

CM/ECF Project Update

July, 2003

Electronic filing will be required for all attorneys as of January 1, 2004. If you haven't already come for training please check the attached schedule of classes and sign up. 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. We'll continue to add dates as needed, and to post new dates on this web site. We are currently scheduling classes at 10 a.m. to enable staff to travel between Bangor and Portland and train in a single day due to budget constraints. We're also trying to set up a training date in Presque Isle, to accommodate attorneys in Aroostook County.

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. We've been forced to begin a new policy: If you cancel more than once, we will no longer schedule you in advance, but will call you if a last-minute opening occurs.

Watch for a new system feature designed to permit creditors to process claims transactions directly, under their own, special login and password. Creditors will be able to file a proof of claim, transfer claims, withdraw claims, enter notice of appearance and request for service, etc. This should be available by the end of this month, so watch this web site for further updates.

Another improvement in the works is an upgrade to version 2 of CM/ECF. This will happen some time this fall. Version 2 will add some convenient features for e-filers (such as direct credit card payments), and will make the system ready to handle the security/privacy requirements that become effective December 1, 2003. We will let you know more on this as we get closer.

As a reminder, the ECF Users' Group is meeting Friday, July 11 in both courtrooms by video conference. This is a perfect way to keep up to date on changes, improvements, and best practices discovered by other users, as well as bring up issues and suggestions.

Some benefits for electronic filers include:

- Effective December 1, 2002, a standing order is in effect requiring a cover sheet for applications for compensation. This new requirement is waived for electronic filers. You can see the order with the cover sheet form on this web site.
- Effective April 3, 2003, a standing order is in effect waiving the \$20 filing fee for amendments to a debtor's schedules, lists of creditors, matrix or mailing lists when filed electronically.

For those of you not filing electronically, please note that the administrative procedures require

excerpting lengthy exhibits before scanning them, so that only the portions “directly germane to the matter under consideration” are attached as exhibits. This is intended to decrease the time and expense required to download and print the documents.

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.