

CM/ECF News



CM/ECF Version 2.4 and other changes headed your way!

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On Saturday, June 19th, the CM/ECF System will be down for several hours in order for us to upgrade to the latest version. We are also working on some improvements to the events to help speed up the filing process. The following are some changes that you may see in the next few weeks:

Free look at documents

A Notice of Electronic Filing is sent to a user's primary email address and to every secondary email address. A "free look" is given when the recipient clicks the document link in the primary NEF. Previously, one additional free look was given the first time someone clicked the document link in any of the secondary NEFs; thereafter, the user was billed. Now, a free look will be available for the primary NEF and for each secondary NEF. Note: "free looks" expire after 15 days.

Legal Research Menu Items

There will be a new Legal Research Menu under the Utilities Menu. This will include a link to Lexis/Nexis, Westlaw, Duhaime's Law Dictionary, and a Medical Dictionary. These items will open a new browser window and allow the user to remain in the CM/ECF session.

BNC Recipient File - EBN Users

A short description of the event will be included in the recipient file and in the email notice sent by BNC. This will allow EBN trading partners to filter the email they receive.

Event Changes

We have just installed a new program that will allow us to clean up a lot of the events and make them more streamlined. One of the first changes that you may have already seen is that we have made a slight change under the motion menu. Where you previously were prompted to insert desired docket text in a textbox, now you will only have to check a checkbox. For example, the event you are docketing contains a Certificate of Service you will now check the box next to Certificate of Service.

Our plan is to move toward using more check boxes throughout the system and away from cutting and pasting.

New Administrative Procedures Posted

Version 2 of the Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means were posted last week and contain many clarifications, typographical corrections and a few substantive changes.

Substantive changes include:

- I. B. Mandatory electronic filing date added.
- III. A. 2. Maximum document size to be filed on the System is 2 MB.
- III. A. 3. Electronic documents may contain hypertext links.
- III. A. 6. Adversary cover sheet need not be submitted if all cover sheet information is captured in filing of the pleading.
- III. A. 7. Filing a pleading in an older case which is not on the System.
- III. B. 3. Service of “text entries” accomplished by serving a copy of the “Notice of Electronic Filing”
- III. B. 4. Certificate of Service procedures updated and clarified.
- III. B. 6. Summons procedure in complaint.
- III. C. 3. Clarification on attorney signature.
- III. E. 1. Request for Entry of Order must refer to motion.

Registration Form. Registering parties are asked to identify other districts where they are filing electronically using CM/ECF. Parties using CM/ECF in other districts may obtain a login and password without completing training in Tulsa.

Please take some time to read through this document to ensure you are in compliance with the procedures.

For answers to questions, contact the CM/ECF help desk at 918-699-4072 or send an email to the CM/ECF Help Desk.



Proposed Orders

When submitting Proposed Orders to the Judge, please follow these guidelines. Orders should be:

1. In 12 point type
2. Fully justified; and
3. Paginated, although the first page need not be numbered "page 1".

Remember, Proposed Orders must be submitted via e-mail to the Judge's e-mail address (michael.orders@oknb.uscourts.gov or rasure.orders@oknb.uscourts.gov) and cannot be submitted via the CM/ECF system.

Give us the details, please!

Whenever you are filing a Motion that identifies property, please specify that property within the text box provided. For example, if you are filing a Motion for Relief from Stay on a 2001 Ford Mustang, please note that, along with any VIN #s as appropriate.

Designation of Asset/No Asset Cases

No, this isn't a new rule. The trustee in the case will determine if there are any assets to distribute. However, please use the following guidelines when opening cases in the CM/ECF system.

- Chapter 7 cases should always be opened as "No Asset"
- Chapter 11 and 13 cases should always be opened as "Asset"

If you open a Chapter 7 case as an "Asset" case, the system will not allow you to assign a Judge/Trustee/341 Meeting until the case has been changed to a "No Asset". This is to prevent the incorrect notice going out to creditors.



New Verification of Matrix Form

The Verification of Matrix Form has been changed to include creditors being uploaded into CM/ECF during case opening. The new form may be found on our website, under "Downloadable Forms", "Local Forms", "Matrix & Verification of Matrix". It is page 3 of that document.

Speaking of the Matrix Form....

A Matrix is the old way of saying List of Creditors. The term Matrix was used for creating labels of creditors in order to mail notices to those creditors. We are in the process of changing all reference of the word Matrix to List of Creditors.

The Schedules are not the List of Creditors. Creditors are listed on various schedules, but when we refer to the List of Creditors, we are referring to the entire list, not what is listed on a particular schedule.

Summons Returned/Served

When filing a Summons Returned (Proof of Service of Summons) in the system, please add the name of the person served within the event. The system will prompt you for this information.

PDF for Lawyers Website

Need some help creating pdf files? Check out the following site we ran across.

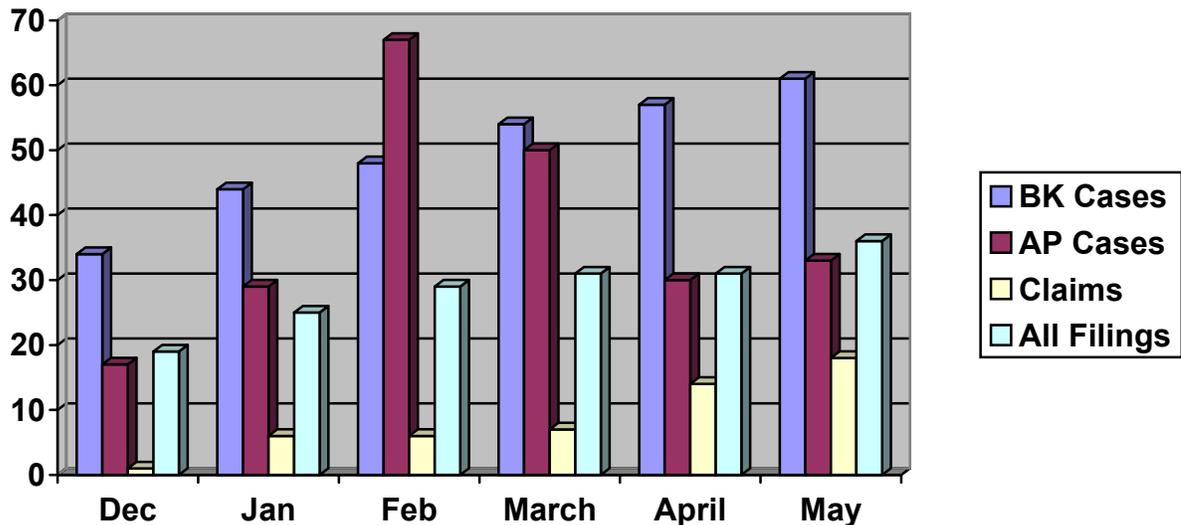
<http://www.pdfforallawyers.com>

Multi-Part Motions

If you need to file a Multipart Motion (ie Motion for Relief from Stay and Motion to Abandon) you can accomplish that by clicking on the "Relief from Stay" and then holding down your "Ctrl" key and clicking on the second part of your Motion "Abandon".

Catch up on your reading!

All previous editions of our newsletters can be found on the CM/ECF page of our website at <http://www.oknb.uscourts.gov/cmecf/index.htm>. Click on the Communications button.



Thank you for making our first 6 months so successful!

Contact Us!
CM/ECF Help Desk: 918-699-4072
cmecf@oknb.uscourts.gov