

**UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS**



**CASE MANAGEMENT/ELECTRONIC CASE FILES**

**VERSION 4.1 RELEASE NOTES  
FOR ATTORNEYS and LAW FIRM STAFF**

**MARCH 2010**

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## INTRODUCTION

CM/ECF Release 4.1 incorporates a number of changes to the court's case management/electronic case files system. Some have been included to improve the system's functionality, some to comply with recent changes to rules and procedures and others to help our users navigate through the system.

This release has been tested and works correctly with Firefox 3.5.x and Internet Explorer versions 7 and 8.

## CASE OPENING

### CASE OPENING SCREEN

The civil case opening (statistical information) screen now provides filters for the cause of action and nature of suit fields. A user may begin typing the cause of action (or nature of suit), and the system will respond with any cause that matches. To change the filter, the user can type over the characters already entered, or click the **Clear filter** button. The **Clear filter** button, when clicked, returns the contents of the dropdown to the complete list.

<b>Jurisdiction</b>	3 (Federal Question)			
<b>Cause of action</b>	28:1330 (28:1330 Breach of Contract)	Filter:	28:13	Clear filter
<b>Nature of suit</b>	0 (zero)	Filter:		Clear filter
<b>Origin</b>	1 (Original Proceeding)			

### PARTY SCREEN

The user interface for adding or selecting parties has changed.

The party screen is divided into two sections. The right side of the screen is the standard interface used to search for and add parties to a case. The left side of the screen will create a 'participant tree.'

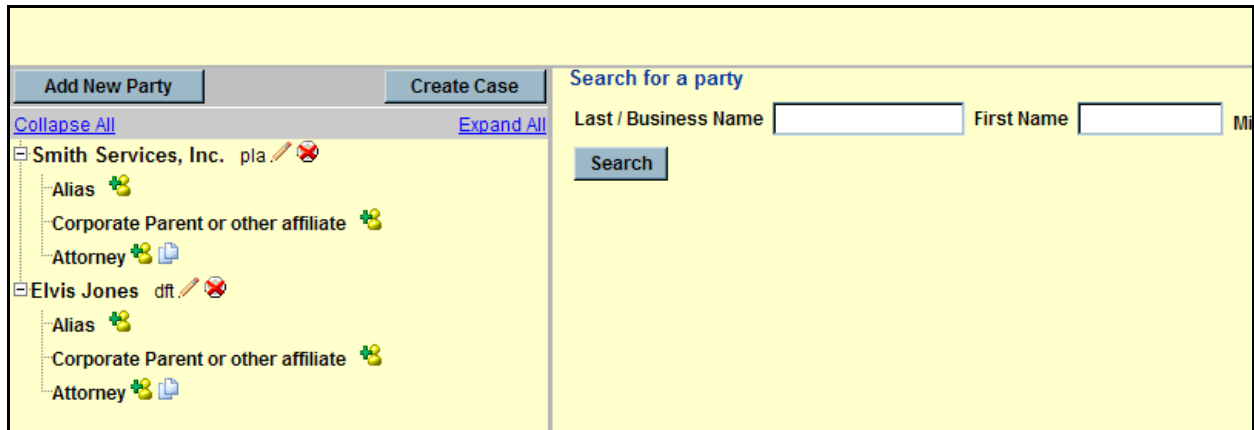
When the user clicks the **Add Party** button on the Party Information screen, the party is added to the participant tree, and nodes for attorney, alias, and corporate parent or other affiliate appear under the party in the tree. Also present in the tree now are icons, described below, that permit the user to change any party information just added. The right pane of the screen returns to the *Search for a Party* fields.

Attorney users may modify (edit) any party added during the current transaction. For example, an attorney may modify any party added during case opening, until such time as the

transaction has been completed. An attorney may also modify any party added during a docket transaction (e.g., an amended complaint adding additional defendants). If a new participant is added during the docketing process, the icon controls will be visible in the tree only for the new participant(s).





The *Expand all* hyperlink displays all the participants in the case, once they are added. The *Collapse all* hyperlink displays only the parties in the case, with the other participants collapsed in the tree. The search fields in the right pane on the screen are unchanged and function as they always have.

Although the icon to add attorneys displays next to ‘Attorney’ on the left side of the screen, attorneys are not able to use that function. Attorneys are only added to the docket by the filing of a Complaint, Notice of Removal, Notice of Appearance or other such document.



This participant tree will also be displayed to the user during any entry in which the filer is asked to select a party (or parties).

### ICONS

Icon	Description
	Delete this party from the case.
	Add new alias, corporate parent, or attorney.
	Copy attorney(s) from other parties in the case to this party.
	Edit the party, alias, corporate parent or attorney. Only displays beside actual names of participants, so if no participant has been added, this icon is suppressed.

If opening a case, the filer must click on ‘Create Case’ to complete the transaction.

## ONLINE PAYMENT OF FEES

Local Rule 67.4 (effective January 1, 2009) mandates the payment of any and all case-related fees through CM/ECF. Where appropriate, CM/ECF will redirect the filer to the Treasury Department's Internet payment process (pay.gov).

Any entry requiring a fee will ask a series of questions:

Local Rule 67.4 requires the electronic payment of all case related fees. Local and state governments are not exempt from the payment of fees, but may pay by check.

- Are you filing a motion to proceed in forma pauperis contemporaneously to the filing of this document?
- Are you filing an affidavit on behalf of the seaman-plaintiff? (civil cases only - be sure to file the affidavit)
- Are you filing on behalf of the US Government?
- Are you filing on behalf of an agency of a state or local government? (filing fee to be paid by check)
- Have you previously been granted in forma pauperis status in this action?
- The filer of this document is not exempt from the filing fee

If "The filer of this document is not exempt..." is selected, the user will be redirected to pay.gov to pay the fee. Once the fee is paid, the fee amount and receipt number, as well as a fee status of "Filing Fee Paid" will appear in the final docket text.

Docket Text: Modify as Appropriate.

COMPLAINT [redacted] against Monica Atkins Filing fee: \$ 350, receipt number 0101-187325 (Fee Status: Filing Fee paid) , filed by Kimberly F. Hodges. (Taylor, Elizabeth)

The other fee statuses that may appear in the final docket text, depending on how the user answers the fee questions, are:

IFP requested

Seaman

US Government

Local Government

IFP granted

Clerk's Office staff will review each transaction to verify that all necessary fees and/or necessary paperwork (motions, affidavits, etc.) have been paid and recorded properly.

## DOCKET REPORTS

### COMBINED DOCKET REPORT – CRIMINAL CASES

Users may now run a combined Docket Report for a subset of criminal defendants in a multi-defendant case. A new *View Combined Docket Report* checkbox will be displayed beneath the case number list when a case number for a multi-defendant criminal case has been entered and two or more of the criminal defendant cases have been selected. Selecting the *View Combined Docket Report* checkbox allows the user to run the combined form of the report for the chosen subset of defendants.



Case number

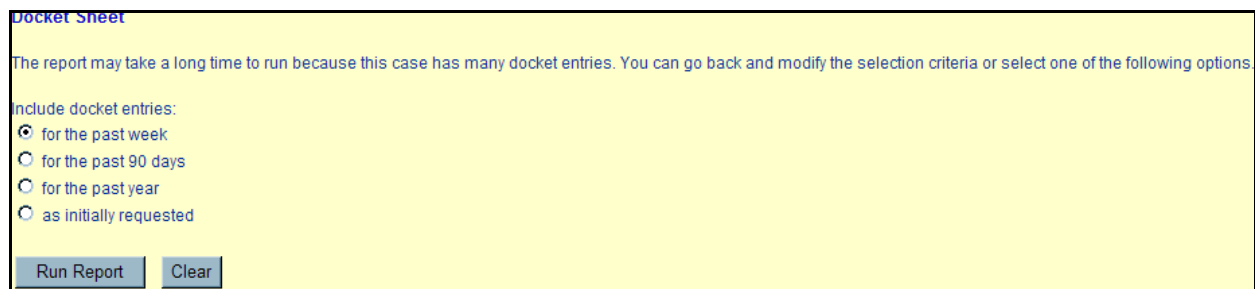
Select a case:

- 1:03-cr-10275-RCL USA v. Veras et al
- 1:03-cr-10275-RCL-1 Felix Veras
- 1:03-cr-10275-RCL-2 Tobias Castillo (closed 09/20/2004)
- 1:03-cr-10275-RCL-3 Carlos Isaac
- View Combined Docket Report

If you do not select *View Combined Docket Report*, the resulting docket report for each defendant will be displayed consecutively.

### LARGE DOCKET REPORT WARNING

Depending on the selection criteria entered by the user, it is possible for a large amount of data to be included in the report output. A warning with additional options now displays when the report output includes more than 200 docket entries. Users are presented with options to help narrow the search to include docket entries for the past week, the past 90 days, the past year, or as initially requested.



**Docket Sheet**

The report may take a long time to run because this case has many docket entries. You can go back and modify the selection criteria or select one of the following options.

include docket entries:

- for the past week
- for the past 90 days
- for the past year
- as initially requested

## DOCUMENTS AND ATTACHMENTS

Release 4.1.1 includes modifications to the way documents and attachments are added and handled in CM/ECF. The changes include a new single screen for document and attachment uploading during docketing, and an improvement in the way attachments are numbered on the Document Selection screen.

The process of adding a main document and attachments during docketing has been streamlined to just one screen.

**Motions**  
[1:09-cv-20004-CMA Smith v. ABC Corporation](#)

Select the pdf document and any attachments.

**Main Document**

Attachments	Category	Description
1. <input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>

After browsing for and selecting the appropriate Main Document, the user should click the **Browse** button in the *Attachments* section to add the first attachment (if necessary). Once a PDF document is selected, the user can select a Category and/or Description. CM/ECF requires that at least one or the other be used. As each attachment is successfully added to the screen, a new row will appear, to add another attachment if necessary. Click 'Next' when all attachments have been added to the entry.

## DOCUMENT AND ATTACHMENT NUMBERING

When viewing a document with attachments, the document selection screen has been modified so that the attachments are numbered beginning with 1. This way, the attachment numbers are consistent everywhere they appear (i.e., docket text, the document selection screen). Previous versions of the software listed the Main Document as Part 1 and any attachments followed in numerical order causing Exhibit 1 to be Attachment 2. Also, the file sizes and the total size of all of the documents for a docket entry are displayed on the document selection screen.

**NOTE:** each PDF file may not exceed 8 MB.

Document Selection Menu			
Select the document you wish to view.			
Document Number: <a href="#">3</a>		1 page	5 kb
Attachment	Description		
<a href="#">1</a>	Affidavit of Jane Doe	1 page	4 kb
<a href="#">2</a>	Exhibit Medical Records of John Doe	1 page	4 kb
<a href="#">3</a>	Text of Proposed Order for Motion to Dismiss	1 page	8 kb
<input type="button" value="View All"/> or <input type="button" value="Download All"/>		4 pages	19 kb



## EMAIL MAINTENANCE

The Email Information screen in Maintain Your Account has been modified to provide more streamlined functionality. Additional options are presented to the user rather than being hidden. Cutting and pasting multiple case numbers from one person account to another and/or from one delivery method to another is now allowed.

The initial Email Information screen is divided into two panes. In the left pane, the primary email address and secondary email addresses, if any, appear as hyperlinks.

When the user clicks the primary or secondary email address hyperlink in the left pane, configuration options appear under the email address in the right pane.

Email Information for Elizabeth Taylor

Registered e-mail addresses	Configuration options
Primary e-mail address: <a href="#">ginny_hurley@mad.uscourts.gov</a>	<input type="text" value="ginny_hurley@mad.uscourts.gov"/>
Secondary e-mail addresses: <a href="#">qqginny1@aol.com</a> <a href="#">add new e-mail address</a>	Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Submit all changes"/> <input type="button" value="Clear"/>	How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report
	In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text
	Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No
	<input type="button" value="Show all cases for this e-mail address"/> <small>(Copy case lists from here)</small>
	Case-specific options

To remove an email address, click on the address in the left pane. This will cause the email address to display in a text field on the right pane, along with all the configuration options and case lists (if any) associated with the email address. The user should remove the email address from the text field. If the user wants to change the email address to a different one, the user should immediately type the new address in the text field. **If the user clicks anywhere outside the text field while a complete email address is not in the text field, all of the configuration options and case lists will disappear from the screen, and the previous email address and settings will be removed.**

The following page contains an explanation of each of the options that appear on the screen shown above.

OPTION	DESCRIPTION
How should notices be sent to this e-mail address?	Sets the default delivery method for notices sent to this address. If <b>Per Filing</b> , an e-mail will be sent for each individual NEF. If <b>Summary Report</b> , one daily summary e-mail notice that lists all the filings for that day will be sent after midnight.
Should this e-mail address receive a “no activity” notice when no summary noticing occurs?	This question will only display, if Summary Report is selected. If Yes, the Daily Summary Report e-mail will include the message “no transactions found for this time period”. If No, then no e-mail will be generated when there is no activity in the cases.
In what format should notices be sent to this e-mail address?	Controls the format of the e-mails – either <b>HTML</b> or <b>Text</b> . HTML is the preferred format.
Should general announcement notices be sent to this e-mail address?	Occasionally, the Court will send CM/ECF users announcements. It is recommended that this setting be set to Yes.
Show all cases for this e-mail address?	Displays a list of all of the cases for which the user is configured to receive NEFs.
Add additional cases for noticing	Allows users to add cases in which they are not an active participant, but would like to receive NEFs. <b>There is no free look associated with these Notices.</b>
These cases will send notice <i>per filing</i> . ( <i>default method</i> )	An e-mail will be sent for each individual NEF.
These cases will send notice <i>as a summary report</i> . ( <i>alternate method</i> )	One daily summary e-mail notice that lists all the filings for that day will be sent after midnight.

## MISCELLANEOUS BUSINESS DOCKET (MBD)

Attorneys may now initiate MBD (Miscellaneous Business Docket) cases through CM/ECF.

**NOTE: Sealed cases and sealed documents in otherwise public cases may not be filed electronically. All sealed documents must be filed on paper with the clerk's office. Please refer to the Court's CM/ECF Administrative Procedures.**

Examples of MBD matters in this district are:

Administrative Subpoenas/Summonses  
Applications to Perpetuate Testimony  
IRS Third Party Record Keeper Actions  
Motions for Return of Seized Property  
Proceedings Against Sureties

Examples of MBD matters arising from cases pending in another jurisdiction are:

Foreign Subpoenas  
Letters Rogatory  
Motions to Compel  
Motions for Protective Order  
Motions to Quash Deposition Subpoena  
Receiverships  
Registration of Judgment from another District

MBD cases are labeled as 'mc' in CM/ECF, but are opened in much the same way as a typical civil action. Click 'Civil' on the blue menu bar, and then 'Open a Miscellaneous (MBD) Case.'

First, select the appropriate office for filing, and change the case type from 'cv' to 'mc.'

The screenshot shows a yellow background with the following elements: 'Office' dropdown set to 'Boston', 'Case type' dropdown set to 'mc' with a menu open showing 'cv', 'mc', and 'md', 'Case number' field, 'Date filed' set to '10/26/2009', and 'Lead case number' field.

Next, add the court name and case number assigned to the original case, if appropriate, in the field for *Other court name* and *Other court number*. For example, if the attorney is filing a motion to quash a subpoena issued for a deposition in this district for a case pending in the Northern District of New York, enter the name of that court and the civil action number assigned in that court.







Other court name	<input type="text" value="Northern District of New York"/>
Other court number	<input type="text" value="1:09-cv-45871-TSH"/>

Click Next.

Unlike civil (cv) cases, the user is not prompted for statistical information, such as nature of suit and cause of action.

Add all the parties to the case, as named in the original civil action.

If the party initiating this action is not a named party in the original action, add that party here as a movant, witness, etc., as appropriate. Be sure to review the list of party roles to select the most appropriate role.

<input type="button" value="Add New Party"/>	<input type="button" value="Create Case"/>	<b>Search for a party</b>
<a href="#">Collapse All</a>	<a href="#">Expand All</a>	Last / Business Name <input type="text"/>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Elvis Jones pla  </li> <li><input type="checkbox"/> Jack Smith dft.  </li> <li><input type="checkbox"/> James Abogado mov.  </li> </ul>		<input type="button" value="Search"/>

Once the case is created, the system will ask ‘Docket Lead Event?’ Clicking on this link will open the civil menu for complaints and other initiating documents. Because most MBD matters are initiated by a motion or other such document, click on Civil on the blue menu bar and find the appropriate event.

**A new menu “MBD Docket Events” has been added. Many - but not all - of the events most often used in these cases may be found there. REMEMBER to use the Search function to help find the most appropriate entry.**

In this example, we will file a motion to quash a deposition subpoena. The system will respond as when filing any other type of entry in a civil case. When prompted, be sure to associate the attorney to the party (movant, witness, etc.) filing the document.

[1:09-mc-10003 Jones v. Smith](#)

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*<

James Abogado (pty:mov) represented by Elizabeth Taylor (aty)  Lead  Notice

The filer will be presented with a list of questions regarding the filing fee. If the filer is not exempt, CM/ECF will bring the filer to pay.gov, where the necessary credit card information should be entered.

The final text window will include the fee information, and allow the user to modify the entry as necessary.

Docket Text: Modify as Appropriate.

Filing fee: \$ 39, receipt number 0101-187324 (Fee Status: Filing Fee paid) by Mary Saunders. (Taylor, Elizabeth)

Clerk's Office staff will regularly monitor CM/ECF for new filings, and assign a District and/or Magistrate Judge and issue any necessary process.

## RADIO BUTTONS

Version 4.1.1 now permits the court to set radio buttons or drop-down lists in place of the traditional 'Yes/No' questions in certain docket entries. These screens can also be set to require a response. An example of this new function is shown above, with the questions asked relating to the filer's fee status.

One other use of the radio buttons is to help the court's staff help the attorneys.

For example, in the past, court staff have found that attorneys sometime use a generic entry, such as 'Notice - Other' or 'Motion for miscellaneous relief' rather than a more appropriate entry. ECF now stops the user and asks:

[1:09-mc-10003 Jones v. Smith](#)

Before using this entry, have you carefully searched (using the Search function on the blue menu bar) for a more appropriate menu item?

Yes

No

Next

Clear

If the user selects No, the entry will not continue until the user searches for a more appropriate entry.

## NOTICE OF ELECTRONIC FILING

There have been reports that some users have experienced problems with the Notice of Electronic Filing (NEF). Emails may be generated improperly when a user has a secondary email address and either the primary or secondary email address has included 'cases of interest.'

Each attorney is encouraged to verify that emails are being delivered correctly to each email address on his/her CM/ECF account.

The Court's Administrative Office reports that this problem has been corrected in this version of CM/ECF. Users are asked to contact the CM/ECF Help Desk (866-239-6233 or [ecfhelp@mad.uscourts.gov](mailto:ecfhelp@mad.uscourts.gov)) if any problems are found with the delivery of NEFs.

## REDACTION NOTICES

Release 4.1 has added a redaction disclaimer to the attorney login screen, a hyperlink to the rule, and a checkbox to acknowledge the redaction disclaimer. Attorney users must indicate their acknowledgment by clicking on the new checkbox to successfully log into CM/ECF.

### CM/ECF Filer or PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions for filing:**  
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

**If you received this login page as a result of a link from a Notice of Electronic Filing email:**  
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

**If you have trouble viewing a document:**  
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

**Instructions for viewing filed documents and case information:**  
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

**Authentication**

Login:

Password:

client code:

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

In addition, users are reminded of their responsibility to redact with the question "Have you redacted?" at the final docket text review screen.

## QUERY

The Query screen was modified to provide more options to allow for more refined searching. The Query screen was modified as follows:

- The party name search fields were combined with the case data search fields to form a single section.
- A *Cause of Action* select list was added.
- Queries now can be run by entering a case number or any combination of the following:

Case Status	Filed Date	Last Entry Date
Nature of Suit	Cause of Action	Last/Business Name
First Name	Middle Name	Type

The screenshot shows a web-based search interface titled "Search Clues". It contains the following fields and controls:

- Case Number:** A text input field.
- or search by:** A label indicating alternative search criteria.
- Case Status:** Radio buttons for "Open", "Closed", and "All".
- Filed Date:** Two text input fields separated by "to".
- Last Entry Date:** Two text input fields separated by "to".
- Nature of Suit:** A dropdown menu with options: "0 (zero)", "110 (Insurance)", and "120 (Contract: Marine)".
- Cause of Action:** A dropdown menu with options: "0 (No cause code entered)", "02:0431 (02:431 Fed. Election Commission: Failure Enforce C)", and "02:0437 (02:437 Federal Election Commission)".
- Last/Business Name:** A text input field with a note "(Examples: Desoto, Des\*t)".
- First Name:** A text input field.
- Middle Name:** A text input field.
- Type:** A dropdown menu.
- Prisoner ID:** A text input field.
- Buttons:** "Run Query" and "Clear".