

Locating a Filing Event in CM/ECF

An easy way to locate an event for filing a document through the CM/ECF system is by using the SEARCH feature; which is located on the CM/ECF Main Menu.

To search for an event in the CM/ECF system:

- 1 Left-click on *Search* to display the Search Menus and Events window.



- 2 Enter all or part of the name of the document title in the search box. **Search Tip:** Enter words that will eliminate other similar events and do not use the “main” document type, i.e., Motion, Notice or Application. Instead, search using the type of Motion, Notice or Application. For example, if you have a document titled Application to Employ, search using Employ not Application.



- 3 CM/ECF will display a list of events which contain the word or string of words entered in the search box and the menu under which the event can be found:

