
ECF UTILITIES MENU

Utilities Index

Your Account

CM/ECF Login	2
Change Your Client Code	2
Change Your PACER Account	3
Maintain Your ECF Account	3
Review Billing History	7
View Your PACER Account Information	8
View Your Transaction Log	9

Miscellaneous

Legal Research

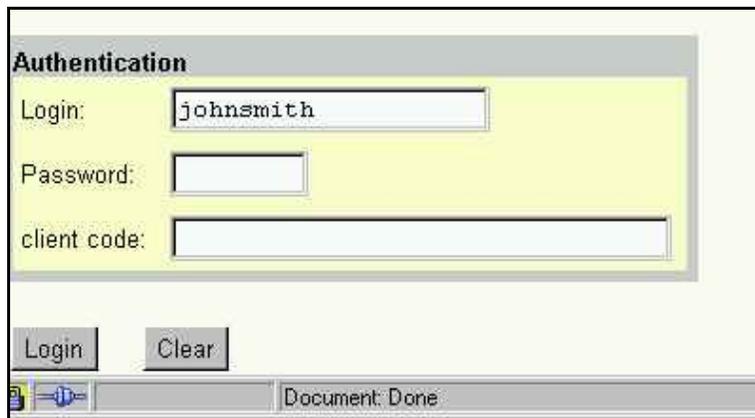
Law Dictionary	10
Medical Dictionary	10
Westlaw via the Internet	10

Mailings

Creditor Mailing Matrix	11
Mailing Info for a Case	12

CM/ECF Login

STEP 1 Select **Utilities** from the Main Menu, click on **CM/ECF Login**.



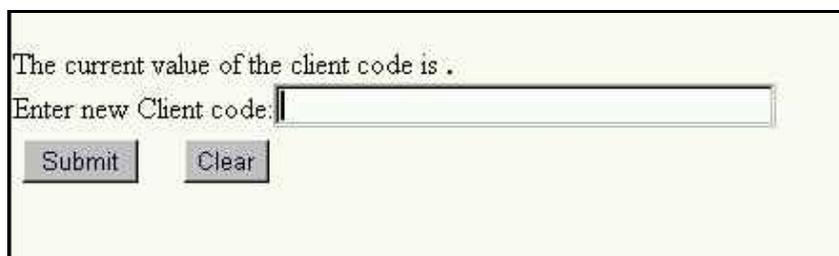
The screenshot shows a web browser window with a yellow background. At the top, the word "Authentication" is written in bold. Below it, there are three input fields: "Login:" with the text "johnsmith", "Password:" which is empty, and "client code:" which is also empty. At the bottom of the form, there are two buttons: "Login" and "Clear". The browser's status bar at the bottom shows "Document: Done".

System will display your login.

Change Your Client Code

Allows entry of a new client code, used for reporting charges made to the current PACER account.

STEP 1 Select **Utilities** from the Main Menu, click on **Change Your Client Code** hypertext link from the *Your Account* menu.



The screenshot shows a web form with a yellow background. It contains the text "The current value of the client code is ." followed by a blank input field. Below this, it says "Enter new Client code:" followed by another blank input field. At the bottom, there are two buttons: "Submit" and "Clear".

- System will display current value of the client code if you used a client code upon logging into PACER

- Enter a client code

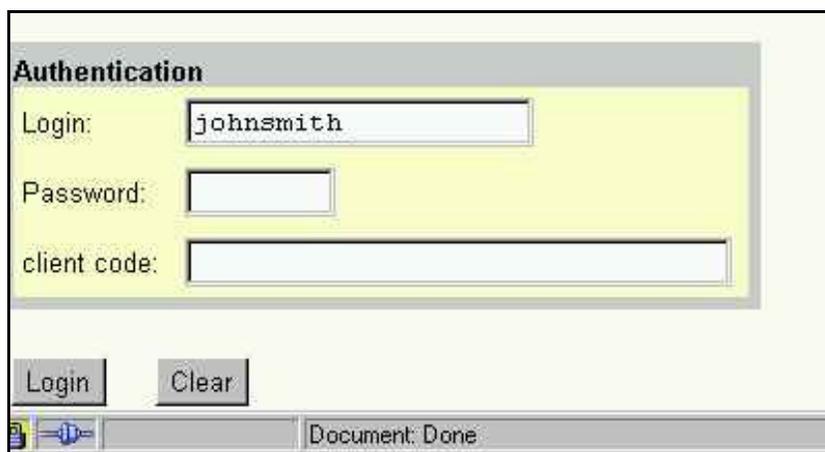
STEP 2 Click on **Submit** to continue or **Clear** to reset

STEP 3 System will display the new value of the client code, to continue click on Main Menu option of your choice

Change Your PACER Account

Displays the login screen to allow entry of a different PACER account. The new account can be designated as the default PACER login.

STEP 1 Select **Utilities** from the Main Menu, click on **Change Your PACER Account** hypertext link from the *Your Account* menu. PACER Login screen.



- Enter PACER login, password and client code, if applicable
- Click box to make this login your default PACER login

STEP 2 Click on **Login** to continue or **Clear** to reset

Maintain Your ECF Account

This function allows you to update your personal information and instructions about email notification.

STEP 1 Select **Utilities** from the Main Menu, click on **Maintain Your ECF Account** hypertext link from the *Your Account* menu. The Maintain User Account screen appears:

Maintain User Account

Last name	<input type="text" value="Smith"/>	First name	<input type="text" value="John"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Title	<input type="text"/>	Type	aty
Office	<input type="text"/>		
Address 1	<input type="text"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>
Country	<input type="text"/>	County	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
SSN	<input type="text" value="222-22-2222"/>	Tax Id	<input type="text"/>
Bar Id		Bar status	
Initials	DOB	AO code	Mail group
			End date

STEP 2 Make appropriate changes or additions to your name, address, telephone number and/or fax number.

- **Email information**– button allows you to specify how you want to be notified of CM/ECF filings and the email address at which you want to receive notification, see Step 3
- **More user information...** button allows you to change your login name or password, see Step 4
- Click on **Submit** button upon completing all changes/additions
- Click on **Clear** button to clear changes you may have made

STEP 3 Upon clicking **Email information** button, the E-mail information for your account screen will appear.

Primary e-mail address JohnSmith@anytown.usa

Send the notices specified below

to my primary e-mail address

to these additional addresses

JohnSmith@wahoo.com

Send notices in cases in which I am involved

Send notices in these additional cases: 01-12345

Send a notice for each filing

Send a Daily Summary Report

Format notices

html format for Netscape or ISP e-mail service

text format for cc:Mail, GroupWise, other e-mail service

Return to Account screen Clear

- **Primary e-mail address** - specify the complete address
- **Send the notices specified below** - select one or both options
 - ▶ **to my primary e-mail address**
and/or
 - ▶ **to these additional addresses** and add additional email addresses in text box
- To receive notices for a case in which you are not involved, check the box for **Send notices in these additional cases** and key the case number(s) in the text box
- Select 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 an overnight Daily Summary Report**)
- **Format notices** - select appropriate format
 - ▶ **html format for Netscape or ISP e-mail service**
 - ▶ **text format for cc: Mail, GroupWise, other e-mail service**

- 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 the **More user information** button, more information from your account will appear.

Login	<input type="text" value="johnsmith"/>	Last login	06-25-2001 08:22
Password	<input type="text" value="*****"/>	Current login	06-25-2001 08:22
Prid	224	Create date	04/30/2001
Registered	Y	Update date	06/22/2001
Groups	Attorney, PACER		
<input type="button" value="Return to Account screen"/>		<input type="button" value="Clear"/>	

- **Login** - you may change your login.
- **Password** - you may change your password. Note: When you type a new password, it is readable. Whenever this screen is displayed 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 clicking on **Submit** button, the system will display all cases you are involved in.

Searching for existing Attorney Records
Select the cases to be updated

CAUTION: If you modified name, SSN, Tax ID, or Bar ID on the previous screen, the new values will be recorded for ALL cases to which the person is linked. Modifications of other items will be recorded ONLY for those cases you select below. Click the question mark on the menu bar above for more information.

<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #000080; color: white; padding: 2px;">*** Update All ***</div> <div style="padding: 2px;"> 1-2000-10003-cbd Glasgow and Chase Manhattan Bank 1-2001-10004 Nipsey Russell </div> </div>
--

- **Update All** - default selection, click **Submit** button to have address information spread to all 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 **Clear** button to clear selection

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

Review Billing History

Displays the number of CM/ECF pages accessed and charges incurred for the PACER account currently being used. If you enter client codes when you access CM/ECF, the charges are totaled for each code.

STEP 1 Select **Utilities** from the Main Menu, click on **Review Billing History** hypertext link from the *Your Account* menu.



The screenshot shows a web form titled "Review Billing History" in blue text. Below the title, there are two date input fields: "Transactions dated:" followed by a text box containing "06/01/2001", the word "to", and another text box containing "06/25/2001". Below these is a "Sort:" label followed by a dropdown menu currently set to "Date". At the bottom of the form are two buttons: "Submit" and "Clear".

STEP 2 **Transactions dated:** - enter a date range for the report to display

STEP 3 **Sort:** - click ▼arrow to the right of the box to select how you would like the report to sort

- Date range
- Client code/Date

STEP 4 Click on **Submit** to continue or **Clear** to reset display criteria. Billing history will display.

PACER User: us4423					
Court: 0207 NYEB ECF Train Database					
Date	Time	Pages	Client Code	Description	Search Criteria
		SUB TOTAL:	0	pages	
		\$	0.07	per page	
		\$	0.00	charges	
		TOTAL:	0	pages	
		\$	0.07	per page	
		\$	0.00	charges	

- Click **Back** to return to the Utilities main menu or you may click on Main Menu option of your choice.

View PACER Account Information

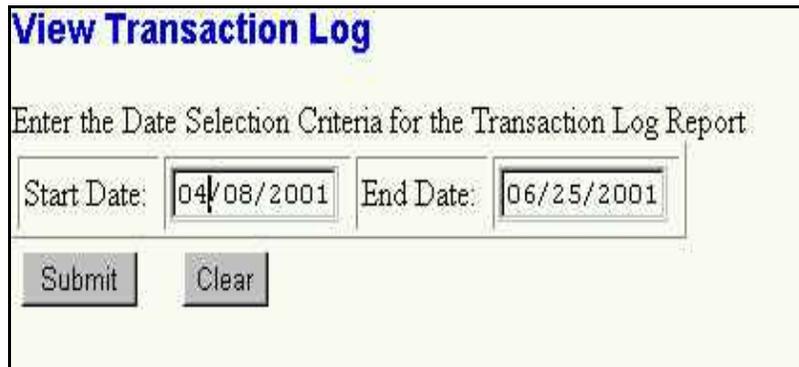
Displays the current PACER login and client code, if applicable.

STEP 1 Select **Utilities** from the Main Menu, click on **View PACER Account Information** hypertext link from the *Your Account* menu. System displays the account information and client code, if applicable, used to log into PACER, to continue click on Main Menu option of your choice

View Your Transaction Log

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** hypertext link from the *Your Account* menu. View Transaction Log screen appears. Click in the dialog boxes of **Start Date:** and **End Date:** and type the dates of report you want displayed.



View Transaction Log

Enter the Date Selection Criteria for the Transaction Log Report

Start Date: 04/08/2001 End Date: 06/25/2001

Submit Clear

- STEP 2** Click on **Submit** after completing date selection or **Clear** to reset search criteria. The Transaction Log screen appears.

Transaction Log			
Report Period: 04/08/2001 - 06/25/2001			
Id	Date	Case Number	Text
2156	04/10/2001 11:09:11	00-10003	Motion for Adequate Protection Filed by Chase Manhattan Bank. (Attachments: # (1) Affidavit of Service) (Langlois, Charles)
2157	04/10/2001 11:11:50	00-10003	Motion for Adequate Protection, Motion for Relief from Stay. Fee Amount \$ 75. Filed by Chase Manhattan Bank. (Attachments: # (1)) (Langlois, Charles)
2575	04/30/2001 09:38:02	00-10008	Motion to Expedite Hearing Filed by Chase Manhattan Bank. Hearing scheduled for 7/9/2001 at 10:00 AM at Courtroom 760, CI, NY. (Langlois, Charles)
2576	04/30/2001 11:35:52		insert person Langlois, Charles
2576	04/30/2001 11:35:53		changed user_program settings for user 224
2588	04/30/2001 17:30:59		Updated person record: Charles Langlois Prid: 15
2589	04/30/2001 17:33:07	00-10003	Motion for Relief from Stay. Fee Amount \$ 75. Filed by Chase Manhattan Bank. Hearing scheduled for 6/1/2001 at 10:00 PM at Courtroom 760, CI, NY. (Langlois, Charles)

STEP 3 To print transaction log, click on **Print** from browser toolbar

STEP 4 To continue, click Main Menu option of your choice

Miscellaneous

Legal Research... Law Dictionary

This option links to a Web site “researched, written in plain language and provided free of charge by lawyer Lloyd Dahomey”.

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

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

Legal Research... 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...** hypertext link from the *Miscellaneous* menu.

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

Legal Research... Westlaw via the Internet

This option links to Westlaw™s commercial web site. A subscriber account is needed.

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

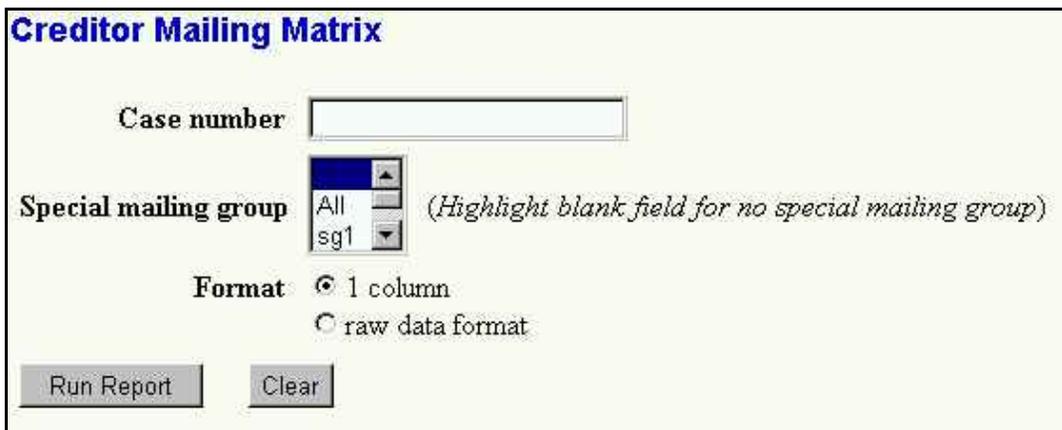
STEP 2 Select **Westlaw via the Internet** from the *Legal Research...* main menu

Mailings... 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 pleading 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...** hypertext link from the *Miscellaneous* menu.

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



The screenshot shows a web form titled "Creditor Mailing Matrix". It contains the following elements:

- A text input field labeled "Case number".
- A dropdown menu labeled "Special mailing group" with options "All" and "sg1". A note next to it says "(Highlight blank field for no special mailing group)".
- Radio buttons for "Format": "1 column" (selected) and "raw data format".
- Two buttons: "Run Report" and "Clear".

- Enter case number
- Click to select appropriate **Format** radio button
- Click on **Run Report** or **Clear** to reset search criteria

STEP 3 **Search Results** screen appears listing creditors for case specified

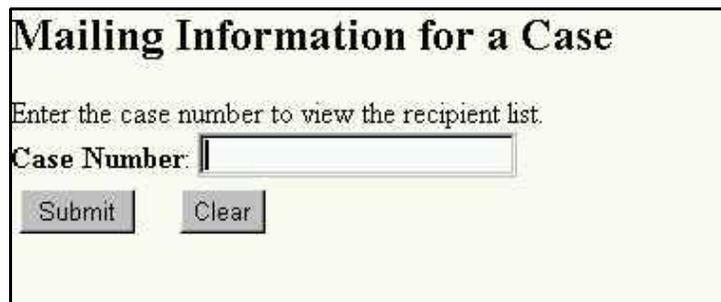
STEP 4 To print, click on **Print** button from browser toolbar

Mailings... Mailing Info for a Case

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

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

STEP 2 Select **Mailing Info for a Case** from the *Mailings...* main menu



The screenshot shows a web form titled "Mailing Information for a Case". Below the title, there is a text prompt: "Enter the case number to view the recipient list." This is followed by a label "Case Number:" and a text input field. Below the input field are two buttons: "Submit" and "Clear".

- **Case Number** - enter case number
- Click on **Submit** to continue or **Clear** to reset

STEP 3 **Mailing Information** screen for specified case appears

STEP 4 To print, click **Print** button on browser toolbar