

CM/ECF Version 6.0

A Guide to the New Features for Attorneys



United States District Court
Western District of Louisiana
July 13, 2012
CM/ECF Version 6.0

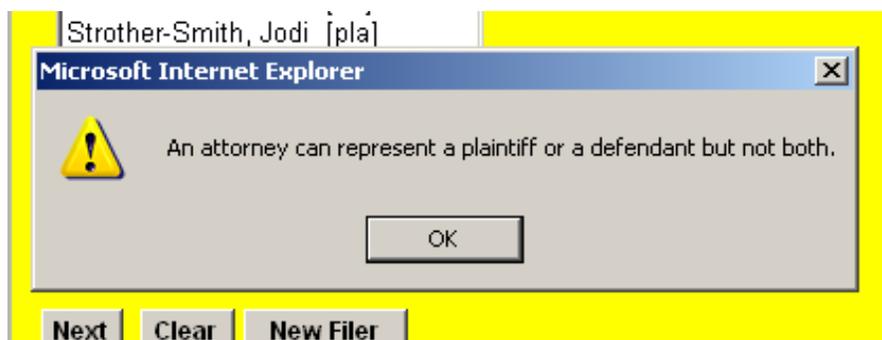
Version 6.0 Enhancements & Changes

DOCKETING MODIFICATIONS

Do Not Allow Attorneys to Add Themselves as Representation for an Opposing Party (ONLY WORKS IN IE VERSIONS 8 & 9 AND FIREFOX)

Attorneys no longer can be added as counsel for an opposing party. For example, an attorney for the plaintiff cannot add himself as an attorney for the defendant.

If a terminated or new attorney selects parties from the opposing side, the application will display a popup message, the selected parties will be deselected, and the system will not advance to the next screen.



QUERY

Warn PACER Users that Queries are Not Subject to the 30 Page Billing Cap

PACER users sometimes are not aware that name and case searches (by filed date or last entry date) are not subject to the 30 page billing cap, and such searches generally return a significant amount of data, resulting in substantial charges. The following new message appears on the Query selection criteria screen for attorney and PACER users:

WARNING: Search results from this screen are NOT subject to the 30 page limit on PACER charges. Please be as specific as possible with your search criteria.

Provide an Option to Search for Exact Matches

The Query selection screen now includes an *Exact Matches Only* checkbox beside the *Last/Business Name* field. If this option is checked, the results include only exact matches to the search string entered in the *Last/Business Name* field.

Query

Search Clues

Case Number

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit
0 (zero)
110 (Insurance)
120 (Contract Marine)

Cause of Action
0 (No cause code entered)
00:0000 (No Cause Code Entered)
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

Last/Business Name Exact matches only

First Name Middle Name

Type Prisoner ID

Display Party Roles in Output Lists

Party roles are now displayed beside party names listed on the *Select A Person* query screen.

Select A Person

There were 5 matching people.

- [Newton, Isaac](#) (pty) [counter defendant]
- [Newton, Isaac](#) (pty) [defendant]
- [Newton, Isaac](#) (pty) [material witness]
- [Newton, Isaac](#) (pty) [plaintiff]
- [Newton, James](#) (aty)

Select A Case

Isaac Newton is a plaintiff in 21 cases.

108-cv-00408-EDE-TCT	Newton v. Leibnitz et al	Filed 08/17/08
108-cv-01047-AAA	Newton v. Descartes	Filed 12/05/08
108-cv-07001-XRX-SDS *SEALED*	Newton v. Leibnitz	Filed 05/23/08

REPORTS

Docket Report

Allow Users to Select Specific Documents when Creating an Appendix

When the Docket Report is run in Create Appendix mode, an expand button is displayed next to the document number if a docket entry has more than one PDF. The user can select specific attachments and/or the main document. If the default checkbox for the entry is checked, then all the individual checkboxes for specific documents for that entry are grayed out, because the attachments will be included automatically.

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United States District Court, Western District of Louisiana

01/13/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CIVIL CASE MANAGEMENT ORDER NO 1 for cases assigned to Judge Dee D Drell sent to counsel of record. Plan of Work due 4/6/11. Signed by Judge Dee D Drell on 01/13/2011. (crt,Leleux, M) (Entered: 01/13/2011)
05/06/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MOTION FOR EXTENSION of Service Deadline with consent sought but not yet obtained by USA. (Attachments: # <u>1</u> Text of proposed order)(aty,Conner, Laura) (Entered: 05/06/2011), (QC'ed on 05/06/2011, by Dauterive , C)
05/10/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANSWER to <u>1</u> Complaint by Westaff U S A Inc. (Attachments: # <u>1</u> Exhibits)(aty,Keiser, Randall) (Entered: 05/10/2011), (QC'ed on 05/11/2011, by Kennedy , T)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Main Document
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachment # 1 Exhibits

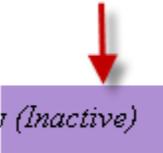
If all documents are selected in an entry by checking the main checkbox, then the entire entry and all parts are included on the PDF version of the docket report or abridged docket report. If less than all documents are selected with an entry, the entire entry is included in the docket report, but rows underneath specify which documents are attached or not.

Date Filed	#	Page	Docket Text
05/06/2011	<u>4</u>	5	MOTION FOR EXTENSION of Service Deadline with consent sought but not yet obtained by USA. (Attachments: # <u>1</u> Text of proposed order)(aty,Conner, Laura) (Entered: 05/06/2011), (QC'ed on 05/06/2011, by Dauterive , C)
05/10/2011	<u>5</u>		ANSWER to <u>1</u> Complaint by Westaff U S A Inc. (Attachments: # <u>1</u> Exhibits)(aty,Keiser, Randall) (Entered: 05/10/2011), (QC'ed on 05/11/2011, by Kennedy , T)
		7	Main Document
			Attachment # 1 Exhibits (Not Attached)

Provide an Indication that an Attorney's Email Address is Inactive

If an attorney has an inactive email address, the label (*Inactive*) now appears beside the email address on the docket sheet.

represented by **T Reeves** aty
 123 Main St
 Shreveport, LA 71101
 Email: teresa_reeves@lawd.uscourts.gov (*Inactive*)
 ATTORNEY TO BE NOTICED



Criminal and Civil Cases Report

The selection criteria screen for the Criminal Cases report includes an option so the user can determine whether Central Violations Bureau (CVB) cases should be included in the report output.

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: Alexandria, Ft. Polk
Case types: Criminal, Magistrate Judge
Case flags: 2255, ACTOS
Citation: [dropdown]
Count Status: Pending Disposed
Include CVB Cases: Yes No
Filed: 7/5/2012 to 7/12/2012
Terminal digit(s): [input] 2,4,7 Pending defendants Terminated defendants
Sort by: Case Number [dropdown] [dropdown] [dropdown]
Output Format: Formatted Display Data Only
Run Report Clear Make these options my default.

PACER

Provide Links to Other Courts and the PACER Case Locator from within CM/ECF

Two new links allow PACER users to access other courts and the PACER Case Locator from within CM/ECF. The Links to Other Courts menu item points to a court links page on the PACER Service Center website, so PACER users can more easily navigate from one court to another without having to access the PACER Service Center website outside of CM/ECF. The PACER Case Locator (National Index) menu item points to the PACER Case Locator on the PACER Service Center website.

The Links to Other Courts and the PACER Case Locator (National Index) links open in separate windows.

Following are some scenarios where a PACER user may or may not have to enter his login information when clicking on either of the two new links:

- If a user who is logged in to CM/ECF as a PACER user clicks on Links to Other Courts and selects a court, the user will be required to enter his login information only if the selected court is on a release earlier than Release 4.2.
- If a user who is logged in to CM/ECF as a PACER user clicks on PACER Case Locator (National Index), the user will not be required to enter his login information.
- If a user is logged in to the PACER Service Center site, the user can access all court links as well as the PACER Case Locator (National Index) without having to enter his login information again.

- If a user does not have a PACER ID when initially logging in to CM/ECF, the user will be prompted to log in at the PACER Case Locator site or any other court via [Links to Other Courts](#).

Do Not Extract Corporate Parents

The extract for the PACER Case Locator no longer includes corporate parents, so corporate parents are no longer included in search results.

Provide Information about the Docket Sheet Threshold, the Case Number Format, and the Court's Offices on the Court Information Page.

The following information now is included on the Court Information page:

- If a docket sheet contains more docket entries than 200, a screen with a warning message and options to include docket entries for the past week, the past 90 days, the past year, or as originally requested. The new field *Threshold for Large Docket Sheet Warning (Entries)* appears in the *Court Details* section of the Court Information page.
- The *Case Number Format* field in the Court Details section of the Court Information page includes a translation of the case number format value along with an example case number. The example case number is the most recently filed non-sealed civil case.

Court Details	
Court's Name	Western District of Louisiana - TEST
Software Version	CM/ECF-DC V6.0.0
ECF Go Live Date	June 7, 2004
Maximum PDF File Size	25 MB
Maximum Merge Document Size	25 MB
Threshold for Large Docket Sheet Warning (Entries)	200
Case Number Format	O:YY-TY-####-INI-RIN <i>example: 5:12-cv-00136</i>
RSS Feed	 Last 100 entries - DCN
Docket entries of type: order,order-cr,motion,minutes,minutes-cr	

- The offices and names are contained in the new *Court Offices* table on the Court Information page.

TEST	
Court Offices	
Code	Name
1	Alexandria
2	Lake Charles
3	Monroe
4	Opelousas
5	Shreveport
6	Lafayette
7	Ft. Polk

PACER Fee Increase

At its September 2011 session, the Judicial Conference of the United States amended the Electronic Public Access Fee Schedule for the appellate, district, and bankruptcy courts, the United States Court of Federal Claims, and the Judicial Panel on Multidistrict Litigation. The schedule was amended to increase fees from \$0.08 to \$0.10 per page for electronic public access to court records through the PACER service. The CM/ECF software was modified so PACER users are charged \$0.10 per page, with a cap of \$3.00 for those reports that have a 30-page billing cap. The cost for digital audio files remains at \$2.40.