United States District Court
for the
Middle District of Pennsylvania

ECF VERSION 3.0.4 ATTORNEY ENHANCEMENTS/MODIFICATIONS

1. Displaying Court Site Information

Available on the ECF Welcome screen and the Utilities menu is the new Court Information program. If the user clicks on this item, either from the welcome screen or the Utilities menu, the following information is displayed:

Court Information

Court Details	
Court's Name	United States District Court for the Middle District of Pennsylvania
Software Version	CM/ECF-DC V3.0.4
ECF Go Live Date	March 3, 2003
Maximum PDF File Size	5 MB

Court Locations	
Court's Name	**United States District Court for the Middle District of Pennsylvania**
Court's Address	William J. Nealon Federal Building & U.S. Courthouse, 235 N. Washington Avenue, P.O. Box 1148, Scranton, PA 18501
Court's Phone Number	570-207-5600
Court's Email Address	mdpacourt@pamd.uscourts.gov
Court's Hours	M-F - 8:30 a.m. to 5:00 p.m.
Court's Name	**United States District Court for the Middle District of Pennsylvania**
Court's Address	Ronald Regan Federal Building & U.S. Courthouse, 228 Walnut Street, P.O. Box 983, Harrisburg, PA 17108
Court's Phone Number	717-221-3920
Court's Hours	M-F - 8:30 a.m. to 5:00 p.m.
Court's Name	**United States District Court for the Middle District of Pennsylvania**
Court's Address	Herman T. Schneebeli Federal Building & U.S. Courthouse, 240 West Third Street, Suite 218, Williamsport, PA 17701
Court's Phone Number	570-323-6380
Court's Hours	M-F - 8:30 a.m. to 5:00 p.m.

Pacer Details	
Pacer's Address	PACER Service Center, P.O. Box 780549, San Antonio, TX 78278-0549
Pacer's Phone Number	(800) 676-6856 or (210) 301-6440 if residing in the San Antonio area
Pacer's Email Address	pacer@psc.uscourts.gov

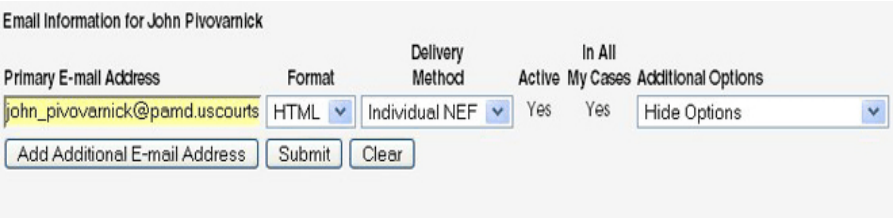
Flag Definitions	
Code	**Translation**
ADMINO	Administrative Order Filed in Case
APPEAL	Appeal

2. The Maintain Your Account Components

The main components in the Maintain Your Account utility have been separated into three new utility items. Attorneys now have access to the new programs Maintain Your Address, Maintain Your Login/Password, and Maintain Your E-mail.

a. Maintain My E-Mail

The "Maintain My E-Mail" option under Utilities allows the user to change/modify their existing e-mail address. It also allows the user to add additional e-mail addresses to be noticed and allows the user to add additional cases, for which the user is not a participant in, to receive notices. In Your Account > Maintain My E-mail, after the user enters an e-mail address in the proper format (person@abc.com), the main options for that e-mail address appear.



Enter your main e-mail address in the "Primary E-mail Address" field. The "Format" field defaults to "HTML" which is probably what you want to leave it set to. If "html" does not work for you, change it to "text". The "Delivery Method" field options are "Individual NEF" and "Summary NEF". The "individual NEF" option means you will receive a NEF (Notice of Electronic Filing) for every document filed in a case. The "Summary NEF" option means you will receive one e-mail each morning for all documents in cases you are a participant in, that were filed the previous day. The summary NEF has links to the document(s) that were filed in the case(s).

DO NOT change the "Active" box; if you do you will NOT receive any NEFs. Also, the "In All My Cases" field defaults to "Yes" and you do not have the ability to change this.

The “Additional Options” field defaults to “Hide Options”. The available options are “Additional Cases” and “Delivery Method Exceptions”, explained below.

Additional Cases:

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. Please note you only enter case numbers in “Additional Cases” box for cases that you are NOT representing a party in but wish to receive electronic notification of filings in the case(s). 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.

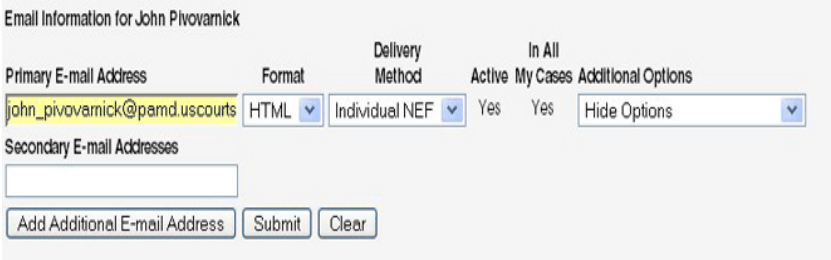
Delivery Methods:

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.

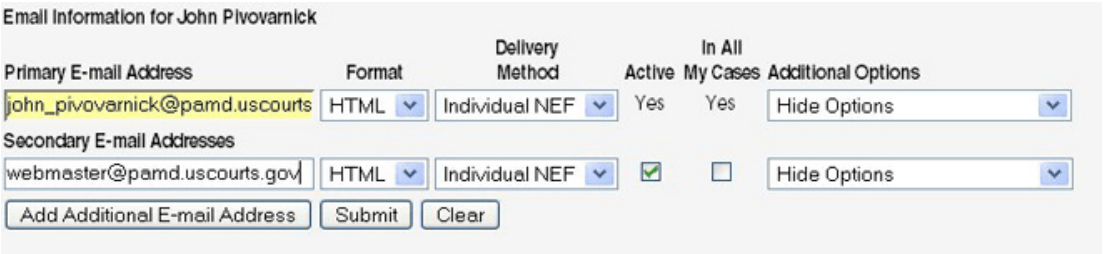
Add Additional E-mail Addresses:

You may add additional e-mail addresses to your account for your staff or anyone else that you may want to have receive the same electronic notification of case activity that you receive.

Click on the "Add Additional E-mail Address" button and add an e-mail address. When finished click on "Submit".



If you want this additional address to receive NEFs in all your cases, click on the "In All My Cases" button. If you do not, you can click on the arrow in the "Additional Options" drop down list, and select "Specific or Additional Cases". You will then need to enter the case numbers that this e-mail address should receive notification in (see below). Once you add a case number, click on "Add to List". If you need to enter more, repeat the steps above. The delivery method of the NEF (individual or summary), will default to your main delivery preference. If you want this e-mail address to have a different delivery method, select "Delivery method exceptions" in the "Additional Options" drop down box.



b. Maintain My Address

The "Maintain My Address" option under Utilities allows you to change or modify your address. If you use this option make sure you click on "submit" to save the changes. You will then see another screen that shows you all cases you are associated with. If you do not know what cases to apply this address change to, you should select "All cases". If you do know which cases (those that are still active, are on appeal or have post trial motions pending), you can select each case by clicking on the first case with your mouse and then holding down your CTRL key while clicking on the others. All cases you want to apply the change to should be highlighted. If they are not highlighted, you did not select them properly.

c. Maintain My Login/Password

The "Maintain My Login/Password" option under Utilities allows you to change your password. You should **NEVER** change your login as your login is assigned by the court. If you change your password make sure you click on submit to save the changes.

3. Rearrange the Order on Which Information Appears on the NEF

Information on NEFs is now displayed in the following order:

Case Title
Case Number
Filer
Document Number
Docket Text
Notice has been electronically mailed to
Notice has been delivered by other means to
Document Description
Original Filename
Electronic Document Stamp

4. Displaying Case Flags When Electronically Filing Documents in ECF

Case flags appear during the filing of documents in ECF 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 scroll bar appears on the right side of the list of flags so the user can scroll to see the additional flags. Case flags are used by court staff to identify specific types of cases (prisoner cases, loan case, etc) or to make some other identifying notation to a case.

5. 3 Days Mailing on Deadlines

The ECF system will automatically add 3 days mailing to all deadlines.

6. Document Attachment Screen

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

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

7. Delete Document Message

When a document is deleted in ECF by court staff, due to incorrect filing, etc., if the user tries to obtain the free look within the Notice of Electronic Filing e-mailed to him/her, a message will be displayed that states the document has been deleted.

8. PACER Access and Preferences

a. The PACER Service Center now allows users to set formatting requirements for the Client Code field. Also, PACER users can indicate 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**.

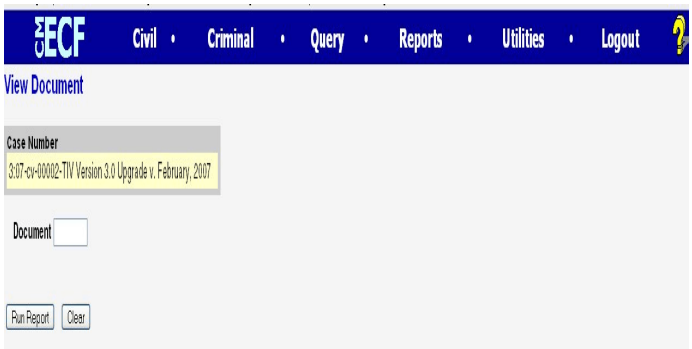
b. PACER users now can determine whether they see billing receipts for every billable transaction. To set their billing receipt preference, PACER users should go to the PACER Service Center website at http://pacer.psc.uscourts.gov and click on **Account Information**.

c. The CM/ECF billing software now captures the source IP address for each billable transaction, and adds this information to the billing transaction file.

d. Provide a Hyperlink to the Docket Sheet from the Related Transactions Query
A hyperlink to the Docket Report was added to the output screen for the Related Transactions query. 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.

e. Searching for Documents within a Case

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 from the query menu.



f. Include All Pending Parties in the Case Summary Query

All pending parties now are included in the Case Summary query. Previously, consolidated plaintiff and consolidated defendant parties did not appear in the output for the Case Summary query.

g. Properly Sort Party and Attorney Query Output

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.

h. Include PDF headers Option on Docket Report

An option now exists on the docket report for users to choose if they want to include pdf headers on the documents or not (pdf headers include case number, document number, filed date, and page numbers of the document viewed).

i. Docket Activity Report

Totals are now provided at the end of the report for the search results entered. See Section k below for more information on the docket activity report.

j. Running a Docket Report for a Criminal Multi-defendant Case

Previously, the word "ALL" was added to the end of the case number when running a docket report for a multi-defendant case. The word "ALL" has now been replaced with All Defendants".

k. Civil Cases Report, Criminal Cases Report and Docket Activity 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, Criminal Cases Report and Docket Activity 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 users 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 31 days or less.