

UNITED STATES DISTRICT COURT
DISTRICT OF PUERTO RICO

OFFICE OF THE CLERK

AMENDED NOTICE TO COUNSEL

NO. 04-01

This Notice to Counsel amends and supplements Notice to Counsel No. 04-01, issued on January 13, 2004. The Amended Notice expands on the information previously offered to the Bar and presents new matters for consideration.

On December 16, 2003, Notice to Counsel 03-36 informed the Bar that the *Case Management/Electronic Case Filing* program (CM/ECF) would go live on January 26, 2004. Since that date, we have received numerous requests from the Bar for additional hands-on training. Additionally, members of the Bar have been filing the ECF Attorney Registration Form for issuance of appropriate passwords.

At the request of those Bar members, and in order to provide additional time for training and for the issuance of passwords to those attorneys who have recently requested same, the Court has determined to begin accepting electronic filings via the internet (ECF) on **February 24, 2004**. However, the Court will start using this new system for *Case Management* purposes (CM) as scheduled, on January 26, 2004. Bar members will use the additional time to get ready for the *Electronic Filing* (ECF) portion of the program by immediately submitting the registration form with the Office of the Clerk and taking the recommended hands-on training.

Attorneys are instructed to begin redaction of personal identifiers in all submissions to the Court effective immediately. This includes items such as Social Security numbers of litigants or witnesses, names of minors, and bank account numbers or PIN identifications.

The official record of the Court will continue to be the paper file up to and including **February 23, 2004**. The electronic files will be deemed the official files of the Court beginning on February 24, 2004. Please consult our web-site at www.prd.uscourts.gov.

In San Juan, Puerto Rico, this 15th day of January 2004.



FRANCES RIOS DE MORAN, ESQ.
CLERK OF COURT