

January 16, 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, January 12 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

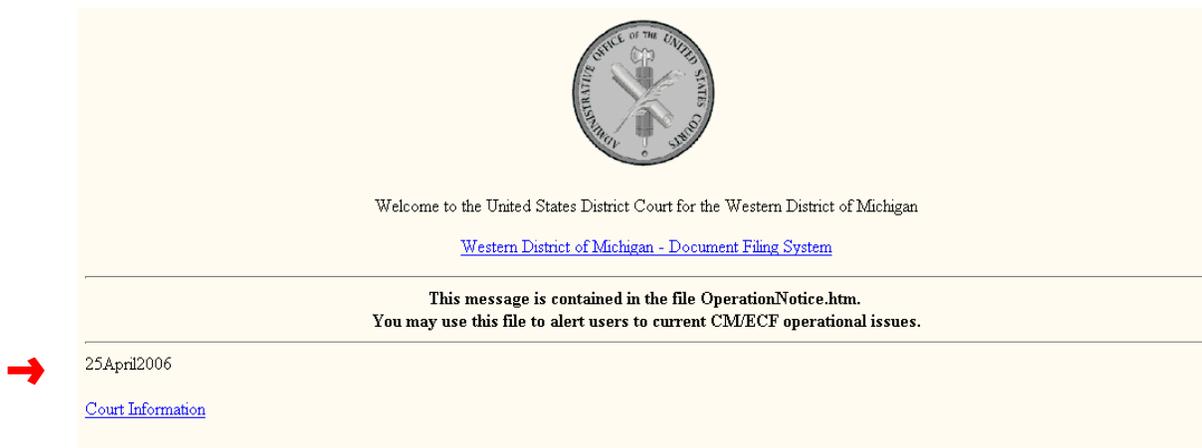
(800) 290-2742

(616) 456-2206

The Western District of Michigan's CM/ECF system software was recently upgraded. This document will highlight the new functionality that is of particular interest to attorneys.

Display of Court Information

Certain court information is now available to users without first requiring them to log in to the application (the same information is also available to users who have already logged in). A link to the Court Information screen is available on the welcome screen:



as well as (after logging in) under the Utilities menu. The Court Information screen displays Court details, Court locations and contact information, PACER details, and case flag definitions.

Viewing Documents

PACER users can access PDF documents for a case without first running a Docket Report. The new View a Document item on the Query menu presents the user with a single text entry field. If the user enters a document number and the document is available, the Transaction Receipt is displayed. If the user clicks the **View Document** button, the document is displayed. This new query provides a way to access documents without first being charged to access the Docket Report.

Login Screen

The ECF/PACER login screen was modified to include more detailed instructions to the user, so it is clear which login is expected.

PACER Service Center - Access and Preferences

The PACER Service Center now allows users to set formatting requirements for the *Client Code* field. Also, PACER users can indicate whether the *Client Code* should be mandatory when logging in to CM/ECF. PACER users now can also determine whether they see billing receipts for every billable transaction. To implement either of these new features, PACER users should go to the PACER Service

Center website at <http://pacer.psc.uscourts.gov> and click on **Account Information**.

Case Flags

Case flags will appear on e-filing screens under the case number header, as well as on certain reports. Case flags are used by and are for the convenience of the court, and the court is now able to display flags to PACER and attorney users. For case flag definitions, refer to the Court Information screen described above.

Notice of Electronic Filing (NEF)

Users will notice that the order in which information is displayed on the NEF has been changed. Information is now displayed in the following order:

- Case Title
- Case Number
- Filer
- Document Number (NEW: If no document/document number exists for the entry, the NEF will display "No document attached" here)
- Docket Text
- Attorneys Served Electronically
- Parties Not Served Electronically
- Document Description
- Original Filename
- Electronic Document Stamp

Maintaining Your Account

There are three new menu items that together replace the former Maintain My Account under the Utilities menu. Each menu item takes the user directly to the area of interest: to update your street address, click Maintain Your Address; to update any e-mail address in your account, click Maintain Your E-Mail; and to change your password, click Maintain Your Password.

The screenshot shows the top navigation bar of the ECF system. The bar is dark blue with the ECF logo on the left and 'Civil' and 'Criminal' menu items on the right. Below the bar, the 'Utilities' section is displayed on a light yellow background. It is divided into two columns: 'Your Account' and 'Miscellaneous'. The 'Your Account' column contains five links: 'Maintain Your Address', 'Maintain Your E-Mail', 'Maintain Your Password', 'Change Your PACER Login', and 'View Your Transaction Log'. The 'Miscellaneous' column contains five links: 'Court Information', 'Legal Research ...', 'Mailings...', 'Verify a Document', and 'Internet Payment History'. The last link in the 'Miscellaneous' column is 'WDMI Attorney References...'. All links are underlined and in blue text.

ECF		Civil •	Criminal •
Utilities			
Your Account		Miscellaneous	
Maintain Your Address		Court Information	
Maintain Your E-Mail		Legal Research ...	
Maintain Your Password		Mailings...	
Change Your PACER Login		Verify a Document	
View Your Transaction Log		Internet Payment History	
		WDMI Attorney References...	

The Maintain Your Address selection is self-explanatory, and replaces the prior Account Information screen.

The Maintain Your Password selection is also self-explanatory, and replaces the prior More User Information screen. If you'd like to change the password assigned to you by the court, you may do so via this menu selection. Please *DO NOT change the login assigned by the court.*

When you click the Maintain Your E-Mail menu item, your current e-mail information will be displayed:

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
Test_Attorney@miwd.uscourts.gc	HTML	Individual NEF	Yes	Yes	Hide Options
Secondary E-mail Addresses					
Test_Attorneys_Mom@miwd.usc	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hide Options
Test_Attorney_Secy@miwd.usco	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hide Options

Add Additional E-mail Address Submit Clear

Primary E-mail Address: The attorney's e-mail address (for service)

Format: The format in which the Notice of Electronic Filing (NEF) will be sent. Users have a choice of HTML or Text; HTML is the default and is the most widely used format.

Delivery Method: How the e-mail address will be served with the NEF; choice of Individual or Summary

Active: Whether the e-mail is active; will always be Yes for the attorney

In All My Cases: Whether the e-mail will be served in all cases; will always be Yes for the attorney

Additional Options:

Hide Options: (as displayed above) user can change their e-mail address or any secondary e-mail address on their account, as well as add additional secondary e-mail addresses to their account when this option is selected.

Additional Cases: provides a means to monitor other cases in which the attorney is not involved

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
Test_Attorney@miwd.uscourts.gc	HTML	Individual NEF	Yes	Yes	Additional Cases

Show Additional Cases to Receive NEFs

From the pull-down on the left of the screen (which is currently **Show**(ing) the additional cases to receive NEFs), the user can choose to **Add** or **Remove** additional cases to receive NEFs.

If **Add** is selected, the user is prompted to enter the case number they wish to monitor and click the **Add to List** button.

If **Remove** is selected, the user is prompted to select a case number from the existing list and click the **Remove from List** button.

Delivery Method Exceptions:

The attorney may prefer instant notification (via Individual NEF) in most of their cases, but there may be a particular case in which the attorney would prefer a Summary NEF. By selecting **Delivery Method Exceptions** from the **Additional Options** pull-down, this is possible.

Email Information for Test X. Attorney

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
Test_Attorney@miwd.uscourts.gc	HTML	Individual NEF	Yes	Yes	Delivery Method Exceptions

Delivery Method Exceptions
The following cases will receive Summary NEF e-mails.

Select case to add to list here and click

Seco 1:03-cv-00100 Tye v. Kalamazoo Mill Supply Company

Test 1:05-cv-00012 Thompson #231697 v. Pitcher et al - Representing John B. Rising

To designate a case as an exception to the attorney's chosen delivery method, the attorney user will first be presented with a list of the cases in which they are involved. After identifying the case, the user should click to highlight the case, then click the **Add to List** button. In this example above, notice that cases selected and added to the Delivery Method Exceptions list will receive Summary NEF e-mails, because the attorney has selected Individual NEF as their preferred Delivery Method.

Secondary E-mail Addresses: E-mail addresses of support staff that work with the attorney (or a central repository address to which multiple staff have access) which will receive an NEF for filings in the attorney's cases. Each selection described above for the primary e-mail address is available for each secondary address on the account as well.

After making all desired changes on the Email Information Screen, click Submit to commit the change(s).