

Updates to E-filers

July 13, 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

New Events:

Notice of Hearing and Right to Object (Chapter 13) - This newly created Notice event is to be used when the Judge requests that debtor's counsel give notice of the last date to object to the Amended Plan and there has been no Motion to Confirm filed. (Until now, debtor's counsel has been using the generic 'Notice' event.) During the filing of this document, you will be presented with a prompt for entry of the confirmation hearing date, time and location. Enter this information into the prompt, using the following format: *08/03/2007 at 9:00 a.m. in Courtroom D*. You should also enter any applicable objection to confirmation deadline as well as link to the plan to be heard at the hearing.

Notice of Voluntary Dismissal of a Party - This new adversary Notice event may be used by plaintiff's counsel when there are multiple defendants and the plaintiff wishes to withdraw the complaint against only one non-responding defendant pursuant to Fed. R. Bankr. P. 7041.

Payment of Direct Appeal Fee - This event is still in the planning stages, but will be available soon. When an attorney receives a Clerk's Notice of Fees due indicating that a Fee for authorization of a Direct Appeal is due, the attorney will use this new event, located in the Appeal category, to pay the fee.

New Chapter 13 Procedures Posted:

Judge Tallman and Judge Brown have new Chapter 13 procedures posted on their respective websites. Go to our main website at www.cob.uscourts.gov. Then, click on the 'Chambers procedures' button. Then select the appropriate judge.

ECF Web Site Updated:

The ECF Web Site has been updated. Procedural documents have been updated and outdated information has either been deleted or moved to the new ECF Archive pages. You will note that the previous four quarterly updates (such as this one) will now appear on the ECF Archive page. You will find the hyperlink to this page under the Quarterly Update section. The most current quarterly update will still appear on the main ECF page. In addition, an Archive page that will list other documents that are a bit outdated but still contain useful information is available. You will find the hyperlink to this page at the bottom of the 'Information About Electronic Case Filing' section. Finally, the ECF Procedural Guide has been updated and is now on the ECF website. This document provides step-by-step instructions on the filing of various documents. Our Style Guide has also been posted to the ECF website. Check it out!!

YIKES!!!!

We have had a second, unrelated instance of an attorney's assistant using the attorney's login to file documents electronically without the knowledge or permission of the attorney. Please be mindful of your duties to safeguard the use of your login. Refer to General Procedural Order 2001-8, as amended, and your CM/ECF login user agreement.

REMINDER: Statement of Social Security Number (Form 21) to be filed instead of mailing Declarations Regarding Electronic Filing:

Commencing May 1, 2007, electronic filers **must submit** an electronic version of Form 21 **on the day the case is filed**, instead of mailing paper Declarations Regarding Electronic Filing to the court within 10 days of filing. Please note that it will be imperative that the correct event be used for filing this document so that it remains sealed from the public. The Miscellaneous event to use will be 'Social Security Number'.

REMINDER: 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.

Updated Lists Attached:

The following documents have been updated since the last quarterly update and are attached to this e-mail:

- BK Reform Act Listing of New/Modified Events
- Document Linkage for E-Filers
- Requirements for a Complete Voluntary Petition
- Supplement to Category and Events Lists for E-Filers

In addition, the Training Materials CD has been updated. Attorneys who would like to obtain an updated copy of this CD should contact the training team for instruction on how to obtain the CD.

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.