

<p>CM/ECF</p> <p>User's Guide</p> <p>Part 1</p> <p>US Bankruptcy Court, Southern District of Iowa</p>	<p>Chapter</p> <p>Notice of Electronic Filings</p>
	<p>Section</p> <p>One Free View</p>

The NEF also provides electronic participants **one free view** of the filed document, both for documents they file and for documents others file.



Some documents are accessible with the standard hyperlink on the document number, and others will have a message directing you to an attachment. When this message appears on the Notice of Electronic Filing, a PDF icon provides you a link to the document to view, print and/or save the document.

- If you view your e-mail in “html format”, the message says: (See attachment to view, print, or save this document)
- If you view your e-mail in “text”format” the message says: See attachment to view the document

Proof of Claim
NOEF



The NOEF for a Proof of Claim does not contain a link to the Proof of Claim. You must use PACER and run the Claim Register to view the claim.

Saving a Notice of Electronic Filing

These instructions apply from the point where you view the e-mail containing the attached .pdf document. Once the document is saved you can view or print the document at a later time.

Step 1	<ul style="list-style-type: none"> • Click on the link to the document in the NEF. • The document loads into Adobe Reader. • A toolbar with a diskette icon appears at the top of the Adobe Reader screen.
Step 2	<ul style="list-style-type: none"> • Click on the diskette icon on the toolbar. • A dialogue box, <i>Save As</i>, appears over the document.

Step 3	Complete the following data fields: <ul style="list-style-type: none">• <i>Save in:</i> Select the drive and directory to save the file• <i>File name:</i> Name the file. Example: 00-00508smithmotion.pdf• <i>Save as type:</i> Leave at Acrobat (*.pdf) default
Step 4	Click the Save button.

○