

# CM/ECF

Version 4

## New

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

## Improved

- ⦿ Case Opening
- ⦿ Payment of Filing Fees
- ⦿ Filing a Proof of Claim
- ⦿ Reports
- ⦿ Queries
- ⦿ Email & Service
- ⦿ Password Security

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
- Attorneys and trustees may have multiple Filing Agents
- 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 (e.g., "filed by Dagwood Bumstead on behalf of Joe Schmo")

### **Available January 2012:**

- We will have two law firms and the Chapter 13 trustee's office testing the system during the month of December.
- If all goes well, we will make filing agents available to all attorneys and trustees.

### **Filing Under the Authority:**

- The trustee or attorney must request a filing agent account.
- Applications from anyone other than the attorney or trustee will not be accepted.

### **Filing Agent Login and password:**

- The Filing Agent will receive his/her own login and password; will not have to use the attorney's or trustee's login and password to access CM/ECF.

### **May be linked:**

- Filing Agents can be linked to multiple attorneys and/or trustees and/or attorneys and trustees may have multiple filing agents.

**Notice of Electronic Filing:** The NEF generated by the filing agent's docketing will be sent to the address(es) of record for the attorney. If the attorney or trustee lists the filing agent's email address as a secondary address, only then will the filing agent will also receive a copy of the NEF.

**NEF & Docket Text:** Docket text will read as if the attorney or trustee for whom the filing

agent is filing filed the document

## 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
  - You must affirm that the person for whom you are requesting the account has received the necessary training to file cases, pleadings and/or other documents.
  - You must affirm that the person for whom you are requesting the account has read and is familiar with the Local Rules for the U.S. Bankruptcy Court for the Northern District of Florida.

### **Training:**

-- If you need to request training for someone in your office, you may contact Ne'Shoni Foulks by email at [NeShoni\\_Foulks@flnb.uscourts.gov](mailto:NeShoni_Foulks@flnb.uscourts.gov) to have a training account created for that person, or if you are local, Julie Gibson will be available for personal, one on one training.

- Each application can be used to request up to nine (9) Filing Agent accounts.
- Applications may be submitted by email to Ne'Shoni Foulks.
- The login(s) and password(s) will be emailed to the address of record for the attorney requesting the accounts.
- The attorney or trustee may “unlink” the account at any time if the Filing Agent leaves their employ or should no longer need to file on their behalf.
- Will permit the attorney or trustee and the filing agent to file simultaneously without kicking the other out of ECF.

**More than 9 filing agent accounts:**

-- If you need to request more than 9 filing agent accounts, simply submit additional forms.

- See filing activity for your filing agents through the Transaction Log (Utilities > View My Transaction Log)

**View Transaction Log**

Entered between 9/29/2011 and 10/14/2011

User

- Horrible, Hagar the
- Doe, Jane (D)
- Grumby, Jonas
- Hinkley, Roy (D)

(D) indicates a deactivated filing agent

Sort by Date and time

Submit Clear

- You will be able to see all filers linked to your ECF account and filing activity for each or all.

**Tracking and responsibility:**

- The Transaction Log will allow attorneys or trustees to see who filed what. You may select to run the report by individual, multiple individuals or everybody.
- Filing agents with a "(D)" after their names are deactivated/unlinked accounts.

# Maintaining Your Filing Agent Accounts

Utilities > Maintain My ECF Account > More User Information

## More User Information for Hagar the Horrible

**Login** horrible    **Current login** 10-06-2011 14:39  
**Registered** Y    **Create date** 09/05/2006  
**Internet Payment** Y    **Update date** 10/06/2011  
**Groups** Attorney    **Last login** 10-04-2011 14:01

*[See the Utilities menu for the "Change Your Password" option]*

## Filing agents

*Uncheck the box to remove a filing agent.*

Grumby, Jonas [Hagar the Horrible, LLC, 4321 Sunday Dr., Tallahassee, FL 32301, 800-867-5309]

Find filing agent  

[Agents previously removed from this account](#)

### To link a filing agent:

-- Search for the filing agent by last name. Once located, put a checkmark in the box beside their name and they will be linked to your account.

### To remove a filing agent:

-- Uncheck the box to remove Filing Agent's ability to file documents on your behalf.

### To add an agent back:

Select the "Agents previously removed from this account" hyperlink to view all Filing Agents previously linked to your account. Simply place a checkmark in the box beside their name to relink the Filing Agent back to your account.

If the Filing Agent is linked to multiple attorneys and/or trustees, the Agent must select the person for whom they are filing when they login to CM/ECF.

**Filing for**  
A.K. Jones (tr)  
Latonia I. Smith (aty)  
Carolyn R. Smith (aty)  
Debra C. Smith (aty)



Once they are logged in, they can change who they are filing for by clicking the “Change user” button under the blue toolbar.

*At this time, Filing Agent accounts are not available to creditors.*

The filing agent will be prompted to select the attorney or trustee for whom he/she is filing before they are permitted into CM/ECF.

Once in CM/ECF, the information bar under the blue ECF menu bar will have the name of the person for whom the agent is filing as well as a “Change User” button. This button will allow the Filing Agent to switch users without having to log out of and back into CM/ECF with a different login and password.

At this time, this feature is only available to attorney and trustee filers. It will not be made available to filers with limited use accounts. This is a national decision, not a local one.

## RSS Feed in CM/ECF



### 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., “Notice of Appearance” vs full docket text provided in NEF)

There is no way to limit the results in this feed. The RSS Feed will show all activity in all cases for the previous 12 hour period.

If you would like to try to see if you think it might be useful, you may subscribe to our training database where we are currently in the process of testing the version 4 upgrade.

The screenshot shows the CM/ECF Bankruptcy Court website. At the top left, the CM/ECF logo is circled in red. A red arrow points from the logo to a 'Court Summary' window that is open. The window contains the following text:

**U.S. Bankruptcy Court**  
**Northern District of Florida (FLNB)**  
 110 E. Park Avenue, Suite 100, Tallahassee, FL 32301  
 Email: CMECF\_helpdesk@flnb.uscourts.gov  
 Clerk: William Blevins  
 Software release CM/ECF-BK V4.2.0  
[Further court information.](#)

Below the window, the main website interface is visible. The top navigation bar includes 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logo'. The main content area is titled 'Court Information' and contains a table with the following data:

Court Details	
Court's Name	Northern District of Florida
Software Version	CM/ECF-BK V4.2.0
ECF Go Live Date	11/12/2003
Maximum PDF File Size (MB)	5
Maximum Merge Document Size (MB)	1
RSS Feed	<a href="#">Entries made in the last 12 hours - Public Users</a>
Docket entries of type: answer, appeal, claims, cmp, court, misc, motion, notice, order, plan	
PDF/A Compliance Required	n

The RSS Feed link is circled in red.

**How to Subscribe:**

- 1 – click the CM/ECF logo in the far left corner of the blue menu bar
- 2 – This opens a Court Summary window containing a hyperlink for “Further court information”
- 3 – RSS Feed hyperlink

Subscribe to this feed using  Live Bookmarks  
 Always use Live Bookmarks to subscribe to feeds.  
[Subscribe Now](#)

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**Northern District of Florida - Recent Entries**

Docket entries of type: answer,appeal,claims,cmp,court,misc,motion,notice,order,plan

[06-10001- Brian Francis Vertucci](#)  
Friday, October 07, 2011 3:55 PM  
Type: bk Office: 1 Chapter: 7 Trustee: Adams, Abel B. [Complaint (in Existing Adversary Case)] (9/20)

[11-01004 Mastercard, Inc. v. Vertucci](#)  
Friday, October 07, 2011 3:55 PM  
Type: ap Office: 1 Chapter: [Complaint (in Existing Adversary Case)] (1)

[11-40054 Joseph Wayne Sample and Sarah Lynn Sample](#)  
Friday, October 07, 2011 3:35 PM  
Type: bk Office: 4 Chapter: 13 [Pre-Confirmation Statement] (7)

[11-40054 Joseph Wayne Sample and Sarah Lynn Sample](#)  
Friday, October 07, 2011 3:34 PM  
Type: bk Office: 4 Chapter: 13 [Chapter 13 Plan] (6)

[11-40054 Joseph Wayne Sample and Sarah Lynn Sample](#)  
Friday, October 07, 2011 3:33 PM  
Type: bk Office: 4 Chapter: 13 [Employee Income Records - Payment Advices OR Stmt/Cert of No Employment Income] (5)

[11-40054 Joseph Wayne Sample and Sarah Lynn Sample](#)  
Friday, October 07, 2011 3:28 PM  
Type: bk Office: 4 Chapter: 13 [Exhibit D - Statement of Compliance w/Credit Counseling Requirement] (4)

[11-40054 Joseph Wayne Sample and Sarah Lynn Sample](#)  
Friday, October 07, 2011 3:27 PM  
Type: bk Office: 4 Chapter: 13 [Exhibit D - Statement of Compliance w/Credit Counseling Requirement] (3)

[11-40054 Joseph Wayne Sample and Sarah Lynn Sample](#)  
Friday, October 07, 2011 3:25 PM  
Type: bk Office: 4 Chapter: 13 [Chapter 13 Statement of Current Monthly and Disposable Income] (2)

[11-40054 Joseph Wayne Sample and Sarah Lynn Sample](#)  
Friday, October 07, 2011 3:23 PM  
Type: bk Office: 4 Chapter: 13 [Voluntary Petition (Chapter 13)] (1)

[06-10001- Brian Francis Vertucci](#)

Feed results. Very limited information in date/time order. Not grouped by case number or filing type.

## FRBP 3001(c) and 3002.1

### New Filing Events, Claims Attachment & Supplements

- Mortgage Proof of Claim Attachment (Official Form B 10, Attachment A) - to be filed with the Proof of Claim
- Notice of Mortgage Payment Change (Official Form B 10, Supplement 1)
- Notice of Postpetition Mortgage Fees, Expenses and Charges and Certificate of Service (Official Form B 10, Supplement 2)
- Trustee's Notice of Final Cure Mortgage Payment re: Rule 3002.1
- Objection to Notice of Mortgage Payment Change
- Objection to Notice of Postpetition Mortgage Fees, Expenses and Charges
- Response to Notice of Final Cure Mortgage Payment re Rule 3002.1

**All blue events will be filed on the Claims Register, not the case docket.**

## Supplements & Attachment will appear on the Claims Register - not the docket

Creditor: (647768)  
Julie Gibson  
110 E. Park Ave.  
Tallahassee, FL 32301

**Claim No: 4**  
Original Filed Date: 06/06/2007  
Original Entered Date: 06/06/2007

Status:  
Filed by: CR  
Entered by: J. Gibson  
Modified: 10/03/2011

Amount claimed: \$2000.00  
Secured claimed: \$2000.00

### History:

- [Details](#) 4-1 06/06/2007 Claim #4 filed by Julie Gibson, Amount claimed: \$2000.00 (Gibson, J.)
- [313](#) 10/12/2007 Assignment of Claim With Waiver of Notice. Claim Transferred From GMAC filed by Brownie Chip, Brian Francis Vertucci (Creditor, Imthe)
- 337 11/26/2007 Objection to Claim Number 1,3,4,5 of ABC, XYZ, Falcon Ent., Jet Corp. with Negative Notice filed by Dagwood Bumstead, Julie Gibson Responses due by 12/19/2007.. (Davis, K)
- 477 09/04/2008 Withdrawal of Claim filed by. (Gibson, J.)
- 496 10/27/2008 Motion for Protective Order to Restrict Access and Allow Redaction of Sensitive Information in Claim Number(s) 1-8 filed by. (Gibson, J.)
- 501 10/27/2008 Order Granting Motion for Protective Order to Restrict Access and Allow Redaction of Sensitive Information (Re: 496.) (Gibson, J.)
- [doc](#) 10/03/2011 Notice of Mortgage Payment Change (Claim # 4) filed by GMAC Mortgage (Creditor, Hesthe)
- [doc](#) 10/03/2011 Notice of Postpetition Mortgage Fees, Expenses, and Charges and Certificate of Service (Claim #4) filed by Creditor GMAC Mortgage filed by GMAC Mortgage (Creditor, Hesthe)
- [doc](#) 10/03/2011 Response to Notice of Final Cure Payment Rule 3002.1 (Claim # 4) filed by Creditor GMAC Mortgage filed by GMAC Mortgage (Creditor, Hesthe)

### Description:

Remarks: (4-1) \* PDF(doc) filed 10/3/11 by GMAC Mortgage not signed

and Improved

# Case Opening

## Adversary Case Opening

- When opening a new adversary proceeding by filing a complaint, the system will automatically add the attorney opening the case as the attorney for the plaintiff.

Plaintiff Information

Last name Smithers First name Sampson

Middle name Generation Title

SSN / ITIN 222-11-1234 Tax ID / EIN 11-222222

Office Address 1 123 Crawfordville Hwy

Address 2 Address 3

City Crawfordville State FL Zip 32327

County Wakulla - FL (12129) Country

Phone Fax

E-mail

Party text

Role in Bankruptcy Case Creditor

Add additional attorney... Ass... Corporate parent / affiliate... Review... Add all additional attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

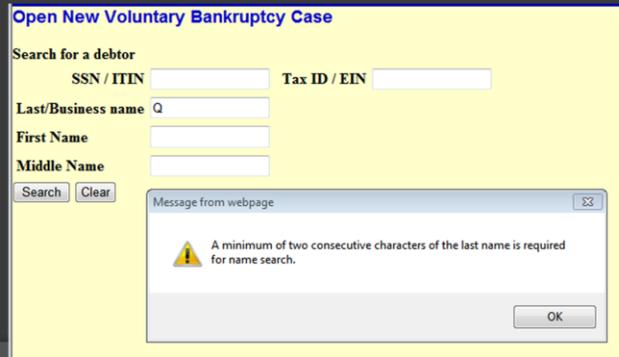
Submit Cancel Clear

### Adversary openings:

- Currently have to add yourself to the case as the attorney for the plaintiff when opening the case
- Version 4 will do that automatically when opening the proceeding with a complaint
- Will be able to add additional attorneys, if needed, using the “Add additional attorneys...” button.

## Bankruptcy Cases (work around!)

- When adding a debtor with a single character last name (e.g., Suzie Q), you must file the case manually – you cannot use bankruptcy software to automatically file the case.
- When entering the debtor's last name, you must enter at least 2 characters or you will receive an error message



The screenshot shows a web form titled "Open New Voluntary Bankruptcy Case". The form has a yellow background and contains the following fields and buttons:

- Search for a debtor** section with two input fields: "SSN / ITIN" and "Tax ID / EIN".
- Last/Business name** field containing the letter "Q".
- First Name** field.
- Middle Name** field.
- Search** and **Clear** buttons.

An error message dialog box is overlaid on the form, titled "Message from webpage". It contains a yellow warning triangle icon and the text: "A minimum of two consecutive characters of the last name is required for name search." There is an "OK" button at the bottom right of the dialog box.

As you will see later in this presentation, Version 4 allows for the Querying of single character last names.

Unfortunately, we cannot *add* debtors who have a single character last name without tricking the system.

To trick the system, you must enter at least two consecutive characters in the last name field then click the "Search" button.

On the next screen, you will be able to add a new party with a single character last name.

## Bankruptcy Cases (work around!)

- Enter multiple characters in the last name field then “Search” for your debtor
- On the search results screen, click the button to “Create new party” and enter the debtor’s information correctly.

The screenshot shows a web form titled "Search for a debtor". It contains several input fields: "SSN / ITIN", "Tax ID / EIN", "Last/Business name", "First Name", and "Middle Name". Below these fields are "Search" and "Clear" buttons. Underneath is a section titled "Party search results" which contains a list of company names and addresses. At the bottom of this section are two buttons: "Select name from list" and "Create new party". A red circle is drawn around the "Create new party" button.

**Search for a debtor**

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

**Party search results**

QUALITY AUTO SUPPLY, 12 Ivanhoe Road, Cheektowaga, NY  
QUALITY BUILDING SYSTEMS OF FORT WB, 620 N. BEAL PARKWAY, FORT WALTON BEACH, FL  
QUALITY IMPORTS INC A FL CORP  
QUALITY LAWNMOWER & SMALL ENGINE REPAIR, INC., PO BOX 644, FREEPORT, FL  
QUALITY MACHINE & TOOL CO., 200 Memorial Parkway, Ft. Walton Beac, FL  
QUALITY STORE, INC., Post Office Box 760, Cross City, FL

Select the “Create new party” button and you will be presented with the normal screen for adding new debtors. In that screen, you will be able to add the debtor’s last name as a single character.

## Payment of Filing Fees

- Payment window will no longer be a pop up box
- May pay all or some of the fees owed
- Direct Debt (Automated Clearing House or “ACH”) from bank accounts\*

**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

\*May be delayed until January, 2012

### ACH:

- Due to technical issues, the ability to accept ACH payments will be delayed indefinitely.

### Payment window:

- The payment window will appear at login if there are any outstanding fees.
- The payment window will no longer be a pop up window (YEA!)
- Filers may select to pay some or all of the fees owed using the checkboxes.
- If you don't have the window, you can still pay by accessing Internet Payments Due through the Utilities menu.

# Filing a Proof of Claim

- The "Amount Claimed" fields have changed to remove the "Unsecured" field.

**Version 4 Claim Screen** Proof Of Claim Information For  
25320 - My Big Bank  
PO Box 100100  
Atlanta, GA 30303

Case Number: 11-40047-LMK	Amends Claim #: <input type="text"/> <input type="button" value="Find"/>	Filed By: <input type="text"/>
Last Date To File:	Date Filed: 11/14/2011	
Last Date To File(Govt):		

**Claimed**

<b>Amount Claimed</b> <input type="text"/> <small>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured &amp; unknowns)</small>	<b>Secured</b> <input type="text"/> <small>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</small>	<b>Priority</b> <input type="text"/> <small>If all or part of your claim is entitled to priority, enter the priority amount (Box 3 on claim)</small>
---	---	--

Description:   
 Remarks:

Amend options:

**Amount Claimed**

Unsecured	Secured	Priority	Unknown	Total (Display Only)
<input type="text"/>				

Description:   
 Remarks:

Current claim screen

## Change in input options:

-- The current claims input screen contains five fields: Unsecured, Secured, Priority, Unknown and an automatically calculated Total.

-- Version 4 only contains three fields: Amount Claimed (the total amount), Secured and Priority.

-- Upon the completion of the upgrade to Version 4, all claims currently in the system will convert to this format.

## Reports

- Cases Report & Docket Activity Report will be limited to a 31-day search period to prevent unexpected large PACER fees
  - This is a PACER restriction
  - To search longer periods of time, multiple searches must be done using a date range of up to 31-days
- Docket reports are modified to include additional information

**Reason:** Trying to prevent excessive PACER charges

The Docket Activity Report provides you with all activity in a particular case, all cases or all cases to which you are linked within a certain date range. ***This is not the Docket Report which is what most people use.***

“Show Associated Cases” hyperlink will only appear if there is an active association

ECF Bankruptcy Adversary Query Reports Utilities Search Logout Admin  
CounDue, PayStub, DebtEd, ADV

U.S. Bankruptcy Court  
Northern District of Florida (Tallahassee)  
Bankruptcy Petition #: 11-40015-LMK  
Internal Use Only

Assigned to: Judge Lewis M. Killian Jr.  
Chapter 7  
Voluntary  
NO Asset  
[Show Associated Cases](#)

Case Manager: Not yet assigned  
Date filed: 04/04/2011

**Debtor**  
Joe S. Schmo  
110 E. Park Ave.  
Tallahassee  
FL  
Tallahassee, FL 32301  
Leon - FL  
SSN / ITIN: 111-11-1111

**Trustee**  
Abel B. Adams  
123 Almosta Rd.  
Tallahassee, FL 32301

represented by **Hagar the Horrible**  
Hagar the Horrible, LLC  
4321 Sunday Dr.  
Tallahassee, FL 32301  
800-867-5309  
Email: [julie\\_gibson@flhb.uscourts.gov](mailto:julie_gibson@flhb.uscourts.gov)

Attorney's information will include an active hyperlink to the email of record

The Docket Report is modified to include two changes:

- The “Show Associated Cases” hyperlink will not appear if there are no other cases associated with the case you are viewing.
- The debtor’s attorney’s email address will be an active hyperlink which will open your default email program and populate the “To” field when clicked.

NOTE: The email address provided is the primary address of record for the attorney. Per the Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means, section I.C.d., registered users are required to maintain all applicable account information on the (CM/ECF) system including current address, telephone number, and e-mail address. If there is evidence that a user account is not being maintained as required, it may be deactivated by the Court.

## Query

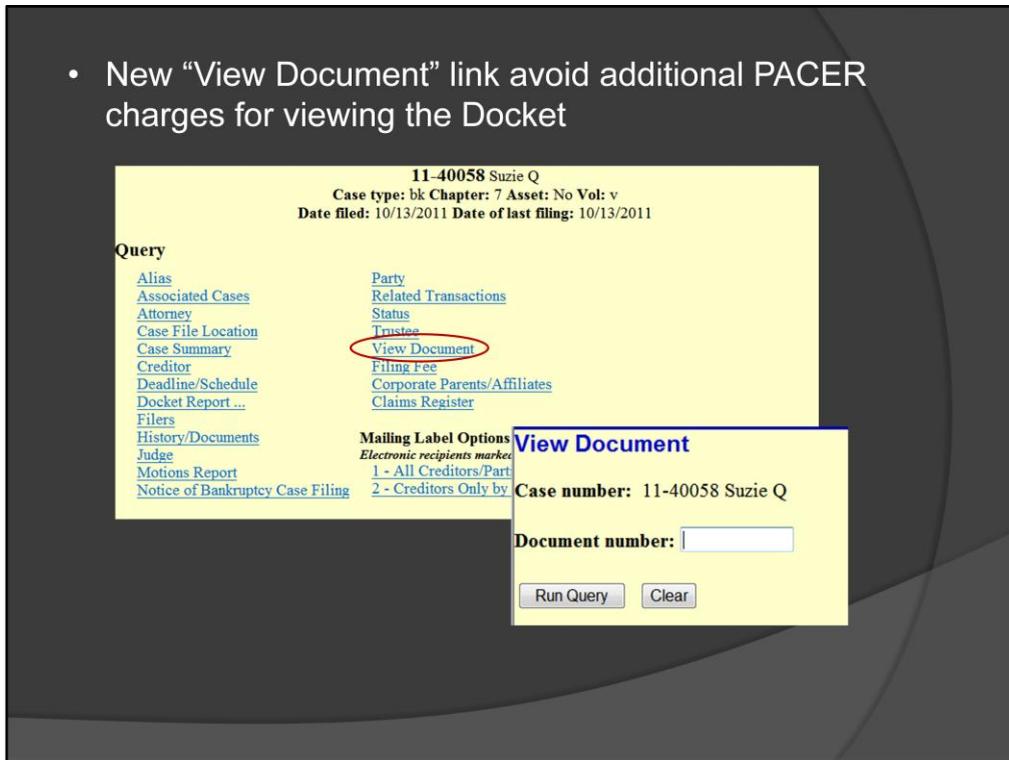
- Reminder message that there is no cap for PACER fees for Query searches
- Ability to search by single digit in Last/Business Name field

The screenshot displays the ECF (Electronic Case Filing) Query interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Attorney Logout. Below the navigation bar, a yellow warning box states: "Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges)." The main search area is titled "Search Clues" and contains several input fields: Case Number, Last / Business Name (with a dropdown menu showing 'Q' and examples: Desoto, Des\*), First Name, Middle Name, SSN / ITIN, and Tax ID / EIN. There is also a checkbox for "Open cases" and a "Type" dropdown menu. At the bottom of the search area are "Run Query" and "Clear" buttons. A dialog box titled "Message from webpage" is overlaid on the search area, containing a question mark icon and the text: "This search will return only matches with single-character last names. Continue?" with "OK" and "Cancel" buttons.

Be advised that searching by a single character last name will only return cases in which the party has a single character last name.

For example, if you search "A" looking for "AAA Cab," the system will not return "AAA Cab." It will only return parties whose last or business name is "A."

- New “View Document” link avoid additional PACER charges for viewing the Docket



New hyperlink provided in reports screen when querying a debtor. This will allow users to go directly to the document and bypass having to view the docket first.

- Additional information available when searching by name

What you have now...

#### Select A Person

There were 2154 matching persons.

<a href="#">SMITH, AARON JAMES</a>	(pty)
<a href="#">SMITH, AARON LEE</a>	(pty)
<a href="#">SMITH, AC</a>	(pty)
<a href="#">SMITH, ADELINE M.</a>	(pty)
<a href="#">SMITH, ADRIENNE</a>	(pty)
<a href="#">SMITH, AL</a>	(pty)
<a href="#">SMITH, ALBERTA ELAINE</a>	(pty)
<a href="#">SMITH, ALEX</a>	(pty)
<a href="#">SMITH, ALEXANDRA DONNA</a>	(pty)
<a href="#">SMITH, ALFRED (JR.)</a>	(pty)
<a href="#">SMITH, ALFRED L</a>	(pty)

Very limited information available currently when searching by debtor name (searched "Smith").

## What Version 4 offers...

**Select a Case**

There were 1375 matching persons.  
There were 2201 matching cases.

<u>Name</u>	<u>Case No.</u>	<u>Case Title</u>	<u>Chapter / Lead BK case</u>	<u>Date Filed</u>	<u>Party Role</u>	<u>Date Closed</u>
SMITH, AARON JAMES (pty) (2 cases)	<a href="#">96-04831-x</a>	AARON JAMES SMITH and TONYA LYNN SMITH	7	06/10/96	Debtor	10/09/96
	<a href="#">04-01001</a>	GMAC v. SMITH et al	<i>Lead BK:</i> 01-00154-x JUAN M. VALENZUELA	11/04/04	Defendant	N / A
SMITH, AARON LEE (pty) (2 cases)	<a href="#">98-01759-x</a>	AARON LEE SMITH	7	08/19/98	Joint Debtor	12/08/98
	<a href="#">04-01001</a>	GMAC v. SMITH et al	<i>Lead BK:</i> 01-00154-x JUAN M. VALENZUELA	11/04/04	Defendant	N / A
SMITH, AC (pty) (1 case)	<a href="#">01-20403-x</a>	AC SMITH and JEAN T. SMITH	7	06/05/01	Debtor	09/18/01
SMITH, ADELINE M. (pty) (1 case)	<a href="#">90-05183-LMK</a>	JOHN T. SMITH and ADELINE M. SMITH	7	12/26/90	Joint Debtor	08/04/92

More information will be available to help you narrow your search to the right case.

Keep in mind that this report is not limited to the 30-page PACER cap and you will be billed for the entire report. Narrow your search as much as possible in order to limit the return report.

# Email & Electronic Notification Options

Utilities > Maintain My ECF Account > Email information...

**Email information for Dagwood Bumstead**

**Primary**  
email address: DagwoodBumstead@fakemail.com

**Secondary**  
email address:

Send the notices specified below

- to my primary email address
- to the secondary addresses

Send notices in cases in which I am involved

Send notices in these additional cases:

- Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases
- Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases  
*You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.*
- Send a notice for each filing
- Send a Daily Summary Report

Format notices:  HTML  
 Text

Reenter ← primary email address: DagwoodBumstead@fakemail.com

Reenter ← secondary email address:

When adding or changing an email address for the primary or secondary email address fields, you will be required to re-enter each address to help prevent typographical errors.

Attorneys in adversary proceedings can elect to decline notices of electronic filing from the bankruptcy case if they have no involvement in that case.

Email Information for Dagwood Bumstead

Primary email address: DagwoodBumstead@Fakema11.com

Recenter primary email address: DagwoodBumstead@Fakema11.com

Secondary email address: [empty]

Recenter secondary email address: [empty]

Send the notices specified below

to my primary email address

to the secondary addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases

Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases  
*You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.*

Send a notice for each filing

Send a Daily Summary Report

Format notices:  HTML  Text

Return to Account screen | Clear

- Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases
- Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases  
*You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.*

Attorneys in adversary cases who are not a party to the bankruptcy case can choose to decline notification of activity in the bankruptcy case. Be aware that the Court may choose to override your declination for some documents (e.g, Order Dismissing Case).

## Changes to Service and Notice of

### On the Notice of Electronic Filing (NEF)

- All parties, if any, who declined electronic notification of bankruptcy case activity will be listed at the bottom of the NEF

06-10001-LMK These participants in a related case have chosen not to receive notice from this case:  
Charlie Brown on behalf of Defendant Itsa Bummer  
CharlieBrown@deadmail.com

### By the Bankruptcy Noticing Center (BNC)

- BNC Certificate of Notice will include names of attorneys who opted out of receiving the NEF [those involved in a related adversary proceeding only]

Any attorney who opts to decline notification of filings in the bankruptcy case will be listed on both the Notice of Electronic Filing (NEF) and the Certificate of Notice from the Bankruptcy Noticing Center.

## To the Debtor's Attorney

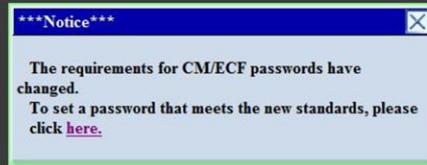
- Printed copies of the **341 Notice** and the **Bypass Notice of Undeliverable Mail** will no longer be mailed – both will be sent by email
  - The email notification for the Notice of § 341 Meeting will contain a secure hyperlink to the Notice where it may be printed

**It is vital that you periodically check your email address in CM/ECF to ensure that it is current and correct.**

## Password and Other Security Features

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 \



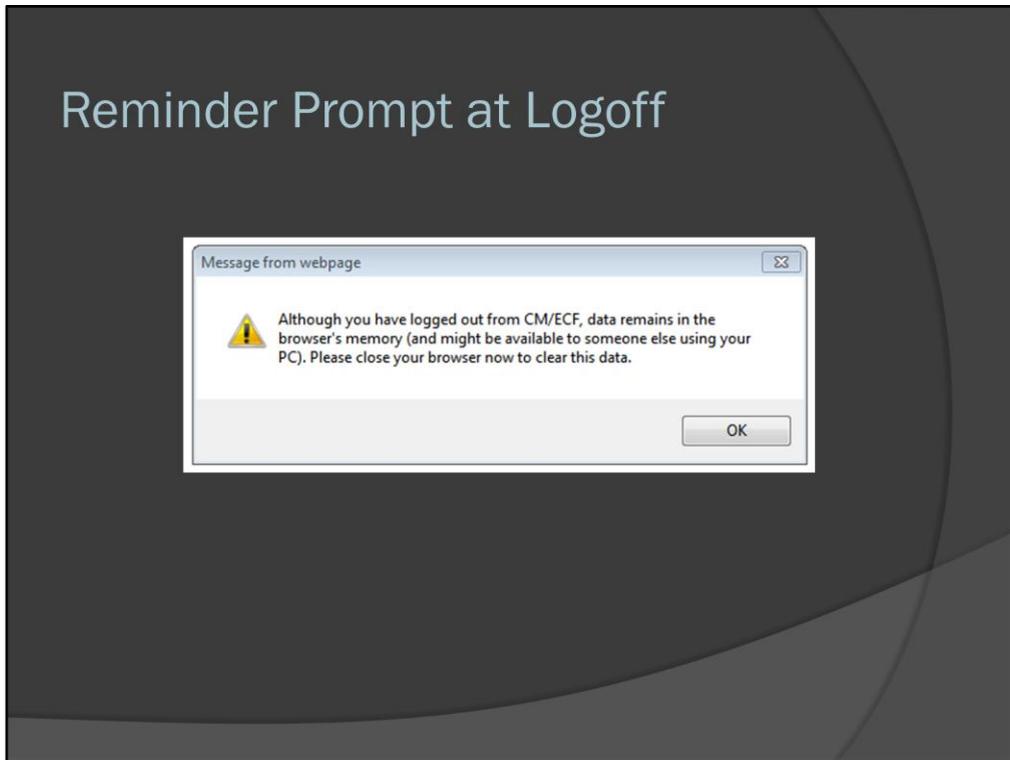
Even if your current password meets this criteria, you will be prompted to change it the first time you login to version 4. You can “change” it to the same password and the prompts will stop.

## 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...)

After the sixth time you are locked out of the system, you may contact the CM/ECF Help Desk at [CMECF\\_HelpDesk@flnb.uscourts.gov](mailto:CMECF_HelpDesk@flnb.uscourts.gov) to have your password reset.

## Reminder Prompt at Logoff



### **Reminder at Logoff:**

- Every single time you log out, you will be reminded to close your browser window to clear your cache.
- You cannot close your browser window until you click "OK" in the message window.

and...

We're off (... line, that is)!

## System Unavailability

Friday, December 2 – Monday, December 5

We will bring the system down  
Friday, December 2<sup>nd</sup> at 5 p.m.  
Eastern Time

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Back online by 9 a.m.  
Tuesday, December 6\*

\*An email will be sent to all users if the  
system becomes available before that time

We fully anticipate that we will be back online sometime late Sunday or early Monday morning.

You will receive an email when the system is available.

\*\* The notification will be a mass mailing to over 2000 people. Please be sure to add Julie\_Gibson@flnb.uscourts.gov to your “safe” list so that you receive these notifications!  
\*\*

## Emergency Filings, Cancellation of Stay Hearings & Filing Claims Supplements per 3002.1

- We will have a process in place to file the new claims supplements December 1-2 prior to the upgrade. Instructions will be posted on our website.
- A link to submit a Request for Hearing Cancellation for telephone conference hearings on Motions for Relief from Stay (only) will be available on our website
- Procedures for submitting emergency filings will be posted on our website

Please visit the CM/ECF Version 4 page of our website for more information.

<http://www.flnb.uscourts.gov/online-filing/cmecf-version-4>

## Current & Upcoming Events

### ○ November 1, 2011

- New website
- Fee changes
- Universal Login (FL courts only)

### ○ December, 2011

- ECF Version 4
- Chapter 13 Annual Statement Reminders

#### **Website:**

-- We hope you've had a chance to peruse our redesigned website and that you find it much more user-friendly!

#### **Fee Changes:**

-- Filing fees for all chapters increased by \$7 effective November 1  
-- Many other fees increased as well  
-- Please see the Filing Fee schedule posted to our website at <http://www.flnb.uscourts.gov/court-resources/filing-fees> for more information.

#### **Universal Login:**

-- Effective November 1, attorneys who file in multiple districts in Florida can request that their login be modified to be uniform across all three districts. For more information, visit the Universal Login page of our website at <http://www.flnb.uscourts.gov/online-filing/universal-login>.

#### **ECF Version 4:**

That's the topic of this whole presentation! 'Nuff said!

#### **Chapter 13 Annual Statement Reminders:**

Keep going! Take a look at the next slide in this presentation for more information.

## Annual Statement Reminders - Chapter 13

- Paperless entry to be docketed 60 days before the anniversary of the Order Confirming Plan
- “Clerk’s Reminder re filing of Annual Statement per 11 U.S.C. Sect. 521(f) and Standing Order 15 of the U.S. Bankruptcy Court for the Northern District of Florida.”

At your request via the annual surveys done by the Clerk’s Office and to Bill Blevins (Clerk of Court) in his annual visits with the attorneys, we have created a reminder event for chapter 13 Annual Statements.

The Annual Statement is required to be filed within 45 days of the anniversary of the confirmation of the plan as long as the case is pending.

This reminder will be docketed in all chapter 13 cases, every year, 60 days before the anniversary of the confirmation of the plan.

For assistance or questions:

Julie Gibson  
(850) 521-5014

[Julie\\_Gibson@flnb.uscourts.gov](mailto:Julie_Gibson@flnb.uscourts.gov)

Melissa McClure  
Director of Operations  
(850) 521-5001

[Melissa\\_McClure@flnb.uscourts.gov](mailto:Melissa_McClure@flnb.uscourts.gov)

Debra Cook, CM/ECF Help Desk  
(888) 765-1785

[CMECF\\_HelpDesk@flnb.uscourts.gov](mailto:CMECF_HelpDesk@flnb.uscourts.gov)

It was a pleasure and a privilege to meet so many of you during my visits around the district this month!

If you have any questions regarding the upgrade or CM/ECF in general, please don't hesitate to contact us. Melissa, Debra and I will be glad to help you any way we can.

Regards,  
Julie