Section I: Accessing the CM/ECF System

Step 1: Click on Web PACER hyperlink on the Bankruptcy Court Home Page.
Step 2: Click on Middle District of Alabama - Document Filing System hyperlink.
Step 3: Enter CM/ECF Login and Password on ECF/Pacer Login Screen.

NOTE: The first time a Registered User attempts to view any reports within the CM/ECF system, the PACER Login Screen will appear. Below the PACER Login and Password box will be a check-box prompt asking if you would like to store the login as the default PACER login. By selecting this box, you will only have to log into the CM/ECF system at the start of your session and the PACER login will be automatically entered when you attempt to run reports.

Section II: Filing A New Bankruptcy Case

Step 1: Click on the **Bankruptcy** hyperlink from the CM/ECF Main Menu
Step 2: Click **Open a BK Case** from the Bankruptcy Events Menu
Step 3: Select the appropriate divisional office, based on the county in which the debtor resides
Step 4: Select the proper chapter
Step 5: Select **y** or **n** for joint debtor
Step 6: Case type will always be **bk** under this menu selection
Step 7: Select **y** or **n** for deficiencies (Not sure if your petition is deficient? Check the handout provided by the Court)
Step 8: Click **next**
Step 9: Enter information into any or all of the search criteria fields to search for the party and Click **search**
Step 10: If information retrieved in search, verify all information is correct before selecting this party. If search results display "no person found", click **create new party**
Step 11: Enter the debtor information into the appropriate fields
Step 12: Click on **Alias** to enter any akas, dbas, or fkas
Step 13: Once all alias information has been entered, click **Submit**
Step 14: If petition is a joint filing, the next screen will prompt you to search for the joint debtor
Step 15: Enter information into any or all of the search criteria fields to search for the joint debtor
Step 16: Select the **copy address** box if the joint debtor has the same address
Step 17: If information retrieved in search, verify all information is correct before selecting this party. If search results display "no person found", click **create new party**
Step 18: Enter the joint debtor information into the appropriate fields
Step 19: Click on **Alias** to enter any akas, dbas, or fkas
Step 20: Once all alias information has been entered for the joint debtor, click **Submit**
Step 21: Proceed through statistical information and select choices through drop down boxes; click **next**

Step 22: If petition is deficient, you will be prompted to check the appropriate box(es); click **next**

Step 23: Browse to the appropriate location of the PDF document associated with this document, right click and open your document to confirm you are associating the correct document. **Note:** This will launch Adobe Acrobat Reader to display the contents of the imaged document. Once you have verified that the document is correct, close or minimize Adobe and click Open in the file upload box. When the filepath is listed in the filename field, click Next.

Step 24: The receipt screen displays; enter "CC" in the receipt number field

Step 25: The docket text screen displays; modify as appropriate and click Next.

Step 26: The final submission screen appears; read over your text carefully to verify it is correct. If necessary, use your browser "back" button to find the screen to be modified, or click the Bankruptcy hyperlink to abort and start over. When your text is correct, click Next. **Note:** At this point the Notice of Electronic Filing screen appears and your transaction is complete.

Section III: Upload Creditor Matrix

Step 1: Click on the **Bankruptcy** hyperlink
Step 2: Click **Creditor Maintenance**
Step 3: Click **Upload a creditor matrix file**
Step 4: Enter case number and click **next**
Step 5: Browse to locate the txt. file and click **next**
Step 6: The number of creditors entered will appear; verify this is correct and click **submit**
Step 7: You will receive a creditors receipt to show what case and how many creditors were loaded

Section IV: Filing Your Fee Disclosure (if not included with the petition)

Step 1: Click the **Bankruptcy** hyperlink
Step 2: Click **Other**
Step 3: Select Disclosure of Compensation of Attorney for Debtor and click **next**
Step 4: Bypass "Joint Filing with Other Attorney," and verify case number, click **next**
Step 5: Select debtor(s), click **next**
Step 6: Browse to the appropriate location of the PDF document associated with this document, right click and open your document to confirm you are associating the correct document. **Note:** This will launch Adobe Acrobat Reader to display the contents of the imaged document. Once you have verified that the document is correct, close or minimize Adobe and click Open in the file upload box. When the filepath is listed in the filename field, click Next.
Step 7: Click in the box to relate the filing to an existing document, and click **next**

Step 8: Highligt **court**, click **next**, select **Attorney Fee Letter** and click **next**

Step 9: Enter the dollar amount, click **next**
Step 10: Verify the docket text is correct and click **next**
Step 11: The Final Submission screen appears; click **next**

Section V: Filing a Motion

Step 1: Click on the Bankruptcy hyperlink.
Step 2: Choose Motions/Applications/Objections to Exemptions.
Step 3: Enter the case number and click Next.
Step 4: Highlight the appropriate document title in the document selection screen, click Next.
Note: Your case verification screen appears; the case title is a hyperlink to the docket sheet, should you wish to check it.
Step 5: Select the party who is filing the motion by highlighting their name, click Next.
Note: If your party is not listed, click Add/Create New Party, enter in your search criteria to search the database, and if the party's name appears in the drop down list, highlight it and click Select name from list. If your party does not appear in drop down list, you click "Add New Party" button and complete the demographic information for that party, making sure to identify that party's appropriate role from the drop down menu.
Step 6: **Add/Create New Party Entries Only** : The Attorney/Party Association Screen will appear if you have just Added/Created a new party. Check the box associating you with the client you have just entered, click Next.
Step 7: Browse to the appropriate location of the PDF document associated with this motion, right click and open your document to confirm you are associating the correct document. **Note:** This will launch Adobe Acrobat Reader to display the contents of the imaged document. Once you have verified that the document is correct, close or minimize Adobe and click Open in the file upload box. When the filepath is listed in the filename field, click Next.
Step 8: The receipt screen displays; enter "CC" in the receipt number field (if a fee was required). The fee will default to the correct filing fee amount.
Step 9: The docket text screen displays; modify as appropriate and click Next.
Step 10: The final submission screen appears; read over your text carefully to verify it is correct. If necessary, use your browser "back" button to find the screen to be modified, or click the Bankruptcy hyperlink to abort and start over. When your text is correct, click Next.
Note: At this point the Notice of Electronic Filing screen appears and your transaction is complete.

Section VI: Filing Other Documents

Step 1: Click on the Bankruptcy hyperlink.
Step 2: Choose **Other**
Step 3: Enter the case number and click Next.
Step 4: Highlight the appropriate document title in the document selection screen, click Next.
Note: Your case verification screen appears; the case title is a hyperlink to the docket sheet, should you wish to check it.
Step 5: Select the party who is filing the document by highlighting their name, click Next.
Note: If your party is not listed, click Add/Create New Party, enter in your search criteria to search the database, and if the party's name appears in the drop down list, highlight it and click Select name from list. If your party does not appear in drop down list, you click "Add New Party" button and complete the demographic information for that party, making sure to identify that party's appropriate role from the drop down menu.
Step 6: **Add/Create New Party Entries Only** : The Attorney/Party Association Screen will appear if you have just Added/Created a new party. Check the box associating you with the client you have just entered, click Next.
Step 7: Browse to the appropriate location of the PDF document associated with this document, right click and open your document to confirm you are associating the correct document. **Note:** This will launch Adobe Acrobat Reader to display the contents of the imaged document. Once you have verified that the document is correct, close or minimize Adobe and click Open in the file upload box. When the filepath is listed in the filename field, click Next.
Step 8: The receipt screen displays; enter "CC" in the receipt number field (if a fee was required). The fee will default to the correct filing fee amount.
Step 9: The docket text screen displays; modify as appropriate and click Next.
Step 10: The final submission screen appears; read over your text carefully to verify it is correct. If necessary, use your browser "back" button to find the screen to be modified, or click the Bankruptcy hyperlink to abort and start over. When your text is correct, click Next.
Note: At this point the Notice of Electronic Filing screen appears and your transaction is complete.

Section VII: Running Reports

Cases Report

Step 1: Click on the Reports hyperlink on CM/ECF Main Menu.
Step 2: Click on Cases Report.
Step 3: Define limiting criteria for report by clicking on drop-down menus for Judge, Office, Case Type, Trustee, Chapter, Category and/or Event.
Step 4: Type the date range in Date Entered fields to limit the report to a specific time period.
Step 5: Click on drop-down menu(s) to select sorting method for report. Users are able to sort the report by two limiting factors to tailor the report to their individual needs.

Step 6: Click on the Run Report button.

Docket Report

Step 1: Click on the Reports hyperlink on CM/ECF Main Menu.
Step 2: Click on Docket Report.
Step 3: Enter the case number for the docket report you wish to run.
Step 4: Click on the Run Report button.

Claims Registers

Step 1: Click on the Reports hyperlink on CM/ECF Main Menu.
Step 2: Click on Claims Register.
Step 3: Enter the case number for the claims register you wish to run.
Step 4: If you wish to see the entire Claims Register, modify the "Filed" date to start with 1/1/1980 and end with today's date.
Step 5: Click on the Run Report button.
Step 6: The Search Results Screen will display. Ensure that the radio button for "Claims Register" is selected, click Next.

Section VIII: Queries

Finding a Case Number/Case Information with Debtors Last Name

Step 1: Click on the Query hyperlink on CM/ECF Main Menu.
Step 2: Type in Debtor's/Party's Last Name
Step 3: Click on Run Query button
Step 4: Select the appropriate party from the list of parties provided
Note: This will bring you to the Query Screen specific to the case you have selected.

Selecting the Query that best suits your needs:

Alias - Lists all parties in a case with aliases.
Associated Cases - Lists all cases associated with the case number you have queried (adversaries, etc.)
Attorneys - Lists all attorneys who have appeared in the case.
Calendar Monthly - Highlights all pending activities/deadlines in the case, one month at a time.
Case Summary - Provides a snap-shot summary of case.
Creditor - Provides listing of selected creditor types (Administrative, 20 Largest, etc.).
Deadlines - Shows all pending, due, set, terminated and satisfied deadlines for the case.

Docket Report - Shows the docket report for the case
Filers - Shows all of the parties in the case that have filed documents.
History/Documents - Shows the events that were docketed with Filed and Entered dates.
Judge - Shows the Judge Assignments to the case.
Motions Report - Provides a listing of all satisfied and pending motions in the case.
Notice of Bankruptcy Case Filing - Printable document for notification of bankruptcy case filing.
Parties - Provides a listing of all of the parties to a case.
Related Transactions - Provides a listing of all docket transactions and the previous/subsequent actions to which they relate.
Status - Shows the current case status.
Trustee - Shows the Trustee assigned to the case.

Section IX: Obtaining a Creditor Mailing Matrix

Step 1: Click on the Reports hyperlink on CM/ECF Main Menu
Step 2: Click on **Mailing Matrix By Case**
Step 3: Enter the case number, and select "3 Col PDF" from the Print Format selection box; click **next** to generate the matrix
Step 4: A message will appear which states "The Mailing Matrix PDF file can be viewed or printed at this link." Click on the word "link" to view your matrix.

Section X: Obtaining a 2002 List

Step 1: Click on the Query hyperlink on the CM/ECF Main Menu
Step 2: Enter the case number or the debtor's/party's last name
Step 3: Click **Run Query**
Step 4: Select **Creditors** from the Query selection screen
Step 5: In the "Creditor Type" drop down field, choose **Notice of Appearance** and click **next** to view the 2002 list