

Northern District of Florida

CM/ECF Attorney User Guide

Chapter 16

Utilities Feature

The **Utilities** feature provides the means for registered users to maintain their account in CM/ECF and to view all of their transactions.

Utilities

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Your Account

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Your Account

This section of the Utilities feature provides you the capability to maintain certain aspects of your CM/ECF account with the Court and to view a log of all your transactions within CM/ECF.

View Your Transaction Log

CM/ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the Submit button. CM/ECF displays a report of all your transactions in CM/ECF within the date range you specified for Date Selection Criteria.

Maintain Your Email

This option will allow a user to add or edit email addresses to receive Notice of Electronic Filings (NEFs) through CM/ECF.

Change Client Code / Review Billing History

This option will allow a user to change or view these features located in PACER.

Miscellaneous

CM/ECF provides four functions that include:

- Internet Payment History – View the history of payments made
- Legal Research – Links to legal sites
- Mailings – Information on users' email or postal address
- Verify a Document – Look at a document in CM/ECF

NextGen Release 1.1 Menu Items

CM/ECF provides four functions that include:

- Link a CM/ECF account to a PACER account – This will only be used ONE time to link a user's CM/ECF account to the user's PACER account
- Change PACER exemption status – Used for CJA attorneys
- Maintain Your Login and Password
- Bar Admission – This allows a newly admitted attorney to pay their attorney admission fee