

FOURTH CIRCUIT CM/ECF IMPLEMENTATION

- ▣ Mandatory Electronic Filing by Counsel June 1, 2008: The Court has adopted [Administrative Order 08-01](#) implementing the Appellate Case Management/Electronic Case Filing System (CM/ECF). Counsel may file documents electronically with the Court as of April 1, 2008. Beginning June 1, 2008, attorneys are required to file documents electronically in all cases. Appendices, vouchers, and case-initiating documents (petitions for review, mandamus, permission to appeal) are excepted from electronic filing and are to be filed in paper format. Formal briefs must be filed in both electronic and paper format. CM/ECF enables attorneys to file documents from their office or home 24 hours a day and provides round-the-clock access to filed documents via the Internet, with the ability to download and print directly from the docket. CM/ECF will electronically serve documents filed by counsel and automatically notify counsel via email of any case activity. For additional information on CM/ECF, visit www.ca4.uscourts.gov/cmecftop.htm.
- ▣ Hardware and Software Requirements: The following hardware and software are needed for CM/ECF:
- > Personal computer running Windows.
 - > Word processing software such as WordPerfect or Microsoft Word.
 - > Internet service provider and web browser. CM/ECF has been certified to work with Firefox version 2 and Internet Explorer versions 6 and 7.
 - > Email account that is regularly monitored (more than one email address can be registered).
 - > Adobe Acrobat software or some other compatible software to convert documents to PDF format.
 - > Scanner if paper documents need to be converted to PDF format.
 - > Java Runtime Environment (JRE) 6 (available at www.java.com -- select “Do I have Java” link and verify that the result is Version 6 Update (1, 2, 3, or above)) (not currently available for Macintosh).
- ▣ Registration for Appellate ECF Filer Account: To file documents electronically in the Court’s CM/ECF System, attorneys must register with PACER for an Appellate ECF Filer Account. Attorneys admitted to practice in the Fourth Circuit may register for an Appellate Filer Account at www.pacer.psc.uscourts.gov beginning March 10, 2008. The PACER Service Center will transmit counsel’s registration form to the Court for approval of filing privileges. The Court requires counsel to certify that they have familiarized themselves with the Court’s CM/ECF System and procedures by completing either (i) a training class or (ii) the “Appearance of Counsel” and “Motion to Seal” electronic learning modules and the online “Policies and Procedures Review.” Training classes will be scheduled starting in April. The electronic learning modules and “Policies and Procedures Review” take about 30 minutes and are currently available at www.ca4.uscourts.gov/cmecftop.htm.
- ▣ ECF Filer Registration Required for Electronic Notice in Immigration and Social Security Cases: In immigration and social security cases, documents other than orders and opinions can be accessed electronically **only** by case participants using an ECF Filer login and password. Therefore, participants receiving electronic notice in these cases should immediately register for an ECF Filer login and password at www.pacer.psc.uscourts.gov.
- ▣ Electronic Filing and Conventional Service, April 1-June 1, 2008: The Fourth Circuit’s CM/ECF system is available for electronic filing as of April 1, 2008. Until electronic filing by counsel becomes mandatory on June 1, 2008, electronic documents filed by counsel must be served conventionally. Conventional service is required prior to June 1, 2008, on all case participants because consent to electronic service given under the Court’s former system (FENS) was consent to electronic service of Court documents only. Beginning June 1, 2008, conventional service is required only on participants who were not served electronically through CM/ECF as identified on the Notice of Docket Activity.