Utilities

Utilities permit you to manage your interactions with the ECF system and give access to case mailing information.

STEP 1. Click on **UTILITIES** on the ECF Main Menu Bar.

STEP 2. A menu titled **Your Account** and a menu titled **Miscellaneous** will display.

- ❑ The items on the **Your Account** menu allow you to access and manage your interactions with the ECF system as well as your PACER account as long as you have your PACER account associated with your login.

  To associate your login to your PACER account, go to Reports or Queries and click any menu item. You will be prompted for your PACER login and password. If you click the little box which says **Make this my default PACER login**, you won't need to enter it ever again and you will have all of the options listed here on your Utilities menu. If you do not do this, the options that allow you to manage your PACER account will not appear on your menu.

- ❑ The items on the **Miscellaneous** menu give you access to creditor lists for mailing and service purposes.

Change Your Client Code

This option allows entry of a new client code which 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. It is used for reporting charges made to the current PACER account.

STEP 1. Click on **Utilities**, then, under the **Your Account** heading, click the **Change Your Client Code** hyperlink.

STEP 2. Enter a new client code.

STEP 3. Click **Submit** to continue or **Clear** to reset.

STEP 4. Click on Main Menu option of your choice to continue.

Change Your PACER Account

This screen lets you specify the PACER account to be charged for accessing ECF data. You will still have the privileges of the ECF account you used to start this session.

STEP 1. Click on **Utilities,** then, under the **Your Account** heading, click the **Change Your PACER Account** hyperlink.

STEP 2. Enter PACER login, password, and an optional client code.

STEP 3. If you check the box labeled "Make this my default PACER login", the one you enter here will replace any default you specified previously (if you establish a default, you will not be asked for a PACER login when you request data).

STEP 4. Click **Login** to continue or **Clear** to reset.

STEP 5. Click on Main Menu option of your choice to continue.

Internet Payment History

This option is relevant ONLY if you are filing electronically and have paid filing fees over the Internet with a credit card.

STEP 1. Click on **Utilities**, then, under the **Your Account** heading, click the **Internet Payment History** hyperlink.

STEP 2. By default, payments made within the last month are listed. If you want a different date range, enter the beginning and end dates.

STEP 3. Click **Run Report** to continue or **Clear** to reset.

- ❏ The report lists all Internet payments that you have made.
- ❏ The payments are in order by receipt date.

STEP 4. Click on Main Menu option of your choice to continue.

Internet Payments Due

This option is relevant ONLY if you are filing electronically and have outstanding filing fees.

STEP 1. Click on **Utilities,** then, under the **Your Account** heading, click the **Internet Payments Due** hyperlink.

- ❑ The Electronic Payment window displays a summary of outstanding charges.
- ❑ Charges are listed in order by date.

STEP 2. Click on **Pay Now** to pay your outstanding fees or **Continue Filing** to exit the window. Procedures for payment of Internet fees are set forth in ECF Filing Basics.

STEP 3. Click on Main Menu option of your choice to continue.

Maintain Your ECF Account

This function allows you to update your personal information and instructions about email notification.

STEP 1. Select **Utilities** then, under the **Your Account** heading click on **Maintain Your ECF Account** hyperlink.

- ❑ The **Maintain User Account** screen appears.
- ❑ Make appropriate changes or additions to your name, address, telephone number and/or fax number.

STEP 2. Click the **Email information** button to update how you want to be notified of ECF filings and the email address at which you want to receive notification.

- ❑ The email information for your account appears.
- ❑ **Primary email address** - specify the complete email address.
- ❑ **Send the notices specified below** - select either or both of the options: **to my primary email address**; and/or **to these additional addresses** and add additional email addresses in the text box.

- ❑ To receive notices for a case in which you are not involved, check the box for **Send notices in these additional cases** and enter the case number(s) in the text box.

- ❑ **Format notices** - select appropriate format: Either **html format** (for Netscape, Microsoft Explorer or ISP email service) or **text format** (for cc:Mail, GroupWise, other email service).

- ❑ Click **Return to Account screen** to continue making changes to your account and/or to submit changes once completed.

STEP 3. Click the **More user information** to make changes to your password.

- ❑ When you change your password, the new word is readable but only this once. Whenever this screen displays again, the password will be hidden.

- ❑ The groups to which you belong are listed. Group membership determines which functions you may use.

- ❑ Click **Return to Account screen** to continue making changes to your account and/or to submit changes once completed or click **Clear** to clear changes you may have made.

STEP 4. After all changes/additions have been made, click **Submit**. The system will display all cases you are involved in.

- ❑ **Update All** - default selection, click **Submit** to have address changes spread to all cases. To have address update spread to specific cases, but not all, hold down <Ctrl> key while clicking on specific cases.

- ❑ The updated information will be displayed.

STEP 5. Click on Main Menu option of your choice to continue.

Review Billing History

This option displays the number of ECF pages accessed and charges incurred for the PACER account you are currently using.

STEP 1. Click on **Utilities,** then, under the **Your Account** heading, click on **Review Billing History** hyperlink.

- ❑ **Transactions dated** - Enter date range for which you want to see the billing data. **NOTE**: charges incurred at this ECF site during the last 3 months can be viewed. Older transactions can be viewed from the PACER Service Center Web site.

- ❑ **Sort** - If you enter client codes when you access ECF, the charges are totaled for each code. You can sort the report by date the charges were incurred, or by client code, then by date.

STEP 2. Click **Submit** to continue or **Clear** to reset display criteria. Billing history will display.

STEP 3. Click on Main Menu option of your choice to continue.

View PACER Account Information

This option displays the current PACER account and client code, if any, in which you are currently logged into the database.

STEP 1. Click on **Utilities** from the Main menu, then click on **View PACER Account Information** hyperlink.

- ❑ System displays the account information used to log into PACER.

STEP 2. To continue, click on the Main Menu option of your choice.

View Your Transaction Log

This option displays details of all transactions (docketing, etc.) on ECF on or between the dates you specify.

STEP 1. Click on **Utilities** from the Main menu, then click on **View Your Transaction Log** hyperlink.

STEP 2. Enter the start date and end date for the report you want displayed.

STEP 3. Click **Submit** to continue or **Clear** to reset the dates.

- ❑ A list of all your activities in ECF during the time specified displays.

- ❑ To print the transaction log, click on **Print** from your browser toolbar.

STEP 4. To continue, click on the Main Menu option of your choice.

Mailings...

This option gives you access to Creditor Mailing Matrix, Mailing Information for a Case and Mailing Labels by Case.

Creditor Mailing Matrix - Displays creditor names/addresses for a single case.

STEP 1. Click on **Utilities** and, under the **Miscellaneous** menu, click on **Mailings...**, then, click the **Creditor Mailing Matrix** hyperlink.

- ❑ **Case Number** - Enter the case number of the bankruptcy case in the YY-NNNNN format.

- ❑ **Special Mailing Group -** Select "All" to include all special mailing groups, select specific group(s) to display the names and addresses of include only their members, or leave blank to exclude special mailing group members.

Step 2. **Format** - Select either a "1 column" format or a "raw data format" (pipe-delimited). The 1-column file can be saved as a text file on the computer with the "File/Save As" browser option. The saved file can then be edited and printed on labels. **[NOTE:** For mailing labels in a 3-column format, click on the **Utilities** heading, click on **Mailings . . .**, and select **Mailing Labels by Case**.]

STEP 3. Click **Run Report** to continue or **Clear** to reset the selections.

Mailing Info For A Case - Displays a list of those who receive email notices and those who require manual noticing.

STEP 1. Click on **Utilities** and, under the **Miscellaneous** menu, click on **Mailings...**, then, click the **Mailing Info For A Case** hyperlink.

- ❑ Enter the case number in the YY-NNNNN format.

STEP 2. Click **Submit** to continue or **Clear** to reset.

Mailing Labels by Case - Displays name/address data for a category of people in label format.

STEP 1. Click on **Utilities** and, under the **Miscellaneous** menu, click on **Mailings...** then, click the **Mailing Labels by Case** hyperlink.

- ❏ Enter the case number in the YY-NNNNN format

- ❏ Select which categories to include. **NOTE:** default is "Select ALL participants" which includes all creditors and parties. Clicking on any of the individual selections will deselect the ALL category and give you a listing of only those individuals.

- ❏ Select the format you desire. The one column file can be saved as a text file on your computer with the "File/Save As" browser option. The saved file can then be edited and printed on labels.

STEP 2. Click **Next** to continue or **Clear** to reset the options.

Verify a Document

This option allows you to verify a document has been filed.

STEP 1. Click on **Utilities** from the Main menu and, under the **Miscellaneous** menu, click on **Verify a Document** hyperlink.

STEP 2. Enter the case number using the YY-NNNNN format.

STEP 3. Enter the document number you wish to verify.

STEP 4. Click **Next** or **Clear** to reset.

STEP 5. If the case and document numbers are valid, the following items are displayed:

- **Case Number and Title -** Click on the number and name(s) hyperlink to view the case docket.

- **Docket entry -** The filed date, document number, and docket text of the entry in which the document was filed are listed. Click on the document number hyperlink to view the PDF.

- **File size is -** The size of the document in bytes is displayed.

- **Original Signature(s) and Verified Signatures -** Lists the document number, document description, original filename and electronic document stamp. **NOTE:** If these are not shown, there is no PDF document associated with the docket entry.

- **Verification** - States whether the original and verified signatures are the same or different.