

# Updates to E-filers

April 7, 2006

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, Kathi 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](mailto: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](mailto: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:**

Kathi Hindes

Diane Hunter

Richard Roberts

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## **Systems Maintenance Scheduled:**

Just a reminder that a systems maintenance outage is scheduled for Saturday, April 8<sup>th</sup>, 2006, starting at 7 a.m. We anticipate the system back on-line by 3:00 p.m. on the 8<sup>th</sup>. During this time, CM/ECF will be unavailable. We apologize for any inconvenience this may cause.

### Fee Changes Go Into Effect April 9, 2006:

As a result of the Deficit Reduction Act of 2005, Pub. L. No. 109-717, the following fees will change, effective April 9, 2006:

- Chapter 7 Filing Fee: \$299.00
- Chapter 13 Filing Fee: \$274.00
- Conversion From Chapter 13 to 11: \$765.00
- Conversion From Chapter 7 to 11: \$755.00

### Revised Forms:

The following revised forms and instructions will be effective April 9, 2006, as a result of the enactment of the Deficit Reduction Act of 2005, Pub. L. No. 109-171, and are available at <http://www.uscourts.gov/bkforms/index.html>:

- Form 3B, Application for Waiver of Chapter 7 Filing Fee (Microsoft Word)
- Form 200, Required Lists, Schedules, Statements, Fees (WordPerfect)
- Form 201, Notice to Individual Consumer Debtor (WordPerfect)
- Form 1, Voluntary Petition (Instructions only revised) (WordPerfect)

### New Cover Sheet Requirement:

Effective April 9, 2006, and pursuant to General Procedural Order Number 2006-1, the Court adopts Transitional Local Bankruptcy Form 1002-1, Cover Sheet for Voluntary Petitions. This Cover Sheet shall be completed, signed and filed with all Voluntary Petitions commencing on April 9, 2006. You may go to <http://www.cob.uscourts.gov/orders/gpo2006-1.pdf?> to view a copy of the order. The Cover Sheet is available at <http://www.uscourts.gov/bkforms/index.html>.

### Requesting Extensions or Impositions of the Automatic Stay in a Repeat Filer Case:

If you are requesting an extension or imposition of the automatic stay in a repeat filer case, wait for the Judge reassignment before setting and noticing the 401 on the motion, provided the case didn't randomly go to the previous case's Judge.

### Certificates of Mailing and Linkage:

When your certificate of mailing indicates that more than one document has been served, you will need to file it separately from the documents that were served, using the miscellaneous event, 'Certificate of Service', ensuring that you link it back to all of the documents that were served. If you have questions about this, please contact the Help Desk before attempting to file your certificate of mailing.

## REMINDERS FROM PREVIOUS NOTICES:

### 1. ECF Help Desk and BAPCA:

The purpose of the ECF Help Desk is to instruct you on how to electronically file documents in the Court's ECF System and answer questions related to electronic filing. The trainers who staff the ECF Help Desk are not allowed to provide details nor interpretation of the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005. We suggest that you contact your local bar association for education opportunities on the new bankruptcy legislation.

### 2. Regular Filers and Adversary Complaints:

It is mandatory that all attorneys who are classified as 'Regular Filers' file their adversary complaints electronically. If you are a 'Regular Filer' who may need to file an adversary complaint in the near future and have not yet taken the additional training to receive the necessary adversary permissions, we strongly urge you to do so at your earliest convenience. The Adversary Training CBT (Computer Based Training) is on a CD, and can be obtained by calling the ECF Help Desk 24 hours ahead of time and asking that the CD be made available to you for pick-up. If you wish to have it mailed to you, you must send us a self-addressed, padded, legal-sized envelope bearing \$2.00 in postage. Please include a cover letter indicating that you wish to have the Adversary CBT mailed to you.

### 3. Update your ECF Accounts:

It is the e-filers responsibility to ensure that the e-mail addresses in your ECF Accounts are updated when there is a turn-over in staff or when the e-filer changes firms. If you have a question about the e-mail address(es) that are currently in your ECF Account, please contact the ECF Help Desk.

### Attached Lists:

Please print copies of the attached, updated lists, as they will be extremely helpful to you:

- Bk Reform List of E-Filer Events
- Document Linkage for E-Filers
- Requirement for a Complete Voluntary Petition
- Supplement to Category and Event Lists - E-Filers
- Updated List of Trustee Events

**We appreciate your cooperation with all of these reminders/updates.**