

# CLERK'S OFFICE WORKSHOP

## Welcome



# CLERK'S OFFICE WORKSHOP

CM/ECF Version 4.1



# CLERK'S OFFICE WORKSHOP

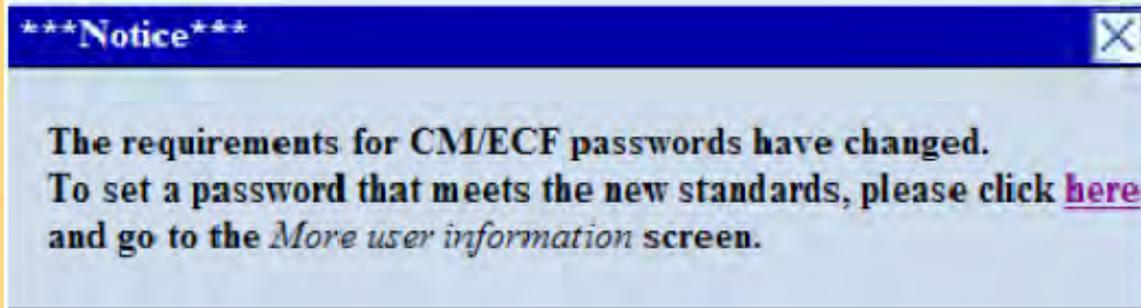
## Password Security Requirements:

- ✓ Minimum of 8 characters
- ✓ Maximum of 16 characters
- ✓ At least one upper case letter
- ✓ At least one lower case letter
- ✓ One number or special character (e.g. #, \$, %, &)

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## Password Security

The first time you log in this message appears. You will need to update your password even if it meets the new requirements.



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Menus are now in alphabetical order

## **Bankruptcy Events**

[Appeal](#)

[Claims Related and Other Events](#)

[Creditor Maintenance...](#)

[File Claims](#)

[Judge/Trustee Assignment](#)

[Miscellaneous](#)

[Motions/Applications](#)

[Notices](#)

[Objection/Response/Reply](#)

[Open Involuntary Case](#)

[Open Voluntary BK Case](#)

[Plan](#)

# CLERK'S OFFICE WORKSHOP

Drop-down navigation menus appear when the cursor is over the CM/ECF main menu bar



# CLERK'S OFFICE WORKSHOP

## Bankruptcy > Miscellaneous menu

Miscellaneous (Contains some AP Case Events)

### Bankruptcy Events

[Appeal](#)  
[Claims Related and Other Events](#)  
[Creditor Maintenance...](#)  
[File Claims](#)  
[Judge/Trustee Assignment](#)  
[Miscellaneous](#)  
[Motions/Applications](#)  
[Notices](#)  
[Objection/Response/Reply](#)  
[Open Involuntary Case](#)  
[Open Voluntary BK Case](#)  
[Plan](#)

No more Adversary events!

Renamed

Start typing to find an event.

**Available Events** (click to select events)

- 20 Largest Unsecured Creditors
- Acceptance
- Addendum
- Affidavit/Declaration
- Affidavit/Declaration in Support of Confirmation
- Amended Document
- Amended Mailing List
- Amended Schedules (Fee)
- Amended Schedules (No Fee)
- Amended Voluntary Petition
- Balance Sheet (Ch 11 Small Business)
- Brief / Memorandum
- Cash Flow Statement (Ch 11 Small Business)
- Certificate of Compliance
- Certificate of Service

# CLERK'S OFFICE WORKSHOP

## Adversary > Miscellaneous menu

Miscellaneous (Contains some BK Case Events)

Renamed

### Adversary Events

[Answers...](#)

[Appeal](#)

[Complaint Related Documents](#)

[Miscellaneous](#)

[Motions](#)

[Notices](#)

[Open AP Case](#)

### Available Events (click to)

Acceptance  
Addendum  
Affidavit/Declaration  
Amended Document  
Brief / Memorandum  
Certificate of Compliance  
Certificate of Service  
Change of Address  
Corporate Ownership Statement  
Disclosure of Compensation  
Document  
Electronically Paid Adversary Filing Fee  
Electronically Paid Appeal Docketing Fee (250)  
Electronically Paid Appeal Filing Fee (5)  
Electronically Paid Authorized Direct Appeal Fee  
Electronically Paid Cross Appeal Docketing Fee  
Exhibit List  
Exhibits  
Joinder  
Jury Demand

No more Bankruptcy events!

# CLERK'S OFFICE WORKSHOP

## New Events

- ✓ Motion to Bar Debtor
- ✓ Motion to Seal Document
- ✓ Motion to Seal Case
- ✓ Motion to Unseal Case
- ✓ Motion to Extend/Limit Exclusivity Period
- ✓ Motion to Divide Joint Cases for each chapter

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**New Process for Dividing a Joint Case -  
Approved by the judges - effective immediately**

- 1. File one of the following motions and pay the fee**

[Divide Joint Chapter 11 Case \(Motion\)](#)

[Divide Joint Chapter 12 Case \(Motion\)](#)

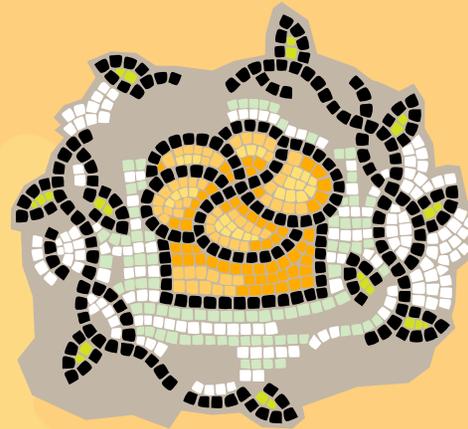
[Divide Joint Chapter 13 Case \(Motion\)](#)

[Divide Joint Chapter 7 Case \(Motion\)](#)

- 2. Submit the proposed order to divide case**
- 3. After the order is granted & the new case is opened:  
file the conversion in the appropriate case  
pay the fee, if applicable**

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## New Party Role Types



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- Child Support Creditor (csc:pty)

Role `Child Support Creditor (csc:pty)`



- United States (us:pty)

Role `United States (us:pty)`



- The fee is not charged when a fee due document is filed by these party types

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- **Child Support Creditor (csc:pty)**

Motion to Compel Abandonment of testing child support party role type. Fee Not Due  
Filed by Child Support Creditor Child Support Enforcement Agency. (atycoll, April)  
(Entered: 06/14/2011)

- **United States (us:pty)**

Motion for Relief from Stay as to Real Property. Receipt Number NOT DUE, Fee Amount of \$150 is  
Not Due. Filed by United States IRS. (Atycoll, April)

- Failure to select proper party type will incur fees
- If docketing in a case where previous party role type is “creditor” the filer must “create new party” and select the new role type

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## Fee Related Events



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The following events have been modified to allow Deferred/Not Due/Waived options

- Adversary Proceeding
- Notice of Removal
- Reopen Chapter 11 (Motion)
- Reopen Chapter 12 (Motion)
- Reopen Chapter 13 (Motion)
- Reopen Chapter 7 (Motion)
- Reopen Chapter 9 (Motion)

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- A new drop down box has been added
- Filers **MUST** answer the following question to proceed

**Under 28 USC Sec. 1930, is the Fee Deferred, Not Due, or Waived?**

Yes ▼

Next

Clear

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Answering **yes** pulls up this screen which is different than the one in the current version of CM/ECF (Version 3.4)

Make the appropriate selection:

- DEFERRED
- NOT DUE
- WAIVED

Next

Clear

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This screen remains the same

**Enter DEFERRED in the Receipt # Box.**

Receipt #:  Fee: \$

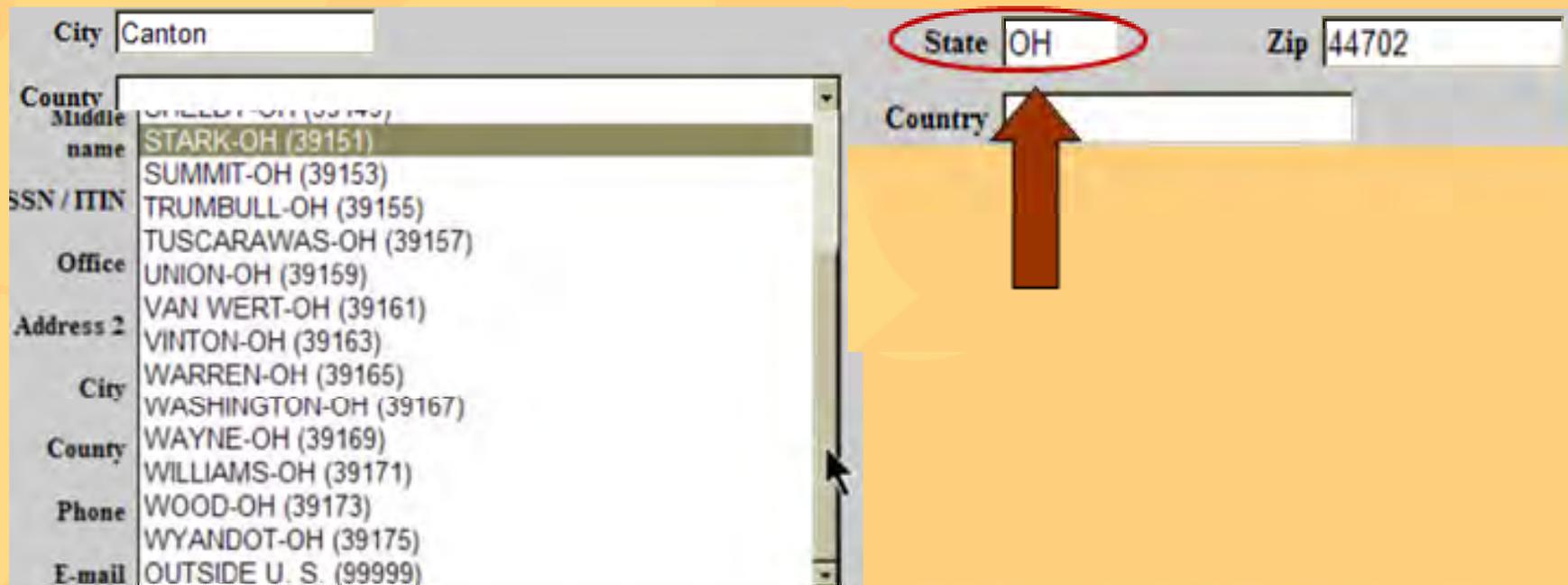
This is how the final docket text reads

Motion to Reopen Chapter 7 Case Receipt Number DEFERRED, Fee Amount \$ 260 is Deferred. Filed by Trustee.  
(Trustee Linda Butler) (Entered: 08/22/2011 09:42:06)

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## Bankruptcy Case Opening

- Out of District is no longer available
- All counties for the entire country are now available

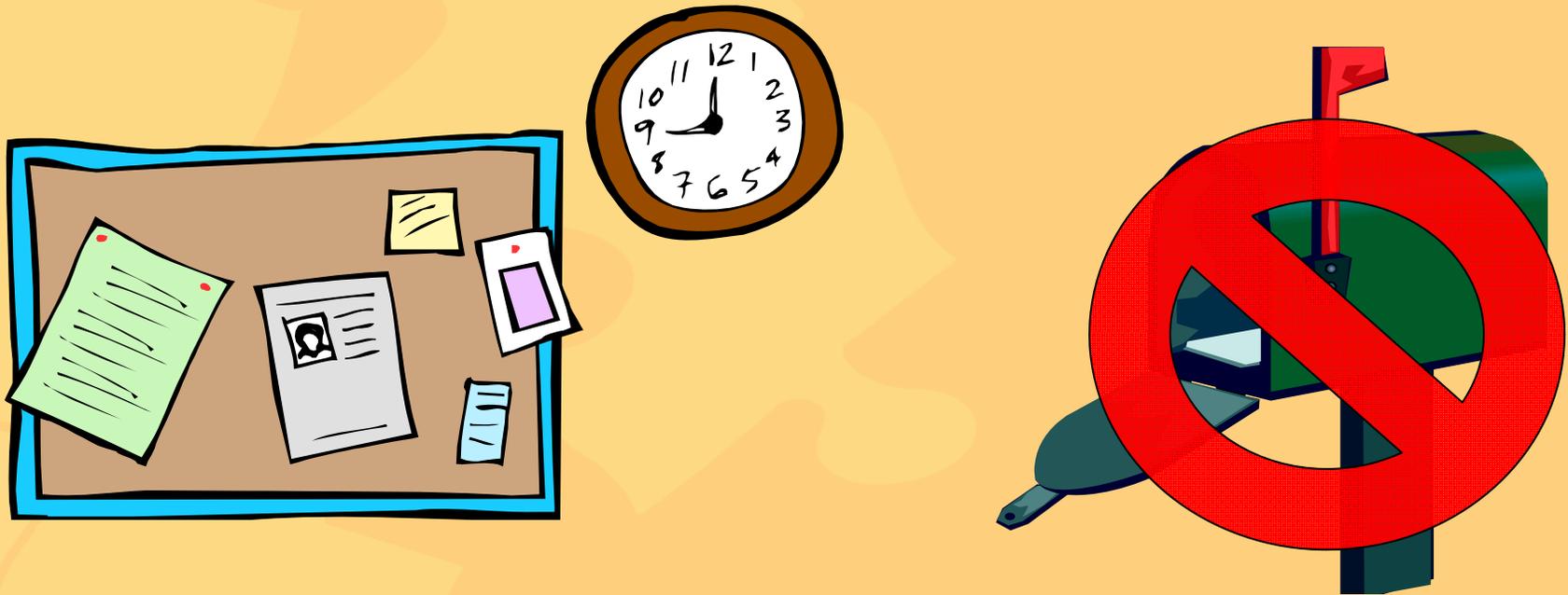


The screenshot shows a form for opening a bankruptcy case. The 'City' field is set to 'Canton', the 'State' field is set to 'OH' (highlighted with a red circle), and the 'Zip' field is set to '44702'. A dropdown menu for 'County' is open, displaying a list of counties in Ohio, including STARK-OH (39151), SUMMIT-OH (39153), TRUMBULL-OH (39155), TUSCARAWAS-OH (39157), UNION-OH (39159), VAN WERT-OH (39161), VINTON-OH (39163), WARREN-OH (39165), WASHINGTON-OH (39167), WAYNE-OH (39169), WILLIAMS-OH (39171), WOOD-OH (39173), and WYANDOT-OH (39175). The 'Country' field is empty, and a red arrow points to it. The 'Middle name', 'SSN / ITIN', 'Office', 'Address 2', 'City', 'County', 'Phone', and 'E-mail' fields are also visible on the left side of the form.

|             |   |       |    |     |       |
|-------------|---|-------|----|-----|-------|
| City        | Canton  | State | OH | Zip | 44702 |
| County      | STARK-OH (39151)<br>SUMMIT-OH (39153)<br>TRUMBULL-OH (39155)<br>TUSCARAWAS-OH (39157)<br>UNION-OH (39159)<br>VAN WERT-OH (39161)<br>VINTON-OH (39163)<br>WARREN-OH (39165)<br>WASHINGTON-OH (39167)<br>WAYNE-OH (39169)<br>WILLIAMS-OH (39171)<br>WOOD-OH (39173)<br>WYANDOT-OH (39175) |       |    |     |       |
| Middle name |   |       |    |     |       |
| SSN / ITIN  |   |       |    |     |       |
| Office      |   |       |    |     |       |
| Address 2   |   |       |    |     |       |
| City        |   |       |    |     |       |
| County      |   |       |    |     |       |
| Phone       |   |       |    |     |       |
| E-mail      | OUTSIDE U. S. (99999)   |       |    |     |       |

# CLERK'S OFFICE WORKSHOP

## Notices & Service



# COURT CLERK'S WORKSHOP

- Notice Recipients List will replace the current certificate of service language on the court's local forms
- The list will appear as part 2 of the Document Selection Menu for notices and orders generated by the court to indicate how and who will receive notice

Multiple Documents

Select the document you wish to view.

| Part              | Description                      |        |
|-------------------|----------------------------------|--------|
| <a href="#">1</a> | CC not timely                    | 1 page |
| <a href="#">2</a> | CC not timely: Notice Recipients | 1 page |

or  2 pages

---

### Notice Recipients

District/Off: 1084-1      User: melody      Date Created: 9/19/2011  
Case: 11-10419-7      Form ID: oscnocc1      Total: 3

**Recipients of Notice of Electronic Filing:**

|     |                    |                               |
|-----|--------------------|-------------------------------|
| aty | Melody Lin Siefert | melody_siefert@nmcourt.fed.us |
|-----|--------------------|-------------------------------|

TOTAL: 1

**Recipients submitted to the BNC (Bankruptcy Noticing Center):**

|     |                       |             |                            |
|-----|-----------------------|-------------|----------------------------|
| db  | London Bell Tower     | PO Box 1234 | Las Vegas, NV 87008        |
| ust | United States Trustee | PO Box 608  | Albuquerque, NM 87103-0608 |

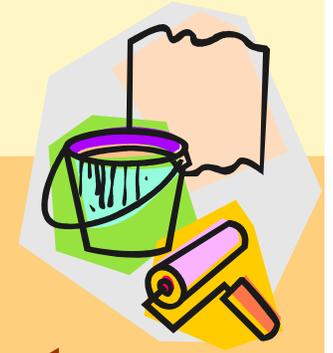
TOTAL: 2

# CLERK'S OFFICE WORKSHOP

## 341 Notices via secure e-mail (no more paper)

- The Bankruptcy Noticing Center (BNC) sends the debtor's attorney an e-mail with a secure hyperlink to the 341 notice with the full social security number
- A sample BNC e-mail notification is provided at the following web page:  
<http://ebn.uscourts.gov/documents/Attorney341Email.pdf>

# CLERK'S OFFICE WORKSHOP



## Certificate of Notice Changes –

- The Certificate will now include all recipients notified by notices of electronic filing (NEF)

The following entities were served by first class mail on Feb 04, 2009.  
db: Ronald Kelly Holt, 2950 Wier Dr., Beaumont, TX 77706-7833  
cc: +SAFE Credit Union, c/o Gary W. Coker, GERMER CERTS, LLP, P.O. Box 4915,  
Beaumont, TX 77704-4915

The following persons/entities were sent notice through the court's CM/ECF electronic mail (Email) system on August 9, 2011 at the address(es) listed below:  
Herman D. Padgett on behalf of Debtor Leopold Alvarez hpadgett@hermandpadgett.com,  
ewilson@hermandpadgett.com; amy@hermandpadgett.com; amanda@hermandpadgett.com; lrobertson@hermandpadgett.com; h\_atty@bellsouth.net  
John C. McAleer cperry@ch13mob.com

- All parties noticed can be found in one place

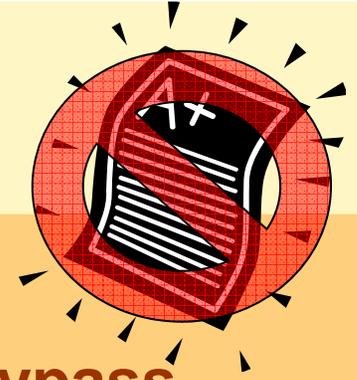
# CLERK'S OFFICE WORKSHOP



## Cost Reduction Efforts—

- **Proof of Claim Forms will no longer be sent with the 341 notices or the Trustee's Notice of Possible Dividends**
- **Creditors will be directed to our web site or the Clerk's Office to obtain the POC form**

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## Cost Reduction Efforts -

- Attorney for the Debtor will now receive the bypass notice via e-mail instead of by paper

### TO THE DEBTOR'S ATTORNEY:

The attached notice could not be mailed to the notice recipient(s) listed below because the United States Postal Service (USPS) has determined that one or more addresses in the case mailing list are undeliverable.

Please be advised that dischargeability of a debt may be affected if a creditor fails to receive certain notices.

**NOTE: You must immediately send a copy of the attached notice to the recipient(s) listed below. No further notices will be mailed to the notice recipient(s) listed below until the address is updated in accordance with local court policy using this form, a separate notice of change of address, and/or an amended schedule. This form cannot be used to add a new creditor not previously listed on the debtor's schedules.**

---

If this form is used by your court in place of filing a separate notice of change of address and/or an amended schedule, you must: 1) locate the correct address and forward the attached notice to each creditor; 2) list each updated address below; 3) sign and date the form; and 4) file this form with the court.

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**Pay.gov**



# CLERK'S OFFICE WORKSHOP

## Pay.gov & Lockout issues

- There is no longer a separate pop-up window, a panel displays
- Fees MUST be paid via Pay.gov
- We no longer have the ability to unlock or remove a fee due if incurred in error
- File a motion to request refund
- Once the fees are paid the account is automatically unlocked

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Pay.gov now offers the ability to pay via bank account debit (ACH) as shown below:

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$299.00

Account Type:  \*

Routing Number:  \*

Account Number:  \*

Confirm Account Number:  \*

Check Number:

Routing Number      Account Number      Check Number

⑆0 26946783⑆ 9243767390⑆ 1234

Payment Date: 05/05/2011

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

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## Adversary Case Opening



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**Adversary Proceedings:** The attorney filer is now automatically added as attorney for the plaintiff.

**Plaintiff Information**  
Lori Partridge SSN / ITIN:Unknown

|           |                      |         |                      |
|-----------|----------------------|---------|----------------------|
| Office    | <input type="text"/> | Address | <input type="text"/> |
| Address 2 | <input type="text"/> | Address | <input type="text"/> |
| City      | <input type="text"/> | State   | <input type="text"/> |
| County    | <input type="text"/> | County  | <input type="text"/> |
| Phone     | <input type="text"/> | Fax     | <input type="text"/> |
| E-mail    | <input type="text"/> |         |                      |

Party text

Role in Bankruptcy Case | Creditor

You may add co-counsel, if any

# CLERK'S OFFICE WORKSHOP

**Adversary Proceedings:** The plaintiff's attorney will not be able to add an attorney for defendant

The Add attorney button is gone.

**Defendant Information**  
Keith Partridge SSN / ITIN:Unknown

Office

Address 2

City

County

Phone

E-mail

Party text

Role in Bankruptcy Case

Add all aliases and before clicking t

# CLERK'S OFFICE WORKSHOP

**Adversary Proceedings:** The attorney filing the complaint is automatically associated and the lead attorney text is gone.

*Plaintiff*

---

**Pay Me Now Creditor**

represented by **April atycoll**

500 Gold Ave SW

10th Floor

*LEAD ATTORNEY* M 87102

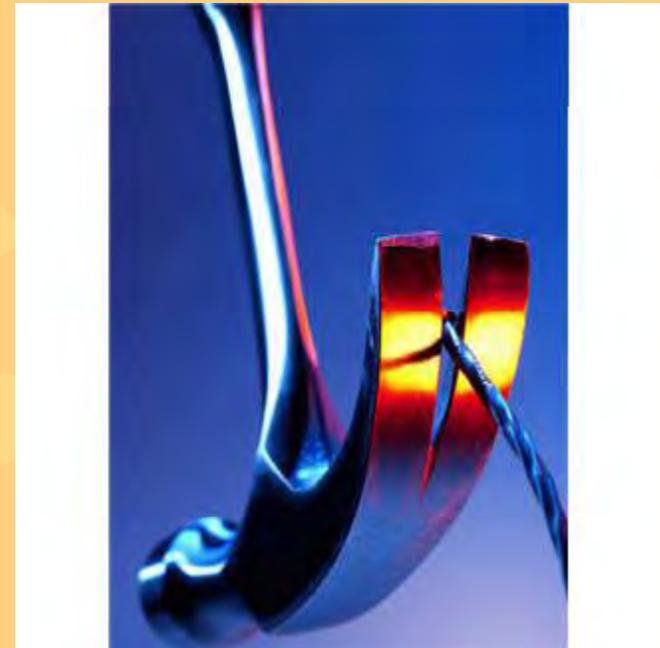
Email: [April\\_Colling@nmcourt.fed.us](mailto:April_Colling@nmcourt.fed.us)

# CLERK'S OFFICE WORKSHOP

## Notice of Removal



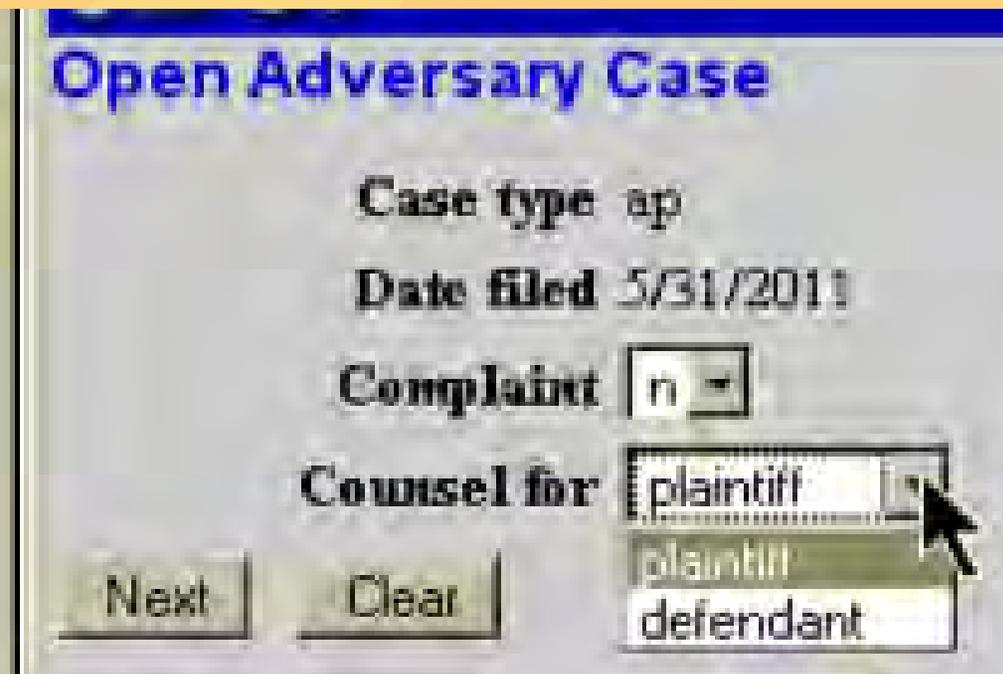
OF



# CLERK'S OFFICE WORKSHOP

## Notice of Removal

- Selecting “n” to complaint, opens a new “Counsel for” field
- Attorney selects plaintiff or defendant representation



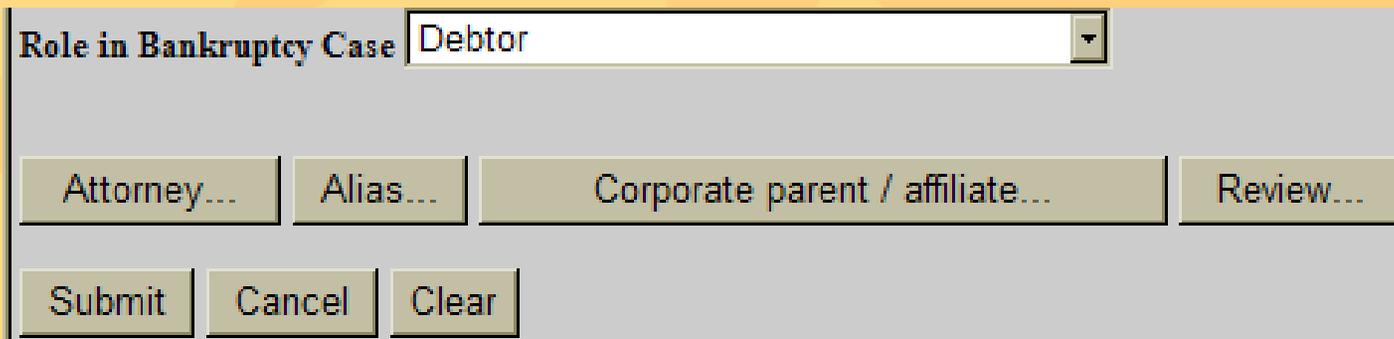
The screenshot shows a web form titled "Open Adversary Case". The form contains the following fields and controls:

- Case type**: ap
- Date filed**: 5/31/2011
- Complaint**: n (selected in a dropdown menu)
- Counsel for**: A dropdown menu is open, showing three options: "plaintiff" (highlighted), "plaintiff", and "defendant". A mouse cursor is pointing at the "plaintiff" option.
- Next**: A button.
- Clear**: A button.

# CLERK'S OFFICE WORKSHOP

## Notice of Removal

- If “counsel for: defendant” is selected, the Attorney button appears for both Plaintiff and Defendant



Role in Bankruptcy Case

- Defendant’s attorney can add the Plaintiff’s attorney from the state court proceeding

# CLERK'S OFFICE WORKSHOP

- Selecting “Counsel for: plaintiff” automatically associates the attorney
- Add additional attorney button displays

Add additional attorney...

- Plaintiff's attorney cannot add an attorney for the defendant

Alias...

Corporate parent / affiliate...

Submit

Cancel

Clear

# CLERK'S OFFICE WORKSHOP

Docket text now displays the correct information for the notice of removal

Adversary case 11-01098. (01 (Determination of removed claim or cause)): Notice of Removal by Defendant Danny Partridge.. (atycoll, April) (Entered: 05/31/2011 14:07:52)

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## RSS Feeds

Really Simple Syndication (RSS)



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- All filers have access to the RSS feed
- Sealed, restricted documents, and private entries will not display under the RSS feed
- Refresh to show the most recent 12 hours of activity
- Filers can sort by date or time only or search by key word
- This replaces the Activity in My Cases Report

# CLERK'S OFFICE WORKSHOP

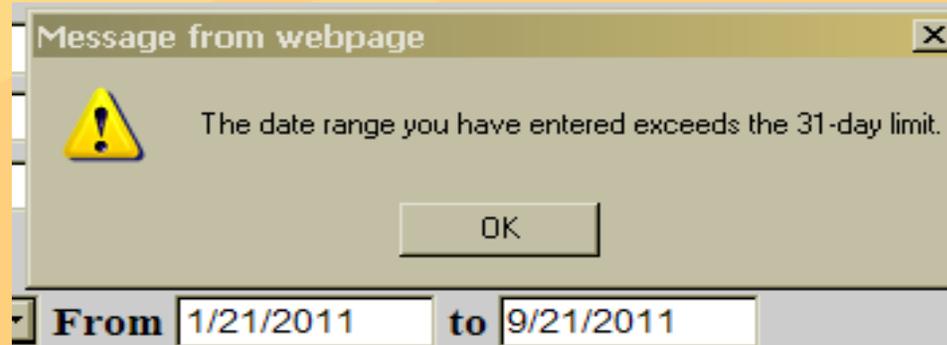
- Users are NOT charged PACER fees to view the feeds
- Clicking a hyperlink to the docket report or a document will incur the standard PACER fees



# CLERK'S OFFICE WORKSHOP

## Searching Reports Using PACER

- Reports are now limited to a range of 31 days
- This prevents unintentional requests for a large data set, which would result in increased PACER fees.



- Check with your bankruptcy/trustee software vendor regarding how this affects your automated reports

# CLERK'S OFFICE WORKSHOP

## Statement of Social Security Number – Privacy Changes

- The attorney filing the Statement of Social Security Number is now permitted to view the image
- Multiple account holders: only the account that was used to file the statement can view the image



# CLERK'S OFFICE WORKSHOP

## Statement of Social Security Number – Privacy Changes

- The filer of the SSN and all court staff receive this message when they click on the document before they can view it

The document you are about to view is restricted; protect it from unauthorized viewing.

View Document

- Other users receive this message

The document is not available.

# CLERK'S OFFICE WORKSHOP

## New Security Improvements Privacy Act – December 1, 2003

- Documents filed prior to December 1, 2003 are limited to court users, case participants and someone using the court's public terminals



LOOK

# CLERK'S OFFICE WORKSHOP

The **Trustee's 341 Filings** program has been enhanced to include the option to:

- Continue multiple 341 meetings at one time
- Add customized text to each docket entry
- Add standardized text to indicate whether debtor(s) appeared
- Sort by time as well as case number
- Allow Chapter 13 trustees to use the Trustee's 341 Filings program
- The Trustee's 341 Filings procedure will be updated and sent to all trustees

# CLERK'S OFFICE WORKSHOP

The following message now appears reminding you to close the window as a security precaution.

Message from webpage



Although you have logged out from CM/ECF, data remains in the browser's memory (and might be available to someone else using your PC). Please close your browser now to clear this data.

OK

# CLERK'S OFFICE WORKSHOP

**What questions do you have on the CM/ECF presentation or the 4.1 Changes Document on our web page?**



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## Housekeeping



# CLERK'S OFFICE WORKSHOP

## Schedules I & J Deficiency List

- We will no longer set a deficiency for Schedule I, line 17 and Schedule J, line 19
- When docketing a minimum (skeleton) petition those selections are gone

- Schedule H
- Schedule I
- Schedule J
- Schedule I, line 17
- Schedule J, line 19
- Sum of Sched & Statistical Sum

### Deficiency List

*Check item(s) NOT included in the petition*

- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Sum of Sched & Statistical Sum

# CLERK'S OFFICE WORKSHOP

## Search Feature – saves time and incorrect event selections

Search Menus and Events

A complete word search

[Stay \(Amended Motion for Relief\)](#)  
[Stay \(Motion for Relief from Co-Debtor\)](#)  
[Stay \(Motion for Relief\)](#)  
[Stay \(Motion to\)](#)  
[Continue Automatic Stay \(Motion\)](#)  
[Impose Automatic Stay \(Motion\)](#)  
[Sanctions for Violation of the Automatic Stay \(Motion\)](#)  
[Termination or Absence of Stay \(Motion\)](#)

Search Menus and Events

A partial word search

[Reaffirmation Agreement](#)  
[Rescission of Reaffirmation Agreement](#)

Search Menus and Events

Two character or word search

[Divide Joint Chapter 7 Case \(Motion\)](#)

# CLERK'S OFFICE WORKSHOP

## E-Mail Management



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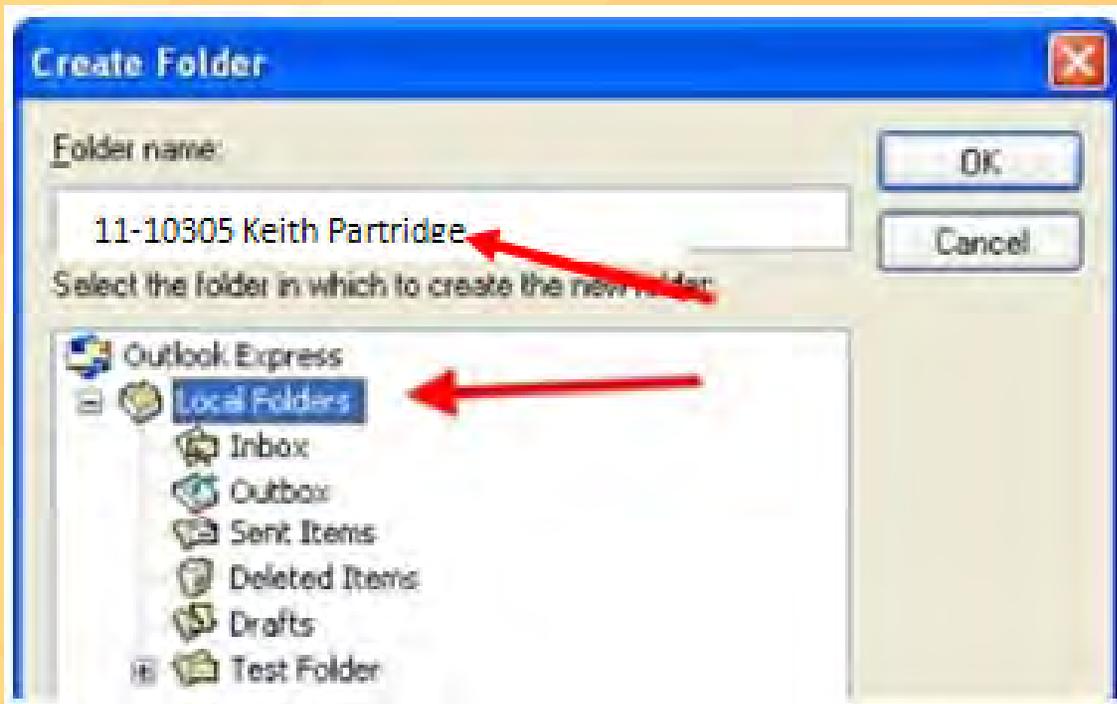
## E-mail Management - Changes

- All 341 notices are moving from paper service to secure e-mail service
- After the upgrade check your spam/junk folder to ensure you are receiving all e-mails
- Setting up folders and rules in your e-mail system for efficient management of the increased e-mails



# CLERK'S OFFICE WORKSHOP

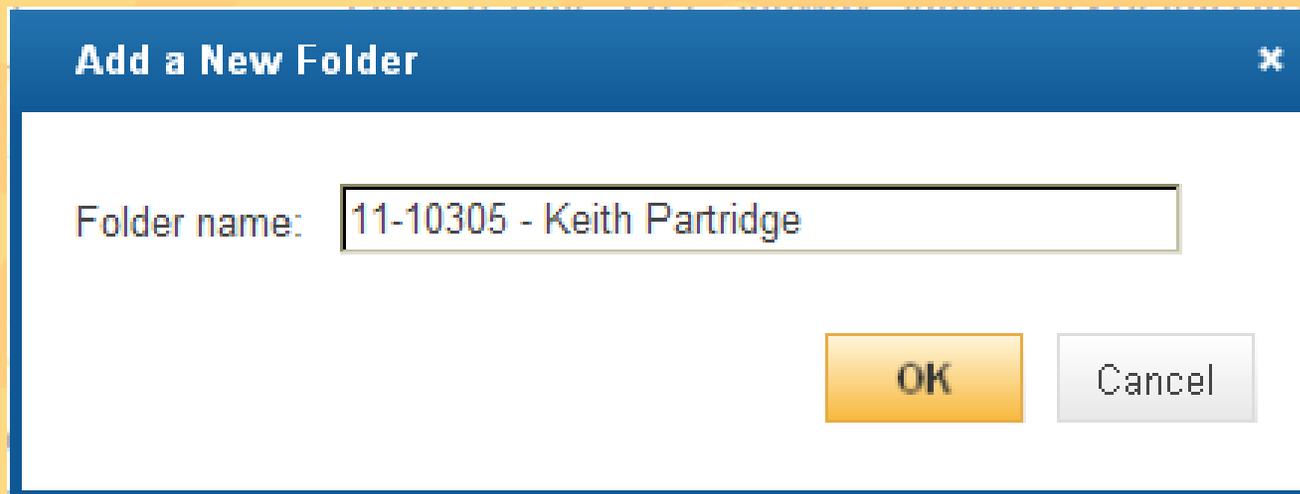
- From the Outlook Express Create Folder window
- Enter name of folder and click OK



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## E-mail Management – Creating Folders

Yahoo – click folder and enter the new folder name



**Add a New Folder** ✕

Folder name:

# CLERK'S OFFICE WORKSHOP

## E-mail Management – Rules Basics

- All Notices of Electronic Filings (NEF's):
  - are from [cmecfdataquality@nmcourt.fed.us](mailto:cmecfdataquality@nmcourt.fed.us)
- contain the following on **EVERY** subject line:
  - Case Number (e.g. 11-10305)
  - Chapter (e.g. 7)
  - Document Number (e.g. Doc. 1)
  - Case Name (e.g. Keith Partridge)
  - Docket Event Name (e.g. Voluntary Petition)

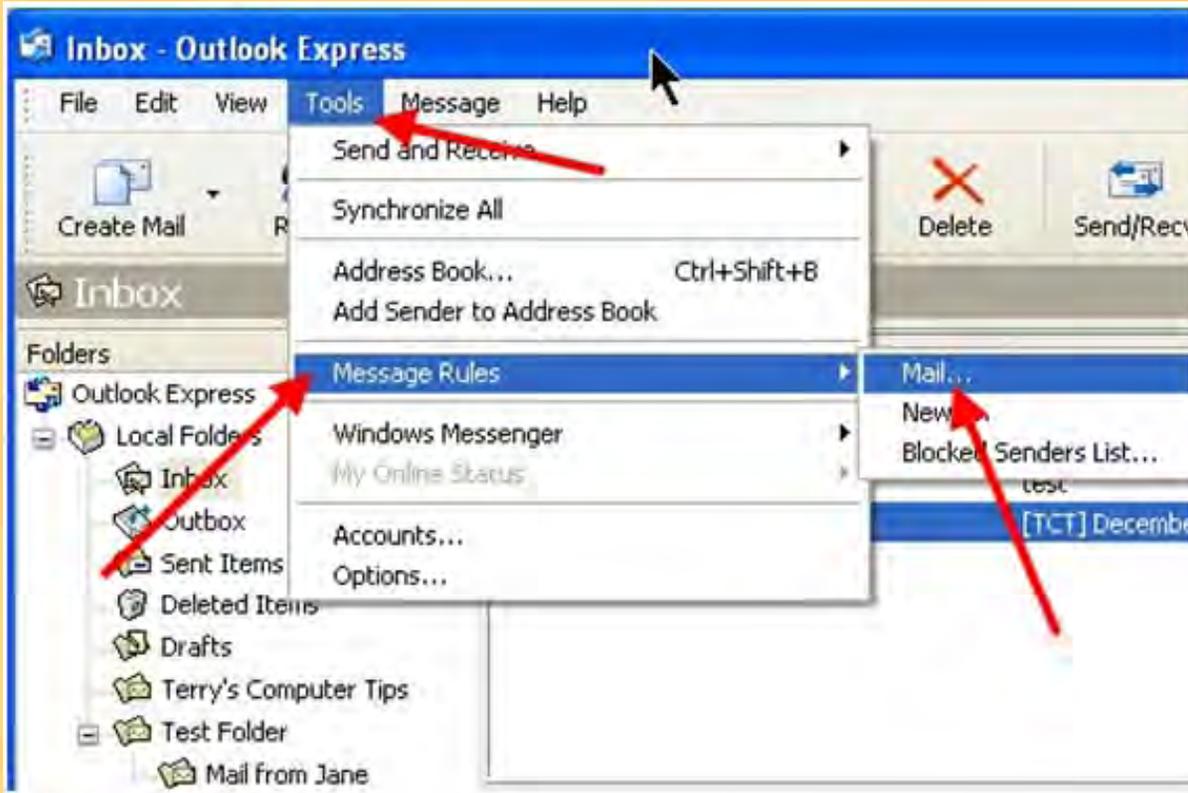
```
|From:cmecfdataquality@nmcourt.fed.us
```

```
|Subject:11-10305-7 Doc. 1 Keith Partridge -- Voluntary Petition (Chapter 7)
```

# CLERK'S OFFICE WORKSHOP

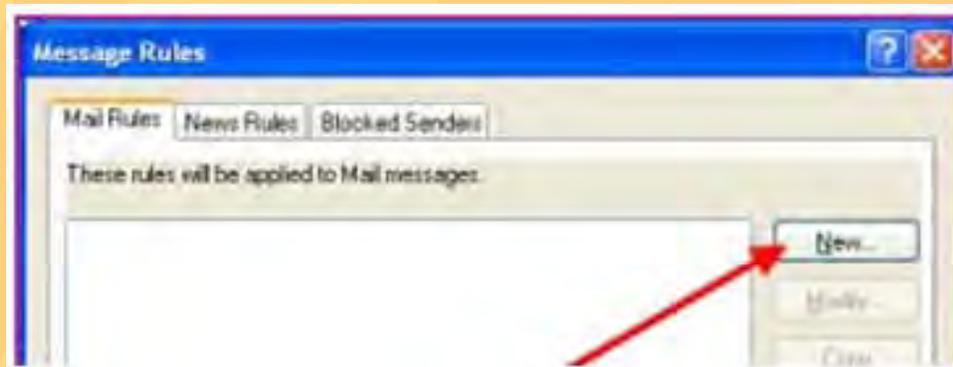
## E-mail Management – Creating Rules/Filters

Outlook Express: Tools > Message Rules > Mail



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Outlook Express: Make sure you are on the “Mail Rules” tab and click New



# CLERK'S OFFICE WORKSHOP

## E-mail Management – Creating Rules/Filters Outlook Express: New Mail Rule

By selecting the condition “Where the subject line contains specific words, “11-10305” & the action “Forward it to people” all NEF’s for that case are automatically sent.

**Edit Mail Rule**

Select your Conditions and Actions first, then specify the values in the Description.

1. Select the Conditions for your rule:

- Where the From line contains people
- Where the Subject line contains specific words
- Where the message body contains specific words
- Where the To line contains people

2. Select the Actions for your rule:

- Move it to the specified folder
- Copy it to the specified folder
- Delete it
- Forward it to people

3. Rule Description (click on an underlined value to edit it):

Apply this rule after the message arrives

Where the Subject line 11-10305

Forward it to AnotherAttrv@email.com

4. Name of the rule:

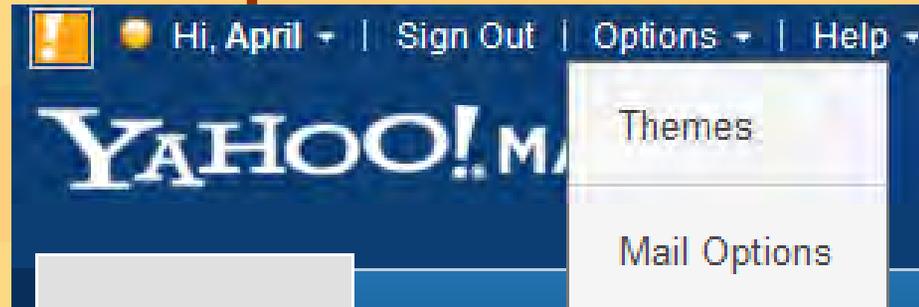
11-10305 Keith Partridge

OK Cancel

# CLERK'S OFFICE WORKSHOP

## E-mail Management – Creating Rules/Filters

Yahoo e-mail: Options > Mail Options >



Filters >

- General
- Signature
- Spam
- Filters
- Accounts
- POP & Forwarding
- Vacation Response
- Mail for Mobile

# CLERK'S OFFICE WORKSHOP

## E-mail Management – Creating Rules

Yahoo e-mail: Add Filter >

 Save Changes  Add Filter  Remove Filter

### Set up the parameters

In this example,  
all e-mail NEF's  
for case  
#11-10305  
are sent to my  
work folder

**[New Filter]**

Filter name:

sender:

recipient:

subject:

body:

Move to Folder:

# CLERK'S OFFICE WORKSHOP

Resources on our website [www.nmcourt.fed.us/usbc](http://www.nmcourt.fed.us/usbc)

The attorney procedures link has been moved to [CM/ECF Procedures](#). This page will be updated frequently.



# CLERK'S OFFICE WORKSHOP

## Clerk's Office Resources

Contact the **Help Desk for electronic filing questions** at (505) 348-2500 (option three)

Contact the **Operations Department for case specific questions** at (505) 348-2500 (option zero)

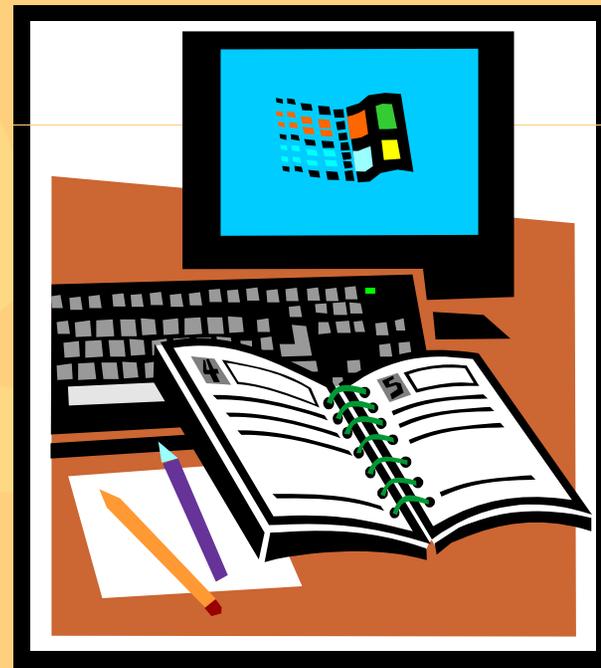
AliveChat is our online instant message service available on our website



**We are available (M-F 8:30 AM to 4:30 PM)**

# CLERK'S OFFICE WORKSHOP

## ECF Attorney Manual



# CLERK'S OFFICE WORKSHOP

## ECF Attorney Manual

- New electronic procedures manual will work simultaneously with CM/ECF or from our website
- Manual provides instructions that will assist you in filing documents electronically
- Check the manual frequently for updates

# CLERK'S OFFICE WORKSHOP

**What questions do you have for us?**



# CLERK'S OFFICE WORKSHOP

## Update on Court Projects

1. Proposed Amendments to the Federal Rules of Bankruptcy Procedure – Effective December 1, 2011
2. Release 4.2
3. Paralegal Outreach
4. E-Orders
5. Filing Agents for Attorneys/Trustees
6. Claims Upload Feature
7. Transition from PDF to PDF/A for CM/ECF Documents



# CLERK'S OFFICE WORKSHOP

Thank you for attending the  
**CLERK'S OFFICE WORKSHOP**

**We will address  
telephonic parties  
first since the  
conference call  
ends at 1:30 PM**

