

## **ELECTRONIC FILING IS COMING TO THE NORTHERN DISTRICT OF NEW YORK!!!!**

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Case Management/Electronic Case Files (CM/ECF) is the new automated case management and electronic docketing system. CM/ECF provides a new, easy-to-use electronic case filing feature that will make life easier for you by allowing you to file and view court documents over the Internet.

### **What Does CM/ECF Offer?**

CM/ECF will allow attorneys to file and view documents from their office, home or anywhere they have access to the Internet, twenty-four hours a day, seven days a week. Documents are automatically docketed as part of the filing process and are immediately available electronically. CM/ECF also provides the following benefits:

- 24-hour access to filed documents over the Internet.
- Automatic e-mail notice of case activity.
- The ability to download and print documents directly from the court system.
- Concurrent access to case files by multiple parties.
- Secure storage of documents (so files are not misplaced).
- Reduced paper costs.
- No need for couriers, runners, or mail when filing documents with the court.

### **What Do I Need to Use CM/ECF?**

- A personal computer running a standard platform such as Windows or Macintosh.
- Word processing software.
- Internet access and a browser. The system has been certified with Netscape and Internet Explorer.
- Software to convert documents into Portable Document Format (PDF).
- Scanning equipment may be useful.

### **How Does it Work?**

The electronic case filing system accepts documents in Portable Document Format (PDF). PDF retains the way a document looks, so the pages, fonts and other formatting are preserved. Filing a document with the court's CM/ECF system is quite easy:

- Create the document using word processing software.
- Save the document in PDF format.
- Log onto the court's CM/ECF system, using a court-issued login and password.
- Follow the set of simple prompts to provide information about the case, party and document to be filed.
- Attach the PDF document and submit it to the court for filing (by pressing a submit button).
- Save or print the CM/ECF electronic receipt emailed from the court confirming that the document was filed.

### **Are There Fees?**

There are no added fees for filing documents over the Internet using CM/ECF; existing case filing fees do apply. Electronic access to court data is available through the Public Access to Court Electronic Records (PACER) program. Attorneys and litigants receive one free copy of documents filed electronically in their cases; additional copies are available for viewing or downloading at *sevent-cents* per page. Congress directed to fund electronic access through user fees, the Judiciary has set the fee at the lowest possible level sufficient to recoup program costs.

### How Will I Sign Documents?

The court will issue logins and passwords. Using your login and password to file a document is considered to be your signature for **Fed. R. Civ. P. 11** purposes.

### How Secure is CM/ECF?

CM/ECF has many security features and has passed the National Security Agency' evaluation. Documents can only be filed by using a court issued login and password.

### When is CM/ECF Coming to This Court?

The Northern District is currently on schedule to begin electronic filing on **January 1, 2004**. It is anticipated that in July, 2003, the Board of Judges for the Northern District will issue a General Order which will outline the parameters and procedures of this project. Upon adoption, this General Order will immediately be posted to the Court's web page at: [www.nynd.uscourts.gov](http://www.nynd.uscourts.gov).

### What Kind of Training will be Provided?

The Northern District is dedicated to making the transition to electronic filing as easy as possible for members of the bar and the public. As such, we will be offering extensive training classes, both in the Courthouse and off-site, which will thoroughly explain and demonstrate how electronic filing works. The court will be holding an CM/ECF informational session at the following locations and times:

**Syracuse: April 29<sup>th</sup> @ 2:00 PM in the jury assembly room on the 7<sup>th</sup> floor of the James Hanley Federal Building.**

**Albany: April 30<sup>th</sup> @ 1:00 PM in the jury assembly room on the 1st floor of the James T. Foley U.S. Courthouse.**

Please check the Court's web page for additional details. ([www.nynd.uscourts.gov](http://www.nynd.uscourts.gov)).

### Are There on-line Training Courses I Can Preview Today?

Yes-- on the Northern District's web page, [www.nynd.uscourts.gov](http://www.nynd.uscourts.gov), under the icon entitled "CM/ECF" there is a list of frequently asked questions and an **on-line tutorial** which will walk the participant through the actions necessary to file papers electronically. Also under this icon are links to other District Courts which are currently running CM/ECF. We encourage everyone to visit our web page and experiment with CM/ECF's features.

### Whom Do I Contact If I Want More Information on CM/ECF?

If after viewing the information posted on the District's web page you have additional questions, please feel free to contact the District's project managers for the implementation of CM/ECF. They are:

Clerk of Court – Larry Baerman  
315-234-8516

Chief Deputy – John Domurad  
518-257-1809

Additionally, newsletters updating our CM/ECF Project will be issued on a monthly basis and uploaded to our web page. Please continue to check for updated information at [www.nynd.uscourts.gov](http://www.nynd.uscourts.gov)