CM/ECF Shortcuts

Netscape Shortcuts:

Back	Alt + <-
Forward	Alt + ->
Stop	[Esc]

Scroll Lists:

Advance to end of list	Ctrl + End
Advance to beginning of list	Ctrl + Home
Advance Down	↓
Advance Up	↑
Advance Down Several Items	Page Down
Advance Up Several Items	Page Up

Navigating a Page:

Scroll Down	Page Down
Scroll Up	Page Up
Scroll to Bottom of Page	Ctrl + End
Scroll to Top of Page	Ctrl + Home
Find	Ctrl + F

Editing within a Text Box:

Block from cursor to end of line	Shift + End
Block from cursor to beginning of line	Shift + Home
Move to beginning of field	Home
Move to end of field	End
Delete to end of line	Ctrl + Delete

Basic Editing:

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V

ECF & Online Forms:

Advance to next field	Tab
Go back one field	Shift + Tab
Select Radio Button	Space Bar or Enter
Mark Check Box	Space Bar or Enter
Search on Page	Ctrl + F

Note: Many of these shortcuts are Windows features. Try them in other applications as well.

Use the mouse for:

Selecting multiple items from a pick list	Hold the Ctrl key down and click multiple items with the mouse
Browse and upload page	Click browse and navigate to the PDF document
Highlighting text to copy	Use the mouse to highlight the text to be copied. Then, hit Ctrl + C. Move to the field where you want to insert the text copied, then hit Ctrl + V.

Selecting Text with the Keyboard:

When using CM/ECF, sometimes it is quicker to highlight text using the keyboard instead of the mouse. Here are some keyboard commands to help you select text.

Cursor Action	Cursor Commands	Selecting Text	Command
Move 1 space	Left or right arrows	Select one character	Shift and left arrow or Shift and right arrow
Move 1 word	Ctrl-Left or Ctrl-Right	Select one word to the left/right of cursor	Shift-End
Go to end of line	End	Select from the cursor to the end of the line	Shift-End
Go to beginning of line	Home	Select from the cursor to the beginning of line	Shift-Home

When you have a drop down list to choose from, like the motions drop down box below, you can type in the first letter of the type of motion that is being filed, and your cursor will take you to that particular letter in the drop down box. For example, if you are filing a Motion for Extension of Time, simply type "E" and you will be taken to all the motions that begin with that letter to make your selection.

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Alter Judgment
Amend/Correct
Appeal In Forma Pauperis
Appeal of Magistrate Judge Decision to District Court
Appear Pro Hac Vice
Appear as Counsel of Record
Appoint Attorney ad Litem
Appoint Counsel

[ Next ]   [ Clear ]
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