

# CM / ECF NEWS

**Case Management**

**Electronic Case Filing**

## Introduction to CM/ECF

Case Management/Electronic Case Filing (CM/ECF) will be the new automated case management and electronic docketing system for the Middle District of North Carolina Bankruptcy Court. CM/ECF will provide a new, easy-to-use electronic case filing feature that will make life easier for attorneys by allowing you to file and view court documents over the internet.

Below you will find some frequently asked questions pertaining to the CM/ECF system. Detailed documentation will be provided along with training opportunities. The court believes that the new CM/ECF system will provide many benefits to all parties involved in the bankruptcy system. Included below is more information about CM/ECF:



### When is CM/ECF Coming to the Court?

Our current BANCAP docketing system will be replaced with the CM docketing system on October 14, 2003.

The new docketing system will change the appearance of information on PACER and Web-PACER, but should not otherwise impact attorneys or Trustees. Electronic Case Filing will be available soon after this conversion. The exact date has yet to be determined. What has been determined is that Electronic Case Filing will not be implemented until extensive training has been provided to attorneys and Trustees.

### What Kind of Training will be Provided ?

Comprehensive, hands on training will be provided by the Clerks Office, and it is currently anticipated that training classes will be scheduled in Greensboro and Winston-Salem. As soon as a training schedule is established, a notice will be posted on the Court's web page: <http://www.ncmb.uscourts.gov>. Additionally, as the time for implementation of Electronic Case Filing draws closer, online training modules will be made available on the Court's web page.

**CM / ECF  
Schedule  
USBC-MDNC**

**Conversion  
from Bancap to  
CM internally on  
October 14th**

**Training Dates  
for ECF will be  
posted on the  
court's web site  
before the end  
of the year**

### **How Will I Sign Documents ?**

The court will issue logins and passwords. Using your login and password to file a document will constitute using your legal signature.

### **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 through a court issued login and password. In addition, all CM/ECF activity will be logged.

### **What Do I Need to Use ECF?**

A personal computer running a standard platform such as Windows or Macintosh. Also:

- Word processing software
- Internet access and a web browser. The system has been certified with Netscape and Internet Explorer 5.5
- Software to convert documents into PDF
- Scanning equipment

### **What Does CM/ECF Offer?**

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 provides the following benefits:

- 24-hour access to filed documents over the Internet;
- Automatic email notice of case activity;
- The 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.

### **How Does it Work**

The electronic case filing system accepts documents in a portable document format (PDF). PDF retains the way a document looks, so the pages, fonts, and other formatting are preserved. Filing a document with the court's CM/ECF system is quite easy:

- Create the document using word processing software;
- Save the document to PDF format;
- Log onto the court's CM/ECF system using a court-issued username and password;
- Follow the set of simple prompts to provide information about the case, party, and type of document to be filed;
- Attach the PDF document and submit it to the court for filing (by pressing a submit button);
- Save or print the CM/ECF electronic receipt (emailed from the court) that confirms the document was filed.

### **Contact Information**

**If you have questions or need more information on CM/ECF you can send an email to:**

**[CMECFhelp@ncmb.uscourts.gov](mailto:CMECFhelp@ncmb.uscourts.gov)**

---

### **Local Rules**

**Proposed local rules regarding CM/ECF will be posted for comment on our web page soon.**

[www.ncmb.uscourts.gov](http://www.ncmb.uscourts.gov)