

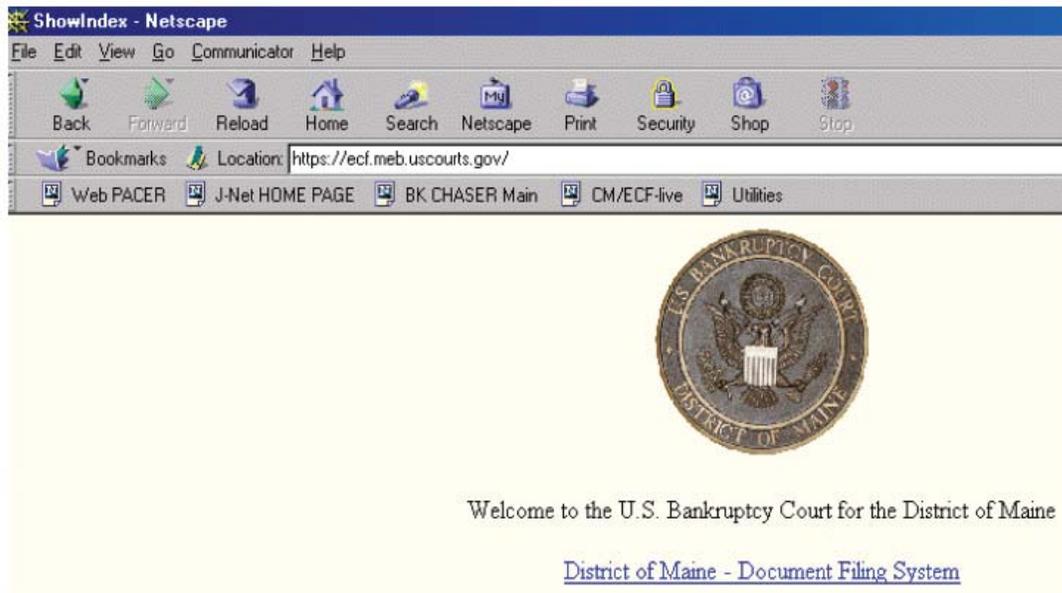
## CREDITOR – Quick Reference Guide

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### Accessing CM/ECF

Access to the CM/ECF system is gained through using the Internet Explorer, version 7 or 8, or Firefox version 3.5. WEB browser.

**STEP 1** Open the WEB browser and enter the URL (address) in the browser's location field. (See **Figure 1**)



**Figure 1**

**STEP 2** Click on the hypertext link: District of Maine – Document Filing System

**STEP 3** The ECF/Pacer Login screen displays. (See **Figure 2**)

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### 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 ac

#### 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	
Login:	<input type="text"/>
Password:	<input type="password"/>
Client code:	<input type="text"/>
<b>IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:</b> All filers must redact: Social Security or taxpaye of minor children; and financial account numbers, in compliance with <a href="#">Fed. R. Bankr. P. 9037</a> . This requirement applies to	
<input type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.	
<input type="button" value="Login"/>	<input type="button" value="Clear"/>

#### 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 f about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

*CM/ECF has been tested and works correctly with Firefox 3.5, Internet Explorer 7 and 8.*

### Figure 2

**STEP 3** Enter your **Login** and **Password**. Your login and password are case sensitive. For Example, a login of thomask should not be ThomasK or THOMASK. Enter a client code if desired and **Check** the **redaction box**.

**STEP 4** Click **Login** to continue.

**NOTE:** The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.