



EASTERN DISTRICT ECF NEWS

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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	Dec	Jan	Feb
BK/AP Filing	68%	65%	68%
Event Docketing	25%	25%	25%
Atty's Docketing	653	621	623

More than 2000 attorneys have received a password and more than 1500 have docketed into the system.

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

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 Local Rules.

Rule 2090-1 PRACTICE BEFORE THE COURT; WITHDRAWAL AS ATTORNEY OF RECORD

(d) Withdrawal or Substitution of Attorneys of Record.

An attorney who has been authorized to be retained or has appeared as the attorney of record for the debtor, Case Trustee, examiner or committee may not withdraw or be relieved or displaced except by order after notice to the party represented, any adversaries and the United States Trustee.

An application for such an order shall include a showing by affidavit of satisfactory reasons for withdrawal or displacement and the posture of the case, including the status of any pending matters.

Help Desk Question of The Month

Question: I want to know what time someone filed a document. How can I view the Notice of Electronic Filing for a docket entry?

Answer: Go to Reports-Docket Report. Put

in the case number and check the box next to “Include links to Notice of Electronic Filing” and select “Run Report.” Click on the bullet next to the document number and that will take you to the Notice of Electronic Filing.

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.

Judge Cyganowski Orders

On March 1, 2005, Judge Cyganowski started a pilot program regarding orders. All orders are to be sent to chambers as an attachment to an e-mail. Our website has the details at: <http://www.nyeb.uscourts.gov/ecf/ATTYGUIDELINES.pdf>.

Please ensure that the order attachment is in Word or WordPerfect and you name the attachment as the case number (05-12345) and not the name of a person or type of document. The case number (file name) is important because the court sorts the incoming e-mailed orders by the case number.

Also, the message area of the e-mail must contain (where applicable) the following information;

- *Case Number:
- *Debtor Name:
- *Attorney Contact Information:
- *Type of Order:
- *Related Motion Text & Doc. #:
- *Special Instructions:

Many attorneys have found that cutting and pasting the motion information from the docket is the easiest way to populate that information into the message area of the e-mail

Failure to properly submit the order will result in the order being returned to you for resubmission in the correct format.

Remember that this pilot program only applies to Judge Cyganowski. Orders for all other judges must be submitted on disk at this time.

Back Button

The use of the “Back” button on your Windows Internet browser may cause you to receive error messages when docketing several different pleadings during one session. After you have docketed a document, please use the menu items at the top of the ECF Toolbar to choose the type of event that you would like to docket next.

Internet Credit Card Payments

Watch your e-mail inbox for an important message from the court concerning the implementation of a new payment process for fee-related filings. We are adopting the same process that currently exists in the Southern District of New York and New Jersey Bankruptcy Courts. This module enables electronic filers to pay filing fees via the Internet directly to the U.S. Treasury, in a manner similar to making an Internet retail purchase.

PACER

The PACER Service Center can assist the public with browser issues; troubleshooting connection issues; providing information on installing and using Adobe Acrobat; providing information on creating documents using Adobe Writer; and informing users on chargeable items.

They will be unable to provide assistance with local issues such as logins, passwords and procedural questions.

They also have an entire section focused on ECF.

Go to <http://pacer.psc.uscourts.gov/cmecf/> for links to all ECF courts and various training modules.

They can also be reached at 800-676-6856.

Service of Petitions

Upon the filing of a case, the debtor is responsible for serving a copy of the petition on the United States Trustee and case Trustee (Chapter 7 and 13) and the United States Trustee, IRS and SEC (Chapter 11).

Don't Forget to Take Out the Trash

When you delete a document from your computer, it ends up in the Recycle Bin on your computer (you should have an icon on your desktop). If you want to keep your system running fast, you should go to your Recycle Bin once a month; double-click on the Recycle Bin icon and click on "Empty Recycle Bin."

Archive Database

The court's Archive Database, available through ECF, is a valuable resource for obtaining information on older closed cases. Go to Reports-Query Archive Database to bring up the Query screen.

Scanned Documents

Please do not scan documents in landscape orientation. Documents must be scanned using

the 8.5 x 11 format (portrait) and not the 11 x 8.5 format (landscape). Even though the PDF may display correctly when scanned in landscape, it takes significantly longer to print from ECF.

Reminders

- Don't forget to inform the court if you change law firms.
- An attorney is required to obtain separate passwords for both the Bankruptcy and District courts.
- Please review the quality and correctness of your PDF documents BEFORE you submit them electronically.
- It is not possible to do a word search on a PDF file created by scanning a paper original.
- Check your file size before you submit a document into the system. The limit is 2MB.

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.