

# CM/ECF

## Northern District of New York

Version 4.2

# New

- Adversary Opening
- Filing Agents
- Payment of Filing Fees
- Email Options
- Filing of Supplements or Attachment to Proof of Claim (pursuant to Fed. R. Bankr. P. 3001(c) and 3002.1)- Effective December 02, 2011

# Improved

- ⦿ Reports
- ⦿ Queries
- ⦿ Email & Service
- ⦿ Password Security

# Filing Agents

- File under the authority of an attorney, trustee or U.S. Trustee
- Have their own login and password
- May be linked to multiple attorneys or trustees
- Attorneys and trustees may have multiple Filing Agents
- NEF's will be sent to attorney or trustee's email, as usual. Filer can add filing agent's email under "Maintain User Account".

- NEF and docket text will show only the name of the attorney or trustee (e.g., “filed by Dagwood Bumstead on behalf of Joe Schmo”)
- Transactions made by Filing Agents can be viewed in Utility/View Your Transaction Log.
- Because Filing Agents work with multiple filers, Filing Agents are not able to associate a default PACER login with the Filing Agent user account.

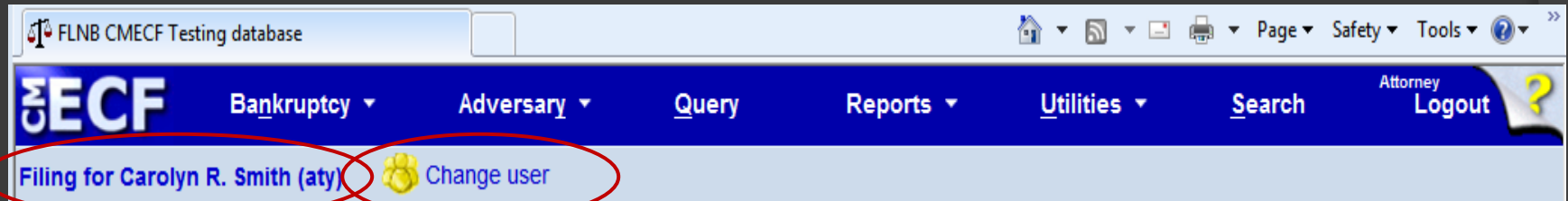
# Requesting a Filing Agent Account

- Complete and submit the “ Filing Agent Registration Form ” which will be located on our website
  - The Filing Agent agrees to adhere to all orders, rules and procedures of the U.S. Bankruptcy Court for the Northern District of New York concerning the use of CM/ECF.
  - Pursuant Bankruptcy Rule 9011 and Local Bankruptcy Rule 5005, all electronically filed documents shall be signed by the attorney of record.

If the Filing Agent is linked to multiple attorneys and/or trustees, the Agent must select the person for whom they are filing when they login to CM/ECF.

**Filing for**

A.K. Jones (tr)  
Latonia I. Smith (aty)  
Carolyn R. Smith (aty)  
Debra C. Smith (aty)



Once they are logged in, they can change who they are filing for by clicking the “Change user” button under the blue toolbar.

*At this time, Filing Agent accounts are not available to creditors.*

# Payment of Filing Fees

- Payment window will no longer be a pop up box
- May pay all or some of the fees owed, however if all **fees not paid in timely manner, system will lock out user.**

**Internet Payments Due**

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2011-06-28 11:15:34	Involuntary Petition - Chapter 7(11-40036) [misc,invol7] ( 299.00)	\$ 299.00
<input type="checkbox"/>	2011-08-11 14:56:01	Voluntary Petition (Chapter 11)(11-40043) [misc,volp11] (1039.00)	\$1039.00

Next Clear



# FRBP 3001(c) and 3002.1

## Effective 12/01/2011

New Events for Mortgage Creditors that appear only on Claims Register:

- Notice of Mortgage Payment Change (Official Form B 10, Supplement 1)
- Notice of Postpetition Mortgage Fees, Expenses and Charges and Certificate of Service (Official Form B 10, Supplement 2)
- Response to Notice of Final Cure Mortgage Payment re Rule 3002.1

New Events that appear on Case Docket

- Trustee's Notice of Final Cure Mortgage Payment re: Rule 3002.1
- Objection to Notice of Mortgage Payment Change
- Objection to Notice of Postpetition Mortgage Fees, Expenses and Charges

# Supplements & Attachment will appear on the Claims Register - not the docket

**Creditor:** (647768)  
Julie Gibson  
110 E. Park Ave.  
Tallahassee, FL 32301

**Claim No: 4**

*Original Filed Date:* 06/06/2007  
*Original Entered Date:* 06/06/2007

**Status:**

*Filed by:* CR  
*Entered by:* J. Gibson  
*Modified:* 10/03/2011

Amount claimed: \$2000.00

Secured claimed: \$2000.00

**History:**

- [Details](#) ● [4-1](#) 06/06/2007 Claim #4 filed by Julie Gibson, Amount claimed: \$2000.00 (Gibson, J. )
- [313](#) 10/12/2007 Assignment of Claim With Waiver of Notice. Claim Transferred From GMAC filed by Brownie Chip, Brian Francis Vertucci (Creditor, Imthe)
- 337 11/26/2007 Objection to Claim Number 1,3,4,5 of ABC, XYZ, Falcon Ent., Jet Corp. with Negative Notice filed by Dagwood Bumstead, Julie Gibson Responses due by 12/19/2007.. (Davis, K.)
- 477 09/04/2008 Withdrawal of Claim filed by. (Gibson, J.)
- 496 10/27/2008 Motion for Protective Order to Restrict Access and Allow Redaction of Sensitive Information in Claim Number(s) 1-8 filed by. (Gibson, J.)
- 501 10/27/2008 Order Granting Motion for Protective Order to Restrict Access and Allow Redaction of Sensitive Information (Re: 496 ) (Gibson, J.)
- [doc](#) 10/03/2011 Notice of Mortgage Payment Change (Claim # 4) filed by GMAC Mortgage (Creditor, Hesthe)

[doc](#) 10/03/2011 Notice of Postpetition Mortgage Fees, Expenses, and Charges and Certificate of Service (Claim #4) filed by Creditor GMAC Mortgage filed by GMAC Mortgage (Creditor, Hesthe)

[doc](#) 10/03/2011 Response to Notice of Final Cure Payment Rule 3002.1 (Claim # 4) filed by Creditor GMAC Mortgage filed by GMAC Mortgage (Creditor, Hesthe)

**Description:**

**Remarks:** (4-1) \* PDF(doc) filed 10/3/11 by GMAC Mortgage not signed

and Improved

# Reports

- Cases Report will be limited to a 31-day search period to prevent unexpected large PACER fees
  - This is a PACER restriction
  - To search longer periods of time, multiple searches must be done using a date range of up to 31-days
- Docket reports are modified to include additional information

“Show Associated Cases” hyperlink will only appear if there is an active association

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout Admin

CounDue, PayStub, DebtEd, ADV

**U.S. Bankruptcy Court**  
**Northern District of Florida (Tallahassee)**  
**Bankruptcy Petition #: 11-40015-LMK**  
**Internal Use Only**

*Assigned to:* Judge Lewis M. Killian Jr.  
Chapter 7  
Voluntary  
No asset  
[Show Associated Cases](#)

*Case Manager:* Not yet assigned  
*Date filed:* 04/04/2011

**Debtor**  
**Joe S. Schmo**  
110 E. Park Ave.  
Tallahassee  
FL  
Tallahassee, FL 32301  
Leon - FL  
SSN / ITIN: 111-11-1111

**Trustee**  
**Abel B. Adams**  
123 Almosta Rd.  
Tallahassee, FL 32301

represented by **Hagar the Horrible**  
Hagar the Horrible, LLC  
4321 Sunday Dr.  
Tallahassee, FL 32301  
800-867-5309  
Email: [julie\\_gibson@flnb.uscourts.gov](mailto:julie_gibson@flnb.uscourts.gov)

Attorney's information will include an active hyperlink to the email of record

# Query

- Reminder message that there is no cap for PACER fees for Query searches
- Ability to search by single digit in Last/Business Name field

The screenshot shows the ECF Query interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Attorney Logout. Below the navigation bar is a yellow banner with a warning: "Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges)." The main section is titled "Search Clues" and contains several input fields: Case Number, Last / Business Name (with the letter 'Q' entered), First Name, Middle Name, SSN / ITIN, Tax ID / EIN, and Type. There is also a checkbox for "Open cases". At the bottom of the search section are "Run Query" and "Clear" buttons. Overlaid on the bottom right is a "Message from webpage" dialog box with a question mark icon. The message reads: "This search will return only matches with single-character last names. Continue?" with "OK" and "Cancel" buttons at the bottom.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Attorney Logout ?

**Query**

**Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).**

**Search Clues**

Case Number

Last / Business Name  (Examples: Desoto, Des\*t)

First Name  Middle Name

SSN / ITIN  Tax ID / EIN

Type  ☐ Open cases

**Message from webpage**

? This search will return only matches with single-character last names. Continue?

- New “View Document” link avoid additional PACER charges for viewing the Docket Report.
- This previously was a two step process, view the Docket Report then the document. This now eliminates the fee for the Docket Report

**11-40058 Suzie Q**  
**Case type: bk Chapter: 7 Asset: No Vol: v**  
**Date filed: 10/13/2011 Date of last filing: 10/13/2011**

**Query**

<a href="#">Alias</a>	<a href="#">Party</a>
<a href="#">Associated Cases</a>	<a href="#">Related Transactions</a>
<a href="#">Attorney</a>	<a href="#">Status</a>
<a href="#">Case File Location</a>	<a href="#">Trustee</a>
<a href="#">Case Summary</a>	<a href="#">View Document</a>
<a href="#">Creditor</a>	<a href="#">Filing Fee</a>
<a href="#">Deadline/Schedule</a>	<a href="#">Corporate Parents/Affiliates</a>
<a href="#">Docket Report ...</a>	<a href="#">Claims Register</a>
<a href="#">Filers</a>	
<a href="#">History/Documents</a>	
<a href="#">Judge</a>	
<a href="#">Motions Report</a>	
<a href="#">Notice of Bankruptcy Case Filing</a>	

**Mailing Label Options**  
*Electronic recipients marked by + after*  
[1 - All Creditors/Parties by Case Number](#)  
[2 - Creditors Only by Case Number](#)

**View Document**

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

**Document number:**

- Additional information available when searching by name

What you have now...

### Select A Person

**There were 2154 matching persons.**

<a href="#"><u>SMITH, AARON JAMES</u></a>	(pty)
<a href="#"><u>SMITH, AARON LEE</u></a>	(pty)
<a href="#"><u>SMITH, AC</u></a>	(pty)
<a href="#"><u>SMITH, ADELINE M.</u></a>	(pty)
<a href="#"><u>SMITH, ADRIENNE</u></a>	(pty)
<a href="#"><u>SMITH, AL</u></a>	(pty)
<a href="#"><u>SMITH, ALBERTA ELAINE</u></a>	(pty)
<a href="#"><u>SMITH, ALEX</u></a>	(pty)
<a href="#"><u>SMITH, ALEXANDRA DONNA</u></a>	(pty)
<a href="#"><u>SMITH, ALFRED (JR.)</u></a>	(pty)
<a href="#"><u>SMITH, ALFRED L</u></a>	(pty)



# What Version 4 offers...

## Select a Case

There were 1375 matching persons.

There were 2201 matching cases.

<u>Name</u>	<u>Case No.</u>	<u>Case Title</u>	<u>Chapter / Lead BK case</u>	<u>Date Filed</u>	<u>Party Role</u>	<u>Date Closed</u>
SMITH, AARON JAMES (pty) (2 cases)	<a href="#">96-04831-x</a>	AARON JAMES SMITH and TONYA LYNN SMITH	7	06/10/96	Debtor	10/09/96
	<a href="#">04-01001</a>	GMAC v. SMITH et al	Lead BK: 01-00154-x JUAN M. VALENZUELA	11/04/04	Defendant	N / A
SMITH, AARON LEE (pty) (2 cases)	<a href="#">98-01759-x</a>	AARON LEE SMITH	7	08/19/98	Joint Debtor	12/08/98
	<a href="#">04-01001</a>	GMAC v. SMITH et al	Lead BK: 01-00154-x JUAN M. VALENZUELA	11/04/04	Defendant	N / A
SMITH, AC (pty) (1 case)	<a href="#">01-20403-x</a>	AC SMITH and JEAN T. SMITH	7	06/05/01	Debtor	09/18/01
SMITH, ADELINE M. (pty) (1 case)	<a href="#">90-05183-LMK</a>	JOHN T. SMITH and ADELINE M. SMITH	7	12/26/90	Joint Debtor	08/04/92

# Email & Electronic Notification Options

Utilities > Maintain My ECF Account > Email information...

## Email information for Dagwood Bumstead

Primary  
email  
address

DagwoodBumstead@fakemail.com

Secondary  
email  
address

### Send the notices specified below

- ☒ to my primary email address  
☐ to the secondary addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

- ☒ 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.*  
☒ Send a notice for each filing  
☐ Send a Daily Summary Report

### Format notices

- ☒ HTML  
☐ Text

Return to Account screen

Clear

Reenter

primary  
email  
address

DagwoodBumstead@fakemail.com

Reenter

secondary  
email  
address

Attorneys in adversary proceedings can elect to decline notices of electronic filing from the bankruptcy case if they have no involvement in that case.

Email information for Dagwood Bumstead

Primary email address	DagwoodBumstead@fakemail.com	Reenter primary email address	DagwoodBumstead@fakemail.com
Secondary email address		Reenter secondary email address	

Send the notices specified below

☒ to my primary email address  
☐ to the secondary addresses

☒ Send notices in cases in which I am involved  
☐ Send notices in these additional cases

☒ 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.*

☒ Send a notice for each filing  
☐ Send a Daily Summary Report

Format notices ☒ HTML  
☐ Text

[Return to Account screen](#) [Clear](#)

- ☒ **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.*

# Changes to Service and Notice of

## On the Notice of Electronic Filing (NEF)

- All parties, if any, who declined electronic notification of bankruptcy case activity will be listed at the bottom of the NEF

**06-10001-LMK These participants in a related case have chosen not to receive notice from this case:**  
Charlie Brown on behalf of Defendant Itsa Bummer  
CharlieBrown@deadmail.com

## By the Bankruptcy Noticing Center (BNC)

- BNC Certificate of Service will include information as to who was noticed by Notice of Electronic Filing (NEF)

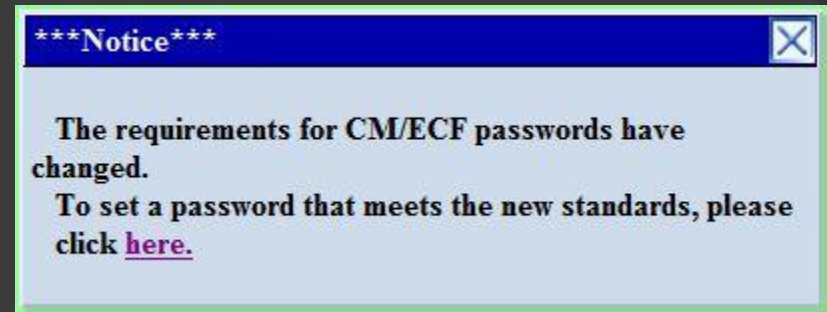
# To the Debtor's Attorney

- Printed copies of the **341 Notice** and the **Bypass Notice of Undeliverable Mail** will no longer be mailed – both will be sent by email
- The email notification for the Notice of § 341 Meeting will contain a secure hyperlink to the Notice where it may be printed

# Password and Other Security Features

All users will be prompted to change their password to meet a specified criteria:

- Consist of at least 8 characters
- Include both upper AND lower case letters
- Include at least one digit (0-9) OR special character ( ! @ # \$ % ^ & \* :-] )
- May not include the characters < > / or \



# Account Lockout

- After five (5) invalid attempts to access CM/ECF, the account will be locked for a period of five (5) minutes
- After the lockout period, if an invalid password is entered again, the account will be locked for six (6) minutes
- Every additional invalid attempt increases the lockout period by an additional minute (7 minutes, 8 minutes...)

and...

**We're off!**

**(... line, that is)**



# Current & Upcoming Events

- ◎ November 1, 2011
  - Fee changes
- ◎ November 11, 2011
  - Upgrade to CM/ECF Version 4.2
- ◎ December 1, 2011
  - Amendments to Federal Rules
- ◎ January 1, 2012
  - Proposed Effective date for Local Bankruptcy Rules.

For assistance or questions:

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(315) 266-1109

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Donna Kolwaite. Utica Operations Supervisor

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[donna\\_kolwaite@nynb.uscourts.gov](mailto:donna_kolwaite@nynb.uscourts.gov)

CM/ECF Help Desk

Albany: (518) 257-1616    Syracuse: (315) 295-1618

Utica: (315) 266-1118

United States Bankruptcy Court, NDNY