

**Re:**

- **Elimination of the majority of paper notices sent by the Court.**
- **Invalid e-mail addresses will be terminated from the CM/ECF system.**

Dear CM/ECF Account Holder:

Effective March 1, 2008, the United States Bankruptcy Court for the Southern District of New York will implement a Reduced Paper Module (RPM) feature in the CM/ECF system. RPM will eliminate a majority of the paper notices sent through the U.S. Postal Service to attorneys with CM/ECF accounts. E-mail notification will eliminate paper notices, which will result in substantial cost savings for the Court. However, attorneys with CM/ECF accounts will continue to receive via the mail the following paper notices: 1) *Notice of Commencement of Case under the Bankruptcy Code, Meeting of Creditors, and Deadlines* (Official Form 9), and 2) notices that are sent by claims agents in typically large chapter 11 cases.

Attorneys with CM/ECF accounts will continue to receive – through the CM/ECF system – notices by e-mail of the Notice of Electronic Filing (NEF). Due to the elimination of most paper notices – and the reliance on e-mail notification – for attorneys with CM/ECF accounts, it is important to emphasize that it is the **attorneys' responsibility to carefully manage their CM/ECF account profiles** – including the listing of e-mail addresses in the profile – and to monitor their case activity. In order to improve e-mail delivery and eliminate undeliverable e-mails, registered attorneys should immediately update their CM/ECF account information. Account holders should verify all listed e-mail addresses in their profile, including any secondary e-mail addresses. [For example, attorneys with CM/ECF accounts should carefully review all secondary e-mail addresses listed in their account profiles to see if their profiles contain an e-mail address of an employee who has left the firm. If so, the registered attorney should promptly remove that employee's e-mail address from the CM/ECF account profile.] Registered attorneys can manage their CM/ECF accounts by going into the CM/ECF system under **Utilities** and clicking on "**Maintain your ECF Account.**" If assistance is needed, call the Court's Help Desk at 212-668-2870, ext. 3920.

**Please note that effective February 19, 2008, invalid e-mail accounts that are repeatedly returned as undeliverable will be disabled without further notification.**

An attorney who has a CM/ECF account and wants to continue receiving paper notices in all instances must submit a written request stating a valid reason to Kathleen Farrell-Willoughby, Clerk of Court, U.S. Bankruptcy Court, One Bowling Green, New York, New York 10004-1408, Attention: Request to Continue Receiving Paper Notices.

Please note that RPM applies only to attorneys with CM/ECF accounts. It does not apply to attorneys who are not CM/ECF account holders, institutional creditors with limited passwords or parties appearing *pro se*.

The implementation of RPM is consistent with General Order M-242, the Revised Administrative Procedures for Electronically Filed Cases (revised 8/23/2001), and the registered attorney's CM/ECF Attorney Password Application. Furthermore, pursuant to Federal Rule of Bankruptcy Procedure 9036, notice by electronic means is complete upon transmission.

Thank you for your cooperation.