

Update to E-Filers

February 14, 2014

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. Remember, contacting the help desk is private; making an e-filing mistake is public. **NOTE: Our contact information is on the last page!!!** Thanks.

In an effort to keep this update concise, we've condensed this quarterly update. Enjoy!

[Welcome to Ken Gardner as the Clerk of Court](#)

We are pleased to announce the arrival of our new Clerk of Court, Ken Gardner. Ken will be joining us in March, and has been involved in Court Administration for over 26 years, most recently, as the Clerk of US Bankruptcy Court for the Northern District of Illinois. (Kelly Sweeney will return to her position of Chief Deputy Clerk and Theresa Gardner will resume the Operations Manager position).

[Moving To A New Office and Updating Your Master Record](#)

Whether you leave your office to pursue a new position, or are just moving to a new location, it is important to update your master record with the court. In order to do so, send an email to cobml_training@cob.uscourts.gov titled "Master Record Update". Although we will update your address in all your open cases, it will be up to you to file a change of address in any open case you are involved in order to comply with Local Bankruptcy Rule 9010(a)(2).

If you are leaving your firm or office, please contact the training department **prior** to your last day. A login belongs to an attorney, not a firm, so it is important to make sure you substitute with another attorney, or withdraw from a case **before** your last day if you do not plan to take cases/clients with you.

[Reminder Regarding Motions to Sell](#)

On December 1, 2013 pursuant to Item (19) of the Bankruptcy Court Miscellaneous Fee Schedule a new fee of \$176.00 went into effect when a motion for the sale of property free and clear of liens under 11 U.S.C. § 363(f) is filed.

The following CM/ECF Events are available to select from in the District of Colorado filing these Motions. The events listed below will prompt you to pay the \$176.00 filing fee.

- [Employ & Sell Property Free and Clear of Liens Under Section 363\(f\)](#)
- [Employ, Sell Property Free and Clear of Liens Under Section 363\(f\) & Compensate](#)
- [Sell Property Free and Clear of Liens Under Section 363\(f\)](#)

Contact the Training Department if you have any questions regarding the above events.
[Reminders from Quality Assurance](#)

When you send an email to our Quality Assurance team at cob_qa@cob.uscourts.gov, make sure to include the entire case number, **including Judge's initials**, in the subject line.

When you enter your client information into our system, remember to never add their email address. Adding an email address will give the appearance that the party is receiving emails, **but they are not**. Only court staff can add an email address.

As an e-filing attorney, you can only select one event at a time when e-filing. We understand that your pleading may contain multiple requests, but that pleading must be filed multiple times, **using separate events for each** different request contained therein..

[Updating Your Email Address](#)

It is imperative to have a valid email address associated with your ECF account. If you need to change, remove or add an email address, send an email to cobml_training@cob.uscourts.gov. The change will be made within 24 hours.

[Thank You!!!](#)

As always, we thank you for taking the time to read this update. We appreciate your willingness to educate yourself on 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 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:

Rich Roberts, TJ Vincent

Backups: Meghan Smotts, Theresa Gardner