

# CM/ECF Version 5.1

This is an overview of the changes to the software.

# CM/ECF Version 5.1

The changes include:

- Transfers of Claim
- Multiple Social Security Numbers (SSN's)(ITIN's) and Multiple Employer ID Numbers (EIN's)
- Docket Report Changes
- Query Changes – Including a Mobile Query
- Party/Attorney Associations

# CM/ECF Version 5.1

The changes Continued:

- Notice of Electronic Filing (NEF) options
- Case Report Changes
- Claims Register Changes
- Links to PACER and Other Courts
- Check PDF Document

# CM/ECF Version 5.1

## Transfers of Claim



# CM/ECF Version 5.1

## Transfers of Claim

Beginning May 1, 2013, a \$25.00 fee will be charged for each claim transferred

Payments will be made using [Pay.gov](https://www.pay.gov)

# CM/ECF Version 5.1

## Transfers of Claim

Transfers of claim fees must be paid by 11:59 pm (MST), on the day of filing. If all fees are not paid the same day, CM/ECF will automatically lock the account.



# CM/ECF Version 5.1

## Transfers of Claim

The new event **Transfer of Claim** will replace the following events:

- Transfer of Claim and Waiver of Notice (Notice of)
- Transfer of Claim without Waiver of Notice (Notice of)

# CM/ECF Version 5.1

## Transfers of Claim

- Claims are transferred as part of the docketing process
- The Notice of Transfer of Claim and Deadline to Object will be sent by the Clerk's Office
- If order grants an objection to a transfer of claim, the transferor will be substituted for transferee

# CM/ECF Version 5.1

## File a Claim action:

[13-10047-t7 William Reynolds](#)

Type: bk

Chapter: 7 v

Office: 1 (Albuquerque)

Assets: n

Judge: t

Case Flag: MEANSNO

Transfer type  3001 (e) 1  3001 (e) 2  3001 (e) 3  3001 (e) 4

Search for transferee

Search Creditors

Transferee selected

Search for transferor

Search Creditors

Transferor selected

Claim number

Search for transferor

Search Creditors

Transferor selected

Claim number

Search for transferor

Search Creditors

Transferor selected

Claim number

The Transfer  
of Claim  
screen  
will not  
change

# CM/ECF Version 5.1

The Transfer of Claim fee screen shows the fee you will be charged after completion of the transfer.

## File a Claim action:

13-10047-t7 William Reynolds

Type: bk

Assets: n

Fee: \$25

Next

Clear

# CM/ECF Version 5.1

If multiple claims are transferred in one transaction, the screen shows the total fee you will be charged.

## File a Claim action:

13-10047-t7 William Reynolds

Type: bk

Assets: n

Fee: \$50

Next

Clear

# CM/ECF Version 5.1

The final docket text screen shows the claim(s) transferred, and the total fee due. Once **Next** is clicked, the Pay.gov panel will display.

Docket Text: Final Text

Transfer of Claim. Transfer Agreement 3001 (e) 2 Transferor: Toys Toys Toys (Claim No. 9); Transferor: Toys Toys Toys (Claim No. 11); To Becket & Lee, **Fee Amount \$50** Filed by Creditor Becket & Lee. (Test Creditor)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

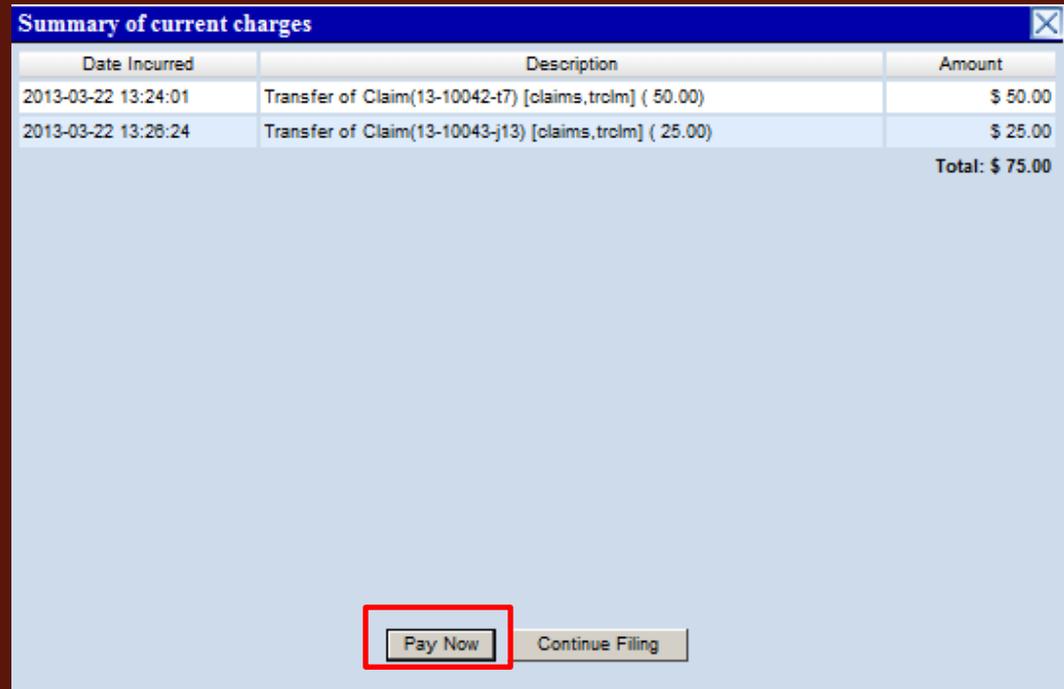
Have you redacted?

Next

Clear

# CM/ECF Version 5.1

Pay.gov permits payments to be made by credit card, debit card, or automatic clearing house (ACH) (bank account).



Date Incurred	Description	Amount
2013-03-22 13:24:01	Transfer of Claim(13-10042-t7) [claims,tolm] ( 50.00)	\$ 50.00
2013-03-22 13:28:24	Transfer of Claim(13-10043-j13) [claims,tolm] ( 25.00)	\$ 25.00
		<b>Total: \$ 75.00</b>

# CM/ECF Version 5.1

## Case Opening Modifications



# CM/ECF Version 5.1

## Case Opening Modifications

Multiple Social Security Numbers (SSN's);

Multiple Tax ID's such as Employer ID Numbers (EIN's); Individual Taxpayer ID Numbers (ITIN's)

# CM/ECF Version 5.1

## Case Opening Modifications

### Multiple SSN's/ITIN's and EIN's:

- Up to five identification numbers will be permitted for the debtor, joint debtor, and businesses.
- For additional information [ssa.gov](http://ssa.gov)

# CM/ECF Version 5.1

## Case Opening Modifications

After the first SSN/ITIN or Tax ID/EIN is populated, a  box appears. Click it to open an additional entry box.

Debtor Information			
Last name	<input type="text" value="Peppermint"/>	First name	<input type="text" value="Patricia"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
		Title	<input type="text"/>
SSN/ITIN	<input type="text" value="999-99-9955"/>  999-99-9999	Tax Id/EIN	<input type="text" value="12-1234567"/>

<input type="text" value="999-99-9955"/>	999-99-9999
<input type="text"/>	

# CM/ECF Version 5.1

## Case Opening Modifications

The “Previous filings within last 8 years” field will default to yes instead of no if the party filing for bankruptcy had a previous filing in this court. Do NOT change.

### Open Voluntary Bankruptcy Case

Prior filing within last 8 years

Fee status

Nature of debt

# CM/ECF Version 5.1

## Case Opening Modifications

Previously, when an attorney represented more than one party in a case, the attorney's email and party information were listed on every *Notice of Electronic Filing* (NEF) only for the first party. The NEF has been enhanced to show the attorney listed for each party they represent:

**13-10073-7 Notice will be electronically mailed to:**

April Attorney on behalf of Debtor George Jetson

April\_Colling@nmcourt.fed.us, April\_Colling@nmb.uscourts.gov

April Attorney on behalf of Joint Debtor Jane Jetson

April\_Colling@nmcourt.fed.us, April\_Colling@nmb.uscourts.gov

# CM/ECF Version 5.1

## Changes to the Docket Report aka Docket Sheet

The screenshot displays the CM/ECF system interface. At the top, a blue navigation bar contains the 'ECF' logo and menu items: 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area has a light blue background and is titled 'MEANSNO, CONVERTED, TA'. The central heading reads 'U.S. Bankruptcy Court, New Mexico TEST Database (Albuquerque), Bankruptcy Petition #: 13-10044-t7'. On the left, case details include 'Assigned to: David T. Thuma', 'Chapter 7', 'Previous chapter 13', 'Original chapter 7', 'Voluntary', 'No asset', and a link to 'Claims Register'. On the right, key dates are listed: 'Date filed: 03/11/2013', 'Date converted: 03/14/2013', '341 meeting: 04/18/2013', 'Deadline for objecting to discharge: 06/17/2013', 'Deadline for financial mgmt. course (db): 06/17/2013', and 'Deadline for financial mgmt. course (fdb): 06/17/2013'. At the bottom, the debtor's information is provided: 'Debtor: Dippity Dodah, 16528 Spruce St SE, Albuquerque, NM 87001, BERNALILLO-NM, SSN / ITIN: xxx-xx-2354'. The attorney's information is listed as 'represented by April Attorney, My Law Firm LLC, 500 Gold Ave SW, 10th Floor, Albuquerque, NM 87102, 505-348-2500, Fax: 505-348-2500, Email: April\_Colling@nmcourt.fed.us'.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

MEANSNO, CONVERTED, TA

**U.S. Bankruptcy Court**  
New Mexico TEST Database (Albuquerque)  
Bankruptcy Petition #: 13-10044-t7

*Assigned to:* David T. Thuma  
Chapter 7  
Previous chapter 13  
Original chapter 7  
Voluntary  
No asset  
[Claims Register](#)

*Date filed:* 03/11/2013  
*Date converted:* 03/14/2013  
*341 meeting:* 04/18/2013  
*Deadline for objecting to discharge:* 06/17/2013  
*Deadline for financial mgmt. course (db):* 06/17/2013  
*Deadline for financial mgmt. course (fdb):* 06/17/2013

**Debtor**  
**Dippity Dodah**  
16528 Spruce St SE  
Albuquerque, NM 87001  
BERNALILLO-NM  
SSN / ITIN: xxx-xx-2354

represented by **April Attorney**  
My Law Firm LLC  
500 Gold Ave SW  
10th Floor  
Albuquerque, NM 87102  
505-348-2500  
Fax : 505-348-2500  
Email: [April\\_Colling@nmcourt.fed.us](mailto:April_Colling@nmcourt.fed.us)

# CM/ECF Version 5.1

## Changes include:

- Display of Deadlines
- Claims Register Link
- Page Counts
- Appendix Selection Criteria

# CM/ECF Version 5.1

Deadlines will now appear at the top-right of the docket report for easy reference.

Deadlines may include:

- 341 meeting
- Plan confirmed
- Deadline for objecting to discharge
- Deadline for financial mgmt. course

# CM/ECF Version 5.1

## Docket Report Changes

Flags still appear at the top of the docket.



MEANSNO, CONVERTED, TA

U.S. Bankruptcy Court  
New Mexico TEST Database (Albuquerque)  
Bankruptcy Petition #: 13-10044-t7

Assigned to: David T. Thuma  
Chapter 7  
Previous chapter 13  
Original chapter 7  
Voluntary  
No asset  
[Claims Register](#)

This is the new Claims Register link. It only appears IF there are claims filed in the case.

Date filed: 03/11/2013  
Date converted: 03/14/2013  
341 meeting: 04/18/2013  
Deadline for objecting to discharge: 06/17/2013  
Deadline for financial mgmt. course (db): 06/17/2013  
Deadline for financial mgmt. course (jdb): 06/17/2013

All of the deadlines shown on the previous screen, IF applicable to the case appear here.

Debtor  
Dippity Dodah  
16528 Spruce St SE  
Albuquerque, NM 87001  
BERNALILLO-NM  
SSN / ITIN: xxx-xx-2354

# CM/ECF Version 5.1

New option: Page counts for documents

**Docket Sheet**

Case number

Filed   to  

Entered

Documents  to

**Include:**

- Terminated parties
- Links to Notices of Electronic Filing
- Page counts for documents

**Document options:**

- View multiple documents
- Create Appendix

Include on the Docket Sheet:

- all docket entries in this case
- selected docket entries only

Include PDF documents

# CM/ECF Version 5.1

This allows you to calculate PACER costs and to decide if you want to view a document.

This is an example of a multipart document.

02/11/2008	<a href="#">33</a> (4 pgs; 2 docs)	Amended Notice of 20. Notice given Chapter 7). Pr (Attachments:
02/11/2008	<a href="#">34</a> (4 pgs)	Objection to (C (Romero, Mel

# CM/ECF Version 5.1

New Option: Create Appendix makes one pdf for the docket sheet and any documents that are selected

**Docket Sheet**

Case number

Filed  to

Entered  to

Documents  to

**Include:**

- Terminated parties
- Links to Notices of Electronic Filing
- Page counts for documents

**Document options:**

- View multiple documents
- Create Appendix
  - Include on the Docket Sheet:
    - all docket entries in this case
    - selected docket entries only  
*(select docket entries on the next screen)*
  - Include PDF documents

# CM/ECF Version 5.1

\*\*\*\* Check the box for each docket entry to include in the Docket Sheet; any documents associated with these entries will be appended.

Filing Date	#	checkbox	Docket Text
03/11/2013	1	<input type="checkbox"/>	Chapter 7 Voluntary Petition. Fee Amount 3306 Filed by Stewart Griffin. (Attorney, April) (Entered: 03/11/2013 at 10:16:34)
03/11/2013	1	<input type="checkbox"/>	Signature page Filed by Debtor Stewart Griffin (PE: related document(s)) Voluntary Petition (Chapter 7). (Attorney, April) (Entered: 03/11/2013 at 10:17:44)
03/11/2013	1	<input type="checkbox"/>	Debtor has received a briefing from an approved credit counseling agency and does have a certificate from the agency describing the services provided. Filed by Debtor Stewart Griffin. (Attorney, April) (Entered: 03/11/2013 at 10:18:58)

Footer format:   
(Numbers, letters, spaces, and <pagenum> only)

Total file size of selected documents (MB):   
Maximum file size allowed (MB): 12.5

Select the pdf images and click View Selected at the bottom. The docket sheet and selected documents will appear as one pdf image which can be saved to a computer or printed to paper.

# CM/ECF Version 5.1

## Query Changes

- Expanded Search Criteria
- Mobile Query



# CM/ECF Version 5.1

Query Changes Additional Search Criteria – Filed Date; Last Entry Date, and Nature of Suit

**Query**

**Warning: you will be billed for the total number of pages (this report is not**

**Search Clues** [Mobile Query](#)

Case Number

Last / Business Name  (Examples: Desoto, Des\*t)

First Name  Middle Name

SSN / ITIN  Tax ID / EIN

Type

Open cases  Closed cases

Filed Date  to

Last Entry Date  to

Nature of Suit (AP and MP cases only)

- 01 (Determination of removed claim or cause)
- 02 (Other (e.g. other actions that would have been brought in state court if unrelated to bankruptcy))
- 11 (Recovery of money/property - 542 turnover of property)
- 12 (Recovery of money/property - 547 preference)

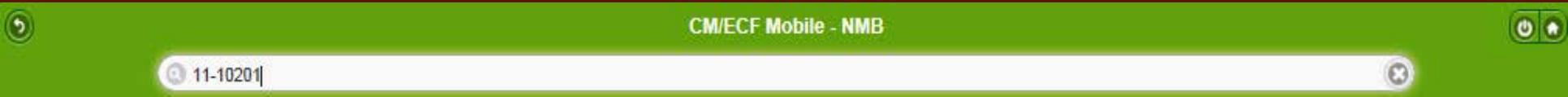
Run Query Clear

See next slide for Mobile Query information

There is still a 31 day limit for the date ranges

# CM/ECF Version 5.1

Query Changes – Click Mobile Query, enter name or case number from your mobile device



Search Attorneys, Parties, Deadlines/Hearings or Docket Entries



# CM/ECF Version 5.1

## Party/Attorney Associations

### File a Notice:

13-10037-j7 Dagwood Bumstead and Blondie Bumstead

Type: bk

Chapter: 7 v

Office: 1 (Albuquerque)

Assets: n

Judge: j

Case Flag: CounDue,  
MEANSNO

**IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party.**

Credit Card Company, (pty:cr) represented by Attorney, April (aty)

Next

Association between attorney and party is preselected

# CM/ECF Version 5.1

## Party/Attorney Associations

If you have an “x” account (xattorney) and leave association checked, you may receive duplicate NEF’s.

**IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party.**

Stoney River Farms, (pty:db) represented by Xatycoll, Second (aty)

Next

Clear

# CM/ECF Version 5.1



**Cases  
Report**

# CM/ECF Version 5.1

Cases Report - The search functionality has been expanded:

- Assets
- Voluntary, involuntary, and small business
- County, Nature of Business
- Dismissed Cases
- Number of months without a confirmed plan

# CM/ECF Version 5.1

## New items:

**Cases Report**

**Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).**

Office:  **Assets**  Case Type:   Chapter:

Trustee:

Attorney

Last name:

First name:

Bar ID:

Date Type:  From:  to:

Open cases  Party information  
 Closed cases  Pro se cases only

Voluntary  Involuntary  Small Business Cases

Type of Debtor:  Nature of Debt:  Nature of Business:

County:

Number of months without a confirmed plan From:  To:   Include dismissed cases

Sort by:

Output Format:  Formatted display  Data only  Include field descriptions

Make these options my default

# CM/ECF Version 5.1

## Claims Register



B 10 (Official Form 10) (12/12)

UNITED STATES BANKRUPTCY COURT

District of New Mexico

PROOF OF CLAIM

# CM/ECF Version 5.1

## Claims Register – two new options

- View multiple documents
- View claims summary report

**Claims Register**

Case number

Creditor type

Creditor number

Creditor name

Claim number  to   View multiple documents

Filed    
 Entered

Sort by

View claims summary report

# CM/ECF Version 5.1

You have the option of viewing multiple or separate claim documents.

Multiple Documents

Select the document you wish to view.

Part	Description	
<u>1</u>	Main Document	2 pages
<u>2</u>	Index	4 pages
<input type="button" value="View All"/> or <input type="button" value="Download All"/>		6 pages

# CM/ECF Version 5.1

## Claims Summary Report

<i>Claim #</i>		<i>Amount claimed *</i>	<i>Date filed</i>	<i>Creditor number</i>	<i>Creditor name</i>
1	<a href="#">View</a>	\$1586.34	03/11/2013	24227	<a href="#">Becket &amp; Lee</a>
2	<a href="#">View</a>	\$759.62	03/14/2013	24228	<a href="#">Super Creditor</a>
3	<a href="#">View</a>	\$425.55	03/14/2013	24227	<a href="#">Becket &amp; Lee</a>
4	<a href="#">View</a>	\$1000.00	03/14/2013	24228	<a href="#">Super Creditor</a>
5	<a href="#">View</a>	\$621.51	03/14/2013	23776	<a href="#">Cash Loan People</a>
6	<a href="#">View</a>	\$753.62	03/14/2013	23669	<a href="#">Cellular One</a>
7	<a href="#">View</a>	\$6153.22	03/14/2013	23778	<a href="#">Mega Credit Inc</a>
8	<a href="#">View</a>	\$8639.24	03/14/2013	23673	<a href="#">Bernalillo County Tax Assessor</a>
9	<a href="#">View</a>	\$167956.22	03/14/2013	23775	<a href="#">Secured Credit Company</a>
10	<a href="#">View</a>	\$15362.37	03/14/2013	23779	<a href="#">The Best Credit Card Ever</a>

**Total Number of Claims: 10**

# CM/ECF Version 5.1

## Calendar Reports



# CM/ECF Version 5.1

If the “All Hearings” option is selected it will not return data for 341 meetings. You must select the 341 meeting type separately.

**Calendar Events**

Case number

Office

Type

Set  to   AM only  
 PM only  
 Both

Time

Sort by

Initial display of related proceedings:  
 Expanded  
 Collapsed

Display only proceedings directly related to the calendar event

# CM/ECF Version 5.1

## Three new Utility menu options:

- Check PDF Document
- Links to Other Courts
- Pacer Case Locator (National Index)

# CM/ECF Version 5.1

It will check your PDF and inform you if the court requires PDF/A format.

## Check PDF Document

**The PDF document meets all CM/ECF requirements.**

The document you submitted is not in PDF/A format, but this court does not require documents to be in PDF/A format.

[Return to Check PDF Document](#)

## Check PDF Document

**The PDF document meets all CM/ECF requirements.**

The document you submitted is in PDF/A format.

[Return to Check PDF Document](#)

# CM/ECF Version 5.1

The check will fail if the file size is larger than the allowable requirements.

## Check PDF Document

The PDF document does not meet the following CM/ECF requirements:



**FAILED: You cannot upload a file larger than 2.5 MB**

The document you submitted is not in PDF/A format, but this court does not require documents to be in PDF/A format.

[Return to Check PDF Document](#)

# CM/ECF Version 5.1

If the document is not a PDF, it will alert you.

## Check PDF Document

The PDF document does not meet the following CM/ECF requirements:



The document is not a well-formed PDF document (no further information is available).

The document you submitted is not in PDF/A format, but this court does not require documents to be in PDF/A format.

[Return to Check PDF Document](#)

# CM/ECF Version 5.1

Links to Other Courts – provides links to all U.S. Bankruptcy Courts; U.S. District Courts; U.S. Courts of Appeals; and the U.S. Supreme Court via PACER

The screenshot displays the PACER website interface. At the top left is the PACER logo with the text "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS". At the top right is the United States Courts logo. A navigation bar contains links for HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US. On the right side of the navigation bar are icons for RSS and Login. Below the navigation bar, there is a "FIND A CASE" sidebar with links to PACER Case Locator, Court Links, Search Map, and Automated Telephone Access. The main content area is titled "INDIVIDUAL COURT SITES" and includes a yellow instruction box: "Click a court below to access an individual PACER or Case Management/Electronic Case Files (CM/ECF) site. Visit the respective court's homepage for more information. (Note: Hover mouse over [icon] to see version.)". Below this are three columns of court links: U.S. Supreme Court, U.S. District Courts, and U.S. Bankruptcy Courts. Each court link is accompanied by icons for CM/ECF version number, RSS feed, and court information.

**PACER**  
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS Login

**FIND A CASE**

- PACER Case Locator
- Court Links
- Search Map
- Automated Telephone Access

**INDIVIDUAL COURT SITES**

Click a court below to access an individual PACER or Case Management/Electronic Case Files (CM/ECF) site. Visit the respective court's homepage for more information. (Note: Hover mouse over [icon] to see version.)

**U.S. Supreme Court**

- U.S. Supreme Court

**National Locator**

- Pacer Case Locator

**U.S. Courts of Appeals**

**U.S. District Courts**

- Alabama Middle - ECF [icon] [icon] [icon]
- Alabama Northern - ECF [icon] [icon]
- Alabama Southern - ECF [icon] [icon] [icon]
- Alaska - ECF [icon] [icon]
- Arizona - ECF [icon] [icon]

**U.S. Bankruptcy Courts**

- Alabama Middle - ECF [icon] [icon] [icon]
- Alabama Northern - ECF [icon] [icon] [icon]
- Alabama Southern - ECF [icon] [icon] [icon]
- Alaska - ECF [icon] [icon] [icon]
- Arizona - ECF [icon] [icon]

[icon] CM/ECF Version Number  
[icon] RSS Feed  
[icon] Court Information

# CM/ECF Version 5.1

## Pacer Case Locator (National Index)

**PACER**  
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

[HOME](#) | [REGISTER](#) | [FIND A CASE](#) | [E-FILE](#) | [QUICK LINKS](#) | [HELP](#) | [CONTACT US](#)

### CASE SEARCH SIGN IN

Your browser must be set to accept cookies in order to login to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

**Login**

PACER Login:

Password:

Client Code:  

[Need an account?](#) | [Forgot your password?](#)

**NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.**

## CM/ECF Version 5.1

If you have any questions regarding this upgrade, please contact the ECF Help Desk at 505-348-2500 or toll free at 1-866-291-6805.