



CM / ECF

Case Management / Electronic Case Files

CM/ECF Hardware and Software Requirements

Attorneys will need the following hardware and software setup to electronically file documents through the appellate Case Management/Electronic Case Files (CM/ECF) system.

- ▶ **Personal Computer:** Users will need a personal computer running Microsoft Windows or an Intel-based Apple Macintosh with an operating system of OS X v10.6 (“Snow Leopard”) or higher (see page [3](#) for special notes affecting Apple Macintosh users). If your system does not satisfy these requirements, you may request an electronic filing waiver by submitting an appropriate motion to the Clerk’s Office.
- ▶ **Screen Resolution:** The minimum resolution needed to properly view appellate CM/ECF is 1024 x 768 pixels. If your computer’s screen resolution is set lower, you must change the resolution before opening 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.
- ▶ **Email Account:** When registering for an ECF Filer account, you may associate more than one email address with your account to receive Notices of Docket Activity (NDAs). The address(es) must be regularly monitored, as your only notification of case activity will be via email. Since, NDAs will be automatically generated and sent by the court’s CM/ECF system, the storage space for your email account must be sufficient to regularly receive NDAs. In general, an account with storage space of at least 100 megabytes is sufficient. Please keep in mind that CM/ECF-related email may exceed the size allocated by some free email account providers.

IMPORTANT NOTE: *Users must ensure that any spam filtering software used by their computer or email client is configured to allow the receipt and delivery of NDAs from the system’s “ecfnoticing@cadc.uscourts.gov” email address.*

- ▶ **Internet Service Provider (ISP):** A high speed internet connection accessed through a cable modem or digital subscriber line (DSL) is highly recommended.
- ▶ **Web Browser:** CM/ECF has been tested on Mozilla Firefox (Version 3.5 or higher) and Internet Explorer (Version 6 or higher) browsers. However, other browsers such as Safari, Google Chrome and Opera are also known to run CM/ECF effectively.

IMPORTANT NOTE: *The CM/ECF application makes frequent use of pop-up windows. Therefore, to ensure that the program works correctly with your browser, you must either turn off pop-up blocking or modify existing pop-up blocker settings to allow pop-ups from the web site address “*ecf.cadc.uscourts.gov”. Additionally, the browser’s privacy and security settings must be set to accept cookies and allow Java scripting.*



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- ▶ **Scanner:** A scanner may be used to create text-searchable PDF documents only if you do not have access to the original electronic version of the document. Paper documents should be scanned using a “black and white” setting with a minimum resolution of 300 pixels per inch (ppi).
- ▶ **Word Processing Software:** WordPerfect, Microsoft Word or any other word processing software that will allow you to convert text documents to PDF.

WordPerfect Versions 9 and higher include the capability to convert text documents to PDF by selecting **File > Publish to > PDF** from the menu bar. Microsoft Word 2010 also includes the capability to convert text documents to PDF. On the **File** tab, select either **File > Save as Adobe PDF** or **File > Save As** and choose **PDF (*.pdf)** from the **Save as type** drop down list. Older versions of Word do not include PDF conversion software; however, Word 2007 users may download and install the Microsoft Save as PDF or XPS Add-in for Microsoft Office 2007.

- ▶ **PDF Conversion Software:** Only documents created in portable document format (PDF) can be filed through the CM/ECF system. Users may use Adobe Acrobat, certain word processing programs (see above) or download free PDF conversion software from any source of their choosing. For viewing documents, only Adobe Acrobat Reader is needed.

IMPORTANT NOTE: *The maximum file size for each PDF document filed through the CM/ECF system is 55 megabytes. If your document exceeds this limitation, you must split the document into multiple PDF files and upload each subsequent file as an additional sub-document within the main filing.*

- ▶ **Java Runtime Environment (JRE):** All users must have the Java Runtime Environment (JRE) software installed on their computer. Java 1.7 (v1.7.0_X) is compatible with the latest release of Appellate CM/ECF.

If you do not have Java installed or need to upgrade your current version, go to www.java.com, then select “Do I have Java” to automatically detect which version is currently installed on your computer. If you do not have the most current version of Java, the website will prompt you to download the recommended update. Windows users who run 32-bit and 64-bit browsers interchangeably will need to install both the 32-bit and 64-bit versions of the Java JRE.

Apple supplies their own version of Java. Use the [Software Update](#) feature (available on the Apple menu) to check that you have the appropriate version of Java for your Mac.

IMPORTANT NOTE: *It is recommend that users keep all Java and browser software up-to-date. Updates contain important enhancements to improve performance, stability and security of the applications that run on your computer. Installing updates will ensure that your applications continue to run safely and efficiently.*



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Special Notes for Apple Macintosh Users

With the newest release of Appellate CM/ECF, some Apple Macintosh computers can be used to run all parts of the appellate case management system with no extra software. However, both the hardware and the operating system (OS X) must be 64 bits. See page [4](#) to determine if you have a 32-bit or 64-bit Mac.

▶ **32-bit Intel-based Macs**

Apple has not released a 32-bit version of Java for the Mac. Until such a version is available, 32-bit Macs will require additional software such as VMware Fusion, Parallels, or Boot Camp that will allow Windows to run on a Mac.

▶ **64-bit Intel-based Macs**

Running OS X v10.5 "Leopard" (32-bit or 64-bit Hybrid)

Apple's "Leopard" operating does not include full Java applet capability needed to run appellate CM/ECF. Users must upgrade their operating system to OS X v10.6 "Snow Leopard" or later.

Running OS X v10.6 "Snow Leopard" (32-bit or 64-bit Hybrid) or later

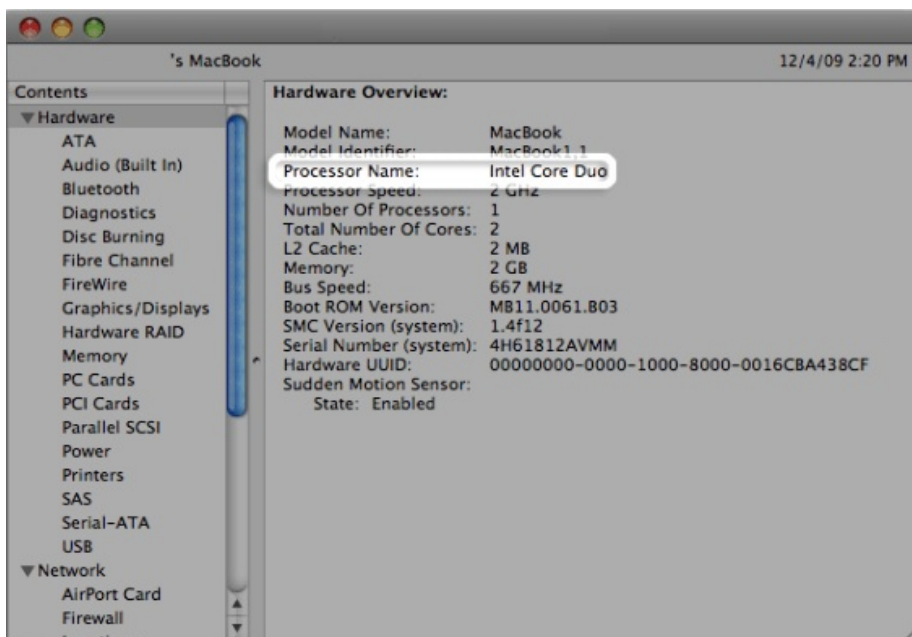
Apple recently released Java for Mac OS X 10.6 Update 11 (Snow Leopard) and Java for OS X 2012-006 (Mountain Lion or Lion) which brings Mac Java up-to-date and also automatically configures web browsers to not automatically run Java applets. However, this update also uninstalls the Apple-provided Java applet plug-in from all web browsers. Because of this, a Mac user who installs either of these updates will have to re-enable the Java applet.

The next time a the user logs onto CM/ECF after this update is installed, they will see a message stating "Missing Plug-In" and require a one-time download to be performed. Clicking "More Info" will direct a user to the Oracle web site to download the plug-in software. Instructions for doing this can be found at Apple's site by following this link: <http://support.apple.com/kb/HT5241>. More information can be found here: <http://support.apple.com/kb/DL1550>.

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.

How to determine if you have a 32-bit or 64-bit Intel-based Mac

1. Choose **About This Mac** from the **Apple ()** menu in the upper-left menu bar, then click More Info.
2. Open the Hardware section.
3. Locate the Processor Name.



4. Compare your Processor Name to the table below to determine whether your Mac has a 32-bit or 64-bit processor.

Processor Name	32- or 64-bit
Intel Core Solo	32-bit
Intel Core Duo	32-bit
Intel Core 2 Duo	64-bit
Intel Quad-Core Xeon	64-bit
Dual-Core Intel Xeon	64-bit

Processor Name	32- or 64-bit
Quad-Core Intel Xeon	64-bit
Core i3	64-bit
Core i5	64-bit
Core i7	64-bit