



# UNITED STATES DISTRICT COURT

## WESTERN DISTRICT OF TEXAS

### CM/ECF VERSION 5 CHANGES FOR ATTORNEYS

DECEMBER 17, 2012

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## SECURE PASSWORDS AND ACCOUNT LOCKOUT

To help enhance your security, CM/ECF now requires attorneys to create more secure passwords. Passwords must be at least eight characters long and include both uppercase and lowercase alphabetic characters and at least one digit or special character (for example, 0-9, @, #, \$, %, &, \*, +).

The first time you log in, you will be required to change your password to a new password that conforms to the minimum of eight characters and include both uppercase and lowercase alphabetic characters and at least one digit or special character. Once you have updated your password, you will no longer see this message.

**ECF** Civil Criminal Query Reports Utilities Search Logout

Welcome Attorney, Test One [test123]

The following CM/ECF contact information is on file with the U.S. Courts in the Western District of Texas. Each registered user is responsible for verifying their address, telephone number, and internet e-mail address. This information must be current to ensure timely electronic notice of case activity.

ADDRESS INFORMATION: <a href="#">UPDATE</a>		E-MAIL ADDRESS NOTIFICATION: <a href="#">UPDATE</a>	
Office/Firm:	Offices of Test One A	***Notice***	
Unit/Division:	Clark Grisswald And	The requirements for CM/ECF passwords have changed. To set a password that meets the new standards, please click <a href="#">here</a> .	
Address:	1557 West World Av	TS:	
Address 2:	Room 222	IN/A	
Address 3:		Click Here to Change your Password!!!	
City:	San Antonio	State:	TX
Zip:	78888	Country:	US
Phone:	210-555-5309	Fax:	210-555-5309

Click on the link in the "Notice" box to be taken to the password update screen.

**ECF** Civil Criminal Query Reports Utilities Search Logout

More User Information for Test One Attorney

Login testattorney Last login 10-26-2012 10:33

**Password** [redacted] Current login 12-05-2012 10:33

minimum 8, upper- & lower-case letters, include digit or special character

Create date 11/02/2007

Update date 07/30/2012

Registered Y

Internet Credit Card Y

Default Printer

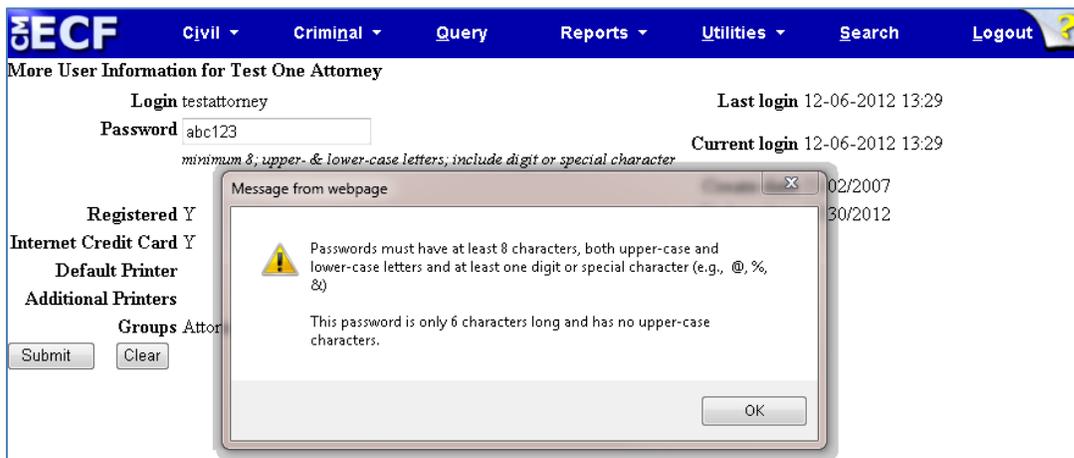
Additional Printers

Groups Attorney, Sealed Access (default)

Submit Clear

Blank out the existing password (\*\*\*\*\*\*) and then add a new password that has a minimum of eight characters and include both uppercase and lowercase alphabetic characters and at least one digit or special character.

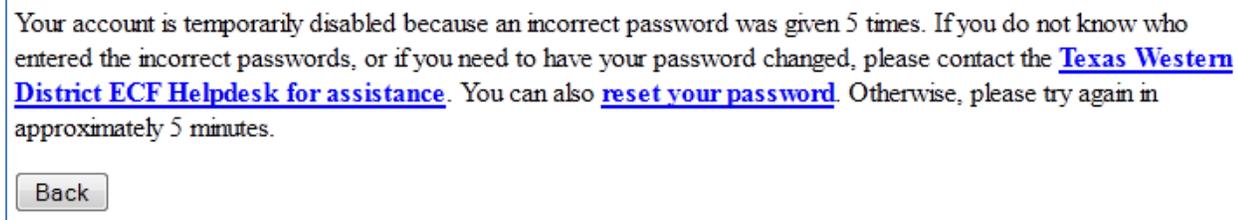
If the password you entered does not meet the criteria, you will receive an error message when you click the "Submit" button and you will have to modify the password.



You will be returned to the main screen when the password meets the enhanced security criteria when you click the "Submit" button.

## **Account Lockout**

After five invalid login attempts, your account will be "locked" for five minutes and the following error message will appear:



You may wait for 5 minutes and try your login and password again, you can e-mail the Help Desk using the link or you can reset your password. When you request a password reset, the login and new password is e-mailed to the primary address on the account. Any additional e-mail addresses that may be on the account will not receive the e-mail.

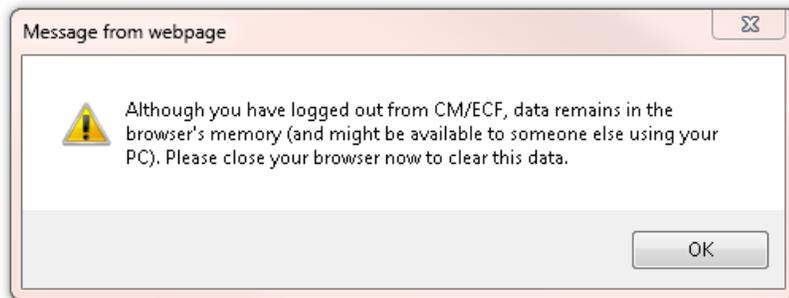
After the initial five minute timeout period has expired, the next failed login attempt will increase the timeout period to six minutes in the future. After the new six minute timeout period has expired, the next failed attempt will increase the timeout period to seven minutes in the future, and so on.

## LOGGING OUT OF CM/ECF

**IMPORTANT NOTE:** When exiting CM/ECF, use the Logout button in the blue menu bar. Users who exit the browser without first logging out have experienced difficulty logging in.



When you click Logout from the main blue menu bar, the following pop-up message will appear. Click OK to complete the logout.



## RESTRICTED ACCESS TO BANKRUPTCY APPEALS

On September 14, 2010, the Judicial Conference approved a recommendation from the Committee on Court Administration and Case Management to amend the policy on privacy and public access to electronic case files by restricting public access to documents in bankruptcy appeal cases filed in the district courts for bankruptcy cases filed before December 1, 2003.

All documents not flagged as written opinions, filed in cases designated as bankruptcy appeals (Natures of Suit 422 and 423) that have a case filing date prior to December 1, 2003, and a case closure date of one or more years ago, will be automatically restricted to case participants

## DOCUMENT AND ATTACHMENT UPLOAD FILE SIZE INCREASE

The maximum file size of PDF files uploaded to CM/ECF has been increased to ten megabytes (10,000 KB). The previous file size limit was five megabytes (5,000 KB). Any PDF file larger than ten megabytes will have to be split into two or more smaller files less than ten megabytes each before uploading.

## NATURE OF SUIT (NOS) CODE CHANGES

The following natures of suit codes have been discontinued:

- 444 – Civil Rights: Welfare
- 610 – Forfeiture/Penalty: Agriculture
- 620 – Forfeiture/Penalty: Other Food and Drug
- 630 – Forfeiture/Penalty: Liquor Laws
- 640 – Forfeiture/Penalty: R.R. & Truck
- 650 – Forfeiture/Penalty: Airline Regs
- 660 – Forfeiture/Penalty: Occupational. Safety/Health
- 730 – Labor: Labor/Mgmt Reporting & Disclosure Act
- 810 – Selective Service
- 875 – Taxes: Customer Challenge
- 892 – Economic Stabilization Act
- 894 – Energy Allocation Act
- 900 – Appeal of Fee Determination

The following natures of suit codes are new:

- 367 – Personal Injury: Health Care/Pharmaceutical Personal Injury Product Liability
- 375 – Other Statutes: False Claims Act
- 448 – Civil Rights: Education
- 560 – Prisoner Petitions: Civil Detainee: Conditions of Confinement
- 751 – Labor: Family and Medical Leave Act
- 896 – Other Statutes: Arbitration
- 899 - Other Statutes: Administrative

Please use the chart below to determine the replacement NOS to use in place of the discontinued NOS.

Discontinued NOS	Replace with NOS
444 – Civil Rights: Welfare	440 – Other Civil Rights
610 – Forfeit/Penalty: Agriculture	690 – Other (Forfeiture/Penalty)
620 – Forfeit/Penalty: Food and Drug	690 – Other (Forfeiture/Penalty)
630 – Forfeit/Penalty: Liquor Laws	690 – Other (Forfeiture/Penalty)
640 – Forfeit/Penalty: R.R. & Truck	690 – Other (Forfeiture/Penalty)
650 – Forfeit/Penalty: Airline Regs	690 – Other (Forfeiture/Penalty)
660 – Forfeit/Penalty: Occup. Safety	690 – Other (Forfeiture/Penalty)
730 – Labor: Reporting/Disclosure	790 – Other Labor Litigation
810 – Selective Service	890 – Other Statutory Actions
875 – Taxes: Customer Challenge	890 – Other Statutory Actions
892 – Economic Stabilization Act	890 – Other Statutory Actions
894 – Energy Allocation Act	890 – Other Statutory Actions
900 – Appeal of Fee Determination	890 – Other Statutory Actions

Please use the Civil Cover Sheet form (JS44) with the revision date of September 2011 (Rev. 09/11) when filing a civil case.