

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

Filing a Court Reporter
Transcript Filed in District Court

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](#)

Banks v. U.S. Postal Service, et al

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

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

Filed Date: 06/28/2016

- Response
- Argument
- Costs
- Fee
- Rehearing Petition
- Amicus Filings

2. Click the **Court Reporter Entries** radio button.

- Court Reporter Entries
- Under Seal
- EOIR/DHS
- BAP

File a Document

Select One

- Court Reporter Acknowledgement
- Request extension of time to file transcript
- Request waiver of fee reduction
- Transcript filed in District Court

3. Click the **Transcript filed in District Court** 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

CMI/ECF Appeal

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

Court Reporter 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"/>	Napolik, Maria	Court Reporter	80-1050	Banks v. U.S. Posta...

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

Related Previous Entries

Please select the Transcript which has been filed in the District Court, then click the "Add" button.....

Doc	Date Filed	Entry	
	06/27/2016	TRANSCRIPT ordered from Maria Napolik, filed by Ms. Angela Marie Smith for Ms. Mildred Banks. [5139858-1]; District Court Docket	<input type="button" value="Add"/>

Selected Entries

Date Filed	Entry	Cases	
			<input type="button" value="Up"/>
			<input type="button" value="Down"/>
			<input type="button" value="Remove"/>
			<input type="button" value="Clear All"/>

Total: 0

2. Click the **Continue** button to move to the next screen.

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

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

Additional Information

Enter Date Transcript Filed in District Court:

Additional Information

Enter Actual Number of Pages:

Additional Information

Enter Actual Number of Volumes:

2. Click the **Continue** button to move to the next screen.

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

Court Reporter 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"/>	Napolik, Maria	Court Reporter	80-1050	Banks v. U.S. Posta...	▲

Docket Text



Transcript, , has been filed in the District Court on <i>01/31/2016</i> ; Court Reporter: Maria Napolik ; Actual Number of Pages: <i>55</i> ; Actual Number of Volumes:<i> 1</i> ; District Court No: 80-2016

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

Continue

Back

Continue

Back

Cancel

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

CM/ECF

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

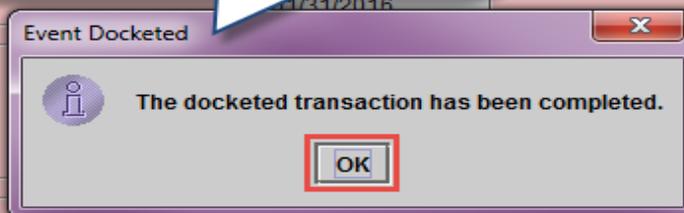
 **Attention!**
Pressing the **SUBMIT** button on this screen commits this transaction.
You will have no further opportunity in this transaction to make a modification if you continue.
Have you redacted?

Transcript, [5139858-2], has been filed in the District Court on *01/31/2016* ;
Court Reporter: *Maria Napolik* ; Actual Number of Pages: *55* ; Actual
Number of Volumes: *1* ; District Court No: *80-2016*

Note that your entries appear in italics.

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

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.



Enter Actual Number of Volumes:

1

Continue

Back

Cancel

*****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 1/31/2016

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

Case Number: [80-1050](#)

Docket Text:

Transcript, [826], has been filed in the District Court on *01/31/2016* ; Court Reporter: Maria Napolik ; Actual Number of Pages: 55 ; Actual Number of Volumes: 1 ; District Court No: 80-2016 (MN)

Notice will be electronically mailed to:

Mr. Glen Paul Napo: glen_napo@napolaw.com

Ms. Angela Marie Smith: smitham@lawsmith.com

Maria Napolik: MariaNapolik@napolikreporting.com

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](#)