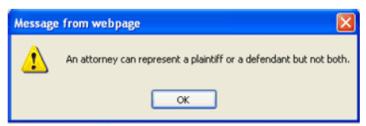# ELECTRONIC CASE FIILING

Docketing Modifications

- Attorneys no longer can be added as counsel for any opposing party. For example, an attorney for the plaintiff cannot add himself as an attorney for the defendant.

- When an attorney associates him/herself with a party on the attorney/party association screen by checking the checkbox to the left of the selected party name, this association will appear in docket text.

- If an attorney selects parties from opposing sides at the same time on the filer screen (i.e. selects a plaintiff and a defendant), the application will display a popup message, the selected parties will be deselected, and the system will not advance to the next screen.

Therefore, when filing a 'joint' document on behalf of parties from opposite sides, use the blank text box to add parties you could not select on the filer screen so that their names will also appear in docket text. See below.

Attorney Designation

- When an attorney is added to a case via case opening or docketing, a designation must be selected. This is a required field for all case types. For civil cases only, this field has a default value of **Retained.** (The new attorney *Designation* field will be extracted for CJA and Office of Defender Services Case Management System reports).

- Designation choices include: **CJA Appointment**
  Government - Federal
  Government - Other (State, County, City etc.)
  Public Defender or Community Defender Appointment

Pro Bono
Waived or Self (Pro Se)
Retained

PACER CHANGES

Query

- PACER users sometimes are not aware that name and case searches (by filed date or last entry date) are not subject to the 30 page billing cap, and such searches generally return a significant amount of data, resulting in substantial charges. They then request refunds or credits from the PACER Service Center. The PACER Service Center has requested that a warning message be placed on the Query screen. The following new message appears on the Query selection criteria screen:

  WARNING: Search results from this screen are NOT subject to the 30 page limit on PACER charges. Please be as specific as possible with your search criteria.

- The 'Query' selection screen now includes an 'Exact Matches Only' checkbox beside the Last/Business Name field. If this option is checked, the results include only exact matches to the search string entered in the Last/Business Name field.

Cause of Action	00:0000 (00:0000 Cause Code Unknown) 02:0431 (02:431 Fed. Election Commission: Failure Enforce Compliance) 02:0437 (02:437 Federal Election Commission)
Last/Business Name	☐ Exact matches only
First Name	Middle Name
Type	Prisoner ID

Run Query   Clear

- Party roles are now displayed beside party names listed on the 'Select A Person' query screen. The role type will appear in brackets after the '(pty)' designation.

Select A Person

There were 10 matching people.

Lincoln Parish Detention Center	(pty) [third party plaintiff]
Lincoln Parish Detention Center	(pty) [consol defendant]
Lincoln Parish Detention Center	(pty) [defendant]

When the user selects a party from the above 'Select A Person' screen, the sub-header on the below 'Select A Case' screen now includes the role type information for the party.

Select A Case		
Lincoln Parish Detention Center is a defendant in 21 cases.		
3:04-cv-00480-DDD-JDK	Rhoades v. Lincoln Parish, et al	filed 02/20/04 closed 08/09/05
3:05-cv-01343-RGJ-KLH	Beard v. Lincoln Parish et al	filed 07/26/05 closed 08/18/05

Docket Report

- If an attorney, for their primary email address, has selected not to receive electronic notices by choosing 'no' at the option 'Should this email receive notices?', the label (inactive) now appears beside the email address on the docket sheet and the attorney will need to be notified by manual noticing.

- For the View Multiple Documents options on the Docket Report selection screen, the View Selected button is not active until the user selects at least one docket entry.

Links to Other Court Pacer Sites and Pacer Case Locator From Within CM/ECF

- Two new links allow PACER users to access other courts and the PACER Case Locator from within CM/ECF. The 'Links to Other Courts' PACER' menu item points to a court links page on the PACER Service Center website, so PACER users can more easily navigate from one court to another without having to access the PACER Service Center website outside of CM/ECF. The 'PACER Case Locator (National Index)' menu item points to the PACER Case Locator on the PACER Service Center website. These new links can be found in CM/ECF under Utilities->Miscellaneous.

    The 'Links to Other Courts' PACER' and the 'PACER Case Locator (National Index)' links open in separate windows.

Following are some scenarios where a PACER user may or may not have to enter his login information when clicking on either of the two new links:

- If a user who is logged in to CM/ECF as a PACER user clicks on 'Links to Other Courts' PACER' and selects a court, the user will be required to enter his login information only if the selected court is on a release earlier than Release 4.2.

- If a user who is logged in to CM/ECF as a PACER user clicks on 'PACER Case Locator (National Index)', the user will not be required to enter his login information.

- If a user is logged in to the PACER Service Center site, the user can access all court links as well as the 'PACER Case Locator (National Index)' without having to enter his login information again.

- If a user does not have a PACER ID when initially logging in to CM/ECF, the user will be prompted to log in at the PACER Case Locator site or any other court

  via 'Links to Other Courts' PACER'.

Extraction Regarding Corporate Parents

The extract for the PACER Case Locator no longer includes corporate parents, so corporate parents are no longer included in search results.

PACER Fee Increase

At its September 2011 session, the Judicial Conference of the United States amended the Electronic Public Access Fee Schedule for the appellate, district, and bankruptcy courts, the United States Court of Federal Claims, and the Judicial Panel on Multidistrict Litigation. The schedule was amended to increase fees from $0.08 to $0.10 per page for electronic public access to court records through the PACER service. The CM/ECF software was modified so PACER users are charged $0.10 per page, with a cap of $3.00 for those reports that have a 30-page billing cap. The cost for digital audio files remains at $2.40.

Mobile Query

The mobile PACER Case Locator (PCL) provided by the PACER service center is now linked to the District CM/ECF application. Users can access the mobile query via the Mobile Query link on the Query selection criteria page, from a case link from PACER's mobile PACER Case Locator, or through the Mobile Query link on the Query results page.
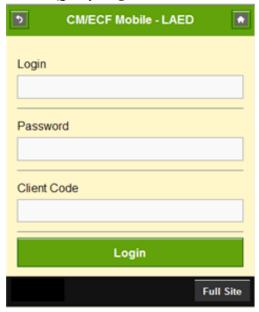
The mobile query interface offers a simplified user experience optimized for display on mobile devices. This interface incorporates the following functions:

- Search interface
- Party selection from party name search result list
- Case selection from case search result list based on case or party name search
- Attorney information for selected case
- Party information for selected case
- Deadlines/Hearings for selected case
- Docket entries for selected case
- PACER login

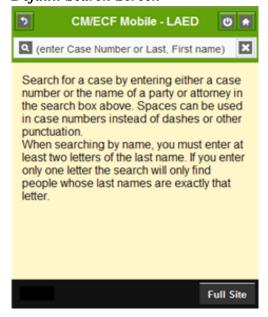See attached screens for Mobile Query Login.

Below is the Mobile Query Login screen on which you enter your **PACER** login.

Mobile Query Login Screen

The below Default Search screen contains one text field allowing you to search by case number, party name, or attorney. However, the mobile query site is optional, and you can choose to access the full CM/ECF site from your mobile device. At the bottom of each page, a 'Full Site' button provides access to the standard-formatted application interface page, equivalent to the current mobile query page.

Default Search Screen

When clicking the 'Full Site' button on the above search screen, the below full site query criteria screen appears and is set as the default for as long as the browser cookie persists, which is roughly twelve hours.

Full Site Query Criteria Screen

If any specific page generates a PACER billing receipt, a summary form of the billing information is displayed in the black bar along the bottom of the page.

Name Searches

For name searches, the required format is *Last Name, First Name*, where a comma separates the two parts. The first name is optional. When searching by name, you must enter at least two letters of the last name. If only one letter is entered, the search will only find parties or attorneys whose last names are exactly that letter.

If only one case is linked to a specific name, the case query options for that case is displayed (i.e. attorneys, parties, deadlines/hearings, docket entries). If more than one possible name match is found, a list of all matching names appears and you must select a specific name. If more than eight matches are found on any query page (excluding the docket entries page), above the list is an 'on-page filter text box' allowing you to search the results already downloaded to the browser. This does not affect PACER billing.

If multiple cases are linked to a matching name, click on the arrow to the right of the name for a list of cases.

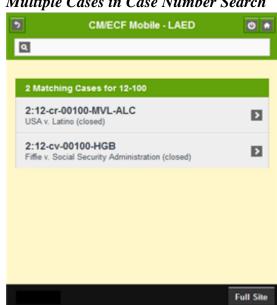*Search Results with Multiple Names and On-page Filter Text Box*

If one name matches the initial search but is linked to multiple cases, or if you select a name from the result list of a multi-response search, a list of cases associated with that party is displayed as shown below.

Multiple Cases in Name Search Results

Case Searches

When searching by case number, if only one case matches, the case query results page appears. If more than one match is found, a list of matching cases appear for you to select a specific case. When selected, the case query results screen is displayed. The case number search does not generate a PACER billing receipt since the standard query application does not bill for the case number lookup.
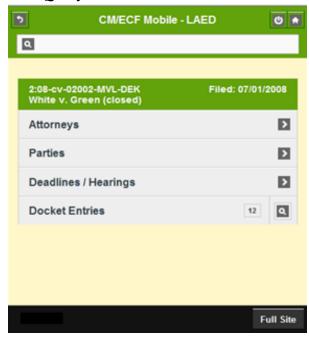
Multiple Cases in Case Number Search

Case Query Results

When a case is the only match or is selected from a case list, the below case query results page for that case is displayed and does not produce a PACER billing receipt. Billing will occur based on additional selection from this page. The number of docket entries as well as a search icon is shown next to Docket Entries. For example, by clicking on the search icon and entering 'motion' in a text box, only those docket entries with this word will be displayed.

Case Query Results
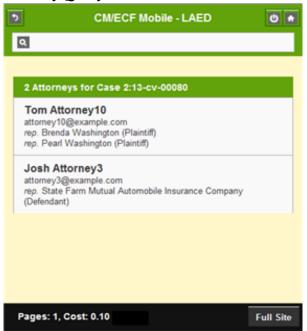
Detailed Case Information

Attorneys, parties, deadlines, and docket entries are listed in similarly formatted lists that wrap to fit on small screens.
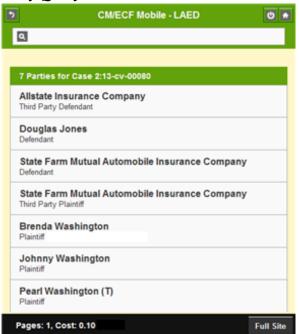
Each list header shows the case number, item listed, and the number of matches. If more than eight items appear in the list, a 'Filter Items' search box at the top of the list allows you to narrow down the list and is available on all case details except docket entries. You are billed for receiving the total data, not for using this filter to hide data already received.

The docket entry information includes document numbers, the filed date, and the docket text. For documents, the document number appears in its own cell on the left of the docket text. The entire cell is clickable to make clicking the link easier on small screens. Clicking on the document takes you to familiar CM/ECF screens to view the document.

Attorney Query Results

CM/ECF Mobile - LAED

2 Attorneys for Case 2:13-cv-00080

Tom Attorney10
attorney10@example.com
rep. Brenda Washington (Plaintiff)
rep. Pearl Washington (Plaintiff)

Josh Attorney3
attorney3@example.com
rep. State Farm Mutual Automobile Insurance Company
(Defendant)

Pages: 1, Cost: 0.10   **Full Site**

Party Query Results

CM/ECF Mobile - LAED

7 Parties for Case 2:13-cv-00080

Allstate Insurance Company
Third Party Defendant

Douglas Jones
Defendant

State Farm Mutual Automobile Insurance Company
Defendant

State Farm Mutual Automobile Insurance Company
Third Party Plaintiff

Brenda Washington
Plaintiff

Johnny Washington
Plaintiff

Pearl Washington (T)
Plaintiff

Pages: 1, Cost: 0.10   **Full Site**

Deadlines/Hearings Query Results

CM/ECF Mobile - LAED

5 Deadlines/Hearings for Case 2:13-cv-00080
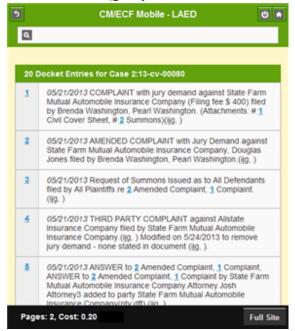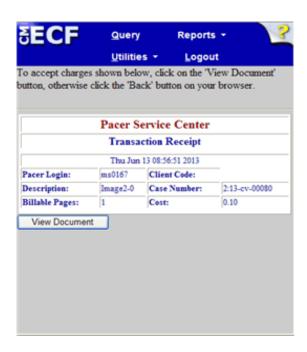
7   **Motion**
Due/Set: 06/26/2013 at 09:00 AM
Terminated: 05/24/2013

20   **Release of Transcript Restrict**
Due/Set: 08/20/2013

Pages: 1, Cost: 0.10   **Full Site**

Docket Entries Query Results

CM/ECF Mobile - LAED

20 Docket Entries for Case 2:13-cv-00080

1   *05/21/2013* COMPLAINT with jury demand against State Farm Mutual Automobile Insurance Company (Filing fee $ 400) filed by Brenda Washington, Pearl Washington. (Attachments: # 1 Civil Cover Sheet, # 2 Summons)(ijg,)

2   *05/21/2013* AMENDED COMPLAINT with Jury Demand against State Farm Mutual Automobile Insurance Company, Douglas Jones filed by Brenda Washington, Pearl Washington.(ijg,)

3   *05/21/2013* Request of Summons Issued as to All Defendants filed by All Plaintiffs re 2 Amended Complaint, 1 Complaint. (ijg.)

4   *05/21/2013* THIRD PARTY COMPLAINT against Allstate Insurance Company filed by State Farm Mutual Automobile Insurance Company.(ijg,) Modified on 5/24/2013 to remove jury demand - none stated in document (ijg,).

5   *05/21/2013* ANSWER to 2 Amended Complaint, 1 Complaint, ANSWER to 2 Amended Complaint, 1 Complaint by State Farm Mutual Automobile Insurance Company.Attorney Josh Attorney3 added to party State Farm Mutual Automobile Insurance Company(pty:dft) (ijg,)

Pages: 2, Cost: 0.20   **Full Site**

The mobile query ignores PACER billing display preferences and displays the PACER receipt via the standard CM/ECF PACER interface.

To log out of Mobile Query, click the icon on the upper right side as shown below.