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ECF Express™

Helps You File Post-Petition Documents

ECF Express simplifies uploading amendments, adding creditors, and submitting supplemental documents by automating certain portions of the process on the court's website.

How to use ECF Express:

1. If your case has been filed and there is a case number in the Filing Information tab of the Voluntary Petition, the **ECF Express** button will appear in the ECF Manager. (If you have just completed a OneTouch® filing, you will need to close then re-open the ECF Manager from the Forms and Schedules Menu.)
2. Click the **ECF Express** button. In the Attorney Login tab, enter your CM/ECF login name and password. (If you are using PACER, click the Pacer tab and add your PACER login name and password.)
3. Click the **Login Now** button. *ECF Express will connect to the court's website and log into your CM/ECF account and PACER account, if applicable.*
4. The Bankruptcy Events page will open in the ECF Express window. The ECF Express window works just like a web browser: At the top of the screen there is a toolbar with buttons for the following basic internet functions: **Back, Forward, Refresh, Stop, Print, Save to disk**. There are also two buttons included to aid in court specific functions, the **JT** button to assign a judge and trustee and a button with a green \$ that takes you to the list of Internet payments due.
5. *ECF Express will log into the court's website and open the Bankruptcy Events page.* Select your desired event. (The "Miscellaneous" and "Other" links are common options for post-petition filings. Your court's website may list different options than these.)
6. Select the type of file you are submitting to the court and click **Next**.
7. Here you are required to select your party. *ECF Express automatically selects the Debtor and Joint Debtor (if applicable).* Click **Next** or **Submit** to continue.
8. A window appears asking you to browse for your file. Click the **Browse** button.
9. You'll notice that *ECF Express automatically opens to your client's file in the ECF folder*, where your clients' electronic documents are stored. Select your document and click **Open**.
10. The filename and path have been added to the entry field. Click **Next** or **Submit** to continue.
11. Verify and confirm the docket text, and that's it! A receipt will appear that you can print for your records or save an electronic version of the page using the  button at the top toolbar. When finished, you can click the "Bankruptcy" Link in the top toolbar to continue filing other post-petition documents in the same session.
12. Upon completion of the filing, *an ECF Express Log, which contains every screen you accessed during your CM/ECF filing, will be saved in the ECF Manager.* You can view the log by highlighting the file and clicking the **View File** button.

