



Guide to Using CM/ECF Media Accounts

Using CM/ECF Media Accounts

Overview:

The U.S. District Court, District of Utah, uses an electronic case management system (CM/ECF) to maintain the Court's record of activity (the docket) in both civil and criminal cases. CM/ECF also provides the means for filing and accessing case documents in electronic (PDF) format by attorneys, and for accessing case documents by the public.

The Court offers CM/ECF Media Accounts to members of the media, so that account holders may designate specific cases for which to receive e-mail Notices of Electronic Filing (NEFs) of case activity. This incorporates the same CM/ECF notification mechanism (e-mail configuration) as for attorney users, who may also designate cases other than their own for which NEFs are to be received. Media users will then receive an email notification when there is a public entry made in the case(s) that they have designated. The email will contain the docket text which will give a brief description of the docket entry. It will also contain a hyperlink to any document(s) that may be available through that docket entry. Some docket entries are text only, and do not have any documents associated with them.

A [U.S. Courts PACER account](#) is required to view/print any PDF documents linked in NEFs received. PACER billing fees apply, and sealed or restricted documents are not accessible. Secondary e-mail recipients (with specific cases) may also be designated on each media account.

To obtain a Media Account, the [Media Registration Form](#) must be submitted, and the applicant must agree to certain terms of use. Once approved, the CM/ECF Media Account login ID and password are sent to the account holder by e-mail.

IMPORTANT: In order to receive e-mail notices of case activity, the media account holder must first configure e-mail settings, and designate specific cases, using the procedure described below.

Useful Resources:

Public web site Media Information page: www.utd.uscourts.gov/documents/media_information.html

U.S. Courts PACER Service Center:

<http://pacer.psc.uscourts.gov> or (800) 676-6856

CM/ECF Help Desk:

ut_support@utd.uscourts.gov or (801) 524-6105



Changing the Media Account Password

STEP 1:

Login to the Court's CM/ECF system using the assigned media account login ID and password (not the PACER login/password), at:

<https://ecf.utd.uscourts.gov/cgi-bin/login.pl>

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://www.pacer.gov>.

Lost logins or passwords:
If you have lost or forgotten your District of Utah E-filing password, [click here](#), or during working hours you may call (801) 524-6105.

Authentication

Login:
Password:
client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Login Reset

Notice
An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested with Firefox and Internet Explorer 8 and 9.

Remember to check the Redaction Responsibility acknowledgment box.



Using CM/ECF Media Accounts

STEP 2:

On the blue program menu line across the top of the page, click on “**Utilities**” and then “**Maintain your login/password**”:

The screenshot shows the top navigation bar of the ECF system with the following items: **ECF**, **Civil** (dropdown), **Criminal** (dropdown), **Query**, **Reports** (dropdown), **Utilities** (dropdown), and **Search**. Below the navigation bar, the **Utilities** section is expanded, showing two columns of links:

- Your Account**
 - [ECF Login](#)
 - [Maintain your Email Address](#)
 - [Change your mailing address \(attorneys only\)](#)
 - [Maintain your login/password](#)
 - [Change Client Code](#)
 - [Change Your PACER Login](#)
 - [Review Billing History](#)
 - [Show PACER Account](#)
- Miscellaneous**
 - [Chambers Email Addresses](#)
 - [Legal Research ...](#)

Enter a new password, and click Submit. (We recommend not changing the Login field.)

The screenshot shows the ECF user information form. The top navigation bar is the same as in the previous screenshot. The main content area is titled **More User Information for test media** and contains the following fields and information:

- Login**:
- Password**:
minimum 8; upper- & lower-case letters; include digit or special character
- Registered**: Y
- Internet Credit Card**: N
- Default Printer**
- Additional Printers**
- Groups**: Media, Pacer User
- Last login**: 07-16-2015 12:10
- Current login**: 07-16-2015 12:10
- Create date**: 07/16/2015
- Update date**: 07/16/2015

At the bottom of the form are two buttons: **Submit** and **Clear**.



Remember, a good password is:

- **secret** – it does not appear in clear text in any file or program or on a piece of paper pinned to the terminal
- **at least 8 characters**
- a mixture of at least 3 of the following: **upper case letters, lower case letters, digits and punctuation**

The password has been successfully changed when the following screen is displayed:



Configuring the Media Account E-Mail Settings & Adding Cases to Receive Notice

1. Login to the Court's CM/ECF system using the assigned media account login ID and password.

On the blue program menu line across the top of the page, click on "**Utilities**" and then "**Maintain Your Email Address**":



2. Click on the email address that you would like to add a watchlist for.
3. Enter a case number under 'Add additional cases for noticing', then click 'Find this case'



4. When the 'Add case(s) button appears, you may click it to add it to your 'watchlist.'

ECF Civil Criminal Query Reports Utilities Search Logout

Email Information for test media

Registered e-mail addresses

Primary e-mail address:
media_email@gmail.com

Secondary e-mail addresses:
[add new e-mail address](#)

Submit all changes Clear

Configuration options

media_email@gmail.com

Should this e-mail address receive notices? Yes No

How should notices be sent to this e-mail address? Per Filing Summary Report

In what format should notices be sent to this e-mail address? HTML Text

Should this e-mail address receive general announcement notices from this court? Yes No

Case-specific options

Add additional cases for noticing

2:15cv266 Find This Case

Enter a case number for your watchlist.

Then click 'Find This Case'

These cases will send notice per filing. (default method)

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice as a summary report. (alternate method)

Remove selected cases Change selected cases to notice per filing

Select whether or not to receive individual NEFs for activity in cases (“Per Filing”) or to receive a single daily “Summary Report” of activity in all cases entered.

NOTE: In order to receive NEFs immediately upon filing with the court, keep the default “**Per Filing**” setting.

5. Repeat for other cases as needed
6. Click Submit to save your selections

When entering case numbers, use the following format:

2:15-cv-123 for **civil** cases, or

2:15-cr-123 for **criminal** cases

Or other case number as appropriate



Both civil and criminal cases may be included for noticing. When adding a criminal case with multiple defendants, the “Select a case” confirmation screen requires each defendant to be selected as a separate case):

ECF Civil Criminal Query Reports Utilities Search Logout

Email Information for Test Media

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: test@hotmail.com</p> <p>Secondary e-mail addresses: add new e-mail address</p> <p><input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/></p>	<p>test@hotmail.com</p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report</p> <p>In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text</p> <p>Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="button" value="Show all cases for this e-mail address"/> (Copy case lists from here)</p> <p>Case-specific options</p> <p>Add additional cases for noticing</p> <p>0:10-cr-2-1 <input type="button" value="Hide Case List"/></p> <p>Select a case:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 0:10-cr-00002-JRT-JSM USA v. Doe et al <input checked="" type="checkbox"/> 0:10-cr-00002-JRT-JSM-1 John 1 Doe <input type="checkbox"/> 0:10-cr-00002-JRT-JSM-2 John 2 Doe <p><input type="button" value="Add case(s)"/></p> <p>These cases will send notice <i>per filing</i>. (default method)</p> <p>0:09-cv-00060-PJS-FLN Larson v. FMS Investment Corp. et al (interest)</p> <p><input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice as a summary report"/></p> <p>These cases will send notice <i>as a summary report</i>. (alternate method)</p> <p><input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice per filing"/></p>



If desired, the procedure above may also be used to establish one or more secondary e-mail addresses associated with the media account, each of which may have specific cases designated for noticing.

Accessing Case Documents from NEFs

When the Notice of Electronic Filing (NEF) is received by e-mail, the message displays the type of docketed event (e.g., motion or order), the text of the docket entry, and hyperlinks to the document and case number associated with the filing:

This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.

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.

**U.S. District Court
U.S. District Court Utah**

Notice of Electronic Filing

The following transaction was entered on 1/8/2010 at 3:15 PM CST and filed on 1/8/2010

Case Name: Larson v. FMS Investment Corp. et al
Case Number: [0:09-cv-00060-PJS-FLN](#)
Filer:
Document Number: [2](#)

Docket Text:

[Summons Issued as to FMS Investment Corp., Resurgent Capital Services, L.P. \(KT\)](#)

If the recipient's e-mail program and web browser are properly configured, clicking on the document hyperlink in the e-mail message should launch the web browser, and display the Court's CM/ECF – PACER login page. In order to view the case document (and any attachments), a PACER account must be used – not the media account login/password.

Once authenticated as a PACER user, the PDF document should be displayed. Similarly, clicking on the case number hyperlink will display the entire docket sheet for the case.

PACER billing fees apply for access to both case documents and docket sheets.

NOTE: Although an NEF is received by media account holders, some case documents may not be available to PACER users. Certain documents in Social Security appeals cases, transcripts or other documents may be restricted. Contact the ECF Help Desk for more information on specific document restrictions.