



**UNITED STATES BANKRUPTCY COURT**  
**Eastern District of Pennsylvania**

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**USER'S MANUAL FOR  
ELECTRONIC CASE FILING**

April 1, 2003  
(Revised April 06, 2004)

# User's Manual for Electronic Case Filing

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## Amendments to User's Manual

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<i>Amended Paragraph</i>	<i>Effective Date</i>
Exhibit I: Registration Form for Electronic Filing	April 06, 2004
Scope of Electronic Filing (Paragraph I) (A)-(B)	December 1, 2003

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## **INTRODUCTION**

Effective April 1, 2003, all cases filed in the United States Bankruptcy Court for the Eastern District of Pennsylvania are assigned to the Electronic Case Filing System (“System”). This User’s Manual has been developed to provide (1) commentary to this Court’s Standing Order No. M03-3005 dated April 1, 2003, and Exhibit A thereto (Procedures for Filing, Signing and Verifying Pleadings and Papers By Electronic Means) dated March 27, 2003, as amended from time to time, and (2) details and instructions regarding certain of the procedures outlined in Exhibit A. To facilitate use of this Manual, reference to the Paragraph of Exhibit A to the Order will be provided where applicable. As issues are presented and addressed for which systemic solutions are developed, this Manual shall be updated.

## USER'S MANUAL FOR ELECTRONIC CASE FILING

### I. SCOPE OF ELECTRONIC FILING (Paragraph 1)

- A. The court contemplates that all persons registering to become Filing Users shall file all documents electronically absent exceptional circumstances or as otherwise allowed under the Standing Order (i.e., exhibits/attachments over 20 pages, documents under seal).
- B. Effective December 1, 2003, all attorneys who are not registered ECF users, as defined in the Standing Order, must file a computer disk (either floppy or compact disk) containing a copy of the document in Portable Document Format (PDF) along with a paper copy of their document. However, all matrices submitted separately on disk shall be in text format (.txt). Attorneys who are unable to create and file computer disks in PDF format in their offices must do one of the following: convert their computer disks from some other format (i.e., Word or WordPerfect) utilizing a computer which will be available in the Clerk's office; or scan the paper document utilizing a document scanner which will be available in the Clerk's office. Each disk must contain only one document and must be clearly labeled with the case name and number and the caption of the document. Disks will not be returned by the Clerk's office after uploading.

Documents not filed electronically, not filed on a disk in PDF format, or not scanned at the Clerk's office may, after notice to counsel with an opportunity to cure the defect, be stricken by court order as improperly filed.

Unless as may otherwise be provided in the Standing Order, documents filed by pro se filers are not subject to these provisions.

- C. While expedited motions shall be filed electronically, the Filing User shall provide contemporaneous (or if after court hours, at 8:30 a.m. the following day) telephonic notice of such filing to the deputy clerk for the judge administering the case.
- D. A Filing User may withdraw from participation in the System by providing written notice of the withdrawal to the clerk of court. Upon receipt of such notice, the clerk's office will immediately cancel the participant's password and will delete the participant from any applicable electronic service list.
- E. Registration as a Filing User by one member of a law firm does not require other members of the firm to file electronically. A Filing User is an individual, not a firm. While the court is hopeful that a firm will embrace ECF as a whole, the varying automation skills of its members may dictate different approaches.

II. ELIGIBILITY FOR ELECTRONIC FILING (Paragraph 2)

1. Attorneys admitted to the bar of this court (including those admitted *pro hac vice*) and who are in good standing, United States trustees and their assistants, Chapter 13 standing trustees and their assistants, and private trustees may presently register for the System. The Standing Order contemplates that others, including non-admitted attorneys and unrepresented persons (e.g., institutional creditors seeking to file proofs of claim), may be allowed to register in the System as the court deems appropriate. This decision shall be made on a case-by-case basis upon submission of a registration form with a letter to the Clerk requesting participation by a person not meeting the automatic eligibility criteria.
2. Filing by non-admitted attorneys shall be consistent with this court's Local Rule 2090(c) regarding pro hac vice admissions.

III. REGISTRATION FOR ELECTRONIC FILING AND ELECTRONIC NOTICE (Paragraph 2)

1. The registration form set forth in Exhibit I shall be submitted by each person seeking to participate in the System and become a Filing User.
2. A condition to registration and issuance of a password enabling electronic filing is attendance at court-sponsored training either conducted by this court or any other bankruptcy or district court utilizing ECF.
4. Each registrant shall be entitled to one System password to permit participation in the electronic retrieval and filing of pleadings and other papers in accordance with the System.
5. Each registrant will be required to provide an Internet e-mail address. A registered Filing User will automatically receive an e-mail notification when a document has been filed in a case in which that user is a participant by reason of having filed a pleading or a request for notices.
6. Once registration is approved, each registrant will become a Filing User and will be notified by telephone or by e-mail to come to the clerk's office in person to retrieve an envelope containing an assigned user log-in and password. Only the

Filing User or a representative authorized in writing by the Filing User on the letterhead of the Filing User's firm may retrieve the envelope. The clerk will mail or e-mail the log-in and the password to the Filing User only upon written request.

7. Filing Users are encouraged to change their court-assigned passwords periodically, which they may do by mailing a request to the clerk. Any participant having reason to believe that the security of an existing password has been compromised or that a threat to the court's computer system may exist shall immediately notify the clerk of court by telephone and confirm the notice in writing to prevent possible unauthorized access to the court's computer system. Users may be subject to court sanctions, including the disqualification from the participation in the System for failing to do so.
8. Persons who are not Filing Users may register to receive electronic notice and service of documents by submitting the request form set forth in Exhibit II to the Clerk's office.
9. A completed application for registration as a Filing User or a recipient of electric notices constitutes written consent for the registrant to receive electronic service and notice of documents subject to the electronic case filing system pursuant to Fed. R. Bankr. P. 7005 with the exception of those documents to which the service requirements of Fed. R. Bankr. P. 7004 apply.

#### IV. PAYMENT OF FILING FEES WHEN FILING ELECTRONICALLY (Paragraph 2)

1. Upon the receipt of a password and log-in, an authorization to pay filing fees by credit card in the form set forth in Exhibit III hereto must be submitted to the financial department in the clerk's office. Submission of the authorization includes authority for the clerk to automatically charge the credit card account upon the electronic filing of a document requiring a filing fee, unless it is accompanied by the appropriate motion to waive the fee.
2. Filing Users will receive electronic notification when a receipt is entered into the system. Users are encouraged to maintain accurate and up to date records of all of their filings requiring fees for purposes of reconciling their credit card accounts.

V. SIGNATURES (Paragraph 8)

1. The User log-in and password required to submit documents to the Electronic Filing System serve as the Filing User's signature on all electronic documents filed with the court. In lieu of the signature, the Filing User shall indicate with a "s/" that a signature is affixed to the original document. This notation shall be utilized in lieu of signature on all documents that require one or more original signatures. The "s/" indicates that when the filed document is viewed or printed, the original was in fact signed.
2. If the task of electronic filing is delegated by the Filing User to an authorized agent of the Filing User, the use of the log-in and password to make the filing constitutes a signature by the Filing User even though the Filing User does not do the physical act of the filing.

VI. SERVICE (Paragraph 9)

1. The Notice of Electronic Filing indicates the time of filing, the name of the party and the name of the attorney filing the document, and the text of the docket entry. It also contains an electronic link (hyperlink) to the filed document, allowing anyone receiving the Notice by e mail to retrieve the document automatically. This Notice is automatically sent to all case participants registered to use the electronic filing system.
2. Upon receipt of a "Notice of Electronic Filing," the recipient will be provided with one "free look" at the document filed. Each subsequent query of the document will subject the recipient to applicable PACER charges.
3. Service of documents by electronic means does not include service of process for purposes of obtaining personal jurisdiction (i.e., Fed. R. Bankr. P. 7004- Service).
4. Pleadings or other documents which are filed conventionally rather than electronically shall be served on the parties entitled to notice in the manner set forth in the Federal Rules of Bankruptcy Procedure and the Local Rules of this court, except as otherwise provided by order of the court. The clerk must give notice of court orders and judgments to a person who has not consented to electronic service in paper form in accordance with the Federal Rules of Bankruptcy Procedure.

## VII. TECHNICAL REQUIREMENTS

### 1. HARDWARE REQUIREMENTS

It is recommended that the PC contain a minimum of 1000 megahertz with a minimum of 128 megabytes of memory. An Internet connection using a minimum transfer rate of 56 kilobytes will provide sufficient connectivity; however, a Digital Subscriber Line or T-1 line will provide a smoother transfer of data. The faster the Internet connection, the easier ECF is to use.

It is further suggested that parties utilize a flatbed scanner for documents that need to be imaged and filed with the court.

### 2. SOFTWARE REQUIREMENTS

An operating system that supports a web browser including Windows, Linux, Macintosh and others will allow access to the System. Netscape Navigator v.4.6 or 4.7 and Microsoft's Internet Explorer are compatible for use as a web browser. A word processor such as WordPerfect or Microsoft Word is required. To convert text files to Portable Document Format (PDF), Adobe Acrobat is a standard conversion tool. Anti-virus software is not a requirement but it is strongly suggested for the security of your system and that of the court.

## VIII. PUBLIC ACCESS TO THE DOCKETS AND ELECTRONICALLY FILED DOCUMENTS

### 1. INTERNET ACCESS TO COURT RECORDS THROUGH THE PACER SYSTEM

Any person or organization may access the Electronic Filing System at the court's internet site, <http://ecf.paeb.uscourts.gov> by obtaining a PACER log-in and password. Such access to the System will be provided at a cost of .07 per page.

### 2. PUBLIC ACCESS AT THE COURT

For persons without a PACER log-in and password, the case docket and documents electronically filed in the System can be viewed via public access computer terminals at the clerk's office during regular business hours, Monday

through Friday, from 8:30 a.m. through 5:00 p.m. in the Philadelphia clerk's office and from 8:00 a.m. through 4:30 p.m. in the Reading Clerk's office.

Copies of electronically filed documents may be secured from the clerk's office. Such documents may be certified in the same manner as paper documents. The fee for copying and any certification will be in accordance with 28 U.S.C. Sec. 1930.

#### IX. TRAINING MATERIALS

1. The clerk's office has prepared training materials, including an Electronic Filing System User's Training Manual, which may be updated from time to time. Interested parties may access the latest training materials on the court's web site.

#### X. HELP DESK

The Clerk's office has established a help desk to assist with technical and operational questions in connection with ECF. This assistance will be available during regular business hours in the Philadelphia Division by telephoning (215) 408-2826 or (215) 408-2827 for operational questions and (215) 408-2860 for technical questions, and during regular business hours in the Reading Division by telephoning (610) 320-5255 ext. 240.

**EXHIBIT I**  
**REGISTRATION FORM FOR ELECTRONIC FILING**

UNITED STATES BANKRUPTCY COURT for the EASTERN DISTRICT OF PENNSYLVANIA

CASE MANAGEMENT ELECTRONIC CASE FILES (CM/ECF) SYSTEM

PARTICIPANT REGISTRATION FORM

Live System

This form is to be used to register for FULL FILING PRIVILEGES for filing documents via the Internet component of the Case Management/Electronic Case Files system (hereafter CM/ECF), in the United States Bankruptcy Court for the Eastern District of Pennsylvania. A registered participant will have the privilege of filing documents with the Clerk's Office via the Internet.

The following information is required for CM/ECF registration:

Name (First, Middle, Last): \_\_\_\_\_ Bar ID#: \_\_\_\_\_ State of Admission: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

By signing and submitting this registration form, I agree to abide by the following requirements:

- 1. Pursuant to Federal Rule of Bankruptcy Procedure 9011, every pleading, motion and other paper shall be signed by at least one attorney of record and that signatures shall be indicated by "s/" and the typed name of the person signing in the following format: "s/ Jane Smith" on the signature line. My password constitutes my signature.
2. The login and password for filing via the Internet shall be used exclusively by me and by any of my employees to whom I give authorization. I will not knowingly permit my login and password to be used by anyone who is not so authorized.
3. I will immediately contact the Clerk's Office IT Dept at 215 408-2800 x2349 to report any suspected compromise of my password.
4. I waive my right to service by personal service or by first class mail and consent to electronic service, except with regard to service of a summons and complaint under Fed.R.Bankr.P 7004. I will receive service of documents and any docket activity electronically pursuant to FRBP 9036, where service of documents is otherwise permitted by first class mail. In so doing, I agree to maintain a current and active e-mail address to receive notification in CM/ECF.
5. I will abide by all of the requirements set forth in the Standing Order of the court and the User's Manual governing electronic case filing relating to the filing, signing, maintaining and verifying of pleadings and papers in the Case Management /Electronic Case Files (CM/ECF) system currently in effect and any changes or additions that may be made later.

I have completed CM/ECF bankruptcy training at the following location \_\_\_\_\_.

My Authorized Employee, \_\_\_\_\_, has completed CM/ECF training on my behalf at the following location \_\_\_\_\_.

I have not completed CM/ECF bankruptcy training.

6. I prefer to receive notices in \_\_\_\_\_ HTML format or \_\_\_\_\_ text format.

7. I prefer to receive \_\_\_\_\_ separate notice for each filing or \_\_\_\_\_ a daily summary report of all filings.

I declare, under penalty of perjury, that I am currently admitted to practice before the bar of this court and that I am currently in good standing.

I am a party to a pending action who is not represented by an attorney. The court has permitted me to register as a Filing User in the electronic filing system in the matter of: \_\_\_\_\_ (Caption and Case No.).

Applicant Name (Please Print)

Applicant Signature

Last 4 Digits of SS# (for security purposes)

Mail or deliver this completed form to: U.S. Bankruptcy Court Attn: IT Department 900 Market St., Suite 400 Philadelphia, PA 19106-4299

FOR INTERNAL USE ONLY

Application processed by \_\_\_\_\_ Deputy Clerk

Date Received

## **EXHIBIT II**

### **REGISTRATION FORM FOR ELECTRONIC NOTICE**

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF PENNSYLVANIA**

**CASE MANAGEMENT ELECTRONIC CASE FILES (CM/ECF) SYSTEM**

**ELECTRONIC NOTICE REGISTRATION FORM**

**Live System**

This form is to be used to register Non-Filing Users to receive notice and service of electronically filed documents in the Case Management/Electronic Case filing system (hereafter CM/ECF), in the United States Bankruptcy Court for the Eastern District of Pennsylvania.

Name (First, Middle, Last): \_\_\_\_\_  
Bar ID#: \_\_\_\_\_ State of Admission: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

By signing and submitting this registration form, I agree to abide by the following requirements:

1. Pursuant to Paragraph 2d of Standing Order No. M03-3005 this registration form shall allow Non-Filing Users to receive notice and service of electronically filed documents. Such registration shall constitute the (1) waiver of the right to receive notice by first class mail and consent to receive notice electronically, and (2) of the right to service by personal service or first class mail and consent to electronic service, except with regard to service of a summons and complaint under Fed. R. Bankr.P. 7004. Waiver of service and notice by first class mail includes notice of the entry of an order or judgment under Fed.R.Bankr.P. 9022.
2. I will receive service of documents and any docket activity electronically pursuant to FRBP 9036, where service of documents is otherwise permitted by first class mail. In so doing, I agree to maintain a current and active e-mail address to receive notification in CM/ECF.
3. I prefer to receive notices in \_\_\_\_\_ HTML format or \_\_\_\_\_ text format.
4. I prefer to receive \_\_\_\_\_ separate notice for each filing or \_\_\_\_\_ a daily summary report of all filings.

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Last 4 Digits of SS# (for security purposes)

Mail or deliver this completed form to:

U.S. Bankruptcy Court  
Attn: IT Department  
900 Market St., Suite 400  
Philadelphia, PA 19106-4299

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**FOR INTERNAL USE ONLY**

Application processed by \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Date Received

**EXHIBIT III**  
**CREDIT CARD AUTHORIZATION**

**UNITED STATES BANKRUPTCY COURT for the EASTERN DISTRICT OF PENNSYLVANIA**

**CREDIT CARD COLLECTION AUTHORIZATION FORM**

We hereby authorize the United States Bankruptcy Court for the Eastern District of Pennsylvania to charge the following bank card number(s) for payment of filing fees and other court-related expenses.

**Name as it appears on Card:** \_\_\_\_\_

**Name of Law Firm:** \_\_\_\_\_

**Authorized users:** \_\_\_\_\_  
Signature

\_\_\_\_\_ Signature

\_\_\_\_\_ Signature

\_\_\_\_\_ Signature

**Credit Card Billing Address:** \_\_\_\_\_  
\_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

**MasterCard No.:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Visa Card No.:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Discover Card No.:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**American Express Card No.:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Diners Card No.:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

Contact person and telephone number, in the event that further information is required, e.g. verification of runner/courier's authority to charge to the above account:

**Name:** \_\_\_\_\_ **Telephone number:** \_\_\_\_\_

This form will be kept on file in the clerk's office, and shall remain in effect until specially revoked in writing. It is the responsibility of the firm/company named herein to provide written notification to the clerk's office if a card has been canceled or revoked. An updated Credit Card Collection Authorization Form must be filed when modification of the above information is necessary, including the expiration date when a card is renewed.

Indicate if this information is: **NEW** [ ] or **UPDATED** [ ]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*In the event that a charge against this account is denied, you will be notified immediately to make payment in cash, money order, or certified check. This payment will be due immediately. Any abuse of this privilege will result in your removal from the credit program. All forms must contain original signatures.

**Return completed form to the Financial Department, Clerk's Office, U.S. Bankruptcy Court, 900 Market Street, Suite 400, Philadelphia, Pennsylvania 19107.**