



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 ECF system.

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

2003	May	Jun	Jul
BK/AP Filing	63%	63%	62%
Event Docketing	17%	17%	17%
Atty's Docketing	419	455	468

Simone Carter and the training staff have now trained more than fifteen hundred attorneys and legal professionals. Marianne DeRosa became the latest attorney/trustee to docket more than one thousand events into the system this year. Thirteen others have docketed more than 500 events.

Approximately eleven hundred attorneys now have a login and password to docket into the system.

The following is an alphabetical listing of the

top electronic filers for the first six months of 2003:

Top Attorney Filers

Heath Berger
 Richard Feinsilver
 Richard Jacoby
 Dennis O'Sullivan
 Jeffrey Stark

Top Trustee Filers

Marianne DeRosa
 Michael Macco
 Gregory Messer
 Richard O'Connell
 Alan Nisselson

A big thank-you and congratulations to all participating attorneys and their staff members for a job well done

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 the revised General Order signed by Chief Judge Duberstein on December 26, 2002.

Attorney Password Application

3. Each use of my password for filing documents will meet the requirements of Fed. R. Civ. P. 11, Fed. R. Bankr. P. 9011 and Local Bankruptcy Rule 9011-1. I understand that the use of my password together with my electronic signature constitutes my signature on the document being submitted. If I submit a document for another party, I understand it is my responsibility to maintain a copy of that document bearing the signer's signature in my records

** Note- "Other party" refers to attorneys at the same law firm. Your login and password may not be used to file a document for an attorney at another law firm.*

Help Desk Question of The Month

Question: Is there a way to search by keyword through a docket to find a particular filer or issue?

Answer: Yes. Once you bring a docket up on your screen, click Edit and Find in Frame or hold down the Control and F key simultaneously to reach the "Find" option. Then enter the word for which you are searching.

Due to budget cuts and staffing issues, we have changed our HelpDesk hours effective August 1, 2003. New 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.

ECF Version 2

We will install the next version of the ECF system (Version 2) in the fall of 2003. Expect some minor changes to the screens. We will distribute an information guide to attorneys informing them of the changes.

The new system will have a file limit size (to be determined). If you have filed documents into the current system that exceed two (2) megabytes, please be aware that a document of that size may not necessarily upload into Version 2.

Adobe Acrobat Hint

If you are not sure of the size of your PDF file, you can check its size by doing the following: Click the "File" pull-down menu, then click "Open." Use the pull-down arrow in the "Look in" box to find the file on your computer. Then, right click on the file name. Left click on properties. 1000 Kb is approximately equal to 1 Megabyte. If your file is more than 2000 KB, it is too large.

Debtor Role

We have removed the role option Debtor/Attorney from the role category. When opening a case, the only role an attorney should select is **Debtor**. If you are filing a case with joint debtors, select **Debtor** as the role, not Joint Debtor.

District Court ECF Passwords

You may wish to obtain a District Court ECF Password. Their ECF application can be found at:
http://www.nyed.uscourts.gov/CM_ECF/ecf-handout.pdf.

Orders on Disk

It is the obligation of all attorneys to ensure that the paper order copy **exactly** matches the order on the disk. The court has experienced instances in which the two documents were different. It is your responsibility to ensure that the paper copy matches the version on the disk to prevent a delay in processing your order.

Changes to The Event List

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

*Stipulation - we changed the event to read Notice of Proposed Stipulation.

*Letter - the attorney event had a free text box added.

System Bug

You should use the docket event Summons Service Executed rather than Affidavit of Service. However, if you attempt to docket a Summons Service Executed, and an Answer is already on the docket, you may receive a message similar to the following:

TcpAnswer

An Internal Error has occurred the error code is 62.

If you receive this message because an answer is already on the docket, you may use Affidavit/Certificate of Service to docket the Summons Service Executed.

Automation technicians are working on this problem, which is inherent in the system.

Reminders

- Do not place any punctuation in names of parties, such as a period after a middle initial. Also, do not use all capital letters.
- The Chapter 13 Plan is docketed as a separate event, not as an attachment to the petition.
- During case opening you must select a **county code** - do not leave this field blank. If the debtor's mailing address is different from the residence address, select the county code of the residence address.
- Watch your passwords. Passwords for the training database will not work in the live database. Passwords from other courts will not work on our system.

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.