

CM/ECF Version 5.1.1

A Guide to the New Features Available to Attorneys and Law Firm Staff



United States District Court
Southern District of Illinois
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TABLE OF CONTENTS

New Password Requirements	01
Logging Out	01
New Civil Cover Sheet	02
Text-Searchable and/or PDF/A Scanned Document	02
Creating a Text-Searchable and/or PDF/A Scanned Document Using Adobe	03
Save a Word Document as a Text-Searchable PDF	04
PACER Access Changes	05
MDL Case Report Query	05
Civil Cases Report.....	05
Query	05
Docket Report	05

Version 5.1.1 Enhancements & Changes

NEW PASSWORD REQUIREMENTS

CM/ECF now requires users 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, @, #, \$, %, &, *, +).

After logging in with your current password, a pop-up message will instruct you to change your password.

IMPORTANT:

Please be sure to change your password right away. Although it is possible to bypass this screen, failure to update your password may eventually result in your being locked out of your account.

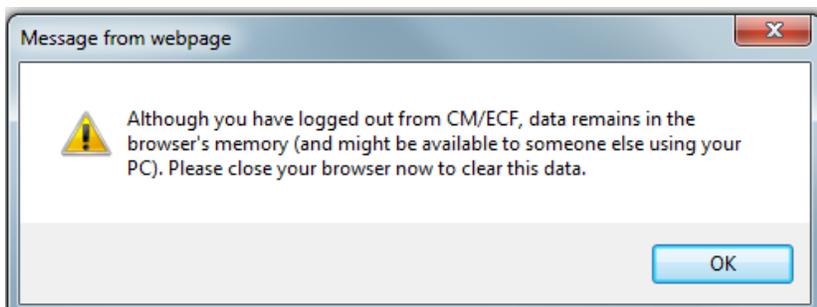


LOGGING OUT OF CM/ECF

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.



NEW CIVIL COVER SHEET

The new civil cover sheet can be found on the Court's website, <http://www.ilsd.uscourts.gov/Forms.aspx>. The following values were added to the Civil Cover Sheet:

Nature of Suit

- 367 TORTS - Personal Injury - Health Care/Pharmaceutical Personal Injury/Product Liability
- 375 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 Procedure Act/Review or Appeal of Agency Decision

Additionally, the following codes were eliminated from the Civil Cover Sheet:

- 444 Civil Rights – Welfare
- 610 Forfeiture/Penalty – Agriculture
- 620 Forfeiture/Penalty - Other Food & Drug
- 630 Forfeiture/Penalty - Liquor Laws
- 640 Forfeiture/Penalty - RR & Truck
- 650 Forfeiture/Penalty - Airline Regulations
- 660 Forfeiture/Penalty - Occupational Safety/Health
- 730 Labor - Labor/Mgmt Reporting and Disclosure Act
- 810 Other Statutes - Selective Service
- 875 Other Statutes - Customer Challenge 12 USC 3410
- 892 Economic Stabilization Act
- 894 Other Statutes - Energy Allocation Act
- 900 Other Statutes - Appeal of Fee Determination Under Equal Access to Justice Act

PDF/A and/or TEXT SEARCHABLE DOCUMENTS

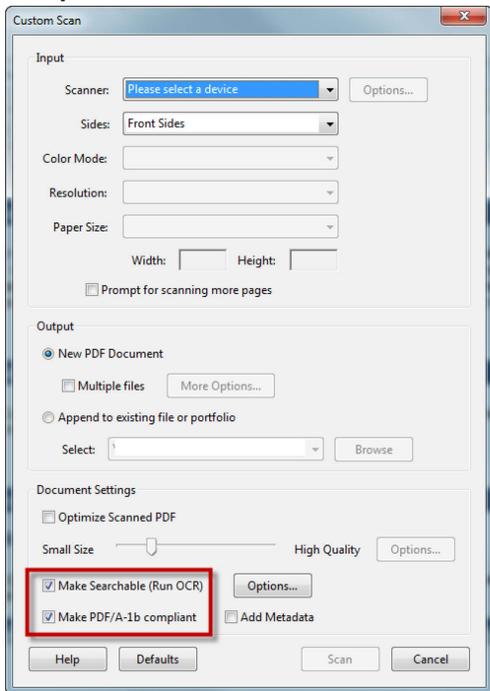
PDF/A is a standard format that allows for the long-term archiving of electronic documents with the assurance that the documents will be accessible in the future. In the future, courts will accept only PDF/A documents when filing in CM/ECF. However, we now accept both PDF and PDF/A documents.

Court staff is now able to run full-text searches in the CM/ECF database. Search options include text within documents and docket text. This court strongly encourages you to save all documents as text-searchable.

Creating a Text-Searchable and/or PDF/A Scanned Document using Adobe

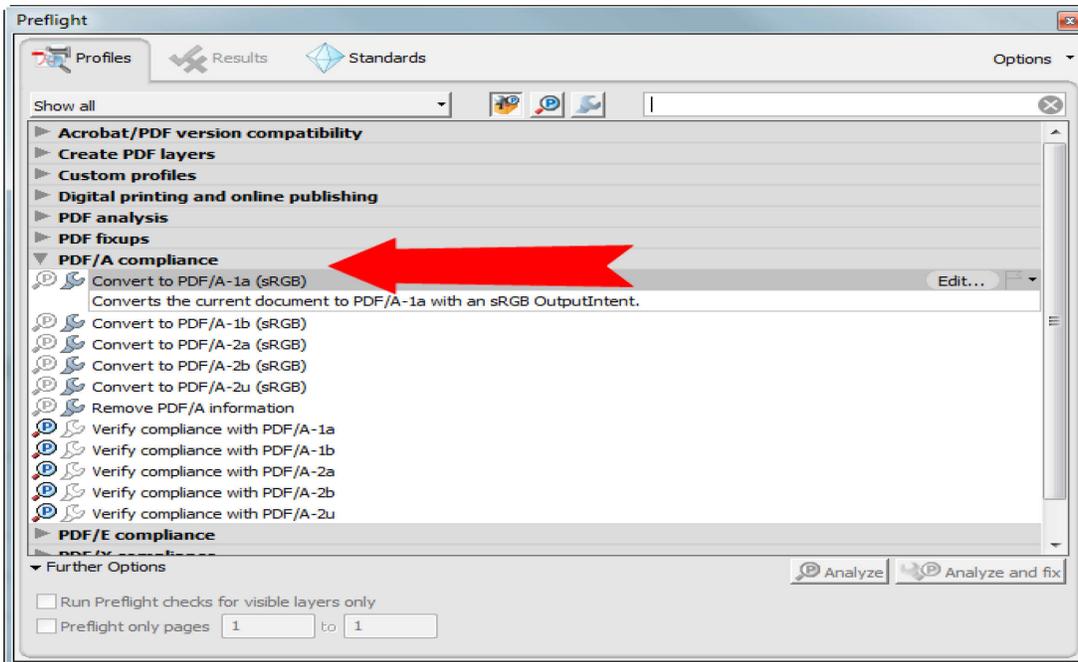
Scanned documents containing typewritten text should be text-searchable. You will need to activate the Optical Character Reader (OCR) in the PDF software. To set the scanner to read the text, follow these steps:

1. Open Adobe Acrobat Professional.
2. Select the **Create** icon. 
3. Choose **From Scanner**.
4. Choose **Custom Scan**.
5. On the Custom Scan dialog box, check **Make Searchable (Run OCR)** and **Make PDF/A compliant**.



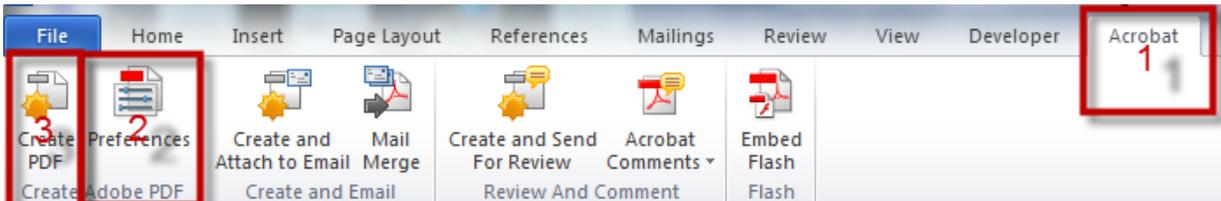
Adobe will remember this setting and will run OCR and PDF/A complaint on all future scans. If you do not want to run OCR or make a PDF/A compliant document, uncheck the appropriate box.

If the scanner is connected remotely via the network, scan the document as normal, creating a PDF. Then open the PDF in Adobe Acrobat 10 Professional and go to Tools → Print Production → Preflight → and convert the PDF to a PDF/A.

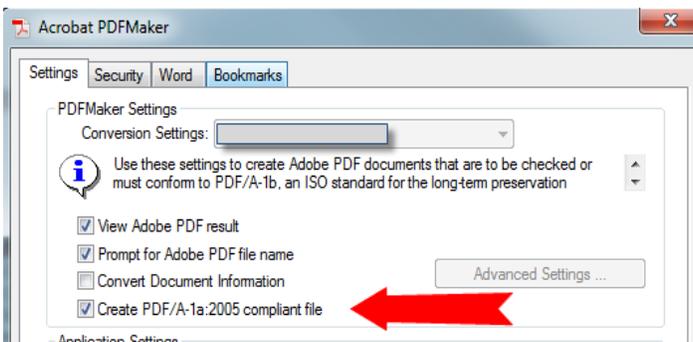


Creating a Text-Searchable and/or a PDF/A Document using Microsoft Word 2010

1. Click the **Acrobat** tab.
2. Click **Preferences**.



3. Select PDF/A box,



4. Click **OK** at the bottom right of the screen.
5. Click on **Create PDF**.

If you do not wish to create a PDF/A document remove the checkmark. Once it is checked it will remain until it is changed

All PACER USERS

MDL Case Report Query

The Query menu includes the new MDL Case Report query. All cases associated with the same JPML (Judicial Panel on Multidistrict Litigation) number as the target case will be listed, sorted by case type, (descending so **md** case type sorts before **cv**) and case number. When the MDL Case Report is run, the user can determine whether all MDL-related cases or only pending MDL-related cases should display. The use of this feature is at the discretion of each court.

Civil Cases Report

The Civil Cases Report now includes a *JPML number* field on the selection criteria screens, so the report can be run by JPML (Judicial Panel on Multidistrict Litigation) number.

Query

When a query is run for a multi-defendant criminal case, the defendant numbers for the selected defendants now are included with the case number at the top of the query menu screen. If all of the defendants are selected, or if the main case is selected, the words **All Defendants** will appear beside the case number in lieu of the actual defendant numbers.

When the user runs a query on a person name, that name now is included at the top of the screen that lists all of the cases in which that person is a participant. The person's role is included at the top of the screen as well (for example, "**Nicolas Mercator is an attorney in 6 cases.**"). Additionally, a summary of selection criteria used for the query now appears at the bottom of the case list screen; however, if the query is run on a case number alone, the summary of selection criteria will not appear.

Docket Report

The *Sort by* dropdown list on the Docket Report selection criteria screen now includes a **Document number** option. If selected, those entries without document numbers will appear chronologically within the entries that do have document numbers.

The screenshot shows the ECF Docket Sheet interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Docket Sheet". The main content area contains several input fields and checkboxes for search criteria. There is a "Case number" field, a "Filed" radio button, an "Entered" radio button, and a "Documents" field. Under "Include:", there are checkboxes for "Parties and counsel", "Terminated parties", "List of member cases", and "Links to Notices of Electronic Filing". Under "Document options:", there is a checked checkbox for "Include headers when displaying PDF documents". Under "Format:", there are radio buttons for "HTML (unpaginated)" and "PDF (paginated)". At the bottom, there is a "Sort by" dropdown menu with "Oldest date first" selected. Below the dropdown, there is a "Run Report" button and a link to "Make these options my default". The "Document number" option in the "Sort by" dropdown is highlighted with a red box.