What is CM/ECF?

Case **M**anagement / **E**lectronic **C**ase **F**iles is a convenient new automated case management and docketing system specifically for the federal courts. CM/ECF allows the Court to manage documents electronically; to provide 24-hour desktop access to court files by judges, court staff, the bar and the public; and to accept filings over the Internet.

Why Develop a New Case Management System?

- Because existing case management systems are aging and will soon exceed their projected life-spans
- Because the database program underlying existing systems is no longer supported by its manufacturer and is increasingly difficult and expensive to maintain
- To offer court enhanced capabilities using updated technology -- the existing ICMS system was not designed to take advantage of Windows, Internet, or E-mail!

What are Electronic Case Files?

Electronic case files are documents stored in electronic format instead of paper. Documents can be created electronically by parties and court staff, or paper documents can be scanned.

The CM/ECF system accepts and stores documents in Portable Document Format (PDF). PDF retains the way a document looks, so pages, fonts and other formatting are preserved. Most documents converted to PDF are text searchable, and once they have been submitted to the Court, they cannot be altered.

What Training Opportunities Will be Provided?

- Hands on classroom training with CLE Credit
- Remote training at law offices
- Computer Based Training (CBT)
  ***see Court Web Site* — www.arwd.uscourts.gov**
- A "training" version of CM/ECF is available at our web site — follow the links to the "CM/ECF Training Database," then click on **"Document Filing System."**
  Login as: **atty1** *(if in use, try atty2, atty3, etc.)*
  Password: **train**
  Client code: *(optional — use your initials)*
  Note: Since this is a shared training login, some features are disabled.

What Equipment Do I Need?

Required	Recommended
A Windows-based or Macintosh-based personal computer	Pentium PC or Mac G3 with 256 MB RAM or higher
Internet Access	Access speed of 56K or higher
A browser, such as Netscape, Internet Explorer, or Firefox	Netscape 4.79 or higher, Internet Explorer 5.5 or higher, Firefox 1.0 or higher
(Browser Must be JavaScript-enabled)	
Adobe Acrobat Writer* (or software capable of **creating** PDF files)	Adobe Acrobat Writer 5.0 or higher *[visit www.pdfstore.com for alternative software]*
A PDF-compatible Word Processor	WordPerfect 6 or higher, Microsoft Word, OpenOffice
	A scanner, if filing documents that are not in your wordprocessor
A **PACER** account is required for viewing some case information or PDF documents — visit **http://pacer.psc.uscourts.gov** to register!	
PDF creation is only required if filing — For viewing only, Acrobat ***READER*** will suffice (a free download). Visit **http://www.adobe.com**	

What Does CM/ECF Offer?

- User friendly screens for data entry
- Easier retrieval of case information
- Generation of reports from a single system
- Extensive case management reports
- Faster Performance

What are the Benefits of CM/ECF?

- 24-hour access to case files from any location over the Internet
- Ability to file pleadings electronically
- Docketing as a by-product of electronic filing
- Court dockets are immediately updated and available to all users
- Concurrent access to case files by multiple users
- Immediate e-mail notification of case activity to parties and court staff
- Electronic notice of filing with a hyperlink to an electronic document
- Ability to download and print documents directly from court system
- Reduces need for physical file space
- Enhances public access to court records
- Improves document security
- Savings in time and expenses
  No couriers - No postage - No copies

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF ARKANSAS

Jimm Larry Hendren
Chief United States District Judge

Christopher R. Johnson
Clerk of Court

John R. Stauffer
Mary Sue Jones
Dale Wellman
Project Leaders

Phone: 479-783-6833

E-mail: CMECFinfo@arwd.uscourts.gov

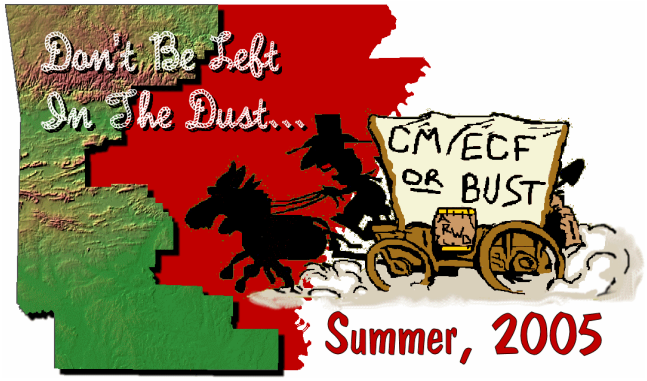
Where do I find more CM/ECF information?

www.arwd.uscourts.gov

Case Management

CM / ECF

Electronic Case Files



United States District Court
Western District of Arkansas