

ACCESSING CM/ECF

The CM/ECF system is a web based software program. Hardware and software requirements are available on the Court's web site, www.mieb.uscourts.gov. CM/ECF court users process cases through the federal courts' restricted intranet while attorneys and other public users will submit pleadings and view case data from the internet. Both court and external users have different levels of access to screens via menu selections and functionality as determined by their needs.

- STEP 1** To access the court web site, open your web browser and enter the URL www.mieb.uscourts.gov in the browser's location field. (See **Figure 1**). Click on the hyperlink to the court's CM/ECF system to begin filing.

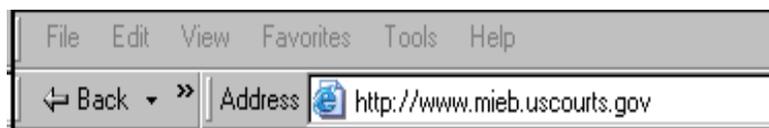


Figure 1

Familiarity with browser navigation and functionality is recommended for successful and efficient use of this system.

- NOTE:** The Back button on your Netscape navigation bar can be used to back up in case processing or queries at any time.

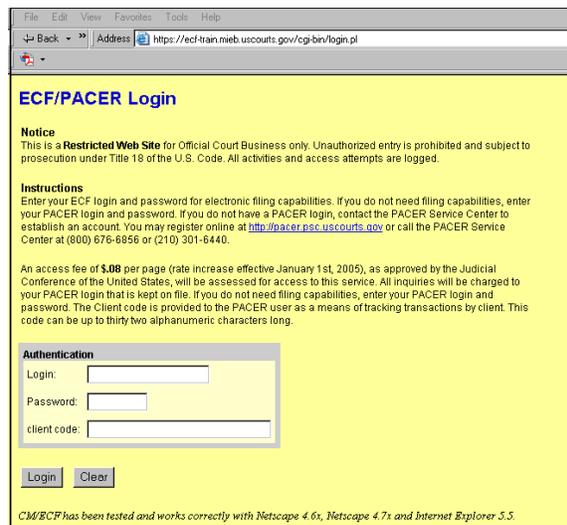


You will find that the Back button and the Forward Button will allow you added flexibility in case processing.



STEP 2 Logins and Passwords

There are two sets of logins and passwords required; one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) access for queries and reports. Registered users will see a login screen (See Figure 2a).



The screenshot shows a web browser window with the address bar displaying <https://ecf-train.mieb.uscourts.gov/cgi-bin/login.pl>. The page title is "ECF/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
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.nsc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of **\$0.08** per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty-two alphanumeric characters long.

Authentication

Login:

Password:

client code:

CM/ECF has been tested and works correctly with Netscape 4.61, Netscape 4.7s and Internet Explorer 5.5.

Figure 2a

Enter your CM/ECF login and password which has been issued by the court on this screen. This login and password allows electronic filing of documents, not access to reports or queries. Using this login and password is the equivalent to your signature on the document filed.

Login and password fields are case sensitive. The password cannot exceed 8 characters and should not include special characters.

If an error is made entering login and password information before submitting the screen, clicking on the **[Clear]** button will delete the data and allow you to reenter information.

The PACER login screen will subsequently appear when the user selects any report or query selection from the CM/ECF menu (See **Figure 2b**).

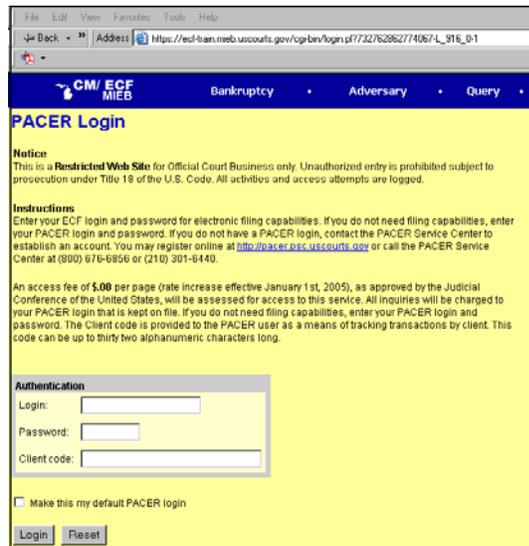


Figure 2b

NOTE: The PACER program charges 8¢ per page. After running a report or query, a PACER summary of pages and costs will appear at the end. A user will be advised of how many pages have been selected before accepting the information and/or charges for pdf documents only.

PACER information and registration is available at <http://pacer.psc.uscourts.gov/>

Copies of case files are still available at the court for \$.50 per page.

All users are personally responsible for activity with their logins. If there is any reason to believe the security of the assigned password may have been compromised, the user shall immediately contact the court, both by e-mail addressed to cmecfhelpdesk@mieb.uscourts.gov and by telephone to the Clerk at 313-319-6188 as outlined in ECF Procedure 4(d).

STEP 3 The **CM/ECF MAIN MENU** screen appears after the login and password (See **Figure 3**).



Figure 3

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, generate reports or maintain the system.

This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.

Creating a PDF

There are two primary methods for creating PDF documents: formatting text documents into PDF at the time of creation or scanning imaged documents from paper into PDF. Of these two methods, formatting at the time of creation is preferable. This method reduces the amount of labor involved, requires less storage space, and allows for text search capability.

When Adobe Acrobat is installed on your system, the PDF Writer installs a printer driver. Therefore, when a text document is converted to PDF format it is done similarly to printing the document. Users will often refer to PDF creation as “printing the document in PDF.”

The PDF Writer is the recommended tool for creating PDF documents from word processing programs.

PDF requirements for the Eastern District of Michigan, are outlined in ECF Procedure 8(a) of the Administrative Procedures for Electronic Case Filing.

Creating PDF Files from Word Processors

Converting a word processed document to a PDF file is as simple as printing it to a standard printer if you have Adobe Acrobat writer installed on your computer. Once you have completed the word processed document or have opened a saved word processed file, you proceed as follows:

- ◆ Select File > Print, (See Figure 1)
- ◆ Choose Acrobat PDF from the Name menu in the printer selection box,. (See Figure 2) and click [Print].

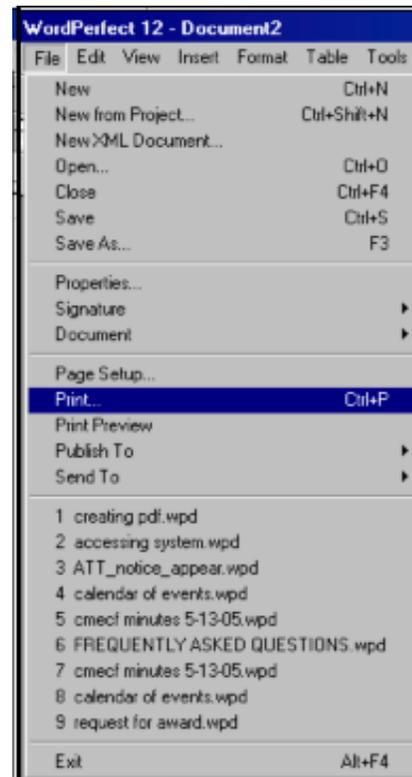


Figure 1

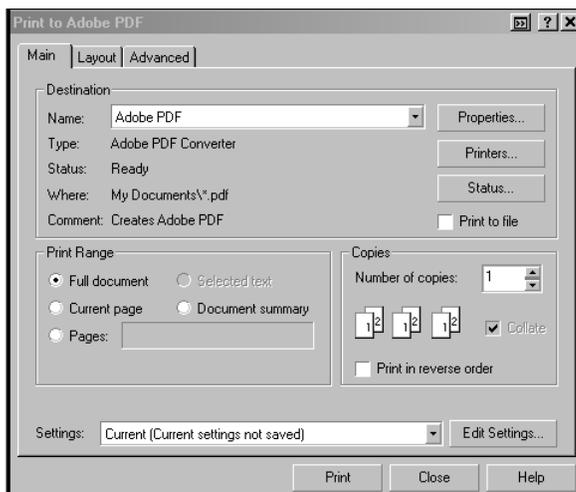


Figure 2

- ◆ In the Save PDF File As dialog box, [See figure 3], choose the locations to save the PDF document/file. Enter a file name for your document/file and verify that the “Save as type” contains the extension for PDF files (*.PDF). Click [Save].



Figure 3

- ◆ Your word processed document has now been saved as a PDF document/file.

Scanning Paper Documents into PDF

For those documents that must be imaged, the preferred method is to scan the document(s) directly into PDF format using Adobe Acrobat. Scanning to a format other than PDF adds both delay and labor. It requires not only the document(s) to be scanned but also to be converted into PDF format after scanning. The process for scanning a document directly into PDF format is as follows.

- ◆ Launch Adobe Acrobat. This may be done by clicking on the Adobe Acrobat icon or by clicking on Start > Programs > Adobe Acrobat.
- ◆ Select File > Import > Scan. (See Figure 4).

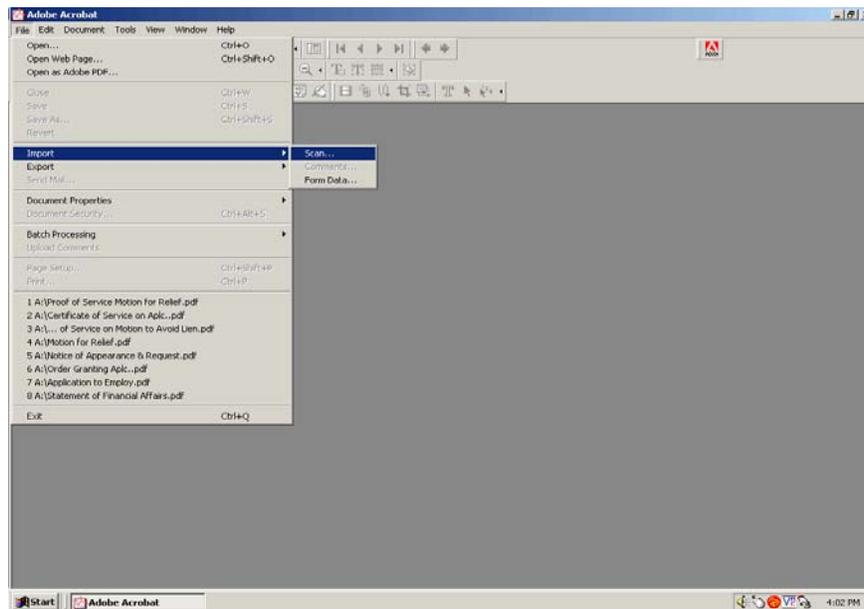


Figure 4

- ◆ An Acrobat Scan Plug-in dialog box will appear, (See **Figure 5**). Select the correct scanning device and format using the down arrows; then click [**Scan**].

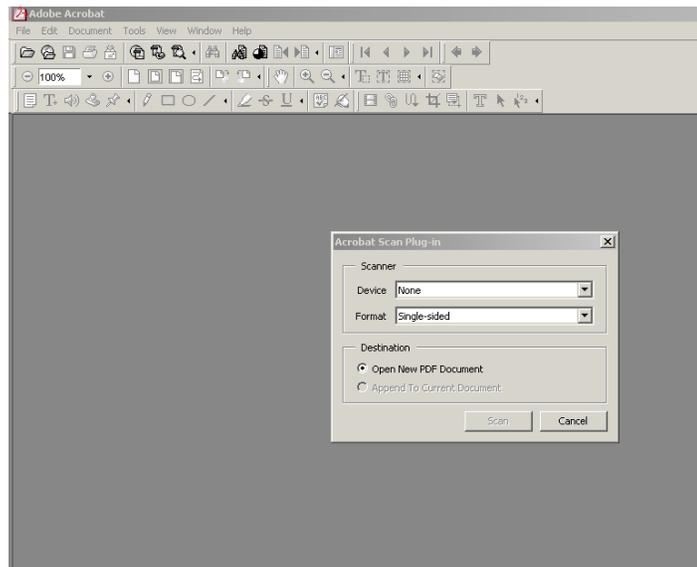


Figure 5

- ◆ A scan dialog box will appear. Select the appropriate setting for the document you are scanning. The document should be filed in black and white so the file size is as small as possible. Click [**Scan**].

NOTE: Scan dialog boxes vary depending on printer models.

- ◆ Another Acrobat Scan Plug-in dialog box will appear. If multiple pages are being scanned, remove the previously scanned page from your scanner and insert the next page to be scanned. Click [**Next**]. Once you have scanned all pages, click [**Done**].
- ◆ Once this is done, Adobe will open the scanned document. The document can be saved as a PDF file by selection File > Save/Save As.

Proofs of Claim

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Most often the creditor filing the claim already resides in the creditor data base. If the creditor cannot be located on the case, they should first be added. The claim can then be filed.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1).



Figure 1

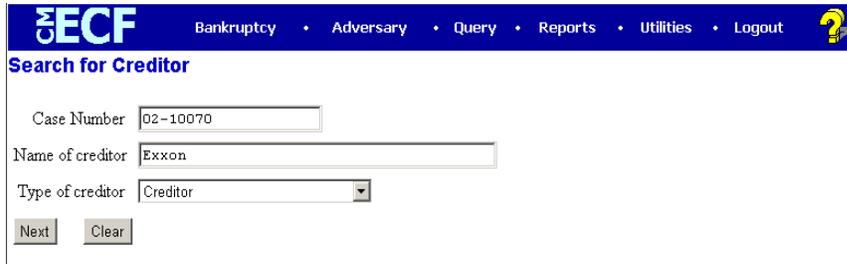
STEP 2 The **BANKRUPTCY EVENTS** screen displays. (See Figure 2).



Figure 2

◆ Click on the File Claims hyperlink.

STEP 3 The **CREDITOR SEARCH** screen will display. (See Figure 3).



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

Search for Creditor

Case Number

Name of creditor

Type of creditor

Figure 3

- ◆ Click in the **Case Number** box and enter the correct case number in YY-NNNNN format.
- ◆ Enter the **Name of creditor** filing the claim. Additional search clues are shown below.

Search Hints for Creditor Database:

1. Include punctuation. (O'Brien or Garcia-Barrera)
2. Partial names can be entered. (Smi)
3. Significant words or names are effective. (Radio for Radio Shack and Northwest Radiology)
4. Try alternate search clues if your first search is not successful.
5. Wild cards are not required but may be used.

NOTE: Do not change the default of **Creditor** in the **Type of Creditor** box. When a matrix is uploaded into the system, the Creditor Type field defaults to **Creditor**.

The **Creditor Type** must match the creditor information. If creditors are stored on the database as a different **Creditor Type** you will have to search by that Type. A creditor with a **Creditor Type of Notice of Appearance** will not be found unless the **Creditor Type** field is changed to **Notice of Appearance**.

- ◆ Click [**Next**] to search the creditor database for this claimant.

STEP 4

The **CREDITOR SELECTION** screen will then display the creditor(s) who match the search criteria. (See **Figure 4a**).

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

Select a Creditor for Claim

Case 02-10070: Walter J. Daniels

8724 - Exxon - Acct. 3889578708 P.O. Box 105980 Atlanta, Ga 30353-5980

[Add Creditor](#)

Figure 4a

NOTE: If no search criteria was entered in the search Name of Creditor field, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors (**See Figure 4b**).

8719 - Chevron - Acct. 1306231778 P.O. Box 5010 Concord, CA 94524-0010
8720 - Christopher L. Taylor - 5100 Wheelis Drive, Ste. 111 Memphis, TN 38117
8721 - Dillards - Acct. 227531373 P.O. Box 269159 Baton Rouge, LA 70826-9159
8722 - Dr. Arthur Hernandez, M. D. - Acct. 23032365 P.O. Box 781347 San Antonio, TX 78278
8724 - Exxon - Acct. 3889578708 P.O. Box 105980 Atlanta, Ga 30353-5980
8709 - Federal Housing Administration - 800 Dolorosa St./Legal Dept. Washington Square Building San Antonio, TX 78207
8710 - First Nationwide Mortgage Corp - ATTN Bankruptcy Dept. 0023 P.O. Box 9481 Gaithersburg, MD 20898-9481
8725 - Foleys - Acct. 134965851 P.O. Box 52026 Phoenix, AZ 85072
8705 - Heard, Goggan, Blair and William - Acct. 087760070233 310 S. St. Marys San Antonio, TX 78205
8726 - Home Depot - Acct. 5172750089236 P.O. Box 105980 Dept 51 Atlanta, GA 30353-5980
8754 - Homecomings Network - Acct. 463976814 9275 Skypark Court San Diego, CA 92123
8727 - IRS/Special Procedures Branch - Stop 5026 Aus 300 E. 8th St. Austin, TX 78701
8706 - Internal Revenue Service - 300 East 8th St. Stop Aus Austin, TX 78701

[Add Creditor](#)

Figure 4b

- ◆ Select the desired creditor by clicking on it with your mouse if using the drop-down select window.
- ◆ Click **[Next]** to continue adding a Proof of Claim.

NOTE: If the creditor name does not appear on the list or if the creditor name appears in the list, but the address information does not match what is on the claim, select **Add Creditor** to add the creditor and address information to the database.

- ◆ If **Add Creditor** was selected, the **Add Creditor(s)** screen will display (see **Figure 4c**).

ECF Bankruptcy • Adversary • Query

Add Creditor(s)

Case 05-40295-mbm already contains creditors!

Case number 05-40295-mbm Brian Lee Keller

Name may be 50 characters. Address may be 5 lines, 40 characters each. More than one creditor may be entered. Separate creditors with a blank line.

Name and Address
Barry Moore and Sons, Inc.
c/o Johnathan Smith
123 Mooreland Rd., Suite 134
Warren, MI 48066

Creditor type Creditor

Creditor committee No Yes

Next Clear

Figure 4c

NOTE: The add creditor box has been modified (see **Figure 4c**) the name may be 50 characters, the address must not exceed 5 lines, 40 characters each and you have the ability to add more than one creditor. Separate each creditor with a blank line.

- ◆ Click [**Next**].
- ◆ Click [**Submit**] to add the creditor.
- ◆ Select **File a Proof of Claim** to continue with the claim process.
- ◆ The Search for Creditor screen will appear again; click [**Next**].
- ◆ The Select a Creditor Claim will appear; select the correct creditor and click [**Next**].

STEP 5: The **Proof of Claim Information** screen displays fields for each claim (see **Figure 5**).

The screenshot shows a web-based form for entering claim information. At the top, there is a navigation bar with 'ECF' and menu items: 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this is the title 'Proof Of Claim Information For' and the creditor's name: '4180592 - Barry Moore and Sons, Inc. c/o Jonathan Smith 123 Moorland Rd., Suite 124 Warren, MI 48090'. The form contains several input fields: 'Case Number: 05-40295-sbbs', 'Amended Claim #', 'Last Date To File', 'Date Filed: 08/18/2006', and 'Filed By: Creditor'. There are two tables for entering claim amounts. The first table is 'Amount Claimed' and the second is 'Amount Allowed'. Each table has columns for 'Unsecured', 'Secured', 'Priority', 'Unknown', and 'Total (Display Only)'. Below the tables are 'Description:' and 'Remarks:' fields. At the bottom, there are 'Next' and 'Clear' buttons.

Figure 5

- ◆ Do not enter the “\$” or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.
- ◆ Enter the **amount claimed** in the appropriate category. Amounts will total automatically and will appear on the Claims Register. Amounts should **NOT** be entered in the **Total (Display Only)** field.
- ◆ In the **Filed By** field leave the default as Creditor.

NOTE: The **Description** and **Remarks** fields will appear on the Claims Register.

- ◆ The **Total Amount of the Claim** field totals the values of the four fields. **Note:** An aggregate total of all claims is included at the end of the Claims Register.
- ◆ When you have completed this screen, click [**Next**] to associate the PDF file of the claim with this filing.

NOTE: Amendments to claims get an **extension number** which appears in the claims history. If amended, the **amended claim** is not entered as a new claim nor given another claim number.

If only the dollar amount is amended the new amount will **overwrite** the original claim amount.

If what is being amended is the classification of the claim, it is **important** that the figure **0.00** is placed in the original classification field and the accurate amount is added to the appropriate field.

STEP 6 The **PDF Document** screen displays. (See **Figure 6a**).

The screenshot shows a web interface for Case 02-10070. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the case number 'Case 02-10070' is displayed. The main instruction is 'Select the pdf document (for example: C:\199cv501-21.pdf)'. There is a 'Filename' input field with a 'Browse...' button next to it. Below the input field, there is a radio button selection for 'Attachments to Document' with options 'No' (selected) and 'Yes'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

Figure 6a

- ◆ A PDF image of the claim is required.
- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct claim file for this entry, right click on the filename with your mouse and select **Open**. (See **Figure 6b**).

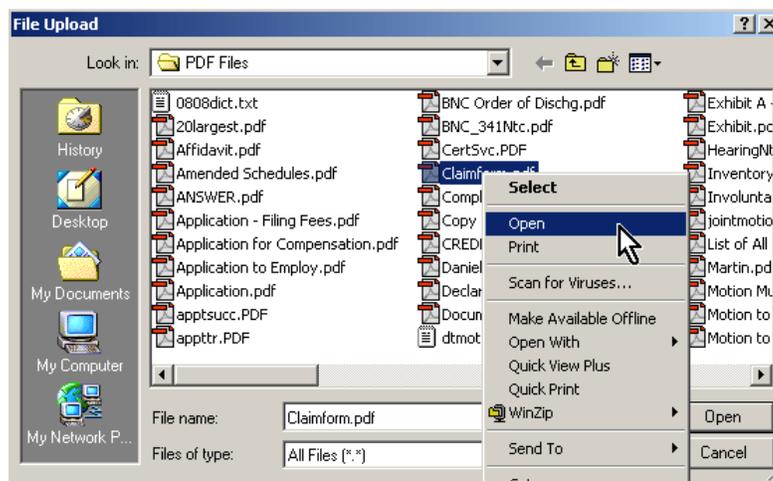


Figure 6b

- This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct.

- Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box. (See Figure 6c.)

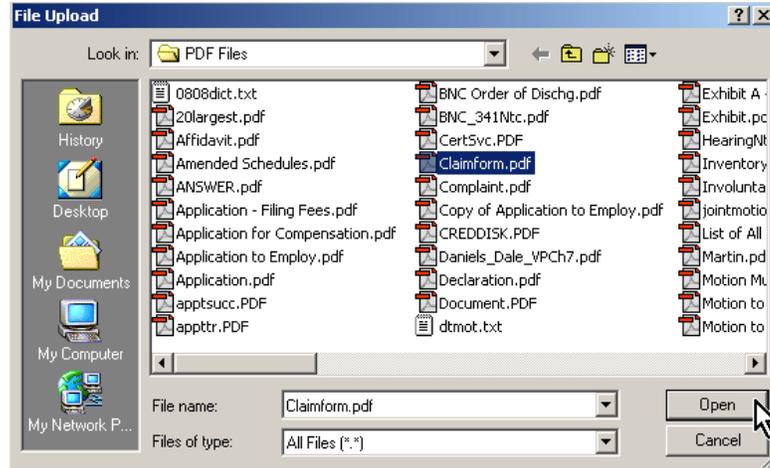


Figure 6c

- ◆ The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected. (See Figure 6d.)

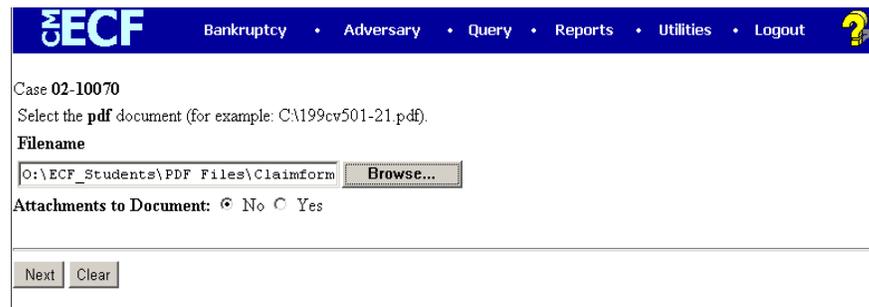


Figure 6d

- ◆ **PDF attachments** to claims (contracts, invoices, or other supporting documents) can be linked to this claim. To attach supporting documents, refer to the attachment section of this manual.

NOTE: Please note that the PDF file of this claim is not an **attachment**. An **attachment** is other supporting document or collateral information.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

◆ Click **[Next]**.

STEP 7 The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced and displayed. (See **Figure 7**.) This claim is now part of the official court record.

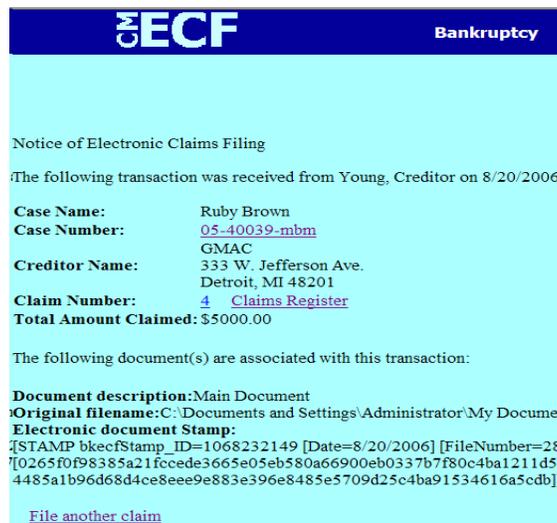


Figure 7

◆ Clicking on the case number hyperlink on the **Notice of Electronic Claims Filing** will present the case docket report via PACER.

◆ Clicking on the document number hyperlink displays the PDF image, via PACER, of the claim itself. The claim includes image attachments, they will be accessible also through a separate hyperlink.

◆ Clicking on **Claims Register** hyperlink displays the entire claims register for this case, via PACER.

◆ To print a copy of this notice, click the browser **[Print]** icon.

◆ To save a copy of this notice, click **[File]** on the browser menu bar and select Save Frame As.

Miscellaneous Creditor Filings

In addition to the ability to file Claims, creditor filers can also electronically file the following documents with the Court:

- ◆ Certificate of Service
- ◆ Creditor Request for Notice
- ◆ Motion to Pay Unclaimed Dividends
- ◆ Notice Assignor of Claim (Dow Case)
- ◆ Notice of Withdrawal
- ◆ Objection to Transfer of Claim
- ◆ Reaffirmation Agreement for Debtor without an Attorney
- ◆ Reaffirmation Agreement w/Declaration
- ◆ Satisfaction of Claim
- ◆ Transfer of Claim
- ◆ Transfer of Claim w/Waiver
- ◆ Withdrawal of Claim

The following example demonstrates the filing of an Transfer of Claim.

NOTE: Slightly different user prompts may appear when filing other miscellaneous creditor filings, however, the basic functionality is the same.

STEP 1: Click [Bankruptcy](#) hyperlink on the CM/ECF Main Menu (See **Figure 1**).



Figure 1

STEP 2: The **BANKRUPTCY EVENT** screen will display (See **Figure 2**).



Figure 2

- ◆ Click on the Creditor Claimant Events hyperlink.

STEP 3: The **CASE NUMBER** screen will display. (See **Figure 3**).

The screenshot shows the "Creditor Claimant Events" screen. At the top, the title "Creditor Claimant Events" is displayed. Below the title, there is a section labeled "Case Number". Inside this section, there is a text input field containing "06-40254" and a label "99-12345, 1:99-bk-12345 or 1-99-bk-12345". Below the input field, there are two buttons: "Next" and "Clear".

Figure 3

- ◆ Enter the case number including the hyphen (ie: xx-xxxxx).
- ◆ Click [Next].

STEP 4: The **Creditor Claimant Events** menu will display (See **Figure 4**).

The screenshot shows the "Creditor Claimant Events" menu. At the top, the title "Creditor Claimant Events" is displayed. Below the title, there is a link "06-40254-swr Elsie Schott". Underneath, there are two columns of text: "Type: bk" and "Chapter: 13 v", and "Judge: swr" and "Assets: n". Below this, there is a scrollable list of event types: "Motion to Pay Unclaimed Dividends", "Notice Assignor of Claim (Dow Case)", "Notice of Withdrawal", "Objection to Transfer of Claim", "Reaffirmation Agreement for Debtor without an Attorney", "Reaffirmation Agreement w/ Declaration", "Transfer of Claim", and "Transfer of Claim with Waiver". At the bottom, there are two buttons: "Next" and "Clear".

Figure 4

- ◆ Select Transfer of Claim event.
- ◆ Click [Next].

STEP 5: The **PDF DOCUMENT** screen will display (see **Figure 5a**).



Figure 5a

- ◆ A PDF image must be associated with this entry.
- ◆ Click [**Browse**], then navigate to the directory where the appropriate PDF file has been saved.
- ◆ To ensure that you are about to associate the correct document for this entry, right click on the filename with your mouse and select **open**.
- ◆ This will launch the Adobe Acrobat Reader to display the image of the document.
- ◆ Close or minimize the Adobe application after verifying the file then click on the Open button on the File Upload dialogue box.

- ◆ The **PDF DOCUMENT** screen will display again with the complete path of the associated PDF document that was selected. (See **Figure 5b**).

Figure 5b

- ◆ Click [**Next**].
- ◆ A display message will appear stating “Both Creditors **MUST** Be On The Mailing Matrix To Complete This Transaction Successfully”.
- ◆ Click [**Next**].

STEP 6: A **CLAIMS TRANSFER (without waiver)** screen will display (See **Figure 6**).

Figure 6

- ◆ Fill in all applicable information.

- ◆ You can select the transferee (creditor that is receiving the claim) by clicking [**Search Creditors**] or if the creditor is not part of the creditor's list you can click [**Add New Creditor**]. Highlight the creditor's name and click [**Select**].
- ◆ You can select the transferor (creditor that filed the claim) by clicking [**Search Creditors**]. Highlight the creditor's name that filed the claim and click [**Select**].

NOTE: You can transfer more than one claim per entry but only if the Notice of Transfer is with Waiver of Notice. Otherwise you can **only** do one transfer per entry within a case.

- ◆ Click [**Next**].

STEP 7 You will be asked to enter the claim number(s) [See Figure 7].

Figure 7

- ◆ Add Claim number(s) of the transfer claim, click [**Next**].

STEP 8: The **FINAL TEXT** screen will display (see Figure 8).

Figure 8

- ◆ If the docket text is incorrect, click the browser [**Back**] button at the top of the screen one or more times to find the screen to be modified. Make any needed corrections and continue through each screen again.

- ◆ To abort or restart the transaction, click the Bankruptcy hyperlink on the **CM/ECF Main Menu Bar**.
- ◆ If no changes are needed, click [**Next**].
- ◆ The notice of electronic filing (NEF) will appear which signifies that a document has been filed with the court. Print or save a copy of the NEF for your records.