



Title ECF slide

Slide notes: This will be a short Demonstration Illustrating the New Search Menus and Events Functionality in ECF.

The screenshot shows a presentation slide with a blue header bar containing the title "Search Menus and Events". The slide content includes a speaker icon with the text "Please turn your speakers on", several paragraphs of instructional text, and a "START" button highlighted with a red box. A small "Click Box" label with coordinates "(247 x 430)" and "(X:0; Y:25)" is positioned above the first paragraph. The background of the slide features a faint image of a classical building with columns and an American flag.

Search Menus and Events

Please turn your speakers on

You may use the **playback controls** at the **bottom** of each screen. You may move fast forward or back and you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls also include a button that will **pause the lesson**. Click it again to resume play.

Click Box
(247 x 430)
(X:0; Y:25)

There is a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

To exit the lesson, click the **X** in the upper right corner of the lesson window or click the **X** in the **playback controls** at the **bottom** of each screen.

This lesson module also has a Closed Captioning feature. Click the **CC** button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

Click the **START** button when you are ready to begin.

START

Navigation Instructions

Slide notes: Please review these navigation instructions. Click the Start button when you are ready to begin.



Objectives:

When you complete this lesson, you will be able to:

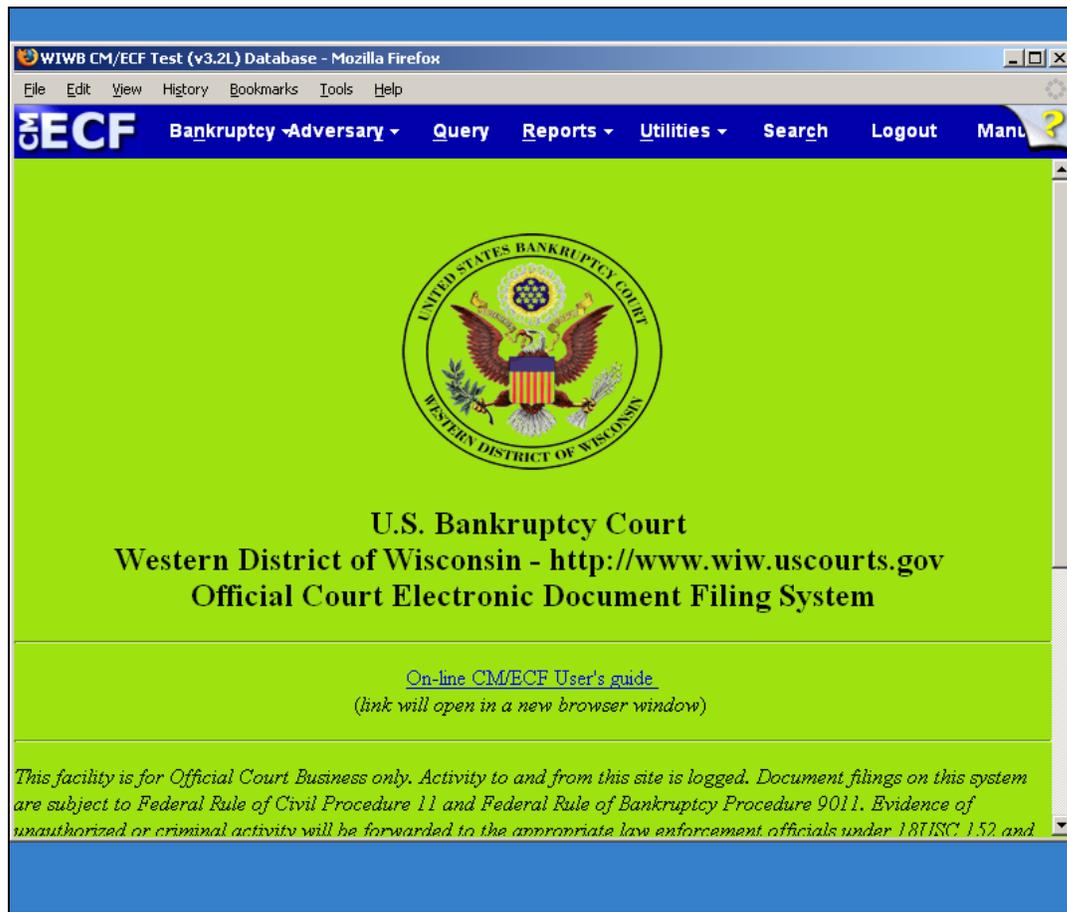
- utilize the new search menus and events functionality in ECF

Click the **Continue** button.

[CONTINUE](#)

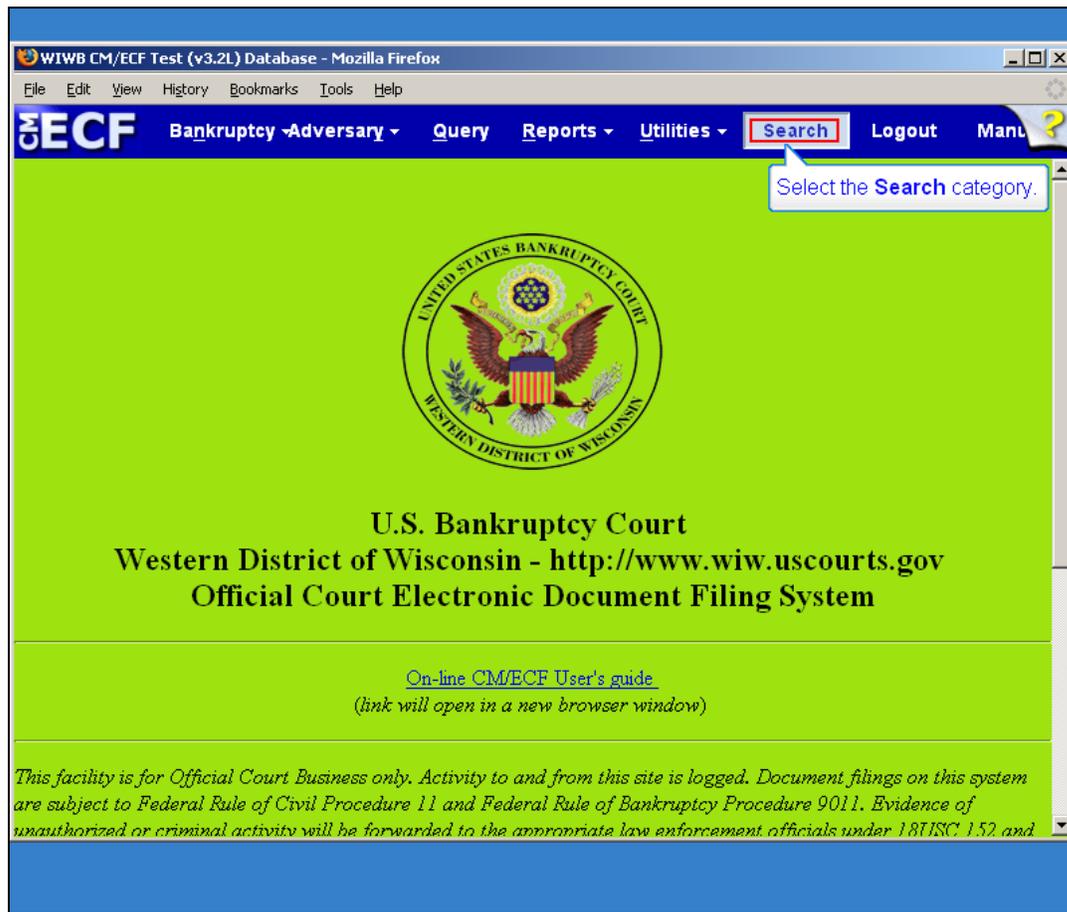
Objectives

Slide notes: When you complete this lesson, you will be able to: utilize the new search menus and events functionality in ECF. Click the Continue button.



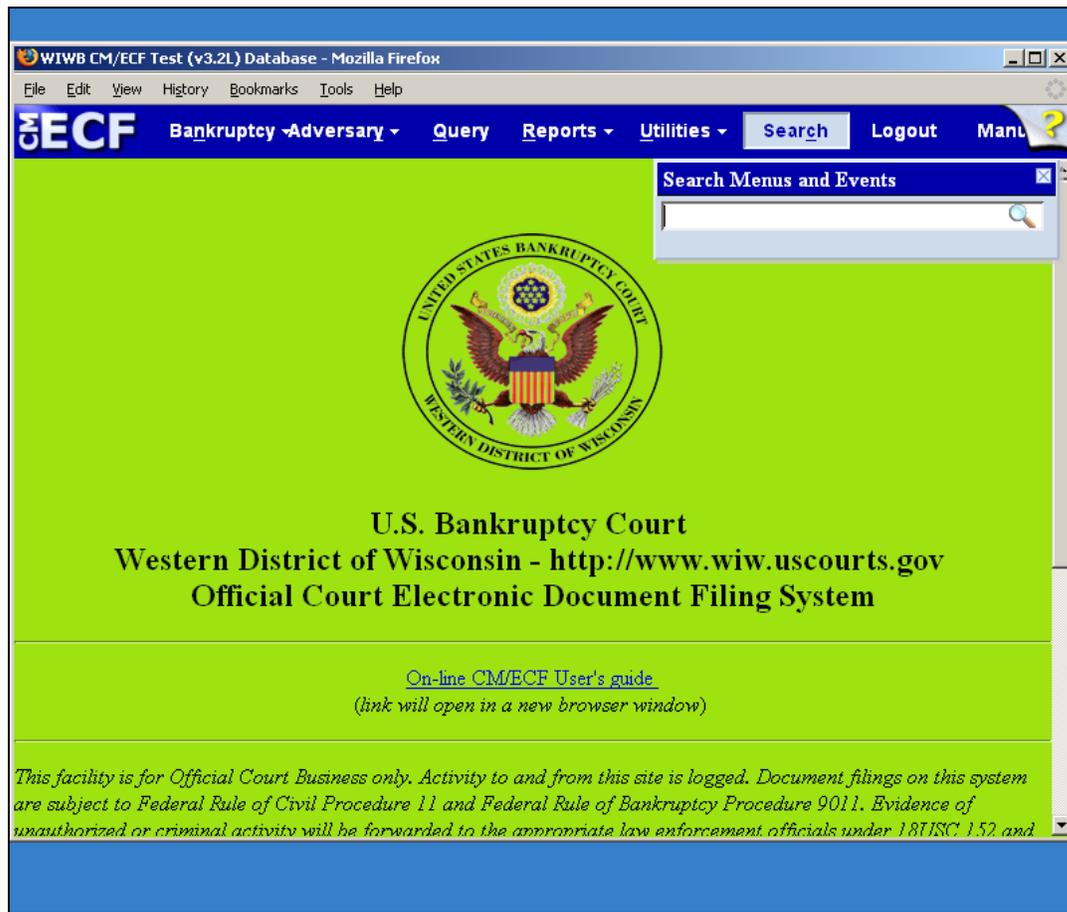
Search Menu Demonstration

Slide notes: Occasionally filers have difficulty locating an event in CM/ECF that accurately describes the document they are attempting to file. This new version of CM/ECF includes a search option designed to assist filers to more easily locate the proper filing event.



Slide 5

Slide notes: Clicking on Search in the blue menu bar displays the "Search Menus and Events" window.

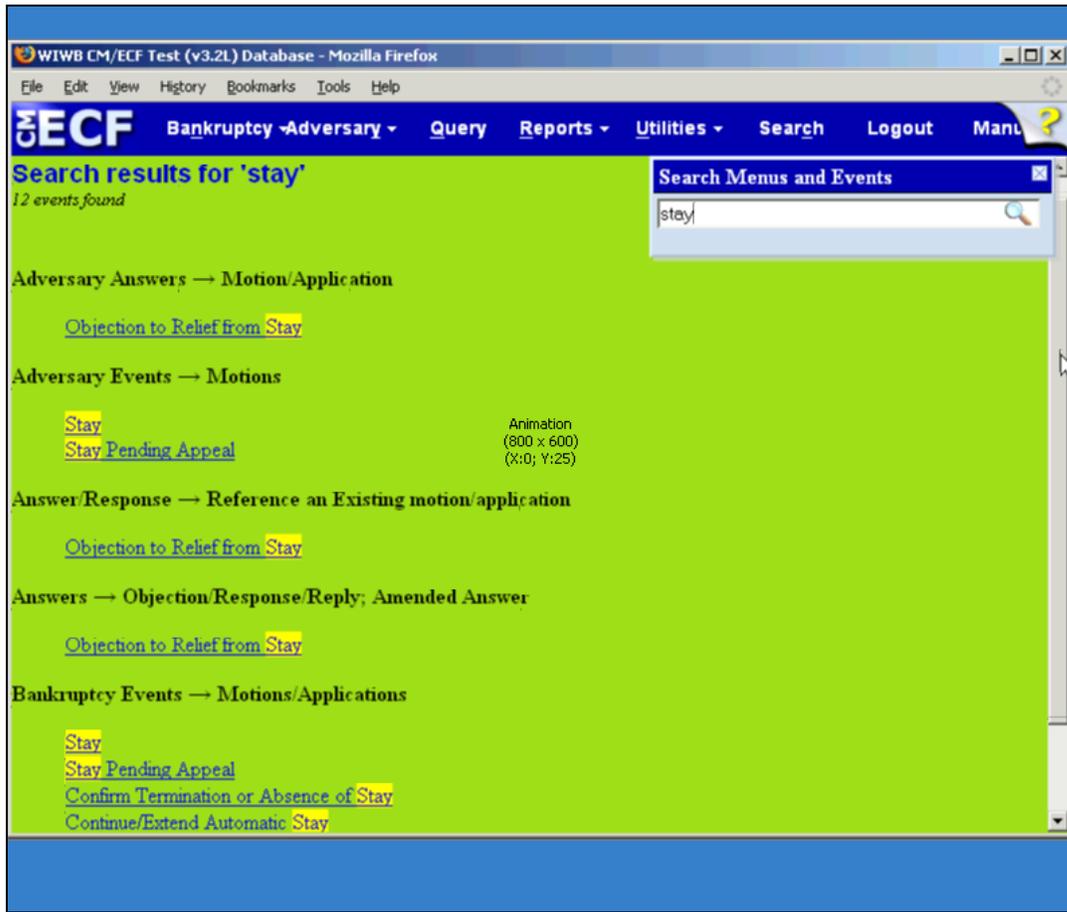


Slide 6

Slide notes: In this window enter all or part of the name of the desired event.

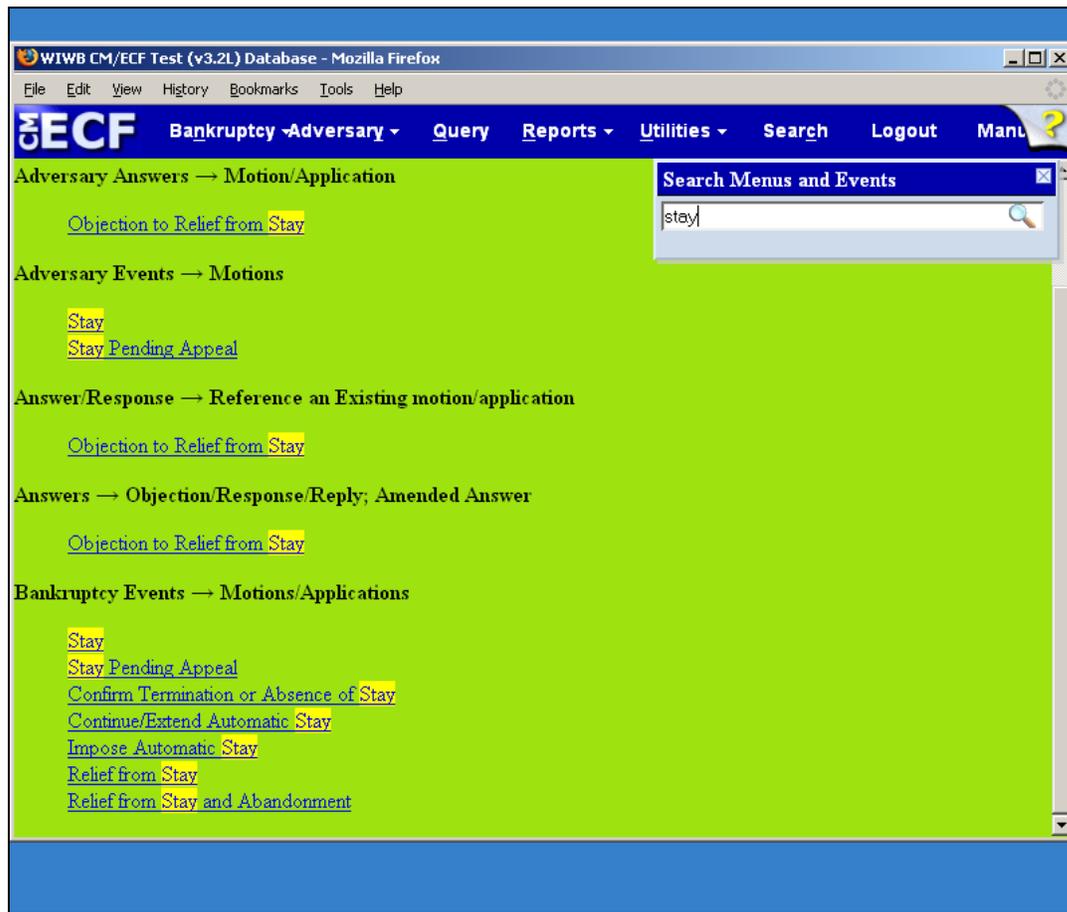


Slide 7
Slide notes: For example, to find a Motion for Relief from Stay event, type "stay" in the box and press Enter or click the magnifying glass, to begin the search.



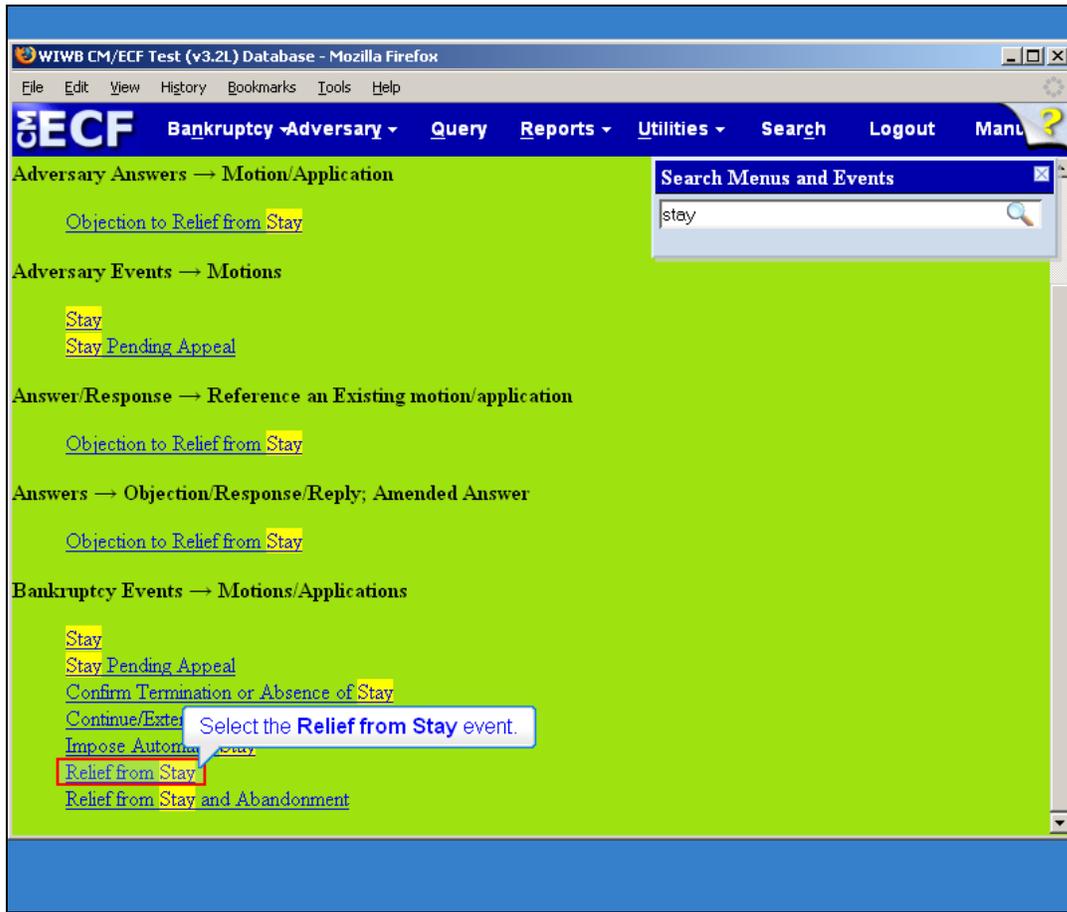
Slide 8

Slide notes: CM/ECF will display a list of events that contain the entered word or string of words and the menu on which the event can be found.



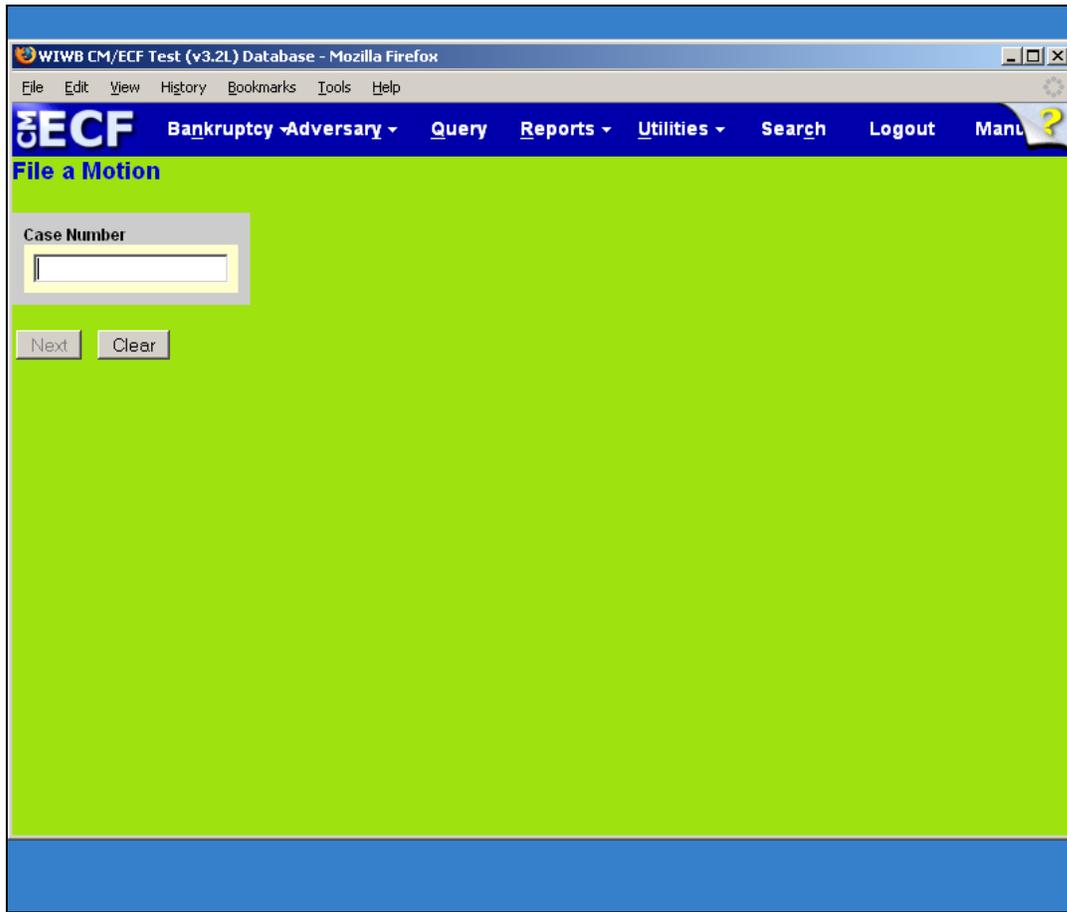
Slide 9

Slide notes: To commence the filing process, simply click on the appropriate event.



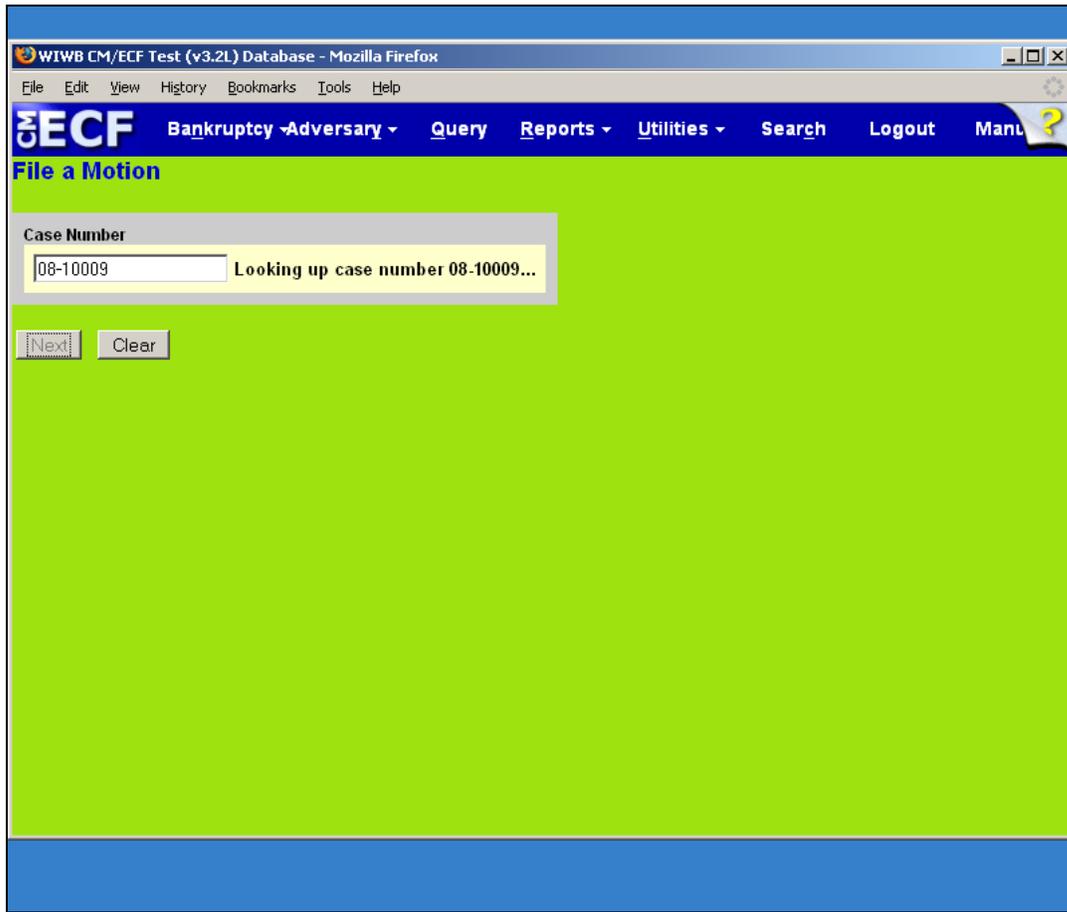
Slide 10

Slide notes: For our example, I am clicking the "Relief from Stay" link on this page.



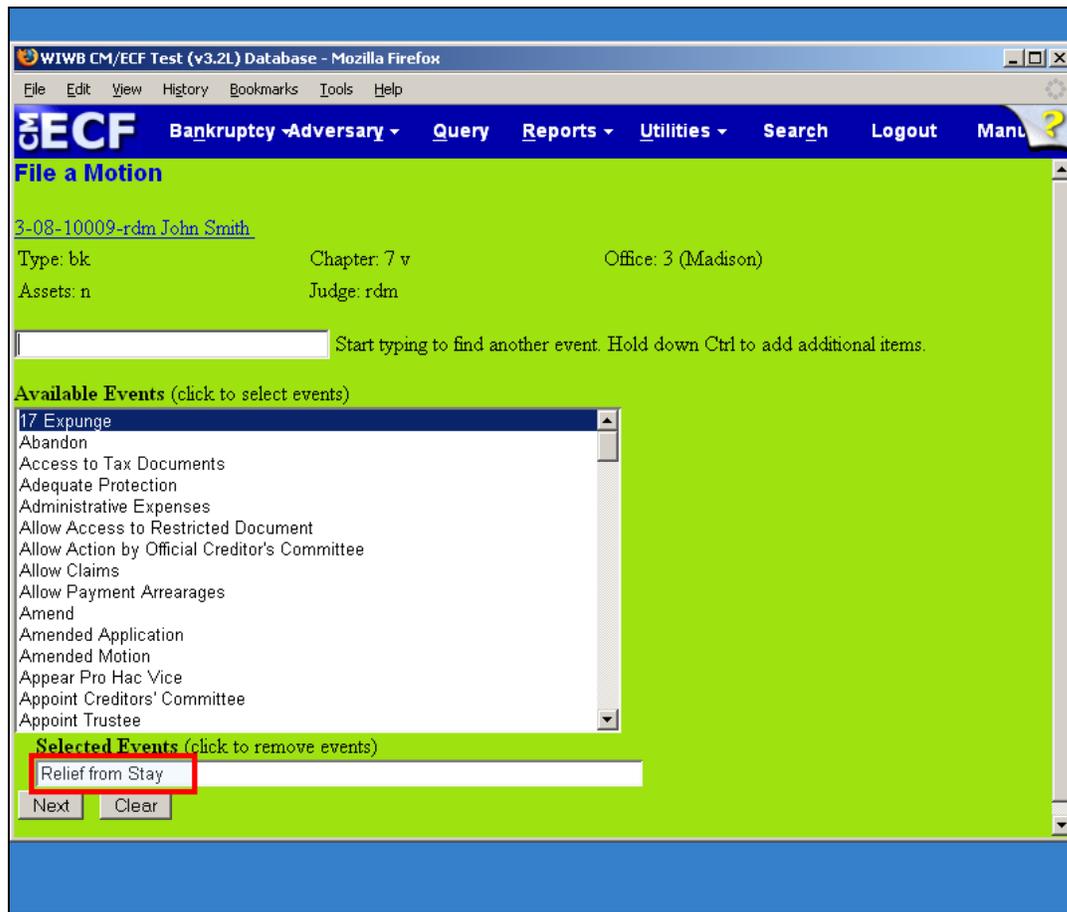
Slide 11

Slide notes: The case number field is displayed and the case number is entered.



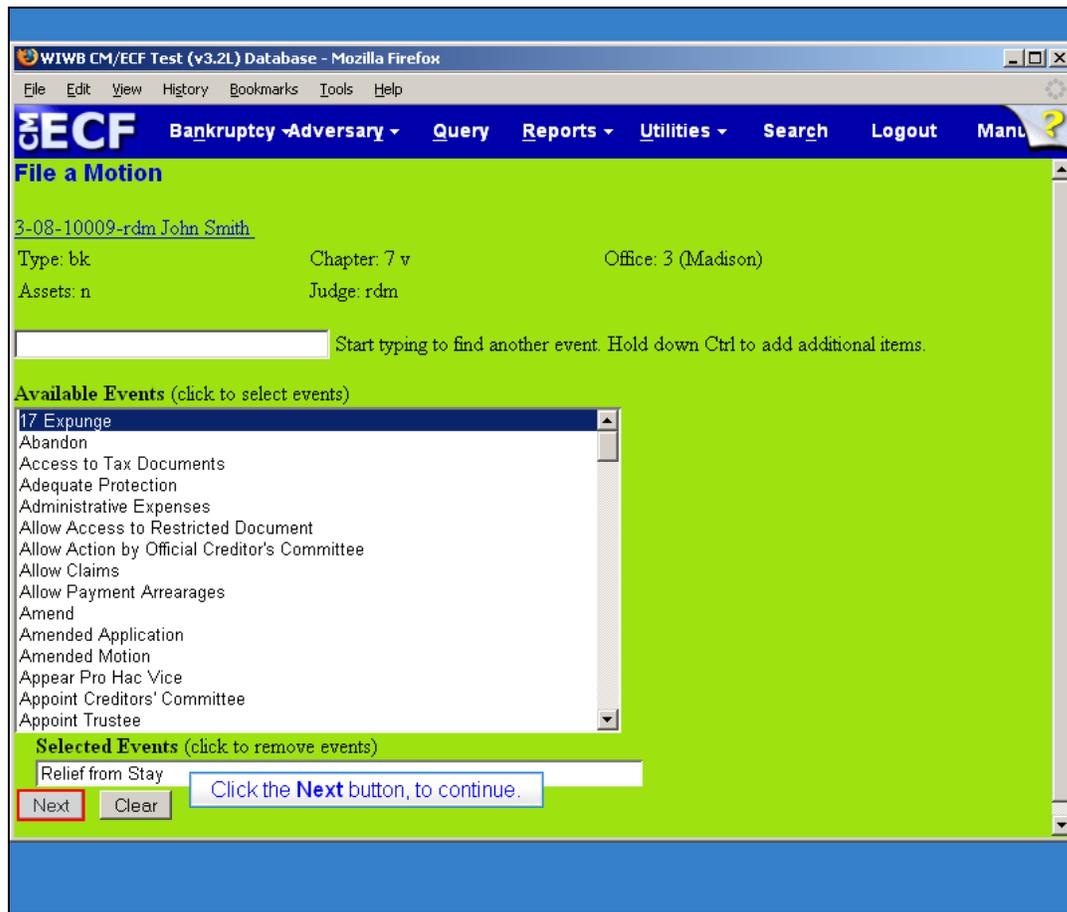
Slide 12

Slide notes: Pause a moment as the case is looked up in ECF.



Slide 13

Slide notes: Notice Relief from Stay is filled in as the event we are filing so if that is all we are filing we would be done selecting events.



Slide 14

Slide notes: And we would Click the Next button, to continue with filing a Motion for Relief from Stay in this case.

WIWB CM/ECF Test (v3.2L) Database - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ECF Bankruptcy Adversary Query Reports Utilities Search Logout Maint ?

File a Motion:

[3-08-10009-rdm John Smith](#)

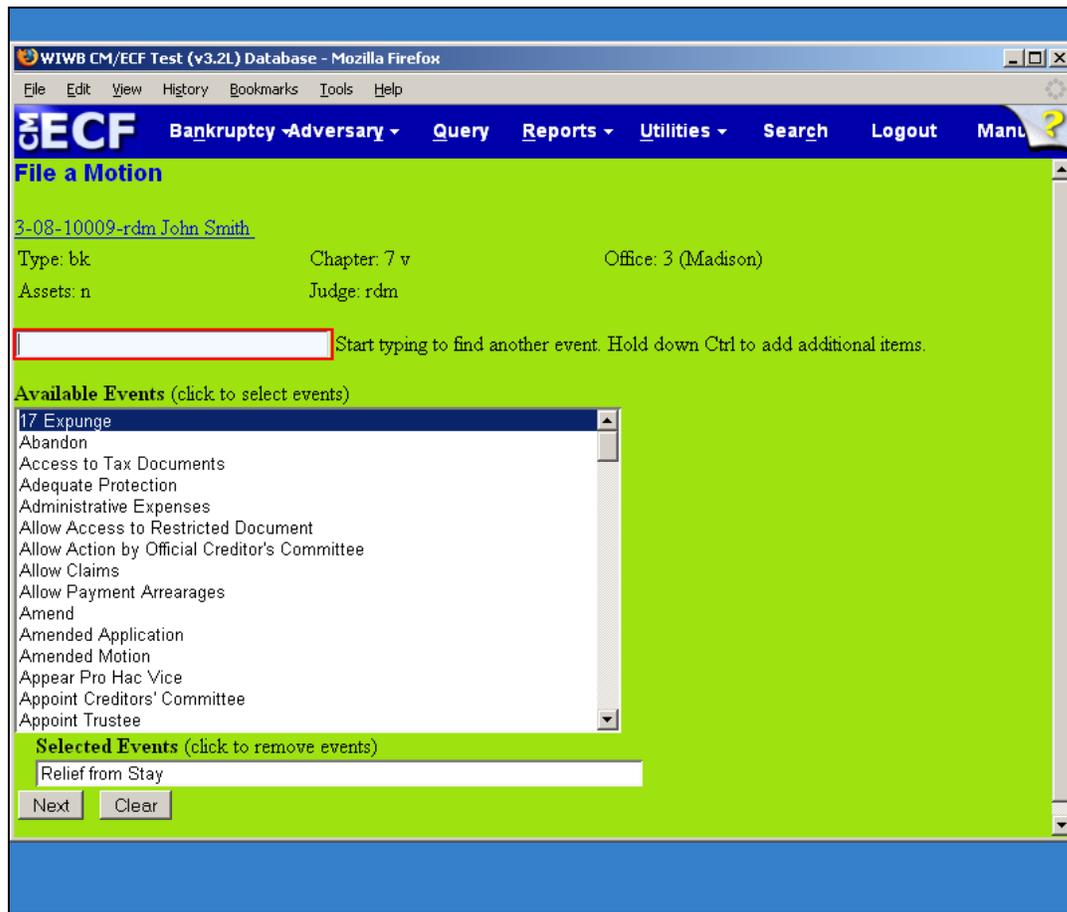
Type: bk Chapter: 7 v Office: 3 (Madison)
Assets: n Judge: rdm

Joint filing with other attorney(s).

Next Clear

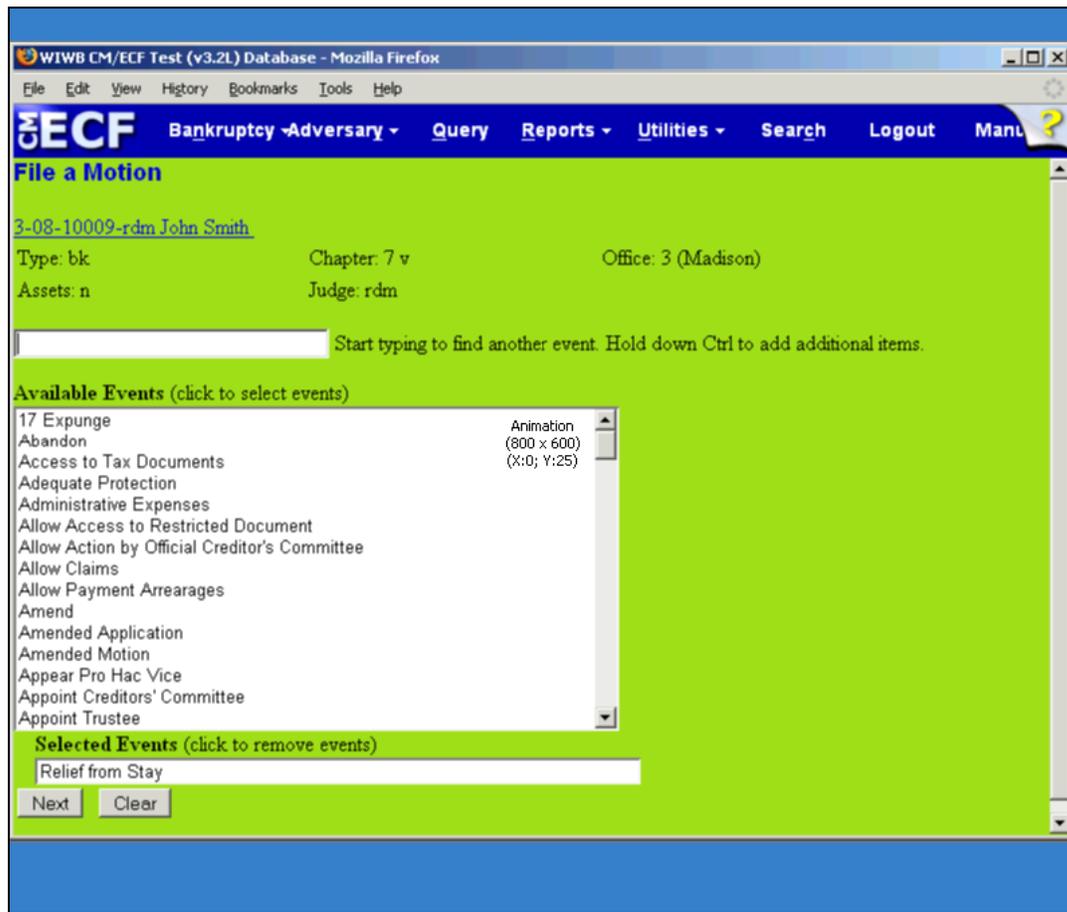
Slide 15

Slide notes: And continue with the remaining screens to complete filing the event.

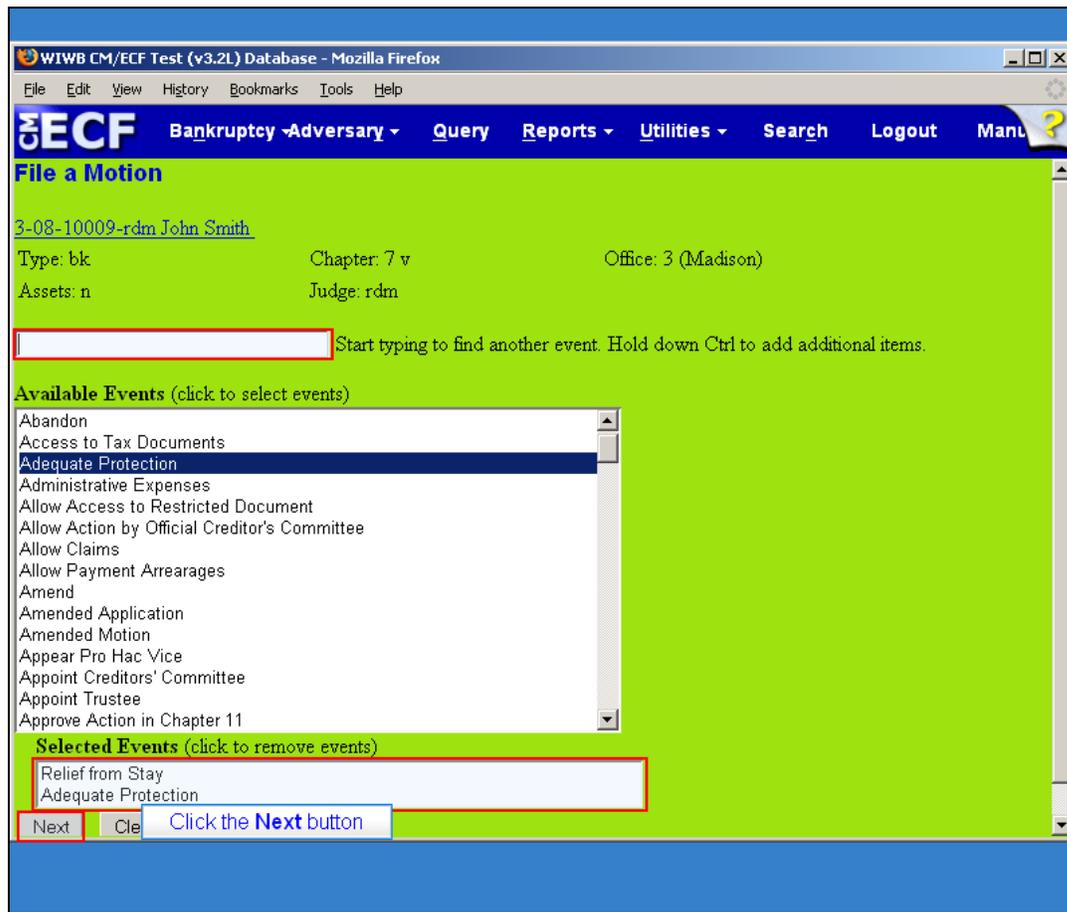


Slide 16

Slide notes: However if your motion is a combined motion you can search for the other event or relief in this field.



Slide 17
Slide notes: Watch while I search for Adequate Protection. When I find Adequate Protection I will press the Ctrl key and click the Adequate Protection event and it will be added to the "Selected Events" box, and the list of available events will again be displayed.

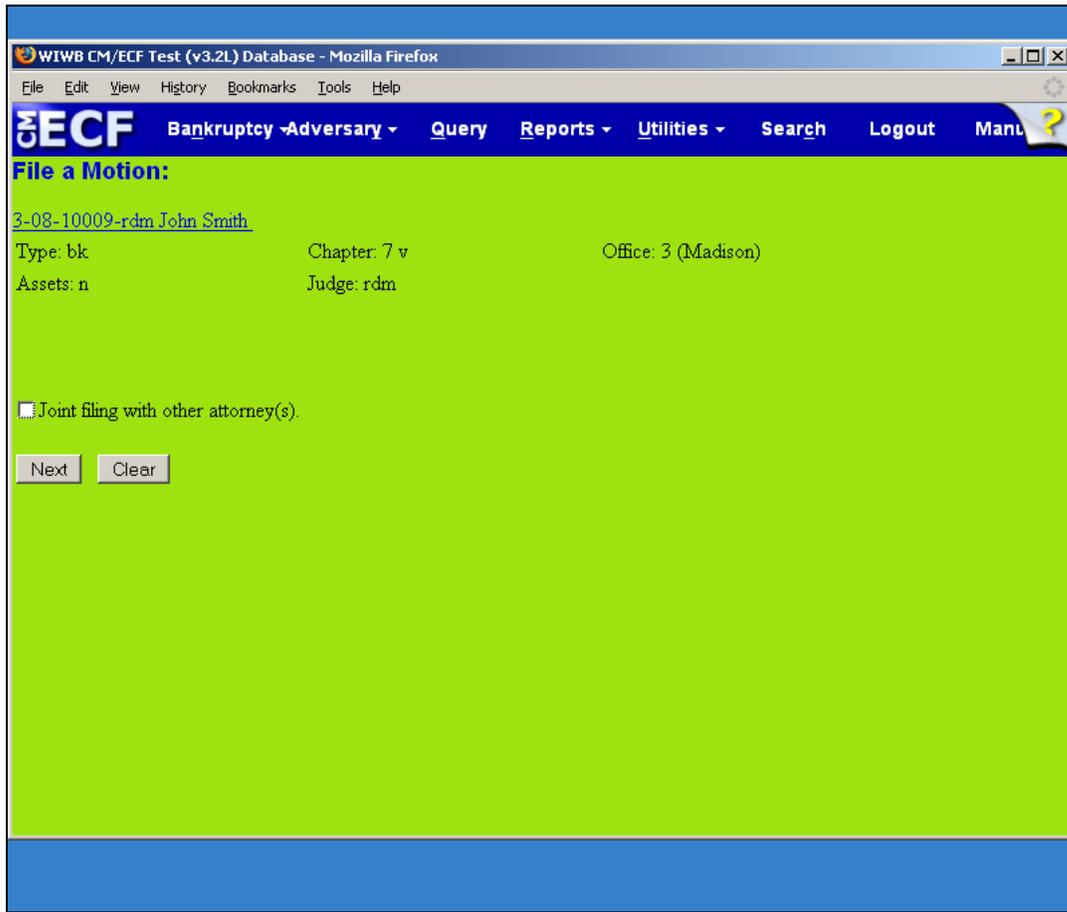


Slide 18

Slide notes: Notice "Relief from Stay" and "Adequate Protection" appear as the selected events.

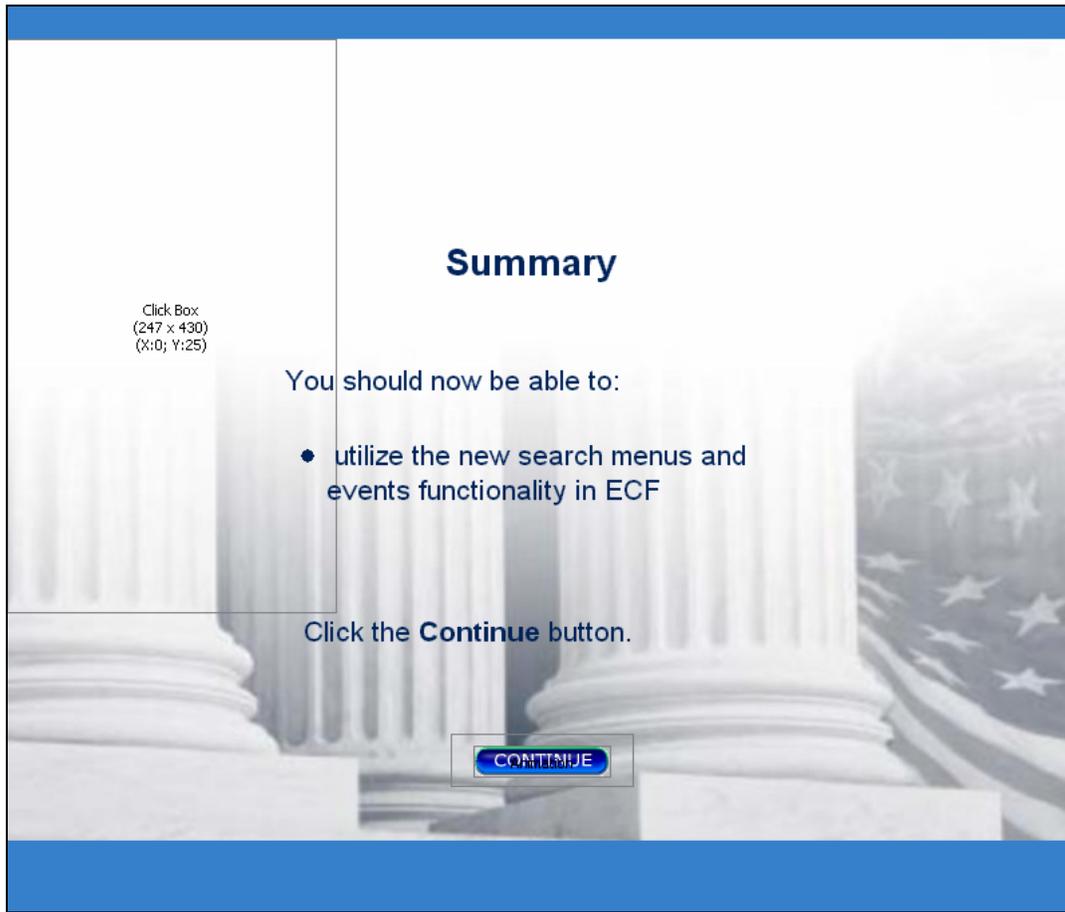
Continue with event selection until all necessary events available from the selected sub-menu category have been added to the "Selected Events" box. If an incorrect event is selected, click on the event to remove it from the list.

Once all of the necessary events have been selected, click the Next button to continue.



Slide 19

Slide notes: And continue with the remaining screens to complete filing the event.



Summary

Slide notes: You should now be able to: utilize the new search menus and events functionality in ECF. Click the Continue button.

Email ECF Helpdesk

Do you have further questions you would like to ask the ECF Helpdesk via email?

A) Yes

B) No, I am done.

Submit

Email ECF helpdesk question

Slide notes: If you have further questions and would like to email the helpdesk, please mark the Yes radio button and click submit. Your default email client should open and begin a new email automatically addressed to the helpdesk, with a pre-filled subject line. Please let us know your question(s).



Western Wisconsin
ECF Technical Help Desk

(800) 373-8708 Toll Free
(608) 264-5630 Madison (715) 839-2993 Eau Claire

helpdesk@wiwb.uscourts.gov

You can **close** this module by **clicking the X** in the upper right corner of the window or by pressing the **Enter key**.

The slide features a background image of a classical building with columns and an American flag. The text is centered and includes contact information for the Western Wisconsin ECF Technical Help Desk. A blue bar is at the top and bottom of the slide. A small 'X' icon is visible in the upper right corner of the slide's content area.

ECF helpdesk contact information

Slide notes: Again, if you need additional assistance, please contact us. Thank you.