

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 authenticate 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 <https://ecf.kywd.uscourts.gov>.

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

A screenshot of the CM/ECF system interface. At the top, there is a navigation menu with the following items: CM ECF (with a building icon), Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the menu, the "Utilities" page is displayed. On the left side, under "Your Account", there are several links: "Change Client Code", "Change PACER Exemption Status", "Link a CM/ECF account to my PACER account", "Maintain Your Account", "Maintain Your E-mail" (which is highlighted with a red rectangular box), and "Review Billing History". On the right side, under "Miscellaneous", there is a link for "NextGen Release 1.1 Menu Items".



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:

The screenshot shows a form titled "Case-specific options". Under the heading "Add additional cases for noticing", there is a text input field containing "09-cv-60" and a button labeled "Find This Case". Below this, there are two sections for selecting notice methods. The first section is "These cases will send notice per filing. (default method)" and the second is "These cases will send notice as a summary report. (alternate method)". Each section has a list of cases (represented by up and down arrows) and two buttons: "Remove selected cases" and "Change selected cases to notice as a summary report" (for the first section) or "Change selected cases to notice per filing" (for the second section).

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

The screenshot shows the same "Case-specific options" form. The text input field now contains "0:09-cv-60". The "Find This Case" button is no longer present, and a new button labeled "Add case(s)" has appeared below the input field. The rest of the form structure, including the notice method sections and their respective buttons, remains the same as in the previous screenshot.



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

Case-specific options

Add additional cases for noticing

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

0:09-cv-00060-PJS-FLN Larson v. FMS Investment Corp. et al

Remove selected cases Change selected cases to notice as a summary report

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

Remove selected cases Change selected cases to notice per filing

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):

Case-specific options

Add additional cases for noticing

0:15-cr-7-5 Hide Case List

Select a case:

- 0:15-cr-00007-DSD-JSM USA v. von Schweetz et al
- 0:15-cr-00007-DSD-JSM-1 Vanellope von Schweetz
- 0:15-cr-00007-DSD-JSM-2 Taffyta Muttonfudge
- 0:15-cr-00007-DSD-JSM-3 Jubileena Bing-Bing
- 0:15-cr-00007-DSD-JSM-4 Crumbelina DiCaramello
- 0:15-cr-00007-DSD-JSM-5 Rancis Fluggerbutter

Add case(s)

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

0:15-cr-00007-DSD-JSM-3 USA v. Bing-Bing (interest)
 0:15-cr-00007-DSD-JSM-2 USA v. Muttonfudge (interest)
 0:15-cr-00007-DSD-JSM-4 USA v. DiCaramello (interest)
 0:15-cr-00007-DSD-JSM-1 USA v. von Schweetz (interest)

Remove selected cases

Change selected cases to notice as a summary report



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

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

- 0:15-cr-00007-DSD-JSM-3 USA v. Bing-Bing (interest)
- 0:15-cr-00007-DSD-JSM-2 USA v. Muttonfudge (interest)
- 0:15-cr-00007-DSD-JSM-4 USA v. DiCaramello (interest)
- 0:15-cr-00007-DSD-JSM-1 USA v. von Schweetz (interest)
- 0:15-cr-00007-DSD-JSM-5 Rancis Fluggerbutter (interest)
- 0:15-cv-00010-JNE-BRT Gretzky v. Crosby (interest)

Remove selected cases

Change selected cases to notice as a summary report

STEP 3:

Click on the “Submit all changes” button.

Primary e-mail address:
media@gmail.com

Secondary e-mail addresses:
[add new e-mail address](#)

Submit all changes Clear

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

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Updating person record...
Update Person Prid: 2572

The update was successful... prid 2572 - Media Mnd Test

The update was successful...

E-mail configuration:
 Primary e-mail address: **media@gmail.com**
 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 Media Mnd Test is a participant.
[View/Hide case list](#)



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 <https://ecf.kywd.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.