



Eastern District of Michigan CM/ECF E-News

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New Requirement to Log in to CM/ECF

The newest version of CM/ECF was released on September 12, 2009. The new version requires filing users to acknowledge their responsibility to redact private information in compliance with Fed. R. Civ. P. 5.2 and Fed. R. Crim. P. 49.1 when logging in. Filing users must acknowledge compliance by clicking on and placing a check mark in the compliance notice check box.

The screenshot shows the login interface for CM/ECF. On the left, under the heading "Authentication", there are three input fields: "Login:", "Password:", and "client code:". Below these fields are "Login" and "Reset" buttons. On the right, there is a yellow box containing the following text:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

Below this text is a checkbox with the text: "I understand that, if I file, I must comply with the redaction rules. I have read this notice." This checkbox and its text are circled in red in the image.

Change of Contact Information Procedure

On June 1, 2009, the Court approved new LR 11.2, Failure to Provide Notification of Change of Address effective July 1, 2009:

“Every attorney and every party not represented by an attorney must include his or her contact information consisting of his or her address, e-mail address, and telephone number on the first paper that person files in a case. If there is a change in the contact information, that person promptly must file and serve a notice with the new contact information. The failure to file promptly current contact information may subject that person or party to appropriate sanctions, which may include dismissal, default judgment, and costs.”

The screenshot shows the "Notices" section of the CM/ECF interface. At the top, there is a search bar with the text "Start typing to find another event". Below this is a list of "Available Events (click to select events)". The events listed are:

- Appeal
- Appearance
- Change of Address/Contact Information
- Change of Electronic Filing Registration Information Form
- Consent and Reference of a Civil Action to a Magistrate Judge
- Joinder/Concurrence
- Lis Pendens
- Non-Party Fault
- Notice - Other
- Voluntary Dismissal
- Withdraw Motion
- Withdrawal of Attorney
- Withdrawal of Claim

The "Change of Address/Contact Information" event is highlighted in blue. At the bottom of the list, there are "Next" and "Clear" buttons.

Notice should be filed electronically using the Change of Address/Contact Information event located under the Notices category in both the Civil and Criminal menus. In addition to filing the Notice of Change of Address/Contact Information, e-filers are reminded that they must also update their own information in the Utilities section. (See Updating Contact Information on page 2 for more information.)



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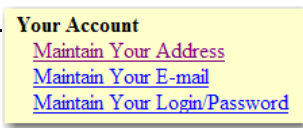
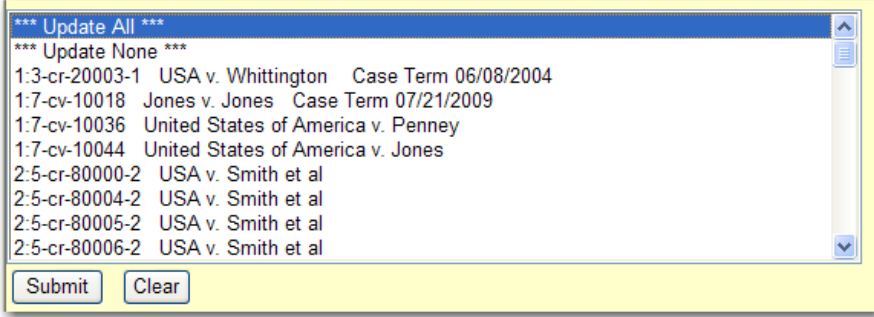
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Updating Contact Information

As reported on page 1 of this newsletter, filing users are required to file a Notice of Change of Address/Contact Information whenever any change in address, phone, or e-mail address takes place. In addition to filing the notice, filing users are also required to update their information in CM/ECF. Following are the directions to follow when updating contact information in CM/ECF.

Step	Action
1	Log in to CM/ECF .
2	Click on Utilities from the blue Menu Bar 
3	Under the category Your Account , there are three options:  To change address, select Maintain Your Address To change e-mail address, select Maintain Your E-mail To change login or password, select Maintain Your Login/Password.
4	Make changes as appropriate and click Submit . Depending on the change, the filing user may be prompted to update all or some of their cases. The selection " Update All " should be selected. 

For more detailed information, please see the Attorney Contact Information Update Instructions tutorial at <http://www.mied.uscourts.gov/CMECF/Policies/maintain%20account%20instructions.pdf>



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RECAP Software Security Concerns



The Court would like to make filing users aware of security concerns relating to a software application or "plug-in" called RECAP, which is designed to enable the sharing of court documents on the Internet.

Once a user loads RECAP, documents that he or she subsequently accesses via PACER are automatically sent to a public Internet repository. Other RECAP/PACER users are then able to see and access, free of charge, documents that are available from the Internet repository. At this time, RECAP does not appear to provide users with access to restricted or sealed documents.

Please be aware that RECAP is "open-source" software, which means it can be freely obtained by anyone with Internet access and could possibly be modified for benign or malicious purposes. This raises the possibility that the software could be used for facilitating unauthorized access to restricted or sealed documents. Accordingly, filing users are reminded to be diligent about their computer security and document redaction practices to ensure that documents and sensitive information are not inadvertently shared or compromised.

The Court and the Administrative Office of the U.S. Courts will continue to analyze the implications of RECAP or related-software and advise you of any ongoing or further concerns.

Helpful Reminders

Scanning Tip

Filing users are reminded that documents should be scanned in Portable Document Format (PDF) at a resolution of 300 Dots Per Inch (DPI). Scanning at a lower resolution can create documents that are difficult to read. Scanning at higher resolutions create large file sizes.



large filings in multiple transactions is recommended.

For instructions, see Attaching Exhibits tutorial on the court's website.

<http://www.mied.uscourts.gov>

Increased File Size Limit

The court has recently increased the document file size limit from 10MB to 12.5MB under document. E-filers are still cautioned that sending too many megabytes in one transaction may cause the transaction to fail. Therefore, sending

Discovery Filings

The filing of discovery or certificates of service on discovery is prohibited in the Eastern District of Michigan per LR 26.2. Any discovery documents filed electronically will be automatically stricken from the record by Clerk's Office staff.



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Hyperlinks in Documents



Filing users are cautioned that using hyperlinks within documents that cite cases or other authorities can be problematic if the material is not maintained permanently at the web address.

In order to avoid this problem, the information the hyperlink points to must be captured and converted to PDF. The PDF can then be attached to the document as an exhibit. This will preserve the record even if the hyperlink is broken in the future.

The "Back" Button



Some of the most common problems reported to the CM/ECF Help Desk are errors relating to using the back button during electronic filing.

Here are some tips to avoid errors caused by using the back button:

1. When a filing has been completed, do not use the back button to go back to the beginning and start a new filing using the same event. Instead, once the Notice of Electronic Filing (NEF) is displayed, click **Civil** or **Criminal** from the blue menu bar to go to the beginning and file the next document.
2. Once a document has been uploaded into the system, the back button should be avoided. If the back button is used to go back to the upload screen, the document will be lost and will need to be uploaded again.
3. Do not use the back button when opening a new case and entering parties. If a mistake is made, continue forward to the end of the filing. Contact the Help Desk to alert them to the mistake and staff will make the correction.
4. Do not use the back button when entering credit card information. This can cause the system to charge the credit card twice. If the system errors out, continue with the filing or call the Help Desk.

