

US BANKRUPTCY COURT
DISTRICT OF RHODE
ISLAND

CASE MANAGEMENT

CM / ECF

Electronic Case Filing

BASIC
INFORMATION



General Information

What is CM / ECF

In January 1996, the Administrative Office of the U.S. Courts began development of the Case Management/Electronic Case Filing (CM/ECF) system. CM/ECF is a comprehensive case management system that will allow courts to maintain electronic case files and offer electronic filing over the Internet. Courts can make all case information immediately available electronically through the Internet. Eventually, CM/ECF will replace the current case management systems used by the federal courts across the country.

Why Electronic Case Files?

Judges and court staff now have the capability to access electronic docket information, case management data and legal research materials. Most documents in the case file, however, remain available only in paper form. As most documents are now initially created first in electronic form, the federal courts can further reduce the reliance on paper records by establishing electronic case file systems. These systems should enhance the accuracy, management and security of records, reduce delays in the flow of information and achieve cost savings for the judiciary, the bar and litigants.

Highlights

Benefits of CM/ECF

- Courts can allow registered attorneys to file documents 24 hours a day, 7 days a week.
- Reduction of paper, photocopy, postage and courier costs.
- Attorneys on the system will receive email notices electronically in CM/ECF cases. This greatly speeds delivery and eliminates the costs to both the court and attorneys of handling and mailing paper notices.
- Multiple parties can view the same case files simultaneously.
- Since CM/ECF uses Internet standard software, the out-of-pocket cost of participation for attorneys is typically very low.
- Full case information is available immediately to attorneys, parties, and the general public through the Internet. This includes the ability to view the full text of all filed

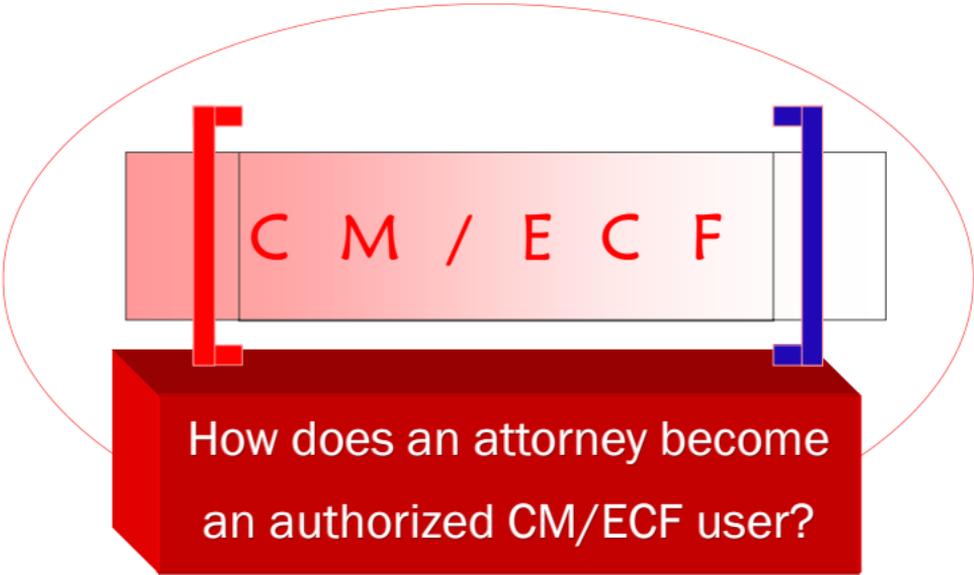
The logo for CM/ECF is enclosed in a thin black oval. It features the letters 'CM/ECF' in a bold, sans-serif font. The 'CM' and 'ECF' are in blue, while the slash '/' is in red. The letters are slightly overlapping and have a slight 3D effect.

Hardware / Software

Requirements

- Pentium PC running Windows 95/98/2000/XP or Macintosh w/minimum of 128MB of RAM (256MB is recommended)
- Internet Service.
- Word processing and/or petition software.
- Netscape 7.0 or higher
- Adobe Acrobat software (Reader and Writer), to convert documents from word processing software to Portable Document Format (PDF), or to save scanned documents to PDF.
- A scanner for documents not in any software.
- PACER Account
- BK Petition Software





C M / E C F

How does an attorney become
an authorized CM/ECF user?

In order for an attorney to be authorized to file documents electronically and to receive e-mail notices of documents that are filed, he/she must be admitted to practice and be registered to file electronically within the specific court providing the CM/ECF system. Information on how to register for training is available on the court's website www.rib.uscourts.gov and at the Clerk's Office. Once successfully completing the training, attorneys will be provided with login and password that will allow access for the filing aspect of the system. Attorneys will also need to register with the PACER Service Center to obtain a login and password for the querying component of the system. Visit <http://pacer.psc.uscourts.gov/announcements/general/ecfnews.html> for a complete list of the courts that offer CM/ECF and to learn more about their systems, including filing requirements and procedures, manuals, and other pertinent information.

Contact Information

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