

Updates to E-filers

April 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

Misuse/Unauthorized Use of Attorney Logins and Deactivation of Logins:

Just a reminder that attorneys are to ensure that the login that is used for the filing of documents is the login of the attorney whose electronic signature appears on the document. (Please refer to the Fourth Amended General Procedural Order 2001-8, Section D.1.) Your login may be deactivated for the following reasons:

1. Failure to promptly return a call from one of our staff members asking that you make a correction because a login and electronic signature do not match.
2. Failure to ensure that your login is used only by staff who are authorized to do so on your behalf.
3. When the court determines or suspects that your login may have been compromised or used without your authorization

You are strongly encouraged to request that your password be changed when you have a turnover in staff or when you suspect that your login has been compromised. We appreciate your cooperation regarding this security issue.

Clearing Cache/Temporary Files and V3.3.1:

As you all know, we made the upgrade to V3.3.1 in mid February. It appears that this new version of ECF is much more sensitive to cached information (temporary files) than the previous version. Therefore, you will find it necessary to clear your temporary files more often that you had in the past. Instructions on how to accomplish this are available on our ECF Website at <http://www.cob.uscourts.gov/ecf.asp> for Internet Explorer V6 and 7 and Mozilla Firefox. (See the hyperlink 'Browser Settings for CM/ECF V3.2'. NOTE: V3.2 was uploaded at the same time as V3.3.1.). This document also includes instructions for ensuring that the latest version of a page is being used as well as ensuring that PDFs can be viewed.

Privacy Rule - Bankruptcy Rule 9037 Requirements:

Bankruptcy Rule 9027 requires that personal identification information defined as individuals' Social Security and taxpayer identification numbers, names of minor children, financial account numbers, and dates of birth, be redacted from documents filed with the court. For details visit:

<http://222.uscourts.gov/rules/privacy2.html>

Please verify that your documents conform to this Rule.

Addition of addresses and e-mail addresses for your clients:

It has come to our attention that some attorneys or their staff are adding addresses and e-mail addresses for their clients when e-filing documents. Please advise your staff who are e-filing documents on your behalf that, when they are adding your client as a party to a case, they should not be adding an address or e-mail address for the client.

Chapter 7 Panel Trustees:

New forms went into effect on April 1, 2009, for the filing of your Chapter 7 Trustee's Final Report and Application for Compensation. Training in these new forms was provided by the U.S. Trustee's Office. If you missed that training, or have any questions regarding the new forms, please contact Bernie Onstad, Greg Garvin or Sue Lemons at the U.S. Trustee's Office.

Friendly Reminders:

1. Do not use the 'Amended Schedule' events to electronically file pleadings other than the Amended Schedules. Statement of Intent, Disclosure of Compensation, and Statements of Current Monthly Income (All Chapters) are examples of documents being filed as Amended Schedules. Each of these documents has a specific Miscellaneous BK event that should be used.
2. Conventional service of pleadings is still required. The only exceptions to the requirement are the documents identified on the U.S. Trustee website at <http://www.usdoj.gov/ust/r19/colorado.htm>, and when an electronic filer has filed a formal 'Waiver of Conventional Notice'.

Things you can do to assist Court Staff:

A request has been made for e-filers to print their orders to PDF, and then file them, rather than scanning them. The image quality of the PDF will be much better if you can do this for our Chambers staff.

Our Finance Team reminds that you must pay your filing fees the same day as they were accrued. Also, if you receive an error message while attempting to pay your filing fees, be sure to call the ECF Help Desk to see if the payment of the fee went through.

Thanks from our Mail Clerk for not sending copies of e-filed document to the Court. It saves you money and paper and saves us time.

CM/ECF Maintenance Scheduled:

CM/ECF will be down due to maintenance on Sunday, May 3rd, from 10 a.m. MDT to 11 a.m. MDT. We apologize for any inconvenience this may cause you.

New and Updated Items on our ECF Website:

- ECF Training Options (new)
- V3.3 Highlights for Attorneys (new)
- V3.2 Highlights (new)
- Document Linkage for E-Filers (updated)
- Category and Event List for E-Filers (updated)

You will find hyperlinks to these items at <http://www.cob.uscourts.gov/ecf.asp>

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.