



ECF Court Link

JUNE 26, 2008

VOLUME 3, ISSUE 3

*Eastern District
of
North Carolina
CM/ECF
Newsletter*

In this issue:

- *2008 Legal Assistant's Seminar Highlights*
- *Staff Changes*
- *New Case Assignments*
- *Q&A*
- *ECF Tips*
- *ECF Contacts*

2008 Legal Assistant's Seminar - Highlights

The 2008 Legal Assistant's Seminar was a great success! We sincerely hope you enjoyed it as much as we did. As stated, highlights regarding the next release of CM/ECF, version 3.2, are included at the end of this issue of the newsletter. We don't have a target installation date as of yet but you will be notified when we are ready to upgrade to the next version.

If you have any questions or would like additional information, please contact one of the Help Desk Contacts.

STAFF CHANGES

Stephanie Edmondson, law clerk to Chief Judge Randy D. Doub, will be joining the Clerk's staff as Chief Deputy Clerk effective September 1, 2008.

David Meads has been hired as our Information Technology Support Specialist.

Carolyn Baker has been promoted to CM/ECF Administration Manager.

Donna Skinner has been promoted to CM/ECF Analyst.

Beth Pittman has been promoted to Assistant Case Management Supervisor.

Dawn Barnes has relocated to the Raleigh Divisional Office.

Dennis Boothe, Jr. has been hired as law clerk to Judge Small.

Christine Castelloe has been selected as a CM/ECF Project Assistant with a one year appointment in Washington, DC. She will relocate to Washington in August.

Allyson McNeill will serve as Courtroom Deputy to Judge A. Thomas Small in Christine's absence.

Cheryl Bipes has left the Clerk's Office due to a transfer in her husband's employment. We will miss Cheryl.

New Case Assignments

Ending with:	Contact Person:	E-Mail Address:	Phone
00 through 06	Lynn Boyd	Lynn_Boyd@nceb.uscourts.gov	(252) 237-0248 x135
07 through 13	Kathy Webb	Kathy_Webb@nceb.uscourts.gov	(252) 237-0248 x173
14 through 20	Lisa Payne	Lisa_Payne@nceb.uscourts.gov	(252) 237-0248 x131
21 through 27	Belinda Witcher	Belinda_Witcher@nceb.uscourts.gov	(252) 237-0248 x130
28 through 34	Shelia Morris	Shelia_Morris@nceb.uscourts.gov	(252) 237-0248 x163
35 through 41	Donna Harris	Donna_Harris@nceb.uscourts.gov	(252) 237-0248 x141
42 through 48	Donna King	Donna_King@nceb.uscourts.gov	(252) 237-0248 x136
49 through 55	Teresa Artis	Teresa_Artis@nceb.uscourts.gov	(252) 237-0248 x128
56 through 62	Lois Ellis	Lois_Ellis@nceb.uscourts.gov	(252) 237-0248 x137
63 through 69	Amy Bissette	Amy_Bissette@nceb.uscourts.gov	(252) 237-0248 x149
70 through 76	Dawn Barnes	Dawn_Barnes@nceb.uscourts.gov	(919)856-4752 x100
77 through 83	Christy Gurgone	Christy_Gurgone@nceb.uscourts.gov	(252) 237-0248 x148
84 through 91	Sarah Donleycott	Sarah_Donleycott@nceb.uscourts.gov	(919) 856-4752 x131
92 through 99	Kelly Shum-Drake	Kelly_Shum-Drake@nceb.uscourts.gov	(919) 856-4752 x140

U. S. Bankruptcy Court
Eastern District of
North Carolina

1760-A Parkwood Blvd.
Wilson, NC 27893

Tel. 252-237-0248

300 Fayetteville St.
Room 209
Raleigh, NC 27602

Tel. 919-856-4752

QUESTIONS/ANSWERS:

Q. I REALIZE YOU UPLOAD AN ORDER WITHOUT A PENDING MOTION THROUGH ORDER UPLOAD/UPLOAD SUA SPONTE, BUT WHAT DOES THAT TERM MEAN?

A. SUA SPONTE - (SOOH-UH SPAHN-TAY) IS LATIN FOR "OF ONE'S OWN WILL," MEANING ON ONE'S OWN VOLITION. SUA SPONTE ORDER UPLOAD IS USED FOR ORDERS WITHOUT A PENDING MOTION, AND FOR UPLOADING SUMMONS FOR AN ADVERSARY PROCEEDING.

Q. I'VE NOTICED A NEW SCREEN WHEN FILING AMENDED SCHEDULES BUT AM CONFUSED ABOUT THE DIFFERENCE BETWEEN AMENDED AND AMENDMENT TO. CAN YOU EXPLAIN?

A. YES. AN AMENDED SCHEDULE IS WHEN YOU'RE REPLACING THE ENTIRE ORIGINAL SCHEDULE, AND AN AMENDMENT TO IS WHEN YOU'RE ONLY EDITING A PORTION OF THE ORIGINAL SCHEDULE.

ECF Tips

Request For CD Of Hearing/Trial - An event is located under Bankruptcy and Adversary Miscellaneous Categories to electronically file requests for CD's. The request form should be attached in pdf format. This event will allow you to pay the fee via pay.gov.

Miscellaneous Filings - When filing miscellaneous documents you may be presented with a screen asking "Is This Document Amended" select yes or no. Ensure that you are selecting *no* if the document is not amending a previously filed pleading.

ECF Contacts:

Carolyn Baker
Telephone Number: 252-237-0248 ext 164
E-Mail Address: Carolyn_Baker@nceb.uscourts.gov

**Donna Skinner
Telephone Number: 252-237-0248 ext 127
E-Mail Address: Donna_Skinner@nceb.uscourts.gov

Tina Roberson
Telephone Number: 919-856-4752 ext 102
E-Mail Address: Tina_Roberson@nceb.uscourts.gov

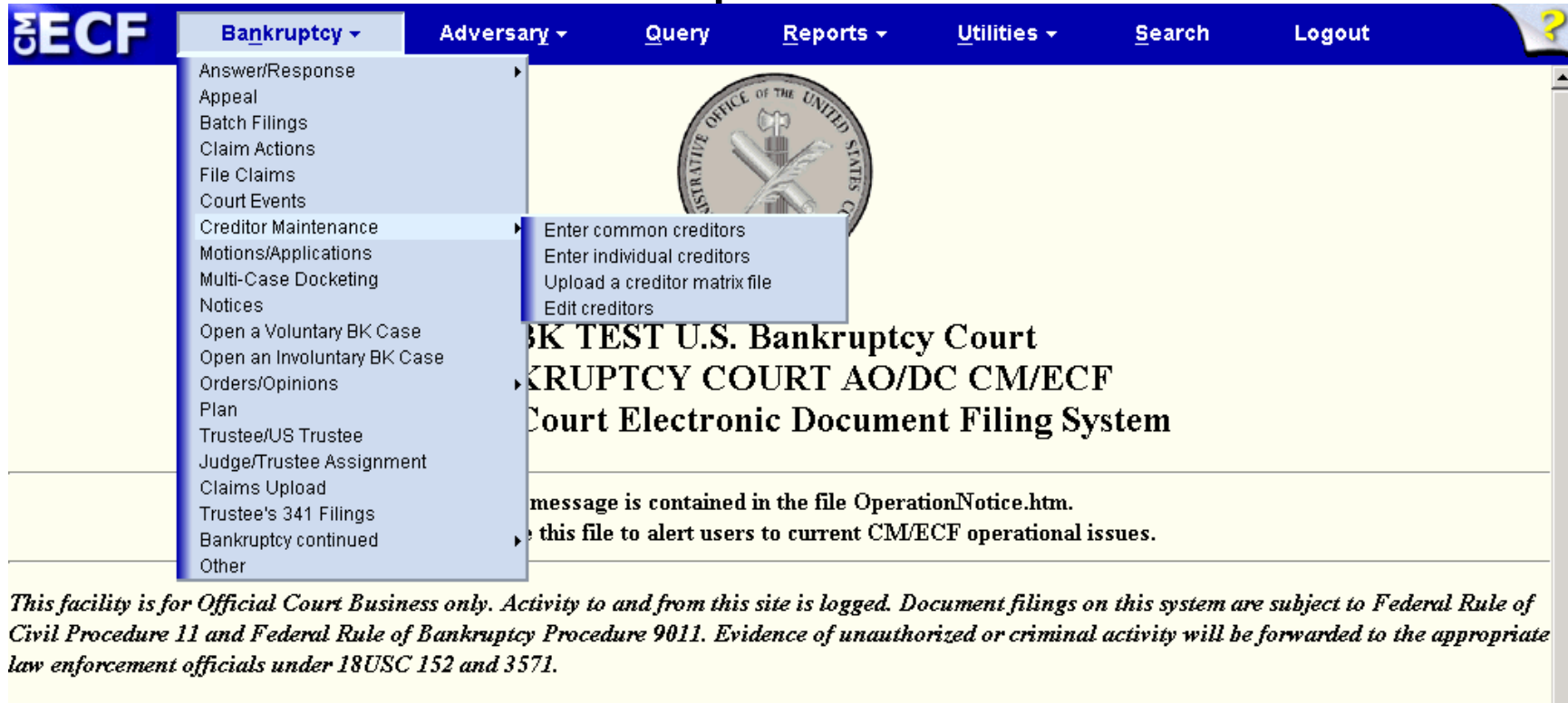
**** Please note the addition of Donna Skinner to the CM/ECF Help Desk Contact List.**



Bankruptcy Operations Forum

CM/ECF Release 3.2
Highlights

New Drop Down Menus



The screenshot displays the CM/ECF website interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The 'Bankruptcy' menu is expanded, showing a list of options such as Answer/Response, Appeal, Batch Filings, Claim Actions, File Claims, Court Events, Creditor Maintenance, Motions/Applications, Multi-Case Docketing, Notices, Open a Voluntary BK Case, Open an Involuntary BK Case, Orders/Opinions, Plan, Trustee/US Trustee, Judge/Trustee Assignment, Claims Upload, Trustee's 341 Filings, Bankruptcy continued, and Other. The 'Creditor Maintenance' option is further expanded to show sub-options: Enter common creditors, Enter individual creditors, Upload a creditor matrix file, and Edit creditors. The main content area features the seal of the U.S. Bankruptcy Court and the text 'BK TEST U.S. Bankruptcy Court', 'KRUPTCY COURT AO/DC CM/ECF', and 'Court Electronic Document Filing System'. A message is displayed: 'message is contained in the file OperationNotice.htm. this file to alert users to current CM/ECF operational issues.'

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152 and 3571.

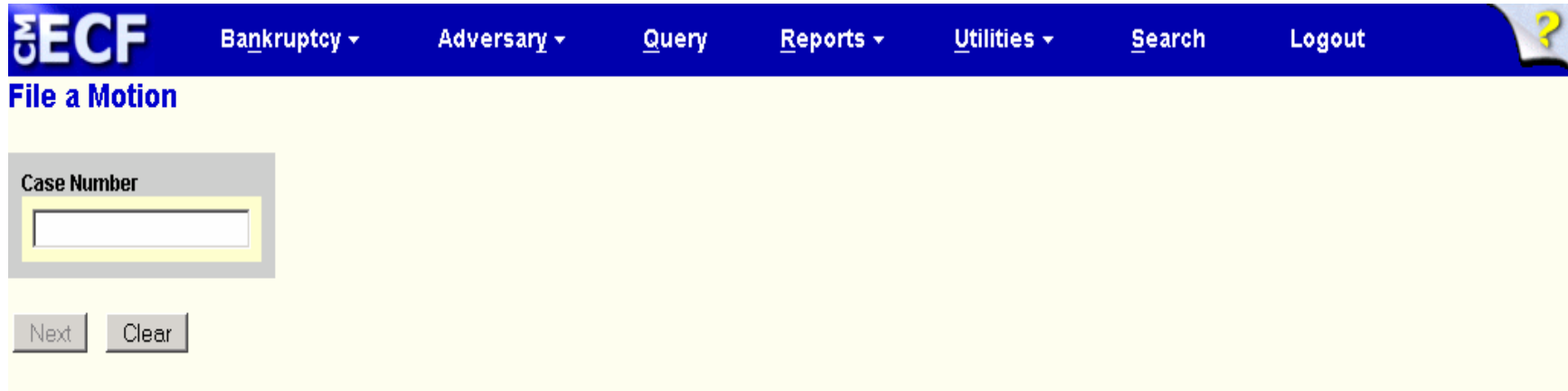
- A drop down menu appears when the mouse hovers over main menu items that have a downward facing arrow.
- Arrows pointing to the right indicate that a submenu exists.
- When you find the item you want, click the mouse to go to the first screen of that event or report.
- You can navigate without your mouse by using the 'Alt' key and the underlined letters in each menu item.

Old Menu System Remains An Option



- To use the old menu system, click on a main menu item.

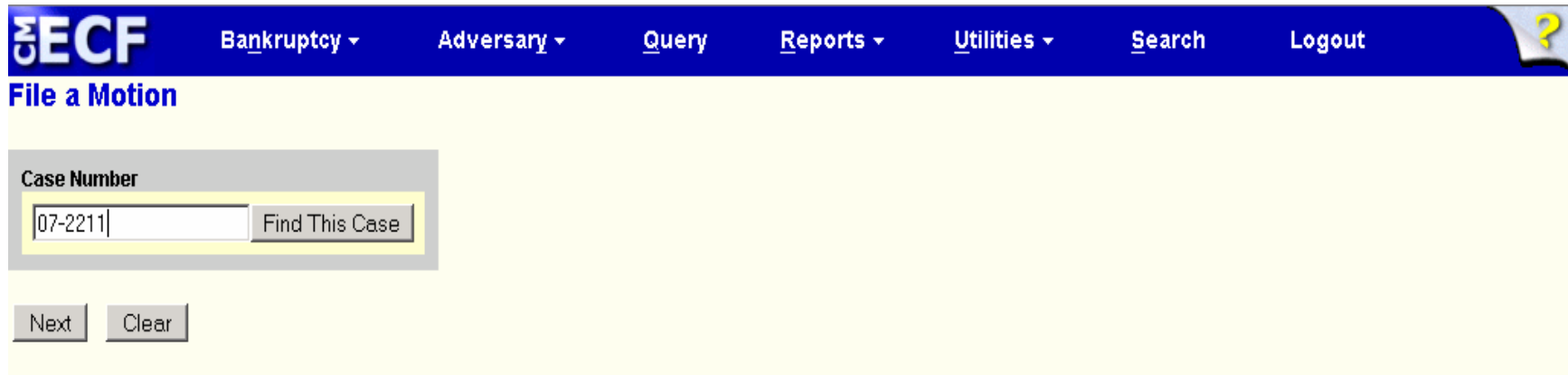
Case Number Lookup



The screenshot shows the ECF Case Number Lookup interface. At the top, there is a dark blue navigation bar with the ECF logo on the left and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. A yellow question mark icon is visible in the top right corner of the navigation bar. Below the navigation bar, the text "File a Motion" is displayed in blue. The main content area has a light yellow background. On the left side, there is a form with a label "Case Number" above a text input field. Below the input field are two buttons: "Next" and "Clear". The "Next" button is currently inactive (disabled).

- The 'Next' button is inactive until you enter a case number.

Case Number Lookup



The screenshot shows the ECF Case Number Lookup interface. At the top, there is a blue navigation bar with the ECF logo on the left and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. A yellow question mark icon is visible in the top right corner of the navigation bar. Below the navigation bar, the text "File a Motion" is displayed. The main content area is light yellow and contains a search form. The form has a label "Case Number" above a text input field. The input field contains the text "07-2211". To the right of the input field is a button labeled "Find This Case". Below the input field and button, there are two buttons: "Next" and "Clear".

- As soon as you enter a case number, the 'Next' button is activated.
- After clicking 'Next', the program looks up the case number.

Case Number Lookup

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

File a Motion

Case Number

Select a case: (press space to hide them)

4-07-bk-2211 Joseph P. Gardner and Drew Gardner

5-07-bk-2211 Oliver Hamilton

- If the number is correctly formatted and is unambiguous, the program takes you to the next screen.
- If the number is incorrectly formatted or is ambiguous, the program displays the problem on this screen.

Event Search



Bankruptcy ▾

Adversary ▾

Query

Reports ▾

Utilities ▾

Search

Logout



File a Motion

[07-02211-5-CB Oliver Hamilton](#)

Type: bk

Chapter: 7 v

Office: 5 (Maryland)

Judge: CB

Assets: n

Case Flag: FeeDueSTAY

Start typing to find an event.

Available Events (click to select events)

- Reconsider Dismissal of Case
- A BP forms test
- A bp test motion paper1
- A test for motion
- Abandon
- Abstention Under Section 305
- Accounting
- Adequate Protection
- Administrative Expenses (Application)
- Allow Claims
- Allow Payment Arrearages
- Amend
- Amended Application
- Amended Motion
- Appear pro hac vice

Next

Clear

Selected Event (click to remove this event)

- The 'Next' button is inactive until you select an event.

Event Search

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

File a Motion

[07-02211-5-CB Oliver Hamilton](#)

Type: bk Chapter: 7 v Office: 5 (Maryland)
Judge: CB Assets: n Case Flag: FeeDueSTAY

Click your selection, or use arrows to highlight it and press Enter.

Available Events (click to select events)

- Relief from Co-Debtor Stay
- Relief from Stay (fee)
- Sanctions for Violation of the Automatic Stay
- Stay
- Stay Pending Appeal

Selected Event (click to remove this event)

- As you type a key word, the program reduces the list of available events to those events that match your search criteria.
- You may search by a word fragment.
- The key word may be anywhere in the event name.
- The search is not case sensitive.

Event Search

File a Motion

[07-02211-5-CB Oliver Hamilton](#)

Type: bk Chapter: 7 v Office: 5 (Maryland)
Judge: CB Assets: n Case Flag: FeeDueSTAY

Start typing to find another event.

Available Events (click to select events)

- Reconsider Dismissal of Case
- A BP forms test
- A bp test motion paper1
- A test for motion
- Abandon
- Abstention Under Section 305
- Accounting
- Adequate Protection
- Administrative Expenses (Application)
- Allow Claims
- Allow Payment Arrearages
- Amend
- Amended Application
- Amended Motion
- Appear pro hac vice

Selected Event (click to remove this event)

- Clicking on the event you want moves the event over to the Selected Event box.
- You may select multiple events.

Menu and Event Search

The screenshot displays the ECF (Electronic Case Filing) website interface. At the top, a blue navigation bar contains the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. A yellow question mark icon is visible in the top right corner of the navigation bar.

The main content area is titled 'Query' in blue. It features a 'Search Clues' section with a yellow background, containing several input fields: Case Number (with the value '5-07-bk-2211'), Last/Business Name (with a note '(Examples: Desoto, Des*t)'), First Name, Middle Name, SSN, Tax ID, and Type (a dropdown menu). Below these fields are two buttons: 'Run Query' and 'Clear'.

Overlaid on the right side of the page is a 'Search Menus and Events' pop-up window. It has a blue header and a search input field containing the text 'eeting', followed by a 'Search' button.

- You may search for word fragments, such as 'eeting' instead of 'meeting'.
- Available to inside and outside filers. It is not available to PACER users.

Menu and Event Search

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the search results for the query 'eeting' are displayed. The results are categorized into 'Bankruptcy Events' and 'Court Events'. The 'Bankruptcy Events' section includes a link for 'Notice of Continuance of Meeting of Creditors'. The 'Court Events' section includes a list of links for various types of meetings of creditors, such as 'BNC Certificate of Mailing - Meeting of Creditors', 'CASB First Meeting of Creditors', 'Continue Meeting of Creditors-multisched', 'CR's Meeting of Creditors Chapter 7 No Asset', 'Karen - First Meeting Held', 'Meeting of Creditors Chapter 11 & 12', 'Meeting of Creditors Chapter 13', 'Meeting of Creditors Chapter 7 (cr)', 'Meeting of Creditors Chapter 7 (fb)', 'Meeting of Creditors Chapter 7 Asset', 'Meeting of Creditors Chapter 7 No Asset', 'Meeting of Creditors Chapter 7 No Asset - VS', 'Meeting of Creditors Continued', 'Meeting of Creditors Held', and 'Meeting of Creditors Not Held'. A search box titled 'Search Menus and Events' is visible in the top right corner, containing the search term 'eeting' and a 'Search' button.

Search results for 'eeting'
35 events found

Bankruptcy Events → Batch Filings

[Notice of Continuance of Meeting of Creditors](#)

Bankruptcy Events → Court Events

[BNC Certificate of Mailing - Meeting of Creditors](#)
[CASB First Meeting of Creditors](#)
[Continue Meeting of Creditors-multisched](#)
[CR's Meeting of Creditors Chapter 7 No Asset](#)
[Karen - First Meeting Held](#)
[Meeting of Creditors Chapter 11 & 12](#)
[Meeting of Creditors Chapter 13](#)
[Meeting of Creditors Chapter 7 \(cr\)](#)
[Meeting of Creditors Chapter 7 \(fb\)](#)
[Meeting of Creditors Chapter 7 Asset](#)
[Meeting of Creditors Chapter 7 No Asset](#)
[Meeting of Creditors Chapter 7 No Asset - VS](#)
[Meeting of Creditors Continued](#)
[Meeting of Creditors Held](#)
[Meeting of Creditors Not Held](#)

- The word fragment that you searched for will be highlighted.
- The word may appear anywhere in the name of a menu item or event.
- The program will only display menu items and events that you have permission to run.
- The search is not case sensitive.
- Each item is a link that takes you directly to the menu item or event.

Menu and Event Search

The screenshot displays the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "File a Court document".

The main content area shows details for a case: "07-02211-5-CB Oliver Hamilton". The case details are as follows:

Type: bk	Chapter: 7 v	Office: 5 (Maryland)
Judge: CB	Assets: n	Case Flag: FeeDueSTAY

Below the case details, there is a search box with the text "Start typing to find another event." and a list of "Available Events (click to select events)". The list includes:

- IF2 Testing
- If2 Test
- Involuntary Summons Issued
- Involuntary Summons Issued - smw
- KTrain
- KTrain Duplicate DPFS
- KTrain List DPFS
- KTrain Results 2 Test
- Karen - First Meeting Held
- Karens Event for Task 11742
- Karens event for #1995
- Matter Under Advisement
- Meeting of Creditors Chapter 11 & 12
- Meeting of Creditors Chapter 13
- Meeting of Creditors Chapter 7 (cr)

The "Meeting of Creditors Chapter 7 (cr)" event is selected and highlighted in blue. Below the list, there are "Next" and "Clear" buttons.

To the right of the "Available Events" list, there is a "Selected Event (click to remove this event)" box containing the text "Meeting of Creditors Chapter 7 (cr)".

- When you select an event from the search results screen, the event you selected is automatically placed in the selected event box. You do not have to search for it again.

Internet Payment History

- A sort option has been added.
- The case title now appears on the report.
- A total amount of payments made has been added.
- Unnecessary blank lines in the formatted report have been eliminated.
- Changes to the style of column headers and to the font have been made as part of an ongoing effort to standardize the format of CM/ECF reports.

Review Billing History

Pacer users can search for transactions in the current and previous months for a specific court or all courts; data is retrieved from the PSC's central billing transaction database and formatted according to the options selected by the user.

Email/Address Changes

- If your email address, mailing address, or phone number changes, contact Tina or Carolyn to update.
- If a staff member that receives electronic notices leaves the firm, contact Tina or Carolyn to remove their email address.
- If a new staff member needs to receive electronic notices, contact Tina or Carolyn to add their email address.

Edit Statistical Data

Case Number 08-0000 Office 8 (Wilson) Case Type bk
Date Filed 4/00/2008

Prior filing within last 8 years	no ▾	A - Real Property	0.00	B - Personal Property	4025.00
D - Creditors Holding Secured Claims	0.00	E - Creditors Holding Unsecured Priority Claims	588.62	F - Creditors Holding Unsecured Nonpriority Claims	18303.35
Average Income (from Schedule I, Line 16)	2175.97	Average Expenses (from Schedule J, Line 18)	2071.67	Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)	1179.97
TOTAL Type of Liability (Generally Nondischargeable Debt)	588.62	Total Dischargeable Debt (Computed)	18303.35	Awarded Professional Fees	
Awarded Professional Expenses					