

What is CM/ECF?

An internet accessible case management system for the Federal Courts.

CM = Case Management ECF = Electronic Case Files

What does CM (Case Management) provide?

P<u>All</u> court cases are entered into CM

- **P**Reports
 - Individual cases (docket sheets)
 - Overall case load
 - Schedulingcalendars
- PAccess
 - Available over the internet 24 hours a day

P Replaces WebPacer

What is ECF (Electronic Case Files)?

- PAn enhancement to CM (used in limited number of cases)
- P Allows PDF (Portable Document Format) documents to be attached to the docket sheet (no paper filings)
- P Automated electronic service of PDF documents

Advantages of Electronic Cases (ECF)

- P 24-hour access to view <u>documents</u> (PDF) via the internet
- P "Real-time" docket creation by filer
- P Automatic "real-time" email service of documents
- P No need to certify service
- P Less physical storage space needed

Fees for using CM/ECF

P Viewing

- Standard PACER fees apply (.07 per page)
- Parties get one free look at ECF documents
 Free documents can be printed and/or saved
- P Filing
 - There are no fees for filing
 - Users must obtain their own ISP (Internet Service Provider) service for filing over the internet

CM/ECF at **COFC**

- # COFC Implementation started May 2002
- # "Go-Live" on March 17, 2003
- # Transferred all old data into CM/ECF
- # Currently approximately 17% of pending general jurisdiction cases are ECF
- # Expansion of ECF cases evaluated quarterly

ECFCases

- P All complaints are filed in paper form with the Clerk's Office.
- P The Clerk's Office determines a case is ECF and then scans the complaint and files it electronically.
- P Attorneys and Chambers will be notified in paper that the new case is ECF and all future filings must be made electronically.

ECF Case Criteria

- P All new Contract cases (nature of suit 100-136)
- P New Tax cases that demand over \$1 million
- P New Takings cases with nature of suit 504 or 512
- P No Pro Se cases

ECF Documents

P All documents must be filed electronically in an ECF case

P Documents not filed electronically:

- Complaints
- Trial Evidence and Trial Transcripts from the court reporter

PDF Documents

- P Documents must be filed electronically in PDF (Portable Document Format)
- PCreate PDF documents by electronic conversion when possible
- PVerify content and format of final PDF document before posting to CM/ECF
- PEach PDF file must be less than 2 MB and you can attach multiple PDFs per filing

Scanned PDF Documents

- # Scanning should be avoided when possible
- # Scanned documents are 4-5 times larger than electronically created PDF files
- # Scan at 200dpi
- # Scan as black and white (not color or grayscale)
- # Scan to PDF format
- # File size limit still applies

New General Order 42A

PAllows Sealed Documents to be filed electronically

- PComply with E-Gov't Act of 2002
 - Requires redaction of:
 - Social Security Numbers
 - Names of Minor Children
 - Date of Birth
 - Financial Account Numbers

PIncrease PDF size limit to 2 MB

Sealed Documents

PMust use the SEALED menus

- PYou must have an order allowing sealed filings in each case
- POnly the court and attorneys of record can view sealed documents
 - Anyone not officially on the docket (e.g. of counsel) do not have access

PNeed ECF login to view

How to sign

- # "s/" followed by attorney's name must be used in place of a signature on documents
- # Login ID and password identifies you on the system

Common ECF Mistakes

- P Document not signed
- P Filed document in wrong case
- P Attached wrong document
- P Filed document with corruption or formatting errors
- P Mistakes must be corrected by the Clerk's Office

Attorney Registration

- # Attorneys must register for accounts to file
- # Accounts given only to attorneys who are members of the bar
- # Attorneys must pass certification test

Hardware/Software Requirements

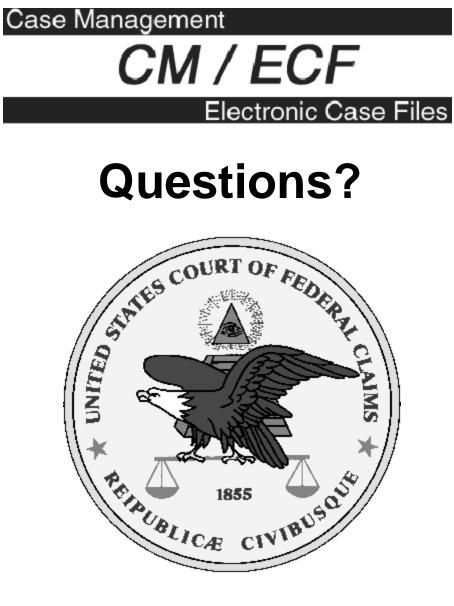
- PPC with standard operating system (Windows, Macintosh or Linux)
- PWord processor (WordPerfect, Word, etc.)
- PPDF software (Acrobat Writer, CutePDF, etc.)
- P Browser Netscape Navigator 4.7x, 7.0x or Internet Explorer 5.5, 6.0
- PInternet Access
- **P**Scanner

More Information

P Court's public website at <u>www.uscfc.uscourts.gov</u>

- Training Schedule
- On-Line Training System
- On-Line Computer Based Training
- User Manual for Attorneys
- Registrationforms
- Data Dictionary Lists
- On-Line Streaming Video

P CM/ECF User Assistance Line at 202-219-9942 or 866-784-6273 (toll free)



Thank You