



## **EASTERN DISTRICT ECF NEWS**

**JULY 2002 Volume 3 Number 4**

**ECF General Order**

### **Welcome to the New CM/ECF Participants**

The court welcomes the following attorneys who recently began docketing electronically into the CM/ECF system. Congratulations to:

- # Heath Berger
- # Harold Berzow
- # David Doyaga
- # Richard Feinsilver
- # Yann Geron
- # Donna Hyman
- # Marc Kallman
- # Clifford Katz
- # Neal Mann
- # Rosemarie Matera
- # Rashel Mehlman
- # Leonard Reiss
- # Neil Siegel
- # Robert Taylor
- # William Weber
- # Edward Zinker

We welcome their participation and look forward to helping them and all legal professionals make the transition to the electronic filing system.

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.

ECF General Order  
Administrative Procedures 1(C)

*4. Attorneys may find it desirable to change their Court assigned passwords periodically. This can be done by the attorney after the issuance of the original password by following instructions in the user manual. In the event an attorney believes that the security of an existing password has been compromised and a threat to the System exists, the attorney shall give immediate telephonic notice to the Clerk of Court, Chief Deputy Clerk or Systems Department Manager, confirmed by facsimile, to prevent access to the System by use of that password.*

Many attorneys use the services of a paralegal or secretary to file documents. The court strongly advises that such sharing be very limited, for the attorney's own protection. Every document filed under an attorney's login and password is the responsibility of that attorney.

If you change your password, please keep a record of that change since the court will not have a record of your new password.

## Case Opening

Only the login and password of the attorney representing the debtor may be used to open a bankruptcy case. The ECF system automatically uses the login and password to identify and place the debtor's attorney name on the front of the docket. Failure to use the correct login and password will result in the attorney of record being incorrectly listed on the front of the docket.

## Attorney Case Associations

When filing all other pleadings except for the voluntary petition, if the filer's login and password do not match the signer of the pleading, **do not** check off the box that will create an association between the party and the filer. Checking off the box in error creates an association that does not exist and results in an incorrect case file.

## Notice of Appearance

Please file a Notice of Appearance if you wish to receive notice on a case in which your login and password have not been used to electronically file a document.

## Help Desk Question of The Month

Question: When attaching exhibits to a case, the system appears to hang up and I am unable to complete the filing. What is the problem?

Answer: The filer was attempting to attach many huge files [Example: 18688 KB file- 18 megabytes]. The user was instructed to change their view of the files to uncover the file size. We recommended that these scanned files be re-created using a lower resolution, such as 200 or 300 dpi (dots per inch).

The court recommends that you attempt to keep your files less than 1024K (1 megabyte). Larger files may result in an inability to complete the filing.

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.

## Changes to the Event List

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

### **\*Events Changed**

#### Trustee/US Category

Notice of Intent to Sell/Abandon has been changed to two separate events.

## Summons

If your adversary is an ECF case (related to a post April 1, 2002 Chapter 11), please e-mail the summons in a word processing format (not in PDF) to one of the two following addresses based on the office of filing:

BROOKLYN                      NYEB\_BRSummons@  
nyeb.uscourts.gov

CENTRAL ISLIP                NYEB\_CISummons@  
nyeb.uscourts.gov

The Clerk's Office will complete and docket the summons. With your ECF profile set up to receive automatic e-mails, you will receive an e-mail with the completed summons. You may then serve the summons.

## **E-Mail Notification**

Some attorneys have not turned on their e-mail notification feature. In doing so, these attorneys are not abiding by the applicable requirements set out in the Attorney Password Application. Please go to Utilities-Maintain Your ECF Account-Email Information for this option.

If you need assistance in setting up this feature in your ECF Account, please contact our HelpDesk.

## **Adding Attachments**

When docketing an event with an attachment, please identify the attachment. To do this, on the screen in which you add attachments, #2 asks for the "Type" and "Description" of the attachment.

We have created some frequently used "types" for you to select. If you do not see the type of attachment specified, you may type a description of the attachment in the "Description" box.

## **Notice of Hearing**

When filing a "Notice of Hearing" along with a motion, please place the "Notice of Hearing" as the first page of your filing. Under the notice should be the applicable motion. Please type in the hearing date/time and location on the appropriate docketing screens. DO NOT docket the notice as a separate document.

There is one EXCEPTION to this rule. To docket a Notice of Hearing separately from a fee application, use the Other category, then select the event - Notice. Fill in the white text box with the description of the notice. For example, "Notice of Hearing of Interim Application for Commissions, Fees and Expenses."

## **Oops**

If you electronically docket a pleading and subsequently realize that there is an error, please call our HelpDesk for assistance. If you are requesting a modification of the event or document, you will be required to fax that request to the court.

## **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.