

# Helpful Hints for using CM/ECF in the Eastern District of North Carolina

## General Information

- Please read the Local Rules for the Eastern District of North Carolina and the Administrative Guide regarding electronic filing located on the court's website.
- Please refer to the list of available events under each category for the current list of docket events and utilize the "Search" feature to locate the event which best fits your need.
- If you are trying to file a document and there is no docket event listed, click on the Live Chat link on the court's homepage or contact the CM/ECF helpdesk line at (919) 334-3850 for assistance. There is a Generic Motion and a Generic Filing event which can be made temporarily available in order to docket your pleading.
- If you make an error when filing a document, please contact the court on the sameday prior to close of business so the entry can be deleted.
- If you are attempting to file a document from two different categories in the same pleading (ex. a response to a pending motion and another new motion), you will need to file two separate documents. You cannot file pleadings from two categories in the same docket entry.
- The court prefers that all documents be combined into one PDF versus filing separate attachments. For example, a Motion, Notice of Motion and Certificate of Service should all be combined into one PDF rather than filing each separately. In addition, pleadings should not be filed as multiple docket entries. For example, an Amended Schedule C and D should be combined into one PDF and filed as one entry on the docket by holding down the "Ctrl" key and selecting all of the appropriate events.
- A CM/ECF newsletter is sent each month to every email address associated with an attorney or trustee account. This is a valuable resource to help you keep up to date with case statistics, changes in the court, new CM/ECF events and forms, or changes to existing ones.

- Caseloads are assigned to Case Administrators based on terminal digits, or the last 2 digits of the case number. The most current list of case assignments can be located on the website under Case Info>Case Assignments. If a case is not assigned by terminal digit, the name of the Case Administrator will be listed at the top of the docket as a case flag.
- When browsing for a PDF document to attach to a docket entry, always right click on the file name and open the PDF prior to attaching to ensure that it is correct.
- If you are docketing an event that refers to a prior filing in a case, and you are unsure of which category it relates to, you may highlight all of the categories, which will bring up the entire docket sheet.
- Do not use all caps or all lowercase letters when typing information in CM/ECF.
- Correct formats for entering case numbers into CM/ECF are as follows:

5:14-bk-9999  
14-9999  
14-9999-5

### **CM/ECF Account Information**

- Accounts in the EDNC are set up so that users receive a daily summary report for Notices of Electronic Filing. This reports generates every evening, and contains filings for the previous 24 hour period.
- Registration forms are available for Filing Agents. These accounts are used by office staff in order to file on behalf of an attorney or trustee. A filing agent is issued his or her own login and password under the attorney or trustee's account.

## **Courtroom Related Matters**

- If you file a document that pertains to a matter that is on the calendar the same day or the day after filing, email the correct Calendar group to notify them of the filing. If you do not do so, the Judge will have no way of knowing about the document you filed, as it will not be reviewed until the next day. Please use the following email addresses in order to contact court staff regarding calendar related matters:

Judge Humrickhouse: [ncebml\\_CourtroomStaff\\_SWH@nceb.uscourts.gov](mailto:ncebml_CourtroomStaff_SWH@nceb.uscourts.gov)

Judge Warren: [ncebml\\_CourtroomStaff\\_DMW@nceb.uscourts.gov](mailto:ncebml_CourtroomStaff_DMW@nceb.uscourts.gov)

Judge Callaway: [ncebml\\_CourtroomStaff\\_JNC@nceb.uscourts.gov](mailto:ncebml_CourtroomStaff_JNC@nceb.uscourts.gov)

Note: Every applicable staff member for each judge receives these emails, so if you receive an out of office reply after sending a message to one of the above email addresses, it is not necessary to forward the message to anyone else.

- Courtroom staff updates the calendar immediately upon being notified of changes. The calendars on the website are updated hourly.

## **Bankruptcy Specific Events**

*Service:*

- The court's local Notice of Motion form, which provides for a specific due date, should be used when preparing any document requiring response time. This form can be found on the court's website.
- When inserting response due dates, make sure you add 3 days mailing time. (Ex. If the motion requires 14 days response time, the date you insert will be the 17th day after service. If the 17th day falls on a weekend or holiday, use the next workingday as the response due date.) The 3 days mailing should be included on the Notice of Motion when the date is inserted.

- It is not necessary to serve the clerk's office with any electronically filed pleadings, even if the court is listed on the mailing matrix for a case.

#### *Motions/Applications:*

- When amending a motion or application, use Amended/Amendment to Motion/Application under the Motions category. The only exceptions are Amended Objection to Claim and Amendment to Objection to Claim, which can be found under the Claim Actions category.
- If a multi-part motion is being filed, you must select all applicable motion events by holding down the "Ctrl" key and clicking on each one. For example, for a Motion for Relief from Stay that contains a Motion for Adequate Protection, hold down the Ctrl key and select both Relief from Stay and Adequate Protection from the picklist.
- The attorney contact information should not be added into the party address field when filing pleadings on their behalf. If the party has a separate address for receipt of notices, that address may be entered. Otherwise, it should be left blank.

#### *Miscellaneous Docket Events:*

- Letters may be imaged and docketed as Miscellaneous Correspondence - Atty(Private) rather than mailing the letter to the court. This event can be found under the Miscellaneous category.

#### *Schedule Events:*

- Always include an Amended Summary of Schedules when filing amended schedules, and be sure to select the Summary of Schedules event when docketing.
- When filing all deficient schedules in an accelerated case, the Schedules and Statements event should be utilized to avoid choosing each and every applicable schedule event. Additionally, these should not be filed as amended since they have not previously been filed.

### *Orders:*

- Orders are to be uploaded in CM/ECF via the Order Upload feature found under Bankruptcy Events. See Rule 5005-4(4) of the Administrative Guide for instructions.
- It is not necessary to upload orders on certain motions for which the court uses form orders. The events for these motions contain display messages to let you know that no order is required.
- A weekly report is available to attorneys and paralegals for all Written Opinions filed in Eastern District cases. Please contact the CM/ECF helpdesk if you would like to be added to the email distribution list for this report.

### *Motions/Applications:*

- Do not add or create new attorneys when filing pleadings. If an attorney is known, you may search by his or her name. If no match is found, do not click “Add/create new attorney”. Instead, proceed to the next step.
- There are two different docket events for filing default pleadings. Depending upon your preference, you may use either Affidavit for Entry of Default under the Miscellaneous category or Motion for Entry of Default under the Motions category.

## **Adversary Specific Events**

### *Answers:*

- Amended Answers should be filed using Amended Answers under the Answers category.

### **Helpful Shortcuts:**

- CTRL F - Use this shortcut to search the docket sheet using keywords. This is very useful in large cases.
- CTRL End - Use this shortcut to reach the end of the docket report.
- CTRL Home - Use this shortcut to reach the beginning of the docket report.

### **Pay.Gov:**

The court accepts fee payments over the internet through pay.gov. This may be done by credit card or by using ACH (Automated Clearing House), which is an electronic debit from a checking or savings account. When docketing an event that requires a fee, you will be prompted to indicate "Fee Paid" or "Fee Not Required". When prompted with the question "Is the filing fee required?", you will select y or n. If you select y, the internet payment module will be presented at the end of the docket transaction. There will be two options when the payment screen appears - Pay Now or Continue Filing. The Continue Filing feature will allow you to continue docketing all necessary pleadings without having to pay at the end of each event. When you have completed docketing the last pleading, choose Pay Now in order to pay all outstanding fees at once.