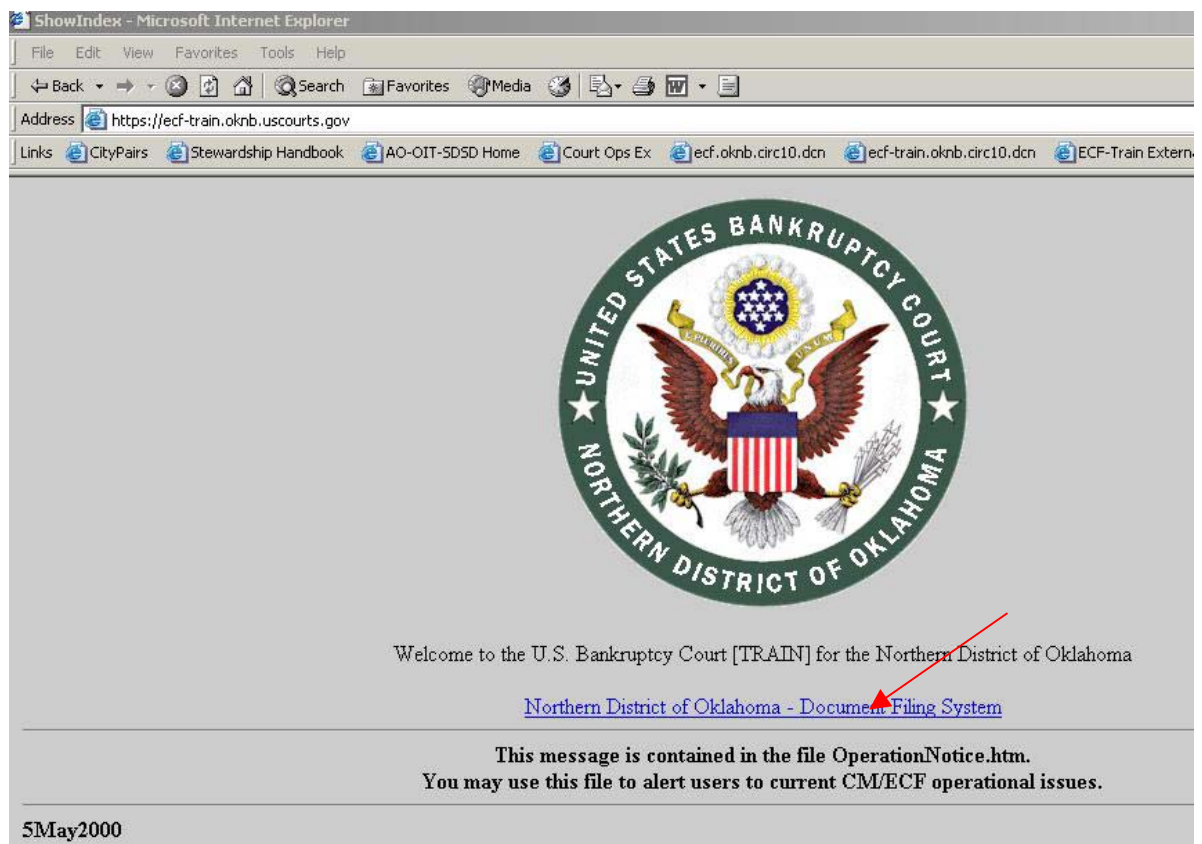


United States Bankruptcy Court
for the
Northern District of Oklahoma

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.

ECF/PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5.

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.

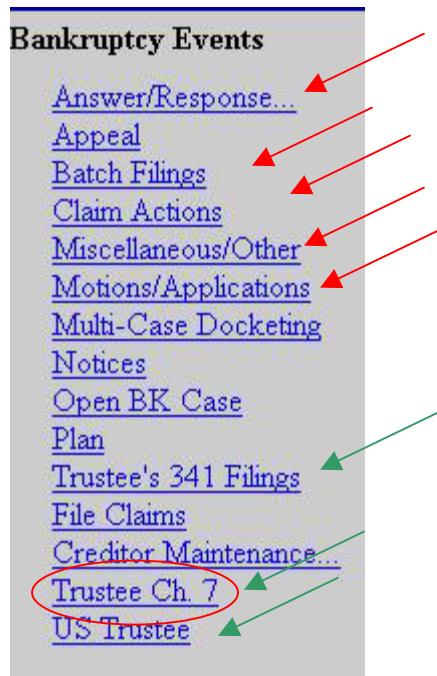
The screenshot shows the homepage of the U.S. Bankruptcy Court [TRAIN] Northern District of Oklahoma Official Court Electronic Document Filing System. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, followed by a yellow question mark icon. Below the navigation bar is a large circular seal of the United States Bankruptcy Court Northern District of Oklahoma, featuring an eagle with a shield and the words "OFFICIAL COURT". Under the seal, the text reads "U.S. Bankruptcy Court [TRAIN] Northern District of Oklahoma" and "Official Court Electronic Document Filing System". A message box states: "This message is contained in the file OperationNotice.htm. You may use this file to alert users to current CM/ECF operational issues." Below this is a disclaimer: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571." A welcome message follows: "Welcome to the U.S. Bankruptcy Court [TRAIN] for the Northern District of Oklahoma Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system." At the bottom, there are two lines of text: "The most recent version of the Netscape browser and the Adobe PDF reader can be obtained by selecting the Netscape/PDF Settings option listed below." and "You should become familiar with the navigational capabilities of your Netscape browser. Most screen displays in this system are split to provide a small top frame for Netscape. Review Netscape's frame capability for new navigation tins."



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.

A screenshot of a web form titled "Trustee action". It contains a section labeled "Case Number(s)" with a text input field containing "4-03-bk-11015" and a dropdown menu. Below the input field, there is a yellow highlighted area containing the text "99-12345, 1:99-bk-12345 or 1-99-bk-12345". At the bottom of the form, there are two buttons: "Next" and "Clear". A red arrow points to the "Next" button.

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.

ECF Bankruptcy • Adversary •

Trustee action

[03-11015-TLM Steven Lee Willoughby](#)

02-Dismiss Case
Asset Liquidation Report
Bill of Sale
Compensation
Defer Fee
Dismissal of Adversary Case
Extend Time to File/Amend Claims
Extend Time to Object to Discharge

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

Adversary Events

[Open AP Case](#)
[Answers...](#)
[Complaint & Summons \(use only AFTER case is opened\)](#)
[Motions](#)
[Notices](#)

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.

PACER Login

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Authentication

Login:	<input type="text"/>
Password:	<input type="password"/>
Client code:	<input type="text"/>

☐ Make this my default PACER login

Login

Reset

Query

Search Clues

Case Number	<input type="text"/>	(Example: 99-80013)
Last Name	<input type="text" value="willi"/>	(Examples: Desoto, Des*t)
First Name	<input type="text"/>	Middle Name <input type="text"/>
SSN	<input type="text"/>	Tax ID <input type="text"/>
Type	<input type="text"/>	

Run Query

Clear

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.

Select A Person


There were 10 matching persons.

Willaims, Benny	(pty)
Williams, Beverly R.	(pty)
Williams, Elaine Susan	(pty)
Williams, Frank	(pty)
Williams, Franklin Benjamin	(pty)
Williams, Joe	(aty)
Williams, Sara B.	(pty)
Williamson, Alice Viola	(pty)
Willoughby, Steven Lee	(pty)
williams	(pty)

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

03-11015-TLM Steven Lee Willoughby
Case type: bk Chapter: 7 Asset: No Vol: i Judge: Terrence L. Michael
Date filed: 09/22/2003 Date of last filing: 09/23/2003

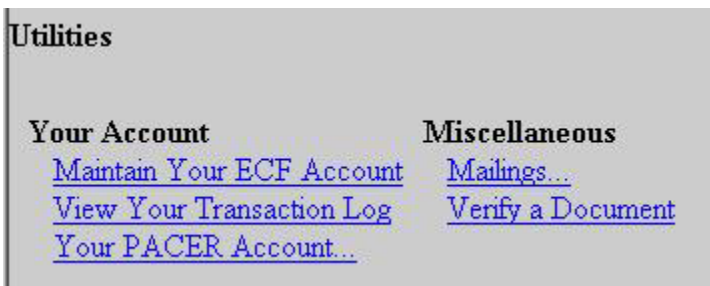
Query
[Alias](#)
[Associated Cases](#)
[Attorney](#)
[Case File Location](#)
[Case Summary](#)
[Creditor](#)
[Deadline/Schedule](#)
[Docket Report ...](#)
[Filers](#)
[History/Documents](#)
[Notice of Bankruptcy Case Filing](#)
[Party](#)
[Related Transactions](#)
[Status](#)
[Trustee](#)

Bankruptcy • Adversary • Query • **Reports** • Utilities • Logout 

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.

A screenshot of the 'ECF/PACER Login' page. The page has a light gray background. At the top, it says 'ECF/PACER Login'. Below that is a 'Notice' section with text about restricted web site access. Then is an 'Instructions' section with text about ECF login and password requirements, and a link to the PACER Service Center. Below that is an 'Authentication' section with three input fields: 'Login:', 'Password:', and 'client code:'. At the bottom of the authentication section are two buttons: 'Login' and 'Clear'. At the very bottom of the page, there is a small line of text: 'CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5.'

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.

