

Courthouse Connection

Newsletter of the U.S. Bankruptcy Court, Northern District of Oklahoma
Spring 2012



New Attorney Lounge Opens

A new attorney lounge was recently completed on the 2nd floor of the courthouse on Boulder. All attorneys are invited to use the lounge that is located in room 236 across from the Circuit Library. The lounge has a dining area with a refrigerator/freezer, microwave, sink, and table and chairs. The lounge also has a comfortable seating area with a television, a large work area, and two private bathrooms. All who use the lounge are asked to clean up after themselves. Wifi is currently being added to the lounge.

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Verification as to Official Creditor List

This form was revised February 2012. Please begin using this form on or before April 1, 2012.

The form can be found on the following page:

<http://www.oknb.uscourts.gov/ClerksOffice/Forms.shtml>

Reminder for Local Rule 1009-1 (c)

If creditors are added to the schedules after the service of the notice of bankruptcy case, meeting of creditors and deadlines, the debtor shall give notice to each additional creditor of the commencement of the case and all applicable bar dates and deadlines and file a Certificate of Service of such notice.

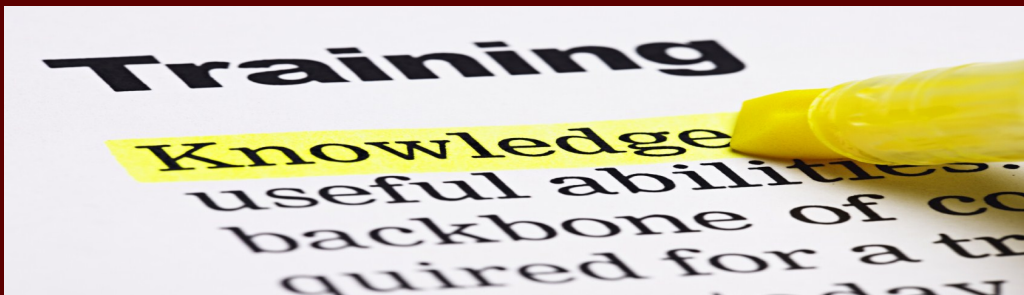


PACER Fees Increase—Effective April 1, 2012

In September 2011, the Judicial Conference of the United States authorized an increase in the Judiciary's electronic public access fee in response to increasing costs for maintaining and enhancing the electronic public access system. The increase in the electronic public access (EPA) fee, from \$.08 to \$.10 per page, will take effect on April 1, 2012. The change is needed to continue to support and improve the Public Access to Court Electronic Records (PACER) system, and to develop and implement the next generation of the Judiciary's Case Management/Electronic Case Filing system.

The EPA fee has not been increased since 2005. As mandated by Congress, the EPA program is funded entirely through user fees set by the Conference.

The Conference was mindful of the impact such an increase could have on other public entities and on public users accessing the system to obtain information on a particular case. For this reason, local, state, and federal government agencies will be exempted from the increase for three years. Moreover, PACER users who do not accrue charges of more than \$15 in a quarterly billing cycle would not be charged a fee. (The current exemption is \$10 per quarter.) The expanded exemption means that 75 to 80 percent of all users will still pay no fees.



Upcoming CM/ECF Training

CM/ECF training is mandatory for all attorneys that intend to practice in the Northern District of Oklahoma. Any staff that will have access to file in the CM/ECF system are encouraged to attend training before access is given.

April 11, 2012	1:00 p.m.
May 9, 2012	1:00 p.m.
June 20, 2012	1:00 p.m.
July 18, 2012	1:00 p.m.
August 15, 2012	1:00 p.m.
September 12, 2012	1:00 p.m.

Sign up here: <http://www.oknb.uscourts.gov/attyreg/index.cgi?c=OKNB>

Three tips for Success

- 1. Always do a zip code lookup before filing your case.** We continue to receive petitions that should not be filed in the Northern District. Some cities, such as Broken Arrow are split between the Northern and Eastern Districts. We use the zip code locator provided by the postal service to determine the county, and would recommend attorneys take the extra minute to do the same. A link to this service can be found on our website under Helpful Links, or <https://tools.usps.com/go/ZipLookupAction!input.action>
- 2. Confirm the quality of pdf before submitting to the Court.** When attaching your pleading in the filing process, please take an extra minute to open the pdf before attaching to the system. Many times we receive blank, unreadable, or incorrect pleadings filed. To view the document before submitting, right click on the file and then select open before attaching your pleading to the system.
- 3. Check your scanner settings.** The requirement for any scanned documents is 300 dpi or higher. Please take a moment to make sure your scanner is set appropriately before scanning and filing any pleading.



Filing Agents

Some attorneys use paralegals or legal assistants to assist in filing documents in CM/ECF. Previously, there was no way to link multiple accounts to the same attorney, thereby allowing paralegals to docket on behalf of the attorney. Now, a new user type is available, called "Filing Agent". An attorney or trustee may link to several filing agents, so that when an agent files on behalf of the attorney, the docket text shows the attorney name; however, the name of the Filing Agent is captured in the CM/ECF system for recording purposes. The option to associate multiple filing agents is available for attorney, trustee and US Trustee user groups.

Selecting a Filer

If an agent works for only one filer, the agent's transactions are always made on behalf of that filer. However, if a filing agent works for more than one filer, the agent must select the desired filer from a drop-down list upon logging into the application. The selection made upon login can be changed at any time without logging out, as described below.

Changing Filers

When the agent is logged in on behalf of an associated filer, the name of the filer is displayed on the menu bar to avoid confusion.

If the filing agent is associated with more than one attorney or trustee, a *Change user* button appears on the menu bar; this button displays a list of all possible filers; clicking a name changes the user.

Filing Output and Display

In an entry filed by an agent, the docket text and all associated information indicate that the entry was filed by the filer himself; no indication is made that it was filed by an agent. However, this information is logged and available to court users and filers with agents. Throughout most of the application, the agent's name does not appear; the exceptions are the System Transactions Report for court users and the Transaction Log for the filer.

Transaction Log

For a filer with one or more associated agents, a new "User" filter now appears on the Transaction Log report. This filter lists the filer's name, as well as the names of all associated agents for that filer. By selecting all names listed, the filer can view all transactions logged in his name, either by the filer himself or by one of his agents. An additional "Filing agent" sort option appears when filing agents are present.

If more than one name is selected from the list, entries made by agents include the agent's name in the "Id" column.

Noticing

In an entry filed by an agent, the docket text and all associated information indicate that the entry was filed by the filer himself, no indication is made that it was filed by an agent. However, this information is logged and available to court users and filers with agents. Throughout most of the application, the agent's name does not appear; the exceptions are the System Transaction Report for court users and the Transaction Log for the filer.

Rule 11 & 9011 Information

If using a Filing Agent, Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011 will apply. Every pleading, motion and other paper (except lists, schedules, statements or amendments thereto) filed on behalf of a represented party shall be signed by at least one attorney of record. The electronic filing of a petition, pleading, motion or other paper by a Filing Agent shall constitute the signature of the attorney the document is filed on behalf of under Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011.

Maintaining Filing Agents

Filing agent associations will be maintained by the court. To add a Filing Agent to your account, the Filing Agent must complete Form C and be certified to file electronically by the Court.

Attorneys may choose to allow Filing agents to make internet payments on behalf of the filer. Regardless of filing permissions, an agent is not able to view or file restricted or sealed documents or docket entries.

For more information on Filing Agents

Please contact:

Shelly Keeler at shelley_keeler@oknb.uscourts.gov or 918-699-4018, or
Andrea Redmon at andrea_redmon@oknb.uscourts.gov or 918-699-4050.

To obtain a copy of Form C, please click on the link below:

<http://www.oknb.uscourts.gov/ClerksOffice/CMECFInfo/Register.shtml>