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If you have any questions, concerns and/or other comments regarding group permissions please feel free to contact Ne'Shoni Foulks via email at [NeShoni Foulks@flnb.uscourts.gov](mailto:NeShoni_Foulks@flnb.uscourts.gov).

# CM/ECF Group Permissions

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## Introduction

Hello and welcome to the Northern District of Florida – Bankruptcy Court. The Northern District became an online court in November 2003 per Standing Order #11. CM/ECF is comprised of several distinct “User Groups”, all of which hold unique permissions and restrictions. The most common of these groups are as follows: Attorney, Attorney and Creditor, Creditor, U.S. Trustee and Trustee. In the past, there has been some confusion as to the permissions and restrictions which come with each of the filing groups; therefore, we have put together some information which will address any questions or concerns.

## Attorney

In general, “Attorney” permissions are granted to Attorneys who solely represent Debtors in Bankruptcy proceedings. Attorney access can only be granted to an Attorney in good standing who is admitted to practice in the Northern District of Florida – District Court. Pro Hac Vice applicants must refer to Local Rule 11.1 C(2) U.S.D.C. Attorneys must complete the “ECF Application – Attorney” form located on the internet to begin their admission process in our court. Once an Attorney receives his/her Login and Password they have full access to file both Bankruptcy and Adversary proceedings in our court. Using their ECF Login and Password, attorneys have access to the Bankruptcy, Adversary, Utilities and Search Menu. A separate Login and Password must be obtained from PACER in order for Attorneys to access and view filed documents by way of the Query and/or Reports Menu. Pursuant to F.R.B.P 9036, Attorneys will receive all court notifications electronically in lieu of conventional service; therefore, they are required to maintain a current and active e-mail address at all times. Attorneys are expected to update their contact information and/or make any changes necessary should their current information change.

## Attorney and Creditor

In general, “Attorney & Creditor” permissions are granted to Attorneys who represent Debtors and/or Creditors in Bankruptcy proceedings. Attorney and Creditor access can only be granted to an Attorney in good standing who is admitted to practice in the Northern District of Florida – District Court. Pro Hac Vice applicants must refer to Local Rule 11.1 C(2) U.S.D.C. Attorney’s must complete the “ECF Application – Combination” form located on the internet to begin their admission process in our court. Once an Attorney receives his/her Login and

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Password they have full access to file both Bankruptcy and Adversary proceedings in our court. Using their ECF Login and Password, attorneys have access to the Bankruptcy, Adversary, Utilities and Search Menu. A separate Login and Password must be obtained from PACER in order for Attorneys to access and view filed documents by way of the Query and/or Reports Menu. Pursuant to F.R.B.P 9036, Attorneys will receive all court notifications electronically in lieu of conventional service; therefore, they are required to maintain a current and active e-mail address at all times. Attorneys are expected to update their contact information and/or make any changes necessary should their current information change.

### **Creditor/Limited User**

In general, “Creditor” permissions are granted to Creditors and/or Attorneys who are not admitted to practice in the Northern District of Florida – District Court. Creditors must complete the “ECF Application – Limited Use” form located on the internet to begin their admission process in our court. Once a Creditor receives his/her Login and Password they have access to file a handful of pre-selected Bankruptcy proceedings, including but not limited to: Proofs of Claim, Requests for Notice, Reaffirmation Agreements, etc. Using their ECF Login and Password, Creditors have access to the Bankruptcy, Utilities and Search Menu. A separate Login and Password must be obtained from PACER in order for Creditors to access and view filed documents by way of the Query and/or Reports Menu. Unlike Attorneys, Creditors in this category do not receive electronic notifications from the court. If a “Notice of Appearance and Request for Notice” is filed, Creditors will receive court notifications pursuant to F.R.B.P. 2002 (all creditor notices) by way of USPS conventional service. Creditors do not have access to maintain their ECF account; therefore, it is their responsibility to notify the court immediately of any change of address, telephone or fax number and/or e-mail address.

### **Child Support Creditor**

In general, “Child Support Creditor” permissions are granted to Creditors and/or Attorneys per Section 304(g) of the Bankruptcy Reform Act of 1994 (Public Law No. 103-394.) Child Support Creditors may apply for admission to our electronic case filing system without necessity of being admitted to practice in the U.S. District Court for the Northern District of Florida; however, compliance with all other provisions of the Administrative Procedures and Standing Order No. 11 is required. Child Support Creditors must complete Local Form A7 “Child Support Creditor” located on the internet to begin their admission process. Once a Child Support Creditor receives his/her Login and Password they have full access to file both

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Bankruptcy and Adversary proceedings in our court. Using their ECF Login and Password, Child Support Creditors have access to the Bankruptcy, Adversary, Utilities and Search Menu. A separate Login and Password must be obtained from PACER in order for Child Support Creditors to access and view filed documents by way of the Query and/or Reports Menu. Pursuant to F.R.B.P 9036, Child Support Creditors will receive all court notifications electronically in lieu of conventional service; therefore, they are required to maintain a current and active e-mail address at all times. Attorneys are expected to update their contact information and/or make any changes necessary should their current information change. Applicants in this category should also be aware that their accounts will only remain active while the case they are involved in is open in our court and that accounts will be deactivated up case closing.

### **Filing Agent**

In general, “Filing Agent” permissions are granted to Attorneys’ paralegals, assistants and/or office staff who file on behalf of the Attorney. Attorneys who wish to have their personnel set up with Filing Agent accounts must complete Local Form A6 “Filing Agent for Attorney” located on the internet to begin their admission process. Once a Filing Agent receives his/her Login and Password they have full access to file both Bankruptcy and Adversary proceedings on behalf of their Attorney in our court. Using their ECF Login and Password, Filing Agents have access to the Bankruptcy, Adversary, Utilities and Search Menu. A separate Login and Password must be obtained from PACER in order for Filing Agents to access and view filed documents by way of the Query and/or Reports Menu. Pursuant to F.R.B.P 9036, Filing Agents will receive all court notifications electronically in lieu of conventional service; therefore, they are required to maintain a current and active e-mail address at all times. Attorneys are expected to update their contact information and/or make any changes necessary should their current information change.

### **U.S. Trustee**

In general, “U.S. Trustee” permissions are granted to U.S. Trustees who oversee Bankruptcy proceedings. U.S. Trustee access can only be granted to an Attorney in good standing who is admitted to practice in the Northern District of Florida – District Court. Pro Hac Vice applicants must refer to Local Rule 11.1 C(2) U.S.D.C. U.S. Trustees must complete the “ECF Application – Attorney” form located on the internet to begin their admission process in our

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court. Once a U.S. Trustee receives his/her Login and Password they have full access to file both Bankruptcy and Adversary proceedings in our court. Using their ECF Login and Password, U.S. Trustees have access to an extended list of Bankruptcy Events, as well as the Adversary, Utilities and Search Menu. A separate Login and Password must be obtained from PACER in order for U.S. Trustees to access and view filed documents by way of the Query and/or Reports Menu. Pursuant to F.R.B.P 9036, U.S. Trustees will receive all court notifications electronically in lieu of conventional service; therefore, they are required to maintain a current and active e-mail address at all times. U.S. Trustees are expected to update their contact information and/or make any changes necessary should their current information change.

### **Trustee**

In general, "Trustee" permissions are granted to Chapter Trustees who oversee Bankruptcy and Adversary proceedings. Trustee's access can only be granted to an Attorney in good standing who is admitted to practice in the Northern District of Florida – District Court. Pro Hac Vice applicants must refer to Local Rule 11.1 C(2) U.S.D.C. Trustees must complete the "ECF Application – Attorney" form located on the internet to begin their admission process in our court. Once a Trustee receives his/her Login and Password they have full access to file both Bankruptcy and Adversary proceedings in our court. Using their ECF Login and Password, Trustees have access to an extended list of Bankruptcy Events, as well as the Adversary, Utilities and Search Menu. A separate Login and Password must be obtained from PACER in order for Trustees to access and view filed documents by way of the Query and/or Reports Menu. Pursuant to F.R.B.P 9036, Trustees will receive all court notifications electronically in lieu of conventional service; therefore, they are required to maintain a current and active e-mail address at all times. Trustees are expected to update their contact information and/or make any changes necessary should their current information change.

### **\*Court Reporter**

We are currently in the process of establishing CM/ECF access for Court Reporters. Once completed, the rights and permissions will be much the same as the Limited User group (\*please see above). Before a login/password can be issued, Court Reporters must be fingerprinted and have an established relationship with the court or one of the firms that currently provide reporting services for our court. If you meet the requirements and are interested in obtaining a login/password as a Court Reporter, please complete the "ECF

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Application – Limited User” and submit to the Court. All applications received will be held in pending status until the Court Reporter group has been officially implemented in CM/ECF.