

U.S. Court of Appeals *for the* Sixth Circuit
ECF Training

Filing a Transcript Order

U.S. Court of Appeals *for the* Sixth Circuit

ECF Training

Before you begin to file electronically you must have both a PACER account and an Appellate Filer account. Registration instructions will be available at the end of this tutorial.

Appellate CM/ECF Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact:

Social Security numbers; driver-identification numbers; dates of birth; names of minor children; financial information; and other identifying information in civil, criminal cases, home addresses, in compliance with [Fed. R. App. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement includes attachments.

1. Click to check the redaction rules agreement box.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Authentication

Login:
Password:
Client Code:

2. Type in your Appellate Filer Account login and password.

Login

Clear

3. Click the **Login** button.

CM/ECF has been tested using Firefox and Internet Explorer. All testing was performed using the Sun Java Plug-in version 1.7.

Click **Filing** then **File a Document**



U.S. Court of Appeals CM/ECF Official Attorney Electronic Document Filing System

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571.

Welcome

Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu.

[Court Information](#)

1. Type your case number in the **Case** field then press the **Tab** key.

Case: 80-1050

Enter case number as yy-nnnn or yy-nnnnn (e.g., 05-2475 or 05-68492)

Filed Date: 06/27/2016

 Please Select a Category Case Opening Forms Briefing Argument Costs Fee Rehearing Petition Amicus Filings Letters/Correspondence

File a Document

Select One

 appearance form civil appeal statement of parties a corporate disclosure Transcript Order - already on file in the District Court Transcript Order - no hearings Transcript Order - order transcript of proceedings Transcript Order - unnecessary for appeal purposes

2. Click the **Case Opening Forms** radio button to see a list of case opening forms which include **Transcript Order**.

3. Click the appropriate **Transcript Order** radio button.

Uncheck boxes for each case in which this document should not be filed.

Case Selection

80-1050 Banks v. U.S. Postal Service, et al (Target Case)

4. Click the **Continue** button to continue with the filing.

Total: 0 Selected: 0

All

Clear All

Continue

Appellate
Circuit

Case 80-1050 Banks v. U.S. Postal Service, et al

File a Document

Case: Enter case number as yy-nnnn or yy-nnnnn (e.g., 05-2475 or 05-68492)

Filed Date: 06/27/2016

- Please Select a Category
- Case Opening Forms
- Briefing
- Document Filings

Select One

- appearance form
- civil appeal statement of parties a
- corporate disclosure

1. Review the Certificate of Service message then click the **Continue** check box.

Docketing Transcript Order - order transcript of proceedings

Event Preconditions

Case(s): All **Warning:** I certify that I have this day served all opposing counsel and parties in this case by the manner designated below. **Continue**

Explanation:

You must check Continue and then click OK to proceed.

2. Click the **OK** button to continue with docketing.

- Letters/Correspondence

Understand that this document should not be filed.

Case Selection

80-1050 Banks v. U.S. Postal Service, et al (Target Case)

Total: 0 Selected: 0

Case 80-1050 Banks v. U.S. Postal Service, et al

NOTE

IF YOU HAVE NOT ALREADY FILED A "FORM OF APPEARANCE" YOU MUST DO SO BEFORE FILING ANY OTHER DOCUMENT IN THIS CASE.....

Review the Appearance Form note then click the **Continue** button.

Case 80-1050 Banks v. U.S. Postal Service, et al

Court Reporter Filer

Please select ONLY ONE court reporter name from the list below.

A separate "transcript order form" entry must be made for each court reporter.

If the court reporter's name does not appear in the list below, proceed to the next box and enter the name.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Napolik, Maria	Court Reporter	80-1050	Banks v. U.S. Posta...

Additional Information

Enter Court Reporter name (if not in above list):

Additional Information

Enter the Date Transcript was Ordered (mm/dd/yy):

Additional Information

Enter the name of the District Court Judge/Magistrate:

Additional Information

Enter Dates and Nature of Proceedings:

Additional Information

Other (specify):

Following the on-screen instructions, review and complete each section, if applicable.

CMI/ECF Appellate

Case 80-1050 Banks v. U.S. Postal Service, et al

OF THE APPEAL.

Additional Information

The method of payment will be:

Private Funds ▼

NOTE

FOR CJA CASES.....ENTER THE FOLLOWING CJA-24 INFORMATION:

Additional Information

Enter Date CJA-24 Authorization Initiated:

Additional Information

Enter E-Voucher Authorization Number (if applicable):

Attorney Filer

Please choose YOUR NAME from the list below. If your name does not appear in the list, you have selected an incorrect transaction. Please cancel this transaction and start again.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Smith, Angela Marie	Appellant	80-1050	Banks v. U.S. Posta...

Display All Attorneys All Cases Select All Clear All

Service

Service Date:

Service

<input type="checkbox"/>	Name	Originate/Party Type	US m...	Fax	Hand	Email	Clerk	
<input checked="" type="checkbox"/>	Smith, Angela Marie, aty	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Display All Reset
<input checked="" type="checkbox"/>	Banks, Mildred, prose	Appellant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Napo, Glen Paul, aty	Appellee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

After reviewing and completing all applicable sections, click on the **Continue** button.

Continue Back Cancel

Case 80-1050 Banks v. U.S. Postal Service, et al

OF THE APPEAL.

Additional Information

The method of payment will be:

Private Funds

NOTE

FOR CJA CASES.....ENTER THE FOLLOWING CJA-24 INFORMATION:

Docket Text

If you are satisfied with the content of the docket text, click the **Continue** button.

TRANSCRIPT ordered from Maria Napolik, filed by Ms. Angela Marie Smith for Ms. Mildred Banks. ; District Court Docket Number: 80-2016 ; Date NOA Filed: 10/08/2013 ; ----- This is to order a transcript of the following proceedings and to certify that satisfactory financial arrangements have been completed ----- Transcript ordered on: <i> 12/11/2015</i> ; District Court Judge/Magistrate: <i> Judge Battisti</i> ; Hearing Dates: <i> 7/30/15</i> ; Testimony: <i> Minutes of Proceedings</i> ; Method of Payment: <i> Private Funds</i> ; ; Court Reporter acknowledgment is due in 14 days. Certificate of Service: 12/11/2015.

Continue

Back

Service

Service Date: 12/11/2015

Service

<input type="checkbox"/>	Name	Originate/Party Type	US m...	Fax	Hand	Email	Clerk	Display All Reset
<input checked="" type="checkbox"/>	Smith, Angela Marie, aty	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Banks, Mildred, prose	Appellant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Napo, Glen Paul, aty	Appellee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Case 80-1050 Banks v. U.S. Postal Service, et al
OF THE APPEAL.

Additional Information

The method of payment will be:

Private Funds

NOTE

S.....ENTER THE FOLLOWING CJA-24 INFORMATION:

Additional Information

Enter Date, CJA-24, Authorization, Initials:

The Event Review dialog box signals the "point of no return." When you click the **Submit** button, you are filing the document and cannot go back. If you need to make corrections, click the **Back** button.

Event Review X

Attention!
Pressing the **SUBMIT** button on this screen commits this transaction. You will have no further opportunity in this transaction to make a modification if you continue. Have you redacted?

Date: 10/06/2015 ; This is to order a transcript of the following proceedings and to certify that satisfactory financial arrangements have been completed ----- Transcript ordered on: 12/11/2015 ; District Court Judge/Magistrate: *Judge Battisti* ; Hearing Dates: 7/30/15 ; Testimony: *Minutes of Proceedings* ; Method of Payment: *Private Funds* ; ; Court Reporter acknowledgment is due in 14 days. Certificate of Service: 12/11/2015.

Note that your entries appear in italics.

Service

Service Date: 01/01/2015

Service

<input type="checkbox"/>	Name	Originate/Party Type	US m...	Fax	Hand	Email	Clerk	Display All
<input checked="" type="checkbox"/>	Smith, Angela Marie, aty	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Reset"/>
<input checked="" type="checkbox"/>	Banks, Mildred, prose	Appellant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Napo, Glen Paul, aty	Appellee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Case 80-1050 Banks v. U.S. Postal Service, et al

OF THE APPEAL.

Additional Information

The method of payment will be:

Private Funds

NOTE

FOR CJA CASES.....ENTER THE FOLLOWING CJA-24 INFORMATION:

Additional Information

Enter Date CJA-24 Authorization Initiated:

Additional Information

Enter E-Voucher Authorization Number (if applicable):

The Event Docketed dialog box confirms the filing has been entered on the Court's docket. Click the **OK** button to acknowledge the message and to view the Notice of Docket Activity.

Event Docketed

 The docketed transaction has been completed.

OK

appear in the
tion and start again.

Service

Service Date: 12/11/2015

Service

<input type="checkbox"/>	Name	Originate/Party Type	US m...	Fax	Hand	Email	Clerk	Display All
<input checked="" type="checkbox"/>	Smith, Angela Marie, aty	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Reset"/>
<input checked="" type="checkbox"/>	Banks, Mildred, prose	Appellant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Napo, Glen Paul, aty	Appellee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

*****NOTE TO PUBLIC ACCESS USERS***** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

United States Court of Appeals for the Sixth Circuit

Notice of Docket Activity

The following transaction was filed on 12/11/2015

Case Name: Banks v. U.S. Postal Service, et al

Case Number: [80-1050](#)

Docket Text:

TRANSCRIPT ordered from Maria Napolik, filed by Ms. Angela Marie Smith for Ms. Mildred Banks. [826] ; District Court Docket Number: 80-2016 ; Date NOA Filed: 10/08/2013 ; ----- This is to order a transcript of the following proceedings and to certify that satisfactory financial arrangements have been completed ----- Transcript ordered on: 12/11/2015 ; District Court Judge/Magistrate: *Judge Battisti* ; Hearing Dates: 7/30/15 ; Testimony: *Minutes of Proceedings* ; Method of Payment: *Private Funds* ; ; Court Reporter acknowledgment is due in 14 days. Certificate of Service: 12/11/2015. (AMS)

Notice will be electronically mailed to:

Mr. Glen Paul Napo: glen_napo@napolaw.com

Ms. Angela Marie Smith: smitham@lawsmith.com

Notice will not be electronically mailed to:

Ms. Mildred Banks

F.C.I. Loretto

P.O. Box 1000

Loretto, PA 15940

The Notice of Docket Activity (NDA) provides notice to the court and case participants of your action.

The NDA will open in a new browser window or a new tab in the current browser window depending on your computer settings.

If you do not see the NDA, disable the pop-up blocker in your browser settings.

U.S. Court of Appeals *for the* Sixth Circuit

ECF Training

This completes the tutorial. You must have both a PACER account and an Appellate Filer account to file electronically. Click on the links below to register.

[PACER Account Registration](#)

[Appellate Filer Account Registration](#)

After registration, click on the link below to log in to CM/ECF and begin docketing.

[CM/ECF Login](#)