APPENDIX: PUBLIC ACCESS CHANGES

A1 All PACER Users

A1.1 MDL Case Report Query

The Query menu includes the new <u>MDL Case Report</u> query. All cases associated with the same JPML (Judicial Panel on Multidistrict Litigation) number as the target case will be listed, sorted by case type, (descending so **md** case type sorts before **cv**) and case number. When the MDL Case Report is run, the user can determine whether all MDL-related cases or only pending MDL-related cases should display. The use of this feature is at the discretion of each court.

A1.2 Civil Cases Report

The Civil Cases Report now includes a *JPML number* field on the selection criteria screens, so the report can be run by JPML number.

A1.3 Query

When a query is run for a multi-defendant criminal case, the defendant numbers for the selected defendants now 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.

When the user runs a query on a person name, that name now is 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 (for example, **Nicolas Mercator is an attorney in 6 cases.**). Additionally, a summary of selection criteria used for the query now appears at the bottom of the case list screen; however, if the query is run on a case number alone, the summary of selection criteria will not appear.

A1.4 Docket Report

The *Sort by* dropdown list on the Docket Report selection criteria screen now includes a **Document number** option. If selected, those entries without document numbers will appear chronologically within the entries that do have document numbers.

Some courts allow digital audio files to be uploaded to CM/ECF. When using the *View multiple documents* option for the Docket Report, users should not select any docket entries that have digital audio files attached (these entries are designated with a speaker icon), as the digital audio files embedded in the PDF documents for these entries are inaccessible in *View multiple documents* mode.

A2 ATTORNEY USERS

A2.1 New Password Requirements

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, @, #, \$, %, &, *, +).

After logging in with your current password, a pop-up message will instruct you to change your password.

Figure A2.1. Pop-up Message Instructing User to Change Pa	ssword
Notice	
The requirements for CM/ECF passwords have changed To set a password that meets the new standards, please click <u>here.</u>	

When you click on the here link, the following screen appears. Change your password and then click **Submit**.

Figure A2.2. Change Your Password Screen

store User informatio	on for sam ryunagoras	5	
Login	pyth		Last login 09-23-2010 18:13
Password		ase letters; include digit or special character	Current login 09-23-2010 18:13
			Create date 07/11/2007
Registered	Y		Update date 07/11/2007
Internet Credit Card	N		
Default Printer			
Additional Printers			
Groups	Attorney		
Submit Clear			

A2.1 PDF/A

PDF/A is a standard format that allows for the long-term archiving of electronic documents with the assurance that the documents will be accessible in the future. In the future, courts will accept only PDF/A documents when filing in CM/ECF. Unless the court requires PDF/A documents, CM/ECF will accept both PDF and PDF/A documents.

A2.1.1 Transitioning from PDF to PDF/A

When a court decides to begin requiring documents to be PDF/A compliant, users will need to modify certain settings in the program(s) used to create and view PDFs, as outlined below.

A2.1.1.1 Creating a PDF/A with Microsoft Word

1) To create a PDF/A directly from MS Word, the user must update the PDF conversion settings. In Word 2007, click on **Preferences** in the *Acrobat* menu in the ribbon:

	Home	Insert	Page	Layout	References	Mailings	Review	View	Menus	Acrobat	
Create PDF	Preferences	Create Attach to	and	Mail Merge	Create and Send For Review	Acrobat Comments +					
Create	Adobe PDF	Creat	te and l	Email	Review And	Comment					

In older versions of Word, go to Adobe PDF \rightarrow Change Conversion Settings to access the *PDFMaker* window.

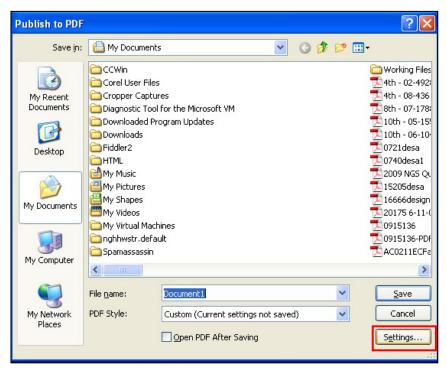
2) In the *PDFMaker* window, click the **Create PDF/A-1a:2005 compliant file** checkbox, then click **OK**.

🔀 Acrobat PDFMaker			2
Settings Security Word Bookmarks			
PDFMaker Settings Conversion Settings: PDF/A-1b:2005 (RGB)		Ŧ	
Use these settings to create Adobe PDF de conform to PDF/A-1b, an ISO standard for			
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 ✓ Create Bookmarks ✓ Add Links ✓ Enable Accessibility and Reflow with tagged 	Adobe PDF		
Adobe White States and/or other countrie	e Adobe PDF log marks of Adobe S	o, PostScript, and	Reader are
Restore Defaults	OK	Cancel	Help

A2.1.1.2 Creating a PDF/A with Corel WordPerfect X4

Note: Older versions of WordPerfect do not include PDF/A in the Compatibility options.

 To create a PDF/A directly from WordPerfect X4, click on File → Publish to PDF, then click Settings.



2) In the *Publish to PDF Settings* window, select **PDF/A-1a** from the *Compatibility* dropdown, then click **OK**.

Publish to PD	F Settings
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O Selection	O Pages: 1
Compa <u>t</u> ibility:	PDF/A-1a
<u>A</u> uthor:	Acrobat 3 (PDF 1.2) Acrobat 4 (PDF 1.3) Acrobat 5 (PDF 1.4)
Keywords:	PDF/A-1b
PDF style:	PDF/A-1a Custom (Current settings not saved)

A2.1.1.3 Creating a PDF/A from Scanned Documents using Adobe

Note: Check your scanner manual to determine whether your scanner permits saving as PDF/A. If it does, follow the manufacturer's instructions to update the setting and disregard the steps below.

1) If the scanner is connected directly to the user's computer, go to File → Create PDF → From Scanner → Configure Presets. (If the scanner is not directly connected, go to Step 3, below).

😕 Adobe Acrobat		
<u>File</u> Edit <u>V</u> iew <u>D</u> ocument <u>C</u> omments Forms <u>T</u> ools <u>A</u> d	vanced <u>W</u> indow <u>H</u> elp	
☐ Open Ctrl+O Organizer ►	• 者 🔒 Tr 1T 🎏	ta Courier
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Combine	🗞 From Scanner 🔹 🕨	Black & White Document
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Save Ctrl+5	🔁 From <u>C</u> lipboard	<u>C</u> olor Document
Save As Shift+Ctrl+5	🦣 From <u>B</u> lank Page	Color Image
Save as Certified Document	Assemble PDF Portfolio	Cu <u>s</u> tom Scan
Export	Merge Files into a Single PDF	Configure Presets

2) In the *PDFMaker* window, select the device and click the **Make PDF/A compliant** checkbox, then click **OK**.

Configure Pres	ets 🛛 🗙
<u>S</u> canner:	Please select a device Options
Pr <u>e</u> sets:	Black & White Document Save Defaults
Input	
Sįdes:	Both Sides
Color <u>M</u> ode:	Black and White
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Paper Size:	Automatic
	Width: Height:
	Prompt for scanning more pages
Optimization	
Smaļl Size	U High Quality Options
- Text Recogniti	on and Metadata
Make Sear	chable (Run OCR) Optjons
Make PDF	A compliant
Help	OK Cancel

3) If the scanner is connected remotely via the user's network, scan the document as normal, creating a PDF. Then open the PDF in Adobe Acrobat 9 Professional and go to Advanced → Preflight → PDF/A Compliance to convert the PDF to PDF/A.

2		Preflight	
Profiles	K Results	Standards	Options •
Show all	•	1	Find
> Acrobat/P	DF version com	patibility	
► Create PDI	F layers		
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- Further Opti	0.05		
· runner opti	UIIS.		P Analyze Analyze and fix
Run Prefi	ght checks for vi	isible layers only	
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A2.1.1.4 Using Hyperlinks in PDF/A Documents

To access hyperlinks in a PDF/A document, in Adobe Acrobat/Reader, go to Edit \rightarrow Preferences \rightarrow Documents, and select Never in the *PDF/A View Mode* dropdown list.

references	
Categories: Documents Full Screen General Page Display 3D & Multimedia Accessibility Accossibility Accossibility International International Internet JavaScript Measuring (2D) Measuring (3D) Measuring (Geo) Multimedia (legacy) Multimedia Trust (legacy) Reading Search Security Security (Enhanced)	Open Settings □ Restore last view settings when reopening documents ☑ Open cross-document links in same window ☑ Allow layer state to be set by user information ☑ Allow documents to hide the menu bar, toolbars, and window controls Documents in recently used list: ⑤ =
Security (Enhanced) Spelling Tracker Trust Manager Units	
	OK Cancel

A2.2 Logging Out of CM/ECF

When you click Logout from the main blue menu bar, the following pop-up message will appear:

