

Introduction to CM/ECF for Trustees

This section will guide the Chapter 7 Trustee user step by step to log onto the CM/ECF System and introduce some of the areas and functions of the System.

Access the CM/ECF System through the court website, PACER website, your own bookmark, or by typing in the URL. This training document will show screens from the Test Database only. Click on **Northern District of Oklahoma - Document Filing System**.



Welcome to the U.S. Bankruptcy Court for the Northern District of Oklahoma

[Northern District of Oklahoma - Document Filing System](#)

This is a restricted government website for official court business only. All activities of CM/ECF subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to CM/ECF, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

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.

10February2022
[Court Information](#)

Enter your PACER **Username** and **Password**. You may enter a **Client Code** which can be a name, number, code, etc. if you would like to track activity in the system. Then click **Login**.

PACER
Public Access To Court Electronic Records

Login

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Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

Oklahoma Northern Bankruptcy Court (test) Login

* Required Information

Username *

Password *

Client Code

Login Clear

[Need an account?](#) | [Forgot password?](#) | [Forgot username?](#)

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This site is maintained by the Administrative Office of the U.S. Courts on behalf of the Federal Judiciary.

PACER Service Center
(800) 676-6856
pacerc@psc.uscourts.gov

A Redaction Agreement pop-up will have a checkbox. Read the information and click on the box. Then click **Continue**.

Redaction Agreement

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Continue Cancel

The next screen to appear will be the welcome screen to the CM/ECF system. On this screen you will see the main menu bar at the top of the screen, the seal of the court – which lets you know you logged into the correct court’s System, our use warning and legal coverage, current system messages, your last login, and the current version date of the System. Some of the links on this page could lead you to other links that would take you out of the System which would require you to enter your Login and Password upon reentering the System.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

U.S. Bankruptcy Court
Northern District of Oklahoma
Official Court Electronic Document Filing System

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This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18 USC 152 and 3571.

Welcome to the U.S. Bankruptcy Court for the Northern District of Oklahoma Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system.

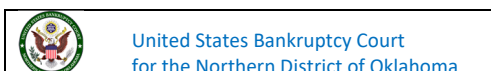
[Information about viewing PDF files](#)

Last login: 02-23-2024 16:25

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The main menu bar contains seven links to area in the system and a Help button.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out



Clicking on Bankruptcy takes you to the **Bankruptcy** Events screen. Much of the Trustee entries will start from this screen. There are several menu items for the use of those in the Trustee system only. Other items in the Bankruptcy Events screen will be used by the Trustees as well.

CM ECF **Bankruptcy** ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Help Log Out

Bankruptcy Events

General Filing Answer/Response/Objection... Appeal Batch Filings Miscellaneous/Other Motions/Applications Multi-Case Docketing Notices Plan	Claims Claim Actions Creditor Maintenance... File Claims
Case Opening Open Voluntary BK Case	Trustee Ch 13 341 Filings Trustee's 341 Filings Trustee Ch. 7 Trustee Ch. 11 Trustee Ch. 12 Trustee Ch. 13 US Trustee

Clicking on **Trustee Ch. 7** will take you to a list of common actions for a Chapter 7 Trustee.

CM ECF **Bankruptcy** ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Help Log Out

Bankruptcy Events

General Filing Answer/Response/Objection... Appeal Batch Filings Miscellaneous/Other Motions/Applications Multi-Case Docketing Notices Plan	Claims Claim Actions Creditor Maintenance... File Claims
Case Opening Open Voluntary BK Case	Trustee Ch 13 341 Filings Trustee's 341 Filings Trustee Ch. 7 Trustee Ch. 11 Trustee Ch. 12 Trustee Ch. 13 US Trustee

The first screen will request a case number or case numbers if the action is to be taken in multiple cases. You will need to either enter the case number or verify the one that appears. In this instance, we will need to enter a case number.

The screenshot shows the CM ECF interface with a navigation bar containing 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', 'Help', and 'Log Out'. Below the navigation bar is the heading 'Trustee action'. A form field labeled 'Case Number' is highlighted with a red box. Below the field are two buttons: 'Next' and 'Clear'.

After confirming or typing in the case number, click **Next**.

The screenshot shows the same CM ECF interface. The 'Case Number' field now contains the text '4:24-bk-10018'. The 'Next' button is highlighted with a red box.

After clicking the Next button, a Trustee action list is displayed. Most of these actions will be easy to follow within the event mapped in the System.

The screenshot shows the CM ECF interface displaying a list of trustee actions. The list includes: 'Report of No Distribution - Ad Hoc Minimal Funds', 'Report of No Distribution - Ad Hoc No Funds', 'Amend Order', 'Appointment of Ombudsman', 'Asset Liquidation Report', 'Bill of Sale', 'Certificate of Service', 'Compensation & Notice of Trustee's Final Report/Applications for Compensation & DdI to Object', 'Compromise', 'Compromise and Settlement of Controversy', 'Confirm', 'Corrected Meeting of Creditors', 'Defer Fee', 'Determine Value of Property', 'Disallow Claim(s)', and 'Dismiss Case'. A red box highlights the list of actions. Below the list are 'Next' and 'Clear' buttons.

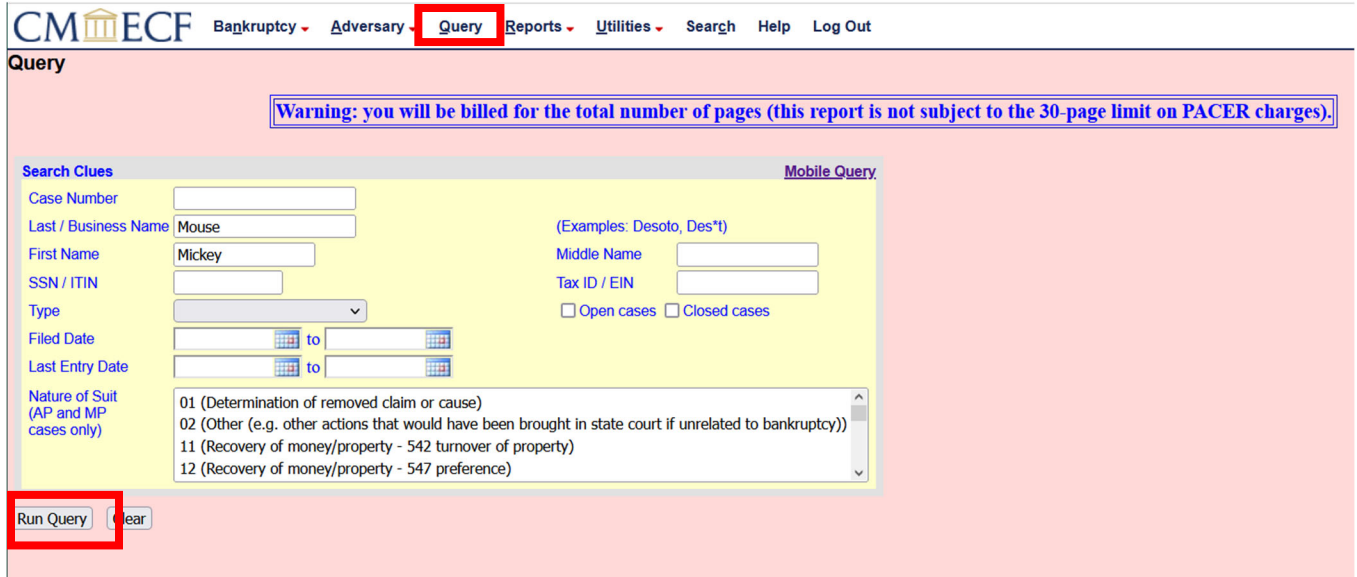
Clicking on **Adversary** in the main menu bar will take you to events related to an adversary proceeding.



Clicking on **Query** in the main menu bar will take you to a menu which will allow you to search for a specific party or case.



At the **Query** screen, enter the information you have and click on the **Run Query** button.



Results will appear on the next screen. If multiple results appear, select one of those listed.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Select a Case

There were 2 matching persons.
There were 2 matching cases.

Name	Case No.	Case Title	Chapter / Lead BK case	Date Filed	Party Role	Date Closed
Mouse, Mickey (pty) (1 case)	24-10018-M	Mickey Mouse	7	02/23/24	Debtor	N / A
Mouse, Mickey Mighty (pty) (1 case)	22-10181-M	Mickey Mighty Mouse	7	12/07/22	Debtor	N / A

The case header information will appear along with links to additional information.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

24-10018-M Mickey Mouse
Case type: bk Chapter: 7 Asset: No Vol: v Judge: Terrence L. Michael
Date filed: 02/23/2024 Date of last filing: 02/26/2024

Mobile Query

Query

Alias	Status
Associated Cases	Trustee
Attorney	Mailing Matrix by Case
Case Summary	Mailing Labels
Creditor List	View Document
Deadline/Schedule	Filing Fee
Docket Report ...	Claims Register
Filers	
History/Documents	
Motions Report	
Notice of Bankruptcy Case Filing	
Party	
Related Transactions	

Clicking on **Reports** in the main menu bar brings several reports from which you may choose.



CM/ECF Bankruptcy ▾ Adversary ▾ Query **Reports ▾** Utilities ▾ Search Help Log Out

Reports

Frequently Used
[Cases](#)
[Claims Activity](#)
[Claims Register](#)
[Docket Activity](#)
[Docket Report](#)

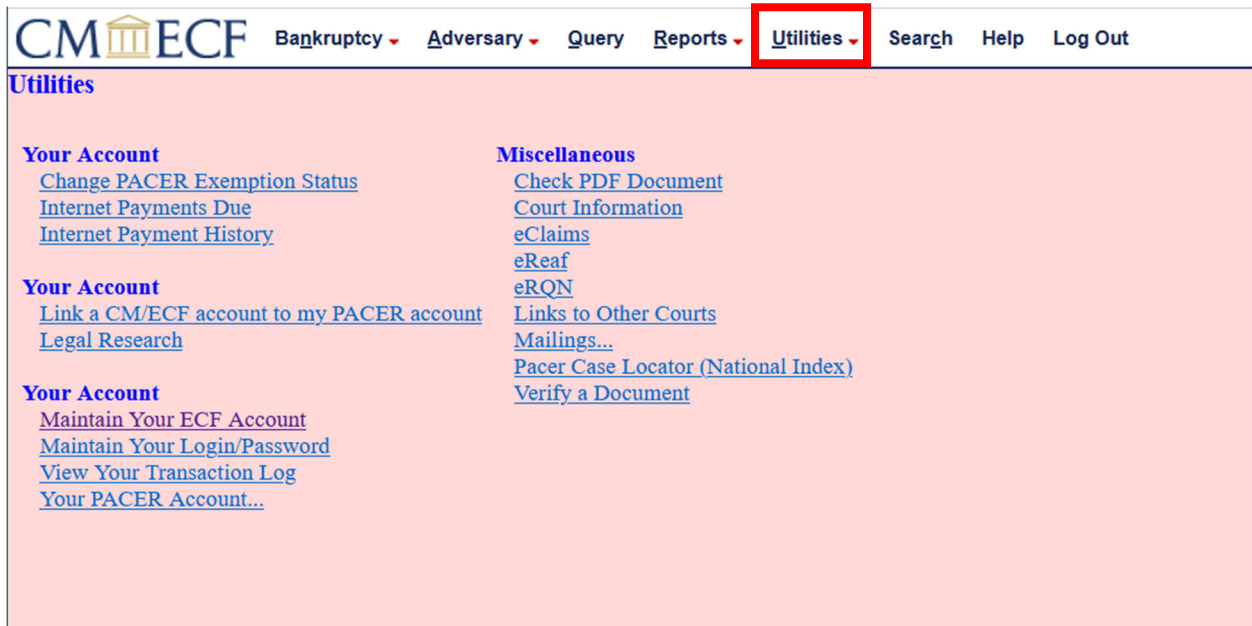
Calendar
[Calendar Events](#)

Deadlines
[Case Aging](#)
[Deadlines/Hearings](#)

Fees
[Professional Fees Applied For/Awarded](#)
[Professional Fees Awarded](#)

Miscellaneous
[Full-Text Search](#)
[Judgment Index](#)
[Mailing Matrix by Case](#)
[Motions](#)
[Summary of Activity](#)
[Written Opinions](#)

Clicking on **Utilities** in the main menu bar brings several for maintaining your account, switching the client information, and other items.



CM/ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ **Utilities ▾** Search Help Log Out

Utilities

Your Account
[Change PACER Exemption Status](#)
[Internet Payments Due](#)
[Internet Payment History](#)

Your Account
[Link a CM/ECF account to my PACER account](#)
[Legal Research](#)

Your Account
[Maintain Your ECF Account](#)
[Maintain Your Login/Password](#)
[View Your Transaction Log](#)
[Your PACER Account...](#)

Miscellaneous
[Check PDF Document](#)
[Court Information](#)
[eClaims](#)
[eReaf](#)
[eRON](#)
[Links to Other Courts](#)
[Mailings...](#)
[Pacer Case Locator \(National Index\)](#)
[Verify a Document](#)

Select **Logout** from the main menu bar when you are ready to log off the System or change from your Trustee account to your private attorney Login.



Clicking on Help from the main menu bar will bring up a context help file. This file will list help for items that are currently displayed on the page. The help file displayed will be different depending on what page you are on when you click on the Help icon.



If you have any questions regarding filing in the CM/ECF system, you can contact the CM/ECF Helpdesk using one of the following methods.

Phone: 918-699-4072

Email: cmecf@oknb.uscourts.gov

