

Updates to E-filers

October 1, 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. Use this phone number when you have procedural questions regarding e-filing, need help e-filing documents, or have questions regarding training classes.

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, have questions regarding training classes, 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

Reminder regarding New Event:

Notice of Hearing and Right to Object (Chapter 13) - It has come to our attention that attorneys are not consistently using this new event, which was explained in the last update. This newly created Notice event is to be used when: 1) the Judge requests that debtor's counsel give notice of the last date to object to the Amended Plan and 2) 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. Your cooperation with the use of the new event is greatly appreciated.

Deactivation of Event: Chapter 13 Fees and Expenses (Application)(Corrected):

This event was available for attorneys to use when a minor correction needed to be made to the Application only and that no notice of the correction was needed. However, it has been determined that any modification to the Application requires notice. Therefore, this event has been deactivated. In the future, if an attorney needs to correct or supplement the Application based on objection having been filed, the attorney will need to file one of the following, whichever is more appropriate:

- The combined motion event 'Chapter 13 Fees and Expenses (Application) and Notice': Both an Application and Notice must be included in the PDF. The prefix of '*Amended*' or '*Corrected*' should be selected at the Modify Docket Text screen. The word '*Amended*' or '*Corrected*' must appear on the Application.
- The miscellaneous event 'Support Document': This event is to be used if the attorney needs to supplement the original Application and Notice with additional documentation. This event must be linked back to the original Application/Notice event.

NOTICE re: Deactivation of ECF Account upon disbarment, disability or suspension of attorney:

Attorneys are hereby given notice that their ECF Account and login will be disabled when the Supreme Court provides notice to the Bankruptcy Court that the attorney has been disbarred, placed on disability (for the duration of the disability status) or suspended (for the duration of the suspension). In order to reactivate an ECF Account, the attorney must make a formal request. The court reserves the right to require that the attorney demonstrate proficiency in e-filing before the ECF Account can be reactivated.

Use of the e-mail address field when adding parties:

The e-mail address field is to be used exclusively by our Systems department to properly designate registered e-filers. Please, when you are adding parties to a case, do not add an e-mail address for the party at any of the following screens:

- Party Information
- Debtor Information
- Plaintiff Information
- Defendant Information

In addition, if you are an attorney who has the permissions necessary to open an adversary proceeding, when adding yourself as attorney for the Plaintiff, be sure to 'Search' for an existing record of yourself which already contains your current mailing address and e-mail address.

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.

Repeated from last update: 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!!

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
- Supplement to Category and Events Lists for E-Filers

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.