



# The Frequent Filer

Electronic Filing Newsletter  
For the U.S. Bankruptcy Court  
Northern District of Iowa

October 9, 2001

[www.ianb.uscourts.gov](http://www.ianb.uscourts.gov)

## Iowa Northern Completes “Preliminary Phase”

On Tuesday, August 28th, Iowa Northern successfully completed the Preliminary Phase of conversion to the CM/ECF System. This four month endeavor was marked by a number of milestones which include:

1. Receipt, installation and configuration of all of the required system software and hardware;
2. Redesign and improvement to the Iowa Northern Website, to include a CM/ECF Information Center;
3. Development of Starter Dictionary for event usage, identification and conversion from the existing case management system, BANCAP;
4. Presentation of eight total CM/ECF Fairs throughout the Northern District (Cedar Rapids, Sioux City, Independence, Dubuque, Fort Dodge and Mason City). The Fairs provided an overview of the system, its capabilities and the efforts currently underway towards a full conversion/implementation in Spring 2002.
5. Development of Process Workflow Charts which track the paper-flow and work-flow throughout the office. These charts will be used to identify processes that still require automating.
6. Identification and training of court unit “site experts” in both CM/ECF applications and system support.

Iowa Northern has now moved into the Implementation Phase of the conversion process and will be devoting a great deal of time to Local Rule

review, training curriculum development/presentation and existing data conversion. It is within this phase of the conversion process that bankruptcy community involvement will be critical in determining the success of the new system. Please continue to watch Iowa Northern’s CM/ECF Information Center for updates and opportunities for you to become involved.



## Attorney Advisory Committee Formed

Iowa Northern is proud to announce the formation of its CM/ECF Attorney Advisory Committee. This committee will assist the Court in its review of current procedures and Local Rules and will ultimately help draft the General Order and Administrative Procedures for Electronic Filing. The inaugural committee meeting was held on September 27th and members immediately dove into issues such as Pro Se filing and electronic noticing. Members of the committee include:

Michael Dunbar	Larry Eide
Habbo Fokkena	Wil Forker
Wes Huisinga	Martin McLaughlin
Janet Reasoner	Ray Terpstra
John Titler	Frank Baron

Iowa Northern has placed these committee members' names and e-mail addresses on the CM/ECF Information Center of the Court's homepage ([www.ianb.uscourts.gov](http://www.ianb.uscourts.gov)) so that they may serve as points of contact to the entire bankruptcy community as we revise our Local Rules and procedures.

The next committee meeting is scheduled for Thursday, October 25th.

## Frequently Asked Questions

While conducting CM/ECF Fairs throughout the Northern District, Clerk's personnel were approached with a number of questions from the bankruptcy bar and their staff pertaining to the application and its effects on their practice. Each issue of the "Frequent Filer" will highlight some of the more recent "FAQ's" and their answers. A running list of all questions can be found at the CM/ECF Information Center on Iowa Northern's website at [www.ianb.uscourts.gov](http://www.ianb.uscourts.gov). We also encourage you to submit any questions you might have to Kirk Leggott, CM/ECF Project Manager and Systems Manager for the Bankruptcy Court, Northern District of Iowa at [kirk\\_leggott@ianb.uscourts.gov](mailto:kirk_leggott@ianb.uscourts.gov).

### *What types of training will be provided?*

Iowa Northern will provide an initial block of training for both attorneys and their support staff. Successful completion of this training will certify the attorney for use of the system and provide him/her with the login and password that will serve as his/her electronic signature. Intermediate and Advanced training will also be provided to develop a greater understanding of the system and some of its advanced modules/features.

### *How often will training be provided?*

Iowa Northern is gearing up for an intensive training calendar throughout the first six months of system availability. After that "start-up" period, an on-going curriculum of classes designed to meet the needs of

the bankruptcy community will be maintained. A monthly agenda of classes (Beginning, Intermediate and Advanced), their times, dates and locations, will be posted on our internet site. This training will be made available in all six locations where court is held.

### *What about support after the initial training?*

Iowa Northern is dedicated to making CM/ECF a success and understands that success is dependant upon attorney/support staff's comfort with use of the system. Continuous follow-up or refresher training will be provided throughout the Northern District and a CM/ECF Help Desk is currently being established to lend assistance to users telephonically throughout the business day. Improvements will also be made to the Iowa Northern Website that will allow users to view and submit troubleshooting scenarios for problem resolution.

### *How will the Clerk's Office handle the conventional filing or pro se filers?*

Internal procedures have been suggested to handle the "exception filing". Within these procedures the pleading is presented to the Intake Clerk, who then scans the entire packet and creates the electronic document/file. Once the pleading is scanned, the original paper document will be returned to the filer.



## Honor Roll

Many thanks to the attorneys and their support staff who actively participated in the CM/ECF Fairs that were provided throughout the Northern District. In total over fifty eight (58) law firms, state agencies and the U.S. Trustee's office contributed to the 150 + attendees who were introduced to the system. Great to have you all on board!