

## ACCESS

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### **Registration**

To become a CM/ECF registered user, begin by visiting the court's website at [www.mtb.uscourts.gov](http://www.mtb.uscourts.gov). Go to the link for CM/ECF for more information.

### **Training**

On the CM/ECF page, you will find the contact person to schedule training. The attorney must complete one-on-one training with a court trainer. If there are several people in your office to be trained, group training is available. You will be assigned access to the training database on the day of training. Once you are familiar with the training database, and have completed the assigned training exercises, you will be issued a live password and be authorized to file documents in the CM/ECF system.

*[NOTE: A different set of logins and passwords are issued for the training and live systems]*

For Electronic Case Filing  
Help, call our  
ECF Help Desk Line at:

(406) 497-1249 (Coleen)

(406) 497-1244 (Patti)

(406) 497-1252 (Lynn)

(406) 497-1246 (Mary)

(406) 497-1253 (Bernie)

## Site Entry

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Users can access the system through the Court's Internet Web Page at:  
<http://www.mtb.uscourts.gov>.

**STEP 1** Click the PACER System under the Asscess to Case Info on the right hand side of the page or PACER System and Bankruptcy Case Information System in the middle of the page.

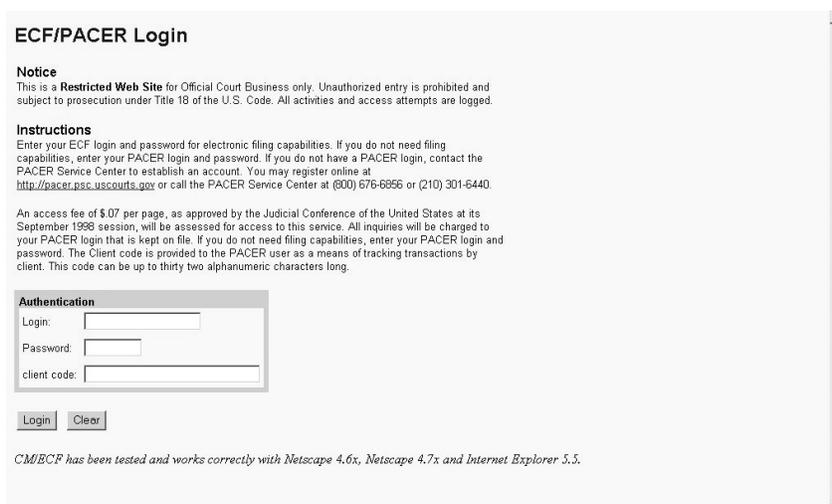
*NOTE: If our home page is ever down, you may access ECF by using this link:*  
<http://ecf.mtb.uscourts.gov>.

**STEP 2** Select the **Document Filing System (Live)**, or the **Training Database**.

## Login

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A Login screen prompts the user for the login and password:



**ECF/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 activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6896 or (210) 301-6440.

An access fee of \$ 07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

client code:

CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5.

**STEP 1** Enter your Login and Password in the appropriate fields. Click on Login to transmit information to the system.

- ◆ If you get an error message, click on **Clear** to delete the login and password entries, then re-enter

- ◆ If an invalid combination is entered, the system will respond with an error message. Click on **Back** to retry.
- ◆ The entry of a valid login and password combination will prompt the system to display the Main Menu

**STEP 2** Choose from the Main Menu options at the top of the page:



- ◆ **Bankruptcy** – brings up the **Bankruptcy Events** menu from which you make a selection to open bankruptcy cases, docket pleadings, etc. in a bankruptcy case.
- ◆ **Adversary** - brings up the **Adversary Events** menu screen from which you make a selection to open an adversary proceeding, or docket pleadings, etc. in an adversary proceeding.
- ◆ **Query** – brings up the Query screen, allowing retrieval of a variety of information for specific cases.
- ◆ **Reports** – brings up the **Reports** menu from which you may access a number of reports for single cases or multiple cases.
- ◆ **Utilities** – brings up the Utilities menu, allowing maintenance of user accounts, notification, etc.
- ◆ **Logout** – returns you to the **Login** screen.