



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK ECF NEWSLETTER

JULY 2012

VOLUME 12 ISSUE 3

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CHAPTER 11 BANKRUPTCY FILING FEES TO INCREASE

Fees for filing a Chapter 11 bankruptcy case will increase for cases filed on or after November 21, 2012. The total filing fee for a Chapter 11 case will increase from \$1,046.00 to \$1,213.00.

ELECTRONIC INSTALLMENT PAYMENT

Only the first installment payment for an electronically filed petition can be made over the internet. Once the application to pay filing fees in installments has been signed and authorized by the Judge, the second, third or fourth installment payment must be made in person or over the telephone. The attorney for the debtor can only use a credit card over the phone to make installment payments for a petition subsequent to the initial payment. The Case Administrator will request certain credit card information over the phone from the attorney.

VOICE CASE INFORMATION SYSTEM - VCIS

[Bankruptcy courts across the country have implemented a new automated telephone system for providing free basic case information to callers called McVCIS \(Multi-Court Voice Case Information System\).](#)

NEW BANKRUPTCY EVENTS FOR LIMITED CREDITORS

The following chart lists the bankruptcy events that have been added to the Available Events in CM/ECF for Limited Creditors:

New Bankruptcy Events for Limited Creditor

Bankruptcy Events	Filer <i>(new filer highlighted in red)</i>	Bankruptcy Sub-menu or Category	View Report
Withdrawal of Claim <i>(to withdraw Proof of Claim)</i>	Limited Creditor	Claim Actions	Docket History on Claims Register
	Creditor		
	Trustee		
Withdrawal of Transfer of Claim	Limited Creditor	Claim Actions	Docket History on Claims Register
	Creditor		
	Trustee		
Objection to Transfer of Claim	Limited Creditor	Claim Actions	Docket History on Claims Register
	Creditor		
	Trustee		

NEW BANKRUPTCY RULES REMINDER

New bankruptcy rules will be in effect December 1, 2012. Further details will be made available in September/October through emails and this newsletter.

CASE CAPTION

Attorneys/Trustees are being asked to do due diligence before filing to ensure that the case caption of documents filed with the Court has the debtor's full name, including aliases, as listed in CM/ECF.

USING SENTENCE CASE IN ECF

Any input of data including docket entries must be entered in the ECF system using sentence case. Do not use solely UPPER CASE LETTERS.

CASE FILINGS AS OF JUNE 2012

Chapter 7 =	8204
Chapter 9 =	1
Chapter 11 =	138
Chapter 13 =	779
Chapter 15 =	0

Total Cases Filed = 9122

ECF TIP OF THE MONTH

Chapter 13 Plan After Commencement

The June/July Tip of the Month deals with Chapter 13 Plan Filed After Commencement. If you did not file the Chapter 13 Plan when you first opened the Chapter 13 case, then use the event, *Chapter 13 Plan Filed After Commencement*.

This event is found under the Bankruptcy Events Plan category in the Electronic Case Filing (ECF) system and should only be used when the filer cures the deficiency for the Chapter 13 Plan.

If you are amending a Chapter 13 Plan, use the event, *Amended Chapter 13 Plan* which can be found under the Bankruptcy Events Plan category in ECF.

We encourage you to share this document with those on your staff that assist with e-filing. If you have any questions; please call our help desk before you file that document. The numbers are 347-394-1700 then press 6 (Brooklyn) and 631-712-6200 then press 6 (Central Islip).

http://www.nyeb.uscourts.gov/elms/chapter_13_plan_filed_after_petition/First_Page_Chapter_13_Plan_Filed_After_Commencement.pdf

After viewing the ELM, if you have any questions, call our Help Desk before filing that document.

ELECTRONIC LEARNING MODULES (ELMs)

Electronic Learning Modules have been created to help ECF filers comply with docketing procedures and guidelines. To learn more about ELMs, visit the court's website at: http://www.nyeb.uscourts.gov/main_attny/usbc_content.php?id=ecf_elm.

QUARTERLY REMINDER UPDATE

REMINDER - KEEPING YOUR ECF ACCOUNT CURRENT

It is your responsibility as an ECF system user to keep your information current regarding firm affiliation, address, telephone, fax and/or email. This information can be electronically updated by accessing your CM/ECF account under the Utilities menu and selecting "Maintain your ECF Account." Should you have reason to believe that your password has been compromised, you must immediately notify the Court in writing. To update your email address, view electronic learning module:

http://www.nyeb.uscourts.gov/elms/maintain_user_account/MAINTAIN_YOUR_ECF_ACCOUNT.htm.

STANDARDS OF CIVILITY

Link to: **LAWYERS' DUTIES TO OTHER LAWYERS, LITIGANTS AND WITNESSES**
(Standards of Civility on the website): http://www.nyeb.uscourts.gov/admin_orders/ord_568.pdf.

ELECTRONIC TRAINING CLASS SCHEDULE

The Electronic Case Filing training classes for attorneys and their support staff will be held at the Central Islip Courthouse on Friday, August 17, 2012 from 9:30 a.m. to 1:00 p.m. and at the Brooklyn Courthouse on Friday, September 14, 2012 from 9:30 a.m. to 1:00 p.m.

Attendance is no longer required to receive an ECF password to docket. First time users of the ECF system are strongly encouraged to attend the training class with their support staff. **It is important that attendees be on time for class.** Those arriving late must go to the Clerk's Office on the second floor of the Bankruptcy Court in Central Islip and first floor in Brooklyn, to speak to the Intake Deputy who will announce your arrival or escort you to the training room. Participants must register before attending the class. If you register for a class and must cancel, call as soon as possible so someone else can use the slot.

Dwayne Cox is the presenter for the class in Central Islip. The training room is in a secured area so attendees are asked to wait by the kiosk in the lobby area of the courthouse until Mr. Cox escorts them to the training room. Evelyn Torres is the presenter for the class in Brooklyn. The attendees are asked to comply with the directions given by the Court Security Officers until Ms. Torres escorts them to the training room.

The classroom training dates are also posted on the Court's website at:

http://www.nyeb.uscourts.gov/main_attny/usbc_content.php?id=ecf_training_schedule

CONTACT INFORMATION

United States Bankruptcy Court
Eastern District of New York
Conrad B. Duberstein United States
Bankruptcy Courthouse
271 Cadman Plaza East
Suite 1595
Brooklyn, NY 11201
347-394-1700
Help Desk: (347) 394-1700, press 6

United States Bankruptcy Court
Eastern District of New York
Alfonse M. D'Amato United States
Courthouse
290 Federal Plaza
Post Office Box 9013
Central Islip, NY 11722
631-712-6200
Help Desk: (631) 712-6200, press 6

The Voice Case Information - 866-222-8029

The Court's website address is: <http://www.nyeb.uscourts.gov/>

This newsletter and previous issues are available for online viewing. [Click here](#) to visit the ECF Newsletter Archive.

Contact Margaret_Clarke@nyeb.uscourts.gov with your ideas, articles and topics for the newsletter.