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CORPORATE DISCLOSURE STATEMENT
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1.   Log in to CM/ECF. Locate the **CM/ECF Main Menu Bar** at the top of the
        screen. Click on the **Civil** option on the **CM/ECF Main Menu Bar** (see Figure 1).
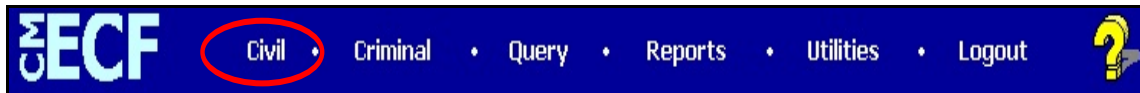

Figure 1 - CM/ECF Main Menu bar

2.   The system will display the **Civil Events** screen. Click on **Other Documents** in
        the Other Filings section (see Figure 2).

Figure 2 - Civil Events screen

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3.   The system will display the **Other Documents** selection screen (see Figure 3).
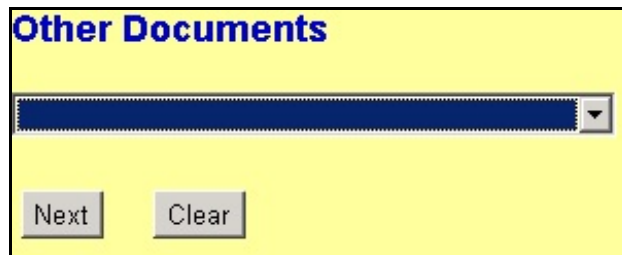

Figure 3 - Other Documents screen

a.   Click the down-arrow at the right of the purple area, and the system will display a drop-down menu. The system will display a list of various types of other documents. Scroll down the list and click on **Rule 7.1 Corporate Disclosure Statement** to select it. (see Figure 3a).
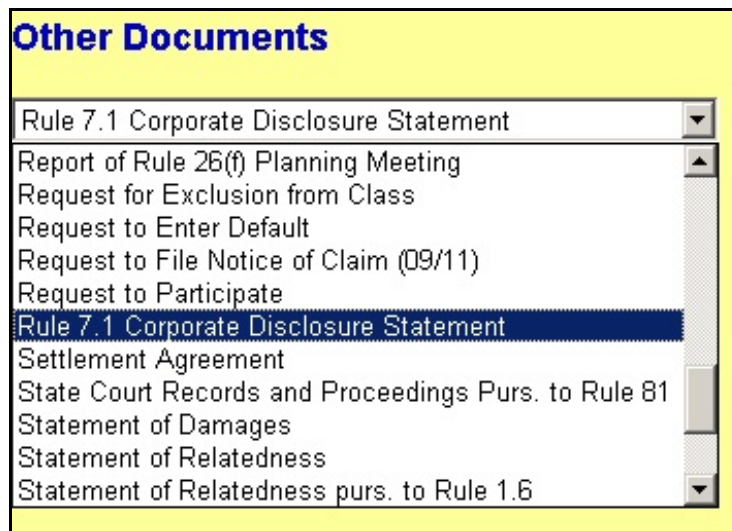

Figure 3a - Other Documents drop-down menu

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b. Once the **Rule 7.1 Corporate Disclosure Statement** event appears in the purple area next to the down-arrow (see Figure 3b), click the **[Next]** button to continue.
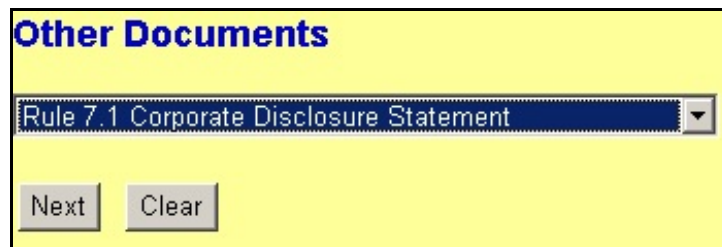

Figure 3b - Rule 7.1 Corporate Disclosure Statement selected

4. The system will display the **Case Number** screen. Enter the case number in the **Case Number** box, using one of the formats displayed. For example: **99-12345**, **1:99-cv-12345**, **1-99-cv-12345**, **99cv12345** or **1:99cv12345**. Click the **[Next]** button to continue (see Figure 4).
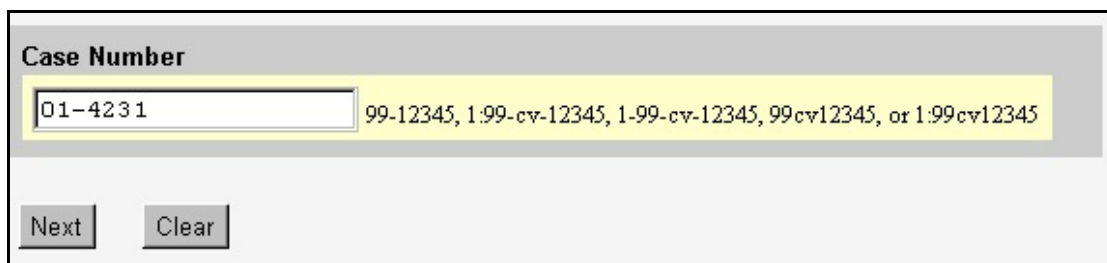

Figure 4 - Case Number screen

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a.   If the case number entered is **not** a valid case number, the system will
display the following message:

1:yy-cv-nnnnn is not a valid case. Please enter a valid value.

Click the **[Back]** button. The system will return you to the **Case Number**
screen. Enter a valid case number, using one of the formats outlined in
Step 4.

5.   The system will display the **Case Number Verification** screen (see Figure 5). The
purpose of the **Case Number Verification** screen is for you to verify the case
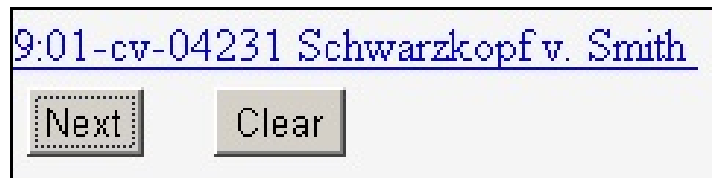number entered in Step 4.

Figure 5 - Case Number Verification screen

a.   If this is the correct case, click the **[Next]** button.

b.   If this is **not** the correct case, you **must** return to the **Case Number** screen
in Step 4. To return to the **Case Number** screen, click the **Back** button of
your browser until you reach the **Case Number** screen (see Figure 4 in
Step 4). Once you reach the **Case Number** screen, repeat Steps 4 and 5.

6.   The system will display the **pdf document** screen. The **pdf document** screen is
used to associate a PDF file/document with the docket entry being docketed

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(see Figure 6).

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

[   ] Browse...

Attachments to Document: ⦿ No ○ Yes

Next   Clear

Figure 6 - PDF Document Screen

a.   To associate a PDF Document with this docket entry, and if the PDF Document has any attachments, click the **[Browse...]** button and refer to the **Procedures For Uploading a PDF Document and Attaching an Attachment in CM/ECF**. After attaching the PDF Document, click the **[Next]** button to continue.

7.   The system will display the **Party Selection** screen (see Figure 7).

Select the filer.

      Select the Party:

Elisabeth Schwarzkopf [Plaintiff]   Add/Create New Party
Joe Smith [Defendant]

Next   Clear

Figure 7 - Party Selection screen

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a. A list of the parties in the case will be displayed for you to select the party(ies) who is filing the Rule 7.1 Corporate Disclosure Statement. To select the party(ies), click on that party's name to highlight it, then click the **[Next]** button.

   NOTE: If the Rule 7.1 Corporate Disclosure Statement is being filed by more than one party, click on the first party to highlight it, find the second party in the list, then hold down the Control **<Ctrl>** key on your keyboard while you click on the second party's name to highlight it. Repeat this process until all the parties who are filing the Rule 7.1 Corporate Disclosure Statement are selected.

8. The system will display the **Corporate Parent** screen (see Figure 8).

   a. In the box next to the prompt **Corporate Parent:**, enter the **name(s) of the Corporate Parents and or Subsidiaries**. The names(s) of the Corporate Parents and or Subsidiaries you enter in the box will appear in the docket text.

   b. If there are no corporate parents, enter the word **No** in the box next to the prompt **If no Corporate Parents, enter the word No in the box**. The word "No" you enter in the box will appear in the docket text.

Other Documents
1:01-cv-04231-RLC Schwarzkopf v. Smith

Enter Corporate Parents in the box: [ ]

If no Corporate Parents, enter the word No in the box: [ ]

Next   Clear

Figure 8 - Corporate Parent screen

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c.   Carefully review the information you entered in the **Corporate Parent** box!
When finished, click the **[Next]** button to continue.
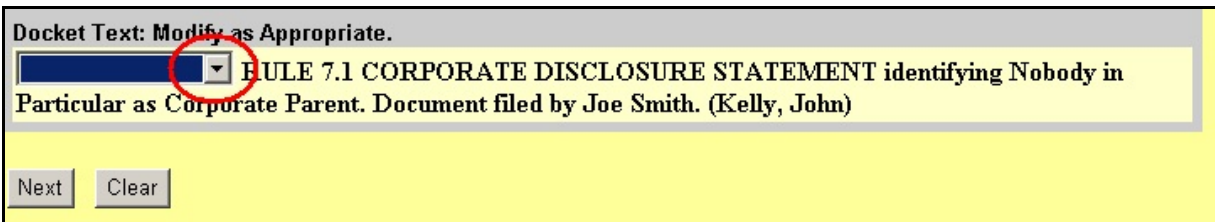

Figure 9 - Modify Docket Text screen

9.   The system will display the **Modify Docket Text** screen (see Figure 9).

a.   If the Rule 7.1 Corporate Disclosure Statement has a document prefix (e.g.,
First, **Second**, **Amended**, **Third**, etc.), then click on the down arrow next
to the first box. Highlight the prefix and click on the prefix to select it. If
the Rule 7.1 Corporate Disclosure Statement does **not** have a document
prefix, then leave the first box blank.

10.   The system will display the **Docket Text: Final Text** screen. The docket text will
be displayed. The system will display the following message:

**Attention!! Pressing the NEXT button on this screen commits this transaction.
You will have no further opportunity to modify this transaction if you
continue.**

**NOTE: CHECK THE DOCKET TEXT CAREFULLY HERE. THIS IS
THE LAST CHANCE FOR YOU TO GO BACK AND CORRECT ANY
ERRORS IN THE TRANSACTION OR TO LEAVE THE TRANSACTION
AND START OVER BY CLICKING THE CIVIL OPTION ON THE
CM/ECF MAIN MENU BAR.**

When you click the **[Next]** button on this screen, you are submitting this

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transaction to the CM/ECF database. If there is a mistake in the transaction, you will **not** be able to click the **Back** button of your browser to make any corrections.

If you are completely satisfied with the transaction, click the **[Next]** button to complete the docketing of this transaction.

11. The system will display the **Notice of Electronic Filing** screen (see Figure 11). The **Notice of Electronic Filing** screen is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.

   a. To print a copy of this notice, click the browser **Print** icon.

   b. To save a copy of this receipt, click the **File** option on the browser menu.

   NOTE: When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing/docketing of your transaction. You can select a choice from the **CM/ECF Main Menu Bar** at the top of the screen. For example, you can click on **Civil** or **Criminal** to file/docket another transaction.

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Notice of Electronic Filing

The following transaction was received from Leslie LeFord on 10/29/2001 at 2:42 PM CST

Case Name: Schwarzkopf v. Smith
Case Number: 0-01-04231-RB
Document Number: 19

Docket Text:
MOTION to Continue by Joe Smith. (Ledford, Kerry)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:R:/TRAINING/ECF/Docs_PDF/ECFdocs/Motion.PDF
Electronic document Stamp:
[STAMP dcstdStamp_ID=981407491 [Date=10/29/2001] [FileNumber=50855-0]
[3f9f4f49836ae59be00306477b777c2dbc6dc6f8b64b9530ad63962089ccd394dc735
12a16b3c4e11ef754e17e46a53ccdc5d5eb14d5f549179dbc3da4ad03a7]]

0-01-04231-RB Notice will be electronically mailed to:

0-01-04231-RB Notice will not be electronically mailed to:

Dale P. Jones
Jones and Associates
129 Main Street
San Antonio, TX 78209

Leslie LeFord
Courthouse Steps
271 Main Plaza
San Antonio, TX 78201

Figure 11 - Notice of Electronic Filing screen