

Updates to E-filers

January 13, 2009

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

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

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

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

Meghan Smotts - Back-up Assistance

John Fitzpatrick - Back-up Assistance

CM/ECF Maintenance Scheduled:

CM/ECF and PACER will be down due to maintenance from January 24th at noon until January 25th at 4:00 p.m. We apologize for any inconvenience this may cause you.

IMPORTANT CM/ECF UPGRADE TO V3.2 and V3.3 COMING SOON!!:

In our last update, we indicated that the V3.2 upgrade was going to occur in mid October. Subsequent to that update, and before we were able to implement the upgrade, a nationwide problem with functionality associated with the upgrade made it unwise for us to move forward with implementation at that time. We have now received word that a 'fix' is in place. Further, the Committee on Court Administration and Case Management has set a 'drop dead' deadline of March 9, 2009, for implementation of V3.2 and V3.3. Our court has **tentatively** selected the President's Day Week-end to implement these new versions of CM/ECF and plan to be live with these new upgrades by 8 a.m. on Tuesday, February 17th. **This means that CM/ECF and PACER will not be available to you on February 14, 15 and 16th.** We apologize for any inconvenience this may cause you. We will notify you at the beginning of February to confirm that we intend to proceed with this plan.

Debtor's Attorneys: Please contact your bankruptcy software service providers to ensure that your petition preparation software is up-to-date by February 17th.

On a related note, if you have not already upgraded to Internet Explorer 7.0 or Firefox 3.0, we encourage you to do so prior to February 17th in order to maximize speed and functionality.

Finally, you are all encouraged to visit our ECF website at <http://www.cob.uscourts.gov/ecf.asp> to see a 'preview' of the enhancements that the V3.2 part of the upgrade will provide to you. We hope to include a preview for V3.3 in the near future as well. Keep checking back to the website for updates.

Addition of Aliases for Debtor:

It has come to our attention that some attorneys or their staff are not adding any or all aliases for Debtors, even though the image of the voluntary petition lists them. Please be aware that your failure to enter all information for a debtor results in more work for our staff. This appears to be a continuous problem for those attorneys who are not using petition preparation software. Please advise your staff who are opening new bankruptcy cases on your behalf that, when there are aliases that need to be entered, they must click on the 'Alias' button at the bottom of the Debtor Information screen to be able to enter this important information. On the few occasions that our staff is seeing this happen with attorneys using software, we advise these attorneys to contact their software

vendor for support in resolving the issue.

Draft Local Rules Related to Electronic Filing and Appendix of Procedures:

The draft local rules and forms will be sent out for comment soon. Attached to this update is a 'sneak preview' of the rules and administrative procedures related to ECF filing that will be sent out for comment. Starting in February, there will be an easy way to submit comments about the draft rules, forms and procedures on the Court's website at www.cob.uscourts.gov. Please do NOT contact the ECF Training Team or Help Desk with your comments.

REMINDERS FROM PREVIOUS UPDATES:

Fee Required/New Events For The Filing of Amended Schedules and Matrices:

Effective October 20th, attorneys began being charged a \$26.00 filing fee for the filing of Amended Schedules or Matrices which add a creditor to the case. In addition, new events were created and are to be used when filing of these schedules. It has come to our attention that attorneys and staff are not using these events correctly, which is resulting in additional work for our staff. Please see the attachment titled 'Amended Schedule and Matrix Events for Attorneys' for more detailed instructions. As always, if you or your staff is unsure of how to proceed, please give the ECF Help Desk a call before attempting to file these documents. We thank you in advance for your cooperation with this request.

Entry of information into the 'Summary of Schedules' Screen:

It has come to our attention that attorneys or their e-filing staff are not consistently entering required information into this screen when schedules are being filed subsequent to the initial filing of the case. Therefore, we ask that you please advise your staff when they are filing a **cure of schedules** not filed initially, or **amended schedules**:

Complete the 'Summary of Schedules' screen if it is **blank** or any information is being **updated**.

This information is collected by our Administrative Office in Washington and passed along to Congress. The information is used by our Administrative Office to determine the '**weight**' of our cases to determine **allotted staff positions**--this benefits our staff because we want to have the staff resources to serve you. Also, the Administrative Office mandates that our

staff not try to change or correct an efilers' information entered on the 'Summary of Schedules', so we really appreciate your assistance in helping us get the credit due.

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 our quarterly updates. Please make sure that all staff members involved in electronic filing at your firm are given a copy of this update and attachments.