



THE DOCKET ELECTRIC

CM/ECF NEWSLETTER FOR THE
**NORTHERN DISTRICT
OF OKLAHOMA** NOVEMBER 2005
BANKRUPTCY COURT

CM/ECF 2.7 & Bankruptcy Reform

Below are a number of pointers to assist attorneys as firms start filing Reform Act-governed cases.

1. Updated Reform Act Table on the Courts Website - To view click here.
2. Be Certain Petition & Schedules are in the Correct Order. To view the correct order click here.
3. Do not include phone numbers for Debtors.
4. File the Financial Management Course Certificate as a separate docket entry **after** filing the petition. It is not to be included in the initial petition packet. The Certificate of Credit Counseling should also be filed as a separate event.
5. When opening a Chapter 13 case BE SURE to file the Plan **before** clicking on Judge/Trustee Assignment. Failure to do so may send the 341 notice without the plan. Once all the cases for the day have been filed, click on the Judge/Trustee assignment button under Bankruptcy/ Case Opening. This will group 341's together and assist in saving attorney time.
6. The correct event to file "Payment Advices" is under Bankruptcy/ Miscellaneous/ Employee Income Records.
7. When the report from BNC (Bankruptcy Noticing Center) indicating Creditors lacking addresses is received, Attorneys should file an address change for that creditor

**ATTORNEYS MUST ATTEND CM/ECF
TRAINING TO BECOME ELECTRONIC FILERS.
ASSISTANTS AND STAFF ARE
WELCOMED AND ENCOURAGED TO
ATTEND TRAINING AS WELL**

Record Breaking Month At Bankruptcy Court

**Between 70 and 80 attorneys attended
Lunch and Learn sessions held in the weeks
leading up to the reform Act.**

**3088 Cases were filed
the week of October 10—16, 2005**

Training Opportunities

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

- December 1 - Debtor Attorneys & Staff
- December 15 - Creditor Attorneys & Staff
- January 13 - Debtor Attorneys & Staff

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



Viewing this newsletter online? Check out the hyperlinked articles!

NOVEMBER INFO POINT WITHDRAWALS

How to proceed in withdrawing is a question that often arises at the help desk.

When filing a withdrawal of a motion or pleading, the key to understanding what event to use in CM/ECF is which Judge is assigned to the case, and whether or not the Motion is "Contested".

When seeking to withdraw a motion that has drawn an objection or other response, Bankr. Rule 7041 LR 7041 applies. The instructions attached will describe in detail how to file a withdrawal

Please click on this article for in-depth CM/ECF instructions

If an attorney is seeking to withdraw from a Case. File a Motion to Withdraw as Attorney of Record.

To withdraw a claim, click on Claim Actions / **Withdrawal of Claim**.

Withdrawal of Reference - requires a \$150 fee and has its own event under Motions.

Not sure where to find an Event? Check the Cheat Sheet!

Click on Utilities/Find Menu and then type in a portion of the event you are looking for such as "Withdraw", a list of Events and where to find them in CM/ECF will be returned when a user clicks run report.

**THE BANKRUPTCY COURT WILL BE CLOSED
THURSDAY 11/24 & FRIDAY 11/25
THE CM/ECF SYSTEM WILL REMAIN OPEN FOR FILING**



AND THE WINNER IS!!!
Congratulations to
Charlotte Griggs
Winner of Our Quilt Raffle.
which raised over
\$605 for
The American Red Cross



TIP OF THE MONTH **SCANNING**

The need to scan documents has increased as a result of the Bankruptcy Reform Act.

Here are some tips to assist users with that task.

1. If the firm is using case preparation software check with the vendor. The software may have functionality built in to assist you with this task. Some of the vendors known to have this in place are EZ Filing, Best Case & New Hope (Jan 2006)
2. When scanning documents, set the scanner to 300 DPI or less, Black and White mode. This should allow the user to scan approximately 20 pages and remain under the maximum file size.
3. The maximum file size of a document that can be filed in CM/ECF is 2MB.
4. When adding attachments to a pleading be sure to watch the status bar in the internet browser. Do not attempt to attach another document until the first is completely loaded and the browser indicates DONE.



DO YOU KNOW? CM/ECF ShortCuts

Advance a Field On A Page

- Tab

Go Back One Field

- Shift + Tab

Search A Page for Text

- Ctrl + F

Browse Back One Page

- Alt + ←

Browse Forward Again One Pg

- Alt + →

Select Multiple Items From A

List - Hold Ctrl Key and
Click with Mouse

Mark a Radio Button / Check
Box

- Space Bar or Enter Key

Advance to End Of A List

- Ctrl + End