



**Middle District Bankruptcy Bar Association Conference
CM/ECF Updates and Court Hearing Scheduler (CHS) Review**

June 13, 2014

- I. Welcome and Introduction
- II. CM/ECF Updates
 - A. Filing Fee Changes effective 06/01/2014
 - B. Proposed Amendments to local rules effective 08/01/2014
 - 1. LBR 2002-1(c) (Notices by Ch. 7, 11, 12 or 13 Trustees)
 - 2. LBR 2002-1(d)(3) (Notice of Rescheduled §341 Meeting)
 - 3. LBR 3015-2 (Ch. 12 or 13 - Amendments to Plans)
- III. Court Hearing Scheduler (CHS)
 - A. What is CHS and how do you use it with ECF?
- IV. Obtaining Assistance from the Clerk's Office
 - A. What's the difference between ECF HelpDesk and ECF Event Help?
- V. Question and Answer



US Bankruptcy Court Middle District of Pennsylvania

**CM/ECF Updates and
Court Hearing Scheduler (CHS)**



Panelists

- Terrence S. Miller, Clerk of Court
- Belinda Wagner, Operations Supervisor
- Cindy Boyle, Operations Supervisor
- Sue Frisch, Applications Administrator
- Carol Stefano, Technical Support Assistant

Filing Fee Changes (06/01/14)

- Adversary complaint increased to \$350
- New case filing fees
 - Ch. 7 increased to \$335
 - Ch. 12 increased to \$275
 - Ch. 13 increased to \$310
 - Ch. 9, 11 and 15 increased to \$1717
- Motions to Sever a Joint Case
 - Ch. 7 increased to \$335
 - Ch. 12 increased to \$275
 - Ch. 13 increased to \$310
 - Ch. 9, 11 and 15 increased to \$1717

Revised Fee Schedule on Court's website (www.pamb.uscourts.gov)
under **Court Info > Financial (Filing Fees)**

Proposed Amendments to Local Rules

Effective 8/1/14

LBR 2002-1(c)

Notices by a Chapter 7, 11, 12, or 13 Trustee. Generally, ~~the clerk will serve~~ **provide** any notice required to be served on all parties in interest by a chapter 7, 11, 12, or 13 trustee. **Notwithstanding the above, a chapter 7 trustee pursuing assets is required to provide notice to all creditors and parties in interest, under these rules or under the Federal Rules of Bankruptcy Procedure, of the following**

- (1) a trustee's application for compensation;
- (2) an attorney for trustee's application for compensation;
- (3) any notice of sale; and
- (4) notice of a trustee's final report, if the net proceeds realized exceed \$1,500.00.

LBR 2002-1(d)(3)

Notice of § 341(a) Meeting.

Notice of Rescheduled ~~or Continued~~ Meeting. ~~Except for pro se debtor(s),~~ If the meeting under 11 U.S.C. § 341(a) is rescheduled ~~before the meeting is called to order,~~ notice ~~must be given to all parties in interest by the clerk~~ of the rescheduled meeting must be given to all parties in interest by the party requesting the rescheduled meeting. When rescheduling is caused by inclement weather, Acts of God, or the Debtor's failure to file required documents, the clerk will provide notice of the rescheduled meeting. However, in each case for a pro se debtor, the clerk must provide notice of the rescheduled meeting to all parties in interest.

LBR 3015-2(c)

Chapter 12 or Chapter 13 - Amendments to Plans.

(c) Filing and Service of Chapter 12 or Chapter 13 Amended Plan - Pre Confirmation by a CM/ECF Filer.

If an amended plan is filed after the clerk's office notices the initial confirmation hearing but prior to the confirmation of the plan, a CM/ECF filer may request a new confirmation hearing date by using the self-scheduling procedures as set forth in L.B.R. 9002-1. At the time the amended plan is filed, the CM/ECF filer must provide a copy of the amended plan to each party on the mailing matrix, either by U.S. mail or electronically through the CM/ECF system. ~~If an amended plan is filed after noticing of the confirmation hearing but prior to confirmation of the plan, the debtor will provide a copy of the amended plan to each party on the mailing matrix. Unless service is made electronically through the CM/ECF system, the debtor shall mail a copy of the amended plan to each creditor and party in interest. The Clerk will issue and send to the parties a notice setting confirmation objection and hearing dates for the amended plan.~~

LBR 3015-2(e)

(e) Modification of the Chapter 12 or Chapter 13 Plan After Confirmation by a CM/ECF Filer.

After a plan has been confirmed, a motion may be filed to modify the confirmed plan. The proposed modified plan and a proposed order must be attached to the motion to modify. ~~an amended plan may be filed.~~

~~Then, a CM/ECF filer must file a motion to modify a confirmed plan.~~

~~CM/ECF will provide an objection date for any objections to the amended plan.~~

Replacing (d) *Modification of the Plan After Confirmation.*

A debtor who seeks to modify a plan after confirmation must do so by filing a motion to modify the plan with a copy of the amended plan and a proposed order.

LBR 3015-2(f)

(f) Service of Chapter 13 Amended Plan After Confirmation by a CM/ECF Filer.

An amended post confirmation plan and a passive notice containing the objection date must be provided to each creditor and party in interest, either by U.S. mail or electronically through the CM/ECF system. If an amended plan is filed that alters the treatment of the claims of a limited number of creditors, the debtor may be excused from serving the motion, notice, and amended plan on all creditors by filing [L.B.F. 3015-2\(a\)](#), certifying that service has been made on the affected creditors. Further, if an amended plan is filed to alter funding of the plan or to make technical amendments, but does not affect the payment of any creditor's claim, the debtor may be excused from serving the motion, notice, and amended plan on all creditors by filing [L.B.F. 3015-2\(b\)](#), certifying the limited changes to the confirmed plan.

LOCAL BANKRUPTCY FORM 3015-2(a)

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE MIDDLE DISTRICT OF PENNSYLVANIA**

IN RE:

Debtor(s) : CHAPTER 13
: CASE NO. ___-___-bk-_____
:
:
:

**CERTIFICATION REGARDING SERVICE OF AMENDED CHAPTER 13 PLAN
(Altering Treatment of Claims)**

The undersigned, counsel for the above-captioned Debtor(s), hereby certifies that the _____ Amended Chapter 13 Plan filed on _____ proposes to alter the treatment of the claims of the following creditors included in the confirmed Chapter 13 Plan:

I further certify that notice of the filing of the _____ Amended Chapter 13 Plan has been served on the above listed creditors and the Chapter 13 trustee, **as evidenced by the attached certificate of service**, and that no other party, other than the creditors listed above, will be affected by the provisions of the _____ Amended Chapter 13 Plan.

Counsel for Debtor(s)

Dated: _____

LBR 9013-2

No change to this rule.

Certification of Service.

In accordance with the procedures set forth in the [Miscellaneous Order 5:05-mp-50007](#) and the [Administrative Procedures](#) available on the court's website (www.pamb.uscourts.gov), each document filed with the court must include a certificate of service containing the following information as to any paper filers on which service has been made:

- (a) the title of the paper served;
- (b) the names and addresses of all persons upon whom the paper has been served;
- (c) the entities the persons served represent; and
- (d) a description of when and how service was made.

- New text entry “Plan Payments Completed”
- Read the red lined version of the Proposed Local Rule Changes. It is very easy to pick out what has changed and then you will know what is affecting you.
- Visit our website to see recent updates and changes or subscribe to the RSS feed.
- Keep yourself informed.
- Get familiar with CHS
- Check our filing instructions and then call or email us for help. It’s why we are here.

Court Hearing Scheduler (CHS)

What is CHS and how do you use it
with ECF?

LBR 9002-1

Self-Scheduled ~~ing~~ ~~Contested Matters~~.

(a) *Filing a Self-Scheduled ~~Matter ing Motion~~.* When a motion **or other document** is filed using self-scheduling, the electronic filer ~~shall~~ **must** use the Courtroom Hearing Scheduler (“CHS”).

(b) *Self-Scheduled Matters.* A list of the matters that may be self-scheduled, as well as the filing procedures, are posted on the court’s website under the Self-Scheduling Hearings button. (www.pamb.uscourts.gov).

(c) *Matters Which Cannot Be Self-Scheduled.* No matters other than those listed under the Self-Scheduling Hearings Button can be self-scheduled.



UNITED STATES BANKRUPTCY COURT Middle District of Pennsylvania

Honorable Mary D. France, Chief Judge | Terrence S. Miller, Clerk

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Welcome

Welcome to the official website for the United States Bankruptcy Court for the Middle District of Pennsylvania. We have offices in Wilkes-Barre and Harrisburg.

Case Administrator Search

Enter the last two digits of the case number (term digits) below to contact a case administrator

Court Locations

Wilkes-Barre

274 Max Rosenn U.S. Courthouse ([directions](#))
197 South Main Street
Wilkes-Barre, PA 18701

570-831-2500
877-298-2053
570-829-0249(Fax) [**Click here for provisions regarding transmitting facsimile documents to the court](#)



[Court Calendars](#)



[Local Rules & General Orders](#)



[Self-Scheduling Hearings](#)



[Matter Hearing Dates \(CHS\)](#)



[Filing Instructions](#)



[Noticing Information](#)



[Guide to Docketing & Noticing](#)

News & Announcements

Fri, 2014-06-06

[Electronic Proof of Claim System \(ePOC\)](#)

Effective June 6, 2014, Proof of Claims, Amended Claims and Withdrawal of Claims in all cases, in all chapters can be filed electronically using CM/ECF or through the Court's website without a login using an...

Sat, 2014-05-31

[Increased Filing Fees Effective 06/01/2014](#)

The Judicial Conference has approved changes to the federal court miscellaneous fee schedules effective June 1, 2014. [More »](#)

Tue, 2014-04-29

[Procedural Change re: Request to List](#)

Self-Scheduling Hearings

Self-Scheduling Hearings

Self-Scheduling a Hearing in CM/ECF

Filers unfamiliar with the self-scheduling process are encouraged to watch a video demonstration of how to self-schedule a hearing in CM/ECF. The video demonstration is available by clicking [here](#).

Obtaining Hearing Dates

Filers can access the [Matter Hearing Dates \(CHS\)](#) page of this Court's website to obtain objection and hearing information for their notice prior to e-filing the pleading in CM/ECF.

The hearing information in the filer's notice should match the hearing information that is selected when the pleading is e-filed in CM/ECF.

Filing Instructions for Self-Scheduled Matters

[Adequate Protection](#)
[Automatic Stay \(Relief from\)](#)
[Cash Collateral \(Use or Prohibit Use\)](#)
[Compel](#)
[Convert Ch. 11 to Ch. 7](#)
[Convert Ch. 11 to Ch. 12 or 13](#)
[Deconsolidate](#)
[Dismiss Case/Party and/or Convert Ch 11 to Ch 7 \(11 U.S.C. §§ 1112\(a\) OR 1112\(b\)\)](#)
[Dismiss Case/Party and/or Convert Ch 11 to Ch 12 or 13 \(11 U.S.C. § 1112\(d\)\)](#)
[Dismiss Ch. 11 Case \(11 U.S.C. § 1112\(e\)\)](#)
[Dismiss Ch. 12 Case/Party \(11 U.S.C. § 1208\)](#)
[Dismiss Ch. 13 Case/Party \(11 U.S.C. § 1307\)](#)
[Dismiss Ch. 13 Case by Trustee \(11 U.S.C. §§ 521\(i\) and 1307\(c\)\)](#)
[Dismiss Ch. 13 Case by Trustee \(11 U.S.C. §§ 521\(i\) and 1307\(c\)\) \(material default OR tax returns\)](#)
[Dismiss Ch. 7 Case/Party \(11 U.S.C. §§ 521 and 707\(a\)\)](#)
[Dismiss Ch. 7 Case \(11 U.S.C. § 707\(b\)\)](#)
[Executory Contracts of Unexpired Leases, Assume or Reject](#)
[Extend Time of Claims Bar Date \(File a Late Claim\)](#)
[Incur Debt/Obtain Credit](#)
[Modify Plan \(Post Confirmation\) by Trustee](#)
[Substantive Consolidation](#)
[Value Collateral](#)

Matter Hearing Dates (CHS)

Provides the objection date and hearing dates for self scheduled matters



**U.S. Bankruptcy Court
Middle District of Pennsylvania**

**Court Calendar (v2.0)
[Public Access]**

This program provides motion hearing dates. After selecting the motion you are filing, the program will calculate the proper objection deadline based on Federal and local rules. This date, not a period of time, is to be included in your notice. Please enter the case number and the date that the Notice of Motion was served. Click the **Continue** button to bring up the Motion Selection screen. Select a motion type and the program will list all hearing dates that are possible after the objection period has run. Do not delay docketing the motion in the CM/ECF as the hearing date may no longer be valid if you wait.

Case and Date Entry	
Office Number:	<input checked="" type="radio"/> 1 (Harrisburg) <input type="radio"/> 4 (Williamsport) <input type="radio"/> 5 (Wilkes-Barre)
Case Number:	<input type="text"/>
Case Type:	<input checked="" type="radio"/> Bankruptcy <input type="radio"/> Adversary
Date Notice Served:	<input type="text"/>

Continue

To see a list of future Motion Hearing Dates for each Judge, click [Here](#).
These dates are provided for planning and convenience purposes only.

Screen 1 of 3

Enter the Case and Date Information

Matter Hearing Dates (CHS)

Provides the objection date and hearing dates for self scheduled matters

Select the motion you are filing; then click
Next.

- Adequate Protection
- Automatic Stay (Relief from) *without concurrence*
- Cash Collateral (Use or Prohibit Use)
- Compel
- Deconsolidate
- Dismiss Ch. 11 Case (11 U.S.C. § 1112(e))
- Dismiss Ch. 11 Case/Party and/or Convert to Ch. 7 (11 U.S.C. §§ 1112(a) or 1112(b))
- Dismiss Ch. 11 Case/Party and/or Convert to Ch. 12 or 13 (11 U.S.C. § 1112(d))
- Dismiss Ch. 12 Case/Party (11 U.S.C. § 1208)
- Dismiss Ch. 13 Case/Party (11 U.S.C. § 1307)
- Dismiss Ch. 13 Case by Trustee(11 U.S.C. §§ 521(i) and 1307(c))
- Dismiss Ch. 13 Case by Trustee(11 U.S.C. §§ 521(i) and 1307(c)) (material default OR tax returns)
- Dismiss Ch. 7 Case/Party (11 U.S.C. §§ 521 and 707(a))
- Dismiss Ch. 7 Case (11 U.S.C. §§ 521 and 707(a)(3))
- Dismiss Ch. 7 Case (11 U.S.C. § 707(b))
- Executory Contracts of Unexpired Leases, Assume or Reject
- Extend Time of Claims Bar Date (File a Late Claim)
- Incur Debt/Obtain Credit
- Modify Plan (Post Confirmation) by Trustee
- Substantive Consolidation
- Value Collateral

Next

Screen 2 of 3

Select the type of approved self-scheduled matter being filed.

Matters **NOT** listed cannot be self-scheduled.

Matter Hearing Dates (CHS)

Provides the objection date and hearing dates for self scheduled matters

U.S. Bankruptcy Court Middle District of Pennsylvania

06/11/2014 at 1:00 PM

In the Notice of Motion include the objection due date listed below and choose one of the listed hearing dates. Hearing dates are current as of the above date and time. However, if you delay docketing the motion in CM/ECF, the hearing date may no longer be valid.

Automatic Stay (Relief from)

Office Number	1 (Harrisburg)
Case Number	14-1
Judge	Opel
Trustee	DeHart, III (Trustee)
Service Date	06/11/2014
Objection Due Date	06/28/2014

Valid Hearing Dates and Times

07/16/2014 at 09:30 am - Courtroom 2, 197 S Main St, Wilkes-Barre, PA - 29 matter(s) set
07/17/2014 at 10:00 am - 3rd & Walnut Sts, 3rd Fl Courtroom, Harrisburg, PA - 23 matter(s) set
08/07/2014 at 09:30 am - Courtroom 2, 197 S Main St, Wilkes-Barre, PA - 1 matter(s) set
08/21/2014 at 10:00 am - 3rd & Walnut Sts, 3rd Fl Courtroom, Harrisburg, PA - 1 matter(s) set
09/11/2014 at 09:30 am - Courtroom 2, 197 S Main St, Wilkes-Barre, PA - 0 matter(s) set
09/18/2014 at 10:00 am - 3rd & Walnut Sts, 3rd Fl Courtroom, Harrisburg, PA - 0 matter(s) set
10/09/2014 at 09:30 am - Courtroom 2, 197 S Main St, Wilkes-Barre, PA - 0 matter(s) set
10/16/2014 at 10:00 am - 3rd & Walnut Sts, 3rd Fl Courtroom, Harrisburg, PA - 0 matter(s) set

Return

The objection date displayed has extra days added to it for mailing per the Federal Rules of Bankruptcy Procedure.

Screen 3 of 3

Objection date and hearing dates, times and locations to be used in the Notice.
REMINDER: Filers are to select the SAME hearing date, time and location in ECF.

CHS and ECF

Live demonstration of e-filing a motion and self-scheduling a hearing in CM/ECF.

IMPORTANT REMINDERS:

1 – If the docket event does NOT prompt to self-schedule a hearing, then the Notice being served by the filer should NOT contain a hearing date, time or location.

2 – Only the matters listed on the Self-Scheduling Hearings page of the Court's website are to be self-scheduled. If the matter is not listed, it is NOT to be self-scheduled.

Obtaining Assistance from the Clerk's Office

What's the difference between
ECF HelpDesk and ECF Event Help?

Who Do you Contact?

Case Administrator Search



Text Size: - A +

 UNITED STATES BANKRUPTCY COURT
Middle District of Pennsylvania
Honorable Mary D. France, Chief Judge | Terrence S. Miller, Clerk

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Welcome

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Case Administrator Search

Enter the last two digits of the case number (term digits) below to contact a case administrator

 Court Calendars
 Local Rules & General Orders
 Self-Scheduling Hearings

News & Announcements

Fri, 2014-06-06

[Electronic Proof of Claim System \(ePOC\)](#)

Effective June 6, 2014, Proof of Claims, Amended Claims and Withdrawal of Claims in all cases, in all chapters can be filed electronically using CM/ECF or through the



UNITED STATES BANKRUPTCY COURT Middle District of Pennsylvania

Honorable Mary D. France, Chief Judge | Terrence S. Miller, Clerk

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Home » Court Info

Contact Us

Contact Us Form

	Wilkes-Barre	Harrisburg
Main Line	570-831-2500	717-901-2800
Toll Free	877-298-2053	888-531-9485
Click here for Case Administrator Contact Information		
VCIS (automated voice case information)	1-866-222-8029, Enter 72 for PA, then 1 for PA Middle	
After-Hours-Fax - *Use allowed only under the Local Rule 5005-5	570-829-0249	717-901-2822

CM/ECF Contact Information

	Wilkes-Barre	Harrisburg
ECF Help Desk	570-831-2530	717-901-2812
ECF Help Desk via E-Mail		
ECF Event Help via E-mail*		

***ECF Event Help** - When docketing a pleading, if you cannot find an appropriate event, if events available do not describe your pleading or relief you are seeking, or if an event needs more functionality for you to e-file a document, please click [here](#) to send an e-mail describing your problem to the CM/ECF Event Help mailbox and someone will get back to you as soon as possible. This e-mail address was set up to enable attorneys and their staff to provide prompt feedback to the clerk's office so these issues can be addressed promptly and consistently.

Please Note: Requests for new events or modifications to existing events will not occur immediately or may not be possible. A member of the clerk's office staff may contact you to discuss the specifics of your request.

Who Do you Contact?

HelpDesk or CM/ECF Event Help

Question: How do I remove the SSN from my petition that was filed today? I forgot to file it separately.

Contact → HelpDesk

You can file a motion to redact and include your redacted page as well as a proposed order granting the redaction.

Who Do you Contact?

HelpDesk or CM/ECF Event Help

Question: I need to file a motion to amend an adversary caption because a defendant's name was spelled incorrectly. I can't find the event to use.

Contact → CM/ECF Event Help

Provide the case number so that a generic motion can be temporarily made available for use in case.

Who Do you Contact?

HelpDesk or CM/ECF Event Help

Question: I filed a motion to avoid a lien and forgot to attach the proposed order. What should I do?

Contact → HelpDesk

Docket the proposed order using the event **Bankruptcy > Miscellaneous > Exhibit** and attach the proposed order (only). You will relate this back to the motion to avoid a lien.

Who Do you Contact?

HelpDesk or CM/ECF Event Help

Question: How do I know if I should include a hearing date in my notice of motion to avoid a lien?

Contact → HelpDesk

Please refer to our website and the **Filing Instructions > Motions, Applications, Contested Matters > Lien Avoidance** documentation.

Who Do you Contact?

HelpDesk or CM/ECF Event Help

Question: I need to file a “Motion to Compel Immediate Payment of Rent for Unexpired Lease of Nonresidential Real Property”. I tried to use the motion to compel event but my scenario was not listed. What should I do?

Contact → CM/ECF Event Help

Provide the case number so that a generic motion can be temporarily made available for use in case.

Who Do you Contact?

HelpDesk or CM/ECF Event Help

Question: I have a suggestion about adding additional wording into the “Motion to Redeem” docket event. Who do I notify?

Contact → CM/ECF Event Help

The Dictionary Committee reviews the feasibility of suggestions at its monthly meetings. After a suggestion is reviewed, the submitter is contacted with the result.



US Bankruptcy Court Middle District of Pennsylvania

Questions & Answers