



The Docket Electric CM/ECF Newsletter

U.S. Bankruptcy Court, Northern District of Oklahoma

SUMMER 2011

Judge Rasure's Policy Concerning Certificates of Mailing to All Creditors:

When notice is required to be given to **all** creditors and parties in interest (for example, under Bankruptcy Rules 2002 or 6007), notice should be given to all persons and entities listed on the most comprehensive Official Mailing List in the case found in CM/ECF as of the date of the mailing.

The Official Mailing List is available in CM/ECF as follows:

- Query > Mailing Labels,
- Reports > Official Mailing List, or
- Utilities > Mailings > Mailing Labels by Case.

A copy of the Official Mailing List should be **attached** to the certificate of mailing indicating which persons and entities were given notice by mail.

Attorneys and other CM/ECF Users who are given notice electronically (i.e., those listed as receiving transmission on the Notice of Electronic Filing) need not be given notice by mail (see Bankruptcy Rule 9036 and Local Rule 9036-1). If notice to such users is not also given by mail, counsel should strike through those names and addresses on the Official Mailing List that is attached to the certificate of mailing.

Counsel should not type the list of creditors receiving notice on a certificate of mailing, as that requires the Court to compare the typed list with the Official Mailing List to insure proper notice was given.

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Upcoming Court Holidays:

The Court will be closed on the following dates:

- September 5th in observation of Labor Day
- October 10th in observation of Columbus Day
- November 11th in observation of Veterans Day

2012 Tenth Circuit Bench & Bar Conference Cancelled:

The Tenth Circuit Court of Appeals announced that the 2012 Tenth Circuit Bench & Bar Conference has been cancelled due to anticipated further reductions to the budget for the Judiciary. If you have specific questions about future conferences, you may contact the Judicial Resources team at 303-335-2067 or by email at CA10_JudicialConference@ca10.uscourts.gov.



Closure of Public Research Rooms at Federal Records Centers:

The National Archives and Records Administration (NARA) has announced that it will no longer provide on-site court case review services to the public at the Federal Records Centers. This change applies to all closed bankruptcy, civil, criminal, and court of appeals case files that remain in the legal custody of the courts but are physically stored at NARA's Federal Records Centers. Following the closures, NARA will continue to provide public access to court records by mail, fax, telephone, or online. For specific information regarding access to these court records go to:

<https://eservices.archives.gov/orderonline>

The schedule for the closing of the on-site case review is as follows:

July 1, 2011:

Atlanta, GA
Dayton, OH
Denver, CO
Philadelphia, PA
Seattle, WA
Suitland, MD

October 1, 2011:

Chicago, IL
Fort Worth, TX
Lee's Summit, MO
Lenexa, KS
Riverside, CA
San Bruno, CA



How to Report Bankruptcy Fraud:

The best resource for information on reporting bankruptcy fraud is the Department of Justice's website found at:
<http://www.justice.gov/ust/eo/fraud/index.htm>



The Department of Justice requests that reports of suspected bankruptcy fraud be submitted in writing and contain the following information:

1. Name and address of the person or business you are reporting.
2. The name of the bankruptcy case, case number, and the location of where the case was filed.
3. Any identifying information you may have regarding the individual or the business.
4. A brief description of the alleged fraud, including how you became aware of the fraud and when the fraud took place. Please include all supporting documentation.
5. Identify the type of asset that was concealed and its estimated dollar value, or the amount of any unreported income, undervalued asset, or other omitted asset or claim.
6. Your name, address, telephone number, and email address. You are not required to identify yourself, though it is often helpful to do so if questions arise.

You may submit your written statement in a number of ways:

● Via email to: **USTP.Bankruptcy.Fraud@usdoj.gov**

● Via mail to: **Executive Office for U.S. Trustees**
Criminal Enforcement Unit
20 Massachusetts Avenue, NW
Suite 8000
Washington, DC 20530

OR

Katherine M. Vance, Assistant U.S. Trustee
224 S. Boulder Avenue, Room 225
Tulsa, OK 74103

CM/ECF Electronic Filing Training:



- Who:** Attorneys and/or Staff
- What:** Basic training on electronic filing in CM/ECF for debtors and creditors.
- Where:** The Federal Building at 224 S. Boulder Avenue;
Bankruptcy Court Training Room
- Why:** The class is free, and attorneys and certain limited-use individuals may be eligible to receive electronic filing rights. In addition, **both attorneys and legal assistants/paralegals may be eligible to receive continuing education credit for attending this class.** * **
- When:** 1:00 pm to 4:30 pm on:
- September 14, 2011
 - October 19, 2011
 - November 16, 2011
 - December 14, 2011
- How:** Please register online on the Court's website by going to: www.oknb.uscourts.gov. Then, click "Clerk's Office"> CM/ECF Information> Training> Sign-up for CM/ECF Training.

* For paralegals: "This seminar meets the requirements of the NALA Certifying Board for Paralegals for continuing legal education credit required to maintain the CP (Certified Paralegal) credential." This class qualifies for up to 3.00 credit hours.

**For attorneys: "This course has been approved by the Mandatory Continuing Legal Education Commission of Oklahoma for a maximum of 3.00 credit hours, of which 0.50 hours are credits covering professional responsibility, legal ethics, or legal malpractice prevention.

Redaction:

The duty to redact personal data identifiers from pleadings and supporting documents rests solely with the party filing the document. Below is a table listing what constitutes proper redaction for each type of personal data.

Personal Data:	How to Handle:
Social Security Number/Taxpayer ID Number	<ul style="list-style-type: none">● Rule 9037 & Local Rule 5005-1(F): Display only the last four numbers in documents and pleadings unless otherwise required to report the entire number such as on an Amended Official Form 21 (a.k.a. "Statement of Social Security Number))."● Official Form 21 should never be electronically filed. Instead, this form should be submitted via email to the clerk's office at: cmecf@oknb.uscourts.gov. See also Local Rule 1007-1(I).
Bank Account Numbers	<ul style="list-style-type: none">● Rule 9037 & Local Rule 5005-1(F): Display only the last four numbers in documents and pleadings.
Dates of Birth	<ul style="list-style-type: none">● Rule 9037 & Local Rule 5005-1(F): Display only the year in documents and pleadings.
Names of Minor Children	<ul style="list-style-type: none">● Rule 9037 & Local Rule 5005-1(F): Display only the minor's initials in documents and pleadings. See also 11 U.S.C. §112

Should a pleading get filed without proper redaction of personal data identifiers, the filer may file a Motion to Redact. When an order is entered granting a Motion to Redact, the pleading containing personal data will be removed from the electronic docket and the filer will be instructed to re-file a redacted version of the pleading. A Motion to Redact may be filed electronically in CM/ECF by going to: Bankruptcy> Motions/Applications> Redact (pleadings or claims).

Staff Changes & CM/ECF User Account Maintenance:

Pursuant to Local Rule 9004-1(F), when a pleading or other paper is filed electronically, the ECF System will email a Notice of Electronic Filing to all parties who have requested electronic notice. The attorney who has been issued a CM/ECF login and password is responsible for designating and maintaining the email addresses where the Notice of Electronic Filing is received. Therefore, if a staff member leaves, it is the attorney's responsibility to make sure that the former staff member's email address is removed from the attorney's CM/ ECF account so that electronic notices are not sent to an invalid or inactive email account.

To add, remove, or update an email address where electronic notices are received, go to: Utilities> Maintain Your ECF Account> Email Information (tab at the bottom of the screen). Once you have updated the email address information, remember that you must select the "Return to Account Screen" tab and then also select "Submit" on the next screen for your changes to be saved in the system.

Zip Code Lookup Website:

The U.S. Postal Service has a very helpful website for researching addresses and zip codes. This might be helpful when debtor's attorneys are verifying mailing information for a petition, for example. The website is located at: <http://zip4.usps.com/zip4/welcome.jsp>.

Oklahoma Northern Bankruptcy Filings - 2008 to Present:

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2011	242	201	403	388	330	344	290						2198
2010	226	312	474	432	392	393	387	438	366	334	355	297	4406
2009	228	302	362	387	348	342	375	373	376	369	334	322	4118
2008	188	270	267	269	270	250	252	277	267	323	260	237	3130