

Bankruptcy CM/ECF Release 4.0 for External Users

Introduction

This document summarizes the changes you will notice when CM/ECF has been updated to Release 4.0. The titles in red indicate what differences you will see based on the type of user you are. There are several other enhancements that will be made available at a later date and we will share those with you when they are ready.

Internet Browsers - **ALL USERS**

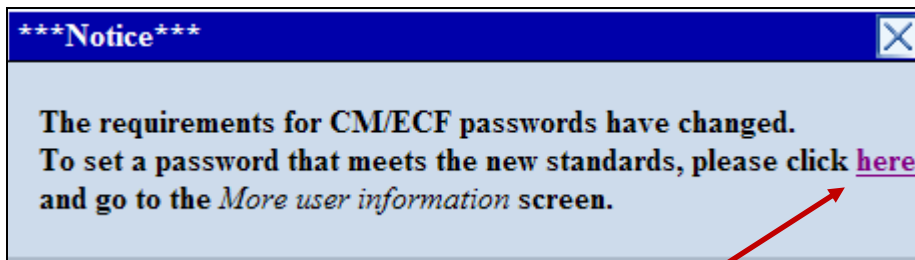
Release 4.0 was tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8; Mozilla Firefox 2 and Internet Explorer 6 are no longer supported.

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 now have the option through 'Maintain Your ECF Account' to choose whether you want notification of bankruptcy matters when your appearance is only entered in the Adversary case. You will be prompted to enter your primary and secondary email addresses twice; the address is not saved until the fields match.

Email information for a creditor

Primary email address Reenter primary email address

Secondary email address Reenter secondary email address

Send the notices specified below

to my primary email address

to the secondary addresses ←

Send notices in cases in which I am involved

Send notices in these additional cases

Send notices for adversary proceedings in which I am directly involved and their related bankruptcy cases

Send notices for adversary proceedings in which I am directly involved but not their related bankruptcy cases

Send a notice for each filing

Send a Daily Summary Report

Format notices HTML

Text

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 not longer permitted. Please see the screenshot below.

Email information for Rick J. Thompson

Primary email address Reenter primary email address

Secondary email address Reenter secondary email address

Case Opening – ATTORNEYS/TRUSTEES

- Previously, an attorney opening an adversary case was prompted to create an association with the plaintiff in the case. Now, a “Counsel for” selection option appears (if the adversary proceeding is not a complaint) to allow the attorney to indicate which party he represents: if the default “Plaintiff” is selected, the filing attorney is automatically associated with the plaintiff; if “Defendant” is selected, the filer may make the attorney association during docketing.
- During adversary/miscellaneous proceeding filing, the filer was previously always able to add the defendant’s attorney to the case while adding the defendant. Now, the Attorney opening the adversary will not be able to add the attorney for the defendant.

Claims/Creditors - **ALL USERS**

Claim Filing – Proof of Claim

- 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, 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.
- The Proof of Claim entry screen text and formatting have been modified to match the b10 form. Additionally, the amount claimed and amount allowed totals are no longer 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, and no additional total is calculated.

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.

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,

Utilities – RSS Feeds

District of Maryland - Recent Entries Today, August 13, 2010, 26 minutes ago
10-12011 Michelle Anna Fazenbaker Today, August 13, 2010, 28 minutes ago → Type: bk Office: 0 Chapter: 7 Trustee: Cohen, Merrill Judge: Lipp, Wendelin I. Statement of Intent on behalf of Michelle Anna Fazenbaker Filed by Michelle Anna Fazenbaker . (Ore, K) 22
10-17320 Coretta L. Thompson Today, August 13, 2010, 29 minutes ago → Type: bk Office: 0 Chapter: 13 Trustee: Spencer, Grigsby Nancy L Judge: Catliota, Thomas J. Amended Voluntary Petition Filed by Coretta L. Thompson . (Ore, K) 26

- To access the RSS Feed option, login to CM/ECF and you will see the menu item under Utilities. 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.

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 to the screen for each case in which that person is involved, as shown below:

Select a Case						
There were 5 matching persons.						
There were 5 matching cases.						
Name	Case No.	Case Title	Chapter / Lead BK case	Date Filed	Party Role	Date Closed
Green, Valerie (pty) (1 case)	02-59757-KCF7	Valerie Green	7	09/30/02	Debtor	01/15/03
Green, Valerie L. (pty) (1 case)	00-51302-RTL	Cornelius Green and Valerie L. Green	13	02/09/00	Debtor	02/10/03
Green, Valery J. (pty) (1 case)	99-15931-GMB	Valery J. Green	13	06/28/99	Debtor	N / A
Greene, Valerie A. (pty) (1 case)	01-13362-1-JHW	Richard W. Petravich and Valerie A. Petravich	13	04/03/01	Debtor	11/29/01
Greene, Valerie A. (pty) (1 case)	02-11264-1-JHW	Richard W. Petravich and Valerie A. Petravich	7	02/08/02	Debtor	08/26/02

Reports – **ALL USERS**

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.

Cases Report

Warning: you will be billed for the total number of pages (this report is not subject

Office: Greenbelt, Baltimore

Case Type: ap, bk

Chapter: 7, 9

Trustee: Albert, Marc E., Almy, Monique D.

Attorney

Last name: mason

First name: perry

Bar ID: []

Found, click to select

Search

Attorneys for:

Debtors Plaintiffs Defendants

Creditors All

Selected, click to remove

Mason, Perry (Bar Id: 000001)

- 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.

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.

Docket Report

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

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.

Note: This key action was previously available on a number of screens throughout the application, but has been enhanced to be available on all screens.

Trustee’s 341 Filings – ALL PANEL TRUSTEES

- The Trustee’s 341 Filings module has been enhanced to allow multiple meetings to be continued simultaneously. Additionally, the output now displays only information and selection options valid for the chapter(s) of the cases displayed. An option to sort by time has been added to the selection criteria screen.

- On the Trustee's 341 Filings filter screen, a new "Continue multiple 341 meetings" check box has been added to the screen. If this box is checked, a new screen is displayed to allow the trustee to continue 341 meetings for some or all of the cases with meetings on the selected date:

- This screen displays all cases for which the trustee has 341 meetings scheduled for the selected day. The trustee makes date, time and location selections. An "Additional docket text" field allows the trustee to add information to the docket text; to add the text "Debtor appeared" and/or "Debtor absent from required meeting", the user may check the boxes. These fields may also be used in conjunction: for example, typing the text "Joint debtor absent" in the text field and checking the "Debtor appeared" check box ensures that sufficient information for both debtors is included in the docket text. All addition text and text concerning the debtor's appearance will appear at the end of the docket text.

**U.S. Bankruptcy Court
District of Maryland
Trustee Lori S. Simpson
8/23/2010**

Continue:
 Date Time
 Location
 Additional docket text Debtor appeared
 Debtor absent from required meeting

Chapter 7 Cases

<input type="checkbox"/> Case	Time	Location
<input type="checkbox"/> 08-13174 Greta Dawn Baldwin	09:00 AM	341 meeting room 2650 at 101 W. Lombard St., Baltimore
<input type="checkbox"/> 09-32342 Debra Smith	10:00 AM	341 meeting room 2650 at 101 W. Lombard St., Baltimore
<input type="checkbox"/> 10-22841 Marla Rosenthal Peoples	12:00 PM	341 meeting room 2650 at 101 W. Lombard St., Baltimore
<input type="checkbox"/> 10-22887 Ravi Prasad Pradhan and Elizabeth Bolling Kimbrough	12:00 PM	341 meeting room 2650 at 101 W. Lombard St., Baltimore
<input type="checkbox"/> 10-23788 Elwood L Troyer and Judy M Troyer	01:00 PM	341 meeting room 2650 at 101 W. Lombard St., Baltimore
<input type="checkbox"/> 10-23789 Larry Adkins	01:00 PM	341 meeting room 2650 at 101 W. Lombard St., Baltimore
<input type="checkbox"/> 10-25747 Gary W Kellough and Sandra R Kellough	11:00 AM	341 meeting room 2650 at 101 W. Lombard St., Baltimore

- A subsequent update to CM/ECF will be made this Fall for joint debtor cases so that you will be able to click the appropriate selection like is possible for a single debtor.**
- The cases displayed are grouped by chapter; and the check box in the header row (beside the "Case" label) sets all case check boxes to its own value.
- If the trustee runs the report without selecting the "Continue multiple 341 meetings" box, the Trustee's 341 Filings screen is displayed:

Continuing a 341 Meeting

- For continued 341 meetings, you can choose the correct location of the new meeting. For example, all continued Hagerstown 341 meetings are to be set in Greenbelt.

Case Number	No Action	Report of No Distribution (NDR)			Meeting Held	Continue To
		No Funds	Dismiss / Convert No Funds	Dismiss / Convert Funds	Min Funds	
07-17405 Alfred A Hanson-Quaye						
Additional docket text this is more text	Date	Time	Location 341 meeting room 2650 at 101 W. Loml			
<input checked="" type="checkbox"/> Debtor appeared <input type="checkbox"/> Debtor absent from required meeting						

Now trustees can choose a different location. For example, if the original 341 was held in Salisbury or Hagerstown the rescheduled/continued 341 could be in Baltimore or Greenbelt.

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. Additionally, the BNC file now contains an email address (of the debtor's attorney, or of the debtor if pro se), so that the BNC may email the bypass list.

FEES/PAYMENTS DUE - ALL ATTORNEYS and TRUSTEES

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 and by various forms of payment.
- 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. To select the fees to pay, the user should check the boxes next to the desired fees, then click the *Next* button.

Internet Payments Due

Select all

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

Next Clear

- Filers paying filing fees over the Internet now have the option to pay by bank account debit, Automated Clearing House (ACH) payment.
- After confirming the selected fees to pay, you are asked for payment information to pay the total of selected fees, either by credit card or by bank account debit (ACH). The screen below is displayed by the Treasury Department site:

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Diners Club, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$548.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number: 026946783
 Account Number: 9243767390
 Check Number: 1234

Payment Date: * (MM/DD/YYYY)

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

To pay by bank account debit, enter the required information and click *Continue with ACH Payment*.

If you wish to pay by credit card that screen appears below the ACH Payment option.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Diners Club, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$548.00

Billing Address: *


Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: * 

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Tracking Filing Fee Balance – **ATTORNEYS AND TRUSTEES**

- 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. **(NOTE:** This is applicable only for cases that are opened after upgrade to Release 4).
- 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).