Attorney Guide to CM/ECF Version 6.0/6.1

Introduction This guide explains CM/ECF Versions 6.0 and 6.1 enhancements and changes for Attorneys.

Effective Date August 11, 2014

Contents This publication contains the following topics:

Docketing Modifications Attorneys can no longer inadvertently add themselves as representing an opposing party. For example, an attorney for the plaintiff cannot add himself as an attorney for the defendant.

Notice of Electronic Filing (NEF)

- If an attorney has more than one email address, but not all of them are configured to receive NEFs in a specific case, then only the email addresses that are configured to receive NEFs will appear in the body of the NEF. Previously, all of the attorneys' email addresses were appearing in the body of the NEF for cases where only a subset of the attorney's email addresses was configured to receive notification.
- When a user clicks on the document hyperlink from an emailed NEF, the browser window now has scroll bars, so the user can see the entire contents of the page.

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PACER Links

Two new links within CM/ECF under the *Utilities* menu allow PACER users to access others courts and the PACER Case Locator.

- The *Links to Other Courts* 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 outside CM/ECF.
- The *PACER Case Locator (National Index)* menu item points to the PACER Case Locator on the PACER Service Center website.

The *Links to Other Courts* and the *PACER Case Locator (National Index)* links open in a separate window.

Query

- Party roles are now displayed beside party names listed on the *Select a Person* query screen.
- 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.