

??? Is your office ECF ready ???

To determine if your office is ready to participate in the CM/ECF (Case Management/Electronic Case Filing) project, please answer the questions below with an Yes/No response. Fill in any other information that you think may help us to determine your ECF readiness.

1) Do you have a PC (personal computer) with a Pentium II chip or better with 32MB of RAM or better ? Yes / No

We recommend at least 64MB RAM and preferably 128MB. The faster the better ! Slower PC's beginning with at least a 486DX chip at 66MHZ will work but so poorly that it would not make economic sense to try. Apple computers and workstations using Linux may also be used. The computer should have adequate hard disk storage; we recommend 10 gigabytes (GB) or more.

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

A 56K V.90 modem or a direct Internet connection. The faster the Internet connection, the easier ECF is to use. We think that using a 56K dial-up modem will, unfortunately, be unsatisfactory to anyone making more than very occasional use of CM/ECF. To transmit or download a document containing 10 scanned pages will take about 10 minutes using a 56K modem. Consequently, we recommend that participants obtain fast access to the Internet using DSL, cable, or T-1 lines.

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 file them 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.

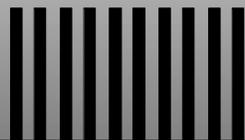
4) Do you have a printer? Yes / No

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. The software needed to access and file documents in ECF is as follows.

1) Operating system. Is your PC running Microsoft Windows 95/98/ME/2000/XP, or Windows NT 4.x? Yes / No

2) Does your PC have a word processing application? Yes / No



3) Does your PC have Adobe Acrobat installed to read and write PDF documents?

Yes / No

Adobe Acrobat. The latest version is 5.0. Version 4.0 works fine. The software may be purchased at the Adobe Store on Adobe's website at www.adobe.com. 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.

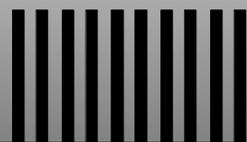
4) Does your PC have Netscape Navigator Microsoft Internet Explorer as an Internet browser installed?

Yes / No

Netscape Navigator, version 4.7. Note: we do NOT recommend Netscape 6.x because of certain problems encountered with applications using it. Netscape Communicator, which includes Netscape Navigator, may be downloaded without charge from Netscape's web site (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. As to the Microsoft Internet Explorer browser, do NOT use Version 6. We recommend, at this time, Version 5.5.

5) Does your PC have software permitting access to an Internet Service Provider ? ISP's, including Bell South, AT&T, AOL, EarthLink, etc., are plentiful.

Yes / No



Firm Name:

Address:

Phone #:

Contact Name:

Questions regarding ECF readiness which you may have may be posed to the staff here at the United States Bankruptcy Court Northern District of Georgia.

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Rev. - 03/15/02

