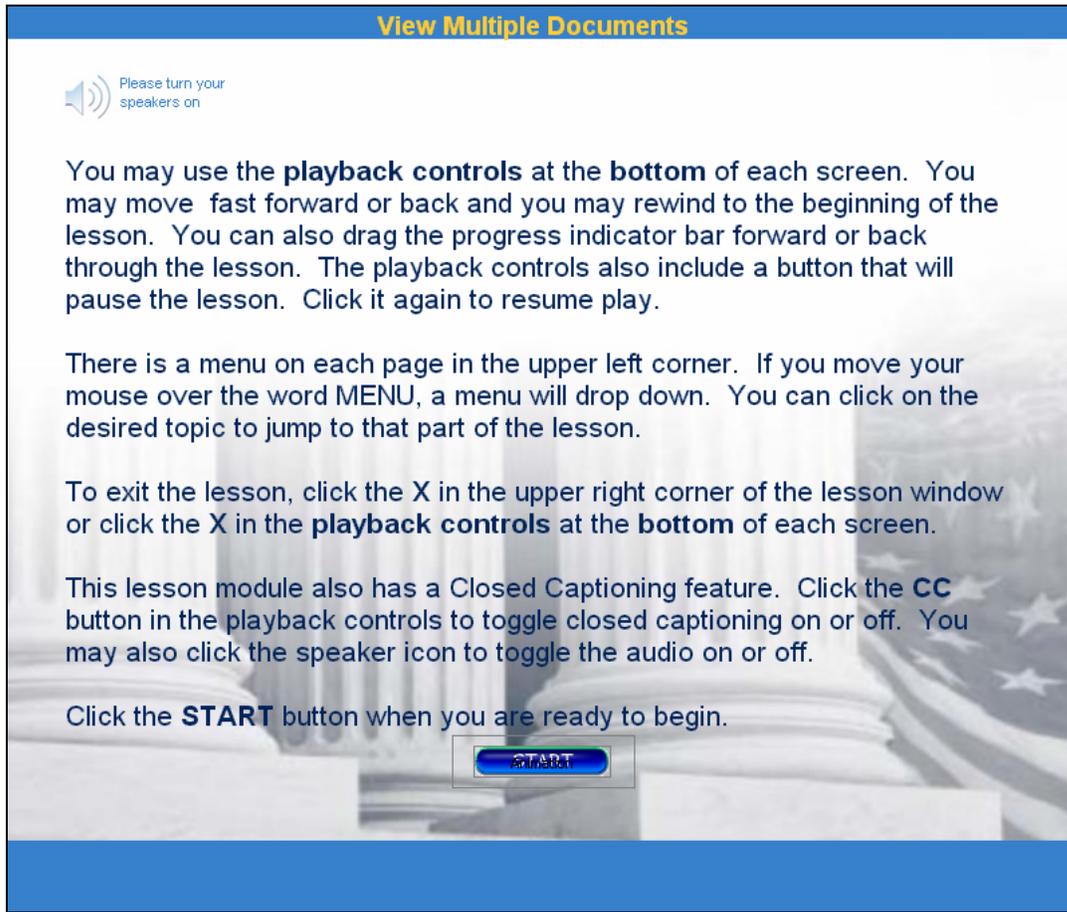


Title ECF slide

Slide notes: This will be a short Demonstration to illustrate how to View Multiple Documents for a Single Docket Entry in ECF.



The screenshot shows a lesson window with a blue header bar containing the title "View Multiple Documents". Below the header, there is a speaker icon and the text "Please turn your speakers on". The main content area contains four paragraphs of text providing navigation instructions. At the bottom of the content area, there is a blue "START" button. The background of the lesson window is a faded image of a classical building with columns and an American flag.

**View Multiple Documents**

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.

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:

- view multiple documents for a single docket entry in ECF

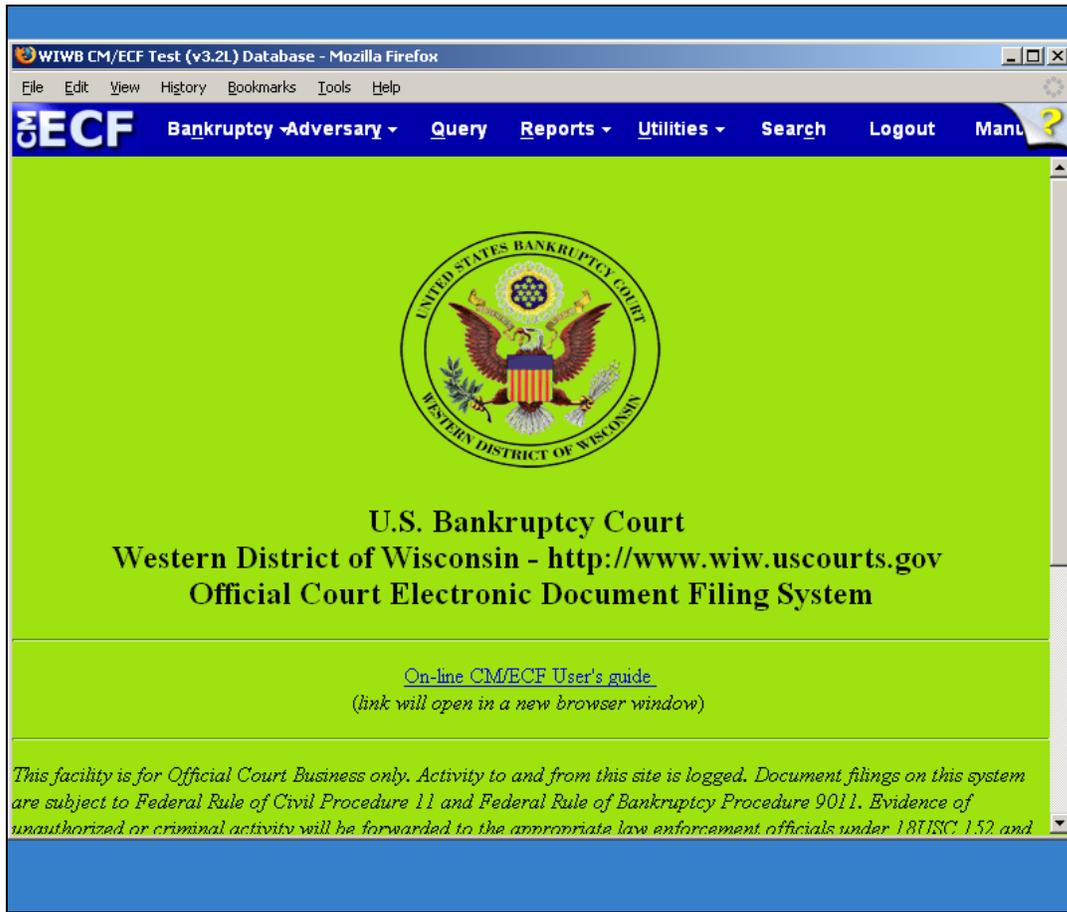
Click the **Continue** button.

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

CONTINUE

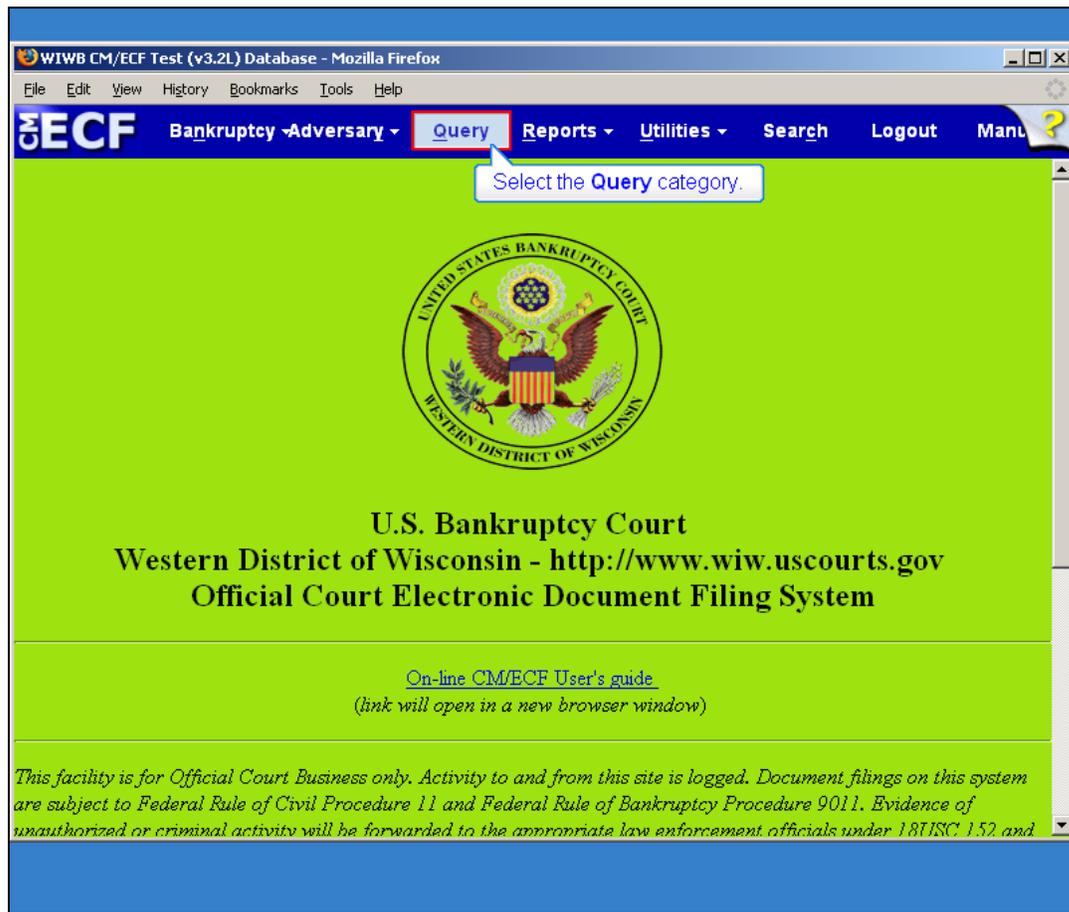
Objectives

Slide notes: When you complete this lesson, you will be able to: View Multiple Documents for a Single Docket Entry in ECF. Click the Continue button.



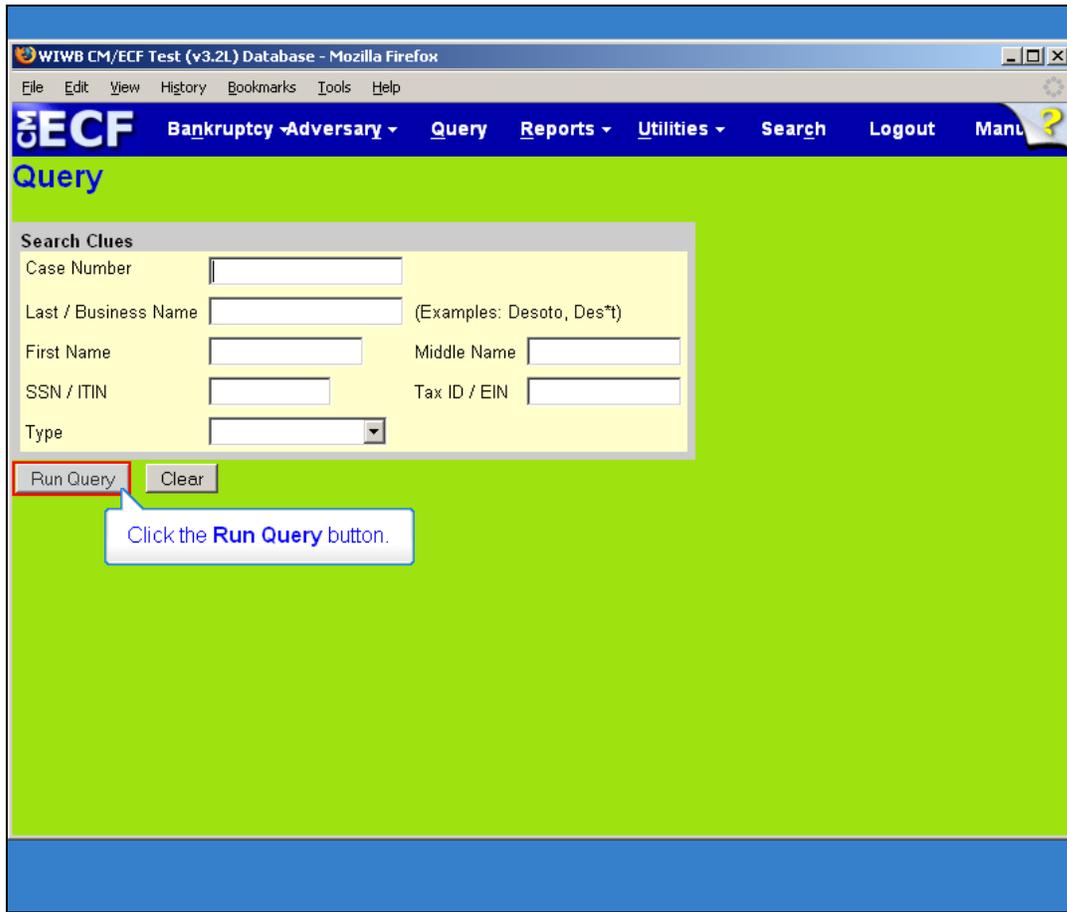
View Demonstration

Slide notes: All of the documents for a single docket entry can be combined and viewed in one PDF document.



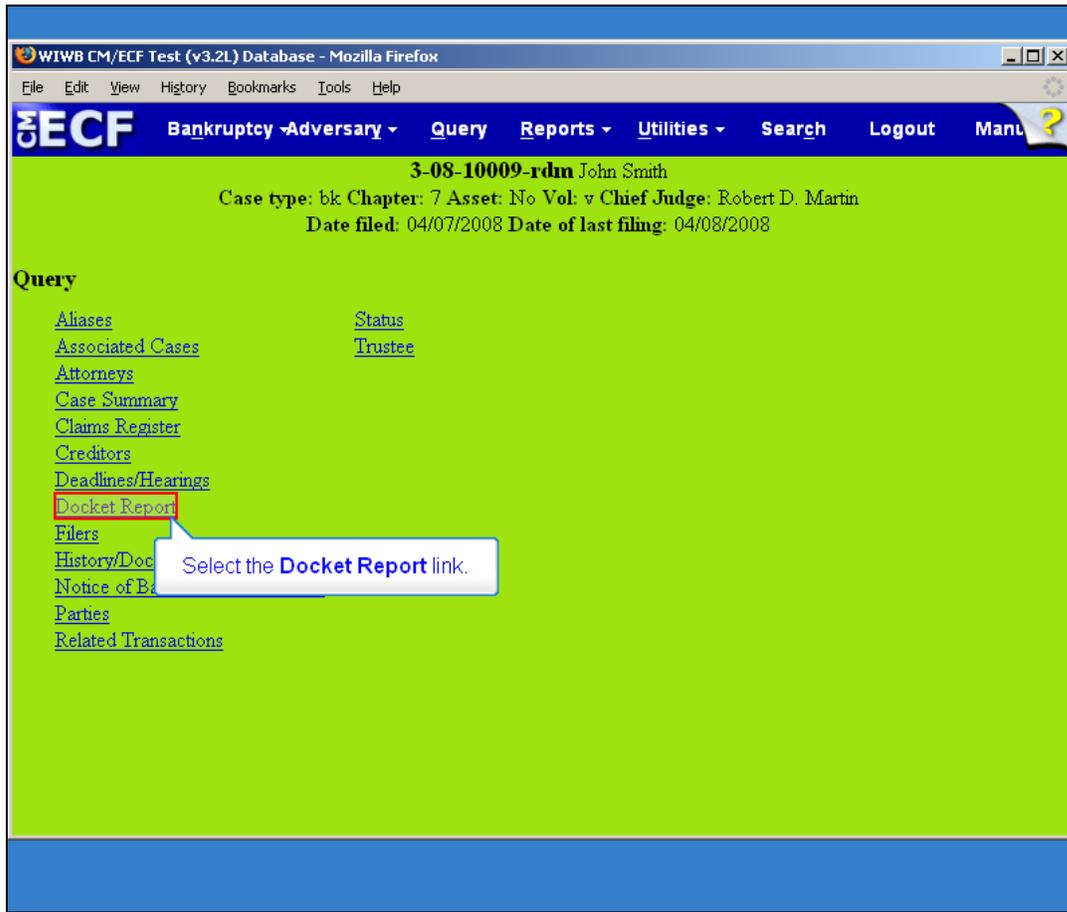
Slide 5

Slide notes: To begin I am going to click on the Query category.



Slide 6

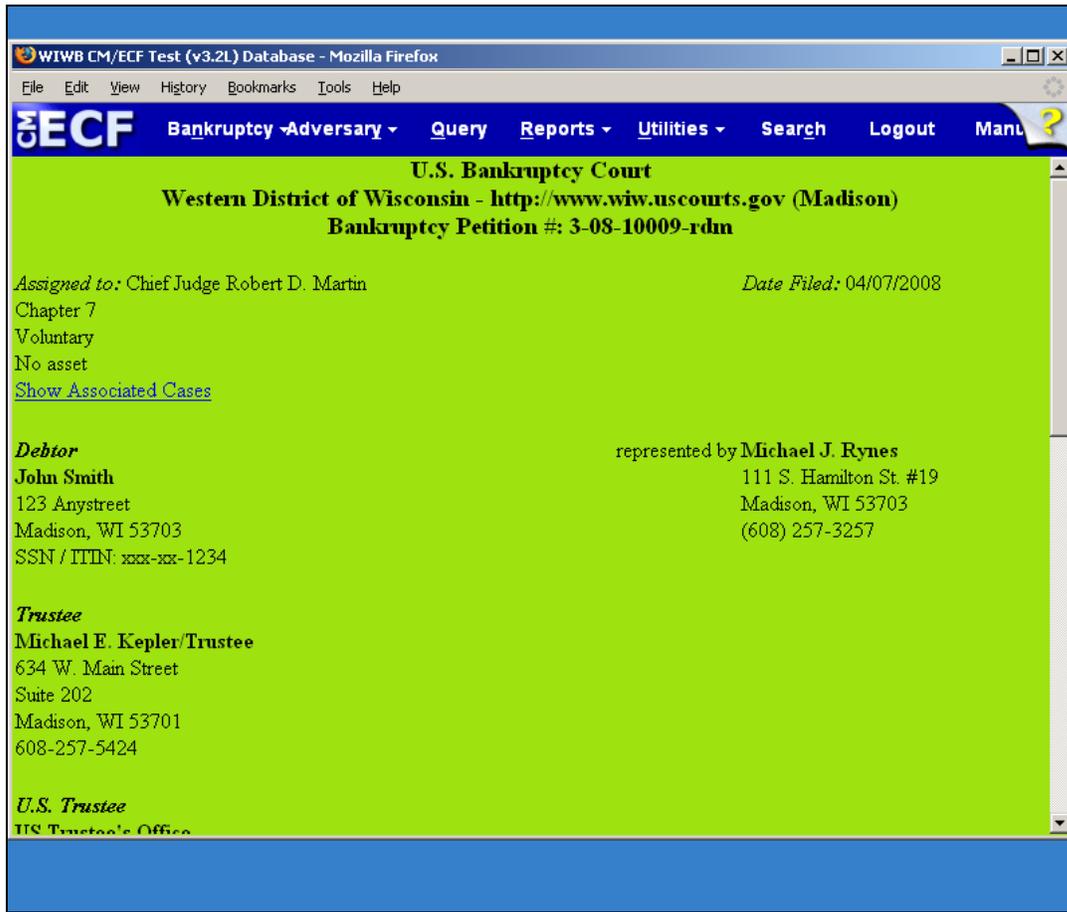
Slide notes: Type the case number and click the Run Query button to continue.



Slide 7

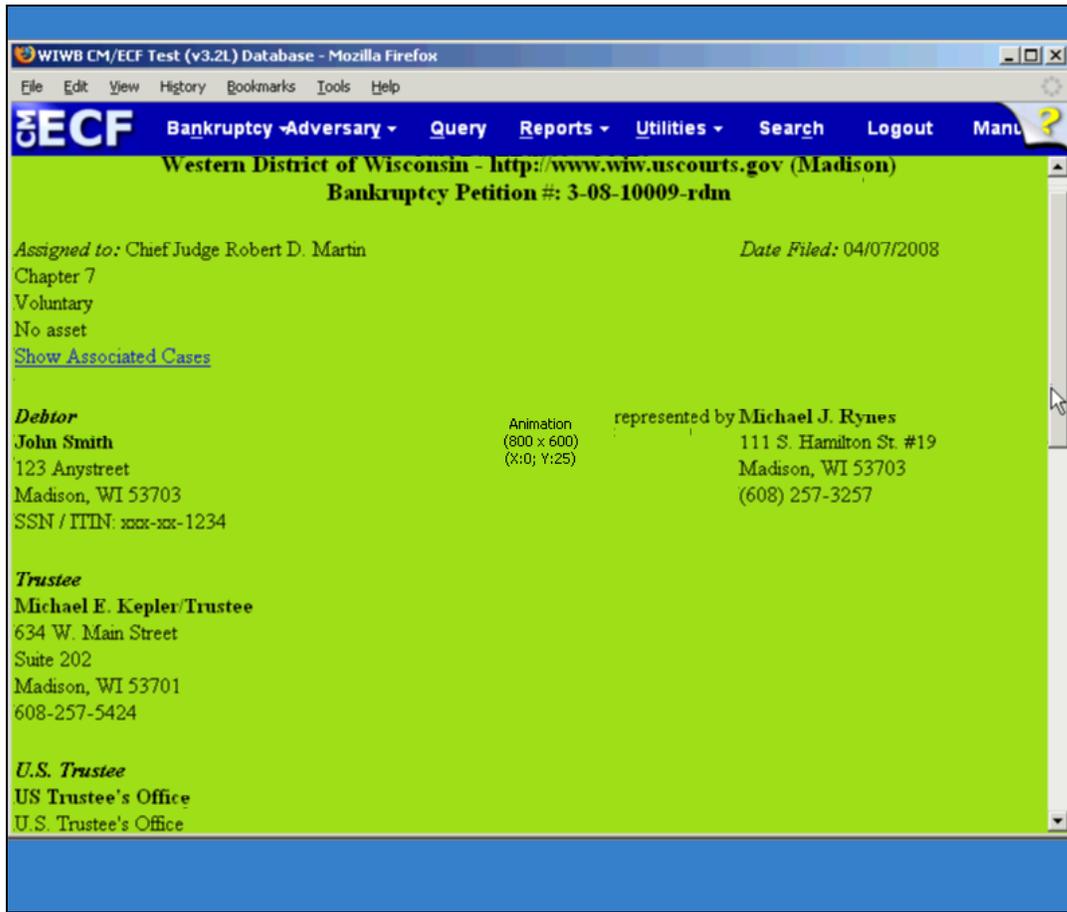
Slide notes: Click the Docket Report link to proceed.

Slide 8  
Slide notes: We could filter the docket or narrow what we see on the docket by choosing different selections on this page, but for our demonstration, I am going to leave everything as it is and click the Run Report button.



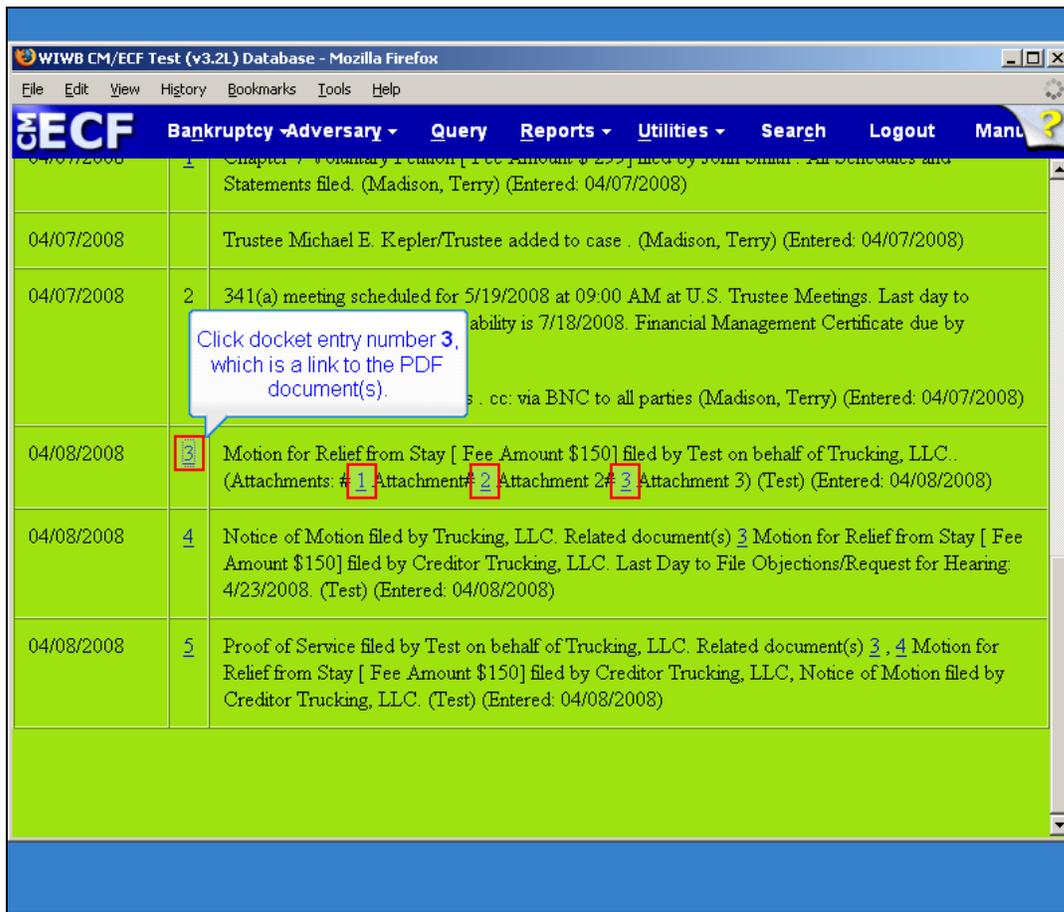
Slide 9

Slide notes: You are now presented with the docket for viewing.



Slide 10

Slide notes: Scroll down the docket to the docket entries.

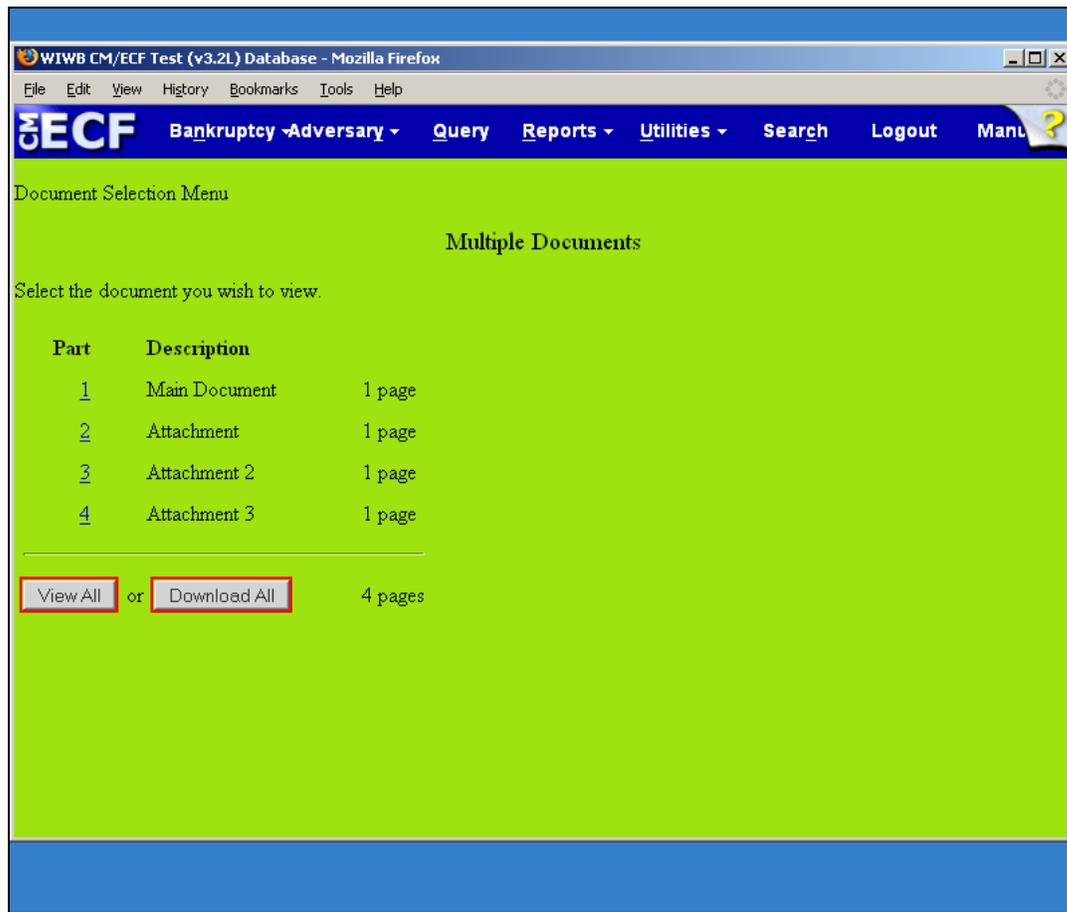


Slide 11

Slide notes: When a document number hyperlink is clicked from the docket report, a list of the main document and its attachments is displayed with a "View All" and

"Download All" buttons appearing at the bottom of the list.

For this example we will be viewing entry number 3, which includes several attachments. Here I will click the number 3 to proceed to view the PDF document(s).

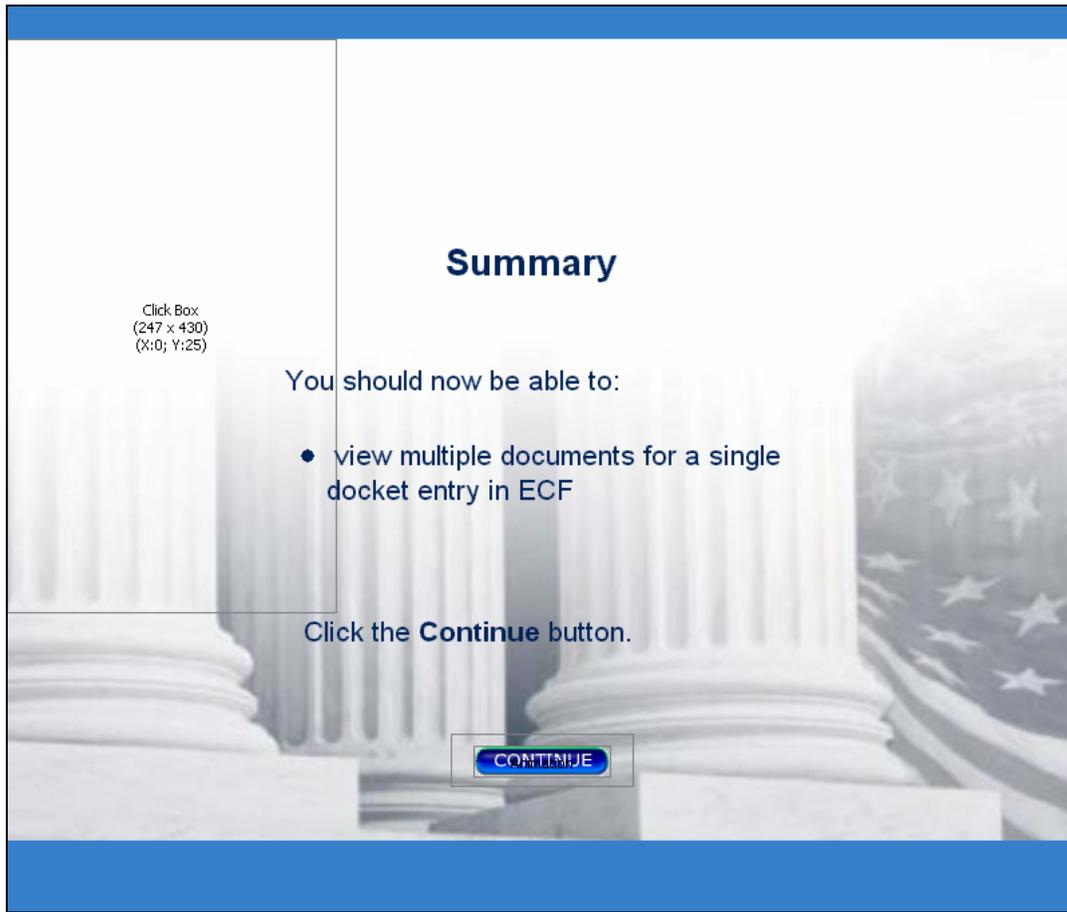


Slide 12

Slide notes: Selecting "View All" will combine the main document and its attachments into one PDF document. "Download All" will combine the main document and all of its attachments into a ZIP file.

A single PACER billing receipt page is displayed with multiple receipts (one per document) and a "View document" confirmation button.

If the combined documents exceed 10MB, an error message will be displayed that reads: "Note: You must view each document individually because the combined PDF would be over the 10 MB size limit." In this situation you will not get the "View All" or "Download All" options and the documents must be viewed individually.



Summary

Slide notes: You should now be able to: View Multiple Documents for a Single Docket Entry 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](mailto: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**.

ECF helpdesk contact information

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