

RPM (Reduced Paper Module)

Updated 11/17/2022

Effective **February 1, 2009**, the Court will implement a Reduced Paper Module (RPM) feature in the CM/ECF system. RPM eliminates paper notices sent to all registered CM/ECF Participants by the Court through the Bankruptcy Noticing Center (BNC) with some limited exceptions, such as the Notice of Meeting of Creditors. CM/ECF Participants will continue to receive a Notice of Electronic Filing (NEF) by e-mail, which allows the one free look option to view the document by utilizing your PACER account.

As a CM/ECF Participant, it is your responsibility to properly maintain your CM/ECF user account, including the list of all e-mail addresses in your profile. In order to improve e-mail delivery and eliminate undeliverable e-mails, you must maintain your CM/ECF account information; carefully review all e-mail addresses listed in your account profile to see if your profile contains invalid e-mail addresses, such as a secondary e-mail address of an employee who has left your firm; and procure additional electronic storage space, if necessary, to handle the receipt of all electronic notices. Internet Service Provider e-mail accounts should also be properly maintained in order to receive all Notices of Electronic Filing. **Individual PACER accounts should be updated through PACER.gov to include, the primary email address, mailing address, credit card information, etc. Secondary email addresses can be updated or removed from your CM/ECF account by selecting the link “Maintain Your ECF Account” under the Utilities menu.**

Effective **February 1, 2009**, e-mail accounts that result in returned electronic notices may be disabled without further notification. Pursuant to the Guidelines for the Filing of Documents, the Court may not re-send returned electronic notices; however, if you suspect that you have not received electronic notice in a case, you can check the activity in your cases by using the “Activity in My Cases” feature under the Reports Menu.

Please direct any questions or concerns to ecf_registration@scb.uscourts.gov.

WHAT TO DO IF YOU DO NOT RECEIVE YOUR NEF’s.

I. To Verify What Has Been Filed Under the Current Login.

STEP 1 – Click on the **Utilities** hyperlink on the CM/ECF Main Menu Bar.

STEP 2 – The UTILITIES EVENTS screen displays.

- Click on **View Your Transaction Log** Account hyperlink.
- Enter the Date Selection Criteria for the Transaction Log Report.
- Select Submit.
- Transaction Log - this is a report of all the transactions submitted under your CM/ECF login.
- For further information on each of these categories, click on the **Help** button located on the CM/ECF menu bar.

II. To View What Has Been Filed in Cases in Which You Are a Party.

STEP 1 - Click on the **Reports** hyperlink on the CM/ECF Main Menu Bar.

STEP 2 - The REPORTS screen displays.

- Click on **Activity in My Cases** Account hyperlink.
- The PACER Login screen will appear and prompt you to login using your PACER login and password.

STEP 3 – The SUMMARY OF ECF ACTIVITY screen displays.

- Enter the Activity Date for the Transaction Activity Report in which you wish to generate.
- Select either Summary Text or Full Text.
- Run Report.
- The Summary of ECF Activity report will appear. This is a report of all transactions submitted by other CM/ECF logins in your cases.
- For further information on each of these categories, click on the **Help** button located on the CM/ECF menu bar.