

Bankruptcy CM/ECF Release 4.1 For External Users

Introduction

This document summarizes the changes you will notice when CM/ECF has been updated to Release 4.1. The titles in red indicate what differences you will see based on the type of user you are.

Internet Browsers - **ALL USERS**

Release 4.1 was tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8. Mozilla Firefox 2 and Internet Explorer 6 are **no** longer supported.

Filing Agents - **ATTORNEYS/TRUSTEES**

For some attorneys and trustees, it is necessary to have multiple paralegals in order to complete the necessary amount of filing. Previously, there was no way to link multiple accounts to the same attorney or trustee, thereby allowing paralegals to docket on behalf of the attorney or trustee. Now, a new "Filing Agent" user type may be added to identify these users; an attorney or trustee can link to several filing agents, so that when an agent files on behalf of the attorney or trustee, the docket text shows the name of the attorney or trustee. Once enabled by the court, multiple filing agents may be associated to users in the attorney, trustee and U.S. Trustee user groups.

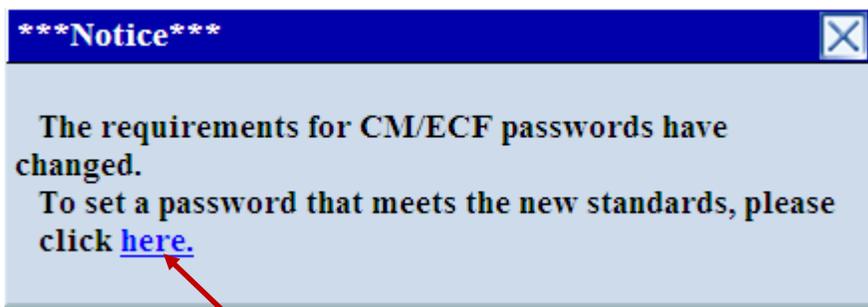
If an agent works for more than one filer, the agent must select the desired filer from a list upon logging into the application. The selection made upon login can be changed at any time without logging out. A Change User button will appear on the menu bar. This button displays a list of all possible filers, and clicking a name on the list changes the user.

Password Security - **ALL USERS**

Password security has been improved. All CM/ECF passwords must be a minimum of 8 characters, and must include both upper- and lower-case alphabetic characters and at least one digit or special character [e.g., 0-9, @, #, \$, %, &, *, +, :].

Additionally, after five invalid login attempts, your account is locked out for a five-minute waiting period. Each subsequent invalid entry increases the resulting lockout period.

The **first time you log in**, you will see the following message if you are able to maintain your own account; if not, a similar message will appear:



Click the link within the message to change your password.

Maintain Your ECF Account (E-Mail Notification) – ALL USERS

The Notice of Electronic Filing has been improved. You now have the option through 'Maintain Your ECF Account' to choose whether you want notification of bankruptcy matters when your appearance is only entered in the Adversary case. You will be prompted to enter your primary and secondary email addresses twice; the address is not saved until the fields match.

Email information for a creditor

Primary email address

Secondary email address

Reenter primary email address

Reenter secondary email address

Send the notices specified below

- to my primary email address
- to the secondary addresses
- Send notices in cases in which I am involved
- Send notices in these additional cases
- Send notices for adversary proceedings in which I am directly involved and their related bankruptcy cases
- Send notices for adversary proceedings in which I am directly involved but not their related bankruptcy cases
- Send a notice for each filing
- Send a Daily Summary Report

Format notices HTML
 Text

NOTE - **Limited Creditor Users now have the option to receive email notification of filings**

Secondary Email Addresses - ALL USERS

After the upgrade, you now need to enter your primary and secondary email addresses twice for validation purposes. If you wish to have more than one secondary email address you must separate the addresses by commas. In the past you were allowed to enter them on multiple lines but this is no longer permitted. Please see the screenshot below.

Email information for Rick J. Thompson

Primary email address

Secondary email address

Reenter primary email address

Reenter secondary email address

Case Opening – ATTORNEYS/TRUSTEES

- Previously, an attorney opening an adversary case was prompted to create an association with the plaintiff in the case. Now, a “Counsel for” selection option appears (if the adversary proceeding is not a complaint) to allow the attorney to indicate which party he represents: if the default “Plaintiff” is selected, the filing attorney is automatically associated with the plaintiff; if “Defendant” is selected, the filer may make the attorney association during docketing.
- During adversary proceeding filing, the filer was previously always able to add the defendant’s attorney to the case while adding the defendant. Now, the *Attorney* opening the adversary will not be able to add the attorney for the defendant.

Claims/Creditors - ALL USERS

Claim Filing – Proof of Claim

- Proof of Claim notices/receipts previously did not show the types of claim amounts requested. Now the amounts provided are as follows: Amount Claimed, Amount Secured, and Amount Priority.
- The “File another claim” hyperlink was previously displayed at the bottom of the Proof of Claim receipt. Now the hyperlink has been moved to the top of the receipt for easier access.
- The Proof of Claim entry screen text and formatting have been modified to match the b10 form. Additionally, the amount claimed and amount allowed totals are no longer calculated. Instead, the “Amount claimed” and “Amount allowed” fields constitute the totals of the various amounts claimed and allowed; the user enters the totals in these fields, and no additional total is calculated.

Claims Activity

- For any closed case, the case closed date is displayed next to the case number on the report output.
- Previously, when a claim was transferred via a Transfer Agreement, the filer to whom the claim was transferred was listed as the filer of the original claim. This was incorrect, and inconsistent with the information displayed on the Claims Register. Now the original filer name is displayed for the original claim, and the filer to whom the claim was transferred is listed for subsequent claim actions.

Claims Register

- Previously, the “Entered by” field displayed the original filer, even if a more recent claim amendment or part was entered by a different user. Now the “Entered by” field displays the filer of the most recent claim record.

Really Simple Syndication (RSS) Feed Technology - ALL USERS

We now offer an RSS feed with links to docket sheets and documents. A standard RSS reader is not provided with CM/ECF, but the software supports the readers included with the standard supported browsers. For each activated type, an entry is made to the RSS feed every time a docket entry is made. Clicking on the link displays brief details of recent events in the case.

For more information on RSS feeds, click [.uscourts.gov/Common/RSSFeeds.aspx](https://uscourts.gov/Common/RSSFeeds.aspx)

Utilities – RSS Feeds

District of Maryland - Recent Entries

Today, August 13, 2010, 26 minutes ago

10-12011 Michelle Anna Fazenbaker

Today, August 13, 2010, 28 minutes ago →

Type: bk Office: 0 Chapter: 7 Trustee: Cohen, Merrill Judge: Lipp, Wendelin I. Statement of Intent on behalf of Michelle Anna Fazenbaker Filed by Michelle Anna Fazenbaker . (Ore, K) [22](#)

10-17320 Coretta L. Thompson

Today, August 13, 2010, 29 minutes ago →

Type: bk Office: 0 Chapter: 13 Trustee: Spencer, Grigsby Nancy L Judge: Catliota, Thomas J. Amended Voluntary Petition Filed by Coretta L. Thompson . (Ore, K) [26](#)

- To access the RSS Feed option, login to CM/ECF and you will see the menu item under Utilities. At any given time, the feed displays all entries meeting the court's criteria (listed at the top of the RSS feed output) that have been docketed within the last 12 hours.
- You may click on the case number to view the docket sheet, and click on the document number to view the related document. All information accessed in this manner is subject to standard PACER fees, and is displayed only if you have permissions to view the information. There is no fee for the initial RSS feed report.

Query - **ALL USERS**

- When a name search is made, additional information is now displayed on the results page to allow a user to select the correct case.
- For each name result, a row of information is displayed to the screen for each case in which that person is involved, as shown below:

Select a Case						
Name	Case No.	Case Title	Chapter / Lead BK case	Date Filed	Party Role	Date Closed
Green, Valerie (pty) (1 case)	02-59757-KCF7	Valerie Green	7	09/30/02	Debtor	01/15/03
Green, Valerie L. (pty) (1 case)	00-51302-RTL	Cornelius Green and Valerie L. Green	13	02/09/00	Debtor	02/10/03
Green, Valery J. (pty) (1 case)	99-15931-GMB	Valery J. Green	13	06/28/99	Debtor	N / A
Greene, Valerie A. (pty) (1 case)	01-13362-1-JHW	Richard W. Petravich and Valerie A. Petravich	13	04/03/01	Debtor	11/29/01
Greene, Valerie A. (pty) (1 case)	02-11264-1-JHW	Richard W. Petravich and Valerie A. Petravich	7	02/08/02	Debtor	08/26/02

Reports – ALL USERS

Cases Report

- An option to filter the report by attorney name or Bar ID now appears on the selection screen. When a name is entered, a list of matching attorney names is displayed, of which you may select one or more. Check boxes allow you to search for attorneys by party role: debtors, plaintiffs, defendants, creditors, or all. Alternatively, you can choose to view only cases with pro se filers.

The screenshot shows the 'Cases Report' form with the following fields and options:

- Judge:** Cook, John C.; Parsons, Marcia Phillips
- Office:** Chattanooga; Greeneville
- Case type:** ap; bk
- Trustee:** BMS; Bailey, Robert M.
- Chapter:** 7; 9
- Assets:** (dropdown)
- Attorney:** Last name: mason; First name: perry; Bar ID: (input field)
- Search:** (button)
- Filed:** 5/5/2011 to 5/5/2011
- Entered:** (input) to (input)
- Discharged:** (input) to (input)
- Dismissed:** (input) to (input)
- Closed:** (input) to (input)
- Converted:** (input) to (input)
- Terminal digit(s):** (input) 2, 4-7
- Sort by:** Filed Date (dropdown)
- Output format:** Formatted display (selected); Data only
- Buttons:** Run Report; Clear
- Checkboxes:** Open cases (checked); Closed cases; Party information; Pro se cases only

Red arrows point to the Bar ID input field and the 'Party information' checkbox.

- The report is now limited to a range of 31 days. This prevents internet users from unintentionally requesting a large data set, which would result in an unnecessarily large PACER fee.

Docket Activity

- The report is now limited to a range of 31 days. This prevents internet users from unintentionally requesting a large data set, which would result in an unnecessarily large PACER fee.

Docket Report

- The county of residence is now displayed along with the address information on the report output for debtors and joint debtors.

Miscellaneous – 'Enter' Key Function – ALL USERS

If you wish to use the keyboard rather than the mouse, pressing the Enter key now gives the same result as clicking the button that submits the screen. Pressing the space bar also works if the focus is on the button that submits the screen.

Note: This key action was previously available on a number of screens throughout the application, but has been enhanced to be available on all screens.

Trustee's 341 Filings – ALL PANEL TRUSTEES

- The Trustee's 341 Filings module has been enhanced to allow multiple meetings to be continued simultaneously. Additionally, the output now displays only information and selection options valid for the chapter(s) of the cases displayed. An option to sort by time has been added to the selection criteria screen.

- On the Trustee's 341 Filings filter screen, a new "Continue multiple 341 meetings" check box has been added to the screen. If this box is checked, a new screen is displayed to allow the trustee to continue 341 meetings for some or all of the cases with meetings on the selected date:

Trustee's 341 Filings

Date  Continue multiple 341 meetings

Sort by:

- This screen displays all cases for which the trustee has 341 meetings scheduled for the selected day. The trustee makes date, time and location selections. An "Additional docket text" field allows the trustee to add information to the docket text; to add the text "Debtor/Joint Debtor appeared" and/or "Debtor/Joint Debtor absent", the user may check the boxes. All additional text and text concerning the debtor's/joint debtor's appearance will appear at the end of the docket text.

**United States Bankruptcy Court
Eastern District of Tennessee
Trustee William T. Hendon
5/4/2011**

Continue:

Date  Time 

Location

Additional docket text

Debtor appeared absent (No text)

Joint debtor appeared absent (No text)

	Chapter 7 Cases		
<input type="checkbox"/> Case	Time	Location	
<input type="checkbox"/> 3:11-bk-30020 First 7 Jones	09:00 AM	BK Meeting Room, First Floor Knoxville, TN	
<input type="checkbox"/> 3:11-bk-30021 Me Smith	10:00 AM	BK Meeting Room, First Floor Knoxville, TN	
<input type="checkbox"/> 3:11-bk-30023 Pokesalad Annie Jones and Harry Knuckles Jones	11:00 AM	BK Meeting Room, First Floor Knoxville, TN	
<input type="checkbox"/> 3:11-bk-30025 Bow Ling Ball and Basque Et Ball	12:00 PM	BK Meeting Room, First Floor Knoxville, TN	
<input type="checkbox"/> 3:11-bk-30031 Marie Calendar	01:30 PM	BK Meeting Room, First Floor Knoxville, TN	
<input type="checkbox"/> 3:11-bk-30032 John R Anderson	02:30 PM	BK Meeting Room, First Floor Knoxville, TN	

- The cases displayed are grouped by chapter; and the check box in the header row (beside the “Case” label) sets all case check boxes to its own value.
- If the trustee runs the report without selecting the “Continue multiple 341 meetings” box, the Trustee’s 341 Filings screen is displayed.

Noticing – ALL USERS

- The BNC Certificate of Notice now includes all entities selected as form recipients who received a Notice of Electronic filing through CM/ECF, along with the date of electronic notification and the entity’s name and email address. Additionally, the BNC file now contains an email address (of the debtor’s attorney, or of the debtor if pro se), so that the BNC may email the bypass list.

FEES/PAYMENTS DUE – ATTORNEYS/TRUSTEES

Internet Payments Due

- Previously, when an internet payment was made, all fees incurred up to the time of payment had to be paid at once. Now you may choose to pay some or all of the fees in a given transaction and by various forms of payment.
- To avoid problems with pop-up blockers among various browsers, the pop-up window previously generated by a pay.gov transaction is now displayed as a panel. This panel appears as a part of the original application window, so it is not affected by pop-up blocker settings.
- On the “Internet Payments Due” screen, all outstanding fees are displayed, along with a check box for each fee. To select the fees to pay, the user should check the boxes next to the desired fees, and then click the *Next* button.

The screenshot shows a web interface titled "Internet Payments Due". At the top left is a "Select all" button. Below it is a table with four columns: "Check Fees to Pay", "Date Incurred", "Description", and "Amount". The "Check Fees to Pay" column contains three checkboxes, each enclosed in a red rounded rectangle. The "Date Incurred" column shows dates and times. The "Description" column shows details of voluntary petitions. The "Amount" column shows \$ 200.00 for each entry. At the bottom left are "Next" and "Clear" buttons.

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2008-07-22 08:29:23	Voluntary Petition (Chapter 7)(08-10079-7) [caseupld,1027u] (200.00)	\$ 200.00
<input type="checkbox"/>	2008-07-25 12:25:50	Voluntary Petition (Chapter 7)(08-10082-7) [caseupld,1027u] (200.00)	\$ 200.00
<input type="checkbox"/>	2009-08-31 09:33:34	Voluntary Petition (Chapter 7)(09-01092) [misc,volp7a] (200.00)	\$ 200.00

- Filers paying filing fees over the Internet now have the option to pay by bank account debit, Automated Clearing House (ACH) payment.
- After confirming the selected fees to pay, you are asked for payment information to pay the total of selected fees, either by credit card or by bank account debit (ACH). The screen below is displayed by the Treasury Department site:

[Return to your originating application](#)

Online Payment

Step 1: Enter Payment Information 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Diners Club, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$548.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

⑆0 26 94 6 7 6 3⑆ ⑆ 9 2 4 3 7 6 7 3 9 0 ⑆ ⑆ 2 3 4 ⑆

Payment Date: * (MM/DD/YYYY)

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

To pay by bank account debit, enter the required information and click *Continue with ACH Payment*.

If you wish to pay by credit card that screen appears below the ACH Payment option.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Diners Club, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$548.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Tracking Filing Fee Balance – ATTORNEYS/TRUSTEES

- In previous releases, there was no way to track the balance due when a filing fee was paid in installments. Now, for pending cases, the outstanding filing fee balance is tracked in CM/ECF. **(NOTE:** This is applicable only for cases that are opened after upgrade to Release 4.1).
- A new “Filing Fee” selection is available from the main Query output screen. For bankruptcy cases, this option displays a screen listing the filing fee amount, details on any payments that have been made, and the outstanding balance due.