



# THE DOCKET ELECTRIC

CM/ECF NEWSLETTER FOR THE

## NORTHERN DISTRICT

OF OKLAHOMA VERSION 3 UPGRADE EDITION

## BANKRUPTCY COURT

### CM/ECF VERSION 3.0

On Monday June 5th the Court upgraded to CM/ECF Version 3.0.  
This newsletter details Version 3 changes and enhancements.

#### THE FOLLOWING CM/ECF PROCESSES OR MENUS HAVE CHANGED IN VERSION 3.0

- Free Written Opinions Report
- Payment Screen Pop-Ups
- PACER Charges for Transcripts
- Opening A New Case
- Entering Role Types
- Searching for Party
- Filing Multi-Part Motions
- Filing Verification of Creditor List
- Corporate Parent
- System Requirements
- Adding Creditors
- Amending Claims

#### WRITTEN OPINIONS

Users may now run a report to obtain written opinions of the court. There is no PACER charge for this report, regardless of the number of pages obtained.

**To run this report:** while in CM/ECF go to Reports/Written Opinions, then enter a date range and, if needed, a case number, or a name.

The report that is generated has a link to the opinion. There is NO fee to view or print this document.

#### ?? PAY NOW OR CONTINUE FILING??

Due to changes in the automatic docketing of payments, when **NOT** paying immediately, **BE CERTAIN TO** click the **Continue Filing** button in the pop up “pay now” box. Do not close, X-out or minimize the window in any other way, as this may cause problems with Pay.gov.

#### Training Opportunities

CM/ECF Training will be held at the Bankruptcy Court  
from 1:00 pm to 4:30 pm on  
**July 19 - Debtor/Creditor Combined**  
**August 9 - Debtor/Creditor Combined**  
**September 20 - Debtor/Creditor Combined**

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



#### TRANSCRIPT FEES

PACER will now charge users for every page obtained when viewing a transcript. Prior to Version 3 there was a 30 page cap on fees. That cap has been removed **ONLY** for transcripts. Every page of a transcript will now cost users 8 cents.

Viewing this newsletter online? Check out the hyperlinked articles!

## Opening a New Case in Version 3

The Version 3 upgrade brought changes to the new case filing process, as well as to the standard screens a user sees.

- Searching for a party in CM/ECF has been enhanced by the addition of a middle name field. This improves a users ability to search for a specific person in CM/ECF.
- When opening a Bankruptcy case, the role type of debtor and joint debtor no longer needs to be selected. The system recognizes that the Debtor is being input first.
- Nonprofit Corporation may now be selected as type of debtor.
- Similar to the opening of a Bankruptcy Case, when opening an Adversary Proceeding, there is no need to select a role type for the Plaintiff and Defendant. Please be aware of the party the system is prompting you to enter.
- When opening an adversary proceeding, there is an option of adding a secondary nature of suit in addition to the primary nature of suit. Be certain to assign the primary nature of suit in the upper box first, and then the secondary, if necessary.

### V3 TRAINING AVAILABLE

Attorney's staff are always welcome to attend the free monthly training class at the Bankruptcy Court.

New personnel who are responsible to assist with an office's electronic filing needs are encouraged to attend, as well as those that might benefit from a refresher course due to the changes brought by version 3.0.

Classes are offered monthly. Sign up at the Court's website. Simply click on the link below.

[http://www.oknb.uscourts.gov/2/ecf\\_training.htm](http://www.oknb.uscourts.gov/2/ecf_training.htm)

## MULTI-PART PLEADINGS IN V3

Users may now select the order in which events are displayed in the docket text and add connecting phrases to those events for greater clarity in their filings.



The CM/ECF system now remembers which order a user selects events and also provides for addition of the connecting phrases "in addition to" and "or in the alternative."

To achieve this, select the events from the pick list in the order in which they should appear in the docket text.

This procedure works for any multipart pleadings being filed in CM/ECF

***For example:*** to file a Motion for Relief From Automatic Stay and Abandonment of Property, or Alternatively Seeking Adequate Protection: Select the docket events from the pick list in the desired order, not alphabetically.

### VERIFICATION OF CREDITOR LIST

When filing a "Verification of Creditor List" users now have the opportunity to enter the additional creditors while in the midst of filing the Verification.

The Creditors may either be typed in or a user may use cut and paste functionality to "grab" the information from a .txt document. An unlimited number of creditors may be entered this way.

If creditors are not being added during the filing of this document, please remember to zero out the fee before submitting to the court.

If creditors are entered in this fashion, it is no longer necessary to use the "creditor list upload" function after this event.



## **Adding Creditors Is Easier Than Ever !!**

The 3.0 upgrade has implemented an easier way to add creditors either when amending schedules, or when there is a need to upload multiple creditors after a case is opened. There is now a single box into which the entire address may be typed, rather than multiple lines for data entry.

In CM/ECF, click on Bankruptcy/ Creditor Maintenance/ Enter Individual Creditors. Input the case number. The following page displays the case number and following text.

*Name may be 50 characters. Address may be 5 lines, 40 characters each. More than one creditor may be entered. Separate creditors with a blank line.*

In the box, the user may then type the creditor's address, complete with appropriate carriage returns.

Creditor address data may also be input using a copy and paste function. To accomplish this, simply copy the desired addresses from a text document, such as a creditor list generated by case preparation software. Then, returning to CM/ECF, paste the addresses in the box.

This input field is able to recognize multiple entries. Simply insert a blank line between each address.

When amending Schedules and filing a Verification, the creditor input field described above is displayed in the midst of the event. When filing this event, there is no need to repeat the process by going to creditor maintenance once the creditors have been uploaded.

## **Amending Claims When An Address Has Changed**

Amended claims in the version 3 creditor register are now displayed in the history of the first claim filed by that creditor; not as a new claim

Because of this, when amending a claim where the creditor's address has changed, it is now necessary to first change the creditor address and then file the amended claim.

### **To file this correctly in CM/ECF:**

1. File a Change of Address of Creditor form in CM/ECF. Click on the link to obtain this form. [http://www.oknb.uscourts.gov/downloadable\\_forms/local\\_forms/COACR.PDF](http://www.oknb.uscourts.gov/downloadable_forms/local_forms/COACR.PDF)
2. The court will then update the address in the claims register.
3. Once the address is updated, file the claim as amended and input the number of the claim it is amending.



## **\$ Amounts On Amended Claims**

When filing Amended Claims users must now enter zero amounts in boxes not containing a dollar figure. If this procedure is not followed, the claimed amount will be incorrect.

## **System Requirements**

CM/ECF Version 3.0 is designed to work with Netscape 7.2 and Internet Explorer 6. It may not function correctly with earlier versions of these browsers.

