

CM/ECF User's Guide Part 1 US Bankruptcy Court, Southern District of Iowa	Chapter Utilities
	Section

To maintain your accounts in CM/ECF select **Utilities** from the CM/ECF Menu options.



Utilities Screen

Your Account

- CM/ECF Login – Available to Attorney
- Change Your Client Code – Available to Attorney
- Change Your PACER Account – Available to Attorney
- Internet Payment History – Available to Attorney and Trustee
- Internet Payments Due – Available to Attorney and Trustee
- Maintain Your ECF Account – Available to Attorney and Trustee
- Review Billing History – Available to Attorney
- View PACER Account Information – Available to Attorney
- View Your Transaction Log – Available to Attorney and Trustee

Miscellaneous

- Legal Research.... – Available to Attorney and Trustee
 - Law Dictionary
 - Medical Dictionary
 - Westlaw via the Internet
- Mailing.... – Available to Attorney and Trustee
 - Creditor Mailing Matrix
 - Mailing Info for a Case

- Verify a Document – Available to Trustee



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	Section Your Account – CM/ECF Login

PACER users only.

Allows you to change to a CM/ECF account while logged in with a PACER account.



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	Section Your Account – Change Your Client Code

PACER users only.

Allows entry of a new client code, used for reporting charges made to the current PACER account.

The current value of the client code is **JOH004**.

Enter new Client code:

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	<p>Section</p> <p>Your Account – Internet Payment History</p>

- Use this option to monitor your Internet Payment History.
- Provides a list of all payments of charges incurred via the Internet.
- Payments appear on the list by receipt number.
- You can select payments by date range.

STEP 1	Select Utilities
STEP 2	Select Internet Payment History

Bankruptcy • Adversary • Query • Reports • Utilities • Logout				
<p>U.S. Bankruptcy Court</p> <p>Southern District of Iowa - Test Database</p> <p>Internet Payment History for RACER ,</p> <p>2/13/2003 to 3/13/2003</p>				
Date Paid	Description	Payment Method	Receipt #	Amount
2003-03-12 14:06:25	Motion for Relief from Stay(02-00075-4-lmj) [motion,mr1fsty] (75.00)	credit card	1111B15293	\$ 75.00
2003-03-12 14:20:56	Motion for Relief from Stay(02-00075-4-lmj) [motion,mr1fsty] (75.00)	credit card	1111B15301	\$ 75.00

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	Your Account – Internet Payments Due

- Use this option to monitor your Internet Payments Due.
- Provides a list of fees due for payment. This indicates the Continue Filing button was selected instead of Pay Now.

STEP 1	Select Utilities
STEP 2	Select Internet Payments Due

Summary of current charges:

Date Incurred	Description	Amount
2001-05-10 10:53:00	Amended Schedules (with D, E, F)(1-00-00101-FRM)	\$ 20.00
2001-05-10 11:47:09	Amended Schedules (with D, E, F)(1-00-00101-FRM)	\$ 20.00
		Total: \$ 40.00

You will receive a phone call from the court regarding any fees **not paid at the time of filing or by the end of the day** when you use the Internet Credit Card option.

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	<p>Section</p> <p style="text-align: center;">Your Account – Change Your PACER Account</p>

PACER users only.

Displays a login screen to allow entry of a different PACER account. The new account may be designated as the default PACER login.

PACER Login

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

Click on the question mark for instructions.

Authentication

Login:

Password:

Client code:

Make this my default Pacer login

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	<p>Section</p> <p>Your Account – Maintain Your ECF Account</p>

Account of current user appears for setup or modifications.

First, Last and Middle Name	Required Information
Generation	
Title	
Type	Entered by court personnel
Office	Enter Name of Law Firm
Address on Lines 1, 2, 3	Required Information; mailing address
City, State, Zip	Required Information

County	Enter county of mailing address
Country	Enter USA
Phone	Enter in 515-555-5555 format
Fax	Enter in 515-555-5555 format
SSN	Optional
Tax Id	Optional
Bar Id	Court assigned ID or SSN – entered by court personnel
Bar Status	Entered by court personnel
Initials	Entered by court personnel

More Than One Office?

If you have more than one office, select one location for the mailing address. Use the additional addresses in the E-mail information screen to include the e-mail addresses of your other offices.

E-mail Information

Use to specify how you would like to be notified of CM/ECF filings and the e-mail address where you want to receive the notification.

Primary e-mail address	Specify complete e-mail address for Notice of Electronic Filing Notices
Send the notices specified below	Select one or both options: to my primary e-mail address and/or to these additional addresses (add additional e-mail addresses in text box) Use additional addresses for e-mail address of multiple offices.
Send notices in cases in which I am involved	Select this box to receive notices on cases you are involved
Send notices in these additional Cases	Check this box and enter the case numbers of cases you want to received notices
Send a notice for each filing	Select to receive a Notice of Electronic Filing for each case
Send a Daily Summary Report	Select to receive a Summary Report containing all cases
Format notices	Check one choice: html format for Netscape or ISP e-mail service text format for cc:Mail, GroupWise, other e-mail service
Return to Account screen	Click to continue making changes to your account and/or submit those you made.
Clear	Click to clear screen if changes are incorrect.

More User Information

Use this to change your login name and/or password.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

More User Information for John Miller

Login Last login 12-06-2002 10:59

Password Current login 12-06-2002 10:59

Prid 45 Create date 03/12/2002

Registered Y Update date 11/19/2002

Internet Credit Card N

Groups Attorney

Login	Use the change your login
Password	Use to change your password. When you type in the new password it is visible. When you access the screen again, the password is hidden.
Return to Account screen	Click to continue making changes to your account and/or submit those you made.
Clear	Click to clear screen if changes are incorrect.

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	Section Your Account – Review Billing History

PACER users only.

Displays the number of CM/ECF pages accessed and charges incurred for the PACER account in use. If you enter your client code when accessing CM/ECF the charges are totaled for each code.

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	Section Your Account – View PACER Account Information

PACER users only.

Displays your current PACER login and client code.

Your current PACER account is **pa0004**
Your current client code is **JOH004**

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	Section Your Account – View Your Transaction Log

Displays details of all your transactions, docketing, you entered for the time specified.

ECF

[Bankruptcy](#) • [Adversary](#) • [Query](#) • [Reports](#) • [Utilities](#) • [Logout](#)

View Transaction Log

Enter the Date Selection Criteria for the Transaction Log Report

Start Date: End Date:

ECF

[Bankruptcy](#) • [Adversary](#) • [Query](#) • [Reports](#) • [Utilities](#) • [Logout](#)

Transaction Log

Report Period: 11/01/2002 - 12/06/2002

Id	Date	Case Number	Text
10818	11/26/2002 10:54:42	4-02-bk-90	Notice of Appeal <I>to BAP</I> Receipt Number CC, Fee Amount \$ 105 Filed by John Miller on behalf of Ronald Weasley (RE: related documents(s)[5] Order on Motion for Adequate Protection) Appellant Designation due by 12/6/2002. (Miller, John)
11111	12/03/2002 09:56:44	02-21022	Opened New AP Case 02-21022

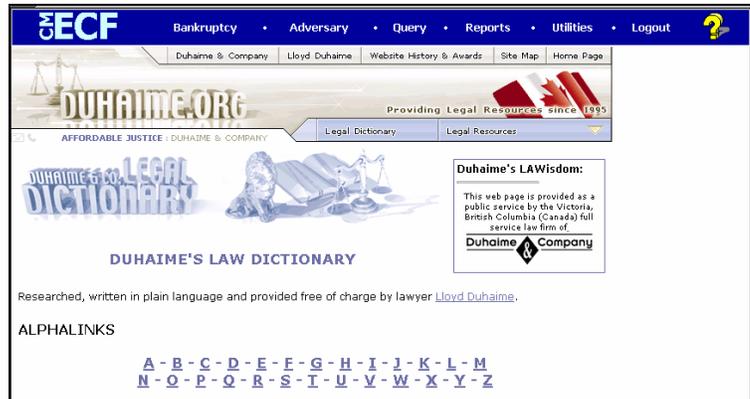
Total Number of Transactions: 2

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	<p>Section</p> <p style="text-align: center;">Miscellaneous – Legal Research</p>

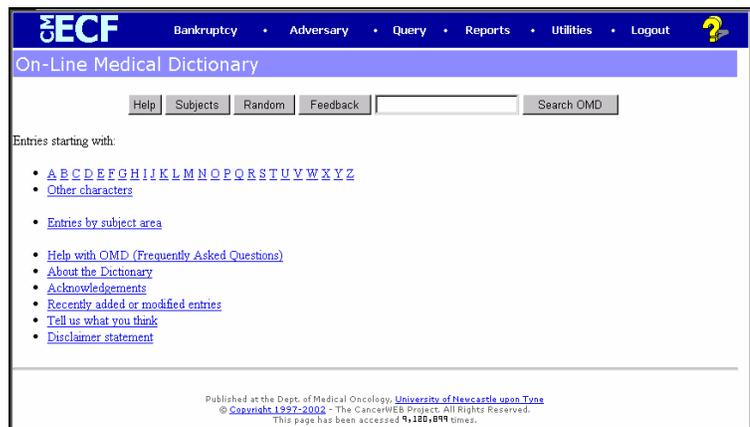
Legal Dictionary

A link to a website researched, written in plain language and provided free of charge by lawyer Lloyd Duhaime.



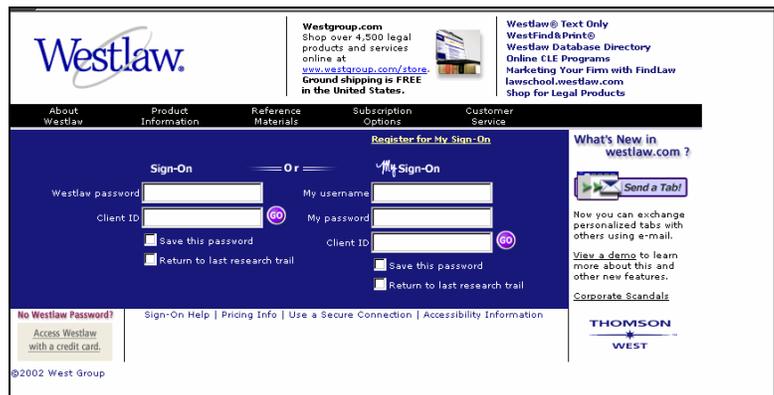
Medical Dictionary

A link to the On-Line Medical Dictionary provided by the CancerWEB Project (sponsored by British Telecommunications.)



Westlaw via the Internet

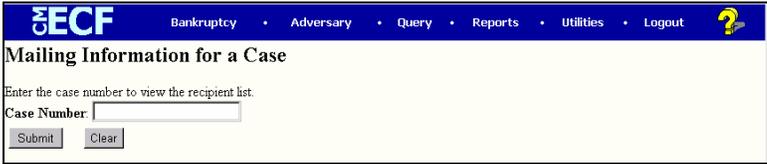
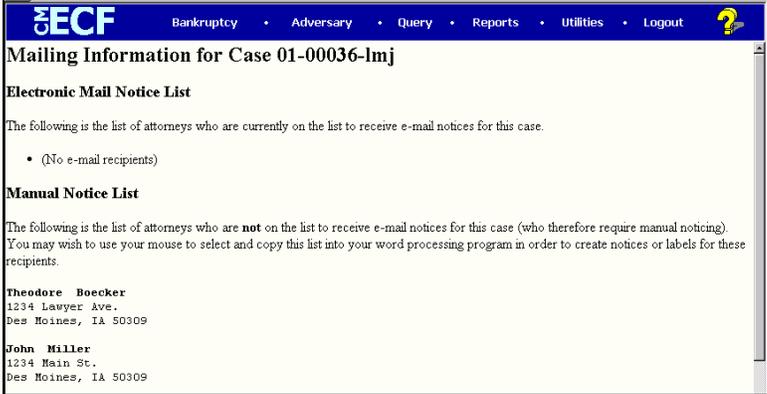
A link to Westlaw's commercial website. A subscriber account is required



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	<p>Section</p> <p>Miscellaneous – Mailing</p>

PACER users only.

<p>Creditor Mailing Matrix</p> <p>Displays a list of creditor names/addresses for a single case, either by single column label format or in raw data format. Can be limited to one or more special mailing groups.</p> <p>The list contains those creditors uploaded at case opening and may or may not include parties docketing or filing a pleading to the case. All creditors on this report were added through Creditor Maintenance option in CM/ECF and used by the BNC for court generated notices.</p>	
<p>Run Report Results</p>	

<p>Mailing Info For A Case</p> <p>Displays a list of those who receive e-mail notices and those who require manual noticing for a single case.</p>	
<p>Results Mailing Info For a Case</p>	



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	Section Create Mailing Labels for a Case

Reserved for future use.

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	Section Miscellaneous – Verify a Document

Trustee Only

Verifies the electronic “signature” of a document is the same as when the document was filed. If it is different, the document has been altered.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is the title "Verify Document(s)". The main form area has a "Case Number" label above a text input field. To the right of the input field is a placeholder text: "99-12345, 199-bk-12345 or 1-99-bk-12345". Below the input field is the instruction: "Specify the number of the docket entry containing the document to be verified." Underneath this is a "Document Number:" label followed by another text input field. At the bottom of the form are two buttons: "Next" and "Clear".

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