CM/ECF Version 4.1 Changes for Attorney filers

March 2010

CM/ECF Version 4.1 Changes for Attorney Filers

Table of Contents

Overview:

Version 4.1 has a number of changes to the application to improve functionality, correct errors, and apply the use of technologies that will improve performance. Most of the changes affect internal court customers. However, there are a few items that <u>all</u> users will notice when the new release is implemented. For attorneys and their staff, there are five notable changes.

They are:

1. The **Select the filer** screen has changed.
2. The **attaching and numbering of PDF** documents has changed and is more streamlined.
3. Attorney **e-mail management** has changed.
4. Use of **Radio buttons.**
5. The **Query** screen options are more flexible.

Selecting the filer

While the selection process **remains the same**, CM/ECF will display two panels. The left panel is the case **participant tree** and the right panel is the **Select the filer** screen and works as in previous versions.

Participant tree pane

Select filer pane

Pick Filer

Collapse All   Expand All

⊞ Anadarko E & P Company LP dft
⊞ Anadarko Land Company dft
⊞ Petroleum Development Corporation dft
⊞ Unioil, Inc. dft
⊞ Zeiler Farms, Inc. pla

Select the filer.

Select the Party:

Anadarko E & P Company LP [dft]
Anadarko Land Company [dft]
Petroleum Development Corporation [dft]
Unioil, Inc. [dft]
Zeiler Farms, Inc. [pla]

[Next] [Clear] [New Filer]

Only court personnel can add new parties. Contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday - Friday, from 8:00 a.m. to 5:00 p.m. (MDT/MST) with the parties you wish to add.

⊞ The "plus" symbol indicates you can click on the "plus" to expand the information related to that specific party.

⊟ The "minus" symbol indicates you can click on the "minus" to collapse the information related to that specific party.

⊟ **Anadarko Land Company** dft
  ⊟ **Alias**
    RME Land Corp.
  ⊟ **Corporate Parent or other affiliate**
    Anadarko Petroleum Corporation
  ⊟ **Attorney**
    Gail L. Wurtzler
    Osborne J. Dykes, III
    Andrea Wang
    Michael John Gallagher

The participant tree is a **visual aid** to allow you to see parties and linkages to their attorneys, any corporate parent or affiliation, and aliases.

You cannot select parties/attorneys from the participant tree pane.

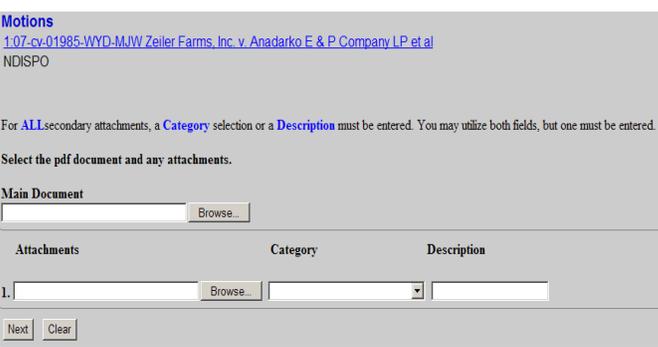| STEP	RESULT
From the **Select the filer** pane, you have all of the same functionality as with previous versions. You click on the filer that is filing the pleading. You can select multiple filers by holding the **Ctrl** key down and clicking on each filing party. If new parties need to be added before you can correctly finish your filing, you **must contact the court to add the new party.** Although**,** there is a **[New Filer]** button the right pane**,** attorney logins do not have the security permissions to add a new filing party at this time.	Select the filer. Select the Party: Anadarko E & P Company LP [dft] Anadarko Land Company [dft] Petroleum Development Corporation [dft] Unioil, Inc. [dft] Zeiler Farms, Inc. [pla] Next Clear New Filer Only court personnel can add new parties. Contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday - Friday, from 8:00 a.m. to 5:00 p.m. (MDT/MST) with the parties you wish to add.
If you click on the **[New Filer]** button, a party search screen is displayed. You can enter name information. However, once you click on the **[Search]** button, an error message box is displayed indicating you do not have permission to add a new party. **Click** the **[OK]** button.	Search for a party Last / Business Name [ ] First Name [ ] Middle Name [ ] Search Search for a party Last / Business Name [Ana] First Name [ ] Middle Name [ ] Windows Internet Explorer [X] ⚠ You do not have permission to add a new party OK
After clicking **[OK]**, the party search screen remains displayed. **DO NOT CLICK on your browser's BACK button.** To return to the **Select a filer** screen, **click** the **[Pick filer]** button in the **Participant tree** pane.	Pick Filer Search for a party Collapse All Expand All Last / Business Name [Ana] First Name [ ] Middle Name [ ] ⊟Anadarko E & P Company LP dft Search ⊞Alias
The **select the filer** pane is re-displayed to allow you to select the filing party.	Select the filer. Select the Party: Anadarko E & P Company LP [dft] Anadarko Land Company [dft] Petroleum Development Corporation [dft] Unioil, Inc. [dft] Zeiler Farms, Inc. [pla] Next Clear New Filer Only court personnel can add new parties. Contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday - Friday, from 8:00 a.m. to 5:00 p.m. (MDT/MST) with the parties you wish to add.
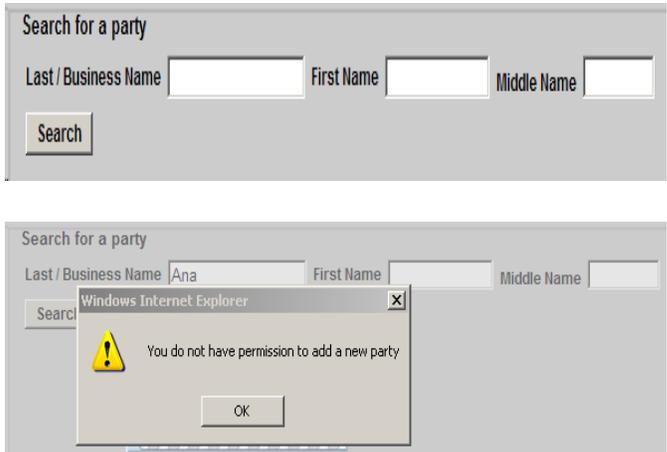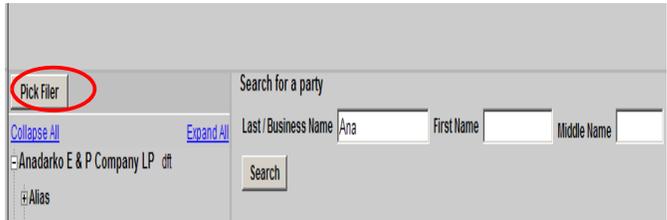
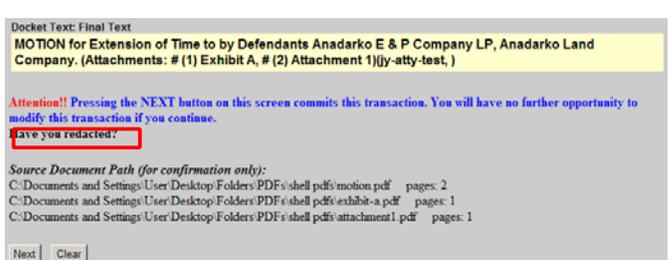| STEP	RESULT
If you do click on the back arrow for the browser, it will take longer and the case verification screen is displayed. You will then need to click on the **[Next]** button to display the **select filer** screen	**Motions** 1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al NDISPO Next Clear
After selecting the filer, **click** the **[Next]** button.	Select the filer. Select the Party: Anadarko E & P Company LP [dft] Anadarko Land Company [dft] Petroleum Development Corporation [dft] Unioil, Inc. [dft] Zeiler Farms, Inc. [pla] Next Clear New Filer Only court personnel can add new parties. Contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday - Friday, from 8:00 a.m. to 5:00 p.m. (MDT/MST) with the parties you wish to add.
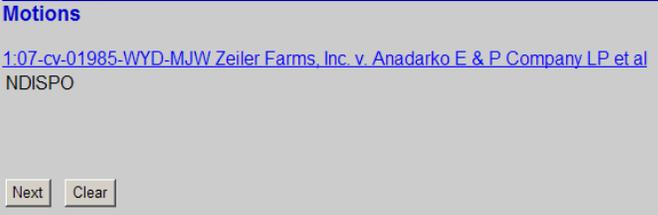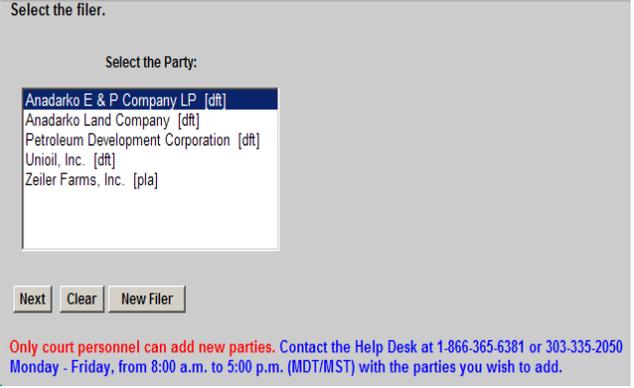
Attaching PDF documents

The process of adding a main document and attachments during docketing has been streamlined to only require one screen, as shown below in its initial/default state. The document upload screen changes dynamically based on the number of attachments added, and other actions taken by the user.

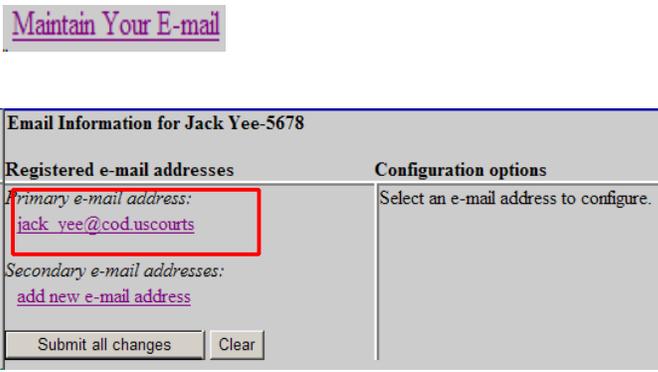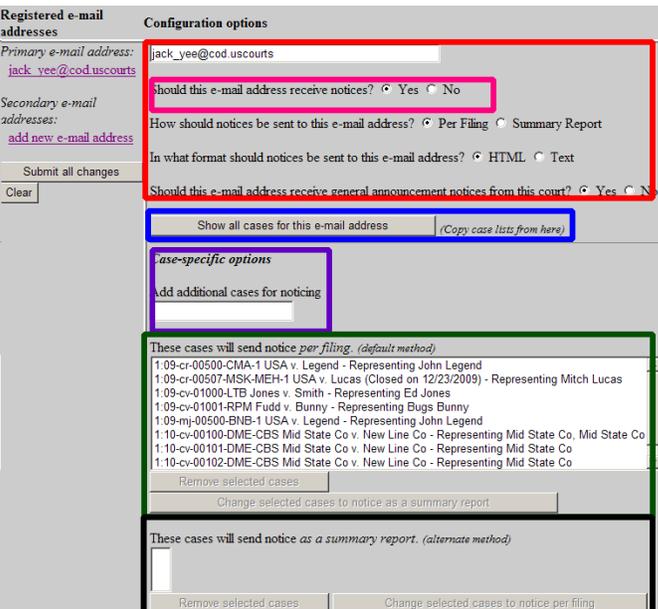| STEP	RESULT
The document attachment screen is displayed in it's initial/default state. **The process to attach document(s) has not changed, only the display, and it's more streamlined.** The court continues to recommend all customers to view PDF documents before they are attached. The process to view a PDFdocument is performed at this screen. When browsing for the PDF, you right-click on the PDF filename to open with Adobe Reader (or whatever PDF software you have.)	**Motions** 1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al NDISPO For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered. **Select the pdf document and any attachments.** **Main Document** [ ] Browse... **Attachments** **Category** **Description** 1. [ ] Browse... [▼] [ ] Next Clear

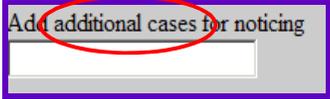| STEP	RESULT
After viewing and populating the main document filename box, attachments can be added. Under the Main Document section, the Attachments section begins. A box is displayed to allow you to view and attach the first attachment. You must select a category descriptor from the drop down list or add a description.	For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered Select the pdf document and any attachments. **Main Document** C:\Documents and Settings\User\Desktop [Browse...] **Attachments**　　**Category**　　**Description** 1.[_____] [Browse...] [_____▼] [_____] [Next] [Clear]
When the first attachment box is populated, a new blank box is displayed for attachment 2. Subsequent attachment boxes are added as the current one is populated. If the wrong attachment is being added, you can click on the **[Remove]** button to the right of the attachment to delete it. There will always be a blank attachment box displayed. When you have attached all of your attachments, **click** the **[Next]** button. **NOTE:** Clicking the **[Clear]** button after adding documents and attachments, the screen will be returned to the default state. Complete the remaining docketing entry steps.	For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered. Select the pdf document and any attachments. **Main Document** C:\Documents and Settings\User\Desktop [Browse...] **Attachments**　　**Category**　　**Description** 1.[C:\Documents and Settings\User\Desktop] [Browse...] [Exhibit▼] [A] [Remove] 2.[C:\Documents and Settings\User\Desktop] [Browse...] [Exhibit▼] [B] [Remove] 3.[_____] [Browse...] [_____▼] [_____] [Next] [Clear]

Final Screen - Redaction warning message

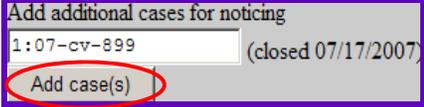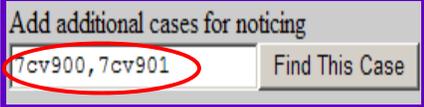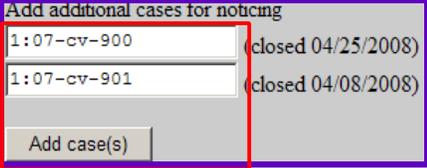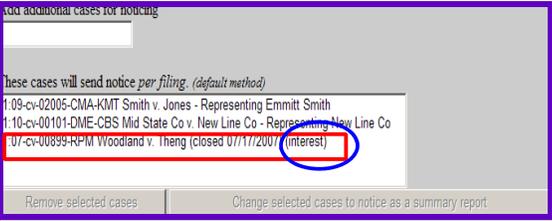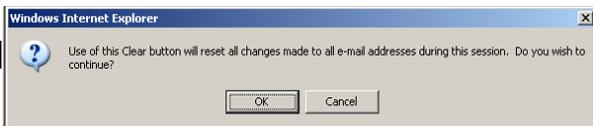| STEP	RESULT
On the "last screen" before you commit the filing, a new reminder message about redaction is displayed. If you have not redacted your documents, you must **abort** the filing. You can then redact the information and file.	Docket Text: Final Text MOTION for Extension of Time to by Defendants Anadarko E & P Company LP, Anadarko Land Company. (Attachments: # (1) Exhibit A, # (2) Attachment 1)(jy-atty-test,) **Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.** Have you redacted? *Source Document Path (for confirmation only):* C:\Documents and Settings\User\Desktop\Folders\PDFs\shell pdfs\motion.pdf　pages: 2 C:\Documents and Settings\User\Desktop\Folders\PDFs\shell pdfs\exhibit-a.pdf　pages: 1 C:\Documents and Settings\User\Desktop\Folders\PDFs\shell pdfs\attachment1.pdf　pages: 1 [Next] [Clear]

E-mail information management

The District of Colorado allows attorneys to modify their e-mail addresses and notification settings. The E-mail Information screen from the Maintain Your E-mail link under utilities has been modified to provide more streamlined functionality. Additional options are now presented to the user. Cutting and pasting multiple case numbers from one delivery method to another is now allowed. The initial state of the E-mail management information screen is shown below.

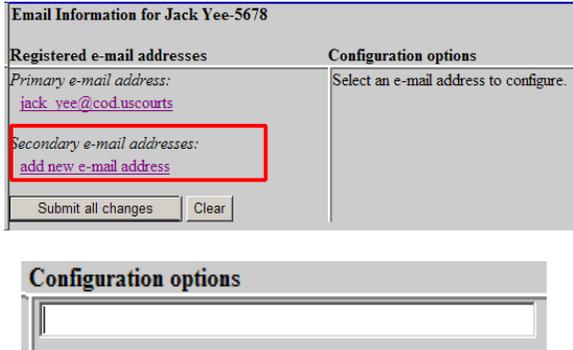| STEP	RESULT
The initial state of the e-mail information screen is a minimum of one e-mail address, the primary, for each attorney account. After any secondary e-mails are added, the secondaries will be displayed under the "Secondary e-mail addresses" section. The display is divided into two panes, the left pane is titled "Registered e-mail addresses", and the right pane is titled "Configuration options."	**Maintain Your E-mail** **Email Information for Jack Yee-5678** **Registered e-mail addresses** — **Configuration options** *Primary e-mail address:* jack_yee@cod.uscourts — Select an e-mail address to configure. *Secondary e-mail addresses:* add new e-mail address Submit all changes — Clear
To access the configuration options for **existing e-mail addresses** (listed on the left side of the screen), the user should **click** on the **e-mail address** on the left. When a customer enters a **new e-mail address**, configuration options appear under the email address on the right side of the screen. After entering a new e-mail address or clicking on an existing e-mail address, a number of configuration prompts and displays are shown in the right pane. Options are now presented to the user for each e-mail address. Cutting and pasting multiple case numbers from one delivery method to another is now allowed. Each e-mail address under the attorney's account is configured independently and does not need to mimic the primary e-mail address configuration.	**Registered e-mail addresses** — **Configuration options** *Primary e-mail address:* jack_yee@cod.uscourts jack_yee@cod.uscourts *Secondary e-mail addresses:* add new e-mail address Submit all changes Clear 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 ○ N Show all cases for this e-mail address — *(Copy case lists from here)* *Case-specific options* Add additional cases for noticing These cases will send notice *per filing. (default method)* 1:09-cr-00500-CMA-1 USA v. Legend - Representing John Legend 1:09-cr-00507-MSK-MEH-1 USA v. Lucas (Closed on 12/23/2009) - Representing Mitch Lucas 1:09-cv-01000-LTB Jones v. Smith - Representing Ed Jones 1:09-cv-01001-RPM Fudd v. Bunny - Representing Bugs Bunny 1:09-mj-00500-BNB-1 USA v. Legend - Representing John Legend 1:10-cv-00100-DME-CBS Mid State Co v. New Line Co - Representing Mid State Co, Mid State Co 1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing Mid State Co 1:10-cv-00102-DME-CBS Mid State Co v. New Line Co - Representing Mid State Co Remove selected cases Change selected cases to notice as a summary report These cases will send notice *as a summary report. (alternate method)* Remove selected cases — Change selected cases to notice per filing

STEP	RESULT

1 Text entry box for the e-mail address. The e-mail address box can be typed over with a different e-mail address or cleared to actually remove the e-mail address.

NOTE: If the e-mail address is the "primary", you MUST have an valid e-mail address in order for noticing to work properly.

1 jack_yee@cod.uscourts

2 Should this e-mail address receive notices? ⦿ Yes ○ No

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

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

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

2 Prompt is asking if the e-mail address should receive notices. **DO NOT SELECT 'NO' FOR THE PRIMARY E-MAIL ADDRESS AS IT WILL TURN OFF NOTICING FOR ALL CASES AND ALL E-MAIL ADDRESSES!!!!**

3 The third prompt is to ask if the e-mail address should be receiving individual NEFs (Per Filing) or a Summary Report (one e-mail at the end of the day (midnight).)

3A Should this e-mail address receive a "no activity" notice when no summary noticing occurs? ○ Yes ⦿ No

4 The fourth prompt is for the format of the NEF e-mail. It should always be HTML, unless your e-mail is text based.

5 The fifth prompt is to ask if the e-mail address should receive general e-mail announcements sent by the court.

📩 **Summary of ECF Activity**   Friday, February 19, 2010 12:00 AM
From: "COD_CMECF_cod.uscourts.gov@example.com"
<COD_CMECF_cod.uscourts.gov@example.com>

To: COD_NEF@cod.uscourts.gov

This is an automatic e-mail message generated by the CM/ECF system.
Please DO NOT RESPOND to this e-mail because the mail box is unattended.

No Transactions found for this time period.

3A Based upon the Case Specific options, this prompt may be displayed in the prompt list.   .

6 Displays a list of all of the cases for which the user is configured to receive NEFs. The **pop-up** display will list all the cases configured.

The list can be used to verify cases and you can copy the information from the pop-up for other purposes.
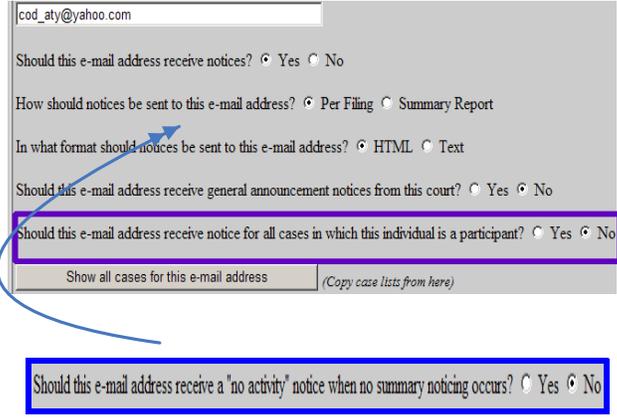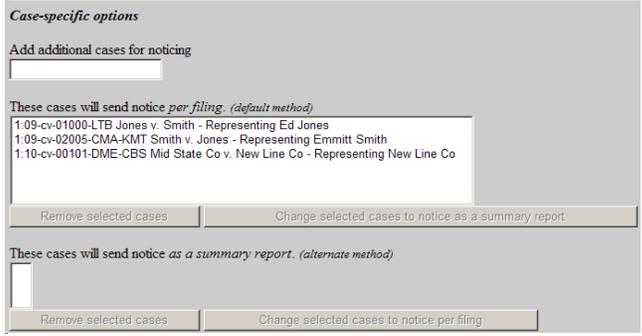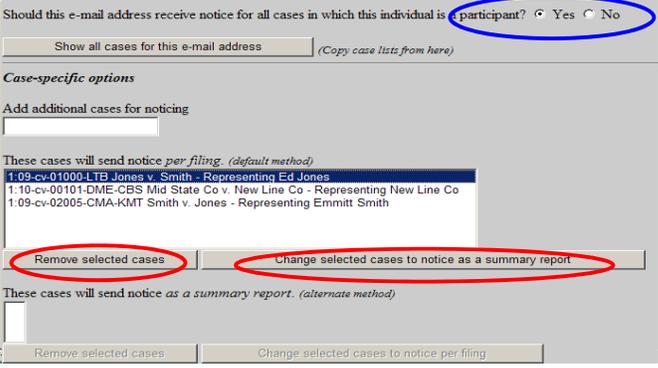
6 Show all cases for this e-mail address   *(Copy case lists from here)*

Case list for jy-atty-test email address jack_yee@cod.uscourts.gov - Windows Internet Expl...
about:blank

1:09-cv-02005-CMA-KMT Smith v. Jones - Representing Emmitt Smith
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co

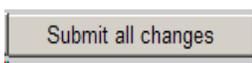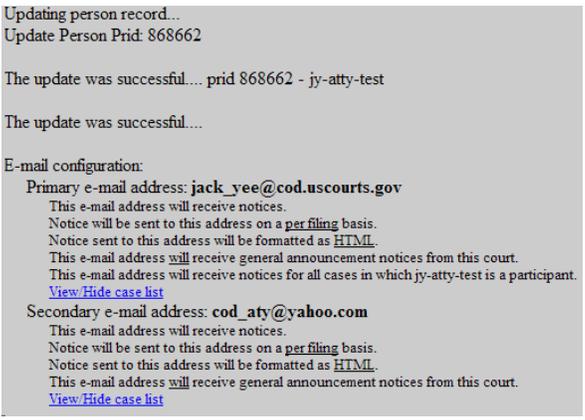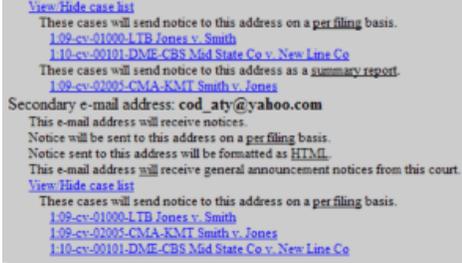| STEP	RESULT
7 Like previous versions, you can add cases the attorney is not a party to and receive NEFs for those cases. **REMINDER!!!** Any cases set up for NEF notification will **not** have a "Free look." ALL of the documents from these additional NEFs will be charged the current PACER fees when viewed. When the case is added to the list, there's a notation "(interest)" displayed next to the case so PACER charges can be billed. You can add multiple case numbers by separating them by commas.	**7** Add additional cases for noticing **8** Add additional cases for noticing 7cv899 Find This Case These cases will send notice per filing. (default method) 1:09-cv-02005-CMA-KMT Smith v. Jones - Representing Emmitt Smith 1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co Remove selected cases Change selected cases to notice as a summary report **9** Add additional cases for noticing 1:07-cv-899 (closed 07/17/2007) Add case(s) **10** Add additional cases for noticing 7cv900,7cv901 Find This Case Add additional cases for noticing 1:07-cv-900 (closed 04/25/2008) 1:07-cv-901 (closed 04/08/2008) Add case(s) **11** Add additional cases for noticing These cases will send notice per filing. (default method) 1:09-cv-02005-CMA-KMT Smith v. Jones - Representing Emmitt Smith 1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co 1:07-cv-00899-RPM Woodland v. Theng (closed 07/17/2007) (interest) Remove selected cases Change selected cases to notice as a summary report

STEP	RESULT

The last section for e-mail management is how NEFs will be sent. The **default** method is what is selected in the radio prompt section. The choices are "Per Filing" or " Summary Report."

Per Filing - CM/ECF will send an NEF each time a filing is docketed in the case. It is real time and is sent as soon as the filing is completed.

Summary Report - CM/ECF will tag the NEF to be sent as a daily summary. At the end of the day, (Midnight), a single e-mail is sent for each docketed entry in cases the attorney is a party to. In the Summary e-mail, the recipient will have a "free look" for entries the attorney is a party to. If the NEF is for a case added to receive NEFs, PACER charges will apply and will require the customer to login with their PACER account.

12 The "initial" state of the top section display is to have **all** cases linked to the attorney using the "default" notification method.

13 The "initial" state of the "alternate" delivery method should not have any cases displayed.

14 When case(s) are selected, they are highlighted and the **[Remove selected cases]** and the **[Change selected cases to notice as a _summary report_]** (Note: the button will change to reflect the opposite of which is selected in the "How should notices be sent to this e-mail address?" prompt. The opposite would say [**Change selected cases to notice _per filing_**].

15 When case(s) are selected and the change button clicked, those cases will be removed from the box they were (default method box) in to the box below (alternate method box.)

If you changed a case notification by mistake, you just select it from the box it's in and click on the **{Change ......]** button.

RESULT column:
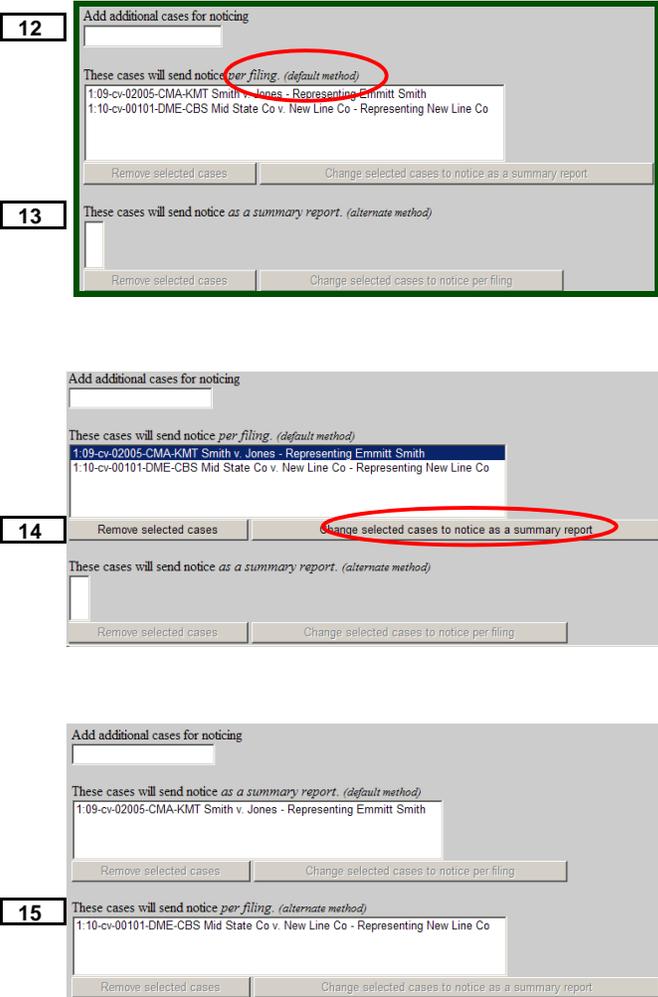
12

Add additional cases for noticing

These cases will send notice *per filing. (default method)*
1:09-cv-02005-CMA-KMT Smith v. Jones - Representing Emmitt Smith
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co

Remove selected cases   Change selected cases to notice as a summary report

13

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

Remove selected cases   Change selected cases to notice per filing

---

Add additional cases for noticing

These cases will send notice *per filing. (default method)*
1:09-cv-02005-CMA-KMT Smith v. Jones - Representing Emmitt Smith
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co

14 Remove selected cases   Change selected cases to notice as a summary report

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

Remove selected cases   Change selected cases to notice per filing

---

Add additional cases for noticing

These cases will send notice *as a summary report. (default method)*
1:09-cv-02005-CMA-KMT Smith v. Jones - Representing Emmitt Smith

Remove selected cases   Change selected cases to notice per filing

15 These cases will send notice *per filing. (alternate method)*
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co

Remove selected cases   Change selected cases to notice as a summary report

---

16 If you click on the **[Clear]** button, a warning dialog box is displayed indicating the use of the Clear button will reset **ALL** changes made to **ALL** e-mail addresses during this **17** session. A question is displayed to ask if you wish to continue with the Clear process. Clicking the **[OK]** button proceeds with the clear. Clicking on the **[Cancel]** button will not clear changes made.

16 Clear

17 Windows Internet Explorer

? Use of this Clear button will reset all changes made to all e-mail addresses during this session. Do you wish to continue?

OK   Cancel

---

18 When all of the e-mail changes have been made, you must click the **[Submit all changes]** button to apply all of the changes you have made.

18 Submit all changes

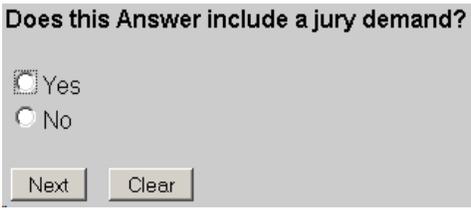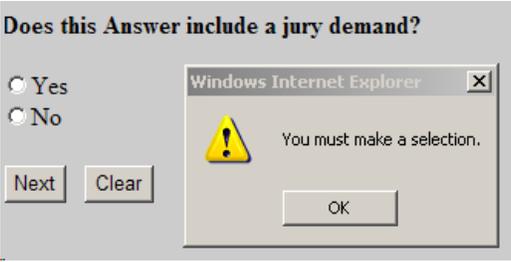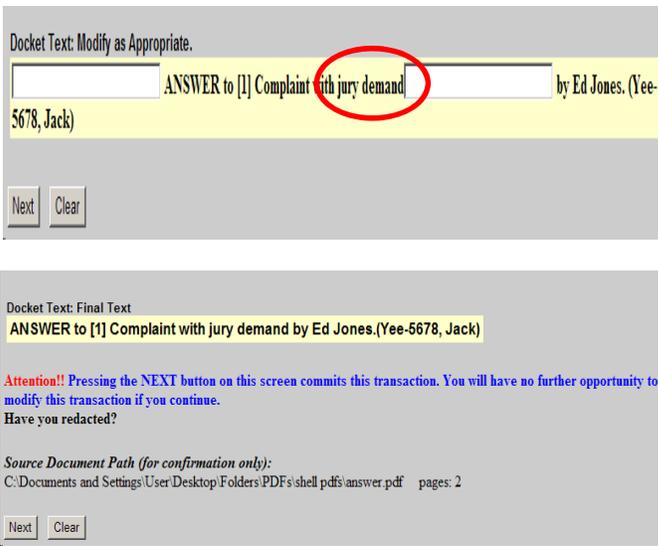| STEP	RESULT

19 CM/ECF performs the update and displays a confirmation screen. When making several e-mail changes, it would be beneficial to review the summary provided.
 	
For each e-mail address, CM/ECF displays the final results of the changes you applied.
 	
It displays:
1. Whether the e-mail will/will not receive NEFs.
2. Whether the e-mail will receive individual NEFs or a summary NEF.
3. What the format of the NEF e-mail will be.
4. Whether the e-mail will accept general announcement e-mails from the court.
5. If the e-mail will receive notices for all of the cases the attorney is set to receive NEFs.
6. A link to view/hide the case list of how NEFs are set up for delivery.
	19 Updating person record...
	Update Person Prid: 868662
	
	The update was successful.... prid 868662 - jy-atty-test
	
	The update was successful....
	
	E-mail configuration:
	   Primary e-mail address: **jack_yee@cod.uscourts.gov**
	     This e-mail address will receive notices.
	     Notice will be sent to this address on a <u>per filing</u> basis.
	     Notice sent to this address will be formatted as <u>HTML</u>.
	     This e-mail address <u>will</u> receive general announcement notices from this court.
	     This e-mail address will receive notices for all cases in which jy-atty-test is a participant.
	     <u>View/Hide case list</u>
	   Secondary e-mail address: **cod_aty@yahoo.com**
	     This e-mail address will receive notices.
	     Notice will be sent to this address on a <u>per filing</u> basis.
	     Notice sent to this address will be formatted as <u>HTML</u>.
	     This e-mail address <u>will</u> receive general announcement notices from this court.
	     <u>View/Hide case list</u>

20 Same confirmation screen with the view/hide case list in view mode.
 	
Each of the cases is shown for the default delivery method and the alternate method.
 	
The cases are hyperlinks to the query for that case.
 	
NOTE: PACER login will be required and PACER charges will apply if you click on a link.
	20 Updating person record...
	Update Person Prid: 868662
	
	The update was successful.... prid 868662 - jy-atty-test
	
	The update was successful....
	
	E-mail configuration:
	   Primary e-mail address: **jack_yee@cod.uscourts.gov**
	     This e-mail address will receive notices.
	     Notice will be sent to this address on a <u>per filing</u> basis.
	     Notice sent to this address will be formatted as <u>HTML</u>.
	     This e-mail address <u>will</u> receive general announcement notices from this court.
	     This e-mail address will receive notices for all cases in which jy-atty-test is a participant
	     <u>View/Hide case list</u>
	      These cases will send notice to this address on a <u>per filing</u> basis.
	        <u>1:09-cv-01000-LTB Jones v. Smith</u>
	        <u>1:10-cv-00101-DME-CBS Mid State Co v. New Line Co</u>
	      These cases will send notice to this address as a <u>summary report</u>.
	        <u>1:09-cv-02005-CMA-KMT Smith v. Jones</u>
	   Secondary e-mail address: **cod_aty@yahoo.com**
	     This e-mail address will receive notices.
	     Notice will be sent to this address on a <u>per filing</u> basis.
	     Notice sent to this address will be formatted as <u>HTML</u>.
	     This e-mail address <u>will</u> receive general announcement notices from this court.
	     <u>View/Hide case list</u>
	      These cases will send notice to this address on a <u>per filing</u> basis.
	        <u>1:09-cv-01000-LTB Jones v. Smith</u>
	        <u>1:09-cv-02005-CMA-KMT Smith v. Jones</u>
	        <u>1:10-cv-00101-DME-CBS Mid State Co v. New Line Co</u>

Secondary e-mail addresses

STEP	RESULT
The initial state of the e-mail information screen is a minimum of one e-mail address, the primary, for each attorney account. You may add several secondary e-mail addresses to the attorney account by clicking on the "**add new e-mail address**" link. In the right pane, a new text entry box is displayed to enter a new e-mail address. Each secondary e-mail address can be configured for different notification options.	**Email Information for Jack Yee-5678** **Registered e-mail addresses** **Configuration options** *Primary e-mail address:* Select an e-mail address to configure. jack_yee@cod.uscourts *Secondary e-mail addresses:* add new e-mail address [Submit all changes] [Clear] **Configuration options** [ ]

STEP	RESULT
Similar to the primary e-mail address and options, the first four prompts function the same way as they do for the primary e-mail address. However, for **all secondary e-mail addresses**, there is a prompt asking "Should this e-mail address receive notice for all cases in which this individual is a participant?" The default is "Yes" and will set the secondary e-mail address to get NEFs for all cases the attorney is linked to. If the prompt is set to "No", it allows the removal of cases from the case list(s) in the "Case Specific Options" section so the e-mail address will NOT get NEFs for the removed cases. A prompt asking "Should this e-mail receive a "no activity" notice when no summary noticing occurs?" will be displayed if the e-mail is configured to have any summary notification.	cod_aty@yahoo.com 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 Show all cases for this e-mail address (Copy case lists from here) Should this e-mail address receive a "no activity" notice when no summary noticing occurs? ○ Yes ⦿ No
Initially, all cases the attorney is set to get notices will be displayed in the "default method" box for the secondary e-mail address. After any updates, the display boxes will retain the last updated configuration.	*Case-specific options* Add additional cases for noticing These cases will send notice *per filing.* *(default method)* 1:09-cv-01000-LTB Jones v. Smith - Representing Ed Jones 1:09-cv-02005-CMA-KMT Smith v. Jones - Representing Emmitt Smith 1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co Remove selected cases Change selected cases to notice as a summary report These cases will send notice *as a summary report.* *(alternate method)* Remove selected cases Change selected cases to notice per filing
When any cases are selected in the display box, both buttons [Remove selected cases] and [Change selected cases to notice as a *summary report*] are darkened to become functional. Since both buttons are active, you can click on either button.	Should this e-mail address receive notice for all cases in which this individual is a participant? ⦿ Yes ○ No Show all cases for this e-mail address (Copy case lists from here) *Case-specific options* Add additional cases for noticing These cases will send notice *per filing.* *(default method)* 1:09-cv-01000-LTB Jones v. Smith - Representing Ed Jones 1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co 1:09-cv-02005-CMA-KMT Smith v. Jones - Representing Emmitt Smith Remove selected cases Change selected cases to notice as a summary report These cases will send notice *as a summary report.* *(alternate method)* Remove selected cases Change selected cases to notice per filing
If the prompt "Should this e-mail address receive notice for all cases in which this individual is a participant?" is left to the defaulted "Yes" selection, when the [Remove selected cases] button is clicked, an error dialog box is displayed indicating the cases cannot be deleted from the notice list as the attorney is a participant. Click on the **[OK]** button.	**Windows Internet Explorer** [X] ⚠ Cannot delete case 1:09-cv-01000-LTB Jones v. Smith - Representing Ed Jones because jy-atty-test is a participant in that case. OK

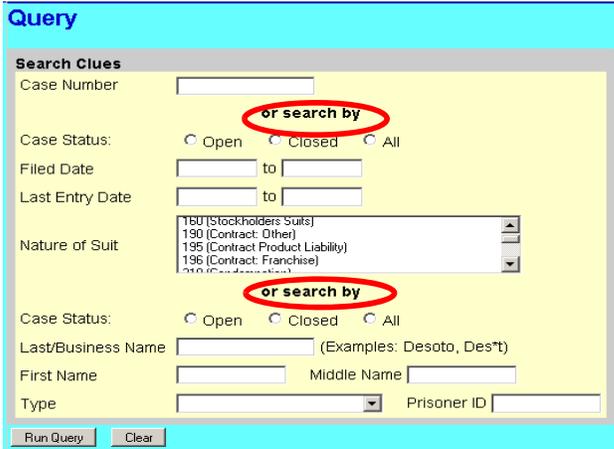| STEP	RESULT
If the [Change selected cases to notice as a *summary report*] button is clicked, the selected cases are moved from the default method box and are displayed in the "alternate method" box.	Should this e-mail address receive notice for all cases in which this individual is a participant? ⦿ Yes ○ No Show all cases for this e-mail address *(Copy case lists from here)* **Case-specific options** Add additional cases for noticing These cases will send notice *per filing*. *(default method)* 1:09-cv-01000-LTB Jones v. Smith - Representing Ed Jones 1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co 1:09-cv-02005-CMA-KMT Smith v. Jones - Representing Emmitt Smith Remove selected cases Change selected cases to notice as a summary report These cases will send notice *as a summary report. (alternate method)* Remove selected cases Change selected cases to notice per filing
When the e-mail changes are submitted, the cases in the default method box will be delivered as individual NEFs. The cases in the "Alternate method" box will be delivered as a summary NEF, at midnight.	**Case-specific options** Add additional cases for noticing These cases will send notice *per filing. (default method)* 1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co 1:09-cv-02005-CMA-KMT Smith v. Jones - Representing Emmitt Smith Remove selected cases Change selected cases to notice as a summary report These cases will send notice as *a summary report. (alternate method)* 1:09-cv-01000-LTB Jones v. Smith - Representing Ed Jones Remove selected cases Change selected cases to notice per filing
When all of the e-mail changes have been made, you must click the **[Submit all changes]** button in the left pane to apply all of the changes you have made.	Submit all changes
CM/ECF performs the update and displays a confirmation screen. When making several e-mail changes, it would be beneficial to review the summary provided. For each e-mail address, CM/ECF displays the final results of the changes you applied. It displays: 1. Whether the e-mail will/will not receive NEFs. 2. Whether the e-mail will receive individual NEFs or a summary NEF 3. What the format of the NEF e-mail. 4. Whether the e-mail will accept general announcement e-mails from the court. 5. If the e-mail will receive notices for all of the cases the attorney is set to receive NEFs. 6. A link to view/hide the case list of how NEFs are set up for delivery.	Updating person record... Update Person Prid: 868662 The update was successful.... prid 868662 - jy-atty-test The update was successful.... E-mail configuration: Primary e-mail address: **jack_yee@cod.uscourts.gov** This e-mail address will receive notices. Notice will be sent to this address on a *per filing* basis. Notice sent to this address will be formatted as HTML. This e-mail address will receive general announcement notices from this court. This e-mail address will receive notices for all cases in which jy-atty-test is a participant. View/Hide case list Secondary e-mail address: **cod_aty@yahoo.com** This e-mail address will receive notices. Notice will be sent to this address on a *per filing* basis. Notice sent to this address will be formatted as HTML. This e-mail address will receive general announcement notices from this court. View/Hide case list
The confirmation screen shown with the view/hide case list in view mode. Each of the cases is shown for the default delivery method and the alternate method. The cases are hyperlinks to the query for that case. **NOTE: PACER login will be required and PACER charges will apply if you click on a link.**	View/Hide case list These cases will send notice to this address on a *per filing* basis. 1:09-cv-01000-LTB Jones v. Smith 1:10-cv-00101-DME-CBS Mid State Co v. New Line Co These cases will send notice to this address as a *summary report.* 1:09-cv-02005-CMA-KMT Smith v. Jones Secondary e-mail address: **cod_aty@yahoo.com** This e-mail address will receive notices. Notice will be sent to this address on a *per filing* basis. Notice sent to this address will be formatted as HTML. This e-mail address will receive general announcement notices from this court. View/Hide case list These cases will send notice to this address on a *per filing* basis. 1:09-cv-01000-LTB Jones v. Smith 1:09-cv-02005-CMA-KMT Smith v. Jones 1:10-cv-00101-DME-CBS Mid State Co v. New Line Co

Radio buttons

A new selection feature for answering some questions in CM/ECF is the use of radio buttons in a variety of both civil and criminal events. The user **must** make a selection before continuing by simply clicking the button beside the appropriate response. In some events, the selected radio will also show in the docket text.

STEP	RESULT
An example of a radio button may be the selection of whether the defendant wants a jury when filing an answer to a complaint. The filer **must** click the yes or no radio button before they can proceed.	**Does this Answer include a jury demand?** ☑ Yes ○ No [Next] [Clear]
If neither radio button is selected, an error dialog box is displayed indicating a selection must be made.	**Does this Answer include a jury demand?** ○ Yes ○ No [Next] [Clear] Windows Internet Explorer [X] ⚠ You must make a selection. [OK]
In this example, the selection of "yes" for a jury demand will put "with jury demand" text in the final docket text.	Docket Text: Modify as Appropriate. [____] ANSWER to [1] Complaint *with jury demand* [____] by Ed Jones. (Yee-5678, Jack) [Next] [Clear] Docket Text: Final Text ANSWER to [1] Complaint with jury demand by Ed Jones.(Yee-5678, Jack) Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted? Source Document Path (for confirmation only): C:\Documents and Settings\User\Desktop\Folders\PDFs\shell pdfs\answer.pdf pages: 2 [Next] [Clear]

Query options

PACER (**P**ublic **A**ccess to **C**ourt **E**lectronic **R**ecords) customers will now have an additional Query feature for civil case selection. Along with the **Nature of Suit** option, users can now include the **Cause of Action** in the search criteria. This may facilitate searches for specific case types that have been filed in the District of Colorado. Besides selecting Nature of Suit, Cause of Action, you can enter a party or attorney name as well.

STEP	RESULT
Previous versions of CM/ECF limited how a PACER customer could query the database. In the old query screen, queries were grouped into three query sections. Section 1 - case number **or** Section 2 - cases status, field/entry date, nature of suit **or** Section 3 - case status, party/attorney name, prisoner id You could not combine entries from the second and third sections.	
In version 4.1 of CM/ECF the query screen now has a **Cause of Action** selection box below the **Nature of Suit** selection box. The query provides more selection capability to query the database for both nature of suit codes and cause of action. Additionally, there are only two sections, instead of three. So, you can query by nature of suit, cause of action, and names of parties or attorneys.	
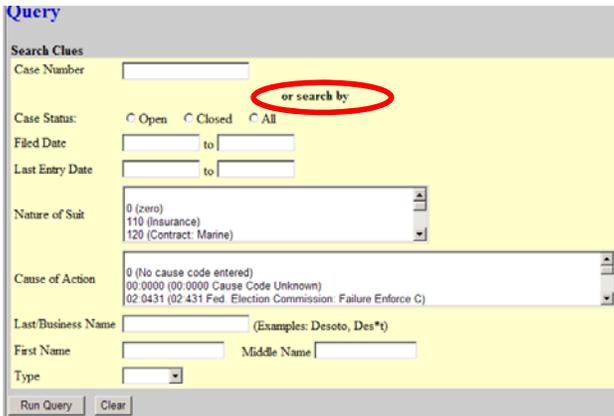
Summary

We hope that this brief overview of the significant new features of CM/ECF has been helpful. Please be assured that the primary responsibility of the District Court is to provide a high level of service to all of our attorney customers and your staff. If there is any additional assistance that you might need, please do not hesitate to contact your local clerk's office or the CM/ECF Help Desk at 303-335-2050 or 1-866-365-6381.