

Update to E-Filers

July 18, 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.

Enjoy!

New Chief Judge

We are pleased to announce Judge Michael E. Romero has accepted the role as Chief Judge for the U.S. Bankruptcy Court, for the District of Colorado. Chief Judge Romero's seven year term will run through June 30, 2021. We would like to thank Judge Tallman for his term as Chief Judge, which began in 2007.

GPO 2014-4(a) and GPO 2014-4(b)

Two new GPOs went into effect recently. Pursuant to GPO 2014-4(a), the full filing fee needs to come in on the **same day** as the case is filed, unless there is an application to pay in installments or to waive the fee. If payment doesn't come with the case when it is expected, the case will be **dismissed**. Please review the orders, and contact us with any questions. The key language can be found on page 2 of the GPO:

B. Electronically Filed Petitions. When a voluntary petition is filed electronically with the court's Electronic Case Filing system (ECF) the filer shall designate at case opening one of the following:

- 1) if there will be full payment of the applicable filing fee;
- 2) if there will be an application to pay the filing fee in installments (Official Form 3A); or
- 3) if there will be an application for waiver of the filing fee (Official Form B 3B)(**only available for qualified Chapter 7 debtors**).

http://www.cob.uscourts.gov/orders/gpo2014-4_a.pdf

http://www.cob.uscourts.gov/orders/gpo2014-4_b.pdf

Fee Changes, Overpayments and Software Updates

There was a recent change to the fee schedule that took effect July 1, 2014. Please review the updated fees here:

<http://www.cob.uscourts.gov/fees.asp>

Make sure to double check your payments to be sure that they are paying the correct amount. All Chapter 7 cases filed prior to June 1, 2014 require a fee of \$306, and after June 1, 2014, they require a fee of \$335. We have had to issue several refunds for overpayment of fees.

Make sure your petition preparation software is updated. To ensure fee and form changes are current, it is imperative to take the update.

After a software update, you may need to reset the order of your documents.

Reminders from Quality Assurance

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

ONLY Proposed Orders should be emailed to the teams at the following addresses:

- COB_ABC_ECForders@cob.uscourts.gov
- COB_EEB_ECForders@cob.uscourts.gov
- COB_HRT_ECForders@cob.uscourts.gov
- COB_MER_ECForders@cob.uscourts.gov
- COB_SBB_ECForders@cob.uscourts.gov

All other edit requests should still be sent to COB_QA@COB.USCOURTS.GOV

Notice of Advisement L.B.F. 9010-1.1

Until further notice, if you intend to file a Notice of Advisement, file it in the notice category, using the event: Notice.

Financial Management Course Certificates

Debtors' counsel, make sure to check your case before filing a Financial Management Course Certificate. If the Course Provider has already e-filed the certificate, and you turn around and re-file the same certificates, it creates a cluttered, duplicative docket. Please check the case before filing duplicate certificates.

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 is 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 and TJ Vincent

Backups: Meghan Smotts, Theresa Gardner