
Comprehensive Reference Manual

Electronic Case Filing System

United States Bankruptcy Court
District of Utah



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Internet Browsers:

We strongly suggest you use the browsers recommended by the Administrative Office for the Court's ECF system. Using any other browser may decrease the effectiveness of electronic filing.

Currently, the primary browser recommended is **Netscape Navigator 7.2 or 8.0**

The use of **Internet Explorer 6.0** (the browser pre-installed on Windows) is discouraged because of the problems encountered when using the browser's back button and with pop-ups that often come up blank.

Please Note:

This manual was revised prior to the October 17, 2005 implementation of the new bankruptcy act. We have made a conscious effort to update this material to reflect those changes. If you find something that is out of date with regards to the new bankruptcy act, please contact the training department at a number above so that we may make the appropriate correction.

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1.0

An Overview of CM/ECF

This section will cover what CM/ECF is, what software is needed and how to navigate around ECF. The section will also go over available ECF events available to registered users.

This section will list events:

1. Using ECF
2. Navigating around ECF

1.1

Using ECF

The CM/ECF system is the Bankruptcy Court's electronic case filing and management system which has been used by the District of Utah since Fall 2002. The system is designed to allow attorneys and trustees to open bankruptcy and adversary cases and file pleadings and documentation into the system, and pay for fees over the Internet. A number of advantages of the system is:

- 24 hour access to the system
- Reduced cost of delivering documentation to the court
- No 4:30 p.m. deadline to catch before the clerk's office closes
- An overall reduced cost
- Simplified archiving and retrieval of case files



Internet Browsers

ECF is designed to be used over the Internet using an Internet browser. Currently, the CM/ECF system supports Internet Explorer 5.5. Unfortunately, this browser is out of date and not available.

Browsers that can be used are Internet Explorer 6.0, Netscape 7.2, Netscape 8.0 and Firefox 1.0.4. There are known problems with IE6: pop-ups can come up blank; and using the back button to review pages can cause the previous pages stored in the browser's cache to clear, causing a loss of information and then you will need to restart your filing. We have not found a fix for these two problems. The currently recommended browsers are the two Netscape browsers and Firefox.

Netscape 7.2

There are a few things to know about when it comes to using Netscape 7.2 with ECF.

Passwords. Netscape will save your passwords for web sites that require a login. This is a nice feature to use with sites that are "low" security. It may not be something that you would want to use with ECF.

When you log into ECF for the first time, you will be asked if you would like Netscape to remember this site's password. Then you have three options: **Yes** (remember passwords), **Never on this site**, and **No**. This feature can be turned off so that your passwords to all sites are never stored, and you are never asked this question again. If you like this feature for some sites, click on **Never for this site**, and you will never see the message again for ECF. Clicking No will bring the message up the next time you log into ECF.

Forms. Netscape will also want to fill out Internet forms for you when you fill a form out. This is a problem with ECF since you will be filling out the same form with different information, such as the party record. Again, as above, you will be asked if you want the form information saved, and you will get the same options. This can be shut down the same way, either for this site or for the browser.

Turning off features. To turn off these features, go to **Edit > Preferences**. With the preference window up, click on the little arrow beside the option Privacy and Security to open up that submenu.

1. The first thing is to click on the submenu item labeled **Forms**. This will bring up the forms manager in the right half of the screen. To turn off this feature, clear the checkmark from the box labeled Save form data from web pages when completing forms. This will turn off the form feature for the browser. If you like the form feature, then click Never at this site when the informational prompt appears within the ECF system.

2. Click on the **Passwords** submenu to turn off the password storage feature in Netscape. Clear the checkmark from the box labeled Remember passwords to disable this feature for the whole browser.

Adobe Acrobat

The court will only accept electronic documentation in a PDF format, with the exception of the creditor matrix, which is a text document. Adobe is the proprietary license holder for PDF or the portable document format.

Acrobat version 4 or above are acceptable programs to use to create your pdf documents for filing to ECF. Acrobat is the only way to create a PDF document from a scanned document.

It also the only way to combine and extract PDF documents (see section 2.4 & 2.5).

Hardware

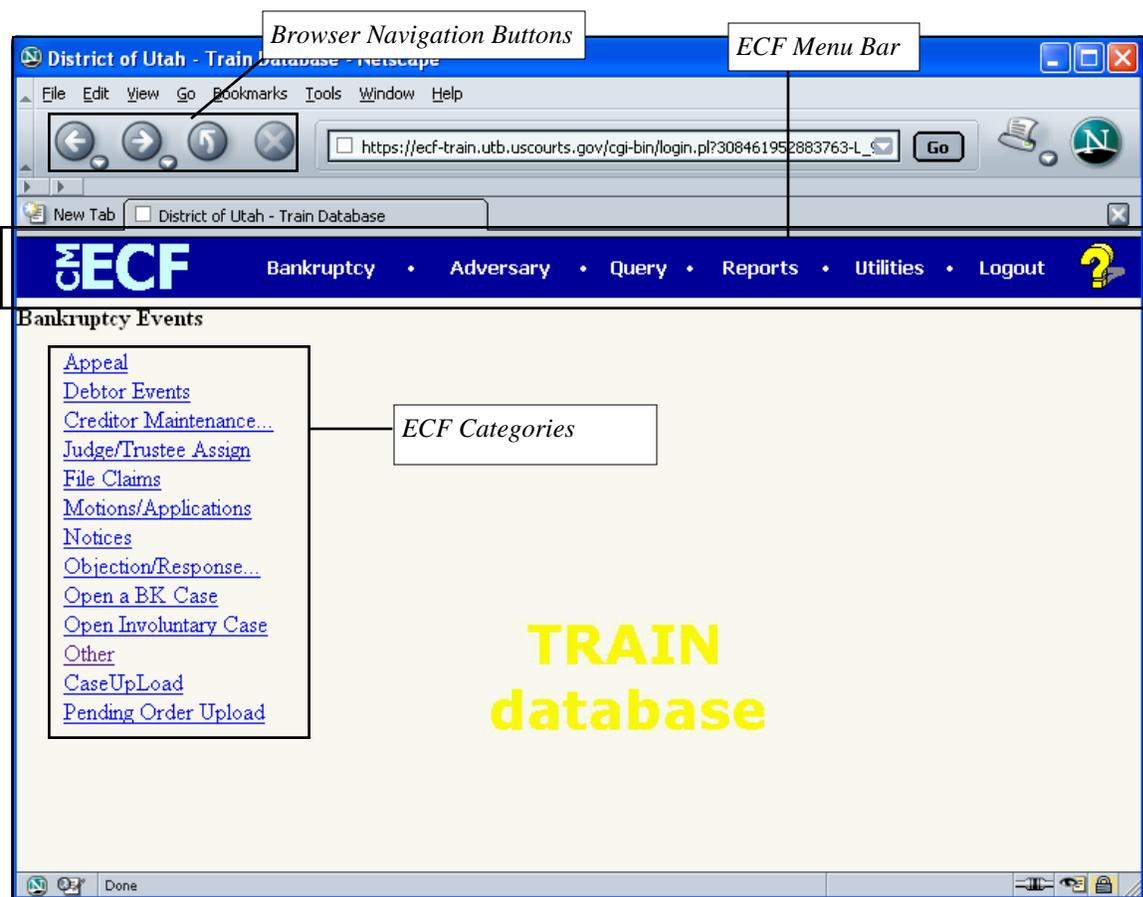
Because of the chance of physical documentation needing to be used within a case, the use of a scanner may become necessary. There are a number of types of scanners available on the market. If you are going to scan a large amount of documents, you may want to consider purchasing a high-speed scanner with an automatic document feeder. If you will be only scanning small amounts, a flatbed or sheet feed scanner will work.

Because of the number of documents that you will be uploading into the ECF system as well as the ECF pages you will be moving through, it is recommended that you use a high-speed connection to the Internet.

1.2

Navigating Through ECF

Navigating around ECF is the same as navigating through any other Internet site. You can use the browser buttons to move back and forth between pages that you have been to, as well as move through the ECF pages using the page buttons to move to a new screen. There are only a few things that you will need to remember concerning navigation.



Browser Navigation Buttons

You can use the browser's navigation buttons to move back and forth between pages that you have been to. This will allow you to review the pages and information that you have entered into them. The thing to remember about the browser buttons is that you can use the forward button after using the backward button **if you have not changed information on a page that you went back through**. If you enter or change information, you will then need to use the ECF page's Next button and re-enter information as you move forward.

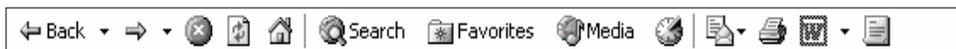
Browser Toolbars



Netscape Navigator 7.2



Netscape Navigator 8.0



Internet Explorer 5.5



Internet Explorer 6.0

ECF Menu Bar

Clicking on the ECF Menu Bar will take you to the top of the ECF Categories list for that menu. If you are filing a case or pleading and decide to start over for whatever reason, you can simply click on a Menu option to take you back to the start of that category list.

ECF Categories

ECF Categories are hyperlinks in which events are grouped together that have a common function, such as motions, notices, objections, etc. As you move through these pages, you will enter information and then click on the [Next] or [Submit] buttons to continue on to the next screen.

Information is not submitted to ECF unless you click on a [Submit] button (such as creating a new party) or when you are given the screen containing the final docket text. This page will usually contain warning text notifying you that the filing will become finalized upon clicking the Next button.