

Electronic Case Filing User Manual Changes April 30, 2004

Please download and review the NEW ECF Users Manual. This is a brief description of the changes and the page numbers from the November, 2003 and April, 2004 manuals.

<u>11-2003 Manual</u>	<u>4-2004 Manual</u>	<u>Section and Description of Changes</u>
		<u>Electronic Filing Rules 5, 6, 8 & 9</u> Modifications on each of these Rules.
Pg. 2	Pg. 2	<u>Requirements - Hardware and Software Specifications</u> Added word "minimum" hardware and software specifications
Pg. 3	Pg. 3	<u>Registering for Access to ECF</u> Added "Rule 1" under title. Added paragraph on Pro Se filers
Pg. 5	Pg. 5	<u>PDF Document Requirements</u> Added "no file compression" to list of documents converted from any word processing program.
Pg. 7	Pg. 7	<u>Retention and Signature Requirements</u> Revised entire section.
	Pg. 9	<u>Notice of Manual Filing</u> New section added following Retention and Signature Requirements.
Pg. 11	Pg. 11	<u>Sealed Documents</u> Revised entire section.
Pg. 12	Pg. 12	<u>Submitting a Proposed Document</u> Revised entire section. <u>Submitting Ex Parte Settlement Statements</u> New section.
	Pg. 13	<u>Submitting a "Joint Report of Parties and Proposed Scheduling and Discovery Order"</u> New section.
Pg. 25 & 38	Pg. 26 & 39	<u>When attachments/exhibits cannot be electronically filed</u> Formerly <i>When attachments and exhibits are in paper format</i> . Revised entire section.