

# CM/ECF Administrative Procedures for Filing, Signing, Retaining, and Verification of Pleadings and Papers

## United States Bankruptcy Court Northern District of Alabama



Exhibit to Local Bankruptcy Rule 5005-4

Updated May 2019

## Introduction

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These CM/ECF Administrative Procedures for Filing, Signing, Retaining, and Verification of Pleadings and Papers (the “Procedures”) are designed to assist attorneys and others who file with the United States Bankruptcy Court for the Northern District of Alabama (the “Court”), by setting forth basic procedures for filing documents under the Court’s Case Management – Electronic Case Filing System (“CM/ECF” or “CM/ECF System”). Registered users of the Court’s CM/ECF System are referred to herein as “Participants.” The Procedures address processes for filing documents by electronic transmission using CM/ECF. The Procedures apply to all documents filed in this Court by Participants. The Procedures govern access to, and usage of, the CM/ECF System, supplementing Local Bankruptcy Rule 5005-4.

The Procedures are critical to CM/ECF training but are in no way a summary or substitute for the detailed, step-by-step filing instructions received in formal CM/ECF training. The Court’s website provides practice pointers, <https://www.alnb.uscourts.gov/attorney-resources>. Additional information and electronic training modules are available through PACER’s website, <https://www.pacer.gov/ecfcbt/bkm>.

This document is not a comprehensive guide to all aspects of the CM/ECF System as it cannot address every contingency which may arise during the course of filing documents. Any questions about these Procedures may be directed to the Court’s CM/ECF Help Desk by email at [ecf\\_train@alnb.uscourts.gov](mailto:ecf_train@alnb.uscourts.gov) or by calling (205) 714-4000.

## Enabling Rules

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### **Fed. R. Bankr. P. 5005(a)(2) Filing by Electronic Means.**

An entity represented by an attorney shall file electronically unless nonelectronic filing is allowed by the Court by local rules or for good cause. An unrepresented individual may file electronically if allowed by Court order. The Court may by local rule permit documents to be filed, signed, or verified by electronic means that are consistent with technical standards, if any, that the Judicial Conference of the United States establishes. A document filed by electronic means in compliance with a local rule constitutes a written paper for the purpose of applying these rules, the Federal Rules of Civil Procedure made applicable by these rules, and § 107 of the Bankruptcy Code.

### **Fed. R. Bankr. P. 9036 Notice by Electronic Transmission.**

Whenever the Clerk of the Court (“Clerk”), or some other person as directed by the Court, is required to send notice by mail and the entity entitled to receive the notice requests in writing that, instead of notice by mail, all or part of the information required to be contained in the notice be sent by a specified type of electronic transmission, the Court may direct the Clerk or other person to send the information by such electronic transmission. Notice by electronic transmission

is complete, and the sender shall have fully complied with the requirement of notice, when the sender obtains electronic confirmation that the transmission has been received.

### **Local Bankruptcy Rule 5005-4 Electronic Filing.**

The Clerk may accept for filing documents submitted, signed, verified or served by electronic means that are consistent with technical standards, if any, that the Judicial Conference of the United States establishes and that comply with the administrative procedures established by the Court.

### **Administrative Orders**

From time to time the Court enters administrative orders governing practice procedures. These orders may include governance of the use of CM/ECF. All administrative orders may be viewed on the Court's website at: <https://www.alnb.uscourts.gov/court-info/local-rules-and-orders>.

## **Technical Requirements**

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- A personal desktop or laptop computer - with a current operating system (Windows 8.1 or higher) including updated virus protection software;
- Internet access - The faster the Internet connection, the easier CM/ECF is to use. It is recommended that Participants obtain fast access to the Internet using DSL, cable, or T-1 lines (Wi-Fi is not recommended while communicating with CM/ECF);
- A printer;
- A scanner - Documents that are not on a Participant's computer in the form of word processing or Portable Document Format (PDF) must be scanned to be filed electronically;
- Word processing software - Microsoft Word ("Word") is preferred, although the use of other word processors is permitted;
- PDF converter software - Adobe Acrobat is preferred, although the use of other PDF converters is permitted. This product converts document files to a PDF format that is acceptable to file in CM/ECF;
- Adobe Fillable Forms – when using a PDF fillable form, the user must lock or "flatten" the PDF document after completing the form fields by selecting Print to PDF;
- An Internet browser - CM/ECF compatibility has been tested with Mozilla Firefox, Microsoft Internet Explorer 11, and Microsoft Edge;
- A PACER account - to file, access reports and documents in the CM/ECF database;
- A valid credit card, debit card, or ACH - acceptable for payment of filing fees via CM/ECF; and
- Even though it is not required, the increased productivity of professional bankruptcy software with the case upload feature may justify the additional cost.

## Scanning Guidelines

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- Resolution should be set to 200 dpi or a maximum 300 dpi. Image type should be set to black and white drawing (not gray scale or color).
- “Scanned Image Output” or “Save As” format should be PDF. Check your scanner software manual for information on how to set output type.
- Review the PDF generated for accuracy (missing pages, etc.) prior to uploading to CM/ECF. The PDF conversion can be done with a software package such as Adobe Acrobat, if needed.
- The PDF size may not exceed 5MB (5,120 KB).
- Legal sized documents (8 ½ by 14 inches) must be converted to letter size (8 ½ by 11 inches) prior to being scanned.

## CM/ECF Operations Help Desk

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Questions regarding CM/ECF, procedures, systems or technical support can be sent to [ecf\\_train@alnb.uscourts.gov](mailto:ecf_train@alnb.uscourts.gov) or call 205-714-4000.

## CM/ECF Registration

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**Starts the process to gain access to the court’s database to allow users to file electronically.**

### Step 1 Admitted to Practice

To register for full filing privileges (a "Full Participant"), the Participant must be an attorney admitted to, and in good standing with, the United States District Court for the Northern District of Alabama. NOTE: Admission to the District Court for the Northern District of Alabama must be renewed every five (5) years.

### Step 2 Training

A Participant must complete the training provided by the Court and learn the basics of filing documents before the Clerk will issue a login and password to the “Live” CM/ECF database. Training requirements may be waived for individuals who are registered users of another bankruptcy court's CM/ECF System.

### Step 3 PACER Registration

Each filer must register for an individual PACER account at <https://www.pacer.gov/> before requesting e-filing privileges with the Court.

#### Step 4

##### ALNB E-Filing Registration

Attorneys requesting new e-filing accounts must make the requests through their PACER account at <https://www.pacer.gov/>. Go to the Maintenance tab and click on the Attorney Admissions/E-File Registration link. Select U.S. Bankruptcy Courts as the Court Type, and Alabama Northern Bankruptcy as the Court. Proceed through all screens and read the information carefully. The submitted request will come to the Court electronically to review and process. Your PACER username and password will be your E-Filing username and password once the request has been approved.

##### Creditor Registration

Parties who are not attorneys may become “Limited” Participants in the Court’s CM/ECF System for the purpose of filing electronically proofs of claims, transfers of claims, Certificates of Debtor’s Education and reaffirmation agreements without the assistance of an attorney. Each Limited Participant must register for its own PACER account, and request e-filing privileges to the Court.

The events that Limited Participants may file include: affidavit, certificate of service, Chapter 11 ballots, Chapter 9 ballots, compensation applications, corrective entry, employment application, motion for approval of an agreement, notice of appearance and request for notice, notice of change of address, notice of mortgage payment change, notice of post-petition mortgage fee, payment of fee, reaffirmation agreement, reaffirmation cover sheet, rescission of reaffirmation, withdrawal of document, and withdrawal as party. The Court may modify these options or add additional options as it deems necessary.

#### Step 5

##### Use and Protection

A Participant may permit employees or other associated persons to use the Participant’s password. It is prudent to change a password periodically, especially after a change in office personnel, if they had access to the password. A Participant whose password is used to electronically file documents certifies that the Participant authorized the filing, and the use of the Participant’s password constitutes the Participant’s signature on the document filed, regardless of whether the signature is shown on the document. Unauthorized use of a password is prohibited.

Any Participant having reason to believe that the security of an existing password has been compromised or that a threat to the CM/ECF System may exist must immediately notify PACER, the Clerk, the Chief Deputy Clerk or Systems Department Manager by telephone, and must confirm the notice in writing, so as to prevent possible unauthorized access to the CM/ECF System. If a Participant

has any reason to suspect the password has been compromised, it is the Participant's duty to change the password immediately through PACER.

## CM/ECF Terms and Conditions

### Full Participants

Pursuant to Fed. R. Bankr. P. 9011 and Local Bankruptcy Rule 5005-4, every pleading, motion and other paper (except lists, schedules, statements or amendments thereto) filed through a Full Participant's CM/ECF account must be signed. All documents filed under a Full Participant's CM/ECF login and password are automatically considered signed by the Full Participant, with the login and password considered the Full Participant's "electronic signature." A Full Participant shall indicate that a document is electronically signed by the Full Participant by including the Full Participant's signature block on the filing (including the Full Participant's name, address, and telephone number). A Full Participant is permitted, but not required, to also include a conformed signature for the Full Participant (e.g., "/s/ (name of Full Participant)") on a filing.

A Full Participant's login and password for filing via the internet shall be used exclusively by the Full Participant or the Full Participant's employees with direct supervision and authorization by the Full Participant. A Full Participant shall not knowingly permit the Full Participant's CM/ECF login and password to be used by anyone who is not so authorized.

Full Participants are required to select and activate a new password if an employee authorized to use the Full Participant's CM/ECF login and password separates from employment with the attorney.

A Full Participant must report any suspected compromise of the Full Participant's password to a deputy clerk at the appropriate Divisional Office of the Court.

Pursuant to Fed. R. Bankr. P. 9036, the Court may direct the Clerk or some other person to send notice of documents and docket activity by electronic transmission instead of sending notice by mail. A Full Participant is required to maintain a current and active email address to receive such notifications via the CM/ECF System.

Full Participants must abide by all current requirements of the Procedures, as well as any changes or additions that may be made later by the Court.

To use the CM/ECF System as a Full Participant, the Full Participant must be an attorney admitted to, and in good standing with, the United States District Court for the Northern District of Alabama. NOTE: Admission to the District Court for the Northern District of Alabama must be renewed every five (5) years.

If a Full Participant electronically files a document for which a hand-written (i.e., "wet") signature is required from any person other than the Full Participant--including, without limitation, a document requiring verification under Fed. R. Bankr. P. 1008 or a document containing an unsworn declaration as provided in 28 U.S.C. § 1746 (e.g., a petition, list, schedule, statement, or amendment thereto)--then the Full Participant must maintain the original of the document containing the "wet" signature (in paper form) for three years after the closing of the case or proceeding in which the document was filed. At the Court's request, a Full Participant must provide the original of a filing for review.

Full Participants must comply with the redaction requirements of Fed. R. Bankr. P. 9037. Participants, not the Court, are solely responsible for redacting documents.

At any time without advance notice, the Court may, *sua sponte*, suspend, revoke, or terminate a Full Participant's CM/ECF filing privileges and access for any reason, and require future documents to be filed in paper format or in any other format specified by the Court.

#### Limited Participants

A filing made with a Limited Participant's CM/ECF login and password constitutes the Limited Participant's signature under the Federal Rules of Bankruptcy Procedure and the Local Bankruptcy Rules and shall have the same force and effect as if the Limited Participant had affixed the Limited Participant's signature to a paper document being filed with the Court.

Limited Participants shall to adhere to the Local Bankruptcy Rules, orders, policies, and procedures governing electronic filing with the Court. A Limited Participant may only use CM/ECF to electronically file documents listed under the Limited Miscellaneous Events and Claims Actions menus, including, but not limited to, proof of claim, transfer of claim, withdrawal of claim, notice of appearance, reaffirmation agreement, reaffirmation agreement cover sheet, application for employment, and personal financial management certificate. The Court reserves the right to modify these options or add additional options as deemed necessary.

Limited Participants must pay any fees incurred for transactions made in CM/ECF in accordance with 28 U.S.C. § 1930 and the Bankruptcy Miscellaneous Fee Schedule.

Each Limited Participant is required to protect the security of the Limited Participant's CM/ECF password and to change the Limited Participant's password, and notify the Court immediately, if the Limited Participant suspects that the password has been compromised.

A Limited Participant must provide the Clerk's office with all contact information for the Limited Participant (e.g., email address, mailing address, and telephone number(s)).

If a Limited Participant electronically files a document for which a hand-written (i.e., "wet") signature is required from any person other than the Limited Participant--including, without limitation, a document requiring verification under Fed. R. Bankr. P. 1008 or a document containing an unsworn declaration as provided in 28 U.S.C. § 1746 --then the Limited Participant must maintain the original of the document containing the "wet" signature (in paper form) for three years after the closing of the case or proceeding in which the document was filed. At the Court's request, a Limited Participant must provide the original of a filing for review.

Limited Participants must comply with the redaction requirements of Fed. R. Bankr. P. 9037. Participants, not the Court, are solely responsible for redacting documents.

If the Court directs the Clerk or some other person to send notice of documents and docket activity by electronic transmission instead of sending notice by mail, then notice may be sent to Limited Participants by electronic transmission. Further, Limited Participants are deemed to consent to service of CM/ECF filings by electronic transmission with the following exceptions: service of a summons and complaint under Fed. R. Bankr. P. 7004, service of a motion initiating a contested matter under Fed. R. Bankr. P. 9014, and service of a subpoena under Fed. R. Bankr. P. 9016.

At any time without advance notice, the Court may, *sua sponte*, suspend, revoke, or terminate a Limited Participant's CM/ECF filing privileges and access for any reason, and require future documents to be filed in paper format or in any other format specified by the Court.

A Limited Participant providing a post-petition instructional course concerning personal financial management must file the certificate of the debtor's completion of the course timely in accordance with Fed. R. Bankr. P. 1007(c). A Limited Participant's CM/ECF privileges may be revoked if the Limited Participant does not file a certificate of a debtor's completion of the course in a timely manner, as failure to do so could result in the closing of the debtor's case without a discharge. Upon revocation of filing privileges by the Court, the Court will notify the Bankruptcy Administrator of the revocation.

It is the responsibility of Limited Participants to review all email notifications of changes to the terms and conditions for use of CM/ECF. Information regarding the changes will be posted at: <https://www.alnb.uscourts.gov>.



## Public Access to the Docket and Documents

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### Internet Access with a Password

Any person with a valid PACER login and password may access the CM/ECF System at the Court's website: <https://www.alnb.uscourts.gov>. A PACER login and password can be secured by contacting the PACER Service Center at 1-800-676-6856 or online at <https://www.pacer.gov>.

### "Free Look"

Full Participants will not be charged for a one-time "free-look" (i.e., initial retrieval, download, viewing, or printing of a document) when the document is accessed directly from a "Notice of Electronic Filing," or, if so elected by the Participant, a "Daily Summary Report of Bankruptcy Filings,"<sup>1</sup> so long as the Full Participant has appeared in, or is designated as an attorney in, the subject case or proceeding. Limited Participants will receive email notifications for cases in which they have filed. However, Limited Participants will not receive "free-looks."

**NOTE:** Public users are billed for pages accessed in CM/ECF (other than opinions), except when they receive a Notice of Docket Activity via email. If they click on the link to the document which was filed, they will not be asked to log in and will not be billed for this first view. This free view is only available during the first 15 days after the docket entry is made. If they access the same document again, they will have to log in (if they are not already logged in) and will be charged; to avoid additional charges, they should download the document during the first (free) viewing. All public users are charged for access to the docket report if they click the case number link on the Notice of Docket Activity and run the report.

### Public Access at the Court

The public will have electronic access at no charge to view bankruptcy records for cases filed in the Division at the courthouse in each Divisional Office during regular business hours, 8:00 a.m. to 4:00 p.m. A fee will be charged for printed copies of court records or documents.

### Conventional Copies and Certified/ Exemplified Copies

Regular copies and Certified/Exemplified copies of electronically filed documents may be purchased through the Clerk. The fee for copying, certification, and/or exemplification will be accordance with the fees imposed by 28 U.S.C. § 1930.

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<sup>1</sup> This feature must be activated during PACER registration (or through the "Maintain your ECF Account" option under the "Utilities" function).

## CM/ECF System Failure

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This section only applies if the Court's CM/ECF System is not functioning. This section does not apply when there is a technical or other problem with a Participant's computer, IT network, or IT system.

A Participant whose electronic filing is made untimely as the result of a technical failure of the Court's CM/ECF System may seek appropriate relief by motion and must attest by affidavit in support of such motion to having made reasonable attempts to file electronically. If a Participant will be unable to complete an electronic filing prior to a legal deadline due to a technical failure of the CM/ECF System, the Participant should call the Clerk's office at (205) 714-4000 to provide notice, and email a PDF of the pleading or document with original signatures to the appropriate divisional supervisor at:

Eastern Division:	<a href="mailto:gerald_wilson@alnb.uscourts.gov">gerald_wilson@alnb.uscourts.gov</a> .
Northern Division:	<a href="mailto:brenda_howell@alnb.uscourts.gov">brenda_howell@alnb.uscourts.gov</a> .
Southern Division:	<a href="mailto:tammie_clayton@alnb.uscourts.gov">tammie_clayton@alnb.uscourts.gov</a> .
Western Division:	<a href="mailto:mike_bagwell@alnb.uscourts.gov">mike_bagwell@alnb.uscourts.gov</a> .

The emailed documents will be deemed filed as of the time the email is received by the appropriate divisional supervisor, provided the supervisor has received the entire document on behalf of the Clerk's office.

## Fees

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### Fees Policy

The Clerk is required to collect fees at the time of filing of any fee-related document (See 28 U.S.C. § 1930). Participants should pay fees before closing each CM/ECF session. If a fee is due, CM/ECF will prompt the Participant to "Continue Filing" or "Pay Now." Select "Fees to be Paid" and continue. To access the Internet Payment Module, select "Utilities > Internet Payments Due."

### Email Notice of Outstanding Fees

An automated notice will be emailed to the Participant regarding any outstanding fees due. If fees remain outstanding, the Participant's ability to file documents via CM/ECF may be automatically disabled.

### How to Pay an Outstanding Fee

To pay fees at any time, click on the link under "Utilities > Internet Payments Due." Select "Fees to be Paid" and continue with "Payment Options."

### How to Create a Fee

If a document was filed using an incorrect event code and the fee was not auto-generated, the Participant may create the charge by selecting “Bankruptcy > Miscellaneous > Payment of Fee.” Then select the appropriate fee event and continue.

## Documents Which Cannot be Filed Electronically

### Unclaimed Funds

The original petition for payment of unclaimed funds must be mailed or delivered to the Financial Specialist at the Bankruptcy Court’s address:

Financial Specialist  
U.S. BANKRUPTCY COURT  
1800 Fifth Avenue North  
Birmingham, AL 35203

## Effect of Filing, Service and Proof of Service

### Effect of Electronic Filing

Electronic filing in accordance with the Procedures shall constitute entry of that filing on the docket kept by the Clerk under Fed. R. Bankr. P. Rule 5003. All orders, decrees, judgments, and proceedings of the Court will be entered in accordance with the Procedures, which shall constitute entry of the docket record kept by the Clerk under Fed. R. Bankr. P. Rules 5003 and 9021.

### Waiver of Electronic Filing

Pursuant to Fed. R. Bankr. P. 5005(a)(2), an entity represented by counsel must file pleadings and documents electronically unless nonelectronic filing is allowed for good cause or by local rule. Local Bankruptcy Rule 5005-4 allows an attorney to request a waiver from the Clerk’s office to file documents using paper in limited circumstances. The form may be found on the website at: <https://alnb-admin.jdc.ao.dcn/forms/request-waiver-file-conventionally>.

### Service Generally

See Local Bankruptcy Rule 9013-3:  
<https://alnb-admin.jdc.ao.dcn/content/rule-9013-3-certificate-service>.

### Consent to Electronic Service

Pursuant to Fed. R. Civ. P. 5(b)(2)(E) and Fed. R. Bankr. P. 9036, registration to file electronically constitutes the Participant’s consent to accept service by electronic means and is a written waiver of service by other means (e.g., first-class mail) with the following exceptions: service of a

summons and complaint under Fed. R. Bankr. P. 7004, service of a motion initiating a contested matter under Fed. R. Bankr. P. 9014, and service of a subpoena under Fed. R. Bankr. P. 9016.

### Certificate of Service

The reference to electronically mailed notice that appears on most CM/ECF Notices of Electronic Filing is not service or a substitute for service of the document to which that notice refers. Participants remain responsible for serving electronically to ECF Participants and by paper to non-ECF parties. The certificate of service should include the date on which service was accomplished and the names and addresses (email or mail) of all parties served. (See Local Rule 9013-3.) For contested matters under Fed. R. Bankr. P. 9014, the motion must be served in compliance with Fed. R. Bankr. P. 7004.

### ALNB Eastern, Northern, and Western Divisions

If serving the matrix, a copy of the official, current matrix from CM/ECF should be attached to the certificate of service.

### ALNB Eastern Division

The certificate of service should show the method of service and the service address.

## Redaction

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### Responsibility

It is the responsibility of the Participant filing documents to make certain that sensitive or personal data has been redacted prior to filing. Participant filers must make sure that PDF documents submitted via CM/ECF are fully and completely free of any hidden data which may contain personally identifiable information ("PII"). The Clerk's office will not review each pleading to verify compliance with Fed. R. Bankr. P. 9037.

The Court reminds electronic filers of the importance of redacting sensitive and personal information in any document filed with the Court. Please remember that any sensitive or personal information not otherwise protected will be made available over the internet via PACER. If sensitive or personal information must be included, it should be partially redacted from the pleading, whether it is filed electronically or by paper. Pursuant to Fed. R. Bankr. P. 9037(a) and for privacy protection, unless the Court orders otherwise, the following PII must be redacted prior to filing:

- **Social Security Number or Taxpayer Identification Number.** If an individual's social security number or taxpayer identification number must be included in a pleading, use only the last four (4) digits.

- **Names of Minor Children.** If a minor child must be mentioned in the pleading, use only the initials of the child.
- **Dates of Birth.** If an individual’s date of birth must be included in a pleading, use only the year of birth.
- **Financial Account Number.** If the financial account numbers are relevant, use only the last four (4) digits of these numbers.

See, <https://www.alnb.uscourts.gov/redacting-private-information>.

Full Participants, Limited Participants, and others who file claims SHOULD NOT include a copy of the B309I (Official Form 309I) known as the “341 Notice of Chapter 13 Bankruptcy Case” as an attachment to the claim being filed with the Court. This notice contains the debtor's social security number. Contracts, titles, mortgages, and other documents or attachments should be redacted for sensitive or personal information.

Redaction of any other information shall be by order of the Court.

## Orders

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### Submitting Orders

To submit an order to the Court, you must email the order to:

Judge Robinson	<a href="mailto:ordersJJR@alnb.uscourts.gov">ordersJJR@alnb.uscourts.gov</a>
Judge Mitchell	<a href="mailto:ordersTOM@alnb.uscourts.gov">ordersTOM@alnb.uscourts.gov</a>
Judge Henderson	<a href="mailto:ordersJHH@alnb.uscourts.gov">ordersJHH@alnb.uscourts.gov</a>
Judge Jessup	<a href="mailto:ordersCRJ@alnb.uscourts.gov">ordersCRJ@alnb.uscourts.gov</a>
Judge Crawford	<a href="mailto:ordersDSC@alnb.uscourts.gov">ordersDSC@alnb.uscourts.gov</a>

The order must be sent as an attachment to the email and should be in Word format, not a PDF file. The order proponent shall comply with all other requirements set forth in guidelines for submitting orders as stated on the Court’s website: <https://www.alnb.uscourts.gov/submitting-orders>.

Consent orders must list the party(ies) consenting to the order.

### Entry of Orders

Orders, decrees, and judgments of the Court may be docketed electronically by the Court. Any order docketed and transmitted through CM/ECF without the original signature of the judge has the same force and effect as if the judge had affixed the judge’s signature to a paper copy of the order.

## Service

The Court will continue to serve copies of orders on appropriate parties or direct parties to serve copies of orders as appropriate.

## CM/ECF Menu Options

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### Query

- Search for a particular case or adversary proceeding by case number, social security number/tax id, and/or name.
- Searches by name are not case sensitive.
- The last name field is used for searches of business names.
- The Participant must type at least two letters of a name.
- When searching by name, a Participant can restrict the search by selecting the “Party Type” from the drop-down menu.

### Reports

A Participant can limit the report to a particular case by specifying the case number or adversary proceeding number.

### Utilities

Utilities is a collection of programs that a Participant can run to review or change information about the Participant’s interaction with CM/ECF.

### Search

Use this option to quickly get to the menu option or docket event that you need. Type in some letters of a word, and a complete list of menu items and docket events containing those letters is displayed. Each of the displays is a link to an event, and a left-click will take you to the first screen for docketing.

## List of Creditors

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### Guidelines for List of Creditors

- Creditor’s name must be on the first line.
- City, state, and zip code must be on the last line.
- Nine-digit zip codes must contain a hyphen.
- Names and addresses must be flush against the left margin.
- Each address line may contain no more than 40 characters.
- No more than five lines of information per creditor.
- Each creditor must be separated by one blank line.

- In addition to the schedules, the debtor in a case under any chapter shall file a list of creditors in a mailing matrix format.

#### Do Not Include

- Account numbers or amounts owed.
- Symbols in the address lines (i.e. #, %, &, |, etc.).
- Headers/titles, footers, page numbers.

## Change of Address

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#### For Bankruptcy Cases and Adversary Proceedings

For a party in interest to change her/his/its address for notices from the address shown on a proof of claim, request for notice, or other paper previously filed by such party, the party in interest must file a request for change of address in the bankruptcy case via CM/ECF and serve a copy of same on the debtor's attorney, the Bankruptcy Administrator, and the trustee. For adversary proceedings, a request for change of address must be filed in each adversary proceeding. Filing such a request in the main case only is not sufficient. A party shall not be entitled to notice at a new address without complete compliance with this provision.

#### For Full Participants

Full Participants should update their mailing address, phone number, and email address through PACER. Go to <https://www.pacer.gov>, and select "Manage My Account." After logging in, you will make changes under the "Maintenance" tab. Updates will be sent electronically to the Court for processing.

#### For Limited Participants

Limited Participants should update their contact information in PACER using the procedure described in the preceding section. Updates will be sent electronically to the Court for processing.

## Understanding the Notice of Electronic Filing (NEF)

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The Notice of Electronic Filing (NEF) confirms that the document was filed. It shows the following Information:

- The exact date and time the document was filed;
- The case name, case number, and the document number;
- The docket text;
- The parties in the case to whom notice will be electronically sent; and
- The parties in the case to whom notice will not be electronically sent.

TIP: Clicking on the hyperlink for the “case number” or “case name” will prompt you for your PACER login and password, and will then display the “Docket Report” screen. Clicking on the hyperlink for the “document number” will also prompt you for your PACER login and password, then display the “Document.”

## Reminders

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### Do:

#### [Search for CM/ECF Docket Events](#)

Use the SEARCH feature on the CM/ECF menu bar to locate the correct docket event.

#### [Remember Signatures](#)

Make sure all signature lines have the filer’s name and address pursuant to Fed. R. Bankr. P. 5005(a)(2)(C).

#### [Wet signatures](#)

If a Participant electronically files a document for which a hand-written (i.e., "wet") signature is required from any person other than the Limited Participant--including, without limitation, a document requiring verification under Fed. R. Bankr. P. 1008 or a document containing an unsworn declaration as provided in 28 U.S.C. § 1746 --then the Limited Participant must maintain the original of the document containing the "wet" signature (in paper form) for three years after the closing of the case or proceeding in which the document was filed. At the Court’s request, a Limited Participant must provide the original of a filing for review.

#### [Use “Payment of Fees” event correctly](#)

To be used when making an installment payment for filing fees, or when an incorrect docket event was chosen and no fee was collected.

### Do Not:

#### [Combine unrelated documents](#)

- Never include a Chapter 13 Plan with any other document.
- Never include the Statement of Social Security Number, Form B121, with any other document.

#### [Forget to review documents for compliance with Fed. R. Bankr. P. Rule 9037\(a\)](#)

**Do not include full social security numbers, birthdays, financial account numbers, and names of minors.**



## Frequently Used Websites

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Court Website	<a href="https://www.alnb.uscourts.gov">https://www.alnb.uscourts.gov</a>
Frequently Asked Questions	<a href="https://www.alnb.uscourts.gov/court-info/faq">https://www.alnb.uscourts.gov/court-info/faq</a>
ECF Login – Live	<a href="https://ecf.alnb.uscourts.gov">https://ecf.alnb.uscourts.gov</a>
PACER (Public Access to Court Electronic Records)	<a href="https://www.pacer.gov">https://www.pacer.gov</a>
Bankruptcy Noticing Center	<a href="https://bankruptcynotices.uscourts.gov">https://bankruptcynotices.uscourts.gov</a> Electronic Bankruptcy Noticing and Preferred Mailing Address Registration