

??? Is your office ECF ready ???

To help us determine if your office/computer equipment are technically ready for CM/ECF (Case Management/Electronic Case Files), please answer the following questions by checking *Yes* or *No*. Also, in the space provided, please write in any other information that you think may help us in determining your CM/ECF readiness.

Hardware Requirements:

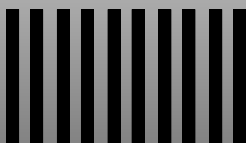
1) Do you have a PC (Personal Computer) with a **minimum** of an Intel Pentium II processor chip (or equivalent) and 128 megabytes (MB) of RAM or better?

Yes No

We recommend at least 128MB of RAM or more. Having sufficient RAM helps your computer and applications run faster! Apple computers and workstations using Linux may also be used. Your computer should have adequate hard disk storage as well. We recommend 10 gigabytes (GB) or more.

2) Do you have access to the Internet? Yes No

Internet access is required for CM/ECF access. A 56K dial-up modem will work, but we recommend one of the more commonly available faster methods of accessing the internet, e.g., DSL, cable modem, T-1 or ISDN line. We believe that using a 56K dial-up modem will, unfortunately, be unsatisfactory to anyone making more than the occasional use of CM/ECF. For instance, to transmit or download a document containing 10 scanned pages will take approximately 10 minutes using a 56K modem.



3) Do you have a scanner? Yes No

Documents that are not on a user's computer in the form of word processing files must be scanned in order to be filed electronically. An example is a deed to secure debt attached to a proof of claim. Scanners range in price from \$50 to tens of thousands of dollars. We recommend that users start with a flatbed scanner (priced between \$150 and \$300). If a user anticipates imaging many documents, the user may wish to consider a scanner to which a sheet feeder can be attached.

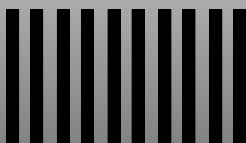
4) Do you have a printer? Yes No

Notwithstanding the benefits of electronic filing, we all know that paper will not disappear in the near future. A durable laser printer will initially cost more than an inkjet printer but in the long run will be cheaper because the per page cost of toner is much less than the per page cost of an ink cartridge.

Software Requirements:

5) Operating system. Is your PC running Microsoft Windows 98/NT/ME/2000/XP, Apple Mac OS, or Linux OS? Yes No

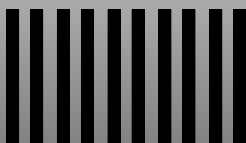
6) Does your PC have a word processing application, e.g., WordPerfect or MS-Word?
 Yes No



7) Does your PC have Adobe Acrobat (or equivalent software) installed for reading and creating PDF documents? Yes No

Adobe Acrobat: The latest version is 7.0, but this version has not been fully tested with CM/ECF; therefore, we are not recommending it at this time. Versions 6.0, 5.0, and 4.0 have been tested and approved to be used with CM/ECF. For purchase price and availability, please visit www.adobe.com. Availability of versions prior to version 7.0 may not be available through Adobe. You will have to investigate the availability through third party vendors.

Installation notes: The standard installation of Acrobat 5.0 installs a print driver for Acrobat 5 Distiller writer. (Distiller is an Adobe software product that is used to convert a document to PDF format and is particularly useful if the word processing document includes graphics.) The standard installation, however, does not install the Acrobat 5 Writer, which is what one normally would use to convert a “plain vanilla” word processing document to PDF. We **strongly** recommend that users installing Acrobat 5.0 use the “custom” method of installation so as to include the Acrobat 5 Writer, which converts files into PDF significantly faster with significantly smaller PDF files than the writer employed by the Distiller.



8) Does your PC have Netscape Navigator or Microsoft Internet Explorer installed as an Internet browser?

Yes No

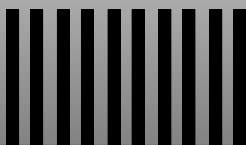
CM/ECF has been tested and works correctly with Netscape versions v4.6x, v4.7x, and Internet Explorer v5.5. **IMPORTANT:** Any other versions (or browsers) not mentioned in this document have not been fully tested or approved to work correctly with CM/ECF. However, this is expected to change with the new release of CM/ECF v3.0 coming in the not-too-distant future. You may download Netscape without charge from www.netscape.com. Because the program is a very large set of files, however, the process would be very time-consuming for all but the fastest Internet connections. For most users, ordering a CD containing Netscape Communicator through the afore-mentioned web site would be more efficient. There is a small charge for this CD.

9) Does your PC have software permitting access to an Internet Service Provider? ISPs, including Bell South, AT&T, AOL, EarthLink, etc., are plentiful.

Yes No

CM/ECF Version Information:

As of this writing, the current version of CM/ECF is v2.6.



Firm Name:

Address:

Phone #:

Fax #:

Contact Name:

Questions regarding CM/ECF readiness can be posed to the Systems staff here at the United States Bankruptcy Court, Northern District of Georgia(GANB).

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