

Glossary of Terms

Adobe Acrobat

Application universally used to create and view PDF documents. Adobe Systems Inc. created the PDF software.

Attachment

An additional supporting document filed electronically with a pleading, such as exhibits.

Automatic E-mail Notification

An Electronic Case Files (ECF) feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.

Browse

A Windows operation of navigating through directories via a mouse to select a specific file.

Browser

A software program which provides a user-friendly interface to access information on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from Web servers. Netscape Navigator and Internet Explorer are the two most popular Web browsers.

Netscape Navigator 4.6x and 4.7x, and Internet Explorer 5.0 can be used with ECF. NOTE: Some users have experienced intermittent problems in submitting electronic documents with Internet Explorer.

Category

In ECF, a category is a classification of similar document types, such as Motions/Applications. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections.

Check Box

A control object a user can click to include choices from a list. Check boxes are designed so that you can choose one or more items from a list.

CM/ECF

Case Management/Electronic Case Files (CM/ECF) is the Federal Judiciary's next generation case management system. It will revolutionize the way courts do business. With the ECF portion of the system attorneys can file cases and documents electronically via the Internet.

Declaration Re: Electronic Filing [Ak LBF 37]

A document in which the debtors verify that the information on their electronically filed petition, schedules and statements is true and correct and consent to electronic filing. The document must bear the original signatures of the debtor(s) and the debtor(s) attorney. The document constitutes the debtor(s) original signatures for filing purposes. The original must be conventionally filed with the Bankruptcy Court within fifteen (15) days of the date the petition is electronically filed. **Failure to timely file the declaration with the Bankruptcy Court will result in a hearing on shortened time to show cause why the case should not be dismissed for failure to comply with AK LBR 5005-2.**

Default

A default is a common suggested event displayed by ECF on a screen. You can accept the default or choose another event from a pick list.

Document Type

A category of documents filed in an ECF case that have similar characteristics, such as a motion or a notice.

Drop Down Box

An alphabetical list of selections to choose from. Drop down boxes are used throughout ECF to list party names or docket events. When you see the selection you want to make, click to highlight it. To make multiple selections, hold your control key down and scroll to the second (third, etc.) selection.

Hypertext (HTML) Link

A URL imbedded in an HTML (hypertext markup language) document most often underlined. It permits the user to move from one area (or topic) to another in a Web based program.

Notice of Bankruptcy Case Filing

A CM/ECF document that is generated at case opening with all the substantive information of the case. The Entry Date appears on the local court seal displayed on this formal notice. When the petition is electronically submitted by an attorney both the date and the time of filing appear on the notice. This official document can be used to give notice of the bankruptcy stay to creditors.

Notice of Electronic Filing

An electronic document produced by CM/ECF which certifies filing of all documents with the U.S. Bankruptcy Court. All parties requesting electronic notification will be sent this certification via electronic mail.

PDF Document

A "Portable Document Formatted" is an exact image of a document created in a word processing program. Once a document is converted to PDF format it can not be altered. All documents filed in ECF must be in PDF format, with the exception of the creditor list (matrix), which must be uploaded in ASCII text format.

Radio Button

A round selection button used to choose items from a list. Radio buttons are designed so that you can choose only one item.

URL

The abbreviation for Universal Resource Locator. URLs are the naming scheme used to find Web pages. A URL is similar to a street address. The URL for the District of Alaska Training Database is <https://ecf-train.akb.uscourts.gov>