



THE DOCKET ELECTRIC

CM/ECF NEWSLETTER FOR THE
NORTHERN DISTRICT
OF OKLAHOMA MAY 2006
BANKRUPTCY COURT

**This month's newsletter seeks to familiarize
CM/ECF users with the data reports available to them in the system.**

REVISED GUIDELINES FOR OBTAINING A DEFAULT JUDGEMENT IN AN ADVERSARY PROCEEDING

Effective May 3, 2006 the Court issued revised guidelines for obtaining a default judgment under Federal Rule of Civil Procedure 55, made applicable to adversary proceedings by Federal Rule of Bankruptcy Procedure 7055. These guidelines outline the steps to be taken when seeking a default judgment, as well as provide forms for the following pleadings: "Request for Entry of Default by the Clerk", "Motion for Default Judgment" and "Default Judgment."

To view these guidelines and forms [Click Here](#)

JUDGE MICHAEL'S POLICY REGARDING SERVICE OF MOTIONS IN CONTESTED MATTERS

The purpose of this policy is to put practitioners on notice that Chambers will no longer notify you of defects in the service of your motions. In order to assist users, this policy enumerates some of the most common problems with service that will cause a motion to be denied.

To view this policy [Click Here](#)

Training Opportunities

CM/ECF Training will be held at the
Bankruptcy Court
from 1:00 pm to 4:30 pm on

June 14 - Debtor/Creditor Combined

July 19 - Debtor/Creditor Combined

August 16 - Debtor/Creditor Combined

Please register online at
<http://www.oknb.uscourts.gov/cmreg/>

SUMMARY OF ECF ACTIVITY

The summary of ECF activity report shows a user all filing activity that has occurred on a specific date, for each case they are involved in, and the additional cases they have requested to receive notices in.

To obtain this report, click on Reports / Summary of Activity, input the desired date and select either Summary Text (gives the event name only) or Full Text (gives the full docket text for the event) and run report. There is no fee associated with this report.

This report is useful if a user needs to get a summary for a specific day, has misplaced a summary email, or is checking to see if they have viewed all the Notices of Electronic filing for a specific date.



CM/ECF VERSION 3

The court anticipates implementing CM/ECF version 3 the first part of June. At the time of publication the "go live" date is scheduled to be June 5th, barring any complications to testing.

During the upgrade, as always, if you have difficulty using the system please contact our help desk. The help desk hours are from 8:30 - 5:00 Monday to Friday. The phone number is 918-699-4072. Follow the prompts, and if someone does not answer, please leave a message. Your call will be returned promptly.

More information will be communicated to all users through Email as we know it. Please check the court's website for more information on this upgrade.



Viewing this newsletter online? Check out the hyperlinked articles!

MAY INFO POINT REPORTS



CM/ECF report functions are designed to gather information from the CM/ECF system and output it in useful ways. These reports can help users answer such questions as:

- Did a case really get filed?
- How many cases did an attorney file on a date?
- How many claims are filed in a case?
- Do I need to be in court on a certain date?

The reports that attorneys can generate are:

- CASES
- CLAIMS REGISTER
- CREDITOR LIST
- CALENDAR EVENTS
- MAILING LABELS BY CASE
- SUMMARY OF ACTIVITY

[For a detailed description of these reports please click here](#)



TIP OF THE MONTH CLEARING THE CACHE

A cache (pronounced CASH) is a place to store something temporarily. Files accessed by looking at a Web page are stored on the computer hard disk in a cache. When you return to a page you've recently looked at, the browser may get it from the cache rather than the original site. The problem is that this folder can become overfilled and need to be emptied, like a pail full of old water.

Clearing the cache is one of the first solutions to try when a computer starts misbehaving. Problems a user may experience related to the cache can range from a page not loading to not being able to login to CM/ECF. In all these situations, the first attempt at a fix would, most likely, be clearing out the cache. Problems that the help desk has encountered that have been solved by clearing out the cache include inability to: log into CM/ECF, pay, navigate past a specific screen, or CM/ECF menus not displaying correctly.

To clear the cache from your browser, click on Tools ➤ Internet Options ➤ Temporary Internet Files ➤ Delete all offline content by checking box and clicking ok.



LOGINS & PASSWORDS

Can I get there from here?

The court's help desk frequently receives calls about logins and passwords. To help clarify which login to use, remember the following:



- FILE** a document, use the CM/ECF login.
- VIEW** a document, use the PACER login.

These are two separate logins, even though they can be entered on the same page.

When running some of the reports described in this issue, a user may be prompted to enter a login when they are already in the system. Although the page looks similar, the required entry is the PACER login.

Searching for Specific Text

All the reports described in this newsletter may be quickly and easily searched for specific text by using the following.

- Press the Ctrl + F key**
- Enter the desired text**
- Click the find next button**



This will bring the user directly to the place on the page where that text is located. Use this to find an attorney's name, specific date, client's name, a creditor or just about anything else. If the text does not appear on the page the result will say "finished searching the selection."