

ECF Informer

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OCTOBER 2004

CM/ECF Version 2.5 To Go Live October 16th

On Saturday, October 16, 2004, CM/ECF Version 2.5 will be installed on the Court's database.

This new version of CM/ECF will change the way payment of filing fees are processed over the Internet. While many portions of the payment and tracking process remain unchanged there are a few changes to highlight.

Version 2.5 will bring two

new credit card screens for users to enter information. The **first** screen prompts for cardholder and credit card information. The "Cardholder Name" and address defaults to the CM/ECF user's record so users do not have to retype this information.

The **second** screen prompts the user to authorize payment and requires a checkmark in the high-

lighted "Authorization" field. Another new addition to credit card processing will allow a user to enter an e-mail address for confirmation of the credit card payment.

All users of CM/ECF should review the Version 2.5 Credit Card User Manual posted on the Court's website at

www.utb.uscourts.gov/cm_ecf/2_5userguide.pdf

Screen 1

Screen 2

Welcome to the Court's New ECF Newsletter

Welcome to our new newsletter. We have decided to produce this newsletter in an effort to keep you, as an ECF user, informed of new features, such as the new update to version 2.5, as well as cover a number of items that have come up during the course of different firms using

ECF.

Think of it as an extension of ECF training.

As for how often the newsletter we be published? That will depend on how often the system will be updated (look for version 2.6 after the first of the year) and when filing issues (or problems) cause us to look

at whether there is a training problem beginning to occur.

If you have a question and would like to have it addressed here, contact the training department, Brenda or Glenn, and we will look into it. The contact information for the newsletter is included on the back.

Enjoy!

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CM/ECF

INFORMATION

CM/ECF National Implementation

?? *Out of 94 total bankruptcy districts, there are 79 on CM/ECF. The remaining 15 courts are in the process of implementing.*

Local CM/ECF Filing Statistics as of 9/30/2004

?? *Sixty-one percent of new cases are filed over the Internet by attorneys. In September 2004, Attorneys opened 1124 cases out of the 1843 that were filed during September. Attorneys also accounted for 40% of the docket entries in September as they entered 15,155 docket transactions. A big thank you to our ECF filers. Keep up the good work*

AMENDED SCHEDULES/ AMENDED MATRIX Procedure

1) When ECF-filing amended schedules, if you do not specify which creditors to add to the case, none will be added.

You can specify by indicating in your entry that all listed creditors in your amendment should be added, if, in fact, you have listed ONLY new creditors;

2) We would like you to submit schedules with only the “new” creditors. If you choose not to do this, please circle or underline the “new” creditors.

Please be careful when highlighting (in Adobe) because it could cause a problem when someone attempts to

print the document;

3) If you file an amended matrix with the schedules, please submit the list (if over 8 creditors) in one column (scannable format) at the same time you file the amended schedules. There is one event code for BOTH.

If you file amended schedules, then file the amended matrix separately, you will be billed twice. If you submit 8 or less creditors, we will input the addresses manually, but **it needs to be clear who exactly needs to be added.**

4) It would be ideal if the ECF-filer would file the amended schedule listing only the new (added) creditor(s),

with an address list of the added creditors (regardless of # of creditors added) attached at the end of the document;

5) If you choose to **not** use an amendment/amended matrix cover sheet when ECF-filing, please recall that you may need (?) to file a certificate of service memorializing what you have sent the “new” creditors;

6) There is no charge for “correcting” already-inputted creditors’ addresses, but please specify that somewhere on your document, or amended matrix cover sheet.

This is a quick reminder that from time to time an ECF filer may file a pleading, but forget to attach a pertinent exhibit, a matrix, a signed verification, etc... Please remember that when this occurs, three event codes may be used to correct the error of omission: **Support Document**; **Amended Document**; and **Exhibit** all can be found in the **Other** category, and used to “link” something to a previously-filed pleading.

Also, if an incorrect image happens to be attached to an docketed event, one can use **Corrected Image**, also found in the **Other** category. By attaching the correct image to this event code, and linking it back to the original entry, the error is corrected.

Combining and Extracting Pages in Adobe Acrobat

Occasionally you will have separate computer files that you want to submit as one event, or the file may be too large to file as one document and you may be required to break the document up into sections and submit the remaining pages as attachments.

In cases such as this, features within Adobe Acrobat may be used to add or remove pages from your document. The process is simple and can be invaluable when submitting documents to the court.

Step by Step instructions on combining PDF documents and other useful information is in our User’s Guide found on the courts website at:

http://www.utb.uscourts.gov/cm_ecf/ecf_training/ecftrainmanuals.htm

Combining PDF Files

If you have a pleading that has been converted to PDF and additional pages (exhibits, certificate of mailing, affidavits, etc.) need to be included in the

filing, the court would like these documents to be combined into one PDF file then submitted electronically.

To do this, follow these simple steps to combine PDF documents together.

-With your original pleading open, select the Document option on the Acrobat tool bar.

-Then select Insert Pages from the drop down menu.



-Then select the file you would like to combine with the open document.

-After selecting the file, you must indicate where you would like the inserted file to appear in relation to your original file. Most often this is after the last Page as shown in Figure 2.

-You will be asked to save the new changes.

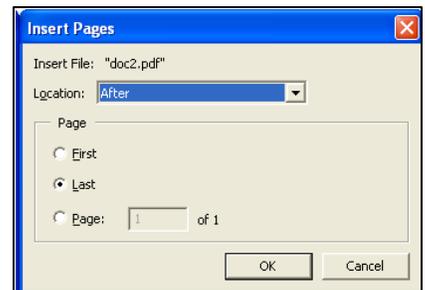


Figure 2

This method is preferred over the Attachments To Documents option found in ECF and is much simpler to do.

Extracting pages in Adobe Acrobat

If your file exceeds the 2MB size limit in ECF, you may be required to break the pleading up into sections and use the Attachments to Documents option.

(Continued on page 3)

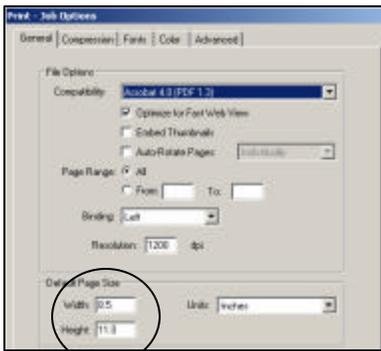
Creating Orders with WordPerfect

There are two problems coming up with orders uploaded to ECF which have been created using WordPerfect. The problem isn't occurring when the orders are uploaded, but occurs when the orders are sent to the Bankruptcy Noticing Center for noticing.

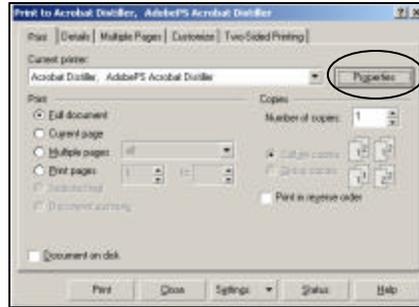
The two problems are the size of the document and embedded WP fonts.

Because of the 2 1/2 inch top margin requirement for the front page of all orders, orders that once consisted of one page are now two—barely. Don't change your margins to move the last line back to the first page.

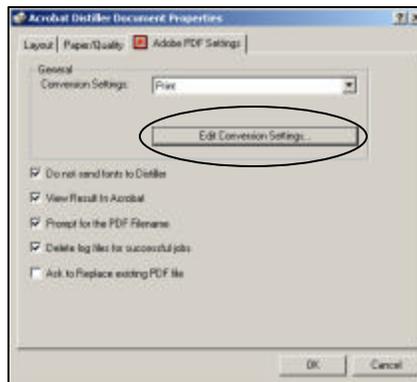
By local rules, the pages of the order MUST BE 8.5"x11", no smaller, no larger. We are seeing documents being kicked back because they are over this page size. Be sure to check the size of the PDF document (all pages) by going



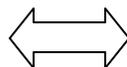
This is the General Page. Check the page size here.



This is the Print window within WP. Click on the Properties button.



This is the Property Page. Click on the Edit Conversion Settings button.

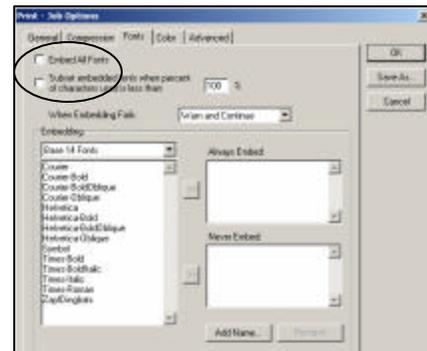


to File and then to Document Properties > Summary.

Make sure that the word processing application that you use has the page margins set correctly, and that you convert (print) the correct size PDF document. You can check the printed page size by clicking on Properties within the Print window.

To fix the WP embedded problem (this is a WordPerfect issue), convert your PDF document. After selecting your PDF driver, click on the Properties button. Click on the Fonts tab and look at the checkbox labeled Embed All Fonts. Remove any checkmarks. Click on OK.

That should take care of the two big problems plaguing orders uploaded to ECF. If you have questions about the two procedures, contact the court.



This is the Font Page (found under the Font Tab). Remove the checkmarks.

Combining and Extracting Pages in Adobe Acrobat

(Continued from page 2)

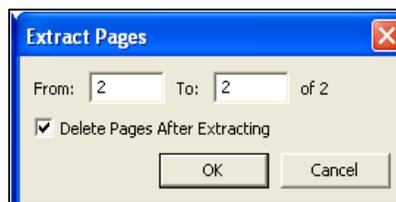
If you have attempted to attach a file and an error appears showing the file is too large. Then you will have to go back to your Adobe Acrobat program and follow these few simple steps.

-With the original document open, select the Document option on the top of the Adobe application bar.

-Then select the Extract Pages option.

You will then be asked to specify which pages you would like to extract, and whether you would like to Delete

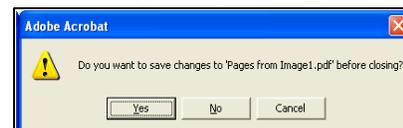
the Pages After Extracting as shown in the figure below. **Don't be concerned about losing your pages.**



By checking the deletion box, you are simply removing the pages from your original document. You will still have the option of saving the removed pages

in the next step.

-The pages that you are removing will appear on the screen. When you close this window the message shown below will appear. By selecting Yes,



you can enter a file name and the pages will be saved. (The default filename

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U.S. Bankruptcy United States
Bankruptcy Court
District of Utah

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Chief Judge

Bill Stillgebaur
Clerk of Court

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We're on the web at
www.utb.uscourts.gov



Hot Topics

The answers to questions asked in class

What is happening with the assignment of 341 Meetings?

The Clerk's office is still manipulating the 341 calendars in order to ensure that attorneys' cases are "clumped" together as much as possible. Our computer department is developing a methodology where we can easily "move" meetings around prior to the notices being sent to the BNC in order to get cases to be heard at the same hour.

An attorney can help this process by filing multiple cases on the same day, as well as making sure that county codes are inputted correctly (the address of the debtor(s) coincides with the correct county code).

This procedure is still a "work in progress", but rest assured that we are diligently attempting to minimize the inconvenience of "automatic" calendaring. Also, please recall that the Clerk's office has no control on what method a trustee uses to call his/her calendar. If a trustee decides to **not** call a certain attorney's cases at the beginning of an hour following that attorney being called last during the previous hour, this is simply not controllable by the Clerk's office.

If a severe calendaring problem arises, please contact Glenn Gregorcy, Chief Deputy, at 524-6561 to attempt to solve the problem. Please also recall that some manipulation of the calendar may, in fact, require judicial permission, as always.

Thank you for your patience in this endeavor.

What's on the Horizon

CM/ECF Version 2.6 is just around the corner with an anticipated arrival date of January 1, 2005. This version will not affect external users as much as internal users.

As of this writing, the only impact for external

users will be an increase in PACER fees from 7 cents a page to 8 cents a page and the document cap will increase to \$2.40.

A notice will be posted on the Court's website regarding any CM/ECF and PACER downtime as well as a notice regarding the fee increase.



Combining and Extracting Pages in Adobe Acrobat

(Continued from page 3)

will be "Pages from.....pdf".

After saving the pages, your original document will appear on the screen.

It's that simple. I receive a number of calls from ECF Filers about file size problems.

Knowing how to add and remove pages from PDF files can save you a lot of time and headache!!