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# ❖ PACER Service Center ❖

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Announcements

<http://pacer.psc.uscourts.gov>

October 2006

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## NOTICE \* NOTICE \* NOTICE

The remittance address for PACER has changed. Please ensure that payments are now mailed to:

**PACER SERVICE CENTER  
P.O. BOX 70951  
CHARLOTTE, NC 28272-0951**

## NOTICE \* NOTICE \* NOTICE

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### **New Functionality Available**

The latest versions of CM/ECF include a number of notable changes that have been requested by PACER customers. District version 3.0 and bankruptcy version 3.1 include the enhancements listed below and more. For a complete listing of changes, see "CM/ECF Release Notes" under "What's New" at <http://pacer.psc.uscourts.gov>.

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#### **Client Code Preferences**

PACER customers can now indicate whether the client code field should be mandatory when logging into CM/ECF. In addition, formatting requirements can be set. To implement this new feature for a PACER account, login to the "Account Information" section of the PACER Service Center website at <http://pacer.psc.uscourts.gov>. Next, select "Set PACER Preferences."

#### **Court Information**

A new "Court Information" utility is available in CM/ECF. The option provides general court information such as hours of operation, court location and phone number, as well as filing information such as the maximum size of PDF files, the court's version of CM/ECF, case flag definitions and more. "Court Information" can be accessed at the bottom left hand corner before logging into the system. While logged into PACER, click on the "Utilities" menu option to get to "Court Information."

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## Update to PACER Policies and Procedures

The policies and procedures page [http://pacer.psc.uscourts.gov/documents/pacer\\_policy.pdf](http://pacer.psc.uscourts.gov/documents/pacer_policy.pdf) was updated recently to include the following statement: Public Access to Court Electronic Records is supported by user fees. Any attempt to collect data from PACER in a manner which avoids billing is strictly prohibited and may result in criminal prosecution or civil action. PACER privileges will be terminated if, in the judgment of judiciary personnel, they are being misused. Misuse includes, but is not limited to, using an automated process to repeatedly access those portions of the PACER application that do not assess a fee (i.e. calendar events report or case header information) for purposes of collecting case information.

## EPA Fee Schedule Change

The Judicial Conference amended the Electronic Public Access (EPA) fee schedule at its March 14, 2006 session. The amendments include a new fee and an increase to an existing fee for searches by the PACER Service Center. The new fee of \$.50 per page was established to recover the costs of paper copies produced by the PACER Service Center. The fee applies to any record pertaining to a PACER account or instructional document that is remotely available through electronic access. The existing fee of \$20 per court record obtained by the PACER Service Center staff was increased to \$26 by the Conference. The fees were effective July 1, 2006.

## Cap on Case-Related Documents and Reports

The Judicial Conference, at its September 2003 session, amended the language of Section I of the Electronic Public Access Fee Schedule. The amendment extends a cap of 30 pages to case documents, including docket sheets and case-specific reports. The cap does not apply to name searches, reports that are not case-specific and transcripts of federal court proceedings. The previous schedule placed a cap of 30 pages for electronic access to any single document only.

**Did you know?** The latest version of the PACER User Manual is available at no charge under the Documents section at the PACER Service Center website <http://pacer.psc.uscourts.gov>.

**Questions or Comments regarding information in the announcement?** Email [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) or call (800) 676-6856.

Case Management

**CM / ECF**

Electronic Case Files

Most courts currently utilizing CM/ECF have established a help desk to assist customers. A list of CM/ECF help desk phone numbers is available online. Click on CM/ECF Information at <http://pacer.psc.uscourts.gov>. Select the "Help" menu option. Also available are Frequently Asked Questions, training modules, and more.



## General Information

The PACER Service Center hours of operation are 8:00 AM to 5:00 PM Central time, Monday through Friday and is closed for Federal holidays. Remaining holidays for which the PACER Service Center will be closed are October 9 for Columbus Day, November 10 for Veteran's Day, November 23 for Thanksgiving, and December 25 for Christmas.

## Billing Information

For your convenience, the PACER Service Center accepts Discover, VISA, MasterCard, and American Express. Login to the Account Information section at <http://pacer.psc.uscourts.gov> to pay by credit card.

Payment for balances less than \$10 will automatically be deferred until the balance is \$10 or more. No phone call is necessary.

The PACER Service Center's Federal Tax ID Number is 74-2747938.

Effective April 1, 2004 a fee of \$45 will be assessed if a check is returned for insufficient funds.