

CM/ECF VERSION 3.0 RELEASE NOTES FOR ATTORNEYS

DISPLAYING COURT SITE INFORMATION TO THE PUBLIC

Certain Court Information now is available to public users without first requiring the users to log in to CM/ECF. The same information is also available to users who have already logged in.

Available on the CM/ECF welcome screen and the Utilities menu is the new Court Information program. If the user clicks this item, either from the welcome screen or the Utilities menu, the following information is displayed: the name of the court, the version of CM/ECF the court is currently running, the date the court went live on CM/ECF, the file size limitation for documents, descriptions of public flags, the address for all five divisional offices with their phone numbers, the court's hours of operation, the PACER Service Center's address, the PACER Service Center's phone number, and the PACER Service Center's email address. Following is a sample of the Court Information screen.

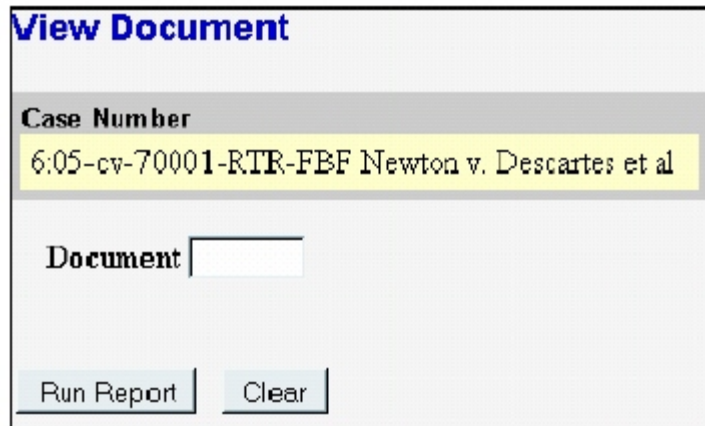
Court Information Report – Sample Output

Court Information	
Court Details	
Court's Name	United States District Court for the Southern District of Alabama
Software Version	CM/ECF-DC V3.0
ECF Go Live Date	5/10/2003
Maximum PDF File Size	10 MB
Court Locations	
Court's Name	United States District Court for the Southern District of Alabama
Court's Address	113 St. Joseph Street, Mobile, AL 36602
Court's Phone Number	(251) 555-1212
Court's Hours	8:00AM to 5:00PM, Monday through Friday
Pacer Details	
Pacer's Address	PACER Service Center, P.O. Box 780549, San Antonio, TX 78278-0549
Pacer's Phone Number	(800)676-6856, or (210)301-6440 if residing in the San Antonio area.
Pacer's Email Address	pacer@psc.uscourts.gov
Flag Definitions	
Code	Translation
APPEAL	Appeal
ARBITRATION	Arbitration
CASREF	Case referred

SEARCHING FOR DOCUMENTS WITHIN A CASE

PACER users can now access PDF documents for a case without first running a Docket Report. The new View a Document item on the Query menu presents the user with a single text entry field. If the user enters a document number in this field and the document is available to PACER users or to the specific CM/ECF user, the Transaction Receipt is displayed. If the user clicks the **View Document** button, the document is displayed. This new query provides a way to access documents without first being charged to access the Docket Report.

View a Document Query



View Document

Case Number
6:05-cv-70001-RTR-FBF Newton v. Descartes et al

Document

QUERY CHANGES

- The output of the Associated Cases Query now displays the other court name and case number, not just the case number. The format for the other court information is the same as that used for civil cases; a bold heading followed by a blank line and then a table with the court name in the left column and the case number in the right column.
- The display of associations now includes terminated associates and the association ed date. The associations are sorted with pending associations listed above terminated associations.
- All pending parties now are included in the Case Summary query. Previously, consolidated plaintiff and consolidated defendant parties did not appear in the output for the Case Summary query.
- A hyperlink to the Docket Report was added to the output screen for the Related Transactions query.
- The Party and Attorney queries now sort by case number first by office number, then all four digits of the year, and then case type.

CALENDAR EVENTS REPORT

Users can now select natures of suit from the selection screen of the Calendar Events Report. The report was modified so that if any natures of suit are chosen, only civil cases having the associated natures of suit and meeting other selection criteria will appear on the report; no criminal cases will

appear. If the user doesn't select any natures of suit (meaning only the blank line of the field is selected), then the report will return all civil and/or criminal cases meeting the other selection criteria.

The nature of suit is displayed on the output of the Calendar Events Report as follows:

[7:05-cv-07200-EHE-TBT Napier v. Dee et al](#)
(Nature of Suit 130 - Miller Act)

Short titles for criminal cases are now displayed correctly on the Calendar Events Report. The case title is obtained from the lead case record.

CIVIL CASES REPORT

The options **Nature of Suit** and **Cause of Action** were added to the *Sort by* list on the selection criteria screen for the Civil Cases Report.

The following warning message now appears at the top of the selection criteria screen for the Civil Cases Report:

Warning: This report is not subject to the 30 page billing cap. You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query menu or the Docket Report.

The date range fields for the Civil Cases Report are now limited to a 31 day time period. If the user changes the date range to a time period greater than 31 days, the following message will appear, and the user must change the date range: **“Warning: The date range you entered is too large. Please enter a date range no larger than 31 days. Click OK to continue.”** The user will not be able to run the report until the date range entered is at most 31 days.

CRIMINAL CASES REPORT

Judges' names now display properly on the Criminal Cases Report. Previously, a comma was printed between the first name and the last name (e.g., John, Smith).

The Criminal Cases Report now provides subtotals based on the sort criteria selected by the user.

The heading of the Criminal Cases Report now displays only at the beginning of the report. Previously, the heading was displayed in various locations when the report was printed.

DOCKET ACTIVITY REPORT

Totals are now provided at the end of the report output.

The Category and Event for each event are now displayed on the report output when the user selects the *Full Docket Text* option on the selection screen.

DOCKET REPORT

Previously, the word *ALL* was added to the end of the case number at the top of the docket sheet when the Docket Report was run for all of the defendants in a multi-defendant case. If a court chose to display the judges' initials at the end of case numbers, and a case did not have a magistrate judge, then the display of *ALL* was confusing because it could have been mistaken for the initials of a magistrate judge (for example, 1:01cr02415-MLW-ALL). The report now displays the words *All Defendants* next to the case number if it is run for all defendants.

The appellate court name and case number now appear on the docket sheet if a case is on appeal and the appellate case number was entered either by docketing an event that contained the function for the appellate court number.

PACER ACCESS AND PREFERENCES

- The PACER Service Center now allows users to set formatting requirements for the *Client Code* field. Also, PACER users can indicate whether the *Client Code* should be mandatory when logging in to CM/ECF. To implement these new features, PACER users should go to the PACER Service Center website at <http://pacer.psc.uscourts.gov> and click on **Account Information**.
- PACER users now can determine whether they see billing receipts for ever billable transaction. To set their billing receipt preference, PACER users should go to the PACER Service Center website at <http://pacer.psc.uscourts.gov> and click on **Account Information**.
- The ECF/PACER login screen was modified to include more detailed instructions to the users, so they will know which login is expected. Following is the new login screen.

CM/ECF Filer or PACER Login Screen

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$08 per page.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication

Login:

Password:

client code:

NOTICE: An access fee of \$08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

ATTORNEY LEAD/NOTICE DESIGNATION

The Attorney Lead/Notice Designation screen includes checkboxes that allow the filer to specify attorney/party associations when a previously unassociated attorney is identified during docketing. All attorneys making an appearance in a case will receive notice, and the attorney will have an opportunity to check the “lead” checkbox, if that attorney is lead counsel.

CASE FLAGS ON DOCKETING SCREENS

Case flags will now appear during docketing at the top of each docketing screen, under the case number. If a case has many flags, and the display of the flags is greater than two lines, a small scroll bar appears on the right side of the list of flags so the user can scroll to see the additional flags.

MAINTAINING E-MAIL SETTINGS

In Maintain Your Account ->**E-mail Information**, after the user enters an e-mail address in the proper format (a@b.c), the main options for that e-mail address appear.

Main Options for Primary E-Mail Address

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	In All Active My Cases	Additional Options	
rene_descartes@plonelaw.com	HTML	Individual NEF	Yes	Yes	Click to Show/Hide Options
Add Additional E-mail Address		Return to Person Information Screen		Clear	

To add additional cases to the list for this e-mail address, the user must select **Additional Cases** from the *Additional Options* dropdown list. Then, the user can select **Add** from the *Additional Cases to Receive NEFs* dropdown list that appears.

Add Additional Cases to Receive NEFs

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	In All Active My Cases	Additional Options	
rene_descartes@plonelaw.com	HTML	Individual NEF	Yes	Yes	Additional Cases
Add Additional Cases to Receive NEFs					
Enter case number <input type="text"/> and click Add to List					
Add Additional E-mail Address		Return to Person Information Screen		Clear	

When the user enters a case number, if there is more than one case for the year and number entered, a pop-up window appears. The user is prompted to select the correct case from the list in the pop-up window. If the case number entered in the Enter case number field is not a valid case, a pop-up window appears stating such.

Select Appropriate Case Pop-up Window

Once the user selects the appropriate case number, the case is added to the *Additional Cases to Receive NEFs* list. The user can add as many cases to the list as desired.

Additional Cases to Receive NEFs

To remove a case from the list, the user must select **Remove** from the *Additional Cases to Receive NEFs* dropdown list and then click on the appropriate case number. A **Remove from List** button appears, allowing the user to remove the case from the list.

There are two delivery methods for receiving NEFs: individual and summary. The delivery method of choice is selected for all the cases in the user’s list. However, if the user wants to receive the opposite method of delivery for one or some cases, the user should select **Delivery Method Exceptions** from the *Additional Options* dropdown list. If the user then selects **Add** from the *Delivery Method Exceptions* dropdown list that appears, the user can select the case(s) to add for the other delivery method.

Delivery Method Exceptions Options

Email Information for Rene Descartes						
Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options	
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Delivery Method Exceptions	
Add Delivery Method Exceptions						
The following cases will receive Summary NEF e-mails.						
Select case to add to list here						
Add to List						
Select case to add to list here						
Add Information Screen						
Clear						
2:05-cv-07200 - Burnell v. Smith						
4:05-cv-70001-CBC-FJF - Newton v. Leibnitz						

To add and configure additional e-mail addresses, the user should click the **Add Additional E-mail Address** button, which causes the *Secondary E-mail Addresses* field to appear.

Additional E-Mail Addresses Field

Email Information for Rene Descartes						
Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options	
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Additional Cases	
Show Additional Cases to Receive NEFs						
2:05-cv-07200 - Burnell v. Smith						
4:05-cv-70001-CBC-FJF - Newton v. Leibnitz						
Secondary E-mail Addresses						
Add Additional E-mail Address						
Return to Person Information Screen						
Clear						

If the user enters a valid e-mail address, the e-mail settings options appear for modification, which works the same as for the primary e-mail address. The user can change the format, delivery method, and active settings; add additional cases, remove cases; and set delivery method exceptions for the secondary e-mail address. For all attorney users, the *Active* checkbox is available only for additional e-mail addresses. For court users, all e-mail addresses can be de-activated. Once the e-mail addresses have been added and configured, the user submits the changes by clicking the **Return to Person Information Screen** button.

Additional E-Mail Address Options

Email Information for Rene Descartes						
Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options	
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Additional Cases	
Show Additional Cases to Receive NEFs						
2:05-cv-07200 - Burnell v. Smith						
4:05-cv-70001-CBC-FJF - Newton v. Leibnitz						
Secondary E-mail Addresses						
rene_descartes@planelaw.net	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click to Show/Hide Options	
Add Additional E-mail Address						
Return to Person Information Screen						
Clear						

CHANGES TO THE NOTICE OF ELECTRONIC FILING (NEF)

- The wording on the NEF was changed as follows: Notice will be electronically mailed to:” was changed to “**Notice electronically mailed to**” and “Notice will be delivered by other means to:” was changed to “**Notice delivered by other means to**”.
- The text “**No document attached**” appears on the NEF when no document/document number exists for the docket entry or when no document is attached but a document number exists.
- Information on NEFs is now displayed in the following order:

Case Title
Case Number
Filer
Document Number
Docket Text
Notice electronically mail to
Notice delivery by other means to
Document Description
Original Filename
Electronic Document Stamp

ADDING AN ATTACHMENT DURING DOCKETING

When adding an attachment during docketing, the instructions for Step 2 were changed to:

Before proceeding to step 3, describe the document using the Category list, the Description box, or both.