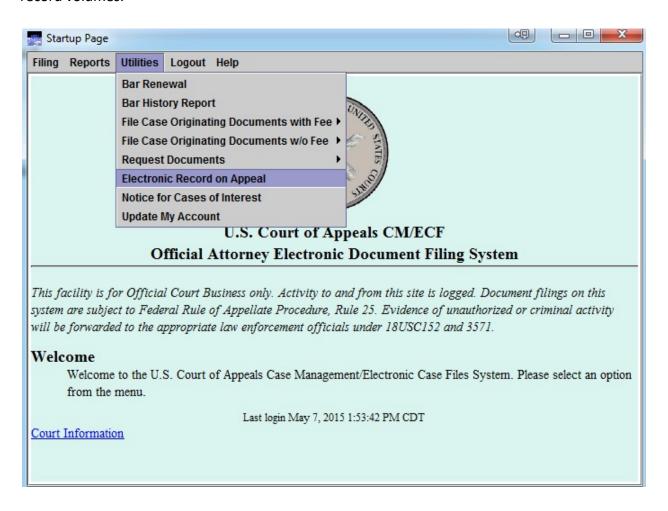
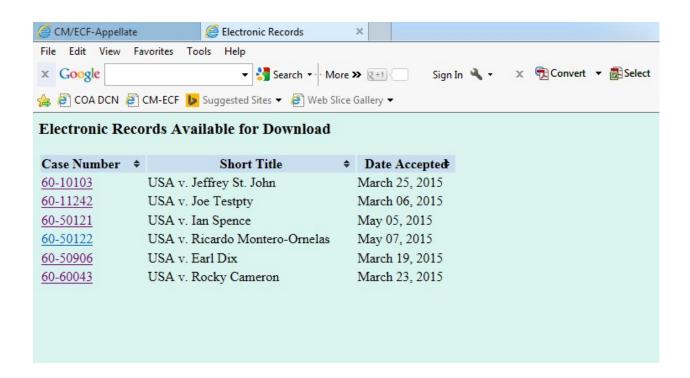
Instructions for Access and Use of the Electronic Record Download Feature of CM/ECF

COUNSEL MUST HAVE AN APPEARANCE FORM ON FILE. If you have not filed it and/or have just filed it, please allow 3-5 days for processing. Requirements: Java 1.7 or higher, Adobe Acrobat Reader 11, turn off pop up blockers or add CM/ECF filing system to approved pop up settings.

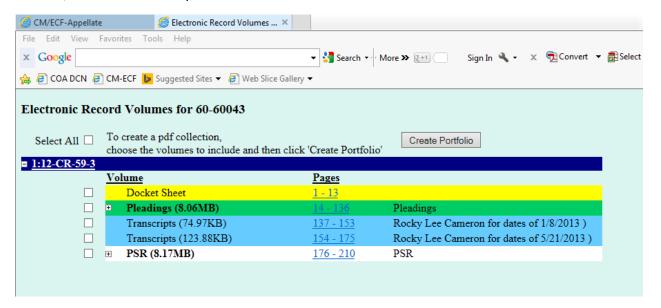
Electronic records available for download can be accessed through the 'Utilities' menu in the CM/ECF user interface. The 'Electronic Record on Appeal' option, as shown below, will navigate the user to a list of cases for which he or she has been granted access to some or all of the record volumes.



The listing of cases include the appellate case number, the short title, and the date the electronic record was accepted by the court. The listing is sortable by each column, if desired. The values in the case number column are links to the list of volumes to which the user has been granted access for that appellate case.

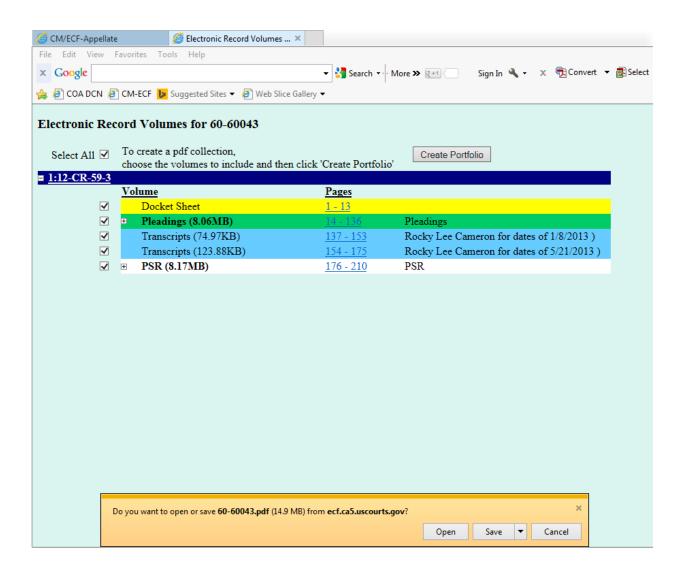


Selecting an individual case will navigate to a list of volumes similar to that shown below. The listing includes the district court case number, the type of volume, the number of pages in the volume, and a short description.

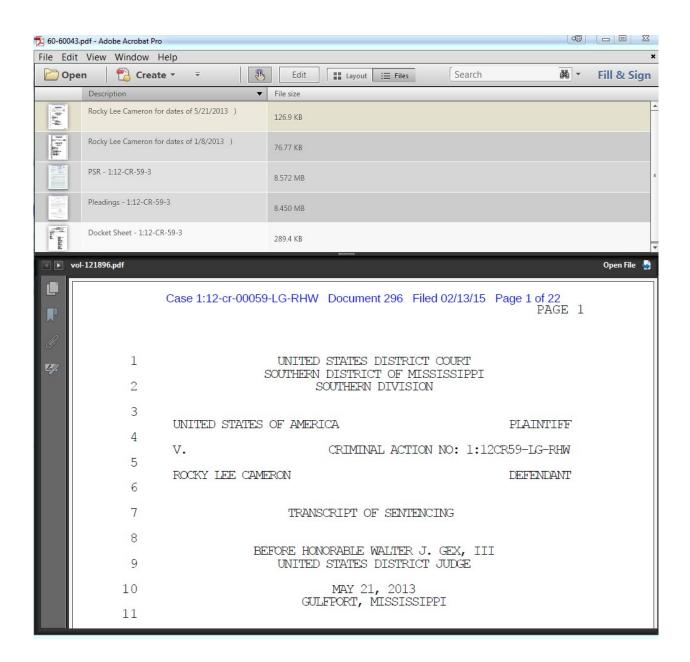


The values in the pages column are links that will open the volume in pdf format. If the volume contains multiple individual documents a plus sign will be displayed to the left of the volume type and by clicking that, the user can see and open individual documents within the volume.

Also, each volume in the list has a checkbox at the far left so that the user can select one or more of the volumes for inclusion in a pdf portfolio. A pdf portfolio is similar to a folder or zip file in that it can contain multiple files. To create a portfolio, the user can either individually select volumes to include by checking the checkboxes for those volumes or use the 'Select All' checkbox to select all of the available volumes at once. When the desired volumes have been selected, clicking the 'Create Portfolio' button will aggregate the chosen volumes into a portfolio and prompt the user to open or save.



The resulting portfolio will look similar to that shown below. The portfolio provides the ability to rearrange, add, or remove documents.



The records and volumes available for download are restricted to the specific attorney to whom access has been granted and that attorney must be logged in to CM/ECF in order to utilize this functionality.