



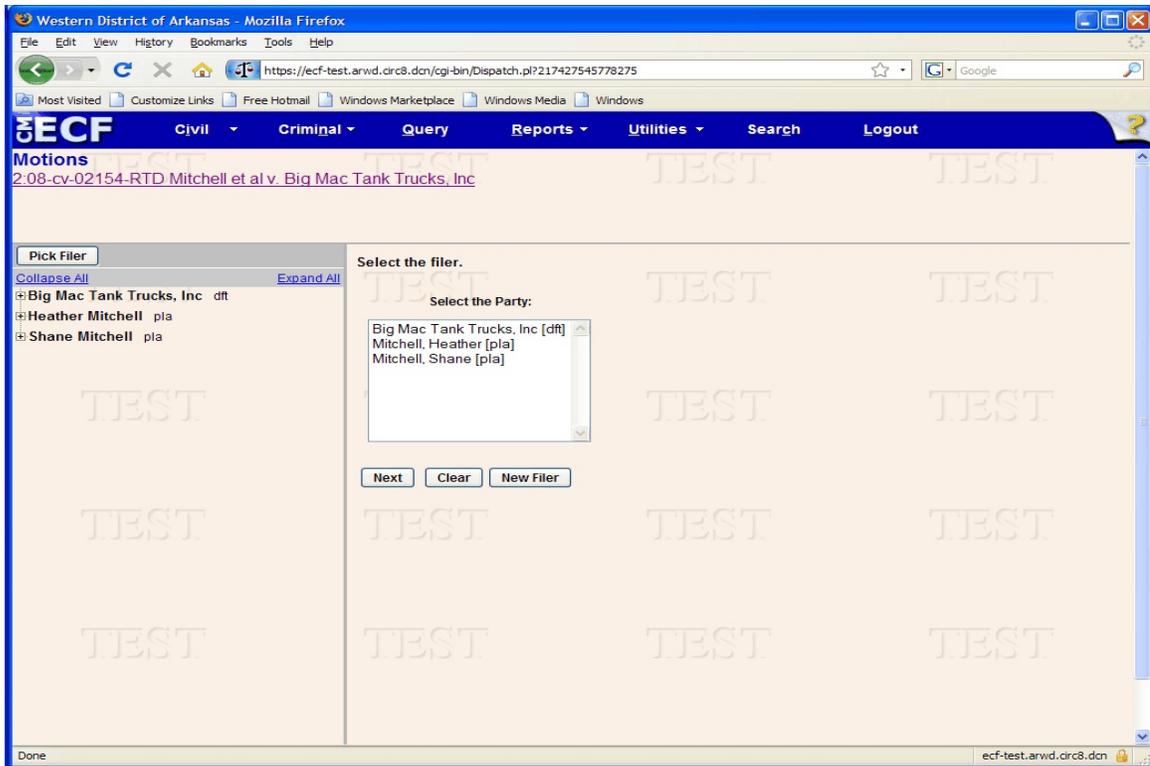
CM/ECF VERSION 4.0

USERS GUIDE for ATTORNEYS

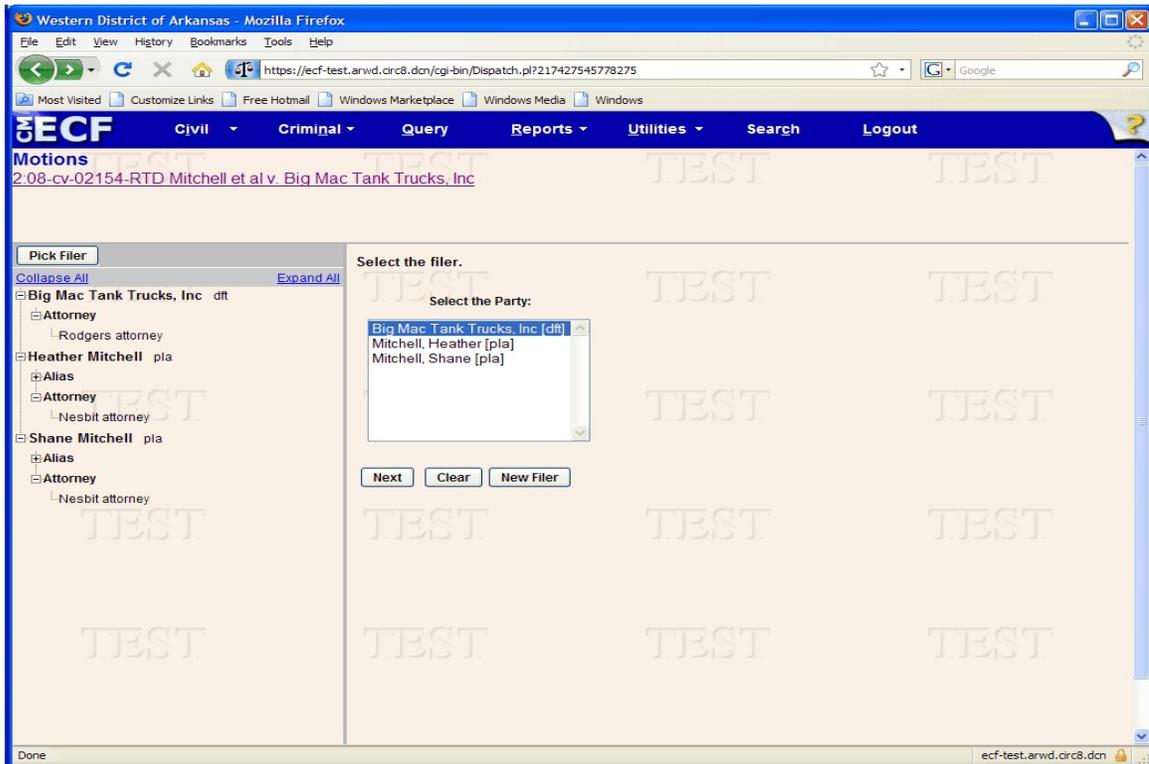
Information regarding five (5) notable changes in version 4.0 of CM/ECF are outlined below: **Select a Filer** screen now includes a case participant tree, reformatted **Document and Attachment** screen, **Radio Buttons** for answer selections, **Email Notification** options and **Query** enhancements.

Select a Filer screen

While the selection process remains the same, the system will now display a case participant tree in the left panel of the screen.



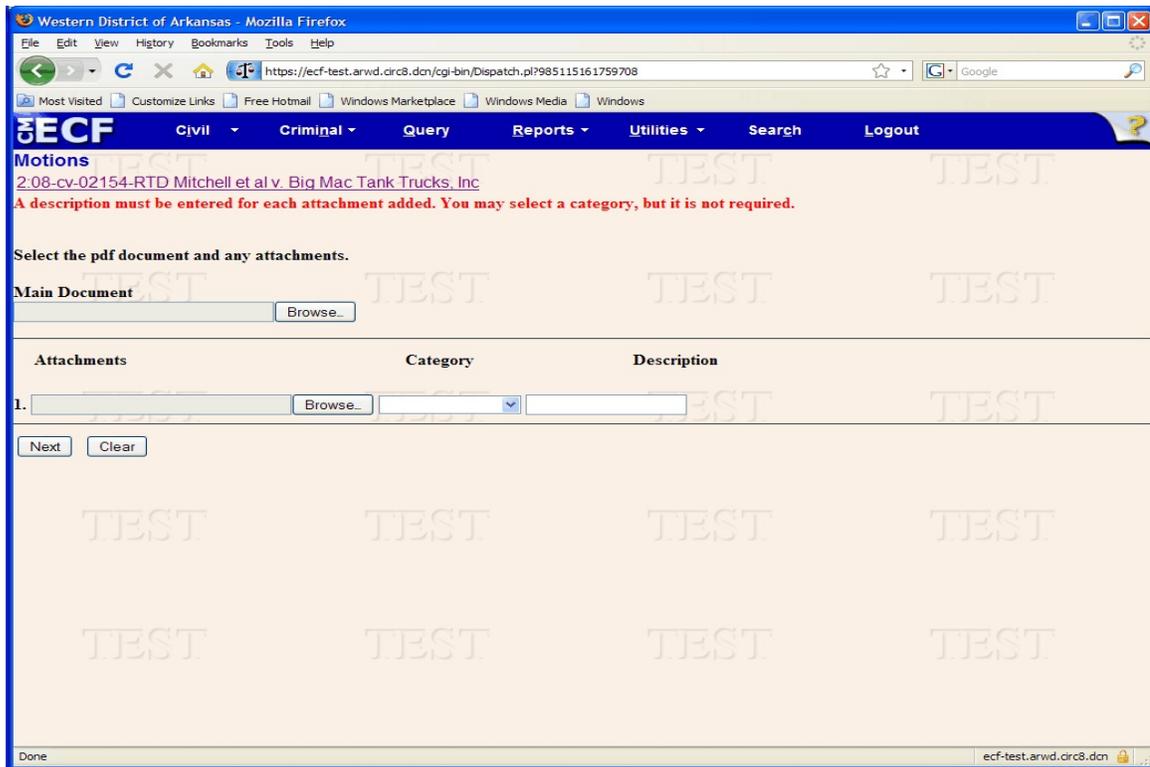
The party selection will be controlled by the right panel, but additional information regarding case participants can be easily viewed by clicking the + sign next to a party name . Alias and/or attorney information will then be displayed.



NOTE: If the right pane of the screen does not contain the party pick list, to bring the party pick list back to the right pane, the user should click the **Pick Filer** button at the top left of the screen.

Uploading Documents and Attachments

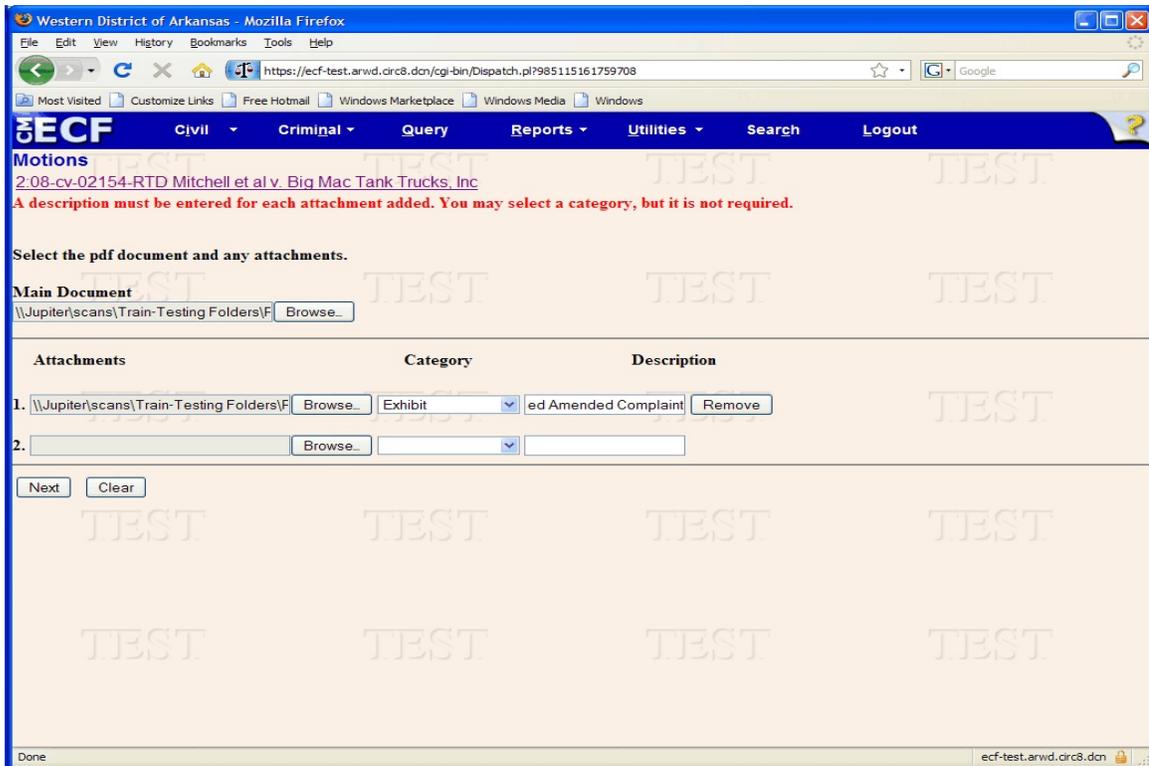
The process of adding a main document and attachments during docketing has been streamlined to only require one screen, as shown below in its initial/default state. The document upload screen changes dynamically based on the number of attachments added, and other actions taken by the user.



The screenshot shows a web browser window titled "Western District of Arkansas - Mozilla Firefox". The address bar contains the URL "https://ecf-test.arwd.circ8.dcn/cgi-bin/Dispatch.pl?985115161759708". The page header includes the ECF logo and navigation tabs for "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Motions" and displays the case name "2:08-cv-02154-RTD Mitchell et al v. Big Mac Tank Trucks, Inc". A red instruction states: "A description must be entered for each attachment added. You may select a category, but it is not required." Below this, the user is prompted to "Select the pdf document and any attachments." The "Main Document" section has a text input field and a "Browse..." button. The "Attachments" section is a table with three columns: "Attachments", "Category", and "Description". The first row is numbered "1." and contains a "Browse..." button, a dropdown menu, and a text input field. At the bottom of the attachments section are "Next" and "Clear" buttons.

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

When the user clicks the **Browse** button in the *Attachments* section to add the first attachment, then selects a PDF document, selects a category or enters a description, or both, a new row will appear so the user can then add a second attachment, and so on.



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.

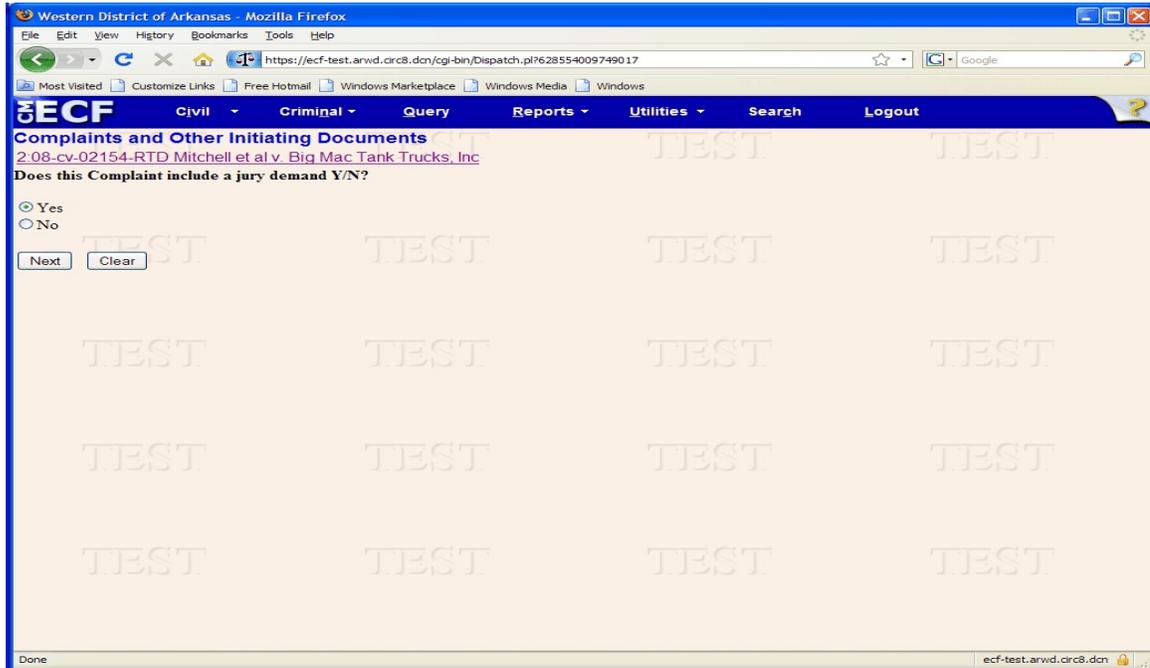
If an attachment should be removed, the user should click **Remove**. If, for example, Attachment 1 is removed and there is a second attachment, Attachment 2 would become Attachment 1, etc.

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.

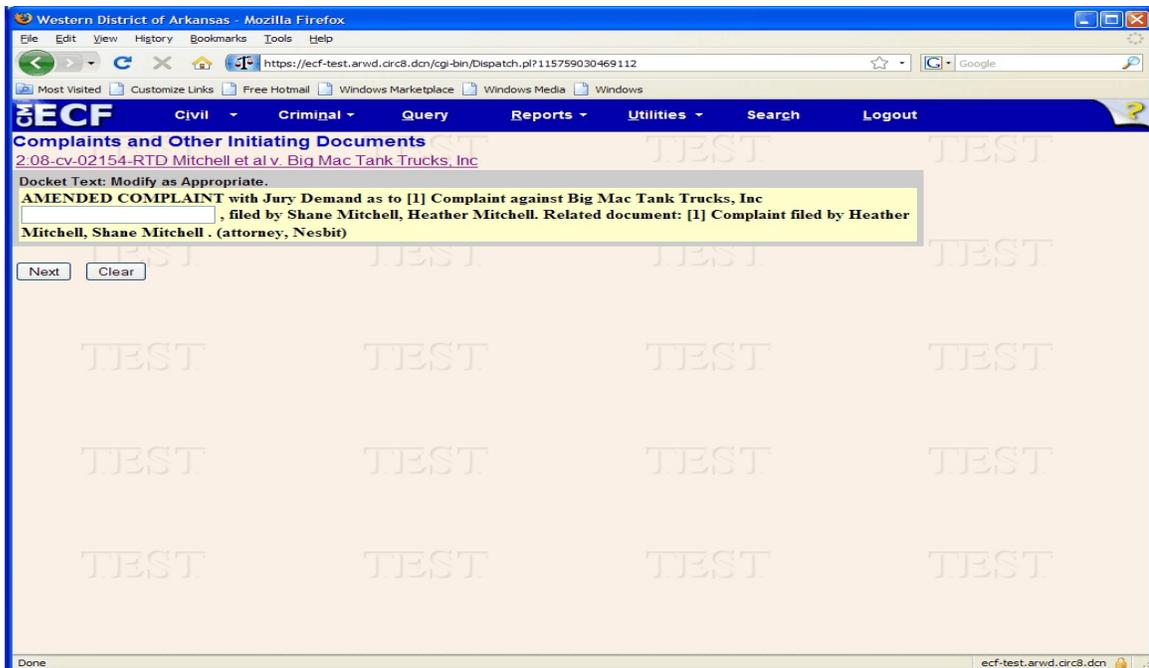
If the user clicks the **Clear** button after adding documents and attachments, the screen will be returned to the default state.

Radio Buttons

A new selection feature for answering some questions in CM/ECF is the use of radio buttons in a variety of both civil and criminal events. The user must make a selection before continuing by simply clicking the button beside the appropriate response.

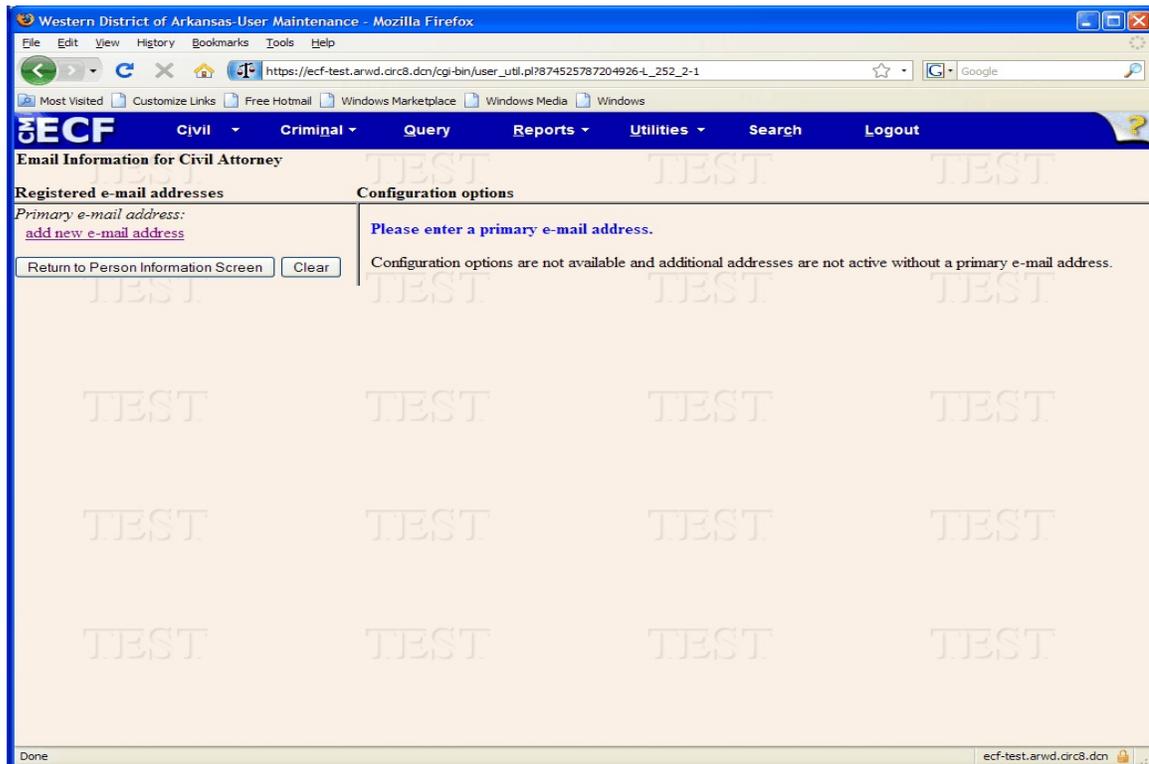


The answer is then included in the final docket text.

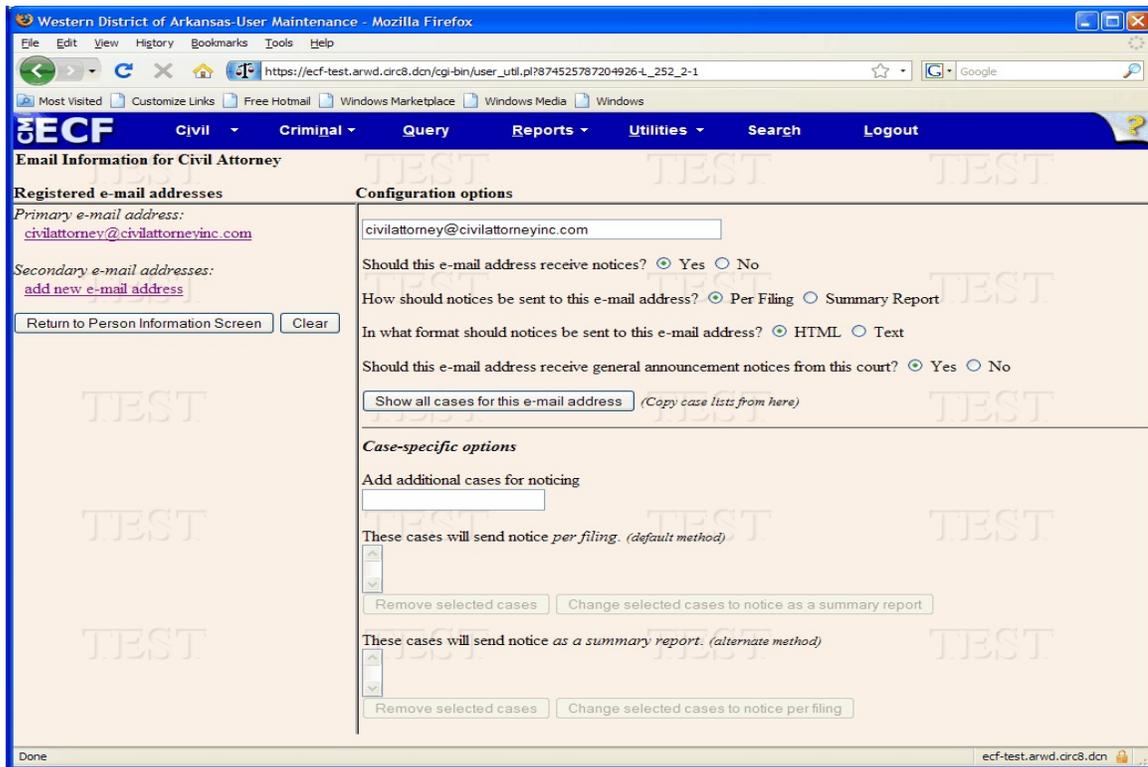


Email Information Screen

The Western District of Arkansas allows attorneys to modify their email addresses and settings. The Email Information screen in Maintain Your Email has been modified to provide more streamlined functionality. Additional options are now presented to the user. Cutting and pasting multiple case numbers from one delivery method to another is now allowed. The initial/default state of the Email Information screen is shown below.



Once the user enters a complete email address, configuration options appear under the email address on the right side of the screen. To access the configuration options for existing email addresses (listed on the left side of the screen), the user should click on the email address on the left.



To add additional cases for which you want to receive NEFs, enter the case number(s) in the Add additional cases for noticing text field 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).

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.

For secondary email addresses, the additional question: **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.

Answers to the delivery information are preset to default responses but can be changed by the user as needed.

To **remove** an email address, the user should click on the address on the left side of the screen. This will cause the email address to display in a text field on the right side of the screen, 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 lists will disappear from the screen, and the previous email address and settings will be removed.

Query feature

PACER users will now have an additional **Query** feature for civil case selection. Along with the Nature of Suit option, users can now include the **Cause of Action** in the search criteria. This may facilitate searches for specific case types that have been filed in the Western District of Arkansas.

Western District of Arkansas-Query - Microsoft Internet Explorer provided by U.S. District Court

https://ecf-test.arwd.uscourts.gov/cgi-bin/iquery.pl

ECF Civil Criminal Query Reports Utilities Search

Logout

Query

Search Clues

Case Number

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit
0 (zero)
110 (Insurance)
120 (Contract: Marine)

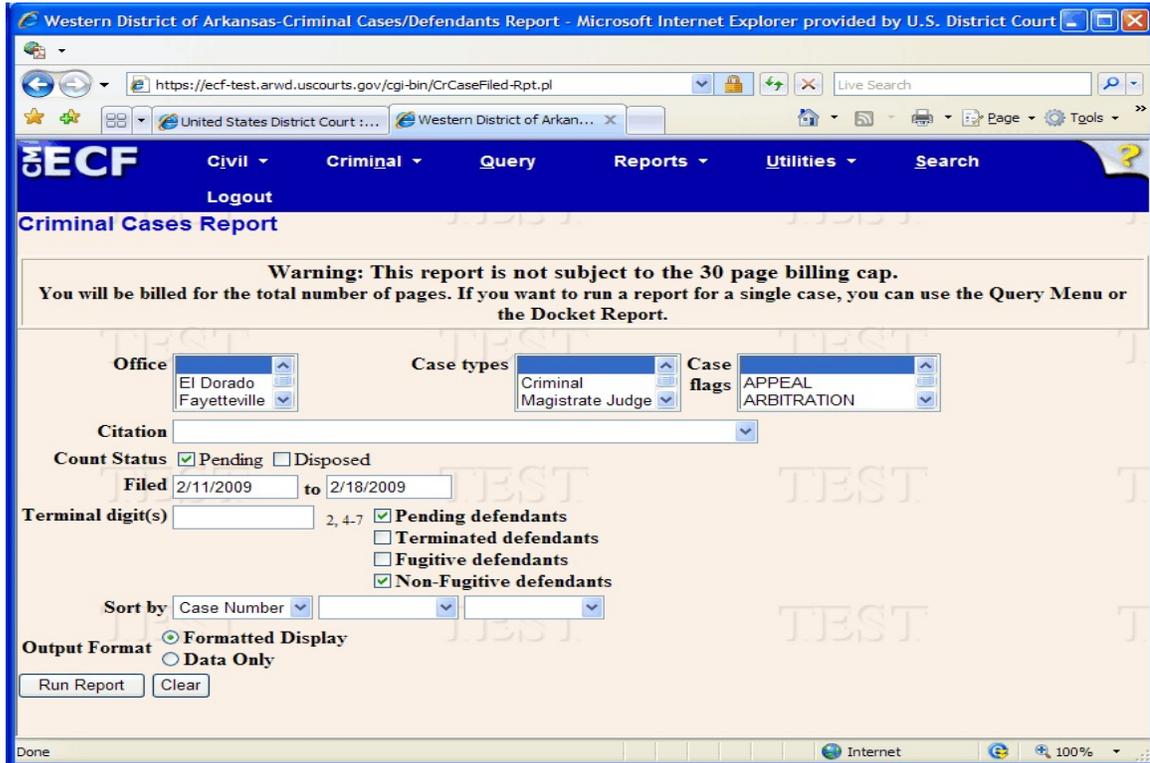
Cause of Action
0 (No cause code entered)
00:0000 (00:0000 Cause Code Unknown)
02:0431 (02:431 Fed. Election Commission: Failure Enforce Compliance)

Last/Business Name (Examples: Desoto, Des*t)

First Name Middle Name

Type

Searches for criminal cases regarding specific offense codes continue to be available through the **Reports** Menu–Criminal Reports–Criminal Cases and selecting the appropriate search criteria.



We hope that this brief overview of the significant new features of CM/ECF has been helpful.

Please be assured that the primary responsibility of the District Court is to provide a high level of service to all of our attorney users and your staff.

If there is any additional assistance that you might need, please do not hesitate to contact your local clerk's office or the CM/ECF Help Desk at 866-540-5066.