

## Accessing the System

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### Main ECF Menu Items

ECF provides the following choices on the **blue** menu bar at the top of the main ECF Menu screen:

- **Civil** – Select *Civil* to electronically file all civil and civil miscellaneous case documents.
- **Criminal** – Select *Criminal* to electronically file all criminal case documents.
- **Query** – Select *Query* to retrieve information and documents relevant to the case. You can query either by specific case number or party name. You must login to PACER before you can query ECF.
- **Reports** – Select *Reports* to retrieve docket sheets and filed case reports. You must login to PACER before you can view an ECF report, with the exception of the *Written Opinions Report*.
- **Utilities** – Select *Utilities* to maintain your account; view your personal ECF transaction log, which shows all transactions processed with your login and password; and maintain personal account information.
- **Search** – Select *Search* to find a civil or criminal filing event.
- **Logout** – Select *Logout* to exit from ECF and prevent further filing with your password until the next time you login.

**Note:** It is very important that you actually logout from ECF, rather than simply Xing out or closing the ECF window.

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## Accessing the System, Continued

### Main Menu Bar and Opening ECF Page

Below is a screen shot of the main menu bar and opening ECF page:

