

# CM/ECF Receives Facelift with Release 3.2



**T**hink of it as CM/ECF meets Nip/Tuck....

On Monday, September 29, 2008, the U.S. Bankruptcy Court – District of New Hampshire will transition to the newest version of CM/ECF (Release 3.2). This latest release has significant user interface changes, as well as enhanced statistical reporting capabilities and some new, thoughtful features designed to make your filing experience as easy as possible, without all those unsightly crow's feet. This document adapted with the permission of Iowa Northern Bankruptcy Court provides an overview of Release 3.2, with highlights and explanations of the major changes you'll encounter as you file. Good luck, and as always...be careful out there!

## **T**op 10 Changes with **CM/ECF Release 3.2**

### **1. Search Feature**

Have you ever struggled to find the location of a specific filing event in CM/ECF? If you've been lookin' for love in all the wrong places with CM/ECF, Release 3.2 offers a solution to your woes. Located in the blue menu bar, CM/ECF now offers

the ability to search menus and events. Click Search on the main menu bar and a pop up window appears, allowing you to enter text to be searched.



Once you enter text in the search box and click the magnifying glass (or Enter on your keyboard), the results are displayed on the screen, with your search string characters highlighted. The best part of this feature? Each item is a link to the corresponding menu item or event, so you can go right to it.



Note: the search option is not available in PACER.

## 2. Cascading Menus

Release 3.2 brings cascading menus to CM/ECF. Users can now display items on a CM/ECF menu by hovering over its name on the main blue menu bar. Once that menu appears, moving your cursor to the name of a subordinate menu will list its components. Not a fan of cascading menus? No problem...you can still use the “click” technique to view static menus one click at a time, if you prefer.

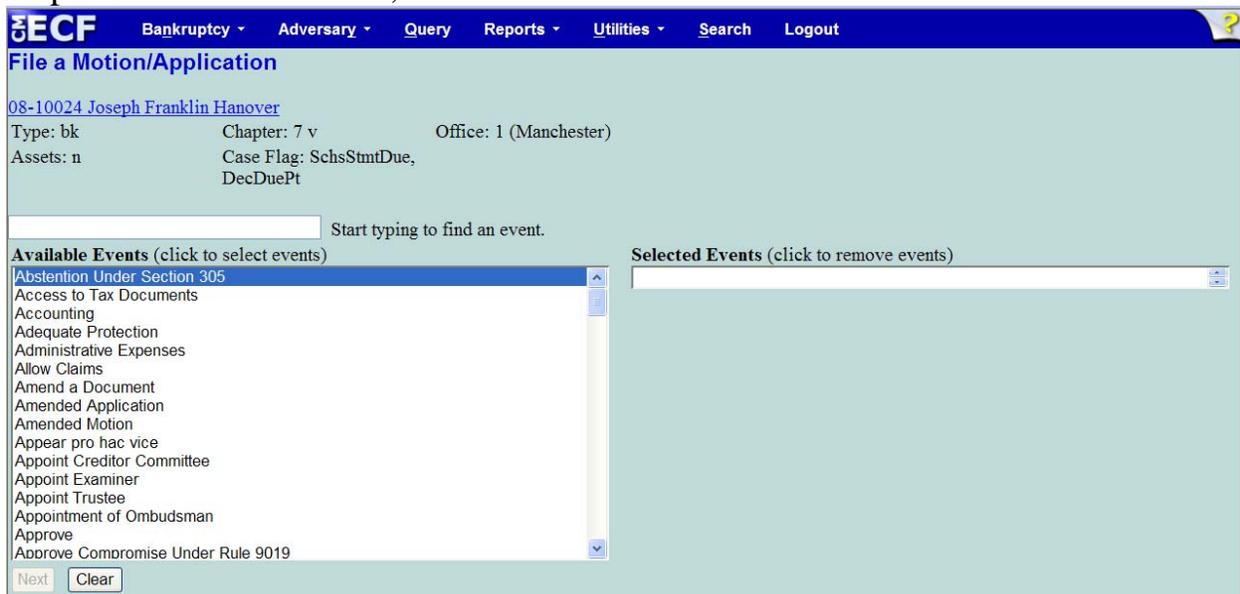
## Cool Feature Alert!

If you use cascading menus, you can create a favorite for any menu item! This means you can add your most-used items to your browser favorites, making it easier to access them. For example, to create a favorite for running a Docket Report, simply hover over Reports, right click on Docket Report, select "Add to Favorites..." from the drop-down menu, choose where you want to add the bookmark and click Add."

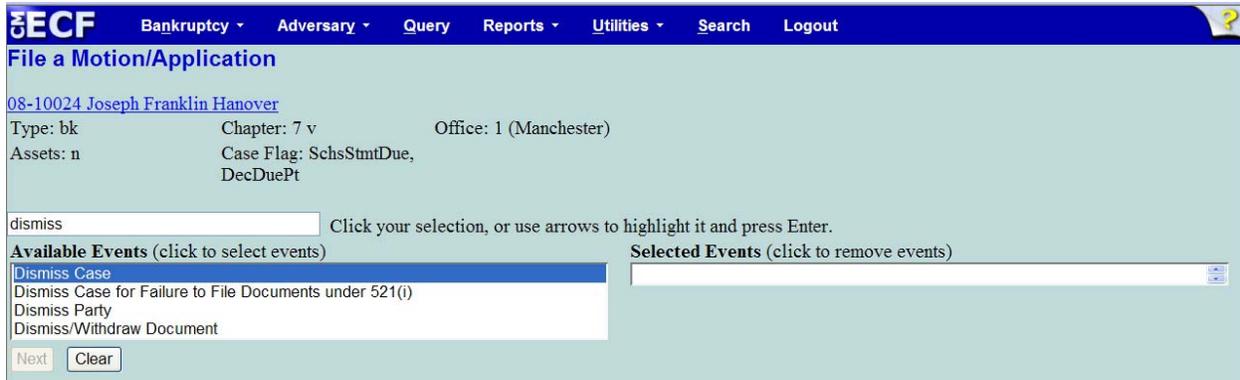


## 3. Filing Event Search

Tired of scrolling through long lists of filing events to find the one you want? Release 3.2 offers an "event search" feature. Here's how it works: select a filing category (e.g. Motions/Applications/Objections to Exemptions), and a text box will be provided above the list, like this:

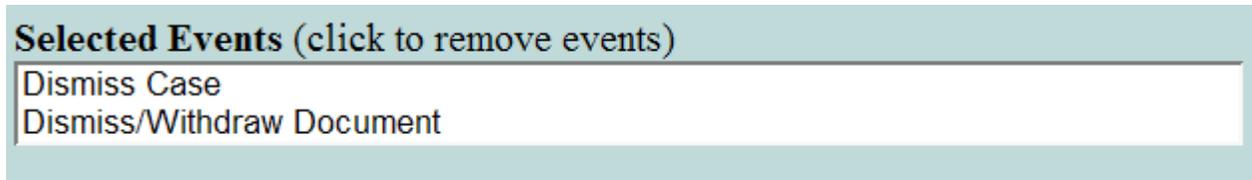


Entering the first few letters of the desired event will result in a much more focused filing event listing:



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "File a Motion/Application". The case information is displayed as "08-10024 Joseph Franklin Hanover". The case details include: Type: bk, Chapter: 7 v, Office: 1 (Manchester), Assets: n, Case Flag: SchsStmtDue, DecDuePt. A search input field contains the text "dismiss". Below the search field, there are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes: "Dismiss Case", "Dismiss Case for Failure to File Documents under 521(i)", "Dismiss Party", and "Dismiss/Withdraw Document". The "Selected Events" field is currently empty. At the bottom of the "Available Events" list, there are "Next" and "Clear" buttons.

To select one filing event, click on it to move it to the Selected Events field. You can select multiple events by holding down the “Ctrl” key on your keyboard and clicking each event. Each of the events you select will be displayed in the “Selected Events” field. Once you’ve chosen your event(s), simply click Next and continue docketing as you normally would. If multiple events are selected, the items will appear in docket text in the order they were selected.

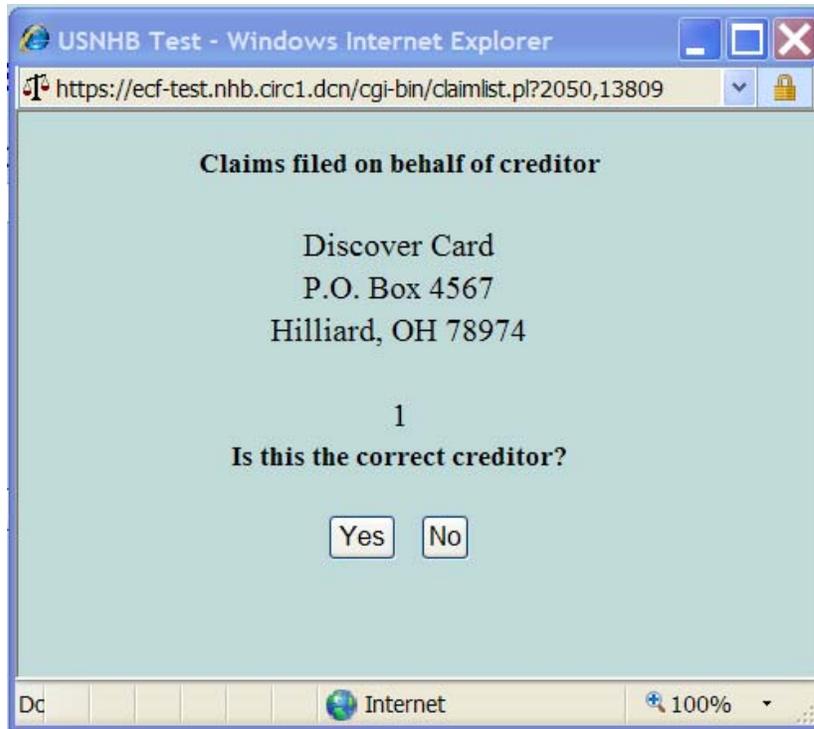


The screenshot shows the "Selected Events (click to remove events)" field. The field contains two lines of text: "Dismiss Case" and "Dismiss/Withdraw Document".

## 4. Enhanced Features for Claims

Among the enhancements to the claims filing feature in CM/ECF:

- Amended claims now display the claim amounts from the claim being amended.
- It is now possible to customize your creditor search by Type (i.e. 20 Largest, Common Creditor, etc).
- When you select a creditor from the pull down list, a window will appear listing the number of claims that have been filed for that creditor:



- There is now a [Find](#) button next to the “Amends Claim #” box:

Amends Claim #:

If you click the Find button, a pop up window appears showing a list of the creditors who have filed claims, as well as the claim # and date the claim was filed. This feature allows you to more easily locate the claim you wish to amend.

## 5. Viewing/Downloading Multiple Documents

A new option on the Docket Report, [View Multiple Documents](#) allows multiple documents to be viewed or downloaded.

### Document options:

- Include headers when displaying PDF documents
- View multiple documents
- Create Appendix

If this option is selected, every event with a PDF attachment will have a check box next to the event. You can either view all documents as one PDF, or download them into a zip folder.

Filing Date	#	clear	Docket Text
01/15/2008	<a href="#">1</a>	<input checked="" type="checkbox"/>	Chapter 13 Voluntary Petition filed by Jeffrey J. Schmidt on behalf of Joseph Wayne. (lht) (Entered: 01/15/2008)
01/15/2008	<a href="#">2</a>	<input checked="" type="checkbox"/>	Certificate of Credit Counseling filed by Jeffrey J. Schmidt on behalf of Joseph Wayne. (lht) (Entered: 01/15/2008)
01/15/2008	3		Receipt of Chapter 13 Voluntary Petition - Case Upload(08-10008) [caseupld,1027u] ( 274.00) filing fee. Receipt number 50334, amount \$ 274.00. (U.S. Treasury) (Entered: 01/15/2008)
01/15/2008	<a href="#">4</a>	<input checked="" type="checkbox"/>	Chapter 13 Plan Filed by Debtor Joseph Wayne (lht ) (Entered: 01/15/2008)

A PACER billing receipt will show for the selected documents before the PDF files are displayed or downloaded. **But wait! Sometimes documents have attachments...what happens then??** Glad you asked! When this occurs, the Document Selection Menu will give you the option to view all the attachments as one PDF, or download them all into a zip folder for you.

## 6. Cross Document Hyperlinks

Sounds cool, doesn't it? That's because, well, it is. This functionality allows documents created in Word or WordPerfect to contain a hyperlink to a previously filed document *in the same case or another case that resides in the CM/ECF system* (including appellate and district cases). For example, a response to a Motion to Lift Stay may include a hyperlink to the initial motion, which once clicked upon, will take you directly to the motion for relief from stay. See? We told you it was cool. Note: Please be advised that PACER fees are applicable when viewing cross-document hyperlinks.

## 7. Judgment Index Report

Located under the [Reports](#) category in CM/ECF, the Judgment Index Report contains information about every final and default judgment.

## 8. Language Change on Notice of Electronic Filing (NEF) Screen

The NEF's in 3.2 will offer further clarification to the "free look" policy. The notice screen will now read:

\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\* Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply."

## 9. Calendar Display

The pop-up calendar that displays when you click the calendar icon during filing events will now highlight non-working days in green.



July 2008						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

## 10. PDF Headers on Documents

The PDF Headers option has been enhanced to include a document description. PDF Headers are also now available on claim entries. You can deactivate this feature by deselecting “Include headers when displaying PDF documents” when running a docket report.

### Document options:

- Include headers when displaying PDF documents
- View multiple documents
- Create Appendix

An example of the type of case data captured in this new “include headers” option is provided below.

Case: 08-10008 Doc #: 5 Filed: 01/15/08 Desc: Main Document Page 1 of 1

## 3.2 Release Information for PACER Users

**S**till not sure about the 3.2 facelift?

Check out the other two links on the **CM/ECF Release 3.2 Training Tools** page of our website. [CM/ECF Release 3.2 Notes for PACER Users](#) links to a document prepared by the PACER Service Center. It outlines changes in 3.2 with sections devoted to screen differences specific to both PACER and ECF logins. [Introducing CM/ECF 3.2](#) is an interactive demonstration. We encourage you to take a few moments to view it and become familiar with the new CM/ECF Release 3.2.