

# What's New in ECF Version 4.0

March 2010

United States District Court for the Eastern District of Texas

## ECF Version 4.0 is loaded with new features

With the March 13<sup>th</sup>, 2009 roll-out of version 4.0, users of the Eastern District of Texas's ECF system will have access to many new features and improvements. This newsletter is an introduction to some of the more noteworthy improvements and changes that users will encounter.



We believe you will rapidly become comfortable with the new features and visual changes in ECF version 4.0

Before users may login, they are presented with a redaction message and acknowledgment check box. The citations in the redaction message are hyperlinks to the full text of the rule.

The check box must be checked to acknowledge redaction responsibility prior to each login. In addition to the redaction acknowledgement at the login screen, another redaction reminder appears

on the screen where the filer completes the submission of the filed document. These reminders simply ask, "Have you redacted?" No affirming keystroke or other action is required of the user.

Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
client code:	<input type="text"/>

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

## Adding Documents and Attachments in Version 4.0

The process of adding a main document and attachments during filing has been streamlined to one screen. As each attachment is uploaded, a new attachment line appears in the window, allowing users to add additional attachments while viewing both the previous attachment(s) and the main document.

**Motions**  
[7:08-cv-00001-FJF Foley v. Davis](#)

Select the pdf document and any attachments.

**Main Document**

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/>

**Motions**  
[7:08-cv-00001-FJF Foley v. Davis](#)

Select the pdf document and any attachments.

**Main Document**

Attachments	Category	Description
1. <input type="text" value="C:\Documents and Settings\gibson\Des"/> <input type="button" value="Browse..."/>	Affidavit <input type="button" value="v"/>	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text" value="C:\Documents and Settings\gibson\Des"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	Exhibit A <input type="button" value="Remove"/>
3. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/>

## Docket Report

In ECF version 4.0, users may run a combined Docket Report for a subset of criminal defendants in a multi-defendant case. The combined Docket Report displays all of the defendant, party, and attorney information in the top section of

the report for those defendants selected. The combined proceedings of the chosen defendants are displayed in the bottom section of the report.

The screenshot shows the ECF Docket Sheet interface. At the top, there is a navigation bar with 'Civil', 'Criminal', and 'Query' tabs. Below this, the title 'Docket Sheet' is displayed. A 'Case number' field contains '3:08-cr-71631-2,3' and a 'Hide Case List' button is next to it. Below the case number, the text 'Select a case:' is followed by a list of cases with checkboxes:

- 3:08-cr-71631-ACA-BGB USA v. da Vinci et al
- 3:08-cr-71631-ACA-BGB-1 Leonardo da Vinci
- 3:08-cr-71631-ACA-JB-2 Galileo Galilei
- 3:08-cr-71631-ACA-JB-3 Rene Descartes
- View Combined Docket Report

## E-mail Information Screen

The E-mail information screen has been modified to provide more streamlined functionality.

Email Information for Nicolas Mercator	
Registered e-mail addresses	Configuration options
<p><i>Primary e-mail address:</i>  <a href="#">add new e-mail address</a></p> <p><i>Secondary e-mail addresses:</i>  <a href="#">add new e-mail address</a></p>	<p>Select an e-mail address to configure.</p>
<p><a href="#">Return to Person Information Screen</a> <a href="#">Clear</a></p>	

## Improved Query

The query screen has been modified to provide more options to allow refined searching.

- The party name search fields are combined with the case data search fields to form a single section.
- A Cause of Action select list is added.
- The redundant row of case status radio buttons is removed

Queries can be run by entering a case number or any combination of the following:

- Case Status
- Filed Date
- Last Entry Date
- Nature of Suit
- Cause of Action
- First Name
- Middle Name
- Type
- Last Name
- Business Name

### Query

**Search Clues**

Case Number

**or search by**

Case Status:     Open     Closed     All

Filed Date     to

Last Entry Date     to

Nature of Suit 
  
110 (Insurance)
  
120 (Contract: Marine)

Cause of Action 
  
00:0000 (No Cause Code Entered)
  
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

Last/Business Name  (Examples: Desoto, Des\*t)

First Name     Middle Name

Type

## Document Scanning

In CM/ECF version 4.0, the recommended scanning resolution has changed. With version 4.0 the recommended scanning resolution for documents has increased to 300 dpi.



## Case Participant Tree

One of the first things that CM/ECF users will notice in version 4.0 is the Case Participant Tree. The "Tree" provides a graphical display of relationship between case participants. Clicking the + sign to the right of a participant will display a variety of information such as party aliases, corporate parents, and attorneys.

The screenshot shows a web interface for selecting a filer. On the left, under the "Pick Filer" tab, there is a "Collapse All" and "Expand All" link. Below them is a link for "2:33-cv-208". A tree view shows two participants: "JOHN Q PUBLIC INSURANCE COMPANY dft" and "DAISEY MAY pla", each with a plus sign to its left. On the right, under the "Select the filer." tab, there is a "Select the Party:" label and a text box containing "JOHN Q PUBLIC INSURANCE COMPANY [dft]" and "MAY, DAISEY [pla]". At the bottom right, there are three buttons: "Next", "Clear", and "New Filer".



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