

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

CM/ECF 4.0, 4.1 & 4.2



**Summary of New Features
for External Users**

Table of Contents

- Introduction ii

 - Internet Browsers 3
 - Password Security 3
 - Maintain Your ECF Account 4
 - Internet Credit card Payments, Tracking Filing Fee Balances & Lockout for Failure to Pay Filing Fees 4
 - Adversary Case Opening 6
 - Reports, Time Selection & Queries 7
 - Proof of Claim Form, Claims Register & Notice of Electronic Claim Filing 11
 - Email Enhancements & BNC 15
 - Bankruptcy Noticing Center Improvements 16
 - RSS Feed Technology 17
 - Mortgage Payment Changes - Rule 3002.1 18
 - Miscellaneous Items 20
 - Addendum A -Sealed Functionality 22
-

Introduction

The United States Bankruptcy Court for the Eastern District of Virginia is upgrading from Bankruptcy CM/ECF Release 3.4 through Bankruptcy CM/ECF Releases 4.0 and 4.1 to 4.2. These releases include new functionality that you should review and become familiar with as part of your office operations. Particular attention should be paid to maintaining your CM/ECF accounts, navigating through the CM/ECF System and the manner in which certain documents are filed. Information will be provided at a later date regarding activation of new features not otherwise described in this Summary of New Features for External Users.

Training contacts can be reached as indicated on the Court's CM/ECF Home Page's Getting Started with ECF Page, at

<http://www.vaeb.uscourts.gov/ecf/GettingStarted.htm>.

Additional information is available on the CM/ECF Users' Guides page, at

<http://www.vaeb.uscourts.gov/ecfguides/ecfotm.htm>.

What's New in Releases 4.0, 4.1 & 4.2 for External Users

Internet Browsers

Releases 4.0, 4.1 and 4.2 work correctly with Firefox 3.5 and Internet Explorer 7 and 8. Mozilla Firefox 2 and Internet Explorer 6 are no longer supported.

Password Security

Stronger Password Requirements - You must change your CM/ECF passwords to comply with the new security requirements.

See Fig. 1

- All passwords will be rejected at first 4.0-4.1-4.2 login, even if they meet the new requirements.
- Each password must be encrypted with new stronger encryption algorithm.
- If you changed to a stronger password before 4.0-4.1-4.2 implementation, it still can be re-used. Just re-enter the same data.

New password security requirements:

- A minimum of 8 characters is required.
- Upper and lower case alpha characters must be used.
- At least one digit or special character (e.g., 0-9, @, #, \$, %, ^, +, :) must be used.
- You will receive the *****Notice***** message at **Fig 1** until the password is updated correctly.
- Clicking the link in the message will allow you to change your password.

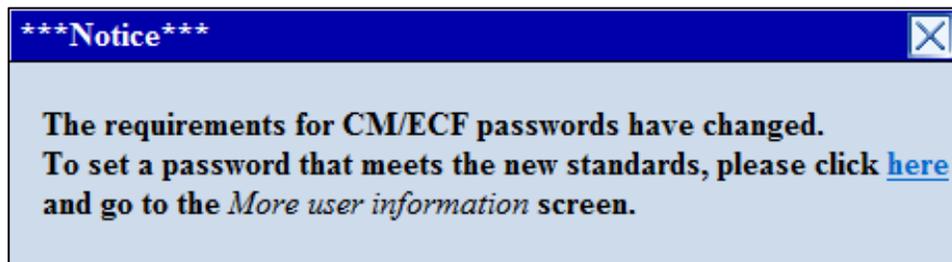


Fig. 1

- You either must create a new stronger password, or
- You can re-enter your old password if it meets the new requirements. **See Fig. 2.**

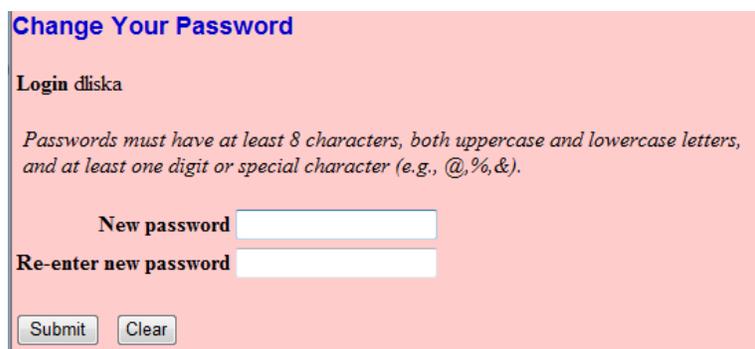


Fig. 2

- Your account will be locked out for 5 minutes after 5 invalid login attempts.
- Lockout times will be increased by one minute for **each** subsequent attempt.

Maintain Your ECF Account

- **E-Mail Notification**

You now have the option through 'Maintain Your ECF Account' to choose whether you want notification of bankruptcy matters when your appearance is entered only in the Adversary case. **See Fig.3.** You will be prompted to enter your primary and secondary email addresses twice. If these two fields do not match, you will receive an error message. Please note that the address will not be saved until both fields match. You may elect to have more than one secondary e-mail address. To do so, you must separate those addresses by commas. Prior to Releases 4.0, 4.1 and 4.2, you could do so by entering secondary e-mail addresses on multiple lines. That process, however, no longer is permitted.



Fig. 3

NOTE: **Limited Creditor Users now have the option to receive email notification of filings.**

Internet Credit Card Payments, Tracking Filing Fee Balances & Lockout for Failure to Pay Filing Fees

Internet Credit Card Payments

New Fee Payment Selection Screen, see Fig. 4

Internet Payments Due			
Selected			
<input type="checkbox"/> Check fees to pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2008-07-22 08:29:23	Voluntary Petition (Chapter 7)(08-10079-7) [caseupid,1027a] (200.00)	\$ 200.00
<input type="checkbox"/>	2008-07-25 12:25:50	Voluntary Petition (Chapter 7)(08-10082-7) [caseupid,1027a] (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

Fig. 4

- Prior to Releases 4.0, 4.1 and 4.2, when you made an Internet payment, all the fees that had been incurred up to the time of payment had to be paid at once. Now, when you click the Pay Now button, the above new screen, **Fig. 4**, appears. You may select to pay some or all of the fees in a given transaction.
- On the above screen, all outstanding fees are displayed together with a check box for each such fee. You should check the box next to each fee that you will pay and then click the "Next" button. The screen that will appear displays a summary of the selected fees, along with a "Pay Now" button. Clicking this button opens a panel to allow payment.

Tracking Filing Fee Balances

- Prior to Releases 4.0, 4.1 and 4.2, there was no way to track the balance due when a filing fee was paid in installments. Now, for pending cases opened after these releases have been installed, the outstanding filing fee balance is tracked in CM/ECF, **see Fig. 5**.
- 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).

Date	Doc	Summary Text	Receipt number	Fee
04/15/2010	1	Voluntary Petition (Chapter 7)	24436	\$ 50.00
04/15/2010		Receipt of Installment Payment (Second)	122345	\$ 50.00
04/15/2010		Receipt of Installment Payment (Third)	1223335	\$ 50.00
				<i>Balance Due \$ 149.00</i>

Case	Associated Case	Type	Flag
10-10058 Harold G. Gard and Joyce C. Gard	10-01017 First Credit Corp of San Antonio v. Gard et al	Adversary	DEFER

Fig. 5

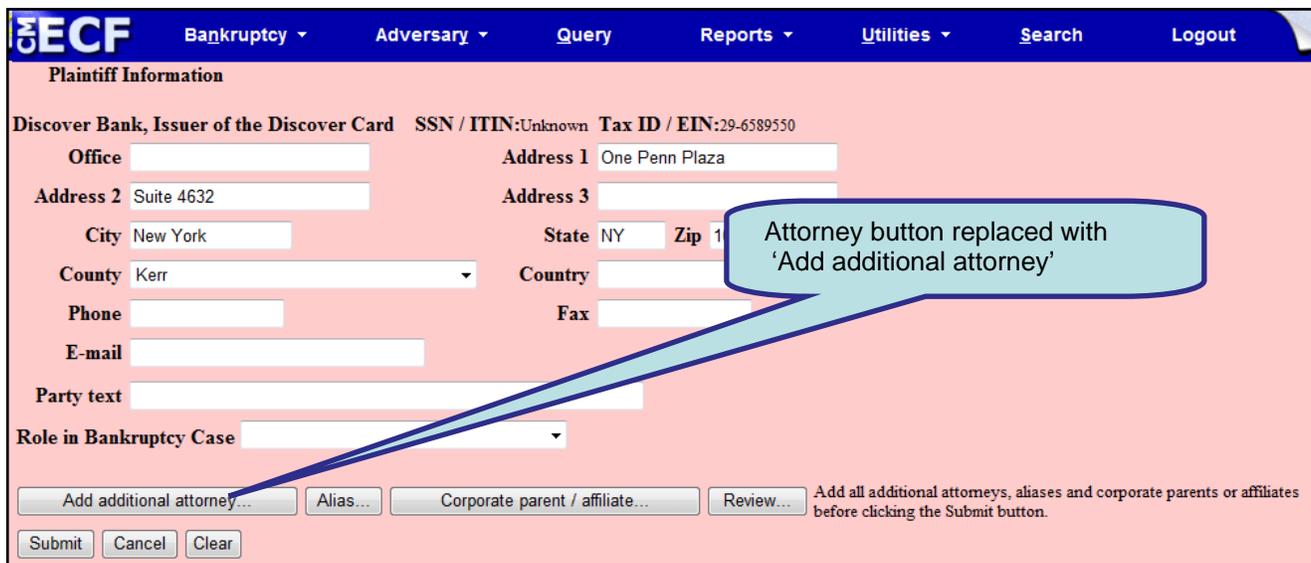
Lockout for Failure to Pay Filing Fees

- All fees associated with a filing are due at the time of filing. If you do not pay fees you have incurred, one or both of the following may occur:
 - You may receive email notification from the court, indicating that you have outstanding fees. This notification will include a hyperlink to allow you to pay the fees immediately.

- You may be prevented from filing electronically in the court until you have paid all fees. The email notification described above includes details regarding when this will occur if fees remain unpaid. If prevented from filing, you still may log into CM/ECF to pay fees. Once all fees are paid, your filing permissions are reinstated upon your next login.
- TO AVOID EITHER OF THESE TWO OUTCOMES FROM OCCURRING, PLEASE PAY YOUR FEES WHEN THEY ARE DUE.

Adversary Case Opening

Attorneys for plaintiff no longer will have to add themselves when opening an adversary with a complaint, **see Fig. 6**. Prior to Releases 4.0, 4.1 and 4.2, 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 they represent: 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.



ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

Plaintiff Information

Discover Bank, Issuer of the Discover Card SSN / ITIN:Unknown Tax ID / EIN:29-6589550

Office Address 1 One Penn Plaza

Address 2 Suite 4632 Address 3

City New York State NY Zip 1

County Kerr Country

Phone Fax

E-mail

Party text

Role in Bankruptcy Case

Add all additional attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

Fig. 6

[THIS AREA IS INTENTIONALLY LEFT BLANK]

Plaintiff's attorney will not be able to add attorney for defendant. Attorney for defendant(s), if any, will be added upon appearance, **see Fig. 7**.

CM ECF Bankruptcy Adversary Query Reports Utilities

Defendant Information

United Enterprises, Inc. SSN / ITIN:Unknown Tax ID / EIN:1122334556

Office Address 1 1414 E. 78th Street

Address 2 Address 3

City New York State NY Zip 02100

County Bexar Country

Phone

E-mail

Party text

Role in Bankruptcy Case Creditor

Alias... Corporate parent / affiliate... Review... Add all aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

Attorney button removed if plaintiff's attorney is opening

Fig. 7

Reports, Time Selection Icon & Queries

Cases Reports

- An option to filter by attorney name or Bar ID now appears on the selection screen, **see Fig. 8**.
- The report now is limited to a range of 31 days. This prevents you from unintentionally requesting a large data set, which would result in an unnecessarily large PACER fee.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Cases Report

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

Office Alexandria Norfolk

Case Type bk Chapter 7 9

Trustee Aab, Raymond J. Addison, H. Lee, III

Attorney

Last name

First name

Bar ID

Date Type Filed date From 10/18/2011 to 10/18/2011

Open cases Party information

Closed cases Pro se cases only

Sort by Filed Date

Output Format Formatted Display Data Only

Run Report Clear Make these options my default.

Attorneys will be limited to date range of 31 days

Search by attorney name or Bar ID

Pro se selection

Fig. 8

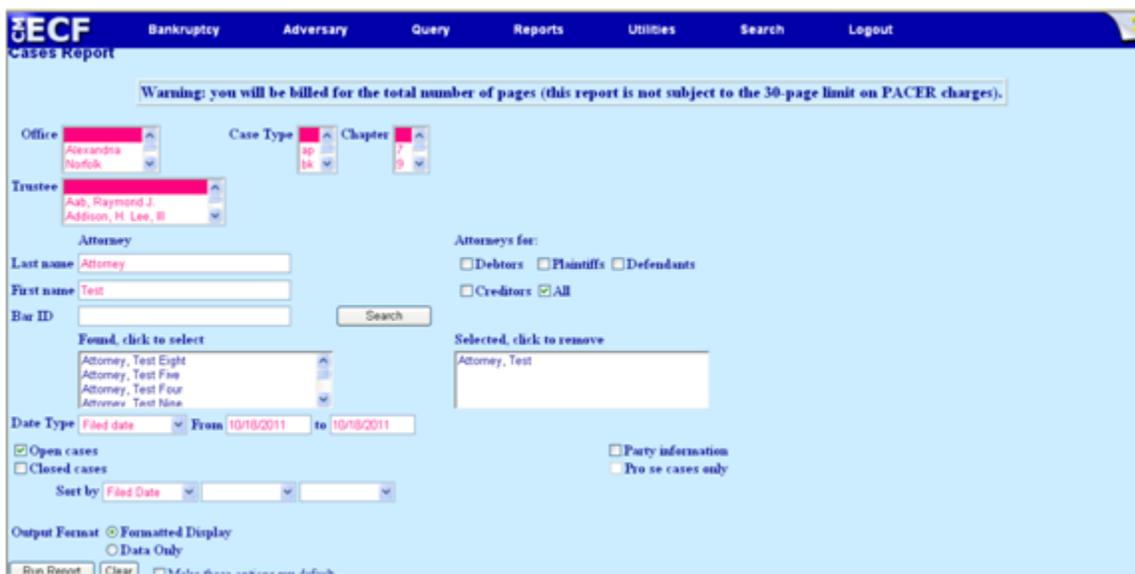


Fig. 9

- When an attorney's 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* debtors. See Fig. 9 above.

Docket Report

- Alias now prints on one line on *Docket Report* and *Notice of Bankruptcy Case Filing*, see Fig. 10.
- The "Show Associated Cases" hyperlink appears only when an active association exists.
- The county of residence is now displayed along with the address information on the report output for debtors and joint debtors.
- All attorney email addresses displayed on the Docket Report are now hyperlinks.
- To have "Include headers..." selected by default, the attorney must go to Utilities, Maintain Your ECF Account, and select the checkbox "Add Headers to PDF documents", on the Account screen."



Fig. 10

Time Selection Icon

On screens allowing a time selection, the time field now includes an icon to populate the time from a graphic. When clicked, the icon, **Fig. 11**, displays a clock graphic:

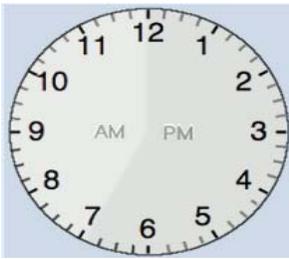


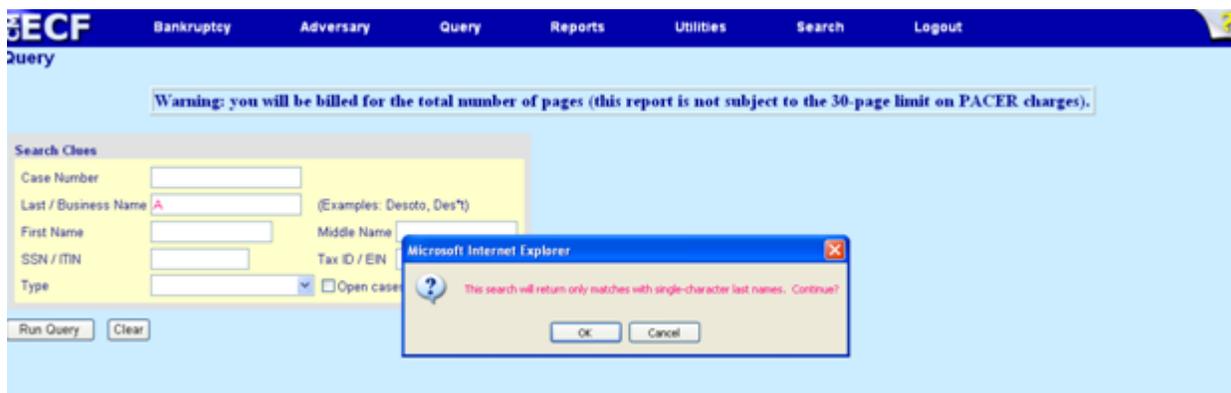
Fig. 11

- Move the cursor around the clock's face to select a time; the time selection is displayed in the box. The lighter shading indicates an assumed AM time, and the darker shading indicates default PM. This is also populated in the box, and can be changed manually.
- To type in the box without using the clock icon, you may type in standard format (e.g., "8:45 AM"), or omit the minutes for on-the-hour events (e.g., "10 AM").

Queries

One-Character Query

- Prior to Releases 4.0, 4.1 and 4.2, two characters of the last name were required for a name search on the Query Screen. This made it impossible for you to search for a person with a single-character last name. Now, if a single character is entered into the last name field, it is evaluated for exact matches only. A message will appear on the screen advising you that only exact matches will be found, **see Fig. 12**.
- A single-character search will return only records with the first letter of the last name (e.g., "A" and not Anderson, Adkins...).
- Otherwise, at least 2 characters are required for a search.
- Searching with a wildcard and one character is not permitted (e.g., "A*").



Search by one character (A)

Example: "Sammy A"

Fig. 12

Query by Name; example: "Williams," **see Fig. 13:**

- PACER charges are based on the number of lines (54 lines equal one page). 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.
- When a name search is made, additional information now is displayed on the results page to allow you to select the correct case.

The screenshot shows the PACER 'Select a Case' search results page. It displays a table of search results for the name 'Williams'. The table has columns for Name, Case No., Case Title, Chapter / Lead BK case, Date Filed, Party Role, and Date Closed. There are 60 matching cases listed, with the first few rows visible in the screenshot.

Name	Case No.	Case Title	Chapter / Lead BK case	Date Filed	Party Role	Date Closed
Williams, Bob O (pty) (1 case)	02-80588-SSM	Bob O Williams	13	12/18/02	Debtor	N/A
Williams, Brian L II (pty) (1 case)	03-30305-DOT	Brian L Williams	7	12/02/03	Debtor	N/A
Williams, Camara C. (pty) (1 case)	04-70441-SCS	Camara C. Williams	13	05/26/04	Debtor	N/A
Williams, Caroline (pty) (1 case)	02-80427-BGM	George Scott Benton and Caroline Benson	7	06/25/02	Joint Debtor	N/A
Williams, Daniel Ray (pty) (2 cases)	02-07015	McDow, Jr. v. Williams	Lead BK: 02-70142-SCS Daniel Ray Williams and Sarah Michelle Williams	08/09/02	Defendant	N/A
	02-70142-SCS	Daniel Ray Williams and Sarah Michelle Williams		06/03/02	Debtor	N/A
Williams, Delores Smith (pty) (1 case)	03-30107-DOT	Delores Smith Williams	7	11/17/03	Debtor	N/A
Williams, Derek (pty)	04-70000-SSM	Derek Williams and Sarah Williams	7	05/14/04	Debtor	N/A

Fig. 13

View Document

- Direct query to PDF document under View Document, **see Fig. 14.**
- A warning message has been added to the Query Screen, indicating that there is no 30-page PACER billing cap on the results page: **"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 screenshot shows the PACER 'Query' screen for case 11-70002-SCS Sty Fox. The case type is bk Chapter: 7 Asset: No Val v Judge: Stephen St. John. The date filed is 09/16/2011 and the date of last filing is 10/17/2011. A 'Query' menu is displayed with various links. An arrow points to the 'View Document' link.

Query	
Aliases	Judge
Associated Cases	Motions Report
Attorneys	Notice of Bankruptcy Case Filing
Calendar - Monthly	Parties
Case Summary	Related Transactions
Claims Register	Status
Corporate Parents/Affiliates	Trustee
Creditor Matrix Matrix	View Document ←
Creditors	Filing Fee
Deadlines/Hearings	
Docket Report...	
Filings	
History/Documents	

Fig. 14

- Prior to Releases 4.0, 4.1 and 4.2, there was no way for you to view a document without first viewing a docket report (via the Internet). Now, the "View Document" link allows you to enter a document number in the case currently being viewed, and view the document directly. If multiple documents are associated with a document number, the Document Selection Menu

appears, from which you can choose the desired document. You must know the document number to access the PDF document, **see Fig. 15**.

- PACER customers:
 - Can skip generating a docket report.
 - Are charged normal fees per page.

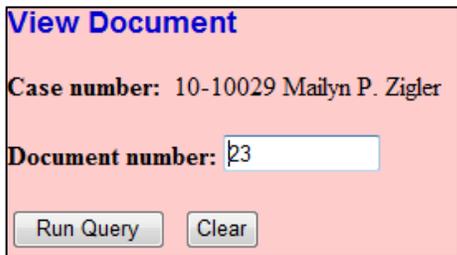


Fig. 15

Proof of Claim Form, Claims Register & Notice of Electronic Claim Filing

Compliance with Official B10 Claim Form, **see Fig. 16**

- The Proof of Claim entry screen text and formatting have been modified to match the Official B10 Form.
- The new claim data entry fields are: Amount Claimed, Secured and Priority. Additionally, the amount claimed and the amount allowed totals are no longer calculated. Instead, the "Amount claimed" field constitutes the totals of the various amounts claimed; you must enter the totals in this field, and no additional total is calculated.

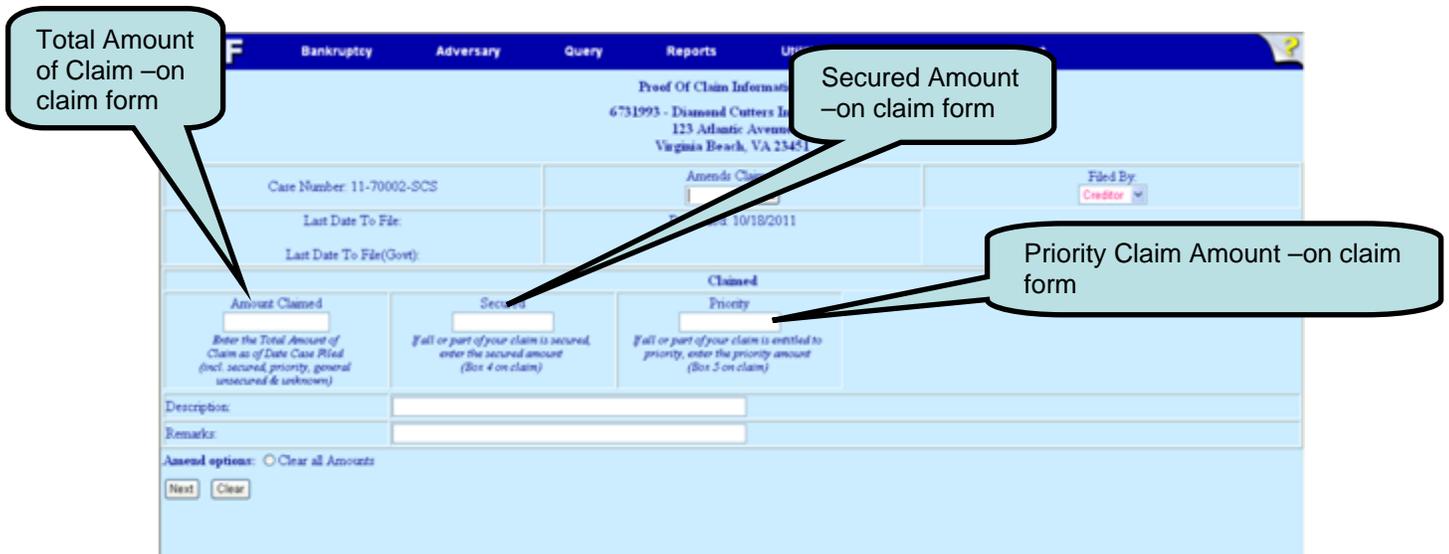


Fig. 16

- **Existing claims** will be converted to the new format.
- Unknown and Unsecured will appear if those amounts already exist, **see Fig. 17 on next page**.

Proof Of Claim Information For
375 - Max Recovery
2552 Texas Elm
San Antonio, TX 78232

Case Number: 5-10001	Claim No: 1	Amount Claim #: 1 Find	Filed By: Creditor
Last Date To File:	Date Filed: 10/31/2008	Status:	
Last Date To File(Govt): 07/05/2006			
Claimed			
Amount Claimed 6990.55 <small>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)</small>	Secured <input type="text"/> <small>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</small>	Priority <input type="text"/> <small>If all or part of your claim is entitled to priority, enter the priority amount (Box 3 on claim)</small>	Unsecured 1390.55
			Unknown 1000.00

Fig. 17

A new message has been added to remind the user to enter the claim value, **see Fig. 18**.

Case Number: 04-44444

Last Date To File:

Last Date To File(Govt):

Amount Claimed <input type="text"/> <small>Enter the Total Amount of Claim as of Date Case Filed</small>	Secured 50.00 <small>If all or part of your claim is secured, enter the secured amount</small>	Priority <input type="text"/> <small>If all or part of your claim is entitled to priority, enter the priority amount</small>
--	--	--

Message from webpage

?

No Amount Claimed value has been entered. Do you want to continue this filing?

OK Cancel

Fig. 18

A message has been added to state that "The values are reflective of the data entered. Always refer to claim documents for actual amounts". **See Fig. 19**.

Total Amount Claimed*	\$837381380.56
Total Amount Allowed*	\$2763142.49
*Includes general unsecured claims	
The values are reflective of the data entered. Always refer to claim documents for actual amounts.	

Fig. 19

Claims Register

- Only three amounts are displayed on the Claims Register: Amount claimed, Secured claimed and Priority claimed, **see Fig. 20 on next page**.

- Unsecured or Unknown amounts may be entered by a claimant into the Amount Claimed field, if applicable.
- Prior to Releases 4.0, 4.1 and 4.2, 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.
- Note: All existing claims will be converted and any amounts previously recorded as unsecured or unknown will be presented on the Claims Register.

Claims Register

[10-10001 Xenon Black and Savannah Black](#)

Judge: Lillian Strasberg	Chapter: 13
Office: Pleasantville	Last Date to file claims: 05/20/2010
Trustee: Sam J. Carson	Last Date to file (Govt): 07/19/2010

Creditor: (22555) Ace Finance 7121 W. Hwy 90 San Antonio TX 78227	Claim No: 1 Original Filed Date: 02/01/2010 Original Entered Date: 02/01/2010 Last Amendment Filed: 03/19/2010 Last Amendment Entered: 03/19/2010	Status: Filed by: CR Entered by: Deanna Liska Modified: 02/01/2010
---	--	--

Amount claimed: \$150000.00
Secured claimed: \$125000.00
Priority claimed: \$25000.00

History:

[Details](#) 1-1 02/01/2010 Claim #1 filed by Ace Finance, Amount claimed: \$250000 (Liska, Deanna)

[Details](#) 1-2 03/19/2010 Amended Claim #1 filed by Ace Finance, Amount claimed: \$150000 (Liska, Deanna)

Description: (1-1) House and Pool Loan - Deed of Trust
 (1-2) House and Pool Loan - Deed of Trust

Remarks:

Fig. 20

OLD Claims Register Summary - See Fig. 21

Claims Register Summary

Case Name: Xenon Black and Savannah Black
Case Number: 10-10001
Chapter: 13
Date Filed: 01/19/2010
Total Number Of Claims: 5

	Total Amount Claimed	Total Amount Allowed
Unsecured		
Secured	\$170000.00	
Priority	\$29000.00	
Unknown		
Administrative	\$500.00	
Total	\$199000.00	

Fig. 21

- The "Old" Claims Register Summary, at Fig. 21 above, listed the values of "Unsecured" and "Unknown" if they were present.

- Only the Total Amount Claimed and Total Amount Allowed and the Secured, Priority and Administrative categories are displayed, **see Fig. 22**.
- Neither the Unsecured amount nor the Unknown amount is displayed.
- The Unsecured OR Unknown amount may be included in Total Amount Claimed.

Claims Register Summary

Case Name: Kristen Anne Geoff and Marisa Renie
Case Number: 07-CB-01224
Chapter: 7
Date Filed: 08/23/2007
Total Number Of Claims: 2

Total Amount Claimed*	\$2443.00
Total Amount Allowed*	\$1055.00

* Includes general unsecured claims

	Claimed	Allowed
Secured	\$977.00	\$383.00
Priority	\$966.00	\$242.00
Administrative		

Fig. 22

Notice of Electronic Claim Filing, see Fig. 23.

- The "File another claim" hyperlink that previously was displayed at the bottom of the Proof of Claim receipt has been moved to the top for easier access.
- The Notice of Electronic Claim Filing will only list the three standard categories: Amount Claimed, Amount Secured and Amount Priority.

File Another Claim moved to the

Amounts are displayed by category instead of just the total amount claimed

Claims Number: 113000-00
 Amount Claimed: \$13000.00
 Amount Secured: \$10000.00
 Amount Priority:

Fig. 23

Email Enhancements & BNC

Email Notifications on BNC Certificates of Service, Attorneys Can Opt Out of Email from Lead BK Case

Email Notification Updates, see Fig. 24.

- You have an email preference record, as shown below.
- Another level of security now is added to this email setup screen. When a new user is added or an email address is modified, the CM/ECF System requires a set of two email addresses that must match. This is true for both primary and secondary addresses.
- Attorneys in adversary proceedings always have received Notices of Electronic Filings for the adversary proceedings in which they are directly involved and for their related bankruptcy cases. There is a new option for attorneys: **"Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases."** This election will stop all of the attorney's email notices from the bankruptcy case, as long as the attorney has no involvement in the main case. This is a global decision and applies to all adversary proceedings where the attorney is involved.
- The following text also appears: *"You may receive notice for some bankruptcy cases if it is required by the Clerk of Court."* Thus, the court, in some instances, can designate events to override the option not to receive bankruptcy case Notices of Electronic Filings.

The screenshot shows the CM/ECF system's email setup interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Email information for Angela Snyder" and contains the following elements:

- 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 for their related bankruptcy cases
- Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases
- You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.*
- Send a notice for each filing
- Send a Daily Summary Report

Format notices: HTML, Text

Buttons: Return to Account screen, Clear

Callouts from the image:

- "Email addresses entered twice and must match." (points to the primary and reenter primary email address fields)
- "Current functionality is for attorneys in adversaries to receive notices from bankruptcy case also" (points to the "Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases" option)
- "New option allows adversary attorney to opt out of emails from main case" (points to the "Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases" option)
- "Notice to user that some emails will override the user's request" (points to the italicized text: "You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.")

Fig. 24

Notice of Electronic Filing (NEF) Message Update, see Fig.25.

10-10028 Notice will be electronically mailed to:

Julian Mayfair
mayfairassoc@legal.com

Jeanne L. Walker on behalf of Debtor Richard Duncan
john_p_walker@aotx.uscourts.gov

10-10028 Notice will not be electronically mailed to:

Kathy Nelson
7114 E. Oak Street
Houston, TX 77132

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

10-10028 These participants in a related case have chosen not to receive notice from this case:
Heather J. Walker on behalf of Plaintiff First Credit Corp of San Antonio
deadmail@support.aotx.uscourts.gov

NEF lists people on related case who have chosen not to receive notice from main case.

Fig. 25

The option highlighted in **Fig. 25 above** is recorded and displayed in a new section on Notices of Electronic Filing from the related bankruptcy case.

Bankruptcy Noticing Center Improvements

Combining Noticing Recipients on Bankruptcy Noticing Center (BNC) Certificates of Notice

- Parties on the case who have received a paper BNC notice through first class mail still will be listed at the top of the BNC Certificate of Notice.
- All other parties to the case who have received Notices of Electronic Filing for a matter, however, now also will be listed on the BNC Certificate of Notice. This list will be appended to the Certificate of Notice as a second page. This means that you no longer will need to look in two locations to determine who was noticed.

Emailed Bypass Notice to Debtor's Attorneys

- The court makes use of the BNC to mail notices. That only can be performed successfully if the address provided is valid. If an address is not valid, the United States Postal Service treats this as sending mail to an undeliverable address. The BNC bypasses notices with undeliverable addresses from printing and mailing. It is important that all provided addresses be valid to avoid this outcome.
- Prior to Releases 4.0, 4.1 and 4.2, you received printed and mailed BNC bypass notices associated with the court's issuance of the 341 notice. The improvement provided now will result in notification to your primary e-mail address on file with the court of undeliverable addresses for all notices mailed by the BNC.

Emailing 341 Notices to Debtors' Attorneys; Other Improvements

- Prior to Releases 4.0, 4.1 and 4.2, the debtor's attorney received the 341 notice by Notice of Electronic Filing with the debtor's redacted Social Security Number (SSN) and by U.S. Mail through the BNC with the debtor's full SSN. Now, the 341 notice will allow the BNC to send the debtor's attorney an email containing a secure hyperlink to the unredacted 341 notice in place of a paper notice. The BNC will send one summary email per day containing hyperlinks to one or more notices. Each hyperlink provides one free look to the full notice. The debtor's attorney no longer will receive the paper 341 notice from the BNC.
- Prior to Releases 4.0, 4.1 and 4.2, when a party was terminated through a docketed event, the terminated party did not receive notice of the event. Now, the terminated party is included in the noticing list.
- Now, you (or debtor if the case is a *pro se* case) will be notified through your primary email address on file with the court of undeliverable addresses for all notices transmitted by the BNC. You no longer will receive paper bypass notices mailed by the BNC.
- The title of the BNC PDF certificate has been changed to "Imaged Certificate of Notice"; prior to Releases 4.0, 4.1 and 4.2, the document's PDF header displayed the old title, "Imaged Certificate of Service". For documents entered after CM/ECF Releases 4.0, 4.1 and 4.2 are installed, the PDF header will match the new title.

RSS Feed Technology

- 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. 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. 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 that have been docketed within the last 12 hours, **see Fig.26**.

Court Information	
Court Details	
Court's Name	SDSD
Software Version	CM/ECF-BK V4.1.0
ECF Go Live Date	05/25/2006
Maximum PDF File Size (MB)	2
Maximum Merge Document Size (MB)	20
RSS Feed	 Entries made in the last 12 hours - Court Users
Docket entries of type: all	
PDF/A Compliance Required	n

Fig. 26

- 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.

Mortgage Payment Changes

Rule 3002.1

- Provides a process for a Chapter 13 debtor to cure a default and maintain payments on a home mortgage during the plan.
- Applies to claims that are:
 - secured by a security interest in the debtor's principal residence; and
 - provided for under 1322 (b)(5) of the Code in the debtor's plan.
- To comply with the rule, CM/ECF has been modified to allow a creditor to file the "Notice of Mortgage Payment Change," the "Notice of Postpetition Mortgage Fees, Expenses, and Charges," and the "Response to Notice of Final Cure Payment" as a supplement to the holder's proof of claim. Several areas are affected by this change, as described below.
- **The change is effective December 1, 2011.**

Mortgage Creditors must file three new events as supplements to the claim. When docketed, these events appear in the history section of the Claims Register.

- "Notice of Mortgage Payment Change," **see Fig. 27 on next page.**
- "Notice of Postpetition Mortgage Fees, Expenses, and Charges," **see Fig. 28 on next page.**
- "Response to Notice of Final Cure Payment" - Rule 3002.1

The Three New Claim Events:

- Supplement to claim on claims register
- Not an attachment to the claim
- Not an amended claim
- Docketed as a claims event, through Bankruptcy, Claim Actions.
- Will appear on the claims register history
- Events are filed by the mortgage creditor

Notice of Mortgage Payment Change

B 10 (Supplement 1) (12/11)

UNITED STATES BANKRUPTCY COURT

_____ District of _____

In re _____ Case No. _____
Debtor Chapter 13

Notice of Mortgage Payment Change

If you file a claim secured by a security interest in the debtor's principal residence provided for under the debtor's plan pursuant to § 1322(b)(5), you must use this form to give notice of any changes in the installment payment amount. File this form as a supplement to your proof of claim at least 21 days before the new payment amount is due. See Bankruptcy Rule 3002.1.

Name of creditor: _____ Court claim no. (if known): _____

Last four digits of any number you use to identify the debtor's account: _____ Date of payment change: _____
Must be at least 21 days after date of this notice

New total payment: \$ _____
Principal, interest, and escrow, if any

- B10 Supplement 1
Notice is filed as a “supplement” to the claim.
- Creditor will notify the debtor, debtor’s attorney, and trustee of any changes in the payment amount no later than 21 days before the new payment amount is due.

Fig. 27

Notice of Postpetition Mortgage Fees, Expenses, and Charges (B10 Supplement 2)

B 10 (Supplement 2) (12/11)

Part 1: Itemize Postpetition Fees, Expenses, and Charges

Itemize the fees, expenses, and charges incurred on the debtor's mortgage account after the petition was filed. Do not include any escrow account disbursements or any amounts previously itemized in a notice filed in this case or ruled on by the bankruptcy court.

Description	Dates incurred	Amount
1. Late charges	_____	(1) \$ _____
2. Non-sufficient funds (NSF) fees	_____	(2) \$ _____
3. Attorney fees	_____	(3) \$ _____
4. Filing fees and court costs	_____	(4) \$ _____
5. Bankruptcy/Proof of claim fees	_____	(5) \$ _____
6. Appraisal/Broker's price opinion fees	_____	(6) \$ _____
7. Property inspection fees	_____	(7) \$ _____
8. Tax advances (non-escrow)	_____	(8) \$ _____
9. Insurance advances (non-escrow)	_____	(9) \$ _____
10. Property preservation expenses. Specify: _____	_____	(10) \$ _____
11. Other. Specify: _____	_____	(11) \$ _____
12. Other. Specify: _____	_____	(12) \$ _____
13. Other. Specify: _____	_____	(13) \$ _____
14. Other. Specify: _____	_____	(14) \$ _____

Fig. 28

Claims Register

- When any of the events are docketed, they are displayed on the History section of the Claims Register for their associated claims.
- Note: Select document number to view attachment, **see Fig.29**.

Creditor: (6731993) Diamond Cutters International 123 Atlantic Avenue Virginia Beach, VA 23451	Claim No: 1 Original Filed Date: 10/17/2011 Original Entered Date: 10/17/2011	Status: Filed by: CR Entered by: Angela Snyder Modified:
Amount claimed: \$10000.00 Secured claimed: \$5000.00		
History:		
Details 1 10/17/2011 Claim #1 filed by Diamond Cutters International, Amount claimed: \$10000.00 (Snyder, Angela)		
14 10/18/2011 Notice of Mortgage Payment Change (Claim # 1) filed by Diamond Cutters International.(Snyder, Angela)		
15 10/18/2011 Notice of Postpetition Mortgage Fees, Expenses, and Charges (Claim # 1) Filed by Creditor Diamond Cutters International filed by Diamond Cutters International.(Snyder, Angela)		
16 10/18/2011 Response to Notice of Final Cure Payment Rule 3002.1 (Claim # 1) with Certificate of Service Filed by Creditor Diamond Cutters International filed by Diamond Cutters International.(Snyder, Angela)		

Fig. 29

Miscellaneous Items

- Mozilla Firefox 3.5 and Internet Explorer 8 do not allow users to type directly into a file name box on a document upload screen; instead, you may click the "Browse" button, then search for the document or type the file name in the resulting window.
- For data security, it is important to exit the browser after logging out of the application. To encourage this, a message is now displayed upon logout to remind users to exit the browser.
- Where the full document path and title were previously displayed (*e.g.*, on the Notice of Electronic Filing), now only the document title is displayed when using Mozilla Firefox 3.5; using Internet Explorer 8, the full path is displayed for the main document, and the document title only is displayed for attachments.
- The Court Information utility now includes a "PDF/A Compliance Required" indicator, which is currently set to "n"; this will be used in a future release to indicate whether the court requires documents to meet a PDF/A technical standard. No changes to PDF document requirements are implemented in Releases 4.0, 4.1 or 4.2.
- Prior to Releases 4.0, 4.1 and 4.2, document hyperlinks did not change color when visited. This has been fixed.

- Prior to Releases 4.0, 4.1 and 4.2, document number hyperlinks changed when the cursor passed over them for the first time. Only after this change was the hyperlink fully correct. This has been fixed; the hyperlinks are now accurate when the page is initially loaded.
 - The "Create Appendix" Docket report feature used for an adversary proceeding can now be uploaded through docketing.
 - To avoid problems with pop-up blockers among various browsers, the pop-up window previously generated by a pay.gov transaction now is displayed as a panel. The panel appears as a part of the original application window; so it is not affected by pop-up blocker settings.
 - 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.
-

Form Changes

- Minor wording and style changes were made to each of the following versions of Official Form 9 (Notice of Commencement of Case under the Bankruptcy Code, Meeting of Creditors, and Deadlines): B9A, B9B, B9C, B9D, B9E, B9F, B9G, B9H and B9I, to match the official forms which have been updated.
- Numerous modifications were made to form B10 (Proof Of Claim), to agree with the official form.

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Addendum A - Sealed Functionality

In Release 4.1, Courts now have the ability to allow an external CM/ECF user (external user or user) to file documents or entries under seal. Access to all restricted information may be updated by the court as appropriate. Any user who is to be granted access to sealed or restricted information must have a CM/ECF account.

Sealed Functionality

If a case is sealed, any user who does not have permission/access, cannot docket to the case, and, in most instances, cannot see the case. Limited case header information is displayed on the Cases Report and in some areas is available to court users only.

What can be Sealed in Release 4.1?

- Case
- Docket entry
- Document

Sealed is the only available restriction for a case. When an entire bankruptcy or adversary case is sealed, each docket entry and document with the case is sealed. If a case is sealed, users who do not have permission cannot docket to it, and in most cases cannot see the case. Limited case header information is displayed on the Cases Report. If only some items in the case are sealed, users without permission can see everything except the sealed items, and can docket to the case. A case may be opened under seal by court users only.

Except upon court order, no docket entry or case shall be sealed and no external user shall file a document electronically under seal.

If An External User is Authorized to See Sealed Data

If a user is authorized to see sealed data, the sealed status is indicated as follows:

SEALED is incorporated into the case number that is displayed for a sealed case. **NOTE:** When a user is authorized to file a document at the sealed level, s/he also will automatically have access to view it.

See Fig. 30.

U.S. Bankruptcy Court TRAIN
Eastern District of Virginia - TRAIN (Richmond)
Bankruptcy Petition #: 11-30004-KRH *SEALED*

Date filed: 01/13/2011

Assigned to: Kevin R. Huennekens
Chapter 13
Voluntary
Asset
[Show Associated Cases](#)

Debtor
Gerald J McBride
2128 Seattle Slew Terrace
Midlothian, VA 23112
CHESTERFIELD-VA
SSN / ITIN: xxx-xx-3470

represented by **Test Two Attorney**
1100 East Main Street
Richmond, VA 23219

Joint Debtor
Rose Alice McBride
2128 Seattle Slew Terrace
Midlothian, VA 23112
CHESTERFIELD-VA
SSN / ITIN: xxx-xx-6315
In Rose Alice O'Neil

represented by **Test Two Attorney**
(See above for address)

Trustee
Carl M. Bates
P. O. Box 1819
Richmond, VA 23218
804-237-6800

Filing Date	#	Docket Text
01/13/2011	1	Voluntary Petition under Chapter 13 Filed by Test Two Attorney on behalf of Gerald J McBride, Rose Alice McBride. (Attorney, Test)

Fig. 30

If a user clicks a link for a sealed document, the following warning is displayed. **See Fig. 31.**

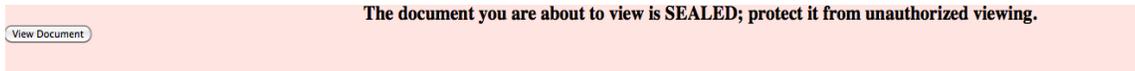


Fig. 31

If a user successfully accesses a sealed document, an entry is made in the log table and reported in the System Transaction log.

SEALED is incorporated into the PDF header on a PDF document. **See Fig. 32.**

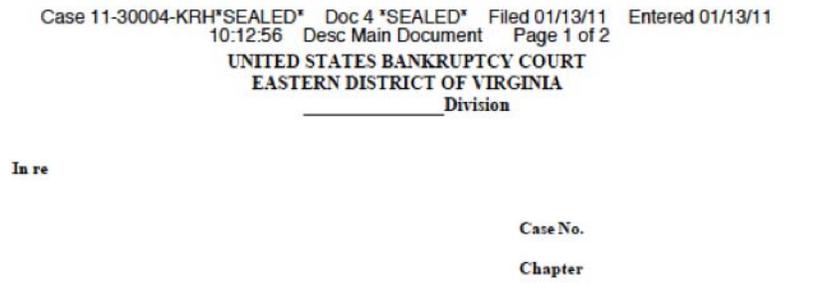


Fig. 32

Sealed docket entries are labeled ***SEALED***, on the case docket. **See Fig. 33.**

Filing Date	#	Docket Text
01/20/2011	1	Voluntary Petition under Chapter 13 Filed by James B. Winder Jr. of FerrisWinder PLLC on behalf of James Smith. (Winder, James)
01/20/2011	2	Chapter 13 Plan and Related Motions filed by James B. Winder Jr. of FerrisWinder PLLC on behalf of James Smith. (Winder, James)
01/20/2011	3	*SEALED* Motion to Dismiss Case filed by James B. Winder Jr. of FerrisWinder PLLC on behalf of James Smith. (Winder, James)

Fig. 33

If a User is Not Authorized to See Sealed Data

If a user is **not** authorized to see sealed data, it is hidden from view except for limited information on the Cases Report.

If a user searches for a party by name, the query program returns matches only for cases the user is authorized to see. Therefore, if a party is involved only in cases that are sealed and the user does not have access to those cases, the message, "No match found" is displayed. **See Fig. 34.**



Fig. 34

If a user searches for a party by case number, and the case is sealed, the results screen displays the message, "Case xx-xxxxx is sealed." The Run Query button is then disabled, and the user is not allowed to continue the query. **See Fig. 35.**

The screenshot shows a web interface titled "Query". At the top right, there is a warning box with the text "Warning: you will be billed for the t...". Below this is a "Search Clues" section with a yellow background. It contains several input fields: "Case Number" with the value "11-30004" and a note "Case 11-30004 is sealed."; "Last / Business Name"; "First Name"; "SSN / ITIN"; "Type" (a dropdown menu); "Middle Name"; "Tax ID / EIN"; and two checkboxes for "Open cases" and "Closed cases". At the bottom of the search section are two buttons: "Run Query" and "Clear".

Fig. 35

Sealed information is not included on reports, forms are not generated in sealed cases or for sealed entries and Notices of Electronic Filing (NEF) include generic text for restricted entries. **See Fig. 36.**

The screenshot shows a "Notice of Electronic Filing" (NEF) document. It contains the following text: "The following transaction was received from Malin, Kate entered on 5/17/2010 at 1:27 PM CDT and filed on 5/17/2010". It lists "Case Name: Jerry Halvorson and Nan Halvorson", "Case Number: [06-10002](#)", and "Document Number: [50](#)". A section titled "Docket Text:" contains the text "Restricted. Please log into CME/ECF to access this information.", which is circled in red. Below this, it states "The following document(s) are associated with this transaction:" and provides a "Document description: Main Document", "Original filename: R:\TRN\BK\Class Files BK\PDF Files\COPY of sched1.pdf", and an "Electronic document Stamp:" with a long alphanumeric string: "[STAMP bkecfStamp_ID=1044576575 [Date=5/17/2010] [FileNumber=17517-0] [a897e0e0493579acc5266b9733eaa2263345acfc810d4e1184e36a3b560b8d6a64d6a3bf6ce5b1e7b7a57749091231bdf8852d9ce309af869566781b0d6f3ae1]]".

Fig. 36