



# **EASTERN DISTRICT ECF NEWS**

**APRIL/MAY 2004**  
**Volume 5 Number 3**

## **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:

2004	Feb	Mar	Apr
BK/AP Filing	64%	68%	66%
Event Docketing	19%	24%	21%
Number of Events	562	623	607

More than 1600 attorneys have received a password.

During the first four months of 2004, Attorneys/Trustees Marianne DeRosa, David Doyaga, Thomas Lee and Michael Macco have already docketed more than 1000 events each.

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

### 1. Electronic Filing and Service of Documents

A.4. Persons filing documents that reference exhibits which are not in electronic form shall scan and electronically file excerpts of the exhibits that are directly germane to the matter under consideration by the court. Such filings must be clearly and prominently identified as excerpts, must not exceed twenty (20) pages, and state that the entire document is in the possession of the filing party. The entire exhibit must be made available forthwith to counsel and the court on request, and must be available in the courtroom at any hearing pertaining to the matter. Persons filing excerpts of exhibits pursuant to these Procedures do so without prejudice to their right to file additional excerpts or the entire exhibit with the court at any time. Opposing parties may file additional excerpts if they believe that they are germane.

## Help Desk Question of The Month

*Question:* Some dockets are very long; can a docket report be run for only part of a docket?

Answer: Yes. The **Reports** category has a variety of options available. To narrow down the data received, enter a date range next to the **Filed/Entered** field or specify a range of document numbers next to the **Document** field. Using these options also enables the report to be run faster.

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.

## What's a Page?

For a PDF document, a page is a page. However, when viewing docket sheets and other reports, a formula is used to determine the number of pages for PACER charges. Fifty-four lines of text constitute one page. Please be aware that your printer and browser settings will affect how many lines print on a page.

## Warning Message

When an ECF user has submitted the final screen of an event but then clicks the [Back] button followed by a click of the [Next] button, the following warning message displays.

*Warning: The transaction you submitted has already been accepted and posted by the system. If your original submission contained an error, you must contact the court for further instructions on how to void it. If this submission was inadvertently submitted*

*(clicking the Next link on the previous page twice), you may find details about your original submission by viewing the transaction log.*

If this happens, **do not re-file this event!** It has already been entered on the docket. To verify the entry, check the docket sheet.

## ECF Toolbar

On the ECF Toolbar Menu, the words "Bankruptcy" and "Adversary" are part of the CM/ECF application and the words "Query" and "Reports" are part of the PACER Application. "Utilities" applies to both ECF and PACER and you will get different options based on which login you use.

## Query

Under Query, when executing a search by last name, a minimum of two consecutive characters is required. You may use a \* as a substitute for unknown letters (except for the first letter). For example, Zu\* will give you every party in the database that begins with those two letters.

The \* option is not available for searching by social security number. You must enter all nine digits in this field.

## E-Mail

It is imperative that ECF filers keep their e-mail addresses current so that you receive electronic notification in a timely manner.

Please clear your mailbox of old messages. The court has received returned undeliverable e-mails because attorneys

have exceeded the amount of messages/files allowed by their Internet provider.

Due to spam, some Internet providers may block incoming e-mails unless the address exists in your e-mail address book. To ensure delivery, please add bkecf\_livedb@nyeb.uscourts.gov to your address book.

You can access your e-mail address area under **Utilities-Maintain Your Account.**

There will be a new update to ECF arriving this summer. Our next newsletter will list the new features. Please note that in the upcoming update, the hyperlink in the free look e-mails will expire after 15 days rather than the current 30 days.

## **Bankruptcy/Adversary Categories**

When docketing, filers are not required to use only adversary categories/events in adversary cases. If your search of the adversary category does not produce the event listing you wish, you may use any category/event under bankruptcy for your filing in the adversary.

## **Editing**

During the docketing process, some events allow the entry of "free text." This allows the filer to add extra details. The free text space is designed to provide clarification of the docket entry when necessary. It is not designed to be used to recite extensive sections of the filed document. Please keep additions to the free text space to a minimum.

Note that once a document has been sent to the court by clicking the "Submit" button, only court personnel can edit the docket entry.

## **Reminders**

- Make sure you docket the Summons Service Executed on the Adversary rather than the main Bankruptcy case.
- Do not apply any encryption modes to your PDF files before submission.
- If you hire a new employee for your office and they are going to work on the ECF system, please schedule them for training. Training is offered weekly at both the Brooklyn and Central Islip court sites.
- All nine digits of the social security number will be listed on the first meeting notice sent by the court to all creditors. However, the first meeting notice and all other documents posted to the docket will only show the last four numbers. Do not place all nine digits of the social security number on a petition.
- Do not use all uppercase (caps lock key) letters when entering any parties in the system.

## **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 with the words "Subscribe ECF Newsletter" in the subject field .