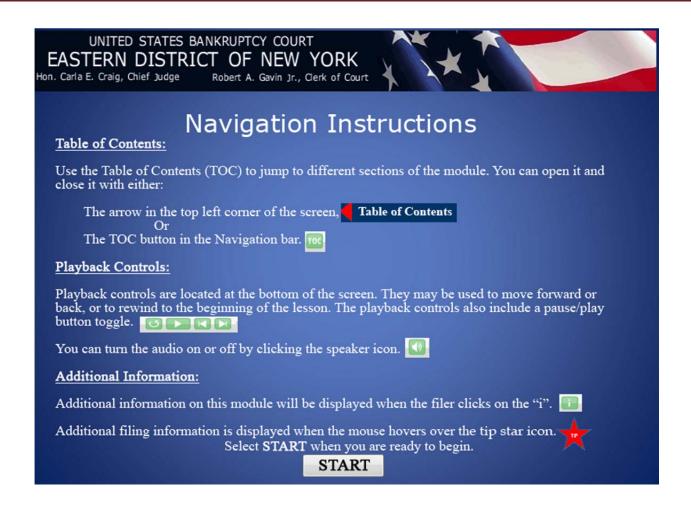


Welcome to the United States Bankruptcy Court Eastern District of New York's Lesson on Maintain Your ECF Account for Limited Creditors.



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court Objective

At the end of this lesson you will be able to maintain your user account by:

- Updating your creditor profile
- · Updating your e-mail addresses
- Changing some of your e-mail preferences

Select **CONTINUE** to proceed to the next screen.



Select **CONTINUE** to proceed to the next screen.



Hon. Carla E. Craig, Chief Judge

Robert A. Gavin Jr., Clerk of Court



Events Available to Limited Creditors

Limited Creditors can only file the following:

- · Proof of Claim
- Affidavit/Certificate of Service Re: Rule 3002 Only
- Notice of Appearance and Request for Notice
- Notice of Mortgage Payment change
- Notice of Postpetiton Mortgage Fees, Expenses and Changes
- Reaffirmation Agreement
- Response to Notice of Final Cure Payment Rule 3002.1
- Transfer of Claim

Select **CONTINUE** to proceed to the next screen.

UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK

Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

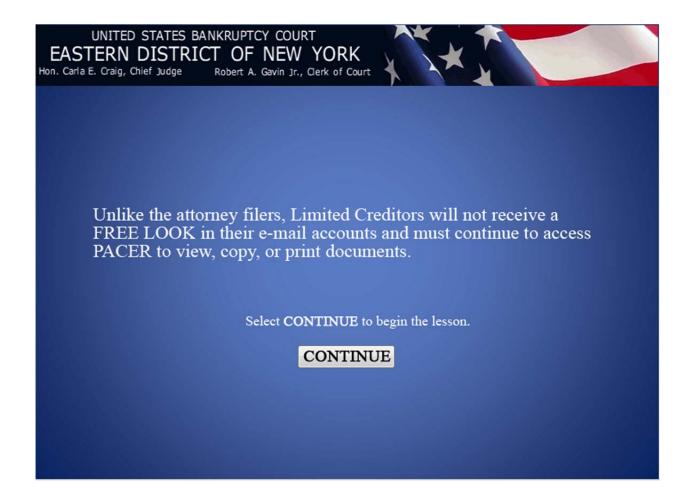


CM/ECF Release 4.1 allows Limited Creditors to receive Notice of Electronic Filing (NEF) in their e-mail accounts when documents are filed.

The e-mail addresses of Limited Creditors will be listed only on the "bcc" line at the upper right margin of the NEF.

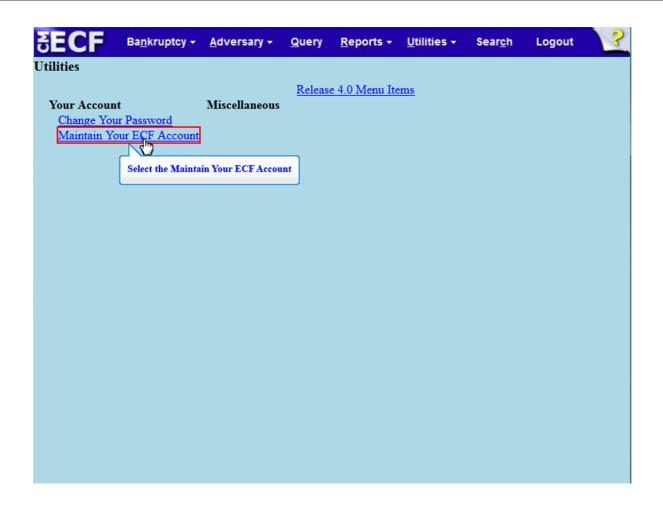
This module demonstrates how Limited Creditors maintain their Electronic Case Filing (ECF) account when a change must be made to the standard set-up of the creditor's profile or e-mail preferences.

Select **CONTINUE** to proceed to the next screen.

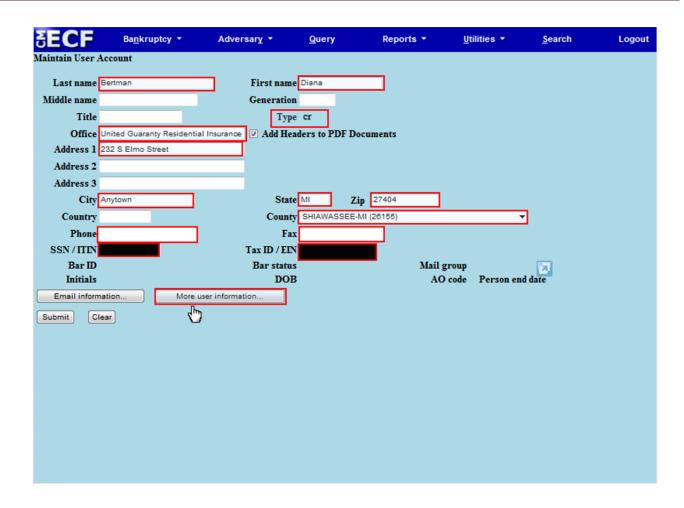




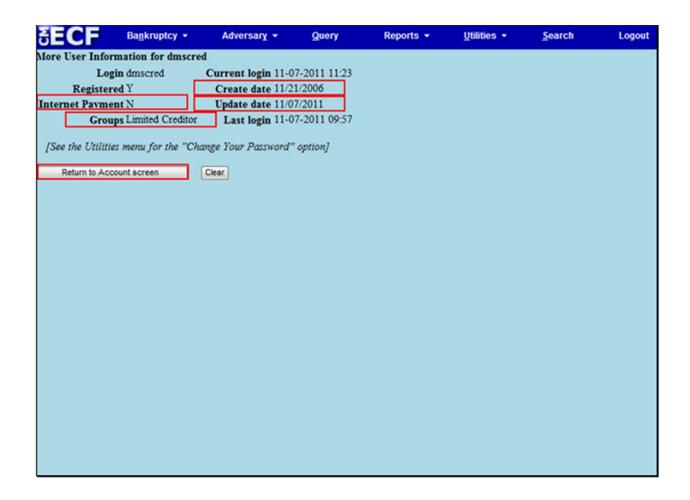
After you have successfully logged in to CM/ECF, select Utilities from the menu bar to access your user account.



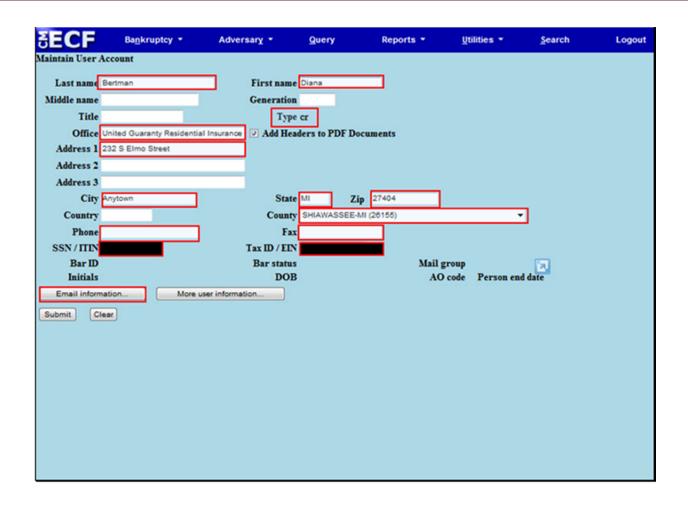
Each ECF user has a personal record in the database under Maintain Your ECF Account. No other users can access this information unless they use your login and password. To make changes to your user record and e-mail preferences, we will select Maintain Your ECF Account.



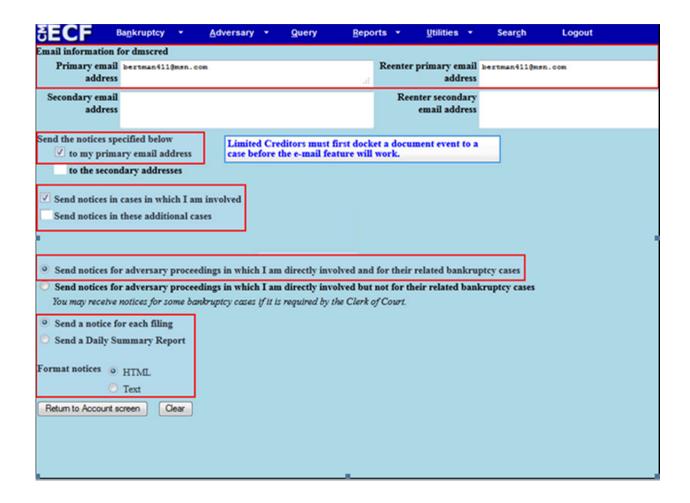
The Court sets up the creditor's profile based on the information provided in the application requesting a Limited Creditor login and password. It is important that Limited Creditors keep this information current. We are going to select **More user information** to view additional account information.



This screen chronicles your account login. The system tracks the date and time for each user's activity. The "Create date" indicates when your login was added to the system. The "Update date" is the latest date this account was changed. The "Internet Payment" field displays **N for No** which shows that Limited Creditors do not participate in the Internet Credit Card or the Automated Clearing House (ACH) programs. All Limited Creditors belong to the Limited Creditor Group that controls access to various programs in the system. Let's select Return to Account screen.



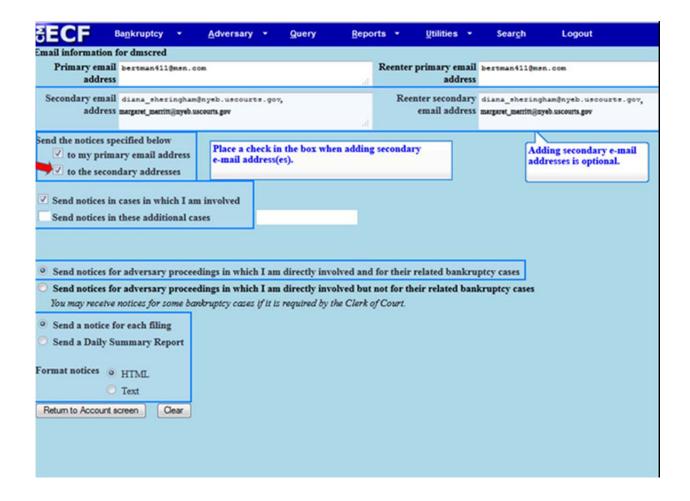
Next, we will look at the e-mail information screen.



PRIMARY E-MAIL ADDRESS SET-UP

The e-mail information screen displays the standard set-up for your account. The Court sets up the e-mail preferences for the Limited Creditor as shown in the highlighted fields. If a Limited Creditor needs to make changes to fields set up by the Court, they must:

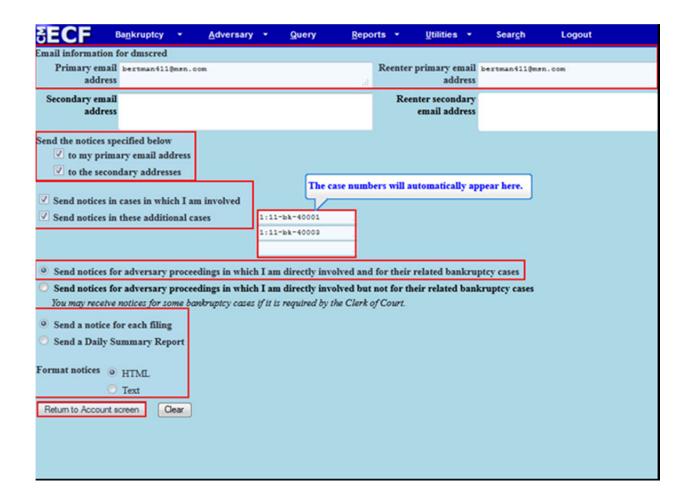
- Enter the primary email address twice for validation purposes. This email address is not saved until both fields match.
- They must also verify that a check is placed in the box next to "to my primary e-mail address" under "Send the notices specified below".
- A Limited Creditor has to place a check in the box next to "Send notices in cases in which I am involved".
- Confirm that the radio button for "Send notices for adversary proceedings in which I am directly involved and
 for their related bankruptcy cases" is selected. This preference is set up by the Court and should not
 be changed.
- Selecting the radio button for "Send a notice for each filing" allows the system to send a Notice of Electronic Filing (NEF) for each filing on a case. HTML is selected as the format for notices.



SECONDARY E-MAIL ADDRESS SET-UP

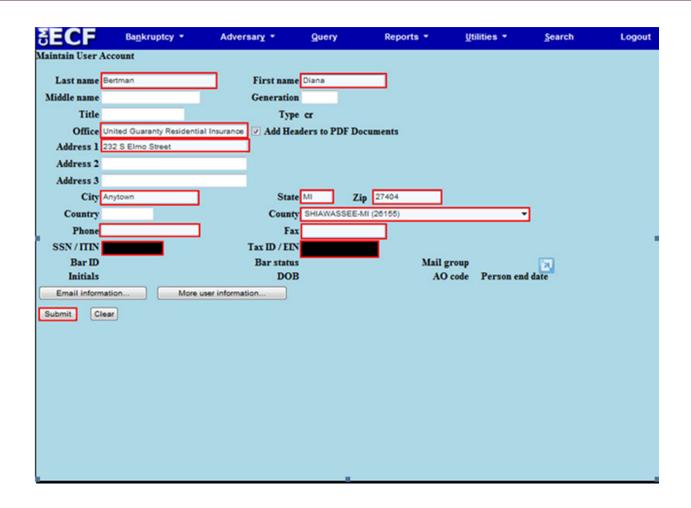
A secondary e-mail address can be added when the Limited Creditor wants the NEF sent to an e-mail address in addition to the primary address.

- Adding a secondary e-mail address is optional.
- The Court sets up the secondary e-mail preferences when the Limited Creditor supplies secondary e-mail addresses with their request for a login and password. The highlighted fields show how the secondary email preferences must be set up.
- The secondary e-mail address is set up in the same manner as the Primary e-mail address with two exceptions:
 - A check must be placed in the box next to "to the secondary addresses under "Send the notices specified below"; and
 - There is no limit to the amount of secondary e-mail addresses that can be added, but each must be separated with a comma.

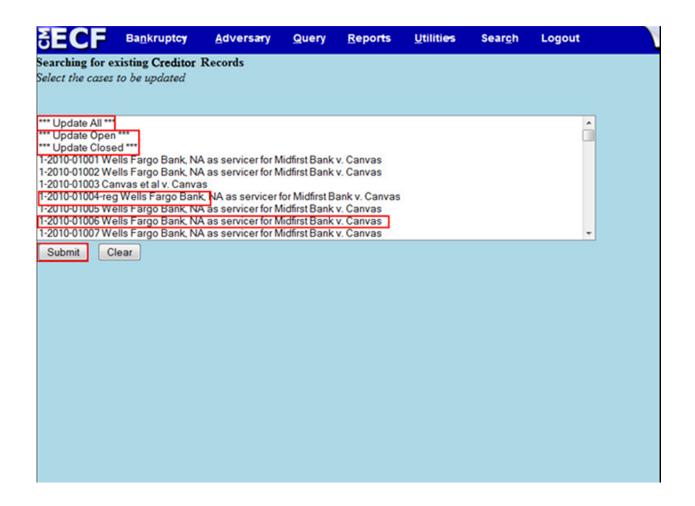


PRIMARY E-MAIL SET- UP AFTER DOCKETING

When a Limited Creditor dockets a document on a case in ECF, the system automatically places a check in the box next to "Send notices in these additional cases" and the case number automatically appears in the field entry box as shown. Select Return to Account screen to return to Maintain User Account.



Let's select the **Submit** button to upload the updated information.



The system now displays a list of all of your open and closed cases and allows you to update all of your cases at once (Update All), or all of your open cases (Update Open) or closed cases (Update Closed), as well as individual cases. Let's select submit, to submit our updated information.



This data verification screen shows the current settings for Limited Creditor. This is a last opportunity to verify the updated information.

You may select the "Return to User Maintenance" hyperlink to correct any information.

Case numbers added to the field entry box under "Send notices in these additional cases" will be displayed under "Case list".

"E-mail notice of electronic filings for selected cases" displays "on" to indicate that a NEF will be sent for each filing. The current primary and secondary e-mail addresses are listed, as well as the HTML format for notices.

