



UNITED STATES DISTRICT COURT
District of Rhode Island

**TIPS FOR MEDIA CM/ECF ACCOUNT
HOLDERS**

MAY, 2015

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INTRODUCTION

The United States District Court for the District of Rhode Island will issue read-only Electronic Case File (CM/ECF) accounts to members of the press who register with the Court for a login and password. This access to the Court's CM/ECF system enables a reporter to receive e-mail notifications to their individual e-mail account when a document is filed in a case that he or she may choose to follow.

USER RESPONSIBILITIES

In accordance with the Electronic Public Access Fee Schedule for the United States Courts, public access to court electronic records (PACER) fees will apply, currently at 10 cents per page (with a maximum charge of \$3.00 per case-related document). All media users shall agree to abide by all Court rules, orders, policies and procedures governing the use of electronic case system. Media members must protect the security of their login and password and immediately notify the Clerk's Office if they learn that their login and password credentials have been compromised or upon their resignation or transfer to a different place of employment.

Media users agree not to disseminate any information contained in any notices or documents received in error, in particular any notices or documents concerning a sealed matter. The recipient shall notify the Clerk's Office immediately and delete such notices or documents received in error.

Media users understand that the Court reserves the right to grant, deny, or withdraw access to the Court's CM/ECF system at any time without advance notice. Any violation of this agreement may result in court-imposed sanctions.

APPLICATION

Members of the media may register with the Court for CM/ECF Media Access by completing the Court's Media Registration for CM/ECF Access to Cases of Interest Form. Once the registration is approved, a confirmation e-mail will be sent from the Court, which will include the login and password credentials. The application is available on the Court's website at <http://www.rid.uscourts.gov/sites/rid/files/documents/media/MediaTips.pdf>

In addition to completing the above application, members of the media must also register **for a PACER account at** <http://www.pacer.psc.uscourts.gov>. (PACER, which stands for Public Access to Court Electronic Records, is the federal judiciary's electronic public access service that allows users to obtain case and docket information from federal courts via the Internet.

ACCESSING CM/ECF

Once a login and password is issued, the account holder may go to the Court's website at www.rid.uscourts.gov, click on *the CM/ECF Quick Link*, then click on *Login to CM/ECF*.

CASE MANAGEMENT/ ELECTRONIC CASE FILES (CM/ECF)

The Case Management/Electronic Case Files (CM/ECF) system is the Federal Judiciary's comprehensive case management system for all bankruptcy, district and appellate courts. CM/ECF allows courts to accept filings and provide access to filed documents over the Internet. CM/ECF keeps out-of-pocket expenses low, gives concurrent access to case files by multiple parties, and offers expanded search and reporting capabilities. The system also offers instantly updated dockets and immediate online access to new filings, which can be downloaded and printed directly from the court system. Please click on the area of interest below for further details.

- [Electronic Filing of Civil Complaints](#)
- [Login to CM/ECF](#)
- [Register for an ECF Filing Account](#)
- [Register for a PACER Account](#)
- [Forgotten Login/Password?](#)
- [Rules](#)
- [Training Resources](#)
- [General Information & Resources](#)
- [Help](#)

Enter a valid login and password in the yellow Authentication box. Although media users will not be able to file documents, all users must check the box regarding the redaction rules to complete the login process.

CM/ECF Filer or PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18. Attempts are logged.

Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:

Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view

If you have trouble viewing a document:

After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at

If you forgot your District of Rhode Island CM/ECF filer password, you can request a password reset [here](#)

Authentication

Login:

Password:

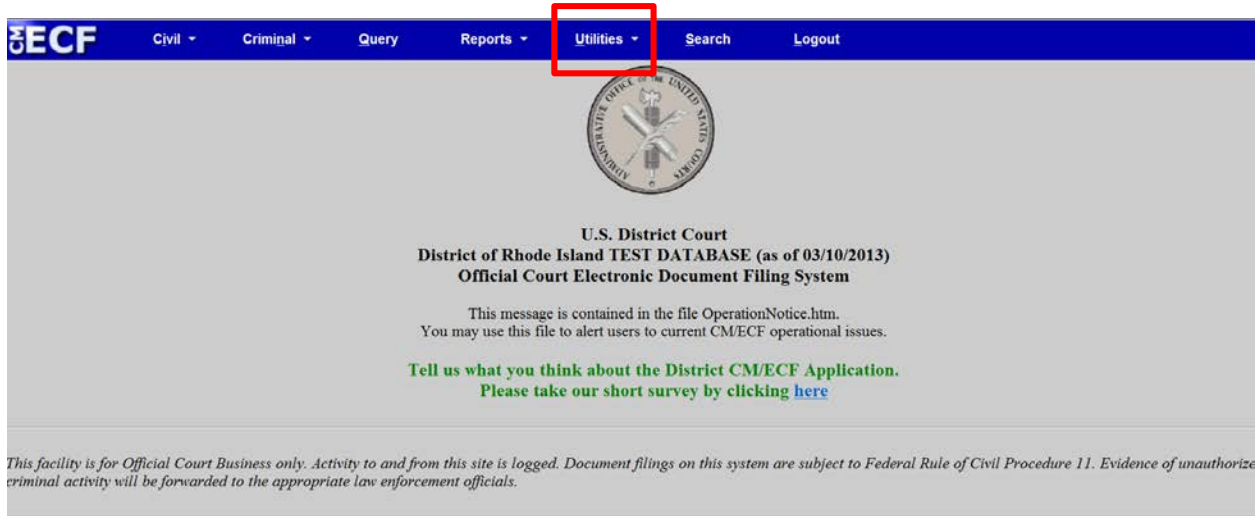
client code:

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

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security numbers; names of minor children; financial account numbers; and, in criminal cases, home addresses. See [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

CONFIGURATION OPTIONS

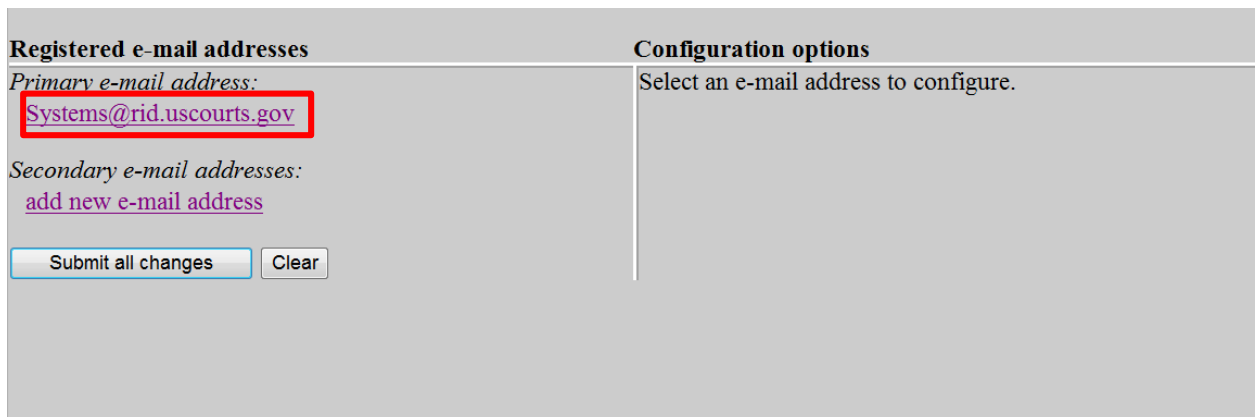
After logging into the CM/ECF system you will be on the landing page with a dark blue tool bar across the top. Click on the **Utilities** option from the dark blue tool bar.



Click on the **Maintain your E-mail** menu option under the **Your Account** heading.



Click on the **Primary e-mail address** located on the left side of the split screen.



To change the e-mail address, type over the current address. Remember to click on “Submit all changes” to complete the transaction.

Registered e-mail addresses
Primary e-mail address:
Systems@rid.uscourts.gov
Secondary e-mail addresses:
[add new e-mail address](#)

Configuration options
Systems@rid.uscourts.gov
Should this e-mail address receive notices? Yes No
How should notices be sent to this e-mail address? Per Filing Summary Report
In what format should notices be sent to this e-mail address? HTML Text
Should this e-mail address receive general announcement notices from this court? Yes No

Case-specific options
Add additional cases for noticing

These cases will send notice *per filing*. (default method)
1:12-cv-00128-M-LDA Danowski v. Mortgage Electronic Registration Systems, Inc et al (interest)

These cases will send notice *as a summary report*. (alternate method)

The system permits users to customize how and when to receive e-mail notices. These questions appear below the user’s e-mail address:

Registered e-mail addresses
Primary e-mail address:
Systems@rid.uscourts.gov
Secondary e-mail addresses:
[add new e-mail address](#)

Configuration options
Systems@rid.uscourts.gov
Should this e-mail address receive notices? Yes No
How should notices be sent to this e-mail address? Per Filing Summary Report
In what format should notices be sent to this e-mail address? HTML Text
Should this e-mail address receive general announcement notices from this court? Yes No

- Should this e-mail address receive notices?

The answer to this question should remain set at “Yes”

- How should notices be sent to this e-mail address?

“Per filing” will send an e-mail immediately after anything is entered on the docket; “Summary Report” will send one e-mail once a day (after 12:00 a.m.) with a summary of all activity in any case identified in the user’s account.

- In what format should notices be sent to this e-mail address?

This answer is determined by the user’s e-mail provider. Most e-mail providers use HTML

- Should this e-mail address receive general announcement notices from the court?

The default answer is “Yes” and the court will override any “No” answers to ensure that important notices go out to all users. The answer should remain set at “Yes”.

ADDING CASES OF INTEREST

Media account holders may add cases to their account that they choose to follow.

Once a case is added to the account, the account holder will receive a notice, via e-mail, for every entry made to that docket.

To do this, click on Utilities from the blue tool bar, then on “Maintain Your E-mail.”

Click on *Primary e-mail address*.

The screenshot shows a web interface with two main sections: "Registered e-mail addresses" and "Configuration options".

- Registered e-mail addresses:** Includes a "Primary e-mail address" field with the value "Systems@rid.uscourts.gov" (highlighted in red) and a "Secondary e-mail addresses" section with a link to "add new e-mail address". There are "Submit all changes" and "Clear" buttons.
- Configuration options:** Includes a text input field with "Systems@rid.uscourts.gov", and several radio button options:
 - "Should this e-mail address receive notices?" (Yes selected, No unselected)
 - "How should notices be sent to this e-mail address?" (Per Filing selected, Summary Report unselected)
 - "In what format should notices be sent to this e-mail address?" (HTML selected, Text unselected)
 - "Should this e-mail address receive general announcement notices from this court?" (Yes selected, No unselected)
- Case-specific options:** Includes a section titled "Add additional cases for noticing" with a text input field containing "12-139" (highlighted in red) and a "Find This Case" button (also highlighted in red). Below this is a list of cases: "1:12-cv-00128-M-LDA Danowski v. Mortgage Electronic Registration Systems, Inc et al (interest)". At the bottom are buttons for "Remove selected cases" and "Change selected cases to notice as a summary report".

The system will respond by showing the user’s configuration options, and then “*Case-specific options*.” Type the docket number (without the assigned judge’s initials) in the field provided.

For example, type 12-139 and then click on **Find this Case**. If the case type is not included, the system will respond with every case number that matches.

Valid case types are:

cr	criminal	cv	civil
mc	miscellaneous	mj	magistrate judge
md	multidistrict litigation		

Case-specific options

Add additional cases for noticing

1:12-cv-139

Hide Case List

Select a case:

1:12-cr-00139-ML-LDA USA v. Delacruz et al

1:12-cr-00139-ML-LDA-1 Alejandro Delacruz

1:12-cr-00139-ML-LDA-2 Michael Linaris

1:12-cv-00139-S-DLM Ross et al v. Zurn Pex, Inc. (closed 04/06/2012)

Add case(s)

These cases will send notice *per filing*. (default method)

1:12-cv-00128-M-LDA Danowski v. Mortgage Electronic Registration Systems, Inc et al (interest)

Select the docket number, or for a criminal case, the defendant(s) to be included. Click on “Add case(s).”

Case-specific options

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

1:12-cv-00128-M-LDA Danowski v. Mortgage Electronic Registration Systems, Inc et al (interest)

1:12-cv-00139-S-DLM Ross et al v. Zurn Pex, Inc. (closed 04/06/2012) (interest)

Remove selected cases

Change selected cases to notice as a summary report

To change the case number to be noticed as part of a summary report, select the docket number(s) and then click on “Change selected cases to notice as a summary report.”

Cases may be removed from the list by returning to this screen, selecting the docket number(s) from the list and then clicking on “Remove selected cases.” Remember to click on “Submit all changes” on the left hand side of the split screen to complete the transaction.

The update was successful....

E-mail configuration:

Primary e-mail address: **Systems@rid.uscourts.gov**

This e-mail address will receive notices.

Notice will be sent to this address on a per filing basis.

Notice sent to this address will be formatted as HTML.

This e-mail address will receive general announcement notices from this court.

This e-mail address will receive notices for all cases in which _____ is a participant.

[View/Hide case list](#)

You will receive a confirmation that the update was successful.

WRITTEN OPINIONS

Written opinions are defined by the Judicial Conference as “any document issued by a judge of the court sitting in that capacity that sets forth a reasoned explanation for a court’s decision.”

The Written Opinions Report may be found by clicking **Reports** from the blue tool bar in CM/ECF. There is no charge for written opinions.

Written Opinions Report

Case Number

Last Name First Name Middle Name

Office

Nature of Suit
0 (zero)
110 (Insurance)

Case Type
Civil
Criminal

Cause
0 (no cause specified)
02:0431 (02:431 Fed. Election...)

Case Flags
ADR
APPEAL

Filed between and Summary text Full docket text

Sort by

Users may search by a variety of criteria: case number, party name, case type, cause of action, or nature of suit. The nature of suit and cause of action apply only to civil cases. The nature of suit codes may be found on the “civil cover sheet” found on the Court’s website at: http://www.rid.uscourts.gov/sites/rid/files/documents/forms/JS_044.pdf

The “filed between” dates may be set for any date range and you can sort by case number or date filed.

PACER

Every Media User must have access to a PACER account. PACER is the United States Courts' public access service that allows users to obtain case and docket information from federal appellate, district and bankruptcy courts, and the PACER Case Locator via the Internet.

The fee is currently 10 cents per page for documents. That fee is capped at \$3.00 for case-related documents. Fees are waived when usage is less than \$15.00 for the quarter. There is no fee charged to retrieve or view opinions of the court.

The PACER service center is available at <https://www.pacer.gov/psco/cgi-bin/regform.pl>.

Accessing a document or docket sheet from an e-mail notice will take the user directly to the PACER login page:

If you place a check in the box above the login Authentication box, you will not be prompted for your PACER login again, as long as you log into CM/ECF system with your court-assigned login credentials first.

RESOURCES

The Court has a number of resources to assist the media:

United States District Court for the District of Rhode Island Media web page

<http://www.rid.uscourts.gov/media-resources>

CM/ECF Help Desk

401-752-7100

US Courts PACER Service Center

www.pacer.gov

Clerk's Office Liaison

Frank Perry, Chief Deputy Clerk

401-752-7222