

Case Management

CM / ECF

Electronic Case Files

Overview



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 All court cases are entered into CM

P Reports

- ▶ Individual cases (docket sheets)
- ▶ Overall case load
- ▶ Scheduling calendars

P Access

- ▶ Available over the internet 24 hours a day

P Replaces WebPacer

What is ECF (Electronic Case Files)?

- P An 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 documents (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

ECF Cases

- 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)
- P Create PDF documents by electronic conversion when possible
- P Verify content and format of final PDF document **before** posting to CM/ECF
- P Each 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

P Allows Sealed Documents to be filed electronically

P Comply with E-Gov't Act of 2002

- ▶ Requires redaction of:
 - Social Security Numbers
 - Names of Minor Children
 - Date of Birth
 - Financial Account Numbers

P Increase PDF size limit to 2 MB

Sealed Documents

P Must use the SEALED menus

P You must have an order allowing sealed filings in each case

P Only the court and attorneys of record can view sealed documents

- ▶ Anyone not officially on the docket (e.g. of counsel) do not have access

P Need 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

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

More Information

P Court's public website at www.uscfc.uscourts.gov

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

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

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Questions?



Thank You