



# THE BANKRUPTCY ADVISOR



A Periodic Publication of the U.S. Bankruptcy Court for the Northern District of Florida

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## NEXTGEN IS ALMOST HERE!

The U.S. Bankruptcy Court for the Northern District of Florida will upgrade to CM/ECF, the Next Generation, ("NextGen") the weekend of December 3-5, 2021, and "go live" on NextGen Monday, December 6.

**All filers must complete the following tasks prior to December 6:**

- **Confirm you have an upgraded PACER account.** If your PACER user name is only 6 characters long, it has *not* been upgraded. Your PACER account can be upgraded any time before the "go live" date. Instructions for upgrading your PACER account can be found on our website at <https://www.flnb.uscourts.gov/sites/flnb/files/Upgrade%20Legacy%20PACER%20Accounts.pdf>.
- **Each filer must have their own PACER account.** Filers who share a PACER account, including filing agents, must have their own PACER account or they will be unable to file. See [page 7](#) for more information on PACER Administrative Accounts (PAAs) for billing and account management under a single administrative account.
- **Know your current CM/ECF username and password.** On December 6th, you will not be able to file in our court until you link your upgraded PACER account to our NextGen CM/ECF system. This linking process requires that you know your current CM/ECF username and password. This is required even if you have linked your upgraded PACER account to other NextGen courts. If you do not know your current login or password, please email our Help Desk **by December 2nd** at [CMECF\\_HelpDesk@flnb.uscourts.gov](mailto:CMECF_HelpDesk@flnb.uscourts.gov) for a reset.

**If you have questions about creating or upgrading a PACER account**, please review the FAQs available on the PACER Service Center website at <https://pacer.uscourts.gov/help/faqs>. The FLNB Help Desk cannot assist you with your PACER account maintenance or updates.

## Attend NextGen Training

**WHEN:** Tuesday, November 16, 2021. at 2:00 p.m., ET  
**WHERE:** Zoom.gov <https://www.zoomgov.com/j/1614639967>

Please contact [Julie.Gibson@flnb.uscourt.gov](mailto:Julie.Gibson@flnb.uscourt.gov) for questions or a call in number.

## Amended FRBP 9036 Impacts High-Volume Paper Notice Recipients


Effective December 1, 2021, the Director of the Administrative Office of the U.S. Courts has designated any entity that receives 100 or more paper bankruptcy notices in a single calendar month as a high-volume paper notice recipient pursuant to Fed. R. Bankr. P. 9036(b) (2)(B) ([\*as amended effective December 1, 2021\*](#)) (the "Rule"). The threshold number of paper notices that will cause a notice recipient to be designated as a high-volume paper notice recipient pursuant to the Rule will be reviewed annually and may be adjusted once a year, effective on December 1st of each year.

Once the threshold paper notice amount is reached, the Bankruptcy Noticing Center (BNC) will notify the notice recipient that it must register for Electronic Bankruptcy Noticing (EBN) or that, if the recipient does not register within 45 days of the date of the notification, the BNC will establish an electronic address where the Director designates the recipient to receive its notices pursuant to the Rule.

### News & Announcements

**NEW** - Sign Up to Receive E-Mail  
Notifications Through GovDelivery



 [RSS \(Subscribe to Receive RSS  
Feed Updates\)](#)

Note: You must have a "reader" to receive RSS Feed updates.

### Stay Informed!

Register with GovDelivery for email notifications of *News & Announcements*, updates to our website, or notification of alerts from our office. You may also sign up for the RSS Feed for website updates.

## New Docket Reminders Regarding Voluminous Documents

You may have noticed, or been the recipient of, a new docket entry reminder regarding the requirements of N.D. Fla. LBR 9013-1(E) regarding voluminous documents. This reminder is docketed and linked to any pleading which exceeds fifty (50) pages, including attachments or exhibits, advising that the court will not consider the pleading unless the filer complies with the Local Rule requiring a hard copy of all such documents.

Upon receipt of the paper copy of the document(s), the Case Administrator will make a notation on the original docket entry noting, "CLERK'S ENTRY: FLNB LR 9013(E) Courtesy Copy Received {date}."

If you wish to formally document your compliance with this requirement, you may do so via the *Certificate of Service/Mailing* or *Notice of Compliance* filing events and properly styled documents. ***Do not file correspondence to the court on the docket.***

## ECF Essentials

### Auto-Fill Logins and Passwords Will Not Work in NextGen

If your web browser or filing software automatically fills in your CM/ECF login and password, ***it will not work to link your account to NextGen*** when we "go live" on December 6th. **Please make note of your current CM/ECF login and password prior to December 2nd.**

If you do not know your current login and password, you can contact our Help Desk at [CMECF\\_HelpDesk@flnb.uscourts.gov](mailto:CMECF_HelpDesk@flnb.uscourts.gov) for assistance.

**Please be advised that we are unable to reset your login and/or password over the telephone.** All requests must be in writing (email) and the new password will be emailed to the primary email address for the account holder.





## Views & News from the Bench

Honorable Karen K. Specie  
Chief United States Bankruptcy Judge  
Northern District of Florida

### How is it almost 2022 already????

It is *virtually* impossible (ha ha - get it?) to believe that 2021 is almost over! While this year has not gone as many of us hoped or planned, our Court has continued to thrive, thanks to the hard work and dedication of our Clerk's Office and IT Staff, Local Rules Committee, NDFLBBA Officers and Directors, and each of you.

Here are some things to watch and look forward to as we end 2021 and enter a brighter 2022:

#### **"NextGen" GOES LIVE December 6, 2021**

"NextGen" is an upgrade to the CM/ECF system designed to provide for current and future filing and case management needs of all CM/ECF users. NextGen will provide users the ability to use a Central Sign-On and password for electronic filing and PACER access in all federal courts (bankruptcy, district, and appellate). Our IT Staff have been working tirelessly to prepare our Court and YOU for NextGen. ***Each filer must upgrade his/her PACER account to access and file documents via CM/ECF after December 5, 2021. See our website for more details.***

#### **FLNB Style Guide Update**

We have updated the Style Guide to comply with the 21st Edition of the Bluebook® and the Florida Style Manual, and to include the Court's preferred citation methods. The most notable change is to cite court documents by using (ECF No. #) instead of (Doc. #). See, <https://www.flnb.uscourts.gov/sites/flnb/files/forms/6-inst.pdf>.

#### **Reaffirmation – New Procedures and Orders**

Reaffirmation remains difficult to navigate for self-represented parties, attorneys, and judges. Arguably, Section 524 is the worst written portion of the Bankruptcy Code. My Law Clerks and I continue to monitor case law on reaffirmation of debt and are drafting new form orders to address different categories of reaffirmation agreements. We welcome input: *submit suggestions about reaffirmation procedures and orders to your NDFLBBA district representative.*

#### **New Initial Scheduling Order for Adversary Proceedings**

Judges Callaway, Oldshue, and I have collaborated to create a new *Initial Scheduling Order* for adversary proceedings that is more streamlined and straight-forward. Among other things, the new order sets an early scheduling conference and requires counsel and unrepresented parties to *talk* to each other prior to filing a joint report.

#### **N.D. Fla. LBR 9070 -1(E) – Court copies of exhibits**

Our Local Rules Committee recently asked: *Are paper copies and notebooks still needed?* The answer is "YES," in all trials and contested evidentiary hearings. Deliver these to the Tallahassee courthouse in accordance with Local Rule 90670-1(E).

Continued on [Page 4](#)

Views & News from the Bench (continued)**GOALS: Looking Forward to and through 2022**

**GOAL 1** - *streamline, streamline, streamline.* We will continue creating suggested form motions and orders. This should save parties time drafting and the Court time reading filed documents.

**GOAL 2** - return Court operations and hearings to “normal.” We anticipate more hybrid hearings and an eventual return to in-person hearings for certain types of cases or dockets. *Carefully read notices, docket entries, and orders setting (or re-setting) hearings to see whether a hearing will be live, hybrid, or telephonic.*

**GOAL 3** - to have an in-person NDFLBBA Seminar next fall. This year’s virtual NDFLBBA Seminar was excellent (many thanks to the Board, organizers, and speakers), but I look forward to the opportunity to meet and mingle in person.

**OTHER GOALS** - publish for public comment and finalize further revisions to our Local Rules (thanks to the diligent labor of our Local Rules Committee members). Implement a Student Loan Mediation Program (thanks to our new Student Loan Mediation Program Committee).

**MOST IMPORTANT GOAL:**

**that you, your families, and staff stay safe and healthy,  
and enjoy a happy holiday season.**

**Rental Assistance Programs**

The new [Rental Assistance Programs](#) page of our website provides resources and links that may help individuals in need of rental or utility assistance. Entities currently represented on the webpage include *OUR Florida* (Opportunities for Utilities and Rental Assistance), *Legal Services of North Florida*, the *Consumer Financial Protection Bureau*, and the *Escambia County Emergency Rental Assistance Program*.

Also linked to the Court’s webpage is the United States Department of Treasury’s collection of Emergency Rental Assistance programs designed to help tenants and landlords find rental assistance in their local areas.

**Guest Contributors Wanted**

Do you wish to share case law updates or other information affecting bankruptcy practice? Would you like to contribute to our next newsletter? We value your input and would like to share your expert knowledge with your colleagues!

All items for consideration should be emailed in formatted text form (i.e., not a PDF document) to [Julie\\_Gibson@flnb.uscourts.gov](mailto:Julie_Gibson@flnb.uscourts.gov) by January 15, 2022. Please include your name as you would like for it to appear in the newsletter, the name of your firm, company, or agency, and a telephone number where you can be reached if we have questions.

*Submission of an article does not guarantee its inclusion in the newsletter.*

**COVID-19 Update from the Clerk's Office**

Our office continues to adjust its local response to COVID-19. We are open in Tallahassee and Pensacola with limited counter hours and [drop boxes](#) available to self-represented parties. [Filings from self-represented parties](#) are accepted by email, fax, or in person. The intake counter is currently open Tuesday -Thursday, 9:00 a.m. to noon, local time, for emergency matters and to accept fee payments only. We expect to return to normal business hours on January 3, 2022. Attorney and other e-filers will continue to use CM/ECF for filings and online payments. For the latest updates or more information, visit [www.flnb.uscourts.gov/news/covid-19-court-operations-update](http://www.flnb.uscourts.gov/news/covid-19-court-operations-update).

## Why the Hubbub About NextGen?

"NextGen" is the nickname for the "Next Generation" of CM/ECF, the judiciary's Case Management and Electronic Case Filing system (CM/ECF). All federal district, bankruptcy, and appellate courts are on some version of CM/ECF, many of which have already upgraded to NextGen. The U.S. Bankruptcy Court for the Northern District of Florida will "go live" on NextGen Monday, December 6, 2021.

The push to have all the courts on NextGen is primarily for security, access, and integration. NextGen contains enhanced security measures to protect CM/ECF data and credit card information. It promotes better integration among district, bankruptcy, and appellate electronic filing systems and centralized access to all NextGen courts with a single login and password through Central Sign-On and PACER.

One of the most frequent complaints about CM/ECF is the need to have a separate login and password for each court. Central Sign-On ("CSO") through PACER resolves that problem! Roughly 150 federal district, bankruptcy, and appellate courts are already NextGen courts and the remaining 40 or so are scheduled to be upgraded to NextGen in early 2022. Once all federal district, bankruptcy, and appellate courts have upgraded to NextGen, you will no longer need to remember the individual logins and passwords for each court in which you file (*NOTE: Until the court(s) in which you file complete the upgrade, you will have to continue to use the login and password for that court even if you are using CSO in NextGen courts*).

PACER integration with NextGen CM/ECF and Pay.gov allow seamless interaction between the programs. Users will access NextGen through PACER eliminating the need to login to one and then the other and upgraded PACER accounts allow for secure storage of credit card information for payment of court filing fees through Pay.gov. Because all filing will be done through the integration with PACER, all filers, including creditors and filing agents, must have their own PACER account.

NextGen works with the following browsers: Google Chrome, Mozilla Firefox, Microsoft Edge, Safari. Internet Explorer may also be used but is discouraged. Microsoft support for this product is ending and the IE will no longer be tested for compatibility with NextGen future releases.

Here are a few things you can do **now** to prepare for our upgrade to NextGen:

- Ensure all filers in your office have their own PACER account. Filing accounts may not be shared. Visit <https://pacer.uscourts.gov> to register. Take a look at the [PACER Administrative Accounts](#) while you're there to see if this tool for consolidating billing and account management might be beneficial to your firm. Registration is free for all PACER accounts.
- Know your FLNB login and password. If your login or password are saved to your browser or if filing software logs in for you, it will not work on December 6. You must have this information for manual login the first time you attempt to access NextGen. If you do not know your login or password for our court, contact our Help Desk at [CMECF\\_HelpDesk@flnb.uscourts.gov](mailto:CMECF_HelpDesk@flnb.uscourts.gov) for a reset. *Before December 2nd.*
- Confirm/upgrade your PACER account status. Login to PACER to "Manage My Account" and check your "Account Type." It should indicate that you have an Upgraded PACER account. If not, there will be a link to upgrade.
- CM/ECF will be unavailable from midnight Eastern Time on Thursday, December 2, until 8:00 a.m. Eastern Time on Monday, December 6, to perform this upgrade. ***Please plan accordingly.***

## HELP DESK HINTS... Installment Payment via Credit Card



The new *Installment Payment via Credit Card* filing event allows a debtor's counsel to make installment payments via Pay.gov in CM/ECF. This new process eliminates the need for debtors to procure cashier's checks or money orders and mail them to the Clerk's Office thus providing a more timely and assured method of making installment payments and meeting deadlines. *Credit card payments must be made on the attorney's or firm's credit card. Installment payments may not be made using the debtor's personal credit card.*

### Tips & Tricks

#### Changes to PDF-Related Functionality Accompany NextGen Upgrade

The upgrade to NextGen brings modified functionality related to uploading and viewing PDF documents. In some instances, PDFs that were previously allowed to be uploaded will no longer be permitted.

For details on these changes, please visit the PACER Service Center's website at <https://pacer.uscourts.gov/file-case/developer-resources/cmecf-release-notes/pdf-related-functionality-public-filers-nextgen>.

#### Amended Schedules & Statements

Federal Rules of Bankruptcy Procedure 1009 and N.D. Fla. LBR 1009-1 require that the debtor give notice to the trustee and any party affected by the amended schedules or statements. Further, N.D. Fla. LBR 1009-1 requires that:

- Amended schedules be filed as complete versions of the schedules
- All changes, additions, or deletions are to be clearly indicated
- A certificate of service to the trustee and affected entities be filed with the Clerk.
- Amendments adding creditors to the schedules shall be accompanied by a mailing matrix which contains the names and addresses of only the creditors being added.

#### Federal Rules Changes Effective December 1, 2021

The following Rules amendments were approved by the Judicial Conference on September 15, 2020, adopted by the U.S. Supreme Court and transmitted to the U.S. Congress on April 14, 2021. Absent Congressional intervention, these Rules will become effective December 1:

##### Federal Rules of Bankruptcy Procedure and Official Bankruptcy Forms

- **Rule 2005** Apprehension and Removal of Debtor or to Compel Attendance for Examination
- **Rule 3007** Objections to Claims
- **Rule 7007.1** Corporate Ownership Statement
- **Rule 9036** Notice and Service by Electronic Transmission
- **Form 122B** Chapter 11 Statement of Your Current Monthly Income. Modified to include instruction that it is not applicable to cases filed under Subchapter V.

For more information, review the Standing Committee Report to the Judicial Conference dated September 2021 at [https://www.uscourts.gov/sites/default/files/standing\\_committee\\_report\\_to\\_jcus\\_sept\\_2021\\_0.pdf](https://www.uscourts.gov/sites/default/files/standing_committee_report_to_jcus_sept_2021_0.pdf).





## THE CLERK'S CORNER

By: Traci Abrams, Clerk of Court



### Thank You For Your Feedback

The Court extends its thanks to the attorneys who completed the 2021 Attorney Survey. We received abundant and helpful feedback on court procedures, hearing preferences, collegiality, work-life balance, NextGen, this newsletter, and the Court's website which received a star rating of 4.64 out of 5.0. Last but not least, attorneys were asked to rate the performance of Clerk's Office staff.

I am happy to report that staff received a star rating of 4.93 out of 5.0. Many respondents referenced helpful operations staff in general and by name including Janet Weems-Cainion, Tammi Boswell, Jestin Hawkins, Sloane Akinsanya, Carolyn Romine, Latonia Isom, and Ann Laritz. Remaining respondents noted that *all* of the employees they encountered were "exceptionally helpful," "terrific," "wonderful," "professional," and "polite." On the behalf of Clerk's Office staff, thank you very much for your feedback. While it is always our mission to provide excellent assistance with a smile, it is a pleasure to receive affirmation that we are achieving this goal.

### FLNB Website Updates

- ♦ [Administrative Order 21-003](#) re Adoption of Interim Local Rule 5081-1 (acceptable forms of payment of fees due to the Clerk of Court) and Abrogation of Local Rule 1006-1 (Filing Fee) (10/18/21)
- ♦ [FLNB Style Guide](#) - a "short guide" to Bluebook and the Court's modifications to those rules. (Revised 9/21)
- ♦ [Rental Assistance Programs](#) - A new page providing resources for debtors in need of rental or utility assistance as a result of the COVID-19 pandemic (8/31/21)
- ♦ [Notice of Hearing on Motion to Sell Property Free and Clear, and Report and Notice of Intent to Sell](#), FLNB Local Form39 (Revised 10/21). All recently revised local forms or orders and sample orders are noted with the date of revision.
- ♦ [COVID-19 Court Operations Updates](#) - This page is updated regularly to provide you the most up-to-date information regarding operational status of the court as related to the COVID-19 pandemic.
- ♦ [Other Regularly Posted Items](#): Judgeship position announcements, attorney training events, unanticipated office closures, courtesy posts for the other courts in the 11th Circuit, U.S. Trustee Program news, PACER and Pay.gov maintenance updates, and more.

*Be sure to sign up for website updates through GovDelivery to keep up-to-date on the latest news from our court. Register under the News & Announcements section of our [Home](#) page.*

### Is a PACER Administrative Account Right for You?

With NextGen necessitating that all filers in your office have their own PACER account, many have found that a PACER Administrative Account (PAA) is an essential tool to consolidate billing for all authorized users in their office. Please visit <https://pacer.uscourts.gov/help/faqs/pacer-administrative-account> for more information. PAAs are free and do *not* have filing rights in CM/ECF.

## The Who, What, Why, and How of Filing Agents

### Who and What is a Filing Agent?

A Filing Agent is a non-attorney person authorized to e-file in CM/ECF on behalf of an attorney, trustee, or U.S. Trustee (the "ECF User"). Filing Agents have the same e-filing permissions as the ECF User for whom they are authorized to e-file except the ability to file or view restricted documents. Documents restricted from public access, such as the Statement About Your Social Security Numbers, cannot be filed or viewed by a Filing Agent. *Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011 will apply to documents e-filed by the Filing Agent.*

### Why Have Filing Agents?

Once our court upgrades to NextGen, firms will no longer be able to share a PACER account since e-filing access will be tied to the user's PACER account. Having Filing Agents allows the ECF User and their e-filing staff to file or view case information in CM/ECF simultaneously; relieves the ECF User of the need to share their personal login and password; and allows filings completed by the Filing Agent to appear on the docket as if the ECF User completed the filing. ECF Users can view Filing Agent e-filings in CM/ECF through *View My Transaction Log* in the Utilities menu.

### Your Responsibility as an ECF User with Filing Agents

The ECF User is responsible for maintaining the list of Filing Agents associated with their account and the secondary email address fields for Notices of Electronic Filing (NEFs). Add or remove and update this information through the ECF User's account via *Utilities > Maintain My ECF Account*. Detailed instructions are provided on [Page 9](#).

By associating a Filing Agent with your CM/ECF account in our court, you, as the registered attorney, trustee, or U.S. Trustee filer, are agreeing to and are affirming that you accept full responsibility for all e-filings by the Filing Agent and that:

- You have provided the necessary CM/ECF training to the Filing Agent to ensure accurate e-filing.
- The Filing Agent has read and is familiar with the Local Rules and Guides for the U.S. Bankruptcy Court for the Northern District of Florida, available on our website at [www.flnb.uscourts.gov](http://www.flnb.uscourts.gov).
- You will immediately remove the association with your account if the Filing Agent leaves your employ or should no longer file on your behalf.

### How to Register a Filing Agent

**Through December 2:** The ECF User will complete [Local Form A6](#), Application for Filing Agent Account(s) and email it to [CMECF\\_HelpDesk@flnb.uscourts.gov](mailto:CMECF_HelpDesk@flnb.uscourts.gov). The Court will create the Filing Agent account(s) in CM/ECF and email the login and password to the ECF User. The ECF User must add the Filing Agent account to their CM/ECF account before the Filing Agent may begin e-filing. Filing Agents must have their own "Non-attorney Filer" PACER account. Register at [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov).

**After December 2:** The Filing Agent must register for a "Non-attorney Filer" PACER account at [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov) then request access through PACER to e-file in our court. Once the Filing Agent's registration and court access request is complete, the Court will approve the request for CM/ECF access and the attorney, trustee, or U. S. Trustee ECF User must add the Filing agent to their ECF account.

*See Detailed "How to" Instructions on Page 9*



***Filing Agents (continued)*****How to Add a Filing Agent to Your CM/ECF Account:**

After the Filing Agent has registered with PACER, the ECF User must authorize the Filing Agent to file on their behalf by associating the Filing Agent with the ECF User's CM/ECF account.

1. In CM/ECF, select *Utilities > Maintain My ECF Account*. Click on the *More User Information* button at the bottom of the screen.
2. Enter the Filing Agent's last name in the "Find filing agent" field and click the magnifying glass icon to search.
3. Locate the Filing Agent from the results and click the *Select* button next to their name.
4. Click the *Return to Account screen* button.
5. If you wish for the Filing Agent to receive Notices of Electronic Filing (NEFs), click the *Email Information* button at the bottom of the screen:
  - A. Add the Filing Agent's email address to the *Secondary email address* fields.
  - B. Click the *Return to Account screen* button.
6. Click the *Submit* button to save your changes.

**How to Remove a Filing Agent from Your CM/ECF Account:**

When a Filing Agent is no longer authorized to file on your behalf, you must remove the Filing Agent's association with your CM/ECF account.

1. In CM/ECF, select *Utilities > Maintain My ECF Account*. Click on the *More User Information* button at the bottom of the screen.
2. At the bottom of the *More User Information* screen, remove the check in the box next to the Filing Agent's name by clicking one time in the checkbox field.
3. Click the *Return to Account screen* button.
4. If you need to remove the Filing Agent's email to discontinue service of the Notices of Electronic Filing (NEFs):
  - A. Click the *Email Information* button at the bottom of the screen.
  - B. Remove the Filing Agent's email from the *Secondary email address* fields.
  - C. Click the *Return to Account screen* button.
5. Click the *Submit* button to save your changes.

**Fun Facts about the Northern District of Florida**

Florida is famous for our roughly 825 miles of beautiful beaches but many don't know about our forest lands. Florida's only natural forest, the 574,000 acre [Apalachicola National Forest](#) sits just southwest of Tallahassee and makes up the majority of the northwest Florida landscape. The Forest is home to some of the most unique animal and plant species in the world and, according to the USDA, the Apalachicola National Forest is one of the most biodiverse forests in the country. The Apalachicola National Forest offers a plethora of outdoor entertainment options including hiking, camping, swimming, boating, canoeing, wildlife and plant viewing, hunting, fishing, and horseback, bicycle, and ATV trail riding. It also offers an "unusual geological area of caverns and sinkholes, and the Apalachee Savannahs." With the cooler fall temperatures now here, fall it's the perfect time to spend some time in the great outdoors!

### Traci Abrams —Tallahassee Clerk of Court



Traci joined the U.S. District Court for the Northern District of Florida as the Assistant to the Jury Administrator/Attorney Admissions Clerk in Tallahassee on September 16, 1996. After working in Pensacola as a Court Operations Specialist, back-up courtroom deputy, and an IT trainer beginning in 1997, Traci became the Resident Deputy in Charge of the Gainesville Division and CM/ECF Dictionary Manager in 2004. By 2011, she was promoted to Bankruptcy Chief Deputy Clerk, became the Acting Clerk in May of 2013, and was appointed Clerk of Court in June. Traci counts her greatest professional achievement as having the opportunity and honor of working with an outstanding court family.



### Tammi Boswell —Tallahassee Director of Operations



Tammi served many years with the U.S. Bankruptcy Court for the Western District of Louisiana prior to coming to the Northern District of Florida in 2015 as an ECF Analyst. Tammi now serves as our Director of Operations overseeing the day-to-day operations of the Clerk's Office and supervising the case administration and courtroom deputy staff.

*Congratulations and thank you for all you do!*

### New "No Cash" Policy Effective November 1, 2021

Pursuant to [Administrative Order 21-003](#) regarding acceptable forms of payment, the Clerk's Office will no longer accept cash for payment of filing or other court fees. Filing Fee payments may be made by money order, cashier's check, debit card, credit card (attorneys paying through CM/ECF using the attorney's or firm's credit card only), and checks.\* Non-filing fee payments (e.g., copies or certifications) may be made by money order, cashier's check, debit card, credit card (not from a debtor), and checks.\* For more information, see our website at [www.flnb.uscourts.gov/fees](http://www.flnb.uscourts.gov/fees).

*\*See website for restrictions.*

### QC Cues

#### Amendments to the Statement of Social Security Number:

Fed. R. Bankr. P. 1009(c) requires that "the debtor shall give notice of the amendment to all of the entities required to be included on the list filed under Rule 1007(a) (1) or (a)(2)."

**"Flattening" a PDF:** Fillable PDF documents must be "flattened" before they can be uploaded into CM/ECF. Failure to do so can cause errors or prevent the docu-

ment for displaying or being noticed by CM/ECF. To flatten a PDF, "print" the document to a PDF printer on your device.

#### Separate Signatures Required on Documents and Certificates of Service:

Each document and Certificate of Service must contain a separate signed signature block of the attorney or pro se filer per Fed. R. Bankr. P. 1008 and 9011 and N.D. Fla. Loc. R. 5.1 (D) or (E) and (F).

#### Correcting Submission Error Notifications (SENs):

To avoid duplicating errors resulting in multiple SENs on the docket, please read the SEN docket text carefully to determine the action needed to resolve the error. If the docket text is not clear, please contact our office. The Case Administrator who issued the SEN can provide assistance to ensure proper resolution of the problem.

*Your attention to and cooperation in these matters is appreciated!*

# Contest!

## Help Us Rename our Newsletter

It's time for *The Bankruptcy Advisor* to get a makeover, and we want your help renaming it! Suggestions should be short and should convey the uniqueness of the Northern District of Florida. Please email submissions to Julie Gibson at [Julie.Gibson@flnb.uscourts.gov](mailto:Julie.Gibson@flnb.uscourts.gov) no later than November 30, 2021. We welcome suggestions from all of our readers!

We will convene an internal *ad hoc* committee to vote on your suggestions in December. The new name will debut in the January, 2022 newsletter where we will also announce who submitted the winning title.

We're waiting to hear from you!



## Happy Thanksgiving

*Wishing you a wonderful holiday filled with the warmth and happiness of the season.*

**The Office of the Clerk will be closed Thursday and Friday, November 25-26, 2021.**

CM/ECF and PACER will be available for filing and case access.

## 2021 Holiday Closings

We will be closed in observance of the following federal holidays and related dates:

**Thursday, November 11**

Veteran's Day

**Thursday, November 25**

**Friday, November 26**

Thanksgiving

**Friday, December 24**

Christmas Day\*

**Friday, December 31**

New Year's Day\*

CM/ECF and PACER will be available for filing and case access.

*\*Federal holidays that fall on a Saturday or Sunday are observed on Friday or Monday, respectively, by employees who work a traditional work week.*

## Pro Bono Honor Roll

The U.S. Bankruptcy Court, Northern District of Florida, takes pleasure in recognizing the efforts of attorneys who provide legal assistance, without compensation, to those who face substantial economic hardship so that they are able to navigate through the bankruptcy process. These services greatly benefit our nation's bankruptcy system and all of its components. Those volunteer efforts include *pro bono* legal representation for qualifying parties in bankruptcy cases and adversary proceedings, reaffirmation agreements, and stay relief. We recognize and thank the following *pro bono* volunteers for their current and continued support in serving the people of our district:

**Byron Wright, III**  
Bruner Wright, P.A.

**India Footman**  
Footman Law Firm, P.A.

**Sharon T. Sperling**  
Law Office of Sharon T. Sperling



## FLNB Resources

Rev. 10/20

Cases in the Northern District of Florida are randomly assigned to Case Administrators throughout the district shortly after filing. The name of the Case Administrator to whom a case is assigned is located at the top of the docket report in CM/ECF.

Ann Laritz  
(850) 470-3060

Jestin Hawkins  
(850) 521-5016

Janet Weems-Cainion  
Courtroom Deputy &  
Calendar Clerk  
(850) 521-5009

Carolyn Romine  
(850) 470-3062

Sloane Akinsanya  
(850) 521-5010

Help Desk &  
CM/ECF Access  
(850) 521-5001  
(866) 765-1752

Elizabeth Bolton  
(850) 470-3061

Latonia Isom  
Court Operations Specialist  
(850) 521-5012

Tammi Boswell  
Director of Operations  
(850) 521-5011

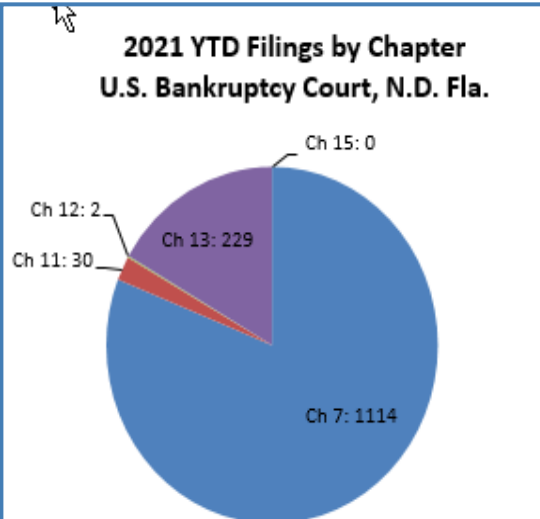
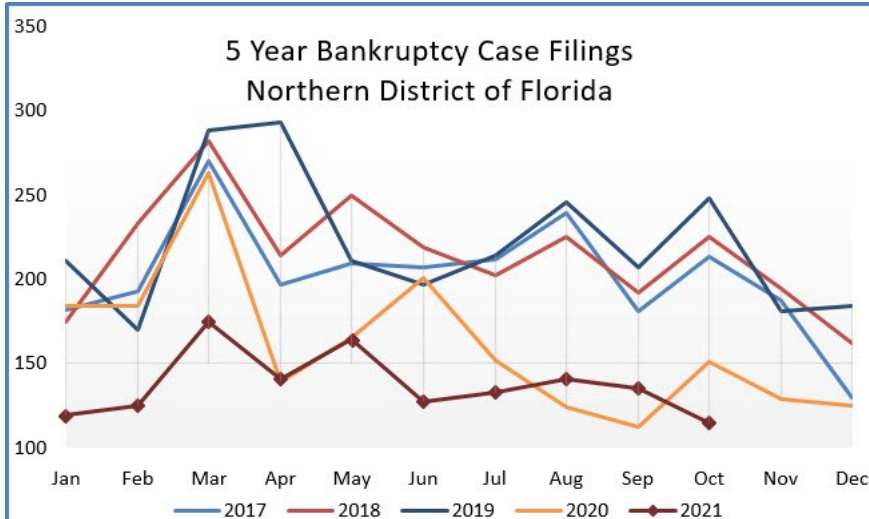
*The Clerk's Office phones are answered from 9:00 a.m. to 4:00 p.m., Monday through Friday, except on federal holidays or other days posted on our website that the court is closed. Please feel free to call the Case Administrators with your procedural questions. The Clerk's Office is not permitted to answer legal questions or provide guidance as to the content or types of documents that may be required.*

**CM/ECF Help Desk**

**(850) 521-5001 or (866) 765-1752**

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

**Please visit us on the web at [www.flnb.uscourts.gov](http://www.flnb.uscourts.gov)**



The monthly filing and closing statistics for the U.S. Bankruptcy Court for the Northern District of Florida are posted to the Court Resources page of our website at [www.flnb.uscourts.gov/court-filing-statistics](http://www.flnb.uscourts.gov/court-filing-statistics). Statistical information will be available by the 15th of each month.

### About This Newsletter

The Bankruptcy Advisor newsletter is a periodic publication of the U.S. Bankruptcy Court for the Northern District of Florida. Questions, comments, or corrections regarding this newsletter should be directed to Julie Gibson at (850) 521-5014 or by email at [Julie.Gibson@flnb.uscourts.gov](mailto:Julie.Gibson@flnb.uscourts.gov).

To submit an article for inclusion in the next regular issue of this newsletter, please email your article to Julie Gibson at the address noted above no later than the 15th day of March, June, September, or December.