



**United States Bankruptcy Court
Southern District of Florida**

Miami-Dade 305-714-1800
Broward 954-769-5700
West Palm Beach 561-514-4100

www.flsb.uscourts.gov

Destination: CM/ECF

Join the United States Bankruptcy Court, Southern District of Florida, as we embark on a journey into CM/ECF - a Case Management and Electronic Case Filing system designed by the Administrative Office of the U.S. Courts specifically for the federal courts. The case management and docketing portion of this program (CM) replaces aging software with a nationally-supported but flexible system that provides customizable docketing and reporting capability. The electronic case filing portion (ECF) allows registered users to file documents electronically over the internet. This brochure is a guide as we journey into the world of less paper.

Captain's Orders:

Guidance for using CM/ECF

An Administrative Order will be published which will provide guidance on CM/ECF prior to conversion. Also, our website will feature updated Court Guidelines, Clerk's Instructions and Training and Procedural Manuals.

When does the passage begin?

The court begins accepting electronic filings on June 1, 2005. Attorney training will begin prior to that date and will be on-going. Non-registered filers will continue to file documents as usual in paper format.

How are Electronic Case Files (ECF) created?

ALL documents are filed and stored in Portable Document Format (PDF). PDF documents can be created electronically with word processing software or they can be created utilizing scanning equipment and software.

How are documents filed?

Filing a document with the court's CM/ECF system is quite easy. Follow these steps:

- Create the document using word processing software or scan a paper document
- Save the document in PDF format
- Access the system using a court-issued login and password
- Follow a set of prompts to enter information about the case, party and document to be filed
- Attach the PDF document and press a submit button to file it with the court
- Save or print the CM/ECF electronic receipt e-mailed from the court confirming that the document was filed

How will the public access files?

Electronic access to court data will remain available through the web-based Public Access to Court Electronic Records (PACER) program. Registered ECF parties receive one free copy of documents filed electronically, and additional copies are available to view or download at a cost of \$.08 cents per page. Anyone without a PACER account may access documents via "read only" public terminals at the clerk's office during business hours.

Are there added fees?

There are no added fees for filing documents using CM/ECF, however existing filing fees do apply.

How are filing fees handled?

Filing fees associated with electronically filed documents are paid by way of a secured credit card internet transaction at the time of filing. The user is provided a transaction number upon successful completion of the transaction.



What are the recommended system requirements?

- A computer running a standard operating system (Windows 98 or later; Mac O/S 8.8 or later) with 256 MB RAM, a Pentium II 500 Mhz processor and a 20 GB hard drive
- A word processor software such as MS Word or Corel WordPerfect
- A DSL or T1 INTERNET connection
- Netscape Navigator version 4.6x or higher or Internet Explorer version 5.5 or higher
- Software that converts documents to PDF (e.g., full version of Adobe Acrobat)
- A scanner with an automatic document feeder to image documents that are not created in your word processor

Visit our website for a comprehensive list of system requirements.

How secure is CM/ECF?

CM/ECF has many security features. It has passed an evaluation by the National Security Agency. Access to the system is available only to registered users through a court-issued login and password.



How do registered users benefit from CM/ECF?

- 24-hour access via the INTERNET
- Automatic e-mail notice of case activity
- The ability to download and print documents directly from the system
- Concurrent access by multiple parties
- Secure and reliable storage of documents
- Potential savings - reduction in courier, postage, copying, and other costs
- Expanded search and reporting capabilities
- Ability to submit proposed orders electronically



How do I register for training?

A Registration Form will soon be available on our website. All attorneys authorized to practice in this district may become registered users of CM/ECF upon completion of a required training program.

What type of training will be provided?

On-site training at each divisional office will be provided free of charge to attorneys and their staff. The court is seeking CLE approved designation for Florida Bar credits for these classes, which will provide:

- Instruction on accessing the CM/ECF application using an internet browser
- How to file bankruptcy and adversary cases, as well as most related documents
- Detailed instruction on researching the electronic docket, as well as the reports available to each registered user
- How to create or convert any document to a PDF format
- Instruction on uploading a proposed order
- Much more, including an interactive forum for discussion about all filing issues



Who do I contact for more information?

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