



# ECF Court Link

FEBRUARY 13, 2014

VOLUME 9, ISSUE 2

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

In this issue:

- [Case Statistics](#)
- [New Judge](#)
- [DMW Court Staff](#)
- [Judge's Initials](#)
- [Automatic Summons](#)
- [Attorney Manual](#)
- [Legal Seminar](#)
- [Court Calendars](#)
- [Motions to Establish a Procedure](#)
- [Q&A](#)
- [ECF Contacts](#)

## Case Statistics

January, 2014		Year to Date	
Ch. 7	167	Ch. 7	167
Ch. 11	13	Ch. 11	13
Ch. 12	0	Ch. 12	0
Ch. 13	411	Ch. 13	411
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>591</b>	<b>Total</b>	<b>591</b>

## New Bankruptcy Judge Appointed

*David M. Warren has been appointed as the new United States Bankruptcy Judge for the Eastern District of North Carolina. Judge Warren took the oath of office in a Special Ceremonial Session of Court on February 7, 2014. He will be stationed in the Raleigh office, and will be assigned cases for the Fayetteville and Raleigh divisions. Please join us in congratulating Judge Warren and welcoming him to our court family!*

## Courtroom Staff Update – Judge Warren

*Contact information for Judge Warren's courtroom staff is as follows:*

*Courtroom Deputy – Anne Moell  
[Anne.Moell@nceb.uscourts.gov](mailto:Anne.Moell@nceb.uscourts.gov)*

*ECRO – Sarah Donleycott  
[Sarah.Donleycott@nceb.uscourts.gov](mailto:Sarah.Donleycott@nceb.uscourts.gov)*

### **Judge's Initials on Documents/Orders**

*The court has completed case reassignment pursuant to the appointment of Judge Warren. Please take note of the judge assigned to each case, and ensure that all pleadings filed with the court and all corresponding orders contain the correct judge's initials.*

### **Automatic Summons Issuance**

*Effective Thursday, February 20th, filers will no longer be required to upload a summons in connection with the filing of a new Adversary Proceeding. The court now has a program that will automatically generate the summons for issuance.*

### **NEW! CM/ECF Attorney Training Manual**

*A CM/ECF attorney training manual is now available on the court's website. This manual contains step by step procedures for docketing over 150 CM/ECF events. It also includes notice, service and fee 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/AttorneyManual.pdf>**

*We hope that you find this a valuable resource to assist in your 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)**.*

## **Legal Seminar**

*The 2014 Eastern District Bankruptcy Seminar for paralegals and office staff is scheduled for Wednesday, April 23<sup>rd</sup> at 8:00 am at Bill's Convention Center in Wilson. The cost is \$40.00 per person, which includes a continental breakfast and buffet lunch. Further details and registration information will be posted soon, and may be viewed by clicking on the below link.*

**<http://www.nceb.uscourts.gov/bankruptcy-seminar>**

*Please be advised that the deadline for registration is March 21<sup>st</sup>. No late registrations will be accepted!*

## **Court Calendars**

*Court calendars on the court's website may now be searched by both judge and location. Drop down boxes for selection appear at the top of each calendar page.*

## **Motions to Establish a Procedure**

*This event should be used when a procedure needs to be established to deal with an unusual situation in a case. Examples may be to allow a procedure to be established to handle compromises and settlements in large cases, or to alter the time frame for filing documents required by the rules and code. Please ensure that this event is used for the proper purposes. A Motion to Establish a Procedure should not be used as a generic event for another type of motion.*

*As a general rule, please do not select an event code in CM/ECF if you are unsure as to whether or not it is appropriate for the document you are filing. You may contact the CM/ECF helpdesk and a staff member can help you determine the proper event. This is most easily done through the Live Chat feature available on the court's homepage. If no appropriate event exists, a generic event can be made temporarily available.*

## QUESTIONS/ANSWERS:

**Q.** I need to update my contact information in CM/ECF and am unable to locate this option under the Utilities menu. How do I modify my account?

**A.** The EDNC does not provide attorneys the access rights to modify their own accounts. Please email the information in your account that you would like updated to a member of the CM/ECF staff, who will make the appropriate modifications for you.

### **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

Telephone Number: (252)917-6119

E-Mail Address: [Donna\\_Skinner@nceb.uscourts.gov](mailto:Donna_Skinner@nceb.uscourts.gov)