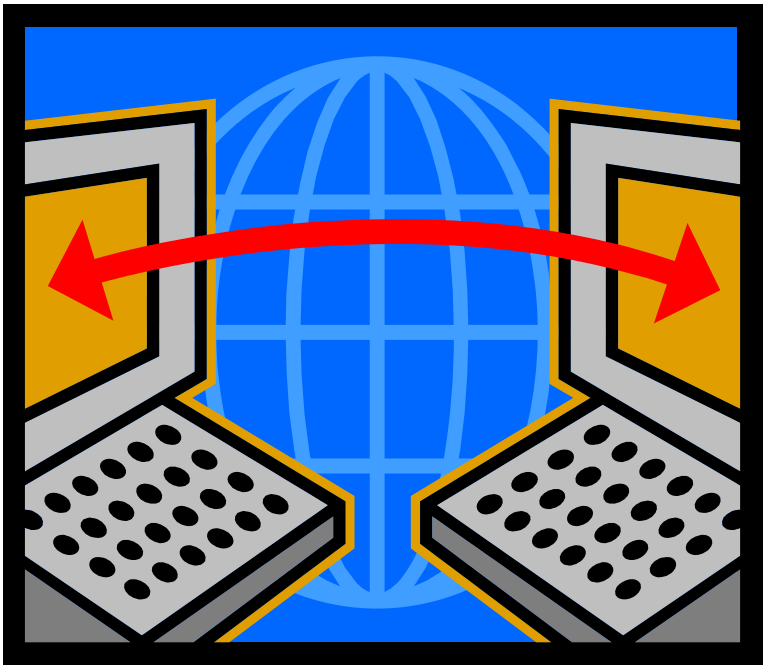
# CM/ECF Version 5.0

## A Guide to the New Features Available to Attorneys and Law Firm Staff



United States District Court, Western District of Missouri
August 23, 2010
CM/ECF Version 5.0

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# Version 5.0 Enhancements & Changes

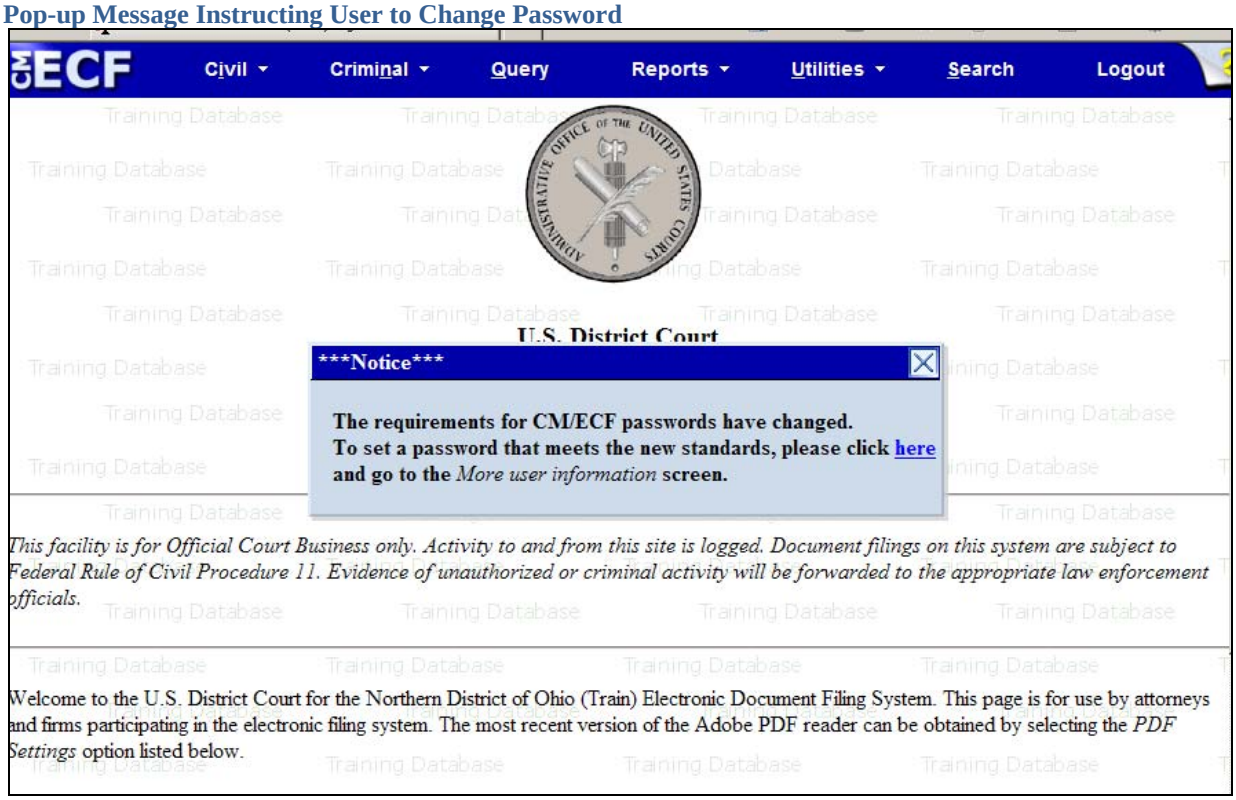
## NEW PASSWORD REQUIREMENTS

CM/ECF now requires users to create more secure passwords. Passwords must be at least eight characters long and include both uppercase and lowercase alphabetic characters and at least one digit or special character (for example, 0-9, @, #, $, %, &, *, +). An example of a secure password is $Ample32.

After logging in with your current password, a pop-up message will instruct you to change your password.

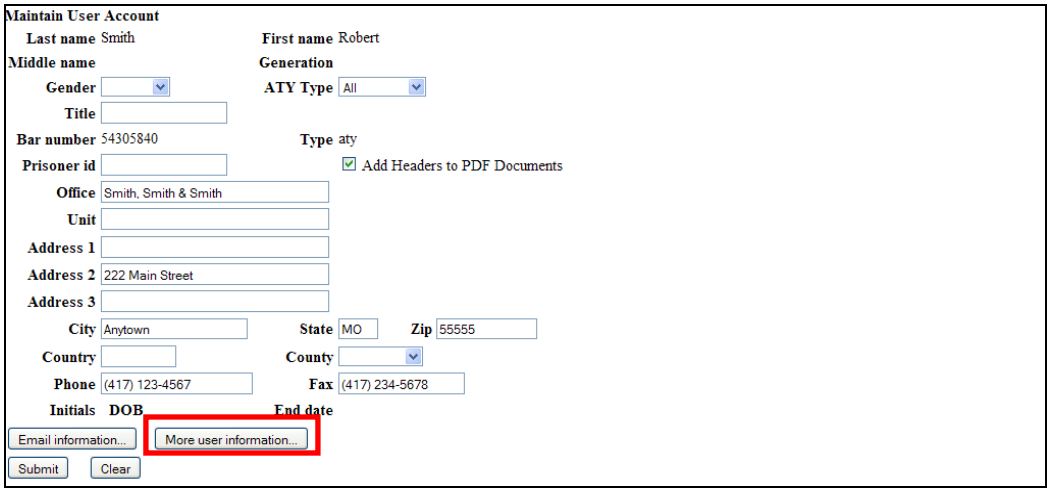
**IMPORTANT:**
Please be sure to change your password right away. **Although it is possible to bypass this screen, failure to update your password may eventually result in your being locked out of your account.**

**Pop-up Message Instructing User to Change Password**



Clicking on the word here in the Notice will first take you to the *Maintain User Account* screen which displays all of the user registration information that is contained within the CM/ECF database for your account with the Court.

### Maintain User Account Screen




Then click the *More user information* button at the bottom of the screen to view login and password information. For security purposes CM/ECF displays a string of asterisks in the Password field to mask your password. Because the password field is masked, if you change your password, the Court cannot access the new password. If you forget your password, the clerk's office can reset it.

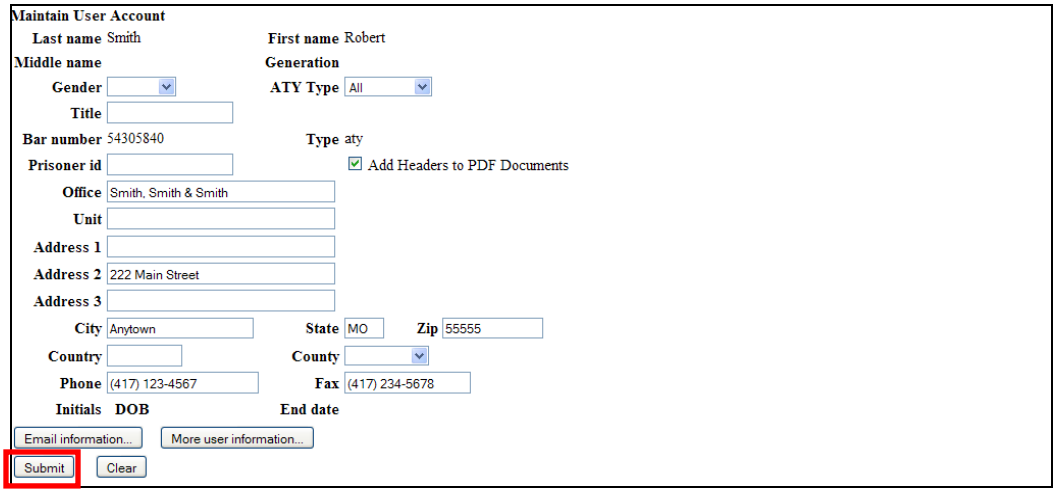
To change your CM/ECF password, place your cursor in the Password field, delete the asterisks and type your new password. To comply with the new requirements, passwords must be at least eight characters long and include both uppercase and lowercase alphabetic characters and at least one digit or special character (for example, 0-9, @, #, $, %, &, *, +).

As you type your new password the characters will be displayed. When you have completed entering your new password, click the *Return to Account screen* button to return to the **Maintain User Account** screen.

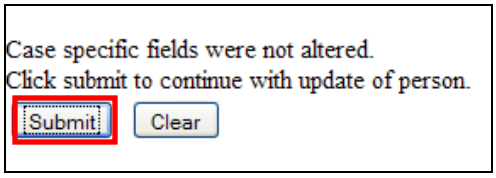
### More User Information Screen

To submit your password change, click *Submit* on the **Maintain User Account** screen.

### Maintain User Account Screen

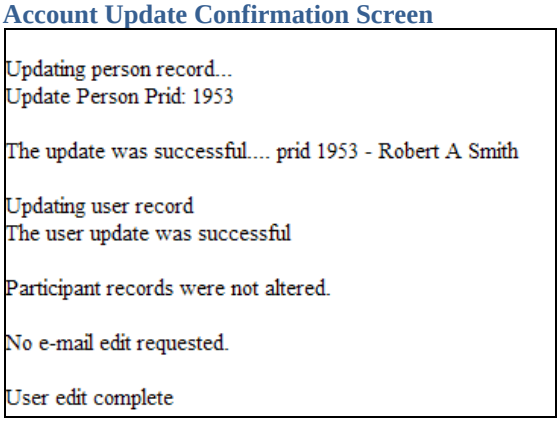



You will see the screen below. At this point the changes have not been accepted by CM/ECF. Click *Submit* to submit your changes to the CM/ECF system.



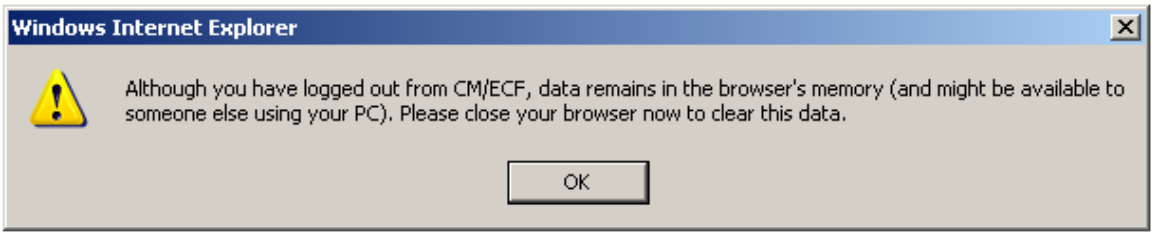

The account update confirmation screen will be displayed. Make sure you receive this screen before leaving the **Utilities** menu.

### Account Update Confirmation Screen



# LOGGING OUT OF CM/ECF

When you click Logout from the main blue menu bar, the following pop-up message will appear. Click OK to complete the logout.




# PDF/A

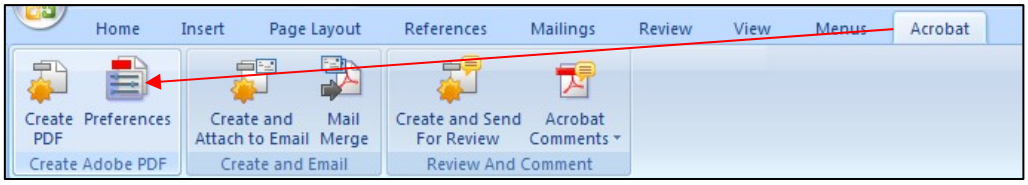
PDF/A is a standard format that allows for the long-term archiving of electronic documents with the assurance that the documents will be accessible in the future. At the present time, the court is not requiring PDF/A documents, and CM/ECF will accept both PDF and PDF/A documents. At some time in the future, not yet determined, the court will be required to limit CM/ECF filings to PDF/A documents only.

## Transitioning from PDF to PDF/A

When the court decides to begin requiring documents to be PDF/A compliant, users will need to modify certain settings in the program(s) used to create and view PDFs, as outlined below.

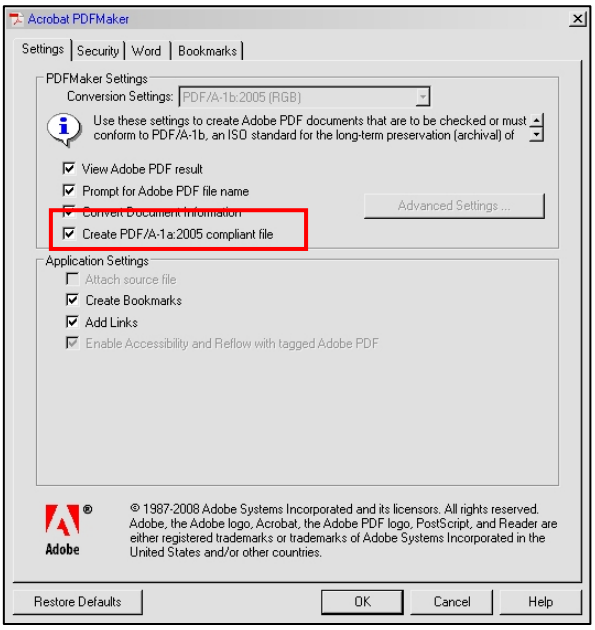
## Creating a PDF/A with Microsoft Word

1) To create a PDF/A directly from MS Word, the user must update the PDF conversion settings. In Word 2007, click on **Preferences** in the *Acrobat* menu in the ribbon:




In older versions of Word, go to **Adobe PDF → Change Conversion Settings** to access the *PDFMaker* window.

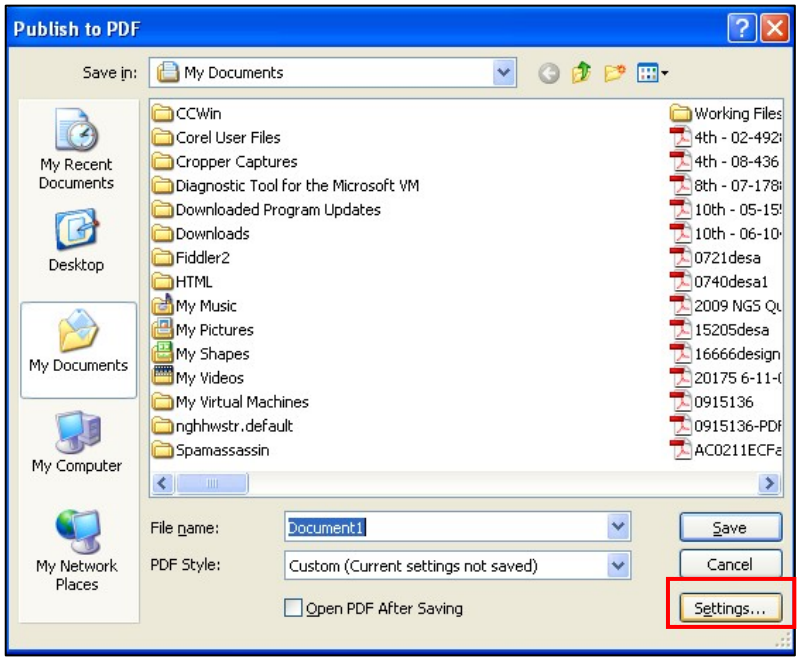
2) In the *PDFMaker* window, click the **Create PDF/A-1a:2005 compliant file** checkbox, then click **OK**.



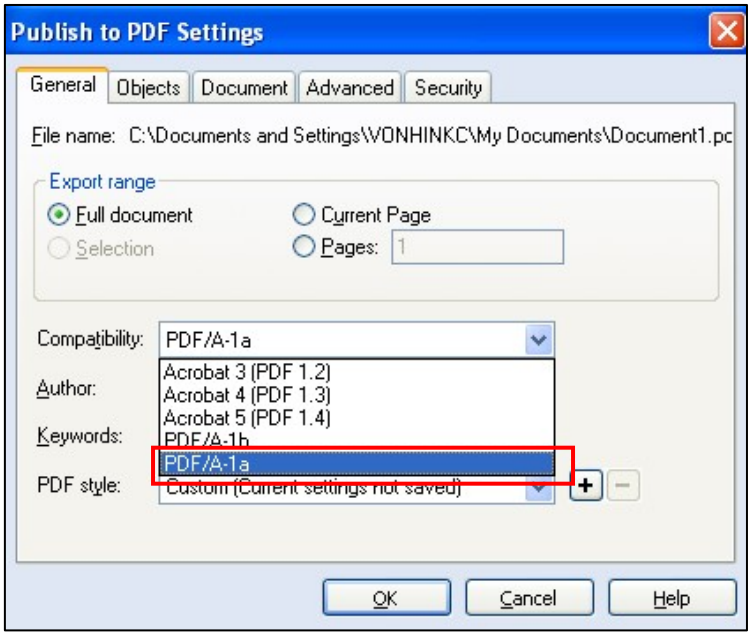

## Creating a PDF/A with Corel WordPerfect X4

**Note:** Older versions of WordPerfect do not include PDF/A in the *Compatibility* options.

1) To create a PDF/A directly from WordPerfect X4, click on **File → Publish to PDF**, then click **Settings**.



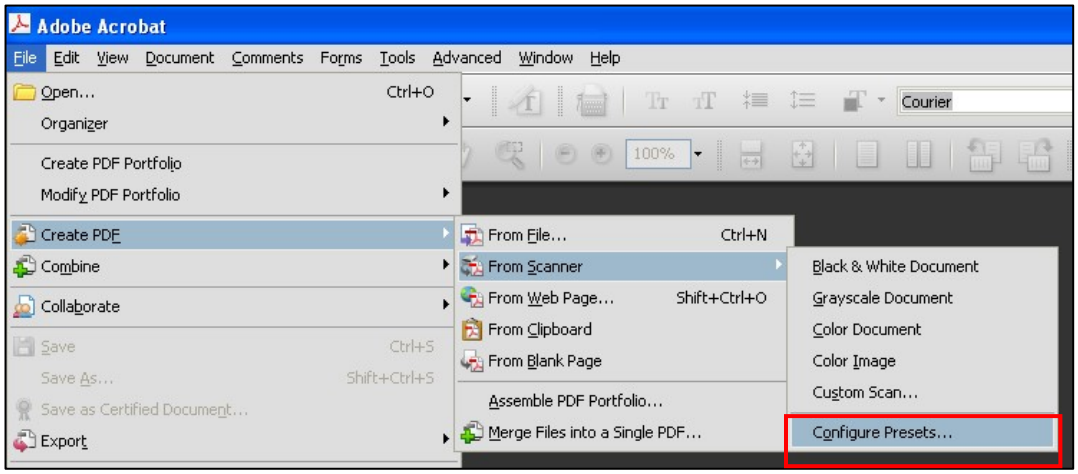
2) In the *Publish to PDF Settings* window, select **PDF/A-1a** from the *Compatibility* dropdown, then click **OK**.



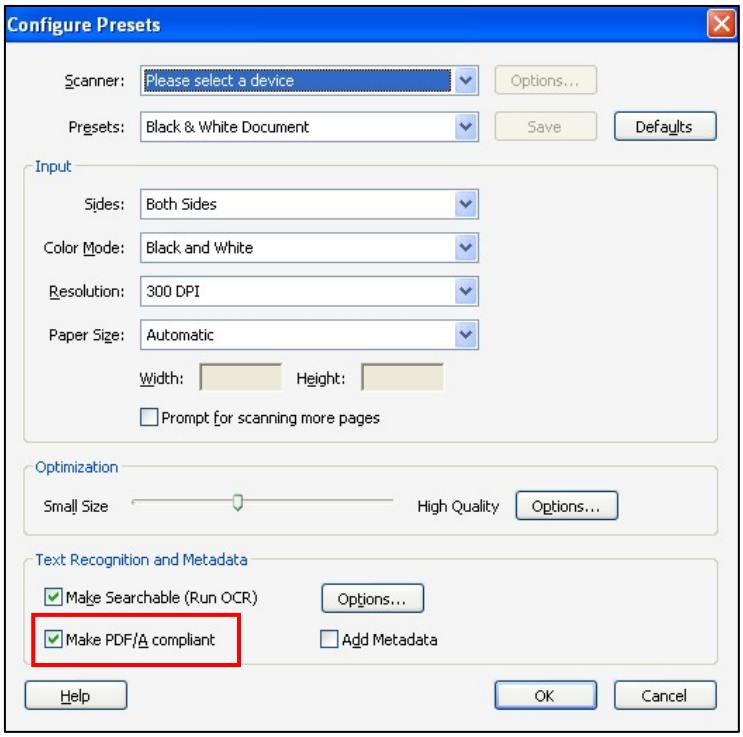

## Creating a PDF/A from Scanned Documents using Adobe

**Note:** Check your scanner manual to determine whether your scanner permits saving as PDF/A. If it does, follow the manufacturer's instructions to update the setting and disregard the steps below.

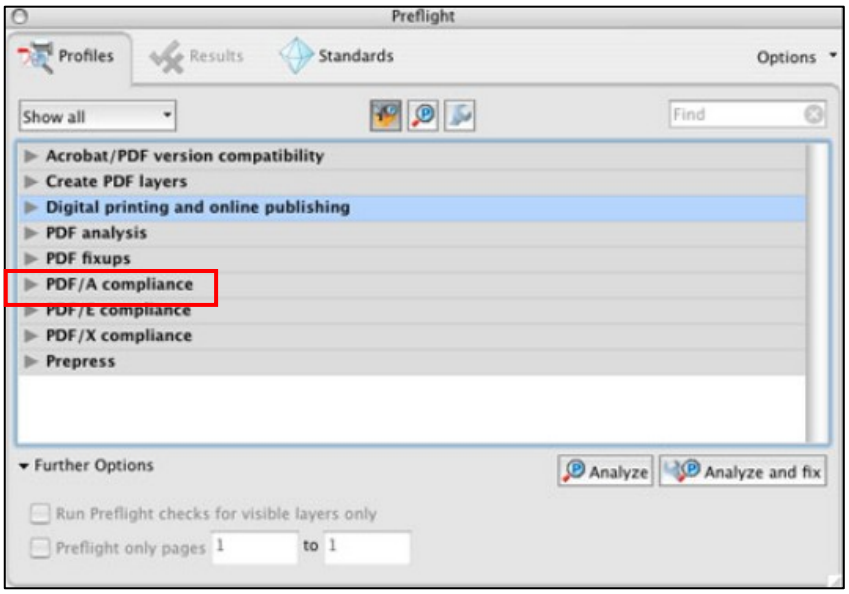
1) If the scanner is connected directly to the user's computer, go to **File → Create PDF → From Scanner → Configure Presets**. (If the scanner is not directly connected, go to Step 3, below).



2) In the *PDFMaker* window, select the device and click the **Make PDF/A compliant** checkbox, then click **OK**.

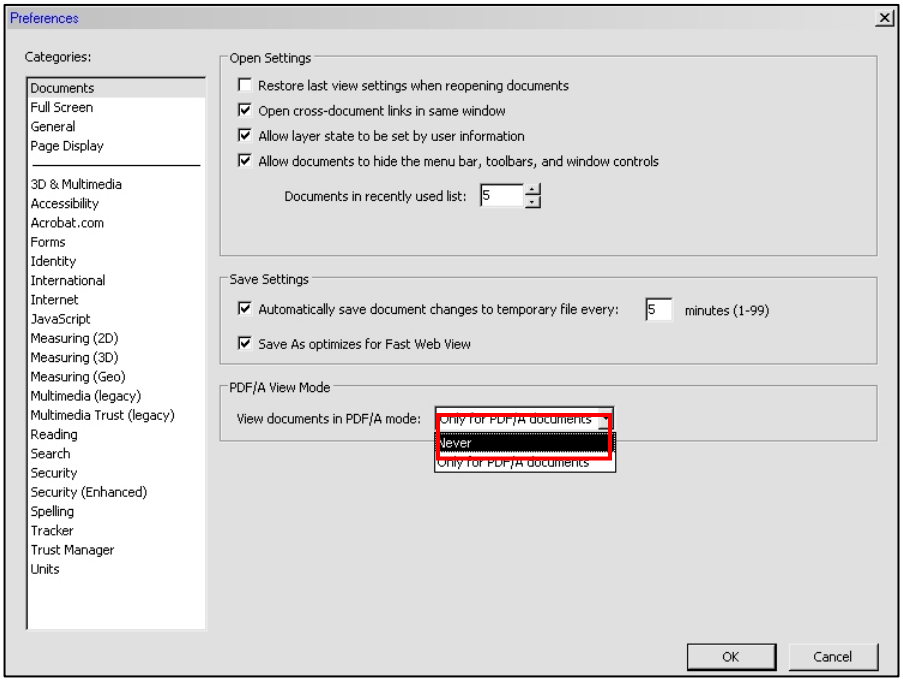



3) If the scanner is connected remotely via the user's network, scan the document as normal, creating a PDF. Then open the PDF in Adobe Acrobat 9 Professional and go to **Advanced → Preflight → PDF/A Compliance** to convert the PDF to PDF/A.



## Accessing Hyperlinks in PDF/A Documents

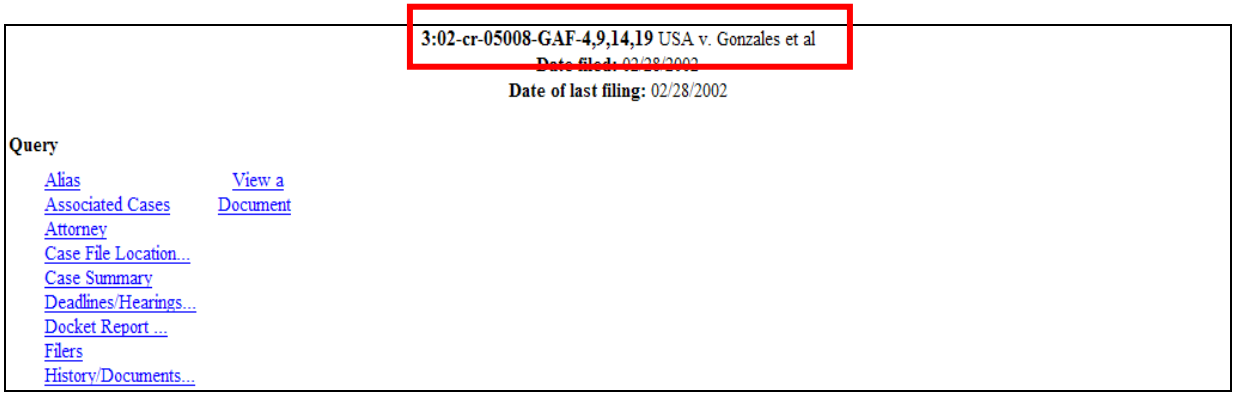
To access hyperlinks in a PDF/A document, in Adobe Acrobat/Reader, go to **Edit → Preferences → Documents**, and select **Never** in the *PDF/A View Mode* dropdown list.



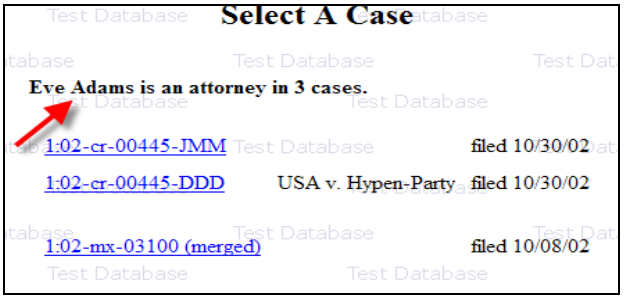

# PACER ACCESS CHANGES

## Query

When a query is run for a multi-defendant criminal case, the defendant numbers for the selected defendants now are included with the case number at the top of the query menu screen. If all of the defendants are selected, or if the main case is selected, the words **All Defendants** will appear beside the case number in lieu of the actual defendant numbers.

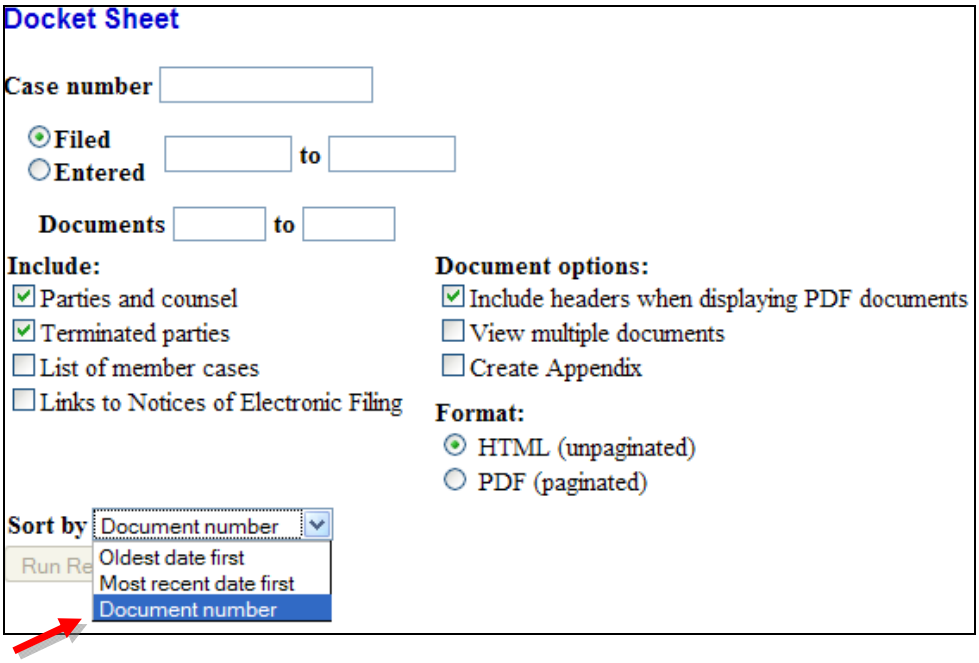


When the user runs a query on a person name, that name now is included at the top of the screen that lists all of the cases in which that person is a participant. The person's role is included at the top of the screen as well (for example, **Nicolas Mercator is an attorney in 6 cases.**). Additionally, a summary of selection criteria used for the query now appears at the bottom of the case list screen; however, if the query is run on a case number alone, the summary of selection criteria will not appear.




## Docket Report

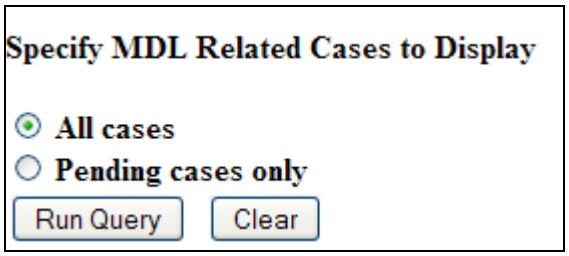
The *Sort by* dropdown list on the Docket Report selection criteria screen now includes a **Document number** option. If selected, those entries without document numbers will appear chronologically within the entries that do have document numbers.



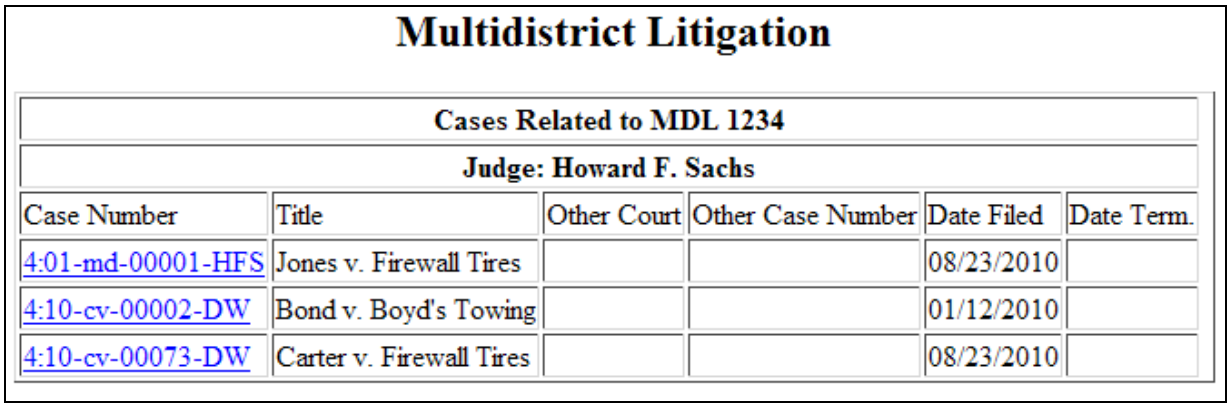
## MDL Case Report Query

The Query menu includes the new MDL Case Report query. This report will only display MDL lead cases and respective member cases which have been filed in the Western District of Missouri.

When the MDL Case Report is run, the user can determine whether all MDL-related cases or only pending MDL-related cases should display.

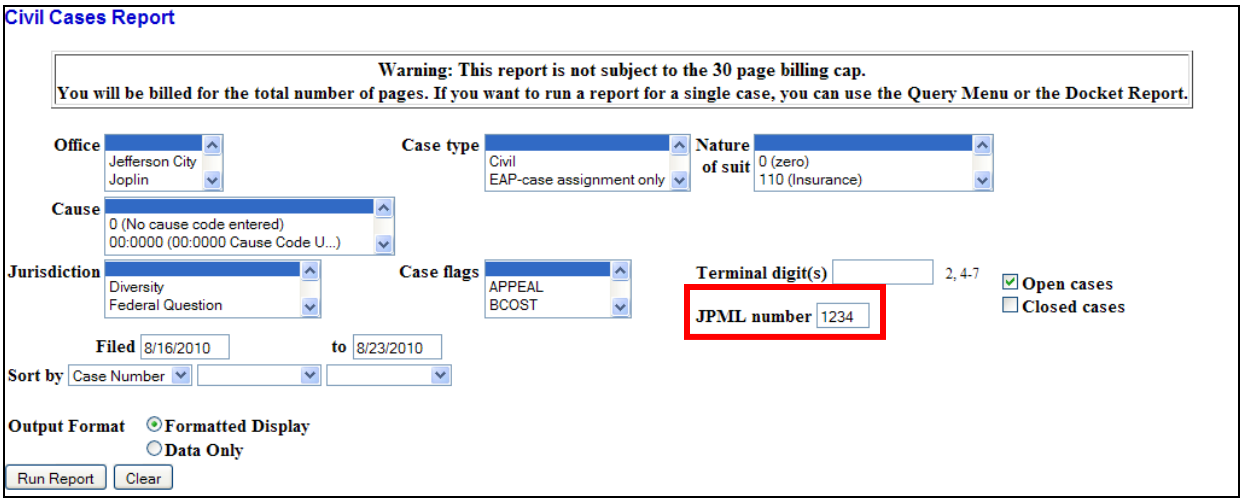



All cases associated with the same JPML (Judicial Panel on Multidistrict Litigation) number as the target case will be listed, sorted by case type, (descending so **md** case type sorts before **cv**) and case number.



**Multidistrict Litigation**

| Cases Related to MDL 1234 | | | | | |
|---|---|---|---|---|---|
| Judge: Howard F. Sachs | | | | | |
| Case Number | Title | Other Court | Other Case Number | Date Filed | Date Term. |
| 4:01-md-00001-HFS | Jones v. Firewall Tires | | | 08/23/2010 | |
| 4:10-cv-00002-DW | Bond v. Boyd's Towing | | | 01/12/2010 | |
| 4:10-cv-00073-DW | Carter v. Firewall Tires | | | 08/23/2010 | |

## Civil Cases Report

The Civil Cases Report now includes a *JPML number* field on the selection criteria screens, so the report can be run by JPML (Judicial Panel on Multidistrict Litigation) number. This report will only display MDL lead cases and respective member cases which have been filed in the Western District of Missouri.