

# Electronic Case Filing System Upgrade

(CM/**ECF** Version 5.0)



## United States Bankruptcy Court Southern District of Mississippi

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### Summary of Changes for ECF Users

Effective January 19, 2013

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### Attorney and Party Association

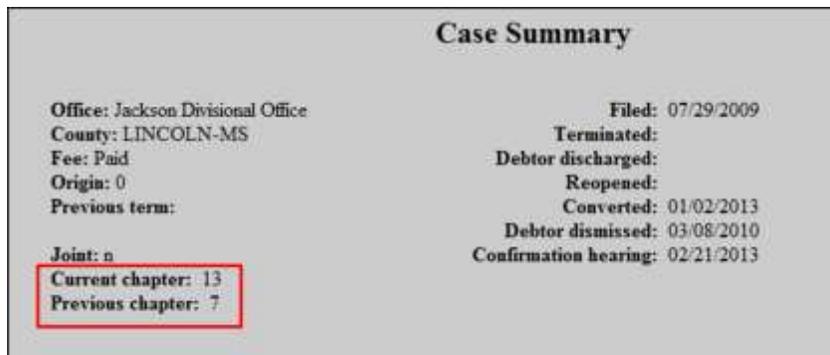
When an ECF user files a pleading, they are prompted to indicate whether they should be linked to the party they represent. In prior releases, the checkbox for the association with the attorney and party was unchecked and if the filer did not check the box, the association was not made. Now the checkbox for the association is checked by default. The updated message warns the implications of omitting the necessary association.

Note: When the box is unchecked the ECF user is not added to the case for noticing and will not appear on or receive the Notice of Electronic Filing (NEF).



### Case Conversion

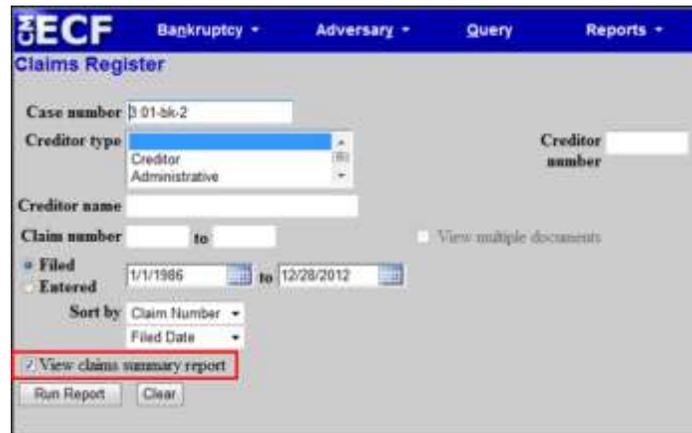
The original chapter and current chapter will also display on the Case Summary Query and the Docket Sheet for re-converted cases after Release 5. Case Summary is shown below.



## Claims

### Claims Summary Report

A Claims Summary Report option has been added to the Claims Register. This new format gives the viewer a snapshot overview of the claims on the case.



The Claims Summary Report produces a condensed list of claims. **Hovering over the amount claimed will display a breakdown of the claim amounts.** The View hyperlink provides detailed claim information. Click the creditor name to view claimant's address or transfer information. You can sort the report by clicking the column headers. This reformatted summary is especially helpful to sort by creditor name.

Claim #	Amount claimed *	Date filed	Creditor number	Creditor name
1 <a href="#">View</a>	\$3497.06	02/09/2001	505813	<a href="#">IRS</a>
2 <a href="#">View</a>	\$143.75	12/06/2001	505815	<a href="#">MS STATE TAX COMMISS</a>

**Total Number of Claims: 2**

<b>Total Amount Claimed *</b>	\$3640.81
<b>Total Amount Allowed *</b>	

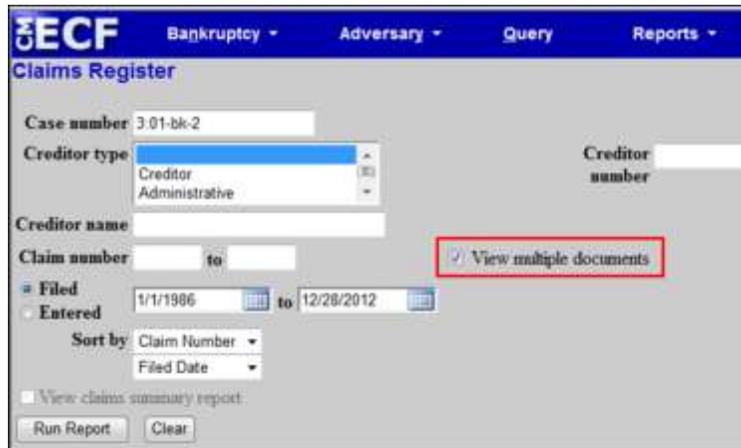
\* Includes general unsecured claims

The values are reflective of the data entered. Always refer to claim documents for actual amounts.

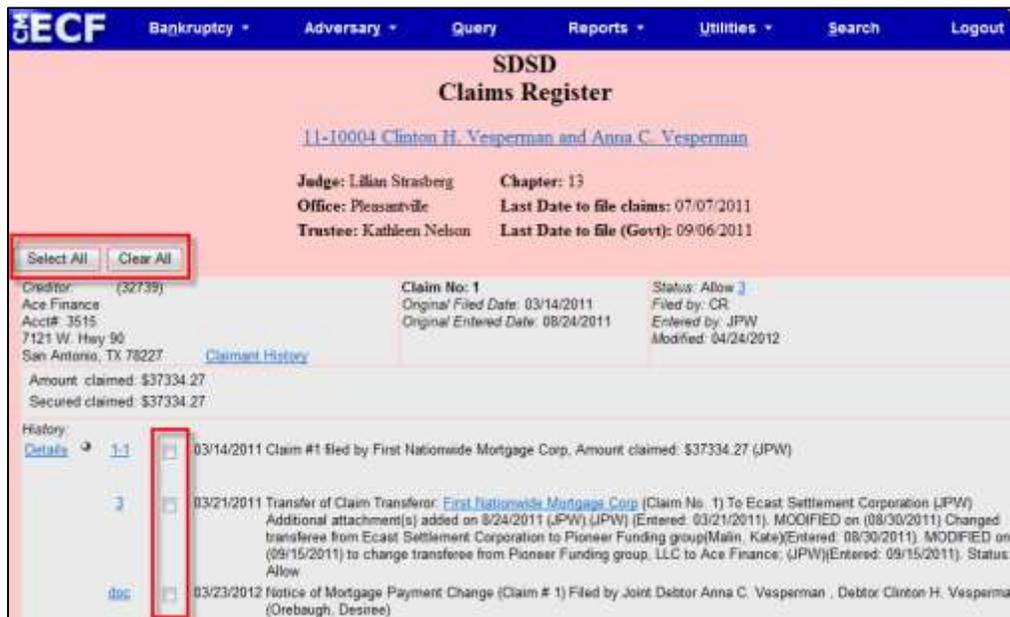
	Claimed	Allowed
Secured	\$0	
Priority	\$0	
Administrative	\$0	

### Claims Register View Multiple Documents

Now multiple documents from the Claims Register can be combined in one PDF file. This feature will enable you to generate selected PDF claims with any related attachments in one PDF document.



The Claims Register will include a checkbox next to each claim, claim attachment, or claim related proceeding to customize this document. Each PDF selected will be combined into one large PDF file. You could view or print all claims on a case or all PDF documents from certain creditors if desired.



### List of Creditors (Creditor Mailing Matrix)

The following **Menu Items** have changed:

Menu Item	Former Title	New Title
Bankruptcy -> Creditor Maintenance	Upload creditor matrix file	Upload a list of creditors file
Reports	Creditor Mailing Matrix	List of Creditors
Utilities -> Mailings	Creditor Mailing Matrix	List of Creditors

The following **Bankruptcy Docket Event** has changed:

Event	Former Title:	New Title:
Bankruptcy Events -> Other	Amended Creditor Matrix (Fee)	Amended List of Creditors (Fee)

### Multiple Social Security and Identification Numbers

CM/ECF now allows up to five social security numbers and tax identification numbers for each debtor and joint debtor.

After a social security number or Tax ID/EIN number is entered a “plus” icon appears beside the field. Click the “plus” icon to add additional numbers. It is not necessary to include hyphens; CM/ECF will automatically insert the hyphens.

The screenshot shows the ECF system interface with a blue header containing navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below the header is a 'Debtor Information' section with the following fields:

- Last name: Seymour
- First name: Jan
- Middle name: (empty)
- Generation: (empty)
- Title: (empty)
- SSN/ITIN: 369-25-7894 (with a plus icon) and 968-36-5894 (with a plus icon)
- Tax Id/EIN: 12-1236547 (with a plus icon) and 12-1234567 (with a plus icon)

All SSN/ITIN and Tax Id/EIN numbers are included in all reports and functions throughout the ECF application. Only the last four digits of any social security or identification numbers are displayed on public notices and docket sheets.

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

**U.S. Bankruptcy Court [TEST]**  
**Southern District of Mississippi (Gulfport Divisional Office)**  
**Bankruptcy Petition #: 12-50106**

*Assigned to:*  
Chapter 7  
Voluntary  
No asset

*Date filed:* 11/20/2012  
*341 meeting:* 01/23/2013  
*Deadline for objecting to discharge:* 03/25/2013  
*Deadline for financial mgmt. course (deb):* 03/25/2013  
*Deadline for financial mgmt. course (jdb):* 03/25/2013

**Debtor**  
**Chin P Palmer**  
12166 Kent Ave  
Gulfport, MS 39503-2669  
HARRISON-MS  
SSN / ITIN: xxx-xx-4954, xxx-xx-3694, xxx-xx-7894, xxx-xx-7412, xxx-xx-1478

represented by **Lori Lowery-atty**  
P.O. Box 654  
Gulfport, MS 39501

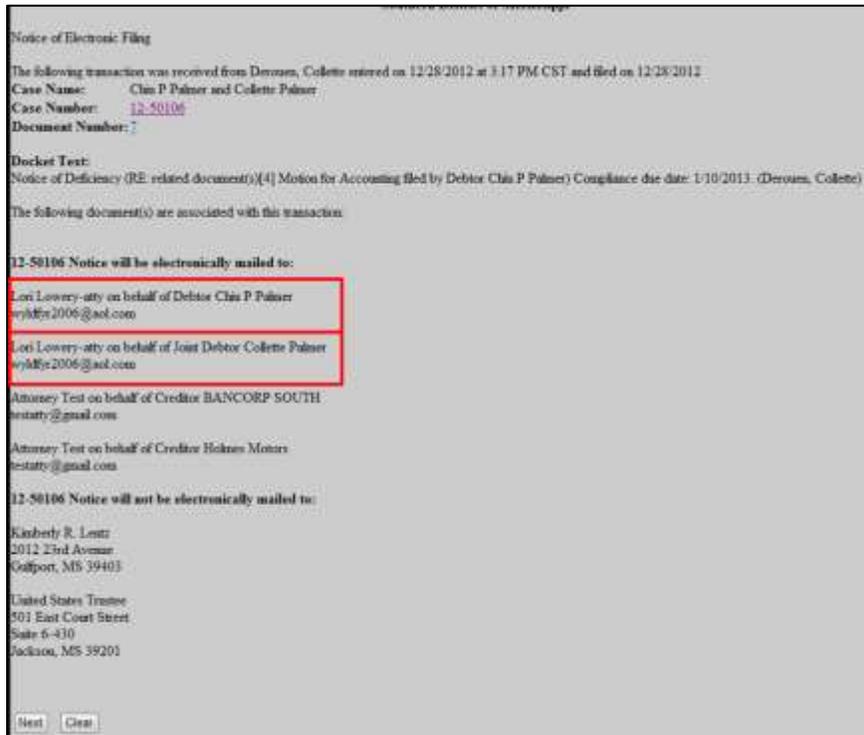
**Joint Debtor**  
**Collette Palmer**  
12166 Keet Ave  
Gulfport, MS 39503-2669  
HARRISON-MS  
SSN / ITIN: xxx-xx-1235, xxx-xx-2699, xxx-xx-7894, xxx-xx-8569, xxx-xx-3625

represented by **Lori Lowery-atty**  
(See above for address)

### Notice of Electronic Filing

In prior releases, when an attorney represented more than one party in a case, the attorney's email and party information were listed on the Notice of Electronic Filing (NEF) only for the first party. Now the attorney is listed for each party.

Although an attorney may be listed multiple times on an NEF, the system will not send multiple emails.



## PACER Links in CM/ECF

Two new menu selections appear under the Utilities menu to allow navigation between CM/ECF and PACER without leaving the current CM/ECF session.



The Links to Other Courts option displays the Individual Court PACER link without leaving CM/ECF.



The Pacer Case Locator (National Index) option displays the PACER Case Search Sign In page.

Manage My PACER Account | Manage My Appellate Filer Account | Case Search Sign In

**PACER**  
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

**CASE SEARCH SIGN IN**

Your browser must be set to accept cookies in order to login to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

**Login**

PACER Login:

Password:

Client Code:  ?

Login Cancel

[Need an account?](#) | [Forgot your password?](#)

NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

## Report Enhancements

### Abbreviated Docket Report

The Create Appendix option has been modified so you have more flexibility in customizing a docket report.

The screenshot shows the ECF Docket Sheet interface. At the top, there are navigation tabs for Bankruptcy, Adversary, Query, and Reports. The main title is "Docket Sheet". Below this, there is a "Case number" field with the value "1.06-bk-50014". There are radio buttons for "Filed" and "Entered", each followed by a date range selector. Below that is a "Documents" field with a date range selector. The interface is divided into several sections: "Include:" with checkboxes for "Terminated parties", "Links to Notices of Electronic Filing", and "Page counts for documents"; "Document options:" with checkboxes for "Include headers when displaying PDF documents" and "View multiple documents"; "Create Appendix:" which is highlighted with a red box and contains a checked checkbox, "Include on the Docket Sheet:" with radio buttons for "all docket entries in this case" (selected) and "selected docket entries only", and a checked checkbox for "Include PDF documents" with the note "(select documents on the next screen)"; and "Format:" with radio buttons for "HTML" (selected) and "Text". At the bottom, there is a "Sort by" dropdown menu set to "Oldest date first", and buttons for "Run Report", "Clear", and "Make these options my default".

Now you have the capability to create an abbreviated docket report by selecting specific docket entries; as well as specifying whether you want to append the associated PDF documents to the report.

\*\*\*\* All docket entries in this case will be included in the Docket Sheet. Check the boxes for documents to be appended.

Filing Date	#	Select all / clear	Docket Text
08/07/2012	1	<input type="checkbox"/>	Adversary case 12-05901. (14 (Recovery of money/property - other)): Complaint by ROBERT ALAN BYRD on behalf of Richard Fogarty against Ross N. Fuller. Receipt Number cc, Fee Amount \$293 (Byron, Kathy) (Entered: 08/07/2012)
11/27/2012	2	<input type="checkbox"/>	Trustee's Motion to Approve Compromise or Settlement under Rule 9019 with Fuller Filed by Trustee Harold J. Barkley N. (Lowery, Lori) (Entered: 11/27/2012)
11/27/2012	3	<input type="checkbox"/>	Objection to (related document(s) 2 Trustee's Motion to Approve Compromise or Settlement under Rule 9019 with Fuller filed by Trustee Harold J. Barkley) Filed by Plaintiff Richard Fogarty (Lowery, Lori) (Entered: 11/27/2012)
11/27/2012	4	<input type="checkbox"/>	Response to (related document(s) 3 Objection filed by Plaintiff Richard Fogarty) Filed by Trustee Harold J. Barkley N. (Lowery, Lori) (Entered: 11/27/2012)
11/27/2012	5	<input type="checkbox"/>	Order Re: (RE: related document(s) 4 Response filed by Trustee Harold J. Barkley) (Lowery, Lori) (Entered: 11/27/2012)

Footer format: <pagenum>  
(Numbers, letters, spaces, and <pagenum> sub)

View Selected

Cases Report

Reopened, Transferred, and Split date type selections have been added to the selection screen.

New options available on the selection screen:

Voluntary	Involuntary	Small Business Cases	County
Type of Debtor:	Nature of Debt:	Nature of Business:	
Individual partnership corporation other	business consumer/non-business	clearing bank commodity broker health care business tax-exempt entity single-asset real estate stockbroker railroad other nature of business	All Southern District of Mississippi counties

Unconfirmed Cases: Now you can search for cases without a confirmed plan. When searching by unconfirmed plan dates, the 31-day range limit does not apply for this search.

**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 30-page limit on PACER charges).

Office:

Assets:  Case Type:   Chapter:

Trustee:

Attorney

Last name:

First name:

Bar ID:

Date Type: Filed date From:  to:

Open cases  Party information

Closed cases  Pro se cases only

Voluntary  Involuntary  Small Business Cases

Type of Debtor:  Nature of Debt:  Nature of Business:

County:

Number of months without a confirmed plan From:  To:   Include dismissed cases

Sort by: Filed Date

Output Format:  Formatted display  Data only  Include field descriptions

Make these options my default

## Critical Deadlines and Dates on the Docket Report

Additional dates and deadlines now display on the caption of the docket report. A link to the Claims Register appears whenever a case has claims filed.



The screenshot shows the ECF interface for a bankruptcy case. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The case title is "U.S. Bankruptcy Court [TEST] Southern District of Mississippi (Gulfport Divisional Office) Bankruptcy Petition #: 06-50014-NPO". The case is assigned to Neil P. Olack, Chapter 13, Voluntary, Asset. A "Claims Register" link is highlighted in red. A table of dates and deadlines is also highlighted in red:

<i>Date filed:</i>	06/22/2006
<i>Date reopened:</i>	06/23/2006
<i>Debtor dismissed:</i>	09/14/2006
<i>Plan confirmed:</i>	07/13/2006
<i>341 meeting:</i>	09/14/2006
<i>Deadline for filing claims:</i>	12/13/2006

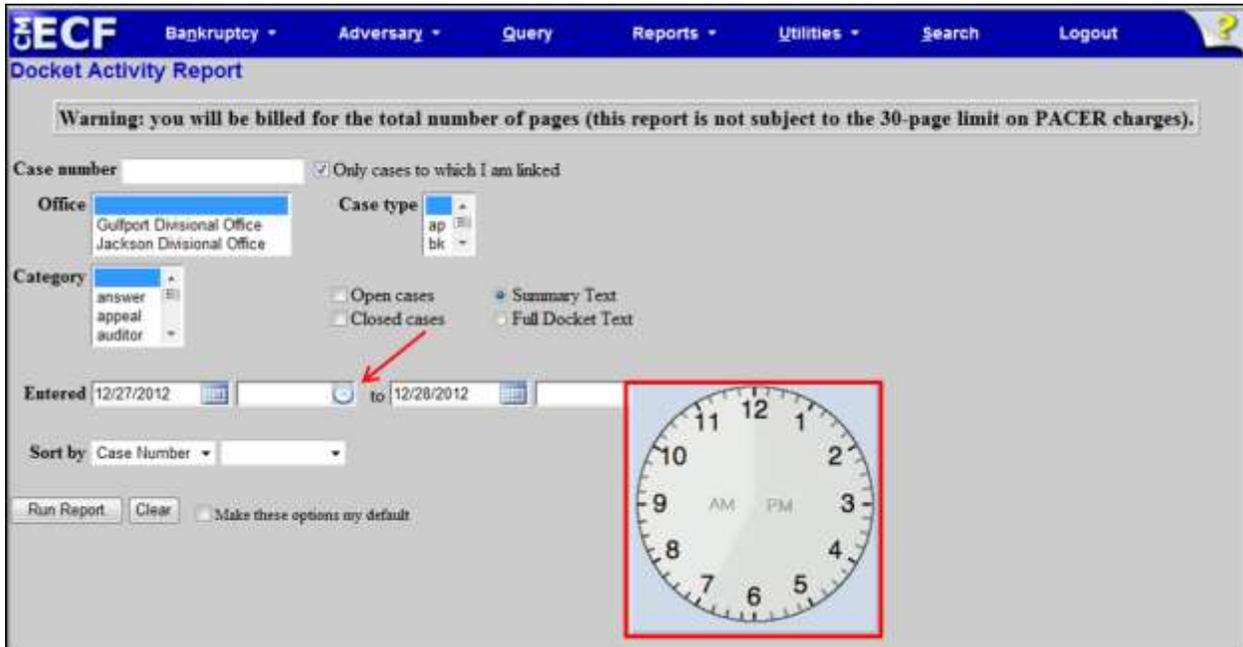
The following dates will be displayed, when appropriate, by chapter:

- Plan confirmed date
- 341 meeting date
- Deadline for filing claims
- Deadline for filing government claims
- Deadline for objecting to discharge (727)
- Deadline for objecting to discharge of a debt (523)
- Deadline for financial management (Ch 7 only)

The most recent deadline will display whether it is pending or terminated.

### Docket Activity Report

The Docket Activity Report has been enhanced to include time filters. The report can be run in time increments, rather than running the report for the entire day. A new clock icon offers an alternative to typing in the time.



### Page Counts on Docket Report

The docket sheet can now display the number of pages of PDF documents associated with a docket entry. The option is controlled by a new check box on the docket report selection screen.



Knowing the size of a file helps to anticipate the loading time of a document and allows PACER users to predict the cost of viewing a document.

03/18/2012	<a href="#">18</a> (3 pgs)	Motion to Convert Case From Chapter 7 to 11 . Fee Amount \$755 Filed by Creditor ABC (Derouen, Collette) (Entered: 03/18/2012)
03/23/2012	<a href="#">19</a> (1 pg)	Request for Reproduction of an ECRO Recording of a Court Proceeding Fee Amount \$30, Filed by Creditor ABC (RE. related document(s)) Notice of Filing Fee Balance Due). (Derouen, Collette) (Entered: 03/23/2012)
03/23/2012		Receipt of Request for Transcript or Reproduction of an ECRO Recording(12-00001-ee) [misc,tsreqtec] ( 30.00) Filing Fee. Receipt number 51677. Fee amount 30.00. (U.S. Treasury) (Entered: 03/23/2012)
03/27/2012	<a href="#">20</a> (1 pg)	Social Security Number/Form B21 Filed by Debtor MACK KENNINGTON JR. (Cuntz, Warren) (Entered: 03/27/2012)

### Query

Additional options have been added to the Query search screen.

**Filed Date** range; **Last Entry Date** range; and **Nature of Suit**

The screenshot shows the ECF Query search interface. At the top, there are navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. A warning message states: "Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges)." Below this is the "Search Clues" section with various input fields: Case Number, Last / Business Name (with examples), First Name, Middle Name, SSN / ITIN, Tax ID / EIN, and Type (with checkboxes for Open and Closed cases). A red box highlights the "Filed Date" and "Last Entry Date" range selection fields, and the "Nature of Suit" dropdown menu which lists options: 01 (Determination of removed claim or cause), 02 (Other (e.g. other actions that would have been brought in state court if unrelated to bankruptcy)), 11 (Recovery of money/property - 542 turnover of property), and 12 (Recovery of money/property - 547 preference). At the bottom are "Run Query" and "Clear" buttons.

The filed and last entry date ranges are limited to 31 days. When a date range exceeds 31 days an error message is displayed.



When running a query by a nature of suit(s) without entering a date range a message is displayed warning that the search could produce many records and lead to a large billing charge.

