

**Electronic Filing Committee  
Technology Subcommittee  
Meeting Minutes  
September 11, 2009**

Subcommittee Members Present:

Greg Cox, Co-Chair  
Stephanie Theel, Co-chair  
Tim Mulcahy  
Todd Heitschmidt  
Tyler Adams  
Kathie Garman

E-Filing Committee Members Present:

Justice Marla Luckert  
Kelly O'Brien  
Steve Berndsen  
M.J. Willoughby  
Gordon Lansford  
Alice Adams  
Steve Grieb

Subcommittee Members Absent:

Larry Zimmerman  
Kevin Beckwith

Guest: Leigh Kinzer, Operations Manager, U.S. District Court

The meeting commenced at 10:00 a.m. with introductions.

**Topics for Discussion**

- I. Federal Case Management/Electronic Case Files (CM/ECF) demonstration.
- II. Distribute material for review and future discussion of electronic signature standard.
- III. Court Technology Conference Planning Discussion.
- IV. Determine next meeting date, time, and location.

**Recommendations**

No recommendations were made at this meeting.

## Discussion Notes

- I. Leigh Kinzer and Tyler Adams of the U.S. District Court provided a demonstration of their CM/ECF electronic filing system used in the District of Kansas. They covered issues such as logins and passwords, Notice of Redaction rules, system requirements, e-signatures, notifications, security issues, and negative aspects they have experienced.

System login requires attorneys to enter a login ID. A client code is also provided to attorneys if they want to query a case for a fee. The main screen includes a “Notice of Redaction Responsibility” disclaimer that the user must click that they agree to before continuing in the system.

All attachments must be in PDF format and conform to a 5 megabyte size limit. Their e-signature requirement is to use “/s/ (attorney name).” A user’s IP address is tracked for security purposes.

After any submission on a case a notification is sent electronically to all parties involved in the case if they have provided an e-mail address. For those parties who do not have an e-mail address available, a paper copy is mailed to them. Parties are allowed “one free look” through a link on the notification. If a party wishes to go back into the system at another time, they can query the case from the system, but there is a fee to do so (8¢ per page with a 30 page limit). The court uses the Pacer system to collect these fees.

They have provided special accounts for the media for notifications on specific cases for a fee.

Some complaints about the system from attorneys include: difficulty in use, too many screens, a poor search feature, and no mechanism for batch filing. Court users complaints include: finding errors after the fact due to lack of filing acceptance queue, chambers can’t track workload or assignments, lack of spell check, it doesn’t manage attorneys well, no online registration for ECF account, and notifications for mailing are not generated. Some benefits of using this system are drastically reduced filing time and it is paperless.

- II. Greg Cox distributed a Digital Signature Tutorial from the ABA and also a compilation from several other sources on the basics of e-signatures. He asked that the committee study the material for discussion at the next meeting and possibly creating a recommendation for the Court at that time.
- III. The committee discussed the Court Technology Conference scheduled for September 22-24 in Denver.

**Items for September 29, 2009, Agenda:**

- I. Discuss recommendations for e-signature and possible rule change.
- II. Court Technology Conference update.
- III. List vendors that the committee would like to see demonstrations of their e-filing systems.

**Next meeting:**

Tuesday, September 29, 2009, at 8:30 a.m., OJA conference room at the Judicial Center.