

# **NEXTGEN CM/ECF Version 1.7.1.1**

## **A Guide to Changes & Updates Available to Attorneys in the Middle District of Pennsylvania**



**November 2022**

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# 1 New Feature - Ability to View Multiple Documents and View All Attachments

## 1.1.1 Docket Sheet

A new option is available on the Docket Sheet selection criteria screen so that the user can determine whether to include attachments to filings when viewing, printing, or downloading one or more documents from a case.

Depending on the user type, the "View all attachments" option will be available under one or more selection criteria. PACER users will only see "View all attachments" under the "View multiple documents." Attorney users will see "View all attachments" under "View multiple documents" and "Create Appendix." When the "View multiple documents" option is selected users are allowed to select which documents they would like to view/download in a single request rather than each document individually.

The "View all attachments" option is presented only after one of the primary criteria is selected. The option for View all attachments will always include a reminder to the user "View all attachments - Selecting this option may result in a higher fee if additional data is returned."

### Public user "View all attachments" option for View Multiple Documents

#### Docket Sheet

Case number

Filed  to

Entered  to

Documents  to

Go to Document  or PageID

**Include:**

Parties and counsel

Terminated parties

List of member cases

Restricted entries

**Document options:**

View multiple documents

View all attachments - *Selecting this option may result in a higher fee if additional data is returned*

Sort by

## Attorney user “View all attachments” option for Create Appendix

Go to Document  or PageID

**Include:**

- Parties and counsel
- Terminated parties
- List of member cases
- Restricted entries
- Links to Notices of Electronic Filing

**Document options:**

- Include headers when displaying PDF documents
- View multiple documents
- Create Appendix
- View all attachments - *Selecting this option may result in a higher fee if additional data is returned*

Sort by: Oldest date first

When the "View all attachments" option is selected for one of the primary criteria, the Docket Report will expand any docket entry with one or more attachments to include checkboxes for the user to select individual attachments along with other docket events from the case.

## Sample selection available with “View all attachments” for View multiple documents (PACER users)

Date Filed	#	Select all / clear	Docket Text
10/25/2021	<a href="#">1</a>	<input type="checkbox"/>	<p>INDICTMENT as to John R Bell (1) count(s) 1-3. (Arunima, SysAdminMD) (Additional attachment(s) added on 10/25/2021: # <a href="#">1</a> Affidavit, # <a href="#">2</a> Civil Cover Sheet, # <a href="#">3</a> Exhibit, # <a href="#">4</a> Errata, # <a href="#">5</a> Appendix, # <a href="#">6</a> Supplement, # <a href="#">7</a> Supplement, # <a href="#">8</a> Appendix, # <a href="#">9</a> Appendix, # <a href="#">10</a> Errata) (Arunima, SysAdminMD). (Main Document 1 replaced on 10/25/2021) (Arunima, SysAdminMD). (Entered: 10/25/2021)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 0 Main Document 1 page 66.7 KB</li> <li><input type="checkbox"/> 1 Affidavit 1 page 594.4 KB</li> <li><input type="checkbox"/> 2 Civil Cover Sheet 1 page 66.8 KB</li> <li><input type="checkbox"/> 3 Exhibit 1 page 66.8 KB</li> <li><input type="checkbox"/> 4 Errata 1 page 13.5 KB</li> <li><input type="checkbox"/> 5 Appendix 1 page 66.7 KB</li> <li><input type="checkbox"/> 6 Supplement 1 page 66.8 KB</li> <li><input type="checkbox"/> 7 Supplement 1 page 17.6 KB</li> <li><input type="checkbox"/> 8 Appendix 1 page 3.4 KB</li> <li><input type="checkbox"/> 9 Appendix 1 page 66.8 KB</li> <li><input type="checkbox"/> 10 Errata 1 page 66.8 KB</li> </ul>
10/25/2021	<a href="#">2</a>	<input type="checkbox"/>	<p>MOTION for Bond by USA as to John R Bell (Attachments: # <a href="#">1</a> Affidavit, # <a href="#">2</a> Errata) (Arunima, SysAdminMD) (Entered: 10/25/2021)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 0 Main Document 1 page 66.7 KB</li> <li><input type="checkbox"/> 1 Affidavit 1 page 13.5 KB</li> <li><input type="checkbox"/> 2 Errata 1 page 30.1 KB</li> </ul>
10/25/2021	<a href="#">3</a>	<input type="checkbox"/>	ORDER denying <a href="#">2</a> Motion for Bond as to John R Bell (1). Signed by Albert A Alpha on 10/25/2021. (Arunima, SysAdminMD) (Entered: 10/25/2021)
10/25/2021	<a href="#">4</a>	<input type="checkbox"/>	MOTION to Bifurcate by USA as to John R Bell (Arunima, SysAdminMD) (Entered: 10/25/2021)
10/25/2021	<a href="#">5</a>	<input type="checkbox"/>	ORDER denying <a href="#">4</a> Motion to Bifurcate as to John R Bell (1). Signed by Albert A Alpha on 10/25/2021. (Arunima, SysAdminMD) (Entered: 10/25/2021)



Date Filed	#	Select all / clear	Sort Order	Docket Text
10/25/2021	<a href="#">1</a>	<input type="checkbox"/>		INDICTMENT as to John R Bell (1) count(s) 1-3. (Arunima, SysAdminMD) (Additional attachment(s) added on 10/25/2021: # <a href="#">1</a> Affidavit, # <a href="#">2</a> Civil Cover Sheet, # <a href="#">3</a> Exhibit, # <a href="#">4</a> Errata, # <a href="#">5</a> Appendix, # <a href="#">6</a> Supplement, # <a href="#">7</a> Supplement, # <a href="#">8</a> Appendix, # <a href="#">9</a> Appendix, # <a href="#">10</a> Errata) (Arunima, SysAdminMD). (Main Document 1 replaced on 10/25/2021) (Arunima, SysAdminMD). (Entered: 10/25/2021)
				<input type="checkbox"/> 0 Main Document 1 page 66.7 KB <input type="checkbox"/> 1 Affidavit 1 page 594.4 KB <input type="checkbox"/> 2 Civil Cover Sheet 1 page 66.8 KB <input type="checkbox"/> 3 Exhibit 1 page 66.8 KB <input type="checkbox"/> 4 Errata 1 page 13.5 KB <input type="checkbox"/> 5 Appendix 1 page 66.7 KB <input type="checkbox"/> 6 Supplement 1 page 66.8 KB <input type="checkbox"/> 7 Supplement 1 page 17.6 KB <input type="checkbox"/> 8 Appendix 1 page 3.4 KB <input type="checkbox"/> 9 Appendix 1 page 66.8 KB <input type="checkbox"/> 10 Errata 1 page 66.8 KB
10/25/2021	<a href="#">2</a>	<input checked="" type="checkbox"/>	<a href="#">1</a>	MOTION for Bond by USA as to John R Bell (Attachments: # <a href="#">1</a> Affidavit, # <a href="#">2</a> Errata) (Arunima, SysAdminMD) (Entered: 10/25/2021)
				<input checked="" type="checkbox"/> 0 Main Document 1 page 66.7 KB <input checked="" type="checkbox"/> 1 Affidavit 1 page 13.5 KB <input checked="" type="checkbox"/> 2 Errata 1 page 30.1 KB
10/25/2021	<a href="#">3</a>	<input checked="" type="checkbox"/>	<a href="#">2</a>	ORDER denying <a href="#">2</a> Motion for Bond as to John R Bell (1). Signed by Albert A Alpha on 10/25/2021. (Arunima, SysAdminMD) (Entered: 10/25/2021)
10/25/2021	<a href="#">4</a>	<input type="checkbox"/>		MOTION to Bifurcate by USA as to John R Bell (Arunima, SysAdminMD) (Entered: 10/25/2021)
10/25/2021	<a href="#">5</a>	<input type="checkbox"/>		ORDER denying <a href="#">4</a> Motion to Bifurcate as to John R Bell (1). Signed by Albert A Alpha on 10/25/2021. (Arunima, SysAdminMD) (Entered: 10/25/2021)

### Sample selection available with Create Appendix and “View all attachments (Attorney/filing users)”

Use of the Select clear links at the top of the Docket Sheet will clear all main documents and attachments when clicked. Users may unselect individual documents or attachments as appropriate.

In addition to providing users the ability to “View all attachments” when selecting View multiple documents or Create Appendix, users will be presented with a modified Document Selection Menu page when selecting a single docket entry with one or more attachments. By default, the main document and all attachments are selected, however, users may unselect one or more document or attachments. With this new selection option, the View All and Download All buttons have been relabeled as “View Selected” and “Download Selected”, (see image below).

### Document selection menu – defaults to all selected.

**Document Selection Menu**

Select the document you wish to view.

<b>Document Number:</b>	<input checked="" type="checkbox"/>	<a href="#">21</a>	1 page	8.9 KB
<b>Attachment</b>		<b>Description</b>	<b>Pages</b>	<b>Size</b>
<input checked="" type="checkbox"/>	<a href="#">1</a>	Exhibit A	1 page	32.0 KB
<input checked="" type="checkbox"/>	<a href="#">2</a>	Exhibit B	1 page	31.4 KB
<input checked="" type="checkbox"/>	<a href="#">3</a>	Exhibit C	26 pages	1.2 MB

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or  29 pages 1.2 MB

## 1.1.2 Written Opinions

A new option is available on the Written Opinions Report selection criteria screen so that the user can determine whether to include attachments to filings when viewing, printing, or downloading one or more documents from a case. A selection option to "View multiple documents" has been included. When "View multiple documents" is selected, users will also have access to the "View all attachments" option. The option for View all attachments will always include a reminder to the user "View all attachments - Selecting this option may result in a higher fee if additional data is returned."

### Selection screen for Written Opinions Report with View multiple documents selected.

The screenshot shows the 'Written Opinions Report' selection interface. It includes the following fields and options:

- Case Number:** Text input field.
- Last Name:** Text input field.
- First Name:** Text input field.
- Middle Name:** Text input field.
- Office:** Dropdown menu with 'TTSD' and 'San Antonio' options.
- Nature of Suit:** Dropdown menu with '0 (zero)' and '110 (Insurance)' options.
- Case Type:** Dropdown menu with 'Civil' and 'Criminal' options.
- Cause:** Dropdown menu with '0 (No cause code entered)' and '00:0000 (No Cause Code Entered)' options.
- Case Flags:** Dropdown menu with 'ARBITRATION' and 'CASE\_SEAL\_REVIEWED' options.
- Filed between:** Date range selection with '10/10/2021' and '11/9/2021' entered.
- Text Type:** Radio buttons for 'Summary text' (unselected) and 'Full docket text' (selected).
- Sort by:** Dropdown menu set to 'Case Number'.
- View multiple documents:** Checked checkbox.
- View all attachments:** Unchecked checkbox with a note: "View all attachments - Selecting this option may result in a higher fee if additional data is returned".
- Buttons:** 'Run Report' and 'Clear' buttons at the bottom left.

Use of the Select all/clear links at the top of the Written Opinions Report will include or clear all main documents and attachments when clicked. Users may unselect individual documents or attachments as appropriate.

**Written Opinions Report results with View multiple documents and View all attachments selected.**

Written Opinions Report					
U.S. District Court -- Administrative Office of the US Courts					
Filed Report Period: 11/4/2021 - 11/5/2021					
Case Number & Name:	Date Filed:	Doc. #	Select all / clear	Description:	Notes:
<a href="#">1:21-cv-20259</a> Bell v. Fox	11/04/2021	<a href="#">1</a>	<input checked="" type="checkbox"/>	MEMORANDUM AND OPINION. Signed by Albert A Alpha on 11/4/2021. (Attachments: # <a href="#">1</a> Appendix, # <a href="#">2</a> Exhibit) (Arunima, SysAdminMD)	Office: San Antonio NOS: Social Security: HIA Cause: 42:206 Social Security Benefits
			<input checked="" type="checkbox"/>	0 Main Document 1 page 66.8 KB	
			<input checked="" type="checkbox"/>	1 Appendix 1 page 66.9 KB	
			<input checked="" type="checkbox"/>	2 Exhibit 1 page 66.8 KB	

Total number of opinions reported:1

or

## 2 Special Characters in First, Middle or Last Name Fields including Corporate Parent or Attorneys Names

When adding a new party, attorney, or a corporate parent to CM/ECF, the following special characters **cannot** be used, the system will reject it. Please contact your

- \* (asterisk)
- \$ (dollar sign)
- { (opening curly bracket)
- } (closing curly bracket)
- | (pipe)
- % (percent sign)
- “ (double quote)
- ` (backtick)
- \ (backslash)

### 3 New Feature - Utility Function – Check PDF Document

A new utility which enables filers to verify that a PDF document will be accepted when filing in CM/ECF. The utility will be available to filers on the menu under Utilities – NextGen Release 1.7 Menu Items. Users will be prompted to upload a PDF file and click “Next” to begin the verification process.

#### Check PDF Document

PDF File :  No file selected.

#### Success Message

**The PDF document meets all CM/ECF requirements.**  
The document you submitted is in PDF format.

[Return to Check PDF Document](#)

#### PDFs with the following content will be rejected:

- Does not comply with PDF format standards.
- Contains JavaScript.
- Encrypted or password protected.
- Contains scripts which can launch an external application.
- Contains internal attachments.
- Contains audio and video content.
- Created with Mac OS X using a fillable form in the Safari browser.
- Created with Mac OS X using MS Word and selecting the option, “Best for printing”.