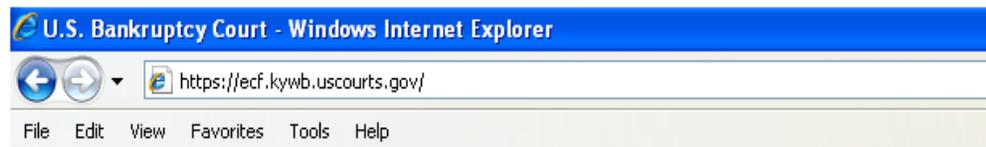


# Accessing CM/ECF

The CM/ECF system is a web based software program. CM/ECF court users process cases through the federal courts' restricted intranet while attorneys and other public users will submit pleadings and view case data from the internet. Both court and external users have different levels of access to screens via menu selections and functionality as determined by their needs.

- STEP 1** To access the court web site, open Internet Explorer or FireFox and enter the URL (address) of the court's computer in the browser's Location field. **www.kywb.uscourts.gov** (See **Figure 1.**) Familiarity with browser navigation and functionality is recommended for successful and efficient use of this system.



**Figure 1**

- NOTE:** For quick access to this site in the future, set a bookmark or create a button on your navigation bar, (See **Figure1.**)

The Back button and Forward button



on your

navigation bar can be used at any time. You will find that the Back button and the Forward button will allow you added flexibility in case processing.

## STEP 2 Logins and Passwords

Internet users (attorneys, trustees and, in some courts, certain creditors) will use two sets of logins and passwords; one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) access for queries and reports. Registered Internet users will see a login screen as pictured below in **Figure 2**.

**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.

*If you have lost or forgotten your password, [click here](#).*

**Authentication**

Login:   
Password:   
Client code:

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with [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.

**Notice**  
An access fee of \$0.08 per page or \$2.40 per document with an audio attachment, 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 3.5, Internet Explorer 7 and 8.*

**Figure 2**

Participants will initially enter their CM/ECF login and password which has been issued by the court on this screen. This login and password allows electronic filing of documents, not access to reports or queries.

Your **Login** and **Password** fields are case sensitive. A login of thomask should not be entered as ThomasK or THOMASK. The password must be a minimum of 8 characters, and must include both upper and lower case alphabetic characters. In addition, the password must contain at least one digit or special character [e.g., 0-9, @, #, \$, %, &, \*].

The **client code** field is optional and is used for PACER users to associate this activity to specific customers.

If an error is made before submitting the screen, clicking on the [**Clear**] button will delete the data and allow you to reenter information.

This login screen will subsequently appear when web users select any report or query selection from a CM/ECF menu. The PACER program charges 8¢ per page. However, the user will be advised of how many pages they have selected before accepting the information. After running a report, a PACER summary of pages and costs will appear at the end. PACER information and registration is available at <http://pacer.psc.uscourts.gov/>.

The PACER Service Center bills users only when annual usage exceeds \$9.99, e.g., If on December 31, a participant owes \$9.56, no bill will be issued for that year and a new billing cycle will begin January 1 of the next year.

All users are personally responsible for activity with their logins. Participants can also be given access to maintain their login and password, address and e-mail preferences.

The PACER site also offers free Internet access to a series of CM/ECF tutorials for attorneys and other web users through a series of Computer Based Training (CBT) modules. No login or password or charge is required for this feature. The lessons can be done at your PC in individual modules at the convenience of the student. Screens replicate the CM/ECF environment and are interactive. Access to this resource is at <http://www.pacer.psc.uscourts.gov/ecfcbt/>.

**STEP 3** The CM/ECF MAIN MENU screen is pictured in **Figure 3**.



**Figure 3**

Access to the various modules are provided by the blue Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view or print a docket sheet, generate reports or maintain the system.

This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.