

## PACER Service Center Support for CM/ECF External Users

| <b>General Information for Attorneys and the Public</b> |  |
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| <b>Login / password</b>                                 | <ul style="list-style-type: none"> <li>• Attorney filers require a valid CM/ECF login and password.</li> <li>• For query functions, i.e. view a docket report or a document, a separate PACER account is required.</li> <li>• A PACER login permits access to all nationally supported systems (e.g. Party/Case Index). See <a href="http://pacer.psc.uscourts.gov/psco/cgi-bin/links.pl">http://pacer.psc.uscourts.gov/psco/cgi-bin/links.pl</a> for complete list.</li> <li>• A PACER login can be permanently linked to a CM/ECF login, so that it does not have to be re-entered. To accomplish this, log in to CM/ECF, select “PACER Reports” from the report menu. This will take you to the PACER login screen. Select the checkbox labeled “Make this my default PACER login” and then log in to PACER.. The next time the user selects the “PACER Report” menu item from ECF they will automatically be directed to the Cases Search page without requiring a PACER login.</li> </ul> |
| <b>Universal Login</b>                                  | <ul style="list-style-type: none"> <li>• PACER users can log in at one court and access another without having to log in again</li> </ul>  |
| <b>Service</b>  | <ul style="list-style-type: none"> <li>• Hyperlink to filed document provided to parties receiving a notice of filing.</li> <li>• <b>Access to the linked document is FREE the first time it is accessed for users receiving electronic notices.</b></li> <li>• All users should be advised to print or save the document to a local computer in order to avoid future charges.</li> </ul>   |
| <b>Registration</b>                                     | <ul style="list-style-type: none"> <li>• The PSC will register new users of the system via the PSC web site (<a href="http://pacer.psc.uscourts.gov">http://pacer.psc.uscourts.gov</a>). Contact the PSC for instructions on how to register or obtain copies of the on-line registration form. Registration forms are also accepted by fax or mail. The toll-free number for the PSC is 800-676-6856.</li> <li>• Registrations will be validated to ensure data integrity and completeness.</li> <li>• PACER logins and passwords are effectively immediately when a new customer provides a valid credit card at the time of registration.</li> <li>• Existing PACER logins and passwords will work for query-only purposes in CM/ECF.</li> </ul>  |
| <b>Account Maintenance</b>                              | <ul style="list-style-type: none"> <li>• The PSC is responsible for account maintenance of both PACER and CM/ECF accounts. Users can update their accounts through the PSC web site. Users are allowed to modify basic account information such as firm name, password, address information, email address, credit card, etc.</li> </ul>   |
| <b>Billing</b>  | <ul style="list-style-type: none"> <li>• While CM/ECF is free to use, the PSC bills for PACER usage on a quarterly basis. If full payment is not received before 30 days, a delinquency notice is sent to each account. Fifteen days later any unpaid account will receive a default notice and access is suspended. If a PACER user enters a “Client Code” at login, PACER charges will be reported by that code.</li> <li>• All billing questions should be referred to the PSC at 800-676-6856.</li> </ul>  |
| <b>Technical Information</b>                            | <ul style="list-style-type: none"> <li>• CM/ECF has been tested and operates with current versions of Internet Explorer and Firefox. Users must accept cookies and have a Java enabled browser.</li> <li>• Users must use a PDF reader to view documents. The Adobe Acrobat Reader is available for free from the Adobe web page.</li> <li>• A PDF writer is required to file documents with the court.</li> <li>• Questions regarding local court procedures and the rules of electronic filing should be addressed by each individual court.</li> <li>• Technical questions should be directed to the PSC at 800-676-6856.</li> </ul>  |

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| <b>Support for Filing Attorneys</b> |   |
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| <b>Technical Support</b>            | <ul style="list-style-type: none"> <li>• The PSC will be responsible for general set-up, routine “how-to” inquiries, and commonly asked questions. Unresolved issues, data integrity questions, or procedural questions should be directed to the appropriate court. The first step of any support call will be to determine whether or not the issue is an appropriate issue for the PSC to handle.</li> <li>• The PSC will maintain a CM/ECF support web page with a list of links to all CM/ECF sites, announcements, documentation, links to local rules, FAQs, etc.</li> <li>• Examples of the types of issues the PSC will handle are:               <ul style="list-style-type: none"> <li>- Browser issues: installation, configuration, and troubleshooting.</li> <li>- Troubleshooting connection issues.</li> <li>- Provide information on installing and using Adobe Acrobat</li> <li>- Provide information on creating documents using Adobe Writer.</li> <li>- Help users while navigating the CM/ECF sites.</li> <li>- Inform users about chargeable items.</li> <li>- Appellate CM/ECF attorney filing registration.</li> </ul> </li> </ul> |
| <b>Training</b>                     | <ul style="list-style-type: none"> <li>• The PSC offers basic training materials on how to log in to CM/ECF and how to use PACER. See <a href="http://pacer.psc.uscourts.gov/ecfcbt/ap/">http://pacer.psc.uscourts.gov/ecfcbt/ap/</a></li> <li>• FAQs are maintained on the PSC web page for both PACER and CM/ECF..</li> </ul>   |
| <b>Local Court Support</b>          | <ul style="list-style-type: none"> <li>• Courts will be responsible for the following external user support areas:               <ul style="list-style-type: none"> <li>- Filing attorney logins/access for district and bankruptcy courts.</li> <li>- All procedural questions.</li> <li>- Any question about a case other than questions on “how-to” file a document. For example, When is a certain filing due? What should be filed in response to a...?</li> <li>- All data integrity questions.</li> </ul> </li> </ul>  |

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| <b>PSC Support for Public (Query only) Users</b> |   |
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| <b>General</b>                                   | <ul style="list-style-type: none"><li>• The CM/ECF application has been designed to accept current PACER logins and passwords for query access by the public.</li><li>• There is an 8 cent per page charge for accessing case information and documents through PACER..</li></ul>   |
| <b>Technical Support</b>                         | <ul style="list-style-type: none"><li>• The PSC is responsible for technical support. Questions ranging from general information to involved technical setup will be answered.</li><li>• Unresolved issues, data questions, or procedural questions should be directed to the appropriate court.</li><li>• The PSC web site will maintain a downloadable user manual and FAQs.</li><li>• Email questions are answered on a daily basis.</li><li>• Telephone support is offered from 8 am to 6 pm Central Time.</li><li>• The PSC will maintain a list of links to all CM/ECF sites.</li></ul> |