**CM/ECF Frequently Asked Questions (FAQs)**

**What is CM/ECF?**

 The federal judiciary’s Case Management/Electronic Case Files (CM/ECF) system enables case documents to be filed with the court electronically.

**Who may file documents in the CM/ECF system?**

 In order to file documents in the CM/ECF system, an individual must register with the court.

 **(a)** **CM/ECF Full Filing Privileges.** Attorneys in good standing admitted to practice before this court, attorneys appearing *pro hac vice*, trustees or examiners serving in any case pending in the court, and the U.S. trustee must complete the registration form for [full filing privileges](http://www.gasb.uscourts.gov/sites/gasb/files/AttyTrainingReg_FullPrivileges_Aug2015.pdf).

 **(b) CM/ECF Limited Filing Privileges:** Creditors and attorneys not admitted to practice in this court can complete the registration form for [limited filing privileges](http://www.gasb.uscourts.gov/sites/gasb/files/RegLimitedFilerAUG2015.pdf) to perform specified transactions only. Such transactions include filing: a proof of claim; amended proof of claim; transfer of claim; objection to transfer of claim; withdrawal of claim; withdrawal of transfer of claim; Chapter 11 ballot; notice of appearance and request for notice; withdrawal of notice of appearance and request for notice; notice of change of address; notice of mortgage payment change; notice of post-petition mortgage fees, expenses and charges; reaffirmation agreement; response to notice of final cure payment; withdrawal as attorney; withdrawal as a party; and withdrawal of a change of address. The court may modify these options or add additional options as deemed necessary.

 All completed registration forms must be emailed to the following address: usbc\_cmecf\_ProjectManager@gas.uscourts.gov. Upon approval of the filer's registration, the Clerk's Office will email a CM/ECF login to the filer with instructions on how to create a password. Any applicable training must be completed to have access to the Live CM/ECF database.

**Are there any documents that can be filed electronically without registering for CM/ECF?**

 Yes, there are two court-approved programs for electronically filing documents that do not require registration for the CM/ECF System.

 **(a) Electronic Proof of Claim (ePOC) Program:** A creditor may use the ePOC Program to file, amend, and withdraw proofs of claim without registering for the CM/ECF system. Access to ePOC is available from the court's website.

 **(b) Electronic Financial Management Certificate (eFinCert) Program:** An approved financial management course provider can file a certificate concerning a debtor's completion of a financial management course through the eFinCert program, which does not require registration through the CM/ECF system. Access to eFinCert is available from the court's website.

 The filing of a document via ePOC or eFinCert constitutes the filer's signature for all purposes.

**What are the technical requirements for filing documents in CM/ECF?**

* A personal computer with a current operating system and updated virus protection.
* An Internet connection: The faster the Internet connection, the easier CM/ECF is to use. It is recommended that participants obtain fast access to the Internet using DSL, cable or T-1 lines.
* A scanner: Documents that are not on a participant’s computer in the form of word processing files must be scanned to be filed electronically.
* A printer.
* A word processing application: The Court standard is Microsoft Word which allows documents to be converted to the PDF format. Other word processors, such as WordPerfect, have this capability as well.
* Adobe Acrobat.
* An Internet browser: CM/ECF has been tested with Firefox and Internet Explorer 8 and 9.
* A PACER account to access reports and documents in the CM/ECF database, in addition to a login and password issued by the Court.
* A valid credit or debit card acceptable for payment of filing fees via CM/ECF.
* **NOTE**: Petition preparation software with the case upload feature: Even though it is not required, the increased productivity of professional petition preparation software with the case upload feature may justify the additional cost.

**Who may view documents on the court’s CM/ECF system?**

 Subject to court orders in individual cases, policy, or other individual court limitations, the public may view dockets and documents in the CM/ECF system through the Public Access to Court Electronic Records ([PACER](https://www.pacer.gov/)) program. Logins are available to the public at the [PACER registration page](https://pacer.psc.uscourts.gov/pscof/regWizard.jsf).

**Are there fees associated with CM/ECF?**

 To electronically file a document, a CM/ECF user must pay any applicable court filing fee as set forth in the [Bankruptcy Court Miscellaneous Fee Schedule](http://www.uscourts.gov/services-forms/fees/bankruptcy-court-miscellaneous-fee-schedule). There are no additional fees associated with electronically filing documents via the CM/ECF System.

 The [PACER](https://www.pacer.gov/) program is used to access docket sheets and filed documents. Litigants receive one free copy of documents filed electronically in their cases through a link in the Notices of Electronic Filing (NEF) that are emailed to them. Copies are available to the public for viewing or downloading at the current PACER cost of ten cents per page with a maximum cost per document of $3.00. Transcripts of court proceedings and docket sheets are not subject to the fee limit. There is no charge to view court opinions and court calendars. As directed by Congress, the judiciary's electronic public access program is funded entirely through user fees set by the Judicial Conference of the United States.

**Do documents that will be filed in the CM/ECF system need to be in a particular format?**

 Yes, the CM/ECF system is designed to accept only documents in PDF format. This format was chosen because it allows a document to retain its pagination, formatting, and fonts no matter what type of computer is used to view or print the document. It is also an open standard format. Several word processing programs contain features that convert documents into PDF.

**How will users learn to file documents in CM/ECF?**

 Filing documents in CM/ECF is easy. Generally, only a minimal amount of training is needed. More information about training in the Bankruptcy Court for the Southern District of Georgia will be provided after you submit your registration form.

 A participant must complete the training provided by the Court; however, training requirements may be waived for individuals who are already CM/ECF filers in other bankruptcy courts. The PACER Service Center website also has [computer-based training modules](https://www.pacer.gov/ecfcbt/bkm/) and FAQs.

**How do I add additional email addresses to my CM/ECF account?**

 Log into CM/ECF, click on "Utilities" and "Maintain Your Account." Select "Email Information" and input your secondary email address. Be sure to reenter your secondary email address in the appropriate box, and click "Return to Account Screen."

**What is a filing agent?** A filing agent is an individual designated by a registered attorney or trustee in the CM/ECF system to file documents on behalf of that attorney or trustee. When a filing agent uses his/her login and password to file a document, it constitutes the signature of the attorney or trustee on whose behalf the agent is filing for all purposes.

**I did not receive my Notice of Electronic Filing (NEF) email report. How can I retrieve the missing NEF?**

 The NEF Summary Report allows attorney and trustee filers to run a summary report of their CM/ECF filing activity for any given day since they began electronically filing with the Court. The NEF Summary Report is located in two places in CM/ECF. It may be found on the Reports page and it's also located under Utilities > Your Account.

* The filer must be logged into CM/ECF with his/her attorney or trustee login to use the program.
* Selecting a link to view a pleading will take the filer to the PACER login screen.

**For what period of time is my CM/ECF “free look” available after a document has been filed?**

 For each CM/ECF registered case participant and any secondary email recipients listed under the registered user’s efiling account, one “free look” of the electronically filed document is available. The “free look” will be available until such time as the document has already been viewed via the active hyperlink contained in the NEF, or 15 days after the receipt of the NEF, whichever is earlier. Thereafter, the user will be prompted to enter a PACER login and will be charged to view the document. All uses are encouraged to print and/or save the document during the initial viewing period in order to avoid future changes.

**How can I tell whether a party is registered to receive electronic notice through the CM/ECF System?**

 In CM/ECF, select the "Utilities" category. On the pull-down menu, select "Mailings" then "Mailing Info for a Case." After entering a case number, a mailing information report will be generated listing all parties currently receiving electronic notice and those parties for which manual/paper notice will be required.

**How do I pay an outstanding fee?**

 When you log in to CM/ECF, there will be a pop-up screen which has the summary of current charges. Click on "Pay Now" and complete the payment process.

**Which docket event do I use?**

 On the blue menu bar, click on "Search." This will bring up a box where you can type in a word or string of characters. For best results, search a key word (*e.g.,* relief, dismiss, employ). This will bring up any event matching your search criteria.