

Accessing CM/ECF

How to Access the System

STEP 1 Users can get into the system via the Internet by going to:

<https://ecf-train.miwb.uscourts.gov/>

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. (See Figure 2a)

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://www.pacer.gov>.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

Authentication	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.
Login: <input type="text"/>	<input type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.
Password: <input type="password"/>	
Client code: <input type="text"/>	

Login

Notice
An access fee of \$0.10 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 using Firefox and Internet Explorer 8 and 9.

Figure 2a

Your **Login** and **Password** fields are case sensitive. A login of thomask should not be entered as Thomask or THOMASK. The password cannot exceed 8 characters and should not include special characters (%,#,\$,%). The **client code** field is optional and is used for PACER users to associate this activity to specific customers.

Please read the “Notice of Redaction Responsibility” and check the box.
Click “Login”

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.

NOTE The date you last logged into the system will appear at the bottom left of this screen.

You should review this information each time you log in for security reasons. If you believe or suspect someone is using you log in and password without permission, changer your password immediately, then telephone the Court’s Help Desk at (616)456-2799.