

Administrative Office of the U. S. Courts
Office of Court Administration - Technology Division

CM/ECF

Release Notes

Attorney Users

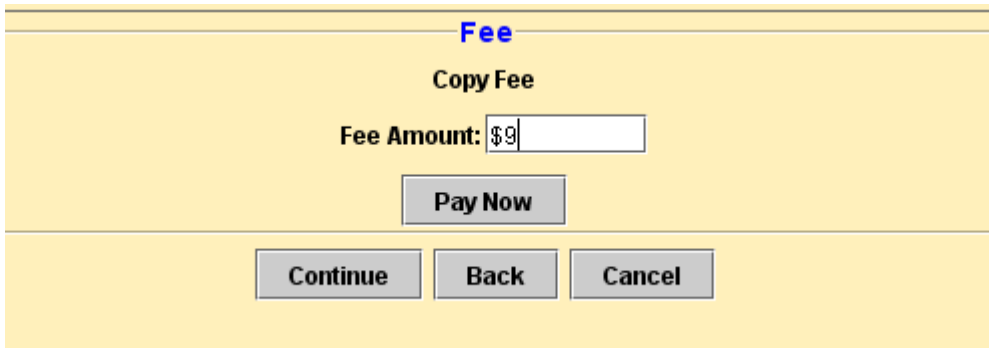
Appellate Release 3.0
November 2009

Updated March 2010 for Release 3.1

Attorney Users

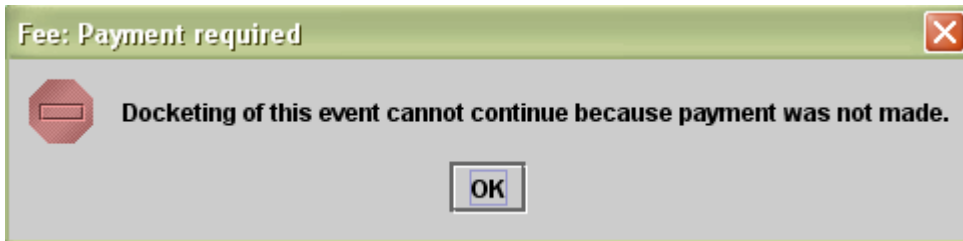
1.1 New Docketing Fee Option

Appellate courts were provided a new feature in release 3.0 to collect fee information from attorneys. Some courts, therefore, may have configured new attorney filing events that allows an attorney to make an online payment for a Court of Appeals fee. After selection of the event, such as “Pay Copy Fee”, the Fee interface displays to the attorney.



The screenshot shows a yellow-themed interface titled "Fee" in blue. Below the title is the text "Copy Fee". A label "Fee Amount:" is followed by a text input field containing the number "9". Below the input field is a "Pay Now" button. At the bottom of the interface are three buttons: "Continue", "Back", and "Cancel".

If the user attempts to select the Continue button prior to making a payment, the following error message displays:



Once the user selects the “Pay Now” button, the following Online Payment Screen displays:

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Diners Club, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$3.00

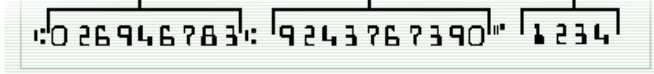
Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number


Payment Date: 10/23/2009

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Diners Club, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$3.00

Billing Address: *


Billing Address 2:

City:

State / Province: *

Zip / Postal Code:

Country: *

Card Type: * 

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: if a court does not accept ACH payments then only option 2 displays.

If the attorney enters their payment information for the ACH payment option and their account information is authorized, the following final confirmation screen displays:

Online Payment	Return to your originating application
Step 2: Authorize Payment	1 2
Payment Summary Edit this information	
<p> Account Holder Name: John Smith Payment Amount: \$3.00 Account Type: Personal Checking Routing Number: 042000424 Account Number: ****0424 Check Number: 123 </p> <p style="text-align: right;">Payment Date: 10/23/2009</p>	
Email Confirmation Receipt To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.	
<p> Email Address: <input type="text"/> Confirm Email Address: <input type="text"/> CC: <input type="text"/> <small>Separate multiple email addresses with a comma</small> </p>	
Authorization and Disclosure Required fields are indicated with a red asterisk *	
I agree to the authorization and disclosure language. <input type="checkbox"/> *	
<p> Authorization and Disclosure--Consumers and Businesses The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction. </p> <p> I. Consumers A. Authorization </p> <p> You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov. </p>	
View Authorization and Disclosure in a separate window.	
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.	
<input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/>	

If the attorney enters their payment information for the credit card payment option and their credit card information is authorized, the following final confirmation screen displays:

Online Payment		Return to your originating application
Step 2: Authorize Payment		1 2
Payment Summary Edit this information		
Address Information	Account Information	Payment Information
Account Holder Name: John Smith 125 Broad Billing Address: Street Billing Address 2: City: Richmond State / Province: VA Zip / Postal Code: 23229 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$45.00 Transaction Date 05/06/2009 17:42 and Time: EDT
Email Confirmation Receipt		
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.		
Email Address:	<input type="text"/>	
Confirm Email Address:	<input type="text"/>	
CC:	<input type="text"/>	<small>Separate multiple email addresses with a comma</small>
Authorization and Disclosure		
Required fields are indicated with a red asterisk *		
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input type="checkbox"/> *		
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.		
<input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/>		

For both payment options, the attorney has the option to enter an email address to receive a final confirmation receipt of the payment. Once the agreement check box is selected, and the attorney selects the "Submit Payment" button, the following confirmation page displays:

Your payment has been completed. Click [here](#) to print this receipt.

Transaction ID: 01-871
 Payment Date: 02/02/2010
 Amount: \$150.00
 Fee Type: Attorney Admission

Click the **Close Window** button to return to CM/ECF and complete your transaction.

The user must then return to the docketing interface to complete the fee payment transaction and confirm the final docket text.

1.2 Bar Admission Utility

The new 'Bar Admission' utility may be available in certain circuits for attorneys to submit a bar application request, to upload supporting documents, and to make a credit card payment for their bar admission fee. An attorney must first request an ECF Filer account through PACER Service Center prior to accessing the new utility. Once the user is verified by the court and receives the email confirmation of their new ECF account, the user can login to the court and select the menu, Bar Admission, from the Utilities menu. The attorney can then upload any required supporting PDF documents and select the 'Pay Now' button to proceed and make a credit card payment for the court's admission fee.

The screenshot shows a web form titled "Bar Admission" with a yellow background. The form contains the following fields and buttons:

- Jurisdiction:** Administrative Office
- Manner Application Received:** Electronic Submission
- State Bar Number:**
- Fee Waiver Reason:** -
- State of Residence:**
- Fee Amount:** \$150.00
- Document:**
- Description:**
-
-

Once selected, the payment screens (as described for the fee transaction in the section above) will display to the attorney prompting for input of their payment information. Upon a successful payment authorization, the user receives a confirmation message that the payment was made. The attorney can then finalize the application by clicking the 'Submit Application' button to complete and send the final application to the court.

1.3 Bar Renewal Utility

The new 'Bar Renewal' utility may be available in certain circuits for attorneys to submit a bar renewal payment and to upload supporting documents. An attorney must have an ECF Filer account in order to access the new utility. Once the user is logged into CM/ECF, he/she can select the menu, Bar Renewal, from the Utilities menu. The attorney can then upload any required supporting PDF documents and select the 'Pay Now' button to proceed and make a payment for the court's bar renewal fee.

The screenshot shows the 'Bar Renewal' utility interface. At the top, the title 'Bar Renewal' is displayed in blue. Below the title, the 'Jurisdiction' is set to 'Administrative Office'. A 'Renewals' list contains one entry, 'New', which is highlighted. Below the list, the 'Date Renewed' is '02/02/2010' and the 'Projected Renewal Date' is '02/02/2020'. The 'Fee Amount' is '\$10.00'. There are two input fields: 'Document:' and 'Description:'. The 'Document:' field has a 'Browse...' button next to it. Below these fields is an 'Add Another Document' button. At the bottom of the interface are three buttons: 'Pay Now', 'Submit Renewal', and 'Cancel'.

1.4 Pay Other Fees Utility

The new 'Pay Other Fees' utility may be available in certain circuits for attorneys to submit a court fee and supporting documents to the court for any court-configurable fee type when a case number is not available or the fee payment is not appropriate to include on the docket sheet. Some courts may use the new utility to allow attorneys to file and make online payments for new original proceedings. The attorney can submit their case opening materials and make the filing fee payment through the new utility. Attorneys will need to follow directions from each Appellate court on the required procedures for paying court fees online.

Pay Other Fees

Fee Type: Certification of Documents ▼ Number of Entities:

Fee Amount: \$9.00

Document: Browse... Description:

Add Another Document

Pay Now
 Submit
 Cancel

1.5 Payment History Report

The new ‘Payment History Report’ may be available for attorney filers to view all the fee payments that they have made. The report displays all payments submitted to the court by the attorney, date fee was paid, fee description, receipt number, and amount. Attorneys can use this report to view all the past payment history for court fees in a particular circuit.

Payment History Report for Marie Eddy

Case Number	Date Paid	Fee Description	Payment Method	Receipt Number	Amount
	08/28/2009	Original Proceeding	credit card	01-592	\$450.00
	08/28/2009	Attorney Admissions (Pending Review)	credit card	01-593	\$150.00

1.6 Email Notification Subject Line Change

An update was made in release 3.0, for courts to optionally include additional text in the subject line of e-mail notifications. Previously, the subject line in any e-mail notification consisted of the case number, case short title, and only the transaction name, e.g. “07-1234 United States v. John Smith “Motion Filed”. Some Appellate courts may now have configured their transaction to include additional relief text in the subject line, so that the e-mail subject line will include further descriptive information about the filing, such as “07-1234 United States v. John Smith “Motion Filed to extend time to file appendix”.

1.7 District 4.1 Enhancement for Create Appendix with Document Links

The District 4.1 release that is scheduled to be posted to the courts this winter 2009 has new features for creating an appendix with document links. With the previous ‘Create Appendix’ functionality, attorneys could select a sub-set of the docket entries for a district case and the software created a PDF version of the docket sheet with the selected PDF documents appended. This process can create PDF files with very large file sizes.

A new set of radio button options labeled ‘Include documents in Appendix’ and ‘Include document hyperlinks in Appendix’ has been added to bottom of the Docket Report when it is run with the ‘Create Appendix’ option selected. These new options allow users to indicate if the PDF documents they selected for inclusion in the appendix docket sheet should be appended to the docket sheet or if hyperlinks to those documents should be included instead.

New Radio Buttons for Creating an Appendix

U.S. District Court Administrative Office of the US Courts (td5d) (Alexandria) CIVIL DOCKET FOR CASE #: 1:09-cv-07730-ZGZ-FBF				
Pythagoras v. Pascal Assigned to: Zachary G Zeta, IV Referred to: Filip B Fifteen Cause: No Cause Code Entered		Date Filed: 03/16/2009 Jury Demand: None Nature of Suit: 130 Miller Act Jurisdiction: Federal Question		
<u>Plaintiff</u> Sam Pythagoras		represented by Leonardo Fibonacci 11235813 Sequence Street Suite 2144 Washington, DC 20002 Email: brandi_gibson_ao.uscourts.gov@example.com <i>ATTORNEY TO BE NOTICED</i>		
V.				
<u>Defendant</u> Blaise Pascal		represented by Galileo Galilei Galilei & Galilei, Inc. 9876 Stars Street Galaxy, VA 22221 Email: galileo_example.com@example.com <i>ATTORNEY TO BE NOTICED</i>		
Date Filed	#	clear	Sort Order	Docket Text
03/16/2009	1	<input type="checkbox"/>	<input type="text"/>	COMPLAINT against Blaise Pascal, filed by Sam Pythagoras. (Attachments: # 1 Affidavit, # 2 Appendix) (Gibson, Brandi) (Entered: 03/26/2009)
03/16/2009	2	<input type="checkbox"/>	<input type="text"/>	MOTION to Dismiss by Blaise Pascal Responses due by 4/10/2009 (Gibson, Brandi) Modified on 3/26/2009 (Gibson, Brandi). (Entered: 03/26/2009)
Footer format: <input type="text" value="USCA8 Page <pagenum>"/> (Numbers, letters, spaces, and <pagenum> only)		<input checked="" type="radio"/> Include full docket sheet <input checked="" type="radio"/> Include documents in Appendix <input type="radio"/> Include abridged docket sheet <input type="radio"/> Include document hyperlinks in Appendix		
<input type="button" value="View Selected"/>				
or				
<input type="button" value="Download Selected"/>				
or				
<input type="button" value="Print Selected"/> <input type="button" value="Please Select"/>				

If the ‘Include documents in Appendix’ option is selected when the appendix is generated, the application produces a PDF version of the docket sheet with the selected documents appended.

If the ‘Include document hyperlinks in Appendix’ option is selected when the appendix is generated, the application produces a PDF version of the docket sheet that does not include the documents from the case record. Instead, this PDF includes document hyperlinks which direct the user clicking on them back to the District court’s CM/ECF application to view the document(s).

Appendix PDF with Document Hyperlinks

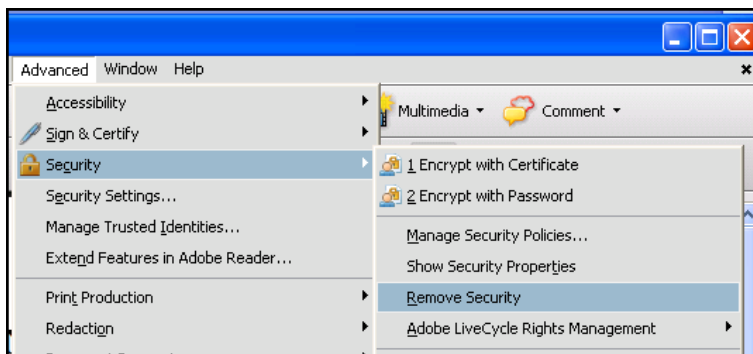
U.S. District Court Administrative Office of the US Courts (td8d) (Alexandria) CIVIL DOCKET FOR CASE #: <u>1:09-cv-07780-ZGZ-FBF</u>		
Pythagoras v. Pascal Assigned to: Zachary G Zeta, IV Referred to: Filip B Fifteen Cause: No Cause Code Entered		Date Filed: 03/16/2009 Jury Demand: None Nature of Suit: 130 Miller Act Jurisdiction: Federal Question
<u>Plaintiff</u>		
Sam Pythagoras	represented by	Leonardo Fibonacci 11235813 Sequence Street Suite 2144 Washington, DC 20002 Email: brandi_gibson_ao.uscourts.gov@example.com <i>ATTORNEY TO BE NOTICED</i>
V.		
<u>Defendant</u>		
Blaise Pascal	represented by	Galileo Galilei Galilei &Galilei, Inc. 9876 Stars Street Galaxy, VA 22221 Email: galileo_example.com@example.com <i>ATTORNEY TO BE NOTICED</i>
Date Filed	#	Docket Text
03/16/2009	<u>1</u>	COMPLAINT against Blaise Pascal, filed by Sam Pythagoras. (Attachments: # <u>1</u> Affidavit, # <u>2</u> Appendix) (Gibson, Brandi) (Entered: 03/26/2009)
03/16/2009	<u>2</u>	MOTION to Dismiss by Blaise Pascal Responses due by 4/10/2009 (Gibson, Brandi) Modified on 3/26/2009 (Gibson, Brandi). (Entered: 03/26/2009)

1.8 FAQ for Solving Problems with PDF Documents

ERRORS WHEN UPLOADING A PDF TO CM/ECF

Q: I get an error message that reads "ERROR: this document has security measures in effect."

A: CM/ECF cannot accept documents which include Adobe Security features, such as password protection. Remove these features from the document by opening it in Adobe Acrobat and going to Advanced -> Security -> Remove Security.



Q: I get a message about documents needing to be PDF/A.

A: The court in which you are filing requires documents to be in PDF/A format [not all courts currently have this requirement]. You need to change a few settings in the program you are using to create it (e.g., Microsoft Word, Adobe Acrobat). The Clerk's Office should be able to provide you with instructions for "Creating PDF/A Documents".

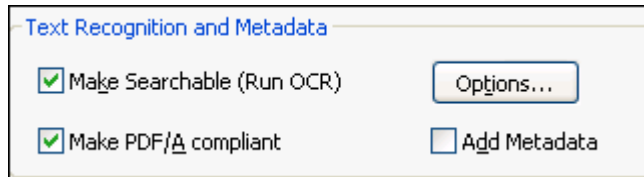
Q: I get an error message that reads "PDF file is damaged - attempting to reconstruct xref table...The PDF document cannot be accepted."

A: This can occur if the PDF you are submitting was previously opened within the Internet browser and saved. To fix it, open it in Adobe Acrobat and save it again before submitting it to CM/ECF.

ERRORS WHEN CREATING A PDF

Q: I get errors when I try to scan a document to PDF.

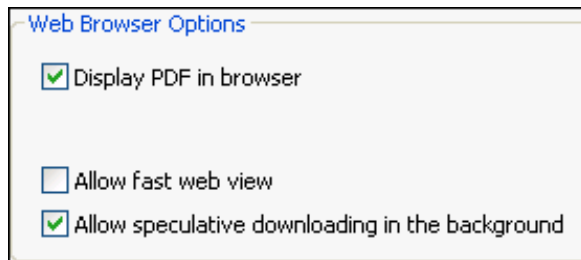
A: This may occur if you are scanning the document via Adobe Acrobat with optical character recognition (OCR). Disable this feature in Adobe Acrobat by going to File -> Create PDF -> From Scanner -> Configure Presets; deselect the **Make Searchable (Run OCR)** check-box:



ERRORS WHEN VIEWING/PRINTING A PDF

Q: When I try to display a PDF, I get a message that reads "Error reading, linearized hint data."

A: Open Adobe Acrobat or Reader and go to Edit -> Preferences -> Internet; deselect the **Allow Fast Web View** check-box:

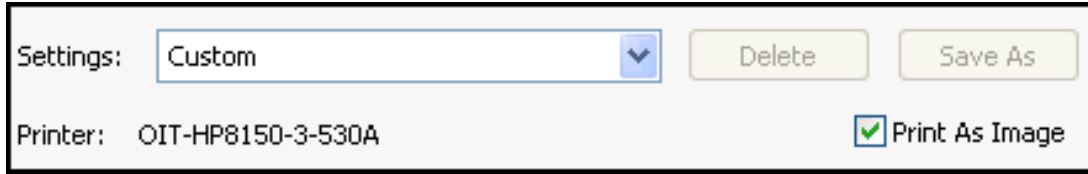


Q: When I print a PDF, it is blank.

A: This could be a faulty or missing PostScript driver. These drivers are available from your printer manufacturer's website.

Q: When I print a PDF, it appears as a mirror image.

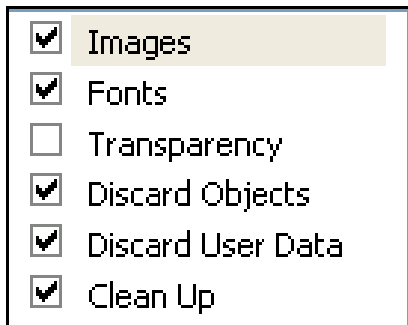
A: On the Print window in Adobe Acrobat, click the *Advanced* button and select the Print As Image check-box:



This option can slow down a large print job, so it should only be used when needed.

OTHER ACTIONS WHICH MAY ELIMINATE ERRORS

1. Get the latest updates for the programs you are using (Adobe Acrobat, Adobe Reader, Corel WordPerfect, Firefox, Internet Explorer, Microsoft Word, etc.).
2. Recreate or re-save the PDF. Sometimes errors result from a "glitch" during PDF creation, so recreating the PDF may fix them.
3. If you have Adobe Acrobat Professional, use its **PDF Optimizer** feature (on the Advanced menu). Be sure to select all the Discard and Clean Up options:



1.9 Public Filer Registration Changes

Additional questions are now available during the ECF registration process. The questions are used by court staff to help process your new ECF account.

The new “Are you a member of the bar in this court” radio button is a required field and only displays if the user selects ‘attorney’ during the registration process. The default is for the “Yes” radio button to be selected, so if you are not a current member of the court’s bar, you should select the “No” radio button.

The “Most Recent Case Number” and “Enter any name you have previously used in the court” are optional fields and will display if you selected to register as an attorney, pro se filer or court reporter on the main registration screen. These questions do not display at all if the registrant selects other (not a public filer) on the registration screen.

U.S. Court Of Appeals, First Circuit
[Click Here to View Local Requirements](#)

Are you a member of the bar in this circuit? * Yes No

Most Recent Case Number: (e.g. 05-2475 or 05-68492)

Enter any name you have previously used in this court:

Use Primary Address and Default Noticing Preferences

Office/Firm:

Unit:

Address:* 123 Nowhere street

Room Number:

City:* Charlotte

State:* NORTH CAROLINA

or Province:

Country: USA

Zip/Postal Code:* 28210

Phone Number:* 704-333-9283

Fax Number: