



# The Docket Electric CM/ECF Newsletter

U.S. Bankruptcy Court, Northern District of Oklahoma

August 2009

## Friendly Filing Reminders:

**1. Corporate Ownership Statements:** If you represent a Debtor and your client is a corporation or limited liability company, a Corporate Ownership Statement should be filed on Local Form 7007.1-1. The statement should be filed concurrently with the Petition, but as a separate document. Local Rule 1007-1.

If you represent a Creditor and your client is a corporation or limited liability company, a Corporate Ownership Statement should be filed on Local Form 7007.1-1 concurrently with the first pleading filed by that corporate entity in the case.

**2. Reaffirmation Agreements:** A reaffirmation agreement must be accompanied by a completed Rule 4008 Statement, filed on Local Form 4008-1B, unless the creditor involved is a credit union. Local Rule 4008-1.

**3. Notice of Opportunity for Hearing:** When electronically filing a motion that contains "Notice of Opportunity for Hearing" language, please make sure you enter the number of days the opposing party has to respond in the textbox that appears when you are filing. Please do not bypass this entry screen.

**4. Out-of-Office Emails:** If you are going to be out of the office on vacation, etc., please be sure that an out-of-office response is not sent to this particular court email address:

[oknb\\_notices@oknb.uscourts.gov](mailto:oknb_notices@oknb.uscourts.gov).

**5. Electronic Signatures:** Unless a scanned version of a document with an actual signature is filed with the Court, the signature of a party or attorney must be typed as "s/ name". An Adobe electronic signature stamp is not considered an acceptable signature. Local Rule 9011-4 (A)

### 6. Notice/ Certificates of Service:

- When filing pleadings:

If all parties who are entitled to receive notice are served by the CM/ECF System, no additional Certificate of Service is necessary. Please check the silver ball (NEF) that appears beside the document number of the pleading you filed electronically to verify who got electronic notice (this is called the Notice of Elec-



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## LINKS:

Local Rules  
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Fillable Local Forms

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## Lunch & Learn with Judge Rasure & Judge Michael:

Mark your calendar for October 14th. This will be an opportunity to have questions you might have answered by the Judges. The Lunch & Learn will be from 11:00 to 1:30 at the Tulsa County Bar Center. Lunch will be provided at no charge. Attorneys and Staff are invited. Please RSVP by Wednesday, October 7th by emailing: Holly\_Volz@oknb.uscourts.gov. Also, if you have a topic or question you would like addressed at the Lunch & Learn, please feel free to email your topic or question anonymously in advance to: Holly\_Volz@oknb.uscourts.gov.

## Elimination of Duplicate Notices by BNC in Cases with Joint Debtors:

Effective February 23, 2009, a new Bankruptcy Noticing Center (BNC) feature eliminated the mailing of duplicate notices to joint debtors at the same address. A single copy of each notice in a jointly addressed envelope is sent to both debtors, unless a joint debtor files a "Request for Separate Notice" with the Court requesting that each spouse receive a separate copy of all notices.

## Friendly Filing Reminders cont.

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tronic Filing or the NEF). Local Rule 2002-1 (E)(1) applies to all pleadings from the initial filing to the corresponding order. Local Rule 2002-1 (E)(1).

For parties not listed on the Notice of Electronic Filing who are entitled to receive notice, the filing party must serve the pleading and shall either include a Certificate of Service in the pleading or file a separate Certificate of Service. Also note, when mailing paper copies of documents that have been electronically filed to parties who are not registered participants in the CM/ECF System, the filing party must include the first page of the Notice of Electronic Filing to provide the recipient with proof of the filing. This applies to all pleadings from the initial filing to the corresponding order. Local Rule 2002-1 (E)(2) & (E)(2)(a).

- Orders entered by the Court:

If you are the movant and the court enters a text order regarding your pleading, please be sure you are sending notice to parties who are not registered participants of the CM/ECF System if they are required to receive notice. You are only required to send the pages of the Notice of Electronic filing which contains the filing information, the docket entry and the document descriptions. Local Rule 2002-1 (E)(3).

## Electronic Filing Training Opportunities:

### Class Training:

A general 3.5 hour Electronic Filing Class is offered by the Court for up to 8 people per class. The next available sessions are September 16th, and November 18th. Attorneys and/or Staff are welcome. To sign up, please visit our website at [www.oknb.uscourts.gov](http://www.oknb.uscourts.gov). Under the "Clerk's Office" tab, go to "CM/ECF Information", then "Training", then "Sign-up for CM/ECF Training".

### One-on-One Training:

One-on-one electronic training will be available on a trial basis during the months of October & December. This training is designed to accommodate your schedule and offer you specific guidance on filing the types of pleadings and documents your practice requires you to file in CM/ECF. Attorneys and/or staff are welcome. Sessions will last no more than 2 hours, will be limited to 2 people, and will be focused on your specific training needs. To schedule one-on-one training, please call Holly Volz at 699-4005 or Wendy Curlis at 699-4012.



## Written Opinions:

The Written Opinions Report, available on PACER and CM/ECF under “Reports,” lists all opinions entered by Judges Michael and Rasure from June 2006 to date, and includes a link to each opinion. There is no charge to view an opinion selected from the Written Opinions Report.

## New CM/ECF Document Scanning Requirements:

The National Archives and Records Administration now requires that any scanned documents filed in the CM/ECF system be scanned at 300 DPI or higher. Please change your scanner settings accordingly. Because of this new requirement, the Bankruptcy Court for the Northern District of Oklahoma has increased its file size limitation from 2MB to 6MB.



## Local Forms Now in Fillable Format:

All Local forms are now set up for you to type directly onto the form. Once the relevant fields have been filled, use the “print to PDF” function. This will lock the data on the form. You are now ready to file the form in CM/ECF as you would any other document.

To access the Local forms go to: <http://www.oknb.uscourts.gov/>. Under the “Clerk’s Office” tab you will find all available forms under “Forms”. Please let us know if you find a local form that is not in fillable format by emailing us at [helpdesk@oknb.uscourts.gov](mailto:helpdesk@oknb.uscourts.gov).

## Has Your Email Address Changed?

CM/ECF Account holders must keep their e-mail address(es) up to date with the court. To update your e-mail address(es), access the CM/ECF system with your CM/ECF Login and Password. Go to the “Utilities” menu and click on “Maintain Your ECF Account”.

Select “E-Mail Information” and enter your new e-mail address(es). Next, select “Return to Account” Screen. Finally, select “Submit”.

## Judgment Book Now in CM/ECF:

As of May 1, 2009, Judgments will no longer be added to the Judgment Book on the court’s website. All Judgments are now available through CM/ECF. Login to CM/ECF. Then go to: Reports/Miscellaneous/Judgment Index and enter your search criteria.

## CM/ECF Electronic Filer Training Opportunities for attorneys and staff.

Location: Bankruptcy Court Training Room

1:00 pm to 4:30 pm on:

**September 16, 2009**

**November 18, 2009**

Please register online at

<http://www.oknb.uscourts.gov/cmreg/>

## CM/ ECF Modification Regarding the Duty to Redact:

In September 2009, CM/ ECF will have two new prompts reminding filers of their duty to redact the following:

- Social Security numbers
- Tax-Payer Identification numbers
- dates of birth
- names of minor children, and
- financial account numbers.

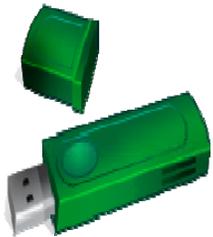
The first prompt will be at login, where a Notice of Redaction Responsibility will be displayed. The login process cannot be completed without checking the box on the last line of the Notice.

In addition, another reminder message has been added to the screen where the filer finalizes the submission of the document to be filed. That message says “Have you redacted?” No affirming keystroke is required for that message.

Filers using third- party software to prepare and file petitions should be aware that all software vendors have been alerted to the changes. Any problems you may encounter with the new prompts should be directed to your software provider.

## Computer Problems Solved:

Can't file a pleading because your computer is misbehaving? We have a solution! Any attorney or limited- use filer may bring a flash drive or jump drive to the Court with the pleadings to be filed saved on the drive. The drive may be plugged into a computer station in the Clerk's office, where you may file your pleadings electronically like you normally would.



## How to Submit an Amended Statement of Social Security Number:

The attorney's duty to redact social security numbers raises questions about the appropriate way to file an Amended Statement of Social Security Number with the Court. This type of filing should be submitted to the Court by emailing the Amended Statement to the following email address: [cmecf@oknb.uscourts.gov](mailto:cmecf@oknb.uscourts.gov)

The Court will then take the appropriate measures to docket and change the social security number without revealing any private information.

Please note an Amended Statement of Social Security Number should not be filed using CM/ ECF because all information will then be available to anyone with a login and password. If you have mistakenly filed in this manner, please keep in mind the duty to take further steps by filing the appropriate motion with the Court.

## Save a Stamp:

Electronic case filing means parties in interest can get notice of pleadings electronically, including the Judges. File- marked copies of pleadings never need to be sent to the Judges, even if their names appear on the mailing matrix for a case. So, save time and money, and remove the Judges from your hard copy mailing lists.

