



REVEALING 3.0 FEATURES
FOR FILERS & PACER
USERS

U.S. District Court for the
District of Columbia
Version 3.0 Changes

3.0 Displays Court Site Information to the Public



Welcome to the U.S. District Court for the District of Columbia

[District of Columbia - Document Filing System](#)

**This message is contained in the file OperationNotice.htm.
You may use this file to alert users to current CM/ECF operational issues.**

25April2006

[Court Information](#)



Court Information

Court Details

Court's Name	District of Columbia
Software Version	CM/ECF-DC V3.0.3
ECF Go Live Date	1/31/2001
Maximum PDF File Size	2 MB

Court Locations

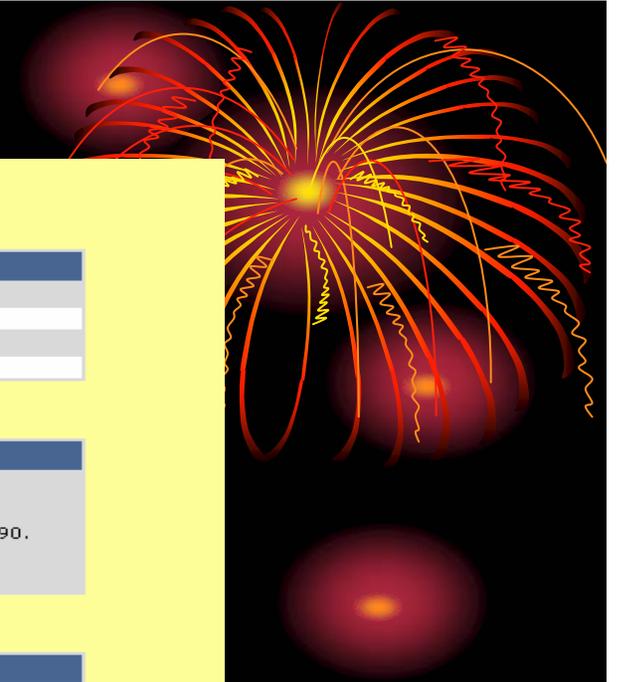
Court's Name	District of Columbia
Court's Address	333 Constitution Avenue, NW., Washington, DC 20001
Court's Phone Number	Main Number 354-3000; Helpline (criminal) 202-354-3060 and civil (202) 354-3190.
Court's Email Address	dcd_cmecf@dcd.uscourts.gov
Court's Hours	9AM - 4PM, M-F (except holidays)

Pacer Details

Pacer's Address	PACER Service Center, P.O. Box 780549, San Antonio, TX 78278-0549
Pacer's Phone Number	(800) 676-6856 or (210) 301-6440 if residing in the San Antonio area
Pacer's Email Address	pacer@psc.uscourts.gov

Flag Definitions

Code	Translation
2255	Modify/Correct Sentence
3JUD-PANEL	3 Judge Panel Case
APPEAL	Appeal
ARBITRATION	Arbitration
CALCOM	Case Assigned to Calendar Committee
CASREF	Case referred
CAT A	Information
CAT B	Indictment
CAT C	Appeal from Magistrate Decision
CLOSED	Case Closed
CONSOL	Consolidated
DEC10	Prior to ICMS
ENE	Early neutral evaluation
HABEAS	Habeas Corpus
INTAPPL	Interlocutory Appeal
JURY	Jury Flag
MAGAPP	Magistrate Appeal
MEDIATION	Mediation



Better Distinctions for Users for logging in the system



CM/ECF Filer or PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:

Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:

After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.08 per page.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
client code:	<input type="text"/>
<input type="button" value="Login"/>	<input type="button" value="Clear"/>

NOTICE: An access fee of \$.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Netscape 7.x, Internet Explorer 6.0 and Firefox 1.5.

PACER Login Users SEE - "Query begin the screen"

ECF

Query

• Reports

• Utilities

• Logout



**U.S. District Court
District of Columbia**

Official Court Electronic Document Filing System

ECF Login Filers See- "Civil Begin the Screen"



ECF

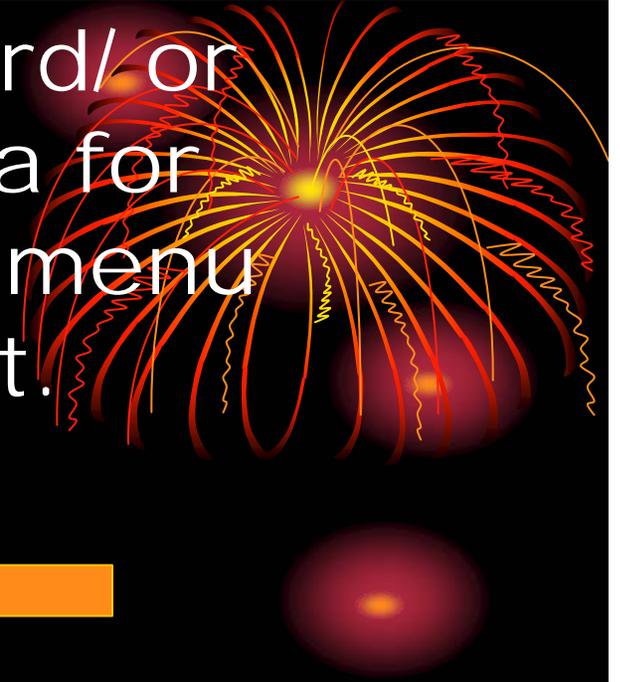
[Civil](#) • [Criminal](#) • [Query](#) • [Reports](#) • [Utilities](#) • [Logout](#)



**U.S. District Court
District of Columbia**

Official Court Electronic Document Filing System

Address Change/Password/ or Email have separate area for Changes rather than submenu item of Maintain Account.



Your Account
ECF Login
Maintain Your Account ←
View Your Transaction Log

Maintain Your Address
Maintain Your E-mail
Maintain Your Login/Password

Pacer Users can now access PDF documents without first running a Docket Report.



ECF Query • Reports • Utilities • Logout

1:07-cv-00002-ESH JONES v. BURGESS
Ellen S. Huvelle, presiding
Date filed: 12/27/2005 Date of last filing: 01/30/2007

Query

- [Alias](#)
- [Associated Cases](#)
- [Attorney](#)
- [Case File Location...](#)
- [Case Summary](#)
- [Deadlines/Hearings...](#)
- [Docket Report ...](#)
- [Filers](#)
- [History/Documents...](#)
- [Party](#)
- [Related Transactions...](#)
- [Status](#)
- [View a Document](#)



Enter document



View Document

Case Number

1:07-cv-00002-ESH JONES v. BURGESS

Document

1



Run Report

Clear

Newer Maintenance of E-mail Settings



- Main Option for Email Address

Email Information for atty20

Primary E-mail Address	Format	Delivery Method	In All Active	My Cases	Additional Options
<input type="text" value="joe_burgess@dcd.uscourts.gov"/>	<input type="text" value="HTML"/>	<input type="text" value="Individual NEF"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Hide Options"/>
<input type="button" value="Add Additional E-mail Address"/>	<input type="button" value="Return to Person Information Screen"/>		<input type="button" value="Clear"/>		

E-Mail Maintenance

- Formats to either Text or Html depending upon e-mail service.

Html or
Text
Format

Email Information for atty20

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
joe_burgess@dcd.uscourts.gov	HTML	Individual NEF	Yes	Yes	Hide Options

E-Mail Maintenance

- Delivery Method Exceptions

Email Information for atty20

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
joe_burgess@dcd.uscourts.gov	HTML	Individual NEF	Yes	Yes	Hide Options

Individual or Summary Method

E-Mail Maintenance



- Add Additional Cases to Receive ECF Noticing

Email Information for atty20

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
joe_burgess@dcd.uscourts.gov	HTML	Individual NEF	Yes	Yes	Additional Cases



Show Additional Cases to Receive NEFs

1:06-cr-01616-2 USA v. BRAINLESS



Add Additional E-mail Address

Return to Person Information Screen

Clear

E-Mail Maintenance

- Additional E-Mail Address Field with the same Options as Primary User.

Email Information for atty20

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
joe_burgess@dcd.uscourts.gov	HTML	Individual NEF	Yes	Yes	Hide Options
Secondary E-mail Addresses					
Laura_Chipley@dcd.uscourts.g	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options
Add Additional E-mail Address		Return to Person Information Screen		Clear	

Change to Notice of Electronic Filing (NEF)



Notice of Electronic Filing

The following transaction was entered on 2/7/2007 at 1:50 PM EDT and filed on 2/7/2007

Case Name: JONES v. BURGESS

Case Number: [1:07-cv-2](#)

Filer: TOM JONES

Document Number: 59(No document attached)

The text " No document attached" appears on the NEF when no document is attached but a number exists.

Docket Text:

NOTICE of Change of Address by TOM JONES (jeb,)

1:07-cv-2 Notice has been electronically mailed to:

atty20 joe_burgess@dcd.uscourts.gov
atty6 Laura_Chipley@dcd.uscourts.gov
atty16 joe_burgess@dcd.uscourts.gov
atty44 joe_burgess@dcd.uscourts.gov
atty66 peggy_obrien@dcd.uscourts.gov

1:07-cv-2 Notice has been delivered by other means to:

Updated Directions for adding an Attachment during docketing



Notices

[1:07-cv-00002-ESH JONES v. BURGESS](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\ECF Training PDF Files\Exhibit1.P

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category

Exhibit

Description

Bills

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Docket Report will reflect Court of Appeals Number on Front on Docket



PRINCETOWN SQUARE v. PEPSI et al

Assigned to: Stanley Sporkin

Demand: \$100,000

Member case:

[1:05-cv-02222](#)

Case in other court: USCA for DC, 7-1515

Cause: 28:1331 Federal Question: Other Civil Rights

Date Filed: 06/23/2004

Date Terminated: 02/12/2005

Jury Demand: Both

Nature of Suit: 440 Civil Rights: Other

Jurisdiction: Federal Question



Reports will inform user if Billing Cap for Pacer applies.



Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Case type

Civil
Miscellaneous

Nature of suit

0 (zero)
110 (Insurance)
.....

Docket sheet includes new sort features



Docket Sheet

Case number

Filed to
 Entered

Documents to

- Include terminated parties
- Include list of parties and counsel
- Include list of member cases
- Include PDF headers

Sort by

The case, number, document number and file date appear on each page of documents in the case when choosing PDF Headers
OR
Selecting list of Member Cases brings the consolidated case numbers in the report.

Related Cases may be spread
(docketed once) and added to
all related cases in Version 3.



1:03-cv-03030-SS IN RE: BOZO

NEVER Spread
unless directed by
the Court. Click
"No" on this screen.
Call the Clerk's
Office when in
Doubt.

Do you want to spread this docket entry? Yes No

SUBMIT

Clear

In an associated consolidated or related case, filers can choose a party that is not in the case.

Motions

[1:03-cv-03030-SS IN RE: BOZO](#)

Select the filer.

Select the Party:

BOZO [Plaintiff] 1:03-cv-03030-SS
BOZO [Plaintiff] 1:07-cv-00081-RMU
LIVERWURST [Defendant] 1:03-cv-03030-SS
SOFTWARE [Defendant] 1:07-cv-00081-RMU

[Add/Create New Party](#)

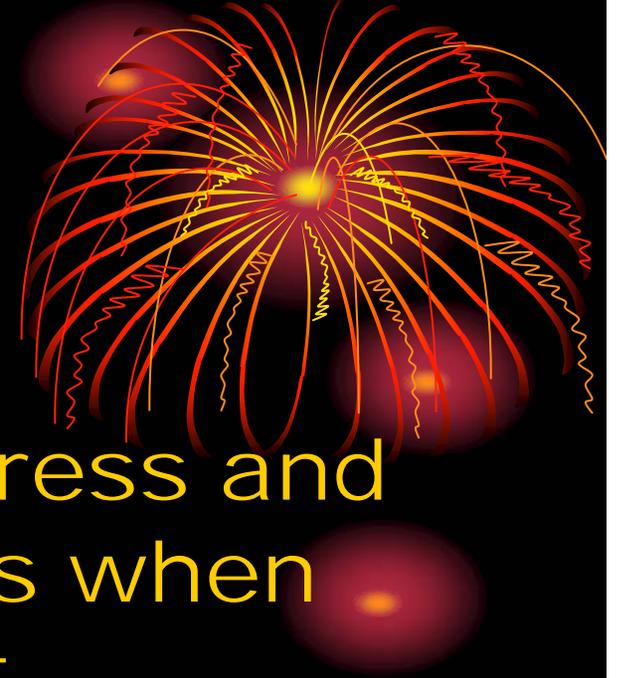
SUBMIT

Clear

In the related case, the filer was able to pick a party from another case.

REMINDER:

- Change your email address and purge secondary emails when the recipients have left employment.



Assistance?



- Please feel free to telephone our Helpline if you have questions regarding Version 3:
- Criminal (202) 354-3060
- Civil (202) 354-3190
 - OR E-mail
Joe_Burgess@dcd.uscourts.gov