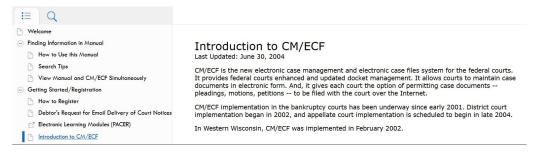
## Refer to ECF User's Manual BEFORE Filing

The *ECF User's Manual* is a resource and reference tool for filers. It includes filing requirements and instructions for filing documents electronically. Although filing requirements and references to the Bankruptcy Code and Rules may be provided for some topics, the manual should not be relied upon exclusively by the user. The actual Bankruptcy Code and Rules must be consulted.

## **Looking up topics in the Online Manual**

You can look up topics in the manual using two methods: Content and Search.

1. Contents: Provides you with a hierarchical overview of the content and organization of the manual



2. Search: Allows you to search every topic in the manual for a particular word or phrase. For example, a user can search for "Amendment" and every topic that contains the word "Amendment" will be listed under the Search tab.



You can gain access to the *ECF User's Manual* by using the Quick Link button on the *Western District of Wisconsin Bankruptcy's Website*.



You can also gain access to the ECF User's Manual by clicking on the User's Manual link from the CM/ECF filing Menu.

