



THE DIVE INSTRUCTOR

for use with Electronic Case Filing (ECF)



*THANK YOU
for the
successful transition to
Electronic Case Filing
that began*

November 12, 2003

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Signatures - /s/ John Doe, Esq.

No CAPS Please

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See Additional Privacy Information on Court Website: www.flnb.uscourts.gov

We are LIVE on ECF!

As we move forward under ECF, we all seem to be finding new and interesting twists – some of which are good and some of which are not so good. Thank you for your patience, feedback and understanding as we try to figure out what is/is not occurring and then try to find the best way to handle it. In the meantime, be sure to review this edition of the Dive Instructor for helpful information on those areas we think we have been able to work out.



On-line filing has definitely caught on quickly. Here are some initial statistics for the first month on ECF:

On-Line User Accounts Issued so far: **432**

Number of Users who have filed on-line: **152**

Number of Items entered by on-line users: **5,314**

% of New Cases Opened On-Line by the Bar: **88% (419 out of 471)**

Have Questions? Need Help?

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

If you have a question about how to docket an item or are not sure which event to use, you can get E-mail assistance at:

CMECF_helpdesk@flnb.uscourts.gov

DOCKETING HINTS/REQUESTS!

Signatures

When electronically filing any pleading that has a signature line, please make sure to include the “/s/” and your name.

For example: /s/ John D. Doe
John D. Doe
Pensacola, Florida 32504

A more thorough discussion of what is required for signatures can be found in Section II.C. of the Administrative Procedures for Electronic Case Filing located on our website.

No CAPS Please

Under the old case management system, capital letters were exclusively used for parties and addresses. This can be easily seen for the cases that were filed prior to November 12. With ECF, we are now requesting that normal type be used. For example, when opening up a new case, key in the name of the debtor and creditor matrix listing this way – **John Doe** instead of **JOHN DOE**. The main reason for doing this is that the ECF search engine sorts not just alphabetically, but also whether the word is in all CAPS or a mix of upper and lower case letters.



Using the RIGHT Event

Before docketing, please try to review the complete list of menu events available as there is probably one there that is the right one for you to use. By doing so, proper linking and referencing can take place and the number of submission errors can decrease. Also, generic events should be used **only** as a last resort when there does not seem to be any other option available.

If you have a question on which event to use – contact the **HELP DESK**. If there is a type of document that you file on regular basis and the generic event seems to be the only one you can use – again, call the **HELP DESK** and we will see if we can create a new event for future use.

Chapter 11 Operating Reports

In conjunction with the above topic, we have re-named the “Other/Miscellaneous” Bankruptcy menu link to “Other/Operating Reports/Miscellaneous” in hopes of getting counsel that need to file Chapter 11 operating reports to use the right event. Once in that category, scroll down the options and make sure to select “Operating Report (Ch. 11 Debtor in Possession).”

Orders Formatting Reminders

- Orders are to be submitted **ONLY** in word processing format (i.e. Word or WordPerfect)
- Orders submitted in other formats such .zip or .pdf format will not be accepted
- The subject line **MUST** include the case number for it to be efficiently processed
- Please make sure to send your proposed orders to the correct office e-mail address

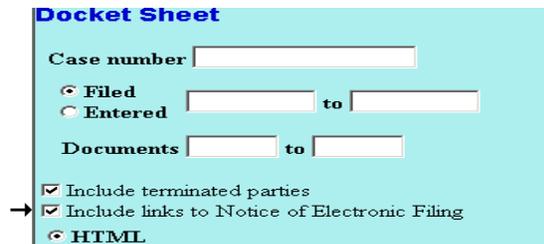
NOTICING

Certificates of Service

With the Clerk’s office doing a larger share of the noticing now, closely verifying who has been served has become very important until we are confident this is working as it should.

Here are some suggestions to assist in this process:

1. Feel free to use the suggested service language noted in the first edition of the Dive Instructor.
 “The following parties were served either by electronic or standard first class mail:...”
2. Thoroughly review the Notice of Electronic Filing (NEF) to verify who received the notice by e-mail and then remember to serve everyone else by regular mail. If you forget to complete this review at the time of filing, the NEF can be viewed by checking the box that appears on the first screen when requesting the docket sheet for a case.



3. If service was completed by the court via the Bankruptcy Noticing Center (BNC), make sure to view the PDF of the BNC’s certificate to verify who was served. Based on that review, if you feel that service was not correct, please contact the Help Desk ASAP.
4. In checking the service on the original filing of a hearing notice by the court, you will find that the “free look link” is not active. That is because this free look is “saved” by the system for the subsequent entry of the BNC certificate of service which includes both the notice and the certificate of service.
5. Complete Creditor Mailing Matrix - to get a complete matrix, including the statutory agencies such as the Florida Department of Revenue, select **ALL** parties on the first screen for the Creditor Mailing Matrix report as these statutory agencies are separately listed under a special mailing group (sg1).

Negative Notices by Bar for Motions to Avoid Lien and Modifications of Post-Confirmation Chapter 13 Plans

The Clerk’s office is sending out an informational order/notice for these events via the BNC. In reviewing one of these notices, you will find that they also include required negative notice information. Therefore, you do not need to file similar a notice with us any more when filing this type of motion.

Where is all this paper/mail coming from for items that I have already received by e-mail?

The answer is the Bankruptcy Noticing Center (BNC) and they are for hearings, orders, 341 notices, and other items generated by the court. We are sorry to say that that there is no way to opt out of receiving them at this time, but there is a way to select the format of how you get them – by e-mail, fax or paper. This selection can be made by going to: www.EBNuscourts.com

PRIVACY PROVISIONS AND FORM 21 – EFFECTIVE 12/1/03

The Federal Rules of Bankruptcy Procedure and related official forms were amended December 1, 2003, to implement the Judicial Conference policy on privacy and public access to electronic case files. Included in the policy is that personal identifiers such as Social Security numbers of individuals be redacted to the last four digits on petitions and/or documents filed with the court. More detailed information on these amendments, related revisions, and associated web links can be found on our website at:

http://www.flnb.uscourts.gov/privacy_page.htm

If you file petitions for debtors:

1. Use the revised national forms – copies of which can be found at:

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

2. If you haven't already, contact your bankruptcy petition software company to obtain and install the new software upgrade that incorporates these new forms and the related privacy provisions.
3. If you file on-line via the Internet or use automatic case upload, remember to key in the full Social Security number at case opening so that the full Social Security number can be used for the official 341 notice. An original Statement of Social Security Number (Form 21) will need to be completed and retained by you, but a paper or electronic copy does **NOT** need to be submitted to the court.
4. If you file petitions via disk, a paper copy of the completed Statement of Social Security Number (Form 21) needs to be submitted with the court at the same time you file the petition so that the court can key in the full number for the 341 notice.
5. With either filing method - remember - you **must** maintain the original, signed Form 21 for four years after the case or proceeding is closed.

If you file papers/pleadings for creditors:

1. Advise clients that their access to information about debtors' Social Security numbers will be limited to the last four digits of the Social Security number. Information available via PACER and at terminals located in the court will be restricted.
2. Advise clients to maintain their copy of the 341 notice, which will display the debtors' entire Social Security number and be aware that the Discharge and Confirmation Orders will NOT reveal the debtors' entire Social Security number.
3. Use the revised Proof of Claim Form when filing a claim.

(<http://www.flnb.uscourts.gov/Documents/ProofofClaim.pdf>)

