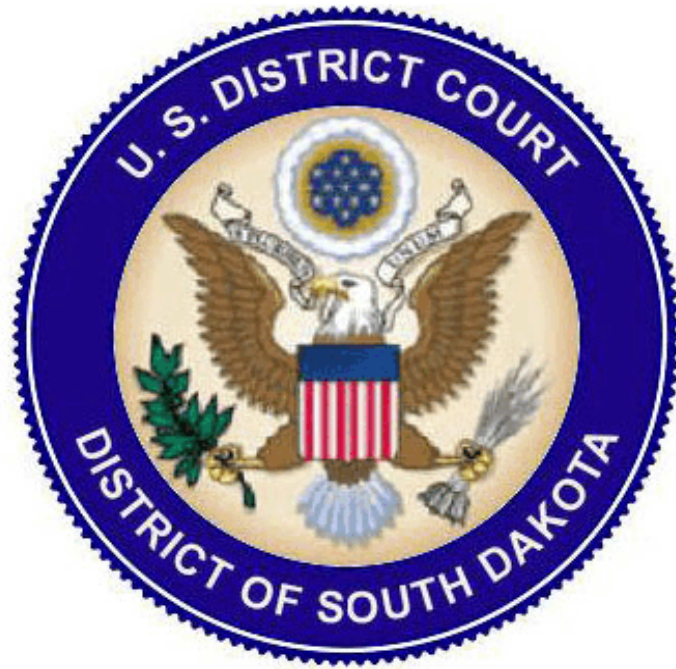


# **CM/ECF Version 4.0**



## **Users Guide for Attorneys**

March 29, 2010

Information regarding seven notable changes in version 4.0 of CM/ECF are outlined below and include the following:

- **Selecting a Filer**
- **Documents and Attachments**
- **Radio Buttons**
- **Email Notification**
- **Query**
- **RSS Feeds**
- **General Announcement Emails**

### Selecting a Filer

While the selection process remains the same, the system will now display a case participant tree in the left panel of the screen. The participant tree is displayed for reference purposes during docketing. All party selections will be made in the right pane:

The screenshot displays a web interface for selecting a filer. At the top, the heading "Related Filings" is shown in blue. Below it, the case number "4:10-cv-04040-RHB Smith v. Jones" is displayed in purple. The interface is divided into two main sections. The left section, titled "Pick Filer", contains a "Collapse All" link and an "Expand All" link. Below these links is a tree view of participants: "Anthony J. Jones dft" and "Anna Smith pla", each preceded by a plus sign in a square. The right section, titled "Select the filer.", contains two columns: "Select the Party:" and "Select a Group:". The "Select the Party:" column has a text box containing "Jones, Anthony J. [dft]" and "Smith, Anna [pla]". The "Select a Group:" column has four radio button options: "No Group" (selected), "All Defendants", "All Plaintiffs", and "All Parties". At the bottom of the right section are three buttons: "Next", "Clear", and "New Filer".

Additional information regarding cases participants can be easily viewed by clicking the plus (+) sign next to a party name in the left pane. Alias and/or attorney information will then be displayed:

## Related Filings

[4:10-cv-04040-RHB Smith v. Jones](#)

**Pick Filer**

[Collapse All](#) [Expand All](#)

- [-] **Anthony J. Jones** dft
  - [-] **Alias**
    - Bubba Jones
  - [-] **Attorney**
    - Nancy Abudu
- [-] **Anna Smith** pla

**Select the filer.**

**Select the Party:**    **OR**    **Select a Group:**

Jones, Anthony J. [dft]  
Smith, Anna [pla]

- No Group
- All Defendants
- All Plaintiffs
- All Parties

**Next**    **Clear**    **New Filer**

**NOTE:** If the right pane of the screen does not contain the party pick list, to bring the party pick list back to the right pane, you should click the **Pick Filer** button at the top left of the screen.

## Documents and Attachments

The process of adding a main document and attachments during docketing has been streamlined to only require one screen, as shown below. The document upload screen changes dynamically based on the number of attachments added, and other actions taken by the user.

**Notices**  
[4:10-cv-04040-RHB Smith v. Jones](#)

A description is required for each attachment added. You may also select a category, but it is not required.  
**Select the pdf document and any attachments.**

**Main Document**

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/>

After browsing and selecting the appropriate Main Document, you should click the **Browse** button in the **Attachments** section to add the first attachment, if you have one. Once a PDF document is selected, you must enter a description for the attachment. As the process of adding an attachment is completed, a new row will appear so you can then add a second attachment, if necessary. Additional rows for additional attachments will continue to be added as needed. After your last attachment is added, the next row will be blank. You should leave the blank row and then click **Next**.

**Motions**  
[4:10-cv-04040-RHB Smith v. Jones](#)

Date document filed (mandatory)

A description is required for each attachment added. You may also select a category, but it is not required.  
**Select the pdf document and any attachments.**

**Main Document**

Attachments	Category	Description
1. <input type="text" value="P:\CM ECF\TrainingDocs\Exhibit 1.pdf"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input type="text" value="Exhibit 1 - Photo of House"/> <input type="button" value="Remove"/>
2. <input type="text" value="P:\CM ECF\TrainingDocs\Exhibit 2.pdf"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input type="text" value="Exhibit 2 - 5-5-96 Corresp."/> <input type="button" value="Remove"/>
3. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/>

If an attachment needs to be removed, simply click the **Remove** button. If, for example, Attachment 1 is removed and there is a second attachment, Attachment 2 would become Attachment 1, etc.

If an attachment file is incorrect and needs to be replaced, you should click **Browse** again for the attachment and load a different document.

If you click the **Clear** button after adding documents and attachments, the screen will be returned to the default state.

## Radio Buttons

A new selection feature for answering some questions in CM/ECF is the use of radio buttons in a variety of both civil and criminal events. You must make a selection before continuing by simply clicking the radio button beside the appropriate response.

**Complaints and Other Initiating Documents**  
[4:10-cv-04040-RHB Smith v. Jones](#)

Does this Complaint include a jury demand?

Yes  
 No

The answer you provide through the radio button is then included in the final docket text:

**Complaints and Other Initiating Documents**  
[4:10-cv-04040-RHB Smith v. Jones](#)

Docket Text: Final Text  
**AMENDED COMPLAINT with Jury Demand filed by Anna Smith.(NAK)**

## Email Information Screen

The District of South Dakota allows attorneys to modify their email addresses and settings. The Email Information screen in Maintain Your Email (located under Utilities in the blue bar) has been modified to provide more streamlined functionality. Additional options are now presented to you. Cutting and pasting multiple case numbers from one delivery method to another is now allowed. The initial / default state of the Email Information screen is shown below:

### Email Information Screen – Initial Screen

Email Information for John Jones	
Registered e-mail addresses	Configuration options
Primary e-mail address: <a href="#">john_jones@emailaddress.com</a>	Select an e-mail address to configure.
Secondary e-mail addresses: <a href="#">add new e-mail address</a>	
<a href="#">Return to Person Information Screen</a>	<a href="#">Clear</a>

As you can see, the initial email information screen is divided into two panes. In the left pane, the primary email address and secondary email address(es), if any, appear as hyperlinks. When you click the primary or secondary email address hyperlink in the left pane, configuration options appear under the email address in the right pane.

### Email Information Screen – Configuration Options

Email Information for John Jones	
Registered e-mail addresses	Configuration options
Primary e-mail address: <a href="#">john_jones@emailaddress.com</a>	<input type="text" value="john_jones@emailaddress.com"/>
Secondary e-mail addresses: <a href="#">add new e-mail address</a>	Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No
<a href="#">Return to Person Information Screen</a> <a href="#">Clear</a>	How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report
	In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text
	:
	<a href="#">Show all cases for this e-mail address</a> <small>(Copy case lists from here)</small>
	<b>Case specific options</b>
	Add additional cases for noticing <input type="text"/>
	These cases will send notice <i>per filing</i> (default method) 4:09-cv-00001-DGK Jones v. Smith (Closed on 01/13/2009) - Representing Anne Smith
	<a href="#">Remove selected cases</a> <a href="#">Change selected cases to notice as a summary report</a>
	These cases will send notice <i>as a summary report</i> (alternate method)
	<input type="text"/>
	<a href="#">Remove selected cases</a> <a href="#">Change selected cases to notice per filing</a>

The following is an explanation of each of the options that appear above:

Option	Description
Should this e-mail address receive notices?	For the primary e-mail address, the default is <b>Yes</b> . To disable the primary address, select <b>No</b> . If set to <b>No</b> , the primary e-mail address will not receive Notices of Electronic Filings (NEFs). We recommend that this setting always be set to <b>Yes</b> .
How should notices be sent to this e-mail address?	Sets the default delivery method for notices sent to this address. If <b>Per Filing</b> , an e-mail will be sent for each individual NEF. If <b>Summary Report</b> , one daily summary e-mail notice that lists all the filings for that day will be sent; if this option is selected, an additional option is added to the screen: <i>Should this e-mail address receive a "no activity" notice when no summary noticing occurs?</i> If <b>Yes</b> , the Daily Summary Report e-mail will include the message <i>"no transactions found for this time period"</i> if no activity occurs in the cases for which the user is configured to receive summary notices. If <b>No</b> , then no e-mail will be generated when there is no activity in the cases.
In what format should notices be sent to this e-mail address?	Controls the format of the e-mails – either <b>HTML</b> or <b>Text</b> . HTML is the preferred format.
Show all cases for this e-mail address?	Displays a list of all of the cases for which the user is configured to receive NEFs.
Add additional cases for noticing	Allows users to add cases in which they are not an active participant, but would like to receive NEFs. <b>There is no free look associated with these Notices.</b>
These cases will send notice <i>per filing. (default method)</i>	An e-mail will be sent for each individual NEF.
These cases will send notice <i>as a summary report. (alternate method)</i>	One daily summary e-mail notice that lists all the filings for that day will be sent.

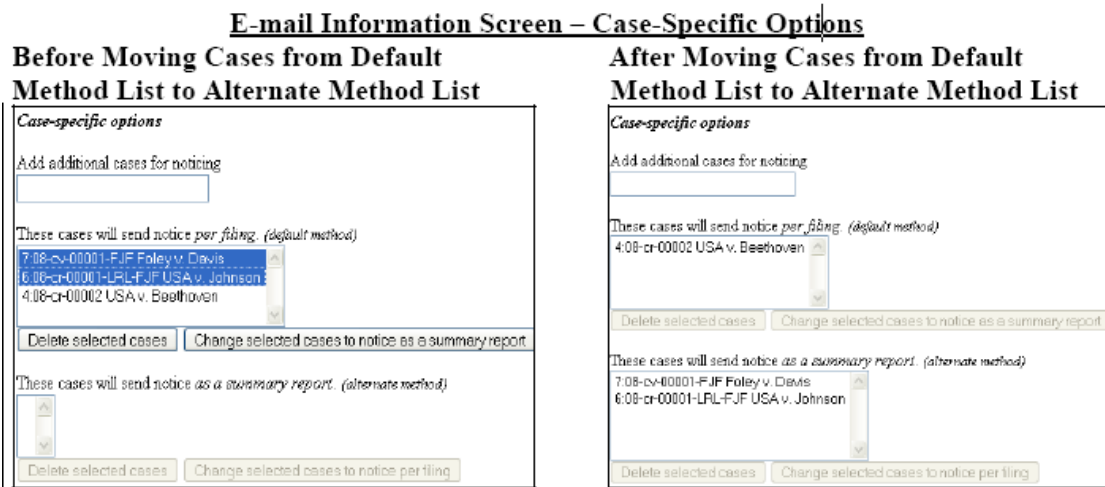
To receive NEF's in additional cases that interest you, go to the *Case specific options* section in the right pane and enter the case number(s) in the **Add additional cases for noticing** text field and then click **Enter** or **Find This Case**. After selecting the appropriate case(s), click **Add case(s)**. This will add the case(s) to the list of cases in the default method of service list (the first list of cases).



To move cases from the default method list to the alternate method list, you should click the case number(s) in the primary list and then click the **Change selected cases to notice as a summary report** button (if summary noticing is the default method, then this button will be labeled **Change selected cases to notice per filing**). The cases will be moved to the alternate method list.

To delete cases from the default method list or the alternate method list, select the case(s) and then click the **Delete selected cases** button.

In the following screens, only the bottom right portion of the Email Information screen is shown:



For secondary email addresses, the additional question: **Should this e-mail address receive notice for all cases in which this individual is a participant?** appears in the Configuration Options section of the screen. You can answer **Yes** or **No**.

If you want to **change** the email address to a different one, you should immediately type the new address in the text field. *If you click anywhere outside the text field while a complete email address is not in the text field, all of the configuration options and case lists will disappear from the screen, and the previous email address and settings will be removed.*

To **remove** an email address, you should click on the address on the left side of the screen. This will cause the email address to display in a text field on the right side of the screen, along with all the configuration options and case lists (if any) associated with the email address. You should remove the email address from the text field. *If you click anywhere outside the text field while a complete email address is not in the text field, all of the configuration options and case lists will disappear from the screen, and the previous email address and settings will be removed.*

## Query

The Query screen was modified to provide the following options to allow for more refined searching:

- A *Cause of Action* select list was added
- You now have the ability to search on a name in combination with case status, filed date, last entry date, Nature of Suit or Cause of Action

The screenshot shows a web interface titled "Query" with a "Search Clues" section. The fields are as follows:

- Case Number:** A text input field.
- or search by:** A heading for the following options.
- Case Status:** Radio buttons for "Open", "Closed", and "All".
- Filed Date:** Two text input fields separated by "to".
- Last Entry Date:** Two text input fields separated by "to".
- Nature of Suit:** A dropdown menu with options: "110 (Insurance)", "120 (Contract: Marine)", and "130 (Miller Act)".
- Cause of Action:** A dropdown menu with options: "02:0431 (02:431 Fed. Election Commission: Failure Enforce C)", "02:0437 (02:437 Federal Election Commission)", and "05:0075 (05:75(2) Contract - Reduction in Grade)".
- Last/Business Name:** A text input field with a hint "(Examples: Desoto, Des\*t)".
- First Name:** A text input field.
- Middle Name:** A text input field.
- Type:** A dropdown menu.

At the bottom, there are two buttons: "Run Query" and "Clear".

Queries now can be run by entering a case number or any combination of the following:

Case Status	Nature of Suit	First Name
Filed Date	Cause of Action	Middle Name
Last Entry Date	Last/Business Name	Type

Searches for criminal cases regarding specific offense codes continue to be available through the **Reports** menu / Criminal Reports / Criminal Cases and selecting the appropriate search criteria:

**Criminal 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.**

Office

Case types

Case flags

Citation

Count Status  Pending  Disposed

Filed  to

Terminal digit(s)  2, 4-7  Pending defendants  
 Terminated defendants  
 Fugitive defendants  
 Non-Fugitive defendants

Sort by

Output Format  Formatted Display  Data Only

Make these options my default.


## RSS Feeds

Really Simple Syndication (RSS) is a type of XML that allows internet browsers and other “feed readers” to display information from a website. PACER users can subscribe to RSS feeds so they will be notified every time content is updated on a particular site.

To allow for easier public access to specific data, CM/ECF now provides users with an RSS feed for notification with links to docket sheets and documents. Case-specific feeds will not be included. Instead, the feeds will be based on event types.

A standard RSS reader will not be provided with CM/ECF. Users must acquire, install, and configure third-party RSS reader software before they can use this feature in CM/ECF.

**Court Information** under Utilities will include the RSS feed available to public users.

Court Information	
Court Details	
Court's Name	District of South Dakota
Software Version	CM/ECF-DC V4.0.2
ECF Go Live Date	07/07/03
Maximum PDF File Size	7.0 MB
Maximum Merge Document Size	10 MB
RSS Feed	 <a href="#">Last 100 entries - DCN</a>
Docket entries of type: all	

## General Announcement Emails

Courts now can send general announcement email messages to users with email addresses in CM/ECF. You can configure your email account with the option of “opting in” to these announcement email messages. However, even if you “opt out”, the court can force the email announcement to be sent in situations where vital information needs to be distributed.