

**U. S. Bankruptcy Court
Eastern District of Virginia**

CM/ECF



Release 3.0

**Guide to Changes
for External Users**

Table of Contents

Case Opening		Filing Claims and other Claim	
Open a Voluntary BK Case	2	Actions	
Open an Involuntary BK Case	2	Filing a Claim	4
Case Upload	3	Assignment of Claim/Transfer of	
Open an Adversary		Claim	3
Proceeding	3		
Case Opening Party Records	3	Query Menu	4
Search for a Party screens		Reports	4
(debtor, joint debtor, plaintiff,			
defendant, party. etc.)	3	Utilities	5
Creditor Maintenance	3	Quality Control	5
General Docketing			
Multi-Part Motions	4		
Case Info on Docketing			
Screens	4		
Select the attorney screen	4		

United States Bankruptcy Court Eastern District of Virginia

Release 3.0 Changes for External Customers

A number of changes have been made to the CM/ECF application in Release 3.0. Below is summarized some of the major changes which will impact the use of CM/ECF by external users. If there are any questions regarding how to use CM/ECF in Release 3.0, please contact the DQA/Trainers in the appropriate divisional office.

Case Opening

- **Open a Voluntary Bk Case**
 - Menu name changed from **Open a BK Case** to **Open a Voluntary BK Case**.
 - The proper **Role type** is automatically added when the party is added to the case. User no longer selects the role type from a drop down box.
 - **Type of debtor** selections (Individual, Corporation, Partnership, Other) are radio buttons; only one selection can be made
 - **Voluntary/Involuntary** selection has been removed from the statistical screen (opening an Involuntary case is a separate menu option)
 - Last name, first name, address, city, state and zip, and ssn/taxid are required fields for adding debtors.
 - **Origin and Date split/Date transferred** no longer appear on the statistical screen for external users.
 - A **Corporate Parent** button has been added for linking a corporate parent to the debtor.

- **Open an Involuntary BK Case**
 - Only Chapters 7 and 11 are available chapter selections.
 - **Joint petition** is set automatically to **n** and is not editable.
 - Debtor and Petitioning Creditors are assigned the proper Role types during case opening. One or more petitioning creditors may be added to the case. The filing attorney may specify the attorney who is representing each petitioning creditor, by clicking **Attorney** button). A checkbox is available on the Petitioning Creditor Information screen which states: **The user opening the case is the filing attorney for this party.**
 - Participants and attorneys are displayed in docket text.
 - **Origin and Date split/Date transferred** no longer appear on the statistical screen for external users.
 - A **Corporate Parent** button has been added for linking a corporate parent to the debtor and/or petitioning creditor(s).

- **Case Upload**
 - Has been made a part of CM/ECF and is now supported by the AO. Is a program available only to attorneys for opening a voluntary bankruptcy case (chapters 7, 11 & 13)
- **Open an Adversary Proceeding**
 - The proper **Role type** is automatically added (plaintiff/defendant) when the party is added to the case.
 - The user may now select multiple natures of suit. The statistical screen displays a list for primary nature of suit, from which the user may select one; and, a list for 'secondary' nature(s) of suit, from which the user may select one or more.
 - A description of the nature[s] of suit is now displayed on the adversary docket report, along with the numeric code.
 - A **Corporate Parent** button has been added for linking a corporate parent to the plaintiff and/or defendant.
- **Case Opening Party Records**
 - If the party has an address within the United States, the **Country** field should be left blank or should be completed with the word USA keyed in all caps. If any other characters are keyed in the **Country** field, the case will be interpreted as a foreign address and the country will be added to the last line of the address on any matrix generated.
 - The current **Out of Country** county code is replaced with the code **Foreign**.
 - If the **Country** field is completed and is completed with anything other than USA and the county code is not listed as **Foreign**, an error message is displayed.

Search for a Party screens (debtor, joint debtor, plaintiff, defendant, party, etc.)

- When searching for a party record, the search screen has been changed to include first and middle name fields.

Creditor Maintenance

- Separate name and address fields have been replaced by a single text box. Multiple creditors may be added, separating the creditors with a blank line. Creditors may be copied and pasted from a [single-column] matrix.

General Docketing

- **Multi-Part Motions**
 - When selecting multiple events from the pick-list to docket a motion, the events are now listed in the order in which they are selected (as opposed to alphabetically). There is also an additional drop-down box from which the user may select additional text to be included (i.e. **and, or in the alternative, in addition to, and or**).
- **Case Info on Docketing Screens**
 - New functionality allows for the display of certain data below the case number and name link. This includes case type, asset, chapter, voluntary or involuntary, office code and name, description of disposition code, case flags, judge and lead bankruptcy case number (if adversary proceeding).
- **Select the attorney screen**
 - The list of attorneys now shows the role of the party that the attorney represents. By clicking on the attorney, a pop-up window displays including the name, address (if any) and SSN of the party represented.

Filing Claims and other Claim Actions

- **Filing a Claim**
 - The **Duplicates Claim #** field, the **Late** drop-down box and the **Status** drop-down box have been removed from the **Proof of Claim Information For** screen, when filing a claim.
 - The **Notice of Electronic Claims Filing** now contains a link to the **Claims Register**, as well as a link (at the very bottom of the screen) to **File another claim**.
 - When an amended claim is filed, the **Notice of Electronic Claims Filing** labels the claim as **Amended [#]**.
- **Assignment of Claim/Transfer of Claim**
 - The filing of an assignment/transfer of claim causes the name (and address) of the claimant to change on the claims register. The **History** section displays the assignment entry from the case docket, which contains a link to the original creditor (transferor).

Query Menu

- The standard **Query** menu now includes the **Claims Register** and the **Creditor Mailing Matrix** (for bk cases).

- The **Type** column on the **Filers** query now shows the description of the party role rather than a roletype code.

Reports

- The **Docket Activity** report is now available to external filers. The selection options of case number, office, case type category of events, entered between (date range), sort by and summary or full docket text are available. Also included is a checkbox (checked, by default) , which, if checked, will extract entries only in cases to which the attorney is linked.
- The **Docket Report** displays the party type label (debtor, joint debtor, plaintiff, defendant, trustee, U. S. Trustee) above, rather than below, the name and address of the party.
- A new **Written Opinions** report is available to provide free access to documents that have been designated as opinions. The user may search by case number, by name or may leave both the name and number fields blank to search for all.
- The **Notice of Electronic Claims Filing** is now stored in the system and accessible/retrievable from the **Claims Register**.
- The **Claims Register** now displays the date of entry and the date of last modification for each claim, as well as the type of person who filed the claim. The report also now includes a **Claims History** section, which lists the filing of (and any amendments to) the claim and events docketed to the case docket which relate to the claim (such as assignments/transfers).
- The **Claims Register** now displays a **History** link in the creditor name and address field, when a creditor has been edited. Clicking the link will display current and previous creditor information.

Utilities

- **Clear Default PACER Login** has been added to the menu, allowing users to clear the default login set by checking the box on the PACER login screen that states: **Make this my default PACER login.**

Quality Control

- A **Notice of Electronic Filing** or a **Notice of Electronic Claims Filing** is automatically generated through certain editing functions, to alert the users of the edit made. These editing functions include:
 - Adding or deleting a docket entry relationship (to another docket entry)
 - Adding a document to or deleting a document from a docket entry
 - Editing case associations (adversary to main case, consolidated or jointly administered cases)

- Editing case participants
- deleting an entire docket entry and associated data
- deleting selected docket entry information
- editing all docket entry information
- adding attachment(s) to or deleting attachment(s) from claims
- editing claim information
- deleting claim(s)

The notice is sent only to active attorneys/trustees and any additional addresses specified for their accounts. Any documents linked to the edited docket entry can be viewed by the recipient without charge for 15 days after the edit is made. Note that multiple notices can be linked to a single docket entry; clicking the silver ball for the entry on the **Docket Report** will then require the user to select from a list of notices. An NEF is generated for docket entry edit only if an NEF was produced when the entry was originally made.