

U.S. District Court for the Eastern District of Tennessee

What is CM/ECF?

Case Management/Electronic Case Files (CM/ECF) is the nationally sponsored automated case management and electronic docketing system for the Tennessee Eastern District Court. CM/ECF will provide a new, easy-to-use electronic internet-based document filing system which will offer many benefits to the public, attorneys and the court. By using this system, entries are immediately placed on the docket sheet. You can view docket entries and pleadings right from your PC without leaving your office.

What Does CM/ECF Offer?

CM/ECF will allow attorneys to file and view documents from their office, home or anywhere they have access to the Internet, 24 hours a day. Documents are automatically docketed as part of the filing process and are immediately available electronically. ECF also provides the following benefits:

- 24-hour access to filed documents over the Internet
- Automatic email notice of case activity
- The ability to download and print documents directly from the court system
- Concurrent access to case files by multiple parties
- Secure storage of documents (so files are not misplaced)
- Reduction in courier fees

What Do I Need to Use CM/ECF?

Recommended Equipment
PC running standard platform such as Windows or Macintosh
A PDF-compatible word processor to convert documents to PDF.
Internet Access w/ 56k or higher Internet access speed
Netscape Navigator 4.6 or 4.7 or Internet Explorer 5.5
Adobe Acrobat Reader for viewing documents OR Adobe Acrobat Writer 4.0 or higher
Scanner

How Does it Work?

The electronic case files system accepts documents in a portable document format (PDF). PDF retains the way a document looks, so the pages, fonts and other formatting are preserved. Filing a document with the court's CM/ECF system is quite easy:

- Create the document using word processing software.
- Save the document in PDF format.
- Log on the court's CM/ECF system, using a court-issued login and password.
- Follow the set of simple prompts to provide information about the case, party and document to be filed.

- Attach the PDF document and submit it to the court for filing (by pressing a submit button).
- Save or print the CM/ECF electronic receipt e-mailed from the court confirming that the document was filed.

Are There Fees?

There are no added fees for filing documents electronically in CM/ECF; existing document filing fees do apply. Electronic access to court data is available through the Public Access to Court Electronic Records (PACER) program. Attorneys and litigants receive one free copy of documents filed electronically in their cases; additional copies are available at seven cents per page. Attorneys can download documents to their system to avoid having to pay additional fees for accessing documents through PACER. Directed by Congress to fund electronic access through user fees, the judiciary has set the fee at the lowest possible level sufficient to recoup program costs.

Signatures

The court will issue logins and passwords. Using your login and password to file a document is considered to be your signature.

How Secure is CM/ECF?

CM/ECF has many security features and has

passed an evaluation by the National Security Agency. Access to the system is through a court issued login and password.

What Kind of Training will be Provided?

The Court will provide hands on training for all attorneys and their staff. Attorney training will be conducted in each divisional office. Attorneys who have been certified to file electronically in other CM/ECF courts do not have to attend this training unless they so desire.

Contact Information

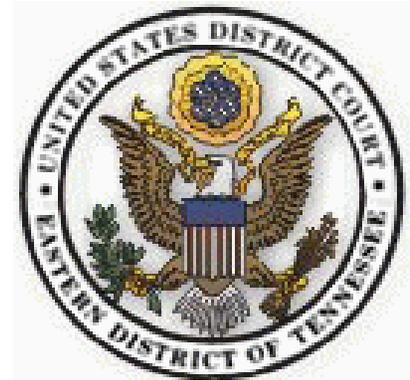
For more information on CM/ECF, you may contact:

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Case Management

CM / ECF

Electronic Case Files



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