

## Filing a Bill of Costs in CM/ECF

Filing a Bill of Costs in CM/ECF involves selecting the type of document you are filing, entering the case number, selecting the party who is filing the document, selecting the pdf document, modifying the docket text, and accepting the final docket text.

**STEP 1** After you have logged in to CM/ECF, click on **Civil** on the ECF Main Menu.

**STEP 2** The system will display the **Civil Events** screen.

- Click on **Other Documents** in the Other Filings section.



**STEP 3** The system will next display the Case Number screen for you to enter the case in which the document is to be filed.

- The number of the last case accessed will be displayed. If this is the correct case, just click **Next**. If it is not, enter the correct case number and then click **Next**.

**STEP 4** The system will display the **Other Documents** screen, for you to select the type of document being filed.

- Click the down-arrow at the right of the highlighted area, and the system will display a drop-down list.
- Select **Bill of Costs (before Clerk)** by clicking on it, then click **Next**.

**STEP 5** The system will then display the **pdf document** screen.

- To associate a pdf file with this entry, you can either enter the path and filename of the document with the .pdf extension, if you know it, in the **Filename** field, or you can click **Browse...** to find it. If you click **Browse...**, the system will display a **File Upload** screen.
- On this screen, you should click on the down arrow for the **Files of type:** field at the bottom and select "All Files (\*.\*)" This screen will then show all files, including .pdf files. Then, if the desired file is not displayed, either double-click on any directory or folder icon to go down the directory structure, or click on the "Up One Level" icon, to go up the directory structure.
- Navigate to the directory where the appropriate pdf file is located, then click on it to select it. To make sure you are associating the correct file, you can view the selected file by right-clicking on the filename.
- On this menu, click **Open**. The system will launch the Adobe Acrobat Reader to display the contents of the pdf document. With that you can verify that this is the correct document.
- If this is the correct document, close the Adobe Acrobat Reader by clicking on the **X** in the top right corner, then click **Open** on the File Upload screen. This will return you to the pdf document screen.
- If this is not the correct file, close this window, navigate to a different directory, if necessary, and open another file until you find the correct pdf file.
- If this document has attachments, you would click **Yes** at the bottom. The system would then let you enter the pdf filenames and descriptions of the attachments.
- Click **Next** to continue.

**STEP 6** The system will then display the **Filer Selection** screen.

- On this screen you select the party who is filing the document. The name(s) of the parties you select will appear in the docket text. Then click **Next**.

**NOTE:** If you select a group (All Defendants, All Plaintiffs, or All Parties) on the right side of the screen, rather than selecting the party(ies) by name on the left side of the screen, the group name, such as "all defendants," will appear in the docket text, rather than the names of the individual party(ies).

Select the filer.

Select the Party: OR Select a Group:

Allstate Insurance Company [Defendant]  
Allstate Insurance Company [Counter Claimant]  
Allstate Insurance Company [ThirdParty Plaintiff]  
Patterson, Gene [Plaintiff]  
Patterson, Gene [Counter Defendant]  
State Farm Fire and Casualty Company [Third Party Defendant]

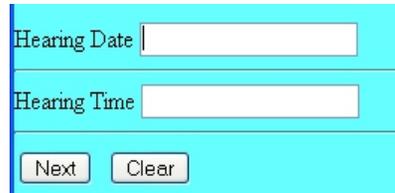
[Add/Create New Party](#)

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

Next Clear

**STEP 7** The system will display the **Hearing Date and Time** screen.

- Enter the hearing date and time in the boxes, and click **Next**.



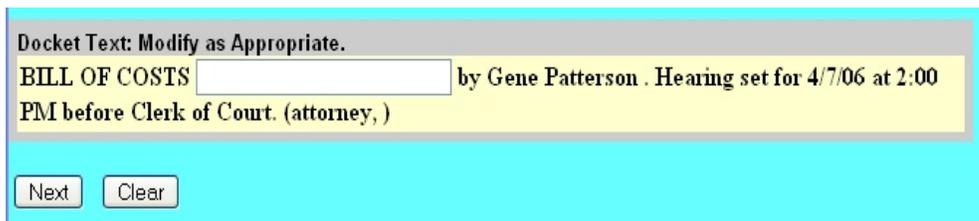
Hearing Date

Hearing Time

**STEP 8** The system will prompt you to certify that service has been accomplished in accordance with the Federal Rules and Local Rules of this Court. This does not take the place of the Certificate of Service that should be included in your filing. Click **Next** to continue.

**STEP 9** The system will display the **Modify Docket Text** screen.

- On this screen you can add to the docket text in the blank boxes as appropriate. When the docket text is accurate, click **Next**.



Docket Text: Modify as Appropriate.

BILL OF COSTS  by Gene Patterson . Hearing set for 4/7/06 at 2:00 PM before Clerk of Court. (attorney, )

**STEP 10** The system will display the **Final Docket Text** screen.

- This is your **last chance** to correct any errors in the transaction. If the transaction is NOT correct, click **Back** on your browser to return to the screen where the error was made, fix the error, then proceed again through the transaction.
- If the transaction and the text are correct, click **Next**.



Docket Text: Final Text

BILL OF COSTS by Gene Patterson. Hearing set for 4/7/06 at 2:00 PM before Clerk of Court. (attorney, )

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

**STEP 11** Finally, the system will display the **Notice of Electronic Filing** screen.

- The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- To print a copy of this notice, click **Print**.
- To save a copy of this receipt, click **File**, then **Save As...** on the browser menu.
- When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing of your document. You can select a choice from the ECF Main Menu. For example, you can click on **Civil** to file another document. If you are finished, you should click on **Logout**.

**Note: It is the responsibility of the filer to send hard copies of the pleading and Notice of Electronic Filings to attorneys and pro se parties who have indicated they do not have E-Mail accounts established with the Court.**