

## We will be there for you!

*You will have our full support during this process. We will provide:*

- *User training and certification*
- *On-line user instruction manuals*
- *Hands-on practice data base*
- *Help desk support*



**Contact us from anywhere, anytime.**

## How does an attorney become an authorized CM/ECF user?

In order for an attorney to be authorized to file documents electronically and to receive e-mail notices of documents that are filed, he/she must be admitted to practice and be registered to file electronically within the specific court providing the CM/ECF system. Information on how to register for training will be available on the court's website [www.prb.uscourts.gov](http://www.prb.uscourts.gov) and at the Clerk's Office. Once successfully completing the training, attorneys will be provided with login and password that will allow access for the filing aspect of the system. Attorneys will also need to register with the PACER Service Center to obtain a login and password for the querying component of the system. Visit : <http://pacer.psc.uscourts.gov/announcements/general/ecfnews.html> for a complete list of the courts that offer CM/ECF and to learn more about their systems, including filing requirements and procedures, manuals and other pertinent information.

### Case Management/ Electronic Court Files

U.S. Bankruptcy Court  
District of Puerto Rico

300 Recinto Sur St., Suite 109  
José V. Toledo Federal Building  
Old San Juan, PR 00901

Phone: 787-977-6000  
Fax: (787) 977-6044 (for fax filings only)  
[www.prb.uscourts.gov](http://www.prb.uscourts.gov)



Case Management

**CM / ECF**

Electronic Case Filing

## General Information



### Case Management/ Electronic Court Files

The courtroom of the future is here—  
the Clerk's Office at your Desktop!!

## Systems Requirements

### Hardware

Minimum requirements of hardware needed to electronically file, view and retrieve case documents are:

#### IBM Compatible

- Pentium processor-based personal computer, with 16 MB of RAM (24 for Windows NT), with 40 MB of available hard disk space and a Windows 95, 98, 2000, XP, or Windows NT operating system.
- CD-ROM drive or 3.5" diskette drive (Note: Adobe sells the Acrobat software on CD-ROM only. If you desire the diskette software, you must complete the request provided with the software and forward, together with \$25.00, to Adobe)
- Modem, 56K (or faster) or other Internet Access device
- Scanner for conversion and transmission of documents not in a word processing system.

#### Macintosh

- Macintosh with a 68020 processor or Power Macintosh, with 16MB of available RAM, and 40MB of available hard disk space
- Apple system Software version 7.1.2 or later
- CD-ROM drive or 3.5 diskette drive (Note: Adobe sells the Acrobat software on CD-ROM only. If you desire the diskette software, you must complete the request provided with the software and forward, together with \$25.00, to Adobe)
- Modem, 56K (or faster) or other Internet Access device

### Software

- Adobe Acrobat software 4.0 or later (Acrobat Reader and Acrobat Writer) to convert documents from word processor format to .pdf (Portable document Format). Another option would be pdfFactory.
- Netscape Navigator software (version 4.6x or 4.7x) or Microsoft Internet Explorer (version 5.5.). **DO NOT** use Netscape version 6.0.
- An Internet Service Provider, using point-to-point protocol (PPP). It is recommended that your service provider have a minimum connection speed of 56K.

**Note:** Connection can be made at speeds less than the recommended 56K, however, system performance may be less than optimal (i.e. slow response time and access).

### Why CM/ECF?

In January, 1996, the Administrative Office of the U.S. Courts began development of the Case Management/Electronic Case Filing (CM/ECF) system. CM/ECF is a comprehensive case management system that will allow courts to maintain electronic case files and offer electronic filing over the internet. Eventually, CM/ECF will replace the current case management systems used by the federal courts across the country.

### Why Electronic Case Files?

As most documents are now initially created first in electronic form, the federal courts can further reduce the reliance on paper records by establishing electronic case file systems. These systems should enhance the accuracy, management and security of records, reduce delays in the flow of information and achieve cost savings for the judiciary, the bar and litigants.

### Benefits of CM/ECF

- Courts can allow registered attorneys to file documents 24 hours a day, 7 days a week.
- Reduction of paper, photocopy, postage and messenger costs.
- Attorneys on the system will receive e-mail notices electronically in CM/ECF cases. This greatly speeds delivery and eliminates the costs to both the court and attorneys of handling and mailing paper notices.
- Multiple parties can view the same case files simultaneously.
- Since CM/ECF uses Internet standard software, the out-of-pocket cost of participation for attorneys is typically very low.
- Full case information is available immediately to attorneys, parties, and the general public through the Internet. This includes the ability to view the full text of all filed documents.



**You are just one click away from the court, 24 hours a day, seven days a week!**