

CHANGES TO ECF ADMINISTRATIVE PROCEDURES

January 31, 2006

Several changes have been made to the Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means. A blue lined version of the Administrative Procedures, showing all the changes made, can be found on the Court's web site.

The most important changes to the Administrative Procedures are noted below.

- Reference to Administrative Order No. 03-01 regarding mandatory electronic case filing is incorporated into the Administrative Procedures. **(Section I. B.)**
- The requirement to provide the case trustee and the United States trustee with paper copies of petitions, lists, schedules, etc. for newly filed cases and for converted cases has been removed. **(Section II.A.)**
- Guidance on electronically filing applications for compensation is included. **(Section II.A.4.)**
- Information on Chambers copies has been updated. Chambers copies for Judge Gerling cannot be dropped off at the Syracuse Clerk's Office. They must be submitted to Utica. Chambers copies for Judge Littlefield must be submitted to Albany. **(Section II .A. 5.)**
- A summons in an adversary proceeding can be generated electronically through CM/ECF. The electronically generated summons will contain the Clerk's signature and the Court seal. It is no longer necessary to submit a paper summons to the Clerk's Office to have it signed, sealed, and issued. **(Section II. A. 6.)**
- Attorneys who are not registered with the Bankruptcy Court for the Northern District of New York and who thus do not have a login and password to CM/ECF are not permitted to use the login and password of a registered attorney. The attorney login and the name shown on a filed document must match. **(Section III. B.)**
- The requirement to maintain a blanket credit card authorization on file in the Clerk's Office has been removed. Registered users will now be able to pay electronic filing fees over the Internet. **(Section IV. A.)**
- Filing fees are to be paid on the same day charges are incurred. Failure to pay filing fees when due may cause a user to be locked out of CM/ECF until all fees have been paid. **(Section IV. C.)**
- Any request for a refund of filing fee must be made on motion or by application and order. **(Section IV.F)**
- E-Orders will be implemented in the Court on March 1, 2006. **(Section VII.A.)**
- Information on conventionally filing Orders to Show Cause and Orders Shortening Time is included. **(Section VII. C.)**
- A copy of a proposed order can be included as an attachment to an electronically filed pleading if the proposed order is clearly marked as an exhibit. **(Section VII. E.)**