

## Utilities Options

### Overview

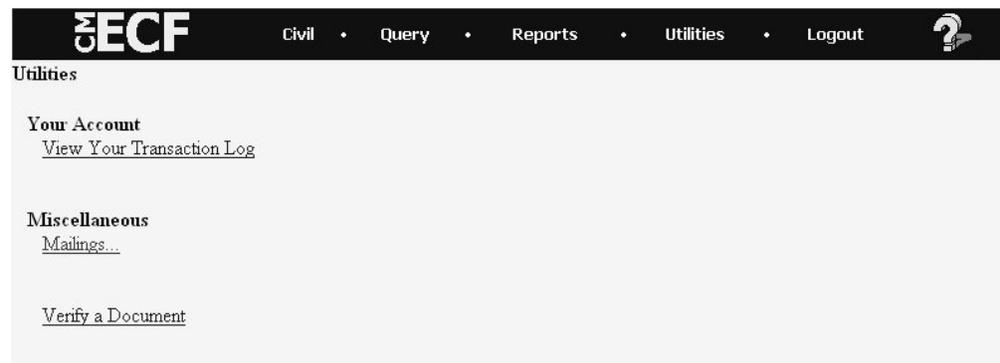
#### Description of Utilities Options

The utilities feature of the CM/ECF System offers you several options. The following is a brief description of the options.

Utilities Feature	Description
<b>Your Account: View Your Transaction Log</b>	View the transactions entered into the Electronic Case Files (ECF) system by date range. <b>Note:</b> This option is not available to users during the CM (Case Management) phase of the deployment. It will be available during the ECF phase.
<b>Miscellaneous: Mailings</b>	View the mailing information for a case and mailing labels for parties involved in a case. <b>Note:</b> In order to print out the mailing labels for a particular case, you will need to copy the mailing labels from the CM/ECF System and paste them into either WordPerfect or Word, and then print the labels from the software application.
<b>Miscellaneous: Verify a Document</b>	Verify that a document you are viewing on the CM/ECF System screen is the exact same one that was entered into the system without modifications or changes.

#### Screen Illustration of the Utilities Options

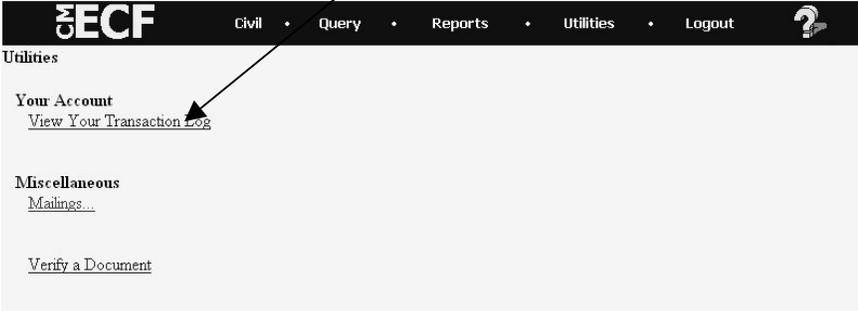
The following is a screen illustration of the utilities features available through the CM/ECF System.



## Utilities: Transaction Log

### Your Account: View Transaction Log

To view the **Transaction Log**, follow the steps outlined below. **Reminder:** There are no transactions available to you during the Case Management (CM) phase of the system. You will be able to view the Transaction Log once you begin to file documents. Therefore, at this time, the information contained in this section is for information purposes only.

Step	Action
1	Click on <b>Utilities</b> from the menu bar.
2	Click on <b>View Your Transaction Log</b> from the <b>Utilities</b> submenu under the category <b>Your Account</b> . 
3	<b>Result:</b> The <b>View Transaction Log</b> screen appears. 
4	Enter the date selection criteria in the following format: <b>MM/DD/YYYY.</b>
5	Click on <b>Submit</b> .

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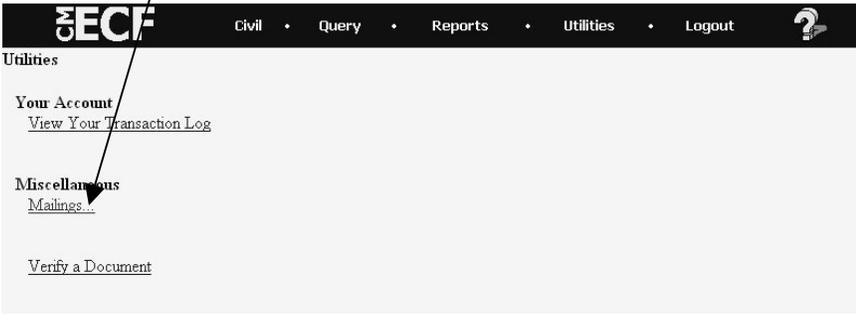
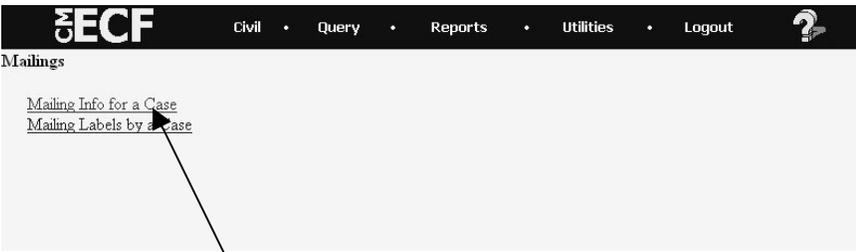
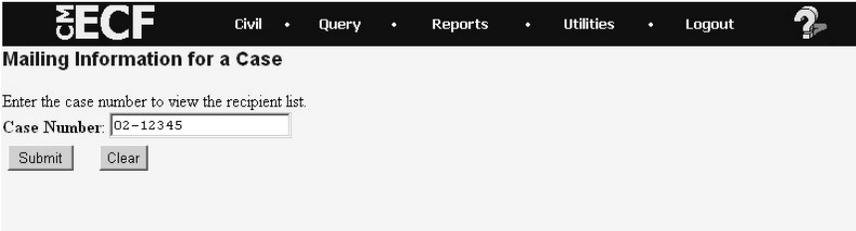
## Utilities: Transaction Log, Continued

**Your Account:** Continue with the steps outlined below to view your **transaction log**.  
**View**  
**Transaction**  
**Log**

Step	Action																												
6	<p><b>Result: The Transaction Log screen appears.</b></p>  <table border="1"> <thead> <tr> <th data-bbox="565 894 586 909">Id</th> <th data-bbox="656 894 695 909">Date</th> <th data-bbox="753 894 850 909">Case Number</th> <th data-bbox="1101 894 1140 909">Text</th> </tr> </thead> <tbody> <tr> <td>98053</td> <td>07/17/2000 11:32:11</td> <td>00-3</td> <td>Motion for discovery suggestions in opposition due by 7/31/2000. filed by J. M. Greenwood of Administrative Office of the U.S. Courts on behalf of on behalf of NEC Corp..(cit, cit)</td> </tr> <tr> <td>98123</td> <td>07/18/2000 16:45:05</td> <td>00-4321</td> <td>Motion for summary judgment suggestions in opposition due by 7/31/2000. filed by Joseph I. Liebman of U.S. Department of Justice on behalf of on behalf of United States.(cit, cit)</td> </tr> <tr> <td>98132</td> <td>07/19/2000 09:43:37</td> <td>00-4321</td> <td>Motion for default suggestions in opposition due by 7/31/2000. filed by Joseph I. Liebman of U.S. Department of Justice on behalf of on behalf of United States.(cit, cit)</td> </tr> <tr> <td>98138</td> <td>07/19/2000 10:08:51</td> <td>00-01234</td> <td>Opened New BK Case 00-01234</td> </tr> <tr> <td>98142</td> <td>07/19/2000 10:27:48</td> <td>00-1234</td> <td>Answer to complaint Filed by Joseph I. Liebman of U.S. Department of Justice on behalf of on behalf of United States.(cit, cit)</td> </tr> <tr> <td>98144</td> <td>07/19/2000 10:31:56</td> <td>00-1234</td> <td>Certificate of Service for Answer filed by Joseph I. Liebman of U.S. Department of Justice on behalf of on behalf of United States.(cit, cit)</td> </tr> </tbody> </table>	Id	Date	Case Number	Text	98053	07/17/2000 11:32:11	00-3	Motion for discovery suggestions in opposition due by 7/31/2000. filed by J. M. Greenwood of Administrative Office of the U.S. Courts on behalf of on behalf of NEC Corp..(cit, cit)	98123	07/18/2000 16:45:05	00-4321	Motion for summary judgment suggestions in opposition due by 7/31/2000. filed by Joseph I. Liebman of U.S. Department of Justice on behalf of on behalf of United States.(cit, cit)	98132	07/19/2000 09:43:37	00-4321	Motion for default suggestions in opposition due by 7/31/2000. filed by Joseph I. Liebman of U.S. Department of Justice on behalf of on behalf of United States.(cit, cit)	98138	07/19/2000 10:08:51	00-01234	Opened New BK Case 00-01234	98142	07/19/2000 10:27:48	00-1234	Answer to complaint Filed by Joseph I. Liebman of U.S. Department of Justice on behalf of on behalf of United States.(cit, cit)	98144	07/19/2000 10:31:56	00-1234	Certificate of Service for Answer filed by Joseph I. Liebman of U.S. Department of Justice on behalf of on behalf of United States.(cit, cit)
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## Utilities: Miscellaneous - Mailings

**Miscellaneous – Mailing Information for a Case** – To view the **mailing information for a case**, follow the steps outlined below.

Step	Action
1	Click on <b>Utilities</b> from the menu bar.
2	Click on <b>Mailings</b> from the <b>Utilities</b> submenu under the category <b>Miscellaneous</b> . 
3	<b>Result:</b> The <b>Mailings</b> screen appears. 
4	Click on <b>Mailing Info for a Case</b> .
5	<b>Result:</b> The <b>Mailing Information for a Case</b> screen appears. 

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## Utilities: Miscellaneous - Mailings, Continued

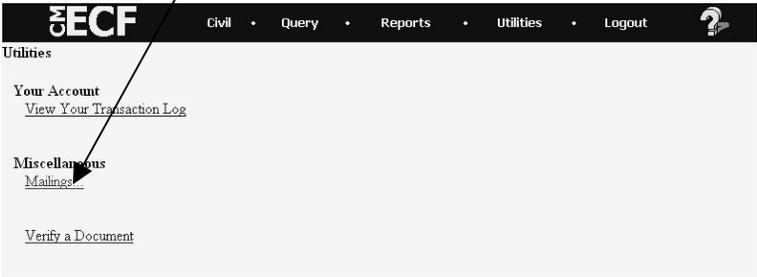
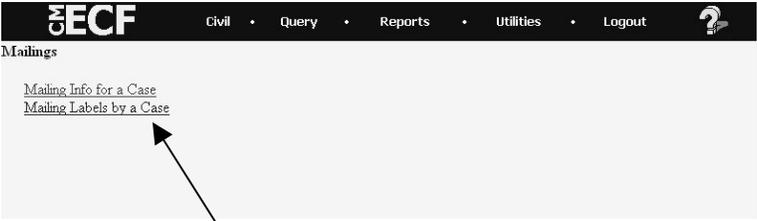
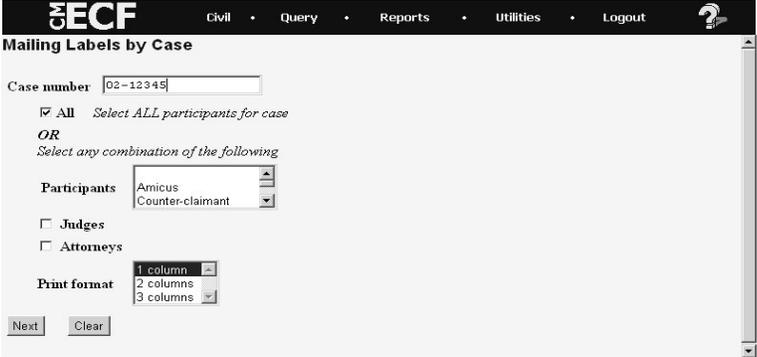
### Miscellaneous – Mailing Information for a Case

Continue with the steps outlined below to review the **mailing information for a case**.

Step	Action
6	Enter the case number in the following format: yy-xxxxx to view the recipient list.
7	Click on <b>Submit</b> .
8	<p><b>Result:</b> The <b>Electronic Mail Notice List</b> screen appears that shows the list of individuals who currently receive notification of case related activities.</p>
9	To exit out of this option, click on any other option: <b>Query</b> , <b>Reports</b> , <b>Utilities</b> , or <b>Logout</b> from the menu bar.

## Utilities: Miscellaneous - Mailings, Continued

**Mailing Labels by Case** To generate the **mailing labels by a case**, follow the steps outlined below.

Step	Action
1	Click on <b>Utilities</b> from the menu bar.
2	Click on <b>Mailings</b> from the <b>Utilities</b> submenu under the category <b>Miscellaneous</b> . 
3	<b>Result:</b> The <b>Mailings</b> screen appears. 
4	Click on <b>Mailing Labels by a Case</b> .
5	<b>Result:</b> The <b>Mailing Labels by a Case</b> screen appears. 

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## Utilities: Miscellaneous - Mailings, Continued

**Mailing Labels by Case** Continue with the steps outlined below to view **Mailing Labels by Case**.

Step	Action
6	Enter the case number (if not already recorded) in the following format: yy-xxxx.
7	Click on <b>All Participants for case</b> OR select from among the parties listed in the dialog box by clicking on the drop down arrow to the right of the <b>Participants'</b> box.
8	Click on the box(es) for <b>Judges</b> and <b>Attorneys</b> if applicable.
9	Select a print format, that is, 1-column, 2-column, or 3-column. <b>Note:</b> We recommend you select the <b>1-column</b> format.
10	Click on <b>Next</b> .
11	<p><b>Result:</b> The <b>Search Results</b> screen appears that lists the names of the individuals for whom the system will generate mailing labels.</p> <p><b>Note:</b> To prepare the mailing labels to print out, continue with <b>Step 13</b>.</p>

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## Utilities: Miscellaneous - Mailings, Continued

**Mailing Labels by Case** Continue with the steps outlined below to print out **Mailing Labels by Case**.

Step	Action
12	To exit out of this option, click on any other option: <b>Query, Reports, Utilities, or Logout</b> from the menu bar.
13	Select all the names from the <b>Search Results</b> screen by highlighting the names with your mouse.
14	Depress the keys <b>Ctrl C</b> on your keyboard to copy the list.
15	Minimize the CM/ECF screen by clicking on the ( - ) that appears in the upper right hand corner of your computer screen.
16	Open up <b>WordPerfect</b> (or you may use <b>Word</b> and follow the steps to create labels in <b>Word</b> ).
17	Click on <b>Format . . . Labels</b> from the Tool bar.
18	Select <b>Avery 5162</b> Address labels from the list of labels. You may need to scroll through the list until you locate the <b>5162</b> labels.
19	Click on the <b>Edit</b> button in the label dialog box.
20	Go to the <b>Labels per page</b> display area.
21	Select <b>1 column, 7 rows</b> .
22	<b>Result:</b> You will notice in the display box that only 1 column of labels is featured.
23	Click <b>OK</b>
24	Verify that the <b>Avery 5162</b> Address label is highlighted.
25	Click on <b>Select</b> .
26	<b>Result:</b> You will notice a 1-column block of labels appears on the screen.
27	Go to the first line in the first label block.
28	Depress the keys <b>Ctrl V</b> on your keyboard to paste the mailing label information onto the labels.
29	Edit the information as needed.
30	Insert an <b>Avery 5162</b> Address Label sheet into your printer.
31	Click on <b>Print</b> from the Tool bar.
32	<b>Result:</b> The labels will print out with the mailing information from the CM/ECF System.

## Utilities: Miscellaneous - Verify a Document

### Verify a Document

To **verify a document**, follow the steps outlined below. This feature allows you to verify that a document you are viewing on the CM/ECF system screen is the exact same one that was entered into the system without modifications or changes. It certifies that the document has not been altered since it was entered into the system.

Step	Action
1	Click on <b>Utilities</b> from the menu bar.
2	Click on <b>Verify a Document</b> under the <b>Miscellaneous</b> category. <div data-bbox="548 814 1406 1125" data-label="Image"> </div>
3	<b>Result:</b> The <b>Verify Document(s)</b> screen appears. <div data-bbox="548 1272 1406 1612" data-label="Image"> </div>
4	Enter the case number in the following format: yy-xxxx
5	Enter the docket number of the item you wish to verify. <b>Note:</b> You may verify only one document at a time.
6	Click on <b>Submit</b> .

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## Utilities: Miscellaneous - Verify a Document, Continued

### Verify a Document

Continue with the steps outlined below to **verify a document**.

Step	Action
7	<p><b>Result:</b> The <b>Verify Document(s)</b> screen appears that shows the verification information for the docket entry.</p> 

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## Utilities: Miscellaneous - Verify a Document, Continued

### To Verify a Document

Continue with the steps outlined below to **verify a document**.

**Original Signature(s)**

Document No: 32472  
 Document description: Main Document  
 Original filename: C:/Documents and Settings/sfong/My Documents/02-655/Summons.pdf  
 Electronic document Stamp:  
 [STAMP uscitStamp\_ID=992012590 [Date=10/15/2002] [FileNumber=32472-0]  
 [6889958ccff7ebf6f165842efe33e3353fcbd730c0c7764480f6192ecdf111553e00  
 b6973dac19055f329010070cc692eb66babd61ff0140cb038ff5b539daf]]

**Verified Signature(s)**

Document No: 32472  
 Document description: Main Document  
 Original filename: C:/Documents and Settings/sfong/My Documents/02-655/Summons.pdf  
 Electronic document Stamp:  
 [STAMP uscitStamp\_ID=992012590 [Date=10/15/2002] [FileNumber=32472-0]

Step	Action
8	Review the screen to ensure that the message <b>The documents signatures are the same</b> appears. This message appears after the <b>Verified Signature(s)</b> section. It verifies that the original signature(s) and verified signature(s) are the same. The electronic document stamp, the string of numbers and letters that appear after the <b>Original</b> and <b>Verified</b> Signatures, should match. If they are identical, then you know that the document you are viewing on the screen is the same document that was entered into the system without any alterations. If they do not agree, then please notify the <b>Quality Assurance Specialist of the Clerk's Office at (212) 264-2018</b> .
9	To exit out of this option, click on any other option: <b>Query</b> , <b>Report</b> , <b>Utilities</b> , or <b>Logout</b> from the menu bar.

### End of Utilities Section

In this section, we looked at the utilities options available in CM/ECF. In the next phase, the Electronic Case Files phase, you will learn how to file documents with the Court.