

Introduction to CM/ECF For Attorneys

United States Bankruptcy Court
District of Puerto Rico
May 2003

Case Management

CM / ECF

Electronic Case Files

CM/ECF Project Goals

- Provide a better case management system (CM) for federal courts
- Replace aging national systems
- Allow for electronic filing and management of documents (ECF)

Case Management

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Electronic Case Files

What are Electronic Case Files?

Documents stored in fixed electronic format instead of on paper

Case Management

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Electronic Case Files

How CM/ECF Benefits Attorneys

- 24-Hour filing over the Internet
- 24-Hour access to court case files
- Automatic email notification of case activity
- Access to files concurrently with chambers, court staff and other attorneys

Case Management

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Electronic Case Files

Attorney Benefits Continued...

- Ability to download and print documents directly from the court's electronic system
- Reduction in mail, courier & copying fees
- Secure document storage (no misplaced paper files)
- Easy to learn

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Video Presentation

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Electronic Case Files

What You Need to Use CM/ECF

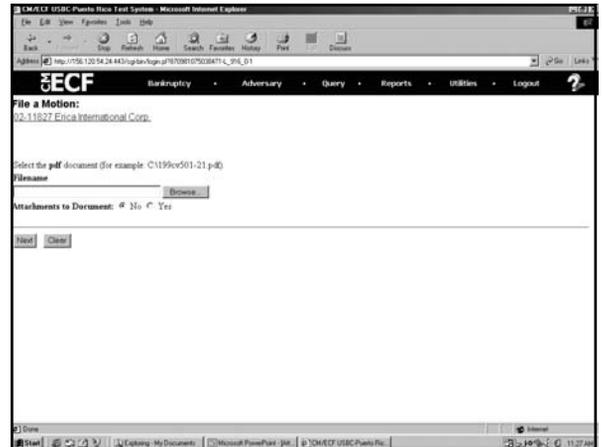
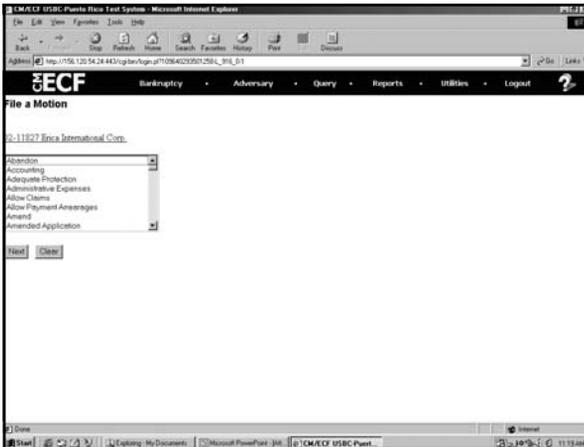
- Computer with Windows or MAC
- Word processing capability
- Internet access
- Software to convert files to PDF
- Login and password

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Electronic Case Files

How to File a Document

- Convert word processing document to PDF
- Log onto court's CM/ECF system
- Specify case (basis for docket entry)
- Attach document
- Submit document
- Receive confirmation by email



Fees

- No additional fees for filing electronically
- Congress directed fees for electronic access to court files
- Similar to those for paper documents
- One-time free access to documents filed in your cases, then 7 cents per page
- Fees assist with development and support of electronic public access program

Security and Signature Issues

- Deemed secure by National Security Agency
- Documents are assigned unique electronic identification
- Uses a login and password to authorize users
- Recognized as equivalent to signature
- Attorneys must register to use the system

Questions???

Thank you !!!