



EASTERN DISTRICT ECF NEWS

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ECF Filings

Court filings continue to run below normal levels.

The monthly percentages of attorney ECF filing for the past three months are as follows:

2006/2007	Nov	Dec	Jan
BK/AP Filing	78%	77%	76%
Event Docketing	37%	36%	36%
Atty's Docketing	534	559	591

More than 3000 legal professionals have attended ECF training in the Eastern District, more than 3000 participants have received a password and over 2100 have docketed into the system.

A big thank you and congratulations to all participating attorneys, their staff members and the new creditor group for a job well done. We appreciate your cooperation.

ECF General Order/Local Rules

Each month we feature a different section of

the ECF General Order, our Local Rules, Administrative Orders or the Interim Bankruptcy Rules effective October 17, 2005. All are located on our Web site and we ask all attorneys to review them before filing to ensure accuracy of submissions.

This month we highlight our new Administrative Order 512 signed by Chief Judge Cyganowski on December 11, 2006 and made effective January 3, 2007:

Whereas, the court having established, by General Order dated December 26, 2002, electronic filing procedures applicable to all bankruptcy cases and adversary proceedings filed on or after January 1, 2003, and

Whereas, it being in the court's interest to enable creditors (limited users) to utilize the court's Electronic Case Filing System to electronically file claims, transfers of claim and notices of appearance...it is

ORDERED, that effective January 3, 2007, all proofs of claim, transfers of claim and notices of appearance may be filed electronically in a case which has been designated as an electronic case in the court's Electronic Case Filing System (Chapter 11 cases filed on or after April 1, 2002 and all cases filed on or after January 1, 2003).

Help Desk Question of The Month

Question: Do parties in a case just get notified as to the filing of a document, or do they get the actual document?

Answer: The Notice of Electronic Filing sent to parties in a case contains a hyperlink to the document. The receiver may view, print or save the PDF document to their computer.

Please be advised that HelpDesk calls may be directed to either the Central Islip or Brooklyn office. The number in Central Islip is (631) 712-6200, and press six. The number in Brooklyn is 347-394-1700, and press six. Hours for the HelpDesk are Monday to Friday from 9:00 a.m. to 4:00 p.m.

Claims Filing

With the advent of electronic filing of claims over the Internet, a number of questions have arisen. Please be aware of the following:

- *All current account holders may file claims with their present password.
- *The court has a PDF template of a claim that is easy to fill out, save and submit electronically. The claim is located at:
www.nyeb.uscourts.gov/forms/local/B10_1005ia.pdf
- *Do not send in a chambers copy of an electronically filed claim.
- *There is a limit of 50 characters when entering the creditor name. Each address line is limited to 40 characters.
- *Please ensure that the creditor name and address entered for a creditor are identical to the name and address appearing on the claim.
- *If the claim contains "as assignee of"

information, that language should be included when the creditor record is created.

*If you are unable to amend a current claim due to a change in claimant name or address, please file a new claim and type "Amends claim # ____" in the Remarks field.

*The only docketing options that limited creditor filers have are filing claims, transfers of claim and notices of appearance.

Non-Payment of Fees

The ECF system will automatically lock out a user who has not paid filing fees by midnight of the day of filing. E-mails reminding the user of fees due will be sent. Once locked out, a user will be allowed to login only to pay the fees due, by going to Utilities-Internet Payments Due. Once outstanding fees have paid, all ECF category and docket options should again become available.

If you have paid all outstanding fees but find that category and docket options remain unavailable, please clear your cache and/or log out of the ECF system and reboot your computer.

Cache

Your computer cache file keeps copies of Internet pages that you visit. If you don't clear your cache on a regular basis, you run the risk of not getting all of your ECF options. We have provided instructions on how to perform this function manually. If you would rather not have to remember to perform this function, you can set your computer to do it for you automatically in Internet Explorer.

In Internet Explorer, go to Tools-Internet

Options-click the Advanced tab-check Empty Temporary Internet Files folder when browser is closed-click Apply-click OK.

Written Opinions

Written opinions are available free of charge under the Reports menu option. Written opinions have been defined by the Judicial Conference as “any document issued by a judge or judges of the court sitting in that capacity, that sets forth a reasoned explanation for the court’s decision.”

Saving the Cases Report in Excel

Under the Reports menu option, the Cases report allows you to dump the report information into an Excel spreadsheet. Here’s how:

1. Select the Output Format “Data Only” on the Cases report; this will create a text file.
2. When prompted, select “Save it to disk,” click OK, save the text file in your C: drive (remember the file name).
3. Open Excel and a new spreadsheet.
4. On the top menu bar, click on Data-Import External Data-Import Data.
5. In the “Select Data Source” window, go to the C: drive and click on the text file you created.
6. Click Open.
7. In the Text Import Wizard Box, select “Delimited.”
8. Click Next
9. Click on Other (make sure all other boxes are unchecked) and type the pipe symbol

(underneath the Backspace key-shift back slash) in the Other box. This will separate the fields.

10. Click on Next-Finish.

11. On the “Import Data” screen, click OK.

12. Save the report.

Reminders

- Due to security reasons, ECF does not accept PDF documents that have embedded hyperlinks such as e-mail addresses.
- When filing a petition, the login and password of the filer must match the debtors’ attorney listed on the petition.
- The PACER Service Center hours of operation are 8:00 A.M. to 5:00 P.M. Central standard time.
- The latest version of the PACER User Manual is available at no charge under the Documents section at the PACER Service Center, website <http://pacer.psc.uscourts.gov>

Eastern District Newsletter

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

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