



The Frequent Filer

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

January 28, 2002

www.ianb.uscourts.gov

Iowa Northern Announces “Go Live” Dates

After a two-month hiatus, the *Frequent Filer* returns to circulation and brings with it the announcement of the Iowa Northern conversion and go-live dates.

Throughout November and December, the Clerk’s office worked feverishly to:

1. Create the Dictionary of bankruptcy events for the CM/ECF system;
2. Document the flow of paper throughout the office and plan for the replacement of those flows through electronic means;
3. Prepare and administer CM/ECF application training; and
4. Install the necessary hardware and software to allow the system to operate.

With all preparatory efforts now complete, the focus has turned to the mapping of the bankruptcy events contained within the BANCAP case management system for conversion to the CM/ECF system. Conversion processes and testing are scheduled to occur throughout the entirety of February and will run concurrently with final court staff training. If conversion processes go as planned, the anticipated go-live date for the Case Management component of the system is March 4, 2002.

Following a three-week period of application testing, tweaking and proficiency building, the Clerk’s Office will then provide training sessions for the attorneys, trustees and U.S. Trustees selected for pilot testing. This training is anticipated to begin on April 1st with the first electronic filing conducted by the pilot group on or around April 8th, 2002.

Once the pilot group has tested and accepted the system, training will be provided to all bankruptcy attorneys and their support staff. Attorney and Trustee Application Training will be scheduled for each of Iowa Northern’s court locations, starting with Cedar Rapids and Sioux City. Participants will be registered on a “first come-first served” basis. Upon successful completion of training a Log-In/Password will be issued to each attorney, and the electronic filing may commence. Stay tuned to future editions of the *Frequent Filer* for firm training dates and agendas.

On Your Mark...Get Set... File!



Spring 2002 Dates To Remember:

- March 4th** - Case Management (CM) component goes live for internal court users.
- April 1st** - Pilot Group Training (Attorneys, Trustees and U.S. Trustees).
- April 8th** - Electronic Filing (Pilot Group) commences
- May 6th** - Training begins for entire bankruptcy community.
- May 13th** - Electronic Case Filing commences.

Attorney Advisory Committee Completes Review

On December 19, 2001, the Attorney Advisory Committee completed its review/revision of the *Administrative Procedures for Filing, Signing, Maintaining and Verifying Pleadings and Papers in the Electronic Case Filing (ECF) System* and gave recommendations of content for the Administrative Order adopting the procedures throughout the District. The committee tackled issues ranging from Application Training registration to Proposed Order submission and electronic signature issues. Each of the committee members brought a great deal of expertise and experience to the table and have ironed out a strong set of administrative procedures designed to serve the entire bankruptcy community well.

Judge Edmonds is currently conducting a technical language revision of the Administrative Order amending the standing Local Rules to accommodate electronic case filing. Once this effort is complete, members of the committee will have an opportunity to comment before the order is signed.

The final charge of the committee will be to have select members serve as the Pilot Group for training and electronic filing. They will put the procedures into practice to ensure that the Clerk's office provides proper documentation, training and support necessary for use of the system. At that point the system and its Administrative Procedures will be ready for public use.



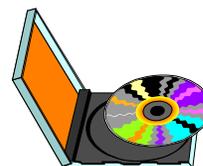
**The manual "*Administrative Procedures for Filing, Signing, Maintaining and Verifying Pleadings and Papers in the Electronic Case Filing (ECF) System*" will be available, in its final form, at the Iowa Northern CM/ECF Info Center once all revisions are complete.

CM/ECF Now Compatible with MS Internet Explorer

Even as the preparatory work for CM/ECF has been going on at Iowa Northern, the Administrative Office of the U.S. Courts has continued to enhance and improve the system for all the courts.

One major improvement in the latest release is the ability to use the system through Microsoft Internet Explorer. Up till now, the only approved internet browser for use with the system was Netscape Navigator. While Navigator is still supported for use with the system, the addition of Internet Explorer will lower the barriers to adoption of the system for those who are already using IE, and will make CM/ECF available for those whose computers do not support Netscape Navigator.

Other enhancements in the latest release include performance improvements to speed the responsiveness of the system and ease-of-use improvements suggested by the court community.



Frequently Asked Questions

Over the past two months, numerous questions were posed pertaining to the processes and procedures of the Iowa Northern CM/ECF system. Some of the more recent "FAQ's", and their answers, appear here. A running list of all questions can be found at the CM/ECF Information Center on Iowa Northern's web site (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.

FAQ's (Continued)

Will I be able to effect all of my filings electronically?

Once an attorney (and his/her support staff) has completed the training program presented by the Iowa Northern Clerk's Office, he/she will become a "registered user" of the system. This will provide immediate access to file new cases, petitions, motions, objections and a number of other papers associated with Chapters 7, 11 and 13. Upon demonstration of proficiency with the CM/ECF system, attorneys will be invited to participate in an additional block of training to certify system use for claims processing, involuntary petitions and adversary actions.



How will I submit Proposed Orders to the Court if I have electronically filed the supporting motion?

Iowa Northern will establish dedicated electronic mailboxes specifically designed for the submission of proposed orders. Throughout the business day, the Scheduling Deputy will routinely check the in-box to determine if there are orders requiring the judges immediate attention and will forward those orders to the appropriate chambers staff. Proposed orders that are submitted via conventional filing methods (paper) will be immediately imaged and handled in the same manner.

Will there be a size (file size/number of pages) limitation on the documents I electronically file?

While the CM/ECF system has no limitation on the size of file or number of pages permitted per filing/docket entry, Iowa Northern is strongly recommending that the page length of a document filed does not exceed 3-5 pages. This restriction will accomplish two very important goals. The first will be increased efficiency and ease of use for the electronic filer. Regardless of the individual filer's internet connection speed, the larger the document uploaded, the longer the

transaction will take. By limiting the size of a filing to 3-5 pages, the filer will encounter a much shorter delay between document upload and issuance of the notice of electronic filing. The second goal accomplished by this restriction will be the future availability of storage space on the court's image server.

Will there be a Help Desk?

The Clerk's Office will provide a multi-tiered help desk to registered users. CM/ECF Procedural and routine systems questions will be fielded by case administrators while systems specific and technical questions will be answered by the Iowa Northern Systems Department. These services will be available from 8:00 a.m. through 4:30 p.m. After-hours Help Desk questions will be accepted via e-mail and will receive response at the start of the next business day. Help Desk responses will also be available on the Iowa Northern CM/ECF Info Center to provide answers to common questions.

What happens if I cannot gain access to the system?

If scheduled maintenance or unforeseen CM/ECF system outages preclude a timely filing, alternative means of executing a properly dated filing will be available through the Clerk's Office.

Honor Roll

The Iowa Northern Bankruptcy Court would like to thank each of the committee members for their time, expertise, efforts and energy towards making the electronic filing initiative a success. Many heartfelt thanks to:



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