

BANKRUPTCY COURT LOCATIONS

WILSON

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What Kind of Training Will Be Provided?

The court will train registered attorneys and their staff, free of charge, on the CM/ECF application through the CM/ECF End User Certification Program. In addition to having the necessary hardware and software, participants in the training need basic computer skills, word processing skills, proficiency in using the Internet, and knowledge of Adobe Acrobat. The court will provide CM/ECF training only.

This program teaches participants to access the CM/ECF application using an Internet browser, open bankruptcy cases, adversary proceedings, file other pleadings electronically, and research the electronic docket to obtain case management and public inquiry information. Attorneys who complete the certification program will be eligible for continuing education credit.

A schedule of class dates and times will be made available well in advance of the training. Training for all users is scheduled to begin in the Fall of 2003. Check the website for up-to-date information or contact Laura Whitehead (252) 237-0248 x124 laura_whitehead@nceb.uscourts.gov

How Do I Get Started?

Below are the requirements steps necessary to prepare for CM/ECF:

1. Prepare. Obtain all necessary hardware and software now, including setting up your Internet access and email accounts. This will make training and conversion as smooth as possible for your firm.
2. Register. Registration will be established at a later date. Check the Court's website for more information. Attorneys and others wishing to register for an account on the Court's Electronic Case Filing System must submit a Registration Form and User Agreement.
3. Submit Credit Card Authorization Form. Users who wish to file documents electronically will also be required to submit a Credit Card Authorization Form, which will permit the Court to debit the card for the payment of all fees associated with a filing.
4. Train. Mandatory training by the court staff will be necessary for all users to obtain an account and password. All new staff members will also have to attend mandatory training by the court staff. See training section of this brochure and the Court's website for more information.

How Will I Sign Documents?

The court will issue logins and passwords. Using your login and password to file a document is considered to be your signature.

This brochure is created, maintained, and published by the CM/ECF Public Relations Committee For the U.S. Bankruptcy Court - Eastern District of North Carolina. Different versions of this document, as well as additional information on CM/ECF, can be found by visiting the CM/ECF section of the Court's website at <http://www.nceb.uscourts.gov/cmecf>

Effective: May 2003



Unlock
the
Mystery



CM/ECF

Information Brochure

Chief Judge J. Rich Leonard
Judge A. Thomas Small

Clerk of Court: Peggy B. Deans

What is CM/ECF?

CM/ECF is an acronym for "Case Management/Electronic Case Filing." "Case Management" is the new automated case management and electronic docketing system that replaces the former docketing system (NIBS) in the Eastern District of North Carolina. "Electronic Case Filing" is a new, easy-to-use case filing feature that allows trained and certified users to file new bankruptcy cases and other pleadings over the Internet.

How Can Attorneys Participate in the CM/ECF System?

Each attorney admitted to practice in this court and in good standing is eligible to register for a system login and a password. This will permit the attorney to participate in the electronic retrieval and filing of pleadings and other papers. Information on registration can be obtained in the future by visiting the CM/ECF link on the Court's website at <http://www.nceb.uscourts.gov/cmecf>

How Is the General Public Given Access To the CM/ECF System?

Any person or organization with a PACER account may access the system via the web on a "read only" basis. Anyone without a PACER account may obtain one through the U.S. Pacer Center at 1-800-676-6856 or <http://pacer.psc.uscourts.gov>, or you may access the electronic docket and documents via "read only" public terminals at the court's divisional offices during regular business hours.

How Secure is CM/ECF?

CM/ECF has many security features and has passed an evaluation by the National Security Agency (NSA). Access to the system is through a court issued login and password.

What Are the Benefits of CM/ECF?

CM/ECF will allow attorneys to file and view documents from their office, home or anywhere they have access to the Internet, 24 hours a day. Documents are automatically docketed as part of the filing process and are immediately available electronically. CM/ECF also offers the following:

- ◆ Easy to use.
- ◆ 24-hours access to filed documents over the Internet.
- ◆ Automatic email notice of case activity to all registered parties, which eliminates the costs of handling and mailing paper notices, and speeds delivery.
- ◆ Ability to download and print documents directly from the court system.
- ◆ Concurrent access to case files by multiple parties.
- ◆ Secure storage of documents (so files are not misplaced.)
- ◆ Potential reduction in courier fees.
- ◆ Reduction in time it takes to file a petition or other document.
- ◆ Amount of paper used and the necessary storage space are greatly reduced.
- ◆ Docket and report generation is facilitated.
- ◆ Copies of documents can be made instantly from an office or home computer
- ◆ Simultaneous access by the public, bench and bar.
- ◆ Cost for attorneys is low, as compared to the costs incurred when filing conventionally.

What Are the Fees?

There are no added fees for filing documents over the Internet using CM/ECF; existing document filing fees do apply. Electronic access to court data is available through the Public Access to Court Electronic Records (PACER) program. Attorneys and litigants receive one free copy of documents filed electronically in their cases; additional copies are available for viewing or downloading at seven cents per page. Directed by Congress to fund electronic access through user fees, the judiciary has set the fee at the lowest possible level sufficient to recoup program costs.

What Hardware and Software Will Users Need To Participate In ECF?

- ◆ A personal computer running a standard platform such as Windows or Macintosh - Pentium class - with at least 128 MB RAM recommended.



- ◆ Word processing software such as Microsoft Word or Corel WordPerfect.



- ◆ An Internet connection of at least 56K [a DSL, Cable, or T1 is recommended].
- ◆ Netscape version 4.6x or higher, or Microsoft Internet Explorer version 5.5 or higher. The system has been certified with both.



- ◆ Adobe Acrobat (no other brand supported) Full version (both the reader and the writer) to convert documents from word processor format to a PDF format and to read all CM/ECF documents. [See <http://www.adobe.com> or (888) 502-5275 for pricing information].



- ◆ A scanner and scanning software for documents not in electronic format.
- ◆ Although not required in order to file a document, you cannot view any documents filed with the court unless you have a valid PACER account. 1-800-676-6856 or