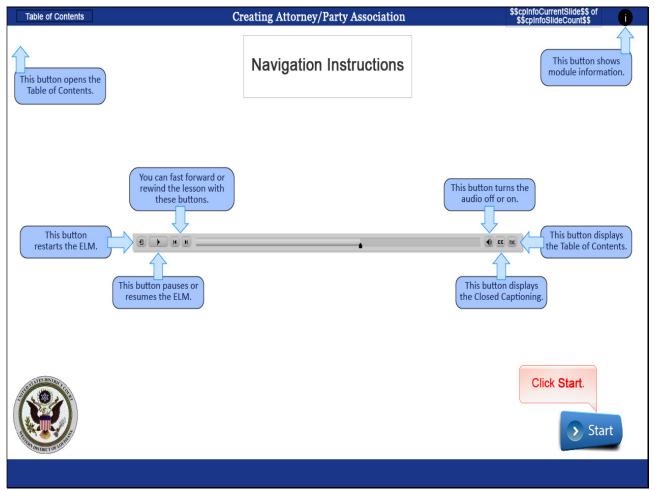
## Slide 1 - Welcome



## Slide notes

Welcome to the Western District of Louisiana on-line attorney training. These electronic learning modules are designed to assist attorneys in understanding and following the procedures established by this Court in accordance with Federal Rules, Local Rules, and/or Standing Orders. The topic of discussion for this ELM is Creating Attorney/Party Associations.

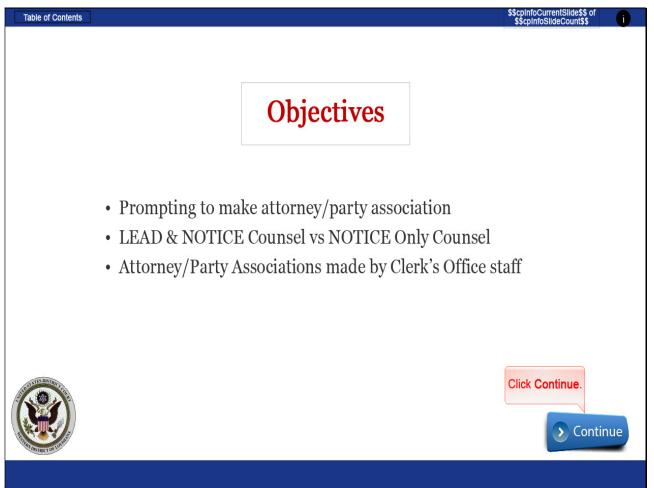
# Slide 2 - Navigation Instructions



## Slide notes

These Navigation Instructions are a reminder for navigating the Electronic Learning Modules. You may view the ELM titled Electronic Learning Modules for more detailed instructions. CLICK Start to begin.

## Slide 3 - Objectives



## Slide notes

Items discussed in this ELM will include CM/ECF prompting for attorney/party association, designation of Lead & Notice Counsel vs Notice only counsel, and additions of counsel by Clerk's Office Staff. CLICK Continue.

## Slide 4 - Initial or First Appearance Filing



### Slide notes

Attorneys can appropriately associate themselves with parties when filing "initiating" or "first appearance" filings. These would include Civil filings such as a New Complaint, a Notice of Removal, an Answer, a Motion to Dismiss, or a Motion to Remand; or Criminal filings such as a Request for Discovery or a Motion if the attorney has not already been designated as counsel of record.

However, if any attorney appearance has already been made on behalf of a party, a Motion to Enroll as Counsel or a Motion to Substitute Attorney must be filed before additional counsel can be added.

## Slide 5 - Slide 5

Table of Contents		\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
	accept cookies to log in to this site. If your browser is set to accept cookies and yo te the stored cookie file in your PC. Close and reopen your browser before trying ag	
	Clear Encret password?   Forgot username?   Need an account? NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of	
🗨 Contact Us	the U.S. Code. All activities and access attempts are logged.	网 PACER FAQ
	This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.	

## Slide notes

All WD/LA CM/ECF users have a unique PACER username and password combination that should be linked to NextGen CM/ECF for the Western District of Louisiana. The electronic filing system identifies the attorney's name and demographic information associated with the username and password combination entered.

## Slide 6 - Slide 6

Table of Contents		\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
	ookies to log in to this site. If your browser is set to accept cookies and you are red cookie file in your PC. Close and reopen your browser before trying again.	experiencing
	LOUISIANA WESTERN DISTRICT COURT Login Required Information	
	Username * ELMattorney	
	Password *	
	Client Code	
N	Clear Forgot password?   For of username?   Need an account? OTICE: This is a restricted governm Click Login ACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.	
👤 Contact Us	Privacy & Security	网 PACER FAQ
This site	is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.	

## Slide notes

The filing attorney for this demonstration is Ansley Quest. The username and password are entered. Client Code is optional. CLICK Login.

## Slide 7 - Slide 7

Table of Contents	\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
TRAIN TRAIN TRAIN TRAIN TRAIN TRAIN TRAIN TRAIN	TRAIN TRAIN TRAIN TRAIN
Your browser must be set to accept cookies to log in to this site. If your browser is set to acce problems with the login, delete the stored cookie file in your PC. Close and reopen your brows	
LOUISIANA WESTERN DISTRICT COURT (TE Login     * Required Information	IST)
Username * ELMattorney	
Redaction Agreement	
IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:	
All filers must redact: Social Security or taxpayer-identification nu dates of birth; names of minor children; financial account number criminal cases, home addresses in compliance with <u>Fed. R. App.</u> <u>Fed. R. Civ. P. 5.2, Fed. R. Crim. P. 49.1</u> , or <u>Fed. R. Bankr. P. 903</u> ; requirement applies to all documents, including attachments.	s; and in <mark>2. 25(a)(5)</mark> ,
notice.	ve read this
Cc Click inside the box	题 PACER FAQ
This site is maintained by the Administrative Office of the U.S. Courts, PACE	R Service Center.

# Slide notes

Before continuing, the attorney must agree to complying with redaction rules. CLICK inside the acknowledgment box.

## Slide 8 - Slide 8

Table of Contents		\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
TRAIN TRAIN	TRAIN TRAIN TRAIN TRAIN TRAIN TRAIN T	RAIN TRAIN
	et to accept cookies to log in to this site. If your browser is set to accept cookies and you a delete the stored cookie file in your PC. Close and reopen your browser before trying again	
	LOUISIANA WESTERN DISTRICT COURT (TEST)     Login     * Required Information	
	Username * ELMattorney	
	Redaction Agreement	
	IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with Fed. R. App. P. 25(a)(5), Fed. R. Civ. P. 5.2, Fed. R. Crim. P. 49.1, or Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.	
	✓ I understand that, if I file, I must comply with the redaction rules. I have read this notice.	
R Contact Us	Colick Boxe Cancel	PACER FAQ
	This site is main Click Continue Office of the U.S. Courts, PACER Service Center.	

## Slide notes

And then CLICK Continue.

## Slide 9 - Slide 9

Table of Contents	\$\$cpinfoCurrentSlide\$\$ of \$\$cpinfoSlideCount\$\$
CMmECF	Criminal - Query Reports - Utilities - Search Help Log Out
	Inity Relations and Service  Mo Click Civil ps
	the second se
	U.S. District Court
	Western District of Louisiana - TEST Official Court Electronic Document Filing System
	Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or rwarded to the appropriate law enforcement officials.
	ict Court for the Western District of Louisiana - TEST Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing ersion of the Adobe PDF reader can be obtained by selecting the PDF Settings option listed below.
	PDF Settings
Last login: -	
8January2018	

## Slide notes

For this demonstration we will file an Answer to Complaint. To display civil events for filing, CLICK Civil on the ribbon along the top of the screen.

### Slide 10 - Slide 10

CM       CYVII       Crimingal-       Query       Reports+       Utilities+       Search       Help       Log Out         Civil Events       Crici Care-       Unassigned       Discovery Documents       Discovery Documents         Crici Care-       Unassigned (Sealed)       Notices       Trial Documents         Tatital Pleadings and Service       Appeal Docs (Soc Sec, Bicv, 5th Circ)       Other Documents         Complexits and Other Initiating Documents       Other Documents         Fastwore/GRC Regularity       Other Answer         Motions and Related I       Click Answer to Complaints         Motions       Responses and Replies
Case Assignment - Open a Case       Other Filings         Civil Case - Unassigned       Discovery Documents         Civil Case - Unassigned (Sealed)       Notices         Trial Documents       Trial Documents         Initial Pleadings and Service       Appeal Docs (Soc Sec, Bkcy, 5th Circ)         Complaints and Other Initiating Documents       Other Documents         Service of Process       Other Documents         Answers@idCB@aplaints       Other Answers         Motions and Related F       Click Answer to Complaints
Civil Case - Unassigned     Discovery Documents       Civil Case - Unassigned (Sealed)     Notices       Trial Documents     Trial Documents       Initial Pleadings and Service     Appeal Docs (Soc Sec, Bkcy, 5th Circ)       Complaints and Other Initiating Documents     Other Documents       Service of Process     Other Documents       Answers@dickBoxplaints     Other Answers

### Slide notes

And then CLICK Answers to Complaints.

## Slide 11 - Slide 11

Table of Contents	<pre>\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$</pre>	0
CMmECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out		
Answers to Complaints		
Civil Case Number		
Click Box 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345		
Next Click inside the text Type 20-6		
window (use number keys located above alphabet keys		
Next Click inside the text window (use number keys located above alphabet keys for this demonstration)		

# Slide notes

The filer is prompted to enter a case number. CLICK inside the Case Number window and then TYPE 20-6

## Slide 12 - Slide 12

Table of Contents	<pre>\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$</pre>	i
CMmECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out		
Answers to Complaints		
Civil Case Number		
20-6 × Findlibbeo&aşe		
Next Clear Click the Find This Case		
button		

## Slide notes

And then CLICK Find This Case.

## Slide 13 - Slide 13

Table of Contents								<pre>\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$</pre>	0
	Crimi <u>n</u> al <del>-</del>	Query	Reports -	Utilities 🗸	Sear <u>c</u> h	Help	Log Out		
Answers to Complaints									
Civil Case Number									
2:20-cv-6									
Next Clear Click the Next button	]								

# Slide notes

If different case type options are available (criminal, civil, petty offense, or miscellaneous), select the type case you are filing, or confirm the populated case number and case type are correct. CLICK Next.

### Slide 14 - Slide 14

Table of Contents									\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$	0
CMmecf	C <u>i</u> vil <del>-</del>	Crimi <u>n</u> al <del>-</del>	Query	Reports -	Utilities 🗸	Sear <u>c</u> h	Help	Log Out		
Answers to Complain	nts									
2:20-cv-00006-JDC-KK C	Crane v.	Barns Air &	Heat Inc	et al						
Next										
Click the Next b	outton									
		J								

# Slide notes

Confirm the case you are filing is correct according to the case number and short title shown. CLICK next.

### Slide 15 - Slide 15

Table of Contents	<pre>\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$</pre>	0
CMmECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out		
Answers to Complaints		
2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al		
Pick Filer		
Collapse All Expand All Select the FILER.		
James T Barns dft		
Barns Air & Heat Inc dft Select the Party:		
Brian C Crane pla		
Barnan C Crane pia Barns, James T [dft] Barns Air & Heat Inc [dft]		
Crane, Brian C [pla]		
Next Clear New Filer		

## Slide notes

Now you must select the party or parties you are filing on behalf of before continuing. We will be filing the answer on behalf of James T Barns and Barns Air & Heat Inc.

### Slide 16 - Slide 16

Table of Contents	\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$	0
CMmECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out		
Answers to Complaints		
2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al		
Pick Filer		
Collapse All Expand All Select the FILER.		
James T Barns dft		
Barns Air & Heat Inc dft Select the Party:		
⊞Brian C Crane pla Barns, JacQuerk Bolytifi		
Barns, Jacobiek Boldfil Barns, Jacobiek Boldfil Barns Air & Heat Inc [Aft]		
Crane, Brian C [pla] Select Barns, James T [dft]		
Next Clear New Filer		

## Slide notes

First select filer Barns, James T by CLICKing on the party name.

## Slide 17 - Slide 17

Table of Contents	<pre>\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$</pre>
CMmECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out	
Answers to Complaints	
2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al	
Pick Filer	
Collapse All Expand All Select the FILER.	
James T Barns dft Barns Air & Heat Inc dft Select the Party:	
Barns, James T [dft] Barns Air €lithæðuxinc [dft]	
Crane, Brian C [pla]	
Hold down Ctrl key + Select Barns Air & Heat Inc [dft]	
Next Clear New Filer	

## Slide notes

Then hold down the Control key on your keyboard and select filer Barns Air & Heat Inc by CLICKing on that party name.

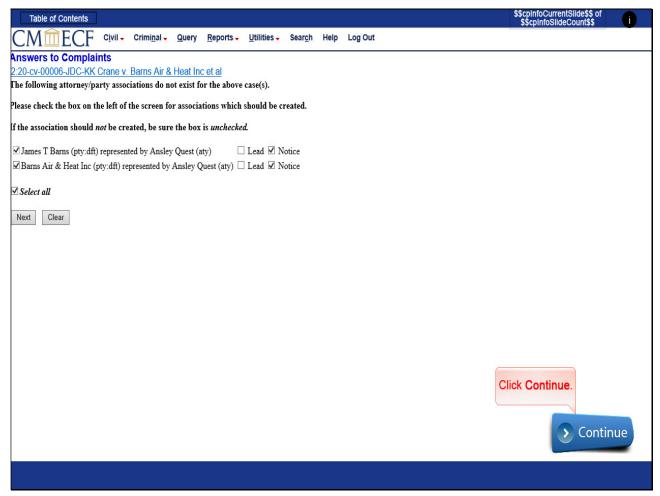
### Slide 18 - Slide 18

Table of Contents	<pre>\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$</pre>	0
CMmECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out		
Answers to Complaints		
2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al		
Pick Filer		
Collapse All Expand All Select the FILER.		
James T Barns dft		
Barns Air & Heat Inc dft Select the Party:		
Barian C Crane pla Barns, James T (dt) Barns, Air & Heat Inc (dt) Crane, Brian C [pla] Next Clear New Filer Click the Next button		

## Slide notes

To select multiple filers, the Control key on the keyboard must be engaged while clicking on the individual party names. Party names selected as filers will be highlighted as seen here. CLICK Next.

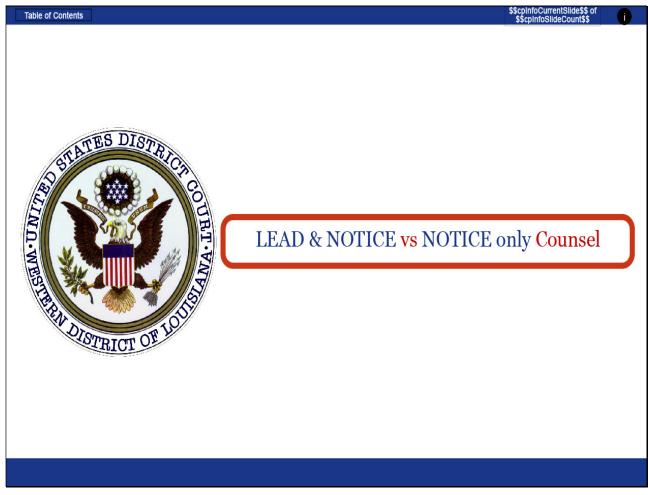
### Slide 19 - Slide 19



### Slide notes

Since the system recognizes that the attorney, Ansley Quest, has not made an appearance on behalf of the party(ies) selected, the attorney must create the association with the party. If the wrong party was selected from the party list, use the *Back* button to change the selection. If your selection was correct, make sure that the box on the left is checked for each party/attorney combination that should be established. CLICK Continue.

# Slide 20 - Lead & Notice vs Notice Only Counsel



# Slide notes

Before continuing, let's discuss the Lead and Notice designations.

## Slide 21 - Lead & Notice vs Notice Only

Table of Contents		\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
LEAD & NOTIO	CE Counsel VS	NOTICE ONLY Counsel
Please check the b If the association s If ames T Barns (	The first pleading filed on behalf of but need not, be the attorney who The designated trial attorney will communications with respect to i counsel in the event a visiting att	I be responsible for the case and all notices and other it will be directed to the designated trial attorney, or to local torney is designated as trial attorney. The designation of the t any time by exparte motion. If a party desires to change the
Local Rule 11	.2	Click Continue.

### Slide notes

The box to the left of the party name defaults to being checked. The only time this box should be unchecked is if the attorney/party association should NOT be made. An example this could be appropriate would be when a joint filing is being made and all represented parties listed in the pleading are correctly selected as filers, but the e-filing attorney does not represent all the parties.

The Notice check box defaults to being checked. Leaving this box checked will ensure that the attorney will receive a "Notice of Electronic Filing" for filings made in the case. If this box is unchecked, the attorney will NOT receive notice of filings made in the case. Best practice is to always leave the Notice box checked.

The Lead check box defaults to being unchecked. If the e-filing attorney is designated as the Trial Attorney, the Lead box should be checked in addition to the Notice box. When Lead is selected, the designation of "LEAD ATTORNEY" will appear on the docket sheet. Please keep in mind Local Rule 11.2 when making this selection. CLICK Continue.

## Slide 22 - Slide 22

Table of Contents	<pre>\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$</pre>	0
CM ECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out		
Answers to Complaints		
2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al		
The following attorney/party associations do not exist for the above case(s).		
Please check the box on the left of the screen for associations which should be created.		
If the association should <i>not</i> be created, be sure the box is <i>unchecked</i> .		
🗹 James T Barns (pty:dft) represented by Ansley Quest (aty) 🔲 Lead 🗹 Notice		
🗹 Barns Air & Heat Inc (pty:dft) represented by Ansley Quest (aty) 🗆 Lead 🗹 Notice		
Select all		
⊻ Select au		
Next Clear		

### Slide notes

We can now make our Lead and Notice selections based on the previous information. For this filing, Ansley Quest represents all parties selected and is designated as the Trial Attorney. The attorney/party association box will remain checked, and the Notice box will remain checked. To designate the attorney as Lead Counsel, CLICK the box to the left of LEAD for each party.

### Slide 23 - Slide 23

Table of Contents       \$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCountS\$         CM mECF       Civil - Criminal - Query Reports - Utilities - Search Help Log Out         swers to Complaints       0-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al         c following attorney/party associations do not exist for the above case(s).
<u>0-cv-00006-JDC-KK Crane v. Barns Air &amp; Heat Inc et al</u> following attorney/party associations do not exist for the above case(s).
<u>0-cv-00006-JDC-KK Crane v. Barns Air &amp; Heat Inc et al</u> following attorney/party associations do not exist for the above case(s).
ase check the box on the left of the screen for associations which should be created.
ne association should <i>not</i> be created, be sure the box is <i>unchecked</i> .
James T Barns (pty:dft) represented by Ansley Quest (aty) 🗹 Lead 🗹 Notice
Barns Air & Heat Inc (pty:dft) represented by Ansley Quest (aty) 🔲 Lead 🗹 Notice
Select all Click inside the box
Clear

### Slide notes

### Slide 24 - Slide 24

Table of Contents	\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
CMmECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out	
Answers to Complaints	
2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al	
The following attorney/party associations do not exist for the above case(s).	
Please check the box on the left of the screen for associations which should be created.	
If the association should <i>not</i> be created, be sure the box is <i>unchecked</i> .	
☑ James T Barns (pty:dft) represented by Ansley Quest (aty)	
☑ Barns Air & Heat Inc (pty:dft) represented by Ansley Quest (aty) ☑ Lead ☑ Notice	
☑ Select all	
Next Clear Click the Next button	

## Slide notes

Remember to keep the Notice box checked in order to receive notice of electronic filings. CLICK Next.

### Slide 25 - Slide 25

Table of Contents	\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$	0
CMmECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out		
Answers to Complaints 2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al		
Include Date # Docket Text O3/31/2020 1 COMPLAINT against Barns Air & Heat Inc, James T Barns with Jury		
Demand (Filing fee \$400, receipt number ALAWXDC-1827081) filed by		
Click inside the box o party Brian C Crane(pty:pla))(aty, Yocumaty, M)		
Next Clear		

## Slide notes

In order to correctly complete the filing, it is important to follow the prompts given. To link or associate the answer being filed to the complaint CLICK the box to the left of the Complaint

### Slide 26 - Slide 26

Table of Contents	\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$	i
CM ECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out		
Answers to Complaints		
2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al		
Include Date # Docket Text		
3/31/2020 1 COMPLAINT against Barns Air & Heat Inc, James T Barns with Jury Demand (Filing fee \$400, receipt number ALAWXDC-1827081) filed by		
Brian C Crane. (Attachments: # 1 Civil cover sheet)(Attorney M Yocumaty		
added to party Brian C Crane(pty:pla))(aty, Yocumaty, M)		
Next Clear		
Click the Next button		

### Slide notes

and then CLICK next.

Slide 27 - Slide 27

Table of Contents	\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
CMmECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out	
Answers to Complaints	
2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al	
Select the PDF document and any attachments.	
Main Document	
N:\Attorney Training Modules\Training D Browse	
To any only identify your other based only for other for any damp damp have	
To properly identify your attachment, select from the <i>Category</i> drop-down box. Further identify exhibits by entering an accurate but brief <i>Description</i> , i.e., A-Deposition of John Smith.	
r un ner rochtny campits by chtering an acturate but brief <i>Deserquen</i> , i.e., A-Deposition of some sinter.	
Attachments Category Description	
1. Browse	
Next Clear	
Click the Next button	

# Slide notes

After confirming the pdf image is correct, upload the answer as the main document, and CLICK Next.

## Slide 28 - Slide 28



### Slide notes

To accurately answer the question regarding jury demand, review the pdf image of the document being filed. The request or demand for jury trial must be made within the associated pdf image to answer yes. If the request is not made in the associated pdf image, the answer is no. CLICK the radio button to the left of "Yes"

### Slide 29 - Slide 29

Table of Contents									<pre>\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$</pre>	i
CMmECF	C <u>i</u> vil <del>-</del>	Crimi <u>n</u> al <del>-</del>	Query	Reports -	<u>U</u> tilities <del>-</del>	Sear <u>c</u> h	Help	Log Out		
Answers to Complain	its									
2:20-cv-00006-JDC-KK C	crane v.	Barns Air &	Heat In	c et al						
Is there a jury demand req	uested w	vithin the at	tached A	nswer?						
• Yes										
O No										
Next Clear										
Click the Next but	ton									
			_						 	

### Slide notes

and then CLICK Next

### Slide 30 - Slide 30

Table of Contents	\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
CMmECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out	
Answers to Complaints	
2:20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al	
· Docket Text: Modify as Appropriate.	
ANSWER to [1] Complaint, with Jury Demand by James T Barns, Barns Air & Heat In (Attorney Ansley Quest added to party James T Barns(pty:dft), Attorney Ansley Quest added to party Barns Air & Heat Inc(pty:dft)) (aty,Qu	
(Attorney Ansley Quest added to party dames 1 Darns(pty.att), Attorney Ansley Quest added to party Darns Air & Heat inc(pty.att)) (aty,Qu Ansley)	esi,
Clear Click the Next button	

## Slide notes

If the docket text needs to be modified, you may do so on this screen; however, it is not required to modify the text. CLICK Next

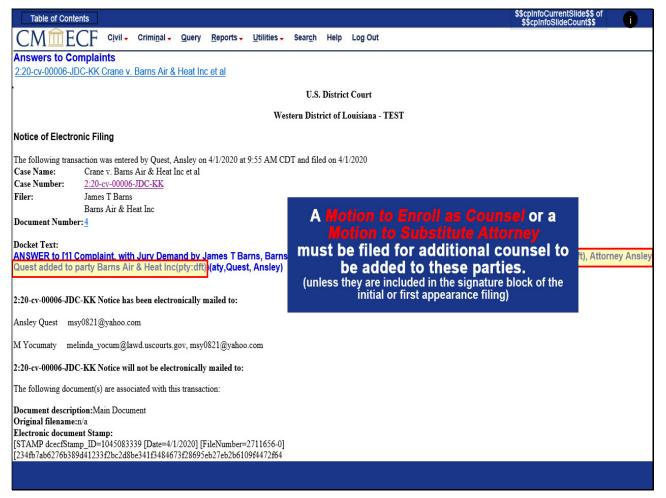
## Slide 31 - Slide 31

Table of Contents			\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$	0
CMmECF Civil - Criminal - Query Reports -	<u>U</u> tilities - Sear <u>c</u> h	Help Log Out		
<b>.nswers to Complaints</b> :20-cv-00006-JDC-KK Crane v. Barns Air & Heat Inc et al				
Docket Text: Final Text ANSWER to [1] Complaint, with Jury Demand by James T B T Barns(pty:dft), Attorney Ansley Quest added to party Barr			st added to party James	
attention!! Pressing the NEXT button on this screen commits this t ontinue. Lave you redacted?	ransaction. You will ha	ave no further opportunity to m	odify this transaction if you	
ource Document Path (for confirmation only): I:\Attorney Training Modules\Training Documents\Initial Filing Docu	ments\20-cv-00006.Ansv	wer to Complaint.pdf pages: 2		
Next Clear Click the Next button	1) Does the content of document attorney attorney	of the associated at, jury demand who signed th filing the docu	accurately reflect the d pdf image, i.e. name of request, filing parties, a document is the	

## Slide notes

It is important to review the information on this screen before committing the transaction. Review the final docket text to make sure the docket text accurately reflects the content of the associated pdf image. Review the Source Document Path to ensure the correct document is attached. After review, CLICK Next.

## Slide 32 - Slide 32



### Slide notes

Once the transaction has been committed, the attorney-party association is created. Ansley Quest first appearance in the case for the parties selected is contributed to the docket text and will appear as counsel on the docket sheet. This text is a cue used by Quality Control Docket Clerks to ensure the appearance and association were properly made and no further action needed.

For other counsel to appear on behalf of these parties in the future, a Motion to Enroll or a Motion to Substitute Attorney must be filed.

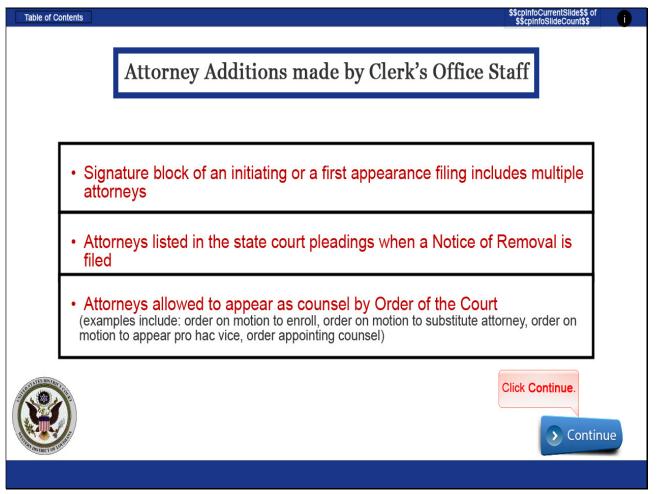
## Slide 33 - Associations Made by Clerk's Office Staff



# Slide notes

There are instances that allow the Clerk's Office staff to make an Attorney/Party association.

## Slide 35 - Staff Additions



## Slide notes

If the signature block of an initiating or a first appearance filing includes multiple attorneys, and the attorneys are admitted to practice in the Western District of Louisiana, the Clerk's Office staff will add the attorneys to the case for the party or parties they represent.

If a Notice of Removal is filed, the Clerk's Office staff will add the plaintiff's attorneys listed in the State Court documents when the documents are checked for completeness.

Lastly, the Clerk's Office staff will add counsel as ordered by the Court via an Order on a Motion to Enroll, Substitute Attorney, or Appear Pro Hac Vice, or an Order Appointing Counsel. CLICK Continue.

# Slide 36 - Summary

Table of Contents	\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
	Summary
	<ul> <li>You should now :</li> <li>understand prompting to make attorney/party association based on the username and password combination used to log-in</li> <li>be able to determine LEAD &amp; NOTICE Counsel vs NOTICE Only Counsel</li> <li>know when Clerk's Office staff is allowed to make an attorney/party association</li> </ul>
TRACE OF THE	Click Continue.
A STREET OF TURNS	association Click Continue.

## Slide notes

If you have further questions regarding creating attorney/party association upon prompting when electronically filing, deciphering between Lead and Notice Counsel versus Notice Only Counsel according to Local Rule 11.2, or understanding ways Clerk's Office staff can make attorney/party associations without further action by counsel, feel free to contact the Clerk's Office via the CM/ECF Help Desk. CLICK Continue.

# Slide 37 - Exit

Table of Contents         StepinfoSildeCountiss         Thank You			
LAWD Help Desk 1-866-323-1101		Feedback / Suggestions 318-676-4273	
A DECEMBER OF THE OWNER OWNER OF THE OWNER	Click Exit.		

# Slide notes

Thank you for utilizing our on-line training tools for the Western District of Louisiana. Should you need further assistance, please contact our CM/ECF Help Desk during regular business hours at 1-866-323-1101. If you have feedback or suggestions to improve the effectiveness of this training module, please contact our Operations Manager at 318-676-4273. CLICK Exit.

# Slide 38 - Module Information

