

Case Management/Electronic Case Files
Access and Password Change Procedures

1. Visit the court's internet web site at www.wvnd.uscourts.gov and access the District CM/ECF Project page by following the link indicated below.

**United States District Court
for the Northern District of West Virginia**

Welcome to our web site.
We hope that the information provided on this site will be helpful and provide assistance
in many aspects of the operations of our Courts.

General Information

- Chambers Information
- Court Information
 - Clarksburg
 - Elkins
 - Martinsburg
 - Wheeling
- Employment Opportunities
- Jury Information
- Local Rules
- Maps
 - Court Locations
 - County Assignment Map
- Phone Book
 - Clarksburg
 - Elkins
 - Martinsburg
 - Wheeling
- Rates and Fees
 - New!**
Effective 2/7/05
- Government Holidays

Case Management
CM / ECF
Electronic Case Files

Other Links:

- [Probation Office, Northern District of West Virginia](#)
- If you select the links below, you will be leaving our web site. We do not control or guarantee the accuracy, relevance, timeliness or completeness of this outside information:**
- [Inside the Federal Courts](#) This is a web-based training program to educate you on how the courts work, how they are organized, and how they fit into the U.S. system of government. It also contains definitions and summarizes the Code of Conduct for Judicial Employees. Sponsored by the Federal Judicial Center.
- [Bankruptcy Court, Northern District of West Virginia](#)

New!
[Reappointment of Incumbent Magistrate Judge Notice](#)
Effective February 7, 2005
--Civil Filing Fee Increase to \$250.00

Effective January 1, 2005
--Civil Cover Sheet JS-44 revised - [Forms page link](#)
--PACER/RACER fee increases to \$.08 per page.

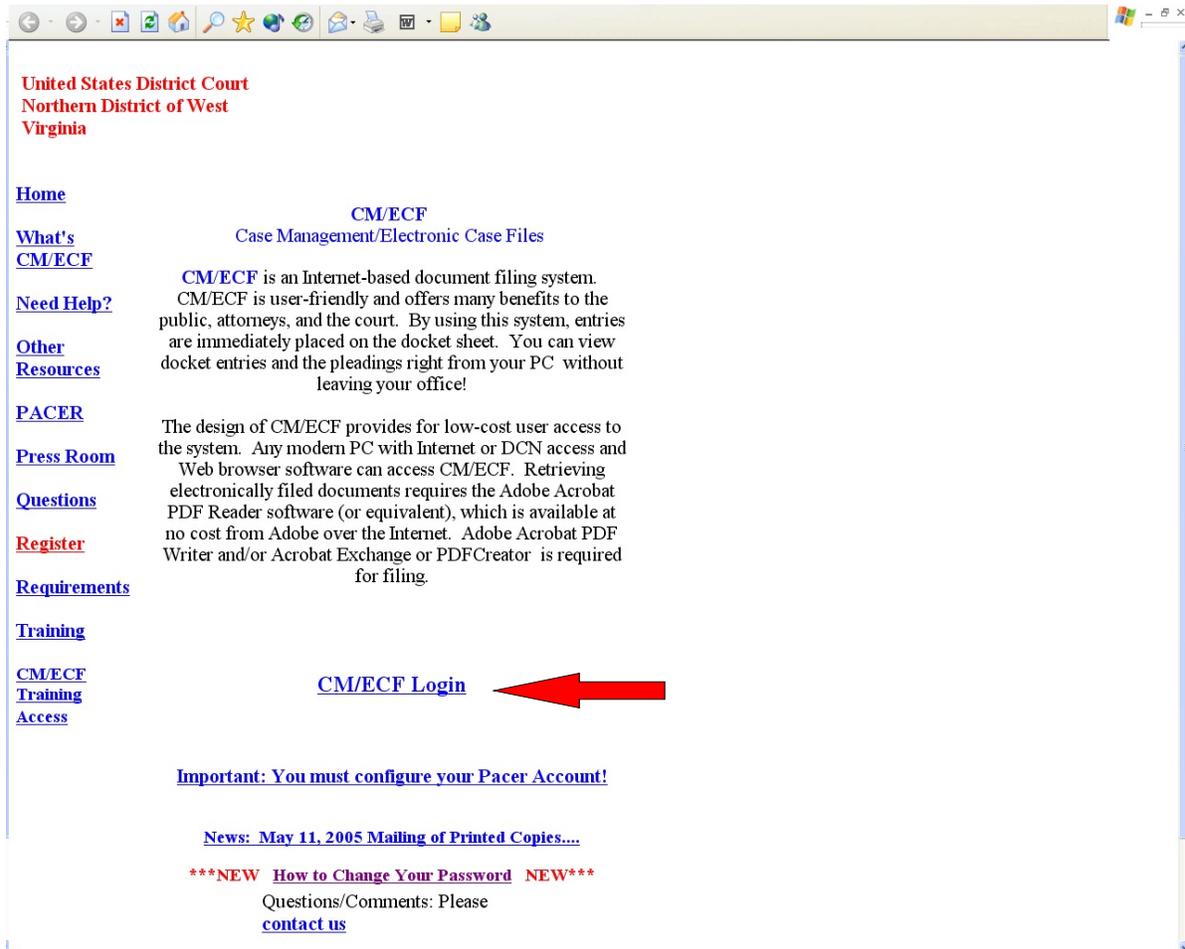
[November 1, 2004 - Credit Cards Accepted](#)

[Electronic Filing under E-Government Act](#)

New Address!
[Public Defender's Office](#)

[Court Opinions](#)

2. Access the live database following the link indicated.



The screenshot shows a web browser window with the following content:

**United States District Court
Northern District of West
Virginia**

[Home](#)

[What's
CM/ECF](#)

[Need Help?](#)

[Other
Resources](#)

[PACER](#)

[Press Room](#)

[Questions](#)

[Register](#)

[Requirements](#)

[Training](#)

[CM/ECF
Training
Access](#)

CM/ECF
Case Management/Electronic Case Files

CM/ECF is an Internet-based document filing system. CM/ECF is user-friendly and offers many benefits to the public, attorneys, and the court. By using this system, entries are immediately placed on the docket sheet. You can view docket entries and the pleadings right from your PC without leaving your office!

The design of CM/ECF provides for low-cost user access to the system. Any modern PC with Internet or DCN access and Web browser software can access CM/ECF. Retrieving electronically filed documents requires the Adobe Acrobat PDF Reader software (or equivalent), which is available at no cost from Adobe over the Internet. Adobe Acrobat PDF Writer and/or Acrobat Exchange or PDFCreator is required for filing.

[CM/ECF Login](#) ←

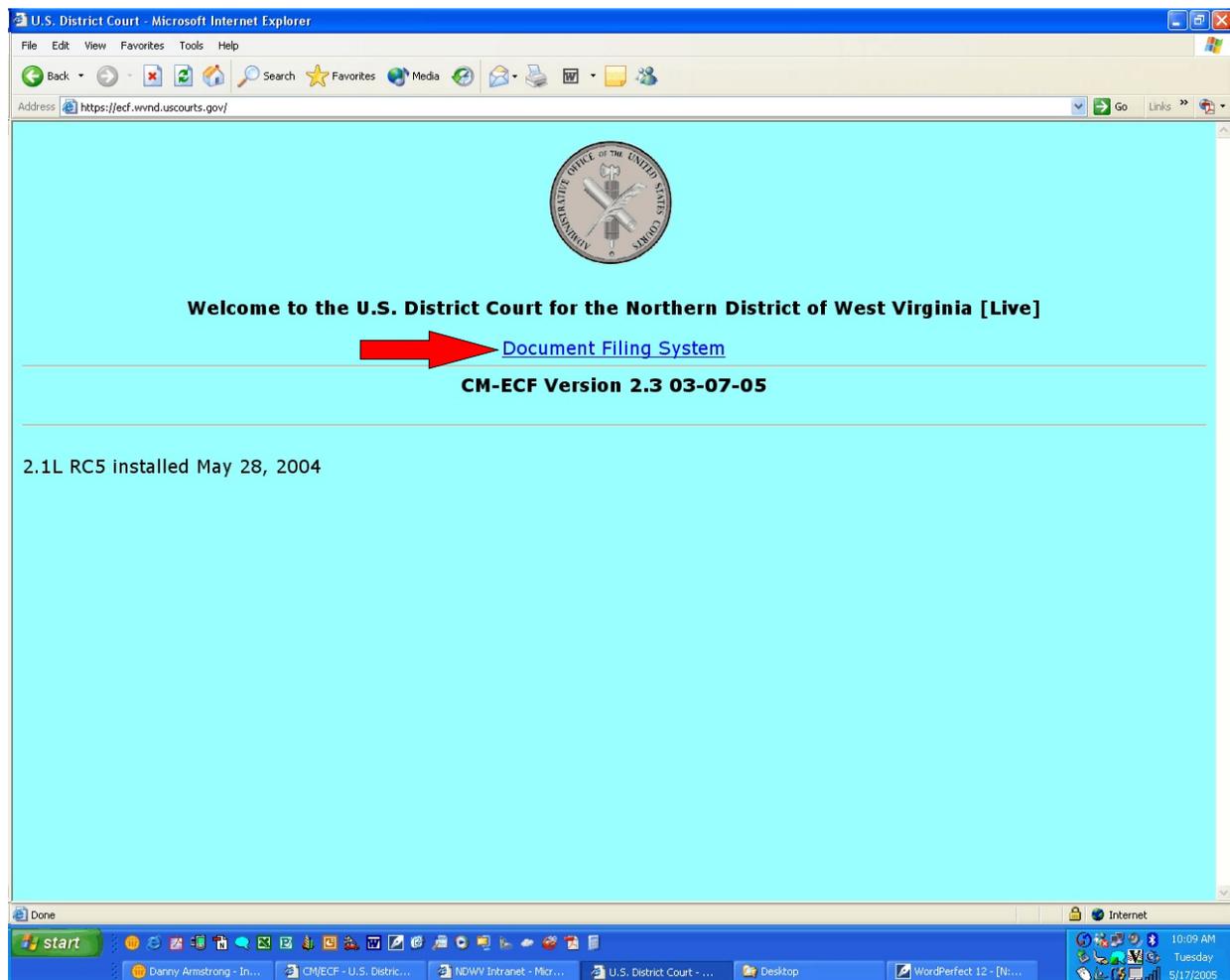
Important: You must configure your Pacer Account!

News: May 11, 2005 Mailing of Printed Copies...

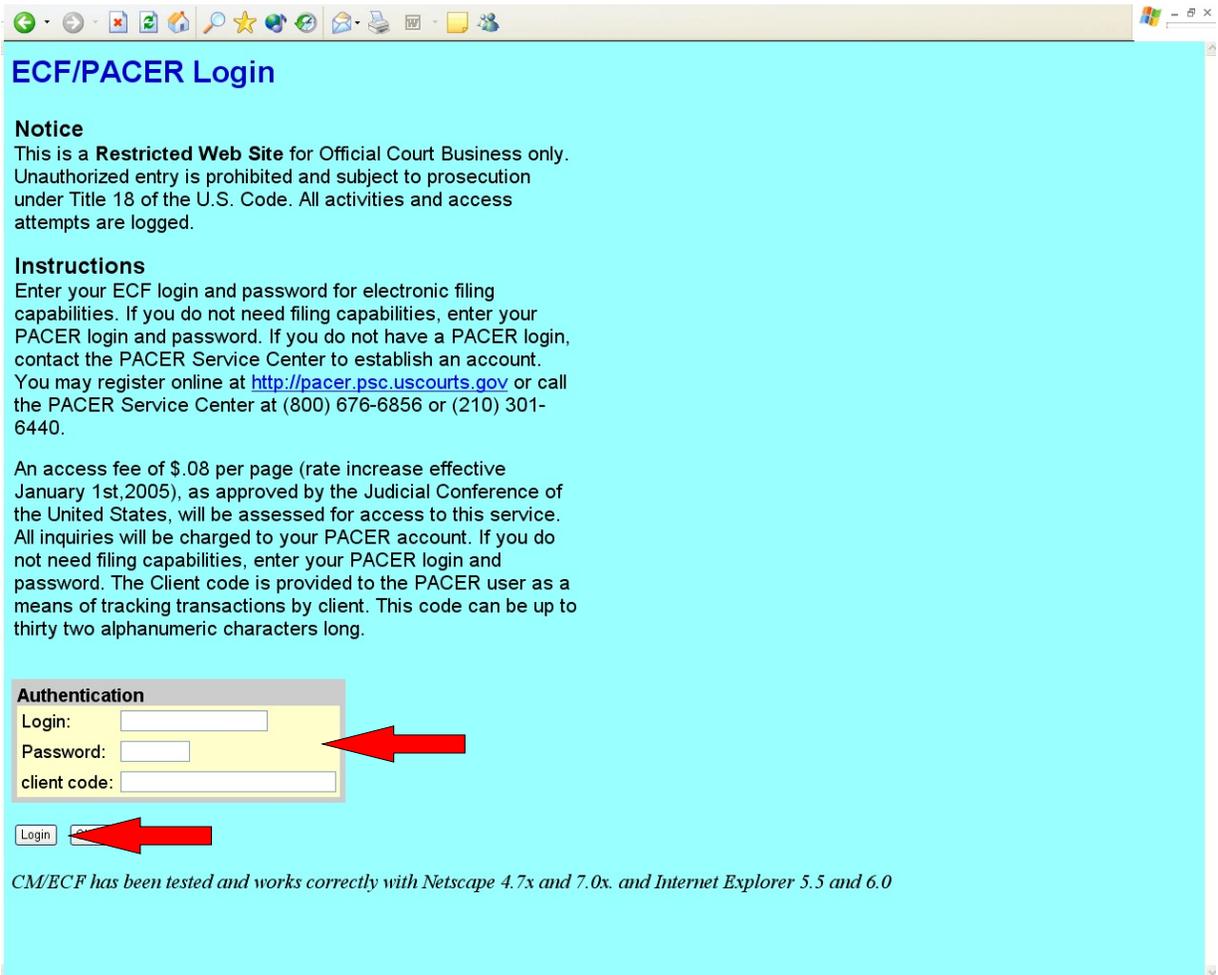
*****NEW [How to Change Your Password](#) NEW*****

Questions/Comments: Please [contact us](#)

3. Follow the link to the Document Filing System



4. Enter you Login: and Password: . Client code can be left blank for this purpose. In the future, when viewing documents or docket sheets where billing charges accrue, you can enter a client code in order to track charges for each client.
5. Press the Login button



6. Select the Utilities option on the Menu bar.

CM-ECF Civil Criminal Query Reports Utilities Logout



**U.S. District Court
Northern District of West Virginia [Live]
Official Court Electronic Document Filing System**

CM-ECF Version 2.3 03-07-05

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.

Welcome to the U.S. District Court for the Northern District of West Virginia [Live] Electronic Document Filing System. This page is for the use by attorneys and firms participating in the electronic filing system. The most recent version of the Netscape browser and the Adobe PDF reader can be obtained by selecting the Netscape/PDF Settings option listed below.

You should become familiar with the navigational capabilities of your Netscape browser. Most screen displays in this system are split to provide a small top frame for Netscape. Review Netscape's [frame](#) capability for new navigation tips.

[Netscape/PDF Settings](#)

Last login: 05-06-2005 16:41

10December2003

7. Select the Maintain Your Account link under the Your Account header.



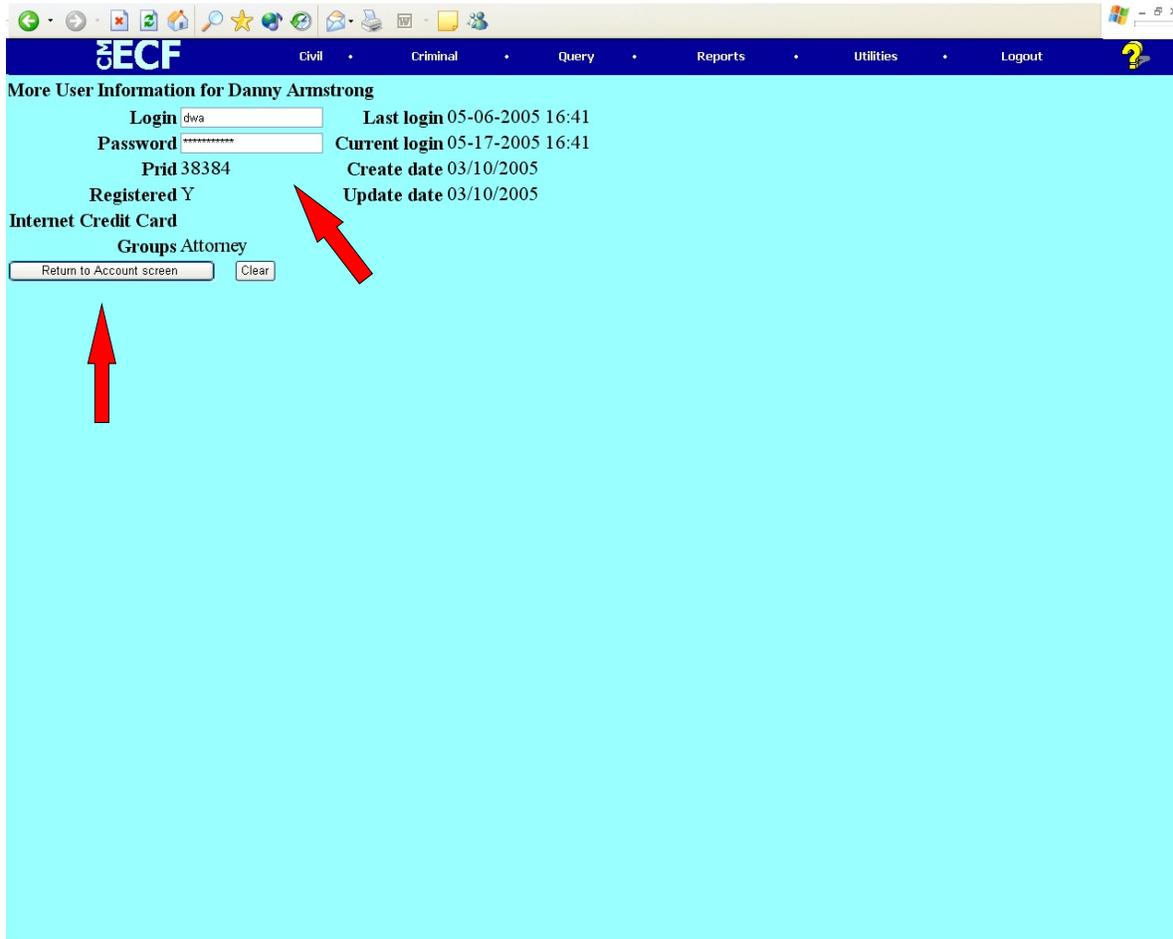
8. Review the data pertaining to you and make changes here as needed. This is critical since this is where the attorney data is stored that is presented on the docket sheets. To change your password, select the More user information button.

The screenshot shows a web browser window displaying the 'Maintain User Account' page for the ECF system. The page has a blue header with the ECF logo and navigation tabs for 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. The main content area is light blue and contains a form with the following fields:

- Last name: Armstrong
- First name: Danny
- Middle name: (empty)
- Generation: (empty)
- Gender: (dropdown menu)
- ATY Type: (dropdown menu)
- Title: (empty)
- Type aty: (empty)
- Bar number: (empty)
- Prisoner id: (empty)
- Office: (empty)
- Unit: (empty)
- Address 1: (empty)
- Address 2: (empty)
- Address 3: (empty)
- City: (empty)
- State: (empty)
- Zip: (empty)
- Country: (empty)
- County: (dropdown menu)
- Phone: (empty)
- Fax: (empty)
- Initials: (empty)
- DOB: (empty)
- AO code: (empty)
- End date: (empty)
- Civil ref style: (dropdown menu)
- Criminal ref style: (dropdown menu)
- Date sworn: (empty)
- Status: (dropdown menu)

At the bottom of the form, there are two buttons: 'Email information...' and 'More user information...'. A red arrow points to the 'More user information...' button. Below these buttons are 'Submit' and 'Clear' buttons.

9. Highlight the ***** in the Password box and type in your new password. There is an eight character limit for passwords. **Please do not change your Login.** The court established the user ID convention to manage the attorney database. Once you've entered your new password, press the Return to Account screen button.



10. Select the Email information button to verify your e-mail data and options. It is imperative to keep your e-mail address current since that data is used by the system to send out notices of electronic filing for court orders and service of process when attorneys file electronically.

The screenshot shows a web browser window displaying the ECF (Electronic Case Filing) system interface. The page title is "Maintain User Account". The navigation bar includes "Civil", "Criminal", "Query", "Reports", "Utilities", and "Logout". The form contains the following fields and options:

- Last name: Armstrong
- First name: Danny
- Middle name: [empty]
- Generation: [empty]
- Gender: [dropdown menu]
- ATY Type: [dropdown menu]
- Title: [empty]
- Type aty: [empty]
- Bar number: [empty]
- Prisoner id: [empty]
- Office: [empty]
- Unit: [empty]
- Address 1: [empty]
- Address 2: [empty]
- Address 3: [empty]
- City: [empty]
- State: [empty]
- Zip: [empty]
- Country: [empty]
- County: [dropdown menu]
- Phone: [empty]
- Fax: [empty]
- Initials: [empty]
- DOB: [empty]
- AO code: [empty]
- End date: [empty]
- Civil ref style: [dropdown menu]
- Criminal ref style: [dropdown menu]
- Date sworn: [empty]
- Status: [dropdown menu]

Buttons: "Email information...", "More user information...", "Submit", "Clear". A red arrow points to the "Submit" button.

11. Ensure your **Primary e-mail address** is correct. If not, change it as necessary. This is where you will update your e-mail address any time there is a change. You can also add additional e-mail addresses in the second box. Notice of Electronic Filing (NEF) will be sent to each e-mail address in this box in addition to your primary if both boxes are Xed below the **Send the notices specified below**. The **Send notices in each case in which I am involved** box must be Xed in order to receive NEFs in your cases. Remember however, the first person receiving the NEF to open the document uses the "free look". Everyone else will have to pay the \$0.08 per page fee. It would be good to establish a protocol in your office to make sure the "free look" is saved for future reference. You may choose to manage notification in the manner that works best for your office. Please see the tutorial training materials on the court's web site for additional information on other options on this screen. Once data is updated, press the **Return to Account screen** button

E-mail information for Danny Armstrong

Primary e-mail address myemail@isp.org

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

Format notices html format for Netscape or ISP e-mail service

text format for cc:Mail, GroupWise, other e-mail service

Return to Account screen Clear

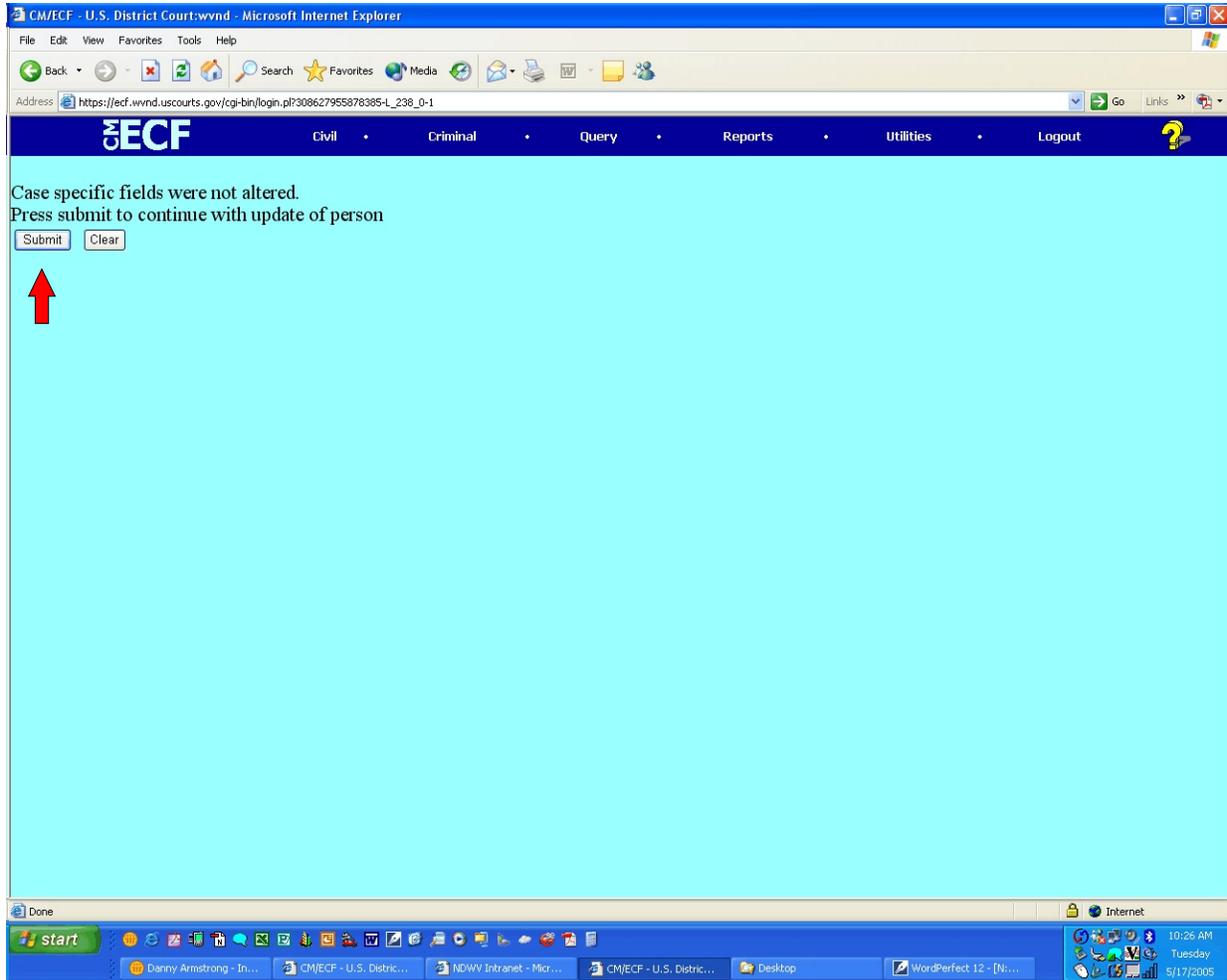
12. Now that you have entered the required data, you **MUST PRESS THE SUBMIT BUTTON TO UPDATE THE SYSTEM.** This is an important step. If you fail to press the Submit button, the entries you entered will be voided and the system will not update.

The screenshot shows a web browser window displaying the ECF system interface. The browser's address bar and toolbar are visible at the top. The page title is "ECF" and the navigation menu includes "Civil", "Criminal", "Query", "Reports", "Utilities", and "Logout". The main content area is titled "Maintain User Account" and contains the following fields:

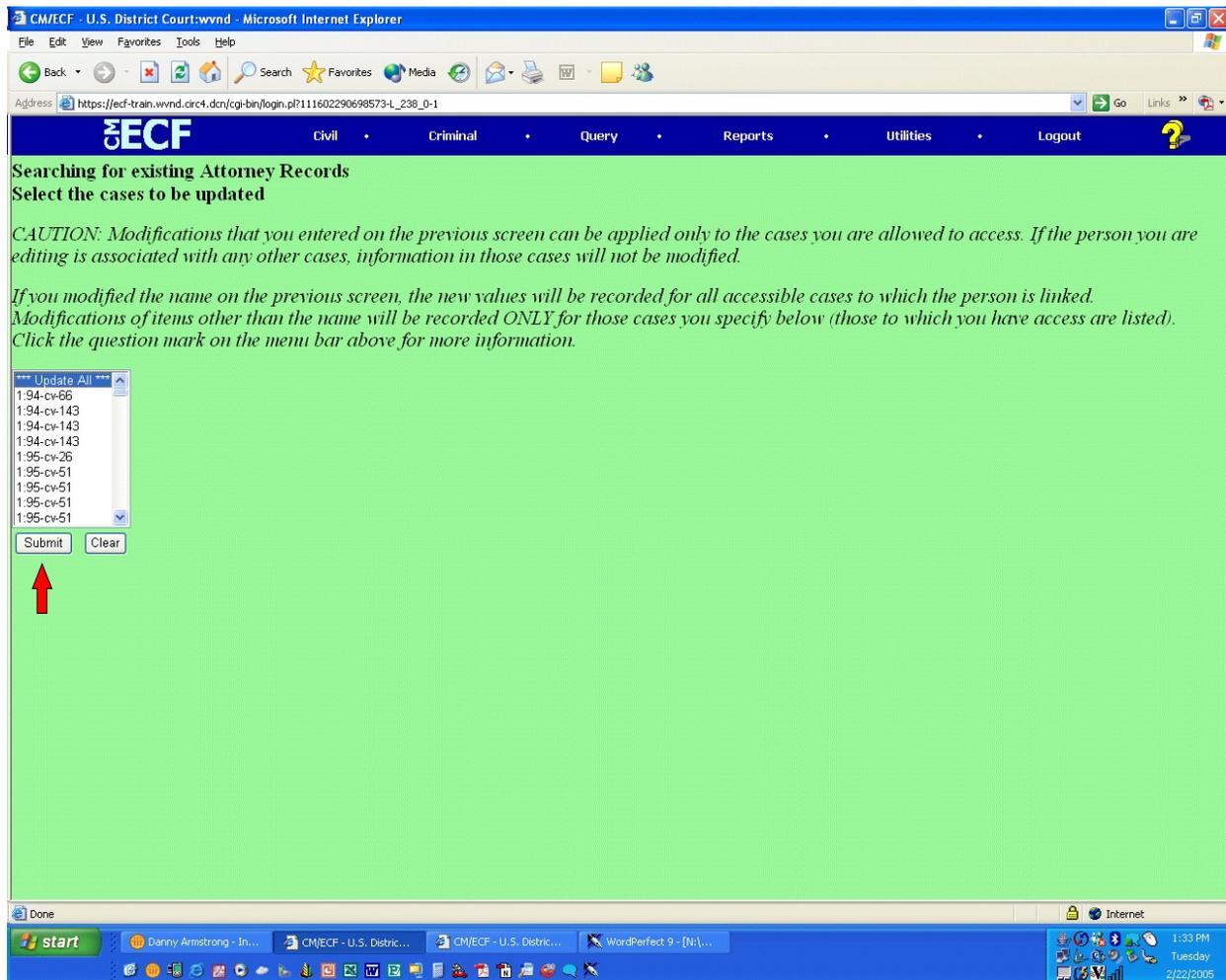
- Last name: Armstrong
- First name: Danny
- Middle name: [empty]
- Generation: [empty]
- Gender: [dropdown menu]
- ATY Type: [dropdown menu]
- Title: [empty]
- Type aty: [empty]
- Bar number: [empty]
- Prisoner id: [empty]
- Office: [empty]
- Unit: [empty]
- Address 1: [empty]
- Address 2: [empty]
- Address 3: [empty]
- City: [empty]
- State: [empty]
- Zip: [empty]
- Country: [empty]
- County: [dropdown menu]
- Phone: [empty]
- Fax: [empty]
- Initials: [empty]
- DOB: [empty]
- AO code: [empty]
- End date: [empty]
- Civil ref style: [dropdown menu]
- Criminal ref style: [dropdown menu]
- Date sworn: [empty]
- Status: [dropdown menu]

Below the form fields are two buttons: "Email information..." and "More user information...". At the bottom left, there are two buttons: "Submit" and "Clear". A red arrow points to the "Submit" button.

13. You may view the following screen. This is just verifying the attorney is not associated with any cases in CM/ECF.



14. If you are associated with cases, the following screen will appear verifying the cases. It is best to leave *****Update All**** selected. Doing otherwise risks not having all your case records updated with the proper information. Press the Submit button on this screen to complete the update process. (The next two screen shots were taken from our test database and therefore have a green background. The live database will function the same but have the previous blue background.)



15. The screen below will appear once the update is complete. **CONGRATULATIONS!!!** You have now successfully completed your first adventure in the wonderful world of E-filing. You can now log out of the system by pressing the Logout option on the menu bar.

