

How to File a Brief

Before filing a brief, 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 'brief'.
- 6) Scroll through the list of Brief filings to locate the type brief you are filing. Click to select the type brief being filed.
- 7) Click [Continue].

CM/ECF United St

Filing Reports ▾ Utilities ▾ Help Getting Started Log Out

File a Document

Case Number
 USA v. Henry Bryant

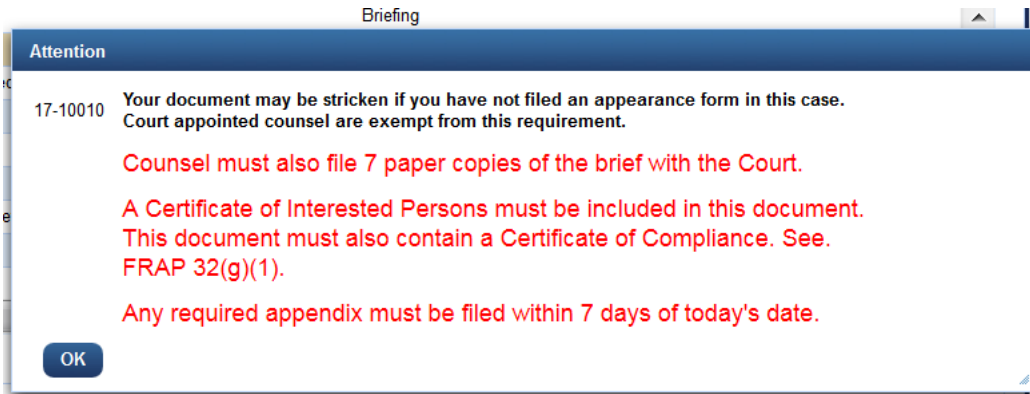
Filed
09/14/2018

Type of Document ▾	Category ⇅
brief	All
Addendum to Brief Filed	Briefing
Amicus Brief Filed by Government Entity or by Consent of All Parties	Amicus Filings
Amicus Brief Filed in Support of Rehearing - Gov't or by Consent	Amicus Filings
Amicus Brief Filed in Support of Rehearing by Leave of Court	Amicus Filings
Anders Brief Filed	Briefing
Appellant Brief	Briefing
Appellant-Cross Appellee Brief	Briefing
Appellee Brief	Briefing
Appellee-Cross Appellant Brief	Briefing

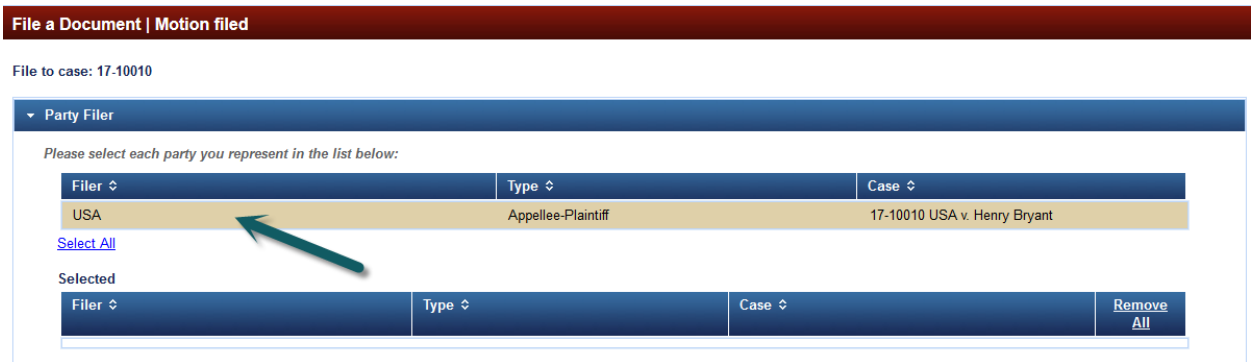
17-10011 USA v. Octavius McLendon

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

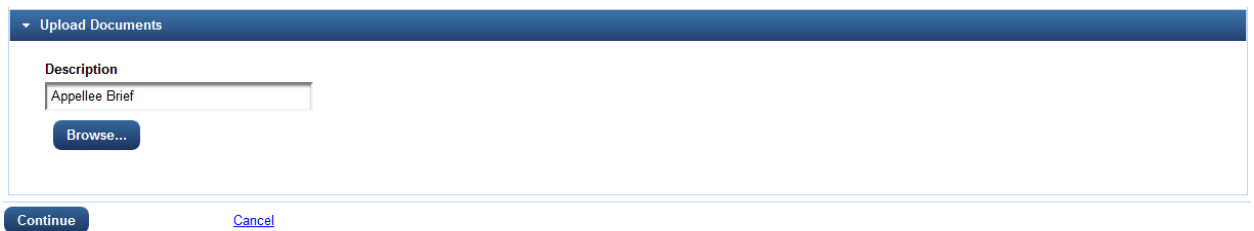
- 8) The below "Attention" message will appear which advises of additional requirements when filing a brief. Review the message and ensure your filing is in compliance.
- 9) Click [OK].



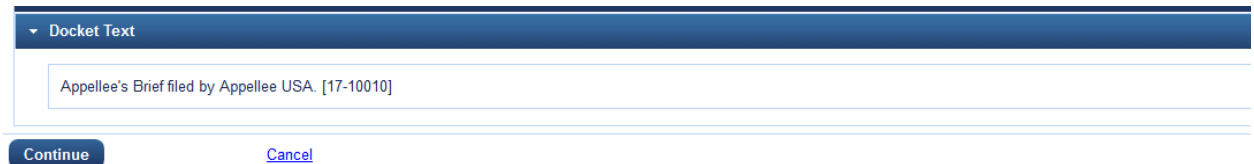
- 10) Select the party you represent by clicking on their name in the Filer box.



- 11) Browse and upload your document(s).



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



13) [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
Appellee Brief

Party Filer
USA (Appellee-Plaintiff) 17-10010

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

Docket Text
Appellee's Brief filed by Appellee USA. [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](#)

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

