

2011

**Tenth Circuit
Bankruptcy Appellate
Panel**

**Blaine F. Bates
Clerk of the Court**

ECF USER'S MANUAL

Effective November 1, 2010

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I. GETTING STARTED

A. DEFINITIONS

1. CM/ECF: CM/ECF is the acronym for the federal courts' Case Management and Electronic Case Files System. CM/ECF was developed by the Administrative Office of the U.S. Courts specifically for use by the federal courts. The case management (CM) portion replaces the aging software currently in use by most appellate courts. The electronic case files (ECF) portion allows courts to manage papers and administer cases electronically. ECF permits papers to be filed electronically over the internet.
2. E-filer: An e-filer is a party, an attorney representing a party, or a person or entity granted leave to file a brief amicus curiae, who has completed the Appellate ECF Filer registration process.
3. E-filing: The process of uploading a document from the e-filer's computer using the Court's ECF system. ECF accepts documents in Portable Document Format (PDF) only.
4. Notice of Docket Activity (NDA): The NDA is the functional equivalent of the Notice of Electronic Filing (NEF) in the bankruptcy courts' CM/ECF system. When a document is filed electronically, the ECF system will automatically generate an NDA at the time the filing transaction is completed. E-filers should retain a copy of the NDA as proof of e-filing.

The NDA will be electronically sent to registered e-filers in the case. The NDA contains the case name, a link to the case docket, a link to the document filed, the docket entry text, and service method information for case participants. When parties receive an NDA, they may click on the document and obtain one "free look."

If you are an e-filer, your receipt of the NDA is service of that document, and registration for the ECF system constitutes consent to receive service through the NDA.

5. PACER: The Public Access to Court Electronic Records Service Center (PACER) is the Federal Judiciary's centralized registration, billing, and technical support center for electronic access to U.S. Court records. PACER provides fee-based access to

federal court dockets and centralized registration for appellate e-filers. The PACER Service Center homepage is located at <http://www.pacer.gov>.

6. **PDF:** Portable Document Format (PDF) is a file format that captures word processed formatting information, making it possible to send and receive a document and have it appear as intended, independent of the application software, hardware or operating system.

WordPerfect versions 9, 10, 11, and 12 include the capability to convert text documents to PDF by clicking “File” on the toolbar, then selecting “Publish to PDF.” Microsoft Word 2003 does not include free PDF conversion software. You may use Adobe Acrobat or download free PDF conversion software from any source of your choosing to convert Word documents to PDF. Microsoft Word 2007 has the ability to convert documents to PDF if you download and install an add-in that is free from Microsoft and available on their website. Interactive online training for converting Word or WordPerfect documents to PDF is available at <http://www.pacer.gov/ecfcbt/dc/cccnvtpdf/>.

There are two types of PDF files. The Court requires that all pleadings be submitted in native PDF. Attachments to pleadings may be submitted in scanned PDF if native format is not available. A maximum of 10 megabytes (“MB”) may be uploaded per PDF file.

- a. **Native PDF:** An electronically converted PDF document that is created from a word processing document (e.g., Word or WordPerfect) using Adobe Acrobat or similar software. Native PDF documents are text searchable and generally have a small file size. Native PDF documents up to 10MB may be uploaded as a single file attachment to any e-filing event; documents exceeding 10MB should be split into separate files with appropriate identification (i.e., Appellant’s Appendix, pp. 51-100).
- b. **Scanned PDF:** A PDF document created by putting a paper document through an optical scanner. Scanned PDF documents are not text searchable and have a large file size. However, they may be made text-searchable by running an Optical Character Recognition Scan (OCR). Most professional PDF software programs offer an OCR text recognition feature. Scanned PDFs up to 10MB may be uploaded as a single file attachment to any e-filing event; documents exceeding 10MB should be split into separate files with appropriate identification (i.e., Appellant’s Appendix, pp. 51-100).

B. HARDWARE AND SOFTWARE REQUIREMENTS

1. Personal Computer: You will need a personal computer equipped with Java Version 6. Visit the Java website, located at <http://www.java.com>. Note the series of questions/links located below the “Free Java Download” button. If you are not sure whether you have Java, click “Do I have Java?” to run a diagnostic check on your computer. If you need to download or update Java, simply click the “Free Java Download” button and follow the directions on the subsequent pages. Java Version 6 is free and the program downloads in only a few minutes.
2. Word Processing Software: You will need WordPerfect, Microsoft Word, or another word processing software that will permit you to convert text documents to PDF.
3. Internet Service Provider and Web Browser: CM/ECF has been tested successfully using Firefox 3.5, and Internet Explorer 7 and 8, as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Sun Java Plug-In version 1.6.
4. E-mail Account: You may register more than one e-mail address for receipt of NDAs. The address(es) must be regularly monitored, as your only notification of case/docket activity will be via e-mail. You must ensure that the spam filter operation on the network and computer receiving the e-mail are set to allow notices from ca10.uscourts.gov. The size of your e-mail account must be sufficient to receive NDAs from the ECF system. In general, an account with storage space of at least 100 megabytes is sufficient.
5. PDF Viewing and Conversion Software: Adobe Reader or equivalent software is necessary to view PDF documents. Adobe Acrobat or equivalent software is necessary to generate PDF documents. WordPerfect versions 9, 10, 11, and 12 include the capability to convert text documents to PDF by clicking “File” on the toolbar, then selecting “Publish to PDF.” Microsoft Word 2003 does not include free PDF conversion software. You may use Adobe Acrobat or download free PDF conversion software from any source of your choosing to convert Word documents to PDF. Microsoft Word 2007 has the ability to convert documents to PDF if you download and install an add-in that is free from Microsoft and available on their website. Interactive online training for converting Word or WordPerfect documents to PDF is available at <http://www.pacer.gov/ecfcbt/dc/cccnvtpdf/>.
6. Scanner: A scanner will only be necessary if you have attachments to pleadings that are not available in native PDF. Paper documents should be scanned into PDF format

at 300 DPI with a “black and white” setting. When possible, please run an OCR Text Recognition scan on all scanned images to make the documents text-searchable.

7. PACER Account: Information and instructions for registering can be found on PACER’s website at <http://www.pacer.gov/register.html>. A PACER account is required to view docket reports and other documents on the electronic docket, and in some cases the NDA.
8. ECF Account: Instructions for registering can be found in our Step-by-Step Guide included in the next section of this Manual. An ECF account is required to electronically file documents and/or receive electronic service, as well as to receive your “free look” at any document referenced in the NDA.

C. REGISTRATION (STEP-BY-STEP GUIDE)

Step 1: Open your web browser and navigate to the PACER Service Center’s website located at <http://www.pacer.gov>.

Step 2: Select *Register* from the menu bar located at the top of the website. Then select *Appellate Courts* from the menu on the left.

Step 3: On the Appellate Courts page, note four options: *Register*, *Update*, *Local Court Information*, and *E-File*.

Click *Register* to register for a new Appellate ECF account (if you have never registered for e-filing for any Court of Appeals or Bankruptcy Appellate Panel).

Click *Update* if you already have an Appellate ECF account with at least one Court of Appeals or Bankruptcy Appellate Panel. Note that appellate registration is different from registration for a District or Bankruptcy Court. Enter your username and password. From the Appellate ECF Filer Account Update screen, click *Register for Additional Court(s)* located in the Miscellaneous section. Checkmark the checkbox for this Court, labeled “U.S. Court of Appeals, Tenth Circuit – Bankruptcy Appellate Panel” (be sure to read the Court’s local requirements). The existing address and noticing preferences on the account will auto-fill into the fields. If you prefer to use secondary contact information, enter that information into the appropriate fields. All fields marked with a red asterisk are required fields. Read and acknowledge the Terms of Use. Finally, click “Submit.”

Click *Local Court Information* to review any court's policies, procedures, and status of implementation information.

Click *E-File* if you have already registered for the Court and wish to begin e-filing. Select the desired court from the list.

Step 4: Click *Register*. Note the Java Version Test located at the top of the page. An updated version of Java is required to use Appellate ECF. This diagnostic test will determine whether you have an appropriate version of Java.

Enter your Personal Information, Primary Address Information, and Default Noticing Preference. All fields marked with a red asterisk are required fields.

Note that you may opt to receive a Notice of Docket Activity ("NDA") for every transaction in your active cases, or you may opt to receive a daily summary of NDAs by selecting the appropriate choice from the Frequency dropdown menu located in the Default Noticing Preferences section.

When finished, click *Next Page*. (To start over, click *Clear Page*.)

Step 5: Locate and click the radio button for this Court, labeled "U.S. Court of Appeals, Tenth Circuit – Bankruptcy Appellate Panel."

Click the radio button indicating whether you are a member of the bar in the relevant circuit. See 10th Cir. BAP L.R. 8018-1(c). If applicable and known, enter the case number of the most recent case in which you were involved. Next, if applicable, enter the name you used previously when filing before the Court.

The address and noticing preferences you entered previously will auto-fill into the fields. If you prefer to use secondary contact information, enter that information into the appropriate fields. All fields marked with a red asterisk are required fields. When you are finished, click *Next Page*. (To start over, click *Clear Page*.)

Step 6: You may use the system-generated username displayed in that field, or enter a 7-character username of your choosing.

Next, enter an 8-14 character password of your choosing and confirm that password by entering it again. This password must contain at least 2 non-alphabetic characters. You may also check the checkbox to use a system-generated password.

Step 7: Enter your answer to the security question in the Answer field.

Step 8: Read the Terms of Use. Acknowledge that you have read and agree to the terms of use by checkmarking the first checkbox.

Acknowledge that you have read and agree to this Court's policies and procedures by checkmarking the second checkbox.

Step 9: Click the Submit Form button to complete the registration process.

Step 10: Click OK to process your request.

You will receive e-mail correspondence regarding your registration request soon, generally by the next business day. If you require faster processing, or additional assistance, please contact the BAP Clerk's Office at (303) 335-2900 between the hours of 8:00 am and 5:00 pm, Mountain Time, Monday through Friday. The PACER Service Center is available between the hours of 8:00 am and 6:00 pm, Central Time, Monday through Friday.

II. POLICIES AND PROCEDURES

A. ECF FILING PROCEDURES AND GUIDANCE

ECF - 1. Scope of Electronic Filing

- (a) ***Mandatory Electronic Filing.*** Attorneys filing documents with the Court effective May 1, 2010, must file all documents, other than sealed documents, electronically using the Court's Appellate Electronic Case Files system ("ECF").
- (b) ***Exempt Filers.*** Pro se litigants who are not attorneys are exempt from the mandatory ECF requirement at this time (hereafter, filers not subject to mandatory ECF are referred to as "exempt filers"); however, they are encouraged to file electronically. The Court encourages electronic filing because it provides immediate notice of entry, immediate service to parties, and receipt of filing for all documents transmitted. The Clerk's Office is available to assist filers with registration and electronic filing. Exempt filers who choose not to file electronically may conventionally file documents with the Court (i.e., by mail, hand delivery, facsimile or e-mail). Pleadings filed by e-mail must be in native Portable Document Format ("PDF") or text-searchable format. Scanned image PDF documents are not acceptable. Attachments to pleadings may be submitted in scanned PDF format only if native format is not available.

An attorney may seek exemption from mandatory filing only in unusual situations by completing the Appellate ECF Exemption Request Form available on the Court's website for each active case in which the exemption is sought. The Court will approve an exemption request only under extremely limited circumstances that are beyond the attorney's control. If an exempt filer later registers for ECF, that registration will abrogate the exemption for all cases.

ECF - 2. Consequences of Electronic Filing

- (a) ***Filing.*** Electronic transmission of a document to ECF in compliance with these procedures, together with the transmission of a Notice of Docket Activity ("NDA") from the Court, constitutes filing of the document under the Federal Rules of Bankruptcy Procedure and the local rules of this Court.
- (b) ***Readability and Completeness.*** Before electronically filing a document to ECF, the filer must verify its readability and completeness. When a document has been electronically filed to ECF, the official record is the electronic document stored by the Court, and the filer is bound by the document as filed.
- (c) ***No Paper Copy Required.*** An electronically filed document is considered the original. No additional paper copies are required.

ECF - 3. Registration for Electronic Filing

To obtain a login and password for using ECF, a filer must register by completing the Appellate ECF Filer Registration process managed by the PACER Service Center. Registration for Appellate ECF is separate from and in addition to registering for PACER. The registration process is complete when an e-mail approving registration is sent to the filer by the Court (hereafter, a filer who has completed ECF registration is referred to as an "e-filer"). Registration for ECF constitutes consent to electronic service. Before electronically filing a document to ECF, e-filers should review the video tutorials and ECF User's Manual available on the Court's website.

ECF - 4. Passwords

E-filers are responsible for the security of their passwords. Passwords may be used only by persons specifically authorized to file documents in the e-filer's name. In the event a password is compromised, an e-filer should immediately change the password with the PACER Service Center using the Appellate ECF Filer Account Update option.

ECF - 5. Revoking Electronic Filing Privileges

The Court may revoke an e-filer's registration for good cause.

ECF - 6. Responsibility for Redaction

The responsibility for redacting personal data identifiers from electronically filed documents rests solely with the e-filer. The Court will not review documents to determine whether necessary redaction has been undertaken or redact such information from documents. Nor will the Court seal documents containing personal data identifiers without an order obtained by a properly filed motion to seal documents. 10th Cir. BAP L.R. 8008-5 and L.R. 8009-3(k).

ECF - 7. Deadlines

- (a) ***System Availability.*** Electronic filing is permitted any time other than when precluded by system maintenance. Electronic filings will be processed by the Court during the Court's business hours.
- (b) ***Timeliness.*** A document electronically filed to ECF is deemed filed at the date and time stated on the NDA from the Court. Unless otherwise directed by the Court, a document is timely filed if the time stamp on the NDA shows the document was filed by 11:59 p.m. Mountain Time of the deadline date.
- (c) ***Technical Failure.*** If technical failure prevents timely filing of any document, the e-filer shall preserve documentation of the failure and seek appropriate relief from the Court.

ECF - 8. Electronic Filing Errors

Once the electronic filing transmission is complete, it may not be modified. E-filers who note any errors following transmission of any document must forward the NDA along with a brief description of the filing error to 10th_Circuit_BAP@ca10.uscourts.gov.

ECF - 9. Sealed Documents

Sealed documents must be filed with the Court in paper format only. In order to file documents under seal, a filer must first file a motion and obtain an order from the Court. A motion to place documents under seal may be electronically filed, but the motion itself will not be sealed. If the motion is granted, the Court will

issue further directions for filing the documents to be sealed. *See* 10th Cir. BAP L.R. 8009-3(k).

ECF - 10. Emergency Motions

Pursuant to Local Rule 8011-4(a), before electronically filing an emergency motion the movant must call the Clerk's Office in order to give as much advance notice as possible. If the motion is electronically filed when the Court is closed, the movant must call the Clerk's Office as soon as it is open to receive further guidance.

ECF - 11. Service

- (a) ***Proof of Service.*** Pursuant to Federal Rule of Bankruptcy Procedure 8008(d), all documents presented for filing must include proof of service containing the names of the persons served and the date and manner of service. A sample certificate of service is available on the Court's website.
- (b) ***Method of Service.*** When a document is electronically filed, ECF will automatically notify other e-filers of the transmission; no service of paper copies upon other e-filers is necessary. However, e-filers must serve exempt filers in accordance with Federal Rule of Bankruptcy Procedure 8008. 10th Cir. BAP L.R. 8008-1(c). Exempt filers must serve documents in accordance with Federal Rule of Bankruptcy Procedure 8008. A Service Method Report is available from the Reports menu option of ECF. The e-mail addresses of e-filers will also display on the electronic docket.

ECF - 12. Document Requirements

- (a) ***Format.*** All documents must be electronically filed in PDF. All documents electronically filed with the Court must be generated by publishing to PDF from the original word processing file to permit the electronic version of the document to be searched and copied. PDF images created by scanning paper documents are prohibited; however, exhibits or addenda submitted as attachments to a document may be scanned and attached if the e-filer does not possess a word processing file version of the attachment.
- (b) ***File Size.*** The file size for a single electronically filed document is limited to ten megabytes ("MB"). Documents that exceed 10MB must be divided into subparts and attached as multiple documents within the same electronic filing transaction.

The description of each attached part must identify the page numbers within the document (e.g., Appellant's Appendix, pp. 51 - 100).

ECF - 13. Signatures

As stated in the "Terms of Use" by the PACER Service Center, use of an e-filer's login and password to electronically file a document constitutes the filer's signature on a document.

ECF - 14. Hyperlinks

- (a) ***Hyperlinks permitted.*** Electronically filed documents may contain the following types of hyperlinks:
- (1) Hyperlinks to other portions of the same document or to other documents filed on appeal;
 - (2) Hyperlinks to documents filed in the lower court that have been designated as part of the record on appeal (but the documents must still be included in the appendix as required by Federal Rule of Bankruptcy Procedure 8009(b) and Local Rule 8009-3); and
 - (3) Hyperlinks to statutes, rules, regulations, and opinions.
- (b) ***Hyperlinks as citations.*** Hyperlinks do not replace citations to the appendix, record, or legal authority. Documents must contain standard citations in support of statements of fact or points of law, in addition to any hyperlink. Hyperlinks are simply mechanisms for accessing material cited in a filed document and are not considered part of the appellate record. The Court accepts no responsibility for the availability or functionality of any hyperlink and does not endorse any organization, product, or content at any hyperlinked site.

ECF - 15. Address, E-mail, Telephone Number Changes

Counsel and pro se parties must immediately file with the Court a statement of any change in name, address, telephone and facsimile numbers, or ECF e-mail address. E-filers must also immediately update their PACER Service Center Appellate ECF Account with any changes. 10th Cir. BAP L.R. 8018-4(a).

ECF – 16. Entries of Appearance.

- (a) **Required Information.** Pursuant to Local Rule 8001-4(a), an Entry of Appearance (“Appearance”) must contain the following information: filer’s name, address, telephone and facsimile numbers, and ECF e-mail address.
- (b) **Multiple Attorneys.** Pursuant to Local Rule 8001-4(a), attorneys whose names subsequently appear on filed papers must also file an Appearance. However, a single Appearance may be electronically filed by one attorney on behalf of multiple attorneys provided the document contains all required information for each attorney listed.
- (c) **No Appearance Filed.** Any attorney who fails to electronically file an Appearance may be removed from the case for purposes of service by the Court without further notice.
- (d) **Attorney of Record.** Any Appearance electronically filed by an attorney who is not an existing attorney of record will be reviewed by the Court. If approved, the attorney will be added to the appeal and may begin electronically filing other documents.

ECF – 17. Notice for Cases of Interest

Any registered filer may request notice of filings made in any appeal using Notice for Cases of Interest available from the Utilities menu option of ECF. Once a filer requests notice in any appeal, the filer will receive e-mail notification for all public entries. Note that the “free look” policy applies only to parties to an appeal; therefore, standard PACER Service Center fees will apply when viewing the docket or any documents.

B. SPECIAL NOTE REGARDING SEALED DOCUMENTS

Sealed materials **may not** be filed electronically. Pursuant to BAP ECF – 9, sealed documents must be filed with the Court in paper format only. In order to file documents under seal, a filer must first file a motion and obtain an order from the Court. A motion to place documents under seal may be electronically filed, but the motion itself will not be sealed. If the motion is granted, the Court will issue further directions for filing the documents to be sealed. *See* 10th Cir. BAP L.R. 8009-3(k). Please contact the BAP Clerk’s Office for guidance and instructions.

C. SPECIAL NOTE REGARDING ENTRIES OF APPEARANCE

All attorneys must file an Entry of Appearance (“Appearance”) that contains all required information, including an ECF e-mail address. *See* 10th Cir. BAP L.R. 8001-4(a), BAP ECF – 16. Therefore, all attorneys must be registered e-filers. *See also* 10th Cir. BAP

L.R. 8008-1(a). Pursuant to BAP ECF – 16(c), the Court may remove any noncompliant attorney from the case for purposes of service by the Court. Four e-filing “events” or transactions may be used to e-file an Appearance:

Entry/Notice of Appearance (Existing Attorney): Use this transaction if you are already an attorney of record in the case (i.e., you received a notice that an appeal has been entered on the docket).

Entry/Notice of Appearance (Existing Pro Se Litigant): Use this transaction if you are already a party in the case and you are representing yourself (i.e., you received a notice that an appeal has been entered on the docket and you are a named party to the appeal).

Entry/Notice of Appearance (New to Appeal): Use this transaction if you are not an attorney of record in the case and you are not a named party to the appeal. Note that pursuant to ECF – 16(d), the Court will review any Appearance filed by an attorney who is not an existing attorneys of record. If approved, the Court will add you to the case. Then, you may begin electronically filing other documents.

One Document (Combined EOA, SIP, SOA pursuant to BAP L.R. 8001-4(d)): Use this transaction to file a combined Appearance, Statement of Interested Parties, and Statement Regarding Oral Argument. Note that this transaction may only be used by attorneys and pro se litigants who are already attorneys of record or parties to the appeal.

III. USING THE ECF SYSTEM

For step-by-step interactive training for e-filing various documents, please view the training videos and/or PDF transcript files available at http://www.ca10.uscourts.gov/clerk/ecf_training.php.

A. ACCESSING ECF

ECF for PC Users:

<https://ecf.ca10.uscourts.gov/cmecf-bap-live/servlet/TransportRoom?servlet=Login>

ECF for 64-bit Mac Users:

<https://ecf.ca10.uscourts.gov/cmecf-bap-live/servlet/TransportRoom?servlet=Login?client=mac>

B. LOGGING INTO ECF

Appellate CM/ECF 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.

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. App. P. 25 \(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Authentication

Login:

Password:

Client Code:

CM/ECF has been tested successfully using Firefox 3.5, and Internet Explorer 7 and 8, as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Sun Java Plug-In version 1.6.

1. Check the checkbox stating that you understand and comply with the redaction rules.
2. Enter your Login (username), Password, and Client Code, if applicable.
3. Click *Login* to proceed to the Startup Page.

Startup Page _ □ ×

Docketing Reports Utilities Logout Help



U.S. Court of Appeals CM/ECF
Official Attorney Electronic Document Filing System

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 Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571.

Welcome

Welcome to the United States Bankruptcy Appellate Panel of the Tenth Circuit ("BAP") Electronic Document Filing System.

This service is for filers participating in the electronic filing system. All filers must possess electronic filer and PACER logins to use this system. Please see the BAP's website for information regarding filing procedures, registration and login information, FAQs, and hardware requirements, which is located at <http://www.bap10.uscourts.gov>.

4. Note the Startup Page menu bar, which includes the following menu options:
 - Docketing – Select to File a Document
 - Reports – Select to view PACER Report or Service Method Report
 - Utilities – Select to set up personal e-mail notice of docket activity in your cases of interest or to update your ECF account.
 - Logout – Select to logout of the ECF system and end your session.
 - Help – Select to access the Court's ECF User's Guide.

C. ESTABLISHING A LINK BETWEEN ECF AND PACER ACCOUNTS

After you complete the ECF registration process, you must link your ECF account to your PACER account. Without this link, you will not be able to view sealed documents in your active cases.

1. Log into ECF.
2. Select *PACER Report* from the Reports menu option.
3. The PACER login screen will appear. Enter your PACER login and password, and checkmark the “Make this my default PACER login” checkbox.
4. Click *Login*. Close ECF and log in again for the link to take effect.

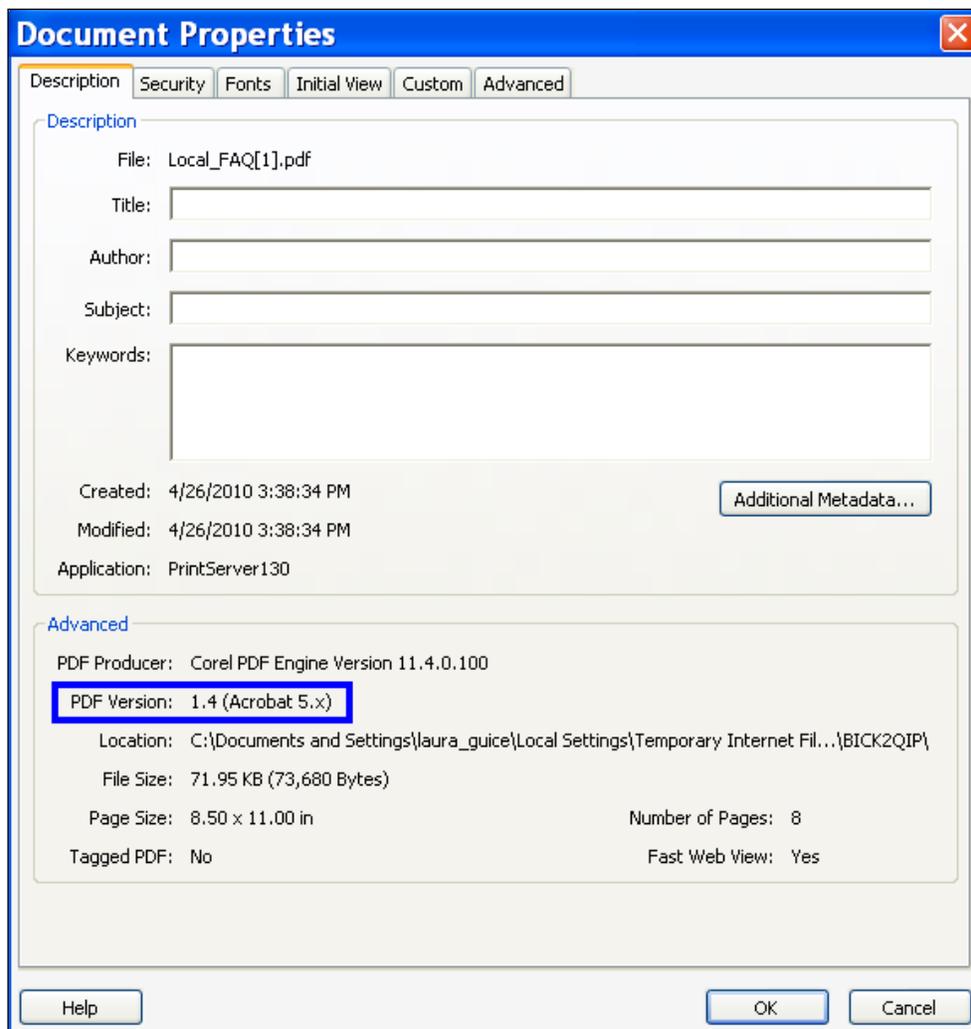
D. PDF COMPATIBILITY AND ECF

Documents e-filed to ECF must have an Acrobat Compatibility setting of Acrobat 4.x (Adobe 1.3) or later. Follow these steps to ensure that your ECF documents have the correct compatibility setting. Note that these steps apply only to e-filers using Adobe Acrobat software to create PDF documents.

1. DETERMINING A PDF DOCUMENT'S CURRENT COMPATIBILITY SETTING

- a. Open the File in Adobe Acrobat.
- b. Click File.
- c. Click Properties.
- d. The PDF Version is listed under the *Advanced* section of the Description tab.

PDF Version must be 1.3 (Acrobat 4.x) or better for successful electronic filing.

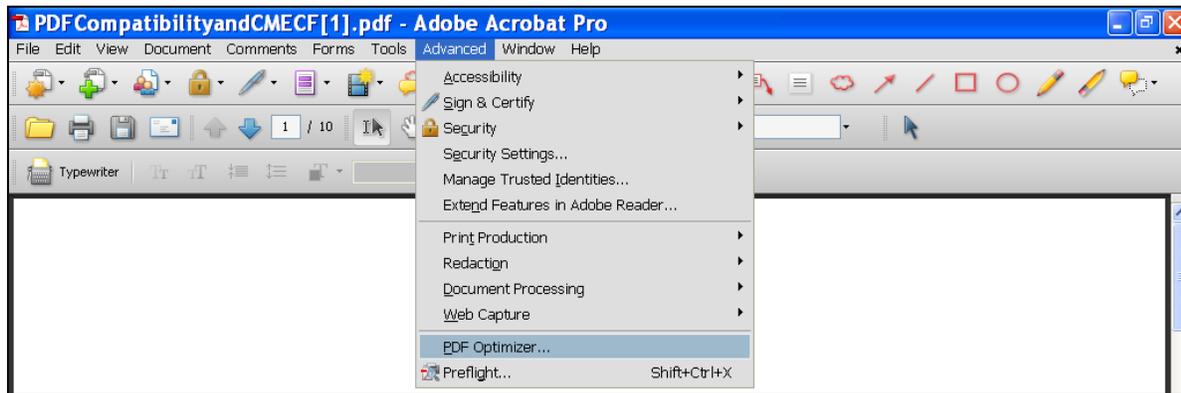


2. UPDATING A PDF DOCUMENT'S COMPATIBILITY SETTING – ADOBE ACROBAT PROFESSIONAL

If you have Adobe Acrobat Professional, you must re-save your document as an optimized PDF to change the compatibility settings. Once the file is re-saved, try e-filing the document again.

- a. Open the PDF document in Adobe Acrobat.

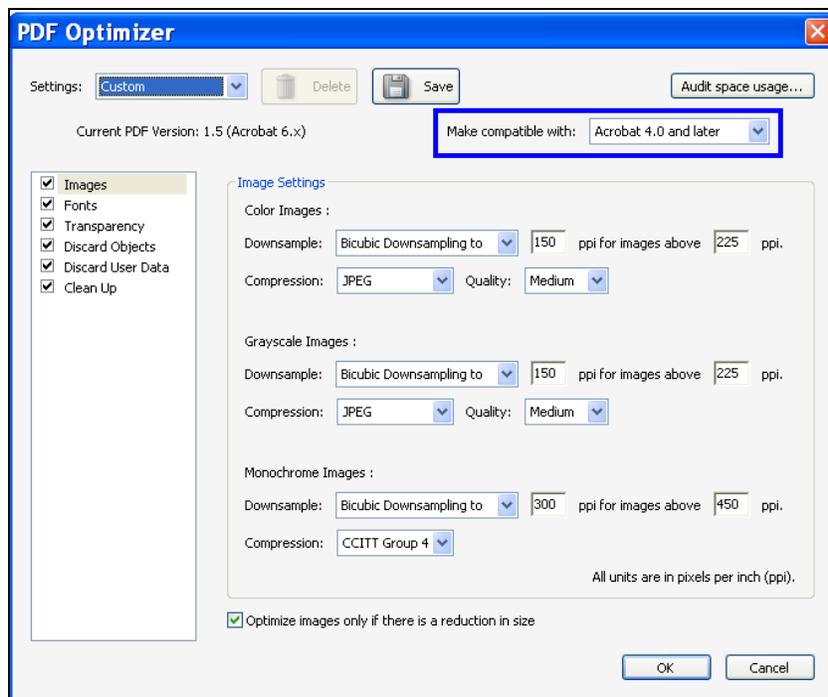
b. Select Advanced from the menu bar.



c. Select PDF Optimizer.

d. The PDF Optimizer window will appear.

e. Locate the *Make Compatible With* dropdown menu and select Acrobat 4.0 and Later.



f. Click *OK*.

g. The *Save Optimized As* window will appear.

h. Save/Name the PDF document as desired.

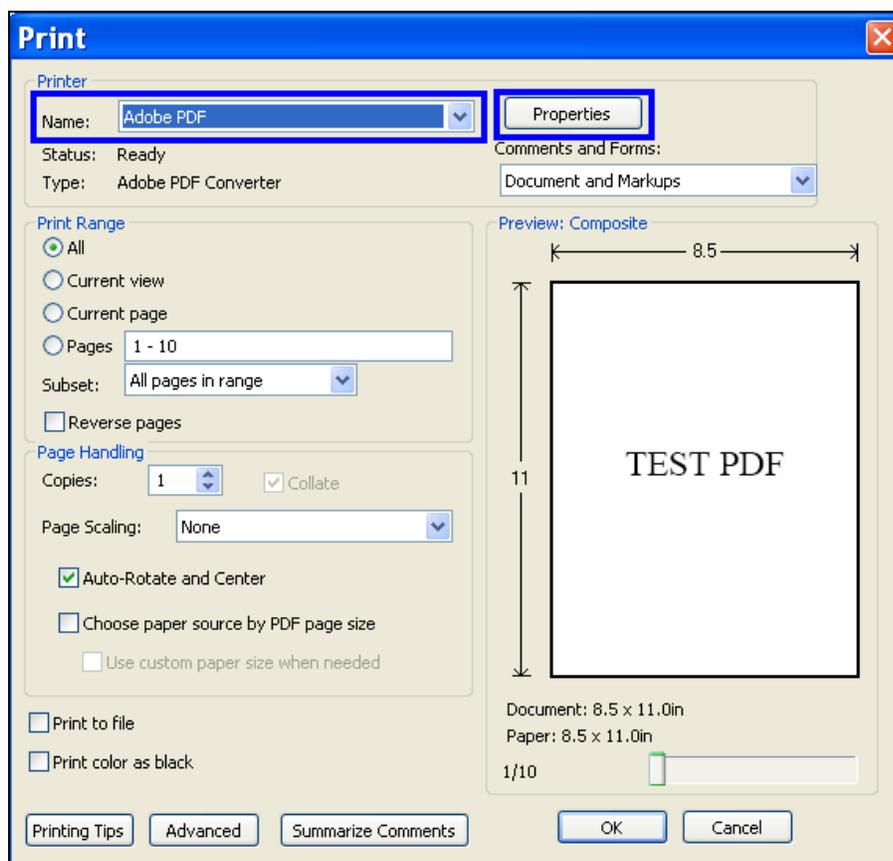
i. Click *Save*.

j. Once the file is re-saved, try e-filing the document again.

3. UPDATING A PDF DOCUMENT'S COMPATIBILITY SETTING – ADOBE ACROBAT STANDARD

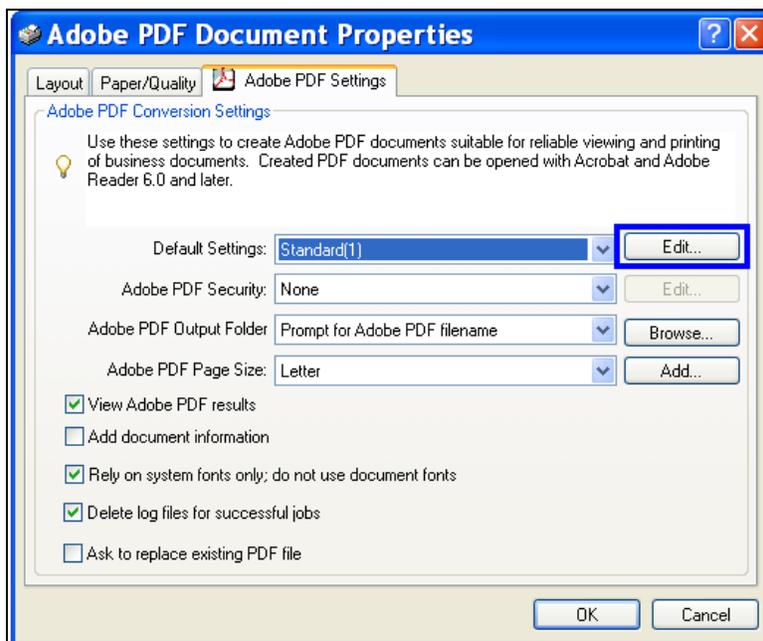
If you have Adobe Acrobat Standard, you must print the document to PDF to change the compatibility settings. (Any internal hyperlinks in the PDF document will continue to work after the document is printed to PDF.) Once the file is re-printed and re-saved, try e-filing the document again.

- a. Open the PDF document in Adobe Acrobat.
- b. Select *File* from the menu bar.
- c. Select *Print*.
- d. In the *Print* window, change the printer name to Adobe PDF, Acrobat PDF, or similar. Then, click *Properties*.

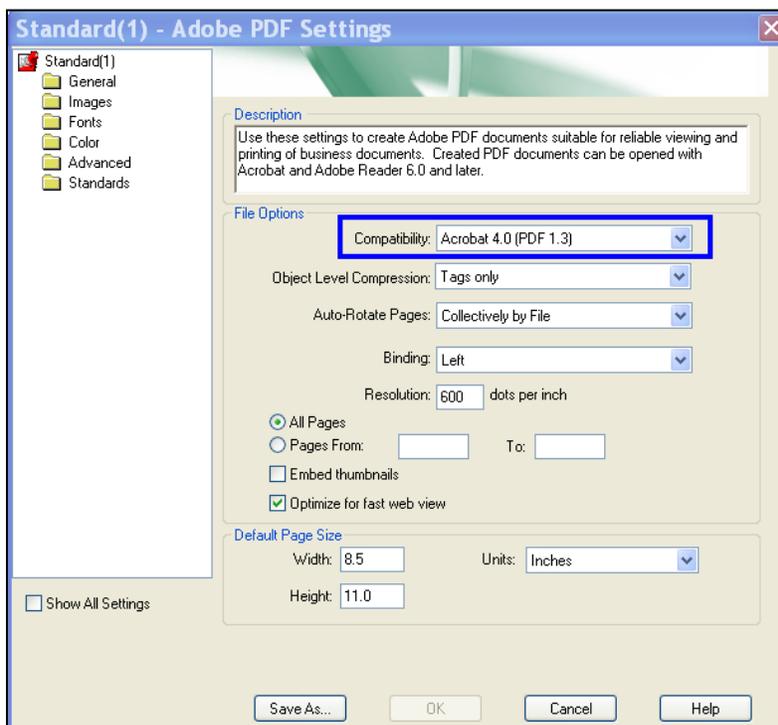


- e. The *Adobe PDF Document Properties* window will appear.

- f. Select the *Adobe PDF Settings* tab, and click *Edit*.



- g. The *Adobe PDF Settings* window will appear.
- h. From the *File Options* section in the Compatibility dropdown menu, select Acrobat 4.0 (PDF 1.3).



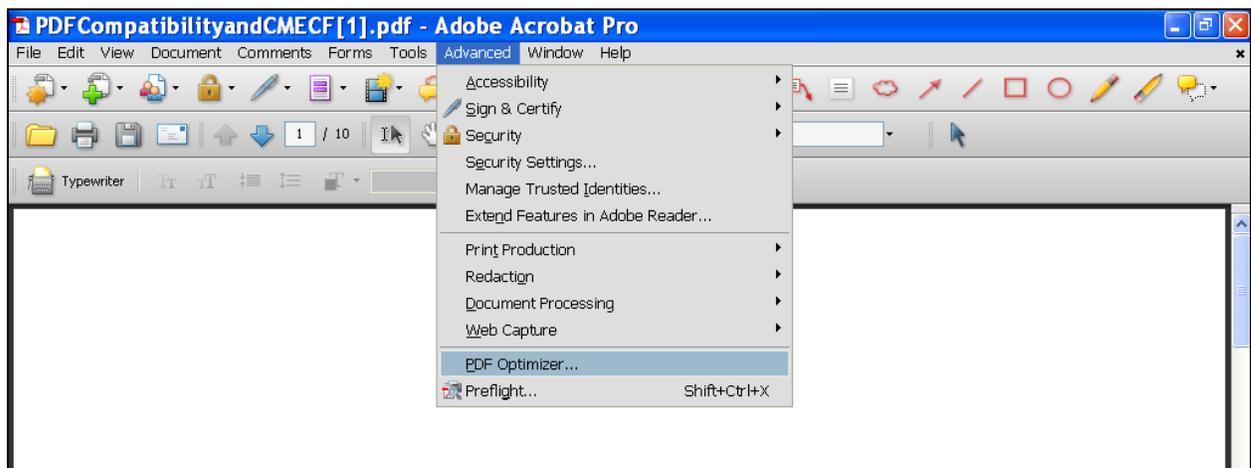
- i. Click *OK*.

- j. The *Save Adobe PDF Settings As* window will appear.
- k. Save/Name the PDF document as desired.
- l. Click *Save*.
- m. Click *OK* in the *Adobe PDF Document Properties* window.
- n. Click *OK* in the *Print* window.
- o. Click *Save* in the *Save PDF File As* window.
- p. Once the file is re-printed and re-saved, try e-filing the document again.

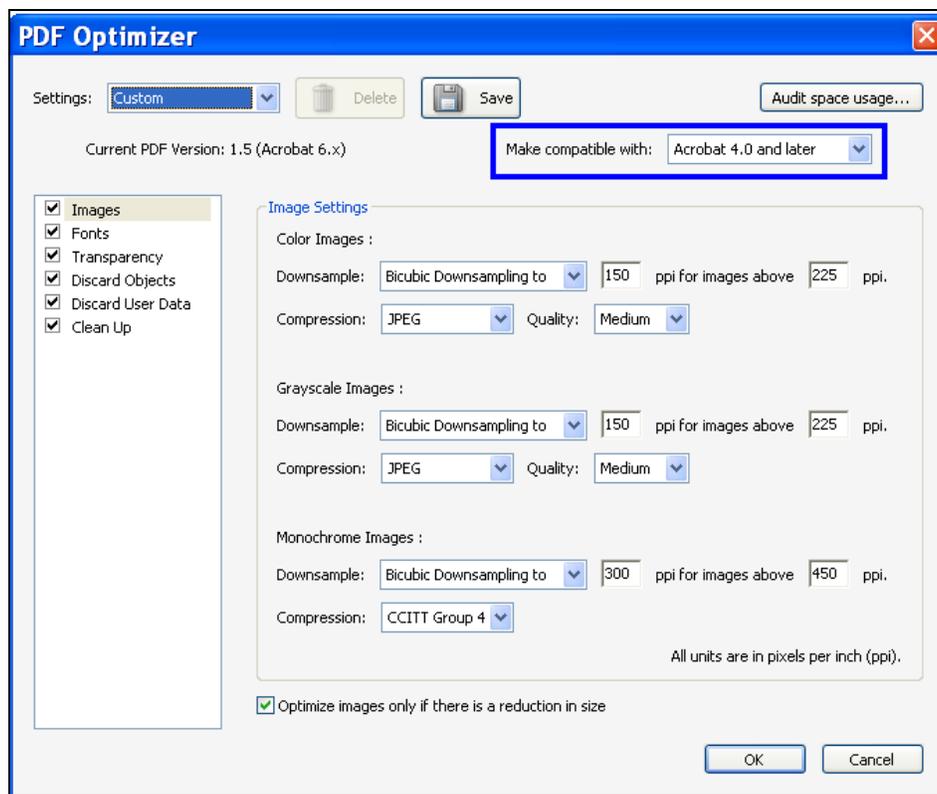
4. CHANGING DEFAULT COMPATIBILITY SETTINGS – ADOBE ACROBAT PROFESSIONAL

The default PDF compatibility setting must be updated in Adobe Acrobat and any word processing software used to create PDF documents for electronic filing. Once the compatibility settings are changed, all future documents created in those applications will have the correct settings. Use the steps below for Adobe Acrobat Professional.

- a. Open the affected PDF document in Adobe Acrobat.
- b. Select *Advanced* from the menu bar.
- c. Select *PDF Optimizer*.



- d. The PDF Optimizer window will appear.
- e. Locate the *Make Compatible With* dropdown menu and select Acrobat 4.0 and Later.

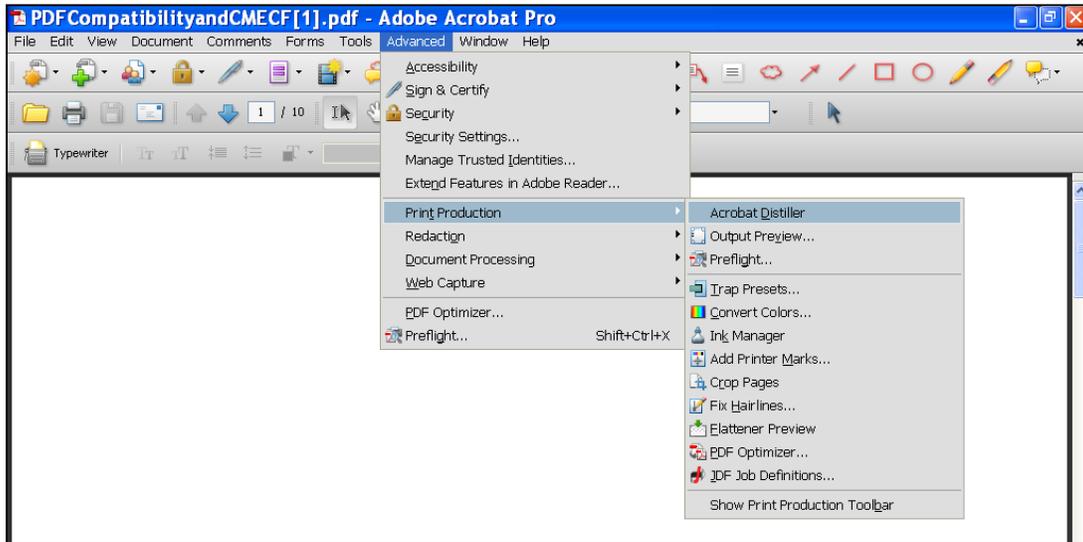


- f. Click *OK*.
- g. The *Save Optimized As* window will appear.
- h. Save/Name the PDF document as desired.
- i. Click *Save*.

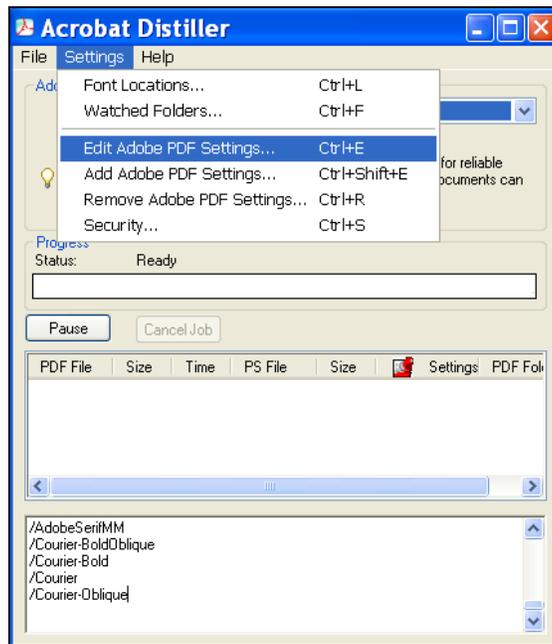
5. CHANGING DEFAULT COMPATIBILITY SETTINGS – ADOBE ACROBAT STANDARD

The default PDF compatibility setting must be updated in Adobe Acrobat and any word processing software used to create PDF documents for electronic filing. Once the compatibility settings are changed, all future documents created in those applications will have the correct settings. Use the steps below for Adobe Acrobat Standard.

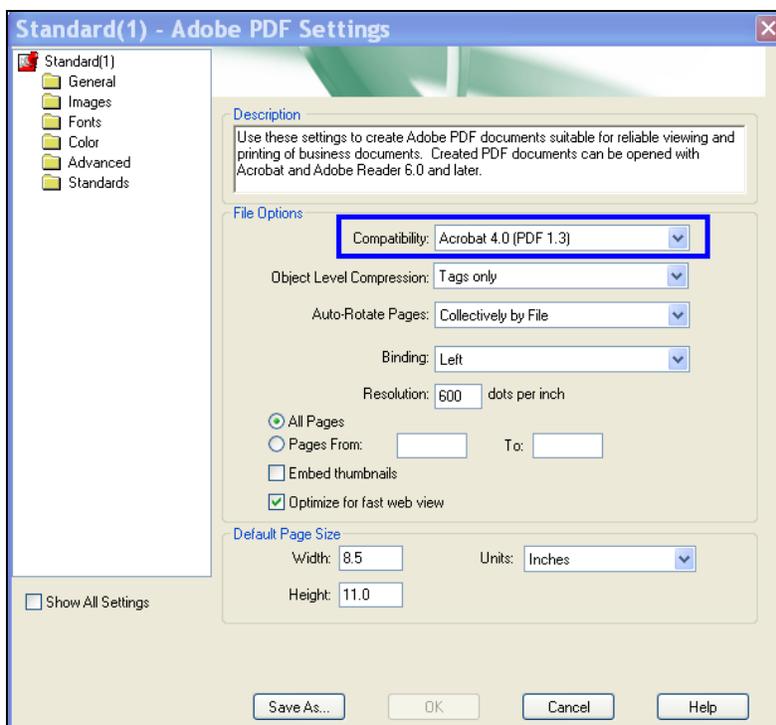
- a. Open Adobe Acrobat Standard.
- b. Select *Advanced* from the menu bar.
- c. Select *Print Production* and then *Acrobat Distiller*.



- d. The *Acrobat Distiller* window will appear.
- e. Select *Settings* from the menu bar.
- f. Select *Edit Adobe PDF Settings*.



- g. The *Adobe PDF Settings* window will appear.
- h. From the *File Options* section in the Compatibility dropdown menu, select Acrobat 4.0 (PDF 1.3).

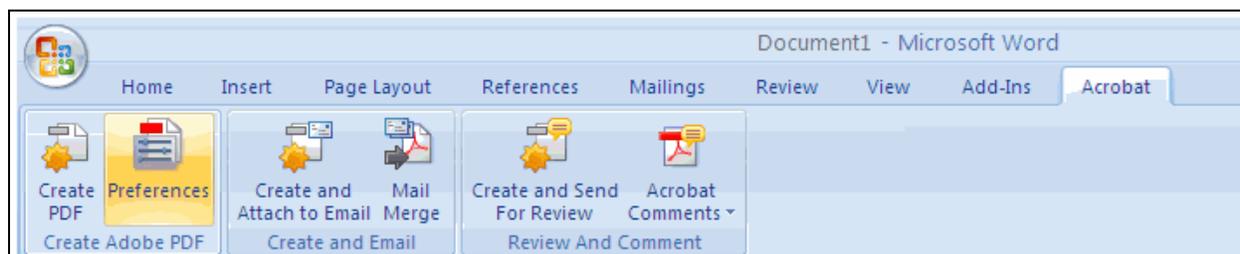


- i. Click *OK*.

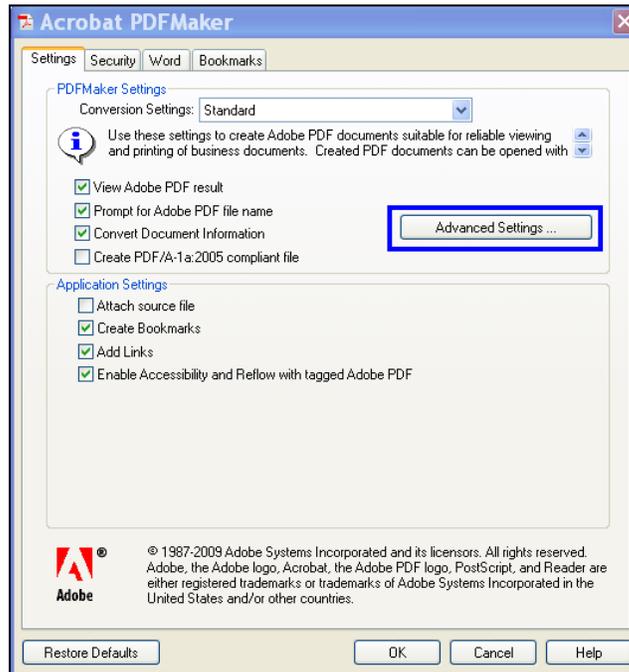
6. CHANGING DEFAULT COMPATIBILITY SETTINGS – MICROSOFT WORD 2007

The default PDF compatibility setting must be updated in Adobe Acrobat and any word processing software used to create PDF documents for electronic filing. Once the compatibility settings are changed, all future documents created in those applications will have the correct settings. Use the steps below for Word 2007.

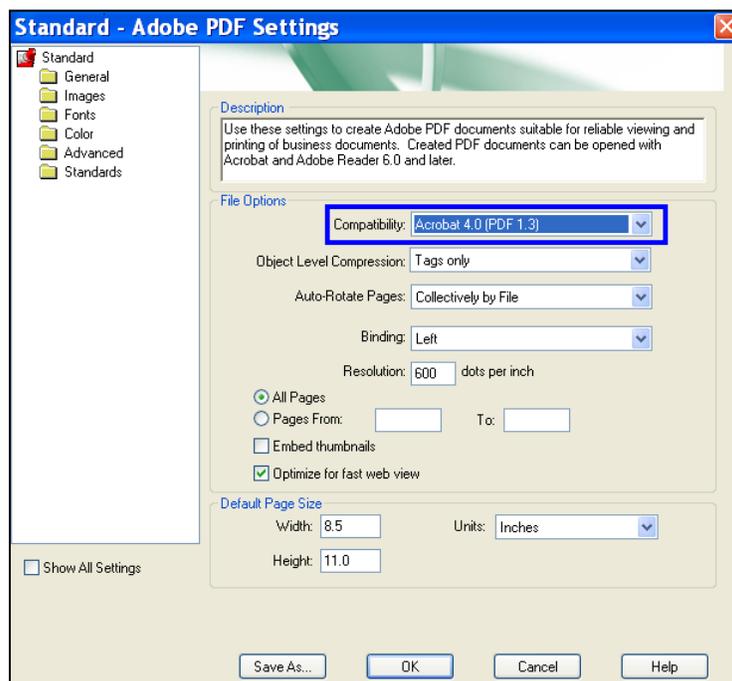
- a. Open Microsoft Word 2007.
- b. Select the Acrobat ribbon.
- c. Select *Preferences*.



- d. The *Acrobat PDFMaker* window will appear.
- e. Click *Advanced Settings*.



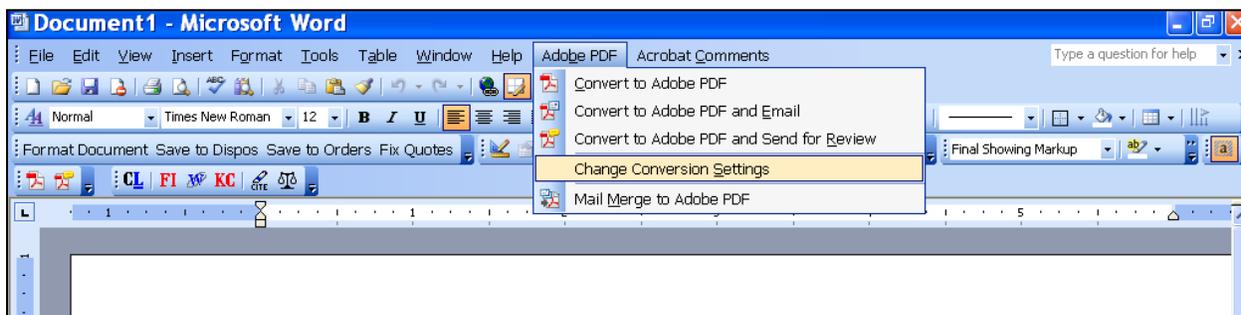
- f. The *Adobe PDF Settings* window will appear.
- g. From the *File Options* section in the Compatibility dropdown menu, select *Acrobat 4.0 (PDF 1.3)*.
- h. Click *OK*.



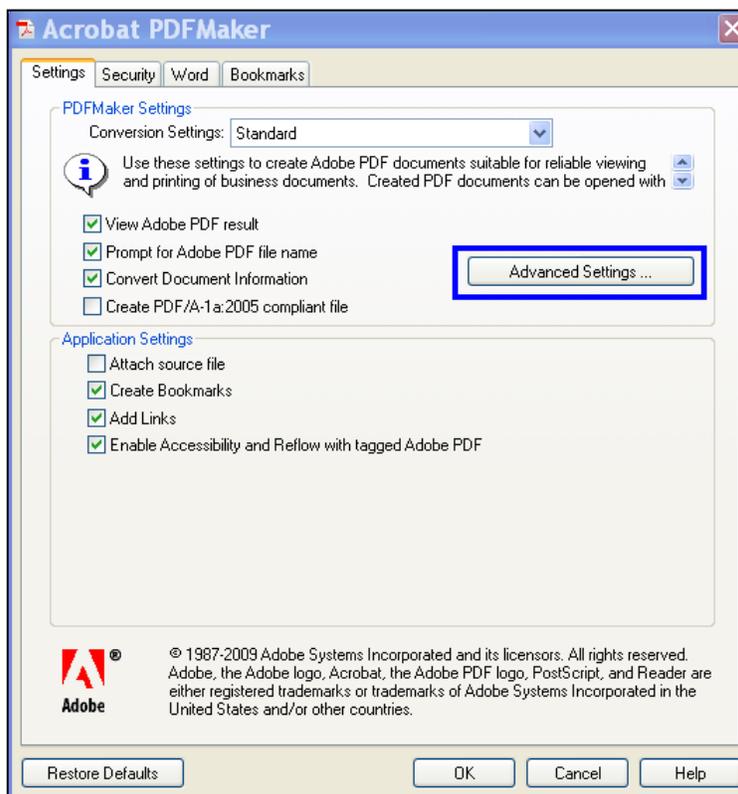
7. CHANGING DEFAULT COMPATIBILITY SETTINGS – MICROSOFT WORD 2003

The default PDF compatibility setting must be updated in Adobe Acrobat and any word processing software used to create PDF documents for electronic filing. Once the compatibility settings are changed, all future documents created in those applications will have the correct settings. Use the steps below for Microsoft Word 2003.

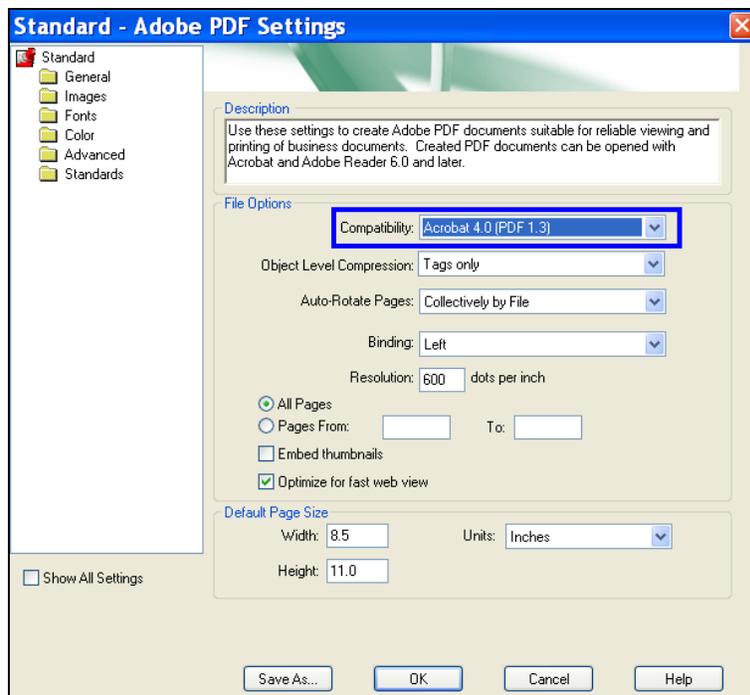
- a. Open Microsoft Word 2003.
- b. Select *Adobe PDF* from the menu bar.
- c. Select *Change Conversion Settings*.



- d. The *Acrobat PDFMaker* window will appear.
- e. Click *Advanced Settings*.



- f. The *Adobe PDF Settings* window will appear.
- g. From the *File Options* section in the Compatibility dropdown menu, select Acrobat 4.0 (PDF 1.3).



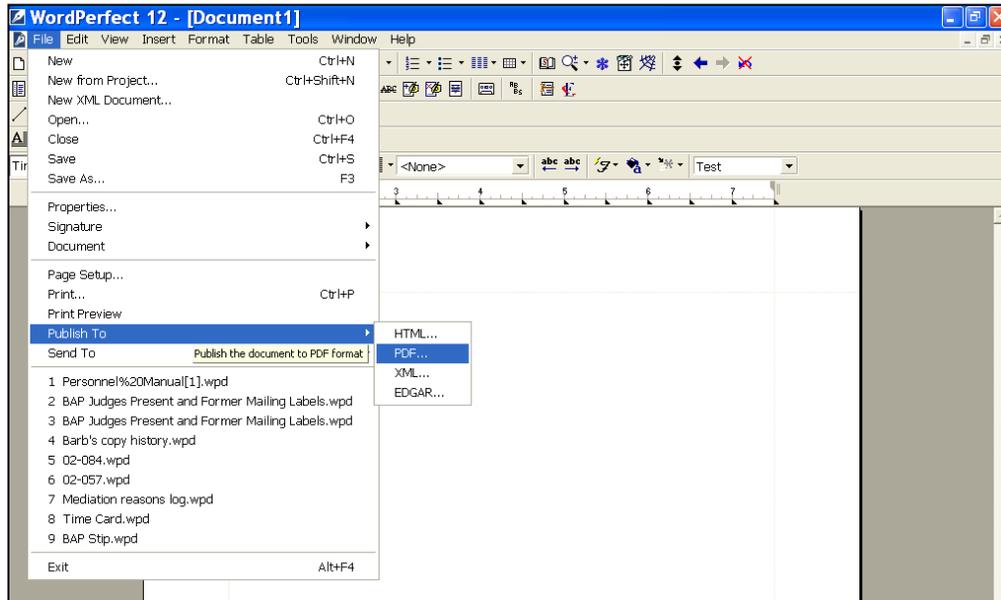
- h. Click *OK*.

8. CHANGING DEFAULT COMPATIBILITY SETTINGS – COREL WORDPERFECT

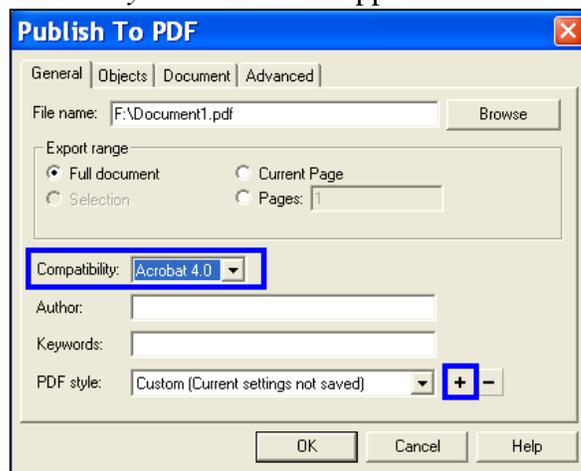
The default PDF compatibility setting must be updated in Adobe Acrobat and any word processing software used to create PDF documents for electronic filing. Once the compatibility settings are changed, all future documents created in those applications will have the correct settings. Use the steps below for Corel WordPerfect.

- a. Open WordPerfect.

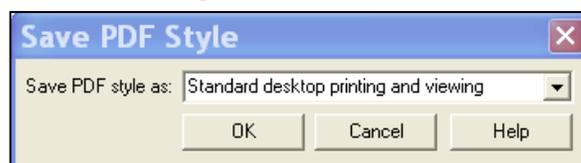
- b. Select *File* from the menu bar.
- c. Select *Publish To*, then *PDF...* .



- d. The Publish to PDF window will appear.
- e. Select *Acrobat 4.0* from the Compatibility dropdown menu.
- f. Click “plus” to the right of the PDF style field.
- g. The *Save PDF Style* window will appear.



- h. Save the PDF Style as “Standard desktop printing and viewing” or enter the desired name for this style (e.g., ECF or Federal E-filing).
- i. Click *OK*. Click *OK* again.



IV. USING CM/ECF – MOBILE

Be advised that you must have linked your ECF and PACER accounts to use CM/ECF-Mobile. Detailed instructions for linking these accounts may be found in the *Establishing a Link Between ECF and PACER Accounts* section of this User's Manual.

A. ACCESSING CM/ECF – MOBILE

<https://ecf.ca10.circ10.dcn/cmecf-bap-live/servlet/Login/mobile>

B. LOGGING INTO CM/ECF – MOBILE



CM/ECF-A Mobile

Login:

Password:

Client Code:

Login

1. Enter your Login (username), Password, and Client Code, if applicable.
2. Click *Login* to proceed to the Search Page.
3. Enter a case number or a name to begin. Case numbers may be entered as YY-NNN, Y-NNN, or Y NNN. Names should be entered as Last, First. A first name is not required, and an asterisk (*) may be used.



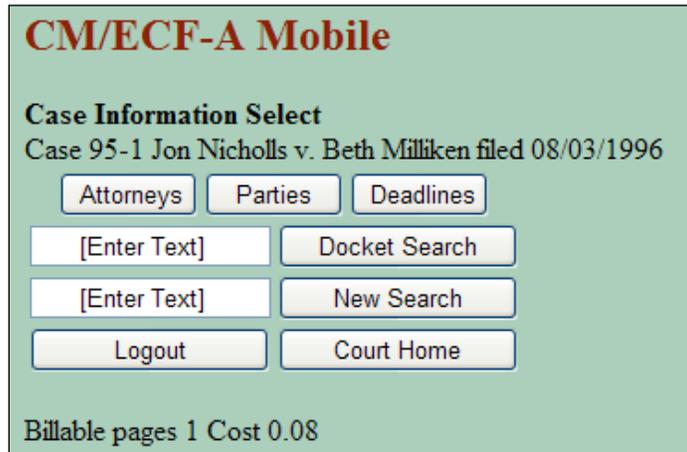
CM/ECF-A Mobile

Case Number or Name:

*Use yy-xxxx for case number
or Lastname, Firstname for party or attorney*

Search Logout

4. Once a case has been selected, several options will be available:



CM/ECF-A Mobile

Case Information Select
Case 95-1 Jon Nicholls v. Beth Milliken filed 08/03/1996

Attorneys Parties Deadlines

[Enter Text] Docket Search

[Enter Text] New Search

Logout Court Home

Billable pages 1 Cost 0.08

- Attorneys – Select to view of list of attorneys of record and contact information.
- Parties – Select to view of list of parties and contact information, if applicable.
- Deadlines – Select to view any pending deadlines for the case.
- Docket Search – Enter a search parameter (e.g., motion, notice, or a docket entry number) or leave blank and select to view the docket entries for the case.
- New Search – Enter a new case number or name and select to begin a new search.
- Logout – Select to Logout of CM/ECF- A Mobile.
- Court Home – Select to view the Court’s website.

V. NEED HELP OR YOU MADE A MISTAKE?

A. TRAINING QUESTIONS

The Court has developed a series of online training videos to assist e-filers in using ECF. These videos and PDF transcripts are available at http://www.ca10.uscourts.gov/clerk/ecf_training.php.

B. GENERAL QUESTIONS

Contact the BAP Clerk's Office at your convenience with any questions or concerns at (303) 335-2900. Note, the Clerk's Office prefers to assist its customers over the phone because this is the best way to answer questions and offer support.

C. TECHNICAL QUESTIONS

Contact the PACER Service Center by telephone and e-mail for technical assistance. Representatives are available by telephone at (800) 676-6856 between 8:00 a.m. and 6:00 p.m., Monday through Friday, Central Time. You may send the Center an e-mail by clicking on the blinking e-mail icon on their website at <http://www.pacer.gov/>.

D. REPORTING E-FILING MISTAKES AND ERRORS

You cannot delete e-filings or documents once the ECF transaction has been completed. If you discover that you made an error, forward your copy of the NDA along with a brief description of the filing error to 10th_Circuit_BAP@ca10.uscourts.gov. The BAP Clerk's Office will modify the docket and/or provide you with additional instructions.

VI. FAQs

A. REGISTRATION AND OVERVIEW OF ECF

1. How do I register to be an e-filer?

An e-filer login and password are required to receive electronic service. The PACER Service Center handles all ECF registrations. To register, follow the Appellate ECF Filer Registration link on PACER's website at <http://www.pacer.gov>. Detailed instructions for registration may be found in the Registration (Step-by-Step Guide) section of this User's Manual.

2. Do I have to register if I already have a PACER account and/or an ECF account at another court?

Yes. Your ECF account is an authorization to e-file in a specific court, and it is separate from your nationwide PACER account. At this time, you must complete a separate ECF registration for each court where you intend to e-file.

3. Is e-filing mandatory in the Tenth Circuit BAP?

Yes, pursuant to BAP Local Rule 8008-1, effective May 1, 2010, all documents, other than sealed documents, filed by attorneys must be filed using the Court's Appellate Electronic Case Files system ("ECF").

4. Must I register before I can e-file?

Yes. You cannot e-file until you complete the registration process and the Court approves you as an e-filer.

5. How long does it take to register for ECF?

Registration takes about 5 minutes. PACER will then send your information to the Court in the form of a registration request, which will be processed by the Court within 24 hours (if received during normal business hours). Once your registration request has been processed, you will receive a confirmation e-mail from PACER and the Court. If you have an emergency and wish to e-file a document immediately, contact the BAP Clerk's Office at (303) 335-2900 for assistance and instructions.

6. What equipment and software do I need to e-file?

You need a computer, a good internet connection, an active e-mail account, a JavaScript-enabled browser (such as Mozilla Firefox or Internet Explorer), Adobe Writer (not Adobe Reader), and Java Version 6. Note, you must have Java Version 6. If you do not have Java on your computer (or if you aren't certain whether you do) go to <http://www.java.com>. Follow the link that asks, "Do I have Java?" This link will run a diagnostic check on your computer and confirm whether you have the most updated version. Java is free and should only require a few minutes to download.

7. Are there any special training requirements for e-filing?

No. There are no training requirements, but the BAP Clerk's Office strongly recommends that all e-filers review the ECF video tutorials available at http://www.ca10.uscourts.gov/clerk/ecf_training.php.

8. Is there any charge to register or use ECF?

There is no charge to register for ECF. When you access documents through your PACER account, you are subject to the standard per page PACER charge. All parties that receive electronic service receive one free look at all documents included in Notices of Docket Activity ("NDAs"). We suggest that you print or download the documents at that time.

9. When is ECF available for e-filing?

The system is always available (except for routine or emergency maintenance), and you should be able to e-file anytime. E-filers will receive advance notice of scheduled outages, and such outages will be posted on the Court's website at <https://ecf.ca10.uscourts.gov>.

10. How are deadlines calculated if ECF is available all the time?

E-filings completed by 11:59 p.m. Mountain Time are considered filed that day.

11. What if I experience some technical difficulty that prevents me from e-filing?

Pursuant to ECF – 7(c), if technical failure prevents timely filing of any document, the filer shall preserve documentation of the failure and seek appropriate relief from the Court. In such an event, an e-filer may file a document by fax, e-mail, or mail. BAP Local Rule 8008-1(d) provides that a fax or e-mail filing be filed on the date it is received. If the fax or e-mail is received on a Saturday, Sunday, or legal holiday, it is filed as of the next business day. Note that ECF – 1(b) requires e-mail filings to be in native PDF format. If you experience any e-filing difficulties, please feel free to contact the BAP Clerk's Office during normal business hours at (303) 335-2900.

12. Where can I go for help?

The Court has developed a series of online training videos to assist e-filers in using ECF available at http://www.ca10.uscourts.gov/clerk/ecf_training.php.

The BAP Clerk's Office is a dynamic and innovative organization dedicated to providing friendly and efficient quality service to the bench, bar, and public. This is our commitment: to be knowledgeable, to treat all persons with courtesy and respect, and to conduct ourselves in a professional manner as we provide the administrative support that is essential to the fair and effective administration of justice. To this end, please contact the BAP Clerk's Office at your convenience with any questions or concerns at (303) 335-2900. Note, the Clerk's Office prefers to assist its customers over the phone because this is the best way to answer questions and offer support.

You may also view PACER's exhaustive list of Frequently Asked Questions at <http://www.pacer.gov/psc/faq.html> for more information.

The PACER Service Center has representatives available by telephone and e-mail to assist with any technical problems. These representatives are available by telephone at (800) 676-6856 between 8:00 a.m. and 6:00 p.m., Monday through Friday, Central Time. You may send the Center an e-mail by clicking on the blinking e-mail icon on their website at <http://www.pacer.gov/>.

B. E-FILING AND SERVICE THROUGH ECF

1. What documents can be e-filed using ECF?

At this time, the Court accepts all documents except sealed materials via ECF. That said, e-filing is limited to parties and attorneys to an appeal. If you are not a party or an attorney to a specific appeal, you will be prevented from e-filing to that case. To be added, you must first e-file a Notice/Entry of Appearance. Once the Notice/Entry of Appearance has been processed and you have received the NDA, you have been added to a case and may begin e-filing documents to that case.

2. Is there a list of e-filing "events" available?

Yes. All events are listed at Addendum 1, in alphabetical order. Alternatively, you can view all available e-filing events by selecting the "See All" category from the File a Document screen in ECF.

3. Do I need to file paper copies of documents that I e-file?

No.

4. What is a Notice of Docket Activity or “NDA?”

An NDA is an e-mail notice generated at the conclusion of a filing transaction, much like the Notice of Electronic Filing in the bankruptcy and district court CM/ECF systems. NDAs are generated when a party or attorney e-files a document and when the Court enters a document on the docket. Registration for the ECF system constitutes consent to receive service electronically, and if you are an ECF participant, your receipt of the NDA is service of that document. An NDA will contain hyperlinks to the Court's docket and to the document filed. It will also list the names and addresses of all people and entities served and the methods by which they are served. NDA recipients may click on the document hyperlink to receive their “one free look” at the document.

5. Why do I occasionally receive multiple NDAs for the same documents?

The BAP Clerk's Office reviews all filings as part of its quality control process. If a mistake is discovered, it will re-send NDAs to all the people and entities that previously received notice. These are “corrective” or “amended” NDAs; and each subsequent NDA will state “Amended” at the top of the e-mail notice. If you receive a second NDA for a filing and cannot determine the reason for it, please call the BAP Clerk's Office at (303) 335-2900.

6. Does my document need a Certificate of Service?

Yes. Pursuant to Federal Rule of Bankruptcy Procedure 8008(d), all papers presented for filing shall contain proof of service.

7. There are parties and/or attorneys in my appeal that aren't e-filers. How do I serve them?

When any parties or attorneys are not ECF participants, you must serve them using conventional means. You can determine who is not participating in ECF by viewing the Service Method Report, available from the Reports menu located on the Startup page of ECF. Specifically, find and click “Reports” located on the menu bar of the Startup page, then find and click “Service Method Report.” Enter the appropriate case number, and click Submit to receive a report of appropriate service methods for all parties to an appeal. Manner of service information is also available on the PACER docket report for any case. A party's contact information as listed in the docket report will include an e-mail address if the party is an e-filer or an electronic service recipient. Remember, when you e-file a document through ECF, an NDA is generated and e-mailed to ECF participants. It is your responsibility to serve anyone that requires a different manner of service in accordance with applicable rules.

8. Is there any way to combine all NDAs into one summary e-mail?

Yes. PACER gives you the option of daily summary or individual event noticing. The default is individual event noticing, but you can change that by updating your account information at the Pacer Service Center under “Filer Account Update.” If you prefer a daily summary, select “Daily Summary” instead of “Each Transaction” for the “Notice of Docket Activity Frequency” option.

9. I am or represent a party that wants to be added to an appeal, such as amicus or intervenor. What should I do?

E-file a Notice/Entry of Appearance. You will receive an NDA once the Court has processed your filing and added you to the case. You may file e-file other documents at that time.

10. I'm not shown as an attorney in an appeal, but I want to file on behalf of one of the parties in the appeal. What should I do?

The BAP Clerk's Office relies on the Notice of Appeal, docketing materials, and trial court docket when it opens a new appeal and determines the parties. In some instances, that information is not complete or changes after the appeal is docketed, and you may need to be added as an attorney in the case. To be added to the case, you must e-file a Notice/Entry of Appearance. You will receive an NDA once the Court has processed your filing and added you to the case. You may file e-file other documents at that time.

11. I want to e-file a sealed document. What should I do?

Currently, your motion to seal may be filed electronically; however, the motion itself will not be sealed. Sealed materials may not be filed electronically. Please contact the Court for guidance and instructions.

12. I made a mistake, such as filing in the wrong case or submitting the wrong document. What should I do?

You cannot delete e-filings or documents once the transaction has been completed. If you discover that you made an error, forward your copy of the NDA along with a brief description of the filing error to 10th_Circuit_BAP@ca10.uscourts.gov. The BAP Clerk's Office will modify the docket and/or provide you with additional instructions.

13. I can't access a document from the electronic docket. Is there a problem?

Probably not. Some documents are restricted from public view. If you are a party or attorney in the case, you may access these restricted documents only through use of your ECF Login and Password; you cannot access them through your PACER Login and Password.

14. I don't understand the file size limitation for PDFs. Where can I get more information?

First, note that while ECF will reject any single e-filed PDF document larger than 10MB, you may attach as many PDF documents as are necessary in one e-filing transaction. That way, you may always plan ahead and break your PDF document into several smaller sections for e-filing.

There are two types of PDF documents, those made when papers are *scanned*, and those made when word processing documents are *converted* or *published* to PDF. The Court has found that converted or published PDF documents of up to 1000 pages are well within the file size limitation. However, scanned documents are generally much larger.

The Court has found that papers scanned at low resolution (300 DPI) are limited to about 100 pages. Anything beyond 100 pages scanned at low resolution or anything beyond 50 pages scanned at medium or high resolution is beyond the 10MB file size limitation.

The best way to check the file size of a document is open the document in your PDF software program. Click the File menu from the main menu bar, then click Properties (or similar). The document's file size should be listed within the Description section or tab of the Document Properties dialogue box. You may also check a document's file size using Windows Explorer. Simply press the Windows key and letter E on your keyboard to view your explorer; then navigate to the location where you document is stored. The document's size should be listed in the Size column.

If you discover that your document is beyond 10MB, you must break the document into smaller parts so you can attach each part separately during a single e-filing transaction. For clarity, you should label each attachment using the available Description field. For instance, three appendix attachments might be labeled as follows:

Appendix to a Brief, pp. 1 - 56
Appendix to a Brief, pp. 57 - 104
Appendix to a Brief, pp. 105 - 165

As always, do not hesitate to contact the BAP Clerk's Office for additional guidance at (303) 335-2900.

C. TECHNICAL ISSUES, TROUBLESHOOTING, AND ECF ERROR MESSAGES

1. **I have logged into ECF using my password and login, however I get a blank gray screen, and then nothing happens. What should I do?**

This may result from using an outdated or unapproved internet browser. ECF has been tested successfully using Firefox 3.5, Internet Explorer 7, and Internet Explorer 8. Other browsers may work, but are not guaranteed.

OR

This may result from using an outdated version of Java. Visit the Java website, located at <http://www.java.com>. To confirm the whether you have the correct version of Java, click “Do I have Java?” to run a diagnostic check on your computer. If you need to download or update Java, simply click the “Free Java Download” button and follow the directions on the subsequent pages. Java Version 6 is free and the program downloads in only a few minutes.

2. **Why do I get a message stating “You Must Enable Cookies” after I enter my login and password?**

Several solutions may correct this problem.

- Try re-entering your username and password a second time (this usually works) – OR – Verify that the recommended browser and versions are being used (i.e. Firefox 3.5, Internet Explorer 7, or Internet Explorer 8).
- You may set your PC to accept all cookies.
- Delete your existing cookie files.
- Add the following as trusted sites: <https://ecf.ca10.uscourts.gov> and <http://www.ca10.uscourts.gov>_____.

3. **When I try to attach my PDF document, I get an XML Tampering Error and cannot proceed. What should I do?**

Several solutions may resolve this error:

- Re-print or re-publish your existing PDF document to PDF.
- Clear the browser cache and cookies.
- Make sure the document is being uploaded from a local drive.
- The file name of the PDF document you are attaching has special characters, such as letters with accents. ECF does not accept special characters in file names. To resolve this issue, rename the PDF document and try attaching it again.

- You entered a special character in the Description field for the PDF document you are attaching. ECF does not accept special characters in text fields. To resolve this issue, change the text in the Description field so that there are no special characters.
 - The PDF document you are attaching was created with Adobe Acrobat 9 and you did not change the settings to make the PDF compatible with CM/ECF. See the PDF Compatibility and ECF section of this Manual for more guidance.
4. **When I try to attach my PDF document, I receive the following error message and cannot proceed: “You need to upload the following attachment(s): Error parsing pdf: nullError parsing pdf: null.” What should I do?**

The PDF you are attaching was created with an incompatible version of Adobe Acrobat (likely Adobe 9). You must change the settings to make the PDF compatible with CM/ECF. Detailed instructions for compatibility adjustments may be found in the PDF Compatibility and ECF section of this User’s Manual.

5. **When I try to attach my PDF document, I receive the following error message and cannot proceed: “ERROR: this document has security measures in effect.” What should I do?**

ECF does not accept documents that include security features, such as encryption nor password protection. Remove these features and try again. If you are using Adobe, open the document. Select *Advanced* from the menu bar, then *Security*, and finally, *Remove Security*.

6. **When I try to attach my PDF document, I receive the following error message and cannot proceed: “PDF file is damaged - attempting to reconstruct xref table...The PDF document cannot be accepted.” What should I do?**

This may occur if the document was previously opened within an internet browser and saved. Open the document within your PDF software program and either save it or re-print it to PDF.

7. When I try to attach my PDF document, I receive the following error message and cannot proceed: “Warning. One or more documents exceed the maximum allowable file size.” What should I do?

The PDF being exceeds maximum file size of 10MB. To determine the document's file size, open the document in your PDF software program. Click the File menu (or similar) from the main menu bar, then click Properties (or similar). The document's file size should be listed within the Description section or tab of the Document Properties dialogue box.

If you discover that your document is beyond 10MB, you must break the document into smaller parts so you can attach each part separately during a single e-filing transaction. Newer versions of Adobe offer a Split Document feature under the Document menu that will perform this process for you. For clarity, you should label each attachment using the available Description field. For instance, three appendix attachments might be labeled as follows:

Appendix to a Brief, pp. 1 - 56
Appendix to a Brief, pp. 57 - 104
Appendix to a Brief, pp. 105 – 165

If you have a newer version of Adobe, you may find also success with the Adobe's Reduce File Size tool available under the Document menu.

8. When I try to attach my PDF document, nothing happens or the hourglass is idle for a long time. What should I do?

Normally this happens if you bypassed the security question asking you whether to trust this site. If you bypassed this message, or clicked “No” for this security question:

- Cancel your docketing event, log out of CM/ECF, and close your internet browser.
- Re-open your internet browser and navigate to ECF. Re-login to CM/ECF.
- When you are presented with the security question that asks whether you trust this site, select *Yes* or check mark the security question box.

9. I'm a Mac user who has installed Java 1.6 provided by Apple, but my browser shows an error while downloading the JNLP file. What should I do?

If the browser on the Macintosh shows an error in downloading the JNLP file, check the application association. Apple has moved Java from /Applications/Utilities/Java/Java Web Start to a new location: /System/Library/CoreServices/Java Web Start. This can be changed in the browser preferences. In testing, the Safari browser worked immediately after installing the

Apple Java patch, but the Firefox browser needed the manual change described above. Note: ECF will now work on a Macintosh with the Java for Mac OS X 10.5 Update 4 Patch (which installs Java 1.6 Update 13).

10. The website I am viewing looks funny or does not appear properly (e.g., menus are not expanding as I would expect). Why?

If you are using Internet Explorer 8, you should know that it is a new release and some websites may not be ready for the new browser. Click the Compatibility View toolbar button to display the website as viewed in Internet Explorer 7, which will correct display problems like misaligned text, images, or text boxes. For more information, please use the following link:
<http://www.microsoft.com/windows/internet-explorer/features/easier.aspx>.

ADDENDUM 1: CUMULATIVE LIST OF E-FILING “EVENTS”

(In alphabetical order)

- Amended Notice of Appeal
- Amicus Curiae Brief
- Appellant-Cross-Appellee's Opening Brief (1st Cross-Appeal Brief)
- Appellant-Cross-Appellee's Reply/Resp. Brief (3d Cross-Appeal Brief)
- Appellant's Opening Brief
- Appellant's Reply Brief
- Appellee-Cross-Appellant's Reply Brief (4th Cross-Appeal Brief)
- Appellee-Cross-Appellant's Resp./Opening Brief (2d Cross-Appeal Brief)
- Appellee's Election to District Court
- Appellee's Response Brief
- Appendix to a Brief
- Certificate of Service
- Direct Appeal to the Circuit
- Emergency Motion (See BAP L.R. 8011-4)
- Entry/Notice of Appearance (Existing Attorney)
- Entry/Notice of Appearance (Existing Pro Se Litigant)
- Entry/Notice of Appearance (New to Appeal)
- Mediation Interest Form
- Memorandum in Response to an Order to Show Cause
- Miscellaneous Document
- Miscellaneous Letter
- Motion
- Notice of Address Change
- Notice of Appeal to the Circuit
- Notice of Constitutional Question (See BAP L.R. 8018-8)
- One Document (Combined EOA, SIP, SOA pursuant to BAP L.R. 8001-4(d))
- Oral Argument Acknowledgment Form (See BAP L.R. 8012-1(d))
- Please First Choose a Category
- Reply to a Memorandum in Response to an Order to Show Cause
- Reply to a Response to a Motion
- Response to a Court Order
- Response to a Motion
- Response to a Notice of Deficiency
- Response to Direct Appeal to Circuit
- Statement of Interested Parties
- Statement re: Supplemental Authorities
- Statement Regarding Oral Argument
- Status Report
- Supplement to a Document