NYED CM/ECF Newsletter

Issue 02 July 2012
Honorable Carol Bagley Amon, Chief Judge • Douglas C. Palmer, Clerk of Court

Video Tutorials are available on the Court's website under "for Attorneys"- Video Tutorials

Scanned documents filed via CM/ECF must meet the following National Archives and Records Administration (NARA) Specifications:

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 accepts both PDF and PDF/A documents.

Scanned images of textual records transferred to NARA must meet the following minimum requirements for scanning resolution and pixel (bit) depth to support archival preservation and continued use.

Bitonal (1-bit) scanned at 300-600 dpi. This is appropriate for documents that consist exclusively of clean printed type possessing high inherent contrast (e.g., laser printed or typeset on a white background). Scanning at 600 dpi is recommended.

Gray scale (8-bit) scanned at 300-400 dpi. This is appropriate for textual documents of poor legibility because of low inherent contrast, staining or fading (e.g., carbon copies, thermofax, or documents with handwritten annotations or other markings), or that contain halftone illustrations or photographs. Scanning at 400 dpi is recommended.

Color (24-bit RGB [Red, Green, Blue]) scanned at 300-400 dpi. Color mode (if technically available) is appropriate for text containing color information important to interpretation or content. Scanning at 400 dpi is recommended.

If your document was created using a word processor, such as Word or WordPerfect, then the document should be printed to pdf. There is no need to print, sign, scan and pdf your document. Your ecf login and password is your signature.

Scanned pdfs must also be text-searchable.

Letter Motions

If you are asking the Court for any type of relief or to issue any type of order -- even if you are requesting only procedural relief, such as an extension of time to file a document or an adjournment of a conference. Instead of selecting the Letter event, please select an appropriate MOTION event for submitting your document. This instruction applies even if your application for relief is being submitted in letter form rather than as a formal motion.

CM/ECF Tips

Logging Out

To exit ECF or Pacer click on Logout, it is located on the blue or green toolbar near the top right of your screen. Failure to do so may result in error messages the next time you try to login.

How to search for an event

On the blue or green menu bar click on Search, then type in part of the event you are looking for and click search

Changing your default Pacer account

Once you are logged in as a CM/ECF filer, go to Utilities. In Utilities, click on Change Your PACER Login. Enter a new PACER login and password. You can change the default PACER login by checking the box "Make this my default PACER login". Once you associate a PACER login and a filer login, there is no way to un-associate the two without making another PACER login the default

Q & A

What Privacy settings should I have for Mozilla version 3.6?

Go to **Tools** - **Options**, **Privacy**. Select "**Accept cookies from sites**" , "**accept third party cookies**" and "**keep until I close Firefox**".

Select "**Clear history when Firefox closes**", click on Settings, make sure "Cookies" and "Cache" are selected. Click OK.

What browsing settings should I have for Internet Explorer versions 7 or 8?

Go to **Tools – Internet Options – General**, under **Browsing history** - settings, select "**every time I visit the webpage**". Click OK.

E-Filing Solutions

Steps for e-filing a Motion to Appear Pro Hac Vice

When electronically filing a Pro Hac Vice motion, the filing fee is paid via a credit card through pay.gov. The filing fee is $25.00 per motion for each PHV attorney.

If the motion to appear is granted, then you should file a Notice of Appearance. During the e-filing of the Notice of Appearance, you will see a prompt that reads "The following attorney/party associations do not exist for this case." You should click on the box at the beginning of the sentence and put a check mark so that an association between the attorney and the party represented can be created.

CM/ECF Release Information

Restricted Access to Bankruptcy Appeals

All documents not flagged as written opinions filed in bankruptcy appeal cases (NOS codes are 422 or 423) that have a case filing date prior to December 1, 2003, and a case closure date over one year ago, will be automatically restricted to case participants, public terminals, and court staff.

New Options for Creating an Appendix

When the Docket Report is run with the Create Appendix option selected, two new radio buttons are included at the bottom of the report: Include documents in Appendix and Include document hyperlinks in Appendix.

- Creating an Appendix with the Include documents in Appendix Option

If the Include documents in Appendix option is selected when the appendix is generated, the application produces a PDF version of the docket sheet with the selected documents appended

- Creating an Appendix with the Include document hyperlinks in Appendix Option

If the Include document hyperlinks in Appendix option is selected when the appendix is generated, the application produces a PDF version of the docket sheet that does not include the documents from the case record. Instead, this PDF includes document hyperlinks which direct the user clicking on them back to the District court's CM/ECF application to view the document(s).

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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Eastern District of New York

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