



UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY

INTRODUCING VERSION 3.1
ELECTRONIC CASE FILES (ECF) SYSTEM

January 14, 2008

The District of New Jersey will implement Version 3.1 of the ECF system on Sunday January 27, 2008. This document describes new features and changes to existing features for ECF and PACER users:

1. The Judicial Conference of the United States policy permits only attorneys of record and parties in a case to receive one free electronic copy of all documents filed electronically. PACER access fees apply to all other users and recipients of electronic noticing, this includes secondary email addresses.
2. PACER users will be allowed remote access to judgments, opinions and orders that have been marked as written opinions in compliance with the E-Government Act in Social Security Cases. Access will be retroactive from December 1, 2007.
3. The new version will allow attorneys paying filing fees via the internet to choose whether they want to pay via credit card or Automated Clearing House (ACH), also referred to as DirectDebit. A new Pay.gov screen prompts the user to select the preferred method of payment for the current transaction.
4. The file size limit for uploading documents has been increased to 5 MB.
5. A cascading menu system has been added. Users have the option of using the new cascading menus or continuing to use the existing static menus. Placing the mouse pointer over one of the menu options on the main menu and the menu's sub-menu will be displayed.
6. A Search option has been added to the ECF main menu. Clicking on Search displays the Search Menus and Events window. In this window enter all or part of the name of the event to be found. ECF will display a list of events which contain the entered word or string of words and which menu the event can be found. To continue to docket, simply click on the appropriate event.
7. You can now search for an Event within a Category by typing all or part of a word in the search box. You may also still use the scroll bar to pick events.
8. The case number look-up screen has been modified to reduce the number of screens a user must navigate to find a full case number. When only a portion of a case number is entered, all possible case number matches will display, once the full case number is located, you will select the proper case number, on the same window, by using the checkbox to continue with docketing.

9. Users can now view all of the documents for a single docket entry at the same time. If the user clicks on a document number hyperlink, two new buttons appear at the bottom of the Document Select Menu screen: View All and Download All (There is a limit to the size of the file that is created, file size limit can be found on the Court Information Report).

10. Users will be able to view and print all of the documents for multiple docket entries at the same time by clicking the new “View multiple documents” checkbox on the Docket Report. The Docket Report will include a new column labeled “Select”. For each docket entry with a document, a checkbox appears, the user can select entries for which the documents should be combined into a single PDF.