<u>Hardware and Software Requirements for Electronic Filing</u>

In order to access the CM/ECF system and electronically file documents you must have access to the Internet. Internet Explorer 6.0 and higher are fully compatible and recommended. A high speed connection, cable or DSL, is also <u>highly</u> recommended. Dial-up connections will work in most cases, but there may be complications and technical limitations.

All documents filed in the CM/ECF system **MUST** be in PDF format (.pdf). The only exception is the Creditor Matrix, which is filed as a text file (.txt). PDF creation/modification software will be necessary for documents to be saved as PDF files. The most commonly used and supported product is Adobe Acrobat. The full version of this software must be purchased, it is not free. The free download from Adobe is Adobe Acrobat Reader, and this software alone will not allow you to modify and save PDF files. Adobe Acrobat Reader will only allow you to view and print PDF files.

All filing fees must be paid online with a credit card the same day as the pleading(s) are filed. Internet Explorer 6.0 and higher are the only compatible browsers for paying filing fees online. CM/ECF filers who pay fees on-line via a credit card will be required to enter the security code field to complete the transaction. Credit card security codes, the 3-4 digits printed on the back of a credit card, are used to verify that the purchaser has the credit card in hand when making a purchase on the Internet. Each brand of credit card uses a slightly different code and may call the code by a different name. The following is a list of the acronyms for the CSC (Card Security Code):

     CVV2 (Credit Card Verification 2)
     CVC (Credit Card Validation Code)
     CID (Card Identification)
     CIN (Card Identification Number)