

Creating an Appendix with Document Links



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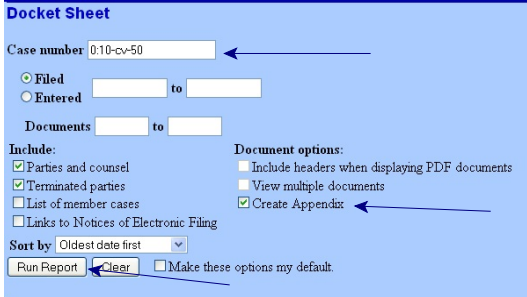
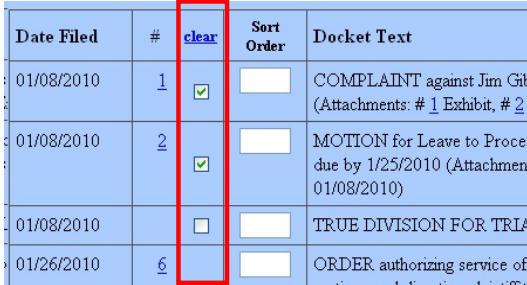
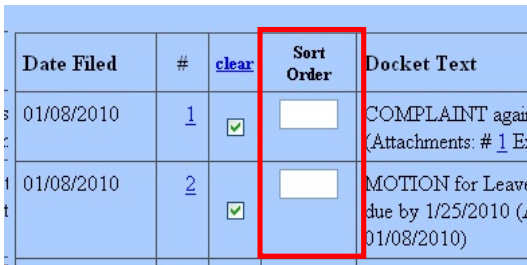
Background

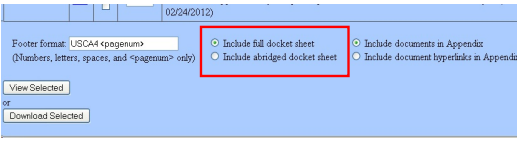
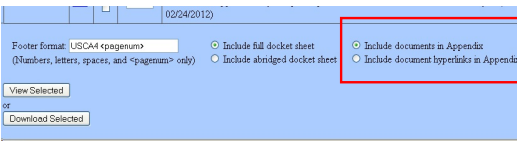
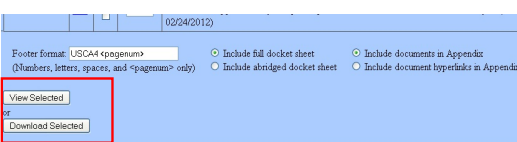
To aid in the creation of an Appeal Appendix, attorneys can select documents from the Docket Report for aggregation into a single file by selecting the Create Appendix option on the Docket Report selection screen. Users have the option to include the PDF documents or hyperlinks to those documents in the Appendix.

Creating Appendix

To create an appeal appendix, follow these steps.

Step	Action
Log on to ECF.	
Choose Reports menu.	 <p>The screenshot shows the ECF Reports menu. The 'Reports' dropdown menu is highlighted with a red box. The menu items include: Docket Sheet, Multiple Docket Sheets, Civil and Criminal Reports, Calendar - Monthly, Calendar Events, Civil Reports, Docket Activity, Judgment Index, Written Opinions, Activity in My Cases, and My Pending Cases.</p>
Choose Docket Sheet	 <p>The screenshot shows the ECF Reports menu. A blue arrow points to the 'Docket Sheet' link in the left column of the menu.</p>
Log on to PACER	

Step	Action																									
<p>Type case number.</p> <p>Check the Create Appendix box under the Document Options section.</p> <p>Click Run Report button.</p>																										
<p>Check the boxes for each document to be included in the Appendix.</p>	 <table border="1" data-bbox="740 741 1263 1024"> <thead> <tr> <th>Date Filed</th> <th>#</th> <th>clear</th> <th>Sort Order</th> <th>Docket Text</th> </tr> </thead> <tbody> <tr> <td>01/08/2010</td> <td>1</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>COMPLAINT against Jim Gibbs (Attachments: # 1 Exhibit, # 2 E</td> </tr> <tr> <td>01/08/2010</td> <td>2</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>MOTION for Leave to Proceed by 1/25/2010 (Attachments: 01/08/2010)</td> </tr> <tr> <td>01/08/2010</td> <td></td> <td><input type="checkbox"/></td> <td></td> <td>TRUE DIVISION FOR TRIAL</td> </tr> <tr> <td>01/26/2010</td> <td>6</td> <td><input type="checkbox"/></td> <td></td> <td>ORDER authorizing service of p</td> </tr> </tbody> </table>	Date Filed	#	clear	Sort Order	Docket Text	01/08/2010	1	<input checked="" type="checkbox"/>		COMPLAINT against Jim Gibbs (Attachments: # 1 Exhibit, # 2 E	01/08/2010	2	<input checked="" type="checkbox"/>		MOTION for Leave to Proceed by 1/25/2010 (Attachments: 01/08/2010)	01/08/2010		<input type="checkbox"/>		TRUE DIVISION FOR TRIAL	01/26/2010	6	<input type="checkbox"/>		ORDER authorizing service of p
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<p>Enter numbers in the Sort Order column to change the order in which the document is sorted in the file if needed.</p> <p>The table of contents for the aggregated file will be in the same order as the included documents.</p> <p>The order of the entries included docket sheet will not be changed.</p>	 <table border="1" data-bbox="740 1127 1263 1390"> <thead> <tr> <th>Date Filed</th> <th>#</th> <th>clear</th> <th>Sort Order</th> <th>Docket Text</th> </tr> </thead> <tbody> <tr> <td>01/08/2010</td> <td>1</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>COMPLAINT again: (Attachments: # 1 Exl</td> </tr> <tr> <td>01/08/2010</td> <td>2</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>MOTION for Leave due by 1/25/2010 (A 01/08/2010)</td> </tr> </tbody> </table>	Date Filed	#	clear	Sort Order	Docket Text	01/08/2010	1	<input checked="" type="checkbox"/>		COMPLAINT again: (Attachments: # 1 Exl	01/08/2010	2	<input checked="" type="checkbox"/>		MOTION for Leave due by 1/25/2010 (A 01/08/2010)										
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Step	Action
<p>Choose radio button located at the bottom of the docket sheet screen to either include the full docket sheet or an abridged docket sheet.</p>	 <p>The screenshot shows a PACER interface with a date of 02/24/2012. Below the date, there is a text input field for 'Footer format: USCA4 <pagenum>' and a note '(Numbers, letters, spaces, and <pagenum> only)'. To the right, there are two radio button options: 'Include full docket sheet' (which is selected and highlighted with a red box) and 'Include abridged docket sheet'. Further right, there are two more radio button options: 'Include documents in Appendix' and 'Include document hyperlinks in Appendix'. At the bottom, there are two buttons: 'View Selected' and 'Download Selected'.</p>
<p>Choose radio button at the bottom of the docket sheet screen to either include the PDF documents or the document hyperlinks in the Appendix.</p>	 <p>The screenshot is similar to the previous one, but the 'Include documents in Appendix' radio button is selected and highlighted with a red box. The 'Include document hyperlinks in Appendix' radio button is also visible.</p>
<p>Click either the View Selected or Download Selected button.</p> <p>File may now be saved to a local drive.</p>	 <p>The screenshot is similar to the previous ones, but the 'View Selected' button is highlighted with a red box.</p>

Appendix File

Upon completion, the file may be saved to a local drive.

- If the size of the aggregated file is larger than allowed, the file will not be generated; instead, an error message will be displayed.
- A summary of PACER billing will be provided for the selected documents. The charge will include charges for the selected documents and the docket sheet from which the documents are selected, but not for the docket sheet that is included in the aggregate file.