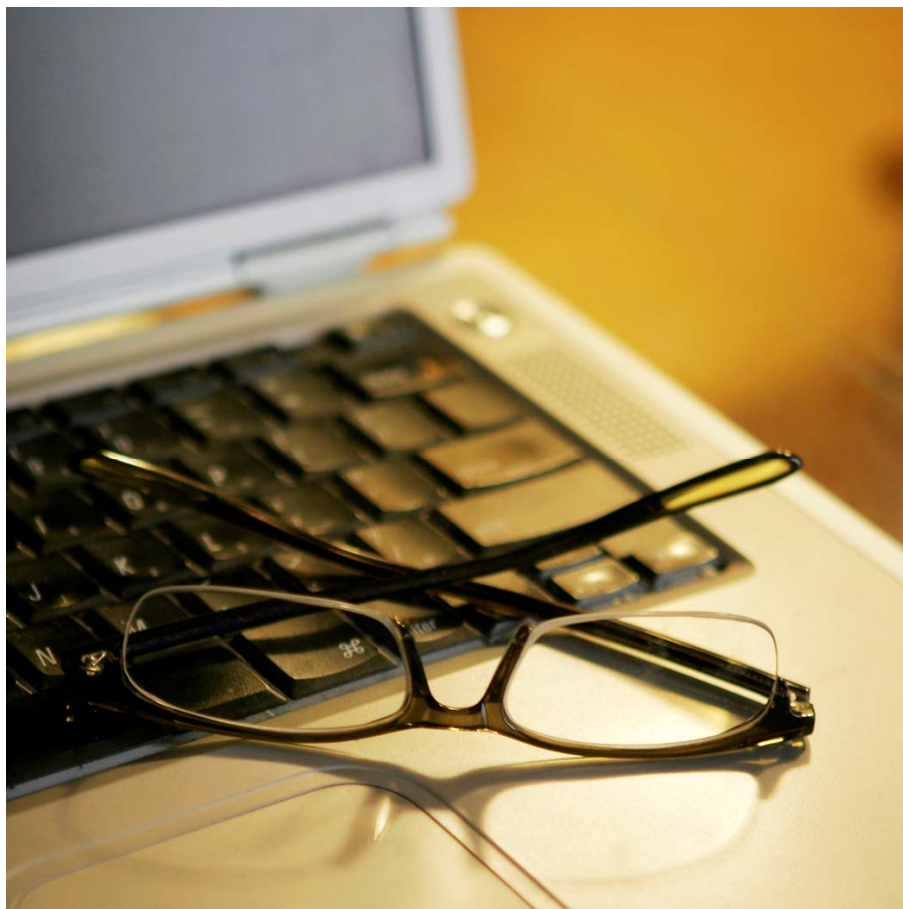


# **CM/ECF Version 4.1.1**

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



United States District Court, Middle District of Georgia  
November, 2010  
CM/ECF Version 4.1.1

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# Version 4.1.1 Enhancements & Changes

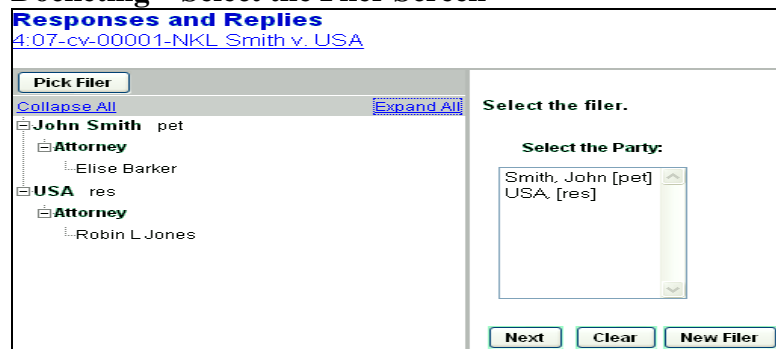
## DOCKETING CHANGES

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

### Selecting the Filer

The case participant tree is displayed in the left pane during docketing so users can readily see all case participants during the process of selecting the filers. The tree is displayed for reference purposes during docketing. All party selections will be made in the right pane. If a new participant is added during the docketing process, then icon controls will be visible in the tree for the new participant only. Please see below a description for each of the icons which may appear in the participant tree.

### Docketing – Select the Filer Screen



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 first three letters of the party's last name, or if a business, the first three letters of 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, 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 a web-based form titled "Party Information". On the left, there is a "Pick Filer" pane with a tree view showing "John Smith" (pet) and "USA" (res). The main form contains the following fields: Last name (O'Grady), First name, Middle name, Generation, Title, Role (Interested party (inlp.ptv)), Prisoner Id, Office, Unit, Address 1, Address 2, Address 3, State, Zip, Prison, Phone, E-mail, Party text, Start date, End date, and Notice. A "Corporation" dropdown menu is set to "no", and an "Add Party" button is highlighted with a red box.

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.

## Icons

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

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.

## 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

<b>Motions</b> <a href="#">4:08-cv-00007 Baker v. Casey</a> Select the pdf document and any attachments.		
<b>Main Document</b> <input type="text"/> <input type="button" value="Browse..."/>		
<b>Attachments</b>	<b>Category</b>	<b>Description</b>
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

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

<b>Motions</b> <a href="#">4:08-cv-00007 Baker v. Casey</a> Select the pdf document and any attachments.		
<b>Main Document</b> I:\ECF Docs\Robin\Motion.pdf <input type="button" value="Browse..."/>		
<b>Attachments</b>	<b>Category</b>	<b>Description</b>
1. I:\ECF Docs\Robin\Exhibit 1.pdf <input type="button" value="Browse..."/>	Exhibit	1 <input type="button" value="Remove"/>
2. I:\ECF Docs\Robin\Exhibit 2.pdf <input type="button" value="Browse..."/>	Exhibit	2 <input type="button" value="Remove"/>
3. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

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

Document Selection Menu			
Select the document you wish to view.			
Document Number:	<a href="#">5</a>	1 page	6 kb
Attachment	Description		
<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	4:08-cr-1-2,3 <input type="button" value="Hide Case List"/>
Select a case:	
<input type="checkbox"/>	4:08-cr-00001-DW USA v. Contreras et al
<input type="checkbox"/>	4:08-cr-00001-DW-1 Eric Contreras
<input checked="" type="checkbox"/>	4:08-cr-00001-DW-2 Nick Salazar
<input checked="" type="checkbox"/>	4:08-cr-00001-DW-3 Geraldine Garcia
<input type="checkbox"/>	4:08-cr-00001-DW-4 Jimmie D. Lambert (closed 11/17/2008)
<input checked="" type="checkbox"/>	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

## **NOTICE OF APPEAL – CREATE APPENDIX**

### **Entries Without Documents**

A checkbox will be displayed for all docket entries, whether they have documents attached or not. If the user checks the box for a docket entry that does not have a document, the HTML version of the NEF will be included in the Appendix PDF, just as if a document would have been included if one existed.

### **Hyperlink to District Court Case**

The case number at the top of the Appendix is now a hyperlink to the docket sheet selection screen in the District Court's database.

## **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="mailto:john_jones@emailaddress.com">john_jones@emailaddress.com</a>	Select an e-mail address to configure.
Secondary e-mail addresses: <a href="#">add new e-mail address</a>	
<a href="#">Return to Person Information Screen</a> <a href="#">Clear</a>	

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 John Jones	
Registered e-mail addresses	Configuration options
Primary e-mail address: <a href="mailto:john_jones@emailaddress.com">john_jones@emailaddress.com</a>	<input type="text" value="john_jones@emailaddress.com"/>
Secondary e-mail addresses: <a href="#">add new e-mail address</a>	Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No
<a href="#">Return to Person Information Screen</a> <a href="#">Clear</a>	How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report
	In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text
	§
	<a href="#">Show all cases for this e-mail address</a> <small>(Copy case lists from here)</small>
	<b>Case-specific options</b>
	Add additional cases for noticing <input type="text"/>
	These cases will send notice <i>per filing</i> . (default method) 4:09-cv-00001-DGK Jones v. Smith (Closed on 01/13/2009) - Representing Anne Smith
	<a href="#">Remove selected cases</a> <a href="#">Change selected cases to notice as a summary report</a>
	These cases will send notice <i>as a summary report</i> . (alternate method)
	<input type="text"/> <input type="text"/>
	<a href="#">Remove selected cases</a> <a href="#">Change selected cases to notice per filing</a>

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

Option	Description
Should this e-mail address receive notices?	For the primary e-mail address, the default is <b>Yes</b> . To disable the primary address, select <b>No</b> . If set to <b>No</b> , the primary e-mail address will not receive Notices of Electronic Filings (NEFs). We recommend that this setting always be set to <b>Yes</b> .
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; if this option is selected, an additional option is added to the screen: <i>Should this e-mail address receive a “no activity” notice when no summary noticing occurs?</i> If <b>Yes</b> , the Daily Summary Report e-mail will include the message “no transactions found for this time period” if no activity occurs in the cases for which the user is configured to receive summary notices. If <b>No</b> , then no e-mail will be generated when there is no activity in the cases.
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.
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).

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

*Case-specific options*

Add additional cases for noticing

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

7:08-cv-00001-FJF Foley v. Davis  
6:08-cr-00001-LRL-FJF USA v. Johnson  
4:08-cr-00002 USA v. Beethoven

Delete selected cases    Change selected cases to notice as a summary report

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

Delete selected cases    Change selected cases to notice per filing

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

*Case-specific options*

Add additional cases for noticing

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

4:08-cr-00002 USA v. Beethoven

Delete selected cases    Change selected cases to notice as a summary report

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

7:08-cv-00001-FJF Foley v. Davis  
6:08-cr-00001-LRL-FJF USA v. Johnson

Delete selected cases    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**.

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 lists will disappear from the screen, and the previous email address and settings will be removed.**

## 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.

## PACER BILLING

When the Review Billing History option is selected in CM/ECF a new browser window will open outside of CM/ECF. From this screen the user can search for transactions in recent months for a specific court or all courts. A message inside the Date Range box provides a specific range of dates for which transactions are available. The court from which the PACER user came will be selected by default.

### PSC Billing History Report Selection Screen

**PACER** Billing History Report  
User: oc0520 - Oca/Td

**Courts**  
 All Courts  
 Other Court  
[ Arizona Test Bankruptcy ]

**Sort Order**  
 Date  
 Client Code  
 Court / Date  
 Court / Client Code

**Display**  
 Details  
 Summary

**Date Range**  
 Today  
 this Week  
 this Month  
 this Quarter  
 other date range:  
Transactions available: 03/01/2007 to current

**View**  
 Formatted Report  
 Download Report

**Run Report** **Clear** **Close**

Data will be retrieved from the central billing transaction database and formatted according to the options selected by the user, as in this example:

### PSC Billing History Report – Sample Output

**PACER** **New Report**

**Billing History Report**  
Detailed Transaction Report by Date  
Arizona Test Bankruptcy  
for the day 11/11/2007

Thu Nov 1 08:56:18 2007  
User: oc0520 - Oca/Td

Date	Time	Pages	Court	Client Code	Description	Search
11/01/2007	09:54:14	1	AZTC	abc,456	Search	LName: Goodman
	09:54:24	11	AZTC	abc,456	Search	LName: Goodman
<b>Subtotal</b>		<b>12</b>	<b>pages</b>			
		<b>\$ 0.96</b>				
<b>Grand Total</b>		<b>12</b>	<b>pages</b>			
		<b>\$ 0.96</b>				

Transactions for months prior to those available via the CM/ECF Billing History Report can be obtained via the Review Transaction History option within the Account Information section of the Pacer Service Center site.

## 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.

## 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 a web-based search interface titled "Query Screen". At the top, there is a "Search Clues" section with a text input field for "Case Number" containing "4:08-cv-1". Below this, there is a section "or search by" with several options: "Case Status" with radio buttons for "Open", "Closed", and "All"; "Filed Date" and "Last Entry Date" with date range pickers; "Nature of Suit" with a dropdown menu showing "0 (zero)", "110 (Insurance)", and "120 (Contract: Marine)"; "Cause of Action" with a dropdown menu showing "0 (No cause code entered)", "00:0000 (00:0000 Cause Code Unknown)", and "02:0431 (02:431 Fed. Election Commission: Failure Enforce C)"; "Last/Business Name" with a text input field and a note "(Examples: Desoto, Des\*t)"; "First Name" and "Middle Name" with text input fields; and "Type" with a dropdown menu and "Prisoner ID" with a text input field.

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

# 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.

When the Docket Report is run with the *Create Appendix* option selected, two new radio buttons are included at the bottom of the report: *Include documents in Appendix* and *Include document hyperlinks in Appendix*.

## New Radio Buttons on Docket Report in Create Appendix Mode

**U.S. District Court**  
**Administrative Office of the US Courts (td8d) (Alexandria)**  
**CIVIL DOCKET FOR CASE #: [1:09-cv-07780-ZGZ-FBF](#)**

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\\_ao.uscourts.gov@example.com](mailto:brandi_gibson_ao.uscourts.gov@example.com)  
**ATTORNEY TO BE NOTICED**

V.

**Defendant**  
**Blaise Pascal**

represented by **Galileo Galilei**  
Galilei & Galilei, Inc.  
9876 Stars Street  
Galaxy, VA 22221  
Email: [galileo\\_example.com@example.com](mailto:galileo_example.com@example.com)  
**ATTORNEY TO BE NOTICED**

Date Filed	#	clear	Sort Order	Docket Text
03/16/2009	1	<input type="checkbox"/>	<input type="text"/>	COMPLAINT against Blaise Pascal, filed by Sam Pythagoras. (Attachments: # <a href="#">1</a> Affidavit, # <a href="#">2</a> Appendix) (Gibson, Brandi) (Entered: 03/26/2009)
03/16/2009	2	<input type="checkbox"/>	<input type="text"/>	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)

Footer format:   Include full docket sheet  Include documents in Appendix  
 Include abridged docket sheet  Include document hyperlinks in Appendix  
(Numbers, letters, spaces, and <pagenum> only)

or

or

## **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) (see figure 2.1.2.A).

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.

### *Appendix PDF with Document Hyperlinks*

U.S. District Court Administrative Office of the US Courts (td8d) (Alexandria) CIVIL DOCKET FOR CASE #: <u>1:09-cv-07780-ZGZ-FBF</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
<b><u>Plaintiff</u></b> Sam Pythagoras	represented by	Leonardo Fibonacci 11235813 Sequence Street Suite 2144 Washington, DC 20002 Email: <a href="mailto:brandi_gibson_ao.uscourts.gov@example.com">brandi_gibson_ao.uscourts.gov@example.com</a> <b>ATTORNEY TO BE NOTICED</b>
V.		
<b><u>Defendant</u></b> Blaise Pascal	represented by	Galileo Galilei Galilei &Galilei, Inc. 9876 Stars Street Galaxy, VA 22221 Email: <a href="mailto:galileo_example.com@example.com">galileo_example.com@example.com</a> <b>ATTORNEY TO BE NOTICED</b>
Date Filed	#	Docket Text
03/16/2009	<u>1</u>	COMPLAINT against Blaise Pascal, filed by Sam Pythagoras. (Attachments: # <u>1</u> Affidavit, # <u>2</u> 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 can be configured to exclude or include the 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.

*Docket Report Selection Criteria Screen*

**Docket Sheet**

Case number

Filed  to

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 (unpaginated)
- PDF (paginated)

Sort by

Make these options my default. Schedule this to run

## Reorganization of the Notice of Electronic Filing

### Provide More Detailed Information on the NEF

The names and email addresses of all recipients/participants in the case will appear below the **Bcc** line in a new *Case Participants* section. Those who have signed up for cases of interest, automatic email recipients, and ad hoc NEF recipients will appear under a new separate heading called *Non Case Participants*, just below the case participants section. This will be visible when logged into PACER and the box “Links to Notices of Electronic Filing” has been checked.

```
MIME-Version:1.0
From:ecfMOW_notifications@mow.uscourts.gov
To:ecfMOW_notifications@mow.uscourts.gov
Bcc:
--Case Participants: Tom Brown (foreverabq@yahoo.com), Lori Carr (lori_carr@mow.uscourts.gov), Denise J. Carter
(bill_terry@mow.uscourts.gov), Robin L Jones (robin_jones@mow.uscourts.gov), Michael T. Pate
(bonnie_rowland@mow.uscourts.gov)
--Non Case Participants: MarshalsAllDist (robin_jones@mow.uscourts.gov), PretrialJC (bill_terry@mow.uscourts.gov),
PretrialKC (bill_terry@mow.uscourts.gov), ProbationAll (bill_terry@mow.uscourts.gov)
--No Notice Sent:
message-id:<75143@mow.uscourts.gov>
Subject:Activity in Case 4:08-cr-00001-DW USA v. Contreras et al Order Setting Pretrial conference
Content-Type:text/html

This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is
unattended.
***NOTE TO PUBLIC ACCESS USERS*** Judicial Conference of the United States policy permits attorneys of record and parties in a case
(including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer.
PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the
referenced document is a transcript, the free copy and 30 page limit do not apply.

U.S. District Court
```