

## **What is Case Management/Electronic Case Filing (CM/ECF)?**

**Answer:** CM/ECF is an electronic system that allows attorneys to file petitions and other electronic documents with designated United States Courts through the Internet by using a standard web browser. In addition, it allows court personnel to manage the case electronically.

The result is a completely electronic “case file” that does not have any papers associated with it at the court. Therefore all case information is available for examination electronically through the Internet, again through the use of a standard web browser.

The CM/ECF system uses standard computer hardware, an Internet connection and a browser, and accepts documents in Portable Document Format (PDF). The system is easy to use - filers prepare a document using conventional word processing software, then save it as a PDF file. After logging onto the court’s ECF system with a court-issued password, the filer enters basic information relating to the case and document being filed, attaches the document, and submits it to the court. A notice verifying court receipt of the filing is generally automatic. Other parties in the case then automatically receive e-mail notification of the filing. (April 23, 2003)