

CM/ECF GLOSSARY

Adobe Acrobat

Software used to create and view PDF (**P**ortable **D**ocument **F**ormat) files.

Attachment

An additional document filed electronically with a pleading.

Automatic E-Mail Notification

A CM/ECF feature that allows any user to receive via e-mail notification of the filing of a case or document. Users can choose to receive separate notifications throughout the day or a summary at the end of the day.

Bookmark

A means of storing quick access to your most used or favorite web sites.

Browse

Navigating through drives and folders to locate a specific file.

Browser

The software tool used to access the internet and to display web pages. The two most popular are Netscape Navigator and Internet Explorer.

Category

A classification of similar document types.

Check Box

A control object used to designate a choice or choices from a list. Check boxes are designed so that you can choose one or more items from a list.

CM/ECF

Acronym for **C**ase **M**anagement / **E**lectronic **C**ase **F**iling - a new software authored by the Administrative Office of the U. S. Courts which replaces prior docketing systems, with attorneys filing bankruptcy cases and documents electronically via the internet.

Default

A suggested value or response displayed in a field on certain CM/ECF screens.

Download

To copy or transfer a file **from the internet** or another computer **to your computer**. Download is the reverse of upload.

Drop-Down Box

A window which appears listing additional options or choices. They are used throughout CM/ECF.

Hypertext

A graphic, colored or underlined word(s) that, by clicking on, will open another area or topic. A Hypertext Link has the URL (Universal Resource Locator/Site Address) imbedded in its text or graphic.

Internet

A global network of computers that communicates using a common language. It is the means of accessing the World Wide Web.

Notice of Bankruptcy Case Filing

An electronic document generated by CM/ECF at case opening which includes all the substantive information of the case. This official document can be used to stop a foreclosure, sale or seizure and other collection procedures by creditors.

Notice of Electronic Filing

An electronic document produced by CM/ECF which certifies the filing of a document or claim with the court. All parties requesting electronic notification can be sent this notification via e-mail.

PDF Document

Portable Document Format - A format developed by Adobe Corporation to allow electronic information to be transferred between different types of computers and to be printed in its original form. With the exception of creditor mailing matrix (must be submitted in a .txt format), all document filed in CM/ECF **must** be in PDF format.

Radio Button

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

Site

A web page or collection of web pages on the World Wide Web.

Upload

To copy or transfer a file **from your computer** to another computer. Upload is the reverse of download.

URL

Acronym for **Universal Resource Locator** - a unique internet address. It specifies the location and access method to a site on the World Wide Web.