



CM/ECF

**Version 5.0.3 Updates
For Attorney E-Filers and
PACER Users**

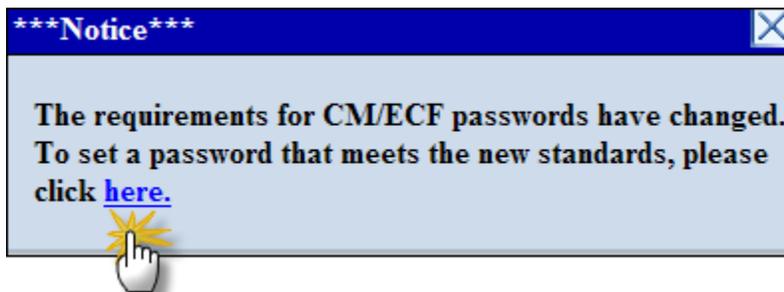
Contents

New Password Requirements	3
Multiple Login Attempts	4
PDF/A	4
Creating an Appendix with Document Links	4
New Options for Creating an Appendix.....	5
Creating an Appendix with the “Include documents in Appendix” Option	5
Creating an Appendix with the “Include document hyperlinks in Appendix” Option	5
Electronic Public Access Fee Schedule Revisions	6
Logging Out of CM/ECF	6

New Password Requirements

CM/ECF now requires users to create more secure passwords. Passwords must be at least eight characters long and include both uppercase and lowercase alphabetic characters (for example A-Z or a-z) and at least one digit **or** special character (for example, 0-9, @, #, \$, %, &, *, +).

After logging in with your current password, a pop-up message will instruct you to change your password.



When you click on the “here” link, the following screen appears. Change your password and then click **Submit**.



Multiple Login Attempts

After five invalid login attempts, a user's account will be "locked" for five minutes and the following error message will appear:

Your account is temporarily disabled because an incorrect password was given 5 times. If you do not know who entered the incorrect passwords, or if you need to have your password changed, please contact the CM/ECF Help Desk at 612-664-5155. Otherwise, please try again in approximately 5 minutes.

After the initial five minute timeout period has expired, the next failed login attempt will increase the timeout period to six minutes in the future. After the new six minute timeout period has expired, the next failed attempt will increase the timeout period to seven minutes in the future, and so on.

PDF/A

PDF/A is a standard format that allows for the long-term archiving of electronic documents with the assurance that the documents will be accessible in the future. CM/ECF will now accept both PDF and PDF/A documents. No target date has been set for courts to require PDF/A documents. Attorneys should begin planning to transition to the PDF/A format.

More than ninety commercial products can create PDF/A documents. The Court does not recommend any particular products.

More information can be found at:

<http://www.pdfa.org/doku.php?id=pdfa:en:products:create>

<http://www.pdfa.org/doku.php?id=pdfa:en:products:convertpdf>

Creating an Appendix with Document Links

With the previous *Create Appendix* functionality, attorneys could select a sub-set of the docket entries for a case and the software created a PDF version of the docket sheet with the selected PDF documents appended. This process can create PDF files with very large file sizes.

A new set of radio button options labeled *Include documents in Appendix* and *Include document hyperlinks in Appendix* was added to the bottom of the Docket Report when it is run with the *Create Appendix* option selected. These new options allow users to indicate if the PDF

documents they selected for inclusion in the appendix docket sheet should be appended to the docket sheet or if hyperlinks to those documents should be included instead.

New Options for Creating an Appendix

When the Docket Report is run with the *Create Appendix* option selected, two new radio buttons are included at the bottom of the report: *Include documents in Appendix* and *Include document hyperlinks in Appendix*.

U.S. District Court U.S. District Court Minnesota (DMN) CIVIL DOCKET FOR CASE #: 0:11-cv-00010-JNE-AJB			
Ellingson v. U.S. Bureau of Prisons Assigned to: Judge Joan N. Erickson Referred to: Magistrate Judge Arthur J. Boylan Cause: 28:2254 Petition for Writ of Habeas Corpus (State)		Date Filed: 05/27/2011 Jury Demand: None Nature of Suit: 530 Habeas Corpus (General) Jurisdiction: U.S. Government Defendant	
Plaintiff Bella Ellingson		represented by: Bella Ellingson PRO SE	
V.			
Defendant U.S. Bureau of Prisons			
Date Filed	#	clear Sort Order	Docket Text
05/27/2011	1	<input type="checkbox"/>	PETITION for Writ of Habeas Corpus (Filing fee \$ 5 receipt number 500400.) assigned to Judge Joan N. Erickson per Prisoner referred to Magistrate Judge Arthur J. Boylan., filed by Bella Ellingson. (Attachments: # 1 Civil Cover Sheet) (JME) (Entered: 05/27/2011)
05/27/2011	2	<input type="checkbox"/>	MOTION to Dismiss by U.S. Bureau of Prisons. (JME) (Entered: 05/27/2011)
05/27/2011	3	<input type="checkbox"/>	REPORT AND RECOMMENDATION re 1 Petition for Writ of Habeas Corpus filed by Bella Ellingson. Objections to R&R due by 6/6/2011. Signed by Magistrate Judge Arthur J. Boylan on 5/27/2011. (JME) (Entered: 05/27/2011)
Footer format: <pagenum> (Numbers, letters, spaces, and <pagenum> only)			
<input checked="" type="radio"/> Include full docket sheet <input type="radio"/> Include abridged docket sheet <input checked="" type="radio"/> Include documents in Appendix <input type="radio"/> Include document hyperlinks in Appendix			
<input type="button" value="View Selected"/>			
<input type="button" value="Download Selected"/>			

Creating an Appendix with the “Include documents in Appendix” Option

If the *Include documents in Appendix* option is selected, a PDF version of the docket sheet is created with the selected documents appended.

Creating an Appendix with the “Include document hyperlinks in Appendix” Option

If the *Include document hyperlinks in Appendix* option is selected, a PDF version of the docket sheet with document hyperlinks is created.

When clicking on a document hyperlink, the user is directed back to the District court’s CM/ECF application to view the document(s).

Sample Appendix PDF with Document Hyperlinks:

U.S. District Court U.S. District Court Minnesota (DMN) CIVIL DOCKET FOR CASE #: <u>0:11-cv-00010-JNE -AJB</u>		
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Plaintiff		
Bella Ellingson	represented by Bella Ellingson PRO SE	
V.		
Defendant		
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05/27/2011	 1	PETITION for Writ of Habeas Corpus (Filing fee \$ 5 receipt number 500400.) assigned to Judge Joan N. Ericksen per Prisoner referred to Magistrate Judge Arthur J. Boylan., filed by Bella Ellingson. (Attachments: # <u>1</u> Civil Cover Sheet) (JME) (Entered: 05/27/2011)
05/27/2011	2	MOTION to Dismiss by U.S. Bureau of Prisons. (JME) (Entered: 05/27/2011)

Electronic Public Access Fee Schedule Revisions

Two modifications were made to PACER billing, as mandated by the Judicial Conference of the United States:

1. Payment is now waived each quarter if the total charge is under \$10.
2. The fee for accessing a digital audio file now is \$2.40.

Logging Out of CM/ECF

When you click **Logout** from the main blue menu bar, the following pop-up message will appear:

