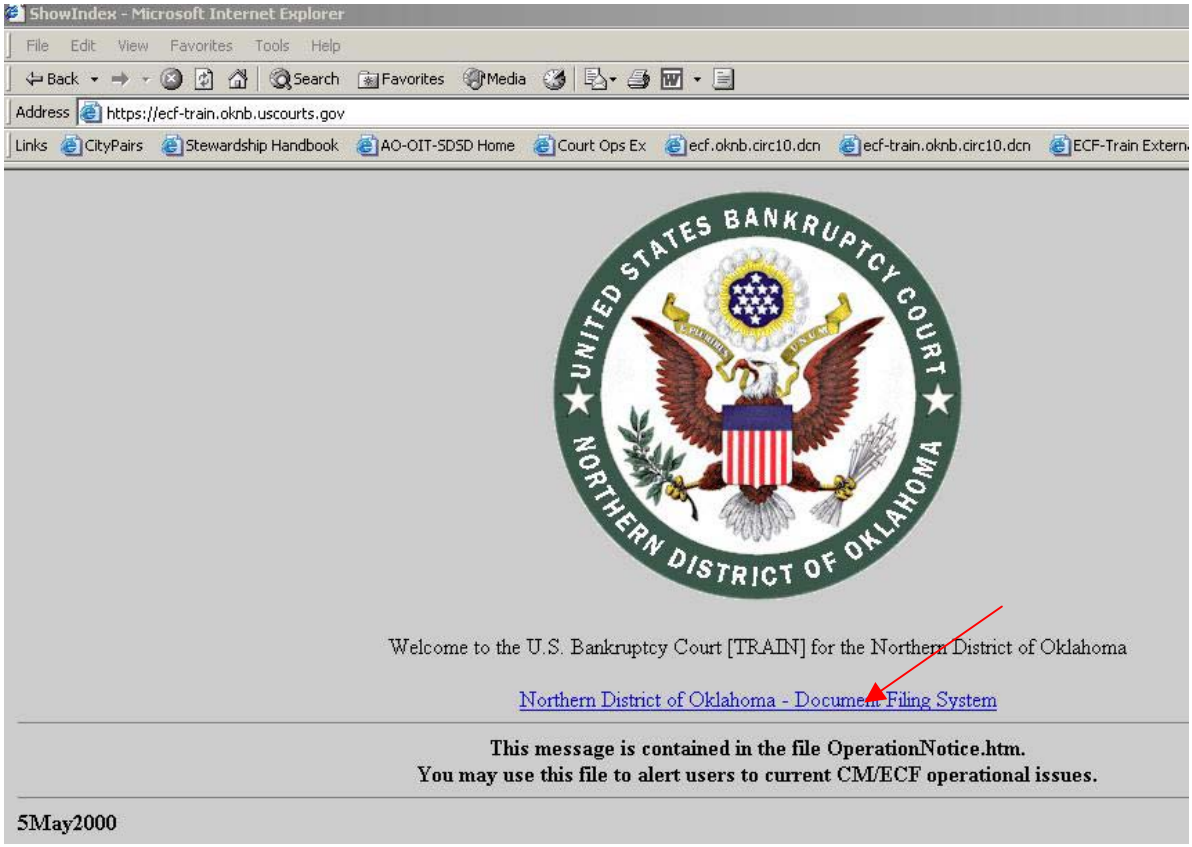
United States Bankruptcy Court
for the
Northern District of Oklahoma

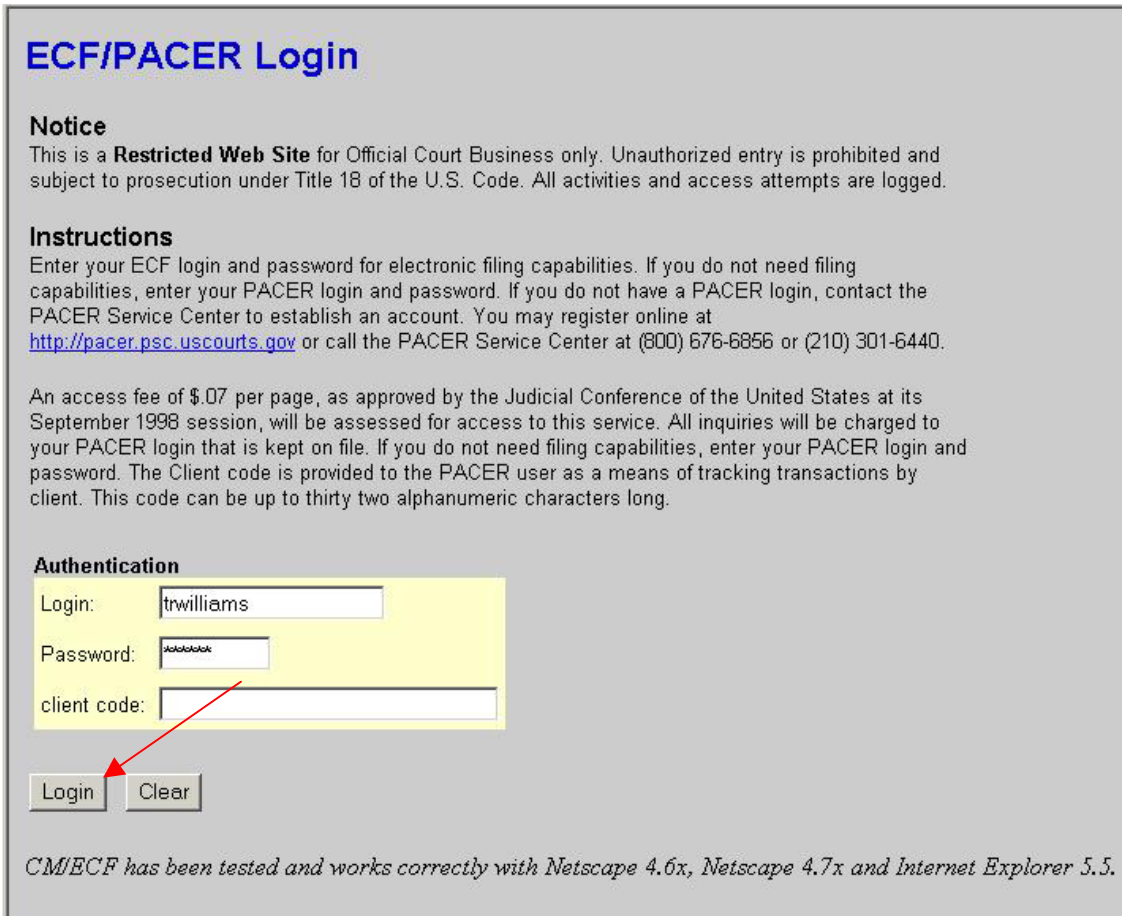
Welcome to the CM/ECF Program Interface for Trustees

This section will guide the Chapter 7 Trustee user step by step to log onto the CM/ECF System and introduce some of the areas and functions of the System.

1. Access the CM/ECF System through the court website, PACER website, your own bookmark, or by typing in the URL. This training document will show screens and URL's from the Training Database only.



2. Click on the link to the Document Filing System.

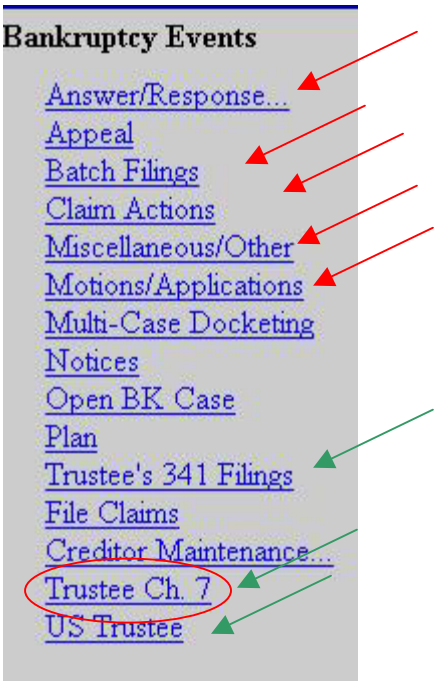


3. Enter your CM/ECF Login and Password and click on the **Login** button. You may enter a client code, name, number if you would like to track your activity in the System.

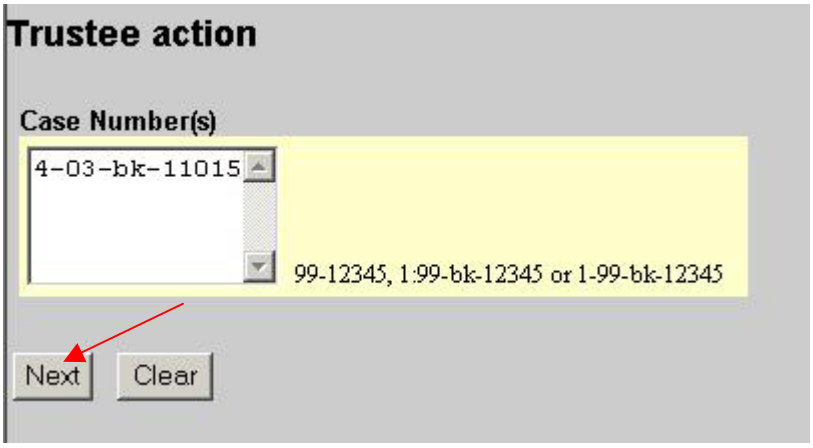
4. The next screen to appear will be the welcome screen to the CM/ECF system. On this screen you will see the main menu bar in blue at the top of the screen, the seal of the court – which lets you know you logged into the correct court's System, our use warning and legal coverage, current system messages, your last login, and the current version date of the System. Some of the links on this page could lead you to other links that would take you out of the System which would require you to enter your Login and Password upon reentering the System.

5. The main menu bar contains six links to area in the system and a **Help** button.

6. Clicking on **Bankruptcy** takes you to the Bankruptcy Events screen. Much of the Trustee entries will start from this screen. There are several menu items for the use of those in the Trustee system only. Other items in the Bankruptcy Events screen will be used by the Trustees as well.

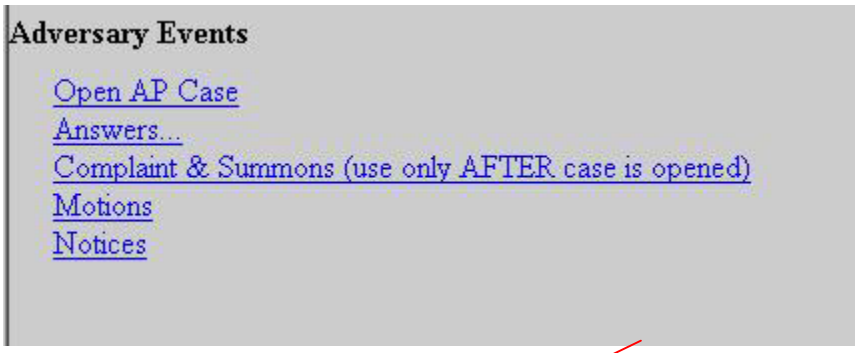


7. Clicking on **Trustee Ch. 7** will take you to a list of common actions for a Chapter 7 Trustee. The first screen will request a case number or case numbers if the action is to be taken in multiple cases.

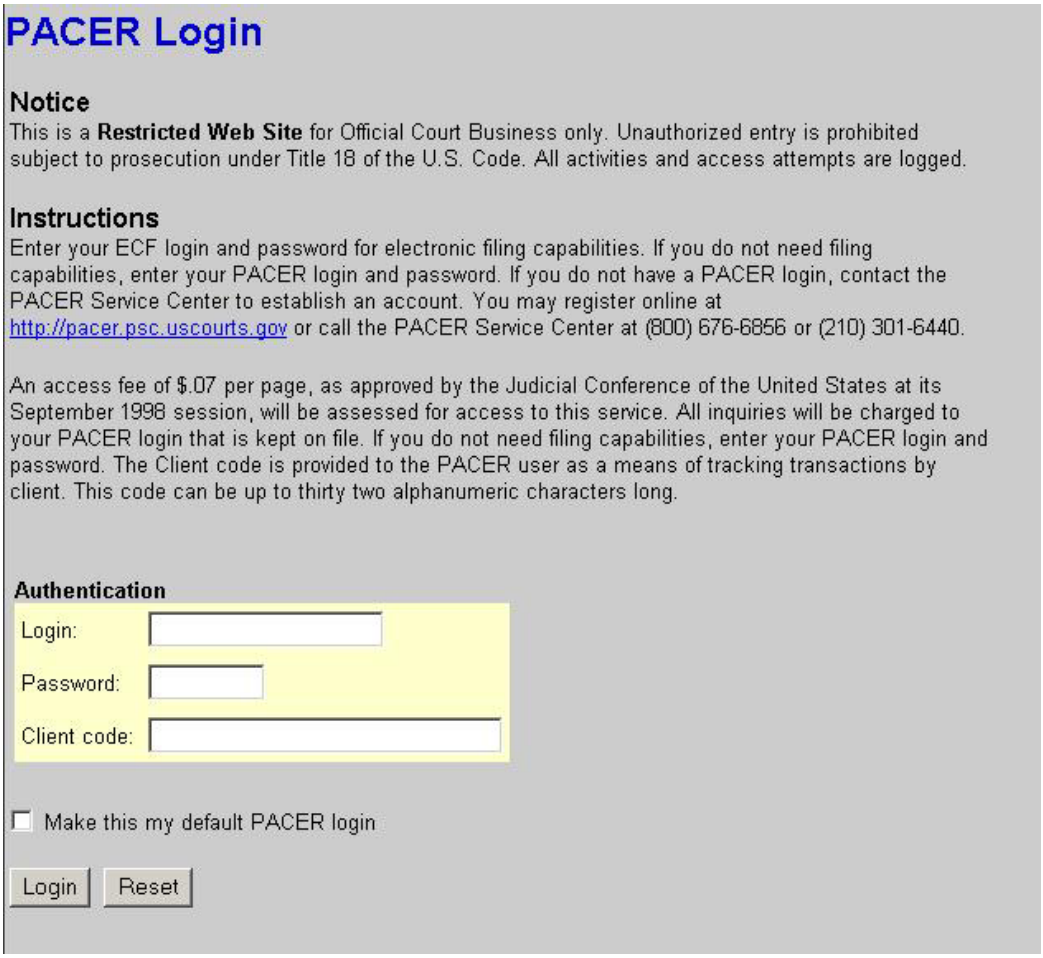


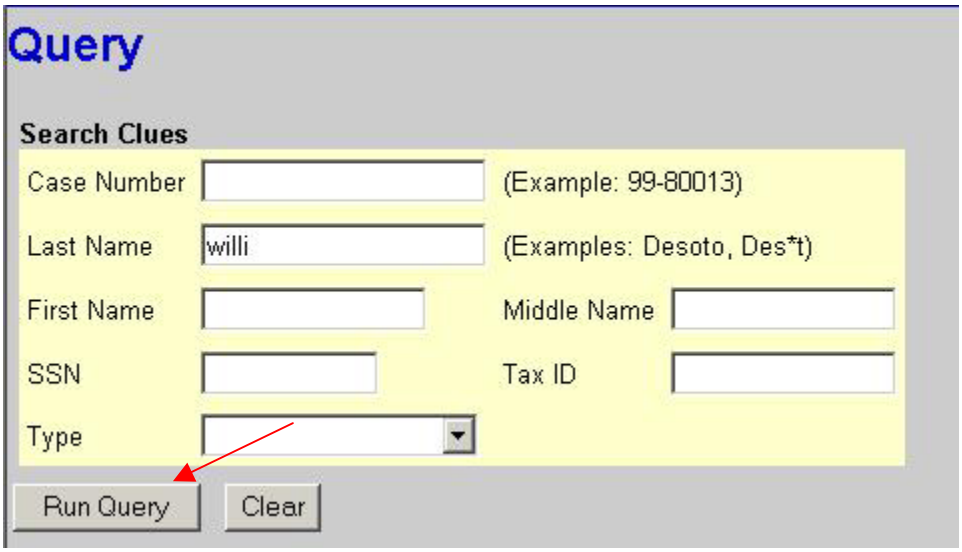
8. After clicking the **Next** button, a Trustee action list is displayed. Most of these actions will be easy to follow within the event mapped in the System.

9. Clicking on **Adversary** in the main menu bar will take you to events related to an adversary proceeding.

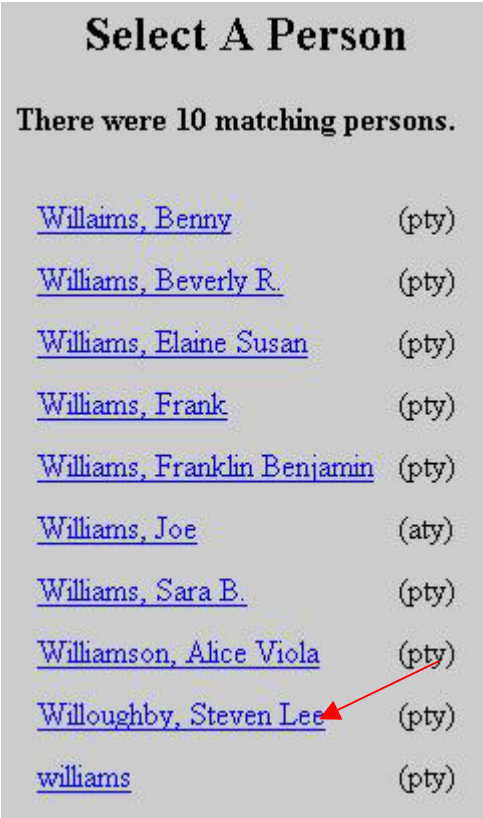


10. Clicking on **Query** in the main menu bar will take you to a menu which will allow you to search for a specific party or case. You may get a PACER Login screen at this point. Complete the Login and Password for your Trustee account at this point.

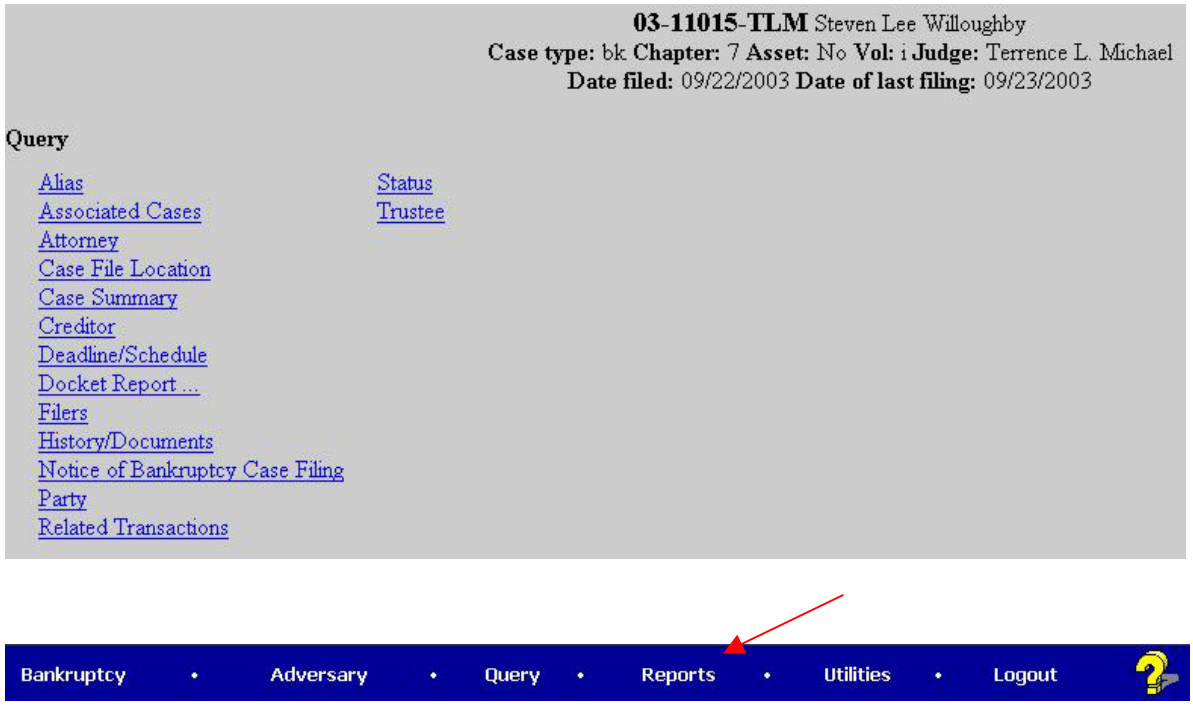




11. At the **Query** screen, enter the information you have and click on the **Run Query** button. Results will appear on the next screen. If multiple results appear, select one of those listed.

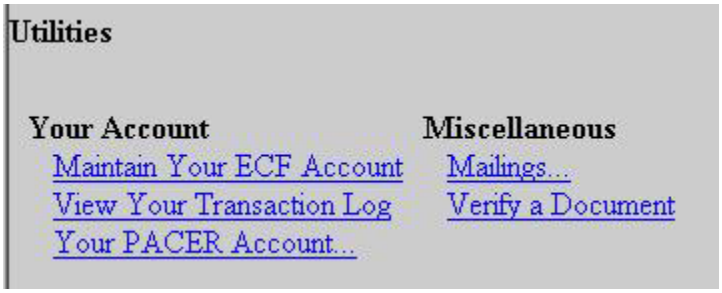


12. The case header information will appear along with links to additional information.

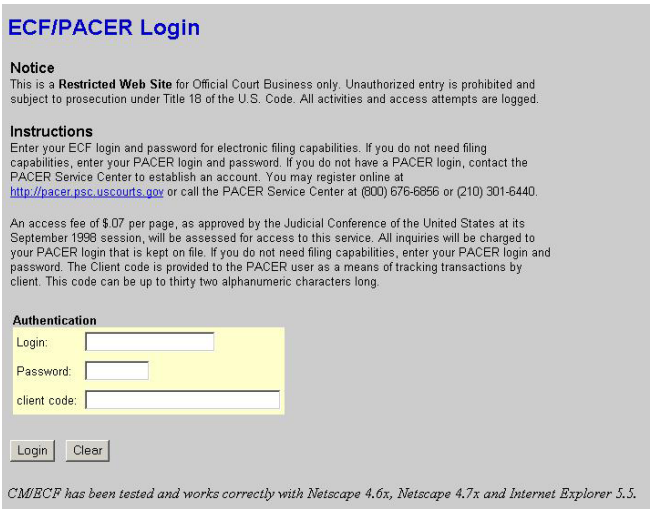
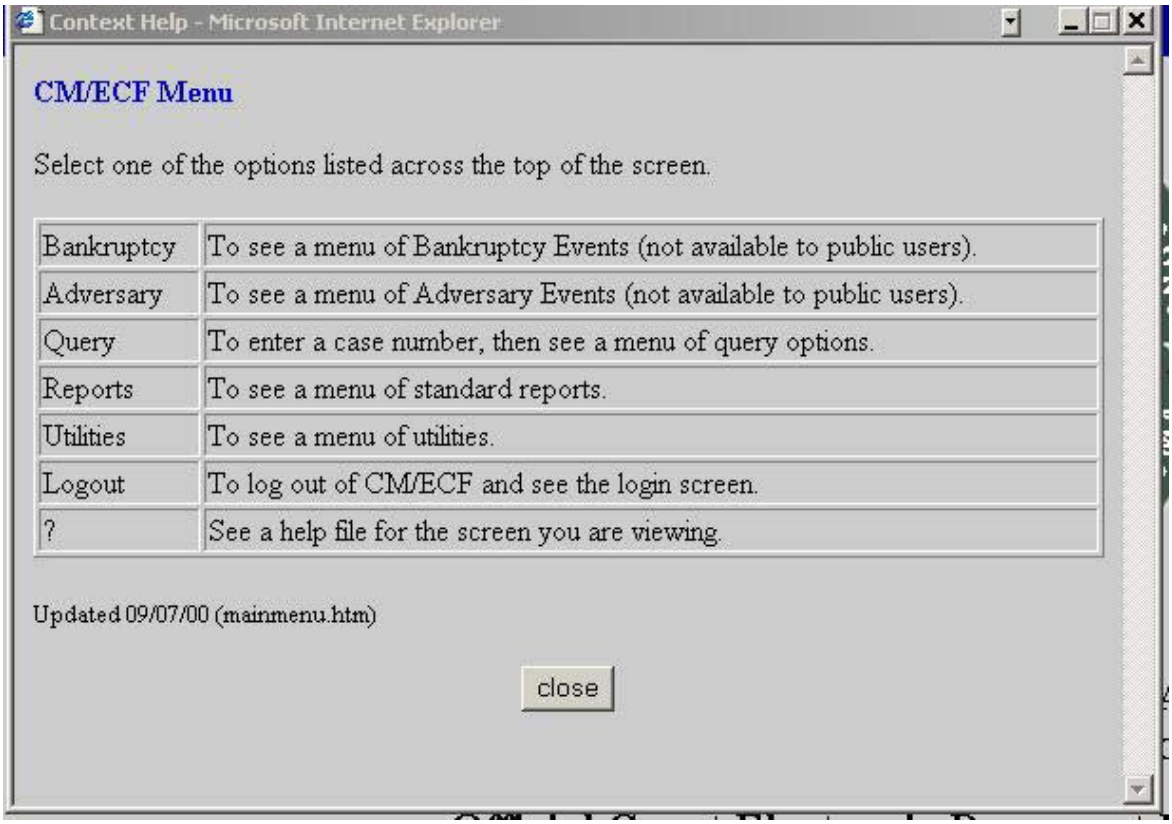


13. Clicking on **Reports** in the main menu bar brings several reports from which you may choose.

14. Clicking on **Utilities** in the main menu bar brings several for maintaining your account, switching the client information, and other items.



15. Select Logout from the main menu bar when you are ready to log off the System or change from your Trustee account to your private attorney Login.



16. Clicking on the question mark (**Help** icon) will bring up a context help file. This file will list help for items that are currently displayed on the page. The help file displayed will be different depending on what page you are on when you click on the **Help** icon.