

**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**

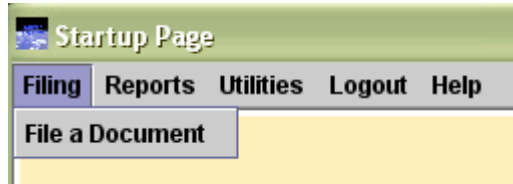
**Updated August 2012 for Release 5.2**

**Note:** Not all functionality contained in this document may be used in a particular appellate court, due to local rules and procedures and/or the CM/ECF version currently implemented in a court.

## 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: <a href="mailto:allison_courtney@ao.uscourts.gov">allison_courtney@ao.uscourts.gov</a>	<a href="#">11-3634</a>	Email, US Mail	Active CM/ECF
John Doe Test Road Richmond, VA 23229 Email: <a href="mailto:test@email.com">test@email.com</a>	<a href="#">11-3634</a>	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.

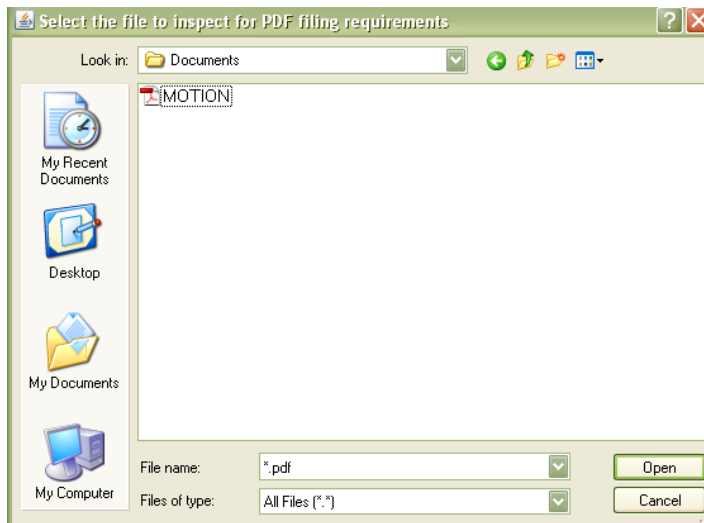
Example:

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

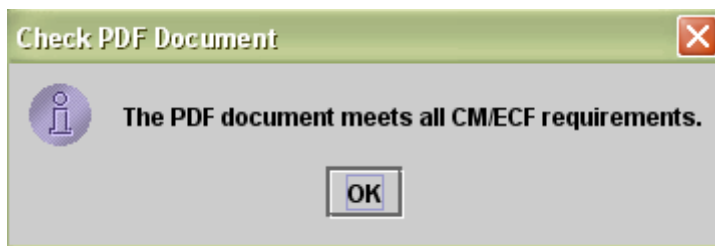
09-3392 USA v. John Doe "Motion - dismiss case" (**09-cv-93344, Lead: 09-4333**)

#### 4 New Check PDF Document Utility

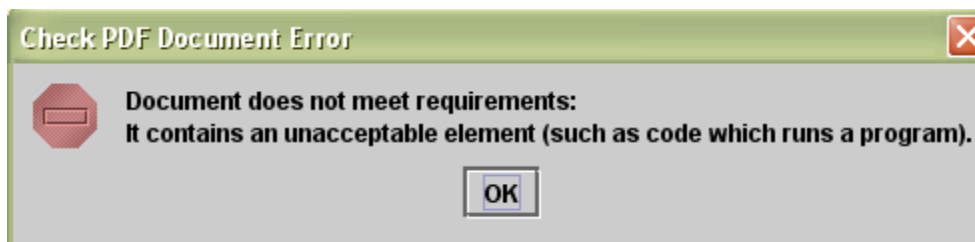
A new utility, Check PDF Document, is available for filers to check whether a PDF document is valid before filing a document. Once selected, the screen below displays, allowing the user to browse and select any PDF document from his/her file system.



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

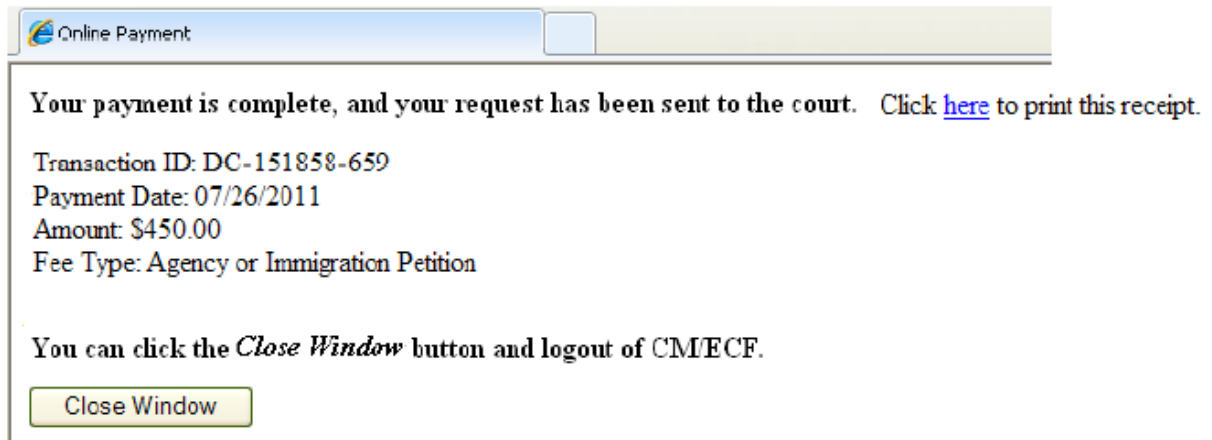
When a user enters a quantity during payment, such as a request for two attorney admission certificates, the quantity requested now displays in the attorney's Payment History Report.

Case Number	Date Paid	Fee Description	Payment Method	Receipt Number	Amount
	04/12/2011 14:53:35	<a href="#">Copy Fees (Quantity Requested: 4)</a>	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.

## 6 New “View” Button when Uploading a Document

**Release 5.1:** A new “View” button is available when an attorney uploads a PDF document to ensure that the correct document was selected prior to committing the transaction. Upon selection, the selected file will launch for review.

The screenshot shows a web interface for uploading a PDF document. At the top, it says "PDF Document". Below that, there is a form with the following elements:
 

- Document:** A text input field containing the file path "ments\PDFS\Motion\_Filed.pdf".
- Browse...:** A button to select a file.
- View:** A button with a mouse cursor pointing to it, indicating it is active.
- Description:** A text input field containing the text "MOTION FILED".
- Add Another:** A button located below the document name field.

## 7 Option to Reapply for Bar Admission and New Bar History Report

### Release 5.2:

In some circuits, attorneys must renew their bar membership every five years, and they are given a certain grace period to renew. If the attorney does not renew within the court-specified time period, the attorney’s bar admission status is set to ‘inactive’, and he/she is instructed to reapply and pay the full admission fee instead of the renewal fee, e.g., \$216.00 instead of the \$25.00 renewal fee.

A change was made to now allow an attorney to reapply for admission and submit a subsequent application and payment.

In addition, a new Bar History Report is available for attorneys to review his/her bar history with the court and includes both admission and renewal information.

### Bar History Report for Monty Washington

Type	Date Admit/Renew	Projected Renewal Date	Bar Admission/Renewal Status	Payment Method	Receipt Number	Amount
<a href="#">Admission</a>	12/01/2010	12/01/2020	Pending Review	ach	21-152410-175	\$150.00
<a href="#">Renewal</a>	05/31/2005	05/31/2015	Confirmed	cr card	21-152411-441	\$10.00
<a href="#">Admission</a>	05/31/2000	05/31/2010	Inactive	cr card	21-152409-924	\$150.00