

## CLERK'S CORNER

The percentage of documents being filed electronically has increased dramatically over the last few months. As of August 31, 2004, we are at 92% of all documents including Petitions for the Northern District being filed electronically. Thank you for your cooperation in making our ECF transition a success. Here are a few tips to help make the filing process a little easier:

- The docket entry for the "Notice of Voluntary Conversion to Chapter 7" is found under "Bankruptcy" -> "Notices."
- To avoid Notices of Noncompliance and Orders to Show Cause for Noncompliance with the Administrative Order to be entered in error, notices of change of an address, cc's to the court, letters adjourning hearings, etc. need be filed electronically first. Then, if you wish to submit a conventional copy to chambers with respect to a hearing, send the hard copy to the court marked "**ECF CHAMBERS COPY.**"
- Keep in mind that electronic case filing moves a case through the bankruptcy process faster. You can expect to see discharges issued sooner after the objection's deadline has expired than in the past, which in turn, allows us to close the case sooner. This faster time line may affect your filing of reaffirmations, motions, amendments, objections to discharge/dischargeability, etc.
- An amended Form B 21, Statement of Social Security Number(s), ***SHOULD NOT*** be filed electronically. A conventional copy of an amended Form B 21 should be sent to the clerk's office. The Clerk's Office will change the social security number(s) in the electronic case filing system so that a debtor's right to privacy is not violated.
- When you have completed the ECF training, you receive a login and password to the "Live" system as well as to the "Test" system. The "Test" system is for you to practice filing a new type of document that you may not have filed in the past or one that you have not filed in a while *before calling the Help Desk*. If you still need to call the Help Desk after practicing in the "Test" system, you will have a better understanding of the how the docket entry works and will know the questions that you still need to ask to file the document.
- For technical issues including but not limited to browser issues, troubleshooting connection issues, providing information on installing and using Adobe Acrobat, providing information on creating documents using Adobe Writer, helping users while navigating the CM/ECF sites, and chargeable items, contact the *PACER Service Center at 800-676-6856* or visit their website at [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov) for additional information.
- For NDNY procedural ECF problems or questions, to report an ECF error, or other technical issues not addressed by PACER, please contact the *Northern District of New York's Help Desk at (518) 257-1616*. You should leave a detailed message containing

your name and telephone number, the case number, and a general description of the ECF problem. This information will allow a member of the automation staff to do some preliminary investigation into the problem before calling you back.

- If a registered attorney does not have the necessary equipment or his/her equipment is down, the Courts in the Northern District have made available locations that may be utilized to file their documents electronically and be in compliance with the District's Local Rules. The Bankruptcy Court has public areas in Albany and Utica equipped with the required hardware and instruction manuals. The District Court has Attorney Lounges in Albany, Binghamton, Syracuse and Utica that have complete computer set-ups that include a high speed internet connection and a flat bed scanner.
- Our internet site, [www.nynb.uscourts.gov](http://www.nynb.uscourts.gov), is a valuable resource of information for you. In addition to our "Court News & Motion Dates" section which is used to update you on recent changes, we will be adding two new sections for listing procedural changes made in Chambers and in the Clerk's Office. These changes will then be included in the next update to our local rules.