

# Procedure for Creating an Appendix Report

## Background

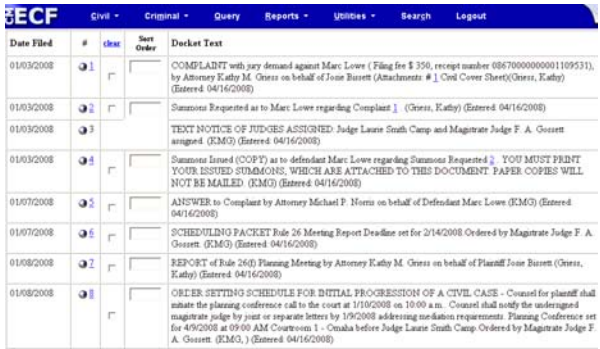
After the court implements CM/ECF Verison 3.2 on May 12, 2008, PACER users can use a new option on the Docket Report called “Create Appendix.” The Create Appendix option allows users to select documents from the docket report for aggregation into a single PDF file. This feature includes the ability to automatically generate either a full or abridged docket sheet.

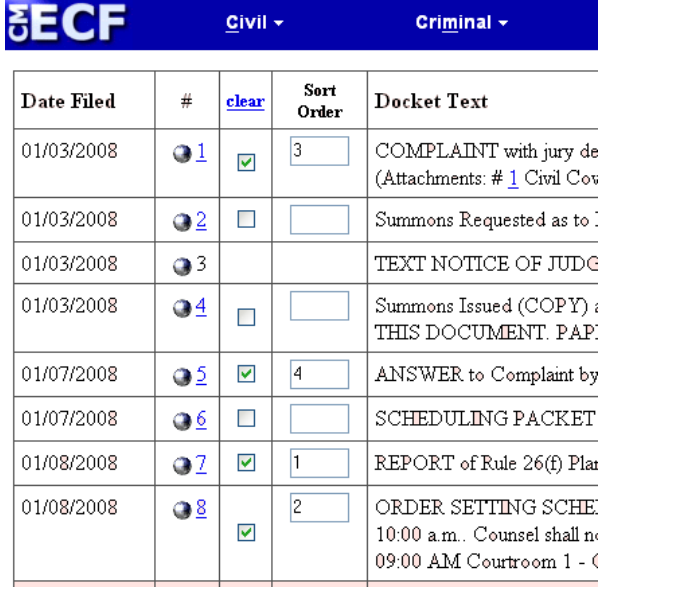
The new feature can be used to create an appendix of documents to be sent to the Eighth Circuit Court of Appeals. The attorneys can prepare the appendix, save it, then file it directly with the circuit.

## Creating an appendix

To create the appendix report, click **Reports** from the blue menu bar at the top of the ECF screen, then click **Docket Sheet**. Enter the case number, check the box next to **Create Appendix**, and click **Run Report**.

The following table lists the features of the Create Appendix option:

Feature	Screen Shot
<p>The <i>clear</i> column allows the user to select documents for inclusion in the aggregate file by checking the appropriate boxes. Clicking the word “clear” at the top of the column will clear all selections.</p>	 <p>The screenshot shows the ECF Docket Sheet interface. At the top, there is a navigation bar with 'ECF' and menu items: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below this is a table with the following columns: 'Date Filed', '#', 'clear', 'Set Order', and 'Docket Text'. The 'clear' column contains checkboxes for each row. The 'Set Order' column contains a 'clear' button for each row. The 'Docket Text' column contains the text of each document entry.</p>

Feature	Screen Shot																																													
<p>The <i>Sort Order</i> column provides a text field for each docket entry. The user can enter integers to dictate the sort order for the documents to be included in the aggregated PDF file. Any documents with a sort order will be included by their sort order number, and will precede documents that do not have a specified sort order. The entries on the included docket sheet will not be changed to reflect the order of the included documents.</p>	 <table border="1" data-bbox="737 338 1323 850"> <thead> <tr> <th>Date Filed</th> <th>#</th> <th>clear</th> <th>Sort Order</th> <th>Docket Text</th> </tr> </thead> <tbody> <tr> <td>01/03/2008</td> <td><a href="#">1</a></td> <td><input checked="" type="checkbox"/></td> <td>3</td> <td>COMPLAINT with jury de (Attachments: # <a href="#">1</a> Civil Cov</td> </tr> <tr> <td>01/03/2008</td> <td><a href="#">2</a></td> <td><input type="checkbox"/></td> <td></td> <td>Summons Requested as to .</td> </tr> <tr> <td>01/03/2008</td> <td><a href="#">3</a></td> <td><input type="checkbox"/></td> <td></td> <td>TEXT NOTICE OF JUDGE</td> </tr> <tr> <td>01/03/2008</td> <td><a href="#">4</a></td> <td><input type="checkbox"/></td> <td></td> <td>Summons Issued (COPY) ; THIS DOCUMENT. PAP.</td> </tr> <tr> <td>01/07/2008</td> <td><a href="#">5</a></td> <td><input checked="" type="checkbox"/></td> <td>4</td> <td>ANSWER to Complaint by</td> </tr> <tr> <td>01/07/2008</td> <td><a href="#">6</a></td> <td><input type="checkbox"/></td> <td></td> <td>SCHEDULING PACKET</td> </tr> <tr> <td>01/08/2008</td> <td><a href="#">7</a></td> <td><input checked="" type="checkbox"/></td> <td>1</td> <td>REPORT of Rule 26(f) Plat</td> </tr> <tr> <td>01/08/2008</td> <td><a href="#">8</a></td> <td><input checked="" type="checkbox"/></td> <td>2</td> <td>ORDER SETTING SCHE. 10:00 a.m.. Counsel shall ne 09:00 AM Courtroom 1 - C</td> </tr> </tbody> </table>	Date Filed	#	clear	Sort Order	Docket Text	01/03/2008	<a href="#">1</a>	<input checked="" type="checkbox"/>	3	COMPLAINT with jury de (Attachments: # <a href="#">1</a> Civil Cov	01/03/2008	<a href="#">2</a>	<input type="checkbox"/>		Summons Requested as to .	01/03/2008	<a href="#">3</a>	<input type="checkbox"/>		TEXT NOTICE OF JUDGE	01/03/2008	<a href="#">4</a>	<input type="checkbox"/>		Summons Issued (COPY) ; THIS DOCUMENT. PAP.	01/07/2008	<a href="#">5</a>	<input checked="" type="checkbox"/>	4	ANSWER to Complaint by	01/07/2008	<a href="#">6</a>	<input type="checkbox"/>		SCHEDULING PACKET	01/08/2008	<a href="#">7</a>	<input checked="" type="checkbox"/>	1	REPORT of Rule 26(f) Plat	01/08/2008	<a href="#">8</a>	<input checked="" type="checkbox"/>	2	ORDER SETTING SCHE. 10:00 a.m.. Counsel shall ne 09:00 AM Courtroom 1 - C
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### Size limitations

When the user submits his/her selection, the system computes the projected size of the aggregate file and compares it to the maximum allowable file size, which is 20 MB. If the size of the aggregated file would be larger than 20 MB, the aggregate file will not be generated and an error message will be displayed. If all of the documents in the case would together exceed the 20 MB limit, then the file sizes for each individual document appear on the screen so the user can avoid exceeding the limit when selecting documents.

Each document in the aggregate PDF file will have a PDF header, regardless of the individual user's setup for allowing PDF headers.

### PACER fees

Users are charged the standard PACER rate for each file included in the Appendix. Users will be charged for the docket sheet from which the documents are selected, but not for the docket sheet that is included in the aggregated file. A summary of PACER billing fees will be provided for the selected documents, including a total billing amount.