

## HELPFUL INFORMATION

### Clearing the Cache

- The ECF system is a web based software program. Users access ECF through a web browser. In order for information to be displayed properly in ECF it is necessary to clear the “cache” or temporary memory that is stored on your computer. Web browsers cache or store information from the web sites you visit to increase the speed at which internet pages are accessed. However, one side effect is that pages displayed from the cache may not be as new as pages available from the web. This means that you may not see updates that are made to ECF unless you clear the browser cache. The cache should be cleared frequently to avoid errors.
- To clear your cache using **Internet Explorer 8.0**, follow these steps:
  - Open Internet Explorer
  - Select TOOLS option from the menu bar
  - Select INTERNET OPTIONS
  - Under “Browsing history”, click on the DELETE button
  - Select the “Temporary Internet files” check box
  - You may also want to remove additional stored data such as form data, passwords, cookies and history. It is not necessary to remove these items.
  - Click on DELETE button
  - Click OK to complete the process and return to your browser
- Other web browsers (Netscape, Mozilla Firefox, etc.) will also have processes to clear the temporary internet memory. The features for those browsers will usually be located in the “Tools” section.

### Allowing “Pop Up” Screens

- The presence of an active “pop-up blocker” may interfere with the use of the Court's payment window in CM/ECF. Depending on the type of pop-up blocker present, the user may have to either modify the pop-up blocker to allow pop-ups from the Court or disable the pop-up blocker. Here are a few examples for commonly used pop-up blockers.
- Allowing pop up screens using Internet **Explorer 8.0** or higher
  - Open Internet Explorer.
  - Select Tools from the menu bar.
  - Select Pop-up Blocker.
  - Select “Turn Off” Pop-up Blocker.

- Allowing pop up screens using Internet **Mozilla Firefox**
  - Open Firefox.
  - Select Tools from the menu bar.
  - Select Options from the drop down menu.
  - Select the Web Features Icon.
  - Select Allowed Sites.
  - Type `uscourts.gov` in the "Address of web site" field and click the Allow button.
  - Click OK button.
  - Click OK button to complete the process and return to your browser.
  
- Allowing pop up screens using Internet **Google Tool Bar**
  - Open your browser.
  - Select Options from the Google toolbar.
  - In Accessories, uncheck Popup Blocker.
  - Click OK button to complete the process and return to your browser.
  
- Allowing pop up screens using Internet **Yahoo Tool Bar**
  - Open your browser.
  - Click on the Pop-Up Blocker icon from the Yahoo toolbar.
  - Select "Always Allow Pop-Ups From..." from the drop down menu.
  - Highlight the site name [`uscourts.gov`] in the "Sources of Recently Blocked Pop-Ups" field and click the Allow button.
  - Click OK button.
  - Click Close button to complete the process and return to your browser

If the user has multiple internet toolbars (e.g., AOL, Google, IE), each of those toolbars has a popup blocker. The popup blocker must be turned off in each one or the submission portal will not be permitted to open

## Creating Bookmarks in a PDF Document

- Bookmarking a .pdf document is much more efficient than searching through pages and pages of a document to find information or downloading an entire file to obtain the one page you need. It is not necessary to scan or save each section separately.
  
- Follow these steps to create bookmarks in your .pdf
  - Convert your document to .pdf
  - Open the document in Adobe Acrobat (Adobe Reader does not allow you to create bookmarks)
  - Click the "Bookmarks" tab

- Your screen will divide into two panes. The left pane is blank and the right pane contains the document.
- Right-click inside the document pane, then click **Add Bookmark**
- In the bookmark pane, click **Options**, then **New Bookmark**. An untitled bookmark appears in the bookmark pane.
- Type the title of the document (e.g., Voluntary Petition, Schedule A, Statement of Financial Affairs, etc.). Press enter to save.
- Navigate to the first page of the next document (such as Summary of Schedules, Schedule B, Creditor Matrix, etc.)
- Repeat the steps outlined above until a bookmark has been created for all sections of the document.
- Save the document.

(Official Form 1) (12/05)

FORM B1 United States Bankruptcy Court Northern District of Florida		Voluntary Petition
Name of Debtor (if individual, enter Last, First, Middle): Topfitt, Johnnie Jacquelyn	Name of Joint Debtor (Spouse) (Last, First, Middle):	
All Other Names used by the Debtor in the last 6 years (include married, maiden, and trade names): AKA Johnnie J. Topfitt	All Other Names used by the Joint Debtor in the last 6 years (include married, maiden, and trade names):	
Last four digits of Soc. Sec. No. / Complete EIN or other Tax I.D. No. (if none then use, enter all): xxx-xx-1366	Last four digits of Soc. Sec. No. / Complete EIN or other Tax I.D. No. (if none then use, enter all):	
Street Address of Debtor (No. & Street, City, State & Zip Code): 518 Lakewood Road Pensacola, FL 32507	Street Address of Joint Debtor (No. & Street, City, State & Zip Code):	
County of Residence or of the Principal Place of Business: Escambia	County of Residence or of the Principal Place of Business:	
Mailing Address of Debtor (if different from street address):	Mailing Address of Joint Debtor (if different from street address):	
Location of Principal Assets of Business Debtor (if different from street address above):		
Information Regarding the Debtor (Check the Applicable Boxes)		
Venue (Check any applicable box) <input checked="" type="checkbox"/> Debtor has been domiciled or has had a residence, principal place of business, or principal assets in this District for 180 days immediately preceding the date of this petition or for a longer part of such 180 days than in any other District. <input type="checkbox"/> There is a bankruptcy case concerning debtor's affiliates, general partner, or partnership pending in this District.		
Type of Debtor (Check all boxes that apply) <input checked="" type="checkbox"/> Individual(s) <input type="checkbox"/> Railroad		Chapter or Section of Bankruptcy Code Under Which the Petition is Filed (Check one box)

## Scanner Settings

- The courts have stressed the importance of using a scanning resolution that would produce a high quality document with a file size that does not hamper the length of time it takes to scan, load and retrieve documents.
- It is recommended that scanner settings of 300 pixels per inch (ppi) or higher is used for creating scanned images.