

U. S. DISTRICT COURT

DISTRICT OF MAINE

Highlights of the CM/ECF Upgrade

On December 1, 2007, the ECF system will be upgraded to introduce some new functionality into the system.



**In order to complete the upgrade,
CM/ECF will not be available
between the hours of 5:00 a.m. and 5:00 p.m.
on Saturday, December 1, 2007**

The major features of the CM/ECF upgrade include:

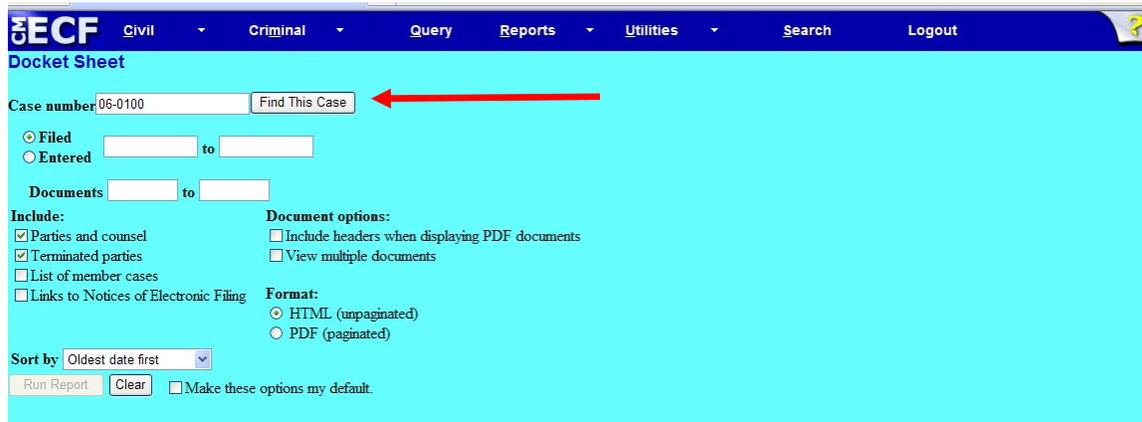
Cascading Menus: A change to the interface in the new version of CM/ECF will present e-filers with cascading menus when e-filing and querying through PACER:



New Search Features:

A. Searching for a Case Number:

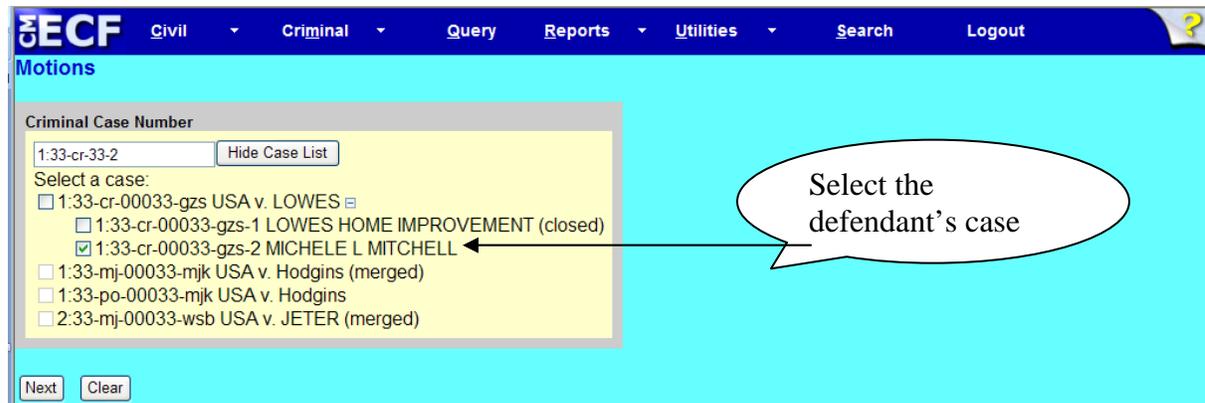
Users can select the proper case by entering a case number and clicking on “Find this Case”.



The screenshot shows the ECF Docket Sheet search interface. At the top, there is a navigation bar with tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Docket Sheet". The main content area has a "Case number" input field containing "06-0100" and a "Find This Case" button. A red arrow points to the "Find This Case" button. Below the "Case number" field, there are radio buttons for "Filed" and "Entered", and a "Documents" range selector. There are also sections for "Include:" (with checkboxes for "Parties and counsel", "Terminated parties", "List of member cases", and "Links to Notices of Electronic Filing"), "Document options:" (with checkboxes for "Include headers when displaying PDF documents" and "View multiple documents"), and "Format:" (with radio buttons for "HTML (unpaginated)" and "PDF (paginated)"). At the bottom, there is a "Sort by" dropdown menu set to "Oldest date first", a "Run Report" button, a "Clear" button, and a checkbox for "Make these options my default".

B. Multi-Defendant Criminal Cases:

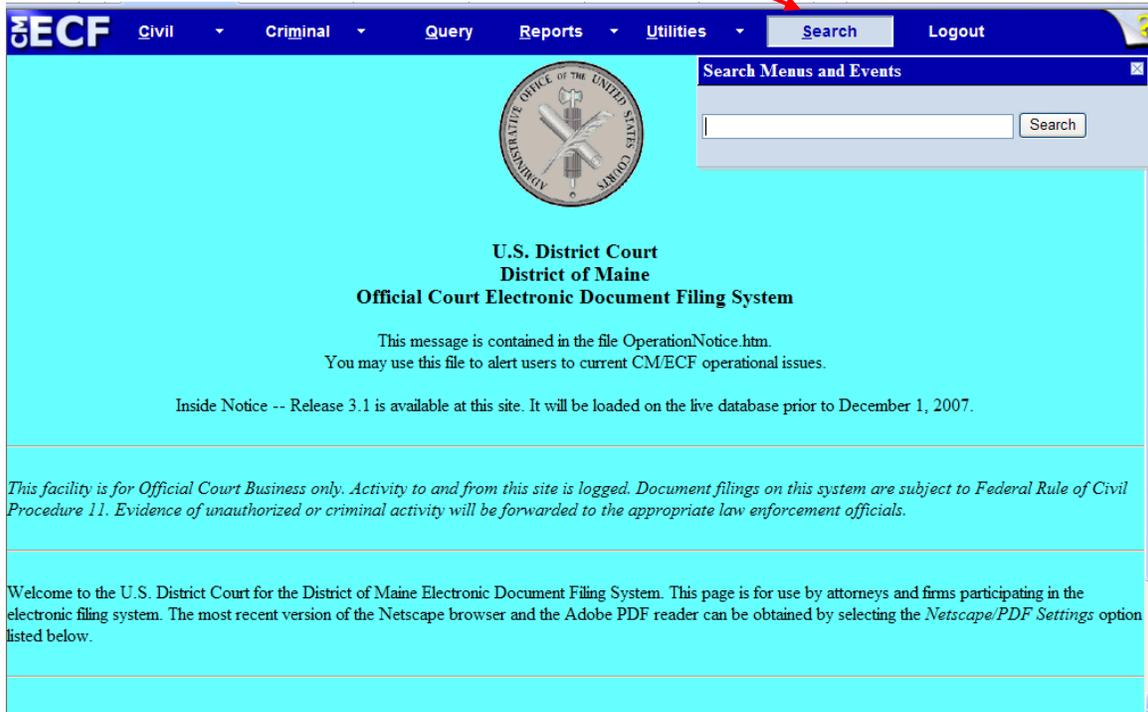
If there is more than one defendant in a criminal case, the system will display a “Select a Case” screen. Select the defendant for whom the filing or query applies.



The screenshot shows the ECF Motions screen. At the top, there is a navigation bar with tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions". The main content area has a "Criminal Case Number" input field containing "1:33-cr-33-2" and a "Hide Case List" button. Below the "Criminal Case Number" field, there is a "Select a case:" section with a list of cases. A yellow box highlights the list of cases. A speech bubble points to the list with the text "Select the defendant's case". The list of cases includes: "1:33-cr-00033-gzs USA v. LOWES", "1:33-cr-00033-gzs-1 LOWES HOME IMPROVEMENT (closed)", "1:33-cr-00033-gzs-2 MICHELE L MITCHELL" (which is selected), "1:33-mj-00033-mjk USA v. Hodgins (merged)", "1:33-po-00033-mjk USA v. Hodgins", and "2:33-mj-00033-wsb USA v. JETER (merged)". At the bottom, there are "Next" and "Clear" buttons.

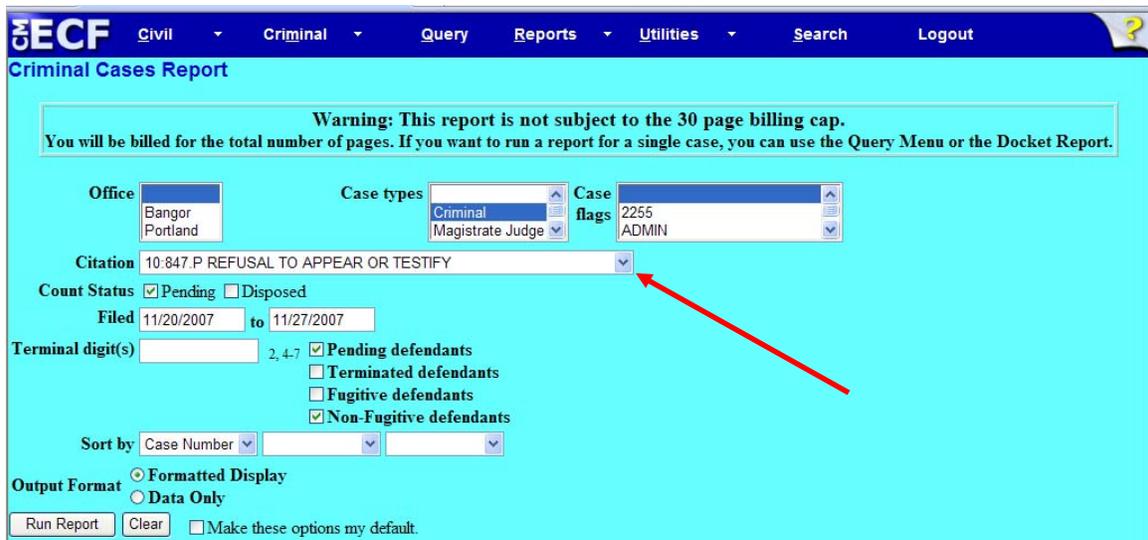
C. Searching Menus and Docket Events:

A new search feature is available on the main menu. This feature will allow you to search for events and menu items. When clicked, a small pop-up window appears, and you can enter text to search.



D. Criminal Cases Report by Citation

PACER users can search for criminal cases by citation using the criminal cases report.



Viewing Multiple Docket Entries and Documents:

Version 3.1 of CM/ECF has enhanced viewing features, such as:

1. Users may view all documents attached to a single docket entry at the same time; and
2. Users may view all documents for multiple docket entries at the same time.

Please consult the Court's Electronic Case Files User Manual for more information about these features.

Access to Documents in Social Security Appeal Cases:

Effective December 1, 2007, PACER users will be allowed remote access to judgments, opinions, and orders that have been marked as written opinions in Social Security appeal cases.

Other Notable Information Unrelated to the Upgrade:

- **Depositions:** Excerpts of depositions in support of, or in opposition to, a motion shall be filed electronically using ECF, unless otherwise permitted by the Court. Full transcripts of depositions to be used at trial should be filed in paper.
- **File Size:** The maximum size of a PDF document that may be filed using CM/ECF has increased from 4 to 5 megabytes.
- **E-Filing:** Effective July 19, 2007, all documents submitted for filing in civil and criminal cases, regardless of the case commencement date, except those documents specifically exempted in subsection (g) of Administrative Procedures Governing the Filing and Service by Electronic Means, shall be filed electronically using the Electronic Case Filing System (ECF).

The Court's Administrative Procedures Governing the Filing and Service by Electronic Means and the Electronic Case Files User Manual are available online at www.med.courts.gov.