

Definitions of CM/ECF Terms

Adobe Acrobat

A software application that allows a user to create and view PDF documents. (See **PDF**)

Adversary Menu

A list of selections for filing documents in an adversary case.

Attachment

An additional related document filed with a pleading.

Automatic E-mail Notification

A CM/ECF feature that enables any user to receive e-mail notification when a case or document has been filed.

Bankruptcy Menu

A list of selections for filing documents in a bankruptcy case.

Browser

A program which allows a user to access information and services on the Internet. CM/ECF has been tested and found to work correctly with Internet Explorer and Mozilla Firefox.

Category

A group of similar documents. Category selections appear as hypertext links under the “Bankruptcy” and “Adversary” menu selections. For example, “Motions/Applications” is a category. (See **Hypertext Link**)

CM/ECF

Case Management/Electronic Case Filing. A program which enables registered users to file documents in a case.

Document

A pleading, form, claim, or other type of filing that would have been filed as a paper document prior to the availability of electronic filing.

Docket

The formal record of a case kept by the Clerk of Court. The docket contains names of parties and a sequential list of every document that has been filed in the case as well as other entries related to activity in the case.

Docket Entry

Information (including the filing date, docket number, etc.) related to the attached document. (See **Docket Number** and **Docket Text**)

Docket Event

A piece of information selected from a list by the user to describe the document being filed. The docket event and the title of the document being filed should match. (See **Document**)

Docket Number

The number given to a filing to reflect its order on the docket. This number is given in the Notice of Electronic Filing. (See **Notice of Electronic Filing**)

Docket Text

Explanatory information displayed within a docket entry. For example, if a user filed a Motion for Abandonment, the docket text would read:

“MOTION for Abandonment. Fee Amount \$150. Filed by Attorney on behalf of Client. (Attorney)”

(See **Docket Entry**)

Drop Down Box

A window that contains a list of items for selection. Click an item to make a selection. To make multiple selections, hold the control key down when making selections.

Hypertext (HTML) Link

Usually represented as an underlined word or phrase, a hypertext link allows a user to access another section of information on the internet by clicking on the underlined word or phrase rather than entering a web address, using a search engine, or navigating through menu selections.

Link (also described as **Refer** or **Relate**)

Signals a relationship between two docket events. For instance, when an objection is filed, a relationship exists between the objection and the document to which the objection is being made. These documents should be linked. Sometimes, it is mandatory in CM/ECF to link related docket events.

Logout

The menu item where a user can “log out” of the CM/ECF system. “Logging out” allows you to inform the system that you are finished with your account activity.

Menu

A list of information/activities available in CM/ECF. The main headings of the CM/ECF System are: **Bankruptcy, Adversary, Query, Reports, Utilities, Search** and **Logout**.

Notice of Bankruptcy Case Filing

An electronic document produced by CM/ECF when a case is opened that contains substantive information about the case for the purpose of informing interested parties.

Notice of Electronic Filing (NEF)

Electronic information produced by CM/ECF when a document is filed in a case. The Notice of Electronic Filing updates individuals and organizations listed as parties to the case.

Notice of Critical Filing Error

A notice sent to a user who has filed a document that contains a serious flaw. Examples of critical errors include illegibility or a document that has been mistakenly filed in the wrong case.

PDF

A type of document that is created by Adobe Acrobat. A PDF ("Portable Document Format") can be created by either scanning a document in paper form or converting an electronic document into PDF format from another program (such as Word). All documents in CM/ECF must be in PDF format with the exception of the creditor list (matrix). (See **Adobe Acrobat**)

Query Menu

A list of available searching features that allow a user to request specific information related to a person or case.

Radio Button

A round selection button used to choose items from a list. Radio buttons are designed so that a user can choose only one item.

Reports Menu

A list of available reporting features within CM/ECF. Reports can be run by case number or by a range of dates, etc.

Utilities Menu

A list of selections that allow a user to manage his/her CM/ECF account.