Getting Started: News Media ECF Accounts:

- 1. Log into the Northern District of Illinois ECF system <u>https://ecf.ilnd.uscourts.gov</u>:
 - a. Enter your ECF login name
 - b. Enter your ECF password
 - c. Check the compliance with the redaction rules check box
 - d. Click the Login button

CM/ECF Filer or PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:

Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:

After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at http://www.pacer.gov.

Authentication Login: Password: client code:	IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact. Social Security or taxpayer-identification numbers; dates of birth, names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with Fed. R. Civ. P. or Fed. R. Crim. P. 49.1. This requirement applies to all documents, including attachments.	<u>5.2</u>
Login Reset		

- 2. Link your PACER Account to your ECF account: (This procedure only needs to be performed once.)
 - a. From the Main Menu select Utilities

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b. From "Your Account" menu items select "Change your PACER Login"

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Utilities							
Your Account	1	Miscellaneous					
ECF Login		Legal Research					
Maintain Your	Account						
Change Client	Code						
Change Your F	ACER Login	>					
Review Billing	enstory						
Show PACER	Account						

- c. At the PACER Login page, check the "Make this my default PACER login checkbox.
- d. Enter your PACER account login name
- e. Enter your PACER account password
- f. Click the Login button.

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PACE	R Log	gin						
Instructions Enter your PACE login and passwo Make this my After checking thi	R login and part and would default PACE is box, you will	assword. If you do like to automatic R login I only need to use	o not have a F ally log in to F your CM/EC	PACER login, you PACER each time F login and passy	may register on you log in as a rord, either for e	line at <u>http://w</u> filer, check the lectronic filing	ww.pacer.gov. If you a box below. or for viewing docum	have a CMECF filer nents via PACER.
Authentication		en En	ter Pacer A	ccount Login	Name			
Password:	-	Enter Pa	er Accoun	t Password				
Client code:								
Notice An access fee of \$0 to this service. For n	. 10 per page or nore information	\$2.40 per documer about CM/ECF, g	at with an audio lick here or cos	attachment, as app stact the PACER Se	roved by the Judic rvice Center at (8	ial Conference 00) 676-6856.	of the United States, wil	I be assessed for access
CM/ECF has been	tested with Fir	refox and Internet .	Explorer 8 an	d 9.				

- 3. Adding Cases to ECF Account to Receive Notices of Electronic Filing (NEF):
 - a. From the Main Menu select Utilities

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b. From the "Your Account" menu items select "Maintain Your Account"



c. From "Maintain User Account" click on the "Email information" button.

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Maintain User	Account							
Last name	NewsMedia			First name	Test			
Middle name				Generation				
Gender	•			АТҮ Туре	•			
Title								
Bar number				Туре	smg			
Prisoner id					🗹 Add Headers to	PDF Documents		
Office	News Media In	ternational						
Unit								
Address 1	21 South Dea	rborn Stree	et					
Address 2	Suite 155							
Address 3								
City	Chicago			State	IL Zip 8	60604		
Country	US			County		•		
Phone	312-435-			Fax				
Initials	DOB			End date				
Email informat	ion More	user infor	mation					
Submit	Clear							

- d. In the Email Information page click on your email address to display the Configuration and Case-specific options.
- e. To add a case to receive NEF mailings: Under Case-specific options enter a case number in the form of [year][case type][number] for example, 14cv123, or 9cr500, then click the "Find This Case" button. If found, then click the "Add cases(s) button. <u>Please Note:</u> The Per Filing option will send NEF's in real time when motions/orders are entered on the docket. Summary Report sends one email at midnight of any activity in the cases you have designated.

SECF Civil - Criminal	l ∽ <u>Q</u>uery <u>R</u>eports 					
Email Information for Test NewsMedia						
Registered e-mail addresses	Configuration options					
Privary e-mail address yourmail @gmail com Secondary e-mail addresses: add new e-mail address Return to Person Information Screen Clear	yourmail @gmail.com Should this e-mail address receive notices? Yes No How should notices be sent to this e-mail address? Per Filing Summary Report In what format should notices be sent to this e-mail address? Per Filing Summary Report In what format should notices be sent to this e-mail address? Per Filing Summary Report In what format should notices be sent to this e-mail address? Per Filing Text Should this e-mail address receive general announcement notices from this court? Yes No Case-specific options Add additional cases for noticing Inid this case These cases will send notice per filing. (default method) 1:06-cw01234 Rose v. Pierce et al (closed 03/20/2006) ^					

- f. To save the list of cases, click "Return to Person Information Screen"
- g. At the "Maintain User Account" page, click the "Submit" button.

