

**CM/ECF**

**Version 3.2 Enhancements  
for Attorneys and Law Firm Staff**



**UNITED STATE DISTRICT COURT  
NORTHERN DISTRICT OF OHIO**

April 2008

## CREATING AN APPENDIX

By selecting the new Create Appendix option on the Docket Report selection screen, attorneys can select documents from the Docket Report for aggregation into a single PDF file. This feature includes the ability to automatically generate either a full or abridged docket sheet.

The Sort Order column provides a text field for each docket entry. The user can enter integers to dictate the sort order for the documents to be included in the aggregated PDF file. Any documents with a sort order specified this way will be included in order by their sort order number, before documents that do not have a specified sort order. The table of contents (bookmarks) for the aggregated PDF file will be in the same order as the included documents. The entries on the included docket sheet will not be changed to reflect the order of the included documents.

*Figure A.1.1.A. Docket Entry Selection Screen—Bottom Portion*

Date Filed	#	clear	Sort Order	Docket Text
06/11/2006	<a href="#">1</a>	<input checked="" type="checkbox"/>	<input type="text"/>	COMPLAINT against John Ashburn (Filing fee \$ 350.), filed by John Baker. (Allen, Jennie) (Entered: 06/11/2007)
06/29/2006	<a href="#">2</a>	<input checked="" type="checkbox"/>	<input type="text"/>	ANSWER to COMPLAINT with Jury Demand by John Ashburn. (Allen, Jennie) (Entered: 06/11/2007)
03/05/2007	<a href="#">3</a>	<input checked="" type="checkbox"/>	<input type="text"/>	MOTION to Produce Medical Records by John Ashburn. Motions referred to Thomasina S Twenty. (Allen, Jennie) (Entered: 06/11/2007)
03/19/2007	<a href="#">4</a>	<input checked="" type="checkbox"/>	<input type="text"/>	RESPONSE in Opposition re <a href="#">3</a> MOTION to Produce filed by John Baker. (Attachments: # <a href="#">1</a> Affidavit) (Allen, Jennie) (Entered: 06/11/2007)
04/16/2007	<a href="#">5</a>	<input type="checkbox"/>	<input type="text"/>	ORDER granting in part and denying in part <a href="#">3</a> Motion to Produce. Signed by Judge Oliver A Omega on 4/15/2007. (Allen, Jennie) (Entered: 06/11/2007)

Footer format:   Include full docket sheet  
 (Numbers, letters, spaces, and <pagenum> only)  Include abridged docket sheet

When the user submits his/her selections, the system computes the projected size of the aggregated file and compares it with the maximum allowable file size. If the size of the aggregated file would be larger than the maximum allowable file size, the aggregated file will not be generated; instead, an error message will be displayed. If all of the documents in the case would together exceed the maximum allowable file size, then the file sizes for each individual document would appear on the screen above so the user can avoid exceeding the limit when selecting documents.

Each component document in the aggregated PDF file will have a PDF header. On the Docket Report selection screen, if the Include headers when displaying PDF documents checkbox is displayed, the checkbox will be grayed out.

A summary of PACER billing will be provided for the selected documents. This will consist of a series of PACER billing receipts for each document, with a computed total billing amount. The PACER user will be charged for the docket sheet from which the documents are selected, but not for the docket sheet included in the aggregated file.

On the docket sheet included in the aggregated file, each docket entry for which one or more documents are included in the aggregated file will show the page number of the first document in that docket entry.

*Figure 5.1.B. Bottom Portion of Docket Sheet that is Included in the Appendix*

Date Filed	#	Page	Docket Text
06/11/2006	<u>1</u>	2	COMPLAINT against John Ashburn (Filing fee \$ 350.), filed by John Baker. (Allen, Jennie) (Entered: 06/11/2007)
06/29/2006	<u>2</u>	15	ANSWER to COMPLAINT with Jury Demand by John Ashburn. (Allen, Jennie) (Entered: 06/11/2007)
03/05/2007	<u>3</u>	16	MOTION to Produce Medical Records by John Ashburn. Motions referred to Thomasina S Twenty. (Allen, Jennie) (Entered: 06/11/2007)
03/19/2007	<u>4</u>	17	RESPONSE in Opposition re <u>3</u> MOTION to Produce filed by John Baker. (Attachments: # <u>1</u> Affidavit) (Allen, Jennie) (Entered: 06/11/2007)

## **SPECIAL RESTRICTED ACCESS TO TRANSCRIPT DOCUMENTS**

Transcripts of court proceedings will be made available to the public for inspection only at the clerk's office for 90 days after delivery to the clerk of court. During that 90-day period, a copy of the transcript may be purchased from the court reporter or transcriber at the rate established by the Judicial Conference. In addition, attorneys who have purchased the transcript or a copy thereof should be provided remote electronic access to the document in CM/ECF to create hyperlinks in court filings and for other purposes. After the 90-day period, transcripts will be available to the public for copying/printing in the clerk's office and through PACER.

Transcripts will be filed by the court reporters or court staff. When a transcript is filed, four deadlines are set:

- ▶ The Notice of Intent to Redact deadline is set for 5 working days after the filing of the original transcript,
- ▶ The Redaction Request deadline is set for 21 calendar days after the filing of the original transcript,
- ▶ The Redacted Transcript deadline is set for 31 calendar days after the filing of the original transcript, and
- ▶ The Release Transcript Restriction deadline is set for 90 calendar days after the filing of the original transcript.

## **TRANSCRIPT EVENTS**

### **Documents to be Filed**

#### **Transcript Request**

(Required by Local Rule)

### **Events to be Used**

Civil & Criminal Event: *Transcript Request (non-appeal)*  
**OR**

Civil & Criminal Event: *Transcript Request - Appeal*

**Notice of Intent to Redact**

(to be filed five days after a transcript is filed)

Civil & Criminal Event: *Notice of Intent to Request Redaction*

**Request for Redaction**

(to be filed 21 days after a transcript is filed)

Civil & Criminal Event: *Redaction Request - Transcript*

**Motion to Redact Transcript\***

(If a party wants to redact other information other than required personal identifiers, party must move the Court for further redaction by separate motion served on all parties and the court reporter within the 21-day period.)

Civil & Criminal Event: *Motion to Redact Transcript*

**DOCUMENT NUMBER HYPERLINKS**

When a docket entry contains a document, the document number now always displays as a hyperlink, regardless of the user's permissions. If the user does not have permission to view the document, upon clicking on the hyperlink, the system will display the appropriate message based on the restriction level of the document.

**DOCKET REPORT CORRECTION**

If a U.S. Court of Appeals case number is associated with a case, that case number will now appear on the Docket Report.