

How to File a Motion

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 Case Administrator.

- 1) Log in to CM/ECF.
- 2) From the Startup page, select the menu option 'Filing'.
- 3) The 'File a Document' screen will open.
- 4) In the 'File a Document' screen, enter the case number and press [Tab].
- 5) Click in the 'Type of Document' field and begin typing the word 'Motion'.
- 6) Scroll through the list of Motion filings to locate the type motion you are filing. Select the type motion you are filing. If the type motion you are filing is not listed, select "Motion filed". (Most motions will be filed under this selection).
- 7) Click [Continue].

United Stat

CM ECF Filing Reports ▾ Utilities ▾ Help Getting Started Log Out

File a Document

Case Number USA v. Samuel Reyes

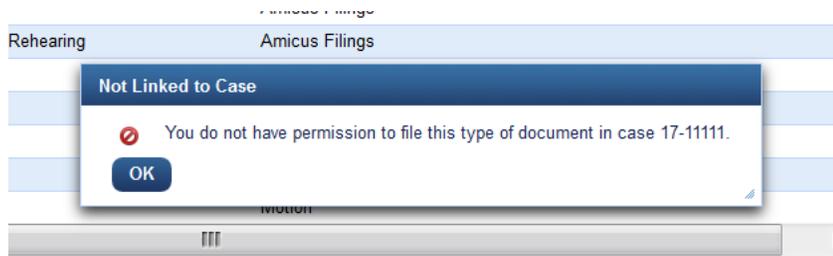
Filed
09/14/2018

Type of Document	Category
Motion	All
Amend, Correct or Supplement Motion	Motion
Motion filed	Motion
Motion for Leave to File Amicus Brief	Amicus Filings
Motion for Leave to File Amicus Brief in Support of Rehearing	Amicus Filings
Motion for Leave to File Amicus Out of Time	Amicus Filings
Motion to Intervene	Motion
Motion to Withdraw as Counsel	Motion
Reply to Response - Motion to Intervene	Motion
Response Filed with Incorporated Motion	Motion

17-12718 USA v. Samuel Reyes

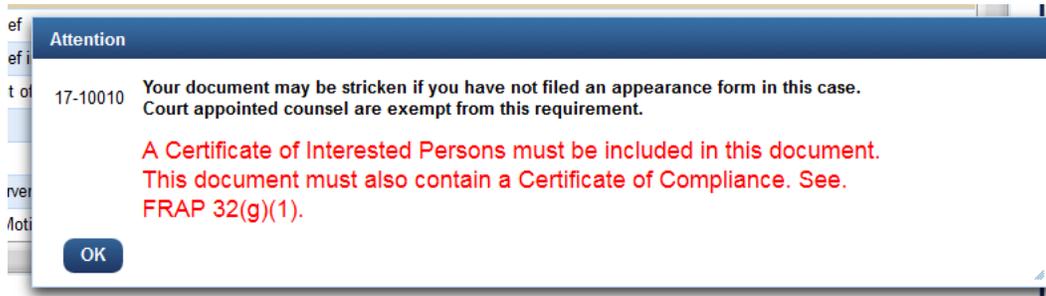
Continue

- 8) If you are not linked to the selected case, a popup box will appear, “You do not have permission to file this type of document in case xx-xxxx”. Either you have not entered an appearance of counsel form, or you are not correctly linked to the case. Please contact your Case Administrator for assistance if you receive this message.



- 9) The below “Attention” message will appear which advises of additional requirements to file a motion. Review the message and ensure your filing is in compliance.

- 10) Click [OK].



- 11) Select the party you represent by clicking on their name in the Filer box.



12) Edit the description in the Upload Documents section to indicate the type of motion being filed, i.e., Motion for extension of time to file brief.

13) Browse and upload your document(s).

Attention

IMPORTANT You MUST edit the existing Document Description BELOW to indicate the type of motion being filed. e.g. Motion for Extension of Time to file Appellant's Brief.

Upload Documents

Description

Motion for extension of time to file brief

Browse...

Edit the Description to indicate the type motion being filed, then browse and upload the motion

14) If your motion is an Emergency or Time Sensitive Motion select either Emergency Motion or Time Sensitive Motion. If not, leave the selection as Motion.

Please change if Emergency or Time Sensitive

MOTION

MOTION

EMERGENCY MOTION

TIME SENSITIVE MOTION

Relief" box below, the selection list will display. Or, select a category from the "Relief Category", the selection list will then display. Click on the relief to select all reliefs that apply to the motion being filed.

15) Click in the Relief box and begin typing the desired relief, the selection list will display. Click on the selection that represents the relief you are requesting. Repeat as necessary to select all reliefs that apply to the motion being filed.

16) Click [Continue].

Requested Relief

Begin typing desired relief in the "Relief" box below, the selection list will display. Or, select a category from the "Relief Category", the selection list will then display. Click on the relief to select and repeat as necessary to select all reliefs that apply to the motion being filed.

Relief	Relief Category
Extension of Time to File Attorneys Fees	Extension
Extension of Time to Respond to Jurisdictional Question	Extension, Jurisdiction
Extension to File Agency Record	Extension
Extension to File Amicus Brief	Extension
Extension to File Appellant Brief	Extension
Extension to File Appellant/Cross-Appellee Brief	Extension
Extension to File Appellee Brief	Extension
Extension to File Appellee/Cross-Appellant Brief	Extension

Selected

Relief	Sequence	Remove All
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Continue

Cancel

17) You will receive a message reminding of requirements needed in your motion. Ensure your motion is in compliance prior to continuing. Click [OK].



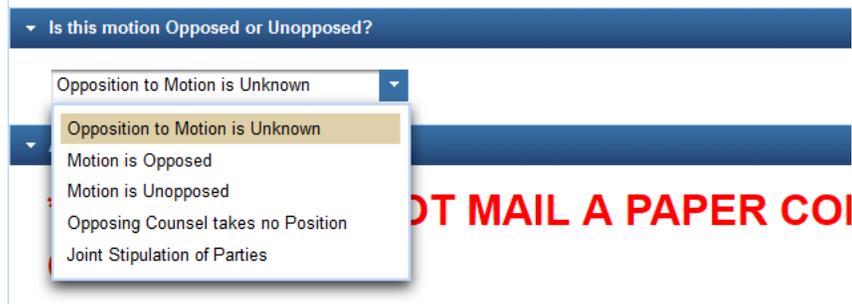
18) If you are filing a motion for extension, you must enter the date to which you are requesting the extension be granted.



19) If your motion is an emergency, notify the clerk's office by telephone at the time the motion is filed.

20) Select the appropriate selection in the "Is this motion Opposed or Unopposed?" dropdown.

21) Click [Continue]



22) Review the Docket Text pane, click [Continue].

▼ Docket Text

<i>MOTION for extension of time to file appellee's brief to 09/21/2018 filed by USA. Motion is Unopposed. [17-10010]

Continue ← Cancel

23) [Final Review] review the docketing transaction. If corrections are needed click [Edit] and make necessary corrections. Once docket entry is correct, click [Submit].

▼ Final Review

File to Case
17-10010

Type of Document
Motion filed

Party Filer
USA (Appellee-Plaintiff) 17-10010

Upload Documents
[Robertssuccessive.pdf](#) (17 pages)

Please change if Emergency or Time Sensitive
MOTION

Requested Relief
Extension to File Appellee Brief

Please enter date requested.
09/21/2018

Is this motion Opposed or Unopposed?
Motion is Unopposed

Docket Text
<i>MOTION for extension of time to file appellee's brief to 09/21/2018 filed by USA. Motion is Unopposed. [17-10010]

After you click the **Submit** button, you cannot change this filing.

⚠ Have you redacted personal identifiers from the document you filed?

Submit ← Edit Cancel

24) You will receive a message once your filing has been completed successfully. Click [OK] to return to the filing screen.

