Fifth Circuit U.S. Court of Appeals General Information

1. Users are required to acknowledge their compliance with redaction rules. Each time you log in, you must provide that acknowledgment by single clicking the checkbox above the login/password authentication box.

If this checkbox is not checked, you will not be able to proceed even if you enter your login and password correctly.

Appellate CM/ECF Login

Notice

This is a R	estricted Web Site f	or Official Court Business only. Unauthorized entry is prohibited
and subject		Title 18 of the U.S. Code. All activities and access attempts are
logged.	Single click the	
	checkbox to	
IMPORT	acknowledge	EDACTION RESPONSIBILITY: All filers must redact:
Social Sec	redaction rules.	fication numbers: dates of birth: names of minor children: financial
account nu		cases, home addresses in compliance with Fed R. App. P. 25
(a)(5). Fed	Civ. P. 5.2. Fed.	R. Crim. P. 49.1. or Fed. R. Bankr. P. 9037. This requirement
applies to	Il documents includin	g attachments
appace		5
(D)unders	stand that, if I file, I m	ust comply with the redaction rules. I have read this notice.
Authenti	ication	
Login		Enter your login and password.
Login.		Enter a client code if desired, it is used for your PACER access while
Passw	ord:	logged in to CM/ECF (if you use any).
Client	Code:	
	.ogin Clear	
CM/ECF ha	s been tested succes	sfully using Firefox 3.0, and Internet Explorer 6 and 7, as
representat	ive browsers. Other bro	owsers and browser versions may work, as well. All testing was
performed u	ising the Sun Java Plu	a-In version 1.6

2. Enter your login, password and client code (if desired). Click Login.



While Java loads you will see an indicator in the box on the upper portion of the screen. Very shortly thereafter, the main CM/ECF page will open in another screen. It is called the **Startup Page**.



Note: if you attempt to close the Internet browser screen (or tab) you will be kicked out of CM/ECF. You will receive a confirmation message, but if you continue past that and click **OK**, CM/ECF will be gone. If you were filing a document but had not finished, your work would be lost.



If you did not intend to leave CM/ECF, click **Cancel**.

🕵 Startup Page

Docketing Reports Utilities Logout Help





U.S. Court of Appeals CM/ECF Official Attorney Electronic Document Filing System

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 Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571.

Welcome

Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu.

Last login Nov 17, 2009 10:17:59 AM CST

<u>Menu Options</u>	Click the menu item, and then make a selection from the
	drop-down list that displays.

Docketing Select **File a Document** to upload a document and indicate what type of filing it is.

Docketing	Reports	Utilities	Logout	Help
File a Document				

If you select **Docketing** and **File a Document** from the menu again after selecting a case, you will be asked to confirm that you want to start over. Whatever you were doing will be cancelled. This check is made so that one docketing session is in effect for a user at a time.

Confirm	Closing Existing Docketing Frame	BX
2	Do you want to close current docketing frame and open a new one?	
	WARNING: by selecting Yes, on-going docketing process will be cance	elled!
	<u>Y</u> es <u>N</u> o	

Answer **Yes** if you want to cancel and start over (the **Cancel** button would give you the same result). Answer **No** if you wish to continue with your transaction.

Reports Select **PACER Report** to search for cases, parties, etc. This option takes you to the main case search page for PACER in the Fifth Circuit.

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	PACER	Report		

Court Home	Case Search	<u>Calendar</u>	<u>Opinions</u>	Orders/Judgments	Billing Histo	ry		Logout	<u>H</u>
		С	ase Numbe	er/Range:	*.#### ##				1
			Party/.	Attorney: Party	Last, First				3
				Advanced S Search C	earch				Ś
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	PACERS	Service Cent	er Maria	<u>New Login</u>		hange Client	<u> </u>	ontact Us	5

Utilities

Select **Update My Account** to provide updated address/contact information to the court through the PACER Service Center. This option takes you to a screen with the information we have on file for you. If you need to update

General Information

any portion of it, click **Edit My Information** to provide the update through the PACER Service Center.

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		Update	Му Ассоц	int

Logout Select Logout CM/ECF to leave the application.

Docketing	Reports	Utilities	Logout	Help
			Logout	CM/ECF

HelpSelect Help to access general information about the CM/ECFapplication.

Docketing	Reports	Utilities	Logout	Help	
				Help	
				Abou	ut CM/ECF

The **About CM/ECF** link provides information about the version of CM/ECF that is running. You should not need this information.

Login Details

'Must Enable Cookies' message

There is a bug in the current version of the system that you will notice if you remain on the login screen (without entering a login, password) more than 1 minute. When you do attempt to log in, you'll get an error that says "You must enable cookies to use this system" even if you do have cookies enabled. If you try the login a second time it will work. This bug will be fixed in early 2010.

Failed Attempts

If you try to login and fail 5 times (because you've forgotten your login or password, etc.) your account will be locked. After 10 minutes you can try

again. If this happens to your repeatedly, contact the PACER Service Center for assistance in resetting your password.

Timeout

If you are logged in to CM/ECF, but are idle for 60 minutes, a popup warning will appear on your screen. The warning will remain for 10 minutes. After that time, if you have not begun work on the system again you will be automatically logged out. Your account will not be locked however and you can log back in when necessary.