



ECF Court Link

FEBRUARY 6, 2007

VOLUME 2, ISSUE 1

*Eastern District
of
North Carolina
CM/ECF
Newsletter*

In this issue:

- *Claims*
- *Reaffirmation
Agreements*
- *Statistical
Reporting*
- *ECF Tips*
- *Q&A*
- *ECF Contacts*

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

1760-A Parkwood Blvd.
Wilson, NC 27893

Tel. 252-237-0248

300 Fayetteville St.
Room 209
Raleigh, NC 27602

Tel. 919-856-4752

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:

Carolyn Baker
Telephone Number: 252-237-0248 ext 164
E-Mail Address: Carolyn_Baker@nceb.uscourts.gov

Tina Roberson
Telephone Number: 919-856-4752 ext 102
E-Mail Address: Tina_Roberson@nceb.uscourts.gov

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



ECF Court Link

MARCH 23, 2007

VOLUME 2, ISSUE 2

*Eastern District
of
North Carolina
CM/ECF
Newsletter*

In this issue:

- *Claims
Information*
- *Creditor Mailing
Lists*
- *Notice of
Electronic Filing*
- *ECF Tips*
- *Q&A*
- *ECF Contacts*

Claims Information

Claims Registers:

Chapters 7 & 11 cases: CM/ECF contains the official claims register recognized by the court.

Chapters 12 & 13 cases: *Prior* to February 1, 2007 - available through the web site of the assigned trustee.

Chapters 12 & 13 cases: *After* February 1, 2007 - CM/ECF contains the official claims register recognized by the court.

Claims Instructions:

Instructions for filing proofs of claim are attached to the end of this issue of the newsletter.

Creditor Mailing Lists

Query/Creditor Mailing Matrix – lists all creditors in a particular case.

Utilities/Mailings/Mailing Labels by Case – lists all creditors, parties and attorneys in a particular case.

Notice of Electronic Filing

CM/ECF now generates a notice of electronic filing when a docket entry is edited by the court. The notice of electronic filing will display as follows:

EditreceiptDocket Entry #no. updated – date/time
Date QC Changed from (month/day/year or blank) to month/day/year

Additionally, it will display that the original docket text was modified from (original text) to (updated text).

This information is generated in situations such as when an incorrect pdf attachment is being replaced with the correct pdf attachment, when a notation is being made by the court that the document has been amended by another filing or when other miscellaneous corrections are being made by court staff.

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ECF Tips

Clearing Cache- When you login to CM/ECF with your attorney or trustee login and password, logout and login with your pacer login and password, then re-enter the system again using your attorney or trustee login and password, your computer can sometimes lose track of who's logged in and what access rights that user should have. This necessitates "clearing your cache", which resets the "picture" of what your computer is currently seeing and allows the correct access capabilities.

To clear the cache on your computer, click on Tools on your Internet Browser (ie: Internet Explorer, Netscape, Firefox), click on Internet Options, Delete Temporary Internet Files.

QUESTIONS/ANSWERS:

Q. DO I ATTACH MY PROPOSED ORDER TO THE MOTION UPON FILING?

A. NO, THE PROPOSED ORDER SHOULD NOT BE ATTACHED AND FILED WITH THE MOTION. THE ORDER SHOULD BE UPLOADED VIA BANKRUPTCY/ORDER UPLOAD OR ADVERSARY/ORDER UPLOAD.

Q. WHEN FILING A BANKRUPTCY PETITION AND THE DEBTOR(S) HAVE A STREET ADDRESS AND MAILING ADDRESS, WHICH ONE DO I USE?

A. ONLY THE MAILING ADDRESS FOR THE DEBTOR(S).

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Instructions
For
Filing
Proofs of Claim

United States Bankruptcy Court
Eastern District of North Carolina

03/23/07

Proof of Claim

These instructions will guide you through the process of filing a Proof of Claim and adding a creditor to a case.

STEP 1 - Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar.

STEP 2 - The BANKRUPTCY EVENTS screen displays.

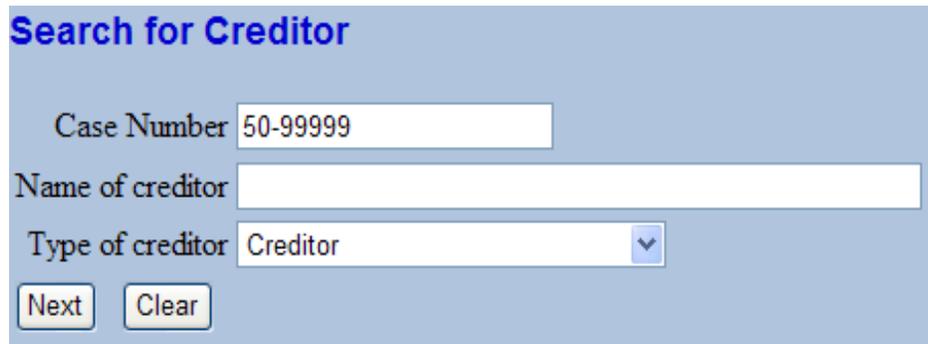


- Click on File Claims hyperlink.

Bankruptcy Events

[Appeal](#)
[Batch Filings](#)
[Claim Actions](#)
[Miscellaneous](#)
[Motions/Applications](#)
[Multi-Case Docketing](#)
[Objection/Response...](#)
[Open BK Case](#)
[Open Involuntary Case](#)
[Plan Events \(13/11/12\)](#)
[File Claims](#)
[Creditor Maintenance...](#)
[Judge/Trustee Assignment](#)
[Order Upload](#)
[Limited Creditor](#)
[Limited Creditor Batch](#)
[Case Upload](#)

STEP 3 - The SEARCH FOR A CREDITOR screen displays.



Search for Creditor

Case Number

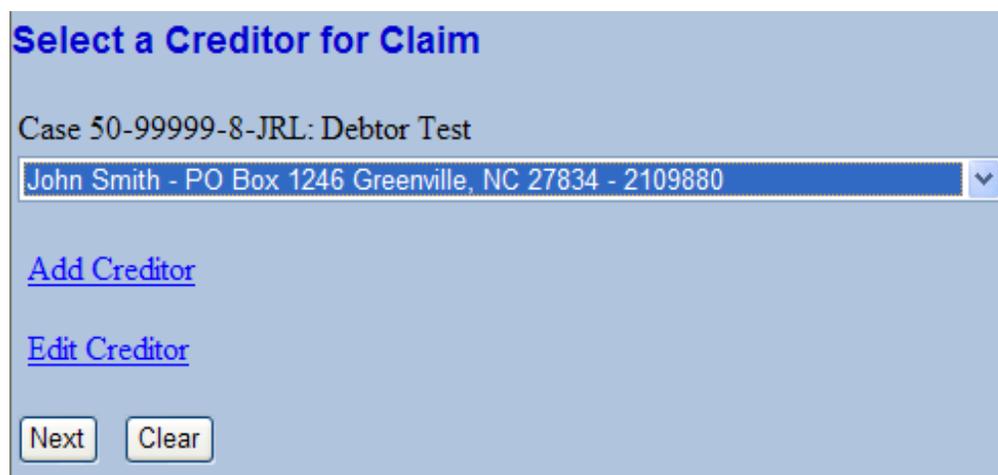
Name of creditor

Type of creditor

- Enter the correct case number using a hyphen between case year and case number, **leaving the Name of creditor field blank.**
- Click the [Next] button.
NOTE: If the system prompts that you have entered an invalid case number, click the browser [Back] button to try again. *Additionally*, be sure to choose the correct case if several cases are displayed for selection.

STEP 4 - The SELECT A CREDITOR screen displays.

- Click the down arrow to scroll through the list of creditors which are listed in alphabetical order.
- Click the creditor's name to select it.
- Click the [Next] button.
NOTE: If the creditor is not listed, or if they are listed but with a different address, skip to STEP 8 for instructions on how to add a creditor. You do not have access rights to the Edit Creditor Feature.



Select a Creditor for Claim

Case 50-99999-8-JRL: Debtor Test

[Add Creditor](#)

[Edit Creditor](#)

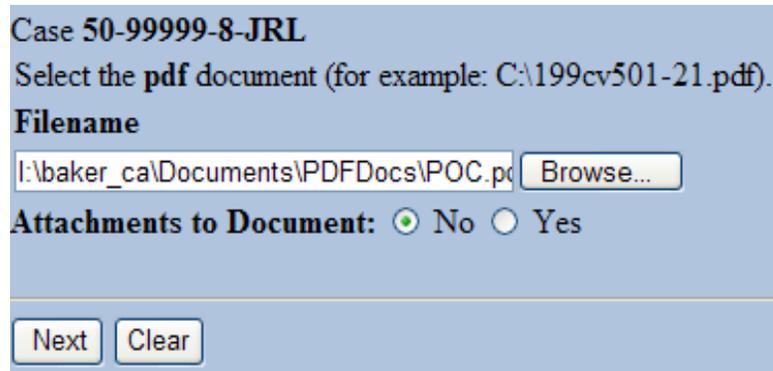
STEP 5 - The CLAIM INFORMATION screen displays.

- Fill in the Proof of Claim information as follows:
- [Amended Claim #] If the original claim was filed with the court, insert the claim number listed on the court's claim register. If not or you are unsure, leave blank and add amended claim information in the [Remarks] Field.
- [Filed By] The default is Creditor. Modify if applicable.
- Fill in the Amount Claimed information by inserting claim amounts in the [Unsecured], [Secured], [Priority] or [Unknown] fields as applicable.
NOTE: Amounts must be entered without \$ signs or commas. Use periods to denote decimals. The amount will be displayed in the [Total (Display Only)] field.
- Fill in the [Description] and [Remarks] fields with additional comments to describe the claim, if applicable.
NOTE: Use the [Description] and [Remarks] fields to note information such as, "Amount shown plus interest", "Amount unknown", "Amount cannot be determined", etc.
- Click the [Next] button.

Proof Of Claim Information For				
2109880 - John Smith PO Box 1246 Greenville, NC 27834				
Case Number: 50-99999-8-JRL	Amends Claim #: <input style="width: 50px;" type="text"/>		Filed By: Creditor <input type="button" value="v"/>	
Last Date To File:	Date Filed: 03/07/2007			
Last Date To File(Govt):				
Amount Claimed				
Unsecured <input style="width: 90%;" type="text"/>	Secured <input style="width: 90%;" type="text"/>	Priority <input style="width: 90%;" type="text"/>	Unknown 100.00 <input style="width: 90%;" type="text"/>	Total (Display Only) 100.00 <input style="width: 90%;" type="text"/>
Amount Allowed				
				Total (Display Only) <input style="width: 90%;" type="text"/>
Description:	<input style="width: 95%;" type="text"/>			
Remarks:	<input style="width: 95%;" type="text"/>			
<input type="button" value="Next"/> <input type="button" value="Clear"/>				

STEP 6 - The SELECT PDF screen displays.

- Select the .pdf file to associate with this event, beginning with Official Form B10, Proof of Claim. Add additional attachments, such as supporting documentation, as applicable. Skip to STEP 12 on instructions on adding additional attachments if necessary.
- Click the [Next] button.



Case **50-99999-8-JRL**
Select the **pdf** document (for example: C:\199cv501-21.pdf).
Filename
I:\baker_ca\Documents\PDFDocs\POC.pdf
Attachments to Document: No Yes

STEP 7 - The NOTICE OF ELECTRONIC CLAIMS FILING screen displays.

- This is the verification of the date and time the claim was filed. It is recommended that you print this screen for your records.

USE THE FOLLOWING STEPS IF THE CREDITOR IS NOT LISTED IN STEP 4 ABOVE

STEP 8 - Do the following at the SEARCH FOR A CREDITOR screen at STEP 3.

- Select [Add Creditor].

Add Creditor(s)

Case 50-99999-8-JRL already contains creditors!

Case number 50-99999-8-JRL Debtor Test

*Name may be 50 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.*

Name and Address

John Henry Doe
1412 Anywhere Street
Wilson, NC 27896

Creditor type

Creditor

Creditor committee No Yes

Next

Clear

STEP 9 - The ADD CREDITOR(S) screen displays.

- Enter the creditor's name and address in the following format.
- Name and Address: John Henry Doe
 1412 Anywhere Street
 Wilson, NC 27896
- Leave the [Type] field at the default - Creditor.
 1. Click the [Next] button.

Add Creditor(s)

Total Creditors Entered 1

STEP 10 - The ADD CREDITOR(S) screen displays with a total number of creditors entered.

- Click the [Submit] button.

Creditors Receipt

Case Number	50-99999
Total Creditors Added to Database	1

[File A Proof Of Claim](#)
[Return To Creditor Maintenance Menu](#)

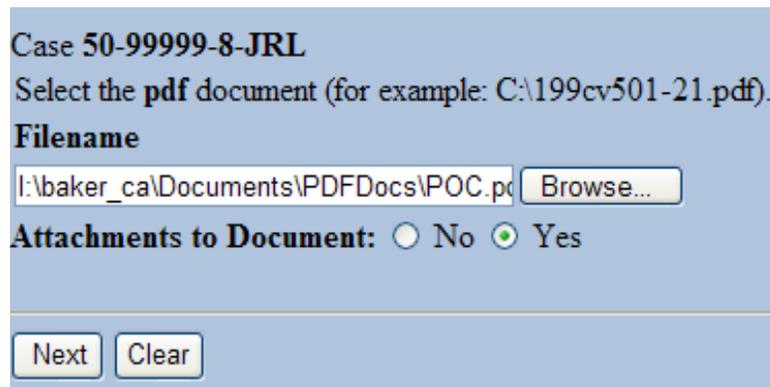
STEP 11 - The CREDITORS RECEIPT screen displays.

- Click the [File a Proof of Claim] link and continue with STEP 4 above.

USE THE FOLLOWING STEPS IF ADDITIONAL PDF ATTACHMENTS ARE TO BE ADDED

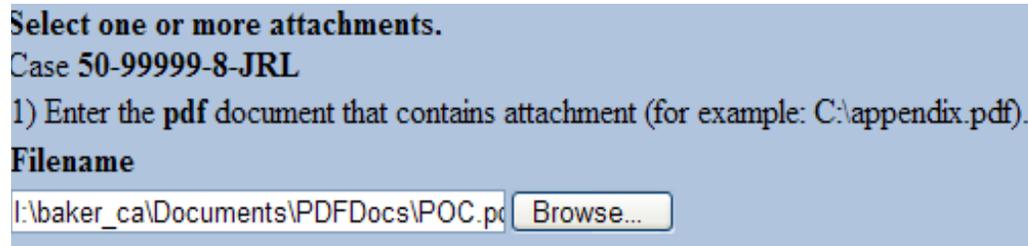
STEP 12 - Adding Additional PDF Attachments.

- After browsing and attaching .pdf file in STEP 6, Click Yes at Attachments to Document.



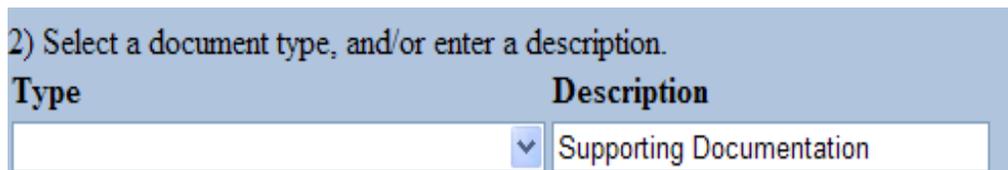
Case 50-99999-8-JRL
Select the pdf document (for example: C:\199cv501-21.pdf).
Filename
I:\baker_ca\Documents\PDFDocs\POC.pdf
Attachments to Document: No Yes

- Click the [Next] button.
- 1) Browse and attach pdf document.



Select one or more attachments.
Case 50-99999-8-JRL
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Filename
I:\baker_ca\Documents\PDFDocs\POC.pdf

- 2) Choose Type and/or Description as applicable.



2) Select a document type, and/or enter a description.
Type **Description**
 Supporting Documentation

3) Click on Add to List. This step removes the file location from 1) (filename), to 3) (list box).

Select one or more attachments.
Case 50-99999-8-JRL

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Select a document type, and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the

<input type="text" value="I:\baker_ca\Documents\PDFDocs\POC.pdf"/>	<input type="button" value="Add to List"/>
	<input type="button" value="Remove from List"/>

- Click Next to proceed to STEP 7 above.



ECF Court Link

MAY 14, 2007

VOLUME 2, ISSUE 3

*Eastern District
of
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In this issue:

- *Fee Information*
- *Assignment Of Claims*
- *New CM/ECF Events*
- *ECF Tips*
- *Modified Event*
- *Training*
- *Q&A*
- *ECF Contacts*

Fee Information

Prior to contacting the court with pay.gov issues, check the following for possible solutions:

- Ensure pop-ups are not blocked (Note: with some automatic updates, the pop-up blocker is enabled)
- If credit card has been modified, check to see if card needs to be re-activated
- Ensure you have not lost your local internet connection
- Log out, clear your cache and log in again with CM/ECF login and password (not pacer)

Assignment Of Claims

Chapter 7 and Chapter 11 Assignments can no longer be docketed in batch filings. These should now be docketed through the Claim Action category.

New CM/ECF Events



Two new events have been created to enable a party to request a CD or transcript of a hearing. These events will allow you to attach the request form and to make payment for CD request through pay.gov. These events are located in the Miscellaneous category.

- Request For CD of Hearing/Trial
- Request For Transcript of Hearing/Trial

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Tel. 919-856-4752

ECF Tips

Opening Bankruptcy Cases –

At the party selection screen when searching for the name of a debtor(s), if the debtor(s) is in the database but not EXACTLY like what is listed on the petition, create a new party versus selecting the existing name. Examples listed below:

- **Opening a new case for John M. Doe but existing name in database is John Monroe Doe. You will need to create a new party for John M. Doe.**
- **Debtor(s) address for new case is different from existing address in database. You will need to create a new party with the address listed on the new case.**

Opening Adversary Proceeding Cases – Add yourself as the attorney for the plaintiff(s). CM/ECF automatically adds you as the attorney for the debtor(s) in a bankruptcy case, but it does not add you as the attorney for the plaintiff(s) upon the opening of an adversary proceeding case.

Modified Event

Motion For Exemption From Credit Counseling

This event has been modified to Motion For Exemption/Waiver From Credit Counseling and will prompt for selection of Exemption or Waiver From Credit Counseling.

Training

Classes are still being offered monthly for new staff members or any staff that would like to take refresher courses. To signup for training classes, go to www.nceb.uscourts.gov and click on Sign up for training!

QUESTIONS/ANSWERS:

Q. IF AN ATTORNEY IS NO LONGER INVOLVED IN A CASE, HOW CAN THEY BE REMOVED FROM RECEIVING ELECTRONIC NOTICES IN THAT PARTICULAR CASE?

A. A NOTICE OF DISINTEREST CAN BE FILED IN THE CASE. THIS TEXT ENTRY IS LOCATED IN THE MISCELLANEOUS CATEGORY.

ECF Contacts:

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ECF Court Link

JULY 19, 2007

VOLUME 2, ISSUE 4

*Eastern District
of
North Carolina
CM/ECF
Newsletter*

In this issue:

- *Calendar Corner*
- *What's New*
- *Updated Case
Assignment List*
- *New Events*
- *ECF Tips*
- *Q&A*
- *ECF Contacts*

Calendar Corner



Judge Small's Courtroom is now under renovation. Please note location of hearing on each notice. Judge Small's hearings will be held either at United States District Court in Raleigh, Bankruptcy Administrators 341 Meeting Room or the Old 341 Meeting Room in the Century Station Building during the renovations. Note: Hearings noticed for Century Station Room 208 are being held on the Fourth Floor in Room 443 (Old 341 Meeting Room). Any questions, please contact Judge Small's courtroom staff.

[Christine Castelloe@nceb.uscourts.gov](mailto:Christine.Castelloe@nceb.uscourts.gov)
[Allyson McNeill@nceb.uscourts.gov](mailto:Allyson.McNeill@nceb.uscourts.gov)

919-856-4752 Ext. 107
919-856-4752 Ext. 126

Construction on Judge Leonard's Raleigh Courtroom is scheduled to begin in the near future. Please continue to note location of hearings on each notice. Judge Leonard's hearings are being held in United States District Court in Raleigh, United States Bankruptcy Court in Wilson or at the Lennon Federal Building in Wilmington. Any questions, please contact Judge Leonard's courtroom staff.

[Felecia Lucas@nceb.uscourts.gov](mailto:Felecia.Lucas@nceb.uscourts.gov)
[Anne Moell@nceb.uscourts.gov](mailto:Anne.Moell@nceb.uscourts.gov)

919-856-4752 Ext. 101
919-856-4752 Ext. 103

What's New!

As of Monday July 23, there will be new case assignments within the clerk's office. Wilson and Raleigh cases will now be combined to one consecutive numbering system.

Ex: Cases ending in 00-05 for Raleigh and Wilson will now be handled by Lynn Boyd versus a separate case administrator in each office handling these numbers.

Please see updated case assignment list on next page.....

Updated Case Assignment List

U. S. Bankruptcy Court
Eastern District of
North Carolina

Phone: (252) 237-

0248

1760-A Parkwood Blvd.
Wilson, NC 27893

Tel. 252-237-0248

300 Fayetteville St.
Room 209
Raleigh, NC 27602

Tel. 919-856-4752

Ending with:	Contact Person:	E-Mail Address:	Ext.
00 through 05	Lynn Boyd	Lynn_Boyd@nceb.uscourts.gov	135
06 through 12	Kathy Webb	Kathy_Webb@nceb.uscourts.gov	173
13 through 18	Lisa Payne	Lisa_Payne@nceb.uscourts.gov	131
19 through 24	Belinda Witcher	Belinda_Witcher@nceb.uscourts.gov	130
25 through 30	Shelia Fields	Shelia_Fields@nceb.uscourts.gov	163
31 through 36	Donna Harris	Donna_Harris@nceb.uscourts.gov	141
37 through 43	Donna King	Donna_King@nceb.uscourts.gov	136
44 through 49	Teresa Artis	Teresa_Artis@nceb.uscourts.gov	128
50 through 56	Donna Skinner	Donna_Skinner@nceb.uscourts.gov	127
57 through 62	Lois Ellis	Lois_Ellis@nceb.uscourts.gov	137
63 through 68	Christy Gurgone	Christy_Gurgone@nceb.uscourts.gov	134
69 through 74	Dawn Barnes	Dawn_Barnes@nceb.uscourts.gov	148
75 through 80	Amy Bisette	Amy_Bisette@nceb.uscourts.gov	149

Phone: (919) 856-4752

Ending with:	Contact Person:	E-Mail Address:	Ext.
81through 86	Sarah Glover	Sarah_Glover@nceb.uscourts.gov	131
87 through92	Cheryl Bipes	Cheryl_Bipes@nceb.uscourts.gov	100
93through 99	Kelly Shum-Drake	Kelly_Shum-Drake@nceb.uscourts.gov	140

New Events

Response To Trustee's Motion To Dismiss

Response to Motion For Relief From Stay

These new events have been added to the Objection/ Response category located under Bankruptcy Events. Please use these events when docketing these types of responses.

ECF Tips

Attaching correct pdf documents- Right click on pdf to view before attaching to ensure correct pdf is being submitted.

Logging out of CM/ECF- when exiting, click on logout versus clicking "X" in upper right corner to close window.

QUESTIONS/ANSWERS:

Q. IS THERE A PLACE I CAN FIND A LISTING OF ALL THE EVENTS IN CM/ECF FOR DOCKETING?

A. YES, AN EVENTS LISTING IS LOCATED ON THE COURT'S WEBSITE UNDER CM/ECF.

Q. HOW DO I ORDER A CD OR TRANSCRIPT OF HEARING/TRIAL?

A. IN THE MISCELLANEOUS CATEGORY, WE HAVE "REQUEST FOR CD OF HEARING/TRIAL" AND "REQUEST FOR TRANSCRIPT OF HEARING/TRIAL" FOR DOCKETING. BE SURE TO USE THE COURT'S LOCAL FORMS AS FOLLOWS:

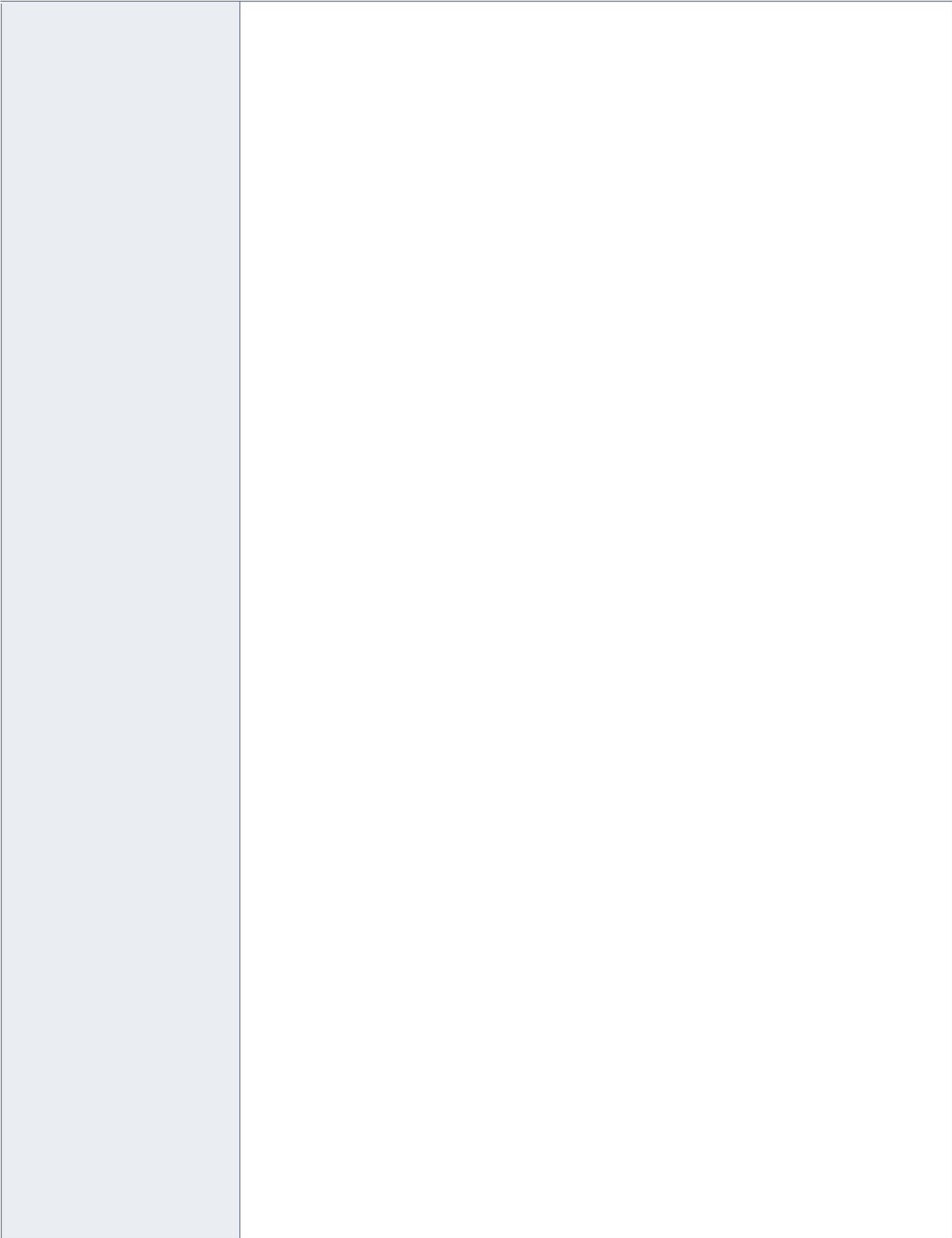
[CD REQUEST FORM](#)

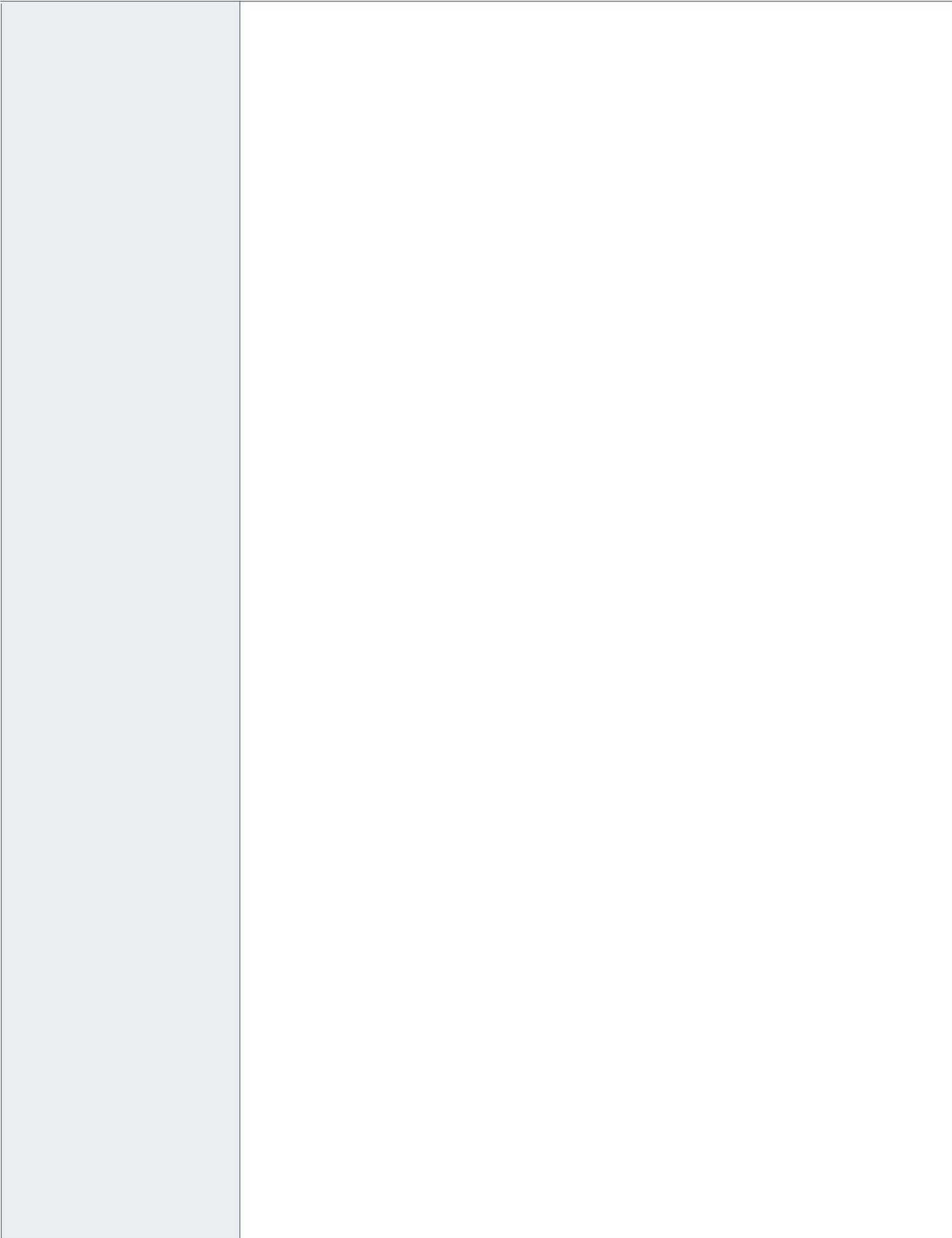
[TRANSCRIPT ORDER FORM](#)

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Tina Roberson
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ECF Court Link

DECEMBER 5, 2007

VOLUME 2, ISSUE 5

*Eastern District
of
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CM/ECF
Newsletter*

In this issue:

- *Clerk's Office
Mission & Vision
Statements*
- *New Procedure*
- *Amendments To
Official Forms*
- *ECF Tips*
- *Q&A*
- *ECF Contacts*

Clerk's Office Mission Statement

Efficiently maintain accurate court records, provide impartial, professional, and courteous service to all, internally and externally, while pursuing a commitment to excellence.

Clerk's Office Vision Statement

To be nationally recognized as:

- highly trained, empowered employees
- possessing a high level of integrity and professionalism
- dedicated to providing superior service in a virtual environment
- incorporating the use of state of the art technology
- adapting and restructuring to meet the challenge of fluctuating resources and workload.



New Procedure



Proposed orders regarding motions to continue hearings, conferences or trials no longer need to be submitted. If allowed, the court will enter the order setting the continued date, time and location.

Amendments to Official Forms – Effective December 1, 2007

At its September 2007 meeting, the Judicial Conference approved proposed amendments to Bankruptcy Official Forms 1, 3A, 3B, 4, 5, 6, 7, 9, 10, 16A, 18, 19, 21, 23, and 24, and new Official Forms 25A, 25B, 25C, and 26. The amendments to the existing Official Forms will be effective on December 1, 2007. New Official Forms 25A, 25B, 25C, and 26 will be effective December 1, 2008, to coincide with rule amendments taking effect on same day.

Amended "means test" forms have been approved by the Judicial Conference. The amended versions of Bankruptcy Official Forms 22A, 22B, and 22C which will be effective on January 1, 2008, are available on the court's website.

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ECF Tips

Certificate of Service of Summons- When making the docket entry stating the summons has been served, the event to use is entitled "Summons Service Executed" or "Summons Service Unexecuted", as applicable.

Generation Field - When adding parties, be sure to utilize the "Generation Field" for insertion of Jr., Sr., III, etc..

Amended Schedules - If amending schedules, hold down the Ctrl key and choose each amended schedule being filed. Only choose Schedules and Statements when filing schedules for an accelerated petition.

QUESTIONS/ANSWERS:

Q. CAN I FILE A MOTION FOR DEFAULT JUDGMENT WITH THE AFFIDAVIT FOR ENTRY OF DEFAULT AS AN ATTACHMENT TO THE MOTION?

A. NO. THERE ARE SEPARATE EVENTS FOR MOTION FOR DEFAULT JUDGMENT AND MOTION AND/OR AFFIDAVIT FOR ENTRY OF DEFAULT.

Q. THE MOTION TO ASSUME/REJECT/ASSIGN EXECUTORY CONTRACT OR LEASE ONLY ALLOWS FOR ONE CHOICE ON ASSUME, REJECT OR ASSIGN. WHAT IF I NEED TO REQUEST TO ASSUME AND REJECT LEASE?

A. BOTH OF THESE MOTIONS ARE REPORTED SEPARATELY TO THE STATISTICAL DIVISION OF THE OFFICE OF THE ADMINISTRATIVE COURT SO THEY HAVE TO BE FILED AS SEPARATE MOTIONS.

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