



Final - Interim Update to E-Filers on the CM/ECF v5.0 Upgrade - March 9, 2013.

Theresa Gardner to: Richard Roberts, Thomas J Vincent

03/08/2013 03:27 PM

From: Theresa Gardner/COB/10/USCOURTS
To: Richard Roberts/COB/10/USCOURTS@USCOURTS, Thomas J Vincent/COB/10/USCOURTS@USCOURTS

History: This message has been replied to.

Hi, Everyone!

Listed below you will find some updates regarding our upcoming upgrade to CM/ECF V5.0 **AND** Reminders on the [new Chapter 13 Form](#) effective February 1, 2013. 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 listed below !!!**

CM/ECF System Upgrade

The ECF/PACER system will be down on **Saturday, March 9th from 8:00 am until 5:00 PM**

Listed below you will find a "pdf" attachment "Summary for External Users" with changes on the Reports/Query Side on our upcoming upgrade to CM/ECF V5.0. If you have any questions once you review this information, please don't hesitate to contact the ECF Training Department.

The attached Summary will provide information on various changes on the bulleted items listed below that you will In PACER (The Reports/Query Side):



Attorney_Overview Summary.pdf

- PACER Links in CM/ECF
- Docket Report Enhancements
- Page Counts on Docket Report
- Critical Deadlines and Dates on the Docket Report
- Docket Activity Report
- Calendars and 341 Meeting
- Query
- Multiple Social Security and Identification Numbers
- Notice of Electronic Filing
- Attorney and Party Associations
- Cases Report

Due to the fact that our court uses customized deadline/hearing codes, 341 meeting dates and discharge objection deadline dates will not appear on the caption of the docket report as indicated in the Summary.

- Cases Report - Data Only
- Claims Summary Report
- Claims Register View Multiple Documents
- Notice of Bankruptcy Filing - Case Conversion.

Chapter 13 Plan Reminders

Please remember that the [new Chapter 13 Form](#) was effective February 1, 2013. A new event has been created in ECF to use it with your pdf containing 2 pages of the plan on one side of a sheet of paper (condensed version). A new event was created to e-file the condensed version, the new event is named "Chapter 13 Plan (Condensed -BNC).

The Word version of the [new Chapter 13 Form](#) is on our web with the GPO 2012-6 announcement (you can locate it most easily on the front web page under "Recent Announcements and Court Updates"). <http://www.cob.uscourts.gov/>

We also alerted the software providers of the form change and provided them with the form in December.

Please contact your software provider to understand the details of your particular program and how it effects cases you are currently working, how it works with the "one touch" or automated upload feature and to make sure it creates the condensed plan as a standard 8.50 x 11.00 in pdf and **NOT** as a 8.50 x 17.00, or 11 x 17 ect... in pdf.

The **standard version of the plan is still required to be filed**, the condensed plan is in addition to this and should be filed concurrently in the case as well, each type of Plan has its own docketing event to select for filing. Please ensure the correct version of the Plan "pdf" is attached to the respective event selected.

Selected Events (click to remove events)

- Chapter 13 Plan
- Chapter 13 Plan (Condensed) - BNC

01/22/13	10	Chapter 13 Plan Filed by Sally Smith on behalf of Jesse Stevens Cha
01/22/13	11	(Condensed) Chapter 13 Plan Filed by Sally Smith on behalf of Jess

The condensed version of the Plan will be mailed out by the Clerk's Office to all creditors with the 341 Meeting of Creditor's Notice provided it is filed **at the same time** as the Chapter 13 Voluntary Petition. This policy also applies when a Notice or Motion to Convert Case to Chapter 13 is filed.

We are currently in a transition period, to allow for everyone to familiarize themselves with the new forms and become compliant with the new rule. Once the transition period expires in approximately one month, we will begin to issue formal notices of deficiency indicating that the attorney did not comply with GPO 2012-6 requiring the submission of a condensed version of the Chapter 13 Plan (2 pages of the plan imaged per sheet of paper) for mailing through the BNC indicating the attorney is responsible for mailing out the Plan and filing a Certificate of Service reflecting proper service to all parties.

REMINDER:

The Condensed version of the Chapter 13 Plan is **NOT** to be used for filing Amended or Modified Chapter 13 Plans.

How to Create A Condensed Chapter 13 Plan Manually:

Open the standard PDF version of the Chapter 13 Plan

Select Print

On the pop-up screen, ensure the following print options are selected:

Printer should be Adobe PDF

Multiple

Pages per sheet should be custom 2 by 1 (The image on the right should reflect 2 pages of the plan on 1 sheet of paper)

Landscape) (make sure its 8 1/2 by 11)

Click Print- Name document with the standard naming convention including the word “condensed”

In summary, the Condensed Chapter 13 Plan is to be filed concurrently with the Standard version of the Chapter 13 Plan in each case when you first open a chapter 13 case, or when a Notice or Motion to Convert to Chapter 13 is filed.

01/22/13	10	Chapter 13 Plan Filed by Sally Smith on behalf of Jesse Stevens Cha
01/22/13	11	(Condensed) Chapter 13 Plan Filed by Sally Smith on behalf of Jesse

YOUR ECF TRAINING TEAM/HELP DESK MEMBERS:

Richard Roberts

TJ Vincent

Meghan Smotts - Back-up Assistance

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