

United States Bankruptcy Court
Western District of Pennsylvania
Electronic Case Filing System

Case Management/Electronic Case Filing (CM/ECF) Questionnaire

Our Implementation Plans.

Implementation of CM/ECF will be in two phases:

Phase One will begin with us going live on the software using it internally as a case management replacement for BANCAP.

Phase Two will begin shortly after phase one as the electronic filings portion is implemented with the attorneys.

Please fill out and return the attached questionnaire. **Only one questionnaire needs to be submitted per law firm.**

If your practice is mainly at the Pittsburgh Office of the Court, you may mail the questionnaire to the U. S. Bankruptcy Court, 5414 USX Tower, 600 Grant Street, Pittsburgh, PA 15219 Attn: Kathy Theis or reply by e:mail to kathy_theis@pawb.uscourts.gov
Please include "CM/ECF Attorney Questionnaire" as the subject.

If your practice is mainly at the Erie Office of the Court, you may mail the questionnaire to the U. S. Bankruptcy Court, 717 State Street, Suite 501, Erie, PA 16501 Attn: Debbie Sciamanda or reply by e:mail to debbie_sciamanda@pawb.uscourts.gov

Part A: Contact Information

1) Attorney Name/Law Firm (Name and e-mail address)

If the firm has more than one attorney practicing bankruptcy, list below the names and e:mail addresses for the attorneys who will be trained for the CM/ECF system:

2) Street Address:

3) Mailing Address (if different):

4) Phone Number: _____

5) Fax Number: _____

Part B: General Information

1. Approximately how many Bankruptcy Cases do you (or your firm) file in a month?

2. Do you have multiple office addresses? _____

3. Approximately how many clerical staff members/paralegals do you have working on bankruptcy matters? _____ Would they all be trained under the CM/ECF system? _____

4. If you do both debtor and creditor work, do the same attorneys work in both areas?
_____ If not, explain:

Part C: System Readiness

1. Do you have a Systems Staff?_____ If so, who is your systems contact person?
Phone Number?

2. Do you have a personal computer running a standard platform such as Microsft, Windows or Macintosh? Which? (circle one)

Windows 95 Windows 98 Windows ME Windows NT
Windows 2000 Apple/Macintosh Other (Specify) _____

3. Is your processor a Pentium? _____ If not, what is it?_____

4. Do you have Internet Access? _____

If so, what is your connection speed?_____

If so, do all staff members have Internet Access or is it limited to certain staff?

Which browser software do you use? (circle one)

Netscape Navigator Internet Explorer Other
Version:_____ Version:_____ (Specify):_____

Does your office have its own Web Site? _____ If so, what is the URL address?

5. Do you use Adobe Acrobat Exchange products? _____ (These software applications are used to view and create Portable Document Formatted (PDF) documents on the Web.)

If so, which products do you use? (circle one)

Acrobat Reader Only Acrobat Exchange and Reader Acrobat Circulate
Version: _____ Version: _____

6. Do you currently have a document scanner? _____ What brand and model?

7. What software package are you currently using to create forms (petitions, schedules, matrices, etc.) for new cases? (circle one)

BK Pro Best Case BK 2000 Other
Version _____ Version _____ Version _____ (Specify) _____

Is the application Windows Based? _____

Does it have "PDF" document creation abilities? _____

8. For documents other than New Case Related, i.e., motions, orders, responses, etc., which word processing application do you use? (circle one)

Word Perfect Word Other
Version: _____ Version _____ Specify Name and Version

9. Are you a current PACER user? _____ If so, how many PACER users are in your offices? _____

Direct dial-up access to PACER will no longer be available once the Court

implements CM/ECF.

Training on the Electronic Case Filing System is required before an attorney is permitted to access the System. Upon completion of the training a password will be assigned. Your password will be your signature.

Training will take place at the Pittsburgh Office of the U. S. Bankruptcy Court as well as the Erie Office. Please indicate the number of attorneys and number of office staff you anticipate going through the training program as well as the preferred location.

_____ attorneys

_____ office staff

_____ Pittsburgh Office

_____ Erie Office

A link has been added to our Web Site www.pawb.uscourts.gov CM/ECF Asymetrix Librarian. This link enables you to take a computer-based training course to familiarize you with CM/ECF.