

**U.S.
Bankruptcy
Court**

Case Management/ Electronic Case Filing Newsletter

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Special points of interest:

- CM/ECF Training Still Available
- Previous Newsletters are available on our Website.
- Attorneys can file electronically on all cases.
- Interim rules, procedures and forms were revised and are on the Website

Attorney and Staff Training Still Available

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. 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. Additionally,



Get Your CM/ECF Training

this course has been approved by the Ohio Supreme Court Commission on Continuing Legal Education for 5 CLE credit hours.

Documents Filed Electronically the Day Before a Hearing

Electronic filing reports are generated each morning by members of the Clerk's staff. These reports list all docket entries made by filing attorneys for the previous

day. Documents filed electronically that pertain to hearings scheduled the next day may not be reviewed until after the hearing has commenced. Attorneys are strongly encour-

aged to file responses by the date set by the court. Please contact the courtroom deputy or Chapter 13 clerk if a document is electronically filed the day prior to a hearing.

CM/ECF Notes

The interim rules, procedures and forms for the Bankruptcy Court in the Western District of Pennsylvania were revised April 15, 2003. An explanation of the changes and the complete text of the rules, procedures, and forms are available at <http://www.pawb.uscourts.gov/plrules.htm>.

CM/ECF has been modified to allow filers to add the judge when opening an adversary proceeding. The judge assigned to the related bankruptcy case should be assigned to the adversary case.

Please remember to provide the Clerk's Office with a new expiration date and number, if applicable, when a new credit card is issued.

The docket can be searched for keywords by pressing the control and F keys simultaneously. PDF files can be searched by pressing the control and F keys simultaneously or by pressing the icon with a picture of binoculars on it. Searching by keywords can save time when reviewing a docket with many entries or a lengthy PDF file. Only PDF Files created from word processing or documentation software that is using a PDF conversion program (such as

Adobe Acrobat Writer) can be searched for keywords. Generally, documents scanned into PDF format are not searchable.



An e-mail notice regarding PACER fees was sent to attorneys participating in CM/ECF. The notice was sent in mid-April. You can view the notice by clicking on the link for "Information Regarding CM/ECF 'Free Look' for Attorneys of Record" at http://www.pawb.uscourts.gov/cm_ecf.htm.

When filed with a motion, certificates of service should be filed as part of the PDF file that contains the motion, not as an attachment. If a certificate of service is filed as a separate document at a later time, it should be linked to the motion and hearing notice.

Do not electronically file the Declaration Re: Electronic Filing of Petition, Schedules and Statements. This declaration, which is Local Form No.

1, must be signed by the debtor(s) and attorney for debtor and filed on paper with the Clerk.

Please be sure to set up your e-mail account after you have received your CM/ECF login and password for the LIVE system and choose the "daily summary" option. If you

file a document and do not receive an e-mail notification, then your e-mail account has not been set up properly.

Motion Numbers: Motion numbers are no longer assigned by the Court. Local Rule 9014 - 1, Captions of Pleadings and Orders, require that captions for a motion shall substantially conform with Local Form No. 14. The rule states that a certificate of service, proposed order, or any subsequent pleading to a motion, objection, or other request for relief shall include in the caption the hearing date and time, the objection date, and the docket number of the document that it pertains to.


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CM/ECF Notes (contd.)



Attorneys can file electronically on all cases. This includes bankruptcy cases and adversary proceedings opened prior to February 3, 2003. The Clerk's Office started to scan all paper filings on February 3, 2003. Documents filed on or after that date are appended to the docket entry as a PDF file. Any exceptions to the general practice of scanning paper documents into a PDF file are noted on the docket.

Amendments by the debtor can be filed as a matter of course without filing a motion. Amendments by the debtor should be filed electronically by choosing Bankruptcy/Miscellaneous/Amended Schedules or Amended Schedules Requiring a Fee. Generally, there is a fee for amending schedules when the amount of a debt is changed or a creditor is added or deleted. The Amendment Cover Sheet, Local Form No. 5, should be filed as an attachment to the amendment.

A Note of Thanks to Electronic Filers

The Clerk and his staff would like to thank the attorneys who have started to file electronically. CM/ECF was designed for electronic filing. The Clerk's Office has to scan all of the paper documents that are filed. This is a very time consuming process. The less time that is spent on scanning, the more time that the Clerk's staff will have to manage the cases. Case management is the key to ensuring that cases are timely processed from opening to closing.

