

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

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

**Clerk's Instructions for  
Electronic Public Access Services**

**DIRECTORY OF PUBLIC ACCESS SERVICES**

**VCIS - Voice Case Information System**

This service allows access to the court's database for basic case information by means of a touch tone telephone. A participant's name, case number or SS# or Tax ID must be typed on the telephone keypad and if matched, corresponding case information will be read by the computer to the calling party.

Telephones: (305) 536-5979, 536-5696, 536-5972, 536-5973 and (800) 473-0226

**Court Web Site: <http://www.flsb.uscourts.gov>**

Anyone with access to the Internet can visit our web site to obtain a wide array of court information. Features that are available on our web site include: general court information (such as court locations, office hours, and staff directory), local rules, administrative orders, and local and official forms, filing and fee information, judges' hearing calendars, court opinions, latest court news, employment information, FAQ's, pages with information for the pro se party, and links to related web sites.

**ECF/PACER - <https://ecf.flsb.uscourts.gov>**

ECF/PACER is a federal Judiciary fee-based electronic public access service that allows Internet users to obtain case and docket information from federal appellate, district and bankruptcy courts. Information available includes listings of new filings, case information accessible by case number, participant's name, or by SS#/Tax I.D., docket information for non-archived cases, updates of claims registers, and creditor mailing lists. Those wishing to access the ECF/PACER system will need to register with the PACER Billing and Support Center (<http://pacer.psc.uscourts.gov>), in order to establish a subscriber account and obtain the proper access codes.

## **Public Query Terminals**

For viewing and/or printing case documents, docket sheets or claims registers, public query terminals are located at the intake section in the Miami, Fort Lauderdale and Palm Beach offices (see last page for fee schedule).

# VCIS

## Voice Case Information System

### ***What Does VCIS Offer?***

*Dialing in from any touch tone phone will enable you to hear the latest information on a case, including:*

- ▶ *Case Number*
- ▶ *Name of debtor or parties*
- ▶ *Social Security # (last 4 digits only) and/or Tax I.D.*
- ▶ *Case filing date or reopened date*
- ▶ *Voluntary or involuntary filing*
- ▶ *Case Chapter*
- ▶ *Business or Consumer*
- ▶ *The attorney for the case*
- ▶ *Date converted & converted chapter*
- ▶ *The trustee*
- ▶ *The Judge*
- ▶ *The status of the case*
- ▶ *341 meeting date, time, place\**
- ▶ *Deadline to file claims\**
- ▶ *Discharge and closed date*
- ▶ *Disposition*
- ▶ *If the case has assets*

*\*Expired deadlines will not be reported.*

### ***What do I Need To Use It?***

*All you need is a standard touch tone phone. The information you select will be read to you by a computer generated synthetic voice.*

### ***How Much Does VCIS Cost?***

*This information service is provided free of charge.*

### ***When Is It Available?***

*As a rule you may call for information at any time, 7 days a week. The only exception is when system maintenance is occasionally being performed.*

### ***How Do I Find A Case?***

*When you call the special VCIS number, the computer will answer the phone and ask you to press "1" to hear instructions, "2" to search by case number, "3" to search by participant name, or "4" to search by SS # or tax i.d. #. Using your telephone keypad, enter the case number or the name of the debtor. A few seconds after pressing the # key the computer will read the most recent information available about the case.*

*If there is more than one name found, it will read up to 5 cases. If you are not interested in the case that is being read, press any key to go on to the next case.*

### ***To Access VCIS Call:***

***(305) 536-5979, 5696, 5972, 5973 or  
(800)-473-0226***

# Court Web Site:

<http://www.flsb.uscourts.gov>

## About our Web Site...

The Bankruptcy court now offers a considerable amount of information through its web site, available to anyone with access to the Internet. This service is available virtually 24 hours a day, except during brief periods for necessary maintenance.

Our site has been designed and tested to provide visitors with easy access to most essential court information, using a set of clearly-marked navigation buttons on the left side of each page. In addition, our site includes a “frequently asked questions” button (FAQ), which answers many technical questions that customers may have, such as: Which browsers are compatible with this site? What screen resolution should I use when viewing this site? What “add-on” programs do I need in order to view the documents that are available?

PLEASE NOTE: There is no access fee charged for using the court’s Internet web site.

## SUMMARY OF SERVICES

- ▶ Courthouse street addresses, “how do I get there?” directions, court staff directories, color-coded maps showing the cities belonging to each of the court’s three divisions, a display of judges assigned to each division, and special procedures that pertain to each judge.
- ▶ A list of all court local rules, current administrative orders, local forms, court’s guidelines and clerk’s instructions, an interactive proof of claim form that can be filled out on-screen (Adobe Acrobat Reader is required), and official bankruptcy forms.
- ▶ Separate informational pages for debtors and creditors not represented by attorneys.
- ▶ Court office hours, location of files, Chapter 7 trustee list, register of mediators, post judgment interest rates, attorney admissions information, ADA information.
- ▶ Case information, including links to: ECF/PACER (please note: an access code is required to enter ECF/PACER), Chapter 13 341 first meeting and confirmation hearing dates, Chapter 13 trustees’ web sites, case filing statistics, and a list of bankruptcy cases closed the previous week.
- ▶ Filing fee schedules, filing requirements, and after-hours filing locations.
- ▶ Judges’ hearing calendars.
- ▶ Court opinions (published opinions and selected unpublished orders).
- ▶ Latest court news.
- ▶ Links to other related web sites.

**If you have questions or comments regarding our web site, you may send us an e-mail by addressing it to: [Webmaster\\_FLSB@flsb.uscourts.gov](mailto:Webmaster_FLSB@flsb.uscourts.gov).**

# ECF/PACER

<https://ecf.flsb.uscourts.gov>

## ABOUT ECF/PACER...

ECF/PACER is a service which allows you to retrieve case information, docket summaries, and images of bankruptcy case documents and their attachments from your home or office using your personal computer (equipped with an Internet browser and software that reads PDF files, i.e. Adobe Acrobat Reader). This service is available throughout the day, except for brief periods for necessary system maintenance.

All case information entered into the court's case management system (also known as CM/ECF), including all bankruptcy case documents that are scanned into this system, are accessible through the ECF/PACER system almost immediately. The following information is provided: listing of cases filed, discharged, dismissed, or closed, claims registers, docket reports (with links to case documents in PDF format) and creditor mailing lists. You may have this information transmitted to you, ready to print on your own printer, or saved as files on your pc.

PLEASE NOTE: An access fee of \$.08 per page viewed is assessed for access to PACER service on the Internet, with certain exceptions (see last page for a fee schedule).

**For more information on ECF/PACER, inquire at the Intake counter, register by calling 1-800-676-6856, or visit the PACER Service Center web site at <http://pacer.psc.uscourts.gov>.**

## SUMMARY OF SERVICES

Features include:

- ▶ Use Internet Explorer, an easy, "point-and-click" interface, to request and retrieve listings of new cases, docket sheets, case documents, and claims information using your PC equipped with Internet access.
- ▶ Request claims registers, creditor lists, and bankruptcy document images (PDF format), searching by case number, participant's name, or SS#/Tax I.D. number. Note: Only the last 4 digits of the SS# will be displayed.
- ▶ View individual proofs of claim and attached documents on your PC (in PDF format).
- ▶ NOTE: Claim forms and attachments for all asset cases filed in the court as of September 1, 1993 are available through ECF/PACER; additionally, all documents filed in the court as of October 17, 2005 are also now available (as PDF files).

**ELECTRONIC PUBLIC ACCESS FEE SCHEDULE**

*(Issued in accordance with 28 U.S.C. § 1913, 1914, 1926, 1930, 1932)*

As directed by Congress, the Judicial Conference has determined that the following fees are necessary to reimburse expenses incurred by the judiciary in providing electronic public access to court records. These fees shall apply to the United States unless otherwise stated. No fees under this schedule shall be charged to federal agencies or programs which are funded from judiciary appropriations, including, but not limited to, agencies, organizations, and individuals providing services authorized by the Criminal Justice Act, 18 U.S.C. § 3006A, and bankruptcy administrator programs.

- I. For electronic access to court data via a federal judiciary Internet site: eight cents per page, with the total for any document, docket sheet, or case-specific report not to exceed the fee for thirty pages— provided however that transcripts of federal court proceedings shall not be subject to the thirty-page fee limit. For electronic access to an audio file of a court hearing via a federal judiciary Internet site: \$2.40 per audio file. Attorneys of record and parties in a case (including *pro se* litigants) receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. No fee is owed under this provision until an account holder accrues charges of more than \$10 in a quarterly billing cycle. Consistent with Judicial Conference policy, courts may, upon a showing of cause, exempt indigents, bankruptcy case trustees, individual researchers associated with educational institutions, courts, section 501(c)(3) not-for-profit organizations, court appointed pro bono attorneys, and pro bono ADR neutrals from payment of these fees. Courts must find that parties from the classes of persons or entities listed above seeking exemption have demonstrated that an exemption is necessary in order to avoid unreasonable burdens and to promote public access to information. For individual researchers, courts must also find that the defined research project is intended for academic research, and not for commercial purposes or internet redistribution. Any user granted an exemption agrees not to sell for profit the data obtained as a result. Any transfer of data obtained as the result of a fee exemption is prohibited unless expressly authorized by the court. Exemptions may be granted for a definite period of time and may be revoked at the discretion of the court granting the exemption.
- II. For printing copies of any record or document accessed electronically at a public terminal in the courthouse: ten cents per page. This fee shall apply to services rendered on behalf of the United States if the record requested is remotely available through electronic access.
- III. For every search of court records conducted by the PACER Service Center, \$26 per name or item searched.
- IV. For the PACER Service Center to reproduce on paper any record pertaining to a PACER account, if this information is remotely available through electronic access, 50 cents per page.
- V. For a check paid to the PACER Service Center which is returned for lack of funds, \$45.

## **JUDICIAL CONFERENCE POLICY NOTES**

Courts should not exempt local, state or federal government agencies, members of the media, attorneys or others not members of one of the groups listed above. Exemptions should be granted as the exception, not the rule. A court may not use this exemption language to exempt all users. An exemption applies only to access related to the case or purpose for which it was given. The prohibition on transfer of information received without fee is not intended to bar a quote or reference to information received as a result of a fee exemption in a scholarly or other similar work.

The electronic public access fee applies to electronic court data viewed remotely from the public records of individual cases in the court, including filed documents and the docket sheet. Audio files of court hearings do not include naturalization ceremonies or appellate oral arguments. Electronic court data may be viewed free at public terminals at the courthouse and courts may provide other local court information at no cost. Examples of information that can be provided at no cost include: local rules, court forms, news items, court calendars, opinions, and other information – such as court hours, court location, telephone listings – determined locally to benefit the public and the court.

**Application for Exemption from the  
Judicial Conference's Electronic Public Access Fees  
in the District of \_\_\_\_\_**

In support of this application, I provide the following:

1) I am an individual researcher associated with \_\_\_\_\_.

2) The data received will be used in my research project:

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(Attach additional sheets as necessary)

3) An exemption from the Judicial Conference's Electronic Public Access Fee is necessary in order to avoid unreasonable burdens and to promote public access to information.

4) I understand that this fee exemption will apply only to me, will be valid only for the purposes stated above, and will apply only to the electronic case files of this court that are available through the PACER service.

5) I agree that any data received through this exemption will not be sold for profit, will not be transferred, will not be used for commercial purposes, and will not be redistributed via the Internet.

Declaration: I declare that the above information is true and understand that a false statement may result in abolishment of my exempt access and an assessment of Electronic Public Access usage fees.

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Printed name