



AUGUST/SEPTEMBER 2002
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Welcome to the New CM/ECF Participants

The court welcomes the following attorneys who recently began docketing electronically into the CM/ECF system. Congratulations to:

- Amy Boyle
- Anna Ervolina
- Ronald Friedman
- Anthony Giuliano
- Stuart Gordon
- David Green
- Richard Hendler
- Randall Jacobs
- Michael Kaufman
- Stephen Kass
- Richard Lunger
- Marc Milano
- Kathleen Nandan
- Jonathan Pasternak
- Elisa Pugliesa
- John Salierno
- Carol Sigmond
- Linda Taverni
- Andrew Thaler
- David Tillem
- Kenneth Yudell

We welcome their participation and look forward to helping them and all legal

professionals make the transition to the electronic filing system.

Through the first five months, 72 different attorneys have electronically filed documents into the ECF system.

ECF General Order/Local Rules

Each month we feature a different section of the ECF General Order or our Local Rules. The General Order and Local Rules are on our web page and we ask all attorneys to review them before filing to ensure accuracy of submissions.

Local Rule 9021-1 ENTRY OF ORDERS, JUDGMENTS AND DECREES

(a) Entry.

The Clerk shall enter all orders, decrees, and judgments of the Court in the electronic filing system, which shall constitute docketing of the order, decree, or judgment for all purposes. The Clerk's notation in the appropriate docket of an order, judgment, or decree shall constitute the entry of the order, judgment, or decree.

(b) Official Location.

The index of the Record of Judgments maintained by the Clerk for judgments entered up to and including January 31, 1999 is

officially located in the Office of the District Clerk. The index of the Record of Judgments maintained by the Clerk for judgments entered on or after February 1, 1999 is officially located in the Brooklyn Office of the Clerk. Each court will, however, maintain a separate index of all judgments signed by the respective Judges at that site.

PDF Documents

The creation of Portable Document Format (PDF) documents is essential for the electronic filing component of CM/ECF; it is the only format that the application accepts.

There are two primary methods for creating PDF documents: formatting text documents into PDF at the time of creation or scanning imaged documents from paper into PDF. The former method offers at least four significant advantages over the latter.

Reduced Labor: Imaging is a labor-intensive task and if documents must be imaged, valuable time is wasted.

Improved System Performance: Text documents are much smaller than imaged documents. For a typical document, its PDF text version would be only 20% of the size of its imaged version. Therefore, whenever an imaged document is stored or viewed, it takes five times longer to transfer over the internet.

Reduced System Storage Cost: An imaged document consumes about five times more storage space than it would as a text file.

Text Search Capability: Text documents can be searched for words and phrases (as is done in Westlaw or Lexis). Imaged documents cannot be searched without first performing an extra step called optical character recognition (OCR). OCR is labor-intensive and does not yield 100% accuracy.

If you are receiving paper exhibits to file, ask the original party if the exhibits are available in an electronic format such as Word, Wordperfect or Excel.

The optimal method for creating a PDF document for filing in CM/ECF is to create it directly from a word processing application using Adobe Acrobat's PDFWriter through your printer. PDF files created this way have two advantages: they are much smaller in size than documents that have been scanned and they are text-searchable by court users. If the file is large, the court recommends this method rather than the "Publish to PDF" option in WordPerfect packages. Using the "Publish to PDF" option creates a file that is three times larger than using the PDFWriter option.

Help Desk Question of The Month

Question: How do I change my CM/ECF login and /or password?

Answer: Once logged in, go to "Utilities" on the dark-blue tool bar. Click on "Maintain Your ECF Account" in the "Your Account" section. Click on the "More user information" button at the bottom of the screen. Highlight the row of asterisks in the login and/or password box and type your new login and/or password in place. Write down your new login and/or password and store in a secure place. Click on "Return to Account screen" at the bottom of the page. Click on "Submit" at the bottom of the page. Click on "Submit" at the top of the page. You will then receive acknowledgment of your change(s).

Our HelpDesk is open Monday-Friday from 9:00 a.m. to 5:00 p.m. The number for Brooklyn is (718)330-2188, extension 218. The number in Central Islip is (631)712-6200, and press six.

Changes to the Event List

Suggestions for changes to the docket event list resulted in the following changes to the system in August and September:

*Events Added

- Statement

*Events Changed

- Certificate of Service changed to **Certificate/Affidavit of Service**
- Amended Matrix changed to **Supplemental Creditor Matrix (Fee)**
- Notice of Voluntary Conversion to Chapter 7 changed to **Notice of Voluntary Conversion from Chapter 13 to Chapter 7**

Credit Card Payments

Since credit card companies only list the name of the vendor (U.S. Government or U.S. Bankruptcy Court) and the amount of the purchase on their statements, CM/ECF users sometime find it difficult to reconcile their bills. The credit card companies claim that they are unable to include specifics like the case number on individual credit card statements.

The Clerk's office docket CM/ECF receipts within 24 hours of filing. Therefore, it is possible to compare what appears on the credit card statement on any given day to the transactions that were filed on a specific day (at the Intake counter) or the previous day (electronically over the internet).

The Administrative Office of the U.S. Courts is currently testing a new payment system that will eliminate the need for electronic filers to keep credit cards on file with the court. Payments will still be made via credit cards, however, the transaction will be similar to making an internet purchase in which you enter your credit card information. Anticipated delivery of this new function is the Spring of

2003.

Court's ECF Webpage

Recent changes to the court's ECF Webpage include an updated Frequently Asked Questions list and a summary of the accepted ECF filing options for attorneys.

Reminders

- When a docketing a multiple relief motion, make sure that you select each individual relief. This is imperative when you are filing a multiple relief motion that includes a request for compensation or to employ.
- Please ensure that if your electronic filing relates to a previously filed document, you check the "Does this filing refer to an existing document in this case" box.

Eastern District Newsletter

This newsletter and previous issues are available for online viewing at http://www.nyeb.uscourts.gov/ecf_news.htm.

Do you have suggestions for future newsletter subjects? Would you like to receive a copy of this newsletter?

If so, please send an e-mail to Charles_Langlois@nyeb.uscourts.gov with the words "Subscribe ECF Newsletter" in the subject field.