CM/ECF Contact Information:

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Southern District of Georgia
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United States Bankruptcy Court
Southern District of Georgia
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U.S. Bankruptcy Court

Southern District of Georgia

Case Management

CM/ECF

Electronic Case Files

An Introduction

Case Management (CM)
Electronic Case Files (ECF)

What is CM/ECF?
Case Management/Electronic Case Files (CM/ECF) is an automated case management and electronic docketing system. CM/ECF provides a new, easy-to-use electronic filing feature that allows registered users to file and view court documents over the Internet, twenty four hours a day, seven days a week.

What Does CM/ECF Offer?
Through CM/ECF, attorneys are able to file documents from the office, home or any other location that offers Internet access. Documents are automatically docketed as part of the filing process and are immediately available electronically.

CM/ECF also provides the following benefits:
- Automatic e-mail notice of case activity
- Ability to download and print documents directly from the court system
- Concurrent access to case files by multiple parties
- Secure storage of documents
- Likely reduction in courier fees
- Reduction in paper use

When does CM/ECF begin?
The court anticipates accepting electronic documents in October, 2004. An official go-live" date will be posted on the court's web site.

Will training be provided?
A variety of training opportunities will be provided. A court sponsored training program must be completed for all users of CM/ECF. For details, please visit the court's web site at www.gas.uscourts.gov.

How does it work?
Filing documents is very easy. Files are saved as portable document files (pdf) and submitted on the CM/ECF system. Below is a brief overview of the process:
- Create the document using word processing software.
- Save the document in .pdf format.
- Log onto the court's CM/ECF system using a court-issued login and password.
- Follow the set of prompts to provide information about the case, party and document to be filed.
- Attach the PDF document and click the submit button to send it to the court.
- Save or print the CM/ECF electronic receipt e-mailed from the court confirming that the document was filed.

Are there fees for filing electronically?
There are no added fees for filing documents electronically, but existing filing fees still apply.

How do I view electronic documents and are there fees?
Electronic documents are viewed through Public Access to Court Electronic Records (PACER), a judiciary wide program managed by the PACER Service Center. To view documents, interested parties must register by contacting the PACER Service Center at 1-800-676-6856 or http://www.pacer.psc.uscourts.gov.

The Judicial Conference of the United States has established an Electronic Public Access Fee Schedule. The current fee is $.07 per page. Attorneys of record and parties in a case may receive one free electronic copy of all documents filed electronically.

How secure is CM/ECF?
CM/ECF has many security features and has passed an evaluation by the National Security Agency. Access to the system is available only through a court issued login and password.

What do I need to use CM/ECF?
The court recommends the following system capabilities to ensure efficient and successful use of CM/ECF.

Computer processor:
IBM compatible Pentium III 500 MHz CPU
Macintosh G3 or G4

Memory:
128 MB of RAM

Operating System:
Windows 95/98/ME, Windows NT, 2000, XP
Macintosh OS 9, OS X

Online Access:
Standard internet connection—broadband recommended

Web Browser:
Microsoft Internet Explorer v 5.5, Netscape Navigator v 4.7

PDF Software:
Adobe Acrobat v4.0 or v5.0 or PDF factory

Word Processing:
WordPerfect v8-10, Word (Office) 2000/XP

Scanner:
20 pages per minute scanning capability at 300 dpi