



**District CM/ECF Version 4.0.2
Attorney Features**

Northern District of New York
CM/ECF Version 4.0 Attorney Features

District CM/ECF Version 4.0 includes numerous modifications specifically designed to streamline e-filing for attorneys. Modifications include:

- A single screen to add a document and its attachments;
- Improvements to main document and attachment numbering;
- A query screen with refined search capabilities;
- Enhanced Notices of Electronic Filing (NEF's);
- Additional criminal docket report options; and
- A redesigned user interface screen.

Adding Documents and Attachments

The process of adding a main document and attachments during docketing has been streamlined to require only one screen, shown below in its default state as Figure 1.A.

Figure1.A. Document Upload Screen-Initial State

Select the pdf document and any attachments.

Main Document

	Attachments	Category	Description
1.	<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

When the user clicks the **Browser** button in the **Attachments** section to add the first attachment, then selects a PDF document, selects a category or enters a description (or both), a new row will appear so the user can add a subsequent attachment until all documents are added.

Figure 1.B. Document Upload Screen-After Selecting a Main Document and Two Attachments

Select the pdf document and any attachments.

Main Document
C:\Documents and Settings\McAllister\De Browse...

Attachments	Category	Description
1. C:\Documents and Settings\McAllister\De Browse... Remove	Civil Cover Sheet	
2. C:\Documents and Settings\McAllister\De Browse... Remove	Proposed Summons	
3. Browse...		

Next Clear

If only two attachments should be added, the user should leave the fields in the third row blank and then click the **Next** button. If additional attachments should be added, the user should click the **Browse** button for each attachment and then add the document. An unlimited number of documents may be added, provided that each is under the Court's 10 MB maximum PDF file size.

If an attachment should be removed, the user should click the **Remove** button. If, for example, Attachment 1 is removed and there is a second attachment, Attachment 2 would become Attachment 1, etc. If an attachment file is incorrect and needs to be replaced, the user should click the **Browse** button again to search for the correct attachment and then add the document.

The default state for the document upload screen is shown in Figure 1.A. above. If the user clicks the **Clear** button after adding documents and attachments, all fields will be cleared and the screen will be returned to the default state.

Document and Attachment Numbering

The document selection screen was modified to include the main document number, and the attachments are numbered beginning with 1. The attachment numbers are now consistent everywhere they appear (e.g. docket text, the document selection screen, etc.). Also, the file sizes and the total size of all of the documents for a docket entry are displayed on the document selection screen.

Figure 2. Document Selection Screen

Document Selection Menu			
Select the document you wish to view.			
Document Number: 5		1 page	6 kb
Attachment	Description		
1	Civil Cover Sheet	1 page	6 kb
2	Proposed Summons	2 pages	156 kb
<input type="button" value="View All"/> or <input type="button" value="Download All"/>		4 pages	167 kb

IMPORTANT

After installing Version 4.0, attachment numbers will be modified to begin with 1 for each docket entry that has attachments. This change applies to all attachments, **regardless of when the docket entries were filed**. Therefore, if a user had printed documents and attachments prior to the upgrade to Version 4.0, the attachment numbers would be different in the printed documents than in the CM/ECF system after the upgrade.

Query

The Query screen was modified to provide additional options to allow for more refined searching. The modifications include:

- The party name search fields were combined with the case data search fields to form a single section.
- A **Cause of Action** select list was added.
- The redundant row of **Case Status** radio buttons was removed.
- The second instance of the **or search by** text was removed.

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Queries can now be run by entering a case number or any combination of the following:

- Case Status
- Filed Date
- Last Entry Date
- Nature of Suit
- Cause of Action
- Last/Business Name
- First Name
- Middle Name
- Type

Figure 3. Query Selection Criteria Screen

Query

Search Clues

Case Number

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date to

Last Entry Date to

Nature of Suit
0 (zero)
110 (Insurance)
120 (Contract: Marine)

Cause of Action
0 (00:0000)
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)
02:0437 (02:437 Federal Election Commission)

Last/Business Name (Examples: Desoto, Des*t)

First Name Middle Name

Type

Notice of Electronic Filing (NEF)

Terminated pro se parties who should not be noticed are no longer displayed on the NEF.

Attorneys will be listed only once in the body of the NEF. Also, only a single copy of an NEF will be sent to an attorney, regardless of the number of parties the attorney represents in a case.

Docket Report

Users can now run a combined Docket Report for a subset of criminal defendants in a multi-defendant case. A new **View Combined Docket Report** checkbox will be displayed beneath the case number list when a case number for a multi-defendant criminal case has been entered and two or more of the criminal defendant cases have been selected. Selecting the **View Combined Docket Report** checkbox allows the user to run the combined form of the report for the chosen subset of defendants.

Figure 4. Docket Sheet Case Number Selection

The screenshot displays the ECF (Electronic Case Filing) interface. At the top, there is a blue navigation bar with the ECF logo and links for Civil, Criminal, and Query. Below this, there are links for Search and Logout. The main section is titled "Docket Sheet". It features a "Case number" input field containing "1:07-cr-314-1,2" and a "Hide Case List" button. Below the input field, there is a "Select a case:" label followed by a list of cases. The first case is "1:07-cr-00314-DNH USA v. Howard et al" with an unchecked checkbox. The next two cases are "1:07-cr-00314-DNH-1 John Howard" and "1:07-cr-00314-DNH-2 Redmond Andre McKinnon", both with checked checkboxes. The last case is "1:07-cr-00314-DNH-3 William Pendelton" with an unchecked checkbox. At the bottom of the list, there is a checkbox labeled "View Combined Docket Report".

The combined Docket Report displays all of the defendant, party, and attorney information in the top section of the report for those defendants selected. The combined proceedings of the chosen defendants are displayed in the bottom section of the report.

New User Interface for Docketing

The user interface for docketing has been modified to include a case participant tree on the left side of the screen, in which all case participants are listed for easy reference.

Pick Filer

Figure 5. Pick Filer Screen

The screenshot shows a web application interface for selecting a filer. On the left, a tree view displays the case participant hierarchy. The right pane, titled 'Select the filer.', contains a list of parties and buttons for navigation.

Select the filer.	
Select the Party:	
Jones Trucking [dft]	
Smith's Printing Company [pla]	
Next	Clear
New Filer	

The right side of the screen displays the existing parties. If a party's name is not listed, you must call the Clerk's Office to add the new party.

If the right pane of the screen does not contain the party pick list, the user should click on the **Pick Filer** button at the top of the screen to bring the party pick list back to the right pane.

IMPORTANT NOTICE

The new user interface utilizes "panes" on the screen, so the user must never click the browser BACK button while working on screens that contain the case participant tree. Doing so will cause all progress to be lost.