

# Updates to E-filers

October 15, 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

## **CM/ECF V3.1 Installed Sunday:**

CM/ECF V3.1 was installed on Sunday, October 15. Debtor's attorneys who have not upgraded their petition preparation software will receive a CM/ECF error message when attempting to open a case. Please contact your bankruptcy software vendor if you have questions on how to update your bankruptcy petition software.

Also, we are including two attachments to help inform you on the some of the changes you will see. Please review the two attachments entitled 'V3.1 Changes for E-Filers - Powerpoint' and 'Detailed Analysis of CM Version 3.1 Changes' to become better informed.

### **Congratulations!!**

It has been three long months since we sent out our last update, which included a 'contest' on who would be the first five attorney firms to contact us after reading the update. Congratulations are in order for Tim Canty, Bill Nelsch, Deb Curry (paralegal to Bill Banta), Sam Walker (secretary to Joseph Chavez) and Keith Abbott for being the 'first five'. Each received a certificate for their effort.

### **New Forms Effective October 1:**

New forms went into effect on October 1 and are posted on our website. To view all of the bankruptcy forms, please go to our web site at [www.cob.uscourts.gov](http://www.cob.uscourts.gov) and click on the 'Forms' button.

### **New Adversary Form effective 10/16/2006:**

The new Form 104 Adversary Proceeding Cover Sheet is available. A copy of this form is also attached as 'Form\_104\_1006(1).) Please note that the Natures of Suit have changed. This form is required for paper-filed adversary proceedings. It may be submitted with an e-filed adversary proceeding.

### **New Transfer of Claim Form:**

The new form 'Transfer of Claim Other Than For Security' pursuant to Fed. R. Bankr. P. 3001(e)(2) **must** be used for such transfers. A copy of this form is attached as 'Form\_201\_1006(1).)

### **Bankruptcy Cover Sheet No Longer Required for E-Fileers:**

Form 1002-1, which became effective on June 1, 2006 is no longer required for E-filers. As a result, we have updated the document 'Requirements for a Complete Voluntary Petition' and are attaching it to this update.

### **Missing 7007.1 Statements:**

It has come to our attention that many attorneys are failing to comply with Fed. R. Bankr. P. 7007.1 which requires any corporation that is a party to an adversary proceeding, other than the debtor or a government unit, to file a statement that identifies any corporation, other than a governmental unit, that directly or indirectly owns 10% or more of any class of the corporation's equity interests; or to file a statement that states that there are no entities to report under the subdivision. This statement is due with the first pleading filed in an adversary proceeding by the corporation and requires prompt supplementation if circumstances change. There is no official form for this. It is likely that

deficiencies will be issued in the future for failing to comply with this requirement.

#### [Notices of Electronic Filing Update, effective October 16:](#)

Previously, any recipient of an NEF was allowed one view of referenced documents without incurring a PACER charge. Now, only participants in the case (parties and attorneys) are given a 'free look' while others will be billed. Also, on the NEF all interested parties receiving e-mail were listed. Now they are listed only if they are also regular parties in the case.

#### [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.

#### [Linkage for Motions to Confirm Plans/Amended Plans:](#)

Attorneys are reminded that motions to confirm plans/amended plans must be linked to the correct plan as well as the disclosure of compensation.

#### [Amended Voluntary Petition:](#)

During the filing of an amended voluntary petition, you are presented with the prompt 'Enter Reason the Voluntary Petition is Being Amended'. Please state as clearly as possible what is changing when completing this prompt. This will help our staff determine what updates need to be made to the case.

#### [Updated Category and Event Lists/Document Linkage for Attorneys:](#)

These documents have not as yet been updated. We will update them and will post them to our ECF website once the updates have been made. We apologize for the delay in getting this done. In the meantime, if you have questions regarding an event or linkages, please be sure to contact the ECF Help Desk.

#### [Miscellaneous Relief Event Deactivated:](#)

We have found it necessary to deactivate the motion event 'Miscellaneous Relief'. If you have questions about the appropriate event to use, please contact the ECF Help Desk. Also, you are strongly urged to read the 'Detailed Analysis of V3.1 Changes for E-Filers' attachment to this update.

#### [Entering Parties Into Our System:](#)

Please read the attachment 'Adding a Party to Cases - E-filers' to help ensure that

a party is not entered into our system multiple times.

**New Electronic Bankruptcy Noticing Options:**

New EBN service options are now available to interested attorneys. Please read the attachment 'ebn service option' for more details.

**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.