

### How to Login and Access ECF

Users must first access the system via the Internet by going to:

<https://ecf.mab.uscourts.gov>  
<https://pacer.mab.uscourts.gov>

A login and password are required to file a document on the live system or to use the training system. It is essential that you familiarize yourself with the Massachusetts Electronic Filing Rules *prior* to using this system. Note that registered users may have two sets of logins and passwords. One set for PACER and the other for ECF. Here we will describe logging into the ECF System by way of the Court's website.

### Logging In

1. Enter your login and user password in the appropriate data entry fields, then click on the button to transmit the information to the system. If an error is made before you submit the screen, the button allows you to clear the Login and Password entries so they may be re- entered.
2. If an invalid combination has been submitted, the system responds with an error message. Click on the **Back** button, then re-enter your login and password.
3. The entry of a valid login and password combination prompts the system to display the Main Menu.
4. Once the Main Menu page appears, choose from a list of **hyperlinked** *Categories* on the top bar.

**Note:** The date *you last logged into the system* appears at the bottom left corner of this page. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the Clerk's office as soon as possible.

5. The following text (*in part*) appears beneath the above screen:

***This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18 USC 152 and 3571.***

***Welcome to the U.S. Bankruptcy Court for the District of Massachusetts.***

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### The Main Menu Appears:



**Bankruptcy** - If you are filing claims or filing any documents in a bankruptcy proceeding, click Bankruptcy from the Main Menu. This manual provides step-by-step instructions for making a variety of filings using ECF.

**Adversary** – There are no options under this heading.

**Query** - Allows you to view a variety of information about a case, such as a list of attorneys or current status, as well as the docket sheet. After identifying the case you want, you will see a menu of these choices.

**Reports** - From the Reports menu, you can run a variety of reports including a Case Report and Docket Report.

**Utilities** - Allows you to change your password or view a log of transactions you have made in ECF.

**Search** - This shortcut helps you find an event (using a keyword) without having to scroll through the categories to find it.

**Logout** - It is recommended that you use the Logout option when finishing any filing or queries in ECF.



Help Feature - Provides additional information about each menu selection.

\*Query and Reports are PACER functions. You will be charged according to PACER pricing when utilizing these categories.