



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 | Feb | Mar | Apr |
|------------------|-----|-----|-----|
| BK/AP Filing | 69% | 72% | 73% |
| Event Docketing | 25% | 27% | 24% |
| Atty's Docketing | 623 | 696 | 713 |

More than 2100 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 ECF General Order.

II ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A. Filing.

1. 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 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.

Some electronic filers continue to disregard the above rule and do not send in a paper copy. You must send a hard copy to chambers to assure that your matter will be adjudicated.

Help Desk Question of The Month

Question: Sometimes I log into the system and I'm not sure if I used my ECF password

or my PACER password. Is there an easy way to tell which one I used after I have logged into the system?

Answer: Yes. If you used your PACER password, you will not see the "Bankruptcy" or "Adversary" menu items. If you used your ECF password, you will have all of your options in the blue menu bar at the top of the screen.

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.

Pay.gov

On May 1, 2005, EDNY commenced using Pay.gov for payment of all fees related to Internet filings. The court wishes to thank all of the filers who have utilized the new process. We understand that change can sometimes cause problems; however, your cooperation has made the new payment process work exceptionally well.

If you have **pop-up blockers** installed on your computer, the payment screen on which credit card information is entered may not appear. If you have this problem, click the **Tools** option located on the top of your browser screen. The following should be displayed, depending upon the browser you are using:

Internet Explorer- **Pop-up Blocker -> Pop-up Blocker Settings**

Netscape- **Popup Manager -> Manage**

Type the following address into the Allowed Web Sites location bar:

ecf.nyeb.uscourts.gov

Click **Add**, then click **Close** (for IE) or **OK** (for Netscape)

This should assure that your browser permits the popup pay screen to be displayed. This can be verified by clicking on the **Utilities** Tab -> **Internet Payment Due** option.

If you continue to have problems, please call our HelpDesk.

REMEMBER: All fees must be paid by 12 midnight on the day of filing and all Internet filings must be paid for online.

Judge Cyganowski Orders

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

As we begin the third month of this pilot program, there is still one area that continues to cause problems on submission. Please name the file of the order 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.

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.

E-Mail

Undelivered or returned e-mail notifications result when participants fail to update their e-mail address, change firms, or let their e-mail box fill up to capacity. When your e-mail box is full, a message will be returned to the court with the following notation, "*User mailbox exceeds allowed message count.*" Attorneys agree to keep their e-mail address current and to clear out their e-mail box on a regular basis so that e-mails are not returned to the court. Once the court has received a returned e-mail, we will try to contact you. If we are unsuccessful in clarifying the problem, your account will be disabled.

Also, please do not respond to mail sent from the court's (RETURN ADDRESS-BKECF_LiveDB@nyeb.uscourts.gov) ECF system since that address is not monitored on a daily basis and there have been instances where attorneys thought they were responding to fellow law professionals and the messages sent back to the court were not appropriate.

Non-ECF case

If you docket into a non-ECF (paper) case, you will receive a phone call that your filing is not accepted. Your docket entry will be annotated, "ENTERED IN ERROR-NON ECF CASE-ATTORNEY ADVISED." You will then be required to resubmit the original document in the correct (paper) format. The date of receipt of the paper filing will be the official file date.

Bookmarks

You may wish to insert PDF Bookmarks in your petition files to allow other participants to easily view schedules and statements. This is more efficient than requiring users to search through many pages of information. To create bookmarks in your filings, perform the following:

1. Convert the document to PDF.
2. Open the document in Adobe Acrobat.
3. Click the Bookmarks tab on the left side. (The screen divides into two panes. The left pane contains page numbers and the right pane contains the document).
4. Double click on a page number to change the name.
5. Repeat the steps to name all of the pages (group pages where necessary by holding the shift key down and clicking on other pages).
6. Save the document.

Reminders

- One of the best ways to keep your PC running smoothly is to empty the Recycle Bin on your desktop once a month.
- Don't file your document electronically until you have a signed original in your possession.
- Please request a new password from the court if you change firms.
- Do not include a pipe or dollar sign in the path name of any file you are uploading.

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.