



# ECF Court Link

JANUARY 9, 2008

VOLUME 3, ISSUE 1

Eastern District  
of  
North Carolina  
CM/ECF  
Newsletter



## 2008 Court Calendar

### In this issue:

- 2008 Court Calendar
- Adversary Proceeding Case Numbers
- ECF Tips
- Q&A
- ECF Contacts

Holiday	When Observed	Date
New Year's Day	January 1	January 1
Martin Luther King's Birthday	3rd Monday in Jan	January 21
President's Day	3rd Monday in Feb	February 18
Memorial Day	Last Monday in May	May 26
Independence Day	July 4	July 4
Labor Day	1st Monday in Sept	September 1
Columbus Day	2nd Monday in Oct	October 13
Veteran's Day	November 11	November 11
Thanksgiving	4th Thursday	November 27
Christmas	December 25	December 25

**Reminder:** Notify the courtroom deputies of scheduled vacations for the year as you are aware of them. Contact the applicable courtroom deputies as follows:

Judge Doub  
Judge Leonard  
Judge Small

[Dana\\_Sebastian@nceb.uscourts.gov](mailto:Dana_Sebastian@nceb.uscourts.gov)  
[Felecia\\_Lucas@nceb.uscourts.gov](mailto:Felecia_Lucas@nceb.uscourts.gov)  
[Christine\\_Castelloe@nceb.uscourts.gov](mailto:Christine_Castelloe@nceb.uscourts.gov)

**U. S. Bankruptcy Court**  
Eastern District of  
North Carolina

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1760-A Parkwood Blvd.  
Wilson, NC 27893

Tel. 252-237-0248

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300 Fayetteville St.  
Room 209  
Raleigh, NC 27602

Tel. 919-856-4752

## Adversary Proceeding Case Numbers

The AP numbers for 2008 cases will still contain the -5 or -8 office code. In CM/ECF, the office code must match the office code assigned to the bankruptcy case. Since many of the APs will arise from bankruptcy cases with the -5 office code filed prior to 1/1/08, you will see APs with -5 as part of the AP number. This will be the case for the next few years. Eventually, the -5 numbers will phase out.

### ECF Tips

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

#### **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.**

### QUESTIONS/ANSWERS:

**Q. I NEED TO CONTINUE A MEETING OF CREDITORS. DO I SELECT MOTION TO CONTINUE HEARING?**

**A. NO. THERE ARE SEPARATE EVENTS FOR MOTION TO CONTINUE MEETING OF CREDITORS AND MOTION TO CONTINUE HEARING. IN THIS INSTANCE, YOU WOULD SELECT CONTINUE MEETING OF CREDITORS.**

**Q. THE RESPONSE TIME I CALCULATED IN MY NOTICE DOES NOT CORRESPOND WITH CM/ECF. WHY?**

**A. CHECK TO ENSURE THAT THE DATE ON YOUR NOTICE IS NOT A COURT HOLIDAY OR WEEKEND. THE COURTS HOLIDAY SCHEDULE IS POSTED ON THE WEBSITE.**

### ECF Contacts:

Carolyn Baker  
Telephone Number: 252-237-0248 ext 164  
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# ECF Court Link

MARCH 20, 2008

VOLUME 3, ISSUE 2

*Eastern District  
of  
North Carolina  
CM/ECF  
Newsletter*



## 2008 Legal Assistant's Seminar

### *In this issue:*

- *2008 Legal Assistant's Seminar*
- *New Case Assignments*
- *Q&A*
- *ECF Tips*
- *ECF Contacts*
- *News*

The Bankruptcy Court hosts a one day seminar especially designed for bankruptcy paralegals and support staff every two years. The seminar was offered two times in December 2006 at the Bankruptcy Court. The seminar consists of a continental breakfast, speakers on a variety of bankruptcy related topics, a guest speaker, usually one of our judges who speaks on topics which allow you to see a more personal side of them, and a buffet lunch. The registration fee is \$50.00 which includes the meals and written materials. Six hours of CLE credit, including one hour of ethics will be provided.

If you have topics that you would like to see covered at the seminar or have any questions regarding the seminar, please contact:

Laura Whitehead, Training Specialist  
1760-A Parkwood Blvd.  
Wilson, NC 27893  
252-237-0248 ext. 124  
laura\_whitehead@nceb.uscourts.gov

**The next seminar will be held on April 18, 2008, at the Hampton Inn and Suites in Wilson, North Carolina. To register, complete the registration form located on the court's website under Legal Assistant's Seminar.**

*Note: Registration deadline has been extended to **March 31, 2008.***

## New Case Assignments

**U. S. Bankruptcy Court**  
Eastern District of  
North Carolina

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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:	Phone
00 through 06	Lynn Boyd	<a href="mailto:Lynn_Boyd@nceb.uscourts.gov">Lynn_Boyd@nceb.uscourts.gov</a>	(252) 237-0248 x135
07 through 13	Kathy Webb	<a href="mailto:Kathy_Webb@nceb.uscourts.gov">Kathy_Webb@nceb.uscourts.gov</a>	(252) 237-0248 x173
14 through 20	Lisa Payne	<a href="mailto:Lisa_Payne@nceb.uscourts.gov">Lisa_Payne@nceb.uscourts.gov</a>	(252) 237-0248 x131
21 through 27	Belinda Witcher	<a href="mailto:Belinda_Witcher@nceb.uscourts.gov">Belinda_Witcher@nceb.uscourts.gov</a>	(252) 237-0248 x130
28 through 34	Shelia Morris	<a href="mailto:Shelia_Morris@nceb.uscourts.gov">Shelia_Morris@nceb.uscourts.gov</a>	(252) 237-0248 x163
35 through 41	Donna Harris	<a href="mailto:Donna_Harris@nceb.uscourts.gov">Donna_Harris@nceb.uscourts.gov</a>	(252) 237-0248 x141
42 through 48	Donna King	<a href="mailto:Donna_King@nceb.uscourts.gov">Donna_King@nceb.uscourts.gov</a>	(252) 237-0248 x136
49 through 55	Teresa Artis	<a href="mailto:Teresa_Artis@nceb.uscourts.gov">Teresa_Artis@nceb.uscourts.gov</a>	(252) 237-0248 x128
56 through 62	Lois Ellis	<a href="mailto:Lois_Ellis@nceb.uscourts.gov">Lois_Ellis@nceb.uscourts.gov</a>	(252) 237-0248 x137
63 through 69	Donna Skinner	<a href="mailto:Donna_Skinner@nceb.uscourts.gov">Donna_Skinner@nceb.uscourts.gov</a>	(252) 237-0248 x127
70 through 75	Dawn Barnes	<a href="mailto:Dawn_Barnes@nceb.uscourts.gov">Dawn_Barnes@nceb.uscourts.gov</a>	(252) 237-0248 x148
76 through 81	Christy Gurgone	<a href="mailto:Christy_Gurgone@nceb.uscourts.gov">Christy_Gurgone@nceb.uscourts.gov</a>	(252) 237-0248 x134
82 through 87	Sarah Donleycott	<a href="mailto:Sarah_Glover@nceb.uscourts.gov">Sarah_Glover@nceb.uscourts.gov</a>	(919) 856-4752 x131
88 through 93	Amy Bisette	<a href="mailto:Amy_Bisette@nceb.uscourts.gov">Amy_Bisette@nceb.uscourts.gov</a>	(252) 237-0248 x149
94 through 99	Kelly Shum-Drake	<a href="mailto:Kelly_Shum-Drake@nceb.uscourts.gov">Kelly_Shum-Drake@nceb.uscourts.gov</a>	(919) 856-4752 x140

### QUESTIONS/ANSWERS:

**Q.** IF THE PARTY/DEBTOR I AM ADDING TO A CASE HAS JR.,SR., III, ETC. CONTAINED IN THEIR NAME DO I INSERT AT THE END OF LAST NAME?

**A.** NO. INSERT INTO THE GENERATION FIELD WHICH IS LOCATED DIRECTLY BELOW THE FIRST NAME FIELD.

**Q.** HOW DO I UPLOAD AN ORDER THAT DOES NOT RELATE TO A PREVIOUS MOTION FILED.

**A.** SELECT UPLOAD SUA SPONTE AND THIS WILL ALLOW YOU TO SELECT ORDER OR SUMMONS WITHOUT REFERENCING AN EXISTING EVENT.

## ECF Tips

**Service Date Of Pleadings-** If a pleading states a party is being electronically served, the pleading should be electronically filed on the date listed on the certificate of service.

**Filing Of Pre-Conference Reports-** When filing pre-conference reports in adversary proceeding cases signed by multiple parties, check the box indicating it is a joint filing with another attorney and select applicable attorney(s) on next screen. Next on the party screen, select all applicable filers. When presented with the screen reflecting party associations do not exist, click next without selecting to create associations.

**Motion To Extend Time/Deadlines-** When filing Motions To Extend Time/Deadlines and none of the selections are applicable choose Time For Filing which will present a text box to insert the type of extension requesting. (Ex: Time to File Schedules should be selected when requesting to extend the time to file schedules in an accelerated case. If schedules have been filed; however, the chapter 13 plan has not been filed, Time For Filing should be selected since there is no specific option for that type of extension.)

### ECF Contacts:

Carolyn Baker  
Telephone Number: 252-237-0248 ext 164  
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Tina Roberson  
Telephone Number: 919-856-4752 ext 102  
E-Mail Address: [Tina\\_Roberson@nceb.uscourts.gov](mailto:Tina_Roberson@nceb.uscourts.gov)

**congratulations**

Kelsey Ann Bissette was born to Amy Bissette and husband Steven on Saturday, December 22, 2007, at 3:30 pm. She weighed 7 lbs. 13 oz.

Riley Katherine Shum-Drake was born to Kelly Shum-Drake and husband Dylan on Monday, March 3, 2008, at 5:48 p.m. She weighed 6 lbs. 6 oz.



# ECF Court Link

JUNE 26, 2008

VOLUME 3, ISSUE 3

*Eastern District  
of  
North Carolina  
CM/ECF  
Newsletter*

*In this issue:*

- *2008 Legal Assistant's Seminar Highlights*
- *Staff Changes*
- *New Case Assignments*
- *Q&A*
- *ECF Tips*
- *ECF Contacts*

## 2008 Legal Assistant's Seminar - Highlights

The 2008 Legal Assistant's Seminar was a great success! We sincerely hope you enjoyed it as much as we did. As stated, highlights regarding the next release of CM/ECF, version 3.2, are included at the end of this issue of the newsletter. We don't have a target installation date as of yet but you will be notified when we are ready to upgrade to the next version.

If you have any questions or would like additional information, please contact one of the Help Desk Contacts.

## STAFF CHANGES

Stephanie Edmondson, law clerk to Chief Judge Randy D. Doub, will be joining the Clerk's staff as Chief Deputy Clerk effective September 1, 2008.

David Meads has been hired as our Information Technology Support Specialist.

Carolyn Baker has been promoted to CM/ECF Administration Manager.

Donna Skinner has been promoted to CM/ECF Analyst.

Beth Pittman has been promoted to Assistant Case Management Supervisor.

Dawn Barnes has relocated to the Raleigh Divisional Office.

Dennis Boothe, Jr. has been hired as law clerk to Judge Small.

Christine Castelloe has been selected as a CM/ECF Project Assistant with a one year appointment in Washington, DC. She will relocate to Washington in August.

Allyson McNeill will serve as Courtroom Deputy to Judge A. Thomas Small in Christine's absence.

Cheryl Bipes has left the Clerk's Office due to a transfer in her husband's employment. We will miss Cheryl.

## New Case Assignments

Ending with:	Contact Person:	E-Mail Address:	Phone
00 through 06	Lynn Boyd	<a href="mailto:Lynn_Boyd@nceb.uscourts.gov">Lynn_Boyd@nceb.uscourts.gov</a>	(252) 237-0248 x135
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77 through 83	Christy Gurgone	<a href="mailto:Christy_Gurgone@nceb.uscourts.gov">Christy_Gurgone@nceb.uscourts.gov</a>	(252) 237-0248 x148
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## QUESTIONS/ANSWERS:

**Q.** I REALIZE YOU UPLOAD AN ORDER WITHOUT A PENDING MOTION THROUGH ORDER UPLOAD/UPLOAD SUA SPONTE, BUT WHAT DOES THAT TERM MEAN?

**A.** SUA SPONTE - (SOOH-UH SPAHN-TAY) IS LATIN FOR "OF ONE'S OWN WILL," MEANING ON ONE'S OWN VOLITION. SUA SPONTE ORDER UPLOAD IS USED FOR ORDERS WITHOUT A PENDING MOTION, AND FOR UPLOADING SUMMONS FOR AN ADVERSARY PROCEEDING.

**Q.** I'VE NOTICED A NEW SCREEN WHEN FILING AMENDED SCHEDULES BUT AM CONFUSED ABOUT THE DIFFERENCE BETWEEN AMENDED AND AMENDMENT TO. CAN YOU EXPLAIN?

**A.** YES. AN AMENDED SCHEDULE IS WHEN YOU'RE REPLACING THE ENTIRE ORIGINAL SCHEDULE, AND AN AMENDMENT TO IS WHEN YOU'RE ONLY EDITING A PORTION OF THE ORIGINAL SCHEDULE.

## **ECF Tips**

**Request For CD Of Hearing/Trial - An event is located under Bankruptcy and Adversary Miscellaneous Categories to electronically file requests for CD's. The request form should be attached in pdf format. This event will allow you to pay the fee via pay.gov.**

**Miscellaneous Filings - When filing miscellaneous documents you may be presented with a screen asking "Is This Document Amended" select yes or no. Ensure that you are selecting *no* if the document is not amending a previously filed pleading.**

## **ECF Contacts:**

Carolyn Baker  
Telephone Number: 252-237-0248 ext 164  
E-Mail Address: [Carolyn\\_Baker@nceb.uscourts.gov](mailto:Carolyn_Baker@nceb.uscourts.gov)

\*\*Donna Skinner  
Telephone Number: 252-237-0248 ext 127  
E-Mail Address: [Donna\\_Skinner@nceb.uscourts.gov](mailto:Donna_Skinner@nceb.uscourts.gov)

Tina Roberson  
Telephone Number: 919-856-4752 ext 102  
E-Mail Address: [Tina\\_Roberson@nceb.uscourts.gov](mailto:Tina_Roberson@nceb.uscourts.gov)

**\*\* Please note the addition of Donna Skinner to the CM/ECF Help Desk Contact List.**

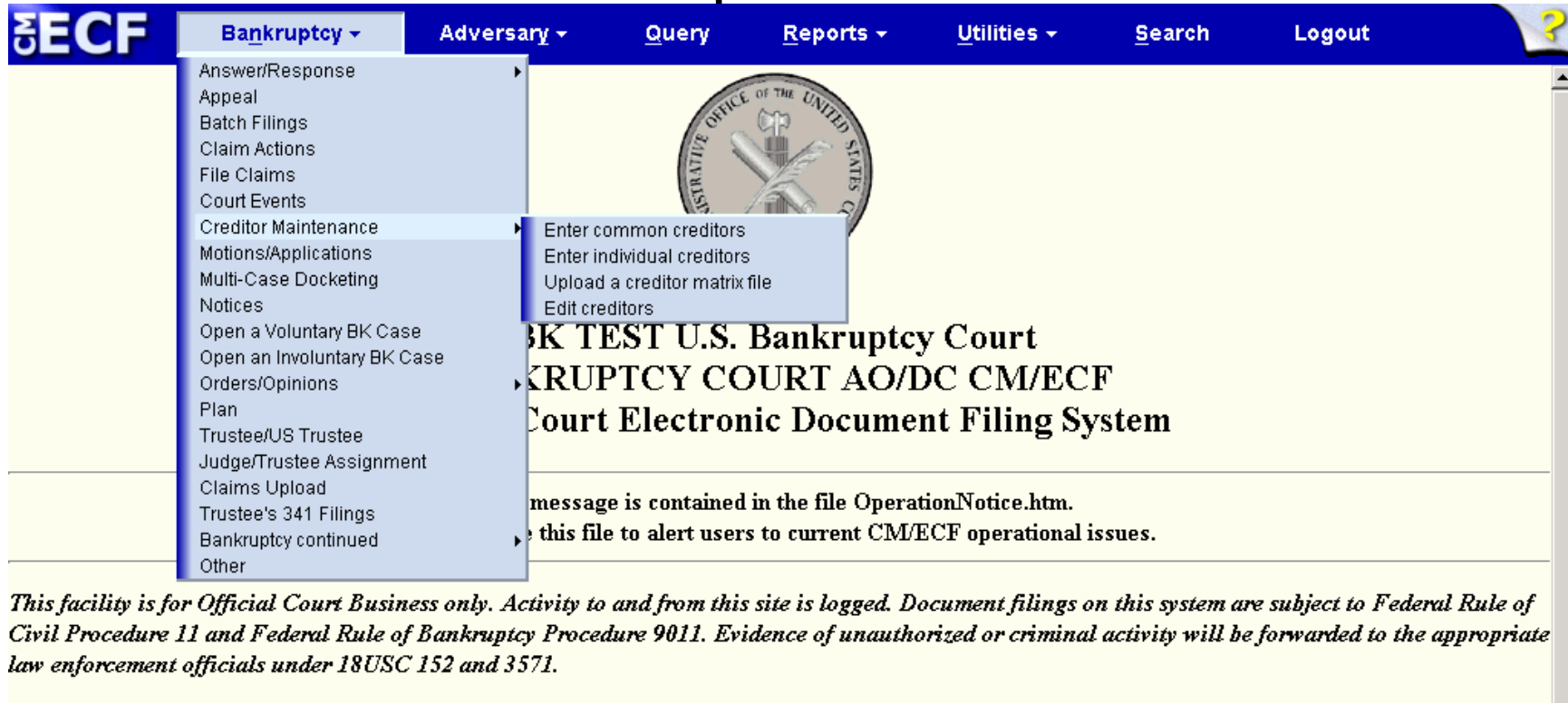




# Bankruptcy Operations Forum

CM/ECF Release 3.2  
Highlights

# New Drop Down Menus



The screenshot displays the CM/ECF website interface. The top navigation bar is dark blue with white text for 'CM/ECF', 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. A yellow question mark icon is in the top right corner. The 'Bankruptcy' menu is open, showing a list of options: Answer/Response, Appeal, Batch Filings, Claim Actions, File Claims, Court Events, Creditor Maintenance, Motions/Applications, Multi-Case Docketing, Notices, Open a Voluntary BK Case, Open an Involuntary BK Case, Orders/Opinions, Plan, Trustee/US Trustee, Judge/Trustee Assignment, Claims Upload, Trustee's 341 Filings, Bankruptcy continued, and Other. The 'Creditor Maintenance' option is highlighted, and a sub-menu is open to its right, listing: Enter common creditors, Enter individual creditors, Upload a creditor matrix file, and Edit creditors. The main content area features the U.S. Bankruptcy Court seal and the text: 'BK TEST U.S. Bankruptcy Court', 'KRUPTCY COURT AO/DC CM/ECF', and 'Court Electronic Document Filing System'. Below this, a message states: 'message is contained in the file OperationNotice.htm.' and 'this file to alert users to current CM/ECF operational issues.' At the bottom, a disclaimer reads: 'This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152 and 3571.'

- A drop down menu appears when the mouse hovers over main menu items that have a downward facing arrow.
- Arrows pointing to the right indicate that a submenu exists.
- When you find the item you want, click the mouse to go to the first screen of that event or report.
- You can navigate without your mouse by using the 'Alt' key and the underlined letters in each menu item.

# Old Menu System Remains An Option

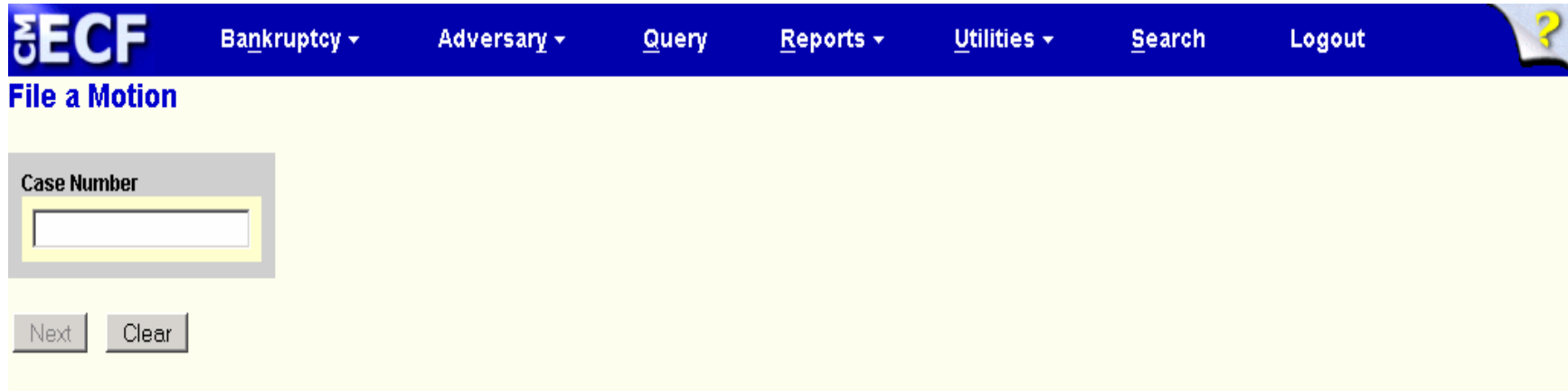


## Bankruptcy Events

[Answer/Response...](#)      [Trustee's 341 Filings](#)  
[Appeal](#)                      [Other](#)  
[Batch Filings](#)              [Case Upload](#)  
[Claim Actions](#)            [Auditor's Reports](#)  
[File Claims](#)  
[Court Events](#)  
[Creditor Maintenance...](#)  
[Motions/Applications](#)  
[Multi-Case Docketing](#)  
[Notices](#)  
[Open a Voluntary BK Case](#)  
[Open an Involuntary BK Case](#)  
[Orders/Opinions...](#)  
[Plan](#)  
[Trustee/US Trustee](#)  
[Judge/Trustee Assignment](#)  
[Claims Upload](#)

- To use the old menu system, click on a main menu item.

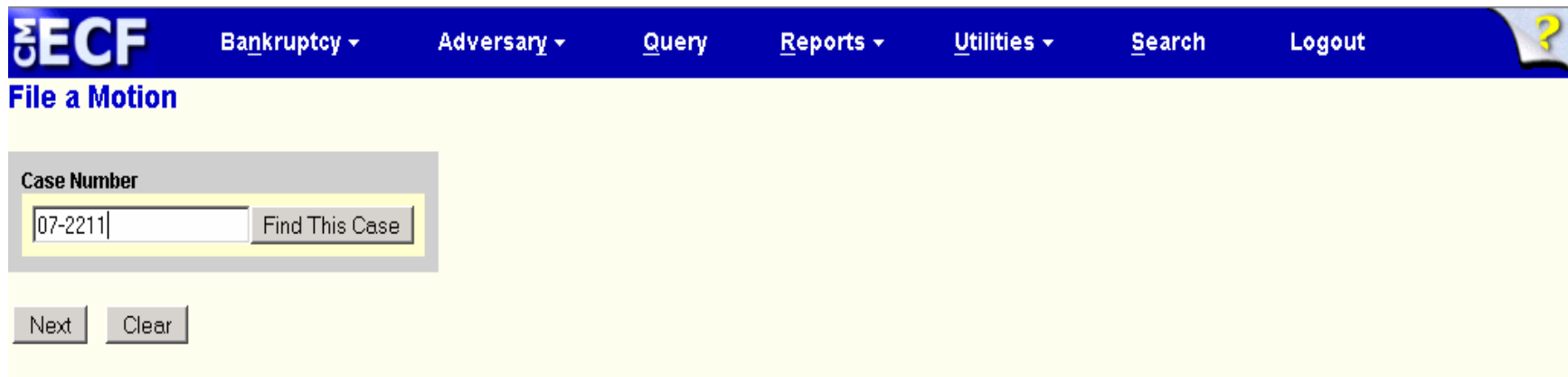
# Case Number Lookup



The screenshot shows the ECF Case Number Lookup interface. At the top, there is a dark blue navigation bar with the ECF logo on the left and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. A yellow question mark icon is visible in the top right corner of the navigation bar. Below the navigation bar, the text "File a Motion" is displayed in blue. The main content area has a light yellow background. On the left side, there is a grey-bordered box containing the label "Case Number" above a white text input field. Below the input field, there are two buttons: "Next" and "Clear". The "Next" button is currently disabled (greyed out), while the "Clear" button is active.

- The 'Next' button is inactive until you enter a case number.

# Case Number Lookup



The screenshot shows the ECF Case Number Lookup interface. At the top, there is a blue navigation bar with the ECF logo on the left and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. A yellow question mark icon is visible in the top right corner of the navigation bar. Below the navigation bar, the text "File a Motion" is displayed. The main content area is light yellow and contains a search form. The form has a label "Case Number" above a text input field. The input field contains the text "07-2211". To the right of the input field is a button labeled "Find This Case". Below the input field and button, there are two buttons: "Next" and "Clear".

- As soon as you enter a case number, the 'Next' button is activated.
- After clicking 'Next', the program looks up the case number.

# Case Number Lookup

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

**File a Motion**

Case Number

4-07-bk-2211 Hide Case List

Select a case: (press space to hide them)

- 4-07-bk-2211 Joseph P. Gardner and Drew Gardner
- 5-07-bk-2211 Oliver Hamilton

Next Clear

- If the number is correctly formatted and is unambiguous, the program takes you to the next screen.
- If the number is incorrectly formatted or is ambiguous, the program displays the problem on this screen.

# Event Search



Bankruptcy ▾

Adversary ▾

Query

Reports ▾

Utilities ▾

Search

Logout



## File a Motion

[07-02211-5-CB Oliver Hamilton](#)

Type: bk

Chapter: 7 v

Office: 5 (Maryland)

Judge: CB

Assets: n

Case Flag: FeeDueSTAY

Start typing to find an event.

### Available Events (click to select events)

- Reconsider Dismissal of Case
- A BP forms test
- A bp test motion paper1
- A test for motion
- Abandon
- Abstention Under Section 305
- Accounting
- Adequate Protection
- Administrative Expenses (Application)
- Allow Claims
- Allow Payment Arrearages
- Amend
- Amended Application
- Amended Motion
- Appear pro hac vice

Next

Clear

### Selected Event (click to remove this event)

- The 'Next' button is inactive until you select an event.

# Event Search

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

**File a Motion**

[07-02211-5-CB Oliver Hamilton](#)

Type: bk Chapter: 7 v Office: 5 (Maryland)  
Judge: CB Assets: n Case Flag: FeeDueSTAY

Click your selection, or use arrows to highlight it and press Enter.

**Available Events** (click to select events)

- Relief from Co-Debtor Stay
- Relief from Stay (fee)
- Sanctions for Violation of the Automatic Stay
- Stay
- Stay Pending Appeal

**Selected Event** (click to remove this event)

- As you type a key word, the program reduces the list of available events to those events that match your search criteria.
- You may search by a word fragment.
- The key word may be anywhere in the event name.
- The search is not case sensitive.



# Event Search

## File a Motion

[07-02211-5-CB Oliver Hamilton](#)

Type: bk Chapter: 7 v Office: 5 (Maryland)  
Judge: CB Assets: n Case Flag: FeeDueSTAY

Start typing to find another event.

### Available Events (click to select events)

- Reconsider Dismissal of Case
- A BP forms test
- A bp test motion paper1
- A test for motion
- Abandon
- Abstention Under Section 305
- Accounting
- Adequate Protection
- Administrative Expenses (Application)
- Allow Claims
- Allow Payment Arrearages
- Amend
- Amended Application
- Amended Motion
- Appear pro hac vice

### Selected Event (click to remove this event)

- Clicking on the event you want moves the event over to the Selected Event box.
- You may select multiple events.

# Menu and Event Search

The screenshot displays the ECF (Electronic Case Filing) website interface. At the top, a blue navigation bar contains the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. A yellow question mark icon is visible in the top right corner of the navigation bar.

The main content area is titled 'Query' in blue. Below this title, there is a 'Search Clues' section with a yellow background. This section contains several input fields for search criteria:

- Case Number:
- Last/Business Name:  (Examples: Desoto, Des\*t)
- First Name:
- Middle Name:
- SSN:
- Tax ID:
- Type:

At the bottom of the 'Search Clues' section, there are two buttons: 'Run Query' and 'Clear'.

Overlaid on the right side of the page is a 'Search Menus and Events' pop-up window. It has a blue header with a close button (X) and a search input field containing the text 'eeting'. A 'Search' button is located to the right of the input field.

- You may search for word fragments, such as 'eeting' instead of 'meeting'.
- Available to inside and outside filers. It is not available to PACER users.

# Menu and Event Search

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the search results for the query 'eeting' are displayed. The results are categorized into 'Bankruptcy Events' and 'Court Events'. The 'Bankruptcy Events' section includes a link for 'Notice of Continuance of Meeting of Creditors'. The 'Court Events' section includes a list of links for various types of meetings of creditors, such as 'BNC Certificate of Mailing - Meeting of Creditors', 'CASB First Meeting of Creditors', 'Continue Meeting of Creditors-multisched', 'CR's Meeting of Creditors Chapter 7 No Asset', 'Karen - First Meeting Held', 'Meeting of Creditors Chapter 11 & 12', 'Meeting of Creditors Chapter 13', 'Meeting of Creditors Chapter 7 (cr)', 'Meeting of Creditors Chapter 7 (fb)', 'Meeting of Creditors Chapter 7 Asset', 'Meeting of Creditors Chapter 7 No Asset', 'Meeting of Creditors Chapter 7 No Asset - VS', 'Meeting of Creditors Continued', 'Meeting of Creditors Held', and 'Meeting of Creditors Not Held'. A search box titled 'Search Menus and Events' is visible in the top right corner, containing the search term 'eeting' and a 'Search' button.

- The word fragment that you searched for will be highlighted.
- The word may appear anywhere in the name of a menu item or event.
- The program will only display menu items and events that you have permission to run.
- The search is not case sensitive.
- Each item is a link that takes you directly to the menu item or event.

# Menu and Event Search

The screenshot displays the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "File a Court document".

The main content area shows details for a case: "07-02211-5-CB Oliver Hamilton". The case details are as follows:

Type: bk	Chapter: 7 v	Office: 5 (Maryland)
Judge: CB	Assets: n	Case Flag: FeeDueSTAY

Below the case details, there is a search box with the text "Start typing to find another event." and a list of "Available Events (click to select events)". The list includes:

- IF2 Testing
- If2 Test
- Involuntary Summons Issued
- Involuntary Summons Issued - smw
- KTrain
- KTrain Duplicate DPFS
- KTrain List DPFS
- KTrain Results 2 Test
- Karen - First Meeting Held
- Karens Event for Task 11742
- Karens event for #1995
- Matter Under Advisement
- Meeting of Creditors Chapter 11 & 12
- Meeting of Creditors Chapter 13
- Meeting of Creditors Chapter 7 (cr)

The "Meeting of Creditors Chapter 7 (cr)" event is selected and highlighted in blue. To the right of the list, there is a "Selected Event (click to remove this event)" box containing the text "Meeting of Creditors Chapter 7 (cr)".

At the bottom of the list, there are two buttons: "Next" and "Clear".

- When you select an event from the search results screen, the event you selected is automatically placed in the selected event box. You do not have to search for it again.

## Internet Payment History

- A sort option has been added.
- The case title now appears on the report.
- A total amount of payments made has been added.
- Unnecessary blank lines in the formatted report have been eliminated.
- Changes to the style of column headers and to the font have been made as part of an ongoing effort to standardize the format of CM/ECF reports.

## Review Billing History

Pacer users can search for transactions in the current and previous months for a specific court or all courts; data is retrieved from the PSC's central billing transaction database and formatted according to the options selected by the user.

## Email/Address Changes

- If your email address, mailing address, or phone number changes, contact Tina or Carolyn to update.
- If a staff member that receives electronic notices leaves the firm, contact Tina or Carolyn to remove their email address.
- If a new staff member needs to receive electronic notices, contact Tina or Carolyn to add their email address.

**Edit Statistical Data**

Case Number 08-0000 Office 8 (Wilson) Case Type bk  
Date Filed 4/00/2008

<b>Prior filing within last 8 years</b>	no ▾	<b>A - Real Property</b>	0.00	<b>B - Personal Property</b>	4025.00
<b>D - Creditors Holding Secured Claims</b>	0.00	<b>E - Creditors Holding Unsecured Priority Claims</b>	588.62	<b>F - Creditors Holding Unsecured Nonpriority Claims</b>	18303.35
<b>Average Income (from Schedule I, Line 16)</b>	2175.97	<b>Average Expenses (from Schedule J, Line 18)</b>	2071.67	<b>Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)</b>	1179.97
<b>TOTAL Type of Liability (Generally Nondischargeable Debt)</b>	588.62	<b>Total Dischargeable Debt (Computed)</b>	18303.35	<b>Awarded Professional Fees</b>	
<b>Awarded Professional Expenses</b>					



# ECF Court Link

SEPTEMBER 5, 2008

VOLUME 3, ISSUE 4

*Eastern District  
of  
North Carolina  
CM/ECF  
Newsletter*



## Announcement – CM/ECF

CM/ECF will be upgraded to the most recent version on November 6, 2008. Highlights of this version were included in the last issue of the ECF Court Link and can be found on the court's webpage. Featured within this version are new drop down menus, improved case number lookup options and event searches. We anticipate a smooth transition, but if any issues arise, please feel free to contact one of the Help Desk Contacts.

### *In this issue:*

- *Announcement  
– CM/ECF*
- *Staff Changes*
- *Redacting  
Information*
- *Q&A*
- *ECF Tips*
- *ECF Contacts*

## STAFF CHANGES

Joseph Nichols has been hired as our Information Technology Administrator.

Nicholas Brown has been hired as law clerk for Judge Leonard.

Heather Kelly Evler has been hired as law clerk for Judge Doub.

## Redacting Information

Reminder: The most effective method of redacting information is to omit the information from the document versus trying to “mask” it. For example, a Social Security number can be included as XXX-XX-1234. Other methods, such as highlighting text in black, changing the font color to white, or inserting black bars over data have all proven to be ineffective.

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

## QUESTIONS/ANSWERS:

**Q. WHO DO I CONTACT REGARDING A CALENDAR MATTER FOR JUDGE SMALL WHEN ALLYSON MCNEILL IS UNAVAILABLE?**

**A. JULIE BOYETTE CAN BE CONTACTED IN ALLYSON'S ABSENCE. ADDITIONALLY, EMAIL MESSAGES REGARDING COURT MATTERS SHOULD BE SENT TO BOTH ALLYSON AND JULIE.**

**Q. IS THE BANKRUPTCY ADMINISTRATOR AUTOMATICALLY SERVED ELECTRONICALLY WITH EACH PLEADING FILED IN CM/ECF?**

**A. NO. WITHIN CM/ECF, THE QUERY MENU SHOULD BE CHECKED VIA THE PARTY SELECTION ON A CASE-BY-CASE BASIS TO ENSURE THE BANKRUPTCY ADMINISTRATOR HAS BEEN ADDED AS A PARTY TO THAT CASE, REPRESENTED BY AN ATTORNEY. IF ATTORNEY REPRESENTATION DOES NOT EXIST, THEY WILL NOT RECEIVE ELECTRONIC NOTIFICATION.**

### ECF Tips

**Amended/Amendment To Schedules - When making changes to schedules, be careful to choose the correct option of "amended" or "amendment to." Remember that an amended schedule is when you're replacing the entire original schedule, and an amendment to schedule is when you're only editing a portion of the original schedule.**

**Sanctions - The motions for sanctions have all been combined into one event. When docketing this motion, you'll be prompted to select the type of sanctions requested.**

**Avoid Lien and Valuation Of Collateral - If these motions are combined into one, both would need to be docketed utilizing the ctrl key and choosing Avoid Lien and Valuation Of Collateral.**

#### ECF Contacts:

Donna Skinner  
Telephone Number: 252-237-0248 ext 127  
E-Mail Address: [Donna\\_Skinner@nceb.uscourts.gov](mailto:Donna_Skinner@nceb.uscourts.gov)

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# ECF Court Link

NOVEMBER 5, 2008

VOLUME 3, ISSUE 5

*Eastern District  
of  
North Carolina  
CM/ECF  
Newsletter*



## Announcement – CM/ECF

**Upgrading to the most recent version of CM/ECF has been delayed. Watch for the new upgrade date in a future Newsletter.** Highlights of this version were included in a past issue of the ECF Court Link and can be found on the court's webpage. Featured within this version are new drop down menus, improved case number lookup options and event searches. If you have any questions, please feel free to contact one of the Help Desk Contacts.

*In this issue:*

- *Announcement  
– CM/ECF*
- *Holiday  
Schedule*
- *Staff Changes*
- *Fee Changes*
- *Q & A*
- *ECF Contacts*

## Holiday Schedule

The Clerk's Office will be closed for the Thanksgiving holiday on Thursday, November 27, 2008, and Friday, November 28, 2008. The Clerk's Office will be closed for the Christmas holiday beginning at noon on Wednesday, December 24, 2008, through Friday, December 26, 2008.

## STAFF CHANGES

Heather Nichols has been hired as an Administrative Assistant to the Clerk and Chief Deputy Clerk.

# Fee Changes

Effective October 1, 2008, the \$39.00 administrative fee is applicable to severances.

Chapter 7 Motion To Sever - \$299.00

Chapter 11 Motion To Sever - \$1,039.00

Chapter 12 Motion To Sever - \$239.00

Chapter 13 Motion To Sever - \$274.00

**U. S. Bankruptcy Court**  
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## QUESTIONS/ANSWERS:

**Q. WHO DO I SERVE WITH A MOTION TO REOPEN CASE FOR FILING A FINANCIAL MANAGEMENT CERTIFICATE?**

**A. THESE MOTIONS SHOULD BE SERVED ON ALL CREDITORS PROVIDING A 20 DAY RESPONSE TIME.**

**Q. HOW MUCH NOTICE TIME SHOULD BE PROVIDED WHEN FILING A MOTION TO REOPEN CASE TO AVOID A LIEN?**

**A. A NOTICE PROVIDING 15 DAYS RESPONSE TIME WITH SERVICE ON THE LIEN HOLDER SHOULD ACCOMPANY THE MOTION.**

### ECF Contacts:

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# ECF Court Link

DECEMBER 9, 2008

VOLUME 3, ISSUE 6

*Eastern District  
of  
North Carolina  
CM/ECF  
Newsletter*

*In this issue:*

- *Court Updates*
- *Holiday  
Schedule*
- *Announcement*
- *New CM/ECF  
Events*
- *ECF Tip*
- *Q & A*
- *ECF Contacts*

**Merry Christmas!**



## Court Updates

The court requires that when a document is electronically filed within one day or on the day of a scheduled hearing, the filing party must send an email to the appropriate judge's law clerk and to the courtroom staff notifying them of the filing. Additionally, when a matter scheduled for hearing has been settled or continued, email notification should be given accordingly.

Current Law Clerks:

[Pam McAfee@nceb.uscourts.gov](mailto:Pam_McAfee@nceb.uscourts.gov) (Judge A. Thomas Small)

[Nicholas Brown@nceb.uscourts.gov](mailto:Nicholas_Brown@nceb.uscourts.gov) (Judge J. Rich Leonard)

[Heather Kelly@nceb.uscourts.gov](mailto:Heather_Kelly@nceb.uscourts.gov) (Chief Judge Randy D. Doub)

Courtroom Staff:

[Christine Castelloe@nceb.uscourts.gov](mailto:Christine_Castelloe@nceb.uscourts.gov) (Judge A. Thomas Small)

[Allyson McNeill@nceb.uscourts.gov](mailto:Allyson_McNeill@nceb.uscourts.gov) (Judge A. Thomas Small)

[Felecia Lucas@nceb.uscourts.gov](mailto:Felecia_Lucas@nceb.uscourts.gov) (Judge J. Rich Leonard)

[Anne Moell@nceb.uscourts.gov](mailto:Anne_Moell@nceb.uscourts.gov) (Judge J. Rich Leonard)

[Dana Sebastian@nceb.uscourts.gov](mailto:Dana_Sebastian@nceb.uscourts.gov) (Chief Judge Randy D. Doub)

[Wendy Parker@nceb.uscourts.gov](mailto:Wendy_Parker@nceb.uscourts.gov) (Chief Judge Randy D. Doub)

## **Holiday Schedule**

The Clerk's Office will be closed for the Christmas holiday beginning at noon on Wednesday, December 24, 2008, through Friday, December 26, 2008, and on New Years Day, January 1, 2009. We wish you all a most joyous holiday season!

## **Announcement**

After 33 years of service, our clerk, Peggy B. Deans, has announced her retirement. She will be retiring on January 2, 2009. While we will miss her dearly and are sad to see her go, we wish her much joy and happiness.

## **New CM/ECF Events**

An event entitled Report Of Sale, Motion For Confirmation & Compensation has been created. It can be found in the Motions category and should be used when both confirmation and compensation are being requested when the report of sale is filed.

Also, pursuant to the General Order entered on November 20, 2008, regarding Chapter 11 small business debtors, a private event entitled Bank Statement (Ch. 11), and an event entitled Report On Entities (Ch. 11) have been added.

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## ECF Tip

Response due date – Both a response due date AND recommendation due date should not be included within the same docket entry. If a response time is given within the motion, that should be the date used and the recommendation due date should be bypassed. If no response time is applicable, the 10 day recommendation due date should be inserted.

## QUESTIONS/ANSWERS:

**Q.** HOW SHOULD A MOTION FOR ALLOWANCE OF ATTORNEY FEES FROM FUNDS HELD BY THE CHAPTER 13 TRUSTEE BE DOCKETED?

**A.** THESE MOTIONS SHOULD BE DOCKETED USING THE MOTION/DISBURSEMENT (ATTORNEY FEES – CH. 13) EVENT.

### ECF Contacts:

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