

# **CM/ECF Version 4.0**

## **A Guide to the New Features for Attorneys and Law Firm Staff**



United States District Court, Middle District of Louisiana  
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CM/ECF Version 4.0

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# Version 4.0 Enhancements & Changes

## REDACTION NOTICES

Release 4.0 includes a redaction disclaimer text to the login screen, a hyperlink to the rule, and a new checkbox to acknowledge the redaction disclaimer. Attorney users must check this new checkbox to acknowledge having read the redaction disclaimer.

### 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.

#### 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>.

The screenshot shows the login interface. On the left is an "Authentication" form with fields for "Login:", "Password:", "client code:", and "code:". Below the form are "Login" and "Reset" buttons. On the right is an "IMPORTANT NOTICE OF REDACTION RESPONSIBILITY" section. A red box highlights a checkbox with the text: "I understand that, if I file, I must comply with the redaction rules. I have read this notice." A red arrow points to this checkbox.

In addition, the reminder question "Have you redacted?" was added to the final docket text review screen during docketing. All filers (including court users) logged in via the outside server will see this message.

### Motions

[1:09-cv-20008-CMA Smith v. ABC Corporation](#)

Docket Text: Final Text

Amended MOTION to Compel *production of documents with memorandum in support* by Raggedy Ann. Responses due by 10/23/2009 (Abogado, Juan)

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

**Have you redacted?**

Source Document Path (for confirmation only):

# DOCKETING CHANGES

The procedure for docketing has been redesigned to process parties more efficiently, improve speed, and enhance the user's experience.

## Selecting the Filer

During the docketing process, the case participant tree is displayed in the left pane (left side of the screen) so users can readily see all case participants during the process of selecting the filers. All party selections will be made in the right pane (right side of the screen).






### **Docketing – Select the Filer Screen**



If a new participant is added during the docketing process, then icon controls will be visible in the tree for the new participant only.

The following table provides a description for each of the icons that may appear in the participant tree.

## Icons

Icon	Description
	Delete this party from the case.
	Add new alias, corporate parent, or attorney.
	Copy attorney(s) from other parties in the case to this party.
	Edit the party, alias, corporate parent or attorney. Only displays beside actual names of participants, so if no participant has been added, this icon is suppressed.
	Change the name of the party.

Additionally, the + and – icons for each branch expand or collapse the branch, respectively. The **Expand All** hyperlink displays all participants in the case, once they are added. The **Collapse All** hyperlink displays only the parties in the case, with the other participant information collapsed in the tree. The **Pick Filer** button brings the party list back if the user searches for a party but decides not to add one.

When selecting the filer, the right pane displays the existing parties and the case participant tree is in the left pane. Click the name of the party for whom you are filing the document, or, if the **Select a Group** option is presented and you represent all defendants or plaintiffs you may select a group by clicking in the circle next to the group.

To add a new party, the user should click the **New Filer** button located in the right pane. A new search screen will be displayed from which the user then can search for and add a new party.

To search for a new filer, type in the party's first and last name, or if a business, the business name. Be sure to scroll down through the list of names that come up on the screen. If the system finds the correct name, select the name already in the database to eliminate different versions of the same party name. If no match is found, click the **Create New Party** button and complete the Last Name, First Name and, if applicable, add the Middle Name and Generation fields. **Do not enter a party's address.** Select the correct **Role** of the party and click the **Add Party** button.

### Add Party Information Screen

The screenshot shows the 'Add Party Information' form. At the top left, there are buttons for 'Add New Party' and 'Create Case'. Below them are 'Collapse All' and 'Expand All' links. The form fields are as follows: Last name (Smith), First name (John), Middle name, and Generation. A red box highlights the 'Last name' and 'First name' fields. Below these is a 'Title' field and a 'Role' dropdown menu set to 'Plaintiff (pla:pty)', also highlighted with a red box. Other fields include 'Pro se' (No), 'Prisoner Id', 'Unit', 'Office', 'Address1', 'Address2', 'Address3', 'City', 'State', 'Zip', 'Country', 'Prison', 'Phone', 'Fax', 'E-mail', 'Party text', 'Start date' (11/5/2009), 'End date', 'Corporation' (no), and 'Notice' (yes). A red box highlights the 'Add Party' button at the bottom left.

After searching for, selecting, and adding a filer, the filer's name appears in the participant tree and is added to the party pick list and is highlighted in the list. The user can either:

- add an alias or corporate parent by clicking on the corresponding “add” icon,
- edit the party information by clicking on the pencil “edit” icon,
- delete the party by clicking the red X “delete” icon,
- add a new party by clicking on the **Add New Party** button at the top left of the screen.

When a new party is added, he/she is added to the party pick list, highlighted in the list and added to the participant tree in the left pane. To add more parties, repeat this process. Parties that are added to civil cases during docketing will have control icons in the participant tree so the user can add aliases, corporate parents, etc. for the party during this process. **There are no icon controls for existing participants in the participant tree during docketing.**

If a new participant is added during the docketing process, then icon controls will be available for the new participant only. Attorneys may link themselves to a party but may not add other attorneys to the docket.

## ADDING DOCUMENTS AND ATTACHMENTS

Release 4.0 includes modifications to the way documents and attachments are added and handled in CM/ECF. The changes include a new single screen for document and attachment uploading during docketing, and an improvement in the way attachments are numbered on the Document Selection screen.

The process of adding a main document and attachments during docketing has been streamlined to only require one screen, shown below in its initial state.

### Document Upload Screen – Initial State

Select the pdf document and any attachments.

**Main Document**

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

After browsing and selecting the appropriate Main Document, the user should click the **Browse** button in the *Attachments* section to add the first attachment. Once a PDF document is selected, the user **must** select a Category or enter a Description to further describe the attachment. It is also acceptable to enter data in both fields. As the process of adding an attachment is completed, a new row will appear so the user can then add a second attachment if necessary. Additional rows will be added as needed.

### Document Upload Screen – After Selecting a Main Document and Two Attachments

Select the pdf document and any attachments.

**Main Document**

Attachments	Category	Description
1. <input type="text" value="I:\lamd_docketing\ntoups\Civil Cover Shee"/> <input type="button" value="Browse..."/>	<input type="text" value="Attachment"/>	<input type="text" value="Civil Cover Sheet"/> <input type="button" value="Remove"/>
2. <input type="text" value="I:\lamd_docketing\ntoups\Summons.pdf"/> <input type="button" value="Browse..."/>	<input type="text" value="Attachment"/>	<input type="text" value="Summons"/> <input type="button" value="Remove"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>

If only two attachments should be added, the user should leave the fields in the third row blank and then click **Next**. If additional attachments should be added, the user should click **Browse** for each attachment and then add the document.

If an attachment should be removed, the user should click **Remove**. If, for example, Attachment 1 is removed and there is a second attachment, Attachment 2 would become Attachment 1, etc.

If an attachment file is incorrect and needs to be replaced, the user should click **Browse** again for the attachment and load a different document. If the user clicks the **Clear** button after adding documents and attachments, the screen will be returned to the initial state.

## **Document and Attachment Numbering**

When viewing a document with attachments, the document selection screen was modified so that the attachments are numbered beginning with 1. This way, the attachment numbers are consistent everywhere they appear (e.g., docket text, the document selection screen). Previous versions of the software listed the Main Document as Part 1 and any attachments followed in numerical order causing Exhibit 1 to be Attachment 2.

Also, the file sizes and the total size of all of the documents for a docket entry are displayed on the document selection screen.

### **Document Selection Screen**

<b>Document Selection Menu</b>			
Select the document you wish to view.			
<b>Document Number:</b> <a href="#">5</a>		1 page	6 kb
<b>Attachment</b>	<b>Description</b>		
<a href="#">1</a>	Exhibit 1	1 page	6 kb
<a href="#">2</a>	Exhibit 2	1 page	6 kb
<input type="button" value="View All"/> or <input type="button" value="Download All"/>		3 pages	18 kb

## **DOCKET REPORT**

### **Combined Docket Report – Criminal Cases**

Users can now run a combined Docket Report for a subset of criminal defendants in a multi-defendant case. A new *View Combined Docket Report* checkbox will be displayed beneath the case number list when a case number for a multi-defendant criminal case has been entered and two or more of the criminal defendant cases have been selected. Selecting the *View Combined Docket Report* checkbox allows the user to run the combined form of the report for the chosen subset of defendants.



## Docket Sheet Case Number Selection

### Docket Sheet

Case number

Select a case:

- 3:09-cr-00134-RET-SCR USA v. Bear et al
- 3:09-cr-00134-RET-SCR-1 Brown Bear
- 3:09-cr-00134-RET-SCR-2 Black Bear
- 3:09-cr-00134-RET-SCR-3 Golden Bear
- View Combined Docket Report

The combined Docket Report displays all of the defendant, party, and attorney information in the top section of the report for those defendants selected. The combined proceedings of the chosen defendants are displayed in the bottom section of the report.

## Large Docket Report Warning

Depending on the selection criteria entered by the user, it is possible for a large amount of data to be included in the report output. A warning with additional options now displays when the report output includes more than 200 docket entries. Users are presented with options to help narrow the search to include docket entries for the past week, the past 90 days, the past year, or as initially requested.

## Large Docket Report Warning - Additional Selection Options

**Docket Sheet**

The report may take a long time to run because this case has many docket entries. You can go back and modify the selection criteria or select one of the following options.

Include docket entries:

- for the past week
- for the past 90 days
- for the past year
- as initially requested

## MAINTAIN YOUR EMAIL MODIFICATIONS

The Email Information screen in Maintain Your Account has been modified to provide more streamlined functionality. Additional options are presented to the user rather than being hidden. Cutting and pasting multiple case numbers from one person account to another and/or from one delivery method to another is now allowed.

## Email Information Screen – Initial Screen

**Email Information for John Jones**

Registered e-mail addresses	Configuration options
Primary e-mail address: <a href="#">john_jones@emailaddress.com</a>	Select an e-mail address to configure.
Secondary e-mail addresses: <a href="#">add new e-mail address</a>	
<input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/>	



The initial Email Information screen is divided into two panes. In the left pane, the primary email address and secondary email addresses, if any, appear as hyperlinks.

When the user clicks the primary or secondary email address hyperlink in the left pane, configuration options appear under the email address in the right pane.

## Email Information Screen – Configuration Options

Email Information for Nicole Toups

### Registered e-mail addresses

Primary e-mail address:

[nicole\\_toups.lamd.uscourts.gov@example.net](mailto:nicole_toups.lamd.uscourts.gov@example.net)

Secondary e-mail addresses:

[nicole\\_toups.lamd.uscourts.gov@example.com](mailto:nicole_toups.lamd.uscourts.gov@example.com)

[add new e-mail address](#)

[Return to Person Information Screen](#)

[Clear](#)

### Configuration options

Should this e-mail address receive notices?  Yes  No

How should notices be sent to this e-mail address?  Per Filing  Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs?  Yes  No

In what format should notices be sent to this e-mail address?  HTML  Text

Should this e-mail address receive general announcement notices from this court?  Yes  No

Should this e-mail address receive notice for all cases in which this individual is a participant?  Yes  No

[Show all cases for this e-mail address](#)

*(Copy case lists from here)*

### Case-specific options

Add additional cases for noticing

These cases will send notice *as a summary report*. (default method)

3:08-cv-00871-RET-DLD Wayne v. Dent - Representing Bruce Wayne, Harvey Dent

3:09-cv-00929-JVP-CN Smith v. Smith - Representing John Smith

3:09-cv-00396-JVP-SCR Union Pacific Railroad Company v. Louisiana Public Service Commission et al (interest)

[Remove selected cases](#)

[Change selected cases to notice per filing](#)

These cases will send notice *per filing*. (alternate method)

[Remove selected cases](#)

[Change selected cases to notice as a summary report](#)

To remove an email address, the user should click on the address on the left pane. This will cause the email address to display in a text field on the right pane, along with all the configuration options and case lists (if any) associated with the email address. The user should remove the email address from the text field. If the user wants to change the email address to a different one, the user should immediately type the new address in the text field. **If the user clicks anywhere outside the text field while a complete email address is not in the text field, all of the configuration options and case list will disappear from the screen, and the previous email address and setting will be removed.**

Following is an explanation of each of the options that appear above:

Option	Description
How should notices be sent to this e-mail address?	Sets the default delivery method for notices sent to this address. If <b>Per Filing</b> , an e-mail will be sent for each individual NEF. If <b>Summary Report</b> , one daily summary e-mail notice that lists all the filings for that day will be sent after midnight
Should this email address receive a “no activity” notice when no summary noticing occurs?	This question will only display, if Summary Report is selected. If Yes, the Daily Summary Report e-mail will include the message “no transactions found for this time period”. If No, then no e-mail will be generated when there is no activity in the case. Sets the default delivery method for notices sent to this address.

In what format should notices be sent to this e-mail address?	Controls the format of the e-mails – either <b>HTML</b> or <b>Text</b> . HTML is the preferred format.
Should general announcement notices be sent to this e-mail address?	Occasionally, the Court will send CM/ECF users announcements. It is recommended that this setting be set to Yes
Show all cases for this e-mail address?	Displays a list of all of the cases for which the user is configured to receive NEFs.
Add additional cases for noticing	Allows users to add cases in which they are not an active participant, but would like to receive NEFs. <b>There is no free look associated with these Notices.</b>
These cases will send notice <i>per filing. (default method)</i>	An e-mail will be sent for each individual NEF.
These cases will send notice <i>as a summary report. (alternate method)</i>	One daily summary e-mail notice that lists all the filings for that day will be sent.

To receive NEF's in additional cases that interest you, enter the case number(s) in the *Add additional cases for noticing* text field in the bottom right pane and then either click **Enter** or **Find This Case**. After selecting the appropriate case(s), click **Add case(s)**. This will add the case(s) to the list of cases in the default method of service list (the first list of cases).

**Case-specific options**

Add additional cases for noticing

These cases will send notice *per filing. (default method)*

3:09-cv-00639-JJB-CN Hawkins v. Fowler et al (interest)

Remove selected cases

Change selected cases to notice as a summary report

To move cases from the default method list to the alternate method list, the user should click the case number(s) in the primary list and then click the **Change selected cases to notice as a summary report** button (if summary noticing is the default method, then this button will be labeled **Change selected cases to notice per filing**). The cases will be moved to the alternate method list. To delete cases from the default method list or the alternate method list, select the case(s) and then click the **Delete selected cases** button.

In the following screens, only the bottom right portion of the E-mail Information screen is shown.

## E-mail Information Screen – Case-Specific Options

### **Before Moving Cases from Default Method List to Alternate Method List**

The screenshot shows the 'Case-specific options' section. At the top, there is a text input field for 'Add additional cases for noticing'. Below it, a section titled 'These cases will send notice *per filing*. (default method)' contains a list box with three items: '7:08-cv-00001-FJF Foley v. Davis', '6:08-cr-00001-LRL-FJF USA v. Johnson', and '4:08-cr-00002 USA v. Beethoven'. The first item is selected. Below the list box are two buttons: 'Delete selected cases' and 'Change selected cases to notice as a summary report'. A second section titled 'These cases will send notice *as a summary report*. (alternate method)' contains an empty list box and two buttons: 'Delete selected cases' and 'Change selected cases to notice per filing'.

### **After Moving Cases from Default Method List to Alternate Method List**

The screenshot shows the 'Case-specific options' section after moving cases. The 'Add additional cases for noticing' field is empty. The 'These cases will send notice *per filing*. (default method)' section now contains a list box with one item: '4:08-cr-00002 USA v. Beethoven'. Below it are two buttons: 'Delete selected cases' and 'Change selected cases to notice as a summary report'. The 'These cases will send notice *as a summary report*. (alternate method)' section now contains a list box with two items: '7:08-cv-00001-FJF Foley v. Davis' and '6:08-cr-00001-LRL-FJF USA v. Johnson'. Below it are two buttons: 'Delete selected cases' and 'Change selected cases to notice per filing'.

For secondary email addresses, an additional option, **Should this e-mail address receive notice for all cases in which this individual is a participant?**, appears in the Configuration Options section of the screen. The user can answer **Yes** or **No**.

## E-Mail Miscellaneous

**Daily Summary Report** - The Daily Summary Report now sends notice indicating "**no transactions found for this time period**" to all summary recipients who did not receive a summary NEF from the regular summary report processing. This applies to anyone with summary delivery method preference who has opted into the function via a new control accessible via the E-mail Information screen.

**List of Cases** - The Maintain Your Email Account and Maintain User Accounts ⇒ *Email Information* screens now provide for each email address a complete list of all cases for which that email address is configured to receive NEFs.

## **PDF IMAGES**

### PDF Headers

The CM/ECF software will now correctly place the PDF header on all scanned PDF documents in the correct position. Previously the PDF header on scanned documents would occasionally appear in positions other than the top of the page. The software now correctly estimates the page size of the PDF documents so that the header is placed correctly.

### File Size Limitation

When a PDF that is larger than the set document file size limit is loaded during docketing, the error message now includes the file size of the current PDF.

## PACER QUERY

The Query screen was modified to provide the following options to allow for more refined searching:

- The user now has the ability to search on name in combination with case status, filed date, last entry date, Nature of Suit or Cause of Action.
- A *Cause of Action* select list was added.

### Query Screen

The screenshot shows the 'Search Clues' section of the PACER Query screen. It features a yellow background and several input fields and dropdown menus. The 'Case Number' field contains '3:09-cv-639'. Below it, the text 'or search by' is centered. The 'Case Status' section has three radio buttons: 'Open', 'Closed', and 'All'. The 'Filed Date' and 'Last Entry Date' sections each have two text boxes separated by 'to'. The 'Nature of Suit' dropdown menu is open, showing three options: '110 (Insurance)', '120 (Contract: Marine)', and '130 (Miller Act)'. The 'Cause of Action' dropdown menu is also open, showing three options: '0 (no cause specified)', '00:0000 (Cause code unknown)', and '02:0431 (02:431 Fed. Election Commission: Failure Enforce Compliance)'. The 'Last/Business Name' field has a text box and a note '(Examples: Desoto, Des\*t)'. The 'First Name' and 'Middle Name' fields each have a text box. The 'Type' field has a dropdown menu. At the bottom, there are two buttons: 'Run Query' and 'Clear'.

Queries now can be run by entering a case number or any combination of the following:

- Case Status
- Cause of Action
- Type
- Filed Date
- Last/Business Name
- Prisoner ID
- Last Entry Date
- First Name
- Nature of Suit
- Middle Name

### PACER (Public Access to Court Electronic Record) Contact Information:

For PACER information call 1-800-676-6856 or visit their website at <http://pacer.psc.uscourts.gov/index.html> .