



# Clerk's Notes



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Special Edition - November 2011

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## CM/ECF Release 4.1 and 4.2

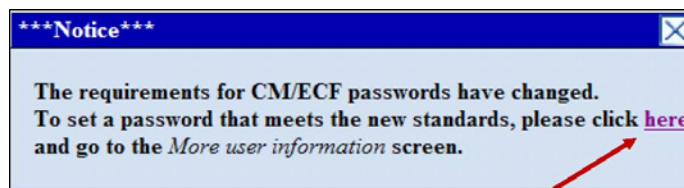
CM/ECF Releases 4.1 and 4.2 will be uploaded into our CM/ECF System on November 19, 2011. CM/ECF will be unavailable from Friday, November 18, 2011 at 5:00 p.m. through Sunday afternoon, November 20 to allow for the upgrade.

Releases 4.1 and 4.2 are major upgrades that include the new forms necessary to accommodate Bankruptcy Rule 3002.1, which becomes effective on December 1, 2011.

Below is a summary of the major changes in Releases 4.1 and 4.2.

### A. Password Security

All CM/ECF Users will be required to update their passwords to a higher security level. The new passwords must be a minimum of 8 characters, and must include both upper and lower case alphabetic characters and at least one digit or special character [e.g., 0-9, @, #, +, :]. The first time you log in, you will see the following message:



Click the link within the message to change your password.

Filers who use automated software will need to change the password for the automated software.

### B. Email Notification - More Options

Users will now have the option through 'Maintain Your ECF Account' to choose whether to receive notification of bankruptcy matters when an appearance is only entered in the Adversary Proceeding.

In addition, Limited Creditor Users will now have the option to receive email notification of filings. To add or update the email address, go to Utilities; Maintain Your ECF Account; and "Email Information".

### C. Secondary Email Addresses

After the upgrade, you will need to enter your primary and secondary email addresses twice for validation purposes. If you wish to have more than one secondary email address you must separate the addresses by commas. In the past, addresses could be entered on multiple lines, but this is no longer permitted.

Email information for D Jones	
Primary email address	D_Jones@laeb.uscourts.gov
Secondary email address	D_Jones@laeb.uscourts.gov
Reenter primary email address	D_Jones@laeb.uscourts.gov
Reenter secondary email address	D_Jones@laeb.uscourts.gov

Users will be prompted to enter a primary and secondary email addresses twice; the address is not saved until the fields match.

### D. Noticing

BNC Certificates of Notice will display all parties noticed in a case, regardless of the form of notice. Service verification is enhanced to see parties sent a Notice of Electronic Filing (NEF) in lieu of paper; parties that received Electronic Bankruptcy Notices (EBN); or those that were sent a notice or document by mail. The BNC Certificate of Notice becomes a single place to look for service/notice sent through the BNC.

### E. Adversary Case Opening

Previously, an attorney opening an adversary complaint was prompted to create an association with the plaintiff in the case. Now CM/ECF will automatically add the plaintiff's attorney of record when an adversary proceeding is filed.

If the adversary proceeding is a Notice of Removal or a Miscellaneous Proceeding, a "Counsel for" selection appears to allow the attorney to indicate which party he represents: if the default "Plaintiff" is selected, the filing attorney is automatically associated with the plaintiff; if "Defendant" is selected, the filer may make the attorney association during docketing.

### F. Query

When a name search is made, additional information will be displayed on the results page to allow a user to select the correct case. For each name result, a row of information is displayed to the screen for each case in which that person is involved, as shown below:

Select a Case						
There were 31 matching persons.						
There were 160 matching cases.						
Name	Case No.	Case Title	Chapter / Lead BK case	Date Filed	Party Role	Date Closed
Jones (pty) (1 case)	<a href="#">11-10053</a>	Jones	7	03/16/11	Debtor	N / A
Jones, Albert (pty) (30 cases)	<a href="#">03-01002</a>	Jones v. Casey	Lead BK: 03-10001 Classy Shoes	05/27/03	Plaintiff	N / A
	<a href="#">04-01008</a>	Jones v. JJ, Inc.	Lead BK: 04-10001 Dale Evans	03/30/04	Plaintiff	N / A
	<a href="#">04-10073</a>	Albert Jones	13	07/09/04	Debtor	N / A
	<a href="#">04-10074</a>	Albert Jones	13	07/09/04	Debtor	N / A

## G. Reports

### 1. Cases Report

An option to filter the report by attorney name or Bar ID now appears on the selection screen. When a name is entered, a list of matching attorney names is displayed, of which one or more may be selected. Check boxes allow for the searching of attorneys by party role: debtors, plaintiffs, defendants, creditors, or all. Alternatively, pro se filers may be used.

**Cases Report**

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

Office: Greenbelt  
Baltimore

Case Type: ap  
bk

Chapter: 7  
9

Trustee: Albert, Marc E.  
Almy, Monique D.

Attorney

Last name:

First name:

Bar ID:

Found, click to select

Search

Attorneys for:

Debtors  Plaintiffs  Defendants

Creditors  All

Selected, click to remove

Mason, Perry (Bar Id: 000001)

The report is now limited to a range of 31 days, which prevents internet users from unintentionally requesting a large data set that would result in an unnecessarily large PACER fee.

### 2. Docket Activity

The report is now limited to a range of 31 days, which prevents internet users from unintentionally requesting a large data set that would result in an unnecessarily large PACER fee.

## H. More Ways to Pay

Previously, when an internet payment was made, all fees incurred up to the time of payment had to be paid at once. Now filers may pay some or all of the fees in a given transaction, and may also use more than one credit card to pay fees due.

To avoid problems with pop-up blockers among various browsers, the pop-up window previously generated by a pay.gov transaction is now displayed as a panel. This panel appears as a part of the original application window, so it is not affected by pop-up blocker settings.

On the "Internet Payments Due" screen, all outstanding fees are displayed, along with a check box for each fee. To select the fees to pay, the user should check the boxes next to the desired fees, and then click the Next button. After confirming the selected fees to pay, the filer is asked for payment information to pay the total of selected fees by credit card.

The screenshot shows a web interface titled "Internet Payments Due". At the top left, there is a "Select all" button. Below it is a table with four columns: "Check Fees to Pay", "Date Incurred", "Description", and "Amount". The table contains three rows of data, each with a checkbox in the first column. A red rounded rectangle highlights the checkboxes and the "Check Fees to Pay" header. At the bottom of the table area, there are "Next" and "Clear" buttons.

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2008-07-22 08:29:23	Voluntary Petition (Chapter 7)(08-10079-7) [caseupld,1027u] ( 200.00)	\$ 200.00
<input type="checkbox"/>	2008-07-25 12:25:50	Voluntary Petition (Chapter 7)(08-10082-7) [caseupld,1027u] ( 200.00)	\$ 200.00
<input type="checkbox"/>	2009-08-31 09:33:34	Voluntary Petition (Chapter 7)(09-01092) [misc,volp7a] ( 200.00)	\$ 200.00

## I. Tracking Filing Fee Balance

Presently, the Installment Report allows for the tracking of final fee installment due dates for Bankruptcy Cases filed in a specific date range. CM/ECF 4.2 offers an additional method for tracking final fee installment due dates, as well as displaying any related adversary cases with deferred filing fees. The new "Filing Fee" selection is available from the main Query output screen.

For bankruptcy cases, the option displays a screen listing the filing fee amount, details on any payments that have been made, and the outstanding balance due. An additional section displays any related adversary proceedings with deferred filing fees.

## J. Proofs of Claim

### 1. Filing Proofs of Claim

Release 4.2 reflects the April 2010 revision to the official B10 Claim Form. The Notice of Electronic Claims Filing ("NECF") for proofs of claim did not previously break down the different types of claimed amounts. After Release 4.2, the NECF will now list amounts for: Amount Claimed, Amount Secured, and Amount Priority.

Additionally, the amount claimed will no longer be calculated. Instead, the "Amount Claimed" field constitutes the total of the various amounts claimed; the user enters the total in this field, and no additional total is calculated.

The "File another claim" hyperlink was previously displayed at the bottom of the Proof of Claim receipt. Now the hyperlink has been moved to the top of the receipt for easier access.

## 2. Claims Activity

For any closed case, the case closed date is displayed below the case number on the report output.

Previously, when a claim was transferred via a Transfer Agreement, the filer to whom the claim was transferred was listed as the filer of the original claim. Now the original filer name is displayed for the original claim, and the filer to whom the claim was transferred is listed for subsequent claim actions.

### **K. New Bankruptcy Rules and Forms - Effective December 1, 2011**

Release 4.2 will accommodate new Bankruptcy Rule 3002.1, and will include the other new and amended forms.

### **L. Release Notes**

Release Notes for CM/ECF Versions 4.0, 4.1 and 4.2 can be found on the PACER website at [www.pacer.gov/cmedf/relnotes.html](http://www.pacer.gov/cmedf/relnotes.html).

### **Additional Points . . .**

#### **– Emailing 341 Notices to Debtors' Attorneys**

Our court uses the Reduced Paper Module (RPM). When the court goes live on Release 4.1 and 4.2, the BNC will discontinue paper notices to debtors' attorneys as long as an email address is included in the notice record.

#### **– Emailed Notice of Undeliverable Addresses to Debtors' Attorneys**

When the court goes live on Release 4.1 and 4.2, the BNC will email notices of undeliverable addresses to the debtors' attorneys using the email address that is recorded in CM/ECF for the debtors' attorney.