Implementation Services

The bankruptcy court will provide the following services:

- ★ Assistance with PC configuration, software installation and Internet connectivity.
- ★ User training and certification.
- ★ On-line user instruction manuals.
- ★ *Hands-on* practice database.
- ★ Help desk support.

For more information, see our Web site
www.txwb.uscourts.gov

U.S. Bankruptcy Court, Western District of Texas
P.O. Box 1439
San Antonio, TX 78295-1439

Case Management/ Electronic Case Filing

Your Gateway to the 21st Century

INFORMATION

A project of the
United States Bankruptcy Court,
Western District of Texas

What is CM/ECF?

CM/ECF is the Federal Judiciary's *new* electronic case filing system that allows trained and certified users to file new bankruptcy cases, adversary proceedings or documents right from their computer.

The system uses standard computer hardware, an Internet connection and browser, plus software to format a document for electronic filing.

To use the system, logon to our WEB site (your log in and password serves as your signature). Next, enter information regarding your filing into the system and attach the electronic document when prompted. You will receive an electronic notice of filing and the court will process a charge against your credit card if a fee payment is required.

That's it!

Benefits of CM/ECF

- ★ The system is easy to use.
- ★ 24 hour availability for filing bankruptcy cases, adversary proceedings and documents.
- ★ Immediate confirmation to filers of documents.
- ★ Optional E-mail notification of filings in cases of interest.
- ★ 24 hour access to electronic files.
- ★ Print documents from your printer - no more copy requests or delays.
- ★ View and print docket sheets, claims registers and other reports.
- ★ Reduced paper and copying costs.
- ★ Reduced courier and mailing costs.

Hardware and Software

- ✓ Pentium PC running Windows 95/98 or Macintosh.
- ✓ An Internet service provider.
- ✓ Current version of Netscape software (Required*).
- ✓ Word processing and/or petition software.
- ✓ Optionally, a document scanner (if documents are not in your word processor or petition software).
- ✓ Software to convert documents to Portable Document Format (PDF), such as Adobe Acrobat Exchange.

* *Currently, a CM/ECF session can only be established using Netscape Navigator. DO NOT USE America On Line's version of Netscape Navigator or a version of Navigator lower than 3.0.*