

# ECF FILING BASICS

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<b>RECORD OF CHANGES</b>		
<b>Date</b>	<b>Section</b>	<b>Summary of Changes</b>
3/16/09	V.A., Finding the Correct Event	Describes new event search capabilities
10/9/07	IV.B, IV.C, V.E	Change PDF file size from 4000 KB to 4500 KB or 4.5 MB.
1/30/07	VI.A., Paying Fees	The 3-digit security code must be entered.
1/30/07	VII.E., Mailing Matrices	Explains the mailing matrix options available in ECF including recent enhancements.
7/10/06	V.A, Filing a Document in ECF	Choosing more than 1 event for a single document is possible but can create problems. Other than Motion for Relief from Stay/Motion for Relief from Co-Debtor Stay, a multi-part document should be filed more than once under each applicable event name.
7/10/06	VI, Paying Fees via Internet Credit Card	To defer payment until later in the day, click Continue Filing; do not minimize the window or close it by clicking on the X in the upper right.
7/10/06	VII, Serving Other Parties	Certificates of service for e-filed documents must list both those who were conventionally served using paper and those requiring service who will be electronically served via ECF.
7/10/06	VIII, Receiving Notices of Electronic Filing (NEF's)	Explains how to set up options for NEF's, recover them if necessary, and reduce the volume of NEF's you must view.
3/29/06	VII, Serving Other Parties	Explains how to tell who was served with a filed document.
3/1/06	V.G, Understanding the Notice of Electronic Filing	Clarifies that the "one free look" is per PACER login. A new report, Docket Summary, has been added to allow e-filers to recover their NEFs in the event of e-mail or ISP problems.
3/1/06	VI., Paying Fees via Internet Credit Card	Updated procedures per screen changes; changes are not substantive
3/1/06	VII, Serving Other Parties	To determine who will be electronically served and who must be manually served, go to Mailing Info for a Case under Utilities, Mailings . . . .

10/8/05	II.B, Clearing Your Cache in Netscape	Removed information as Netscape is not a supported browser
10/8/05	V.C, Selecting the Party	Notes that creditors will generally select their company or client as the party filer
10/8/05	V.D, Referencing an Existing Event	If unsure of the category, hold <Shift> and clicking the first and last items to select all
10/8/05	V.G, Understanding the Notice of Electronic Filing	<ol style="list-style-type: none"> <li>1. Display NEF links on the docket by clicking "Include links to Notice of Electronic Filing" on the Docket Report selection screen</li> <li>2. E-filers will no longer receive most BNC notices; 341(a) notices are an exception.</li> <li>3. E-filers will now get NEF links to orders and notices produced by the court; those created by outside filers may not be available until the court releases them.</li> <li>4. NEFs will now display e-filers who receive a Daily Summary Report under "Notice electronically mailed to:".</li> <li>5. Batch events will produce separate NEFs for each case.</li> </ol>
10/8/05	VII, Service	Creditors can register preferred addresses with the BNC. ECF participants can access those addresses under Utilities, Creditor Mailing Matrix
6/1/05	IV.D, Checking PDF Dimensions	PDF's, whether converted or scanned, cannot exceed 8.5 x 11 inches. Adobe displays the dimensions in the bottom left of the screen.

## I. LOGIN AND PASSWORD

### I.A. Obtaining a Login and Password

There are two databases available to ECF Participants:

- The **ECF Train** database is used to practice ECF in a safe environment and to complete any court required proficiency exam.
- The **ECF Live** database is used to file documents with the court.

The ECF Live login is not activated until a participant has complied with court requirements to demonstrate their knowledge of ECF. Participants will be notified when their Live account is activated.

### I.B. Accessing the ECF System and Logging In

To get to the court's **ECF Train** database, go to the court's website, click the red **ECF** button on the left, click **Training** on the left, and click **ECF Training Database**.

To get to the court's **ECF Live** database, go to the court's website, click the red **ECF** button on the left, and click **ECF Live Database** on the left.

**TIP:** Before logging into the ECF Live or ECF Train database, read the court homepage, ECF homepage, and ECF login screen for any important messages or updates.

The court's website is: [www.orb.uscourts.gov](http://www.orb.uscourts.gov)

Log in by entering your login and password in lower case. You do not need to enter a client code.

### I.C. Linking PACER to ECF

You will need a PACER account in order to view docket reports, claims registers, creditor matrices, and other reports in ECF.

**NOTE:** If you do not have a PACER account, apply for one at:  
[www.pacer.psc.uscourts.gov](http://www.pacer.psc.uscourts.gov)

If you have a PACER account, link it to ECF as follows:

- STEP 1** Click on the **Reports** heading.
- STEP 2** Select any menu option (e.g., Docket Report).
- STEP 3** You will be presented with a PACER login screen.
  - Enter your PACER login and password.
  - Click **Make this my default PACER login**. In the future, you will not need to enter the PACER information in order to view a report.

To change your PACER account:

- STEP 1** Click on the **Utilities** heading.
- STEP 2** Click on **Change Your PACER Login**.
- STEP 3** Enter your new PACER login and password.
- STEP 4** Click **Make this my default PACER login**.

#### I.D. **Forgot Your ECF Login or Password?**

Contact the ECF Help Desk. The phone number is listed under **ECF Help Desk** on the ECF section of the court's website.

#### I.E. **Changing Your ECF Password**

- STEP 1** Click on the **Utilities** heading.
- STEP 2** Click on **Maintain Your ECF Account**.
- STEP 3** Click on **More User Information**.
- STEP 4** Delete the contents of the Password field and enter your new password.
- STEP 5** Click on **Return to Account Screen**.
- STEP 6** Click **Submit**.
- STEP 7** Click **Submit** again.

## II. AVOID PROBLEMS BY CLEARING YOUR CACHE

II.A. **Problems created when the cache is not cleared.** Pages you view on the Internet (including ECF screens and documents) are stored in temporary files for quick viewing. If these temporary files are not deleted on a regular basis, they can create problems including the opening of a second window within ECF when a menu option is selected, inability to use the backspace and delete keys, and old versions of updated documents being displayed. You can tell that you are having cache-related problems when one of the aforementioned problems occurs or when an ECF menu category (e.g., Bankruptcy) remains outlined even though you have selected another menu category (e.g., Reports). Therefore, it is recommended that you regularly clear your Internet browser cache and the temporary storage area on your hard drive. You may want to confer with your information technology resource person about the best way to accomplish this.

### II.B. Clearing your cache in Internet Explorer

**STEP 1** On the menu bar at the top of the screen, click **Tools** and select **Internet Options**.

**STEP 2** On the **General** tab, click on **Delete Files**.

[NOTE: You are only deleting TEMPORARY FILES of the pages you have viewed using the browser!]

**STEP 3** Click **OK**.

## III. NAVIGATION

Use your mouse or <Tab> to move from field to field. To go back a field, use your mouse or <Shift><Tab>.

When filing a document, use the *[Back]* button cautiously. In certain situations, *[Back]* will let you go back one or more screens to correct information. When you go forward again, you must re-enter any required information (ECF will not “remember” it). In other situations, using *[Back]* will result in a white screen and a warning; in these situations, start over again by clicking on the appropriate heading.

When viewing a document from ECF, always use *[Back]* to return to ECF. Clicking on a heading (Bankruptcy, Adversary, etc.) from the document display screen will introduce navigation problems, including the opening of an extra window and problems with the <backspace> and <delete> keys. If these problems begin to occur, clean your cache as described in Section II above.

## IV. CONVERTING A DOCUMENT TO PDF

All documents other than creditor matrices filed in ECF are required to be in PDF (Portable Document Format). Any document created by the filer must be a text-based PDF, as opposed to an image (scanned) PDF. For a typical document, its text-based PDF version would be 20% of the size of its imaged version, and the imaged version would take 10 times longer to transfer. Text-based PDF documents are searchable and retain the formatting (pages, fonts, etc.) of the original document.

### IV.A. Converting Word Processing Documents to PDF

To convert a document to PDF, you must have installed the full version of Adobe Acrobat with the additional Acrobat PDFWriter driver. Then do the following:

- STEP 1** Create the document in a word processing program (for example, Word or WordPerfect).
- STEP 2** From your word processing software, click **File** and select **Print**. The **Print Dialog** box displays.
- STEP 3** In the printer name field, select **Adobe PDF**.
- In Word, click **OK**.
  - In WordPerfect, click **Print**.
- STEP 4** The **Save PDF File As** dialog box displays.
- In the **Save In** box, select a drive and folder in which you will place the newly created PDF document.
  - In the **File Name** box, type the name of the document. Be sure to keep the “.pdf” extension in the file name.
  - Click **Save**.
- STEP 5** If you wish to view the PDF, open Adobe Acrobat, click File, and select Open. You may also save your document in the word processing software before or after converting to PDF.

### IV.B. Breaking a Large PDF into Smaller Documents

Any document to be filed as part of one event, but that also exceeds 4,500 KB (4.5 MB), must be broken up for filing into a Primary Document that also has one or more attachments. Attachments are the smaller PDFs that must be created for any portion of a document which is over 4,500 KB (4.5 MB). Each attachment must

also be no larger than 4,500 KB (4.5 MB), and there cannot be more than 15 attachments per Primary Document. If there are more than 15 attachments, the document must be filed as multiple documents. The certificate of service filed with the document showing service on interested parties must never be an attachment by itself; it must always be the last page of the pleading portion of the Primary Document.

- To determine the size of your document, while you have the document displayed in Adobe Acrobat, click on **File** and **Document Properties** or press **<Ctrl><D>**.
- To break a document into smaller segments, simply follow the procedure for converting to PDF, making sure that the print range is set to “Pages:” and then entering the page number range (e.g., 1-15, 16-30, etc.). Be sure to give each section of the document a different name (e.g., petition1.pdf, petition2.pdf, etc.)

#### IV.C. **Combining PDF’s into One Document**

Any documents to be filed with a docket entry that total 4,500 KB (4.5 MB) or less make up a Primary Document which is to be filed as a single PDF. Any required local bankruptcy form(s) must be the first page(s) of the Primary Document. Affidavits, declarations, and certifications [but not Memoranda as they must be separately filed] are also considered part of the Primary Document, and are not considered attachment(s), unless the entire PDF would exceed 4,500 KB (4.5 MB). The certificate of service filed with the document showing service on interested parties must always be the last page of the Primary Document.

If you have Acrobat version 6 or higher, you can combine multiple PDF’s , as long as the resulting document does not exceed 4.5 MB (4500 KB).

**STEP 1** In Adobe Acrobat, open the PDF document which will be at the beginning of the new combined document.

**STEP 2** Click on **Document-Pages-Insert**.

**STEP 3** Select the PDF file which you want to append and click **Select**.

**STEP 4** The **Insert Pages** box displays.

- In the **Location** field, choose **After**.
- In the **Page** section, select **Last**.
- Click **OK**.

#### IV.D. Checking the Dimensions of a Converted or Scanned PDF Document

Any document which will be served by the court through the Bankruptcy Noticing Center (BNC) must not exceed 8.5 x 11 inches, or it will be rejected by the BNC and stricken by the court. It is important to ensure that your PDF conversion software and scanner are producing PDF's which do not exceed 8.5 x 11 inches. When the document is open in Adobe, the dimension appears in the bottom left of the screen.

### V. FILING A DOCUMENT IN ECF

#### V.A. Finding the Correct Menu Item for the Document to Be Filed

ECF is organized as follows:

- The major Headings, which appear across the top banner at all times, are **Bankruptcy, Adversary, Reports, Query, Utilities, Search, and Logout**.
- Within each heading, there are several Categories. For example, under the Bankruptcy Heading, some of the categories are **Answer/Response, File Claims, Motions/Applications** and **Open a BK Case**.
- After selecting the correct Heading and Category, and in some instances entering a case number, you will often be presented with a list of Events. For example, under Motions/Applications, some of the Events are **Avoid Lien, Relief from Stay, and Reopen Case**.
- To find the correct event in a long list, start typing a keyword in the text box above the event list. The Available Events list will narrow to those which include the keyword and you can click to select the correct one. The event will then appear in the Selected Event list and you can click Next to proceed.
- To select more than one event (e.g., Motion for Relief From Stay and Motion for Relief from Co-Debtor Stay), after the first event has been added to the Selected Event list, locate the second event in the Available Events list (using the keyword search if desired), press the <Ctrl> button, and click on it. Both event names should now appear in the Selected Event list.

In general, with the exception of Motion for Relief From Stay and Motion for Relief from Co-Debtor Stay, do not select multiple event names to file a single document. Instead, file the same document more than once under each applicable event name.

**TIPS:**

To search all of ECF for a particular event or menu item, click on the Search header. In the popup window, type one or more keywords or word fragments and click on the magnifying glass or press <Enter>. From the list of search results, click on the appropriate hyperlink to proceed with the event or menu item.

If unsure about which event to use to file a document, call the Help Desk. Do not guess!

**V.B. Entering the Case Number**

All case numbers are entered in the following format:

- YY-NNNNN for Bankruptcy cases

Examples: 05-39582, 05-60187

- YY-NNNN for Adversary Proceeding cases

Examples: 05-3157, 03-6294

It is not necessary to click Find this Case, as ECF will automatically locate the case and reformat the case number for its use. After the case number is entered, ECF will present the case number along with the case name. **Always confirm the case name is correct before proceeding.**

**V.C. Selecting the Party**

The **Select the Party** screen prompts you for the party filing the document. If you are an attorney, you will usually select your client. If you are a trustee, you will usually select yourself unless you are filing an Application for Compensation on behalf of another professional. If you are a creditor or represent a creditor, you will select your company or your client.

If the party filing the document is listed on this screen, click on the party's name in the list and click **Next**.

If the individual or entity filing the document is not a party to the case, you will need to add them as follows:

**STEP 1** Click **Add/Create New Party**.

**STEP 2** Enter the appropriate information in the **Last/Business Name** field and click **Search**.

**TIP:** When searching for a party, you may use asterisks as wildcards in positions other than the last position. An asterisk is implied in the last position. For example, to find ABC Corp, you may enter A\*C, ABC, etc.

- If a matching party is found, one or more Party Search Results will display. If one of them is an **exact match**, click on the name and click **Select from List**.

**TIP:** If the party is represented by an attorney, choose a record for the party without an address unless filing a bankruptcy petition, adversary proceeding, or claim.

- If no exact matches are found, click **Add/Create New Party**.

**TIP:** Do NOT add an address if the party is represented by an attorney unless filing a bankruptcy petition, adversary proceeding, or claim.

**STEP 3** The **Party Information** screen displays.

**STEP 4** Change the **Role** to the correct option.

**STEP 5** Click **Submit**.

**STEP 6** The **Select the Party** screen displays. Click on the party's name in the list and click **Next**.

#### V.D. Referencing an Existing Event

When filing a document such as an objection, response, answer, hearing notice, certificate of service, or affidavit, you are required to associate your document with the underlying motion or document to which it is related. For example, a Response and Notice of Hearing must be associated with the Motion for Relief from Stay. This allows anyone reading the docket to easily ascertain the connections between documents and to access related documents without searching the entire docket. It also allows the documents related to a hearing to be quickly accessed on the Calendar Events Report.

To associate a document you are filing with a previously filed document:

**STEP 1** Click to select **Refer to existing event(s)?** and click **Next**.

**STEP 2** Follow the instruction to *Select the category to which your event relates* by choosing the filing category in which the related document was filed. To select more than one, hold down the <Ctrl> key and click on the desired items (if you are unsure of the category, you can click the first item, hold down the <Shift> key, and click on the last item to select all).

Example 1. You are filing a response to a motion. You choose the category **motion**.

Example 2. You are filing an answer to a complaint. You choose the category **cmp** (complaint).

Example 3. You are filing an objection to a trustee's notice. You choose the category **notice**.

- To narrow the range of documents (motions, notices, etc.) which will be displayed, you may enter dates in **Filed** \_\_\_\_\_ **to** \_\_\_\_\_.
- To narrow the range of documents (motions, notices, etc.) which will be displayed, you may enter document numbers in **Documents** \_\_\_\_\_ **to** \_\_\_\_\_.
- Click **Next**.

**STEP 3** Follow the instruction to *Select the appropriate event(s) to which your event relates* by choosing the document to which the document you are filing relates. Click **Next**.

## V.E. **Attaching the Document to be Filed**

This screen instructs you to select the PDF document to be filed.

**STEP 1** Click the **Browse** button. A **Choose File** box displays.

- In the **Files of Type:** field at the bottom of the box, make sure that **All Files** is selected. If not, click the down arrow on the right side and click on **All Files**.
- In the **Look In:** field at the top of the box, click the down arrow on the right side and click on the correct drive and/or folder if necessary.

- You may need to open additional folders to get to the correct document. To open a folder displayed in the box, you can either double click on it, or single click on it and click **Open**.
- When you have located the correct document, right click on it and click **Open**. This will paste the name in the filename box, and also display the document in a new window.
- After verifying the document is correct, click the X in the top right corner of the window to close it. You will return to the **Choose File** box.
- Click **Open** to close the **Choose File** box and paste the document into the ECF filename window.

**STEP 2** If there are no attachments to the document, click **Next**.

**NOTE:** When preparing an ECF filing, always create all documents (LBF's, motions, affidavits, certificates, etc.) related to a single event as one PDF, beginning with the LBF if there is one, unless the file size exceeds 4500 KB (4.5 MB). Instructions for appending PDFs are given in IV.C. above.

**STEP 3** If there are attachments to the filed document (i.e., if the original PDF was over 4500 KB and therefore was broken into smaller PDFs per IV.B. above), click **Yes**.

- Repeat the instructions in Step 1 to find and paste the document attachment.
- Either select a **Type** from the dropdown menu or type a **Description**.
- Click **Add to List**.
- If there are additional attachments, repeat the instructions in Step 3.
- Click **Next**.

#### V.F. **Reviewing the Final Docket Text**

On the **Docket Text: Modify as Appropriate** and **Final Docket Text** screens, you are presented with the final text which will appear on the docket. There may

be a dropdown box in which you may select clarifying text such as **First Amended, Ex Parte**, etc. Read the docket text carefully to ensure that you have made the correct choices as to the document to be filed, the party filer, etc. At this point, the document is not yet filed and you have an opportunity to correct your error without the intervention of the court. If you notice that the docket text is incorrect, click the appropriate heading (Bankruptcy, Adversary) and start the electronic filing process over again.

**NOTE:** If you notice an error AFTER you have proceeded past the Final Docket Text screen, you will need to contact the ECF Help Desk (the phone number is listed under Help Desk on the ECF section of the court's website).

#### V.G. **Understanding the Notice of Electronic Filing**

The Notice of Electronic Filing (NEF) confirms that the document was filed. It shows the following information:

- The exact date and time the document was filed.
- The case name, case number, and document number.
- The docket text.
- The other parties in the case to whom notice will be electronically sent.
- The other parties in the case to whom notice will not be electronically sent, and therefore may need to be served via mail or other means.

If you are the filer, you may wish to print the NEF and save it for your records; however, note that the NEF is always available to you in ECF from the Docket Report by clicking on the silver ball next to the document number. If you do not see a silver ball next to the document number on the Docket Report, return to the Docket Report selection screen and click on "Include links to Notice of Electronic Filing".

## VI. **PAYING FEES WITH THE INTERNET CREDIT CARD PROGRAM**

All ECF participants who owe fees to the court are required to pay them using the Internet credit card program on the day the associated case or document is filed. ***In order for you to access the Internet credit card program, your software must not disable pop-up windows in the ECF site.*** At the end of a filing for which a fee is due, an Electronic Payment window displays. If you are going to file further documents requiring fees that same day and wish to pay all fees for the day in one transaction, you may click **Continue Filing**. The payment window will reappear at the end of every event and you will need to click **Continue Filing** each time until you are ready to pay.

**NOTE:** If you are not going to pay a fee immediately, be sure to select **Continue Filing** to close the window. Do not click the X in the corner of the window. If you do, the window will not reappear until you have completely exited and re-entered your Internet browser. Also, do not minimize the payment window. If you do, any further fees incurred will not appear in the window (although they will be tracked by the ECF system.)

## VI.A. Paying Fees

You may access the Electronic Payment window either by filing a case or document requiring a filing fee, or by selecting **Utilities and Internet Payments Due**. It displays a summary of current charges, including the date incurred, the description (i.e., document filed), amount, and total due.

**STEP 1** Click **Pay Now**. It may take a few moments for the next screen to appear.

**STEP 2** The **Enter Payment Information** screen displays.

**NOTE:** The Payment window extracts your name from ECF. If this name doesn't match exactly the name on your credit or debit card, your transaction will not go through. You can change your name in the Payment window each time, but to avoid this extra step, it is recommended that you either obtain a card which exactly matches your name in the ECF system, or contact the court to change your name in the ECF system.

- Payment Amount:** This defaults to the amount owed to the court.
- Card Type:** Select the proper card.
- Card Number:** Enter your credit card number without hyphens.
- Security Code:** Enter the 3-digit security code from the back of your credit card.
- Expiration Date:** Select the month and enter the year in which your credit card expires.
- Click **Continue** with Plastic Card Payment.

**STEP 3** The **Authorize Payment** screen displays.

- Review the information at the top of the screen to ensure that it is correct. If you have made an error, click **Edit this information** and make the appropriate changes. Do NOT use the *[Back]* button as it may result in a double payment!
- If you wish to receive a confirmation e-mail, enter and re-enter your e-mail address.
- In the **Authorization and Disclosure** section, click on the box.
- Click **Submit Payment**.

**STEP 4** A confirmation screen displays with a transaction number.

- If desired, click the **print a copy of** hyperlink to print a copy of the receipt.
- Click **Close Window**.

#### VI.B. **Consequences of Nonpayment**

ECF participants who do not pay their credit card charges on the day of filing will have their electronic filing privileges suspended until they pay. In addition, the case or proceeding for which the fee is due may be dismissed. Repeated instances of failure to pay timely will result in permanent revocation of ECF filing privileges.

### VII. **SERVING OTHER PARTIES**

As noted in the discussion of the Notice of Electronic Filing (NEF) above, the NEF displays which parties are served electronically through ECF and which must be served by non-electronic means. All ECF participants consent to be served electronically through ECF and, except for a summons and complaint in an adversary proceeding under FRBP 7004 or a subpoena under 9016, need not be served in any other way.

**VII.A. Preparing Your Certificate of Service.** When preparing the certificate of service for a document to be electronically filed, include both a list of the names and addresses of all parties served conventionally using paper, and a list of the names of all parties requiring service that will be served electronically via ECF.

**VII.B. Determining Who will Be Electronically Served via ECF.** To view the status of other parties prior to filing, proceed as follows:

- STEP 1** Click on **Utilities** on the ECF Main Menu Bar.
- STEP 2** Click on **Mailings . . . .**
- STEP 3** Click on **Mailing Info for a Case.**
- STEP 4** Enter the case number.
- STEP 5** The Mailing Information for Case screen appears. It displays an Electronic Mail Notice List (i.e., parties who will receive an e-mail NEF), a Manual Notice list (i.e., parties who must be manually served), and hyperlinks to the Creditor List and Mailing Matrix.

VII.C. **Determining Who was Served With a Filed Document.** To determine who was served with a filed document, you must look two places:

VII.C.1. To determine who was served electronically via ECF, go to the Docket Report *while logged into ECF (not PACER)* as follows:

- STEP 1** Click on **Reports** on the ECF Main Menu Bar.
- STEP 2** Click on **Docket Report.**
- STEP 3** Enter the case number and click “Include links to Notice of Electronic Filing” if it is not already checked. Click **Next.**
- STEP 4** Find the document of interest and click on the silver ball to the left of the document number, then click **Display Receipt.**
- STEP 5** The NEF appears. Scroll to the bottom and find the heading **Notice has been electronically mailed via ECF to:** for a list of parties served via ECF.

VII.C.2. To determine who was served by the filer or the Bankruptcy Noticing Center (whether by mail, fax, e-mail, or EDI), look at the filed certificate of service. For documents served by parties, it may be part of the original document or a separate docket entry entitled Certificate of Service linked to the original document. A BNC Certificate of Service will be a separate docket entry linked to the order, judgment, notice, etc. and is generally docketed within two business days of the filing of original document. The list of those served follows a copy of the document.

VII.D. **National Creditor Registration Service.** Creditors can now register a preferred address with the BNC by registering through the National Creditor Registration Service ([www.ncrsuscourts.com](http://www.ncrsuscourts.com) or call 877-837-3424). When a notice is sent to the BNC, the creditor's preferred address is automatically substituted for the address in the court's ECF database. Creditors can prevent the substitution in specific cases by requesting in writing an override of the preferred address (see G.O. #05-1).

VII.E. **Mailing Matrices.** As noted above, creditors can register *preferred addresses* with the Bankruptcy Noticing Center (BNC). Some mailing matrices available through ECF display any preferred addresses registered with the BNC and result in PACER charges. Others display the creditor names as submitted by the debtor and do not involve PACER charges.

Mailing matrices are accessed from Utilities-Mailings:

VII.E.1. **Creditor Mailing Matrix.** If run in 3 column format, preferred addresses are displayed. If run in raw data format, the addresses displayed are those submitted by the debtor. This matrix lists creditors, debtors, any debtor's attorney, the trustee, and the U.S. Trustee, but it does not include attorneys for creditors or pro se parties other than debtors who have filed pleadings.

VII.E.2. **Mailing Labels by Case.** Preferred addresses are displayed. If the default "All" is selected, all parties and creditors and their attorneys are included. It is also possible to narrow the label selection to certain parties, creditor committee members, only creditors who have filed claims, etc.

VII.E.3. For those mailing matrices in which preferred addresses are included, the label now includes the original address filed by the debtor along with the preferred address filed with the BNC. In addition, all duplicate and undeliverable addresses are identified clearly on the mailing label sheet in order to reduce unnecessary notices by ECF filers. These features are available only for mailing matrices run in ECF, not PACER.

VII.E.4. **Special Mailing Groups:** Special mailing groups are created by the court to send selected notices (for example, 341 meeting notices and discharges) to entities who may not otherwise be parties or creditors in the case. Special mailing groups include agencies such as the U.S. Attorney, U.S. Attorney General, Oregon Department of Revenue, Division of Child Support, and Oregon Attorney General.

## VIII. RECEIVING NOTICES OF ELECTRONIC FILING (NEF's)

VIII.A. **Changing Your Setup.** As an ECF participant, you will receive a Notice of Electronic Filing (NEF) of every document filed in cases in which you are a participant. You may opt to receive these NEF's as individual documents are filed or in a daily summary report; you may designate one or more e-mail addresses to which NEF's will be sent; and you may specify cases in which you are not involved but wish to receive NEF's. To change your setup:

**STEP 1** Click on the Utilities heading.

**STEP 2** Click on **Maintain Your ECF Account.**

**STEP 3** Click on **Email information.**

**STEP 4** Make the desired change(s) and click **Return to Account Screen.**

**STEP 5** Click **Submit.**

**NOTE:** Beginning 5/1/06, ECF participants incur PACER charges to view documents in any cases in which they are not involved as an attorney or party, but are receiving NEF's because they have entered the case numbers in the "Send notice in these additional cases" field.

VIII.B. **Viewing Documents.** When you receive an NEF via e-mail, clicking on the hyperlink for the case number will prompt you for your PACER login and password, then take you to the Docket Report screen. Clicking on the hyperlink for the document number will prompt you for your PACER login and password, then display the document. You can access the document one time only at no cost ("one free look") and then save it or print it. Please note that the "one free look" is per PACER login; so if the NEF is e-mailed to the attorney and two legal assistants and they each access the document using the same PACER account, the first access will be free and the next two will result in PACER charges.

VIII.C. **Effect on BNC Noticing.** Prior to 10/17/05, e-filers who received e-mail notices also received paper notices from the Bankruptcy Noticing Center (BNC). Now the duplicate paper notices are eliminated with a few exceptions (notably 341(a) meeting notices).

VIII.D. **Links to Court-Produced Documents.** Prior to 10/17/05, an NEF for an order or notice produced by the court did not have a link to the document; now it has a link. If the notice is produced by the docketing of an event by an e-filer (for example, when a Chapter 7 trustee files the Inventory and

Report of Assets, an Order Fixing Time to File Claims is produced), clicking on the link will return a “not yet available” message until the court releases the notice to the BNC.

VIII.E. **Recovering NEF’s.** A report is now available to assist e-filers who do not receive their NEFs due to problems with their Internet Service Provider. This report is entitled Docket Activity and is available under the Reports heading. It allows e-filers to view all items docketed in their cases on a specific date. E-filers will incur PACER charges for running the report, but will get their “one free look” at the documents listed on the report.

VIII.F. **Reducing Your Volume of NEF’s.** ECF participants have complained that they receive NEF’s of documents in which they have no interest. In particular, ECF participants receive NEF’s in bankruptcy main cases if they are associated with the adversary proceeding, even if the adversary is closed and they have withdrawn from or were never involved in the main case. This problem has been reported to the Administrative Office of the U.S. Courts.

If your client’s involvement with a case has ended, you may remove your client and yourself from the case by e-filing the text-only event

**Miscellaneous-Request for No Further Notices.**

Another option available to you is to learn to manage your NEF’s using the Rule Agent that typically comes with your e-mail software. For example, you can instruct the Rule Agent to route NEF’s with certain subject line keywords to Trash or another folder. For more information, contact your IT support professional or e-mail software provider.