

<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>Table of Contents</p>
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CM/ECF (Case Management/Electronic Case Filing) requires specific hardware and software to file cases and documents electronically. Requirements for these products are updated as the Administrative Office of the US Courts updates CM/ECF software and provides testing results with other hardware and software products required to use CM/ECF.

Monitor Iowa Southern Bankruptcy website for updated requirements.
www.iasb.uscourts.gov

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CM/ECF User's Guide Part 1 US Bankruptcy Court, Southern District of Iowa	Chapter Requirements and Prerequisites
	Section Hardware

1. Intel Pentium II 350 mhz.
2. Minimum 128 Megabytes RAM
3. Internet access through an Internet service communicating by cable modem or Point-to-Point Protocol (PPP) DSL.
4. Access to electronic mail (E-mail.)
5. Access to a scanner to submit documents not generated by word processing or petition software. Scanner must be capable of scanning 150-300 dpi black and white text. Scanning at higher resolutions, gray scale, or in color is **not recommended**. The file size of the documents will be very large, creating abnormally long load and viewing times.

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CM/ECF User's Guide Part 1 US Bankruptcy Court, Southern District of Iowa	Chapter
	Requirements and Prerequisites
	Section
	Software

1. Internet access using Netscape browser version 4.77 or higher available for download at www.netscape.com or Internet Explorer version 5.5.
2. Netscape version 6.0 is NOT compatible with ECF.
3. Do not use American On Line's version of Netscape Navigator, or a version of Netscape Navigator lower than 4.
4. Adobe Acrobat Reader version 4.0 or higher available for download at www.adobe.com or by calling 888-502-5272.
5. Windows –based or Macintosh word processor. Any DOS based word processor is insufficient since Adobe Acrobat software cannot generate PDF files from these word processors.
6. Word processing and/or petition software. Refer to Appendix A: Bankruptcy Petition Software with Case Upload Capability.

Note: This court does not support any vendor's products or software.

Caution: Take precautions when installing and using Version 5 of Adobe Acrobat with CM/ECF. Adobe Acrobat Version 5 offers two packages for converting documents to PDF – Acrobat 5 *Distiller* and Acrobat 5 *Writer*. Adobe's standard installation automatically installs the *Distiller* package. **The court strongly recommends that all CM/ECF users opt for the Custom installation and also install the *Writer*.** The Acrobat 5 *Writer* converts files into PDF considerably faster and produces significantly smaller PDF files than Adobe 5 *Distiller*.

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CM/ECF User's Guide Part 1 US Bankruptcy Court, Southern District of Iowa	Chapter Requirements and Prerequisites
	Section Adobe Acrobat

Only PDF (Portable Document Format) documents may be filed using the court's electronic filing system.

If you attempt to upload a non-PDF file or submit a standard docket entry without a PDF document, an error message appears. You cannot complete the docket entry.

Refer to Chapter 800 for Document Preparation.

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CM/ECF User's Guide Part 1 US Bankruptcy Court, Southern District of Iowa	Chapter Requirements and Prerequisites
	Section Access to Internet

Connection to the Internet for purposes of accessing CM/ECF should be faster than a modem connection. We do not recommend using dial-up access with CM/ECF.

Cable modems or DSL connections are recommended. For information on DSL, try www.dslreports.com.

For DSL connection, a minimum speed of 256 K in the format of SDSL is recommended.

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CM/ECF User's Guide Part 1 US Bankruptcy Court, Southern District of Iowa	Chapter Requirements and Prerequisites
	Section Registration with the Court

Registration with our court is required for participation in CM/ECF.

Registration forms may be obtained from the Clerk's office or via the court's website: www.iasb.uscourts.gov.



Go to CM/ECF Information, Forms and complete the:

- Attorney/Participant Registration Form for Electronic Case Filing System

or

- Cross-Certification of ECF Training Received From Another Bankruptcy Court.



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	<p>Section</p>

Attorneys must complete one-on-one training with a court trainer. If there are several people in your office, including office staff, group training is available.

On the day of training you will receive access to the CM/ECF training database. Once you have attended training **or** filed a Cross-Certification of ECF Training Received From Another Bankruptcy Court form, you will be issued a live password and receive certification from the court to file documents in the CM/ECF System.

Caution: Different logins are assigned for training and live CM/ECF Systems.

The CM/ECF User's Guide, Southern District of Iowa will be posted on the Court's website. Copy The Guide and BRING this to your training session. The court will not provide copies of the Guide due to budget constraints.

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CM/ECF User's Guide Part 1 US Bankruptcy Court, Southern District of Iowa	Chapter Training
	Section On-Line Tutorials

A CM/ECF on-line tutorial is available on our court's website at www.iasb.uscourts.gov. Go to Electronic Filing, CM/ECF, Training, Training Tutorials. The tutorial provides step-by-step instructions for each module in CM/ECF.

If you are new to CM/ECF review the modules in the following sequence:

1. Windows File Management - 1
2. Windows File Management - 2
3. Converting Documents to PDF
4. Setting Up Automatic E-Mail Notification

5. Introduction to CM/ECF
6. Logging into CM/ECF

7. Bankruptcy Case Opening
8. Uploading a Creditor Matrix

9. Adversary Case Opening
10. Filing an Answer

11. Filing a Motion
12. Filing an Objection to Motion

13. Filing Proofs of Claim

14. Queries
15. Reports

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

First Steps

1. Purchase Adobe Acrobat Writer. The price is approximately \$250.00. For more information go to: www.adobe.com
2. Internet access for all employees, attorneys and support staff.
3. Internet access must be either Cable modem or DSL access.
4. Knowledge of your bankruptcy petition software capabilities with electronic filing capabilities. Use your bankruptcy software help desk for assistance.

Training

You and your staff must be familiar with these basic computer functions:

1. Opening and closing programs
2. Moving, minimizing and maximizing windows
3. Operating menus, text fields, drop down list boxes, scroll bars and other windows objects with a mouse and a keyboard
4. Switching between programs using the mouse and the keyboard
5. Understanding of files and directories and file system hierarchy
6. Using file browse dialog boxes
7. Selecting multiple items from a list

You and your staff must be familiar with these Internet browser functions:

1. Finding the Court's website at www.iasb.uscourts.gov
2. Using the *Forward* and *Backward* buttons
3. Setting up bookmarks
4. Clicking on check boxes using the mouse
5. Typing in text boxes
6. Downloading files
7. Printing documents
8. Setting your home page address
9. Using hyperlinks

You and your staff must be familiar with PDF (Portable Document Format) files:

1. Locating and printing files using Acrobat Reader
2. Saving and printing files using Acrobat Writer
3. Creating and saving PDF documents from a word processing software or bankruptcy software
4. Inserting pages into existing PDF document

Computer Training Firms

Computer training for all of the above can be obtained from local computer training firms.

The following list provides examples of the organizations providing this training. The court does not recommending or endorsing any particular training organization.

1. New Horizons Computer Learning Centers
2. Integrated Software Solutions
3. Executrain
4. Area Community Colleges

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CM/ECF User's Guide Part 1 US Bankruptcy Court, Southern District of Iowa	Chapter Training
	Section Schedule Training with the Court

To schedule training visit the court's website at www.iasb.uscourts.gov. Go to Electronic Case Filing, CM/ECF, Training, Training Signup Information.

Monitor the court's website to determine when scheduling begins and review the dates and times for training.

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

You can access live CM/ECF System by typing in the address in the location field of the browser or use the court's website.



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

Enter the court's **training** CM/ECF System through Iowa Southern CM/ECF site:



<https://ecf-train.iasb.uscourts.gov>

OR

Enter the court's **training** CM/ECF System through the court's website:

www.iasb.uscourts.gov

Go to: CM/ECF - Training

The **training** System database is used for training and skills evaluation.

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

Enter the court's **LIVE** CM/ECF System through Iowa Southern CM/ECF site:



<https://ecf.iasb.uscourts.gov/>

OR

Enter the court's **LIVE** CM/ECF System through the court's website:

www.iasb.uscourts.gov

Go to: CM/ECF - Live

The **live** System database is used to enter new cases and file documents with the court.

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	<p>Section</p>

Logins and passwords are provided to each attorney.

The CM/ECF server uses encryption to provide a secure link for the transmission of sensitive case file documents. This is the same kind of technology used by financial institutions.

Selecting either the live or training database walks you through a series of screens to verify the "Site Certification"; a process the computer uses to verify the legitimacy of the secure server.

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

CM/ECF 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.

Authentication

Login:

Password:

CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5.

CM/ECF Login Screen

Enter your court issued CM/ECF login and password.

Any time during your session you can perform a **Query** or **Report** function. A prompt for your PACER issued login and password appears.

- If you receive an error message, click on Clear to delete the login and password entries. Re-enter the login and password.
- If you enter an invalid combination, the system responds with an error message. Click on Back and retry.
- Entry of a valid login and password combination prompts the system to display the CM/ECF Main Menu.

ECF

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



U.S. Bankruptcy Court
Southern District of Iowa - Test Database
Official Court Electronic Document Filing System

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571.

CM/ECF Main Menu



CM/ECF User's Guide Part 1 US Bankruptcy Court, Southern District of Iowa	Chapter	Login to CM/ECF
	Section	Password Security

Users must employ the highest standard of care in safeguarding the login and password to ensure integrity of the court's electronic case files.

Attorneys must not share login and password information to anyone unless the recipient(s) is an employee of the attorney or law firm.

Release of the login and password must be accompanied with a caution alerting the recipient that use of the login and password may only be exercised with the attorney's authority as an officer of this court.

Use of the login and password constitutes the filer's signature pursuant to Fed. R. Civ. P. 11 on all submissions to the CM/ECF System.

Note: If the login and password are compromised, notify the court immediately.

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<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>Login to CM/ECF</p>
	<p>Section</p> <p>Menu Options</p>

Select from the Main Menu option at the top of the page.



CM/ECF Main Menu Options

Bankruptcy	Displays bankruptcy events menu for selection of a docket event in a bankruptcy case.
Adversary	Displays adversary events menu for selection of a docket event in a adversary case. .
Query	Displays Query screen to allow retrieval of a variety of information for specific cases.
Reports	Displays Reports Menu to allow access to reports for single or multiple cases
Utilities	Displays Utilities Menu to allow maintenance of user accounts, notification, etc.
Logout	Returns you to the CM/ECF Login Screen.

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

Once all CM/ECF transactions are completed, use the Logout option on the Main Menu. This option exits you from the CM/ECF System.

Logout BEFORE you end your Internet access.

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