



# **EASTERN DISTRICT ECF NEWS**

**FEBRUARY/MARCH 2004**  
**Volume 5 Number 2**

## **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:

2003-2004	Dec	Jan	Feb
BK/AP Filing	64%	64%	64%
Event Docketing	23%	20%	19%
Number of Events	537	545	562

More than 1500 attorneys have received a password.

A big thank you and congratulations to all participating attorneys and their staff members for a job well done. Our first year was a success and 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.

## ADMINISTRATIVE PROCEDURES

1.C 4. Attorneys may find it desirable to change their Court assigned passwords periodically. This can be done by the attorney after the issuance of the original password by following instructions in the user manual. In the event an attorney believes that the security of an existing password has been compromised and a threat to the System exists, the attorney shall give immediate telephonic notice to the Clerk of Court, Chief Deputy Clerk or Systems Department Manager, confirmed by facsimile, to prevent access to the System by use of that password.

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

*Question:* How can I tell what version of an Internet Browser I am using?

*Answer:* For Internet Explorer users, Click on the **Help** of your browser's menu bar. This will activate a drop-down box with an option that says **About Internet Explorer**. Select this option.

For Netscape users, Click on the **Help** category of your browser's menu bar. This

will activate a drop - down box with an option that says *About Netscape* (or About Navigator or Communicator for older versions). Select this option.

The court's minimum recommendations for browsers are Netscape 4.7 and Internet Explorer 5.5. Users who are utilizing newer versions have not reported any issues.

Hours for the HelpDesk are Monday to Friday from 9:00 a.m. to 4:00 p.m. The number for Brooklyn is (718)330-2188, extension 218. The number for Central Islip is (631)712-6200, and press six.

## **New Court Address**

Effective March 1, 2004, all mail (including overnight such as UPS or FedEx) for the Bankruptcy Court at Central Islip **must** be addressed as follows:

United States Bankruptcy Court  
290 Federal Plaza  
P. O. Box 9013  
Central Islip, New York 11722-9013

The address must appear exactly as above - do *not* add any Judge's name, "Attention" line, etc. Failure to use the proper address may cause a delay in receipt of time sensitive documents.

## **Summons Submission**

Please be advised that there is a new format for the summons. When e-mailing a summons to the court, please provide the court with the summons and the Notice of Electronic Filing Procedures instructions section. An example of the summons (in pdf template) is located on the court's forms page at [www.nyeb.uscourts.gov/local\\_forms.htm](http://www.nyeb.uscourts.gov/local_forms.htm). The Notice of Electronic Filing Procedures section provides instructions to all parties on how to file

documents in an ECF case. **The subject line of your e-mail must list the adversary case #.** The address for sending a summons is:

BROOKLYN CASES

[NYEB\\_BRSummons@nyeb.uscourts.gov](mailto:NYEB_BRSummons@nyeb.uscourts.gov)

CENTRAL ISLIP CASES

[NYEB\\_CISummons@nyeb.uscourts.gov](mailto:NYEB_CISummons@nyeb.uscourts.gov)

## **Court Generated E-Mails**

The court sends out an e-mail to ECF participants which includes links to filed documents. The e-mail will display the following return address: [BKECF\\_LiveDB@nyeb.uscourts.gov](mailto:BKECF_LiveDB@nyeb.uscourts.gov). These automatic e-mails are generated by the ECF system and the return address is not a valid functioning e-mail address for court inquiries. Please do not respond to these messages or use your E-Mail reply feature to ask questions of the court using this address. Please use the applicable contact information listed in the HelpDesk section earlier on this page.

## **Claims Issue**

Please be advised that a bug in the system is preventing the e-mail notification from being sent to you when claims are filed. You will need to manually go into a case to check on claims activity.

## **Virus E-Mails**

The court has received inquires concerning virus e-mail messages. Although the return address in the e-mails typically contains part of the court address, the messages are not generated by the court.

The latest rash of virus outbreaks are mass-mailing worm programs which send themselves to the e-mail addresses it finds

when scanning the local hard drives and mapped network drives of a user's computer.

The Bankruptcy Court e-mail notification message (the free-look on specific case activity) contains hyperlinks to documents, not attachments. These e-mails are sent to attorneys, trustees, the UST and other entities who maintain a valid account id for Electronic Case Filing.

#### Precautionary Measures To Put In Place

- 1 ) Never open any attachment contained in an e-mail message when unsure of the sender.
- 2 ) Notify your Local IT support staff.
- 3 ) Have an anti-virus product installed on all of your office computers, and arrange to obtain the latest virus signature updates on a regular basis.
- 4 ) Enable your anti-virus software to scan your computer on a daily basis.
- 5 ) Check the latest virus outbreaks by visiting [www.securityresponse.symantec.com](http://www.securityresponse.symantec.com). The site provides a wealth of information on how viruses function and how to easily identify them.

### **Type of Debtor**

When opening a bankruptcy case, on the **Type of Debtor** screen, make sure that only one type is selected. One mistake that is made is the selection of both the Individual and Corporation options. Whenever a business case is filed, use corporation. Only use individual for consumer bankruptcies.

### **Paper Cases**

Although the court appreciates all attempts to file documents electronically, sometimes documents are filed electronically in non-electronic cases. All cases filed in 2003/ 2004 are considered ECF cases. All cases prior to 2003, except Chapter 11's (and their associated adversaries) filed after April 1, 2002, are paper cases. Note that the first Brooklyn ECF chapter 11 is 02-14048 and that

the first Central Islip ECF chapter 11 is 02-82151.

Overall, 73.8% of all pending bankruptcy and adversary cases in the Eastern District are ECF cases.

### **Petition Filing Issues**

Attorneys are forgetting to upload creditors. Please proceed to the Creditor Maintenance category to upload your creditors (in .txt format) after opening a bankruptcy case.

Also, there have been instances where attorneys are attaching Form 21 STATEMENT OF SOCIAL SECURITY NUMBER to their internet petition filing. Do not file Form 21 with the court. Maintain an original of this form in your office.

### **Reminders**

- All Memorandums of Law must be filed as a separate docket entry. The event is located in the Answer/Response category.

### **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 .