

# UTILITIES MENU

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## Introduction

The **Utilities** feature (Figure 1) of the **blue** menu bar provides the means for registered users to maintain their accounts in ECF and to view all of their ECF transactions.

**Figure 1**



## Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the court and to view a log of all your transactions within ECF.

### Maintain Your Address

Click the **Maintain Your Address** hyperlink to open the **Maintain User Account** information screen (Figure 2).

**Figure 2**

**ECF** Civil Criminal Query Reports Utilities

**Maintain User Account**

Last name atty15 First name  
Middle name Generation  
Gender ATY Type  
Title  
Bar number 345987 Registered Y Type aty  
Prisoner id  Add Headers to PDF Documents  
Office ATTORNEY & ATTORNEY, LLP  
Unit  
Address 1 (eg: 'P.O. Box 249')  
Address 2 333 Constitution Avenue, NW (eg: '1200 Elm St, NW')  
Address 3  
City Washington State DC Zip 20001  
Country County  
Phone (202) 555-5555 Fax  
Initials DOB Ssn4 End date  
Submit Clear

The **Maintain User Account** screen displays all of the registration information that is contained within the ECF database for your account with the court. It is important for you to keep this information up to date so that you can properly receive electronic notices.

### Maintain Your Email

Selecting **Maintain Your Email** opens the screen shown in Figure 3A.

**Figure 3A**

**ECF** Civil Criminal Query Reports Utilities Search

**Email Information for atty15**

Registered e-mail addresses	Configuration options
Primary e-mail address: <a href="mailto:nicole_wilkens@dcd.uscourts.gov">nicole_wilkens@dcd.uscourts.gov</a>	
Secondary e-mail addresses: <a href="#">add new e-mail address</a>	

Submit all changes Clear

ECF will email **NEFs** to parties based upon the information entered on this screen. Your email address should appear as the **Primary e-mail address** in Figure 3A. Perform the following steps to edit your email and configuration options:

- Click the hyperlink of your email address and a list of options appears. (Figure 3B)

**Figure 3B**

The screenshot shows the ECF interface for editing email information. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main heading is "Email Information for atty15".

**Registered e-mail addresses:**

- Primary e-mail address: [nicole\\_wilkens@dcd.uscourts.gov](mailto:nicole_wilkens@dcd.uscourts.gov)
- Secondary e-mail addresses: [add new e-mail address](#)

Buttons:

**Configuration options**

nicole\_wilkens@dcd.uscourts.gov

Should this e-mail address receive notices?  Yes  No

How should notices be sent to this e-mail address?  Per Filing  Summary Report

In what format should notices be sent to this e-mail address?  HTML  Text

Should this e-mail address receive general announcement notices from this court?  Yes  No

(Copy case lists from here)

**Case-specific options**

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

1:09-cv-04545 FUDD v. BUNNY - Representing BUGS BUNNY

These cases will send notice *as a summary report*. (alternate method)

- From the options listed, select how you wish to receive notices (per filing or summary report) and in which format you wish to receive them (HTML or text). However, **do not change the default options for:**
- *Should this email address receive notices?* (If switched to No, you will no longer receive any **Notices of Electronic Filing** at all).
- *Should this email address receive general announcement notices from this court?* (If switched to No, you will not receive announcements pertaining to system outages, rules changes, etc.).
- If you wish to receive email notifications in cases to which you are not a party, enter them in the text box titled **Add additional cases for noticing** (Figure 3B). When you are notified of activities in these cases, use your PACER account to view the filed documents.
- Make any other changes as necessary and click **[Submit all changes]**, OR proceed to the next section to add secondary email recipients to your ECF account.

## Adding Secondary Email Recipients

Perform the following steps to add secondary email addresses for individuals (e.g., administrative assistants, paralegals, etc.) you wish to receive ECF notification of new case documents:

- From the screen shown in Figure 3A, click **add new e-mail address**.
- Enter the email address of the first individual you wish to receive ECF notices into the ***Configuration options*** box. Once the address is entered, a list of options appears for that addressee. (Figure 3B).
- From the options listed, select how you wish the recipient to receive notices (per filing or summary report) and in which format they should receive them (HTML or text). You may also select whether they should receive general announcement notices via email as well. However, **do not change the default options for:**
- *Should this email address receive notices?* (If switched to No, the recipient will not receive any ***Notices of Electronic Filing*** at all).
- If you wish for the secondary recipient to receive email notifications in cases to which they are not a party, enter the case number(s) in the text box titled ***Add additional cases for noticing***.
- To add another secondary email recipient, click **add new e-mail address** and set the options for that recipient as explained above. Repeat this step for as many secondary email recipients you wish to add to your ECF account.
- When all changes have been made, click **[Submit all changes]**.

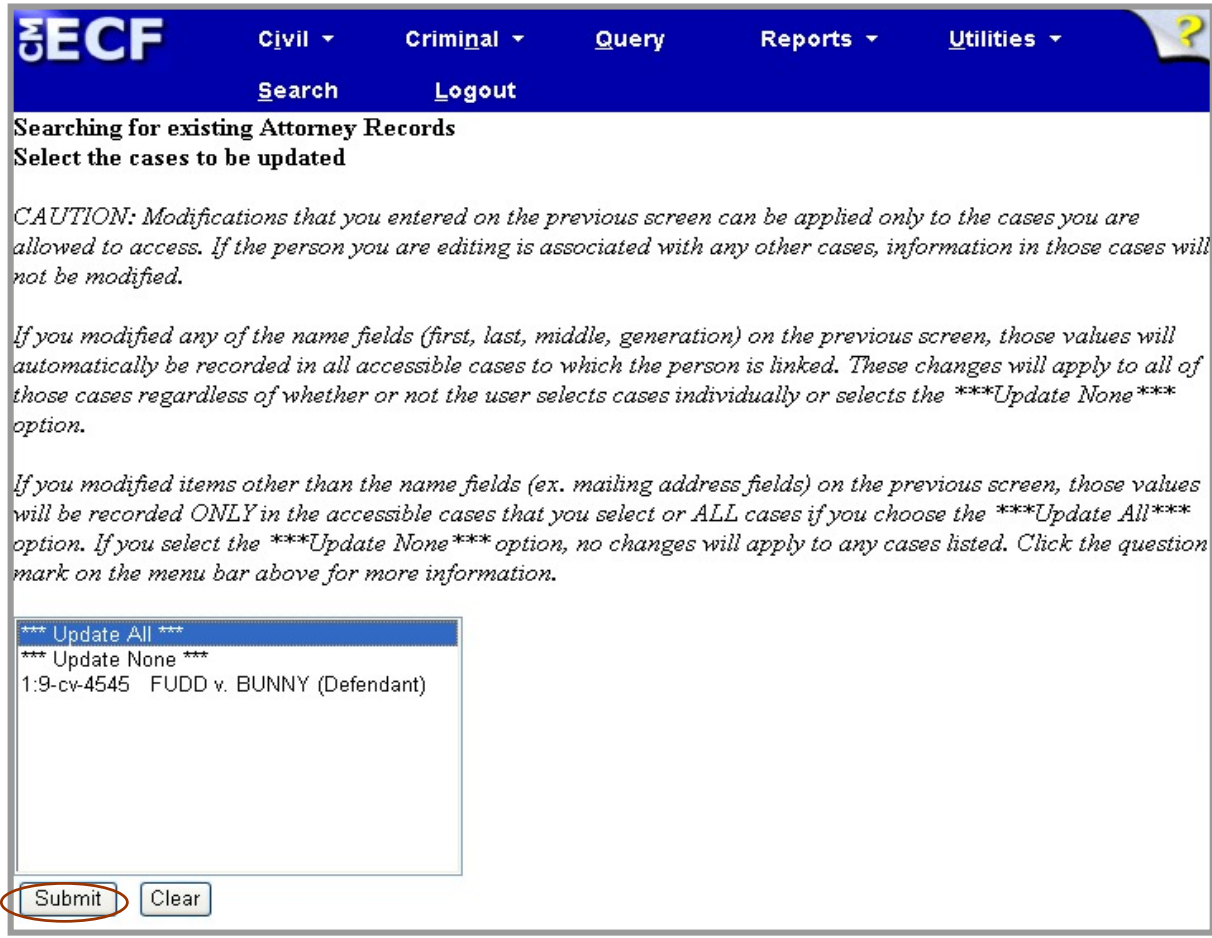
## Removing Secondary Email Recipients

Perform the following steps to remove an email recipient from your ECF account:

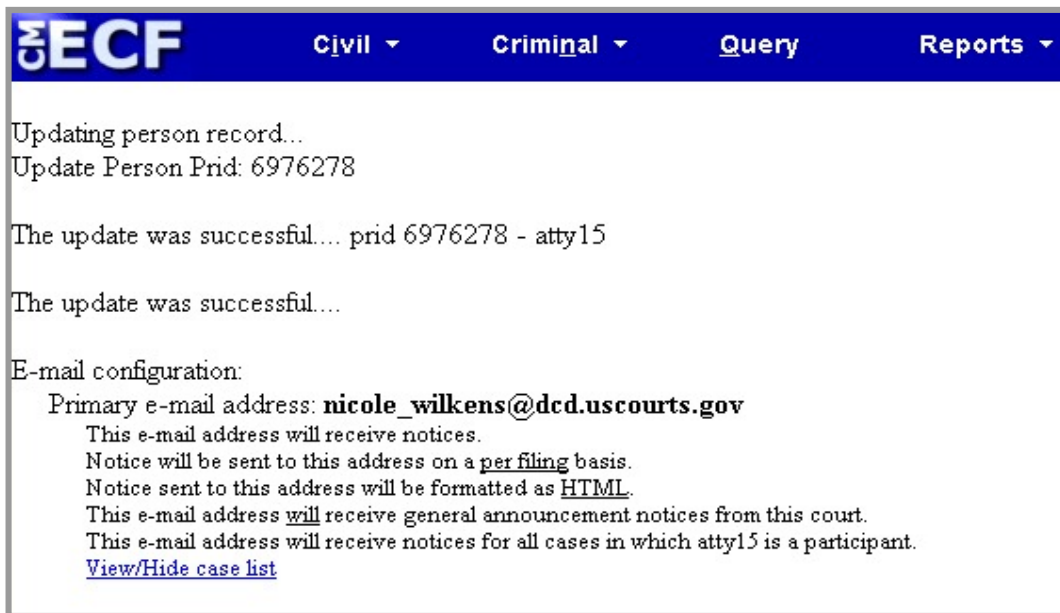
- Click on the hyperlink of the email you wish to remove and delete the email address from the ***Configuration options*** box.
- When all changes have been made, click **[Submit all changes]**.

After clicking **[Submit all changes]**, a new screen opens asking which cases are to reflect the updated information (Figure 3C). Make your selection and click **[Submit]**. ECF will notify you that your update was successful (Figure 3D).

**Figure 3C**



**Figure 3D**



## Maintain Your Login/Password

To edit or view login information about your account, select **Maintain Your Login/Password** from the **Utilities** menu (Figure 1) and ECF will open the screen shown in Figure 4.

**Figure 4**

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation tabs for 'Civil', 'Criminal', 'Query', and 'Reports'. Below the header, the title is 'More User Information for atty15'. The main content area contains the following information:

- Login:** atty15
- Password:** A field containing a string of asterisks. A red arrow points to this field.
- Last login:** 10-21-2009 14:26
- Current login:** 10-21-2009 14:26
- Create date:** 10/09/2009
- Update date:** 10/09/2009
- Registered:** Y
- Internet Credit Card:** Y
- Groups:** Attorney

At the bottom of the form are two buttons: 'Submit' and 'Clear'.

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, delete the asterisks, then type in your new password. ECF displays the actual characters of your new password (this time only) as you type. When you have completed your changes, click **[Submit]**. (**Note: DO NOT attempt to change your login name; only your password**).

ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

## View Your Transaction Log

From the **Utilities** screen, select **View Your Transaction Log** and ECF opens a screen (Figure 5) for entering the Date Selection Criteria for a Transaction Log Report.

**Figure 5**

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation tabs for 'Civil', 'Criminal', and 'Query'. Below the header, the title is 'View Transaction Log'. The main content area contains the following information:

- Enter the Date Selection Criteria for the Transaction Log Report
- Start Date:** 10/21/09
- End Date:** 10/21/2009
- Run Report** (button, circled in red)
- Clear** (button)
- Make these options my default.

Enter the date range for your report and click **[Run Report]**. ECF displays a report of all your transactions in ECF within the date range you specified (Figure 6).

**Figure 6**

Transaction Log			
Report Period: 08/16/2001 - 09/04/2001			
<b>Id</b>	<b>Date</b>	<b>Case Number</b>	<b>Text</b>
3212	08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Test Document)(wes, )
3326	08/27/2001 11:44:12	01-4011	First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 8/30/2001. Replies due by 8/30/2001. (wes, )
3330	08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DEMITRIA RICE. (wes, )
3331	08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2] . Motion referred to fhsaklf . Signed by Judge sullivan emmett g on 08/28/01. (wes, )
3335	08/27/2001 14:23:52	01-4011	RESPONSE to Motion re [2] <i>Preliminary Injunction</i> filed by DEMITRIA RICE. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper format)(wes, )
3336	08/27/2001 14:30:43	01-4011	RESPONSE to Motion re [1] <i>Permanent Injunction</i> filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes, )
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction by <i>plaintiff for defendent to cease and desist the assignment of plaintiff to cafeteria duty</i> by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes, )
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction <i>to cease and desist from assigning plaintiff to work as a cafeteria monitor</i> by DEMITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes, )
3339	08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction <i>to cease and desist the assignment of plaintiff to cafeteria monitor</i> by DEMITRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (wes, )
3431	09/04/2001 14:21:26		Updated person record: wes Prid: 2231
3431	09/04/2001 14:21:27		Updated user record: shortw 2231
<b>Total Number of Transactions: 11</b>			

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log.
- no unauthorized individuals have filed in ECF using your login name and password.

## Other Account Features

Also included under **Your Account** are the following features:

- **Change Client Code.**
- **Change Your PACER Login** (displays the PACER login screen to allow you to login with a different PACER account).
- **Review Billing History** (displays PACER charges to your account for a selected date range).
- **Show PACER Account** (displays your PACER account name).

## Miscellaneous

ECF provides six **Miscellaneous** functions within the **Utilities** feature of the system.

- **Legal Research**: When you select this feature, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the internet.
- **Internet Payment History**: This feature displays all credit card payments (i.e., new case and appeal filing fees) made through ECF for a given date range.
- **Mailings**: This feature opens a new screen for making or requesting mailing information for specific cases. Within the **Mailings** sub-menu is a **Mailing Info for a Case** feature, which specifies the parties who will be electronically notified of ECF activity in a case, and those who will not and must be served with paper.
- **Verify a Document**: Selecting this feature opens a query screen where you will enter data in the screen fields to locate a particular document attached to a specific case number.
- **Remove Default PACER Account**: If you have linked a default PACER login and password to your ECF account (so that you don't have to enter it each time you run a report), clicking this hyperlink will remove it.
- **Court Information**: This screen will display a wealth of court information including mailing address, PACER information and case flag definitions.