

# Attorney Guide to CM/ECF Version 5.1.1

## Overview

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**Introduction** This guide explains CM/ECF Version 5.0 and 5.1.1 enhancements and changes for attorney filing users.

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**Effective Date** January 22, 2013

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# Secure Passwords

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## Overview

To help protect against brute force attacks, CM/ECF now requires users to create more secure passwords. Passwords must be at least eight characters long and include both uppercase and lowercase alphabetic characters and at least one digit or special character (for example, 0-9, @, #, \$, %, &, \*, +).

All users (both attorney and court users) are required to change their passwords. After a user logs in with their current password, a pop-up will instruct the user to change their password. A link to *Maintain Your Account* is included in the pop-up message.



## Account Locked

After five invalid login attempts, the user's account will be "locked" for five minutes and the following error message will appear:

**Your account is temporarily disabled because an incorrect password was given 5 times. If you do not know who entered the incorrect passwords, or if you need to have your password changed, please contact the System Administrator. Otherwise, please try again in approximately 5 minutes.**

After the initial five minute timeout period has expired, the next failed login attempt will increase the timeout period to six minutes in the future. After the new six minute timeout period has expired, the next failed attempt will increase the timeout period to seven minutes in the future, and so on

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## Secure Passwords, Continued

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**IMPORTANT  
NOTE:**

When exiting CM/ECF, use the *Logout* button in the blue menu bar. Users who exit the browser without first logging out have experienced difficulty logging in.



## Nature of Suit Codes

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### Eliminated Codes

The following Nature of Suit codes have been eliminated:

- 444 – Civil Rights: Welfare
  - 610 – Forfeiture/Penalty: Agriculture
  - 620 – Forfeiture/Penalty: Food and Drug
  - 630 – Forfeiture/Penalty: Liquor Laws
  - 640 – Forfeiture/Penalty: R.R. & Truck
  - 650 – Forfeiture/Penalty: Airline Regs
  - 660 – Forfeiture/Penalty: Occup. Safety
  - 730 – Labor: Reporting/Disclosure
  - 810 – Selective Service
  - 875 – Taxes: Customer Challenge
  - 892 – Economic Stabilization Act
  - 894 – Energy Allocation Act
  - 900 – Appeal of Fee Determination
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### New Nature of Suit Codes

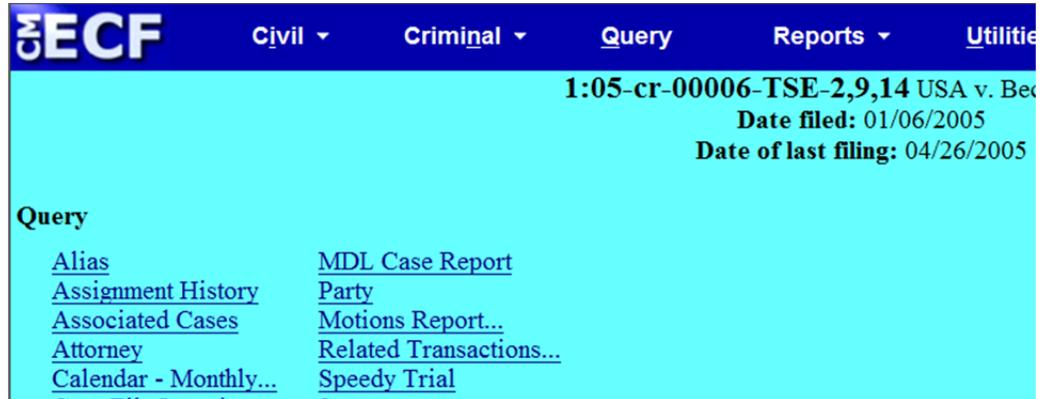
The following Nature of Suit Codes have been created:

- 367 – Personal Injury: Health Care/Pharmaceutical Personal Injury Product Liability
  - 375 – Other Statutes: False Claims Act
  - 448 – Civil Rights: Education
  - 560 Prisoner Petitions: Civil Detainee: Conditions of Confinement
  - 751 – Labor: Family and Medical Leave Act
  - 896 – Other Statutes: Arbitration
  - 899 – Other Statutes: Administrative Procedures Act/Review or Appeal of Agency Decision
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## Query

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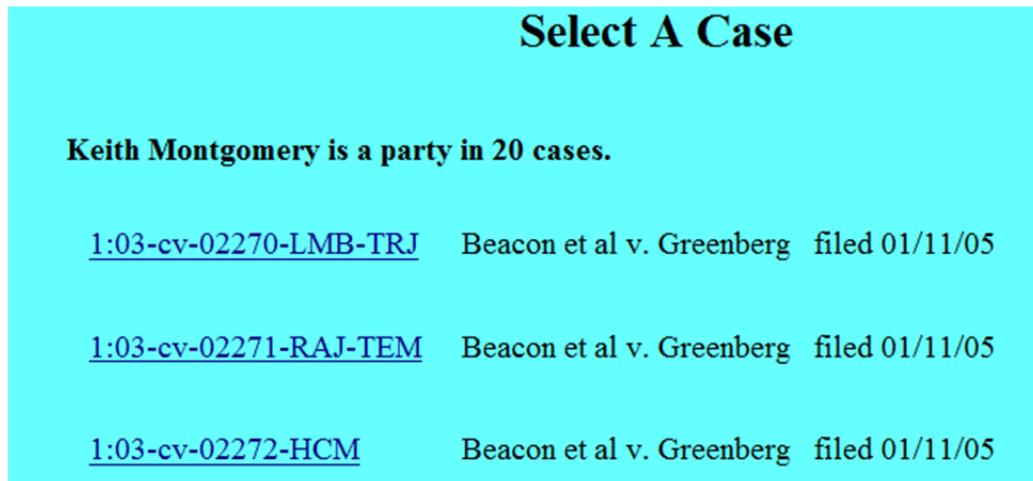
When a query is run for a multi-defendant criminal case, the defendant numbers for the selected defendants are included with the case number at the top of the query menu screen. If all of the defendants are selected, or if the main case is selected, the words **All Defendants** will appear beside the case number in lieu of the actual defendant numbers.



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the case information is displayed: **1:05-cr-00006-TSE-2,9,14 USA v. Bea**, **Date filed: 01/06/2005**, and **Date of last filing: 04/26/2005**. Below this, the **Query** menu is shown with the following options: [Alias](#), [Assignment History](#), [Associated Cases](#), [Attorney](#), [Calendar - Monthly...](#), [MDL Case Report](#), [Party](#), [Motions Report...](#), [Related Transactions...](#), and [Speedy Trial](#).

### Query by Person Name

When a query is run on a person name, that name is now included at the top of the screen that lists all of the cases in which that person is a participant. The person's role is included at the top of the screen as well.



The screenshot shows the "Select A Case" screen. At the top, it says **Select A Case**. Below that, it states **Keith Montgomery is a party in 20 cases.** There are three cases listed:

<a href="#">1:03-cv-02270-LMB-TRJ</a>	Beacon et al v. Greenberg	filed 01/11/05
<a href="#">1:03-cv-02271-RAJ-TEM</a>	Beacon et al v. Greenberg	filed 01/11/05
<a href="#">1:03-cv-02272-HCM</a>	Beacon et al v. Greenberg	filed 01/11/05

## Miscellaneous

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### Docket Report – Sort by File Number

When running a docket report, a user may now sort by docket entries according to document number by selecting *Document Number* from the *Sort by* drop-down menu. If selected, those entries without document numbers will appear chronologically within the entries that do have document numbers.

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### Logout Message

When a user clicks on *Logout* from the main blue menu bar, the following pop-up message appears:

