



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK ECF NEWSLETTER

MARCH 2013

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BANKRUPTCY CM/ECF RELEASE 5.1 FOR EXTERNAL USERS

Effective May 1, 2013, the Electronic Case Filing system will be upgraded to comply with a new CM/ECF Release 5.1. Users of the Electronic Case Filing system are being reminded to upgrade their internet browser, if they have not already done so, because Release 5.1 works correctly with Firefox/Mozilla 15.0, 16.0, 17.0, 17.0.1 and Internet Explorer 8 and 9.

Some of the changes will deal with:

- Repeat Filers
- Barred Debtor Activity
- Judge Assignments for Prior Filings and Related Cases
- Support for multiple Social Security Numbers or Employee Identification Numbers
- Notice of Electronic Filing
- PACER links in CM/ECF to other Courts
- Required \$25.00 transfer fee for assignments of claim
- Claim filing and creditor maintenance transactions
- Filing Fee Due Record
- Default association at the party/attorney association screen
- Attorney or party terminating self from a bankruptcy case to stop receiving Notice of Electronic Filing
- Revised Claim Register
- Reports revisions such as:
 - page count of documents on the docket
 - options to run Cases Report
 - redefining "all hearings" to exclude 341 meetings and adding a separate selection for 341 meetings to the Daily Calendar Report

Details on the changes will follow in the next issue.

ELECTRONIC LEARNING MODULES (ELMs)

Electronic Learning Modules have been created to help ECF filers comply with docketing procedures and guidelines to minimize filing errors. To learn more about ELMs, visit the Court's website at:

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

ECF TIPS OF THE YEAR 2012

ECF Tips have been created to help ECF filers comply with docketing procedures and guidelines. Below is a list of tips that were created in 2011/2012. To learn more click on the tip below.

[Amended Notice of Motion/Presentment](#) - (December 2012)

[Locating and Using the Public Calendar](#) - (October/November 2012)

[Finding the Notice of Electronic Filing on the Docket](#) - (August/September 2012)

[Chapter 13 Plan Filed after Petition](#) - (June/July 2012)

[Obtaining Hearing Dates from Available Chambers Presets Report](#) - (May 2012)

[Docketing Letters](#) - (April 2012)

[Case Opening - Asset Notice Field](#) - (March 2012)

[Using the Search Menu to Find Events](#) - (February 2012)

[Relating or Linking Documents](#) - (December 2011/January 2012)

ECF TIP OF THE MONTH – FEBRUARY/MARCH 2013

Single Docket Entry

The February/March 2013 Tip of the Month deals with docketing a single docket entry such as **Memorandum of Law in Support/Opposition**. These events/reliefs can be found in the Electronic Case Filing system under **Bankruptcy Events – Answer/Response**. They must be docketed on the docket as a single entry.

Listed below are other events/reliefs that should also be docketed as a single entry on the docket.

- Objections
- Summons Service Executed
- Application for Compensation
- Application to Pay Filing Fee in Installments
- Application for *In Forma Pauperis* – (IFP Chapter 7)
- Application to Waive Filing Fees to reopen case, or to waive the filing fee for related documents in an IFP case that require fees
- Exhibit D Re: Credit Counseling Requirement - when credit counseling certificate is not filed at case opening

- Statement of Current Monthly Income (Means Test for all Chapters when filed on a different date and time from the petition)
- Certificate of Credit Counseling
- Employee Income Records/Copies of Pay Statement
- Debtor's Certificate of Financial Management and/or Form 23
- Operating Reports
- Chapters 11 and 13 Plans and Disclosure Statements

Note: When filing Motions with two or more events/reliefs that require fees, each event/relief must be a separate docket entry.

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 filing. The numbers are 347-394-1700 then press 6 (Brooklyn) and 631-712-6200 then press 6 (Central Islip).

REMINDER - SUBMISSION OF PROPOSED ORDER

There is a two-step process for ECF filers to submit Unsigned Proposed Orders to the Court for signature. They must be:

1. Uploaded to the docket for interested parties to review; and
2. Uploaded to Chambers using the Bankruptcy/Adversary Event - **Upload Proposed Order.**

On the Court's website are two Electronic Learning Modules (ELMs) for submitting proposed orders directly to Chambers for signature. **Upload Single Order** should be used when a hearing has been scheduled or held. You may view the ELM by clicking on this link: <http://www.nyeb.uscourts.gov/captivate/EOrder.htm>. **Upload Sua Sponte Order** should be used when no hearing is involved. You may view the ELM by clicking on this link: <http://www.nyeb.uscourts.gov/captivate/EOrdersSua.htm>

ADOPTION OF NEW AND AMENDED LOCAL BANKRUPTCY RULES

The Court has adopted [new and amended Local Bankruptcy Rules](#) that are effective immediately. Specifically, the Court adopted new Local Bankruptcy Rules 2004-1, 2015-2, 3019-1, 6006-1, 7007.1-1, 7016-1, 7026-1, 7026-2, 7030-1, 7033-1, 7034-1, 7036-1 and 9014-2. Additionally, the Court adopted amended Local Bankruptcy Rules 3022-1, 4001-1(a) and 9014-1. These rules have been posted to the Court's website at www.nyeb.uscourts.gov.

2012 CASE FILINGS FROM JANUARY - DECEMBER

| | |
|--------------|--------|
| Chapter 7 = | 14,718 |
| Chapter 9 = | 1 |
| Chapter 11 = | 246 |
| Chapter 12 = | 1 |
| Chapter 13 = | 1,471 |
| Chapter 15 = | 0 |

Total Cases Filed = 16,437

REMINDERS TO ECF FILERS

Logins and Passwords

- If you have **forgotten** your ECF login and/or password, call the Court's Helpdesk. **Do not** re-submit an Attorney Password Application.
- In order to receive a login and password, filers must submit by conventional mail an original Attorney Password Application with an original signature.
- When notarizing the Attorney Password Application, make sure all information is legible.
- If you are leaving a voice mail message, clearly state the name of the attorney so that the request can be expedited.
- Unless requested in writing, all logins and passwords will be sent to the primary e-mail address on file.
- If you have a reason to believe that you should have received your password and have not, please check your Trash and Spam folders.
- ECF logins and passwords are issued within three to five business days from the date the application is received.

Case Captions

- Attorneys and Trustees are being asked once again 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 the ECF Live database.

QUARTERLY REMINDERS

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 a reason to believe that your password has been compromised, you must immediately notify the Court in writing. To update your profile in the ECF database regarding firm affiliation, address, telephone, fax and/or email, view the electronic learning module by clicking the link below:

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

ECF filers receive their Notices of Electronic Filing from the Bankruptcy Court Live email account. Filers are asked not to respond to emails received from the court's email address BKECF_LiveDB@nyeb.uscourts.gov as any emails sent to this address will not be answered.

NEW YORK STATE STANDARDS OF CIVILITY

The Board of Judges for the United States Bankruptcy Court for the Eastern District of New York adopted the New York State Standards of Civility for the legal profession, as guidelines for practice in all cases and proceedings in this Court. Highlighted in this issue are **Judges' Duties to Lawyers, Parties and Witnesses**. For more information click on the link below:

http://www.nyeb.uscourts.gov/admin_orders/ord_568.pdf

ELECTRONIC TRAINING CLASS SCHEDULE

The next Electronic Case Filing training classes for attorneys and their support staff will be held at the:

- Brooklyn Courthouse - Friday, April 12, 2013 from 9:30 a.m. to 1:00 p.m.
- Central Islip Courthouse - Friday, May 17, 2013 from 9:30 a.m. to 1:00 p.m.

Attendance is no longer required to receive an ECF password to docket. However, 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 classes in Central Islip and Brooklyn. The training room is in a secured area so attendees are asked to wait by the kiosk in the lobby area of the Central Islip Courthouse and to comply with the directions given by the Court Security Officers in Brooklyn until Mr. Cox 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.