

Memorandum

United States Bankruptcy Court
Eastern District of Virginia

TO: All CM/ECF Registered Users and Non-Registered Query-Only Users

FROM: William C. Redden, Clerk

DATE: May 29, 2001

SUBJECT: Notice of: Adobe Acrobat 5.0 PDF Writer Test and Evaluation Results—IMPORTANT INFORMATION; Ongoing Need to Make Use of Netscape 4.6x or 4.7x for CM/ECF Access; and Ongoing Requirement that all CM/ECF Registered Users and Non-Registered Query-Only Users Secure PACER Accounts—ACTION REQUIRED

1. Test and Evaluation of Adobe Acrobat 5.0 for Use with CM/ECF and Use of Adobe Acrobat Writer Discount Program

The Administrative Office of the U.S. Courts (AO) recently completed testing and evaluating the capabilities and compatibility of the Adobe Corporation's new Version 5 of its Acrobat Portable Document Format (PDF) conversion software. The AO is advising that judicial officers and employees and CM/ECF external users can submit and access Version 5 PDF documents without causing any adverse effects to the CM/ECF System.

The AO is emphasizing that those judicial officers and employees and external users who presently make use of earlier Acrobat PDF versions (Versions 3.x or 4.x) may continue to do so for purposes of submitting or accessing CM/ECF documents. There is no CM/ECF requirement to upgrade to Version 5. The AO test report itself can be accessed at the Court's CM/ECF home page by clicking the "Getting Started" button located at the left-hand side of the home page. In an executive summary to the test report, the AO notes that:

[T]here are a few precautions that should be taken when installing and using Version 5 with CM/ECF. Adobe Acrobat Version 5 offers two packages ("drivers"), Acrobat 5 Distiller and Acrobat 5 Writer, for procedures automatically install the Distiller package, the AO **strongly recommends** that all CM/ECF users "Custom" install and normally use the Adobe Writer 5 driver software (see full report for instructions). The PDF Writer version converts files into PDF significantly faster and produces significantly smaller PDF files than Adobe Distiller version. (Emphasis in original.)

Adobe Corporation is continuing to offer an Adobe Acrobat Writer Discount program for attorneys. This program, however, may be discontinued after June 30, 2001. The AO advises that the offered discount is approximately 50 percent of the standard retail price. Interested persons may contact the Adobe Corporation at 1-888-502-5275.

2. Notice of Ongoing Need to Make Use of Netscape 4.6x or 4.7x for CM/ECF Access

This follows up to my e-mail message to registered CM/ECF users on February 28, 2001, and memoranda dated March 2, 2001, and March 27, 2001. For the reasons set out in these transmittals, the AO is emphasizing that CM/ECF has been tested and works correctly with Netscape 4.6x or 4.7x. Do not use any version of Netscape higher than 4.7x including Netscape 6.0x. In addition, do not use Internet Explorer when accessing CM/ECF. The AO is evaluating what can be done when Internet Explore is the user's browser of choice when accessing CM/ECF Version 1. The AO is undertaking testing, which, if successful, will address this issue. The AO has advised the CM/ECF courts, however, that even if this testing is successful, it only will continue to certify that Netscape 4.6x or 4.6x are "compatible" with the CM/ECF System.

3. Notice of Ongoing Need for CM/ECF Registered Users and Non-Registered Query-Only Users to Secure PACER Accounts

All CM/ECF registered users and non-registered query only users must enter an assigned PACER login and password to access documents in the Court's CM/ECF database. If you are a CM/ECF registered user but **not** a registered PACER user, you must obtain a PACER login and password as soon as possible. A PACER login and password is secured by obtaining a PACER account. **You will not be assessed a fee for obtaining a PACER account.**

You **must** have an active PACER account to use Version 1 of CM/ECF. If you already have an active PACER account for our Court's dial up system, you may use the same account for CM/ECF. Even if you are a non-registered user who only queries the Court's CM/ECF database, you still must have a PACER login and password. Until July 1, 2001, no CM/ECF user will be subject to Judicial Conference-mandated billing by the PACER Service Center for accessing the Court's CM/ECF data.

If you need to obtain a PACER account, please visit <http://pacer.psc.uscourts.gov> for assistance. You also may contact the PACER Service Center via telephone at 1-800-676-6856, or by mail at:

PACER SERVICE CENTER
PACER REGISTRATION
PO BOX 780549
SAN ANTONIO, TX 78278-0549

You are strongly encouraged to sign up for a PACER account over the Internet, as this is the quickest way to set up such an account. I have been advised that the PACER Service Center sends the PACER account login and password information package by regular mail to the PACER account applicants. (Delivery to the PACER account applicants, by the U.S. Postal Service, could take two-to-three days once the PACER Service Center mails out the information packages.)