



# EASTERN DISTRICT ECF NEWS

**JUNE/JULY 2005**  
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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:

2005	Apr	May	Jun
BK/AP Filing	73%	70%	67%
Event Docketing	24%	34%	35%
Atty's Docketing	713	721	708

The following is an alphabetical listing of the top electronic filers for the first six months of 2005:

### **Top Attorney Filers**

Heath Berger  
 Ronald Friedman  
 Richard Jacoby  
 Brian Kumiega  
 Gilbert Weisman

### **Top Trustee Filers**

Marianne DeRosa  
 David Doyaga

Fourteen attorneys and trustees - Marianne DeRosa, David Doyaga, Ronald Friedman, Robert Geltzer, Richard Jacoby, Paul Krohn, Brian Kumiega, Michael Macco, Richard McCord, Robert Musso, Alan Nisselson, Richard O'Connell, John Pereira and Gilbert Weisman - have docketed more than 1000 events into the ECF system in 2005.

More than 2600 legal professionals have attended ECF training in the Eastern District. 2200 attorneys have received a password and more than 1600 have docketed into the system.

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. This month we highlight the ECF General Order.

### III. DOCUMENTS FILED UNDER SEAL

A. Motion. A motion to file documents under seal (but not the documents themselves) shall be filed electronically. If the motion itself contains confidential information, the movant shall serve and file electronically a redacted version clearly marked as such, and submit an unredacted version in camera. If requested by the court, the movant shall deliver hard copies of the documents proposed to be filed under seal to the presiding judge for in camera review.

B. Order. The order of the court determining the motion shall be filed electronically by the court.

C. Copies. If the court grants the motion, in whole or in part, the movant shall deliver the following to the Clerk of the Court or Chief Deputy Clerk of the Court:

1. a hard copy of the documents to be filed under seal (the “sealed documents”) and
2. a 3.5 inch floppy disk containing the sealed documents and the sealing order. The disk shall be submitted in an envelope or disk mailer, clearly labeled with the case name and number, and if applicable, the document number assigned to the sealed document.
3. Hard copies of the sealing order shall be attached to the hard copy of the sealed documents and to the 3.5 inch disk.

D. Clerk’s Responsibilities. Unless otherwise ordered by the court, the Clerk of the Court shall file any documents ordered to be filed under seal conventionally and not electronically.

### **Help Desk Question of The Month**

*Question:* I tried to file a document and received the following message, “**Error- You cannot load this file because it exceeds 2 MB.**” How can I tell the size of a document before I attempt to file?

Answer: The maximum file size you may submit is 2000Kb (2 megabytes). If you attempt

to upload a document larger than 2000Kb (2 megabytes), you will receive an error message.

If you are not sure of the size of your PDF file, you may check the file size in Adobe Acrobat.

1. Click the "File" pull-down menu
2. Click "Open"
3. Use the pull-down arrow in the "Look in" box to find the file on your computer
4. Right click on the file name
5. Left click on properties

1000 Kb is equal to approximately 1 megabyte. If your file is more than 2000 Kb, it is too large.

Please be advised that 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.

### **Chambers Copies**

It is imperative that a hard copy (Chambers Copy) of all electronically filed documents be provided to chambers within 24 hours. When you do not file your chambers copies in the prescribed period of time, you create added administrative work for court personnel.

### **Summons**

When you e-mail your summons to one of the two court addresses (based on the office of filing), you should only attach one summons per e-mail. Also, the subject line of your e-mail should contain the case number of the Adversary Proceeding.

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 Address**

E-Mail addresses may come and go. It is important to update your ECF account when you change your e-mail address so that you continue to receive the free look e-mails. To change your e-mail address, perform the following:

Once logged in with your ECF (not PACER) login, go to "Utilities" on the dark-blue tool bar. Click on "Maintain Your ECF Account" in the "Your Account" section. Click on the "Email Information" button at the bottom of the screen. Change your e-mail address and Click on the Return to Account screen button at the bottom of the screen. Click on the "Submit" button at the bottom of the screen. Click on the "Submit" button again and make sure you get the receipt (acknowledgment) of your change.

## **Internet Fee Payments**

In an effort to provide a more predictable schedule of availability, and allow adequate opportunity to perform system maintenance and incorporate system enhancements, the Pay.gov payment system will not be available each week on Sunday morning from 2 A.M. to 6 A.M. Eastern Standard Time. Please do not attempt to pay for any electronic filings during this four-hour time span.

Also, if there are any unexpected outages, Pay.gov will now display a message to filers when the application is not available.

## **Chapter 12**

Chapter 12, which was set to expire July 1, has been permanently reinstated by the Bankruptcy

Abuse Prevention and Consumer Protection Act of 2005. Thus, effective July 1, Chapter 12 is a permanent chapter in the Bankruptcy Code.

## **Changes**

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

### **Category-Motions**

Revised Event - Motion to Abandon has been changed to Motion to Compel Abandonment (Fee Due)

### **Category-Notices**

Revised Event - Notice of Amended Motion/Presentation (use for amending date, time or location of a presentment/hearing) has been changed to Amended Notice of Motion/Presentation (use to correct date, time or location of a presentment/hearing)

### **Category-Other**

New Event - Satisfaction of Judgment

### **Appeals, Motions, Notices and Other**

All events involving payment of a fee have had the wording Fee Due added in the drop-down selection box. For example: Relief from Stay (Fee Due)

## **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)

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