



CM/ECF

VERSION 4.0.3

UPDATES FOR ATTORNEYS

UNITED STATES DISTRICT COURT

WESTERN DISTRICT OF TEXAS

FEBRUARY 2010



Party Filer Screen

An enhancement has been made to the Party Filer screen. A participant tree is displayed on the left hand side of the screen, so filers can readily see all the case participants (see Figure 1). Clicking on the **“Expand All”** will display the attorneys for each of the parties listed.

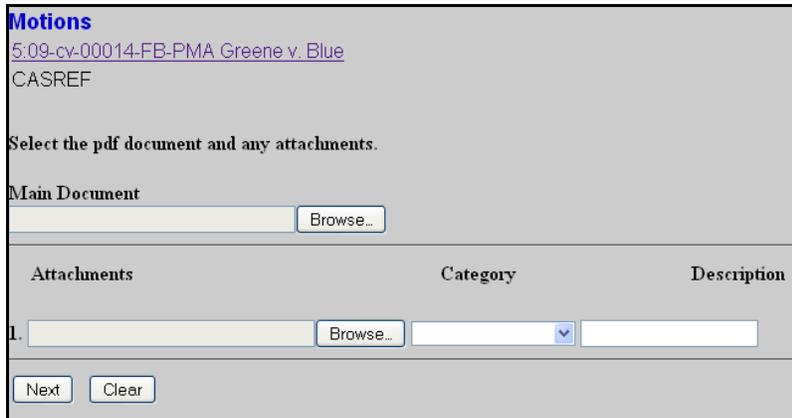
The screenshot shows a web interface for filing motions. At the top, it says "Motions" and "5:09-cv-00014-FB-PMA Greene v. Blue" with a "CASREF" link. Below this is a "Pick Filer" button. The main area is split into two columns. The left column contains a tree view with "Collapse All" and "Expand All" links. The tree shows the case number "5:09-cv-00014" and several parties: "Brenda Blue dft" (with an "Attorney" sub-entry for "Bill White"), "Paula Greene pla" (with an "Attorney" sub-entry for "Ann Marie Smith"), "Paula Greene cd", "Annette Jones dft", "Annette Jones cc", and "Al Wilson ntc". The right column is titled "Select the filer." and contains a "Select the Party:" label above a scrollable list box. The list box contains the following entries: "Blue, Brenda [dft]", "Greene, Paula [pla]", "Greene, Paula [cd]", "Jones, Annette [dft]", "Jones, Annette [cc]", and "Wilson, Al [ntc]". At the bottom of the right column are three buttons: "Next", "Clear", and "New Filer".

Figure 1

On the right hand side of the screen, all parties are listed for the case. The filer will continue, to select the party that pertains to them and click the **“Next”** button to continue. The **“New Filer”** button is not activated. An attorney can not electronically add a new party to an existing case. This is done by Clerk’s Office staff only. Pleadings that add a new party must be filed in a traditional manner.

Adding Documents and Attachments

The process of adding a main document and attachments during docketing has been streamlined to one screen (see Figure 2). The filer will continue to add the Main document by clicking on the “**Browse**” button and selecting the PDF file they wish to link to their filing.

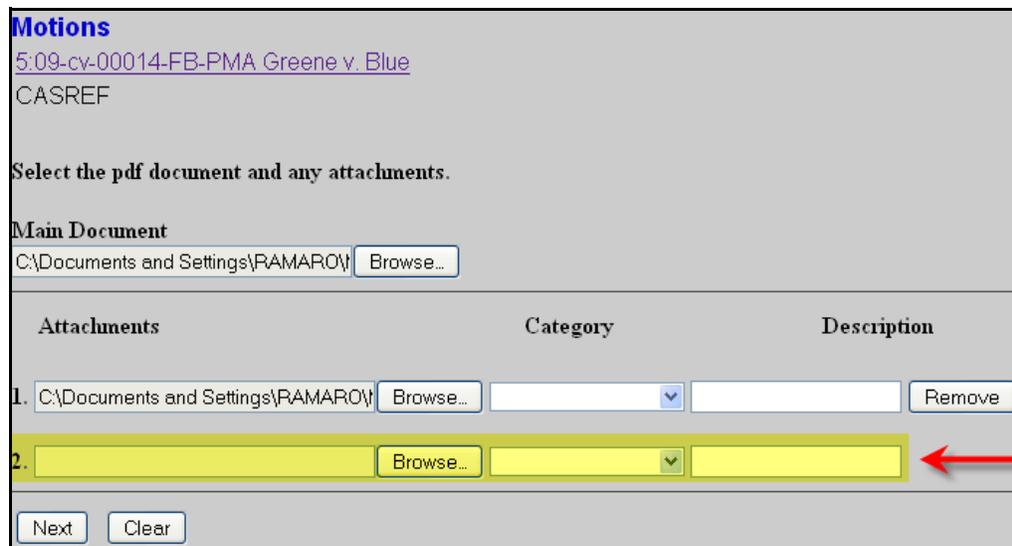


The screenshot shows a web form titled "Motions" for case "5:09-cv-00014-FB-PMA Greene v. Blue" with CASREF. It prompts the user to "Select the pdf document and any attachments." The "Main Document" section has a text input field and a "Browse..." button. Below is an "Attachments" table with columns for "Attachments", "Category", and "Description". Row 1 has a text input, a "Browse..." button, a dropdown menu, and a text input. At the bottom are "Next" and "Clear" buttons.

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

Figure 2

After adding the main document, the filer can then attach additional documents. When the filer clicks the “**Browse**” button in the Attachment section (see Figure 3) to add the first attachment, a new row will appear so the filer can then add a second attachment.



The screenshot shows the same "Motions" form. The "Main Document" field now contains the path "C:\Documents and Settings\RAMARO\" and a "Browse..." button. The "Attachments" table now has two rows. Row 1 contains the path, a "Browse..." button, a dropdown menu, a text input, and a "Remove" button. Row 2 is highlighted in yellow and contains a text input, a "Browse..." button, a dropdown menu, and a text input. A red arrow points to the "Browse..." button in row 2. "Next" and "Clear" buttons are at the bottom.

Attachments	Category	Description
1. C:\Documents and Settings\RAMARO\ <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Figure 3

If only one attachments should be added, the filer should leave the fields in the second row blank and click “**Next**”. If additional attachments should be added, the filer should click “**Browse**” for each attachment and then add the document.

Motions
5:09-cv-00014-FB-PMA Greene v. Blue
CASREF

Select the pdf document and any attachments.

Main Document
C:\Documents and Settings\RAMAROV\ Browse...

	Attachments	Category	Description	
1.	C:\Documents and Settings\RAMAROV\ Browse...	<input type="text"/>	<input type="text"/>	Remove
2.	<input type="text"/> Browse...	<input type="text"/>	<input type="text"/>	

Next Clear

Figure 4

If an attachment should be removed, the user should click “**Remove**” button (see Figure 4) . If an attachment file is incorrect and needs to be replaced, the filer should click “**Browse**” again for the attachment and load a different document. If the filer would like to start over, clicking the “Clear” button will delete all pdf links that have been previously added.