

Update to E-Filers

October 16, 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!

Important Information Regarding Fee Installments and Waivers

Please take the time to familiarize yourself with G.P.O 2014-4(a) and GPO 2014-4(b)
http://www.cob.uscourts.gov/orders/gpo2014-4_a.pdf
http://www.cob.uscourts.gov/orders/gpo2014-4_b.pdf

Reminder: The proposed payment schedule you agree to with your client may be changed by the Court in accordance with the GPO. Please review your fee installment orders.

We are in the process of modifying the "Ordered and Notice" language on Installment Fee Payment Order. As a result of the change and for best practices, we will **no longer** send out a subsequent "Notice of Impending Dismissal." If an installment payment is **not** made on or before its due date and no objection to dismissal is received within three business days following the missed due date, the case will be dismissed. (In the off chance some attorneys relied upon the subsequent notice as their tickle to make the payment, please recognize that going forward, those cases simply will be dismissed following missed payments where no objection to dismissal was timely filed.) Here is a paste of the new verbiage:

IT IS FURTHER ORDERED AND NOTICE IS HEREBY GIVEN TO THE DEBTOR AND TRUSTEE that the failure to timely make any designated payment may result in the forthwith dismissal of the case, unless a timely objection to dismissal for non-payment is filed with the court within three (3) business days of the specific installment payment deadline missed. See, 11 U.S.C. § 707(a)(2), Fed.R.Bankr.P.1017(b) and L.B.R. 9014-1.

***Choose installment for payments that are not final. Choose final payment for payments that are final.

***Be sure to check your records and pay the correct amount for final payments.

New Public Entries On Your Cases

The Clerk's Office has implemented two **public** automated docketed entries that will enter the day after a Chapter 7 and or a Chapter 13 Individual case is filed. These new

public entries previously were private, but due to implementation of Automated Docketing Interface (ADI) programs, we need to have the entries public for the program to work correctly. The two automated public entries are best practices procedures that will facilitate the Clerk's Office manual processes. These deadlines have always been part of the Bankruptcy process since the implementation of BAPCPA it's just that they are now public.

The ADI program allows the automation of two events with deadlines: the deadline in Fed.R.Bankr.P. 5009 (directive to the Clerk's Offices to mail out a reminder notice to Debtors to file the Financial Management Course Certificate if not filed within 45 after the first date set for the Meeting of Creditors) AND the Section 704(b)(1) deadline setting the United States Trustee Statement of Abuse 10 day deadline in individual *non-business* debtor cases. The two entries will be entered automatically and displayed as separate public entries on the docket. (As an aside, you have seen these entries before as public entries when the Clerk's Office manually docketed a Meeting of Creditors or when we issued an Amended or Reset a 341 Meeting of Creditor notice in Chapter 7 and 13 Individual cases.)

Fee Changes, Overpayments and Software Updates

There was a recent change to the fee schedule that took effect June 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.

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_qa@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

Adversary Proceeding Reminder

When opening a new adversary proceeding, be sure to add the Plaintiff's attorney as the lead attorney. Not adding the attorney correctly will complete the summons with inaccurate information.

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