

WHAT'S NEW IN CM/ECF VERSION 3.0.5?

Release 3.0.5 of the District CM/ECF application contains some new features. This overview will highlight some of the major enhancements to the system.

Some of the new features include:

- Court Site Information available to the Public
- View a Document query
- Updated ECF/PACER Login screen
- Updated Attorney Lead/Notice Designation screen for attorney case association
- Three separate utility options for Maintain Your Account
- Maintaining E-mail Settings enhancements
- Notice of Electronic Filing (NEF) changes

Public Access Changes

All PACER Users

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 the application. The same information also is 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 court's address, the court's phone number, the court's e-mail address, 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 e-mail address. Following is a sample of the Court Information Report screen.

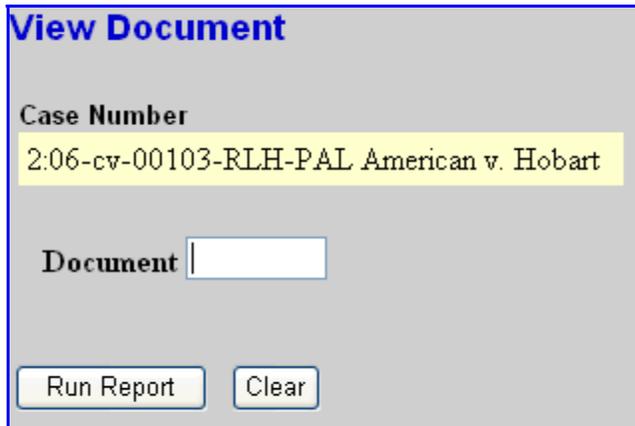
Court Information Report – Sample Output

Court Information	
Court Details	
Court's Name	District of Nevada
Software Version	CM/ECF-DC V3.0.5
ECF Go Live Date	11/7/2005
Maximum PDF File Size	2.5 MB
Court Locations	
Court's Name	District of Nevada
Court's Address	333 S. Las Vegas Blvd., Las Vegas, NV 89101
Court's Phone Number	(702) 464-5400
Court's Email Address	nvd_ecf_helpdesk@nvd.uscourts.gov
Court's Hours	9:00 a.m. - 4:00 p.m., Monday - Friday (Except Federal Holidays)
Court's Name	District of Nevada
Court's Address	400 S. Virginia St., Reno, NV 89501
Court's Phone Number	(775) 686-5800
Court's Email Address	nvd_ecf_helpdesk@nvd.uscourts.gov
Court's Hours	9:00 a.m. - 4:00 p.m., Monday - Friday (Except Federal Holidays)
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
CLOSED	Case Closed
DP HABEAS	Habeas Corpus - Death Penalty
ENE	Early neutral evaluation
HABEAS	Habeas Corpus
INTERPRETER	Interpreter
SEALED	Case Sealed
STAYED	Case Stayed

Searching for Documents within a Case

PACER users now can 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



The screenshot shows a web form titled "View Document" with a blue border. The form has a light gray background. At the top left, the title "View Document" is displayed in blue. Below the title, the label "Case Number" is followed by a text input field containing the value "2:06-cv-00103-RLH-PAL American v. Hobart". Below this, the label "Document" is followed by an empty text input field. At the bottom of the form, there are two buttons: "Run Report" and "Clear".

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 every 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 PACER Users

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. The checkboxes are as follows and are shown in the figure below: The first and third checkboxes are checked by default.

- Attorney represents party
- Attorney is party's lead attorney
- Attorney will receive notices of events associated with party's case

The following attorney/party associations do not exist for this case.

Leave the box on the left of the screen checked and the Notice box checked in order to establish the filing attorney as an attorney of record & receive e-mail notices in the case.

Mitchell Hobart (pty.dft) represented by test test (aty) Lead Notice

Maintain Your Account Options

The three main components in the Maintain Your Account utility have been separated into three new utility items. The new programs are **Maintain Your Address**, **Maintain Your Login/Password**, and **Maintain Your E-mail**. Each of these three components work the same as they do when they were accessed from the Maintain Your Account utility.

Utilities

Your Account

[Maintain Your E-mail](#)

[Maintain Your Login/Password](#)

[Maintain Your Address](#)

Maintaining E-mail Settings

In [Maintain Your Account](#) → **E-mail Information** or [Maintain 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	Active	In All My Cases	Additional Options
rene_descartes@planelaw.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	Active	In All My Cases	Additional Options
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Additional Cases
<div style="border: 1px solid black; padding: 5px;"> <p>Add Additional Cases to Receive NEFs</p> <p>Enter case number <input type="text"/> and click Add to List</p> </div>					
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

There is more than one case that matches the number entered; select the appropriate case below.

1:05-cr-70001-ABA-FRF - USA v. Leibnitz

4:05-cv-70001-CBC-FJF - Newton v. Leibnitz

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

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

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	In All Active My Cases	Additional Options	
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Additional Cases

Add Additional Cases to Receive NEFs					
4:05-cv-70001-CBC-FJF - Newton v. Leibnitz					
Enter case number <input type="text"/> and click <input type="button" value="Add to List"/>					
<input type="button" value="Add Additional E-mail Address"/>		<input type="button" value="Return to Person Information Screen"/>		<input type="button" value="Clear"/>	

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	In All Active 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.					
<input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Add to List"/>					
Select case to add to list here and click <input type="button" value="Add to List"/>					
<input type="button" value="Add"/> <input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/>					
2:05-cv-07200 - Bunnell 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	In All		Additional Options
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Additional Cases
<div style="border: 1px solid black; padding: 2px;"> Show Additional Cases to Receive NEFs 2:05-cv-07200 - Burnell v. Smith 4:05-cv-70001-CBC-FJF - Newton v. Leibnitz </div>					
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 email addresses. For court users, all e-mail addresses can be de-activated.

Additional E-Mail Address Options

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	In All		Additional Options
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Additional Cases
<div style="border: 1px solid black; padding: 2px;"> Show Additional Cases to Receive NEFs 2:05-cv-07200 - Burnell v. Smith 4:05-cv-70001-CBC-FJF - Newton v. Leibnitz </div>					
Secondary E-mail Addresses					
rdescartes@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	

Once the e-mail addresses have been added and configured, the user submits the changes by clicking the **Return to Person Information Screen** button.

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 has been electronically mailed to**” and “Notice will be delivered by other means to:” was changed to “**Notice has been delivered by other means to**”.
- Information on NEFs is now displayed in the following order:

- Case Title
- Case Number
- Filer
- Document Number
- Docket Text
- Notice electronically mailed to
- Notice delivered by other means to
- Document Description
- Original Filename
- Electronic Document Stamp