

# Eleventh Circuit Court of Appeals How to File a Motion

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**BEFORE FILING A MOTION,  
AN APPEARANCE OF COUNSEL FORM  
MUST BE “FILED” BY ALL NON-COURT APPOINTED ATTORNEYS  
AND IT MUST ALSO BE “PROCESSED” BY THE CLERK.**

1. Single click **Filing** from the menu bar, and select **File a Document** from the drop-down menu.
2. Place your cursor in the **Case:** text box, enter a case number and push the “Tab” button on your keyboard. This number should begin with a two digit year followed by dash and five numbers. i.e. 10-10084



3. Click the radio button for **MOTION** in the left pane. When the category is selected, the available events for that category will be displayed in the right pane.
  - a. As you can see there are only nine (9) motion options listed along with the **MOTION FILED** option at the top of the list. All the motions listed need something special from the ECF system, and therefore they had to be pulled out from the 218 motions available to attorneys.
  - b. If none of the options seen in this list are what you are looking for, please use a single click to the radio button to the left of **MOTION FILED**. Here you will find 218 motions to choose from.
    - i. Click the “**Continue**” button at the bottom of the page.

The screenshot shows a web browser window titled "Filing MOTION FILED". The page header includes "Filing Reports Utilities Logout Help". The main heading is "Case 10-10084 Donald Louis Colbert, Jr. v. USA" and "File a Document".

On the left, a vertical sidebar reads "CMI/ECF Appellate". Below it, a "Case:" input field contains "10-10084" with a prompt "Enter case number as yy-nnnn or yy-nnnnn (e.g., 05-2475 or 05-68492)". Below that, "Filed Date: 04/18/2013" is displayed.

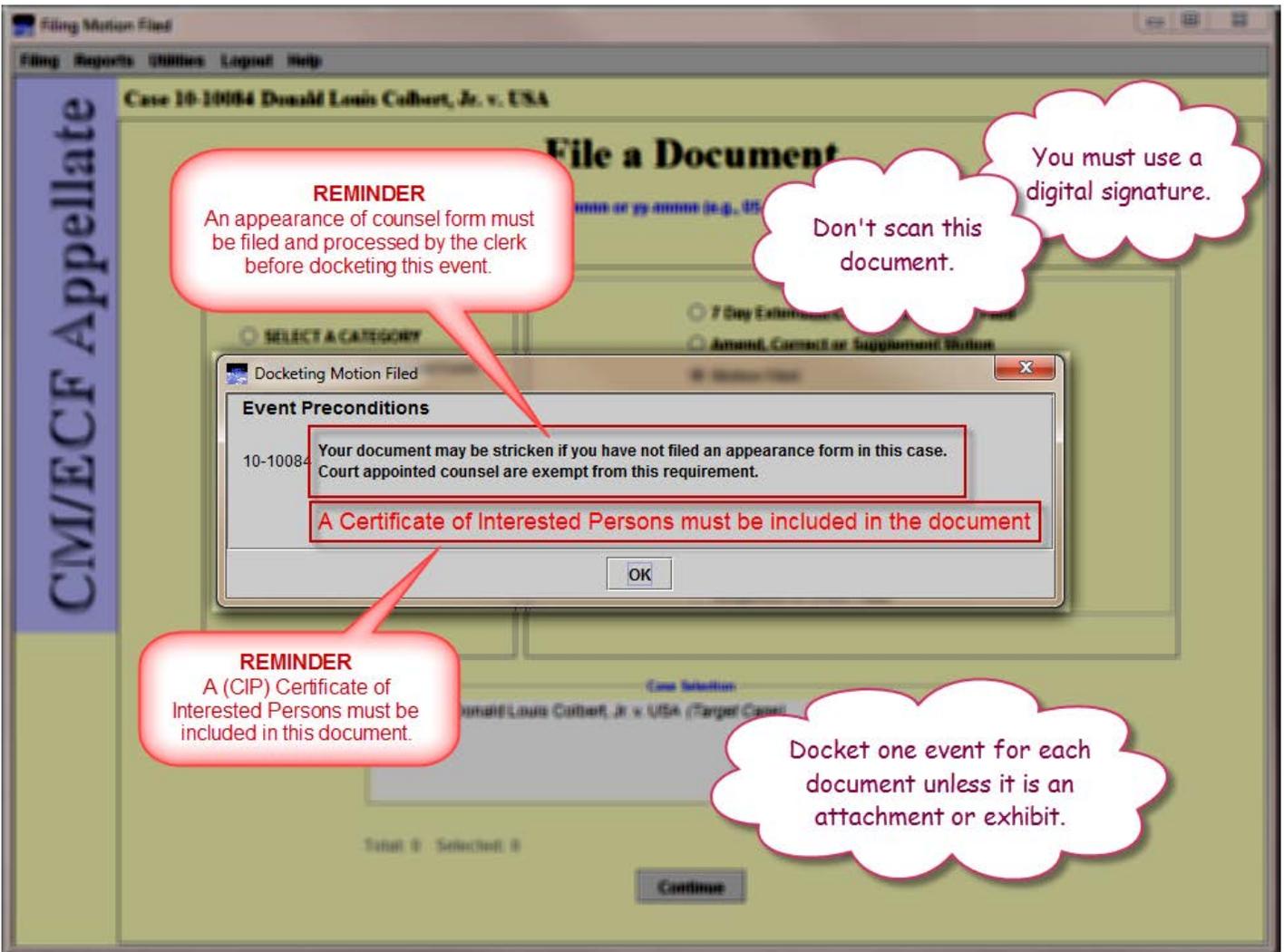
Two columns of radio button options are present:

- Left Column (SELECT A CATEGORY):**
  - SELECT A CATEGORY
  - Amicus Filings
  - Attorney
  - Appearance of Counsel Form
  - Briefing
  - Certificate of Interested Persons
  - Civil Appeal Statement
  - Jurisdiction
  - Miscellaneous
  - Motion**
  - Rehearing
  - Transcript
- Right Column (Select One):**
  - MOTION FILED**
  - Amend, Correct or Supplement Motion
  - Motion to Intervene
  - Motion to Withdraw as Counsel
  - Reply to Response - Motion to Intervene
  - Reply to Response Filed
  - Response Filed with Incorporated Motion
  - Response to Motion Filed
  - Response to Order Filed
  - 7 Day Extension Confirmation Letter Filed

Below these columns is a "Case Selection" field containing "10-10084 Donald Louis Colbert, Jr. v. USA (Target Case)". At the bottom, it shows "Total: 0 Selected: 0" and buttons for "All", "Clear All", and a highlighted "Continue" button with a red arrow pointing to it.

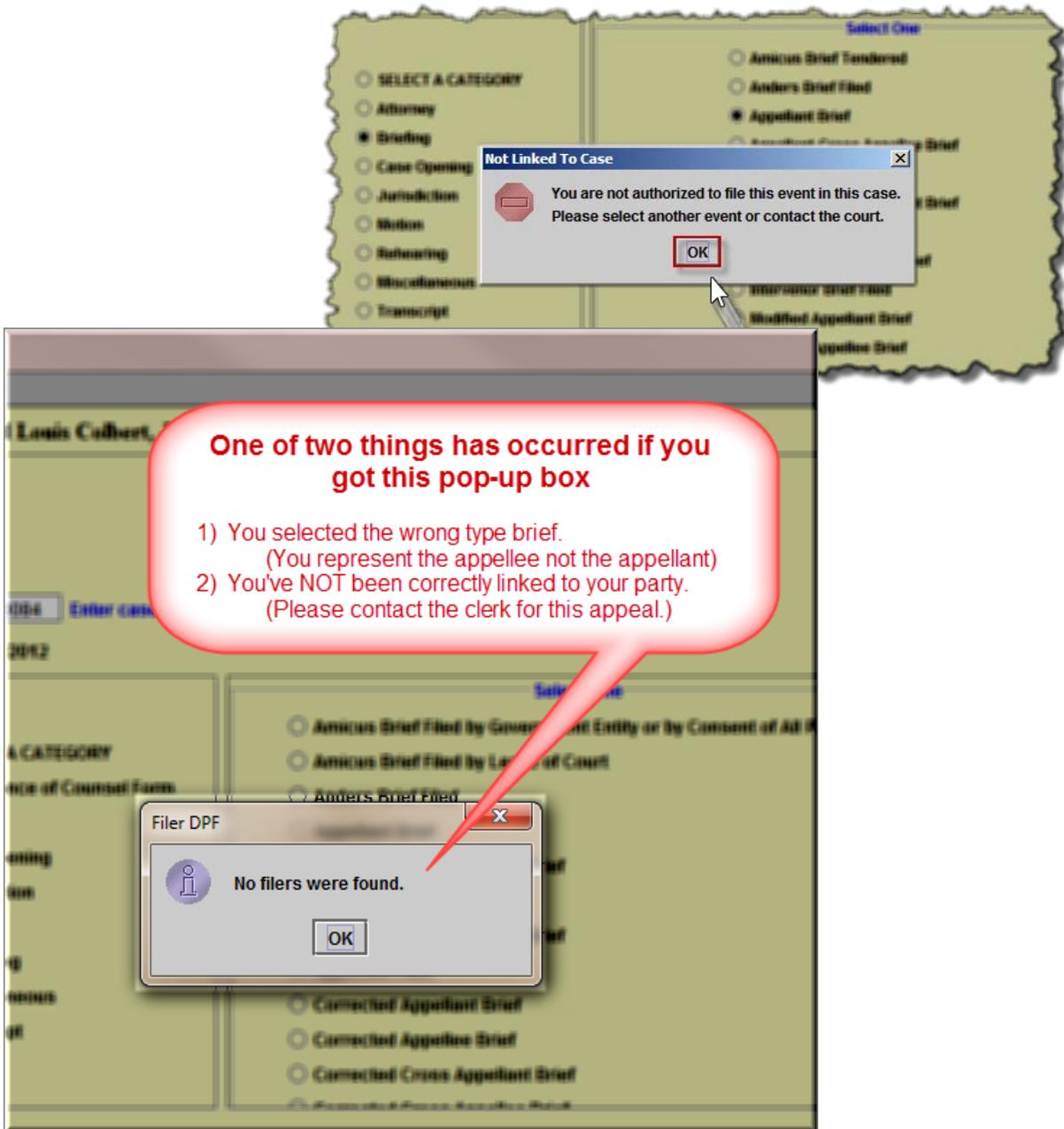
#### 4. Information Box

- a. This informational box lets the user know that this document may be stricken if an appearance of counsel form has not been filed. Court Appointed attorneys and Federal Public Defenders are exempt from the requirement, but all other attorneys are required to file this form.
  - i. If you are not required to file an Appearance of Counsel form, and the system is not letting you docket an event, please contact your Case Handler. Please see the Attorney Instructions: **How to Find a Case Handler**.
- b. **“A Certificate of Interested Persons must be included in the document.”**
  - i. Click the **OK** button when read and understood.



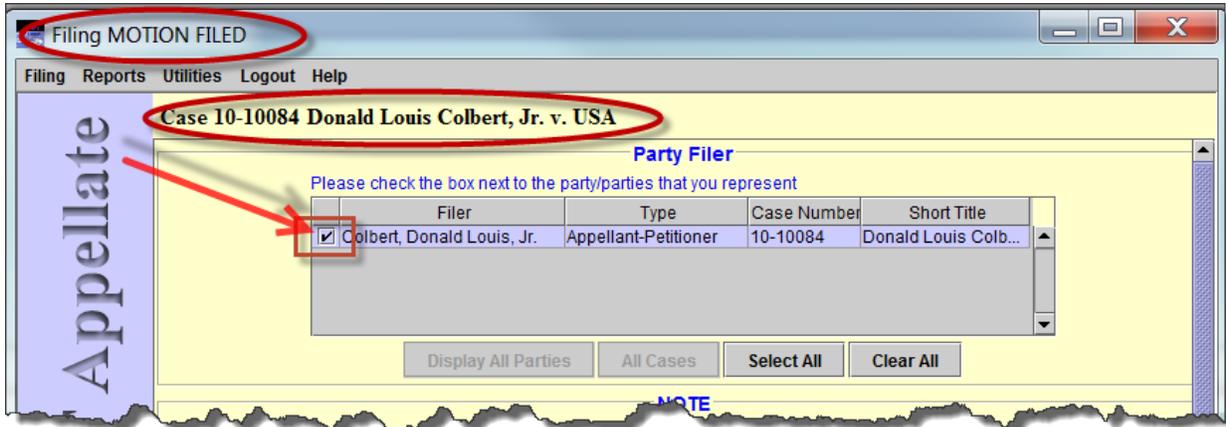
5. **Not Linked To Case**

- a. If you are not linked to this case, a popup box will appear, “**You are not authorized to file this event in this case**”.
- b. Your document may be stricken if you have not filed an appearance form in this case. Court appointed counsel are exempt from this requirement.
- c. You must click the **OK** button to continue and/or cancel the event, and contact the clerk handling this case.



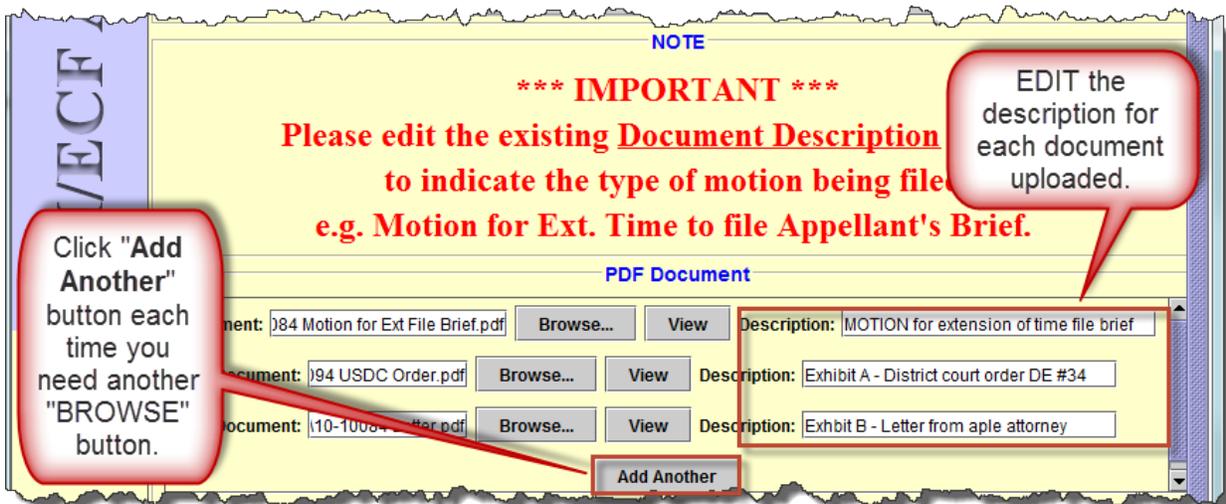
6. **FIRST SECTION – PARTY FILER.**

- a. Select the party filer’s name(s) from the **Party Filer** section by checking the box to the left of the name.



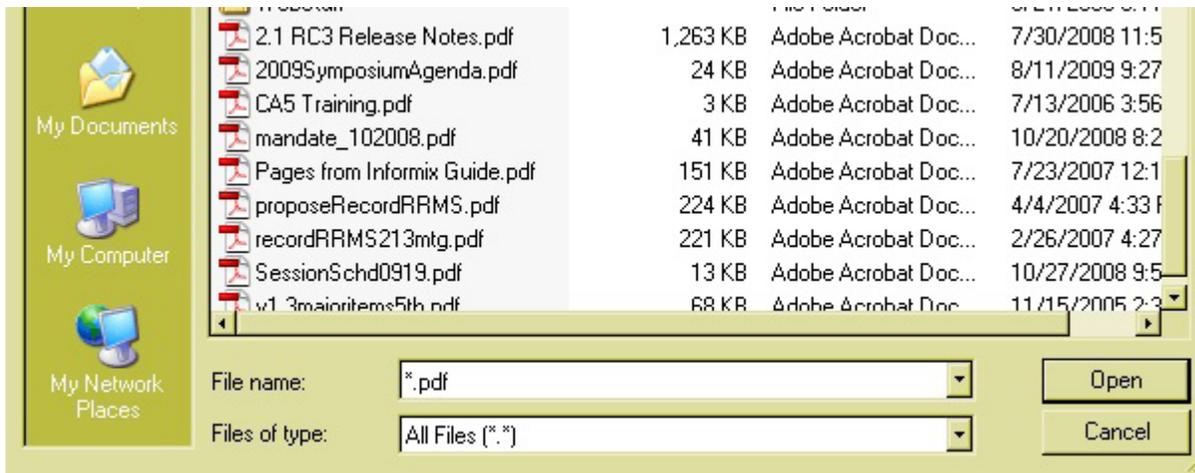
7. **SECOND SECTION – PDF DOCUMENT.**

- a. Upload your **motion in PDF** format.
- b. Click the **Add Another** button when adding an attachment or exhibit.
  - i. Continue to use the **Add Another** button to enable a new **BROWSE** button.
  - ii. The document **description MUST be edited for each document uploaded.**
    - 1. If your motion does not upload here:
      - a. The motion has been scanned
      - b. The motion is too large
      - c. Your computer does not have the correct Java.

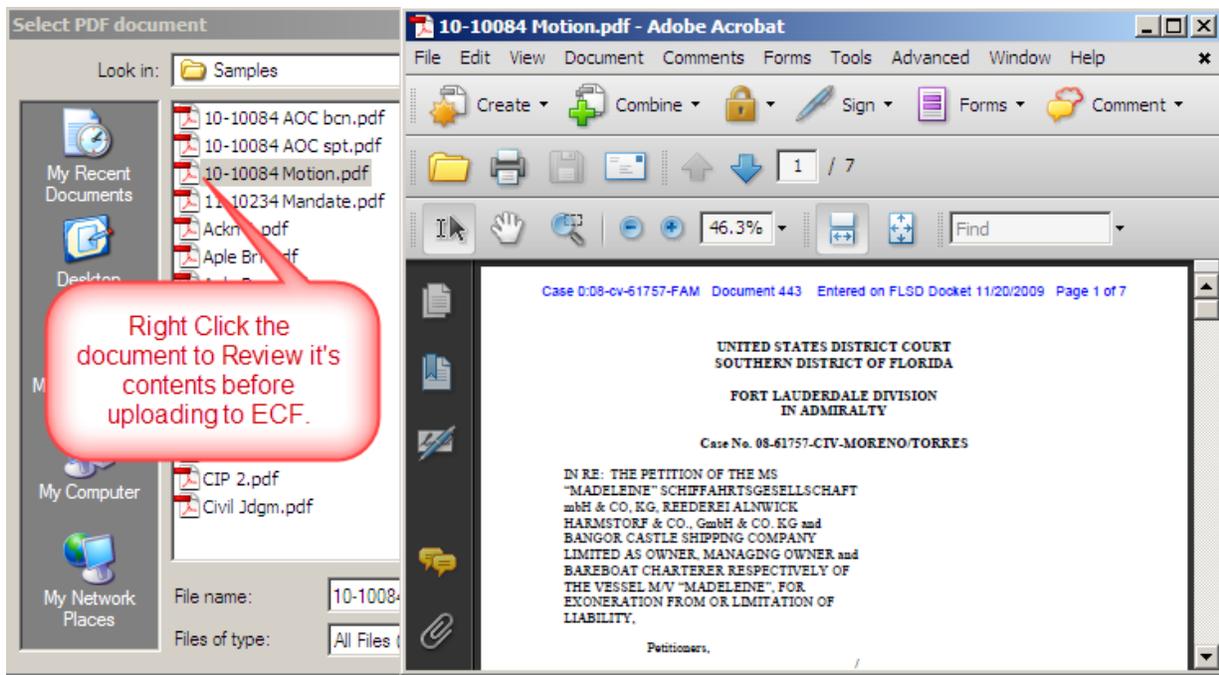


## 8. UPLOAD YOUR DOCUMENT

- a. Either type the complete path to the file or click **Browse** to locate it on your computer. (Single click to select the file and the click **Open** button).

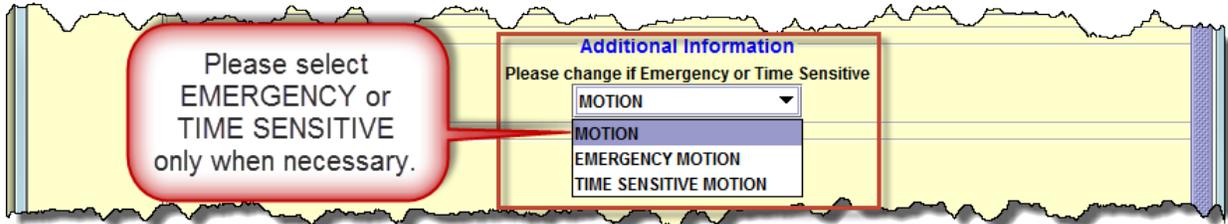


## 9. REVIEW THE CONTENTS OF THE DOCUMENT BEFORE UPLOADING.



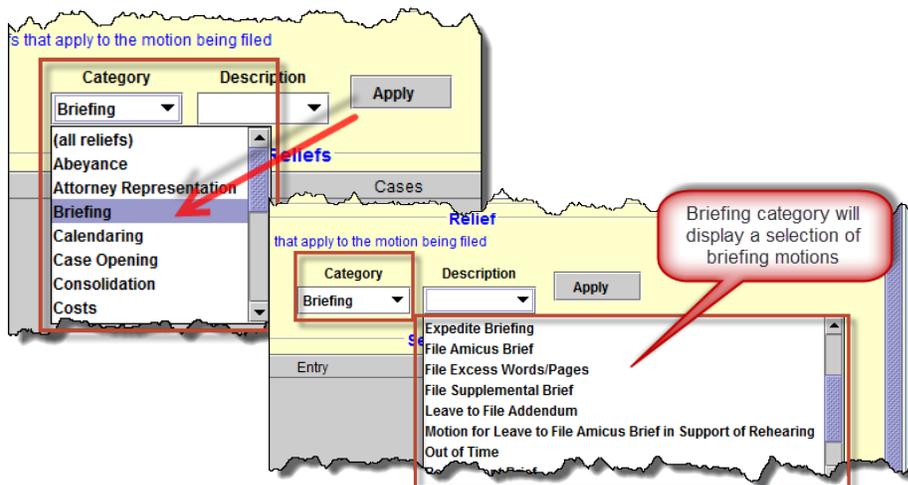
10. **THIRD SECTION** – Additional information

- a. This section defaults to **MOTION**. Please use EMERGENCY and TIME SENSITIVE only when necessary.

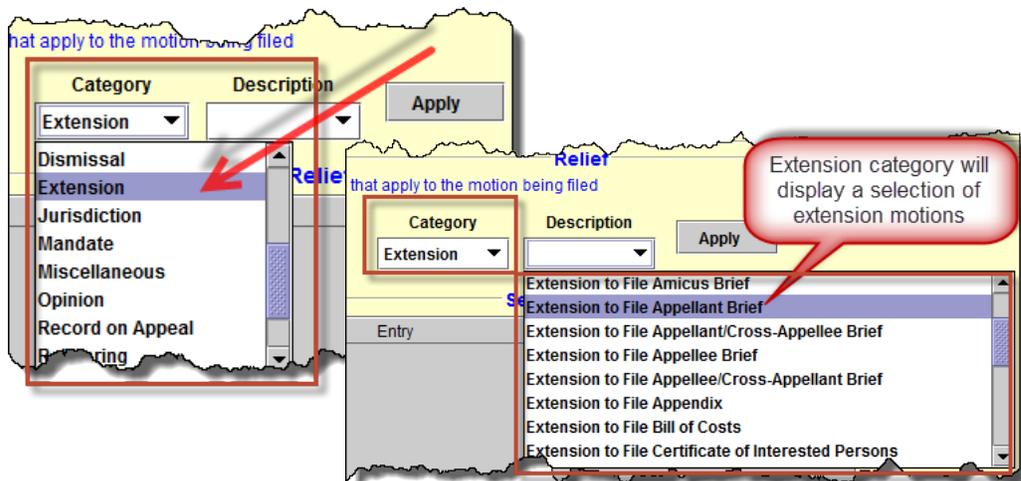


11. **FOURTH SECTION – RELIEF.** (Relief is another word for Motion)

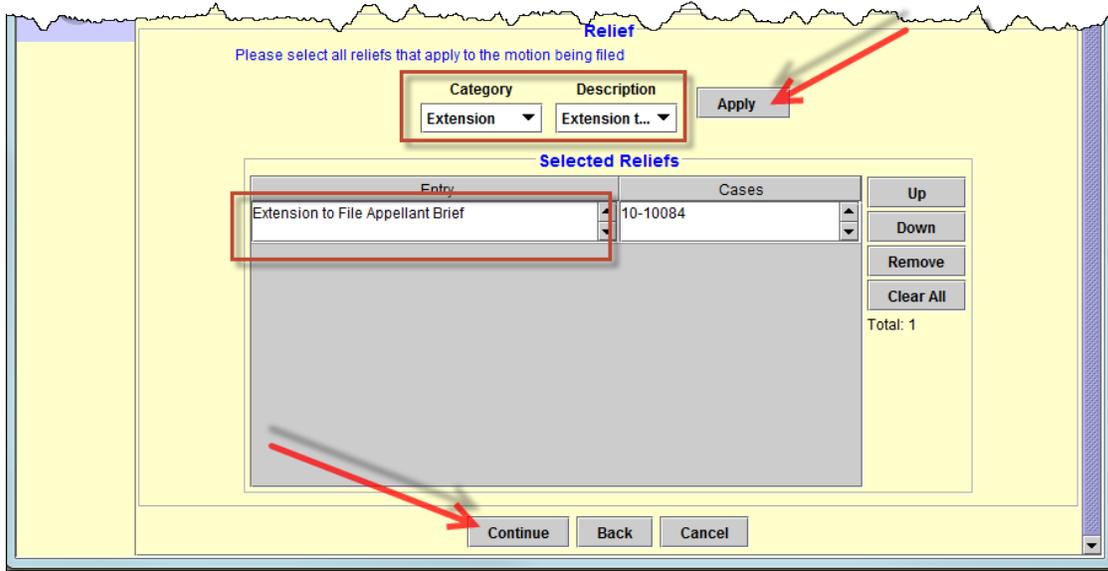
- a. There are over 218 motions in this section. Similar to the front page, **Categories are listed on the left and Descriptions are listed on the right.** Depending on the category selected on the left will determine the description on the right.
  - i. **Briefing Category** will display a selection of briefing motions.



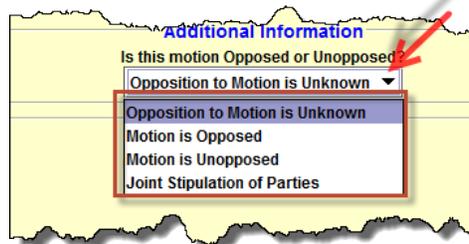
- ii. **Extension Category** will display a selection of extension motions.



- iii. When your selection has been made, click the “Apply” button.
  - 1. Your selection will appear in the “Selected Reliefs” display.
    - a. Click the “Continue” button.

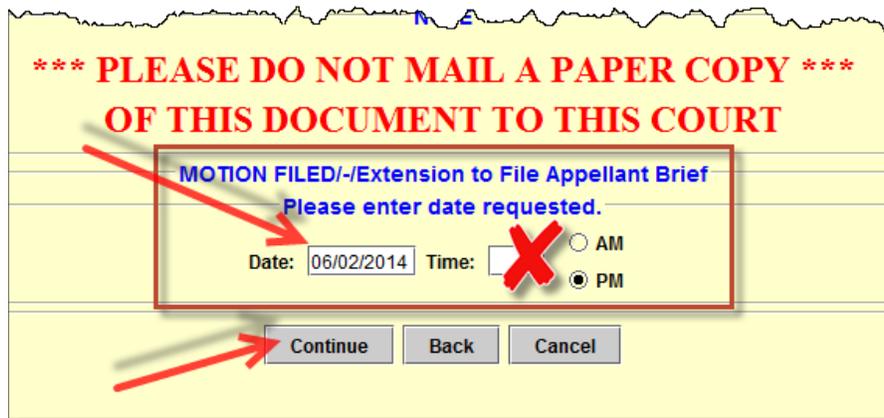


- iv. Select from the drop-down box if this motion is **Opposed, Unopposed or Unknown.**



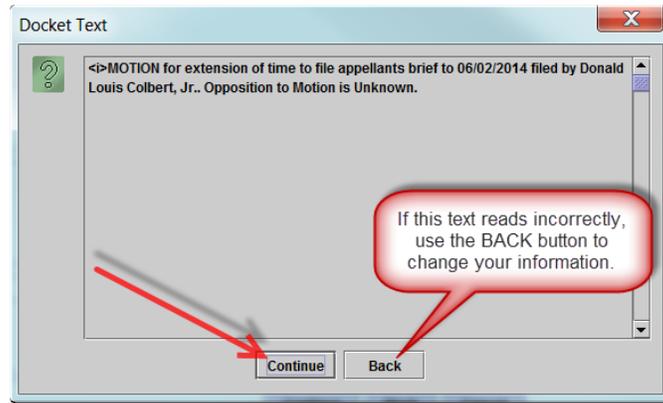
v. **DO NOT MAIL ANY PAPER COPIES OF MOTIONS TO THE COURT.**

- vi. Depending on the relief selected, you may have addition information to complete. The “Extension” motions require that you enter the date requested.
  - 1. This court does not use the “TIME” section. You may skip this.



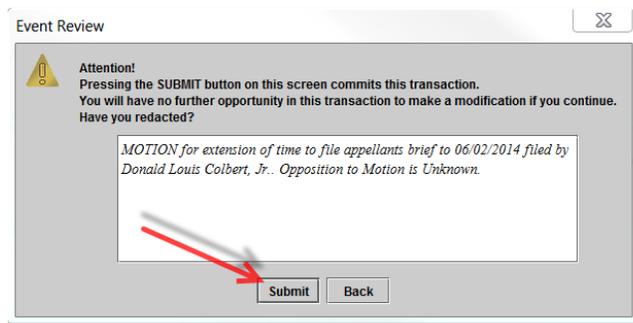
12. **Review Docket Text**

- a. After reviewing the docket text, the system gives you a chance to change your mind.
  - i. Click the **Back** button if the text doesn't read correctly.
- b. Click the **Continue** button.



13. After reviewing the docket text a **SECOND** time, the system will give you one more chance to change your mind. Once you click the **Continue** button, there is no further opportunity to change any of this information and the event will appear on the public docket sheet.

- a. Click the **Back** button if the text doesn't read correctly.
  - i. Click the **Continue** button.



14. **Event Docketed**

- a. This event has been completed. Click the **OK** button.

