Nuts & Bolts

What happens in the Clerk's Office?

Processing Documents

What you do: File necessary documents: motions, applications, notices, objections, responses, etc., using correct filing events.

TIP: Use the Search feature on the CM/ECF tool bar if you aren't sure which event to use. Just type in a key word for a list of events from which to select.

What we do: Quality Assure daily docket activity. Docket activity is QC'd the day after filing, not the same day.

What we look for:

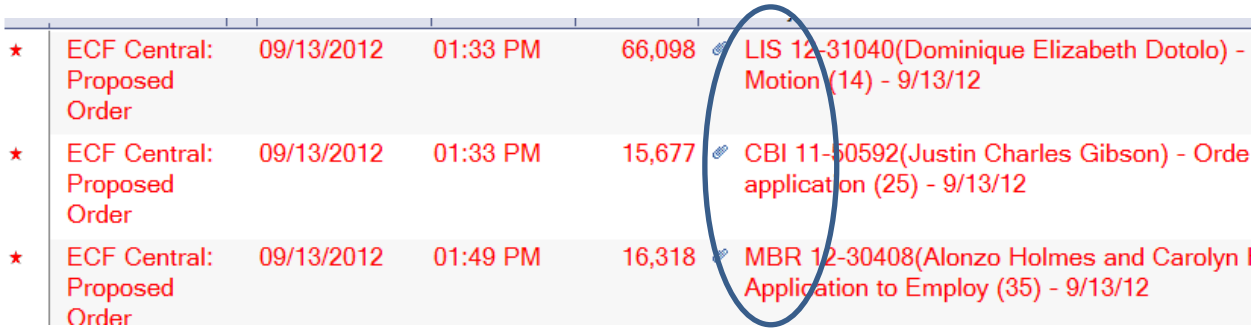
- Case number & Debtor agree
- Correct filing event used
- pdf attached (correct pdf, legible, orientation)
- Signature(s)
- Certificate of Service & service list
- Proper service on Objections to Claims of U.S. Government Agency
- Documents comply with Local Rules
  1) Negative notice
  2) Reaffirmation agreements
  3) Amendments
  4) Objection/response to Notice of Valuation
  5) Objection to Claims of U.S .Gov't Agency

If errors exist, you will be notified with a Submission Error Notification (SEN) or Order to File Papers in Proper Form.

Processing Orders

What you do: Submit proposed orders via the link on the CM/ECF toolbar.

Through the magic of technology, the system assigns and places the CA's initials in front of the case number for ease of identification and distribution to CA's after signing.



★	ECF Central: Proposed Order	09/13/2012	01:33 PM	66,098	LIS 12-31040(Dominique Elizabeth Dotolo) - Motion (14) - 9/13/12
★	ECF Central: Proposed Order	09/13/2012	01:33 PM	15,677	CBI 11-50592(Justin Charles Gibson) - Orde application (25) - 9/13/12
★	ECF Central: Proposed Order	09/13/2012	01:49 PM	16,318	MBR 12-30408(Alonzo Holmes and Carolyn I Application to Employ (35) - 9/13/12

What we do: The Case Administrators retrieve and review proposed orders daily from the orders inbox.

What we look for:

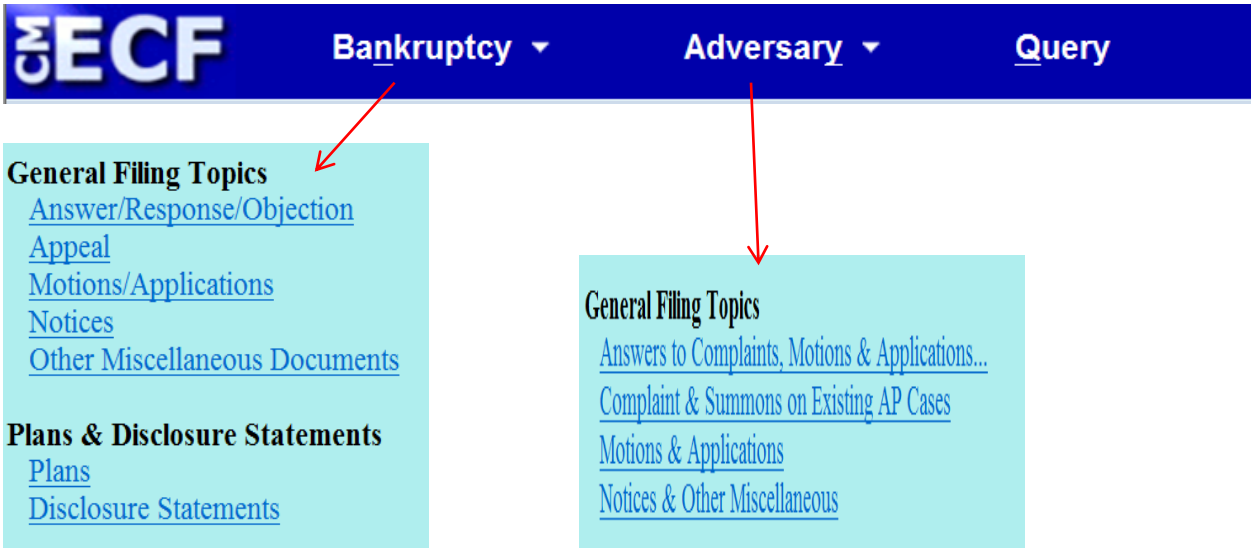
- The case style (District, division, case number and case name)
- The order comports with the Judge's ruling, if applicable
- Attachments referenced in the order are attached
- The order does not contain blanks for the court to fill in (hearing dates, amounts, etc.)
- The signature block is prepared for the correct Judge and name is spelled correctly
- The response deadline on the related document has passed, if applicable

If the order contains errors in any of the above, we will return it to you for editing. If everything checks out, we forward the order to the Law Clerk to review for content and form. After her review, the order is placed in the folder for Judge's signature.

Orders are entered on the docket the same day as they are signed.

Calendaring Hearings

What you do: File your motion, application or objection using the correct filing event.



TIP: Emergency matters: If the basis for emergency treatment is not included in the motion, a Statement of Need must be filed to receive emergency consideration. The Court has also developed a list of time-sensitive motion events that will receive expedited treatment without a Statement of Need.

- Motion to Extend Automatic Stay
- Motion to Impose Automatic Stay
- Motion for Approval of Post-Petition Financing
- Motion for Authority for the Payment of Pre-Petition Wages
- Motion for Authority to Pay Affiliate Officer Salaries
- Motion to Pay Critical Vendors
- Motion to Use Cash Collateral

What we do: The Calendar Clerk runs various daily reports which collect specific docket events from ECF that require hearings. If the correct docket event is not used, the report will not pick it up, thus causing a delay in the calendaring process. Reports include:

- Motions
- Contested matters
- Chapter 13 Confirmations

A hearing date will be selected from the Judge's scheduling calendar and a notice will be sent.