CM/ECF Release 4.1 and 4.2 for External Users

Introduction

This document summarizes the changes you will notice when CM/ECF has been updated to Release 4.1 and 4.2. The titles in **red** indicate what differences you will see based upon the type of user you are.

Internet Browsers - ALL USERS

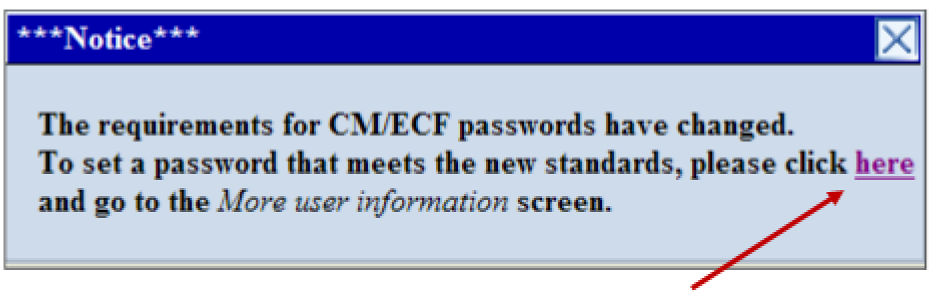
Release 4.1 and 4.2 were tested and work correctly with Firefox 3.5, and Internet Explorer 7 and 8. Mozilla Firefox 2 and Internet Explorer 6 are **no longer supported**.

Password Security - ALL USERS

Password security has been improved. All CM/ECF passwords must be a minimum of 8 characters, and must include both upper- and lower-case alphabetic characters and at least one digit or special character [e.g., 0-9, @, #, $, %, &, *, +, :].

Additionally, after five invalid login attempts, your account is locked out for a five-minute waiting period. Each subsequent invalid entry increases the resulting lockout period.

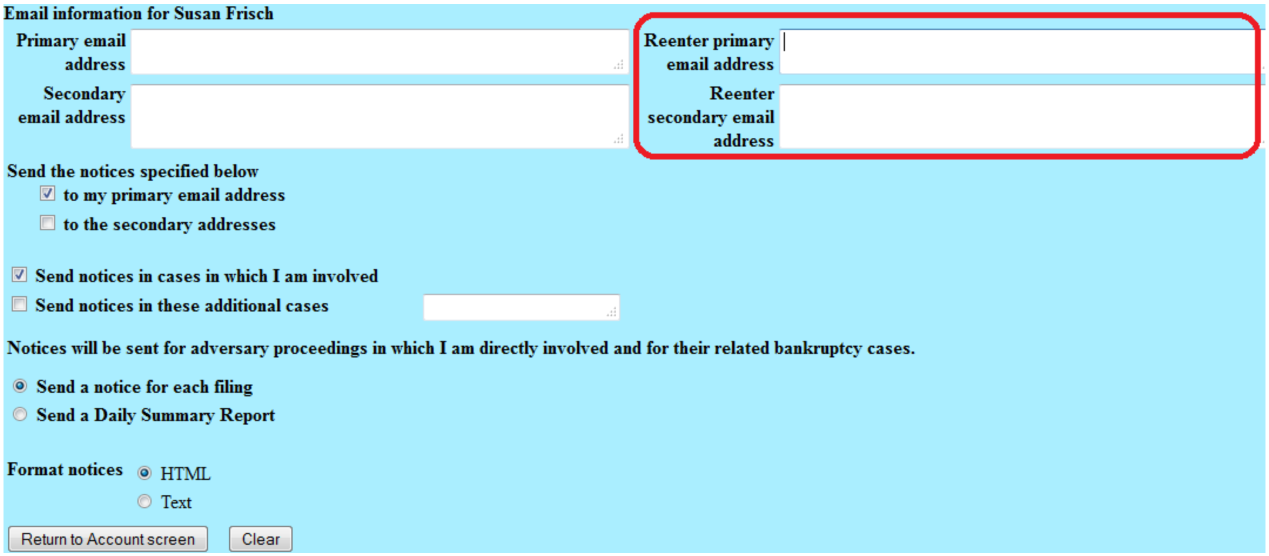
The **first time you log in**, you will see the following message if you are able to maintain your own account; if not, a similar message will appear:



Click the link within the message to change your password.

Maintain Your ECF Account (E-Mail Notification) – ALL USERS

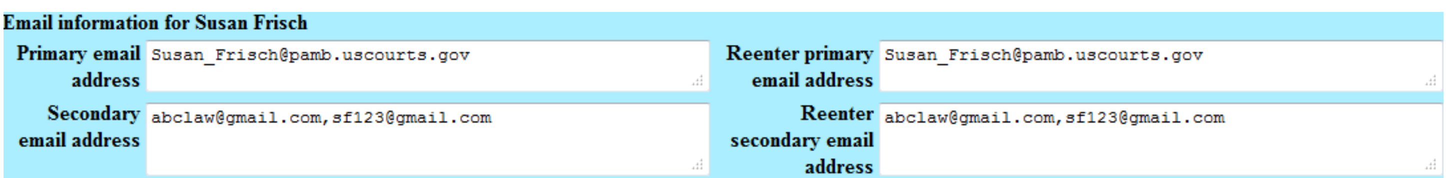
The Notice of Electronic Filing has been improved. You will be prompted to enter your primary and secondary email addresses twice; the address is not saved until the fields match.



NOTE - **Limited Creditor Users now have the option to receive email notification of filings**

Secondary Email Addresses – ALL USERS

After the upgrade, you now need to enter your primary and secondary email addresses twice for validation purposes. If you wish to have more than one secondary email address you must separate the addresses by commas. In the past you were allowed to enter them on multiple lines but this is no longer permitted. Please see the screenshot below.



Adversary Case Opening – ATTORNEYS

Previously, an attorney opening an adversary proceeding was able to add the defendant's attorney to the case while adding the defendant. Now, the *Attorney* opening the adversary will <u>not</u> be able to add the attorney for the defendant.

Claims - ALL USERS

Claim Filing – Proof of Claim

- The Proof of Claim entry screen text and formatting have been modified to match the B10 form. As such, the amount claimed and amount allowed totals are no longer automatically calculated. Instead, the "Amount claimed" and "Amount allowed" fields constitute the totals of the various amounts claimed and allowed; the user enters the totals in these fields. A message has been added to remind users to enter the claim value.

- Proof of Claim notices/receipts previously did not show the types of claim amounts requested. Now the amounts provided are as follows: Amount Claimed, Amount Secured, and Amount Priority.

- The "*File another claim*" hyperlink was previously displayed at the bottom of the Proof of Claim receipt. Now the hyperlink has been moved to the top of the receipt for easier access.

Claims Activity

- For any closed case, the case closed date is displayed next to the case number on the report output.

- Previously, when a claim was transferred via a Transfer Agreement, the filer to whom the claim was transferred was listed as the filer of the original claim. This was incorrect, and inconsistent with the information displayed on the Claims Register. Now the original filer name is displayed for the original claim, and the filer to whom the claim was transferred is listed for subsequent claim actions.

Claims Register

- Previously, the "Entered by" field displayed the original filer, even if a more recent claim amendment or part was entered by a different user. Now the "Entered by" field displays the filer of the most recent claim record.

Noticing – ALL USERS

- The BNC Certificate of Notice now includes all entities selected as form recipients who received a Notice of Electronic filing through CM/ECF, along with the date of electronic notification and the entity's name and email address.

- BNC bypass notices of undeliverable addresses, presently sent through the U.S. Mail to debtor's counsel, will now be electronically sent to debtor's counsel using the email address that is recorded in CM/ECF for the debtor's attorney.

- The title of the PDF Certificate has been changed to "Imaged Certificate of Notice" rather than "Imaged Certificate of Service".

- The BNC will begin sending the **debtor's attorney** an email containing a secure hyperlink to the 341 notice in place of printing and sending the notice via the United States Postal Service.

Query - ALL USERS

- When a name search is made, additional information is now displayed on the results page to allow a user to select the correct case.

- For each name result, a row of information is displayed for each case in which that person is involved.

Select a Case

There were 3 matching persons.

There were 7 matching cases.

Name	Case No.	Case Title	Chapter / Lead BK case	Date Filed	Party Role	Date Closed
Jacobs, Lisa (pty) (4 cases)	1:11-ap-00005	The Internal Revenue Service v. Jacobs	*Lead BK:* 1:11-bk-00111-MDF Lisa Jacobs	03/17/11	Defendant	N / A
	1:11-ap-00006-MDF	Commerce Bank v. Jacobs	*Lead BK:* 1:11-bk-00111-MDF Lisa Jacobs	03/21/11	Defendant	N / A
	1:11-ap-00008-MDF	Smith v. Jacobs	*Lead BK:* 1:11-bk-00111-MDF Lisa Jacobs	03/22/11	Defendant	N / A
	1:11-bk-00111-MDF	Lisa Jacobs	7	03/17/11	Debtor	N / A
Jacobs, Lisa (pty) (2 cases)	5:05-ap-50200-JJT	Jacobs et al v. IRS	*Lead BK:* 5:05-bk-50425-JJT Jacob Jacobs and Lisa Jacobs	11/04/05	Plaintiff	N / A
	5:05-bk-50425-JJT	Jacob Jacobs and Lisa Jacobs	13	11/04/05	Joint Debtor	N / A
Jacobs, Lisa M. (pty) (1 case)	5:05-bk-50302-JJT	Frank R. Jacobs and Lisa M. Jacobs	13	06/17/05	Joint Debtor	N / A

Miscellaneous – 'Enter' Key Function – ALL USERS

If you wish to use the keyboard rather than the mouse, pressing the **Enter** key now gives the same result as clicking the button that submits the screen. Pressing the space bar also works if the focus is on the button that submits the screen. This key action was previously available on a number of screens throughout the application, but has been enhanced to be available on all screens.

Docketing – Display and Selection of County Codes – ALL USERS

Previously only counties in Pennsylvania displayed throughout the application. Now on party information screens, all U.S. counties are available for selection. The county list automatically displays all counties in the state associated with the party's address. The county format throughout the application has changed to include the two-letter state abbreviation (ex. DAUPHIN-PA).

Reports – ALL USERS

Docket Activity

- The report is now limited to a range of 31 days. This prevents internet users from unintentionally requesting a large data set, which would result in an unnecessarily large PACER fee.

- Previously the check box "Only cases to which I am linked" displayed only for attorneys. It is now displayed for trustees and US Trustee users too.

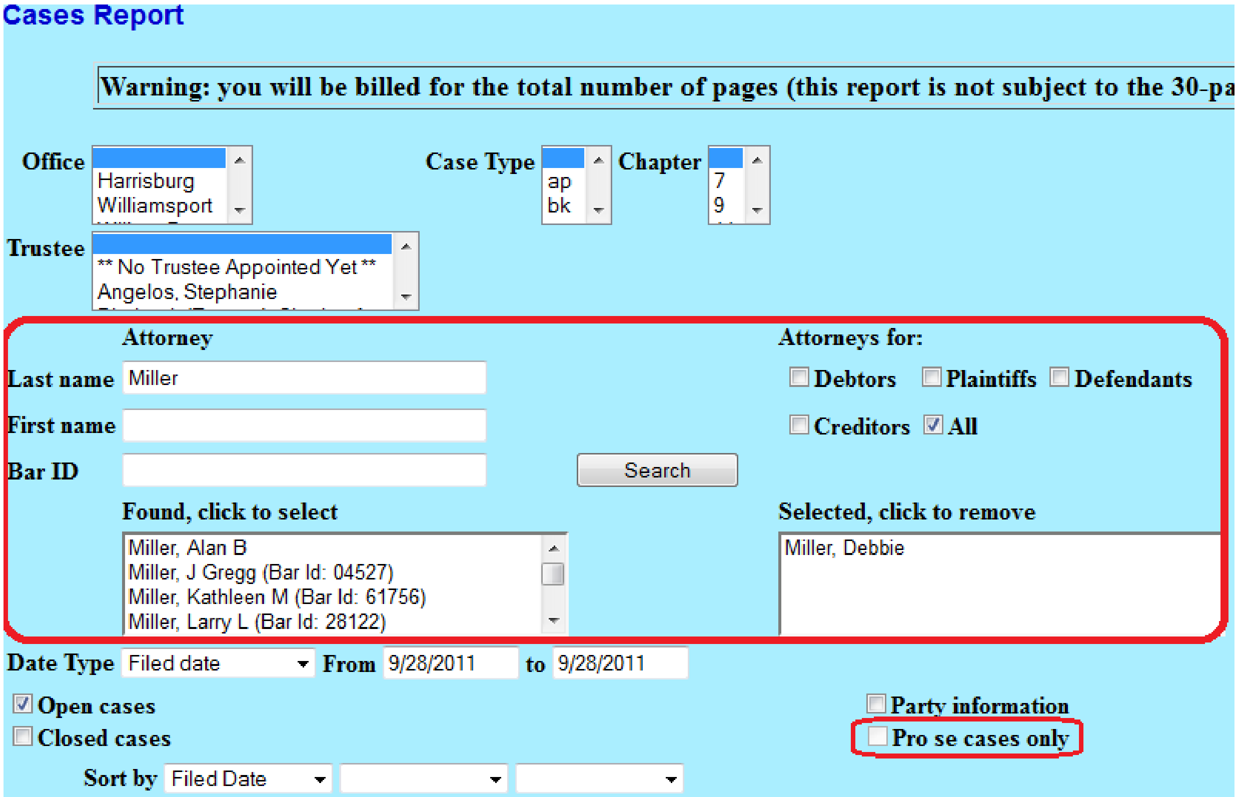
Docket Report

- The county of residence is now displayed along with the address information on the report output for debtors and joint debtors.

- The "Show Associated Cases" link will now only appear when the case being viewed has an active association.

Cases Report

- An option to filter the report by attorney name or Bar ID now appears on the selection screen. When a name is entered, a list of matching attorney names is displayed, of which you may select one or more. Check boxes allow you to search for attorneys by party role: debtors, plaintiffs, defendants, creditors, or all. Alternatively, you can choose to view only cases with pro se filers.



- The report is now limited to a range of 31 days. This prevents internet users from unintentionally requesting a large data set, which would result in an unnecessarily large PACER fee.

- For users who do not have access to sealed cases, limited sealed case information is displayed on the Cases report. This report displays the case number, entered and filed dates, office, and generic case title text according to case type: "SEALED" for bankruptcy cases, "SEALED v. SEALED" for adversary and miscellaneous proceedings. Note that the fields displayed are the only fields by which sealed cases may be filtered; if other search filters are used (e.g., chapter, judge), those filters will not affect which sealed cases appear on the report.

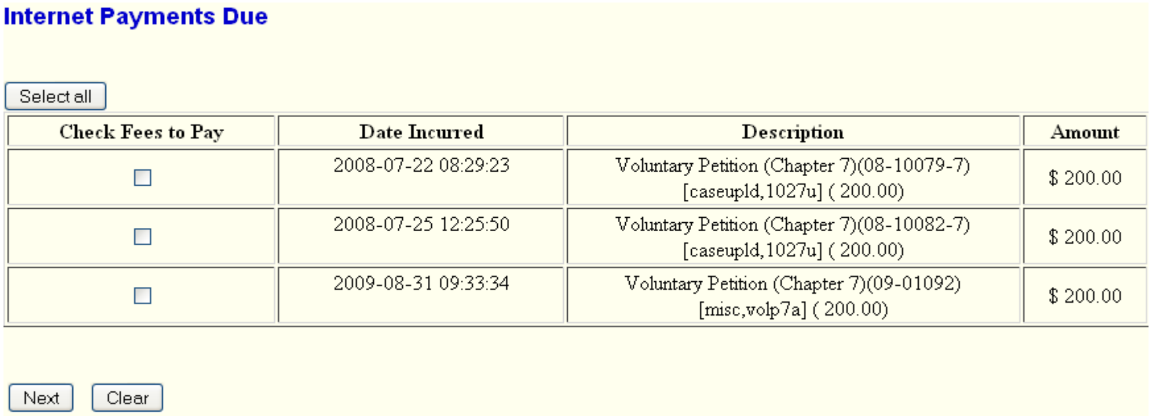
FEES/PAYMENTS DUE – ALL USERS

Internet Payments Due

- Previously, when an internet payment was made, all fees incurred up to the time of payment had to be paid at once. Now you may choose to pay some or all of the fees in a given transaction.

- To avoid problems with pop-up blockers among various browsers, the pop-up window previously generated by a pay.gov transaction is now displayed as a panel. This panel appears as a part of the original application window, so it is not affected by pop-up blocker settings.

- On the “Internet Payments Due” screen, all outstanding fees are displayed, along with a check box for each fee. Users need to click the “Select all” button or check the boxes next to the individual fees they would like to pay in their transaction before clicking the *Next* button.



Internet Payments Due

Select all

Check Fees to Pay	Date Incurred	Description	Amount
☐	2008-07-22 08:29:23	Voluntary Petition (Chapter 7)(08-10079-7) [caseupld,1027u] (200.00)	$ 200.00
☐	2008-07-25 12:25:50	Voluntary Petition (Chapter 7)(08-10082-7) [caseupld,1027u] (200.00)	$ 200.00
☐	2009-08-31 09:33:34	Voluntary Petition (Chapter 7)(09-01092) [misc,volp7a] (200.00)	$ 200.00

Next Clear

Tracking Filing Fee Balance – ALL USERS

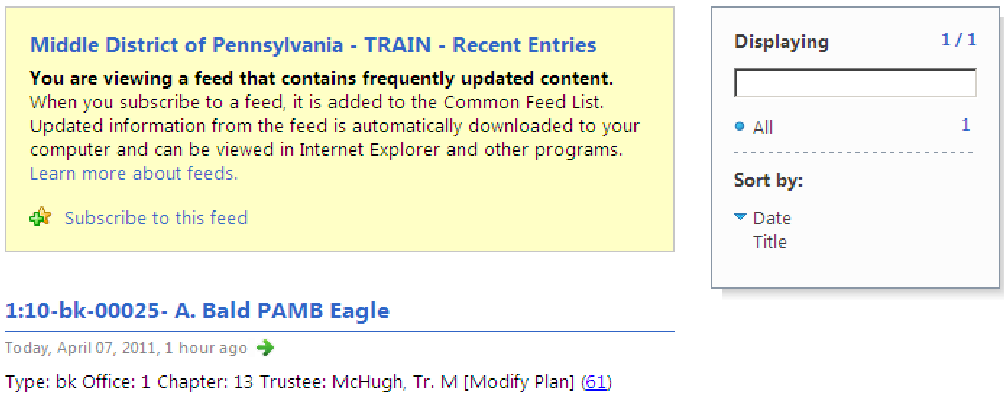
- In previous releases, there was no way to track the balance due when a filing fee was paid in installments. Now, for pending cases, the outstanding filing fee balance is tracked in CM/ECF.

- A new “Filing Fee” selection is available from the main Query output screen. For bankruptcy cases, this option displays a screen listing the filing fee amount, details on any payments that have been made, and the outstanding balance due. An additional section displays any related adversary proceedings with deferred filing fees.

- For adversary and miscellaneous proceedings, the “Filing Fee” query displays the case opening fee and the balance due (if the filing fee was deferred).

RSS Feed Technology - ALL USERS

We now offer an RSS feed with links to docket sheets and documents. A standard RSS reader is not provided with CM/ECF, but the software supports the readers included with the standard supported browsers. For each activated type, an entry is made to the RSS feed every time a docket entry is made. Clicking on the link displays brief details of recent events in the case, along with a list of event types that have been activated by the court.



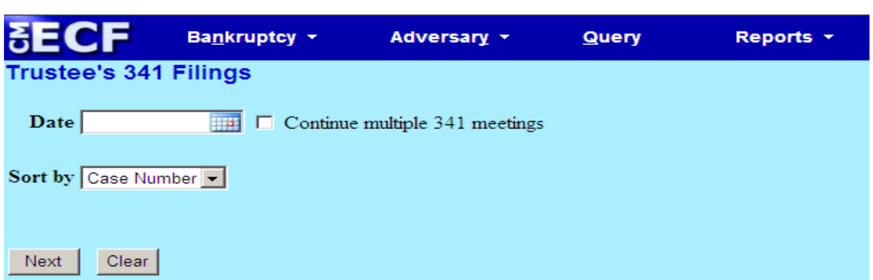
Utilities – RSS Feeds

- To access the RSS Feed option, log into CM/ECF on the menu bar, click on Utilities and you will see a link to RSS Feeds under the Your Account section. At any given time, the feed displays all entries meeting the court's criteria (listed at the top of the RSS feed output) that have been docketed within the last 12 hours.

- You may click on the case number to view the docket sheet and click on the document number to view the related document. All information accessed in this manner is subject to standard PACER fees and is displayed only if you have permissions to view the information. There is no fee for the initial RSS feed report.

Trustee's 341 Filings – CHAPTER 7 PANEL TRUSTEES

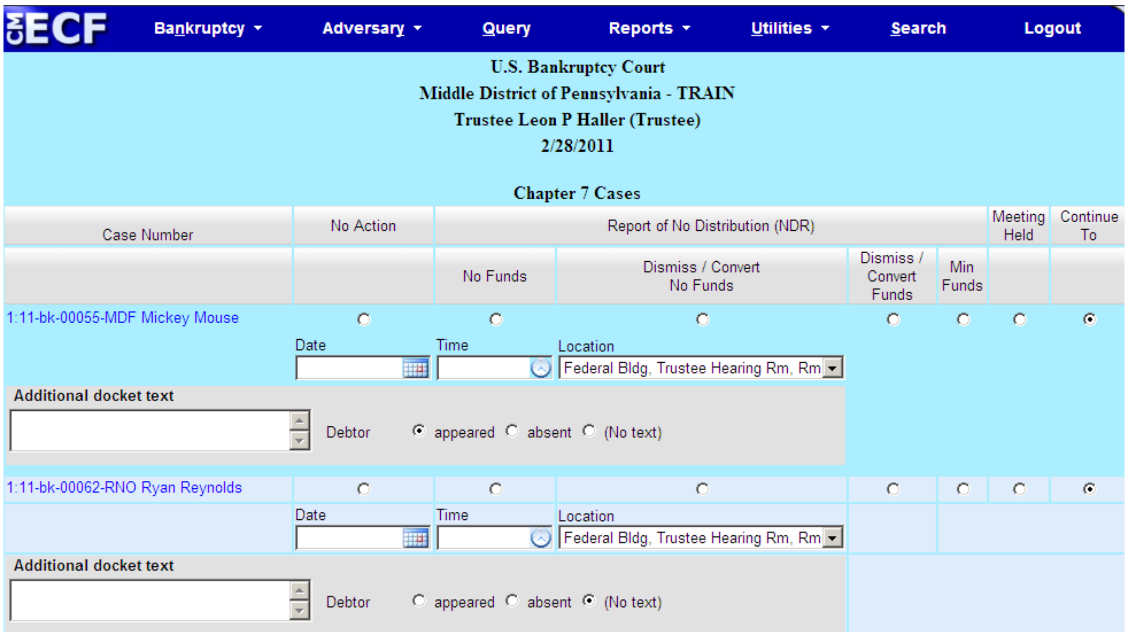
The Trustee's 341 Filings module has been enhanced to allow multiple 341 meetings to be continued simultaneously and to provide the ability to sort the cases set for the selected meeting date by time.



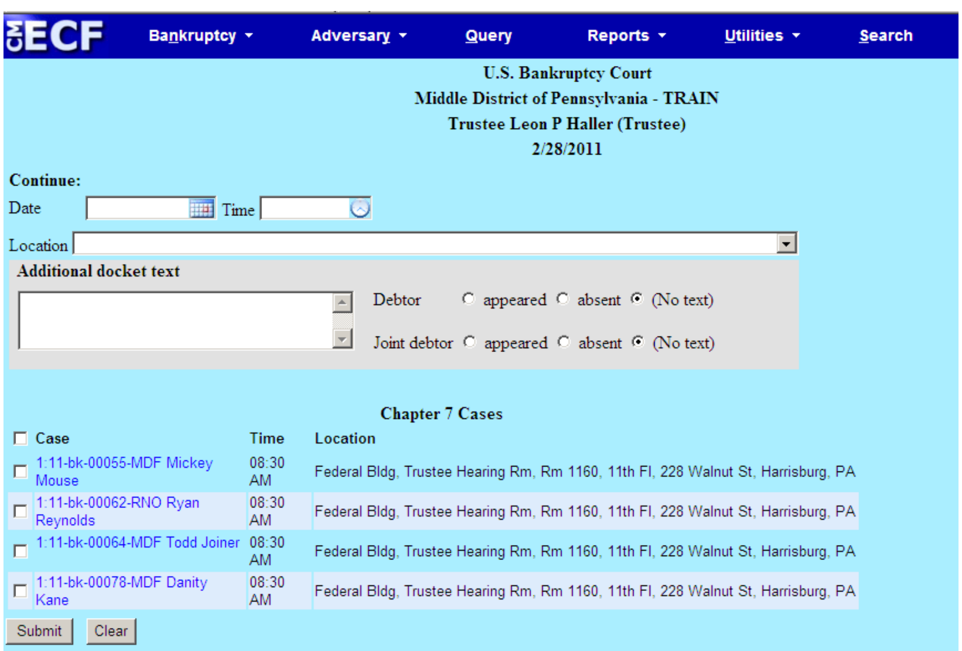
A new “Additional docket text” field allows the trustee to add information to the end of the docket entry text. There are also new radio buttons to add the text “Debtor appeared”, “Debtor absent from required meeting” or “No text” regarding the debtor’s attendance to the end of the docket entry text.

If the new “Continue multiple 341 meetings” box is checked, a new screen is displayed listing all of the cases for which the trustee has 341 meetings scheduled for that selected day. The trustee can continue some or all of the cases to the same future 341 meeting date, time and location.

Sample of NEW 341 Meetings Results Screen



Sample of NEW screen when “Continued Multiple 341 Meetings” box is checked



Filing Agents – ATTORNEYS

Some attorneys use paralegals to assist in filing. 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 may link to several filing agents so that when an agent files on behalf of the attorney, the docket text shows the attorney name.

Filing as an Agent

When an agent logs into the application, the access permissions available are dependent on the filer for whom the agent is docketing. Once the appropriate filer is selected, the permissions that filer has granted to the agent remain in place unless and until the agent selects another filer. Note that because an agent may with multiple filers, agents are not permitted to associate a default PACER login with their user accounts.

Selecting a Filer

If an agent works for only one filer, the agent's transactions are always made on behalf of that filer. However, aif 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 an agent is logged in on behalf of an associated filer, the name of the filer is displayed on the menu bar to avoid confusion:

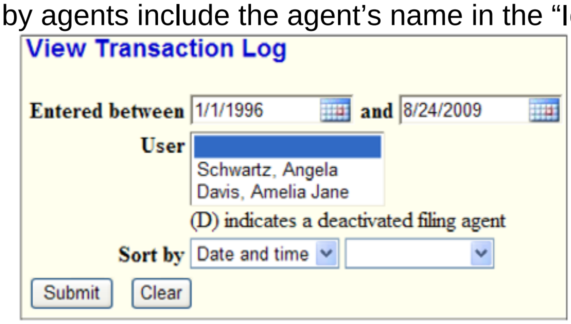
If the filing agent is associated with more than one attorney, a *Change user* button appears on the menu bar; this button displays a list of all possible filers; clicking a name changes the user.

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.

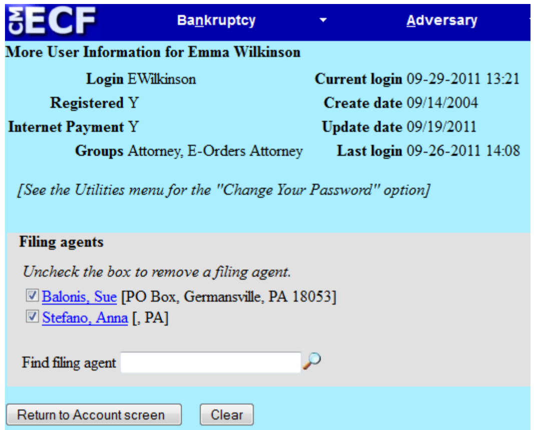


Maintaining Filing Agents

Filing agent associations are maintained by the filer. Maintenance options include which agents are associated with a filer, what the access permissions are for each agent and whether the agent should receive notices for filing.

Creating and Maintaining an Attorney-Filing Agent Associations

Attorney users may modify their filing agent accounts via the "More User Information" screen on the "Maintain Your ECF Account" utility. In the "Filing agents" section of this screen, any current filing agents associated with the account being edited are listed beside check boxes.



To **associate** a filing agent, enter their last name in the "Find filing agent" box and click the magnifying glass. A panel will display listing all filing agents that matched your search. If the filing agent is not on the list, click the "Create a new filing agent" hyperlink at the bottom of the result list to create a new filing agent.

To **remove** a filing agent, uncheck the box next to their name. When the selections are saved, the association record between the filing agent and the filer is deactivated. Although the filing agent is no longer associated with the filer, the filing agent can be **re-associated** easily in the future by click on the "Agents previously removed from this account" link below the "Find filing agent" search box.

Any action to activate or deactivate a filing agent is recorded in the Transaction Log report.

Access Permissions

Access permissions for filing agents are determined and maintained by the associated attorney. The filing agent cannot maintain his own access permissions.

On the "More User Information" screen of the "Maintain User Account" utility, each active filing agent name appears as a hyperlink. If clicked, it leads to a screen that allows the filing agent's permissions for "Internet Payment" and "Groups" to be set. These fields do <u>not</u> appear on the filing agent's "More User Information" screen.

A filing agent may make internet payments on behalf of the filer only if they are granted access through the "Internet Payment" selection list on the Filing Agent permissions screen.

Noticing

When an agent becomes associated to a filer, the *Email Information* button on the filing agent's "Maintain Your ECF Account" screen is disabled. By default, the filing agent does not receive notices for any docket events made by the filing agent. If an attorney would like to establish noticing for a filing agent, the attorney must modify his or her email information in their "Maintain Your ECF Account" utility to add the filing agent's email address to the "additional addresses" section.

CM/ECF Bankruptcy Release 4.2 Changes Effective 12/01/2011 - ALL USERS

Rule 3002.1 Changes

On 12/01/2011, CM/ECF was modified to allow a creditor to file the "Notice of Mortgage Payment Changes", the "Notice of Postpetition Fees, Expenses and Charges" and the "Response to Notice of Final Cure Payment" required in new Rule 3002.1 as a supplement to the holder's proof of claim. Several areas of CM/ECF were affected by this change, as described below.

Claim Action Events

There are new selections in the Bankruptcy Events, Claim Actions menu which allow the supplemental information to be filed.

- A "**Notice of Mortgage Payment Changes Rule 3002.1**" event allows the claim holder to notify appropriate case participants when a change in payment amount occurs. This event does not appear on the Docket Report. It only appears in the History section of the Claims Register and no document number is assigned.

- A "**Notice of Mortgage Payment Changes Rule 3002.1 (No Proof of Claim Filed)**" event allows the claim holder to notify appropriate case participants when a change in payment amount occurs and the holder did not previously file a proof of claim. This event appears on the Docket Report with a document number.

- A "**Notice of Postpetition Fees, Expenses and Charges Rule 3002.1**" event includes the claim holder's record of fees incurred by the case that the holder asserts are recoverable against the debtor. This event does not appear on the Docket Report. It only appears in the History section of the Claims Register and no document number is assigned.

- A "**Response to Notice of Final Cure Payment Rule 3002.1**" allows the creditor to notify case participants that the debtor has completed all payments under the plan. This event does not appear on the Docket Report. It only appears in the History section of the Claims Register and no document number is assigned.

- A "**Response to Notice of Mortgage Payment Change Rule 3002.1**" allows the trustee or debtor to respond to the Notice of Mortgage Payment Change. This event appears on the Docket Report with a document number and will also appear on the Claims Register, if a claim was filed.

- A "**Certificate of Service re: Rule 3002.1 Matter**" event allows the claim holder to file a Certificate of Service for a Rule 3002.1 event that does not appear on the Docket Report. This event does not appear on the Docket Report. It only appears in the History section of the Claims Register and no document number is assigned.

Motions/Applications/Contested Matters Events

There are also new selections in the Bankruptcy Events, Motions/Applications/Contested Matters menu.

- A "*Motion to* **Determine Mortgage, Fees, Expenses and Charges Rule 3002.1**" event is to be used by the debtor or trustee to request the court to determine whether payment of any claimed fee, expense or charge is required by the underlying agreement and applicable non-bankruptcy law to cure a default or maintain payments in accordance with Section 1322(b)(5) of the Code. This event appears on the Docket Report with a document number.

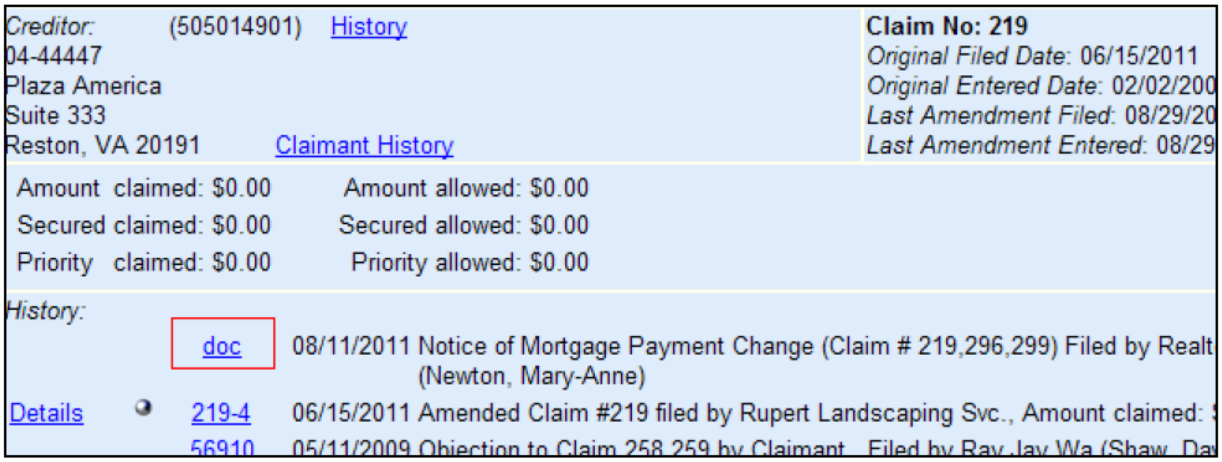
- A "*Motion to* **Determine Final Cure and Mortgage Payment Rule 3002.1**" event is to be used by the debtor or trustee to request the court to determine whether the debtor has cured the default and paid all required postpetition amounts. This event appears on the Docket Report with a document number.

Claims Register

When the following new Claim Action events are docketed, they are displayed on the History section of the Claims Register for their associated claims.

- **Notice of Mortgage Payment Changes Rule 3002.1**
- **Notice of Postpetition Fees, Expenses and Charges Rule 3002.1**
- **Response to Notice of Final Cure Payment Rule 3002.1**
- **Certificate of Service re: Rule 3002.1 Matter**

Note: Because no document number is associated with the event, the word "doc" (rather than a document number) appears as a link to the document. The image below from the Claims Register highlights an entry that has no document number.



These docket entries are not displayed on the Docket Report, so the Notice of Electronic Filing ("NEF") information cannot be viewed through the application. Instead, the NEF information must be accessed through the email notice sent at the time of the filing.