

# CM/ECF Administrative Procedures

United States Bankruptcy Court  
Northern District of Georgia

[www.ganb.uscourts.gov](http://www.ganb.uscourts.gov)

Updated August 2021



## Introduction

These CM/ECF Administrative Procedures ("Procedures") are designed to assist attorneys and others who file with the United States Bankruptcy Court, Northern District of Georgia ("Court"), by setting forth basic procedures for filing documents under the Court's Case Management – Electronic Case Filing System ("CM/ECF" or "CM/ECF System"). These procedures address processes for filing documents by electronic transmission using CM/ECF. The Procedures apply to all documents filed in this Court and govern access to, and usage of, the CM/ECF System and supplement Bankruptcy Local Rules 5005-5 through 5005-9.

The Court anticipated adoption of these Procedures in drafting the Court's Local Rules. However, the Local Rules do not address many of the technical requirements specified in the Procedures. It is therefore important for those filing documents with this Court to review these materials and the Local Rules and become familiar with the contents. These Procedures are critical to CM/ECF training but are not a summary or substitute for the detailed, step-by-step filing instructions in the online [Procedures Manual](#). Additional filing requirements and helpful tips can be found in the [CM/ECF Training Videos](#) used in training for new Registered User ("User").

These Procedures are not a comprehensive guide to all aspects of the CM/ECF System as it cannot address every contingency which may arise while filing documents. Questions about these Procedures may be directed to the Court's CM/ECF Help Desk by email at [ecf\\_helpdesk@ganb.uscourts.gov](mailto:ecf_helpdesk@ganb.uscourts.gov) or by calling (404) 215-1000. When the automated attendant answers, press option 2, then option 1 for CM/ECF Help.

## Enabling Rules

### Fed. R. Bank. P. 5005(a)(2)

#### **Electronic Filing and Signing.**

(A) *By a represented Entity*—Generally Required; Exceptions. An entity represented by an attorney shall file electronically, unless nonelectronic filing is allowed by the court for good cause or is allowed or required by local rule.

(B) *By an Unrepresented Individual*—When Allowed or Required. An individual not represented by an attorney.

(i) may file electronically only if allowed by court order or by local rule; and

(ii) may be required to file electronically only by court order, or by a local rule that includes reasonable exceptions.

(C) *Signing*. A filing made through a person's electronic-filing account and authorized by that person, together with that person's name on a signature block, constitutes the person's signature.

(D) *Same as a Written Paper*. A paper filed electronically is a written paper for the purpose of these rules, the [Federal Rules of Civil Procedure](#) made applicable by these rules, and §107 of the Code.

<b>Fed. R. Bank. P. 9036</b>	<p><b>Notice and Service Generally.</b> Whenever these rules require or permit sending a notice or serving a paper by mail, the clerk, or some other person as the court or these rules may direct, may send the notice to—or serve the paper on—a registered user by filing it with the court’s electronic-filing system. Or it may be sent to any person by other electronic means that the person consented to in writing. In either of these events, service or notice is complete upon filing or sending but is not effective if the filer or sender receives notice that it did not reach the person to be served. This rule does not apply to any pleading or other paper required to be served in accordance with Rule 7004. <b>See also</b> <a href="#">General Order No. 25-2018 – Electronic Service of Pleadings</a></p>
<b>Bankruptcy Local Rule 5005-5(a)</b>	<p><b>(a) Authorization of Electronic Filing.</b> The Bankruptcy Clerk must accept documents for filing by electronic means in accordance with these Rules and with the CM/ECF Administrative Procedures established pursuant to BLR 5005-5(b).</p>
<b>Bankruptcy Local Rule 5005-6</b>	<p><b>(a) Electronic Filing by Attorneys, Trustees, and Examiners.</b> Any document filed by an attorney, a trustee, an examiner serving in any case pending in the Bankruptcy Court, or the United States Trustee must be filed electronically, unless these Rules provide otherwise.</p> <p><b>(b) Exceptions to Electronic Filing.</b> (1) Miscellaneous Documents, (2) Discretionary Exceptions, (3) Emergencies, (4) Inability to File Electronically, (5) Documents under seal.</p>
<b>General Orders</b>	<p>The Court may from time to time enter general orders governing the use of the CM/ECF system. All general and administrative orders may be viewed on the Court’s web site at <a href="https://www.ganb.uscourts.gov/">https://www.ganb.uscourts.gov/</a></p>

## Technical Requirements

- A personal computer with a current operating system and updated virus protection.
- An Internet connection. The faster the Internet connection, the easier CM/ECF is to use.
- A scanner. Documents not on a user’s computer in word processing files must be scanned to be filed electronically.
- A word processing application. The Court standard is Microsoft Word which allows documents to be converted to the PDF format. Other word processors, such as WordPerfect, have this capability as well.

- Adobe Acrobat.
- An Internet browser. Filing issues have been identified when using Chrome to access the CM/ECF Document Filing System.
- Optional Petition Preparation software with the case upload feature. Even though it is not required, the increased productivity of professional Petition Preparation software with the case upload feature may justify the additional cost.
- A PACER account.
- A valid credit or debit card acceptable for payment of filing fees via CM/ECF.

## Scanning

### Scanning Guidelines

- Resolution should be set to 200 dpi or a maximum 300 dpi.
- Image type should be set to black and white drawing (not gray scale or color).
- Scanned image output or save as format should be TIF (ideally compressed CCITT4).
- Check your scanner software manual for information on how to set output type.
- A test scan should be made, and the file converted to PDF ready for upload to CM/ECF. The PDF conversion can be done with a software package such as Adobe Acrobat. Drag the scanned file onto the Acrobat icon and conversion is automatic. This conversion should not significantly increase the file size.
- The PDF size may not exceed 35MB.

## CM/ECF Operations Help Desk

Questions regarding CM/ECF, procedures, or technical support

### On website:

- See [CM/ECF FAQs](#) for answers and Frequently Asked Questions
- See the [Procedures Manual](#) for detailed instructions for filing documents electronically
- See [CM/ECF Training Videos](#) for helpful tips and other filing requirements

### By email:

- [ecf\\_helpdesk@ganb.uscourts.gov](mailto:ecf_helpdesk@ganb.uscourts.gov)

**Note: This email is for CM/ECF Help Desk questions ONLY. Please do not submit case related comments or questions. For case related questions or information, please contact the Clerk's Office at (404) 215-1000.**

### By telephone:

- (404) 215-1000
  - Select option 2 from Main Menu for ECF Help Desk questions, then
    - Select option 1 for procedural questions, or
    - Select option 2 for technical support.
- The automated phone system is available 8:00 am – 4:00 pm, Monday through Friday, excluding federal holidays.

## CM/ECF Registration

Starts the process to allow users access to the Court's database and to file electronically with the Court.

<p><b>1</b></p>	<p><b>Register for an individual PACER account OR ensure your current PACER account is upgraded</b></p>	<p>The next generation of CM/ECF (NextGen) provides a new logon module (Central Sign On "CSO") that allows you to use your PACER account to access PACER and any NextGen Court in which you are allowed to file. To activate this feature, you must have an upgraded PACER account. If your PACER account was created prior to August 2014, you must upgrade it. <a href="#">Log in</a> to PACER and check your Account Type under Manage My Account. If the type is Upgraded, you are ready; if the type is Legacy, select the Upgrade link and follow the instructions. If you do not have an individual PACER account, register for a PACER account at <a href="https://PACER.uscourts.gov/">https://PACER.uscourts.gov/</a>.</p>
<p><b>2</b></p>	<p><b>Login to PACER to Submit a Registration to E-File in Georgia Northern Bankruptcy Court ("GANB")</b></p>	<ul style="list-style-type: none"> <li>• Instructions for requesting E-Filing access to GANB can be found using these links: <ul style="list-style-type: none"> <li>- <a href="#">Attorney Registration</a></li> <li>- <a href="#">Non-Attorney Registration</a></li> </ul> </li> <li>• No person or entity shall cause a document to be filed electronically without the express authorization of the individual whose signature appears on the electronically filed document and the entity on whose behalf the document is being filed.</li> <li>• In filing each document, the Filer certifies that (i) he or she is authorized to file the document by the entity on whose behalf the document is being filed, (ii) the Creditor is the same entity stated in that individual's registration to use the CM/ECF System, and (iii) the Responsible Person whose signature appears on the document has authorized its filing. The Responsible Person who directs filing a document bears the same responsibility for the document and information provided as would be the case if the document were filed in paper form.</li> </ul>
<p><b>3</b></p>	<p><b>Training</b></p>	<ul style="list-style-type: none"> <li>• By submitting a registration to file electronically, the applicant attests they have reviewed all required <a href="#">CM/ECF Training Videos</a> located on the Court's website. In addition, the applicant agrees to complete additional CM/ECF</li> </ul>

		training if the Clerk's Office advises that further training is required by the applicant or the applicant's staff.
<b>4</b>	<b>Use and Protection of Password</b>	<ul style="list-style-type: none"> <li>• A User should protect their login and password from unauthorized use. Their electronic filing account should not be shared by other users.</li> <li>• If an attorney or trustee requires an employee to file on their behalf, they should obtain a filing agent account for each employee needing access to file electronically on their behalf. See additional information about filing agent accounts <a href="#">here</a>.</li> <li>• A User whose password is used to file a document electronically, certifies that the user authorized the filing, and the use of the user's password constitutes the user's signature on the document filed, regardless of whether the signature is shown on the document. Unauthorized use of a password is prohibited.</li> <li>• Any User 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, the Chief Deputy Clerk or Systems Department Manager by telephone, and confirm the notice in writing, to prevent possible unauthorized access to the Court's computer System. If a User has any reason to suspect the password has been compromised, it is the User's duty to change the password immediately through PACER &gt; Manage My Account Login &gt; Settings &gt; Change Password.</li> <li>• Contact PACER at 1-800-676-6856 for any forgotten login or passwords or click on the forgotten username or password buttons when logging in to PACER.</li> </ul>

### Public Access to the docket and documents.

#### Internet Access with a Password

Any person with a valid PACER login and password may access the CM/ECF System via the PACER website at <https://PACER.uscourts.gov/> to view or print the docket and documents. A PACER login and password can be obtained by contacting the PACER Service Center at 1-800-

	676-6856 or online at <a href="https://PACER.uscourts.gov/">https://PACER.uscourts.gov/</a> .
<b>"Free Look"</b>	Users will not be charged for a one-time "free-look" (i.e. initial retrieval, download, viewing or printing of a document) when the document is accessed directly from an e-mail notification or summary of documents filed where the User has appeared or is designated. The User must activate this feature in CM/ECF through "Maintain Your ECF Account" option under the "Utilities" function.
<b>Public Access at the Court</b>	The public will have electronic access to view bankruptcy records at no charge at the courthouse in each Divisional Office during regular business hours, 8:00 a.m. to 4:00 p.m. A fee will be charged for printed copies.
<b>Conventional Copies and Certified – Exemplified Copies</b>	Conventional copies and Certified/Exemplified copies of electronically filed documents may be purchased through the Clerk. The fee for copying, certification, and/or exemplification will be accordance with the fees imposed by 11 U.S.C. 1930.

### CM/ECF System Failure

<p><b>This section only applies if the COURT'S server is down and not due to a technical or other problem with your computer or system.</b></p>	<p>A User whose electronic filing is made untimely as the result of a technical failure of the Court's CM/ECF System may seek appropriate relief by motion and must attest by affidavit in support of such motion to having made reasonable attempts to file electronically. If a User will be unable to complete an electronic filing prior to a legal deadline due to a technical failure of the CM/ECF System, the User should fax the pleading showing original signatures to the Clerk at:</p> <ul style="list-style-type: none"> <li>• Atlanta (404) 730-2216</li> <li>• Gainesville (770) 535-2224</li> <li>• Newnan (770) 251-8538</li> <li>• Rome (706) 291-5647</li> </ul> <p>The faxed documents will be deemed filed as of the minute the first page is received, but the Clerk must receive the entire document. On the next business day, the originals must be delivered to the Clerk. A note informing the filing desk you filed by fax must be attached. This option is available only to CM/ECF Users, and only if a court-wide system wide failure occurs and must not be abused.</p>
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### Fees

<b>Fees policy</b>	<ul style="list-style-type: none"> <li>• The Clerk must collect fees at the time of filing of any fee related document (See <a href="#">28 U.S.C. Section 1930</a>).</li> <li>• Filers should pay fees before closing each CM/ECF session</li> <li>• If a fee is due, CM/ECF will prompt the user to</li> </ul>
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	<p><b>Continue Filing or Pay Now.</b> To access the credit card module pop-up window at any time, select <b>Reports – Credit Card Payments (Outstanding)</b>.</p>
<b>Email notice for outstanding fees</b>	<ul style="list-style-type: none"> <li>An automated notice will be e-mailed to the User regarding any outstanding fees due.</li> </ul> <p><b>NOTE: If fees remain outstanding, the User's ability to file documents via CM/ECF will be automatically disabled.</b></p>
<b>How to pay an outstanding fee</b>	<ul style="list-style-type: none"> <li>Click on link <a href="#">Internet Payments Due</a> to log in to CM/ECF to make payments.</li> </ul>
<b>How to create a fee</b>	<ul style="list-style-type: none"> <li>If a document was filed using an incorrect event code and the fee was not auto generated, the user or the Clerk can create the charge. Select <b>Bankruptcy - Payment of Fees</b> – select the appropriate fee event.</li> </ul>
<b>How to reinstate filing privileges after lockout</b>	<ul style="list-style-type: none"> <li>When the outstanding fees have been paid, filing privileges are automatically restored. If not, log out of CM/ECF, close and reopen your browser and log in to CM/ECF and/or clear your cache and temp files.</li> </ul>

### Documents that cannot be filed electronically

<b>Sealed Documents (sealed or to be sealed)</b>	<ul style="list-style-type: none"> <li>Documents being filed under seal must <b>NOT</b> be filed electronically.</li> <li>A filer may electronically file a Motion to Seal requesting an order that specifies documents to be filed in paper form be sealed.</li> <li>Bankruptcy Local Rule 5005-6(b)(5) governs motions regarding filing documents under seal. Counsel should alert Chambers when filing such a motion.</li> </ul>
<b>Pre-Petition Federal Tax Returns</b>	Typically, these documents are submitted directly to the Trustee.
<b>Applications to Appear Pro Hac Vice</b>	<b>Bankruptcy Local Rule 9010-2. Permission to practice in a case.</b> See the online <a href="#">Procedures Manual</a> for instructions for filing an Application for Admission Pro Hac Vice. See the Court's <a href="#">website</a> for the local form.
<b>Proposed Orders to Disburse Unclaimed Funds</b>	<ul style="list-style-type: none"> <li>These proposed Orders, with original signatures, should be forwarded to the Court in paper format for processing upon filing of the Application or Petition to Disburse.</li> </ul>
<b>Change of Address for Attorney User</b>	A change of address for an attorney User may be made via PACER by logging in to Manage My Account > Maintenance > Update Address Information.

### Service and Proof of Service

<b>Generally, including Notices</b>	<ul style="list-style-type: none"> <li>See Bankruptcy <a href="#">Local Rule 5005-8</a>.</li> <li>See <a href="#">General Order No. 25-2018 - Electronic Service of Pleadings</a>.</li> </ul>
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<p><b>Consent to Electronic Service</b></p>	<ul style="list-style-type: none"> <li>• In all cases in this Court, including adversary proceedings, CM/ECF Users agree to receive notice and service of pleadings and documents by electronic means through the Notice of Electronic Filing ("NEF") for notices of pleadings and documents from both the Bankruptcy Court and from other Users and to waive other service in cases in which they have appeared.</li> <li>• Non-CM/ECF participants must affirmatively agree to receive a pleading or other document by a specified type of electronic transmission ("Electronic Mail Service").</li> </ul>
<p><b>Understanding the Notice of Electronic Filing (NEF)</b></p>	<ul style="list-style-type: none"> <li>• The Notice of Electronic Filing (NEF) confirms that the document was filed. It shows this Information: <ul style="list-style-type: none"> <li>- The exact date and time the document was filed.</li> <li>- The case name, case number, and the document number.</li> <li>- The docket text.</li> <li>- The parties in the case to whom notice will be electronically sent.</li> <li>- The parties in the case to whom notice will not be electronically sent.</li> </ul> </li> <li>• <b>TIP:</b> Clicking on the hyperlink for the "case number," "case name," will prompt you for your PACER login and password, then displays the <i>Docket Report</i> screen. Clicking on the hyperlink for the "document number" will also prompt you for your PACER login and password, then display the "Document" itself.</li> </ul>
<p><b>Certificate of Service</b></p>	<ul style="list-style-type: none"> <li>• A certificate of service evidencing proper service on all parties entitled to service or notice is required when a party files a document electronically, even when the party serves the pleading or document by NEF Service or Electronic Mail Service. The certificate must state the manner in which service or notice was accomplished on each party entitled to service or notice.</li> <li>• If a party filing a pleading or other document wishes to use a specified type of Electronic Mail Service, such service is effective only if the Court has ordered such service or if the entity entitled to service of the pleading or other document has affirmatively agreed to receive Electronic Mail Service in the case.</li> </ul>

## Retention of Verified Pleadings

### Bankruptcy Local Rule 5005-7(c)

#### Verified Papers.

(1) A person electronically filing a Verified Paper certifies that such filer has in such filer's possession at the time of filing the fully executed original Verified Paper with an original signature of each person whose signature is indicated thereon.

(2) A person electronically filing a Verified Paper in image format thereby certifies that the image is an exact copy of the original. A person electronically filing a Verified Paper in text format thereby certifies that its text is identical to the original.

(3) The following Rules apply with regard to a Verified Paper filed in text format:

(A) A person electronically filing a Verified Paper in text format must conform the copy filed electronically to the original Verified Paper. Each signature must be indicated above the signature line with the notation "/s/" above the name of the person signing or by some other notation that clearly indicates that the document has been signed and by whom. Hand-written and stamped text and notations, including dates and stamps concerning the commissions of notaries public, must be typed on the filed copy. Seals must be noted by such expressions as "Legal Seal," "L.S.," "Notary Seal," etc., as appropriate.

(B) The person filing the Verified Paper: (i) must maintain in such person's files the original Verified Paper in its entirety for a period ending one year after the case or proceeding in which the Verified Paper is filed is closed; (ii) must produce the original for inspection and copying upon request of the Bankruptcy Court or any party in interest; and (iii) if ordered by the Bankruptcy Court, must transmit the original to the Bankruptcy Clerk.

**See also** [General Order 38-2020 – Signature Requirements Under BLR 5005-9 \(b\)\(3\), \(c\) and \(g\)](#)

<b>Redaction of Personal Identifiers</b>	
<b>It is the responsibility of the party filing the document to make certain that personal data has been redacted before filing.</b>	E-filers must use extra care to make sure that the PDF documents to be submitted via CM/ECF are fully and completely free of any hidden data which may contain redacted information.
<b>Local Redaction Policy, Transcript Privacy Policy and Metadata Redaction Guide</b>	Policy documents available at <a href="http://www.ganb.uscourts.gov">http://www.ganb.uscourts.gov</a> .
<b>Fed. R. Bank. P. 9037(a)</b>	<p><b>Privacy Protection for Filings Made with the Court.</b> Unless the Court orders otherwise, in an electronic or paper filing made with the court that contains an individual's social-security number, taxpayer-identification number, or birth date, the name of an individual, other than the debtor, known to be and identified as a minor, or a financial-account number, a party or nonparty making the filing may include only:</p> <ol style="list-style-type: none"> <li>1) The last four digits of the social-security number and taxpayer-identification number;</li> <li>2) The year of the individual's birth;</li> <li>3) The minor's initials; and</li> <li>4) The last four digits of the financial-account number.</li> </ol>
	<b>Redaction of any other information shall be by order of the Court.</b>

<b>Orders</b>	
<b>Preparation of Proposed Orders</b>	See <a href="#">BLR 9013-2</a>
<b>Upload an Order via CM/ECF e-orders</b>	Instructions for uploading a proposed order via CM/ECF are available at <a href="#">E-Orders Guide for Attorneys</a> .
<b>E-Mail Transmission</b>	Some judges have specific instructions regarding e-mail communication with chambers. To determine if a particular judge allows e-mail transmissions of proposed orders, please review the judge's page on the Court's website.
<b>Entry of Orders</b>	Orders, decrees, and judgments of the Court may be docketed electronically by the Court. Any order docketed and transmitted through CM/ECF without the original signature of the judge has the same force and effect had the judge affixed the judge's signature to a paper copy of the order.

<b>Service</b>	The clerk, or some other person as the Court may direct, shall be responsible for service of orders on the appropriate parties. If the Clerk is to serve the order, the order must be accompanied by a distribution list containing the names and addresses of the attorneys and parties to be served. If the proposed order seeks to have the Clerk serve all parties in the case, the distribution list shall state "All parties on the Mailing Matrix."
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<b>CM/ECF Menu Options</b>	
<b>Query</b>	<ul style="list-style-type: none"> <li>• Search for a particular case or adversary proceeding by case number, social security number/tax id and/or name.</li> <li>• Searches by name are not case sensitive.</li> <li>• The last name field is used for searches of business names.</li> <li>• The user must type at least two letters of a name.</li> <li>• When searching by name, a user can restrict the search by selecting the party <b>Type</b> from the drop-down menu.</li> <li>• Click on the yellow question mark in the blue banner menu to get specific instructions throughout the Query screens.</li> </ul>
<b>Reports</b>	<ul style="list-style-type: none"> <li>• The selection criteria for available reports are detailed on the help screen that can be accessed by clicking on the yellow question mark</li> <li>• A user can limit the report to a particular case by specifying its case or adversary number.</li> </ul>
<b>Utilities</b>	<ul style="list-style-type: none"> <li>• <b>Utilities</b> is a collection of programs that a user can run to review or change information about the user's interaction with CM/ECF.</li> <li>• Select Maintain Your ECF Account &gt; More User Information to find filing agents to link to your account</li> <li>• Select Maintain Your ECF Account &gt; Email information to update your secondary email address(es)</li> <li>• Select Mailings to view Mailing Info for a Case or Mailing Matrix by Case</li> </ul>
<b>Search</b>	<ul style="list-style-type: none"> <li>• Use this option to quickly get to the menu option or docket event you need. Type in some letters of a word, and a complete list of menu items and events with names containing the searched letters are displayed. Each display is a link, so that you</li> </ul>

	have only to click it -- if it's an event, you go immediately to the first screen for docketing.
<b>i Procedures</b>	<ul style="list-style-type: none"> <li>Use this option to access the <b>Online Procedures Manual</b>, which contains detailed step-by-step instructions for filing documents via CM/ECF.</li> </ul>
<b>Help</b>	<ul style="list-style-type: none"> <li>Use this option to see a <b>HELP</b> file for the screen you are viewing in CM/ECF.</li> </ul>

<b>List of Creditors</b>	
<b>Bankruptcy Local Rule 5005-1(j).</b>	<p><b>Bankruptcy Local Rule 5005-1(j). List of Creditors in Main Case.</b></p> <p>In addition to the schedules, the debtor must file a list of all creditors. If the debtor files the petition initiating a case through the Electronic Case Filing Program, the list of all creditors must be filed in the format prescribed by the CM/ECF Administrative Procedures.</p>
<b>Guidelines for List of Creditors</b>	<ul style="list-style-type: none"> <li>Creditor's name must be on the first line.</li> <li>City, state, and zip code must be on the last line.</li> <li>Nine-digit zip codes must contain a hyphen</li> <li>Names and addresses must be flush against the left margin.</li> <li>Each line may contain no more than 40 characters.</li> <li>No more than five lines of information per creditor.</li> <li>Each creditor must be separated by one blank line.</li> </ul>
<b>Do NOT include</b>	<ul style="list-style-type: none"> <li>Account numbers or amounts owed.</li> <li>Symbols in the address lines (i.e. #, %, &amp;, etc.)</li> <li>Headers/titles, footers, page numbers.</li> </ul>
<b>Related Events</b>	<ul style="list-style-type: none"> <li>Related CM/ECF docket events include <b>Upload List of Creditors</b> and <b>Amended List of Creditors</b>.</li> <li>Lack of proper notice may result in no discharge of a debt owed.</li> </ul>

<b>Change of Address</b>	
<b>Bankruptcy Local Rule 9007-3(b)</b>	<p><b>Change of Address.</b></p> <p>Any party in interest that desires that its address for notices or payment be changed from the address shown on any proof of claim or paper previously filed by such party must file a request in the case. Changes of address must be filed in each adversary proceeding in</p>

	addition to the main case. A party that fails to comply with this rule is not entitled to notice at the new address.
<b>Change of Address for Attorney User</b>	<ul style="list-style-type: none"> <li>A change of address for an attorney User may be made via PACER by logging in to Manage My Account &gt; Maintenance &gt; Update Address Information.</li> </ul>
<b>Change of Address of behalf of a party</b>	Docket the change of address for the party. The Clerk's Office will update the record. See local <a href="#">Change of Address</a> form.

<b>DO's and DON'Ts</b>		
<b>DO</b>	<b>Search for CM/ECF docket events</b>	Use the <b>SEARCH</b> feature on the CM/ECF menu bar to locate the correct docket event.
	<b>Remember signatures</b>	<b>See</b> Fed. R. Bank. P. 5005(a)(2)(C) and Bankruptcy Local Rule 5005-7(b).
	<b>Pay outstanding fees</b>	Reports -> Credit Card Payments Outstanding
	<b>Use Payment of Fees event correctly</b>	To be used when making an installment payment for filing fees, or when an incorrect docket event was chosen, and no fee was collected.
<b>DON'T</b>	<b>Combine unrelated documents</b>	<ul style="list-style-type: none"> <li>Never include a Chapter 13 Plan with any other document.</li> <li>Never include the Statement of Social Security Number, Form B121, with any other document.</li> </ul>
	<b>Forget to review documents for compliance with Fed. R. Bank. P. 9037(a)</b>	Do not include full social security numbers, tax identification numbers, birthdays, financial-account numbers and names of minors.

<b>Frequently Used Websites</b>	
<b>Court Website</b>	<a href="http://www.ganb.uscourts.gov">http://www.ganb.uscourts.gov</a> To view Bankruptcy Local Rules, General Orders, local forms, online Procedures Manual, open calendar dates, and other useful information.
<b>CM/ECF Login – Live</b>	<a href="https://ecf.ganb.uscourts.gov/">https://ecf.ganb.uscourts.gov/</a>
<b>CM/ECF Login – Train</b>	<a href="https://ecf-train.ganb.uscourts.gov/">https://ecf-train.ganb.uscourts.gov/</a>
	<a href="https://PACER.uscourts.gov/register-account">https://PACER.uscourts.gov/register-account</a>

<b>PACER - Public Access to Court Electronic Records</b>	<ul style="list-style-type: none"> <li>• User may register and create an account to view and print electronic dockets and documents, applicable fees apply.</li> <li>• The same PACER account may also be used to E-File in NextGen courts after approval.</li> </ul>
<b>Adobe</b>	<a href="http://www.adobe.com">http://www.adobe.com</a> PDF software required to convert documents into format for electronic filing.
<b>National Creditor Registration Service</b>	<a href="https://ncrs.uscourts.gov/">https://ncrs.uscourts.gov/</a> For Preferred creditor mailing addresses and electronic noticing.
<b>U. S. Postal Service</b>	<a href="https://www.usps.com/">https://www.usps.com/</a> Postal rules, mailing address and zip code information.
<b>Bankruptcy Basics</b>	<a href="http://www.uscourts.gov/FederalCourts/Bankruptcy/BankruptcyBasics.aspx">http://www.uscourts.gov/FederalCourts/Bankruptcy/BankruptcyBasics.aspx</a>
<b>United States Trustee Program</b>	<a href="http://www.justice.gov/ust/">http://www.justice.gov/ust/</a> Information about means testing, credit counseling and debtor education.

**Addendum to CM/ECF Administrative Procedures  
Policy Effective August 1, 2015**

**Policy Regarding Electronic Filing by Attorneys**

In accordance with BLR 5005-6, attorneys admitted to the Bar of this Court are **required** to file documents electronically pursuant to the Court's electronic case filing procedures (CM/ECF Administrative Procedures).

**Registration**

Information about registration is found on Page 5 of these CM/ECF Administrative Procedures. You may also find instructions for registering to E-File [here](#).

**Affidavit of Inability to File Electronically**

With regard to Affidavits of Inability to File Electronically submitted pursuant to BLR 5005-6(b)(4), the Chief Bankruptcy Judge has delegated this process to the Clerk of Court. Therefore, such Affidavits should be submitted in writing to the Clerk of Court.

**Limited Exceptions to Policy**

- Attorneys who file less than five new cases or pleadings within a calendar year.
- Attorneys newly admitted to, or newly practicing in this Court, will be given a grace period of 30 days from their first filing with the Court to register for electronic filing or file an Affidavit pursuant to BLR 5005-6(b)(4).

**Documents Not Filed Electronically**

Attorneys who qualify for one of the above exceptions to this policy, or attorneys who are currently not required to file electronically pursuant to BLR 5005-6(b)(4), may file documents with the Court using one of the following options:

- 1.) File and scan the paper document into electronic format at scanners available at the public intake area of the Office of the Clerk in the appropriate division during normal business hours.
  - Documents filed in paper format must have the original signature(s) of the attorney, and party if applicable, filing the document.

- or -
- 2.) File document on CD in pdf format accompanied by a Declaration and Request to File document on CD.
  - The Declaration form is on the court's website ([www.ganb.uscourts.gov](http://www.ganb.uscourts.gov)) under Forms, or can be accessed [here](#).

A label must be affixed to the CD that contains (a) the name of the debtor for a voluntary petition, or the case name and number of an existing case; and (b) the name and telephone number of the attorney filing the CD.

**Failure to Comply with Policy and CM/ECF Administrative Procedures**

Failure to comply with this Policy and the CM/ECF Administrative Procedures will be referred to the Chief Judge and/or Clerk of Court for further action.