

UNITED STATES BANKRUPTCY COURT
DISTRICT OF MINNESOTA

PATRICK G. DE WANE
CLERK OF BANKRUPTCY COURT

301 U.S. COURTHOUSE
MINNEAPOLIS, MN 55415
612-664-5200

200 U.S. COURTHOUSE
FERGUS FALLS, MN 56537
218-739-4671

www.mnb.uscourts.gov

200 U.S. COURTHOUSE
ST. PAUL, MN 55101
651-848-1000

416 U.S. COURTHOUSE
DULUTH, MN 55802
218-529-3600

Dear ERS Trainee,

Welcome to the U.S. Bankruptcy Court's Electronic Records System (ERS). The Court is pleased that you will be participating in this historic evolution to an electronic environment.

The ERS enables remote self-service access to virtually all Court information and services through the Court's Internet website. Utilizing the Court's case management system, the ERS allows Internet access to case information and enables electronic documents to be filed and linked to the database. It expands the Court's database to include all case and proceedings documents in electronic text or imaged form, and allows Internet access of all documents.

The ERS case search function is available to everyone. Cases can be searched by case number, debtor name, or debtor social security number. Participation in the electronic filing component, however, requires training. Before attorneys can file documents electronically, the Court requires them to attend training conducted by Court staff. The training includes instruction on the operation of the system, plus detailed information regarding how to prepare and save documents in PDF (portable document format); how to transmit documents; and how to complete the screens found on the web site. The attorney receives a password at the training that constitutes the attorney's signature for the purpose of electronic filing. Attorneys are welcome to bring staff to the training; **however, any attorney who intends to file documents electronically is required to attend the training, since the password to electronically file will be issued only to the attorney.** Following training, each trainee is required to file documents to a test database before filing to the live database.

Filing documents electronically requires certain hardware and software, including a personal computer running a standard platform such as Windows 95 or higher; Netscape 4.7 or higher (but not 6.0, which is not compatible with the Court's system); Adobe Acrobat Writer to save documents in a portable document format (PDF); a scanner to convert paper documents to an electronic file; an Internet provider; email; and a virus checker.

Level I training is conducted in room 574 of the Warren E. Burger Federal Building at 316 N. Robert Street in St. Paul. Level II training is conducted in room 201 of the Federal Courthouse at 300 South Fourth Street in Minneapolis. Motion filing training is from 9:00 a.m. to 2:00 p.m., and case opening

training is from 2:00 p.m. to 4:00 p.m.. Training is conducted in the training room of the clerk's office in Minneapolis. Limited underground parking is available for a fee in the municipal parking ramp. Entrance to the ramp is on the Third Avenue side of the courthouse. Please check in with the receptionist at the customer service desk directly off the elevator bank on the third floor. A fifteen-minute break will be taken in the morning and afternoon, and an hour break for lunch. The courthouse has a restaurant located in the lobby which is open from 7:00 a.m. to 2:30 p.m., and has access to the skyway and tunnel systems that lead to several other restaurants. **Since training is progressive, it is important to attend the entire session.**

You will find a hyperlink on the training page for the credit card authorization form. Please print and complete this form and send it as soon as possible to Martha Franco, 301 U.S. Courthouse, 300 South Fourth Street, Minneapolis, Minnesota 55415. This will enable you to automatically charge any applicable fees for documents filed electronically to your credit card. The clerk's office requires one authorization form per office to file documents.

Please call 651-848-1053 if you need to reschedule the training or have any questions. If you are unable to attend training on the scheduled day, please contact the receptionist in the Minneapolis office at (612) 664-5201.

Thank you for your interest and support of the Court's new electronic filing program!

Sincerely,

Patrick G. De Wane
Clerk
United States Bankruptcy Court
District of Minnesota