Accessing CM/ECF for Filing and Querying

Users can access the system via the Internet using Internet Explorer (version 6.0 or higher) or Mozilla FireFox version 1.5 or higher at the following address: https://ecf.flnd.uscourts.gov. In the alternative, you may go to the Northern District of Florida's Web site (www.flnd.uscourts.gov), click on the <u>CM/ECF</u> hyperlink, and then click on the <u>Login to</u> <u>CM/ECF</u> hyperlink.

One you see a screen similar to that shown below, click on the <u>Northern District of Florida</u> - <u>Document Filing System</u> hyperlink located in the center of the screen to advance to the login screen.



Welcome to the CM/ECF Server for the Northern District of Florida

Northern District of Florida - Document Filing System

The FLND LIVE Area now Contains Version 3.1.2

File Created on 6/13/05 by Traci Abrams; Edited by Sheila Hurst-Rayborn; Updated by Abrams on 10/24/07 & 7/11/08

Logging In to CM/ECF

The next screen is the login screen. Enter your FLND CM/ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive.

The **"client code"** field is utilized by PACER's billing system and will appear on your statement should you access query features that cause you to incur a <u>PACER</u> charge. This is an optional field.

Click **[Login].** The FLND login, as opposed to the PACER login, will allow you to file documents and query for general case information. Please see the section entitled **Query Feature** for information about the use of a <u>PACER</u> login and password on this screen. The PACER login <u>will not</u> allow a user to file documents.

CM/ECF Filer or PACER Login	
Notice 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 advities and access attempts are looped.	
Instructions for filing: Enter your CMECF filer login and password if you are electronically filing something with the court.	
If you received this login page as a result of a link from a Notice of Electronic Filing email: Enter your CMECF filer login and password. The system prompts customers for a CMECF login and password when attempting to view certain types of documents.	Authentication
If you have trouble viewing a document. After factors and where your CMECF log must also also be also to view the document if you receive the message. You do not have permission to view this document "viewing the document is relatived to attorney or faccord in the case and the system doe not recognize you as such. If the hop prompt appears again, after you have entered your CMECF log mund password. There is that the most of this have entered Your PAEE to grant appears again, after you have entered your CMECF log mund password. There is that the most of this have entered Your PAEE to grant appears again, after you have entered you will be charged S B per	Login:
page Instructions for viewing filed documents and case information: If you on int need ting capabilities, energing PACER login and passing. If you do not have a PACER login, you may register online at <u>into if accer por uncourts por</u>	Password:
Authentication Logn Passed Pas	client code:
deer cole	Login Clear
CLEECF has been tested and works correctly with Profex 1.3 and 2.0, Internet Explorer 6.0 and 7.0, and Natospe 7.2. NOTICE: An access fee of 5.0 per page, as approved by the Judical Conference of the United States, will be assessed for access to this service. For more information about CLEECF, click, these contract the PACER service center all (00) 766-859.	מינה ניני גינית המתאורי

If you experience a problem and cannot login, verify that you have entered your FLND CM/ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. Remember, logins and passwords are case sensitive.

After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

If the ECF system does not recognize your login and password, it will display the following error message on a new screen:

Your ECF or PACER login attempt failed.

Either your login name or password is incorrect.

Click on the **[Back]** button on your browser's toolbar and re-enter your correct login and password.

Once the **Main Menu** appears choose from a list of options located on the **blue** menu bar at the top of the screen just below the browser's menu bar.

Note: The date you *last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. Please contact the Clerk's Office as soon as possible if you believe your last login date and time are incorrect or suspect an unauthorized party is using your login and password.