ACCESS, LOGIN AND NAVIGATION

LOGIN AND PASSWORD

The CM/ECF Live login will not be assigned until you have complied with this Court's requirements to demonstrate knowledge of CM/ECF. You are invited and encouraged to conduct on-line attorney training if you are unfamiliar with electronic filing. Once you have satisfied this Court's training and testing requirements you will be notified that your Live CM/ECF account is activated. You must notify the Clerk's Office when testing requirements have been completed/submitted, so they can be reviewed.

There are two databases available to CM/ECF Participants:

> ► The **CM/ECF Training** database is used to practice in a safe environment and to complete any court required homework.

> ► The **CM/ECF Live** database is used to file new cases and documents with the court.

Accessing the CM/ECF System and Logging In

To access the Court's **CM/ECF Live** database, go to:
www.gamb.uscourts.gov; then click on the red "For Filers" tap located near the top of the home page and select CM/ECF Live Login from the drop down list.

To access the Court's **CM/ECF Training** database, go to:
www.gamb.uscourts.gov; then click on the red "For Filers" tap located near the top of the home page and select CM/ECF Train Login from the drop down list.

  TIP: Before logging into the CM/ECF Live or CM/ECF Training database, check the home page of the website for any important messages or updates.

Forgot Your ECF Login or Password?

Contact the ECF Help Desk: (478) 752-3506, option 3, then option 4.

Changing Your ECF Login or Password:

> **STEP 1**   Click on the **Utilities** category.

> **STEP 2**   Change Your Password.

Passwords must have at least 8 characters, both uppercase and lowercase letters, and at least one digit or special character (e.g., @,%, &).

> **STEP 3**   Enter your new password

> **STEP 4**   Click the **"Submit"** button.

> **STEP 5**   The message "Password successfully changed" will appear to confirm that your password has been changed.

PACER

> **If you do not have a PACER account, apply for one at:** www.pacer.psc.uscourts.gov

> You will need a PACER account in order to view docket reports, claims registers, creditor matrices, and other reports in ECF. Login to PACER by entering your login and password in lower case. You do not need to enter a client code. The client code field can be utilized to reflect the client on whose behalf PACER charges were incurred.

> If you have a PACER account, link it to ECF as follows:

> **STEP 1**   Click on the **Reports** category.

> **STEP 2**   Select any menu option (e.g. Docket Report).

> **STEP 3**   You will be presented with a PACER login screen.

> > ▸   Click in the box next to "Make this my default PACER login". After checking this box, you will only need to use your CM/ECF login and password, either for electronic filing or for viewing documents via PACER.

> > ▸   Enter your PACER login and password. The Client code field should be left blank.

> **STEP 4**   Click the Login button.

To clear your Default PACER account login:

> **STEP 1**   Click on the **<u>Utilities</u>** category.

> **STEP 2**   Click on **Clear Default PACER Login.**

AVOID PROBLEMS BY CLEARING YOUR CACHE

Pages you view on the Internet (including ECF Screens and documents) are stored in temporary files for quick viewing. If these temporary files are not deleted on a regular basis, they can create problems including the opening of a second window within ECF when a menu option is selected, the inability to use the backspace and delete keys, and the display of old versions of updated documents. You can tell that you are having cache related problems when one of the aforementioned problems occurs or when an ECF menu category (e.g. Bankruptcy) remains outlined even though you have selected another menu category (e.g. Reports). Therefore, it is recommended that you regularly clear your Internet browser cache and the temporary storage area on your hard drive. You may want to confer with your information technology resource person about the best way to accomplish this.

Clearing your cache and cookies in Internet Explorer

> **STEP 1**   On the menu bar at the top of the screen, click **Tools** and select **Internet Options.**

> **STEP 2**   On the **General** tab, in the browsing history section, click on **Delete.**

> **STEP 3**   Place a check in each of the boxes**,** then click **Delete.**

> **STEP 4**   Click **OK**.

NAVIGATION

Use your mouse or <Tab> to move from field to field. To go back a field, use your mouse or <Shift><Tab>.

When filing a document, use the *[Back]* button cautiously. In certain situations, *[Back]* will let you go back one or more screens to correct information. When you go forward again, you must re-enter any required information (ECF will not "remember" it)

After viewing a document from ECF, always use *[Back]* to return to ECF. Clicking on a heading (Bankruptcy, Adversary, etc.) from the document display screen will introduce navigation problems, including the opening of an extra window and problems with the <backspace> and <delete> keys. If these problems begin to occur, clear your cache as described in "Avoid Problems By Clearing Your Cache".