

Case Management/Electronic Case Files (CM/ECF)

User's Manual



**United States Court of International Trade
One Federal Plaza
New York, NY 10278**

URL Addresses for the CM/ECF System:

Training Database: <http://ecf-train.cit.uscourts.gov> (Use this address to learn how to navigate the system)

Live Database: <http://ecf.cit.uscourts.gov> (Use this address to run case-related queries and reports.)

CM/ECF Help Desk Telephone Number: 1-866-450-1859

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CM/ECF Glossary

Adobe Acrobat Application used almost universally to create and view “PDF” documents. “Adobe” created the “PDF” format.

Attachment An additional supporting document filed electronically with a case entry.

Automatic E-mail Notification A CM/ECF feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.

Browse A Windows operation of navigating through directories via a mouse to select a specific file.

Browser A browser is a software program such as **Netscape Navigator** or **Microsoft Internet Explorer** that provides a user-friendly interface allowing a user to access information and services available on the Internet. Only **Netscape Navigator** is certified by the Administrative Office of the U. S. Courts to work with CM/ECF.

Button A button on the side of an entry in the system that when selected will advance you to the Docket Information and Related Entries. (**Note:** See page 1-14, Step 4 for an example.)

CM/ECF Case Management/Electronic Case Files is the system that will allow attorneys to file cases and documents electronically via the Internet.

Click Pressing the left mouse button to indicate a selection under the mouse pointer on the screen.

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Default A Default is a common suggested value displayed by CM/ECF on a screen. Many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you need to type over them. **Example: New York** is the default office for the Court. You don't need to take any action to change the selection. You just accept it and move to the next field.

Drop Down Box A drop down box is a window listing selections of data alphabetically in a text box. Drop down boxes are used throughout CM/ECF for making selections. When you locate the selection you want to make, click to highlight it. To make multiple selections, hold your control (**Ctrl**) key down when making the second (third, etc.) selection. (**Note:** For an example of a drop down box see page 1-3, Step 3.)

Hypertext (HTML) Link A hypertext link is an internet address imbedded in an html (hypertext markup language) document most often underlined. It permits the user to move from one area (or topic) to another in a Web based program by clicking on the link.

Live Database The Live Database of the CM/ECF System is where you will electronically file documents with the Court. Once you file a document with the Court, all parties associated with the case will be able to view it. Completed transactions in the Live Database cannot be retrieved. Therefore, you must be sure that the documents you file in the Live Database are documents that you intend for the Court to act upon. The URL (internet address) for the Live Database is <http://ecf.cit.uscourts.gov>.

Notice of Electronic Filing An electronic document produced by CM/ECF that certifies each filing with the U. S. Court of International Trade.

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CM/ECF Glossary, Continued

PDF Document A **Portable Document Format** document is a type of imaged document created by Adobe Acrobat. To be filed in CM/ECF, all documents must be in PDF format.

Screen Illustration Pictures of the CM/ECF System screens used throughout the manual that illustrate to the user what they will see while they navigate the CM/ECF System.

Training Database The Training Database exists to help users learn to navigate the system. You cannot harm the data in the Training Database. The URL (internet address) for the Training Database is <http://ecf-train.cit.uscourts.gov>.

URL URL is short for Universal Resource Locator. URLs function as the address to a web page or other resource on the Internet. A URL is similar to a street address. The URLs for the CM/ECF System are:

Training Database – <http://ecf-train.uscourts.gov>

Live Database – <http://ecf.cit.uscourts.gov>

Wildcards Wildcards include asterisks (*) that enable the user to search the system for a party or an attorney without knowing the exact spelling or title of the party or attorney. Wildcards may appear in the beginning, the middle, or the end of the name. For example, **Johns*n** retrieves documents filed by attorneys named “**Johnson**,” “**Johnsen**,” or “**Johnssen**,” etc. ***National*** retrieves “**International**,” “**National Paper**,” “**International Harvester**,” etc.
