

# ECF UTILITIES MENU

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**NOTE: To go directly to a page, click on page number**

# Your Account

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## Change Your Client Code

Allows entry of a new client code, used for reporting charges made to the current PACER account.

**STEP 1** Select **Utilities** from the Main Menu, click on **Change Your Client Code** hypertext link from the *Your Account* menu.

The screenshot shows a web browser window with a dark blue header. On the left of the header is the ECF logo. To the right of the logo are several menu items: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Logout", each separated by a small dot. A yellow question mark icon is on the far right of the header. Below the header, the main content area has a light yellow background. It contains the text "The current value of the client code is ." followed by a small, empty text input field. Below this is the prompt "Enter new Client code:" followed by a larger text input field. At the bottom of the input fields are two buttons: "Submit" and "Clear".

- ◆ System will display current value of the client code if you used a client code upon logging into PACER
- ◆ Enter a client code

**STEP 2** Click on **Submit** to continue or **Clear** to reset

**STEP 3** System will display the new value of the client code, to continue click on Main Menu option of your choice

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## Change Your PACER Account

Displays the login screen to allow entry of a different PACER account. The new account can be designated as the default PACER login.

**STEP 1** Select **Utilities** from the Main Menu, click on **Change Your PACER Account** hypertext link from the *Your Account* menu. PACER Login screen appears.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

### PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited 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:

Make this my default PACER login

◆ Enter PACER login, password and client code, if applicable

◆ Click box to make this login your default PACER login

**STEP 2** Click on **Login** to continue or **Clear** to reset

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## Maintain Your ECF Account

This function allows you to update your personal information and instructions about email notification.

**STEP 1** Select **Utilities** from the Main Menu, click on **Maintain Your ECF Account** hypertext link from the *Your Account* menu. The Maintain User Account screen appears:

**STEP 2** Make appropriate changes or additions to your name, address, telephone number and/or fax number.

- ◆ **Email information**– button allows you to specify how you want to be notified of CM/ECF filings and the email address at which you want to receive notification, see Step 3
- ◆ **More user information...** button allows you to change your login name or password, see Step 4
- ◆ Click on **Submit** button upon completing all changes/additions
- ◆ Click on **Clear** button to clear changes you may have made

**STEP 3** Upon clicking **Email information** button, the E-mail information for your account screen will appear.

- ◆ **Primary e-mail address** ☒ specify the complete address
- ◆ **Send the notices specified below** ☒ select one or both options **to my primary e-mail address**
- ◆ **to these additional addresses** and add additional email addresses in text box
- ◆ To receive notices for a case in which you are not involved, check the box for **Send notices in these additional cases** and key the case number(s) in the text box
- ◆ Select appropriate radio button to receive notice of electronic case filing for each case (**Send a notice for each filing**) or a summary report containing all cases (**Send a Daily Summary Report**)
- ◆ **Format notices** - select appropriate format
  - **html format for Internet Explorer or ISP e-mail service**
  - **text format for cc:Mail, GroupWise, other e-mail service**
- ◆ Click on **Return to Account screen** to continue making changes to your account and/or to submit changes once completed
- ◆ Click on **Clear** button to clear changes you may have made

**STEP 4** Upon clicking the **More user information** button, more information from your account will appear.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below this, the page title is "More User Information for RICHARD SAMSON". The main content area is yellow and contains the following information:

Login	<input type="text" value="rjs"/>	Last login	12-13-2002 14:09
Password	<input type="password" value="*****"/>	Current login	12-16-2002 14:09
Prid	626229	Create date	09/06/2002
Registered	<input checked="" type="checkbox" value="Y"/>	Update date	09/06/2002
Groups	Trustee/US Trustee		

At the bottom of the yellow area, there are two buttons: "Return to Account screen" and "Clear".

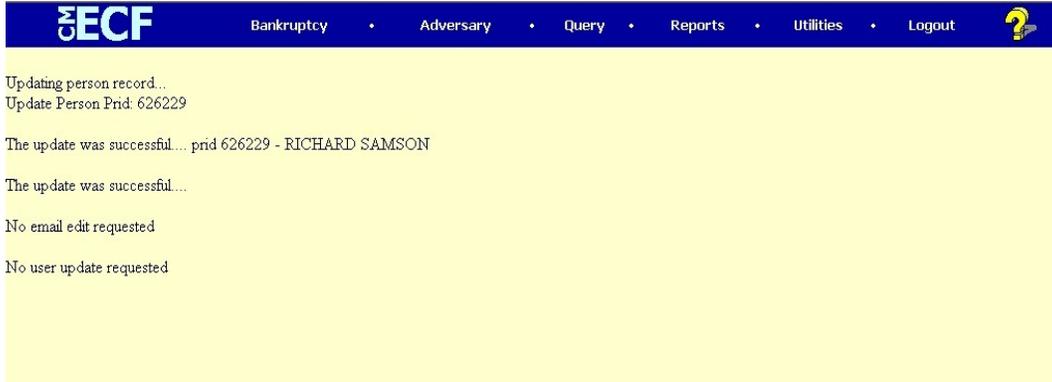
- ◆ **Login** you may change your login
- ◆ **Password** ☒ you may change your password. Note: When you type a new password, it is readable. Whenever this screen is displayed again, the password will be hidden.
- ◆ Click on **Return to Account screen** to continue making changes to your account and/or to submit changes once completed
- ◆ Click on **Clear** button to clear changes you may have made

**STEP 5** After making appropriate changes/additions and clicking on **Submit** button, the system will display all cases you are involved in.



- ◆ **Update All** ☒ default selection, click **Submit** button to have address information spread to all cases
- ◆ To have address update spread to specific cases but not all, hold down **<Ctrl>** key on keyboard while clicking on specific cases
- ◆ Click on **Submit** button to update your account
- ◆ Click **Clear** button to clear selection

**STEP 6** After clicking submit button the system will display update information, to continue click on Main Menu option of your choice



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## Review Billing History

Displays the number of CM/ECF pages accessed and charges incurred for the PACER account currently being used. If you enter client codes when you access CM/ECF, the charges are totaled for each code.

**STEP 1** Select **Utilities** from the Main Menu, click on **Review Billing History** hypertext link from the *Your Account* menu.



**STEP 2** **Transactions dated:** - enter a date range for the report to display

**STEP 3** **Sort:** - click ▼ arrow to the right of the box to select how you would like the report to sort

- Date range
- Client code/Date

**STEP 4** Click on **Submit** to continue or **Clear** to reset display criteria. Billing history will display.



The screenshot shows the ECF PACER User interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar, the user information is displayed: PACER User: test District of Montana (Test Site). The main content area contains a table with the following data:

Date	Time	Pages	Client Code	Description	Search Criteria
SUB TOTAL:		0	pages		
	\$	0.07	per page		
	\$	0.00	charges		
TOTAL:		0	pages		
	\$	0.07	per page		
	\$	0.00	charges		

Below the table, there is a "Back" button.

◆ Click **Back** to return to the Utilities main menu or you may click on Main Menu option of your choice

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## View PACER Account Information

Displays the current PACER login and client code, if applicable.

**STEP 1** Select **Utilities** from the Main Menu, click on **View PACER Account Information** hypertext link from the *Your Account* menu. System displays the account information and client code, if applicable, used to log into PACER, to continue click on Main Menu option of your choice.

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## View Your Transaction Log

Displays details of all transactions (docketing) that the current user has entered into CM/ECF for a specified time period.

**STEP 1** Select **Utilities** from the Main Menu, click on **View Your Transaction Log** hypertext link from the *Your Account* menu. View Transaction Log screen appears. Click in the dialog boxes of **Start Date:** and **End Date:** and type the dates of report you want displayed.

**STEP 2** Click on Submit after completing date selection or Clear to reset search criteria. The Transaction Log screen appears.

Id	Date	Case Number	Text
404	09/24/2002 09:49:50	02-12	341 Meeting Held & Trustee's Report of No Distribution (Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. 704 and has concluded that there are no assets to administer) for the
404	09/24/2002 09:49:50	02-11	341 Meeting Held & Trustee's Report of No Distribution (Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. 704 and has concluded that there are no assets to administer) for the
404	09/24/2002 09:49:50	02-13	341 Meeting Held & Trustee's Report of No Distribution (Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. 704 and has concluded that there are no assets to administer) for the
404	09/24/2002 09:49:50	02-15	341 Meeting of Creditors Continued on 10/15/2002 at 9:00 AM at 2ND FLOOR COURTROOM, BUTTE (SAMSON, RICHARD)
404	09/24/2002 09:49:50	02-14	341 Meeting Held & Trustee's Report of No Distribution (Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. 704 and has concluded that there are no assets to administer) for the
481	10/29/2002 10:33:55	02-12	341 Meeting Held & Trustee's Report of No Distribution (Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. 704 and has concluded that there are no assets to administer) for the
481	10/29/2002 10:33:55	02-14	341 Meeting of Creditors Continued on 11/5/2002 at 9:00 AM at 2ND FLOOR COURTROOM, BUTTE (SAMSON, RICHARD)
481	10/29/2002 10:33:55	02-13	Trustee's Initial Report & First Meeting Held (SAMSON, RICHARD)
490	10/29/2002 13:15:55	02-1	Sixth Trustee's Notice of Intent to Sell <i>personal property</i> Filed by ROBERT DRUMMOND. Objection Due by 11/18/2002. (SAMSON, RICHARD)
491	10/29/2002 13:31:07	02-1	Trustee's Notice of Intent to Sell <i>1997 GMC Truck</i> Filed by ROBERT DRUMMOND. Objection Due by 11/18/2002. (SAMSON, RICHARD)

**STEP 3** To print transaction log, click on Print from browser toolbar

**STEP 4** To continue, click Main Menu option of your choice

# Miscellaneous

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## Legal Research... Law Dictionary

This option links to a Web site researched, written in plain language and provided free of charge by lawyer Lloyd Duhaime0.

**STEP 1** Select **Utilities** from the Main Menu, click on **Legal Research...** hypertext link from the *Miscellaneous* menu.

**STEP 2** Select **Law Dictionary** from the *Legal Research...* main menu

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## Legal Research... Medical Dictionary

This option links to the On-Line Medical Dictionary provided by the CancerWEB Project (sponsored by British Telecommunications).

**STEP 1** Select **Utilities** from the Main Menu, click on **Legal Research...** hypertext link from the *Miscellaneous* menu.

**STEP 2** Select **Law Dictionary** from the *Legal Research...* main menu.

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## Legal Research... Westlaw via the Internet

This option links to Westlaw™s commercial web site. A subscriber account is needed.

**STEP 1** Select **Utilities** from the Main Menu, click on **Legal Research...** hypertext link from the *Miscellaneous* menu.

**STEP 2** Select **Westlaw via the Internet** from the *Legal Research...* main menu

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## Mailings... Creditor Mailing Matrix

The *Creditor Mailing Matrix* report displays the list of creditors for a specific case. The list contains those creditors uploaded at case opening and may or may not include parties that have filed/docketed a pleading to the case. All creditors on this report were added through the Creditor Maintenance option of the system and used by the BNC (Bankruptcy Noticing Center) for Court generated notices.

**STEP 1** Select **Utilities** from the Main Menu, click on **Mailings...** hypertext link from the *Miscellaneous* menu.

**STEP 2** Select **Creditor Mailing Matrix** from the *Mailings...* main menu



The screenshot shows the ECF (Electronic Case Filing) interface for the 'Creditor Mailing Matrix' report. The top navigation bar includes 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. The main form area has a yellow background and contains the following fields and controls:

- Case number:** A text input field containing '02-00011'.
- Special mailing group:** A dropdown menu with 'All' selected. A note below it says '(Highlight blank field for no special mailing group)'. Below the dropdown is a small 'sg1' label.
- Format:** Two radio buttons: '1 column' (selected) and 'raw data format'.
- Buttons:** 'Run Report' and 'Clear' buttons.

- Enter case number
- Click to select appropriate **Format** radio button
- Click on **Run Report** or **Clear** to reset search criteria

**STEP 2 Search Results** screen appears listing creditors for case specified

**STEP 3** To print, click on **Print** button from browser toolbar

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## Mailings... Mailing Info for a Case

Displays a list of those who receive e-mail notices and those who require manual noticing for a specific case.

**STEP 1** Select **Utilities** from the Main Menu, click on **Mailings...** hypertext link from the *Miscellaneous* menu.

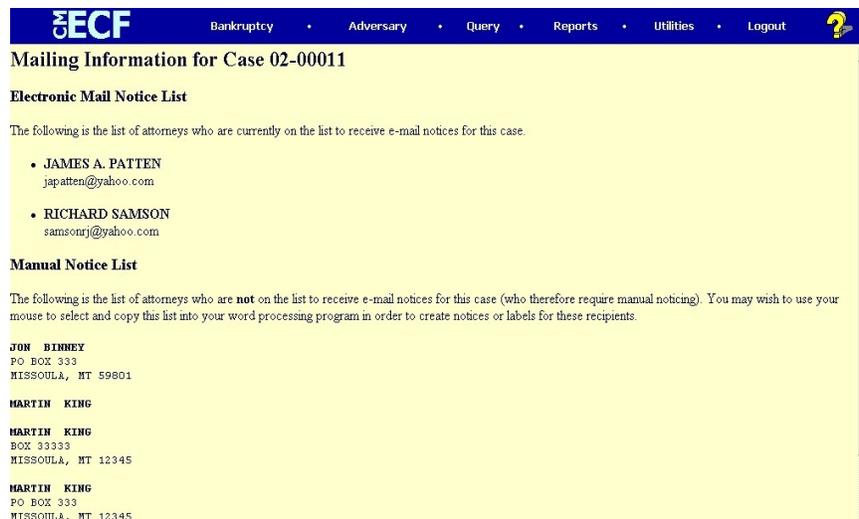
**STEP 2** Select **Mailing Info for a Case** from the *Mailings...* main menu



The screenshot shows the ECF website's 'Mailing Information for a Case' form. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'Mailing Information for a Case'. The main content area is yellow and contains the text 'Enter the case number to view the recipient list.' followed by a 'Case Number:' label and a text input field containing '02-00011'. Below the input field are two buttons: 'Submit' and 'Clear'.

- ◆ Case Number - enter case number
- ◆ Click on **Submit** to continue or **Clear** to reset

**STEP 3 Mailing Information** screen for specified case appears



The screenshot shows the ECF website's 'Mailing Information for Case 02-00011' screen. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'Mailing Information for Case 02-00011'. The main content area is yellow and contains the following information:

**Electronic Mail Notice List**

The following is the list of attorneys who are currently on the list to receive e-mail notices for this case.

- JAMES A. PATTEN  
japatten@yahoo.com
- RICHARD SAMSON  
samsorj@yahoo.com

**Manual Notice List**

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

**JON BINNEY**  
PO BOX 333  
MISSOULA, MT 59801

**HARTIN KING**

**HARTIN KING**  
BOX 33333  
MISSOULA, MT 12345

**HARTIN KING**  
PO BOX 333  
MISSOULA, MT 12345

**STEP 4** To print, click **Print** button on browser toolbar

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## Verify a Document

Verifies that the electronic signature of a document is the same as when the document was filed. If it is different, the document has been altered.

**STEP 1** Select **Utilities** from the Main Menu, click on **Verify a Document** hypertext link from the *Miscellaneous* menu. **Verify Document(s)** selection screen appears:



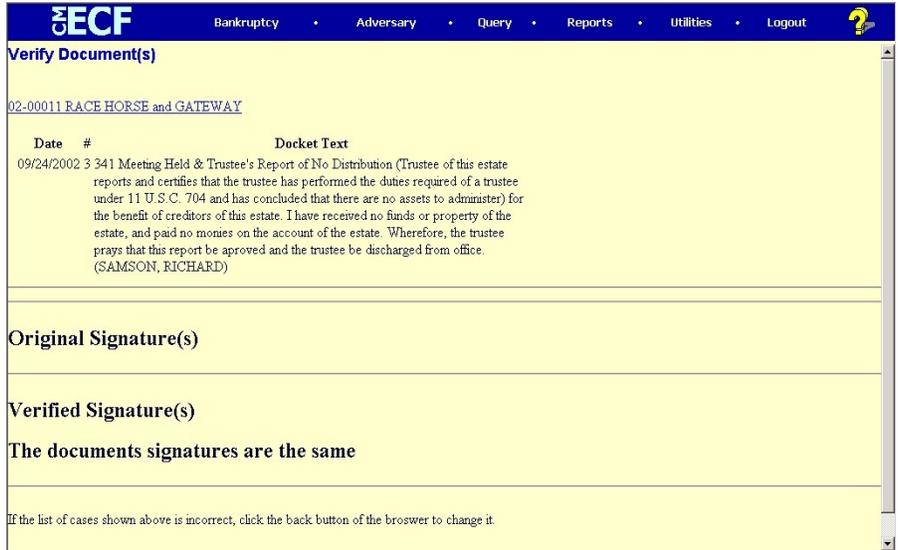
The screenshot shows a web browser window with a blue header bar. The header contains the ECF logo on the left and navigation links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout on the right. A yellow question mark icon is also present. Below the header, the page title is "Verify Document(s)". There is a "Case Number" label above a text input field containing "02-00011". To the right of the input field is a small text box with the text "99-12345, 199-bk-12345 or 1-99-bk-12345". Below this is the instruction "Specify the number of the docket entry containing the document to be verified." followed by a "Document Number:" label and an empty text input field. At the bottom of the form are two buttons: "Next" and "Clear".

- ◆ **Case Number** - enter case number
- ◆ **Document Number** - enter document number

**STEP 2** Click on **Next** to continue or **Clear** to reset

**STEP 3**

**Verify Document(s)** screen appears displaying information regarding pdf document, to continue click on Main Menu option of your choice



**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Verify Document(s)**

[02-00011 RACE HORSE and GATEWAY](#)

Date	#	Docket Text
09/24/2002	341	Meeting Held & Trustee's Report of No Distribution (Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. 704 and has concluded that there are no assets to administer) for the benefit of creditors of this estate. I have received no funds or property of the estate, and paid no monies on the account of the estate. Wherefore, the trustee prays that this report be approved and the trustee be discharged from office. (SAMSON, RICHARD)

**Original Signature(s)**

**Verified Signature(s)**

**The documents signatures are the same**

If the list of cases shown above is incorrect, click the back button of the browser to change it.