

## UNDERSTANDING THE CM/ECF MENU BAR

The blue bar across the top of the CM/ECF screen is the **MENU BAR**. The menu bar contains links for accessing different categories of functions and events used for filing and viewing documents. This section will identify each category and explain the contents of each category.



### The CM/ECF Option



The CM/ECF button contains a court summary about the Northern District of Florida including the court address. It also includes a link for additional court information about contacting the Clerk's Office, contacting the PACER Service Center and information about the current version of CM/ECF. You can also sign up for RSS Feeds by using this button option.

### The BANKRUPTCY Option



The BANKRUPTCY button contains links to the events for filing documents in bankruptcy cases, submitting proposed orders and requesting cancellation of a hearing. The links are divided by category including a category for the most commonly used events. Clicking on the individual links will open a "pick list" of events for the user to select.

### The ADVERSARY Option



The ADVERSARY button contains links for most of the filing events for filing documents in adversary proceedings. Clicking on the individual links will open a "pick list" of events for the user to select.

## The QUERY Option



The QUERY button contains fields for the user to search for case information such as copies of documents filed (in .pdf format), case status, deadlines, notices of electronic filing, parties and information on the filer. Enter the name or case number to open a list of information available to the user. Please note that clicking on QUERY may open a separate screen for you to enter your PACER login and password before continuing.

## The REPORTS Option



The REPORTS button contains links for the user to create and print a variety of reports. This includes reports on cases filed in the district, docket activity reports and claims register. A user can also print copies of documents filed in a case. Please note that clicking on REPORTS may open a separate screen for you to enter your PACER login and password before continuing.

## The UTILITIES Option



The UTILITIES button contains a list of utilities to change your ECF login and password, change your address or telephone number, and view a log of your transactions. It can also be used as an alternate method to make filing fee payments. Options under this heading may vary depending on access rights.

## The SEARCH Option



The SEARCH button enables a user to search for the location of filing events for filing documents in the CM/ECF system. This is a very helpful key word search and allows you to file directly from the list that is generated.

## The LOGOUT Option



The LOGOUT button allows the user to log off the ECF system. It is important that you log off the system when you are finished. Failing to properly log off the system may cause an error message when trying to log in at a later time.

## The HELP Option



The HELP button opens a new window containing a brief description and function of each category on the menu bar.