



EZCourt[®]

User Guide

Download, Merge, Bookmark and Save your Pleadings Automatically!
For Microsoft Outlook 2003(c)

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1. Introduction

EZCourt automatically downloads and saves pleadings served through the Federal Courts' [CM/ECF](#) and LexisNexis File&Serve systems. **EZCourt automatically:**

- (1) Downloads the pleading and all associated documents based on the information contained in the Notice of Electronic Filing sent by the Court at the time the pleading is filed.
- (2) Merges the pleading and all associated documents into a single pleading.
- (3) Bookmarks the pleading and all associated documents using Adobe Acrobat bookmarks.
- (4) Saves the pleading to the folder you select. **EZCourt** automatically names the pleading based on the date filed, the docket number and name of the pleading. **EZCourt** even remembers where downloaded pleadings should be filed.

EZCourt also facilitates forwarding the pleadings via email and the creation of new Outlook Appointments.

For any suggestions, please email us at suggestions@digitalofficesystems.com

2. Getting Started

a. Pre Installation Requirements

- (1) Microsoft Outlook 2003.
- (2) Adobe Acrobat Version 7. Any of the Adobe Acrobat Version 7 products, including Adobe Acrobat Reader 7, will work.
- (3) An active Internet connection.

b. Installing EZCourt

- (1) In your internet browser, Go to www.DigitalOfficeSystems.com. Click the **EZCourt** sunshine. Click “Download the Beta Version of EZCourt” link and save the files to disk.
- (2) Open the compressed or "zip" folder containing the **EZCourt** installation files.
- (3) Double click on “Setup” and follow the installation instructions. During installation of **EZCourt**, three Microsoft update components will be installed in order to run **EZCourt**: the 2.0 .Net Framework, Outlook 2003 PIA and the core Office PIA.

c. Overview

After **EZCourt** is installed, two new buttons will appear on the Outlook 2003 Tool Bar labeled “**EZCourt**” and "Options". Select a “[Notice of Electronic Filing](#)” email from a Federal Court or LexisNexis File&Serve and click the “**EZCourt**” button. The pleading and all associated documents will be downloaded and displayed. Click the bottom tab labeled “Filing Information” and select the folder where the pleading will be saved and click on the “Save” button. You may click the “Open After Save” box if you wish to review the document in full screen. The pleadings and associated documents will be automatically merged, bookmarked and saved.

EZCourt will recognize any future pleadings in that case and direct them to the correct folder. Consequently, saving all future pleadings is as easy selecting the email, and clicking on the “**EZCourt**” button.

3. Using EZCourt

a. Overview

Once **EZCourt** is installed, obtaining a court pleading is as simple as selecting a Notice of Electronic Filing in Microsoft Outlook and clicking on the **EZCourt** button. **EZCourt** automatically:

- (1) **Downloads** the pleading and all associated documents based on the information contained in the Notice of Electronic Filing sent by the Court at the time the pleading is filed.
- (2) **Merges** the pleading and all associated documents into a single pleading.
- (3) **Bookmarks** the pleading and all associated document using Adobe Acrobat bookmarks.
- (4) **Saves** the pleading to the folder you select. **EZCourt** automatically names the pleading based on the date filed, the docket number and name of the pleading. **EZCourt** even remembers where downloaded pleadings should be filed.

ii. What is CM/ECF

CM/ECF is the federal courts' case management and electronic case files system. It provides courts enhanced and updated docket management capability. It allows courts to maintain case documents in electronic form, and it gives each court the option of permitting case documents — pleadings, motions, petitions — to be filed with the court over the Internet.

CM/ECF implementation in the U.S. Bankruptcy Courts has been underway since early 2001. U.S. District Court implementation began in 2002. Appellate court implementation began in late 2004.

More information is available at http://www.uscourts.gov/cmecf/cmecf_about.html

iii. What is a Notice of Electronic Filing

When a document is filed in CM/ECF, a Notice of Electronic Filing (NEF) is automatically generated and e-mailed to the registered parties in the case. The NEF includes the text of the docket entry, the unique electronic document stamp, a list of the case participants

receiving e-mail notification of the filing, and hyperlink to the document(s) filed. Most recipients will receive one copy of the document through this link.

b. Downloading documents

In order to download a pleading, select a [Notice of Electronic Filing](#) email (or [NEF](#)) in your Outlook Inbox and click on the **EZCourt** Button found on the Outlook Tool Bar. Alternatively, when an NEF email is opened, a button labeled “**EZCourt**” is added to the Outlook item. Clicking on this button will cause **EZCourt** to close the NEF and begin the process of downloading the pleading.

EZCourt downloads the pleading referenced in the NEF and all related documents. The pleading and all related documents will be displayed by **EZCourt** once the downloading is completed.

Each document will be displayed separately. Moving between the documents is accomplished using the “tabs” at the bottom of the **EZCourt** display screen. In addition to a separate tab for each document, the **EZCourt** display screen contains a tab labeled “Filing Options.” The Filing Options tab allows the user to control various aspects of how the documents will be saved including; the folder where the document will be saved, the name of the file, and whether the documents will be merged into a single file or each saved separately.

i. Log in requirements.

Users will be prompted to log in to either the CM/ECF system or Lexis-Nexis File and Serve when necessary. With the CM/ECF System, the most common time when login is required is when the user has already used the “first look” which is provided free of charge. **EZCourt** will still allow you to log in using your Pacer credentials and download the pleading. However, CM/ECF charges will apply.

With the Lexis-Nexis File and Serve System, login is required in order to download any documents.

The Pacer and Lexis-Nexis credentials are maintained in a cookie that is never written to your hard drive. The Pacer and Lexis-Nexis credentials will remain active during the current Outlook session only.

c. Merging documents

Frequently, more than one document is associated with a [Notice of Electronic Filing](#) or NEF email. **EZCourt** downloads all documents associated with the NEF. At the time the documents are saved, **EZCourt** automates the process of merging the documents into a single file. *The merging of the documents does not take place until the files are saved using **EZCourt**.*

By default, all documents downloaded from the [CM/ECF](#) system from a single [NEF](#) will be merged into a single file. However, the default for documents downloaded from the Lexis-Nexis file and serve system is to save each file separately.

By clicking on the “Filing Information” tab located at the bottom of the **EZCourt** display screen, users can decide which documents will be merged and which documents will be saved separately. In a documents to be saved separately, **EZCourt** will assign a default name for the document based on the date of filing, the docket number (if available) and the title of the documents. See [Saving Documents](#) for more information regarding the default file names.

d. Bookmarks

When files are merged, **EZCourt** automatically bookmarks the beginning of each merged file. The name of the bookmark will correspond to the title of the file which is being merged. All other bookmarks are removed at the time they are merged.

e. Saving Documents

The ultimate goal of **EZCourt** is to save files to a hard drive for future use. There are two important considerations in saving the files: the folder in which the files will be saved and the name of the file.

i. Selecting folders

The folder in which the files will be saved can be selected in one of two ways. First the target folder can be selected by clicking on the “Filing Information” tab at the bottom of the **EZCourt** display screen. When a pleading is saved, **EZCourt** will remember where pleadings for this particular case were last saved. When future pleadings are received in a case, by default, **EZCourt** will save the new pleadings in the same folder. Changes to the default folder for a

case are made by saving pleadings to a different folder using the “Filing Information” tab at the bottom of the **EZCourt** Display Screen.

In addition to using the “Filing Information” tab, a target folder can be selected using the “Assign Folder” button which appears when a folder has not yet been assigned for a particular case. Once a folder has been assigned for a particular case, a different folder can be assigned only using the “Filing Information” tab.

ii. Default file names

EZCourt selects a default file name for each file to be saved. The default name is based on the date of filing, the docket number (if available) and the name of the pleading.

The first eight digits of the default file name represents the date on which the pleading was filed. The date is expressed in terms of year (4 digits), month (2 digits) and day (2 digits). For example “20060226” would represent February 26, 2006. The date pattern allows files to be sorted in chronological order when viewed in Windows Explorer.

Following the date, **EZCourt** will include the docket number (if available) and the title of the pleading. The name of the pleading will be truncated if longer than 75 characters.

iii. Changing file names

File names can be changed by click on the “Filing Information” tab found at the bottom of the **EZCourt** display screen, click the text box under “File Name” and add or remove text as needed.

4. Copyright

The copyright and intellectual property rights of this software, **EZCourt**, and all its documentation, including this online help system, are owned by Digital Office Systems, LLC, and are protected by copyright laws and international intellectual property right treaties. You may not copy any portion of the software or documentation in any form, except to use this software in accordance with the terms of the agreement or to make one copy for backup purposes. You may not alter the software in any way. If copies of the documentation must be made, you should make them in printed form only

5. Support

You can consult www.DigitalOfficeSystems.com to find the latest product information, product updates, and answers to common questions.

For technical support contact us directly, E-mail: support@digitalofficesystems.com