

# Accessing CM/ECF

Registered users will be given a login and password by the court. To access the CM/ECF system, use the Netscape Navigator 4.7 or Internet Explorer 5.5 web browser. Both court and external users can have different levels of access to screens and functionality as determined by their needs.

- STEP 1** To access the court website, open Netscape Navigator or Internet Explorer and enter the URL (address) of the court's computer in the browser's Location field. (See Figure 1.)



Figure 1

Familiarity with browser navigation and functionality is recommended for successful and efficient use of this system.

- STEP 2** The **CM/ECF CERTIFICATE NAME CHECK** screen displays next. You may see a series of security screens similar to these. (See Figure 2.)



Figure 2

- ◆ Click **[Continue]** and read the security information until the **[Finish]** button appears.

**STEP 3** The **CM/ECF LOG-IN** screen will then display. (See Figure 3.)

**ECF/PACER Login**

**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**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. 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.

**Authentication**

Login:

Password:

client code:

**Figure 3**

- ◆ Enter your **Login** and **Password**. These fields are case sensitive. A login of thomas should be entered the same, your password will be assigned by the court.
- ◆ If an error is made before submitting the screen, clicking on the **[Clear]** button will delete the data and allow you to reenter information.
- ◆ Click **[Login]**.

**STEP 4** The **CM/ECF MAIN MENU** screen displays. (See Figure 4.)

Starter Database Area - Netscape

File Edit View Go Window Help

Location: [https://ect-test.arw.uscourts.gov/cgi-bin/login.pl?974704700062305-L\\_962\\_0-1](https://ect-test.arw.uscourts.gov/cgi-bin/login.pl?974704700062305-L_962_0-1)

Back Forward Reload Home Search Netscape Print Security Stop

**ECF** Bankruptcy Adversary Query Reports Utilities Logout



**U.S. Bankruptcy Court**  
**Arkansas Eastern/Western Test Database**  
**Official Court Electronic Document Filing System**

*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152 and 3571.*

Welcome to the U.S. Bankruptcy Court for the Arkansas Eastern/Western Test Database Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system.

Start Marie Parrish cc... Module 1 WordPerfect 9... Starter Datab... 12:28 PM

- ◆ Access to the various modules are provided by the Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing one to file documents, query, view or print a docket sheet, generate reports or maintain the system.
- ◆ This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.

## Public Access

Bankruptcy case information on CM/ECF is available to the public through participating court internet sites. For instance, the bankruptcy court in the Eastern & Western District of Arkansas can be accessed by typing this URL, [www.arb.uscourts.gov](http://www.arb.uscourts.gov)) in the Location Box of your browser.

Inquiries can be made through [Public Case Query](#) which provides search capabilities by case number or name.

(See Figure 5)

**Query**

**Search Clues**

Case Number  (Example: 99-80013)

Last Name  (Examples: Desoto, Des\*1)

First Name  Middle Name

SSN  Tax ID

Type

NOTICE: Access to the information in this system is currently available at no charge; however, a user fee, approved by the Judicial Conference of the United States, may be applied in the future.

**Figure 5**

Additionally, [Public Case Information](#) gives anyone access to the CM/ECF Cases Report. This information is current and is updated with activity. The selection screen for the Cases Report is pictured in **Figure 6**.

**Cases Filed Report**

Selection Criteria\*

Terminal Digit:

Case Type:

Chapter:

Office:

Trustee:

Sort by: 1st  2nd  3rd  4th

Date	Filed	Entered	Discharged	Dismissed	Closed	Converted
Start	<input type="text" value="1/1/1990"/>	<input type="text"/>				
End	<input type="text" value="01/05/2001"/>	<input type="text"/>				

\* blank field means field is not used for selection

Open Cases Only     Show Borders on Report

  

Figure 6

- ◆ When an attorney or other external filer selects a menu option from Reports, Query or the Claims Register, they will be presented with the Public Access to Electronic Records (PACER) screen. (See Figure 7.) Users must already be registered with the PACER system to have a login and password. Note the information on the screen below.

**CM/ECF**    Bankruptcy • Adversary • Query • Reports • Utilities • Logout

301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. 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.

**Authentication**

Login:

Password:

Client code:

Make this my default PACER login

  

Figure 7

- ◆ When a copy of the **Notice of Electronic Filing** is mailed to each subscriber on the case, the following message will display at the top:

**\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\***

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.