

U.S. BANKRUPTCY COURT, DISTRICT OF SOUTH DAKOTA

TRAINING FOR NEW ATTORNEYS AND STAFF ELECTRONIC FILING IN CM/ECF

Revised: January 29, 2015

The following instructions are for new attorney filers and staff preparing to file electronically in CM/ECF.

1. Confirm you have the necessary [hardware and software](#).

If you are filing new bankruptcy cases, you may want to inquire about purchasing bankruptcy preparation software.

2. Review the [Electronic Case Filing Administrative Procedures](#).

3. Review the [Electronic Filing Guide](#).

4. Review the [Internet Payment Guide](#).

5. Review the Bankruptcy Court CM/ECF V3. + Electronic Learning Modules posted on the PACER website at:

<http://pacer.psc.uscourts.gov/ecfcbt/bk3/>

6. Register with the [PACER Service Center](#) for your login and password.

7. Following your review and registration with PACER:

- ▶ Call the Bankruptcy Clerk's office in Sioux Falls at (605) 357-2400 or in Pierre at (605) 945-4460.
- ▶ Submit your [Attorney Registration Form](#). When it is received you will be notified of your login and password to access our Training Database.
- ▶ You will be directed to our Training Database to "practice" filing documents you are planning to file in our Live Database.
- ▶ Following your successful electronic filing in our Training Database, our Systems Manager will give you access to our Live Database so you can begin electronically filing your documents with the Court.