

CM/ECF Version 4.2

A Guide to New Features Available to
Attorneys and Law Firm Staff



August 15, 2011
CM/ECF Version 4.2

TABLE OF CONTENTS

Creating an Appendix with Document Links.....	1
Creating an Appendix with the <i>Include documents in Appendix Option</i>	2
Creating an Appendix with the <i>Include document hyperlinks in Appendix Option</i>	2
Document Pagination.....	3
Document Pagination Formatting.....	3
Searching for a Document or Page ID.....	4
Displaying the Existence of Sealed Cases on Public Queries and Case Reports.....	5
Civil Cases Report.....	5
Criminal Cases Report.....	5
PACER Enhancements.....	5
Electronic Public Access Fee Schedule Revisions.....	5
New PACER Cookie Authentication.....	6

Version 4.2 Enhancements & Changes

CREATING AN APPENDIX WITH DOCUMENT LINKS

With the previous *Create Appendix* functionality, attorneys could select a sub-set of the docket entries for a district case and the software created a PDF version of the docket sheet with the selected PDF documents appended. This process can create PDF files with very large file sizes.

A new set of radio button options labeled *Include documents in Appendix* and *Include document hyperlinks in Appendix* has been added to the bottom of the Docket Report when it is run with the *Create Appendix* option selected. These new options allow users to indicate if the PDF documents they selected for inclusion in the appendix docket sheet should be appended to the docket sheet or if hyperlinks to those documents should be included instead.

The attorney must first be logged into the document filing system with the CM/ECF login information, and then PACER to access these new options.

U.S. District Court
Administrative Office of the US Courts (AOC) (Alexandria)
CIVIL DOCKET FOR CASE # [1:09-cv-07780-ZSZ-FBI](#)

Pythagoras v. Parcel
Assigned to: Zachary G Zala, IV
Referred to: Filip B Fifilin
Cause: No Cause Code Entered

Date Filed: 03/16/2009
Jury Demand: None
Nature of Suit: 130 Miller Act
Jurisdiction: Federal Question

Plaintiff
Sara Pythagoras

represented by Leonards Pihonietis
11235813 Squeens Street
Suite 3144
Washington, DC 20000
Email: leonard_pihonietis@america.com
ATTORNEY TO BE NOTICED

Defendant
Blake Parcel

represented by Galileo Galilei
Galilei & Galilei, Inc.
9676 Stone Street
Galaxy, VA 22221
Email: galileo@america.com
ATTORNEY TO BE NOTICED

Date Filed	<input type="checkbox"/>	<input type="checkbox"/>	Sheet Order	Docket Text
03/16/2009	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	COMPLAINT against Blake Parcel, filed by Sara Pythagoras. (Attachments: # 1 Affidavit, # 2 Appendix) (Green, Brandon) (Entered: 03/16/2009)
03/16/2009	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEMORANDUM to Dismiss by Blake Parcel Responses due by 4/10/2009 (Green, Brandon) Modified on 3/25/2009 (Green, Brandon). (Entered: 03/25/2009)

Footer format:
(Numbers, letters, spaces, and hyphens only)

Include full docket sheet
 Include abridged docket sheet

Include documents in Appendix
 Include document hyperlinks in Appendix

or

or

New Radio Buttons on Docket Report in Create Appendix Mode

Creating an Appendix with the Option *Include Documents in Appendix*

If the *Include documents in Appendix* option is selected when the appendix is generated, the application produces a PDF version of the docket sheet with the selected documents appended.

Creating an Appendix with the Option *Include Document Hyperlinks in Appendix*

If the *Include document hyperlinks in Appendix* option is selected when the appendix is generated, the application produces a PDF version of the docket sheet that does not include the documents from the case record. Instead, this PDF includes document hyperlinks which direct the user clicking on them back to the district court's CM/ECF application to view the document(s).

For PACER billing purposes, this report bills in a similar fashion to the previous appendix function already available to attorney users.

When a user (in Create Appendix mode) logged in via the inside server wants to click on any document number hyperlink from within the generated PDF version of the appendix, the user must ensure that his/her default browser is the same as the one that he/she is logged in to CM/ECF with; otherwise the user will need to log in again after clicking on any of the document number hyperlinks in the PDF version of the appendix.

U.S. District Court Administrative Office of the US Courts (td8d) (Alexandria) CIVIL DOCKET FOR CASE #: <u>1:09-cv-07780-ZGZ-FBE</u>		
Pythagoras v. Pascal Assigned to: Zachary G Zeta, IV Referred to: Filip B Fifteen Cause: No Cause Code Entered		Date Filed: 03/16/2009 Jury Demand: None Nature of Suit: 130 Miller Act Jurisdiction: Federal Question
Plaintiff Sam Pythagoras	represented by	Leonardo Fibonacci 11235813 Sequence Street Suite 2144 Washington, DC 20002 Email: brandi_gibson_00.uscourts.gov@example.com ATTORNEY TO BE NOTICED
V.		
Defendant Blaise Pascal	represented by	Galileo Galilei Galilei & Galilei, Inc. 9876 Star Street Galaxy, VA 22221 Email: galileo_example.com@example.com ATTORNEY TO BE NOTICED
Date Filed	#	Docket Text
03/16/2009	<u>1</u>	COMPLAINT against Blaise Pascal, filed by Sam Pythagoras. (Attachments: # 1 Affidavit, #2 Appendix) (Gibson, Brandi) (Entered: 03/26/2009)
03/16/2009	<u>2</u>	MOTION to Dismiss by Blaise Pascal Responses due by 4/10/2009 (Gibson, Brandi) Modified on 3/26/2009 (Gibson, Brandi). (Entered: 03/26/2009)

DOCUMENT PAGINATION

A new sequential pagination feature has been developed in CM/ECF to provide a unique page number for every page of each document in a case. This page number is sequenced in the order in which the document is filed in a case. If a user prints a set of documents, each page of the selected documents will display the same unique page number each time it is printed or viewed.

Through this new sequential pagination feature, permanent sequential page numbers are available to public and court users, so anyone accessing a document from the district court docket is assured of always referencing the same page.

Document Pagination Formatting

The new sequential pagination is in addition to:

- existing individual document pagination supplied by the document author,
- the pagination created by the PDF Header functionality in CM/ECF, and
- the pagination within the PDF document generated when a record on appeal or appendix is produced.

The PDF header is configured to include this new document pagination tag.

Each page of multiple documents attached to a single docket entry will have a unique sequential page number in the order in which a document is attached. For example: if three documents are filed in a single docket entry, and these are the first documents in the case, the sequential pagination will be:

Document	Number of Pages	Sequential Page Number
1	3	1, 2, 3
2	5	4, 5, 6, 7, 8
3	2	9, 10

If the second document is deleted and a new document with three pages is added to the docket entry, a gap will be created in the numbering and the sequential pagination will be:

Document	Number of Pages	Sequential Page Number
1	3	1 2, 3
3	2	9, 10
4	3	11, 12, 13

If the third document is replaced by a new document with four pages, then the sequential pagination will be:

Document	Number of Pages	Sequential Page Number
1	3	1, 2, 3
3	4	14, 15, 16, 17
4	3	11, 12, 13

Searching for a Document or Page ID

The selection criteria screen for the Docket Report now contains two new fields so the user can go directly to a document or a specific page ID in a case. The user must first enter a case number, and then a document number or page ID number can be entered in the corresponding field. Upon running the report, the specified document will be opened if a document number was entered, and if a page ID was entered, the document containing that page ID will be opened, with the focus on the indicated page. This same functionality has been added to the Search for a Document query on the Query menu.

The screenshot shows the 'Docket Sheet' selection criteria screen. It includes the following fields and options:

- Case number:
- Filed: Filed to
- Entered: Entered to
- Documents: to
- Go to Document: or PageID:
- Include:
 - Parties and counsel
 - Terminated parties
 - List of member cases
 - Restricted entries
 - Sealed entries
 - Links to Notices of Electronic Filing
- Document options:
 - Include headers when displaying PDF documents
 - View multiple documents
 - Create Record on Appeal
 - Create Appendix
- Abridged docket report:
 - Create abridged docket report
- Format:
 - HTML (unpaginate-d)
 - PDF (paginate-d)
- Sort by:
- Run Report: Make these options my default. Schedule this to run:

Docket Report Selection Criteria Screen

DISPLAYING THE EXISTENCE OF SEALED CASES ON PUBLIC QUERIES AND CASE REPORTS

Judicial Conference of the United States policy has been established regarding public access to information in sealed cases. The following is an excerpt from the policy:

With regard to sealed cases:

a. Approved the inclusion, on a CM/ECF-generated report of cases, of the case number and a generic name (e.g. "Sealed versus Sealed") for each sealed case; and

b. Agreed that individual courts would determine the additional information about sealed cases to be made available to the public.

The CM/ECF software was modified to meet these requirements.

Civil Cases Report

When a public user runs the Civil Cases Report for a specified time period, the following information regarding sealed civil cases is listed on the report:

a) The *Case Number/Title* column displays the case number hyperlink and a generic sealed case title instead of the real case title,
for example: **1:05-cv-55555 SEALED v. SEALED.**

Criminal Cases Report

When a public user runs the Criminal Cases Report for a specified time period, the following information regarding sealed criminal cases is listed on the report:

a) The *Case Number/Title* column displays the case number hyperlink and a generic sealed case title instead of the real case title,
for example: **1:03-cr-12345 SEALED v. SEALED (Defendant *SEALED*).**

PACER ENHANCEMENTS

Electronic Public Access Fee Schedule Revisions

Two modifications were made to PACER billing, as mandated by the Judicial Conference:

- Payment is now waived each quarter, if the total charge is under \$10.
- Once available, the fee for accessing a digital audio file is \$2.40.

The PACER login page was modified to include information about the fee for accessing audio files.

Following is the new statement about the access fees:

An access fee of \$0.08 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service.

New PACER Cookie Authentication

Beginning with Release 4.2, the method of issuing cookies has been enhanced to provide greater security.

When a PACER user logs in and accesses a court's ECF site, a PacerSession cookie will be issued. Revalidation of the cookie will occur after one hour; the automatic expiration of the cookie will occur after 12 hours.

As has always been the case, cookies are not shared between browsers. If a user accesses one site with one browser (for example, Firefox), and then accesses a different court site with another browser (for example, Internet Explorer), the user will have to log in again in the second browser.

If you have any questions regarding these new features, or need any filing assistance, please contact the CM/ECF Help Desk Line for the Western District of Arkansas at 866-540-5066, or any Divisional Office.

If you have viewing or fee questions, please contact the PACER Service Center at 800-676-6856.