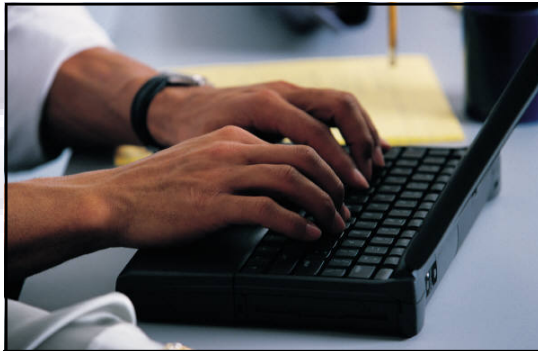


What are electronic case files (ECF)?

Electronic case files are collections of documents stored in electronic format instead of on paper. Documents can be created electronically by parties in a case and court staff or paper copies can be brought to the Courthouse and scanned. All documents are stored in Portable Document Format (pdf) to allow other users to view the documents in their original format.

How are documents prepared for ECF?

Parties in a case create documents on their own computers just as they do now. However, instead of printing the documents and delivering them to the Court, a person saves the documents in a portable document format (pdf).



How do I file electronically?

Any registered party in a case can access the Court's electronic filing system over the Internet by registering with the Court and using a Court issued login and password. After logging in, a person follows a set of simple prompts providing information about the case, party and document being filed. The pdf document is then attached and electronically filed.



What happens next?

Upon the Court's receipt of the electronically filed document, the system will:

- Generate a notice of electronic filing to registered participants confirming the document was filed
- Update the docket sheet
- Make the updated docket sheet and the document itself immediately available to anyone with access to the system

What are the features and benefits?

- Ease of use - based on a popular Internet browser
- Savings in time and expenditures including paper, postage and copying fees
- Twenty-four hour access to case files from any location over the Internet
- Remote document filing
- Immediate access to updated docket sheets and to the documents themselves
- Electronic notification of case activity
- Ability to download and print documents and docket sheets
- Ability to serve and file pleadings electronically to the Court and registered parties



How do I register?

Anyone seeking to file documents electronically in this Court must register with the Court. Specific registration procedures will be posted on the Court's Web site at a later date. Once registration requirements are met, a person will be assigned a login and password that will permit access to the system and serve as that person's signature on all documents filed under that login name and password.



Is the system secure?

CM/ECF has many security features and was deemed secure by the National Security Agency, a governmental office administered by the Department of Defense charged with protecting military and civilian U.S. information systems. In addition, the electronic receipt issued by the Court contains a unique validation code that works along with the portable document format to ensure that documents cannot be altered after being received by the Court.

What equipment / services do I need?

- A personal computer running a standard platform such as Windows® or Macintosh®
- Adobe Acrobat *Writer*® version 3.0 or higher to convert documents from a word processor format to portable document format (pdf) and Adobe Acrobat *Reader*®

- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect® and Word®
- Internet access supporting a transfer rate of 28.8 kbs or higher
- Internet service with either Netscape Navigator® version 4.79 or higher or Internet Explorer® 5.5 with SP2
- A scanner or access to a scanner for the creation of electronic documents that are non-computerized documents
- A PACER (Public Access to Court Electronic Records) account, to access court data electronically

Are there fees?

There are no added fees for filing documents over the Internet using CM/ECF. Existing document filing fees do apply. Access to electronic court information will be available through PACER (Public Access to Court Electronic Records). PACER subscribers who are also registered to use CM/ECF, are provided free access one time to documents filed electronically in their cases. Additional copies are available for viewing or downloading at a current rate of seven cents per page.

Additional information about PACER is available on the Web site:

<http://pacer.psc.uscourts.gov>

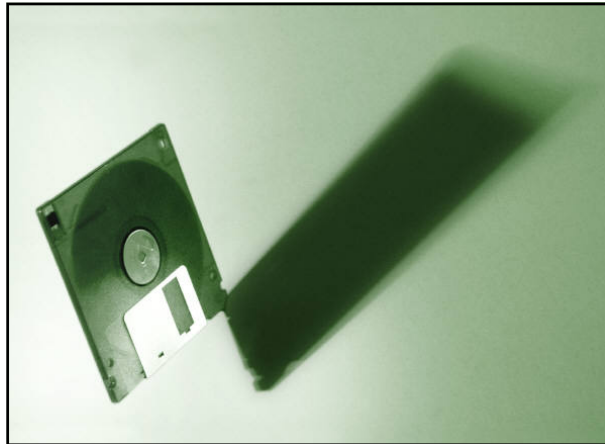
The CM/ECF system developed by the Administrative Office of the U.S. Courts is now being used by many U.S. District and Bankruptcy courts, including the Western District of Michigan.



The system provides unprecedented access to Court records.

This brochure contains commonly asked questions about CM/ECF.

The United States District Court for the Eastern District of Michigan announces the implementation of electronic case filing on **June 1, 2004**.



The Court plans to hold CM/ECF presentations for local bar associations within the Eastern District of Michigan. Training for attorneys will be offered prior to the implementation date.

UNITED STATES DISTRICT COURT
Eastern District of Michigan

Theodore Levin U.S. Courthouse
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Detroit, MI 48226

Phone: (313) 234-5000

Additional information about CM/ECF is available on the following Web sites:

www.mied.uscourts.gov

www.uscourts.gov

<http://pacer.psc.uscourts.gov>

