

Additions to Case Management/Electronic Case Files (ECF) Version 3.1

The following system changes represent a list of fundamental changes in the CM/ECF system with version 3.0 and 3.1 from Version 2.5. This is not a comprehensive list, and the United States Court of International Trade is always working on ways to improve the functionality of this system for those who have matters before the Court. If any portion of the manual or the changes outlined below are unclear, please do not hesitate to contact the Court directly via the Help Line at (866) 450-1859 during normal business hours.

Suggestions for changes and improvements to the system, or to the manual may be mailed to the attention of the Clerk of Court, United States Court of International Trade, One Federal Plaza, 10278-0001, or may, in the alternative be submitted on the form available at the following web address: <http://www.cit.uscourts.gov/cmecf/PDF/CMECF%20Form%2019.pdf>

1. The addition of Multi-Case Docketing Capabilities: You will be able to file the same motion in multiple cases simultaneously. Simply enter the case numbers of cases you would like to docket together, select the event or motion to be docketed and you are ready to go. Currently seven consent motions and the *Certificate of Service* are available for *Multi-Case Docketing*. See Pages 155 to 161;
2. The new look of CM/ECF includes drop-down tabs for screen selection, as shown on page 5: Clicking on a selection from the CM/ECF toolbar will produce a drop-down tab listing available screens in that category. The tab saves a step by allowing the user to go directly to the desired screen from the toolbar on one quick step. See Page 5;
3. The CM/ECF system now has a *Search* box available from any screen within the system. The search function is activated by clicking on the Tab at the top of the screen. *This allows the user to search directly from the tab at any time.* See Page 6 of the updated manual;
4. A new utility for reviewing internet payment history has been created. Users can obtain a history over a given date range by clicking on internet payment history under utilities. Details are available on pages 184-185;
5. The *Help* function can now be accessed through a new icon at the top right corner of the screens in the CM/ECF system. This feature provides the user with direct access to the help function ;
6. Party Search screens now include boxes for First Name and Middle Name fields;
7. Party Information Screens now include buttons for *Alias*, *Corporate Parent or other Affiliate*, and *Review*. It is important to include any corporate parents and/or affiliates in order to enable the Court to run conflict of interest and recusal reports;

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(continued)

8. The Case Number screen has changed. New and additional *Search* features, such as the *Find a Case* box, are now available on the *Case Number* screen. This provides users with additional information without the necessity of searching for it on other screens within the CM/ECF system;
9. The Summons Screen now offers a list of *Available Events*, and a tally box for *Selected Events*. This allows the user to select from *Available Events* without leaving their current screen. See Page 42;
10. The Reserve Calendar Due Date and Fee information have been split into two screens;
11. The *Docket Text: Final Text* Screen now includes a document path for you to confirm that you have uploaded the correct document. This serves as a final opportunity to confirm that the correct document has been uploaded. See page 96;
12. The Documents to be uploaded have been put on a separate screen from the Document to answer in the *Answer Complaint* Screens. See Page 100;
13. The *Type of Party* selection in a Motion to Intervene has now been split to a separate screen from the *Party Response Deadline* Screen;
14. Multiple Document Viewing/Downloading can now be performed from the *Docket Report Screen*. Users can view and/or download all of the documents for a single docket entry or multiple documents in the same docket sheet or case.

To view/download all of the documents from a single docket entry:

If a user clicks on a document number hyperlink, two new buttons appear at the bottom of the *document selection menu* screen, one to view all documents, and the other to download all of the documents. Selecting the box to view all will combine the main document and all PDF attachments for the docket entry into a single PDF, which will be displayed on the screen. This PDF may be printed.

Selecting the download box will combine the main document and all PDF files into a Zip file, and a dialogue box will appear for the user to select a destination directory to save the Zip file. Once the user selects the destination directory and the filename, the ZIP file is saved in the specified location.

To view/download multiple documents from the same docket or case:

On the *Docket Report Selection Criteria Screen*, users with permission will be able to check the *View Multiple Documents* box. On the subsequent screen, the user will be able to view or download documents checked in the new column.