

What's New in ECF 3.0

Last updated: 06/02/07

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1. INTRODUCTION:

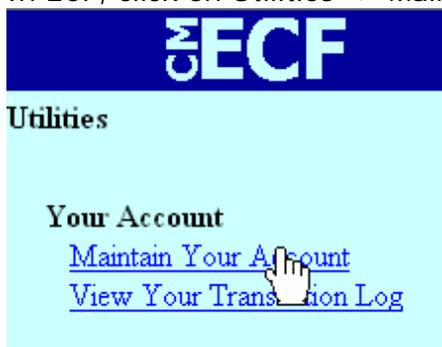
On August 6, 2007, the Middle District of Alabama US District Court will be switching from CM/ECF v.2.5 to CM/ECF v.3.0. As with all previous updates, there will be some mostly cosmetic changes to how pages are displayed, and there are three new features that we hope will enhance your ECF experience. These features are explained below.

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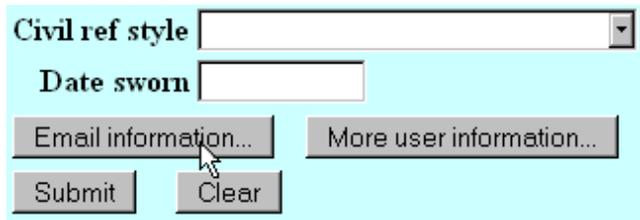
2. UPDATING YOUR E-MAIL ADDRESS

To set or modify your e-mail address in ECF 3.0:

1. In ECF, click on Utilities -> Maintain Your Account:



2. Click on the Email Information button:

A screenshot of the 'Email Information' form in ECF 3.0. The form has a light blue background. It contains a dropdown menu for 'Civil ref style', a text input field for 'Date sworn', and two buttons: 'Email information...' and 'More user information...'. At the bottom of the form are two buttons: 'Submit' and 'Clear'. A mouse cursor is pointing at the 'Email information...' button.

3. Edit your e-mail address in the Primary E-mail Address field:

Email Information for Godzilla

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
<input type="text" value="godzilla@cand.uscourts.gov"/>	<input type="text" value="HTML"/>	<input type="text" value="Individual NEF"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Hide Options"/>
<input type="button" value="Add Additional E-mail Address"/>	<input type="button" value="Return to Person Information Screen"/>		<input type="button" value="Clear"/>		

4. To get NEFs on cases where you are not an attorney of record, click on the Additional Options pull-down menu and select Additional Cases:

Additional Options

- Hide Options
- Additional Cases**
- Delivery Method Exceptions

Pull-down to Add, then enter the case number and click Add to List:

Additional Cases to Receive NEFs

Enter case number and click

The case will now be displayed in the Show window:

Additional Cases to Receive NEFs

You can remove these by selecting the Remove menu item.

5. To add secondary E-mail addresses, click the Add Additional E-mail Address button, and enter the E-mail address in the space provided.

Email Information for Godzilla

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
<input type="text" value="godzilla@cand.uscourts.gov"/>	<input type="text" value="HTML"/>	<input type="text" value="Individual NEF"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Hide Options"/>
Secondary E-mail Addresses					
<input type="text" value="bambi@cand.uscourts.gov"/>	<input type="text" value="HTML"/>	<input type="text" value="Individual NEF"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Hide Options"/>
<input type="button" value="Add Additional E-mail Address"/>	<input type="button" value="Return to Person Information Screen"/>		<input type="button" value="Clear"/>		

If you want a secondary E-mail address to receive all NEFs that you receive, check the checkbox under In All My Cases. If you want to specify which cases this secondary E-mail address receives NEFs, leave the box unchecked and instead the same directions in 4 above.

You can add as many additional E-mail addresses as you like.

6. When finished, click the Return to Person Information Screen button.
7. On the main screen, click the Submit button to save your changes:

Civil ref style

Date sworn

Email information... More user information...

Submit Clear

8. On the next screen, click Submit:

Case specific fields were not altered.
Click submit to continue with update of person.

Submit Clear

9. The system will confirm that you've updated your email:

Updating person record...

Update Person Prid: 2610

The update was successful... prid 2610 - Godzilla

Participant records were not altered.

E-mail configuration:

Primary e-mail address: godzilla@cand.uscourts.gov

This e-mail address is currently **active**, and normally receives **individual NEFs** in **HTML** format for **all of your active cases**.

You have indicated that this e-mail address should receive NEFs for the following **specific or additional cases**:

[3:06-cv-01111 Moose v. Squirrel et al](#)

Secondary e-mail address: bambi@cand.uscourts.gov

This e-mail address is currently **active**, and normally receives **individual NEFs** in **HTML** format for **all of your active cases**.

No user update requested

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3. SAVING YOUR REPORT PREFERENCES:

If you often run reports with the same options, you can now set up certain options as your defaults:

1. Go to the Report whose options you want to customize (e.g., Reports -> Docket Activity).
2. Select the options you would like as defaults for your report (i.e., the options you usually check and/or select).
3. Check the checkbox marked Make these options my default, then click the Run Report button:

Run Report Clear Make these options my default.

4. The next time you go to run this report, the options you chose should already be selected for you.

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4. SEARCHING FOR DOCUMENTS WITHIN A CASE

If you know the document number of a document you would like to view in the CM/ECF system, you can now view that document directly without having to view the entire Docket Sheet.

1. In ECF, click on Query.
2. Enter your case number.
3. Under the Query menu, click on View a Document.
4. Enter the document number in the box and click Run Report.

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ENABLING AND DISABLING PDF HEADERS

Last updated: 06/02/07

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1. INTRODUCTION:

Beginning in CM/ECF Version 2.5, it has been possible to view PDF documents in ECF with headers at the top of the documents. These headers are designed to display information about the case and the document. For some users, this is useful in organizing papers printed off the docket sheet; for court staff, this utility can actually hamper correct docketing, as in the case of double headers on Orders.

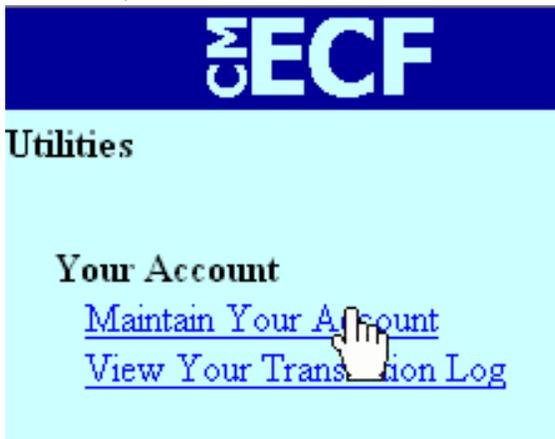
In CM/ECF Version 3.0, tools for enabling/disabling these headers have been added to the docket sheet Report screen to allow more flexibility.

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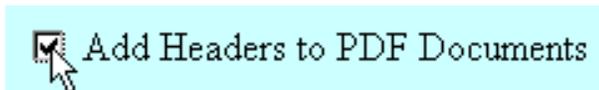
2. ENABLING PDF HEADERS:

By default, all accounts are set to display PDF Headers. If you turn off the PDF Headers at some point and want to turn them back on, do the following:

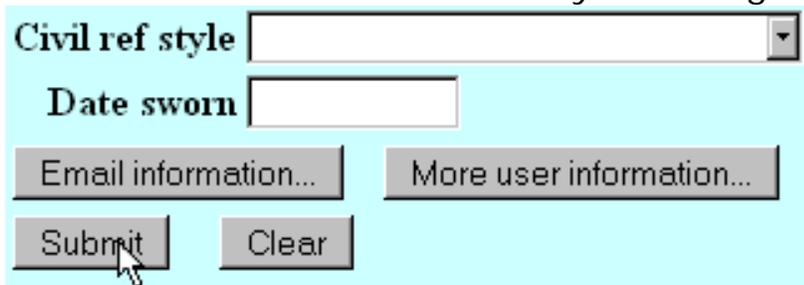
1. In ECF, click on Utilities -> Maintain Your Account:



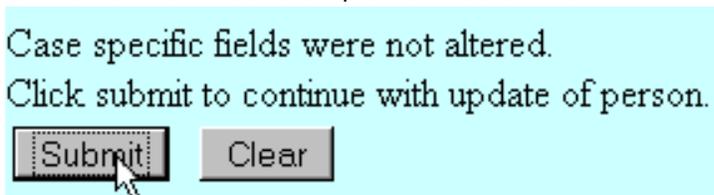
2. Make sure the check box is CHECKED:



3. Click the Submit button to save your changes:

A screenshot of an ECF form. It features a dropdown menu for 'Civil ref style', a text input field for 'Date sworn', and two buttons: 'Email information...' and 'More user information...'. At the bottom, there are 'Submit' and 'Clear' buttons. A mouse cursor is pointing at the 'Submit' button.

4. On the next screen, click Submit:



5. The system will confirm that you've updated:

Updating person record...

Update Person Prid: 12346916

The update was successful... prid 12346916 - ewnCSA

Participant records were not altered.

No e-mail edit requested.

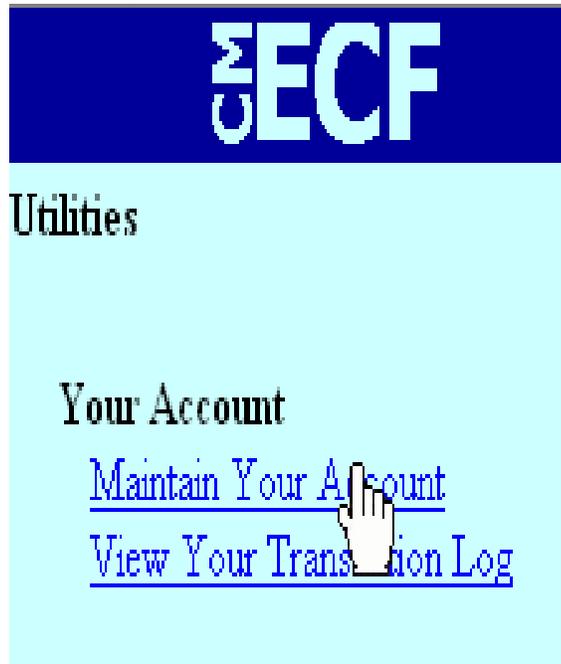
No user update requested

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3. DISABLING PDF HEADERS COMPLETELY:

If you would prefer to never see the PDF Headers at the top of your documents:

1. In ECF, click on Utilities -> Maintain Your Account:



2. Make sure the check box is UNCHECKED:

Add Headers to PDF Documents

3. Click the Submit button to save your changes:

Civil ref style

Date sworn

Email information... More user information...

Submit Clear

4. On the next screen, click Submit:

Case specific fields were not altered.
Click submit to continue with update of person.

Submit Clear

5. The system will confirm that you've updated:

Updating person record...
Update Person Prid: 12346916

The update was successful... prid 12346916 - ewnCSA

Participant records were not altered.

No e-mail edit requested.

No user update requested

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4. DISABLING PDF HEADERS TEMPORARILY:

Sometimes, improper display of the PDF Headers can result in ugly double-headers:

Case 4:56-cv-00300-JF Document 32 Filed 05/22/2007 Page 1 of 2

To avoid this problem, disable PDF Headers temporarily when viewing the Docket Sheet:

1. In ECF, click on Reports -> Docket Sheet:

Reports

[Docket Sheet](#)

[E-mail for a case](#)

[National Statistical Reports...](#)

- UNCHECK the Include PDF Headers checkbox:

Docket Sheet

Case number

Filed to
 Entered to

Documents to

- Include restricted entries
- Include terminated parties
- Include links to notices of electronic filing
- Include list of parties and counsel
- Include list of member cases
- Include PDF headers

Sort by

Make these optio

- Click the Run Report button:

Make these optio

This will view the document without headers.

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