UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF
KENTUCKY

Guide to Using CM/ECF Media Accounts

Using CM/ECF Media Accounts

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Overview:

The U.S. District Court for the Western District of Kentucky, uses an electronic case management system (CM/ECF) to maintain the Court's record of activity (the docket) in both civil and criminal cases. CM/ECF also provides the means for filing and accessing case documents in electronic (PDF) format, by both attorneys and the public.

The Court offers CM/ECF Media Accounts so that account holders may designate specific cases for which to receive e-mail Notices of Electronic Filing (NEFs) of case activity. This incorporates the same CM/ECF mechanism (e-mail configuration) as for attorney users, who may also designate cases other than their own for which NEFs are to be received.

For both media account holders and attorneys, a U.S. Courts PACER account is required to authenicate the user in CM/ECF and to view/print any PDF documents linked in NEFs received. PACER billing fees apply, and sealed or restricted documents are not accessible. Secondary e-mail recipients (with specific cases) may also be designated on each media account.

To obtain a Media Account, an Application for Access to the Electronic Case Filing System must be submitted, and the applicant must agree to certain terms of use. Once approved, the applicant will receive a confirmation email from Court via the PACER Service Center.

IMPORTANT: In order to receive e-mail notices of case activity, the media account holder must first configure e-mail settings, and designate specific cases, using the procedure described below.

Useful Resources:

Public web site Media Information page:

https://www.kywd.uscourts.gov/media-information

U.S. Courts PACER Service Center:

http://pacer.psc.uscourts.gov or **(800) 676-6856**

CM/ECF Help Desk:

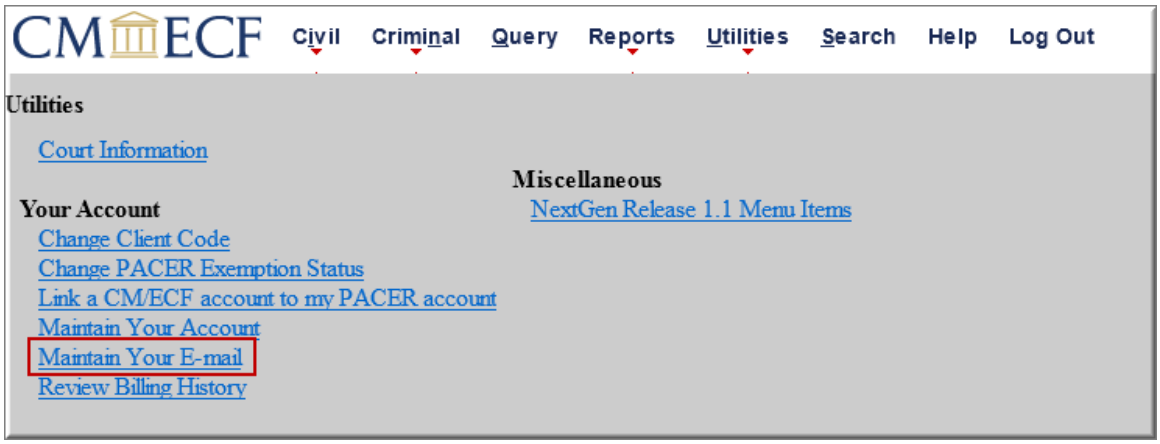
(866) 822-8305

Configuring the Media Account E-Mail Settings & Adding Cases to Receive Notice

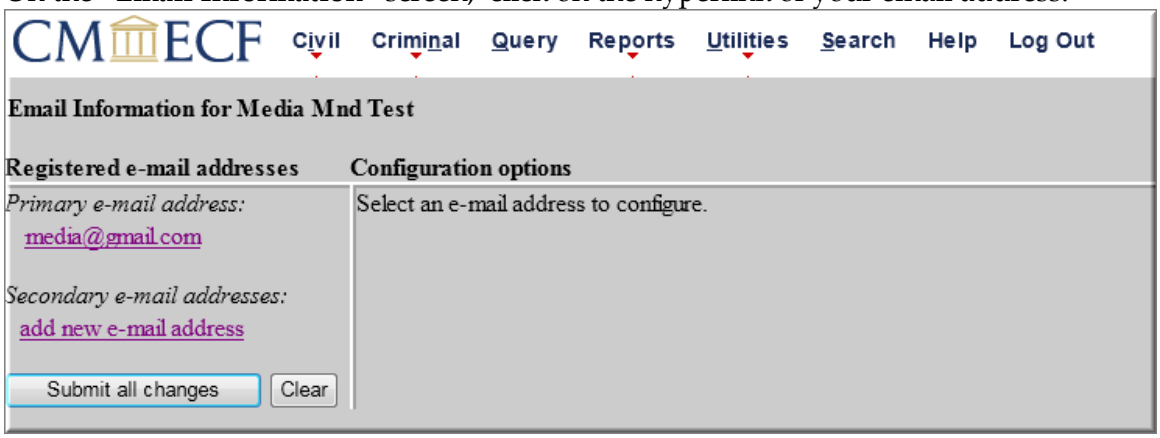
STEP 1:

Login to the Court's CM/ECF system at www.ecf.kywd.uscourts.gov.

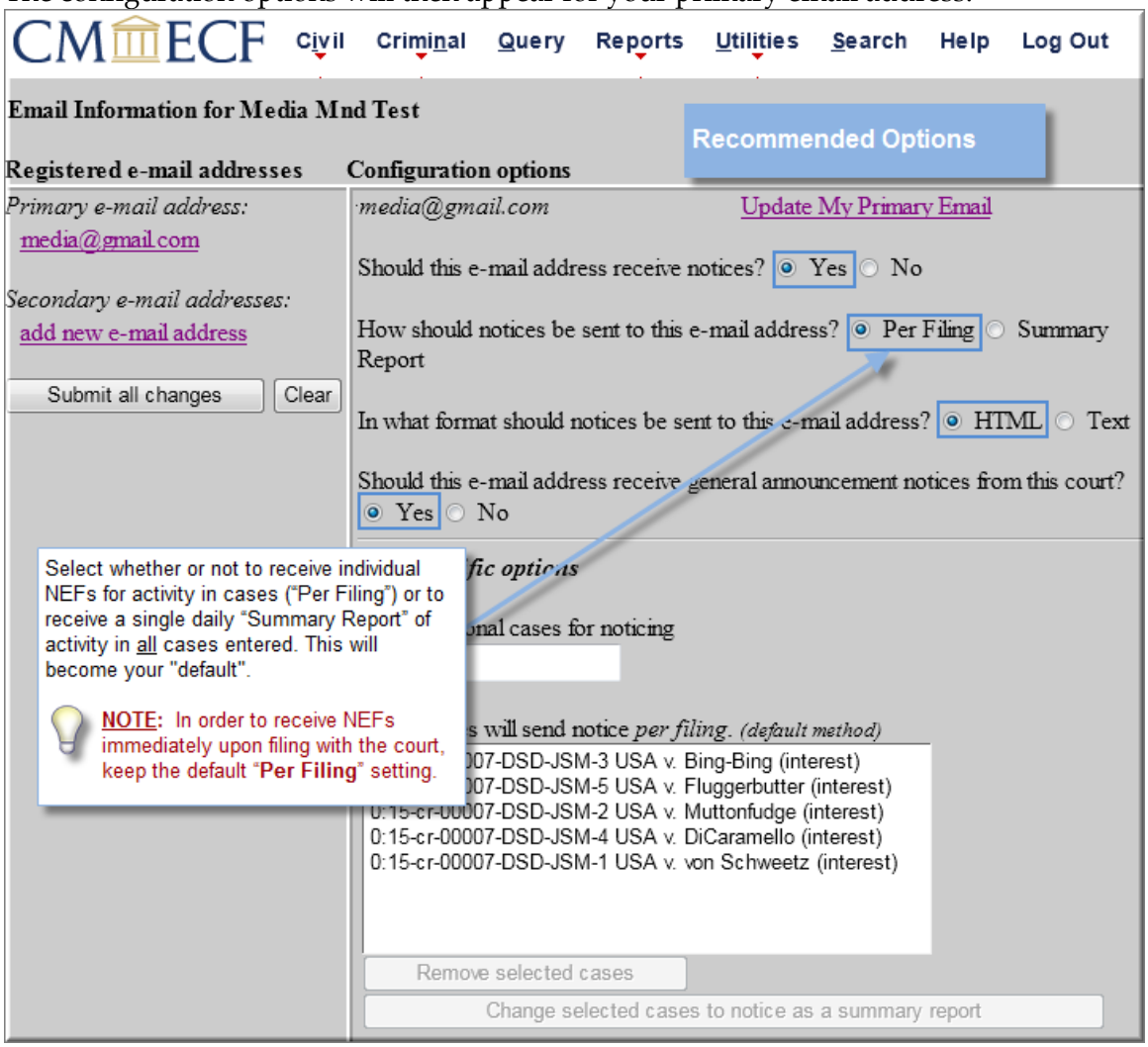
From the menu bar, click on "**Utilities**" and then "**Maintain Your E-mail**":



On the "**Email Information**" screen, click on the hyperlink of your email address:



The configuration options will then appear for your primary email address.



IMPORTANT: If you click **Update My Primary Email**, you will be returned to PACER to update your e-mail address. Only secondary e-addresses are stored here.

STEP 2:

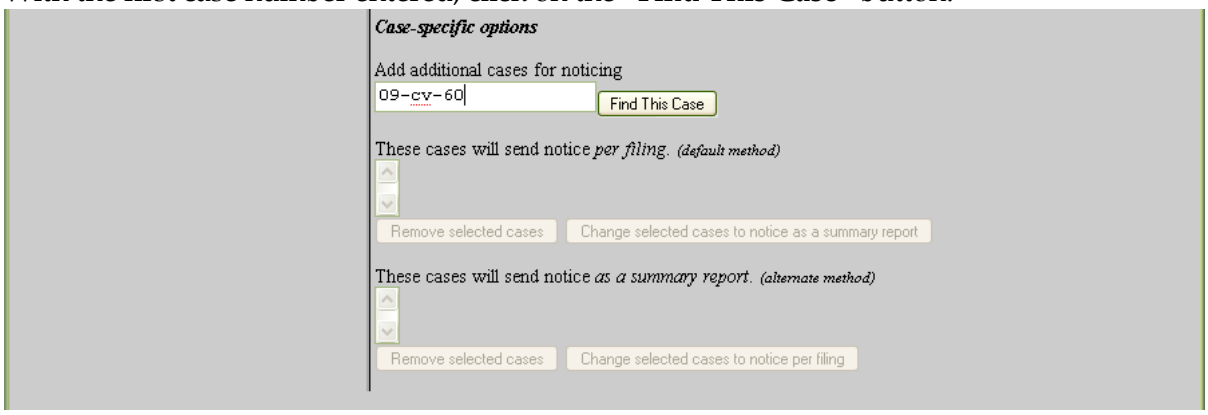
Next, in the "**Case-specific options**" field, add one or more specific cases for which electronic notice (NEFs) are to be received.

When entering case numbers, use the following format:

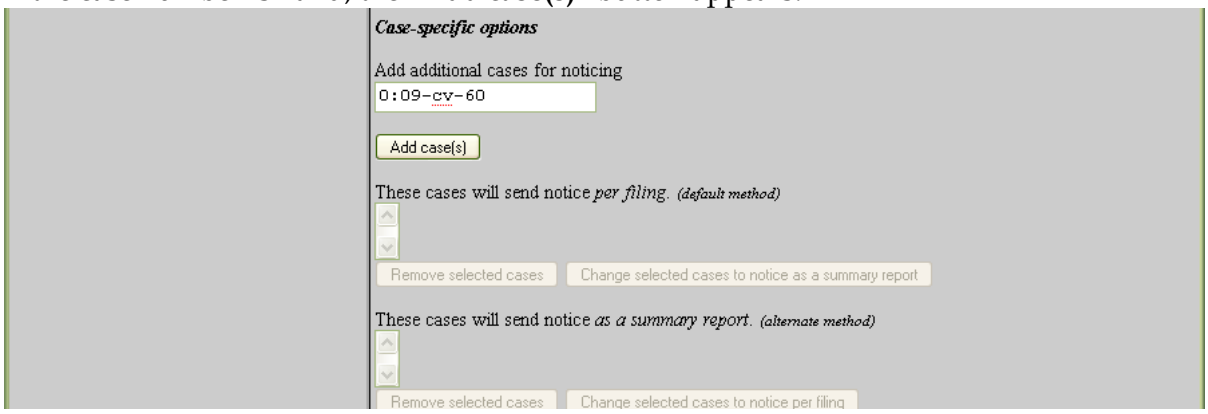
4:10-cv-1234 for **civil** cases, or

4:10-cr-123 for **criminal** cases *(Divisional Office:Year-Case Type-Sequential Number)*

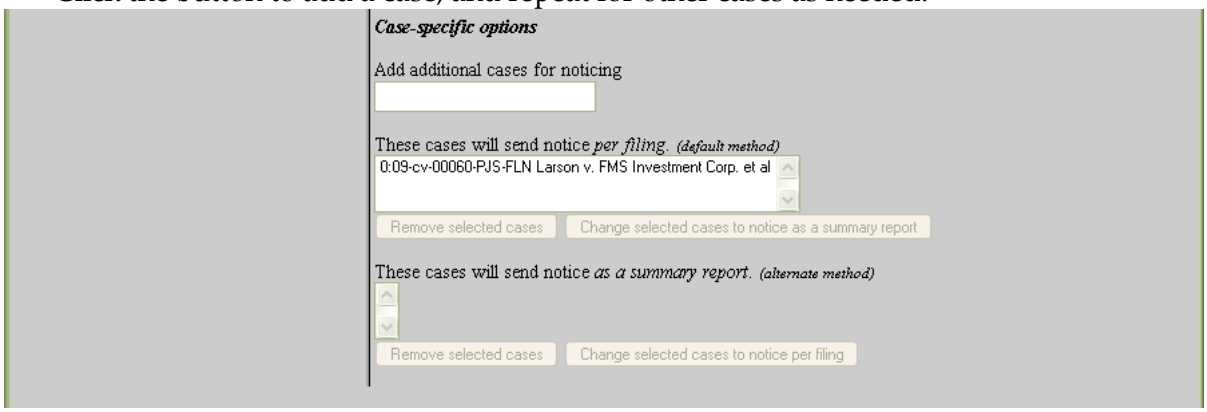
With the first case number entered, click on the "**Find This Case**" button:



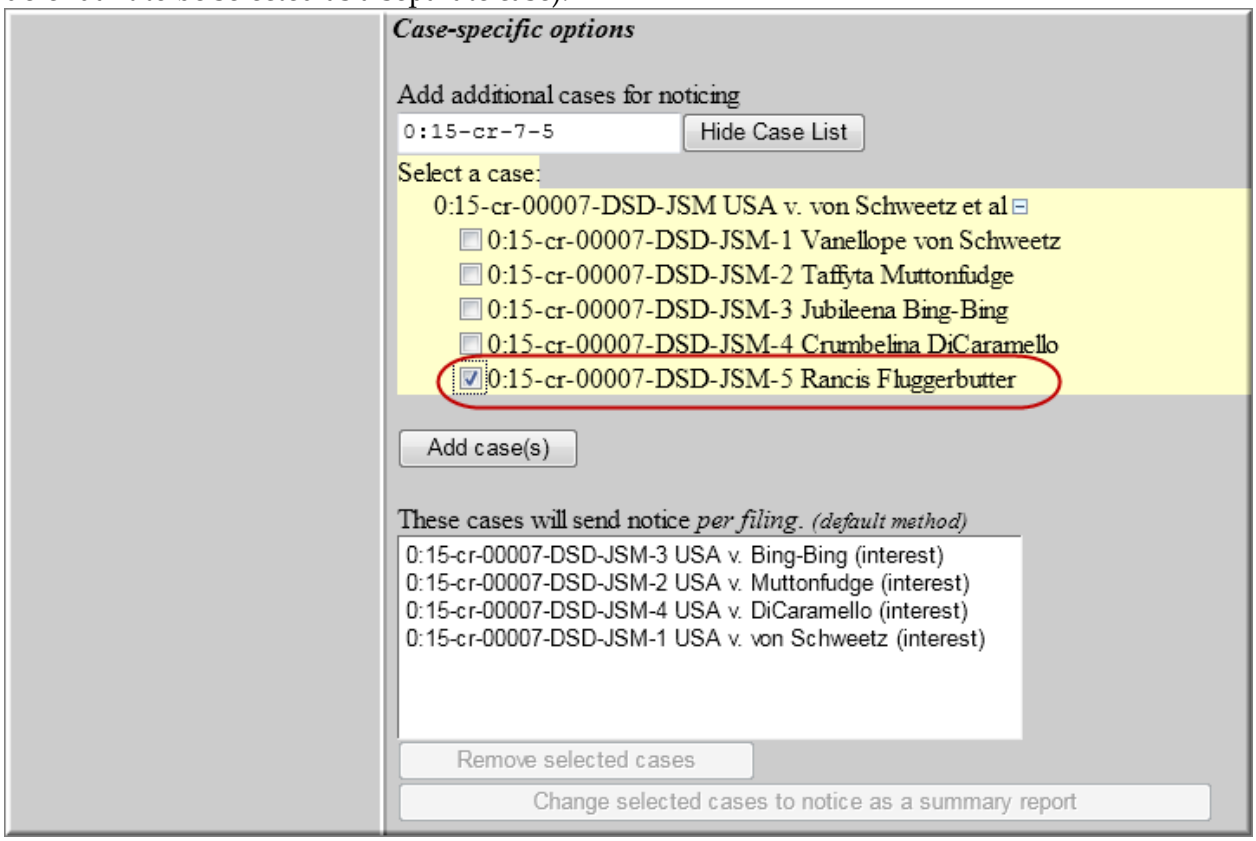
If the case number is valid, the "**Add case(s)**" button appears:



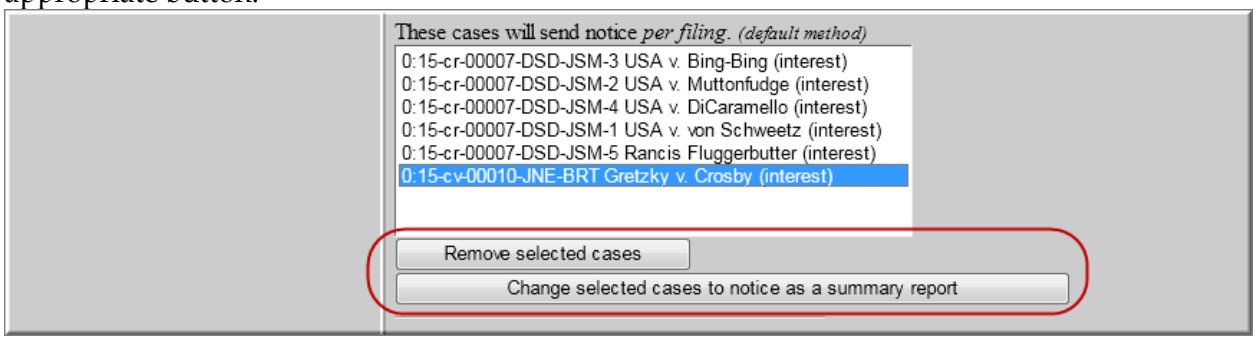
Click the button to add a case, and repeat for other cases as needed:



Both civil and criminal cases may be included for noticing. When adding a criminal case with multiple defendants, the "Select a case" confirmation screen requires each defendant to be selected as a separate case):

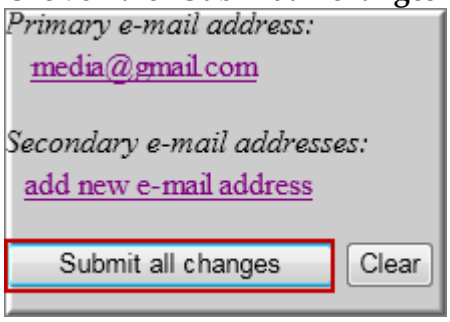


To delete a case or change the method of notice, select the case and then click the appropriate button:



STEP 3:

Click on the "**Submit all changes**" button.



The case(s) have been successfully added when the following screen is displayed:

STEP 4:

If desired, the procedure above may also be used to establish one or more secondary e-mail addresses associated with the media account, each of which may have specific cases designated for noticing.

Accessing Case Documents from NEFs

When the Notice of Electronic Filing (NEF) is received by e-mail, the message displays the type of docketed event (e.g., motion or order), the text of the docket entry, and hyperlinks to the document and case number associated with the filing:

This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.
NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.
U.S. District Court
U.S. District Court Minnesota

Notice of Electronic Filing

The following transaction was entered on 1/8/2010 at 3:15 PM CST and filed on 1/8/2010

Case Name:	Larson v. FMS Investment Corp. et al
Case Number:	0:09-cv-00060-PJS-FLN
Filer:	
Document Number:	2

Docket Text:
Summons Issued as to FMS Investment Corp., Resurgent Capital Services, L.P. (KT)

If the recipient's e-mail program and web browser are properly configured, clicking on the document hyperlink in the e-mail message should launch the web browser, and display the PACER login page. Once authenticated by PACER user, the PDF document should be displayed. Similarly, clicking on the case number hyperlink will display the entire docket sheet for the case.

PACER billing fees apply for access to both case documents and docket sheets.

NOTE: Although an NEF is received by media account holders, some case documents may not be available to PACER users. Certain documents in Social Security appeals cases, transcripts or other documents may be restricted. Contact the ECF Help Desk for more information on specific document restrictions.

Viewing Docket Sheets

STEP 1:

Login to the Court's CM/ECF system at www.ecf.moed.uscourts.gov.

STEP 2:

Click on the **Reports** menu.

STEP 3:

Click Docket Sheet.

STEP 4:

Enter the case number and any limiting factors such as date ranges or document numbers and run the report. Click **Run Report**.

This is the same information that you can obtain from the public terminals in the clerk's offices.