

Updates to E-filers

April 13, 2011

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!

New Locations of Hearings Before Our Judges:

Our Judges will be relocating their Chambers offices and courtrooms to the Rogers Court House at 1929 Stout Street, Denver, CO 80294 (across Stout Street from our current location). This move will be accomplished by the end of April.

Courtrooms listings are as follows:

- Chief Judge Tallman C203
- Judge Brooks C402
- Judge Campbell C205
- Judge Brown C501
- Judge Romero C502

Forms Updated Re: Courthouse/Courtroom Locations:

With the advent of our judges moving across the street, we have posted hearing notice forms which contain the courthouse or courtroom location information. The following forms have been updated:

- LBF 2082-1.3
- LBF 3015-1.2
- LBF 3015-1.3
- LBF 3015-1.6
- LBF 3015-1.8
- LBF 4001-1.1

The new forms can be found on our main website at www.cob.uscourts.gov in the Forms section.

Notice of Requirement to File a Statement of Completion of Course in Personal Financial Management (Chapter 13 cases):

The Clerk's office has started sending out the reminder notices for chapter 13 cases. This is new to the Chapter 13 Bar. Please be aware that the reminder notice for a Chapter 13 case does not provide a set deadline to file the Statement. Instead, it contains the following language:

Debtor(s) and/or debtor(s)' attorney is/are hereby notified that Debtors should have filed Official Form 23 within 60 days after the first date set for the meeting of creditors under Section 341. In a chapter 13 case, file no later than the last payment made by the debtor as required by the plan under Section 1328(b) of the Code. In the event the certification is not filed, the case will be closed without an entry of discharge.

New Format to BNC Certificates of Mailing:

Effective the beginning of March, you probably noticed a change in the format of BNC Certificates of Mailing. The previous format (with the Notice or Order first, followed by the Certificate of Mailing) was sometimes confusing, making one think that they were receiving a Notice again, when in actuality it was the Certificate of Mailing on the original Notice. The new format puts the Certificate of Mailing first, followed by the Notice or Order that was served. We hope you are all finding this to be much less confusing.

New Lists To Be Posted To The Intranet:

The Category and Event List for E-Filing Attorneys and the Document Linkage for Attorneys lists have been updated and will be posted to our CM/ECF Website in the near future. The following modifications to events have occurred since the last update:

1. 1009-1.1 Notice of Amendment to Schedule - This new miscellaneous event is to be used when you fail to attach your certificate of mailing/service and 1009-1.1 Notice to your amended schedules.
2. Debtor's Notice or Motion of Voluntary Conversion From Chapter 11 to Chapter 7: - This notice event has been deactivated. All Voluntary Conversions from Chapter 11 to Chapter 7 require that a Motion be filed. You should use the Motion event 'Convert Case From Chapter 11 to 7'.

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 ECF training.

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 ECF training, 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