



# THE DIVE INSTRUCTOR

for use with Electronic Case Filing (ECF)

## Question and Answer Sessions

The meetings in each of the divisions during April were very informative and productive. Thanks to all who were able to attend.

Check out this edition of the DIVE INSTRUCTOR for meeting information relayed, suggestions made, and research being done for future implementation.

### Information Relayed (pg. 2-3)

The power of the CTRL key

EBN – is it for you?

Amended vs. Amendment

Plan Titles – Modified or Amended

Other

### Suggestions Made (pg. 3)

Already Implemented

To Be Implemented

### Research (pg. 4)

Items being checked out



## The Court is Moving

Under the current construction schedule, the Tallahassee office is now planning to move to its new “home” the weekend of July 30, 2004. Our new office address and telephone number will be:

**110 E. Park Avenue, Suite 100  
Tallahassee, FL 32301  
(850) 521-5001**

A dedication ceremony is being planned for the afternoon of Friday, August 20. It will be followed by a 1<sup>st</sup> floor reception for the public and bar.

## Administrative Procedures Updates

The “Administrative Procedures for Electronic Filing” were amended on 4/19/04. Changes were made to remove the requirement for the Order Submission Form and to note the new electronic format requirement for corporate entities that file more than twenty (20) proofs of claim a year. Copies of the “Administrative Procedures” can be found on our website.

## Training

Contrary to what you may have heard, ECF training for attorneys, staff, and limited-use filers is still available. The first step is to contact **Kathy Conn at (850) 435-8481/kathy\_conn@fnb.uscourts.gov** to get signed up for our on-line training program. Then, after having received your training password, the rest is up to you. On-site training in your office is also available in certain circumstances. This too can be requested and coordinated through Kathy.

## Assistant/Paralegal Training and Trading Ideas Session

We are currently working on a possible all-day training session for the fall. Stay tuned!

## Have Questions? Need Help?

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

INFORMATION RELAYED

**Application for Compensation Event** – When the applicable screen on ECF pops-up, make sure to key in the dollar amounts so that the hearing notice can be completed as required by the rules.

**Associates/attorneys leaving firms** - Make sure to contact us to remove the names from the credit card listing of attorneys who have left your firm. Also, that attorney is supposed to notify us of their change and update their ECF log-in name and address so that future notices and mailings are sent to the right place.

**Electronic Filing E-mails** – Due to the recent deluge of e-mail viruses, we want to let users know that the electronic filing notice e-mails from our system will never include an attachment. The only e-mails from us with an attachment would be the return of an Order and those will be in PDF, WORD, or WP format.

**Signature issues** – To make sure everyone is aware - the log-in name used at the time of filing is the official signature under the Administrative Procedures. This is the case no matter whose name is or isn't showing on the PDF document that is filed. When it is found by the case manager that the log-in name is different than the signature on the PDF, a text statement noting this will be placed on the docket as FYI by the court.

**Orders Formatting Reminders**

- Orders are to be submitted ONLY in word processing format (i.e. Word or WordPerfect)
- Orders submitted in other formats such as .zip or .pdf format will not be accepted
- The subject line **MUST** include the case number and related docket entry number
- Please make sure to send your proposed orders to the correct office e-mail address
- We no longer need the Order Submission form

**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 can take place, hearings can be correctly set, and the number of submission errors can be minimized. Also, generic events should only be used as a last resort when no other option is available. If you have a question on which event to use – check out the current event menu list on our website or contact the **HELP DESK**.

**Printing Signatures and PDF Documents** – For the Acrobat program to print the Judge's signature on ECF Orders, you must select the option on the Acrobat print screen labeled "Print with Comments" or "Document and comments". Once selected, his signature will print and this setting will become your default print selection.

**Limited Access Users** - System access has been broadened for limited users and they now have the ability to maintain their own account information.

**Electronic Bankruptcy Noticing (EBN)** – want to cut down on the paper from the noticing center – check out the options at [www.ebnuscourts.com](http://www.ebnuscourts.com)

**The Power of the CTRL key** – When you need to select more than one item or name from an ECF pick list, all you need to do is: select the first item - hit and hold the CTRL key - then click on the second item and it too will be highlighted for docketing purposes.

For example:



**Amended vs. Amendment** – When filing documents in ECF, the generally understood standard of an “amended” document versus an “amendment” is to be followed. For example, when amending a schedule, your PDF document should be of the full schedule with the changes incorporated into it. In contrast, when filing an amendment, you do not need to provide the full document over again, but only the additional information. To assist, the wording used in the current ECF list of docket events has been set-up with this standard in mind.

### Chapter 13 Plan Titles – Amended or Modified?

Leigh Hart’s office distributed a memo in July, 2003 that explained the agreed upon preference for labeling a revised plan as “amended” or “modified”. In the memo, the request made was to use “amended” for pre-confirmation plans and “modified” for post – confirmation plans. (Selected text from this memo can be found in the clerk’s section of the 2003 bankruptcy bar seminar materials.)

**Proof of Claim: PDF vs. Claim Summary** – When filing a proof of claim, please note that the initial information keyed into the claim summary screen is for general summary purposes only. The official version of the POC for case related purposes is the PDF of the proof of claim form and its contents once it is filed onto the system.

### SUGGESTIONS MADE

**Already Implemented:** From the meetings, we have already been able to resolve or implement a couple of suggestions that were provided. The first was a request for the case administrator e-mail addresses to be posted on our website. You can now find them on the Help Desk page at: <http://www.flnb.uscourts.gov/CMECF/HelpDesk.htm>. The second was the use of the withdraw event by Trustee’s so that they can now withdraw a previously filed No Distribution Report when needed.

**To Be Implemented:** In addition, there were several ideas provided by the bar which we will be implementing over the next few months thanks to work already completed by other ECF courts. These are – the ability of the filer to go back and get past e-mails, the set-up of the creditor mailing matrix in 3 column format for labels (we are checking to see if 2 columns are also possible), the introduction of the credit card module which will allow on-line credit card payment, and the utilization of an improved, public ECF court calendar.

RESEARCH

Several more ideas were suggested at the Q & A sessions which we believe may be possible under the current version of the ECF program. We will not be sure though until some further discussion or research is completed. These suggestions are:

1. A progress bar or icon of some sort appearing on the screen when uploading a document.
2. The ability to provide proof of claim e-mails that are distinguishable by chapter.
3. Case administrators e-mailing the proper docket event back to the filer when a submission error is made.
4. Additional text on the initial screens of an Adversary to assist and note the continued need for the cover page/form along with the complaint.
5. A way for joint party selections to be automatically made at the beginning of the docketing process in joint cases instead of having to do it manually each time.