

## Logging onto Electronic Case Files (ECF)

The following instructions will guide you in the basic use of a browser to log onto Electronic Case Files (ECF).

- STEP 1** On your PC desktop, access **Netscape Communicator** or **Internet Explorer** by clicking on the icon. (See Netscape, **Figure 1a**, or Internet Explorer **Figure 1b**).



Netscape Communicator.Ink

**Figure 1a**



Internet Explorer.Ink

**Figure 1b**

- STEP 2** The **NETSCAPE COMMUNICATOR** or **INTERNET EXPLORER** screen displays.

To access the ECF site, enter

<https://www.rib.uscourts.gov>

- STEP 3** Click on CM/ECF link under the “Hot Topics” category on the left side of page.
- STEP 4** Click on the upper left corner “Access to CM/ECF”.
- STEP 5** Choose and click on the “LIVE Database” or “TEST Database”.

**STEP 6** The **WELCOME TO U.S. BANKRUPTCY COURT FOR THE DISTRICT OF RHODE ISLAND** page displays. Click on the hyperlink "District of Rhode Island - Document Filing System".

**STEP 4** The **ECF/PACER LOGIN** screen displays.

- ' Enter the ECF login and password that you received when you registered to be an Electronic Case Files participant. This is the login you'll use to electronically file documents.


**OR**

- ' Enter your PACER login and password to view electronic case files.

**STEP 5** The ECF Main menu bar displays **(See Figure 1.)**



Figure 1

- ' Select one of the five options on the menu bar to open cases, file documents, query cases, run reports, maintain your user account in utilities, or to logout
- ' For further information on each of these categories, click the yellow question mark  help icon.

**STEP 6** To **LOGOUT** of the ECF system:

- ' Click on the Logout button on the Menu Bar.
- ' To close the browser, click the close icon, or the X in the top right corner of the Menu bar.