



EASTERN DISTRICT ECF NEWS

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for a job well done

ECF Filings

The court is extremely pleased with the local bar's response regarding the use of the ECF system.

The monthly percentages of attorney ECF filings for the past three months of 2003 are as follows:

2003	Jul	Aug	Sep
BK/AP Filing	62%	64%	60%
Event Docketing	17%	19%	18%
Atty's Docketing	468	439	473

Heath Berger, David Doyaga, Richard Jacoby and Alan Nisselson have become the latest attorneys/trustees to docket more than one thousand events into the system this year. Sixteen others have docketed more than 500 events.

More than twelve hundred attorneys now have a login and password to docket into the system.

A big thank you and congratulations to all participating attorneys and their staff members

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. This month we highlight Local Bankruptcy Rule 1073-2 (a).

LBR 1073-2 DISCLOSURE OF RELATED CASES

(a) Definition of Related Cases.

Cases shall be deemed "Related Cases" for purposes of E.D.N.Y. LBR 1073-1 and E.D.N.Y. LBR 1073-2 if the earlier case was pending at any time within six years before the filing of the new petition, and the debtors in such cases:

- (i) are the same;
- (ii) are spouses or ex-spouses;
- (iii) are affiliates, as defined in 11 U.S.C. § 101(2);
- (iv) are general partners in the same partnership;
- (v) are a partnership and one or more of its general partners;
- (vi) are partnerships which share one or more common general partners; or
- (vii) have, or within 180 days of the commencement of either of the Related Cases

had, an interest in property that was or is included in the property of another estate under 11 U.S.C. § 541(a).

Help Desk Question of The Month

Question: The creditor matrix was always submitted with the list of creditors center justified on the matrix. Is that the current procedure?

Answer: No. In ECF, all creditors must be LEFT JUSTIFIED on the matrix. If you center justify, you run the risk that addresses will be cut off.

Hours for the HelpDesk 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.

You may contact the ECF HelpDesk using the following e-mail address:
ECF_Helpdesk@nyeb.uscourts.gov.

Time Stamps

The time of an electronic filing is annotated on the Notice of Electronic Filing. This is the last page you receive after your docket entry. The time stamp is created when the filing is completed and is based on the time zone of the court. Therefore, the time stamp on any document filed in the Eastern District will be based on the Eastern time zone. Keep this in mind when you are filing from a different time zone.

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.

Nassau County Bar ECF Fair

There will be an ECF Fair at the Nassau County Bar Association on November 21, 2003. Various software vendors will be present. There will also be an ECF presentation followed by a question and answer session. Please mark your calendars. You can get more information including the agenda by contacting Ms. Barbara Kraut at bkraut@nassaubar.org.

ECF Version 2

Anticipated Release Date-November 12, 2003

We will install the next version of the ECF

system (Version 2) into our live database in November. For those of you who have a training password, you can take a look at Version 2 in our training database located at <https://ecf-train.nyeb.uscourts.gov/>. Please be advised that all cases were deleted from the training database. To find new cases that currently exist, please run a **Cases Report** from under the **Reports** menu. Most of the changes will not be noticeable, however, there will be some minor variations to the screens. We will distribute an information guide outlining these changes to you prior to the live date.

Filing Amended Schedules

If you are filing Amended Schedules, please select the event **Amended Schedules** from the **Other** category.

Do not use **Open a Bankruptcy Case** for anything other than the initial filing of a petition.

Inside the Federal Courts

Inside the Federal Courts is available at <http://www.fjc.gov/federal/courts.nsf>. The website teaches how the courts work, how they are organized, and how they fit into the United States system of government.

Adobe Acrobat Hint

If you want to copy a PDF file to your word processing program, perform the following:

- a) Save the PDF file to your computer
- b) Open Adobe Acrobat
- c) Open the file
- d) Select **Edit-Copy File to Clipboard**
- e) Open the word processing program
- f) Select **Edit-Paste**

g) Save the file

The document font and format will change, however, you do not have to retype all of the text. Please be advised that this will not work if the PDF document was scanned from paper.

Reminders

- There is no limit to the number of aliases a party may have.
- Be careful when forwarding spam e-mail to your internet provider for blocking. If you accidentally forward an e-mail from the court to your ISP, your ISP will block all incoming e-mail from the court including the free look e-mails.
- If your e-mail address is hotmail.com, please be advised that your free e-mails may be automatically delivered to your junk mail folder. If this is the case, please go into your junk mail folder and check off "**This address is not Junk mail.**"
- When you scan a document, scan it in portrait, not landscape mode whenever possible.

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.