

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NORTH DAKOTA

QUENTIN N. BURDICK UNITED STATES COURTHOUSE
655 1ST AVENUE NORTH, SUITE 210
FARGO, ND 58102-4932

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CLERK

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MEMORANDUM

DATE: August 20, 2004
TO: Attorneys and Support Staff
FROM: Dianne Schmitz, Chief Deputy Clerk
RE: CM/ECF (Case Management/Electronic Case Files)



We did it! On August 2nd, 2004, the Bankruptcy Court for the District of North Dakota went live on the new case management system CM/ECF. The North Dakota trustees and the U.S. Trustee also became Filing Users on that day, having participated in training a course offered specifically for them in late June.

What does this mean for you? This means that soon attorneys will be afforded the opportunity to register for training and become Filing Users of our ECF system.

By now you have had a chance to review the latest General Orders and the CM/ECF Administrative Procedures. **Familiarity of these documents is necessary for any North Dakota bankruptcy practitioner.** If you have not had an opportunity to review the General Orders and the CM/ECF Administrative Procedures, please take time to review these documents.

Attorneys may become Filing Users in one of two ways:

- 1) Attend one of the scheduled training sessions (see invitation). After September, monthly training sessions will be scheduled. Due to budget constraints, training sessions may only be provided in Fargo.
- 2) Cross-Certification - Electronic case filing training from another bankruptcy court may qualify you for Cross-Certification and access to the ECF system for the Bankruptcy Court for the District of North Dakota.

To apply for Cross-Certification and access to ECF:

- Prepare a PDF file containing the certificate of training or other proof of training from the remote bankruptcy court.
- Complete the fillable Attorney Registration Form (found at www.ndb.uscourts.gov CM/ECF/ECF Certification Information/Cross -Certification), print, sign and scan to save the form as a PDF file.
- Send an e-mail to clerks_office@ndb.uscourts.gov requesting cross certification and attach the PDF version of the training certificate and registration form.

Upon receipt of your e-mail request, instructions for a short certification exercise and our local training manual will be provided. The purpose of this exercise is to certify your understanding of the requirements and operation of the ECF system. Upon successful completion of the exercise, you will be granted access to the ECF system for this district and a user name and password will be e-mailed to you. **Please allow up to four weeks to obtain your certification.**

This is an exciting time for our court. We hope that you will become a Filing User by attending one our training sessions or applying for cross-certification. Should you have any questions, please do not hesitate to contact our office at 701-297-7100.