

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 **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to Title 18 of the U.S. Code. All activities and access attempts are logged.

IMPORTANT REDACTION RESPONSIBILITY: All filers must redact: Social Security numbers; identification numbers; dates of birth; names of minor children; financial account numbers; home addresses, in compliance with [Fed. R. App. P. 25 \(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Authentication

Login:
Password:
Client Code:

Login

Clear

CM/ECF has been tested successfully using Firefox 3.0, and Internet Explorer 6 and 7, as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Sun Java Plug-In version 1.6.

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



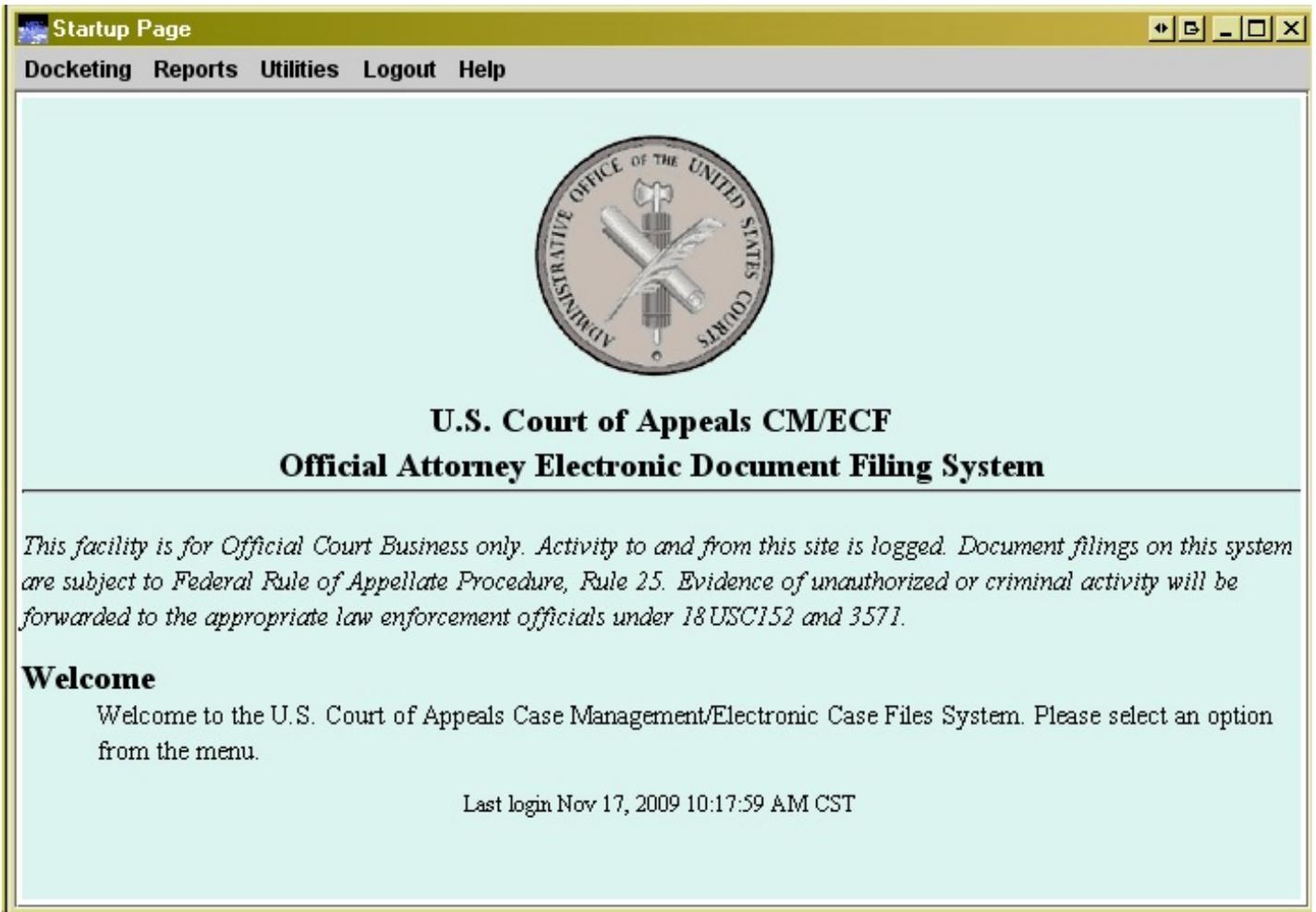
While Java loads you will see an indicator in the box on the upper portion of the screen. Very shortly thereafter, the main CM/ECF page will open in another screen. It is called the **Startup Page**.



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**.



Menu Options

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.



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

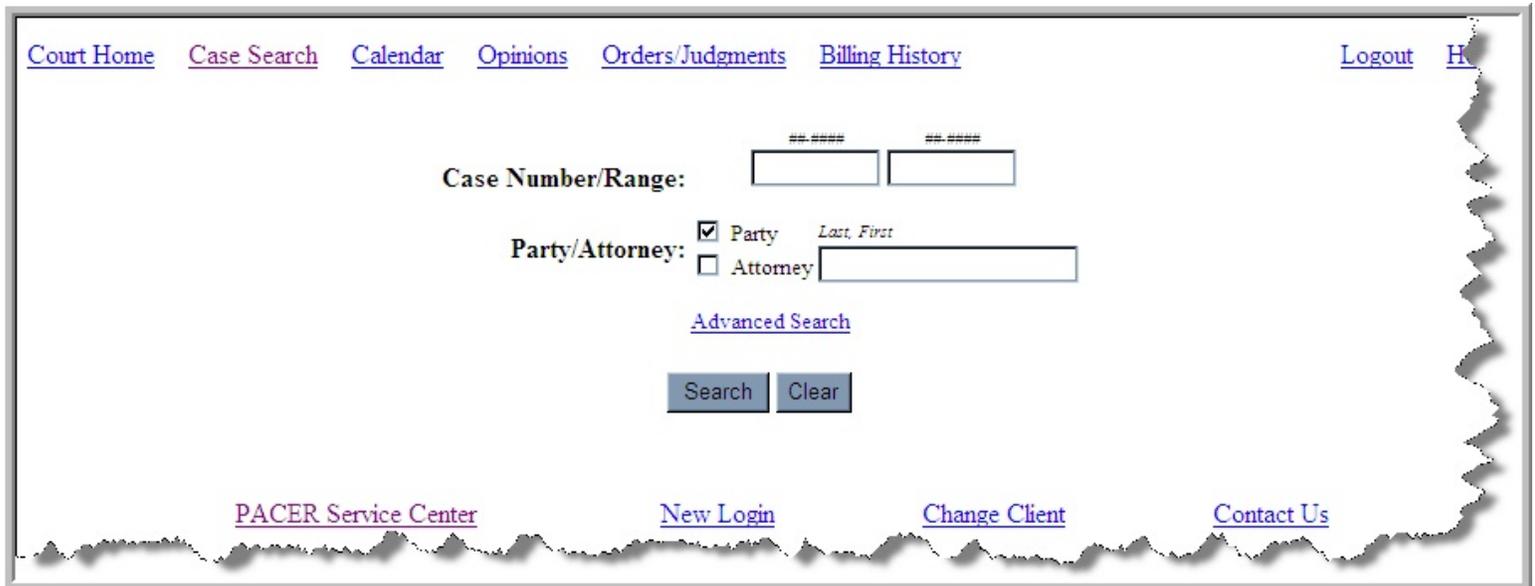
cancelled. This check is made so that one docketing session is in effect for a user at a time.



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.



Utilities

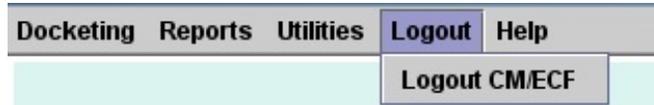
Select **Update My Account** to provide updated address/contact information to the court through the PACER Service Center. This option takes you to a screen with the information we have on file for you. If you need to update

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



Logout

Select **Logout CM/ECF** to leave the application.



Help

Select **Help** to access general information about the CM/ECF application.



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 you 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.