

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

CM/ECF

Release Notes

Notes for Attorney Users

Appellate Release 5.0
November 2011

Public Access Changes for Attorney Users

1 Updated Menu Name

The top-level menu item “Docketing” was renamed to “Filing” for public filers.



2 New Service List Report

A new report, Service List, is available to allow ECF filers to prepare an accurate certificate of service. Once the report is selected, a user can enter a case number and then view a list of service information for the attorneys and pro se parties in a case and any associated case.

An example of the report output can be seen below.

[Return to Service List Page](#)

Service List for Case: [11-3634](#) USA v. John Doe

Current Associated Cases: none

CAUTION: If the word **Active** is in the **ECF Filing Status** column, then your electronic filing will constitute service to the party. If *Not Registered, Exempt, Pending, Rejected, or Suspended* is in the **ECF Filing Status** column, then you must service this party by US Mail.

Contact Info	Case Number/s	Service Preference	ECF Filing Status
Brian Cohen Law Offices of Cohen and Sons Unit 89 12 Richmond Highway Richmond, VA 23229 Email: allison_courtney@ao.uscourts.gov	11-3634	Email, US Mail	Active CM/ECF
John Doe Test Road Richmond, VA 23229 Email: test@email.com	11-3634	Email, US Mail	

3 Notice of Docket Activity Updates

3.1 Formatting Changes

Previously, the recipient names in the Notice of Docket Activity displayed as prefix, last, first, middle, and title. An update was made to list the recipient names as prefix, first, middle, last, and title.

In addition, the order of information in the notice was rearranged. The document information section was moved to the bottom of the notice, and the recipient names are listed directly after the docket text. For example:

Docket Text:

Motion filed by John Doe to dismiss the case. [11-5540, 11-5500] (*JD*)

Notice will be electronically mailed to:

Ava Courtney: test@email.com

Notice by other means:

John Smith
55 Test Road
Richmond, VA 23229

The following document(s) are associated with this transaction:

Document Description: Motion Filed

Original Filename: MOTION_1.pdf

Electronic Document Stamp:

[STAMP acecfStamp_ID=1087309524 [Date=03/09/2011] [FileNumber=6025707-0]

[0577533fb8584f96e831962c647480e608763a5d64586211a164b7f768a9532cd0d27a928b5eae1c6da78334a036f644d9da64fa0139c4be4b854fd3d3864966]]

3.2 Option for Displaying Originating Case Number Subject Line

Courts can determine whether the originating case number and optional lead/adversary case number is included in the email subject line of a Notice of Docket Activity. Courts locally control the setting and have the following choices:

- 1) always include the originating case number
- 2) never include the originating case number
- 3) only include the originating case number for filings where at least one of the recipients has an originating role, such as an originating clerk or district judge.

Example:

09-3392 USA v. John Doe "Motion - dismiss case" (**09-cv-93344**)

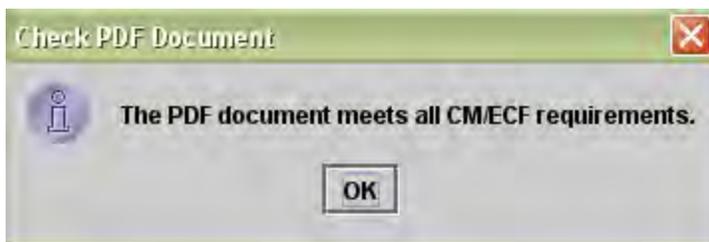
09-3392 USA v. John Doe "Motion - dismiss case" (**09-cv-93344, Lead: 09-4333**)

4 New Check PDF Document Utility

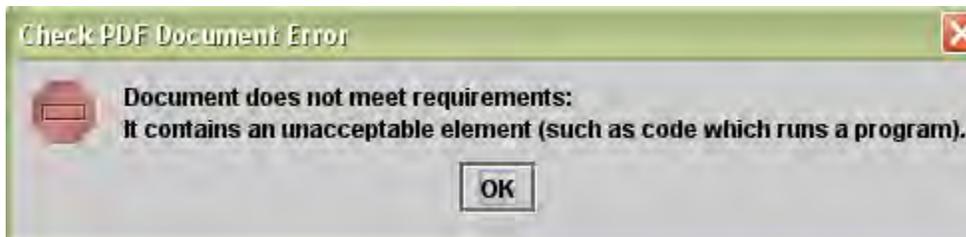
A new utility, Check PDF Document, is available for filers to check whether a PDF document is valid before filing a document. Once selected, the screen below displays allowing the user to browse and select any PDF document from his/her file system.



Once the Open button is selected, a confirmation message displays indicating the status of the PDF.



If the document does not meet requirements, an error message displays describing the problem.



5 Pay.gov Updates

5.1 Quantity Requested

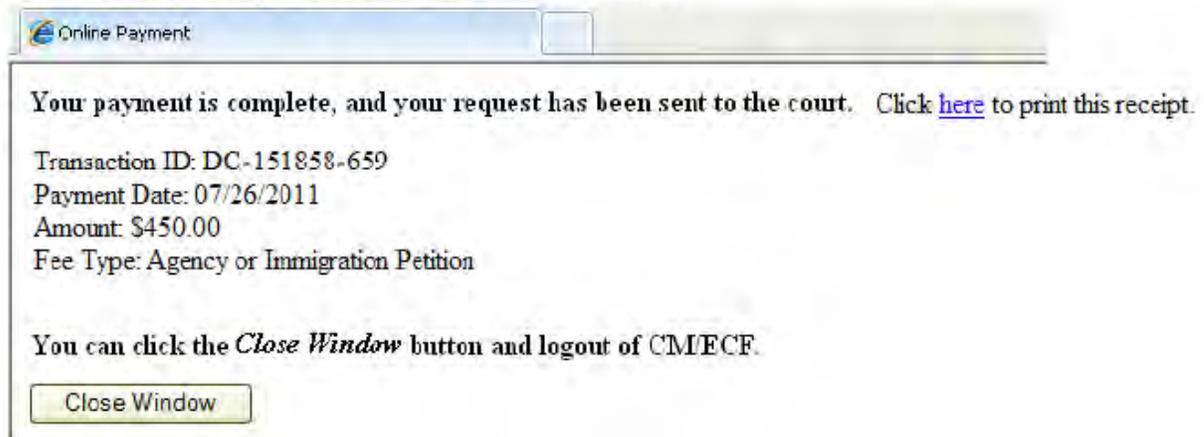
When a user enters a quantity during payment, such as a request for two attorney admission certificates, the quantity requested now displays in the attorney’s Payment History Report.

Case Number	Date Paid	Fee Description	Payment Method	Receipt Number	Amount
	04/12/2011 14:53:35	Copy Fees (Quantity Requested: 4)	Credit Card	01-1059-777	\$36.00

5.2 Enhancement to Streamline the Submission of a Payment

Previously, after a user successfully processed a payment through the Pay.gov screens, the user was required and instructed to return to the CM/ECF utility screen to finalize the transaction. An update was made to automatically submit the transaction without requiring additional user-action after the user successfully selects the “Submit Payment” button. All utility screens were updated to combine the Pay Now and Submit buttons into one button and automatically close the utility once the payment process begins. The confirmation screen is updated to indicate the user is complete with his/her transaction.

Figure 3 Example of updated confirmation screen for online



Note: the process for payments made through a docketing event will not change. In this scenario, the user will receive a different confirmation screen and be directed to return to CM/ECF to review the final docket text and complete the transaction.