



Inside this issue:

<i>Exhibits Reminder</i>	2
<i>Docket Tex Summary</i>	2
<i>Large Files</i>	2
<i>Mailing Matrix Program Review</i>	2
<i>Routine Maintenance</i>	2
<i>Wage Attachments</i>	3
<i>Changing E-mail Address</i>	3
<i>Attorney Focus Group</i>	3
<i>CM/ECF Trivia</i>	3
<i>Training Update</i>	4
<i>CM/ECF Trivia Answers</i>	

Involuntary Cases

The Clerk's staff will docket an involuntary petition and open the case at the request of the filing attorney. Attorneys filing electronically can file the involuntary petition electronically using CM/ECF, but they should be aware of the limitations inherent in the system.



Involuntary case petitions can be filed on disk or paper with the Clerk. CM/ECF is not configured to allow attorneys to completely file an involuntary case electronically. Electronic filers can only add the first petitioning creditor to the case docket if the case is filed electronically. The debtor and additional petitioning creditors must be added to the case by the case administrator at the Clerk's Office. There is no debtor listed in the case caption until the case administrator adds the debtor to the case.

Local Form No. 1

Revised Local Form # 1, the Declaration of Electronic Filing, should be submitted to the Clerk's Office immediately after a petition is electronically filed. It is available at <http://www.pawb.uscourts.gov/forms.htm> in both a pdf and wordperfect format.

Information Pamphlet on Case Captions and Electronic Signatures

An information pamphlet concerning the proper form for case captions and providing an explanation of electronic signatures has been prepared. Attorneys receiving this newsletter by e-mail will also receive a copy of the pamphlet. The pamphlet can be viewed at http://www.pawb.uscourts.gov/cm_ecf.htm.



Reminder Concerning Exhibits

ECF Procedure #5, Attachments and Exhibits, states that exhibits and other attachments to pleadings shall not exceed ten pages in length. A summary not exceeding ten pages may be filed for exhibits and attachments that are more than ten pages in length. The party filing a pleading containing a summary or abstract shall, upon request of any party in interest, provide a copy of the entire exhibit.

Attorneys representing respondents on expedited matters at the commencement of a Chapter 11 case are reminded that they can request a full copy of any electronically filed exhibit from the moving party. The parties can arrange for the copy to be provided in a paper or electronic format.

Docket Text Summary

The full docket text of the related entry was reproduced in the docket text when the CM/ECF system was first upgraded to Version 2.3 in November, 2003. The CM/ECF system has now been configured to reduce the amount of docket text which is printed in a docket entry when the entry is related to a prior entry. Instead of capturing the full docket text, the docket events now capture the summary text, which is a brief description of the related event.

Files Larger Than 2 MB

Filers will receive a warning message if they attempt to attach a PDF file that is greater than 2 MB. The CM/ECF system will allow the filer to attach a file greater than 2 MB. The warning has been included in CM/ECF so that a filer has an opportunity to check his file if it is more than 2 MB.

Program to Review Mailing Matrix

A creditor Matrix Review Utility is now available at <http://www.pawb.uscourts.gov/util.htm>. This program can be downloaded to a computer and then used to check the accuracy of mailing matrixes before they are filed with the Court on CM/ECF.



Routine Maintenance

The CM/ECF system has been tentatively scheduled for system maintenance from 5:00 p.m. April 23 until 8:00 a.m. April 26. The CM/ECF system and PACER will not be available on those dates. An e-mail message will be sent to confirm the maintenance schedule.

"Filers will receive a warning message if they attempt to attach a PDF file that is greater than 2 MB."

Wage Attachments

The Clerk's Office in the Pittsburgh Division runs a report on wage attachments. A Motion to Attach Wages will not appear on this report unless the proper docket entry is made by the attorney filing electronically. The proper entry is: bankruptcy/motion/attach wages . Failure to use the proper docket entry may delay entry of an order granting the wage attachment, because the motion will not appear on the wage attachment report.



Changing Your E-mail Address

Please be sure to double check your e-mail address in "Utilities/Maintain Your ECF Account" after you change your primary e-mail address. There have been instances in which the e-mail address has not changed after the attorney submitted a new e-mail address.

There may be non-printable (invisible) characters that somehow appear in an e-mail address. Use the delete key to remove the contents of the email address box prior to entering a new email address.

Please send a message to the CM/ECF Helpdesk at pawbhelpdesk@pawb.uscourts.gov. if you are unable to change your e-mail address. A member of the Clerk's staff will assist you in changing your address.

Attorney Focus Group

The Clerk is creating an Attorney Focus Group for CM/ECF. The group is being organized to provide another method for electronic filers and the Clerk to find ways to improve CM/ECF. If you would like to take part in the inaugural meeting, please e-mail the Helpdesk at pawbhelpdesk@pawb.uscourts.gov. Please state whether your practice is primarily in the Pittsburgh or Erie division. A date and time for the meeting will be announced at a later time.

"A group is being organized to provide another method for electronic filers and the Clerk to find ways to improve CM/ECF."

CM/ECF Trivia

ECF Procedure # 5 states: "Exhibits attached to the following pleadings are not subject to the ten page limitation: Application for Compensation and Reimbursement, Trustee's Final Report and Account, Plan of Reorganization, and Disclosure Statement."

In addition to the exceptions listed in ECF Procedure #5, the local rules permit the entire exhibit to be filed even though it is greater than 10 pages in length under specific circumstances. Can you name any of these exceptions? The answer is on the last page of this newsletter.

U.S. Bankruptcy Court
W. Dist. Of PA

U.S. Bankruptcy Court
5414 U.S. Steel Tower
600 Grant Street
Pittsburgh, PA 15219
Phone: 412-644-2700

U.S. Bankruptcy Court
717 State St., Ste. 501
Erie, PA 16501
Phone: 814-453-7580

Training Update

As of April 1, 2004, we have held a total of 171 CM/ECF training classes. There has been a total of 1,438 people trained (857 attorneys and 581 attorney staff members). Attorneys filing electronically are welcome to request additional training for themselves or staff members in future CM/ECF training classes.

WE'RE ON THE WEB

PAWBHelpdesk@pawb.uscourts.gov



U.S. Bankruptcy Court
W. Dist. of PA

CM/ECF Trivia Answers

Rule 4001-3 A, (cash collateral) states: “Motion; Service: A motion for approval of an agreement under Fed.R.Bankr.P. 4001(D) shall have a complete copy of the agreement filed as an attachment to the motion without regard to page limitations in the Electronic Case Filing Procedures.”

Rule 7005-1 B, (the filing of discovery materials) states: “A party seeking a protective order, to compel discovery or other relief under Fed.R.Bankr.P. 7026 shall file as an attachment to the motion only that portion of the deposition, interrogatory, request for document, or request for admissions that is the subject of an objection. The attachment shall be without regard to the page limitations in the Electronic Case Filing Procedures.”

Rule 7037-1 A, (discovery disputes) states: “Requirement of Writing: An objection to interrogatories, depositions, requests, or applications under Fed.R. Bankr.P. 7026 through 7037, as well as all motions and responses concerning discovery matters, shall be filed and have attached as an exhibit the specific portion of the interrogatories, depositions, requests or application or response thereto that is the subject of the objection.”

