



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 filings for the past three months are as follows:

2004	Aug	Sep	Oct
BK/AP Filing	67%	67%	66%
Event Docketing	25%	24%	23%
Atty's Docketing	583	616	641

The court has more than 1800 attorneys who have received a password.

Richard Jacoby, Richard O'Connell, Marc Pergament, Richard Stern and Neil Ackerman are the latest attorneys/trustees to docket more than 1000 events into the ECF system in 2004.

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.

ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A) 7. Electronic Filing in Non-Electronic Case. Documents filed electronically in a non-electronic case will be purged from the database, with the associated docket event annotated "Entered in Error." The filer will be required to resubmit the document to the court in paper form. The document will be deemed officially filed as of the date and time of the court's receipt of the filing in paper form.

Help Desk Question of the Month

Question: Why does my session freeze?

Answer: If you find your session freezing after you have hit "SUBMIT," try using the Back button to return to the previous screen and click SUBMIT again. It may be the case that the session has not really halted, but you are experiencing a problem that is endemic

to browser-based applications.

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.

Filing Petitions

Please be advised that when you file a petition with the court, you are required to send a copy of the petition with a full social security number and signatures (not s/) to the U.S. Trustee and the case Trustee within 48 hours. If your petition software only prints out the last 4 digits of the ss#, you may handwrite in the remaining digits.

If you file a deficient petition (for example, with missing schedules), send the petition within 48 hours and forward the remaining schedules when you file them.

The petition that you file with the court must only contain the last four digits of the social security number.

Do not submit the Statement of Social Security Number (Form 21) to the court when you electronically file a petition.

Cache and your Computer

Your computer has a Temporary Internet Files folder which contains records of items you have viewed or downloaded from the Web.

These files are stored in your cache. This makes browsing the Web faster because it takes your computer less time to display a web page when it can call up the page's elements from your local Temporary Internet Files folder.

Files stored in your cache take up space, so from time to time, you'll want to clear out the files to free up space on your computer. This is called clearing the cache.

ECF Users who do not clear their cache on a regular basis may have problems using ECF. For example, you may not be able to access documents or various category choices.

You may clear your cache manually by performing the following:

For Netscape:

1. On the **Edit** menu of your toolbar, click **Preferences**.
2. Under Category, click the **Advanced** selection.
3. Under Advanced, 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 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.

You may clear your cache automatically in Internet Explorer by performing the following:

1. On the **Tools** menu of your toolbar, click **Internet Options**.
2. Click the **Advanced** tab.
3. Scroll down to the section labeled **Security** and check the box next to the **Empty Temporary Internet Files folder when browser is closed** option.
4. Click **OK** to finish. This option does not delete cookies.

Missing PACER Password

If you forget or misplace your PACER password, the PACER Service Center can send you an e-mail containing a link to obtain the password. You must sign up for this option in advance, and PACER strongly suggests that you do so; go to <http://pacer.psc.uscourts.gov/> and proceed as follows:

1. Log in to the Account Information section.
2. Select Set Account Security Information.
3. Enter a valid e-mail address, security question and answer and your date of birth.

This information will allow the PACER Service Center to verify your identity and send the password.

If you forget or misplace your ECF Password, please fax a signed letter on law firm letterhead requesting reissuance.

PACER Fee Increase

The PACER fee will increase from seven (7) cents per page to eight (8) cents per page, effective January 1, 2005. Document charges will have a cap of \$2.40. Any document larger than 30 pages will cost \$2.40.

Acrobat PDF Hint

Some standard Windows keystroke shortcuts are compatible with PDF, such as [Ctrl][P] for print and [Ctrl][F] to search for key words. Here's one that is not so obvious:

With your mouse, highlight the page number on the status bar at the bottom of the screen [1 of 50], type the page number you want, and then press ENTER.

If you know the page number you want, this is a lot faster than scrolling or clicking on the

Next Page button at the bottom of the screen.

Changes

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

Events

Notice of Removal - Removed from the Adversary docket event list

Reminders

- You must serve the summons that is placed on the docket by the court. Do not edit your own copy to serve.
- If you file in other districts, please be aware of their filing deadlines. Some ECF courts have a cutoff time prior to the end of the day and if you file after that time, your filing will be considered as received on the following business day.

Eastern District Newsletter

This newsletter and previous issues are available for online viewing at http://www.nyeb.uscourts.gov/ecf_news.htm

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If so, please send an e-mail to Charles_Langlois@nyeb.uscourts.gov with the words "Subscribe ECF Newsletter" in the subject field.