



# Eastern District of Michigan CM/ECF E-News

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## CM/ECF 3.0 Released

On February 17, 2007, the CM/ECF software was upgraded to the newest version. The updated version offers new features and you will notice different screens. For a more detailed review of the changes, please visit our website at [http://www.mied.uscourts.gov/ECF/images/CMECF\\_3.0\\_Upgrades.pdf](http://www.mied.uscourts.gov/ECF/images/CMECF_3.0_Upgrades.pdf). Here is a highlight of the changes.

1. You can now search by document number in PACER if you know the number of the document you want to view.

4. The attorney association screen has been modified. There is only one box to be checked when "linking" an attorney to a party in the case. The designation of "lead" attorney is no longer applicable.

2. PDF Headers that appear in blue at the top of documents, can be turned on and off by checking the "Include PDF headers" box.

3. Definitions of the case flags that will now appear on the docket are available on the ECF Main Page and under the "Utilities" menu link.

5. The Notice of Electronic Filing has been modified to clarify which parties will receive electronic notice. If a participant will not receive electronic notice, the NEF will read "Notice will not be electronically mailed to." Also, entries that do not have a document associated with them, will display "No document attached" next to the document number.



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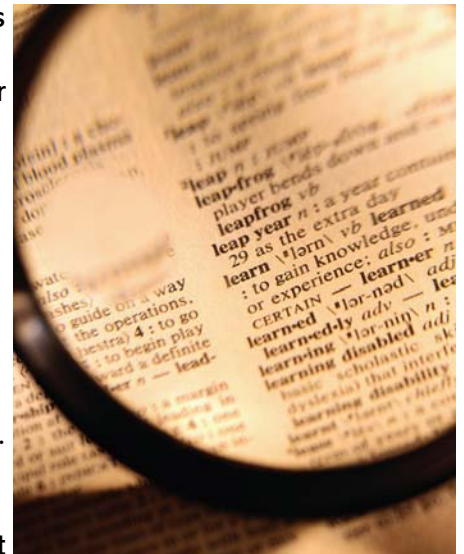
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## Judges' Courtesy Copy Policy

On January 8, 2007, the Court approved a new blanket "courtesy copy" policy for the Court. You can view the new policy at our [website](#). Here are a few things to keep in mind:

1. Only dispositive motions and responses or replies to dispositive motions (and their exhibits) must have a courtesy copy sent to the Judge. No other filings require sending courtesy copies.
2. The Court does not specifically define "firmly bound", therefore interpretation of that is left to the filer.
3. This policy applies to all Judges in the district, and supersedes any previous requirements.
4. If you e-file a document after hours, it is okay to send the courtesy copy in the next day's mail.
5. You must hand deliver the courtesy copy only if the motion is scheduled for hearing within the next five days.



## Updates to E-Filing Policies and Procedures

On February 15, 2007, the Court's E-Filing Policies and Procedures were updated. Some of the highlights are:

1. Statements of Disclosure of Corporate Affiliations and Financial Interest (required by LR 83.4) are now included as "initiating papers".
2. New R5(d) directs filing users not to combine motion with responses, replies or complaints. When filing a response to a motion, any new motion being introduced as a result, must be filed separately in the motions category. Violations will result in the document being stricken.
3. Rule 11(a)(2) has been modified to include two exceptions to submitting stipulated orders via the Proposed Order Hyperlink in Utilities. The two exceptions are: if the stipulation is signed by a party who is not an attorney; or the stipulation is in regard to the filing of trial exhibits for appeal purposes, and do not require an order signed by a Judge or Magistrate.
4. Rule 18 now directs filing users on how to file video tapes, DVDs, and other physical objects.
5. The Notice of Change of Attorney Information Form has been modified and is now called Notice of Change of Electronic Registration Information. See Exhibit A for the revised form.



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## Filing Exhibits Separately

Occasionally exhibits are filed separately from the document they are being filed in support of. This occurs often because the total file size of the main document, and the exhibits exceeds 20 MB and must be filed in separate parcels. (See [Filing Voluminous Exhibits](#) for more information). In cases such as this, it is appropriate to file each section of exhibits without a coversheet identifying the Court and Case caption information. Filing the exhibits separately is appropriate provided they are filed immediately after the main document.

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF MICHIGAN

DYNAMIC CORPORATION,  
Plaintiff, 05cv60001

v.  
Honorable Nancy G. Edmunds

AAA PRODUCTS, INCORPORATED,  
Defendant.

Exhibit A to Motion for Summary Judgement

The other instance where exhibits can be filed separately from the main document are the occasions where an error has been made. It may be that the filer forgot to attach an exhibit or there is a corrected exhibit that needs to be filed. In such cases, it is mandatory that the filer include a coversheet on the front of the exhibit that contains the Court and Case Caption Information.

### IMPORTANT FORM UPDATE:

Take note that the Notice of Change of Attorney Information form has been revised. It is now called the Notice of Change of Electronic Filing Registration Information. If you have saved the old form on your computer, please be sure to replace it.

## Pay.gov News

Pay.gov now requires the three digit security code located on the back of the credit card, when processing payment for Notice of Appeals.

Online Payment  
Step 1: Enter Payment Information  
Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name: BILL \*

Payment Amount: \$10.00 \*

Billing Address: 123 MAIN ROAD \*

Billing Address 2:

City: CLEVELAND

State / Province: Ohio - OH

Zip / Postal Code: 44123

Country: United States

Card Type: Visa \*

Card Number: 4111111111111111 \* (Card number value should not contain spaces or dashes)

Security Code: 999 \* (On the back of your Card, find the last 3 digits) [Help finding your security code](#)

Expiration Date: 02 / 2008 \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.



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## PDF Hints and Tips



1. To keep current, check for software updates often. Errors can occur when updates have not been installed as required.

2. If you are having problems opening a PDF document from a link, open the PDF reader first, then click the link. When you open the reader first, it saves time because the computer does not have to launch the PDF reader and the document at the same time.

3. The free version of Adobe, is called Adobe Reader. It only allows users to view PDF documents. It does not convert documents to PDF, nor can it alter PDF documents.

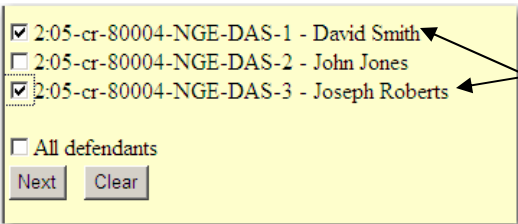
4. If you are filling out a PDF fillable form using Adobe Reader, you will not be able to save the filled in form.

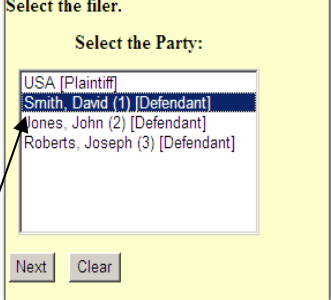
5. After completing PDF fillable forms, the form must be converted to PDF by either using software, or by printing the form and then scanning it. (See [Volume IV Newsletter](#) for more info.)

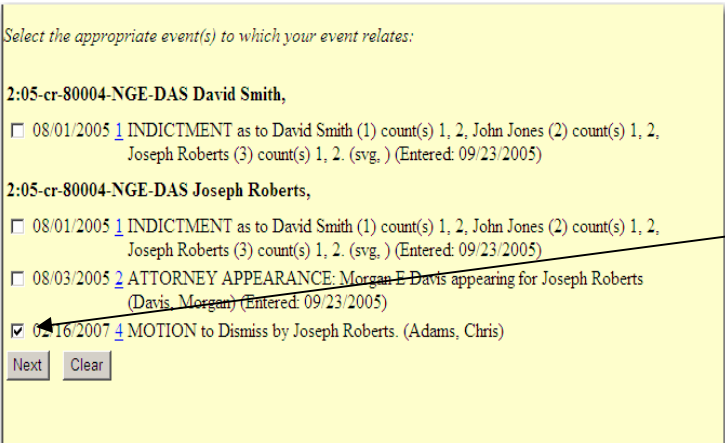
6. Documents converted to PDF using software (such as Adobe) have much smaller file sizes then documents that are scanned and converted to PDF.

## Filing a Joinder/Concurrence in Criminal Cases

When filing a joinder/concurrence in a criminal case, select the name of the defendant that is joining as well as the name of the defendant that is being joined.

1.  In this example, David Smith is joining a motion filed by Joseph Roberts. Therefore, they are both selected in this screen.

2.  However, the filer will be David Smith ONLY.

3.  Select the document that the filer is joining.

**2:05-cr-80004-NGE-DAS-1 - David Smith**  
 2:05-cr-80004-NGE-DAS-2 - John Jones  
 2:05-cr-80004-NGE-DAS-3 - Joseph Roberts  
 All defendants  
 Next Clear

**Select the Party:**  
 USA [Plaintiff]  
 Smith, David (1) [Defendant]  
 Jones, John (2) [Defendant]  
 Roberts, Joseph (3) [Defendant]  
 Next Clear

Select the appropriate event(s) to which your event relates:  
 2:05-cr-80004-NGE-DAS David Smith,  
 08/01/2005 1 INDICTMENT as to David Smith (1) count(s) 1, 2, John Jones (2) count(s) 1, 2, Joseph Roberts (3) count(s) 1, 2. (svg.) (Entered: 09/23/2005)  
 2:05-cr-80004-NGE-DAS Joseph Roberts,  
 08/01/2005 1 INDICTMENT as to David Smith (1) count(s) 1, 2, John Jones (2) count(s) 1, 2, Joseph Roberts (3) count(s) 1, 2. (svg.) (Entered: 09/23/2005)  
 08/03/2005 2 ATTORNEY APPEARANCE: Morgan E Davis appearing for Joseph Roberts (Davis, Morgan) (Entered: 09/23/2005)  
 09/16/2007 4 MOTION to Dismiss by Joseph Roberts. (Adams, Chris)  
 Next Clear



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## Keeping up with the Times

It seems that just when you get comfortable with your favorite software, a new version is released. It is sometimes difficult to keep up with the most current releases or software patches. However, it is highly recommended that you don't let your computer or software lag too far behind, otherwise you may encounter problems filing and viewing documents. It is important to keep track of the most up to date versions of your commonly used software, such as word processing, PDF reader, PDF converter, operating system, Internet browser, email software, etc.

**INFORMATION REGARDING MICROSOFT VISTA:** Currently the Court has not thoroughly tested Microsoft Vista so you may experience unforeseen problems. Our Court is relying on further guidance from our National Administrative Office



## Save yourself some time

Did you know that most of the common questions that we receive at the help desk are available at your fingertips on our website? Below is a snapshot of our ECF webpage and an explanation of where to find answers to commonly asked questions.

<https://www.mied.uscourts.gov/ecf>

**Electronic Case Filing (CM/ECF)**

**ECF**  
Electronic Case Files Log-in <\*\*\* Full Access is Available \*\*\*>

**General Information**  
[CM/ECF Brochure \(PDF\)](#)  
[Attorney's Perspective Video](#)  
[Frequently Asked Questions](#)  
[CM/ECF Help Desk](#)

[Privacy Protection for Civil Filings Made with the Court](#)  
[Privacy Protection for Criminal Filings Made with the Court](#)  
[Judges' Courtesy Copy Policy <Approved 1/8/2007>](#)  
[Server Messages/Downtimes](#)

**Manuals**  
[Policies and Procedures \(PDF\) <Posted On: 02/15/2007>](#)  
[Notice of Changes to ECF Policies and Procedures <Posted On: 02/21/2007>](#)  
[Filing User's Manual \(PDF\) <Posted On: 08/30/2006>](#)

**Registration/Training**  
[Signup for ECF Login/Password](#)  
[ECF Training](#)  
[PACER Registration/Service Center](#)

**Tutorials**  
[Exhibit Tutorial](#)  
[Proposed Orders Tutorial](#)

**Newsletter / Updates**  
[October 2006 PDF](#)  
[June 2006 PDF](#)  
[December 2005 PDF | SWF](#)  
[September 2005 PDF](#)  
[E-filing a Notice of Appeal Instructions\(New\)](#)  
[CM/ECF Release 3.0 \(New\)](#)  
[CM/ECF Release 3.0](#)  
[Consolidated Cases \(New\)](#)

**Forms**  
[Notice of Change of Electronic Filing Registration Information](#)  
[PDF Fillable | Non-Fillable](#)

Most questions can be answered here.

The new Judges' Courtesy Copy Policy.

Current Policies and Manuals. The Filing User's Manual guides you through most e-filings.

On-line training can be taken more than once. Access here.

For questions or problems with PACER, click here.

Additional Training and important information is contained in tutorials, newsletters, and Updates.

This form is used to update any change of an attorney's registration information.