



US COURTS  
District of Idaho

CASE MANAGEMENT

CM/ECF

ELECTRONIC CASE FILES

*\*Please note that the District of Idaho CM/ECF General Order and Electronic Filing Procedures, as well as other relevant CM/ECF information and registration instructions, can be accessed on our website at [www.id.uscourts.gov](http://www.id.uscourts.gov) by clicking on the Electronic Case Filing icon.*

### **Do I need to register for both CM/ECF and PACER, even if I registered online to attend one of the Court's Training Sessions?**

Yes, every attorney **must** register for **both** CM/ECF **and** PACER. It is necessary to register for CM/ECF to receive notices of electronic filings and Orders from the Court. Furthermore, to access images of case pleadings and other documents filed with the Court or the docket, you also must register for a PACER account. You can register online for both on the Court's website or by using the following links: PACER Registration: <http://pacer.psc.uscourts.gov/>  
CM/ECF Registration:  
<http://www.id.uscourts.gov/cfCourt/ECFRegistration/ECFRegistrationForm.cfm>

### **Although I am registered for both CM/ECF and for PACER, I am not receiving notices via electronic mail. What is causing that?**

Many spam and virus filtering systems have been identified as blocking mail from the Court. Have your technical support personnel set your spam filter to allow traffic from the "uscourts.gov" domain. Additional technical questions can be e-mailed to [techhelp@id.uscourts.gov](mailto:techhelp@id.uscourts.gov) or call our toll free help desk at 1-800-699-9842.

### **When I click on a CM/ECF hyperlink, it doesn't work or goes to the wrong location. How can I fix this?**

This is often caused by your browser's memory so you need to delete your browser's cache and change the settings. First, go to your browser's main page (e.g..Internet Explorer)and select Tools, Internet Options and under the General Tab, Temporary Internet Files select "delete files." Click on Settings and make sure that the browser will check for newer versions of stored pages on "every visit to the page." Next, click on the "Advanced" tab, scroll down to Security and make sure that the box entitled "empty temporary Internet files folder when browser is closed" is selected. If the above still doesn't work, you may also want to disable the browser/PDF reader integration by opening up the Adobe Acrobat reader, select Edit, Preferences, Internet and uncheck the "Display PDF in Browser" box.

### **When I convert a document to "pdf" format for electronic filing, does it matter whether I use the pdf option on the printer or the "publish to pdf" option which is part of my word processing software?**

Yes, we suggest that you use the pdf option on the printer. We have discovered numerous bugs associated with the "publish to pdf" option which is part of some word processing software.

### **In what format should Proposed Orders be submitted?**

It is important that **all** proposed orders be submitted by e-mail in a format compatible with WordPerfect version 5.1 or higher. We realize that many law firms use Microsoft Word. However, you may be able to save it as a WordPerfect 5.x file by selecting the "Save as" option in the File menu and selecting WordPerfect 5.X for Windows in the "save as type" drop-down box. This explanation assumes the WordPerfect conversion filters were installed when Microsoft Word was installed on your computer. Unfortunately, we have recently learned that Microsoft Office Service

Pack 3 breaks this functionality so if your Office product is fully patched with the latest software updates, this “save as” feature will not work. In that case, if you keep your Word document relatively simple, omitting headers, footers and line numbering, it should convert into WordPerfect correctly when opened at the court.

Don’t forget that the ECF Procedures also require that all proposed orders must list in the e-mail subject line the case number and the docket number of the motion filed electronically, which is the subject of the proposed order. (e.g. 1:CV- 05-23-EJL, docket # 10 or 05-01923-TLM, Docket # 5) This is important to the routing of the order and related documents to the Judge for consideration.

**Is it true that on Proposed Orders, the format for the date and judge’s signature are no longer required?**

Yes, the Court will insert the date, the judge’s signature, name and title. Therefore, it is important that the submitting party leave at least 12 lines blank at the end of a Proposed Order, as required by the ECF Procedures.

**What are some tips to maximize the PACER “one free look” limitation?**

When you receive an e-mail notification of an electronic filing, single click on the link and save the document that appears to your local disk drive or network, giving it a name of your choosing. You will be able to subsequently view it as many times as you want with no PACER charge. Also, under CM/ECF Utilities, you can specify additional parties to receive electronic filing notifications, all of whom will be entitled to “one free look.” The free-look period expires 15 days from the date of the e-mail.

**How do I save the Notice of Electronic Filing (NEF) Receipt at the conclusion my transaction?**

You may save the Notice of Electronic Filing (NEF) Receipt at the conclusion of your filing transaction by printing it as a PDF document. Do not use the "save as" option under the "File" Menu. Since the page is in a webpage format, it would not be viewable later. To save the NEF, click on the "File" menu and select "Print." In the printer options list, select your Adobe or other PDFWriter option. Once the PDF writer is selected as the printer, you can click on OK, or Print. The NEF is converted to a PDF file and you will be able to save the file on your local disk or network, giving it a name of your choosing.

**I’m not getting the option to pay by credit card after I file. What’s happening?**

Windows XP service pack 2 includes a pop-up blocker. This valuable tool stops annoying pop-ups while browsing the web. However, it also stops pop-ups from the court and from pay.gov. In Internet Explorer select Tools - Pop-up Blocker - Pop-up Blocker settings. In the “Address of Web site to allow,” type “uscourts.gov” and select Add. Also, add “https://www.pay.gov”, then click on OK. After a filing, you should now see a pop-up window from Pay.gov showing what your current balance is.

**When I click on Bankruptcy or Adversary on the main ECF menu bar, the list of Events are missing and I can’t file anything. What’s going on?**

If you had problems with the payment pop-up screens appearing, you may have not paid the fees due for filing documents. To make a payment - while in CM/ECF - select Utilities - Internet Payments Due. Once the pop-up appears, follow the on-screen instructions to make a payment via credit card. Once you are paid in full, you will once again be able to file.

**I am attempting to electronically file a document and the system warns me that the file exceeds the maximum size recommended by the Court, and then refuses the document when I submit on the final screen. What is wrong?**

The system will only accept files 3MB in size or smaller. This probably will not be an issue if the PDF conversion is performed directly in your source word processor. Also check your PDF compression settings in the printer "properties" button to ensure you are using high compression. However, if you are not the originator of the document and are scanning it, be sure you are scanning at 200 DPI and in black and white. As a last resort, separate the file into logical segments, no larger than 3MB, and file them in sequential order as multiple attachments. (Please refer to section 11A of the Electronic Case Filing Procedures on our web site for more details on this subject.)