# APPENDIX: PUBLIC ACCESS CHANGES

## A1    All PACER Users

### A1.1  User Interface Enhancements

Several user interface enhancements are included in District CM/ECF Release 3.1.  The changes affect case number look-ups in reports and queries, and include a new cascading menu system.

#### A.1.1.1  Cascading Menu System

Much like the Microsoft Windows Start menu, the new cascading menu system allows users to navigate from one CM/ECF menu item to another by hovering over the main blue menu bar and selecting specific menu items from the cascading menus.  (The legacy static menu functionality is preserved, and can be accessed with a click on the blue menu bar item.)

*Figure A1.1. Sample View of the Utilities Cascading Menu*



#### A.1.1.2  Case Number Look-ups

Almost every screen with a case number look-up field has been modified to reduce the number of screens presented to the user when entering and selecting case numbers.  Instead of entering a case number, such as 06-70001, and being presented with several subsequent screens to select the full case number (for example, 9:06-cr-70001), all possible case number matches will be displayed on the same screen as the initial look-up field.  Users can select the proper case number and then select other criteria on the screen when running a report or query.  With this new functionality, users will be presented with as many as three fewer screens when running reports or queries.

The following figures depict different instances of the same case number look-up screen when running a docket report.  Figure A1.2 shows the case number being entered, Figure A1.3 shows the resulting list of cases that appear on the screen after clicking the **Find This Case** button, and Figure A1.4 shows the status of the screen upon selecting two defendants in a criminal case.  Notice that the **Next** button is grayed out until at least one case number is selected.  Also, notice in Figure A1.4 that the civil case checkbox is grayed out because defendants in the criminal case were selected.  The **Run Report** button is grayed out until at least one case is selected.

*Figure A1.2. Case Number Look-up Field After Entering a Case Number*

*Figure A1.3. Case Number Look-up Field After Entering a Case Number and Clicking **Find This Case***



*Figure A1.4. Case Number Look-up Field After Selecting at Least One Case*



For multi-defendant criminal cases, clicking on the **+** beside the main case number expands the list of cases to display all of the defendants. Once the list of defendants is expanded, clicking on the **–** beside the main case number collapses the list of defendants so only the main case number is visible.

Users can type in or paste complete case numbers to quickly retrieve the desired case. For criminal cases, a defendant number can be entered, preceded by a hyphen (e.g., 9:06-cr-70001-2). To enter multiple defendants, use commas to separate the defendant numbers (e.g., 9:06-cr-70001-2,3,5).

## A1.2 Notice of Electronic Filing

Beginning with Release 3.1, only case participants will receive one free look at documents that are accessed via the Notice of Electronic Filing (NEF). Text on the NEF explains this new functionality.

*New Text on Individual NEFs:*
***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.

*New Text at the Top of the Daily Summary Report:*
***NOTE TO PUBLIC ACCESS USERS***
This Daily Summary Report may contain documents for which one or more of the following policies apply:

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.

There is no charge for viewing opinions.

You will be charged for viewing transcripts according to the total number of pages; the usual 'free look' and 30 page limit do not apply.

*New Text on the E-mail Information Screen in Maintain User Accounts/Maintain Your Account/Maintain Your E-mail for a Primary E-mail Address (when the Additional Cases option has been selected):*
The 'free look' does not apply when viewing documents in these cases.

*New Text on the E-mail Information Screen in Maintain User Accounts/Maintain Your Account/Maintain Your E-mail for Secondary E-mail Address (when the Additional Cases option has been selected:*
The 'free look' does not apply when viewing documents in cases for which you are not a participant.

## A1.3  Reports

### A1.3.1  Calendar Events Report
Users now can choose whether docket text is included in the report output for the Calendar Events Report.

### A1.3.2  Civil Cases Report
Users now can run the Civil Cases Report based on jurisdiction code.

### A1.3.3  Criminal Cases Report
Users now can run the Criminal Cases Report based on citation code.

### A1.3.5  Docket Report

Based on court configuration, party addresses may appear on the Docket Report.

Similar to PDF document headers, configurable headers are available for the new PDF version of the Docket Report. Users now have the option of running the Docket Report in HTML format (unpaginated)

or PDF format (paginated).  If the report is run in PDF format, headers can be added to the report output, based on court preferences.

Several improvements allow users to easily view and print documents and docket sheets.  Users can view, print, or download all of the documents for multiple docket entries and view, print, or download the document and all attachments for a single docket entry.

### A1.3.5.1   Viewing and/or Downloading All Documents for a Single Docket Entry

Users now can view all of the documents for a single docket entry at the same time[*].  If the user clicks on a document number hyperlink (e.g., from the Docket Report or the Docket Activity Report), two new buttons appear at the bottom of the Document Selection Menu screen: **View All** and **Download All**.

*Figure A1.3.A. Document Selection Menu*

Document Selection Menu

Select the document you wish to view.

| Part | Description | |
|------|-------------|---------|
| 1 | Main Document | 1 page |
| 2 | Exhibit | 4 pages |
| 3 | Supplement | 6 pages |
| 4 | Supplement | 2 pages |

View All   or   Download All      13 pages

If the user clicks **View All**, a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost.  If the user clicks **View Document**, the main document and all of the PDF attachments for the docket entry are combined into a single PDF and displayed on the screen.  The user may print the documents from the screen.

*Figure A1.3.B. Confirmation Screen (partial) After Clicking* **View All**

CM**ECF**      Query      Reports ▾      Utilities ▾      Logout

To accept charges shown below, click on 'View Document', otherwise click the 'Back' button on your browser.

Total Billable Pages: 13
Total Cost: 1.04

View Document

|  | **Pacer Service Center** | | |
|---|---|---|---|
|  | **Transaction Receipt** | | |
|  | Fri Apr 6 11:09:21 EDT 2007 | | |
| **Pacer Login:** |  | **Client Code:** | |
| **Description:** | Image5-0 | **Case Number:** | T:07-cv-01005-EOE |
| **Billable Pages:** | 1 | **Cost:** | 0.08 |

|  | **Pacer Service Center** | | |
|---|---|---|---|
|  | **Transaction Receipt** | | |
|  | Fri Apr 6 11:09:21 EDT 2007 | | |
| **Pacer Login:** |  | **Client Code:** | |
| **Description:** | Image5-1 | **Case Number:** | T:07-cv-01005-EOE |
| **Billable Pages:** | 4 | **Cost:** | 0.32 |

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[*]  There is a limit to the size of the file that is created when combining the main document and all of the attachments for the docket entry into one single PDF.  This file size limit is listed on the Court Information Report on the Utilities menu.  If the size of the combined PDF would exceed this limit, the aggregated file is not created; the user can still view the documents individually.  The ability to view and/or download all of the documents for a single docket entry is not available to public terminal users.

If the user clicks **Download All** (on the screen shown in Figure A1.3.A), a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost (similar to the screen shown in Figure A1.3.B).  If the user clicks **Download Documents**, the main document and all of the PDF attachments for the docket entry are combined in a ZIP file and a dialogue box is displayed for the user to select a destination directory for the ZIP file (the screen is similar to Figure 16.2.C).  Once the user selects a destination directory and filename, the ZIP file is saved in the specified location.  The ZIP file is stored in a format that results in separate component files upon decompression.

*Figure A1.3.C. Download Documents Dialogue Box*
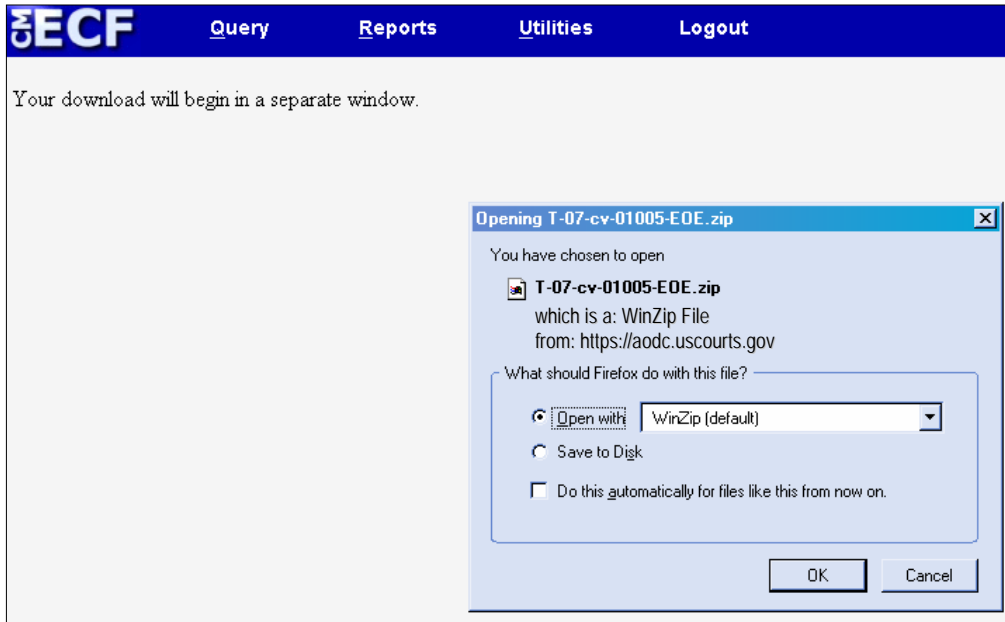


## A1.3.5.2  Viewing and/or Downloading All Documents for Multiple Docket Entries

Users now can view and print all of the documents for multiple docket entries at the same time by clicking the new *View multiple documents* checkbox on the Docket Report selection criteria screen[*].  If the user submits the screen with the *View multiple documents* option selected, the Docket Report output will be in HTML format and will include a new column between the document number column and the docket text column, labeled *Select*.  For each docket entry with a document, a checkbox appears in the *Select* column.   The user can select the docket entries for which the documents should be combined into a single PDF.

*Figure A1.3.D. Bottom Portion of Docket Sheet for the* **View Multiple Documents** *Option*

| Date Filed | # | | Docket Text |
|---|---|---|---|
| 03/07/2007 | 1 | ☑ | COMPLAINT against Pierre de Fermat (Filing fee $ 350.), filed by Blaise Pascal. (Descartes, Rene) (Entered: 03/07/2007) |
| 03/12/2007 | 2 | ☐ | MOTION for Disclosure by Blaise Pascal. Motions referred to Emily O Eleven. (Descartes, Rene) (Entered: 03/12/2007) |
| 03/21/2007 | 3 | ☐ | AFFIDAVIT of Service for Complaint served on Pierre de Fermat on 3/12/07, filed by Blaise Pascal. (Descartes, Rene) (Entered: 03/21/2007) |
| 03/21/2007 | 4 | ☐ | ANSWER to 1 Complaint by Pierre de Fermat. (Kepler, Johannes) (Entered: 03/21/2007) |
| 03/21/2007 | 5 | ☑ | MOTION to Dismiss by Pierre de Fermat. Motions referred to Emily O Eleven. Responses due by 4/4/2007 (Attachments: # 1 Exhibit # 2 Supplement # 3 Supplement) (Kepler, Johannes) (Entered: 03/21/2007) |
| 03/28/2007 | | | Judge Zachary G Zeta no longer assigned to case. (BCG) (Entered: 03/28/2007) |
| 04/06/2007 | | | Judge Oliver A Omega added. (BCG) (Entered: 04/06/2007) |

View Selected

or

Download Selected

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[*] The ability to view and/or download all of the documents for multiple docket entries is not available to public terminal users.

Two buttons appear at the end of the Docket Report: **View Selected** and **Download Selected**. If the user clicks **View Selected**, a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. The screen is similar to Figure A1.3.B, above. If the user clicks **View Document** on the confirmation screen, the selected documents (and all attachments) are combined into a single PDF and displayed on the screen. The user may print the documents from the screen.

If the user clicks **Download Selected**, a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. The screen is similar to Figure A1.3.B, above. If the user clicks **Download Documents** on the confirmation screen, the selected documents (including all attachments) are combined in a ZIP file and a dialogue box is displayed for the user to select a destination directory for the ZIP file (similar to Figure A1.3.C, above). Once the user selects a destination directory and filename, the ZIP file is saved in the specified location. The ZIP file is stored in a format that results in separate component files upon decompression.

# A2   ATTORNEY USERS

## A2.1  User Interface Enhancements

All of the user interface enhancements identified in Section A1.1 apply to attorney users, and there are additional user interface changes for attorneys.  The case number look-up functionality described in Section A.1.1.2 also applies to docketing.  Additionally, there is a new docket event search feature for docketing and a new universal event and menu search.

### A2.1.1  Docket Event Search

With the new docket event search functionality, users can enter one or more characters in the docket event search field during docketing to execute more precise searches when selecting event subtypes to docket.  If the user enters characters in the text field, the list of events is filtered to display those events that match that character pattern.

The order in which events are added to the *Selected Events* list is the order in which they will be docketed, and the order in which they will appear in the docket text.  The mouse or the keyboard can be used to search for and select events.

In Figure A2.1, the user has searched for and selected Disqualify Counsel, Appoint Counsel, and Expedite.

*Figure A2.1. Docket Event Search Screen—Status After Searching for and Selecting Three Event Types*



### A2.1.2  Universal Event and Menu Search

The new Event and Menu Search utility, labeled **Search**, is available from the main blue menu bar.  When clicked, a small pop-up window appears, and the user can enter text to search on.  Once the user enters text in the search box and clicks the **Search** button (or Enter on the keyboard) the results are displayed on the screen, with the search string characters highlighted.  Each item is a hyperlink to the corresponding menu item or event, so the user can access the menu item or event right from the search results screen.  Figure A2.2 shows the **Search** pop-up and the results for a search on 'dis'.

*Figure A2.2. Search Events and Menus Pop-up and (partial) Results for a Search on 'dis'*



## A2.2  Cross-Document Hyperlinks

CM/ECF users now can file a document that includes a hyperlink to a previously filed document(s) in the same case or another case that resides on the CM/ECF system where the filing is being entered, or on any other court's CM/ECF system.

*Details about the new functionality:*
* The hyperlink, as set by the filer, may link to the start of the document or to a specific page in the document.
* A filer can file a document that includes a hyperlink to a document that is being filed simultaneously (in the same docketing transaction) with the primary document (e.g., a Memo in Support of Summary Judgment may have hyperlinks to the attached documents that are part of the same docketing transaction).
* Immediately after a document is filed in CM/ECF, that document will be available to be linked as a hyperlink in a subsequently filed document.
* A user cannot access a hyperlink to a restricted document unless the user has appropriate permissions.

*General assumptions about cross-document hyperlink usage:*
* Any document that includes a hyperlink must also include a description of the standard citation to the hyperlinked material.  The hyperlink is a convenience, not a citation replacement.
* The changes for Release 3.1 only pertain to hyperlinks to CM/ECF documents; the ability to file documents with hyperlinks to any external URL (e.g., Westlaw, Lexis) are not affected by the new cross-document hyperlink functionality.
* The CM/ECF application will not verify the validity of URLs included as hyperlinks within documents filed in CM/ECF.
* This functionality has been tested and works properly with Corel WordPerfect 11 or higher and Microsoft Word 2002 or higher.   Hyperlinks added to documents created in other word processing programs may not function properly once the documents are converted to PDF format.

## A2.2.1 Creating Hyperlinks to Documents Already in the Electronic Case File

A file can be linked to another document in any database in the federal courts – District (functionality available in Release 3.1), Bankruptcy (functionality available in Release 3.2) and/or Appellate (functionality available as of July 2006).  To create a link between a document being filed in CM/ECF and a document that already exists in CM/ECF, follow the steps in Section A2.2.1.1 (for Corel WordPerfect) or Section A2.2.1.2 (for Microsoft Word).

**NOTE**

Users should <u>not</u> copy hyperlinks from NEFs.  The document hyperlinks in NEFs contain special information that allows them to provide one "free look" to qualified recipients of the NEF.  Instead of copying hyperlinks in NEFs, users should run a report in CM/ECF, such as the Docket Report, and copy the document number hyperlink from the report.  See below for more information on this process.

### A.2.2.1.1 Using WordPerfect to Create Hyperlinks to Existing CM/ECF Documents

1. Access CM/ECF and run the docket report for the case that contains the document you want to link to.

2. Locate the document among the docket entries.

3. Copy the URL of the document to the clipboard.  To do this, hover over the document link and click the right mouse button.  Select **Copy Shortcut** (Internet Explorer/Netscape) or **Copy Link Location** (Firefox) from the selection list.  (**Note:**  The document link displays after the filed date and is represented by a number with an underscore, e.g. **2**).
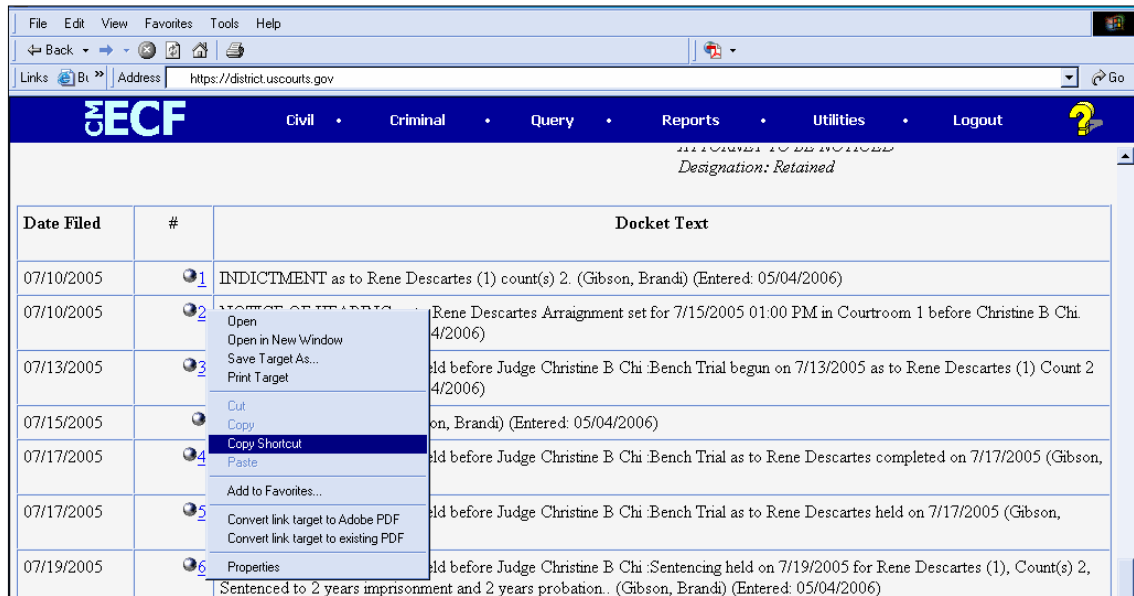


4. In WordPerfect, open the document you want to add the hyperlink to.  In the document, highlight the citation text for which you wish to create the hyperlink.

5. Click **Tools** on the toolbar and select **Hyperlink** from the dropdown selection list.
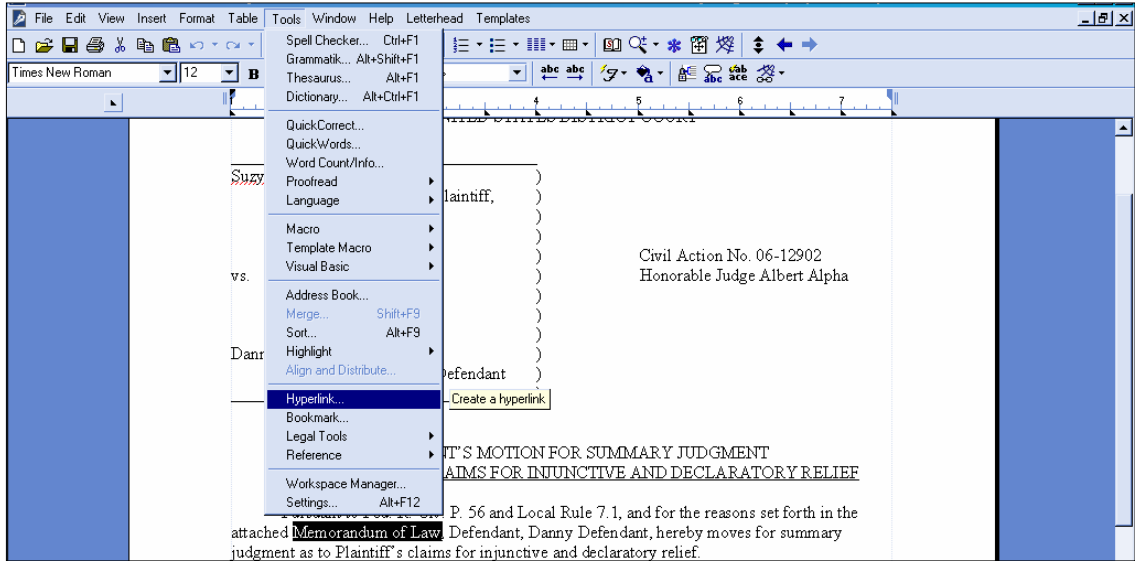
6.  The Hyperlink Properties window opens.  Paste the URL into the *Document/Macro* field (by clicking the right mouse button and selecting **Paste** or by using the **Ctrl + V** command).  (See the screen below.)  You can append to the URL a citation to a specific page number within the document, if necessary.

    To do this, enter **?page=<page number>** at the end of the URL, for example, https://usdc.uscourts.gov/doc1/00103032?incHeader=y**?page=23**.  Click the **OK** button and the dialog box will close.  The hyperlink text now is underlined indicating a hyperlink has been created.
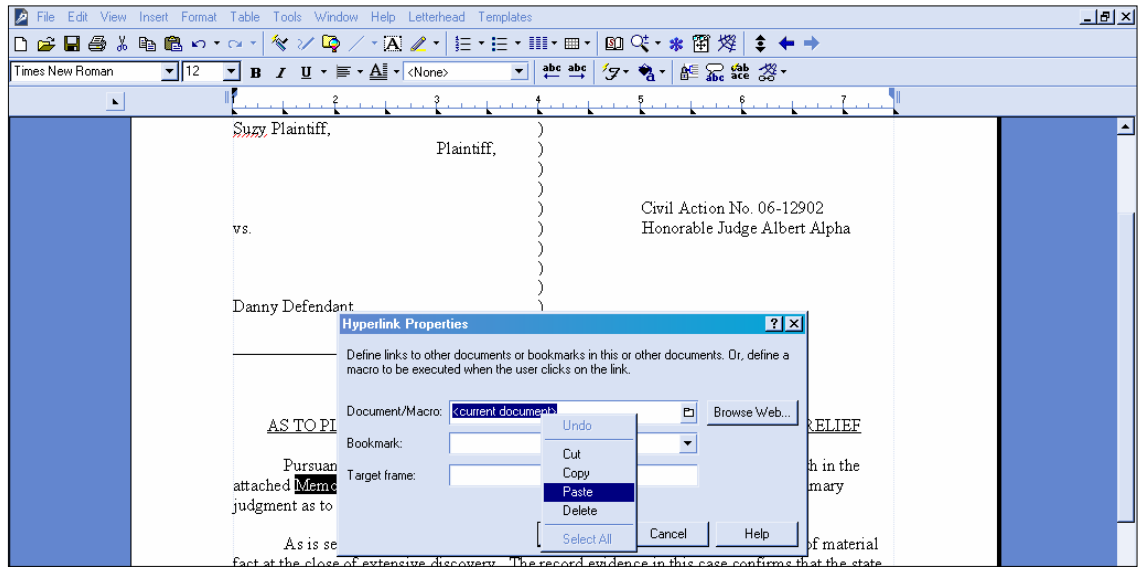


7.  Save the word processing document.

8.  To convert the WordPerfect document to PDF format, click **File** on the toolbar, select **Publish to** and then **PDF...** from the dropdown selection list or **Publish to PDF** (the selection depends of the version of WordPerfect you are using).  Navigate, if necessary, and store the PDF document in a local directory.   **Do not print a WordPerfect document to Adobe PDF Writer.  You must use *Publish to PDF* if the document contains a hyperlink.**  Printing to PDF is permitted if the document does not contain hyperlinks.
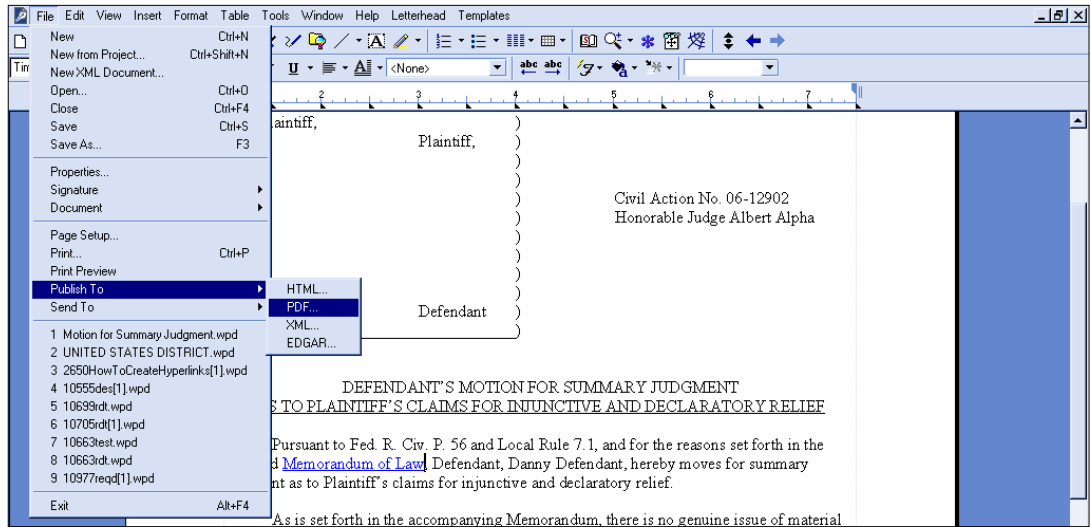
9.  Docket an event in CM/ECF and add the PDF to the docket entry as usual.

## A.2.2.1.2  Using Microsoft Word to Create Hyperlinks to Existing CM/ECF Documents

1.  Access CM/ECF and run the docket report for the case that contains the document you want to link to.

2.  Locate the document among the docket entries.

3.  Copy the URL of the document to the clipboard.  To do this, hover over the document link and click the right mouse button.  Select **Copy Shortcut** (Internet Explorer/Netscape) or **Copy Link Location** (Firefox) from the selection list.  (**Note:**  The document link displays after the filed date and is represented by a number with an underscore, e.g. **2**).
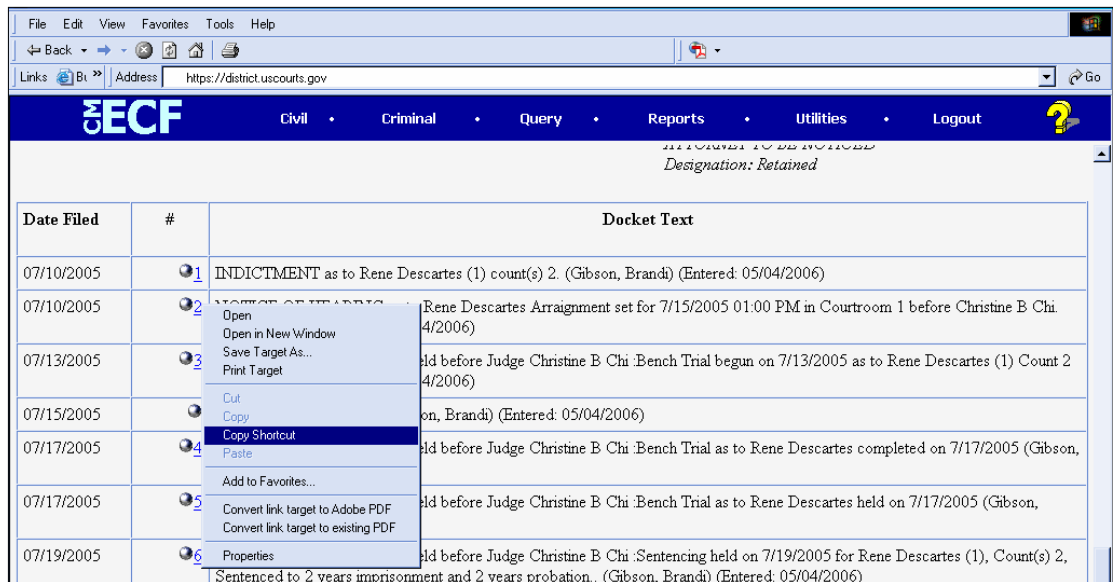


4.  In Microsoft Word, open the document you want to add the hyperlink to.  In the document, highlight the citation text for which you wish to create the hyperlink.

5.  Click **Insert** on the toolbar and select **Hyperlink** from the dropdown selection list.
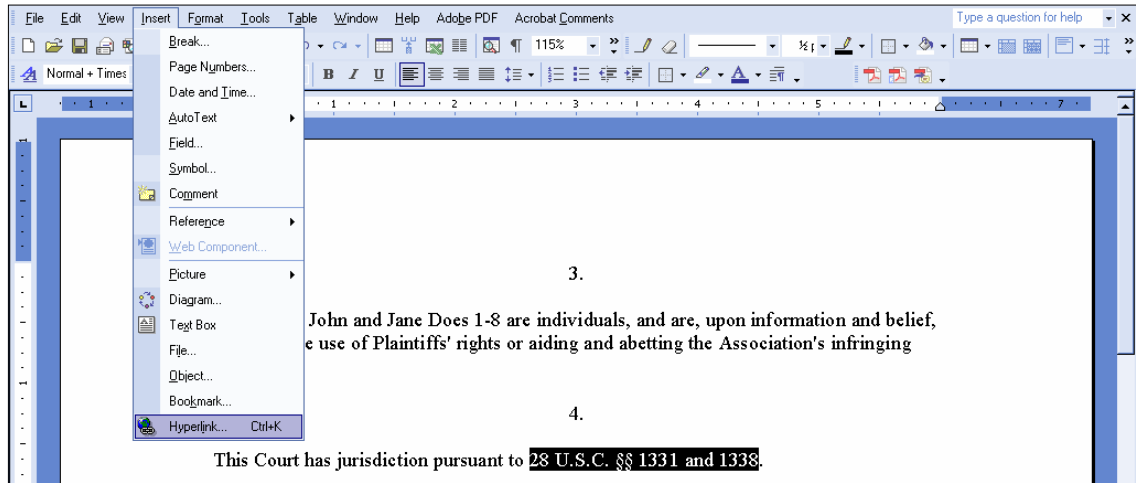
6.  The **Insert Hyperlink** window opens. Paste the URL into the *Address* field (by clicking the right mouse button and selecting **Paste**, or by using the **Ctrl + V** command). The URL of the CM/ECF document is pasted (displays) in the address field. You can append to the URL a citation to a specific page number within the document, if desired. To do this, enter **?page=<page number>** at the end of the URL, for example, https://ap10-dev-dcn.td.ocads.ao.dcn/doc1/00103032?incHeader=y**?page=23**. Click the **OK** button and the dialog box will close. The hyperlink text now is underlined indicating a hyperlink has been created.
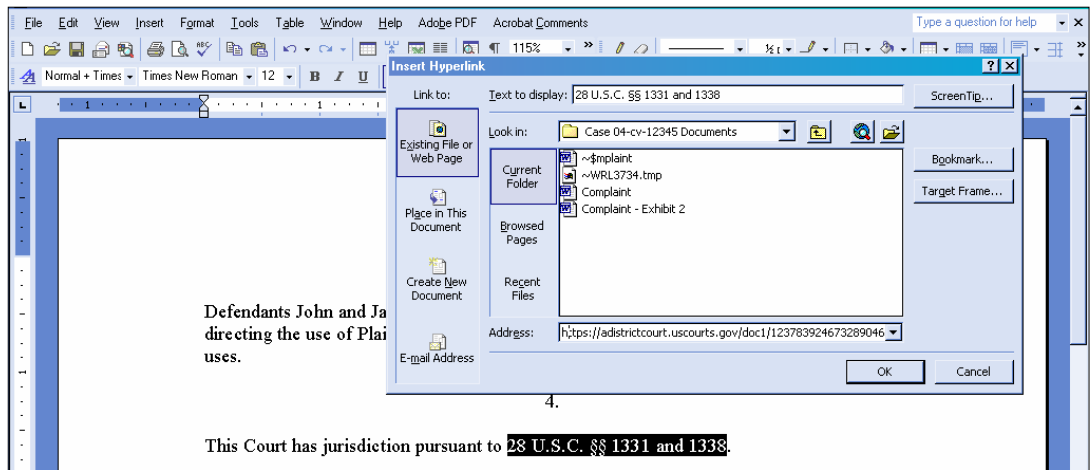


7.  Save and close the word processing document.

8.  **To convert the Word document to PDF format, the Adobe Acrobat application must be used.** There are a number of ways to convert a Word document; the following illustrates conversion from within Adobe Acrobat. (**Note:** If the document is open when the next step is executed an error message is returned. The Word file must be closed before converting it to PDF.)

9.  Open the Adobe Acrobat application. Click on **File** in the toolbar and select **Create PDF** and then **From File...** .
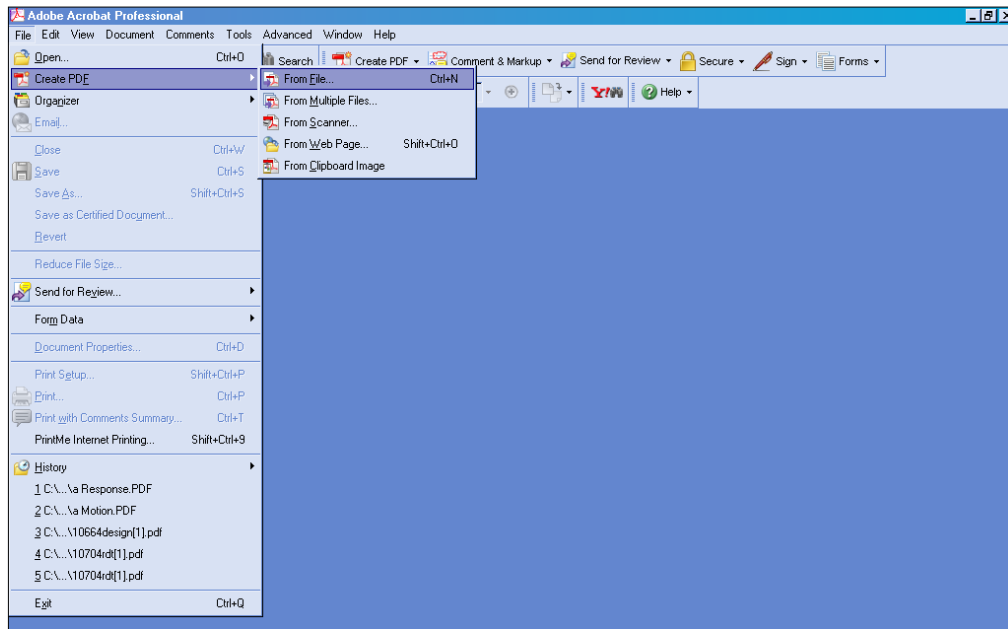
10. A navigation window opens. Navigate, if necessary, to the directory/folder where the Word document is stored. Select the document and click the **Open** button.

11. A series of windows open as the document is converted. When the conversion is completed, the document is displayed in an Adobe Acrobat window. (**Note:** The hyperlink is converted automatically.)

12. Close the Adobe file. Respond **Yes** to the save changes message and store the PDF document in the appropriate directory/file.

13. Docket an event in CM/ECF and upload the PDF file to the docket entry as usual.

## A.2.2.2 Creating Hyperlinks between Documents Filed in the Same Event

It is possible to link two or more documents to be filed in the same event (e.g., create a hyperlink in the main document to an attachment) even when those documents were not filed previously in CM/ECF. To link documents being filed in the same docket event, follow the instructions in Section A2.2.2.1 (for Corel Word Perfect) or Section A2.2.2.2 (for Microsoft Word).

### *A2.2.2.1 Using WordPerfect to Create Hyperlinks between Documents Filed in the Same Event*

1. Create the secondary WordPerfect document(s) (i.e., the attachment) to which the main document will be linked. Publish the secondary document(s) to PDF. See Step 8 in Section A2.2.1.1 above.

2. Create/open the main document (i.e., the document that will have the hyperlink to the secondary document).

3. Select the text in the main document that will be displayed as the hyperlink. Click **Tools** on the toolbar and select **Hyperlink** from the dropdown selection list. The Hyperlink Properties box is displayed.
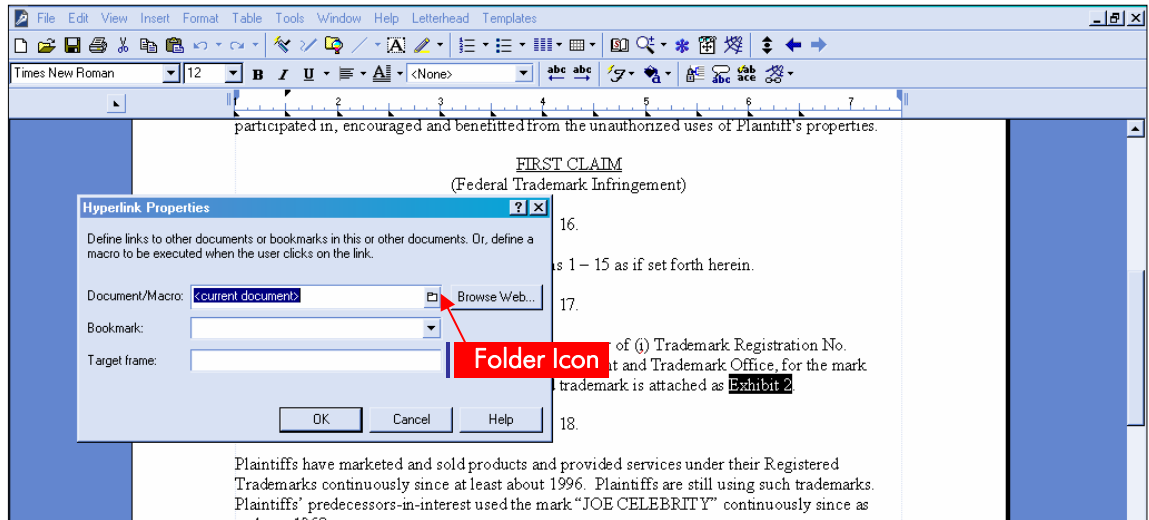
4. Click the *Folder* icon next to the *Document/Macro* field.

5. Navigate to the folder in which the secondary document you wish to link to is located (i.e., the local path name). Highlight the file and click the **Select** button. (**Note**: The file selected as the link must be in **.pdf** format.)
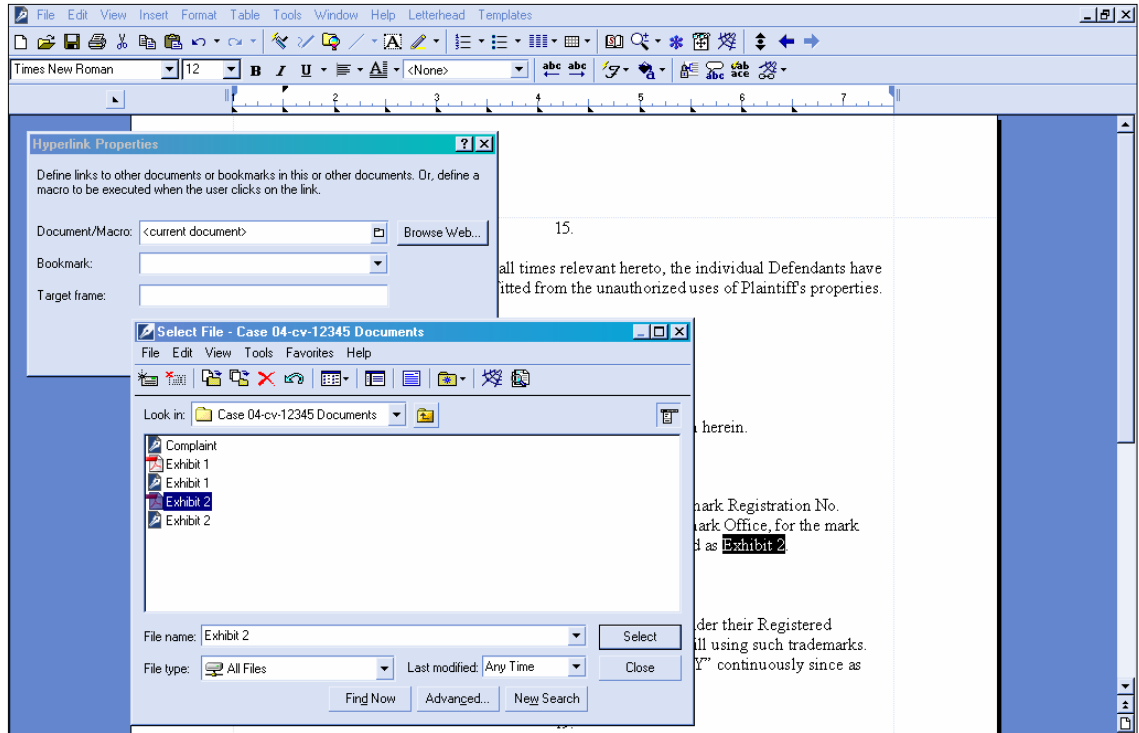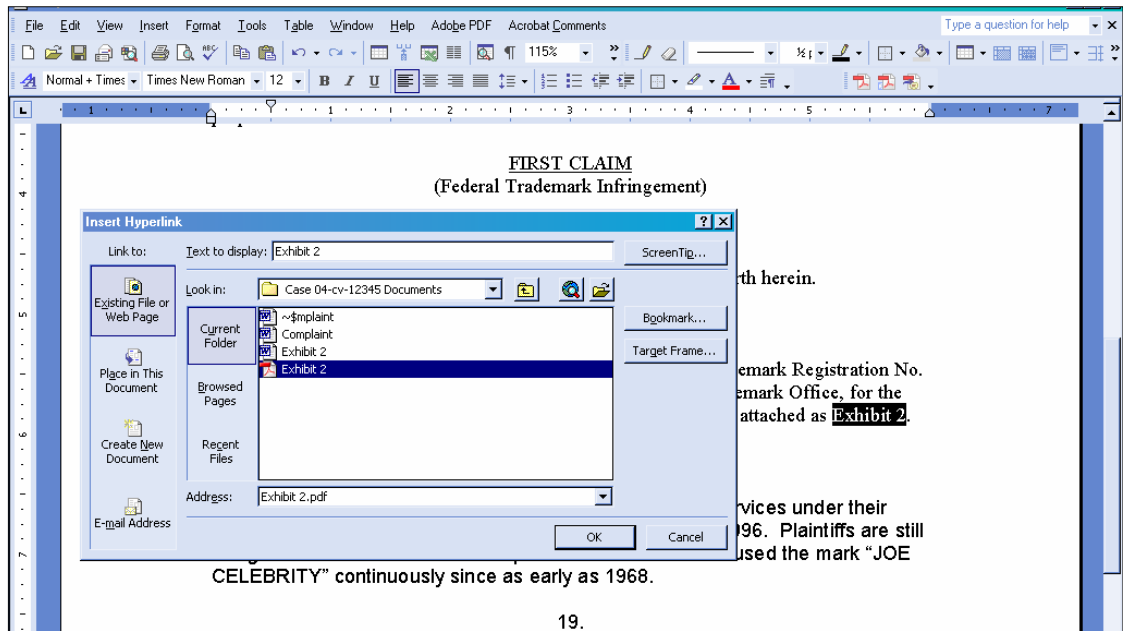


6. You can append to the file name a citation to a specific page number within the document, if desired. To do this, enter **?page=<page number>**, e.g., Exhibit 2.pdf**?page=23**.

7. Click **OK** in the Hyperlink Properties box. The hyperlink text will be underlined.

8. Save the main WordPerfect document. Publish the document to PDF. (See Step 8 in Section A2.2.1.1 above.)

9.  Docket an event in CM/ECF and upload the main document and attachments as usual.

### A.2.2.2.2 Using Microsoft Word to Create Hyperlinks between Documents Filed in the Same Event

1.  Create the secondary Word document(s) (i.e., the attachment) to which the main document will be linked.  Publish the secondary document(s) to PDF.  See Steps 8-12 in Section A2.2.1.2 above.

2.  Create/open the main document (i.e., the document that will have the hyperlink to the secondary document).

3.  Select the text in the main document that will be displayed as the hyperlink.  Click **Insert** on the toolbar and select **Hyperlink** from the dropdown selection list.

4.  Navigate to the folder in which the secondary document you wish to link to is located.   Highlight the file and click the **OK** button.  (**Note:**  The file selected as the link must be in PDF format.)



5.  The name of the selected file displays in the *Address* field.   You can append to the file name a citation to a specific page number within the document, if desired.  To do this, enter ?page=<page number>, e.g., Exhibit 2.pdf**?page=23**.

6.  Click the **OK** button and the dialog box will close. The hyperlink text will be underlined.

7.  Save the Word document.  Publish the document to PDF using Adobe Acrobat.

8.  Docket an event in CM/ECF and upload the main document and attachments as usual.

## A2.2.3   Accessing Documents via Hyperlinks in Other Documents

Accessing documents via a cross-document hyperlink works the same as when documents are accessed via a document number hyperlink in a report or query.

If the user clicks on a hyperlink to a CM/ECF document but has not logged in to a CM/ECF server, a PACER login screen is presented before the document can be displayed.  Once the user has logged in to a CM/ECF server as a PACER user, this login ID will provide access to documents on other CM/ECF servers for the duration of the browser session or until the user logs out of the CM/ECF application.  The

billing receipt and confirmation will be displayed to users logged in with a PACER account before the document can be displayed.

If a document is restricted for any reason, the user must log in to the server on which the document resides with an attorney login ID and have the appropriate access rights to the document.  If a hyperlink to a restricted document is created in a document stored on another server, the hyperlink will not access the document from the other server.

If the user does not have access rights to a document, or a document cannot be found, an applicable message will be displayed.

### A2.2.4  PACER Billing Scenarios for Attorneys

When a PACER user accesses a document for the first time via the Notice of Electronic Filing, he/she will not incur fees for accessing the newly filed document, but access to any hyperlinked document from within the original document will incur a fee.

When a PACER user accesses a document after the first look, or accesses it from a docket sheet, he/she will be charged for the original document and any documents displayed when using a hyperlink.

If documents filed in the same transaction contain hyperlinks to each other, the free look will be available from the document number hyperlink displayed on the NEF document submenu, not from the hyperlinks in the documents themselves.  The following note was added to the document submenu: **"To view the main document and its attachments without incurring a PACER fee, click on the hyperlinks displayed on this menu.  You will incur a PACER fee to view CM/ECF documents from hyperlinks within the documents."**

If a PACER user does not have his/her PACER login already linked to his/her ECF login, he/she will be prompted for the PACER login for the first document he/she tries to view.

## A2.3  Notice of Electronic Filing

Beginning with Release 3.1, only case participants will receive one free look at documents that are accessed via the Notice of Electronic Filing.  Text on the NEF itself, and on the E-mail Information screen (in Maintain Your Account, Maintain Your E-mail, if the user has access to either of these programs) explains this new functionality.  See Section A.1.2 for details about the new text.

## A2.4  Docketing

### A2.4.1  Displaying Document Paths

The full path and filename for any uploaded documents will be displayed on the Final Docket Text screen during docketing.  This allows users to confirm that the proper documents have been uploaded for the docket entry.

### A2.4.2  Payment of Filing Fees via the Internet

The CM/ECF software was modified to allow attorneys paying filing fees via the Internet to choose whether they want to pay via credit card or Automated Clearing House (ACH), also known as

DirectDebit. A new screen prompts the user to select the preferred method of payment for the current transaction.

The Internet Payment History Report now displays in the *Payment Method* column the specific method of payment for each transaction (either **CreditCard** or **DirectDebit**).

## A2.4.3  Requiring a Description when Filing Attachments

When a user adds an attachment to a document via docketing, the user must either select an attachment category or enter a description, or both, before continuing.