

## Filing a Statement of Oral Argument in CM/ECF

Filing a Statement of Oral Argument 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 the **Statement of Oral Argument** 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]

No Group    [Add/Create New Party](#)  
 All Defendants  
 All Plaintiffs  
 All Parties

Next    Clear

**STEP 7** The system will ask if you want to link this document to another document in this case.

- To link this document to the motion that we are requesting oral argument on, click in the box next to the question.
- If it is a large case, you can narrow your search of the motion using the sort features of the date it was filed or the document number. If these fields are left blank, the system will retrieve all documents.
- Click **Next**.

Should the document you are filing link to another document in this case?

Filed  to

Documents  to

**STEP 8** The system will display the documents in the case resulting from the search clues entered on the previous screen. Select the motion that you are requesting oral argument be heard on by checking the box to the left of the applicable docket entry.

Select the appropriate event(s) to which your event relates:

03/17/2006 1 COMPLAINT against Allstate Insurance Company (Filing fee \$ 250.) filed by Gene Patterson.(bc, )

03/17/2006 2 Summons Issued as to Allstate Insurance Company. (bc, )

05/01/2006 3 SUMMONS Returned Executed; Allstate Insurance Company served on 3/20/2006, answer due 4/10/2006. (attorney, )

05/01/2006 4 ANSWER to Complaint with Jury Demand by Defendant Allstate Insurance Company (attorney, )

05/01/2006 5 COUNTERCLAIM against Gene Patterson filed by Allstate Insurance Company.(attorney, )

05/01/2006 6 THIRD PARTY COMPLAINT against State Farm Fire and Casualty Company filed by Allstate Insurance Company.(attorney, )

05/01/2006 7 MOTION for Summary Judgment by Allstate Insurance Company. Motion Hearing set for 5/3/2006 09:30 AM before Judge Carl Barbier. (Attachments: # (1) Memorandum in Support # (2) Statement of Contested/Uncontested Facts # (3) Notice of Hearing # (4) Exhibit)(attorney, )

05/01/2006 8 RESPONSE/MEMORANDUM in Opposition filed by Gene Patterson re  MOTION for Summary Judgment. (Attachments: # (1) Statement of Contested/Uncontested Facts)(attorney, )

05/01/2006 9 BILL OF COSTS by Gene Patterson. Hearing set for 4/7/06 at 2:00 PM before Clerk of Court. (attorney, )

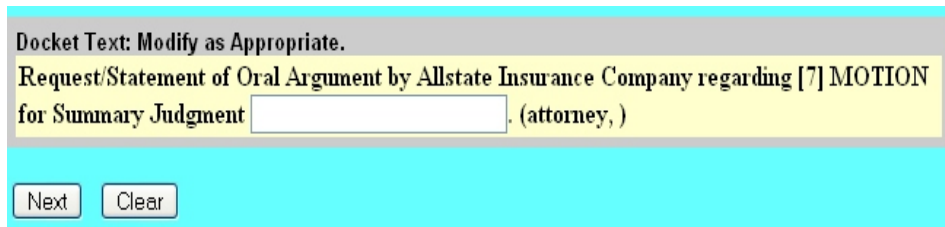
05/01/2006 10 Statement of Corporate Disclosure by Allstate Insurance Company identifying Allstate Insurance Corporation as Corporate Parent. (attorney, )

By filing electronically, I certify that service was accomplished through the Notice of Electronic Filing for parties and counsel who are Filing Users and that service was accomplished on any party or counsel who is not a Filing User in accordance with the **Federal Rules** and the **Local Rules** of this Court.

On this screen, the system will also 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**.

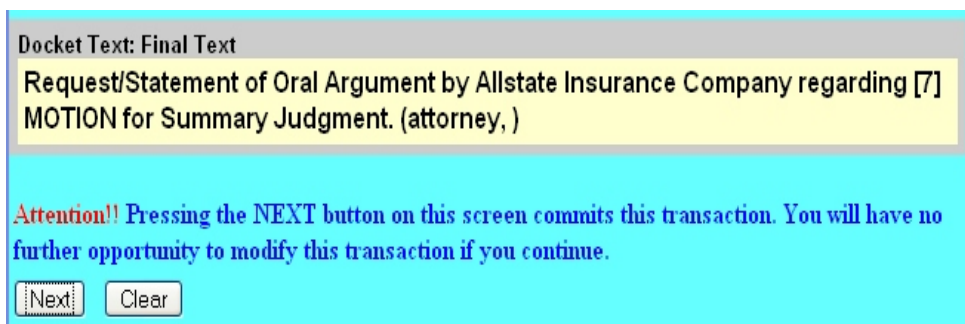


Docket Text: Modify as Appropriate.  
Request/Statement of Oral Argument by Allstate Insurance Company regarding [7] MOTION  
for Summary Judgment [ ] (attorney, )

Next Clear

**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  
Request/Statement of Oral Argument by Allstate Insurance Company regarding [7]  
MOTION for Summary Judgment. (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.

Next Clear

**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.**