



US COURTS
District of Idaho

CASE MANAGEMENT

CM/ECF

ELECTRONIC CASE FILES

I understand that CM/ECF is a national program in the Federal Court System. Does that mean it will be the same in all Districts?

No. CM/ECF is being implemented in all federal districts and although many aspects of the software program are standardized, the specific rules and procedures which govern CM/ECF will be different in each District.

How can I best prepare myself for the implementation of CM/ECF in the District of Idaho?

Prior to the Court-sponsored CM/ECF Bar Training Program, scheduled for Fall 2004, the best way to familiarize yourself with CM/ECF is to access the District of Idaho website at www.id.uscourts.gov. There you will find various on-line CM/ECF training modules covering General Skills, Bankruptcy, Criminal and Civil. There is also an informative 30 minute multimedia presentation entitled "From the Attorney's Prospective." Furthermore, there will be an update on CM/ECF presented at the Annual District Conference / Federal Practice Program on Tuesday July 13th at the Doubletree Hotel in Boise. A CD-ROM containing the latest information on CM/ECF will be given to all Conference attendees.

Where will I find the relevant information concerning the CM/ECF program being implemented in the District of Idaho?

Before the CM/ECF "go-live" date of January 1, 2005, the District of Idaho will adopt a General Order covering CM/ECF and issue "Electronic Case Filing Procedures" which will govern the CM/ECF program. The District and Bankruptcy Local Rules Committees will also review these procedures and provide valuable feedback to the Court. In addition, a comprehensive "User's Manual" will be created as well as "Frequently Asked Questions" and a "Help Desk" where you can speak with a "live" person during normal business hours or leave an e-mail after hours requesting certain information or detailing your specific problem.

I am from a big law firm. Does each attorney need to register for CM/ECF?

Yes, each "registered participant" (attorneys in good standing with the court, trustees, and others authorized by the court who have successfully completed the training requirement) must have his/her own login and password to electronically file documents in CM/ECF. The Registered Participant may authorize an assistant, paralegal or others to file on their behalf. However, the attorney or other party is legally responsible for that filing.

Can I add additional e-mail addresses so someone else in my office can receive Notices of Electronic Filing?

Yes, this can be accomplished under Utilities - Maintain your Account. A screen will appear requesting information for additional e-mail addresses.

Can I have the same filing login for all courts I practice in?

Since each court assigns the filing login for filing privileges in the CM/ECF system, it is not possible to obtain a universal filing login. However, some courts allow you to request a particular login and password when you register, so you may be able to use the same filer login for more than one court.

Can I correct a mistake once a document is electronically filed?

No. Once the document is transmitted to the Court (the final submit button) only the Court can make changes or corrections.

Contact Information

You may obtain additional information on CM/ECF or ask specific questions by accessing our website at www.id.uscourts.gov and by using the contact links provided.