



ECF NEWS from the Nation's Capitol

**United States District Court
for the District of Columbia**

CAUTION—HIDDEN INFORMATION & REDACTION INFORMATION AVAILABLE IN PDF DOCUMENTS

There may be times when a user wants to redact information from a document, while still indicating where the original information was located. Redacting can be done in WordPerfect (or Word) with the black highlighter tool to make it appear that the text was marked out with a black magic marker.

But the user needs to know that even when the document is converted to PDF, that blacked out text can be

selected and pasted into a new document and the hidden text would be visible. (The highlighter tool was intended to highlight selected text, not hide it.)

This would be fine if user does not mind the public viewing the redacted text.

If the redacted text is to remain hidden, the user needs to totally remove the text from the WordPerfect document before converting it to PDF.

Neverthe-

less, if the user still wants to show where the original text was located on the document, he or she can do this by:

Deleting the original text or replacing the original text with blank spaces, lines, or xxxxxxxx.

Highlight the blank spaces, lines, or xxxxxxxx to show the redaction.

Finally, if there is an extremely sensitive document, the user could always print the docu-

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SEALING PAPER DOCUMENTS COULD DELAY PLEADING

When submitting pleadings in the Court's overnight drop box, please do not seal the envelope. Sealing of the envelope requires the Clerk's



screening for hazardous materials. This means that the filer should not tape nor seal the envelope. Simply tuck the flap inside the envelop

FILING LENGTHY ATTACHMENTS IN ECF



Before beginning: Convert all documents to be filed with the court into .pdf format. Note the size of each PDF and the aggregate size of the filing, keeping in mind that the documents filed on the ECF System cannot exceed 2 megabytes (MB) per PDF.

Recommended resolution of the scanner should be 200 to 250 dpi (dots per inch) and in Black and White only. (Do not use “24-bit color” or “grayscale” as they produce large files.)

The user has a **twenty minute time** frame to get the attachments into the system. Should there be a timeout, there is a event under “Other Documents” called “Additional Attachments. This event should **only** be used when the user has been timed out on the filing.

With a proper scanning setting, a 2MB file could contain multiple attachments. It is important to always determine the file size. This is done by opening the file in Adobe Acrobat. Once in Adobe, from the **file menu**, click Document Properties and you will see the number of megabytes. The determination on the number of exhibits that a user attaches is only limited by the number of aggregates. This would mean you should have no more than an aggregate size of all attachments of no more than 20 MB.

- Estimated number of pages in 2MB scanned document Plain text, correspondence, pleadings, etc. 40-50 pages.
- Tables, charts, extensive graphics 15-20 pages; condensed transcripts 12-15 pages.

How to Use Additional Attachments to the Main Document

As an example, if filing a motion for summary judgment with 10 attachments, each attachment has 2-megabyte limit: Follow the instructions listed herein:

1) Docket the summary judgment motion; 2) On the screen where the selection of the PDF occurs, click on Yes to question-attachments to documents; 3) Attach 5 Documents, keeping the total size of the transaction 20 or below MBs. Complete the transactions by hitting the Next Button; 4) 5 Attachments remain left to file; 5) For the next portion of the document, choose “Additional Attachments” from “Other Documents” and relate the document to the one previously filed.

REMEMBER: When bringing paper attachments larger than 500 pages to the Court, remember to include the following: the receipt of the filing, the notice, and 2 paper copies. Make sure to mail copies of the exhibits/attachments to opposing counsel .

To enter a civil, criminal, magistrate or miscellaneous case number, follow the guide below:

Criminal case number: 1:04-cr-00010 may be entered as **4cr10**
Civil case number: 1:04-cv-00010 may be entered as **4cv10**
Miscellaneous case number: 1:04-mc-00234 may be entered as **4mc10**
Magistrate case number: 1:04-mj-00234 may be entered as **4mj10**

OR

Simply enter the case number as **04-10** and select a case by checking the appropriate box as shown below: **NOTE: A miscellaneous case is entered under civil menu.**

There is more than one case that matches the number entered; select the appropriate case below.

1:04-cr-00010-PLF - USA v. ASKEW

1:04-cv-00010-JDB - COLORADO RIVER INDIAN TRIBES v. NATIONAL INDIAN GAMING COMMISSION et al

1:04-mc-00010-BSH - SEBASTIAN v. WENZEL et al

1:04-mj-00010-DAR - USA v. BETZ

USERS CAN FILE A NOTICE OF APPEAL AND MISCELLANEOUS PLEADINGS ELECTRONICALLY

Beginning in August of 2006, users were permitted to file Notice of Appeals electronically. This can be done through the use of a valid credit card or by a waiver. Criminal Justice Act Attorneys, Government Attorneys or Federal Public Defenders are allowed to waive the filing fee.

Users are urged to read online instructions prior to filing a Notice of



Appeal. Mishaps such as having the appeal dismissed for not paying the filing fee or paying the fee twice could result by not following online tutorial or instructions.

Miscellaneous pleadings may also be filed online if the user has a login and password.

Filers are urged to use these options.



(1) **New Cases:** When filing a new case, in addition to filing a paper copy of the complaint, litigants are required to provide a disk or CD ROM containing PDF versions of the complaint and accompanying documents. Each exhibit to the complaint shall be a separate PDF File.

2) **Motions and Oppositions Must be filed Separately:**

Filing a motion that includes an opposition creates significant docketing problems. If you combine a motion and opposition in the same pleading, you must file it twice—once as an opposition and again as a motion. Each filing should include the same PDF Document.

(3) **When filing attachments to a document,** it is important to enter descriptions for each attachment. Attachments are to be described using a pre-defined Category/Type, and a free text Description. For example, if your filing has three attachments that you refer to as Exhibits

A, B and C: you upload each pdf file, select Category/Type "Exhibit" from the drop down list, and in the description field enter the corresponding letter (A,B or C) or simply describe A as being the affidavit of George Jones., then add it to the list. Browse for the next attachment, then repeat.

4) **Never put two criminal case numbers on the same pleading** as it causes confusion on the docket. It is acceptable to include the civil case number on a 2255 Motion.

Unreadable E-mail Notices: If you are consistently receiving e-mail notices that are unreadable, your e-mail notification setup may be configured improperly for the e-mail system that you use. Some e-mail systems can parse HTML (hypertext markup language) text, which makes for a well formatted e-mail message, and some e-mail systems cannot. CM/ECF can send e-mail to both types of systems, but it needs to be told which type of message to send. You can reconfigure the manner in which notices will be sent to you by logging onto the system, clicking on utilities, selecting maintain your account and click on e-mail notification at the bottom of the screen. You will see two descriptions and you need to change your notification to the non-defaulted description. These descriptions are:



Format notices html format for Netscape or ISP e-mail service text format for cc:Mail, GroupWise, other e-mail service.

Wait until the next email arrives, if readable, to determine the best setting for your email notifications.

Links within E-mail Messages that Do Not Work: Occasionally, attorneys report that they receive e-mail notices, but they can't link to the underlying document from within their e-mail systems that have difficulty parsing HTML code, such as Groupwise. Some firms have reported getting around this problem by saving the e-mail notice to a disk, and then opening it from within Netscape. Those firms report that they can link the document from the message. Another tactic is to use Netscape and either log into the system or use the Public Query Function. ****Many thanks to the U.S. District Court for the Western District of New York which provided this information within a newsletter to attorneys in their District.



COMING SOON
AUTOMATED CM/
ECF PASSWORD
REQUEST!!!!!! Fac-
simile below of the
forgotten password re-
quest.



E - Filing Registration Form for Attorneys

Requirements: An Attorney, seeking to file documents electronically with the United States District Court for District of Columbia, must already be registered and a member in good standing with the Court.

Instructions: Complete and submit this form online to request an Electronic Case Filing (ECF) account from the United States District Court, District of Columbia. **After verification, your user id and password will be emailed to the specified address.**

Name (First, Last):
Email Address: (Format xxx@xxxx.xxx)
Last 4 digits of SSN:
DC Bar Number: (if DC Bar status is 'Active')

By submitting this form electronically, I hereby agree to abide by all Court rules, orders, policies, and procedures governing the use of the electronic filing system. As a participating attorney, I agree to protect the security of my password and immediately notify the court if I suspect my password has been compromised. I will also promptly update my personal profile information within the ECF system as changes occur. Upon receipt of my login, I agree to file all documents electronically through the system in accordance with the Court's Administrative Orders regarding ECF.



The CM/ECF Helpline is Available Monday Through Friday
from 9:00 AM to 4:30 PM, excluding Holidays.

ASK THE CLERK?

QUESTION:

I forgot to file the order with my motion. Should I file it again as a motion?

ANSWER: ABSOLUTELY NO. The user should prepare a separate pleading called a Notice of Filing. In the Notice of Filing, the filer should describe that the order was inadvertently not attached to the pleading. Then the user files the Notice of Filing under Notices, choosing Notice (other). The Notice of Filing will be primary document and the order will be the attachment. Later the filer will have the opportunity to describe what is being filed. The text should read: "Notice of filing proposed order; exhibit, proposed order."

QUESTION: Can I use the event "Response to any document" to oppose a motion.

ANSWER: NO. The response to any document should only be used when it does not link to another document such as a motion. If there is a motion, the filer



must choose the event "Memorandum in Opposition." Only use the Response to Document event when there is no document to oppose.

QUESTION:

When I file a motion for leave to file a document, can I go ahead and file the document that I am requesting leave to file.

ANSWER:

NO. Make your "leave to file document" an attachment to the motion for leave to file. Once the judge has granted permission for you to file the document, then file it electronically.

QUESTION:

What do I do if I realize that I have filed a document in error?

ANSWER:

If you make a filing error, DO NOT refile the document. Instead do the following: Note the case number

HOW DO I DO?

and the docket number of the document filed in error. Call the ECF Help Desk for Civil at (202) 354-3190 or Criminal at (202) 354-3060 as soon as possible and give them the details of the error. Do not email corrected filings to the Clerk's Office without authorization.

QUESTION:

I am having trouble viewing a document. When I click on the document number and link, all I see is a blank white screen that says done at the bottom. How can I fix this?

ANSWER: Assuming there is nothing wrong with the actual document, changing some Adobe settings may help. (Note: If you have IT support staff accessible to you, please check with them before changing any settings on your computer.) However, going to Edit, preferences, [General], Options and unchecking "Display PDF in Browser and "Allow Fast Web View," may resolve your issue.

QUESTION: On a criminal case, should I write the defendant's name on the outside of the envelop?

ANSWER: NO. This could jeopardize a cooperating defendant.