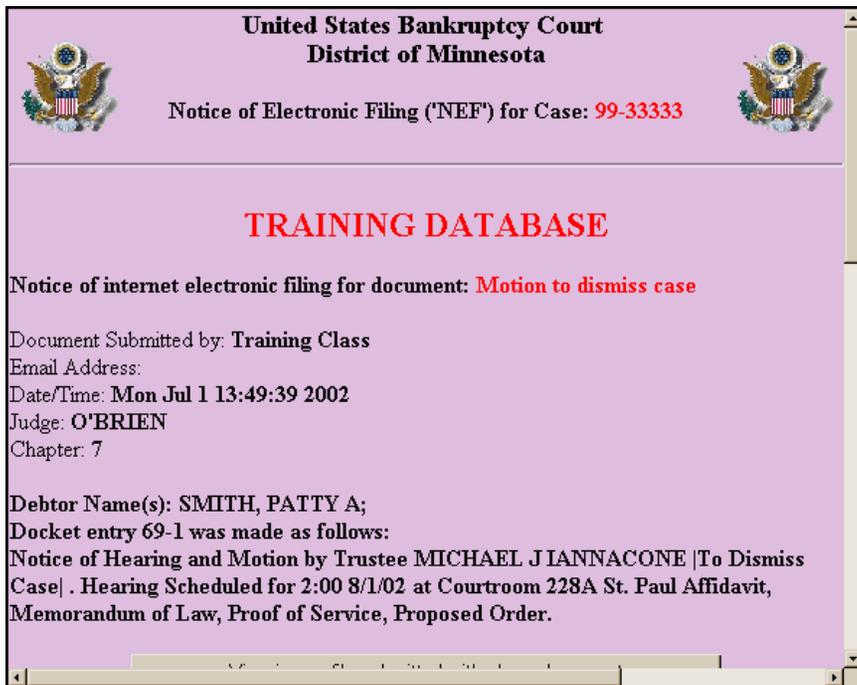
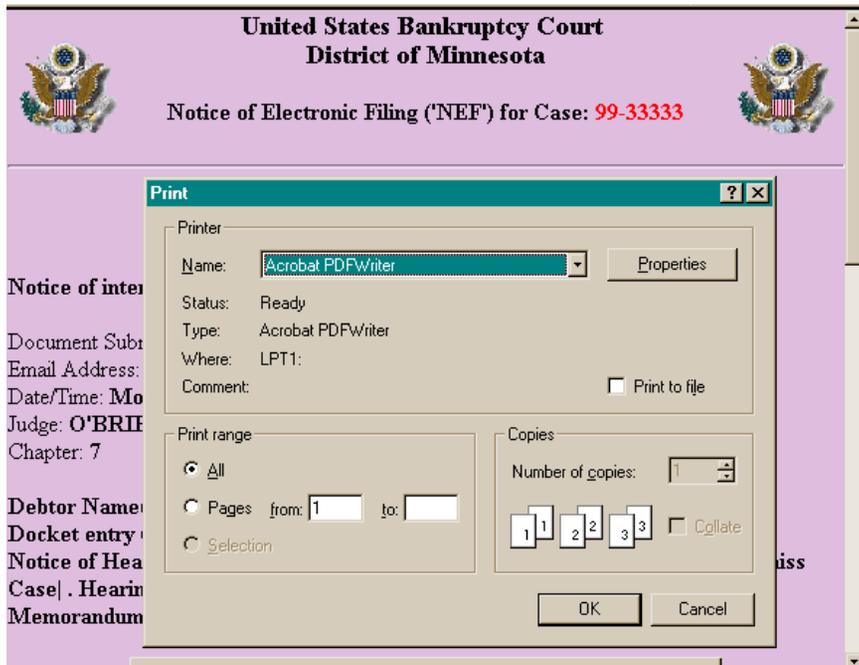


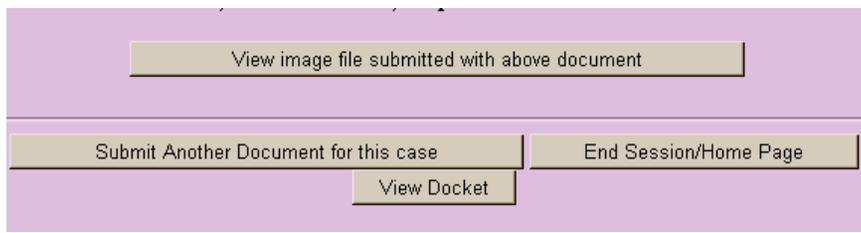
Notice of Electronic Filing



1. The **Notice of Electronic Filing (NEF)** is the “receipt” for your electronic file. It is returned to your computer from the Court’s computer, after the PDF file has been docketed and linked to its image.
2. The NEF is not an official Court document. It is not stored on the Court’s computer, and cannot be retrieved after you have left the screen. However, it contains important case information, including the case number and name of the debtor, the date and time of the filing, and the complete docket text. It serves as written confirmation of your filing for you and your client, and may be helpful for future filings in the same case.
3. It is good practice to *print or save* the NEF as soon as it displays. That is especially important since, depending on your browser and its security settings, the NEF expires as soon as you click any link or the “back arrow.”



1. To print the NEF, click your browser's print icon.
2. There are several ways to save the NEF on your computer, but the best way may be to make a PDF file of the notice. Do that the same as making a PDF file from any other application – choose **File, Print**, select the **Acrobat PDFWriter** (as shown above), and save the NEF with the other PDF files you have created.



1. In addition to the valuable case information the NEF contains, it provides several useful links. They are located below the docket text – you may have to scroll down to find them.
2. **View image file submitted with above document** opens Adobe Acrobat and displays the image you just submitted. It is good practice to always check your image, in case you filed the wrong image or in the rare occasion that the image was not accepted properly. **View Docket** displays the full docket with the texts of all documents in the case.
3. **Submit Another Document for this case** returns to the case filing menu, with this case already selected.
4. **End Session/Home Page** logs the user out of case filing screens and returns the user to the ERS home page.
5. As stated above, *print or save* this Notice before you perform any of these options, or you may be unable to retrieve the NEF.

Important: Error Correction in ERS

1. When you see the NEF on your computer, a comparable notice is printed at the clerk's office. That alerts a case administrator to perform a quality check on the filing. The exact steps a case administrator takes depends upon the type of document, but in general, she verifies that the image is legible and that it matches the docket entry.
2. If a case administrator sees a possible error, she contacts the filer and discusses ways of correcting the error. Most errors can be easily corrected. Others require greater imagination to correct.
3. If you find an error in your own filing when you examine the NEF, please call the clerk's office immediately. During normal office hours, call the usual clerk's office number. After hours, call the **Technical Help Desk, (612) 664-5300**. The sooner an error is discovered, the easier it is to correct.