

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF MISSOURI**



**Introduction to  
CM/ECF Version 4.1**

**Effective Date: September 12, 2011**



## AGENDA

**Browser, Keyboard, Password**

**Adversary Proceeding**

**Adversary Noticing Options**

**Notice Issues**

**Filing Agents**

**Processing Filing Fee Payments**

**County List**

## AGENDA, cont.

**B21 Form Event**

**Radio Button or Drop Down List**

**Clock Icon**

**Claims**

**Query: View Documents, Filing Fee,  
Associated Cases**

**Reports: Attorney Activity, Docket  
Sheet, Calendar Events**

**Non-Viewable Documents in CM/ECF**

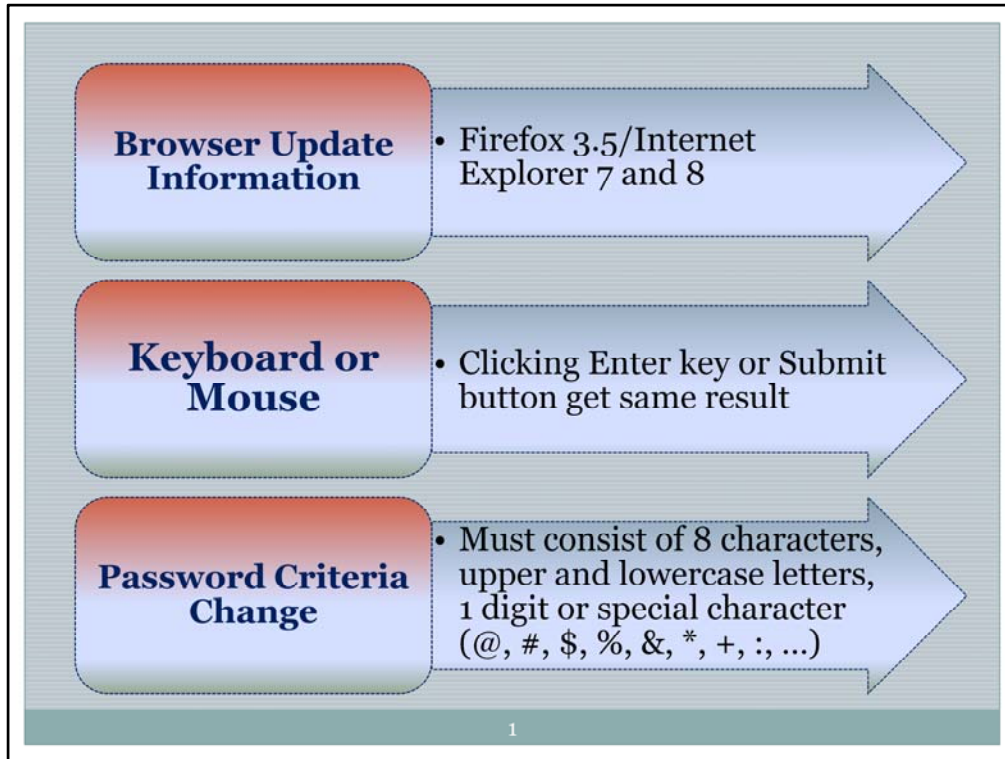
**RSS Feed Feature**

## TABLE OF CONTENTS

<b>Browser, Keyboard, Password</b>	<b>Pages 1-2</b>
<b>Adversary Proceedings</b>	<b>Pages 3-4</b>
<b>Adversary Noticing Options</b>	<b>Pages 5-6</b>
<b>Notice Issues</b>	<b>Page 7</b>
<b>Filing Agents</b>	<b>Page 8</b>
<b>Processing Paying Filing Fees</b>	<b>Page 9</b>
<b>County List</b>	<b>Page 10</b>
<b>B21 Form Event</b>	<b>Pages 11-12</b>
<b>Radio Button or Drop Down List</b>	<b>Pages 13-14</b>
<b>Clock Icon</b>	<b>Page 15</b>
<b>Claims</b>	<b>Page 16</b>
<b>Query: View Documents, Filing Fee, Associated Cases</b>	<b>Pages 17-20</b>
<b>Reports: Atty Activity, Docket Sheet, Calendar Events</b>	<b>Pages 21-26</b>
<b>Non-Viewable Documents in CM/ECF</b>	<b>Page 27</b>
<b>RSS Feed Feature</b>	<b>Pages 28-35</b>

### TABLE OF CONTENTS

<b>Browser, Keyboard, Password</b>	<b>Pages 1-2</b>	
<b>Adversary Proceedings</b>		<b>Pages 3-4</b>
<b>Adversary Noticing Options</b>	<b>Pages 5-6</b>	
<b>Notice Issues</b>	<b>Page 7</b>	
<b>Filing Agents</b>	<b>Page 8</b>	
<b>Processing Paying Filing Fees</b>	<b>Page 9</b>	
<b>County List</b>		<b>Page 10</b>
<b>B21 Form Event</b>	<b>Pages 11-12</b>	
<b>Radio Button or Drop Down List</b>	<b>Pages 13-14</b>	
<b>Clock Icon</b>		<b>Page 15</b>
<b>Claims</b>		<b>Page 16</b>
<b>Query: View Documents, Filing Fee, Associated Cases</b>	<b>Pages 17-20</b>	
<b>Reports: Atty Activity, Docket Sheet, Calendar Events</b>	<b>Pages 21-26</b>	
<b>Non-Viewable Documents in CM/ECF</b>	<b>Page 27</b>	
<b>RSS Feed Feature</b>	<b>Pages 28-35</b>	



**Browser Update Information:**

Firefox 3.5 and Internet Explorer 7 and 8 are supported.

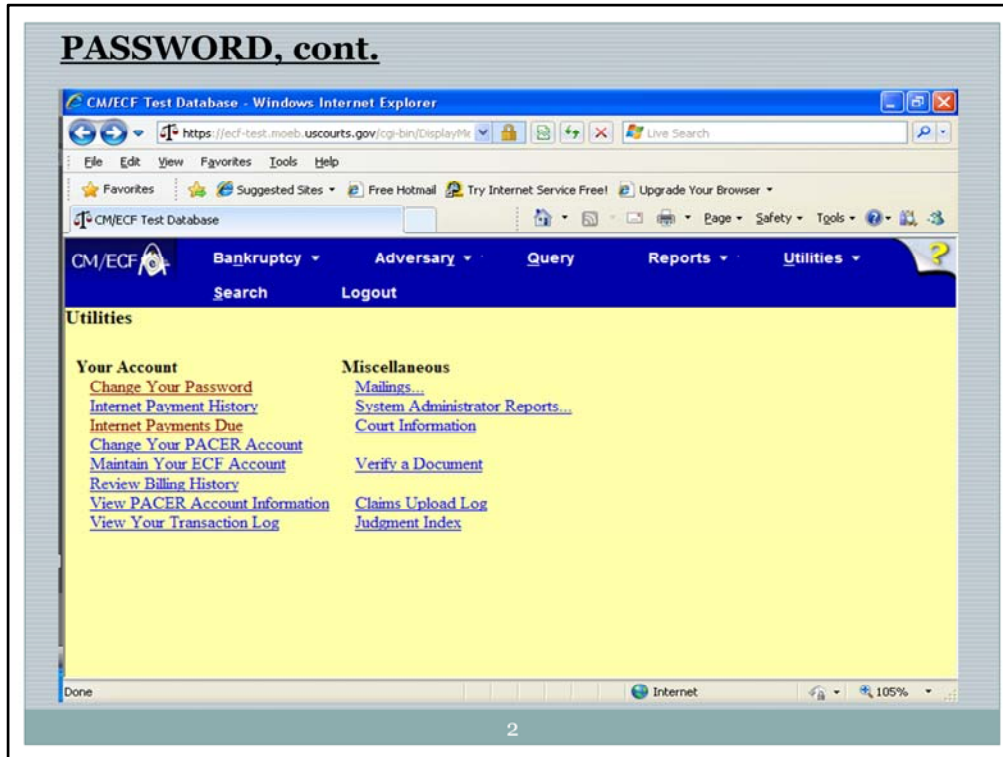
**Keyboard or Mouse:**

You can now either press the Enter Key on the keyboard or click the Submit Button to get the same result.

**Password Criteria Change:**

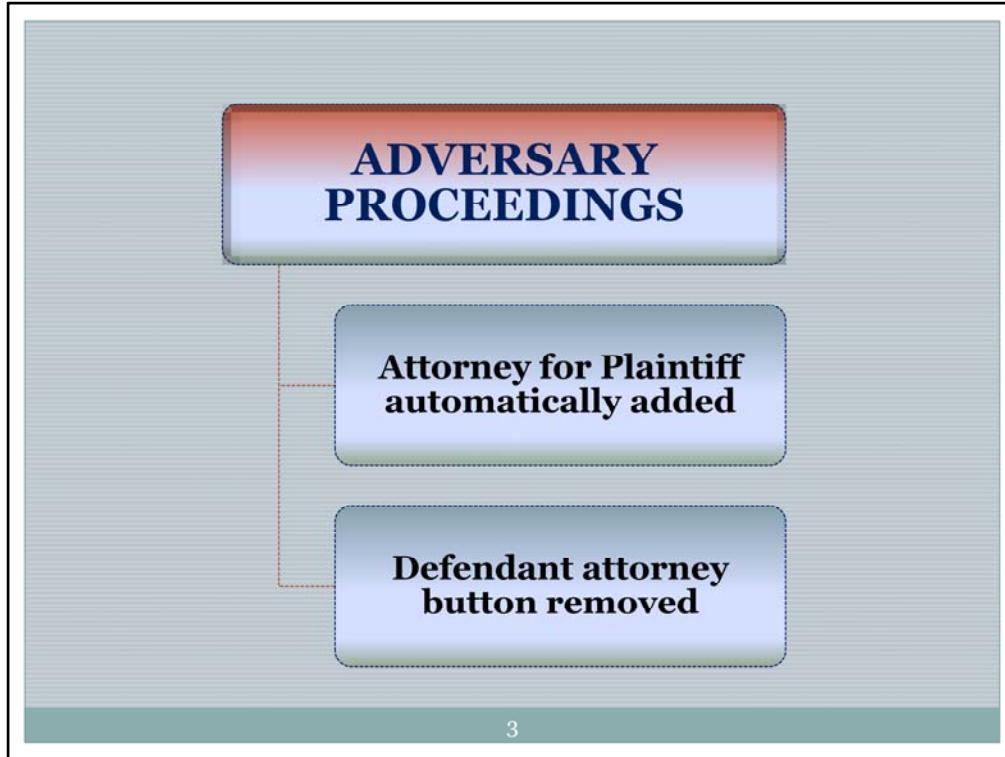
Passwords **must** consist of at least 8 characters, contain upper and lowercase letters, and contain at least 1 digit or special character (@, #, \$, %, &, \*, +, :, ...).

You will be asked to change your password the first time you login even if your current password meets the new criteria (just re-enter the same password).



**PASSWORD, cont.**

Your password is no longer changed through Maintain Your ECF Account.  
A new link called Change Your Password is located under Utilities.





**ADVERSARY PROCEEDINGS:**

The attorney filing the Complaint is automatically added as the counsel for the Plaintiff. If an additional attorney for Plaintiff needs to be added, select the “Add additional attorney” button.

The Attorney button on the Defendant Information screen was removed.

## ADVERSARY PROCEEDINGS, cont.

CM/ECF  Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ 

[Search](#) [Logout](#)

**Plaintiff Information**

Missouri Dept of Revenue SSN / ITIN: Unknown

Office	<input type="text"/>	Address 1	<input type="text" value="P.O. Box 200"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text" value="Jefferson City"/>	State	<input type="text" value="Mo"/> Zip <input type="text" value="65105"/>
County	<input type="text"/>	Country	<input type="text" value="USA"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		

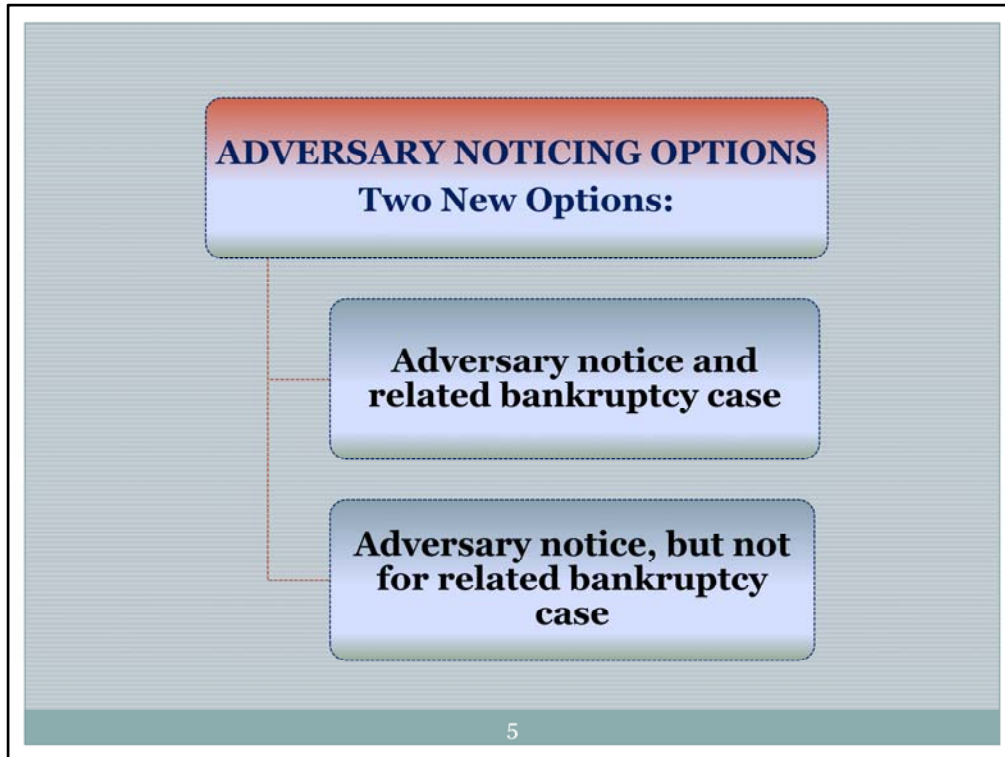
Party text

Role in Bankruptcy Case

Add all additional attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

Done Internet 110%







**ADVERSARY NOTICING OPTIONS:**

There are two new Adversary proceeding noticing options:

Adversary notice and related bankruptcy case, and

Adversary notice, but not for related bankruptcy case.

## ADVERSARY NOTICING OPTIONS, cont.

CM/ECF  Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search 

Logout

Email information for Joe Van Horn - Cr

Primary email address	<input type="text" value="Testemail@yahoo.com"/>	Reenter primary email address	<input type="text" value="Testemail@yahoo.com"/>
Secondary email address	<input type="text"/>	Reenter secondary email address	<input type="text"/>

Send the notices specified below

- to my primary email address
- to the secondary addresses

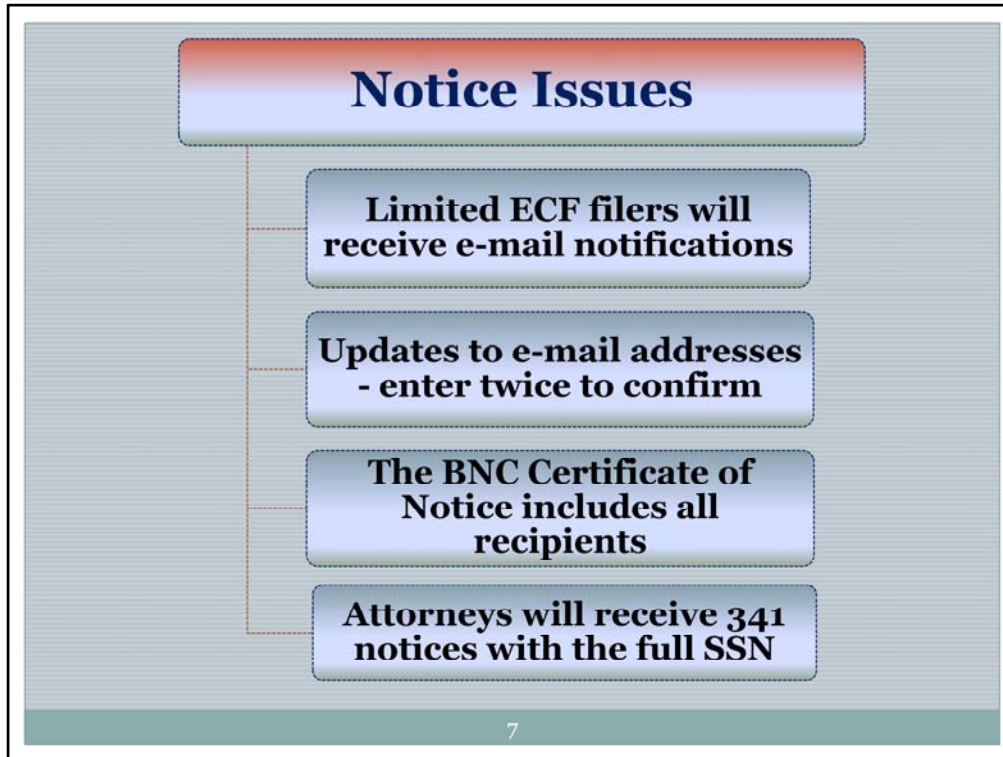
Send notices in cases in which I am involved

Send notices in these additional cases

- Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases
- Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases  
*You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.*
- Send a notice for each filing
- Send a Daily Summary Report

Format notices  HTML  
 Text

Internet 90%



**NOTICE ISSUES:**

Limited ECF Filers will now receive e-mail notifications from CM/ECF, which includes Edit E-Mail Notifications regarding any potential filing errors.

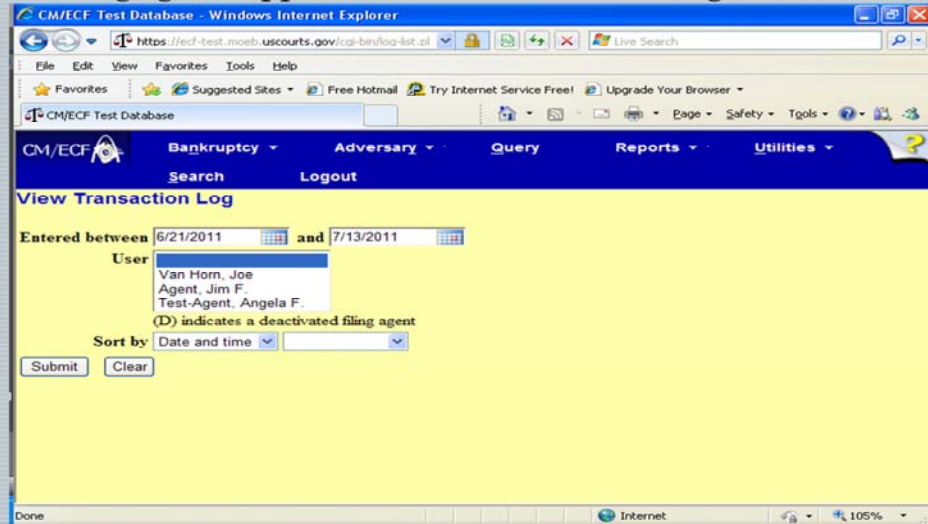
To update or add additional e-mail addresses, the user will be required to enter the e-mail address twice to confirm the address through the Maintain Your ECF Account under Utilities.

The BNC Certificate of Notice now includes all recipients of a Notice of Electronic filing. This Certificate of Notice shows the recipients names, e-mail addresses, and the date of electronic notification. Additionally, BNC now e-mails the bypass list to the debtor's attorney.

Attorneys will now receive 341 notices with the full SS# on it by e-mail, through a secure link.

## **FILING AGENTS:**

- Attorneys & Trustees can now request Filing Agent access for their support staff
- Filing agents appear on View Transaction Log



8

## **FILING AGENTS:**

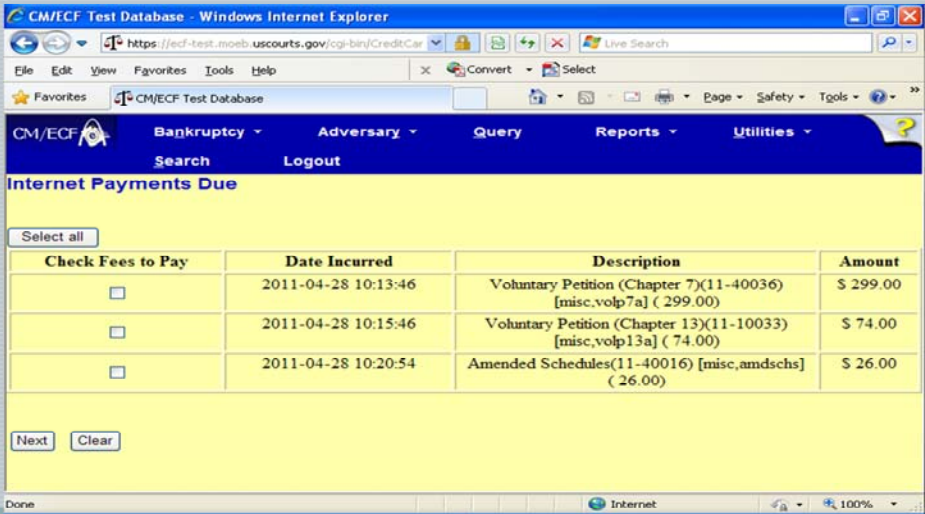
Attorneys and Trustees can now request Filing Agent access for their support staff that will be linked to their account. Only the Attorney/Trustee login name will appear on the docket entry.

Under the Utilities tab, you can select View Transaction Log to view all entries made by each Filing Agent within a given period of time.

## **PROCESSING FILING FEE PAYMENTS:**

Two options to pay fees:

- select all
- check boxes



The screenshot shows a web browser window titled "CM/ECF Test Database - Windows Internet Explorer". The address bar displays "https://ecf-test.moeb.uscourts.gov/cgi-bin/CreditCar". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features a navigation menu with "Bankruptcy", "Adversary", "Query", "Reports", and "Utilities". Below this is a "Search" and "Logout" section. The main heading is "Internet Payments Due". A "Select all" button is located above a table. The table has four columns: "Check Fees to Pay", "Date Incurred", "Description", and "Amount". It lists three entries with checkboxes in the first column. Below the table are "Next" and "Clear" buttons. The status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2011-04-28 10:13:46	Voluntary Petition (Chapter 7)(11-40036) [misc.volp7a] ( 299.00)	\$ 299.00
<input type="checkbox"/>	2011-04-28 10:15:46	Voluntary Petition (Chapter 13)(11-10033) [misc.volp13a] ( 74.00)	\$ 74.00
<input type="checkbox"/>	2011-04-28 10:20:54	Amended Schedules(11-40016) [misc.amdschs] ( 26.00)	\$ 26.00

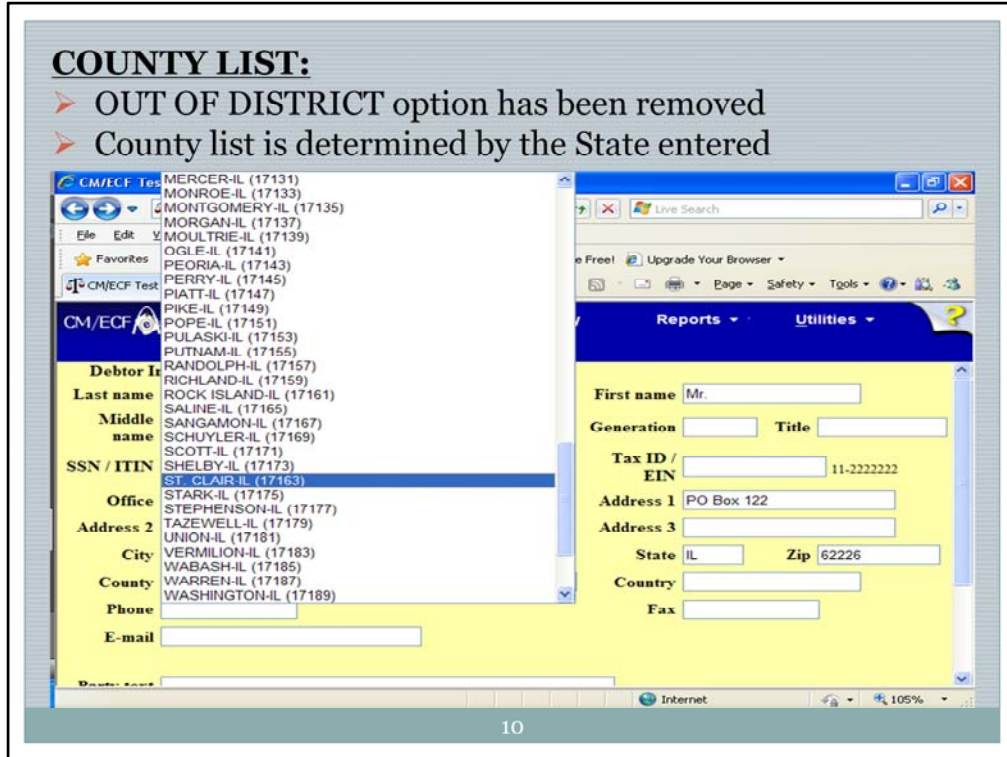
## **PROCESSING FILING FEE PAYMENTS:**

Payments can now be paid by clicking on the "Select All" button at the top of the screen, or by individually checking the box in the "Check Fees to Pay" column.

Payments due will not be removed without a Court Order.

**COUNTY LIST:**

- OUT OF DISTRICT option has been removed
- County list is determined by the State entered



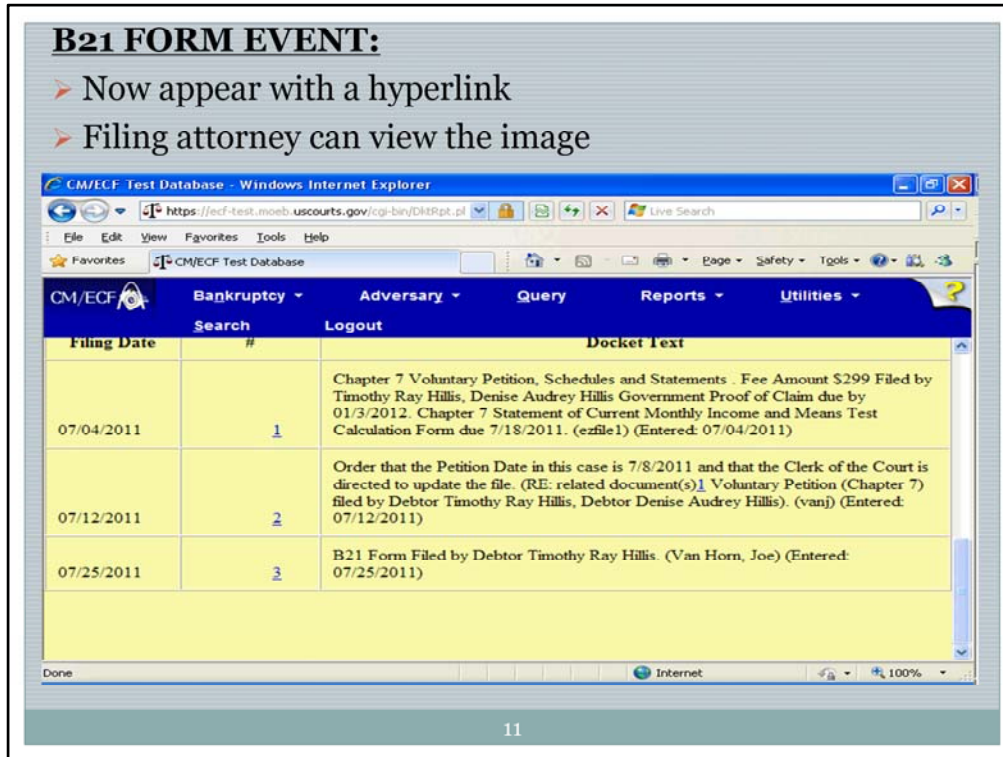
**COUNTY LIST:**

During Case opening, the OUT OF DISTRICT option has been removed from the list of Counties.

The County list displayed is determined by the State entered in the State box.

## **B21 FORM EVENT:**

- Now appear with a hyperlink
- Filing attorney can view the image



11

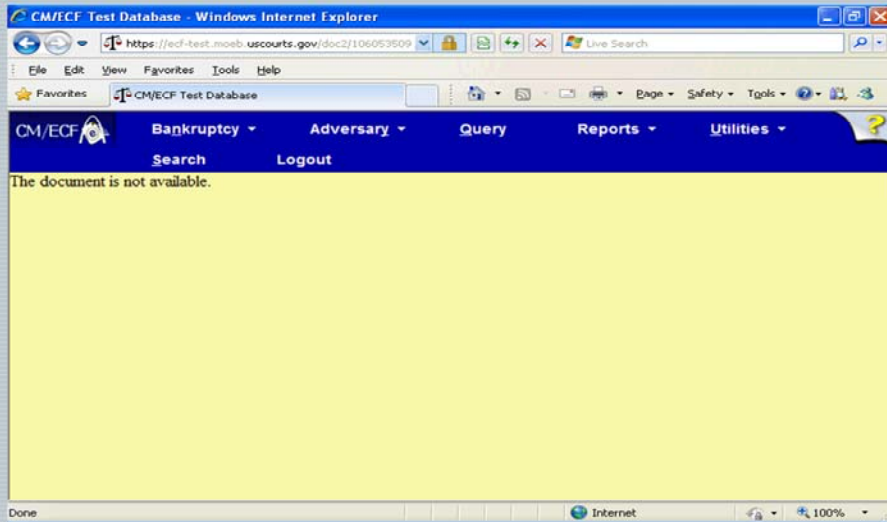
## **B21 FORM EVENT:**

The docket entry number will now appear with a hyperlink to the document.

Only the filing attorney will be able to view the image of the B21.

**B21 FORM EVENT, cont.**

- All other filers will receive message –  
“The document is not available”

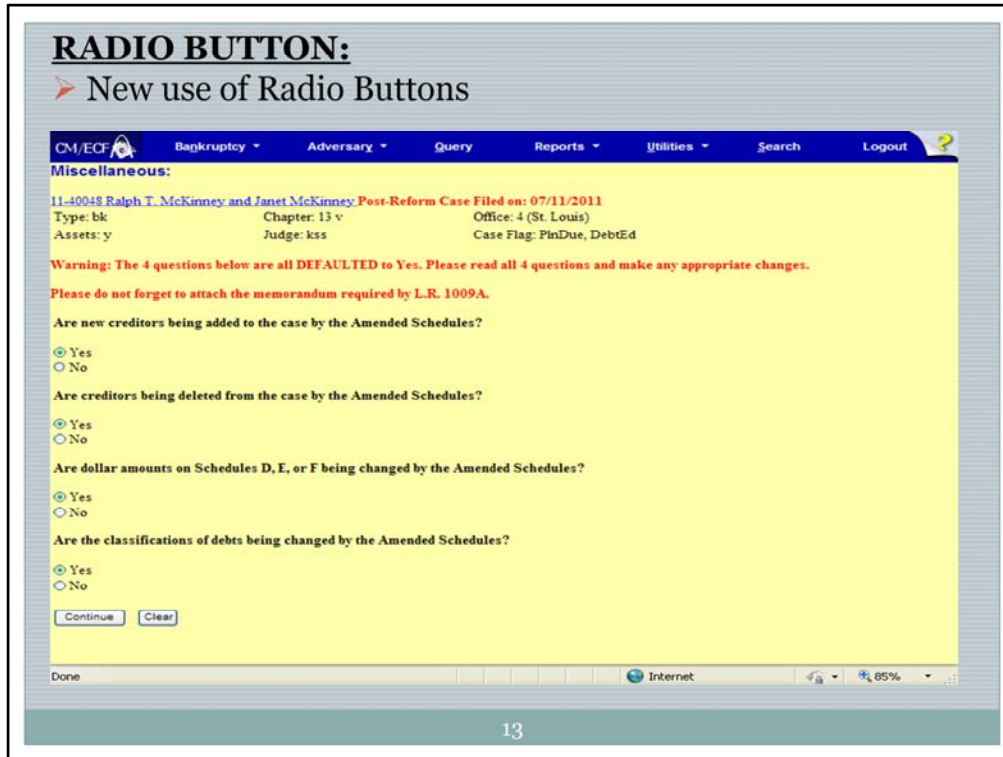


12

**B21 FORM EVENT, cont:**

All other filers will receive a message as shown in this screen:  
“The document is not available.”





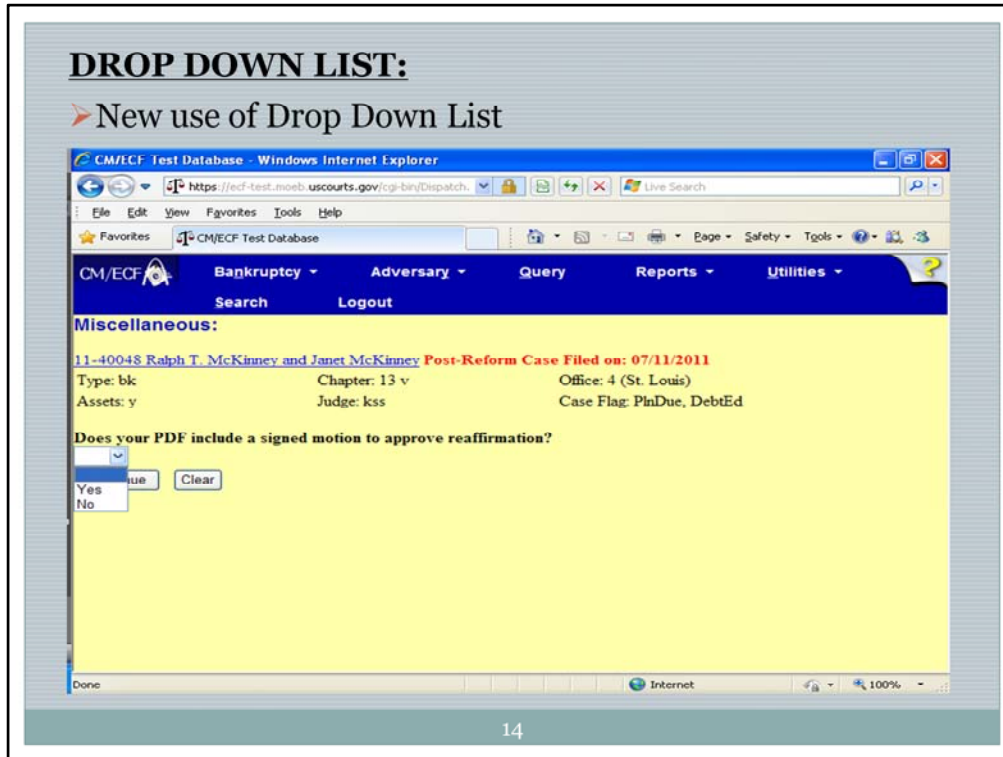
**RADIO BUTTON:**

Some events that contained a question with a text box at the end have been updated to radio buttons.

This is a sample screen of the Amended Schedules event with the radio buttons.

## **DROP DOWN LIST:**

### ➤ New use of Drop Down List



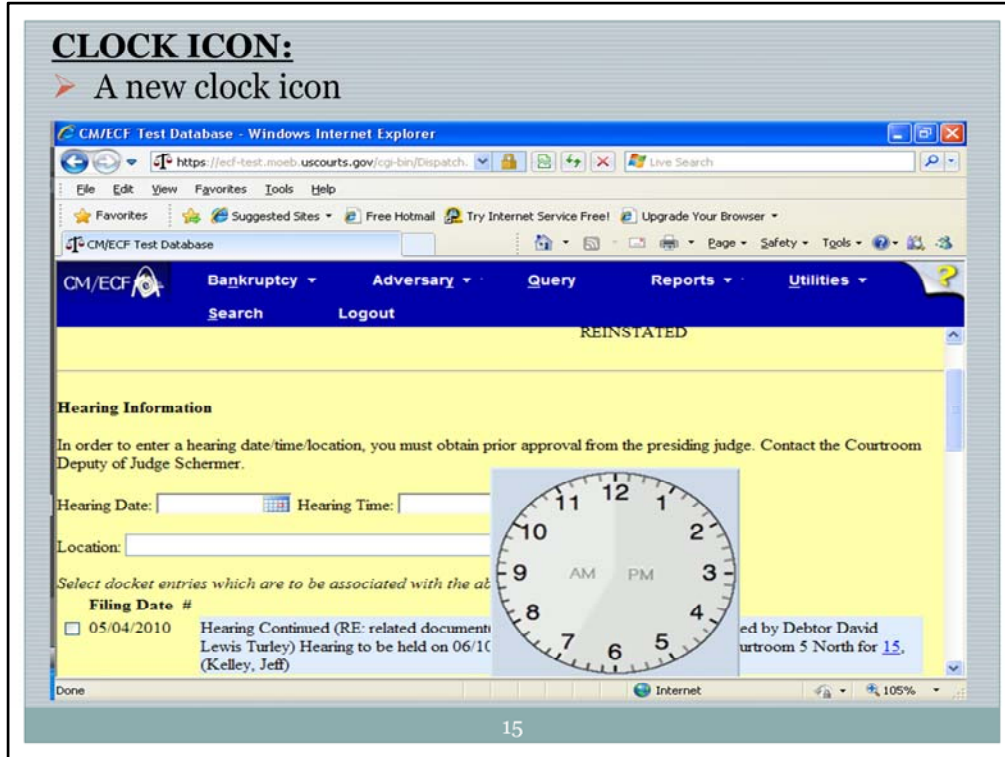
### **Drop Down List:**

Some events that contained a question with a text box at the end have been updated to drop down lists.

This is a sample of the Reaffirmation Agreement event with the drop down list.

## **CLOCK ICON:**

➤ A new clock icon



## **CLOCK ICON:**

All screens which require a time to be entered, a clock icon has been added. Below is a sample of a Hearing Information screen.

## CLAIMS:

- Screen looks like the current Proof of Claim form
- Unsecured and Unknown boxes have been removed

**CM/ECF** Bankruptcy Adversary Query Reports Utilities Search  
Logout

**Proof Of Claim Information For**  
2613429 - AmerenUE Missouri  
Bankruptcy Unit  
Code 310  
PO Box 6645  
St. Louis MO 63166-6881

Case Number: 11-10041	Amends Claim #: <input type="text"/> Find	Filed By: Creditor
Last Date To File:	Date Filed: 07/13/2011	
Last Date To File(Govt): 01/09/2012		

**Claimed**

<b>Amount Claimed</b> <input type="text"/> <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured &amp; unknown)</i>	<b>Secured</b> <input type="text"/> <i>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</i>	<b>Priority</b> <input type="text"/> <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</i>
--	---	--

Description:   
Remarks:

Amend options:  Clear all Amounts

Done Internet 95%

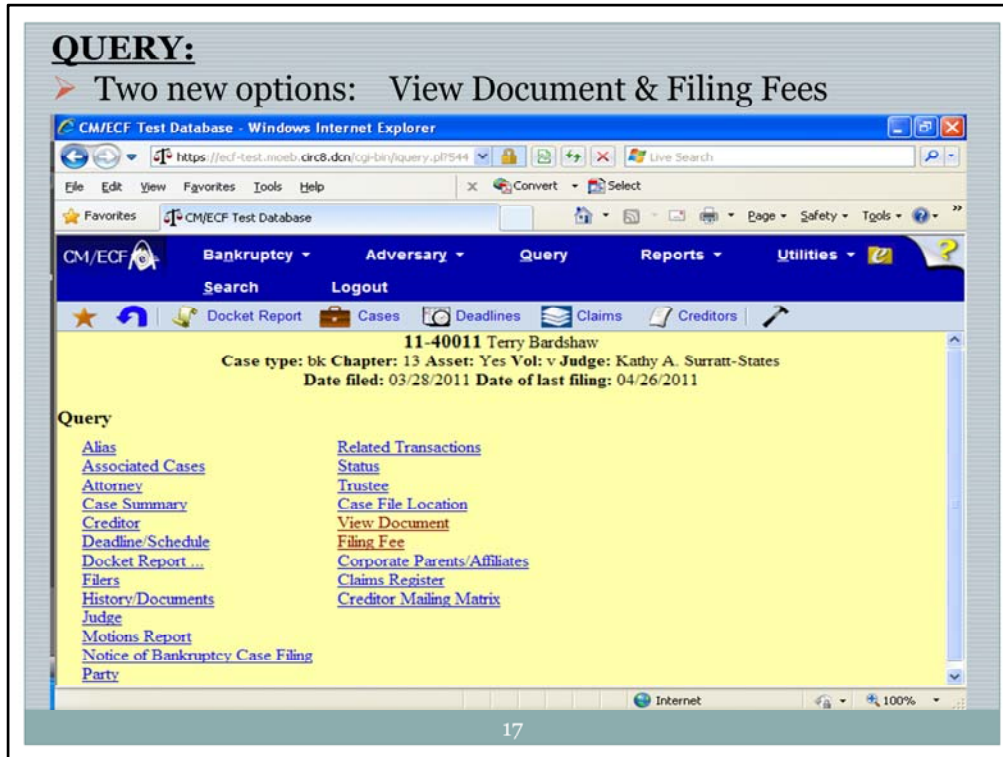
16

## CLAIMS:

Unsecured and Unknown boxes have been removed.

The total box has been replaced with Amount Claimed box (screen looks like the current Proof of Claim form).

Verify your total amount of the claim is the number in the 'Amount Claimed' box.



**QUERY:**

A warning message regarding Pacer Fees has been added at top of the initial Query Screen.

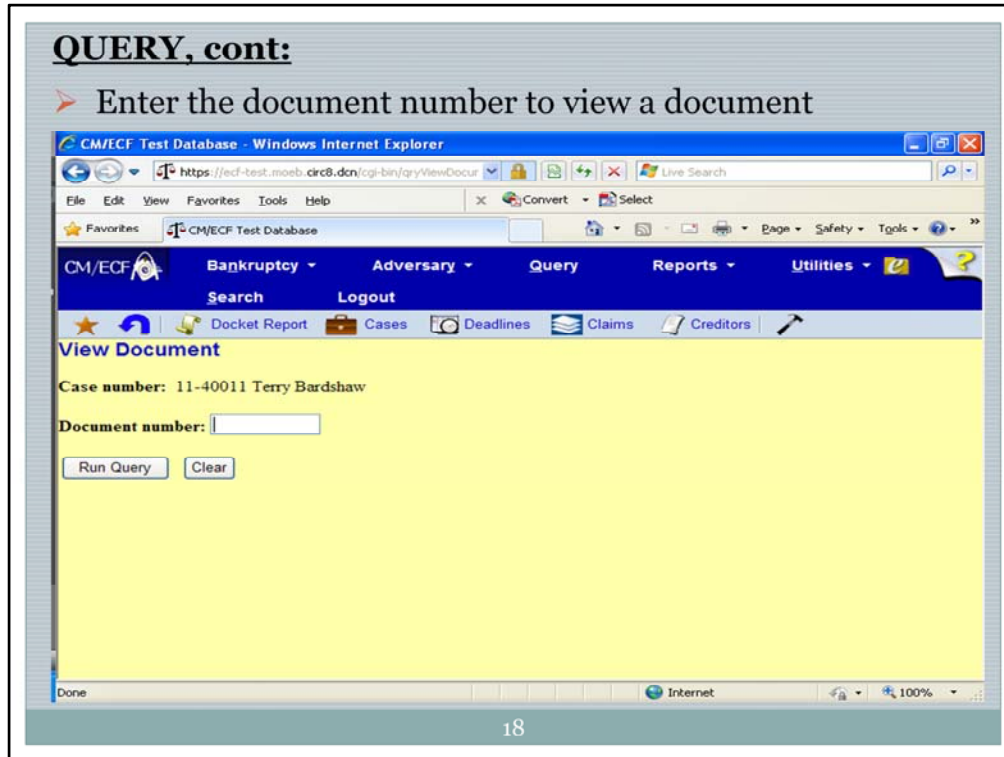
You may search with only 1 character in the last name field (used to be at least 2).

You cannot search with 1 character with an asterisk behind it (example: A\*).

Two new options have been added: 1) View Document, and 2) Filing Fees.

## QUERY, cont:

- Enter the document number to view a document

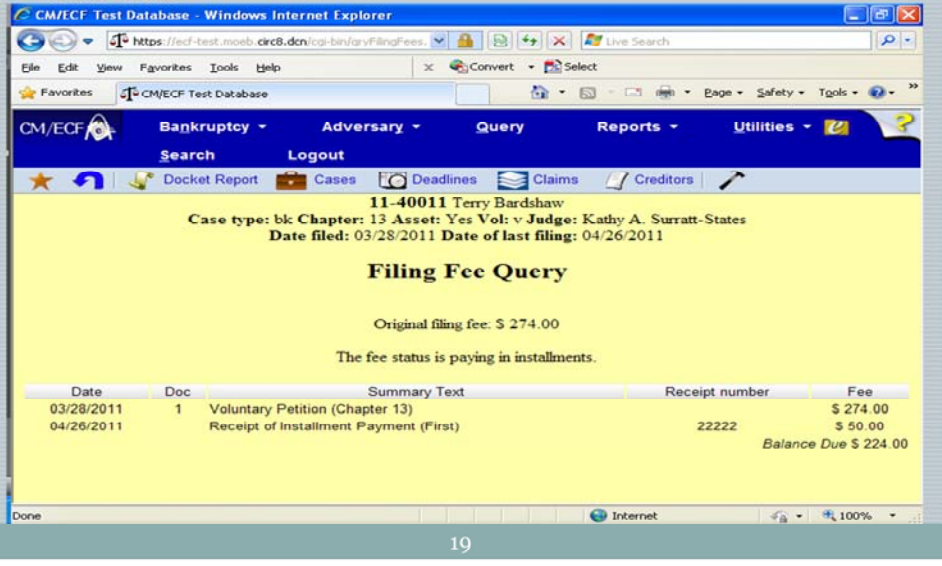


## QUERY, cont:

View Document will allow you to select a document to view, by entering the document number.

**QUERY, cont:**

- Filing Fee screen displays fees paid and owed
- Only tracks fees incurred after the CM/ECF Version 4.1 live date




19

**QUERY, cont:**

Filing Fee screen below shows the amount of filing fee paid and owed for all case types. This report only tracks fees that were incurred after the CM/ECF Version 4.1 live date.

## QUERY, cont:

- View other cases filed by the same debtor(s)



The screenshot shows the CM/ECF Query page for case 08-10798. The page includes a navigation menu with options like Bankruptcy, Adversary, Query, Reports, and Utilities. Below the menu, there are links for Search, Logout, Docket Report, Cases, Deadlines, Claims, and Creditors. The main content area displays case information: Case type: bk Chapter: 13 Asset: Yes Vol: v Judge: Barry S. Schermer, Date filed: 10/02/2007, Date of last filing: 04/02/2009. Under the heading "Associated Cases", it states "There Are No Case Associations For This Case". Below that, under "Other Filings by Same Debtor(s)", there is a table with two columns: Case and Debtor(s).

Case	Debtor(s)
<a href="#">00-50053</a> John Smith and Joan Smith	John Smith
<a href="#">00-44332</a> John Smith	John Smith
<a href="#">03-40097</a> John Smith	John Smith
<a href="#">92-44850</a> Abby W. Smith	Abby W. Smith
<a href="#">05-40198</a> John Smith	John Smith
<a href="#">07-40098</a> John Smith and Abby W. Smith	Abby W. Smith
	John Smith
<a href="#">07-40099</a> John Smith and Abby W. Smith	Abby W. Smith
	John Smith

## QUERY, cont:

You can now easily view other cases filed by the same debtor(s). Go to Query, and select the Associated Case link, and all other cases filed by the debtor(s) will be displayed.



## **REPORTS:**

- Warning message that pages generated through a search may be subject to PACER fees
- Search an attorney by name or Bar ID
- The date range is limited to 31 days

The screenshot displays the CM/ECF 'Cases Report' interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities' menus. Below this is a search bar with 'Search' and 'Logout' buttons. The main content area has a yellow background and features a warning message: 'Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges)'. Below the warning are several dropdown menus for 'Office' (Cape Girardeau, Hannibal), 'Case Type' (ap, bk), and 'Chapter' (7, 9). There are also dropdowns for 'Trustee' (Blackwell, Robert J., Brown, Tracy A.) and 'Attorney' (Last name, First name, Bar ID). A 'Date Type' dropdown is set to 'Filed date', with 'From' and 'to' date fields set to 7/1/2011 and 7/12/2011. Checkboxes for 'Open cases', 'Closed cases', 'Party information', and 'Pro se cases only' are visible. A 'Sort by' dropdown is set to 'Filed Date'. The browser's address bar shows 'Internet' and the page number '21' is visible at the bottom.

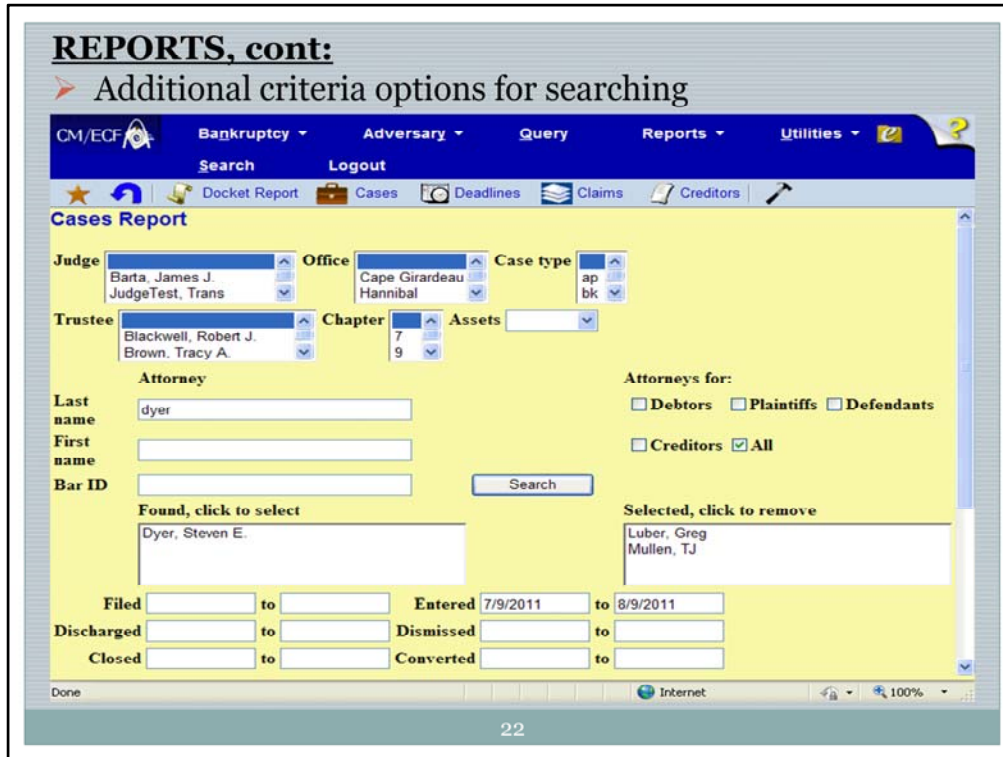
## **REPORTS:**

Under Reports, if you select Cases, you will see a few changes:

There is a big warning that the pages generated through a search on this screen are NOT subject to the general 30-page limit on PACER viewing charges.

You are now able to search for all cases filed by an attorney and/or Bar ID

The date range for the cases report is now limited to 31 days.



**REPORTS, cont:**

If you enter an attorney's information in the Cases Reports screen, you will then be provided with more possible criteria so that you can narrow your search for activity involving that attorney. Multiple attorneys can be selected.

## **REPORTS, cont:**

- Docket report displays county with state
- Hyperlink to attorney e-mail addresses

The screenshot shows a web browser window displaying a bankruptcy docket report. The browser's address bar shows 'Done' and the page title is 'Internet'. The report is from the U.S. Bankruptcy Court, Eastern District of Missouri (Test) (Hannibal), for Bankruptcy Petition #: 11-20025. The report is assigned to Judge Kathy A. Surratt-States and was filed on 07/12/2011. The debtor is Mr. Green, residing in Hannibal, MO. The trustee is David A. Sosne, residing in St. Louis, MO. The debtor is represented by Joe Van Horn, also in St. Louis, MO, with a hyperlinked email address: [Joseph.Van.Horn@ca8.uscourts.gov](mailto:Joseph.Van.Horn@ca8.uscourts.gov). The browser's status bar at the bottom shows '23'.

## **REPORTS, cont:**

The docket report for each case now shows the debtor's county and state of residence. It also provides a hyperlink for the debtor's attorney's e-mail address so that you can start an e-mail just by clicking on it.

**REPORTS, cont:**

- Calendar Events can sort by trustee
- Display only related calendar events
- Display in a collapsed or expanded format
  - Expand the entry by clicking the + icon
  - Collapse the entry by clicking the – icon
- All document numbers are hyperlinks
- Links to “docket entries” only and “Claims Register”

24

**REPORTS, cont:**

Calendar Events can sort by trustee

Display only related calendar events

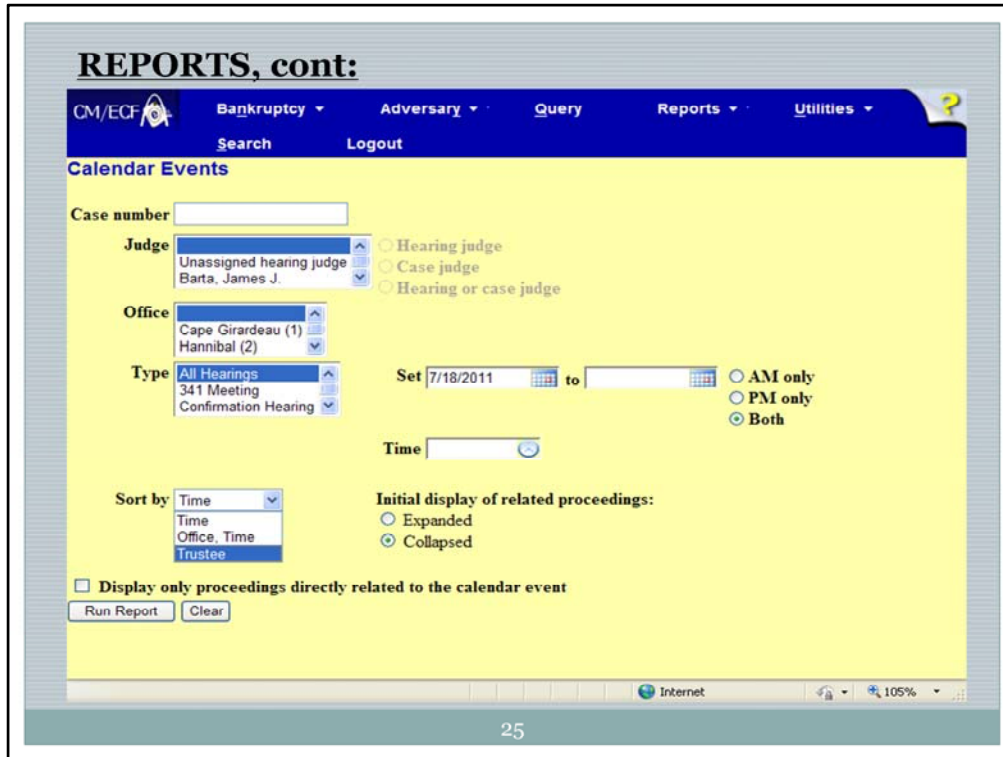
Display in a collapsed or expanded format

Expand the entry by clicking the + icon

Collapse the entry by clicking the – icon

All document numbers are hyperlinks

Links to “docket entries” only and “Claims Register”



### **REPORTS, cont:**

Under Reports, if you select Calendar Events, you can now sort search results by trustee. There are also new display options so that you can choose to display options that are only related to the selected calendar event, and you can either see the related proceedings displayed in a collapsed or expanded format.

**REPORTS, cont:**

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

U.S. Bankruptcy Court  
Eastern District of Missouri (Test)  
Calendar events set for 7/13/2010-7/13/2011

05/12/2011

09:00 AM

1) [11-40035 Ron White and Pamela W. White](#) [\(docket entries only\)](#) [Claims Register](#)  
PinDue, DebtEd, FeeDueINST

Chapter: 13  
Judge: Kathy A. Surratt-States  
Greg Luber representing Ron White (Debtor)  
Greg Luber representing Pamela W. White (Debtor)  
John V. Labarge Jr. (Trustee)  
(no aty) representing Joel Pelofsky (U.S. Trustee)

1-1) Meeting of Creditors 341(a) meeting to be held on 5/20/2011 at 09:00 AM at U.S. Trustee Meeting Room, Room 1.310. Proofs of Claims due by 8/18/2011. Last day to oppose dischargeability is 7/19/2011. Confirmation hearing to be held on 6/23/2011 at 11:00 AM at Bankruptcy Courtroom 7 North.

10:30 AM

2) [11-40035 Ron White and Pamela W. White](#) [\(docket entries only\)](#) [Claims Register](#)  
PinDue, DebtEd, FeeDueINST

Chapter: 13  
Judge: Kathy A. Surratt-States  
Greg Luber representing Ron White (Debtor)  
Greg Luber representing Pamela W. White (Debtor)  
John V. Labarge Jr. (Trustee)  
(no aty) representing Joel Pelofsky (U.S. Trustee)

2-1) 10 Motion for Relief from Stay. Fee Amount \$150.00, Motion to Dismiss Case , Motion to prohibit Debtor from filing a petition for 180 days after dismissal of this case. Filed by Creditor Ford Motor Credit Corp. Hearing scheduled 5/20/2011 at 10:30 AM at Bankruptcy

Internet 80%

26

**REPORTS, cont:**

When Calendar Events are displayed, the user has the option of expanding the entry to view related proceedings simply by clicking on the + icon at the bottom of the entry.

To collapse it again to hide the related proceedings, the user would click the - icon located where the + used to be.

The user can now go directly to a document referenced in the entry because all document numbers in the text are hyperlinks.

Any case flags are displayed at the top of the report, and the user has the option of clicking on links to “(docket entries only)” and “Claims Register.” Entries are numbered sequentially at the left of the screen.

**NON-VIEWABLE DOCUMENTS IN CM/ECF**  
For cases filed prior to 12/1/2003 that have been closed for at least 1 year, the imaged documents will not be available to ECF Filers.

**Acquiring Documents**

- Request documents from the debtor
- Written request to the Court, fee required

**Continual Search**

- Images not available pre-2003 cases
- Search pre-2003 debtor records using SSN or name

27

**NON-VIEWABLE DOCUMENTS IN CM/ECF**

For cases filed prior to 2003 that have been closed for at least 1 year, the imaged documents will not be available to ECF Filers.

Means of Acquiring these documents:

Request documents from the debtor

Written request to the Court, fee required

Continual Search Access:

View all closed case docket sheets for pre-2003 cases  
(images not available)

Search pre-2003 debtor case records using SSN or name just as you would for a current case

### **RSS FEED:**

- Really Simple Syndication
- Displays entries made within last 12 hours
- RSS Reader with filtering capabilities required
- CM/ECF 4.1 supports RSS Readers that use Firefox 3.0 or IE 7 browsers
- A link to set up RSS Feed is on first CM/ECF screen
- No charge for viewing RSS Feed
- PACER fees incurred when clicks made on document hyperlinks

28

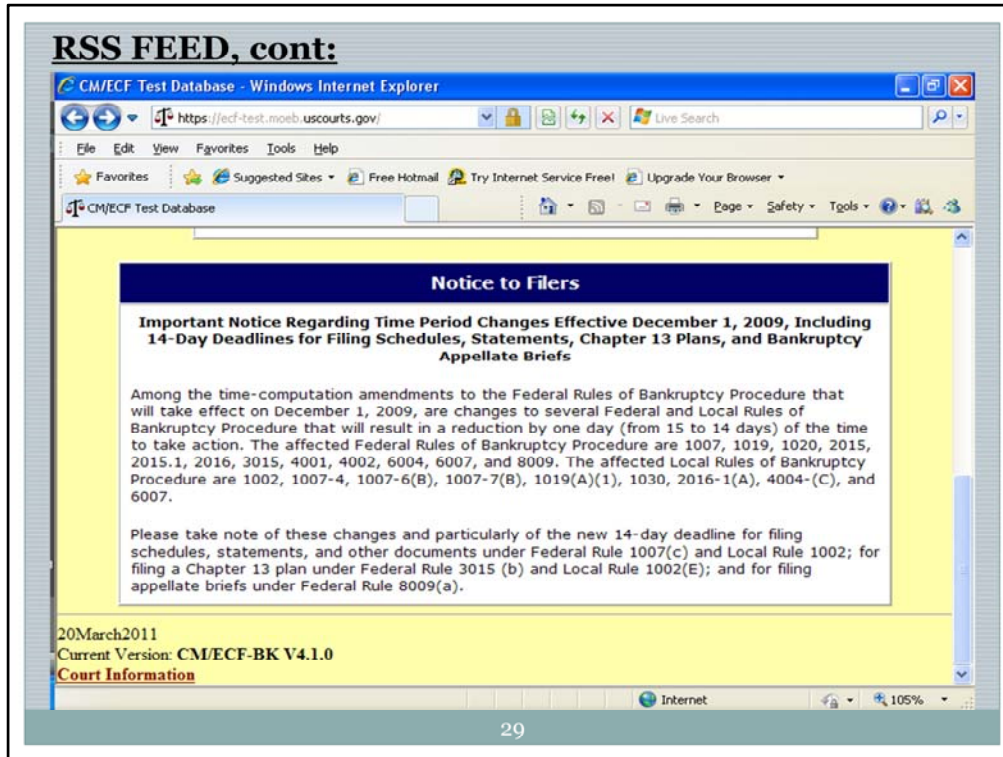
### **RSS FEED:**

The new version of CM/ECF allows the user to create an RSS (Really Simple Syndication) feed for receiving alerts on Court case activity.

The default CM/ECF event values for the RSS feed are “answers, appeal, court, motion, order.”

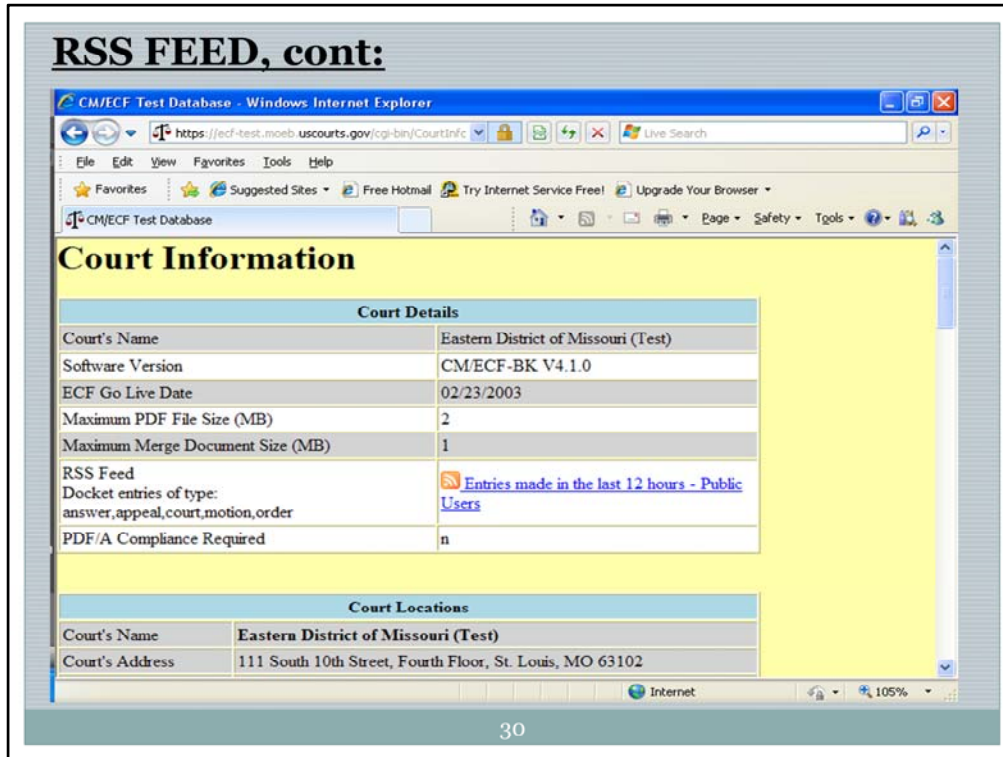
Neither CM/ECF nor the Court provides any RSS feed reader. If your browser is not capable of accessing the RSS feed, you will not be able to receive the RSS feed.





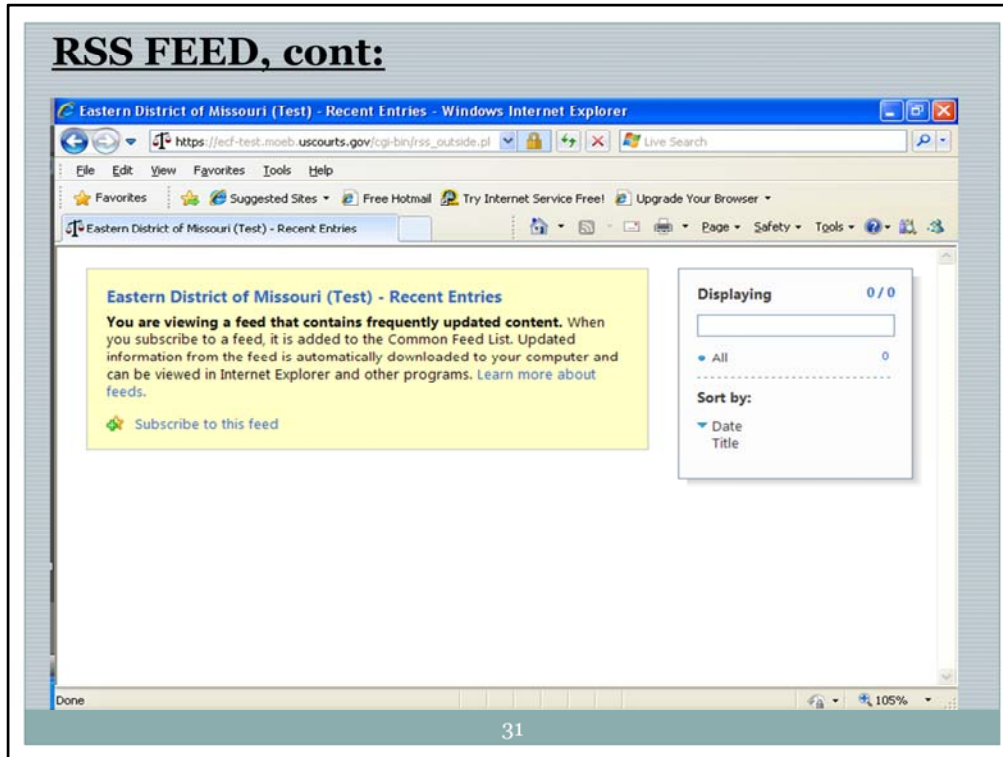
**RSS FEED cont:**

To set up an RSS feed, click on the Court Information link at the bottom left of the first CM/ECF screen prior to the login screen.



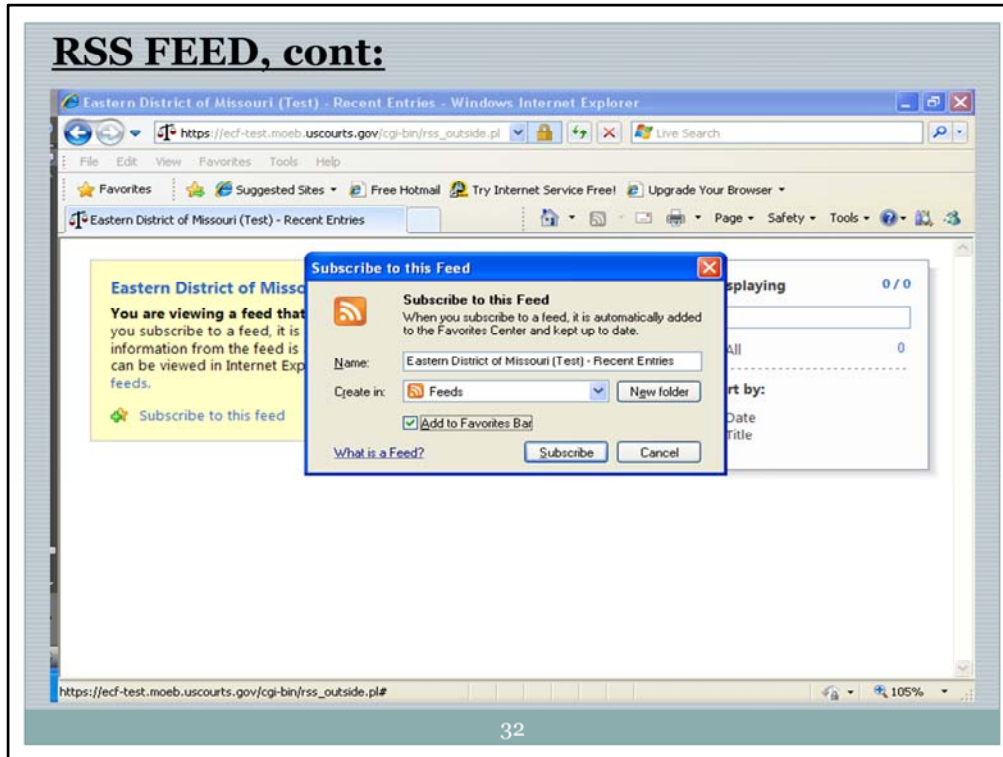
**RSS FEED, cont:**

Once you are in the Court Information screen, under Court Details, click on the “Entries made in the last 12 hours - Public Users” link.



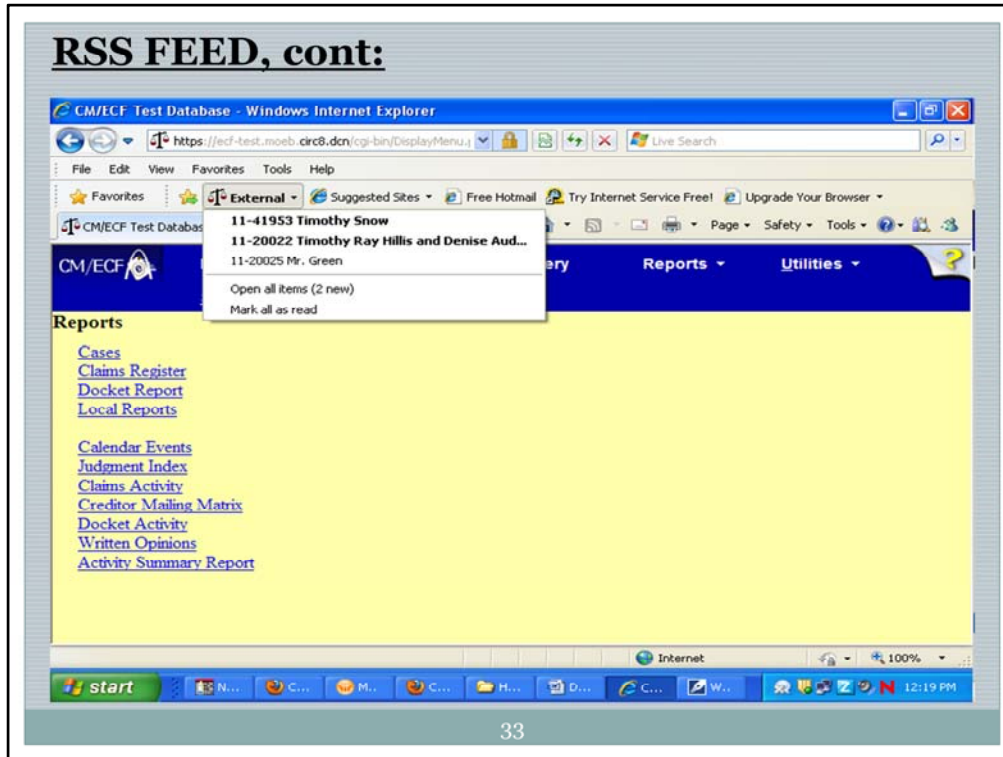
**RSS FEED, cont:**

Click on the "Subscribe to this feed" link.



### **RSS FEED, cont:**

This will cause a window to open in front of the screen titled "Subscribe to this Feed." Click on the Subscribe button. You will have the option to check a box in this window that will add the RSS feed to your Favorites bar.

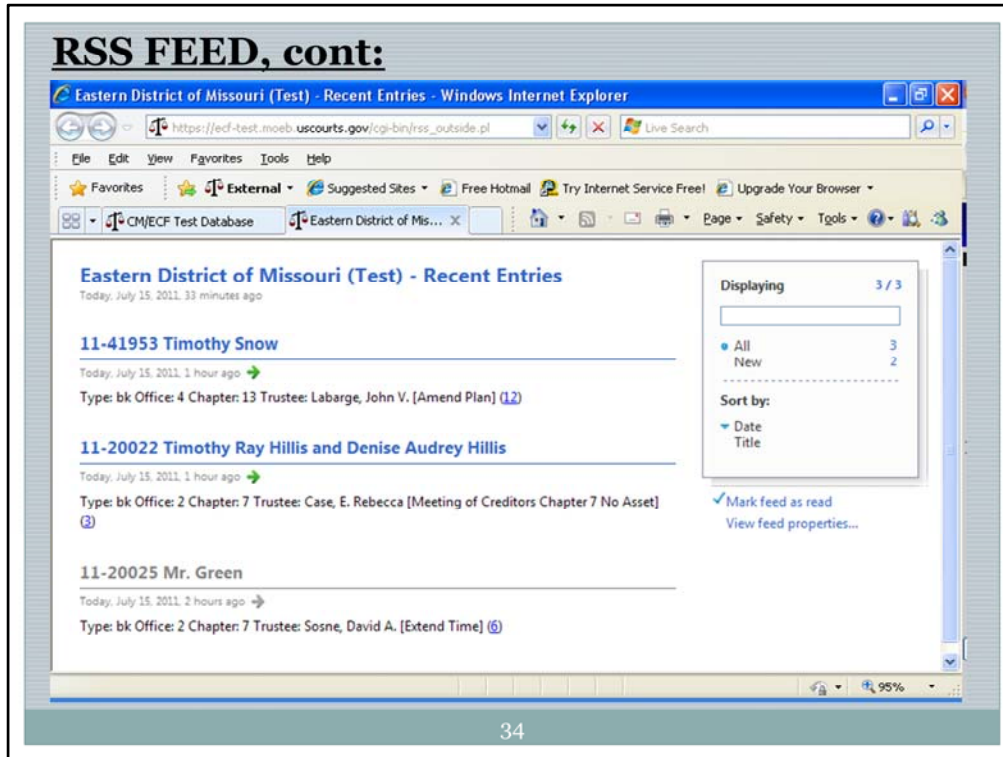


### **RSS FEED, cont:**

If you add the RSS feed to your Favorites bar, it will show up with a “scales of justice” icon.

When you click on it, you will be shown a display of the case numbers where entries were made within the previous 12 hours.

You can also open the RSS feed up in a whole new screen/tab by right clicking on the link in your Favorites bar.



**RSS FEED, cont:**

The full screen report displays the Type of case, the Office, the case Chapter, the Trustee, the event name, and the document number.

Public users are not charged for the information displayed in the RSS feed.

If the user clicks on any of the hyperlinks to view the items in PACER, the user will be prompted to log into PACER, and standard PACER fees will apply for viewing the documents.

### **RSS FEED conclusion:**

- For fullest benefits - **MUST** install a reader with filtering capability
- CM/ECF 4.1 supports only the RSS readers that include standard Firefox 3.0 or Internet Explorer 7 browsers
- Remember, the previous screen prints illustrate how CM/ECF RSS feed works within the IE7 built-in RSS read
- Again, research RSS reader software

35

#### **RSS FEED, cont:**

Neither the outside nor inside RSS feeds can be configured to display specific cases. Users **MUST install a reader with filtering capability** to get this capability in the RSS feed.

CM/ECF 4.1 supports only the RSS readers that include standard Firefox 3.0 or Internet Explorer 7 browsers. Within these browsers are:

- IE7 built-in RSS read
- Firefox 3 built-in RSS read
- Wizz 3.0 freeware
- FeedDemon 2.7 freeware

Remember, the previous screen prints illustrate how CM/ECF RSS feed works within the IE7 built-in RSS read.

**Note:** A standard feature of Firefox 3 and Internet Explorer 7 browsers will update the feed on a regular basis.

You will need to research the available RSS reader software on the market to determine which product provides the best filtering capabilities for your office.

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF MISSOURI**



**Questions ?**

**Evaluation Time!**

**Thank You for  
your attendance**