



# UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

## CM/ECF Attorney Training Module

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### GETTING STARTED

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#### TRAINING/GET YOUR LOGIN ACCOUNT

Visit the USBC District of Maryland website to access [CM/ECF Training and Registration](#).

Attorneys requesting e-filing privileges at the United States Bankruptcy Court for the District of Maryland must be active members of the U.S. District Court of Maryland Bar. You will need your USDC bar ID to register as an attorney filer with the Bankruptcy Court. Click [here](#) for Steps for e-Filing in NextGen CM/ECF.

#### WHAT IS CM/ECF?

CM/ECF stands for “Case Management/Electronic Case Files.” CM/ECF is the automated case management and electronic docketing system for the U.S. Bankruptcy Court for the District of Maryland. CM/ECF provides an easy-to-use electronic case filing feature that makes life easier for you by allowing you to file and view court documents over the internet.

#### How Does it Benefit You?

CM/ECF will allow users to file and view documents from their office, home or anywhere they have access to the Internet, 24 hours a day. Documents are automatically docketed as part of the filing process and are immediately available electronically. CM/ECF also provides the following benefits:

- Automatic e-mail notice of case activity.
- The ability to download and print documents directly from the court system.
- Concurrent access to case files by multiple parties.
- Secure storage of documents.
- Potential reduction in courier fees and copy costs.

#### How Does it Work?

The electronic case filing system accepts documents in a portable document format (PDF). PDF retains the way a document looks when viewing it across different platforms, so the pages, fonts and other formatting are preserved. Filing a document with the court’s CM/ECF system is quite easy:

1. Create the document using word processing software or by using your bankruptcy preparation (case upload) software.



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2. Save the document in PDF format.
3. Log onto the court's CM/ECF system, using a court-issued login and password.
4. Follow the set of simple prompts to provide information about the case, party and document to be filed.
5. Attach the PDF document and submit it online to the court for filing.
6. Save or print the CM/ECF electronic receipt e-mailed from the court confirming that the document was filed.

### **What Does it Cost?**

There are no added fees for filing documents over the Internet using CM/ECF; existing document filing fees still apply. Electronic access to court data is available through the Public Access to Court Electronic Records (PACER) program. You receive one free copy of documents filed electronically in your cases, when you receive electronic notice. Additional copies are available for viewing or downloading. Visit the [PACER web site](#) to register and for updates on their fees and billing information.

Electronic filing is mandatory in the US Bankruptcy Court for Maryland, as described in Administrative Order 11-03.

### **PACER – PUBLIC ACCESS TO ELECTRONIC RECORDS**

Click [here](#) to register for PACER.

PACER is an electronic public access service that allows users to obtain case and docket information from federal appellate, district, and bankruptcy courts, and the PACER Case Locator via the internet. PACER is provided by the federal Judiciary in keeping with its commitment to providing public access to court information via a centralized service.



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### COMPUTER REQUIREMENTS AND RECOMMENDATIONS

#### **Personal Computer Running Windows/Macintosh**

Recommendations:

- Pentium III or greater w/64MB of RAM
- 1 GB Free Disk Space
- 17" Color Monitor
- Scanner to convert documents that you did not create into PDF/A format.

#### **Internet Service Provider**

Recommendations:

- Cable Modem, DSL, ISDN or T1
- Dial-up access can be used but file upload times will be longer

#### **Browser**

Recommendations:

- Microsoft Internet Explorer 6.0 or higher
- Firefox 3.6.17

#### **PDF/A Conversion Software**

Recommendations:

- Adobe Acrobat v. 8 or higher to provide document conversion from word processing or petition software to Portable Document Format (PDF/A). Scanners (used for non-attorney prepared documents) must be able to scan PDF/A.
- [Click here for information on PDF/A](#)