

Administrative Office of the U. S. Courts

CM/ECF

Bankruptcy Release 3.0

Notes for PACER Users

Bankruptcy Release 3.0

This document summarizes the changes you may notice when you use CM/ECF in a U. S. Bankruptcy Court that has installed Release 3.0 of the application. Note that what you see in a particular court may be different from what is described here.

Opening a Case

- Previously, when a new party, attorney, or alias was entered, only last name was required (along with party role and alias type, as appropriate). Now, each court can set additional requirements, which may vary with type of person, type of party, etc.
- For bankruptcy cases, the “Type of debtor” checkboxes for individual, corporation, partnership, and other have been changed to radio buttons; a “Type of debtor” checkbox for Nonprofit Organization has been added.
- When you are opening an adversary case, you may now select one primary nature of suit, plus multiple secondary natures of suit. You may see a description of the nature of suit on the docket report along with the numeric code.
- You can now open a miscellaneous proceeding via the “Open Miscellaneous Case” menu option.
- To open an involuntary case, you previously used the “Open Bankruptcy Case” option and selected “involuntary” several screens later. Now, there is a “Open Involuntary Case” menu option; on the first screen, case type “bk” and joint petition “n” are set automatically; and the “voluntary/involuntary” selection has been removed; at least one petitioning creditor must be added to the case. You can specify the attorney who is representing each petitioning creditor.

Case Upload

This new item on the Bankruptcy Events menu allows you to open a bankruptcy case and file the appropriate documents by providing data, PDF, and text files. Various vendors can provide you with tools to create these components. More information can be obtained from the PACER Service Center at http://pacer.psc.uscourts.gov/cmecf/developer/case_upload.html.

Claims Upload

This new item on the Bankruptcy Events menu allows you to add, amend, and transfer claims through the uploading of a file; a creditor who is filing a claim may be added to the case. The “zipped” (compressed) file incorporates both claims/creditor data (in XML format) and associated PDF files. Various vendors can provide you with tools to create the file in the correct format. Details are provided in the document <http://pacer.psc.uscourts.gov/documents/CreditorClaimsSpecs.pdf>.

The new Claims Upload Log utility lists the claim actions you submitted during a specified date range.

Creditor Processing

- Wherever a new creditor can be added, the separate name and address boxes have been replaced by a single text box into which multiple name/address blocks can be pasted from a matrix. Although each line in the box is 50 characters to accommodate the name, only 40 characters of address data may be entered.
- On all screens for adding or editing creditors, the selection list previously labeled “Type” is now labeled “Creditor Type”.
- Claim Filing. In addition to “Add Creditor”, you may see new links on the screen where a creditor is selected: “Edit Creditor”, which lets you modify (and possibly delete) creditors, and “Add Common Creditor”, which lets you select from a list of persons designated as common creditors. Whether you see one or both of these links is determined by each court. The Notice of Electronic Claims Filing, displayed after a claim is filed, now includes links for the Claims Register and for filing another claim.
- Creditor Maintenance/Edit Creditors. With this option, you may now have the ability to add a creditor or common creditor. Also, when you select an existing creditor for editing, you will see a link to the related claim (if any).
- Creditor Maintenance/Enter Individual Creditors. You may have the option to select a “common creditor” from a list.

Docketing

- When a party is being added,
 - you can search by first and middle names as well as last name;
 - the party's pro se status is set automatically based on whether or not an attorney was entered; and
 - you will see a *Corporate parent* button on the Party Information screen for linking a corporate parent to the party (an existing parent or a new one).
- When an event prompts for a claim number, you are no longer required to enter one.
- The data displayed at the top of the screen may be different.
- When an event prompts for a fee:
 - your ability to edit a fee amount may be different;
 - when a default fee amount is shown and you are allowed to edit it, the amount you enter must be less than the default.
 - you can enter a value up to \$9,999,999,999.99 (previously, it was \$9,999.99).
- When an event prompts you to select an attorney, the selection list now shows the role of the party he represents; selecting an attorney displays a popup window with the name, SSN, and address of the party.
- A document can now be marked as a transcript or opinion so it can be distinguished from a "standard" document for billing purposes. Charges for transcripts are not subject to the 30-page "cap"; no charges are made for opinions.
- An event which records the transfer of claims will now allow the transfer of multiple claims from different transferors to one transferee. The Claims Register shows claim history and includes a link to transferor name/address.
- Previously, the docket text generated for a multi-part motion listed the parts in alphabetical order; now, the parts are in the order in which you select them. You can now select connecting phrases to be inserted into text between the parts.
- Multiple submissions of a transaction

When the system was slow and you clicked "Submit" more than once, a duplicate docket entry was sometimes being recorded. This has been corrected.

- Notice of Electronic Filing (NEF)
 - The NEF is now sent to the recipient at the address specified for that particular case, rather than to the recipient's general address.
 - The NEF now reflects the transaction more accurately in a variety of circumstances.
- Payment of Filing Fees over the Internet

A change has been made to improve the automatic docketing of the payment. Note: when the charges are displayed, if you are not paying the fee immediately be sure to use the "Continue filing" button rather than closing or minimizing the window. Similarly, you should neither close nor minimize any other window related to Internet payments.

Notices

- When the Bankruptcy Noticing Center (BNC) receives a noticing request for a recipient without an address, they ask the debtor or debtor's attorney to provide the missing address. CM/ECF will no longer send the recipient's name to the BNC if they have an attorney with an address.
- Form B9G (Chapter 12 Individual or Joint Debtor Family Farmer) has been revised. The line which begins "The court, after notice and a hearing...." in the Meeting of Creditors paragraph has been removed.
- When notices are produced for a case in which the same individual has multiple roles, the count shown on the NEF now reflects the actual number of notices produced.

Query

- The "Type" column of the Filers Query now shows the description of party role rather than a code.
- The Query menu now includes options for the Claims Register and the Creditor Mailing Matrix.

Reports

- Claims Register
 - The report now displays the most recent status for “Status”; statuses from earlier docket entries are shown under “History”.
 - The report now displays the date of entry and the date of last modification for each claim, and the type of person who filed the claim.
 - The report now includes a Claims History section, which lists the filing of and any amendments to the claim, plus docketed events which relate to the claim such as transfers. A link to view the history of edits to the creditor data has been added.
- Docket Report. The party type labels now appear above rather than below the party’s name and address.
- Docket Activity Report. This may now appear on the Reports menu.
- Claims Activity Report
 - Searches using the “Creditor name” field are no longer case sensitive.
 - A match is now made on creditor name if the string entered is found anywhere in the name, not just at the beginning.
- Creditor Mailing Matrix. A transaction receipt is now displayed after the matrix when you select the “3-column” option, but the charges on the receipt may not be what you expect. Before you see the matrix, data is sent to the National Creditor Registration Service (NCRS) so that addresses they have on file can be substituted for those recorded in CM/ECF; charges are based on the amount of data sent, rather than the number of pages returned.
- Written Opinions Report. You can search for opinions by case, party name, etc. and view them via links in the report.

Utilities

- Clear Default PACER Login. This new option removes the association between your CM/ECF login and your default PACER account so that you can set a new default. Removing the default might also be useful if you have multiple PACER accounts, so that you will be prompted each time you log in.
- Claims Upload Log. This new option lists the claim actions you submitted through the Claims Upload option during a specified date range.

Miscellaneous

- Release 3 is designed to work with Netscape 7.2 and Internet Explorer 6, and may not function correctly with earlier versions of these browsers. Note: the default settings for Netscape 7.2 suppress popup windows. You must change this to allow popups if the Legal Research options are to work [Edit/Preferences, Privacy & Security, Popup Window Controls].
- To meet a USPS requirement that the full name of the country be provided on international mail, 40 characters can now be entered for country. Also, the application components which print addresses for mailing (e.g., noticing) have been changed so that any country other than the US will be displayed as the last line of the address, in uppercase letters.
- The label for a party's last name has been changed to "Last/Business name" on query and data entry screens.
- PACER billing. Previously, charges were limited to 30 pages for all PDF documents. There is now no limit on charges made for transcripts and written opinions may be viewed without charge. In addition, the Notice of Electronic Filing, the Billing Transaction Receipt, and messages issued before documents are displayed have been changed so that the language regarding charges is appropriate for the type of document.
- The software which verifies a PDF document when it is uploaded has been updated so that it will correctly handle PDFs created by newer versions of Acrobat. Also, it now rejects a document if it has attachments or embedded files/scripts.
- You may now receive a Notice of Electronic Claims Filing (NECF) if a claim is edited, or a Notice of Electronic Filing when various edits are made, e.g., when a document is added to a docket entry. The notice is sent only to active attorneys/trustees and any additional addresses specified for their accounts; any documents linked to the edited claim/docket entry can be viewed by the recipient without charge for 15 days after the edit is made. The NECF can be viewed by clicking the silver ball on the Claims Register (the notice for the filing of a claim is available as well).