

# CM/ECF NEWSLETTER

A publication of the  
U.S. Bankruptcy Court,  
Western District of  
Pennsylvania

Fall 2006 Edition

The CM/ECF system has undergone several major changes in the last few months. The Clerk's Office has sent e-mails to attorney filers about these changes. This newsletter will go into additional detail regarding some of the changes.

## CM/ECF Changes

- The operating system was changed in July.
- Version 3.0 of CM/ECF was installed the weekend of August 27.
- Version 3.1 of CM/ECF was installed the weekend of October 14.
- As of August 28, attorneys are now able to pay filing fees over the Internet.
- The Judicial Conference approved modifications to the Official Forms that were effective on October 1 of this year.

## Request to Stop Receiving E-Mail Notification When Adversary Proceeding Is Closed

Attorneys listed on adversary proceeding dockets continue to receive notices regarding activity in the main bankruptcy case after the adversary proceeding is closed. This is a "bug" in the CM/ECF system. The national CM/ECF developers are aware of this flaw in the program. Until this problem is resolved, the attorney can request that his attorney/party record on the closed adversary proceeding be terminated to prevent receipt of Notices of Electronic Filing generated on the associated bankruptcy case. Requests should be filed on the adversary docket using the following event: adversary/miscellaneous/ Request in Closed Adversary to Terminate Notices. The case administrator will terminate the attorney on the adversary proceeding docket based on the request.

### In This Issue ►

CM/ECF Changes	page 1
Request to Stop Receiving E-Mail Notification When Adversary Proceeding Is Closed	page 1
Official Form 1 and Exhibit D	page 2
Official Form 23, Debtor's Certification of Completion of Instructional Course Concerning Personal Financial Management	page 2
Link to Official Forms	page 2
New Docket Events	page 3
New Docket Event: Motion Regarding Chapter 11 First Day Motions	page 3
Docket Event: Motion to Avoid Lien on Household Goods	page 3
Amended Motions	page 4
Amended Schedules	page 4
Summary of Schedules Screen	page 4
Adding Defendant's Address When Opening an Adversary	page 4
Maintaining Your CM/ECF User Account	page 5
Payment of Fees Over the Internet	page 5

---

---

## Official Form 1 and Exhibit D

The bankruptcy petition form, Official Form 1, has been modified. One of the changes to the petition is a new section regarding Exhibit D, titled "Individual Debtor's Statement of Compliance with Credit Counseling Requirement." Every individual debtor must file Exhibit D. If a joint petition is filed, each spouse must complete and file a separate Exhibit D.

Exhibit D requires debtors who have attended a Credit Counseling briefing to attach a copy of the certificate of attendance to the exhibit. The Clerk's Office is asking attorneys to file Exhibit D as part of the petition and then to docket the certificate of attendance as a separate entry using the "Certificate of Credit Counseling" docket event that can be found in the "Miscellaneous" category of CM/ECF. The Certificate of Credit Counseling issued by the provider will not be considered sufficient proof of attendance at the credit counseling session unless Exhibit D is also filed.

---

## Official Form 23, Debtor's Certification of Completion of Instructional Course Concerning Personal Financial Management

Official Form 23, Debtor's Certification of Completion of Instructional Course Concerning Personal Financial Management, has been modified. Official Form 23 requires every individual debtor in a chapter 7 or chapter 13 case to file the certificate. When a joint petition is filed, each spouse must complete and file a separate certification. The certificate number from the certificate of completion issued to the debtor by the approved financial management counselor must be entered on Official Form 23. The certificate of completion issued to the debtor by the approved financial management counselor should not be filed as proof of attendance at the financial management class.

---

## Link to Official Forms

The Court's Website has a link to the Official Forms at [http://www.uscourts.gov/bkforms/bankruptcy\\_forms.html#official](http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official)

---

---



---

---

## New Docket Events

New docket events for CM/ECF are posted on the "BAPCPA" page of the Court's Website at <http://www.pawb.uscourts.gov/bapcpa.htm>. Many of these events were designed to address the statistical requirements of the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 and the Judicial Conference's Committee on the Administration of the Bankruptcy System. The staff of the Clerk's Office will need to make corrective entries when incorrect docket entries are entered on the system in order to ensure that the proper information is transmitted to the Administrative Office of the U.S. Courts.

A searchable list of all the docket entries available to attorneys on CM/ECF has been developed. This list is also available on the "BAPCPA" page of the Court's Website. The list will aid electronic filers in determining the appropriate code to use when filing a document with the Court.

---

### New Docket Event: Motion Regarding Chapter 11 First Day Motions

For statistical reporting purposes, "Chapter 11 First Day Motions" are defined as motions filed on the date of the filing of the Chapter 11 case. A generic event called "Chapter 11 First Day Motions" has been created to be used for motions that are filed on the date of the bankruptcy petition when there is not a specific docket event for that entry.

The docket event "Chapter 11 First Day Motions" should only be used when there is not a specific docket event for the specific contested matter that is being filed. A Motion to Pay Employees, for example, would be docketed as "Chapter 11 First Day Motions" because there is no specific event. The generic "Motion to Pay" docket event should not be used in this case. On the other hand, a specific motion such as a Motion for Authority to Obtain Credit Under Section 364 would be filed using the docket event "Motion for Authority to Obtain Credit Under Section 364."

This change is being implemented on a national level in order to comply with statistical reporting requirements.

---

### Docket Event: Motion to Avoid Lien on Household Goods

The event Motion to Avoid Lien on Household Goods was added to the docket events dictionary last year. Another event in the dictionary is Motion to Avoid Lien. These events are now tracked for statistical purposes and reported to the Administrative Office. Please use the correct entry based on the nature of the property to which the lien attaches.





---

## Amended Motions

The "Amended Motion" event has been deleted from the docket dictionary. When a motion is filed that amends a motion already on the docket, please pick the specific nature of the motion that is being filed from the list of docket events and use the prefix box that appears in the docket text to note that an amended motion is being filed. The specific nature of the motion that is filed now needs to be tracked for statistical purposes.

---

## Amended Schedules

The event selections for amended schedules has been modified to "Amended Schedules A B C G H I J" and "Amended Schedules DEF." The changes were made for statistical reporting purposes. The filer will be prompted to pay the filing fee for amending schedules when "Amended Schedules DEF" is chosen. Please remember to include "NFR" (no fee required) in the fee field in the limited circumstances in which schedules D, E or F are amended but a fee is not due.

---

## Summary of Schedules Screen

Version 3.1 prompts the filer to complete a new Summary of Schedules screen when filing a bankruptcy petition or using the docket events "Schedules A-J," or "Petition Completed." Some of the information required by the screen may be entered when the case is opened, and the rest of the required information can be entered when "Petition Completed" is selected as the docket event to complete the petition. Information added when the case is open will appear on the screen when the "Petition Completed" entry is made. You only need to include the additional information that has not yet been entered on the screen when you complete the petition; the existing data does not need to be re-entered.

Please include "0" (zero) in the Summary of Schedules Screen if a schedule or other document has been filed and there is no amount to report. The field should only be left blank when the information is not available yet, such as when a schedule has not yet been filed.

---

## Adding Defendant's Address When Opening an Adversary

Please include the address of the defendant when listing the defendant as a party while opening an adversary proceeding on CM/ECF. If the defendant already has a party record in CM/ECF, please choose that record and modify the address if necessary.

---

---

---

---

## Maintaining Your CM/ECF User Account

Attorneys should never enter their Social Security numbers into their CM/ECF attorney account when updating information. Sometimes a hidden character may appear in the Social Security field of an attorney account when information is updated. The system will sense that improperly formatted information has been entered into the field and show a message stating, "The proper format for the Social Security number is 111-22-3333." A Social Security number should not be entered into the field, because the number would be available to the public on any case in which the attorney is listed. The hidden character needs to be removed from the Social Security field by taking the following steps:

- Click the "OK" button below the error message to clear the error message.
- The cursor is now in the SSN field; press the Delete key on your keyboard several times and then press the Backspace key several times.
- This clears the SSN field. Then click on the Submit button to update your account.

This problem, and solution with screenshots, is addressed in the "Trouble-Shooting Guide" section of the Online Attorney Training Manual. The direct link to the Trouble-Shooting Guide is [www.pawb.uscourts.gov/training/trouble\\_shoot\\_index.htm](http://www.pawb.uscourts.gov/training/trouble_shoot_index.htm).

---

## Payment of Fees Over the Internet

Fees can now be paid on-line when a document requiring a fee is electronically filed. Attorneys also have the option of deferring payment of the fee. Attorneys will receive an e-mail message each day when fees are deferred. The message informs the attorney that he will be unable to file documents electronically if fees are not paid within four days of the date incurred.

As of November 20, 2006, filers paying their fees on-line must use a browser that supports 128-bit encryption. Payment via the internet is facilitated by a government organization called Pay.gov. The system administrators at Pay.gov plan to implement a user-friendly message for users accessing Pay.gov via an unsupported version of a browser to notify them that their connection issue may be related to the version of their browser. The message will appear if Pay.gov's infrastructure can identify enough information submitted by the browser (i.e., encryption level). Those users that cannot be re-directed to a user-friendly page will receive a "page cannot be displayed" message.

Minimum browser requirements to support 128-bit encryption:

- IE 6.0 (Recommended)
  - Mozilla Firefox 1.5 or greater
  - Mozilla 1.7 or greater
  - Netscape 7.x
  - Safari 1.2 (for MAC users)
  - Not Recommended: IE 5.5 or lower
- 
- 

**Helpdesk:**

**[PAWBHelpdesk@pawb.uscourts.gov](mailto:PAWBHelpdesk@pawb.uscourts.gov)**