



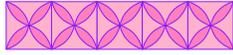
CM/ECF Newsletter

2002 Issue I

U.S. Bankruptcy Court—Eastern
District of Virginia
vaeb.uscourts.gov/ecfnew/ecf.htm

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PACER UPDATES



At its March 13, 2002 session, the Judicial Conference of the United States approved a recommendation of its Court Administration and Case Management Committee to amend Section I of the Electronic Public Access (EPA) Miscellaneous Fee Schedule. The change to Section I of this Schedule now reads: "...For public users obtaining information through a federal judiciary Internet site: seven cents per page; with the total for any document not to exceed the fee for thirty pages." The document cap applies to accessing any single document via the Internet and is effective April 1, 2002.

Another cost saving feature: PACER also allows public users to view portions of docket sheets. CM/ECF Version 1 permits users to limit the number of docket entries viewed by date, range or by docket entry number. Public users may use this feature to limit costs associated with electronic public access.

The PACER Service Center recently began to provide national support for the CM/ECF system. As the Judiciary continues to develop and install the various CM/ECF systems for all court types, the staff of the PACER Service Center has assumed responsibility for support of new CM/ECF users nationwide. As an increasing number of courts and lawyers begin to exchange documents electronically, the availability of knowledgeable, experienced employees supporting this ambitious undertaking will be an extremely valuable resource. In addition to telephone and e-mail support, the Center's website provides training materials: <http://pacer.psc.uscourts.gov/cmecf/indes.html>. The site also provides basic information about CM/ECF, links to active court sites, and a set of interactive, computer-based training modules. This service is in addition to the EDVA local web site materials, training and support services.



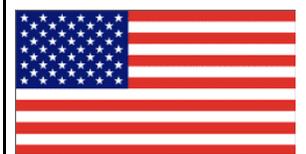
BOPS Is Here!



What in the world is BOPS? It is our new electronic orders processing system. Once a proposed order is received in BOPS, either via Internet e-mail attachment or entered internally by the Clerk's office, further processing of the order is undertaken completely by electronic means. Proposed orders must be submitted to the court on diskette in either Word or WordPerfect format (not adobe acrobat). Registered CM/ECF users will be permitted to use e-mail to submit orders. Currently a proposed order must be accompanied by postage paid envelopes individually addressed to each party (except registered CM/ECF users) requiring service of a copy of the signed order. A planned enhancement to BOPS will allow the Court to eliminate this envelope requirement. We expect testing of the BOPS enhancement to begin in April 2002.

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Filing Documents in Adversary Proceedings



Perhaps the most common error we find in documents submitted for filing in adversary proceedings is that they are misfiled into the main case. The reason for this is confusion caused in the filing process in ECF. When filing the document, you are prompted to enter the "Case Number." Many filers automatically are thinking "main bankruptcy case number." When filing documents in an adversary proceeding, however, the "Case Number" prompt is actually prompting you for the "Adversary Proceeding Number." If you enter the main bankruptcy case number, you will cause your document erroneously to be filed in the main bankruptcy case, where it does not belong.

So remember - when filing documents in adversary proceedings, think "Adversary Case Number" when you see the "Case Number" prompt!

Keeping Count



During calendar year 2001, 29,272 bankruptcy petitions were filed in the Eastern District of Virginia. This compares to 26,147 in calendar year 2000 and 28,304 in calendar year 1999. Calendar year 1998 was an all-time record year with 32,427 petitions filed. See more complete figures under "Filing Stats" on our EDVA homepage.

Attention Acrobat 3.0 Users!



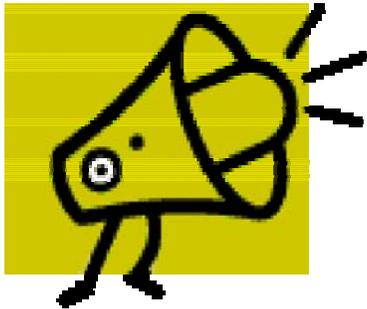
If you are a user of Acrobat 3.0 or lower versions, you may begin experiencing problems in both viewing and printing certain court notices. This problem was reported to us in January by one of our trustee users in Alexandria. Having researched the problem, we found that the Bankruptcy Noticing Center (BNC) had changed many of the fonts on the court notices they generate. These fonts are not found in Acrobat versions 3.0 or lower—and therefore cannot and will not display or print. We apologize that there was no notice given for this change—it was news to us here at the court as well! The recommended fix, according to our Administrative Office, is to upgrade to Acrobat 5.0.

Note: Users of Acrobat 4.0 have not reported this problem.

West 7..13 Petition Software Now Case Upload Compliant!



If your bankruptcy petition software vendor brand is West 7..13, the latest version is Case Upload compliant. Case Upload greatly cuts down on the amount of time it takes to file a new case. Before using the Case Upload feature, be sure to contact West 7..13 to be sure you have the latest version of the software.



CM/ECF EVENT CODE CHANGES

Under “Claim Actions” and “Trustee/ USTrustee” links, **Objection to Claim** now has the ability to enter hearing information in the event a notice of hearing is included with the objection. Please note that you must first obtain prior approval from the Courtroom Deputy in the appropriate Divisional Office.

Under the “Motions/Applications” link, “Motion for Final Decree” has been changed to **Final Report and Motion for Final Decree** (this change corresponds with the form title set out in Chapter 11 Closing Procedure, which is available through “Bankruptcy Forms” on our EDVA homepage.)

The event “Receipt of Adversary Proceeding Filing Fee” has been changed to **Receipt of Adversary/Miscellaneous Filing Fee**

CM/ECF EVENT CODE ADDITIONS

Under “Claim Actions”, the **Notice Pursuant to LBR 3003-1(B)** has been created to enable Chapter 11 debtors to comply with LBR 3003-1(B), which provides that a “debtor in a chapter 11 case shall serve creditors whose claims are listed on the schedules as disputed, contingent or unliquidated with a notice of the fact within fifteen (15) days after the later of:

- (1) the conversion of the case to chapter 11;
- (2) the filing of the schedules of liabilities; or
- (3) the filing of an amendment to the schedules of liabilities adding such creditors... .”

Under the “Motions/Applications” link, a **Notice of Hearing** event has been added to the pick list to allow the user to select it when a notice of hearing accompanies the motion/application.

Under “Miscellaneous” link, **Declaration** has been created. Note: This event also is located under “Answer/Response... > Other Answers.”

Updated Bankruptcy and Adversary Glossaries containing the above changes; additions may be viewed and printed through the Court’s CM/ECF homepage (<http://www.vaeb.uscourts.gov/ecfnew/ecf.htm>) and clicking on “Training Manuals.”



4th Circuit Bankruptcy Courts Line Up For CM/ECF



The Bankruptcy Courts in the 4th Circuit are very active in the development and implementation of CM/ECF. The following schedule indicates the range of CM/ECF implementation dates for the respective 4th Circuit Bankruptcy Courts:

Maryland	Wave 6	03/01/02 -10/20/02
North Carolina Eastern	Wave 8	07/01/02 - 01/02/03
North Carolina Middle	Wave 8	07/01/02 - 01/02/03
North Carolina Western	Alpha	April, 2001
South Carolina	Wave 1	03/01/01 - 08/31/01
Virginia Eastern	Prototype	October, 1997
Virginia Western	Pending	To be determined
West Virginia Northern	Wave 3	07/01/01 - 12/31/01
West Virginia Southern	Wave 8	07/01/02 - 01/02/03

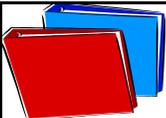


CM/ECF PRACTICE ADVISORIES...

Are now posted on our EDVA and ECF home pages. From time to time, we will issue these short updates for our users. Prior notices can be found under "ECF Announcements" on the ECF homepage.

DID YOU KNOW?

- CM/ECF SOFTWARE IS COMPATIBLE WITH Internet Explorer v. 5.5
- The CM/ECF Users' Advisory Group membership, Internet e-mail links and minutes are posted on the ECF homepage.



TRAINING UPDATE MANUALS



Several updates have been posted on the ECF homepage under "Training Manuals." The Glossary of Bankruptcy Events and the Glossary of Adversary Events have been revised as of March 19, 2002, and the Training Manual section "Filing a Document—Application for Compensation" is current as of March 20, 2002. Also, two new flow charts on opening a bankruptcy case are now posted on the ECF Training Manuals page.



ONLINE TRAINING TUTORIAL SURVEY



A short five-question survey has been posted on the ECF homepage and can be completed online via a link from the homepage or directly at <http://intercom.virginia.edu/SurveySuite/Surveys/Tutorial2/index2.html>. We invite all Attorneys and their office staff to please take a few minutes to respond by April 30th. Your comments are important to us! Thank you.