



The Frequent Filer

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

May 24, 2002

www.ianb.uscourts.gov

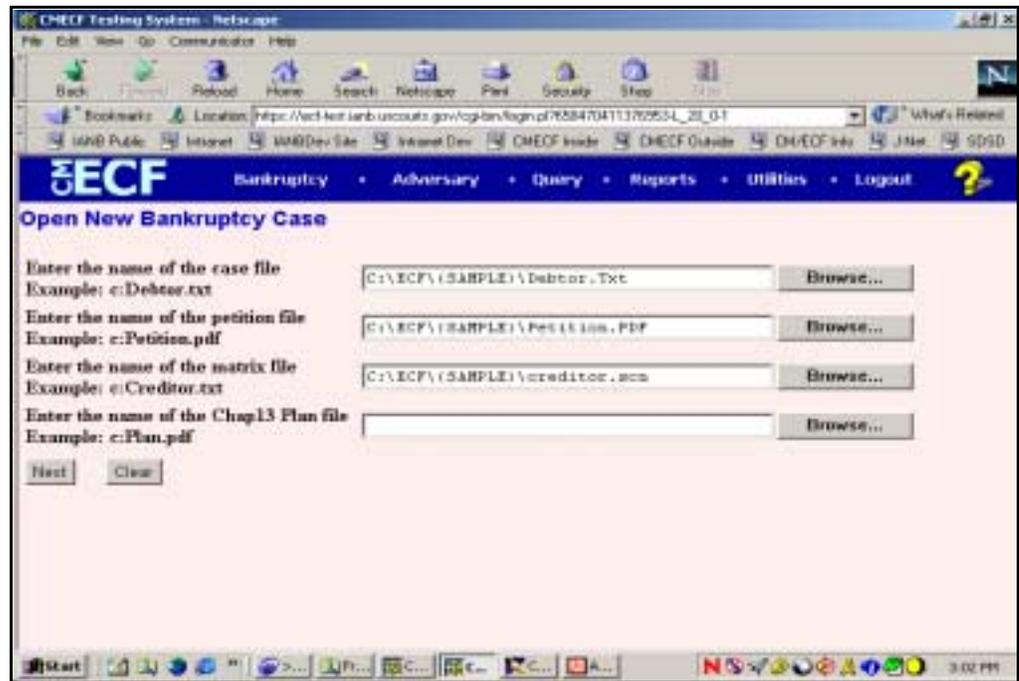
Opening a Case in a Single Step: Case Upload

Final testing is now going forward on an exciting new CMECF feature for attorneys: **Case Upload**. This new feature, which will be available to attorneys beginning on June 3, will reduce the multi-step process of opening a new bankruptcy case to a single screen and a few clicks of the mouse.

Case Upload works in conjunction with many bankruptcy case preparation software packages, to allow a greatly streamlined process for filing a new bankruptcy petition. The key to this streamlined process is a case information file, containing basic filing information in a special format. Many bankruptcy preparation software packages will prepare this file as part of the process of preparing the petition and schedules.

Using Case Upload is easy: select CaseUpload

from the Bankruptcy menu in CMECF, and a screen like the one shown here will appear. Fill in the boxes with the name and location of the files



associated with the case: the case information file, the petition PDF file, and the creditor matrix file. For Chapter 13 filings, the plan can also be identified here. The Browse buttons make it easy to find the appropriate files for each box.

Once the file names are all filled in, clicking the Next button kicks off the process of opening the case. All the information about the parties and all the statistical information is automatically entered into the system. After a short delay, while the files are uploaded to the system, the Notice of Electronic Filing is displayed, and the case is opened. That's all there is to it!

Electronic Case Filing Statistics April, 2002

<i>Cases Filed via Internet</i>	49
<i>Cases Filed Over the Counter</i>	394
<i>Participating Attorneys</i>	8

Continued on Page 2

For more information about Case Upload, including a list of the bankruptcy preparation packages that work with this new feature, visit our web site (www.ianb.uscourts.gov).

Dates of Note: CMECF System Maintenance

Regular Maintenance

The CMECF System is off-line for maintenance every **Monday** from **7:00 am to 7:30 am CST**

Special Maintenance

Due to an upgrade on the U.S. Courts National Network, the CMECF System will not be available from **4:00 PM CST on Friday, June 14 through Noon on Sunday, June 16.**

Honor Roll April, 2002

Top Filers

Top Attorney Filer	Janet Hong
Top Trustee Filer	Carol Dunbar

New Attorney Filers

Michael Dunbar	Janet Hong
Timothy Dunbar	Joseph Peiffer
Larry Eide	David Sergeant
Renee Hanrahan	Rush Shortley

New Trustee Filers

Carol Dunbar	Renee Hanrahan
Michael Dunbar	David Sergeant
Larry Eide	

CM/ECF Training Schedule June, 2002

Cedar Rapids

Wednesday 6/5	12:30 pm-4:30 pm
Monday 6/10	8:30 am-12:30 pm
Friday 6/14	8:30 am-12:30 pm
Wednesday 6/19	12:30 pm-4:30 pm
Monday 6/24	8:30 am-12:30 pm
Wednesday 6/26	12:30 pm-4:30 pm

Dubuque

Tuesday 6/18	12:30 pm-4:30 pm
--------------	------------------

Fort Dodge

Thursday 6/13	8:30 am-12:30 pm
---------------	------------------

Mason City

Wednesday 6/12	12:30 pm-4:30 pm
----------------	------------------

Sioux City

Tuesday 6/11	8:30 am-12:30 pm
Wednesday 6/12	12:30 pm-4:30 pm
Wednesday 6/19	8:30 am-12:30 pm
Thursday 6/20	8:30 am-12:30 pm
Tuesday 6/25	8:30 am-12:30 pm

Waterloo

Thursday 6/6	12:30 pm-4:30 pm
Thursday 6/20	12:30 pm-4:30 pm

For up-to-the-minute info on our training schedule, visit www.ianb.uscourts.gov