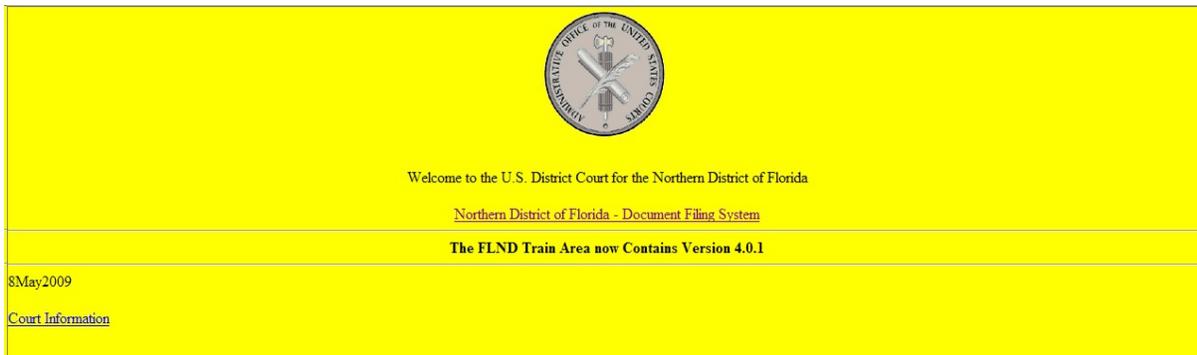


Accessing CM/ECF for Filing and Querying

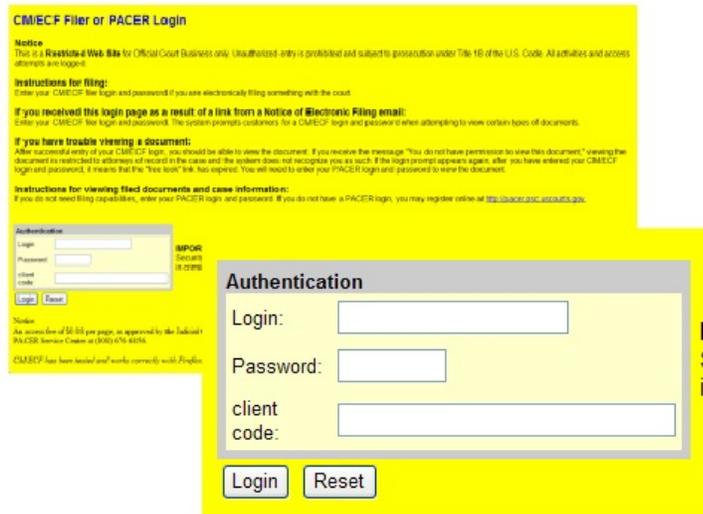
Users can access the system via the Internet using Internet Explorer (version 6.0 or higher) or Mozilla FireFox version 2.0 or higher at the following address: <https://ecf.flnd.uscourts.gov>. In the alternative, you may go to the Florida Northern District web site (www.flnd.uscourts.gov), click on the [CM/ECF](#) hyperlink, and then click on the [Login to CM/ECF](#) hyperlink.

Once you see a screen with similar text as that which is shown below, click on the [Northern District of Florida - Document Filing System](#) hyperlink located in the center of the screen to advance to the login page.



Logging In to CM/ECF

The next screen is the login screen. Enter your FLND CM/ECF Login and Password in the appropriate data entry fields. Login names and passwords are case sensitive. The “**client code**” field is utilized by PACER’s billing system and will appear on your statement should you access query features that cause you to incur a [PACER](#) charge. This is an optional field.



Click **[Login]** after completing the “Login”, “Password”, and the optional “Client Code” fields. The FLND login, as opposed to the PACER login, will allow you to file documents and query for general case information. Please see the section entitled **Query Feature** for information about the use of a **PACER** login and password on this screen. The PACER login will not allow a user to file documents.

If you experience a problem and cannot login, verify that you have entered your FLND CM/ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information, and click **[Login]**. Remember, logins and passwords are case sensitive.

If the ECF system does not recognize your login and password, it will display the following error message on a new screen:

**Your ECF or PACER login attempt failed.
Either your login name or password is incorrect.**

Click on the **[Back]** button on your browser's toolbar and re-enter your correct login and password.

Once the **Main Menu** appears choose from a list of options located on the **blue** menu bar at the top of the screen just below the browser's menu bar.

Note: The date you *last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. Please contact the Clerk's Office as soon as possible if you believe your last login date and time are incorrect or suspect an unauthorized party is using your login and password.