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# ❖ PACER Service Center ❖

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Announcements

<http://pacer.psc.uscourts.gov>

January 2007

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## NOTICE \* NOTICE \* NOTICE

The remittance address for PACER has changed. Please ensure that payments are now mailed to:

**PACER SERVICE CENTER  
P.O. BOX 70951  
CHARLOTTE, NC 28272-0951**

## NOTICE \* NOTICE \* NOTICE

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### **Client Code Feature**

PACER customers now have the option to require the use of a client code at login. In addition, customers have the option to specify the format of that client code. Client codes are text fields provided for tracking charges. To activate this new feature, log into the Account Information section of the PACER Service Center's website at <http://pacer.psc.uscourts.gov>. Click on "Set PACER Preferences." After the preferences have been set, the system will prompt customers for a client code if one is not entered at login. If it is not in the proper format, the system will provide a hint as to what the proper format should be. This feature works in all bankruptcy court sites and those district court sites that have upgraded to version CM/ECF 3.0. It should be noted that if a customer logs into PACER at a site that does not support the new functionality, that customer will be able to access any other PACER site using the Universal Login functionality with whatever client code was entered at the older site regardless of whether or not it meets the format set in the preferences option. This problem will diminish as all courts upgrade to the newest versions of CM/ECF.

The client code feature is intended as a means to help customers account for PACER charges. The PACER Service Center does not recommend setting the client code preference as a means to restrict usage on an account. The PACER Service Center recommends changing the password to maintain proper control of usage.

### **New Functionality Available**

The latest versions of CM/ECF include a number of notable changes that have been requested by PACER customers. District version 3.0 and bankruptcy version 3.1 include the enhancements listed on this page and more. For a complete listing of changes, see "CM/ECF Release Notes" under "What's New" at <http://pacer.psc.uscourts.gov>.

### **Court Information**

A new "Court Information" utility is available in CM/ECF. The option provides general court information such as hours of operation, court location and phone number, as well as filing information such as the maximum size of PDF files, the court's version of CM/ECF, case flag definitions and more. "Court Information" can be accessed at the bottom left hand corner before logging into the system. While logged into PACER, click on the "Utilities" menu option to get to "Court Information."

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Case Management

**CM / ECF**

Electronic Case Files

## Other Notable Changes

### Header Information in PDFs

The CM/ECF system allows customers to view header information on documents filed with the court. The header is added at the time the document is filed and includes the case number, document number, date filed, and page number. When viewing a docket sheet in district CM/ECF version 3.0, the default value in most courts is set to not display the PDF header information. If customers wish to view PDF header information on the documents, they must check the box "Include PDF Header" on the docket sheet selection screen prior to viewing the docket sheet.

### Notice of Electronic Filings

Previously any recipient of a Notice of Electronic Filing (NEF) was allowed one view of the referenced documents without incurring PACER charges. Now only participants in the case (parties and attorneys) are provided a view at no charge while others accrue PACER charges. The NEFs received from cases listed in the "Send Notices for these Additional Cases" section of the Email Information Screen will accrue PACER charges. It is the attorney's responsibility to remove cases in which he/she is not activity involved. Otherwise, he/she will continue to receive notices and will accrue charges for accessing such. Here is how:

Log into CM/ECF using an ECF filer login.  
 Select the Utilities menu item.  
 Select "Maintain Your Account."  
 Select "Email Information."  
 Remove the check mark for "Send notices for these additional cases."  
 Click on "Return to Account Screen."  
 Click on "Submit."

## Billing Information

For your convenience, the PACER Service Center accepts Discover, VISA, MasterCard, and American Express. Login to the Account Information section at <http://pacer.psc.uscourts.gov> to pay by credit card.

Payment for balances less than \$10 will automatically be deferred until the balance is \$10 or more. No phone call is necessary.

The PACER Service Center's Federal Tax ID Number is 74-2747938.

Effective April 1, 2004 a fee of \$45 will be assessed if a check is returned for insufficient funds.

**Did you know?** The latest version of the PACER User Manual is available at no charge under the Documents section at the PACER Service Center website <http://pacer.psc.uscourts.gov>.

## EPA Fee Schedule

The Judicial Conference amended the Electronic Public Access (EPA) fee schedule at its March 14, 2006 session. The amendments include a new fee and an increase to an existing fee for searches by the PACER Service Center. The new fee of \$.50 per page was established to recover the costs of paper copies produced by the PACER Service Center. The fee applies to any record pertaining to a PACER account or instructional document that is remotely available through electronic access. The existing fee of \$20 per court record obtained by the PACER Service Center staff was increased to \$26 by the Conference. The fees were effective July 1, 2006.



## General Information

The PACER Service Center hours of operation are 8:00 AM to 5:00 PM Central time, Monday through Friday and is closed for Federal holidays. Holidays for which the PACER Service Center will be closed are January 15 for Martin Luther King, Jr. Day, February 19 for President's Day, May 28 for Memorial Day, July 4 for Independence Day, September 3 for Labor Day, October 8 for Columbus Day, November 12 for Veteran's Day, November 22 for Thanksgiving, and December 25 for Christmas.