

Updates to E-Claimants

July 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 is on the last page!!!**
Thanks!

[E-Claimant Procedural Guide:](#)

The ECF Training Department has been made aware of mistakes being made by members of our E-Claimant community, especially during the filing of proofs of claim. Issues that have been identified include the following:

- Be sure you are using the Official Form B-10 Proof of Claim form when filing claims. This National form can be found on the following website:
<http://www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms.aspx>
- If the noticing address you have on your proof of claim for your agency/creditor is different than the one in our system, you will need to add the agency/creditor at the address on your proof of claim before proceeding with the filing of your proof of claim. Click on the 'Add Creditor' link at the 'Select a Creditor for Claim' screen.
- The failure to list the notice address on the proof of claim creates confusion. The form requires that **both** the notice address and the payment address be listed, if the payment address is different from the notice address.
- No address for the creditor listed at all on the claim. Be sure to include a noticing address!!
- When filed by a law firm, be sure to include the name of your client (the creditor) on your proof of claim (unless, of course, the law firm is actually the creditor in the case).
- The amount of the claim is not being entered into our system. A total amount must be entered into the Total Amount field for each claim filed.
- Claims are coming into our system with a fillable pdf. All documents brought into our system should be in readable pdf only.
- When amending a claim, be sure to have the claim number of the previously

filed claim available and enter that claim number into the Amends Claim field during the filing of your claim. This will associate the claim with the previously filed claim.

- Be consistent in the address you use. We are finding inconsistencies where the same agency will use a PO Box on one claim and a street address on the next.
- Be sure that someone at your firm signs the claim!
- Make certain to follow privacy protections set forth in Fed. R. Bankr. P. 9037. It is your responsibility to redact social security numbers and other private information on the claim and in any attached exhibits **before** filing.

We ask that you have all staff who e-file documents with out court read our E-Claimant Procedural Guide. It is located on our ECF Website at <http://www.cob.uscourts.gov/ecf.asp>. Click on the hyperlink 'Procedures for E-Claimants'.

Electronic Bankruptcy Noticing:

The U.S. Bankruptcy Courts encourage the bankruptcy community to utilize Electronic Bankruptcy Noticing (EBN). EBN is a free service that allows court notices to be transmitted electronically, delivering them faster and more conveniently. Some of the advantages to electronic noticing are:

- Court notices are sent the same day they are produced by the court.
- You can access your court notices 24/7.
- Court notices that would be mailed to multiple locations can be routed to a centralized electronic address.
- Storing court notices to your computer means you never lose a paper copy.
- Court notices can easily be forwarded around the office or to your attorney.

For more information and to register for this service, please go to <http://ebn.uscourts.gov>. You may also contact EBN Customer Service at 1-877-837-3424 or ebn@baesystems.com. Note: If you are an attorney who already receives your notices via CM/ECF Notice of Electronic Filing, then you do not need to register for this service

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

Meghan Smotts - Back-up Assistance

Theresa Gardner - Back-up Assistance