

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		
Your Account	Miscellaneous	Version 2.5 Case Opening Dispatches
ECF Login	Internet Payment History	Open a Civil Case
View Your Transaction Log	Legal Research ...	
Maintain Your Email	Mailings...	
Maintain Your Login/Password	Verify a Document	
Change Client Code		
Change Your PACER Login		
Review Billing History		
Show PACER Account		

ECF Login

Allows users to log back into their CM/ECF account. Remember to check the redaction box on the login screen.

Maintain Your Email

Allows attorneys to update their primary email address and add up to **two** secondary email addresses. Designed in a similar manner as the party participant tree, controls on the left side of the screen cause the view on the right side of the screen to change for editing purposes. Click [\[Submit all changes\]](#) once you are through with your edits.

Note: NEFs that are sent to inactive email accounts or to accounts where the email inbox is full are automatically returned to the court as a “bounceback” or an email that was unable to reach the recipient.

Attorneys whose *secondary* email accounts are producing bouncebacks will be informed by the Clerk's Office and given two (2) days to remedy the problem. An attorney's failure to do so or failure to ask for an extension of this deadline will result in the automatic deletion of the *secondary* email address upon the expiration of the response deadline. Your understanding is appreciated.

In regard to *primary* email addresses, the Clerk's Office will continuously work with attorneys who are experiencing problems with their primary email addresses until the issue has been resolved. *Primary* email addresses will not be deleted by Clerk's Office staff.

Maintain Your Login/Password

Used to update the attorney's login and/or password by highlighting the current value of the desired field and typing in the new value. Click **[Submit]** after making changes.

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. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria (see sample below).

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Transaction Log			
Report Period: 08/16/2001 - 09/04/2001			
Id	Date	Case Number	Text
3212	08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Test Document)(wes,)
3326	08/27/2001 11:44:12	01-4011	First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 8/30/2001. Replies due by 8/30/2001. (wes,)
3330	08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DEMITRIA RICE. (wes,)
3331	08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2]. Motion referred to fhsaklf. Signed by Judge sullivan emmett g on 08/28/01. (wes,)
3335	08/27/2001 14:23:52	01-4011	RESPONSE to Motion re [2] <i>Preliminary Injunction</i> filed by DEMITRIA RICE. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper format)(wes,)
3336	08/27/2001 14:30:43	01-4011	RESPONSE to Motion re [1] <i>Permanent Injunction</i> filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes,)
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction <i>by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty</i> by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction <i>to cease and desist from assigning plaintiff to work as a cafeteria monitor</i> by DEMITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3339	08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction <i>to cease and desist the assignment of plaintiff to cafeteria monitor</i> by DEMITRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (wes,)
3431	09/04/2001 14:21:26		Updated person record: wes Prid: 2231
3431	09/04/2001 14:21:27		Updated user record: shortw 2231
Total Number of Transactions: 11			

This reporting feature may be used to verify that:

- All of the transactions you entered are reflected in the Transaction Log
- No unauthorized individuals have entered transactions into ECF using your login name and password.

Miscellaneous

CM/ECF provides several **Miscellaneous** functions within the Utilities feature of the system including:

- Legal Research
- Internet Payment History
- Mailings
- Verify a Document

Legal Research opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, Westlaw via the Internet, and Lexis Nexis.

Note: Some browsers will open the legal research sites within the same browser session causing the user to be inappropriately exited from ECF. If this happens, simply access CM/ECF again and log in using your password and login. You will see a message indicating that you are already logged in. Click the [\[continue\]](#) button.

Verify a Document opens a query screen. Enter data in the screen fields to locate a particular document attached to a specific case number.

Mailings. Multiple hyperlinks are located under the [Mailings](#) hyperlink. These options may be used to open screens for information on a case participant's email or U.S. postal address. A user can also copy and paste the U.S. postal mail address from the screen onto a word processor mailing label or envelope.

PACER Options in the Utilities Menu

After an attorney has logged into PACER, the *Utilities* menu will reflect certain self explanatory PACER-related options including “Change Client Code”, “Change Your PACER Login”, “Review Billing History”, and “Show PACER Account”. All options require that you log into PACER.

Change Your Client Code

Use this option to change the data that you initially added to the “**Client Code**” field when you logged into ECF either on the “**ECF/PACER Login Screen**” or on the “**PACER Login Screen**”. The information added to this field will appear on your quarterly PACER bill.

Note: Always scroll to the top of the login screen so that you can ascertain whether the system is asking for your court-issued ECF password/login or your PACER password/login by the heading.

Review Billing History

This PACER option presents a menu allowing the user to review their PACER transaction by date range.

Show PACER Account

This option gives you access to your current PACER login name and client code information.