



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK ECF NEWSLETTER

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FINANCIAL MANAGEMENT CERTIFICATE

As of December 1, 2013, under Federal Rule of Bankruptcy Procedure 1007(b)(7) an individual debtor has the option of having an approved personal financial management course provider notify the court directly that the debtor has completed a post-petition instructional course concerning personal financial management.

Approved course providers can electronically file the Certificate of Debtor Education under Rule 1007(b)(7) using the Electronic Financial Management Course Certificate Filing Program (eFinCert) located at this link: <https://ecf.nyeb.uscourts.gov/cgi-bin/autoFinMgt.pl>. For more information on the program, see the Notice to Approved Personal Financial Management Course Providers at the link below: http://www.nyeb.uscourts.gov/announcements/Course_Provider_Cert.pdf

CHAPTER 11 LAWYERS ADVISORY COMMITTEE

The United States Bankruptcy Court for the Eastern District of New York announces the formation of a Chapter 11 Lawyers' Advisory Committee, which will provide a forum for communication between the Court and the bar regarding chapter 11 practice and procedure in the District. The Committee meets quarterly. The inaugural meeting was held on March 4, 2014. Click on the link below for more details. http://www.nyeb.uscourts.gov/main/usbc_content.php?id=ch11_lac

TIP OF THE MONTH

Unless otherwise directed by the Court, when docketing an amended document such as an Amended Statement of Financial Affairs, **all pages** of the amended document must be filed.

BANKRUPTCY RULE 9037(d)

All filers are required to adhere to the redaction requirements under Bankruptcy Rule 9037(d) of the Privacy Act.

RECENT EVENT CHANGES IN ECF

Motion to Avoid Lien

When filing a Motion to Avoid Lien, the filer must enter the name of the lienholder and the amount of the lien in the text box at the bottom of the screen before advancing to the next entry.

Prior Filing

The event, Prior Filing, has been modified on the docket to add a hyperlink that when clicked gives access to all previously filed cases for that debtor.

Amended Complaint

The Amended Complaint Event has been modified to allow filers to disclose the reason the complaint is being modified.

CASE FILINGS

JANUARY- FEBRUARY 2014

Chapter 7 =	1,503
Chapter 9 =	0
Chapter 11 =	32
Chapter 12 =	0
Chapter 13 =	228
Chapter 15 =	6

Total Cases Filed January-February 2014 = 1,769
Total Adversary Proceedings Filed January-February 2014 = 163

CASE FILINGS

JANUARY - DECEMBER 2013

Chapter 7 =	12,659
Chapter 9 =	0
Chapter 11 =	250
Chapter 12 =	0
Chapter 13 =	1,458
Chapter 15 =	4

Total Cases Filed from January to December 2013 = 14,371
Total Adversary Proceedings Filed from January to December 2013 = 798

QUARTERLY REMINDERS

Keeping Your ECF Account Current

Attorneys are responsible for keeping their 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, preview the electronic learning module by clicking the link below:

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

Electronic Learning Modules

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

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

THE COURT'S EMAIL ADDRESS

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.

DOCKETING TIPS

Filers are asked to use capital and lower case letters when inputting data or docketing in the ECF Live system. Filers should not use ALL CAPITAL LETTERS.

When filing a new petition, in addition to uploading the list of creditors in .txt format under Creditor Maintenance in the ECF system, you must also include a PDF list of creditors within the petition.

The Help Desk is available to filers who are having difficulty filing documents. We recommend that you and those on your staff who assist with e-filing attend the ECF training classes at the Court.

New filers to this Court are reminded that they are responsible for timely service of any documents and must not rely on the Electronic Case Filing system as a form of service. See Local Bankruptcy Rule 9036-2.

When requesting more than one relief for a motion, after selecting the first event from the list of Available Events, hold down the control (ctrl) key on the keyboard to choose the second event. Do not type any event in the text box. The text box may be used to differentiate or uniquely describe the document filed.

The complete Social Security (SSN) or Individual Taxpayer-Identification Number (ITIN) is placed on Form 21. To be in compliance with Federal Bankruptcy Rule 9037, this form should be kept in your office with your clients records and should **not be uploaded to the docket**.

If you are unsure of the event or relief to use, check the Available Events list in the ECF system or the alphabetical listing of Docket Events at the link below on the Court's website:
http://www.nyeb.uscourts.gov/ecf/train_guide/atty/docket_event_alph_bk.pdf.

If you cannot find an event/relief on either list, call the Help Desk. The Case Administrator will inform you of the best event to use.

Always link to an actual document. Do not link or relate documents to **any** hearing entries on the docket.

LOGINS AND PASSWORDS

If you have **forgotten** your ECF login and/or password, call the Court's Help Desk. **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.

All logins and passwords will be sent to the primary email address on file. If you did not update your email address in the ECF system, you will be required to fax a signed letter on your office letterhead requesting that the login and password be sent to your current email address.

ECF logins and passwords are issued within three to five business days from the date the application is received.

If you have not received your login and password by email and it appears that you should have, check your Trash and Spam folders before calling the Court.

OFFICE SELECTION WHEN OPENING A BANKRUPTCY CASE

When selecting the **Office** in which the bankruptcy case should be filed, the **Office** assignment is generally based on the debtor's place of residence or the principal place of business.

Filers are asked to **verify the Office selection** before advancing to the next field.

- The **Office** field defaults to Brooklyn. Keep the default selection when the debtor's county of residence or principal place of business is either Kings, Queens, or Richmond County; or
- Select the drop down arrow to change the **Office** selection to Central Islip only when the debtor's county of residence or principal place of business is either Nassau or Suffolk County.

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. For more information click on the link: 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 4, 2014 from 9:30 a.m. to 12:30 p.m.
- Central Islip Courthouse - Friday, May 16, 2014 from 9:30 to 12:30 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 Public Service 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, notify the Court as soon as possible.

Margaret Clarke 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 and Brooklyn Courthouse.

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-C Cadman Plaza East, Suite 1595
Brooklyn, NY 11201-1800
(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
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.