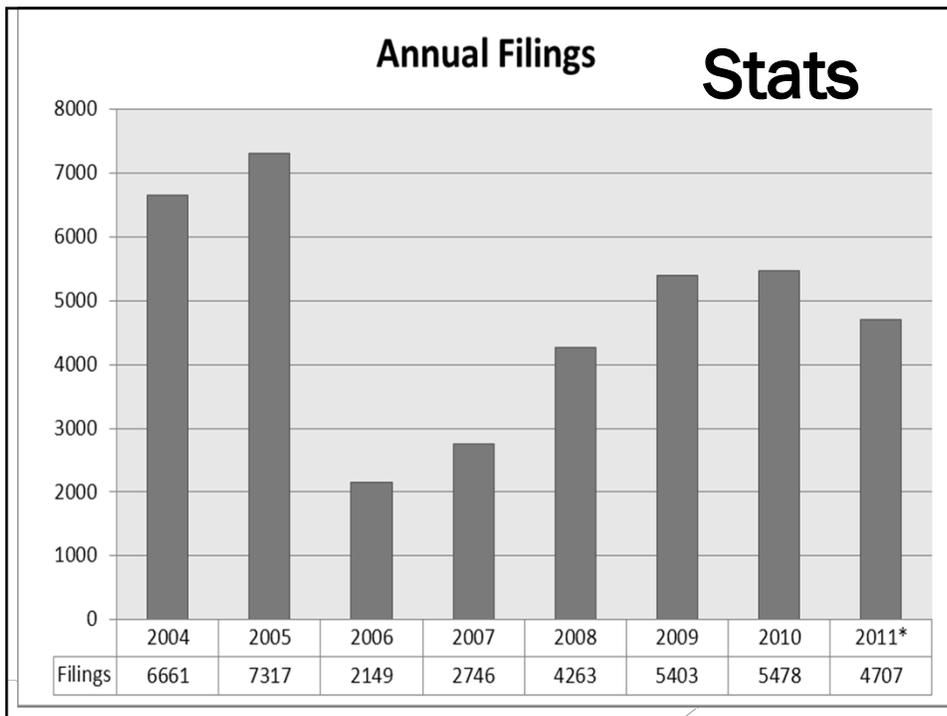


2011 Northern District Bankruptcy Bar Seminar

- ◎ Stats
- ◎ CM/ECF Version 4
- ◎ Rules
- ◎ Court FYI



CM/ECF

Version 4 – 12/5/2011

*New, Improved
and Training*

New

- Filing Agents
- Payment of Filing Fees
- RSS Feed
- Filing of Supplements or Attachment to Proof of Claim (pursuant to Fed. R. Bankr. P. 3001(c) and 3002.1)

New to Version 4

Filing Agents

- Available January, 2012*
- File under the authority of an attorney, trustee or U.S. Trustee
- Have their own login and password
- May be linked to multiple attorneys or trustees
- NEF's will be sent to attorney or trustee's email as usual
- NEF and docket text will show only the name of the attorney or trustee
- Attorneys and trustees may have multiple filing agents

*Pending satisfactory results from limited testing in December, 2011

Requesting a Filing Agent Account

- Complete and submit the “Application for Filing Agent Account” which will be located on our website
 - You must agree to accept full responsibility for all cases, pleadings or other documents filed by the Filing Agent
- The Court will create the Filing Agent account
- The attorney or trustee may “unlink” the account at any time if the Filing Agent leaves their employ or should no longer be permitted to file on their behalf

Payment of Filing Fees

- Direct Debit (ACH) from bank accounts
- Payment window will no longer be a pop up box
- May pay all or some of the fees owed

Internet Payments Due

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2011-06-28 11:15:34	Involuntary Petition - Chapter 7(11-40036) [misc,invol7] (299.00)	\$ 299.00
<input type="checkbox"/>	2011-08-11 14:56:01	Voluntary Petition (Chapter 11)(11-40043) [misc,volp11] (1039.00)	\$1039.00

Next Clear

RSS Feed

PROS:

- Will provide regular updates and links to the docket sheet and documents
- No fee for report (PACER fees apply when accessing docket or document)
- No special software needed – use reader standard with your internet browsers

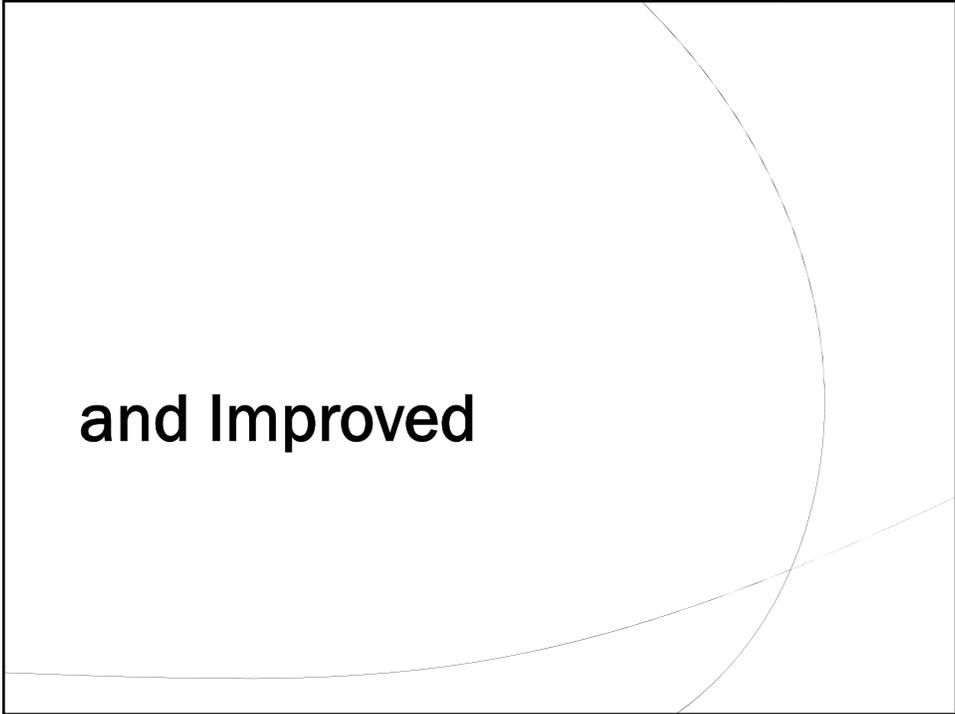
CONS:

- Not as timely as NEF
- Limited information available (e.g., “Motion” or “Notice” vs full docket text provided in NEF)

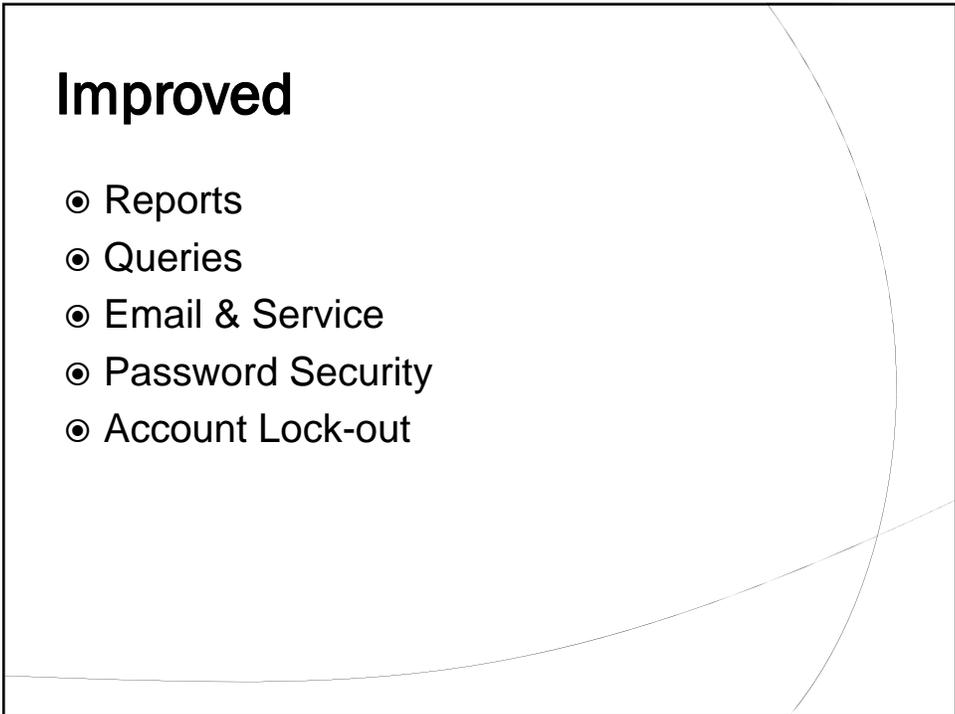
FRBP 3001(c) and 3002.1 New Claims Supplements & Attachment

- New filing events located under Claims and Creditor Activity menu
- New national forms in materials
- Documents will *not* appear on the case docket
- Will appear on the Claims Register (access via Reports)

Additional information to be provided during November training!



and Improved



Improved

- Reports
- Queries
- Email & Service
- Password Security
- Account Lock-out

Reports

- Docket reports are modified to include additional information:
 - “Show Associated Cases” hyperlink will only appear if there is an active association
 - Attorney’s information will include an active hyperlink to the email address of record
- Cases Report & Docket Activity Report will be limited to a 31 day search range to prevent unexpected large PACER fees.

Query

- Ability to search by single digit in Last/Business Name field
 - New link to “View Document” available which eliminates PACER fees for viewing the Docket first
 - Reminder message that there is no cap for PACER fees for Query searches
- Additional information displayed when searching by name:
 - Name - Case Number - Case Title - Chapter/Lead BK Case Number - Date Filed - Party Role - Date Closed

Email & Service

Declination of Service

- Attorneys in adversary proceedings can elect to decline notices of electronic filing from the bankruptcy case if they have no involvement in that case.
 - The Court may choose to override your declination for some documents (e.g, Order Dismissing Case)

Notice of Electronic Filing (NEF)

- BNC Certificate of Service will include information as to who was noticed by NEF

Service to the Debtor's Attorney

- Debtor's attorneys will no longer receive printed copies of the 341 Notice or the Bypass Notice of Undeliverable Mail – both will be sent by email
 - Email for Notice of § 341 Meeting will contain a secure hyperlink to the Notice where it may be printed

Confirmation of Email Address(es)

- When adding or changing an email address, including secondary email addresses, you will be required to enter the address two times to help prevent typographical errors

Password Security

All users will be prompted to change their password to meet a specified criteria:

- Consist of at least 8 characters
- Include both upper AND lower case letters
- Include at least one digit (0-9) OR special character (! @ # \$ % ^ & * :-])
- May not include the characters < > / or \

Account Lockout

- After five (5) invalid attempts to access CM/ECF, the account will be locked for a period of five (5) minutes
- After the lockout period, if an invalid password is entered again, the account will be locked for six (6) minutes
- Every additional invalid attempt increases the lockout period by an additional minute (7 minutes, 8 minutes...)

**and...
Training**

Training

Training will be held in each division after the conclusion of court on the regularly scheduled court dates in November:

- Gainesville – Tuesday, November 1
- Tallahassee – Thursday, November 10
- Pensacola – Thursday, November 17
- Panama City – Friday, November 18

System Unavailability

COB Friday, December 2 – Monday, December 5

We will bring the system down
Friday, December 2 at 5:00 p.m.
Eastern Time

You will receive an email
when the system is available and
software filing vendors be notified of conversion related
information

Rules

Effective 12/1/2011

*Local Rules,
Federal Rules of Bankruptcy Procedure,
and Related Forms*

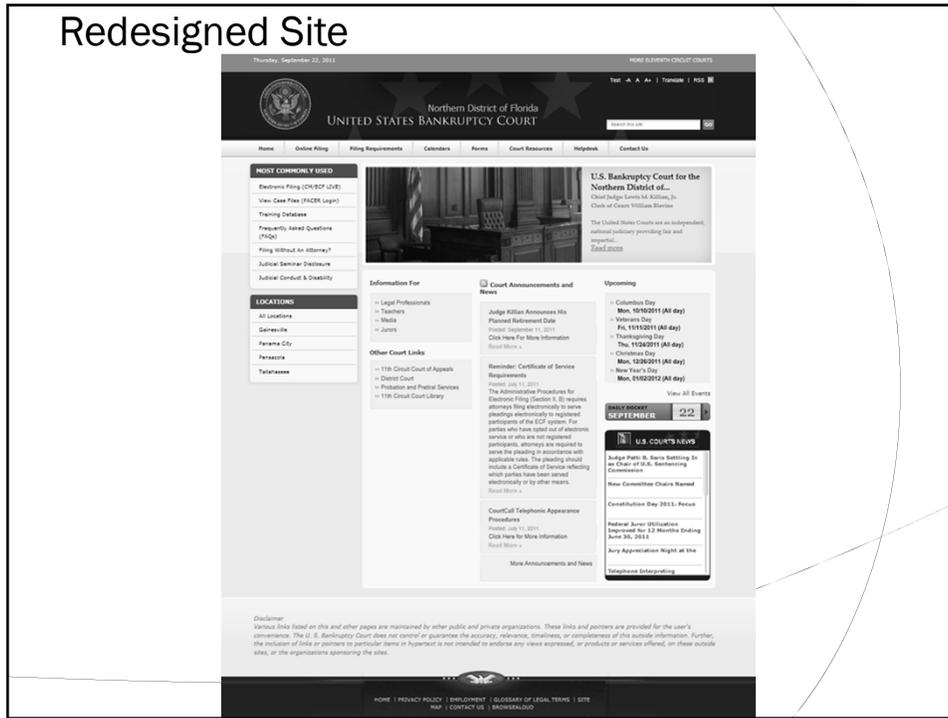
Court FYI

*Website Refresh, Universal FL-USBC Log-in,
Forms, New Chief Deputy,
and Judgeship(s)*

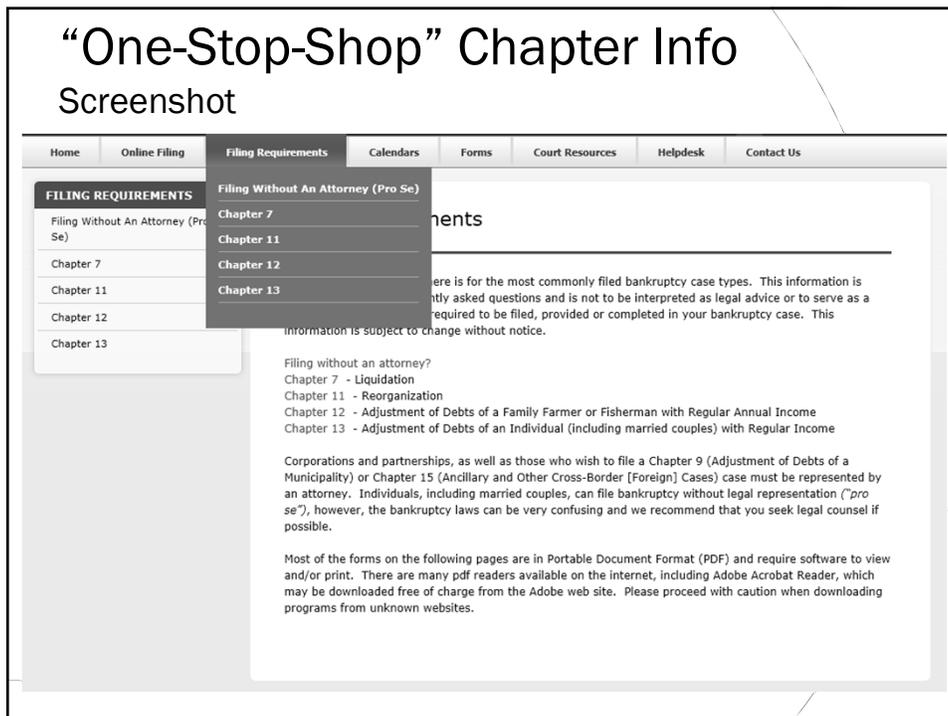
Website Refresh – November 1

- “One-Stop-Shop” for all necessary information in filing common Bankruptcy Chapters
- RSS feed for important Court-related announcements
- Renaming of Forms to more clearly convey what they pertain to: Local Forms – “LF”, Administrative Forms – “A”, etc.
- Uniform searching of the site
- Have the site read to users who are sight impaired

Redesigned Site



“One-Stop-Shop” Chapter Info Screenshot



RSS Feed

What It Provides

- Important news and announcements including emergency closures:

Northern District of Florida - United States Court
 You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. Learn more about feeds.
 ☞ Subscribe to this feed

Judge Kilian Announces His Planned Retirement Date
 Sunday, September 11, 2011, 6:57:24 PM | admin | ☞
 Sunday, September 11, 2011
[Click here for More Information](#)

Reminder: Certificate of Service Requirements
 Monday, July 11, 2011
 The administrative Procedures for Electronic Filing (Section 8.0) requires attorneys filing electronically to serve pleadings electronically to registered participants of the ECF system. For parties who have opted out of electronic service or who are not registered participants, attorneys are required to serve the pleading in accordance with applicable rules. The pleading should include a Certificate of Service reflecting which parties have been served electronically or by other means.
[read more](#)

CourtCall Telephonic Appearance Procedures
 Monday, July 11, 2011
[Click here for More Information](#)

After clicking the  on the page in Internet Explorer 9

Forms

Renaming

- Administrative Forms – Prefix of “A”
- Local Forms – Prefix of “LF-”
- Instructional Documents – Structure of “#-Inst”
- National Forms – link on our landing page for information on how to find the document at <http://www.uscourts.gov>

Searching the Site

- 
 typing, for example, "voluntary petition" will return these results:

Search

Enter your keywords:

Search results

Chapter 13 - Individual Debt Adjustment
 ... fee is to be paid in full at the time of the filing the **petition** unless the debtor files, and the court approves, an Application for ... the **petition**. Fed. R. Bankr. P. 1006(b). **"Voluntary Petition (Official Form B 1)** - Required to initiate the ...
 Page - admin - 09/15/2011 - 21:03 - 0 comments - 0 attachments

Chapter 12 - Family Farmer or Fisherman
 ... fee is to be paid in full at the time of the filing the **petition** unless the debtor files, and the court approves, an Application for ... Fed. R. Bankr. P. 1006(b). **"Voluntary Petition (Official Form B 1)** - Required to initiate the ... the attorney's signature on Exhibit B (page 2) of the **Voluntary Petition** certifies compliance with this provision. 11 U.S.C. ...
 Page - admin - 09/15/2011 - 20:27 - 0 comments - 0 attachments

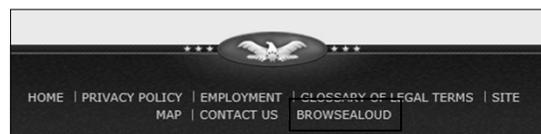
Chapter 11 - Reorganization
 ... fee is to be paid in full at the time of the filing the **petition** unless the debtor files, and the court approves, an Application for ... the **petition**. Fed. R. Bankr. P. 1006(b). **"Voluntary Petition (Official Form B 1)** - Required to initiate the ...
 Page - admin - 09/15/2011 - 19:34 - 0 comments - 0 attachments

Chapter 7 - Liquidation
 ... fee is to be paid in full at the time of the filing the **petition** unless the debtor files, and the court approves, an Application for ... of the **petition**. Fed. R. Bankr. P. 1006(b). **"Voluntary Petition (Official Form B 1)** - Required to initiate the ...
 Page - admin - 09/15/2011 - 18:31 - 0 comments - 0 attachments

National Forms Landing Page
 ... For example: If you are looking for Form B1 **"Voluntary Petition,"** type either **voluntary**, **petition**, **voluntary petition**. Then press the ...
 Page - admin - 09/13/2011 - 20:58 - 0 comments - 0 attachments

BrowseAloud Site Text Read Aloud

-  Click



-  This allows users with a sight impairment to have highlighted text read aloud to them

Feedback

[+] Feedback

- Feedback can be provided by clicking the link in the bottom right-hand corner of any page that the user visits:
- This expands to allow the user to enter feedback about the current page he/she is on
- Wade Feltman is point of contact if needed

Universal FL-USBC Log-In

November 1

We will provide a link on our website so that interested users can request a universal log-in for all Florida USBC's
"initials + last name + FL = jdsmithFL"

It will not apply to any other court ECF or PACER systems
and change to uniform password will be up to the user

You will receive an email when change made and new log-in name.

New Local Forms

Pre-Confirmation Certifications

**Clerk's Notice of Discharge Requirements for
Chapters 11, 12, and 13**

**LF 37- 11, 12, &13
- Discharge Related Certifications
(in materials)**

New Chief Deputy



Traci Abrams

Judgeship(s)

New Pensacola Judge

A temporary Judgeship for Pensacola continues to be approved by the Judicial Conference, but no authorizing legislation has been introduced to date

Tallahassee – July 2012

Circuit Announcement and Application

Application Deadline: October 18, 2011
Circuit Interviews: week of February 13, 2012

Questions?

**PDF copy of slides will be
posted on court website**

