



## EASTERN DISTRICT ECF NEWS

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**Volume 4 Number 1**

### **ECF Filings**

The court is extremely pleased with the response from the local bar regarding the use of the ECF system.

In January 2003, 31% of all bankruptcy cases and 32% of all adversary proceedings were filed electronically. For the month of February, we are maintaining the same level for adversaries and nearing the 50% mark for electronic filing of bankruptcies.

A big thank you to the following attorneys who have already posted more than 100 entries to the system since January 1, 2003.

- Heath Berger
- Richard Jacoby
- Michael Macco
- Toni McPhillips
- Dennis O'Sullivan
- Jeffrey Stark

### **ECF General Order**

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. This month we highlight some of the changes included in the revised General Order signed by Chief Judge Duberstein on December 26, 2002. We recommend that all attorneys review the revised General Order of Electronic Filing Procedures.

### ELECTRONIC FILING AND SERVICE OF DOCUMENTS

#### a) Filing.

4. Persons filing documents that reference exhibits which are not in electronic form shall scan and electronically file excerpts of the exhibits that are directly germane to the matter under consideration by the court. Such filings must be clearly and prominently identified as excerpts, **must not exceed twenty (20) pages**, and state that the entire document is in the possession of the filing party. The entire exhibit must be made available forthwith to counsel and the court on request, and must be available in the courtroom at any hearing pertaining to the matter. Persons filing excerpts of exhibits pursuant to these Procedures do so without prejudice to their right to file additional excerpts or the entire exhibit with the court at any time. Opposing parties may file additional excerpts if they believe that they are germane.

## Help Desk Question of The Month

Question:

I am changing firms, do I need to establish a new ECF login and password?

Answer: You do not need to register for an ECF Password more than once. Even if you change firms, your login is valid. However, you must update your address and e-mail information in the Utilities option of the ECF system.

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.

## Live ECF Courts

There are currently 41 bankruptcy districts live on Electronic Case Filing. Another 35 districts are in the process of implementation.

## Court Calls

Please be advised that court employees are assigned cases by the last digit of a case number. If an attorney files multiple documents in error, they may receive more than one phone call from the court about the same problem since the problem is spread out over more than one case administrator.

## E-Mail Notes

The free view of a document in your e-mail notification expires in 30 days. You may wish to have every e-mail notification sent to a second e-mail account. This will allow you a second chance at the free look if you

accidentally delete the original e-mail. In **Utilities-Maintain Your ECF Account-E Mail Information** under the **Send the notices specified below** section, select to **these additional addresses** and add the extra addresses.

## Petition Filings

Double check your petition before uploading it to the ECF system. Please make sure that the pages are in order with the petition debtor's information page first followed by the petition signature page. If you are unable to place the pages in order, please call your software provider and they will provide you with the instructions.

When uploading creditors, please make sure the number of creditors loaded message matches the number of creditors on your matrix.

Please docket the Chapter 13 plan as a separate event. Do not place it as an attachment to the petition. Also, include the Chapter 13 Summary page which is available on our website.

Make sure you select the county on the Party Information screen.

Do not enter case information using all capital letters. Avoid the caps lock button at all costs!

Serve a copy of the petition on the United States Trustee's Office and the Trustee within two days of filing. Write the case number on the copy of the petition being served.

## Netscape Issue

If you resize the Netscape window while logged into ECF, you will get the following

error message "Data Missing: This document resulted from a POST operation and has expired from cache. If you wish, you can repost the form data to recreate the document by pressing the reload button." This problem does not occur in Internet Explorer.

## Cases in The Wrong Office

We have had several cases that were filed in the wrong office. Please remember to select the correct office when you open a case. Select Central Islip for all debtors located in Nassau and Suffolk counties, select Brooklyn for all debtor's located in Kings, Queens and Richmond counties.

Remember that whenever you discover a problem, please call the HelpDesk for assistance.

## Fees

Please make sure there is an available credit line in your credit card account for fee related filings electronically docketed.

## Reminders

- Make sure you place the s/ conformed signature on all of your filings.
- You may take our training class more than once.
- Double check your pdf document before uploading, especially if you are performing multiple filings.
- Documents filed electronically should be no larger than 1 megabyte (1000 kilobytes).

## Changes to the Event List

Suggestions for changes to the docket event list resulted in the following changes to the system in 2003:

### \*Events/Options Added

To the Select a Document Type Drop Down Description box (when adding an attachment)

2017 Pre-Petition Statement  
Complaint  
Claim  
AP Cover Sheet  
Ch 13 Plan Summary

### \*Events Changed

certificate/affidavit of service was changed to affidavit/certificate of service.

When docketing an application for compensation - Former Attorney for debtor has been added as a choice of party.

Adversary Category - Complaint & Summons Section - the Complaint event was blocked  
Attorneys must now use Open an AP/MP to file a complaint.

## Eastern District Newsletter

This newsletter and previous issues are available for online viewing at [http://www.nyeb.uscourts.gov/ecf\\_news.htm](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](mailto:Charles_Langlois@nyeb.uscourts.gov) with the words "Subscribe ECF Newsletter" in the subject field.