

ECF Informer

ISSUE 5

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New Docket Event to File Pay Advices Remember to Redact Sensitive Information

Recently the Clerk's office created a new docket event code based on new requirements brought on by Standing Order #1 (and the Reform Act) which allows for the filing of debtors' pay stubs.

Pay Advices are now needed to be filed in Chapter 13 cases and, after October 17th, 2005, they will be needed to be filed in 7's and individual Chapter 11 cases. Obviously, this causes e-filers some filing concerns because the pay stubs need to be scanned and converted into "PDFs", which not only requires hardware purchases (in some instances), but it may be something staff is not accustomed to doing.

This small article is going to complicate this procedure even further. This is a reminder to **PLEASE** redact "sensitive" information found on these pay stubs. In the grand majority of cases, this means crossing out the first 5 digits of the Social Security number. The Clerk's office is not going to double-check these stubs, nor are they blocked from public view as is the case with the Debtor's Statement of Social Security.

CM/ECF Version 2.7 Set for Oct 17th

When the Bankruptcy Reform Act of 2005 goes into effect on October 17, 2005, the Court will be installing a new version of CM/ECF to accommodate the changes this new law brings.

New events will be created for areas surrounding the means test, credit counseling, debtor education, reaffirmations, tax returns, creditors' preferred mailing address, and *in forma pauperis* (IFP). Modifications to the Open Bankruptcy Case will be included in version 2.7 to accommodate the filing of a Chapter 15 established by the reform act.

Another new feature of 2.7 will be the reduced paper module. This module (which will not be effective on 10/17, but will be shortly after) will allow users to **elect not** to receive many of the paper BNC (Bankruptcy Noticing Center) forms.

Wrong Document Size causes Noticing Delays

The Clerk's office has recently incurred some noticing problems with Chapter 13 Plans, Motions to Confirm by Consent, and Trustee's Notice of Filing an Asset Final Account because the e-filer's PDF image is "oversized". The BNC will reject those images that are more than 8" x 11", and noticing will fail.

When the Clerk's office catch these failures, the image is reconfigured and the pleading is requeued. The procedure to correct these images is not that difficult, but "failures" will occasionally be missed and, worse, the noticing is delayed several days which may, or may not, cause problems at the time of the hearing.

Please make sure your scanner and or word processing systems are set for 8 x 11 formatting.

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CM/ECF

INFORMATION

CM/ECF Filing Stats for August

ECF attorneys opened 1246 new cases which represented 68% of the new caseload for August, 2005. In addition, 21,274 docket entries were made by ECF attorneys, which represented 57% of the total docket entries in August.

United States Bankruptcy Court
District of Utah

Honorable Glen Clark
Chief Judge

Bill Stillgebur
Clerk of Court

Glenn Gregorcy
Chief Deputy Clerk of Court
801.524.6561
Glenn_gregorcy@utb.uscourts.gov

Brenda Dowler
CM/ECF Program Manager
801.524.6635
Brenda_dowler@utb.uscourts.gov

Jared Johnson
Multimedia Trainer
801.524.6592
Jared_johnson@utb.uscourts.gov

Michelle Bugni
Training Specialist
801.524.6639
Michelle_bugni@utb.uscourts.gov

Helpdesk: 801.450.3443

Fax: 801.526.1193

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



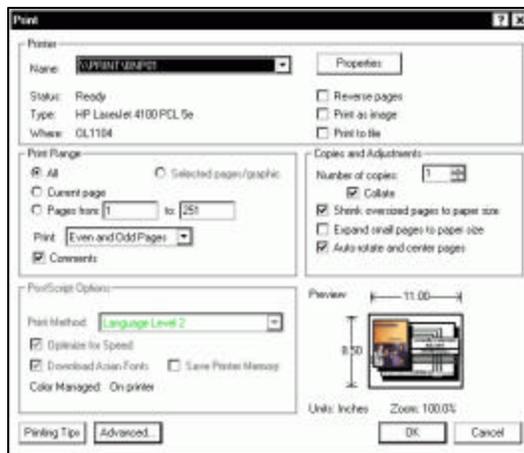
Avoid Filing Repeating PDF Documents

There are some users who are creating PDF images that contain a duplicate or some times even triplicate of the original document.

When this happens, the PDF document has an inflated page number and file size. Those who review the free look and the docket sheet are confused as to the duplication and it is time consuming to verify what the additional pages are and if they are a duplicate or not.

To avoid creating a repeating PDF document, users should make the correct selections at the print screen (when the document is converted to PDF) Users should select the options for the "number of copies" to "1" on the print option screen.

Changing the number of copies to anything other than the value of "1" will create the document output to be in duplicate or triplicate, etc



An application print screen

New Procedure for Requesting Fee Refunds

It has been a long-standing procedure to send the Clerk a letter or email whenever a refund has been requested. Refunds may be given for various reasons: fee paid twice; case filed twice; fee not actually owed, etc.,.

This procedure will change significantly in the very near future. Any refund request must be in the form of a ex parte motion and pending order, and should be filed in the case where the fee in question was paid. Obviously, the result will either be an entered order granting the fee refund, or an unsigned order explaining why the order was not signed/entered.

Using Application for Compensation by Atty/Debtor(s)(Ch13 only) Saves Time

As you all know, filing an Application for Compensation can be somewhat of a chore; inputting figures and numerous screens are the norm when using this event code.

In Chapter 13 cases, the Attorney for Debtor can avoid this by using the event code "Application for Compensation by Atty/Debtor(s)(Ch13 only)". This can be found in "Debtor Events" category, and is substantially less complicated than the standard "Application for Compensation" found in the motion category.

Please remember to use this code **ONLY** in Chapter 13 cases.