



# ECF Court Link

JANUARY 22, 2015

VOLUME 10, ISSUE 1

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

In this issue:

- Case Statistics
- On a Personal Note
- Written Opinions
- B22 Forms
- Certified Mediators
- Attorney Leave
- Notices of Hearing
- Q&A
- ECF Contacts

## Case Statistics

<i>December, 2014</i>		<i>Year to Date</i>	
<i>Ch. 7</i>	<i>166</i>	<i>Ch. 7</i>	<i>2324</i>
<i>Ch. 11</i>	<i>7</i>	<i>Ch. 11</i>	<i>91</i>
<i>Ch. 12</i>	<i>2</i>	<i>Ch. 12</i>	<i>7</i>
<i>Ch. 13</i>	<i>447</i>	<i>Ch. 13</i>	<i>5117</i>
<i>Ch. 9</i>	<i>0</i>	<i>Ch. 9</i>	<i>0</i>
<i>Ch. 15</i>	<i>0</i>	<i>Ch. 15</i>	<i>0</i>
<i>Total</i>	<i>622</i>	<i>Total</i>	<i>7539</i>

## On a Personal Note

*Please join us in welcoming Robert “Allen” Wood to the bankruptcy court! Allen began work as a CourtSpeak programmer on January 12, 2015.*

*Also, please welcome Roxanne Parker to our court family! Roxanne began work as a Case Administrator in the Raleigh office on January 20, 2015.*

## Written Opinions Report

*Please be aware that you may opt to receive a scheduled report via email for all Written Opinions that are filed in cases before the court. This weekly report includes all Written Opinions entered during the prior week. Please contact Kelly Shum-Drake or Donna Skinner if you would like to be added to the list of recipients for this report.*

## **Grace Period Regarding B22 Forms**

*Effective immediately, the court is ending the grace period regarding the new forms for the Means Test/Statement of Current Monthly Income. The most current official B22 forms must be used, which are dated 12/14. Deficiency notices will be sent in cases in which the incorrect form is filed.*

## **Certified Mediators**

*If you are a certified mediator and would like to be added to the list of certified mediators on the court's website, please send an email to Stephanie Edmondson at the below email address. The email should contain your name, law firm, address, telephone number, email address and through whom you are certified.*

**[Stephanie Edmondson@nceb.uscourts.gov](mailto:Stephanie.Edmondson@nceb.uscourts.gov)**

*For those certified mediators who are already listed on the court's website, please review your information to ensure that it is accurate and notify Ms. Edmondson via the above email address if any necessary changes need to be made.*

## **Attorney Scheduled Leave**

*If you have not already done so, please inform the Courtroom Deputies of your scheduled leave for 2015 as soon as possible to help avoid any potential scheduling conflicts. Contact information is as follows:*

*Judge Doub:*

**[NCEBml\\_CourtroomStaff\\_RDD@nceb.uscourts.gov](mailto:NCEBml_CourtroomStaff_RDD@nceb.uscourts.gov)**

*Judge Warren:*

**[NCEBml\\_CourtroomStaff\\_DMW@nceb.uscourts.gov](mailto:NCEBml_CourtroomStaff_DMW@nceb.uscourts.gov)**

*Judge Humrickhouse:*

**[NCEBml\\_CourtroomStaff\\_SWH@nceb.uscourts.gov](mailto:NCEBml_CourtroomStaff_SWH@nceb.uscourts.gov)**

## **Notices of Hearing**

*Please pay particular attention to the Judge assigned to a case when including a notice of hearing with your motion, and ensure that you indicate the correct courtroom accordingly. There is some crossover of court staff working on the judges' calendars, and it is imperative that hearings are properly scheduled in the appropriate courtroom.*

### **QUESTIONS/ANSWERS:**

**Q.** I need to file a motion for an administrative claim for debtor's attorney fees in a Chapter 13 case that has been dismissed. What event code is used for this? Should I docket as an Application for Administrative Expenses or an Application for Additional Fees?

**A.** Neither. In this situation, the Motion for Disbursement event should be used.

### **ECF Contacts:**

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

E-Mail Address: [Kelly\\_Shum-Drake@nceb.uscourts.gov](mailto:Kelly_Shum-Drake@nceb.uscourts.gov)

Donna Skinner

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# ECF Court Link

FEBRUARY 19, 2015

VOLUME 10, ISSUE 2

Eastern District

Of

North Carolina

CM/ECF

Newsletter

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- [New CM/ECF Events](#)
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- [Q&A](#)
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## Case Statistics

January, 2015		Year to Date	
Ch. 7	143	Ch. 7	143
Ch. 11	4	Ch. 11	4
Ch. 12	0	Ch. 12	0
Ch. 13	381	Ch. 13	381
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>528</b>	<b>Total</b>	<b>528</b>

## Judge's Initials on Documents/Orders

*It is important to take note of the judge assigned to each case, due to the recent case reassignment. Judge Humrickhouse has been assigned to Greenville Division cases and Judge Warren has been assigned to New Bern Division cases. Please ensure that all pleadings filed with the court and all corresponding orders contain the correct judge's initials. Effective immediately, deficiency notices will be sent regarding all orders received with the incorrect judge's initials.*

## Proposed Orders

*The court is receiving many proposed orders that contain "So Ordered" language after the last line of the order. This is redundant, as the electronic signature at the top of the order already includes this language. Please remove the "So Ordered" language from any future orders submitted to the court.*

## **On a Personal Note** **Judge Randy Davis Doub**

*Randy D. Doub, Judge for the United States Bankruptcy Court for the Eastern District of North Carolina, passed away Saturday, January 24, 2015 at his home. He was 59.*

*Judge Doub practiced law in private practice for almost 26 years in Greenville, North Carolina. He attended East Carolina University and graduated Magna Cum Laude in 1977, majoring in Political Science and minoring in Business Administration. He obtained his law degree from the University of North Carolina at Chapel Hill in 1980. While in law school, he served on the Holderness Moot Court bench and was a member of Phi Delta Phi. While in private practice, Judge Doub actively represented debtors and creditors and served as a Chapter 7 Trustee and Attorney for Trustee for 15 years. He was a member of the National Association of Bankruptcy Trustees (NABT) and the National Association of Consumer Bankruptcy Attorneys (NACBA). Judge Doub was a member of the Pitt County Bar Association, the North Carolina Bar Association and the North Carolina State Bar.*

*While in private practice, Judge Doub served on the Bankruptcy Council of the North Carolina Bar Association. He was certified as a Consumer Bankruptcy Specialist by the North Carolina State Bar and was certified as a Board Certified Mediator by the North Carolina Dispute Resolution Commission. In 1985, he was appointed by Governor James G. Martin to serve on the North Carolina Board of Transportation, serving until July 1990. In July 2006, Judge Doub was appointed by the Fourth Circuit Court of Appeals to serve as United States Bankruptcy Judge for the Eastern District of North Carolina and served as Chief Judge from July 2007 to July 2014. He was appointed to the Space and Security Advisory Council by the Administrative Office of the U.S. Courts in 2008. He was a member of the National Conference of Bankruptcy Judges (NCBJ) and served on the legislative committee.*

*As a Boy Scout, in his hometown of Pfafftown, near Winston-Salem, Judge Doub was a member of Troop 946, Old Hickory Council. In 1971, he attained the rank of Eagle Scout, and was a member of the Order of the Arrow. As an adult, he served on the Pack Committee for Cub Scout Pack 36, East Carolina Council. He also served on the Troop Committee for Troop 30, East Carolina Council, and served as an Assistant Scoutmaster for Troop 9, East Carolina Council, where his two sons are Eagle Scouts. Judge Doub regularly served as a Merit Badge Counselor and taught classes for Citizenship in the Nation, Citizenship in the Community, Personal Management and Family Life merit badges.*

*Judge Doub was committed to his Christian faith. He put his faith and family above all else. He was a devoted and loving husband, father, son, brother and friend. He was very patriotic and loved his country. He loved his work and all of the court family. He had a passion for Christian music and playing the piano. He was a member of the choir at Unity Free Will Baptist Church and cherished visits to sing at nursing homes. He was a loyal East Carolina Pirate fan.*

*Judge Doub was a beloved part of our court family, and he will be greatly missed.*

## **New CM/ECF Events**

*Three new events have been added in CM/ECF as follows:*

*Pay Fee – Installments (Ch. 11)*

*Pay Fee – Installments (Ch. 13)*

*Pay Fee – Installments (Ch. 7)*

*These events allow attorneys to pay filing fee installments for debtors through pay.gov. When docketing the event, simply enter the installment amount to be paid, and an internet fee will be created in that amount. It is no longer necessary to mail a check or come into the clerk's office to make installment payments after a case has been filed. Please note that pro se debtors will still have to pay their installments via cash or money order in the office or by mail.*

## **Service on the Bankruptcy Administrator**

*When a new Chapter 11 case is filed, the BA is not immediately added as a party in the case in order to receive notices of electronic filing. The court has received several first day motions recently indicating that the BA was served electronically when she had not been. This is happening with some Chapter 7 motions as well, with the assumption that the BA is already a party in the case. Please let this serve as a reminder to check under Query>Party for each individual case in order to ensure that the BA will receive electronic notice before indicating such on a certificate of service.*

### **QUESTIONS/ANSWERS:**

**Q.** I attached the incorrect PDF to a docket entry and received a deficiency notice. Should I re-file the pleading using the same event code, or should I file it as an amendment?

**A.** Neither. The correct PDF should be docketed using the "Corrected PDF Attachment" event under the Miscellaneous category, and should refer to the prior docket entry containing the incorrect PDF. Upon filing of the correct document, a corrective entry will be made.

**ECF Contacts:**

Helpdesk Line: (919)334-3850

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Donna Skinner

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# ECF Court Link

MARCH 27, 2015

VOLUME 10, ISSUE 3

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

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- [On a Personal Note](#)
- [Median Income Data](#)
- [New Appeal Procedure](#)
- [Q&A](#)
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## Case Statistics

<i>February, 2015</i>		<i>Year to Date</i>	
<i>Ch. 7</i>	<i>169</i>	<i>Ch. 7</i>	<i>313</i>
<i>Ch. 11</i>	<i>6</i>	<i>Ch. 11</i>	<i>10</i>
<i>Ch. 12</i>	<i>1</i>	<i>Ch. 12</i>	<i>1</i>
<i>Ch. 13</i>	<i>400</i>	<i>Ch. 13</i>	<i>780</i>
<i>Ch. 9</i>	<i>0</i>	<i>Ch. 9</i>	<i>0</i>
<i>Ch. 15</i>	<i>0</i>	<i>Ch. 15</i>	<i>0</i>
<i>Total</i>	<i>588</i>	<i>Total</i>	<i>1129</i>

## On a Personal Note

*Please join us in welcoming Kami Brown to our court family! Kami began work as a Case Administrator in the Greenville office on March 23, 2015.*

*Congratulations to Tony Bryant, court IT Administrator, who married Danielle Greco on February 7, 2015 in Bali!*

*Congratulations to Brenna Wallace, Case Administrator in the Raleigh office, who married Kevin Kemp on March 29, 2015 in Wrightsville Beach!*

## Median Income Data Available for Bankruptcy Cases

*The adjusted Census Bureau State Median Income Data is now available via the Department of Justice's U.S. Trustee Program website. The new figures apply to cases filed on or after April 1, 2015, and may be viewed by clicking here.*

<http://www.justice.gov/ust/eo/bapcpa/meanstesting.htm>



## **New Appeal Procedure – Not Much Changes!**

*by Allyson McNeill*

*Changes to FRBP 8003(d)(1) require that as of December 1, 2014, a new case is to be opened at the District Court immediately upon the filing of a Notice of Appeal. In the event a Motion for Leave to Appeal is filed simultaneously, that motion will be docketed by Bankruptcy Court staff in that case. Any and all responses to the motion should be docketed directly in the District Court case. The completed appeal record will not be transmitted until the District Court rules on the Motion for Leave to Appeal.*

*You will still file all Designations of Record with the Bankruptcy Court. We will hold the designations until the record is complete and then transmit everything at one time. If you need to extend the time to file your designations, please file that motion with the Bankruptcy Court. Your briefing schedule will not begin until we certify that the record is complete.*

*Speaking of Designations - When preparing the appeal record indicate each document to be included by the docket number and a brief description. If you want items from both the main case and any related case(s), please separate each section and specify the case number, the docket number, and a description of the document. Parties are responsible for providing copies of all requested exhibits in pdf format to this court. Transcript requests should be docketed separately using the form from our web site.*

*Motions to Stay Pending Appeal are filed in the Bankruptcy Court and decided by the Bankruptcy Judge. Motions for Leave to Appeal are also filed in the Bankruptcy Court but are decided by the District Court.*

## QUESTIONS/ANSWERS:

**Q.** I need to upload a proposed order that relates to more than one motion on the docket. May I refer the order to multiple motions?

**A.** No. The Order Upload program will only allow you to refer to one item on the docket. You may select any one of the applicable motions that the order relates to. It may be helpful to advise the Case Administrator assigned to the case in this situation, so that she is aware that more than one matter is being resolved.

### **ECF Contacts:**

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

E-Mail Address: [Kelly\\_Shum-Drake@nceb.uscourts.gov](mailto:Kelly_Shum-Drake@nceb.uscourts.gov)

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# ECF Court Link

APRIL 14, 2015

VOLUME 10, ISSUE 4

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

In this issue:

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- [On a Personal Note](#)
- [Local Rule 4002-1](#)
- [Redacted Proofs of Claim](#)
- [Signed Order Processing](#)
- [Orders Extending Stay](#)
- [Credit Card Payments](#)
- [Q&A](#)
- [ECF Contacts](#)

## Case Statistics

March, 2015		Year to Date	
Ch. 7	218	Ch. 7	531
Ch. 11	11	Ch. 11	21
Ch. 12	2	Ch. 12	3
Ch. 13	429	Ch. 13	1209
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>660</b>	<b>Total</b>	<b>1764</b>

## On a Personal Note

*It is with utmost sadness and regret that the court informs you of the passing of Peggy B. Deans, former Clerk of Court of the United States Bankruptcy Court for the Eastern District of North Carolina. Ms. Deans was killed in an automobile accident on Friday, April 3, 2015. Ms. Deans served as the court's first Clerk of Court, working with the court from 1975 until 2009, when she retired to spend time with her beloved husband, Ken, her son and daughter-in-law, Ken, Jr. and Amy, and her precious grandson, Tripp. Peggy was instrumental in bringing the court into the technological age by implementing electronic record-keeping and electronic filing, and supporting Judge Leonard's CourtSpeak project, advancing these initiatives well in advance of their national adoption. Peggy was also involved in numerous projects with the Administrative Office of the Courts throughout her career. Peggy was a treasured part of our court family, and she will be greatly missed.*

## **Updates to Local Rule 4002-1**

*Local Rule 4002-1(c) and (e) have been updated with respect to amendments/modifications to the Chapter 11 or 12 Plan. The following provisions shall apply in both Chapter 11 and 12 cases:*

### ***FILING OF AMENDED PLANS OR MODIFICATIONS TO PLANS.***

*The filing of an amended plan or modification to plan shall be accompanied by either a redlined copy of the plan, illustrating changes made to the last submitted plan, or by a summary or description of changes that the amended plan or modification to plan makes to the last submitted plan.*

### ***FILING OF FINAL INTEGRATED PLAN UPON CONFIRMATION.***

*Upon confirmation, the debtor shall submit with the order confirming plan a final, integrated copy of the confirmed plan, including all amendments or modifications adopted at the time of confirmation.*

*Effective immediately, a redline copy or summary must be attached to all Chapter 11 and 12 Plan amendments or modifications filed with the court.*

## **Redacted Proofs of Claim**

*When a Motion to Restrict Public Access is filed regarding a proof of claim, the court enters a form order which directs as follows:*

*“that a redacted proof of claim and/or exhibits shall be filed within 30 days of the date of this order. Restricted public access to the original proof of claim and/or exhibits shall not be effective until the redacted proof of claim and/or exhibits are filed.”*

*Please note that an amended proof of claim must be filed within 30 days as directed in the order, or no action will be taken to restrict public access to the original proof of claim.*

## **Signed Order Processing**

*We ask that you please be patient with our staff regarding the processing of orders submitted to the court. Currently, there are only two judges handling the court's caseload, and there may be delays in the signing of orders. Thank you for your anticipated cooperation, and for your understanding during this time of transition.*

## **Orders to Extend Automatic Stay**

*It is no longer necessary to submit a proposed order with Motions to Extend Automatic Stay, The judges are preparing their own orders with regard to this motion. A display message has been added to the event in CM/ECF as a reminder.*

## **Credit Card Payments**

*Starting May 1, 2015, the clerk's office will no longer accept credit cards for fees charged at the front counters in Raleigh and Greenville due to increased credit card security regulations. The court will continue to accept credit card payments online through pay.gov. If you have any questions, please contact Christine Castelloe via e-mail at [christine\\_castelloe@nceb.uscourts.gov](mailto:christine_castelloe@nceb.uscourts.gov).*

### **QUESTIONS/ANSWERS:**

**Q.** I filed a Debtor's Report Upon Conversion in a case recently converted from Chapter 13 to Chapter 7, and I received a deficiency notice to pay the \$30 amendment fee for adding creditors. I thought there was no fee associated with adding creditors pursuant to this report. Should the \$30 fee have been charged?

**A.** The Debtor's Report Upon Conversion should be filed within 14 days after conversion of the case. If the report is filed past the 14 days, the amendment fee is required if creditors have been added to the case.

**ECF Contacts:**

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

E-Mail Address: [Kelly\\_Shum-Drake@nceb.uscourts.gov](mailto:Kelly_Shum-Drake@nceb.uscourts.gov)

Donna Skinner

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# ECF Court Link

MAY 4, 2015

VOLUME 10, ISSUE 5

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

In this issue:

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- [Motions to Extend Time](#)
- [Orders Extending Stay](#)
- [Debtor Electronic Noticing](#)
- [Credit Card Payments](#)
- [Q&A](#)
- [ECF Contacts](#)

## Case Statistics

April, 2015		Year to Date	
Ch. 7	223	Ch. 7	754
Ch. 11	11	Ch. 11	32
Ch. 12	2	Ch. 12	5
Ch. 13	423	Ch. 13	1632
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>659</b>	<b>Total</b>	<b>2423</b>

## Motions to Extend Time

*Effective immediately, pursuant to new Local Rule 9006-1, motions for extension of time must indicate whether or not there is consent of other affected parties to the motion, including the Bankruptcy Administrator in Chapter 11 matters.*

## Orders Extending Automatic Stay

*Beginning **June 1, 2015**, the debtor's attorney will be required to serve orders on Motions to Extend Automatic Stay on applicable parties. A certificate of service evidencing such must be filed within 3 days of entry of the order. The docket text for the order will appear as follows:*

*Order Granting Motion to Extend Automatic Stay (Related Doc # )  
**The moving party is to serve this order on all parties required by the Bankruptcy Rules unless the party received electronic notice.**  
Certificate of Service due 6/1/15.*

### **Debtor Electronic Bankruptcy Noticing (DeBN)**

*Effective immediately, the court is using the Debtor Electronic Bankruptcy Noticing (DeBN) program. This program allows debtors to receive orders and notices sent by the Court via email through the BNC. This is available for all debtors, not just pro se debtors. The registration form is located on our website under Local Forms and debtors are being notified via the Order & Notice to Debtor.*

*Attorneys will docket the form using the "Request re: Debtor Electronic Notice" event under the Miscellaneous category, and a DeBN account for the debtor will be activated. The form also allows the debtor to modify their email notification or deactivate it. In the event an email bounces back, the BNC will mail a copy of the order or notice to the debtor.*

*If you would like to obtain further information about this program, please click on the link below.*

<http://www.nceb.uscourts.gov/debtor-electronic-bankruptcy-noticing>

### **Reminder: Credit Card Payments**

*This should serve as a reminder that the clerk's office is no longer accepting credit cards for fees charged at the front counters in Raleigh and Greenville due to increased credit card security regulations. The court will continue to accept credit card payments online through pay.gov. If you have any questions, please contact Christine Castelloe via e-mail at [christine\\_castelloe@nceb.uscourts.gov](mailto:christine_castelloe@nceb.uscourts.gov).*



## QUESTIONS/ANSWERS:

**Q.** How may I contact the CM/ECF helpdesk in order to have a docket entry deleted, and during what hours?

**A.** The helpdesk may be reached by using the Live Chat feature for the fastest response, or you may use the phone numbers/email addresses listed below in the ECF Contacts. The helpdesk is available during regular court hours (8:30 am through 4:30 pm). Requests made after 4:30 pm may not be received, and docket entries may only be deleted if the court is notified on the same day.

### **ECF Contacts:**

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

E-Mail Address: [Kelly\\_Shum-Drake@nceb.uscourts.gov](mailto:Kelly_Shum-Drake@nceb.uscourts.gov)

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# ECF Court Link

JUNE 9, 2015

VOLUME 10, ISSUE 6

Eastern District

Of

North Carolina

CM/ECF

Newsletter

In this issue:

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- Text Order and Notice Events
- CM/ECF Online Training
- Certified Copies
- Debtor Electronic Noticing
- Motions to Avoid Lien
- Adding Creditors
- Emergency Text Alerts
- Attorney General
- Q&A
- ECF Contacts

## Case Statistics

<i>May, 2015</i>		<i>Year to Date</i>	
<i>Ch. 7</i>	<i>176</i>	<i>Ch. 7</i>	<i>932</i>
<i>Ch. 11</i>	<i>9</i>	<i>Ch. 11</i>	<i>39</i>
<i>Ch. 12</i>	<i>1</i>	<i>Ch. 12</i>	<i>6</i>
<i>Ch. 13</i>	<i>385</i>	<i>Ch. 13</i>	<i>2019</i>
<i>Ch. 9</i>	<i>0</i>	<i>Ch. 9</i>	<i>0</i>
<i>Ch. 15</i>	<i>0</i>	<i>Ch. 15</i>	<i>0</i>
<i>Total</i>	<i>571</i>	<i>Total</i>	<i>2996</i>

## New Text Orders/Notices

*Effective immediately, the following order and notice events have been modified to text format:*

*Notice to Trustee of Pending Motions  
 Order to File Plan and Disclosure  
 Order Extending Time to File Schedules\*\*  
 Order Converting Case to Chapter 13  
 Order Allowing Interrogatories  
 Order Closing Reopened Case*

*You will no longer receive a PDF form for these documents. The order/notice language and any applicable deadlines will be contained within the docket entry. The text orders will need to be served on any applicable parties who do not receive electronic notice.*

*\*\*A new motion event, "Extend Time to File Schedules", has also been created to coincide with the new text order. Please ensure that this event is used rather than the "Extend Time" event.*

## **CM/ECF Online Training Available!**

*An online CM/ECF training course is now available for attorneys and staff members who will be filing documents with the court electronically. It is no longer necessary to contact the court to schedule CM/ECF training. Instead, please visit the below link:*

**<http://www.nceb.uscourts.gov/cmecf-online-training>**

*Training videos are provided, as well as a link to the registration forms, which should be filled out upon completion of the course. Also, a link to our CM/ECF Helpful Hints and Attorney Training Manual are provided. Questions regarding the training may be directed to Tina Roberson at [tina\\_roberson@nceb.uscourts.gov](mailto:tina_roberson@nceb.uscourts.gov).*

## **Requests for Certified Copies**

*It is no longer necessary to contact the court by email or phone in order to request certified copies. A new event has been created in CM/ECF under the Miscellaneous category entitled “Request for a Certified Copy”. The event will ask the filer to refer to the document in a case for which a certified copy is being requested, as well as where the certified document should be sent. Also, the applicable fee will be charged to be paid through pay.gov.*

## **Reminder: Debtor Electronic Bankruptcy Noticing (DeBN)**

*This should serve as a reminder that the court is now using the Debtor Electronic Bankruptcy Noticing (DeBN) program. This program allows debtors to receive orders and notices sent by the Court via email through the BNC. The registration form is located on our website under Local Forms and debtors are being notified via the Order & Notice to Debtor.*

*If you would like to obtain further information about this program, please click on the link below.*

**<http://www.nceb.uscourts.gov/debtor-electronic-bankruptcy-noticing>**

## **Motions to Avoid Lien**

*For those of you who attended EBI, you heard Judge Warren announce that the court has created forms to use when filing Motions to Avoid Lien on real property pursuant to 11 U.S.C. § 522(f). Those forms were made available on the court website under Local Forms last week, and we encourage you to use them when drafting these motions. The forms mirror the language of § 522(f) and include a table that applies the mathematical formula outlined in the statute. Footnotes are included to walk practitioners through filling out the form. Please ensure that all footnotes and other extraneous information is deleted before submitting the motion.*

*Movants will be responsible for preparing and submitting proposed orders allowing the requested relief pursuant to E.D.N.C. LBR 9072-1. The form Motions should serve as a guide, whereby the applicable pleadings are stated as findings in the proposed order.*

*Please note that there are different versions of the form, depending on the tenancy, exemption and level of avoidance (full versus partial avoidance). The forms can be obtained from the court's website by clicking the below link.*

**<http://www.nceb.uscourts.gov/local-forms>**

*Please contact Carolyn Baker at **[carolyn\\_baker@nceb.uscourts.gov](mailto:carolyn_baker@nceb.uscourts.gov)** or Tina Roberson at **[tina\\_roberson@nceb.uscourts.gov](mailto:tina_roberson@nceb.uscourts.gov)** if you have any questions regarding these forms.*

## **Adding Creditors in CM/ECF**

*Please do not include quotation marks (“ ”) in the name or address fields either on the creditor mailing matrix or when adding creditors to a case in CM/ECF. This creates filing issues with the online Proof of Claim program.*

## **Emergency Text Alerts from the Court.**

*You can now sign up to be notified by text message when the court announces a closure or delay due to inclement weather. To enroll in this service, click [here](#) and follow these instructions:*

- *Change the **Subscription Type** from "Email" to "SMS/Text Message".*
- *Enter your mobile phone number with area code in the **Wireless Number** box and click Submit.*
- *On the following screen, you will be asked to confirm your wireless number by entering it in the **Confirm Wireless Number** box. Confirm your number by re-entering it and click Submit. You will receive a confirmation text message on your mobile device.*

*You may also unsubscribe from these messages in one of three different ways:*

- *By replying to any text message received from this service with the word "STOP".*
- *By visiting the link included in the confirmation text message you receive.*
- *By visiting the [registration URL](#) (Note: You'll need to enter your mobile number and click Submit. You'll see a message that you are already subscribed. Click "Subscriber Preferences" and you will be given the option to unsubscribe from any mailing lists.)*

*There is no cost from the court for this service; however, your wireless carrier's standard message and data rates may apply.*

### **Deadlines Regarding Interim Orders**

*After a hearing in which a matter is continued by interim order, the courtroom deputy is only setting a 14 day deadline regarding submission of the interim order, rather than the standard 30 days typically provided. The reason that less time is being given for interim orders is because the matter being continued will be set on the next motions or trustee date, which is approximately 30 days out. This ensures that the interim order is received and entered prior to the next hearing date.*

### **Attorney General**

*Effective April 27, 2015, Loretta Lynch is the new Attorney General. Please update your records to ensure proper service as indicated below.*

*The Honorable Loretta Lynch  
U.S. Department of Justice  
950 Pennsylvania Ave. NW  
Washington, DC 20530*

#### **QUESTIONS/ANSWERS:**

**Q.** I received a deficiency notice stating that my Motion to Extend Time did not state whether or not the affected party consents. Is this a requirement?

**A.** Yes. Local Rule 9006-1 requires that Motions for Extension of Time indicate whether there is consent of other affected parties, including the Bankruptcy Administrator in Chapter 11 cases.

**ECF Contacts:**

Helpdesk Line: (919)334-3850

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E-Mail Address: [Kelly\\_Shum-Drake@nceb.uscourts.gov](mailto:Kelly_Shum-Drake@nceb.uscourts.gov)

Donna Skinner

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# ECF Court Link

AUGUST 28, 2015

VOLUME 10, ISSUE 7

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

In this issue:

- Case Statistics
- On a Personal Note
- Dress Code
- General Order
- Orders Avoiding Judicial Lien
- Motions to Release Funds
- New CM/ECF Event
- CBA Seminar
- Q&A
- ECF Contacts

## Case Statistics

June, 2015		Year to Date	
Ch. 7	179	Ch. 7	1120
Ch. 11	5	Ch. 11	42
Ch. 12	0	Ch. 12	5
Ch. 13	402	Ch. 13	2415
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>586</b>	<b>Total</b>	<b>3582</b>

July, 2015		Year to Date	
Ch. 7	200	Ch. 7	1323
Ch. 11	9	Ch. 11	50
Ch. 12	0	Ch. 12	5
Ch. 13	376	Ch. 13	2789
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>586</b>	<b>Total</b>	<b>4167</b>



## On a Personal Note

*Carrie Wiggins has welcomed a baby boy! Tate Jordan was born on June 17, 2015 at 7:32 am. Congratulations to Carrie, her husband Nathan and big brother Brody on the beautiful new addition to their family!*

*Please also join us in congratulating Sharon Angel, who has joined the Clerk's Office staff as a Case Administrator in the Greenville office!*



## **Court Dress Code**

*Every person appearing in court, for any reason, is expected to dress appropriately for all court appearances. This is a federal court that conducts official judicial business, and as such, should be given due respect. Attire that reflects the dignity and integrity of the Court is expected. Shorts, tank tops, etc, are not considered appropriate court attire. Long pants should be worn, and clothing should be neat and clean.*

*Attorneys are encouraged to consult with their clients regarding this issue, as the Judge may refuse to hear a case if a party is not suitably dressed.*

## **General Order Dated August 6, 2015**

*Please take time to review the administrative order entered by Judge Humrickhouse and Judge Warren on 8/6/15 regarding attorney fees in dismissed, unconfirmed Chapter 13 cases. Applications for attorney fees in these cases must be filed within 14 days of the order of dismissal, and must be served upon the debtor and trustee with a 14 day notice. If applications are timely filed, the trustee will continue to hold the funds until the court has made a ruling. The order may be viewed by clicking [here](#).*

*In addition, please note that these requests for fees should be docketed using the “Disbursement” event under the Motions category. They should **not** be filed as Applications for Administrative Expenses, Additional Fees or Higher Base Fees.*

## **Orders Avoiding Judicial Lien**

*This should serve as a reminder that orders avoiding judicial lien should recite that the avoidance relates **only** to the specific property addressed in the motion.*

## **Motions to Release Funds**

*Pursuant to Local Rule 3011-1(d), claimants must now file a W-9 form with every Motion to Release Funds for financial purposes. An order will not be entered and funds will not be released until this form has been received by the court.*

## **New CM/ECF Event**

*A new event has been created under the appeal category entitled “Notice re: No Appellee Designation”. In cases involving an Appeal, the Appellee may or may not file designations. This text entry allows the attorney to notify the court that he or she does not intend to file designations on behalf of the Appellee in a particular case.*

*In addition, the “Appellant Designation” event has been modified to state that either the Appellee Designation or the above notice entry be docketed by the deadline indicated.*

## **Bankruptcy Certification Program**

*The Association of Bankruptcy Judicial Assistants (ABJA) is sponsoring a Certified Bankruptcy Assistant (CBA) Seminar and Exam on October 6 & 7, 2015, along with a Professional Skills Seminar on October 8 & 9, in Tampa, Florida. One of the primary objectives of the ABJA is the development of educational programs for its members, bankruptcy court staff and the bankruptcy legal community. To that end, they have developed the CBA Program for secretaries, Clerk's Office staff, and others in the bankruptcy legal profession to become certified as a bankruptcy assistant. To obtain more detailed information, view the program flyer and obtain the registration form, you may click on the below link.*

**<http://www.abja.org/content/certified-bankruptcy-assistants-cba-program>**

## QUESTIONS/ANSWERS:

**Q.** I need to file an amended notice of motion and certificate of service regarding a previously filed motion. Do I use the Amended/Amendment to Motion/Application event in order to do so?

**A.** No. If only the notice of motion and certificate of service are being amended, please select those individual events, since the motion itself has not been modified.

### **ECF Contacts:**

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Donna Skinner

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# ECF Court Link

SEPTEMBER 4, 2015

VOLUME 10, ISSUE 8

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

In this issue:

- [Case Statistics](#)
- [Emergency Text Alerts](#)
- [Forms Changes](#)
- [Hummingbird](#)
- [DeBN](#)
- [Q&A](#)
- [ECF Contacts](#)

## Case Statistics

August, 2015		Year to Date	
Ch. 7	172	Ch. 7	1497
Ch. 11	6	Ch. 11	55
Ch. 12	1	Ch. 12	6
Ch. 13	364	Ch. 13	3152
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>543</b>	<b>Total</b>	<b>4710</b>

## Reminder: Emergency Text Alerts from the Court

*This should serve as a reminder that emergency text alerts from the court are now available. You can sign up to be notified by text message when the court announces a closure or delay due to inclement weather. To enroll in this service, click [here](#) and follow these instructions:*

**Change the *Subscription Type* from "Email" to "SMS/Text Message".**

**Enter your mobile phone number with area code in the *Wireless Number* box and click Submit.**

*On the following screen, you will be asked to confirm your wireless number by entering it in the **Confirm Wireless Number** box. Confirm your number by re-entering it and click Submit. You will receive a confirmation text message on your mobile device.*

*There is no cost from the court for this service; however, your wireless carrier's standard message and data rates may apply.*

## **Bankruptcy Forms Updates**

*Most Official Bankruptcy Forms are scheduled to be replaced with substantially revised, reformatted and renumbered versions **effective December 1, 2015**, if approved by the Judicial Conference at its September 2015 meeting.*

*These new forms are part of a forms modernization project that began in 2008 by the Advisory Committee on Bankruptcy Rules. Among other things, the new forms introduce different versions of case opening forms for individual debtors and non-individual debtors. The new forms are easier for debtors to understand and complete, and are designed to work with scheduled enhancements to the federal courts' case opening and electronic case management system.*

*Some of the modernized forms are already in effect and will simply be renumbered on December 1, 2015. Other forms were published for public comment in August 2013 or 2014 and have been approved by the Advisory Committee on Bankruptcy Rules and the Committee on Rules of Practice and Procedure. All but six existing official forms are on track to be replaced by modernized versions.*

*The following official forms are scheduled to be replaced: 1, 2, 3A, 3B, 4, 5, 6 Summary, 6 Declaration, 6A-J, 7, 8, 9A-I, 10, 10A, 10S1, 10S2, 11A, 11B, 12, 13, 14, 15, 16A, 16C, 16D, 17A, 17B, 17C, 18, 19, 22A1 through 22C2, 23 and 27.*

*The following six official forms will be revised in 2016 or later: 20A, 20B, 25A, 25B, 25C, and 26.*

*Virtually all the director's bankruptcy forms (current forms 13S, 15S, 18F-18WH, and 104-283) are also scheduled to be replaced by updated and renumbered versions on December 1, 2015.*

*Please be advised that the court will allow a 30 day grace period after the updated forms take effect in order for attorneys to make any necessary updates. Beginning **January 1, 2016**, it will be expected that the most current forms be filed, and deficiency notices will be issued accordingly in cases in which the old forms have been used.*

## **Hummingbird**

*Please be advised that Hummingbird Credit Counseling & Education, Inc. will be removed from the list of approved providers in the Eastern District of North Carolina as a nonprofit budget and credit counseling agency and as a provider of a personal financial management instructional course pursuant to 11 U.S.C. § 111 on September 11, 2015. No certificate for either credit counseling or financial management from Hummingbird dated after Friday, September 11, 2015 will be accepted by the Court as meeting the requirements for completion of the mandated courses.*

## **Reminder: DeBN**

*This should serve as a reminder that the court is now using the Debtor Electronic Bankruptcy Noticing (DeBN) program. This program allows debtors to receive orders and notices sent by the Court via email through the BNC. The registration form is located on our website under Local Forms and debtors are being notified via the Order & Notice to Debtor. If you would like to obtain further information about this program, please click on the link below.*

<http://www.nceb.uscourts.gov/debtor-electronic-bankruptcy-noticing>

### **QUESTIONS/ANSWERS:**

**Q.** I filed a Motion for Disbursement of attorney fees in a dismissed Chapter 13 case, and I received a deficiency notice requesting that a 14 day notice be filed. Is this a new requirement?

**A.** Yes. An administrative order was entered by the Judges on August 6, 2015 that requires a 14 day notice served on the debtor(s) and trustee with regard to motions for disbursement of attorney fees in dismissed, unconfirmed Chapter 13 cases.

**ECF Contacts:**

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# ECF Court Link

OCTOBER 9, 2015

VOLUME 10, ISSUE 9

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

## Case Statistics

September, 2015		Year to Date	
Ch. 7	170	Ch. 7	1670
Ch. 11	2	Ch. 11	55
Ch. 12	0	Ch. 12	6
Ch. 13	409	Ch. 13	3560
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>581</b>	<b>Total</b>	<b>5291</b>

In this issue:

- Case Statistics
- New Chapter 11 Forms
- Student Practitioners
- Proposed Amendments
- E-Z Filing
- Forms Updates
- Q&A
- ECF Contacts

## New Chapter 11 Forms

Effective October 1, 2015, the Bankruptcy Administrator's office is implementing new Chapter 11 Monthly Report and Post-Confirmation Report forms. Please click [here](#) to review the BA's memo regarding the new forms. A link to the forms is as follows:

<http://www.nceba.uscourts.gov/forms.html>

Any questions regarding the implementation of these forms should be directed to the Bankruptcy Administrator's office.

## Student Practitioners

Pursuant to Local Rule 2090-1(d), Local Civil Rule 83.2 of the Local Rules of Practice and Procedure of the United States District Court, Eastern District of North Carolina, entitled "Student Practice Rule," is applicable in this court. As a result, certification forms for both the student practitioner and supervising attorney have been added to the Local Forms link on the court's website in the Miscellaneous Forms section.



## **Proposed Amendments for Public Comment**

*The Judicial Conference Advisory Committees on Bankruptcy and Evidence Rules have proposed amendments to their respective rules, and requested that the proposals be circulated to the bench, bar, and public for comment. The proposed amendments, Rules Committee reports explaining the proposed changes, and other information are posted on the Judiciary's website at:*

<http://www.uscourts.gov/rules-policies/proposed-amendments-published-public-comment>

*The public comment period ends February 16, 2016.*

## **Attention: E-Z Filing Users**

*Due to the extensive federal form changes proposed to the bankruptcy forms, CINgroup will no longer update or support E-Z Filing after November 30, 2015. If your office uses E-Z Filing software in order to file petitions, you must have new software in place by December 1, 2015, or be prepared to file petitions manually in CM/ECF. CINgroup has been sending out notifications to their customers in anticipation of this change, however, if you would like additional information, please click on the below link.*

<http://go.cingroup.com/ezfilingtransition>

## **Reminder: Bankruptcy Forms Updates**

*This should serve as a reminder that most Official Bankruptcy Forms are scheduled to be replaced with substantially revised, reformatted and renumbered versions **effective December 1, 2015**.*

*Please be advised that the court will allow a 30 day grace period after the updated forms take effect in order for attorneys to make any necessary updates. Beginning **January 1, 2016**, it will be expected that the most current forms be filed, and deficiency notices will be issued accordingly in cases in which the old forms have been used.*

**Note:** *The local form for Schedule C will still be required after December 1<sup>st</sup>.*

## QUESTIONS/ANSWERS:

**Q.** I need to amend a motion previously filed in a case. Do I select the same event in CM/ECF that I used to file the original motion?

**A.** No. The motion must be filed using the *Amended/Amendment to Motion/Application* event under the Motions category, and the entry should refer back to the original motion.

### **ECF Contacts:**

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# ECF Court Link

NOVEMBER 6, 2015

VOLUME 10, ISSUE 10

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

## Case Statistics

October, 2015		Year to Date	
Ch. 7	177	Ch. 7	1856
Ch. 11	7	Ch. 11	62
Ch. 12	0	Ch. 12	6
Ch. 13	432	Ch. 13	3983
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>616</b>	<b>Total</b>	<b>5907</b>

In this issue:

- Case Statistics
- CM/ECF Downtime
- Forms Updates
- Civil Rules Amendments
- Motions to Extend Stay
- Trustee Manual
- Live Chat
- Q&A
- ECF Contacts

### **ATTENTION: CM/ECF Downtime Alert**

Please be advised that **CM/ECF will be unavailable beginning at 5:00 pm on Monday, November 30<sup>th</sup>** for a scheduled upgrade. Please plan your filings for that date accordingly. CM/ECF will be available as soon as possible on Tuesday, December 1<sup>st</sup>. The court is unable to provide an exact time, however, an alert will be sent via email when CM/ECF is once again available.

### **Reminder: Bankruptcy Forms Updates**

This should serve as a reminder that most Official Bankruptcy Forms are scheduled to be replaced with substantially revised, reformatted and renumbered versions **effective December 1, 2015**.

Please be advised that the court will allow a 30 day grace period after the updated forms take effect in order for attorneys to make any necessary updates. Beginning **January 1, 2016**, it will be expected that the most current forms be filed, and deficiency notices will be issued accordingly in cases in which the old forms have been used.

## **Pending Amendments to Civil Rules**

*Some Civil Rules are also changing effective December 1, 2015, which will affect bankruptcy cases. Please click on the below link for more information.*

<http://www.uscourts.gov/rules-policies/pending-rules-amendments>

## **EDNC - New Form Motion to Extend Stay**

*Under 11 U.S.C. § 362(c)(3)(B) and § 362(c)(4)(B), the automatic stay may be continued or imposed for debtors filing a case with 1 or more previously dismissed cases pending during the preceding year. Local Bankruptcy Rule 4001-1 allows for the court to rule on the motions to continue or impose the stay if the debtors meet the requirements under that local rule.*

*The court has noticed a number of similar reasons by debtors to show, by clear and convincing evidence, why they can rebut the presumption that the current filing was made in bad faith. To assist the debtors, creditors, the Bar and the case administration, the court has developed a form motion. The form motion provides the most common reasons why the prior case(s) were dismissed using “check the box” options. Also provided is a fill in the blank line alternative if the reasons for the prior dismissal are not otherwise mentioned or if additional facts are needed to rebut the presumption.*

*We hope that using this form will streamline your practice, save valuable time, and allow for a more consistent practice. **Please note that proposed orders do not need to be filed with the motion. Both Chief Judge Humrickhouse and Judge Warren use form orders granting the relief if the requirements under the Bankruptcy Code and the Local Rules are met.***

*The form may be found on the court’s website under Local Forms. A link to the page is below:*

<http://www.nceb.uscourts.gov/local-forms>

## **NEW! CM/ECF Trustee Manual**

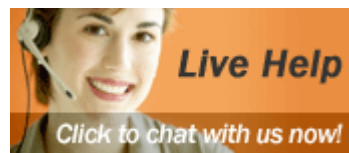
*The CM/ECF trustee manual is now available on the court's website. This manual contains step by step procedures for docketing over 50 trustee events in CM/ECF. It also includes notice and service requirements for each individual event, as well as any required follow up and/or useful tips that may be applicable. The manual may be accessed on the court's homepage under the "CM/ECF Info" tab, or by clicking on the below link.*

**<http://www.nceb.uscourts.gov/sites/nceb/files/TrusteeManual.pdf>**

*We hope that trustees find this a valuable resource to assist in their CM/ECF filing! Any comments or suggestions regarding the manual are welcome, and may be directed to Kelly Shum-Drake at **[Kelly.Shum-Drake@nceb.uscourts.gov](mailto:Kelly.Shum-Drake@nceb.uscourts.gov)**.*

## **Reminder: Live Chat**

*Live Chat is the fastest and most efficient way to get CM/ECF assistance! You can have your helpdesk questions addressed in real time, without waiting for a return call or email. To use this feature, simply click on the below icon, which appears on our homepage:*



*Doing so will open a chat window. All you need to do is enter your name and your question. We encourage you to take advantage of this easy-to-use feature as often as possible!*

*Note: please bear in mind that Live Chat is for CM/ECF related inquiries **only** (ex. need generic event, error needs to be corrected, questions regarding how to file a document, what event code to use, etc.). Do not use Live Chat for case specific questions or notice/service related questions.*

## QUESTIONS/ANSWERS:

**Q.** I need to file a Motion for Relief from Stay, Notice of Motion, Certificate of Service and Exhibits. Should these all be filed as separate attachments?

**A.** No. The court prefers that filings be combined into one PDF document versus filing separate attachments whenever possible.

## ECF Contacts:

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# ECF Court Link

DECEMBER 10, 2015

VOLUME 10, ISSUE 11

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

## Case Statistics

November, 2015		Year to Date	
Ch. 7	173	Ch. 7	2032
Ch. 11	10	Ch. 11	70
Ch. 12	2	Ch. 12	8
Ch. 13	377	Ch. 13	4360
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>562</b>	<b>Total</b>	<b>6470</b>

In this issue:

- [Case Statistics](#)
- [Who Should You Call?](#)
- [Administrative Order](#)
- [Declaration re: Schedules](#)
- [Online POC's](#)
- [Case Assignments](#)
- [Holiday Closures](#)
- [2016 Holidays](#)
- [Attorney Leave](#)
- [Q&A](#)
- [ECF Contacts](#)

## Questions? Who should you call?

*In the digital age, we're used to finding the answers we need immediately (Thank you, Google!). However, it's not always as simple when you need an answer from the court. All of our documents are posted in CM/ECF as soon as they are filed, but there are times when you need to know the immediate status of an order, continuance, or other pleading that hasn't made it to the docket yet. Where should you start? Always start with the clerk's office – please do not contact chambers directly unless you are returning a call from someone in chambers. If you're unsure whom to call in the clerk's office, start with the case administrator who is assigned to the case for any case related matters. If your question is related to a matter scheduled for hearing, contact the appropriate courtroom staff e-mail group (which can be found on the court website). You should also contact the courtroom staff e-mail group if you need a hearing date for a pleading that you are filing; please don't arbitrarily select a date based on your personal review of the court's internet calendar posting. We appreciate your patience and assistance with these matters.*

## **Administrative Order re: Compensation of Professionals**

*An administrative order was signed by Judge Humrickhouse and Judge Warren and filed on December 4, 2015. The order adopts amendments to Local Rule 2016-1 and the corresponding section of the Administrative Guide to Practice and Procedure. These amendments include, but are not limited to, an increase in the Chapter 13 standard base fee from \$3,700 to \$5,000 and a description of the basic services that are reasonably necessary to properly represent the debtor in exchange for the base fee. The order may be viewed by clicking on the following link:*

[http://media.nceb.uscourts.gov/audio/swh/Compensation\\_Of\\_Professionals\\_Order.pdf](http://media.nceb.uscourts.gov/audio/swh/Compensation_Of_Professionals_Order.pdf)

## **Declaration About Debtor's Schedules**

*Pursuant to Rule 1008 of the Federal Rules of Bankruptcy Procedure, all petitions, lists, schedules, statements and amendments thereto shall be verified or contain an unsworn declaration.*

*Previously, if the verification was omitted when schedules or amended schedules were filed, the court sent the "Notice to File Verification", which attached the verification form for the debtor(s) to complete and sign. However, the new forms effective 12/1 contain a "Declaration About an Individual Debtor's Schedules" (Form 106DEC), that is similar to the verification we have been sending out. Therefore, the court will no longer send the Notice To File Verification; rather, a deficiency notice will be sent for the Declaration to be filed. This event may be found under Miscellaneous>Declaration by Debtor(s).*

## **Online Proofs of Claim**

*The helpdesk has received numerous calls regarding the updated online Proof of Claim feature on the court's website. Please be advised that ALL fields on the electronic form must be completed, whether or not the section states that the information is "required". If any fields are left blank, you will receive an error message.*



## Updated Case Assignments

Our case assignments have changed *effective immediately*. Please review the updated list for Case Administrators and Operations Analysts below. If you have any questions relating to a specific case, please contact the appropriate person based on the last two digits of the case number.

### Case Administrators:

<i>Ending with:</i>	<i>Contact Person:</i>	<i>Email Address:</i>	<i>Phone:</i>
00-08	Dawn Barnes	Dawn_Barnes@nceb.uscourts.gov	(252)917-6116
09-17	Christy Gurgone	Christy_Gurgone@nceb.uscourts.gov	(252)917-6111
18-26	Anna Brock	Anna_Brock@nceb.uscourts.gov	(252)917-6112
27-31	Shelia Morris	Shelia_Morris@nceb.uscourts.gov	(919)334-3810
32-44	Brenna Kemp	Brenna_Kemp@nceb.uscourts.gov	(919)334-3860
45-53	Carrie Wiggins	Carrie_Wiggins@nceb.uscourts.gov	(919)334-3858
54-58	Donna Harris	Donna_Harris@nceb.uscourts.gov	(919)334-3804
59-63	Amy Bissette	Amy_Bissette@nceb.uscourts.gov	(919)334-3849
64-72	Roxanne Parker	Roxanne_Parker@nceb.uscourts.gov	(919)334-3803
73-81	Kami Brown	Kami_Brown@nceb.uscourts.gov	(252)917-6114
82-90	Aileen Gibson	Aileen_Gibson@nceb.uscourts.gov	(919)334-3808
91-99	Sharon Angel	Sharon_Angel@nceb.uscourts.gov	(252)917-6123

### Operations Analysts:

<i>Contact Person:</i>	<i>Email Address:</i>	<i>Phone:</i>
Donna Skinner 00-31	Donna_Skinner@nceb.uscourts.gov	(252)917-6119
Kelly Shum-Drake 32-63	Kelly_Shum-Drake@nceb.uscourts.gov	(919)334-3806
Wendy Parker 64-99	Wendy_Parker@nceb.uscourts.gov	(919)334-3865

### **Holiday Office Closures**

*The clerk's office for the Eastern District of North Carolina will be closed on Thursday, December 24<sup>th</sup> and Friday, December 25<sup>th</sup> for the Christmas holiday. We will reopen for business on Monday, December 28<sup>th</sup>. Additionally, the clerk's office will be closed on Friday, January 1<sup>st</sup> for New Year's Day.*

### **2016 Court Holidays**

*Friday, January 1<sup>st</sup> - New Year's Day  
Monday, January 18<sup>th</sup> - Birthday of Martin Luther King, Jr.  
Monday, February 15<sup>th</sup> - President's Day  
Monday, May 30<sup>th</sup> - Memorial Day  
Monday, July 4<sup>th</sup> - Independence Day  
Monday, September 5<sup>th</sup> - Labor Day  
Monday, October 10<sup>th</sup> - Columbus Day  
Friday, November 11<sup>th</sup> - Veteran's Day  
Thursday, November 24<sup>th</sup> - Thanksgiving Day  
Monday, December 26<sup>th</sup> - Christmas Day*

### **Attorney Scheduled Leave**

*Please inform the courtroom staff of your scheduled leave for 2016 as soon as possible to help avoid any potential scheduling conflicts.*

*Contact information is as follows:*

*Judge Warren:*

[NCEBml\\_CourtroomStaff\\_DMW@nceb.uscourts.gov](mailto:NCEBml_CourtroomStaff_DMW@nceb.uscourts.gov)

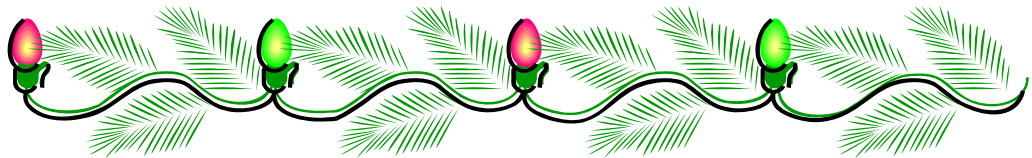
*Judge Humrickhouse:*

[NCEBml\\_CourtroomStaff\\_SWH@nceb.uscourts.gov](mailto:NCEBml_CourtroomStaff_SWH@nceb.uscourts.gov)

## QUESTIONS/ANSWERS:

**Q.** I currently receive the daily summary email report for the CM/ECF activity related to my cases. May I update my account in order to receive a notification for each individual filing?

**A.** No. Our court only sets up accounts to receive the daily summary email. Among other things, this allows the CM/ECF staff to edit or delete entries when we are notified of errors made on the same business day.



*Happy Holidays!*

### **ECF Contacts:**

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

E-Mail Address: [Kelly\\_Shum-Drake@nceb.uscourts.gov](mailto:Kelly_Shum-Drake@nceb.uscourts.gov)

Donna Skinner

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