

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

NextGen ECF Training

Filing a Motion

Select "Filing"



**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.

Last Login 2017-07-28 13:12:45.0

[Court Information](#)

File a Document

Case Number

80-3035

Alma Potts v. Water Quality Assurance Syndic

Enter the Case Number

Filed

07/28/2017

Type of Document ▲

Category ⇅

All



Parties/Attorneys

▼ 80-3035

Alma Potts v. Water Quality Assurance S

▼ Potts, Alma

▼ Attorneys

Smith, Angela Marie

▼ Water Quality Assurance Syndicate

▼ Attorneys

Napo, Glen Paul



File a Document

Case Number

80-3035

Alma Potts v. Water Quality Assurance Syndic

Filed

08/05/2017

Begin typing "motion", the options below will filter as you type

Type of Document ▾

motion

Category ⇅

All

amicus motion	Amicus Filings, Motion/Stipulation
corrected second successive motion	Miscellaneous
financial affidavit in support of pauper motion	Fee
motion	Motion/Stipulation
motion to file amicus brief	Amicus Filings, Motion/Stipulation
motion to intervene	Motion/Stipulation
sealed motion	Motion/Stipulation, Under Seal

Continue

Parties/Attorneys

▾ 80-3035

Alma Potts v. Water Quality Assurance Syndic

▾ Potts, Alma

▾ Attorneys

Smith, Angela Marie

▾ Water Quality Assurance Syndicate

▾ Attorneys

Napo, Glen Paul

File a Document

Case Number

80-3035 Alma Potts v. Water Quality Assurance Syndic

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08/05/2017

Type of Document ▲	Category ⇅
motion	All
amicus motion	Amicus Filings, Motion/Stipulation
corrected second successive motion	Miscellaneous
financial affidavit in support of pauper motion	Fee
motion	Motion/Stipulation
motion to file amicus brief	Amicus Filings, Motion/Stipulation
motion to intervene	Motion/Stipulation
sealed motion	Motion/Stipulation, Under Seal

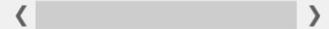
Make the selection as appropriate for the type of motion you're filing

Continue

Click the "Continue" button

Parties/Attorneys

- ▼ 80-3035
- Alma Potts v. Water Quality Assurance Syndic
- ▼ Potts, Alma
 - ▼ Attorneys
 - Smith, Angela Marie
- ▼ Water Quality Assurance Syndicate
 - ▼ Attorneys
 - Napo, Glen Paul



is v. Water Quality Assurance Syndic

The image shows a screenshot of a software interface with a dialog box titled "Attention". The dialog box contains the following text: "I certify that I have this day served all opposing counsel and parties in this case by the manner designated below." Below this text is a checkbox labeled "Continue" which is checked. To the right of the checkbox is a blue button labeled "OK". A yellow callout box with a pointer to the checkbox contains the text: "Certify Service by checking the 'Continue' box". The background of the software interface is partially visible, showing a blue header bar and a light-colored sidebar on the left.

File a Document | motion

File to case: 80-3035

▼ Requested Relief

Begin typing desired relief in the "Relief" box below, the selection list will display. Or, select a category from the "Relief Category", the selection list will then display. Click on relief to select. Repeat as necessary for additional reliefs.

Relief ▲	Relief Category ▾
<input type="text" value="exten"/>	<input type="text" value="All"/>
extend time (generic)	Extensions
extend time to file administrative record	Briefing, Extensions
extend time to file appendix	Briefing, Extensions
extend time to file bill of costs	Cost, Extensions
extend time to file brief	Briefing, Extensions
extend time to file en banc petition	Extensions, Panel Rehearing/En Banc

Read the instructional text in red. Begin typing the relief sought in the Relief field. The options below will filter as you type.

Requested Relief

Begin typing desired relief in the "Relief" box below, the selection list will display. Or, select a category from the "Relief Category", the selection list will then display. Click on relief to select. Repeat as necessary for additional reliefs.

Relief ^	Relief Category ^
exten	All
extend time (generic)	Extensions
extend time to file administrative record	Briefing, Extensions
extend time to file appendix	Briefing, Extensions
extend time to file bill of costs	Cost, Extensions
extend time to file brief	Briefing, Extensions
extend time to file en banc petition	Extensions, Panel Rehearing/En Banc
extend time to file rehearing petition	Extensions, Panel Rehearing/En Banc
extend time to file response to bill of costs	Cost, Extensions

The relief selected will display in the "Select Relief" panel. Continue if additional relief is sought. Click "Continue".

Selected

Relief	Sequence	Remove All
extend time to file brief		X

Continue

[Cancel](#)

File a Document | appellant brief

File to case: 80-3035

▾ 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 ▾
Napo, Glen Paul	Appellant	80-3035 Alma Potts v. Water Quality Assurance Syndic

[Select All](#)

Select your name. It will then display in the "Selected" panel.

Selected

Filer ▾	Type ▾	Case ▾	Remove All
Napo, Glen Paul	Appellant	80-3035 Alma Potts v. Water Quality Assurance Syndic	

Description

motion

Browse...

Select "Browse" to locate your Motion on your computer. Your own directory will open on your computer screen.

Organize New folder

- Favorites
 - Desktop
 - Downloads
 - Recent Places
- Libraries
 - Documents

Select the .pdf file that is your motion.

- 803035GPN-apr.pdf
- 803035mot.pdf**
- 803050CivilCrossAppealCaseOper
- AP-1459.pdf
- apx-links10-5537.pdf
- Bar Application.pdf
- CG-AtyRegistrationInstruct.pdf

- 80-3030apr.pdf
- 2015-cr.pdf
- 121234-Jud1-Ord.pdf
- 121234-Jud1-SubmOrd.pdf
- 121234-Jud2-Ord.pdf
- 121234-Jud3-Ord.pdf
- 121234-Order.pdf
- 168009-opn.pdf
- 803030motDEL.pdf
- 803035-AptBr.pdf
- 803035GPN-apr.pdf
- 803035mot.pdf**
- 803050CivilCrossAppealCaseOpeningECF.pdf
- AP-1459.pdf
- apx-links10-5537.pdf
- Bar Application.pdf

Click "Open" to transfer the selected .pdf file to the Court's computer

All Files (*.*)
Open Cancel

▼ Upload Documents

Description

Additional Document

Browse...

Click **Browse** to add

Once the document is successfully uploaded, the information will populate the "Document" panel. Repeat to add additional documents.

Document	Description 	Size	Sequence	Remove All
803035mot.pdf	motion	8 KB		

▼ Service

Service

MM/DD/YYYY



Enter the Service Date by typing or selecting from the calendar icon.

Continue

[Cancel](#)

File a Document | motion | extend time to file brief

File to case: 80-3035

▶ Requested Relief

▶ Attorney Filer

▶ Upload Documents

▶ Service

▼ Docket Text

MOTION filed by Mr. Glen Paul Napo for Water Quality Assurance Syndicate to extend time to file brief. Certificate of Service: 08/04/2017. [80-3035]

Continue

The docket text which will appear on the docket sheet is displayed. It cannot be edited. Click "Continue" to proceed to the Final Review panel.

▼ Final Review

File to Case

80-3035

Type of Document

motion

Requested Relief

extend time to file brief

Attorney Filer

Napo, Glen Paul (Appellant) 80-3035

Upload Documents

[803035mot.pdf](#) (1 page)

Service

08/04/2017

Docket Text

MOTION filed by Mr. Glen Paul Napo for Water Quality Assurance Syndicate to extend time to file brief. Certificate of Service: 08/04/2017. [80-3035]

The "Final Review" panel summarizes the information input in this transaction. After reviewing, click "Submit" to finalize the transaction. If you need to make a correction, click "Edit".

****For more detailed instructions on editing, refer to the "Filing an Appearance" tutorial, slide #13.****

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



Have you redacted personal identifiers from the document you filed?

Submit

[Edit](#)

[Cancel](#)

appears on the FORM OF APPEARANCE

Confirmation that the
transaction was
completed successfully.

 The filing has been completed successfully.

OK

appears on the FORM OF APPEARANCE