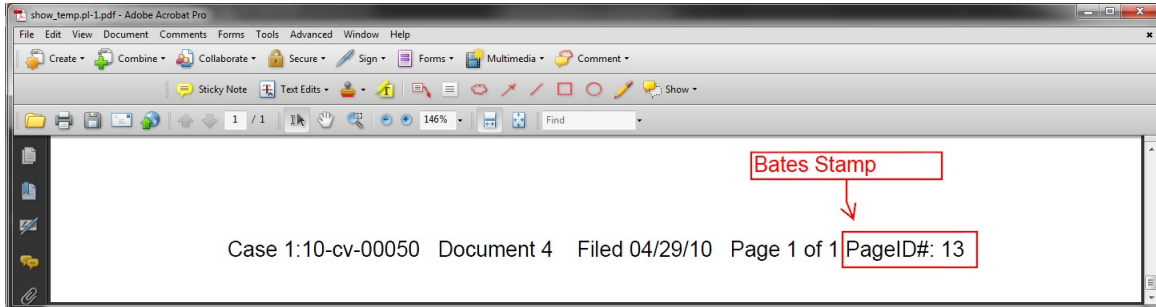


# “Bates Stamping” the Entire Case Record

PageID numbering (“Bates Stamping”) has been developed in CM/ECF to provide a unique page number for every page of each document in a case record. The PageID numbers are sequenced in the order in which the documents are filed.

The new PageID numbering is in addition to:

- existing individual document pagination supplied by the document author
- the pagination created by the PDF Header functionality in CM/ECF



## Note

When documents are deleted from a case record by the Clerk’s Office, the Bates numbers of the remaining documents do not change.

## Uses

- It is no longer necessary to reference the document number in the case record, though you may. Instead, the PageID number may be used.
- Users can go directly to a document or specific page in a case:

A screenshot of a web-based "Docket Sheet" form. The form has a light blue background. At the top, it says "Docket Sheet". Below that are several input fields: "Case number", "Filed" (selected) and "Entered" (unselected) with "to" fields, and "Documents" with "to" fields. A red box highlights the "Go to Document" and "or PageID" input fields. Below these are sections for "Include:" (with checkboxes for Parties and counsel, Terminated parties, List of member cases, Restricted entries, Sealed entries, and Links to Notices of Electronic Filing), "Document options:" (with checkboxes for Include headers when displaying PDF documents, View multiple documents, Create Record on Appeal, and Create Appendix), "Abridged docket report:" (with checkbox for Create abridged docket report), and "Format:" (with radio buttons for HTML (unpaginated) and PDF (paginated)). At the bottom, there is a "Sort by" dropdown menu set to "Oldest date first", a "Run Report" button, a "Clear" button, a checkbox for "Make these options my default", and a "Schedule this to run" dropdown menu.