

# Updates to E-filers

July 7, 2006

Hi, Everyone!

Listed below you will find some updates regarding electronic filing. If you have any questions once you review this information, please don't hesitate to contact the ECF Training Department at the Help Desk Number below. Thanks!

## **CM/ECF HELP DESK NUMBER - 720-904-7450**

Diane, Kathi or Rich will answer the phone or will return the call if a message is left.

## **TRAINING TEAM E-MAIL ADDRESS - [cobml\\_training@cob.uscourts.gov](mailto:cobml_training@cob.uscourts.gov)**

Use this e-mail address when you have procedural questions regarding e-filing, need help e-filing documents, or you want to change information in your ECF Account (i.e. e-mail address.)

## **QUALITY ASSURANCE TEAM E-MAIL ADDRESS - [cob\\_qa@cob.uscourts.gov](mailto:cob_qa@cob.uscourts.gov)**

Use this e-mail address when you have made a mistake during the e-filing of your document and want the QA Team to fix it for you.

## **YOUR ECF TRAINING TEAM/HELP DESK MEMBERS:**

Kathi Hindes

Diane Hunter

Richard Roberts

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## **Thank you for your patience:**

The Trainers who staff the Help Desk, Systems Staff and Court Management would like to take this opportunity to thank all of you for your patience and understanding with problems you may have experienced as a result of our recent migration from one server to another. We sincerely appreciate your patience and understanding and apologize for any inconvenience you may have experienced.

### [Updating Adobe Acrobat Reader and Writer Programs:](#)

We encourage you to stay current on updating to the latest version of Adobe Reader and Writer. If you do not stay current, you may find it difficult to print or open documents from more recent versions. In addition, the Court may have difficulty opening your documents prepared on older versions.

### [Clearing your Temporary Files/Cache:](#)

E-filers who experience problems with being able to login, view menus, etc., may need to clear your temporary files, sometimes referred to as cache. Please refer to the attachment to this notice titled Technical Document Clearing Cache for instructions on clearing your temporary files. The document also includes instructions for ensuring that the most recent web page is being used.

### [Documents Excluded From E-Filing:](#)

The following documents are excluded from e-filing and **MUST** be filed in paper by all e-filers, including those classified as Regular Filers:

- Involuntary Petitions and Summons
- Chapter 9 Voluntary Petitions
- Miscellaneous Proceedings
- Foreign Proceedings (Chapter 15)

### [Notice and Effect of the Reduce Paper Module:](#)

The Reduce Paper Module went into effect December 1, 2005. As a result, e-filers will no longer receive large volume notices in paper. Examples of large volume notices include, but are not limited to discharges and 341 meeting notices. You must rely on your electronic notification for receipt of these documents.

### [Verification of Confirmable Plan and the indication that Domestic Support Payments are current:](#)

The Court is experiencing the filing of the Domestic Support Certification prematurely in Chapter 13 cases. To clarify briefly: When filing your Verification of Confirmable Plan, merely indicate on the verification that domestic support obligations are current. Do not actually file the Domestic Support Certification until the time of discharge. (Please see TLBR 3015-1 and 11 USC Section 1328 for further clarification.)

### [Public Notification Entries:](#)

E-filers are asked to please follow Public Notification instructions to the letter.

For example, e-filers are being asked to e-mail a proposed order to the QA Team, but are, instead, refileing the motion and proposed order. This is causing a cluttered docket which we would like to avoid. Your cooperation is appreciated.

### NEF Summary Report:

An option has been added in CM/ECF where attorneys can check their ECF case activity. Within the *Reports* section an option has been added titled *NEF Summary Reports*. This report will allow attorneys to see if there was any activity in any of their cases for a given day. You will be able to view the activity in each case and also view any of the pdf's that were submitted for a particular day. (Please note that the usual PACER charges apply when viewing pdf's.) The report will prove helpful to attorneys having problems with their e-mail service who wish to make sure they do not miss any electronic notices of filing. This will not affect your electronic notifications in any way. The customary electronic notification will still go out at the time a pleading is filed to attorneys who want a notice for each event and the summary will still be sent out at midnight to attorneys who want the summary report.

### REMINDERS FROM PREVIOUS NOTICES:

#### 1. ECF Help Desk, BAPCA and TLBRs:

The purpose of the ECF Help Desk is to instruct you on how to electronically file documents in the Court's ECF System and answer questions related to electronic filing. The trainers who staff the ECF Help Desk are not allowed to provide details nor interpretation of the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 or our Transitional Local Bankruptcy Rules. For your convenience, the Act and our Local Bankruptcy Rules are posted to our website at [www.cob.uscourts.gov](http://www.cob.uscourts.gov). We suggest that you contact your local bar association and Continuing Legal Education providers for education opportunities on the new bankruptcy legislation. In addition, the Clerk's Office, when provided, does have flyers available for CLE opportunities. Stop by the Intake section to see if they have information on upcoming CLE opportunities.

#### 2. Regular Filers and Adversary Complaints:

It is mandatory that all attorneys who are classified as 'Regular Filers' file their adversary complaints electronically. If you are a 'Regular Filer' who may need to file an adversary complaint in the near future and have not yet

taken the additional training to receive the necessary adversary permissions, we strongly urge you to do so at your earliest convenience. The Adversary Training CBT (Computer Based Training) is on a CD, and can be obtained by calling the ECF Help Desk 24 hours ahead of time and asking that the CD be made available to you for pick-up. If you wish to have it mailed to you, you must send us a self-addressed, padded, legal-sized envelope bearing \$2.50 in postage. Please include a cover letter indicating that you wish to have the Adversary CBT mailed to you.

**3. Update your ECF Accounts:**

It is the e-filers responsibility to ensure that the e-mail addresses in your ECF Accounts are updated when there is a turn-over in staff or when the e-filer changes firms. If you have a question about the e-mail address(es) that are currently in your ECF Account, please contact the ECF Help Desk.

**4. Amended Schedules/Matrices and the 3-Step Process:**

E-filers are reminded that when amending Schedules D, E or F to add creditors, a 3-Step process must be followed:

- File the amended schedules, using the Miscellaneous event 'Amended Schedules (Electronically Filed-No Fee Required)', ensuring that you indicated why the schedules are being amended when prompted.
- Add the additional creditor(s), using the Creditor Maintenance option from the bankruptcy main menu. (Please add ONLY those creditors being added. Do not add all creditors again.)
- File the amended matrix, using the Miscellaneous event 'Amended Creditor Matrix (Electronically Filed-No Fee Required)'.

**Attached Lists:**

Please print copies of the attached, updated lists, as they will be extremely helpful to you:

- Bk Reform List of E-Filer Events
- Document Linkage for E-Filers
- Requirement for a Complete Voluntary Petition
- Supplement to Category and Event Lists - E-Filers
- Updated List of Trustee Events
- Technical Document re: Clearing Cache

**We appreciate your cooperation with all of these reminders/updates.**

As a reward for taking the time to read this update, the first five **attorneys** to e-mail the training team at the training team e-mail address stated above and indicate that they have read this update will receive a Certificate of Appreciation from the Clerk of the Court.