

# Case Management/Electronic Case Filing Newsletter

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## WELCOME TO OUR FIRST NEWSLETTER

This is the inaugural edition of the CM/ECF Newsletter. The newsletter will be available on the Court's Website at [http://www.pawb.uscourts.gov/cm\\_ecf.htm](http://www.pawb.uscourts.gov/cm_ecf.htm).

The CM/ECF Newsletter will be a way to provide current information about CM/ECF to attorneys filing electronically and to provide tips to help make filing on the system easier.



## Electronic Filing Commences February 3, 2003.

The countdown to electronic filing is underway. The Court will start to accept electronic filings on Monday, February 3, 2003.

Only trained attorneys who have submitted their test and received their passwords may file electronically

## Printing Mailing Matrixes

Attorneys can now print matrixes in 3 rows. Attorneys may print a three column pdf listing of all case participants (creditors, parties, and attorneys) by selecting Reports/Mailings/Mailing Labels by Case from the

CM/ECF Menus. Enter a case number , select ALL case participants or only specific case participants, select the 3 col PDF and then select NEXT. A link to the pdf document will be displayed.

## Special points of interest:

- Electronic Filing Commences 2/3/2003
- Attorney & Staff Training Still Available
- Court Adopts New Rules
- Attorneys Filing Electronically in Other Bankruptcy Courts
- Judges' Hearing Procedures Posted on Web
- Consumer Credit Counseling
- Printing Mailing Matrixes
- Practice on the Training Website



## Court Adopts New Rules

The Court has entered a general order effective February 3, 2003 that adopts new Local Rules, Local Forms, and a Court Procedures Manual on an interim basis. The Local Rules will be final once approved by the District Court for the Western District of Pennsylvania.

The new Local Rules were drafted in anticipation of electronic filing. The new rules and, in particular, the Electronic Case Filing Procedures should be reviewed prior to filing documents electronically. The rules and procedures, which provide specific guide-

lines for electronic filing, can be viewed at <http://www.pawb.uscourts.gov/plrules.htm>.



## Attorney and Staff Training Still Available

*“Training Registration Form is available at the Court’s Website”*

The Clerk’s Office continues to offer CM/ECF training for attorneys and their staffs. Training is available in both the Pittsburgh and Erie offices. As of January 20, 2003, there have been 263 attorneys and 266 staff members trained on the CM/ECF system for a total of 529 persons trained. An additional 262 people are scheduled for future training dates. Mike Moore, Coordinator of Training, or Debbie Sciamanda, Deputy-in-Charge in the Erie Office, will be contacting you if you have submitted an application for training.

If you would like to be trained to use the CM/ECF system, a training registration form is available at the Court’s Website at <http://www.pawb.uscourts.gov/training.htm>. Training is available for attorneys and their

staff at no cost. The course has been approved for five hours of substantive credits by the Pennsylvania Continuing Legal Education (PACLE) Board. There is a \$7.50 fee charged by PACLE to process the request for credit.

Attorneys must pass a brief evaluation prior to being given a login and password to file electronically. This evaluation is taken in the attorney’s office or other location with Internet access. In addition to the evaluation, attorneys must complete two forms provided by the Clerk’s Office. The first form states that the attorney is admitted to the bar of the court in Western Pennsylvania, and the other form authorizes the Clerk to charge the attorney’s credit card account for filings.

## Attorneys Filing Electronically in Other Bankruptcy Courts

The Administrative Office created the basic CM/ECF system that is being used by bankruptcy courts throughout the country. Each court has modified the system based on local rules and practice. The Court is allowing attorneys who are filing documents electronically in other districts to “test out” of the CM/ECF training course. Attorneys filing on the CM/ECF system in other districts can take the evaluation without attending the training class. Contact Mike Moore, the Coordinator of Training, at 412-644-4060 ext. 127 in order to take the evaluation without

attending training. An attorney opting out of the training class will need to sign a certification provided by the Clerk that certifies that the attorney is filing documents electronically in another bankruptcy court.



### Summonses in CM/ECF

Summonses will continue to be issued by the Clerk when adversary complaints are filed electronically.

## Judges Hearing Procedures Posted on Web

Each of the Judges has posted hearing procedures on the Court’s Website under the Court Staff link for each Judge.

Judge Fitzgerald is instituting a hearing process for Chapter 13 bankruptcy cases (not adversary proceedings or evidentiary hearings) that requires attorneys to obtain a hearing date and time from the court’s Website and serve a notice of hearing along with the motion. Judge Fitz-

gerald’s staff will schedule all matters pertaining to Chapter 7 and Chapter 11 cases.

Judge Bentz is giving the moving party the option of scheduling the hearing at the time the motion is filed. The hearing date is obtained from the Court’s Website.

## Practice on the Training Website

You can practice on the Court’s CM/ECF Training site using the password and login you received during the CM/ECF training course. The Website address is <https://ecf-train.pawb.uscourts.gov/>.

In addition to practicing, you can file a document on the training system prior to filing it on the Court’s CM/ECF system in order to make sure you are filing the document properly.

*“In addition to practicing, you can file a document on the training system”*



U.S. BANKRUPTCY COURT  
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*Comments or Suggestions  
for Next Newsletter to:*

helpdesk@pawb.  
uscourts.gov



**We're On  
The Web**

## **Consumer Credit Counseling**

The court is notified when a debtor in a pending case has attended a Consumer Credit Counseling class, and notice of attendance is entered on the case docket. Individual debtors attending approved Consumer Credit Counseling classes prior to their discharge receive a discharge order that notes they have attended Consumer Credit Counseling. Debtors' attorneys will be responsible for notifying their clients of the opportunity to receive the special discharge and to provide the client with a list of class dates and times.

The Clerk's Office will no longer be sending copies of the Consumer Credit Counseling schedule and registration form to debtors who have had their petitions filed electronically. Debtors' attorneys need to access the Court's Website at <http://www.pawb.uscourts.gov/cccs.htm> to get the schedule information and registration form for their clients. Notices will not be mailed to debtors filing petitions electronically. Consumer Credit Counseling charges a \$10.00 fee for attending a class.