PUBLIC NOTICE - The U. S. District Court for the Southern District of Iowa will be upgrading to CM/ECF Version 5.1.1 effective August 27, 2012.

Summary - hyperlinks will take you to more detailed information

Improved Password/Cookie Security

Query

Document Uploading Screen Enhancements

Docket Report & PDF Headers

Nature of Suit Codes

New Event - Motion to Dismiss Case for Failure to State a Claim

PDF/A - Making the Transition from PDF to PDF/A

Restricted Access to Bankruptcy Appeal Cases

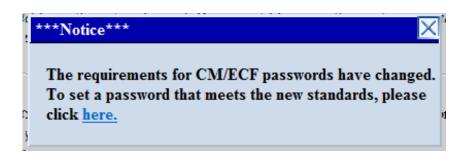
Logout message

Version 5.1.1 was tested with Firefox 3.5 and Internet Explorer 7 & 8.

CM/ECF Version 5.1.1 Summary

Improved Password/Cookie Security -

When you first log in to CM/ECF Version 5.1.1, you will receive the following notice about changing your password to one that meets the new standards. To help protect the system, CM/ECF now requires users to create more secure passwords. Please click on the link to Maintain Your Login/Password and review the More User Information screen.



Passwords must be at least eight characters long and include both uppercase and lowercase alphabetic characters and at least one digit or special character (for example, 0-9, @, #, \$, %, &, *, +).

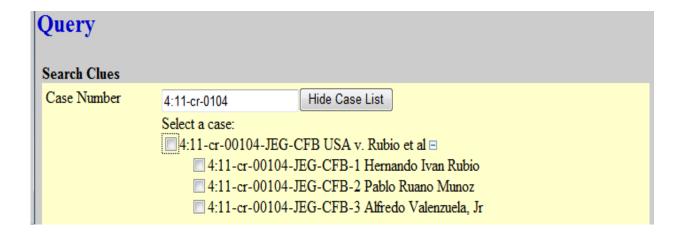
Multiple Login Attempts

After five invalid login attempts, your account will be "locked" for five minutes and the following error message will appear:

Your account is temporarily disabled because an incorrect password was given 5 times. If you do not know who entered the incorrect passwords, please contact the Help Desk at (515) 284-6388. If you need to have your password changed, please click on Lost Password. Otherwise, please try again in approximately 5 minutes.

Query

When a query is run for a multi-defendant criminal case, the defendant numbers for the selected defendants now are included with the case number at the top of the query menu screen.



If all of the defendants are selected, or if the main case is selected, the words All **Defendants** will appear beside the case number in lieu of the actual defendant numbers.

4:11-cr-00104-JEG-CFB All Defendants USA v. Rubio et al Date filed: 08/24/2011

Date of last filing: 08/06/2012

When the user runs a query on a person name, that name now is included at the top of the screen that lists all of the cases in which that person is a participant. The person's role is included at the top of the screen as well (for example, Sean P Spellman is an attorney in 5 cases.).

Select A Case

Sean P Spellman is an attorney in 5 cases.				
	4:11-cr-00032-REL-RAW-1	Alejandro Vazquez Morales	filed 03/21/11	
	4:11-cr-00095-RP-RAW-1	James Antonio Morrison, Jr.	filed 07/25/11	
	4:11-cr-00104-JEG-CFB-3	Alfredo Valenzuela, Jr	filed 08/24/11	
	4:11-cr-00122-REL-RAW-1	Martin Escobedo Zaragoza	filed 09/28/11	
	4:11-mj-00179-CFB-1 (merged)	Martin Escobedo Zaragoza	filed 08/23/11	closed 09/30/11

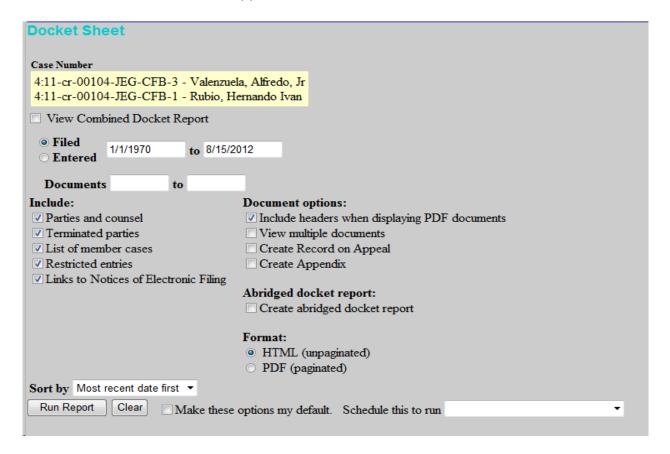
Additionally, a summary of selection criteria used for the query now appears at the bottom of the case list screen; however, if the query is run on a case number alone, the summary of selection criteria will not appear.



Query a person name, for a person named in multiple cases will provide the party role as well as the number of matches.

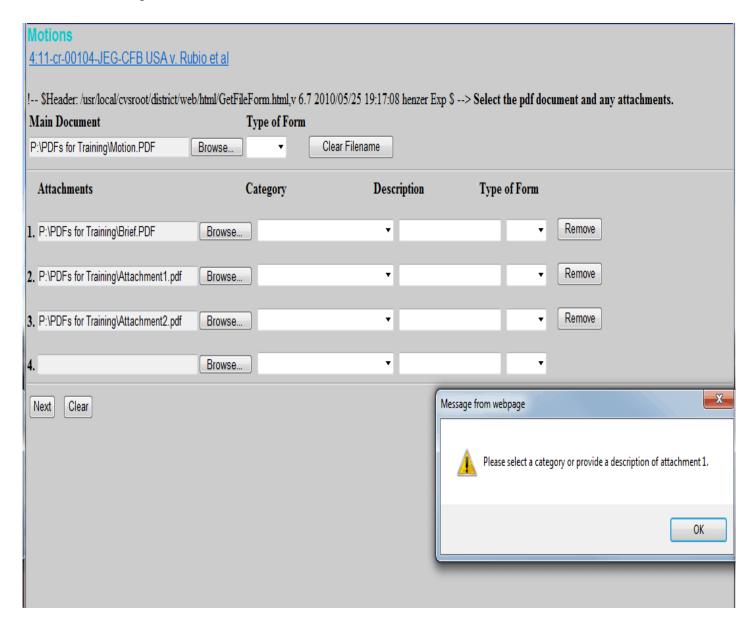
\$	Select A Case		
Hernando Ivan Rubio is a party in	4 cases.		
4:11-cr-00104-JEG-CFB	USA v. Rubio et al	filed 08/24/11	
4:11-cr-00104-JEG-CFB-1	Hernando Ivan Rubio	filed 08/24/11	
4:11-mj-00154-RAW 4:11-mj-00154-RAW-1 (merged)	USA v. Rubio Hernando Ivan Rubio		closed 08/24/11 closed 08/24/11

When a Query is run for multiple criminal defendants the defendant numbers for the selected defendants will be included with the case number. If all defendants are selected the words All Defendants will appear.



Document Uploading Screen Enhancements -

Text will appear to alert users whether the Category and/or Description are required when adding attachments.



Docket Report & PDF Headers

The *Sort by* dropdown list on the Docket Report selection criteria screen now includes a **Document number** option. If selected, those entries without document numbers will appear chronologically within the entries that do have document numbers.

Docket She	eet		
	1-11 101	Llide	Case List
Case number	4:11-cr-104	Filde	Case List
Select a case:		TO 4 D 4 !	•
	04-JEG-CFB U		
	:-00104-JEG-C		
	:-00104-JEG-C		
4:11-cr	:-00104-JEG-C	FB-3 Alfredo	√alenzuela, Jr
Filed		245,2242	
© Entered	1/1/1970	to 8/15/2012	
Documents	to		
Include:		Do	cument options:
☑ Parties and	counsel	V	nclude headers when displaying PDF documents
✓ Terminated parties✓ List of member cases			View multiple documents
			Create Record on Appeal
▼ Restricted entries			Create Appendix
Links to No	tices of Electron	nic Filing	
		Abı	idged docket report:
			Create abridged docket report
		For	mat:
		•	HTML (unpaginated)
		0	PDF (paginated)
Sort by Docum	nent number	→	
Run Report		[-1 4] · · · ·	ns my default. Schedule this to run.
Tun report	Olean M	ake these option	ns my default. Schedule this to run

Some courts allow digital audio files to be uploaded to CM/ECF. When using the *View multiple documents* option for the Docket Report, users should not select any docket entries that have digital audio files attached (these entries are designated with a speaker icon), as the digital audio files embedded in the PDF documents for these entries are inaccessible in *View multiple documents* mode.

Nature of Suit Codes -The following nature of suit codes have been added with jurisdictional pairings:

Nature of Suit Code	Description	Valid Jurisdiction(s)
367	TORTS - Personal Injury - Health Care/Pharmaceutical Personal Injury/Product Liability	
375	False Claims Act	3
448	Civil Rights - Education	1, 2, 3, 4
560	Prisoner Petitions - Civil Detainee - Conditions of Confinement	2, 3
751	Labor - Family and Medical Leave Act	1, 2, 3
896	Other Statutes - Arbitration	3, 4
899	Other Statutes - Administrative Procedure Act/Review or Appeal of Agency Decision	2, 3

The subcommittee on Judicial Statistics has eliminated the following nature of suit codes:

Discontinued NOS	Replace with NOS
444 – Civil Rights: Welfare	440 – Other Civil Rights
610 – Forfeit/Penalty: Agriculture	690 – Other (Forfeiture/Penalty)
620 - Forfeit/Penalty: Food and Drug	690 – Other (Forfeiture/Penalty)
630 – Forfeit/Penalty: Liquor Laws	690 – Other (Forfeiture/Penalty)
640 – Forfeit/Penalty: R.R. & Truck	690 – Other (Forfeiture/Penalty)
650 – Forfeit/Penalty: Airline Regs	690 – Other (Forfeiture/Penalty)
660 - Forfeit/Penalty: Occup. Safety	690 – Other (Forfeiture/Penalty)
730 – Labor: Reporting/Disclosure	790 – Other Labor Litigation
810 – Selective Service	890 – Other Statutory Actions
875 – Taxes: Customer Challenge	890 – Other Statutory Actions
892 – Economic Stabilization Act	890 – Other Statutory Actions
894 – Energy Allocation Act	890 – Other Statutory Actions
900 – Appeal of Fee Determination	890 – Other Statutory Actions

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New Event - Motion to Dismiss Case for Failure to State a Claim

When filing a Motion to Dismiss the user will see a display message to remind them that there is a separate Motion to Dismiss Case for Failure to State a Claim. So if you have a Motion to Dismiss Case for Failure to State a Claim, you would stop filing using Motion to Dismiss and file it using the correct event.

Motions
4:12-cv-00002-RP-RAW Duck v. USA
TO ALL A SECOND CONTROL OF THE SECOND CONTRO
If this is a motion to DISMISS FOR FAILURE TO STATE A CLAIM, discontinue docketing and begin again using the more specific relief
Date document filed (mandatory)
8/15/2012 Calendar
Next Clear
Next Clear

PDF/A - Transitioning from PDF to PDF/A -

PDF/A is a standard format that allows for the long-term archiving of electronic documents with the assurance that the documents will be accessible in the future. While not currently required by CM/ECF, the software has been modified to accept PDF/A documents.

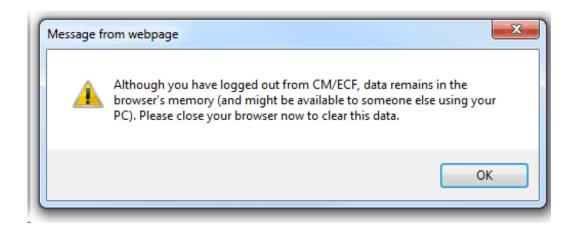
Creating a PDF/A with Microsoft Word
Creating a PDF/A with Corel WordPerfect X4
Creating a PDF/A from Scanned Documents using Adobe

Restricted Access to Bankruptcy Appeal Cases -

Public access to documents in bankruptcy appeal cases filed in the district courts for bankruptcy cases filed before December 1, 2003, has been modified. All documents not flagged as written opinions, filed in cases designated as bankruptcy appeals (Natures of Suit 422 and 423) that have a case filing date prior to December 1, 2003, and a case closure date of one or more years ago, will be automatically restricted to case participants, public terminals and court staff.

Logging out of CM/ECF

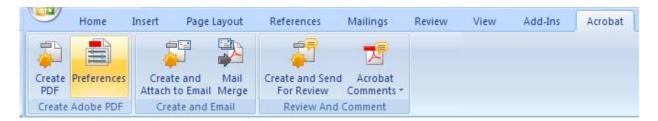
When you click Logout from the main blue menu bar, the following pop-up message will appear.



Click Ok to complete the logout and consider closing your browser.

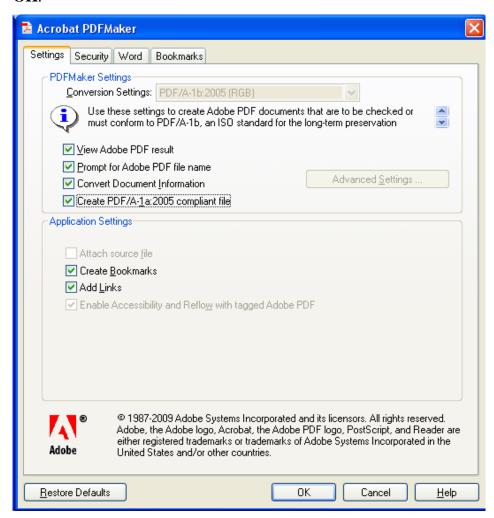
Creating a PDF/A with Microsoft Word

To create a PDF/A directly from MS Word, the user must update the PDF conversion settings. In Word2007, click on **Preferences** in the *Acrobat* menu on the ribbon:



In older versions of Word, go to **Adobe PDF / Change Conversion Settings** to access the PDFMaker window.

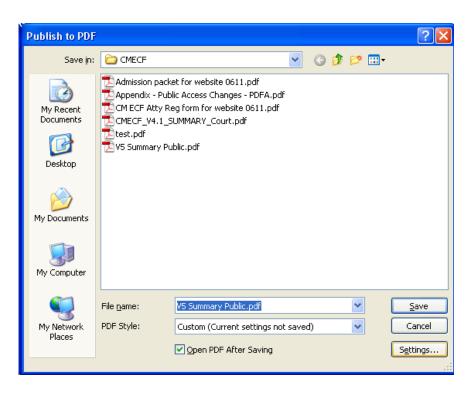
In the PDFMaker winow, click the **Create PDF/A-1a:2005 compliant file** checkbox, then click **OK**.



Creating a PDF/A with Corel WorkPerfect X4

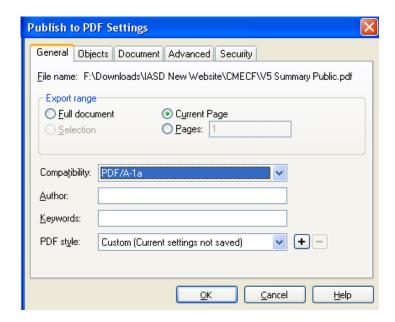
Note: Older versions of WordPerfect do not include PDF/A in the *Compatibility* options.

To create a PDF/A directly from WordPerfecf X4, click on **File / Publish to PDF**, then click **Settings.**



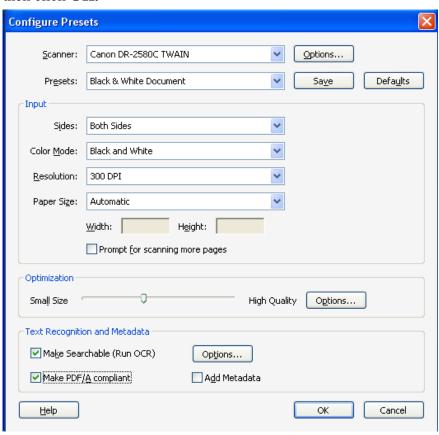
In the *Publish to PDF Settings* window, select **PDF/A-1a** from the *Compatibility* dropdown, then click **OK**.

Creating a PDF/A from Scanned Documents using Adobe



Note: Check your scanner manual to determine whether your scanner permits saving as PDF/A. If it does, follow the manufacturer's instructions to update the setting and disregard the steps below.

- 1. If the scanner is connected directly to the user's computer, go to File / Create PDF / From Scanner / Configure Presets. (If the scanner is not directly connected, go to Step 3)
- 2. In the PDFMaker window, select the device and click the **Make PDF/A compliant** checkbox, then click **OK.**



3. If the scanner is connected remotely via the user's network, scan the document as normal, creating a PDF. Then open the PDF in Adobe Acrobat 9 Professional and go to **Advanced** / **Preflight** / **PDF/A Compliance** to convert the PDF to PDF/A.

