

Updates to E-filers

October 7, 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, master address record, etc.)

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

Meghan Smotts - Back-up Assistance

IMPORTANT CM/ECF UPGRADE TO V3.2 COMING SOON!!:

We will begin the process of upgrading our live database at 6:00 p.m. on Friday, October 17th, and have it completed by 8:00 a.m. on Monday, October 20th. ECF and PACER will not be available during this time. We apologize for any inconvenience this may cause you. In addition, we will apply the same upgrade to our training database beginning early in the afternoon on Thursday, October 16th.

Our training database will not be available during this upgrade.

Debtor's Attorneys: We have informed the bankruptcy software service providers of our upgrade date. We ask that you make sure your petition preparation software is up-to-date by October 20th.

On a related note, if you have not already upgraded to Internet Explorer 7.0 or Firefox 3.0, we encourage you to do so prior to October 20th in order to maximize speed and functionality. In addition, please see the attachment, 'Browser Settings for CM/ECF Version 3.2', which will provide updated instructions for clearing temporary files and ensuring that you are using the latest version of the page.

Finally, you are all encouraged to try to attend the Judges/Attorney Brown Bag on October 8th for a Version 3.2 preview - we think you will like the new features!! We are in the process of setting up a webinar for attorneys *outside* of Metro Denver so that you can see/hear the preview on your computer/phone. Space will be limited and will be on a first come/first serve basis. You will receive a separate e-mail from our systems staff instructing you on how to join the webinar.

Fee Required For The Filing of Amended Schedules/Matrices:

Effective October 20th, attorneys will be charged a \$26.00 filing fee for the filing of Amended Schedules or Matrices which add a creditor to the case.

Attorney Updated Events for V3.2:

New events have been created or modified to accommodate:

- The new fee requirement for Amended Schedules/Matrices
- The new Transcript Redaction requirement
- Ability to add a corporate parent/affiliate during the filing of a Corporate Ownership Statement (7001.1)

Please see the attachment titled 'V3.2 New Events For Attorneys' for more detailed information. Also, the new events are also included in the attachment 'Supplement to Category and Events Lists for E-Filers', which is also attached.

REMINDERS FROM PREVIOUS UPDATES:

The ECF Help Desk and Legal Advice:

The ECF Help Desk continues to receive calls/e-mails from attorneys and their 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. Following is a sampling of the types of questions the ECF Help Desk has been receiving which we are not allowed to answer:

- Who requires service of a particular document
- Whether a particular motion requires notice pursuant to L.B.R. 202
- Noticing time on a 202 Notice
- Whether a particular document needs to be filed with the court

Attorneys and staff may use the following resources, conveniently located on our Court website at www.cob.uscourts.gov, when unsure of any of the above items:

- Click on the [Rules/Procedures/Opinions/Orders](#) button for hyperlinks to our Local Bankruptcy Rules, Forms, General Procedure Orders and Standard Chambers Procedures.
- Click on the [Chambers Procedures](#) button for hyperlinks to procedures and information specific to each Judge.
- Click on the [Links](#) button, then the United States Trustee - District of Colorado hyperlink for recent information from the US Trustee (this includes the relaxed servicing requirements of hard copies of initial pleadings and amendments on the Panel Trustees.)

Motions Filed Pursuant to 11 U.S.C. Section 506:

Just a reminder that we have a specific event when you are filing an 11 U.S.C. Section 506 Motion to Determine Secured Status. The correct event can be found in the Motion category and is titled 'Determine Value of Property'. Please do not use the XOther Motion or Avoid Lien motion events for the filing of this document. In addition, you may want to consider changing the caption of your motion to assist your staff (and ours) and to avoid having your motion improperly docketed.

Attorney Changes of Address and E-mail Address Changes:

It is extremely important that you let us know when you have changed your address (including suite number) or phone number so that your Master Address Record can be updated. Please be advised that this request does not take the place of the requirement that you file a formal Change of Address in your pending cases pursuant to L.B.R. 910. In addition, when your e-mail address changes or when a staff member who has been receiving electronic notifications for you leaves and new staff comes on, you will need to let us know so that the e-mail addresses in your ECF account can be updated. You may request changes to your Master Address Record and your ECF Account by e-mailing the training team at cobml_training@cob.uscourts.gov.

Please Note: The address and/or phone number on your pleadings must match the address that is in our master address record. If you are receiving corrective entry notifications regarding your address and/or your phone number, your Master Address Record most likely needs to be updated. Further, if you are receiving calls or notices that electronic notifications we have sent to you have 'bounced' back to us, most likely an e-mail address in your ECF Account needs to be updated.

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.

We are currently experiencing a high volume of e-filers who already have the permissions to file Adversary Complaints and are initiating the filing of the adversary complaint in the wrong way. Please remind staff who e-file your adversary complaints to be sure to use the Adversary category 'Open an AP Case' rather than 'Complaint'. The user will be able to upload the Complaint PDF during the opening of the Adversary Proceeding. The events in the 'Complaint' category should be used for the filing of Amended Complaints, Crossclaims, Counterclaims and Third Party Complaints only. An Adversary Complaint should never be initiated in the Bankruptcy case. Please contact

the ECF Help Desk if you have any questions regarding this.

[Pay Stubs Creating Large PDF Files \(Debtor's Attorneys\):](#)

If you are having problems getting your PDF file to upload into our system when filing your client's pay stubs (Employee Income Records), it may be that your scanner is not set correctly. When scanning your client's pay stubs for filing, please ensure that your scanner settings are correct and that your PDF is no more than 1.5 megabytes (or as close to that as you can get.) You may need to discuss this with your scanner software vendor.

[Entry of Debtor's Addresses Into the Correct Address Fields \(Debtor's Attorneys\):](#)

Please make sure that the Debtor's address is entered into the 1st address field, versus the 2nd address field, before submitting the case. If the Debtor's address is not in the correct field, noticing by the Bankruptcy Noticing Center will fail and your client will not receive important notices from the court.

[Other Issues Being Reported To Us:](#)

- Wrong PDFs being uploaded. Please 'View Before You Do', meaning be sure to view the document before bringing it into the transaction during filing.
- Wrong events being used. Please contact the ECF Help Desk before filing a document if you are not absolutely sure of which event to use.
- 'Bundling' of documents not included in the initially filed voluntary petition. When curing a deficient filing, remember that if you do not file documents that are required with your petition, you must file each of them *separately*, using the appropriate Miscellaneous event, when filing them later. Please contact the ECF Help Desk if you have any questions about this.
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[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 updates. Please make sure that all staff members involved in electronic filing at your firm are given a copy of this update and attachments.