



UNITED STATES DISTRICT COURT District of Minnesota

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TO: Electronic Case Filing Users
RE: ECF Program Updates
DATE: January 25, 2008
FROM: Rich Sletten, Clerk of Court
Wendy Osterberg, Chief Deputy

The United States District Court, District of Minnesota, will be upgrading its Electronic Case Filing (ECF) system, with new program features available to attorney e-filers beginning **Monday, February 4, 2008**. Due to the software upgrade process, the Court's ECF system will be unavailable from 8:00 a.m. on Saturday, February 2, through 5:00 PM on Sunday, February 3, 2008.

This memo provides a brief summary of the new ECF software enhancements for both attorney e-filers and PACER users. For more detailed information, please review the updated [CM/ECF Guide for Attorneys and Public Users](#) along with other helpful ECF resources, available on the Court's public website, at www.mnd.uscourts.gov/cmecf.

PLEASE CAREFULLY NOTE THESE IMPORTANT CHANGES (EXPLAINED BELOW), WHICH WILL AFFECT ALL ATTORNEY E-FILERS:

- **Changes to Notices of Electronic Filing (NEFs) and "free looks" for ECF documents.**
- **New ECF case restrictions in Social Security Appeals cases.**
- **Guidelines on using hyperlinks to documents filed in ECF, and for hyperlinks to external URLs in e-filed documents.**

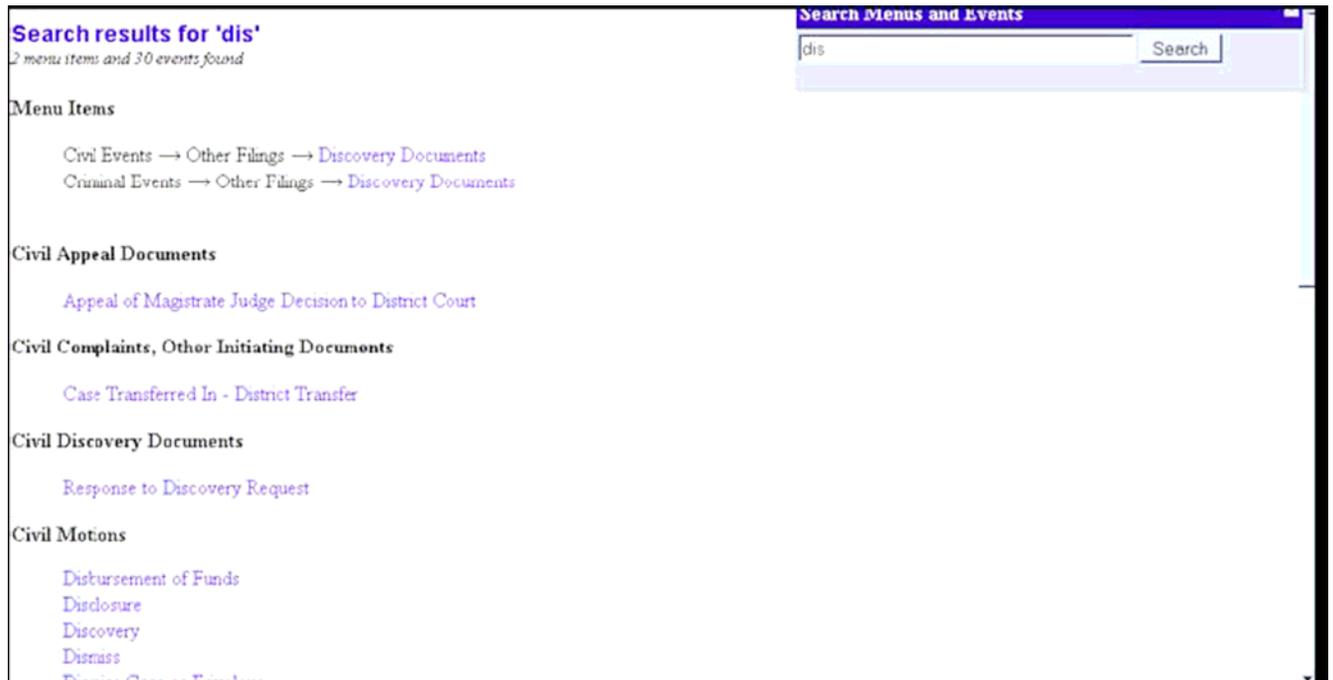
We are confident these program improvements will strengthen the Court's continued efforts to streamline electronic filing procedures and provide greater value to you, our customers.

Please contact the Court's ECF Help Desk, at 1-866-325-4975, or by e-mail, at ecfhelpdesk@mnd.uscourts.gov with any questions or concerns regarding the new features in ECF.

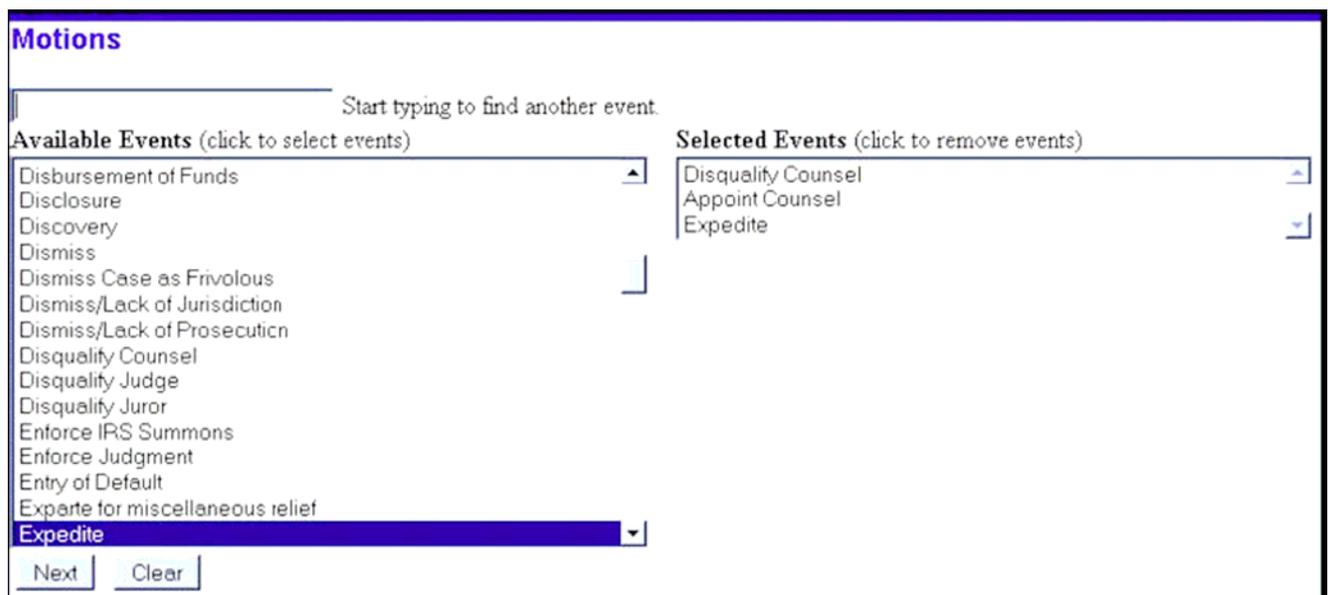
Key Features Introduced in CM/ECF Version 3.1:

NOTE: Detailed instructions for each of the new ECF features may be viewed in the [CM/ECF Guide for Attorneys and Public Users](#) available on the Court's public website.

- **New Menu/Event Search Options.** Attorney e-filers may use a new universal "Search" button on the ECF main blue menu bar to easily search all available menus and filing events by keywords.



Also, within each filing event (e.g., "Motions"), a new keyword search field allows a quick search of individual selections within that event (e.g., "Motion to Dismiss").



- **Cascading Menus.** The ECF user interface has been enhanced to provide pop-up, cascading event menus when hovering (mouse-over) categories on the main blue menu bar. The previous functionality - clicking on a category (e.g., "Civil") to display all events in that category - continues to work as before.



- **Case Number Look-ups.** Designed to save steps for attorney e-filers, ECF events and reports/queries (e.g., "Docket Sheet Report") will now require the user to select and verify the proper case number before proceeding with the event or report. The Court's case numbering format has not changed.

Docket Sheet

Case number

Select a case:

4:06-cr-07001 USA v. Leibnitz et al

4:06-cr-07001-1 Gottfried Wilhelm Leibnitz

4:06-cr-07001-2 Isaac Newton

4:06-cr-07001-3 Rene Descartes

4:06-cr-07001-4 Joe Mercator

4:06-cr-07001-5 John Napier

4:06-cr-07001-6 Leonard Fibonacci

4:06-cv-07001 Descartes v. Newton

Filed to

Entered to

Documents to

Include terminated parties Include headers when displaying FDF documents

Include list of parties and counsel View/print multiple documents

Include list of member cases

Output: Unpaginated (html)

Paginated (pdf)

Sort by ▾

-

Viewing/Downloading Multiple Documents. Attorney e-filers and PACER users may more easily view or print all of the document attachments for a single docket entry, or all documents for multiple docket entries, without the need to open each document individually. Multiple documents and/or attachments may also be downloaded as a single, compressed (ZIP) file.

Document Selection Menu		
Select the document you wish to view.		
Part	Description	
1	Main Document	1 page
2	Exhibit	4 pages
3	Supplement	6 pages
4	Supplement	2 pages
View All or Download All		13 pages

- **Cross Document Hyperlinks.** Attorney e-filers may file documents that include hyperlinks to a previously filed document in the same case, or to another case in the CM/ECF system, or to documents on any other federal court's system. Hyperlinks, as set by the filer, may link to the start of a document, or to a specific page in the document. Filers may also include hyperlinks to documents being filed simultaneously (e.g., motion and brief/memorandum in support). Support for hyperlinks to other URL's (e.g., West or Lexis citations) is still incorporated in version 3.1. Detailed instructions and screenshots for creating cross-document hyperlinks are available in the [Guide to Using Cross-Document Hyperlinks in CM/ECF](#) on the Court's public website.
- **Changes to the Notice of Electronic Filing.** Effective February 4, 2008, attorney e-filers will be limited to one "free look" at documents accessed through the Notice of Electronic Filing (NEF), for cases in which they are case participants. "Free looks" are also available to secondary e-mail recipients on the attorney's ECF account. However, the "free look" will not be available when viewing documents through NEFs received for cases in which the attorney is not an attorney of record (i.e., when adding additional cases for which NEFs are received on the attorney's ECF account).
- **Changes to Social Security Case Restrictions.** CM/ECF will allow remote electronic public access (through PACER) to any order, opinion or judgment filed in a Social Security case. Previously, electronic access to documents in SSA cases was restricted to court users, case participants and public terminals only. This new functionality reflects changes to Fed. R. Civ. P. 5.2(c)(2)(B), effective December 1, 2007, which treats these specific documents in SSA cases as "written opinions" for purposes of the E-Government Act of 2002. Case-level restrictions will also apply to a new class of civil cases involving immigration matters, identified with new Nature of Suit Codes (462, 463 and 465) on the Court's updated [Civil Cover Sheet](#).