The seal of the United States District Court for the Eastern District of Tennessee is a circular emblem. It features an eagle with wings spread, perched on a shield with vertical stripes. The eagle holds an olive branch in its right talon and arrows in its left. Above the eagle's head is a crest with a wreath and a banner. The words "UNITED STATES DISTRICT COURT" are inscribed along the top inner edge of the seal, and "EASTERN DISTRICT OF TENNESSEE" is inscribed along the bottom inner edge. Two stars are positioned on the left and right sides of the seal.

**CM/ECF Version 4.0
Documentation for
Attorneys**

DOCKET REPORT

Users now can run a combined Docket Report for a subset of criminal defendants in a multi-defendant case. A new *View Combined Docket Report* checkbox will be displayed beneath the case number list when a case number for a multi-defendant criminal case has been entered and two or more of the criminal defendant cases have been selected. Selecting the *View Combined Docket Report* checkbox allows the user to run the combined form of the report for the chosen subset of defendants.

Docket Sheet

Case number:

Select a case:

- 2:07-cr-00047 USA v. Cruz-Caro et al (closed 02/13/2008) ▾
 - 2:07-cr-00047-1 Rolando Cruz-Caro (closed 01/29/2008)
 - 2:07-cr-00047-2 Dennis L Graves (closed 02/13/2008)
 - 2:07-cr-00047-3 Madeline K Cruz (closed 01/22/2008)
- View Combined Docket Report

The combined Docket Report displays all of the defendant, party, and attorney information in the top section of the report for those defendants selected. The combined proceedings of the chosen defendants are displayed in the bottom section of the report.

ADDING DOCUMENTS AND ATTACHMENTS

The process of uploading multiple documents to one entry has been streamlined. You will now have the ability to upload the main document as well as any attachments on the same screen.

NOTE: You must include either a category or description.

Date document filed (mandatory)

Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text"/> <input style="float: right;" type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

A new row will appear each time you upload an attachment and enter the necessary category or description:

Date document filed (mandatory)

Select the pdf document and any attachments.

Main Document

	Attachments	Category	Description
1.	<input type="text" value="C:\Test.pdf"/> <input type="button" value="Browse..."/>	<input type="text" value=""/> <input type="button" value="v"/>	<input type="text" value=""/> <input type="button" value="Remove"/>
2.	<input type="text" value=""/> <input type="button" value="Browse..."/>	<input type="text" value=""/> <input type="button" value="v"/>	<input type="text" value=""/>

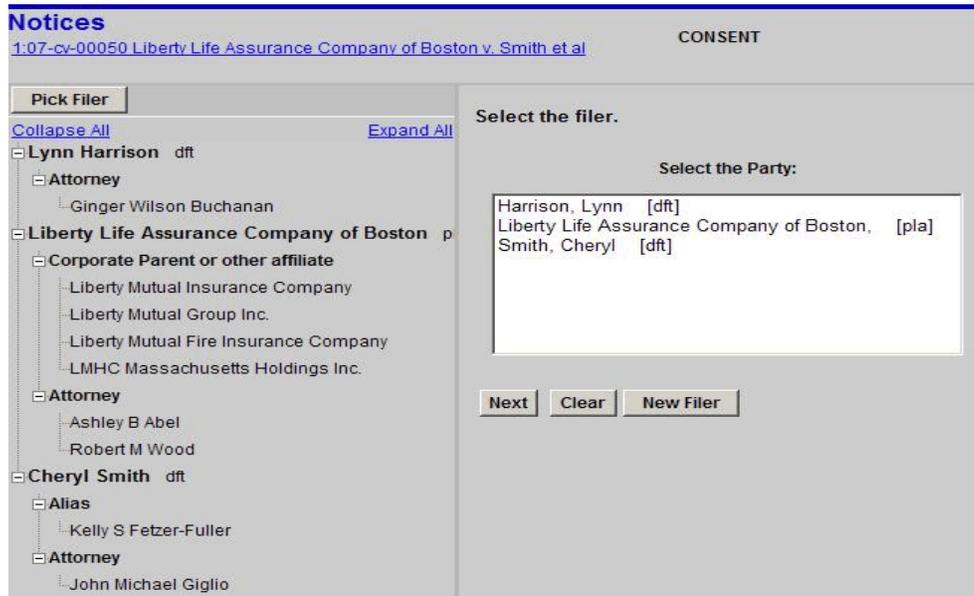
Once you have uploaded your final attachment, click *Next*, leaving the additional row blank.

The document selection screen has been modified so the main document is designated with the docket number (rather than being numbered 1) and the attachment numbering begins with 1 (rather than 2).

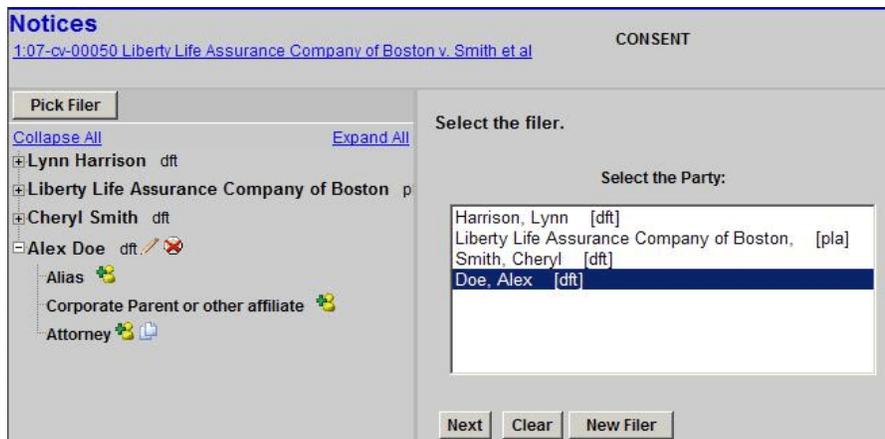
Document Selection Menu			
Select the document you wish to view.			
Document Number:	27	4 pages	19 kb
Attachment	Description		
1	Affidavit	1 page	9 kb
2	Appendix	1 page	9 kb

Docketing–New Interface

The filer selection screen has a whole new look with a “tree” on the left side showing the parties. When expanded, attorneys, corporate parents and aliases are shown:



Select the filing party from the box on the right side. A new party is added by clicking the *New Filer* button. Once a new party is added, the tree will have icons for the new party:



The following table provides a description for each of the icons that may appear in the participant tree.

Icon	Description
	Delete this party from this case.
	Add new alias, corporate parent or attorney
	Copy attorney(s) from other parties in the case to this party
	Edit the party, alias, corporate parent or attorney. Only displays beside actual names of participants, so if no participant has been added, this icon is suppressed.

New User Interface for the Email Information Screen

The Email Information screen in *Maintain Your Email* (under *Utilities*) has been modified to provide more streamlined functionality. Additional options are presented to the user rather than being hidden. Cutting and pasting multiple case numbers from one delivery method to another is now allowed.

Email Information for John L. Medearis	
Registered e-mail addresses	Configuration options
Primary e-mail address: john_medearis@test.gov	Select an e-mail address to configure.
Secondary e-mail addresses: add new e-mail address	
<input type="button" value="Submit all changes"/> <input type="button" value="Clear"/>	

Clicking on your *Primary e-mail address* will produce the following screen:

Primary e-mail address: john_medearis@test.gov	<input type="text" value="john_medearis@test.gov"/>
Secondary e-mail addresses: add new e-mail address	Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Submit all changes"/> <input type="button" value="Clear"/>	How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report
	Should this e-mail address receive a "no activity" notice when no summary noticing occurs? <input type="radio"/> Yes <input checked="" type="radio"/> No
	In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text
	Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No
	<input type="button" value="Show all cases for this e-mail address"/> <i>(Copy case lists from here)</i>
	Case-specific options
	Add additional cases for noticing <input type="text"/>
	These cases will send notice <i>per filing</i> . <i>(default method)</i>
	1:97-mc-00604 In Re: CJA Panel Aty v. (Closed on 01/17/2003) - Representing In Re: Criminal Justice Act Panel - Chatter 2:08-cv-00060 Jinks v. Peake et al - Representing Danny R Jinks
	<input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice as a summary report"/>
	These cases will send notice <i>as a summary report</i> . <i>(alternate method)</i>
	1:09-cv-00002 Doe v. Doe - Representing Ann Doe <input type="button" value="Add"/>

To add a secondary e-mail address, click *add new e-mail address*. The following screen will appear:

Registered e-mail addresses	Configuration options
<p><i>Primary e-mail address:</i> john_medearis@tmed.uscourts.gov</p> <p><i>Secondary e-mail addresses:</i> add new e-mail address</p>	<input type="text"/>
<input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/>	

Once a complete e-mail address is entered in the field on the right side of the screen, the configuration screen shown above will appear.

Following is an explanation of each of the options:

Option	Description
Should this e-mail address receive notices?	For the primary email address, the default is Yes . To disable the primary address, select No . If set to No , the primary email address will not receive notices of electronic filing (NEFs)— This is not recommended .
How should notices be sent to this e-mail address?	Sets the default delivery method for notices sent to this address. If Per Filing , an email will be sent for each individual NEF. If Summary Report , one daily summary email notice that lists all the filings for that day will be sent; if this option is selected, an additional option is added to the screen: <i>Should this e-mail address receive a "no activity" notice when no summary noticing occurs?</i> If Yes , the Daily Summary Report email will include the message <i>"no transactions found for this time period"</i> if no activity occurs in the cases for which the user is configured to receive summary notices. If No , then no email will be generated when there is no activity in the cases.
In what format should notices be sent to this e-mail address?	Controls the format of the emails—either HTML or Text .
Should this e-mail address receive general announcement notices from this court?	If No , the user will not receive general court announcement email message unless the court overrides the user's preference (e.g., the message is urgent and must be sent to all users).*
Show all cases for this e-mail address	Displays a list of all of the cases for which the user is configured to receive NEFs.

* **NOTE:** Past e-mail announcements can now be viewed under Utilities → Miscellaneous → Review Announcement Notices

To add additional cases for which to receive NEFs, enter the case number(s) in the *Add additional cases for noticing* text field and then either click *Enter* or *Find This Case*. After selecting the appropriate case(s), click *Add case(s)*. This will add the case(s) to the list of cases in the default method of service list (the first list of cases).

To move cases from the default method list to the alternate method list, click the case number(s) in the primary list and then click the *Change selected cases to notice as a summary report* button (if summary noticing is the default method, then this button will be labeled *Change selected cases to notice per filing*). The cases will be moved to the alternate method list. To delete cases from the default method list or the alternate method list, select the case(s) and then click the *Delete selected cases* button.

For secondary email addresses, the additional *Should this e-mail address receive notice for all cases in which this individual is a participant?* option appears in the Configuration Options section of the screen. The user can answer Yes or No. To remove an email address, the user should click on the address on the left side of the screen. This will cause the email address to display in a text field on the right side of the screen, along with all the configuration options and case lists (if any) associated with the email address. The user should remove the email address from the text field. If the user wants to change the email address to a different one, the user should immediately type the new address in the text field. If the user clicks anywhere outside the text field while a complete email address is not in the text field, all of the configuration options and case lists will disappear from the screen, and the previous email address and settings will be removed.