

CREDITOR'S ASSOCIATION BREAKFAST

November 9, 2010

- The Northern District of New York allows limited access to the CM/ECF (Case Management Electronic Filing System).
 - Creditors are allowed access to file the following documents:
 - Proof of Claim
 - Transfer of Claim
 - Withdrawal of Claim
 - Objection to Claim
 - Certificate of Services
 - Request for Notices
 - Notice of Appearance
 - Reaffirmation Agreement
 - To register for access to CM/ECF complete the creditor's registration form and submit to the address shown on the form. The form is available on the Court's website www.nynb.uscourts.gov. A copy is also attached to your materials.
 - Logins and passwords are unique to the person assigned. Logins and passwords should not be shared. If an employee leaves your organization, a registration form should be submitted to the Court for a new login and password. The old login should be deactivated.
- The Court provides the bankruptcy community with Electronic Bankruptcy Noticing (EBN). EBN is a free service that allows court notices to be transmitted electronically, delivering them faster and more conveniently. The EBN website is <http://ebn.uscourts.gov>.
- The National Creditor Registration Service (NCRS) is a free service provided by the Court to give creditors options to specify a preferred U.S. mail, email address, or fax number to which bankruptcy notices should be sent. You can sign up for this service at <https://ncrs.uscourts.gov>
- Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information from federal appellate, district and bankruptcy courts. You can search for any debtor in any district in the United States using PACER. A PACER account is required when registering for a CM/ECF login and password. The PACER website is <http://www.pacer.gov>.
- PACER Case Locator is a national index for U.S. District, Bankruptcy, and Appellate courts. A small subset of information from each case is transferred to the PACER Case Locator server each night. The system serves as a locator index for PACER. You may conduct nationwide searches to determine whether or not a party is involved in federal litigation. The PACER Case Locator website is also at <http://www.pacer.gov>.
- The Bankruptcy Court CM/ECF Help Desk Phone Numbers:
 - Albany: 518-257-1616
 - Syracuse: 315-295-1618
 - Utica: 315-266-1118

- The Bankruptcy Court website www.nynb.uscourts.gov has the latest versions of forms. Click “Fillable Bankruptcy Forms” on the link to obtain the most recent versions of the forms. The forms change often. Please check the website frequently for the most current version.

GENERAL FILING TIPS FOR ALL DOCUMENTS

- All documents filed with the Bankruptcy Court, should have personal identifiers redacted pursuant to Federal Bankruptcy Rule 9037. You may include the following in your pleading or attachment (including proof of claim attachments).
 - The last four digits of the social security number;
 - The year of the individual’s birth;
 - The minor’s initials; and
 - The last four digits of the financial-account number.
- The Bankruptcy Clerks Office does not monitor compliance with the Federal Rule. Compliance is the filer’s responsibility.
- If you have a question while entering a document and are unsure how to proceed, please contact the Court’s Help Desk.
- The Court generates deficiency notices when there is something wrong with the filing. If you do not understand the deficiency notice, contact the Bankruptcy Clerk’s Office. The name and phone number appear on the bottom of the notice.
- If filing a reaffirmation agreement, remember to include the Reaffirmation Agreement Cover Sheet Form B27.
- If filing a proof of claim through the mail, an original proof of claim (Official Form B10) and supporting documents are all that are required for filing. If requesting a return copy, please include an additional copy and a self addressed and stamped envelope (SASE).