IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF PUERTO RICO

OFFICE OF THE CLERK

NOTICE TO COUNSEL

NO. 03-36

On November 24, 2003 the Court issued Standing Order No. 1, In the Matter of Electronic Case Filing, Misc. No. 03-149(HL) which enables the Case Management/Electronic Case Filing (CM/ECF) program. This program, that will apply to all court filing procedures after January 26, 2004, will permit electronic filing of pleadings and documents, view of official docket sheets and documents, view of reports for cases filed electronically and service to other parties using the Court's system.

INTERNET AND E-MAIL ACCOUNTS

Registered users of CM/ECF would need to have an Internet Account. The internet account should have an internet service provider using Point To Point Protocol (PPP). Users will also need an e-mail account with enough space to manage electronic files and a capacity of over 2MB. The use of otherwise free e-mail accounts do not provide enough space for electronic files and are, therefore, discouraged.

HARDWARE AND SOFTWARE REQUIREMENTS

The hardware and software that users would need to electronically file, view and retrieve case documents is the following:

- a computer running a standard platform such as Windows 95 or higher or Macintosh with a minimum of 16 MG memory (32 MB is recommended)
- a modem supporting a transfer rate of 56 K or higher (DSL is strongly recommended)

- a flatbed hi-speed scanner (at 200 dpi resolution) with sheet feeder to image paper documents before electronic filing or delivery to the Court

- Netscape Navigator version 4.6 - 4.76 or higher for the web browser or Internet Explorer (IE) version 5.5 (Users of ECF have experienced some compatibility issues with versions of Netscape Navigator lower than 4.6; America On-Line's version of Netscape Navigator; and versions of Internet Explorer other than IE 5.5.)

- PDF Converter Software like Adobe Acrobat (WordPerfect version 9 and above already have a module to convert files into PDF).

- Browser configuration: 56-bit encryption (128 bit is recommended), Java Script and Session cookies enabled.

TRAINING

Attorneys and their staff (paralegals and secretaries) are encouraged to attend the CM/ECF training currently offered by the Court personnel. You may access the schedule and register for any session through the Court's web-site www.prd.uscourts.gov. The duration of the training is four (4) hours.

ECF ATTORNEY REGISTRATION FORM

Attorneys are strongly encouraged to register to obtain an access password by completing the appropriate registration form that may be retrieved from the Court's web-site. Without the password, attorneys will not be able to access the new system.

For attorneys who have already registered, passwords will be sent by mail at the end of December. For new registrations, allow one week for issuance of the password.

In San Juan, Puerto Rico, this 16th day of December, 2003.

FRANCES RIOS DE MORAN, ESQ.
CLERK OF COURT