How to E-file Court Reporter Events

If you have not yet registered for Court Reporter E-filing with the 11th Circuit, the instructions for registering may be found on our website at https://www.ca11.uscourts.gov/court-reporter-forms-and-information

I. TOGGLE

If you are an official court employed court reporter, you will likely be connected to the court's network, therefore using the toggle utility is required each time you electronically file. Saving the toggle utility URL as a bookmark is recommended for future use. This is **not** required for contract court reporters who are not connected to the court's network.

Court employed court reporters should open their browser and access the Toggle Utility. Select **PACER User** as your current settings.

Access CM/ECF as a:

[Court User]

[PACER User] ⬅

Current settings: PACER User - CSO ID required

II. NAVIGATE TO THE 11TH CIRCUIT ECF FILING SYSTEM

You may access the 11ᵗʰ Circuit ECF system from our website at **Eleventh Circuit | United States Court of Appeals (uscourts.gov)**, or by navigating through PACER at **https://pacer.uscourts.gov**, or by inputting the direct website address: **https://ecf.ca11.uscourts.gov**

    a. **Click the CM/ECF Document Filing System link.**

    b. **Select Filing**

Welcome

Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu.

[Court Information](#)

Click the link below to view the "Introduction to NextGen" Electronic Learning Module: [Introduction to NextGen](#)

III. FILE IN A CASE

a. Enter the case number in the format shown in the example below. Do not include alpha characters.
b. Select Transcript from the Category box shown on the right side of the image to filter the events.
c. Select the desired type of document to be filed.

The available Court Reporter-specific events to be used are:
1. Court Reporter Acknowledgement Submitted
2. Court Reporter Extension Request
3. Court Reporter Notice of Transcripts Filed

Once an event has been selected, click Continue at the bottom left corner of the screen.

On the following screen, if you do not see your name appear under Court Reporter Filer, please type in your name in the second box. If you do see your name, select it.

Browse and upload your extension form, enter the requested date for the extension, and then click Continue.

File to case: 81-10004

▼ **Court Reporter Filer**

No filers were found.

▼ **ENTER YOUR NAME IF NOT LISTED ABOVE:**

255 characters remaining.

▼ **Upload Documents**

Description

Court Reporter Extension Request

Browse...

▼ **Please enter date requested.**

MM / DD / YYYY

Continue   Cancel

The next screen allows you to review your previously entered information. You may expand any of the sections to view the information by clicking on the arrows. This screen will also give you a preview of the Docket Text.

Once you are ready to proceed, you may click Continue.

File a Document | Court Reporter Extension Request

File to case 81-10004

▸ **Court Reporter Filer**

▸ **ENTER YOUR NAME IF NOT LISTED ABOVE:**

▸ **Upload Documents**

▸ **Please enter date requested.**

▾ **Docket Text**

MOTION for extension of time to file a transcript to 04/10/2024 filed by Testprose Gantt. [81-10004]

Continue   Cancel

The last screen presents the Final Review. Click Submit to finalize the docketing event.

File to case: 81-10004

| ▸ Court Reporter Filer |
| ▸ ENTER YOUR NAME IF NOT LISTED ABOVE: |
| ▸ Upload Documents |
| ▸ Please enter date requested. |
| ▸ Docket Text |
| ▾ Final Review |

File to Case
81-10004

Type of Document
Court Reporter Extension Request

Court Reporter Filer
No data was entered.

ENTER YOUR NAME IF NOT LISTED ABOVE:
Testprose Gantt

Upload Documents
BLANK DOC_TEST..pdf (1 page)

Please enter date requested.
04/10/2024

Docket Text
<i>MOTION for extension of time to file a transcript to 04/10/2024 filed by Testprose Gantt.</i> [81-10004]

After you click the **Submit** button, you cannot change this filing.

⚠ Have you redacted personal identifiers from the document you filed?

Submit   Edit   Cancel

The filing has been completed successfully.

OK