



UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT

ATTORNEY CM/ECF USER MANUAL

Revised October 8, 2013

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Registering for Access

Use your PACER login and password if your use of the electronic docket will be limited to querying, viewing, and/or printing documents from specific cases. If you intend to use the CM/ECF system to electronically file documents over the internet, you must register for a court issued CM/ECF login and password. If you have a CM/ECF login and password, you must also have a PACER login and password.

To obtain this access, click [here](#) or go to the [For Attorneys](#) section of our court's web site (www.ctd.uscourts.gov) and download a registration form. The form is fillable and should be submitted electronically by clicking the **Submit by Email** button at the bottom of the form, or email a completed form to attorney_registration_form@ctd.uscourts.gov.

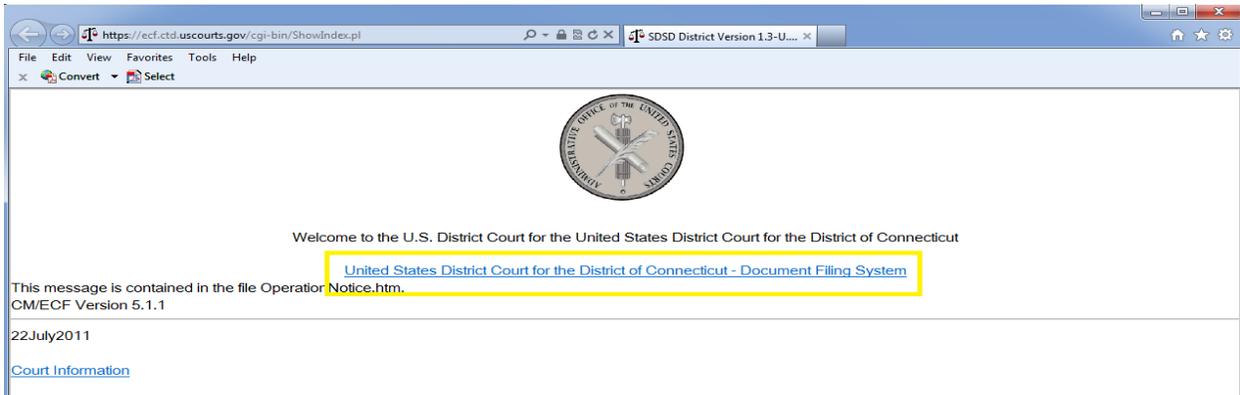
Once your registration form is processed, you will be issued a login and password that will allow access to the District of Connecticut's live CM/ECF database. You are encouraged to access the CM/CF training modules located on PACER's website to familiarize yourself with the CM/ECF database. Links to these training modules can be found here: [District Court CM/ECF Computer-Based Training Modules](#).

By completing and submitting a registration form, users agree to abide by the following:

- Documents are to be submitted electronically in Optical Character Recognition (OCR) text searchable Portable Document Format (PDF).
- The combination of the user login and password that is issued by the court will serve as the signature for the attorney filing the document. Attorneys are responsible for the safekeeping and security of their passwords, and are required to immediately notify the court if they suspect or learn that their password has been compromised.

Accessing the District of Connecticut Official Court Electronic Case Filing System

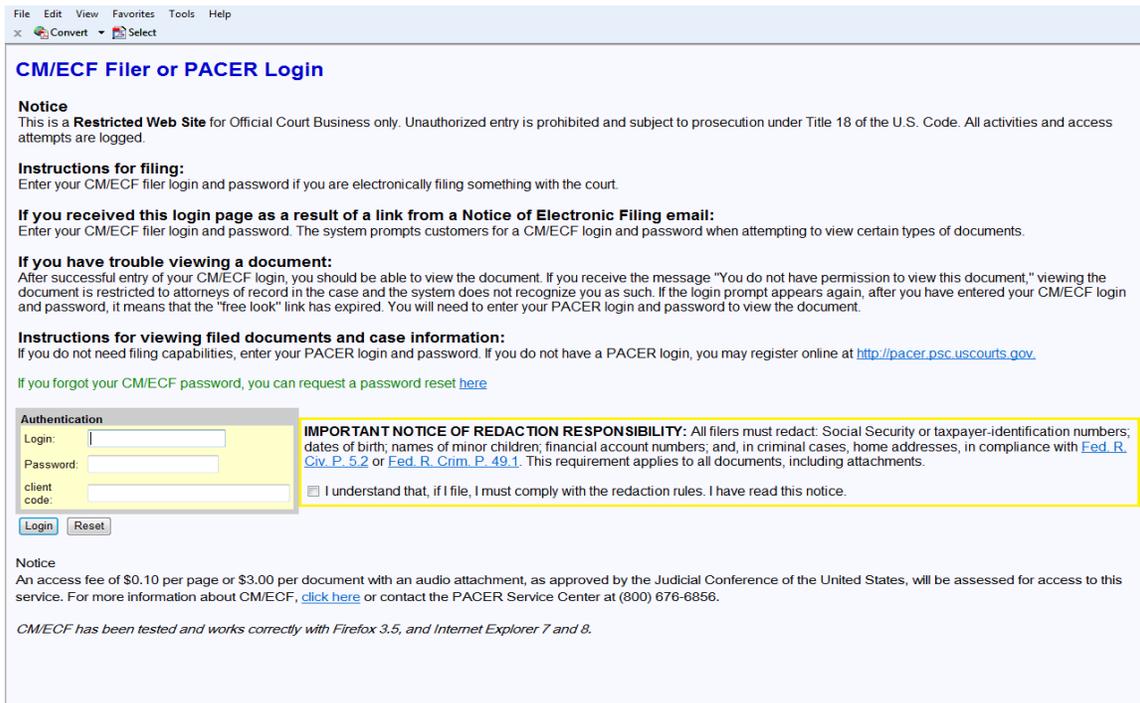
1. To access CM/ECF go to <https://ecf.ctd.uscourts.gov>.
2. Click on link "**United States District Court for the District of Connecticut - Document Filing System**".



- At the screen below, type your assigned login and your password to access the District of Connecticut CM/ECF database.



NOTE: You must check the check box under **Important Notice of Redaction Responsibility** to confirm that you will comply with the redaction rules and have read the notice. If you receive an error message, click on the **Back** button and re-enter your login and password. A security information box may appear advising you that you are already logged in. If this occurs, click on **Continue login** to proceed.

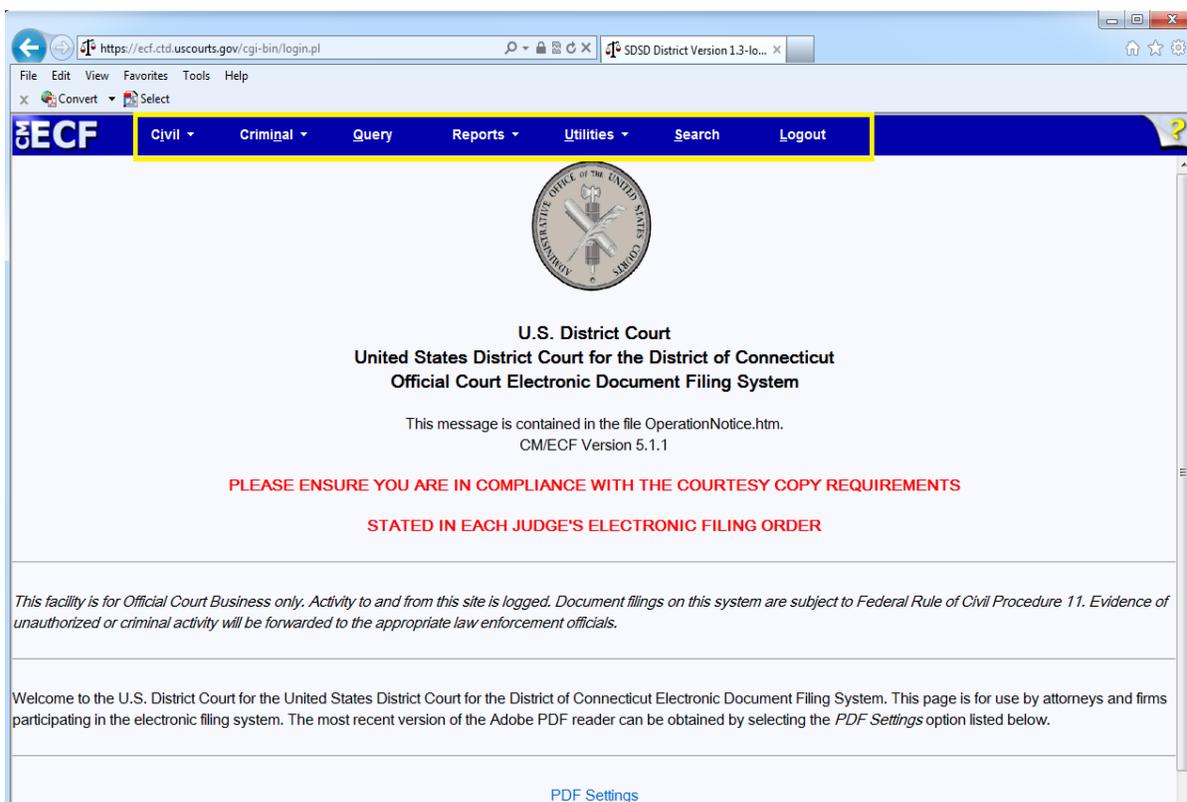


Navigation

Once you have logged into CM/ECF, the first page you receive is the CM/ECF home page. You will notice the blue menu toolbar to the right of the CM/ECF logo with the options:

- Civil
- Criminal
- Query
- Reports
- Utilities
- Search
- Logout

There is also a **Help** feature built into the system, which is accessible by clicking on the yellow question mark located on the far right corner of the blue menu toolbar. The toolbar allows navigation within CM/ECF using drop-down and cascading menus. The standard browser navigation toolbar allows users to navigate back and forth between screens or to print.



Civil Events

From the blue menu toolbar, click on the **Civil** drop down menu to e-file a civil document. Select from one of the following primary categories to file your document:

- Open a Case¹
- Initial Pleadings and Service
- Motions and Related Filings
- Other Filings



Each primary category contains subcategories of events, all of which can be accessed through a series of drop-down menus for convenience. View the primary categories and select the subcategory option that applies to your filing.

For example, select **Motions** from the **Motions and Related Filings** category.

¹ In April of 2011, the District of Connecticut began a new procedure allowing attorneys to electronically file four civil case types (Complaint, Notice of Removal, Petition for Writ of Habeas Corpus and Petition to Quash IRS Summons) using CM/ECF and paying the filing fee using pay.gov. For more information on how to electronically file new cases, see the [Attorney Civil Case Opening Instructions](#) and/or the [CM/ECF Attorney Training Module](#).

1. Identify the main document you are filing (e.g., a Motion to Compel) by selecting one of the options listed in the list of **Available Events**. You must use the titles provided. You may select more than one item within the category. Each item selected will appear in the **Selected Events** box to the right.

The screenshot shows the ECF Motions selection interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, and Search. Below the navigation bar, the page title is "Motions". There is a search input field with the placeholder text "Start typing to find another event." Below this, there are two main sections: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes: Appoint Receiver, Appointment of Special Process Server, Approve Consent Judgment, Attorney Fees, Bifurcate, Bond (other than security for costs), Certificate of Appealability, Certify Class, Clarification, **Compel** (highlighted in blue), Conference, Consolidate Cases, Contempt, Continue, and Copy. The "Selected Events" box contains the text "Compel". At the bottom of the interface are "Next" and "Clear" buttons.

2. You may also use the **Search** feature on the blue menu toolbar to identify the motion relief you are filing. Enter a keyword, such as "Compel" to search the menus and events of items that include the word "Compel". The highlighted hyperlinks are shortcuts to the item's location in CM/ECF.

The screenshot shows the ECF search results for the keyword "compel". The top navigation bar includes the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Search results for 'compel'" with the subtext "2 events found". On the right side, there is a "Search Menus and Events" dialog box with a search input field containing "compel" and a "Search" button. The search results are displayed in two sections: "Civil Events → Motions and Related Filings → Motions" and "Criminal Events → Motions and Related Filings → Motions". Each section contains a blue hyperlink labeled "Compel".

3. After selecting the event you are filing and clicking **Next**, you will be prompted to enter a case number using one of the formats displayed below. After entering the case number, click **Find this Case**.

The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Search'. Below the navigation bar, the page title is 'Motions'. A section titled 'Civil Case Number' contains a text input field with a yellow highlight. The text inside the field is '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. Below the input field are two buttons: 'Next' and 'Clear'.

4. Click **Next** at the screen below and again at the screen displaying the case number and case title.

The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Criminal', 'Query', and 'Reports'. Below the navigation bar, the page title is 'Motions'. A section titled 'Civil Case Number' contains a text input field with a yellow highlight. The text inside the field is '3:13-cv-29'. Below the input field are two buttons: 'Next' and 'Clear'.

5. Identify the party for whom you are filing the document. If necessary, you may add parties at this point using the court's [Instructions for Searching & Adding Parties](#). If you need to select more than one party, hold down the control (CTRL) key, use your mouse to point, and click on each party that you need to select.

The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Criminal', 'Query', and 'Reports'. Below the navigation bar, the page title is 'Motions'. The case title is '3:13-cv-00029 Smith v. Milton Bradley Corporation'. Below the case title, there is a 'Pick Filer' section with a 'Pick Filer' button and a list of parties: 'Milton Bradley Corporation dft' and 'Allen Smith pla'. To the right of the 'Pick Filer' section is a 'Select the Party' section with a 'Select the Party' button and a list of parties: 'Milton Bradley Corporation [dft]' and 'Smith, Allen [pla]'. Below the 'Select the Party' section are three buttons: 'Next', 'Clear', and 'New Filer'.

6. If you are not associated with the party as counsel, you will be prompted to create an association. When this occurs, leave the lead and notice boxes checked (for a total of three boxes checked).



Note: If you receive the screen below and are not filing the initiating document or a Notice of Appearance, pursuant to the District of Connecticut's Local Rule of Civil Procedure 5(b), counsel entering a case after the filing of the initiating document, whether on behalf of the plaintiff(s) or defendant(s) must file a Notice of Appearance prior to filing documents on a case.

ECF Civil Criminal Query Reports

Motions
3:13-cv-00029 Smith v. Milton Bradley Corporation

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

Allen Smith (pty:pla) represented by pilot3 (aty) Lead Notice

Next Clear

7. Click on **Next** to proceed to the screen to upload the document(s) you wish to file.
8. To select a document you have created, saved, and published to an OCR text searchable PDF on your local computer, click on the **Browse...** button, then navigate to the drive where you stored your document.

ECF Civil Criminal Query Reports Utilities Search

Motions
3:13-cv-00029 Smith v. Milton Bradley Corporation

Select the pdf document and any attachments.

Main Document

Browse...

Attachments	Category	Description
1. Browse...		

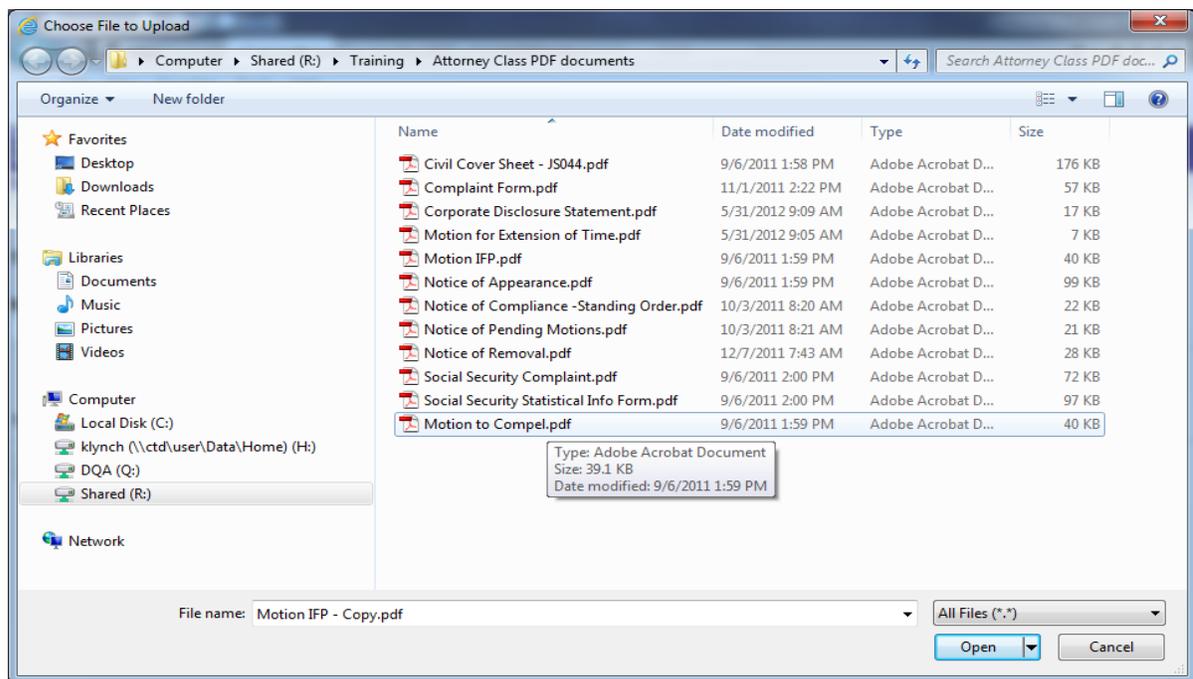
Next Clear

Important Notes:

- File size must not exceed 10MB.
- All documents should be formatted in OCR (Optical Character Recognition) text searchable PDF files.
- If you fail to upload a PDF document for filing, the system will not allow you to continue with your filing.

See the [Scanning or Imaging Documents into PDF format for E-Filing](#) section of this manual for more information.

9. Navigate to the file location of your document and highlight the document you have created and saved in PDF format. By hovering your mouse over the highlighted file, you are able to determine the file type, size, and date modified. Files that exceed 10MB in size must be broken into multiple parts before uploading them and added as attachments to the main document.

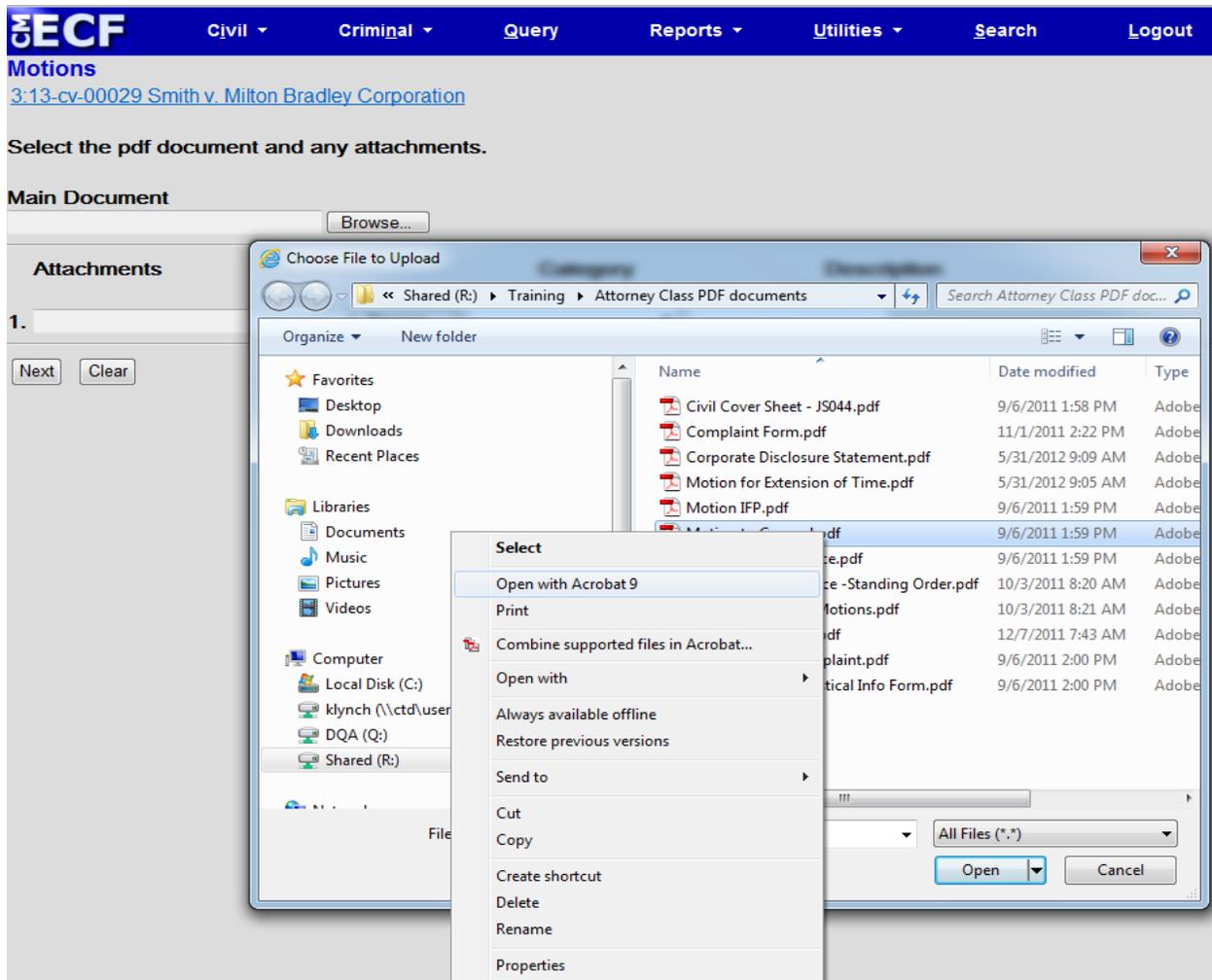


10. Before uploading it to the system, open the document to be sure it is readable and is the correct document for this particular filing. This is the only point in the e-filing process where you may view the PDF prior to committing the transaction to the database. View your PDF by right clicking on the highlighted document, which will provide a drop-down screen. Click on **Open** to view the document.



DO NOT SKIP THIS STEP! It is important to upload the correct documents. This quick

review can prevent necessary follow-up. The Court can assist when incorrect documents have been filed. However, those documents will be available to the public until the Clerk makes the required corrections.



11. Once the correct document has been selected, click on the **Open** button in the bottom right corner to upload the document into CM/ECF.
12. If you have attachments to accompany your main document (e.g., a memorandum in support, an affidavit, exhibits, etc.), click the **Browse...** button under the attachments section of the screen below and follow the steps 8-10 to upload your attachments.

ECF Civil Criminal Query Reports Utilities Search

Motions
[3:13-cv-00029 Smith v. Milton Bradley Corporation](#)

Select the pdf document and any attachments.

Main Document
 R:\Training\Attorney Class PDF document

Attachments	Category	Description
1. R:\Training\Attorney Class PDF document <input type="button" value="Browse..."/>	<input type="text"/>	Memorandum in Support <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

 **Note:** Each attachment **MUST** have a description. Add the description by selecting it from the **Category** drop down menu or by entering a description in the blank text box next to the **Category** drop down menu. If you have added an attachment in error or selected the wrong document, click **Remove** to remove the attachment.

13. If there is an automatic response deadline associated with your filing, simply click **Next** at the screen below.

ECF Civil Criminal Query Reports

Motions
[3:13-cv-00029 Smith v. Milton Bradley Corporation](#)

Motion to Compel
 Response Deadline 8/13/2013

14. If needed, you may supplement the entry by adding your own descriptive text in any available text box; however, this is not required.

ECF Civil Criminal Query Reports Utilities Search Logout

Motions
[3:13-cv-00029 Smith v. Milton Bradley Corporation](#)

Docket Text: Modify as Appropriate.

Second MOTION to Compel response to discovery requests by Allen Smith. Responses due by 8/13/2013 (Attachments: # (1) Memorandum in Support) (pilot1,)

15. To accept the final entry and approve it for submission, click **Next** twice.
16. At the end of this process, you will receive a Notice of Electronic Filing (NEF) generated by the district court's CM/ECF server upon receipt of the electronic filing. **SAVE THIS NOTICE** as it is your proof of the date and time your filing was accepted.

The screenshot displays the CM/ECF system interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this, the page title is "Motions" and the case name is "3:13-cv-00029 Smith v. Milton Bradley Corporation". The court is identified as "U.S. District Court United States District Court for the District of Connecticut".

The main content area is titled "Notice of Electronic Filing". It states: "The following transaction was entered by pilot1, on 7/23/2013 at 11:48 AM EDT and filed on 7/23/2013". The case details are as follows:

- Case Name:** Smith v. Milton Bradley Corporation
- Case Number:** [3:13-cv-00029](#)
- Filer:** Allen Smith
- Document Number:** [2](#)

The Docket Text section shows: "Second MOTION to Compel response to discovery requests by Allen Smith. Responses due by 8/13/2013 (Attachments: # (1) Memorandum in Support)".

Below this, it states: "3:13-cv-00029 Notice has been electronically mailed to:" and "3:13-cv-00029 Notice has been delivered by other means to:" followed by the email address "pilot1".

The following document(s) are associated with this transaction:

- Document description:** Main Document
- Original filename:** n/a
- Electronic document Stamp:** [STAMP dcecfStamp_ID=1034868047 [Date=7/23/2013] [FileNumber=74533-0] [b18b9741f0e792a96fd01390fc4597c6fd5475ba603a7d1a5314befd49c7937668d8ea77510078d47708824e8a59ec29c29bf4e858eb45a9966b4620bd04c695]]
- Document description:** Memorandum in Support
- Original filename:** n/a
- Electronic document Stamp:** [STAMP dcecfStamp_ID=1034868047 [Date=7/23/2013] [FileNumber=74533-1] [25ab1d57e581228f39fac81bb0b823c1d3e951a761350ba4e22b84bf57e9bce37a9d52a59469218b8f9be003b6785edee257291608ad607921b51810572f166c]]



Reminder: If any names and addresses appear under the heading “**Notice will be delivered by other means to:**” you must print out a paper copy of your filing and effect service by traditional means.

Criminal Events

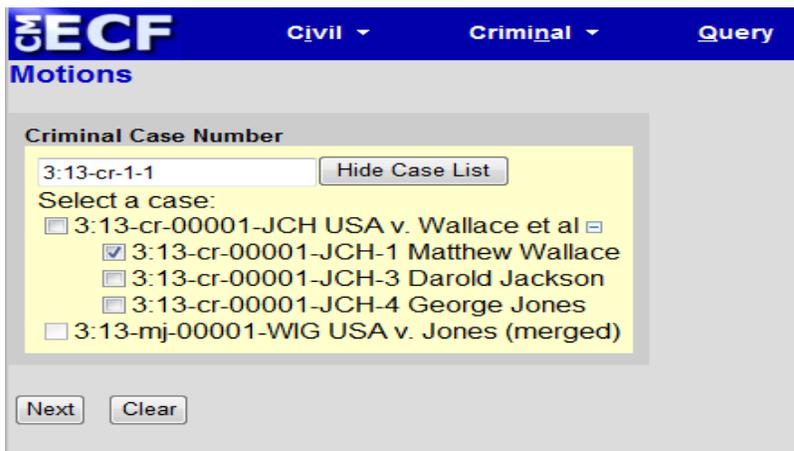
From the blue menu toolbar, click on the **Criminal** drop down menu to e-file a criminal document. Select from one of the following primary categories to file your document:

- Open a Case²
- Charging Instruments and Pleas
- Motions and Related Filings
- Other Filings



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and dropdown menus for Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the page is titled "Criminal Events". The content is organized into two columns. The left column contains three main sections: "Open a Case" with a link to "Criminal Case Unassigned"; "Charging Instruments and Pleas" with links to "Indictment, Information, Complaint" and "Plea-Related Documents"; and "Motions and Related Filings" with links to "Motions" and "Responses, Replies and Supporting Documents". The right column is titled "Other Filings" and contains links to "Waivers", "Service of Process", "Notices", "Trial Documents", "Appeal Documents", and "Other Documents".

Filing criminal documents is similar to filing civil documents with the exception of docketing on multi-defendant criminal cases. When docketing on a multi-defendant criminal case, you must select the defendant(s) as to whom the document is being filed, or if the document is being filed as to all defendants, select the entire case.



The screenshot shows the ECF interface for filing a motion. The navigation bar at the top includes Civil, Criminal, and Query dropdown menus. The page title is "Motions". A form titled "Criminal Case Number" is displayed. It features a text input field containing "3:13-cr-1-1" and a "Hide Case List" button. Below this, a section titled "Select a case:" contains a list of cases with checkboxes. The first case, "3:13-cr-00001-JCH USA v. Wallace et al", is expanded to show three sub-cases: "3:13-cr-00001-JCH-1 Matthew Wallace" (checked), "3:13-cr-00001-JCH-3 Darold Jackson", and "3:13-cr-00001-JCH-4 George Jones". A final case, "3:13-mj-00001-WIG USA v. Jones (merged)", is also listed. At the bottom of the form are "Next" and "Clear" buttons.

² Effective May 1, 2013, the US Attorney's Office may open Non-Sealed Search Warrant Application magistrate cases. At this time, it is the ONLY criminal case type that can be opened electronically.

Special Items of Note:

- Only counsel of record may access documents filed in criminal cases prior to November 1, 2004. See the [Notice of Electronic Availability in Criminal Cases](#) on our web site.
- Effective May 1, 2013, the District Court of Connecticut initiated a pilot program allowing attorneys to electronically file sealed motions and sealed documents in criminal cases. For more information, see the [Notice to Counsel Regarding the E-Filing of Sealed Documents in Criminal Cases](#) on our web site.

Query

Query allows you to view information on a specific case, to search for specific party and attorney names, or find cases that fall within specific parameters. To access this feature, you will be prompted for your PACER login and password.

Once logged in, your search options are by:

- Case Number
- Case Status
- Filed Date
- Last Entry Date
- Nature of Suit
- Last/Business Name, First Name, and Middle Name
- Type (to search by party or attorney)

Once the search criteria are selected, the following screen will be displayed:

- a. **Alias:** displays any aliases attached to any party (e.g., d/b/a, f/k/a, etc.)
- b. **Associated cases:** displays if there are any consolidated cases

- c. **Attorney:** displays each attorney and the party represented

The screenshot shows a web interface with a blue navigation bar containing links for Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the case title is "3:13-cv-00001-VLB Jones v. ABC Company". The presiding judge is Vanessa Bryant, with a filing date of 01/03/2013, a termination date of 02/21/2013, and a last filing date of 07/02/2013. The section is titled "Attorneys" and lists Perry Mason as the lead attorney for George Jones (Plaintiff). Perry Mason's office is located at 123 Perry Street, Branford, CT 06405, and he was assigned on 02/25/2013. His role is listed as LEAD ATTORNEY, PRO HAC VICE, and ATTORNEY TO BE NOTICED.

- d. **Case File Location:** displays archive information, if available
- e. **Case Summary:** displays basic statistical information on the case without docket entries
- f. **Deadlines/Hearings:** displays any deadlines or hearings, pending or terminated
- g. **Docket Report:** displays the docket sheet

Date Filed	#	Docket Text
01/03/2013		Case transferred in from District of Oregon; Case Number 3:12cv1234. File with documents numbered 1-30, certified copy of transfer order and docket sheet received.(Walker, J.) (Entered: 01/03/2013)
01/03/2013	31	COMPLAINT against ABC Company, filed by George Jones pending in Oregon at time of transfer(Walker, J.) (Entered: 01/03/2013)
01/03/2013	32	ANSWER to 31 Complaint with Affirmative Defenses with jury demand by ABC Company.(Walker, J.) (Entered: 01/03/2013)
01/03/2013	33	ELECTRONIC FILING ORDER - PLEASE ENSURE COMPLIANCE WITH COURTESY COPY REQUIREMENTS IN THIS ORDER. Signed by Vanessa Bryant on 1/3/13. (Walker, J.) (Entered: 01/03/2013)
01/03/2013	34	ORDER RE: Judge's Chambers Practices. Counsel are directed to read and comply with the Chambers Practices and Standing Orders prior to filing any document. So ordered. Signed by Vanessa Bryant on 1/3/13. (Walker, J.) (Entered: 01/03/2013)

- h. **Filers:** displays all filers and by clicking on a selected filer, displays documents filed by the selected filer, and provides a link to the underlying docket text

Query Reports Utilities Search Logout

3:13-cv-00001-VLB Jones v. ABC Company
 Vanessa Bryant, presiding
Date filed: 01/03/2013
Date terminated: 02/21/2013
Date of last filing: 07/02/2013

Filers

Name	Type	Added	Terminated
ABC Company	Defendant	01/03/2013	
George Jones	Plaintiff	01/03/2013	

Query Reports Utilities Search Logout

3:13-cv-00001-VLB Jones v. ABC Company
 Vanessa Bryant, presiding
Date filed: 01/03/2013
Date terminated: 02/21/2013
Date of last filing: 07/02/2013

Filer ABC Company

Doc. No.	Event Name	Filed
32	Answer to Complaint	01/03/2013
46	Financial Affidavit	07/02/2013

- i. **History/Documents:** displays the basic docket entries with links to specific docket text

ECF Civil Criminal Query Reports Utilities Search Logout

3:13-cv-00001-VLB Jones v. ABC Company
 Vanessa Bryant, presiding
Date filed: 01/03/2013
Date terminated: 02/21/2013
Date of last filing: 07/02/2013

History

Doc. No.	Dates	Description
	<i>Filed & Entered:</i> 01/03/2013	Case Transferred In - District Transfer
31	<i>Filed & Entered:</i> 01/03/2013	Complaint
32	<i>Filed & Entered:</i> 01/03/2013	Answer to Complaint
33	<i>Filed & Entered:</i> 01/03/2013	Electronic Filing Order
34	<i>Filed & Entered:</i> 01/03/2013	Order Re: Chambers Practices
35	<i>Filed & Entered:</i> 01/09/2013	ExParte Document

- j. **Party:** displays the parties and attorneys

Query Reports Utilities Search Logout

Vanessa Bryant, presiding
Date filed: 01/03/2013
Date terminated: 02/21/2013
Date of last filing: 07/02/2013

Parties

ABC Company
 Added: 01/03/2013
 (Defendant)

George Jones
 Added: 01/03/2013
 (Plaintiff)

represented by

Perry Mason
 Perry's Office
 123 Perry Street
 Branford, CT 06405
 Assigned: 02/25/2013
 LEAD ATTORNEY
 PRO HAC VICE
 ATTORNEY TO BE NOTICED

pilot1
 Assigned: 01/03/2013
 LEAD ATTORNEY
 ATTORNEY TO BE NOTICED

pilot5
 Assigned: 06/27/2013
 LEAD ATTORNEY
 ATTORNEY TO BE NOTICED

pilot9
 Assigned: 06/27/2013
 LEAD ATTORNEY
 ATTORNEY TO BE NOTICED

- k. **Related Transactions:** displays transactions that have been linked (e.g., motion, memo in support, memo in opposition, and order on motion)

ECF Civil Criminal Query Reports Utilities Search Logout

3:13-cv-00001-VLB Jones v. ABC Company
 Vanessa Bryant, presiding
Date filed: 01/03/2013
Date terminated: 02/21/2013
Date of last filing: 07/02/2013

Related Transactions

Note: Each selected transaction in this case is shown below in a box with any other transactions to which it is related.

Doc. No.	Event Name	Event Filed	Event Terminated
31	Complaint	01/03/2013	
32	Answer to Complaint	01/03/2013	

- l. **Status:** this feature is not currently being used
- m. **View a Document:** allows you to specify one document to view without running the entire docket sheet

Reports

This option allows you to generate lists of civil cases, criminal cases, docket sheets, or judgments.



Search criteria include nature of suit, case flags, cause of action, filed date range or terminal digit. At least one-selection criteria must be entered.

A screenshot of the "Civil Cases Report" search criteria form in the ECF system. The top navigation bar is blue with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the title "Civil Cases Report" is displayed. A warning box states: "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." The form contains several fields: "Office" (Bridgeport, Hartford), "Cause" (0 (No cause code entered), 02:0431 (02:431 Fed. Election...)), "Jurisdiction" (Diversity, Federal Question), "Case type" (Administrative Assignment - Cv, Civil), "Case flags" (APPEAL, BKAPP), "Nature of suit" (0 (zero), 110 (Insurance)), "Terminal digit(s)" (2, 4-7), "JPML number", "Filed" (7/22/2013 to 7/29/2013), "Sort by" (Case Number), "Output Format" (Formatted Display, Data Only), and "Run Report" and "Clear" buttons.

Once the criteria for the selected report has been set, run the report and a similar screen will appear:

Case Number/ Title	Case Dates	Days Pending	Notes
3:13-cv-00029 Smith v. Milton Bradley Corporation	Case filed: 07/23/2013	6	Cause: 28:1332 Diversity-Personal Injury NOS: 365 Personal Inj. Prod. Liability Office: New Haven Jurisdiction: Diversity Presider: Unassigned Jury demand: None
3:13-cv-00030-PCD Jones v. General Electric Corp.	Case filed: 07/24/2013	5	Cause: Civil Miscellaneous Case NOS: 360 P.I.: Other Office: New Haven Jurisdiction: Federal Question Presider: Peter C. Dorsey Jury demand: Plaintiff Case flags: MDL
3:13-cv-00031-RNC In Re Polverari et al	Case filed: 07/26/2013	3	Cause: 28:0157 Motion for Withdrawal of Reference NOS: 423 Bankruptcy Withdraw Office: New Haven Jurisdiction: Federal Question Presider: Robert N. Chatigny Jury demand: None Case flags:

If more information on a particular case is needed, click on the hyperlink to take you to the case's docket sheet. If there are electronic documents on the case, they may be accessed, provided there are no restrictions (i.e., documents are sealed.)

Utilities

This menu allows a user to manage his or her account and view various logs and billing information. When accessing this feature, the following screen will display:

The screenshot shows the ECF Utilities menu with the following structure:

- ECF** (Logo)
- Navigation: [Civil](#), [Criminal](#), [Query](#)
- Utilities** (Section Header)
- Your Account**
 - [ECF Login](#)
 - [Maintain Your Account](#)
 - [Maintain Your Address](#)
 - [Maintain Your E-mail](#)
 - [Maintain Your Login/Password](#)
 - [View Your Transaction Log](#)
 - [Change Client Code](#)
 - [Review Billing History](#)
 - [Change Your PACER Login](#)
 - [Show PACER Account](#)
 - [Remove Default PACER Account](#)
- Pay.gov**
 - [Internet Payment History](#)
- Miscellaneous**
 - [Mailings...](#)
 - [Verify a Document](#)

Maintain Your Account

Users should change their telephone and fax information **only**.

ECF Civil Criminal Query Reports Utilities

Maintain User Account

Last name pilot1 First name
Middle name Generation
Gender ATY Type
Title
Bar number Type aty
Prisoner id Add Headers to PDF Documents
Office
Unit
Address 1
Address 2
Address 3
City State Zip
Country County
Phone Fax
Initials DOB End date
Email information... More user information...
Submit Clear

By clicking on the **Email information...** button, users may update primary email addresses, select additional addresses at which activity notices may be received, and elect to receive email notices of activity in selected cases in which the user is not counsel of record.

ECF Civil Criminal Query Reports Utilities Search Logout

Email Information for pilot1

Registered e-mail addresses
Primary e-mail address:
pilot1@thefirm.com
Secondary e-mail addresses:
[add new e-mail address](#)
Return to Person Information Screen Clear

Configuration options
pilot1@thefirm.com
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
Case-specific options
Add additional cases for noticing

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

Remove selected cases Change selected cases to notice as a summary report
These cases will send notice *as a summary report*. (alternate method)

Remove selected cases Change selected cases to notice per filing
Show all cases for this e-mail address (Copy case lists from here)



For more information on how to configure these settings, see the [Setting Up Email Notifications in CM/ECF](#) document under the [For Attorneys](#) section of our web site.

Upon returning to the **Maintain User Account screen**, users may update password access to the system by clicking on the **More user information...** button. It is recommended that users change their passwords upon receiving an assigned login and initial password from the court.

CM ECF Civil Criminal Query Reports Utilities Search Logout

More User Information for pilot1

Login pilot1 Last login 07-23-2013 14:11

Password ***** Current login 07-29-2013 14:11
minimum 8; upper- & lower-case letters; include digit or special character

Registered Create date 07/06/2010

Internet Credit Card Y Update date 10/18/2012

Default Printer

Additional Printers

Groups Attorney

Return to Account screen Clear

Click on the **Return to Account screen** button, then on the **Submit** button at the bottom of the screen, to confirm the changes to the user profile. Once submitted, the following message will display:

CM ECF Civil Criminal Query

Updating person record...
Update Person Prid: 204758

The update was successful.... prid 204758 - pilot1

Updating user record
The user update was successful

The update was successful....

No e-mail edit requested.

User edit complete

[View Transaction Log](#)

This report will chronologically list transactions in the system under the user's login and password. If you suspect that your login and password are being used without your permission, please notify the Clerk's Office immediately.

[Pay.gov](#)

In addition to opening new civil cases electronically and paying the filing fee using pay.gov, an attorney may e-file, in civil cases **only**, a Motion for Admission Pro Hac Vice and Notice of Appeal and pay the required filing fee using pay.gov.

To view your payment history, click on **Internet Payment History (for Attorneys)**. The default “**From**” and “**to**” dates will be a month. Set the desired date range and click **Run Report**. The results will display all internet payments made using your login and password.

Case no.	Date Paid	Description	Payment Method	Receipt #	Amount
3:13-cv-00041	2013-07-29 15:59:11	Complaint(3:13-cv-00041) [cmp cmp] (400.00)	CreditCard	0205-62002	\$ 400.00
3:13-cv-00041	2013-07-29 16:00:50	Motion for Admission Pro Hac Vice(3:13-cv-00041) [motion aprphv] (75.00)	CreditCard	0205-62004	\$ 75.00

Exiting the System

You must click on the **Logout** button first before closing your browser. If you close your browser and you do not log off properly (by clicking the “**X**” on the right or by using the **File** menu of the browser), even though your browser is closed, the system will continue to log your account as in active use.

System Security

Attorneys are responsible for appropriate and authorized use of logins and passwords. Every effort should be made to protect the security of your logins and passwords and to prevent their unauthorized distribution and use.

Policies and Procedures Manual

The [Policies and Procedures for CM/ECF](#), as adopted and approved by the United States District Court of the District of Connecticut, is available in PDF format on our court’s web site. Users are strongly encouraged to view and print this document as it provides guidance on various filing issues for both civil and criminal cases. The manual, in conjunction with the local rules, is the governing document for electronic filing in this district.

On-Line Support

On-line support is available via email. To leave a message for the help desk, email qualitycontrol@ctd.uscourts.gov. The email should be as specific as possible and must include:

- your name
- telephone number where you can be reached during the day
- your return email address
- a detailed description of the question or problem

Hardware and Software Requirements

The following hardware and software requirements are needed to electronically file, view, and retrieve case documents in CM/ECF:

- Internet connection
- Adobe Acrobat
- PDF Writer
- Firefox 3.5 or Internet Explorer 7.0 and 8.0

Check the District of Connecticut's website often for updates on CM/ECF hardware and software requirements.

Scanning or Imaging Documents into PDF format for E-filing

For most documents, your word processing system can create and generate the PDF versions required for filing. Documents created in this manner are smaller and more efficient sized files and are required for electronic filing in CM/ECF.

However, there are instances when files must be scanned into images and/or converted to PDF files in order to e-file. When this occurs, please use the following guidelines:

- Files may not exceed 10 MB
- Files should be in OCR-text searchable format
- Scanner settings should be set to black and white
- Select the lowest possible resolution (preferably between 200-300 dpi)
- Split larger documents into smaller sections and attach to them the main document as appropriately named attachments (e.g. Affidavit Part 2, etc.)
- Ensure scanned documents are legible and are in the correct page direction
- Verify the scanned document has the correct number of pages to ensure pages were not skipped in the scanning process

If a document cannot be scanned into PDF format, attach a Notice of Manual Filing to the main document, indicating that part of the filing is electronic and part of the filing is in paper. Make sure the Notice of Manual Filing is converted to PDF format and e-filed using the appropriate event for the document you are filing (i.e. Affidavit, Exhibit, etc.). Also, be sure that the originals are sent to the Clerk's Office.

If submitting documents on disk to the court, in lieu of filing over the internet, please use one disk or CD per case number. Do not mingle filings from different cases on the same computer disk or CD. A signed copy of the document being filed must accompany the disk or CD.