



June/July 2004
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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 are as follows:

2004	Apr	May	Jun
BK/AP Filing	65%	66%	67%
Event Docketing	21%	22%	25%
# of Atty's Docketing	607	589	625

The court has more than 1700 attorneys who have received a password.

The following is an alphabetical listing of the top electronic filers for the first six months of 2004:

Top Attorney Filers

David Doyaga
 Ronald Friedman
 Richard Jacoby
 Brian Kumiega
 Thomas Lee

Top Trustee Filers

Marianne DeRosa
 David Doyaga
 Robert Geltzer
 Michael Macco
 Martin Ochs

Ronald Friedman is the latest attorney to docket more than 1000 events into the ECF system in 2004.

A big thank-you and congratulations to all participating attorneys and their staff members 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 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.

II B 2. Consent to Electronic Service:

Whenever service is required to be made on a person who has requested, or is deemed to have requested, electronic notice in accordance with FRBP 9036 or the annexed General Order, paragraph "7", the service

may be made by serving the "Notice of Electronic Filing" generated by the System by hand, facsimile or e-mail in the first instance, or by overnight mail if service by hand, facsimile or e-mail service is impracticable.

3. Notwithstanding the preceding paragraph, conventional service of documents in hard copy shall be required in the following circumstances:

- (a) Service is required to be made in accordance with FRCP 4, FRCP 45, FRBP 7004 or FRBP 9016.
- (b) The FRBP, LRBP or an order of the Court requires delivery or service upon an agency of the United States, including the United States Attorney, the United States Trustee, or chambers.
- (c) Notice is required under FRBP 2002(a)(1).
- (d) The attorneys for the debtor shall, upon the commencement of a case, serve the petition, schedules and statement of affairs on the United States Trustee, all applicable governmental agencies and the trustee assigned to the case, where applicable.

Help Desk Question of The Month

Please be advised that effective Monday, August 2, 2004, the Brooklyn office will not be handling HelpDesk calls. All HelpDesk calls are to be directed to the Central Islip office at (631) 712-6200, and press six. Hours for the HelpDesk are Monday to Friday from 9:00 a.m. to 4:00 p.m.

Question: May I submit a PDF document that is password protected?

Answer: No. PDF's cannot be submitted with any access restrictions.

Version 2.4

Installation of the newest version of ECF has

been scheduled for July 30, 2004. Notice as to the unavailability of the system will be posted on the ECF login page and on our webpage. Although most of the changes are technical and minor in nature, some changes do affect our filers. Those changes are:

* There will be improvement in the information sent by the BNC Noticing Center to EBN (Electronic Bankruptcy Noticing) trading partners which will allow them to filter and better identify incoming e-mail. EBN partners receive e-mail instead of a paper notice from the BNC, although a hard copy is sent if the e-mail fails three times. If you are interested in EBN, go to www.noticingcenter.com for information.

* The Cases Report has been modified to allow production of a data version which can be downloaded into a spreadsheet.

*The period during which a free look at documents is available through the e-mail sent by the court has been reduced from 30 days to 15 days. After 15 days, the link to the document will expire. You can always save the document to your computer if you wish.

Warning Message

A file size limit of 2 megabytes has been placed upon all PDF documents being submitted to the court via CM/ECF. If you try to submit a document to the court that exceeds the allowable size, you will receive an error message stating:

Error- You cannot load this file because it exceeds 2 MB.

Scanned documents are most frequently the cause of inflated file size. With optimal scan settings of black and white scanning (NOT GRAYSCALE OR COLOR), resolution set to 200 dpi, and a paper size of 8.5" x 11",

approximately 40 pages should create an acceptable file size of less than 2 Mb. After scanning and saving a document, check the file size and re-scan the document if necessary. You can check the file size by clicking on the file name and selecting Properties. 1000 KB is equal to approximately 1 MB. If your file is more than 2000 KB, it is too large.

If a PDF legitimately exceeds the 2 MB file size (scan settings have been verified as correct and the document exceeds approximately 40 pages), you may scan the document in sections. For example, to submit a Memorandum of 80 pages, scan pages 1 - 40 and submit that as the main document while pages 41 - 80 can be scanned and submitted as an attachment.

Saying Goodbye

If you are no longer involved as a participant in a case and wish to be removed from the case, please docket a letter (Category-Other) which states your request. When quality control is performed on your docketing by court staff, they will make the appropriate changes.

Please note that the above docketing process does not apply if you are the attorney for the debtor because you must follow the procedure set forth in LBR 2090-1 (d) (an order is required).

Changes

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

Event

*Statement - a drop-down prefix box has been added

*All Motions - the Presentment Information Screen on all motions has been changed from *Hearing on objections, if any:* to *Date and Time of Hearing on objections, if any:*

*Compensation (Application) - The event has been revised so that a filer will only have to fill in the information requested in the prompts. There is a maximum of three applications for each event.

ECF Rollout

The total number of bankruptcy courts that are live on ECF is now up to 75, with only 19 remaining to come on board.

Reminders

- In creating parties, selecting the correct role is essential. Debtor is the default role on case opening.
- The ECF system is unavailable every weekday morning between 4:55 a.m. and 5:10 a.m. We apologize for any inconvenience.

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 .