

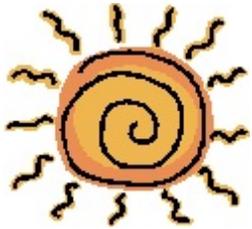


The Frequent Filer

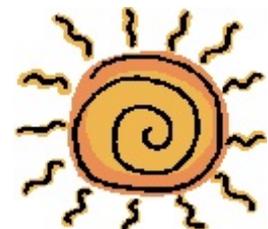
Electronic Filing Newsletter
For the U.S. Bankruptcy Court
Northern District of Iowa

August 24, 2012

www.ianb.uscourts.gov



August 2012



Welcome to the late summer edition of The Frequent Filer! It's been a hot one, but the heat hasn't put a stop to the hard work that goes on each and every day here at the Bankruptcy Clerk's Office! The staff of the Iowa Northern Bankruptcy Court have spent the past few months reviewing, improving and streamlining some of the docket events that you use every day. This edition of The Filer will introduce the changes we've made to those events, spotlight the Search Feature in CM/ECF, and provide an update on our impending move to the new courthouse. Good luck, stay cool, and as always, be careful out there!



Spotlight On:

CM/ECF

Search Feature

and Attorney Manual

Picture this... it's a dark and stormy night (alright, it probably isn't, but just go with me on this one, OK?), and you've got a document that needs to be filed in CM/ECF by 11:59 PM. The problem: it's an unusual document, or perhaps one that you've not filed before. You sit at your computer, staring at the CM/ECF screen, palms sweating, wondering which category you should choose, or how in the world you'll find the docket event you need. There are so many categories, and so many events, how will you ever know?? You're getting anxious, and you can hear the 11:59 deadline thumping (it's got a peg leg, OK?) down the hall towards you, getting closer and closer, breathing hard, knuckles dragging on the floor as it walks. The clock ticks...your heart pounds in your chest...it's 11:53 PM, and you're at a loss!



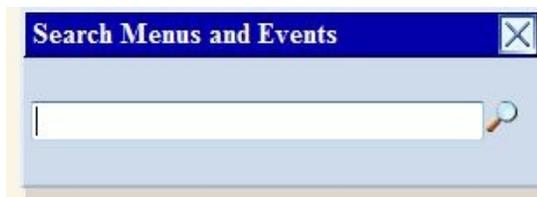
There's a knock at the door - bang! bang! bang! -oh no, it's the deadline!! What if you choose the wrong event?!?! What should you do? Slowly you hear the doorknob turn. The door hinges creak, the lights flicker, and suddenly everything goes black...

If I just (kind of) described a typical filing experience for you, then the **CM/ECF Search Feature** is your new best friend! Located on the blue menu bar just to the right of the "Utilities" option, the Search Feature allows you to type in a keyword or event and then returns results for matching docket events and categories based on the information you entered. Here's how it works:

Click Search from the blue menu bar,



and a "Search Menus and Events" window will appear:



Enter a keyword (for this example, we'll enter Lien), and click the magnifying glass to search.



The results screen appears, showing you all the Lien events available in CM/ECF (with hyperlinks to that event), sorted by category and with your keyword highlighted.



Now that you've got the CM/ECF Search Feature in your back pocket, when will you be at a loss for identifying the correct docket event? Nevermore!

But wait, there's more!

Once you've found the proper event for your document, our **On-Line Attorney Manual** can provide you event with further assistance!

Developed in the summer of 2011 with the goal of providing an additional resource for your filing questions and concerns, our On-Line Attorney Manual is located on the CM/ECF blue menu bar (right between the "Search" and "Logout" options) and contains docketing instructions for nearly every bankruptcy and adversary docket event available in CM/ECF. Many of the events in our manual also contain descriptions of the correct usage for that event, as well as helpful information about submission of proposed orders, docketing of bar date notices, etc. In some events,

you'll even find a link to an interactive simulation for that particular docket event.

Developed with the look and feel of CM/ECF in mind, the manual is easy to use and will be especially valuable for those filing questions that arise after business hours. We encourage you to explore the attorney manual, and value any feedback you may have. If you've got a suggestion for an improvement to the manual, email it to Training@ianb.uscourts.gov.

Heard the News? We're Moving!



Construction on the new Federal Courthouse is nearly complete, and the Bankruptcy Clerk's Office is scheduled to move into our new space the week of October 22nd. The Cedar Rapids Clerk's Office will have limited availability during this time, while the Sioux City Clerk's Office will be fully operational. Specific details and time lines regarding the move are currently being finalized, and will be communicated to our filing community as the time draws closer. Watch for more information soon, and plan to visit us in our new home on the 6th floor!



CM/ECF Process Improvements

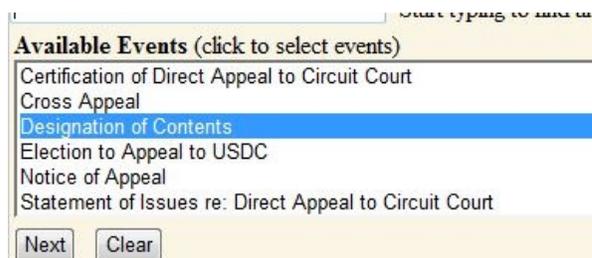


In an effort to make your filing experience as intuitive, streamlined and efficient as possible, the Clerk's Office regularly reviews docket events to determine what changes can be made to accomplish this goal. Our staff recently reviewed the Appeals and Plan categories, and implemented improvements in both areas. Here's the skinny on what's new and improved:

Appeals Category

- Designation of Record on Appeal - Appellant
- Designation of Record on Appeal - Appellee

What's Changed? Effective September 1, 2012, these events will be combined into one new event, **Designation of Contents.**



Rather than having separate events for the Appellant and Appellee, the Designation of Contents event simply prompts the filer to identify whether they represent the appellee or appellant, as shown below:

Choose who you represent.

- Appellee
- Appellant

How appealing is that?!?!

Plan Category

Chapter 9 Plan

Chapter 11 Plan

Chapter 12 Plan

Chapter 13 Plan

Modified Plan

What's Changed? As of September 1, 2012, these events will be combined into one single event, simply called **Plan**. Rather than having separate events for each chapter and for modified plans, the Plan event prompts the filer to identify whether the plan they are filing is original or amended, as shown below.

Is this an Original Plan or a Modified Plan?

- Original Plan
- Modified Plan

Next Clear

The correct chapter information automatically pulls over into docket text, and the event is complete in a few simple screens. Nice planning, eh?

What'd We Miss?

If you have topics or questions you'd like to see covered in future editions of The Frequent Filer, we'd love to hear from you! Email us at: training@ianb.uscourts.gov and we'll do our best to answer your question in a future edition of The Filer.



Have a great summer!