

Accessing CM/ECF

The CM/ECF system is a web based software program. CM/ECF has been tested successfully using Firefox and Internet Explorer as representative browsers. CM/ECF court users process cases through the federal courts' restricted intranet while attorneys and other public users will submit pleadings and view case data from the internet. Both court and external users have different levels of access to screens via menu selections and functionality as determined by their needs.

STEP 1 To access the court web site, open Internet Explorer or other browser and enter the URL of the court's web page in the browser's address bar. (See Figure 1.)

NOTE: For quick access to this site in the future, set a bookmark or create a button on your navigation bar.



Figure 1

Click on E-Filing (CM/ECF).

STEP 2 Login

Enter your PACER username and password. In the Court drop down box “Where would you like to go?” click on the down arrow and scroll all the way to U.S. Bankruptcy Courts. Choose Missouri Eastern Bankruptcy Court under U.S. Bankruptcy Courts. (See Figure 2.)

Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

Login

* Required Information

Username *

Password *

Client Code

Court *

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

[Contact Us](#) [Privacy & Security](#) [PACER FAQ](#)

This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.

Figure 2

Click Login.

The Redaction Agreement screen appears. Click the box that states “I understand...”

Click Continue.

STEP 3

The Welcome to the U.S. Bankruptcy Court for the Eastern District of Missouri screen appears. (See Figure 3.)



Welcome to the
U.S. Bankruptcy Court
for the
Eastern District of Missouri



Figure 3

Click Login.

STEP 4 The **CM/ECF MAIN MENU** screen appears (See Figure 4.)



Figure 4

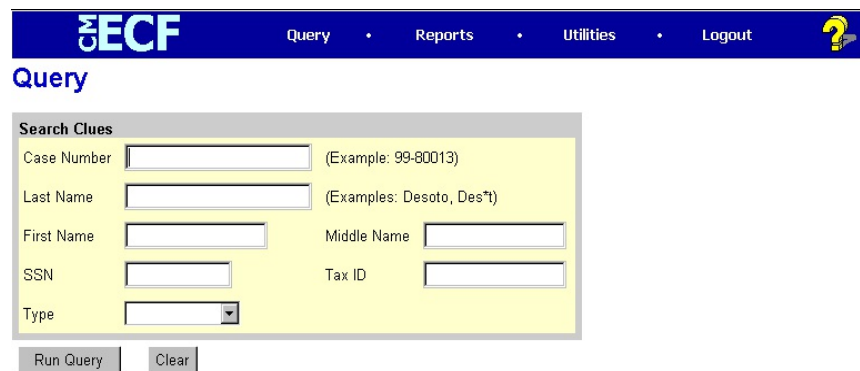
Access to the various modules are provided by the Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, generate reports or maintain the system.

This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.

Public Access

Bankruptcy case information on CM/ECF is available to the public through participating court Internet sites. For instance, the bankruptcy court in the Eastern District of Virginia can be accessed by typing this URL, www.vaeb.uscourts.gov, in the Location Box of your browser. A PACER login is universal and may be used at multiple courts for access to reports and queries.

Inquiries can be made through [Public Case Query](#) which provides search capabilities by case number or name. (See Figure 5.)



The screenshot shows the CM/ECF Public Case Query interface. At the top is a blue navigation bar with the CM/ECF logo on the left and links for Query, Reports, Utilities, and Logout on the right. Below the navigation bar is the word "Query" in blue. The main content area is a light yellow box titled "Search Clues" containing several search fields: Case Number (with an example of 99-80013), Last Name (with examples Desoto, Des*t), First Name, Middle Name, SSN, and Tax ID. There is also a dropdown menu for "Type". At the bottom of the search area are two buttons: "Run Query" and "Clear".

Figure 5

PACER gives participants access to a CM/ECF court calendar, a cases report, claims register, creditor matrix and case docket sheets. This information is current and is updated with activity in real time.

CM/ECF registered users can subscribe to electronic notification of any filing on any case within the district. These notices are received through the participants e-mail program. Notices can be monitored throughout the day or by requesting a daily summary of activity of all the cases they have signed up for. Every user can access a copy of the PDF document that has been filed **once without charge**. It is advisable to save or print this file. Subsequent requests through the document's hyperlink will produce the standard PACER login screen and the user will be charged the appropriate amount per page.