

# U.S. DISTRICT COURT CLERK'S COURTERLY



November 2023

## REMINDERS TO COUNSEL & E-FILERS

### —PDF DOCUMENT SIZES—



Have you ever really thought about the size of the electronic files you use every day?

When we upload PDF documents to CM/ECF, each file takes up digital space. With the way computer networking works, these files are backed up multiple times over the course of their existence. If the file is not compressed, it's potentially wasting a lot of storage space on the CM/ECF server.

**The Clerk's Office would like to suggest compacting/compressing your PDF files prior to uploading them to CM/ECF.** Oftentimes, a large percentage of the original file size can be reduced by upwards of 90% or more!

Some things to consider:

1. Scanned documents are (almost) always larger in size than a converted document.
2. If a document has a lot of color/pictures, it will be larger than a black and white document.
3. If a document has a lot of "black" on it (lots of text, headers, pictures, small fonts, etc), it will be larger than one with less "stuff."

Not sure how to compress a PDF document? See the following page for instructions.

### **Court Closures:**

- ◆ The Clerk's Office will be closed November 10th in recognition of Veterans Day.
- ◆ The Clerk's Office will be closed November 23rd and 24th in recognition of Thanksgiving Day. A contact number will be provided on our website in the event of an emergency on 11/24.

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## REMINDERS TO COUNSEL & E-FILERS Continued

Compressing a PDF file only takes a few simple steps:

1. Depending on which version of Adobe Acrobat you have, open the Optimize PDF or Compress a PDF tool in Adobe Acrobat from the Tools center
2. Select a file to compress
3. Select Reduce File Size in the top menu, if applicable
4. If prompted, set compatibility and click OK, otherwise skip to step 5
5. Rename and save your newly compressed file

More detailed instructions can be found [HERE](#).

Additionally, if you do not have Adobe Acrobat you can compress a PDF using the Adobe online tool found [HERE](#).

### —ATTORNEY ADDRESSES—

Attorneys, please ensure your address listed on pleadings matches your address listed in CM/ECF. If you need to change your contact information it should be completed through PACER.

Instructions on how to update your information through PACER can be found on our [website](#).



### —REPLIES—

The Clerk's Office has seen an uptick in errors when filing Replies by counsel.

When e-filing a Reply, the Reply should **ONLY** be linked to the applicable Response(s) and **NOT** the original Motion(s).

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If you need assistance with any of the above reminders – please give us a call and we will be happy to help.

Cheyenne—(307)433-2120 / Casper—(307)232-2620

# US Courts News Roundup

## Judicial Conference Revises Policy to Expand Remote Audio Access Over Its Pre-COVID Policy

The Judicial Conference of the United States approved a change to its broadcast policy that expands the public’s access to civil and bankruptcy proceedings over the Judiciary’s longstanding pre-COVID policy, which prohibited all remote public access to federal court proceedings.

The revised policy, adopted at the Conference’s biennial meeting, will permit judges presiding over civil and bankruptcy cases to provide the public live audio access to non-trial proceedings that do not involve witness testimony.

Full article can be found [HERE](#)

## Cecilia Altonaga: First Female Cuban American Federal Judge



Chief Judge Cecilia M. Altonaga is still humbled by her appointment in 2003, becoming the first female Cuban American federal judge.

In recognition of [Hispanic Heritage Month](#), a new video profile explores Altonaga’s Cuban heritage, her pursuit of a career in law, and her family’s defection from Cuba.

Click [HERE](#) to read full article and to watch video.

## Jury Service: What to Expect When Answering the Call

Federal jurors can fade to the background in popular courtroom dramas full of surprise

witnesses and passionate sidebars, but they’re center stage in the real justice system.

“It’s not Hollywood,” said Kris Porter, a jury administrator in the Western District of Washington. “The stuff on TV shows is very different from the courtroom.”

To read full article, click [HERE](#)



For more information about these stories and other US Court news, check out the US Courts website at: <https://www.uscourts.gov/judiciary-news>



**Our Mission:** Employees representing the U.S. District Court for the District of Wyoming are committed to the impartial administration of justice. Driven by respect, integrity, and a dedication to excellence, we are here to serve the Public, Bar, and Court in a manner that will instill trust and confidence in the Judiciary. We endeavor to support a just and timely resolution of matters brought before the Court.