



SPECIAL EDITION- MOVING TO ECF VERSION 2

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Effective November 12, 2003, the court will be moving to the newest version of the ECF software.

Following are the changes that will take place. If you have any difficulty using the system, please contact our HelpDesk. The HelpDesk hours 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. Thank you for your patience regarding these changes.

LOGIN/PASSWORD

There will be a warning message if your login and password are already in use. We recommend that you click the "Logout" button whenever exiting the system. The message will read as follows:

Warning: the account you entered is already logged in.

This is probably the result of one of these two circumstances:

* You did not click "LogOut" on the top bar when you last used CM/ECF.
Click the "Continue login" button below to complete the login process.

OR

* You share this account and someone else is using it.
Click the "Cancel" button below to return to the login screen.

[If you click the "Continue login" button, someone else using this account will have their CM/ECF session terminated.]

FILING

The maximum file size you may submit is 2000K (2 megabytes). If you attempt to upload a document larger than 2000K (2 megabytes), you will receive the following message:

Error- You cannot load this file because it exceeds 2 MB.

If you are not sure of the size of your PDF file, you may check the file size in Adobe Acrobat.

1. Click the "File" pull-down menu
2. Click "Open."
3. Use the pull-down arrow in the "Look in" box to find the file on your computer
4. Right click on the file name
5. Left click on properties

1000 Kb is equal to approximately 1 Megabyte. If your file is more than 2000 KB, it is too large.

SYSTEM ISSUES

When opening a case or docketing an event, CM/ECF may display a screen with nothing on it except a [Next] and a [Clear] button. At this time, we are unable to stop these screens from displaying. Please click [Next] and the program will continue.

There may be a slight degradation in the speed of the system. The court is working with the Administrative Office of the Federal Courts on this issue.

LINKING

The linking process has been enhanced for some docket events by adding date and document range options to search for linkage. This eliminates having to pick from a large list of previously docketed filings.

Docket entries will include a description of the related document, not just the related document number.

The wording on how to link filings has been changed to the following: **Refer to existing events(s)?**

Previous wording-

Does this filing refer to an existing document in this case? (If yes, click on the box)

NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.

NEW DOCKETS EVENTS

<u>Category(Bankruptcy)</u>	<u>Event</u>
Claims Actions	Withdrawal of Transfer of Claim
Motions/etc	Dismiss Party
Motions/etc	Intervene
Motions/etc	Extend Time to Object to Discharge(<i>*Continue to use Motion to Extend Time in all instances except when objecting to a discharge</i>)
Other	Affirmation of Compliance
Other	Section 304 Petition Response/Answer
Other	Section 304 Summons Service Executed
Batch & Trustee/UST	Chapter 13 Trustee's Final Report and Account for a Converted Case (<i>*Continue to use Chapter 13 Trustee's Final Report and Account except in a converted case</i>)

Category(Adversary)

Motions/etc___	Deposit Funds into Court Registry
Motions/etc	Leave to Appeal
Motions/etc	Limited Admissions
Motions/etc	Pay
Motions/etc	Sell Free and Clear of Liens
Motions/etc	Writ (Application)

AMENDED DOCKET EVENTS

<u>Category(Bankruptcy)</u>	<u>Event</u>
Motions/etc	Appear Pro Hac vice to Pro Hac vice (<i>*Therefore, it appears under "p"</i>)
Motions/etc	Prohibit to Prohibit/Enjoin/Restrain
Other	Amended Schedules (No Fee) to Amended Schedule(s), Required Statements and Affidavit LR1009-1(a) (No Fee)(<i>*Attach the Affidavit</i>) Other Involuntary Answer (<i>*Moved from Other Answers</i>)
Other	Amended Schedules (Fee) to Amended Schedule(s) D, E or F and Affidavit LR1009-1(a) (Fee)(<i>*You will be required to type D, E or F and attach the Affidavit</i>)
Other	All schedules removed, use: Schedule(s), Required Statements and Affirmation as to Schedules (due within 15 days)(<i>*All individual documents required related to a bankruptcy filing that were due within 15 days have been deleted. You will be required to manually list the documents filed and attach the Affirmation</i>)

Category(Adversary)

Motions/etc	Appear Pro Hac vice to Pro Hac vice (<i>*Therefore, it appears under "p"</i>)
Motions/etc	Compromise Controversy to Compromise Controversy/Settle Adversary
Motions/etc	Prohibit to Prohibit/Enjoin/Restrain
Motions/etc	Reopen Case to Reopen Adversary Case
Open AP/MP Case	Open AP/MP Case changed to Open an AP Case (<i>*To be used for Adversary or Notice of Removal</i>)

ELIMINATED DOCKET EVENTS

<u>Category(Bankruptcy)</u>	<u>Event</u>
Answer/Response	Other Answers- category deleted
Motions/etc	Accounting
Motions/etc	Allow Payment Arrearages
Motions/etc	Transfer Case(* <i>Use change venue</i>)
Other	20 Largest Unsecured Creditors
Other	Certified Corporate Resolution
Other	Disclosure of Compensation of Attorney for Debtor
Other	Equity Security Holders
Other	Involuntary Petition - Add Alleged Debtor
Other	Partnership Stmt Pur to LR 1074-1(b)
Other	Schedule A
Other	Schedule B
Other	Schedule C
Other	Schedule D
Other	Schedule E
Other	Schedule F
Other	Schedule G
Other	Schedule H
Other	Schedule I
Other	Schedule J
Other	Schedules A-J
Other	Statement Disclosing Compensation
Other	Statement Pur to Local BR 1073-2(b)
Other	Statement of Financial Affairs
Other	Summary of Schedules
<u>Category(Adversary)</u>	
Complaint/Summons	Certification of Judgment for Registration in Another District
Motions/etc	Deconsolidate Case Association (* <i>Remains in Bankruptcy Category</i>)
Open AP/MP Case	Attorney's will not have the option to Open an MP Case

DOCKETING INFORMATION

There will be a warning message if you attempt to docket into any case other than the lead in a consolidated case.

Terminated parties in the pick list will display with a (T) next to the party/role brackets. Currently when a party is terminated in a case, their name no longer displays in the party pick-list.

REPORTS

Users will be able to request a docket report in both HTML and text format.

CACHE AND YOUR COMPUTER

Cache is a location on your hard drive where data is stored. When you search the internet, your computer keeps track of every page you have visited and saves this information on your hard drive. We have found that if this file becomes large (i.e., many pages searched), the result may be a loss of docketing/category options. To clear your cache, perform the following:

For Netscape

1. On the **Edit** menu of your Netscape toolbar, click **Preferences**.
2. Under Category, click the **Advanced** selection.
3. Under Category, click the **Cache** selection.
4. Click **Clear Memory Cache**, then click **OK**.
5. Click **Clear Disk Cache**, then click **OK**.
6. Click **OK** to exit.

For Internet Explorer:

1. On the **Tools** menu of your Internet Explorer toolbar, click **Internet Options**.
2. Click the **General** tab.
3. In the Temporary Internet Files area, click **Delete Files**, and then click **OK**.
4. Click **OK** to exit.

QUERY

The roles of parties are now spelled out under the Party category in a case query search.

E-MAIL/NOTICE OF ELECTRONIC FILING/NOTICES

The email address will contain the "To" field in e-mail notices. Currently, the lack of a "To" address caused these notices to look like spam and they were not always delivered to attorneys.

The Daily Summary Notice of Electronic Filing will now include the full docket text.

The paper notices mailed by the court have been reformatted and will have a different appearance.

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.