

ACCESS

Registration

To become a CM/ECF registered user, begin by visiting the court's website at www.nyeb.uscourts.gov. Go to the link for *Electronic Case Filing* and download the appropriate documents.

Training

On the CM/ECF page, you will find the form to schedule training. The attorney must complete training with a court trainer before access is given to the system. If there are several people in your office to be trained, group training is available. You will be assigned a training password to access the training database on the day of training. Once training has been completed you may apply for a *live* password and will be authorized to file documents in the live CM/ECF system.

[NOTE: A different set of logins and passwords are issued for the training and live systems]



Site Entry

Users can access the system directly at <https://ecf.nyeb.uscourts.gov> or through the Court's Internet Web Page at: <http://www.nyeb.uscourts.gov>.

STEP 1 Click the *Electronic Case Filing* gold-colored bar on the left of the page.



Figure 1

NOTE: If our home page is ever down, you may access ECF by using this link: <https://ecf.nyeb.uscourts.gov>

STEP 2 Select the **Document Filing System (Live)**, or the **Training Database**.

Login

A Login screen prompts the user for the login and password:

The image shows the "CM/ECF Login" screen. At the top, it says "CM/ECF Login". Below that is a "Notice" section stating: "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." Underneath is an "Authentication" section with a "Login:" label and a text input field, a "Password:" label and a text input field, and two buttons: "Login" and "Clear". At the bottom, it says "CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x."

Figure 2

STEP 1 Enter your Login and Password in the appropriate fields. Click on **Login** to transmit information to the system

- ▶ If you get an error message, click on **Clear** to delete the login and password entries, then re-enter
- ▶ If an invalid combination is entered, the system will respond with an error message. Click on **Back** to retry.
- ▶ The entry of a valid login and password combination will prompt the system to display the Main Menu

STEP 2 Choose from the main menu options at the top of the page:



Figure 3

- ▶ **Bankruptcy** – brings up the **Bankruptcy Events** menu from which you make a selection to open bankruptcy cases, docket pleadings, etc. in a bankruptcy case.
- ▶ **Adversary** - brings up the **Adversary Events** menu screen from which you make a selection to open an adversary proceeding, or docket pleadings, etc. in an adversary proceeding.
- ▶ **Query** – brings up the Query screen, allowing retrieval of a variety of information for specific cases.
- ▶ **Reports** – brings up the **Reports** menu from which you may access a number of reports for single cases or multiple cases.
- ▶ **Utilities** – brings up the Utilities menu, allowing maintenance of user accounts, notification, etc.
- ▶ **Logout** – returns you to the **Login** screen.