

Updates to E-filers

April 2, 2008

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

New General Procedural Orders:

Two new General Procedural Orders have been signed by our judges and can be found on our website at www.cob.uscourts.gov in the Rules, Procedures, Orders, Opinions section:

1. General Procedural Order 2008-1 Addresses forms of communication not in violation of the automatic stay
2. General Procedural Order 2008-2 Adopts a new cover sheet for reaffirmation agreements filed on and after May 1, 2008.

These two procedures are being considered for inclusion in our draft of the Amended Local Bankruptcy Rules . It is requested that over the upcoming months, you provide us with feedback on your experience with these new GPOs and the form. Please submit comments regarding maintaining them, revising them or tossing them. The comment form can be found at www.cob.uscourts.gov/lrrc/ .

Procedure to Follow When Technical Problems With Our System Or Yours Interferes With The E-Filing Of Your Documents:

Please refer to Fourth Amended General Procedural Order 2001-8, page 8, paragraph B. 3. for guidance:

3. Filing a document electronically does not alter the filing deadline for that document. Filing must be completed before midnight MST or MDT, as applicable, in order to be considered timely filed that day. Notwithstanding the foregoing, an Electronic Filer whose filing is made untimely as the result of a technical failure may seek appropriate relief from the court.

Post-Petition Name Changes of Debtor(s):

When a debtor's name has changed post petition, please use the following procedure:

1. Using the motion event, 'Xother', file a Motion to Amend Caption to include a n/k/a (Now Known As) to add the new name.
2. Our QA Team will add the name to the system as an alias for the debtor and will link it to the Social Security Number for the debtor in the case. The debtor's name, as of the date of filing, will continue to appear as the name of the debtor on the docket sheet, with the new name appearing as an alias for the debtor.

Attorney's Address and Phone Number on Pleadings:

It has come to our attention that attorneys are not always including their address, e-mail, phone number and bar id in the signature block below their electronic signature on pleadings. Pursuant to Fourth Amended General Procedural Order 2001-8 II. D. 1., *"electronically filed documents must include a signature block that sets forth the name, address, telephone number, e-mail address and the attorney's Colorado bar registration number, if applicable"*. Please ensure that any petition preparation software you may be using is including this important information. In addition, please instruct your staff to include this information on

any documents that are prepared using Word Perfect or Word. Your cooperation regarding this is greatly appreciated.

The ECF Help Desk and Legal Advice:

The ECF Help Desk is receiving more calls than usual from attorneys and support staff with what would be considered 'legal questions'. Attorneys are reminded that, under Title 28 U.S.C. Section 955, Court staff cannot give legal advice to anyone, including you and your staff. (This includes, but is not limited to, providing information on whether LBR 202 notice is required and identifying parties to be served.)

SARD Reconciliation and Strange NEFs:

Our Quality Assurance Team is in the process of a SARD reconciliation (SARD stands for Statistical Analysis Reporting Data). This means that they are reconciling case specific statistical data for transmission to the Administrative Office for the period 10/16/2006 - 1/31/2008 and requires that they make edits to cases to correct SARD errors. These edits may cause documents that were included in previous NEFs to be resent to you. You may disregard these NEFs.

Modifications to Events:

1. Motion to Determine Value of Property - We have modified this motion event to remove the reference to the Trustee. Any party filing a motion to determine value of property should go to the Motion category and select the event 'Determine Value of Property'. Please do not use the XOther Motion event for the filing of this document.
2. Motion to Compel - We have modified this event to allow you to use it when you are filing a Motion to Compel combined with a Request for Sanctions or Damages. If sanctions or damages are being requested, you will be required to select the reason sanctions or damages are being requested from a drop down menu. If the Motion is only a Motion to Compel, do not make a selection and simply click 'Next'.

Updated Lists:

The following lists, which have been updated since our January update to you, are attached to this e-mail. You are encouraged to share these lists with appropriate staff.

1. Documents Excluded From Electronic Filing
2. Supplement to Category and Events Lists for E-Filers

REMINDER 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.

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.

Thank You!!

As always, we 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.