



# ECF Court Link

FEBRUARY 6, 2007

VOLUME 2, ISSUE 1

*Eastern District  
of  
North Carolina  
CM/ECF  
Newsletter*

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## Claims Are Here!

We are accepting electronic filing of proofs of claim and any amendments to claims in cases under **ALL** chapters, in all pending and future cases, effective Tuesday, February 6, 2007. Supporting documentation must accompany the claim.

When filing claims, leave the **Name of creditor** field blank so all existing creditors for that case will appear. You will choose the creditor filing the claim, or add a new creditor if applicable. Include a number at the **Amends Claim #** prompt only if you are filing an amended claim. The **Filed By** field options are Debtor, Attorney, Creditor and Trustee. Insert the **Date Filed** as the date the claim is being electronically filed with the court, and complete the **Unsecured, Secured, Priority** and **Unknown** fields accordingly. The **Total** will be automatically calculated based on the amounts inserted into the **Amount Claimed** fields. Information is not needed in the **Amount Allowed** field. If desired, information can be inserted into the **Description** field, but information is not necessary in the **Remarks** field.

## Statistical Reporting Requirements

On October 12, 2006, a message was sent by the clerk regarding new statistical requirements imposed on the judiciary for reporting additional information about bankruptcy cases. This information was a requirement beginning October 17, 2006. Based on this requirement, new events were created and other events were either altered or deleted. In keeping with these requirements, please be reminded of the following:

Set Aside Dismissal – Located in the Bankruptcy – Motions/Applications Category. Motion To Reconsider and Motion To Reinstate have both been removed.

Stays and/or Adequate Protection – These are to be docketed as separate entries. By holding down the “Ctrl” key on your keyboard, you can choose Relief From Stay, Relief From Co-Debtor Stay and Adequate Protection if necessary. Additionally, the docket will reflect them in the order chosen so if Adequate Protection is the alternative request, you would choose the Relief From Stay first, then scroll to the top of the motions category and choose Adequate Protection.

Responses – If responding to a Motion For Relief From Stay, Motion For Relief From Co-Debtor Stay and/or Motion For Adequate Protection, be sure to choose each event when docketing the response, even if one of the events doesn’t have a docket number. You want to be sure your response relates to each applicable motion.

U. S. Bankruptcy Court  
Eastern District of  
North Carolina

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1760-A Parkwood Blvd.  
Wilson, NC 27893

Tel. 252-237-0248

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Room 209  
Raleigh, NC 27602

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## ECF Tips

**Adding Creditors-** When adding a creditor/party in CM/ECF, please add the name of the creditor *only* in the name field. Don't insert other information in this field. Example: LaSalle Bank, N.S., as Trustee for Certificateholders of Bear Stearns Asset Backed Securities I LLC, etc.. All of this information should not be inserted into the Name Field.

**Amended Schedules –** When docketing amended schedules, choose the schedule(s) you're amending and you'll be prompted to answer a "yes" or "no" as to whether or not amended schedules are being filed. Don't docket as Schedules And Statements. This is for the remainder of the petition if it was an accelerated filing.

## Reaffirmation Agreement Information

Pam McAfee's presentation at the Legal Assistant's Seminar regarding reaffirmation agreements can be accessed by clicking here.

## QUESTIONS/ANSWERS:

**Q.** IS THE BANKRUPTCY ADMINISTRATOR AUTOMATICALLY SERVED WITH EVERYTHING FILED ELECTRONICALLY? HOW DO WE KNOW WHAT TO INDICATE ON THE CERTIFICATE OF SERVICE FOR THE BANKRUPTCY ADMINISTRATOR?

**A.** NO, THE BANKRUPTCY ADMINISTRATOR DOES NOT AUTOMATICALLY RECEIVE SERVICE OF EVERYTHING FILED ELECTRONICALLY. CHECK THE PARTY LISTING THROUGH QUERY/PARTY FOR THE APPLICABLE CASE NUMBER AND SEE IF SHE'S LISTED. IF SO, SHE WILL RECEIVE ELECTRONIC NOTIFICATION. IF NOT, YOU'LL NEED TO MAIL THE DOCUMENT TO HER. YOUR CERTIFICATE OF SERVICE CAN THEN ACCURATELY REFLECT THAT THE BANKRUPTCY ADMINISTRATOR WAS EITHER SERVED BY MAIL OR ELECTRONICALLY, BASED ON WHETHER OR NOT SHE IS A PARTY IN THAT PARTICULAR CASE.

**Q.** IF I NEED TO AMEND INFORMATION ON PAGE 1, 2 OR 3 OF THE VOLUNTARY PETITION, HOW DO I GO ABOUT DOING THAT?

**A.** AMENDED OFFICIAL FORM 1 (PAGES 1 – 3) HAS BEEN ADDED TO THE BANKRUPTCY/MISCELLANEOUS CATEGORY.

## ECF Contacts:

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*Congratulations to Tina on the birth of her daughter, Makala Faith Roberson, born January 29, 2007*