

# 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. There are several other enhancements that will be made available at a later date and we will share those with you when they are ready.

### Internet Browsers - **ALL USERS**

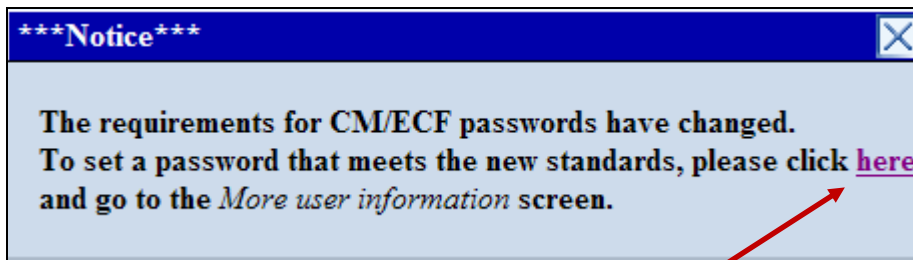
Release 4.1 was tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8; Mozilla Firefox 2 and Internet Explorer 6 are no longer supported.

### 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) – **Αυτή KV-' ο ύκγαμ-ο**

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   Reenter primary email address

Secondary 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\*\***

### 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/miscellaneous 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, 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.

## 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. 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.

### Utilities – RSS Feeds

**Eastern District of Washington [TEST] - Recent Entries**

Docket entries of type: all

[11-00068-PCW7 Paul Benton and Amy Benton](#)  
Thursday, May 12, 2011 10:01 AM

Type: bk Office: 2 Chapter: 7 Trustee: Boyden, Bruce Judge: Williams, Patricia C CERTIFICATION of Service. Filed by Test Attorney on behalf of XYZ (RE: Motion for Relief from Stay4). (DMS) (6)

[11-00068-PCW7 Paul Benton and Amy Benton](#)  
Thursday, May 12, 2011 10:00 AM

Type: bk Office: 2 Chapter: 7 Trustee: Boyden, Bruce Judge: Williams, Patricia C NOTICE of Motion and Time to Object. Filed by Test Attorney on behalf of XYZ (RE: Motion for Relief from Stay4). (DMS) (5)

[11-00068-PCW7 Paul Benton and Amy Benton](#)  
Thursday, May 12, 2011 10:00 AM

Type: bk Office: 2 Chapter: 7 Trustee: Boyden, Bruce Judge: Williams, Patricia C MOTION for Relief from Stay as to Car. Fee Amount \$150 Filed by Test Attorney on behalf of XYZ (DMS) (4)

- 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 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						
There were 5 matching persons.						
There were 5 matching cases.						
Name	Case No.	Case Title	Chapter / Lead BK case	Date Filed	Party Role	Date Closed
Green, Valerie (pty) (1 case)	<a href="#">02-59757-KCF7</a>	Valerie Green	7	09/30/02	Debtor	01/15/03
Green, Valerie L. (pty) (1 case)	<a href="#">00-51302-RTL</a>	Cornelius Green and Valerie L. Green	13	02/09/00	Debtor	02/10/03
Green, Valery J. (pty) (1 case)	<a href="#">99-15931-GMB</a>	Valery J. Green	13	06/28/99	Debtor	N / A
Greene, Valerie A. (pty) (1 case)	<a href="#">01-13362-1-JHW</a>	Richard W. Petravich and Valerie A. Petravich	13	04/03/01	Debtor	11/29/01
Greene, Valerie A. (pty) (1 case)	<a href="#">02-11264-1-JHW</a>	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.

**Cases Report**

**Warning: you will be billed for the total number of pages (this report is not subject**

Office:

Case Type:

Chapter:

Trustee:

**Attorney**

Last name:

First name:

Bar ID:

Found, click to select

**Attorneys for:**

Debtors  Plaintiffs  Defendants

Creditors  All

**Selected, click to remove**

Mason, Perry (Bar Id: 000001)

- 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.
- For users who do not have access to sealed cases, limited sealed case information is displayed on the Cases report. This report displays the case number, entered and filed dates, office, and generic case title text according to case type: "SEALED" for bankruptcy cases, "SEALED v. SEALED" for adversary and miscellaneous proceedings. Note that the fields displayed are the only fields by which sealed cases

may be filtered; if other search filters are used (e.g., chapter, judge), those filters will not affect which sealed cases appear on the report.

## 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.

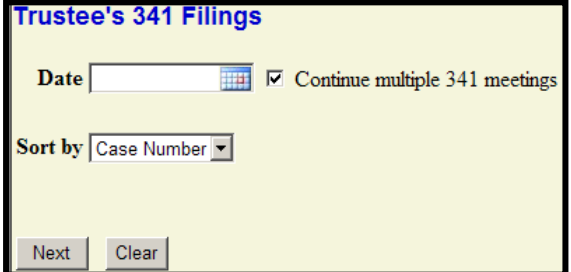
## Miscellaneous – ‘Enter’ Key Function – **ALL USERS**

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 – **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.
- 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 appeared” and/or “Debtor absent from required meeting”, the user may check the boxes. These fields may also be used in conjunction: for example, typing the text “Joint debtor absent” in the text field and checking the “Debtor appeared” check box ensures that sufficient information for both debtors is included in the docket text. All additional text and text concerning the debtor’s appearance will appear at the end of the docket text.



The screenshot shows a web interface titled "Trustee's 341 Filings". It features a "Date" input field with a calendar icon, a checked checkbox labeled "Continue multiple 341 meetings", a "Sort by" dropdown menu set to "Case Number", and "Next" and "Clear" buttons at the bottom.

## 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, 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 table lists three fees, each for \$200.00, related to Voluntary Petitions (Chapter 7). At the bottom of the form 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 8 3 ⑆ 9 2 4 3 7 6 7 3 9 0 ⑆ 1 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 the 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. An additional section displays any related adversary proceedings with deferred filing fees.
- For adversary and miscellaneous proceedings, the “Filing Fee” query displays the case opening fee and the balance due (if the filing fee was deferred).