

CM/ECF Attorney Presentation

November 17, 2010



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- What is CM/ECF?
- Timetable
- E-filing Information
- E-filing Tips
 - Attachments and Exhibits
 - Proofread
 - "Free Looks"
 - Filing Errors
 - Electronically Filed Documents
 - Traditionally Filed Documents
- Privacy Policy
- E-Filed Transcripts
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What is CM/ECF?

- CM – Case Management System
 - Manages the court docket, images and noticing.
- ECF – Electronic Case Files
 - Allows registered users to file electronically with the court.
 - Electronic Case files and documents available on PACER.

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Timetable

- May 1, 2006 Court went live with CM
Mandatory e-noticing began
- September 1, 2006 E-filing began
- May 15, 2008 E-filing of Transcripts
- January 20, 2009 E-filing of Sealed Documents
- April 1, 2010 E-filing of Complaints

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E-Filings

- All civil, criminal, miscellaneous, magistrate and sealed cases are assigned to the Electronic Filing System.
- All electronically filed documents must be submitted in portable document format (PDF).
- The clerk's office no longer maintains a paper case file with the exception of prisoner cases and some sealed cases.


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E-Filings

- The electronic case file is the official record of the court.
- Public access PCs are available in each divisional office.

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E-Filing Tips

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Clearly identify attachments

Select the pdf document and any attachments.

Main Document


C:\Documents and Settings\RAMARO\ag Browse...

Enter appropriate Category and Description

| Attachments | Category | Description |
|--|----------|-------------|
| 1. C:\Documents and Settings\RAMARO\ag Browse... | ▼ | Remove |
| 2. Browse... | ▼ | |

Next Clear

Windows Internet Explorer



Please select a category or provide a description of attachment 1.

OK

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59 MOTION to Continue *Trial Setting* by Andrew Hoffman, Paul Martinez. (Attachments: # [1](#) Exhibit A - Affidavit of Kevin Kennedy, # [2](#) Exhibit B - Affidavit of Celeste Ingalls, # [3](#) Proposed Order on Plaintiff's Motion for Continuance, # [4](#) Proposed Order Appointing International Process Server)(Steele, Howard) (Entered: 05/19/2010)

Document Selection Menu

Select the document you wish to view.

Document Number: [59](#) 5 pages 19 kb

| Attachment | Description | | |
|-------------------|--|---------|-------|
| 1 | Exhibit A - Affidavit of Kevin Kennedy | 3 pages | 50 kb |
| 2 | Exhibit B - Affidavit of Celeste Ingalls | 4 pages | 75 kb |
| 3 | Proposed Order on Plaintiff's Motion for Continuance | 1 page | 8 kb |
| 4 | Proposed Order Appointing International Process Server | 1 page | 8 kb |

or 14 pages 158 kb

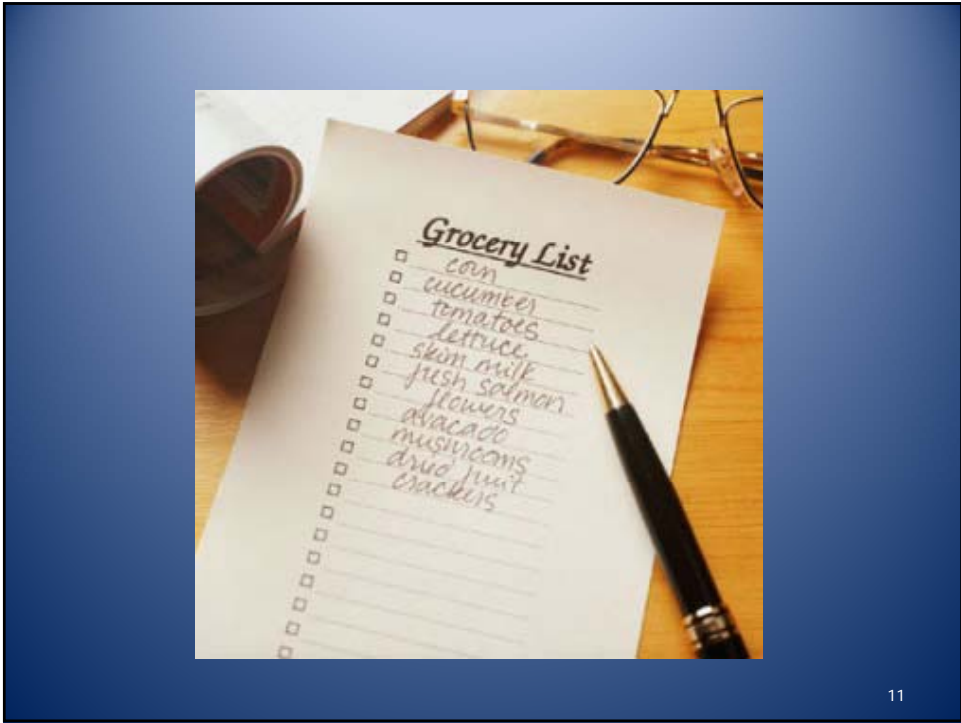
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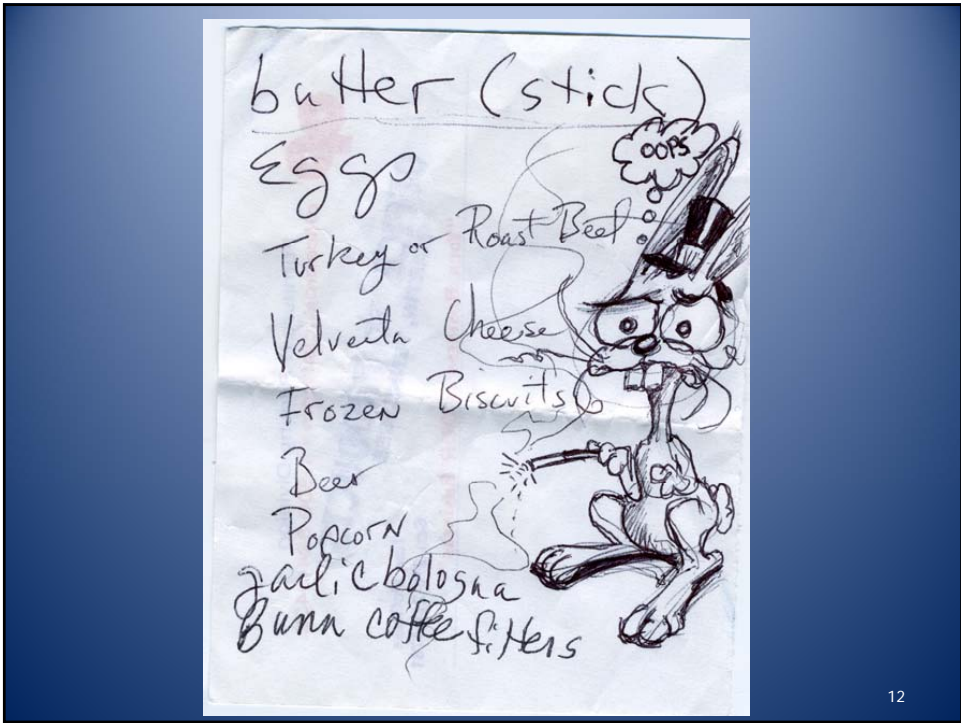
Proofread before you file it

There is a danger in recycling similar documents. Make sure the document you are filing says exactly what you meant it to say.

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Use “free looks” in PACER to create e-files of your cases

- ❑ When you receive a notice of electronic filing (NEF) evidencing a document or order that’s been filed in your case, you get a “free look” at the filed document.
- ❑ Save these e-documents in a case file you create in your computer system. Having your own e-files avoids piling up PACER fees and saves copy and filing expenses for your firm.

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Top Ten E-Filing Errors

1. No signature on main document and certificate of service.
2. Not including a proposed order with a motion that requires a proposed order.
3. No certificate of service or incomplete certificate of service.
4. Choosing the incorrect event.

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Top Ten E-Filing Errors

5. Filing a pleading that has more than one event and selecting only one event from the cm/ecf system when filing the pleading.
6. Filing pleadings that should be traditionally filed.
7. Filing a pleading that has one part of it sealed and attempting to e-file the entire pleading.

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Top Ten E-Filing Errors

8. Filing a motion for "Leave to File" and docketing the attached document.
9. Linking yourself with the opposing party or to a party you do not represent.
10. Not selecting all filers when submitting a joint filing.

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NEF

Notice of Electronic Filing

The following transaction was entered by Ruiz, James on 4/16/2010 at 2:56 PM CDT and filed on 4/16/2010

Case Name: DDB Technologies, L.L.C. v. ESPN, Inc.

Case Number: [1:10-cv-00246-JRN](#)

Filer: DDB Technologies, L.L.C.

Document Number: [3](#)

Docket Text:

MOTION to Appear Pro Hac Vice by James G. Ruiz (Paul A. Kafadar) (Filing fee \$ 25 receipt number 0542-2726981) by on behalf of DDB Technologies, L.L.C.. (Attachments: # (1) Proposed Order)(Ruiz, James)

1:10-cv-00246-JRN Notice has been electronically mailed to:

James G. Ruiz jrui@winstead.com, dhogan@winstead.com

Leif R. Sigmond, Jr sigmond@mbhb.com

Michael D. Gannon gannon@mbhb.com, debiase@mbhb.com, kafadar@mbhb.com

Paul A. Kafadar kafadar@mbhb.com, debiase@mbhb.com

1:10-cv-00246-JRN Notice has been delivered by other means to:

Rory P. Sheas
McDonnell, Boehnen, Hulbert & Berghoff LLP
303 S. Wacker Dr.
Chicago, IL 60606

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Administrative Policies and Procedures for Electronic Filing in Civil and Criminal Cases

Can now be filed electronically:

- **Complaints and Notice of Removal**
- **Answers**
- **Amended Complaints**
- **Consents and Non-Consents to proceed before a Magistrate Judge**
- **Sealed documents filed in unsealed cases**
- **Ex Parte documents filed in unsealed cases**

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Traditionally Filed Documents

The following documents must be submitted traditionally:

| | |
|--|------------------------------------|
| Pleadings which add parties or assert new claims | Notices of appeal |
| Motions to Intervene | Refusal of Magistrate Jurisdiction |
| Motions to proceed IFP | Waivers |
| Amicus motions | Writs |
| Transcript orders | Financial affidavits |
| Trial exhibits | Vouchers for CJA payment |

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Plea Agreements

- Shall be filed electronically
- NEF generated to all parties
- Electronic access is limited to court users
- Document available to the public at Clerk's Office
- Defendant's signature must be in a scanned format

Sealed Plea Agreements

- Shall be filed electronically
- NEF will be generated to the Government and applicable defendant only
- Defendant's signature must be in a scanned format

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Sealed Documents

- May be filed electronically.
- Cannot be accessed by attorneys and public.
- NEF will be generated, but document will not be viewable.
- Parties must perform service.

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Amended Privacy Policy and Public Access to Electronic Files (filed October 29, 2004)

The following personal information should be excluded from documents filed with the Court or redacted unless otherwise ordered by the Court:

- Social Security number. (limit to last four digits)
- Names of minor children. (use initials only)
- Dates of birth. (limit to year of birth only)
- Financial account numbers. (limit to last four digits)
- Home addresses in criminal case. (limit to city & state)

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Redaction Message

The Committee on Court Administration and Case Management issued a new requirement to modify the redaction disclaimer text on the login screen, add hyperlinks to the rules, and add a checkbox to the login screen for attorneys. Attorney users and pro se litigants must check this new checkbox to acknowledge having read the redaction disclaimer. In addition, the reminder question *Have you redacted?* was added to the final text review screen during docketing. All filers (including court users) logged in via the outside server will see this message.

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[Forgot Your Texas Western District ECF Login and/or Password?](#)

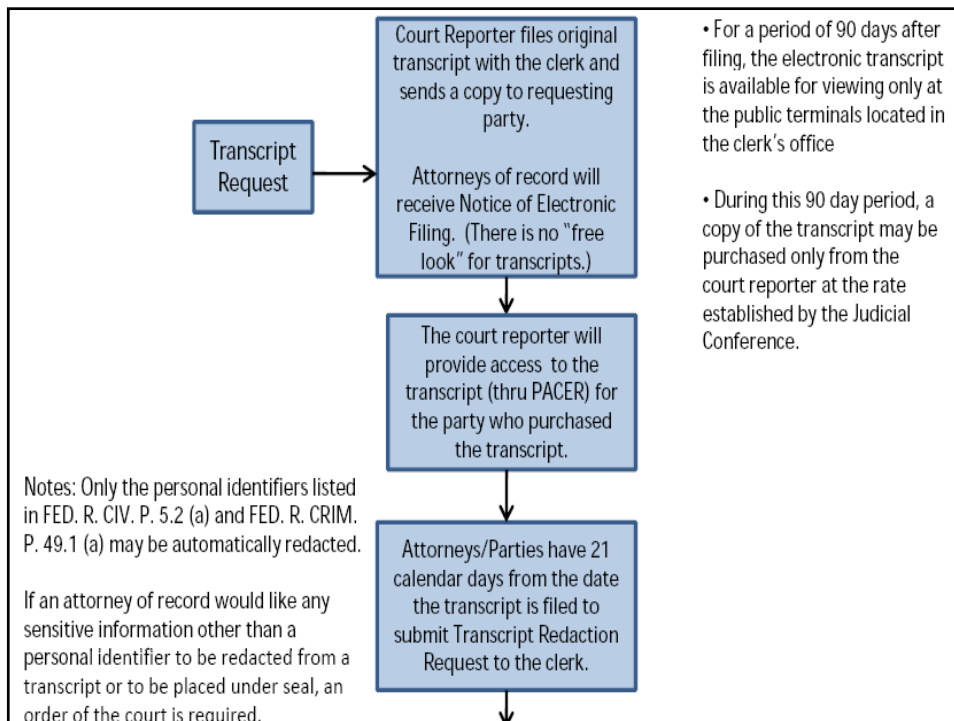
| | |
|--|--|
| Authentication Login: <input type="text"/> Password: <input type="password"/> client code: <input type="text"/> <input type="button" value="Login"/> <input type="button" value="Reset"/> | IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with Fed. R. Civ. P. 5.2 or Fed. R. Crim. P. 49.1 . This requirement applies to all documents, including attachments. <input type="checkbox"/> <--- By checking this box, I acknowledge I have read the notice and understand that, if I file, I must comply with the redaction rules. |
|--|--|

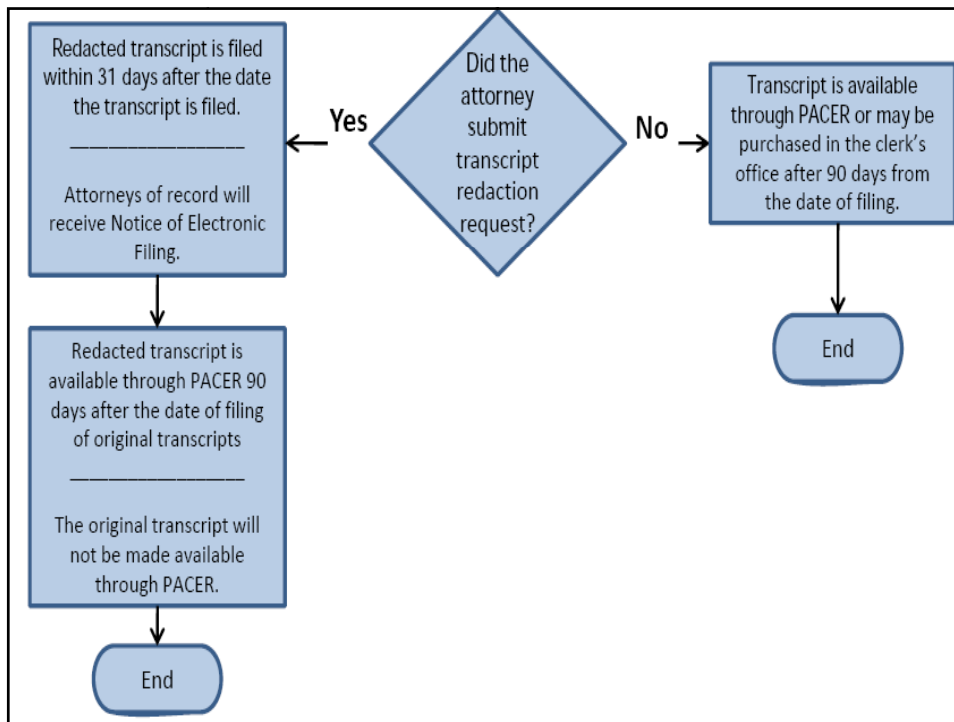
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E-Filed Transcripts

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CM/ECF Questions?

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Contact Information

txwd_ecf_help@txwd.uscourts.gov

Please note that you may e-file at any time, but support is only offered during these hours.

Support Hours:

Monday - Friday, 9:00 a.m. to 6:00 p.m.

Central Standard Time (excluding court holidays)

No after hours support is available.

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Western District of Texas

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Mission Statement

United States District Court - Western District of Texas

To provide a forum for the peaceful resolution of civil disputes and criminal prosecutions in an efficient and fair process under law, ensuring accessibility to the courts in a dignified, courteous and professional manner to a diverse society.



Welcome!

on behalf of the Honorable Fred Biery, Chief Judge
and Mr. William G. Putnicki, Clerk of Court

Case Management
CM/ECF
Electronic Case Files



[Email the CM/ECF Help Desk](#)

District News

CM/ECF and PACER Service Interruption

Posted: 11/15/2010

Texas Western District CM/ECF and PACER will be unavailable to all users **Friday, November 19th beginning at 10:00PM until**



Western District of Texas

us district court - us pretrial services - us probation



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There are no notices at this time.

Case Management
CM/ECF
Electronic Case Files

| | | | |
|--|--|--|--|
| <h4>CM/ECF or PACER Login and/or Registration</h4> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>>> for CM/ECF</p> <ul style="list-style-type: none"> ▪ Log in to CM/ECF ▪ Forgot your CM/ECF Login and/or </td> <td style="width: 50%;"> <p>>> for PACER</p> <ul style="list-style-type: none"> ▪ Log in to PACER ▪ Register for PACER access </td> </tr> </table> | <p>>> for CM/ECF</p> <ul style="list-style-type: none"> ▪ Log in to CM/ECF ▪ Forgot your CM/ECF Login and/or | <p>>> for PACER</p> <ul style="list-style-type: none"> ▪ Log in to PACER ▪ Register for PACER access | <h4>General</h4> <p>Please note that you may e-file at any time, but CM/ECF support (ECF Support Desk) is only offered Monday through Friday, 9:00 a.m. to 6:00 p.m. CST, excluding court holidays. No after hours support is available. When relevant, please include the Case Number and the</p> |
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CM/ECF or PACER Login and/or Registration

>> for CM/ECF

- [Log in to CM/ECF](#)
- [Forgot your CM/ECF Login and/or Password?](#)
- [CM/ECF Registration Form](#)
- [Email Update Form](#)

>> for PACER

- [Log in to PACER](#)
- [Register for PACER access](#)
- [Forgot your PACER password?](#)

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Policies & Procedures

- [Online Credit Card Payment of *Pro Hac Vice* Fees](#)
- [Order Regarding Policy to Refund Electronic Filing Fees](#)
- [Advisory on Mandatory Use of CM/ECF](#)
- [General Order, In Re: Procedural Rules for Electronic Filing in Civil and Criminal Cases](#)
- [Administrative Policies and Procedures for Electronic Filing in Civil and Criminal Cases](#) **Updated!**
- [CM/ECF Certificate of Non-Compliance Form](#)
- [Order Regarding Electronic Filing Segment of CM/ECF](#)
- [Filing of Documents in the Austin Division](#)
- [Local Rule CV-5](#) and [Local Rule CR-49](#)
- [Civil Attorney Events List](#)
- [Criminal Attorney Events List](#)

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Privacy Policy

In accordance with the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy, rules providing protection for case file records took effect on December 1, 2007.

Parties should either exclude sensitive information in any documents filed with the court, or partially redact such sensitive information where inclusion is necessary and relevant to the case. All filers are encouraged to reference the [Amended Privacy Policy and Public Access to Electronic Files](#), which details the rules of this court regarding redaction of personal identifiers.

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Training

- [Opening a Civil Case and Filing a Complaint](#) **New!**
- [Finding CM/ECF Events](#) **New!**
- [CM/ECF Version 4.0.3 \(New Version available February 14, 2010\)](#) Computer Training Video Posted on February 12, 2010
- [CM/ECF Version 4.0.3 Updates for Attorneys](#)
- [Electronic Filing in U.S. District Court: Tips for Effective Advocacy](#)
(Federal Bar Association "Open Doors to Federal Court", July 25, 2008)
- [Electronic Filing in U.S. District Court: Tips for Effective Advocacy](#)
PowerPoint Training File (Federal Bar Association "Open Doors to Federal Court", July 25, 2008)
- [Version 3.1 CM/ECF Updates](#)
- [Attorney User's Manual](#) **This is a very large file!**
- [Computer-Based Training Course](#)
- ["CM/ECF: The Attorney's Perspective"](#)

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The links below are self-running executable files of Adobe Captivate movies. Click on the link and select "**Save**" from the "**File Download**" window. A window will open to allow you to save the file to a location on your local hard drive. **Please remember where you save the file!** Since these files are rather large, it may take a while for the download to complete. When complete, go to the folder where you saved the file and uncompress, or "unzip" the file. Double-click on the .exe file to play the movie.

- [Attaching Your Pleadings and Attachments](#) **This is a very large file!**
- [Civil Events Overview](#) **This is a very large file!**
- [Criminal Events Overview](#) **This is a very large file!**
- [Filing a Joint Motion](#) **This is a very large file!**

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General

Please note that you may e-file at **any time**, but CM/ECF support ([ECF_Support_Desk](#)) is only offered Monday through Friday, 9:00 a.m. to 6:00 p.m. CST, excluding [court holidays](#). No after hours support is available. **When relevant, please include the Case Number and the Judge's initials in the Subject line of all emails to the court.**

All admitted attorneys are required to register to file electronically and are required to update their email addresses, mailing address, and phone number online by logging into CM/ECF. In order to receive your Notices of Electronic Filing on your cases, you must ensure that your email addresses are up-to-date at all times.

Attorneys and other recipients the attorney has designated to receive e-mail notices are sent e-mail using the bcc (blind carbon copy) address field. The e-mail will be addressed to "CM/ECF_NOTICES@TXWD.USCOURTS.GOV" and the e-mail will be from "TXW_USDC_NOTICE@TXWD.USCOURTS.GOV". Attorneys must ensure these addresses are not blocked or marked as spam. Attorneys are also responsible for ensuring their e-mail box does not become full and cause e-mail notices to be rejected.

Please note that some of the files available are **VERY** large and may take several minutes to download to your computer, depending upon your internet connection.

- [Contact Us for Support](#)
- [CM/ECF Frequently Asked Questions](#)
- [PACER Frequently Asked Questions](#)
- [U.S. Courts National CM/ECF Web Site](#)

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Transcripts

- [Viewing Transcripts in CM/ECF](#)
- [General Order Regarding Electronic Filing of Transcripts](#)
- [Guidance for Court Reporters and Transcribers on the Electronic Availability of Transcripts in Case Management/Electronic Case Files \(CM/ECF\) and Transcript Redaction Procedures](#)
- [Contract Court Reporter/Transcriber Information for Electronically Filing a Transcript](#)
- [Important Notice to the Bar, Re: Transcript Redaction Requirements](#)
- [Revised Transcript Redaction Procedures](#)
- [Flowchart Regarding Transcript Redaction Policy](#)
- [Transcript Redaction Request](#)

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Within CM/ECF, a filer can locate events by doing the following:

1. Listed on the CM/ECF menu is the Search menu.



2. Clicking on the Search menu will display a search field.



3. This search field allows you to locate menus and events. Type the text you are looking for and then click Search.

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4. The search will display all menus and events that pertain to your search. By clicking on the listed event, CM/ECF will take you directly to that event or menu.

Search results for 'Misc'

events found

Civil Events → Motions

[Miscellaneous Relief](#)

Civil Events → Other Documents

[Miscellaneous Objection](#)

Criminal Events → Motions

[Miscellaneous Relief](#)

Criminal Events → Other Documents

[Objection - Miscellaneous](#)