

CM/ECF



ADMINISTRATIVE GUIDE

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Registration

- I. Registration
 - A. Registration for participating in the ECF system in the Bankruptcy Court for the Middle District of North Carolina begins by reading, filling out and submission of the registration form. See Attachment A
 - B. Upon completing the training required by the court, a properly registered attorney admitted to practice in this court may become a Filing User. A Filing User is defined by the Local Bankruptcy Rules as a person who has been issued a log-in and password by the court, in order to file documents electronically.
 - C. Once registered, a Filing User may withdraw from participation in the system. Upon the receipt by the Clerks Office of a request to withdraw from participation the participant's password will be cancelled.
- II. Passwords
 - A. ***A Filing User must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the Filing User to immediately notify the court.*** This should include the resignation or reassignment of the person with authority to use the password. The attorney/participant should change the password immediately.
 - B. It is *strongly* recommended that each Filing User periodically change his or her password for security reasons.

Payment of Fees

- I. There is **no extra charge** for filing documents electronically through the ECF system.
- II. Credit Cards
 - A. All documents filed through the ECF system that require fees
 - 1. The fees must be paid by credit card through the ECF system.
 - B. All documents filed in paper form that require fees
 - 1. Payment by credit card will NOT be accepted

E-Mail Management

I. Introduction

- A. Becoming a Filing User will cause a participant to receive e-mail updates (or electronic notices) of case activity. An attorney will NOT receive these electronic notices for all activity in ALL cases, he or she will just get notices from cases the attorney has made an appearance in.
- B. These e-mails can be received in one of two ways.
 - 1. A Filing User may receive one e-mail for each filing. So if 5 documents are filed in a case, the Filing User would receive 5 separate e-mails; or
 - 2. The Filing User may elect to receive one e-mail at the end of each day in what is called a Daily Summary Report. The Daily Summary Report includes a list of all the activity from the previous day in all the cases the attorney is involved in.

Both e-mail formats include the case name, the case number, the docket text for the filing, a hyperlink to the case, and a hyperlink to the document filed.

II. One Free Look

- A. The hyperlink to the document affords a Filing User “one free look” at the document. The first time this link is clicked on the document will be brought up on the Filing User’s screen at which point it can be printed or saved on the Filing User’s computer without charge. Accessing the document through subsequent clicks on that hyperlink will result in the normal charges incurred through Pacer.

III. Multiple E-mail Accounts

- A. A Filing User can have the electronic notices sent to multiple e-mail accounts at the same time. This may be helpful if you wish to have a central repository in your firm for all e-mails or if you wish to have you assistant or paralegal also receive the e-mails. Each e-mail account is allowed the “one free look” tied to that individual e-mail address.

IV. Participation in Individual Cases

- A. Notice of Disinterest
 - 1. Should a Filing User wish to terminate his or her participation in an individual case, the Filing User should file a Notice of Disinterest. Upon filing the Notice of Disinterest the Filing User will no longer receive electronic notices in that individual case.
 - a. A Filing User representing a Debtor may NOT cease participation in a case without leave of the court.
- B. Participation in cases without making a formal appearance.
 - 1. A Filing User may receive electronic notices in case where the Filing User has not made an appearance by selecting the “Send Notices in these additional cases” option in Maintain User Accounts.

Proposed Orders

I. Submission of Proposed Orders through the ECF System

- A. **FORMAT:** The Court will be using a program that will allow our judges to sign orders electronically. Minor adjustments to format of Orders submitted electronically need to be made to accommodate this program.

SIGNATURE PAGE

1. A date line and a signature line should NOT be included on the signature page. Our program will automatically enter this information.
2. The bottom 2" of the signature page should be left blank.

SERVICE LIST

1. The page after the signature page should include the name of Debtor(s), the case number, and a list of parties (with addresses) to be served with the order.
2. Envelopes need not be submitted unless requested by the court.

These procedures should only be followed for orders submitted electronically through the ECF system. As required by Local Bankruptcy Rule 9022-1, orders submitted in paper form have to be accompanied by

- a certificate of service to be signed by the Bankruptcy Clerks Office,
- pre-addressed, stamped (or metered) envelopes for every party (except for Bankruptcy Administrator and Chapter 13 Standing Trustees) listed on the certificate of service, and
- sufficient copies of the Order for service by the Bankruptcy Clerks Office upon the parties listed on the certificate of service.

**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF NORTH CAROLINA**

Case Management / Electronic Case Filing

Filer Registration Form

This form shall be used to register for an account on the Court's Case Management/ Electronic Case Filing (CM/ECF) system. Registered attorneys and other participants will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents available for cases assigned to the CM/ECF system. The following information is required for registration:

First / Middle / Last Name: _____

Attorney Bar #: _____ State: _____

Firm Name: _____

Firm Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: (_____) _____

Fax Number: (_____) _____

E-Mail Address: _____

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases permitted by the U. S. Bankruptcy Court for the Middle District of North Carolina. It may be used to file and view electronic documents, docket sheets, and notices.
2. Filers will need a modern personal computer, Internet access, an Internet browser, and software to convert documents from a word processor format to a portable document format (PDF). More specific requirements including new Local Rules pertaining to CM/ECF can be found at the Court's website at www.ncmb.uscourts.gov.
3. Pursuant to Federal Bankruptcy Rule 9011, every pleading, motion, and other paper (except lists,

schedules, statements, or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. A Filing User's password issued by the court combined with the user's log-in, serves as and constitutes the Filing User's signature. Therefore, each Filing User must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the Filing User to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password, and the Filing User should change the password immediately.

4. An attorney's /participant's registration will constitute a waiver in lieu of conventional service of documents as provided in Local Bankruptcy Rules.
5. The undersigned attorney agrees to abide by the most recent Local Rules, General Orders, and all technical and procedural requirements set forth therein

I prefer training at the following time(s):

- Morning
- Afternoon
- Late afternoon

I file documents for the following parties:

- Trustee
- Debtor
- Creditor

I request that the following non-attorney members of my office be allowed to participate in a training class:

I have attended training and/or have been certified to file electronically in another district (district name: _____). NOTE: Being trained by another district does not preclude training in this district.

Please return this form to: U.S. Bankruptcy Court
Middle District of North Carolina
CM/ECF Registration
P.O. 26100
Greensboro, NC 27420-6100

Applicant Signature

State Bar ID #

Date