

United States Bankruptcy Court
Eastern District of New York

ECF Tip of the Month

Finding the Notice of Electronic Filing on the Docket

The August/September Tip of the Month deals with locating the Notice of Electronic Filing (NEF) on the docket. The Notice of Electronic Filing is the receipt evidencing the filing of a document. Any filer with an ECF login and password who docket on the case receives this Notice of Electronic Filing in his or her e-mail account.

However, when a filer must retrieve the Notice of Electronic Filing from the docket, the filer must do so by logging into CM/ECF and selecting Query or Reports. The Query menu brings up the PACER login page and the Report menu brings up a number of sub-menus. If you select the Reports Menu do not select the sub-menus: 1) Chap Preset; 2) Calendar Events; or 3) Written Reports. Any other sub-menus such as Docket Report will bring up the PACER login screen.

[Click here](#) to view the Electronic Learning Module (ELM) for step by step procedure to access the NEF on the docket.

We encourage you to share this document with those on your staff who assist with e-filing. If you have any questions, please call our Help Desk before filing. The numbers are 347-394-1700 then press 6 (Brooklyn) and 631-712-6200 then press 6 (Central Islip).