

Interim Update to E-filers and E-Claimants

November 28, 2011

Hi, Everyone!

Listed below you will find some updates regarding electronic filing and new rules that become effective December 1. 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!

Changes Coming December 1:

Effective December 1, 2011, there are several Federal Rules of Bankruptcy Procedure changes, some of which have corresponding new or revised forms. We advise that you thoroughly review the rule and form changes at:

<http://www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms/BankruptcyFormsPendingChanges.aspx>.

Please pay particular attention to changes to Rule 3001 and the addition of Rule 3002.1 which relate to proofs of claims and supplements, etc., required in applicable individual debtor cases.

New Forms Required:

- Form B10 Attachment A - New form to be attached to a Mortgage Claimant's Proof of Claim on a debtor's principal residence.
- Form B 10 (Supplement 1) - New Form to be used when filing a Notice of Mortgage Payment Change.
- Form 10 (Supplement 2) - New Form to be used when filing a Notice of Postpetition Mortgage Fees, Expenses and Charges

In order to implement the new rules and forms, the following events were either added to or modified in ECF:

For E-Claimants, the following events have been modified or added to the Claimants Filings category:

- Claimant's Notice of Mortgage Payment Changes (Replaces the current event Claimant's Notice of Payment Changes)
- Notice of Postpetition Mortgage Fees, Expenses, and Charges
- Response to Notice of Final Cure Payment Rule 3002.1

These events will be available by 8 a.m. MST on December 1. When filed, they will initially appear on the docket sheet as well as spread to the claims register. When we migrate to CM/ECF V4.2, new functionality will suppress the information on the docket sheet, but the information will spread to and be available on the claims register.

Procedures for E-Claimants, currently on our ECF website at <http://www.cob.uscourts.gov/ecf.asp>, will be updated and posted to our ECF website on or before December 16th. In the meantime, please be aware that all events contain screens that you are already familiar with.

For Attorney and Trustee E-Filers:

- Notice of Mortgage Payment Changes (Notice category - replaces the current event Notice of Payment Changes)
- Notice of Postpetition Mortgage Fees, Expenses, and Charges (Notice category)
- Response to Notice of Final Cure Payment Rule 3002.1 (Answer category)
- Notice of Final Cure Mortgage Payment (Notice category)
- Motion to Determine Mortgage Fees and Expenses (3002-1(e)) (Motion category)
- Motion to Determine Final Cure and Mortgage Payment Pursuant to Federal Rule of Bankruptcy Procedure 3002-1(h) (Motion category)

These events will be available by 8:00 a.m. MST on December 1. The first three events listed above will initially appear on the docket sheet as well as spread to the claims register. When we migrate to CM/ECF V4.2, new functionality will suppress the information for these three events on the docket sheet, but the information

will spread to and be available on the claims register. The last three events will appear on the docket sheet and will not be suppressed.

The Category and Events for E-Filers and Document Linkage for E-Filers procedures, currently located on our ECF website at <http://www.cob.uscourts.gov/ecf.asp>, will be updated and posted to our ECF website on or before December 16th. In the meantime, please be aware that all events contain screens that you are already familiar with.

Affidavit/Verified Statement:

Pursuant to Amended Federal Rule of Bankruptcy Procedure 2019(b)(1), which also goes into effect December 1, 2011, a Verified Statement event will be required to be filed in Chapter 9 and 11 cases by certain groups, committees and entities. Please review this Rule for details. We chose to modify the current Affidavit event. The Affidavit event is now titled Affidavit/Verified Statement. You will have the opportunity to select from a List whether your document is an Affidavit or a Verified Statement.

Reminder Re: Upgrade to CM/ECF V4.2:

Our CM/ECF Coordinator and Dictionary experts have begun work on the next serious upgrade to our system: CM/ECF V4.2. We hope to have this upgrade in place by mid January, 2012. Detailed information on the changes will be sent to you prior to the upgrade in our live database, probably at the beginning of January.

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