

ECF Alerts

If you have recently installed Windows XP Service Pack 2 and your pop-up screens are no longer working. (“Your Account, Internet Payments Due,) follow the steps listed below to enable Pop-Up functionality in CM/ECF in WindowsXP Service Pack 2.

For Microsoft Internet Explorer:

Add <https://ecf.innb.uscourts.gov> as a trusted site:

1. Click **Tools**.
2. Click **Internet Options**.
3. Access the **Security** tab.
4. Click the **Trusted sites** Web Content Zone.
5. Click the **Sites...** button.
6. Type **westlaw.com** in **Add this web site to the zone**.
7. Click **Add**.
8. Click **Ok**.

Add <https://ecf.innb.uscourts.gov> to the list of allowed pop-up sites. This will allow pop-up boxes only from designated sites.

1. Go to the **Tools** menu.
2. Click **Pop-up Blocker**.
3. Choose **Pop-up Blocker Settings...** from the Pop-up Blocker sub menu.
4. Add <https://ecf.innb.uscourts.gov> in **Address of web site to allow**.
5. Click **Add**.
6. Click **Close**.

Turn off pop-up blocking. This will allow any and all pop-up boxes.

1. Go to the **Tools** menu.
2. Choose **Pop-up Blocker**.
3. Choose **Turn Off Pop-up Blocker** from the Pop-up Blocker sub menu.

Change filter level:

1. Go to **Tools**.
2. Choose **Pop-up Blocker**.
3. Choose **Pop-up Blocker Settings...** from the Pop-up Blocker sub menu.
4. Change the Filter Level to **Medium: Block most automatic pop-ups**.
5. Click **Close**.

Accessing the Notice of Electronic Service page:

At the conclusion of each electronic filing, you will receive a Notice of Electronic Filing. This document contains confirmation that your document has been filed. It gives the time and date the document was filed. It also includes information regarding service. All parties who are registered to receive electronic notification is listed with an email address. It will also list those who will not receive electronic notification and therefore are still required to be served with a hard copy. This information can be retrieved at any time by logging into the ECF system using your **ECF** login and password. Once in the system, you will access the Reports menu by using your **PACER** login and password. This will allow you to run a docket report which contains the silver bullet of the Notice of Electronic Filing.

Checking PDF document properties - Adobe Acrobat 6

Creating PDF files that are compatible with previous versions - Adobe Acrobat 6

Eliminating Hyperlinks within a PDF document

The current version of ECF does not allow PDF files to be uploaded with Hyperlinks for security reasons. To eliminate Hyperlinks:

WORDPERFECT:

Tools Menu (This will eliminate the hyperlink and underline)

QuickCorrect

SpeedLinks Tab

Uncheck, "Format words as hyperlinks when you type them"

OK

and/or

Tools Menu (This may not be necessary)

Settings

Environment

General Tab

Uncheck, "Activate Hyperlinks on Open"

OK

MS WORD:

Tools Menu

AutoCorrect Options

AutoFormat As You Type

Uncheck, "Internet and Network paths with hyperlinks"

OK

ADOBE ACROBAT: (Removal of Hyperlinks using Adobe)

Tools Menu

PDF Consultant

Detect and Remove

Checkmark "ONLY" "External cross reference (web links, files, ...)"

Remove

OK

Close

For further instructions concerning the appropriate software, please refer to the software's Help Guide/Topics.

How to Convert a Creditor Matrix to a .txt File

[Click here for: CM/ECF Application Training Guide for Attorneys - Converting a Creditor Matrix to a .txt File](#)

Creating a PDF file using MS Word or WordPerfect

You must have the Adobe Acrobat software installed on your computer. After you have created your document in your wordprocessor, choose File, Print and change the current printer to Adobe PDFWriter. Then click on print or ok and you will be prompted to save the file in a pdf format. Remember where you save the file for future use. You will not get a print out but the file is now converted to pdf and ready to be sent to the court.

e-Mail accounts too small to handle ECF e-Mail

If you are a MSN Hotmail or similar free or inexpensive e-mail system subscriber, you may have to increase your subscription. Basic e-mail accounts typically cannot handle vast amounts of e-mail sent by the court's ECF system. If you are a high volume Bankruptcy Attorney, please check with your e-mail provider to ensure adequate space allocation to receive numerous and large sized e-mails from the court's ECF system. Provider systems which cannot handle the volume do not receive essential and time sensitive e-mails. These e-mails are not lost but are sent back to the court to be resent at a later time. Also, please be cautious when enabling automatic bulk mail detection. This feature may automatically delete e-mail received from the court.

Creditor Mailing Matrix -vs- Mailing Labels by Case

Creditor Mailing Matrix will only list the creditors on the case and no other parties. If you want a complete list of all parties, including all creditors and attorneys, you must select **Mailing Labels by Case**. Both of these items are accessible under **Utilities Menu under Mailings**.

To Create 3 Column Mailing Labels from ECF/Pacer

New 3 column option available - 12/03/03

PRINTING LABELS FROM PDF FILE - To create 3 column labels (example: Avery 5160) select from Utilities Menu/Mailings/Mailing Labels by Case or Recipient Type, and there is a **3 Column PDF** option. This option creates a link to a PDF file for printing labels and a link to a TXT file that lists addresses that were incomplete and no label was created. The PDF file can be opened and printed directly onto 3 column labels.

WORDPERFECT - In order to create 3 column labels, you must use Netscape, not IE. Select from Utilities Menu under Mailings, "Mailing Labels by Case". Input the case number, place a check mark in the select All participants box and choose the 1 column format. Once the names and addresses appear, highlight and copy them by choosing Edit pull down menu. Switch to WordPerfect, select the Format pull down menu and Labels. Select Avery 5160 as your label type. Change the font Times New Roman, 7 and bold, then paste the copied names and addresses into the labels.

MS WORD - In order to create a 3 column labels (like Avery 5160), you must use Netscape, or IE. Select from Utilities Menu under Mailings, "Mailing Labels by Case". Input the case number, place a check mark in the select All participants box and choose the 1 column format. Once the names and addresses appear, highlight and copy them by choosing Edit pull down menu. Switch to MS Word, select from the Edit pull-down menu, Paste Special, choose Unformatted Text. Then select from the File pull-down menu, Page Setup and change the following items:

Top .65

Bottom .17 (This may be excepted, depending on the type of printer you are using)

Left and Right .25

Header and Footer .50 (Under the Layout Tab)

Then select from the Format pull-down menu, Columns and Presets three with Equal column Width. Finally, use Times New Roman with size 9. This should give you an excellent start to

creating labels. You may have to make a few adjustments.

ECF Login -vs- Pacer Login

The ECF login allows you to file documents with the court. The Pacer login will not allow you to file documents with the court but only query case information and run reports. There is no difference between the login screens, they are the same. Depending on which login you use, this will determine what options you receive. If you are logged into the system using your ECF login and try to query or run a report, the system will prompt you to the ECF/PACER login screen again and you must use your PACER login to continue.

Reducing Text Size and Printing the Notice of Bankruptcy Filing/Automatic Stay on One Page

If using Netscape you must change the font before you go into ECF/PACER or you will get an error and be thrown out of the system. To change the font, from within Netscape select Edit pull down menu, Preferences, Fonts and change the size to 10. If using IE you must change the font at any time by selecting View pull down menu, Text Size and clicking on smaller or smallest. In a normal case with an average number of parties this will work, but if you have a case with a lot of parties, aka's, dba's this may not work.

Clearing Your Browser's Cache

These instructions may vary slightly depending on your version of a browser.

Logoff from CM/ECF.

Internet Explorer (IE) -

- With IE open, choose Tools from the menu bar and select, Internet Options.
- Click on the button titled, "Delete Files." (The button is located in the middle of the window).
- A message will pop-up, asking if you want to: "Delete all offline Content." Click on the box immediately to the left of the message, and then click on the button titled, "OK."
- Close the window by clicking on the "X" in the upper left-hand corner or on the button titled, "OK." Close and restart IE.

Netscape -

- With Netscape running, choose Edit from the menu bar and then select, Preferences.
- The left column of the pop-up window should be titled, "Category." Double-click on the "Advanced" item, to view additional items.
- Locate and click on the "Cache" option.
- On the right-side of the window, you will see one or two cache-related buttons. Click on the button(s) to clear cache.
 - Netscape 7.1 uses one button titled, "Clear Cache."
 - Netscape 4.7 or older, uses two buttons, titled, "Clear Memory Cache," and "Clear Disk Cache."
- All versions of Netscape will prompt you to confirm that you want to remove the files. Confirm by clicking on "OK."
- Close the window by clicking on the "X" in the upper left-hand corner or on the button titled, "OK." Close and restart Netscape.

If you continue to have problems after clearing your cache, shutdown and restart your PC to clear its memory.

