

UNITED STATES DISTRICT AND BANKRUPTCY COURT
FOR THE DISTRICT OF IDAHO



CM/ECF HELPFUL HINTS

Volume #7 - August 2007

These hints and tips, and answers to frequently asked questions, are designed to make your use of CM/ECF more efficient and problem-free. As our experience with CM/ECF continues, we will be constantly refining the process in order to best serve the needs of both the Court and the Bar. Check here often for additional information and news regarding CM/ECF procedures. Please direct your questions and comments by way of e-mail to [“ecfhelp@id.uscourts.gov”](mailto:ecfhelp@id.uscourts.gov) or call the help desk at (1-800-699-9842).

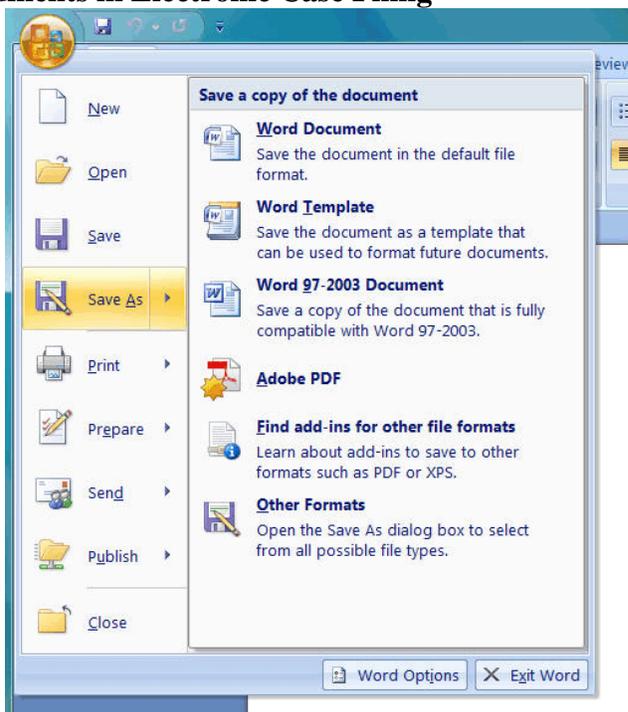


GENERAL ISSUES APPLICABLE TO DISTRICT AND BANKRUPTCY COURT

Do Not Use Word 2007 Default Format for Documents in Electronic Case Filing

Please do **not** use the default Word 2007 file format for any documents filed in ECF because it is unreadable by the Court. A few law firms have deployed Word 2007 and by default it saves a file with a .docx extension. This file cannot be read by older versions of Word or by WordPerfect, which is the word processor software used by the Court. Please be sure to save your documents to a format compatible with the Court before transmission.

To save your document to a prior format, just click on the Windows icon in the upper left hand corner of your Word window, scroll down to “Save as” and select the “Word 97 - 2003 Document” option, as shown in the illustration.



Redacting in PDF

Recently there have been reports across the nation of instances where redacted documents are being e-filed, but the redaction is not sufficiently secure to protect the information the filer intended. The key to successful redaction in a PDF document is to save the finished product as a “Certified Document.” Our court has posted information on our website to assist filers in correctly preparing their redacted documents for e-filing. The instructions can be found in a video-demonstration (2 min.) ([hyperlink](#)), as well as printable form ([hyperlink](#)). Check out our CM/ECF Reference page for the link to the new resource, located under “Best Practices”.

Blacklisting of E-Mail Addresses

The Federal Judiciary has been notified that e-mails which are routinely "bounced" because of full mailboxes, or no longer active e-mail address, will cause the entire District of Idaho e-mail domain to be blacklisted. Therefore, the Court will be taking a closer look at blocked our bounced e-mails.

If the invalid e-mail is that of a secondary address added to a user's account, it will be deleted from the user's account and the user will be notified of the action. If the invalid e-mail is that of the primary user, the user will be contacted to correct the e-mail address. If within 5 days the matter is not corrected, the invalid e-mail may be removed from the user account and a remark placed on the user's cases indicating that no valid e-mail is available for this filer. The best way to avoid these e-mail issues, is to remember to maintain a current user account. For information as to how your user account may be updated, review the material on our webpage under ECF Resources. ([District hyperlink](#)) ([Bankruptcy hyperlink](#))

Submission of Exhibits and Documentation on CD’s must be in pdf Format

When submitting large files and/or exhibits which cannot be filed in ECF, the documents must be submitted in .pdf format on a CD.. This will ensure that the Court has a complete electronic record and will assist the Court if the material needs to be split up, re-ordered or manipulated in some way.

Avoid Using Scanned Documents

Where possible you should always use Word or Word Perfect as the source document prior to converting to pdf. Use of “scanned” documents cause the size of the file to increase tremendously, which in turn, impairs transmission capability. Furthermore, conversion of a scanned document to pdf format renders it a type of graphic which further limits any further manipulation or use.



OTHER ISSUES APPLICABLE TO THE DISTRICT COURT

Managing E-mails and Notices of Electronic Filing (NEF's)

The District Court CM/ECF application allows attorneys to add secondary e-mail addresses to their ECF account in order for multiple persons to be served with the NEFs and receive the "free look." There appears to be an issue when secondary e-mail addresses are added to a lead attorney's ECF account, but are then limited to which cases they wish to be notified in.

The Best Practice when adding an attorney to an e-mail notification list for a specific case (when you do not wish to make that attorney an "attorney of record") is to modify the secondary attorney's e-mail account by adding the case number to their notification list. Avoid adding the secondary attorney's e-mail address to another attorney's ECF account (unless they wish to receive all notifications in all cases) since this may conflict with the proper service of the NEF's.

Summary and Illustration of Enhancements Contained in New District Court Release 3.1

Among the new User Interface Enhancements contained in the CM/ECF District Court Release 3.1 are cascading menus, case number look-up and expanded search features. The new 3.1 Release also allows for a regeneration of an Notice of Electronic Filing (NEF) and cross-document hyperlinks. For a pictorial illustration of the enhancements described above click [\(hyperlink\)](#)

