

CM/ECF News



Inside this issue:

Mandatory E-Filing begins September 1, 2004

If you have lived under a rock for the past few months, you might not know this, however, beginning September 1, 2004, attorneys filing in the Northern District of Oklahoma will be required to file all cases and pleadings electronically through the CM/ECF system.

Mandatory E-Filing 1

We anticipate the weeks leading up to this date and a few weeks after to be a bit hectic in the clerk's office as attorneys that are not yet filing and/or trained will be scrambling to get their login and password in order to file electronically.

Version 2.5.2 Changes 1

If an attorney files a document on paper, the clerk's office will accept that filing, however, a Show Cause Order will be immediately issued.

Version 2.5.2 Coming Your Way on August 21, 2004!

Withdrawing a Document 2

On Saturday, August 21st, the CM/ECF system will be down for a while in order for us to upgrade to Version 2.5.2. Some new features you will see in this version are:

Change in Internet Credit Card Payment Processing

The Judiciary has changed vendors in the processing of credit card transactions. Because of this change, the interface for paying for filings on-line will change. When the "Pay Now" button is selected, you will be prompted to enter information to complete the transaction. Required fields will have a red asterix next to them. Also, you will have the option of entering an email address for a confirmation of the transaction. The receipt will still be sent electronically via CM/ECF. **Please see further information at the end of this newsletter.**

Proposed Orders to Chapter 13 Trustee 2

Motion/Application

The Motion/Application filing process will change slightly. Some of you have commented that the system will label your filing a "Motion" when it may actually be an "Application".

New Administrative Procedures 3

You will now have the choice to label any Motion/Application/Request to whatever is appropriate. Once you have selected a particular event (ie Relief from Stay) you will have the option to label it a Motion, Application or Request by selecting the appropriate check box. The system will default to Motion.

Credit Card Payment Changes 5

Duplicate Notices

There is a new feature that we are currently researching that allows us to turn-off paper notices to any attorney that receives electronic notification. This excludes the 341 notice, which will continue to be sent in paper due to the social security number.

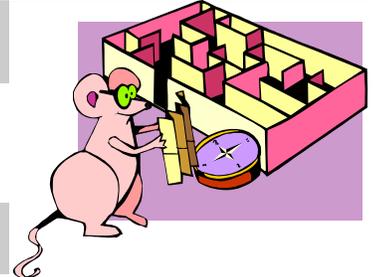
Attachment—Instructions for new Internet Credit Card Payment Process

We will notify all users when we decide to use this new functionality.

Thank you for all of the quotes that were sent in to us. We did publish a few in the notice that went out to all attorneys that practice in our district. All others will be posted in the next few newsletters. It was nice to hear all of the good feedback. Feel free to continue to send us quotes and/or tips and tricks in CM/ECF that have made your job easier. We will continue to publish your thoughts and ideas.

Keep 'em separate

When filing new Bankruptcy Cases, please separate the Chapter 13 Plan and Application to Pay filing fees in installments from the Voluntary Petition and Schedules. These two items should be filed separately.



Proof of Service of Summons

When filing a Proof of Service of Summons, please file that by going into:

Adversary - Complaint & Summons - Summons Returned (Proof of Service).

**A better mousetrap.
Try it, you will like it.**

Withdrawing a Document

For the past 9 months, if an attorney filed a pleading in an incorrect case, or filed the incorrect pleading, we have been editing the event and allowing the attorney to re-file the appropriate document.

In the future, we will require the attorney to withdraw that document from the case by filing a Withdrawal.

To withdraw a document filed in error, please use the "Withdrawal" event under Miscellaneous. If the document that you filed is a contested matter in a case assigned to Judge Rasure, please use the "Motion to Withdraw Document" under the Motions category. When filing a Motion, a proposed order should be submitted as per instructions in the Administrative Procedures.



Please remember to submit appropriate Orders!

When filing a Motion to Compromise/Settle in both an Adversary Proceeding and the main Bankruptcy Case, please submit a proposed order in both cases once the notice time has expired. (See Local Rule 9019)

Proposed Orders to Chapter 13 Trustee

We are receiving Requests for Entry of Order from the attorneys in cases where they are modifying a confirmed chapter 13 plan. The original order should be submitted to Lonnie Eck for his approval and then he will submit the order to the Court. We have added an option for "Proposed order sent to trustee for approval" within the Request for Entry of Order event. Please use this text when appropriate.

Electronic Filing is absolutely fabulous. It saves time; money and errors. We have found that we have very few amendments that need to be filed; and very few errors to fix. It is extremely important to take the learning process seriously, not as just a seminar to attend. Once you have taken the plunge and learned the process, you will never want to go back to paper filing. Do not be afraid to ask questions. The entire Bankruptcy Court: Judge's; Clerks; Trustees etc. have been exceptional in helping and answering questions and walking us through the difficult spots. We never could have accomplished it without them. We are very grateful for electronic filing. It has made our job much easier.

- Gary Grisso

New Administrative Procedures

New Administrative Procedures for CM/ECF will be posted on our website within the next few days. Please take some time and review these new procedures to ensure that you are in compliance with all of the new rules and procedures.

Once I had a grasp of the electronic filing system I found that it greatly simplified the filing of cases and subsequent motions, requests for orders, orders, etc. I am pleased that the system was implemented and would not like to go back to the old paper system. - Pat Roark, Bartlesville.

Take a look before you submit

As you are “browsing” your computer to find the file that you would like to upload into the CM/ECF system, take a look at the file to make sure that 1) it is the correct document, 2) it contains all appropriate pages, and 3) it is legible.

To do this, you may right click on the file and then click on Open. Taking the time to do this step may save from having to re-file, withdraw or amend a document.



Electronic filing is easier than shopping on the internet. If you've ordered from Amazon, you can file electronically -- and you don't have to pay extra for shipping! - Leonard Pataki

Change in Subject Line

The Subject line of all Notice of Electronic Filing “NEF” e-mails has changed a bit. We have added the chapter and judge to each “NEF” subject line to assist users even further in determining if they need to open up the e-mail and/or allow users to set more rules within their e-mail program.

Update on US District Court—NDOK

The United States District Court for the Northern District of Oklahoma is continuing their progress to converting to the CM/ECF system. They plan to go live with CM/ECF sometime this fall. They have not yet decided what the requirements will be for certification on their system.

ECF will save you innumerable trips to the courthouse for filing and allow you to file right up to midnight if you want, without ever leaving your desk. And it will also save you money on postage as ECF will take care of most of your "service" electronically rather than by U.S. Postal Service. Finally, ECF allows you instant access to any pleading or proof of claim filed, just as soon as it's filed.

You will need to be prepared to handle a large volume of incoming emails, for each case in which you appear. If you use a common email program such as Microsoft Outlook, you can either set up "rules" to sort ECF notices when they arrive or you can purchase, for a modest cost, a program such as "NoticeOrganizer" by DocketWare, to do the sorting for you.

**With ECF, the 21st Century is here!
- Andrew Turner**

New stuff on our website!

We have added an e-mail address link to send in proposed orders to the Judges. You can find these links under the Judge's name on the left hand side of the website, and then click on "Proposed Orders E-Mail" this should place the e-mail address in the address line of your e-mail system.

General Orders (past and present) have been added to the website. You can find these under "Rules" (left side of page) and then by clicking on "General Orders".

Signatures

Please remember that the filing attorney shall indicate a signature on each signature line by inserting "s/ Jane Doe" on those lines. For example, there are several lines on a new petition where an attorney should apply a signature. The attorney must indicate with "s/ Jane Doe" on every signature line that the attorney wants to indicate as signed.



Contact Us!

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

The CM/ECF system is great and saves me a lot of time in my practice. The people at the help desk are wonderful too.
- Tim Studebaker

Electronic Filings

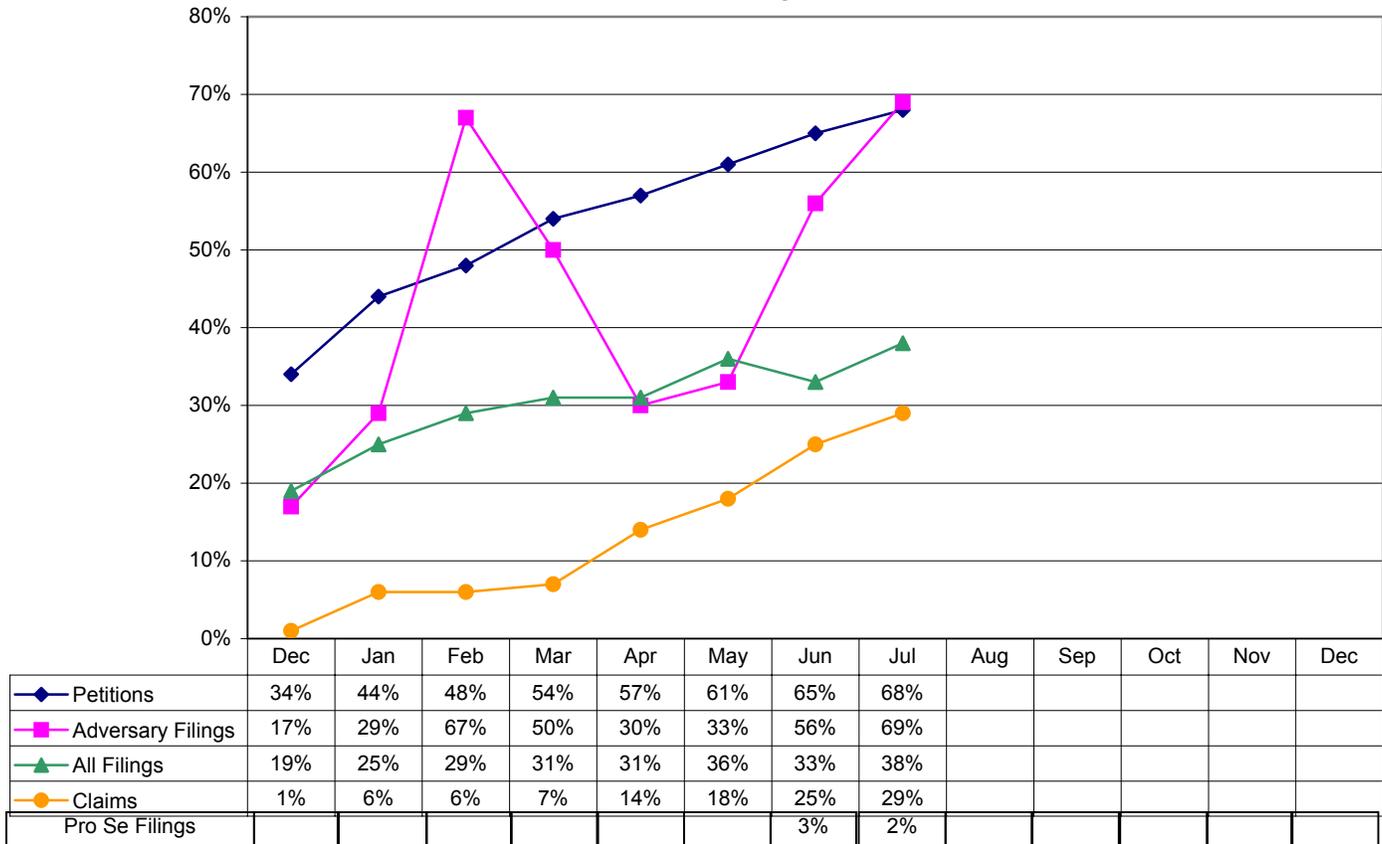
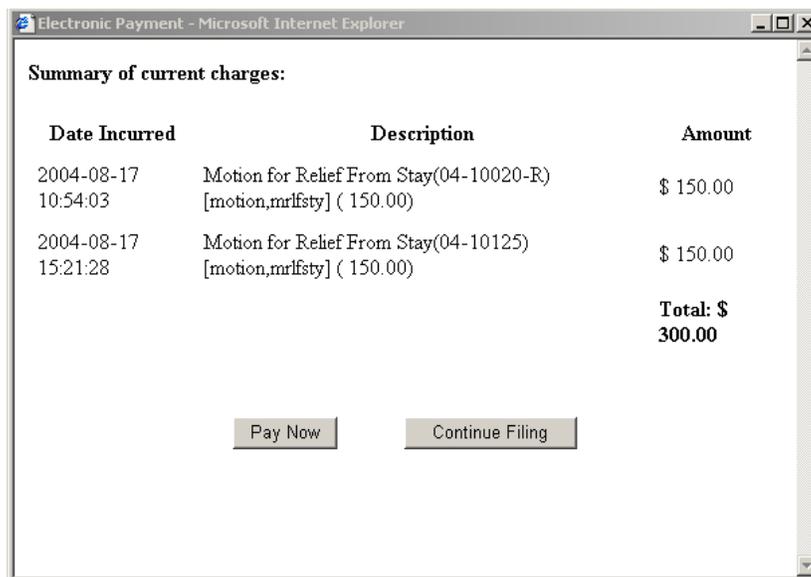


Exhibit to August 2004 Newsletter

Internet Credit Card Payment Process

Effective, August 21, 2004, the court's credit card provider has changed. Attorneys may notice several screens have changed and therefore, the following screen shots and text are provided to assist attorneys with the transition.

The following screen is displayed after the Notice of Electronic Filing:



| Date Incurred | Description | Amount |
|------------------------|---|-----------------------------|
| 2004-08-17 10:54:03 | Motion for Relief From Stay(04-10020-R) [motion,mr1fsty] (150.00) | \$ 150.00 |
| 2004-08-17 15:21:28 | Motion for Relief From Stay(04-10125) [motion,mr1fsty] (150.00) | \$ 150.00 |
| | | Total: \$ 300.00 |

If the attorney clicks the Continue Filing button, the charge is recorded and the payment process is deferred. The next time the attorney submits a filing of any kind to any case, the Summary of Current Charges will be displayed, showing all deferred charges along with the new fee, if any. Remember to pay all fees on the same day as the filing!

When the “Pay Now” option is selected, the user is presented with a payment information screen that includes the cardholder name, address and payment type. The cardholder name, first address line, and zip code default to the values shown in the CM/ECF utilities “Maintain Your ECF Account.” **Users should be aware that changing these values on the payment information screen does not affect their CM/ECF account.**

SPECIAL NOTES:

Fields marked below with an asterisk are required fields.

- The **Address** field is marked as required; however, this address does not have to be the credit card billing address, it only matters that an address be in that field. The **Address** field will be pre-populated with the user's address from CM/ECF which should not need to be changed.
- The **Cardholder Name** and **Zip Code** fields are also pre-populated with data from CMECF which should not need to be changed as it is not validated against the credit card number.
- The **Security Code** field is not marked as required; however, if you choose to enter a security code (the special numeric combination on the back of your credit card) it must be correct or your transaction will fail.
- When filling in the payment information, do not use hyphens or spaces in the **Card Number**.
- The year of the **Expiration Date** must be entered using four-digits (i.e. 2004).
- The **Payment Amount** field CANNOT be changed from the filled-in value.

Pay.Gov - Enter Payment Information - Microsoft Internet Explorer

[Notices & Agreement](#)

Enter Payment Information

| | |
|----------------------------------|---|
| Cardholder Name: | Andrea Redmon * |
| Address: | 10 Money Street * |
| Address 2: | |
| City: | Tulsa |
| State: | Oklahoma - OK -- OR - Province / Region / County: |
| Country: | |
| (Instead of state, if necessary) | |
| Zip Code: | 74103 * |
| Card Type: | Visa * |
| Card Number: | 4111111111111111 * |
| Security Code: | |
| Expiration Date: | November / 2007 * |
| Payment Amount: | \$300.00 * |

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

Plastic Card Payment Steps

1. Select Payment Type
2. **Enter Payment Information**
3. Authorize Payment / Payment Summary
4. Payment Confirmation

Clicking the “**Continue**” button presents the user with a summary screen. After carefully reviewing the payment information, the user must check the Authorization checkbox. Entry of the e-mail address is optional. After all information has been verified, click on the “Make Payment” button.

****WARNING – Pressing the “Make Payment” button more than once may result in multiple transactions being processed. ****

Pay.Gov - Payment Summary and Authorization - Microsoft Internet Explorer

Notices & Agreement

Payment Summary and Authorization

| | | |
|------------------------|---------------------|---|
| Cardholder Name: | Andrea Redmon | Plastic Card Payment Steps 1. Select Payment Type 2. Enter Payment Information 3. Authorize Payment / Payment Summary 4. Payment Confirmation |
| Address: | 10 Money Street | |
| Address 2: | | |
| City: | Tulsa | |
| State: | OK | |
| Country: | | |
| Zip Code: | 74103 | |
| Card Type: | Visa | |
| Card Number: | *****1111 | |
| Expiration Date: | 11 / 2007 | |
| Payment Amount: | \$300.00 | |
| Current Date and Time: | 08/17/2004 04:28 PM | |

Authorization*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Confirmation Receipt Request

To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Re-enter Email Address to Confirm:

Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

If processing is successful, a confirmation screen is displayed showing a link to the CM/ECF receipt and the transaction number. It is recommended that users print the receipt for reconciliation with their credit card statement.

https://ecf-test.oknb.uscourts.gov/cgi-bin/cc_success.pl - Microsoft Internet Explorer

U.S. Bankruptcy Court [TEST]
Northern District of Oklahoma Test

Thank you. Your transaction in the amount of \$ 300.00 has been completed.

Please [print a copy of your transaction receipt](#) for future reference. The transaction number is **23455**.

Monitoring and Recording Payments

An attorney can monitor his Internet fees and payments using the Internet Payments Due and Internet Payment History options on the Utilities menu (in the “Your Account” section).

Internet Payments Due

This screen lists fees for which the filer did not complete the payment process during upon completion of filing. It is the same screen that is displayed at the end of a filing transaction. As when filing, the “Pay Now” button makes a connection to the U.S. Treasury.

Summary of current charges:

| Date Incurred | Description | Amount |
|------------------------|--|----------------------------|
| 2003-06-20 09:44:47 | Amended Creditor Matrix(03-00225) [misc,amdmtrx] (20.00) | \$ 20.00 |
| | | Total: \$ 20.00 |

Internet Payment History

This listing includes all payments of charges incurred via the Internet, whether those payments were made via the U.S. Treasury or by other methods. The payments are in order by receipt number. The attorney can request to see payments within a specified day range.

| U.S. Bankruptcy Court [TEST] Northern District of Oklahoma Test Internet Payment History for Redmon , Andrea 8/18/2004 to 8/18/2004 | | | | |
|--|---|----------------|-----------|-----------|
| Date Paid | Description | Payment Method | Receipt # | Amount |
| 2004-08-18 14:07:21 | Motion for Relief From Stay(04-10020-R) [motion,mrflsty] (150.00) | | | |
| | Motion for Relief From Stay(04-10125) [motion,mrflsty] (150.00) | credit card | 23455 | \$ 300.00 |