

**U. S. Bankruptcy Court
Northern District of New York
CM/ECF Project Update
January 21, 2003**

After the successful conversion of our Bancap data to the new Case Management System over the weekend of December 28 and 29, the court began scanning documents and attaching them to the docket entry in CM on December 30, 2002. With your Pacer account, you can now view dockets that will have links to the documents that were filed on or after December 29, 2002. The court docket in Pacer no longer runs 24 hours behind. The entries are posted to the docket available to our staff and the docket you can access on Pacer simultaneously.

In anticipation of providing training to external users, the court applied for CLE credits for its training curriculum. In late December the court was notified that its application had been granted hybrid accreditation for seven (7) CLE credit hours in Law Practice Management to be given upon completion of the training. The training program will run from 9:00 a.m. to 5:00 p.m. with an hour for lunch and a few 15 minute breaks throughout the program.

Training for our attorneys and their support staff is scheduled to begin in Spring, 2003. There is no fee for this training. We plan to schedule one class a week and eventually increase the number of weekly sessions to meet the demand. Plans are also being made to allow other types of participants in a case or proceeding, such as creditors, non-attorney parties-in-interest, etc., to be able to file electronically later in the year.

We have posted the Administrative Order and Procedure for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means to our website, www.nynb.uscourts.gov. It is two separate documents. The procedure contains the attachments for registering for a login and password for electronic filing (Form A or B) and for registering your credit card blanket authorization (Form C) with the court.

We have noticed that many of the completed credit card authorization forms that we have received do not have a copy of the front and back of your credit card attached. Please refer back to the administrative procedure for instructions on completing these forms.

The registration form contains space for you to tell us which members of your staff that you would like us to include in the training. We plan to schedule you and your staff for a class at the same time unless you direct otherwise. The classes will be held in our training room in the U.S. Court House in either Albany or Utica. The logins and passwords for the "live" and "test" ECF databases will only be given to the registering attorney upon the completion of his/her training.

You will receive an email from us approximately 30 days before your scheduled training containing the class date and time, the participants scheduled and a training manual. Please print the manual for each participant and bring it with you to class. You should take some time before class to become familiar with the manual. The email address(es) that we will send this information to is/are the one(s) that you provided to us on your registration form.

If you are a registered ECF user in another district, please let us know the district and the type of documents that you file with them. We may be able to make special arrangements for a different type of training session for you. However, we will not be offering CLE credit hours for that type program.

You will need two separate logins and passwords to successfully work in the ECF system. The login and password to the "live" ECF system that we provide to you will allow you to electronically file documents. Your Pacer login and password that you obtain from the Pacer Service Center, www.psc.uscourts.gov, will allow you to view dockets for cases filed on or after August 1, 1982, view documents that have been filed on or after December 29, 2002, produce reports, print matrices, etc.

Currently, several attorneys and trustees in our district are testing the ECF system for us by logging into the test database and completing some assigned tasks. Our volunteer testers are:

Andrea Celli, Esq.	Allan Bentkofsky, Esq.
Walter Cragg, Esq.	James Doern, Esq.
Chris Dribausch, Esq.	Frank Fabiano, Esq.
Mary Fangio, Esq.	Kim Lefebvre, Esq.
Paul Levine, Esq.	William McCarthy, Esq.
Kevin Newman, Esq.	Michael O'Connor, Esq.
Sandy Pemburn, Esq.	Bryan Simmerman, Esq.
Guy VanBaalen, Esq.	Lee Woodard, Esq.

These attorneys and trustees began testing in late December and will continue until approximately February 7, 2003. This group will provide feedback to the court trainers on the how "user friendly" the system is, the usefulness of the External Users Manual provided to them, and any helpful suggestions that may make Electronic Case Filing attractive to and easy for other external filers.

We will analyze the feedback and put into place as many of the recommendations as possible by the end of February. We plan to invite our group of testers to the court for our first "official" ECF training classes. After the training, the attorneys will be given his/her login and password for the "live" ECF system and will be allowed to start filing electronically.

The court very much appreciates the time and effort that these attorneys and

their staff have given to us and this project. The information that they will provide back to us will be invaluable not only to us but to you as well.

The implementation of CM/ECF in our district has truly been a team effort on the part of our staff and you. The CM/ECF project committee expresses our deepest gratitude to our many supporters! If you have any questions regarding the ECF project and its implementation, please do not hesitate to contact Anne Sadlemire at (518) 257-1619.