



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 filing for the past three months are as follows:

2004	Jun	Jul	Aug
BK/AP Filing	69%	64%	67%
Event Docketing	25%	23%	25%
Atty's Docketing	625	593	583

The court has more than 1700 attorneys who have received a password.

Robert Geltzer, Paul Krohn, Brian Kumiega, Richard McCord, Gregory Messer, Robert Musso, Alan Nisselson, Martin Ochs and John Pereira 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.

II. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

C. Signatures; Affidavits of Service

1. Every petition, pleading, motion and other paper served or filed in accordance with the Electronic Filing Procedures shall identify the initials and last four digits of the social security number of the attorney signing such pleading or other document. Additionally, the electronically filed document shall indicate an "electronic signature," i.e., "s/Jane Doe".

2. Petitions, lists, schedules, statements, amendments, pleadings, affidavits, stipulations and other documents which must contain original signatures, documents requiring verification under FRBP 1008, and unsworn declarations under 28 U.S.C. § 1746, shall be filed electronically and bear "electronic signatures." The hard copy of the originally executed document, and/or original exhibits, shall be maintained by the filer for two years after the entry of a final order terminating the case or proceeding to

which the document relates.

Help Desk Question of the Month

Please be advised that the Brooklyn office will not be handling HelpDesk calls; therefore, 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.

Question: I tried to file a document but the screen says "format not recognized." What am I doing wrong?

Answer: All documents must be submitted in PDF (portable document format) and contain the three letter extension .pdf. Double check to make sure that you are attempting to load a document that ends with a .pdf extension. A common error is attempting to load the original word processing file that was subsequently converted to PDF; another possibility is that the browse window does not contain the full path name of the file, e.g. "D:\Bankruptcy\Motion.pdf."

Changing Your Address

In ECF, click on Utilities, Maintain Your CM/ECF account. You can change your address, phone, e-mail preferences and password. You are not required to notify the court of this change unless you are changing firms. In this instance, inform the court so that a new password can be issued to you.

Also, be aware that there is a bug on the e-mail screen which may not allow you to change your e-mail address. If you are unable to execute this change, please call our HelpDesk for assistance.

Letting us know when something doesn't work right gives us the opportunity to correct the problem.

Common File Extensions

You can look at the letters that form the end of a file name to determine what kind of document it is. Here are some common file extensions:

.doc	Word
.wpd	WordPerfect
.pdf	Portable Document Format
.txt	ASCII Text File
.xls	Excel

Chapter 12

Chapter 12 cases cannot presently be filed. If you select the Chapter 12 option on case opening and click "Next," you will receive the following message:

"Chapter 12 is currently inactive. Go back to select the correct chapter"

Identity Theft

Please be aware of the sensitive nature of many of the documents that you are filing. For example, documents have been filed which contain copies of pay stubs, income tax filings and child support orders. Although these documents may be required in certain instances, the information contained in them (Social Security numbers, etc.) may be utilized to the detriment of your client.

You must remember that any personal information not otherwise protected will be made available over the Internet via PACER. You may wish to redact certain information from these filings where appropriate.

Please be advised that the court is not responsible for redacting the Social Security number or other personal data from filed documents.

U.S. Trustee Service

As a reminder, please send a paper copy of all Brooklyn office petitions, pleadings and correspondence to:

U.S. Trustee's Office
33 Whitehall Street
New York, NY 10004

Ergonomics

Here are a couple of ideas regarding the placement of your computer monitor which may relieve some of the strain in using your computer:

1. The top of your monitor screen should be slightly lower than eye level.
2. Viewing distance should be arms distance away (16-28 inches).
3. The monitor should be directly in front of you and positioned to avoid glare.

Changes

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

Event

**Motion to Expedite Hearing* has been deleted. Docket the motion (for example for Relief from Stay) and select "Expedited" from the drop-down prefix box. You can then followup with the filing of your order on disk.

**Motion to Disallow Claims* has been deleted. Docket the event *Motion to object/reclassify/reduce/expunge claims*.

**Motion to Allow Claims*- added prompt to add the claim #.

**The words "Request for"* have been removed from events in which the court was required to

generate a notice. For example, the wording on the event *"Request for Order Discharging Debtor"* has been changed to *"Order Discharging Debtor."*

Reminders

- Do not use all CAPS when typing party names or addresses. Only the first letter of each name should be capitalized.
- Please check our ECF Attorney Manual page for the updated docket event list effective August 2004.
- All Internet-filed documents are deemed filed as of the day you enter them on the docket, INCLUDING Saturdays, Sundays and court holidays.

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 .