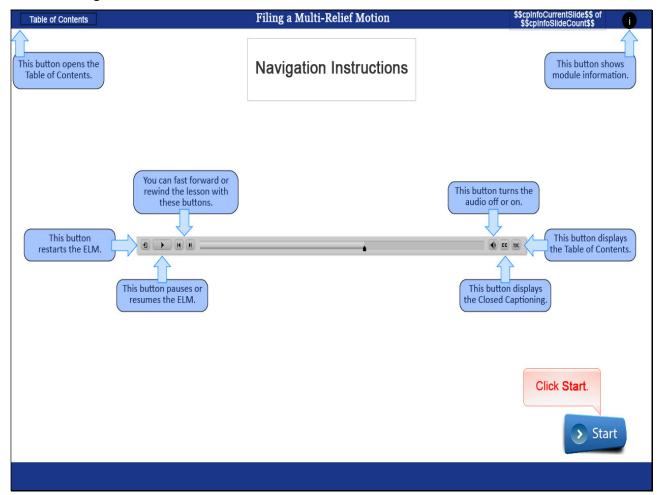
Slide 1 - Welcome



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 a Multi-Relief Motion.

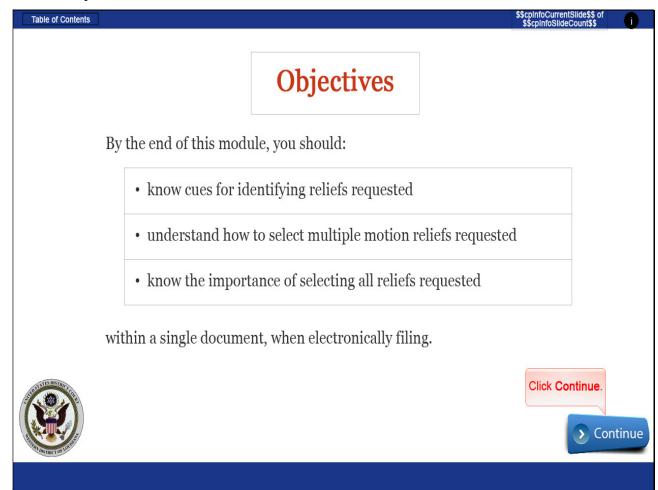
Slide 2 - Navigation Instructions



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.

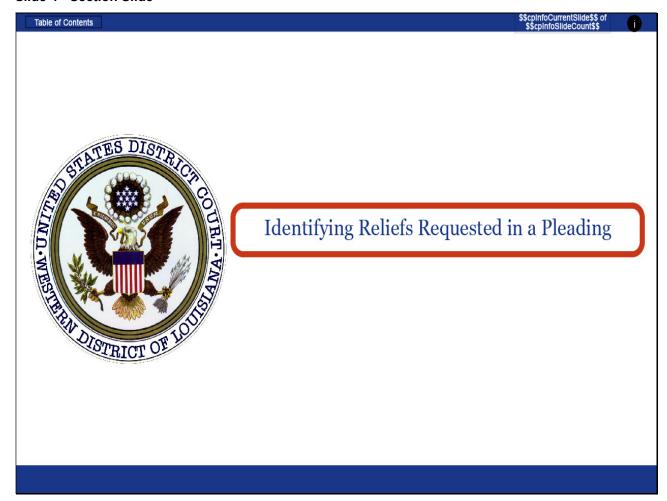
Slide 3 - Objectives



Slide notes

Upon completion of this module, you should know cues for identifying reliefs requested within a motion, understand how to select multiple reliefs requested in a motion, and know the importance of selecting all reliefs requested within a single document, when electronically filing a motion. CLICK Continue.

Slide 4 - Section Slide



Slide notes

Slide 5 - Slide 5

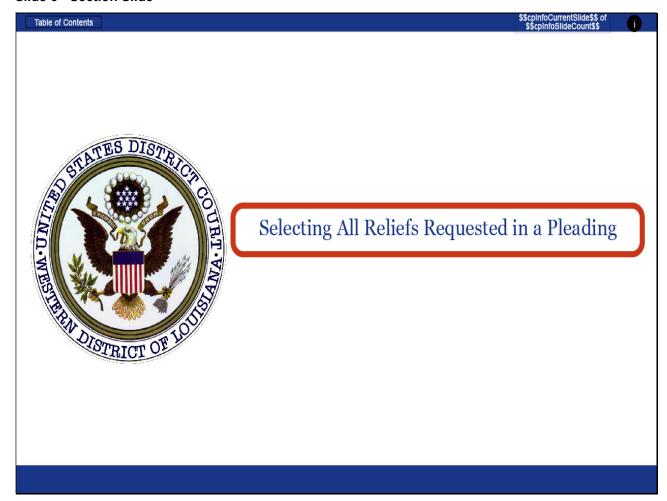


Slide notes

Here we see the caption portion of a document to be filed. Looking only at the title of the document, it appears we have 2 reliefs requested, compel and sanctions. To confirm the request sought to be granted, look at the prayer of the motion and possibly the proposed order.

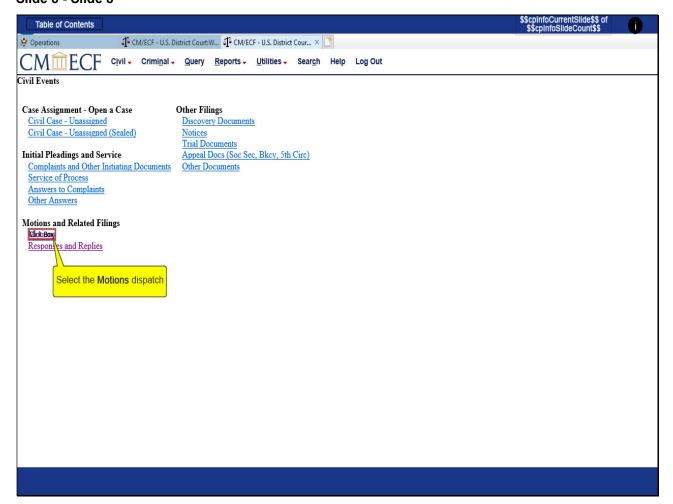
The prayer portion of the filing indicates the filer desires to Compel the opposing party to produce a deponent, award Attorney's Fees, and any other appropriate Sanctions. The caption did not indicate Attorney's Fees but for the request to be pending before the judge as a motion, Attorney Fees must be selected when electronically filing the document. CLICK Continue.

Slide 6 - Section Slide



Slide notes

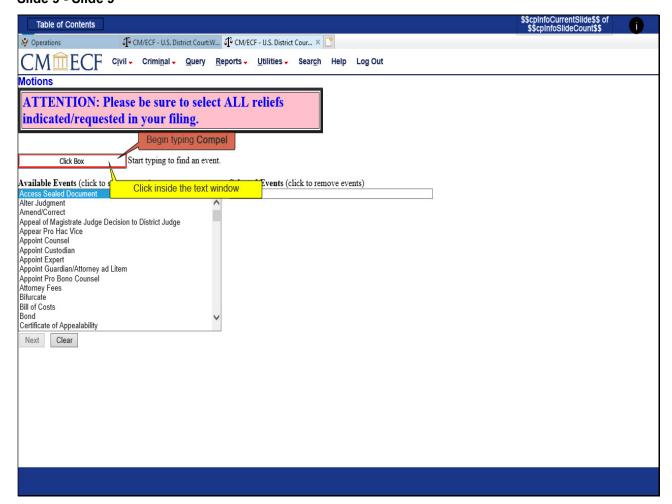
Slide 8 - Slide 8



Slide notes

To begin the process of filing the motion, SELECT the Motions dispatch.

Slide 9 - Slide 9

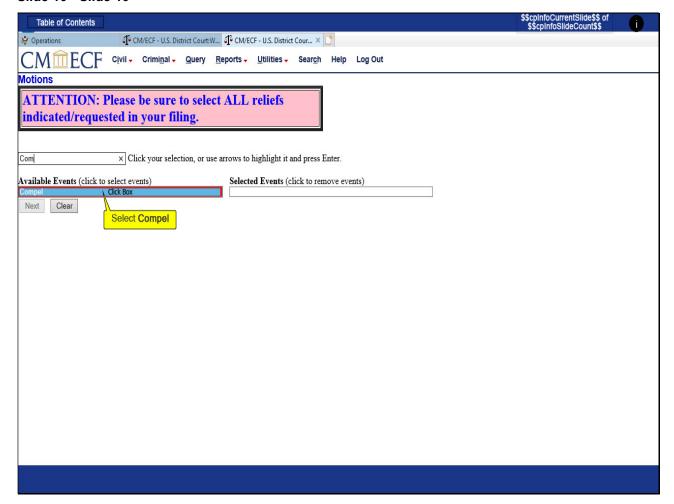


Slide notes

A highlighted pink box serves as a reminder to select ALL reliefs indicated/requested in your filing. As previously stated, it is important to review the entire filing to ensure all reliefs are selected.

You may scroll through the events and select them, or to search the list for an event, CLICK inside the text window and begin typing the relief requested. Begin TYPE(ing) Compel.

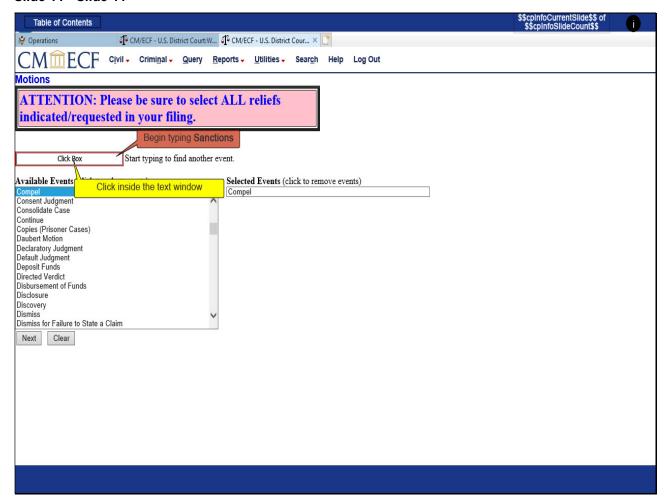
Slide 10 - Slide 10



Slide notes

The list of events compresses to include events using the parameters you set. SELECT Compel.

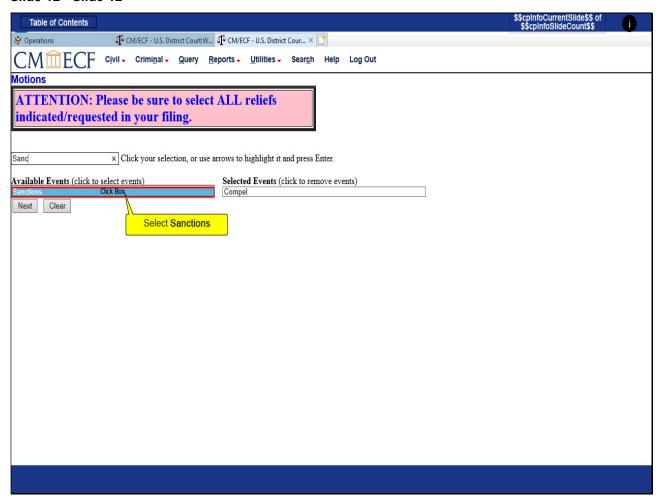
Slide 11 - Slide 11



Slide notes

Compel now moves to the Selected Events window to the right. To select the next relief requested, CLICK inside the text window, and begin TYPE(ing) Sanctions.

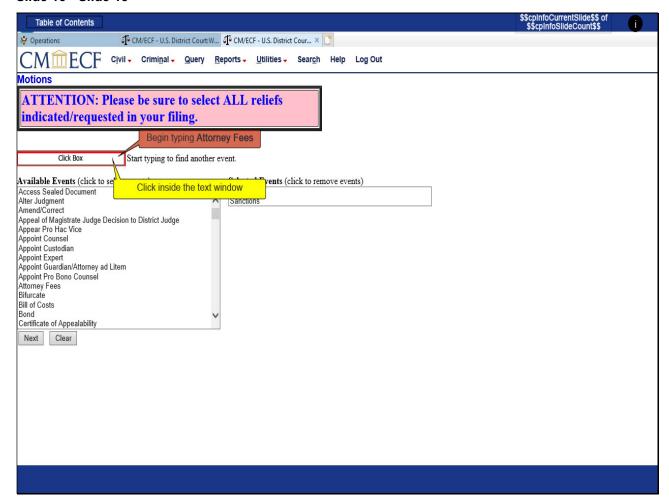
Slide 12 - Slide 12



Slide notes

SELECT Sanctions.

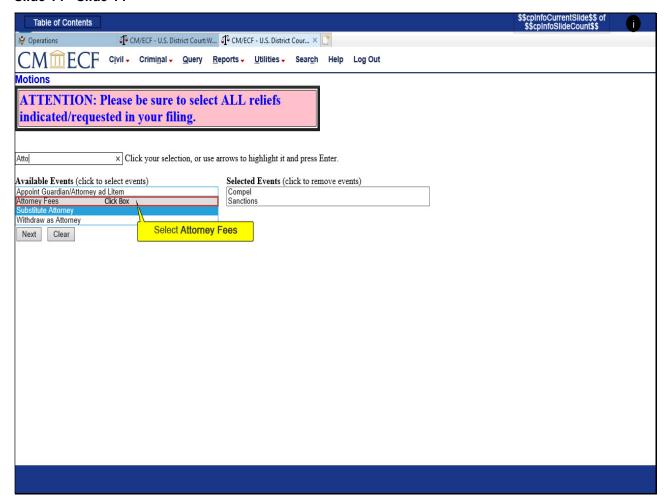
Slide 13 - Slide 13



Slide notes

Now Compel and Sanctions are in the Selected Events window. The last relief requested in the pleading is Attorney Fees. CLICK inside the text window and begin TYPE(ing) Attorney Fees.

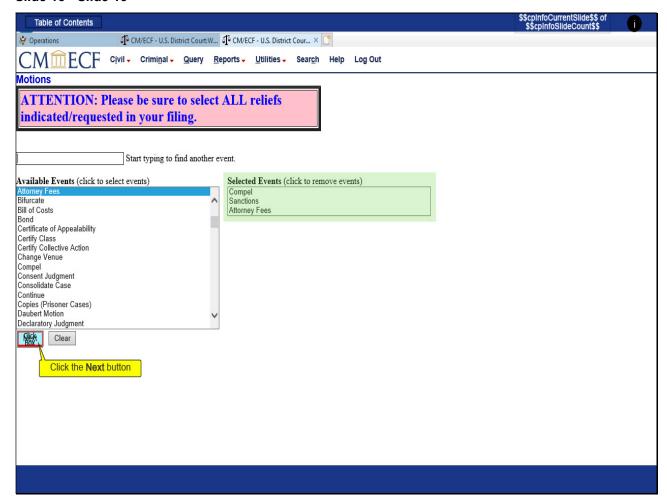
Slide 14 - Slide 14



Slide notes

From the compressed list of events available, SELECT Attorney Fees.

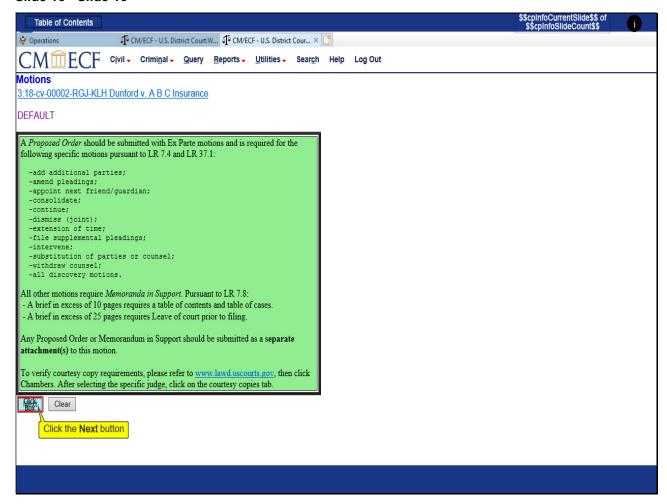
Slide 15 - Slide 15



Slide notes

With all the events requested in the filing as shown in the Selected Events window, we can proceed with our filing. CLICK the Next button to continue.

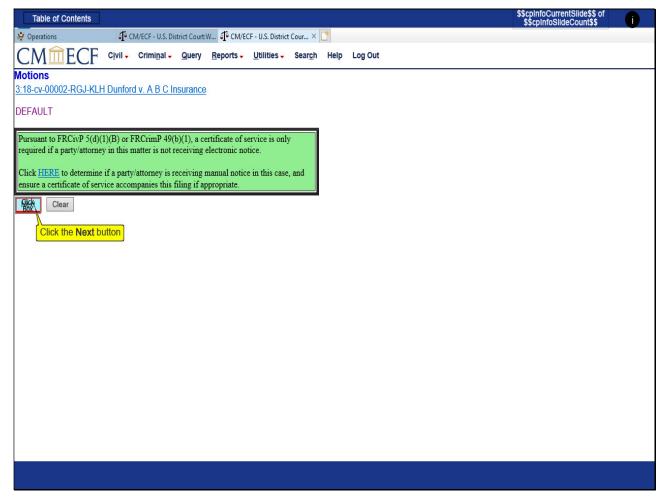
Slide 16 - Slide 16



Slide notes

Reminder boxes associated with the events you have selected will be displayed as you file electronically. CLICK Next.

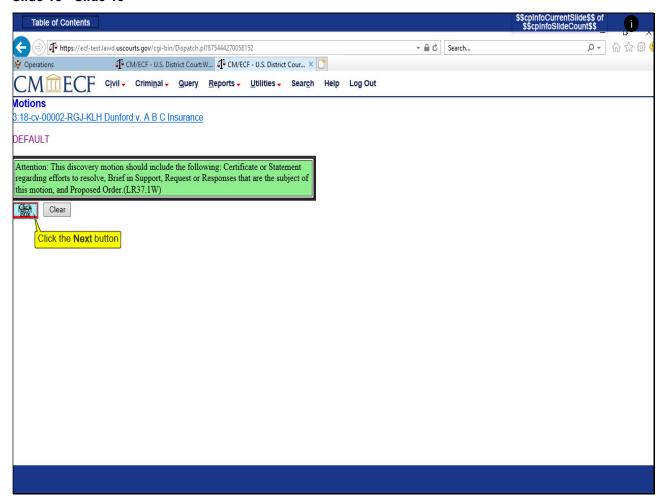
Slide 17 - Slide 17



Slide notes

The text of these reminder boxes may change as deemed necessary when rules or practices are updated. CLICK Next.

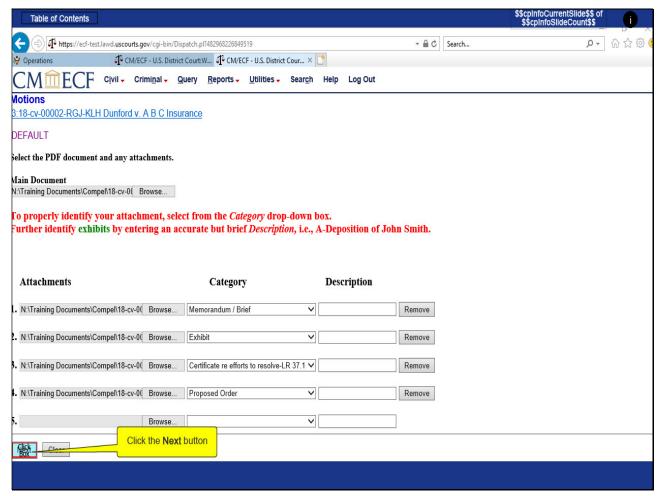
Slide 18 - Slide 18



Slide notes

It is important that these reminders be taken into consideration to avoid the possibility of the filing being deficient or in error. CLICK Next.

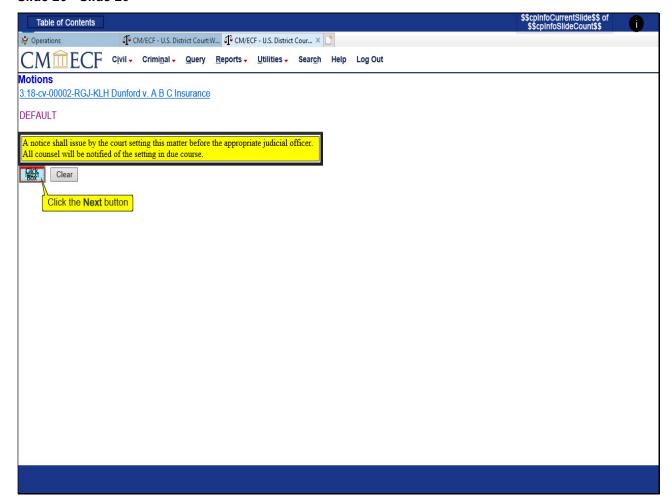
Slide 19 - Slide 19



Slide notes

Once the main document and supporting/required attachments are uploaded, the filer may continue electronically processing the motion. CLICK Next.

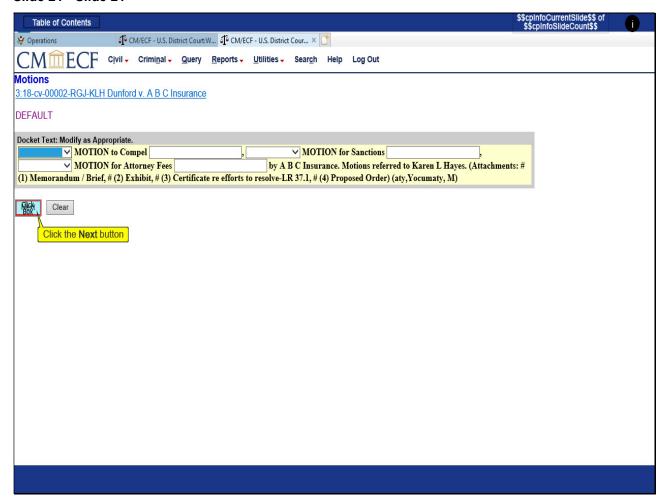
Slide 20 - Slide 20



Slide notes

The yellow highlighted box you see here is to inform the filer what to expect from the court once the filing is reviewed for completeness. CLICK Next.

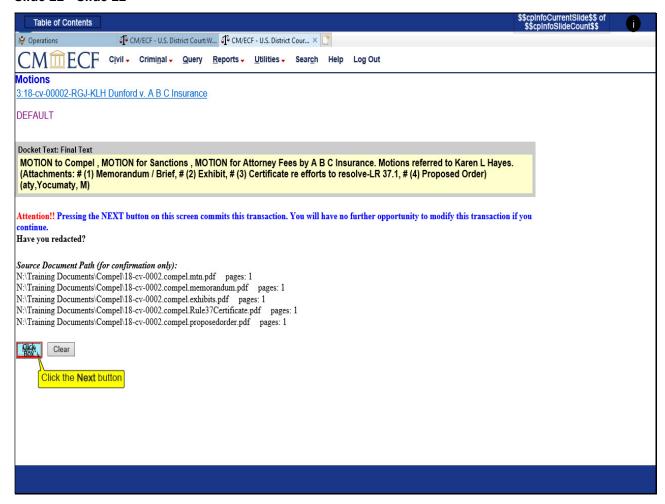
Slide 21 - Slide 21



Slide notes

While there are options to modify the docket text, it is not required. CLICK Next.

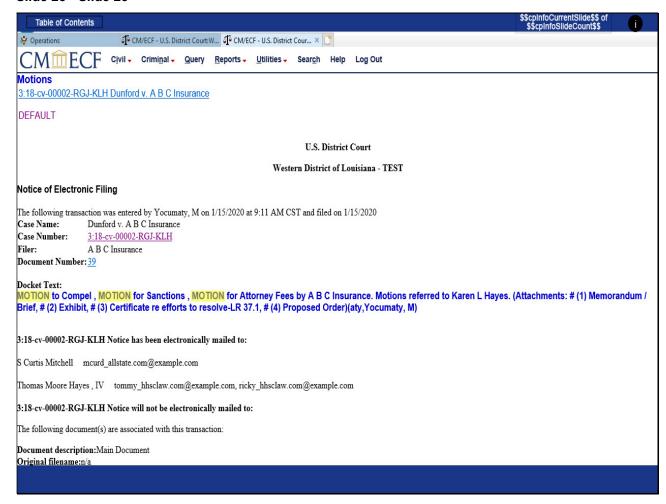
Slide 22 - Slide 22



Slide notes

Review the Final Docket Text and the Source Document Paths before committing the transaction. CLICK Next.

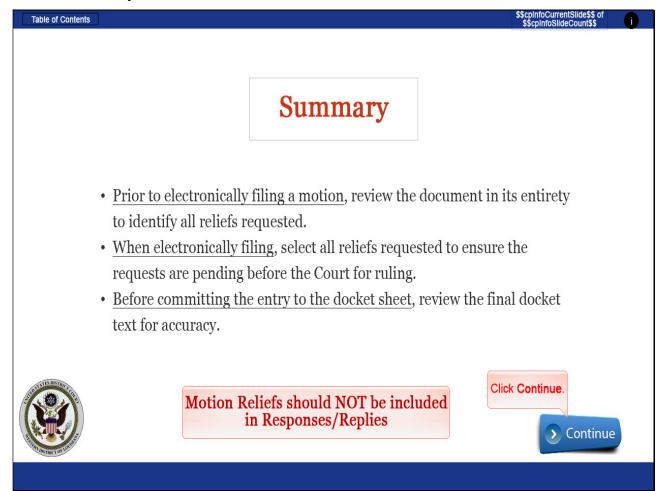
Slide 23 - Slide 23



Slide notes

As indicated by the Notice of Electronic Filing, since 3 motion reliefs were selected, there are 3 motions pending before the court for ruling.

Slide 24 - Summary



Slide notes

In summary, review the document in its entirety to identify all reliefs requested, select all reliefs as requested to ensure each request is pending before the Court for ruling, and review the final docket text for accuracy. It is important that the associated pdf document reflect the same reliefs selected. And as a reminder, motions are a dispatch of their own and should not be requested within other documents. CLICK Continue.

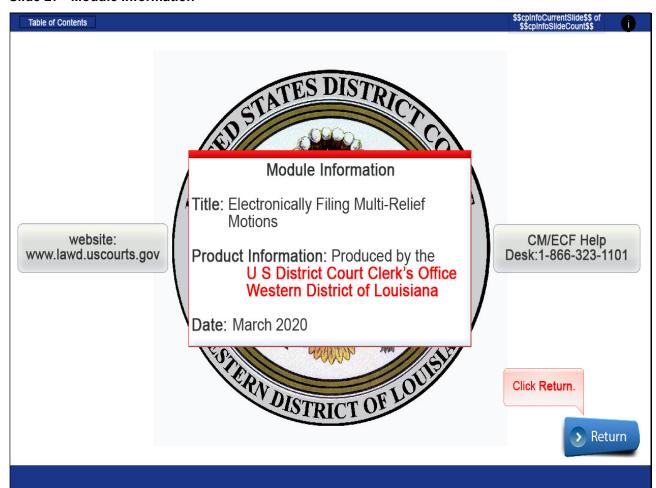
Slide 25 - Exit



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 27 - Module Information



Slide notes