

Release 3.1 – Miscellaneous Enhancements

Overview This document covers the following enhancements:

- Social Security Cases,
 - Party Search by Prisoner ID,
 - Attachment Descriptions, and
 - Document Path Display.
-

**Enhancement 1
- Social
Security Cases** Social Security cases are no longer an exception to electronic case filing. Attorneys are required to electronically file documents in these cases. As with any electronic case, the *Electronic Case Filing Policies and Procedures* manual governs the filing and exceptions to electronic filing.

However, unlike other e-filing cases, the electronic documents will be available remotely to attorneys in the case but not the general public. The electronic file will be available for viewing at the courthouse by attorneys or the general public. Judgments, opinions, orders, or reports and recommendations that have been marked as written opinions (for purposes of complying with the E-Government Act), as usual, are available remotely to the public through PACER.

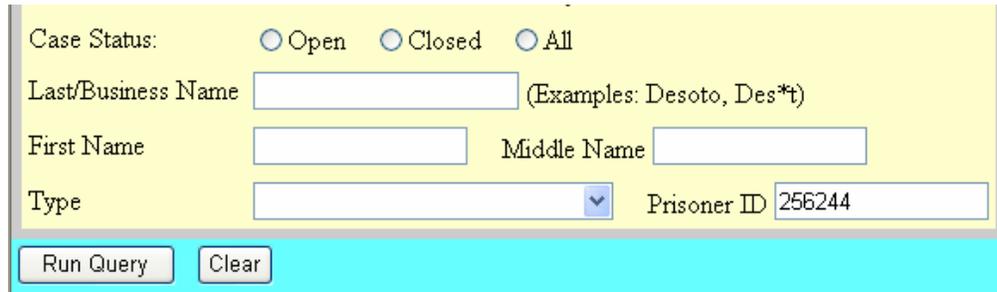
Continued on next page

Release 3.1 – Miscellaneous Enhancements, Continued

Enhancement 2 - Party Search by Prisoner ID

You can now search for a prisoner who is a party to a case by using the new prisoner ID field on the *Query* selection criteria screen. You can also use the new prisoner ID search field to search for a prisoner when adding the prisoner as a party to a case.

Screen shot of the *Query* screen showing the new *Prisoner ID* search field.



Case Status: Open Closed All

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

First Name Middle Name

Type Prisoner ID

Screen shot of search field when adding a party to a case:



Search for a party (Plaintiff Defendant Any)

Last/Business Name First Name Middle Name

Prisoner ID

Enhancement 3 - Attachment Descriptions

CM/ECF will no longer allow you to add an attachment to your main document without designating a category or entering a description. When you add an attachment to a document, you must select an attachment category or enter a description, or both, before continuing. The program will no longer allow you to bypass this step.

Continued on next page

Release 3.1 – Miscellaneous Enhancements, Continued

Enhancement 4 - Document Path Display The full path and filename for any document uploaded for filing will be displayed on the *Final Docket Text* screen during docketing. This allows you to confirm, before committing the entry, that the proper documents have been uploaded. However, you are still encouraged to also open the PDF window and double check your document before continuing.

Screen shot of *Final Docket Text* screen:

