

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

# ***CM/ECF***

## ***Release Notes***

**Notes for Attorney Users**

**Appellate Release 4.0**  
**November 2010**

## Public Access Changes for Attorney Users

### 1 Allow Attorneys to Add Additional Cases

A new option is available to the courts to determine if the Additional Case text field and the Add button displays on the main filing screen when a certain event is selected. If a court allows an event to include this option, you may now see the following new text field on the File a Document window:

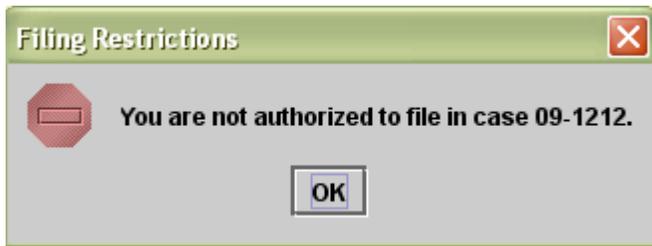
The screenshot shows a web application window titled "Docketing Appellant/Pet Motion filed". The main content area is titled "File a Document" and displays the following information:

- Case: 10-5250 (with a note: "Enter case number as yy-nnnn or yy-nnnnn (e.g., 05-2475 or 05-68492)")
- Filed Date: 10/18/2010
- A list of document types with radio buttons: Documents, Opinion, Party-Attorney, Regression Test, Transcript, Test, Court Test, **Motion** (selected), Resp, Unit Test, Attorney Filing - Test, lower.
- A "Select One" dropdown menu with options: Appellant/Pet Motion filed (selected), AppelleeRespondent Motion filed, TX Motion filed.
- A note: "Uncheck boxes for each case in which this document should not be filed."
- A "Case Selection" field containing: "10-5250 Marron Daniels v. Brian Cohen, Jr. (Target Case)".
- Buttons: "All", "Clear All", "Add", "Continue".
- A red-bordered box highlights the "Additional Case:" text field and the "Add" button.

This may be useful when filing a 'motion to consolidate' event, and you are instructed by the court to add the consolidated case to the transaction in order to notify the attorneys and parties in the cases where the consolidation is being requested.

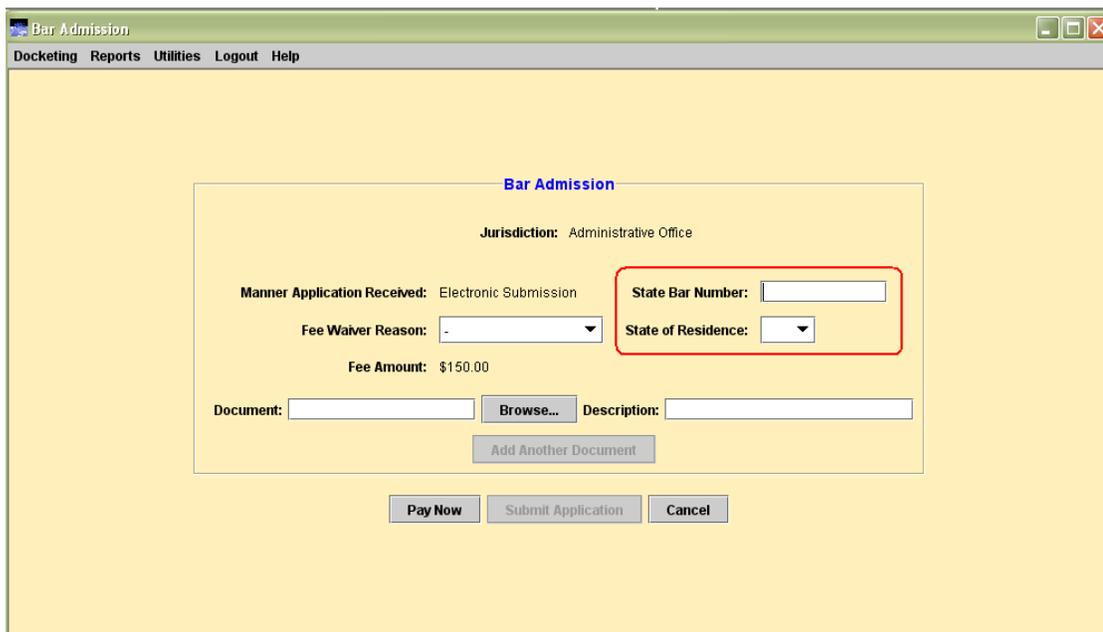
## 2 Possible Filing Restriction Message

Courts now have the ability to prohibit public filers who have access to file a document electronically (i.e., attorneys, pro se parties, and court reporters) from filing an event on a case-by-case basis and to prohibit filers from filing in cases in which they are not a pro se filer. If you attempt to docket to a case and you are either 1) not a pro se filer in the case or 2) restricted from the case by a court user action, the following message may now display upon clicking the “Continue” button:



## 3 State Bar Number and State of Residence

Courts are now able to locally determine whether the State Bar Number and State of Residence fields are seen in the Bar Admission utility. Therefore, it is possible you will no longer see the two text fields when electronically applying for bar admission.



#### 4 Pay Bar Admission Fee after Fee Waiver Application Submitted

Previously, once an attorney submitted a bar admission application with a fee waiver reason there was no mechanism to later allow you to make a payment (for example, if you later went into private practice and are now required to pay the bar admission fee). A new “Update Fee” button displays if an original bar admission included a fee waiver reason. Once selected, the Pay Now button becomes enabled allowing you to now submit a payment online.

The screenshot shows a web application window titled "Bar Admission" with a menu bar containing "Docketing", "Reports", "Utilities", "Logout", and "Help". The main content area is titled "Bar Admission" and displays the following information:

- Jurisdiction:** Administrative Office
- Bar Status:** Pending Review
- Manner Application Received:** Electronic Submission
- Fee Waiver Reason:** Law Clerk (dropdown menu)
- Fee Amount:** \$0.00
- State Bar Number:** (text input field)
- State of Residence:** VA (dropdown menu)
- Fee Receipt Number:** (text input field)

Below the fee information, there is a blue link: "If the fee waiver is no longer applicable, click the Update Fee button." and a button labeled "Update Fee".

There is a section for document uploads with a "Document:" text input field, a "Browse..." button, and a "Description:" text input field. Below this is an "Add Another Document" button.

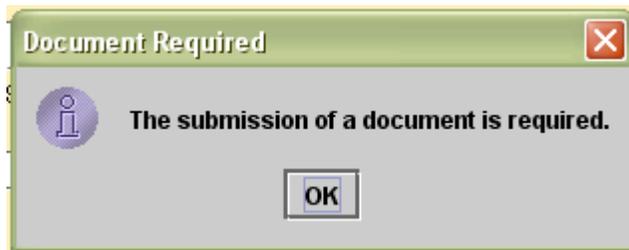
A "View Document(s)" section contains a table with the following data:

Document	Description
1	Attorney Admission Application

At the bottom of the form, there are four buttons: "Pay Now", "Submit Documents", "Update Admission", and "Cancel".

## 5 Mandatory Upload Option for Bar Admission Documents or Other Documents

Courts can now locally determine if you are required to upload at least one supporting document when submitting a court fee. Therefore, you may now see the following error message when attempting to submit a bar admission, bar renewal, or when paying another miscellaneous fees, and you do not upload a document.



You must click OK to return to the screen and upload at least one supporting document.