



THE DIVE INSTRUCTOR

for use with Electronic Case Filing (ECF)



*Anticipated
LIVE DIVE DATE:*

November 12, 2003

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Are you ready to be an ECF DIVE MASTER?

If so, then your equipment includes:

- Computer with Internet Access
- E-mail account
- Software that converts documents into PDF format
- Scanner that converts old, paper documents into PDF format
- PACER account
- Credit card account for use with authorization form on-file

and your training credentials include:

- Possession of a training database log-in and password
- Completion of a training session provided by the clerk's office
- Practice on the training database with extra points if on a test day
- Experience in using software to convert documents into PDF
- Experience in reviewing e-mail from the training system
- Knowledge and understanding of the new process for Orders
- If applicable, experience in using the automatic filing feature of your petition software

If not, get what you need, read the DIVE INSTRUCTOR, train on the training database AND then practice, practice, practice

Have Questions? Need Help?

Tallahassee, Gainesville & Panama City Divisions	Pensacola Division
LISA DAVIS: (888) 765-1752	LANI BOND: (888) 765-1751

E-mail Help: CMECF_helpdesk@flnb.uscourts.gov

Need to Set-Up a Training Date?

Contact Judy Miller at:

850-942-8944 or judy_miller@flnb.uscourts.gov

CHANGES – THEY ARE ON THE WAY!

Conversion to CM/ECF in November will mean more than a new way of filing and reviewing pleadings in the Northern District of Florida. It will mean **BIG CHANGES** in the operations of the clerk's office and in the way you do business with the court.

Orders

The order submission process will change significantly. Here are a few examples:

- You should submit a proposed order whenever you file a motion or application. Proposed orders should be submitted by e-mail to the following addresses:

Tallahassee, Gainesville or Panama City cases: **TLH_Orders@flnb.uscourts.gov**
 Pensacola cases: **PNS_Orders@flnb.uscourts.gov**

- Orders should be submitted in either MSWord or WordPerfect format.
- An Order Submission Form must accompany each order. This will enable court staff to process the order in the least amount of time possible. The form can be submitted in either PDF, MSWord or WordPerfect format. The Order Submission Form is located on our website.

Case Numbers

The case numbering scheme will change for all new bankruptcy and adversary cases filed after conversion to CM/ECF. ***Cases filed before conversion will not be affected.*** An example of the new case number scheme is as follows:

Current Tallahassee Bankruptcy Case Number: 03-70001
New Tallahassee Bankruptcy Case Number: 03-40001
 Current Tallahassee AP Case Number: 03-9001
New Tallahassee AP Case Number 03-04001

Current Gainesville Bankruptcy Cases Number: 03-00001
New Gainesville Bankruptcy Case Number: 03-10001
 Current Gainesville AP Case Number: 03-9001
New Gainesville AP Case Number: 03-01001

Current Panama City Bankruptcy Case Number: 03-20001
New Panama City Bankruptcy Case Number: 03-50001
 Current Panama City AP Case Number: 03-9001
New Panama City AP Case Number: 03-05001

Current Pensacola Bankruptcy Case Number: 03-40001
New Pensacola Bankruptcy Case Number: 03-30001
 Current Pensacola AP Case Number: 03-8001
New Pensacola AP Case Number: 03-03001

DIVE FORMS & DOCUMENTS

Registration for the LIVE DIVE

You will soon be receiving an e-mail containing information on the official registration process for the LIVE system. We hope to be able to distribute the bulk of the accounts before the end of October. So be on the lookout!

Notices of Filing

You will find that some documents you have become accustomed to filing are no longer necessary and, in fact, will be create more work for you under ECF. A Notice of Filing is one such document. You are encouraged to simply prepare and file the actual document. Documents attached to a Notice of filing require an additional docket entry (one for the document and one for the Notice of Filing) or an extended docket entry with an additional attachment.

Creditor Matrix

Processing claims and notices in CM/ECF will depend upon having an accurately formatted matrix of creditors. Please note the following changes in submitting a matrix:

- Do NOT list the creditors in all capital letters. Use upper and lower case letters.
- Do NOT include the name of the debtor, debtor's attorney, trustee, or the U.S. Attorney in the matrix. These will be added automatically by the system.
- The matrix must be submitted in .TXT format.

Summons

When an Adversary Proceeding case is opened using CM/ECF, you should include a summons for each defendant as an attachment to the docket entry for the complaint. Court staff will print the summons, sign it, apply the court seal and mail the original summons to you for service upon the defendant(s).



DRAFT Standing Order

This is the document that will be entered to enable and set the basic parameters for electronic filing within the District. A copy of the DRAFT Order is posted on our website for review.

DRAFT Admin. Procedures for Filing and Signing Pleadings by Electronic Means

This is a companion document to the DRAFT Standing Order and provides a more detailed outline of the processes and procedures that will be used with electronic filing. It includes such topic areas as service, signatures, and orders. A copy is posted on our website for review.

DIVE PROCEDURES

Test Days

Sincere thanks go out to our external users for making our first two TEST DAYS a success. On the first test day which focused on case openings, we had over 90 cases filed with more than 20 firms filing. On the second test day that was focused on motions and trustee activity, there were over 350 docket entries and 40+ users doing the filing. As you may have seen, clerk's office staff have been utilizing these days as a way to test their new quality control processes and procedures to make sure they work as they should. Therefore, there is no need to get alarmed when you receive an e-mail back on a deficiency or error, at least while we are in the test phase. Once we go LIVE, however, getting alarmed will be the right thing to do. To make sure you don't miss the opportunity to participate in the remaining test days, we will be sending reminders out by e-mail as the dates approach. You can also check out our website for additional information.

ECF Database Internet Addresses

In working with the bar on the "case opening" test day, the question was asked on what Internet address should be used with the automatic filing feature that is incorporated into most of the petition software programs. Here is the answer. While we are using the training database, you should use:

<https://ecf-train.flnb.uscourts.gov/cgi-bin/login.pl>

Once we go to the LIVE database, the address in your software should be updated (along with your live login and password) to:

<https://ecf.flnb.uscourts.gov/cgi-bin/login.pl>

Please contact your software vendor for more detailed information on how to enter these addresses into your software.

Hearings

Hearings will be set on a regular basis by the Court following an internal review of the docket activity report. In a change from current practice, all notices of hearing will be prepared and sent by the Bankruptcy Noticing Center (BNC). If an emergency or expedited hearing is being requested, notify **Martie Kantor at 850-942-8943** or **martie_kantor@flnb.uscourts.gov** and note it as such when creating the docket text at the time of filing.

And Cancellations

We now have links on our webpage for parties to use to cancel stay hearings as well as other matters. Check it out and start spreading the word!

Florida Northern Bankruptcy Court: <http://www.flnb.uscourts.gov>

Pacer Service Center: <http://pacer.psc.uscourts.gov>