



Clerk's Notes



April 2004

We would like to update the Bankruptcy Bar and other users of our system on some recent legal events, make suggestions on ways to increase efficiency in the CM/ECF system, and remind users about ways to avoid common errors in filing pleadings.

I. Legal News

Automatic adjustments to dollar amounts

Automatic adjustments to the dollar amounts stated in various provisions of the Bankruptcy Code became effective on April 1, 2004 for cases filed on or after that date.

the minimum aggregate value of claims needed to commence an involuntary bankruptcy, and the value of “luxury goods and services” deemed to be nondischargeable.

The amended dollar amounts affect the eligibility of a debtor to file under Chapter 13, certain maximum values of property that a debtor may claim as exempt, the maximum amount of certain claims entitled to priority,

Official Form 10, Proof of Claim, and Official Form 6E, Schedule of Creditors Holding Claims Entitled to Priority, have been changed to reflect the new dollar amounts.

II. Certificates of Service

Certificates of service must be filed with motions. It is insufficient to state that service has been made on “all interested parties” – the certificate must list the name and address of the parties served and the date that service was made. An insufficient certificate may result in the underlying motion being denied or may result in a continuation of the hearing. (See LBR 9013-3).

III. Electronic Case Filing

Orders

Orders submitted to the judges’ e-mail boxes must be in a word processing format and not in PDF. In addition, the subject line of the e-mail should contain the case number, date of

the hearing, and chapter number. For example, 4/6/04 04-12345 ch 13. (See the Electronic Filing Procedures under CM/ECF on our website for further information).

Also, when submitting orders after hearings, be sure to include the date that the hearing

was held in the body of the order.

Docketing

When docketing documents, please use normal typing conventions and use both upper AND lower case letters while typing in the specific descriptions. Some filers use all capital letters, which makes it difficult to read the docket sheet and the judges' calendars.

generic motion code.

If you have any question about docketing, please call the Case Administration section. We would rather help you docket a pleading using the correct procedures than attempt to make corrections after docketing has been completed.

When docketing motions, use a specific motion event code when possible, and not the

Scanner Settings

The settings on which scanners are set have a big impact on how many megabytes the resulting PDF document will have. If documents are scanned with correct settings, the time necessary to upload and download the documents can be greatly reduced.

General instructions for setting the resolution and image type on a scanner are:

1. Open Adobe Acrobat
2. Click File
3. Click Import
4. Click Scan
5. Make the appropriate changes
6. Close the Adobe Acrobat

The optimal setting for scanners when scanning documents for filing on the ECF system is:

Resolution = 200 DPI and
Image Type = black and white (**NOT**
gray scale or color)

Remember, if you have any questions about computer issues, contact the CM/ECF help desk at 589-7878.

IV. General

If it has been awhile since you took the ECF training class, consider taking a refresher course. Please call Helen Crotty, Training Coordinator, at 589-7887.

<http://www.laeb.uscourts.gov>.

Look at our website periodically; we add information on a regular basis. The site is:

If you have any suggestions on issues that you would like to see addressed in future newsletters, please call Marla Hamilton, Acting Clerk of Court, 589-7822.