



The Frequent Filer

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

March 29, 2013

www.ianb.uscourts.gov



Spring 2013



Spring has finally arrived in Iowa, although you wouldn't know it by the snow that still blankets the lawn outside the new courthouse! Despite the lack of spring-like weather lately, we have some exciting changes springing up (ha!) at the Bankruptcy Court! This edition of The Filer will introduce you to the latest release of CM/ECF, known affectionately as Version 5. It's full of great new features and we'll outline our favorites, detailing what's changed, and how those changes are guaranteed to improve your filing experience and make you look younger! (OK, maybe not so much on the looking younger part). We'll also talk about some fee increases you can expect to see soon, and introduce you to our new Clerk of Court. Good luck, happy reading, and as always, be careful out there!



Spotlight On: Release 5

On April 1st, 2013, the Northern District of Iowa Bankruptcy Court will complete our upgrade to the latest version of CM/ECF. This release includes a number of thoughtful enhancements, all aimed at helping you have a more pleasant, streamlined filing experience. We've hand-picked the ten upgrades we think you'll like and use the most, and are giving you a sneak preview of those today. From the home office in Cedar Rapids, Iowa, here are your **Top 10 New Features of CM/ECF Version 5!**



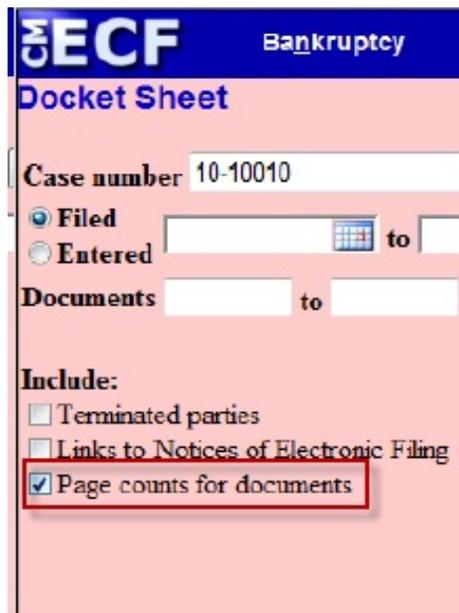
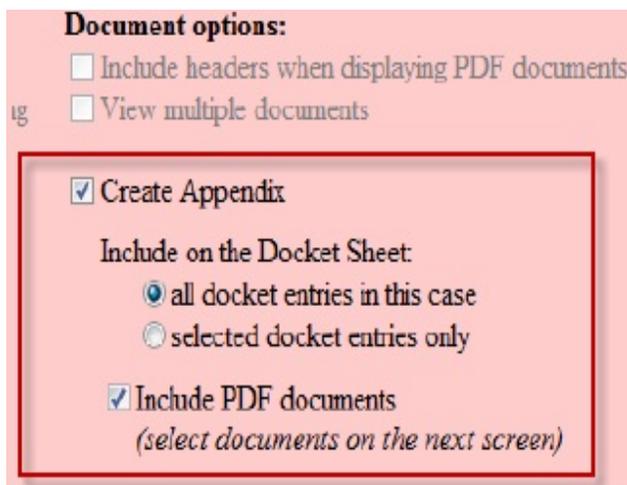
1. Docket Report Enhancements: Create Appendix and Page Counts

Create Appendix

Although the ability to create an appendix in CM/ECF is not new, this feature has been modified to allow for greater flexibility in creating



a customized docket report. By checking the “Create Appendix” box on the docket sheet screen, you now have the option to create a customized docket sheet that will show only the entries you wish to see, and will allow you to append a PDF document to this report (or not). Prefer an abbreviated docket report without the PDF attachments? No problem, Version 5 can do that, too! Simply select only the entries you need for the task at hand, and you’re on your way.



Document page counts will appear like this:

Filing Date	#	
03/01/2010	<u>1</u> (4 pgs; 2 docs)	Chapter 13 Voluntary Pet Due: 3/15/2010. Statemen
03/03/2010	<u>2</u> (1 pg)	Motion to Avoid Lien w/ill (JPW) (Entered: 03/03/20
03/03/2010	<u>3</u> (1 pg)	Order Granting Motion To
03/03/2010	<u>4</u> (1 pg)	Motion to Avoid Lien on Susan W. Heberline (JPW

Page Counts

New with Release 5 is the option to have the number of pages associated with a particular document appear prior to viewing the document. Knowing how large a file is allows you to predict the cost associated with viewing that document, and also helps anticipate the load time for a file. Selecting this option is easy: simply put a check mark in the “Page counts for documents” field on the Docket Sheet screen, then run your docket report as you normally would. Page count information will NOT increase your PACER charges.

2. Docket Report Enhancements, Round Two (It’s the feature so nice, we used it twice!)

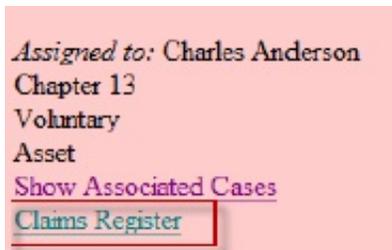
Critical Deadlines and Dates

Additional dates and deadlines will now display on the caption of all docket reports. If appropriate, the following dates will now appear on your case:

- Plan Confirmed Date
- 341 Meeting Date
- Proof of Claims Deadline
- Deadline for Filing Government Claims
- Deadline for Objecting to Discharge
- Deadline for Financial Management (Ch. 7 only)



As if that weren't exciting enough, a link to the Claim Register will now appear whenever a case has claims filed. C'mon, tell me you aren't already feeling the love with this release!



3. Calendar Reports and 341 Meetings

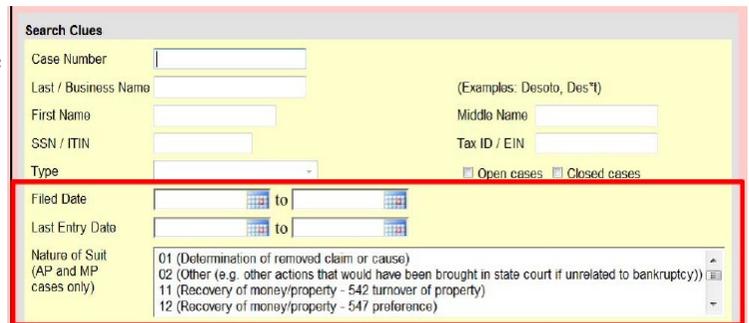
341 meetings have been separated out of the "All Hearings" option in the Calendar Report, resulting in cleaner, more refined calendar search results. A new "341 Meetings" selection allows viewing of those events separate from other hearing events. This option is available everywhere in CM/ECF a calendar report can be run.

What's that? You liked the calendar event the way it used to be, when it showed you everything? No worries! To view all hearing and the 341 meetings for a particular date, select "All Hearings" **and** "341 Meetings" when running your report and you'll be back to information overload in no time.

4. New Query Options

The Query screen in CM/ECF has gotten a makeover, with the addition of 3 new search options:

- Filed Date Range
- Last Entry Date Range
- Nature of Suit



The Filed Date and Last Entry Date ranges are limited to 31 days, and if a date range is entered that exceeds the 31 day limit, CM/ECF will display an error message. As they have with all past releases, normal PACER fees apply for all query options.

Query is also going mobile! A limited query display has been optimized for mobile use. Clicking the "Mobile Query" link in the upper right hand corner of the Search field, like this:

[Mobile Query](#)

(Examples: Desoto, Des*t)

Middle Name

will present the user with a limited interface that allows searches by case number or party name, and text searches on docket entries in a single selected case. Mobile query results can include Attorney and Case Party information as well as Deadlines and Docket Entries.

5. Multiple Social Security and Identification Numbers

CM/ECF now allows up to five (5) social security numbers and tax ID numbers for each debtor and joint debtor. After an initial social security or Tax ID number is entered on the Debtor Information screen at the time of case opening, a “Plus” icon will appear beside the SSN/TaxID field. Clicking the “Plus” icon will add another SSN/Tax ID field. This feature is also part of the Case Upload functionality.

CM/ECF Bankruptcy ▾ Adversary

Debtor Information

Last name

Middle name

SSN/ITIN + 999-99-9999

All SSN’s and Tax ID’s for a debtor will be included everywhere in CM/ECF that these numbers are displayed. As always, only the last 4 digits of the numbers will appear.

Debtor

Donna Adams
120 Sunny Lane
San Antonio, TX 78956
BAILEY-TX

SSN / ITIN: xxx-xx-8956, xxx-xx-5689, xxx-xx-8956, xxx-xx-8956
5621

6. Notice of Electronic Filing Improvement

In prior CM/ECF releases, when an attorney represented more than one party in a case, the attorney’s email and party information were listed on the Notice of Electronic Filing (NEF) only for the first party. Now, the attorney is listed for each party they represent. In cases where an attorney is listed multiple times on an NEF, the system will NOT send multiple emails.

7. Attorney/Party Association

Each time an attorney files a pleading in CM/ECF, they are prompted to indicate whether they should be linked to the party they represent. In prior releases, the checkbox for the association with the attorney and party was unchecked, and if you didn’t check the box, the association wasn’t made, leading to all sorts of confusion and frustration. With Release 5, the checkbox for the association with the attorney and party is checked by default. If you don’t wish to make the association (i.e., joint filing), simply uncheck the box.

8. Claims Summary Report

A Claims Summary Report has been added to the Claims Register. This new report format gives you a snapshot overview of the claims on the case, rather than requiring you to view the claims register in its entirety. The Claims Summary Report produces a condensed list of claims, and

hovering your cursor over the amount claimed will display a breakdown of the claim amounts. The Summary Report also contains a “View” link, which takes you to more detailed information for this claim in the claims register. You can also sort the report by clicking certain column headers, which is especially helpful if you’d like to sort by creditor name.

The screenshot shows the ECF Claims Register interface. At the top, there is a blue header with the ECF logo and a dropdown menu for 'Bankruptcy'. Below the header, the title 'Claims Register' is displayed. The form contains several fields: 'Case number' with the value '1:12-bk-10031', 'Creditor type' with a dropdown menu showing 'Creditor' and 'Administrative', 'Creditor name', 'Claim number' with a 'to' field, 'Filed' and 'Entered' radio buttons with date pickers (1/1/1990 to 6/4/20), and a 'Sort by' dropdown menu with options 'Claim Number' and 'Filed Date'. At the bottom, there is a checkbox labeled 'View claims summary report' which is checked and highlighted with a red box.

9. Claims Register - View Multiple Documents

You can now view multiple documents from the Claims Register in one PDF file (this is the same functionality that you know and love with the “View Multiple Documents” option on the Docket Report). This feature enables you to generate selected PDF claims with any related attachments into a single PDF document, making viewing much simpler and easier.

10. Final Submission Screen on Claims

In previous editions of CM/ECF, the ‘File a Proof of Claim’ event ended rather abruptly. You uploaded your document on the browse screen, clicked “Next,” and Wham! Your Notice of Electronic Filing Screen displayed. Now, filers will see a “Final Submission” screen prior to completing their transaction, giving them one last chance to review prior to submitting.

In Other CM/ECF News

You Say Potato, I Say Po-tah-to...You say Creditor Mailing Matrix, I say List of Creditors

CM/ECF’s Creditor Mailing Matrix is in the process of establishing a new identity for itself (sigh...teenagers), and will now and forevermore be known as the List of Creditors. It’s the same list as before, functions as it always has, just with another name. This name change will be most apparent when you upload a matrix under the “Creditor Maintenance” category, as the event is now called “Upload List of Creditors.”

Fee Assessments and Increases

Effective May 1st, 2013, Transfers of Claim will be assessed a \$25 fee per transfer filed. Additionally, the reopening fees for both Chapter 9 and Chapter 15 cases will increase from \$1000 to \$1167. Watch for additional information on these fees as May 1, 2013 draws near.

Visiting The New Courthouse



If you haven't yet had the opportunity to visit us in our new home at 111 Seventh Avenue SE here in Cedar Rapids, we encourage you to stop by soon and tour our beautiful new building! When you do visit, keep these handy tips and tricks in mind to ensure a smooth and trouble-free experience:

Parking

Visitor parking is available in Lot #44 (cost is \$.075/hr), which is located south of the courthouse at the corner of 8th Avenue and 2nd Street. Metered parking is also available on most streets in downtown Cedar Rapids. Depending on the location of your parking spot, it may take you several minutes to walk to the courthouse. Be sure to keep this in mind as you consider how much time you should allow to ensure your on-time (or early....judges prefer early....trust us on this one) arrival.

Security

Upon arrival at the courthouse, you must pass through the security screen at the front entrance. Depending on the events scheduled for the

courthouse on the day of your arrival, passing through security may take several minutes. Please be prepared to remove your shoes, belt, and any other metal objects that make our magnetometers go crazy. We appreciate your patience as our court security officers do their jobs to ensure the safety and security of everyone in the courthouse.

Cell Phones

Cell Phones are NOT allowed in the courthouse. Please leave your phone in your car to avoid any trouble at the security station.

While We're on the Subject...

Weapons aren't allowed at the courthouse, either. Guns, knives (this includes pocket/Swiss Army-type knives), nun chucks, brass knuckles and anything else you can think of that could be considered a weapon should be left at home or in your car. Failure to do so will result in denied admission to the building. Denial hurts...don't let it happen to you.

New Bankruptcy Clerk of Court Appointed

As many of you are aware, Sean McAvoy resigned as Clerk of the Northern District of Iowa Bankruptcy Court this past December, as he accepted a position as Clerk of District Court for the Eastern District of Washington. The Northern District of Iowa Bankruptcy Court is pleased to announce that Jean L. Hekel has been appointed Clerk of Court. Jean is a 28 year veteran of the Bankruptcy Clerk's Office, and brings a wealth of experience and operational knowledge to her new position. Please join us in congratulating Jean!

Reminder

Roundup



Training Resources

If you've got a filing question or quandary (especially after hours!), don't forget about the great training resources available on the Court's website! We've got nearly 30 online training modules that will take you through hands-on demonstrations of the filing of various docket events. Those modules can be accessed [here](#).

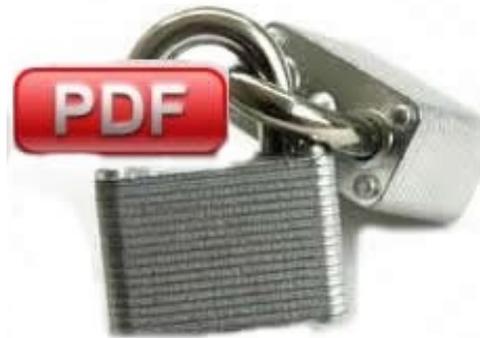
Within CM/ECF, our Online Attorney Manual is a fantastic resource for those "How do I file THAT?" questions! Accessed by clicking the "Attorney Manual" link from the blue menu bar, the manual provides a description of nearly every docket event in CM/ECF, explains when to use that event and includes step by step instructions for filing.

A.K.A.'s/D.B.A.'s

Please remember to include **all** A.K.A.'s and D.B.A.'s on the voluntary petition at the time of case opening. When A.K.A.'s/D.B.A.'s are omitted at the time of filing, they must be manually added in the background and, in most cases, the 341 notice must be reissued. Depending on the number of creditors, reissuing the 341 notice can be a costly undertaking...and in some instances, attorneys must bear that cost. If, immediately upon the filing of a new case, you notice that your A.K.A.'s/D.B.A.'s do not appear on the docket (but do show on the petition), call the Clerk's Office immediately. Our friendly staff will be happy to work with you to find the best solution for correcting your omission.

Best Practice: Saving Fillable PDF Documents

When saving a fillable PDF document (such as the Proof of Claim form) in preparation for filing, be sure that you save your document using the "Save as PDF" option in Adobe. "Save as PDF" changes your document from a fillable to a non-fillable document (in essence, it "locks" down the data you have entered on the form), which ensures that it cannot be further altered. Fillable PDF's not saved in this manner can be changed *even after they have been filed in CM/ECF*. We've had a large number of fillable PDF documents filed recently that were not saved correctly and were still modifiable. A modifiable PDF document means that it could be altered by someone AFTER filing. That claim you filed for \$45,000 that you didn't bother to save using the "Save as PDF" option? Oops....I just changed your claim amount to \$45. If this happens, mayhem ensues. To borrow a line from a popular insurance commercial, don't let mayhem happen to you. Lock your docs!



ECF Question of the Month

Q: I can't find my ECF password. Several other partners in my firm have passwords for your court; can I just use one of theirs?

A. No. Attorney logins are assigned to individuals, and your login constitutes your signature in CM/ECF. You wouldn't put your partner's signature above your personal signature block, and you shouldn't use their login for cases that are assigned to you.

In addition, using another attorney's login creates association problems in the background of CM/ECF, as attorneys become incorrectly associated with parties and cases. Always, always, always use your own login and password. Sharing is great, and we're all for it here at the Clerk's Office, just not when it comes to your ECF logins.

If you can't find your ECF password, drop an email to the court's training inbox (training@ianb.uscourts.gov), and we'll take care of issuing you a temporary password ASAP, no questions

asked....not even "So, you doing anything fun this weekend?"

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.