

CHAPTER 3

ACCESSING CM/ECF



Access CM/ECF through our website

Updates/Announcements

Documentation and Administrative Order

*(Refer to this chapter for instructions on
logging in to take the training assignment)*

ACCESSING CM/ECF

Access to the CM/ECF system is gained through using Internet Explorer or Firefox web browsers.

STEP 1 Open Internet Explorer or Firefox and enter the URL (address) of the court's homepage in the browser's **Location** field. (See **Figure 1**)

 www.flmb.uscourts.gov 

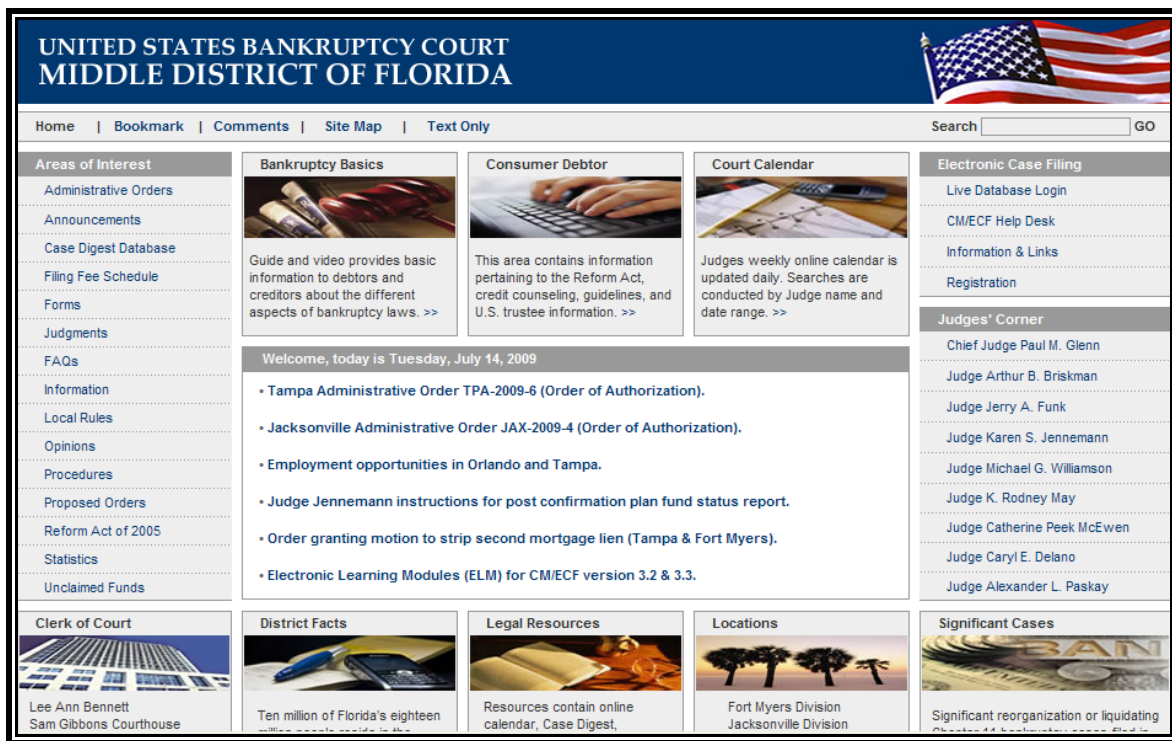
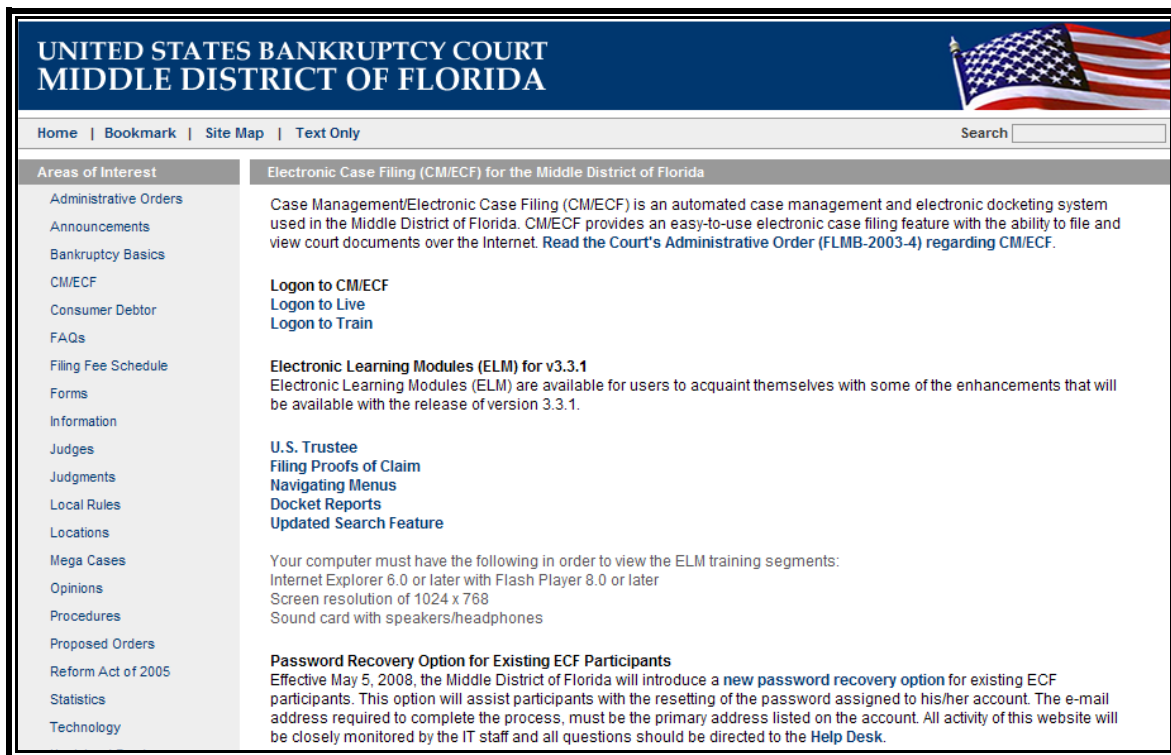


Figure 1

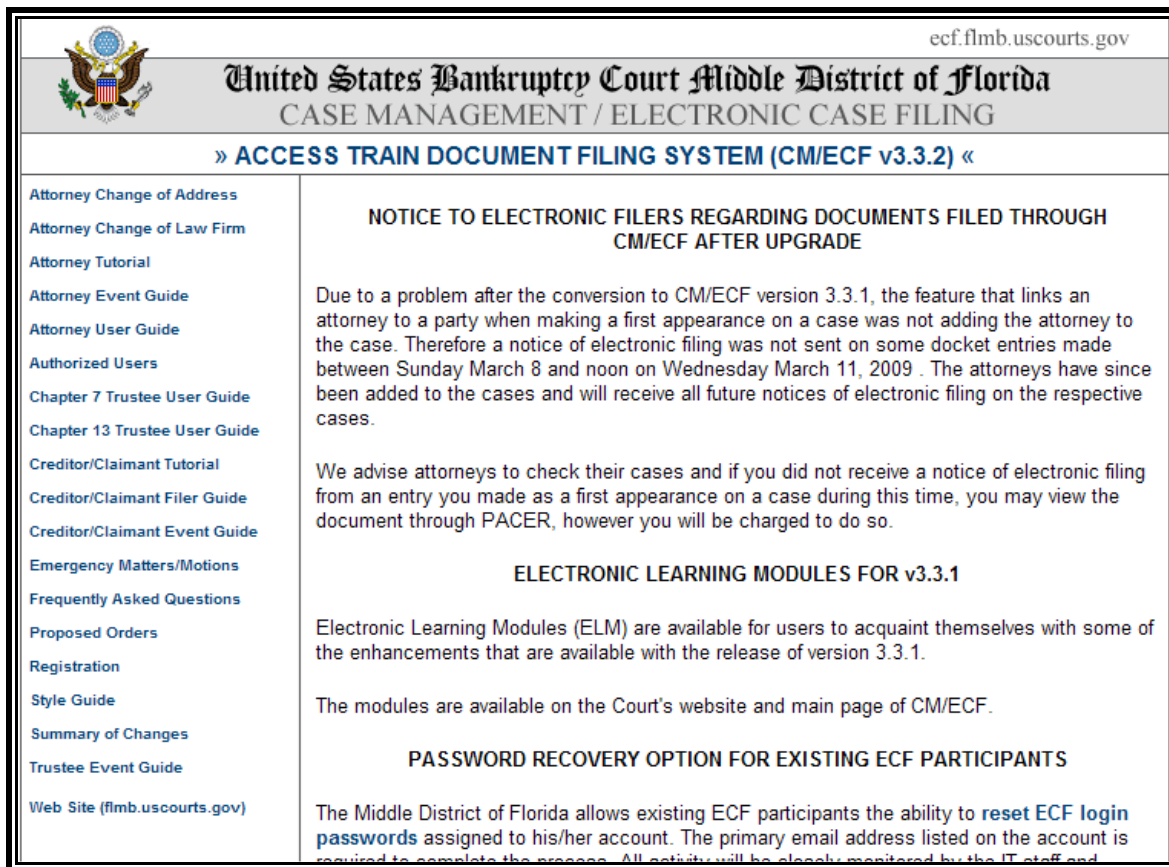


Click on the **Information & Links** link in the **Electronic Case Filing** box near the top right of the screen on the homepage.

STEP 2 The CM/ECF Information page displays. (See Figure 2)**Figure 2**

Click on the applicable database from the section labeled **Login to CM/ECF**.

**Login to Live**<https://ecf.flmb.uscourts.gov>**Login to Train**<https://ecf-train.flmb.uscourts.gov>

STEP 3 The ECF screen displays (See Figure 3)**Figure 3**

Click on the hyperlink: **Access Train Document Filing System (CM/ECF v3.3.2)**

STEP 4 The ECF/PACER Login screen displays. (See Figure 4)

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

Authentication

Login:
Password:
Client code:

IMPORTANT: All filings with the court - including attachments - must comply with Fed. R. Bankr. P. 9037: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers may **not** appear, except as allowed by the rule.

Notice
An access fee of \$0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 2.0, Internet Explorer 6.0 and 7.0.

Figure 4

Enter your **CM/ECF Login** and **Password** if you wish to file pleadings electronically. Your login and password are case sensitive. For example, a login of thomask should not be ThomasK or THOMASK.



Enter your **PACER Login** and **Password** if you wish to run reports and/or view pleadings.



Click [**Login**] to continue.

NOTE: The **preferred method** to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.