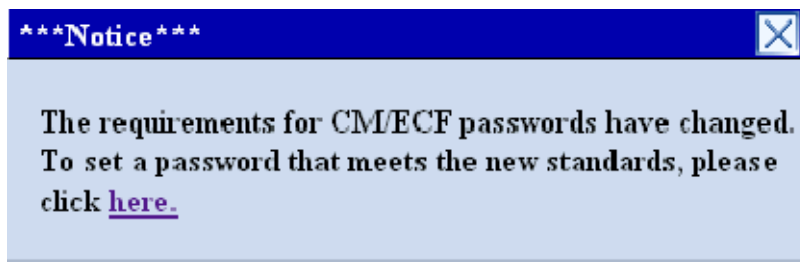


4.2 Highlights for External Users

1. Password Requirements

Upon logging into 4.2 for the first time a message appears with a link to change your **password**.



There is now a stronger password requirement in 4.2, each password must have a minimum of **EIGHT** characters, must include **both upper and lowercase letters** and at least **one digit or special character**. After five attempts you will be locked out for 5 minutes, each additional login attempt increases the logout time.

***Even if you change your password now to meet the requirements, you will still get a prompt to change it.**

2. Change in Opening an Adversary case

Attorneys no longer have to add themselves as attorney in adversary proceedings nor will they have the ability to add an attorney for the defendant.

3. Email Links on the Docket Report

All attorney email addresses displayed on the Docket Report are now hyperlinks. Clicking on the hyperlinked email address opens the user's default email program, and begins a new email to the selected address.

4. File a Claim Change

Users **must now enter total** for values entered within filing a claim; the file a claim event will no longer total this for the filer; the file a claim screen has been formatted to match the b10 form.

5. BNC

BNC files will contain debtor's attorneys email address and will **email the debtor's attorney** the bypass notice if there is one, the debtor will no longer receive this.

6. RSS (Really Simple Syndication) Feeds

Really Simple Syndication (RSS) is a web utility that allows Internet browsers and other feed readers to display information from a website that changes frequently. When a user subscribes to a feed, updates to the website will generate new entries in the feed. **Through Release 4.2, basic ECF data can be available through RSS feeds, including notification when a new docket entry is created. ECF users must first subscribe to an external feed such as Internet Explorer or Mozilla Firefox, and then the CM/ECF software will support the reader.**

The content available via the public RSS feed is updated once per hour. No restricted or sealed information is included. **If the user clicks the —Entries made in the last 12 hours – Public Users|| hyperlink, a subsequent screen appears; the user can subscribe to the feed from this screen.** A sample list of recent docket entries also appears on this screen. **PACER users do not incur any PACER billing fees for viewing data provided by the RSS feed. Public users are not charged for the information displayed in the feed. If the user clicks a hyperlink within the feed to the docket report or related document, the user will be prompted to log in, and will incur the standard PACER fees for any information accessed through CM/ECF.**

7. Avoiding Login Prompts

Users can avoid being prompted for a login every time they click on a case number or document link by staying logged in* to CM/ECF with the default browser used by the RSS reader.

***How to stay logged in:** The first time the user accesses a feed using an RSS reader (for example, FeedDemon), the user should configure the reader as follows: select the Tools menu, then Options, then Browsing. Check the box for Open external links in default browser instead of inside FeedDemon, and save the changes. This ensures that the user does not have to log in to CM/ECF after clicking on a case number or a document number hyperlink from the feed.

8. Internet Payments Due

Internet payments due screen will now give the filer the option to pay all or selected fees and may use various forms of payment (new bank account debit or various charge cards). **This new screen is displayed by the Treasury Department site , also the pay.gov function is now displayed as a panel, not a pop-up window.**

Internet Payments Due

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2008-07-22 08:29:23	Voluntary Petition (Chapter 7)(08-10079-7) [caseupId,1027u] (200.00)	\$ 200.00
<input type="checkbox"/>	2008-07-25 12:25:50	Voluntary Petition (Chapter 7)(08-10082-7) [caseupId,1027u] (200.00)	\$ 200.00
<input type="checkbox"/>	2009-08-31 09:33:34	Voluntary Petition (Chapter 7)(09-01092) [misc,volp7a] (200.00)	\$ 200.00

Next Clear

Cases filed within this version will give filer ability to track installment payments and filing fees due.

9. Filing Agents

For some attorneys, it is helpful or necessary to have one or more support staff assist in the electronic filing process. Prior to this new release, the ECF application did not support a method for linking multiple accounts to the same attorney, thereby allowing other support staff to file on behalf of the attorney. With Release 4.2, a new user type, called “**Filing Agent**” has been created to identify **an agent who files on behalf of someone else**. An attorney or trustee can link to several filing agents, so that when an agent files on behalf of the attorney, the docket text and the Notice of Electronic Filing (NEF) shows the attorney name. Once enabled by the court, multiple filing agents may be associated to users in the attorney, trustee and US Trustee user groups; these are the only user groups that may associate with filing agents. The decision as to whether to activate the new Filing Agent feature is a local court decision, and therefore may not be available in all districts.

If an agent works for only one filer, the agent’s transactions are always made on behalf of that filer and they have the same access permissions as their attorney/trustee has. However, if a filing agent

works for more than one filer, the agent must select the desired filer from a list upon logging into the application. The selection made upon login can be changed at any time without logging out. When the agent is logged in on behalf of an associated filer, the name of the filer is displayed on the menu bar to avoid confusion:



If the filing agent is associated with more than one attorney or trustee, a *Change user* button appears on the menu bar; this button displays a list of all possible filers, and clicking a name on the list changes the user. Once the appropriate filer is selected, the permissions that filer has granted to the agent remain in place unless and until the agent selects another filer. Because an agent may work with multiple filers, agents are not permitted to associate a default PACER login with their user accounts.

Some other interesting aspects of using Filing Agent are that throughout most of the ECF application, the agent's name will not appear and although the entry is filed by an agent, the docket text and the associated information reflect that the entry was made by the filer himself. The agent information is logged however, and is available to filers with agents through the Transaction Log report.

For a filer with one or more associated agents, a new "User" filter now appears on the Transaction Log report. This filter lists the filer's name, as well as the names of all associated agents for that filer. By selecting all names listed, the filer can view all transactions logged in his name, either by the filer himself or by one of his agents. An additional "Filing agent" sort option appears when filing agents are present.

Additionally, the filing agent will not receive email on their own; rather it will be directed to the email address designated by the attorney/trustee. If the attorney wishes the filing agent to also receive emails, he must add the email to the "Send notices to these additional addresses" screen in the "Maintain Your ECF Account" utility.

10. Sealed and Restricted Functionality

Another feature of the new release is the ability for courts to electronically seal documents, docket entries and cases in ECF, and to enable filers to electronically submit documents or entries under seal. Access to restricted on-line sealed information will be managed by the court and where access is

permitted, only users with an ECF account will be able to access such sealed information. This new feature will also allow courts the ability to configure the application to grant access to particular user groups or to individual users. If a case is sealed, users who do not have access permission will not be able to file in it and in most cases, will not be able to see the case. In situations where only some items in a case are sealed, users without permission will be able to see everything except the sealed items, and can file pleadings in the case. There are several different restriction levels available – sealed, private, ex parte, and restricted. Each restriction level is associated with one or more groups, such as judge, court user, and filer. To seal or restrict case information, the filer will use a new event to seal a case, document, or entry. The restriction level will be displayed on the Non-Public Docket Report for users with access. Unauthorized users will not see restricted or sealed docket entries on the docket report – they will be hidden from view.

11. New Query Screen

For each name result, a row of information is displayed to the screen for each case in which that person is involved, as shown below:

Select a Case						
There were 5 matching persons.						
There were 5 matching cases.						
Name	Case No.	Case Title	Chapter / Lead BK case	Date Filed	Party Role	Date Closed
Green, Valerie (pty) (1 case)	02-59757-KCF7	Valerie Green	7	09/30/02	Debtor	01/15/03
Green, Valerie L. (pty) (1 case)	00-51302-RTL	Cornelius Green and Valerie L. Green	13	02/09/00	Debtor	02/10/03
Green, Valery J. (pty) (1 case)	99-15931-GMB	Valery J. Green	13	06/28/99	Debtor	N / A
Greene, Valerie A. (pty) (1 case)	01-13362-1-JHW	Richard W. Petravich and Valerie A. Petravich	13	04/03/01	Debtor	11/29/01
Greene, Valerie A. (pty) (1 case)	02-11264-1-JHW	Richard W. Petravich and Valerie A. Petravich	7	02/08/02	Debtor	08/26/02