



THE DOCKET ELECTRIC

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

OCTOBER 2006

This Issue: Version 3.1 Upgrade, New Forms & Wage Order Checklist

NEW FORM REQUIREMENTS

Certification of Payment Advices

Miscellaneous Order 167 states that, effective 9/19/2006, this form must be filed at case opening by **each** debtor pursuant to 11 USC § 521 (a)(1) (B). If this form is not filed within 45 days of case opening, the case will be dismissed. This form does not need to be filed with a cover sheet; it is already styled with the case information.

Please note that the CM/ECF event for filing this information is now titled, **Payment Advices Certification**. This replaces the event Employee Income Records.

The form may be obtained under **Downloadable Forms > Local Forms** on the court's website or by clicking on the link below. This form is also available as a filable PDF on the court's website.

[Link to Miscellaneous Order number 167](#)

[Link to Fillable Payment Advices Certification Form](#)

New Forms Required as of 10/1/2006

The Judicial Conference approved amendments to a number of Bankruptcy Forms at its meeting on September 19, 2006. These were effective on October 1, 2006. All Amendments to the Bankruptcy Official Forms may be viewed at the following site:

<http://www.uscourts.gov/bankform/index.html>

Form changes affect the following:

Voluntary Petition

New Exhibit D to official form 1

Schedules of Assets and Liabilities

Schedules D - J & Declaration

Forms 22 A - Means Test

Form 23 - Debtor's Certification and Completion of Financial Management Course.

IMPORTANT INFORMATION

CM/ECF CHANGES COMING 10/16/2006

CM/ECF Downtime for Software Update:

Change in Petition Preparation Software Required.

1. On October 16 at 1:00 PM, users will be locked out of the CM/ECF System so that Version 3.1 can be installed. Local modifications will also be installed and the system should be back on line by 10:00 AM on October 17. If you have October 16 deadlines, file before noon on that day.
2. In order to open a new case in Version 3.1 your petition preparation software will need to be updated. A non-updated version of petition preparation software will not be able to open a case in CM/ECF version 3.1; this includes case upload software.

Reduce Paper Module Activation

From the inception of CM/ECF and electronic filing, one of the goals of the Court has been to reduce the use of paper: paper coming into the office, paper files, and paper notices. To that end, when the Version 3.1 Upgrade is installed, the Reduced Paper Module (RPM) will be implemented. The effect of the RPM will be to stop paper notices mailed to attorneys and rely solely on Electronic Noticing for the following:

- Orders of Dismissal
- Discharges
- Order Revoking or Denying Discharge
- Amended 341 notices when due to other than SS# issue.

[Click here for the Text of the Clerk's letter to CM/ECF users on the Reduced Paper Module.](#)



Viewing this newsletter online? Check out the hyperlinked articles!

OCTOBER FOCUS WAGE ORDERS

To assist Attorneys in getting a Wage order submitted correctly, or amending one already in effect, a list of the **Top 10 Things to Remember When Submitting a Wage Order** has been provided by Lisa Bryant, Staff Attorney for the Office of the Chapter 13 Trustee.

[Click here for the list of The Top Ten Things to Remember When Submitting a Wage Order.](#)

Formatting an Order:

When submitting a wage order, or any order, attorneys and their staff should simplify the formatting of the document by removing headers, footers and page borders. Orders received with multiple style formats are a continued source of frustration for the clerk's staff.

Limited Use Filers Email Notification

Creditors desiring notice in a case may simply input the case number in the "Send notices in these additional cases box." When this CM/ECF function is enabled it will send notice of any filing that occurs in the requested case.

To enable this function and receive notice in a specific case, log into CM/ECF, click on Utilities>Maintain Your ECF Account>Email Information. Check the "Send Notices in These Additional Cases" box and input the case number in the box provided. This box will hold multiple numbers and a user can add or delete cases at any time.

Training Opportunities

CM/ECF Training will be held at the Bankruptcy Court from 1:00 pm to 4:30 pm on
November 16 - Debtor/Creditor Combined
December 20 - Debtor/Creditor Combined

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

Filing a Personal Financial Management Certification

The Court is seeing a large number of errors in the filings of the Certification of Completion of Personal Financial Management. CM/ECF filers should be aware of the following criteria when filing this event.

Timely: The Certification of Completion of Course in Personal Financial Management must be filed within 45 days after the first date set for the meeting of creditors under 11 USC § 341 (chapter 7), or before the last plan payment is made (chapter 13).

Form 23: A separate Form 23 must be filed for each debtor with the certification. Filing the Personal Financial Management Certificate without Form 23 will result in a deficiency being issued.

Correct Docket Event: Be certain to utilize the correct docket event when filing. The appropriate event is found under Miscellaneous > Financial Management Course Completed. Do **NOT** use *Certificate of Credit Counseling* when filing *Completion of Course in Personal Financial Management*.

Seeking to Extend Time: A new event, Motion to Extend Time to File Financial Management Certificate has been added to CM/ECF. This event should be used when seeking an extension of time to file a Certification of Completion of Course in Personal Financial Management.

New National Procedural Forms 8/1/2006

These forms can be found on the courts website under Downloadable Forms > National Forms or by clicking on the link below.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

Form 202, Statement of Military Service

File in CM/ECF under Miscellaneous > Statement of Military Service.

Form B 240 Reaffirmation Agreement

This form was revised 8/06. The revised form can be obtained at the link below.

http://www.uscourts.gov/rules/BK_Forms_06_Dir/Form_240_0806.pdf

Form B 281 Appearance of Child Support Creditor or Representative

File in CM/ECF under Miscellaneous > Appearance of Child Support Creditor or Representative