

NEW PASSWORD REQUIREMENTS

CM/ECF now requires users to create more secure passwords. Passwords must be at least eight characters long and include both uppercase and lowercase alphabetic characters and at least one digit or special character (for example, 0-9, @, #, \$, %, &, *, +).

After logging in with your current password, a pop-up message will instruct you to change your password if it does not meet these new requirements.



The screenshot displays the CM/ECF web interface. At the top, there is a blue navigation bar with the CM/ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the official seal of the United States District Court of Ohio, Southern District of Ohio, featuring an eagle with a shield and a banner. A blue notification box with a close button (X) is overlaid on the seal. The notification text reads: "***Notice*** The requirements for CM/ECF passwords have changed. To set a password that meets the new standards, please click [here](#) and go to the *More user information screen*." Below the notification, the text "CM/ECF-Train Ver 5.0 RC5 installed on 7/30/2010" is displayed. A horizontal line separates this from a disclaimer: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials." Another horizontal line follows. Below that is a welcome message: "Welcome to the U.S. District Court - Southern District of Ohio for the Southern District of Ohio Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Adobe PDF reader can be obtained by selecting the *PDF Settings* option listed below." A horizontal line separates this from a link: "[PDF Settings](#)". At the bottom left, the text "Last login: 08-25-2010 13:37" is visible.

After you click on the link in the window, your account information will be displayed. Click on the “More user information...” button at the bottom of the screen.

The screenshot shows the 'Maintain User Account' form in the ECF system. The form is titled 'Maintain User Account' and is located under the 'Civil' menu. The form contains the following fields and options:

- Last name: attyss
- First name: [empty]
- Middle name: [empty]
- Generation: [empty]
- Gender: [dropdown menu]
- ATY Type: [dropdown menu]
- Title: [empty]
- Bar number: [empty]
- Type: aty
- Prisoner id: [empty]
- Add Headers to PDF Documents:
- Office: [redacted] (Attorney Account)
- Unit: [empty]
- Address 1: 100 E. Fifth Street
- Address 2: Room 906
- Address 3: [empty]
- City: Cincinnati
- State: OH
- Zip: 45202
- Country: [empty]
- County: [dropdown menu]
- Phone: [empty]
- Fax: [empty]
- Initials: [empty]
- DOB: [empty]
- End date: [empty]

Buttons at the bottom of the form include: Email information..., More user information..., Submit, and Clear.

Here is where you can change your password.

The screenshot shows the 'More User Information for attyss' form in the ECF system. The form is titled 'More User Information for attyss' and is located under the 'Civil' menu. The form contains the following fields and options:

- Login: attyss
- Password: [masked]
- minimum 8; upper- & lower-case letters; include digit or special character
- Last login: 08-25-2010 13:37
- Current login: 08-25-2010 13:37
- Create date: 05/02/2007
- Update date: 06/14/2010
- Registered: Y
- Internet Credit Card: Y
- Default Printer: [dropdown menu]
- Additional Printers: [dropdown menu]
- Groups: Attorney

Buttons at the bottom of the form include: Return to Account screen and Clear.

Once you have changed your password, “Return to Account screen” and “Submit”.