



# The Docket Electric

CM/ECF Newsletter for the  
Northern District of Oklahoma  
Bankruptcy Court

June 2007

## NEW WEBSITE & CASE OPENING REQUIREMENTS

### Changes to First Day Filing and Cover Sheet Requirements

One of the discussions at the brown bag luncheon in March was the Court's requirements for case opening filings and the limitations of Bankruptcy Preparation Software.

#### Simplification of the filing process

In order to streamline the filing process, the Clerk's Office no longer requires a cover sheet for any Official National Form filed with the **Debtor's name and Case number**. This includes the Petition, Schedules, Statement of Current Monthly Income among others. This is now acceptable on the first day of filing, and on filings after the first day. This change should help optimize the use of attorneys' filing software, resulting in fewer deficiencies, and improving the appearance of the Docket Report in CM/ECF.

Please remember that this allowance applies only to Official National Forms, as well as certain Local Forms that already have a proper caption.

### NEW WEBSITE

On May 24th, the Court premiered its new Website design. The clean look and streamlined design are tailored to assist users by putting pertinent information at the forefront.

You are invited to view our new website at: [www.oknb.uscourts.gov](http://www.oknb.uscourts.gov)

Please feel free to voice your comments at the website comment link located on the homepage or by sending an e-mail to: [oknbhelp@oknb.uscourts.gov](mailto:oknbhelp@oknb.uscourts.gov)



### MAKING IT BETTER

One of the goals of our Court Clerk, Michael Williams, is to always be looking for ways to improve Electronic Case Filing. To that end, your input is always desired and appreciated.

If you have any suggestions and/or comments on ways to make the system more user friendly, please e-mail them to: [cmecf@oknb.uscourts.gov](mailto:cmecf@oknb.uscourts.gov).

### FROM THE CLERK

The comment period for the Proposed Revised Local Rules ended May 15. Thanks to all those who sent in comments on the proposed changes. Comments will be integrated in to the revision and forwarded to the U.S. District Court and Tenth Circuit Court of Appeals before the new Local Rules are official. A comparison of the old and revised Local Rules will be available on the Court's website for a period of time. Please take the time to familiarize yourself with the Court's Local Rules.

A special thanks goes to our Local Rules Committee, who spent over a year on revisions. The committee was headed by Sid Swinson, and included Lonnie Eck, Laura Frossard, Scott Kirtley, Gary McDonald, Pat Mensching, and Paul Thomas. The committee overcame many obstacles, including the passing of the BAPCPA during the rewrite.

You will notice that the Local Rules have been reformatted to comply with the new standards for local rules. Also, the CM/ECF Administrative Guide of Policies & Procedures, formerly the Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means, now follow the format of the U.S. District Court's CM/ECF Administrative Guide of Policies & Procedures. This standardization will benefit the members of the Bar and the Court.

### Training Opportunities

CM/ECF Training will be held at  
the Bankruptcy Court  
from 1:00 pm to 4:30 pm on  
**July 25th - Debtor/Creditor Combined**  
**September 12th - Debtor/Creditor Combined**  
Please register online at  
<http://www.oknb.uscourts.gov/cmreg/>

Viewing this newsletter online? Check out the hyperlinked articles!

## ATTACHING CREDITOR LISTS

When filing a Motion with an attached Certificate of Service which states that the current copy of a creditor list is attached, it is important to affix the appropriate list generated by ECF.

Running the creditor list generated by ECF routes all creditors in the case through the National Creditor Registry Service. This service substitutes any creditors preferred addresses as necessary. The Preferred Address service permits a creditor to specify a preferred mailing address to be used by all the bankruptcy courts or by particular bankruptcy courts for providing notices.

To generate this list:

**Reports/Creditor List Only/ 3 Column Format**

More information and registration for the **National Creditor Registry Service** can be found at the following link.

**<https://www.ncrsuscourts.com>**

## We are working towards Priority Status E-mails

In an effort to assist users with keeping track of important dates, Notices of Electronic Filing are now coming from the court with a priority status when related to an order, meeting or a hearing.

This presently works on some, but not all, e-mail programs.



## BANKRUPTCY FRAUD HOTLINE

The U.S. Trustee program has a link on its website to allow individuals to report suspected Bankruptcy Fraud.

From our website,

**[www.oknb.uscourts.gov](http://www.oknb.uscourts.gov)**, click on:  
**Clerk's Office/Report Bankruptcy Fraud**

## Payment Advices Certification Form

The Court is seeing many new cases filed without payment advices. A reminder to ECF users, there is a requirement to file both the Payment Advices and the Payment Advices Certification Form when opening a new case.

Miscellaneous Order # 167 states that "failure to timely file the Payment Advices Certification shall constitute cause for dismissal of a bankruptcy case."

To file payment advices and certification:

**Bankruptcy/Miscellaneous Other/Payment Advices Certification**

## ACCESSING A RESTRICTED TRANSCRIPT

A filed transcript now has restricted access for the first 7 days. Only the parties in a case are allowed to view it and request redaction. CM/ECF does not allow a **Free Look** at transcripts during this period.

When parties in a case wish to review a restricted transcript in order to request redaction, they must log in to CM/ECF, and then use their PACER login to view the transcript. Using the PACER login only will result in an "access denied" warning.

## PACER SERVICE CENTER

**PACER (Public Access to Court's Electronic Records)** provides many services for the Court's ECF users.

The PACER Service Center can assist users with:

- Browser Issues
- Troubleshooting Connection Issues
- Information on Installing Adobe Acrobat
- Information on Creating Documents Using Adobe
- Helping Users Navigate ECF Sites
- Information About Chargeable Items
- Data Quality In Specific Cases

PACER also handles the registration of Electronic Filing accounts for the Appellate Courts. Contact the PACER Service Center at <http://pacer.uscourts.gov> or by phone at 800-676-6856.