



United States District Court – Northern District of Iowa

CM-ECF Version 3.1 Upgrade – Summary of Features and Modifications

We are planning to upgrade CM/ECF to Release 3.1 over the weekend of November 30, 2007. We have summarized the key enhancements and modifications below. If you have questions you may contact us at ecfhelp@iand.uscourts.gov or by telephone at 319-286-2300 or 712-233-3900.

Public Access

1. Notice of Electronic Filings (Free Peek)

Beginning with Release 3.1 only registered attorneys participating in a case, will receive one free look at filed documents through the Notice of Electronic filing (NEF). Both primary and secondary email addresses will continue to receive a free look. The NEF will explain the new functionality.

******NOTE TO PUBLIC ACCESS USERS*** Judicial Conference of the United States policy permits attorney of record and parties in a case to receive on free electronic copy of all documents filed electronically if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.***

2. Monitoring Cases – (no Free Look)

The system allows a user to monitor cases in order to receive NEFs of filing in cases in which you are not a participant. If you have flagged a case to monitor you will continue to receive an NEF which contains a brief description of the filed document - - however, you will no longer get a free look. The following message will appear when a user monitors a case with his/her primary email address:

The “free look” does not apply when viewing documents in these cases.

The following message will appear when a user monitors a case using a secondary email address:

The “free look” does not apply when viewing documents in cases for which you are not a participant.

Pacer Reports

Version 3.1 brings with it modifications/enhancements to the following reports:

Civil Cases Report – Users can now run the Civil Cases Report based on jurisdiction.

Northern District of Iowa
TEST

Civil Criminal Query Reports Utilities Search Logout

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: Cedar Rapids, Central Division

Cause: 0 (No cause code entered), 00.0000 (00.0000 Cause Code U...)

Jurisdiction: Federal Question, Local Question, U.S. Government Defendant

Case type: Civil, Miscellaneous

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

Case flags: 2254, 2255

Terminal digit(s): 2, 4-7

Open cases Closed cases

Filed: 11/12/2007 to 11/19/2007

Sort by: Case Number

Criminal Cases Report – Users can now run the Criminal Cases Report based on citation code.

Northern District of Iowa
TEST

Civil Criminal Query Reports Utilities Search Logout

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: Cedar Rapids, Central Division

Case types: Criminal, Magistrate Judge

Case flags: 2254, 2255

Citation: 33D-542A=CD.M CONTROLLED SUBSTANCE - SELL, DISTRIB...

Open cases Closed cases

Docket Report – Users can now view, print or download documents for single or multiple entries.

Changes to Menus and Docketing

Cascading Menu System – a new cascading menu system allows user to navigate from one menu item to another by hovering over the black menu bar and selecting specific menu items from the cascading menus.

Displaying Document Paths – The full path and filename for any uploaded documents will be displayed on the Final Docket Text screen during docketing. This allows users to confirm that the proper documents have been uploaded for the docket entry.

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.

Docket Event Searches - With the new docket event search functionality, users can enter one or more characters in the docket event search field during docketing to execute more precise searches when selecting an event to docket. If a user enters multiple characters in the test field, the list of events is filtered to display those events that match the character pattern.

Universal Event and Menu Search – Our Court used to have the entire menu and event listing under the yellow question mark. These listings are now found under the new Search Menus and Events Search utility available on the black menu bar for ECF users only and will not be visible to PACER users. Clicking on Search allows a user to enter text in the search box to locate a menu item or event. For example, typing in “Appear” will return the following:



Users can access any of the menu items by clicking on them from the search results screen.

Additional information on the following pages.

1 All PACER Users

1.1 User Interface Enhancements

Several user interface enhancements are included in District CM/ECF Release 3.1. The changes affect case number look-ups in reports and queries and include a new cascading menu system.

1.1.1 Cascading Menu System

Much like the Microsoft Windows Start menu, the new cascading menu system allows users to navigate from one CM/ECF menu item to another by hovering over the main blue menu bar and selecting specific menu items from the cascading menus. (The legacy static menu functionality is preserved and can be accessed with a click on the blue menu bar item.)

Figure 1.1. Sample View of the Utilities Cascading Menu



1.1.2 Case Number Look-ups

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 06-70001, and being presented with several subsequent screens to select the full case number (for example, 9:06-cr-70001), 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 then select other criteria on the screen when running a report or query. With this new functionality, users will be presented with as many as three fewer screens when running reports or queries.

The following figures depict different instances of the same case number look-up screen when running a docket report. Figure 1.2 shows the case number being entered, Figure 1.3 shows the resulting list of cases that appear on the screen after clicking the **Find This Case** button, and Figure 1.4 shows the status of the screen upon selecting two defendants in a criminal case. Notice that the **Next** button is grayed out until at least one case number is selected. Also, notice in Figure 1.4 that the civil case checkbox is grayed out because defendants in the criminal case were selected. The **Run Report** button is grayed out until at least one case is selected.

Figure 1.2. Case Number Look-up Field After Entering a Case Number

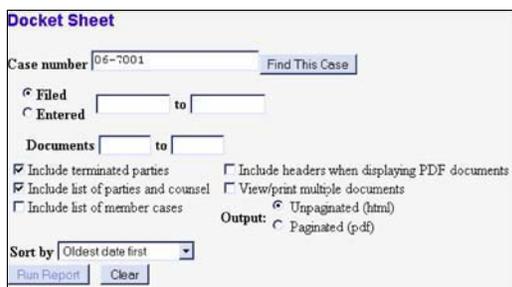


Figure 1.3. Case Number Look-up Field After Entering a Case Number and Clicking Find This Case

Docket Sheet

Case number

Select a case:

- 4:06-cr-07001 USA v. Leibnitz et al ▾
 - 4:06-cr-07001-1 Gottfried Wilhelm Leibnitz
 - 4:06-cr-07001-2 Isaac Newton
 - 4:06-cr-07001-3 Rene Descartes
 - 4:06-cr-07001-4 Joe Mercator
 - 4:06-cr-07001-5 John Napier
 - 4:06-cr-07001-6 Leonard Fibonacci
- 4:06-cv-07001 Descartes v. Newton

Filed to

Entered to

Documents to

Include terminated parties Include headers when displaying FDF documents

Include list of parties and counsel View/print multiple documents

Include list of member cases

Output: Unpaginated (html)
 Paginated (pdf)

Sort by

Figure 1.4. Case Number Look-up Field After Selecting at Least One Case

Docket Sheet

Case number

Select a case:

- 4:06-cr-07001 USA v. Leibnitz et al ▾
 - 4:06-cr-07001-1 Gottfried Wilhelm Leibnitz
 - 4:06-cr-07001-2 Isaac Newton
 - 4:06-cr-07001-3 Rene Descartes
 - 4:06-cr-07001-4 Joe Mercator
 - 4:06-cr-07001-5 John Napier
 - 4:06-cr-07001-6 Leonard Fibonacci
- 4:06-cv-07001 Descartes v. Newton

Filed to

Entered to

Documents to

Include terminated parties Include headers when displaying FDF documents

Include list of parties and counsel View/print multiple documents

Include list of member cases

Output: Unpaginated (html)
 Paginated (pdf)

Sort by

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. For criminal cases, a defendant number can be entered, preceded by a hyphen (e.g., 9:06-cr-70001-2). To enter multiple defendants, use commas to separate the defendant numbers (e.g., 9:06-cr-70001-2,3,5).

1.2 Notice of Electronic Filing

Beginning with Release 3.1, only case participants will receive one free look at documents that are accessed via the Notice of Electronic Filing (NEF). Text on the NEF explains this new functionality.

New Text on Individual NEFs:

NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

New Text at the Top of the Daily Summary Report:

NOTE TO PUBLIC ACCESS USERS

This Daily Summary Report may contain documents for which one or more of the following policies apply:

Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

There is no charge for viewing opinions.

You will be charged for viewing transcripts according to the total number of pages; the usual 'free look' and 30 page limit do not apply.

New Text on the E-mail Information Screen in Maintain User Accounts/Maintain Your Account/Maintain Your E-mail for a Primary E-mail Address (when the Additional Cases option has been selected):

The 'free look' does not apply when viewing documents in these cases.

New Text on the E-mail Information Screen in Maintain User Accounts/Maintain Your Account/Maintain Your E-mail for Secondary E-mail Address (when the Additional Cases option has been selected):

The 'free look' does not apply when viewing documents in cases for which you are not a participant.

1.3 Reports

1.3.1 Calendar Events Report

Users now can choose whether docket text is included in the report output for the Calendar Events Report.

1.3.2 Civil Cases Report

Users now can run the Civil Cases Report based on jurisdiction code.

1.3.3 Criminal Cases Report

Users now can run the Criminal Cases Report based on citation code.

1.3.5 Docket Report

Based on court configuration, party addresses may appear on the Docket Report.

Similar to PDF document headers, configurable headers are available for the new PDF version of the Docket Report. Users now have the option of running the Docket Report in HTML format (unpaginated) or PDF format

(paginated). If the report is run in PDF format, headers can be added to the report output, based on court preferences.

Several improvements allow users to easily view and print documents and docket sheets. Users can view, print, or download all of the documents for multiple docket entries and view, print, or download the document and all attachments for a single docket entry.

1.3.5.1 Viewing and/or Downloading All Documents for a Single Docket Entry

Users now can view all of the documents for a single docket entry at the same time.* If the 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 1.3.A. Document Selection Menu

Document Selection Menu

Select the document you wish to view.

Part	Description	
1	Main Document	1 page
2	Exhibit	4 pages
3	Supplement	6 pages
4	Supplement	2 pages

or 13 pages

If the user clicks **View All**, a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. If the user clicks **View Document**, 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.

Figure 1.3.B. Confirmation Screen (partial) After Clicking View All

ECF
Query Reports ▾ Utilities ▾ Logout

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

Total Billable Pages: 13
Total Cost: 1.04

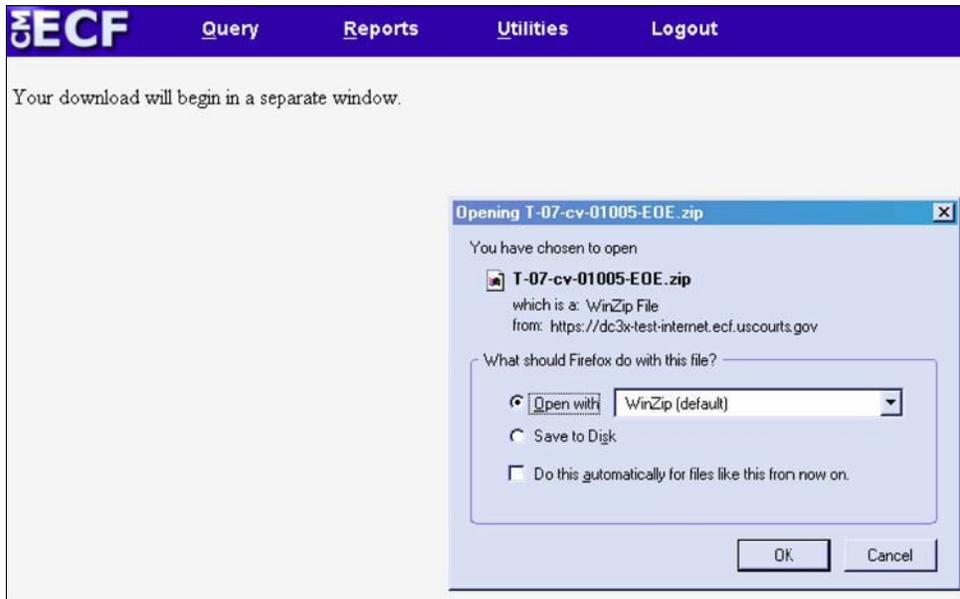
Pacer Service Center			
Transaction Receipt			
Fri Apr 6 11 09:21 EDT 2007			
Pacer Login:	so0416	Client Code:	
Description:	Image5-0	Case Number:	T:07-cv-01005-BOE
Billable Pages:	1	Cost:	0.08

Pacer Service Center			
Transaction Receipt			
Fri Apr 6 11 09:21 EDT 2007			
Pacer Login:	so0416	Client Code:	
Description:	Image5-1	Case Number:	T:07-cv-01005-BOE
Billable Pages:	4	Cost:	0.32

*There is a limit to the size of the file that is created when combining the main document and all of the attachments for the docket entry into one single PDF. This file size limit is listed on the Court Information Report on the Utilities menu. If the size of the combined PDF would exceed this limit, the aggregated file is not created; the user can still view the documents individually. The ability to view and/or download all of the documents for a single docket entry is not available to public terminal users.

If the user clicks **Download All** (on the screen shown in Figure 1.3.A), a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost (similar to the screen shown in Figure 1.3.B). If the user clicks **Download Documents**, 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.

Figure 1.3.C. Download Documents Dialogue Box



1.3.5.2 Viewing and/or Downloading All Documents for Multiple Docket Entries

Users now can view and print all of the documents for multiple docket entries at the same time by clicking the new *View multiple documents* checkbox on the Docket Report selection criteria screen. 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, labeled *Select*. For each docket entry with a document, a checkbox appears in the *Select* column. The user can select the docket entries for which the documents should be combined into a single PDF.

Figure 1.3.D. Bottom Portion of Docket Sheet for the View Multiple Documents Option

Date Filed	#		Docket Text
03/07/2007	1	<input checked="" type="checkbox"/>	COMPLAINT against Pierre de Fermat (Filing fee \$ 350), filed by Blaise Pascal. (Descartes, Rene) (Entered: 03/07/2007)
03/12/2007	2	<input type="checkbox"/>	MOTION for Disclosure by Blaise Pascal. Motions referred to Emily O Eleven. (Descartes, Rene) (Entered: 03/12/2007)
03/21/2007	3	<input type="checkbox"/>	AFFIDAVIT of Service for Complaint served on Pierre de Fermat on 3/12/07, filed by Blaise Pascal. (Descartes, Rene) (Entered: 03/21/2007)
03/21/2007	4	<input type="checkbox"/>	ANSWER to 1 Complaint by Pierre de Fermat. (Kepler, Johannes) (Entered: 03/21/2007)
03/21/2007	5	<input checked="" type="checkbox"/>	MOTION to Dismiss by Pierre de Fermat. Motions referred to Emily O Eleven. Responses due by 4/4/2007 (Attachments: # 1 Exhibit # 2 Supplement # 3 Supplement) (Kepler, Johannes) (Entered: 03/21/2007)
03/28/2007			Judge Zachary G Zeta no longer assigned to case. (BCG) (Entered: 03/28/2007)
04/06/2007			Judge Oliver A Omega added. (BCG) (Entered: 04/06/2007)

Footer format: <pogenum>

*The ability to view and/or download all of the documents for multiple docket entries is not available to public terminal users.

Two buttons appear at the end of the Docket Report: **View Selected** and **Download Selected**. If the user clicks **View Selected**, a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. The screen is similar to Figure 1.3.B, above. If the user clicks **View Document** on the confirmation screen, 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 the user clicks **Download Selected**, a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. The screen is similar to Figure 1.3.B, above. If the user clicks **Download Documents** on the confirmation screen, the selected documents (including 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 (similar to Figure 1.3.C, above). 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.

2 ATTORNEY USERS

2.1 User Interface Enhancements

All of the user interface enhancements identified in Section 1.1 apply to attorney users, and there are additional user interface changes for attorneys. The case number look-up functionality described in Section 1.1.2 also applies to docketing. Additionally, there is a new docket event search feature for docketing and a new universal event and menu search.

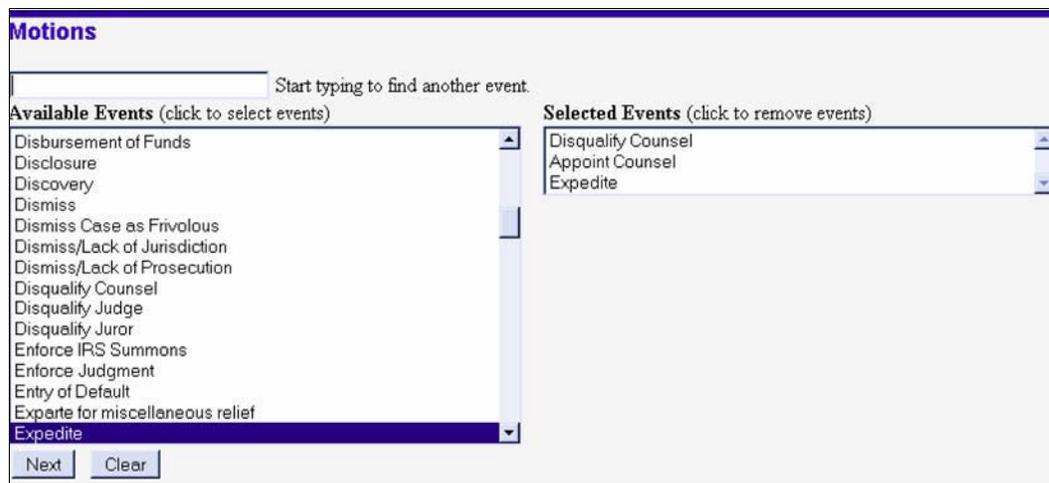
2.1.1 Docket Event Search

With the new docket event search functionality, users can enter one or more characters in the docket event search field during docketing to execute more precise searches when selecting event subtypes to docket. If the user enters characters in the text field, the 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. The mouse or the keyboard can be used to search for and select events.

In Figure 2.1, the user has searched for and selected Disqualify Counsel, Appoint Counsel, and Expedite.

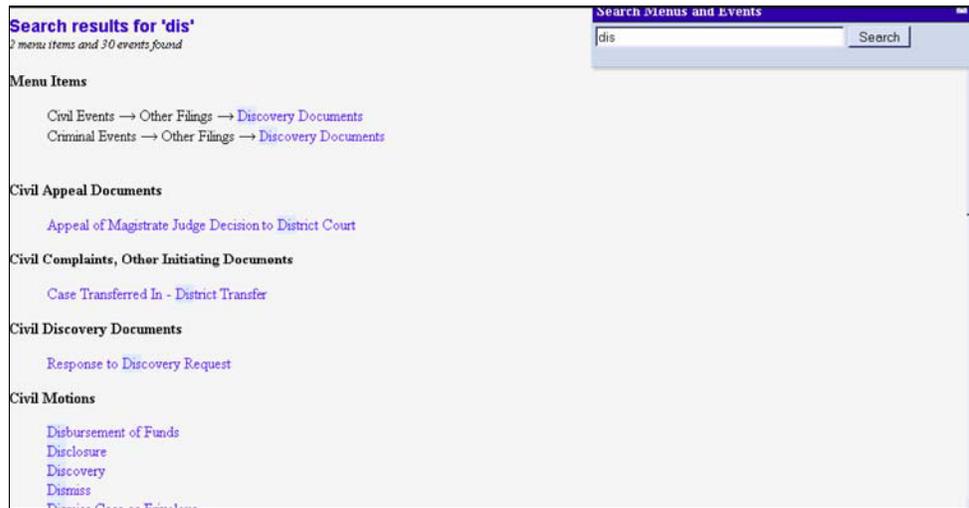
Figure 2.1. Docket Event Search Screen—Status After Searching for and Selecting Three Event Types



2.1.2 Universal Event and Menu Search

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

Figure 2.2. Search Events and Menus Pop-up and (partial) Results for a Search on 'dis'



2.2.4 PACER Billing Scenarios for Attorneys

When a PACER user accesses a document for the first time via the Notice of Electronic Filing, he/she will not incur fees for accessing the newly filed document, but access to any hyperlinked document from within the original document will incur a fee.

When a PACER user accesses a document after the first look, or accesses it from a docket sheet, he/she will be charged for the original document and any documents displayed when using a hyperlink.

If documents filed in the same transaction contain hyperlinks to each other, the free look will be available from the document number hyperlink displayed on the NEF document submenu, not from the hyperlinks in the documents themselves. The following note was added to the document submenu: **"To view the main document and its attachments without incurring a PACER fee, click on the hyperlinks displayed on this menu. You will incur a PACER fee to view CM/ECF documents from hyperlinks within the documents."**

If a PACER user does not have his/her PACER login already linked to his/her ECF login, he/she will be prompted for the PACER login for the first document he/she tries to view.

2.3 Notice of Electronic Filing

Beginning with Release 3.1, only case participants will receive one free look at documents that are accessed via the Notice of Electronic Filing. Text on the NEF itself, and on the E-mail Information screen (in Maintain Your Account, Maintain Your E-mail, if the user has access to either of these programs) explains this new functionality. See Section 1.2 for details about the new text.

2.4 Docketing

2.4.1 Displaying Document Paths

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

2.4.2 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.

2.4.3 New Events

Civil: The event "Rule 7.1 Disclosure Statement" found under "Other Filings/Other Documents" has been renamed. The event is now named "Corporate Disclosure Statement."

Criminal: A new motion event "Joinder" has been added. This event allows a party to adopt or join a motion filed by another party.