UTILITIES

YOUR ACCOUNT

♦ ***MAINTAIN YOUR ECF ACCOUNT***

This function allows the user to update personal information and instructions about email notification.

STEP 1 Select **Utilities** from the Main Menu, click on **Maintain Your ECF Account** link from *Your Account* menu. The Maintain User Account Screen will display.

STEP 2 Make appropriate changes or additions to name, address, telephone number.

Other buttons available on this screen are:

- **Email Information:** This button allows the user to specify how they would like to be notified of CM/ECF filings and the email address at which they want to receive the notification, refer to Step 3 for further instructions.
- **More User Information:** This button allows the user to change their login name and/or password, refer to Step 4 for further instructions.
- Click on **Submit** button upon completing all changes/additions
- Click on **Clear** button to clear changes you may have made

STEP 3 Upon clicking on **Email Information** button, the e-mail information for your account screen will display. The fields include the following:

- **Primary e-mail address** - specify complete e-mail address for notification to be sent
- **Send the notices specified below** - select one or both options
  - **to my primary e-mail address**
  - **to these additional e-mail addresses** - add additional e-mail addresses in text box

- To receive notices for a case in which you are not involved, check the box **Send notices in these additional cases** and key the case number(s) in the text box *(please note: there is a character limit of 250)*
- Select the appropriate radio button: to receive notice of electronic case filing for each case (**Send a notice for each filing)** or a summary report containing all cases (**Send a Daily Summary Report)**
- **Format Notices** - Select the appropriate format for how notices should be sent.
    - **html format for Netscape or ISP e-mail service**
    - **text format for cc:Mail, GroupWise, other e-mail service**

  ☛ *TIP - The format of the notices will depend on the type of e-mail system in your individual office.*
- Click on **Return to Account Screen** to continue making changes to your account and/or to submit changes once completed
- Click on **Clear** button to clear changes you may have made

STEP 4 Upon clicking on **More User Information** button, information relating to your login and password will display.

- **Login** - Use this feature to change your login
- **Password** - Use this feature to change your password. When you type a new password, it is readable, however when you access this screen again, the password will be hidden.
- Click on **Return to Account Screen** to continue making changes to your account and/or to submit changes once completed
- Click on **Clear** button to clear changes you may have made

STEP 5 After making appropriate changes/additions and you click **Submit**, the system will display all cases you are involved. Several options appear:

- **Update All** - default selection, click **Submit** button to have the changes/additions you made spread to all your cases.

- TO have address update spread to specific cases, but not all, hold down **<CTRL>** key on keyboard while clicking on specific cases
- Click on **Submit** button to update your account
- Click on **Clear** button to clear selection

STEP 6 After clicking submit, the system will display update information screen. To continue, click on the Main Menu option of your choice.

♦ ***VIEW YOUR TRANSACTION LOG***

This screen displays details of all transactions (docketing) that the current user has entered into CM/ECF for a specified time period.

STEP 1 Select **Utilities** from the Main Menu, click on **View Your Transaction Log** link from the *Your Account* menu. Complete the **Start Date** and **End Date** for the report to run.

STEP 2 Click **Submit** after completing the date selection or **Clear** to reset search criteria**.** The transaction log screen will appear.

STEP 3 Click **Print** from browser toolbar to print transaction log.

MISCELLANEOUS

♦ *LEGAL RESEARCH*

The Legal Research hyperlink has several categories. These can all be accessed by clicking on **Utilities** on the main menu and **Legal Research** under the *Miscellaneous menu.*

Law Dictionary

This option links to a Website "researched, written in plain language and provided free of charge by lawyer Lloyd Duhaime"

STEP 1 Select **Utilities** from the Main Menu, click on **Legal Research..** link from *Miscellaneous* menu.

STEP 2 Select **Law Dictionary** from the *Legal Research* main menu.

Medical Dictionary

This option links to the On-Line Medical Dictionary provided by the CancerWEB Project (sponsored by British Telecommunications).

STEP 1 Select **Utilities** from the Main Menu, click on **Legal Research..** link from the *Miscellaneous* menu.

STEP 2 Select **Medical Dictionary** from the *Legal Research* main menu.

Westlaw via the Internet

This option links to the Westlaw's commercial website. A subscriber account is needed.

STEP 1 Select **Utilities** from the Main Menu, click on **Legal Research..** link from the *Miscellaneous* menu.

STEP 2 Select **Westlaw Via the Internet** from the *Legal Research* main menu.

♦ *MAILINGS*

The mailings hyperlink has several categories. These can all be accessed by clicking on **Utilities** on the main menu and **Mailing** under the *Miscellaneous menu.*

Creditor Mailing Matrix

The *Creditor Mailing Matrix* report displays the list of creditors for a specific case. The list contains those creditors uploaded at case opening and may or may not include parties that have filed/docketed a pleadings to the case. All creditors on this report were added through the Creditor Maintenance option of the system and used by the BNC (Bankruptcy Noticing Center) for Court generated notices.

STEP 1 Select **Utilities** from the Main Menu, click on **Mailings**.. link from the *Miscellaneous* menu.

STEP 2 Click **Creditor Mailing Matrix** from the *Mailings* main menu.

- Case Number
- Click to select appropriate **Format** radio button
- Click on **Run Report** or **Clear** to reset search criteria

STEP 3 The search results screen will display listing the creditors for the specified case.

Mailing Info for A Case

Displays a list of those who receive e-mail notices and those whose require manual noticing for a specific case.

STEP 1 Select **Utilities** from the Main Menu, click on **Mailings**.. link from the *Miscellaneous* menu.

STEP 2 Click **Mailing Info for A Case** from the *Mailings* main menu.

- Enter the Case Number
- Click on **Submit** to continue or **Clear** to reset

STEP 3 **Mailing Information** screen will display for specified case

Mailing Labels by Case

This report will display the name/address data in label format for a specific case. Parties that appear on this report consist of both uploaded creditors form schedules AND parties who have filed a pleading in the case. This will provide a complete service list to Participants.

STEP 1 Select **Utilities** from the Main Menu, click on **Mailings**.. link from the *Miscellaneous* menu.

STEP 2 Click **Mailing Labels by Case** from the *Mailings* main menu. The mailing labels by case screen will display for user to specify what types of participants to be displayed.

- Enter the Case Number
- Report defaults to **All,** to select all participants for case **OR** you may select specific **Participants or Creditors** from drop down list

☛ *TIP - To select more than one participant or creditor, press <CTRL> on the keyboard and select all items to be included in search.*

- **Judge/Attorney/Debtor's Attorney(s)/US Trustee/Trustee** - Click in box to include one or more of these
- **Print Format** - Select and click print format from list (1, 2 or 3 columns)

STEP 3 Click **Next** to continue or **Clear** to reset.

Mailing Labels by Recipient Type

This list is used to create mailing labels by recipient type in general, not specific to one case.

STEP 1 Select **Utilities** from the Main Menu, click on **Mailings**.. link from the *Miscellaneous* menu.

STEP 2 Click **Mailing Labels by Recipient Type** from the *Mailings* main menu. The mailing labels by case screen will display for user to specify what types of recipients to be displayed.

STEP 3 Select from the following for the labels:

- Trustees for chapter(s): Select one or more chapters, or select the blank field to return a list of all Trustees.
- Judges, Attorneys, Debtor's attorney(s), US Trustee: Check one or

more boxes for a list of all names/addresses of persons of this type.

STEP 4 Click **NEXT** to display the formatted labels on the screen. To produce printed labels, you must use the browser's print function, or copy the screen contents into a word processor. If you have selected 3-column format, you must specify "landscape" mode for printing.

> ☛ *TIP - To select more than one recipient, press <CTRL> on the keyboard and select all items to be included in search.*

♦ *VERIFY A DOCUMENT*

Verify a document hyperlink verifies that the electronic "signature" of a document is the same as when the document was filed. If it is different, the document has been altered.

STEP 1 Select **Utilities** from the Main Menu, click on **Verify a Document** link from the *Miscellaneous* menu.

STEP 2 **Verify Document(s)** selection screen appears. Enter the following information:

- Case Number
- Document Number

STEP 3 Click on **Next** to continue or **Clear** to reset

STEP 4 **Verify Document(s)** screen appears displaying information regarding PDF document.