

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO**

**CHANGES YOU WILL SEE IN CM/ECF VERSION 3.0
for Attorneys**

PUBLIC ACCESS CHANGES

- The PACER Service Center allows users to set formatting requirements for the Client Code field. Also, PACER users can say whether the Client Code should be mandatory when logging into CM/ECF. To implement these new features, PACER users should go to the PACER Service Center website at <http://pacer.psc.uscourts.gov> and click on Account Information.
- PACER users now can determine whether they see billing receipts for every billable transaction. To set their billing receipt preference, PACER users should go to the PACER Service Center website at <http://pacer.psc.uscourts.gov> and click on Account Information.
- The Related Transactions Query now bills only for the data that is displayed to the user. This change ensures that PACER users will not be overcharged for the results of the query.
- The CM/ECF billing software now captures the source IP address for each billable transaction, and adds this information to the billing transaction file.
- PACER users now can access PDF documents for a case without first running a Docket Report. The new View a Document item on the Query menu presents the user with a single text entry field. If the user enters a document number in this field and the document is available to PACER users or to the specific CM/ECF user, the Transaction Receipt is displayed. If the user clicks the [View Document] button, the document is displayed. This new query provides a way to access documents without first being charged to access the Docket Report.

View a Document Query

The screenshot shows a web-based interface for viewing a document. The title bar reads "View Document". Inside the window, there is a "Case Number" label followed by a text box containing "6:05-cv-70001-RTR-FBF Newton v. Descartes et al". Below this is a "Document" label followed by an empty text input field. At the bottom of the window, there are two buttons: "Run Report" and "Clear".

ATTORNEY DESIGNATION

The Attorney Lead/Notice Designation screen includes check boxes that allow the filer to specify attorney/party associations when a previously unassociated attorney is identified during docketing. The check boxes are as follows (with the second two only available if the first is selected), and are shown in the figure below:

- Attorney represents party

- Attorney is party's lead attorney
- Attorney will receive notices of events associated with party's case.

Answers to Complaints
 7:05-cv-07200-FHE-TRT Napier v. Dee et al

The following attorney/party associations do not exist for this case.
 Please check which associations should be created for this case.
Be sure to uncheck the box on the left if the attorney is not associated with the named party!

Pedro Nunes (pty:df) represented by Thomas Digges (aty) Lead Notice
 John Dee (pty:df) represented by Susan Vanar (aty) Lead Notice
 Christopher Clarius (pty:df) represented by Susan Vanar (aty) Lead Notice
 Gemma Regnier (pty:df) represented by Thomas Digges (aty) Lead Notice
 Gemma Regnier (pty:df) represented by Susan Vanar (aty) Lead Notice
 Adam Biese (pty:df) represented by Thomas Digges (aty) Lead Notice
 Adam Biese (pty:df) represented by Susan Vanar (aty) Lead Notice

Select all attorneys

Next Clear

NOTICE OF ELECTRONIC FILING (NEF)

The NEF has a new look. The changes are listed below.

Motions
 5:04-cr-00262-JG USA v. Macko CASE CLOSED on 07/01/2006

U.S. District Court
 Northern District of Ohio (Test)

Notice of Electronic Filing
 The following transaction was entered by Test, Attorney on 8/28/2006 at 2:33 PM EDT and filed on 8/28/2006
Case Name: USA v. Macko
Case Number: 5:04-cr-262
Filed: USA
Document Number: 12

Docket Text:
 Motion to Amend/Correct by USA as to John Macko. (Test, Attorney)

5:04-cr-262-1 Notice has been electronically mailed to:
 Attorney Test Traci_A_Lancy@ohnd.uscourts.gov

5:04-cr-262-1 Notice has not been delivered electronically to those listed below and must be provided by other means:

David O. Bauer
 Office of the United States Attorney
 Four SeaGate
 Toledo, OH 43604

John S. Kluznik
 Weston, Hurd, Fallon, Paisley & Howley
 2500 Terminal Tower
 50 Public Square
 Cleveland, OH 44113

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
 [STAMP OHNDSStamp_ID=875560366 [Date=8/28/2006] [FileNumber=13169-0] [29e7cf35687dfb411ab56a21ea87fe06b9606a9cdd6ca7d77f4c4e972ea5a3c7ab8fd9df1feec6abfd047abc18e26ed3391fea36db8b1d13f4509de0c751b827b]]

- The wording on the NEF was changed as follows: “Notice will be electronically mailed.” was changed to “Notice has been electronically mailed to” and “Notice will be delivered by other means to.” was changed to “Notice has not been delivered electronically to those listed below and must be provided by other means.”
- The text “No document attached” appears on the NEF when no document/document number exists for the docket entry or when no document is attached but a document number exists.

- A comma and a space were inserted between the bcc e-mail addresses that appear on the NEF receipt when viewed via the “silver ball” on the docket sheet.
- Now, when an NEF is accessed via the “silver ball,” the entire NEF is displayed.
- Information on NEFs is now displayed in the following order:
 - Case Title
 - Case Number
 - Filer
 - Document Number
 - Docket Text
 - Notice has been electronically mailed . . .
 - Document Description
 - Original Filename
 - Electronic Document Stamp
- If an event is docketed by a court user, the following text appears at the top of the NEF, above the Case Title: “The following transaction was entered on MM/DD/YYYY at hh:mm AM (or PM) and filed on mm/dd/yy.”
- If an event is docketed by an attorney user, the following text appears at the top of the NEF, above the Case Title: “The following transaction was entered by <Attorney Name> on MM/DD/YYYY at hh:mm AM (or PM) and filed on mm/dd/yy.”

QUERY CHANGES

- The output of the Associated Cases Query now displays the other court name and case number, not just the case number. The format for the other court information is the same as that used for civil cases; a bold heading followed by a blank line and then a table with the court name in the left column and the case number in the right column.
- The display of associations now includes terminated associates and the association ed date. The associations are sorted with pending associations listed above terminated associations.
- All pending parties are now included in the Case Summary query. Previously, the consolidated plaintiff and consolidated defendant parties did not appear in the output for the Case Summary query.
- A hyperlink to the Docket Report was added to the output screen for the Related Transactions query.
- The Party and Attorney queries now sort by case number: first by office number, then all four digits of the year, and then case type.

CIVIL CASES REPORT

The options Nature of Suit and Cause of Action were added to the Sort by list on the selection criteria screen for the Civil Cases Report. The following warning message now appears at the top of the selection criteria screen for the Civil Cases Report:

Warning: This report is not subject to the 30 page billing cap. You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query menu or the Docket Report.

The date range fields for the Civil Cases Report are now limited to a 31 day time period. If the user changes the date range to a time period greater than 31 days, the following message will appear, and the user must change the date range: "Warning: The date range you entered is too large. Please enter a date range no larger than 31 days. Click OK to continue." The user will not be able to run the report until the date range entered is at most 31 days.

CRIMINAL CASES REPORT

Judges' names now display properly on the Criminal Cases Report. Previously, a comma was printed between the first name and the last name (e.g., John, Smith). The Criminal Cases Report now provides subtotals based on the sort criteria selected by the user. The heading of the Criminal Cases Report now displays only at the beginning of the report. Previously, the heading was displayed in various locations when the report was printed.

DOCKET ACTIVITY REPORT

Totals are now provided at the end of the report output.

The Category and Event for each event are now displayed on the report output when the user selects the Full Docket Text option on the selection screen.

DOCKET REPORT

Previously, the word ALL was added to the end of the case number at the top of the docket sheet when the Docket Report was run for all of the defendants in a multi-defendant case. If a court chose to display the judges' initials at the end of case numbers, and a case did not have a magistrate judge, then the display of ALL was confusing because it could have been mistaken for the initials of a magistrate judge (for example, 1:01cr02415-MLW-ALL). The report now displays the words All Defendants next to the case number if it is run for all defendants.

The appellate court name and case number now appear on the docket sheet.

CALENDAR EVENTS REPORT

Users can now select natures of suit from the selection screen of the Calendar Events Report. The report was modified so that if any natures of suit are chosen, only civil

cases having the associated natures of suit and meeting other selection criteria will appear on the report; no criminal cases will appear. If the user doesn't select any natures of suit (meaning only the blank line of the field is selected), then the report will return all civil and/or criminal cases meeting the other selection criteria. The nature of suit is displayed on the output of the Calendar Events Report as follows:

1:06-cv-00473-JRA Gadoski v. Red, White & Blue Inc.
 (Nature of Suit 442 - Civil Rights: Jobs)

Short titles for criminal cases are now displayed correctly on the Calendar Events Report. The case title is obtained from the lead case record.

CASE FLAGS ON DOCKETING SCREENS

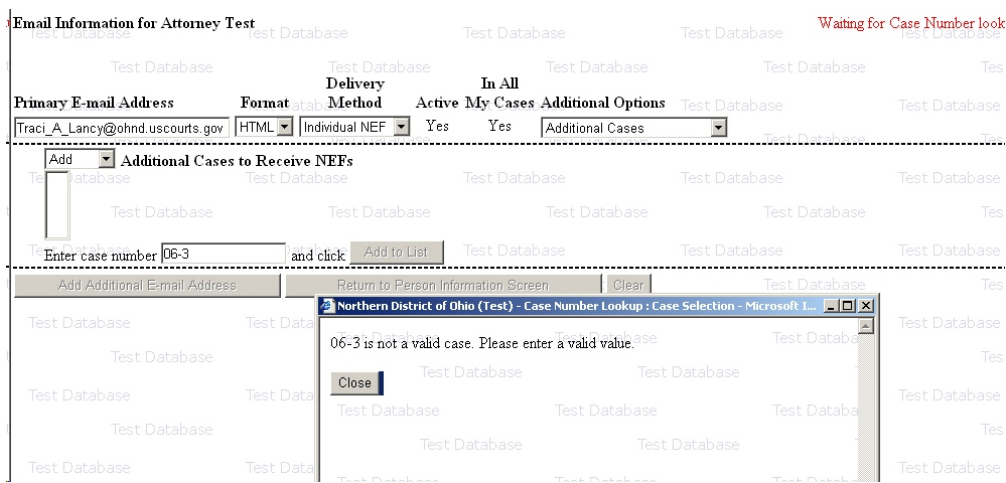
Case flags will now appear during docketing at the top of each docketing screen, under the case number. If a case has many flags, and the display of the flags is greater than two lines, a small scrollbar appears on the right side of the list of flags so the user can scroll to see the additional flags.

MAINTAINING E-MAIL SETTINGS

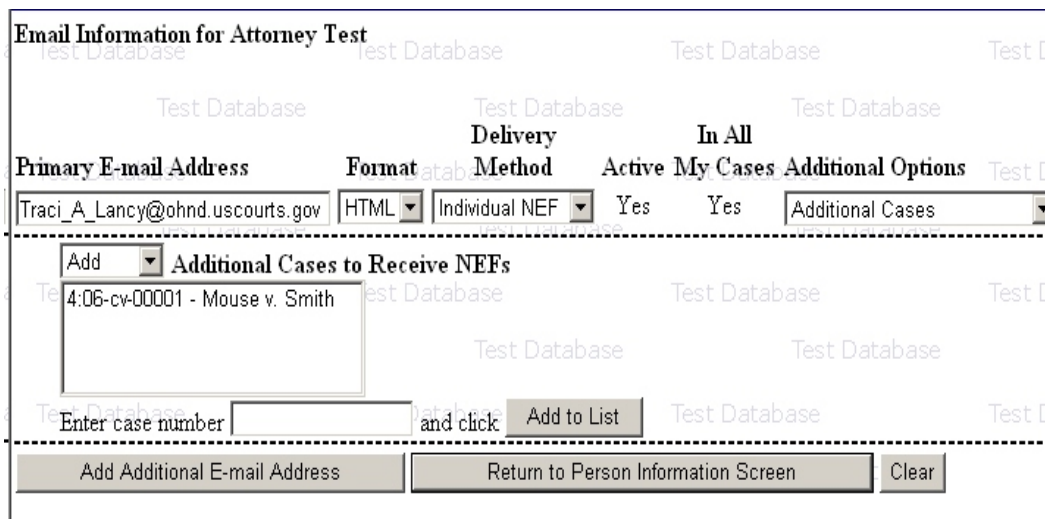
In **Maintain Your Account >E-mail Information**, after the user enters an e-mail address in the proper format (a@b.c), the main options for that e-mail address appear.

To add additional cases to the list for this e-mail address, the user must select Additional Cases from the Additional Options drop down list. Then, the user can select Add from the Additional Cases to Receive NEFs drop down list that appears.

When the user enters a case number, if there is more than one case for the year and number entered, a pop-up window appears. The user is prompted to select the correct case from the list in the pop-up window. If the case number entered in the Enter case number field is not a valid case, a pop-up window appears stating such.



Once the user selects the appropriate case number, the case is added to the Additional Cases to Receive NEFs list. The user can add as many cases to the list as desired.



To remove a case from the list, the user must select Remove from the Additional Cases to Receive NEFs drop down list and then click on the appropriate case number. A [Remove from List] button appears, allowing the user to remove the case from the list. There are two delivery methods for receiving NEFs: individual and summary. The delivery method of choice is selected for all the cases in the user's list. However, if the user wants to receive the opposite method of delivery for one or some cases, the user should select Delivery Method Exceptions from the Additional Options drop down list. If the user then selects Add from the Delivery Method Exceptions drop down list that appears, the user can select the case(s) to add for the other delivery method.

Email Information for Attorney Test

Primary E-mail Address	Format	Delivery Method	Active	My Cases	In All	Additional Options
Traci_A_Lancy@ohnd.uscourts.gov	HTML	Individual NEF	Yes	Yes		Delivery Method Exceptions

Delivery Method Exceptions

The following cases will receive Summary NEF e-mails:

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Select case to add to list here and click

To add and configure additional e-mail addresses, the user should click the [Add Additional E-mail Address] button, which causes the Secondary E-mail Addresses field to appear.

Primary E-mail Address	Format	Delivery Method	Active	My Cases	In All	Additional Options
Traci_A_Lancy@ohnd.uscourts.gov	HTML	Individual NEF	Yes	Yes		Delivery Method Exceptions

Delivery Method Exceptions

The following cases will receive Summary NEF e-mails:

1:06-cv-00472 Test Plaintiff v. Test Defendant
5:06-cv-00463 Version 3 v. Test Defendant

Select case to add to list here and click

Secondary E-mail Addresses

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If the user enters a valid e-mail address, the e-mail settings options appear for modification, which works the same as for the primary e-mail address. The user can change the format, delivery method, and active settings; add additional cases, remove cases; and set delivery method exceptions for the secondary e-mail address. For all attorney users, the Active checkbox is available only for additional e-mail addresses. For court users, all e-mail addresses can be deactivated. Once the e-mail addresses have been added and configured, the user submits the changes by clicking the [Return to Person Information Screen] button.

Primary E-mail Address	Format	Delivery Method	Active	My Cases	In All	Additional Options
Traci_A_Lancy@ohnd.uscourts.gov	HTML	Individual NEF	Yes	Yes		Delivery Method Exceptions

Delivery Method Exceptions

The following cases will receive Summary NEF e-mails:

1:06-cv-00472 Test Plaintiff v. Test Defendant
5:06-cv-00463 Version 3 v. Test Defendant

Select case to add to list here and click

Secondary E-mail Addresses

Traci_A_Lancy@ohnd.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Hide Options
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ADDING AN ATTACHMENT DURING DOCKETING

When adding an attachment during docketing, the instructions on Step 2 were changed to:

Before proceeding to step 3, describe the document using the Category list, the Description box, or both.