



Official Publication

CM/ECF Newsletter

Winter 2010 Edition

This newsletter includes various reminders useful to all electronic filers.

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CM/ECF Modified To Alert Filers of Their Redaction Responsibility

CM/ECF has been modified to require an acknowledgment of the filer's responsibility to redact private information when documents are filed. The following reminder message is displayed at login:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:

All filers must redact: Social Security or taxpayer identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

The citation to the rule is a hyperlink that takes the filer to the text of the rule. In addition, another reminder message has been added to the screen where the attorney finalizes submission of the filed document. That message says simply, "Have you redacted?" and no affirming keystroke is required.

Changes to the Online Attorney Training Manual

The Clerk's Office has recently added two modules to the Online Attorney Training Manual and has updated a third. Modules concerning Objection to Claim and Responses to Objection to Claim were added to the manual, and the module concerning Objection/Response to a Motion was updated. Please review these modules prior to filing documents of this nature to be certain that you are choosing the proper events in CM/ECF. The Online Attorney Training Manual is available on the CM/ECF page at the Court's website.

Proper Document Formats

Text-Searchable Documents

All documents electronically filed that have been created, authored or customized by the electronic filer must be filed in a format that allows the Court, or anyone else viewing the document, to perform a full text search in accordance with ECF Procedure #13. If a document is filed that is not fully text searchable, a corrective entry will be issued advising the electronic filer to refile the document. Any document that is scanned is most likely not searchable. For instructions on creating a PDF in the proper format, you may refer to the online Attorney Training Manual on the Court's website.

*See our Online
Attorney Training Manual
for creating PDFs
that comply with
Court procedures.*

Flattening PDF Files

Adobe Acrobat and other PDF conversion programs offer the ability to create a PDF containing fillable fields. The CM/ECF system requires "flat" PDFs, that is, those containing text only. A PDF with fillable fields is not flat.

To flatten a PDF file:

- Enter or complete the appropriate fields.
- Save the completed file as a non-flat PDF on your computer.
- From your PDF program's Main Menu, select File.
- On the File Menu select Print.
- In the Printer Dialog Box, or popup, select the entry for your PDF conversion program in the available printers list.
- Click OK or Print and a flattened PDF will be created, which can be uploaded in CM/ECF.

**For more detail on creating PDFs
that are both text-searchable and flattened,
see the "Creating PDF Files" module
in the Court's [Online Attorney Training Manual](#).**

PDF Quality

PDFs that are attached to Court entries must be crisp, clear and completely legible, otherwise the Court may enter a corrective entry advising the filer that the document must be refiled.

**NEED
ASSISTANCE?**

Technical problems

• Logins/passwords • Missing menu items • Unexpected error messages
Direct these and similar issues to PAWBHelpdesk@pawb.uscourts.gov

Other assistance

Call 412.644.2700 (Pittsburgh cases) or 814.464.9740 (Erie cases)

Linking an Electronic Document to Multiple Other Documents

An electronic filer has the capability of linking an electronically filed document to multiple other documents to which it relates. This can be accomplished by holding down the control key and clicking on multiple categories. For instance, when filing a certificate of service to show service was made on a Motion and an Order scheduling a hearing, you would choose the Motions category and the Court category. By doing this, you will be presented with all pending Motions in the case as well as all documents docketed by the Court. You can then choose the Motion and the Order scheduling the hearing which were served. On the other hand, if you had self-scheduled the hearing, you would choose the Motion and Miscellaneous categories, selecting the Motion and the Notice of Hearing. Please refer to the Court's [Online Attorney Training Manual](#).



Link an electronically filed document to multiple documents to which it relates.

Service of Orders and Motions

Many Court orders direct the movant to serve the Order and Motion on all interested parties and file a Certificate of Service. If the Certificate of Service that is filed does not indicate that both the Order and the Motion were served, the Clerk's Office will issue a corrective entry advising the electronic filer to refile the Certificate of Service to indicate that both the Order and Motion were served. Electronic filers must sufficiently comply with the Court Orders. The same is true for a self-scheduled Motion. When the Certificate of Service is filed, it must indicate that both the Motion and Notice of Hearing were served.

Service of Summons

When filing a certificate of service showing that service was made on a Summons and First Pretrial Order, the event Summons Service Executed must be used, rather than Certificate of Service, for the status of the adversary proceeding to be accurate. Please refer to the Online Attorney Training Manual for more details.

Captions

All pleadings must contain the proper caption in accordance with Local Rules 7010-1 and 9004-1. When a motion is filed in a main case, the parties involved in the motion must be properly identified in the caption as "Movant" and "Respondent," and when no entity is to be identified as a respondent, "No Respondent(s)" shall be stated. The caption of each motion must include the case number and chapter number and shall substantially conform to Local Form No. 17. Any subsequent pleading to a motion must include in the caption the hearing date and time, the objection or response deadline, and the document number of the document to which it relates.

Do not include the Debtor's address in the caption of the motion, even though Form 16 D states that it should be included when a notice is served by a Debtor.

In an adversary proceeding, the caption must conform to Official Bankruptcy Forms 16D. The parties involved must be identified as "Plaintiff" and "Defendant." Any answers or motions filed within the adversary proceeding must contain the adversary caption and number.

All creditors must be named in the caption as Respondents when applicable. The notation "All Creditors" is not a sufficient designation of the creditor Respondents.

New CM/ECF Events

For the convenience of electronic filers, ten new events have been created:

- Declaration Re: Notice of Post-Petition Fees, Expenses and Charges
- Declaration Re: Notice of Mortgage Payment Change
- Motion for Discharge
- Motion for Status Conference
- Motion to Approve Financing
- Motion to Excuse Wage Attachment
- Notice of Mortgage Payment Change
- Notice of Post-Petition Fees, Expenses and Charges
- Objection to the Notice of Mortgage Payment Change
- Objection to the Notice of Post-Petition Fees, Expenses and Charges

Please use these events, rather than Generic Motion, as it is imperative that the court's docket is as clear and concise as possible.

Unable To Locate the Proper Event?

When filing electronically, you can use the "Search" option on the blue menu bar in the current CM/ECF version to quickly ascertain the correct category of your event, even if you are uncertain about the event name.

Simply enter a word or a word fragment in the Search field. For instance, if you are filing a Motion to Excuse Wage Attachment, enter the word "wage." All categories containing "wage" will be presented to you, with the word "wage" highlighted. Each item that the system displays is a direct link to the menu item or event, allowing you to begin filing the document.

Mailing Matrix

Electronic filers should not include duplicate creditor addresses on the mailing matrix as this takes unnecessary space in the CM/ECF system. Please review and edit your matrix for duplicates prior to uploading it into a case. The matrix should not include any titles or other descriptions, only address information.

Financial Management Course Certification

In Chapter 7 cases, in accordance with Federal Rule of Bankruptcy Procedure 1007(c), a Financial Management Course must be taken after the bankruptcy petition has been filed. A case will be closed without entry of a discharge on the 60th day after the first meeting set for the meeting of creditors, unless the debtor files Official Form B 23 certifying that the course in personal financial management was completed within 45 days after the first date set for the meeting of creditors in accordance with 11 U.S.C. §111.

Reaffirmation Agreements

Official Form B27 (Official Form27) (12/09), which is the Reaffirmation Agreement Cover Sheet, went into effect on December 1, 2009. This form should be filed at the same time the Reaffirmation Agreement is filed.

The Administrative Office of the United States Courts issued amended reaffirmation documents on December 1, 2009. These documents are: B 240A Reaffirmation Agreement (12/09); Form 240B Motion for Approval of Reaffirmation Agreement (12/09); and B 240C Order on Reaffirmation Agreement (12/09). The Bankruptcy Court in Western Pennsylvania will require that all reaffirmation agreements filed on or after May 31, 2010 substantially conform with these amended reaffirmation documents.