

# memorandum

To: All Counsel

Subject: CM/ECF Registration – Action Requested

Date: May 2, 2007

From: Michael E. Gans, Clerk of Court - 314-244-2400

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The court is ready to begin the Electronic Case Filing phase of its CM/ECF implementation, and I am writing to ask you to register with the PACER Service Center as an authorized Eighth Circuit user. You may do this by logging into the PACER system at:

<https://pacer.psc.uscourts.gov/psco/cgi-bin/cmecf/ea-regform.pl>

Even if you are already a PACER user, you must complete a special appellate court registration form in order to set up your appellate filer status. When you have completed your registration, PACER passes us your data for approval. This approval process allows us to verify that the information we have for you in our database, especially your e-mail address, matches the information you provided PACER. Once we approve you, you will receive notice that your Eighth Circuit filer account has been activated. Please note that the User ID and Password you set up when you register as an Eighth Circuit Appellate CM/ECF filer are not a PACER ID or password. The Eighth Circuit CM/ECF User ID and Password grant you access to our system for filing purposes; your PACER ID and Password grant you access to your PACER account for data retrieval.

The Eighth Circuit plans to implement Electronic Case Filing in all cases effective June 1, 2007. If you have any pending cases it is important that you register at this time. We are conducting attorney registration in phases, and with several thousand attorneys to register and approve, the process will take several weeks. After you register, it may take a few days for us to approve your registration. If you have not received your activation notice from us in five days, please contact my office.

More information about the Court's implementation of CM/ECF can be found on our website. Other information about the filing process will be forthcoming. I urge you to review the notice concerning implementation and the "Training Modules for CM/ECF Electronic Filing," links to which can be found on our homepage at [www.ca8.uscourts.gov](http://www.ca8.uscourts.gov)

If you have any questions, please contact my office. Thank you for your assistance.