



# The Frequent Filer

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

February 24, 2003

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

## Iowa Northern Upgrades to CM/ECF Version 2.1

**T**his weekend, the Iowa Northern bankruptcy court will upgrade the CM/ECF system to Version 2.1. On **Saturday, March 1st**, the CM/ECF system will be **out of service** between the hours of **8:00 am to 4:00 pm**, while this upgrade takes place; no public access to the system will be available (attorney, trustee or creditor users). Please plan accordingly. The system should be ready for normal access again after 4:00 pm on March 1st.

While the basic functionality of the system remains unchanged, there are a number of small procedure changes that attorney, trustee and creditor users may run into. In addition, a number of the reports have been enhanced, with better selection criteria and improved display of information. In this special edition of the *Frequent Filer*, we will take the new version for a test-drive, and point out some of the changes you are likely to see when you begin using the system next week. Feel free to contact the Clerk's Office if you have any questions about these enhancements!

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### Voluntary Petition - Opening a New Bankruptcy

**W**hen a petition is filed without full supporting schedules, the screen listing the required documents will no longer be presented. At the initial *Open New Bankruptcy Case Screen*, filers must indicate that the petition has deficiencies by clicking on the drop-down box and choosing "y" in the *Deficiencies* box.

On the *Party Information Screen*, the Role type now defaults to "Blank". Filers must change the role type to "Debtor". Both debtors in a joint case have the role type of "Debtor".

Once the filer has clicked on the <Submit> button on the *Party Information Screen*, the system automatically assigns the division of the case, based on the county in which the debtor resides. Filers will see an informational display such as: "Divisional Office is set to Cedar Rapids based on the county code 19113 of the debtor." Filers must

## SPECIAL EDITION

## A LOOK INSIDE VERSION 2.1

click on the <Next> button to clear the display.

External system users will be required to enter whether they are filing the petition with "Complete" or "Incomplete" schedules, before browsing for their documents and clicking <Next>. If a petition is filed with incomplete schedules, the Clerk's office will issue a Notice to Comply with Rule 1007(c).

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### Forms - 341 Meeting, Discharge of Debtor, Notice to file Claims and Final Decree

**T**hese documents will now be generated within the docket entry. Filers will have immediate access to these documents through electronic notification.

## Relating a Document to an Existing Docket Entry

Working within Version 1, anytime a filer related a document back to an existing entry, he/she had to supply a docket text description of the related document. Version 2.1, in most instances, now supplies this text description of the related document. The dictionary has been structured to allow some docket events to display specific types of documents, such as motions, if those documents would always be related to that event. Other entries allow the filer to choose if he/she wishes to relate the current event to an existing document, then select the desired relating event type. An example - if filing an Amended Chapter 13 Plan, after browsing and attaching the document, the filer is presented with a screen showing any previous plans and amended plans that have been filed in the case. The filer can select the appropriate related documents. The docket entry will display “(related document(s)[4] Amended Chapter 13 Plan)”.

Another example - if filing an Affidavit, after browsing and attaching the document, the filer will be presented with a screen asking “Refer to existing event(s)”. If the affidavit did not relate to a document already on file, the system user would not put a check mark in the box, but click on the <Next> button to advance to the next screen. If, in our example, the user is filing an Affidavit of Attorney Regarding Reaffirmation Agreement, the affidavit does relate to a document already on file, so the user would put a check mark in the box and click on next. He/she would then be presented with the familiar screen asking to select the category to which the event relates. By selecting <misc>, and clicking on next, the system will display all events from the miscellaneous category that have been docketed. The filer would select the appropriate reaffirmation agreement and complete the entry. Docket entry will display Affidavit re: Reaffirmation Agreement Filed by Debtor Hugo Wiley (related document(s)[8] Reaffirmation Agreement), with the underlined text being contributed by the system.

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## Modifying Addresses When Filing Claims

The bug in the system which did not allow attorneys to modify an existing creditor’s address when filing a claim on their behalf, has been corrected in Version 2. Attorneys may modify a claimant’s address ONLY when filing a claim.

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## Creating a Deadline

In Version 1, whenever an event was docketed which created a bar date or hearing deadline, the filer was presented with a screen that stated “The following schedule records will be associated with the docket entries specified below”. The filer had to remove a check mark on the line stating “Create Schedule record for current docket entry” and place a check mark in the line listing the document to which he/she had just related their entry. This function is now accomplished in the background and filers will no longer see this screen.

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## Terminate Parties and Terminated Documents

In some instances, terminated parties and terminated documents will display on pick lists when entering an event. These parties and documents will be clearly designated as “terminated”.

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## Adding a Party to the Case

On the “Party Information Screen”, the Role type now defaults to Blank. Filers must change the role type to the appropriate descriptor for each person added. The system will not advance until the role type is changed from the default “Blank.”

