



NYED CM/ECF Newsletter

Issue 3 August 2012

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



Forms are now located on the main menu on the Court's website under [Forms and Instructions](#)

Document and Attachment Viewing: Combined PDFs

When viewing documents and their attachments from the docket report, you can click on each document number individually to view, or as a combined PDF.

You have two options for the combined PDF, View All or Download All.

- View All -opens your Acrobat program to view it immediately.
- Download All -enables you to save it in a .zip format file. Then unzip the file to view the combined PDF.

Document Selection Menu			
Select the document you wish to view.			
Document Number:	2	3 pages	44 kb
Attachment	Description		
2	Text of Proposed Order	5 pages	16 kb
3	Certificate of Service	2 pages	30 kb
<input type="button" value="View All"/> or <input type="button" value="Download All"/>		10 pages	88 kb

NOTE: The file size limit for viewing combined PDFs is 100 MB, or 100,000 KB

Discovery

Rule 5 (d) (1) of the Federal Rules of Civil Procedure provides that Disclosures under Rule 26 (a) (1) or (2) and the following discovery requests and responses must not be filed until they are used in a proceeding or the court orders filing depositions interrogatories requests for documents or tangible things or to permit entry onto land, and requests for admissions. Fed. R. Civ. P. 5 (d) (1).



E-Filing Solutions

Corporate Parent(s) or Other Affiliates

The names of corporate parent(s) or other affiliates when filing a Corporate Disclosure Statement are required to be added.

The Corporate Disclosure Statement event is found under the Other Documents category on the Civil menu. This event prompts you to add the corporate parent or other affiliate.

Search for a corporate parent or other affiliate

Last/Business name

Q & A

What is the difference between using CM/ECF and Pacer and why are there different passwords for each?

CM/ECF is for FILING documents electronically via the internet. The login and password needed for ECF is assigned by the Court. Each Attorney needs a separate account as it is their electronic signature.

PACER is for viewing filed documents and Docket Sheets. Pacer accounts are assigned by the Pacer Service Center.

If I have an attorney CM/ECF filing account, can I use that account if I am representing myself on a case?

No, if you are representing yourself in an action, you are appearing pro se. You must seek leave from the court to file electronically. File a "motion for leave to allow pro se to electronically". If granted, a pro se filing account will be created for you.

Docket Events

New Civil and Criminal Motion Events

Civil

Motion for Judgment Based on Settlement

Criminal

Motion to Continue Sentencing



CM/ECF Release Information

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 is now 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.

MDL CASE REPORT QUERY

The Query menu includes the new MDL Case Report query. 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. When the MDL Case Report is run, the user can determine whether all MDL-related cases or only pending MDL-related cases should display.

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 number.

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

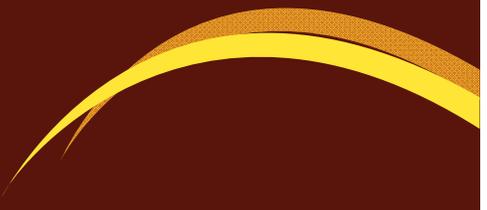
CM/ECF Registration
718-613-2312 Brooklyn
631-712-6036 Central Islip

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

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Eastern District of New York**

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