ECF UTILITIES MENU

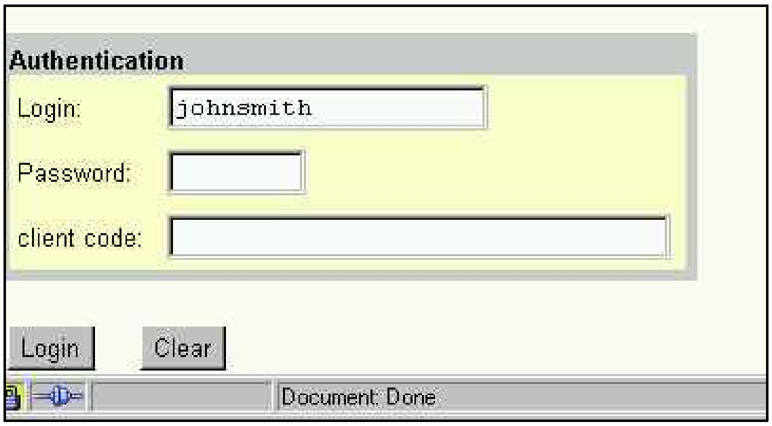
Utilities Index

Your Account

Miscellaneous

CM/ECF Login

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

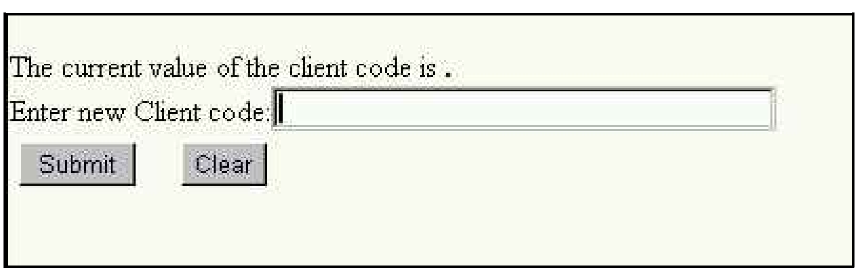


System will display your login.

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.



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

- Enter a client code

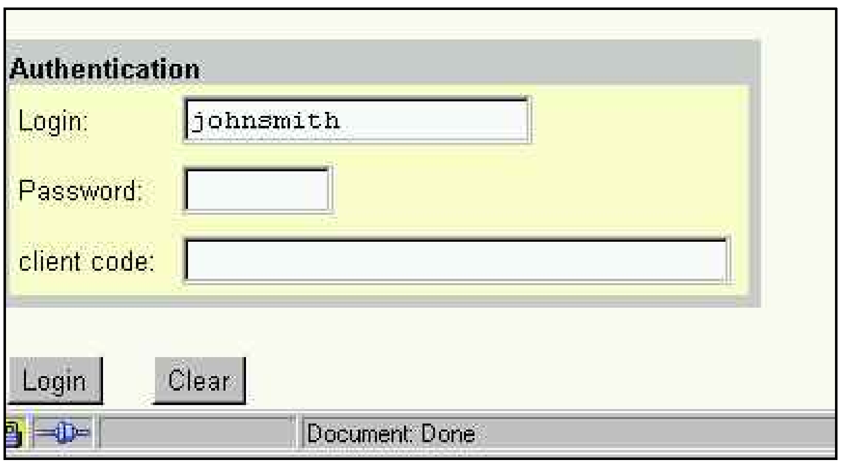
STEP 2 Click on **Submit** to continue or **Clear** to reset

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.



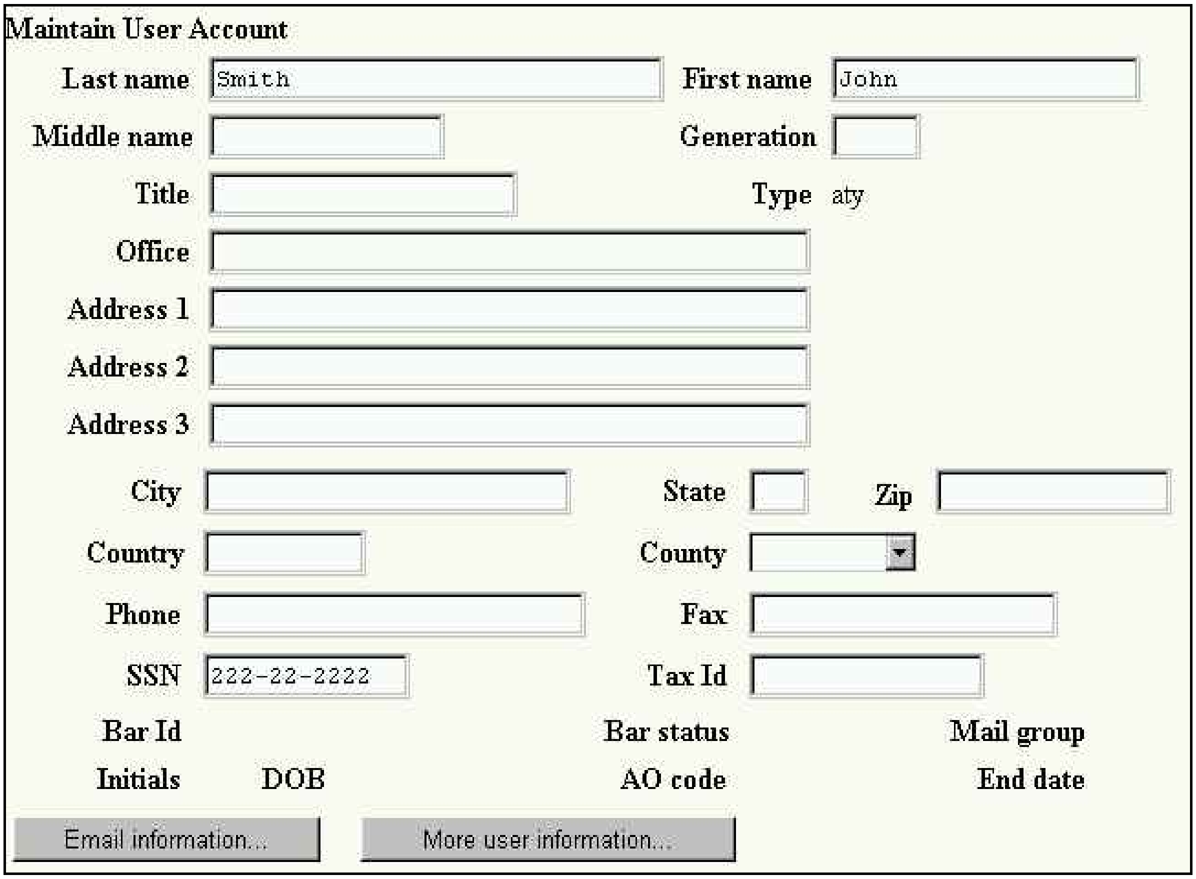
- Enter PACER login, password and client code, if applicable
- Click box to make this login your default PACER login

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:



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

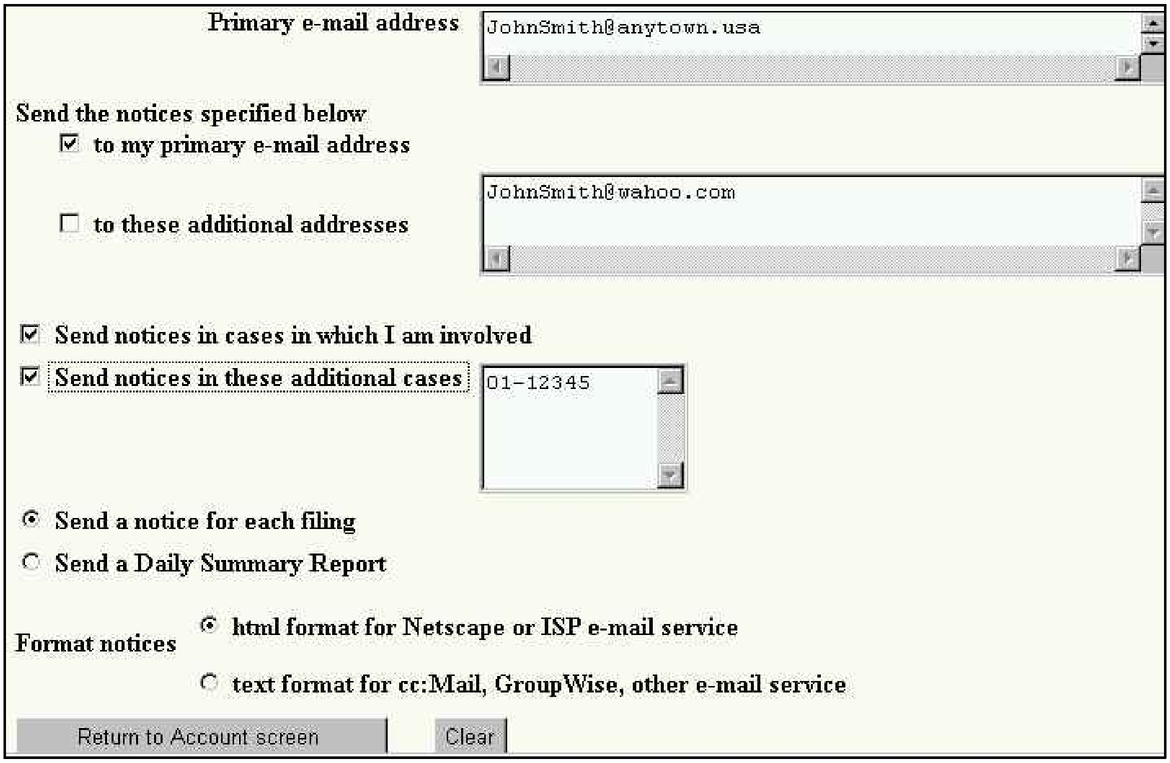
- **Email information**– button allows you to specify how you want to be notified of CM/ECF filings and the email address at which you want to receive notification, see Step 3

- **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** - 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

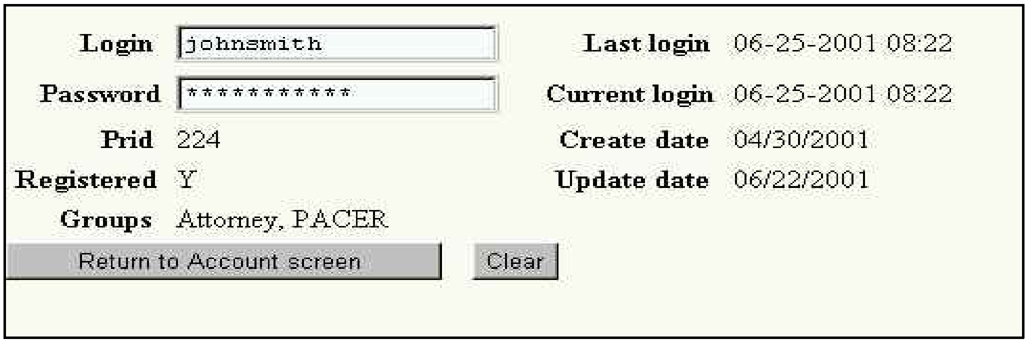
- Select appropriate radio button to receive notice of electronic case filing for each case **(Send a notice for each filin**g) or a summary report containing all cases **(Send an overnight Daily Summary Repor**t)

- **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.



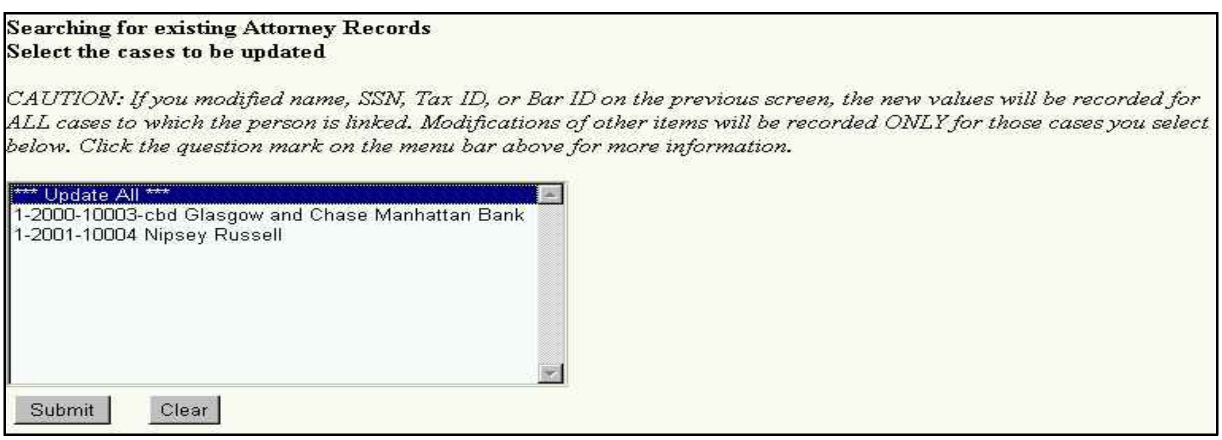
- **Login** - you may change your login.

- **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.



- **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

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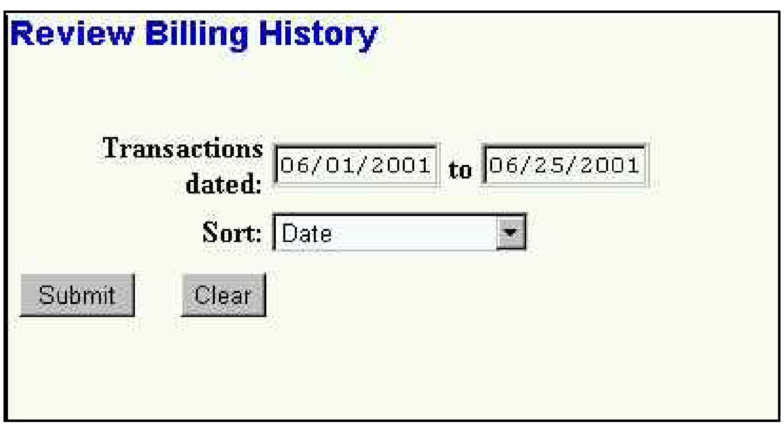
Review Billing History

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.



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

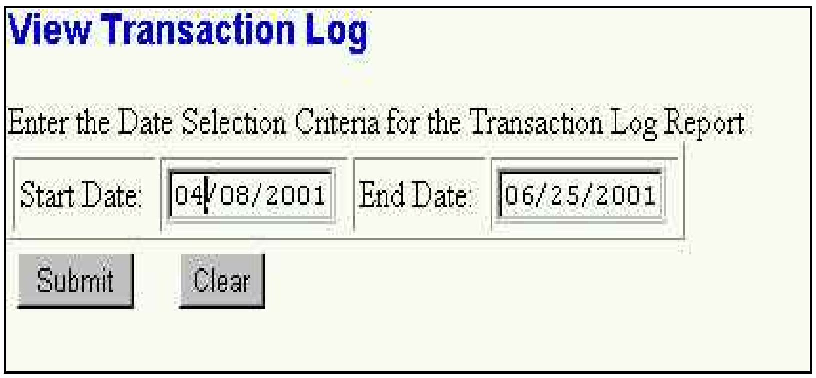
Displays the current PACER login and client code, if applicable.

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.



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) Affadavit 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.

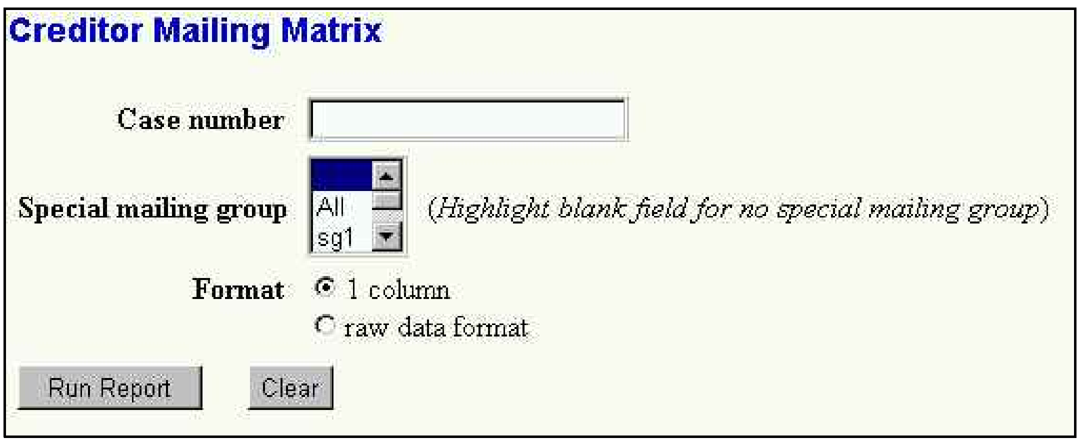
STEP 2 Select **Westlaw via the Internet** from the *Legal Research…* main menu

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



- 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

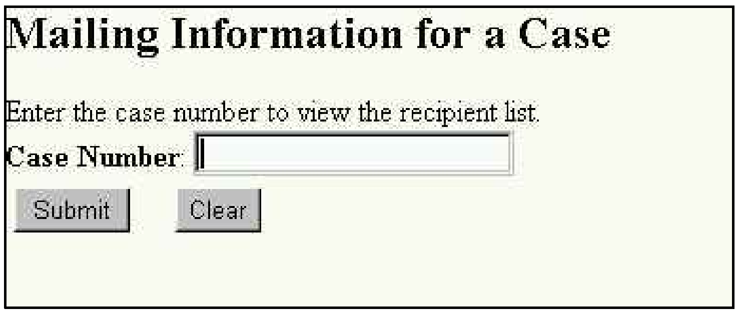
STEP 4 To print, click on **Print** button from browser toolbar

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



- **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