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| CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa | Chapter | Glossary |
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Adobe Acrobat

Application universally used to create and view PDF documents. Adobe Systems Inc. created the PDF software.

Attachment

An additional supporting document filed electronically with a document.

Automatic E-mail Notification

An Electronic Case files (ECF) feature permitting any user to receive notification of the filing of a document via e-mail. Users choose to receive separate notifications throughout the day or an end-of-day summary.

BNC

Bankruptcy Noticing Center serves all Bankruptcy notices/orders. Notices are retrieved electronically by the Bankruptcy Noticing Center daily.

Browse

A Windows operation of navigating through directories via a mouse allowing selection of a specific file.

Browser

A software program providing a user-friendly interface to access to information on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from Web servers. Netscape Navigator and Internet Explorer are the two most popular Web browsers.

Category

In ECF, a category is a classification of similar document types, such as Motions/Applications. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections.

Check Box

A control object the user clicks to include choices from a list. Check boxes are designed so you can choose one or more items from a list.

CM/ECF

Case Management/Electronic Case Files (CM/ECF) is the Federal Judiciary's next generation of case management system that revolutionizes the way courts do business. With the ECF portion attorneys can file documents electronically via the Internet.

Default

A default is a common suggested value displaying in CM/ECF on a screen. You can accept the default or choose another event from a pick list.

Document Type

A category of documents filed in an ECF case that have similar characteristics, such as a motion or notice.

Drop Down Box

An alphabetical list of selections. Drop down boxes are used throughout ECF to list party names and docket events. When you see the selections you want, click to highlight it. To make multiple selections, hold down the control key and scroll to the second (third, etc.) selection.

Hypertext (HTML) Link

An URL imbedded in a HTML (hypertext markup language) documents most often underlined. Permits the user to move from one area (or topic) to another in a Web based program.

Notice of Electronic Filing

An electronic certification that each document submitted electronically was entered in the U.S. Bankruptcy Court ECF database.

PDF Document

An exact image of a document created in a word processing program or bankruptcy software program for new cases. Once converted to a PDF, the document cannot be altered. All documents filed in ECF must be in a PDF format, with the exception of the creditor matrix, list of creditors. The creditor matrix must be in a text (.txt) format.

Radio Button

A round selection button used to choose from a list. Radio buttons only allow selection of one (1) item.

Show Text Box

An area in the CM/ECF docket event allowing addition of data to the docket text by manually typing data into the box. All docket events do not allow manual addition of data to the docket text; only events built with a Show Text box allow addition of data to the docket text.

URL

Abbreviation for Universal Resource Locator. URLs are the naming scheme used to find Web pages. A URL is similar to a street address. The URL for the Iowa Southern CM/ECF Training Database is <https://ecf-train.iasb.uscourts.gov>.
