



The Frequent Filer

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

April 18, 2011

www.ianb.uscourts.gov



Spring Edition



Spring has arrived at the Iowa Northern Bankruptcy Court! The weather is warmer, the days are longer, and we've got a brand new edition of The Frequent Filer that's full of helpful information designed to make your ECF filing experiences as smooth as possible.

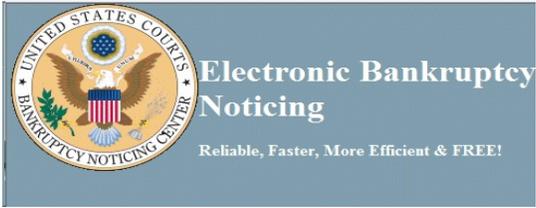
This month's "Spotlight" series highlights the Bankruptcy Noticing Center (BNC). We'll introduce you to the BNC, explain the purpose, and introduce some exciting new features with the BNC notices. We've also got a reminder about proper redaction procedures, and will be previewing an exciting new feature in CM/ECF. Good luck, and always, be careful out there!



Spotlight On: The Bankruptcy Noticing Center

The Bankruptcy Noticing Center was established by the Administrative Office of the U.S. Courts (AOUSC) to provide a centralized process for preparing, producing, and sending bankruptcy court notices by mail or electronic transmission. Because the BNC has mailing centers at multiple locations around the country, mailings are typically delivered to recipients within a few days of issue. For those who wish to receive notices even faster, the BNC offers Electronic Bankruptcy Noticing, or EBN.





EBN - Fast Facts

EBN is a free service that allows court notices to be transmitted electronically, delivering them faster and more conveniently than traditional paper notices. Court notices are emailed to recipients each evening, and contain a link to one or more .pdf documents. EBN has several advantages, including:

- Court notices sent the same day they are produced by the court
- 24/7 access to court notices
- Court notices that would be mailed to multiple locations can be routed to a centralized e-address
- Storing court notices to your computer means you never lose a paper copy
- Court notices can easily be forwarded around the office or to your attorney

For more information and to register for this service, please go to ebn.uscourts.gov. You may also contact EBN Customer Service at 1-877-837-3424 or ebn@baesystems.com. Note: If you are an attorney who already receives your notices via CM/ECF Notice of Electronic Filing, then you do not need to register for this service.

Notice Anything Different?

Recent Changes to BNC Certificates of Mailing

Effective March 11th, all BNC Certificates of Notice mailed on behalf of the Iowa Northern Bankruptcy Court are “stacked” differently, with the certificate page appearing first, followed by the originally filed document. This new configuration was implemented because users reported difficulty in distinguishing the originally filed document from the Certificate of Notice when accessed and viewed from the electronic case record.

In addition, the Certificate of Notice format has been updated to include information that is normally included in the case caption of documents filed in a case. You’ll now notice the case name appearing in the upper left hand corner of Certificates of Notice, as shown below:

United States Bankruptcy Court
District of Test

In re:
John Doe
Jane Doe
Debtors

Case No. 11-1111-BB
Chapter 13

CERTIFICATE OF NOTICE

And finally, the text on the BNC Bypass Notice (that’s the notice you receive if the BNC is unable to mail a document to a recipient because the United States Postal Service (USPS) has determined that the address is undeliverable) has been modified in an effort to make the notice more easily understood by all. A sample notice is attached to the end of this Frequent Filer; if you have any questions about this, please don’t hesitate to contact the Clerk’s Office at 319-286-2200 or 712-233-3939.

As a reminder, any and all USPS mailings to the Sioux City divisional office should be sent to the following address:

Clerk's Office
United States Bankruptcy Court
Northern District of Iowa
320 6th Street, Room 117
Federal Building
Sioux City, IA 51101

The Clerk's Office thanks you for your attention to this matter!



Coming Soon to a Blue Menu Bar Near You: The CM/ECF Attorney On-line Manual

The Iowa Northern Bankruptcy Court is working hard to put the finishing touches on our newest creation: our on-line Attorney CM/ECF Manual. Developed to aid our filing community with CM/ECF filing questions and concerns, the Attorney On-Line Manual is an extensive library of step-by-step instructions for over two hundred docket events. The Attorney On-Line Manual is in the final "tweaking" stages now; watch for it to appear on your CM/ECF blue menu bar soon!

Hidden Gems on the Iowa Northern Bankruptcy Court's Website



The [Matrix Requirements page](#) on our website is a one-stop shop for all matrix-related information. In addition to housing a list of general matrix requirements, this page also contains a list of the names and addresses of a number of governmental agencies that may need to be included on a debtor's matrix.

The Clerk's Office maintains the current Governmental Agency Matrix List; did you know this list was recently updated? Several governmental addresses have been updated, and the EPA has been added to the list. We encourage you to review this web page from time to time, to ensure that all matrices you prepare contain correct and current names and address.

As always, if you have questions about matrix preparation, contact the Clerk's Office.

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 your feedback to training@ianb.uscourts.gov, and we'll do our best to incorporate your suggestions into future issues.

SAMPLE BNC BYPASS NOTICE TEXT EFFECTIVE FEBRUARY 28, 2010

TO THE DEBTOR/DEBTOR'S ATTORNEY:

The enclosed notice attachment could not be mailed to the intended notice recipient(s) listed below because the United States Postal Service (USPS) has determined that those addresses in the case mailing list are undeliverable.

Please be advised that dischargeability of a debt may be affected if a creditor fails to receive certain notices. You should determine whether an address should be updated.

NOTE: No further notices will be mailed to the intended notice recipient(s) listed below, if the USPS continues to designate the address as undeliverable, until the address is updated in accordance with local court policy, which may allow for use of this form, a separate notice of change of address, and/or an amended schedule. **THIS FORM CANNOT BE USED TO ADD A NEW CREDITOR NOT PREVIOUSLY LISTED ON YOUR SCHEDULES.**

If this form is used by your court in place of filing a separate notice of change of address and/or an amended schedule: 1) locate/determine the correct/updated address and send the enclosed notice attachment to each intended recipient below; 2) list each updated address below; 3) sign and date the form; and 4) file this form with the court.

UNDELIVERABLE ADDRESS: CHEVRON WEST CREDIT UNION, 2355 NORTH 1100 WEST, SALT LAKE CITY UT 84116-1246

Reason Undeliverable: Forwarding order with USPS expired.
forwarding address available.

No

THE UPDATED ADDRESS PROVIDED IS:

UNDELIVERABLE ADDRESS: WILSON SPORTING GOODS COMPANY, 8700 W BRYN MAWR, CHICAGO IL 60631-3512

Reason Undeliverable: Moved and left no address. No forwarding address available.

THE UPDATED ADDRESS PROVIDED IS:

Signature of Debtor or Debtor's Attorney

Date

The Bankruptcy Noticing Center does not respond to messages regarding bypass notification. Please contact the U.S. Bankruptcy Court where the case is pending with questions or comments.