



EASTERN DISTRICT OF MICHIGAN CM/ECF E-NEWS

October 2013 Edition

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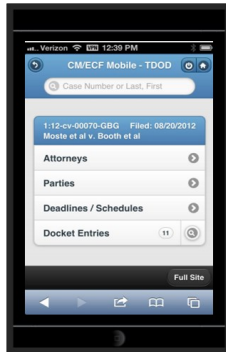
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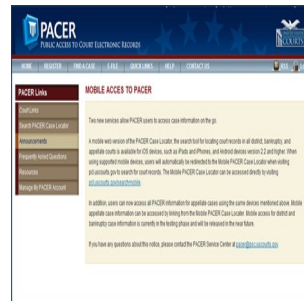
With the recent update of CM/ECF filing users now have the ability to view docket information on their mobile devices. Mobile query is compatible with smart phones, such as iPhone and Android (v2.2 or higher), as well as BlackBerrys and other PDAs that access web applications. Mobile query is designed to function on any browser that can support basic HTML.

Need Help?
If you encounter problems viewing dockets on your mobile device, contact the PACER Service Center at 1-800-676-6856

Users can access mobile query in one of three ways. Access one of the following sites from your mobile device:

From the Query Screen in PACER

From the Mobile Access Page in PACER



From the Query Results screen.



Coming Soon!

December 1, 2013

On December 1, 2013, there will be an increase to the Fee Schedule. Keep watching the court's web site for more information and the new Fee Schedule.



December 3, 2013

On December 3, 2013 the court will conduct a new lawyer Mass Swearing-In. Attorneys wishing to participate should fill out the attorney admission packet and submit the application and fee prior to November 22, 2013. For more information see the [flyer on the Court's Web site](#).

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Doing Business As?

During the filing of a new case, businesses are often added with a “doing business as” name. This name should be treated as an alias. The doing business name is NOT added in the Last/Business name field. Instead, once the party is added, click the add alias icon under the party’s name in the party tree on the left side of the screen.

Once the Add Alias Icon is clicked, a new search window will open on the right side of the screen. Enter the “Doing Business As” name and click search. Continue through adding or selecting the alias. Be sure to select the appropriate designation from the drop down list.

aka = Also Known As
dba = Doing Business As
fka = Formerly Known As
nka = Now Known As

Social Security Appeals

This is a reminder to filing users initiating new Social Security Appeal cases. It is important that when adding the parties to the case, the party “Social Security, Commissioner of” is selected from the search results list. At no time should a new party be created.



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Waiver of Answers

A new event has been created for defendants in Prisoner Civil Rights cases who want to file a Waiver of Answer in lieu of filing an Answer to Complaint. The event can be found in Civil → Initial Pleadings and Service → Other Answers → Waiver of Answer—Prisoner Civil Rights. These waivers should NOT be filed using the “Answer to Complaint” event.



Resetting Your Password

If you are unable to log into CM/ECF you can request to have your login and password reset. Just click the link above the login windows. If your password is not reset automatically, an email will be sent to the Help Desk. Staff will then reset your password and email you within a few hours. For more information see the [handout](#) posted on the court's web site.

Entering Municipalities

When adding municipalities such as cities, counties and states, the format should be: name of the municipality, followed by a common and then the type of municipality it is.

Examples:

Detroit, City of
Michigan, State of
Oakland, County of



Can't select All Parties

A recent update to CM/ECF has caused filing users to be unable to select parties that the filing user does not represent in the “Select Filer” screen. This change was brought about so that filing users could not accidentally file something on behalf of a party that they do not represent. However, this makes it impossible for filers to select all parties when submitting stipulations or other jointly filed documents. Filers should pick only the parties that they represent and continue with the filing.

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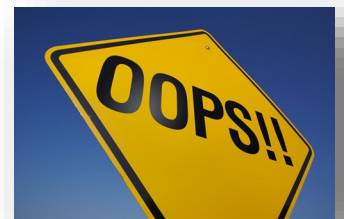


Please be reminded that per [LR 11.2](#) filing users are required to file a notice of change of address in all active cases. In addition, filing users need to log into their e-filing account and update their information. The court monitors undeliverable emails daily and notices of error are sent out to filing users whose emails are returned to the court as undeliverable. Failure to update your contact information could cause you to miss important notices in your case, your account being inactivated, or other sanctions. For more information on changing contact information, see the [Filing User's Manual](#) on the court's web site.

Notices of Non-Compliance with Court Rules

Per the court's non-compliance policy, filing users receive Notices of Error for several reasons:

- Filing discovery material
- Filing a document with an advertisement in it
- Filing the wrong document or filing in the wrong case
- Failing to update their email address
- Failing to add all parties to a new case
- Selecting the wrong county when opening a new case



The court monitors these Notices of Error and after three occurrences in a six-month period, will email the filing user a Notice of Non-Compliance. The intent of these notices is to bring the filing user's attention to the errors and offer advice as to how to avoid these errors in the future. If a fourth Notice of Error is received the filing user is reported to the Chief Judge's designee for further action. To avoid this, always be familiar with the court rules and the E-Filing Policies and Procedures.

Dr.

Mr.

Mrs.

Does your Party have a Title?

When adding parties to a case, no titles such as Dr., Mr., or Mrs. should go in the name fields. If the title must be noted, use the Party Text field at the bottom of the party information screen.



For Comments or Questions about this Newsletter email
attyhelp@mied.uscourts.gov