

IMPORTANT REMINDERS

McVCIS was implemented on September 19, 2011 and replaces VCIS. The new number is **866-222-8029**. After dialing, follow the voice prompts. When asked for a 2 digit state code, enter 72 for PA, when prompted, enter **1 for this court**.

Bookmarking ECF Page – Bookmarking the ECF login page is a timesaver, but it also bypasses the Middle District Bankruptcy MAIN webpage, which often contains important notices and new information. Instead, please bookmark our MAIN webpage, www.pamb.uscourts.gov. You can login to ECF from our MAIN page under “Quicklinks”.

Notices To Filing Party - After a docket entry is submitted in ECF, it is carefully reviewed by a Case Administrator. If the entry is not in accordance with the local bankruptcy rules and administrative procedures, a **Notice to Filing Party** is sent by e-mail to the attorney who filed the document. The notice will contain a brief explanation of what is not in accordance and what action should be taken by the filing party. It is **very important** that **each** notice is reviewed and acted upon.

PROPOSED ORDERS (see Handout on Creating Proposed Orders):

- When a pleading is filed that requires an order, a proposed order must be attached to the pleading docket entry, or included as the last page of the pleading image. **DO NOT SCAN pleadings and proposed orders. After the proposed order is typed in the word processing program, use the “Print to .PDF feature” or “Publish to .PDF” feature in the word processing program.** The proposed order needs to be an editable PDF document. Documents that are printed out and then put into a scanner are NOT usable by the court.
- **Do not e-mail proposed orders** directly to the case administrator. Processing of the order may be delayed due to case administrator vacation, leave, etc.