

Hardware and Software Requirements For Electronic Filing in CM/ECF

Attorneys will need the following hardware and software to electronically file, view, and retrieve documents in the electronic filing system.

- A personal computer running a standard platform such as Windows, Linux or Macintosh.
- A minimum of 512-MB of RAM (memory.)
- Internet service (preferably high speed, DSL or Cable) and a compatible browser (Internet Explorer version 6.x and 7.x, also FireFox/Mozilla version 2.0.) The browser must have the settings JavaScript and cookies enabled. CM/ECF does not work with the American Online/AOL Internet service provider.
- Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat PDF Writer, as well as certain word processing programs can perform this function. For viewing documents, not authoring them, only Adobe Acrobat Reader is needed.
- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect or Word.
- A scanner to transmit documents that are not in your word processing system.

Accessing CM/ECF

The CM/ECF system is a web based software program. At this time the only supported browsers are Internet Explorer versions 6.x, 7.x and FireFox/Mozilla version 2.0.

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 one of the following URL's:

For our Live Database: (<http://ecf.wvnb.uscourts.gov>) and

For our Training Database: (<http://ecf-train.wvnb.uscourts.gov>)

in the browser's Location field. **(See Figure 1.)** Familiarity with browser navigation and functionality is recommended for successful and efficient use of this system.

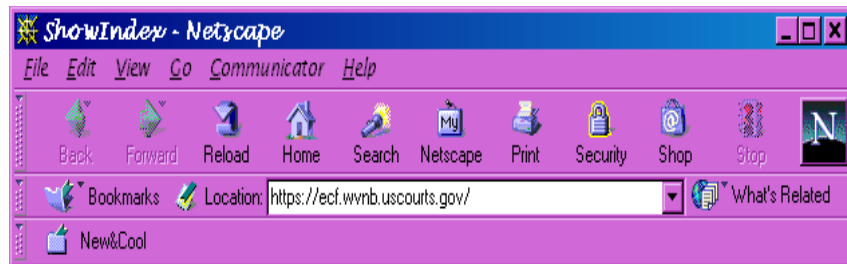
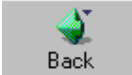



Figure 1

NOTE: For quick access to this site in the future, set a bookmark or create a button on your navigation bar, **(See Figure1.)**

The Back button  on your browser 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 The **CM/ECF CERTIFICATE NAME CHECK** screen may display next. You may see a series of security screens similar to this.



Figure 2

- ◆ Click [**Continue**] and read the security information until the [**Finish**] button appears.

STEP 3 The Court **Welcome Screen** is shown in **figure 3**. Click on the hyperlink: “Northern District of West Virginia - Document Filing System” to enter the system.

STEP 4 **Logins and Passwords**
Internet users (attorneys, trustees and, certain creditors) will use two

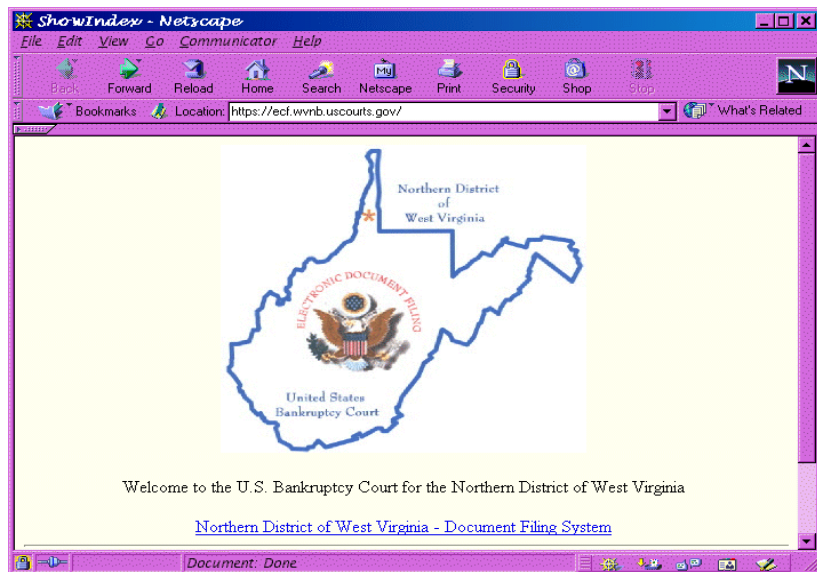


Figure 3

sets of logins and passwords; one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) access for queries and reports. Registered Internet users will see a login screen as pictured below. (See Figure 4)

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.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, 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 4.6x, Netscape 4.7x and Internet Explorer 5.5.

Figure 4

Participants will initially enter their CM/ECF login and password which has been issued by the court on this screen. This login and password allows electronic filing of documents. Access to reports, queries and utility menu options can also be added for users. The registered user's login and password is the electronic equivalent of their signature.

Your **Login** and **Password** fields are case sensitive. A login of thomask should not be entered as Thomask or THOMASK. The password cannot exceed 8 characters and should not include special characters (%,#,\$,%).

The **client code** field is optional and is used for PACER users to associate this activity to specific customers.

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.

This login screen will subsequently appear when web users select any report or query selection from a CM/ECF menu. PACER information and registration is available at <http://pacer.psc.uscourts.gov/>

All users are personally responsible for activity with their logins. Participants can also be given access to maintain their login and password, address and e-mail preferences.

The PACER site also offers free Internet access to a series of CM/ECF tutorials for attorneys and other web users through a series of Computer Based Training (CBT) modules. No login or password or charge is required for this feature. The lessons can be done at your PC in individual modules at the convenience of the student. Screens replicate the CM/ECF environment and are interactive.

Access to this resource is available at <http://www.pacer.psc.uscourts.gov/ecfcbt/>.

STEP 5 The **CM/ECF MAIN MENU** screen is pictured in **Figure 5**.

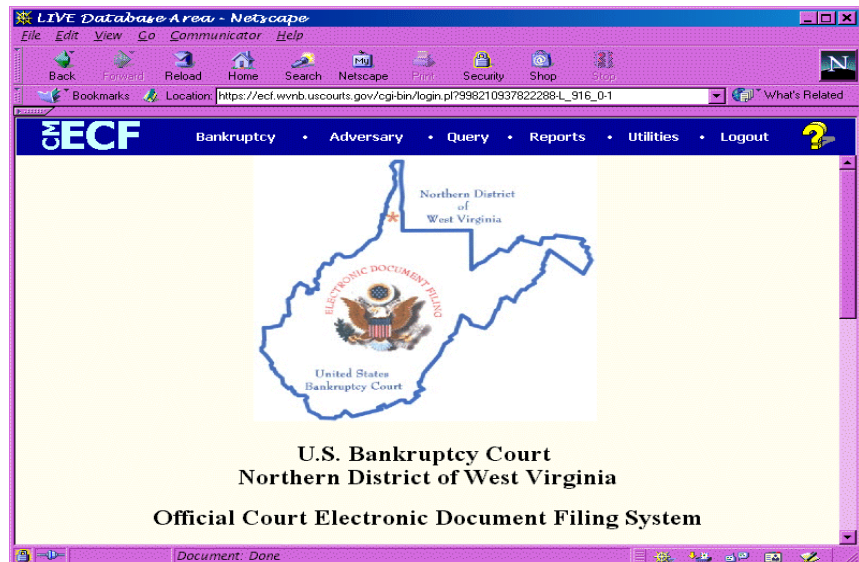


Figure 5

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. Recent enhancements to the User Interface include: a cascading menu system; an option to search both menus and docket events which match entered text; case number lookups in docketing, reports, queries, and utilities and event searches during docketing.

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.