



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK ECF NEWSLETTER

APRIL 2018
VOLUME 18, ISSUE 1

IN THIS ISSUE

**Online Password
Application...pp. 2-3**

**Updated PACER
Locator...p. 3**

GovDelivery...p. 3

**Revised Notice of
Returned Mail...p. 3**

Filing Statistics...p. 4

Reminders...pp. 4-6

Why the Reset
Password Program
Fails?

Notice of Appearance

Keeping Your ECF
Account Current

**Training
Schedule...pp. 6-7**

**Contact
Information...p. 7**

CHAPMOBILE CALENDAR APPLICATION

The United States Bankruptcy Court for the Eastern District of New York, is pleased to announce the roll out of the CHAP Public Mobile Calendar App (CHAPMobile). This free calendar application can be downloaded to iOS and Android devices. Features include:

Hearing Calendar: Displays hearing data organized by judge.
Searchable by debtor name and case number.

341 Calendar: Displays all scheduled §341 First Meetings by Trustee.
Searchable by debtor name, case number and attorney.

Attorney Search: Search an attorney name to view his/her cases scheduled on the hearing calendar.

My List: Create an attorney “favorites” list to quickly view his/her cases scheduled on the hearing calendar.

Locations: Displays court office address, contact information and website.

Settings: Each user can set his/her preferences at any time and view app information for the “Last Updated” date and time.

To view video version, click on the YouTube link:
<https://www.youtube.com/watch?v=KS2wdPx2rqI>

ONLINE ATTORNEY PASSWORD APPLICATION

The Bankruptcy Court will roll out an Online Registration Program for attorneys to complete the Attorney Password Application and the Limited Access Creditor Password Application to receive logins and passwords to electronically file documents in CM/ECF. To fill out the online application, go to the LIVE CM/ECF Filer or PACER Login Page.

CM/ECF Filer or PACER Login

Notice
This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

You are accessing a train site. Documents contained herein are not official court records.

PLEASE NOTE: CM/ECF is unavailable every weekday morning between 5:30 a.m. and 5:45 a.m. We apologize for any inconvenience.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://www.pacer.gov>.

Attorneys without an ECF Password, can now [Register Online](#).

Institutional creditors, claim traders, approved claims agents, and governmental units, without an ECF Limited Access Password, can now [Register Online](#).

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.
If you have lost or forgotten your password, [click here](#).

Authentication

Login: Password: Client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and the names of all parties to the case. This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Login Clear

Notice
An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information, call 202-544-8856.

CM/ECF has been tested using Firefox and Internet Explorer 11.

- Listed below are modified guidelines to accommodate the nuances of online registration. For more information and instructions: [Click here for the User's Guide for the Online Attorney Password Application and here for the User's Guide for the Online Limited Access Password Application.](#)
- Registering for a login and password must be completed online. However, all applications, including those sent by regular mail and received by the Court up to ten days from the roll out date, will be completed online by the Court's deputy clerks and issued to the applicant by email. **Thereafter, all applications must be completed by the applicant online.**
- In order to file papers in this Court or to appear as counsel (both constitute practicing law) it is necessary for counsel to be admitted to practice and in good standing in a State Bar and in the Eastern or Southern District of New York.
- During the application process, applicants must upload two timely proofs of admission-- a Certificate of Good Standing for the Eastern or Southern District and a Certificate of Good Standing issued by the State Bar Association(s).

- Certificates of Good Standing must be from each state in which the applicant is a member of the bar, and issued within 30 days of filing. *See Local Civil Rule 1.3(c), Local Rules for the United States District Courts for the Southern and Eastern Districts of New York.*

Failure to comply with the rules and guidelines listed above and in the user’s guide will cause the application to be rejected.

UPDATED PACER CASE LOCATOR

The PACER Case Locator (PCL) is a tool that allows PACER users to search cases in appellate, district, and bankruptcy courts. An updated version with a new look, functions, and features to help users narrow search results and simplify the case search process is now available. Click on this link for images of the new look: <https://www.pacer.gov/pclnew/> and click on this link <https://www.pacer.gov/documents/PCLUserManual.pdf> for the User Manual.

GOVDELIVERY

GovDelivery is a **free** email alert subscription service specifically designed for the public sector. It monitors Court websites for content updates and automatically generates email alerts when changes are detected. During the subscription process you select the type of alerts you want to receive.

These alerts include such items as “News and Announcements” and “Written Decisions and Opinions.” Other judicial selections from the United States Court’s website are also available. For more information click on <http://www.nyeb.uscourts.gov/content/govdelivery-button-0>.

REVISED NOTICE OF RETURNED MAIL

The Bankruptcy Noticing Center (BNC) recently implemented new language for the Notice of Returned Mail. The Notice of Returned Mail serves as a cover letter that informs attorneys and *Pro Se* parties that the enclosed piece of mail was returned as undeliverable. Because the old version of the Notice was somewhat unclear, the revised language clarifies that the original, undeliverable piece of mail was sent by the court through the BNC.

In addition, the updated language clearly explains that the Notice of Returned Mail form may be used to only update the **address** for the intended recipient but it **may not** be used to add a new creditor.

FILING STATISTICS

January – December 2017

Chapter 7	=	9,303
Chapter 9	=	0
Chapter 11	=	375
Chapter 12	=	0
Chapter 13	=	5,403
Chapter 15	=	0

Total Cases Filed January – December 2017 – 15,081
Total Adversary Proceedings Filed January – December 2017 – 492

FILING STATISTICS

January – February 2018

Chapter 7	=	675
Chapter 9	=	0
Chapter 11	=	31
Chapter 12	=	0
Chapter 13	=	464
Chapter 15	=	0

Total Cases Filed January – February 2018 - 1,170
Total Adversary Proceedings Filed January – February 2018 - 23

REMINDERS

Why the Reset Password Program Fails?

If you tried to use the **Reset Password Program** and were unsuccessful in getting a password, the likely cause is the login or email address associated with your CM/ECF account.

To change your email address, and/or make your login available to you, send a signed request to ECF_Helpdesk@nyeb.uscourts.gov on your firm or company's business letterhead. In the event of an emergency, call 631-712-6200, press 6 to speak to a deputy clerk for instructions.

Upon receiving the written consent, the change will be made by the Clerk's Office and you will be notified via email. You will then be able to reset your password.

When Entering a Notice of Appearance in CM/ECF

1. Add the creditor **exactly** as it appears on the Notice of Appearance being filed.
2. Use sentence case, and not all capital letters when entering a creditor.
3. In order for the creditor to receive proper and timely notice, make sure you are entering the complete address. For example:

Creditor Name: Test Creditor
Firm Name: c/o Test Firm, LLC
Complete Address: 123 Test Street
Test City, NY 00000

File a Notice:

[8-17-70001 Josh Hamilton and Sally Hamilton](#)

Add Creditor(s)

Name may be 50 characters. Address may be 5 lines, 40 characters each.

Name and Address

Test Creditor
c/o Test Firm, LLC
123 Test Street
Test City, NY 00000

Creditor type Notice of Appearance ▼

Creditor committee No Yes **Entity**

Next Clear

4. **Creditor Type:** From the dropdown list, **Creditor type** defaults to Notice of Appearance.
5. Select the **Next** button.

Keeping Your ECF Account Current

Attorneys are responsible for keeping their information current regarding firm affiliation, address, telephone, fax and/or email. This information can be electronically updated by accessing your CM/ECF account under the **Utilities** menu and selecting “Maintain Your ECF Account.” Should you have reasons to believe that your password has been compromised, you must immediately notify the Court in writing.

Notwithstanding the above, if you want the Clerk’s Office to change information relating to an attorney profile, all requests must be on business letterhead and signed by the person holding the account. This letter can be faxed to 631-712-6209, digitally signed, or emailed as an attachment to the ECF_Helpdesk@nyeb.uscourts.gov, or mailed to the United States Bankruptcy Court, Eastern District of New York, Alfonse M. D’Amato U.S. Courthouse, 290 Federal Plaza, Central Islip, NY 11722.

The above procedures are also applicable to Limited Access users who have limited access passwords. Requests to change information relating to their limited access creditor profile, including deactivating a password, must be on the company’s business letterhead and signed by both the employee and supervisor or the supervisor.

ECF TRAINING CLASS

The next Electronic Case Filing (ECF) training classes for attorneys and their support staff will be held at the:

- **Brooklyn Courthouse - Friday, April 27, 2018 from 9:30 a.m. to 12:30 p.m.**
- **Central Islip Courthouse - Friday, May 18, 2018 from 9:30 a.m. to 12:30 p.m.**

The **Nuts and Bolts of Bankruptcy Procedures for New ECF Users (Nuts and Bolts)** is offered in connection with the ECF training class. While the ECF class is designed to teach attorneys and their support staff how to electronically docket, **Nuts and Bolts** is designed to familiarize attorneys who will be practicing before the Court with some basic bankruptcy rules and procedures. During the first 30 minutes of these bimonthly sessions, the participants hear from one of our judges (Brooklyn only) a representative of the United States Trustee's office, and a bankruptcy attorney, on a range of topics covering bankruptcy basics and attorney obligations.

The topics include key Federal Rules of Bankruptcy Procedure and Local Bankruptcy Rules, judges’ procedures, noticing, civility guidelines, preparing and signing papers and their representation to the Court, duty of disclosure and reasonable inquiry, and preparing for the meeting of creditors pursuant to Bankruptcy Code Section 341.

Attendance is no longer required to receive an ECF password to docket. However, first time users of the ECF system are strongly encouraged to attend the training class with their support

staff. **It is important that attendees be on time for class.** Those arriving late must go to the Clerk's Office on the second floor of the Bankruptcy Court in Central Islip and first floor in Brooklyn to speak to the Public Information Clerk who will announce your arrival or escort you to the training room. Participants must register before attending the class. If you register for a class and must cancel, notify the Clerk's Office as soon as possible.

The classroom training dates are posted on the Court's website at:
<http://www.nyeb.uscourts.gov/ecf-training-class-schedule>

CONTACT INFORMATION

United States Bankruptcy Court
Eastern District of New York
Conrad B. Duberstein United States
Bankruptcy Courthouse
271-C Cadman Plaza East, Suite 1595
Brooklyn, NY 11201-1800
(347) 394-1700
Help Desk: (347) 394-1700 press 6

United States Bankruptcy Court
Eastern District of New York
Alfonse M. D'Amato United States
Courthouse
290 Federal Plaza
Central Islip, NY 11722
(631) 712-6200
Help Desk: (631) 712-6200 press 6

The Voice Case Information System (VCIS) - 866-222-8029
The Court's website address is: <http://www.nyeb.uscourts.gov/>
Email your non-emergency procedural questions to: ECF_Helpdesk@nyeb.uscourts.gov

This newsletter and previous issues are available for online viewing. [Click here](#) to visit the ECF Newsletter Archive.

In order to cut down on the number of error emails sent to filers each year, we would like to hear from you as to how we can best assist in making docket entries consistent with the requirements of this Court. Send me an email at Margaret.Clarke@nyeb.uscourts.gov letting me know how we can help.

Contact Margaret.Clarke@nyeb.uscourts.gov with your suggestions, articles, and topics for the newsletter.