



# ECF Court Link

DECEMBER 5, 2007

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*Eastern District  
of  
North Carolina  
CM/ECF  
Newsletter*

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## Clerk's Office Mission Statement

Efficiently maintain accurate court records, provide impartial, professional, and courteous service to all, internally and externally, while pursuing a commitment to excellence.

## Clerk's Office Vision Statement

To be nationally recognized as:

- highly trained, empowered employees
- possessing a high level of integrity and professionalism
- dedicated to providing superior service in a virtual environment
- incorporating the use of state of the art technology
- adapting and restructuring to meet the challenge of fluctuating resources and workload.



## New Procedure



Proposed orders regarding motions to continue hearings, conferences or trials no longer need to be submitted. If allowed, the court will enter the order setting the continued date, time and location.

## Amendments to Official Forms – Effective December 1, 2007

At its September 2007 meeting, the Judicial Conference approved proposed amendments to Bankruptcy Official Forms 1, 3A, 3B, 4, 5, 6, 7, 9, 10, 16A, 18, 19, 21, 23, and 24, and new Official Forms 25A, 25B, 25C, and 26. The amendments to the existing Official Forms will be effective on December 1, 2007. New Official Forms 25A, 25B, 25C, and 26 will be effective December 1, 2008, to coincide with rule amendments taking effect on same day.

Amended "means test" forms have been approved by the Judicial Conference. The amended versions of Bankruptcy Official Forms 22A, 22B, and 22C which will be effective on January 1, 2008, are available on the court's website.

U. S. Bankruptcy Court  
Eastern District of  
North Carolina

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1760-A Parkwood Blvd.  
Wilson, NC 27893

Tel. 252-237-0248

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300 Fayetteville St.  
Room 209  
Raleigh, NC 27602

Tel. 919-856-4752

## ECF Tips

**Certificate of Service of Summons-** When making the docket entry stating the summons has been served, the event to use is entitled "Summons Service Executed" or "Summons Service Unexecuted", as applicable.

**Generation Field** – When adding parties, be sure to utilize the "Generation Field" for insertion of Jr., Sr., III, etc..

**Amended Schedules** – If amending schedules, hold down the Ctrl key and choose each amended schedule being filed. Only choose Schedules and Statements when filing schedules for an accelerated petition.

## QUESTIONS/ANSWERS:

**Q. CAN I FILE A MOTION FOR DEFAULT JUDGMENT WITH THE AFFIDAVIT FOR ENTRY OF DEFAULT AS AN ATTACHMENT TO THE MOTION?**

**A. NO. THERE ARE SEPARATE EVENTS FOR MOTION FOR DEFAULT JUDGMENT AND MOTION AND/OR AFFIDAVIT FOR ENTRY OF DEFAULT.**

**Q. THE MOTION TO ASSUME/REJECT/ASSIGN EXECUTORY CONTRACT OR LEASE ONLY ALLOWS FOR ONE CHOICE ON ASSUME, REJECT OR ASSIGN. WHAT IF I NEED TO REQUEST TO ASSUME AND REJECT LEASE?**

**A. BOTH OF THESE MOTIONS ARE REPORTED SEPARATELY TO THE STATISTICAL DIVISION OF THE OFFICE OF THE ADMINISTRATIVE COURT SO THEY HAVE TO BE FILED AS SEPARATE MOTIONS.**

## ECF Contacts:

Carolyn Baker  
Telephone Number: 252-237-0248 ext 164  
E-Mail Address: [Carolyn\\_Baker@nceb.uscourts.gov](mailto:Carolyn_Baker@nceb.uscourts.gov)

Tina Roberson  
Telephone Number: 919-856-4752 ext 102  
E-Mail Address: [Tina\\_Roberson@nceb.uscourts.gov](mailto:Tina_Roberson@nceb.uscourts.gov)