

# United States Bankruptcy Court

Eastern District of Louisiana  
501 Magazine Street, 6th Floor  
New Orleans, Louisiana 70130

Warren A. Cuntz, Jr.  
Clerk of Court

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## MEMORANDUM

To: All Members of the Bankruptcy Bar  
From: Warren Cuntz  
Date: October 30, 2001  
Re: Training on the Electronic Case Filing System

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Ladies and Gentlemen:

I am pleased to announce that training on the new Electronic Case Filing system is now available in our office. We have eight computer terminals on which to train. Training will be done on Tuesdays, Wednesdays, and Thursdays at 9:00 a.m. and 2:00. Training will last approximately 2 - 2 ½ hours. Please note that all attorneys who practice in our court must be trained on the system. Additionally, you are encouraged to bring anyone else from your office who may use the system (i.e., secretaries and paralegals). Please call Helen Crotty at (504) 589-7887 to schedule your training.

Once you have been trained you will receive an Application for Password. This form will be completed and sent to our Systems Section. You will then receive your password to use the live ECF system. Additionally, you will receive a Credit Card Collection Authorization Form. This form will be completed and returned to our Financial Section. This will allow you to pay any fees associated with filing a pleading by credit card. Imagine the rewards you will reap from using your credit card to pay filing fees. If you do not have a credit card on file, you must pay the filing fee within one business day of the electronic filing or your pleading will be stricken.

Please note that attorneys who are not admitted to practice in the Eastern District of Louisiana or who are out of state need not attend training provided you associate local counsel who has been trained on the system. Additionally, if an attorney has been trained in Baton Rouge, he does not have to attend training here. If you fall into this category, please visit our court's website ([www.laeb.uscourts.gov](http://www.laeb.uscourts.gov)) to obtain an Application for Password and a Credit Card Collection Authorization Form.

**Mandatory use of ECF for all new and pending Chapter 12's and Chapter 13's will begin on January 14, 2002. Mandatory use of ECF for all new and pending Chapter 7's, Chapter 11's and Adversary Proceedings will begin on March 18, 2002.**

The only documents which will be accepted for filing via mail or at the intake desk following the above dates will be Proofs of Claims.

This is a very exciting time for the Bankruptcy Court. We will do everything in our power to make the transition as smooth as possible for you and your staff.

Finally, please visit our court's website for minimum hardware and software requirements to be able to use the ECF system.

Warren A. Cuntz, Jr.