

Updates to E-filers

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 been added to 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.

Mandatory Electronic Filing for BAP:

The United States Bankruptcy Appellate Panel of the Tenth Circuit ('BAP') announces that effective May 1, 2010, the BAP will adopt mandatory electronic filing. With limited exceptions, all documents submitted to the BAP must be electronically using the BAP Appellate CM/ECF system.

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.

Amended Dollar Amounts For Cases Filed On Or After April 1, 2010:

Amended dollar amounts have gone into effect for cases filed on or after April 1, 2010. There are seven Official Bankruptcy Forms and two Director's Forms that were modified to contain references to several of the affected dollar amounts:

- Official Forms 1, 6C, 6E, 7, 10, 22A and 22C
- Director's Forms 200 and 283

See http://www.uscourts.gov/bkforms/bankruptcy_forms.html to view these forms.

Providing Information on Related Cases Pursuant to GPO 2009-3 (1996-1) In the Matter of Implementation of Assignment of Cases:

We have discovered that when cases are being filed and they are related to a pending case (including cases filed the same day or shortly thereafter), which are filed by a spouse, partner or affiliate, this information is not being entered on the second page of the Voluntary Petition. This information is important to effectuate the proper Judge assignment. Please ensure that this information is included in the appropriate place on the Voluntary Petitions you file with us.

Local Bankruptcy Form 1009-1.1 Notice of Amendment to Schedule:

This new Local Bankruptcy Form should be included in the same PDF as your Amended Schedule and Certificate of Service and **should not be filed separately.**

Certificate of Non-Contested Matter pursuant to Local Bankruptcy Rule 2016-3(e):

A Certificate of Non-Contested Matter should be filed, using the appropriate miscellaneous event, so that an order will enter regarding your fees. No order will enter until the Certificate is filed.

Reminder: Efilers are misusing the event and L.B. Form 3015-1.6 Notice:

Please do not use Form 3015-1.6 and the corresponding event to notice out an amended plan **unless** you are filing and serving an amended plan at least **28 days** before the scheduled hearing on confirmation. If the Court has issued an order or minutes of proceedings directing what notice to give (done most frequently at confirmation hearings) use Form 3015-1.8 for a hearing date or 3015-1.7 for no hearing date.

Some Miscellaneous Items to Mention:

- Be sure to check the sequence of documents in your voluntary petition pdf when you have made an update to your petition preparation software. You may need to rearrange the documents in your software so that they are in the order that we want them in when you file your case.
- Be sure to add your aliases when filing a case.
- Make sure that the login you are using matches the /s/ signature on the pleading.
- Let us know when you move or have turnover in staff who receive electronic notifications.

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