



Sarah Allison Thornton
CLERK OF COURT

NOTICE

Version 3.1.2 will be installed in the Court's CM/ECF database during the weekend of December 15, 2007. There are a number of changes in this new version that will improve how our users interact with CM/ECF.

More detailed information on these and other changes is available in the attached Appendices, provided by the Administrative Office of the US Courts.

Questions or suggestions regarding the Court's ECF system may be directed to the ECF Help Desk at 866-239-6233 or by e-mail to ECFhelp@mad.uscourts.gov.

December 14, 2007

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CIVIL SUMMONS FORM

On December 3, 2007, the Clerk's Office implemented a new procedure for the electronic issuing of summons in civil cases through the Electronic Case Files (ECF) system. A general summons for each case which includes the case caption, court seal and electronic signature will be sent to the plaintiffs/attorneys to be completed for service. Plaintiffs/attorneys no longer will need to prepare and submit a summons form with the complaint when a case is filed electronically. The summons form will be attached to the "summons issued" docket entry and a link to the form will be included in the "notice of electronic filing" (NEF).

Prior to service of the summons, the required information (the name and address of each defendant and the attorney/party to be served with the answer) must be added to the summons form for each defendant. This information can be added to the portable document format (PDF) using the typewriter tool in Adobe Acrobat.

For those plaintiffs/attorneys who do not receive notices of electronic filing, a summons form will be mailed to them.

ONLINE PAYMENT OF CASE RELATED FEES

As of January 1, 2007, the Court has accepted credit card payments for case related fees through the ECF system. This is the preferred method of payment for new civil case filing fees, *pro hac vice* fees and fees for Notices of Appeal when filed electronically. In some instances, the required fees are not paid during the electronic filing process. A new event and a new form has been added to provide for payment of a fee separately, if it was omitted during the filing of the fee creating event. A “Notice of Filing Fee Payment” form has been added to the Court’s Local Forms page on our web site. This is a PDF fillable form. A corresponding “Notice of Attorney Payment of Fees” event has been added to the “Notices” option under “Other Filings” in the ECF system.

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. You may also continue to use the menu bar in the traditional manner. That is, clicking once on the menu item, and opening the screen.

UNIVERSAL EVENT AND MENU SEARCH

The new Event and Menu Search utility, 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 for and find the menu or location of an event or report. 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 string 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.

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 06-10001, and being presented with several subsequent screens to select the full case number (for example, 1:06-cr-10001), 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. With this new functionality, users will be presented with as many as three fewer screens when running reports or queries.

DOCKET EVENT SEARCHES

With the new docket event search functionality, users can enter one or more characters in the docket event search field during docketing to execute more precise searches when selecting event subtypes to docket. If the user enters characters in the text field, the list of events is filtered

to display those events that match that character pattern. 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 will appear in the docket text. The mouse or the keyboard can be used to search for and select events.

REGENERATING NOTICES OF ELECTRONIC FILING

Included in Release 3.1.1 is the ability for court users to regenerate Notices of Electronic Filing (NEFs). The need to regenerate an NEF could be because an attorney reports he/she did not receive an NEF when it was originally sent, or because an attorney was added to the case after events were added to the docket and it becomes necessary for the Clerk's Office to re-send notices of certain entries. It is possible for the Clerk's Office to identify which attorney or attorneys will receive the regenerated NEF, so as not to flood all attorneys in a case with repeat notices.

Each person who receives a regenerated NEF will receive one free look at any documents included in the notice.

REQUIRING DESCRIPTION WHEN FILING ATTACHMENTS

When a user adds an attachment to a document, the user must either select an attachment category or enter a description, or both, before continuing. Previously, an attachment could be added without a category or a description.

CORPORATE PARENTS

Users will now be asked to add the corporate parents while filing the Corporate Disclosure Statement. The corporate parents do not appear on the face of the docket, but are available through the CM/ECF Query.