

Updates to E-filers

April 9, 2007

Hi, Everyone!

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 at the Help Desk Number below. Thanks!

CM/ECF HELP DESK NUMBER - 720-904-7450

Diane or Rich will answer the phone or will return the call if a message is left.

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, or you want to change information in your ECF Account (i.e. e-mail address.)

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

REMINDER: Filing of Adversary Complaints and Adversary Training:

Attorneys classified as 'Regular Filers' are reminded that they **MUST** file adversary complaints electronically. In order to file an adversary complaint electronically, attorneys and/or support staff must receive adversary training. Please call the ECF Help Desk for information on how to obtain this training.

Updated General Procedural Orders, Effective May 1, 2007:

Two Existing General Procedure Orders have been updated and are included as attachments to this update. They can also be viewed on our website at www.cob.uscourts.gov. (NOTE: For your convenience, we are also attaching a 'compare' document for General Procedural Order 2001-8.)

General Procedural Order 2001-8 and General Procedural Order 2003-4 were updated to address several matters. Items of greatest significance:

- **Commencing May 1, 2007**, electronic filers **must submit** an electronic version of Form 21 **on the day the case is filed**, instead of mailing paper Declarations Regarding Electronic Filing to the court within 10 days of filing. Please note that it will be imperative that the correct event be used for filing this document so that it remains sealed from the public. The Miscellaneous event to use will be 'Social Security Number'.
- One pdf may now be up to 100 pages (this is up from 60 pages.) Scanner setting should be 200 dpi or less.
- Ensure that your ECF mailbox has sufficient capacity to receive notices.

Electronic Notifications (forwarding and mailbox capacity):

E-filers who forward their mail to a mail box that is not a mail box address on our system run the risk of not receiving their electronic notification. In addition, e-filers who do not keep their mail boxes clean also run the risk of not receiving their electronic notification. It is the e-filer's obligation to ensure that electronic notifications are going to an address that can receive it. Bottom line: Whether it is a forwarded box or the regular box, clean them out so there is room for more!!

Information on Mailing Matrix through CM:

The BNC-provided case mailing matrix will identify duplicate, undeliverable and National Creditor Registration Service (NCRS) preferred addresses. For mailing lists produced locally at the court or by registered CM/ECF users, the BNC contractor has modified the label creation process to clearly identify NCRS preferred addresses. The label will include the original address filed by the debtor along with the preferred address filed with the BNC contractor. In addition, all duplicate and undeliverable addresses will be identified clearly on the mailing label sheet in order to reduce the transmission of unnecessary notices locally by the court or case participant. A sample of what the matrix will look like is attached to this update.

Reminder: The following message has been added to the Creditor Mailing Matrix screen for external users:

Caution: This report does not include parties who have entered an appearance in this case or who are registered e-filers. To receive a list of all parties, return to the utilities menu in PACER and select Mailing Labels by

Case under the mailings category.

'Bundling' of Documents Subsequent to Filing of the Petition:

It has come to our attention that attorneys are 'bundling' documents that are usually filed with the voluntary petition, but for some reason are being filed later. If required documents are not filed with the voluntary petition at the time the new case is filed, they **MUST** be filed separately, using the appropriate Miscellaneous event. Please see that 'Requirements for a Complete Voluntary Petition' attachment for more details regarding this. As always, thank you for your attention to and cooperation with this matter.

Thank You!

Thank you for taking the time to read this update. We appreciate your willingness to educate yourself on your electronic filing responsibilities by reading our quarterly update. Please make sure that all staff members involved in electronic filing at your firm are given a copy of this update and attachments.