



EASTERN DISTRICT ECF NEWS

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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:

- Dana Brescia
- Vincent Cuocci
- Antonia Donahue
- Joseph Fontanetta
- Jacqueline Frome
- Martin Goldstein
- Kenneth Henry
- Joseph Hept
- Joseph Moldovan
- Robert Musso
- Alan Nisselson
- Avrum Rosen
- Shalini Vohra
- Bruce Weiner

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

Also, extra kudos to Eric Snyder of Pryor & Mandelup who docketed the 1000th electronically filed document into the ECF system on October 15, 2002.

Change in Password Application Process

The Judges and Attorney Advisory Committee have approved a change in our ECF attorney training requirements. Effective immediately, any attorney who has completed an approved Electronic Filing training course administered by any United States Bankruptcy Court, may file an Affidavit requesting a waiver of the required training. Information including the Affidavit and password application are located on our webpage at: <http://www.nyeb.uscourts.gov>

Of course, anyone is eligible to take the class and we have received a lot of positive feedback regarding the training.

More than 700 legal practitioners have already attended the court's training class.

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.

II ELECTRONIC FILING AND
SERVICE OF DOCUMENTS

A. FILING

3. All documents that form part of the motion or pleading and which are being filed at the same time and by the same party may be electronically filed together under one docket number, i.e., the motion and a supporting affidavit or application, with the exception of a memorandum of law. A memorandum of law must be filed separately and shown as a related document to the motion.

Help Desk Question of The Month

Question: What is the Client code box for on the PACER login screen?

Answer: An optional client code may be entered if an attorney wishes to have PACER charges reported to him/her by client. A different client code may be entered at any time during the session via "Change Your Client Code" on the Utilities Menu.

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.

Search Hint

If you are looking for a specific type of document on a docket and you know key words used in the docket entry, you don't have to search the entire docket.

If you are using Netscape as your Browser, click on Edit-Find in Frame. Type the search word in the box next to "Find what". Click the "Find next" box and you will be taken to every location that the specific word exists on the docket.

If you are using Microsoft Internet Explorer, click on Edit-Find (on this page) to perform the search.

Software Providers

Following is a list of bankruptcy software providers:

Bankruptcy 2002-

www.bankruptcysoftware.com

Top Form-

www.bender.com

EZ Filing-

www.ezfilings.com

FreshStart-

www.freshstart.com

Bankruptcy Plus-

www.cornerstone-computer.com

Best Case-

www.bestcase.com

By making this information available to you, the court is not providing any endorsement or recommendation of any product. If your software is not listed above, let us know and we'll add it to our list for future reference.

Adobe Acrobat Hint

If you are attempting to print PDF documents, make sure that the "Print As Image" box on the printing dialog window is not checked. If it is checked, it will slow down the print function.

Original Documents

A petition or document should never be electronically filed before the actual document has been physically signed by the respective parties. Filers are reminded that all original documents shall be maintained for two years after the entry of a final order

terminating the case or proceeding to which the document relates.

E-Mail Daily Summary Report

If you choose to receive the E-Mail Daily Summary Report rather than an individual Notice for each filing, please be aware that the e-mail is sent after 12:01 a.m. of the following day after filing. The e-mail will have a list of all cases in which there has been activity, each defined by a case number, debtor name, a brief title of the document and two hyperlinks. Choose the second link to get your “free look” at the court document.

Free Look E-Mail

There is only one “free look” at the e-mail notification you receive. Once it’s used, it is no longer accessible. Don’t attempt to forward the “free look e-mail,” even if you have not opened it. The “free look” will not work and the person you sent it to will end up irritated to no end!

If you think that you will need the document in the future, save it to a disk or the hard drive of your computer.

Creating Shortcuts

Do you want to create a shortcut on your desktop to take you directly to the ECF system? If so, the next time you are at the login screen, right click anywhere on the screen. You will receive a drop-down box. Select “Create Shortcut.” In the Description field, type CM/ECF System or whatever you would like to call the icon. Then select “Ok.” You will now have an icon on your desktop that will take you directly to the system.

Reminders

- Have you confused your PACER and ECF logins and passwords? There’s an easy way to keep them straight: Make sure the login and password are the same for both systems.
- Don’t forget to use s/attorney name as your signature on electronically filed documents.
- If you are updating your profile under Utilities-Maintain Your ECF Account, make sure you select submit from the Maintain User Account and select submit again on the following screen to completely update your profile.
- Motion cover sheets are no longer required.
- If you are bringing in an order to be signed in court, make sure you bring a copy on a disk in a word processing format.

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.