

CM/ECF New Features - Version 3.2

Cascading Menu System

Search Feature for Menus and Docket Events

Event Searches during Docketing

View Multiple Documents for Single Docket Entry

View and/or Download All Documents for Multiple Docket Entries

Produce Appendix (single PDF filed that includes complete docket sheet and images of documents selected)

Hyperlinks to Other Documents in CM/ECF

Hyperlinks Between Documents Filed in CM/ECF

Pop Up Calendars

Docket Report Features

Case Opening

Claims/Creditors

Claims Register

Utility Features

Miscellaneous

Cascading Menus

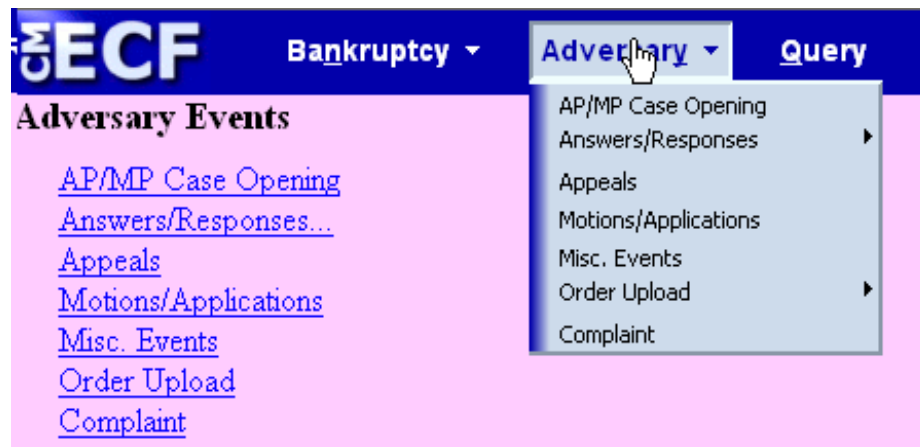
The user has the option to use the new cascading menus or use the existing menus (See Figure 1)

Cascading menus allow the user to display items on a cm/ecf menu by hovering over its name on the main blue bar. A down arrow next to the categories Bankruptcy, Adversary, Reports and Utilities indicates they have a sub-menu and therefore the cascading feature is available.

Some sub-menus may have more sub-menus which are indicated by the arrow to the right of the menu name. By pointing to the arrow to the right of the menu name, the sub-menu will display.

The original menus used in previous releases is still available by just clicking on the blue menu bar item.

The menu items can also be displayed by pressing the ALT key along with the letter that is underlined in the menu name (i.e. ALT - u will expand the Utilities menu).



Search Option

The user has the ability to use the search option in the menus and event search.

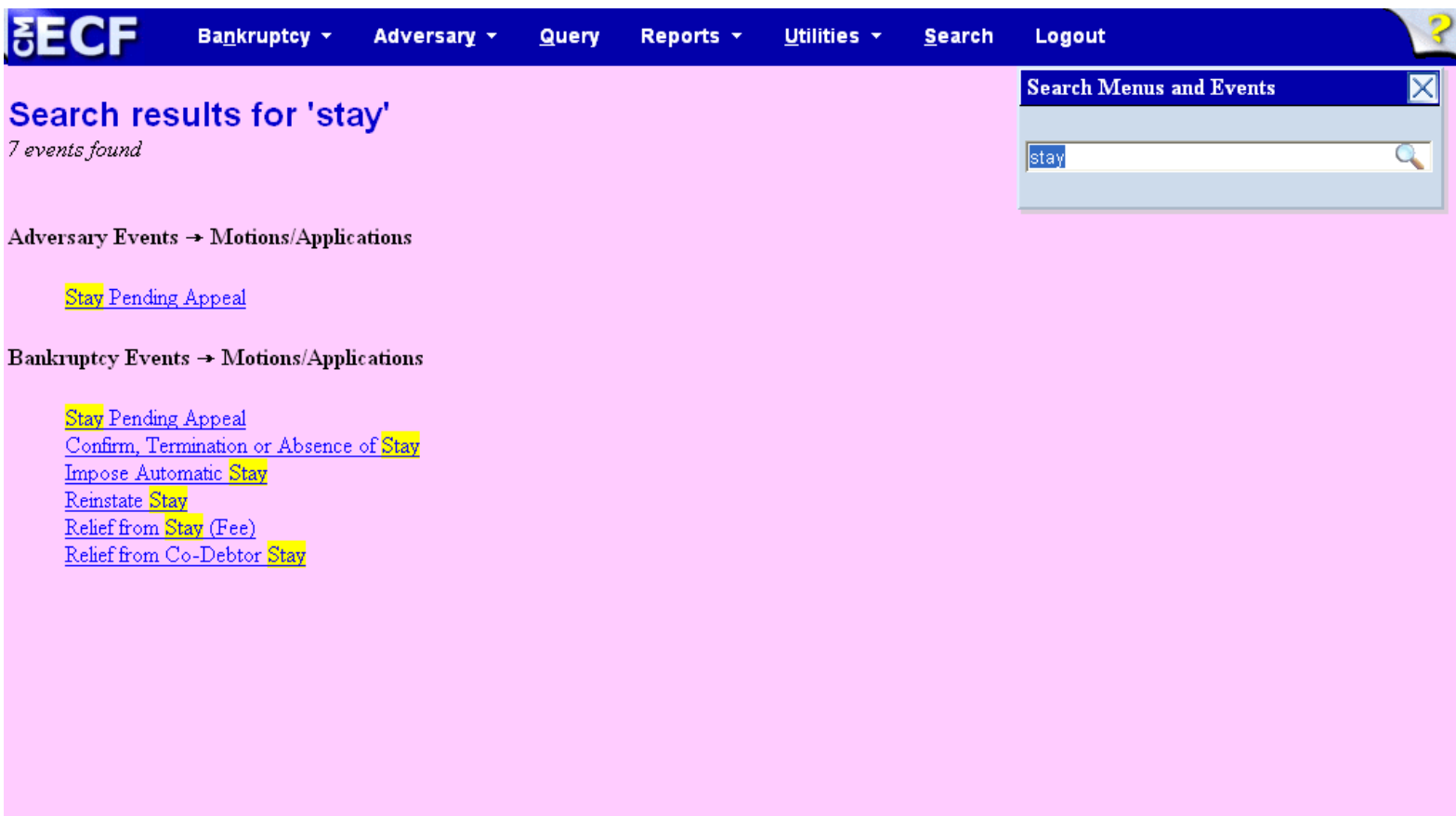
Clicking on **Search** on the main blue menu bar displays the “Search Menus and Events” window.



In the search window enter all or part of the name of the desired event. For example, to find a Motion for Relief from Stay event, type “stay” in the box and press Enter or click the magnifying glass to begin the search.

Menu Search Results for ‘stay’

CM/ECF will display a list of events that contain the entered word or string of words and the menu on which the event can be found. To begin filing, click on the appropriate event.



Event Search During Docketing

When the user must select from a long list of events to docket (such as motions/applications category), you no longer need to scroll through the list. A text box is provided above the list.

The screenshot shows the ECF system interface for filing a motion. At the top is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "File a Motion" and a link to "08-80032 Charlie Brown and Charlene Brown". Case details are displayed: Type: bk, Chapter: 7 v, Office: 2 (Newark), Assets: n, Case Flag: CounDue, CounDueJT, PRVDISCH. A search input field contains the text "Start typing to find an event." Below this is a list of "Available Events" with "Abstention Under Section 305" selected. To the right is a "Selected Events" section which is currently empty.

File a Motion

[08-80032 Charlie Brown and Charlene Brown](#)

Type: bk Chapter: 7 v Office: 2 (Newark)
Assets: n Case Flag: CounDue, CounDueJT, PRVDISCH

Available Events (click to select events)

- Abstention Under Section 305
- Access to Tax Information
- Accounting
- Adequate Protection
- Administrative Expenses
- Allow Payment Arrearages
- Amended Motion
- Appear Pro Hac Vice
- Application (Generic) - Only use if no other event is applicable

Selected Events (click to remove events)

Enter the first few letters of the event and the full list will be replaced by a list of events which match.

This screenshot shows the same ECF system interface as the previous one, but with the search input field containing the text "relief". The "Available Events" list is now filtered to show only three items: "Prospective Relief", "Relief from Co-Debtor Stay", and "Relief from Stay (Fee)". The "Selected Events" section remains empty. At the bottom left, there are "Next" and "Clear" buttons.

File a Motion

[08-80032 Charlie Brown and Charlene Brown](#)

Type: bk Chapter: 7 v Office: 2 (Newark)
Assets: n Case Flag: CounDue, CounDueJT, PRVDISCH

Click your selection, or use arrows to highlight it and press Enter.

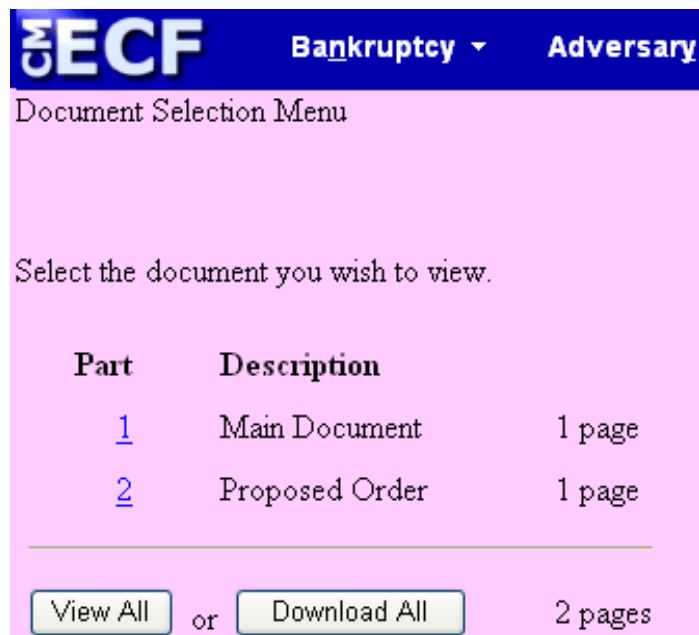
Available Events (click to select events)

- Prospective Relief
- Relief from Co-Debtor Stay
- Relief from Stay (Fee)

Selected Events (click to remove events)

View Multiple Documents for a Single Docket Entry

All the documents for a single docket entry can be combined and viewed in one PDF document. When a document number hyperlink is clicked from the docket report, a list of the main document and its attachments is displayed with “View All” and “Download All” buttons appearing at the bottom of the list.



The screenshot shows the ECF Document Selection Menu interface. At the top, there is a blue header with the ECF logo, a dropdown menu for 'Bankruptcy', and the word 'Adversary'. Below the header, the text 'Document Selection Menu' is displayed. A pink background contains the instruction 'Select the document you wish to view.' followed by a table with three columns: 'Part', 'Description', and 'Page Count'. The table lists two items: '1 Main Document 1 page' and '2 Proposed Order 1 page'. Below the table, there are two buttons: 'View All' and 'Download All', separated by the word 'or'. To the right of the buttons, the text '2 pages' is displayed.

Part	Description	
1	Main Document	1 page
2	Proposed Order	1 page

or 2 pages

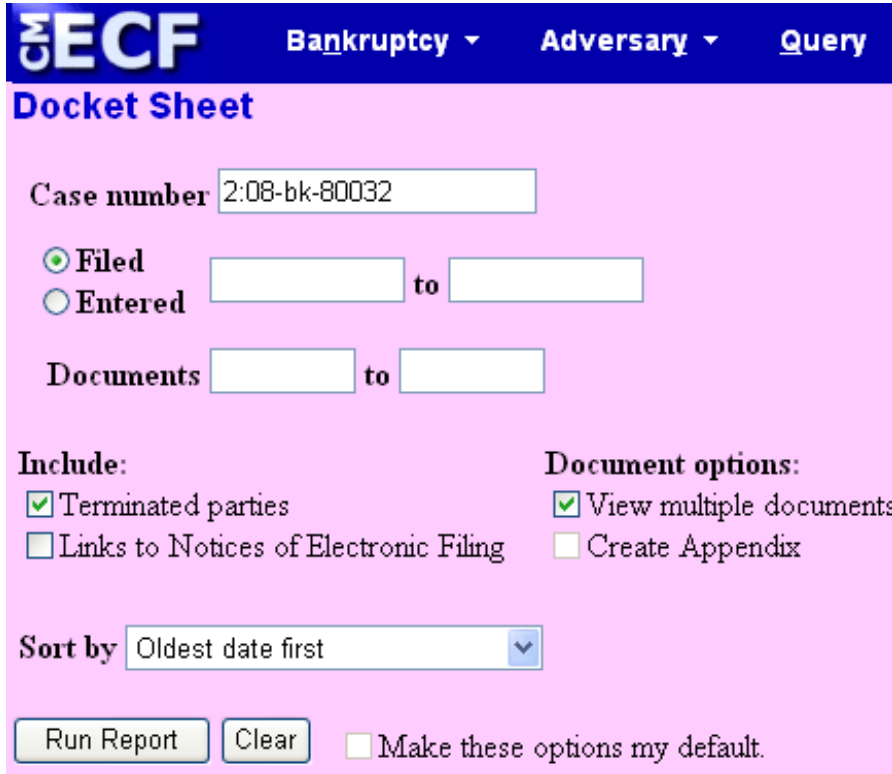
Selecting **View All** will combine the main document and its attachments into one PDF document. Selecting **Download All** will combine the main document and its attachments into a ZIP file.

A single PACER billing receipt page with multiple receipts (one per document) and a confirmation button.

If the combined documents exceed 10 MB, an error will display. If the combined size of all the documents on the docket report is close to or over 10 MB, the size of the document for each docket entry is displayed in the new column so you may determine the combination of documents that can be selected without exceeding 10 MB.

View and/or Download all Documents for Multiple Docket Entries

This feature will enable users to view or download multiple docket entries in one PDF document. Select Reports, Docket Report, View Multiple Documents.



The screenshot shows the ECF Docket Sheet interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Bankruptcy', 'Adversary', and 'Query'. Below the navigation bar, the title 'Docket Sheet' is displayed. The main form area includes a 'Case number' field with the value '2:08-bk-80032'. There are radio buttons for 'Filed' (selected) and 'Entered', followed by two empty text input fields separated by 'to'. Below this is a 'Documents' field with two empty text input fields separated by 'to'. The 'Include:' section has two columns of checkboxes: 'Terminated parties' (checked), 'Links to Notices of Electronic Filing' (unchecked), 'View multiple documents' (checked), and 'Create Appendix' (unchecked). A 'Sort by' dropdown menu is set to 'Oldest date first'. At the bottom, there are three buttons: 'Run Report', 'Clear', and a checkbox for 'Make these options my default'.

Selecting View Multiple Documents will create a new column in the docket report as seen below.

Place a checkmark in the box for each docket entry to be included in the PDF document.




Select **View Selected or Download Selected**.

Selecting “View Selected” will combine the main document and its attachments into one PDF document. “Download Selected” will combine the main document and all attachments into a ZIP file.

A single PACER billing receipt page is displayed with multiple receipts (one per document) and a confirm button.

If the combined documents exceed 10 MB, an error will display. If the combined size of all the documents on the docket report is close to or over 10 MB, the size of the document for each docket entry is displayed in the new column so you may determine the combination of

documents that can be selected without exceeding 10 MB.

06/27/2008			Trustee Barbara A. Edwards appointed to case (mhh) (Entered: 06/27/2008)
09/03/2008	 11	<input type="checkbox"/>	Motion to Recuse Filed by Tanner Clarke on behalf of Kranz. (Clarke, Tanner)
09/03/2008	 12	<input type="checkbox"/>	Certificate of Consent. Filed by Tanner Clarke on behalf of Kranz. (Clarke, Tan

View Selected

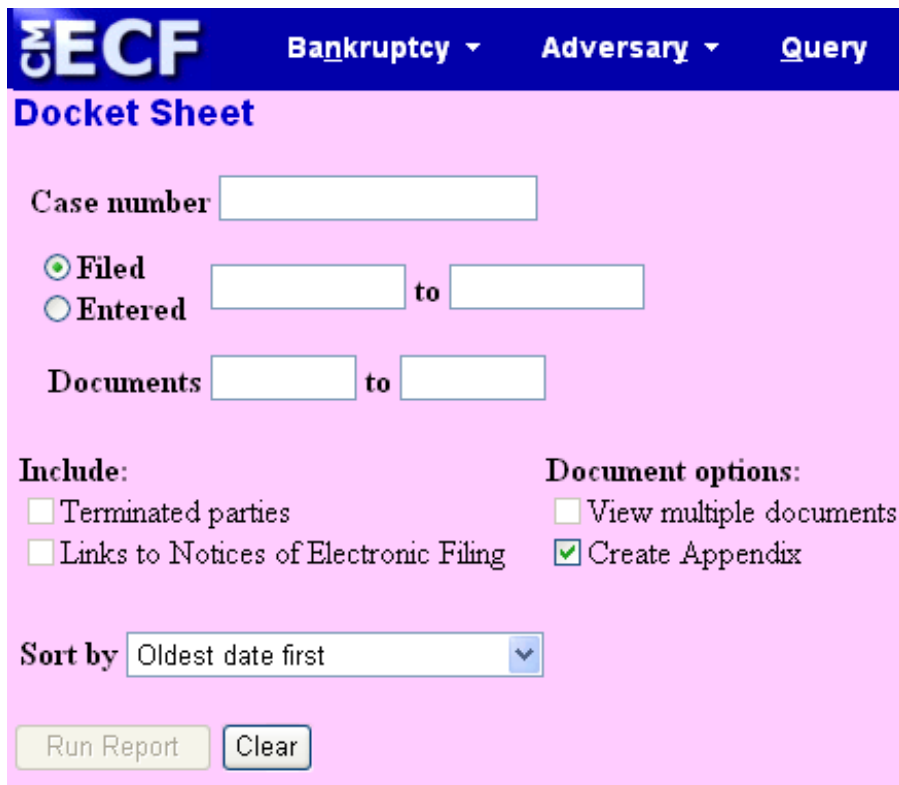
or

Download Selected

Create Appendix

This feature enables users to create a single PDF file that includes a complete docket sheet and images of the documents selected.

This feature can be selected on the Docket Report page. Select Reports, Docket Report and place checkmark in the box for Create Appendix. Once create appendix is selected, the “format” options will disappear, and “view multiple documents” is disabled.



The screenshot shows the ECF Docket Sheet interface. At the top, there is a navigation bar with the ECF logo and menu items for Bankruptcy, Adversary, and Query. The main heading is "Docket Sheet". Below this, there are several input fields and checkboxes:

- Case number:** A text input field.
- Filed/Entered:** Radio buttons for "Filed" (selected) and "Entered", followed by two text input fields for dates, separated by "to".
- Documents:** Two text input fields for document numbers, separated by "to".
- Include:** Two checkboxes: "Terminated parties" (unchecked) and "Links to Notices of Electronic Filing" (unchecked).
- Document options:** Two checkboxes: "View multiple documents" (unchecked) and "Create Appendix" (checked).
- Sort by:** A dropdown menu currently set to "Oldest date first".
- Buttons:** "Run Report" and "Clear".

After the user selects run report a docket sheet will display with a checkbox next to each entry. The user should place a checkmark in the box for each entry to be included in the appendix. A “*footer format*” box allows specification of the text that should appear on each PDF page.

09/03/2008	8	<input checked="" type="checkbox"/>	Motion for Adequate Protection Filed by Tanner Clarke on behalf of Charlie Brown. 9/24/2008 at 09:00 AM at Courtroom 3B, Newark - DHS. (Attachments: # 1 Proposed 09/03/2008)
09/03/2008	9	<input checked="" type="checkbox"/>	Certificate of Consent. Filed by Tanner Clarke on behalf of Charlie Brown. (Clarke, T
09/03/2008	10	<input type="checkbox"/>	Redacted Transcript of Hearing Held On: 8/7/08 Re: (related document: 3 Transcript

Footer format:
 (Numbers, letters, spaces, and <pagenum> only)

The final result is one PDF document with a complete docket sheet and the documents for the docket entries selected.

Hyperlinks in CM/ECF

This new feature allows users to file documents which include hyperlinks to a previously filed document in the same case or another case, as well as to a document being filed in the same submission as attachments.

When creating a single PDF from multiple documents using the “View Multiple Documents” or “Create Appendix” option of the docket report. Each of the documents in the consolidated PDF may include links to other CM/ECF documents. The links in the consolidated document are the same as those in the original documents, so clicking one will display the referenced document in a new window, even if the referenced document is included in the consolidated PDF. Therefore, a PACER user would incur an additional fee. To avoid additional fees, PACER users should check the link description and look for the referenced document in the consolidated document rather than clicking the link.

Creating a Hyperlink to a document already filed in cm/ecf.

A link can be made to another document in **any** database in the Federal Courts - District, Bankruptcy or Appellate.

1. Access cm/ecf and run the docket report for the case in which the document was filed.
2. Locate the document from the docket entries.
3. Copy the URL of the document to the clipboard. To do this, hover over the document link and click the right mouse button, select **Copy Shortcut or Copy Link Location**.
4. Open the word processing document. In the document, highlight the text for which you wish to create the hyperlink.
5. Create the hyperlink using directions below depending on if you are using Word or WordPerfect.

Creating the hyperlink if you are using WordPerfect:

- A. Select **Hyperlink** form the **Tools** menu.
- B. The **Hyperlink Properties** window opens. Paste the URL into the **Document/Macro** box with CTRL-V.

Creating the hyperlink if you are using Microsoft Word:

- A. Select **Hyperlink** form the **Insert** menu.

B The **Insert Hyperlink** window opens. Paste the URL into the **Address** box with Ctrl-V.

6. If the citation is to a specific page in the document, append to the URL “?page=”, followed by the page number e.g.,

<https://ecf.njb.uscourts.gov/docs1/001010708409?page=23>

Note: Because of incompatibility between the browser and Adobe Acrobat, the page number pointer will not work if the user opens the document with Internet Explorer.

7. Click OK button to close the hyperlink dialog box.

8. The hyperlink text is now underlined and blue (or whatever color is specified for links), indicating a hyperlink has been created. Save the word processing document.

9. Produce the PDF file.

You must **not** use the “print” option in the word processing program, since the hyperlinks will not be preserved (you may use this option if there are no hyperlinks in the document). Instead, use one of these methods:

- a. If you are using a version of WordPerfect that has a “Publish to PDF” or “Publish to..” option on the File menu, select it (if it is “Publish to..”, select “PDF” from the choices). If you are using an earlier version of WordPerfect that does **not** have one of these options, you must upgrade to version 11 or higher.
- b. If you are using a version of Word that has an “Adobe PDF” menu, select the “Convert to Adobe PDF” option from it.
- c. If you are using Word but do not have an “Adobe PDF” menu, close the Word file. Open the Adobe Acrobat application. From the **File** menu, select **Create PDF and From File...**

A navigation window opens; use it to find and select the document, then click **Open**.

A series of windows open as the document is converted. When the conversion is complete, the document is displayed in an Adobe Acrobat window, with an active hyperlink.

Close the Acrobat file, Respond “Yes” to the “Save Changes” prompt and store the PDF file in appropriate directory.

10. Docket an event and upload the PDF file to the docket entry as usual.

Creating a Hyperlink Between Documents Filed in the Same Event:

Instead of linking to a previously-filed document, you can link a document to one which will be filed in the same event (e.g. create a hyperlink in the main document to an attachment). The procedure is different, since the referenced document does not yet have an address in cm/ecf. When you create a link, it points to the referenced document where it exists on your local PC or server; when the documents are filed in cm/ecf, the link is converted to a cm/ecf URL.

1. Create PDF versions of any secondary documents (e.g. attachments) which will be referenced by the main document. See Step 9 in previous section.
2. Open the main document in the word processing program (i.e. the document that will have hyperlinks to the secondary documents).
3. Select the text in the main document that will be displayed as the hyperlink.
4. Create the hyperlink:

If you are using WordPerfect

Select **Hyperlink** from the **Tools** menu.

Click the folder icon to the right of the **Document/Macro box**:

Navigate to the referenced PDF document and click **Select**; click **OK** in the Hyperlink Properties box.

If you are using Microsoft Word

Select **Hyperlink** from the **Insert** menu

Navigate to the referenced PDF document, select it, and click **OK**

5. If the citation is to a specific page in the document, append to the URL “**?page=**”, followed by the page number e.g.

<https://ecf.njb.uscourts.gov/docs10010010708409?page=23>

Note: because of an incompatibility between the browser and Adobe Acrobat, the page number pointer will not work if the user opens the document with Internet Explorer.

6. Click the **OK** button to close the hyperlink dialog box.
7. The hyperlink text is now underlined and blue (or whatever color is specified for links), indicating a hyperlink has been created. Save the word processing document.
8. Follow the instructions in Step 9 of the previous section to produce the PDF version of the “main” document.
9. Docket an event and upload the main document and attachments as usual.

Calendar Pop Up

Clicking on the calendar button will display a pop up calendar which allows users to select a hearing date from the calendar.


Hearing Information

To find the next available date/time/location,
[Click Here.](#)

Hearing Date:  Hearing Time

Hearing Information

To find the next available date/time/location,
[Click Here.](#)

Hearing Date:  AM PM

Location: Judge:

September 2008						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13

The calendar will highlight non working days in green.

The calendar will put a black box around the current date.

The arrows allow you to move to another month.

New Docket Report Features

Link to Associated Cases on a Bankruptcy Case Docket

CoumDue, DebtEd, NARPT, C

**U.S. Bankruptcy Court
District of New Jersey (Newark)
Bankruptcy Petition #: 08-80002-KCF**

Assigned to: Honorable Kathryn C. Ferguson
Chapter 7
Previous chapter 13
Voluntary
No asset
[Show Associated Cases](#)

Date Filed: 02/26/2008
Date Converted: 06/27/2008

Links to lead **and** associated cases on adversary proceeding docket report

**U.S. Bankruptcy Court
District of New Jersey (Newark)
Adversary Proceeding #: 08-08001-RG**

Assigned to: Chief Judge Rosemary Gambardella
Lead BK Case: [08-80001](#)
Lead BK Title: This is a Chapter 13 Case and This is a New RF 7 Case
Lead BK Chapter: 13
[Show Associated Cases](#)

Date Filed: 03/14/08

Case Opening

Chapter Designation defaults to blank, rather than Chapter 7

Open New Bankruptcy Case

Case type bk Case

Date filed 9/3/2008

Chapter

Joint Petition n

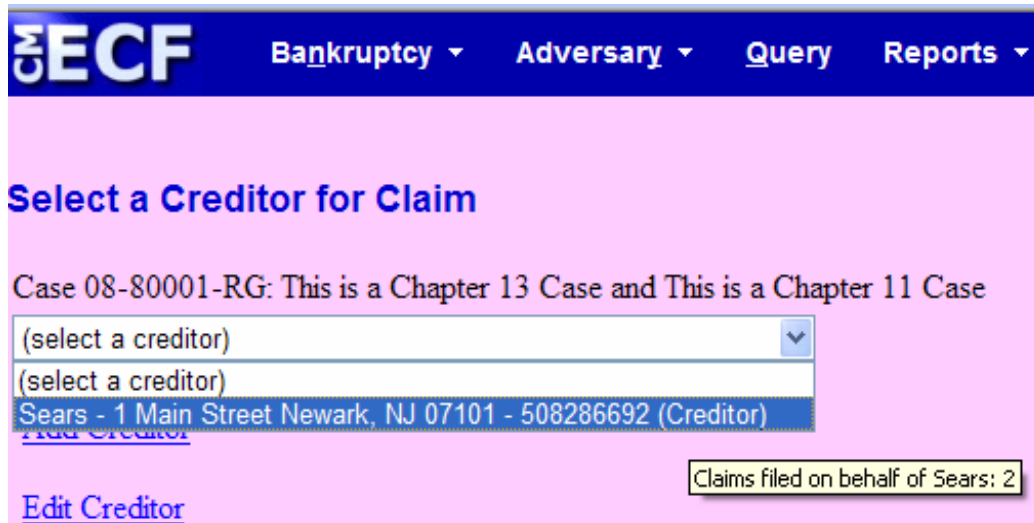
Deficiencies n

Origin Original

Next Clear

Claims/Creditors

Holding the cursor over the creditor's name will display the number of claim(s) filed by that creditor.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, and Reports. Below this, the page title is "Select a Creditor for Claim". The case information is "Case 08-80001-RG: This is a Chapter 13 Case and This is a Chapter 11 Case". A dropdown menu is open, showing a list of creditors. The selected creditor is "Sears - 1 Main Street Newark, NJ 07101 - 508286692 (Creditor)". A tooltip box next to the selected creditor displays "Claims filed on behalf of Sears: 2". There are also links for "Add Creditor" and "Edit Creditor".

Previously, if no creditors were returned from a search, an empty selection list was displayed. Now a "no creditors found" message is shown.

There is also a "change search criteria" link which returns the user to the "search for creditor" screen.



The screenshot shows the ECF interface with the page title "Select a Creditor for Claim". The case information is "Case 08-80001-RG: This is a Chapter 13 Case". Below this, the message "No creditors found for selected search criteria" is displayed. A link labeled "Change search criteria" is provided below the message.

Previously, a claim was accepted as amending another claim only if the creditor selected for the amended claim was the same as the creditor for the original claim. Now, any creditor can be selected.

When filing an amended claim - there is a

“Find” button next to the “Amends Claim #” field

Newark, NJ 07101
Amends Claim #: <input type="text"/> <input type="button" value="Find"/>
Date Filed: 06/03/2008

New options have been added to the Proof of Claim screen so the user can easily clear values that were copied from the amended claim

Remarks:	<input type="text"/>
Amend options: <input type="radio"/> Clear all Amounts	
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

Claims Register

If a claim has been transferred, or the claimant has been changed via editing - a “Claimant History” link is now displayed in the creditor section



A “details” link is now included in the “history” section for each claim

Details Link

Unsecured claimed: \$200
Total claimed: \$200
<i>History:</i>
Details 4-1 06/04/2008
<i>Description:</i>
<i>Remarks:</i>

Details Page

Claim History		
Detailed Description of Claim Activity 3-1		
Date of Change	Change Made by	Description of Change
06/03/2008	LeCompte, Judi	Changed <i>Description</i> FROM: NULL TO: This is a Test Changed <i>Remarks</i> FROM: NULL TO: This is a Test remark.
06/03/2008	LeCompte, Judi	Created <i>Unsecured Claimed Amount</i> : \$5000.00 Created <i>Filed By</i> : Creditor Created <i>Date Filed</i> : 06/03/2008

Court Information

A summary of information is now displayed when the user clicks on the CM/ECF logo on the left of the blue banner menu.



Court Summary [Close]

U.S. Bankruptcy Court

District of New Jersey (NJB-test)

Martin Luther King, Jr. Fed Bldg, 50 Walnut Street, Newark, NJ
07102
Email: cmecf_help_desk@njb.uscourts.gov
Clerk: James Waldron

Software release CM/ECF-BK V3.2.0

[Further court information.](#)

Court Information

Court Details	
Court's Name	District of New Jersey
Software Version	CM/ECF-BK V3.2.0
ECF Go Live Date	4/1/02
Maximum PDF File Size (MB)	5
Maximum Merge Document Size (MB)	10

Court Locations	
Court's Name	District of New Jersey
Court's Address	Martin Luther King, Jr. Fed Bldg, 50 Walnut Street, Newark, NJ 07102
Court's Phone Number	973-645-4764

Internet Payments Due

A total of the amount due has been added to the report.

Date Incurred	Description	Amount
2007-07-31 10:32:44	Involuntary Petition (Chapter 7)(07-80009) [misc,invol7] (299.00)	\$ 299.00
2007-10-12 08:57:33	Voluntary Petition (Chapter 7)(07-80012) [misc,volp7a] (299.00)	\$ 299.00

**Total: \$
598.00**

Miscellaneous Changes

SSN/ITIN

Throughout the application the label for Social Security Number has been changed to SSN/ITIN since an Individual Tax Identification Number may be used instead of an SSN.

Tax ID/EIN

Throughout the application the label for a Tax Id Number has been changed to show that it is also referred to as an Employer Identification Number.

Fees

Do not click X in upper right corner to close a fee window. Click Pay Now or Continue Filing. If the window is closed by clicking on the X, subsequent pop up windows will no longer appear.