

## UTILITIES MENU

[Change Your Password](#)

[Internet Payment History](#)

[Internet Payment Due](#)

[Maintain Your ECF Account](#)

[View Your Transaction Log](#)

### Mailings

[List of Creditors](#)

[Mailing Info for a Case](#)

[Mailing List of Creditors \(fka Matrix\) by Case](#)

[Mailing Labels by Recipient Type](#)

### Court Information

[Court Details and Locations, PACER Details](#)

[Flag Definitions](#)

[Release 5.0 & Menu Items](#)

[Check PDF Document](#)

## Utilities

This Utilities menu gives filers access to certain utilities.

### Change Your Password



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Change Your Password". The main content area has a light blue background. It starts with the text "Login mamaty". Below that, there is a note: "Passwords must have at least 8 characters, both uppercase and lowercase letters, and at least one digit or special character (e.g., @,%,&)." There are two input fields: "New password" and "Re-enter new password". At the bottom of the form, there are two buttons: "Submit" and "Clear".

Your password must have at least 8 characters, both upper- and lower-case letters and at least one digit or special character (e.g., @, %, &). You must type the password twice, and the two entries must be the same. The passwords are not displayed.

## Internet Payment History

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Internet Payment History

From 6/22/2014 to 7/22/2014

Run Report Clear

Run Report

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

U.S. Bankruptcy Court  
Eastern District of New York  
Internet Payment History for Clarke, Margaret Annette  
6/22/2014 to 7/22/2014

Date Paid	Description	Payment Method	Receipt #	Amount
2014-06-27 12:03:24	John Paul Cass and Serene Patricia Cass Voluntary Petition (Chapter 7)(1-14-40030) [misc,volp7a] ( 335.00) John Paul Cass and Serene Patricia Cass Motion for Relief From Stay(1-14-40030-cec) [motion,mrifesty] ( 176.00)	CreditCard	161821	\$ 511.00

Lists all payments made for fees incurred via the Internet, whether you paid over the Internet or by other methods, such as the rear circumstance of paying over the counter at the court. Sorting by Receipt Number may result in two major groupings on the list because receipt numbers for Internet payments usually have a different format than receipts issued by the court. By default, payments made within the last month are listed; you can specify a different date range. You may also select the item on which the payments are sorted.

## Internet Payments Due

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Internet Payments Due

No outstanding fees found!

Back

All fees were paid and there are no fees due.

## Outstanding fee due

Summary of current charges

Date Incurred	Description	Amount
2014-07-28 12:07:16	Motion for Relief From Stay(8-14-70038-cec) [motion,mrifesty] ( 176.00)	\$ 176.00
		<b>Total: \$ 176.00</b>

Pay Now Continue Filing

ie=7/28/2014] [FileNumber=135815-0]  
8bcbb317fb9afa7431a4cc545dcd95f060

Summary of current charges lists outstanding fees.

## Maintain Your ECF Account

This function allows you to update your personal information and instructions about email notification.

### Email information... button

Allows you to specify how you want to be notified of CM/ECF filings, and the email address at which you want to receive notification.

### More user information... button *[does not appear if you are a filing agent]*

Each filer is assigned to a User Group in CM/ECF. The User Group gives the user access to certain menu items and data.

## Email Information for...

### Primary email address

Specify your complete address.

Reenter primary email address	This entry must match the "Primary email address" field.
Secondary email address	Specify your complete address.
Reenter secondary email address	This entry must match the "Secondary email address" field.
Send the notices specified below	Select one or both options. Enter secondary email addresses if you check the second option.
Send notices in cases in which I am involved	When you receive a notice for a case in which you are a participant, you can view a document from the link in the notice without charge (only the first time you view it; thereafter, you will be charged).
Send notices in these additional cases	If you check this option, type in the case numbers; when you receive a notice for one of these cases and click on a document link, you will be billed by PACER.
Send notices for adversary proceedings in which I am directly involved and/but not for their related bankruptcy cases	The court permits you to choose whether to receive email notices for activity in cases <u>related</u> to a proceeding in which you are involved; regardless of your choice, you may receive notices for some bankruptcy events if it is required by the Clerk of Court.
Send a notice for each filing/ Send a Daily Summary Report	Select the type of notification: individual notices or a summary.
Format notices	Select the format appropriate for your email service.
	You must click on <i>Return to account screen</i> and then <i>Submit</i> to have any changes recorded.

### More User Information...

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

More User Information for Margaret Annette Clarke

Login mamaty Current login 07-22-2014 09:28  
Registered Y Create date  
Internet Payment Y Update date 06/27/2014  
Groups Attorney Last login 07-22-2014 09:18

[See the Utilities menu for the "Change Your Password" option]

**Filing agents**

Find filing agent

Return to Account screen Clear

Registered	Not used.
Internet Payment	A "Y" means that you will be given the option to pay filing fees using the U. S. Treasury Internet payment service.
Groups	This shows the group to which you belong. Group membership determines which ECF functions to which the filer has access. Attorneys belong to the attorney group.

Filing agents	Not used
Current login	Date of the current user login
Create date	Date person record was created by court person
Update date	Date last person recorded a modification
Last login	Date of last user (will always update to current login date)
	You must click on <i>Return to account screen</i> and then <i>Submit</i> to have any changes recorded.

## Updating Cases

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Person / Search Open and/or Closed Cases

Searching for existing Party Records

Open cases

Closed cases

Submit Clear

If the changes made should be reflected on your Open and Closed cases, you may leave the boxes checked as illustrated above.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Searching for existing Attorney Records

Select the cases to be updated

\*\*\* Update All \*\*\*

\*\*\* Update Open \*\*\*

\*\*\* Update Closed \*\*\*

1-2010-01126 Citibank v. Burkes

1-2010-01138 Citibank v. Matthews et al

1-2010-40030-cec Manuel Juan Gil and Rosa Marie Gil

1-2010-40058-ast Joe & Sarah Home Decorating, Inc.

1-2010-40058-ast Joe & Sarah Home Decorating, Inc.

1-2010-40074 Paul B Matthews

1-2010-40183 Jon Mark Thomas and Margie Ann Thomas

Submit Clear

If you uncheck the box/es, the screen below will appear allowing you to update **all, closed, open** or individual cases. If you do not want any of the changes made on any cases, contact the Clerk's Office.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Updating person record...

Successfully updated Margaret Annette Clarke

The update was successful....

No email edit requested

No user update requested

[Return to User Maintenance](#)

Receipt to confirm the changes

## View Your Transaction Log

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

View Transaction Log

Entered between 7/7/2014 and 7/22/2014

Sort by Date and time

Submit Clear

This will display details of all your docketing transactions in CM/ECF on or between the dates specified. **Sort by** Date and time or case number

## Mailings

Case number

Special mailing group   (Highlight blank field for no special mailing group)

Format  3 columns (charges are based on a formula independent of the number of pages displayed)  
 raw data format

The selection criteria include:

List of Creditors	Displays creditor names/addresses for a single case, either in single-column label format, or as delimited data fields. May be limited to one or more special mailing groups.
Case number	Enter the number of a bankruptcy case. Use any of these formats: YY-#####, O:YY-TT-#####, O-YY-TT-#####, YYTT#####, O:YYTT#####, O=office code, YY=year, TT=type (e.g., bk or ap), and #####=number. You do not need to type leading zeros for year or number.
Special mailing group	Select "All" for all special mailing groups, or select specific group(s) to display the names and addresses of members. NOTE: If you select any special mailings groups but there are none associated with this case, you will get the message "Your requested case...does not have creditors" -- meaning, creditors belonging to the specified groups. <u>Highlight ONLY the blank field to list all regular creditors.</u>
Format	Select either the "3 columns" format or the "raw data format" (pipe-delimited). The 3-column display can be printed on labels.

## Mailing Information for a Case

Enter the case number to view the recipient list.  
Case Number:

Mailing Info for a Case	For a single case, displays a list of those who receive e-mail notices and those who require manual noticing.
	Displays name/address data in label format for a single case.

## Mailing Matrix by Case

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

**Mailing Matrix by Case**

Case number

**All** Select ALL participants for case (excluding judge)  
**OR**  
 Select any combination of the following

Participants	Special mailing group	Creditors
<input type="text" value="3rd Party Plaintiff"/> <input type="text" value="3rd Pty Defendant"/>	<input type="text" value="sg1"/> <input type="text" value="sg2"/>	<input type="text" value="Creditor Committee Members"/> <input type="text" value="Creditors who have filed claims"/>
<input type="checkbox"/> <b>Judge</b>	<input type="checkbox"/> <b>Attorneys</b>	<input type="checkbox"/> <b>Debtor's attorney(s)</b>
<input type="checkbox"/> <b>US Trustee</b>	<input type="checkbox"/> <b>Trustee</b>	

Print format

Specify the case, which categories of participants in a case should have labels formatted, and the number of columns which will fit on your label page. Note: if the "Select ALL participants" option is chosen, all mailing groups, all creditors, and all participants except for the judge are included. Click *Next* to display the formatted labels on the screen. To produce printed labels, you must use the browser's print function, or copy the screen contents into a word processor. If you have selected 3-column format, you must specify "landscape" mode for printing.

## Mailing Labels by Recipient Type

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

**Mailing Labels by Recipient Type**

Select any combination of the following

Special mailing group

Trustees for chapter(s)

**Judges**  **Attorneys**  **Debtor's attorney(s)**  **US Trustee**

Print format

The selection criteria include:

Trustees for chapter(s)	Select one or more* chapters, or select the blank field to return a list of all Trustees.
Judges, Attorneys, Debtor's attorney(s), US Trustee	Check one or more boxes for a list of all names/addresses of persons of this type.
Format	Select a format for the report (1, 2, or 3 columns).

Click *Next* to display the formatted labels on the screen. To produce printed labels, you must use the browser's print function, or copy the screen contents into a word processor. If you have selected 3-column format, you must specify "landscape" mode for printing.

\*To select more than one item, hold down the *Ctrl* key while clicking

**New R3.1 Menu Items**  
**Court Information**

<b>Court Details - about CM/ECF</b>	
Court's Name	Eastern District of New York
Software Version	CM/ECF-BK V5.1.0
ECF Go Live Date	10/16/2006
Maximum PDF File Size (MB)	4
Maximum Merge Document Size (MB)	25
RSS Feed Docket entries of type: answer,appeal,court,motion,order	 <a href="#">Entries made in the last 24 hours - Public Users</a>
PDF/A Compliance Required	no

<b>Court Locations</b>	
Court's Name	<b>Eastern District of New York</b>
Court's Address	271-C Cadman Plaza East, Suite 1595, Brooklyn NY 11201-1800
Court's Phone Number	Court--347-394-1700,Help Desk--347-394-1700-6,VCIS--347-394-1799
Court's Email Address	BKECF_LiveDB@nyeb.uscourts.gov
Court's Hours	9:00 am - 4:30 pm Monday-Friday
Court's Name	<b>Eastern District of New York (Divisional Office)</b>
Court's Address	Long Island Federal Courthouse, 290 Federal Plaza, Central Islip 11722
Court's Phone Number	Court--631-712-6200
Court's Email Address	BKECF_LiveDB@nyeb.uscourts.gov
Court's Hours	9:00 am - 4:30 pm Monday-Friday
<b>PACER Details – Contact Information</b>	
PACER Address	PACER Service Center, PO Box 780549, San Antonio TX 78278-0549
PACER Phone Number	800-676-6856
PACER Email Address	pacер@psc.uscourts.gov

<b>Flag Definitions - are the bold abbreviations at the upper left on the docket report.</b>	
<b>Code</b>	<b>Translation</b>
707(b)	Presumption of Abuse under 707(b) Do Not Discharge
727OBJ	Objection to the Discharge of the Debtor
ADMIN	Admin
ADV	Adversary Proceeding Pending
APPEAL	APPEAL
ARCHIVED	Archived
AUDIT	Case Selected for Audit by UST
BARDEBTOR	Debtor Barred from filing
BkAct2005	Bankruptcy Reform Act 2005
CLOSED	Case Closed
CONS	Consolidated Case
CONVERTED	Case Converted
ClaimsAgent	Claims Agent
CounDueJT	The Credit Counseling certification has not been filed for the joint debtor
CredAdd	Add the new address for this creditor to the creditor list
DEFER	Fee Deferred
DISMISSED	Case Dismissed
DebtEd	A Financial Management Course Completion document not filed for Debtor
DebtEdJT	A Financial Management Course Completion document not filed for Joint DB
DirApl	A Direct Appeal has been filed in the Circuit Court
DoNOTDisc	Do NOT Discharge
DomSup	Domestic Support Obligations Form B283 not filed
DomSupJT	Domestic Support Obligations for Joint Debtor not filed
DsclsDue	Disclosure Statement Due
FUNDS	Funds Deposited with Court
FeeDueABN	Fee Due on Motion to Abandon
FeeDueAP	Adversary Case Opening Fee Due
FeeDueAPL	Filing Fee Due for Notice of Appeal
FeeDueBK	Fee Due Voluntary/Involuntary Petition
FeeDueCAPL	Fee Due Cross Appeal

FeeDueCNV	Conversion Fee Due
FeeDueINST	Installment Payment Due
FeeDueMP	Fee Due Miscellaneous Proceedings
FeeDueREOPEN	Filing Fee Due for Reopening Case
FeeDueSPLIT	Filing Fee Due on Motion to Split (Sever) Case
FeeDueSTAY	Filing Fee Due on Motion for Relief From the Automatic Stay
FeeDueWDREF	Filing Fee Due for Withdrawal of Reference
HCB	Health Care Business
HIST	Historically Significant Case
HoldClose	Hold Case Closing
HoldDisc	Hold Discharge
IFP	IFP debtor fees Waived
IndBusDB	Case Opened as Individual Debtor with Nature of Debt Business
IneligClose	Do not redisplay case ineligible for auto close
IneligDisch	Do not redisplay case ineligible for auto discharge
JNTADMN	Jointly Administered
LEAD	Lead Case
LOSSMitig	Loss Mitigation
MEANSNO	no
MEANSTMPEX	Temporary exclusion from means test for reservists and national guard
MEANSU	unknown
MEANSYES	yes
MEGA	Mega Case
MEMBER	Member Case
MONEY	Money
NTCAPR	Notice of Appearance
NYCProject	NYC Pro Se Assistance Project
NoAutoDisch	Do not allow Auto Discharge for this case
OBJDISCH	Objection to Discharge Motion
OTHERDebt	Other Debtor
Ovrride	A creditor has filed a request for an address override for this case only
PATIENTOmbud	Patient Care Ombudsman
PRVDISM	This debtor has been previously dismissed in your court research. Do not discharge.

PlnDue	Plan Due
ProBono	Case Filed ProBono
REAF	A reaffirmation agreement hearing has been set for a pro se debtor
RELATED	Related Case
REOPENED	Reopened Case
RESCIND	Rescission
RentUndel	Rent Deposit Undeliverable
Repeat	Internal flag identifying serial filer or previously dismissed or discharged debtor
Repeat-NYEB	prior BK filing within this court
RepeatPACER	prior BK filing identified by Pacer Case Locator
ReqSepNtc	Debtor's Request for Separate Notice
SPLITCASE	Joint Case Severed
SkipPriorRelCase	Skip AJT assignment because the case has a prior or related case
SmBus	This chapter 11 case has been declared a small business concern
SmBusDsclsDue	Chapter 11 Small Business Disclosure Statement Due
SmBusPlnDue	Chapter 11 Small Business Plan Due
TMPJDG	Temp Judge
TRANSFER	Case Transferred Intra / Inter District
TaxReq	This chapter 11 case has been declared a small business concern
UNCDIV	Unclaimed Dividend
WDREF	Withdrawal of Reference

## Release 5.0 Menu Items

### Check PDF Document

The screenshot shows the ECF system navigation bar with the following items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the "Release 5.0 Menu Items" section is visible, with a link for "Check PDF Document".

Use this utility to find out if a pdf file can be successfully uploaded to CM/ECF. If the file meets current CM/ECF requirements, the system displays the message **"The PDF document meets all CM/ECF requirements."** If the file does not meet current CM/ECF requirements, the system displays the message **"The PDF document does not meet the following CM/ECF requirements:"** and the reasons are listed.

A PDF document may be rejected because it exceeds the court's file size limit.

PDF documents will be rejected by CM/ECF if they are encrypted, dangerous, or if their file structure indicates they have been damaged or were created improperly.

The [Check PDF Document](#) utility will report PDF/A compliance whether or not the court requires documents to be in PDF/A format.