

WHAT TRAINING IS PROVIDED?

The District Court is currently providing training on Tuesdays and Thursdays in Cedar Rapids and Sioux City. A training schedule is posted on our Web Site or you may contact us by telephone or e-mail.

We also will be scheduling regular training in cities other than Cedar Rapids and Sioux City. Special arrangements will be made, if requested, and a group of six or more are interested in training.



Training in Cedar Rapids



Training in Sioux City



Case Management

CM/ECF

Electronic Case Filing



**The United States
District Court
Northern District of Iowa**

U.S. District Court Northern District of Iowa

**Cedar Rapids Office:
101 1st St. S.E.
Cedar Rapids, IA 52401**

**Sioux City Office:
320 6th St.
Sioux City, Iowa 51101**

Contact Information

Cedar Rapids: 319-286-2300

Sioux City: 712-233-3900

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What is CM-ECF?

Case Management/Electronic Case Files (CM/ECF) is the new automated case management and electronic docketing system for the United States District and Bankruptcy Courts.

CM/ECF provides a new, easy-to-use electronic case filing feature that will allow attorneys to file and view court documents from their office, home or anywhere they have access to the Internet, 24 hours a day.

Documents are automatically docketed as part of the filing process and are immediately available electronically.

CM/ECF also provides the following benefits:

- Automatic email notice of case activity.
- The ability to download and print documents directly from the court system.
- Concurrent access to case files by multiple parties.
- Potential reduction in courier fees.

WHAT DO I NEED TO USE CM/ECF?

Minimum	Recommended
IBM or Mac PC with a 466 MHz processor (or equivalent), 16 MB RAM	Pentium PC or Mac with 64 MB RAM
Windows 3.1	Windows 98, 2000, XP, NT or higher
Netscape 4.76 Internet Explorer 5.5	Netscape 4.76 (Note: Internet Explorer 4.0 and lower, and Netscape 6.0 are not compatible.)
Internet Access— 56k or higher	High Speed Internet Access, (DSL, Cable or T1)
Adobe Acrobat Reader 3.0 or higher (only allows viewing of documents)	For filing documents, Adobe Writer 4.0 or higher (or other software to convert documents to PDF)
Pacer Login	Scanner

How Does It Work?

- The electronic case files system accepts documents in a portable document format (PDF). PDF retains the way a document looks, so the pages, fonts and other formatting are preserved. Filing a document with the court's CM/ECF system is quite easy:
- Create the document using word processing software.
- Save the document in PDF format.
- Log onto the court's CM/ECF system, using a court issued login and password.
- Follow the set of simple prompts to provide information about the case, party and document to be filed.
- Attach the PDF document and submit it to the court for filing (by pressing a submit button).
- Save or print the CM/ECF electronic receipt e-mailed from the court confirming that the document was filed.

Are There Fees?

There are no added fees for filing documents over the Internet using CM/ECF; existing document file fees do apply. Electronic access to court data is available through the Public Access to Court Electronic Records (PACER) program. Attorneys and litigants receive one free copy of documents filed electronically in their cases; additional copies are available for viewing or downloading at seven cents per page (up to a maximum of \$2.10). Directed by Congress to fund electronic access through user fees, the judiciary has set forth the lowest possible level sufficient to recoup program costs.

