



THE DOCKET ELECTRIC

CM/ECF NEWSLETTER FOR THE

NORTHERN DISTRICT OF OKLAHOMA

BANKRUPTCY COURT

JANUARY 2006

NEW YEAR—NEW FILINGS

Bankruptcy and Adversary Case Filings are increasing after the initial lull following the implementation of the reform act. There are a number of procedure changes that attorneys need to be aware of as they file a new case. Please see the January Info Point on page two for detailed information.



IMPORTANT ADVERSARY CASE OPENING INFORMATION

When opening a new adversary case it is important that the plaintiff's attorney add themselves as an attorney AND select their name from the list that displays rather than type in their information again. Failure to adhere to this process will result in the attorney NOT receiving Email notification of filings in the case.

[CLICK HERE FOR DETAILED INSTRUCTIONS ON OPENING AN ADVERSARY.](#)

SOCIAL SECURITY NUMBERS

Social security numbers should **Not** be included in ANY documents filed with the court. Bankruptcy Rule 1005 and the Court's Administrative Procedures Version 3. III.(I) make it clear that the Debtor's social security numbers should be redacted to the last four digits.

If it becomes necessary to file an amended Statement of Social Security Number (Form B21), DO **NOT** file it in CM/ECF. The attorney should scan the document, attach to an Email and send to the CM/ECF Helpdesk at cmecf@oknb.uscourts.gov.

Training Opportunities

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

- January 25 - Creditor Attorneys & Staff
- February 9 - Debtor Attorneys & Staff
- February 22 - Creditor Attorneys & Staff

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

**BROWN BAG LUNCH WITH
KATHERINE VANCE, AUST**

Wednesday February 8th

12–1 pm Clerks Office, Room 105, Training Room

**THE BANKRUPTCY COURT
WILL BE CLOSED
in Observance of Presidents Day
MONDAY 2/20/2006**

**THE CM/ECF SYSTEM WILL
REMAIN OPEN FOR FILING**



Viewing this newsletter online? Check out the hyperlinked articles!

JANUARY INFO POINT FILING NEW CASES

With the implementation of the Bankruptcy Abuse Prevention and Consumer Protection Act, there is a significant increase in the number of pleadings that must be filed at case opening. The following guidance on opening a Bankruptcy Case is offered.

[Click here for Step by Step Instructions](#)

Steps to A Properly Opened Bankruptcy

Five in a Chapter 7 Bankruptcy
Six in a Chapter 13 Bankruptcy

1. Open the BK Case & obtain a case number. *The following must be filed AFTER the case is opened and styled as a pleading. (A cover sheet may be needed if style of case is not included in information)*
2. Certificate of Credit Counseling
3. Means Test
4. Employee Income Records
5. Chapter 13 Plan
6. Click Judge/ Trustee Assignment in Cm/ECF

If more than one case is being opened, the Judge/Trustee assignment may be done once at the end of the series of case openings.

COVER SHEETS

When filing documents such as Means Test, Employee Income Records, Tax Forms, Exhibits and Certificates of Credit Counseling, please be aware that **LR 9004 (c) and Bankruptcy Rule 1005** dictate the requirement to file with a cover sheet.

A standard Caption Cover Sheet (full or short title) can be found in the Official National Forms, number B16

[Click Here for National Forms Site](#)

or from the front page of our website go to [Judge Michael/Forms/Caption Styles.](#)



Failure to file the above referenced documents with a cover sheet will result in a deficiency being issued.



TIP OF THE MONTH

New CM/ECF Docket Events & Cheat Sheet

CM/ECF version 2.7 has many new Docket Events, as well as a new Cheat Sheet. Some of the new events are:

1. **MOTION FOR ORDER** - an attorney filing a **Motion for an Issuance of Order** rather than a **Request for an Entry of an Order** should now do so with the event "FOR ORDER". This can be found in CM/ECF under Bankruptcy/Motions/For Order. In the future, filers should not use the event "Miscellaneous Relief" when filing a Motion for an Order.
2. **TRUSTEE MEETING CONCLUDED & REPORT OF NO DISTRIBUTION** should not be filed under batch filing, but rather under 341 Filings or Trustee CH 7.
3. **WISH YOU HAD A CHEAT SHEET?** Your wish has been granted. Click on Utilities/Cheat Sheet/Find Menu. A user can find the correct CM/ECF event with ease by searching a word or phrase from the pleading title. Example: searching the word Summons show a user that a Certificate of Service of Summons would be filed under Miscellaneous/Other.

FILE CREDIT CERTIFICATIONS CORRECTLY

New case filings now require two financial certificates to be filed: one at case opening and the other within 45 days after the 341 meeting (Chapter 7) or before the last plan payment (Chapter 13). Be certain that you are filing the correct certification at the correct time.

11 USC § 521(b), & 109(h) At case opening file, the Certification of Credit Counseling styled with a cover sheet and use the event **Bankruptcy/Miscellaneous/Certificate of Credit Counseling**. This should be a separate filing in CM/ECF, filed contemporaneously with, but not included in, the petition packet. Be certain to not file the Form 23 - Debtor's Certification of Completion of Personal Financial Management Course in lieu of the Credit Counseling Certificate.

11 USC § 727(a)(11) & §1328 (g) Form 23, the Debtor's Certification of Completion of Personal Financial Management Course should be filed after the day of the initial filing and within the time limits that the law prescribes. Style this Certificate with a cover sheet and use the event **Bankruptcy/Miscellaneous/Financial Management Course Completed**.

[The Reform Act table on our Website has more information about the filing of these certificates. Click Here to go there.](#)