

United States District Court Northern District of Florida





CM/ECF Version 4.0.3

Documentation for Attorneys

Case Management
CM/ECF
Electronic Case Filing

New Major Features of Version 4.0.3

- Docketing – New Interface
- Docket Report
- Adding Documents and Attachments
- New User Interface for the E-mail Information Screen

Docketing – New Interface

The filer selection screen has a whole new look with a “tree” on the left side showing the parties. When expanded, attorneys, corporate parents and aliases are shown.

Notices CONSENT

[1:07-cv-00050 Liberty Life Assurance Company of Boston v. Smith et al](#)

Pick Filer

[Collapse All](#) [Expand All](#)

- Lynn Harrison** dft
 - Attorney**
 - ...Ginger Wilson Buchanan
- Liberty Life Assurance Company of Boston** p
 - Corporate Parent or other affiliate**
 - ...Liberty Mutual Insurance Company
 - ...Liberty Mutual Group Inc.
 - ...Liberty Mutual Fire Insurance Company
 - ...LMHC Massachusetts Holdings Inc.
 - Attorney**
 - ...Ashley B Abel
 - ...Robert M Wood
- Cheryl Smith** dft
 - Alias**
 - ...Kelly S Fetzer-Fuller
 - Attorney**
 - ...John Michael Giglio

Select the filer.

Select the Party:

Harrison, Lynn [dft]
Liberty Life Assurance Company of Boston, [pla]
Smith, Cheryl [dft]

- Select the filing party from the box on the right side. A new party is added by clicking the *New Filer* button. Once a new party is added, the tree will have icons for the new party.

Notices

1:07-cv-00050 Liberty Life Assurance Company of Boston v. Smith e: al

CONSENT

Pick Filer

[Collapse All](#)

[Expand All](#)

- ⊕ Lynn Harrison dft
- ⊕ Liberty Life Assurance Company of Boston p
- ⊕ Cheryl Smith dft
- ⊖ Alex Doe dft  
 - Alias 
 - Corporate Parent or other affiliate 
 - Attorney  

Select the filer.

Select the Party:

Harrison, Lynn [dft]	
Liberty Life Assurance Company of Boston, [pla]	
Smith, Cheryl [dft]	
Doe, Alex [dft]	

Next

Clear

New Filer

The following table provides a description for each of the icons that may appear in the participant tree

Icon	Description
	Delete this party from this case
	Add new alias or corporate parent. (Attorneys are not authorized to add or copy attorneys)
	Edit the party, alias or corporate parent. Only displays beside actual names of participants, so if not participant has been added, this icon is suppressed.

DOCKET REPORT

Users now can run a combined Docket Report for subset of criminal defendants in a multi-defendant case. A new *View Combined Docket Report* checkbox will be displayed beneath the case number list when a case number for a multi-defendant criminal case has been entered and two or more of the criminal defendant cases have been selected. Selecting the *View Combined Docket Report* checkbox allows the user to run the combined form of the report for the chosen subset of defendants.

Select a case:

- 3:05-cr-00087-RV-MD USA v. MARTINEZ-ULLOA et al
 - 3:05-cr-00087-RV-MD-1 RODRIGO ULLO MARTINEZ (closed 01/31/2006)
 - 3:05-cr-00087-RV-MD-2 JUAN LUIS NIEVES-VILLAREAL
 - 3:05-cr-00087-RV-3 JIMMY CARLTON FOLEY (closed 12/14/2005)
- View Combined Docket Report

ADDING DOCUMENTS AND ATTACHMENTS

The process of uploading multiple documents to one entry has been streamlined. You will now have the ability to upload the main document as well as any attachments on the same screen. **NOTE: You must include either a category or description.**

Date document filed (mandatory)		
<input type="text" value="1/15/2009"/>	<input type="button" value="Calendar"/>	
Select the pdf document and any attachments.		
Main Document		
<input type="text"/>	<input type="button" value="Browse..."/>	
Attachments	Category	Description
1. <input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>
<input type="button" value="Next"/>	<input type="button" value="Clear"/>	

A new row will appear each time you upload an attachment and enter the necessary category or description. Once you have uploaded your final attachment, click *Next*, leaving the additional row blank.

Date document filed (mandatory)
1/27/2009

Select the pdf document and any attachments.

Main Document
C:\Test.pdf

Attachments	Category	Description
1. C:\Test.pdf <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

The document selection screen has been modified so the main document is designated with the docket number (rather than being numbered 1) and the attachment numbering begins with 1 (rather than 2).

Document Selection Menu

Select the document you wish to view.

Document Number: [27](#) 4 pages 19 kb

Attachment	Description		
1	Affidavit	1 page	9 kb
2	Appendix	1 page	9 kb

New User Interface for the Email Information Screen

The Email Information screen in *Maintain Your Email* (under *Utilities*) has been modified to provide more streamlined functionality. Additional options are presented to the user rather than being hidden. Cutting and pasting multiple case numbers from one delivery method to another is now allowed. Clicking on your *Primary e-mail address* will produce the following screen:

ECF Civil ▾ Criminal ▾ Query Reports ▾ **Utilities ▾**

Email Information for pnsatty07

Registered e-mail addresses	Configuration options
<p><i>Primary e-mail address:</i> jerry_marbut@flnd.uscourts</p> <p><i>Secondary e-mail addresses:</i> lisa_james@flnd.uscourts.gov add new e-mail address</p>	<p>Select an e-mail address to configure.</p>

Submit all changes Clear

To add a secondary e-mail address, click *add new e-mail address*. The following screen will appear:

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, and Reports. Below this, the page title is "Email Information for pnsatty07". The main content area is divided into two columns. The left column is titled "Registered e-mail addresses" and contains a "Primary e-mail address" field with the value "jerry_marbut@fnd.uscourts" and a "Secondary e-mail addresses" section with a link "add new e-mail address" highlighted by a red box. The right column is titled "Configuration options" and contains the text "Select an e-mail address to configure." At the bottom of the page, there are two buttons: "Submit all changes" and "Clear".

ECF Civil Criminal Query Reports

Email Information for pnsatty07

Registered e-mail addresses

Primary e-mail address:
[jerry_marbut@fnd.uscourts](#)

Secondary e-mail addresses
[add new e-mail address](#)

Configuration options

Select an e-mail address to configure.

Submit all changes Clear

Once a complete e-mail address is entered in the field on the right side of the screen, the configuration screen shown below will appear:

The screenshot shows the ECF (Electronic Case Filing) system interface. The top navigation bar includes 'ECF' and menu items for 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area is titled 'Configuration options' and is divided into two columns. The left column, 'Registered e-mail addresses', shows a primary address 'jerry_marbut@flnd.uscourts' and a secondary address 'lisa_james@flnd.uscourts.gov'. The right column, 'Configuration options', is for the address 'lisa_james@flnd.uscourts.gov'. It contains several configuration questions with radio button options: 'Should this e-mail address receive notices?' (Yes/No), 'How should notices be sent to this e-mail address?' (Per Filing/Summary Report), 'In what format should notices be sent to this e-mail address?' (HTML/Text), 'Should this e-mail address receive general announcement notices from this court?' (Yes/No), and 'Should this e-mail address receive notice for all cases in which this individual is a participant?' (Yes/No). Below these are buttons for 'Submit all changes' and 'Clear'. A section titled 'Case-specific options' includes a text input field for 'Add additional cases for noticing'. Below that, a list of cases is shown under the heading 'These cases will send notice per filing. (default method)'. The cases listed are: '3:07-cr-00025-LC-1 USA v. CARLSON (Closed on 09/12/2007) - Representing MATTHEW S CARLSON', '3:07-cv-00110-MCR-MD KING v. MCDONOUGH et al - Representing JAMES MCDONOUGH, ELLIS', '3:08-cv-00056-RV-MD HARVEY v. POLITE - Representing STEWARD R HARVEY', '3:09-cv-00002-LC-MD UNITED STATES v. \$7,720.00 IN UNITED STATES CURRENCY - Representing UNITED STATES', and '3:09-cv-00008-WS-MD SMITH v. SHELL OIL PRODUCTS COMPANY LLC - Representing JAMES SMITH'. At the bottom of this list are buttons for 'Remove selected cases' and 'Change selected cases to notice as a summary report'. A second section, 'These cases will send notice as a summary report. (alternate method)', has an empty text input field and buttons for 'Remove selected cases' and 'Change selected cases to notice per filing'. The browser's status bar at the bottom shows 'Done', 'Internet', and '100%' zoom.

ECF Civil Criminal Query Reports Utilities Search Logout

Registered e-mail addresses

Primary e-mail address:
jerry_marbut@flnd.uscourts

Secondary e-mail addresses:
lisa_james@flnd.uscourts.gov
[add new e-mail address](#)

Submit all changes Clear

Configuration options

Should this e-mail address receive notices? Yes No

How should notices be sent to this e-mail address? Per Filing Summary Report

In what format should notices be sent to this e-mail address? HTML Text

Should this e-mail address receive general announcement notices from this court? Yes No

Should this e-mail address receive notice for all cases in which this individual is a participant? Yes No

(Copy case lists from here)

Case-specific options

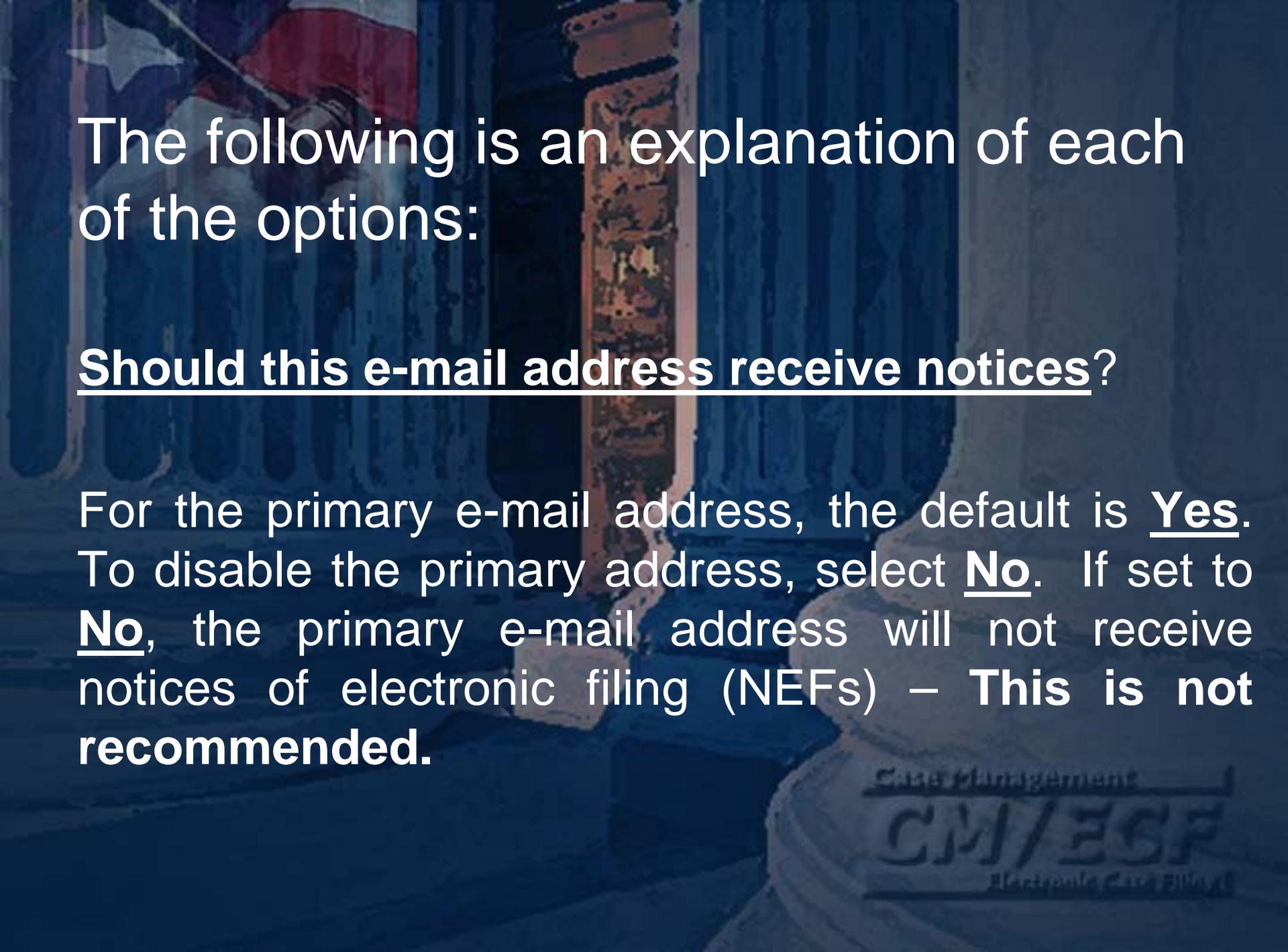
Add additional cases for noticing

These cases will send notice *per filing*. (default method)

3:07-cr-00025-LC-1 USA v. CARLSON (Closed on 09/12/2007) - Representing MATTHEW S CARLSON
3:07-cv-00110-MCR-MD KING v. MCDONOUGH et al - Representing JAMES MCDONOUGH, ELLIS
3:08-cv-00056-RV-MD HARVEY v. POLITE - Representing STEWARD R HARVEY
3:09-cv-00002-LC-MD UNITED STATES v. \$7,720.00 IN UNITED STATES CURRENCY - Representing UNITED STATES
3:09-cv-00008-WS-MD SMITH v. SHELL OIL PRODUCTS COMPANY LLC - Representing JAMES SMITH

These cases will send notice *as a summary report*. (alternate method)

Done Internet 100%



The following is an explanation of each of the options:

Should this e-mail address receive notices?

For the primary e-mail address, the default is **Yes**. To disable the primary address, select **No**. If set to **No**, the primary e-mail address will not receive notices of electronic filing (NEFs) – **This is not recommended.**

How should notices be sent to this e-mail address?

This sets the default delivery method for notices sent to this address. If **Per Filing**, and e-mail will be sent for each individual NEF. If **Summary Report**, one daily summary e-mail notice that lists all the filings for that day will be sent (Note: The summary e-mail notice will not be sent until 12:00 midnight, so, your summary will not be available until after midnight the following day); if this option is selected, an additional option is added to the screen: *Should this e-mail address receive a “no activity” notice when no summary noticing occurs? If Yes, the Daily Summary Report e-mail will include the message “no transactions found for this time period” if no activity occurs in the cases for which the user is configured to receive summary notices. If No, then no e-mail will be generated when there is no activity in the cases.*

In what format should notices be sent to this e-mail address?

Controls the format of the emails – either **HTML** or **Text**.

Should this e-mail address receive general announcement notices from this court?

If No, the user will not receive general court announcement email message unless the court overrides the user's preference (e.g., the message is urgent and must be sent to all users). NOTE: Past e-mail announcements can now be viewed under Utilities → Miscellaneous → Review Announcement Notices.

Show all cases for this e-mail address

Displays a list of all of the cases for which the user is configured to receive NEFs.

To add additional cases for which to receive NEFs, the case number(s) in the *Add additional cases for noticing text field* and then click *Enter* or *Find This Case*. After selecting the appropriate case(s), click *Add case(s)*. This will add the case(s) to the list of cases in the default method of service list (the first list of cases).s configured to receive NEFs.