



# NYED CM/ECF Newsletter

Issue 01 June 2012

Honorable Carol Bagley Amon, Chief Judge • Douglas C. Palmer, Clerk of Court



The maximum PDF File Size has been increased from 5mb to 20mb.

In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court.

- a. Social Security numbers. If an individual's Social Security number must be included in a pleading, only the last four digits of that number should be used.
- b. Names of minor children. If the involvement of a minor child must be mentioned, only the initials of that child should be used.
- c. Dates of birth. If an individual's date of birth must be included in a pleading, only the year should be used.
- d. Financial account numbers. If financial account numbers are relevant, only the last four digits of these numbers should be used.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may

- a. file an unredacted version of the document under seal, or
- b. file a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its(their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list must be filed under seal, and may be amended as of right.

The unredacted version of the document or the reference list document shall be retained by the court as part of the record. The court may, however, still require the party to file a redacted copy for the public file.

**The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review each pleading for compliance with this rule.**

**PACER Fee increased to \$.10 per page on April 1, 2012**

The increase in the electronic public access fee, from \$.08 to \$.10 per page, will take effect on April 1, 2012. The Judicial Conference of the United States authorized an increase in the Judiciary's electronic public access fee in response to increasing costs for maintaining and enhancing the electronic public access system. PACER users who do not accrue charges of more than \$15 in a quarterly billing cycle will not be charged a fee (this is an increase in the exemption from \$10 per quarter).



## CM/ECF Tips

### To update contact information on ECF:

If the attorney is currently appearing on an active case(s): a Notice of Change must be e-filed in each case. If no active cases, attorney should re-register on the website to update their contact information.

### To receive ecf notification on a case:

An attorney appearing on a case should e-file a Notice of Appearance on the case using their ecf login and password.

If a registered attorney wishes to be notified of case activity in a case they are not appearing on, the attorney may send a request with their full name, ecf account login ID, and the case number(s) to:

[support@nyed.uscourts.gov](mailto:support@nyed.uscourts.gov).

### To add a secondary email addresses to an attorney's account for ECF notifications:

Send an e-mail request with the attorney's name and bar code to: [support@nyed.uscourts.gov](mailto:support@nyed.uscourts.gov).

## Q & A

### I lost my nyed ecf password, how do I reset it?

Option 1: Go to the Lost Password link, which is located on the ECF Authentication screen.

For this to work, the attorney must know their login and their e-mail address must be correct in our ECF database.

Option 2: Re-register for an ecf account on the website ([www.nyed.uscourts.gov](http://www.nyed.uscourts.gov))

### Do I need to sign my documents and then scan them?

If your document was created using a word processor software, the documents should be printed to pdf. There is no need to print, sign and then scan. Your ecf login and password is your electronic signature.

### Which browsers currently work with CM/ECF?

Internet Explorer 7 and 8 and Mozilla 3.6.

## E-Filing Solutions

### Steps for e-filing a Motion for Default Judgment

The entry of a certificate or notation of default by the Clerk of Court precedes the issuance of a default judgment.

To obtain entry of a certificate of default, file a Request for Certificate of Default, (Request for Certificate of Default is located on ECF under the heading "Other Filings - Other Documents"), supported by an affidavit or affirmation. See Fed. R. Civ. P. 55(a); Local Civil Rule 55.1.

Once the Clerk has entered a certificate of default, a motion for default judgment may be filed using the Motions event, Default Judgment.



## CM/ECF Release 5.1

### 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, @, #, \$, %, &, \*, +).

After logging in with your current password, a pop-up message may appear and will instruct you to change your password. When you click on the here link. Change your password and then click Submit.

### 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. CM/ECF will accept both PDF and PDF/A documents. Although it is not mandatory at this time, we strongly encourage filers to start using PDF/A when filing.

### Nature of Suit Codes

The Committee on Judicial Resources Subcommittee on Judicial Statistics approved creating seven new nature of suit codes and eliminating 13 nature of suit codes that are either obsolete or used so rarely that it is no longer necessary to have separate codes.

New Codes:

\* 367, 375, 448, 560, 751, 896 and 899

Eliminated Nature of Suit Codes:

\* 444, 610, 620, 630, 640, 650, 660, 730, 810, 875, 892, 894 and 900.

### CM/ECF Training

Training is offered free of charge at both the Brooklyn and Central Islip courthouses. To schedule training in Brooklyn call (718) 613-2312, in Central Islip call (631) 712-6011.

### CM/ECF Help Desk

CM/ECF Registration  
718-613-2312 Brooklyn  
631-712-6036 Central Islip

CM/ECF Filing  
718-613-2610 Brooklyn  
631-712-6010 Central Islip

CM/ECF Training  
718-613-2312 Brooklyn  
631-712-6011 Central Islip

CM/ECF Technical Help Desk  
718-613-2290

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**United States District Court  
Eastern District of New York**

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