



New Page ID Feature in CM/ECF

The United States District Court for the Western District of Kentucky has recently updated its CM/ECF system to activate a feature known as “PageID.” PageID essentially functions like an electronic Bates stamping utility for the District Court record, automatically creating a unique page number for every page of each document filed in a case.

The header of PDF documents in the court file now includes the PageID for each page, along with the customary header information (case number, doc. number, filing date, etc.). You can run a query by PageID from the “Docket Sheet” page of CM/ECF to pull up a particular page in a case file.

Counsel are strongly encouraged to use PageID for pinpoint cites to documents in a casefile in filings for the Western District of Kentucky. The PageID system is far more efficient and precise than the traditional citation methodology (*i.e.*, doc. 47, Exhibit F, at 17 versus Doc. 47, PageID.412) for judges, court staff and counsel alike.

Attachments that are included with certain filings (e.g., an opening brief) will not yet have a PageID designation at the time of filing. Thus, to refer to an attachment that is being filed contemporaneously with a main document (e.g., an opening brief with an attached exhibit) and also provide an electronic link (in the new docket entry) to the exhibit for the reviewing judicial officer, cite the attachment using the exact description for the attachment that is entered at the time of filing. As shown below.

Body of Document = Category/Description Label

...and all parties consented to the final disposition of the case. See **Exhibit A - Consent Form**. Subsequent to signing the consent, counsel for...

CM/ECF Document Upload Screen

Attachments	Category	Description	
1. C:\Users\... Desktop\CM-ECF\ Browse...	Exhibit	A - Consent Form	Remove

To maximize efficiency gains from the PageID feature for all involved, please use the following formats when citing to the District record:

- A single page: **Doc. 10, PageID.51**
- A single page referencing an attachment: **Doc. 10-3, PageID.91**
- Multiple sequential pages: **Doc. 10, PageID.53-54**
- Multiple pages that are not sequential: **Doc. 10, PageID.50, 56, 100**
- To reference a page from a different case than the currently docketed case, preface the citation with the case number: **1:21-cv-99999 PageID.234**

Thank you in advance for your attention and cooperation. Should you have any questions about this feature, please contact the Court's CM/ECF HelpDesk at (866) 822-8305.