

**Administrative Office of the U.S. Courts
Office of Court Administration
Technology Division**

CM/ECF
***Guide for Attorneys
and Public Users***

District Release 3.2

PUBLIC ACCESS CHANGES

A1 Attorney Users

A1.1 Creating an Appendix

By selecting the new *Create Appendix* option on the Docket Report selection screen (if granted access by the court), attorneys can select documents from the Docket Report for aggregation into a single PDF file. This feature includes the ability to automatically generate either a full or abridged docket sheet.

The *Sort Order* column provides a text field for each docket entry. The user can enter integers to dictate the sort order for the documents to be included in the aggregated PDF file. Any documents with a sort order specified this way will be included in order by their sort order number, before documents that don't have a specified sort order. The table of contents (bookmarks) for the aggregated PDF file will be in the same order as the included documents. The entries on the included docket sheet will not be changed to reflect the order of the included documents.

Figure A.1.1.A. Docket Entry Selection Screen—Bottom Portion

Date Filed	#	clear	Sort Order	Docket Text
06/11/2006	1	<input checked="" type="checkbox"/>	<input type="text"/>	COMPLAINT against John Ashburn (Filing fee \$ 350.), filed by John Baker. (Allen, Jennie) (Entered: 06/11/2007)
06/29/2006	2	<input checked="" type="checkbox"/>	<input type="text"/>	ANSWER to COMPLAINT with Jury Demand by John Ashburn. (Allen, Jennie) (Entered: 06/11/2007)
03/05/2007	3	<input checked="" type="checkbox"/>	<input type="text"/>	MOTION to Produce Medical Records by John Ashburn. Motions referred to Thomasina S Twenty. (Allen, Jennie) (Entered: 06/11/2007)
03/19/2007	4	<input checked="" type="checkbox"/>	<input type="text"/>	RESPONSE in Opposition re 3 MOTION to Produce filed by John Baker. (Attachments: # 1 Affidavit) (Allen, Jennie) (Entered: 06/11/2007)
04/16/2007	5	<input type="checkbox"/>	<input type="text"/>	ORDER granting in part and denying in part 3 Motion to Produce. Signed by Judge Oliver A Omega on 4/15/2007. (Allen, Jennie) (Entered: 06/11/2007)

Footer format: Include full docket sheet
 (Numbers, letters, spaces, and <pagenum> only) Include abridged docket sheet

When the user submits his/her selections, the system computes the projected size of the aggregated file and compares it with the maximum allowable file size. If the size of the aggregated file would be larger than the maximum allowable file size, the aggregated file will not be generated; instead, an error message will be displayed. If all of the documents in the case would together exceed the maximum allowable file size, then the file sizes for each individual document would appear on the screen above (Figure A.1.1.A) so the user can avoid exceeding the limit when selecting documents.

Each component document in the aggregated PDF file will have a PDF header. On the Docket Report selection screen, if the *Include headers when displaying PDF documents* checkbox is displayed, the checkbox will be grayed out.

A summary of PACER billing will be provided for the selected documents. This will consist of a series

of PACER billing receipts for each document, with a computed total billing amount. The PACER user will be charged for the docket sheet from which the documents are selected, but not for the docket sheet that is included in the aggregated file.

On the docket sheet that is included in the aggregated file, each docket entry for which one or more documents is included in the aggregated file will show the page number of the first document in that docket entry.

Figure 5.1.B. Bottom Portion of Docket Sheet that is Included in the Appendix

Date Filed	#	Page	Docket Text
06/11/2006	<u>1</u>	2	COMPLAINT against John Ashburn (Filing fee \$ 350.), filed by John Baker. (Allen, Jennie) (Entered: 06/11/2007)
06/29/2006	<u>2</u>	15	ANSWER to COMPLAINT with Jury Demand by John Ashburn. (Allen, Jennie) (Entered: 06/11/2007)
03/05/2007	<u>3</u>	16	MOTION to Produce Medical Records by John Ashburn. Motions referred to Thomasina S Twenty. (Allen, Jennie) (Entered: 06/11/2007)
03/19/2007	<u>4</u>	17	RESPONSE in Opposition re <u>3</u> MOTION to Produce filed by John Baker. (Attachments: # <u>1</u> Affidavit) (Allen, Jennie) (Entered: 06/11/2007)