



JUNE 2002 Volume 3 Number 3

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:

- Leslie Berkoff
- Michael Brofman
- Joseph Capobianco
- Schuyler Carroll
- Terese Cavanagh
- Alfred Dimino
- Gary Fischhoff
- Richard Gertler
- Tracy Klestadt
- Michael Macco
- A. Scott Mandelup
- Rosemarie Matera
- Jeff Morganstern
- Martin Ochs
- Susan Persichilli
- Kenneth Reynolds
- Linda Riffkin
- Craig Robins
- Sanford Rosen
- Randy Schaefer
- Eric Snyder
- Beth Spickler
- Burton Weston

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

ECF General Order

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 Section II ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A. 4. Filing

“Persons filing documents that reference exhibits not prepared in electronically produced text shall scan and electronically file only excerpts of the exhibits that are directly germane to the matter under consideration by the Court. Such exhibits must be clearly and prominently identified as excerpts, shall state that the entire document is available to the filing party, and the complete exhibit must be made available forthwith to counsel and the Court on request (and must be available in the Courtroom at any hearing pertaining to the matter). Persons filing excerpts of the exhibits

pursuant to these Procedures do so without prejudice to their right to file additional excerpts or the complete exhibit with the Court at any time. Opposing parties may file additional excerpts if they believe that they are germane.”

Changes to the Event List

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

EVENTS ADDED

Other Category

- *Amended Schedules (No Fee)
- *Verification of Creditor Matrix
- *Certificate of Service
- *Statement 1073
- *Certified Corporate Resolution
- *Pre-Petition Statement
- *Partnership Statement LR 1074
- *Statement Disclosing Compensation (*paid to a bankruptcy preparer*)

Motion Category

- *Appoint Trustee
- *Reopen Ch 11 Case
- *Reopen Ch 12 Case
- *Reopen Ch 7/13 Case
- *Set Hearing

Notice Category

- *Amended Motion/Presentment

EVENTS DELETED

Other Category

- *Appraisers Report (*must be filed under seal*)
- *Attorney's Signature, page 2
- *Attorney's Signature, Exhibit B
- *Debtor's Signature re: Relief Availability
- *Creditor Request for Notices (*use Notice of Appearance*)
- *Declaration Re: Electronic Filing

- *Inventory of Property
- *Involuntary Petition-Chapter 11(*use open BK case*)
- *Involuntary Petition-Chapter 7 (*use open BK case*)
- *Matrix (*creditors can only be loaded at case opening*)
- *Notice
- *Objection to Debtor's Claim of Exemptions
- *Proposed Order (*must be an attachment to the motion submitted*)
- *Request for Telephonic Hearing
- *Social Security Number/Tax Id

Notice Category

- *Notice of Dismissal
- *Notice of Hearing (*hearing information is added when you docket the motion*)

***Events Moved**

Pre-Trial Statement (*moved to the Other category from the Answer category*)
Preliminary Pre-Conference Statement (*moved to the Other Category from the Answer category*)

Help Desk Question of The Month

Question: When I received my free-look e-mail, I clicked on the document number but the link did not take me to the document, why not?

Answer: Only Chapter 11 cases and associated adversaries filed after April 1, 2002, will have documents attached to the docket events. In all other cases, the paper document is at the court in the case file. Once your e-mail profile is set up to receive the free-look notification, you will receive e-mail on all cases listed, even if we are not attaching documents (the pre-April 1, 2002 cases). If the document number is in black, there is no attached document.

Our Help Desk 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.

Previewing Your Document Before Uploading

One mistake that continues to occur is uploading the incorrect document. Remember, when you select the document for uploading, you can preview the document before making the selection.

To perform this function, place the cursor over the document name, and right click the mouse. When you do that a menu appears. One menu option is "Open." Left click the mouse on that option, and the Adobe Acrobat Reader program will open the document. You can preview the document at this point. When satisfied that you have the correct document, simply close the Reader and return to the CM/ECF program to upload the document.

Reminder

- Double check to make sure the first page of your petition is not another page (such as a matrix or schedule)

Attorney Password Application

Once you complete the required three-hour course, complete and submit your Attorney Application Password request promptly. This way, you will have the password handy for your future needs. Also, you will not have to scramble about at the last minute trying to obtain a password from the court.

Hints on Scanning

Several users have expressed problems scanning documents, which will not upload to CM/ECF. Often, the reason for the problem is that the document file size is too large to upload into the system. Document size and file size are two separate issues. CM/ECF is not sensitive to the number of pages in your document. It is sensitive to how much memory the file needs to be stored (file size). If the file is too big, you may be "timed out" by your computer. This also happens when you surf the internet and attempt to access a web page that takes too long to load.

A file more than one (1) megabyte may cause problems. A disk contains 1.4 megabytes. To aid in decreasing the file size of your scanned documents, your scanner should be set at the following:

- A) Mode-Black & White
- B) Dots Per Inch (DPI)- no greater than 300, you may be satisfied with 200
- C) Page Size-Letter 8 ½ x 11

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.