

CM/ECF Version 5.1.1 Upgrade – Attorney Information

(Effective January 7, 2012)

PDF/A

As required by Local Rule 5-1(c), documents filed via the court's CM/ECF system must be submitted in .pdf format. PDF/A is a variation of the standard .pdf format that allows for the long-term archiving of electronic documents with the assurance that the documents will be accessible in the future.

While CM/ECF continues to accept standard .pdf documents at this time, the software has been modified to accept PDF/A documents as well. CM/ECF users are encouraged to begin converting documents to PDF/A when filing electronically as all federal courts will be transitioning to PDF/A format in the future.

http://www.pdfa.org/wp-content/uploads/2011/08/PDFA_CompetenceCenter_brochure.pdf

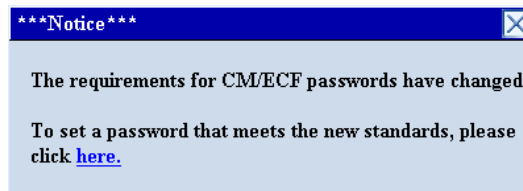
Security

New Password Format

To provide increased protection, CM/ECF now requires users to create more secure passwords. Passwords must be at least eight characters long and include both uppercase and lowercase alphabet characters and at least one number or special character (e.g., 0-9, @, #, \$, %, &, *).

When logging in with an ECF (e-filing) account after January 7, 2012, the following pop-up message will be displayed. After the account password has been modified to conform with the new password standards, the message will no longer appear when logging in to CM/ECF.

The Clerk's Office will not have access to passwords that have been modified to meet the new password requirements. A forgotten password may be reset by the Clerk's Office at the request of the registered attorney.



Multiple Login Attempts

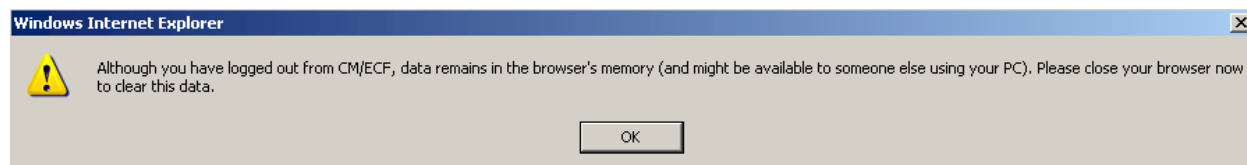
After five invalid login attempts, a user's CM/ECF account will be "locked" for five minutes and the following error message will appear:

Your account is temporarily disabled because an incorrect password was given 5 times. If you do not know who entered the incorrect passwords, or if you need to have your password changed, please contact the System Administrator. Otherwise, please try again in approximately 5 minutes.

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Logging Out

When a CM/ECF user clicks *Logout* from the main blue menu bar, the following pop-up message will appear.



MDL Case Report

The *Query* menu now includes a new *MDL Case Report* query. When searching for an MDL matter in CM/ECF, all cases associated with the same JPML (Judicial Panel on Multidistrict Litigation) number as the target case will be grouped and displayed by individual case number.