

Attorney Updates in CM/ECF - June 2012

Background

On June — the District of South Carolina will upgrade CM/ECF. This document provides details for the change(s) that will affect attorney filers.

Password Changes


CM/ECF now requires users to create more secure passwords.

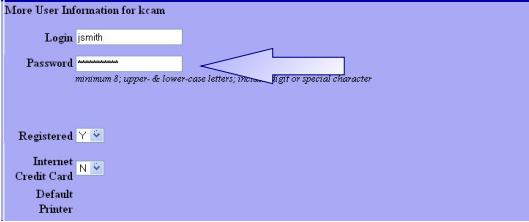
Passwords must include:

- At least eight characters
 - Both uppercase and lowercase alphabetic characters and,
 - At least one digit or special character.
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Updating Password

After logging into CM/ECF with your current password you will be prompted to change your password. Use the following steps to change your current password to conform to the new requirements.

Step	Screen
1. Log into CM/ECF	
2. Click the “here” link in the pop-up message.	

Step	Screen
3. Enter new password in the Password field and click Submit.	

Multiple Login Attempts

After five invalid login attempts, the user's account will be "locked" for five minutes. The following error message will appear on the screen.

Your account is temporarily disabled because an incorrect password was given 5 times. If you do not know who entered the incorrect passwords, or if you need to have your password changed, please contact the System Administrator. Otherwise, please try again in approximately 5 minutes.

After the initial five minute timeout period has expired, the next failed login attempt will increase the timeout period to six minutes. After the new six minute timeout period has expired, the next failed attempt will increase the timeout period to seven minutes, and so on.

Logging Out

When you click Logout from the main blue menu bar, the following pop-up message will appear.

