

**U.S. BANKRUPTCY COURT  
SOUTHERN DISTRICT OF FLORIDA**

Software, Service, and Hardware Requirements For Electronic Case Files (ECF)

## Software

### PDF software

All documents filed in ECF must be in PDF (Portable Document Format) with the exception of the case mailing matrix, which is required to be in text format. Petition preparation software often has this PDF-conversion feature built-in. Some word processing software also has this feature built-in; however, converting documents to PDF via a word processing software's built-in feature is highly discouraged (*Example*: Do not use Corel WordPerfect's "Publish to PDF" command).

*Example of PDF software*: Adobe Acrobat 6.0 *Note*: Adobe Reader can be downloaded from the Internet free which allows you to read PDF documents. However, the full version of the Adobe Acrobat software is needed to convert and/or save documents to PDF.

### Operating System

The following have been tested and certified to work with ECF:

- Windows 98, 2000
- Windows ME, XP
- Windows NT (4.0 with Service Pack 5 or 6)
- MAC OS 8.8, 9.0.4 or 9.1

### Browser

You must use a browser that provides security via 128-bit encryption in order to pay filing fees over the internet. The following have been tested and certified to work with ECF:

- Netscape Navigator, v.4.6x, 4.7x ([www.netscape.com](http://www.netscape.com))
- Microsoft's Internet Explorer v.5.5 ([www.microsoft.com](http://www.microsoft.com))

*Note*: Netscape 6 and AOL's version of Netscape are not recommended for use with ECF.

### Word Processing software

*Examples*: Corel's WordPerfect 9.0 or MS Word 97

### Security software

*Recommended*: Firewall (software or hardware based). Anti-virus software that is regularly updated.

## Service

### Internet Connection

Connections can be made at speeds less than the recommended 56 kps, however, system performance will be less than optimal. *Minimum*: Internet Service Provider (ISP) using point-to-point protocol (PPP) capable of a minimum connection speed of 56 kps. *Recommended*: T1, DSL, ISDN or cable modem connection for high volume filers.

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## **Hardware**

### **Personal Computer**

An IBM-compatible or MAC personal computer with a monitor, keyboard and mouse.

*Minimum:* 15" color monitor. *Recommended:* 17" color monitor will provide you with a larger viewing area. You may find that you do not have to cursor down as much to read a full page.

### **Random Access Memory (RAM)**

The more memory that you have the faster your documents can be processed, such as when you are scanning and/or converting to PDF format. *Minimum:* 128 MB *Recommended:* 256 MB

### **Hard Drive**

When choosing a hard drive, look at the type and size of the software that you use, and plan for the storage of the electronic documents. Scanned PDF files will be larger than those files which are created in a word processing application and converted to PDF. *Minimum:* 115 MB *Recommended:* 20 to 80 GB. One gigabyte is equal to one billion bytes. You will find that 20 to 80 GB hard drives are standard in the current PC market.

### **Processor**

The processor speed of the PC could impact the response time of the CM/ECF application.

*Minimum:* Pentium/equivalent or higher. *Recommended:* Pentium II, 500 Mhz

### **Modem**

*Minimum:* 56 kps *Recommended:* DSL

### **Scanner/ Imaging**

A scanner is needed for a document that is not stored in a word processor/electronic format (e.g. exhibits). Even though scanners are capable of scanning to much higher resolutions than as noted, DO NOT scan and file PDF documents scanned in gray scale or color format. *Minimum:* 300 x 300 resolution *Recommended:* 300 x 300 resolution with a scan mode of black and white