

CLERK'S CORNER

- ★ An Administrative Order was signed on November 19, 2003 making **electronic filing mandatory for all attorneys practicing in this District as of July 1, 2004**. If you do not have a login and password, the applications are available on our website, www.nynb.uscourts.gov, as part of the Administrative Procedure for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means. Upon receipt of your application, you and any or your support staff that you have designated in the application needing training will be scheduled for our ECF training program.
- ★ Electronically filed documents, which the ECF Administrative Order requires to also be sent in paper format, should be *clearly marked as an "ECF CASE - CHAMBERS COPY"* and should be *delivered or mailed to the Court immediately following the electronic docketing of the document* or sooner if at all possible.
- ★ A PACER account is necessary to access documents filed electronically. Pacer provides instant on-line registration at www.pacer.psc.uscourts.gov or you may call 1-800-676-6856 for registration information. Your PACER login and password are used to access electronically filed documents. The ECF login and password, which we provide, allow you to file the documents electronically with us.
- ★ Our ECF training program is now certified for six (6) CLE credits as opposed to seven.
- ★ As the July 1, 2004 mandatory electronic case filing deadline is fast approaching, we strongly encourage that once you have completed your ECF training and received a login and password to the "live" system that you begin filing documents electronically immediately thereafter.
- ★ To docket/file a notice of hearing on a default matter, select the entry "*Notice of Hearing on a Default Motion.*" If you select the entry "Notice of Hearing" for a hearing on a default matter, it will appear on the Judge's calendar.
- ★ The signature line(s) on an electronically filed document should appear as "/s/ [type name]" unless the document has been scanned and the filer's signature appears on the line.

/s/ John E. Smith
John E. Smith, Esq.
- ★ Documents referenced as attachments including but not limited to leases, notes, and mortgages may be summarized and only the relevant excerpts are electronically filed. A sample format for this "Summary of Attachment(s) and Certificate of Service," (Form E), is found in our ECF Administrative Procedures. By completing a summary of attachments and including the excerpts, you may save considerable time in preparing, filing, and transmitting your PDF file to the Court.

- ★ For any technical or procedural ECF problems, questions, or to report an ECF error, please contact our Help Desk at (518) 257-1625.

- ★ At its March 2004 meeting, the Judicial Conference of the United States amended the District Court Miscellaneous Fee Schedule to increase the national fee for attorney admissions from \$50.00 to \$150.00. Chief United States District Court Judge Frederick J. Scullin, Jr. signed General Order Number 29 on May 19, 2004 amending their Local Rule 83.1(a)(5). The complete text of this General Order can be found at:

<http://www.nynb.uscourts.gov/usbc/admorders/GO29.pdf>

or

<http://www.nynd.uscourts.gov/documents/GO29.pdf>