

Updates to E-filers

January 5, 2007

Hi, Everyone!

Listed below you will find some updates regarding electronic filing. If you have any questions once you review this information, please don't hesitate to contact the ECF Training Department at the Help Desk Number below. Thanks!

CM/ECF HELP DESK NUMBER - 720-904-7450

Diane or Rich will answer the phone or will return the call if a message is left.

TRAINING TEAM E-MAIL ADDRESS - cobml_training@cob.uscourts.gov

Use this e-mail address when you have procedural questions regarding e-filing, need help e-filing documents, or you want to change information in your ECF Account (i.e. e-mail address.)

QUALITY ASSURANCE TEAM E-MAIL ADDRESS - cob_qa@cob.uscourts.gov

Use this e-mail address when you have made a mistake during the e-filing of your document and want the QA Team to fix it for you.

YOUR ECF TRAINING TEAM/HELP DESK MEMBERS:

Diane Hunter

Richard Roberts

Kathi Hinds has 'moved on':

For those of you who may have wondered about that 'voice that is missing' when you call the ECF Help Desk, we regret to inform you that Kathi has left the ECF Training Team and the Bankruptcy Court to join the IT staff at the US Court of Appeals. We were saddened to see her go, as her technical expertise will be sorely missed. Not to worry, though - Diane and Rich are still here and will carry on as your Help Desk Support and Training Team.

New Fees Effective January 1:

New miscellaneous filing fees went into effect on January 1, 2007, and are posted on our website. To view a complete listing of bankruptcy fees, please go to our web site at www.cob.uscourts.gov and click on the 'Fees' button. Updated fees are in

red.

Filing of Adversary Complaints and Adversary Training:

Attorneys classified as 'Regular Filers' are reminded that they **MUST** file adversary complaints electronically. In order to file an adversary complaint electronically, attorneys and/or support staff must receive adversary training. Please call the ECF Help Desk for information on how to obtain this training.

Adversaries and Plaintiff's Attorney address/e-mail:

It is extremely important that, when filing a new adversary proceeding, you search for and select the plaintiff's attorney with a complete address. This address record should include an e-mail address. If you fail to do this, the following problems will occur:

- Your electronic summons will not contain an address for the plaintiff's attorney.
- You will not receive electronic notifications of any documents filed in the adversary proceeding (including the filing of the adversary complaint).

It is equally important that you do not add the plaintiff's attorney. As an electronic filer, the plaintiff's attorney with a complete physical and e-mail address will already be in our database and should be searched for and selected, but never added. If you should have any questions about this, or encounter problems when filing your next adversary complaint, please contact the ECF Help Desk. Please see the attached procedure 'ECF_Adversary_Opening' for all steps in the filing of an adversary complaint.

Pay.gov Change - Effective February 1, 2007:

Use of the Credit Card Security Code will become mandatory with Pay.gov on February 1, 2007. The Credit Card Security Code is located on the back of your credit card. This affects those of you who electronically file cases or pleadings requiring fees and, therefore, must use your credit card to pay the required fee.

Reminder about Chambers Copies:

Pursuant to Second Amended General Procedural Order Number 2001-8, Section II.A.5., documents submitted as a chambers copy must be clearly marked 'Chambers Copy' and tendered to the court within one court day after filing, or one court day after a copy of any document is requested. The following documents must be submitted as a chambers copy:

- Chapter 11 and Chapter 12 plan of reorganizations

- Chapter 11 disclosure statement and attachments
- Motions for summary judgment and responses, and all supporting document
- Any other document requested by chambers

NEF (Notice of Electronic Filing) Summary Reports:

An option has been added to ECF where attorneys can check their ECF case activity. Within the Reports section, an option has been added called 'NEF Summary Reports'. This report will allow attorneys to see if there was any activity in any of their cases for a given day. From this screen an attorney can view the activity in each case and also view any of the pdfs that were submitted for that day. **NOTE: The usual PACER charges will apply when viewing the pdf.** This may be useful when you have not received an NEF in the usual way (via e-mail) and you want to check to see if there was any activity in your cases. When you have determined that there was activity in your cases but you did not receive your customary e-mail for that day, please contact the ECF Help Desk for assistance.

Thank You!

Thank you for taking the time to read this update. We appreciate your willingness to educate yourself on your electronic filing responsibilities by reading our quarterly update. Please make sure that all staff members involved in electronic filing at your firm are given a copy of this update and attachments.