

## **Disclaimer:**

**Some information applicable to court staff only has been removed from this document; therefore, there are missing page numbers.**

# ***Bankruptcy CM/ECF Release 3.2 Highlights***

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# ***Bankruptcy CM/ECF Release 3.2 Highlights***

- Enhanced Docket Report
- Judicial Hearings
- Updated Closing Screen
- Automatic Email Notification
- Judgment Index Report
- Cross Document Hyperlinks
- Transcript Access Restrictions

# ***Enhanced Docket Report***

Three new options to create a docket report:

1. Headers with case information on PDF documents
2. Multiple PDF documents combined into one PDF file
3. One file of selected PDF documents for a record on appeal

# Enhanced Docket Report PDF Document Headers

The screenshot shows the ECF Docket Sheet interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the title "Docket Sheet" is displayed. The main area contains several input fields and checkboxes. A "Case number" field is set to "07-1023" with a "Find This Case" button. There are radio buttons for "Filed" (selected) and "Entered", with a date field set to "7/30/2007" and a "to" field. Below this is a "Documents" field with a "to" field. The "Include:" section has checkboxes for "Terminated parties", "Links to Notices of Electronic Filing", and "Public docket", all of which are checked. The "Document options:" section has checkboxes for "Include headers when displaying PDF documents" (checked), "View multiple documents", and "Create Record on Appeal". The "Format:" section has radio buttons for "HTML" (selected) and "Text". A "Sort by" dropdown menu is set to "Oldest date first". At the bottom, there are buttons for "Run Report" and "Clear", a checkbox for "Make these options my default", and a "Schedule this to run" dropdown menu.

- These options appear on the revised Docket Sheet selection screen for court users.
- PACER users will have similar selections.

# ***Enhanced Docket Report PDF Document Headers***

## **PDF Headers**

- Displays headers with case information on PDF documents from the:
  - docket report
  - claims register
- Available to both
  - court users
  - PACER users
- Original PDF file is not changed, only the view.
- If this document view is printed, the headers will also be printed.

# Enhanced Docket Report PDF Document Headers

The screenshot shows the ECF Docket Sheet interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Docket Sheet".

The main form area contains the following fields and options:

- Case number:** 1:08-bk-10018
- Filed/Entered:** Radio buttons for "Filed" (selected) and "Entered", followed by two empty text input fields separated by "to".
- Documents:** Two empty text input fields separated by "to".
- Include:**
  - Terminated parties
  - Links to Notices of Electronic Filing
  - Public docket
- Document options:**
  - Include headers when displaying PDF documents (highlighted in yellow)
  - View multiple documents
  - Create Record on Appeal
- Format:**
  - HTML
  - Text
- Sort by:** Oldest date first (dropdown menu)

At the bottom of the form, there are buttons for "Run Report" and "Clear", a checkbox for "Make these options my default", and a "Schedule this to run" dropdown menu.

Header option selection on docket report selection screen.

# Enhanced Docket Report PDF Document Headers

Case 08-10018 Doc 1 Filed 01/08/08 Entered 01/08/08 11:32:10 Desc New Form 1 B 1 (Official Form 1) (1/08) Page 1 of 3	
United States Bankruptcy Court	Voluntary Petition
Name of Debtor (if individual, enter Last, First, Middle):	Name of Joint Debtor (Spouse) (Last, First, Middle):
All Other Names used by the Debtor in the last 8 years (include married, maiden, and trade names):	All Other Names used by the Joint Debtor in the last 8 years (include married, maiden, and trade names):
Last four digits of Soc. Sec. or Individual-Taxpayer I.D. (ITIN) No./Complete EIN (if more than one, state all):	Last four digits of Soc. Sec. or Individual-Taxpayer I.D. (ITIN) No./Complete EIN (if more than one, state all):
Street Address of Debtor (No. and Street, City, and State):	Street Address of Joint Debtor (No. and Street, City, and State):
ZIP CODE	ZIP CODE
County of Residence or of the Principal Place of Business:	County of Residence or of the Principal Place of Business:
Mailing Address of Debtor (if different from street address):	Mailing Address of Joint Debtor (if different from street address):
ZIP CODE	ZIP CODE

Case number, document number, filed date, EOD and time, description and page number will appear at the top of each page of your document.



# Enhanced Docket Report

## View Multiple Documents

The screenshot shows the ECF Docket Sheet interface. At the top is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the "Docket Sheet" section. It contains a "Case number" field with the value "1:08-bk-10018". There are radio buttons for "Filed" (selected) and "Entered", each followed by a date range input field. Below these are "Documents" input fields. The "Include:" section has checkboxes for "Terminated parties", "Links to Notices of Electronic Filing", and "Public docket", all of which are checked. The "Document options:" section has checkboxes for "Include headers when displaying PDF documents", "View multiple documents" (checked and highlighted in yellow), and "Create Record on Appeal". A "Sort by" dropdown menu is set to "Oldest date first". At the bottom, there are "Run Report" and "Clear" buttons, a checkbox for "Make these options my default", and a "Schedule this to run" dropdown menu.

It will not be necessary to view or print each PDF document from the docket report separately if you use this feature.

# ***Enhanced Docket Report View Multiple Documents***

## **Multiple Documents**

- This feature combines all PDF documents or a selection of PDF documents from the docket report into one PDF file
  - For viewing and printing
  - For downloading to a zipped file
- PACER users will be charged the same rate per page.
- Site table entries can control the size of your documents for court and attorney users.

# Enhanced Docket Report

## View Multiple Documents

 <span>Bankruptcy ▾</span> <span>Adversary ▾</span> <span>Query</span> <span>Reports ▾</span> <span>Utilities ▾</span> <span>Search</span> <span>Logout</span>			
Filing Date	#	Select all / clear	Docket Text
01/08/2008	<a href="#">1</a>	<input type="checkbox"/>	Chapter 7 Voluntary Petition . Receipt Number CC, Fee Amount \$299 Filed by Tony K. Hatch , Anita J. Hatch Section 316 Incomplete Filing Date 2/22/2008 Federal Income Tax Return Due 1/23/2008. Credit Counseling Date: 1/23/2008. Incomplete Filings due by 1/23/2008. (JPW) Additional attachment(s) added on 1/9/2008 (JPW). (Entered: 01/08/2008)
01/08/2008	<a href="#">2</a>	<input type="checkbox"/>	First Meeting of Creditors with 341(a) meeting to be held on 02/15/2008 at 01:00 PM at Room 101 U.S. Trustee's Office. Objections for Discharge due by 04/15/2008. (JPW) (Entered: 01/08/2008)
01/08/2008	<a href="#">3</a>	<input checked="" type="checkbox"/>	Motion to Avoid Lien with First Westside Bank Filed by Joint Debtor Anita J. Hatch , Debtor Tony K. Hatch (JPW) Additional attachment(s) added on 2/11/2008 (JPW). (Entered: 01/08/2008)
01/08/2008	<a href="#">4</a>	<input checked="" type="checkbox"/>	Motion for Adequate Protection or in the alternative, Motion for Relief from Stay . Receipt Number CC, Fee Amount \$150, Filed by Creditor First Nationwide Mortgage Corp. (JPW) Additional attachment(s) added on 2/12/2008 (JPW). (Entered: 01/08/2008)

- If View multiple documents is checked on the selection screen, the Docket Report will include a new column labeled “Select”.
- A selection of documents or all documents in the case may be chosen.

# Enhanced Docket Report

## View Multiple Documents

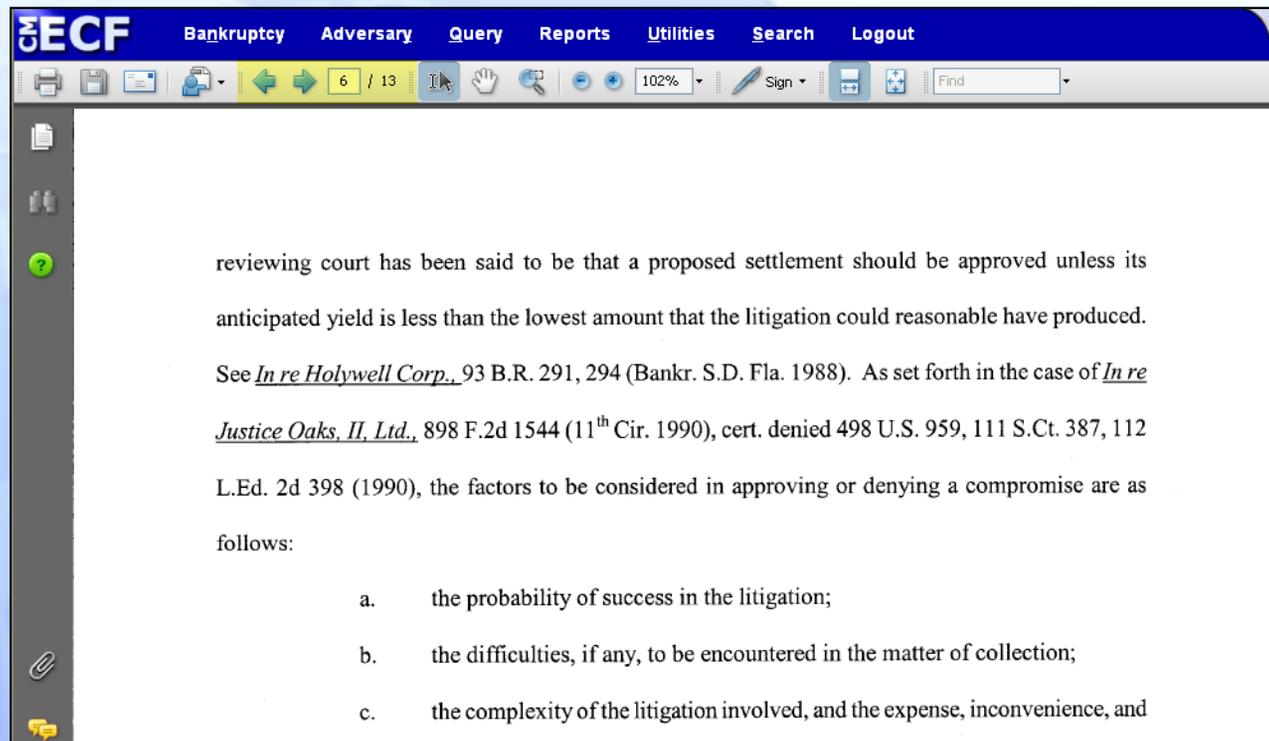
04/18/2008	<input checked="" type="radio"/>	Hearing Held (RE: related document(s) <a href="#">3</a> Motion to Avoid Lien filed by Debtor Tony K. Hatch, Joint Debtor Anita J. Hatch) (JPW) (Entered: 04/18/2008)
04/18/2008	<input checked="" type="radio"/>	Hearing Held (RE: related document(s) <a href="#">4</a> Motion for Adequate Protection filed by Creditor First Nationwide Mortgage Corp.) (JPW) (Entered: 04/18/2008)

or

- An option to View Selected or Download Selected PDF documents appears at the bottom of this docket report.
- Downloading will produce a zipped file

# Enhanced Docket Report

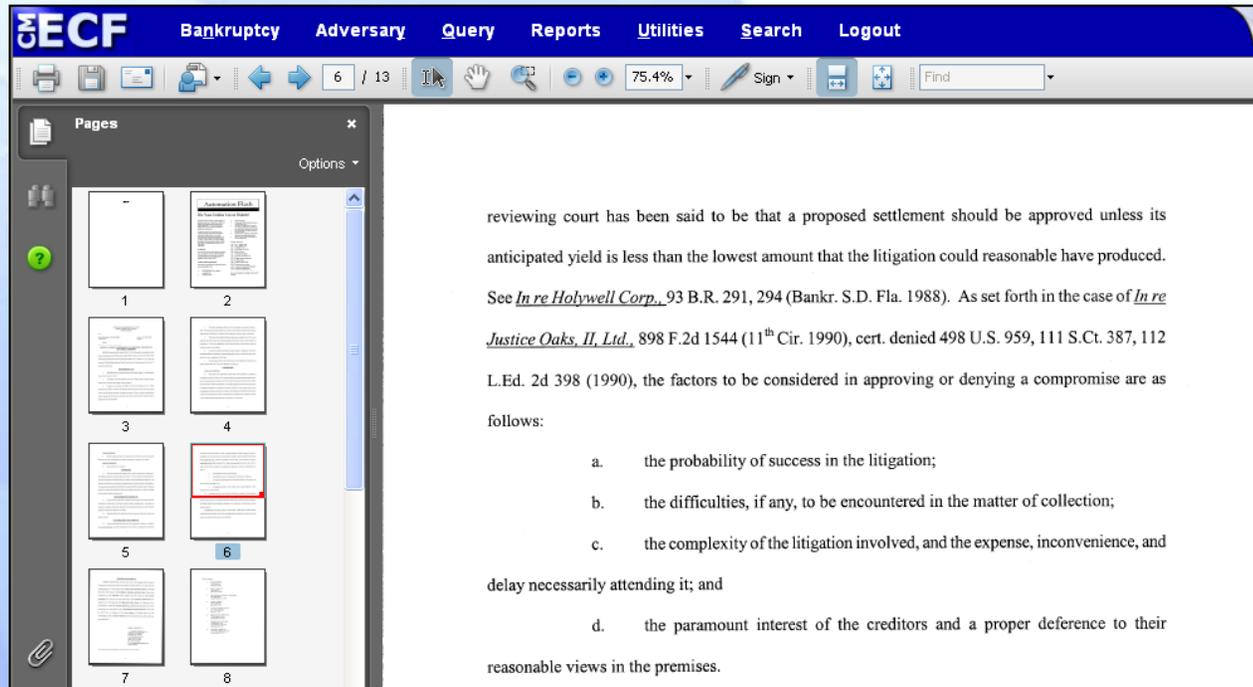
## View Multiple Documents



- The view multiple documents option produces one file with many pages.
- Move forward or backward with the Adobe navigation arrow to view each page.

# Enhanced Docket Report

## View Multiple Documents



- It may be helpful to use the Adobe Thumbnail view to access pages within your document.
- One can choose to have the header on each page with multiple documents, although this view does not show this.

# Enhanced Docket Report

## View Multiple Documents



The screenshot shows the ECF Document Selection Menu. The header includes navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Multiple Documents" and contains the instruction "Select the document you wish to view." Below this is a table with two columns: "Part" and "Description". The table lists two documents: Part 1 (Main Document, 1 page) and Part 2 (Affidavit of Debtors, 1 page). At the bottom of the table, there are two buttons: "View All" and "Download All", with the text "2 pages" to the right.

Part	Description	
<a href="#">1</a>	Main Document	1 page
<a href="#">2</a>	Affidavit of Debtors	1 page
<input type="button" value="View All"/> or <input type="button" value="Download All"/>		2 pages

Any time pleadings with attachments are viewed you will have the option of viewing all documents as one or to download the documents into a zipped file.

# Enhanced Docket Report

## Create Appendix

The screenshot shows the ECF Docket Sheet interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Docket Sheet".

The main form area contains the following fields and options:

- Case number:** A text input field containing "1:08-bk-10018".
- Filed/Entered:** Radio buttons for "Filed" (selected) and "Entered".
- Documents:** A range selection field with "to" between two empty input boxes.
- Include:** Two checkboxes: "Terminated parties" and "Links to Notices of Electronic Filing", both unchecked.
- Document options:** Three checkboxes: "Include headers when displaying PDF documents" (unchecked), "View multiple documents" (unchecked), and "Create Appendix" (checked and highlighted in yellow).
- Sort by:** A dropdown menu set to "Oldest date first".
- Buttons:** "Run Report" (highlighted in yellow), "Clear", and "Make these options my default" (checkbox).

- Attorneys and other PACER users are given the option called Create Appendix
- Create Appendix has the same functionality for PACER users as the Record on Appeal feature has for court staff.

# ***Judgment Index Report***

- A new report is now available to record judgments as required by Bankruptcy Rule 5003(c).
- Bankruptcy Rule 5003(c) requires the Clerk of the bankruptcy court to:
  - keep a correct copy of every final judgment, or
  - order affecting title to or lien on real property, or
  - for recovery of money or property.

# Judgment Index Report

The screenshot shows the ECF (Electronic Case Filing) interface for generating a Judgment Index Report. The page has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. A yellow question mark icon is in the top right corner. Below the header, the title "Judgment Index Report" is displayed. A warning box 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)." The main form contains several input fields: "Case number" (text input), "Office" (dropdown menu with "Green Valley" and "Pleasantville" options), "Case type" (dropdown menu with "ap" and "bk" options), "Judgment filed between" (date range input with "4/28/2000" and "4/29/2008" entered), and "Sort by" (dropdown menu with "Case Number" selected). There are two radio buttons for "Summary Text" (selected) and "Full Docket Text". At the bottom, there are buttons for "Run Report", "Clear", and a checkbox for "Make these options my default".

This is the selection screen for PACER users to generate a Judgment Index Report. External users cannot select data by judge, trustee, chapter or event.

# Judgment Index Report

 <span style="margin-left: 20px;">Bankruptcy ▾</span> <span style="margin-left: 20px;">Adversary ▾</span> <span style="margin-left: 20px;">Query</span> <span style="margin-left: 20px;">Reports ▾</span> <span style="margin-left: 20px;">Utilities ▾</span> <span style="margin-left: 20px;">Search</span> <span style="margin-left: 20px;">Logout</span>		
Judgment Index Report		
U.S. Bankruptcy Court - - District of BK 3.2 RC8 [4/17/08] - Live		
Report Period: 01/01/1990 - 04/29/2008		
Case Number/Title	Judgment Description	Judgment Date
00-10087 Mark Ray Schill and BobbieSue Beauty Salon, Muffler and Bait and Tackl	Judgment Document: 3 <i>Docket text: Judgment Signed on 10/12/2000. (Shaw, David)</i>	10/12/2000
00-40004 John P. Smithfield	Summary Judgment Document: 35 <i>Docket text: Summary Judgment Signed on 10/17/2000. (Arias, Janice)</i>	10/17/2000
	Summary Judgment Document: 35 <i>Docket text: Summary Judgment Signed on 10/17/2000. (Arias, Janice)</i>	10/17/2000
02-09102 Hobart Corporation v. Warman	Judgment Document: 5 <i>Docket text: Judgment Signed on 3/19/2002. (Gregorcy, Glen)</i>	03/19/2002
02-09147 Lee's Family Restaurant	Default Judgment Document: 2 <i>Docket text: Default Judgment granting Judgment in favor of the Plaintiff, Saul Piergiot in the sum of \$5757575.00, Signed on 3/20/2002. (Lee, Lisa)</i>	03/20/2002
05-00127 Samuel L. Jackson	Judgment Document: 46 <i>Docket text: Judgment Signed on 3/6/2008. (Laird, eladmin)</i>	03/06/2008
06-00189 Sa'voy v. BANK OF AMERICA	Summary Judgment Document: 4 <i>Docket text: Order Granting Motion For Summary Judgment (Related Doc # 2 ) Signed on 11/9/2007. (Lairden, el1)</i>	11/09/2007

An example of the Judgment Index Report with the full docket text option is shown here.

# Hyperlinks to Other Documents

- Currently documents can be filed in CM/ECF with hyperlinks to any external URL, such as:
  - Local rules and standing orders from court's Web site
  - Opinions from another Web site
  - Rules of Federal Bankruptcy Procedure
  - Westlaw, Lexis, and other citation providers

M.D. Fla.) (quoting In re Cameron, 305 B.R. 94, 97 (Bankr. M.D. Fla. 2003)). The primary purpose of this discharge exception is fairness to those creditors who, through no fault of their own, were somehow prejudiced by not having the opportunity to protect their rights and assert their interests." In re Manzanares, 345 B.R. 773, 782 (Bankr. S.D. Fla. 2006).

# *Hyperlinks to Other Documents*

Version 3.2 expands this functionality so filers can include hyperlinks to:

- Any previously filed document in the same case
- A supporting document that is filed simultaneously
- Any other document in another case on your system
- Any document on the Judiciary's CM/ECF databases in Bankruptcy, District or Appellate

# Hyperlinks to Other Documents

On December 20, 2002, the Court entered an Order Striking Amendment. [\(Main Case, Doc. 9\)](#).

In the Order, the Court found that the Amended Schedules were deficient because the Amendment did not contain an appropriate proof of service, and because a copy of the Notice of Bankruptcy Case was not served on the additional creditors, among other deficiencies.

Here is an example of how one could create a link in an adversary proceeding document back to a document in the lead bankruptcy case.

# Hyperlinks to Other Documents

Access to documents by hyperlinks to any case in the Judiciary's CM/ECF Databases is especially helpful:

- In appeal documents linking back to the issue being appealed in the lower court
- In transcripts linking back to related matters as shown below:

On February 14, 2002, the Court of Appeal of the State of California entered an Opinion affirming the decisions of the trial court. (Joint Exhibit 1B).

In the summer of 2002, the Debtor met with an attorney, H. Jeff Miller (Miller), regarding the filing of a bankruptcy case in Florida. [\(Transcript, p. II-90-91\)](#). The Debtor had moved to Florida to accept a fellowship at Tampa General Hospital. (Transcript, p. II-88).

# *Hyperlinks to Other Documents*

Notices of Electronic Filings to documents with hyperlinks:

- Allow “one free look” to the primary document
- PACER fees will be applied to any hyperlinked document within that pleading.
  - Message to PACER customers:

“To view the main document and its attachments without incurring a PACER fee, click on the hyperlinks displayed on this menu. You will incur a PACER fee to view CM/ECF documents from hyperlinks within the documents.”

# ***Electronic Availability of Transcripts***

Electronic access to Transcript changes in CM/ECF originate from

- Privacy restrictions from E-Government Act of 2002
- Policy from the Judicial Conference
- Federal Rule of Bankruptcy Procedure 9037

# ***Electronic Availability of Transcripts***

## ***Transcript Redaction Conventions***

<b>Personal Identifier</b>	<b>Restrict To</b>
Social security number or taxpayer-identification number	Last 4 digits
Minor's names	Minor's initials
Dates of Birth	Year of birth
Financial account numbers	Last 4 digits

Rule 9037 (a) dictates these redactions in transcripts of federal court hearings.

# ***Electronic Availability of Transcripts***

## ***Transcript Access Restrictions***

New process to restrict access to transcripts or redacted transcripts for 90 days

- Attorneys or pro se parties are responsible for reviewing and requesting redaction
- CM/ECF will automatically restrict access to transcripts to court staff and public terminal
- Attorneys or the public can buy electronic access to transcripts from court reporter/transcriber within 90 days

# ***Electronic Availability of Transcripts***

## ***Transcript Access Restrictions***

- If no redacted transcript is filed
  - Restriction of original transcript is lifted by court staff after 90 days
- If redacted transcript is filed
  - Both transcripts are restricted for 90 days
  - Only redacted transcript's restriction lifted after 90 days

# ***Electronic Availability of Transcripts***

## ***New CM/ECF Transcript Events***

<b>Event</b>	<b>Filer</b>	<b>Comments</b>
Transcript	Court reporter/transcriber or court staff	PDF restricted to court and public terminal viewing for 90 days.
Notice of intent to request redaction	Attorney	Suggested deadline of 7 days after filing of transcript.
Redaction Request	Filed by attorney within 21 days of the transcript after filing the notice of intent to request redaction	Suggested deadline of 21 days after filing of transcript. PDF restricted to court and public terminal viewing.
Redacted Transcript	Court reporter/transcriber or court staff	Must be filed within 31 days after filing of transcript. PDF restricted to court and public terminal viewing for 90 days.

# ***Electronic Availability of Transcripts***

## ***New Transcript Deadlines***

<b>Deadline</b>	<b>Mandatory</b>	<b>Number of Days From Transcript Filing</b>
Notice of Intent to File Request for Redaction	No	7
Redaction Request	No	21
Redacted Transcript Submission	Yes	31
Release Transcript	Yes	90

# Electronic Availability of Transcripts

04/22/2008	18	Transcript regarding Hearing Held 05/01/2008 RE: Motion to Dismiss Case. THIS TRANSCRIPT WILL BE MADE ELECTRONICALLY AVAILABLE TO THE GENERAL PUBLIC 90 DAYS AFTER THE DATE OF FILING, TRANSCRIPT RELEASE DATE IS 7/21/2008. Until that time the transcript may be viewed at the Bankruptcy Court or a copy may be obtained from the official court transcriber. Court Reporter/Transcriber Javier Rodriguez, Telephone number 555-000-2391. Tape Number: 5212. (RE: related document(s) <a href="#">16</a> Motion to Dismiss Case filed by Creditor Universal Mortgage Company) Notice of Intent to Request Redaction Deadline Due By 4/29/2008. Redaction Request Due By 5/13/2008. Redacted Transcript Submission Due By 5/23/2008. Transcript access will be restricted through 7/21/2008. (Malin, Kate) (Entered: 04/22/2008)
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# Electronic Availability of Transcripts

## When a transcript event with the new CM/ECF Transcript Restriction is docketed

- PACER users will not have a hyperlink to this document on the docket report as shown below.

04/22/2008	 18	Transcript regarding Hearing Held 05/01/2008 RE: Motion to Dismiss Case. THIS TRANSCRIPT WILL BE MADE ELECTRONICALLY AVAILABLE TO THE GENERAL PUBLIC 90 DAYS AFTER THE DATE OF FILING, TRANSCRIPT RELEASE DATE IS 7/21/2008. Until that time the transcript may be viewed at the Bankruptcy Court or a copy may be obtained from the official court transcriber. Court Reporter/Transcriber Javier Rodriguez, Telephone number 555-000-2391. Tape Number: 5212. (RE: related document(s) <a href="#">16</a> Motion to Dismiss Case filed by Creditor Universal Mortgage Company) Notice of Intent to Request Redaction Deadline Due By 4/29/2008. Redaction Request Due By 5/13/2008. Redacted Transcript Submission Due By 5/23/2008. Transcript access will be restricted through 7/21/2008. (Malin, Kate) (Entered: 04/22/2008)
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- PACER user attempts to access this transcript document from the NEF will receive a message, ***“User access denied”***