



**NOVEMBER 2002**  
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### **Welcome to the New CM/ECF Participants**

The court welcomes the following attorneys who recently began docketing electronically into the CM/ECF system. Congratulations to:

- David Bass
- Edward Flint
- Joseph Gitto
- Joseph Haspel
- Sandra Ishaq
- Mark Knuckles
- Vincent Lentini
- John Pereira
- Robert Pryor
- Allan Pullin
- Patricia Rooney
- Jeffrey Seewald
- Lewis Siegel
- Harold Seligman
- Kenneth Silverman
- Douglas Tabachnik

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

### **ECF General Order**

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.

#### **B. Service**

1. General Rule: Except as otherwise provided in the next paragraph, all documents required to be served shall be served in paper (*i.e.*, "hard copy") form in the manner mandated by the applicable law and rules.

2. Consent to Electronic Service: Whenever service is required to be made on a person who has requested, or is deemed to have requested, electronic notice in accordance with FRBP 9036 or the annexed General Order, paragraph "7", the service may be made by serving the "Notice of Electronic Filing" generated by the System by hand, facsimile or e-mail in the first instance, or by overnight mail if service by hand, facsimile or e-mail service is impracticable.

3. Notwithstanding the preceding paragraph, conventional service of documents in hard copy shall be required in the following circumstances:

(a) Service is required to be made in accordance with FRCP 4, FRCP 45, FRBP 7004 or FRBP 9016.

(b) The FRBP, LRBP or an order of the Court requires delivery or service upon an agency of the United States, including the United States Attorney, the United States Trustee, or chambers.

(c) Notice is required under FRBP 2002(a)(1).

(d) The attorneys for the debtor shall, upon the commencement of a case, serve the petition, schedules and statement of affairs on the United States Trustee, all applicable governmental agencies and the trustee assigned to the case, where applicable.

4. Orders. All signed orders (including, without limitation, orders to show cause) shall be filed electronically by the Court. To facilitate the review, execution and filing of a proposed order, the person presenting the proposed order shall provide the presiding judge with a 3.5 inch floppy disk containing the proposed order in word processing (not PDF) format, together with any document to be electronically filed in connection therewith. Simultaneously, the presiding judge shall also be provided with a chambers copy of all such documents.

## Help Desk Question of The Month

Question: I tried to file a document but it says "format not recognized"—what am I doing wrong?

Answer: All documents must be submitted in Adobe PDF (portable document format) with an extension of ".pdf". Two common errors occur when filing electronically.

First, a user thinks that they have saved the document in PDF. The user then tries to file the WordPerfect version of the document, not the saved PDF version.

Second, a user fails to indicate the full path name for the PDF file they want to upload. Because the system could not find the file, the system responds with the "format not recognized" message. The solution--provide the full path name when identifying the file (example: "c:\documents\motion.pdf") during the upload process.

Our HelpDesk 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.

## Why Pay?

You can obtain Adobe Acrobat for free from Adobe's website; why should you pay for it?

Good question! Adobe does provide a PDF Reader for free on its website and that works fine for viewing documents. However, in order to create and subsequently file PDF documents, you will need to obtain Adobe Acrobat Exchange3.0 or higher. Please contact the vendor at [www.adobe.com](http://www.adobe.com). or 1-888-502-5275.

## Dialup PACER

Effective October 1, 2002, PACER will be available only through the Internet in this district. Direct dialup access, an alternate form of access which has been available here, has been discontinued.

You must have Internet access through an Internet Service Provider. Any type of modem (standard, cable or DSL) may be used.

## Scanners

If you do not have a scanner, you should

consider purchasing one. You may receive exhibits in paper form which you will be required to convert to an electronic form. To convert paper to an electronic form, you will need a scanner (or know someone who has one!).

What type of scanner should you buy? There are a number of questions you should ask yourself. Will scanning documents be a regular occurrence or an infrequent process? Will you scan one page or multiple page documents? Will a small or large number of people be using the scanner? How much space do you have? What is your budget?

Once you determine the answer to these questions, you will have a better understanding of which scanner you wish to purchase. Prices of scanners have come down a lot in recent years. The court cannot make any recommendations. However, there is a tremendous amount of data available on the internet. Type the words "scanner ratings" or "scanner comparisons" in a search engine and you will not be at a loss for information. Also, ask fellow attorneys what types of scanners they are using.

## Changes to the Event List

Suggestions for changes to the docket event list resulted in the following changes to the system in July:

### **\*Events Added**

Other Category

Subpoena

## Reminders

- Due to security reasons, only one password can be set up for each account.

- Make sure you use the Logout option on the top of the screen when exiting the system.
- Make sure that the credit card on file with the court is updated when you receive your new card.
- You can only upload creditors at case opening. Go directly to Bankruptcy-Creditor Maintenance-Upload a creditor matrix file to perform this task after opening your petition.
- The filename of the pleading you upload when docketing is located on the Notice of Electronic Filing page you receive as your receipt. Be careful when using confidential filenames.
- The search by name option in Query is not case sensitive.
- When you electronically file more than one related bankruptcy petition, you may not receive consecutive case numbers if other cases are being opened on the system at the same time.

## 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](mailto:Charles_Langlois@nyeb.uscourts.gov) with the words "Subscribe ECF Newsletter" in the subject field.