

SECTION 3.0 GETTING STARTED

3.1 Accessing the U.S. District Court - Oregon CM/ECF Site

In the location field of the browser, type the address of Oregon's CM/ECF site: ord.uscourts.gov/ecf/ecf.html and press the *RETURN* or *ENTER* key. There is also a link to this page from the Court's main Internet website at ord.uscourts.gov. The initial CM/ECF screen should appear. Add a Bookmark (or make Favorite) this location. There are two hypertext links on this page. Those links are further described below:

(a) **CM/ECF Electronic Case Filing System**

The link to the Electronic Case Filing System will take the user to the login screen for the live CM/ECF document filing database.

(b) **CM/ECF Testing Area**

This link takes the user to the CM/ECF test database. This test database will be used for training and for skills evaluation.

3.2 Logging Into the Database

(a) **Secure Server Site Verification**

The CM/ECF server uses 40 bit encryption to provide a secure link for the transmission of sensitive case file documents. This is the same kind of technology that is used by financial institutions to prevent computer hackers from intercepting secret passwords and other sensitive information.

By clicking on either the live or test database hyperlink, the system will walk the user through a series of screens to verify the "Site Certificate"; a process by which the computer verifies the legitimacy of the secure server. Users will have to go through this sequence at the first log in and once every 30 days thereafter when the site certificate expires.

(b) **The ECF Login and PACER Screen (Non-court Users)**

If you require filing functionality or need to update your User Account (i.e., update address, alter e-mail notification information, or change logins and passwords), enter the system using your court-generated CM/ECF login and password.

During your session, if you deviate from either electronically filing a document or maintaining your user account by clicking on the query or report menus, the system will prompt for your PACER issued login and password. If you choose "Make this my default PACER login", the system will link your PACER information to your CM/ECF login and password. At that point, you will not be required to enter your PACER information while working in CM/ECF.

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If you only wish to generate reports (i.e., view a docket sheet) or query case information, initially enter the system using your PACER issued login and password. If you then need filing functionality or the ability to maintain your user account, select the UTILITIES menu from the main blue menu bar. From that menu, select ECF Login to enter your court issued CM/ECF login and password. An explanation of the login procedures is displayed above the prompt boxes on the login screen.

The *client code* field is an optional field provided on the login screens for tracking purposes during PACER (report and query) functions. It can contain up to 32 characters. If a client code is entered for a transaction, that client code will be presented on the billing statement generated by the PACER Service Center. A client code will not appear on the bill unless it is entered at the time of transaction. Because this code feature is optional, it must be enforced within a user's office. Please note that this screen can be operated entirely with the keyboard. Use the *TAB* key to navigate between the fields and the buttons. The active button will have a faint dotted outline and the space bar will activate the outlined button.

3.3 Function Keys and Techniques

(a) Netscape "Back" and "Forward" Buttons

The *BACK* and *FORWARD* buttons advance or reverse one screen at a time. If an error has been made or the user needs to verify entries on a previous screen, click the *BACK* button to the specific screen. The *FORWARD* button moves a screen ahead to return to the target screen. However, if a change is made, use the *NEXT* keys to progress.

The user may always exit an CM/ECF transaction before it is committed by using the *BACK* key or clicking on another menu selection from the top of the frame.

(b) The "Tab" Key

CM/ECF screens are navigated by using the mouse, however the user may also use the *TAB* key and space bar to move through the data entry fields in most screens. Active or "focus" buttons have a faint dotted outline around them. A focused button may be activated by hitting the space bar. The user can also use the *SHIFT* key and the *TAB* key simultaneously to move back one field at a time.

(c) Menus and Event Selections

Navigating and posting events in CM/ECF is by menu and event selections. The menus and events a particular user will see is predicated on their user type (i.e., Court User or Attorney User) and access level to the system.

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(d) Selecting Multiple Parties or Events

Many of CM/ECF's selections appear in alphabetical order in drop down lists. Multiple items may be selected from these lists by holding the *CONTROL* key and clicking on selections in the same drop down list. To select a range of items, hold the *SHIFT* key and click on the top and bottom of the selection range.

(e) User Supplied Text

Users may supply additional text or augment the system-supplied text in the blank windows provided. Any user supplied text will be displayed on the docket sheet in *italic print*.

(f) Committing a Transaction

A CM/ECF transaction is not final until the last screen in the sequence (the Final Warning Screen) has been completed and the user has clicked on the *SUBMIT* button. (See also [Section 5.2\(m\)](#)).

(g) Manipulating Text

The docket text editing window permits the user to cut, copy and paste text in the same manner as WordPerfect. Select and highlight the target text. *CONTROL X* cuts the text, *CONTROL C* copies selected text, *CONTROL V* pastes the cut or copied text in the new position. Mouse users have access to the same functions (cut, copy, paste), by using the right click button on the mouse. Users are cautioned, however, that a few characters pasted into CM/ECF from some word processing applications may not transfer or copy well.

3.4 Submission of Documents

(a) Signature Line Format

The signature on all CM/ECF submissions must comply with [LR 11.1](#) except that the attorney shall insert *s/ [name of attorney]* in lieu of his or her original signature.

(b) Filing with the Clerk

At the conclusion of a transaction, the CM/ECF system will generate a *Notice of Electronic Filing* to confirm that the document has been electronically filed and served on the other CM/ECF participants in a case. The *Notice* must be printed. A judge's copy of the electronically filed document must be delivered to the Clerk's Office within three (3) business days of the electronic filing. The *Notice of Electronic Filing* must be stapled to the front of that judge's copy. Inclusion of the Notice alerts the Clerk that the document was filed and served via the CM/ECF system. (See also [LR 100 - CM/ECF Electronic Filing](#).)

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(c) **Authenticity of Documents**

The paper version and electronically filed version of a document must be exact duplicates. The attorney's original signature on the paper version constitutes his or her attestation that no changes, alterations or other modifications have been made with the sole exception that the paper version shall contain original signatures. The originally signed copy of the electronically filed document must be retained by the attorney through the pendency of all appeals. (See [LR 100.12 - Retention Requirements.](#))

(d) **Exhibits, Affidavits and Attachments**

Unless the court permits conventional filing, exhibits and attachments shall be filed electronically. Affidavits are to be filed as separate docket entries (See [LR 10.4.](#))

(e) **Conventionally Filed Documents**

The following documents may be filed conventionally or in CD Rom (.pdf format) without prior court approval:

- c Administrative Records
 - c Medical Records
 - c Sealed and *In-camera* Documents
 - c Demonstrative exhibits
 - c Oversized exhibits (i.e., maps and blueprints)
 - c Exhibits or attachments of more than 100 pages or exceed 1.5 megabytes.
- (See [LR 100.11\(b\).](#))

3.5 Receiving Notices of Electronic Filing

Upon completion of an entry in CM/ECF, an e-mail notification of that activity is automatically sent to the registered case participants and any secondary e-mail recipients added to those user accounts. Each e-mail notification message contains a hyperlink to the docket sheet for that case and a hyperlink to the .pdf file uploaded during the transaction. Each e-mail recipient receives a "first free look" at the electronically filed document. The system virtually marks or records the viewing of the docket sheet and document when the user inserts his PACER login following the click on the hyperlinks. Notifications of activity in Social Security cases, however, are unique in that it is necessary for the system to identify the reader as counsel of record in a Social Security case having authorization to view a document electronically. See below for additional information.

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(a) Notifications in regular civil cases

Insert your PACER login and password when clicking on hyperlinks within e-mail notifications. In this scenario, the system is virtually marking or recording that the recipient is receiving the first free look.

(b) Notifications of "paperless" minute entries

E-mail notifications of "paperless" minute entries will only contain a hyperlink to the docket sheet for the case and not to the document filed. There is no .pdf file uploaded during this court transaction and therefore the record of the entire order is solely the docket text which is created and viewable on the Notice of Electronic Filing.

(c) Notifications in Social Security cases

When an e-mail notification is received and the subject line indicates that it is for a Social Security type case, the recipient must open a second window and enter the CM/ECF system using the attorney's CM/ECF login & password BEFORE clicking on any of the e-mail hyperlinks. The recipient may then go back to the e-mail notification window and click on the hyperlinks (using their PACER login & password) to view the electronically filed document.