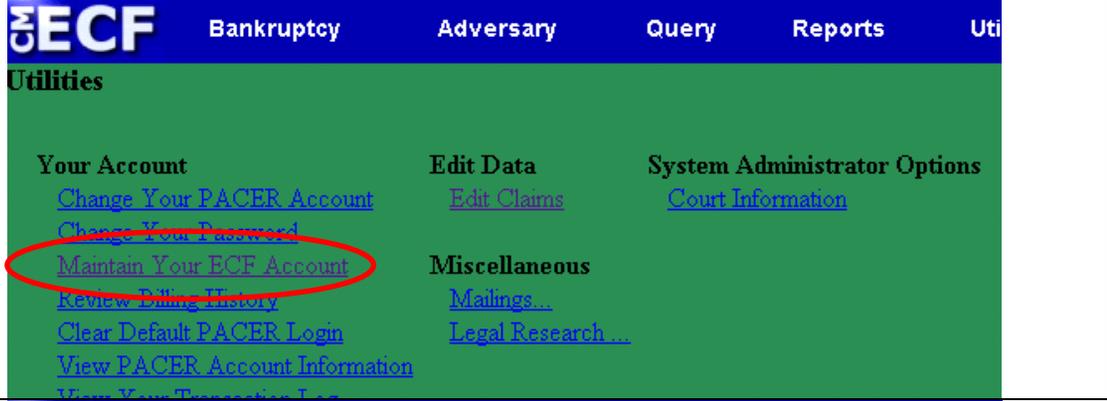
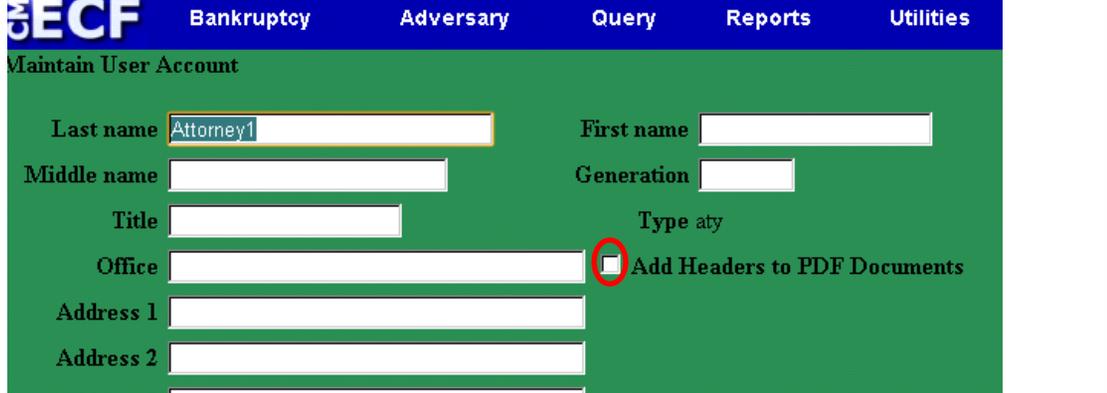




United States Bankruptcy Court
District of Delaware

Enabling the Header on CM/ECF documents

Enabling a Header on CM/ECF Documents

<p>1. From the home screen select the Utilities menu.</p>	 <p>The screenshot shows the ECF home page with a blue navigation bar containing 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The 'Utilities' link is circled in red. Below the navigation bar is the U.S. Bankruptcy Court District of Delaware logo and the text 'U.S. Bankruptcy Court District of Delaware Official Court Electronic Document Filing System'.</p>
<p>2. From the Utilities menu select the Maintain Your ECF Account link</p>	 <p>The screenshot shows the 'Utilities' menu with various links. The 'Maintain Your ECF Account' link is circled in red. Other links include 'Change Your PACER Account', 'Change Your Password', 'Edit Data', 'Edit Claims', 'System Administrator Options', 'Court Information', 'Miscellaneous', 'Mailings...', and 'Legal Research...'. There are also links for 'Review Billing History', 'Clear Default PACER Login', and 'View PACER Account Information'.</p>
<p>3. Check the box next to Add Headers to PDF Documents</p>	 <p>The screenshot shows the 'Maintain User Account' form with several input fields: 'Last name' (containing 'Attorney1'), 'First name', 'Middle name', 'Generation', 'Title', 'Office', 'Address 1', and 'Address 2'. A checkbox labeled 'Add Headers to PDF Documents' is circled in red. The text 'Type aty' is visible next to the checkbox.</p>

Enabling a Header on CM/ECF Documents

4. Click the **Submit** button at the bottom of the page.

The screenshot shows the 'Maintain User Account' form in the CM/ECF system. The form is set against a green background and includes the following fields and options:

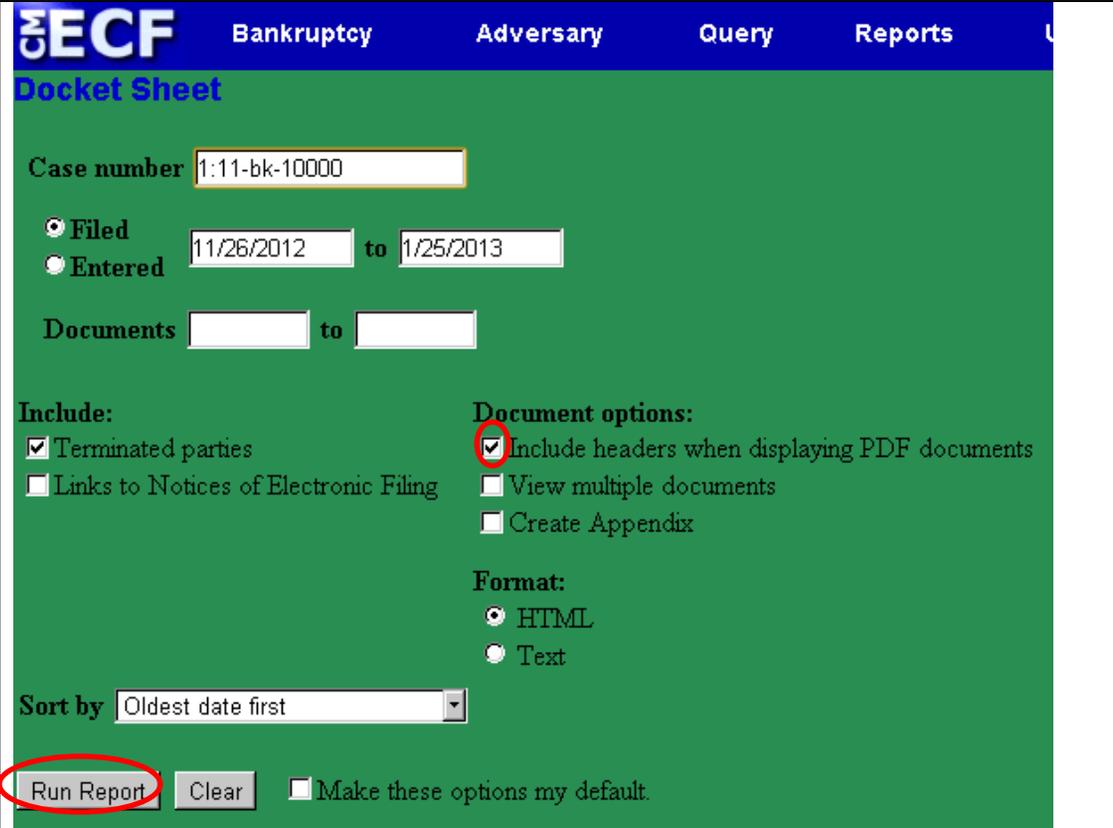
- Navigation:** Bankruptcy, Adversary, Query, Reports, Utilities
- Form Fields:** Last name (Attorney1), First name, Middle name, Generation, Title, Type aty, Office, Address 1, Address 2, Address 3, City, State (XX), Zip, Country, County, Phone, Fax, SSN / ITIN, Tax ID / EIN, Bar ID, Bar status, Initials, and DOB.
- Options:** A checkbox labeled 'Add Headers to PDF Documents' is checked.
- Buttons:** 'Email information...', 'More user information...', 'Submit' (circled in red), and 'Clear'.

5. Once this is enabled, documents in CM/ECF will appear with the header at the top of the document(s).

To enable/disable the header on specific documents

<p>1. Select the Reports menu from the home screen (you will need a PACER log in to view docket sheets and pleadings)</p>	 <p>The screenshot shows the ECF home screen. At the top, there is a blue navigation bar with the following items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The 'Reports' item is circled in red. Below the navigation bar is a green area featuring the U.S. Bankruptcy Court District of Delaware seal and the text: 'U.S. Bankruptcy Court District of Delaware Official Court Electronic Document Filing System'.</p>
<p>2. From the Reports menu, select the Docket Report link</p>	 <p>The screenshot shows the ECF Reports menu. At the top, there is a blue navigation bar with the following items: Bankruptcy, Adversary, Query, Reports, and Utilities. Below the navigation bar is a green area with the heading 'Reports'. Underneath, there is a list of links: Cases, Claims Register, Docket Report (A Selection Criteria such as Date Range or Docket Number Range MUST be Made), Adversary Proceedings/Involuntary Petitions, Calendar Events, Claims Activity, Creditor Mailing Matrix, Docket Activity, Daily Summary, Judgment Index, and Written Opinions. The 'Docket Report' link is circled in red.</p>

Enabling a Header on CM/ECF Documents

<p>3. Check/uncheck the box to enable/disable the header on the documents for the specific case. Click Run Report to view the docket sheet.</p>	
<p>4. By unchecking the box the header will not display on the documents.</p>	