



Bob says, "Here's to learning how to use CM/ECF in 2004!\*"

NINE MONTHS TO IMPLEMENT CM/ECF - HENCE THE NAME . . .

# THE BACK NINE



YOUR CM/ECF RESOURCE FOR  
THE NORTHERN DISTRICT OF OKLAHOMA

## Message from the CM/ECF Project Team

You may have heard by now that CM/ECF will debut in the Northern District a little later than expected (see our website for details). While this means that training will likely begin later this spring, there's more to CM/ECF than just knowing how to use the system. Making

sure your office equipment is compatible with CM/ECF is also crucial. Below we have summarized some of the CM/ECF hardware and software requirements, along with options for meeting the requirements. So make it your resolution to get to know CM/ECF!

### CM/ECF Project Team

Judge Claire V. Eagan  
*Liaison Judge*

Mag. Judge Sam A. Joyner  
*Liaison Magistrate*

Phil Lombardi  
*Local Rules Team Coordinator*

Mark C. McCart  
*Project Manager*

Melinda Cale  
*Asst. Project Manager and Systems Committee Coordinator*

Heidi Campbell  
*Process and Workflow Team Coordinator*

Susan Schwebke  
*Dictionary Team Coordinator*

Linda Collins  
*MJSTAR Team Coordinator*

Kelly Whitney  
*Training Team Coordinator*

### Computer Requirements

The following are the requirements to use CM/ECF:

- Personal computer running a standard platform such as Microsoft Windows or Macintosh OS
- Netscape Navigator version 4.6 or 4.7 or Internet Explorer version 5.5
- Internet access
- PDF-compatible word processor such as Microsoft Word or Corel WordPerfect
- Software capable of creating PDF documents
- Scanner (recommended)

*There is a kind judge we must note  
ECF she did want to promote  
Her movie did please  
And put lawyers at ease  
For they learned they can file while  
remote*

### Scanner Types

Although creating PDF documents from an electronic version of the document is preferred, sometimes no electronic version is available. A scanner must be used to capture the document in PDF format. Scanners come in many types and price ranges.

- A simple flatbed scanner is an economical option as many are available for under \$100 and pages in a book can be scanned without removing the pages. However, only single sheets can be scanned so this type of scanner may be unacceptable for large documents.
- To scan multiple sheets, a flatbed scanner with an automatic document feeder (ADF) may be used.
- At the top end of the scale is a pass-through scanner that can scan stacks of paper quickly but costs thousands of dollars.
- Another solution is to use a copier equipped with a scanning device.

### PDF Converter Options

All documents filed in CM/ECF must be in PDF format. The court recommends that documents be created using a program specifically designed to create PDFs, such as Adobe Acrobat. You can also use a PDF-compatible word processor such as Corel WordPerfect or Microsoft Word with the capability to create PDF files. However, these applications typically create larger files than a PDF creation program.

If you choose not to purchase a program for creating PDFs, you will still need a program to view documents in CM/ECF. Some programs for viewing PDFs are available online for free.

### Bob E. Filer's Top 9 List

### The best gifts Bob received for Christmas

9. tickets to Hawaii because he has so much free time, thanks to CM/ECF
8. a scanner for converting paper documents that you need to file through CM/ECF--he can use it for his Hawaiian vacation pictures too
7. a wide-screen, ultra-portable laptop that allowed Bob to file from the ski lodge on New Year's Eve
6. two flat-screen monitors for legal research (or playing solitaire) and filing simultaneously.
5. two tickets to Britain to visit the Royal and Ancient St. Andrews for a round of golf, where Bob can file from the course, of course
4. a high-speed internet connection to file pleadings and shop online with more efficiency
3. a new computer fully loaded with all CM/ECF software requirements
2. the newest version of Microsoft Office software to produce the latest and greatest documents--and write the monthly Top Nine List
1. Adobe Acrobat-- it was so much better than Aunt Ethel's fruitcake!!

**Important!**  
Please read our announcement, "CM/ECF Implementation Delay," on the web at [www.oknd.uscourts.gov](http://www.oknd.uscourts.gov) for more details regarding the new release schedule for CM/ECF.

\*Bob E. Filer is the Official 2003-2004 Computer Spokesmodel for CM/ECF