



CM/ECF NOTICES

Redaction Responsibility

November 14, you will see a new redaction message on the CM/ECF login screen. This message will include hyper links to Fed. R. Civ. P. 5.2 and Fed. R. Crim. P. 49.1 that address federal redaction requirements. When logging in to CM/ECF you will be required to check a box to acknowledge that you must comply with the redaction rules and that you have read the notice. In addition, the reminder question "Have you redacted?" will be appear on all final filing screens.

Scanner Settings

The National Archives and Record Administration has published higher standards for scanning resolution, which better support archival preservation. Attorney filers are requested to use a scanner setting of 300 pixels per inch (ppi) or higher when filing scanned documents.

RECAP Software

The court would like to make CM/ECF filers aware of certain security concerns relating to a software application or "plug-in" called RECAP, which was designed by a group from Princeton University to enable the sharing of court documents on the Internet.

Once a user loads RECAP, documents that he or she subsequently accesses via PACER are automatically sent to a public Internet repository. Other RECAP/PACER users are then able to see whether documents are available from the Internet repository. RECAP captures District and Bankruptcy Court documents, but has not yet incorporated Appellate Court functionality. At this time, RECAP does not appear to provide users with access to restricted or sealed documents. Please be aware that RECAP is "open-source" software, which can be freely obtained by anyone with Internet access and modified for benign or malicious purposes, such as facilitating unauthorized access to restricted or sealed documents. Accordingly, CM/ECF filers are reminded to be diligent about their computer security practices to ensure that documents are not inadvertently shared or compromised.

The court and the Administrative Office of the U.S. Courts will continue to analyze the implications of RECAP or related-software and advise you of any ongoing or further concerns.

January 30, 2007 - NOTICE TO COUNSEL RE: SUBMITTING PROPOSED ORDERS PURSUANT TO LOCAL RULE 5-137(b) THAT CONTAIN TABLES/CELL FORMATTING IN THE DATE AND SIGNATURE PORTIONS OF DOCUMENTS - It has come to the court's attention that many firms and attorneys are formatting the date and signature portions of proposed orders using table/cell features of Word or WordPerfect. The use of cells creates problems for the court when using electronic signatures and it creates additional problems when the court publishes the documents to PDF format for posting to the docket. Counsels are advised that table/cell

formatting in the date and signature portions of proposed orders should be avoided when submitting them to the court. Counsel are further advised that, in the future, the use of table/cell formatting in the date and signature portions of your proposed orders may cause your document(s) to be returned unsigned and/or unprocessed. Any questions or inquiries should be directed to the Clerk of Court.

October 28, 2005 - File Size Limit - The file size limitation has increased from 2.5 to 5.0 megabytes per attachment. The recommended maximum number of attachments is 10 with no more than 25 megabytes for the entire transaction.

August 15, 2005 - Electronic Signature - Your signature on an electronically filed document is indicated by /s/ First Name-Last Name, or on a scanned document, as a facsimile of the original, in combination with your login and password (Local Rule 7-131(c)). DO NOT file unsigned documents.

July 1, 2005 - Proposed Orders - Proposed orders are required to be submitted to the court as follows (Local Rule 5-137(b)):

1. Lodged via ECF as a **Proposed Order** or **Stipulation and Proposed Order**, thereby effecting service on all other parties; and
2. Submitted via e-mail in either Word or WordPerfect format to the appropriate judge at the address listed on the court's website, with the words "Proposed Order" in the e-mail subject line.