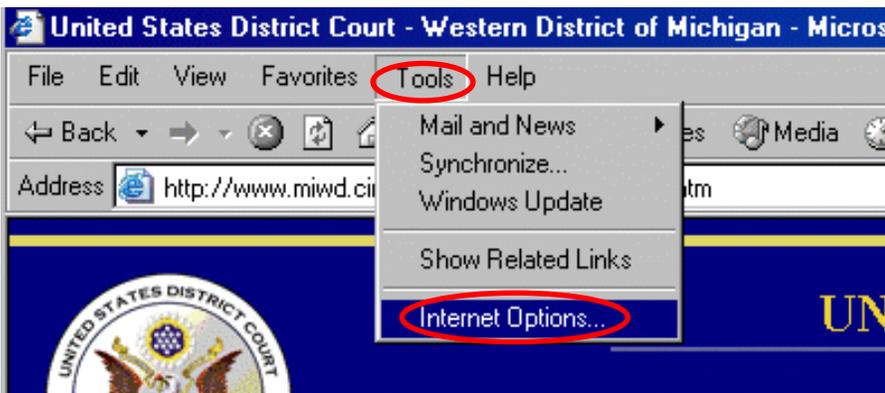




# Clearing Cache

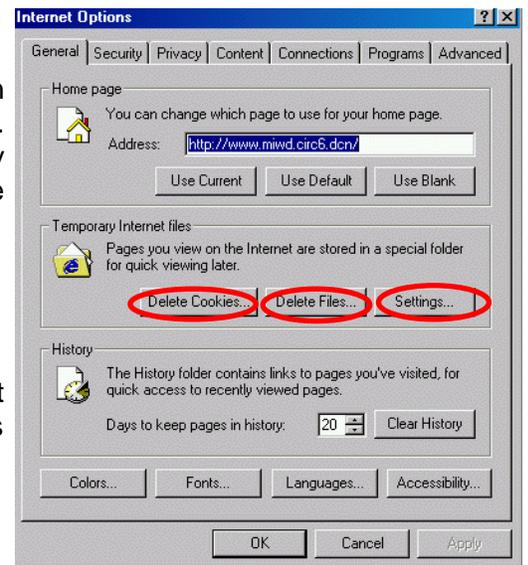
Cache is a storage facility for temporary Internet files that your computer is designed to maintain. Pages you view are stored in the cache for quicker viewing later, which is a workload and time saver for your computer. Instead of doing the work of accessing a page on the Internet that you have visited before, your computer is designed to display to you what you saw last time (it pulls the temporary Internet file for that site from your cache and displays it to you). On occasion, particularly with respect to e-filing, cache may need to be cleared; you may have been advised to do so by our CM/ECF Help Desk staff.

If your computer uses **Internet Explorer** as the browser:

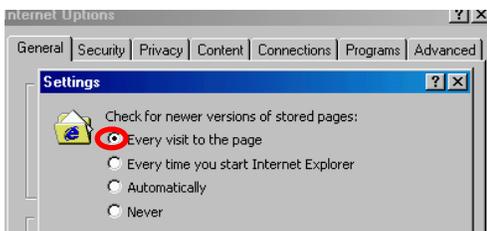


First, click Tools, then click Internet Options.

Under the General tab (near the top of the box), in the middle section entitled, “Temporary Internet Files,” click the “Delete Cookies...” button. Then click the “Delete Files...” button. The “Delete Files...” process may take anywhere from a few seconds to several minutes, depending on the number of temporary Internet files stored on your computer.



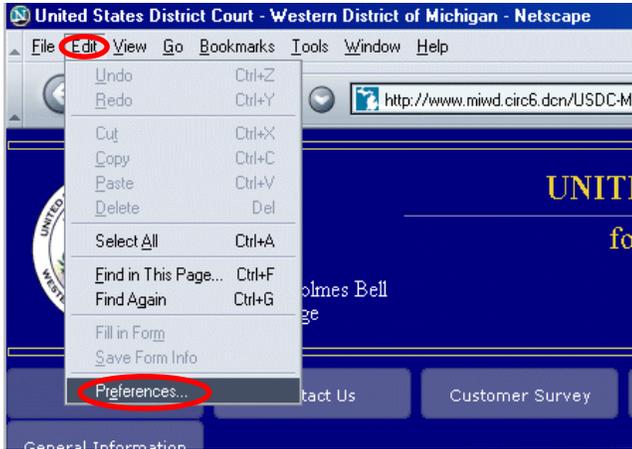
Next, click the “Settings...” button. The court recommends that it be set as follows (check with your Technical Support before making any changes to your settings).



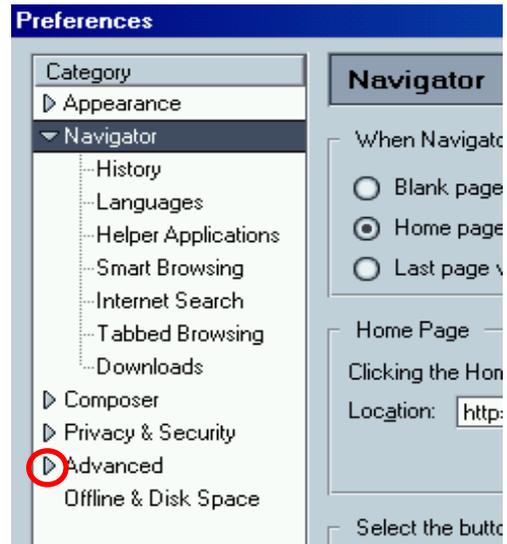
Selecting “Every visit to the page” will cause your computer to take a fresh look any time it looks at items on the Internet, including documents filed in Western District of Michigan cases. While this may slow down (slightly) your Internet “surfing” process, this setting is particularly helpful for support staff who access the system on behalf of more than one attorney. By taking a fresh look every time a document is accessed, your computer is less likely to become confused between the different logins, etc. (possibly the reason you need to clear cache in the first place).

Click on the OK button at the bottom of the Internet Options screen. Your cache is now clear.

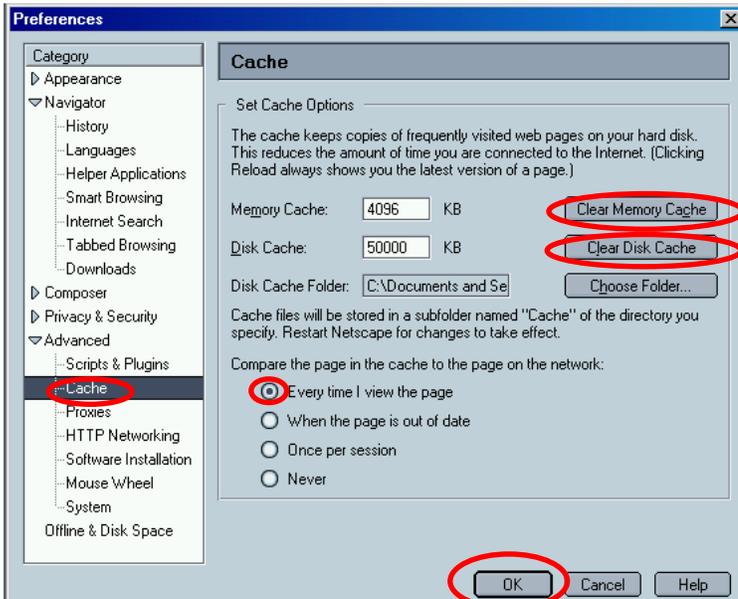
## If your computer uses Netscape as the browser:



First, click Edit, then click Preferences.



Click on the triangle next to the word Advanced.



Then from the pull-down, click on the word Cache.

Click on the "Clear Memory Cache" button.

Click on the "Clear Disk Cache" button.

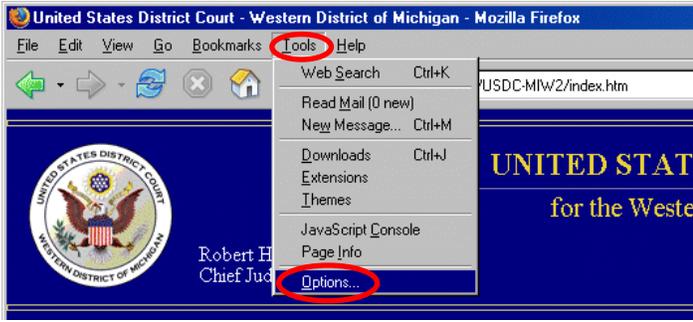
The court recommends that the selection under "Compare the page in the cache to the page on the network" be set as indicated to "Every time I view the page" (check with your Technical Support before making any changes to your settings).

Selecting "Every time I view the page" will cause your computer to take a fresh look any time it looks at items on the Internet, including documents filed in Western

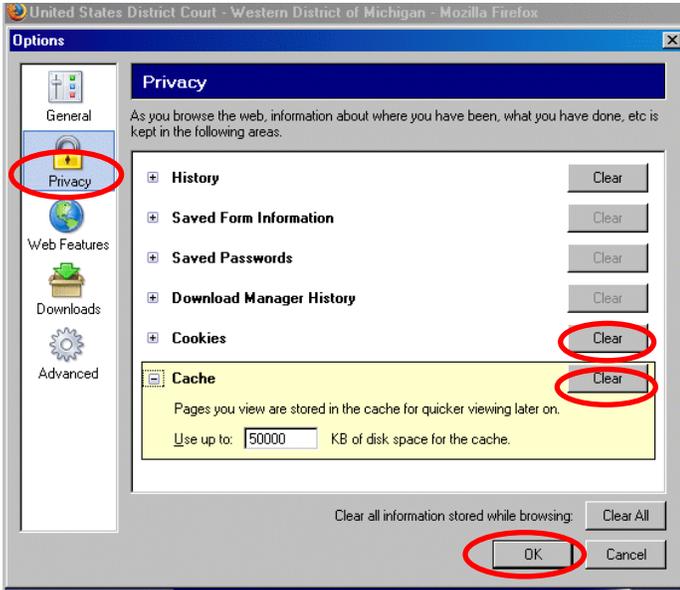
District of Michigan cases. While this may slow down (slightly) your Internet "surfing" process, this setting is particularly helpful for support staff who access the system on behalf of more than one attorney. By taking a fresh look every time a document is accessed, your computer is less likely to become confused between the different logins, etc. (which could be a reason you needed to clear cache in the first place).

Click on the OK button at the bottom of the Set Cache Options screen. Your cache is now clear.

If your computer uses **Mozilla Firefox** as the browser:



First click Tools, then click Options.



Click Privacy in the left column under Options.

Next to Cookies, click Clear.

Next to Cache, click Clear.

Click OK at the bottom of the Privacy screen. Your cache is now clear.