Getting Started With Attorney Filing

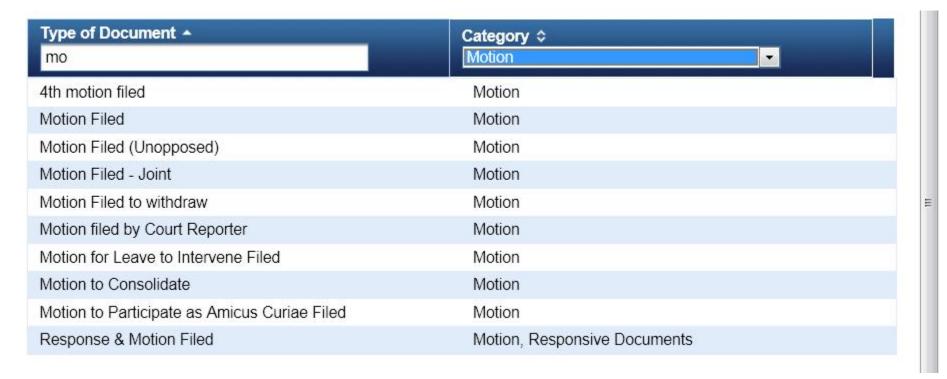
1. Enter a Case Number

• Enter a case number(valid formats: yy-nnnn or yy-nnnnn).

O9-8877 Heather Burgess et al. v. Thomas Coppinger

2. Select the Type of Document

- Click on a row in the table to select the type of document you are filing.
- To narrow the list before selecting, type part of the name in the **Type of Document** box; another way is to select a **Category** from the dropdown list.



3. File in Additional Cases

• For some filings, you may be able to select or de-select cases in this list and/or type in additional case numbers

The document will also be filed in cases that are checked:



4. Click Continue

- You will progress through a number of sections.
- You can re-open a completed section by clicking the arrow beside the section name.



5. Upload Documents

- Modify the description (optional).
- Click **Browse** to select your document.



- Click **Browse** again to select additional documents.
- To change the sequence of the documents, use the Up and Down arrows.
- Click on a description in the table to modify it.
- Click the document name to review it.



6. Select the Filer

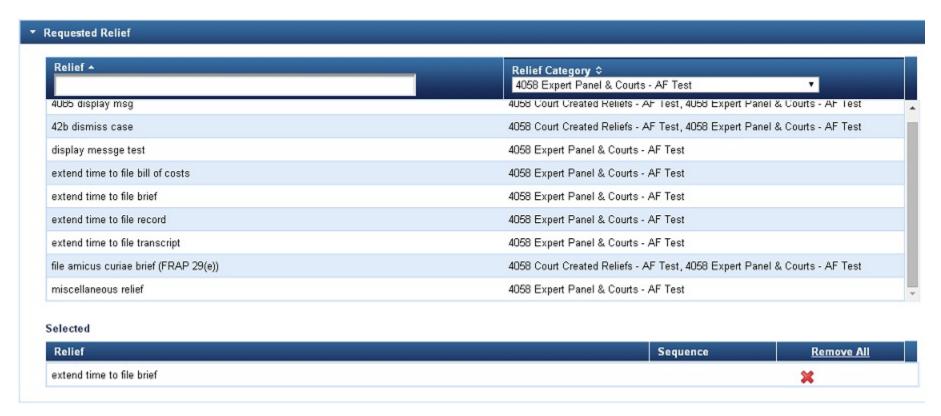
- Click a row in the first table to select a filer. Repeat for additional filers.
- If you want to add the other cases for those filers, click **Select Linked Cases**.



7. Select Requested Relief

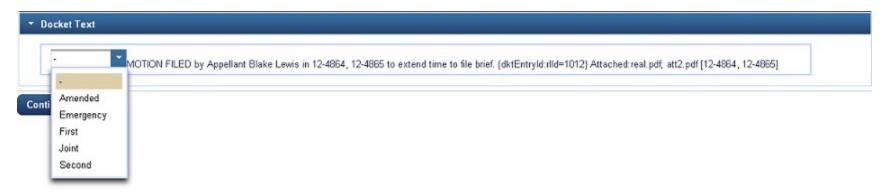
- Click on a row in the table to select the requested relief. Repeat for additional reliefs.
- To narrow the list, before selecting, type part of the name in the **Relief** box; another way is to select a **Relief Category** from the dropdown list.

• To change the sequence of the reliefs, use the Up and Down arrows.

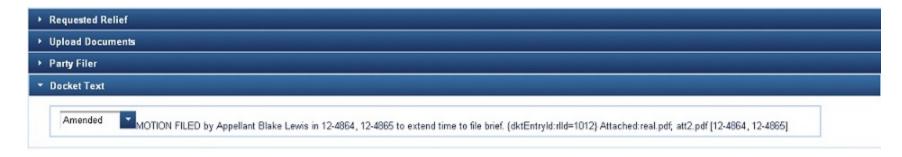


8. Review the Docket Text

• For some filings you may be able to select or type additional text.



• Verify the information in the docket text is correct. You can return to any section to make changes.



9. Complete the Filing

- In the **Final Review** section, you should verify that the information for the filing is correct.
- You can return to any section to make changes by clicking **Edit**. Depending on the changes you make, you may need to enter information in subsequent sections.
- Make sure your documents have been redacted, if required. Click on the document link to review.

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with Fed. R. App. P. 25(a)(5), Fed. R. Civ. P. 5.2, Fed. R. Crim. P. 49.1, or Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

- To replace a document, click **Edit** and go to the **Upload Documents** section.
- If the information in the Final Review section is correct, click Submit.
- If the File to Case list or the name of the Type of Document is incorrect, click Cancel and start over.

▼ Final Review

File to Case

12-4864, 12-4865

Type of Document

Motion

Requested Relief

extend time to file brief

Upload Documents

real.pdf (2 pages) att2.pdf (2 pages)

Party Filer

Lewis, Blake (Appellant-Plaintiff) 12-4864 Lewis, Blake (Appellant-Plaintiff) 12-4865

Docket Text

Amended MOTION FILED by Appellant Blake Lewis in 12-4864, 12-4865 to extend time to file brief. {dktEntryld:rlld=1012} Attached:real.pdf, att2.pdf [12-4864, 12-4865]



After you click the button, you cannot change this filing.

Have you redacted personal identifiers from the document you filed?

Submit

Edit Cancel