

Miscellaneous Information: Utilities

Introduction

The *Utilities* function provides the means for filing users to maintain their account in ECF and to view all of their ECF transactions and some PACER-related account information.

The screen shot below shows all the main categories available to filing users.



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Changing Your Password Change your password by taking the following steps:

| Step | Action |
|-------------|---|
| 1 | Click <i>Utilities</i> on the upper right side of the main blue menu bar. |
| 2 | Click on <i>Maintain Your Password</i> . |
| 3 | <ul style="list-style-type: none">• Enter your new password in the password box by using your mouse to highlight the asterisks in the white box, typing the new password, and then typing the new password.• Click the <i>Submit</i> button. |
| 4 | Click <i>Logout</i> on the upper right side of the main blue menu bar. You may now log back in using your new password. |

Note: It is very important that you record your new password and keep it in a safe place. The clerk's office does not maintain a record of your password. If you forget your password, you must click on the *Forgotten Password* link on the CM/ECF section of our Internet site, and the CM/ECF system will issue you a new password, which you can then change by going into *Utilities* as described above.

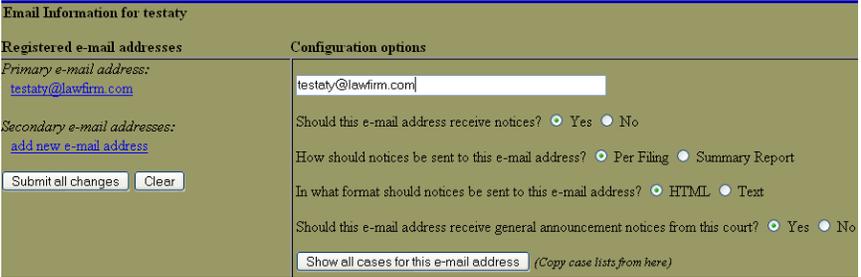
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Changing Your E-mail Address You can update e-mail information by clicking the *Maintain Your Email* on the *Utilities* screen.

Note: It is very important that you keep this e-mail information current, since ECF will e-mail the NEFs based upon the information entered in this screen.

To change your e-mail address, take the following steps:

| Step | Action |
|------|--|
| 1 | Click <i>Utilities</i> on the blue menu bar. |
| 2 | Click <i>Maintain Your Email</i> link. |
| 3 | <p>Click on your e-mail address on the left of the screen.</p>  <p>Note: Configuration options and a white box with your e-mail address will appear on the right side of the screen.</p> |
| 4 | <p>Remove your old e-mail address and add your new e-mail address in the white box on the right of the screen containing your old e-mail address in any of the following manners:</p> <ul style="list-style-type: none"> • Highlighting your old address and then typing in your new address, • Highlighting your old address, deleting the old address, and then typing in your new address, or • Deleting your old address and then typing in your new address. |
| 5 | <p>Click the <i>Submit all changes</i> button on the left of the screen.</p> <p>Note: You may need to click additional <i>Submit</i> buttons to apply this change to all of your cases.</p> |

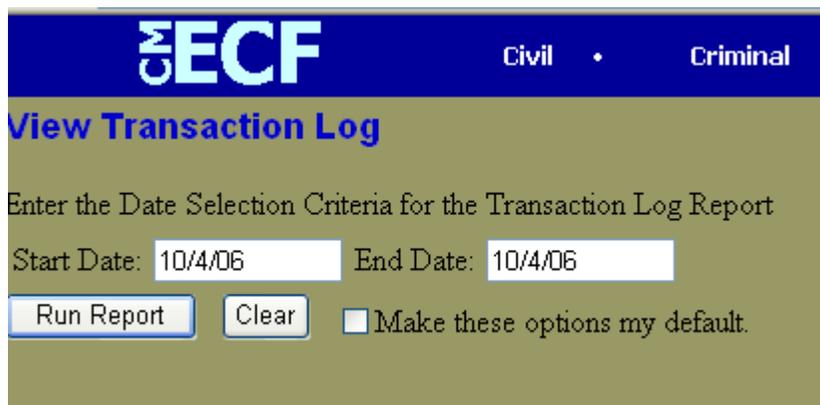
Note: See additional information under *Tips* under *General Information* on the CM/ECF section of the EDVA Internet site.

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View Your Transaction Log

When you click on the menu item, *View Your Transaction Log*, from the main *Utilities* screen, you can enter a date range to view all of your ECF transactions in the date range specified.



Below is a screen shot of the results from running the *Transaction Log* report:



| Id | Date | Case Number | Text |
|--------|---------------------|-------------|--|
| 516586 | 10/04/2006 14:59:16 | 1-06-cv-320 | THIRD PARTY COMPLAINT against Donald Hsia filed by The Hanover Insurance Company. (ltn) |
| 516605 | 10/04/2006 15:06:04 | 1-06-cv-320 | Added Attorney for The Hanover Insurance Company in Case 1:06-cv-00320-JCC-TRJ |
| 516609 | 10/04/2006 15:07:55 | 1-06-cv-320 | CROSSCLAIM against Eugene J. Mark, Jr, First Washington Title & Escrow Corporation filed by The Hanover Insurance Company. (ltn) |

Total Number of Transactions: 3

PACER Options

The *Utilities* function also allows you to access and maintain the following PACER-related account information:

- Change Client Code,
- Change Your PACER Login,
- Review Billing History,
- Show PACER Account, and
- Remove Default PACER Account.

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Miscellaneous Functions

The *Utilities* function provides the following three miscellaneous activities:

- Legal Research, which links you to the following external resources:
 - Law Dictionary,
 - Lexis via the Internet,
 - Medical Dictionary, and
 - Westlaw via the Internet.

Note: You must have your own account to access the information within Lexis and Westlaw.

- Mailing Information for a Case which allows you to check the recipient list for a particular case.
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