

GETTING STARTED: NEWS MEDIA CM/ECF ACCOUNTS:

Linking Your PACER and CM/ECF Accounts:

- 1) Log into the Southern District of Indiana's CM/ECF system <https://ecf.insd.uscourts.gov/cgi-bin/login.pl>
- 2) Enter your CM/ECF login and password (provided to you in your News Media registration confirmation email)
- 3) The client code box is optional. This field allows you to enter a billing code that your billing department can use to determine how any charges should be paid.
- 4) Place a checkmark in the redaction rules box stating "I understand that, if I file, I must comply with redaction rules. I have read this notice."
- 5) Click the Login button.

CM/ECF Filer or PACER Login
United States District Court for the Southern District of Indiana

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:
Please enter your ECF login and password to electronically file a document in a case pending before this court. To obtain an ECF login, please visit the court's website at <http://www.insd.uscourts.gov/e-filing-resources> and complete the ECF Attorney Registration Form.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your ECF login and password. As a security measure, the CM/ECF system prompts attorneys for an ECF login when attempting to view restricted documents. After successful entry of your ECF login, you should be permitted to view the document. If you receive the message, "You do not have permission to view this document" the document is either sealed or restricted. If the login prompt appears again, after you have entered your ECF login and password, it means that the "free look" link has expired. The "free look" obtained through a Notice of Electronic Filing (NEF) is valid for only one viewing of the document(s) associated with the filing. If not used upon receipt of the NEF, the "free look" expires after 14 days. To view a document after a "free look" has expired, please enter your PACER login and password.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, please enter your PACER login and password. A PACER account may be used to access the CM/ECF system only for the purpose of viewing documents and case information, but may not be used to file documents electronically. To obtain a PACER login, please register online at <http://pacer.psc.uscourts.gov>.

Case Search Information:
Case docket information for **Civil cases opened prior to July 1, 2002**, and for **Criminal cases opened prior to February 1, 2007**, may be found through the court's [Case Search Information](#) page. No PACER account is needed for this information.

If you forgot your CM/ECF password, you can request a password reset [here](#).

Authentication

Login:

Password:

Client code:

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.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Notice
An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.
CM/ECF has been tested with Firefox and Internet Explorer 8 and 9.

- 6) Link your PACER account to your CM/ECF account (NOTE: you will only need to do this once.).
From the main menu, select UTILITIES.



- 7) Go to the YOUR ACCOUNT menu and select “Change Your PACER Login.”



- 8) You will be taken to the PACER login page. Check the box that says, “Make this my default PACER login”



- 9) Enter your PACER login and password and click LOGIN.



Adding Cases to Receive Electronic Notice of Filing in CM/ECF

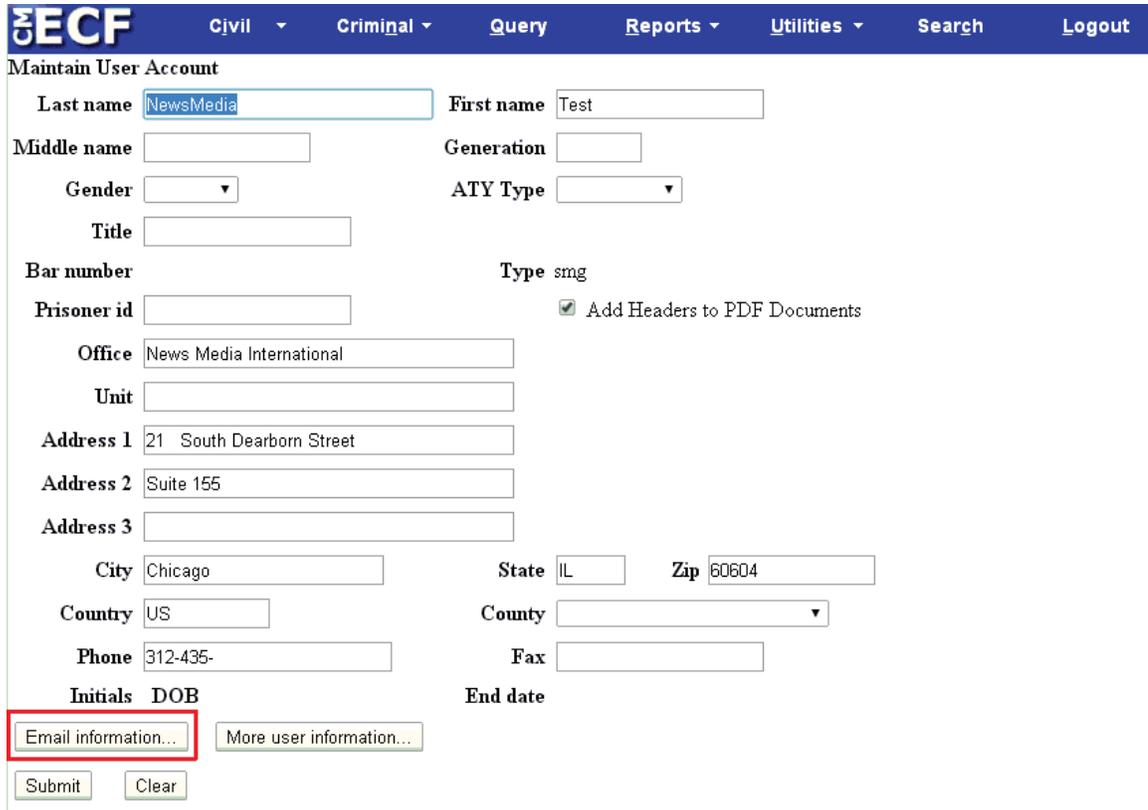
- 1) When you add a case to follow in CM/ECF, you will receive Notices of Electronic Filing (NEF) when a new court document has been filed. From the main menu in CM/ECF, select Utilities.



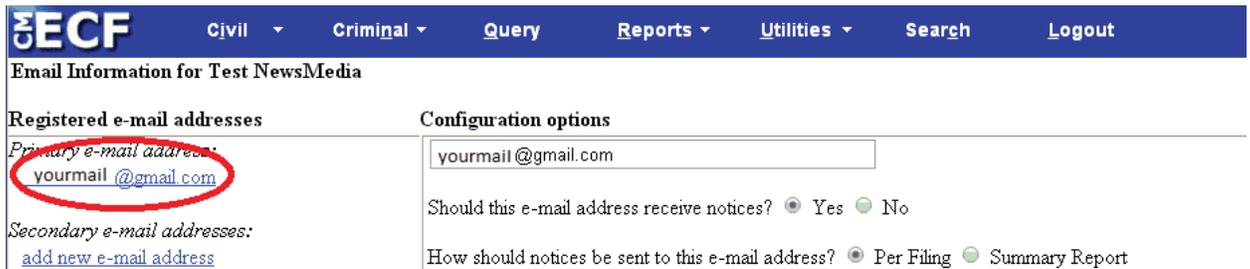
- 2) Go to the YOUR ACCOUNT menu. Click on "Maintain Your Account."



- 3) A screen will open titled "Maintain User Account." Click on "Email information."

The image shows the 'Maintain User Account' form in the CM/ECF system. At the top is the navigation bar. The form title is 'Maintain User Account'. It contains various input fields and dropdown menus for user information. The fields include: Last name (NewsMedia), First name (Test), Middle name, Generation, Gender, ATY Type, Title, Bar number, Type (smg), Prisoner id, Add Headers to PDF Documents (checked), Office (News Media International), Unit, Address 1 (21 South Dearborn Street), Address 2 (Suite 155), Address 3, City (Chicago), State (IL), Zip (60604), Country (US), County, Phone (312-435-), Fax, Initials (DOB), and End date. At the bottom of the form, there are two buttons: 'Email information...' and 'More user information...'. The 'Email information...' button is circled in red. Below these buttons are 'Submit' and 'Clear' buttons.

- 4) A page will open titled “Email Information” will open. Click the link to your email address found under the subcategory, “Primary e-mail address.”



ECF Civil Criminal Query Reports Utilities Search Logout

Email Information for Test NewsMedia

Registered e-mail addresses

Primary e-mail addresses:
[yourmail@gmail.com](#)

Secondary e-mail addresses:
[add new e-mail address](#)

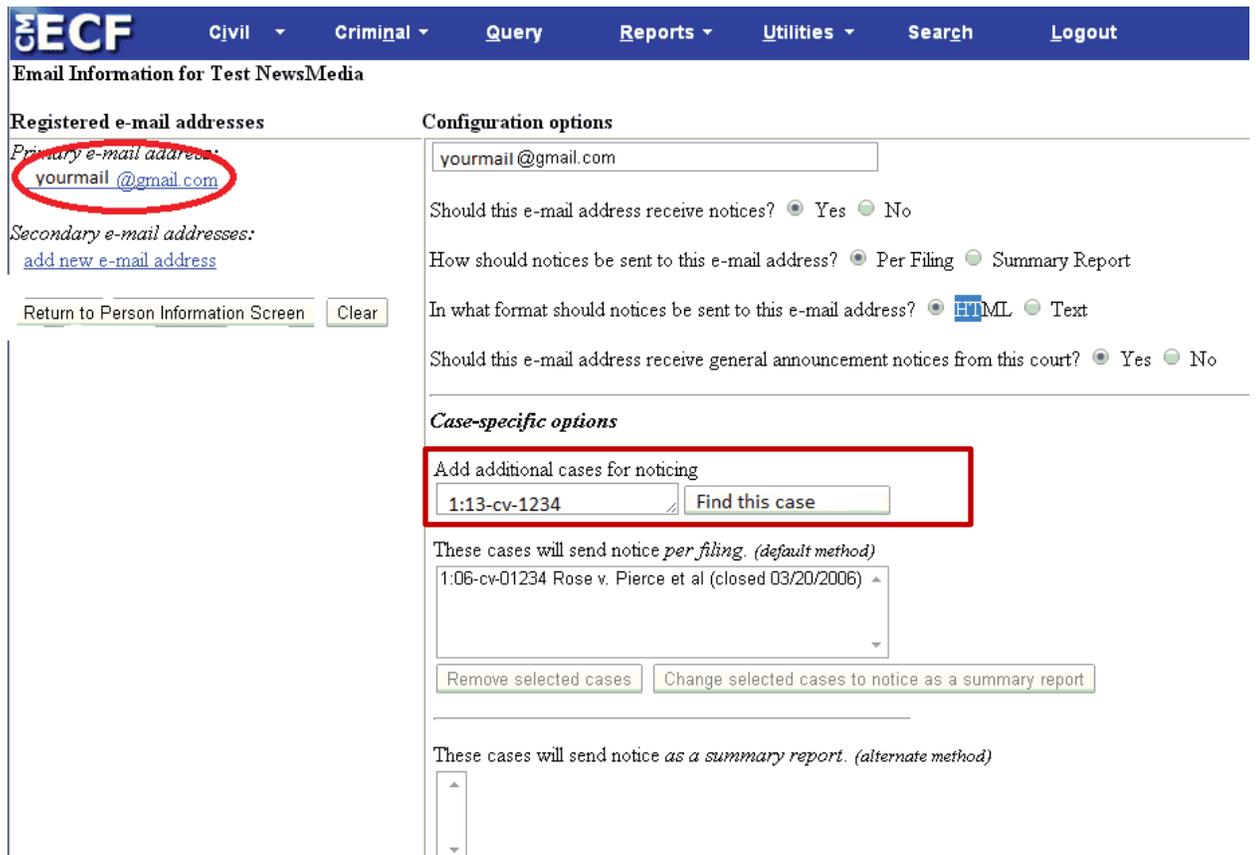
Configuration options

yourmail@gmail.com

Should this e-mail address receive notices? Yes No

How should notices be sent to this e-mail address? Per Filing Summary Report

- 5) The boxes to the right, “Configuration options” and “Case-specific Options” will populate. To add a case to receive NEF notifications, go to “Case-specific Options.” Enter a case number in the form [year][case type][number], such as 14cv123 or 9cr400. Then, click the “Find this Case” button. If found, click the button to “Add case.” By default, you will be notified each time a new item is added to a docket in real time (“send notice per filing”). To only receive one email per day with a summary of all new filings for a case, choose “send notice as a summary report” instead.



ECF Civil Criminal Query Reports Utilities Search Logout

Email Information for Test NewsMedia

Registered e-mail addresses

Primary e-mail addresses:
[yourmail@gmail.com](#)

Secondary e-mail addresses:
[add new e-mail address](#)

[Return to Person Information Screen](#)

Configuration options

yourmail@gmail.com

Should this e-mail address receive notices? Yes No

How should notices be sent to this e-mail address? Per Filing Summary Report

In what format should notices be sent to this e-mail address? HTML Text

Should this e-mail address receive general announcement notices from this court? Yes No

Case-specific options

Add additional cases for noticing

1:13-cv-1234

These cases will send notice *per filing*. (default method)

1:06-cv-01234 Rose v. Pierce et al (closed 03/20/2006)

These cases will send notice *as a summary report*. (alternate method)

6) To save the list of cases, click “Return to Person Information Screen.”

Secondary e-mail addresses:
[add new e-mail address](#)

Return to Person Information Screen

How should notices be sent to this e-mail address? Per Filing Summary Report

In what format should notices be sent to this e-mail address? HTML Text

Should this e-mail address receive general announcement notices from this court? Yes No

Case-specific options

[Add additional cases for noticing](#)

7) You will be taken back to the “Maintain User Account” page. Click “Submit.” You will now receive notices of filing for added cases.

Submit