



EASTERN DISTRICT ECF NEWS

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The following is an alphabetical listing of the top electronic filers for 2003.

ECF Filings

The court is extremely pleased with the local bar's response regarding the use of the Electronic Case Filing system.

The monthly percentages of attorney ECF filing for the past three months of 2003 are as follows:

2003	Oct	Nov	Dec
BK/AP Filing	63%	65%	64%
Event Docketing	18%	22%	23%
Number of Events	522	498	537

2003 was the first full year of ECF for all new cases. More than 1400 attorneys have received a password and 910 attorneys have docketed at least one event into the system.

Thirteen trustees and attorneys docketed in excess of 1000 events in 2003 and another 12 exceeded 500 events.

Almost 1900 people have attended Simone Carter's ECF training class. Some more than once!

Top Ten Attorney Filers

Heath Berger
 David Doyaga
 Michael Durante
 Richard Feinsilver
 Richard Jacoby
 Brian Kumiega
 Thomas Lee
 Dennis O'Sullivan
 Jeffrey Stark
 Ronald Weiss

Top Ten Trustee Filers

Marianne DeRosa
 David Doyaga
 Robert Geltzer
 Michael Macco
 Richard McCord
 Greg Messer
 Robert Musso
 Alan Nisselson
 Martin Ochs
 Richard O'Connell

A big thank you and congratulations to all participating attorneys and their staff members for a job well done. Our first year was a success and we appreciate your cooperation.

ECF General Order/Local Rules

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 Local Bankruptcy Rule **1007-1(b)** and **1009-1(a)**.

1007-1(b) Schedules and Lists Filed After Filing of Petition.

All schedules and lists (including the mailing matrix) which were not submitted at the time of filing of the petition but are filed thereafter must be accompanied by: (i) an affidavit setting forth specific additions to and deletions from the mailing matrix or list of creditors that was originally filed with the petition, and (ii) a new mailing matrix that (A) reflects the revised list of creditors, and (B) complies with LBR 1007-2.

1009-1(a) Effectuation of Amendment.

No order is required for the filing of amended lists, schedules or statements by the debtor or Case Trustee. Amendments shall be accompanied by an affidavit setting forth the specific additions to and deletions from the lists or schedules. No such amendment shall be effective until proof of service in accordance with subsection 1009-1(b) has been filed with the Clerk. If a creditor is added or deleted, an amended creditor mailing matrix must also be filed.

The amended mailing matrix must only contain the added or deleted creditors. The fee to file an amended matrix is \$26. The court will not add or delete creditors unless the required affidavit is filed. The affidavits for 1007 and 1009 may be downloaded at www.nyeb.uscourts.gov/local_forms.htm. The amended/supplemental mailing matrix must be sent to the court on disk. Attorneys

must serve new creditors with all notices previously sent by the court. Please submit the affidavit as an attachment when you docket. For 1007, use *Schedule(s), Required Statements and Affidavit as to Schedules*. For 1009 use, *Amended Schedule(s), Required Statements and Affidavit LR1009-1(a)* or *Amended Schedule(s) D, E or F and Affidavit LR1009-1(a)*.

Help Desk Question of The Month

Question: I've noticed that new Attorney docket events were added. Where can I find an updated listing of what is available?

Answer: The court makes adjustments to the event list based on recommendations from the attorneys. To view the most current version of the attorney docket event list (alphabetically and by category) please check out Series 50 of our Attorney Manual online, located at: www.nyeb.uscourts.gov/atty_man.htm

Hours for the HelpDesk are Monday to Friday from 9:00 a.m. to 4:00 p.m. The number for Brooklyn is (718)330-2188, extension 218. The number for Central Islip is (631)712-6200, and press 6.

Form 21

Attorneys are required to retain the original Statement of Social Security number (National Form No. B21). This form must not be submitted to the court. Please do not attach it as an exhibit to your petition or include it inside the petition. You are required to electronically submit petitions which contain only the last four digits of individual debtors' Social Security numbers. Filers are responsible for redacting Social Security numbers; the court will not make any changes to your filing if you submit all nine digits.

You may obtain Form 21 from our website at www.nyeb.uscourts.gov/local_forms.htm Additional information regarding the new privacy requirements is available at www.uscourts.gov/rules/index.html.

New Proof of Claim Form

Official Form 10, Proof of Claim will require a wage creditor to disclose only the last four digits of the creditor's Social Security number. Additional changes to the form include a section for unsecured non priority claims. The new claim form can be accessed at www.uscourts.gov/bkforms/bankruptcy_forms.html#official.

External Web Reference

Attorneys have reported receiving the following message when attempting to upload a document "ERROR: Document contains external Web references. This PDF document cannot be accepted."

This occurs with the use of MS Word with Acrobat Writer 5.0 for Word built-in the word-processor application. Avoid adding web references in your document whenever possible.

Case Upload

A number of bankruptcy software vendors have implemented changes to their programs which allow you to file BK cases without having to navigate the ECF screens. It is performed with the push of one button. Attorneys who have used this feature reported a huge savings in time to file cases. A listing of software vendors is located on our ECF FAQ (#41) section at: www.nyeb.uscourts.gov/faq's.htm. The

vendor list is provided solely as a convenience to the bar; the court makes no representation as to usefulness or suitability of any product.

Orders on Disk

When submitting orders on disk, please do not place a paper clip or binder clip on the metal/plastic shutter (the part on the top that slides back and forth) as this may damage the shutter and render the disk unreadable.

Reminders

- Make sure when entering motion hearing information that you include the Hearing Date **and** the Hearing Time.
- Do not include the Chapter 13 Plan inside the petition. This must be filed as a separate entry using the **Chapter 13 Plan** event located in the **Plan** category.
- You must excerpt exhibits. Exhibits larger than 20 pages may be split into separate PDF files.

Eastern District Newsletter

This newsletter and previous issues are available for online viewing at 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 with the words "Subscribe ECF Newsletter" in the subject field.