

Version 11/4/03



**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF FLORIDA**

ELECTRONIC CASE FILING

**STEP BY STEP TRAINING GUIDE
FOR CREDITOR/CLAIMANT FILERS**

TABLE OF CONTENTS

Section 1: Logging Into CM/ECF	Page 3
Section 2: Converting Documents to PDF	Page 5
Section 3: Adding Creditors	Page 7
Section 4: Filing a Proof of Claim	Page 8
Section 5: Assignment of Claims	Page 10
Section 6: Reaffirmations	Page 12
Section 7: Filing a Notice of Appearance	Page 14
Section 8: BATCH Actions	Page 16
Section 9: Query/Reports	Page 19
Section 10: Utilities	Page 20
Section 11: Helpful Information	Page 21
Section 12: Glossary of Terms	Page 22

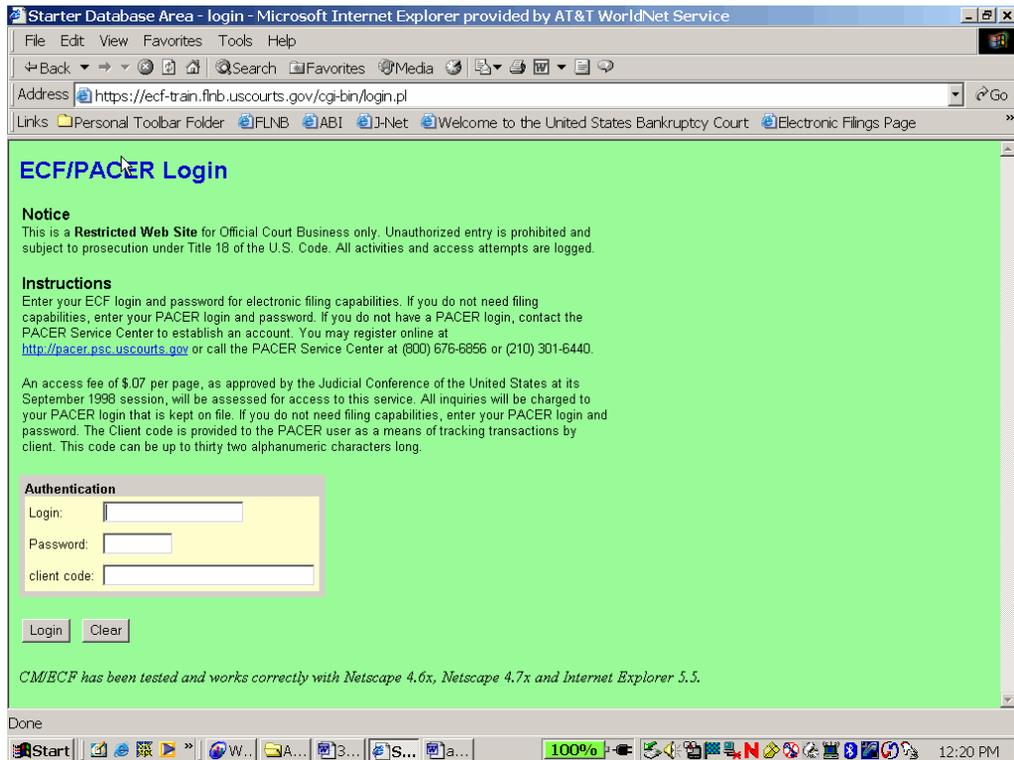
Section 1: Logging Into CM/ECF

This procedure explains how to access the CM-ECF system.

Access the CM-ECF application through our court Web site.

<https://ecf-train.flnb.uscourts.gov/cgi-bin/login.pl>

The **ECF/PACER LOG IN SCREEN** displays



- Click in the **Login** field and key your ECF login.

NOTE: Your ECF login is different than your WEB-PACER login!

- Click in the **Password** field and key your password.
- Click on the **Login** button to continue.

The **ECF MAIN MENU** screen displays.



- Clicking on the hypertext links will allow you to use the features of CM/ECF
- When you are finished working in CM/ECF, you should log out of the database.
- Click on the LOGOUT button on the right side of the Main Menu blue bar.
- Close the browser window if you no longer need to use it.

NOTE: Closing the browser window without pressing LOGOUT closes the browser window, but does not log you out of CM/ECF. You should log out when you are not using the application for significant lengths of time, e.g., lunch breaks, meetings, end of day, etc. When you log out properly, you free up resources for other users who are working

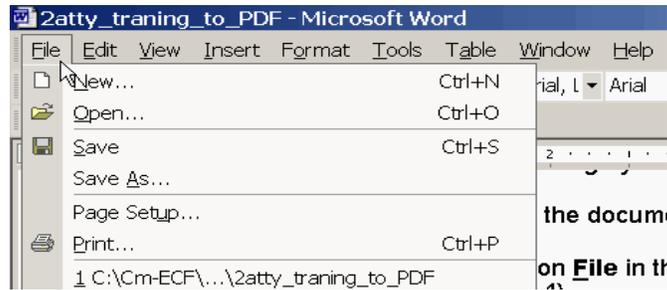
Section 2: Converting Documents to PDF

This procedure explains the basics of how you can convert a document in WordPerfect (.wpd) or Microsoft Word (.doc) format to Portable Document Format (.pdf)^a.

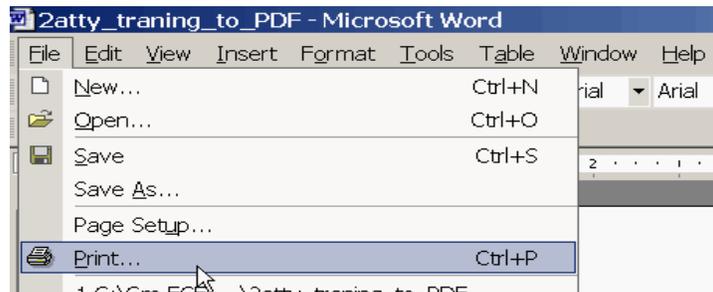
Conversion of any word processing document to a PDF is required before submission to the court's electronic case filing system (CM-ECF).

STEP 1 Open the document to be converted.

STEP 2 Click on **File** in the toolbar to display the drop down menu.

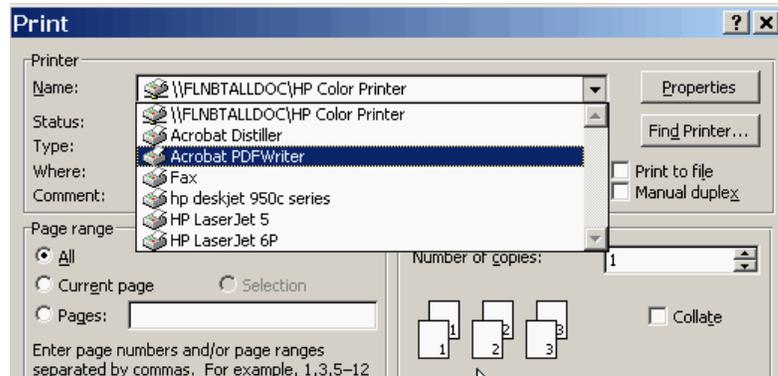


Click on the **Print** option on the drop down menu to display the **PRINT DIALOG** screen.



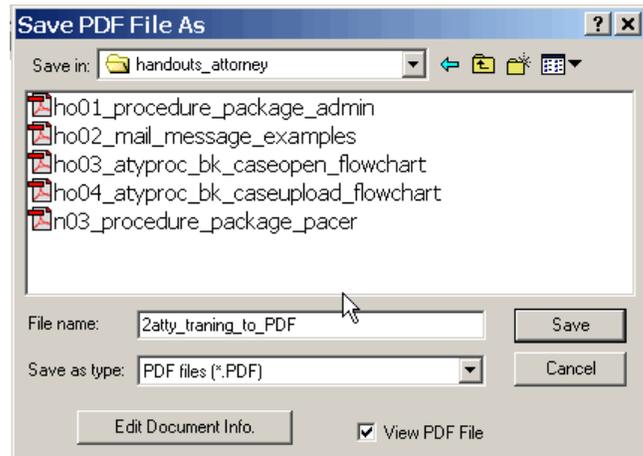
^a Newer versions of the WORD and WordPerfect programs provide more advanced methods of converting documents to PDF via tool bar buttons with the PDF icon or new FILE menu options that directly "publish to PDF".

Click the down arrow on the **SELECT PRINTER** box to display a drop-down window with a list of printer choices. (See Figure 3)



STEP 3 Click on **Acrobat/PDF Writer** to select.

STEP 4 Click the **Print** button and wait for “**SAVE PDF File As**” screen to appear.



Name the file to be saved (i.e. Smith_0340001)

Confirm “**Save as type**” has selected **PDF Files (*.pdf)**

Confirm/change file location as needed

Click on **SAVE** the file is converted to PDF (Note: If the view PDF file box at the bottom is selected, the new pdf document will be opened for viewing.)

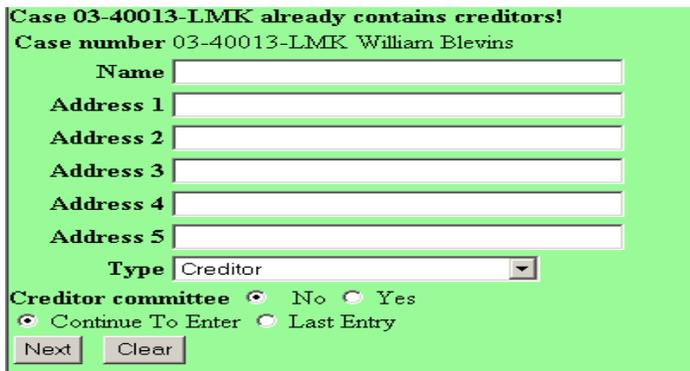
Section 3: Adding Creditors

- Go to our website, <https://ecf-train.flnb.uscourts.gov/>
- Click on our **ECF database** and type in your login and password
- Click on “**bankruptcy**” (a list of bankruptcy events will appear)



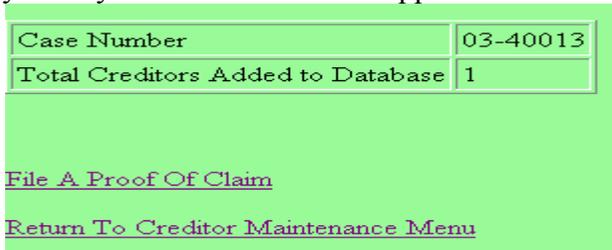
- Click on “**Creditor Maintenance/Upload**”
- Click on “**Enter Individual Creditors**” and enter the case number and Click “**next**”

The next screen will now allow you to add creditors. Enter in the name and correct address of the creditor. Make sure “**Creditor**” is selected in the TYPE field. If you need to enter only one creditor to the case, select “**Last Entry**” and click “**next**”. If you need to enter numerous creditors to the case, then select “**Continue to Enter**” until all are entered and then select “**Last Entry**” and click “**next**”. Please do not use all CAPS.



A screenshot of a web form for adding creditors. The title is "Case 03-40013-LMK already contains creditors!". The case number is "03-40013-LMK William Blevins". The form has fields for Name, Address 1 through Address 5, and a Type dropdown menu set to "Creditor". There are radio buttons for "Creditor committee" (No/Yes) and "Continue To Enter" (Last Entry). "Next" and "Clear" buttons are at the bottom.

- The computer will then let you know how many creditors that you entered to be added to the case. If the number presented is correct, click “**Submit**”.
- The next screen will provide you with the official receipt noting that your creditors have been added to case and the number. You can also run the Creditor Mailing Matrix Report to verify what you have entered now appears on the master creditor listing.



A screenshot of a receipt page with a light green background. It shows a table with two rows: "Case Number" with value "03-40013" and "Total Creditors Added to Database" with value "1". Below the table are two links: "File A Proof Of Claim" and "Return To Creditor Maintenance Menu".

Case Number	03-40013
Total Creditors Added to Database	1

[File A Proof Of Claim](#)
[Return To Creditor Maintenance Menu](#)

Section 4: Filing a Proof of Claim

- Go to our website,
- <https://ecf-train.flnb.uscourts.gov>
- Click on **ECF database** and type in your login and password
- Click on **“bankruptcy”** (a list of bankruptcy events will appear)
- Click on **“File Claims”**

- On the first screen, you will be asked for the case number and name of the creditor. You must enter a case number, but you do not have to enter the creditor name if you want all of the creditors in a case to appear. For type of creditor, choose the default of creditor. (If you choose another type of creditor, nothing will appear) Click **“next”**.

Search for Creditor

Case Number:

Name of creditor:

Type of creditor:

- On the next screen, you will see a box that contains all of the creditors that have been added to that case. (Click on the down arrow to view all creditors) Click on the creditor for which you are filing this claim and click **“next”**. If your creditor does not appear, you may add them as described in Section 3.

Case 03-40013: William Blewins

287 - Gator Real Estate Gainesville, FL

287 - Gator Real Estate Gainesville, FL

271 - Nathan & Nathan, PC - Atty For Sears, Roebuck & Company P O Box 1715 Birmingham, AL 35201-1715

272 - Sears, Roebuck & Company - 7023 Albert Pick Road Greensboro, NC 27409-9500

273 - Sears, Roebuck and Co. - PO Box 3671 Des Moines, IA 50322

275 - Small Business Administration - For Notice Only 801 Tom Martin Drive Suite 120 Birmingham, AL 35211

274 - Small Business Administration - P O Box 740192 Atlanta, GA 30374-0192

276 - State Of Florida/Department Of Revenue - Legal Division P O Box 320001 Montgomery, AL 36133

277 - Susan F. Wilson - Sears, Roebuck & Company P O Box 2532 Mobile, AL 36652-2532

278 - Veteran's Administration - 117 West Hardaway Avenue Union Springs, AL 36089

- The next screen will ask you to enter the information that is found on the claim. Once you are finished, click **“next”**.

287 - Gator Real Estate Gainesville, FL

Case Number: 03-40013	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By:
Last Date To File:	Last Date To File(Govt):	Date Filed: 05/29/2003	Late: No	Status:
Amount Claimed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
	100000.00			100000.00
Amount Allowed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
Description:	333 Owing Lane			
Remarks:	Residence			
<input type="button" value="Next"/> <input type="button" value="Clear"/>				

- You will then be asked to choose the pdf document associated with this claim. Attach the appropriate pdf file and click “next”. (If there are attachments or exhibits to be added with the claim, check “Yes” and click on “next” and then add the file(s) following the instructions provided on the screen).

Case **03-40013**
Select the **pdf** document (for example: C:\199cv501-21.pdf).
Filename

Attachments to Document: No Yes

- The next screen gives you the “**Notice of Electronic Claims Filing**”, which gives you the claim number. You can print this page for your records. This will be the only proof of filing that you will have. You will notice that the case number and claim number are underlined. Those are hyperlinks to that case. You may click on those and login into Pacer to view the claim or docket sheets.

Notice of Electronic Claims Filing

The following transaction was received from Blevins, William on 5/29/2003 at 3:40 PM EDT

Case Name: William Blevins
Case Number: [03-40013](#)
Creditor Name: Gator Real Estate
Gainesville, FL
Claim Number: [1](#)
Total Amount Claimed: \$100000.00

The following document(s) are associated with this transaction:

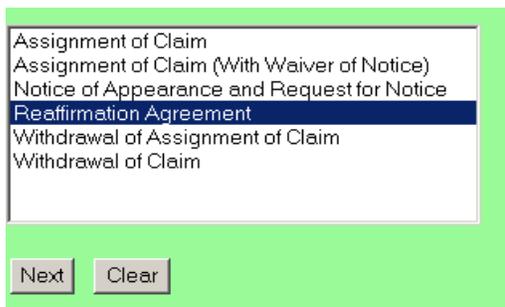
Document description: Main Document
Original filename: C:\Cm-ECF\Train_CD\claim.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1042227419 [Date=5/29/2003] [FileNumber=694-0] [3

Section 5: Assignment of Claims

- After accessing the ECF system, click on Bankruptcy
- From the menu, select and click on Creditor Claimant Activity

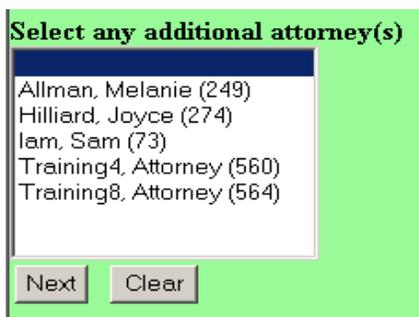


- Key in the case number and click "NEXT"
- Select "Assignment of Claim" from the menu if a waiver of notice is not included. If a waiver is included, select the option that includes the waiver. Then click "NEXT" and then again.



- You will be presented with a screen to select an attorney. If you are not an attorney, then do not select an attorney and click "NEXT". A screen will then appear noting that you did not select an attorney. Click "OK".

(Note: If you are logged in the system as an attorney filing on behalf of a client, this screen will not appear.)



- Select your party on the next screen and click “NEXT; or
- Click on “Create New Party” if your party is not on the list and enter the party name and address; if needed, change the party role to Creditor and click on Submit;
- Browse for your PDF and click “NEXT”;

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

C:\Cm-ECF\Train_CD\Atty\Assignment

Attachments to Document: No Yes

- You will then be presented with a screen for entering the claims that need to be assigned. While several claims can be entered, separate transactions must be completed by transfer type under FRBP 3001(e). Click “Next”.

(Note: see Section 8 on BATCH Actions for mass entry of assignments in more than one case or transfer type.)

Transfer Type 3001 (e) 1 3001 (e) 2 3001 (e) 3 3001 (e) 4

Transferred To:	<input type="text" value="Green Tree Forest Service"/>	
Transferred From:	<input type="text" value="Whodunit Windows"/>	
Claim Number:	<input type="text" value="3"/>	Amount: \$ <input type="text" value="6"/>
Transferred From:	<input type="text"/>	
Claim Number:	<input type="text"/>	Amount: \$ <input type="text"/>

- Add a prefix to the docket text if needed and click “Next”.

Docket Text: Modify as Appropriate.

Assignment of Claim(s) Transfer Agreement 3001 (e) 2 Transferors:Whodunit Windows(Claim No.3, Amount 6) To Green Tree Forest Service Filed by Green Tree Forest Service . (Credit, King)

- Confirm the Docket Text and click “Next”.

Docket Text: Final Text

Assignment of Claim(s) Transfer Agreement 3001 (e) 2 Transferors:Whodunit Windows(Claim No.3, Amount 6) To Green Tree Forest Service Filed by Green Tree Forest Service. (Credit, King)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

You will see the Notice of Electronic Filing and Time Stamp, which you may print for your files.

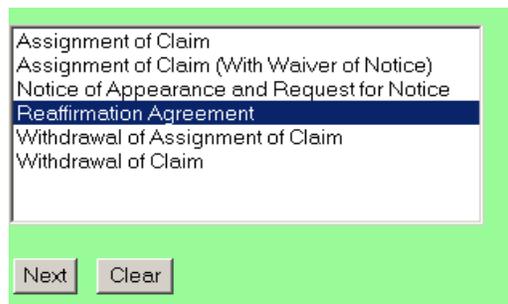
Section 6: Filing Reaffirmations as Creditor/Claimant

(Note: for an attorney filing a reaffirmation, the steps will be the same as when filing a motion)

- After accessing the ECF system, click on Bankruptcy;
- From the menu, select and click on Creditor Claimant Activity;

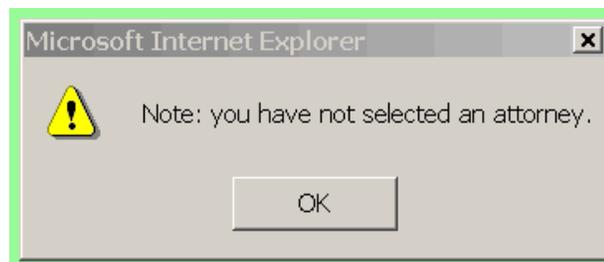
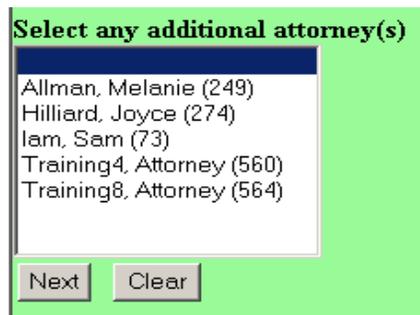


- Key in the case number and click "NEXT";
- Select Reaffirmation Agreement from the menu and click "NEXT" and then again;



- You will be presented with a screen to select an attorney. If you are not an attorney, then do not select an attorney and click "NEXT". A screen will then appear noting that you did not select an attorney. Click "OK".

(Note: If you are logged in the system as an attorney filing on behalf of a client, this screen will not appear.)



- Select your party on the next screen and Click "NEXT"; or

- Click on “Create New Party” if your party is not on the list and enter the party name and address. If needed, change the party role to Creditor and click on Submit
- Browse for your PDF and click “NEXT”.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

C:\Cm-ECF\Train_CD\Atty\Reaffirmatioc Browse...

Attachments to Document: No Yes

- Note the instructions on the next screen and click Next;

Complete The Docket Window With The Name Of The Creditor In This Reaffirmation Agreement

Next Clear

- Complete the text with the name of the creditor and Click “Next”.

Docket Text: Modify as Appropriate.

Reaffirmation Agreement Between Debtor and King of Credit Filed by King of Credit . (Credit, King)

Next Clear

- Confirm the Docket Text and Click “Next”.

Docket Text: Final Text

Reaffirmation Agreement Between Debtor and *King of Credit* Filed by King of Credit. (Credit, King)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

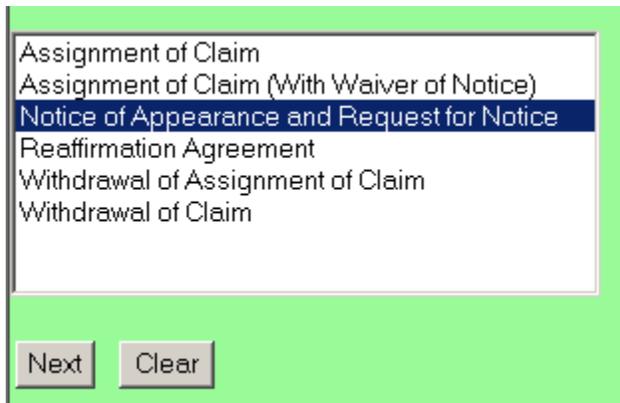
You have now filed the Reaffirmation Agreement. You will see the Notice of Electronic Filing and Time Stamp, which you may print for your files.

Section 7: Filing a Notice of Appearance

- Go to our website, <https://ecf-train.flnb.uscourts.gov>
- Click on the **ECF database** and type in your login and password
- Click on “**Creditor Claimant Activity**”

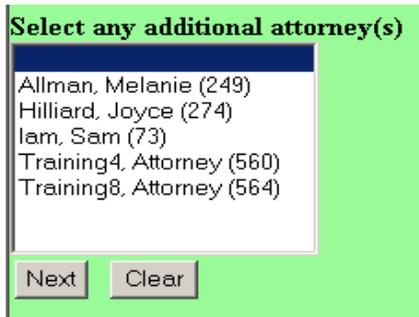


- The computer will ask for the case number. Enter the number and click “**next**”.
- On the next screen, you will select “Notice of Appearance and Request for Notice” and then click “**next**” and then again.

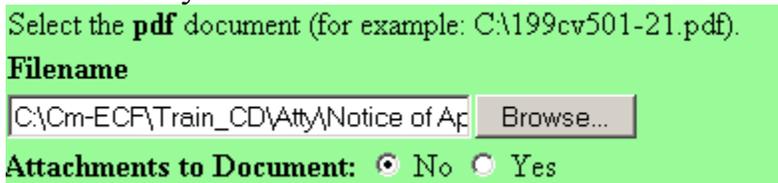


- You will be presented with a screen to select an attorney. If you are not an attorney, then do not select an attorney and click “NEXT”. A screen will then appear noting that you did not select an attorney. Click “OK”.

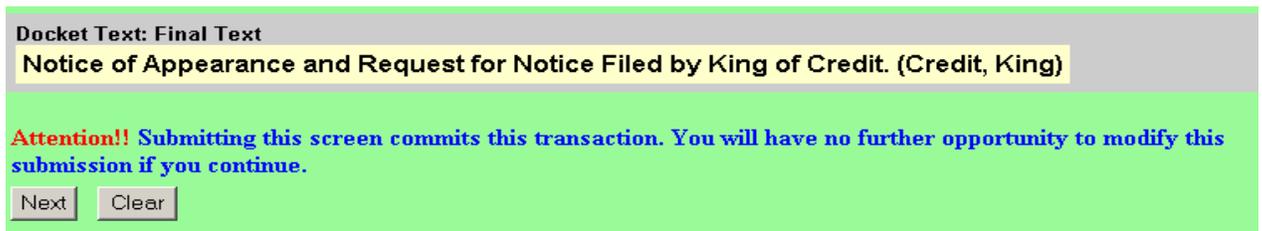
(Note: If you are logged in the system as an attorney filing on behalf of a client, this screen will not appear.)



- Select your party on the next screen and click “NEXT; or
- Click on “Create New Party” if your party is not on the list and enter the party name and address;
- If needed, change the party role to Creditor and Click on Submit
- Browse for your PDF and click “NEXT”.



- The next screen is very important! You will see a warning that says: **“Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.”** Read the text completely (this is how it will appear on the docket sheet) and if it is correct, click **“next”**.



- The final screen gives the **“Notice of Electronic Filing”**, which gives you the document number, and a hyperlink to the docket sheet. It also lists who will receive notice of the filing of the document and by which means the notice will be sent.

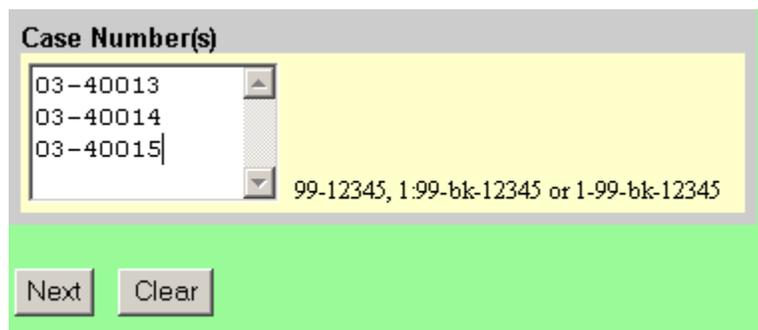
Section 8: BATCH Actions

- Introduction: Batch actions will provide you with the opportunity to file assignments or notice of appearances in more than one case at a time. This feature should save you time, but does require advance preparation in having all of the case numbers and applicable PDF documents ready for mass keying into the system.
- Go to our website, <https://ecf-train.flnb.uscourts.gov>
- Click on the **ECF database** and type in your login and password
- Click on “**Creditor Batch Actions**”

Bankruptcy Events

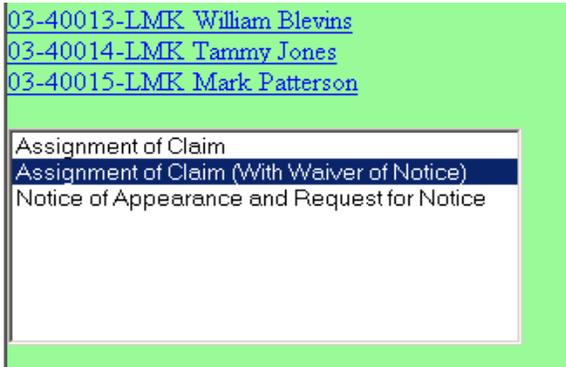
[Creditor Batch Actions](#)
[Creditor Claimant Activity](#)
[Creditor Maintenance/Upload...](#)
[File Claims](#)

- After keying in the case numbers, click “Next”.



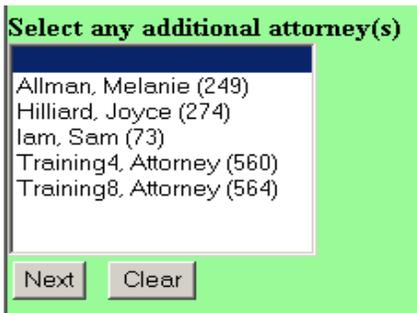
The screenshot shows a web form titled "Case Number(s)". It features a text input area with a light yellow background. Inside the input area, the case numbers "03-40013", "03-40014", and "03-40015" are listed vertically. To the right of the input area, there is a small text label: "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input area, there are two buttons: "Next" and "Clear".

- You will then be presented with a screen for you to decide what action you would like to take for the cases entered. For this exercise, we will select “Assignment of Claim (With Waiver of Notice)”. Click “Next”.



- You will be presented with a screen to select an attorney. If you are not an attorney, then do not select an attorney and click “NEXT”. A screen will then appear noting that you did not select an attorney. Click “OK”.

(Note: If you are logged in the system as an attorney filing on behalf of a client, this screen will not appear.)



- Select your party on the next screen and Click “NEXT”; or
- Click on “Create New Party” if your party is not on the list and enter the party name and address;
- If needed, change the party role to Creditor and Click on Submit
- Note the instructions on the next screen and click “Next”;

YOU MUST ATTACH A PDF FOR EACH CASE NUMBER ON THE NEXT SCREEN

Next Clear

- Browse for your PDF's, enter information as required and then click "NEXT".

03-40013-LMK William Blevins	C:\Cm-ECF\Train_CD\Atty\Assignment	Browse...
03-40014-LMK Tammy Jones	C:\Cm-ECF\Train_CD\Atty\claim.pdf	Browse...
03-40015-LMK Mark Patterson	C:\Cm-ECF\Train_CD\Atty\claim_exh.p	Browse...

Transfer From Whom?

- Add a prefix to the docket text if needed and Click "Next".

Docket Text: Modify as Appropriate.

Assignment of Claim. Claim Transferred From King of Credit. Filed by AmSouth Bank (Credit, King)

- The next screen is very important! You will see a warning that says: **“Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.”** Read the text completely (this is how it will appear on the docket sheet) and if it is correct, click **“next”**.

Docket Text: Final Text

Assignment of Claim. Claim Transferred From King of Credit. Filed by AmSouth Bank (Credit, King)

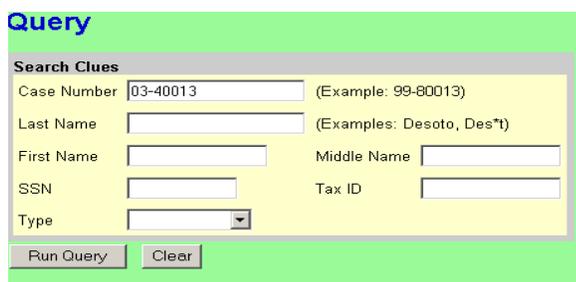
Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- The final screen gives the “Notice of Electronic Filing”, which gives you the document numbers, and hyperlinks to all of the docket sheets. It also lists for each case who will receive notice of the filing and by which means the notice will be sent.

Section 9: Query/Reports

1. Query

- Log onto the system, click “query”, key in PACER log-in and password if needed.
- Key in case number, name, or other applicable search information
- Click “run query”
- If more than one case appears, select the case you are interested in researching.



The screenshot shows a web form titled "Query" with a yellow background. It contains several input fields for search criteria: Case Number (with example 03-40013 and note Example: 99-80013), Last Name (with examples Desoto, Des*t), First Name, Middle Name, SSN, Tax ID, and a dropdown menu for Type. At the bottom are "Run Query" and "Clear" buttons.

- On the next screen, you will be presented with a list of different types of information for the case selected. Click on an item you are interested in seeing.



The screenshot shows a list of blue hyperlinks on a green background. The links are: Alias, Status, Associated Cases, Trustee, Attorney, Case File Location, Case Summary, Creditor, Deadline/Schedule, Docket Report..., Filers, History/Documents, Notice of Bankruptcy Case Filing, Party, and Related Transactions.

2. Reports

- Log onto the system, click “reports”
- On the next screen, you will be presented with a list of the different types of available reports. Click on a report you are interested in seeing, enter your search criteria, then click “run report”.



The screenshot shows a list of blue hyperlinks on a green background. The links are: Cases, Claims Register, Docket Report, Calendar Events, and Creditor Mailing Matrix.

Section 10: Utilities

- Log onto the system, click “utilities”
- On the next screen, you will be presented with the utility features you can use to review your use of the system. To use an item, click on the one you are interested in utilizing.

Utilities

<p>Your Account</p> <p>View Your Transaction Log</p> <p>Your PACER Account...</p>	<p>Miscellaneous</p> <p>Mailings...</p>
--	--

- **View Your Transaction Log**: this is where you can verify your activity on the system based on the dates you enter.

View Transaction Log

Enter the Date Selection Criteria for the Transaction Log Report

Start Date: End Date:

Transaction Log			
Report Period: 05/01/2003 - 05/29/2003			
Id	Date	Case Number	Text
1965	05/08/2003 14:24:26	3-03-bk-30011	Motion to Dismiss Case filed by Sam Iam on behalf of Joe's Auto Body. (Iam, Sam)
1967	05/08/2003 14:44:07		Updated person record: Sam Iam Prid: 73
1968	05/08/2003 14:45:41	3-03-bk-30011	Second Motion to Dismiss Case filed by Sam Iam on behalf of Joe's Auto Body. (Iam, Sam)
1973	05/08/2003 14:55:21		Updated person record: Sam Iam Prid: 73
1973	05/08/2003 14:55:22		Updated user record: wattorney 73
2450	05/27/2003 13:56:24	03-40013	Opened New BK Case 03-40013
2493	05/27/2003 16:00:27	03-4001	Opened New AP Case 03-4001
2500	05/27/2003 16:55:34	03-40013	insert 8 creditors loaded
2532	05/29/2003 10:49:54	4-03-bk-40013	Notice of Appearance and Request for Notice by Sam Iam filed by Sam Iam on behalf of Gator Real Estate. (Iam, Sam)
2533	05/29/2003 11:06:14	4-03-bk-40013	Motion for Relief from Stay <I>Residence - 333 Owing Way</I> Receipt Number cc, Fee Amount \$75, filed by Sam Iam on behalf of Gator Real Estate. (Iam, Sam)
Total Number of Transactions: 10			

- **Your PACER Account**: this is where you can update, review, and manage your use of PACER while on the system.

Your PACER Account

[CM/ECF Login](#)

[Change Your Client Code](#)

[Change Your PACER Account](#)

[Review Billing History](#)

[View PACER Account Information](#)

Section 11
United States Bankruptcy Court
Northern District of Florida
CM/ECF HELP DESK

TALLAHASSEE, GAINESVILLE AND PANAMA CITY DIVISIONS*

For CM/ECF help with cases and pleadings to be filed in the **Tallahassee, Gainesville and Panama City Division** cases call:

LISA DAVIS: 1-888-765-1752

PENSACOLA DIVISION*

For CM/ECF help with cases and pleadings to be filed in **Pensacola Division** cases call:

KATHY CONN: 1-888-765-1751

For additional assistance or questions, please contact us at the following Help Desk e-mail address:

CMECF_helpdesk@flnb.uscourts.gov

Web Sites that you may find helpful:

Florida Northern Bankruptcy Court:

Home Page: <https://www.flnb.uscourts.gov>

Login for Training: <https://ecf-train.flnb.uscourts.gov>

Pacer Service Center: <https://pacer.psc.uscourts.gov>

Federal Courts Site: <https://www.uscourts.gov>

If requesting help on a *particular case*,
contact the case administrator assigned to that case.

Tallahassee, Gainesville & Panama City Divisions, call (850) 942-8933

Pensacola Division, call (850) 435-8475

*Counties covered by each division are as follows:

TALLAHASSEE

Franklin County
Gadsden County
Jefferson County
Leon County
Liberty County
Madison County
Taylor County
Wakulla County

GAINESVILLE

Alachua County
Dixie County
Gilchrist County
Lafayette County

PANAMA CITY

Bay County
Calhoun County
Gulf County
Holmes County
Jackson County

PENSACOLA

Escambia County
Okaloosa County
Santa Rosa County
Walton County

12: Glossary of Terms

Acrobat/PDF Writer

Application used to create and view "pdf" documents; similar to a printer, but instead of printing to a piece of paper, it "prints" to a file that is named and saved.

Automatic E-mail Notification

A CM-ECF feature that permits attorney users to receive notification of the filing of a case or document via e-mail.

BNC (Bankruptcy Noticing Center) and EBN (Electronic Bankruptcy Noticing)

The BNC is the entity authorized to provide centralized noticing for all bankruptcy courts. If requested, the BNC can work with parties so that they receive BNC notices either by mail, fax, or e-mail (PDF format) via the electronic bankruptcy noticing (EBN) feature. For more information see:

<http://www.ebnuscourts.com/>

Browse

A Windows operation of navigating through directories to select a specific file.

Browser

A browser is a software program which provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from WEB servers. Netscape Navigator and Internet Explorer are the two most popular WEB browsers.

Category

In CM-ECF, a category is a classification of similar document types.

Check Box

Check boxes are designed so that you can chose items from a list by clicking on the boxes that are to be selected. Once selected, the box will contain either a check mark or an "x".

CM-ECF

Case Management/Electronic Case Filing is the new application that is revolutionizing the way we do business, completely replacing the current NIBS system with "next generation"

case management capabilities. With CM-ECF, attorneys can open cases and file documents as well as pay fees electronically via the Internet. **Default**

A Default is a common suggested value displayed by CM-ECF on a screen. If correct, you may accept it; if incorrect, you can type over it.

Document Type

In CM-ECF, we use the term Document Type to describe a specific CM-ECF filing or event within a case which behaves uniquely from other document types.

Drop (Up or Down) Box

A form field with specific types of information listed in a text box. They are used throughout CM/ECF when making selections. When you see the selection you want to make, do a left mouse click to highlight it. On Motions when you need to select two parts, hold your control "CTRL" key down when making the second (third, etc.) selection.

EBN (Electronic Bankruptcy Noticing) - see BNC

Hypertext Link

A hypertext link is a web page location imbedded in a html (hypertext markup language) document. It permits the user to move from one area (or topic) to another in a Web based program.

NIBS (National Integrated Bankruptcy System)

One of the two automated case management systems developed for use by the bankruptcy courts. NIBS, along with the other program BANCAP, were designed using old technology

Notice of Electronic Filing

An important feature of CM-ECF is a Notice of Electronic Filing. This is an electronic document produced by CM-ECF which certifies each filing with the U.S. Bankruptcy Court. Review the parties section at the bottom of the notice to see who received electronic notice and who will need notice via regular mail

PACER/WEB PACER

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts, and from the U.S. Party/Case Index. Currently most courts are available on the Internet. Electronic access is available for most courts by registering

with the PACER Service Center, the judiciary's centralized registration, billing, and technical support center. (<http://pacer.psc.uscourts.gov/register.html>)

PDF Document

A "Portable Document Formatted" document is a type of imaged document created by the PDF writer. It can be viewed from a Web Site. To be filed in CM-ECF, all documents must be in "pdf" format

Primary Attachment

The pleading document being filed electronically. All CM-ECF filings will have a document in PDF format as a primary attachment.

Radio Button

Radio buttons are designed so that you can chose one item from a list. Select or click to make selection.

Secondary Attachment

An additional supporting document filed electronically with a pleading. All documents filed in CM-ECF will have a PDF file as a primary attachment. Most docket entries will NOT have secondary attachments. An scanned exhibit might be a secondary attachment to a pleading.

URL

URL is short for Universal Resource Locator. URL's are the naming scheme used to find web pages. A URL is like a street address.