



United States District Court
Central District of California
Information Technology



September
2013



The Information Technology Newsletter

Noteworthy Dates

Wednesday, Sept. 18, 2013
Microsoft Word 2010

Beginner & Advanced Classes

Wednesday, Sept. 19, 2013
Sharing Points Live

Wednesday, Oct. 9, 2013
Leading Edge Book Club

Tuesday, Oct. 15, 2013
CIVILCF Versions 6.0/6.1

Thursday, Oct. 17, 2013
App-0-Rama

Wednesday, Oct. 23, 2013
Judicial I.T. Brown Bag

Educational Apps

Have you ever been in the midst of explaining Einstein’s Theory of Relativity to your seven year old and thought, “I wish there were an app for that”? Unfortunately, there’s not. However, there are a multitude of wonderful, age appropriate apps that can be useful both for adults and children. For those who are now back in the routine of school, as well as for those who simply enjoy the challenge of learning new information, we suggest the following websites and apps as excellent resources. Please click on the website or app names for more information.

WEBSITES

iCivics: Focus age: high school

Created by retired Supreme Court Justice Sandra Day O’Connor in 2009, iCivics prepares young Americans to become knowledgeable, engaged 21st century citizens by creating free and innovative educational materials. The games offered on this site allow students to develop reasoning skills by assuming roles of attorneys or judges and working through various aspects of the law.

The story continues next page.

“My kids’ school encourages teachers to post homework assignments and test schedules on the school’s website. My kids check their class assignments online every day. In addition, a science teacher uses an app/web-based program called Schoology to give the kids take-home tests to review the day’s work. When the tests are submitted, the kids know their scores – and wrong answers – immediately. Finally, one of my kids is in an upper-level Spanish class. She uses an iPhone/iPod Touch app called SpanishDict as an English-Spanish translator. It also has a good translation word game, and offers a word-of-the-day function.” *Magistrate Judge Michael R. Wilner*

Educational Apps

Fun Brain: Focus age: preschool – 8th grade

Fun Brain offers more than 100 fun, interactive games that develop skills in math, reading, and literacy.

Open Culture: Focus age: K – adult

Find hundreds of free downloadable audiobooks, courses from Ivy League universities in video and audio formats, eBooks, Ted talks, and documentaries on this website.

IPAD/IPHONE APPS



Constitution: Focus Age: Everyone

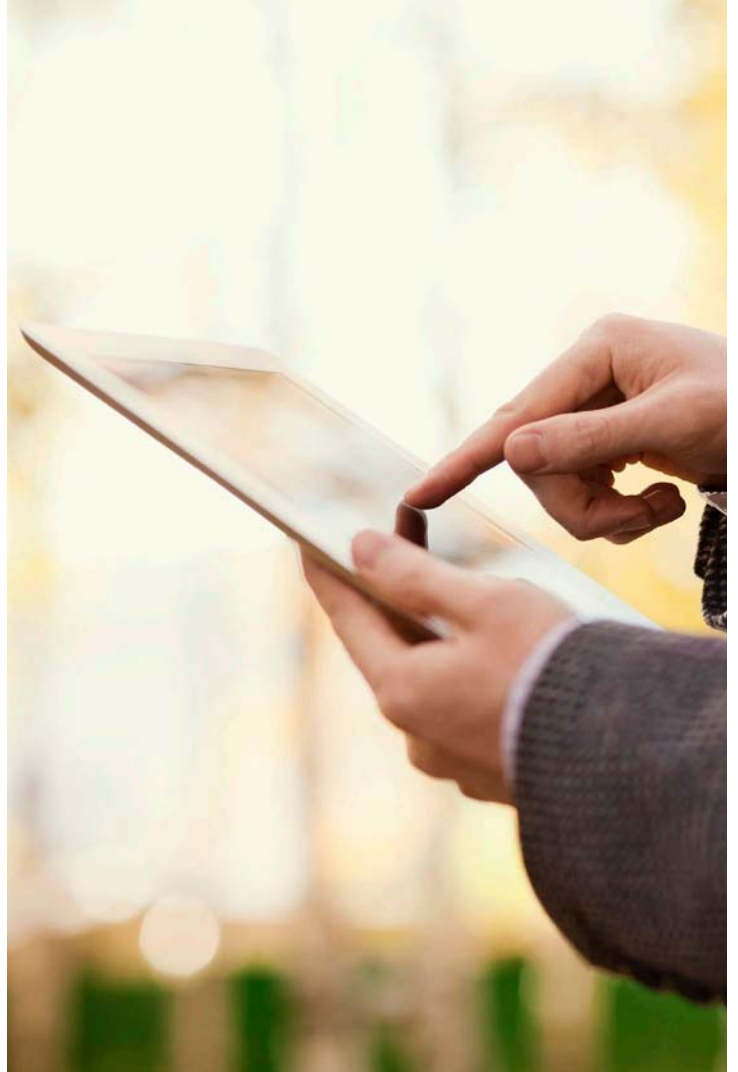
The Constitution for iPad app provides access to the entire text of the US Constitution, amendments, proposed amendments and biographies of the signers.



US Map Facts Lite: Focus Age: Everyone

The United States Map Facts Lite iPhone app will help you or your child explore the rich heritage of the United States. As a great learning tool, this app includes facts of all 50 states, the Declaration of Independence and its signees. Each state includes these facts:

- Date in which the state entered the Union
- Which order the state entered the Union
- Capital (and location of capital)
- Meaning of Name
- Nickname
- Motto
- Bird
- Tree
- Flower
- Song
- Flag
- Famous people born in the state



SAT Up: Focus Age: High School

Prepare for your SAT, PSAT, ACT and AP exams with personalized tests and comprehensive questions.

- Study for all three sections (math, critical reading, writing)

JNet Tips

The JNet has recently undergone major changes in order to help improve accessing information. With this change, resources such as the Administrative Office's IT Tips of the Month are more readily available. Tips cover the full gamut of IT related security topics such as:

- Public Hotspots: Is Anyone Listening?
- Secure Mobile Devices When Traveling Abroad
- Transfer Files Securely
- The Facts About Texting
- Beware of Malware
- Recognize and Avoid Phishing
- Social Networking: Security Pitfalls to Avoid
- Best Password Practices
- Don't Let Scammers Bully You Into Action: Recognize Scareware
- Recognizing and Responding to Suspicious Behavior



Be sure to visit this resource for an overview of a variety of security awareness topics.

<http://jnet.ao.dcn/information-technology/security/training-and-awareness/it-security-awareness-toolkit/tips-month/>

The Central District Court's E-Waste Program

The Central District is doing its part to protect our environment. Over the years the USDC has accumulated excessive amounts of E-waste that need to be disposed of properly. E-waste can include computers, printers, televisions, VCRs, cell phones, fax machines, stereos, and electronic games. Electronics may contain lead, copper, and other heavy metals or potentially toxic substances. Over the last year the USDC has aggressively cut back on the amount of old non-working electronic equipment in order to free up space and reduce its environmental footprint. Now the Central District is reaching out to our court family to help us reduce our environmental footprint as well. The USDC now has a program in place to help facilitate the proper recycling and disposal of any old working or non-working electronics. Currently, recycle bins have been placed on each floor of the Spring Street Courthouse for proper drop-off and disposal of any electronic equipment. Our goal is to have locations in place for E-waste drop-off in all of our court houses before the end of the year. Any equipment that may have internal memory storage such as cell phones, laptops and computers may need to have internal storage wiped. Please contact your local IT representative to assist you with proper disposal of these items. The USDC would like to thank you for your support in reducing your environmental footprint now and in the future.



Sharing Points

The California Central District Intranet, built on the Microsoft SharePoint platform, is more than an attractive and functional website. It offers a suite of applications and tools that allows you to perform your job more effectively and efficiently. SharePoint is utilized by the staff of 169 agencies throughout the Judiciary.

On Tuesday, August 20, 2013, the first of the Sharing Points Live training series was conducted. These series offer tips and techniques on the usage of SharePoint features, and provide a forum to discuss aspects of business challenges that may find resolution through SharePoint.

Those who attended the first session represented all departments and chambers of the Court. New and important features such as Sticky menus, page/font resizing, and strategic content placement were demonstrated. The session introduced the **Team Collaboration Sandbox**, the website that allows staff to experiment with tools and features such as lists, calendars, document centralization, and automated processes. A walk-through was done in the Sandbox to show how to create a personal website and a departmental leave calendar.

In a time where we must do more with less, the SharePoint Intranet extends the effectiveness of your capabilities. As subject-matter experts in your department, you can create personalized tools and automated processes necessary to do your job efficiently.

With the upcoming release of the production version of the Sandbox, we invite you to “play” in the Sandbox. It is a safe environment where you can experiment and become familiar with collaborative features. Should your testing or experimentation become skewed, you may simply “start over.” The more you practice in the Sandbox, the greater your success will be in the usage of the production site upon its release.

If you have questions about SharePoint, please feel free to e-mail the development team at WebUpdate_cacd@cacd.uscourts.gov or contact the IT Helpdesk at (213) 894-6133.

The SharePoint Intranet is the latest in a string of technological achievements for the Court in leveraging the knowledge, skills, and abilities of the staff towards performing at peak levels.



Judicial Administrator I.T. Brown Bags

The Judicial Administrator I.T. Brown Bag Meeting launched its first meeting on August 13, 2013.

The objectives of the meetings are to:

- Establish a discussion group on a number of I.T. related topics that impact chambers.
- Promote social learning and encourage Q&A discussion.
- Provide opportunity for Judicial Assistants to meet and network with fellow professionals around a topic of mutual interest.

The next meeting is tentatively scheduled for October 23, 2013, and thereafter meetings will be held quarterly. If you would like to facilitate or be the presenter at one of these meetings, please contact Nancy Hackney at (213) 894-2076. The I.T. Judicial Support Team welcomes your feedback for potential topics.

Tagging a Voice Mail Message

When you create a voice mail message, you can indicate that you want it handled in a special way. Choose from the following options:

1. After recording your message, press

- For **URGENT**, press **701**.

When you send a message marked Urgent, the recipient is notified in the mailbox summary and the message header that the message is urgent. Urgent messages can be left for voice mail subscribers at any of the divisions as well as for internal subscribers.

- For **PRIVATE**, press **704**.

Messages tagged as Private cannot be forwarded by the recipient, if the recipient is a Court voice mail subscriber. Be aware that Private messages left for someone outside the Court's voice mail system can be forwarded.

- For **ACKNOWLEDGEMENT**, press **705**.

When a message is tagged for Acknowledgement, the sender will receive an acknowledgement message in their mailbox once the message has been heard by the recipient. This feature is only available when leaving messages for internal voice mail subscribers.

2. To **SEND**, press **79**

For any questions regarding the use of these features, please call the IT Help Desk at x6133.

New Intranet Features

New features and enhancements have been rolled out across various sections (Learning Café, Forms and Directory) of the intranet. These enhancements provide improved functionality on the SharePoint intranet site.

FORMS SORTING ORDER

A new sorting method for the **Forms** section addresses the problems of the dictionary (lexicographical) sorting order which affect forms that are labeled without leading zero(s) in front of the numeric portion of the form ID. For example, the form G-11 was labeled without a leading zero. The dictionary sorting algorithm places the form G-11 after G-109 because the first 4 characters (G-10) precede G-11 in lexicographical order. To solve this problem, a new sorting algorithm was created that automatically detects numeric characters in the form ID (label), applies leading zero(s) behind the scenes, and subsequently, places forms in alphanumeric order, thereby correcting the misplacement of G-11 as described in this example.



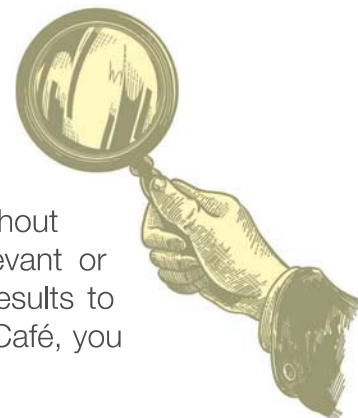
BREADCRUMBS

“Breadcrumbs” is a navigation tool used in websites to help you keep track of your location within a site or site collection. It generates a trail for you to follow back to the starting page or site. “Breadcrumbs” appear horizontally below the header section of every page for greater visibility to the trail.

Home » Chambers

LEARNING CAFÉ SEARCH SCOPE

The ability to search for items specific to the Learning Café is now available. Previously, the search module returned all related pages and documents stored throughout the intranet, which in turn, provided irrelevant or excessive information. By limiting search results to a particular site, in this case, the Learning Café, you can now obtain relevant search results.



FONT-RESIZER



The Font-Resizer is a very popular feature which allows you to increase or decrease the font size of web pages in order to improve readability. Although most modern browsers already support the Text Zoom feature, it is still a nice addition for those who use browsers without Text Zoom support. The Font-Resizer is visible in the upper right section of every page. Clicking on the - or + symbol adjusts accordingly. Clicking on the **A** resets fonts to their original size.

New CM/ECF Versions

Hear Ye! Hear Ye! To All CM/ECF Users, may we have your attention please? The CM Development Group would like to announce the release of CM/ECF versions 6.0/6.1 coming to the District Court on October 15, 2013.

In preparation for this new release CM will not be available the weekend of Saturday, October 12, 2013, through Monday, October 14. The CM Development Group will be working diligently to ensure that this upgrade goes smoothly and that the system will be up and running for you on Tuesday, October 15, 2013.

If you experience any issues at that time or thereafter please contact the CM/ECF Development Group via e-mail at cacdm1_CMECF_DEV so that we may provide you with assistance.

Information regarding training classes and dates will be forthcoming from the Operations Support Specialist Team.

Listed below are the major new features of both CM/ECF 6.0 and 6.1:

CM/ECF V6.0 MAJOR NEW FEATURES

1. Onsite Restoration of Deleted Cases

- a. When a case is deleted, it is simply masked from users for a pre-determined time period.
- b. Administrators can permanently remove deleted cases from the database.
- c. The Court no longer has to call SDSD to restore deleted cases.
- d. Administrators can restore a deleted case by using the Restore or Permanently Remove Deleted Cases utility.

2. Tracking of Delayed Notice Search Warrants

- a. The new functionality, when used in an Event, allows tracking of delayed notice search warrants.
 - b. Data for delayed notice search warrants are now reported to the AO.
- ### 3. Case Assignment Judge Activity Report
- a. The report provides more detailed tracking of case assignment activity, by deck and by judge, for a discretionary reporting period.

CM/ECF V6.1 MAJOR NEW FEATURES

1. Mobile Query

- a. Offers a simplified interface that is optimized for mobile devices such as smart phones (e.g., iPhone, Android, and BlackBerry) and tablets (e.g., iPad).
- b. Incorporates the following functions:
 - i. Search interface
 - ii. Party selection from party name search
 - iii. Case selection from case search
 - iv. Attorney information
 - v. Party information
 - vi. Deadlines/Hearings
 - vii. Docket entries
 - viii. PACER login



The story continues next page.

New CM/ECF Version

Running Reports in CM/ECF

- c. Mobile Query can be accessed from:
 - i. The Mobile Query link on the Query selection criteria screen in CM
 - ii. A case link from the mobile PACER Case Locator (PCL) in PACER
 - iii. The Mobile Query link on the Query menu in CM

2. Automated Sealed Tickler Report

- a. Emails will be automatically sent to the judges reminding them to review their sealed cases on an annual basis.
- b. The Automated Sealed Tickler Report will be sent to the judges via an email on January 1st every year.
- c. The report will only include cases that are either closed or have been pending for more than 12 months from the dates the cases were opened.
- d. A Summary Report, which only includes a total count for each judge, can also be emailed to the Chief Judge.

Ever run a report in CM before?

It's not as complicated as it may seem! For example, if you only utilize CM/ECF to query cases and run docket reports, it's even easier to run a report that is specifically tailored to your case management needs.

Want to know how many open civil cases a specific judge has for a certain case type? You can run a report that will give you a complete list of all cases from any start date to end date. To run a civil case report for Banks under the jurisdiction of Federal Question, and with a cause of action of 28:1444-Notice of Removal-Foreclosure, follow these steps:

Log in to CM/ECF

1. Click **Reports** on the blue menu bar.
2. Click **Civil Cases**, under the category of **Civil Reports**.
3. Select the appropriate divisional office in the **Office** list box.
4. Select the Judge in the **Judge** list box.
5. Select **Federal Question** in the **Jurisdiction** list box.
6. Select the appropriate case type in the **Case Type** list box.
7. Select the appropriate nature of suit in the **Nature of Suit** list box.
8. Select 28:1444 in the **Nature of Suit** list box.
9. Type the inclusive date range in the **Date Filed** text boxes.
10. Click **Run Report**.

There are also various options by which the cases can be sorted. For example, sort by case number or by presiding judge, just to name a few. You can schedule the report to run at a certain time and date. You may also check the box next to "Make these options my default" so that your changes will remain the same.

The Learning Café also provides a Quick Reference Guide for running the following seven new civil reports:

- Civil Caseload Report
- Civil Filing by Nature of Suit Report
- Civil Terminations by Nature of Suite Report
- Civil Caseload by Nature of Suit and by Weighted Filings
- Aging Civil Cases and Motions
- Median Filing to Disposition
- Magistrate Judge Civil Referral Caseload Report

The Leading Edge

The Leading Edge Book Club covers books centered around a variety of leadership themes. We meet on the second Wednesday of every month from 12:15 pm to 1:15 pm in Room 1001 in the Spring Street Courthouse.

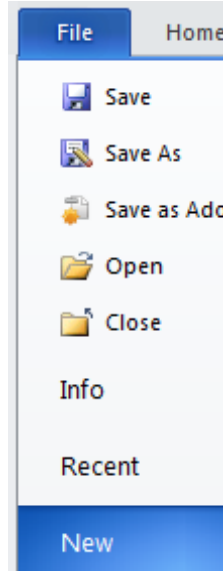


[Click here to go to the Quick Reference Guide](#)

Using Templates in Microsoft Word

To find and apply a template in Word, do the following:

1. On the **File** tab, click **New**.



Did You Know?

The Court is offering **Beginner and Advanced Microsoft Word classes, free and available to all employees. The next class is scheduled for September 18. Register online today!** *(Be sure to obtain approval from your Supervisor first).*

2. Under **Available Templates**, do one of the following:

- To use one of the built-in templates, click **Sample Templates**, click the template that you want, and then click **Create**.



- To reuse a template that you've recently used, click **Recent Templates**, click the template that you want, and then click **Create**.



How to Create a Template in Microsoft Word

Templates are a great way to save time in Microsoft Word. In case you've never used a template before, it is simply a document that contains formatting and boilerplate text. You can customize it by adding text. Fortunately, creating a template in Word 2010 is easy.

To create your template, start with a document that you'd like to base it on. It should contain all the boilerplate text and formatting you'd like your template to have. Remove any content or formatting that you don't need.

After you have the content of your template finalized, you're ready to save your document as your template. To do that, follow these steps:

1. Click the **File** tab menu.
2. Select **Save As**.
3. Enter a clear name for your template in the **File Name** box.
4. Select **Word Template (.dotx)** in the **Save As Type** box.
5. Click **Save**.

CACD Next-Generation Educational Opportunities



The use of technology in the classroom has changed the way educators teach, how students learn, and the way teachers and students communicate. Discover how technology is shaping classrooms around the country with www.Edudemic.com. The goal of Edudemic is to connect teachers, administrators, and students with the best technology available.

Edudemic features tools, tips, resources, visuals and articles from dozens of authors around the world. With topics such as “17 Tech Terms Connected Educators Must Know” and “12 Changes Coming to The Future of Learning”, the Trends portion of the site promises to inform you of current and future implementations of technology. Visit the How To section to view guides such as how to pick the best mobile device for your child’s grade level, and how to keep him/her focused while using the technology.



One technology Edudemic suggests teachers use to engage with parents is Remind101. Remind101 is a free means for teachers, students and parents to send text messages in a safe manner. Each Remind101 user is issued a unique number which insures that no user, including the teacher, sees the phone numbers of the others. The ability to schedule messages ahead of time allows teachers to remind students and parents about important due dates, thereby helping to ensure papers and projects are completed on time.

Visit Edudemic online today to learn more about how education and technology are combining to provide a better classroom learning experience.



Our next App-O-Rama lunch and learn series will be Thursday, October 17 from 12:15–1:15 in 1001 in the Spring St. courthouse.

The App-O-Rama community is available through the Administrative Office’s Lotus Connections server. This community was created to share resources and extend App-O-Rama discussions. Resources include links to useful websites, RSS feeds, forums and a file library of items shared in previous classes.

<https://connections.ao.dcn/communities/community/app-o-rama>

TIPS & TRICKS

WINDOWS 7

Shake the Clutter Away

If you tend to open a lot of documents and programs in different windows, your desktop can become a little cluttered. Windows 7 provides you with a quick and easy way to minimize all the windows at once except the one you are working on.

With the “Shake” feature in Windows 7, simply click and hold the title bar of the window you want to keep open on the desktop. While still holding the title bar, shake it quickly back and forth until all of the other windows minimize to the taskbar, then let go. To make the windows return, shake the title bar again.

You can accomplish the same thing by holding the Windows key down and pressing the Home key. But how fun is that?

Customize the Shut Down Button

The default action of the Start Menu’s Shut down button is to turn off your PC. The default option can easily be changed to other actions, such as restarting your PC. Click the arrow to the right of the Shut Down button and select an action from the drop-down menu.

Most users at the court rarely shut down their PCs before going home, but they may Restart or Log off. You can easily change the Shut Down button’s default action to Restart, Switch user, Log off, Lock, Sleep or Hibernate.

To change the default, right-click the Start button and select Properties. On the Start Menu tab, click the “Power button action” drop-down menu and select which action you want to be the default. Then click OK, and OK, again. Now the Restart of your PC is just a click away.

Scroll through Taskbar Thumbnails

If you’re a fan of using the keyboard rather than your mouse whenever possible, you can scroll through the taskbar icons without a mouse and see a thumbnail preview of all open applications, too.

Press Windows key + T, and you’ll move the focus to the leftmost icon on the taskbar. While still holding the Windows key down, continue to press T again until the focus is on the application you would like to open. Then press the Enter key to open the application.

Open Multiple Instances of an Application from the Taskbar

The Windows 7 taskbar serves dual purposes. It is used to launch applications, but it can be used to switch between them as well. Because it works this way you may only open one instance of the application, right? Wrong! If you want to open another instance of an application that is already open, simply hold down the Shift key while clicking that icon and another instance will appear. Bet your friends don’t know that, and if they do then you are right on par with them.

We hope these tricks and tips help make your life easier when using the Windows 7 Operating System. Until next time!!!