

UNITED STATES DISTRICT AND BANKRUPTCY COURT
FOR THE DISTRICT OF IDAHO



CM/ECF HELPFUL HINTS

Volume #2 - February 2005

These hints and tips, and answers to frequently asked questions, are designed to make your use of CM/ECF more efficient and problem-free. As our experience with CM/ECF continues, we will be constantly refining the process in order to best serve the needs of both the Court and the Bar. Check here often for additional information and news regarding CM/ECF procedures. Please direct your questions and comments by way of e-mail to ecfhelp@id.uscourts.gov or call the help desk at (1-800-699-9842).



GENERAL ISSUES APPLICABLE TO DISTRICT AND BANKRUPTCY COURT

- “When I convert a document to “pdf” format for electronic filing, does it matter whether I use the pdf option on the printer or the “publish to pdf” option which is part of my word processing software?”**

Yes, we suggest that you use the pdf option on the printer. We have discovered numerous bugs associated with the “publish to pdf” option which is part of some word processing software.
- “What are some tips to maximize the PACER “one free look” limitation?”**

When you receive an e-mail notification of an electronic filing, single click on the link and save the document that appears to your local disk drive or network, giving it a name of your choosing. You will be able to subsequently view it as many times as you want with no PACER charge. Also, under CM/ECF Utilities, you can specify additional parties to receive electronic filing notifications, all of whom will be entitled to “one free look.” The free-look period expires 15 days from the date of the e-mail.
- “I am clicking on the e-mail received from the court but am not getting my free look”.**

Please make sure that you click on the document number not the case number. If you click on the case number, this will take you to the case and you will be charged for this. We have also received reports that “double clicking” will negate your free look, so be careful to click only once on the link
- “How do I save the Notice of Electronic Filing (NEF) Receipt at the conclusion my transaction?”**

You may save the Notice of Electronic Filing (NEF) Receipt at the conclusion of your filing transaction by printing it as a PDF document. Do not use the "save as" option under the "File" Menu. Since the page is in a webpage format, it would not be viewable later. To save the NEF, click on the "File" menu and select "Print." In the printer options list, select your Adobe or other PDFWriter option. Once the PDF writer is selected as the printer, you can click on OK, or Print. The NEF is converted to a PDF file and you will be able to save the file on your local disk or network, giving it a name of your choosing.

5. **“I am attempting to electronically file a document and the system warns me that the file exceeds the maximum size recommended by the Court, and then refuses the document when I submit on the final screen. What is wrong?”**

The system will only accept files 3MB in size or smaller. This probably will not be an issue if the PDF conversion is performed directly from your source word processor. Also check your PDF compression settings in the printer "properties" button to ensure you are using high compression. However, if you are not the originator of the document and are scanning it, be sure you are scanning at 200 DPI and in black and white. As a last resort, separate the file into logical segments, no larger than 3MB, and file them in sequential order as multiple attachments. (Please refer to section 11A of the Electronic Case Filing Procedures on our web site for more details on this subject.)

6. **“Do I need to include a Certificate of Service with a Proposed Order?”**

No, when e-mailing a Proposed Order it is **not** necessary to include a Certificate of Service.

7. **“Do I still need to type my name on documents which are electronically filed?”**

Yes, the correct procedure is to type /s/ and then your full name. Another option is to place the /s/ on the signature line and type your complete name under the signature line. This supercedes the information contained in the January 1, 2005 Electronic Case Filing Procedures.

8. **“What is the correct procedure for changing your address.”**

In the District Court, pursuant to Local Rule 83.6, you are required to file a notice of change of address with the court. Also, you should go into the Utilities menu in CM/ECF, and access “Maintain Your Account”. You should make sure that the correct address is listed in this area.

9. **“What is the correct procedure to file an attachment that was not submitted with the motion?”**

The correct procedure is to submit the attachment as a separate document. For example, if you forgot to attach a brief or affidavit in support of a motion, do not re-file the motion. Rather, just file the brief or affidavit and link it to the motion which was previously filed. In the Bankruptcy Court, under bankruptcy events, use “Other” to select the affidavit or brief. Then check the box to relate this item to an existing event. In the District Court, if you forgot to include the affidavit or brief in support of your motion, please select the correct event from the “Responses and Replies” event list. Then just relate the document to the correct motion.

10. **My Microsoft Word software will not allow me to convert the Proposed Order to WordPerfect 5.1 or higher format, as required by the Court. Can I attach it in Microsoft Word format?**

Yes. We have learned that the Microsoft Office Service Pack 3 patch disables the feature which previously allowed Word users to “save as” in WordPerfect format. However, to ensure successful conversion by the Court, please eliminate all line numbers, headers, footers and complex formatting from your Word document and use Times New Roman 13 point font.

11. **Is there a preferred methodology for naming a Proposed Order file?**

Yes, because of problems encountered with the use of spacing in the file name, we suggest the following format for naming Proposed Orders, substituting an underscore instead of a space:

Case#_Judge’s Initials_Order_Brief description.

Example: 05-1234_TLM_Order_Dismissing.wpd



OTHER ISSUES APPLICABLE TO THE BANKRUPTCY COURT

1. **“Does the credit card information which I provided when I registered for my PACER account automatically enroll me in the Pay.gov program, used in connection with the electronic filing of documents which require the payment of fees?”**

No. The *first time* you attempt to electronically file a document which requires the payment of fees, you will be prompted to provide credit card information by Pay.gov. If you do not receive this prompt screen, it is probably either because of your pop-up blocker set-up or the memory cache in your browser regarding retention of temporary Internet files.

2. **“I’m not getting the option to pay by credit card after I file. What’s happening?”**

Windows XP service pack 2 includes a pop-up blocker. This valuable tool stops annoying pop-ups while browsing the web. However, it also stops pop-ups from the court and from pay.gov. In Internet Explorer select Tools - Pop-up Blocker - Pop-up Blocker settings. In the “Address of Web site to allow,” type “uscourts.gov” and select Add. Also, add “https://www.pay.gov”, then click on OK. After a filing, you should now see a pop-up window from Pay.gov showing what your current balance is.

3. **“When I click on Bankruptcy or Adversary on the main ECF menu bar, the list of Events are missing and I can’t file anything. What’s going on?”**

If you had problems with the payment pop-up screens appearing, you may have not paid the fees due for filing documents. To make a payment - while in CM/ECF - select Utilities - Internet Payments Due. Once the pop-up appears, follow the on-screen instructions to make a payment via credit card. Once you are paid in full, you will once again be able to file.

4. **“What is proper way to docket a Notice of Hearing on a Motion for Relief from Stay”**

When docketing a “Notice of Hearing on a Motion for Relief from Stay,” please use the event, “Objection to Motion for Relief from Stay and Notice of Hearing.” Since the objecting party is required to set the motion for hearing, this event does both things at once. Do **not** file a separate “Notice of Hearing.” File the Motion, Notice, and Certificate of Service as one entry, as now required by revised Bankruptcy Local Rule 4001.2.

5. **“What is the correct location of conference room hearings in Boise.**

Upon receiving a location and date from the calendar clerk, please select the following from the drop down location menu - Boise 5th Floor Judges Conference room.

6. **“How do I file an amendment to schedules which does not require a fee under the Miscellaneous Fee Schedule?”**

Please select the “Other” event code and select “Amended Schedules (no fee).”

