



# CM / ECF

## Case Management / Electronic Case Files

### CM/ECF Hardware and Software Requirements

Attorneys will need the following hardware and software to electronically file, view, and retrieve documents through the Case Management/Electronic Case Files system.

- ▶ **Personal Computer:** You will need a personal computer running Windows or a 64-bit Apple Macintosh with operating system OS x10.5 or higher. If your system does not satisfy these requirements, you may apply to the Clerk's Office for a waiver from electronic filing.
- ▶ **Screen Resolution:** The minimum resolution required to run CM/ECF is 1024 x 768 pixels. If the screen resolution of your computer is set lower, you must change the resolution before you start to use CM/ECF. You do not have to make any changes to your screen resolution if the current setting is higher than 1024 x 768 pixels.
- ▶ **Internet Service Provider and Web Browser:** CM/ECF has been certified to work with Firefox Version 3 and Internet Explorer Versions 6 and 7.

***CM/ECF makes frequent use of pop-up windows. Therefore, to ensure that the program work correctly with your browser you must modify your Pop-up Blocker settings to allow pop-ups from the "ecf.cadc.uscourts.gov" site.***

- ▶ **Java Runtime Environment (JRE) 6:** Java 6 is required for CM/ECF to operate on your computer. It is available at [www.java.com](http://www.java.com). Select "Do I have Java" link and verify that the result is Version 6 Update (1, 2, 3 or above). If you do not have Version 6, the website will prompt you to download Version 6.
- ▶ **Email Account:** You may register more than one email address for receipt of Notices of Docket Activity (NDAs). The address(es) must be regularly monitored, as your only notification of case activity will be via email. NDAs will be sent directly from the court's CM/ECF system. The size of your email account must be sufficient to receive NDAs from the CM/ECF system. CM/ECF-related email may exceed the size allocated for free email accounts. In general, an account with storage space of at least 100 megabytes is sufficient.

***Users must ensure that the spam filter on their network and computer receiving the email are set to allow notices from "ecfnoticing@cadc.uscourts.gov".***

- ▶ **Word Processing Software:** WordPerfect, Microsoft Word or any other word processing software that will allow you to convert text documents to PDF.
- ▶ **PDF Conversion Software:** Only documents in portable document format (PDF) can be uploaded to the CM/ECF system. Adobe Acrobat PDF Writer, as well as certain word processing programs



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can perform this function. Adobe Acrobat Version 5 and higher meets the CM/ECF filing requirements. For viewing documents, not authoring them, only Adobe Acrobat Reader is needed. You may also download free PDF conversion software from any source of your choosing.

WordPerfect Versions 12, 13, or 14 include the capability to convert text documents to PDF by clicking "File" on the toolbar, then "Publish To" and selecting "PDF".

***The maximum file size for a PDF document that can be uploaded to the CM/ECF system is 5120 kilobytes, or 5 megabytes. If your PDF file exceeds this limitation, you must split it into multiple files and attach each subsequent file as an additional document to the main filing.***

- ▶ Scanner: Use a scanner ONLY if you do not have access to an electronic version of the document that would enable you to prepare a text PDF. Paper documents should be scanned into PDF image format with a "black and white" setting at a minimum 300 dots per inch (dpi) resolution.

### Special Notes for Macintosh Users

***On June 15, 2009, Apple Inc. released "Java for Mac OS X 10.5 Update 4." Unfortunately, this update is currently not compatible with CM/ECF. We have analyzed the problem and expect to have the issue resolved by early-August, however, at this time, Apple Macintosh users will not be able to log into CM/ECF if this update has been installed.***

***As part of the update, Apple updated from Java SE 6 to Java 1.6 Update 13 (Version 1.6.0\_13). The new update contains changes to how the Java Web Start facility is implemented. Because Apple still has not provided the software needed to run Java 1.6 applets, CM/ECF is using Java Web Start to launch for Macintosh users only. Unfortunately, this recent update does not appear to be able to run our Web Start launching configuration.***

#### ▶ 64-bit Macs

Appellate CM/ECF Version 2.1.1 and higher will operate on a 64-bit Intel Mac with the Apple-supplied Java 1.6. You must; however, access the system via the Mac-identified link on a court's web page. The login alerts, messages and user actions may differ slightly between Safari and Firefox. If your web browser is Firefox, each time you attempt to access CM/ECF you may have to respond to the question, "What should Firefox do with this file?" Select "Open" to proceed with logging in. When logging in with Safari for the first time, you must also respond to this question, however, with each subsequent login, the Java Web Start will begin downloading and launching the application automatically.



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▶ **32-bit Macs**

Apple has not released a 32-bit version of Java 1.6 for the Mac. Until such a version is available, 32-bit Macs will require additional software such as Fusion, Parallels, or Bootcamp that will allow Windows to run on a Mac. 32-bit Mac users with one of these Windows emulation software packages can access Appellate CM/ECF via the application link for all PC users on a court's web page. (Note: Current versions of Fusion and Parallels require an Intel-based Mac.)