

December 3, 2007

Email to all registered attorneys

Subject: Western District of Michigan CM/ECF Upgrade

The Western District of Michigan's CM/ECF system has been unavailable since Friday, November 30 at 5:00 p.m. for a system upgrade. The system is now available and ready to accept e-filings. New functionality of particular interest to attorneys and their staff is outlined in the attached document.

ECF Help Desk

U.S. District Court - Western District of Michigan

(800) 290-2742

(616) 456-2206

CM/ECF Upgrade
December 1, 2007
Western District of Michigan

Information for Registered Attorneys and Their Staff

Cascading Menu System - Much like the Microsoft Windows Start menu, the new cascading menu system allows users to navigate from one CM/ECF menu item to another by hovering over the main blue menu bar and selecting specific menu items from the cascading menus. Note that the legacy static menu functionality is preserved, and can be accessed with a click on the blue menu bar item.

Case Number Look-ups - Almost every screen with a case number look-up field has been modified to reduce the number of screens presented to the user when entering and selecting case numbers. Instead of entering a case number, such as 07-123, and being presented with several subsequent screens to select the full case number (for example 1:07-cv-123), all possible case number matches will be displayed on the same screen as the initial look-up field. Users can select the proper case number and then select other criteria on the screen when running a report or query.

After entering a case number in the case number look-up field, click the [Find This Case] button. The user will not be able to proceed (the [Next] or [Run Report] buttons will be grayed out until at least one case is selected).

For multi-defendant criminal cases, the main case, as well as each defendants' case will be displayed. If running a report or filing a document, if the entire case is desired (applies to all defendants), select the main case number. If only information specific to a particular defendant(s) is desired, select that defendant(s).

The screenshot shows a web interface for looking up criminal case numbers. At the top, the title is "Criminal Case Number". Below the title is a text input field containing "1:07-cr-134" and a button labeled "Hide Case List". Underneath the input field is the text "Select a case:". Below this text is a list of three cases, each with a checkbox to its left:
- 1:07-cr-00134-RAE USA v. Alvarez et al
- 1:07-cr-00134-RAE-1 Jesus Esteban Alvarez (closed)
- 1:07-cr-00134-RAE-2 Jaime Navar
At the bottom of the interface are two buttons: "Next" and "Clear".

Notice of Electronic Filing - Pursuant to Judicial Conference Policy, only case participants will receive one free look at documents that are accessed via the Notice of Electronic Filing (NEF). This change means that registered attorneys who are not involved in a case, but are monitoring its activity through their e-filing account, will still be notified via the NEF, but will not receive a *free* look at the document (PACER access fees will apply).

Docket Report - Users now have the option of running the docket report in HTML format (default; unpaginated) or PDF format (paginated). If the report is run in PDF format, a header will appear at the top of the report output indicating the case number, date and time the report was generated, as well as the page number.

Viewing and/or Downloading All Documents for a Single Docket Entry - Users now can view all of the documents for a single docket entry at the same time.¹ If the user clicks on a document number hyperlink from the Docket Report, two new buttons appear at the bottom of the Document Selection Menu screen: [View All] and [Download All].

If the user clicks [View All], a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. If the user clicks [View Document], the main document and all of the PDF attachments for the docket entry are combined into a single PDF and displayed on the screen. The user may print the documents from the screen.

The screenshot shows the ECF Document Selection Menu interface. At the top, there is a navigation bar with 'ECF' logo and dropdown menus for 'Civil', 'Criminal', 'Query', and 'Reports'. Below the navigation bar, the title 'Document Selection Menu' is displayed. The main content area contains the text 'Multiple Documents' and 'Select the document you wish to view.' Below this is a table with three columns: 'Part', 'Description', and 'pages'. The table lists 10 items, including a Main Document and 8 Exhibits, plus a Civil Cover Sheet. At the bottom of the table, there are two buttons: 'View All' and 'Download All', followed by the text '113 pages'.

Part	Description	pages
1	Main Document	27 pages
2	Exhibit 1	64 pages
3	Exhibit 2	3 pages
4	Exhibit 3	4 pages
5	Exhibit 4	2 pages
6	Exhibit 5	2 pages
7	Exhibit 6	2 pages
8	Exhibit 7	2 pages
9	Exhibit 8	6 pages
10	Civil Cover Sheet	1 page

or 113 pages

¹There is a limit to the size of the file that is created when combining the main document and all of the attachments for the docket entry into one single PDF. The file size limit for the Western District of Michigan is 10 MB, and is listed under the Court Information link on the Utilities menu. If the size of the combined PDF would exceed this limit, the aggregated file is not created; the user can still view the documents individually.

If the user clicks [Download All] a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost (similar to the screen shown below). IF the user clicks [Download Documents], the main document and all of the PDF attachments for the docket entry are combined into one ZIP file and a dialogue box is displayed for the user to select a destination directory for the ZIP file (the screen is similar to figure __ below). Once the user selects a destination directory and filename, the ZIP file is saved in the specified location. The ZIP file is stored in a format that results in separate component files upon decompression.

Viewing and/or Downloading All Documents for Multiple Docket Entries - Users now can view and print all of the documents for multiple docket entries at the same time by clicking the new *View multiple documents* checkbox on the Docket Report selection criteria screen under **Document options**.

ECF Civil Criminal Query Reports Util

Docket Sheet

Case number

Filed to

Entered

Documents to

Include:

- Parties and counsel
- Terminated parties
- List of member cases
- Links to Notices of Electronic Filing

Document options:

- Include headers when displaying PDF documents
- View multiple documents

Format:

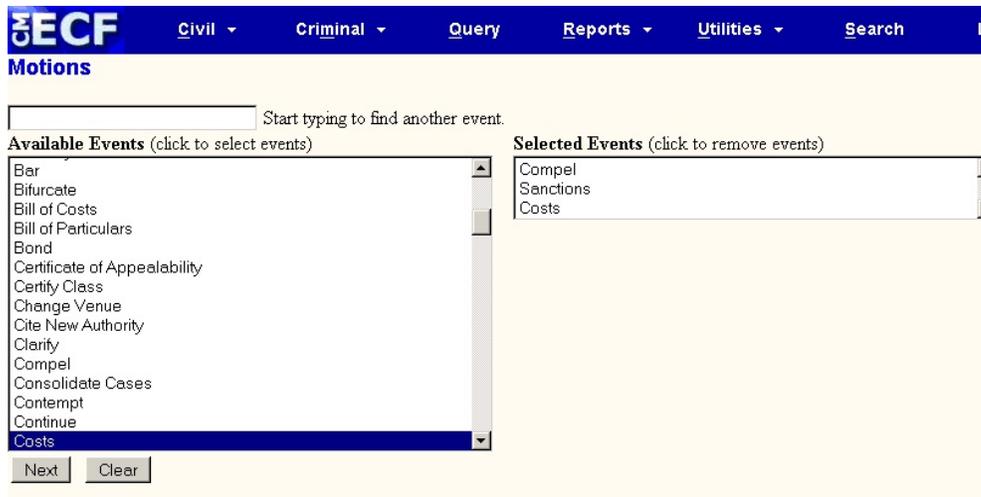
- HTML (unpaginated)
- PDF (paginated)

Sort by

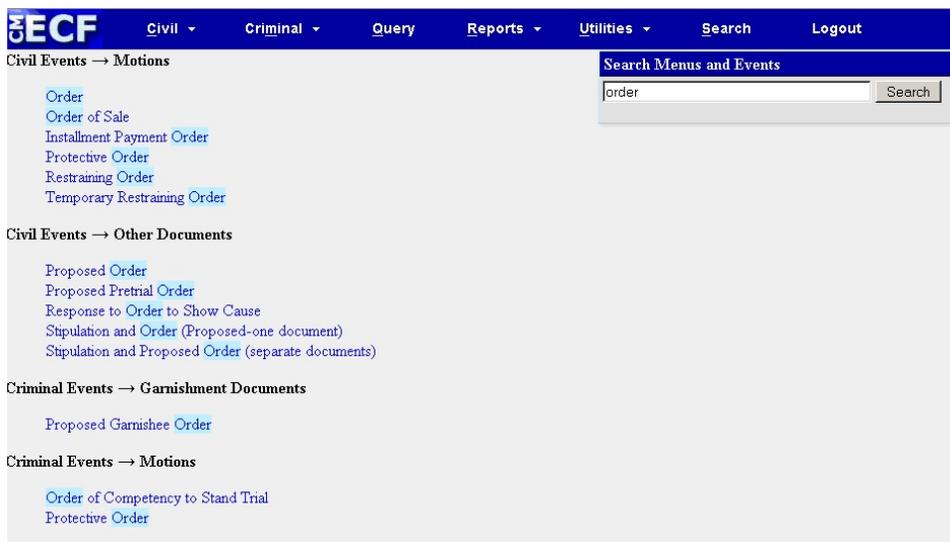
Make these options my default.

If the user submits the screen with the *View multiple documents* option selected, the Docket Report output will include a new column between the document number column and the docket text column, labeled *Select*. For each docket entry with a document, a checkbox appears in the *Select* column. The user can select the docket entries for which the documents should be combined into a single PDF and either click [View Selected] or [Download Selected]. This process is similar to that described above for viewing or downloading All Documents for a Single Docket Entry.

Docket Event Search - With this new functionality, users can enter one or more characters in the event search field during e-filing to execute more precise searches when selecting an event to file. If the user enters characters in the text field, the selection list is filtered to display those events that match that character pattern. Additionally, the order in which events are added to the *Selected Events* list is the order in which they will be docketed, and the order in which they appear in the resulting docket text. The mouse or keyboard can be used to search for and select events. In the example below, the user has searched for and selected three motion relief types: Compel, Sanctions and Costs.



Event and Menu Search - This new function, labeled Search, is available from the main blue menu bar. When clicked, a small pop-up window appears, and the user can enter text to search on. Once the user enters text in the search box and clicks the Search button (or Enter on the keyboard) the results are displayed on the screen with the search text characters highlighted. Each item is a hyperlink to the corresponding menu item or event, so the user can access the menu item or event right from the search results screen.



Document File path - The full path and filename for any uploaded documents will be displayed on the Final Docket Text screen during the e-filing process. This allows users another means to confirm that the proper documents have been uploaded for the docket entry. Note: The best practice to prevent errors of filing the wrong document is to always *right click* on the filename and open the document to view it before uploading it into the system.

Attachments to E-Filed Documents - When a user adds an attachment (exhibit, proposed order, etc.) to a document while e-filing, the user is now *required* to either select an attachment category or enter a description, or both, before continuing.