



SUMMER 2007
Volume 8 Number 3

ECF Filings

Court filings continue to run below normal levels. However, the petition filing totals have advanced a little. We broke the 1000 cases filed per month line in March and have remained above that amount since with the high water mark being 1184 cases in May. This puts us at 45-50 % of pre BAPCPA statistics.

The monthly percentages of ECF filing for the past three months are as follows:

2007	May	Jun	Jul
BK/AP Filing	75%	81%	81%
Event Docketing	40%	39%	40%
Claims Filing	63%	68%	68%
Participants	613	625	627

More than 3100 legal professionals have attended ECF training in the Eastern District, more than 3400 participants have received a password and over 2200 have docketed into the system.

A big thank you and congratulations to all

participating attorneys, their staff members and the new creditor group 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, our Local Rules, Administrative Orders or the Interim Bankruptcy Rules effective October 17, 2005. All are located on our web page and we ask all attorneys to review them before filing to ensure accuracy of submissions.

This month we highlight the ECF General Order.

II. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A. Filing

1. All motions, pleadings, memoranda of law, or other documents required to be filed with the court in connection with a case,, shall be electronically filed on the System. Within 24 hours of the electronic filing, a hard copy shall be provided to chambers, which copy is to be marked “Chambers Copy” in the top center of the title page. The hard copy is to be filed with the Office of the Clerk, to the attention of the appropriate judge’s chambers. The date

and time of the *electronic* filing shall be the official date and time of filing of the document.

HelpDesk Question of The Month

Question: When filing a petition electronically and the debtor(s) have a street address which is different from their mailing address, which address do I enter?

Answer: Enter the mailing address.

Please be advised that HelpDesk calls may be directed to either the Central Islip or Brooklyn office. The number in Central Islip is (631) 712-6200, and press six. The number in Brooklyn is 347-394-1700, and press six. Hours for the HelpDesk are Monday to Friday from 9:00 a.m. to 4:00 p.m.

Account Info

All ECF account information must be kept current. Therefore, if any of your account information has changed (including additional e-mail addresses of staff), you must go to Maintain Your ECF Account (Utilities) to make the applicable changes. Please be aware that additional email addresses must be separated by a comma and not an additional space or carriage return.

To perform the changes, make sure that you login with your ECF password and not your PACER password. If the court sends you an e-mail that is returned, we will attempt to contact you. If we are unable to contact you, your account will be disabled.

New Forms

If approved by the judicial Conference at its meeting in September, amendments to a

number of the Official Bankruptcy Forms will be effective on December 1, 2007.

The proposed amendments to Official Forms 1, 3A, 3B, 4, 5, 6, 7, 9,10,16A,18, 21, 22A, 22B, 22C, 23 and 24 and the combination of forms 19A and 19B as Form 19 were approved by the Standing Rules Committee at its meeting on June 11-12, 2007.

The pending forms are available for viewing at www.uscourts.gov/bankform/index.html.

Also, the Judicial Conference Advisory Committees on the Appellate, Bankruptcy, Civil, and Criminal Rules have proposed amendments to federal rules and Official Forms. The public comment period ends on February 15, 2008.

These proposed changes are located at www.uscourts.gov/rules/index2.html#proposedpub.

New Browsers

Many of you have upgraded to new browsers. It is still important to clear your cache on a regular basis and set your pop-up blocker correctly. Here are the new details:

Clearing Cache in Netscape 8

1. Click *Tools-Options*
2. Select *Privacy*
3. Click *Cache*
4. Click *Clear*
5. Click *Clear*
6. Click *OK*
7. Click *OK*

Setting Pop-Up Blocker in Netscape 8

1. Click *Tools-Options*
2. Click on *Site Controls*
3. Click the *Add Site* button
4. In the *Domain* box, type ecf.nyeb.uscourts.gov

5. Change *Initial Trust Setting* option to I Trust This Site
6. Click *Add site*
7. Click *OK*

Clearing Cache in Internet Explorer 7

1. Click *Tools-Internet Options*
2. Select *Advanced* and scroll down to *Security*
3. Check *Empty Temporary Internet Files Folder when browser is closed*
4. Click *OK*

Setting Pop-Up Blocker in Internet Explorer 7

1. Click *Tools-Pop-Up Blocker-Pop Up Blocker Settings*
2. In the *Address of website to allow* box, type *ecf.nyeb.uscourts.gov*
3. Click *Add*
4. Click *Close*

Creditor Matrix

When creating your creditor matrix, do not place the case number on the top of the matrix. If you place the case number at the top of the matrix, the case number may become the first line of the first creditor listing which will result in notices not being sent to the creditor.

Amended Claims

If you wish to file an Amended Proof of Claim, enter it as a new claim and enter in the **Description** field the claim number that is being amended.

The Amends Claim # field on the proof of claim information screen will no longer accept values.

The court now has more than 375 limited creditor (non-attorney) account holders. If you are not filing claims online, you should take a look at this filing option under the Bankruptcy

menu. The process is straightforward and will save your office time and paper.

Court Information

A new "Court Information" utility is available in ECF. The option provides general court information such as hours of operation, court location and phone number, as well as filing information such as the maximum size of PDF files, case flag definitions and more. "Court Information" can be accessed at the bottom left hand corner before logging into the system. While logged in, click on the "Utilities" menu option to get to "Court Information."

Reminders

- If you are electronically filing a notarized document, the Notary Public's name must appear. S/Notary Public is not acceptable.
- Do you have new staff members in your office that have not attended a training class? Dates of new classes are available at www.nyeb.uscourts.gov/ecf_training_guide.html

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.