

Useful Computer Skills for the CM/ECF Environment

The skills summarized in the following pages assume a basic knowledge of Windows, Lotus Notes, WordPerfect and [CM/ECF](#). These ideas have been contributed by many generous people. While the document is designed for court users and standard court software, the concepts are also useful in law office settings to achieve a paperless (or "less paper") environment. If you know of other skills beyond the basics that may be useful in the CM/ECF environment, or if you find needed corrections, please e-mail mj.nuffer@utd.uscourts.gov.

This document has hyperlinks, and is meant to be used in electronic form. An electronic form of this document is available at http://www.utd.uscourts.gov/judges/nuffer_resources.htm.

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Before Starting

System Requirements

To easily use the techniques described in these materials you should have:

- Personal computer with at least 512 mb RAM
- Large monitor or multiple monitors (or superhuman patience and tenacity)
- Word processing program
- Lotus Notes email or other email program
- Adobe Acrobat Standard or Pro or equivalent

Basic Skills

The skills explained in these materials all assume you can already:

- access the Internet using an Internet Browser such as Internet Explorer or Netscape Navigator.
- do all of the following when using an Internet Browser:
 - Use the *Forward* and *Backward* buttons
 - Set up bookmarks (like the court's website)
 - Click on check boxes using a mouse [or trackball or touchpad]
 - Type in text boxes
 - Download files
 - Print documents
 - Set my home page address
 - Use hyperlinks
- access the court's website at <http://www.utd.uscourts.gov>.
- use a windows-based word processing software package like Corel WordPerfect or Microsoft Word to create documents like motions, proposed orders, and/or other case correspondence.
- use Adobe Acrobat Reader software to view and scroll through documents downloaded over the Internet as PDF (Portable Document Format) files.
- create, scan and print a document into a PDF format. This requires software beyond Adobe Acrobat Reader.
- save a document that you created by naming it and saving it as a file in a computer drive folder or directory, *and* later find the file to reopen the document.
- use the e-mail system in your office; attach a document to an e-mail message; open a document that has been e-mailed as an attachment; and save the attached document in a specific location.

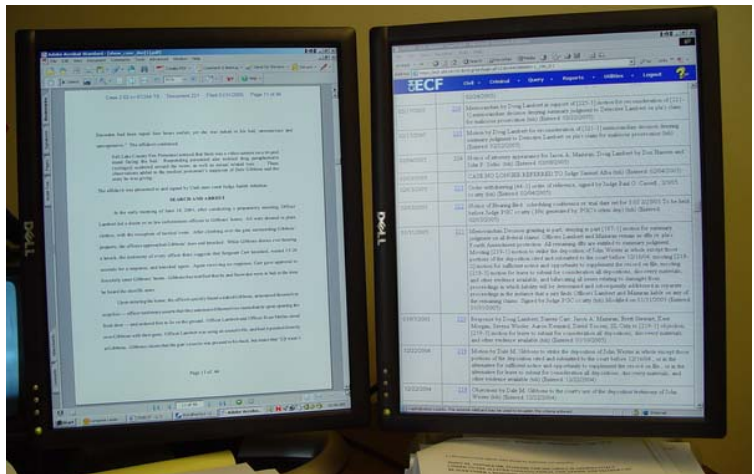
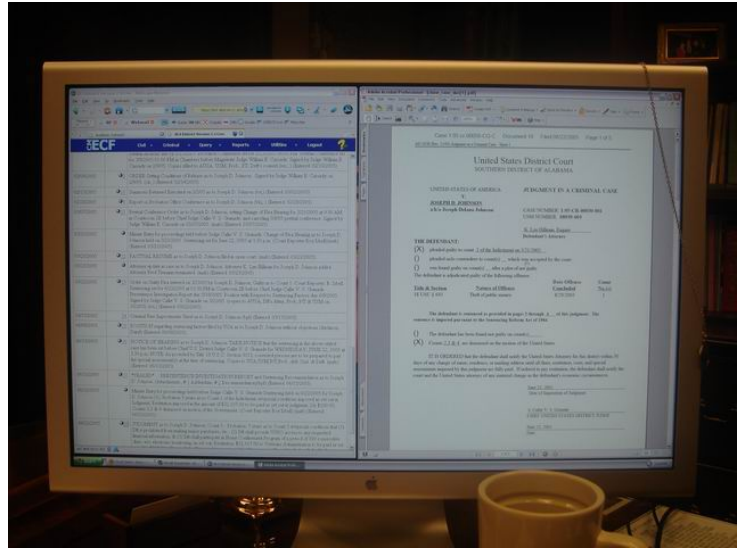
This list of Basic Skills is adapted from

<http://www.utd.uscourts.gov/cmecf/documents/skillschecklist.pdf>

Multiple Monitors or Large Monitors

Fundamental to the ability to work effectively in the electronic world is an electronic desktop. In the paper world, we work on a large desk to be able to work with many items at once. In the electronic world, a large virtual desktop enables us to work simultaneously with many electronic sources of information while we do our work, which may include electronic composition, analysis and communication.

Multiple monitors or large monitors allow view of many source documents (Westlaw, Lexis, PACER, CM/ECF, PDF files) while composing other documents (Word or WordPerfect or CM/ECF). Multiple documents from the same application may be viewed side-by-side. Copying and pasting between screens or windows is possible because all monitors are connected to the same computer. The photo at right shows two rotated flat panel displays. If using multiple monitors, it is best to use identical displays.



Operating systems since Windows 98 permit creation of a large "virtual display" which spans several physical monitors, if the computer has a video display hardware which can drive two monitors.

This dual display capability is built into most laptop computers. (control panel at right)

The dual display features are regulated in the Display Properties control panel, Settings Tab.

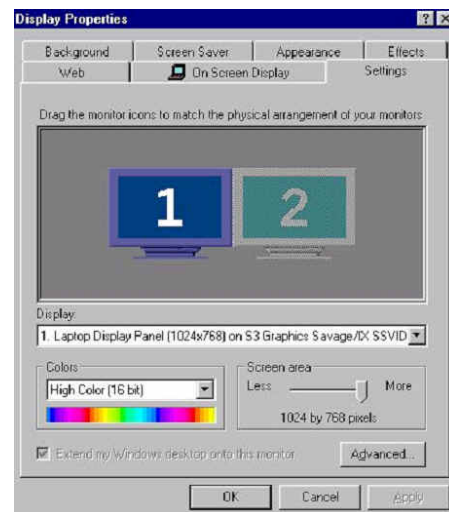
Microsoft help pages:

[Turn on dual monitor support](#)

[How to Enable Multiple Display Support Using Windows 98](#)

[HOW TO: Set Up and Troubleshoot Multiple Monitors in Windows 2000](#) (This article includes information on installing multiple display adapters.)

[HOW TO: Configure and Use Multiple Monitors in Windows XP](#)



In many desktop computers, it is possible to use two standard display adapters to drive dual monitors to create a large integrated desktop.

[Hardware Requirements for Multiple Display Support in Windows 98](#)
[Hardware Requirements for Multiple-Display Support in Windows XP](#)

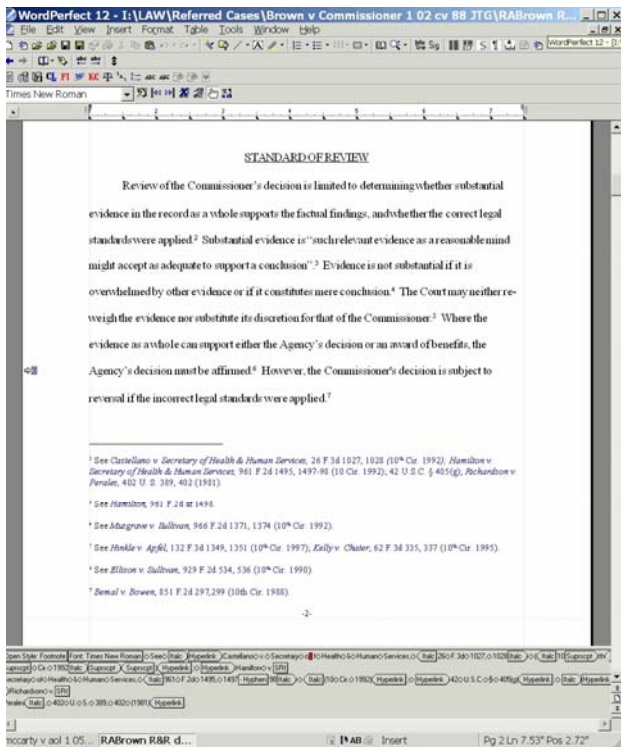
Many manufacturers supply single slot display adapters with two heads (cable connections) which support two monitors on each card.

[NVIDIA](#) [ATI](#) (use keyword "dual display" to search products) [Matrox](#)

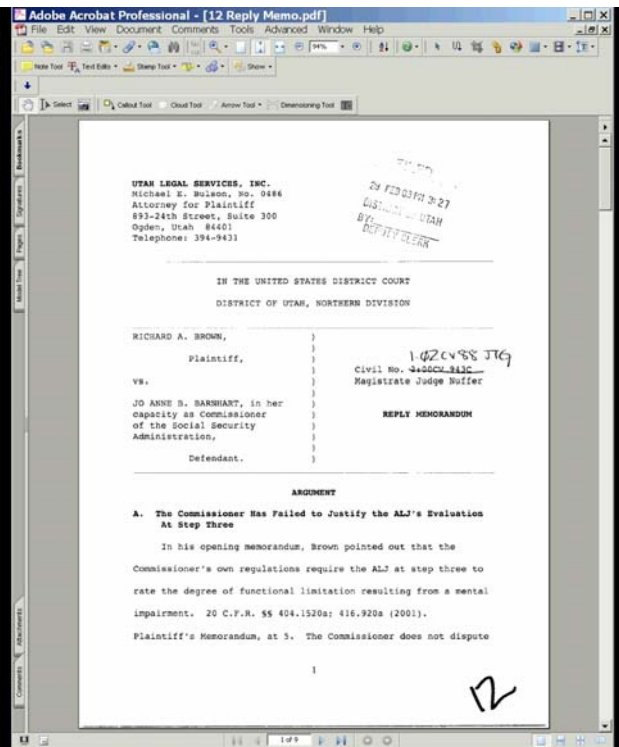


Many display adapters are able to use special software which permits [rotation of displays](#). A rotated flat panel allows the user to "page through" documents and see an entire page at a time on the virtual desktop. The user's experience with electronic documents then resembles use of paper on a physical desktop.

[NVIDIA software](#) [ATI software](#)



WordPerfect document

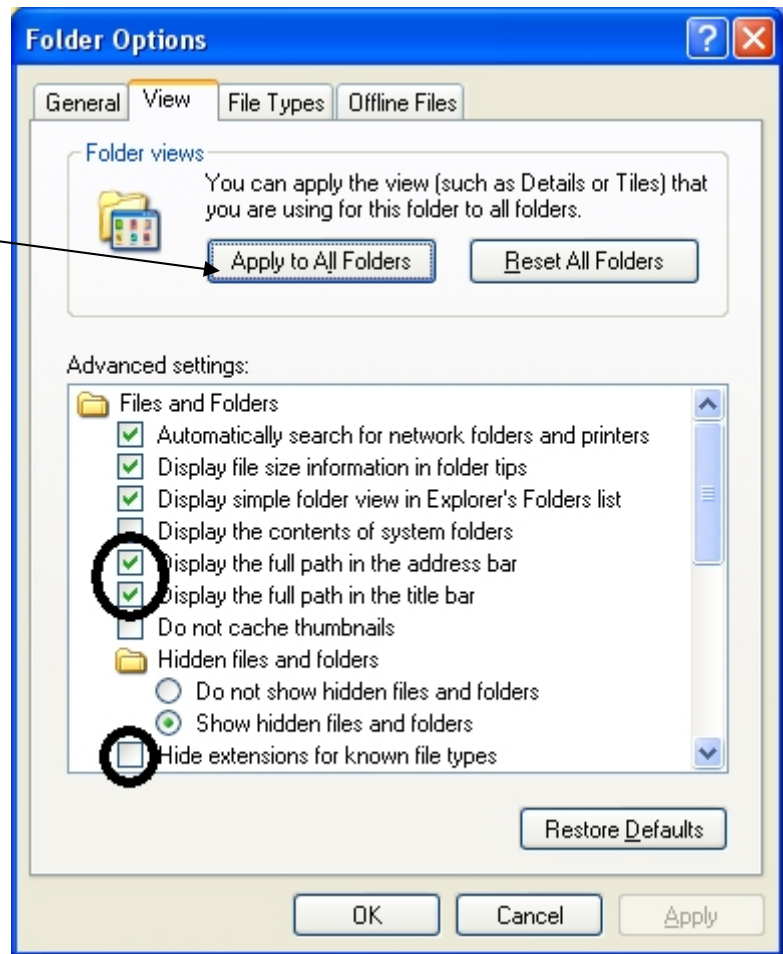


Adobe Acrobat document

Windows Windows Settings

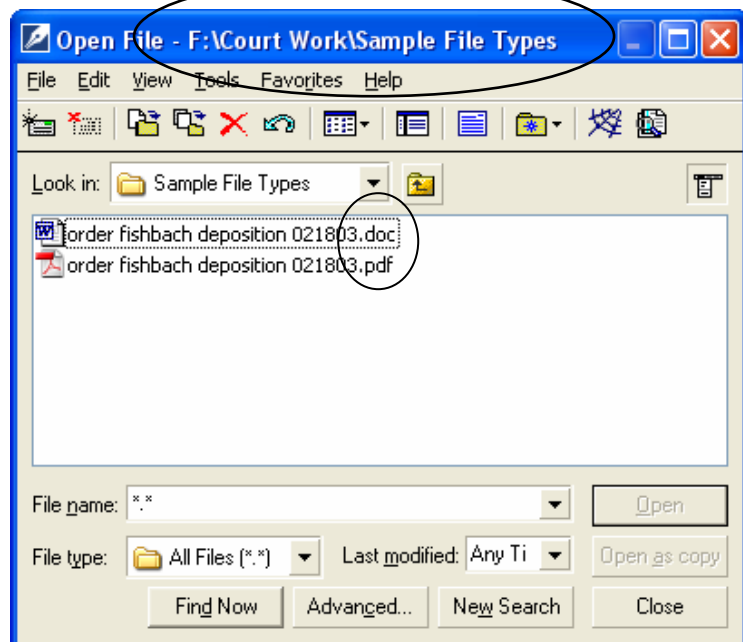
Set your computer to **show file extensions** and to **show full paths** in the title and address bars. This is very helpful when finding documents.

Access this menu from any Windows Explorer window, and pick **TOOLS -- FOLDER OPTIONS**. Apply these choices to **ALL** folders.



The full path for a file shows precisely where it is located.

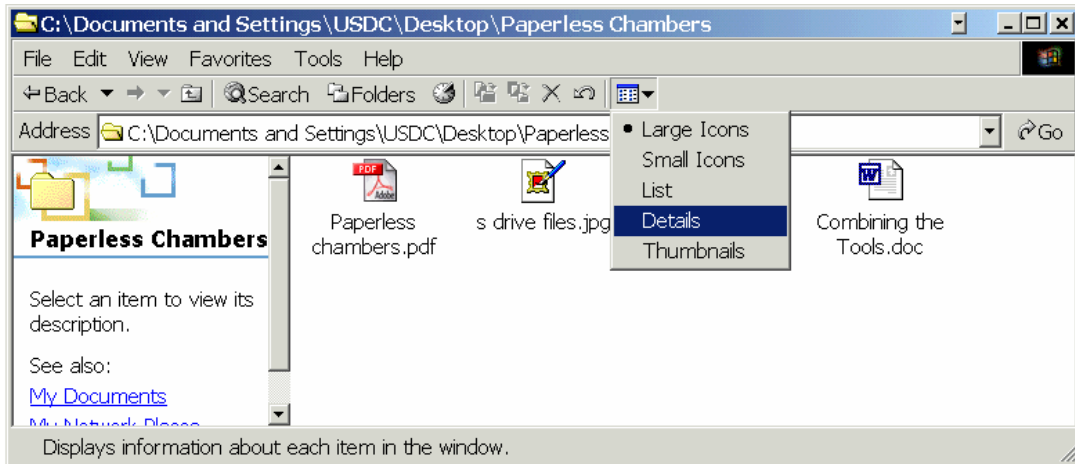
File extensions are the three characters after the “.” in a file name. If this extension is visible, it is a lot easier to know the difference between a PDF (Acrobat) document and a WPD (WordPerfect) document.



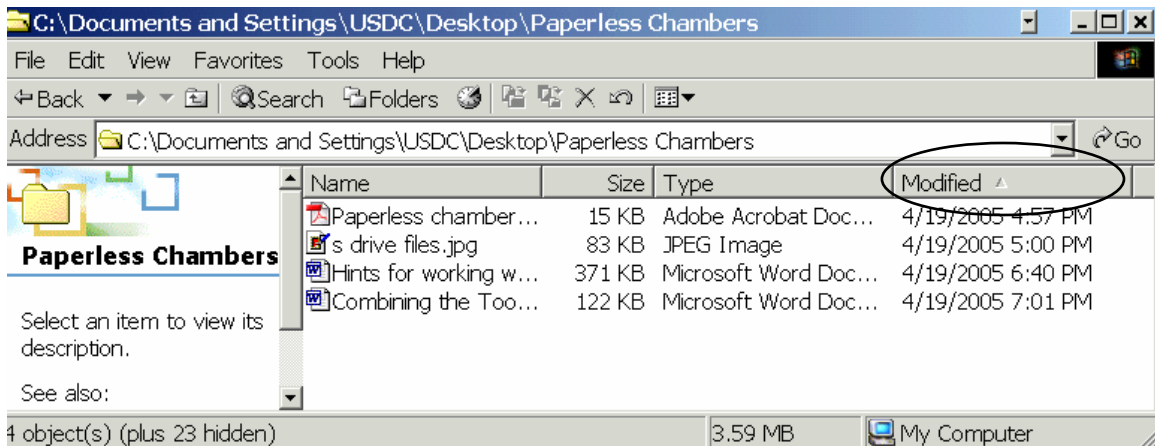
Windows Explorer Techniques

Details View and Sorting

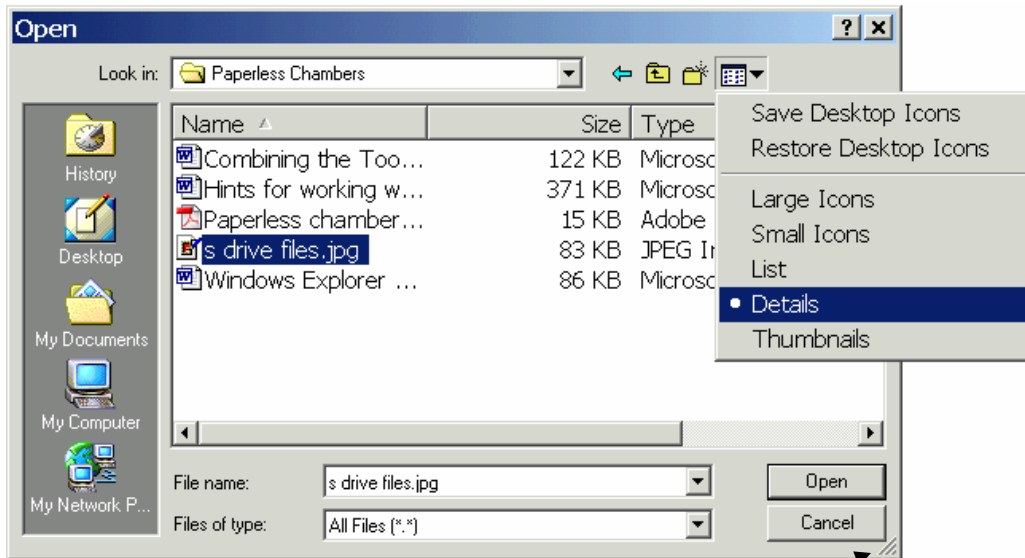
More file information is available in the Details view in Windows Explorer (and any Open or Save dialog box).



In Details view, you may sort by any of the columns, enabling you to put the oldest or newest documents at the top of the list or sort by file name. Click at the top of a column to sort by that column. This view is sorted by Modified date.



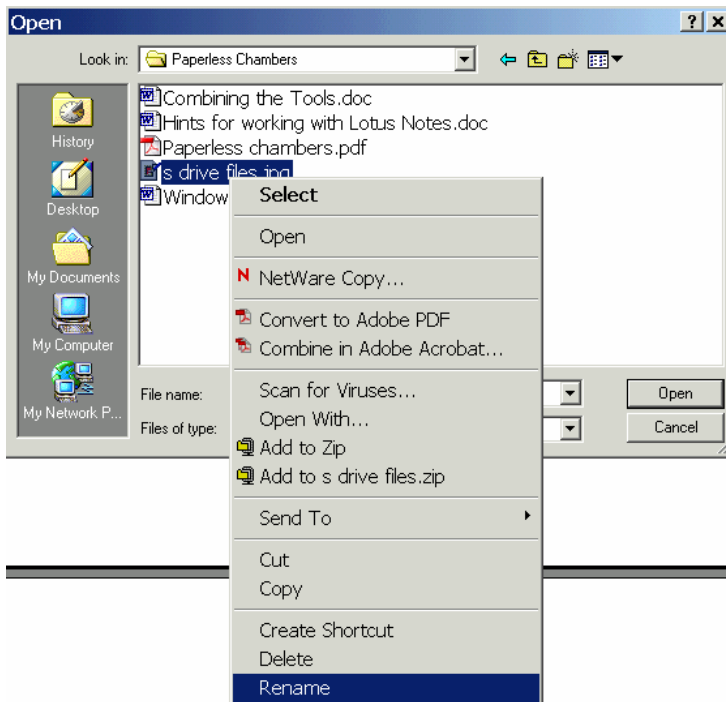
The Details view is available in any Open or Save dialog:



You may need to enlarge the box by tugging at the lower right corner.

Renaming, Copying, Cutting and Pasting

By right clicking on a file in the Open or Save box, you can rename it, copy or cut it, and navigate to another location to Save it. (The file must not be open or in use.)

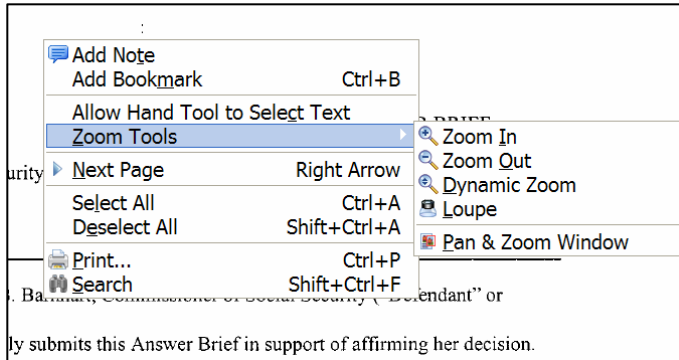


Universal Windows Skills

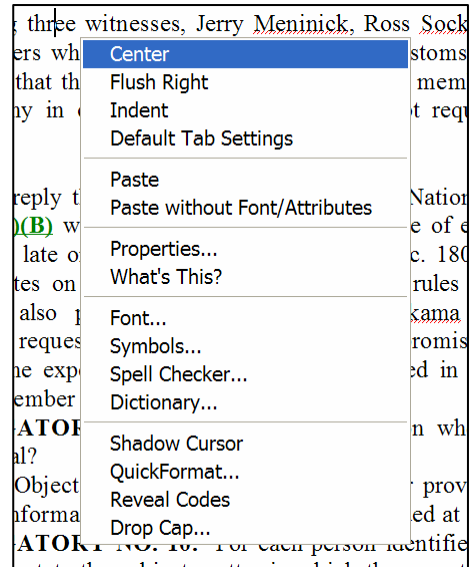
In almost all Windows based programs, there are some universal skills that make work easier.

Right Click

Right clicking usually reveals a menu. The menu varies from program to program and depends on what you click and what you are doing at the time. Most commonly used commands for that situation are on the menu that appears.



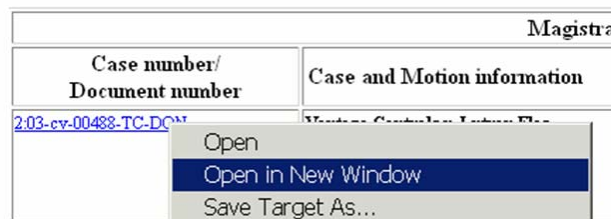
Right click menu in Acrobat Standard



Right click menu in WordPerfect

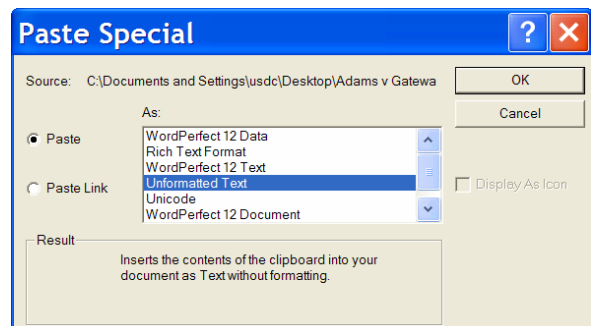
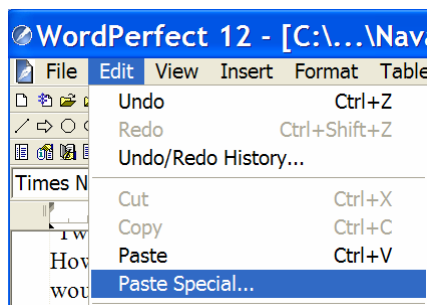
Open in New Window

Almost any time you are working in a program with hyperlinks, you can choose to open the link in a new window. Right clicking reveals the menu option. This gives you two windows in the same program. See [how this works in CM/ECF](#).



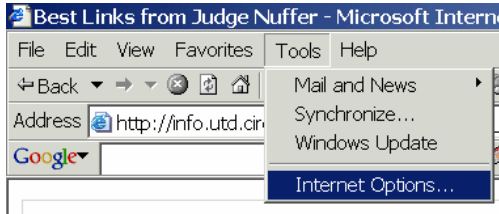
Paste Special

Sometimes when copying text from one program to paste into another, the receiving program misinterprets the copied material. Strange characters or formatting may appear. Instead of *paste* use *paste special* and choose to paste “unformatted text.”



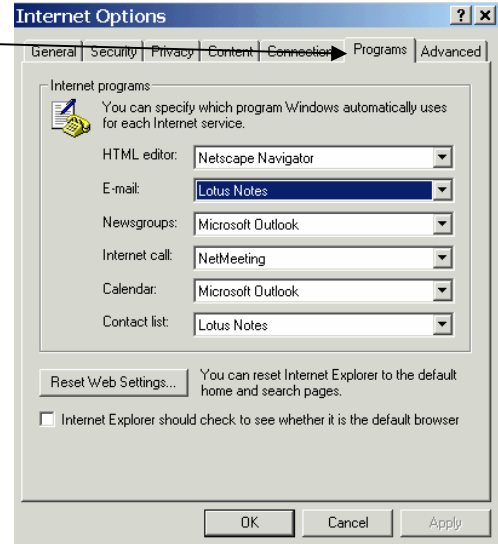
The pasted material will not carry unwanted formatting to its new location.

Make sending email enclosures easier, go to Internet Explorer, Tools, Internet Options:

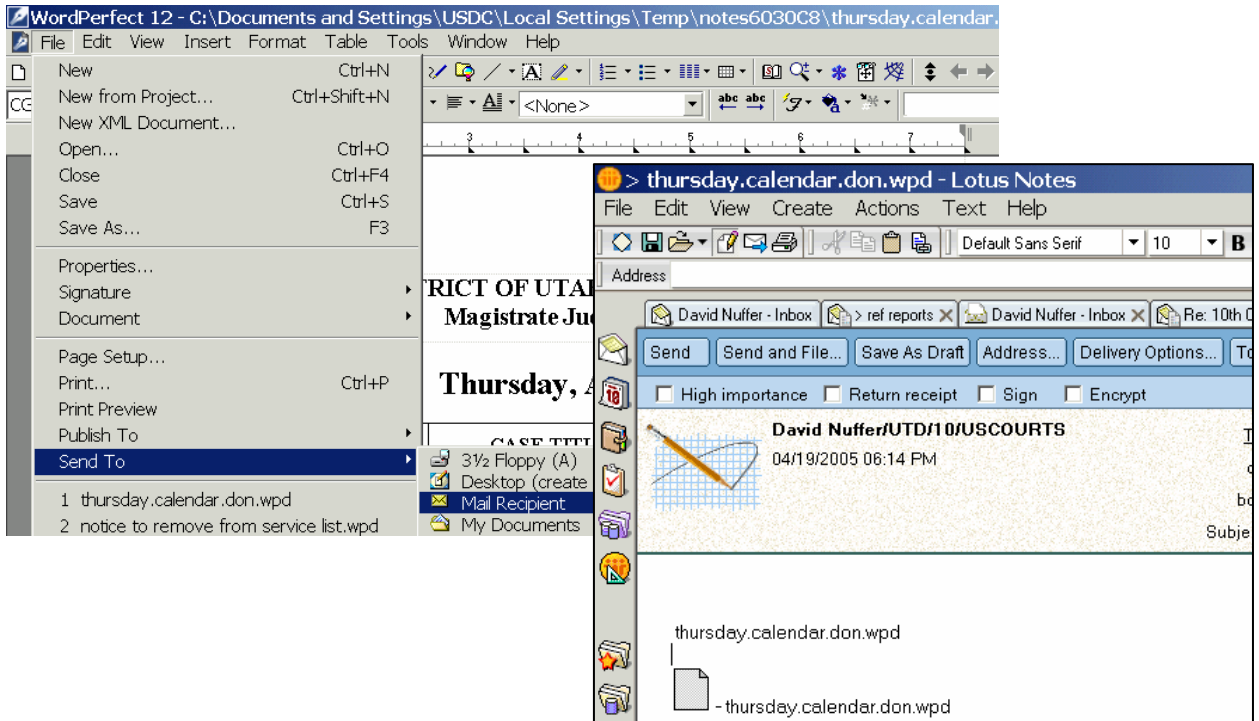


Click the Programs tab.

Make sure Lotus Notes is selected as your Mail Program (assuming Notes is what you use for email).



Now, in Word Perfect and Acrobat Standard or Pro (but not in Acrobat Reader), when you select FILE, SEND TO, Mail Recipient, *the current document* will be an email attachment to a new email. The email opens for you to complete and send with the enclosure attached.



Warning about Temp Files

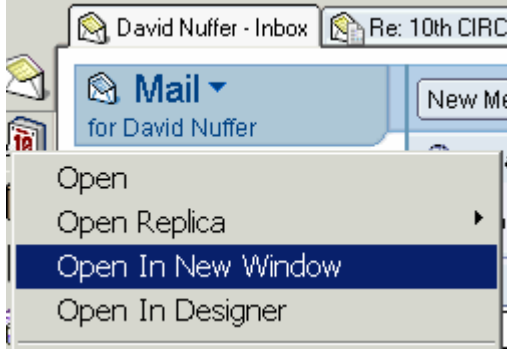
When working in Notes or CM/ECF, you may be working in a file that is not really saved anywhere you can find it again. Windows creates temporary files to work with documents it assumes you only want to view.

For example, if you OPEN a WordPerfect attachment in Notes, make edits and Save it in WordPerfect, you will lose your edits, because you were working on a temp file. ([Hints for Working With Lotus Notes](#) suggests SAVING that attachment if you intend to work on it, or using the Notes EDIT feature.)

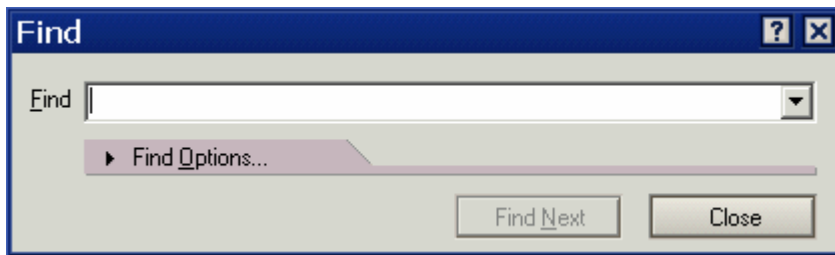
Similarly, if you are viewing a PDF document by clicking on a CM/ECF link, and then using Acrobat to make [annotations or highlight](#) the document, those edits will *not* be saved in the court file version of the document and will *not* be saved on your computer in a location that you can find. So, you must SAVE A COPY or SAVE AS before doing work with a PDF document from CM/ECF.

Hints for working with Lotus Notes

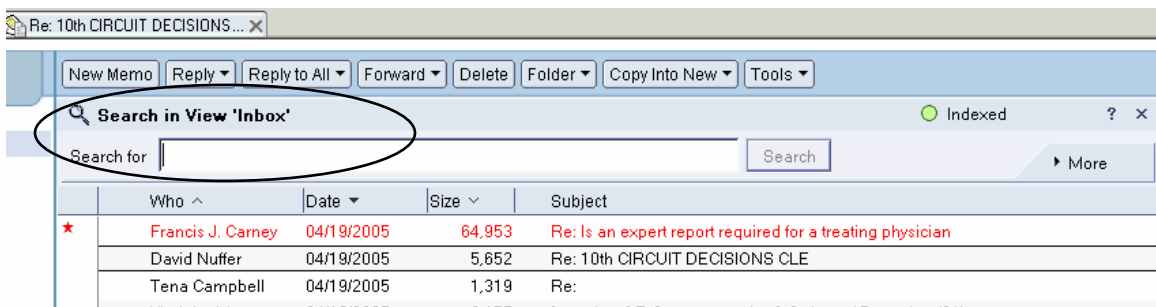
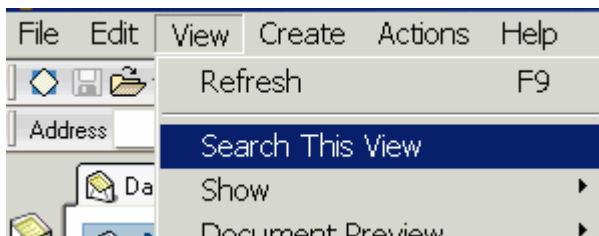
To **open more than one window** open, right click the icon and select open a new window. This lets you see your calendar and inbox at the same time.



Notes has a great **find** feature (control – F):



But **Search This View** is even more powerful:

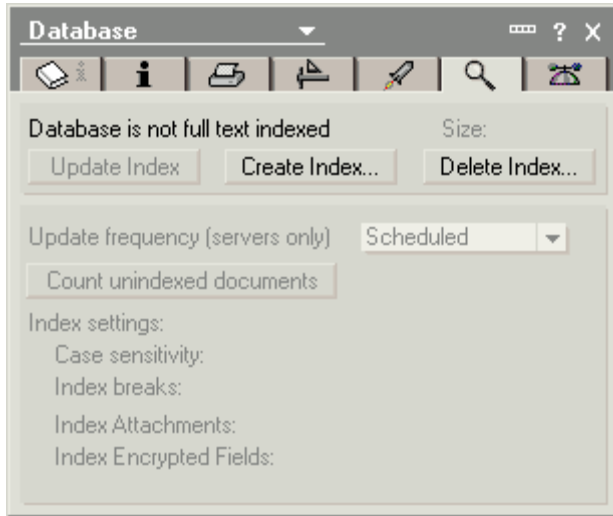


When you Search This View, the text of each message in the view is searched.

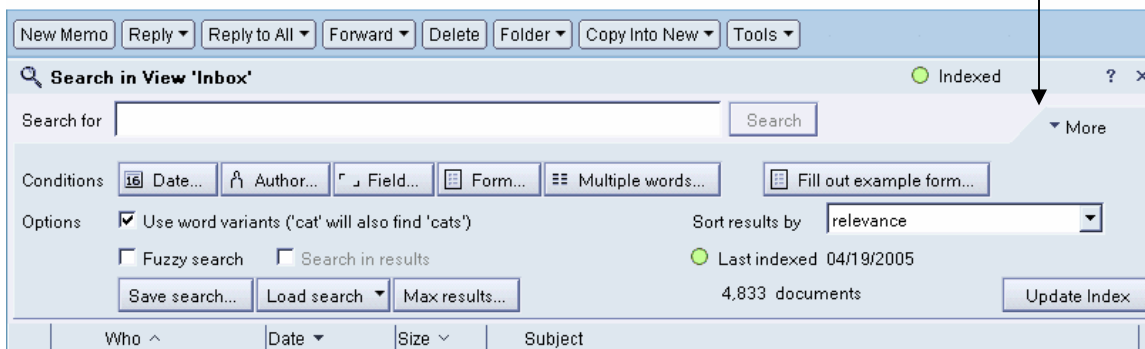
You may need to **index the database** if the button at the far right does not say “indexed.”



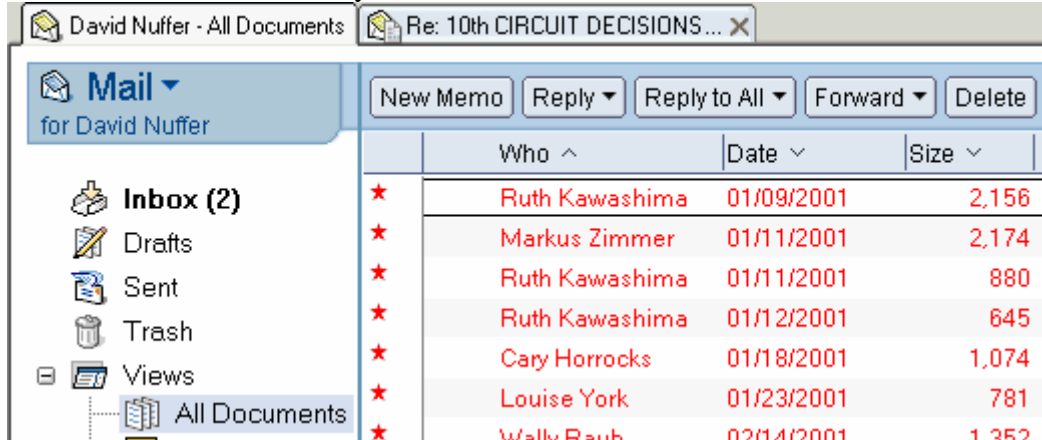
To create an index, select FILE DATABASE PROPERTIES and on the magnifying glass tab, Create index.



When using the Search This View command, if you click the MORE down arrow, you get **more Search This View options**, allowing you to search by date, author, and on multiple words.



The **All Documents View** will let you see and search ALL DOCUMENTS!

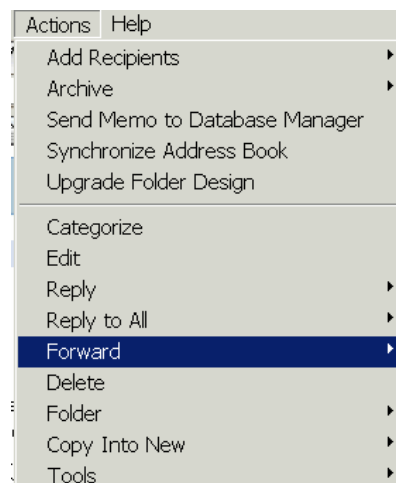


You may **select multiple documents** at one time by pressing the spacebar when the document is selected, and then using the mouse or arrow keys to move on to other documents. They need not be contiguous.

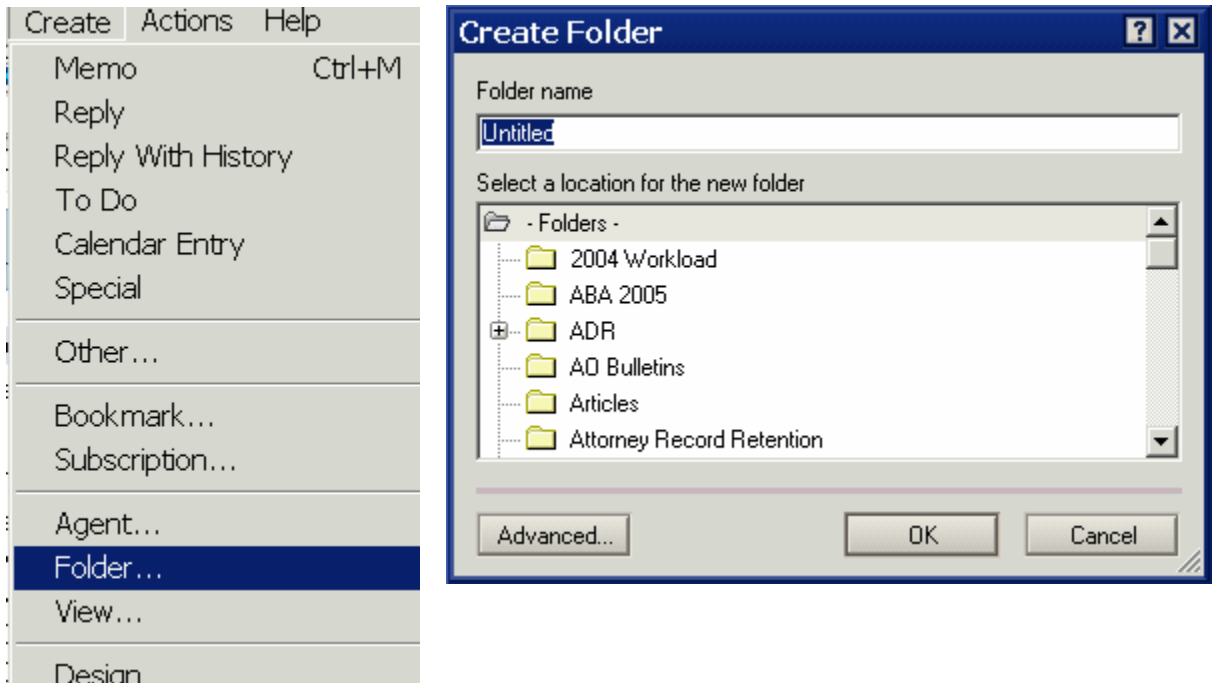
	Who ^	Date v	Size v	Subject
	David Nuffer	04/19/2005	5,652	Re: 10th CIRCUIT DECISION
✓	Tena Campbell	04/19/2005	1,319	Re:
✓	Virginia_Morgan	04/19/2005	6,155	[members] E-Government Ac
✓	Ruth Kawashima	04/19/2005	6,791	Re: cause code list
✓	Harwell_Davis	04/19/2005	7,815	[members] Interpreters {01}

Note that in any view, you may **sort by any column** that has an arrow or caret (Who, Date, Size in the above example).

When multiple documents are selected, you may select from the ACTION menu to do something to all the documents. *Be careful!* The command at the right will FORWARD all selected documents.



Create folders to hold your messages:



You may create folders inside of folders.

If you **create an archive**, you can keep these folders on your own computer and not exceed your mailbox quota. In Lotus Notes Help, see **Archiving mail messages to free up space**. You can set up archiving to be “automatic” which scares me, or just set up the archive, use Search this View and multiple selection (with the space bar) to cut and paste items into the archive.

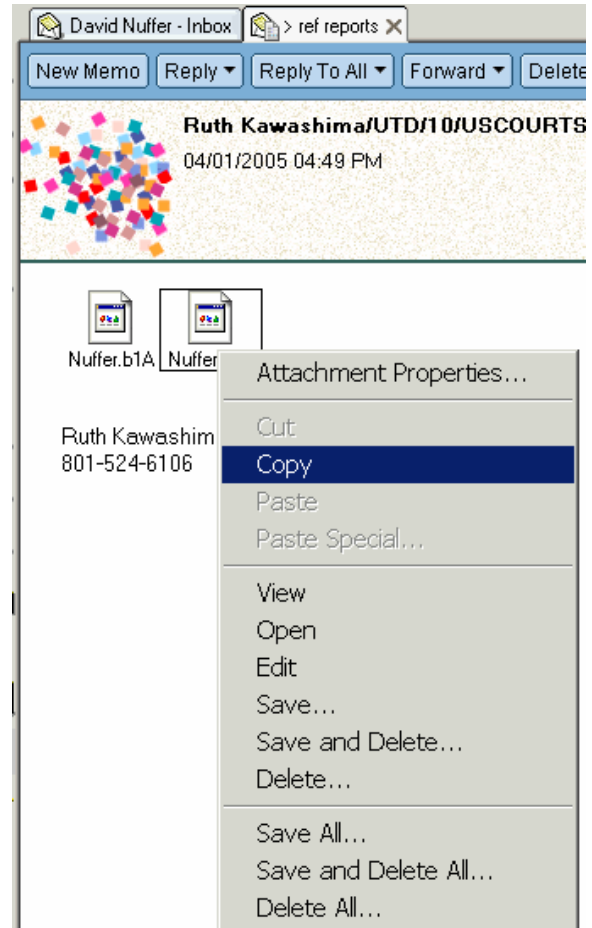
Working with enclosures in Notes:

You can **copy and paste** an enclosure from one Notes document to another:

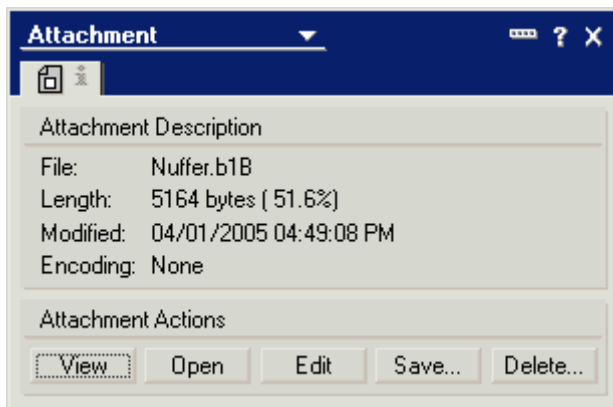
Right click the enclosure to bring up the menu

Use traditional copy and paste to move the enclosure. Note the other options on the menu – **SAVE ALL** is useful to put multiple enclosures into a single location.

Note also that the menu has an **EDIT** option.

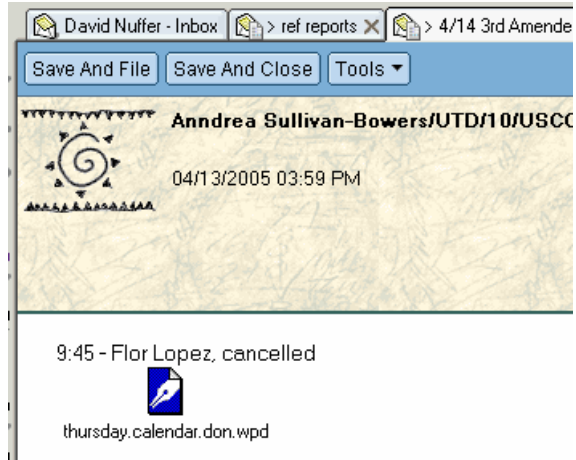


If you double click an enclosure, you also get some options, though fewer than with a right click.



If you want to **edit a Notes attachment without saving it somewhere**, and then having to go through the trouble of attaching it again, click **EDIT**. The changes you make will be saved in the Notes attachment. (So, this procedure is **NOT GOOD** if you want to save both the unedited version *and* the edited version.) This is helpful if you are circulating a document for quick review and only need to save the final version.

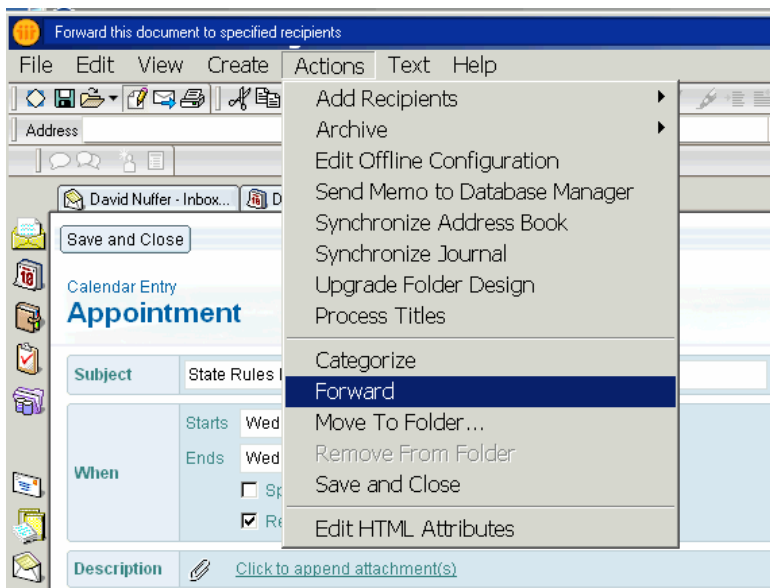
When you finish editing the Notes attachment (in WordPerfect, for example), SAVE it, and then return to your Notes message. New buttons on the email message now require you to Save and File or Save and Close the Notes message. Save and Close the message, and then you can forward, reply etc.

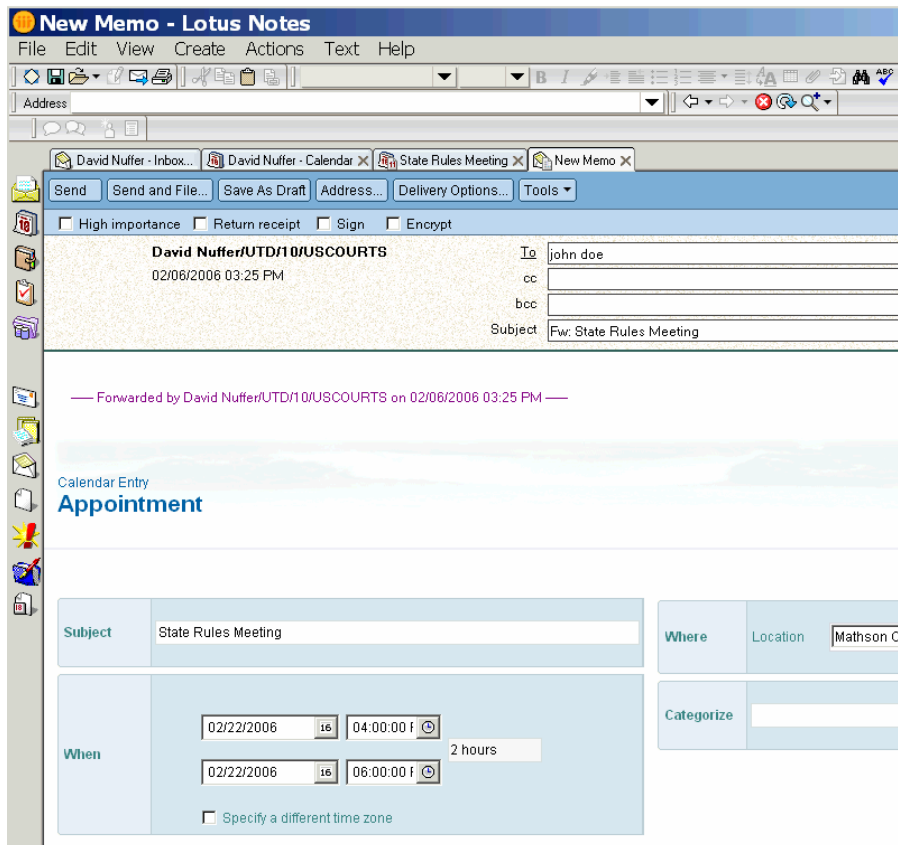


Interoperability between Calendar and Mail

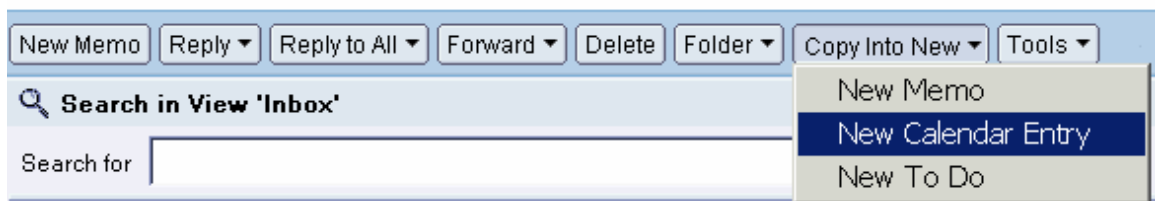
Notes will let you *email* a *calendar* entry and copy an *email* message into a *calendar* entry.

If you want to **tell someone else about a calendar entry**, open it and FORWARD it.





If you receive a meeting invitation that contains information about the meeting, **Copy Into New Calendar Entry**:



The entire mail message, including attachments, will copy to the calendar entry. This is useful for agendas and travel itineraries.

Remember, you can also [copy and paste a Notes attachment](#) into a calendar entry. Or you can include any document as an attachment for a calendar entry, just as if you were attaching a document to an email message.

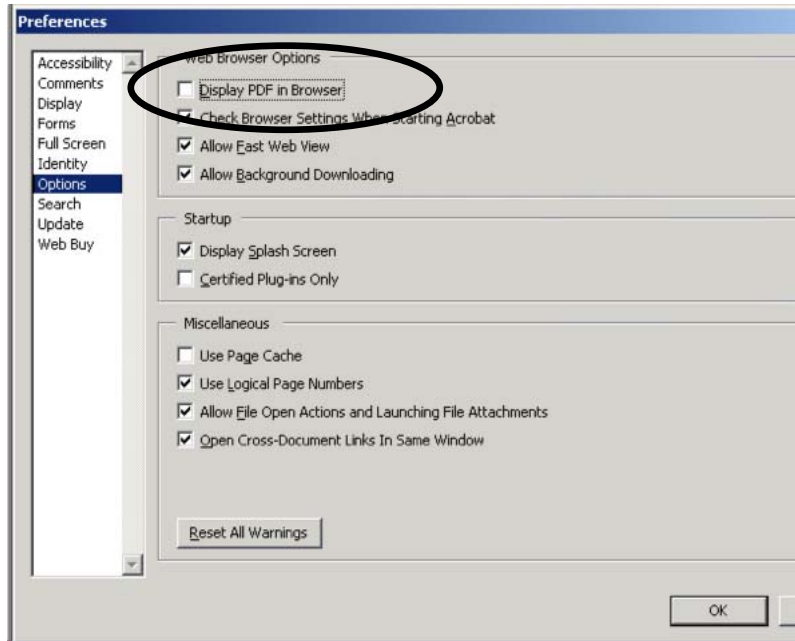
Adobe Acrobat

These tips pertain to Acrobat Standard or Pro, though some will work with Acrobat Reader. If you want to create or manipulate PDF documents, you need more than Acrobat Reader.

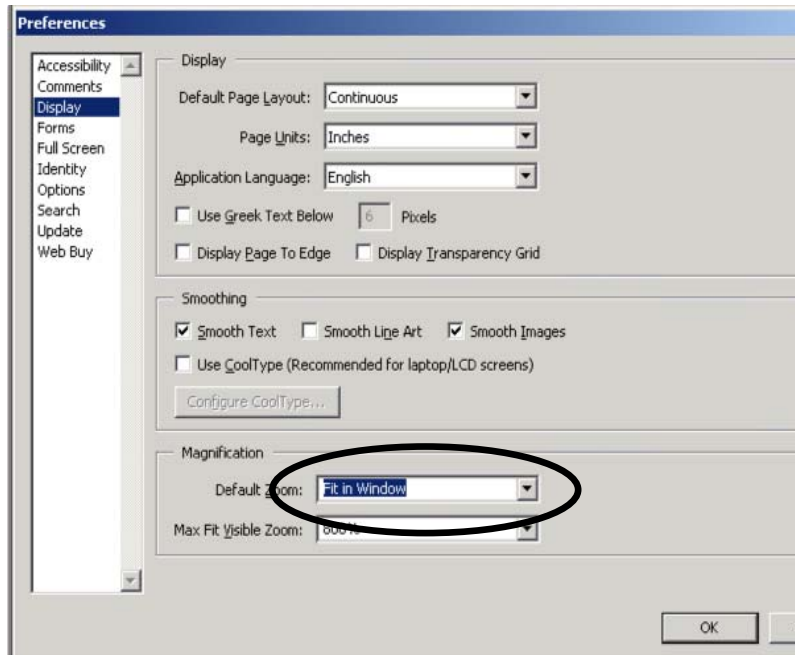
Acrobat Preferences

Adobe Acrobat, used to view PDF files, allows a user to customize preferences to operate better under CM ECF. *The locations of these preferences options may appear in different places in different versions of Acrobat.*

It is convenient to have PDF documents appear in a separate Acrobat window rather than inside the web browser. To make Acrobat open a new window and NOT open inside the web browser, make this selection so that you will NOT “Display PDF in Browser:”



If the computer monitor is large enough to make a full-page document readable, it is convenient to set Adobe Acrobat preferences to open a full page of a document in a window, so that the “Page Down” and “Page Up” keys will allow you to page through a document. To set Adobe Acrobat preferences to open a full page of a document in a window, make this selection:



Acrobat Tips

Full Screen View

To make a document appear full screen in Acrobat and Acrobat Reader, press Control L. Control L will revert to normal mode.

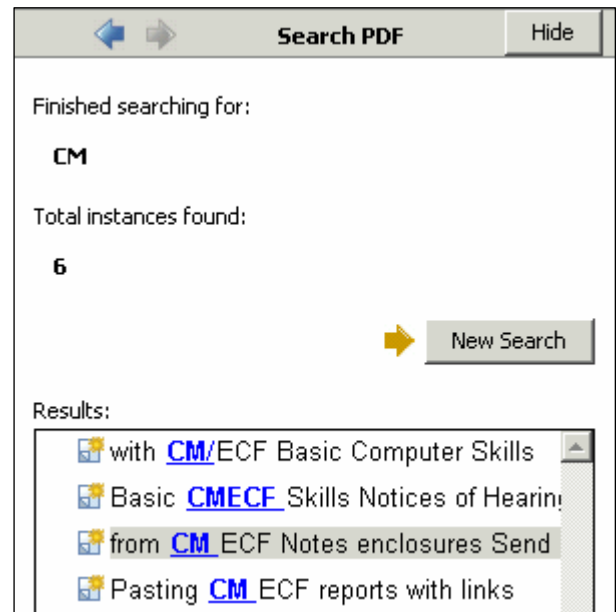
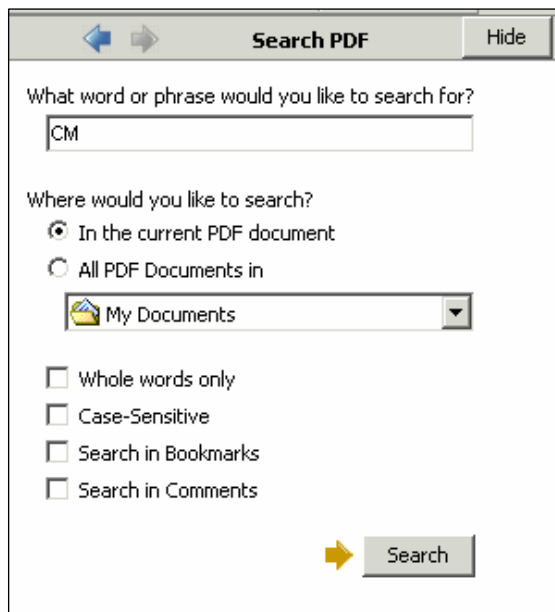
Definitions

Two definitions of the basic types of PDF documents are important to understand this section. A PDF file may be either:

- A “text” PDF created by selecting a “PDF creating” printer after you create your word processing document, or by using the WordPerfect “Publish to PDF” command or the Adobe PDF button in Microsoft Word. This method of creating a PDF results in a file that you can search for text, and from which you may copy and paste text. The PDF document may also be “SAVED AS” in Microsoft Word format or RTF format. This will extract most of the text from the file (though formatting may be a little funky). Because of these features, this sort of PDF document is often called a “text” PDF.
OR
- An “image” PDF made by scanning a document, with a scanner or a photocopier with “scan to PDF” ability. But if a PDF file is created by this method – scanning – then the file cannot be searched, copied from or SAVED AS to Word or RTF format. This sort of PDF document is often called an “image” PDF.

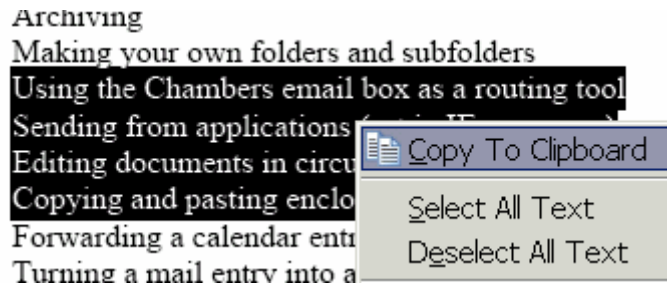
Find/Search

To search an Acrobat text based document, press Control – F or, on the Edit menu, select Search. The results list has a hyperlink to each location of the search text. *This won't work with scanned documents (image PDF).*

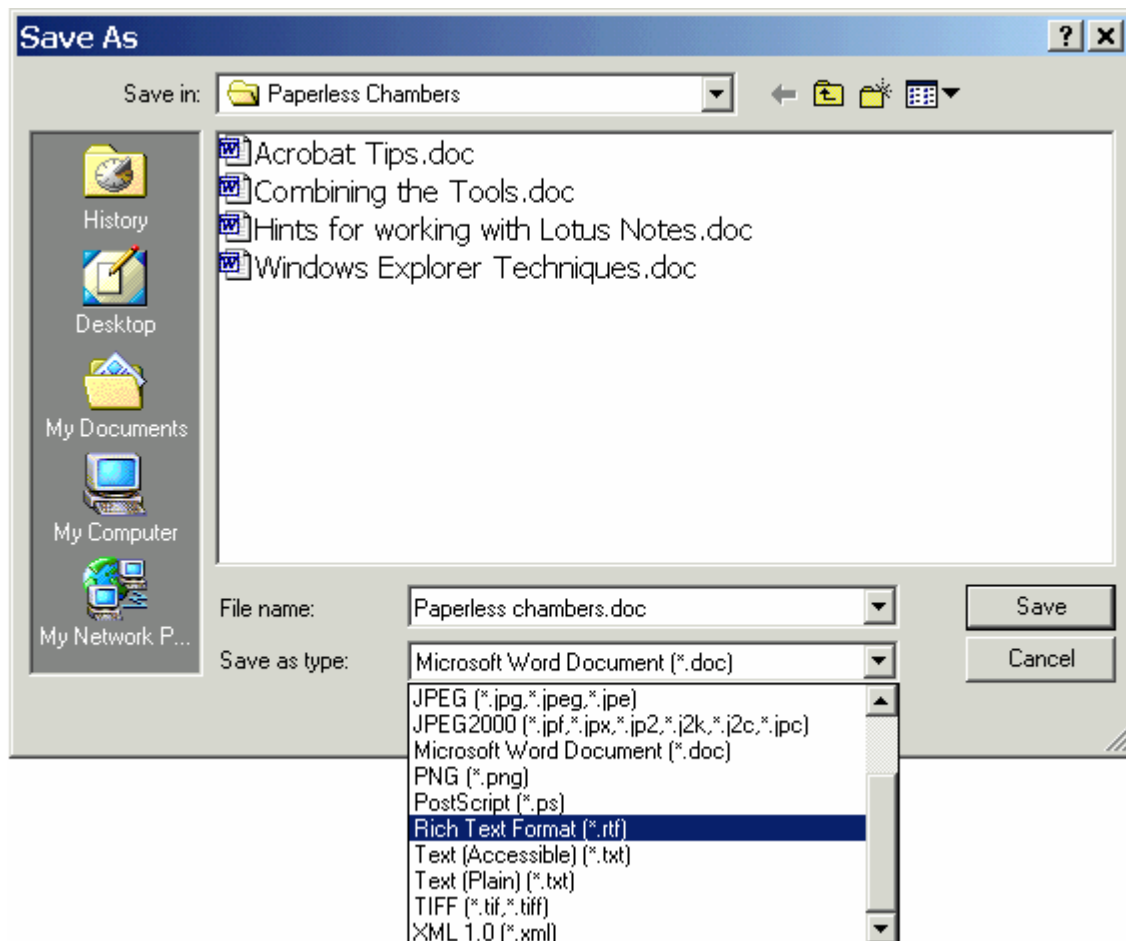


Getting PDF information into other documents:

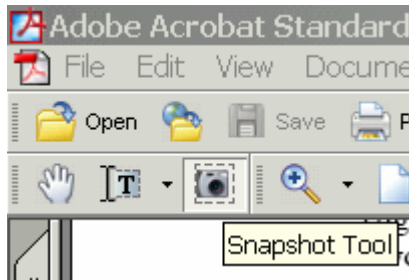
Information from a PDF document may be used in other documents in several ways. If the PDF document is text based you may **copy and paste**, using the Text Select tool.



You may also **Save to Word or RTF format**, resulting in a complete data file with all text in the document, though formatting may not be preserved.



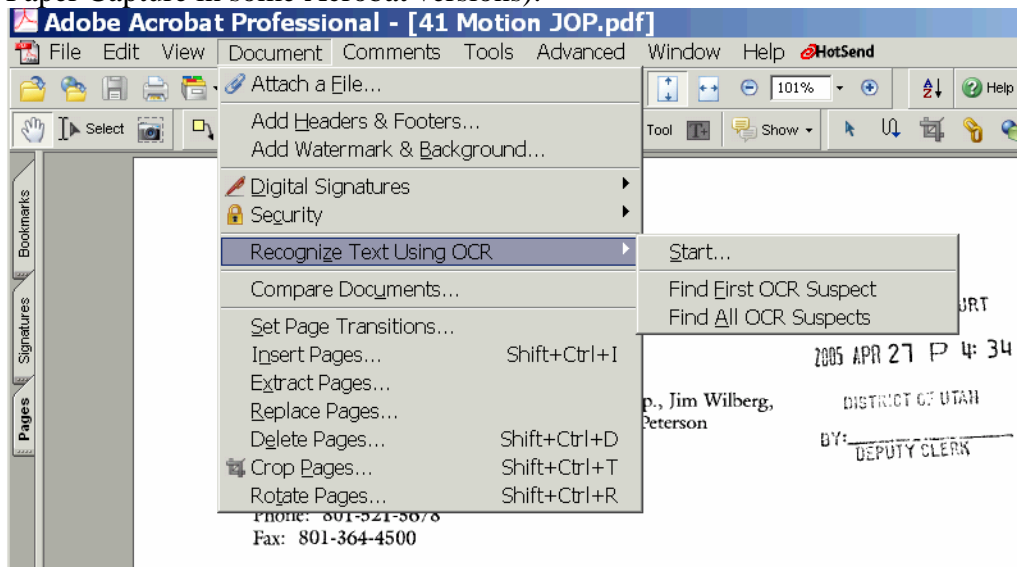
If you are working with an image based PDF, created from a scan, or containing images you need to work with, use the **snapshot tool** to capture an image of a portion of a PDF document.



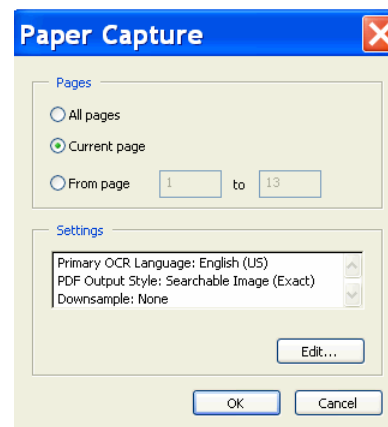
This image may be pasted into another document, such as a [Notes message](#).

You may also use OCR (Optical Character Recognition) software included with Acrobat Standard and Pro. Be sure you are working with a scanned PDF document by attempting to select text with the SELECT tool.

Then, with the document open, on the Document Menu, pick **Recognize Text Using OCR** (called Paper Capture in some Acrobat versions):



In the dialog that appears select as much of the document as you want to work with in text. In this case I only wanted the current page:

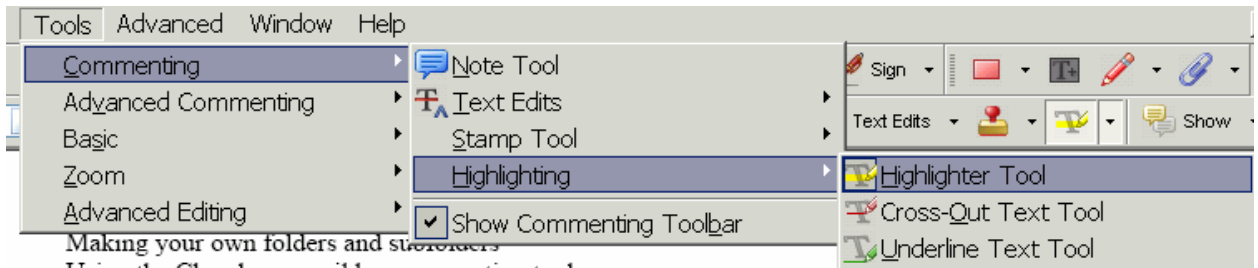


Now, the text selection tool will work in the document, for as much of it as you “recognized.” If you OCR the entire document, you can search it all. You may also SAVE AS an RTF file or Microsoft Word document. *Be careful to proofread any text extracted in this manner.*

PHILIP-JAMES ROBERTS,	:	MOT
	:	
Plaintiff,	:	DEFI
	:	CITY
v.	:	LARS
	:	
KEVIN BRADSHAW; JIM WILBERG; KAY	:	
LARSEN; CHAD WOOLEY; IVO RAY	:	
PETERSON; KEVIN SHEPHERD;	:	Ca
MT. PLEASANT CITY CORP., UTAH DEPT.	:	
OF PUBLIC SAFETY; ROBERT FLOWERS;	:	
and SID GROLL,	:	
	:	
Defendants.	:	

Annotating and Highlighting

PDF documents may be annotated and highlighted. Select the Highlighting tool on the Toolbar if it is showing or on the Tools, Commenting, Highlighting menu.



Select text and it will be highlighted.

Details view
 Sorting by date
 The dangers of inadvertently saving to TEMP files and how to SAVE AS
 PDFs from CM ECF
 Notes enclosures
 Send To menu item – make it work by setting Windows Explorer to use Notes as Mail program

Note that there are also **strikethrough** and **underline** tools.

To insert text, you may use a **text box**:

~~rules service is required or permitted to be~~
in the action under this rule
attorney, ~~the service~~ shall be ~~made~~ upon 1

You may cover things up with a white rectangle **shape**, with or without a border. *Note this is not an effective method of redaction.*

em.

~~s service is required or permitte~~
in the action under this rule
ney, ~~the service~~ shall be ~~made~~



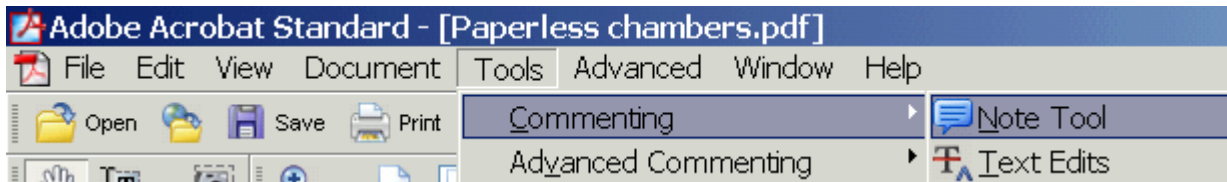
red by the court. ~~Service upon the attorney or upon~~

em.

~~s service is required or permitte~~
in the action under this rule
ney, ~~the service~~ shall be ~~made~~

red by the court. ~~Service upon the attorney or upon~~

Acrobat also permits you to place Note comments on the document.



The Note shows if you place your cursor over the Note icon:

umbnails, and articles – and embedded files


: to another

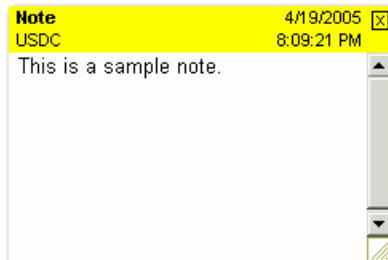


This is a sample note.

or if you click on the Note icon, the text of the Note is revealed:

.mbnails, and articles – and embedded files

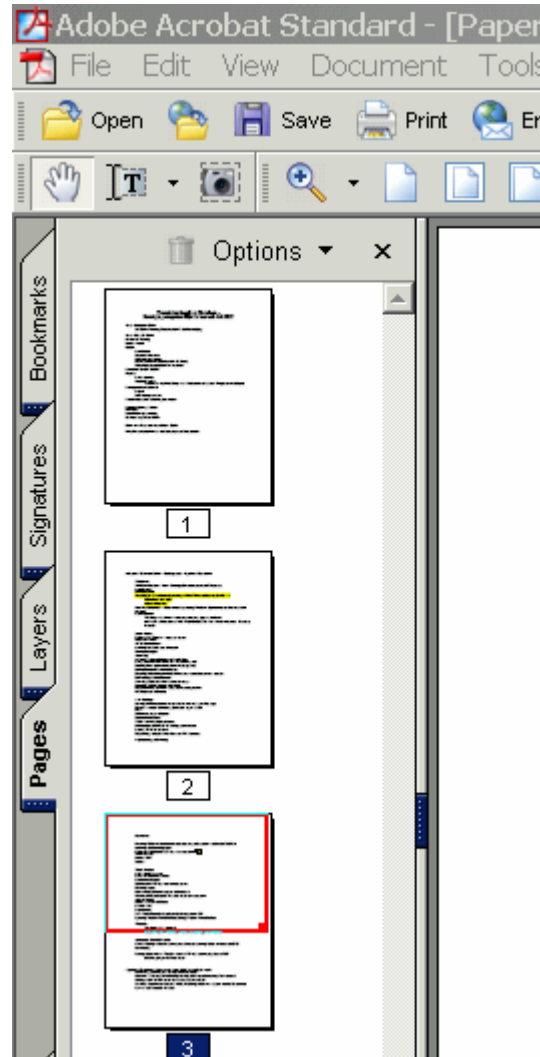
to another 



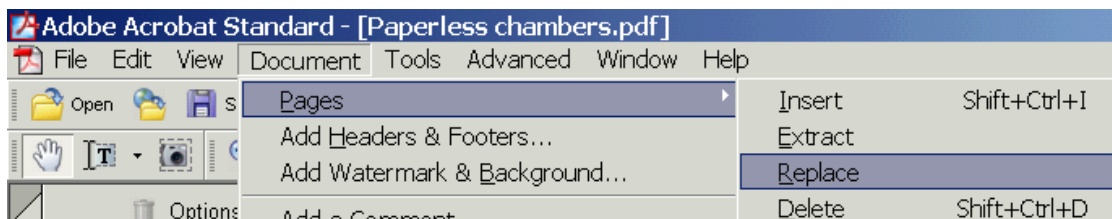
Moving Pages

To move pages in a PDF document, you may:

Click the Pages tab and drag the pages around. You may even drag pages between documents.



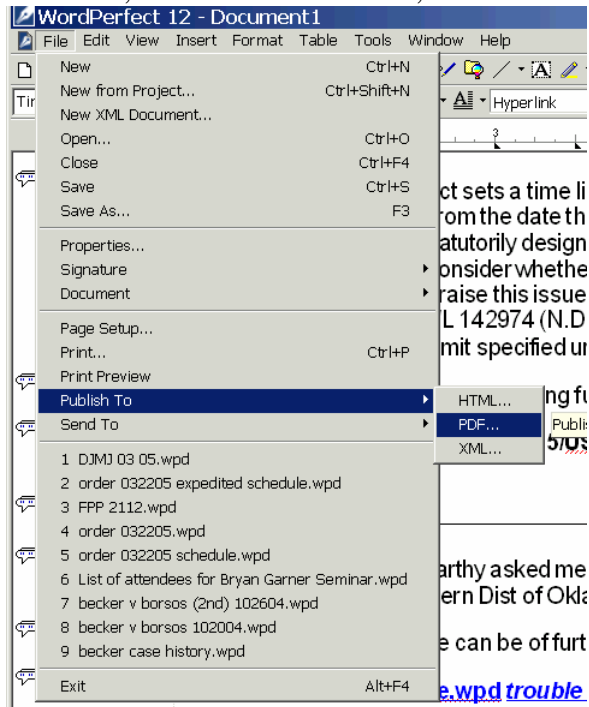
Or you may use the Document, Pages, commands:



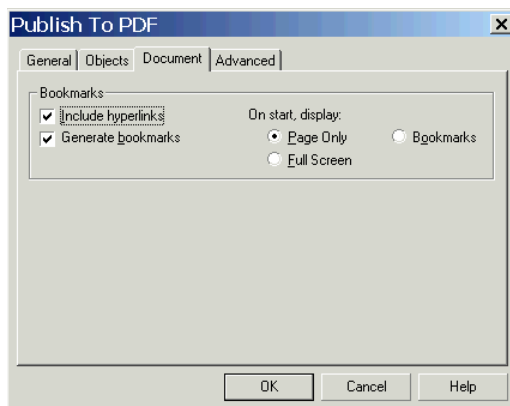
Creating Hyperlinks and Bookmarks in PDF Documents

The easiest way to create hyperlinks in a PDF document is to create the document with hyperlinks in a word processor and let the PDF conversion convert hyperlinks and bookmarks. You must have first created hyperlinks and bookmarks in the word processing document. These may include tables of contents, indexes, or Westlaw hyperlinks.

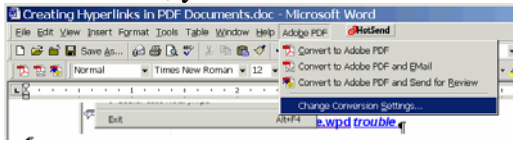
In **WordPerfect**, select Publish to PDF,



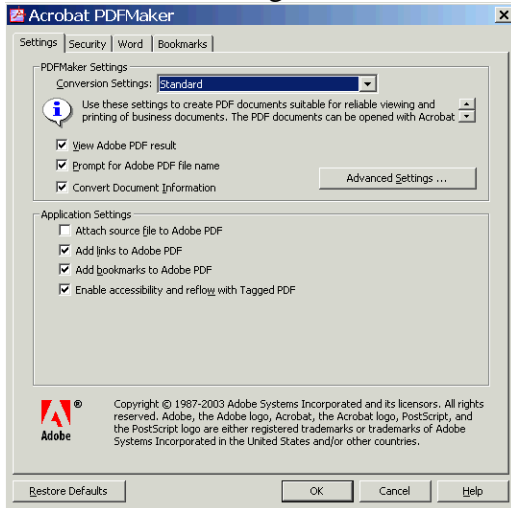
and make sure the option is selected to Include Hyperlinks and Generate Bookmarks.



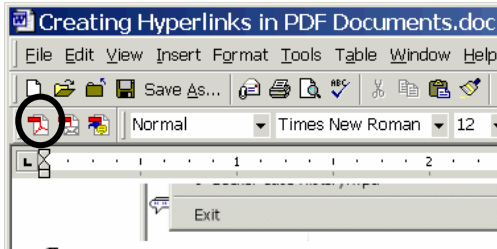
In **Microsoft Word**, you must use Adobe PDF Maker installed with Acrobat Standard or Pro



Make sure conversion settings are set to Add links and bookmarks

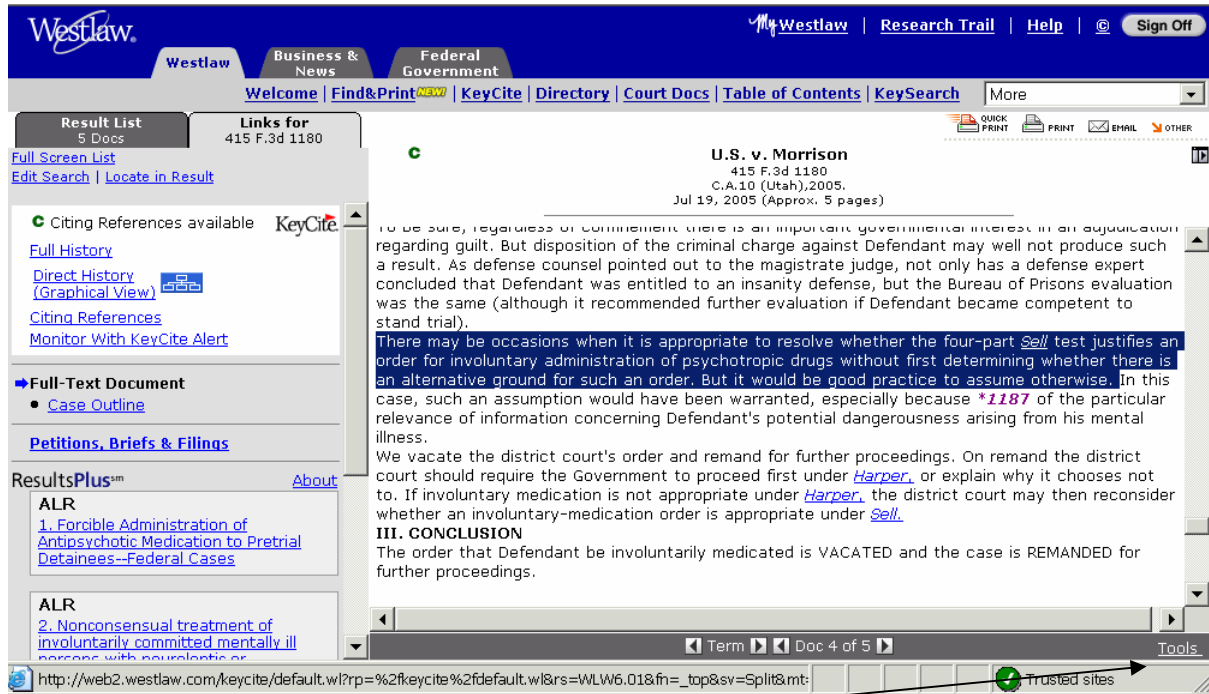


Then create the PDF document with the PDF Maker menu icon:

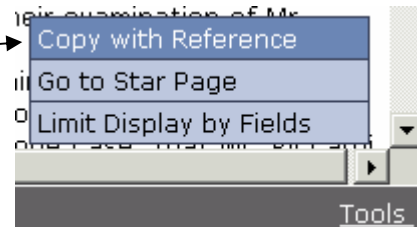


Westlaw Hints

To copy text from Westlaw into WordPerfect, find the text and select it:

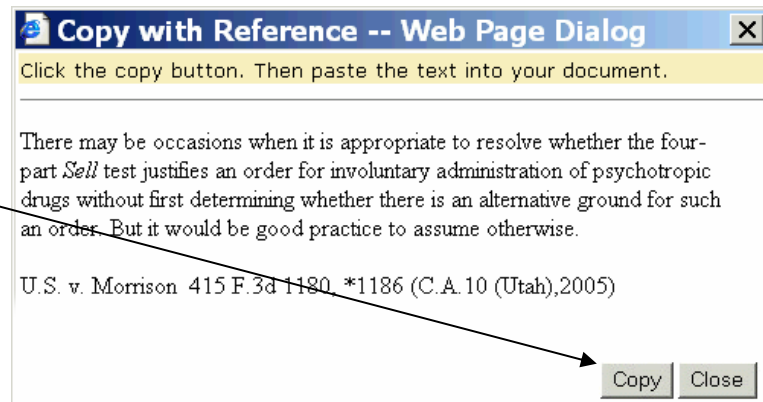


Then click TOOLS in the lower right corner and select Copy With Reference:

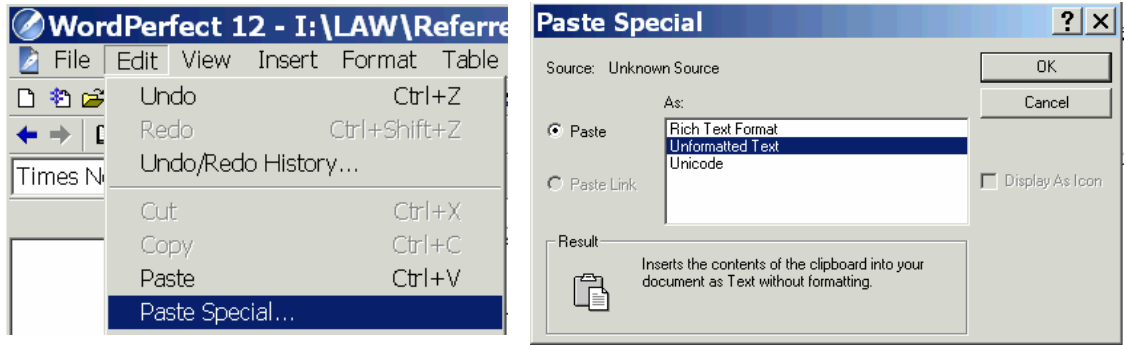


A frame will pop up with the text and reference, and instructions:

Click COPY



and then
Paste Special
–
Unformatted
Text to place
the text and
reference
into your
word
processing
document.



There will be a little reformatting to do but the essential information is in place.

it is only after such a determination that “the defendant is subject to the provisions of section 4246.”¹⁰

There may be occasions when it is appropriate to resolve whether the four-part Sell test justifies an order for involuntary administration of psychotropic drugs without first determining whether there is an alternative ground for such an order. But it would be good practice to assume otherwise.

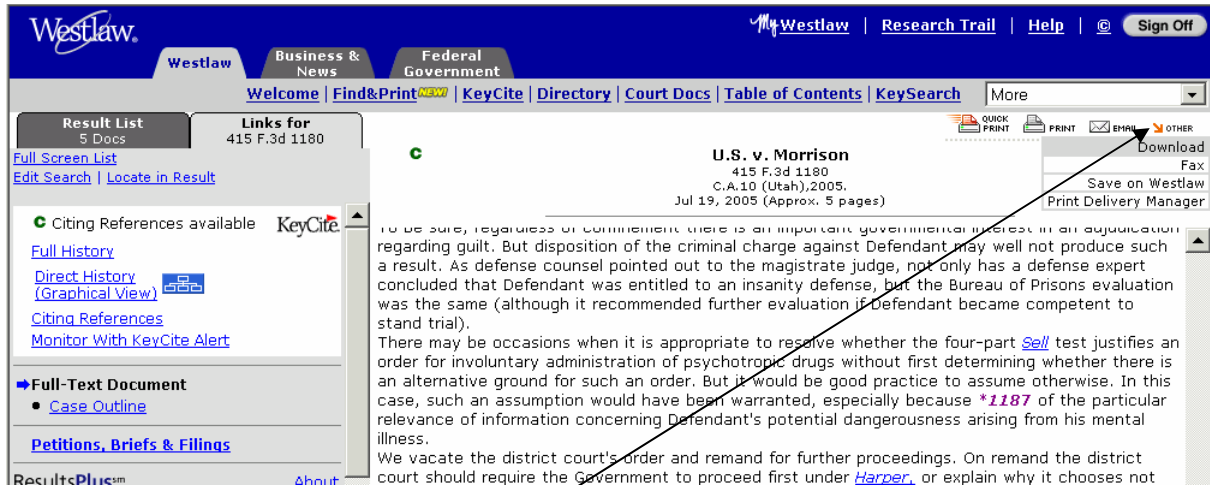
U.S. v. Morrison 415 F.3d 1180, *1186 (C.A.10 (Utah),2005)

Pasted data

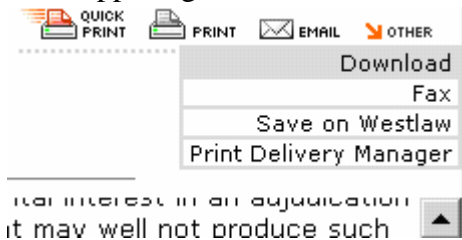
E-Research in Westlaw

Why print from Westlaw when storing your cases as e-research lets you copy and paste from those cases directly into your document? And you can even highlight and annotate these Westlaw cases just like paper print outs.

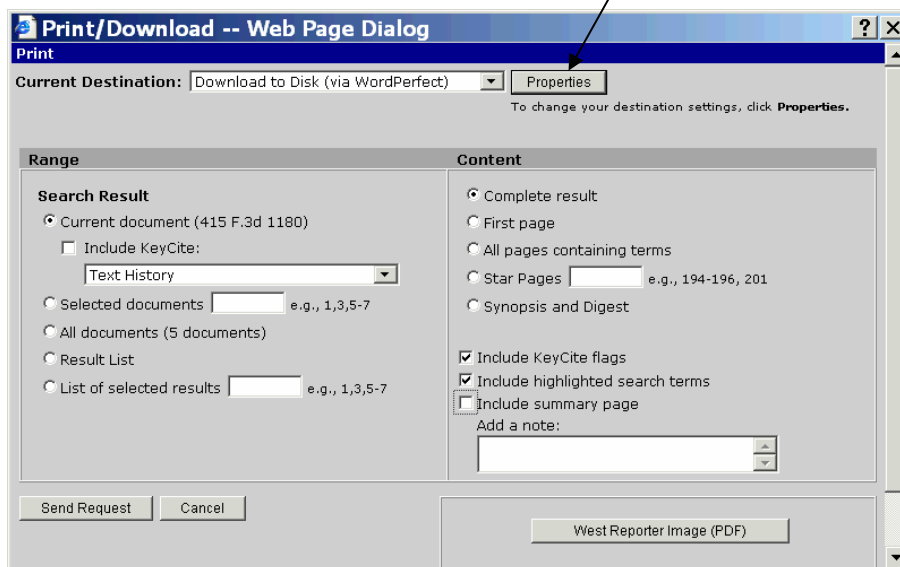
Find the case/statute/article you want in Westlaw.com



Let your cursor pass over the **OTHER** button in the upper right corner. Select Download from the dropdown menu.



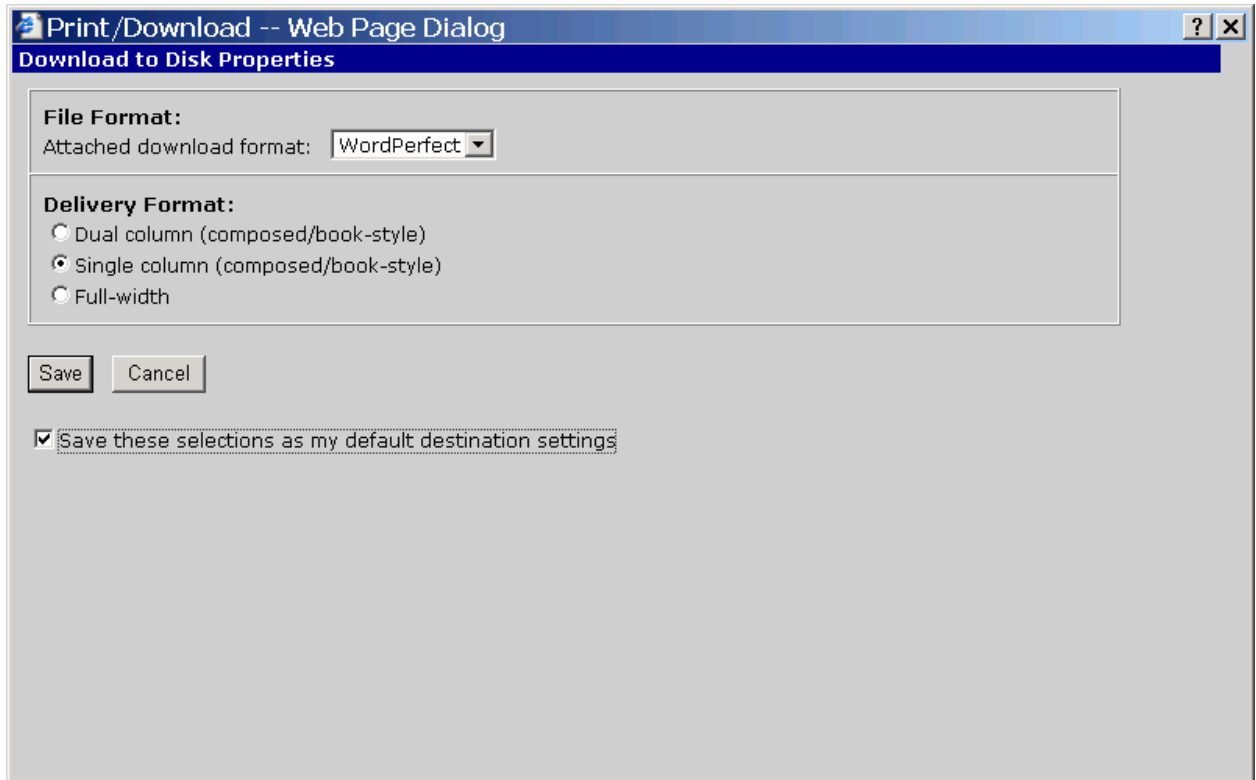
In the dialog that appears, click on Current Destination Properties. (Setting Properties only has to be done once for the rest of your research career.)



In the dialog that appears, select

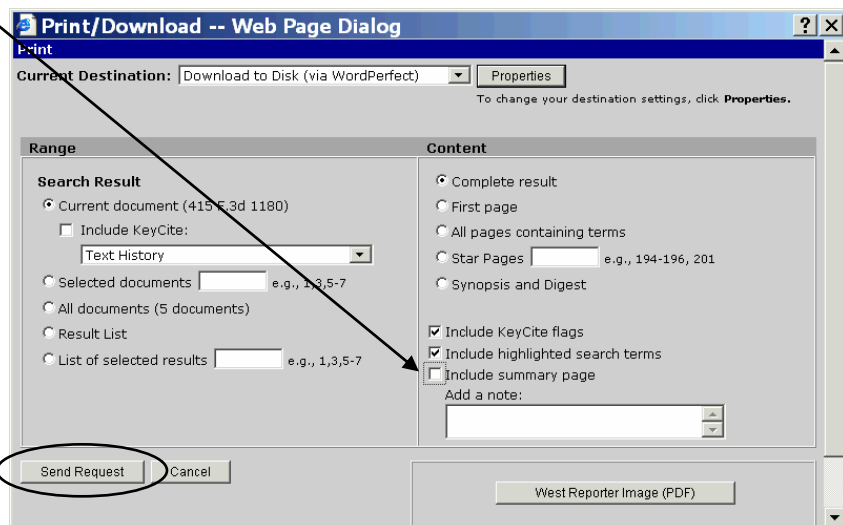
1. The name of your word processor (Word Perfect if you work for the courts and MS Word if you work anywhere else in the entire world)
2. Single Column (important for readability on the screen)
3. Save these selections as my default destinations

(These three steps are set as your future preferences – you won't have to change them again.)



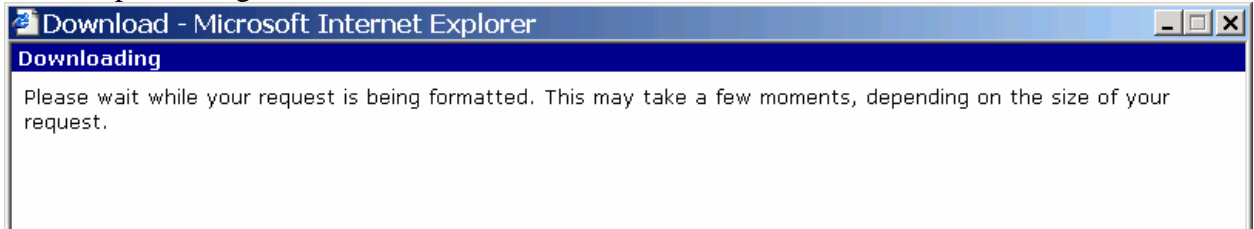
Click Save

Deselect “Include a Summary Page”

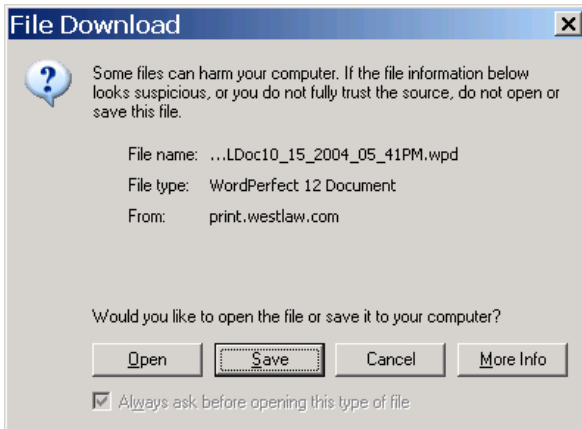


Click “Send Request”

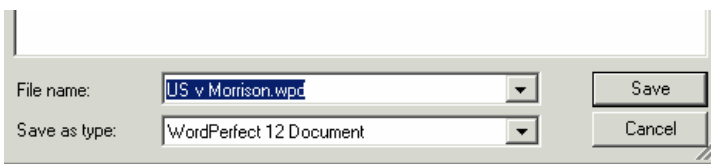
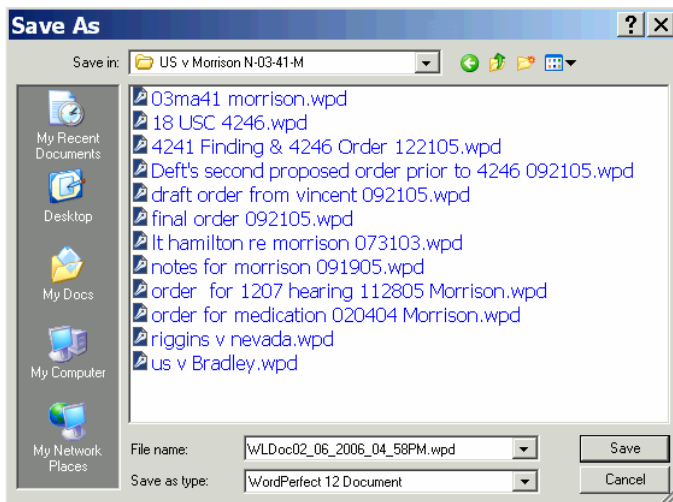
You will see a “processing” notice:



Then in the File Download box, click SAVE

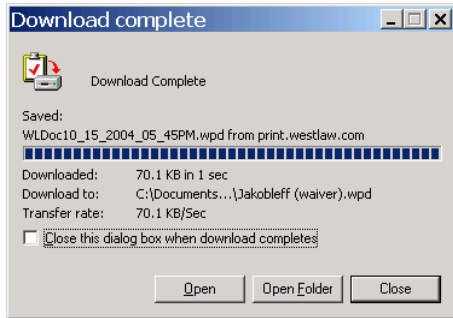


Navigate to the folder where you want to save the document:



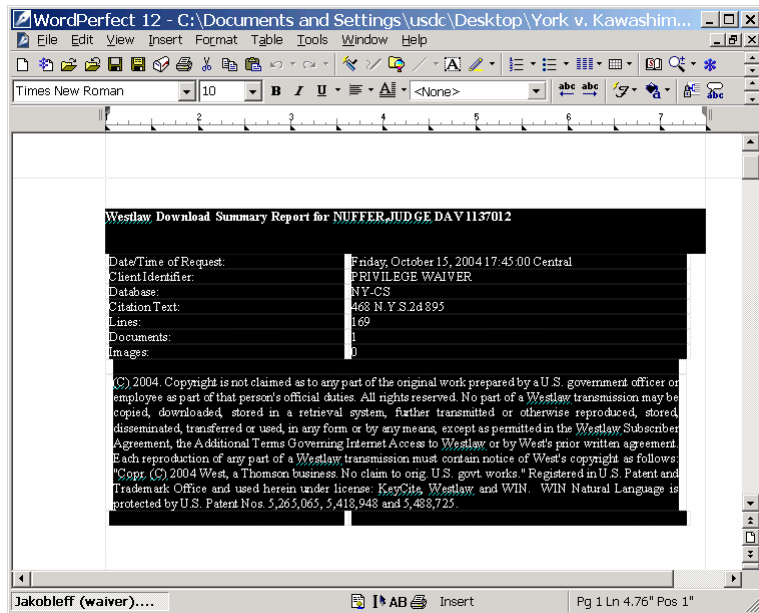
Name the document something sensible! The Westlaw proposed name is NOT helpful.

After the document SAVES

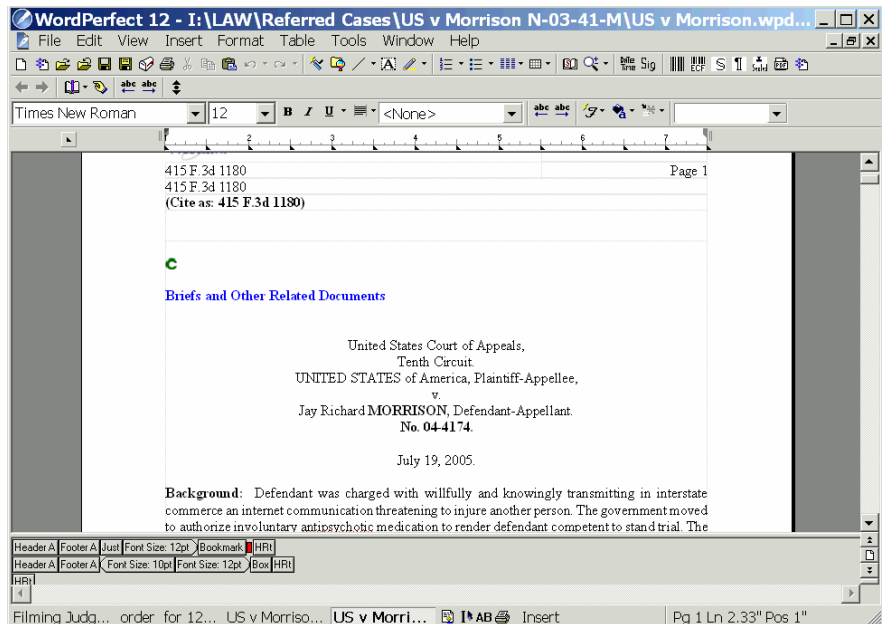


Click OPEN

If you see a summary page one – you don't need it – select and delete all the data on that page.



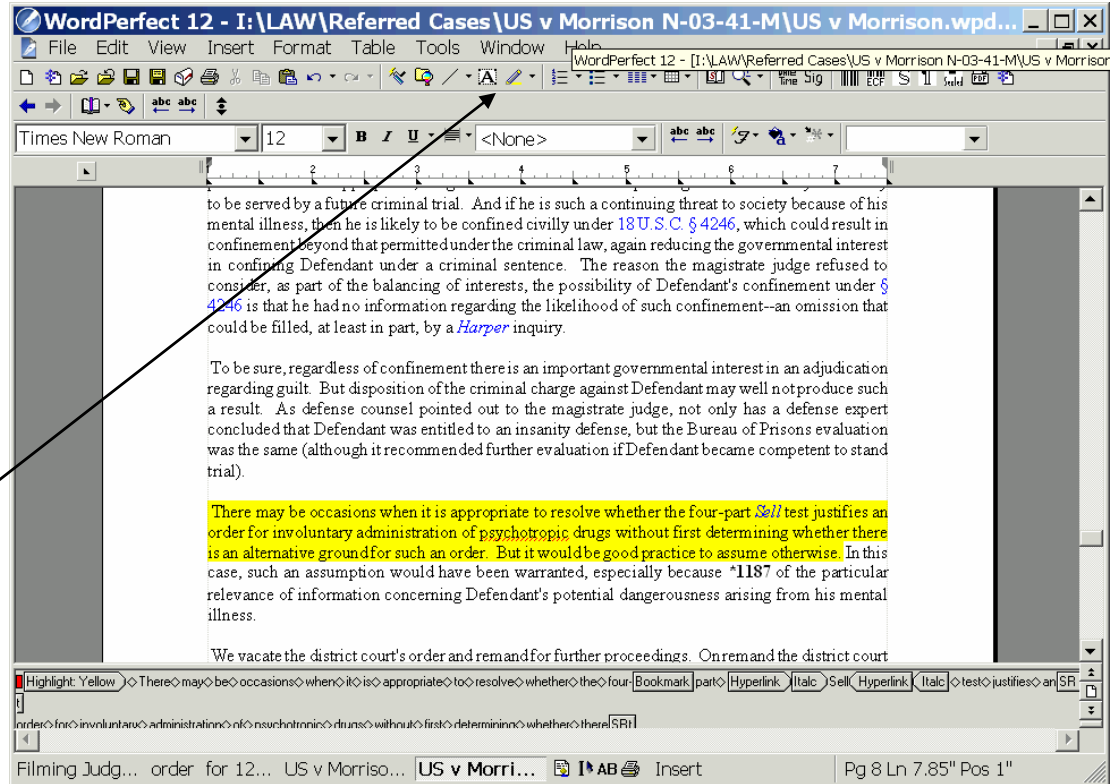
When the actual document is on the first page, CONTROL S to SAVE again.



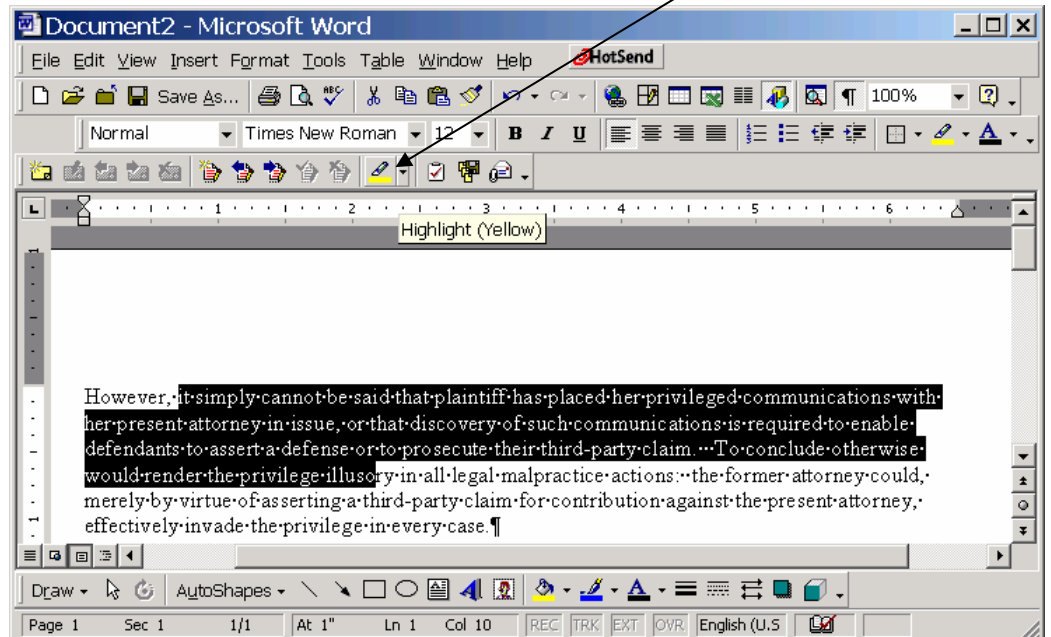
Now, as you work through the document (notice how nice it is to read in one column format) you can highlight as you go, and this is in your permanent record.

In Word Perfect, the Highlight command is ALT-T
ALT-H
ALT-O

Or you can click the HIGHLIGHT tool on the toolbar.



In Word, choose VIEW TOOLBARS REVIEWING TOOLBAR and use the highlighter tool:



Creating Hyperlinks in Opinions

Westlaw and Lexis have automated tools to create hyperlinks to research sources in your WordPerfect, Word or Web Page documents. [WestCiteLink](#) [Lexlink](#) These work very well.

It is also possible to create hyperlinks manually. This process will be demonstrated for Westlaw hyperlinks in WordPerfect.

Find the reference which you want to turn into a hyperlink.

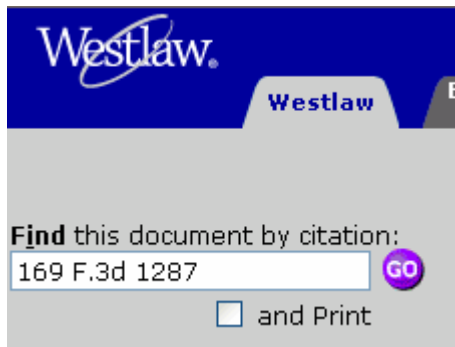
⁹Jones v. Kodak Medical Assistance Plan, 169 F.3d 1287, 1291 (10th Cir. 1999).

Select the cite and COPY.

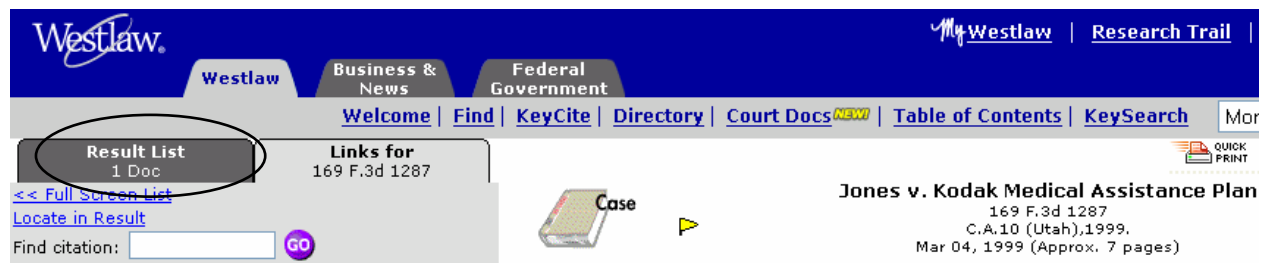
⁹Jones v. Kodak Medical Assistance Plan, 169 F.3d 1287, 1291 (10th Cir. 1999).

Open Westlaw.

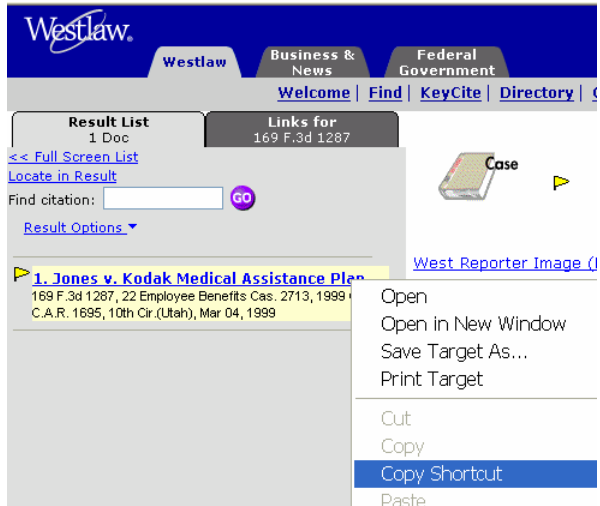
Paste the reference into the FIND box. Click GO



When the case comes up, press the Result List tab. There should be 1 case shown. (If there is more than one case, the balance of this process won't work.)



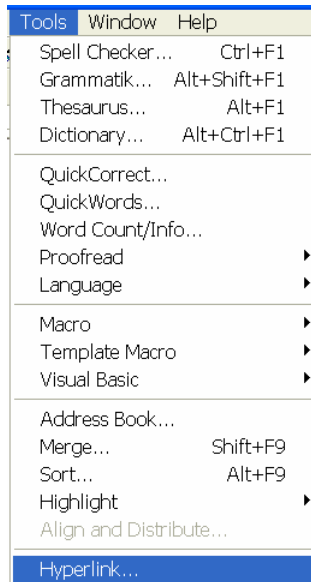
RIGHT CLICK the blue case name in the result list entry, and select COPY SHORTCUT



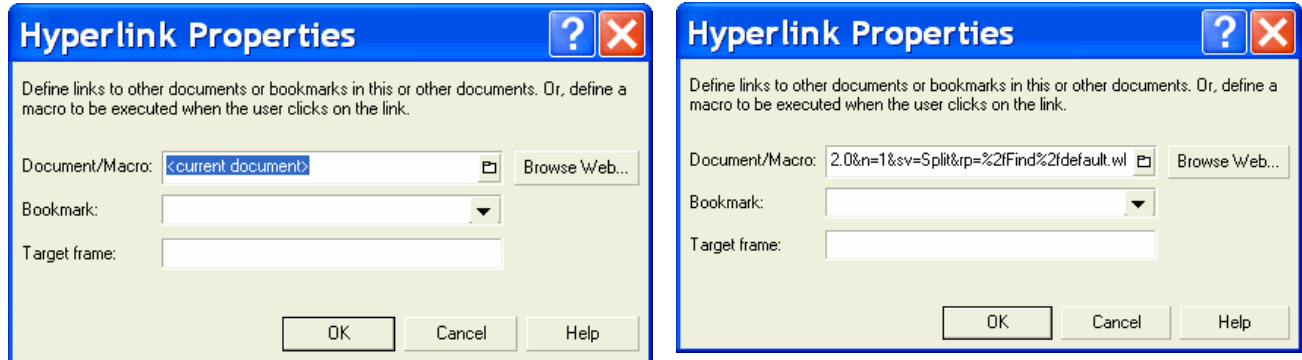
Return to your word processing document and select the entire reference.

Jones v. Kodak Medical Assistance Plan, 169 F.3d 1287, 1291 (10th Cir. 1999).

Select TOOLS, HYPERLINK:



PASTE into the box that appears:



Click OK.

The reference will change appearance (depending on the style of hyperlink in your document) and if you place your cursor over the reference, the link will appear.

⁹ *Jones v. Kodak Medical Assistance Plan*, 169 http://web2.westlaw.com/result/result.aspx?rs=WLW5.108&service=F&rlt=CLID_FQRLT5938810&ss=CNT&mt=Westlaw&cnt=DOC&vr=2.0&

Clicking on the link will open Westlaw and ask for your password.

CM/ECF

Leveraging the power of CM/ECF with Multiple Windows

Looking at a motions report in CM/ECF (and almost every other screen) we see a docket hyperlink.

MOTION for Protective Order filed by Plaintiff Vantage Controls (Expedited Disposition Requested) (alt)		
02/03/2006 258 MEMORANDUM in Support re [256] MOTION for Protective Order filed by Plaintiff Vantage Controls (alt)		
02/08/2006 260 MEMORANDUM in Opposition re [256] MOTION for Protective Order filed by Defendant Lutron Electronics. (jmr)		
02/09/2006 261 REPLY to Response to Motion re [256] MOTION for Protective Order filed by Plaintiff Vantage Controls. (jmr)		
Magistrate Judge David Nuffer		
Case number/ Document number	Case and Motion information	Notes
2:03-cv-00488-TC-DON	Vantage Controls v. Lutron Elec Filed: 05/23/2003	Cause: 35:0271 Patent Infringement NOS: 830:Patent

RIGHT CLICK that hyperlink and select OPEN IN NEW WINDOW

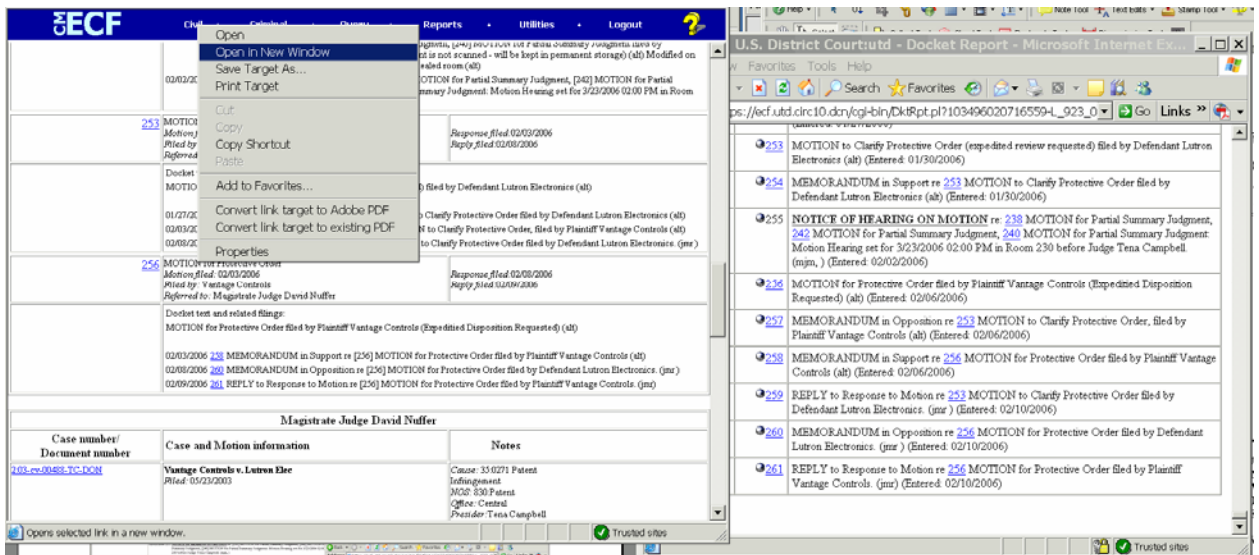
MOTION for Protective Order filed by Plaintiff Vantage Controls (Expedited Disposition Requested) (alt)		
02/03/2006 258 MEMORANDUM in Support re [256] MOTION for Protective Order filed by Plaintiff Vantage Controls (alt)		
02/08/2006 260 MEMORANDUM in Opposition re [256] MOTION for Protective Order filed by Defendant Lutron Electronics. (jmr)		
02/09/2006 261 REPLY to Response to Motion re [256] MOTION for Protective Order filed by Plaintiff Vantage Controls. (jmr)		
Magistrate Judge David Nuffer		
Case number/ Document number	Case and Motion information	Notes
2:03-cv-00488-TC-DON	Vantage Controls v. Lutron Elec	Cause: 35:0271 Patent Infringement NOS: 830:Patent Office: Central Presider: Tena Campbell

Open
Open in New Window
Save Target As...

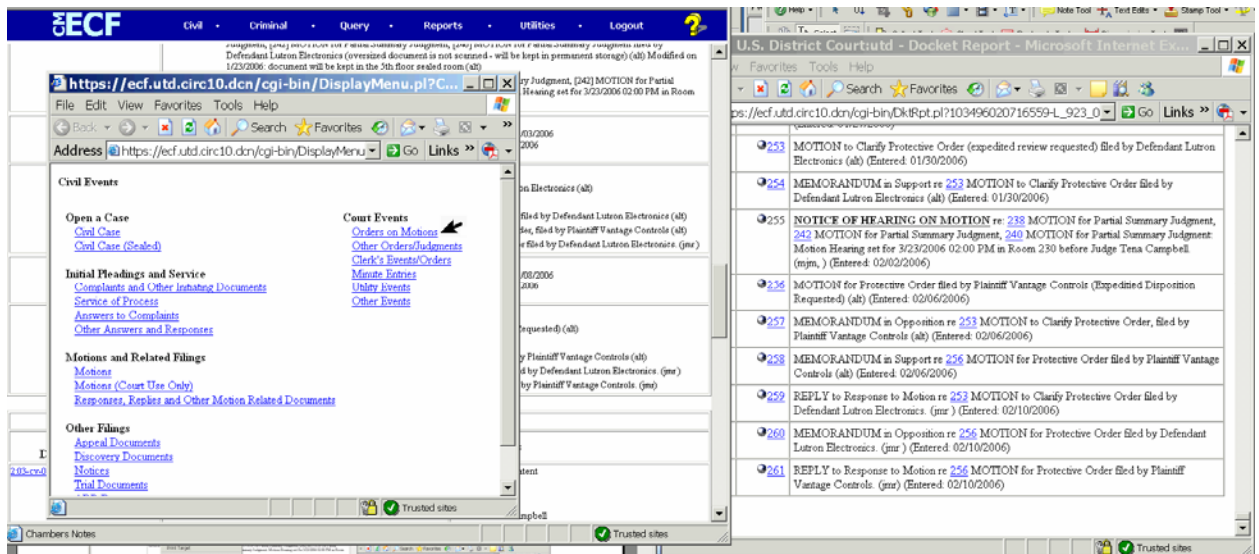
Now we can see two CM/ECF screens at the same time. (Note that only one screen has the blue bar.) In this view we can scan the docket (on the right) and verify that all documents related to the motion are showing on the motion report (on the left).

The screenshot displays two overlapping browser windows from the CM/ECF system. The left window shows a detailed motion report for 'MOTION to Clarify Protective Order' filed by Lutron Electronics. The right window shows a docket report for the same case, listing various documents and their dates. The browser address bar shows 'https://efc.utsd.circ10.dny.fgi-bin/DktRpt.pl?103496020716559-L_923_0'.

It is also possible to RIGHT CLICK the blue bar and OPEN IN NEW WINDOW. Here I clicked CIVIL, and selected OPEN IN NEW WINDOW.



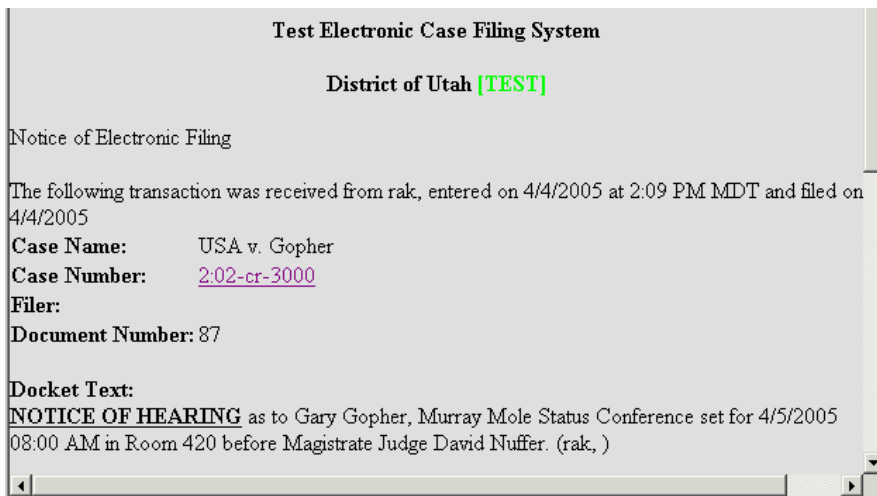
This allows *docketing* while looking at the *docket* or a motions report.



Jazzing Up CM/ECF Docket Text

It is possible to use HTML code to dress up CM/ECF docket entries. This has been done by default in one standard entry in our system, the Notice of Hearing. The text enhancement helps the notice stand out.

03/14/2005	86	MOTION for Acquittal by Gary Gopher as to Murray Mole. (rgj,) (Entered: 03/14/2005)
04/04/2005	87	NOTICE OF HEARING as to Gary Gopher, Murray Mole Status Conference set for 4/5/2005 08:00 AM in Room 420 before Magistrate Judge David Nuffer. (rak,) (Entered: 04/04/2005)



A CM/ECF user may create special formatting in any docket entry with the use of HTML (HyperText Markup Language) code. The HTML code must be manually entered.

Compare these two docket entries. The first includes several HTML coding features that were inserted by the docketer:

- Line breaks
- Bold type
- Italics
- Hyperlink

03/03/2005	13	<p>NOTICE of CM/ECF Status:</p> <p>Test Filing</p> <p>The court has received about 40 test filings by attorneys in our test filing project. The feedback from attorneys has helped refine the draft administrative procedures which will be updated in the first half of March and reviewed at the Court Technology Committee Meeting March 17th. Test filing will likely end in March, so if you (or the designated person in your firm) has not yet test filed, please do so.</p> <p>Automated Help System</p> <p>The court has installed its automated help system, with a database of answers available on a 24x7 basis. http://ors.utd.uscourts.gov/cgi-bin/wonderdesk/wonderdesk.cgi?db=faq&uid=defaultThe searchable database will be expanded as questions come in and answers are developed. <i>(Nuffer, David)</i> (Entered: 03/03/2005)</p>
03/04/2005	14	<p>NOTICE: The Court has received 33 successful test filings by attorneys in our test filing project. That is a sufficient number for the purposes of the experiment, and we're ready to move on to the next stage. As a result, this test filing project will end at the close of business on Tuesday, March 8, 2005. If you or the designated filer in your firm has not yet test filed, you have until then to try it out. We thank all of you who submitted filings as a part of this experiment. (rgj,) (Entered: 03/04/2005)</p>

HTML coding is not too hard, but should be practiced in the TEST or TRAIN database.

 creates a line break.

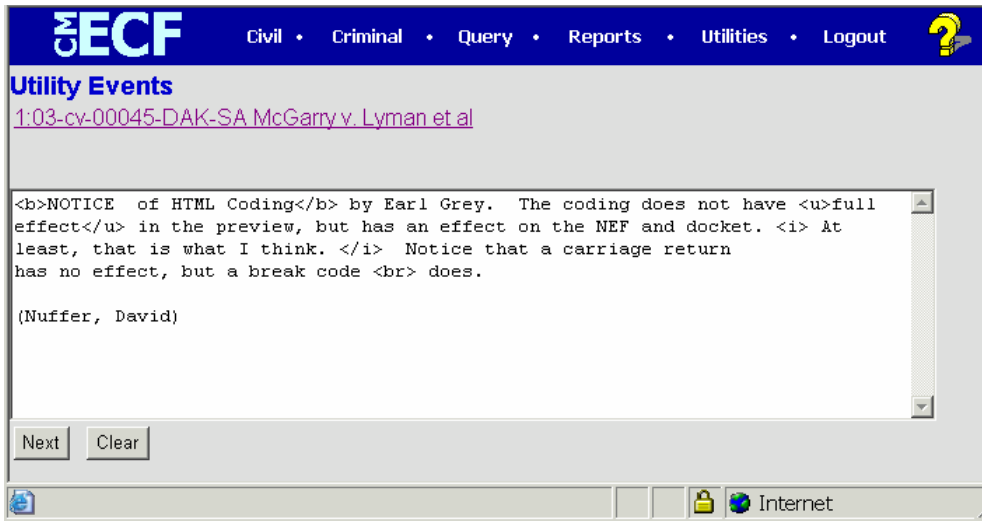
All other HTML code requires a beginning code and ending code.

 bold

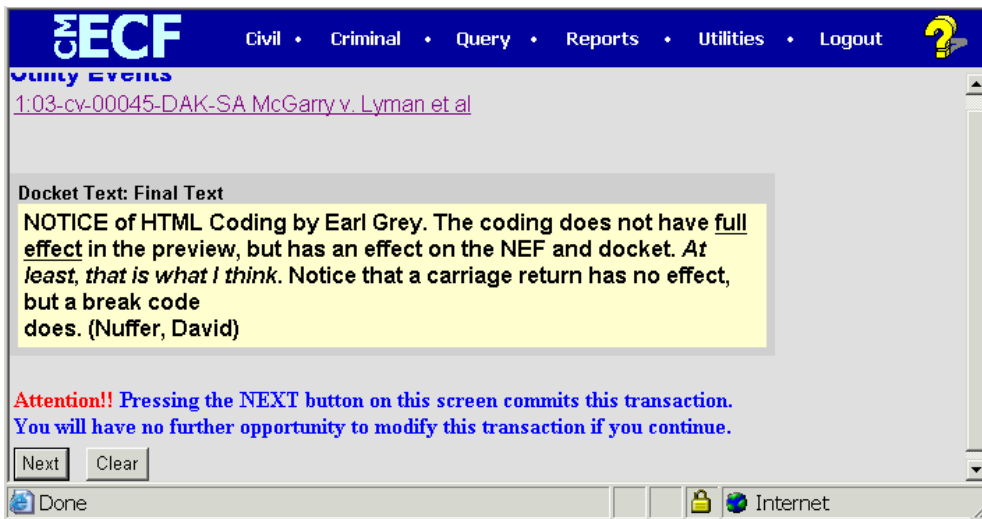
<i> </i> italic

<u> </u> underline

Here is an example of HTML coding entered in the next to the last screen in CM. Note the beginning and ending codes.



In the final CM docketing screen, the effect of the HTML coding shows *in part*. Bold does not show (because everything in this screen is bold), but italic, underline, and breaks do show.



The full effect of the HTML code shows in the NEF and docket entry:

Notice of Electronic Filing

The following transaction was received from Nuffer, David entered on 4/19/2005 at 9:02 PM MDT and filed on 4/19/2005

Case Name: McGarry v. Lyman et al
Case Number: [1:03-cv-45](#)
Filer:
Document Number: 52

Docket Text:
NOTICE of HTML Coding by Earl Grey. The coding does not have full effect in the preview, but has an effect on the NEF and docket. *At least, that is what I think.* Notice that a carriage return has no effect, but a break code does. (Nuffer, David)

04/19/2005	52	NOTICE of HTML Coding by Earl Grey. The coding does not have <u>full effect</u> in the preview, but has an effect on the NEF and docket. <i>At least, that is what I think.</i> Notice that a carriage return has no effect, but a break code does. (Nuffer, David) (Entered: 04/19/2005)
------------	----	---

Notice that a carriage return entered in CM docketing does not even create a space. So, don't use carriage returns in CM docketing.

Finding Email Addresses:

CM/ECF can help you find email addresses in Utilities, Mailing, Mailing Info for a Case.



Note that you may copy and paste all email addresses for counsel from the lower part of this screen:¹

A screenshot of the ECF system's 'Mailing Information for a Case' page. The page has a dark blue header with the 'ECF' logo on the left and navigation links for 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout' in the center. A yellow question mark icon is on the right. The main content area is white and contains the following sections:

- Mailing Information for a Case 2:03-cv-00255-TC**
- Electronic Mail Notice List**

The following are those who are currently on the list to receive e-mail notices for this case. For those designated as E-Filers, this notice constitutes service. Manual service should be made on the remaining counsel.

 - **Brian M. Barnard**
ulcr2d2c3po@utahlegalclinic.com
 - **David M Carlson**
dcarlson@southsaltlakecity.com
 - **James L. Harris, Jr**
ulcr2d2c3po@utahlegalclinic.com
- Manual Notice List**

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

 - (No manual recipients)
- List of Email Addresses for all Attorneys on this case, comma-separated:**
ulcr2d2c3po@utahlegalclinic.com,dcarlson@southsaltlakecity.com

A 'Back' button is located at the bottom left of the page.

You may also find email addresses at http://www.utahbar.org/forms/members_directory_search.html and http://www.lawyers.com/find_a_lawyer/name_search/

¹ Feature custom to District of Utah. Posted on [Ed's Place](#).