

**United States Bankruptcy Court  
Northern District of New York  
CM/ECF New Features  
For Attorneys, Trustees and Creditors  
November 8, 2011**

## ***Introduction***

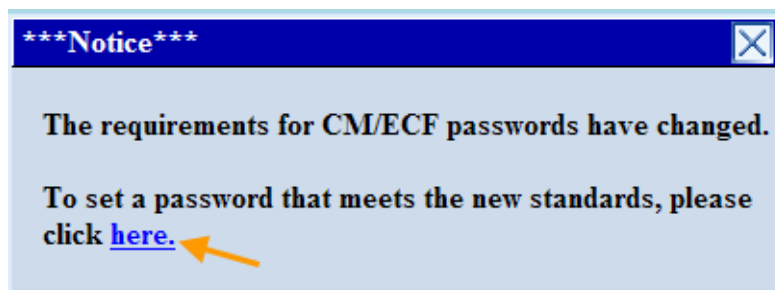
This document summarizes the changes you will notice when ECF has been updated to Release 4.2. The titles in red indicate what differences you will see based on the type of user you are. **The Court will be upgrading to CM/ECF version 4.2 on November 11, 2011.**

## ***Internet Browsers - ALL USERS***

- Release 4.1 was tested and works correctly with Firefox 3.5 and Internet Explorer 7 and 8; Mozilla Firefox 2 and Internet Explorer 6 are no longer supported.

## ***Password Security - ALL USERS***

- Password security has been improved. All ECF passwords must be a minimum of 8 characters, and must include both upper- and lower-case alphabetic characters and at least one digit or special character [e.g., 0-9, @, #, \$, %, &, \*, +, :].
- The **first time you log in**, you will see the following message:



- Click the link within the message to change your password. If your password complies with the new requirements, you may re-enter it as a new password.
- Additionally, after five invalid login attempts, your account is locked out for a five-minute waiting period. Each subsequent invalid entry increases the resulting lockout period by one minute (6 minutes, 7 minutes).

## Maintain Your ECF Account (E-Mail Notification) – **ALL USERS**

- You now have the option through “Maintain Your ECF Account” to choose whether you want notification of bankruptcy matters when your appearance is only entered in the Adversary Proceeding.

- ☒ Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases
  - ☐ Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases
- You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.*

## Secondary Email Addresses - **ALL USERS**

- Users will be required to enter any changes to primary and secondary email addresses twice for validation purposes. If you wish to have more than one secondary email address, you must separate the addresses by a comma.

<b>Primary</b> email address	dina_ventura@nynb.uscourts.gov	<b>Reenter</b> primary email address	dina_ventura@nynb.uscourts.gov
<b>Secondary</b> email address	joe_smith@nynb.uscourts.gov	<b>Reenter</b> secondary email address	joe_smith@nynb.uscourts.gov

## Opening an Adversary Proceeding – **ATTORNEYS/TRUSTEES**

- Previously, an attorney opening an adversary proceeding was prompted to create an association with the plaintiff. Now, the association of the attorney with the plaintiff is made automatically. The screen now indicates “Add additional attorney”.

Add additional attorney...	Alias...	Corporate parent / affiliate...	Review...	Add all additional attorneys, aliases and corporate parents or affiliates before clicking the Submit button.
Submit	Cancel	Clear		

- In previous versions of ECF, the filer was able to add the defendant’s attorney to the case while adding the defendant. Now, the Attorney opening the adversary will not be able to add the attorney for the defendant.

## Claims/Creditors - **ALL USERS**

### Claim Filing – Proof of Claim

- Proof of Claim notices/receipts previously did not show the types of claim amounts requested. Now the amounts provided are as follows: Amount Claimed, Amount Secured, and Amount Priority.
- The “File another claim” hyperlink was previously displayed at the bottom of the Proof of Claim receipt. Now the hyperlink has been moved to the top of the receipt for easier access.

- The Proof of Claim entry screen has been formatted to match the B10 claim form. The Amount Claimed will no longer calculate an automatic total as the filer may have General Unsecured amounts which will no longer have a field for input. Filers must be certain to enter the total Amount Claimed.

Claimed		
<b>Amount Claimed</b> <input type="text"/> <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured &amp; unknown)</i>	<b>Secured</b> <input type="text"/> <i>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</i>	<b>Priority</b> <input type="text"/> <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</i>

## Claims Register

- The Claims Register Summary has a new display that will no longer include Unsecured/Unknown/Secured /Priority amounts.
- Previously, the “Entered by” field displayed the original filer, even if a more recent claim amendment or part was entered by a different user. Now the “Entered by” field displays the filer of the most recent claim record.

## Claims – New Events for Claim Supplements Filed by Mortgage Creditor –

- Effective December 01, 2011, three new events are required to be filed by mortgage creditors. These events are found under the Claims Action category but do not appear on the public docket report, they show under the claims register history.
  - Notice of Mortgage Payment Change (Official Form B10, Supplement 1)
  - Notice of Postpetition Mortgage Fees, Expenses, and Charges (Official Form B10, Supplement 2)
  - Response to Notice of Final Cure Payment Rule 3002.1
- Effective December 01, 2011, three new events also added to the system
  - Motion to Determine Mortgage Fees and Expenses
  - Motion to Determine Final Cure and Mortgage Payment Rule 3002.1
  - Notice of Final Cure Mortgage Payment

## Query - **ALL USERS**

- When a name search is made, additional information is now displayed on the results page to allow a user to select the correct case.
- For each name result, a row of information is displayed to the screen for each case in which that person is involved, as shown below:

Select a Case						
There were 5 matching persons.						
There were 5 matching cases.						
Name	Case No.	Case Title	Chapter / Lead BK case	Date Filed	Party Role	Date Closed
Green, Valerie (pty) (1 case)	<a href="#">02-59757-KCF7</a>	Valerie Green	7	09/30/02	Debtor	01/15/03
Green, Valerie L. (pty) (1 case)	<a href="#">00-51302-RTL</a>	Cornelius Green and Valerie L. Green	13	02/09/00	Debtor	02/10/03
Green, Valery J. (pty) (1 case)	<a href="#">99-15931-GMB</a>	Valery J. Green	13	06/28/99	Debtor	N / A
Greene, Valerie A. (pty) (1 case)	<a href="#">01-13362-1-JHW</a>	Richard W. Petravich and Valerie A. Petravich	13	04/03/01	Debtor	11/29/01
Greene, Valerie A. (pty) (1 case)	<a href="#">02-11264-1-JHW</a>	Richard W. Petravich and Valerie A. Petravich	7	02/08/02	Debtor	08/26/02

- The new query “view document” allows the users to view a specific document while not incurring the charge to view the Docket report first.

**View Document**  
**Case number:** 11-40058 Suzie Q  
**Document number:**

## Reports – **ALL USERS**

### Cases Report

- An option to filter the report by attorney name or Bar ID now appears on the selection screen. When a name is entered, a list of matching attorney names is displayed, of which you may select one or more. Check boxes allow you to search for attorneys by party role: debtors, plaintiffs, defendants, creditors, or all. Alternatively, you can choose to view only cases with pro se filers.

## Cases Report

**Warning: you will be billed for the total number of pages (this report is not subject**

Office: Greenbelt  
Baltimore

Case Type: ap  
bk

Chapter: 7  
9

Trustee: Albert, Marc E.  
Almy, Monique D.

Attorney

Last name:

First name:

Bar ID:

[Found, click to select](#)

Attorneys for:

☐ Debtors ☐ Plaintiffs ☐ Defendants

☐ Creditors ☒ All

Selected, click to remove

Mason, Perry (Bar Id: 000001)

- The report is now limited to a range of 31 days. This prevents internet users from unintentionally requesting a large data set, which would result in an unnecessarily large PACER fee.

## Docket Activity

- The report is now limited to a range of 31 days. This prevents internet users from unintentionally requesting a large data set, which would result in an unnecessarily large PACER fee.

## Docket Report

- The county of residence is now displayed along with the address information on the report output for debtors and joint debtors.

## Miscellaneous – ‘Enter’ Key Function – **ALL USERS**

- If you wish to use the keyboard rather than the mouse, pressing the Enter key now gives the same result as clicking the button that submits the screen. Pressing the Space Bar also works if the focus is on the button which submits the screen.

**Note:** This key action was previously available on a number of screens throughout the application, but has been enhanced to be available on all screens.

## Noticing and Preferred Address – **ALL USERS**

### BNC

- Where a document is being noticed through the BNC and by CM/ECF notice of electronic filing (NEF), viewers will no longer have to look in two locations to determine who was noticed. Information regarding who was noticed by NEF will be appended to the end of the BNC Certificate of Notice.

## E-mailed Bypass Notice to Debtors' Attorneys

- The court uses the BNC to mail notices, but the BNC can only do so if an address is valid. If an address is not valid, the United States Postal Service (USPS) treats this as sending mail to an undeliverable address. The BNC bypasses notices with undeliverable addresses from printing and mailing. The BNC sends notification to the debtor's attorney or *pro se* debtor when a notice to an intended recipient on the mailing list is bypassed.
- Currently, you receive printed and mailed BNC bypass notices associated with the court's issuance of the § 341 notice. The improvement provided with CM/ECF Release 4.1 will result in notification to your primary e-mail address on file with the court of undeliverable addresses for all notices transmitted by the BNC. You will no longer receive paper bypass notices mailed by the BNC.

## What is the Preferred Address service?

The Preferred Address service is a free service provided by the U.S. Bankruptcy Courts to support the bankruptcy act of 2005, amendment to title 11 U.S.C. § 342(f), along with the pending change to Federal Rule of Bankruptcy Procedure 2002(g), both of which permits a creditor to specify a preferred mailing address to be used by all the bankruptcy courts or by particular bankruptcy courts for providing notices.

Entities that register for the National Creditor Registration Service will have notices sent from all bankruptcy courts, or by the individual bankruptcy courts specified, redirected to a preferred mailing address for cases filed under all chapters of the Bankruptcy Code, effective within 30 days upon receipt

## **FEES/PAYMENTS DUE - ATTORNEYS and TRUSTEES**

### Internet Payments Due

- Previously, when an internet payment was made, all fees incurred up to the time of payment had to be paid at once. Now you may choose to pay some or all of the fees in a given transaction. **Note that a user will still be locked out if any fees are not timely paid.**
- To avoid problems with pop-up blockers among various browsers, the pop-up window previously generated by a Pay.Gov transaction is now displayed as a panel. This panel appears as a part of the original application window and is no longer affected by pop-up blocker settings. In order to view the NEF after payment of fees, the user will need to view the NEF received as email or view the NEF on the docket report as the payment screen does not return the user to the NEF.
- On the "Internet Payments Due" screen, all outstanding fees are displayed, along with a check box for each fee. To select the fees to pay, the user should check the boxes next to the desired fees, then click the *Next* button. **Note that a user will still be locked out if any fees are not timely paid.**

## Internet Payments Due

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2008-07-22 08:29:23	Voluntary Petition (Chapter 7)(08-10079-7) [caseupld,1027u] ( 200.00)	\$ 200.00
<input type="checkbox"/>	2008-07-25 12:25:50	Voluntary Petition (Chapter 7)(08-10082-7) [caseupld,1027u] ( 200.00)	\$ 200.00
<input type="checkbox"/>	2009-08-31 09:33:34	Voluntary Petition (Chapter 7)(09-01092) [misc,volp7a] ( 200.00)	\$ 200.00

Next

Clear

## Tracking Filing Fee Balance – ATTORNEYS AND TRUSTEES

- In previous releases, there was no way to track the balance due when a filing fee was paid in installments. Now, for pending cases, the outstanding filing fee balance is tracked in ECF. **(NOTE:** This is applicable only for cases that are opened after upgrade to Release 4.1).
- From the Query screen, a new “Filing Fee” selection is available. For bankruptcy cases, this option displays a screen listing the filing fee amount, details on any payments that have been made, and the outstanding balance due. An additional section displays any related adversary proceedings with deferred filing fees.

Original filing fee: \$ 299.00

The fee status is paying in installments.

Date	Doc	Summary Text	Receipt number	Fee
07/25/2011	1	Chapter 7 Voluntary Petition - case upload	277964	\$ 30.00

Balance Due \$ 269.00

### Filing Fee due in Adversary Cases

Case	Associated Case	Type	Flag
11-30404-rld7 Debbie N. Debtor, Jr.	11-03143-rld Trustee7 v. Defendant	Adversary	DEFER

- For adversary proceedings, the “Filing Fee” query displays the case opening fee and the balance due (if the filing fee was deferred).

## Filing Agents – ATTORNEYS AND TRUSTEES

- Attorneys and trustees can now create special logins for employees who file in ECF on their behalf. A Filing Agent may be linked to multiple attorneys/trustees, and attorneys/trustees may have multiple Filing Agents.

- Only the Attorney or Trustee name will appear on the docket. Transactions made by Filing Agents can be viewed in Utility/View Your Transaction Log.
- Because Filing Agents may work with multiple filers, Filing Agents are not able to associate a default PACER login with the Filing Agent user account and will be required to login to PACER each time to view a Report or make a query.
- Filing Agents will not automatically receive NEFs. If a filer would like to establish noticing for a Filing Agent, the filer must add the Filing Agent's email address to the email information in the Maintain Your ECF Account utility.