

Electronic Case Files System User's Manual

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Filing System to file documents with the Bankruptcy Court, or to view and retrieve docket sheets and documents for all cases assigned to this system. It assumes a working knowledge of Internet Explorer, Mozilla Firefox and Adobe Acrobat. Please refer to Internet Explorer, Mozilla Firefox or Adobe Acrobat instruction manuals for specific questions regarding those applications.

Help Desk

Please contact the Court's Office at the following number for assistance between the hours of 9:00 A.M. and 4:30 P.M., Monday through Friday.

(888) 821-7606 or e-mail helpdesk@canb.uscourts.gov

Capabilities of System

The electronic filing system allows registered participants with Internet access to perform the following functions:

- Access the Court's Webpage
- Access the training system comparable to the official "live" system to acquaint yourself with how the system operates
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports

Hardware and Software Requirements

Minimum System Requirements

- A personal computer running a standard platform such as Windows or Macintosh
- Internet service
- Internet Explorer 5.5 or higher or Mozilla Firefox
- Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat, as well as certain word processing programs can perform this function. Both Acrobat Writer version 3.x, or higher meets the CM/ECF filing requirements. Adobe Acrobat Reader is available for viewing documents only, not authoring them.
- A PDF- compatible word processing system such as Windows based versions of WordPerfect and Word.
- A scanner to transmit documents that are not in your word processing or petition preparation systems.

Recommended System Requirements for Better Performance:

When filing new cases and documents with the court, you will be transmitting large files through the Internet. It is possible to do this using a dial up modem, but it could take a very long time to send or to download the files. We highly recommend that you arrange for a digital Internet connection, such as cable or DSL service, which will provide a much faster data transmission rate.

PC System memory for handling large documents - 256MB at a minimum and ideally 512 MB would be better.

Document Preparation

Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the Court using the Court's Electronic Filing System. Be sure to view the PDF formatted document before sending it to ensure that it appears in its entirety and in the proper format.

How to View a PDF File

- Start the Adobe Acrobat Reader program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Acrobat PDF Reader loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

How to Convert Documents to Portable Document Format (PDF)

The conversion process is relatively simple and can be accomplished in one of two ways depending on the word processing program you are using.

- Once your document is complete and with the document to be converted open on your screen.
- Select **File** from the menu bar, then select **Print** (or click the printer icon from your toolbar).
- Use the drop down box to change the current printer to Adobe PDF Writer.
- Click **Print**.

- The document will not actually print; instead a Save As box will appear on your screen.
- Select the directory and folder, name your file and click save.

The PDF conversion is now complete. Your *electronic original* is stored in the folder you have designated.

You will still need to save your word processing document as you always have, however, you will only file your PDF document with ECF.

Basics

Documents Filed in Error

A document incorrectly filed in a case may be the result of posting the wrong PDF file to a docket entry, or selecting the wrong document type from the menu, or simply entering the wrong case number and not catching the error before the transaction is completed.

Do not attempt to refile the document.

“Contact the Help Desk and request a correction” as soon as possible after an error is discovered. Be sure to have the case number and document number for which the correction is being requested. If appropriate, the Court will make an entry indicating that the document was filed in error. You will be advised if you need to refile the document. The system will not permit you to make changes to the document(s) or docket entry filed in error once the transaction has been accepted.

Accessing ECF

The ECF system is a web based software program.

How to Access the System

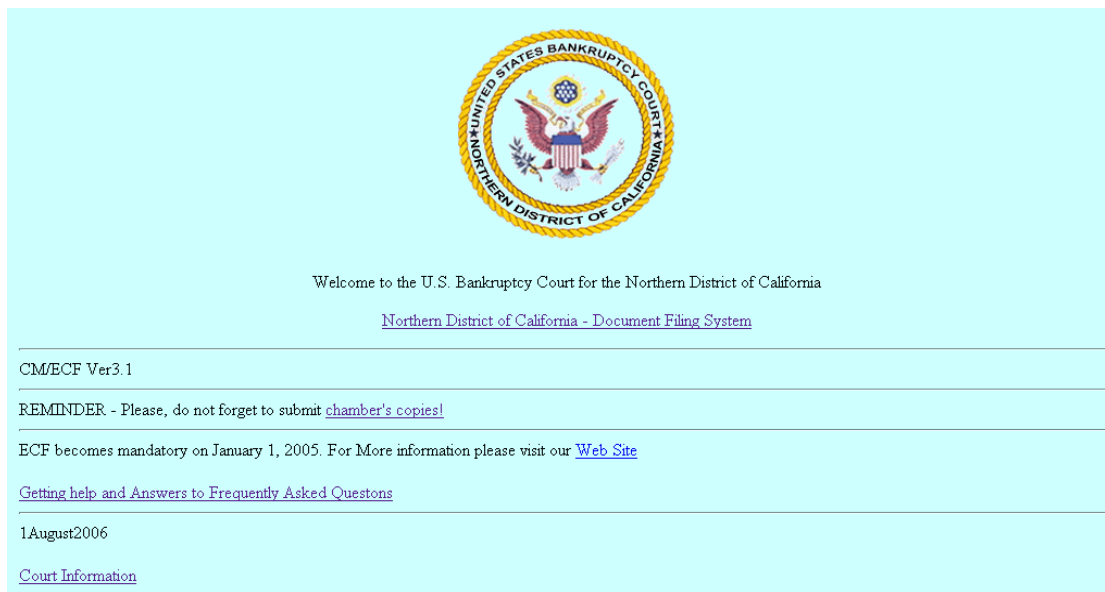
Users can get into the system via the internet by going to:

- <https://ecf.canb.uscourts.gov>

Note: For quick access to this site in the future, set a bookmark or create a button on your navigation bar.

Logging In

Step 1 The **Welcome Screen** is displayed.



Click [[hyperlink](#)] [Northern District of California-Document Filing System.](#)

Step 2

Logins and Passwords

Internet users (attorneys, trustees and certain creditors) will now be introduced to the PACER login page. Please enter in your PACER username and Password.

PACER
Public Access To Court Electronic Records

Login

to log in to this site. If your browser is set to accept cookies and you are experiencing a problem, please clear your browser cache and cookies before trying again.

California Northern Bankruptcy Court Login

* Required Information

Username *

Password *

Client Code

Login Clear

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

Note: The registered user's login and password is the electronic equivalent of their signature.

If you need to change your password, please go to <https://pacer.uscourts.gov/> and login to your PACER account. You will then be able to update your password from the maintenance page.

NOTE: Due to system security requirements, In active logins will be deactivated if there has been no activity in over a year. If your login and password has been temporarily deactivated, please contact the **helpdesk**.

The client code field is optional and is used for PACER users to associate this activity to specific customers.

If an error is made before submitting the screen, clicking on the [Clear] button will delete the data and allow you to reenter information.

This login screen will subsequently appear when web users select any report or query selection from a ECF menu. The PACER program charges 8¢ per page. However, you will be advised of how many pages you have selected before accepting the information. After running a report, a PACER summary of pages and costs will appear at the end.

PACER information and registration is available at: <https://pacer.uscourts.gov/>

The PACER Service Center bills users only when annual usage exceeds \$9.99, e.g., If on December 31, a participant owes \$9.56, no bill will be issued for that year and a new billing cycle will begin January 1 of the next year. Copies of case files are still available at the court for \$.50 per page.

All users are personally responsible for activity with their logins.

Step 3

The ECF Main Menu screen is pictured below.



Access to the various modules are provided by the blue Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view or print a docket sheet, and generate reports.

- Bankruptcy** If you are filing a Financial Management Certificate.
- Adversary** There are no options available for adversary filings at this time.
- Query** Query allows you to view a variety of information about a case, such as a list of attorneys or current status, as well as the docket sheet. After identifying the case you want, you will see a menu of these choices.
- Reports** There are no options available for Reports at this time.
- Utilities** This option allows you to view a log of transactions you have made in ECF.
- Search** A pop-up window appears allowing you to enter the text to be searched.
- Logout** Allows you to logout of the system. It is recommended that you use the Logout option when finishing any filing or queries in ECF.

Financial Management Provider Filings

- Step 1** Click on the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu Bar.
- Step 2** The **BANKRUPTCY EVENTS** screen displays.



Step 3 Click on the [Financial Manager Certificate Provider](#) hyperlink.

Step 4 The **CASE NUMBER** screen displays.



ECF Bankruptcy Adversary Query Reports Utilities


File a Document

Case Number

Next Clear

- Enter the case number (yy-nnnn) including the hyphen and click **[Next]**.

Step 5 The **Financial Management Course** event screen displays.



ECF Bankruptcy Adversary Query Reports Utilities Search

File a Financial Management Certificate

[12-30006 Debtor 1](#)

Type: bk Chapter: 7 v Office: 3 (San Francisco)
Assets: n Judge: TEC Case Flag: DebtEd, MEANSNO

Start typing to find an event.

Available Events (click to select events) Selected Events (click to remove event)

Financial Management Course

Next Clear

Select the Financial Management Course docketing event.

STEP 6 Highlight **Financial Management Certificate** from the Available Events list.

- Make sure the event name moves under the Selected Events list.

ECF Bankruptcy Adversary Query Reports Utilities Search

File a Financial Management Certificate

[12-30006 Debtor 1](#)

Type: bk Chapter: 7 v Office: 3 (San Francisco)
Assets: n Judge: TEC Case Flag: DebtEd, MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events) **Selected Events** (click to remove events)

Financial Management Course Financial Management Course

Next Clear

Click **[Next]**.

STEP 7 A list of attorneys on the case will display, if you are not an attorney, click **[Next]**.

ECF Bankruptcy Adversary Query Reports Utilities

File a Financial Management Certificate :

[12-30006 Debtor 1](#)

Type: bk Chapter: 7 v Office: 3 (San Francisco)
Assets: n Judge: TEC Case Flag: DebtEd, MEANSNO

Select any additional attorney(s)

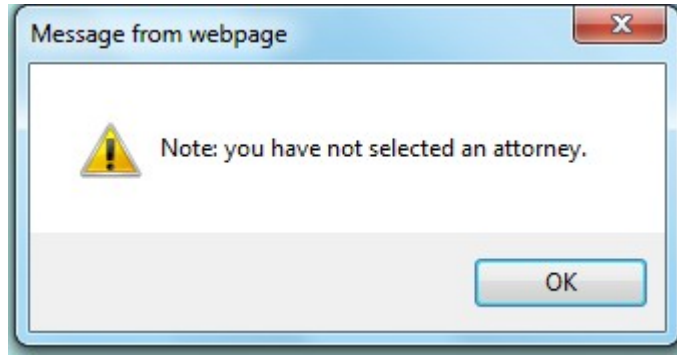
Dix, Nick [Debtor]

*Click an attorney to see the party s/he represents
[type of party shown in brackets]*

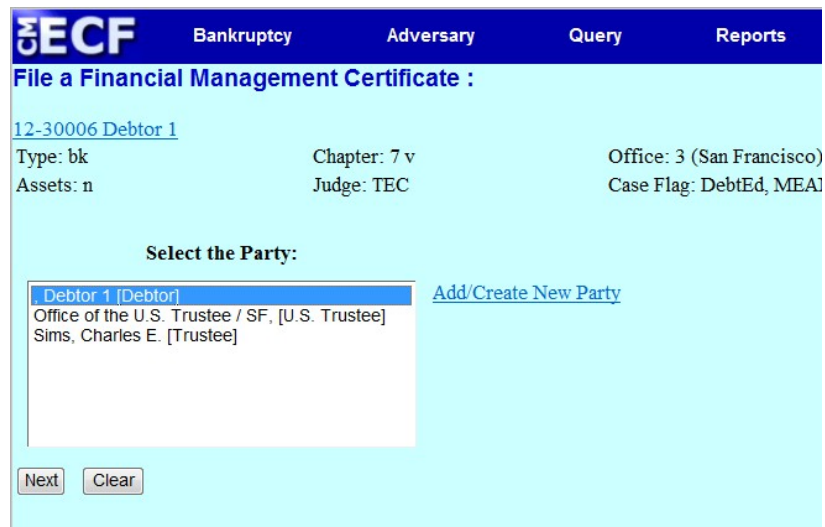
Next Clear

A warning message will pop-up indicating that you have not selected an attorney.

Click **OK**. Click **[Next]**.



STEP 8 Select the **Debtor** which is the party who is filing the **Financial Management Certificate**.



STEP 9 Click **Next**

STEP 10

Click the **Browse** button and navigate to the file directory where the document of the **Financial Management Certificate** is located.

Select the file and click **Open** on the **File Upload** window.



The screenshot shows the ECF interface for filing a Financial Management Certificate. The top navigation bar includes 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities'. The main heading is 'File a Financial Management Certificate :'. Below this, the case details for '12-30006 Debtor 1' are displayed: Type: bk, Assets: n, Chapter: 7 v, Judge: TEC, Office: 3 (San Francisco), and Case Flag: DebtEd, MEANSNO. A 'Filename' field with a 'Browse...' button is present. Below the filename field, there are radio buttons for 'Attachments to Document' with 'No' selected. At the bottom, there are 'Next' and 'Clear' buttons.

Click **[Next]**.

STEP 11 Enhance the docket text to add your firm name. (ex: ABC Financial Management) and click **[Next]**.



The screenshot shows the ECF interface for filing a Financial Management Certificate, similar to the previous one but with an additional 'Search' button in the top navigation bar. The case details for '12-30006 Debtor 1' are the same. Below the case details, there is a section for 'Docket Text: Modify as Appropriate.' with a text input field containing 'Personal Financial Management Course Certificate. ABC Financial Management' and a 'Filed by' field containing 'Debtor Debtor 1 (Canb, Finmgtrv)'. At the bottom, there are 'Next' and 'Clear' buttons.

- STEP 12** The **FINAL DOCKET TEXT** will display. Verify the accuracy of the docket text. If the docket text is correct, click **[Next]**. Please remember, information on this screen will appear on the docket sheet as indicated.

File a Financial Management Certificate :

[12-30006 Debtor 1](#)

Type: bk	Chapter: 7 v	Office: 3 (San Francisco)
Assets: n	Judge: TEC	Case Flag: DebtEd, MEANSNO

Docket Text: Final Text

Personal Financial Management Course Certificate. ABC Financial Management Filed by Debtor Debtor 1 (Canb, Finmgtpv)

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

Have you redacted?

If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to locate the page to find the error. This is your last opportunity to make changes to the event.

To abort the transaction, click anywhere on the CM/ECF blue main menu bar located on the top of the page.

- STEP 13** The **NOTICE OF ELECTRONIC FILING** screen displays.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.

- NOTE:** It is recommended to save and/or print this screen for future reference.