

# Important Update for E-filers

November 23, 2009

Hi, Everyone!

Listed below you will find some important updates regarding changes to our system as a result of the new Local Bankruptcy Rules, Forms & Appendix, which take effect Tuesday, December 1. There are some new time computations that you need to be aware of as well. If you have any questions once you review this information, please don't hesitate to contact the ECF Training Department.

**NOTE: Our Contact Information has moved to the last page!!!** Thanks!

## CM/ECF and PACER System Down Time:

PLEASE BE ADVISED THAT ECF WILL NOT BE AVAILABLE ON **DECEMBER 1, 2009 from 12:00 A.M. TO 8:00 A.M.** to allow for the implementation of updated events, deadlines, etc., resulting from the local and national rule changes effective on December 1st. We apologize for any inconvenience.

## List of New Events:

Attached to this e-mail, you will find a listing of new and deactivated events for e-filers, which will be effective December 1. Please provide this list to those staff members who e-file documents on your behalf so that they are aware of the changes that will occur in our CM/ECF system.

## Judge Tallman's Article on New Time Computations:

If you haven't already done so, please take time to read this article, which can be found on our website with the new Local Rules. It may be useful and keep you from missing a deadline. For example, when a date certain is provided and it falls on a weekend or holiday, it no longer rolls to the next court day, if the court is closed; rather, it falls on the last day the court was opened before the date certain. See <http://www.cob.uscourts.gov/draftrules.asp>.

### **December 2 Brown Bag with the Judges:**

The brown bag will be held in Room 154 of the Bankruptcy Court at noon. Most of you will probably find this session very informative and you will have an opportunity to ask questions regarding the New Local Bankruptcy Rules and Forms. We strongly encourage you to attend this event. Out of metro-area practitioners may contact our Chief Deputy Clerk, Kelly Sweeney, if you wish to be given a dial-in line.

### **Thank You!!**

As always, we thank you for taking the time to read this update. We appreciate your willingness to educate yourself on your electronic filing responsibilities by reading these 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 training classes.

#### **TRAINING TEAM E-MAIL ADDRESS - [cobml\\_training@cob.uscourts.gov](mailto: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 training classes, 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](mailto: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

John Fitzpatrick - Back-up Assistance