



**Hot Topic for August:
Pick the PDF that's right for you!**

Associating correct PDF documents:

- Ensures efficient processing of your cases
- Eliminates corrective entries
- Ensures accuracy of case dockets
- Saves everyone time (judges/attorneys/trustees)

For more information see:

"Creating a PDF Document for Filing in CM/ECF" at:

http://www.wiwb.uscourts.gov/bankruptcy/Step_by_Step_Docketing.htm

Are you are interested in learning more about this or other topics? On-site training is available to anyone who has completed the court's initial ECF training. If you are interested in on-site training, reply to this e-mail.



AUGUST TIP

To select the correct PDF document for filing:

1. Select Browse
2. Find PDF document
3. Highlight PDF document
4. Right-click on the highlighted PDF document
5. Select Open on the displayed drop-down menu
6. View PDF document in Adobe Acrobat
7. If PDF document is **NOT** correct, repeat steps 2-5
8. If PDF document **IS** correct, select Open from the Choose File box window
9. This will enter the name of the document in the path field in CM/ECF
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HELP DESK

Our ECF Technical Help Desk is available during normal office hours 8:00-4:30 M-F.

You can reach us at:

(800) 373-8708

(608) 264-5630 in Madison

(715) 839-2993 in Eau Claire

helpdesk@wiwb.uscourts.gov



We want to stay in touch with you. Please let us know if your e-mail address changes. Contact us at: feedback@wiwb.uscourts.gov.

Editorial Team:

Kathleen Boucher, Jolene Hawkins-Content

Becky Hanson-Format