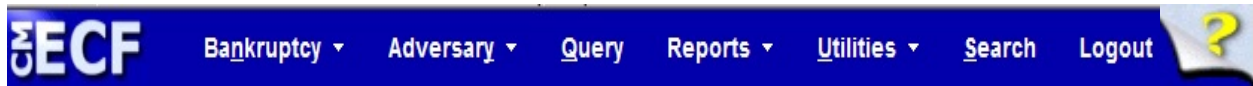


Utilities



“Utilities” is one of the main items on the blue banner Main Menu (*see* above) that appears immediately after a user logs in. By using “Utilities”, the user can manage his or her ECF and PACER accounts, obtain access to case mailing information, and verify the filing and authenticity of electronically filed documents. The options which appear after the user clicks on “Utilities” are listed below. Click on the desired hyperlink if you wish to go directly to that section.

Your Account

- [Change Your Client Code](#)
- [Change Your PACER Account](#)
- [Internet Payment History](#)
- [Internet Payments Due](#)
- [Maintain Your ECF Account](#)
- [Review Billing History](#)
- [View PACER Account Information](#)
- [View Your Transaction Log](#)
- [Clear Default PACER Login](#)

Miscellaneous

- [Mailings . . .](#)
- [Verify a Document](#)

New R3.1 Menu Items

- [Court Information](#)

IMPORTANT NOTE

The items on the **Your Account** menu will allow you to access and manage your ECF account and your PACER account as long as you have your PACER account associated with your ECF login.

To associate your ECF login to your PACER account, go to “**Reports**” or “**Query**” and click on any menu item. You will be prompted for your PACER login and password. If you click the box reading “**Make this my default PACER login**”, you will not need to enter it again, and you will have all of the options listed here on your Utilities menu. If you do not do this, the options that allow you to manage your PACER account will not appear on your menu.

Change Your Client Code

This option allows entry of a new client code which is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty-two alphanumeric characters long. It is used for reporting charges made to the current PACER account.

STEP 1. Click on **Utilities**, then, under the **Your Account** heading, click the **Change Your Client Code** hyperlink.

STEP 2. Enter a new client code.

STEP 1. Click **Submit** to continue or **Clear** to reset.

STEP 2. Click on Main Menu option of your choice to continue.

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Change Your PACER Account

This screen lets you specify the PACER account to be charged for accessing ECF data. You will still have the privileges of the ECF account you used to start this session.

- STEP 1.** Click on **Utilities**, then, under the **Your Account** heading, click the **Change Your PACER Account** hyperlink.
- STEP 2.** Enter PACER login, password, and an optional client code.
- STEP 3.** If you check the box labeled "Make this my default PACER login", the one you enter here will replace any default you specified previously (if you establish a default, you will not be asked for a PACER login when you request data).
- STEP 4.** Click **Login** to continue or **Clear** to reset.
- STEP 5.** Click on Main Menu option of your choice to continue.

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Internet Payment History

This option will allow you to review internet payments made for a specified time period.

- STEP 1.** Click on **Utilities**, then, under the **Your Account** heading, click the **Internet Payment History** hyperlink.
- STEP 2.** By default, payments made within the last month are listed. If you want a different date range, enter the desired beginning and ending dates.
- STEP 3.** Click **Run Report** to continue or **Clear** to reset.
- The report lists all Internet payments that you have made for the specified period.
 - The payments are listed in order by receipt date from earliest to latest.
- STEP 4.** Click on Main Menu option of your choice to continue.

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Internet Payments Due

This option is relevant ONLY if you have outstanding unpaid filing fees.

STEP 1. Click on **Utilities**, then, under the **Your Account** heading, click the **Internet Payments Due** hyperlink.

The Electronic Payment window displays a summary of outstanding charges.

Charges are listed in date order from earliest to latest.

STEP 2. Click on **Pay Now** to pay your outstanding fees or **Continue Filing** to exit the window. Procedures for payment of fees are set forth in [ECF Filing Basics](#).

STEP 3. Click on Main Menu option of your choice to continue.

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Maintain Your ECF Account

This function allows you to update your personal information and instructions about e-mail notification.

STEP 1. Click on **Utilities**, then, under the **Your Account** heading click on **Maintain Your ECF Account** hyperlink.

- The **Maintain User Account** screen appears.
- Make appropriate changes or additions to your name, address, telephone number and/or fax number.

STEP 2. Click the **Email information** button to update how you want to be notified of ECF filings and the e-mail address at which you want to receive notification.

- The e-mail information for your account appears.
- Primary e-mail address** - Specify the complete e-mail address desired.
- Send the notices specified below** - Select either or both of the options: to my primary e-mail address and/or **to these additional addresses** and add additional e-mail addresses in the text box.
- To receive notices for a case in which you are not involved, check the box for **Send notices in these additional cases** and enter the case number(s) in the text box.
- Format notices** - Select appropriate format: Either **html format** (for Netscape or ISP e-mail service) or **text format** (for cc:Mail, GroupWise, or other e-mail service).
- Click **Return to Account screen** to continue making changes to your account and/or to submit changes once completed.

STEP 3. Click the **More user information** to make changes to your password.

- When you change your password, the new word is readable but only once. When this screen displays again, the password will be shown as *****.
- The groups to which you belong are listed. Group membership determines which functions you may use.
- Click **Return to Account screen** to continue making changes to your account and/or to submit changes once completed or click **Clear** to clear changes you may have made.

STEP 4. After all changes/additions have been made, click **Submit**. The system will display all cases you are involved in.

Update All is the default selection. Click **Submit** to have address changes saved to all cases. To have changes saved to specific cases only, hold down the <Ctrl> key while clicking on specific cases before clicking **Submit**.

The updated information will be displayed.

STEP 5. Click on Main Menu option of your choice to continue.

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Review Billing History

This option displays the number of ECF pages accessed and charges incurred for the PACER account you are currently using.

STEP 1. Click on **Utilities**, then, under the **Your Account** heading, click on **Review Billing History** hyperlink. If pop-up windows are not blocked, a new browser window for the PACER Service Center will appear. Otherwise, the user is directed to click a hyperlink to access the PACER Service Center.

- Court Selection** - Select either “All Courts” or individual courts from the drop-down list.
- Date Range** - Select the radio button for “Today”, “this Week”, “this Month”, “this Quarter, or “other date range”. For “other date range”, enter the date range for which you want to see the billing data.
- Sort Order** - If you entered client codes when you accessed ECF, the charges are totaled for each code. You can sort the report by date the charges were incurred, by client code, by court/date, or by court/client code .
- Display** - Select either the “Details” or “Summary” radio button as desired.
- View** - Select either the “Formatted Report” or “Download Report” radio button as desired.

STEP 2. Click **Run Report** to continue, **Clear** to reset selection criteria, or **Close** to exit. If **Run Report** is selected, a Billing History Report will display.

STEP 3. Once completed, click on **Close** to exit, and then click on the ECF Main Menu option of your choice .

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View PACER Account Information

This option displays the current PACER login name and current client code, if any, which you used to log in.

STEP 1. Click on **Utilities** from the Main menu, then click on **View PACER Account Information** hyperlink.

- System displays the current login name and any current client code.

STEP 2. To continue, click on the Main Menu option of your choice.

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View Your Transaction Log

This option displays details of all transactions (filing of documents, order upload, etc.) in ECF on or between the dates you specify.

- STEP 1.** Click on **Utilities** from the Main menu, then click on **View Your Transaction Log** hyperlink.
- STEP 2.** Enter the start date and end date for the report you want displayed.
- STEP 3.** Click **Submit** to continue or **Clear** to reset the dates.
- A list of all your transactions in ECF during the specified dates displays. [**NOTE:** If the transaction log is lengthy, you can press <Ctrl> <F> on your keyboard (or click on “Find (on This Page)” from the “Edit” menu on your browser) to bring up a search window.]
 - To print the transaction log, click on **Print** from your browser toolbar.
- STEP 4.** To continue, click on the Main Menu option of your choice.

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Clear Default PACER Login

This option removes the Default Pacer Account set up as discussed in [page 1](#) of these *Procedures*.

- STEP 1.** Click on **Utilities** from the Main menu, then, click on **Clear Default PACER Login** hyperlink.
- STEP 2.** The language “**Default Pacer Account now removed**” will appear on the screen. You will no longer be able to manage your PACER account through “Utilities”.
[**NOTE:** To set up a new default PACER association, *see* the instructions on [page 1](#).]

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Mailings...

This option gives you access to Creditor Mailing Matrix, Mailing Info for a Case, and Mailing Labels by Case.

Creditor Mailing Matrix - Displays creditor names/addresses for a single case.

STEP 1. Click on **Utilities** and, under the **Miscellaneous** menu, click on **Mailings...**, then, click the **Creditor Mailing Matrix** hyperlink.

Case Number - Enter the case number of the bankruptcy case (*i.e.*, not an adversary case) in YY-NNNNN format.

Special Mailing Group - Select "All" to include all special mailing groups, select specific group(s) to display the names and addresses of include only their members, or leave blank to exclude special mailing group members.

STEP 2. **Format** - Select either a "3 columns" format or a "raw data format" (pipe-delimited).

STEP 3. Click **Run Report** to continue or **Clear** to reset the selections.

Mailing Info for A Case - Displays a list of those who receive e-mail notices and those who require manual noticing.

STEP 1. Click on **Utilities** and, under the **Miscellaneous** menu, click on **Mailings...**, then, click the **Mailing Info for A Case** hyperlink.

Enter the case number of the bankruptcy case (*i.e.*, not an adversary case) in YY-NNNNN format.

STEP 2. Click **Submit** to continue or **Clear** to reset. Hyperlinks to Creditor List and to [Mailing Matrix](#) will also appear on this screen.

Mailing Labels by Case - Displays name/address data for a category of people in label format.

STEP 1. Click on **Utilities** and, under the **Miscellaneous** menu, click on **Mailings...** then, click the **Mailing Labels by Case** hyperlink.

- Enter the case number of the bankruptcy case (*i.e.*, not an adversary case) in YY-NNNNN format.
- Check the box in front of “All” to select all participants for the case, or select one or more of the participants/groups in the case from the available selections . **NOTE:** Clicking on one or more of the individual selections while holding down the <Ctrl> key will deselect the ALL category and give you a listing of only those participant group(s) selected.
- The only print format available is “3 column”.

STEP 2. Click **Next** to continue or **Clear** to reset the options.

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Verify a Document

This option allows you to verify that a document has been filed.

- STEP 1.** Click on **Utilities** from the Main menu and, under the **Miscellaneous** menu, click on the **Verify a Document** hyperlink.
- STEP 2.** Enter the case number using YY-NNNNN format for bankruptcy cases and YY-NNNN format for adversary cases.
- STEP 3.** Enter the document number you wish to verify.
- STEP 4.** Click **Next** or **Clear** to reset.
- STEP 5.** If the case and document numbers are valid, the following items are displayed:
- Case Number and Title** - Click on the number and name(s) hyperlink to view the case docket.
 - Docket entry** - The filed date, document number, and docket text of the entry in which the document was filed are listed. Click on the document number hyperlink to view the PDF document.
 - File size is** - The size of the document in bytes is displayed. [**NOTE:** 1,048,576 bytes = 1 megabyte (MB).]
 - Original Signature(s) and Verified Signature(s)** - Lists the document number, document description, original filename and electronic document stamp. [**NOTE:** If these are not shown, there is no PDF document associated with the docket entry.]
 - Verification** - States whether the original and verified signatures are the same or different.

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Court Information

By clicking on **Utilities** on the ECF Main Menu Bar, and then clicking on the **Court Information** hyperlink within the **New R3.1 Menu Items** heading, the user can obtain the following information:

- Court Details**, which includes the Court's name, ECF software version, ECF go live date, maximum PDF file size, and maximum merge document size.
- Court Locations**, which includes the Court's name, address, telephone number for both offices, and the Court's hours in the Portland office.
- PACER Details**, which includes the address, telephone number, and e-mail address for the PACER Service Center.
- Flag Definitions**, which provide a "translation" for the codes used in case flags (*e.g.*, Code **727OBJ** means an objection to the discharge of the debtor).

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