

## **CM/ECF Project Update December, 2003**

*Electronic filing will be required for all attorneys as of January 1, 2004.*

On Thanksgiving weekend we successfully converted to version 2.3 of the system, which accommodates the new rules and forms which allow us to comply with the E-Government Act. Please refer to the web site for updated Administrative Procedures in this area. The next milestone is mandatory electronic filing for attorneys on January 1, 2004.

We have added training dates in January, so if you've tried to schedule a class and haven't been able to, please call again. But please be sure that you, your staff and your office are "ECF ready" so that you can meet our requirement and begin e-filing within two weeks after you're trained. If you have several people in one firm (attorneys and support staff) who would like to train together, which is recommended, and have a convenient date in mind that's not already on the schedule, please call us and we'll try to accommodate you. Otherwise, please select one of the formal training dates and sign up.

Once you've registered for training, please let us know in advance if you have to cancel. We have limited openings, and limited staff, and a last-minute cancellation leaves us with empty seats that someone else could have used. Our classes are extremely full, so if you cancel, we probably won't be able to give you another date in advance, but will call you if a last-minute opening occurs.

We now have the ability for creditors to process claims transactions directly, under their own, special login and password. Creditors can file a proof of claim, transfer claims, withdraw claims, enter notice of appearance and request for service, etc. Call Kelli or Nancy to sign up.

Another improvement in the works is the addition of electronic summonses. Once this process is implemented, attorneys will be able to file the summons concurrently with the complaint, and will be able to serve it immediately. Watch the web site for this imminent change.

As of January 1, 2004, when e-filing becomes mandatory, paper copies of petitions will no longer be required to be sent to the trustees. In fact, Peter Fessenden's office has requested that attorneys no longer send them paper on anything.

Once again, we'd like to remind everyone that there is a standing order regarding the proper format for filings, which is available on the local rules page of this web site. These requirements are critical for the scanning of all documents, since the electronic file is now the official file of the court, and following them will help us create quality images.