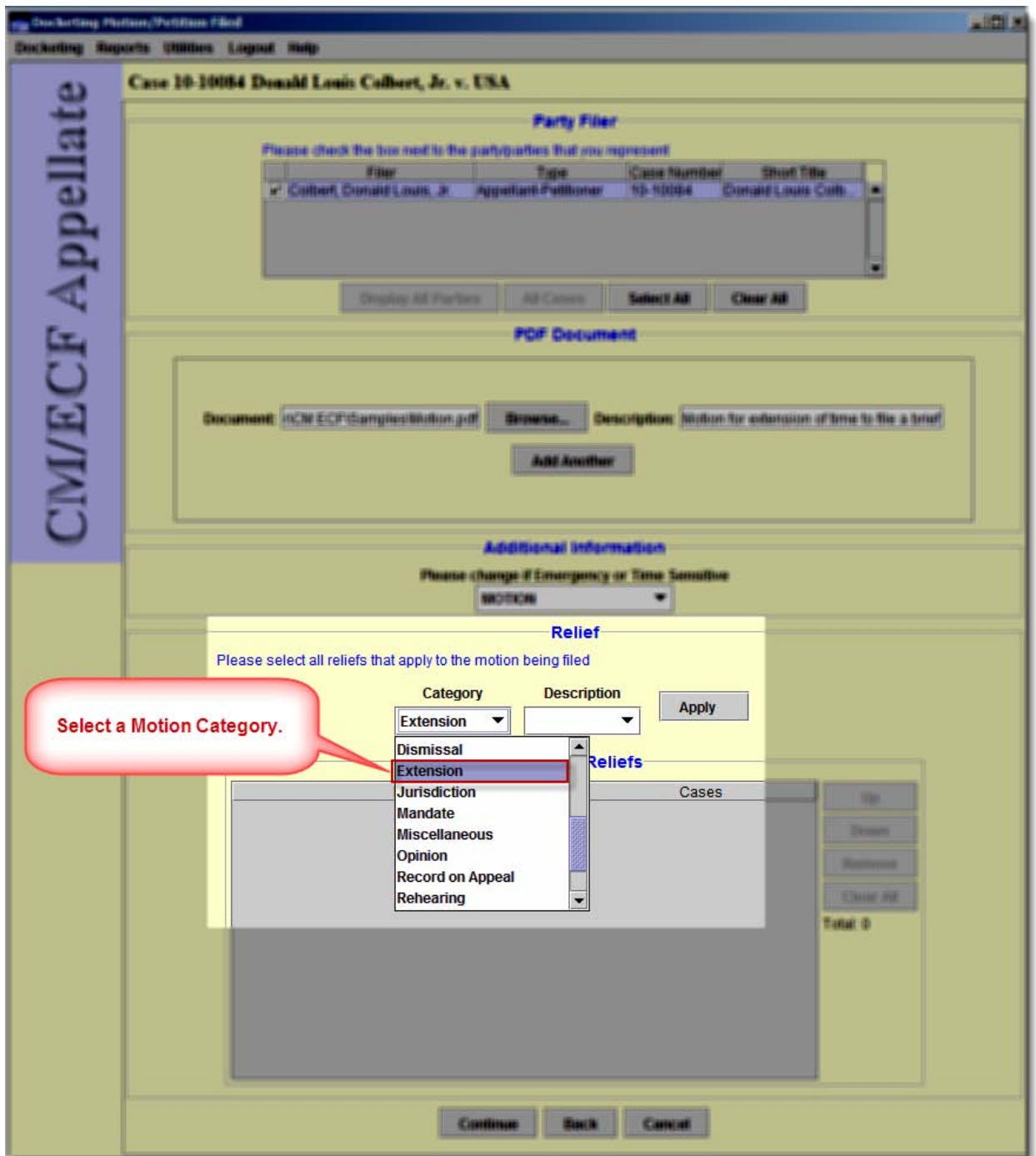


Figure 16 – Motion Category

17. Select a **Motion** from the **Description** list. (See Figure 17)
 a. Click the **Apply** button.

The screenshot shows the CMI/ECF Appellate interface for Case 10-10084 Donald Louis Colbert, Jr. v. USA. The interface is divided into several sections:

- Party Filter:** A table with columns for Filter, Type, Case Number, and Short Title. The first row is checked and shows "Colbert, Donald Louis, Jr." as the filter, "Appellant-Petitioner" as the type, "10-10084" as the case number, and "Donald Louis Colb..." as the short title. Below the table are buttons for "Display All Parties", "All Cases", "Select All", and "Clear All".
- PDF Document:** A section for uploading documents. It shows a document named "HCMECFSamplesMotion.pdf" with a description "Motion for extension of time to file a brief". There is a "Browse..." button and an "Add Another" button.
- Additional Information:** A section with a dropdown menu set to "MOTION".
- Relief:** A section titled "Please select all reliefs that apply to the motion being filed". It has a "Category" dropdown set to "Extension" and a "Description" dropdown. An "Apply" button is highlighted with a red callout box that says "Click the Apply button." Below these are several motion descriptions in a list, with "Extension to File Appellant Brief" selected. A red callout box points to this list with the text "Select a Motion from the Description list." At the bottom right of this section, it says "Total: 0".

At the bottom of the interface are "Continue", "Back", and "Cancel" buttons.

Figure 17 – Motion Description

18. **Selected Reliefs** (Figure 18)
 - a. Note that the relief that was selected now appears in the Selected Reliefs box.
 - i. If you have incorporated more than one relief in this document, the user may repeat steps 12 – 13 for each relief.
 - b. If you have multiple documents for multiple reliefs, the user will need to docket this event for each document.
 - i. One event = One document.

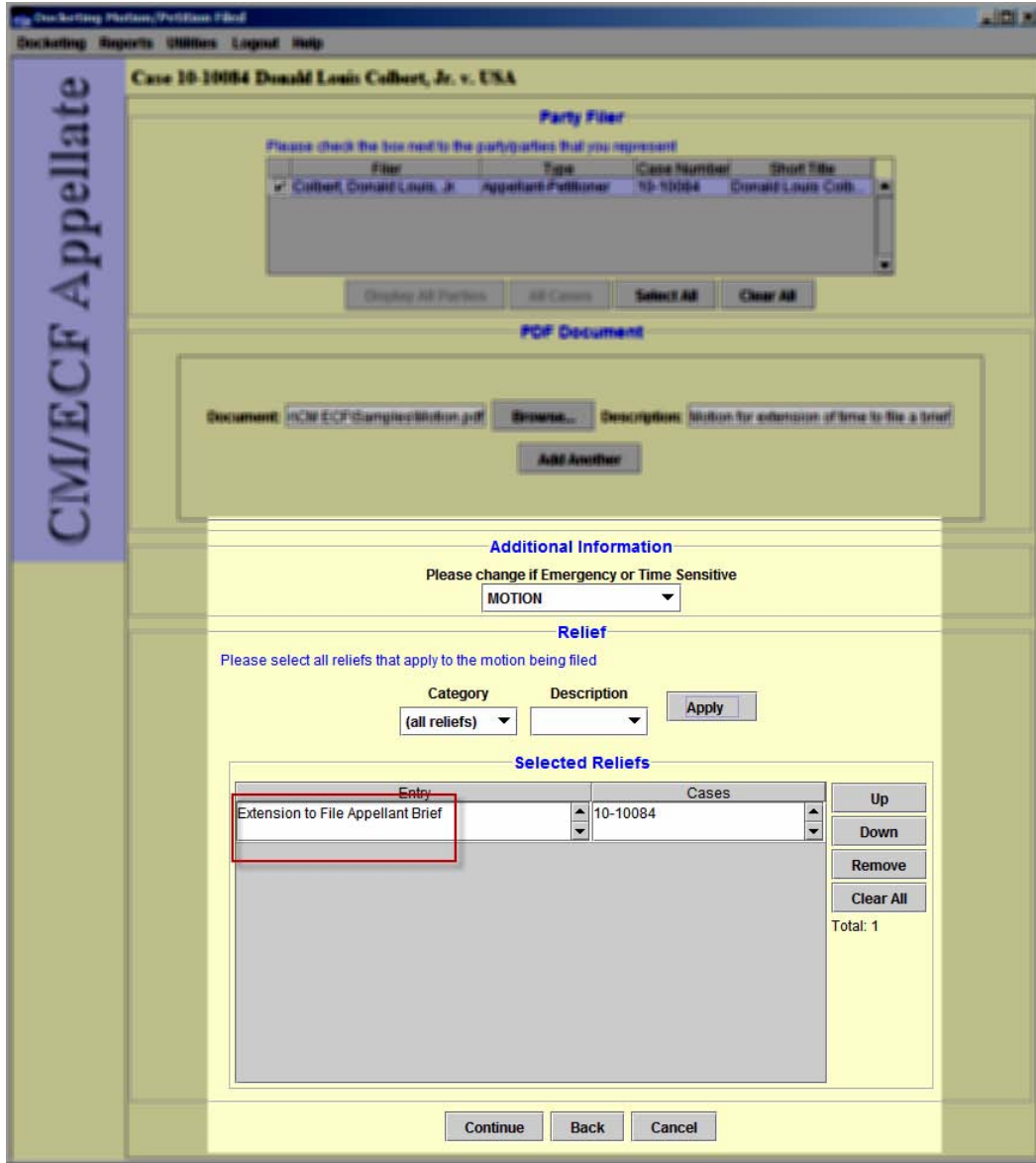


Figure 18 – Selected Reliefs (Motions)

19. **Additional Reliefs** (See Figure 19)
- a. As seen here, an additional relief was incorporated into this document.
 - i. When through, click the **Continue** button.

CM/ECF Appellate

Case 10-10084 Donald Louis Colbert, Jr. v. USA

Party Filer

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

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

Display All Parties All Cases Select All Clear All

PDF Document

File Name: [Browse...] Description: Motion for extension of time to file a brief

Add Another

Additional Information

Please change if Emergency or Time Sensitive

EMERGENCY

Relief

Please select all reliefs that apply to the motion being filed

Category: Briefing Description: [Dropdown] Apply

Selected Reliefs

Entry	Cases	Up	Down	Remove	Clear All
Extension to File Appellant Brief	10-10084	▲	▼		
File Excess Pages	10-10084	▲	▼		

Total: 2

Continue Back Cancel

Figure 19 – Multiple Reliefs (Motions)

20. **Opposition** (See Figure 20)
- a. Is this motion Opposed, Unopposed or Unknown?
 - i. Select the appropriate option from the drop down menu.

CM/ECF Appellate

Case 10-10084 Donald Louis Colbert, Jr. v. USA

Additional Information

Is this motion Opposed or Unopposed?
Opposition to Motion is Unknown ▼

NOTE

This case motion was served on the opposing party.

Service

Service Date: 11/15/2011

Service

<input type="checkbox"/>	Name	Originator/Party Type	US mail	Fax	Hand	Print	Email	Check	Display All
<input type="checkbox"/>	Adames, Joe, attorney	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reset
<input type="checkbox"/>	Vanden, Roderick D., attorney	Appellant	<input 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"/>		

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Please enter date requested.

Date: 11/22/2011 Time: All PM

Continue Back Cancel

Figure 20 – Opposition Status

21. **Service** (See Figure 21)
 - a. Enter the date that this document was served.
 - i. This information should be reflected in the attached **Certificate of Service**.
 - b. Check the box next to the attorney’s or party’s name that was served with this document.
 - i. Check the appropriate box on how this document was served. (e.g. U.S. Mail, Fax, Hand Delivered, 3rd Party, Email or Clerk)

Case 10-10084 Donald Louis Colbert, Jr. v. USA

Additional Information
Is this motion Opposed or Disagreed?
Opposition to Motion is Unknown

NOTE
Enter date motion was served on the opposing party

Service
Service Date: 11/15/2011

<input type="checkbox"/>	Name	Originate/Party Type	US mail	Fax	Hand	3rdpty	Email	Clerk
<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"/>
<input type="checkbox"/>	Vereen, Rodrick D., aty	Appellant	<input type="checkbox"/>	<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 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 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"/>	<input type="checkbox"/>

atly mot fi-lect agift brif
Please enter date requested.
Date: 11/22/2011 Time: All PSE
Continue Back Cancel

Figure 21 – Certificate of Service

22. **Additional Information** (See Figure 22)
- a. If this motion is an extension of time, there will be an additional field to enter the date to which you want this extension to be.
 - i. It is not necessary to complete the “time” field.
 - b. Click the **Continue** button.

The screenshot displays the CM/ECF Appellate interface for Case 10-10084 Donald Louis Colbert, Jr. v. USA. The 'Additional Information' section contains a dropdown menu for 'Opposition to Motion is Unknown'. Below this is a 'NOTE' section with the instruction 'Enter date motion was served on the opposing party.' The 'Service' section shows a 'Service Date' of 11/15/2011. A table lists parties with checkboxes for service methods: US mail, Fax, Hand, In-person, Email, and Clerk. A red callout bubble points to a date field in a modal window, stating: 'If this is an extension, please enter the extension date requested.' The modal window also includes a 'Continue' button.

Figure 22 – Additional Information

23. **Docket Text Preview.** (See Figure 23)
 - 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.

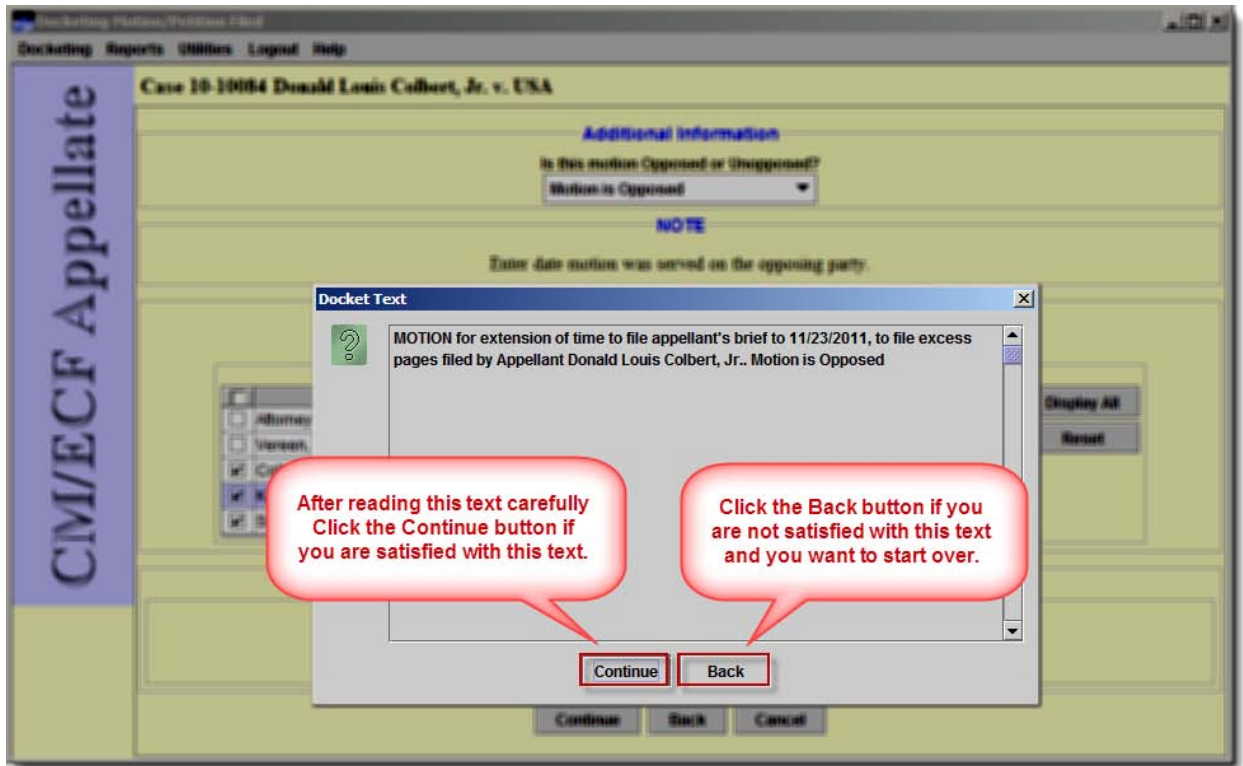


Figure 23 – Docket Text Preview

24. **Final Event Review** (See Figure 24)
- 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.*

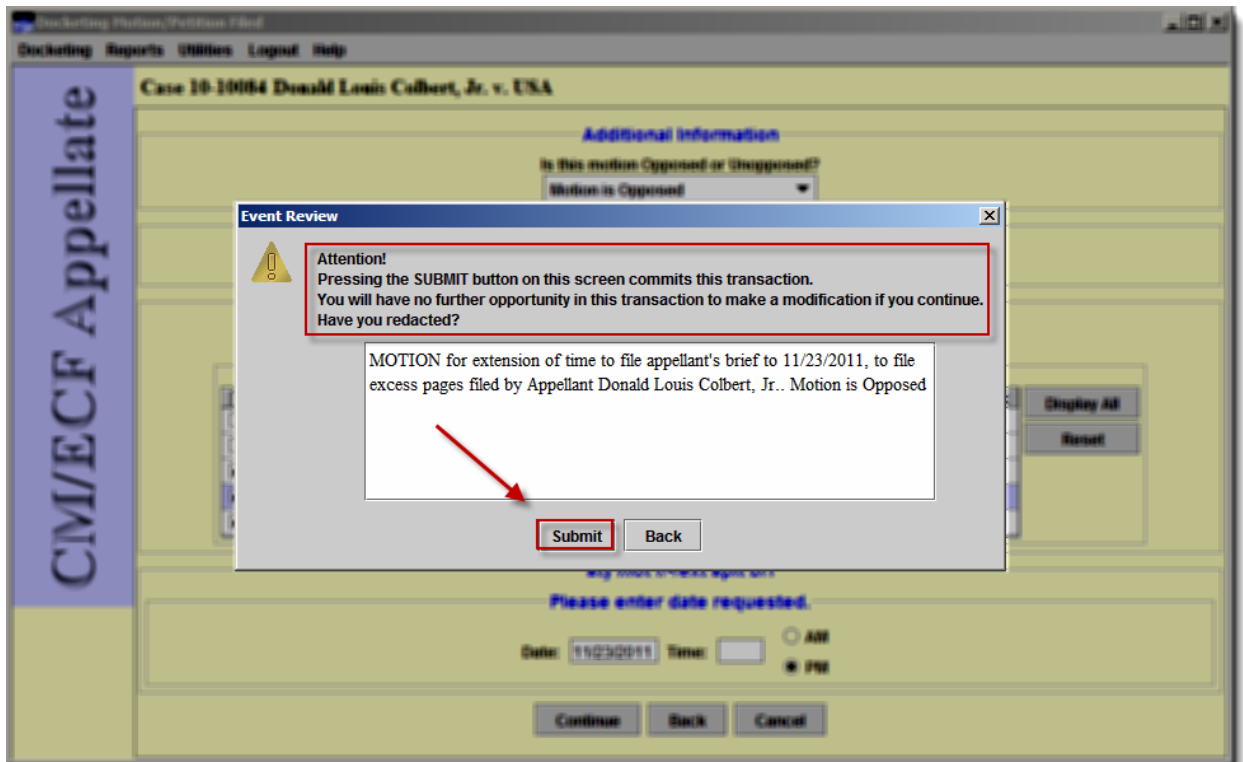


Figure 24 – Final Review of Docket Text

25. **Event Docketed** (See Figure 25)
- a. This event has been completed.
 - i. Click the **OK** button.

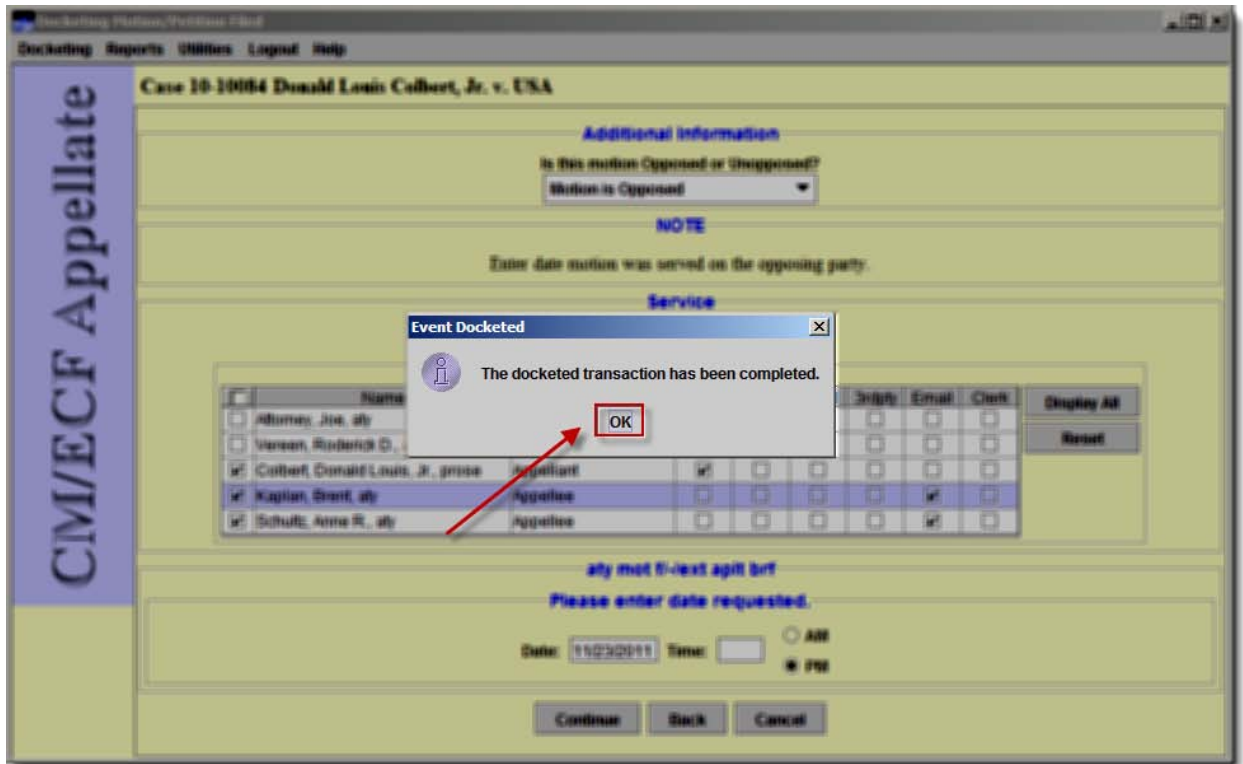


Figure 25 – Event Docketed

26. **Notice of Docketing Activity** (See Figure 26)

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

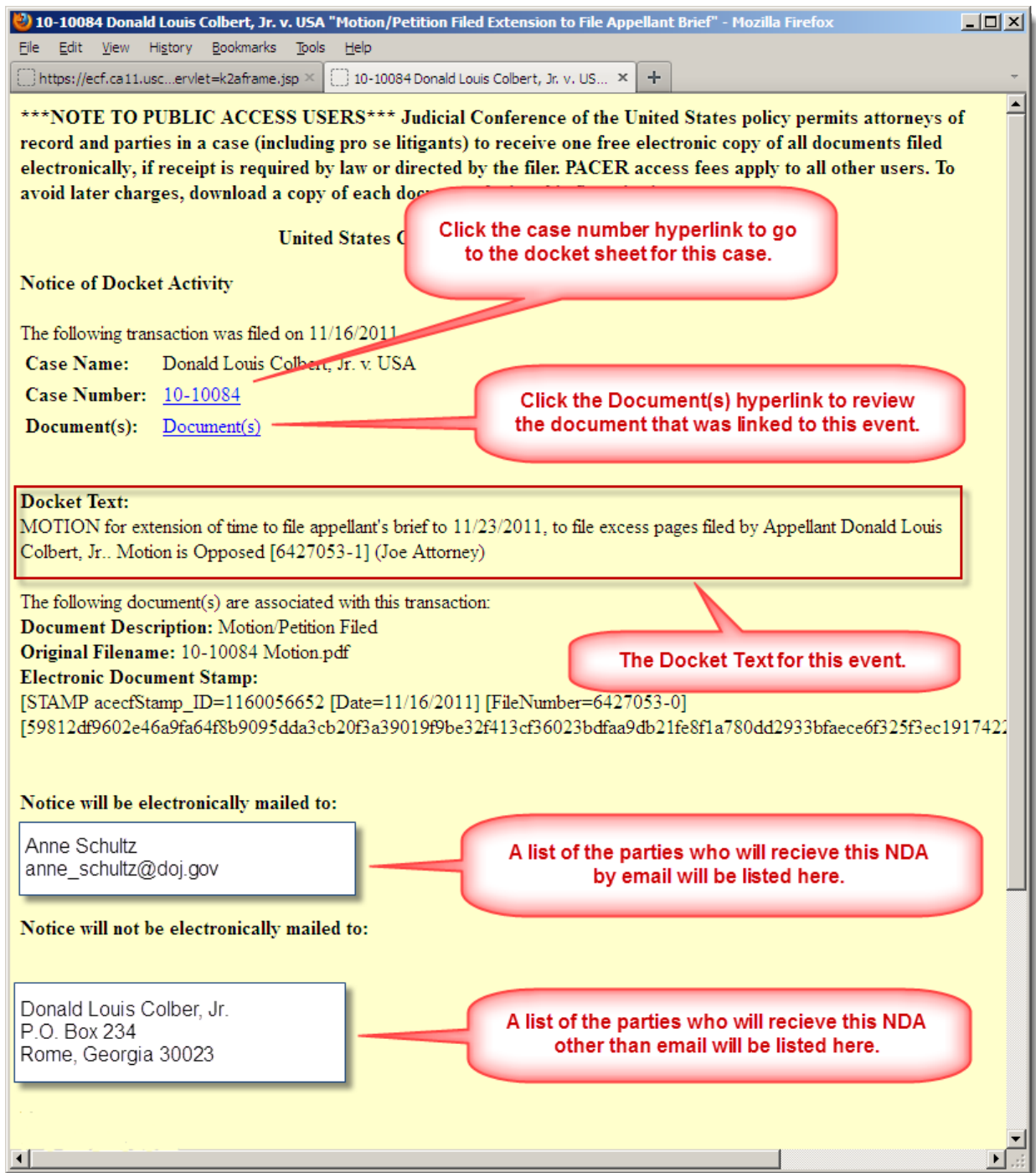


Figure 26 – Notice of Docketing Activity (NDA)