
TABLE OF CONTENTS

| | |
|---|-----------|
| Introduction | 3 |
| Hardware and Software Requirements | 5 |
| Registering for CM/ECF | 7 |
| Who Must Register | 7 |
| How to Register | 7 |
| Associating or Dissociating your CM/ECF and PACER Accounts ... | 8 |
| Logging in | 10 |
| Using CM/ECF | 11 |
| Filing a Document | 11 |
| Navigating Specific Docketing Screens | 14 |
| Note | 14 |
| Party Filer | 15 |
| PDF Document | 16 |
| Related Previous Entries | 18 |
| Relief | 20 |
| Service | 22 |
| CM/ECF Events | 23 |
| Viewing A Pacer Report | 24 |
| Viewing the Service List for a Case | 25 |

| | |
|--|-----------|
| Updating Your Account Information | 26 |
| Logging Out | 27 |
| Notice of Docket Activity | 28 |
| Electronic Access to Sealed Documents | 29 |
| Creating Hyperlinks Between Documents | 30 |
| Frequently Asked Questions | 32 |
| Glossary of Terms | 43 |
| Index of Document Categories and Available Document Options | 46 |
| General Order No. 2 | 48 |

INTRODUCTION

Case Management/Electronic Case Files (CM/ECF) is an automated case management system that allows the public to file documents over the Internet and provides courts with the ability to make electronic documents available to the public through the Public Access to Court Electronic Records (PACER) program. Except as otherwise prescribed by local rule or order, all cases will be assigned to the BAP's electronic filing system. Effective July 13, 2010, use of CM/ECF is mandatory for all attorneys filing in this court, unless they are granted an exemption. Documents filed by pro se parties, documents exceeding 6.5 megabytes and motions to seal cannot be filed electronically.

The CM/ECF system is easy to use; a filer creates a document using conventional word processing software and converts it to Portable Document Format (PDF). After logging on to CM/ECF, the attorney filer enters basic information relating to the document, attaches the PDF file and submits it to the BAP. A notice verifying receipt of the filing is automatically generated and emailed to case participants with an active CM/ECF account.

There are no additional fees for filing documents using CM/ECF. Litigants receive one free copy of documents that are electronically filed in their cases, which they can save or print. Additional copies are available through PACER at a cost of \$0.08 per page, with a maximum charge of \$2.40 per document. Copies of court opinions are available at no charge.

All filers must redact social security or tax identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses in compliance with Fed. R. App. P. 25(a)(5), Fed. R. Civ. P. 5.2, Fed. R. Crim. P. 49.1 or Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

HARDWARE AND SOFTWARE REQUIREMENTS

Browser/Operating System: A Windows-based Personal Computer with Internet Explorer 6.0 (or higher) or Mozilla Firefox 3.0 (or higher); or a 64-bit, Intel-based Macintosh with OS X Snow Leopard 10.6 (or higher) is required. [Click here](#) to view the current browser standards for CM/ECF.

Cookies: To operate CM/ECF, your browser must be set to accept all cookies. The instructions for enabling cookies will vary, depending on the browser you are using. Select the **Help** option on your browser's tool bar to find the appropriate instructions for your system.

Email Account: The size of your email account must be sufficient to receive Notices of Docketing Activity (NDAs). This may exceed the size allocated for free email accounts. In general, an account with storage space of at least 100 megabytes is sufficient. You must insure that the spam filter operation on the network and computer receiving the email are set to allow notices from BAP01NoticeDocketActivity@ca1.uscourts.gov

Internet Connection: A cable modem or digital subscriber line (DSL) is recommended. A dial up connection is technically feasible, but it will be too slow for most users.

Java: Java Version 6 Update 1 (or higher) is required to operate CM/ECF. To verify you have Java Version 6 Update 1 (or higher), go to www.java.com and select the **Do I have Java?** link. If you need to download or update Java, click the **Free Java Download** button and follow the instructions on the screen.

PDF Conversion Software: WordPerfect versions 9 and higher include the capability to

convert text documents to PDF by selecting **File > Publish to PDF** from the toolbar. Microsoft Word does not include PDF conversion software, but you can use Adobe Acrobat Writer, or download PDF conversion software from another source. A computer based training course on converting documents to PDF is available on the PACER Service Center website. To view the training module, go to the PACER website and select **CM/ECF > Training > District > Computer-Based Training Modules > Converting Documents to PDF**, or [click here](#).

Pop-Up Blocker: To operate CM/ECF, your pop-up blocker must either be turned off, or set to allow pop-ups from www.bap1.uscourts.gov.

Scanner: Paper documents should be scanned into PDF at 300 - 600 pixels per inch (PPI), with a “black and white” setting.

Screen Resolution: The minimum recommended screen resolution is 1024 x 768 pixels. If the screen resolution is lower, relevant information may not readily display.

Word Processing Software: You can use WordPerfect, Microsoft Word or any other word processing software that will allow you to convert text documents to PDF.

REGISTERING FOR CM/ECF

Who Must Register:

Effective July 13, 2010, use of CM/ECF is mandatory for all attorneys filing in this court, unless they are granted an exemption. In order to register for CM/ECF, attorneys must be admitted to practice before the BAP. An attorney is may be admitted, if the attorney is:

- (1) admitted to practice by and a member in good standing of the United States Court of Appeals for the First Circuit;
- (2) admitted to practice by and a member in good standing of a United States District Court within the First Circuit; or
- (3) admitted to practice by a United States Bankruptcy Court in the case or proceeding on appeal.

See 1st Cir. BAP L.R. 9010-1(d)

How to Register:

- 1.** Register with PACER for a PACER account if you or your law firm have **not** previously done so. You must have a PACER account to view documents. To register for a PACER account, go to the PACER Service Center website and select **Register for PACER > Register Now**, or [click here](#).
- 2.** Register with PACER for a BAP CM/ECF account. You must have a CM/ECF account to file documents. To register for a BAP CM/ECF account, go to the PACER Service Center website and select **CM/ECF > Appellate Filer > Registration**, or [click here](#).

3. Complete the Electronic Learning Modules (ELMs) listed on the BAP's website. Completion of the ELMs is not mandatory, however, the BAP strongly recommends you navigate through the ELMs to become familiar and comfortable with using CM/ECF.
4. Your request for a BAP CM/ECF account must be approved by the BAP before you can begin using the electronic filing system. The length of time required to process your registration will depend on the number of pending requests. You will receive email notification from the BAP once your registration has been approved.

Associating or Dissociating Your CM/ECF and PACER Accounts:

You have the option of associating your CM/ECF account with your PACER account. If you associate the two accounts, you will be able to access PACER from the **Reports** menu in CM/ECF without entering your PACER login and password. If you have more than one PACER account, however, you may not want to link your CM/ECF account to a specific PACER account.

1. To associate your PACER and CM/ECF accounts:
 - a. Log on to CM/ECF.
 - b. Select **Reports > PACER Report**.
 - c. The PACER login screen will display. Enter your PACER login and password and check **Make this my default PACER login**.
 - d. Click **Login**.
2. To dissociate your PACER and CM/ECF accounts:
 - a. Log on to CM/ECF.

- b.** Select **Utilities > Update My Account**.
- c.** Select the checkbox next to **Remove the default PACER login**.
- d.** Click **Apply**.

Logging In

1. Go to the website for the United States Bankruptcy Appellate Panel for the First Circuit, select **Electronic Filing (CM/ECF)** and click on the **ECF Login** link, or [click here](#).
2. The *BAP CM/ECF Login* screen will display. After reading the **IMPORTANT NOTICE OF REDACTION RESPONSIBILITY**, select the **checkbox** indicating you understand you must comply with the redaction rules.
3. Enter your BAP CM/ECF login and password at the prompt (*not* your PACER login and password) and click the **Login** button. These fields are case sensitive. The **Client Code** is optional.
4. The *Startup Page* window will open, along with a second window containing a large **CM/ECF** button. Do not close the window containing the large **CM/ECF** button. If the *Startup Page* opens in the background, click the large **CM/ECF** button to bring it to the forefront. If you accidentally close the *Startup Page*, click the large **CM/ECF** button to open it again.

Figure 1. CM/ECF Button

(INSERT IMAGE of Page)

USING CM/ECF

Filing a Document:

If you have filed documents electronically at a bankruptcy court, then you already have a good understanding of how CM/ECF works. The following is a general overview on filing a document using the BAP's CM/ECF system.

- 1.** Prepare the document you want to file and convert it to PDF.
- 2.** Select **Docketing > File a Document** from the menu bar on the *Startup Page*. The *File a Document* window will open.
- 3.** Enter the case number in the **Case** field and press the **Tab** key. After striking the tab key, the case number and a short caption of the case will appear at the top left hand side of the page. The case number and case caption will also appear in the white *Case Selection* box near the bottom of the screen (See 6. for a more detailed description). If this is the case in which you want to file a document, then continue.
- 4.** Select a document category from the scroll box on the left side of the screen. The category you select will determine which document options are available on the right side of the screen. Some document options are listed under multiple categories. For a complete list of the document options available under each category, refer to the **Index of Document Categories and Available Document Options**.
- 5.** From the right side of the screen, select the option that best describes the document you are filing.

6. If other cases are associated with the target case (the case number entered in the **Case** field), they will be listed in the **Case Selection** box near the bottom of the screen.

a. If the target case is the only case listed in the caption of the document, click **Continue** without selecting any additional cases.

b. If the caption includes multiple case numbers, the document must be filed in all captioned cases. Select the appropriate additional cases from the **Case Selection** box and click **Continue**. You should only select the cases that are listed in the caption of the document. If the caption includes case numbers that are not listed in the **Case Selection** box, you will have to file the same document in those cases separately, after you have finished this transaction.

7. A dialog box containing one or more warning messages may open after you click **Continue**. If this happens, please read the message(s) carefully. They are designed to help you avoid some of the more common errors associated with the type of document you are filing. If you realize an error was made, cancel the transaction and make the necessary corrections before proceeding.

8. The configuration of the screens that display after you click **Continue** on the *File a Document* screen will vary based on the document option you selected. Each screen is made up of individual sections. The sections are identified by a blue header and surrounded by a thin gray line that begins and ends on either side of the header. Many of the sections are relevant only for specific types of filings, and will not be part of every docketing transaction. Enter the requested information in each section and click **Continue** to proceed to the next screen until the *Docket Text* dialog box opens. For further information on navigating the individual sections that comprise the various docketing screens, refer to [Navigating Specific Docketing Screens](#).

9. If the *Docket Text* dialog box contains a free text field or drop down menu, enter or select the appropriate information.
10. Click **Continue** to open the *Event Review* dialog box. Please review the information in this dialog box carefully before completing the transaction. Verify the docket text is complete and you are filing the document in the correct case(s). The case number(s) the document is being filed in will be indicated in brackets at the end of the docket entry. You will not be able to edit the text on this screen, but errors can be corrected by using the **Back** button to modify previously entered information. If you want to cancel the transaction, click **Back**, followed by **Cancel**.
11. Once you have verified the docket entry is correct, click **Submit**. This is the point of no return. If you realize an error was made after clicking the **Submit** button, contact the case manager for assistance.
12. The *Event Docketed* dialog box will open. Click **OK**.
13. A browser window will open displaying the NDA for your filing, which you can save or print. This is your proof that the transaction was accepted by the BAP.

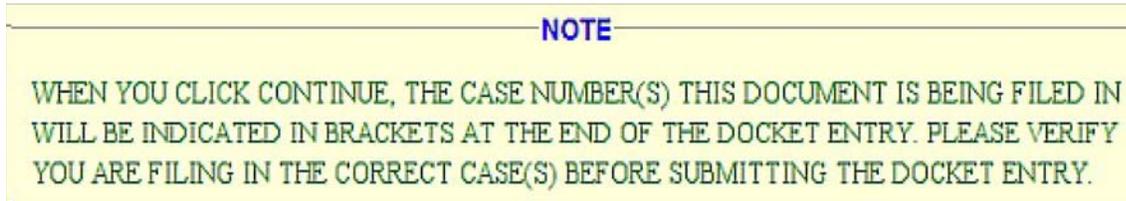
Navigating Specific Docketing Screens

The configuration of the screens that display after you click **Continue** on the *File a Document* screen will vary based on the document option you selected. Each screen is made up of individual sections. The sections are identified by a blue header and surrounded by a thin gray line that begins and ends on either side of the header. The, **Note**, **Party Filer**, **PDF Document** and **Service** sections appear in every docketing transaction. The **Additional Information**, **Related Previous Entries** and **Relief** sections are relevant only for specific types of filings, and will not be part of every docketing transaction.

Note:

The **Note** section is used to display a message to the filer. The messages are designed to help the filer navigate and avoid common errors. Messages that display in green font are relevant for every docketing transaction. Messages that display in red or blue font are customized for a specific type of filing and should be read carefully.

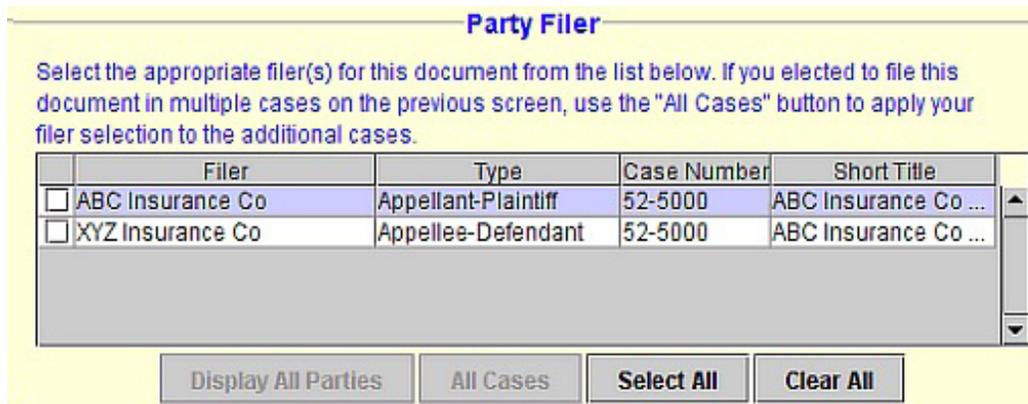
Figure 5. Note Section



Party Filer:

The **Party Filer** section is used to indicate the party filing the document. It lists the parties associated with the selected case(s); their party type; the case number; and the short title.

Figure 6. Party Filer Section



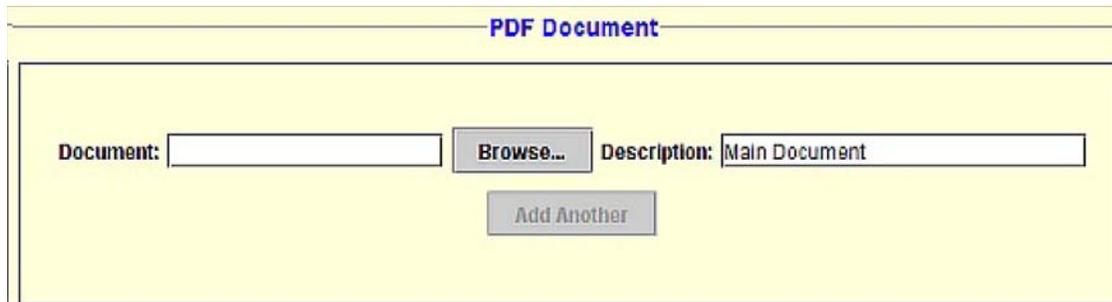
1. Select the checkbox to the left of the appropriate filer(s).
2. If additional cases were selected in the **Case Selection** box on the *File a Document* screen, you must select a filer for each case. If the filers are the same, select the appropriate filer(s) for the target case and click the **All Cases** button. CM/ECF will automatically select the same filer(s) in the additional cases. If the filers are different, scroll through the filer list and manually select the appropriate filer(s) for each case listed in the **Case Number** column.

3. The **Select All** and **Clear All** buttons can be used to select or clear all checkboxes in the list.

PDF Document:

The **PDF Document** section is used to attach the document to the docket entry.

Figure 7. PDF Document Section



The screenshot shows a yellow-bordered box titled "PDF Document". Inside the box, there are two input fields. The first is labeled "Document:" and is empty. To its right is a "Browse..." button. The second is labeled "Description:" and contains the text "Main Document". Below these fields is a button labeled "Add Another".

1. Attaching the Main Document:

- a.** Click **Browse** to open the *Select PDF document* dialog box.
- b.** Navigate to the PDF file you want to attach and verify you are uploading the correct document:
 - i.** Right click on the file name.
 - ii.** Left click on **Open with Acrobat**.
 - iii.** The PDF file will open in a separate window. Verify the document is complete, legible, in the proper order and does not contain sealed or sensitive information.

then you can enter each volume as a separate entry.

b. How to attach multiple PDF files to the same docket entry:

- i.** Click **Add Another** to add a new **Document** field, **Browse** button and **Description** field.
- ii.** Click the new **Browse** button to open the *Select PDF document* dialog box.
- iii.** Navigate to the PDF file you want to attach and verify you are uploading the correct document:

- (1)** Right click on the file name.
- (2)** Left click on **Open with Acrobat**.
- (3)** The PDF file will open in a separate window. Verify the document is complete, legible, in the proper order and does not contain sealed or sensitive information.
- (4)** Close the window containing the PDF file.

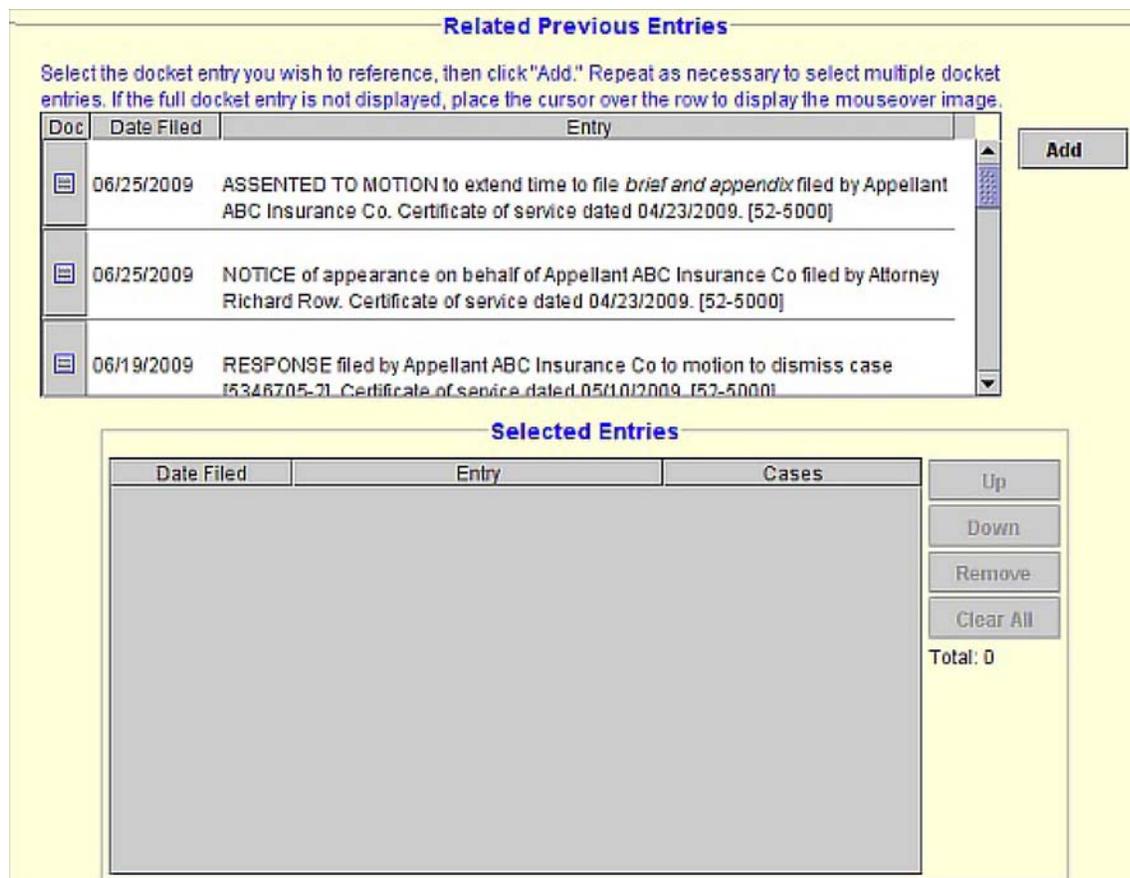
iv. Click **Open**. The *Select PDF document* dialog box will close and the full path of the selected file will be entered in the **Document** field.

v. The **Description** field will be blank. The information in the **Description** field is used to differentiate between attachments when multiple PDF files are attached to the same docket entry. Enter a description for the additional document in the **Description** field.

Related Previous Entries:

The **Related Previous Entries** section is used to link the current document to a previous docket entry.

Figure 8. Related Previous Entries Section



1. Select the docket entry you want to reference and click **Add**. Your selection will be added to the **Selected Entries** list. If the full docket entry is not displayed, place the cursor over the row to display the mouse over image. You can also click on the icon in the **Doc** column to view the attachment, but standard PACER access fees will apply.
2. Repeat as necessary to reference multiple docket entries.

3. To change the order of the selected entries, use the **Up** and **Down** buttons. To remove one selected entry from the list, use the **Remove** button. To clear all selections from the list, use the **Clear All** button.

Relief:

The **Relief** section is used to indicate the type of relief being sought in a motion.

Figure 9. Relief Section

Relief

Select the appropriate motion from the Description drop down menu and click "Apply."
Repeat as necessary to select multiple reliefs for the same document. The Category menu can be used to limit the available choices to a specific type of relief.

Category: (all reliefs) Description: Apply

Selected Reliefs

| Entry | Cases |
|-------|-------|
|-------|-------|

Up
Down
Remove
Clear All
Total: 0

1. Select a motion category from the **Category** drop down menu to filter the available options in the **Description** drop down menu. For a complete list of the options available under each category, refer to the [Index of Document Categories and Available Document Options](#).
2. From the **Description** drop down menu, select the option that best describes the type of relief you are seeking and click **Apply**. Your selection will be added to the **Selected Reliefs** list.
3. Repeat as necessary if multiple or alternative reliefs are requested in the same motion.
4. The selected reliefs will appear in the docket text in the order in which they are listed. To change the order of the selected reliefs, use the **Up** and **Down** buttons. To remove one selected relief from the list, use the **Remove** button. To clear all selections from the list, use the **Clear All** button.

Service:

The **Service** section is used to collect the date the document was served on the other parties to the appeal or review in accordance with Fed. R. App. P. 25.

Figure 10. Service Section

The image shows a screenshot of a form section titled "Service". The title is centered at the top in a blue font. Below the title, the text "Service Date:" is followed by a rectangular input field with a thin border. The entire section is enclosed in a light yellow border.

1. To manually enter the date, use one of the following formats:
 - a. mm/dd/yy or mm/dd/yyyy Example: 7/13/10
 - b. mm-dd-yy or mm-dd-yyyy Example: 7-13-10
 - c. mm.dd.yy or mm.dd.yyyy Example: 7.13.10
2. To select the date from a pop-up calendar:
 - a. Right click in the date field.
 - b. Click on the **Select Date from Calendar** pop-up button.
 - c. Click on a date in the pop-up calendar. Use the << button to go to the previous year without changing the month; use the >> button to go to the next year without changing the month; use the < button to go to the previous month; use the > button to go to the next month.

CM/ECF EVENTS

You have prepared your document, converted it to PDF and are now ready to file the document with the BAP. When you begin your docketing process on the BAP's CM/ECF system, you will begin at the Startup Page.

1. Select **Docketing > File a Document** from the menu bar on the *Startup Page*. The *File a Document* window will open.
2. Enter the case number in the **Case** field and press the Tab key.
3. Select the appropriate document category from the list box on the left side of the screen. Some document options are listed under multiple categories. (For a complete list of the document options available under each category, refer to the **Index of Document Categories and Available Document Options**.) The selection of categories that will appear on the File a Document screen include the following:

- Briefing Events
- Miscellaneous Events
- Attorney & Party Events
- Motion Events
- Response Events
- Reply
- Appeal to First Circuit

When you click on the button next to a particular category, the various document options under that category will appear in the right-hand box. Some categories will have one type of document, while others will include several options from which to choose. Some options will appear under more than one category for ease of filing for attorneys. Select the option that best describes the document you are filing.

VIEWING A PACER REPORT

Select **Reports** > **PACER Report** from the menu bar on the *Startup Page*. The PACER *Case Search Page* will open in a separate window. If nothing happens when you select **PACER Report**, it may be because you have your pop-up blocker on. To operate CM/ECF, your pop-up blocker must either be turned off, or set to allow pop-ups from *.bap1.uscourts.gov.

If you previously associated your CM/ECF account with your PACER account, you will be able to view a PACER report without entering your PACER login and password. Refer to [Associating or Dissociating your CM/ECF and PACER Accounts](#) for more information on linking the two accounts.

VIEWING THE SERVICE LIST FOR A CASE

All documents must include a certificate of service in compliance with Fed. R. App. P. 25. Prior to filing a document, you should review the service list for the case to determine if there are any attorneys or pro se litigants who require service via U.S. Mail. To view the service list and noticing requirements for a case, select **Reports > Service List** from the menu bar on the *Startup Page*. If nothing happens when you select **Service List**, it may be because you have your pop-up blocker on. To operate CM/ECF, your pop-up blocker must either be turned off, or set to allow pop-ups from *bap1.uscourts.gov

UPDATING YOUR ACCOUNT INFORMATION

All CM/ECF users are required to submit changes to their name, address, email, phone number, fax number and generation through the PACER Service Center. To access the PACER Service Center website from CM/ECF, select **Utilities > Update My Account** from the CM/ECF menu bar and click **Edit My Information**, or [click here](#). Enter your CM/ECF login and password at the login prompt and click **Verify Login**. Select **Personal Info/Address Updates > Update Address Info** and click the **Update** button next to the address you want to modify. Make the desired changes and click **Submit**. The updated information will be submitted to the BAP for processing. The length of time required to modify your account will depend on the number of pending requests. You will receive email notification from the BAP once your account has been updated.

LOGGING OUT

To ensure the application closes correctly, you should always log out to terminate the session.

1. From the menu bar, select **Logout > Logout CM/ECF**.
2. A *Confirmation Logout* dialog box will open. Click **Yes** to log out of the system and close all windows.

NOTICE OF DOCKET ACTIVITY

A notice of docket activity (NDA) is an email notice that is generated when a party or attorney files a document with the clerk's office, or when the BAP enters an order or takes other public action in a case. The notice includes the case name and number; date and time of filing; docket text; email and U.S. mail recipients; and hyperlinks to the docket report and any attached documents.

The top of the notice contains a disclaimer stating attorneys of record and pro se litigants may view the attached document(s) once free of charge ("one free look"). After that, a fee will be assessed. To avoid being charged a fee for subsequent views, the document should be saved or printed when it is first opened from the NDA.

The BAP may resend an NDA. NDAs are typically resent either because the original email was undeliverable, or because the original docket entry was subsequently modified by the BAP. NDAs that are resent due to an invalid email address are only sent to the recipient(s) whose email was updated. NDAs that are resent because the docket entry was subsequently modified by the BAP are sent to all original recipients and will indicate **Amended: Notice of Docket Activity** below the header. Note: If you receive an amended NDA for a document you filed, it is most likely because the document was filed incorrectly. The amended NDA will specify the type of error and indicate whether any further action is required. It should be reviewed as soon as possible to ensure progress of the case is not delayed and the error is not repeated in future filings.

ELECTRONIC ACCESS TO SEALED DOCUMENTS

Sealed Documents:

Documents in sealed cases, as well as sealed documents in public cases, are not available electronically. Sealed documents cannot be filed electronically.

CREATING HYPERLINKS BETWEEN DOCUMENTS

You can create a hyperlink to any electronic document filed in any federal appellate, district or bankruptcy court case.

1. Access PACER for the appropriate court and generate a docket report for the case in which the document was filed.
2. Copy the URL of the desired document:
 - a. Right click on the document link.
 - b. From the pop-up menu, choose **Copy Shortcut** or **Copy Link Location** (the option you see will depend on your browser). Note: Do not copy the URL from the browser's
3. Open the word processing document you are filing.
4. Highlight the text you want to use as the hyperlink.
5. If you are using WordPerfect:
 - a. From the **Tools** menu, choose **Hyperlink** to open the *Hyperlink Properties* dialog box.address bar when the document is open.
 - b. Press `Ctrl-V` to paste the URL into the **Document/Macro** field.
 - c. Click **OK**. The hyperlink text is now underlined and blue, indicating a hyperlink has been created.
 - d. Save the word processing document.
 - e. Convert the document to PDF by selecting **Publish to PDF** or **Publish to** from the **File** menu. Note: Do not use the **Print** option to convert the document to PDF. If you

are

using an earlier version of WordPerfect that does not have one of the ***Publish*** options, you must upgrade to Version 9 or higher.

6. If you are using Word:

- a.** From the **Insert** menu, choose **Hyperlink** to open the ***Insert Hyperlink*** dialog box.
- b.** Press **Ctrl-V** to paste the URL into the **Address** field.
- c.** Click **OK**. The hyperlink text is now underlined and blue, indicating a hyperlink has been created.
- d.** Save the word processing document.
- e.** Convert the document to PDF.
- i.** If you are using a version of Word that has an **Adobe PDF** menu, choose the **Convert to Adobe PDF** option.
- ii.** If you are using a version of Word that does not have an **Adobe PDF** menu:
 - (1)** Open Adobe Acrobat.
 - (2)** From the **File** menu, choose **Create PDF > From File** to open a navigation dialog box.
 - (3)** Navigate to the document you want to convert to PDF and click **Open**. A series of dialog boxes will open while the document is converting to PDF. When the conversion is complete, the document will be displayed in an Adobe Acrobat window with active hyperlinks.

FREQUENTLY ASKED QUESTIONS

Is CM/ECF mandatory at the First Circuit BAP?

Effective July 13, 2010, use of the electronic filing system is **mandatory** for all attorneys filing in this BAP, unless they are granted an exemption. *See* General Order No. 2.

How do I get an exemption?

Upon motion and a showing of good cause, the BAP may exempt counsel from the provisions of electronic filing. *See* General Order No. 2, Rule 1.

Do I have to register for an appellate CM/ECF account at the BAP if I have a CM/ECF account with another court?

Yes, you must register for a CM/ECF account in every court in which you intend to be a filer.

See General Order No. 2, Rule 2.

Do I have to register for a CM/ECF account if I have a PACER account?

Yes. A CM/ECF account is an authorization to file in a specific court, and is different from your nationwide PACER account.

Can I use another filer's CM/ECF login and password to file a document?

No. The filer under whose login and password the document is filed must correspond to the name that appears on the signature line. The login and password serve as the filer's signature for purposes of the Federal Rules of Appellate Procedure, the local rules of this court and any other purpose for which a signature is required in connection with proceedings before the BAP.

Can a firm use the same CM/ECF account for all of its attorneys?

No. Each attorney must have a separate CM/ECF account under his or her own name.

What are the requirements for registering for a BAP CM/ECF account?

In order to register for a BAP CM/ECF account, attorneys are required to be a member of the bar of the First Circuit Court of Appeals, or a United States District Court within the First Circuit, or admitted to practice by a United States Bankruptcy Court in the case or proceeding on appeal.

See 1st Cir. BAP L.R. 9010-1(d)

Are there any training requirements that must be met before I can use CM/ECF?

No. You are, however, strongly encouraged to complete the computer-based training modules listed on the BAP's website before using CM/ECF.

What is the cost for using CM/ECF?

There are no additional fees for using CM/ECF. Litigants receive one free copy of documents that are electronically filed in their cases, which they can save or print. Additional copies are available through PACER at a cost of \$0.08 per page, with a maximum charge of \$2.40 per document.

How do I register for a BAP CM/ECF account?

CM/ECF registration is handled by the PACER Service Center. To register for a BAP CM/ECF account, go to the PACER Service Center website and select **CM/ECF > Appellate Filer > Registration**, or [click here](#).

Will I be able to use CM/ECF immediately after I register with PACER for a

BAP CM/ECF account?

No. Your registration must be approved by the BAP before you can begin using CM/ECF.

Registrations are generally processed within three business days. You will receive email notification from the BAP once your registration has been approved.

Should I choose HTML or Text as my noticing preference when I register for CM/ECF?

Choose HTML. The hyperlinks included in NDAs will not work if you select Text.

Can I get a daily summary of all my notices instead of an individual NDA for each docketing transaction?

Yes. PACER gives you the option of receiving a daily summary or individual notices when you register for CM/ECF. The default value in the **Frequency** field is `Each Transaction`. To receive a daily summary, change it to `Daily Summary`.

To change the noticing frequency for an existing account, select **Utilities > Update My Account** from the CM/ECF menu bar and click **Edit My Information**, or [click here](#). Enter your CM/ECF login and password at the login prompt and click **Verify Login**. Select **Personal Info/Address Updates > Update Noticing Preferences**. Change the **Frequency** to `Daily Summary` and click **Submit**. You will receive email notification from the BAP once your account has been updated.

Can I add an additional email to my account so someone else will also receive notification of docket activity in my cases?

Yes. Additional emails can be added at the time of registration by entering them in the **Additional Emails** box on the **BAP CM/ECF Filer Registration** page. Multiple emails should be separated by a comma.

To add an additional email to an existing account, select **Utilities > Update My Account** from the CM/ECF menu bar and click **Edit My Information**, or [click here](#). Enter your CM/ECF login and password at the login prompt and click **Verify Login**. Select **Personal Info/Address Updates > Update Noticing Preferences**. Enter the additional emails in the **Additional Emails** box and click **Submit**. You will receive email notification from the BAP once your account has been updated.

Why can't I login?

Your CM/ECF login and password are different from your PACER login and password, and both are case sensitive. If you are getting a message that says “incorrect password and/or username” verify your **Caps Lock** key is not on and you are not attempting to login to CM/ECF with your PACER login and password. If you are still unable to login, it may be because the BAP has not yet processed your registration request. Your registration must be approved by the BAP before you can begin using CM/ECF. You will receive email notification from the BAP once your registration has been approved. If you have forgotten your login or password, go to the PACER Service Center website and select **CM/ECF > Appellate Filer > Account Maintenance > Retrieve Appellate Filer Username/Password**, or [click here](#).

If you are getting a message that says “you *must* enable cookies in order to use this system,” the privacy setting on your browser is too high. To operate CM/ECF, your browser must be set to

accept all cookies. The instructions for enabling cookies will vary, depending on the browser you are using. Select the **Help** option on your browser's tool bar to find the appropriate instructions for your system.

What should I do if I get a message saying my account is locked?

The system will lock a user's account after three failed login attempts. If you close your internet browser and wait five minutes, your account will automatically reset.

How do I retrieve my CM/ECF login or password?

Go to the PACER Service Center website and select **CM/ECF > Appellate Filer > Account Maintenance > Retrieve Appellate Filer Username/Password**, or [click here](#). Do not contact the BAP.

How do I change my address?

All CM/ECF users are required to submit changes to their name, address, email, phone number, fax number and generation through the PACER Service Center. To access the PACER Service Center website from CM/ECF, select **Utilities > Update My Account** from the CM/ECF menu bar and click **Edit My Information**, or [click here](#). Enter your CM/ECF login and password at the login prompt and click **Verify Login**. Select **Personal Info/Address Updates > Update Address Info** and click the **Update** button next to the address you want to modify. Make the desired changes and click **Submit**. You will receive email notification from the BAP once your account has been updated.

When I select "PACER Report" or "Service List" from the "Reports" menu on the CM/ECF Startup Page, nothing happens. Why aren't these options working?

If nothing happens when you select **PACER Report** or **Service List** from the **Reports** menu on the CM/ECF *Startup Page*, it may be because you have your pop-up blocker on. To operate CM/ECF, your pop-up blocker must either be turned off, or set to allow pop-ups from *bap1.uscourts.gov.

What type of documents *cannot* be filed using CM/ECF?

Pursuant to General Order No. 2, Rule 1(a), the documents of pro se parties, motions to seal and the document(s) subject to the motion, any documents exceeding 6.5 megabytes and documents filed by an attorney who has sought and received an exemption from the BAP via a motion demonstrating good cause cannot be filed using CM/ECF.

How do I format my document for electronic filing?

Documents must be formatted for electronic filing by converting the original word processing document into Portable Document Format (“PDF”) (resulting in what is referred to as a “native PDF” or “text PDF”). PDF images created by scanning paper documents do not meet this requirement. Exhibits which are submitted as attachments to an electronically filed pleading, however, may be scanned and attached if the original word processing document is unavailable.

Do I need to send the clerk paper copies of electronically filed documents?

Paper copies of electronically filed documents should not be submitted unless specifically requested by the clerk.

Am I required to retain paper copies of electronically filed documents?

Documents which require original signatures other than that of the filer must be maintained in paper form until final disposition of the case.

How do I submit a document that requires multiple signatures?

To submit a document that requires multiple signatures, list the names of the other signatories by means of an "s/ [name]" block or submit a scanned copy of the document containing all necessary signatures.

How can I tell who I need to serve by U.S. Mail, and who will be electronically served by CM/ECF?

To view the service list and noticing requirements for a case, select **Reports > Service List** from the menu bar on the *Startup Page*. If nothing happens when you select **Service List**, it may be because you have your pop-up blocker on. To operate CM/ECF, your pop-up blocker must either

be turned off, or set to allow pop-ups from *bap1.uscourts.gov.

Does my document need a certificate of service if all recipients were electronically served by CM/ECF?

Yes. A certificate of service is required for all documents.

When I try to file my document, I get an XML Tampering Error and cannot proceed. What should I do?

CM/ECF does not recognize special characters, including letters with accents. If you get an XML Tampering Error when you try to file a document, either the path or file name of the PDF you are attaching includes a special character, or you are using a special character in a free text field. If you are using a special character in the file name, rename the PDF and try again. If you are using a special character in a free text field, re-enter the relevant information without the special character(s). Free text fields include the **Description** field for the PDF you are attaching, the **Additional Information** fields present in some docketing transactions, and any free text

fields you may encounter in the **Docket Text** dialog box. If you are not using special characters in the file name or free text fields, the error is in the path. To fix the problem, save the PDF to your desktop and upload it from there.

What should I do if I realize I made a mistake after completing a docketing transaction?

You cannot delete or modify a docket entry or document once the transaction has been submitted. If you realize you made a mistake, contact the case manager for assistance.

How will I be notified if the BAP determines my document was filed incorrectly?

If you file a document incorrectly, the BAP will add a clerk's note to the docket text and resend the NDA to all original recipients. The clerk's note will specify the type of error and indicate whether any further action is required. The resent NDA will indicate **Amended: Notice of Docket Activity** below the header. This is the only notification you will receive, so it is important that you review all NDAs promptly to ensure progress of the case is not delayed and the error is not repeated in future filings. If you receive an amended NDA for a document you filed, it is most likely because the document was filed incorrectly.

Can I select the option “motion for miscellaneous relief” for any type of motion?

No. This option should only be used if none of the other reliefs are applicable. More appropriate

reliefs are available for most routine motions. If you select “motion for miscellaneous relief” when a better relief exists, a correction will be required.

How should I file a document that requires leave of court?

If leave of court is required to file a document, and the document is one which may be filed electronically, it should be attached to the same docket entry as the motion, as a separate PDF file. If the motion is granted, the BAP will enter the underlying document on the docket, as of the date of the order allowing it to be filed.

How do I determine if I should file my document in multiple cases?

It is the responsibility of the filer to determine which case(s) a document should be filed in and to caption the pleading accordingly. The caption of the document should correspond to the case(s) it is filed in. If a document is captioned with multiple case numbers, it should be filed in all captioned cases. If it is only captioned with one case number, it should only be filed in that case.

How do I file my document in multiple cases?

Documents can be filed in multiple cases with one docketing transaction, provided the cases have been associated by the BAP. If the cases have not been associated, you will have to complete a separate docketing transaction for each case. You can determine if your cases are associated by entering the lowest case number in the **Case** field and pressing the **Tab** key. Associated cases will display in the **Case Selection** box near the bottom of the screen. If some, or all, of the additional cases you want to file your document in are listed in the **Case Selection** box, select the corresponding checkbox(es). Your document will be filed in the case entered in the **Case**

field at the top of the screen (the target case), as well as any additional cases you selected in the **Case Selection** box.

When you file a document in multiple cases with one docketing transaction, you must select a filer for each case. If the filers are the same, select the appropriate filer(s) for the target case and click the **All Cases** button. CM/ECF will automatically select the same filer(s) for the additional cases. If the filers are different, scroll through the filer list and manually select the appropriate filer(s) for each case listed in the **Case Number** column.

Review the information in the *Event Review* dialog box carefully before you submit the transaction. Your document will be filed in the cases indicated in brackets at the end of the docket entry. Verify you are filing the document in all captioned cases. If the caption includes cases that were not associated by the BAP, you will have to file the same document in those cases separately.

I'm filing an appeal of a BAP decision to the U.S. Court of Appeals for the First Circuit, how will I pay the filing fee?

You will still need to mail to the BAP a check made payable to "Clerk, U.S. Court of Appeals" in the amount of \$455.00.

If I don't see my question here, or need additional assistance, where can I go

for help?

- Additional PACER FAQs PACER Service Center
 - <http://pacer.psc.uscourts.gov/faq.html>
- Additional CM/ECF FAQs PACER Service Center
 - <http://pacer.psc.uscourts.gov/cmecf/ecffaq.html>
- General PACER Questions **PACER Service Center**
 - <http://pacer.psc.uscourts.gov/>
 - pacer@psc.uscourts.gov
 - 800-676-6856 (M-F, 8:00 am - 6:00 pm CST)
- General CM/ECF Questions **BAP CM/ECF Help Desk**
 - BAPECFHelpDesk@ca1.uscourts.gov
 - 617-748-4774 (M-F, 8:30 am - 5:00 pm EST)
- Case Related Questions; Error Correction; Emergency Filings; and Service List Report Questions
 - **BAP Case Manager** • 617-748-4774 (M-F, 8:30 am - 5:00 pm)

GLOSSARY OF TERMS

Browser: A software application used to access, display and interact with Web pages. The two

most popular browsers are Microsoft Internet Explorer and Firefox.

Case Management/Electronic Case Files (CM/ECF): An automated case management system that allows the public to file documents over the Internet and provides courts with the ability to make electronic documents available to the public through the Public Access to Court Electronic Records (PACER) program.

Docket Entry: An entry on the docket describing a document in the case or action taken by the court.

Docket Report: The formal record of a case, kept by the clerk of court, listing the case number, case type, case caption, nature of suit, fee status and date docketed; parties and other case participants; attorneys; originating case information; associated appellate cases; and all public docket entries in the case.

Docket Text: The text of a docket entry.

Document: An order, opinion, judgment, petition, application, notice, transcript, motion, brief or other pleading filed with the court.

Electronic Filing (E-Filing): The process of using CM/ECF to upload a document from the filer's computer and submit it to the court via the Internet.

Electronic Learning Modules (ELMs): Interactive online training sessions designed to

cover specific CM/ECF topics. System requirements for viewing ELMs include Internet Explorer 6.0 (or higher) or Mozilla Firefox 3.0 (or higher); Flash Player 8.0 (or higher); screen resolution of 1024 x 768 (or higher); and a sound card with speakers or headphones.

Notice of Docket Activity (NDA): An email notice that is generated when a party or attorney files a document with the clerk's office, or when the court enters an order or takes other public action in a case. The notice includes the case name and number; date and time of filing; docket text; email and U.S. mail recipients; and hyperlinks to the docket report and any attached documents.

Operating System: An interface that translates user input into instructions for the hardware components of a computer.

Portable Document Format (PDF): A file format created for document exchange.

CM/ECF only accepts documents in Portable Document Format (PDF). PDF documents up to 6.5 megabytes can be uploaded as one file. Larger documents should be split into separate files with appropriate identification. There are two types of PDF files, native PDF files and scanned PDF files. All pleadings must be submitted as native PDF files. Attachments to pleadings may be submitted as scanned PDF files if the original word processing document is unavailable.

- **Native PDF Files:** A native PDF file is created by electronically converting a word processing document to PDF using Adobe Acrobat or similar software. Native PDF documents are text searchable and their file size is small.

- **Scanned PDF Files:** A scanned PDF file is created by putting a paper document through an optical scanner. Scanned PDF documents are not text searchable and have a large file size.

Public Access to Court Electronic Records (PACER): An automated, fee based system that allows subscribers to access electronic documents and obtain case information from the federal courts via the Internet.

Restricted Document: A public document characterized by limited electronic access. All public documents in social security and immigration cases, with the exception of orders, judgments and opinions, are restricted, and remote electronic access is limited to case participants with a CM/ECF account. Restricted documents are available to other interested persons in paper form, or on the public terminal located in the clerk's office.

Target Case: The case number entered in the **Case** field on the *File a Document* screen. The court electronically links cases that are associated with one another. If other cases have been associated with the target case, they will display in the **Case Selection** box near the bottom of the same screen. To file a document in multiple associated cases, use the lowest case number as the target case.

Index of Document Categories and Available Document Options

Document categories are listed in the scroll box on the left side of the *File a Document* screen. Selection is mandatory.

Document options are listed on the right side of the *File a Document* screen. Available options are determined by the document category. Selection is mandatory.

When docketing “Motion Filed,” you will be asked to select a type of motion from the *Description* drop down menu; motion for misc. relief **should not** be used if another description is more accurate for the type of motion being filed.

- Briefing Events
 - ▶ electronic appendix filed
 - ▶ electronic brief filed

- Miscellaneous Events
 - ▶ proof of service filed
 - ▶ stipulation filed

- Attorney & Party Events
 - ▶ amended motion filed
 - ▶ appearance form filed
 - ▶ aty opposition filed
 - ▶ confirm of oral argument
 - ▶ Motion Filed
 - ▶ response filed
 - ▶ status report filed
 - ▶ supplemental doc filed

- Motion Events
 - ▶ Motion Filed
 - Description* options:
 - award and fees costs
 - dismiss case
 - extend time to file appellant’s brief
 - extend time to file appendix
 - for rehearing
 - leave to appeal
 - motion for misc. relief
 - motion to extend time
 - petition for panel rehearing

- pro hac vice
 - proceed ifp
 - reconsider previous order
 - reschedule oral argument
 - to stay
 - withdraw notice of appeal
- Response Events
 - ▶ aty opposition filed
 - ▶ response filed
 - Reply
 - ▶ reply to response filed
 - Appeal to First Circuit
 - ▶ designation of rec
 - ▶ Notice of Appeal to the First Circuit
 - ▶ statement of issues filed

UNITED STATES BANKRUPTCY APPELLATE PANEL
FOR THE FIRST CIRCUIT

IN RE GENERAL ORDERS OF THE
UNITED STATES BANKRUPTCY
APPELLATE PANEL FOR THE FIRST
CIRCUIT.

GENERAL ORDER NO. 2
May 10, 2010

**ORDER REGARDING
CASE MANAGEMENT/ELECTRONIC CASE FILES SYSTEM (“CM/ECF”)**

Before HAINES, Chief Judge, VOTOLATO, LAMOUTTE, DE JESÚS, HILLMAN,
FEENEY, VAUGHN, BOROFF, DEASY, ROSENTHAL, KORNREICH, AND TESTER

The United States Bankruptcy Appellate Panel for the First Circuit (“BAP”) adopts the following provisions to govern the electronic filing of documents in cases before the BAP. Effective **May 13, 2010**, the BAP will permit filings to be made by means of the BAP’s electronic filing system. Effective **July 13, 2010**, use of the electronic filing system is *mandatory* for all attorneys unless they are granted an exemption. These provisions may be amended from time to time, with or without prior notice, by further order of the BAP. The BAP Clerk may make changes to the procedures for electronic filing to adapt to changes in technology or to facilitate electronic filing. Any changes to procedures will be posted on the BAP’s website. The BAP may deviate from these procedures in specific cases if deemed appropriate in the exercise of its discretion.

**RULE 1
Scope of Electronic Filing**

(a) **Scope.** Except as otherwise prescribed by local rule or order, all cases will be part of the BAP’s CM/ECF System. All motions, briefs, appendices, or other pleadings and documents must be filed electronically except for:

- (1) documents filed by parties in interest who are pro se;
- (2) motions to seal and the document(s) subject to the motion;
- (3) any document exceeding 6.5 megabytes; and
- (4) documents filed by an attorney who has sought and received an exemption from the

BAP via a motion demonstrating good cause. A previously received exemption from a bankruptcy court will constitute good cause.

(b) Format of Document. Documents must be formatted for electronic filing by converting the original word-processing document into Portable Document Format (“PDF”). PDF images created by scanning paper documents do not comply with this order. Exhibits which are submitted as attachments to an electronically filed pleading, however, may be scanned and attached if the ECF Filer does not possess a word-processing file version of the document.

(c) Briefs and Appendices. ECF Filers must file briefs and appendices electronically and it is not necessary to supply the BAP with additional paper copies. An electronically filed appendix may contain multiple attachments. The description of each attachment as entered by the ECF Filer should identify the page numbers within the appendix, for example “Appendix, pages 51-100.” 1st Cir. BAP L.R. 8009-2 and 8010-1 apply to electronically filed briefs and appendices with the exception of the cover colors and binding.

RULE 2

Registration and Training

(a) Generally. Attorneys who practice before the BAP must register with the BAP’s electronic case filing system. Registration is required to obtain a login and password for use of the BAP’s electronic case filing system. Attorneys may register at <http://www.bap1.uscourts.gov>. An ECF Filer is an attorney who has obtained a login and password to file documents electronically. Before filing an electronic document using the BAP’s electronic filing system, ECF Filers must have previously completed an electronic case filing training in any federal court. The BAP recommends that ECF Filers also complete the computer-based training modules listed on the BAP’s website. ECF Filers should also familiarize themselves with the CM/ECF User’s Guide, together with other training materials concerning electronic filing at the BAP, including Frequently Asked Questions, all of which are available on the BAP’s website at <http://www.bap1.uscourts.gov>.

(b) Effect of Registration. Registration as an ECF Filer constitutes consent to electronic service of all documents as provided in these rules and in the Federal Rules of Bankruptcy Procedure. All ECF Filers have an affirmative duty to inform the BAP Clerk immediately of any change in their e-mail address. Any changes to an ECF Filer’s contact information, including physical address, telephone, facsimile number, or e-mail address, should be made through the PACER system.

(c) Protecting the Password. ECF Filers agree to protect the security of their logins and passwords and immediately notify the PACER Service Center and the BAP Clerk if they learn, or have reason to suspect, that their login or password has been compromised. ECF Filers may be sanctioned for failure to comply with this provision. In addition to other sanctions imposed by

the BAP, the BAP may terminate with notice the electronic filing privileges of any ECF Filer who uses the electronic filing system inappropriately.

(d) **Revocation.** The BAP may revoke an ECF Filer's authority to file documents electronically for violating subsection (c) above, this general order, or otherwise misusing the BAP's electronic case filing system.

RULE 3 **Consequences of Electronic Filing**

(a) **Generally.** Electronic transmission of a document to the electronic filing system in compliance with these rules, together with the transmission of a Notice of Docket Activity from the BAP, constitutes filing of the document under the Federal Rules of Bankruptcy Procedure and the First Circuit BAP Local Rules, and constitutes entry of the document on the docket kept by the BAP Clerk.

(b) **Timing of Filing.** Electronic filing is permitted at all times, except when the system is temporarily unavailable due to routine or emergency maintenance. When a document has been filed electronically, the official record is the electronic document stored by the BAP. An electronically filed document is deemed filed at the date and time stated on the Notice of Docket Activity from the BAP. Unless otherwise required by statute, rule, or order of the BAP, electronic filing must be completed by midnight in the time zone of the BAP Clerk's office in Boston to be considered timely filed that day. The ECF Filer, however, should not expect that the filing will be addressed outside of regular business hours.

(c) **Failure to Receive Notice of Docketing Activity.** ECF Filers are advised that they should contact the BAP Clerk's office if they transmit a document to the electronic filing system but do not receive a Notice of Docket Activity. If the BAP does not transmit a Notice of Docket Activity, the ECF Filer's filing attempt failed and the document was not filed. If a technical failure prevents timely electronic filing of any document, the filing party should promptly seek relief from the BAP.

RULE 4 **Signature**

(a) **Generally.** The user login and password required to submit documents to the electronic filing system serve as the ECF Filer's signature on all electronic documents filed with the Panel. They also serve as a signature for purposes of the Federal Rules of Bankruptcy Procedure, the First Circuit BAP Local Rules, and any other purpose for which a signature is required. No ECF Filer or other person may knowingly permit or cause to permit an ECF Filer's login and password to be used by anyone other than an authorized agent of the ECF Filer.

(b) **Multiple Signatures.** The filer of any electronically filed document requiring multiple signatures (for example, stipulations) must list thereon all the names of other signatories by means of an "/s/ [name]" block for each. By submitting such a document, the ECF Filer certifies

that each of the other signatories has expressly agreed to the form and substance of the document, and that the ECF Filer has their authority to submit the document electronically. In the alternative, the ECF Filer may submit a scanned document containing all necessary signatures.

RULE 5 **Service**

(a) **Generally.** The CM/ECF system will generate a Notice of Docket Activity when any document is filed electronically. This notice constitutes service of the document on all parties who have registered as BAP electronic filers pursuant to Rule 2. Such registration constitutes consent to service via Notice of Docket Activity.

(b) **Non-Registrants.** Parties who are not registered as ECF Filers must be served with a copy of any electronically filed document in some other way authorized by Fed. R. Bankr. P. 8008 and 1st Cir. BAP L.R. 8008-1. Similarly, a document filed in paper form pursuant to Rule 1 of this Order must be served using an alternate method of service prescribed by Fed. R. Bankr. P. 8008 and 1st Cir. BAP L.R. 8008-1.

(c) **Certificate of Service.** The Notice of Docket Activity does not replace the certificate of service required by Fed. R. Bankr. P. 8008(d) and 1st Cir. BAP L.R. 8008-1. ECF Filers must include certificates of service with any electronically filed document which state whether the parties being served are ECF Filers being served electronically by the Notice of Docket Activity or whether they are being served using an alternate method of service and, if so, which method. The certificate must also provide the other information required by Fed. R. Bankr. P. 8008(d) and 1st Cir. BAP L.R. 8008-1.

RULE 6 **Technical Requirements**

(a) **Searchable Text.** Except as otherwise specified in this Rule, or as otherwise ordered, the text of all electronic filings must be searchable using Adobe Acrobat's text search function.

(b) **Non-Searchable Text.** For some documents, primarily exhibits, a text searchable version might not be available. If so, the electronic filer may upload a version that is not text searchable.

(c) **Technical Failures.** An ECF Filer whose filing is made untimely as the result of a technical failure may seek appropriate relief from the BAP.

RULE 7

Privacy

(a) **Personal Data Identifiers.** In compliance with Fed. R. App. P. 25(a)(5) and Fed. R. Bankr. P. 9037, parties must refrain from including, or must partially redact where inclusion is necessary, the following personal data identifiers from all documents filed with the BAP:

- (1) Minors' names (use initials only);
- (2) Social Security numbers (use last four digits only);
- (3) Dates of birth (use year of birth only);
- (4) Financial account numbers (identify the type of account and institution and provide the last four digits of the account number).

(b) **Redaction Responsibility.** The ECF Filer bears sole responsibility for redaction.

RULE 8

Other Limitations and Restrictions Concerning CM/ECF

(a) **Counsel of Record.** Except as otherwise specified in this Rule, or as otherwise ordered, the ECF Filer duly registered pursuant to Rule 2, above, may only file documents in BAP appeals where he or she is counsel of record.

(b) **Additional Copies.** Except as otherwise specified in this Rule, or as otherwise ordered, an ECF Filer need not and may not submit (by U.S. Mail, other mail services, facsimile, or by e-mail) additional copies of any documents filed electronically through CM/ECF.

(c) **Hyperlinks.** Documents filed electronically may contain hyperlinks except as stated herein. Hyperlinks may not be used to link to sealed or restricted documents. Hyperlinks to cited authority may not replace standard citation format. Complete citations must be included in the text of the document. A hyperlink, or any site to which it refers, will not be considered part of the record. Hyperlinks are simply convenient mechanisms for accessing material in a document. The BAP accepts no responsibility for the availability of functionality of any hyperlink, and does not endorse any product, organization, or content at any hyperlinked site, or at any site to which that site might be linked.

RULE 9

PACER

(a) **Pacer Docket.** Unless otherwise ordered, all documents that are filed electronically will be attached to the PACER docket.

(b) **Paper Filing.** Unless otherwise ordered, when the BAP receives a document only in paper format, the BAP will scan the document, convert it to a PDF, and attach it to the PACER docket.

For the Panel:

Mary P. Sharon, Clerk of Court