

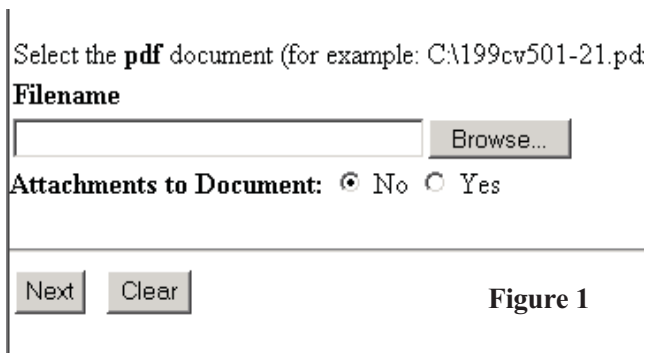
## CM-ECF Glossary

### Adobe Acrobat

Application used almost universally to create and view "PDF" documents. "Adobe" created the "PDF" format.

### Attachment

An additional supporting document (in PDF format) filed electronically with a pleading. **Proposed orders are attachments to motions and applications.** In order to include an attachment with your pleading, change the default from "No" to "Yes". (See **Figure 1.**)



Select the **pdf** document (for example: C:\199cv501-21.pdf)

**Filename**

**Attachments to Document:**  No  Yes

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**Figure 1**

### Automatic E-mail Notification

A CM-ECF feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.

### Browse

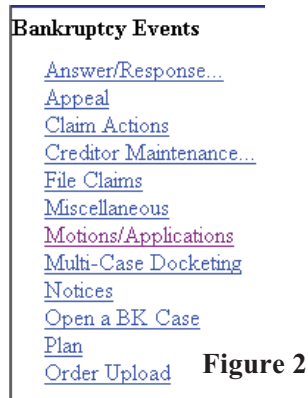
A Windows operation of navigating through directories via a mouse to select a specific file. Every time you file a pleading, you will "browse" to locate and the proper PDF document associated with your pleading. (See **Figure 1.**)

**Browser**

A browser is a software program which provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from WEB servers. Netscape Navigator and Internet Explorer are the two most popular WEB browsers. Only Netscape Navigator is guaranteed to work with CM/ECF.

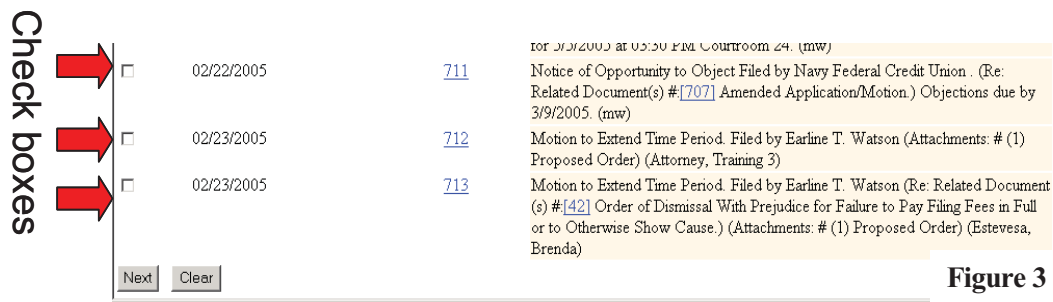
**Category**

In CM-ECF, a category is a classification of similar document types. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections. (See Figure 2.)



**Check Box**

A control object a user can click to include choices from a list. Check boxes are designed so that you can chose one or more items from a list. (See Figure 3.)



## CM-ECF

Case Management/Electronic Case Filing is the Administrative Office's new application that will revolutionize the way we do business, completely replacing BANCAP with "next generation" case management capabilities. With CM-ECF attorneys can file cases and documents electronically via the Internet.

### Default

A Default is a common suggested value displayed by CM-ECF on a screen. Like BANCAP, many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you type over them.

### Docket

The act of placing a document on the court's docket electronically (synonym: file).

### Document Type

In CM-ECF, Document Type describes a specific filing or event with similar characteristics within a case which behaves uniquely from other document types.

### Drop Down Box

A window listing selections of data alphabetically in a text box. They are used throughout CM/ECF for making selections. When you see the selection you want to make, click to highlight it. To make multiple selections, hold your control key down when making the second (third, etc.) selection. (See Figure 4.)

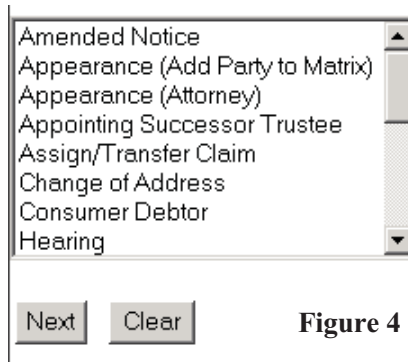


Figure 4

**Electronic Deficiency Notice (EDN)**

When an e-filer mis-files or fails to file the appropriate pleading or PDF, or does not make the appropriate associations between two or more pleadings, the case administrator will issue an EDN notifying the e-filer (and all other e-filers in the case) of the problem. The e-filer must correct the problem within 72 hours of receiving the EDN.

Since all e-filers receive electronic notification of all activity in their cases, even the parties who did not file the incorrect pleading will receive notice of the EDN.

**Event**

In CM/ECF, the term event refers to a pleading. Any of the pleadings or selections in a drop down box, may be referred to as an "event."

**File**

The act of placing a document on the court's docket electronically (synonym: docket).

**Hypertext (HTML) Link**

A hypertext link is a URL imbedded in an html (hypertext markup language) document most often underlined. It permits the user to move from one area (or topic) to another in a Web based program.

**Notice of Electronic Filing**

An electronic document produced by CM-ECF which certifies each filing with the U.S. Bankruptcy Court.

**PDF Document**

A "Portable Document Formatted" document is a type of imaged document created by Adobe Acrobat. To be filed in CM-ECF, all documents must be in "PDF" format with the exception of the creditor list (matrix) which must be uploaded in a text (.txt) format

**Pleading**

The legal document you are filing with the Court.

## Radio Button

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

## Upload

The process of browsing to locate the PDF document for your pleading is referred to as uploading the PDF. (See Figure 1.)

This Court also has a separate event or pleading called “Order Upload.” This is the pleading or event used to file or “upload” orders into the Court’s separate electronic order (E-Orders) processing program. The E-Order program allows the Clerk’s Office, law clerks, and Judge Teel to process and manage all orders electronically. (See Figure 5.)



**Please see the Orders section of this User’s Guide for specific instructions on how this Court requires proposed orders to be filed. First, you must attach your proposed order to your motion, and second you must upload the order into the Court’s E-Order program.**

## URL

URL is short for Universal Resource Locator. URLs are the naming scheme used to find Web pages. A URL is similar to a street address. The URL for the U.S. Bankruptcy Court for the District of Columbia website is: [www.dcb.uscourts.gov](http://www.dcb.uscourts.gov)