

UTILITIES MENU

Introduction

The **Utilities** feature (Figure 1) of the main menu bar provides the means for registered users to maintain their account information, view billing history, and view internet payment history.

Figure 1



Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the court and to view your billing history within ECF.

Maintain Your Address

Click the **Maintain Your Address** hyperlink to open the **Maintain User Account** information screen (Figure 2).

Figure 2

ECF Civil Criminal Query Reports Utilities

Maintain User Account

Last name First name

Middle name Generation

Gender ATY Type

Title

Bar number 345987 Registered Y Type aty

Prisoner id Add Headers to PDF Documents

Office

Unit

Address 1 (eg: 'P.O. Box 249')

Address 2 (eg: '1200 Elm St, NW')

Address 3

City State Zip

Country County

Phone Fax

Initials DOB Ssn4 End date

The **Maintain User Account** screen displays all of the registration information that is contained within the ECF database for your account with the court. It is important for you to keep this information up to date so that you can properly receive electronic notices.

Maintain Your Email

Selecting **Maintain Your Email** opens the screen shown in Figure 3A.

Figure 3A

ECF Civil Criminal Query Reports Utilities Search

Email Information for atty15

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: nicole_wilkens@dcd.uscourts.gov</p> <p>Secondary e-mail addresses: add new e-mail address</p> <p><input type="button" value="Submit all changes"/> <input type="button" value="Clear"/></p>	<input type="text"/>

ECF will email **NEFs** to parties based upon the information entered on this screen. Your email address should appear as the **Primary e-mail address** in Figure 3A. Perform the following steps to edit your email and configuration options:

- Click the hyperlink of your email address and a list of options appears. (Figure 3B)

Figure 3B

The screenshot shows the ECF interface for editing email information. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this, the page title is 'Email Information for atty15'. The main content area is split into two columns. The left column, titled 'Registered e-mail addresses', shows the primary email address 'nicole_wilkens@dcd.uscourts.gov' and a link to 'add new e-mail address'. At the bottom of this column are 'Submit all changes' and 'Clear' buttons. The right column, titled 'Configuration options', contains a text input field with the email address, followed by several radio button options: 'Should this e-mail address receive notices?' (Yes/No), 'How should notices be sent to this e-mail address?' (Per Filing/Summary Report), 'In what format should notices be sent to this e-mail address?' (HTML/Text), and 'Should this e-mail address receive general announcement notices from this court?' (Yes/No). Below these are a 'Show all cases for this e-mail address' button and a 'Case-specific options' section. This section has two sub-sections: 'Add additional cases for noticing' with a text input and a 'Remove selected cases' button; and 'These cases will send notice as a summary report. (alternate method)' with a text input and a 'Remove selected cases' button. There are also buttons to 'Change selected cases to notice as a summary report' and 'Change selected cases to notice per filing'.

- From the options listed, select how you wish to receive notices (per filing or summary report) and in which format you wish to receive them (HTML or text). However, **do not change the default options for:**
- *Should this email address receive notices?* (If switched to No, you will no longer receive any **Notices of Electronic Filing** at all).
- *Should this email address receive general announcement notices from this court?* (If switched to No, you will not receive announcements pertaining to system outages, rules changes, etc.).
- If you wish to receive email notifications in cases to which you are not a party, enter them in the text box titled **Add additional cases for noticing** (Figure 3B). When you are notified of activities in these cases, use your PACER account to view the filed documents.
- Make any other changes as necessary and click **[Submit all changes]**, OR proceed to the next section to add secondary email recipients to your ECF account.

Adding Secondary Email Recipients

Perform the following steps to add secondary email addresses for individuals (e.g., administrative assistants, paralegals, etc.) you wish to receive ECF notification of new case documents:

- From the screen shown in Figure 3A, click **add new e-mail address**.
- Enter the email address of the first individual you wish to receive ECF notices into the ***Configuration options*** box. Once the address is entered, a list of options appears for that addressee. (Figure 3B).
- From the options listed, select how you wish the recipient to receive notices (per filing or summary report) and in which format they should receive them (HTML or text). You may also select whether they should receive general announcement notices via email as well. However, **do not change the default options for:**
- *Should this email address receive notices?* (If switched to No, the recipient will not receive any ***Notices of Electronic Filing*** at all).
- If you wish for the secondary recipient to receive email notifications in cases to which they are not a party, enter the case number(s) in the text box titled ***Add additional cases for noticing***.
- To add another secondary email recipient, click **add new e-mail address** and set the options for that recipient as explained above. Repeat this step for as many secondary email recipients you wish to add to your ECF account.
- When all changes have been made, click **[Submit all changes]**.

Removing Secondary Email Recipients

Perform the following steps to remove an email recipient from your ECF account:

- Click on the hyperlink of the email you wish to remove and delete the email address from the ***Configuration options*** box.
- When all changes have been made, click **[Submit all changes]**.

After clicking **[Submit all changes]**, a new screen opens asking which cases are to reflect the updated information (Figure 3C). Make your selection and click **[Submit]**. ECF will notify you that your update was successful (Figure 3D).

Figure 3C

The screenshot shows the ECF system's 'Searching for existing Attorney Records' page. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities' menus, along with 'Search' and 'Logout' buttons. A question mark icon is in the top right corner. The main content area has the heading 'Searching for existing Attorney Records' and 'Select the cases to be updated'. It contains three paragraphs of cautionary text: the first states that modifications only apply to accessible cases; the second notes that name field changes apply to all accessible cases; the third explains that other field changes only apply to selected cases or all cases if 'Update All' is chosen. Below the text is a dropdown menu with three options: '*** Update All ***' (highlighted), '*** Update None ***', and '1:9-cv-4545 FUDD v. BUNNY (Defendant)'. At the bottom are 'Submit' and 'Clear' buttons, with 'Submit' circled in red.

Figure 3D

The screenshot shows the ECF system's confirmation page after updating a person record. The top navigation bar includes 'Civil', 'Criminal', 'Query', and 'Reports' menus. The main content area displays the following text: 'Updating person record...', 'Update Person Prid: 6976278', 'The update was successful... prid 6976278 - atty15', and 'The update was successful...'. Under the heading 'E-mail configuration:', it lists the primary e-mail address as 'nicole_wilkens@dcd.uscourts.gov' and provides details: 'This e-mail address will receive notices.', 'Notice will be sent to this address on a per filing basis.', 'Notice sent to this address will be formatted as HTML.', 'This e-mail address will receive general announcement notices from this court.', and 'This e-mail address will receive notices for all cases in which atty15 is a participant.' A link for 'View/Hide case list' is provided at the bottom.

Other Account Features

Also included under **Your Account** are the following features:

- **Change Client Code.**
- **Review Billing History** (displays PACER charges to your account for a selected date range).

Miscellaneous

ECF provides five **Miscellaneous** functions within the **Utilities** feature of the system.

- **Internet Payment History:** This feature displays all credit card payments (i.e., new case and appeal filing fees) made through ECF for a given date range.
- **Legal Research:** When you select this feature, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the internet.
- **Verify a Document:** Selecting this feature opens a query screen where you will enter data in the screen fields to locate a particular document attached to a specific case number.
- **Court Information:** This screen will display a wealth of court information including mailing address, PACER information and case flag definitions.
- **NextGen Release 1.1** Menu Items: This screen will allow you to see new features of the NextGen Release 1.1. of ECF, including changing your PACER exemption status, and linking a CM/ECF account to your PACER account.