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:
http://canb.uscourts.gov **or** 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 2   The **Welcome Screen** is displayed.

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

Step 3   **Logins and Passwords**

Internet users (attorneys, trustees and certain creditors) will use two sets of logins and passwords; one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) access for queries and reports. Registered Internet users will see a login screen as pictured below.

CM/ECF Filer or PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at http://pacer.psc.uscourts.gov.

Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

Authentication	
Login:	
Password:	
Client code:	

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

☐ **I understand that, if I file, I must comply with the redaction rules. I have read this notice.**

[Login] [Clear]

Notice

An access fee of $0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, click here or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 2.0, Internet Explorer 6.0 and 7.0.

Participants will initially enter their ECF login and password which has been issued by the court on this screen and check the box affirming the notice has been read and understood. This login and password allows electronic filing of documents, not access to reports or queries.

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

If you need to change your password, please send a e-mail to the *helpdesk* at helpdesk@canb.uscourts.gov requesting the change.

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.***

Your Login and Password fields are case sensitive. A login of "cbaker" should not be entered as "Cbaker" or "CBAKER". The

password cannot exceed 8 characters. <u>Logins and passwords are issued by the Court's ITD Division.</u>

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
http://pacer.psc.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.

The PACER site also offers free Internet access to a series of ECF tutorials for attorneys and other web users through a series of Computer Based Training (CBT) modules. No login or password or charge is required for this feature. The lessons can be done at your PC in individual modules at the convenience of the student. Screens replicate the ECF environment and are interactive.

Access to this resource is at:
http:/www.pacer.psc.uscourts.gov/ecfcbt/.

Step 4   The ECF Main Menu screen is pictured below.

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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 new bankruptcy petition or filing any documents in a bankruptcy proceeding, click Bankruptcy from the main menu. This manual provides step-by-step instructions for making a variety of filings using ECF.

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   From the Reports menu, you can run a variety of reports including a Case Report and Docket Report.

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.

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Creditor Filings

Step 1   Click on the <u>Bankruptcy</u> hyperlink on the CM/ECF Main Menu Bar.

Step 2   The **BANKRUPTCY EVENTS** screen displays.
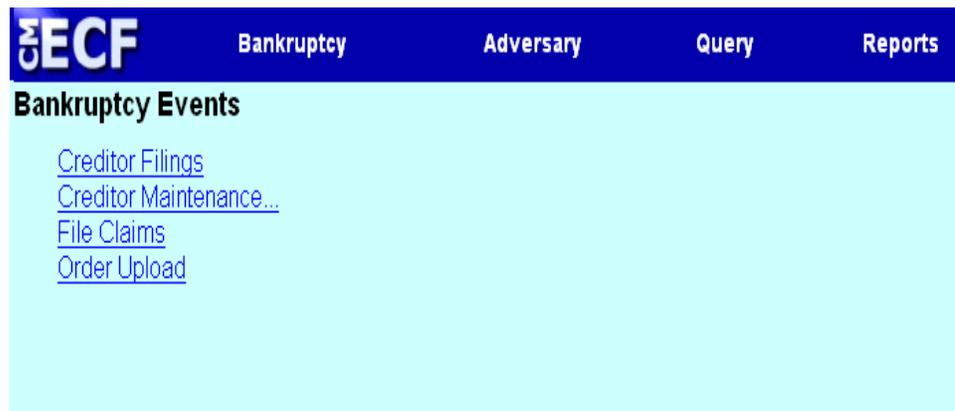
Step 3   Click on the <u>Creditor Filings</u> hyperlink.

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

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

Step 5   The list of **Available Docketing Events** screen displays.

Select the appropriate docketing event. Click one of the following hyperlinks for further instructions on how to docket the individual event.

> Notice of Change of Address
> Reaffirmation Agreement
> Request for Notice
> Request to Remove All Emails From Case
> Transfer of Claim
> Withdrawal of Claim
> Withdrawal of Document