

## **ECF Tips & Tricks**

### **List of Topics Available Online**

**[www.orb.uscourts.gov](http://www.orb.uscourts.gov)**

**(Click on "ECF", then "Tips & Tricks")**

#### **Adding Parties**

**Blank Screen - Bankruptcy/Adversary Headings but No Menu Items**

**Blank Screen - No Bankruptcy or Adversary Headings**

**Claims - Filing Amended Claim with New Address**

**Clearing Browser Cache**

**Computer Problems**

**Credit Counseling Briefing Requirements**

**E-Mails - Notices from ECF are Not Being Received**

**E-Mails - Requesting No Further Notices**

**Errors - Taking Corrective Action**

**Events - Finding Correct Event (Menu Item) to File a Document in ECF**

**Fees - Document Filed in Error**

**Fees - Installments**

**Fees - Locked Out of ECF for Nonpayment**

**Fees - Payment Window Disappeared or Is Blank**

**Fees - Payment Window Doesn't Appear**

**Fees - Reconciliation**

**Fees - Some Fees are Not Displaying in Payment Window**

**Fees - Transaction Errors**

**Filing on Behalf of Another Attorney**

**Financial Management Course - Do Not File Certificate with Petition**

**Forms - Ensuring You Use the Current Version of a Required LBF**

**Linking to A Related Document in ECF**

**Mailing Matrix Options in ECF**

**Orders - Default Judgments and Judgments**

**Orders - Orders Authorizing Sales or Auctions**

**Orders - Requirements**

**Orders - Stipulated Orders/Judgments**

**Password - Changing your Password in ECF**

**PDF - Attachment is Duplicated**

**PDF - Checking the Dimensions of a Scanned or Converted PDF**

**PDF - Combining PDF's into One Document**

**PDF - Data on Fillable PDF is Not Dark Enough When Printed**

**PDF - ECF Error Message "Document contains code . . . can't be accepted"**

**PDF - File is Too Large to Upload or Upload is Very Slow**

**PDF - Print versus Publish**

**Reaffirmation Agreements Not Signed by Debtor's Attorney**

**Relief from Stay - Filing Combined Motions for Relief from Stay and Relief from Co-Debtor Stay**

**Service - Determining Who Was Served**

**Service - Determining Who Will Be Electronically Served**

**Signatures - Designating Signatures on E-Filed Documents**