



Eastern District of Michigan CM/ECF E-News

September 2012

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CM/ECF Upgrade

The CM/ECF system was recently upgraded. Most of the system changes were seamless, but there are a few things you may notice.

- **New Password Requirements**—The requirements for passwords have been updated. You may have noticed that you were prompted to change your password when logging into the system the first time after the upgrade. Passwords must now comply with the new standards.
- **New Nature of Suit Codes**—The following nature of suit codes have been added to CM/ECF:
 - 196 Franchise
 - 445 Americans with Disabilities—Employment
 - 446 Americans with Disabilities—Other
 - 480 Consumer Credit
 - 490 Cable/Satellite TV
- In addition, a revised civil cover sheet is also available on the court's website under the forms section.

Password Requirements:

- Must be at least 8 characters
- Must contain at least one Uppercase letter
- Must contain at least one digit or special character (!@#\$%)

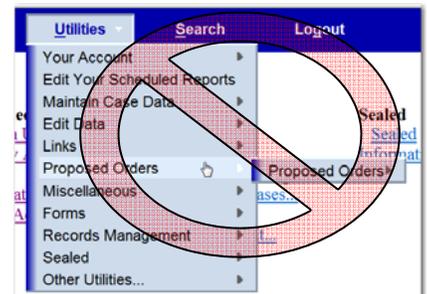
Lost or Forgotten Password?



The court has recently implemented a new computer program that will allow CM/ECF filing users to reset lost or forgotten logins and passwords. Unfortunately, the program is only for CM/ECF logins and passwords and will not allow you to reset your PACER or Bankruptcy login and password, or other district court login and password. The instructions for using this utility are on the court's website in the CM/ECF Page in the Resources section.

Proposed Order Error

Filing users are reminded that there is a glitch in the CM/ECF System when attempting to submit a proposed order. Filing users must click on Utilities from the blue menu bar and wait for the page to load. From there, click on Proposed Orders and continue through the screens. If the drop down menu that appears when hovering the mouse pointer over the word utilities is selected, the user will receive a "Page Cannot Be Found" error.





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New Civil Case Statistical Information Reminder

The court reviews all new cases that are initiated and the statistical information that is entered during the filing of the new case. Based on these reviews, here is a list of common problems with the statistical information submitted by filing users.

Open a Civil Case

Much of the information needed for this screen is found on the civil cover sheet. Be sure to enter the appropriate county pursuant to LR 83.10. Refer to the Online Case Submission Instructions found at <http://www.mied.uscourts.gov/cmecf>.

Jurisdiction: 3 (Federal Question) [v]

Cause of action: [] Filter: [] Clear filter

Nature of suit: 0 (zero) [v] Filter: [] Clear filter

Origin: 1 (Original Proceeding) [v]

Citizenship plaintiff: [v]

Citizenship defendant: [v]

Jury demand: n (None) [v] Class action: n [v] Demand (\$000): []

Arbitration code: [v] County: Wayne [v]

Fee status: pd (paid) [v] Fee date: 1/14/2010 Date transfer: []

Next Clear

- Citizenship Plaintiff/Defendant:** Many filing users attempt to select the Citizenship of Plaintiff and Defendant when it is not necessary. These fields are only used if the Jurisdiction of the case is "Diversity." Otherwise, leave the fields blank.
- Demand:** This field should not contain symbols such as \$ or comma. In addition, you need to drop the last three zeros of the demand amount. For example: \$75,000 should be entered as 75.
- Arbitration code:** Always leave this field blank.
- County:** Be sure to select the proper county based on LR 83.11. Failure to select the correct county will result in a case being assigned to the wrong division. This generates a Notice of Error to the filing attorney.
- Fee date:** Always leave the default date.
- Date transfer:** Always leave this field blank.



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Emails from the Court



Filing users receive emails from the court for various reasons. The majority of these emails are Notices of Electronic Filing (NEFs) that are generated when court documents are filed. In addition, the court may periodically send out mass emails notifying filing users of system downtimes or other important information. Regardless of the type of email sent, it is important that filing users keep their email addresses current. Failure to maintain a current email address results in emails being returned to the court as bounce backs. Bounce backs are tracked and in some instances, notices of error are docketed on the court record.

Updating email addresses is a simple process. Filing users should log into the CM/ECF system and click on Utilities. From there, select Maintain Your Email. For further instructions, consult the ECF Users Manual located on the court's website.

Discovery

Filing users are reminded that pursuant to LR 26.2, Discovery documents are not filed with the court. If a filing user files a document that is discovery or a certificate of service on such a document, the entry is automatically stricken and a Notice of Error is issued to the filer. A four Notices of Error in a six month period, the filing user will be referred to Judge Cleland for excessive filing errors. See the list to the right for common discovery items that will automatically be stricken and produce a Notice of Error.

Common Discovery Documents that are **NOT** to be filed with the Court include:

- Depositions
- Interrogatories
- Initial Disclosures
- Request for admission
- Request for physical examination
- Request for production of documents
- Request for inspection
- Subpoena
- Subpoena duces tecum
- Certificates of Service on any of the above documents

Adding Parties

There are several occasions when filing users are required to add parties to a case. Here are some pointers regarding adding parties to cases:

- When opening a new civil case, all plaintiffs and all defendants should be added to the case.
- If filing a third party complaint, add the third party defendants during the filing of the third part complaint.
- If a party is not added at the beginning of the case opening process, the party can be added at the time the parties are selected as the "filer" or "as to or against" buy clicking the [New Filer] or [New Party] button.
- If the case has been completely open and parties still need to be added, filing users can use the "Add Parties" event in the Other Documents category.





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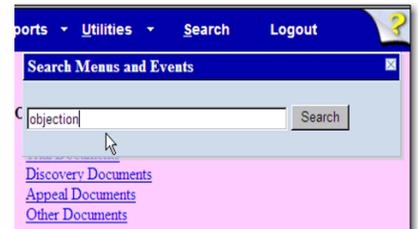
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Finding the Correct Event

When unsure of what event to use when filing a specific document, use the search option located within CM/ECF.

To use this option, click on "Search" in the Main Menu bar. A pop-up box will appear prompting the user to enter a keyword. For example, if a user was filing an Objection to a Magistrate's Report and Recommendation, he or she could type the word "objection" and click Search. A new screen would display with the search results.



From the list of results, the user would find "Objection to Report and Recommendation" located under the heading **Civil Events** → **Other Answers** and **Criminal Events** → **Other Documents**. NOTE: Pay careful attention because both civil and criminal events are displayed and many are similarly named.



Password Management

I forgot the password for the file where I keep all my passwords.



Creating and managing multiple passwords for the various on-line resources we need to access daily can be difficult. Below are some tips taken from an article from ABC News on-line. You may view the entire article here: <http://tinyurl.com/passwordstory>

1. Be Complicated.

Experts say short, basic passwords are a cakewalk for hackers. The longer it takes hackers to break into your account, the less likely it is that they'll succeed.

2. Try Creative Spellings.

Choose words you won't forget, but substitute a symbol for a letter such as "\$" for an "S" or a "+" for a "T."

3. Make it Personal.

Use a combination of some personal information backwards.

4. Use an Acronym.

Take a phrase and turn it into an acronym.

5. Go Low-Tech.

Keep them in a paper file.

6. Keep them to Yourself.

Don't leave your password on a post-it next to your computer or lying around anywhere or give it to anybody on the phone or by email.

Source: www.abc.go.com
Article by: [KI MAE HEUSSNER](#)