

How to File an Appearance of Counsel Form

An attorney filer should file an Appearance of Counsel Form at least 2 days prior to filing any other documents. The ECF system will not accept any other e-filings from an attorney filer until their Appearance of Counsel Form has been processed by the Case Administrator.

- 1) Complete and save the 'fillable' Appearance of Counsel form available on the Court's website at www.ca11.uscourts.gov.
- 2) Log in to CM/ECF.
- 3) From the Startup page, select the menu option '**Filing**'.
- 4) The '**File a Document**' screen will open.
- 5) In the '**File a Document**' screen, enter the case number and press [Tab].
- 6) Click in the '**Type of Document**' field and begin typing the word 'appearance'.
- 7) Click '**Appearance of Counsel Form Filed**' to select and click [Continue].

The screenshot shows the 'File a Document' interface. At the top left is the CM/ECF logo, and at the top right is 'United States'. Below the logo are navigation links: 'Filing', 'Reports', 'Utilities', 'Help', 'Getting Started', and 'Log Out'. The main content area has a dark red header 'File a Document'. Below this, there is a 'Case Number' field containing '17-11111' and the text 'USA v. Samuel Reyes'. Underneath is the 'Filed' date '09/14/2018'. The 'Type of Document' dropdown menu is open, showing 'appearance' entered. A green arrow points to this field. Below the dropdown, the option 'Appearance of Counsel Form Filed' is highlighted in yellow, with another green arrow pointing to it. To the right of this option is a 'Category' dropdown set to 'All'. Below the dropdown is a search bar containing '17-12718 USA v. Samuel Reyes'. At the bottom left is a blue 'Continue' button with a green arrow pointing to it.

- 8) Select the appropriate Attorney Filer by clicking their name, if listed.
- 9) If not listed, enter the attorney's name and the party they represent in the box below the Attorney Filer screen.

File a Document | Appearance of Counsel Form Filed

File to case: 17-11111

▼ Attorney Filer

Please select the attorney filing their appearance from the list below (if listed):

Filer	Type	Case
Ferrer, Wifredo A.	Appellee	17-11111 USA v. Samuel Reyes
Hoffman, Andrea G.	Appellee	17-11111 USA v. Samuel Reyes
Quencer, Kevin	Appellee	17-11111 USA v. Samuel Reyes
Reyes, Samuel	Appellant	17-11111 USA v. Samuel Reyes
Salyer, Kathleen Mary	Appellee	17-11111 USA v. Samuel Reyes
Smachetti, Emily M.	Appellee	17-11111 USA v. Samuel Reyes
Sundaram, Sivashree	Appellee	17-11111 USA v. Samuel Reyes
Wallace, Harry C., Jr.	Appellee	17-11111 USA v. Samuel Reyes

[Select All](#)

Selected

Filer	Type	Case	Remove
			All

▼ ENTER YOUR NAME AND THE PARTY YOU REPRESENT IF YOU ARE NOT LISTED ABOVE.

Joe Attorney for United States of America

214 characters remaining.

If attorney is not listed above for selection, enter their name and the party they represent

▼ Attention

EXAMPLE: Perry Mason for USA

▼ Upload Documents

- 11) Browse and upload the previously saved Appearance of Counsel Form. Click [Continue].

▼ Upload Documents

Description

Appearance of Counsel Form Filed

Browse...

▼ Attention

***** PLEASE DO NOT MAIL A PAPER COPY OF THIS DOCUMENT TO THE COURT****

Continue Cancel

12) [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
17-11111

Type of Document
Appearance of Counsel Form Filed

Attorney Filer
No data was entered.

ENTER YOUR NAME AND THE PARTY YOU REPRESENT IF YOU ARE NOT LISTED ABOVE.
Joe Attorney for United States of America

Upload Documents
[Roberts successive.pdf](#) (17 pages)

Docket Text
APPEARANCE of Counsel Form filed by Joe Attorney for United States of America [17-11111]

After you click the **Submit** button, you cannot change this filing.
! Have you redacted personal identifiers from the document you filed?

Submit **Edit** [Cancel](#)

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

