



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK ECF NEWSLETTER

NOVEMBER 2012

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CHAPTER 11 BANKRUPTCY FILING FEES TO INCREASE Effective November 21, 2012

Click on this link for more information. <http://www.nyeb.uscourts.gov/>

DIRECTOR'S PROCEDURAL FORMS Effective November 21, 2012

Form 200 (Required Lists, Schedules, Statements and Fees) and **Form 201A** (Notice to Individual Consumer Debtor) will be amended effective November 21, 2012 to conform to the \$167.00 increase in the Chapter 11 filing fee.

RULES AMENDMENT AND FORM CHANGES Effective December 1, 2012

Proposed amendments to Bankruptcy Rules 1007, 2015, 3001, 7054, and 7056 will become effective December 1, 2012, unless Congress acts to the contrary. Click on this link for more information.

<http://www.uscourts.gov/RulesAndPolicies/rules/pending-rules.aspx>

The Judicial Conference has also approved a recommendation from the Committee on Rules of Practice and Procedure to amend Official Forms 7 (Statement of Financial Affairs), 9A - 9I (Meeting of Creditor Notices), 10 (Proof of Claim) and 21 (Statement of Social Security Number or Individual Taxpayer-Identification Number). They will become effective December 1, 2012. Click on this link for more information.

<http://www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms/BankruptcyFormsPendingChanges.aspx>

LIST OF ECF EVENTS WITH FEE CHANGES
Effective November 21, 2012

ECF Event	Type	Change fee from
Chapter 9 Voluntary Petition	misc.	\$1046 to \$1213
Chapter 11 Voluntary Petition	misc.	\$1046 to \$1213
Chapter 11 Involuntary Petition	misc.	\$1046 to \$1213
Chapter 15 Petition	misc.	\$1046 to \$1213
Motion to Sever Chapter 11	motion	\$1046 to \$1213
Motion to Reopen Chapter 11 Case	motion	\$1000 to \$1167
Motion to Convert Case from Chapter 7 to Chapter 11	motion	\$755 to \$ 922
Motion to Convert Case from Chapter 13 to Chapter 11	motion	\$765 to \$932
Motion to Reopen Chapter 9 Case	motion	\$1000 NEW!
Motion to Reopen Chapter 15 Case	motion	\$1000 NEW!

NEW ECF EVENT FOR CLAIMS AGENT

The event, **Affidavit/Certificate of Service in re: First Meeting of Creditors** has been added to the events list for the Limited Access Creditors to enable Claims Agents to docket the proof of service of the Notice of Meeting of Creditors. Only Claims Agents may use this event.

CENTRALIZED PROCESSING OF RETURNED BNC MAIL

The debtors' attorneys will start to receive returned mail in bankruptcy cases in two different ways: by regular USPS mail where the return address is the debtor's attorney, and by emailed **Notices of Returned Mail** for returned mail that would have been sent back to the bankruptcy court. Click on the link for more information.

http://www.nyeb.uscourts.gov/announcements/sample_public_notice.pdf

CASE FILINGS FROM JANUARY 2012 - OCTOBER 2012

Chapter 7 =	12820
Chapter 9 =	1
Chapter 11 =	220
Chapter 12 =	1
Chapter 13 =	1305
Chapter 15 =	0

Total Cases Filed = 14347

ECF TIP OF THE MONTH

Locating and Using the Public Calendar

The Tip of the Month for October/November deals with locating and using the Public Calendar on the Court's website. You may click on the link below:

<http://ccappl.nyeb.uscourts.gov/PublicCalendar/Default.aspx>, or go to the **Court's Home Page**, under **Information for Attorneys**, and select the hyperlink for **Court Calendar**.

The Public Calendar can also be accessed from the kiosks located:

1. In the lobby of the Brooklyn Courthouse,
2. In the 2nd floor hallway leading to the Bankruptcy Court Public Intake Counter (southeast side of the Central Islip Courthouse); or
3. Outside each courtroom. The hearing information at the kiosks outside the courtroom is specific to the judge who sits in that courtroom.

The purpose of the Public Calendar is to provide a non-authoritative view of the scheduled court hearings and 341 meetings of creditors events so that anyone needing more information pertaining to a hearing or first meeting may go to the Court's website. If you are at the Courthouse, you may use the kiosks.

You may initiate a **Quick Search** with the Debtor's name or case number and an **Advanced Search** with any of the following:

1. **Event Type**
2. **Location**
3. **Attorney**
4. **Chapter**
5. **Judge**
6. **Case Type**
7. **Trustee**

If a matter is adjourned or an action is taken on the case, prior to or after the hearing or first meeting, you may look under the **Matter** column to view the status of the hearing.

We encourage you to share this document with those on your staff that assist with e-filing. If after viewing the ELM at <http://www.nyeb.uscourts.gov/elms>, you have any questions, please call our Help Desk before you file. The numbers are 347-394-1700 then press 6 (Brooklyn) and 631-712-6200 then press 6 (Central Islip).

REMINDERS TO ECF FILERS ON LOGINS AND PASSWORDS

- If you have **forgotten** your ECF login and/or password, call the Court's Helpdesk. **Do not** re-submit an Attorney Password Application.
- In order to receive a login and password, filers must submit an original Attorney Password Application with an original signature by mail.
- When notarizing the Attorney Password Application, please make sure all information is legible.
- If you are leaving a voice mail message, please clearly state the name of the attorney so that the request can be expedited.
- Unless otherwise requested in writing, all logins and passwords will be e-mailed to the primary e-mail address on file.
- If you have reason to believe that you should have received your password and have not, please check your Trash and Spam folders.
- ECF logins and passwords are issued within three to five business days from the date the application for attorney password is received.

QUARTERLY REMINDER UPDATE

KEEPING YOUR ECF ACCOUNT CURRENT

It is your responsibility as an ECF system user to keep your information current regarding firm affiliation, address, telephone, fax and/or email. This information can be electronically updated by accessing your CM/ECF account under the Utilities menu and selecting "Maintain your ECF

Account." Should you have reason to believe that your password has been compromised, you must immediately notify the Court in writing. To update your profile in the ECF database regarding firm affiliation, address, telephone, fax and/or email, view the electronic learning module by clicking the link below:

http://www.nyeb.uscourts.gov/elms/maintain_user_account/MAINTAIN_YOUR_ECF_ACCOUNT.htm

ELECTRONIC LEARNING MODULES (ELMs)

Electronic Learning Modules have been created to help ECF filers comply with docketing procedures and guidelines. To learn more about ELMs, visit the Court's website at:

http://www.nyeb.uscourts.gov/main_attny/usbc_content.php?id=ecf_elm.

STANDARDS OF CIVILITY

Link to: **LAWYERS' DUTIES TO THE COURT AND COURT PERSONNEL** (Standards of Civility on the website): http://www.nyeb.uscourts.gov/admin_orders/ord_568.pdf.

ELECTRONIC TRAINING CLASS SCHEDULE

The next Electronic Case Filing training classes for attorneys and their support staff will be held at the Central Islip Courthouse on Friday, January 11, 2013 and March 8, 2013 from 9:30 a.m. to 1:00 p.m. and at the Brooklyn Courthouse on Friday, February 8, 2013 and April 12, 2013 from 9:30 a.m. to 1:00 p.m.

Attendance is no longer required to receive an ECF password to docket. First time users of the ECF system are strongly encouraged to attend the training class with their support staff. **It is important that attendees be on time for class.** Those arriving late must go to the Clerk's Office on the second floor of the Bankruptcy Court in Central Islip and first floor in Brooklyn, to speak to the Intake Deputy who will announce your arrival or escort you to the training room. Participants must register before attending the class. If you register for a class and must cancel, call as soon as possible so someone else can use the slot.

Dwayne Cox is the presenter for the class in Central Islip and Brooklyn. The training room is in a secured area so attendees are asked to wait by the kiosk in the lobby area of the courthouse until Mr. Cox escorts them to the training room. The attendees are asked to comply with the directions given by the Court Security Officers in Brooklyn until Mr. Cox escorts them to the training room.

The classroom training dates are also posted on the Court's website at:

http://www.nyeb.uscourts.gov/main_attny/usbc_content.php?id=ecf_training_schedule

CONTACT INFORMATION

United States Bankruptcy Court
Eastern District of New York
Conrad B. Duberstein United States
Bankruptcy Courthouse
271 Cadman Plaza East
Suite 1595
Brooklyn, NY 11201
347-394-1700
Help Desk: (347) 394-1700, press 6

United States Bankruptcy Court
Eastern District of New York
Alfonse M. D'Amato United States
Courthouse
290 Federal Plaza
Post Office Box 9013
Central Islip, NY 11722
631-712-6200
Help Desk: (631) 712-6200, press 6

The Voice Case Information - 866-222-8029

The Court's website address is: <http://www.nyeb.uscourts.gov/>

This newsletter and previous issues are available for online viewing. [Click here](#) to visit the ECF Newsletter Archive.

Contact Margaret_Clarke@nyeb.uscourts.gov with your ideas, articles and topics for the newsletter.