

CM/ECF Glossary

Adobe Acrobat

An application used to create and view "PDF" documents. Adobe Systems Inc. developed the "PDF" format. Adobe Acrobat Reader is free from Adobe and can be used to view PDF documents. Adobe Acrobat Writer must be purchased and can read and create PDF documents.

Attachment

An additional supporting document filed with a pleading.

Automatic E-mail Notification

A CM/ECF feature that permits a user to receive electronic notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.

Browse

A Windows operation of navigating through directories using a mouse to find and select a specific file.

Browser

A program which allows a user to access information and services available on the Internet, or "web." The browser programs interpret Hypertext Markup Language (html) documents delivered from web servers. Netscape Navigator and Internet Explorer are the two most popular web browsers. CM/ECF is certified to work with Netscape Navigator versions 4.6 and higher. It is also certified to work with Internet Explorer versions 5.5 and above if they are running on Windows 95.

Category

A classification of similar document types. Category selections appear as hypertext links under the Civil and Criminal menu selections.

Check Box

A control object a user can click to select choices from a list. Check boxes are designed so that you can choose one or more items from a list.

CM/ECF

Case Management/Electronic Case Files (CM/ECF) is the Administrative Office's new application that will change the way courts manage cases. With CM/ECF, attorneys can file cases and documents electronically over the Internet.

Default

A common suggested value displayed by CM/ECF on a screen. Many fields in CM/ECF have common values suggested. If a value is correct, you can accept it without changing it; if it is incorrect, you can type over it with the correct value.

Document Type

A specific filing or event in a case, which behaves uniquely from but is similar to other document types of the same category. A motion to appear and a motion to substitute attorney are separate document types, but are in the same category (motions) and have similar characteristics.

Drop-down List

A list which appears, or "drops down," when a down arrow is clicked. It is used for making a selection. When you see the selection you want to make, click to highlight it.

Hypertext Link

A link in a document which, when clicked on, will take you to another document or a web site. These links are normally in blue text and underlined, and contain an unseen URL. They permit you to move from one area (or topic) to another in a web-based program, such as CM/ECF.

Notice of Electronic Filing

An electronic document produced by CM/ECF which certifies the electronic filing of a document with the U.S. District Court. All parties requesting electronic notification can be sent this notice by electronic mail.

PDF Document

A "Portable Document Format" document is a type of imaged document which can be created by various word processing programs or by Adobe Acrobat Writer and can be read by various programs. PDF was selected as the document-filing format for CM/ECF because of its portability, or ability to be read by different programs. PDF files are compact and maintain the content, layout, and formatting of the original file. PDF files can be viewed and printed using the Adobe Acrobat Reader or a Web browser with the Adobe Acrobat Reader plug-in. All documents must be in PDF format. You can publish WordPerfect documents to PDF format.

Radio Button

A round selection button you click on to select an item from a list. Radio buttons are designed so that you can choose only one item.

URL

URL is short for Uniform Resource Locator. URLs are the naming scheme for Web pages, and are similar to street addresses. The URL for the Eastern District of Louisiana court is www.laed.uscourts.gov.