

## Accessing CM/ECF

The CM/ECF system is a web based software program. At this time Internet Explorer 6.0 and higher and Firefox 2.0 web browsers have been tested and recommended for use with this program. CM/ECF court users process cases through the federal courts' restricted intranet while attorneys and other public users will submit pleadings and view case data from the internet. Both court and external users have different levels of access to screens via menu selections and functionality as determined by their needs.

**STEP 1** To access the court's CM/ECF system, open your browser and enter the URL (address) <http://ecf.innb.uscourts.gov> (See Figure 1).



**Figure 1**

**NOTE:** For quick access to this site in the future, set a bookmark or add to your favorites.

The Back button on your navigation bar can be used to back up at any time. You will find that the Back button and the Forward button will allow you added flexibility in filing and viewing.

### **STEP 2** Login and Password

Internet users (attorneys, trustees and creditor filers) will use two sets of logins and passwords; one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) for queries and reports. Registered users will see a login screen for CM/ECF Filer or PACER Login as shown in **Figure 2**.

**CM/ECF Filer or PACER Login**  
 United States Bankruptcy Court Northern District of Indiana

**Notice**  
 This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
 To electronically file documents or to pay filing fees, please enter your ECF login and password issued by the court.  
 To review the court's docket or previously filed documents, please enter your PACER login and password issued by the PACER Service Center. PACER access fees of **\$ .08** per page, as approved by the Judicial Conference of the United States, will be assessed. Inquiries will be charged to your PACER login account. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long. *If you do not have a PACER login, you must register with the PACER Service Center online at <http://pacer.psc.uscourts.gov>. You may also register by calling 800-676-6856 or 210-301-6440.*

<p><b>Authentication</b></p> <p>Login: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Client code: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Login"/> <input type="button" value="Clear"/></p>	<p><b>IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:</b> All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with <a href="#">Fed. R. Bankr. P. 9037</a>. This requirement applies to all documents, including attachments.</p> <p><input type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.</p>
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**Figure 2**

Participants will initially enter their CM/ECF Filer login and password which has been issued by the court on this screen. This login and password allows electronic filing of documents; not access to reports or queries.

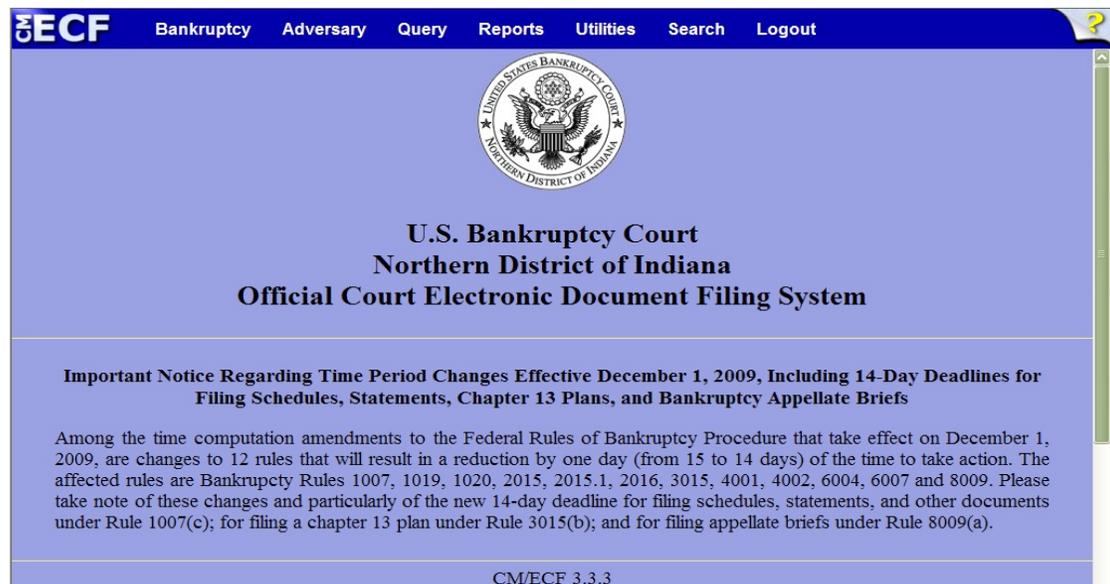
**Login** and **Password** fields are case sensitive. A login of thomask should not be entered as Thomask or THOMASK. The password cannot exceed 8 characters and should not include special characters (%,#,\$,%).

If an error is made before submitting the screen, clicking on the **[Clear]** button will delete the data and allow you to re-enter information.

The CM/ECF Filer or PACER Login screen (Figure 2 above) will subsequently reappear when users select any report or query selection from a CM/ECF menu. For PACER access, your account will be charged 8¢ per page viewed. The user will be advised of how many pages they have selected before completing the transaction. PACER information and registration is available at <http://pacer.psc.uscourts.gov>.

### STEP 3

The **CM/ECF MAIN MENU** screen is pictured in Figure 3.



**Figure 3**

Access to the various modules are provided by the blue Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view, search or print a docket sheet and generate reports.

This menu is also used to exit the system. The preferred method to exit CM/ECF is to click **Logout** on the CM/ECF Main Menu Bar.