

CM/ECF Version 5.0

A Guide to the New Features Available to Attorneys and Law Firm Staff



United States District Court
Western District of Louisiana
July 25, 2011
CM/ECF Version 5.0

TABLE OF CONTENTS

New Password Requirements	1
Logging Out	3
PACER Access Changes.....	3
Query.....	3
Docket Report	4
MDL Case Report Query	5
Civil Cases Report	6

Version 5.0 Enhancements & Changes

NEW PASSWORD REQUIREMENTS

CM/ECF now requires users to create more secure passwords. Passwords must be at least eight characters long and include both uppercase and lowercase alphabetic characters and at least one digit or special character (for example, 0-9, @, #, \$, %, &, *, +). An example of a secure password is \$Ample32.

Upon the first login after the upgrade, a pop-up message displays allowing resetting of passwords to the new standards.

IMPORTANT:

Please be sure to change your password right away. The system will continue to display the notice with each login until it is changed. **Although it is possible to bypass this screen, failure to update your password may eventually result in being locked out of your account.**

Pop-up Message Instructing User to Change Password



The screenshot displays the CM/ECF system interface. At the top, there is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a yellow background area featuring the U.S. District Court seal and the text "U.S. District Court". A blue pop-up message box titled "Notice" is overlaid on the page, containing the following text: "The requirements for CM/ECF passwords have changed. To set a password that meets the new standards, please click [here](#)." Below the pop-up, there is a footer area with the text: "Welcome to the U.S. District Court for the Western District of Louisiana - TEST Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Adobe PDF reader can be obtained by selecting the PDF Settings option listed below."

Clicking on the word [here](#) in the Notice directs you to the following screen:

More User Information Screen

The screenshot shows the 'More User Information Screen' for user C Davisaty. The interface has a blue header with the ECF logo and navigation tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is yellow and contains the following information:

- More User Information for C Davisaty**
- Login:** davisaty
- Last login:** 07-18-2011 14:33
- Password:** [masked with asterisks]
- Current login:** 07-18-2011 14:33
- Registered:** Y
- Internet Credit Card:** Y
- Default Printer:**
- Additional Printers:**
- Groups:** Attorney, Pacer User
- Create date:** 09/08/2010
- Update date:** 09/08/2010

At the bottom, there are 'Submit' and 'Clear' buttons.

For security purposes CM/ECF displays a string of asterisks in the Password field to mask your password. Because the password field is masked, if you change your password, the Court cannot access the new password. If you forget your password, the clerk's office can reset it.

To change your CM/ECF password, place your cursor in the Password field, delete the asterisks and type your new password. To comply with the new requirements, passwords must be at least eight characters long and include both uppercase and lowercase alphabetic characters and at least one digit or special character (for example, 0-9, @, #, \$, %, &, *, +).

As you type your new password the characters will be displayed. When finished, click the *Submit* button.

The account update confirmation screen will be displayed. Make sure this screen displays. You may wish to logout and log back into CM/ECF to verify your new password has been successfully updated.

Account Update Confirmation Screen

The screenshot shows the 'Account Update Confirmation Screen' with the following text:

```
Updating person record...
Update Person Prid: 4324196

The update was successful.... prid 4324196 - C Davisaty

Updating user record
The user update was successful

The update was successful....

User edit complete
```

LOGGING OUT OF CM/ECF

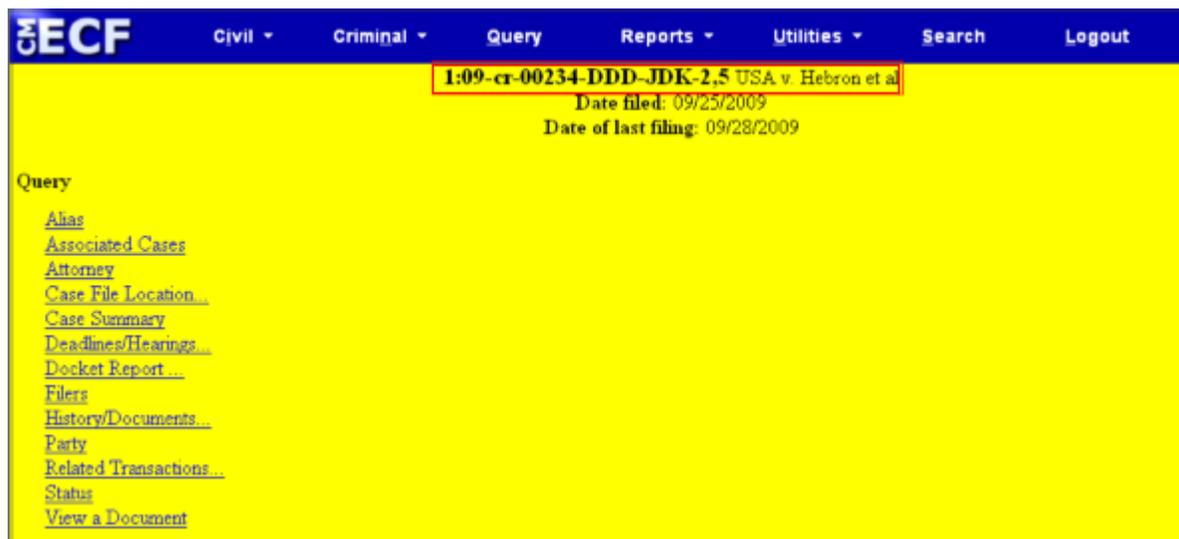
Upon exiting the system via the Logout button from the main blue menu bar, the following pop-up message appears. Click OK to complete the logout.



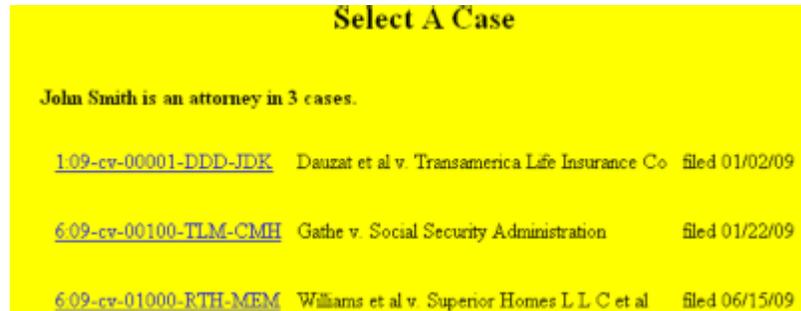
PACER ACCESS CHANGES

Query

When running a query for a multi-defendant criminal case, the defendant numbers for the selected defendants now are included with the case number at the top of the query menu screen. If all of the defendants are selected, or if the main case is selected, the words **All Defendants** will appear beside the case number in lieu of the actual defendant numbers.



When the user runs a query on a name, the name appears at the top of the screen that lists all of the cases in which that person is a participant. The person's role is included at the top of the screen as well (for example, **John Smith is an attorney in 3 cases as shown below.**)



Docket Report

The *Sort by* dropdown list on the Docket Report selection criteria screen now includes a **Document number** option. If selected, those entries without document numbers will appear chronologically within the entries that do have document numbers.

The screenshot shows the "Docket Sheet" form with various search and display options. A red arrow points to the "Sort by" dropdown menu, which is open and shows the following options:

- Document number (highlighted)
- Oldest date first
- Most recent date first
- Document number

Other visible options include:

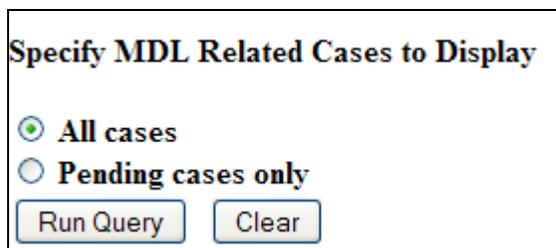
- Case number: [text input]
- Filed: Entered: [text input] to [text input]
- Documents: [text input] to [text input]
- Include: Parties and counsel, Terminated parties, List of member cases, Links to Notices of Electronic Filing
- Document options: Include headers when displaying PDF documents, View multiple documents, Create Appendix
- Format: HTML (unpaginated), PDF (paginated)
- Run Report: [button]

MDL Case Report Query

The Query menu includes the new MDL Case Report query. This report will only display MDL lead cases and respective member cases which have been filed in the Western District of Louisiana.



When the MDL Case Report is run, the user can determine whether all MDL-related cases or only pending MDL-related cases should display.



A screenshot of a dialog box titled 'Specify MDL Related Cases to Display'. It contains two radio button options: 'All cases' (which is selected) and 'Pending cases only'. Below the radio buttons are two buttons: 'Run Query' and 'Clear'.

All cases associated with the same JPML (Judicial Panel on Multidistrict Litigation) number as the target case will be listed, sorted by case type, (descending so **md** case type sorts before **cv**) and case number.

Civil Cases Report

The Civil Cases Report now includes a *JPML number* field on the selection criteria screens, so the report can be run by JPML (Judicial Panel on Multidistrict Litigation) number. **This report will only display MDL lead cases and respective member cases which have been filed in the Western District of Louisiana.** This report will not include a JPML number until the case has transferred to the receiving court.

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.

Office: Alexandria, Ft. Polk
Cause: 0 (No cause code entered), 02:0431 (02:431 Fed. Election...)
Jurisdiction: Diversity, Federal Question
Case type: Civil, Miscellaneous
Nature of suit: 0 (zero), 110 (Insurance)
Case flags: 2255, APPEAL
Terminal digit(s): 2, 4, 7
Filed: 7/11/2011 to 7/18/2011
Sort by: Case Number
Output Format: Formatted Display, Data Only
Run Report | Clear

JPML number

Open cases
 Closed cases