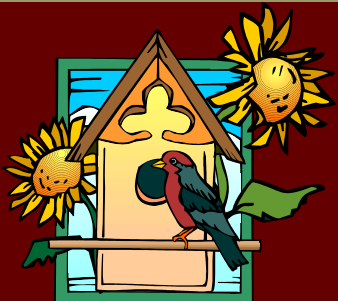


May, 2005



U.S. Bankruptcy Court

CM/ECF Newsletter

“Fillable” Proof of Claim Form Available

Fillable proof of claim forms are now available on the Court’s Website at <http://www.pawb.uscourts.gov/forms.htm>. A fillable form allows you to retrieve the proof of claim form in a PDF format and complete the information on the form. You can then save the modified PDF and electronically file your proof of claim with the Court. You must have the Adobe writer, or an equivalent PDF writer, in order to complete the fillable PDF.

Updating Credit Card Information

Please remember to file a revised “Credit Card Blanket Authorization Form” with the Clerk’s Office whenever the card number on file with the Clerk expires or any other time you want to have filing fees charged to a different credit card.

Modifications to credit card information cannot be made over the phone due to security concerns. The authorization form can be obtained at the Court’s Website at http://www.pawb.uscourts.gov/training/Obtaining_live_login.htm. Please remember to mark the “Updated” line on the form.



Adversary Proceedings in Chapter 13 Cases

Until further notice, orders that dispose of an adversary proceeding will require the plaintiff to serve a copy of the order on the Chapter 13 Trustee by first class mail.

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Associating an Attorney with a Party in CM/ECF

An attorney must associate himself with the party on whose behalf a document is filed in order to receive electronic notice of case activity. If an attorney fails to check the box to create an association between himself and the party while docketing an entry, he will not receive electronic notice from the Court. After choosing a party, a filer may see the following message:

“The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:



Name of Party (pty:cr) represented by Name of Attorney (aty)”

An association is not created unless the box is checked. The attorney will not receive electronic notification if the box is not checked. Furthermore the “Parties” list available in CM/ECF will not reflect that the attorney is representing the party on whose behalf the document was filed.

Same Social Security Number—Different Name

You may find that there is an existing party record for a debtor when opening up a new bankruptcy case and searching on the debtor’s social security number.

There have been instances where a previous debtor filed a case and transposed numbers in his social security number. If so, you will need to create a new party record for the debtor you are representing. This will result in two party records with the same social security number but different names. Please call the Clerk’s Office if this occurs. The Clerk will retrieve the case file for the previous debtor and try to resolve the problem.

The social security number may be for the debtor you represent, but the debtor may have filed a previous case under a different name. If this is the case, you will need to create another party record for the debtor that includes the debtor’s current name as well as the same social security number. This will result in two party records with the same social security number but different names.

Contacting the Clerk’s Office with CM/ECF Questions

Questions involving a specific case and/or specific filing should be directed to the Case Administrator (assigned by case number) monitoring the case. Call 412-644-4060 for Pittsburgh and Johnstown cases and select the Intake extension (108). Call 814-464-9740 for cases in the Erie Division. Please have the case number available when your question concerns a specific case. Tell the deputy clerk who answers that you have a question regarding case # xx-xxxxx and they will transfer you to the Case Administrator for that case.

The HelpDesk email account was designed to provide technical support on issues such as login and passwords, failure to see menu items and how to update account information. Questions of this nature should be directed to the Helpdesk.

Enhancement to Claims Register and Modification to CM/ECF Docket Entry

The docket event for “Transfer of Claim” has been modified to prompt, on two separate screens, the party filing electronically to enter the claim number for the proof of claim that has been transferred.

This duplicate entry of the claim number will allow the CM/ECF (Case Management/Electronic Case Filing) system to automatically include a notation on the claims register that a transfer of claim was filed on the case docket. A notation on the claims register in the Docket Status column of “Transfer” followed by a number means that a Transfer of Claim has been filed on the main case docket. The number following the word Transfer represents the document number of the transfer of claim on the main case docket. For example, a Transfer of Claim which was filed at the main case and assigned a document number of 81 at the main case would be reflected on the claims register as follows:

Docket Status: **Transfer - See Docket # 81**

Prior to the effective date of this change, transferred claims were reflected in the “Remarks” column of the claims register. These earlier transfers will continue to be reflected in the “Remarks” column of the claims register.

Online Attorney Training Manual

Do you have questions about CM/ECF? The Online Attorney Training Manual (www.pawb.uscourts.gov/training) has screenshot-by-screenshot coverage of selected filings. The “Trouble-Shooting Guide” section of the manual discusses several problems that might occur in the system, mostly involving User Maintenance, and how to resolve the problems.



Duplicate email Addresses

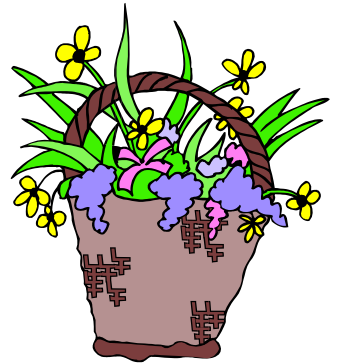
Some attorneys have taken advantage of the additional email option in their CM/ECF account, but have added the identical email address in the additional field as used in the primary email field. This means that two copies of each notice will go to that email address.

The intention of the additional addresses option is to provide one or more additional addresses that would get copies of the notices. This allows more than one person to access the notices easily. Additional addresses also provide backup in case the primary email address is not available, such as when the email provider is down, but only if the additional addresses are from a different email provider. As discussed in the CM/ECF training class, it is best to have multiple addresses with at least one being a true Internet email account provided by websites such as www.excite.com , www.yahoo.com, www.netscape.com - just to name a few. Such accounts are free and provide valuable backup to individual email providers.

Updating Account Information

Attorneys are responsible for keeping their account information up to date in CM/ECF. Updating account information, also known as “User Maintenance”, is covered in detail in our Online Attorney Training Manual (www.pawb.uscourts.gov/training).

Changes made to your account information are not actually applied until the “Submit” button is clicked on the “Maintain User Account” screen, then once again on the next screen displayed. Merely clicking on the “Return to Account screen” button from the “Email information” or “More user information” screens will not apply any changes. Only the “Submit” button will apply any changes.



Searching for Parties on PACER

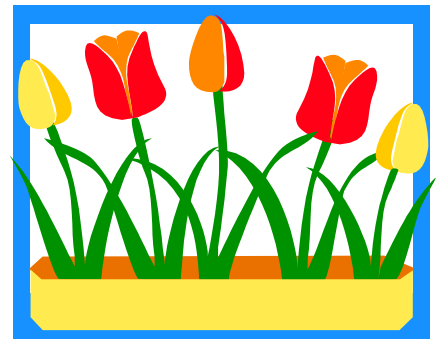
Please remember to use the “Queries” option when searching for specific parties on the CM/ECF database. Some PACER customers in other districts have run the “Cases Report” and generated large reports inadvertently by entering a wide date range. The cases report does have a default date range, but PACER customers are able to enter a date range greater than the default dates provided. A wide date range could result in an expensive PACER charge, because the cases report is not subject to the 30 page fee limit.

Linking Documents in CM/ECF

Please be sure to link to all documents that are related to the document that is being docketed. For example, a certificate of service should be linked to both the motion entry and notice of hearing entry. A Certificate of No Objection must be linked to the motion or application that it is related to.

When a proposed order is filed that concerns a motion already on the docket, then the proposed order should be linked to the motion.

As a general rule, all documents filed in response to a motion or application should be linked to the first motion or application filed.



Avoiding Duplicate Party Records in Database

U.S. Bankruptcy Court
5414 U.S. Steel Tower
600 Grant Street
Pittsburgh PA 15219
412-644-4060

U.S. Bankruptcy Court
U.S. Courthouse
17 South Park Row
Erie PA 16501
814-464-9740



Please remember to use the “Forward” and “Back” buttons to review what information has been entered prior to accepting a docket entry. A party is added to the database a second time when the back button is used to review screens prior to the party information screen and then the “Submit” button is clicked a second time at the party information screen. The party is added to the case only once when this occurs, but the name will appear twice in “Party Search Results” when you search for it in the future.

We're On The Web
PAWBHelpdesk@pawb.uscourts.gov

Reminders

As a general rule, documents filed with the court should not include social security numbers. Local Form No. 1, the Declaration of Electronic Filing, is submitted on paper to the Clerk. General Court Procedure #6 provides guidance for exclusion of personal identifiers.

The current version of the Declaration Re: Electronic Filing of Petition, Schedules and Statements, which is Local Form No. 1. requires the debtor to indicate if he or she is a servicemember. The current form is available at <http://www.pawb.uscourts.gov/forms.htm>.

Attorneys should include their bar identification numbers on all documents filed with the court.

The PACER fee was raised to 8 cents per page on January 1, 2005.

Some court orders direct the filing party to serve other parties in the case. Please remember to file a certificate of service with the Court when service is made.

Mediation Conferences: All parties needed for resolution of the dispute must appear at the mediation conference.

The Bankruptcy Court for the Western District of Pennsylvania amended its Local Rules, Forms, and Court Procedures. The effective date of the amendments was May 3, 2005. You may view the revised Local Rules, Forms, Court Procedures, and an explanation of the amendments on the Court's Website at <http://www.pawb.uscourts.gov/lrules.htm>.