



## **EASTERN DISTRICT ECF NEWS**

**MARCH/APRIL 2003**  
**Volume 4 Number 2**

### **ECF Filings**

The court is extremely pleased with the response from the local bar regarding the use of the ECF system.

The monthly percentages of attorney ECF Filing for 2003 are as follows:

2003	Jan	Feb	Mar
BK Filing	31%	50%	55%
AP Filing	32%	31%	75%
Event Docketing	4%	8%	12%
Attys Docketing	174	240	321

A big thank you and congratulations to all participating attorneys for a job well done.

### **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. This month we highlight the revised General Order signed by Chief Judge

Duberstein on December 26, 2002. We recommend that all attorneys review the revised General Order of Electronic Filing Procedures.

### **IV. PUBLIC ACCESS TO THE SYSTEM DOCKET**

C. Conventional Copies and Certified Copies. Conventional copies and certified copies of the electronically filed documents may be purchased at the Office of the Clerk, at Long Island Federal Courthouse, 290 Federal Plaza, Central Islip, New York, or the United States Bankruptcy Court, 75 Clinton Street, Brooklyn, New York 11201 during business hours Monday through Friday. The fee for copying and certification shall be in accordance with 28 U.S.C. § 1930.

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

Question: Why do I get a second login screen after I've already logged into ECF?

Answer: This login prompt is requesting your PACER login and password, which is required whenever you request a report or document from a case.

Our HelpDesk is open Monday to 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. Also, you may contact the ECF HelpDesk at the following e-mail: [ECF\\_Helpdesk@nyeb.uscourts.gov](mailto:ECF_Helpdesk@nyeb.uscourts.gov).

## **The Point of No Return**

When docketing, the user will receive a final screen before completing the process. This screen displays the final text of the docket entry and the message, *“Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.”*

Once the next button is selected, you have sent the document for filing. Always assume it's a done deal. Even if you stop the transmission before receiving the Notice of Electronic Filing, it does not mean that the ECF system has not received your document.

Should you want to verify whether or not your filing was received, please go to **Utilities-View Transaction Log** to see if it was posted. Do this before you attempt to file the document again.

## **Transaction Log**

If a lengthy docket event is submitted, you will only be able to observe the first five lines of the entry in your Transaction Log.

## **Scanning Tip**

If you are going to scan a document prior to filing, parties should always sign using black ink as other colors do not scan as well.

## **Back Button Option**

Whenever you finish docketing an event and

you wish to docket another event, always start anew from the applicable menu options (Bankruptcy/Adversary) located in the blue banner at the top of the screen. Never use the back button for this purpose. Only use the back button to correct a mistake on an event you are in the process of docketing.

## **Webpage Update**

Don't forget to stop by the ECF Webpage at [www.nyeb.uscourts.gov/cm\\_ecf.htm](http://www.nyeb.uscourts.gov/cm_ecf.htm) for the most up-to-date information.

In doubt on how to enter a document in ECF? Find answers to your questions in the court's on-line manual located at: [http://www.nyeb.uscourts.gov/atty\\_man.htm](http://www.nyeb.uscourts.gov/atty_man.htm)

Especially helpful is Series 60-Docket Events, which contains two event listings by category and alphabetically.

## **Filing Documents Under Seal**

To file documents under seal, please use the **Motion** category and **relief authorize/direct** and add to the text “documents to be filed under seal.”

Example: Motion to authorize/direct documents to be filed under seal filed by ----- on behalf of -----.

Do not attach the document to be placed under seal as an attachment. Send the original paper document to the court for processing.

## **Trustee's Report of No Distribution**

The new Chapter 7 Trustee's Report of No Distribution will be utilized on cases filed after Jan 1, 2003.

The text of the event is as follows:

*Trustee's Report of No Distribution: Trustee requests discharge and certifies under FRBP 5009: the estate has been fully administered; I have neither received nor distributed any non-exempt property; I have diligently inquired about the debtor(s) financial affairs and location of estate property. The estate has no non-exempt property to distribute.*

This event will **NOT** have an attachment. The Trustee will retain the originals of the no-asset report in their office.

## Changes to the Event List

Suggestions for changes to the docket event list resulted in the following changes to the system in March 2003:

### **\*Events/Options Added**

#### **\*Other Category**

Affirmation of Non Compliance

#### **\*Notice Category**

Notice to Cure

Notice of Default

### **\*Events Changed**

Because there was some confusion with the docketing of Motions to dismiss cases, the event listing appearance has been modified for these events. The way the motions work is still the same and now reads as follows:

*\*Motion to Dismiss Case-* We removed the wording Attorney/Trustee that followed the event listing. This motion should be used by anyone who notices their own motion to dismiss.

*\*Motion to Dismiss Case - (Court Only - Generates Notice) -* This motion is to be used by Chapter 7 Trustees and the UST only.

## Opening an Adversary

When you receive the **Docket Text** display, it is NO LONGER necessary to fill in the relief requested in the white text box. The relief is automatically added by the system to the docket entry. The only exception would be if you check two reliefs on the Adversary Cover Sheet. In this instance, the second relief requested must be typed in the white text box.

At the **Party Information** Screen, the **Party Text** Field should be left blank. It is not necessary to enter Trustee for the Estate of.....

## Reminders

- The login and password used to open a bankruptcy case must match the debtor's attorney's signature on the petition.
- All Chapter 7 cases are to be opened as no asset. The court will change to asset if required.
- Make sure you enter amounts requested when docketing Applications for Compensation.

## 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.