



UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY

INTRODUCING VERSION 4.0.2
ELECTRONIC CASE FILING (ECF) SYSTEM

The District of New Jersey will implement Version 4.0.2 of the ECF system on November 15, 2009. This document describes new features and changes for ECF and/or PACER users:

[Redaction Message](#)

A check box with the following text was added to the login screen for users to acknowledge that they have read the redaction disclaimer:

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

Attorneys must check this new checkbox before logging in. Hyperlinks to the specific Federal Rules of Civil Procedure and Federal Rules of Criminal Procedure that cover the redaction requirements also were added to the login screen. In addition, the reminder question *Have you redacted?* was added to the final docket text review screen during docketing.

[Federal Rule change for Deadline Calculation](#)

Effective December 1, 2009, the Federal Rules for how deadlines are computed will be changed. Prior to this change, a deadline set for 10 or fewer days is computed by skipping weekends and holidays. A deadline set for 11 or more days is computed using calendar days. With the rules change, all deadlines will be calculated using calendar days only. If the calculated date falls on a weekend or holiday, it is extended until the next working day, just as it was prior to the rules change. In accordance with the provisions of Rule 6(d) of the Federal Rules of Civil Procedure, three days for service will continue to be added to the deadline calculation.

[Adding Documents and Attachments](#)

The process of adding a main document and attachments during docketing has been streamlined to only require one screen. The document upload screen changes dynamically based on the number of attachments added and other actions taken by the attorney.

Motions

7:08-cv-00001-FJF Foley v. Davis

Select the pdf document and any attachments.

Main Document

C:\Documents and Settings\gibson\Des

Attachments	Category	Description
1. C:\Documents and Settings\gibson\Des <input type="button" value="Browse..."/>	Affidavit <input type="button" value="v"/>	<input type="button" value="Remove"/>
2. C:\Documents and Settings\gibson\Des <input type="button" value="Browse..."/>	<input type="button" value="v"/>	Exhibit A <input type="button" value="Remove"/>
3. <input type="button" value="Browse..."/>	<input type="button" value="v"/>	

Document and Attachment Numbering

The document selection screen was modified to include the main document number, and the attachments are numbered beginning with 1.

Document Selection Menu

Select the document you wish to view.

Document Number: 4 1 page 67 kb

Attachment	Description
<u>1</u>	Appendix 1 page 67 kb
<u>2</u>	Exhibit 3 pages 39 kb

or 5 pages 172 kb

User Interface for Docketing

The user interface for docketing has been modified to include a case participant tree on the left side of the screen, in which all case participants are listed for easy reference (The interface utilizes “panes”, so the browser Back button should never be used while working on these screens). The tree is for reference purposes during docketing unless a new participant is being added during the process. Icon controls will be available for that new participant.

(Screen 1 - Add Party)

The screenshot shows a web form titled "Party Information" for "Isaac Newton". The form includes several input fields and dropdown menus. On the left, there are buttons for "Add New Party" and "Create Case", and links for "Collapse All" and "Expand All". The form fields are: Title (text), Role (dropdown menu with "Plaintiff (pl:pty)" selected), Pre-se (dropdown menu with "No" selected), Prisoner ID (text), Unit (text), Office (text), Address 1 (text), Address 2 (text), Address 3 (text), State (text), Zip (text), City (text), Country (text), Prison (dropdown menu), Phone (text), Fax (text), E-mail (text), Party type (text), Start date (text with "8/18/2006" entered), End date (text), Corporation (dropdown menu with "no" selected), and Notice (dropdown menu with "no" selected). There is an "Add Party" button at the bottom left.

(Screen 2 - Icons allow edit of added party; add attorney; add new party)

The screenshot shows a web interface with a left sidebar and a main search area. The sidebar contains a tree view of parties: "Isaac Newton" (with a pencil icon for edit and a trash icon for delete), "Alias" (with a plus icon), "Corporate Parent or other affiliate" (with a plus icon), "Attorney" (with a plus icon and a trash icon), and "Nicolas Mercator" (with a pencil icon for edit and a trash icon for delete). The main area is titled "Search for an attorney for Isaac Newton" and contains input fields for "Bar Id", "Last Name", "First Name", and "Middle Name", along with a "Search" button.

RSS (Really Simple Syndication or Rich Site Summary) Feeds

To allow easier access to specific information, ECF will provide users with a RSS feed on the Court Information link (under Utilities). Based on the events the court chooses to allow (case-specific feeds are not included.), this provides for notification with links to docket sheets and documents. The feed will include the last 100 entries. No restricted or sealed information is included.

User Interface for Email Information

The email information screen in Maintain Your Account has been modified to provide more streamlined functionality. Additional options are presented to the user rather than being hidden. Cutting and pasting multiple case numbers from one delivery method to another is now allowed. To access the configuration options for existing email addresses (listed on the left side of the screen), the user will click on the email address on the left.

Email Information for Nicolas Mercator

Registered e-mail addresses

Primary e-mail address:

mercator@mercatorandmercatorinc.com

Secondary e-mail addresses:

[add new e-mail address](#)

[Return to Person Information Screen](#)

[Clear](#)

Configuration options

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

[Show all cases for this e-mail address](#) (Copy case lists from here)

Case-specific options

Add additional cases for noticing

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](#)