



SHERRI R. CARTER
District Court Executive
and
Clerk of Court

**UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA
Western Division
312 North Spring Street, Room G8
Los Angeles, CA 90012**

**SOUTHERN DIVISION
411 West Fourth Street, Suite 1053
Santa Ana, CA 92701-4516**

**EASTERN DIVISION
3470 Twelfth Street, Room 134
Riverside, CA 92501**

September 8, 2006

Dear Counsel:

Effective January 1, 2007, the Court is expanding its mandatory electronic case filing (ECF) program to include criminal cases.

As part of ECF, criminal attorneys will be able to file, view and print documents from anywhere they have access to the Internet, 24 hours a day. In addition, all counsel of record will receive automatic service of each filed document via e-mail through the ECF system. The ECF system will also automatically e-mail a notice of electronic filing for every document filed.

Attorneys receive one free copy of documents filed electronically in their cases. Additional copies are available for downloading at a minimal cost through the Public Access to Electronic Records (PACER). Information regarding establishing a PACER account may be obtained at <http://pacer.uscourts.gov> or by calling 800-676-6856.

Listed below are the hardware and software requirements needed to electronically file criminal documents:

- Personal Computer (PC clone or Apple Macintosh are sufficient)
- Windows (version 95 or higher) or Macintosh (any version released after 2001)
- Internet connection
- Any browser, including, Netscape Navigator (version 4.08 or higher) and Internet Explorer (version 5.0 or higher)
- WordPerfect or Microsoft Word

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- Adobe Acrobat (version 3.0 or higher)
- Scanner for imaging documents
- E-Mail account (any provider)
- PACER log-in and password

Training for electronic filing will be available from the Clerk's Office and is mandatory. All counsel responsible for filing documents in criminal cases must be present for this training in order to obtain a login and password. Support staff, or those who may assist with electronic filing on your behalf, are also invited to participate in this training. The Clerk's Office training does not include the use of a computer, scanner or e-mail, so if you are not skilled in these areas, you may need to seek additional outside training.

The Clerk's Office will hold training classes every Tuesday, Wednesday, and Thursday beginning October through December, 2006. Please notify the Clerk's Office as soon as possible to indicate your choice of training time and date and the number of persons who will be attending class. You may do this by e-mailing sched_train@cacd.uscourts.gov or calling 213-894-2761. Class size is limited, so please do not wait until the last minute to sign up. The Clerk's Office will confirm your training date and time.

Important information about electronic filing can be accessed at the CM/ECF website through the Court's homepage at www.cacd.uscourts.gov. Please refer to this website frequently so that you are current on all changes to rules and policies regarding electronic filing.

Sincerely,



Sherri R. Carter