

September 2004

▶ Volume 1, Issue 3

ECF MAILGRAM

ELECTRONIC FILING SYSTEM
WILL NOT BE AVAILABLE
BEGINNING OCTOBER 1ST
AT 4:00 p.m. UNTIL OCTOBER
4TH AT 8:00 a.m.

CM-ECF UPGRADE

Beginning at 4:00 p.m. on Friday, October 1st, we will be upgrading our cm-ecf system to a new release. **The system will be unavailable beginning Friday, October 1st at 4:00 p.m. through Monday, October 4th at 8:00 a.m.**



EMERGENCY NUMBERS

Please plan your filings around this extended downtime!!

EMERGENCY CONTACTS: If you have a critical filing that must be entered during our extended downtime, please leave a message on one of these numbers: (712)233-3842 or (319)286-2361. We will check these voicemail boxes every few hours and will return your call.

CM-ECF Upgrade—What's Different?

Most of the changes in the new release won't be visible, but one area where you will notice a change is that there are fewer categories on the Civil Menu. We have removed the Habeas, Student Loan and Bankruptcy submenus. All events originally under these menus can be found under the existing menus—Initial Pleadings and Service, Motions and Related Filings and Other Filings.

Training—Iowa Northern/Iowa Southern

Iowa Southern: Many of you have already attended ECF training at one of our court locations. However, with the new release of cm-ecf, new procedures and capabilities are now available, including the ability for attorneys to open civil cases. Iowa Southern is offering "Upgrade Training" for those of you who attended training in our court. This is a three-hour "hands-on" session offering 3.5 hours CLE credit. Although many of our filing procedures are identical, some differences are addressed. Please go to our website for training dates and times: www.iasd.uscourts.gov.

Iowa Northern: We will be providing training on the procedures required for attorneys to open their own civil cases. The attorney (or staff member) must attend training in Iowa Southern or Iowa Northern and have his/her executed credit card authorization form on file with our office before having the ability to utilize this new feature. As it becomes available, more information on advanced training classes will be posted on our website: www.iand.uscourts.gov.

Inside this issue:

E-Filing deadline draws near	2
Impact of Attorney Leaving Firm	2
We're Listening; Reminder(s)	2

Statistics

- 1275 attorneys are registered for electronic filing in the Northern District of Iowa.
- Attorneys filed 825 events in August 2004.

Mandatory E-Filing Reminder

The October 1st deadline for mandatory e-filing is nearly here. Sanction fees of \$25.00 per document will be assessed for documents filed in paper form (*without prior leave of court*). If you have questions regarding the court's order, please contact us as soon as possible!

Things to consider when an attorney leaves a firm

When an attorney leaves a firm, both the attorney and the firm need to consider the implications to the CM/ECF noticing system. If cases move with the attorney, the attorney simply needs to change his/her e-mail notification set up and submit a change of address to the Clerk's Office. If cases will remain with the firm, the firm needs to ensure that the court docket accurately reflects the correct attorney of record and that the new attorney of record is properly set up to receive e-mail notification.



Law firms may also wish to consider the most appropriate method of handling e-mail addressed to the attorney who has left their firm. Summarily removing the attorney from the firm's e-mail system, without taking further action, may result in notifications being missed. Firms may wish to consider whether their e-mail systems should forward such e-mails to the attorney at his/her new address, or to another attorney within the firm. Naturally, these issues will vary from case to case and should be addressed by the departing attorney and the firm.

We're Listeningand Reminder(s)

*On quality control issues, you've asked us to contact the staff member who actually filed a document, rather than contacting you as the attorney of record. You can help us by adding a "contact" name to the signature block—



s/ joe attorney
 joe attorney address
 joe attorney phone & fax
 joe attorney email
 contact email: myemail@mail.net or
 contact name & phone

*REMINDER: In order for us to more efficiently process proposed orders, please insert the case caption & number in the subject line of the e-mail submitting the order, e.g., Subject: 04-cv-9999-MWB proposed scheduling order. Many of you already format your messages in this manner and it has helped expedite your proposed order.