

Updates to E-Claimants

April 14, 2010

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. **NOTE: Our Contact Information has moved to the last page!!!** Thanks!

New Training Team/Help Desk Member:

You may now hear a new voice on the phone when you call the ECF Help Desk. TJ Vincent has joined the ECF Training Team. TJ has been with the Bankruptcy Court for 5 years, beginning as a member of the Entry Quality team and recently as a Case Manager for Judge Sidney B. Brooks. Diane and Rich welcome him to their team and are certain that TJ will be a valuable asset to the team and to you, our e-filing customers.

New Forms for Reaffirmation Agreements:

There are new reaffirmation agreement forms available that were effective April 1, 2010. See http://www.uscourts.gov/bkforms/bankruptcy_forms.html for all of the new forms. Use of the Director's Procedural Forms 240 series is mandatory. A reaffirmation agreement without a completed Director's Procedural Form 240A, including Part II.3., will not be considered by the court. These are to be used with the new Local Bankruptcy Form 4008-1.1 Cover Sheet and 4008-1.2 Creditor Declaration. See <http://www.cob.uscourts.gov/forms.asp> for our Local Bankruptcy Forms.

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.

IMPORTANT CM/ECF CONTACT INFORMATION

CM/ECF HELP DESK NUMBER - 720-904-7450

Help Desk members 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

TJ Vincent

John Fitzpatrick - Back-up Assistance