

**U.S. Bankruptcy Court
Eastern District of California**

Electronic Filing System Hardware and Software Requirements

To file cases and documents electronically, a user must have certain computer hardware and software, as well as access to the Internet.

1. Computer

A computer allows the user to create, save, view, print, and file electronic documents.

Hardware and operating system specifications for electronic filing are provided below. Required minimum specifications should be used to predict whether or not your existing hardware will perform adequately. Recommended optimum specifications should be used as a guide for those purchasing new equipment and services.

Required minimum and recommended optimum specifications are subject to change and it is likely that faster, greater capacity equipment will be needed in the future. Therefore, users are encouraged to purchase the fastest computers and connections they can within budget constraints, even beyond what is recommended. Updated required minimum and recommended optimum specifications will be posted on the court's Internet web site at www.caeb.uscourts.gov.

HARDWARE AND OPERATING SYSTEM SPECIFICATIONS FOR ELECTRONIC FILING	
	Recommended Minimum
CPU	Pentium IV 1.0 Ghz or faster
Random Access Memory (RAM)	256 MB or higher
Display Capability	1024 x 768 x 256
Operating System	Windows 2000 or XP

Additionally, the computer should have adequate hard disk storage; 1 GB of free disk space or more is recommended.

Although not required, law firms may wish to consider acquiring a large capacity storage unit or large capacity removable media drive, as well as an electronic file management system, to address portability and storage requirements. Likewise, to minimize storage, system administration, and file accessibility overheads, law firms with more than 10 computers should consider implementing some level of device and/or file sharing across a local or wide area network. To ascertain whether a change to your current network infrastructure would prove beneficial, please consult your computer professional.

2. Internet Connection

The Electronic Filing System is accessible through an Internet site; therefore, Internet access is essential. To access the Internet, you will need the services and software of an Internet Service Provider (ISP).

Connection to the Internet for the purpose of electronic filing should be faster than a standard dial-up connection.¹ Consequently, use of a dial-up modem to access the Internet for electronic filing purposes *is not* recommended.

The faster the Internet connection, the easier the electronic filing system will be to use. Electronic filers should, therefore, use DSL connections, cable modems, ISDN, or T1 lines to access the Internet.

3. Web Browser

The Electronic Filing System is a web application that operates on the Internet using a Web browser. Use of Internet Explorer 6.0 or higher is highly recommended. However, other browsers, such as Netscape 7.0 or higher, may also be functional. Browsers running on other operating systems, including Macintosh, have not been tested and may not be compatible.

4. Document Preparation Software

- a. A word processing application (such as Corel WordPerfect or Microsoft Word) or a forms generation software package will be needed to create documents.
- b. Portable Document Format (PDF) writer software (such as Adobe Acrobat PDF Writer) is required to convert electronic documents from a word processing format to PDF.

Adobe Acrobat Version 6.0 (or higher) offers two packages for converting documents to PDF – Acrobat Distiller and Acrobat Writer. Version 6.0's standard installation automatically installs the Distiller package. We recommend, however, that e-filers using Adobe Acrobat 6.0's software opt for 'custom' installation and install Adobe Acrobat Writer 6.0 because it converts files to PDF considerably faster, and produces significantly smaller PDF files, than Adobe Acrobat Distiller. Subsequent versions of Adobe Acrobat install Adobe Writer by default.

- c. Zip file creation software (such as [WinZip](#)) is required to electronically file batches of documents. Zip files are "archives" used for distributing and storing files. Zip files contain one or more files. Usually the files "archived" in a Zip file are compressed to save space. Zip files make it easy to group files and make transporting and copying these files faster.

¹ Use of a dial-up connection to electronically file documents is extremely slow and would prove unsatisfactory to anyone who makes more than occasional use of the system.

5. Scanner and Scanning Software

Documents that are not in a user's computer in the form of word processing files (for example, a deed to secure a debt or a promissory note) will have to be scanned in order to file them electronically. Scanners range in price from \$50 to tens of thousands of dollars. A flat bed scanner may be adequate for most users. If you anticipate imaging many documents, you may wish to consider a scanner with a sheet feeder attachment.

The resolution of documents scanned for subsequent electronic filing must be 300 dpi (dots per inch). Because scanning at higher resolutions produces unnecessarily large image files, and scanning at lower resolutions produces poor quality images, scanning software must be capable of creating images in PDF format at exactly 300 dpi (dots per inch) resolution. Otherwise, software capable of converting the scanned document's image file format to PDF is required.

6. Imaged Document Viewing Software

PDF Reader software is required to view all electronic court documents vis the Public Access to Court Electronic Records (PACER) system..

7. E-mail Account

An e-mail account is needed for receipt of electronic notification.

8. Printer

Notwithstanding the benefits of electronic filing, paper will not be disappearing in the near future. Therefore, you will need a printer adequate to handle your printing needs. Laser printers initially cost more but may prove less expensive in the long run because the cost per page for toner cartridges is much less than the cost per page for ink cartridges.

DUE TO LIMITED RESOURCES, THE COURT IS NOT ABLE TO PROVIDE EXTENSIVE TECHNICAL ASSISTANCE. USERS SHOULD CONTACT THEIR EQUIPMENT VENDOR OR LOCAL SYSTEMS TECHNICIAN FOR PROPER SYSTEM CONFIGURATIONS AND/OR FOR ASSISTANCE WITH IN-OFFICE EQUIPMENT PROBLEMS.