

**CM/ECF**  
**VERSION 3.1**  
**UPDATES FOR ATTORNEYS**  
**UNITED STATES DISTRICT COURT**  
**WESTERN DISTRICT OF TEXAS**  
**DECEMBER 2007**

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## **INTRODUCTION**

The U.S. District Court for the Western District of Texas has been “Live” with CM/ECF since September 1, 2006. The Federal Courts are constantly evaluating the performance of CM/ECF. Periodically, updated versions of CM/ECF will be implemented. On December 31, 2007 version 3.1 will be implemented. You will find that the look of the CM/ECF program is the same, however, there are subtle enhancements that have been made. This document has been prepared, so you will be aware of these enhancements.

## CASCADING MENU (This feature may still be under development.)

One of the most obvious enhancements in Release 3.1 involves the use of a new menu system that is commonly referred to as a **Cascading Menu** system. This new menu system operates similar to various word processing drop down menu systems available in WordPerfect and Microsoft Word.

The new cascading menu system will allow users to navigate from one CM/ECF menu item to another by **hovering** the mouse over the main blue menu bar and selecting specific menu items from the cascading menus. A cascading menu will be evident by the corresponding down arrow ▼ to the right of each blue menu bar item. An illustration of the new cascading menu system is shown below (*Figure 1*).

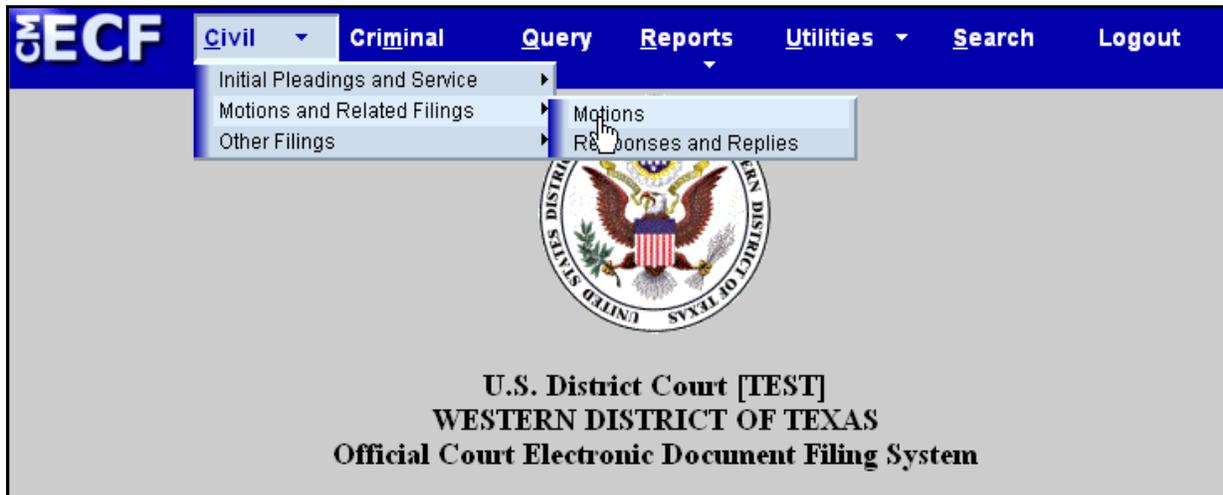


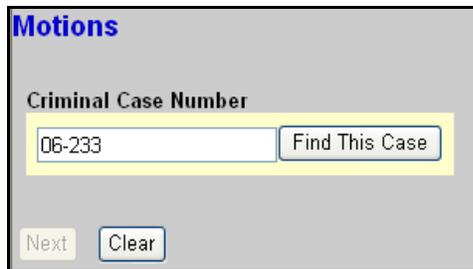
Figure 1

The previous menu system from Release 3.0 is preserved, and can be accessed with a single click on the blue menu bar item. For example, by clicking once on the Reports main blue menu bar item, the previous menu system will be presented.

## CASE NUMBER LOOK-UP

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 06-233, and being presented with several subsequent screens to select the full case number (for example, 5:06-cr-233), 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 continue on with docketing, or select other criteria on the screen if running a report or utility. With this new

functionality, users will be presented with as many as three fewer screens during docketing or when running reports or utilities. The following figures depict different instances of the same case number look-up screen in CM/ECF docketing.



The screenshot shows a web interface titled "Motions". Under the heading "Criminal Case Number", there is a text input field containing "06-233" and a button labeled "Find This Case". Below the input field are two buttons: "Next" and "Clear".

Figure 2

Figure 2 shows the case number being entered, Figure 3 shows the resulting list of cases that appear on the screen after clicking the **Find This Case** button, and Figure 4 shows the status of the screen upon selecting two defendants in a criminal case.



The screenshot shows the "Motions" screen after clicking "Find This Case". The "Criminal Case Number" field now contains "06-233" and a "Hide Case List" button. Below the field, it says "Select a case:" followed by a list of cases with checkboxes:

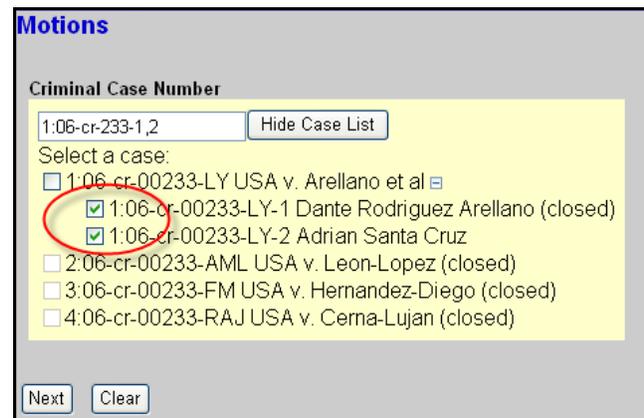
- 1:06-cr-00233-LY USA v. Arellano et al
  - 1:06-cr-00233-LY-1 Dante Rodriguez Arellano (closed)
  - 1:06-cr-00233-LY-2 Adrian Santa Cruz
- 2:06-cr-00233-AML USA v. Leon-Lopez (closed)
- 3:06-cr-00233-FM USA v. Hernandez-Diego (closed)
- 4:06-cr-00233-RAJ USA v. Cerna-Lujan (closed)

At the bottom are "Next" and "Clear" buttons.

Figure 3

Notice that the **Next** button is grayed out until at least one case number is selected. Also, notice in the third screen that the other three main criminal case checkboxes are grayed out because a defendant in the third main criminal case was selected.

For multi-defendant criminal cases, clicking on the + beside the main case number expands the list of cases to display all of the defendants. Once the list of defendants is expanded, clicking on the – beside the main case number collapses the list of defendants so only the main case number is visible. Users can type in or paste complete case numbers to quickly retrieve the desired case.



The screenshot shows the "Motions" screen after selecting two defendants. The "Criminal Case Number" field now contains "1:06-cr-233-1,2" and a "Hide Case List" button. The "Select a case:" section shows the first case expanded with two sub-cases selected (checked):

- 1:06-cr-00233-LY USA v. Arellano et al
  - 1:06-cr-00233-LY-1 Dante Rodriguez Arellano (closed)
  - 1:06-cr-00233-LY-2 Adrian Santa Cruz
- 2:06-cr-00233-AML USA v. Leon-Lopez (closed)
- 3:06-cr-00233-FM USA v. Hernandez-Diego (closed)
- 4:06-cr-00233-RAJ USA v. Cerna-Lujan (closed)

The "Next" and "Clear" buttons are visible at the bottom.

Figure 4

## DOCKET EVENT SEARCH

A new docket event search functionality allows users to search for an event by simply typing in one or two characters in the docket event search field (*Figure 5*). If the user enters characters in this search field, a 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.

**Important:** Verify that the events listed in the Selected Events list, are the events that you wish to be displayed on your docket text. To remove a selected event from this box, simply click on the event and it will be removed.

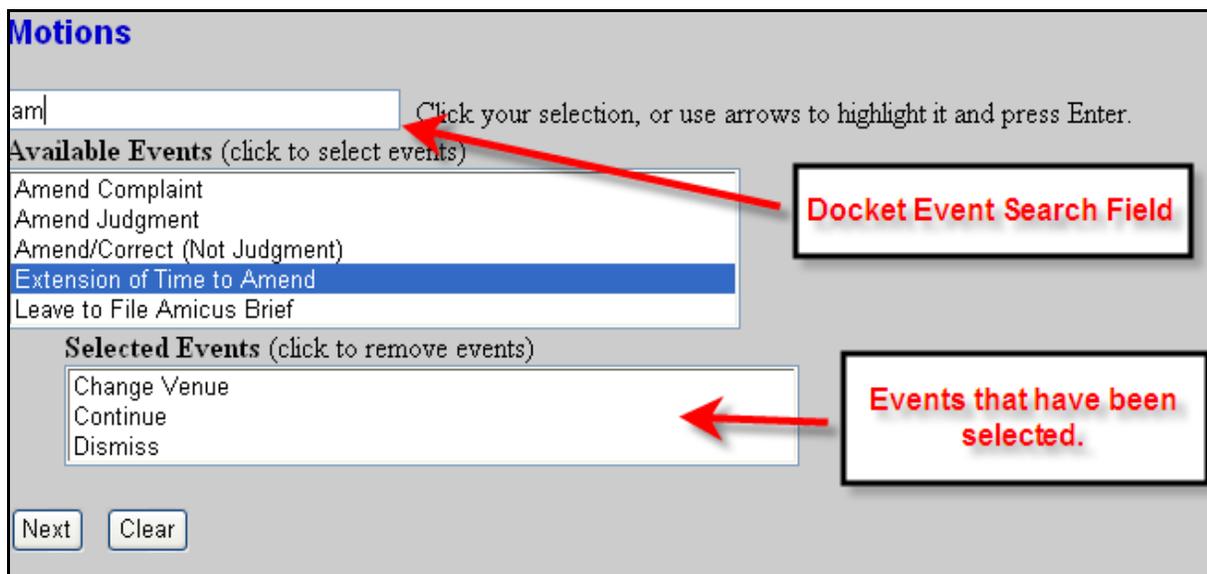


Figure 5

## UNIVERSAL EVENT AND MENU SEARCH

(This feature may still be under development)

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 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 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. Figure 6 shows the **Search** pop-up and the results for a search on 'dis'.

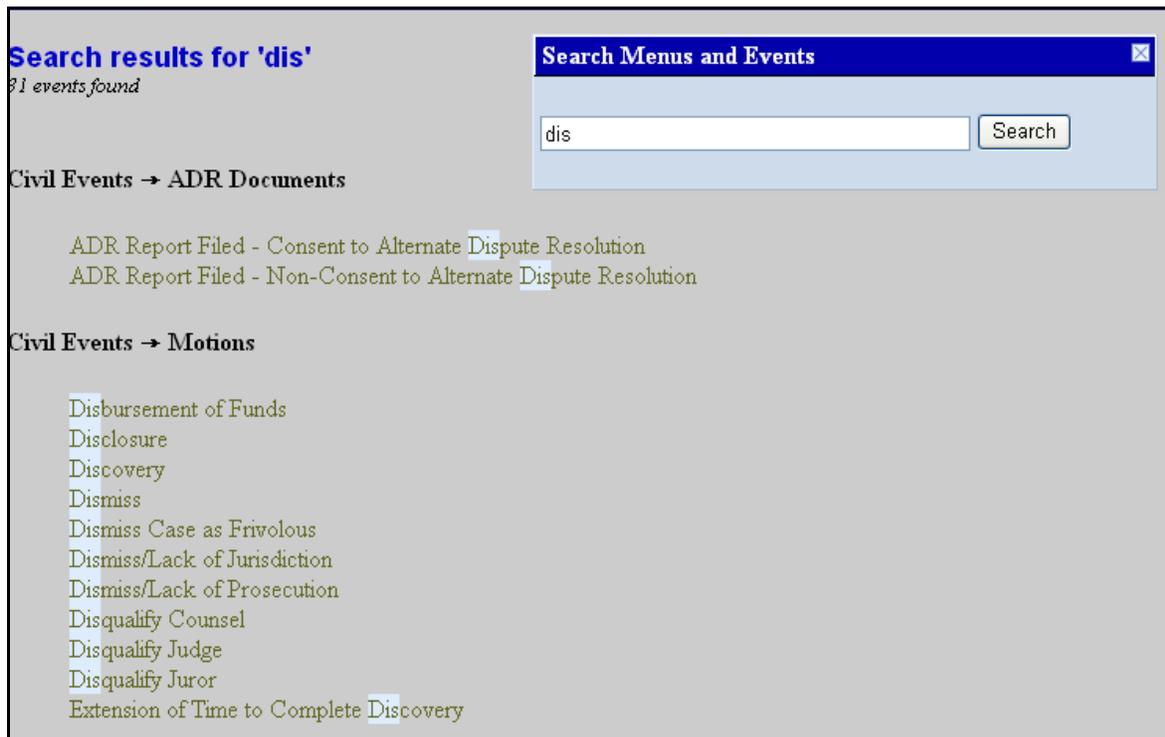


Figure 6

## DISPLAYING DOCUMENT PATHS

The full path and filename for any uploaded documents will be displayed on the Final Docket Text screen during docketing (*Figure 7*). This allows users to confirm that the proper documents have been uploaded for the docket entry.



The screenshot shows the MECEF web interface. At the top is a blue navigation bar with the MECEF logo and menu items: Civil, Criminal, Query, Reports, Utilities, and Search. Below the navigation bar, the page title is "Motions". The main content area displays the case name "5:30-cv-05000-UA TestJones v. TestDoe" and the docket entry "APPEAL, MOTION\_REFERRED". A section titled "Docket Text: Final Text" contains the text "MOTION to Change Venue by TestDoe. (Attorney, Test)". A red warning message states: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Below this, the "Source Document Path (for confirmation only):" is shown as "G:\CMECF\AttorneyTraining\cr-at.pdf pages: 4". A red arrow points from a callout box to the path text. The callout box contains the text "Path and File Name that has been uploaded." At the bottom left, there are "Next" and "Clear" buttons.

Figure 7

## REQUIRING A DESCRIPTION WHEN FILING ATTACHMENTS

When a user adds an attachment to a document via docketing, the user must either select an attachment category or enter a description or both before continuing. Illustrated below, is the window that is displayed if a user attempts to continue past this screen without entering either a category or description.

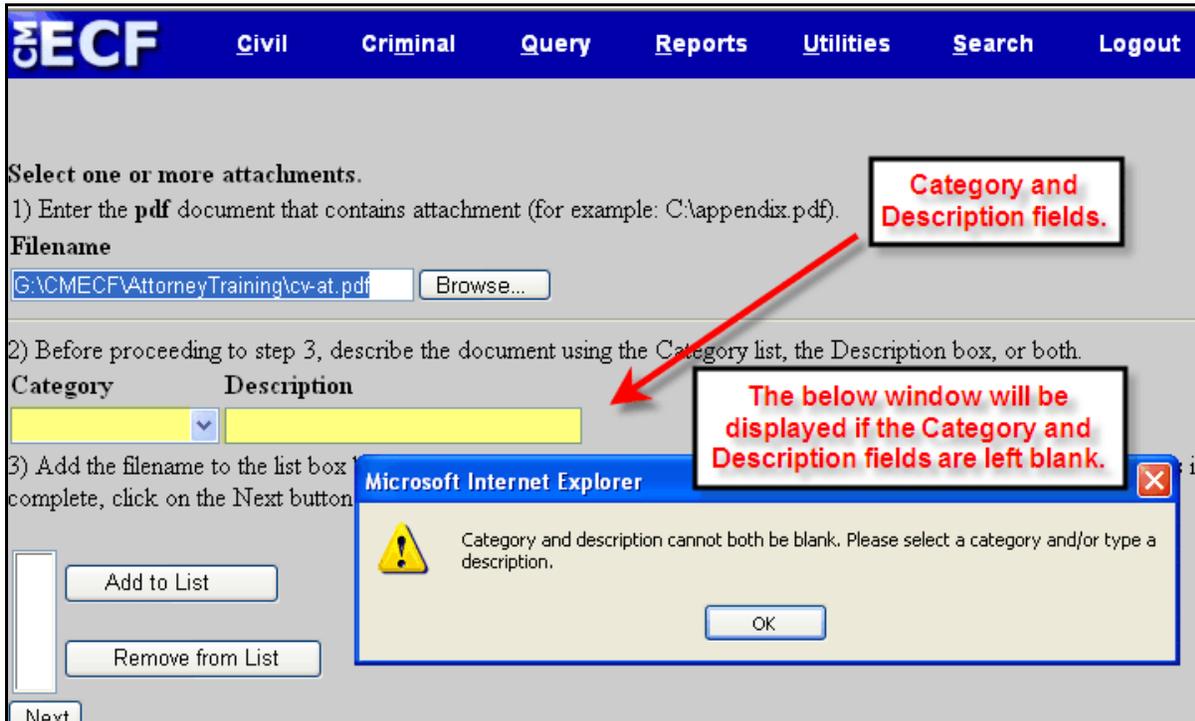


Figure 8

## VIEWING AND/OR DOWNLOADING ALL DOCUMENTS FOR A SINGLE DOCKET ENTRY

If a user clicks on a document number hyperlink (e.g., from the Docket Report or the Docket Activity Report), two new buttons appear at the bottom of the Document Selection Menu screen: **View All** and **Download All** (*Figure 9*).

If **View All** is clicked, 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. If **Download All** is clicked, the main document and all of the PDF attachments for the docket entry are combined in a ZIP file and a dialogue box is displayed for the user to select a destination directory for the ZIP file. 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.

Select the document you wish to view.

Part	Description	
<a href="#">1</a>	Main Document	4 pages
<a href="#">2</a>	Exhibit	4 pages
<a href="#">3</a>	Supplement	15 pages
<a href="#">4</a>	Supplement	14 pages
		37 pages

or

**Clicking "View All" will combine all four of these PDFs into one PDF file.**

**Clicking "Download All" will create a zip file that will enable you to download the PDF files to your computer.**

Figure 9

## VIEWING AND/OR DOWNLOADING ALL DOCUMENTS FOR MULTIPLE DOCKET ENTRIES

Users will now see a *View multiple documents* checkbox on the Docket Report selection criteria screen (Figure 10). If the user submits the screen with the *View multiple documents* option selected, the Docket Report output will be in HTML format and will include a new column between the document number column and the docket text column (Figure 11).

**Docket Sheet**

Case Number  
5:30-cv-05000-UA TestJones v. TestDoe

Filed  to   
 Entered  to

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

**Click here if you wish to view multiple documents.**

Figure 10

11/05/2007	<a href="#">178</a>	<input type="checkbox"/>	MOTION to Change Venue by TestDoe. (Attachment) (Test) (Entered: 11/05/2007)
11/05/2007	<a href="#">179</a>	<input type="checkbox"/>	NOTICE by TestDoe (Entered: 11/05/2007)
11/06/2007	<a href="#">180</a>	<input type="checkbox"/>	NOTICE by TestDoe (Entered: 11/06/2007)

**Select which multiple documents you wish to view or download.**

Figure 11

11/07/2007	<a href="#">184</a>	<input type="checkbox"/>	MOTION (Entered: 11/07/2007)
11/07/2007	<a href="#">185</a>	<input type="checkbox"/>	NOTICE by TestDoe (Entered: 11/07/2007)

or

Figure 12

Two buttons appear at the end of the Docket Report: **View Selected** and **Download Selected** (Figure 12). If either button is clicked but no documents were selected, an error message appears.

After either the **View Selected** or **Download Selected** button is clicked, a single PACER billing receipt page is displayed with multiple receipts (one per document) and a confirm button.

## VIEWING AND/OR DOWNLOADING ALL DOCUMENTS FOR MULTIPLE DOCKET ENTRIES (CONTINUED)

If **View Selected** is clicked, the selected documents (and all attachments) are combined into a single PDF and displayed on the screen. The user may print the documents from the screen. If **Download Selected** (Figure 13) is clicked, the selected documents (and all attachments) are combined in a ZIP file and a dialogue box is displayed for the user to select a destination directory for the ZIP file. 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.

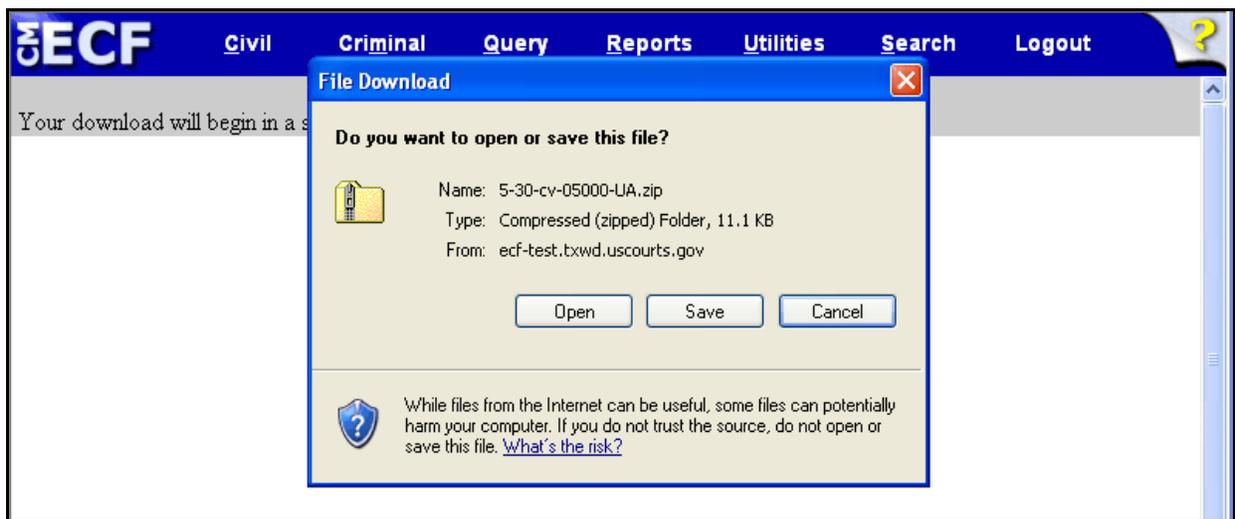


Figure 13

## DOCKET SHEET FORMAT

The docket sheet can be run either in HTML format (unpaginated) or PDF format (paginated) (*Figure 14*). If you run the docket sheet in PDF format, you will receive a PACER transaction receipt notifying you of the charges associated with running the report as a PDF (*Figure 15*).

**Docket Sheet**

Case Number  
5:30-cv-05000-XR TestJones v. TestDoe

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

Figure 14

To accept charges shown below, click on the 'View Report' button, otherwise click the 'Back' button on your browser.

The report you requested is 11 pages. You will be billed for the exact number of pages.

<b>Pacer Service Center</b>			
<b>Transaction Receipt</b>			
Thu Nov 8 13:43:14 CST 2007			
<b>Pacer Login:</b>	us4061	<b>Client Code:</b>	
<b>Description:</b>	Docket Report	<b>Case Number:</b>	5:30-cv-05000-XR
<b>Billable Pages:</b>	11	<b>Cost:</b>	0.88

Figure 15

## CRIMINAL CASES REPORT

The Citation field was added to the selection criteria screen for the Criminal Cases Report (Figure 16). The values in the selection list are from the citation table. A Count Status option also was added to the selection criteria screen. The user can select Pending, Disposed, or both. The report only displays citation information when a citation is selected.

**Criminal Cases Report**

**Warning: This report is not subject to the 30 page billing cap.**  
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: Austin, Del Rio  
Case types: Criminal, Magistrate Judge  
Case flags: ADR, APPEAL  
Citation: [Dropdown]  
Count Status:  Pending  Disposed  
Filed: 11/7/2007 to 11/14/2007  
Terminal digit(s): [Input] 2, 4, 7  
Sort by: Case Number [Dropdown] [Dropdown] [Dropdown]  
Output Format:  Formatted Display  Data Only  
Buttons: Run Report, Clear

**New!**

Figure 16

## CIVIL CASES REPORT

The Jurisdiction field was added to the selection criteria screen for the Civil Cases Report (Figure 17).

**Civil Cases Report**

**Warning: This report is not subject to the 30 page billing cap.**  
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: Austin, Del Rio

Cause: 0 (No cause code entered), 02:0431 (02:431 Fed. Election...)

Jurisdiction: Diversity, Federal Question

Case type: Civil, Miscellaneous

Case flags: ADR, APPEAL

Nature of suit: 0 (zero), 110 (Insurance)

Terminal digit(s): 7

Filed: 11/14/2007 to 11/21/2007

Sort by: Case Number

Output Format:  Formatted Display,  Data Only

Run Report, Clear

**NEW!**

Figure 17

## **ELECTRONIC PUBLIC ACCESS TO COURT DOCUMENTS IN SOCIAL SECURITY CASES**

Version 3.1 of the Case Management/Electronic Case Files software, has been programmed to allow remote electronic public access to any order, opinion, or judgment filed in a Social Security case on or after December 1, 2007. The requirement to make these documents available is provided in the Federal Rules of Civil Procedure, Rule 5.2(c)(2)(B), effective December 1, 2007.

This access will also apply to any report and recommendation that is classified by the court as an opinion for purposes of the E-Government Act of 2002, or is adopted by an order that is classified as an opinion. If the filing is any event other than an order, opinion or judgment, the pdf document will not be available via PACER.