# Slide 1 - Welcome

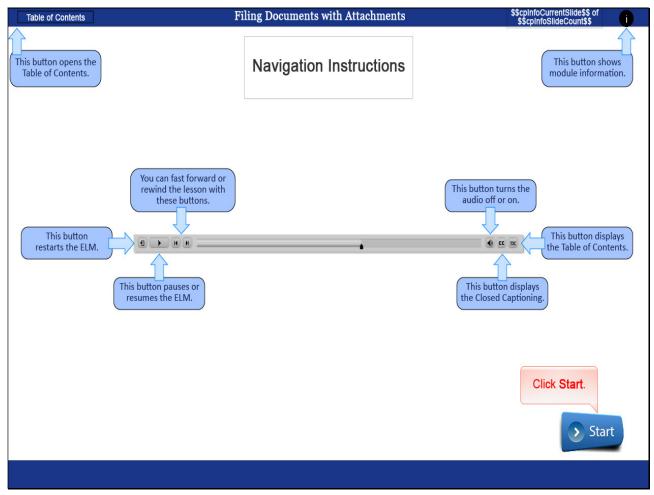
Table of Contents       \$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$	
STATTES DISTRICT OF LOUS	
Filing Documents with Attachments	

# Slide notes

Welcome to the Western District of Louisiana's electronic learning modules 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.

This Electronic Learning Module will discuss Filing Documents with Attachments.

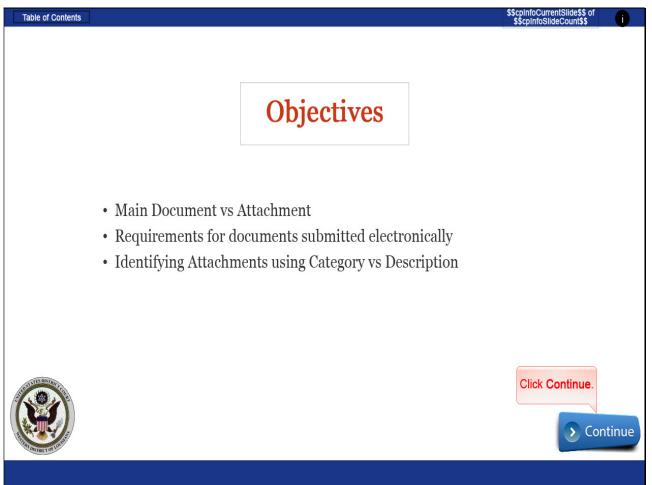
# Slide 2 - Navigation Instructions



## Slide notes

These Navigating 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

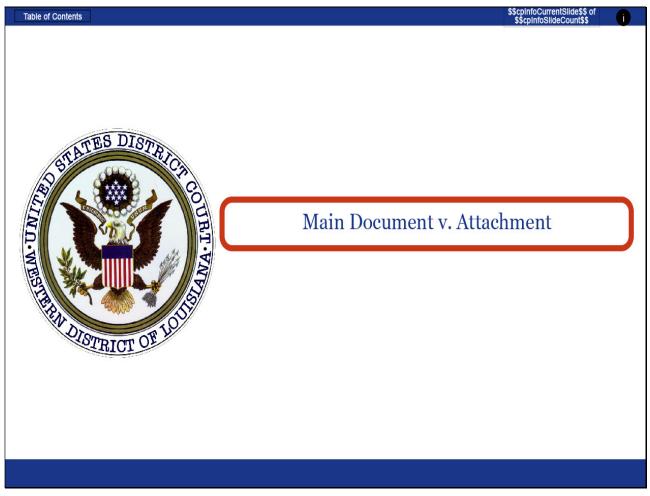


## Slide notes

At the completion of this module, you should have a better understanding of documents that would be a main document and documents that would be an attachment to a main document, know the requirements for documents submitted electronically, and be able to properly identify documents attached to the main document using the category menu and/or the description free-text window.

You may skip to any one of these topics by using the table of contents function if you desire. CLICK Continue.

# Slide 4 - Section Slide



# Slide notes

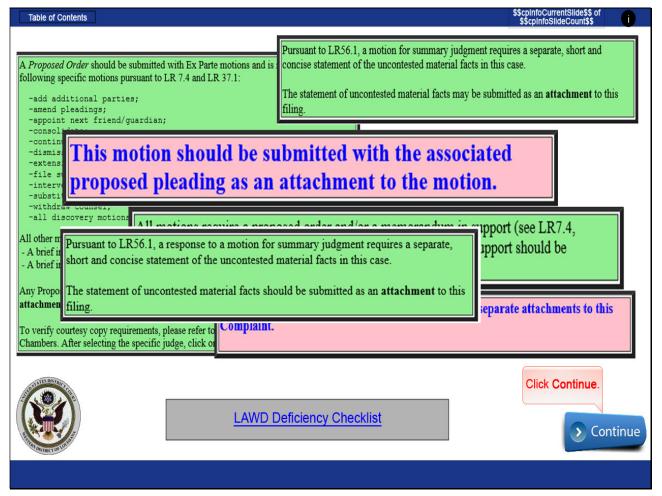
# Slide 5 - Slide 5

Table of Contents	\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$	0
Date document filed (mandatory) Calendar		
Select the PDF document and any attachments.		
Main Document Browse No file selected. Contains introduction content outside any specialized parts		
To properly identify your attachment, select from the <i>Category</i> drop-down box. Further identify <mark>exhibits</mark> by entering an accurate but brief <i>Description</i> , i.e., A-Deposition of John Sm	ith.	
Attachments Specialized document parts that support the main document		
Next Clear		
	Click Continue.	tinue

## Slide notes

With very few exceptions, every attorney filing made in CM/ECF will at minimum have a Main Document. A main document contains introduction content outside any specialized document parts. Specialized document parts that support the main document or are required per Court Rules or practices would be the attachments to the main document. CLICK Continue.

# Slide 6 - Reminders



## Slide notes

The Western District of Louisiana has incorporated reminder boxes in the CM/ECF filing system that are relative to Federal and Local Rules and Standing Orders. These are examples of reminder boxes you may see while filing electronically and are associated with specific events when filing.

The text of these reminder boxes may change as deemed necessary when rules or practices are updated. It is important that these reminders be taken into consideration to avoid the possibility of the filing being deficient or in error. CLICK Continue, or to see a Complete Deficiency Checklist, CLICK the hyper-link at the bottom of the screen.

## Slide 7 - Slide 7

Table of Contents						<pre>\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$</pre>	i
							o x
← 🕀 🕂 https://ecf-test	.lawd. <b>uscourts.gov</b> /cgi-bin/Dispat	:h.pl?820865114630352		÷ ≞ ¢	Search	- م	合 公 戀 (
💝 Operations	J Human Resources	د CM/ECF - U.S. Dist	rict Cour × 📑				
CMmECF	C <u>i</u> vil <mark>→</mark> Crimi <u>n</u> al <mark>→</mark> Que	ry <u>R</u> eports <mark>→ U</mark> tilities	- Sear <u>c</u> h Help	Log Out			
Motions							
6:18-cv-00001-RFD-CBV Select the PDF document	<u>V Bellsouth Telecommuni</u>	cations L L C v. Louisia	na Hearing & Tele	phone Corp			
Select the FDF document	and any attachments.						
Main Document	Browse						
<u></u>	Browse						
	our attachment, select						
Further identify exhib	its by entering an accu	rate but brief <i>Descri</i> q	ption, i.e., A-Dep	osition of John Smith.			
Attachments		Category	Des	cription			
1.	Browse		Y				
2 <u> </u>							
Next Clear			<u> </u>				
			Click t	he expand arrow button			

## Slide notes

When documents are attached to your filing, you are required to identify each attachment. Although there are times when a description to further identify documents is warranted, attachments can most often be concisely and accurately identified using the Category pick list options only. Use the description free-text window only when necessary.

CLICK the expand arrow to the right of the Category window to display the pick list options.

# Slide 8 - Slide 8

Table of Contents		\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
		– 0 ×
https://ecf-test.lawd.uscourts.gov/cgi-bin/	Dispatch.pl?820865114630352 - 🖨 🖒 Search	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)
V Operations I Human Resources	죄 CM/ECF - U.S. District Cour × []	
	Query <u>R</u> eports <u>Utilities</u> Search Help Log Out	
Motions		
	munications L L C v. Louisiana Hearing & Telephone Corp	
Select the PDF document and any attachments.		
Main Document Browse	Affidavit Affidavit of understanding Agreement to abandon property Appendix	
To properly identify your attachment, se Further identify exhibits by entering an	acc Certificate re efforts to resolve-LR 37.1 A-Deposition of John Smith.	
	Civil cover sheet Elements of offense Envelope	
Attachments	Exhibit Factual basis for guilty plea <b>Description</b>	
Attachments	Grand Jury Certificate of Receipts	
L. Browse.	Grand Jury Concurrence Sheets Instructions to garnishee	
	Letters of reference	
Next Clear	Notice of garnishment Notice of manual attachment	
	Notice to defendant debtor	
	Proposed clerks notice Proposed Exhibit	
	Proposed Order Proposed Pleading	
	Proposed Summons Standing scheduling order (LC)	
	Statement of material facts	
	State court citation V State court notice of filing	
	<u>.</u>	

# Slide notes

The Category pick list options to identify the attachment are concise, accurate and acceptable identification options.

# Slide 9 - Slide 9

Table of Contents		\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
		- O >
A ttps://ecf-test.lawd.uscourts.gov/cgi-bin/Dis	patch.pl?820865114630352	■ C Search ・ ・ ・ ○ ☆ 磁
Operations I Human Resources	🗗 CM/ECF - U.S. District Cour 🗙 📑	
	uery <u>R</u> eports - <u>U</u> tilities - Sear <u>c</u> h Help Log Out	
Aotions		
6:18-cv-00001-RFD-CBW Bellsouth Telecomm	inications L L C v. Louisiana Hearing & Telephone Corp	
elect the PDF document and any attachments.	Certificate re efforts to resolve-LR 37.1	
Jain Document Browse	Civil cover sheet Elements of offense Envelope Exhibit	
Fo properly identify your attachment, sele Further identify exhibits by entering an ac	c Factual basis for guilty plea Grand Jury Certificate of Receipts C Grand Jury Concurrence Sheets Instructions to garnishee Letters of reference Memorandum / Brief	h.
Attachments	Notice of garnishment Notice of manual attachment Notice to defendant debtor Proposed clerks notice Description	
Browse	Proposed Exhibit	
Next Clear	Proposed Order Proposed Summons Standing scheduling order (LC) Statement of material facts State court clation State court return of service Text of proposed order Naturalization Order Petitions for Name Change Order Granting Name Change Naturalization Agenda	Click Continue.

# Slide notes

In many cases no description is needed to further identify the attachment. Description free-text window should be used only to <u>further</u> identify documents and should be brief. CLICK Continue.

## Slide 10 - Slide 10



## Slide notes

# Slide 11 - Requirements

Table of Contents		<pre>\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$</pre>	0
	Document Requirements		
	a separate document		
-	in Portable Document Format (.pdf)		
	no larger than 25 MB		
THE RECTORNEY		Click Continue.	tinue

# Slide notes

The requirements for documents submitted electronically, whether it is the main document or an attachment to the main document, are simple. Each part of the filing must be saved as a separate document, must be in portable document format, and cannot be larger than 25 MB. CLICK Continue.

# Slide 12 - Slide 12



Slide notes

# Slide 13 - Slide 13

Table of Contents	\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
Date document filed (mandatory) Calendar	A <i>Proposed Order</i> should be submitted with Ex Parte motions and is required for the following specific motions pursuant to LR 7.4 and LR 37.1:
Select the PDF document and any attachments. Main Document Browse No file selected. To properly identify your attachment, select from the C Further identify exhibits by entering an accurate but bu	
Attachments       Catego         1. Browse       No file selected.	Any Proposed Order or Memorandum in Support should be submitted as a <b>separate</b> <b>attachment(s)</b> to this motion. To verify courtesy copy requirements, please refer to <u>www.lawd.uscourts.gov</u> , then click
concise statement of the uncontested ma	Chambers. After selecting the specific judge, click on the courtesy copies tab.

## Slide notes

To mimic the actual CM/ECF software and better teach the way of identifying attached documents, we will file a motion for summary judgment with multiple attachments beginning at the screen you see here. If we were starting from the selection of the motion event, we would have already seen these reminder boxes.

With this information, we know we will have the motion as the main document, a memorandum in support attached, and a statement of uncontested material facts attached at a minimum. We will also attach exhibits during our demonstration. Follow the instructions as given on each screen to proceed. CLICK Continue.

### Slide 14 - Slide 14

Table of Contents						\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
						- 0 X
	.lawd. <b>uscourts.gov</b> /cgi-bin/Dispat			÷ 🗎		♀ ☆ ☆ 戀 🥲
💝 Operations	J Human Resources	CM/ECF - U.S. Dis	strict Court:W 🗗 CM/E	CF - U.S. District Cour ×	Ľ	
CMmECF	C <u>i</u> vil - Crimi <u>n</u> al - <u>Q</u> ue	ry <u>R</u> eports <del>-</del> <u>U</u> tilities	s <b>→</b> Sear <u>c</u> h Help	Log Out		
Motions						
6:18-cv-00001-RFD-CBV Select the PDF document :	Sector Se	cations L L C v. Louisia	ana Hearing & Telep	none Corp		
Select the PDF document :	and any attachments.					
Main Document	Biliniv Sex.					
	EJICW SIBX.					
To properly identify y						
Further identify exhib	its by entering an C	ICK UIC DIOWSC	ption, i.e., A-Depo	sition of John Smi	th.	
		button				
Attachments		Category	Desc	ription		
1.	Browse		~			
Next Clear						

## Slide notes

The main document will be a Motion for Summary Judgment. CLICK the browse button to the right of the Main Document window.

Table of Contents					\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
🗿 Choose File to Upload			Х		– 0 ×
	cu > Training Documents 🗸 🖏 Se	earch Training Docume	nts 🔎	→ 🗎 Ċ Search	▶ 🖓 🛱 🤤
Organize   New folder		≣== ▼		M/ECF - U.S. District Cour 🗙 📑	
	^		1.0	Ip Log Out	
This PC	Name	Date modified	Туре		
🗊 3D Objects	18-cv-0001.summaryjudgment.ExhibitsA-F	11/14/2019 12:59	Microsoft V	slashana Carn	
📃 Desktop	18-cv-0001.summaryjudgment.ExhibitsA-F	1/14/2020 2:03 PM	Adobe Acro	elephone Corp	
Documents	18-cv-0001.summaryjudgment.ExhibitsG	11/14/2019 1:01 PM	Microsoft V		
Downloads	18-cv-0001.summaryjudgment.ExhibitsG	1/14/2020 2:04 PM	Adobe Acro		
h Music	18-cv-0001.summaryjudgment.manualat	11/14/2019 1:10 PM	Microsoft V		
Pictures	18-cv-0001.summaryjudgment.manualat	1/14/2020 2:02 PM	Adobe Acro		
1.	18-cv-0001.summaryjudgment.memo.msy	11/14/2019 12:50	Microsoft V		
Videos	18-cv-0001.summaryjudgment.memo	1/14/2020 1:59 PM	Adobe Acro Microsoft V	eposition of John Smith.	
L OS (C:)	18-cv-0001.summaryjudgment.mtn 18-cv-0001.summaryjudgment.mtn	11/14/2019 12:53 1/14/2020 1:58 PM	Adobe Acro		
🛫 shvdocman (\\la	18-cv-0001.summaryjudgment.stmtoffacts	1/14/2020 1:58 PW	Microsoft V		
🛫 myocum (\\lawc	18-cv-0001.summaryjudgment.stmtoffacts	1/14/2020 2:01 PM			
🛫 myocum (\\lawo		1, 14, 2020 2101111	Adobe Acie	escription	
🛖 Shreveport (\\lav					
<			>		
File nan	ne:   🗸 🗸 🖌	All Files (*.*)	~		
		Open (	Cancel		
	L	open			
				-	

### Slide 15 - Slide 15

# Slide notes

A browsing window opens to allow you to search your PC or network for the drive where your documents are saved. The format of the documents can be identified by the icon to the left of the file name. Documents can be viewed from the browsing window by right clicking on the file name and selecting open. This should be done to avoid the possibility of attaching the incorrect pdf image to your filing.

Table of Contents						\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$ i
<i>e</i> Choose File to Upload			Х			- 0 ×
← → · ↑ 📙 « myc	ocu > Training Documents 🗸 💆 S	earch Training Docume	ents 🔎	5 <b>≙</b> +	Search	ρ- 습☆ 🛱 🥲
Organize 👻 New folder		<b>■</b> = ▼		.M/ECF - U.S. District Cour 🗙 📑		
organize - New Iolder	^			Ip Log Out		
This PC	Name	Date modified	Туре			
🧊 3D Objects	18-cv-0001.summaryjudgment.ExhibitsA-F	11/14/2019 12:59	Microsoft V	blophono Corp		
Desktop	18-cv-0001.summaryjudgment.ExhibitsA-F	1/14/2020 2:03 PM		elephone Corp		
Documents	18-cv-0001.summaryjudgment.ExhibitsG	11/14/2019 1:01 PM	Microsoft V	/		
Downloads	18-cv-0001.summaryjudgment.ExhibitsG	1/14/2020 2:04 PM	Adobe Acro			
h Music	18-cv-0001.summaryjudgment.manualat	11/14/2019 1:10 PM	Microsoft V			
The second se	18-cv-0001.summaryjudgment.manualat	1/14/2020 2:02 PM	Adobe Acro			
Pictures	18-cv-0001.summaryjudgment.memo.msy	11/14/2019 12:50	Microsoft V			
Videos	18-cv-0001.summaryjudgment.memo	1/14/2020 1:59 PM	Adobe Acro	eposition of John Smith.		
🟪 OS (C:)	18-cv-0001.summaryjudgment.mtn	11/14/2019 12:53	Microsoft V			
🛫 shvdocman (\\la	18-cv-0001.summ@igguggment.mtn	1/14/2020 1:58 PM	Adobe Acro			
🛫 myocum (\\lawc	18-cv-0001.summaryjudgment.stmtoffac	11/14/2019 12:57	Microsoft V			
🛫 myocum (\\lawa	🟃 18-cv-0001.summaryjudgment.stmtoffact	1/14/2020 2:01 PM	Adobe Acro	escription		
👳 Shreveport (\\la\		Select 18-c	v-0001 s	ummaryjudgment.mtn		
- C Y	<			,,		
		All Files (*.*)	~			
	Г	ClickeBox	Cancel			
		<u>_</u>				
		Click	the Ope	n button		

### Slide 16 - Slide 16

# Slide notes

Once you have verified the pdf image associated with the file name is correct, SELECT the summary judgment motion, and then CLICK the Open button.

# Slide 17 - Slide 17

Table of Contents							\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
							- 0 ×
I https://ecf-test.l	awd. <b>uscourts.gov</b> /cgi-bin/Dispatc	h.pl?7756448325322			- <b>⊕</b> ¢	Search	タ 🖓 😳 🥨
💝 Operations	J Human Resources	CM/ECF - U.S. Distric	ct Cour × 🗗 CM/E	CF - U.S. District Co	urt:W 📑		
CMmECF	C <u>i</u> vil - Crimi <u>n</u> al - Quer	y <u>R</u> eports - <u>U</u> tilities -	Sear <u>c</u> h Help	Log Out			
Motions							
6:18-cv-00001-RFD-CBW Select the PDF document a		ations L L C v. Louisiana	a Hearing & Teler	phone Corp			
Select the PDF document a	nd any attachments.						
Main Document							
N:\Training Documents\18-cv-	0001.sum Browse						
To properly identify yo							
Further identify exhibi	ts by entering an accur	rate but brief <i>Descript</i>	ion, i.e., A-Dep	osition of Joh	n Smith.		
Attachments		Category	Desc	ription			
1.	BillinkraBex		~				
Next Clear	<u></u>						
		Click the Browse button					
		Dutton					

# Slide notes

The Main Document window is now populated with the file name you selected. You will perform the same process for viewing and selecting the attachment files to be uploaded. CLICK the browse button to the right of the first Attachment window.

Table of Contents						\$\$cpInfoCurrentSlide\$ \$\$cpInfoSlideCount\$	of (
🏉 Choose File to Upload			Х			-	- 0 ×
← → × ↑ • « myo	cu > Training Documents 🗸 🖑 S	earch Training Docume	ents 🔎	- ≞ ¢	Search	+ م	合☆戀 🥴
Organize 🔻 New folder				.M/ECF - U.S. District Court:W 📑			
organize + New Iolder	^		1.0	Ip Log Out			
This PC	Name	Date modified	Туре				
🧊 3D Objects	18-cv-0001.summaryjudgment.ExhibitsA-F		Microsoft W	elephone Corp			
E Desktop	18-cv-0001.summaryjudgment.ExhibitsA-F						
Documents	18-cv-0001.summaryjudgment.ExhibitsG	11/14/2019 1:01 PM	Microsoft W				
🖶 Downloads	18-cv-0001.summaryjudgment.ExhibitsG	1/14/2020 2:04 PM	Adobe Acro				
Music	18-cv-0001.summaryjudgment.manualat	11/14/2019 1:10 PM	Microsoft W				
Pictures	18-cv-0001.summaryjudgment.manualat	1/14/2020 2:02 PM	Adobe Acro				
Videos	18-cv-0001.summaryjudgment.memo.msy 18-cv-0001.summ@ligjuBgment.memo	11/14/2019 12:50 1/14/2020 1:59 PM	Microsoft W				
			Microsoft W	eposition of John Smith.			
🖕 OS (C:)	<ul> <li>18-cv-0001.summaryju</li> <li>Type: Adobe Acrob</li> <li>18-cv-0001.summaryju</li> <li>Size: 176 KB</li> </ul>	Document 8 PM	Adobe Acro				
🛫 shvdocman (\\la	18-cv-0001.summaryju Date modified: 1/1						
🛫 myocum (\\lawc	18-cv-0001.summaryjudgment.stmtoffact	Select 18-c	cv-0001.s	ummaryjudgment.memo			
🛫 myocum (\\lawo							
🚽 Shreveport (\\lav			>				
		e de la companya de la	′				
File nan	ne: 18-cv-0001.summaryjudgment.mem 🗸 🗸	All Files (*.*)	~				
	1	CROKEBOX	Cancel				
			k the Ope	an button			

#### Slide 18 - Slide 18

# Slide notes

The first attachment is the Memorandum in Support of the Motion for Summary Judgment. SELECT the summary judgment memo, and then CLICK the Open button.

## Slide 19 - Slide 19

Table of Contents							\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
							– 0 ×
+ ttps://ecf-test.	lawd. <b>uscourts.gov</b> /cgi-bin/Dispatch	pl?7756448325322		8	- ≙ ¢	Search	😕 🛱 🕁 🗘 🖉
💥 Operations	J Human Resources	CM/ECF - U.S. District	Cour × 🗗 CM/E	CF - U.S. District Court:W	V 📑		
CMmECF	C <u>i</u> vil - Crimi <u>n</u> al - <u>Q</u> uery	<u>R</u> eports - <u>U</u> tilities -	Sear <u>c</u> h Help	Log Out			
Motions							
	V Bellsouth Telecommunica	itions L L C v. Louisiana	Hearing & Tele	ohone Corp			
Select the PDF document :	and any attachments.						
Main Document							
N:\Training Documents\18-cv-	0001.sum Browse						
To properly identify y	our attachment, select fr	om the <i>Category</i> drop	o-down box.				
	its by entering an accura			osition of John S	mith.		
Attachments		Category	Desc	cription			
1. N:\Training Documents\18-	-cv-0001.sum Browse		X	R	emove	1	
						1	
2.	Browse			he expand arrow			
Next Clear				button	<u> </u>		

## Slide notes

The Attachment window is populated with the file name. Before adding more attachments, the filer must select a category or describe the attachment. CLICK the expand arrow button to display the Category pick list.

## Slide 20 - Slide 20

Table of Contents											<pre>\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$</pre>
											– 0 ×
+ https://ecf-test	.lawd. <b>uscour</b>	ts.gov/cgi-bin/	/Dispatch.	pl?496982951775	606				- ≞ ¢	Search	P- 命 ☆ 戀 🥲
💝 Operations	J Hu	man Resources	5	₫ <sup>©</sup> CM/E	CF - U.S. District C	ourt:W	₫ <sup>©</sup> CM/E	CF - U.S. District	Cour × 📑		
CMmecf	C <u>i</u> vil <del>-</del>	Crimi <u>n</u> al 🗸	Query	<u>R</u> eports -	Utilities 🗸	Sear <u>c</u> h	Help	Log Out			
Motions											
6:18-cv-00001-RFD-CBV				tions L L C v	/. Louisiana F	learing	& Telep	phone Corp			
Select the PDF document	and any a	ttachments.	•								
Main Document N:\Training Documents\18-cv-	0004	Desures									
N:(Training Documents(To-cv-	-0001.sum	browse									
To properly identify y											
Further identify exhib	its by en	tering an	accura	te but brie	f Description	n, i.e., 2	A-Depo	osition of Jo	ohn Smith.		
Attachments				Categor	y		Desc	ription			
1. N:\Training Documents\18		Desuis a	Agr	eement to aba	ndan nranartu				Remove	1	
1. N. (Training Documents (To	-CV-UUUT.SU	inii Drowse.	App	endix		^			Remove		
2.		Browse	Cer	tificate of good	heduling order Standing						
				tificate re effor I cover sheet	හි to resolve-LR	37.1					
Next Clear				ments of offens elope	ie i						
			Exh	ibit							
			Gra		ate of Receipts						
				nd Jury Concu ructions to gar	rrence Sheets nishee						
			Lett	ers of reference morandum / Br	e						
			Not	ice of garnishn	nent						
			Not	ice of manual a ice to defenda	nt debtor						
			Pro	posed clerks n	otice						

Slide notes

## Slide 21 - Slide 21

Table of Contents				\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
				– 0 ×
+ https://ecf-test.lawd.uscourts.gov/cgi-bin/Dis	patch.pl?496982951775606	- ₽	C Search	タ・ 🔂 🕸 🙂
Voperations	CM/ECF - U.S. District Court:W	🗗 CM/ECF - U.S. District Cour 🗙 [	<u>*</u>	
	uery <u>R</u> eports - <u>U</u> tilities - Sear <u>c</u> h	Help Log Out		
Motions <u>6:18-cv-00001-RFD-CBW Bellsouth Telecommu</u> Select the PDF document and any attachments. <u>Main Document</u> N:Training Documents\18-cv-0001.sum Browse	inications L L C v. Louisiana Hearing	& Telephone Corp		
To properly identify your attachment, selec Further identify exhibits by entering an ac			h.	
Attachments	Category	Description		
1. N:\Training Documents\18-cv-0001.sum(Browse           2.   Browse	Certificate of good standing Certificate re efforts to resolve-LR 37.1 A Civil cover sheet Elements of offense Envelope	Remo	ve	
Next Clear	Exhibit Factual basis for guilty plea Grand Jury Certificate of Receipts Grand Jury Concurrence Sheets Instructions to garnishee Letters of reference Memorandum / dicieBox Notice ot garnishment Notice of defendant debtor Proposed clerks notice Proposed Clerks notice Proposed Clerks notice Proposed Pleading	Select Memorandum / Brie	f	

## Slide notes

Since the attachment can be adequately identified by one of the Category pick list selections, there is no need to type a description in the Description free-text window. SELECT Memorandum / Brief.

## Slide 22 - Slide 22

Table of Contents			\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
			- 0 ×
+ ttps://ecf-test.lawd.uscourts.gov/cj	gi-bin/Dispatch.pl?496982951775606	÷ ≞ ¢	Search 🔎 - 份 ☆ 戀 🥲
💱 Operations 🚺 Human Res	iources JOCM/ECF - U.S. District Court:W	🗗 CM/ECF - U.S. District Cour 🗙 📑	
CM ECF Civil - Crimin	al - Query <u>R</u> eports - <u>U</u> tilities - Sear <u>c</u> h	Help Log Out	
Motions			
6:18-cv-00001-RFD-CBW Bellsouth Tele Select the PDF document and any attachm	ecommunications L L C v. Louisiana Hearing	& Telephone Corp	
Select the FDF document and any attachm	ients.		
Main Document			
N:\Training Documents\18-cv-0001.sum Brows	se		
	nt, select from the <i>Category</i> drop-down l		
Further identify exhibits by entering	g an accurate but brief <i>Description</i> , i.e., .	A-Deposition of John Smith.	
Attachments	Category	Description	
1. N:\Training Documents\18-cv-0001.sum	owse Memorandum / Brief 🗸 🗸	Remove	
2. Br			
2.	lick Bex 👔 🗸 🗸		
Next Clear			
	Click the Browse		
	button		

# Slide notes

The second attachment will be the Statement of Undisputed Material Facts. CLICK the browse button to the right of the second Attachment window.

# Slide 23 - Slide 23

Table of Contents						\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
Choose File to Upload			×			- 0
	ocu > Training Documents 🛛 🗸 さ	Search Training Docume	ents 🔎	- ≙ ¢	Search	0- 公 愆
Irganize 🔻 New folde	r			M/ECF - U.S. District Court:W		
This PC	Name	Date modified	Туре	Ip Log Out		
3D Objects	💼 18-cv-0001.summaryjudgment.ExhibitsA-l	F 11/14/2019 12:59	Microsoft \	N		
Desktop	🟂 18-cv-0001.summaryjudgment.ExhibitsA-l	F 1/14/2020 2:03 PM	Adobe Acr	elephone Corp		
Documents	💼 18-cv-0001.summaryjudgment.ExhibitsG	11/14/2019 1:01 PM	Microsoft \	N		
Downloads	🟃 18-cv-0001.summaryjudgment.ExhibitsG	1/14/2020 2:04 PM	Adobe Acr	pl.		
	💼 18-cv-0001.summaryjudgment.manualat	. 11/14/2019 1:10 PM	Microsoft \	N		
Music	🗾 18-cv-0001.summaryjudgment.manualat		Adobe Acr	d.		
Pictures	💼 18-cv-0001.summaryjudgment.memo.ms	y 11/14/2019 12:50	Microsoft \			
💾 Videos	🔁 18-cv-0001.summaryjudgment.memo	1/14/2020 1:59 PM	Adobe Acr	eposition of John Smith.		
🏪 OS (C:)	💼 18-cv-0001.summaryjudgment.mtn	11/14/2019 12:53	Microsoft \	N		
🛖 shvdocman (\\la	18-cv-0001.summaryjudgment.mtn	1/14/2020 1:58 PM	Adobe Acr			
👳 myocum (\\law	18-cv-0001.summaryjudgment.stmtoffact		Microsoft \			
🛖 myocum (\\lawo	18-cv-0001.summ <b>GlickuBgx</b> nent.stmtoffact	s 1/14/2020 2:01 PM	Adobe Acr	escription		
Shreveport (\\la\		<u>/</u>				
×	<	Select 18-	cv-0001.9	summaryjudgment.stmtoffa	acts	
		All Files (*,*)	~			
		Clickerox	Cancel			
xt Clear		<u>\</u>				
		Click	the Ope	n button		

# Slide notes

SELECT the summary judgment statement of facts, and then CLICK the Open button.

## Slide 24 - Slide 24

Table of Contents				\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
				– 0 ×
+ https://ecf-test.lawd.uscourts.gov/cgi-bin/Dis	patch.pl?7756448325322	- ≙ (	Search	P - 🔐 🛱 🙂
💝 Operations 🗾 Human Resources	الم CM/ECF - U.S. District Cour 🗙	🗗 CM/ECF - U.S. District Court:W		
	uery <u>R</u> eports - <u>U</u> tilities - Sear <u>c</u> h	Help Log Out		
Motions				
6:18-cv-00001-RFD-CBW Bellsouth Telecommu	inications L L C v. Louisiana Hearing	& Telephone Corp		
Select the PDF document and any attachments.				
Main Document				
N:\Training Documents\18-cv-0001.sum Browse				
To properly identify your attachment, sele				
Further identify exhibits by entering an ac	curate but brief <i>Description</i> , i.e., 2	A-Deposition of John Smith	•	
Attachments	Category	Description		
1. N:\Training Documents\18-cv-0001.sum Browse	Memorandum / Brief	Remov		
1. N. Training Documents Tro-cv-0001. Sumi Browse	Memorandum / Dher	Renov		
2. N:\Training Documents\18-cv-0001.sum Browse		Remov	9	
3. Browse	×	Click the event event		
Next Clear		Click the expand arrow button		
	l			

## Slide notes

CLICK the expand arrow button to display the Category pick list.

## Slide 25 - Slide 25

Table of Contents			\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
			– 0 ×
(C) (A) https://ecf-test.lawd.uscourts.gov/cgi-bin/Disp	patch.pl?76600089411287	→	🙂 锐 ☆ 谕 🗸
Voperations	CM/ECF - U.S. District Court:W	🗗 CM/ECF - U.S. District Cour 🗙 📑	
	uery <u>R</u> eports - <u>U</u> tilities - Sear <u>c</u> h	Help Log Out	
Motions			
6:18-cv-00001-RFD-CBW Bellsouth Telecommu	Certificate re efforts to resolve-LR 37.1	<u>&amp; Telephone Corp</u>	
Select the PDF document and any attachments.	Civil cover sheet Elements of offense		
Main Document	Envelope Exhibit		
N:\Training Documents\18-cv-0001.sum Browse	Factual basis for guilty plea		
	Grand Jury Certificate of Receipts		
To properly identify your attachment, selec		box.	
Further identify exhibits by entering an ac	Letters of reference	A-Deposition of John Smith.	
	Memorandum / Brief		
	Notice of garnishment Notice of manual attachment		
	Notice to defendant debtor		
Attachments	Proposed clerks notice	Description	
	Proposed Exhibit		
	Proposed Order Proposed Pleading	Damage	
1. N:\Training Documents\18-cv-0001.sum Browse	Proposed Summons	Remove	
	Standing scheduling order (LC)		
2. N:\Training Documents\18-cv-0001.sum Browse	Statement of m Click Box cts	Remove	
	State court citation State court notice of filing		
3. Browse	State court notice of hing		
	State court return of service		
	rext of proposed order	Select Statement of material facts	
Next Clear	Naturalization Order		
	Order Granting Name Change		
	Naturalization Agenda		

# Slide notes

Again, a category from the Category pick list adequately identifies the attachment, so there is no need to type a description. SELECT Statement of material facts.

## Slide 26 - Slide 26

Table of Contents						<pre>\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$ i</pre>
						– 0 ×
+ ttps://ecf-test	lawd. <b>uscourts.gov</b> /cgi-bin/Disp			- ≙ ¢	Search	P- 份 公 戀 🥲
V Operations	J Human Resources	a∏o CM/ECF - U.S. Distri	ict Court:W 🗗 CM/ECF - I	J.S. District Cour × 📑		
CMmECF	C <u>i</u> vil - Crimi <u>n</u> al - <u>Q</u> u	ery <u>R</u> eports - <u>U</u> tilities -	Sear <u>c</u> h Help Lo	g Out		
Motions						
		nications L L C v. Louisian	a Hearing & Telephor	e Corp		
Select the PDF document	and any attachments.					
Main Document						
N:\Training Documents\18-cv	-0001.sum Browse					
		t from the <i>Category</i> dro				
Further identify exhib	its by entering an acc	urate but brief Descrip	tion, i.e., A-Deposit	on of John Smith.		
Attachments		Category	Descrip	tion		
1. N:\Training Documents\18	-cv-0001 sum Browse	Memorandum / Brief	~	Remove	1	
2. N:\Training Documents\18	-cv-0001.sumi Browse	Statement of material facts	×	Remove	]	
		[				
3.	Browse		~			
Next Clear						
						Click Continue.
						S Continue

## Slide notes

Before attaching exhibits, let's discuss how exhibits should be filed. CLICK Continue

# Slide 27 - Exhibit Attachment Information

Table of Contents	\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
EXH	UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA DIVISION
	PLAINTIFF CASE NO.
	VERSUS JUDGE
	DEFENDANT MAGISTRATE JUDGE
A copy of the Notice of Manual Attachment should be submitted with the Exhibit to the Clerk's Office as soon as possible. The	NOTICE OF MANUAL ATTACHMENT
clerk's Office as soon as possible. The electronic filing is not complete until the manual attachment is received by the clerk's Office.	ATTACHMENTS TO: Motion for Summary Judgment DESCRIPTION: Exhibit H - Video Disc IILED BY: (Filing Party Name)
Cannot be converted to pdf Must prepare a Notice of Manua	
	The attached document is an original manual attachment provided by counsel. Please return to the Clerk's Office!
	This attachment could not be converted to electry in the division of the presiding Click Continue. on of appeal delays.
Place cursor here to see example of Notice of Manual Attachment         Notice	See reminder regarding otice of Manual Attachment here

## Slide notes

Depending on the number of pages and the size of the exhibits in total, exhibits can be attached as individual exhibits, as one single document, in groups, or, when appropriate, using a Notice of Manual Attachment.

If Exhibits in total < 25 MB - can be filed as one pdf document identified using Category "Exhibit"

If Exhibits in total > 25 MB - must be filed individually or in groups and identified using Category "Exhibit" and further identified using the Description free text window.

If you have an exhibit that cannot be converted to pdf format, a notice of manual attachment is to be prepared and filed using Category "Notice of manual attachment" and further identified using the Description free-text window. CLICK Continue to proceed.

## Slide 28 - Slide 28

Table of Contents		\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
		_ 0 ×
C () I https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?76600089411287	× 🔒	
Verations 🚺 Human Resources 🗗 CM/ECF - U.S. Distr	ict Court:W 4 CM/ECF - U.S. District Cour ×	2
CMmECF Civil - Criminal - Query Reports - Utilities -	Sear <u>c</u> h Help Log Out	
Motions		
6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisian Select the PDF document and any attachments.	a Hearing & Telephone Corp	
Main Document N:\Training Documents\18-cv-0001.sum Browse		
N. Training Documents to -co-out .sum Drowse		
To properly identify your attachment, select from the Category dro		
Further identify exhibits by entering an accurate but brief Descrip	tion, i.e., A-Deposition of John Smr	h.
Attachments Category	Description	
1. N:\Training Documents\18-cv-0001.sum( Browse Memorandum / Brief	✓ Remo	ve
2. N:\Training Documents\18-cv-0001.sum Browse Statement of material facts	✓ Remo	ve
3. Britickstox	$\checkmark$	
Next Clear		
Click the <b>Browse</b> button		

# Slide notes

Now to attach exhibits to our filing, CLICK the browse button to the right of the third Attachment window.

# Slide 29 - Slide 29

Table of Contents					1	\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
🗿 Choose File to Upload			×			- 0
← → 丶 ↑ 📙 « my	ocu > Training Documents 🛛 🗸 🖑	Search Training Docum	ents 🔎	÷ ≞ ¢	Search	▶ ☆ ☆ 戀
Organize  New folde	r	E: •		M/ECF - U.S. District Cour 🗙 📑		
	Name	Date modified	Туре	lp Log Out		
This PC	18-cv-0001.summaryjudgment.ExhibitsA					
3D Objects	18-cv-0001.summaryjudgment.ExhibitsA		Microsoft W Adobe Acrol	elephone Corp		
Desktop	18-cv-0001.summaryjudgment.ExhibitsG					
Documents	18-cv-0001.summaryjudgment.ExhibitsG		Adobe Acrol			
👆 Downloads	18-cv-0001.summaryjudgment.manualat		Adobe Acro			
👌 Music	18-cv-0001.summaryjudgment.manualat	Coloot 10	cv-0001.s	ummaryjudgment.Exhibits	sA-F	
Pictures	18-cv-0001.summaryjudgment.memo.m		WICTOSOTE W			
📕 Videos	18-cv-0001.summaryjudgment.memo	1/14/2020 1:59 PM		eposition of John Smith.		
GS (C:)	18-cv-0001.summaryjudgment.mtn	11/14/2019 12:53	Microsoft W	cposition of John Smith.		
👳 shvdocman (\\la	🗾 18-cv-0001.summaryjudgment.mtn	1/14/2020 1:58 PM	Adobe Acro			
myocum (\\lawc	18-cv-0001.summaryjudgment.stmtoffac	ts 11/14/2019 12:57	Microsoft W			
myocum (\\lawc	🗾 18-cv-0001.summaryjudgment.stmtoffa	ts 1/14/2020 2:01 PM	Adobe Acro	escription		
Shreveport (\\la\						
	<		>	Remove	1	
	ame: 18-cv-0001.summaryjudgment.Exhi 🗸	All Files (*.*)	~		_	
riteria		All Files ( , )		Remove		
		CliqteBox	Cancel			
	Browse		×			
		<u>_</u>				
ext Clear		Cli	ick the Ope	n button		
oloui						

# Slide notes

SELECT the summary judgment Exhibits A-F, and then CLICK the Open button.

### Slide 30 - Slide 30

Table of Contents				\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
				– 0 X
https://ecf-test.lawd.uscourts.gov/cgi-bin/Dis		✓ ▲	5 Search	ター 分 ☆ 戀 🥲
V Operations	CM/ECF - U.S. District Cour ×	CM/ECF - U.S. District Court:W		
	uery <u>R</u> eports - <u>U</u> tilities - Search	Help Log Out		
Motions				
6:18-cv-00001-RFD-CBW Bellsouth Telecommu Select the PDF document and any attachments.	inications L L C v. Louisiana Hearing	& Telephone Corp		
Main Document N:\Training Documents\18-cv-0001.sum Browse				
To properly identify your attachment, sele Further identify exhibits by entering an ac				
r urther identify exhibits by entering an ac	curate but brier Description, i.e., 2	A-Deposition of John Shift		
Attachments	Category	Description		
Attachments	Callgory	Description		
1. N:\Training Documents\18-cv-0001.sum Browse	Memorandum / Brief 🗸 🗸	Remov	e	
	Statement of material facts	Dame	-	
2. N:\Training Documents\18-cv-0001.sum Browse	Statement of material facts V	Remov	e	
3. N:\Training Documents\18-cv-0001.sum Browse		Remov	е	
4. Browse	×.	Click the expand arrow		
Next Clear		button		
Next Clear	l	Dullon		
Next Clear	l	Dutton		
Next Clear	l	buton		
Next Clear		Dutton		

# Slide notes

CLICK the expand arrow button to display the Category pick list.

## Slide 31 - Slide 31

Table of Contents			\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
			- 0 ×
https://ecf-test.lawd.uscourts.gov/cgi-	bin/Dispatch.pl?7756448325322	÷ ≞ ¢	Search 🔎 🗸 🛱 🙂
💝 Operations 🗾 Human Resou	rces CM/ECF - U.S. District Cour	× 🗗 CM/ECF - U.S. District Court:W	
	<ul> <li>Query <u>Reports</u> <u>Utilities</u> Searce</li> </ul>	ch Help Log Out	
Motions			
6:18-cv-00001-RFD-CBW Bellsouth Telec		ng & Telephone Corp	
Select the PDF document and any attachment	nts.		
Main Document			
N:\Training Documents\18-cv-0001.sum Browse			
To properly identify your attachment	, select from the Category drop-dow	n box.	
Further identify exhibits by entering a	an accurate but brief Description, i.e	e., A-Deposition of John Smith.	C
Attachments	Category	Description	
			_
1. N:\Training Documents\18-cv-0001.sum Brow	vse Memorandum / Brief	✓ Remove	
	vse Statement of material facts		
2. N:\Training Documents\18-cv-0001.sum Brow	/se Statement of material facts	✓ Remove	1
3. N:\Training Documents\18-cv-0001.sum Brow	vse	Remove	
		^	
4. Brow	vse Agreement to abandon property		
	Appendix Attachments to scheduling orde		
Next Clear	Certificate of good standing Certificate re efforts to resolve-L	Select Exhibit	
	Civil cover sheet Elements of offense		
	Envelope		
	Exhibit Click Box / Factual basis for guilty plea		

## Slide notes

SELECT Exhibit from the Category pick list.

## Slide 32 - Slide 32

Table of Contents							\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
							– 0 ×
+ https://ecf-test.lawd.uscourts.gov	v/cgi-bin/Dispatch.p				- ≙ (	Search	<mark>ب</mark> ش 🌣 🥴
Verations University of Human F	Resources	🗸 СМ/ЕСҒ - U.S. Е	District Cour × 5	CM/ECF - U.S. Di	strict Court:W 📑		
	ni <u>n</u> al 🗸 Query	<u>Reports</u> <u>U</u> tilitie	es 🗸 Sear <u>c</u> h	Help Log Out	t		
Motions							
6:18-cv-00001-RFD-CBW Bellsouth To Select the PDF document and any attack		tions L L C v. Louis	iana Hearing 8	Telephone Co	orp		
	Intents.						
Main Document N:\Training Documents\18-cv-0001.sum	owse						
	///////////////////////////////////////						
To properly identify your attachm					f Tohn Cmitl		
Further identify exhibits by enteri	ing an accura	te dut driet Desc	rupuon, i.e., A	-Deposition (			
					Submit		
Attachments		Catagora		Description			
Attachments		Category		Description			
1. N:\Training Documents\18-cv-0001.sum	Browse Men	norandum / Brief	~		Remov		
					Туре	• <b>A-F</b> or <b>A</b> - I	
2. N:\Training Documents\18-cv-0001.sum	Browse Stat	ement of material facts	· ·		Remov	9	
3. N:\Training Documents\18-cv-0001.sum	Browse Exhi	ibit	$\checkmark$	Click Box	Remov	е	
4.	Browse		~				
Next Clear						k inside the	
Next Clear					Descr	k inside the i <b>ption</b> free text window	
Next Clear					Descr	ption free text	
Next Clear					Descr	ption free text	
Next Clear					Descr	ption free text	
Next Clear					Descr	ption free text	

# Slide notes

CLICK inside the Description free-text window and further identify the exhibits by TYPE(ing) A - F.

## Slide 33 - Slide 33

Table of Contents	\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
	- 0 ×
🗲 🕘 🕂 https://ecf-test.lawd.uscourts.gov/cgi-bin/Dispatch.pl?7756448325322 🔹 🖷 🕻	
Vperations I Human Resources CM/ECF - U.S. District Cour × I CM/ECF - U.S. District Court.W	
CMmECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out	
Motions	
6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp	
Select the PDF document and any attachments.	
Main Document	
N:\Training Documents\18-cv-0001.sum Browse	
To properly identify your attachment, select from the Category drop-down box.	
Further identify exhibits by entering an accurate but brief Description, i.e., A-Deposition of John Smith	L.
Attachments Category Description	
1. N:\Training Documents\18-cv-0001.sum Browse Memorandum / Brief V	P
	-
2. N:\Training Documents\18-cv-0001.sum Browse Statement of material facts V Remov	e
3. N:\Training Documents\18-cv-0001.sum Browse Exhibit V A-F X Remov	e
4. Bilinkstex	
Next Clear	
Click the Browse button	

# Slide notes

CLICK the browse button to the right of the fourth Attachment window.

# Slide 34 - Slide 34

Corganize * New folder     Image: Instruct Court.     Organize *     Name     Date modified     This PC     Image: Instruct Court.     Image: Instruct.     Image: Instruct Court.     Image: Instruct.           Image: Instruct. <th>- □ × ○ ☆ ☆ ○ - ○</th>	- □ × ○ ☆ ☆ ○ - ○
Organize  New folder     Imaining Documents	♪-
Organize New folder     Image: This PC     <	
Image: Second	
Inis PC         3 30 Objects         Desktop         18-cv-0001.summaryjudgment.ExhibitsA-F         11/14/2019 12:59         Microsoft W         Adobe Acros         Bocuments         Bocuments         Becv-0001.summaryjudgment.ExhibitsG         11/14/2019 1:01 PM         Microsoft W         Misc         Bocuments         Becv-0001.summaryjudgment.ExhibitsG         11/14/2019 1:10 PM         Microsoft W         V14/2020 2:02 PM         Adobe Acros         Brownloads         Becv-0001.summaryjudgment.manualat         V14/2020 2:02 PM         Adobe Acros         Select 18-cv-0001.summaryjudgment.memoms         Select 18-cv-001.summaryjudgment.memoms         Select 18-cv-001.summaryjudgment.memoms         Select 18-cv-001.summa	
□ Desktop       18-cv-0001.summarjudgment.ExhibitsA-F       1/14/2020 2:03 PM       Adobe Acros         □ Documents       □ 18-cv-0001.summarjudgment.ExhibitsG       1/14/2020 2:03 PM       Adobe Acros         □ Downloads       □ 18-cv-0001.summarjudgment.ExhibitsG       1/14/2020 2:04 PM       Adobe Acros         □ Music       □ 18-cv-0001.summarjudgment.manualat       1/14/2020 2:02 PM       Adobe Acros         □ Videos       □ 18-cv-0001.summarjudgment.memo.ms       Select 18-cv-0001.summaryjudgment.ExhibitsG         □ Videos       □ 18-cv-0001.summarjudgment.memo.ms       Select 18-cv-0001.summaryjudgment.ExhibitsG         □ Videos       □ 18-cv-0001.summarjudgment.memo.ms       N/14/2020 1:058 PM       Adobe Acros         ■ svidocman (\\law       □ 18-cv-0001.summarjudgment.stmtoffacts       1/14/2020 1:058 PM       Adobe Acros         ■ myocum (\\law       □ 18-cv-0001.summarjudgment.stmtoffacts       1/14/2020 2:01 PM       Adobe Acros         ■ myocum (\\law       □ 18-cv-0001.summarjudgment.stmtoffacts       1/14/2020 1:01 PM       Adobe Acros         ■ myocum (\\law       □ 18-cv-0001.summarjudgment.stmtoffacts       1/14/2020 1:01 PM       Adobe Acros         ■ myocum (\\law       □ 18-cv-0001.summarjudgment.stmtoffacts       1/14/2020 1:01 PM       Adobe Acros         ■ myocum (\\law       □ 18-cv-0001.summarjudgment.stmtoffacts       1/14/2	
Desktop       Is-cv-0001.summarjudgment.ExhibitsG       I/14/2020.2:03 FM       Microsoft W         Downloads       Is-cv-0001.summarjudgment.ExhibitsG       I/14/2020.2:04 PM       Adobe Acrol         Music       Is-cv-0001.summarjudgment.manualat.       I/14/2020.2:02 PM       Adobe Acrol         Pictures       Is-cv-0001.summarjudgment.memound       Select 18-cv-0001.summarjudgment.ExhibitsG         Videos       Is-cv-0001.summarjudgment.memound       Select 18-cv-0001.summarjudgment.ExhibitsG         Videos       Is-cv-0001.summarjudgment.memound       Select 18-cv-0001.summarjudgment.ExhibitsG         Is-cv-001.summarjudgment.memound       Is-cv-0001.summarjudgment.memound       Microsoft W         Is-cv-001.summarjudgment.memound       Is-cv-0001.summarjudgment.memound       Select 18-cv-0001.summarjudgment.ExhibitsG         Is-cv-001.summarjudgment.memound       Is-cv-001.summarjudgment.memound       Microsoft W         Is-shvdocman (Nie       Is-cv-001.summarjudgment.stmtoffacts       I/14/2020 1:58 PM       Adobe Acrol         Is-cv-001.summarjudgment.stmtoffacts       I/14/2020 2:01 PM       Adobe Acrol       Microsoft W         Is-cv-001.summarjudgment.stmtoffacts       I/14/2020 2:01 PM       Adobe Acrol       Microsoft W         Is-cv-001.summarjudgment.stmtoffacts       I/14/2020 2:01 PM       Adobe Acrol       Microsoft W         Shreveport (N	
Bocuments   Downloads   Music   18-cv-0001.summarijudgment.manualst.   11/14/2020 2:02 PM   Adobe Acros   Pictures   18-cv-0001.summarijudgment.memo.ms   18-cv-0001.summarijudgment.memo.ms   Select 18-cv-0001.summarijudgment.ExhibitsG   19-cv-001.summarijudgment.memo.ms   18-cv-0001.summarijudgment.memo.ms   18-cv-0001.summarijudgment.memo.ms   18-cv-0001.summarijudgment.memo.ms   18-cv-0001.summarijudgment.memo.ms   19-cv-001.summarijudgment.memo.ms   19-cv-001.summarijudgment.memo.ms   19-cv-001.summarijudgment.memo.ms   19-cv-001.summarijudgment.memo.ms   19-cv-001.summarijudgment.memo.ms   18-cv-0001.summarijudgment.memo.ms   19-cv-001.summarijudgment.memo.ms   19-cv-001.summarijudgment.memo.ms <t< td=""><td></td></t<>	
<ul> <li>Downloads</li> <li>Dewnloads</li> <li>IB-cv-0001.summanjudgment.manualat.</li> <li>I/14/2019 1:10 PM</li> <li>Microsoft W</li> <li>Adobe Acros</li> <li>Select 18-cv-0001.summanjudgment.ExhibitsG</li> <li>OS (C:)</li> <li>IB-cv-001.summanjudgment.mtn</li> <li>I/14/2020 1:58 PM</li> <li>Adobe Acros</li> <li>Shvdocman (Nave</li> <li>IB-cv-001.summanjudgment.stmtoffacts</li> <li>I/14/2020 2:01 PM</li> <li>Adobe Acros</li> <li>Microsoft W</li> <li>IB-cv-001.summanjudgment.stmtoffacts</li> <li>I/14/2020 2:01 PM</li> <li>Adobe Acros</li> <li>Shvdocman (Nave</li> <li>IB-cv-0001.summanjudgment.stmtoffacts</li> <li>I/14/2020 2:01 PM</li> <li>Adobe Acros</li> <li>Microsoft W</li> <li>IB-cv-0001.summanjudgment.stmtoffacts</li> <li>I/14/2020 2:01 PM</li> <li>Adobe Acros</li> <li>Remove</li> </ul>	
<ul> <li>Music</li> <li>18-cv-0001.summaryjudgment.manualat.</li> <li>1/14/2020 2:02 PM</li> <li>Adobe Acros</li> <li>Select 18-cv-0001.summaryjudgment.ExhibitsG</li> <li>OS (C:)</li> <li>18-cv-0001.summaryjudgment.mtn</li> <li>1/14/2020 1:58 PM</li> <li>Adobe Acros</li> <li>Shvdocman (Nav</li> <li>18-cv-0001.summaryjudgment.stmtoffacts</li> <li>1/14/2020 2:01 PM</li> <li>Adobe Acros</li> <li>Microsoft W</li> <li>18-cv-0001.summaryjudgment.stmtoffacts</li> <li>1/14/2020 2:01 PM</li> <li>Adobe Acros</li> <li>Shreveport (Nav</li> <li>Shreveport (Nav</li> </ul>	
Image: Pictures       Image: Pictures	
Wideos       Its-cv-0001.summaryjudgment.memo       Select 18-cv-0001.summaryjudgment.ExhibitsG         So (C:)       Its-cv-0001.summaryjudgment.mtn       11/14/2020 1:58 PM       Adobe Acros         shvdocman (\\law       Its-cv-0001.summaryjudgment.stmtoffacts       11/14/2020 1:58 PM       Adobe Acros         myocum (\\law       Its-cv-0001.summaryjudgment.stmtoffacts       11/14/2020 1:58 PM       Adobe Acros         shvdocman (\\law       Its-cv-0001.summaryjudgment.stmtoffacts       11/14/2020 1:58 PM       Adobe Acros         shvdocman (\\law       Its-cv-0001.summaryjudgment.stmtoffacts       11/14/2020 1:58 PM       Adobe Acros         shvdocman (\\law       Its-cv-0001.summaryjudgment.stmtoffacts       11/14/2020 2:01 PM       Adobe Acros         shreveport (\\law       Its-cv-0001.summaryjudgment.stmtoffacts       1/14/2020 2:01 PM       Adobe Acros	
Solution So	
<ul> <li>shvdocman (\\arksim commanyjudgment.mtn 1/14/2020 1:58 PM Adobe Acrol Microsoft W</li> <li>myocum (\\arksim commanyjudgment.stmtoffacts 1/1/14/2020 2:01 PM Adobe Acrol Microsoft W</li> <li>Shreveport (\\arksim commanyjudgment.stmtoffacts 1/1/14/2020 2:01 PM Adobe Acrol Rescription</li> </ul>	
<ul> <li>Indectation (1)</li> <li>Ind</li></ul>	
myocum ((Vlaw     The cv-0001.summaryjudgment.stmtoffacts 1/14/2020 2:01 PM Adobe Acro     escription     Shreveport ((Vlaw	
Shreveport (\\lay > Remove	
Remove	
File name: 18-cv-0001.summaryjudgment.Exhi V All Files (*,*) V	
Clicketox Cancel Remove	
N:\Training Documents\18-cv-0001.sum Browse Exhibit	
Browse Click the Open button	

# Slide notes

SELECT the summary judgment Exhibit G, and then CLICK the Open button.

## Slide 35 - Slide 35

Table of Contents								\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$	
								- 0	×
+ https://ecf-test.law	vd. <b>uscourts.gov</b> /cgi-bin/Disp					€ ¢	Search	♪ ☆ ☆ 能	3 🙂
V Operations	J Human Resources	د CM/ECF - U.S	6. District Cour ×	M CM/ECF -	U.S. District Court:W				
CMmECF °	iivil → Crimi <u>n</u> al → Q	uery <u>R</u> eports <del>-</del> <u>U</u> tili	ties 🗸 Sear <u>c</u> h	Help Lo	g Out				
Motions									
6:18-cv-00001-RFD-CBW E Select the PDF document and		inications L L C v. Lou	iisiana Hearing	& Lelepho	ne Corp				
	u any attachments.								
Main Document N:\Training Documents\18-cv-00									
N. Training Documents to cv-ou	Drowse								
To properly identify you									
Further identify exhibits	s by entering an ac	curate dut driei Des	cription, i.e., 2	A-Deposit	ion oi jonn Sn	iitn.			
		<u> </u>		<b>D</b>					
Attachments		Category		Descrip	tion				
1. N:\Training Documents\18-cv	-0001.sum Browse	Memorandum / Brief	~		Rer	nove	]		
2. N:\Training Documents\18-cv	-0001.sum Browse	Statement of material fac	cts 🗸		Rei	nove			
3. N:\Training Documents\18-cv	-0001.sum Browse	Exhibit	~	A-F	Rer	nove	]		
		1							
4. N:\Training Documents\18-cv	-0001.sum Browse		Ţ		Rei	nove			
5.	Browse	1		\					
	Diowse			Click the	expand arrow				
Next Clear				b	utton				
0 13 69 35									
						_			

# Slide notes

CLICK the expand arrow button to display the Category pick list.

### Slide 36 - Slide 36

Table of Contents												\$\$cpInfoCurrentS \$\$cpInfoSlideCo	ide\$\$ of ount\$\$		D
													_	٥	×
+ https://ecf-test.li	awd. <b>uscourt</b>	s.gov/cgi-bin/	Dispatch.p	1?775644832532	2					<b>₿</b> ¢	Search		P +	6	÷
💝 Operations	🗾 Hur	man Resources		á¶å cm/eo	F - U.S. District	t Cour ×	₫ <sup>©</sup> CM/E	CF - U.S. Distrie	ct Court:W.	📑					
CMmECF	C <u>i</u> vil 🗸	Crimi <u>n</u> al <del>-</del>	<u>Q</u> uery	Reports -	Utilities 🗸	Sear <u>c</u> h	Help	Log Out							
Motions															
6:18-cv-00001-RFD-CBW			municat	ions L L C v	Louisiana	Hearing	& Telep	phone Corp	2						
Select the PDF document a	nd any at	tachments.													
Main Document		-													
N:\Training Documents\18-cv-0	0001.sum	Browse													
To properly identify yo	our attac	hment, se	lect fro	m the Cat	<i>gory</i> drop	p-down	box.								
Further identify exhibi	ts by en	tering an a	accurat	e but brie	l Descripti	ion, i.e.,	A-Dep	osition of a	John Sr	nith.					
Attachments				Category	7		Desc	ription							
1. N:\Training Documents\18-o	cv-0001.su	m Browse	. Merr	iorandum / Bri	ef	~			Re	move					
2. N:\Training Documents\18-0	cv-0001.su	mi Browse	. State	ement of mate	rial facts	~			Re	move					
2 NUT-1-1- D	0004	Deres	. Exhi				A-F		D-		1				
3. N:\Training Documents\18-0	cv-uuu1.su	mi Browse				Ý	A-F		Re	move					
4. N:\Training Documents\18-0	cv-0001.su	m Browse	. Affid	avit avit of underst	anding				Re	move					
			Agre Appe	ement to abai andix	idon property	/					1				
5.		Browse	. Atta	chments to scl ficate of good		er 🗖									
			Certi	ficate re effort	s to resolve-L	LR 3	Select	Exhibit							
Next Clear				cover sheet ients of offens	e	7/7									
			Enve	elope bit Clic	k Box	-/-									
							L			_					

## Slide notes

SELECT Exhibit from the Category pick list.

## Slide 37 - Slide 37

Table of Contents				\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
				– 0 ×
+ https://ecf-test.lawd.uscourts.gov/cgi-bin/Dis		÷ ≙ ¢	Search	P - 份 公 戀 🙂
Verations	🕼 CM/ECF - U.S. District Cour 🗙	CM/ECF - U.S. District Court:W		
	uery <u>R</u> eports - <u>U</u> tilities - Sear <u>c</u> h	Help Log Out		
Motions				
6:18-cv-00001-RFD-CBW Bellsouth Telecommu Select the PDF document and any attachments.	inications L L C v. Louisiana Hearing	& Telephone Corp		
Main Document N:\Training Documents\18-cv-0001.sum Browse				
To properly identify your attachment, sele Further identify exhibits by entering an ac	0			
rutiner identify exhibits by entering an ac	curate but brier Description, i.e., 2	A-Deposition of John Shifth.		
Attachments	Category	Description		
Attachments	Category	Description		
1. N:\Training Documents\18-cv-0001.sum Browse	Memorandum / Brief 🗸 🗸	Remove		
2. N:\Training Documents\18-cv-0001.sum Browse	Statement of material facts	Damaura		
2. N:\Training Documents\to-cv-0001.sumibrowse		Remove	Type G	
3. N:\Training Documents\18-cv-0001.sum Browse	Exhibit 🗸	A-F		
4. N:\Training Documents\18-cv-0001.sum Browse	Exhibit 🗸	Click Box Remove		
5. Browse	×			
		Click ins		
Next Clear		Descriptio		
		Will C		

# Slide notes

CLICK inside the Description free-text window and further identify the exhibit by TYPE(ing) G.

# Slide 38 - Slide 38

Table of Contents				\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
		STATES DISTRICT COURT RN DISTRICT OF LOUISIANA DIVISION	Şe	ー ロ × earch
CM <u>ECF</u> civil Criminal Criminal Criminal	PLAINTIFF	CASE NO.	-	
6:18-cv-00001-RFD-CBW Bellsouth Telecomm Select the PDF document and any attachments.	DEFENDANT	JUDGE MAGISTRATE J		
To properly identify your attachn Clerk Further identify exhibits by enter electr manu	's Office as s onic filing is	e of Manual Attachr d with the Exhibit to soon as possible. not complete until t is received by	The the	Place cursor here to see example of Notice of Manual Attachment
Attachments  1. N:\Training Documents\18-cv-0001.sum Browse	FILED BY:	(Filing Party Name) January 14, 2020		See reminder regarding
2. N:\Training Documents\18-cv-0001.sum( Browse	****	**********NOTICE************************************	*****	Notice of Manual Attachment here
3. N:\Training Documents\18-cv-0001.sum Browse	by counsel. Please ret	nt is an original manual attachme turn to the Clerk's Office! not be converted to electronic		
4. N:\Training Documents\18-cv-0001.sum Browse 5. British Steps.		ed in the division of the presiding		
Next Clear	Click the <b>Browse</b> button			

## Slide notes

Our last exhibit is a video and cannot be uploaded as an Exhibit into CM/ECF. This is when a Notice of manual attachment should be prepared and filed into the record. CLICK the browse button to the right of the fifth Attachment window.

Slide	39	- S	Slide	39
-------	----	-----	-------	----

Table of Contents						\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
<i>e</i> Choose File to Upload			×			– 0 ×
← → ✓ ↑ _ « myo	cu > Training Documents 🛛 🗸 💍	Search Training Docume	nts 🔎	5 <b>≞</b> -	Search	ρ- 命☆戀(
Organize   New folder				M/ECF - U.S. District Court:W		
Organize   New folder	^		-	Ip Log Out		
This PC	Name	Date modified	Туре			
🗊 3D Objects	📲 18-cv-0001.summaryjudgment.ExhibitsA-		Microsoft	N planhana Corn		
Desktop	🗾 18-cv-0001.summaryjudgment.ExhibitsA-	F 1/14/2020 2:03 PM	Adobe Acr	elephone Corp		
Documents	💼 18-cv-0001.summaryjudgment.ExhibitsG	11/14/2019 1:01 PM	Microsoft	N		
Downloads	18-cv-0001.summaryjudgment.ExhibitsG	1/14/2020 2:04 PM	Adobe Acr	pł		
Music	18-cv-0001.summaryjudgment.manualat.		Microsoft			
and the second se	18-cv-0001.summCligguBiggment.manualat		Adobe Acr			
Pictures	18-cv-0001.summaryjudgment.memo.ms		Microsoft			
Videos	🗾 18-cv-0001.summaryjudgment.memo	1/14/2020 1:59 PM	Adobe Acr	eposition of John Smith.		
🖕 OS (C:)	18-cv-0001.summaryjudgment.mtn	Select 18-	w-0001	summaryjudgment.manual	attachmont	
👳 shvdocman (\\la	18-cv-0001.summaryjudgment.mtn		-0001.	summaryjuuginem.manuai	allaciment	
🛫 myocum (\\lawc	18-cv-0001.summaryjudgment.stmtoffact		WIICTOSOTE	"]		
🛖 myocum (\\lawa	🟃 18-cv-0001.summaryjudgment.stmtoffact	s 1/14/2020 2:01 PM	Adobe Acr	escription		
Shreveport (\\lav					2	
× ·	<			Remove		
		All Files (*.*)	~		-	
				Remove		
		ClipteBox	Cancel			
N:\Training Documents\18	-cv-0001.sum Browse Exhibit	\	✓ A-	F Remove	1	
N:\Training Documents\18	-cv-0001.sum Browse Exhibit	Click	the Ope	n button Remove		
3					_	
	Browse		~			
Next Clear						
Olda						

# Slide notes

SELECT the summary judgment manual attachment, and then CLICK the Open button.

### Slide 40 - Slide 40

	Table of Contents											\$\$cpInfoCurrentSli \$\$cpInfoSlideCo	de\$\$ o unt\$\$	of	0	
													_	٥	>	
	A https://ecf-test.	lawd. <b>uscourt</b>	t <b>s.gov</b> /cgi-bin/l	Dispatch.p	1?775644832532	2				- ≜ ¢	Search		ρ.	6	£ \$ 3	
2	🐓 Operations	J Hur	man Resources		د¶ً CM/E0	CF - U.S. District C	Cour ×	STA CM/E	CF - U.S. District	: Court:W 📑						
(	CMmecf	C <u>i</u> vil 🗸 🛛	Crimi <u>n</u> al <del>-</del>	Query	<u>R</u> eports -	Utilities 🗸	Sear <u>c</u> h	Help	Log Out							
100	lotions															~
	:18-cv-00001-RFD-CBV			nunicat	ions L L C v	. Louisiana H	learing	& Telep	ohone Corp							
S	elect the PDF document :	and any at	ttachments.													
E	Iain Document		_													
Ν	I:\Training Documents\18-cv-	-0001.sum	Browse													
T	o properly identify y	our attac	hment, se	lect fro	om the Cat	egory drop-	down b	00X.								
F	urther identify exhib	its by en	tering an a	iccura	te but brie	f Descriptio	n, i.e., A	A-Depo	osition of J	ohn Smith.						
	Attachments				Categor	y		Desc	ription							
			-								-					
1	<ul> <li>N:\Training Documents\18-</li> </ul>	-cv-0001.su	m Browse	. Men	norandum / Br	ef	~			Remove						
2	<ul> <li>N:\Training Documents\18-</li> </ul>	-cv-0001.su	m Browse.	. Stat	ement of mate	rial facts	~			Remove						
	5															
3	N:\Training Documents\18-	-cv-0001.su	m Browse	. Exhi	ibit		~	A-F		Remove						
4	<ul> <li>N:\Training Documents\18-</li> </ul>	-cv-0001.su	m Browse	. Exhi	bit		~	G		Remove						
5	<ul> <li>N:\Training Documents\18-</li> </ul>	-cv-0001 su	m Browse				М			Remove						
6	•		Browse				~									
								Click	the <b>expand</b> button	arrow						~
	Next Clear						(									

## Slide notes

CLICK the expand arrow button to display the Category pick list.

## Slide 41 - Slide 41

Table of Contents				\$\$cpInfoCurrentSlide\$\$ oi \$\$cpInfoSlideCount\$\$		
				_	٥	×
+ https://ecf-test.lawd.uscourts.gov/cgi-bin/Dis	spatch.pl?7756448325322	- ≙ ¢	Search	+ ٩	6	<u>نې</u>
V Operations	د CM/ECF - U.S. District Cour ×	🗗 CM/ECF - U.S. District Court:W				
	Query <u>R</u> eports - <u>U</u> tilities - Sear <u>c</u> h	Help Log Out				
Motions						~
6:18-cv-00001-RFD-CBW Bellsouth Telecommu	unications L L C v. Louisiana Hearing	& Telephone Corp				
Select the PDF document and any attachments.						
Main Document N:\Training Documents\18-cv-0001.sum Browse To properly identify your attachment, sele Further identify exhibits by entering an ac						
Attachments	Appendix Attachments to scheduling order Certificate of good standing	Description				
1. N:\Training Documents\18-cv-0001.sum Browse	Certificate re efforts to resolve-LR 37.1 Civil cover sheet	Remove				
	Elements of offense					
2. N:\Training Documents\18-cv-0001.sumi Browse	Envelope Exhibit	Remove				
	Factual basis for guilty plea Grand Jury Certificate of Receipts	A-F Remove	1			
3. N:\Training Documents\18-cv-0001.sum Browse	Grand Jury Concurrence Sheets	A-F Remove				
4. N:\Training Documents\18-cv-0001.sum Browse	Instructions to garnishee Letters of reference Memorandum / Brief	G				
5. N:\Training Documents\18-cv-0001.sum Browse	Notice of garnishment Notice of manu Click Boxment	Remove	1			
	Notice to defendant debtor					
6. Browse	Proposed clerks notice Proposed Exhibit					
Next Clear	Proposed Order Proposed Pleading Proposed Summons	Select Notice of manual attac	hment			~

## Slide notes

SELECT Notice of manual attachment from the Category pick list.

## Slide 42 - Slide 42

Table of Contents								\$\$( \$	pinfoCurrentS \$cpinfoSlideC	lide\$\$ of ount\$\$	1	
										-	٥	×
+ https://ecf-test.lawd.uscourts.gov	//cgi-bin/Dispatch.pl	?76600089411287				- <b>≙</b> ¢	Search			<i>р</i> -	6 6	£93 🙂
💝 Operations 🗾 Human R	Resources	CM/ECF - U.S. Dist	rict Court:W	₫ <sup>©</sup> CM/ECF -	U.S. District Cou	ır × 📑						
	ii <u>n</u> al 🗸 Query	Reports - Utilities	Search	Help Lo	og Out							
Motions												^
6:18-cv-00001-RFD-CBW Bellsouth Te		ons L L C v. Louisia	ha Hearing a	& Telepho	ne Corp							
Select the PDF document and any attach	iments.											
Main Document												
N:\Training Documents\18-cv-0001.sum Bro	WSe											
To properly identify your attachm												
Further identify exhibits by entering	ng an accurat	e but brief <i>Descri</i> ț	otion, i.e., A	A-Deposi	tion of Joh	n Smith.						
Attachments		Category		Descrip	otion							
1. N:\Training Documents\18-cv-0001.sum	Browse Mem	orandum / Brief	~			Remove						
2. N:\Training Documents\18-cv-0001.sum	Browse State	ement of material facts	~			Remove						
3. N:\Training Documents\18-cv-0001.sum	Browse Exhit	hit	~	A-F		Remove						
5. N. Maning Documents (10-cv-0001.sum	Diowse	JIL	•	A-1		Remove						
4. N:\Training Documents\18-cv-0001.sum	Browse Exhib	bit	~	G		Remort	be Exhil	oit H				
-						~						
5. N:\Training Documents\18-cv-0001.sum	Browse Notic	e of manual attachment	~	Clic	k Box	Remove						
6.	Browse		~		<u>_</u>	Click insid	de the					
			6		E De	scription windo						
Next Clear						windu				_		

## Slide notes

CLICK inside the Description free-text window and further identify the exhibit by TYPE(ing) Exhibit H.

## Slide 43 - Slide 43

Table of Contents				\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$	0					
V Operations	🗗 CM/ECF - U.S. District Cour 🗙	1								
	Query <u>R</u> eports - <u>U</u> tilities - Sear <u>c</u> h	Help Log Out								
Motions										
6:18-cv-00001-RFD-CBW Bellsouth Telecomr	nunications L L C v. Louisiana Hearing	& Telephone Corp								
Select the PDF document and any attachments.										
Main Document N:\Training Documents\Summary Judgn Browse										
Ta anananki idantifu yang atta akmant sal	least from the Cotecom during down	har								
To properly identify your attachment, sel Further identify exhibits by entering an a			n Smith.							
r arther identify exhibits by entering an a	iccurate out orier Desergnon, ice,	A-Deposition of oon	ii ointii.							
Attachments	Category	Description								
1. N:\Training Documents\Summary Judgr Browse	Memorandum / Brief	1	Domovo							
1. N. (Taining Documents/Summary Sudgit Browse			Remove							
2. N:\Training Documents\Summary Judgn Browse	Statement of material facts		Remove							
3. N:\Training Documents\Summary Judgm Browse	Exhibit	A-F	Remove							
4. N:\Training Documents\Summary Judgn Browse	Exhibit	G	Remove							
5. N:\Training Documents\Summary Judgn Browse	Notice of manual attachment	Exhibit H	Remove							
6. Click the Next button owse	×	1								
6 Click the Next button owse										
Next Clear										

# Slide notes

Now that we have attached all the supporting documents, we can CLICK the Next button.

#### Slide 44 - Slide 44

Table of Contents	\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$							
🥸 Operations 🗾 Human Resources 🗗 CM/ECF - U.S. District Cour 🗙 🗋								
CMmECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out								
Motions								
6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp								
Docket Text: Final Text								
MOTION for Summary Judgment by Bellsouth Telecommunications L L C. Attachments: # (1) Memorandum / Brief, # (2) Stater of material facts, # (3) Exhibit A-F, # (4) Exhibit G, # (5) Notice of manual attachment Exhibit H) aty, Yocumaty, M)	ment							
of material facts, # (3) Exhibit A-F, # (4) Exhibit O, # (3) Notice of manual attachment Exhibit Hj								
Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction continue. Have you redacted?	a if you							
Source Document Path (for confirmation only): N:\Training Documents\Summary Judgment\B-cv-0001.summaryjudgment.mtn.pdf pages: 1 N:\Training Documents\Summary Judgment\B-cv-0001.summaryjudgment.stmtoffacts.pdf pages: 1 N:\Training Documents\Summary Judgment\B-cv-0001.summaryjudgment ExhibitsA-F.pdf pages: 1 N:\Training Documents\Summary Judgment\B-cv-0001.summaryjudgment ExhibitsG.pdf pages: 1 N:\Training Documents\Summary Judgment\B-cv-0001.summaryjudgment manualattachment.pdf pages: 1								
Click the Next button								

# Slide notes

Before committing the transaction, you have one more opportunity to confirm all documents have been attached by reviewing the Source Document Paths and the number of pages for each document on the Final Docket Text screen. Notice how the Attachments have been briefly and concisely named. After confirmation, CLICK the Next button to commit the transaction.

## Slide 45 - Slide 45

Table of Contents											\$\$cpinfo \$\$cpin	CurrentSlid foSlideCou	de\$\$ of unt\$\$	0
💝 Operations	J Human Resour	ces	ᶪ CM/E	CF - U.S. Distric	t Cour ×	Ľ				, in the second s				
CMmECF	C <u>i</u> vil - Crimi <u>n</u> al -	Query	Reports -	Utilities 🗸	Sear <u>c</u> h	Help	Log Out							
Motions														
6:18-cv-00001-RFD-CB	6:18-cv-00001-RFD-CBW Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp													
					<b>U.S.</b>	District	Court							
	Western District of Louisiana - TEST													
Notice of Electronic Fil	Notice of Electronic Filing													
The following transaction was entered by Yocumaty, M on 1/27/2020 at 10:13 AM CST and filed on 1/27/2020 Case Name: Bellsouth Telecommunications L L C v. Louisiana Hearing & Telephone Corp Case Number: 6:18-cv-00001-RFD-CBW Filer: Bellsouth Telecommunications L L C Document Number: 47 Docket Text: MOTION for Summary Judgment by Bellsouth Telecommunications L L C. (Attachments: # (1) Memorandum / Brief, # (2) Statement of material facts, # (3) Exhibit A-F,														
# (4) Exhibit G, # (5) No 6:18-cv-00001-RFD-CBW				aty,Yocum	aty, M)									
Bailey Smith bsmith_ba	rrassousdin.com@ex	ample.com	, gcollins_ba	rrassousdin.o	com@exa	mple.com	n							
C Whiddenaty whiddena	aty.lawd.test@gmail.	com												
M Yocumaty melinda_y	ocum@lawd.uscourt	s.gov, msy	0821@yahoo	.com										
Michael J Vergis mjverg	;is2006_yahoo.com@	)example.c	om											
6:18-cv-00001-RFD-CBW	6:18-cv-00001-RFD-CBW Notice will not be electronically mailed to:													
David F Bienvenu Simon Peragine et al (LAF	)													

## Slide notes

Once you receive the Notice of Electronic Filing, the transaction has been committed and associated documents are filed.

#### Slide 46 - Slide 46

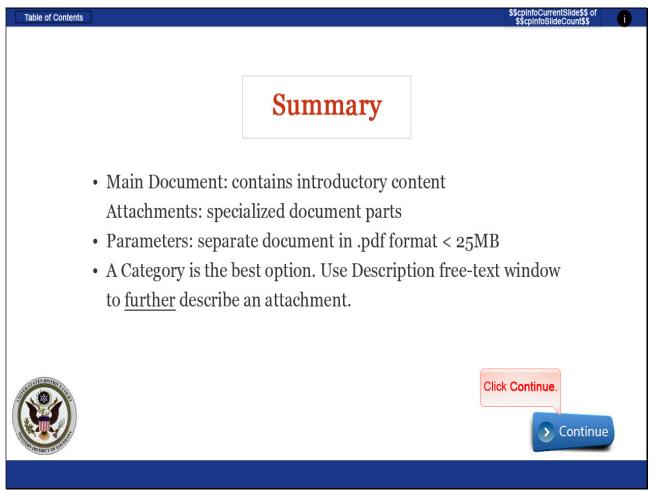
Table of Contents	\$\$cpInfoCurrentSlide\$\$ of \$\$cpInfoSlideCount\$\$
FILED VS EDITED	
FILED	
MOTION to Suppress by Defendant. Motions referred to Magistrate Judge. (Attach Memorandum / Brief Memorandum in Support, # <u>2</u> Proposed order Proposed Ord for Search Warrant, # <u>4</u> Exhibit Guidry's Narrative Report, # <u>5</u> Exhibit Manual Subr	der, # <u>3</u> Exhibit Affidavit
EDITED MOTION to Suppress by Defendant. Motions referred to Magistrate Judge. (Attach Memorandum / Brief Memorandum in Support, # <u>2</u> Proposed order Proposed Ord for Search Warrant, # <u>4</u> Exhibit Guidry's Narrative Report, # <u>5</u> Exhibit (should be N attachment) Manual Submission - Disc)	der, # <u>3</u> Exhibit Affidavit
FINAL MOTION to Suppress by Defendant. Motions referred to Magistrate Judge. (Attack Memorandum / Brief, # <u>2</u> Proposed order, # <u>3</u> Exhibit Affidavit for Search Warrant Narrative Report, # <u>5</u> Notice of manual attachment Disc)	
	Click Continue.

## Slide notes

Here is an example of docket text of an entry made in the record. Looking at the original entry, it is evident that a category was chosen, and a free-text description was entered for each attachment - some of which were used correctly. The excessive or unnecessary text has been highlighted in red in the second window.

The last window shows what the edited docket text will look like when the category and free-text description boxes are utilized as designed by the system. CLICK Continue when ready.

#### Slide 47 - Summary



## Slide notes

In review, a main document can be a motion, a response, or a trial document just to name a few; attachments are the documents supporting the main document or documents required per Federal or Local Rules or Standing Orders; each part has the same preparation parameters whether it is the main document or an attachment; and use caution when identifying attachments. A description is not always required. CLICK Continue.

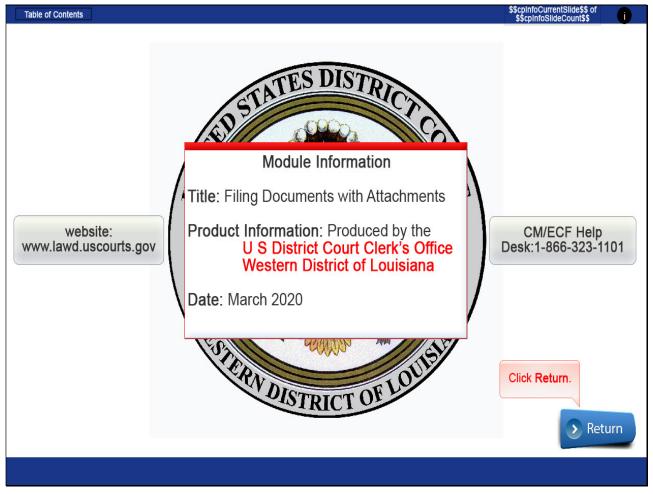
# Slide 48 - Exit

Table of Contents	ank Y	S\$cpinfoCurrentSildeS\$ of S\$cpinfoSildeCount\$\$ Cou
LAWD Help Desk 1-866-323-1101		Feedback / Suggestions 318-676-4273
	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 49 - Module Information



Slide notes