



# UNITED STATES DISTRICT COURT District of Minnesota

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November 21, 2005

To: Electronic Case Filing Customers

RE: ECF Updates

FROM: Rich Sletten, Clerk of Court for the District of Minnesota  
Wendy Osterberg, Chief Deputy for the District of Minnesota

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The United States District Court, District Minnesota upgraded the Electronic Case Filing (ECF) software on Friday, November 9, 2005 to a newer version. Few updates will directly affect our external ECF customers, but those updates are described below. If you have any questions about the Version 2.5 upgrades, please call the ECF help desk at 1-866-325-4975.

## 1. Queries Search Features

Queries can now be run for open cases, closed cases, or both. A new selection screen was created to facilitate this change. Queries can now be run on the following three options:

- Case number
- Case status, filed date, last entry date or nature of suit
- Cast Status, Name, Person Type

**Query**

**Search Clues**

Case Number  (Examples: 99-500, 1:99cv500)

**or search by**

Case Status:  Open  Closed  All

Filed Date  to

Last Entry Date  to

Nature of Suit 

- 0 (zero)
- 110 (Insurance)
- 120 (Contract Marine)

**or search by**

Case Status:  Open  Closed  All

Last Name  (Examples: Desoto, Des\*t)

First Name  Middle Name

Type

When running a query on a name or date range, the date the case was closed is now displayed in addition to the case number, the case title, and the date the case was filed. Also, defendant names are displayed with their case number hyperlinks for criminal cases.

For example, if you choose to run a query for an attorney with the last name “Smith”, you would enter “smith” in the last name field and select “attorney” as the type from the drop-down list provided. Click on the Run Query button.

**Query**

**Search Clues**

Case Number  (Examples: 99-500, 1:99cv500)

**or search by**

Case Status:  Open  Closed  All

Filed Date  to

Last Entry Date  to

Nature of Suit   
110 (Insurance)  
120 (Contract: Marine)

**or search by**

Case Status:  Open  Closed  All

Last Name  (Examples: Desoto, Des\*t)

First Name

Middle Name

Type

The Query Results appears. There are two attorneys with the last name Smith.

**Select A Person**

**There were 2 matching persons.**

[Smith, George Howard](#) (aty)

[Smith, Joe](#) (aty)

A list of cases appears with hyperlinks to the case numbers. This window is not new, but there are some additions to it, including the case name, the date the case was filed and date the case was closed on the far right. The correct “Smith” is selected from the list by clicking on the hyperlink provided.

## Select A Case

This person is a party in 18 cases.

<a href="#">0:04-cr-00140-JMR-1</a>	David Armandariz-Chavez	filed 02/02/04
<a href="#">0:04-cr-00169-JMR-FLN-1</a>	David Armandariz-Chavez	filed 06/19/01 closed 02/27/02
<a href="#">0:01-cv-00020-JMR-FLN</a>	Wegner v. Gunderson-Gernes	filed 10/18/04
<a href="#">0:03-cv-00001-DWF-SRN</a>	Gernes v. Ford Motors	filed 07/23/03
<a href="#">0:03-cv-00066-JMR-FLN</a>	Gernes v. Ford Motors	filed 07/23/03
<a href="#">0:04-cv-00001-RHK</a>	Ghirardelli Chocolate Company et al v. C. H. Robinson Worldwide, Inc.	filed 02/27/04
<a href="#">0:04-cv-00003-JGL-JGL</a>	Gunderson-Gernes v. Lindstrom et al	filed 11/01/04 closed 02/17/05
<a href="#">0:04-cv-00011-JMR-FLN</a>	Gunderson-Gernes v. Francis	filed 04/01/04

## 2. Maintain Your Account

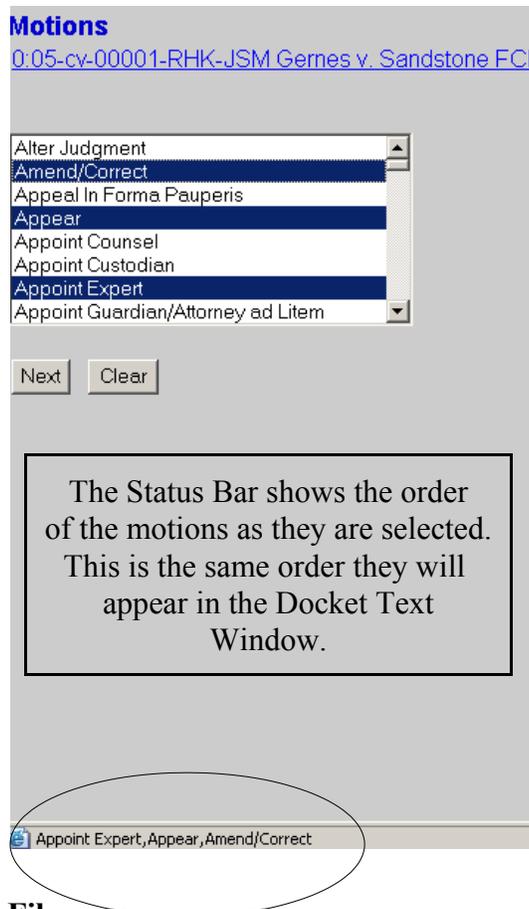
Attorneys are responsible for keeping their contact information current in ECF. The location for making the updates in ECF is in the **Maintain Your Account** link located in the **Utilities** menu. After the upgrades on November 9, 2005 if an attorney is linked to a firm, then the address information displayed in the Maintain Your Account utility will be read-only. As a result, attorneys may be unable to edit this information in ECF. If this is the case and your information is no longer correct please call the ECF helpdesk at 1-866-325-4975 or 612-664-5155 to have the information corrected for you.

## 3. Docketing a Civil Multi-Part Motion

If you file a multi-part motion, they will appear in the docket text in the order you select them. Prior to the update, the various motions appeared in alphabetical order.

- Log into ECF.
- Click on the Civil menu at the top of the window.
- Click on the Motions link located under Motions and Related Filings.
- A courtesy copy reminder appears. Read the text and click on the Next button.
- Type the case number and press Enter. If there are multiple case types with that same case number a verification window appears with case number options.
- The motion type window appears. Use the mouse to select the first motion. Hold the CONTROL button on the keyboard and click on the other motions you wish to select in this window. Holding the CONTROL button allows non-adjacent motions to be selected. Keep in mind the order of the selection is the order in which the information will appear in the docket text. This order appears at the bottom of the window in the status bar. When all the motions are selected, click on the Next button.
- Choose the filer and click on the Next button.

- Use the Browse button to select the PDF version of the motion you are filing. Click on the Next button.
- The Docket Text window appears. The information appears in this window in the same order it appeared as the information that was selected. Keep in mind prior to this update the selections only appeared in alphabetical order.



#### 4. PDF Files

Private vendors have programs that allow users to “tag” PDF files that tell the originator of that file each time the PDF document is opened by other users. This is also called spyware. The court prohibits filing PDF documents on ECF that transfer data to a reporting system. Additionally, Version 2.5 will now reject any document that is tagged.

If a User tries to add a document that contains the tracking code the following error message will appear in ECF:

**ERROR: Document contains code which may cause an external action (such as launching an application). This PDF document cannot be accepted.**