



MAY 2002 Volume 3 Number 2

Welcome to the New CM/ECF Participants

The following attorneys have docketed electronically into the CM/ECF system through May 15. Congratulations to:

- Robin Abramowitz
- Anthony Acampora
- Diana Adams
- Seth Choset
- Sharil DaCosta
- Larry Glick
- Robert Leinwand
- Gerard Luckman
- Alan Marder
- Chris Mularadelis
- Adam Rosen
- Thomas Slome
- Stan Yang

We welcome their participation and look forward to helping them and all legal professionals make the transition to the electronic filing system.

Procedure for Orders to Employ

An attorney submitting an application and order to employ must send the following to the appropriate divisional United States Trustee's office for approval:

- 1) A hard copy of the order
- 2) A disk enclosed in an envelope with the attorney name, attorney phone number and debtor's name on the disk and envelope.

The disk should contain two files:

- A) The application to employ (in PDF format)
- B) The order to employ (in any Word Processing format)

The United States Trustee's Office will forward the documents to the Bankruptcy Court.

Court's Website

The court's website address is <http://www.nyeb.uscourts.gov>. For CM/ECF information, click on "Electronic Case Filing" on the left margin. A plethora of information is available on our website. We urge all legal professionals to periodically browse for important court updates.

Fonts in PDF

Some nonstandard fonts are not easily converted from a word processing format to PDF. If a word processing document uses a nonstandard font, the PDF conversion size can increase substantially because PDF does not immediately recognize the font used. We recommend the following Type 1 fonts for use with the Acrobat program:

Courier, Courier-Bold, Courier-Bold Oblique, Courier-Oblique, Helvetica, Helvetica-Bold, Helvetica-Bold Oblique, Helvetica-Oblique, Times-Roman, Times-Bold, Times-Italic, Times-Bold Italic, Symbol and ZapfDingbats.

ECF General Order

Each month we will 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.

ECF General Order Section I ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A. 1) Filing. Except as expressly provided in paragraph III, below (except proofs of claim), all motions, pleadings, memoranda of

law, or other documents required to be filed with the Court in connection with a case shall be electronically filed on the System. A hard copy (Chambers Copy) shall be provided to chambers within 24 hours thereof by filing the same with the Office of the Clerk to the attention of the appropriate Judge's chambers. Said electronic filing shall be the official date and time of filing for the document.

Help Desk Question of The Month

Question: Why hasn't the PACER system been updated with new case information?

Answer: If you attempt to access the PACER system through the old link, you will get a message directing you to the new location. Only case information on the new live CM/ECF is up to date. Please use the following link- <https://ecf.nyeb.uscourts.gov> to perform PACER inquiries. Continue to use your existing account ID and password for access.

Our Help Desk is open Monday-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.

Case Number Scheme

All Chapters 11 case numbers subsequent to the below listing will be electronic cases. Attorneys may not file paper in these cases.

Central Islip 02-82151
Brooklyn 02-14048

CLE Credit for Attorney Training

The court has received approval from the New York State Continuing Legal Education Board to provide three (3) CLE credit hours under the Law Practice Management category for the Eastern District Bankruptcy Court Electronic Case Filing Attorney Training course.

Multiple Case Filings

Please be aware that if you are filing multiple cases electronically, you may not get consecutive case numbers since other parties may be filing cases simultaneously into the CM/ECF system.

Signatures

Before CM/ECF, all documents filed with the court bore the original signature of the attorney. When filing electronically or on disk, an attorney will use the mark s/[attorney's name] in place of the actual signature. Please ensure that your filings contain the proper signatures. The signature line should appear as follows:

s/John Smith
John Smith

PACER Fee Changes

The Judicial Conference, at its March 2002 session, amended the language of Section I of the Electronic Public Access Fee Schedule. The amendment places a cap on the seven (7) cents per page charge for Internet access to data obtained electronically from public bankruptcy records. This amendment establishes that a user will be charged a

maximum of \$2.10, the equivalent of thirty (30) pages, for the electronic access of any single document. Please note that exhibits or attachments will be treated as separate documents for purposes of this rule.

Reminders

- The matrix must be in txt format, not pdf.
- Orders are filed on a disk in a word processing format, not pdf.
- All claims are filed on paper with the court.
- The Statement Pursuant to Local Bankruptcy Rule 1073-2(b) and the Verification of Creditor Matrix submissions should be attachments to your petition.
- Only Adversaries related to the electronically filed Chapter 11 cases will be allowed filings over the internet.

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.