

UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF NEW YORK



CM/ECF Version 5.0/5.1 Upgrade

Guide to New Features for Attorneys & Law Firm Staff

4/29/2013

Bankruptcy CM/ECF Version 5.0/5.1 Changes

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NOTE: This version of CM/ECF is compatible with Firefox and Internet Explorer 8 and 9.
Internet Explorer 10 is not compatible.

MULTIPLE SSN OR TAX IDENTIFICATION NUMBERS

I. Enter up to 5 SSN and Tax ID numbers

Up to five social security and tax identification numbers for each debtor and joint debtor may be entered.

After a social security number or tax id is entered a plus icon appears beside the SSN/ITIN and Tax ID/EIN fields. To add another identification number, click the “plus” icon for another field to be displayed to enter additional number(s). CM/ECF will also format the numbers if you do not insert the hyphens.

Debtor Information			
Last name	<input type="text" value="Peter Smith, Inc."/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN/ITIN	<input type="text" value="999-22-3333"/> <input type="button" value="⊕"/> 999-99-9999	Tax Id/EIN	<input type="text" value="24-5086661"/> <input type="button" value="✕"/> <input type="button" value="⊕"/> 12-1234567

II. Display of Multiple Identification Numbers

As is standard with public notices, queries and dockets, only the last four digits of social security numbers are displayed.

U.S. Bankruptcy Court Southern District of New York (Manhattan) Bankruptcy Petition #: 13-10019	
<i>Assigned to:</i> Chapter 11 Voluntary Asset	
<i>Debtor</i> Peter Smith, Inc. 50 W. 142nd Street New York, NY 10027 NEW YORK-NY	represented
SSN / ITIN: xxx-xx-3333, xxx-xx-9876	
Tax ID / EIN: 24-5086661, 24-5086662	
<i>U.S. Trustee</i> United States Trustee 33 Whitehall Street 21st Floor New York, NY 10004 (212) 510-0500	

CLAIMS / CREDITORS

I. Warning Message on Final Screen

When electronically filing claims, as well as performing creditor maintenance transactions, there will now be a final screen that gives the user a warning when finalizing the transaction.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Case 13-10017

Filename Browse...

Attachments to Document: No Yes

WARNING!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Next Clear

CREDITOR MAILING MATRIX

I. List of Creditors (Creditor Mailing Matrix)

The title of the former “Creditor Mailing Matrix” menu item (found under Utilities, Reports and Query) has been changed to “List of Creditors.”

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Mailings

[List of Creditors](#) [Mailing Info for a Case](#)

Utilities > Mailings > List of Creditors

The title of the former “Upload a Creditor Matrix file” menu item has been changed to “Upload list of creditors file.”

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Creditor Maintenance

[Enter individual creditors](#) [Upload list of creditors file](#)

Bankruptcy > Creditor Maintenance > Upload list of creditors file

REPORTS

I. Docket Report

- Page counts for documents.** A check box is available on the docket sheet selection screen to select page counts. The **number of pages is displayed** under the document number on the docket sheet. For documents with attachments, the number of documents is shown, as well as, the total number of pages.

The screenshot shows the ECF Docket Sheet interface. At the top, there are navigation tabs: Bankruptcy, Adversary, Query, and Reports. The main heading is 'Docket Sheet'. Below this, there are input fields for 'Case number' (1:13-bk-10018), 'Filed' (3/28/2013 to 4/11/2013), and 'Entered' (empty). There are also 'Documents' input fields. Under the 'Include:' section, the 'Page counts for documents' checkbox is checked and highlighted with a red box. Other options include 'Terminated parties', 'Links to Notices of Electronic Filing', 'Include headers when displaying PDF documents', 'View multiple documents', and 'Create Appendix'. Under 'Include on the Docket Sheet:', 'all docket entries in this case' is selected, and 'Include PDF documents' is checked.

Filing Date	#	Docket Text
01/23/2013	1 (1 pg)	Voluntary Petition (Chapter 7). Order for Relief Entered. . Filed by Nylaw9 on behalf of Matthew James. (Nylaw9) (Entered: 01/23/2013)
01/23/2013	2 (4 pgs; 2 docs)	Motion for Relief from Stay <i>Regarding Property Located at One Bowling Green</i> filed by Nylaw9 on behalf of KMart. with hearing to be held on 1/31/2013 at 10:00 AM at Courtroom 523 (AJG) (Attachments: # 1 Exhibit A) (Nylaw9) (Entered: 01/23/2013)

Docket Report - continued

- 2. Create Appendix: include all entries / selected entries only.** The Docket Report selection screen now displays additional options under the “Create Appendix” selection to help reduce the size of the documents. By default, the “all docket entries in this case” option is selected and the full public docket sheet is printed.

When the “selected docket entries only” is chosen, the docket sheet printed at the beginning of the appendix document includes only those entries you selected on the following screen.

Include PDF documents is checked by default so that entries selected on the Docket Sheet screen have associated documents included as part of the Appendix document. If this box is unchecked, no documents are included in the Appendix and there will only be a printout of the full or abridged docket sheet based on your selections.

Docket Sheet

Case number

Filed to

Entered

Documents to

Include:

- Terminated parties
- Links to Notices of Electronic Filing
- Page counts for documents

Document options:

- Include headers when displaying PDF documents
- View multiple documents
- Create Appendix

Include on the Docket Sheet:

- all docket entries in this case
- selected docket entries only

Include PDF documents
(select documents on the next screen)

Format:

- HTML
- Text

Sort by

Make these options my default

Docket Report - continued

3. **Docket Report Critical Information.** Additional dates and deadlines now appear on the top of the Docket Sheet. These include:

• 341 meeting date	• Deadline for objecting to discharge
• Deadline for filing claims	• Plan confirmed date
• Deadline for filing government claims	• Financial Management Course deadline

Note: The most current date/deadlines are displayed.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout	
U.S. Bankruptcy Court Southern District of New York (Manhattan) Bankruptcy Petition #: 13-10022-reg	
Assigned to: Judge Robert E. Gerber Chapter 13 Voluntary Asset	<i>Date filed: 04/17/2013 341 meeting: 05/08/2013 Deadline for filing claims: 08/06/2013</i>
Debtor Lena Brighton 488 West End Avenue Apt. C New York, NY 10024 NEW YORK-NY SSN / ITIN: xxx-xx-9541	represented by Kaye Bule` B & B Associates, LLC One Bowling Drive New York, NY 10005
Trustee Roy L. Babitt Anderson Kill Olick & Oshinsky P.C. 1251 Avenue of the Americas 43rd Floor New York, NY 10020 278-1874	

4. **Claims Register link.** If claims have been entered in a case, a link to the claims register will now appear in the header along with the case information.

U.S. Bankruptcy Court Southern District of New York (Manhattan) Bankruptcy Petition #: 13-10018-smb	
Assigned to: Judge Stuart M. Bernstein Chapter 13 Previous chapter 7 Original chapter 7 Voluntary No asset Claims Register	<i>Date filed: 04/11/2013 Date converted: 04/11/2013</i>

II. Docket Activity Report

The Docket Activity report now includes a time range filter, enabling users to search based on date and time entered. The report can also be run in time increments, rather than running the report for the entire day.

Docket Activity Report

Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Case number Only cases to which I am linked

Office Case type

Category Open cases Summary Text Closed cases Full Docket Text

Entered to

Sort by

III. Cases Report

The **Cases report** contains additional search parameters, including Split, Transferred, and Reopened dates.

Cases Report

Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Office Assets Case Type Chapter

Trustee

Attorney

Last name

First name

Bar ID

Date Type From to

Open cases Discharged date Party information Pro se cases only

Closed cases Dismissed date Pro se cases only

Voluntary Converted date Small Business Cases

Type of Debt Nature of Debt Nature of Business

County

Number of months without a confirmed plan From To Include dismissed cases

Sort by

Output Format Formatted display Data only Include field descriptions

IV. Claims Register

At the Reports menu, attorneys have the option to **View multiple documents** or view a condensed list of claims by selecting **View claims summary report**.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Claims Register

Case number: 1:13-bk-10017

Creditor type: Creditor Administrative

Creditor name: [text box]

Claim number: [text box] to [text box]

Filed: 4/1/2013 to 4/15/2013

Sort by: Claim Number Filed Date

View multiple documents

View claims summary report

Run Report Clear

- 1. View multiple documents.** Multiple documents from the Claims Register can now be viewed in one PDF file. This feature will enable users to generate selected PDF claims with any related attachments in one PDF document. The Claims Register will include a checkbox next to each claim. Each PDF selected will be combined into one large PDF file. Users can view or print all claims on a case or all PDF documents from certain creditors.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Southern District of New York
Claims Register

13-10017 Lena Brighton

Chapter: 7
Office: Manhattan
Trustee:

Last Date to file claims:
Last Date to file (Govt):

Select All Clear All

Creditor:	Claim No:	Status:
(17468) CAPITAL ONE POB 30281 SALT LAKE CITY, UT 84130 Amount claimed: \$1600.00	1 Original Filed Date: 04/10/2013 Original Entered Date: 04/10/2013	Filed by: CR Entered by: Modified:
(17470) CHASE BANK 800 BROOKSEDGE BLVD. WESTERVILLE, OH 43081 Amount claimed: \$7000.00	2 Original Filed Date: 04/10/2013 Original Entered Date: 04/10/2013	Filed by: CR Entered by: Modified:

History: Details 1-1 04/10/2013 Claim #1 filed by CAPITAL ONE, Amount claimed: \$1600.00

Description:
Remarks:

History: Details 2-1 04/10/2013 Claim #2 filed by CHASE BANK, Amount claimed: \$7000.00

Description:
Remarks:

Claims Register - continued

- View claims summary.** The claims summary report option gives the viewer a snapshot overview of the claims filed in the case. By checking the box “View claims summary report” users can bring up a condensed list of claims. The Claims Summary includes a case number hyperlink to the docket at the top of the screen and claim amount for each claim. The View hyperlink takes you to more detailed information for the claim. Click the Creditor name to view claimant address or transfer information.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Claims Register

Case number: 1:13-bk-10017

Creditor type: Creditor Administrative Creditor number:

Creditor name:

Claim number: to View multiple documents

Filed Entered 4/1/2013 to 4/19/2013

Sort by: Claim Number Filed Date

View claims summary report

Run Report Clear

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Claims Summary

[13-10017 Lena Brighton](#)

Type: bk Chapter: 7 Office: 1 (Manhattan)
 Assets: n Judge:
 Date Filed: 04/10/2013 Last Date to File Claims: Last Date to File (Govt):
 Trustee:

Claim #	Amount claimed *	Date filed	Creditor number	Creditor name
1 View	\$1600.00	04/10/2013	17468	CAPITAL ONE
2 View	\$7000.00	04/10/2013	17470	CHASE BANK
3 View	\$10000.00	04/10/2013	17473	Manhattan Mini Storage

Total Number of Claims: 3

Total Amount Claimed *	\$18600.00
Total Amount Allowed *	

* Includes general unsecured claims

The values are reflective of the data entered. Always refer to claim documents for actual amounts.

	Claimed	Allowed
Secured	\$10000.00	
Priority		
Administrative		

ATTORNEY/PARTY ASSOCIATION

When an attorney files a document in a case in which he or she is not already involved, ECF will now automatically associate the attorney and party.

The message to the user on the party/attorney association screen has been updated to reflect the consequences of unchecking this box (see warning message below).

The screenshot shows the ECF system interface with a dark blue header containing navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the header is a light blue box with the following content:

File a Motion:
[13-10017 Lena Brighton](#)

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

Brighton, Lena(pty:db) represented by Bule', Kaye (aty)

Next Clear

CLAIMS TRANSFER FILING FEE

Beginning May 1st, 2013, a Transfer of Claim filing fee (\$25.00 per claim transferred) will be assessed. ECF filers will be prompted to pay the Transfer Filing Fee using pay.gov. The fee:

- is charged against the entity who files the transfer of claim, whether transferee or transferor
- applies to partial claims transfers
- is charged for each individual claim transferred even when multiple claim transfers are simultaneously filed by one entity.

ECF Version 4.3	ECF Version 5.1
Filing event Before the Upgrade	*New event name for filing
Transfer Agreement FRBP 3001 (e)	Transfer Agreement FRBP 3001 (e) (NON CLAIMS AGENT CASES)
Transfer Agreement FRBP 3001 (e)CLAIMS AGENT OR SCHEDULED CLAIM	Transfer Agreement FRBP 3001 (e) (CLAIMS AGENT CASES ONLY

Note: For Scheduled Claim transfers (*claim scheduled by the debtor in its Schedules of Assets and Liabilities*) either event in version 5.1 may be used.

In Non claims agent cases, filers would select a creditor listed without a claim number attached.

In Cases with a designated Claims Agent, filers would add or select the creditor's information with no claim number.

NOTICING: NEF ENHANCEMENTS

Previously, when an attorney represented more than one party in a case, the attorney's email and party information were listed on the Notice of Electronic Filing (NEF) only for the first party.

Now, the attorney's email will be listed for each party he/she represents. Although an attorney's email is listed multiple times on an NEF, the system will not send out multiple email notifications.

In addition, email notices (NEF) will no longer contain hyperlinks when a related document is referenced in the event's docket text.

*****NOTE TO PUBLIC ACCESS USERS*** Judicial Conference of the United States policy permits attorneys and litigants to receive one free electronic copy of all documents filed electronically, if receipt is required by other users. To avoid later charges, download a copy of each document during this first viewing. However, the 30-page limit do not apply.**

**U.S. Bankruptcy Court
Southern District of New York**

Notice of Electronic Filing

The following transaction was received from Kaye Bule' entered on 4/24/2013 at 3:59 PM and filed on 4/24/2013

Case Name: Lena Brighton

Case Number: [13-10017](#)

Document Number: [6](#)

Docket Text:

Notice of Appearance filed by Kaye Bule' on behalf of Wells Fargo Financial National Bank. (Bule', Kaye)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:NOA.pdf

Electronic document Stamp:

[STAMP NYSBStamp_ID=842906028 [Date=4/24/2013] [FileNumber=67890-0] [84aad8902f2e73847a1685516fe2e90c47ef5fe8b59b9d7910383ccab188edcc1676a42dd6324a827a3a12a6770412e62004afef73b41c6f401f3f4c06cad3d7]]

13-10017 Notice will be electronically mailed to:

Bes Attorney on behalf of Debtor Lena Brighton

Kaye Bule' on behalf of Creditor Chase Bank
kaytbule@bbassoc.com

Kaye Bule' on behalf of Unknown Wells Fargo Financial National Bank
kayebule@bbassoc.com

13-10017 Notice will not be electronically mailed to:

United States Trustee
33 Whitehall Street
21st Floor
New York, NY 10004

QUERY

1. **New search parameters** have been added to the Query screen. Users will now be able to search by:

- Filed date
- Last Entry Date
- Nature of Suit (AP and MP cases only)

Note: The “Filed Date” and “Last Entry Date” range is limited to 31 days. If a date range entered exceeds the 31 day limit, CM/ECF displays an error message.

The screenshot shows the CM/ECF Query interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, a warning message states: "Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges)." The main search area is titled "Search Clues" and includes a "Mobile Query" link. The search parameters are as follows:

Case Number	13-10017		
Last / Business Name		(Examples: Desoto, Des*t)	
First Name		Middle Name	
SSN / ITIN		Tax ID / EIN	
Type		<input type="checkbox"/> Open cases	<input type="checkbox"/> Closed cases
Filed Date		to	
Last Entry Date		to	
Nature of Suit (AP and MP cases only)	01 (Determination of removed claim or cause) 02 (Other (e.g. other actions that would have been brought in state court if unrelated to bankruptcy)) 11 (Recovery of money/property - 542 turnover of property) 12 (Recovery of money/property - 547 preference)		

At the bottom of the search area, there are "Run Query" and "Clear" buttons.

2. **MOBILE QUERY.** Version 5.1 now enables users to utilize a query display optimized for mobile use. Compatible with iPhones, PDA's and tablets. This new feature will allow searches by Case Number or party name, and text searches on docket entries. Users will also be able to view attorney and party information, as well as deadlines and docket entries. A link to the mobile query will be available on the main query screen. Please note that when accessing the mobile query, you will be asked to provide your PACER login again, as this application bills for information retrieval in the same manner as the main application query.

The screenshot shows the CM/ECF Mobile - NYSB search interface. At the top, there is a search bar with the placeholder text "Case Number or Last, First". Below the search bar, there is a message: "Search for a case by entering either a case number or the name of a party or attorney in the search box above. Spaces can be used in case numbers instead of dashes or other punctuation. When searching by name, you must enter at least two letters of the last name. If you enter only one letter the search will only find people whose last names are exactly that letter."

Query – continued

3. **CASE SUMMARY.** Through a query search, on the Case Summary screen, cases will now show the original chapter and all chapters it was converted to. Therefore, users will see the original chapter, current chapter and previous chapter.

Query

Alias	Trustee
Associated Cases	View Document
Attorney	Filing Fee
Case Summary	Corporate Parents/Affiliates
Creditor	Claims Register
Deadline/Schedule	List of Creditors
Docket Report ...	
Filers	
History/Documents	
Notice of Bankruptcy Case Filing	
Party	
Related Transactions	
Status	

Case Summary

Office: Manhattan	Filed: 04/11/2013
County: NEW YORK-NY	Terminated:
Fee: Installment	Debtor discharged:
Origin: 0	Reopened:
Previous term:	Converted: 04/11/2013
Joint: n	Debtor dismissed:
Original chapter: 7	Confirmation hearing:
Current chapter: 13	
Previous chapter: 7	

UTILITIES

Two new menu selections are now available under the Utilities menu in CM/ECF that allow users to navigate quickly between CM/ECF and PACER by clicking on the link *Release 5.0 Menu Items*. Users will be brought to the PACER Case Search Sign in screen.

- 1. Check PDF Document.** This new utility allows users to verify a document is PDF/A compliant. It can be found clicking on the “Release 5.0 Menu Items” menu option under Utilities.
- 2. Pacer Links in CM/ECF (Utilities menu).**
 - **Links to Other courts:** Displays the Individual Court PACER links without leaving CM/ECF
 - **Pacer Case Locator (National Index)** - Brings users to the PACER Case Search Sign-In page.

