



# ECF Court Link

JANUARY 11, 2012

VOLUME 7, ISSUE 1

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

## Case Statistics

December, 2011		Year to Date	
Ch. 7	239	Ch. 7	3465
Ch. 11	8	Ch. 11	149
Ch. 12	1	Ch. 12	6
Ch. 13	492	Ch. 13	6208
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>740</b>	<b>Total</b>	<b>9828</b>

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- [Raleigh 341 Location Change](#)
- [Q&A](#)
- [ECF Contacts](#)

## Attorney Scheduled Leave

*If you have not already done so, please inform the Courtroom Deputies of your scheduled leave for 2012 as soon as possible to help avoid any potential scheduling conflicts. Contact information is as follows:*

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

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

Judge Humrickhouse: [Allyson McNeill@nceb.uscourts.gov](mailto:Allyson_McNeill@nceb.uscourts.gov)



## On a Personal Note

*Sarah Donleycott welcomed a baby girl just in time for the holidays! Emma Katherine was born on December 14, 2011 at 7:21 pm. Congratulations to Sarah and her husband Kenneth on the beautiful new addition to their family!*

### Lost and Found

*A man's Browning jacket was left at the Legal Seminar. It is dark tan, trimmed in green, size large. If this jacket belongs to you, please contact Laura Whitehead at (252) 237-0248, ext. 124 or [Laura\\_Whitehead@nceb.uscourts.gov](mailto:Laura_Whitehead@nceb.uscourts.gov).*

### PACER Fee Increase

*In September 2011, the Judicial Conference of the United States authorized an increase in the Judiciary's electronic public access fee in response to increasing costs for maintaining and enhancing the electronic public access system. The increase, from \$0.08 to \$0.10 per page, will take effect on **April 1, 2012**.*

*The Conference was mindful of the impact this increase could have on other public entities and on public users accessing the system to obtain information on a particular case. For this reason, local, state and federal government agencies will be exempted from the increase for three years. Also, PACER users who do not accrue charges of more than \$15.00 in a quarterly billing cycle will not be charged a fee. (The current exemption is \$10.00 per quarter.)*

### Volunteer Paralegals Needed!

*The court is looking for a limited number of paralegals who would be willing to participate in our Legal Link program. This group was formed in 2009 as a way to bridge the gap between the court staff and the paralegals we work with. Periodic meetings are held in which a variety of topics are discussed, from CM/ECF filing and system updates to procedure changes and Federal or Local Rule modifications. It's a great way to share our knowledge and ideas, as well as address any issues or concerns.*

*If you are interested in this opportunity, please contact Kelly Shum-Drake at [Kelly\\_Shum-Drake@nceb.uscourts.gov](mailto:Kelly_Shum-Drake@nceb.uscourts.gov) by January 31<sup>st</sup>. New committee members will be selected and notified soon thereafter.*

**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**

## Access to National Creditor Registration Service Database

*The National Creditor Registration Service database includes addresses registered by notice recipients, pursuant to 11 U.S.C. § 342(f) and Rule 2002(g)(4). Entities are allowed to specify an address to be used by the bankruptcy court to provide notices in chapter 7 and 13 cases. Additionally, a notice provider and a notice recipient agree upon the manner and the addresses to which notices will be provided. The creditor agrees that the BNC will redirect court notices to the preferred address “for cases filed under all chapters of the Bankruptcy Code.” Thus, the agreement between the BNC and notice recipient broadens the scope of the preferred address so that it can be used in all cases, not just chapter 7 and 13 cases.*

*The National Creditor Registration Service database is not available for use by debtors at the time of filing their petitions. The Code specifies that an address filed under that provision is to be used “by all the bankruptcy courts or by particular bankruptcy courts” in cases that are already “pending in the courts” and specifically clarifies that the courts are to use this address for “any notice required to be provided by a court”, not that a preferred address filed under that provision is to be used by the debtor. Once the case is filed, if the creditor has registered a preferred address, then the BNC will redirect court notices to that address. A registered CM/ECF user also can run mailing labels for a case mailing list, and the mailing labels reflect any preferred addresses that replace an address on the mailing list. If a court delegates any noticing responsibilities to a person, such as the trustee or debtor’s attorney, that person must run labels in CM/ECF to include preferred addresses. In the next release of CM/ECF, the preferred address data for a case that has been filed will be available in a pipe-delimited “raw data” format for easy download and use.*

*A preferred address in the National Creditor Registration Service database may conflict with other noticing provisions applicable to the debtor. Additionally, once a case is filed, a creditor may specify an address to be used by the debtor and court in that particular case, and that address may vary from a preferred address in the National Creditor Registration Service database. It is important that addresses be used appropriately, as “[n]otice provided to a creditor by the debtor or the court other than in accordance with this section . . . shall not be effective.” 11 U.S.C. § 342(g)(1). Even if it was appropriate to provide access to the National Creditor Registration Service database to debtors for the purpose of preparing their schedules and mailing list, some creditors have registered multiple preferred addresses with the BNC. Thus, whether a preferred address applies may depend on the nature of the debt. To offer the whole National Creditor Registration Service database to debtors with multiple conditions regarding use would be confusing and may lead to misuse of the addresses.*

## New Raleigh 341 Meeting Location

*Please be advised that as of February 15, 2012, Raleigh 341 meetings will no longer be held at Two Hannover Square. Beginning on this date, all Raleigh 341 meetings will be held at 300 Fayetteville Street, Suite 130.*

### **QUESTIONS/ANSWERS:**

**Q. I filed a Notice of Mortgage Payment Change and received a Deficiency Notice regarding service. How should I file the Certificate of Service in order to cure the deficiency in this situation?**

**A. A new event has been created under the Claim Actions, Miscellaneous, Limited Attorney and Limited Creditor categories entitled "Certificate of Service re: Notice of Mortgage Payment change". You will be given the option to state whether or not the Certificate of Service is amended. However, you will not be given the opportunity to refer it to the Notice of Mortgage Payment Change, since this is a private entry on the docket.**

### **ECF Contacts:**

Donna Skinner

Telephone Number: 252-237-0248 ext 164

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

Kelly Shum-Drake

Telephone Number: 919-856-4752 ext 174

E-Mail Address: [kelly\\_shum-drake@nceb.uscourts.gov](mailto:kelly_shum-drake@nceb.uscourts.gov)



# ECF Court Link

FEBRUARY 16, 2012

VOLUME 7, ISSUE 2

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

## Case Statistics

<i>December, 2011</i>		<i>Year to Date</i>	
<i>Ch. 7</i>	<i>219</i>	<i>Ch. 7</i>	<i>219</i>
<i>Ch. 11</i>	<i>11</i>	<i>Ch. 11</i>	<i>11</i>
<i>Ch. 12</i>	<i>1</i>	<i>Ch. 12</i>	<i>1</i>
<i>Ch. 13</i>	<i>545</i>	<i>Ch. 13</i>	<i>545</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>776</i>	<i>Total</i>	<i>776</i>

In this issue:

- *Case Statistics*
- *On a Personal Note*
- *New JRL Court Staff*
- *Updated Case Assignments*
- *New CM/ECF Event*
- *Incorrect PDF Attachments*
- *Creditor Mailing Matrix*
- *RDD Calendar*
- *Wilson Phones*
- *Q&A*
- *ECF Contacts*



## On a Personal Note

*Felecia Lucas, Courtroom Deputy for Judge Leonard, will be retiring effective Thursday, March 1<sup>st</sup>. Please join us in congratulating Felecia on her years of service and wishing her a wonderful retirement!*

## New Court Staff for Judge Leonard

*Effective March 1st, questions regarding Judge Leonard's court calendar should be directed as follows:*

*Courtroom Deputy: Anne Moell (919)856-4752, ext. 101*  
[Anne Moell@nceb.uscourts.gov](mailto:Anne.Moell@nceb.uscourts.gov)

*Court Recorder: Belinda Witcher (919)856-4752, ext. 103*  
[Belinda Witcher@nceb.uscourts.gov](mailto:Belinda.Witcher@nceb.uscourts.gov)

## Updated Case Assignments

*Our case assignments have been updated effective Monday, February 13<sup>th</sup>. Please review the updated list for Case Administrators and Case 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>
00-06	<i>Dawn Barnes</i>	<i>Dawn_Barnes@nceb.uscourts.gov</i>	<i>(252)237-0248 x207</i>
07-13	<i>Teresa Artis</i>	<i>Teresa_Artis@nceb.uscourts.gov</i>	<i>(252)206-5168</i>
14-20	<i>Carrie Wiggins</i>	<i>Carrie_Wiggins@nceb.uscourts.gov</i>	<i>(252)206-5169</i>
21-30	<i>Donna King</i>	<i>Donna_King@nceb.uscourts.gov</i>	<i>(252)206-5175</i>
31-33	<i>Kathy Webb</i>	<i>Kathy_Webb@nceb.uscourts.gov</i>	<i>(252)206-5160</i>
34-40	<i>Anna Brock</i>	<i>Anna_Brock@nceb.uscourts.gov</i>	<i>(252)206-5166</i>
41-47	<i>Amy Bisette</i>	<i>Amy_Bisette@nceb.uscourts.gov</i>	<i>(252)206-5198</i>
48-54	<i>Christy Gurgone</i>	<i>Christy_Gurgone@nceb.uscourts.gov</i>	<i>(252)206-5173</i>
55-61	<i>Donna Harris</i>	<i>Donna_Harris@nceb.uscourts.gov</i>	<i>(919)856-4752 x140</i>
62-68	<i>Shelia Morris</i>	<i>Shelia_Morris@nceb.uscourts.gov</i>	<i>(919)856-4752 x189</i>
69-75	<i>Lisa Payne</i>	<i>Lisa_Payne@nceb.uscourts.gov</i>	<i>(919)856-4752 x131</i>
76-82	<i>Samantha Lyles</i>	<i>Samantha_Lyles@nceb.uscourts.gov</i>	<i>(919)856-4752 x105</i>
83-92	<i>Pamela Smith</i>	<i>Pamela_Smith@nceb.uscourts.gov</i>	<i>(919)856-4752 x124</i>
93-99	<i>Aileen Gibson</i>	<i>Aileen_Gibson@nceb.uscourts.gov</i>	<i>(919)856-4752 x132</i>

### *Case Analysts:*

<i>Contact Person:</i>	<i>Email Address:</i>	<i>Phone:</i>
<i>Wendy Parker 00-54 (SWH &amp; JRL cases) 00-24 (RDD cases)</i>	<i>Wendy_Parker@nceb.uscourts.gov</i>	<i>(252)206-5172</i>
<i>Sharon Angel 25-74 (RDD cases)</i>	<i>Sharon_Angel@nceb.uscourts.gov</i>	<i>(252)237-0248 x153</i>
<i>Duane Haddock 55-99 (SWH &amp; JRL cases) 75-99 (RDD cases)</i>	<i>Duane_Haddock@nceb.uscourts.gov</i>	<i>(919)856-4752 x104</i>

### *Incorrect PDF Attachments*

*There have been a large number of requests recently to replace a PDF document after an incorrect one has been filed. To avoid making this error, please right click and open all of your PDF documents in order to view them prior to attaching. This will ensure that you are attaching the document you intended to file.*

*In addition, if a PDF error is discovered on the same day a document is filed, a CM/ECF Analyst should be contacted prior to close of business in order to have the document deleted. The document should then be re-filed with the correct PDF.*

### *New CM/ECF Event*

*A new CM/ECF event has been created entitled "Corrected PDF Attachment". When an incorrect PDF is attached, filers will continue to send the correct PDF to the `ecf_pdf` email address, however, the way the correction will appear on the docket and in the Notice of Electronic Filing will be different. When the correct PDF is received, the CM/ECF analyst will docket it using the "Corrected PDF Attachment" event and will refer it to the original docket entry. Therefore, the correct PDF will appear as a totally separate docket entry, rather than being attached to the original docket entry as done in the past. A corrective entry will still be made on the original docket entry in order to reflect that the corrected PDF has been filed. The corrective entry will contain a link to the new docket entry for easy viewing.*

### *Reminder: Creditor Mailing Matrix*

*Please let this serve as a reminder that pursuant to Local Rule 1007-2, the mailing matrix for all Chapter 11 cases should contain the referenced governmental agencies. The addresses for these agencies are contained in the Administrative Guide to Practice and Procedure, and are also listed on the court's website.*



U. S. Bankruptcy Court  
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Room 209  
Raleigh, NC 27602

Tel. 919-856-4752

## Judge Doub Calendar Matters

*In addition to contacting Dana Sebastian and Lynn Boyd regarding calendar matters for Judge Doub, please also direct inquiries to Kathy Webb at (252)237-0428, ext. 149 or*

*[Kathy\\_Webb@nceb.uscourts.gov](mailto:Kathy_Webb@nceb.uscourts.gov).*

## Wilson Phone Numbers

*There have been some recent difficulties with the phone lines in the Wilson office. If you need to contact someone on the Wilson staff, please use their direct dial number, rather than calling the main office number and extension. For a list of the direct dial numbers, click [here](#).*

### **QUESTIONS/ANSWERS:**

**Q.** When paying my filing fees online, I notice that the first option is to pay by direct debit from a checking account. What are the benefits of paying this way, versus a credit card payment?

**A.** Using the ACH (Automated Clearing House) option can be a cost saving measure for both the filer and the court. The filer can avoid the expense of printing and mailing checks to the court when applicable, as well as the fees associated with paying by credit card. In turn, the judiciary can avoid the processing cost of a credit card payment, which is typically 1-4% of the transaction amount.

### **ECF Contacts:**

Donna Skinner

Telephone Number: 252-237-0248 ext 164

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

Kelly Shum-Drake

Telephone Number: 919-856-4752 ext 174

E-Mail Address: [kelly\\_shum-drake@nceb.uscourts.gov](mailto:kelly_shum-drake@nceb.uscourts.gov)





# ECF Court Link

MARCH 9, 2012

VOLUME 7, ISSUE 3

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

## Case Statistics

February, 2012		Year to Date	
Ch. 7	271	Ch. 7	490
Ch. 11	18	Ch. 11	29
Ch. 12	1	Ch. 12	2
Ch. 13	538	Ch. 13	1083
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>828</b>	<b>Total</b>	<b>1604</b>

In this issue:

- Case Statistics
- On a Personal Note
- Pacer Fee Increase
- Service on Insured Depository Institutions
- Activity In My Cases Report
- New Event
- New Address
- Q&A
- ECF Contacts



## On a Personal Note

*Kelly Shum-Drake welcomed a new baby girl, Kennedy Lynn born on February 25 at 7:07 am. Congratulations to Kelly, her husband Dylan and big sister Riley on the beautiful new addition to their family!*

## Pacer Fee Increase

*In September 2011, the Judicial Conference of the United States authorized an increase in the Judiciary's electronic public access fee in response to increasing costs for maintaining and enhancing the electronic public access system. The increase, from \$0.08 to \$0.10 per page, will take effect on **April 1, 2012**. The Conference was mindful of the impact this increase could have on other public entities and on public users accessing the system to obtain information on a particular case. For this reason, local, state and federal government agencies will be exempted from the increase for three years. Also, PACER users who do not accrue charges of more than \$15.00 in a quarterly billing cycle will not be charged a fee. (The current exemption is \$10.00 per quarter.)*

## Service On Insured Depository Institution

*Pursuant to Rule 7004(h)(3) of the Federal Rules of Bankruptcy Procedures service of process on an insured depository institution (as defined in section 3 of the Federal Deposit Insurance Act) in a contested matter or adversary proceeding shall be made by certified mail addressed to an officer of the institution unless*

- (1) the institution has appeared by its attorney, in which case the attorney shall be served by first-class mail;*
- (2) the court orders, otherwise after service upon the institution by certified mail of notice of application to permit service on the institution by first-class mail sent to an officer of the institution designated by the institution; or*
- (3) the institution has waived in writing its entitlement to service by certified mail by designating an officer to receive service.*

*The purpose of this article is to obtain current information regarding item (3) above and to advise other attorneys and institutions of the process for designating an officer to obtain service. A list of institutions and their designated officers may be reviewed at [www.nceb.uscourts.gov/newcode/service.php](http://www.nceb.uscourts.gov/newcode/service.php). If you are an attorney who represents an institution who either wishes to change the designated officer or to designate an officer for service, a proposed consent order may be submitted to the court. The proposed consent order may be found at [www.nceb.uscourts.gov/documents/serviceagentsorder.pdf](http://www.nceb.uscourts.gov/documents/serviceagentsorder.pdf). If an institution wishes to withdraw its designation of an officer, a withdrawal of the consent must be filed with the court.*

## Activity In My Cases Report

*If there is a problem with receipt of your daily email, the activity in my cases report can be used to review filings in cases the attorney is involved in. It is located under Reports, Activity In My Cases. The report can be searched by date range.*

U. S. Bankruptcy Court  
Eastern District of  
North Carolina

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Tel. 252-237-0248

300 Fayetteville St.  
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Raleigh, NC 27602

Tel. 919-856-4752

### New Event

*A new text entry has been created for use when a proposed order has not been uploaded and you would like to inform the court as to the reason. This event is located under the Bankruptcy, Miscellaneous category and is titled "Proposed Order Not Uploaded (Text)".*

### New Address

*Effective March 19, 2012, Richard Stearns Office will be relocating to Greenville, NC. The new mailing address will be:*

*Richard M. Stearns  
Chapter 13 Trustee  
1015 Conference Drive  
Greenville, NC 27858*

*New Phone # 252-756-7688  
New Fax # 252-756-7689*

#### QUESTIONS/ANSWERS:

Q. How can I obtain the most current mailing matrix for a case when sending out a notice.

A. Under Utilities, Mailings, Mailing Labels By Case, you will find the complete matrix that contains the addresses that are used by the noticing center for service.

#### **ECF Contacts:**

Donna Skinner  
Telephone Number: 252-237-0248 ext 164  
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)



# ECF Court Link

APRIL 16, 2012

VOLUME 7, ISSUE 4

*Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter*

*In this issue:*

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- *Sales*
- *New Address*
- *Updated Case Assignments*
- *Attorney Program*
- *Q&A*
- *ECF Contacts*

## Case Statistics

	<i>March, 2012</i>		<i>Year to Date</i>
<i>Ch. 7</i>	<i>321</i>	<i>Ch. 7</i>	<i>811</i>
<i>Ch. 11</i>	<i>27</i>	<i>Ch. 11</i>	<i>56</i>
<i>Ch. 12</i>	<i>1</i>	<i>Ch. 12</i>	<i>3</i>
<i>Ch. 13</i>	<i>551</i>	<i>Ch. 13</i>	<i>1634</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>900</i>	<i>Total</i>	<i>2504</i>

## **Sometimes Less is More - Except When it Isn't**

**By Christine Castelloe, Chief Deputy**

You've probably noticed that many of our recent newsletters have contained retirement announcements, and that they have not contained new employee announcements. This should not be a surprise -- the federal budget situation is a daily news topic. We are doing our part to tighten our belts and keep costs down. It's a difficult balancing act.

This court has always been 100% committed to providing the best customer service. In addition to maintaining our workload with fewer staff members, we are doing our best to provide training opportunities for our staff and implement new projects that will help us work smarter by doing more with diminishing resources. While we hope that these conditions will minimally impact your interaction with our office, we know that you have work to do and deadlines that have to be met. When you need something from our office, e-mail is the quickest way to get a response. If you contact us about a time sensitive matter, please put "URGENT" in the subject line. We take great pride in the positive comments we receive from our constituents. We hope you will be patient with us as we adjust to providing the same or better responsive service with smaller budgets.

This court is totally committed to providing prompt, courteous, and responsive service and to date, we believe we have done so. However, with more budget cuts looming in future fiscal years, we welcome your suggestions as to how our court can continue to provide efficient and responsive service. Please don't hesitate to contact me or our clerk, Stephanie Edmondson, with any concerns or suggestions for improvement you have. By working together and keeping the lines of communication open, we can all benefit. Thanks.

### **On a Personal Note**

*Please join us in welcoming Cris Boswell, who joined the court on August 9th as a Procurement Specialist.*

### **Staff Changes**

*Carolyn Baker has taken a 6 month assignment with the Statistics Division in Washington, DC. She will return on October 1, 2012. During this time, Tina Roberson will serve as the court's CM/ECF Supervisor. Please contact Tina regarding any CM/ECF matters and Beth Pittman regarding any other matters for which you would typically contact Carolyn.*

*Terry McKeel recently was named as the court's Financial Specialist.*

*Pearl White recently was selected to serve a Temporary Part-Time Administrative Support position within the Clerk's Office.*

### **Courtroom News**

*Sarah Donleycott has returned from maternity leave. Questions regarding Judge Humrickhouse's court calendar should be directed as follows:*

*Courtroom Deputy: Allyson McNeill (919)856-4752, ext. 126  
[Allyson\\_McNeill@nceb.uscourts.gov](mailto:Allyson_McNeill@nceb.uscourts.gov)*

*Court Recorder: Sarah Donleycott (919)856-4752, ext. 100  
[Sarah\\_Donleycott@nceb.uscourts.gov](mailto:Sarah_Donleycott@nceb.uscourts.gov)*

### **REMINDER**

*If a matter scheduled for hearing is expected to last an hour or more, notify the Courtroom Deputy in advance so that ample time may be given.*

## **Motions To Continue/Extend Time**

*When filing a Motion to Continue or a Motion To Extend Time, the court requests that opposing counsel be contacted for consent. The motion should contain language to reflect such consent has been received.*

## **Sales**

*Sales in Chapter 13 cases of either real or personal property must be noticed to all creditors with 21 days response time. In addition, a proposed consent order allowing the sale of property in a Chapter 13 case with no motion to sell property pending will not be allowed without first giving notice to all creditors.*

*Note: See L.R. 4002-1(g)(4) for exception.*

## **New Address**

*The Internal Revenue Service office in North Carolina has moved and has new contact information effective on March 29, 2012.*

*Internal Revenue Service  
Office of Chief Counsel  
Alamance Building, Mail Stop 24  
4905 Koger Blvd.  
Greensboro, NC 27407-2734*

*Phone Number: 336-574-6301 Fax Number: 336-574-6301*

## Updated Case Assignments

*Our case assignments have been updated effective Monday, March 19th. Please review the updated list for Case Administrators and Case 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>
00-05	<i>Dawn Barnes</i>	<i>Dawn_Barnes@nceb.uscourts.gov</i>	<i>(252)237-0248 x207</i>
06-11	<i>Teresa Artis</i>	<i>Teresa_Artis@nceb.uscourts.gov</i>	<i>(252)206-5168</i>
12-17	<i>Carrie Wiggins</i>	<i>Carrie_Wiggins@nceb.uscourts.gov</i>	<i>(252)206-5169</i>
18-26	<i>Donna King</i>	<i>Donna_King@nceb.uscourts.gov</i>	<i>(252)206-5175</i>
27-29	<i>Kathy Webb</i>	<i>Kathy_Webb@nceb.uscourts.gov</i>	<i>(252)206-5160</i>
30-35	<i>Anna Brock</i>	<i>Anna_Brock@nceb.uscourts.gov</i>	<i>(252)206-5166</i>
36-41	<i>Amy Bisette</i>	<i>Amy_Bisette@nceb.uscourts.gov</i>	<i>(252)206-5198</i>
42-47	<i>Christy Gurgone</i>	<i>Christy_Gurgone@nceb.uscourts.gov</i>	<i>(252)206-5173</i>
48-53	<i>Donna Harris</i>	<i>Donna_Harris@nceb.uscourts.gov</i>	<i>(919)856-4752 x140</i>
54-59	<i>Shelia Morris</i>	<i>Shelia_Morris@nceb.uscourts.gov</i>	<i>(919)856-4752 x189</i>
60-65	<i>Lisa Payne</i>	<i>Lisa_Payne@nceb.uscourts.gov</i>	<i>(919)856-4752 x131</i>
66-79	<i>Samantha Lyles</i>	<i>Samantha_Lyles@nceb.uscourts.gov</i>	<i>(919)856-4752 x171</i>
80-93	<i>Pamela Smith</i>	<i>Pamela_Smith@nceb.uscourts.gov</i>	<i>(919)856-4752 x124</i>
94-99	<i>Aileen Gibson</i>	<i>Aileen_Gibson@nceb.uscourts.gov</i>	<i>(919)856-4752 x132</i>

### *Case Analysts:*

<i>Contact Person:</i>	<i>Email Address:</i>	<i>Phone:</i>
<i>Wendy Parker 00-47 (SWH &amp; JRL cases) 00-24 (RDD cases)</i>	<i>Wendy_Parker@nceb.uscourts.gov</i>	<i>(252)206-5172</i>
<i>Sharon Angel 25-74 (RDD cases)</i>	<i>Sharon_Angel@nceb.uscourts.gov</i>	<i>(252)237-0248 x153</i>
<i>Duane Haddock 48-99 (SWH &amp; JRL cases) 75-99 (RDD cases)</i>	<i>Duane_Haddock@nceb.uscourts.gov</i>	<i>(919)856-4752 x104</i>



## **Next Generation Program for Attorneys**

*The NCBJ will host the second Next Generation program at the annual conference in San Diego from October 24-27, 2012. The program is designed to host 40 up-and-coming bankruptcy practitioners with five to ten years of experience. Nominations will be accepted on a first come, first served basis starting at noon ET on Tuesday, May 8, 2012. Below is a link for obtaining more information.*

[http://www.ncbj.org/documents/2012\\_NCBJ\\_Next\\_Generation\\_Program.pdf](http://www.ncbj.org/documents/2012_NCBJ_Next_Generation_Program.pdf)

### **QUESTIONS/ANSWERS:**

**Q.** How much notice time is required on Motions to Determine Mortgage Fees and Expenses and Motions To Determine Final Cure and Mortgage Payment?

**A.** The court requires 21days notice on parties for these motions. The Administrative Guide service chart is being updated.

### **ECF Contacts:**

Donna Skinner

Telephone Number: 252-237-0248 ext 164

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)

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

1760-A Parkwood Blvd.  
Wilson, NC 27893

**Tel. 252-237-0248**

300 Fayetteville St.  
Room 209  
Raleigh, NC 27602

**Tel. 919-856-4752**



# ECF Court Link

MAY 25, 2012

VOLUME 7, ISSUE 5

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

## Case Statistics

April, 2012		Year to Date	
Ch. 7	258	Ch. 7	1069
Ch. 11	28	Ch. 11	84
Ch. 12	0	Ch. 12	3
Ch. 13	490	Ch. 13	2124
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>776</b>	<b>Total</b>	<b>3280</b>

In this issue:

- [Case Statistics](#)
- [Means Testing Data Updated](#)
- [Quarterly Fee Payments](#)
- [Communication- We Want To Hear From You!](#)
- [New Event](#)
- [New Address](#)
- [Q&A](#)
- [ECF Contacts](#)

## Means Testing Data Updated

*The U.S. Department Of Justice, U. S. Trustee Program, has recently updated the data required to complete Forms 22A and 22C (Means Testing). The new data covers the period from November 1, 2011 to April 30, 2012. The data is available at:*

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

## Quarterly Fee Payments

*Pursuant to a change in Local Rule 4002-1(c)(11) effective December 1, 2011, the court no longer accepts personal checks for payment of quarterly fees. Payments may now only be made by attorney trust account check, certified check, money order or through pay.gov. To make payments through pay.gov, docket the "Pay Quarterly Fees" event located under the Miscellaneous category and insert the amount being paid. This will prompt pay.gov to collect payment by ACH or credit card.*

## **Communication- We Want To Hear From You!**

*We know that everyone prefers not to receive deficiency notices or show cause orders from the court. Would you like to know how to avoid receiving these directives? No, there is no category you can opt out of in CM/ECF, but there is a way to avoid the dreaded deficiency notice and some types of show cause orders.*

*Communication. When a matter settles prior to a court hearing, the court allows the parties 30 days to send in the consent order. If you're having difficulty working out the terms of the settlement, docket the event Request For Additional Time To Submit Order/Consent Order (a text entry in the Miscellaneous and Trustee categories in CM/ECF). If settlement is no longer likely, please docket a request to reschedule hearing (another text entry in the Miscellaneous and Trustee categories in CM/ECF). Some show cause hearings in adversary proceedings may be avoided through communication as well. After a complaint is filed, the court waits 30 days for an answer before prompting the plaintiff to proceed with default judgment. If the necessary documents are not received, the court schedules a show cause for failure to prosecute. The filing of a complaint frequently leads to the plaintiff and defendant discussing settlement without the filing of a formal answer. Other reasons for plaintiff not proceeding with a motion for entry of default may exist such as questions about proper service. When this happens, please notify the case administrator assigned to the adversary proceeding. The follow up deadlines can be extended, and you can avoid receiving a show cause order.*

## **New Event**

*A new event has been created for filing Business Income and/or Expense Statements. The event "Business Income/Expense Statement" is located under the Schedules category.*

**U. S. Bankruptcy Court**  
Eastern District of  
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Room 209  
Raleigh, NC 27602

**Tel. 919-856-4752**

## **New Address**

*The Bankruptcy Administrator's Office in Wilson has a new mailing address as of May 1, 2012.*

*Bankruptcy Administrators Office  
1760-B Parkwood Blvd.  
Wilson, NC 27893*

### **QUESTIONS/ANSWERS:**

**Q.** Who should I serve with a settlement of an adversary proceeding based on post-petition conduct in chapter 7 and chapter 13 cases?

**A.** The trustee and all affected parties should be served with the notice of settlement in chapter 7 and chapter 13 cases.

**Q.** How do I file a motion to expedite hearing and reduce the response time?

**A.** Under the motions category, select "Expedite Hearing" and hold down control key and also select "Reduce Response Time".

### **ECF Contacts:**

Donna Skinner

Telephone Number: 252-237-0248 ext 164

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

Kelly Shum-Drake

Telephone Number: 919-856-4752 ext 174

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



# ECF Court Link

JUNE 28, 2012

VOLUME 7, ISSUE 6

*Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter*

*In this issue:*

- *Case Statistics*
- *Bankruptcy Seminar*
- *Phone Number Changes*
- *New Form Orders*
- *Q&A*
- *ECF Contacts*

## *Case Statistics*

<i>May, 2012</i>		<i>Year to Date</i>	
<i>Ch. 7</i>	<i>283</i>	<i>Ch. 7</i>	<i>1358</i>
<i>Ch. 11</i>	<i>15</i>	<i>Ch. 11</i>	<i>98</i>
<i>Ch. 12</i>	<i>2</i>	<i>Ch. 12</i>	<i>5</i>
<i>Ch. 13</i>	<i>506</i>	<i>Ch. 13</i>	<i>2626</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>806</i>	<i>Total</i>	<i>4087</i>

## *2012 Bankruptcy Seminar*

*The 2012 Eastern District Bankruptcy Seminar will be held on Wednesday, August 29, 2012, at Bill's Convention Center in Wilson, North Carolina. Registration is now open. The deadline to register is July 25, 2012. No late registrations will be accepted. The fee for the seminar is \$50.00, and includes continental breakfast, buffet lunch and seminar materials. CPE credit provided is five hours general and one hour ethics.*

*To view the seminar agenda, [click here](#).  
To access the registration form, [click here](#).*

*Questions regarding the seminar should be directed to Laura Whitehead, Training Specialist at (252)206-0248, ext. 124 or [Laura.Whitehead@nceb.uscourts.gov](mailto:Laura.Whitehead@nceb.uscourts.gov).*

## Clerk's Office Phone Number Changes

*Please note that phone numbers have been changed for the following Case Administrators:*

*Kathy Webb – (252)237-0248, ext. 208*

*Christy Gurgone – (252)237-0248, ext. 149  
(252)206-5160 – direct dial*

## New Form Orders

*Form orders have been created by the court for the following CM/ECF events:*

*Motion to Incur Debt  
Application for Additional Fees (Ch. 13)\*\*  
Motion to Return or Destroy Books & Records*

*It is no longer necessary for attorneys to upload a proposed order with any of these pleadings.*

*\*\*If the Application for Additional Fees states that (1) the attorney fees will be paid out of monies already received from the debtor which are being held in the attorney's trust account or (2) the fees will be paid directly by the debtor, the form order will not work.*

*In these instances, you should upload a proposed order to coincide with the application.*

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**Tel. 919-856-4752**

## QUESTIONS/ANSWERS:

**Q.** I had some computer issues in my office and didn't receive my NEF summary email. Can the court resend the summary to me when this happens?

**A.** No. The court is unable to regenerate the summary email. However, if you login to CM/ECF and click on "Activity in My Cases" under the Reports menu, you are able to select a particular date and view all of the activity in your cases for that date.

### **ECF Contacts:**

Donna Skinner

Telephone Number: 252-237-0248 ext 164

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

Kelly Shum-Drake

Telephone Number: 919-856-4752 ext 174

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





# ECF Court Link

JULY 16, 2012

VOLUME 7, ISSUE 7

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

In this issue:

- [Case Statistics](#)
- [On a Personal Note](#)
- [New Event](#)
- [Bankruptcy Seminar](#)
- [Phone Number Change](#)
- [Ch. 11 Filing Fee Increase](#)
- [Form Orders](#)
- [Q&A](#)
- [ECF Contacts](#)

## Case Statistics

<i>June, 2012</i>		<i>Year to Date</i>	
<i>Ch. 7</i>	<i>210</i>	<i>Ch. 7</i>	<i>1569</i>
<i>Ch. 11</i>	<i>12</i>	<i>Ch. 11</i>	<i>110</i>
<i>Ch. 12</i>	<i>3</i>	<i>Ch. 12</i>	<i>8</i>
<i>Ch. 13</i>	<i>496</i>	<i>Ch. 13</i>	<i>3121</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>721</i>	<i>Total</i>	<i>4808</i>



## On a Personal Note

*Teresa Artis, Case Administrator in the Wilson Division, will be retiring effective Tuesday, July 31<sup>st</sup>. Please join us in congratulating Teresa on her years of service and wishing her a wonderful retirement!*

## New CM/ECF Event

*Due to numerous requests for a generic filing, a new event has been created under the Motions category entitled "Pay Pre-Petition Wages".*

### Reminder: 2012 Bankruptcy Seminar

*Registration is still open for the 2012 Eastern District Bankruptcy Seminar, to be held on Wednesday, August 29, 2012, at Bill's Convention Center in Wilson, North Carolina. The deadline to register is July 25, 2012. No late registrations will be accepted.*

*Questions regarding the seminar should be directed to Laura Whitehead, Training Specialist at (252)206-0248, ext. 124 or [Laura.Whitehead@nceb.uscourts.gov](mailto:Laura.Whitehead@nceb.uscourts.gov).*

### Clerk's Office Phone Number Change

*Please note that the phone number has been changed for the following Case Administrator:*

*Amy Bisette – (252)237-0248, ext. 141  
(252)206-5179 – direct dial*

### Filing Fee Increase for Chapter 11

*Congress recently passed the Temporary Bankruptcy Judgeships Extension Act of 2012 (Pub. L. No. 112-121) which was signed into law by the President on May 25, 2012. This law includes a provision that increases the fee for filing a bankruptcy case under Chapter 11 of the Bankruptcy Code. This fee increase will apply to all new Chapter 11 cases filed on or after November 21, 2012. On that date, the statutory filing fee for a Chapter 11 case will increase to \$1,167. The total fee for filing a Chapter 11 case will increase to \$1,213 (statutory fee of \$1,167 under 28 U.S.C. § 1930(a)(3) plus the administrative fee of \$46 under Item 8 of the Bankruptcy Court Miscellaneous Fee Schedule).*

## Bankruptcy Court Form Orders

*The following is a list of all events in CM/ECF for which the court currently has a form order. It is not necessary for the attorney to submit a proposed order with any of these documents.*

*Application/Affidavit for Entry of Default  
Application to Pay Filing Fee in Installments  
Application for Additional Fees (Ch. 13)  
Application to Waive Filing Fee  
Motion for Credit Counseling Waiver  
Motion for Examination by Interrogatories  
Motion for Show Cause Order  
Motion to Continue Conference  
Motion to Continue Hearing  
Motion to Continue Meeting of Creditors  
Continue Meeting of Creditors/Status Conference (Ch. 12)  
Motion to Continue Trial  
Motion to Convert Case  
Motion to Dismiss Case (Ch. 13 – Debtor’s Motion)  
Motion to Extend Time to File Schedules  
Motion to Incur Debt  
Motion to Release Funds  
Motion to Reopen Case*

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**Tel. 919-856-4752**

## QUESTIONS/ANSWERS:

**Q.** I am trying to upload a proposed order into CM/ECF, but I keep getting an error message stating that the file contains one or more rotated pages. I have not rotated any of the pages. How do I fix this problem?

**A.** Open your document in Adobe Acrobat. Click on the “Pages” tab on the left side of the page. Right-click on the thumbnail image of the page you need to rotate. Click on “Rotate Pages” and rotate as needed. Be sure to save your changes. **OR** Check your scanner settings. The document may need to be re-scanned.

### **ECF Contacts:**

Donna Skinner

Telephone Number: 252-237-0248 ext 164

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

Kelly Shum-Drake

Telephone Number: 919-856-4752 ext 174

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



# ECF Court Link

AUGUST 3, 2012

VOLUME 7, ISSUE 8

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

## Case Statistics

<i>July, 2012</i>		<i>Year to Date</i>	
<i>Ch. 7</i>	<i>244</i>	<i>Ch. 7</i>	<i>1820</i>
<i>Ch. 11</i>	<i>13</i>	<i>Ch. 11</i>	<i>122</i>
<i>Ch. 12</i>	<i>0</i>	<i>Ch. 12</i>	<i>8</i>
<i>Ch. 13</i>	<i>474</i>	<i>Ch. 13</i>	<i>3589</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>731</i>	<i>Total</i>	<i>5539</i>

*In this issue:*

- *Case Statistics*
- *New address for S.E.C.*
- *CM/ECF Event Changes*
- *Updated Case Assignments*
- *Adding Party Addresses*
- *Training Opportunities*
- *Q&A*
- *ECF Contacts*

## New Address for S.E.C.

*Effective immediately, please use the following address for mailings to the Securities and Exchange Commission:*

*Office of Reorganization  
950 East Paces Ferry Road N.E., Suite 900  
Atlanta, GA 30326-1382*

## Changes to CM/ECF Events

*A new motion event has been added under the Adversary category entitled "Hold Proceeding in Abeyance".*

*Under the Bankruptcy Motions category, the "Assume/Assign Executory Contract or Lease" event has been changed to "Assume/Assign/Enter Into Executory Contract or Lease".*

*The "20 Largest Unsecured Creditors" event has been added to the Bankruptcy Schedules category.*

## Updated Case Assignments

*Please welcome Brenna Wallace, Administrative Assistant to the Clerk, to the Case Administration team! Our case assignments have been updated effective Monday, August 6<sup>th</sup>. Please review the updated list for Case Administrators and Case 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>
00-05	<i>Dawn Barnes</i>	<i>Dawn_Barnes@nceb.uscourts.gov</i>	<i>(252)237-0248 x207</i>
06-09	<i>Brenna Wallace</i>	<i>Brenna_Wallace@nceb.uscourts.gov</i>	<i>(252)206-5198</i>
10-15	<i>Carrie Wiggins</i>	<i>Carrie_Wiggins@nceb.uscourts.gov</i>	<i>(252)206-5169</i>
16-26	<i>Donna King</i>	<i>Donna_King@nceb.uscourts.gov</i>	<i>(252)206-5175</i>
27-29	<i>Kathy Webb</i>	<i>Kathy_Webb@nceb.uscourts.gov</i>	<i>(252)206-5160</i>
30-35	<i>Anna Brock</i>	<i>Anna_Brock@nceb.uscourts.gov</i>	<i>(252)206-5166</i>
36-41	<i>Amy Bissette</i>	<i>Amy_Bissette@nceb.uscourts.gov</i>	<i>(252)206-5198</i>
42-47	<i>Christy Gurgone</i>	<i>Christy_Gurgone@nceb.uscourts.gov</i>	<i>(252)206-5173</i>
48-53	<i>Donna Harris</i>	<i>Donna_Harris@nceb.uscourts.gov</i>	<i>(919)856-4752 x140</i>
54-59	<i>Shelia Morris</i>	<i>Shelia_Morris@nceb.uscourts.gov</i>	<i>(919)856-4752 x189</i>
60-65	<i>Lisa Payne</i>	<i>Lisa_Payne@nceb.uscourts.gov</i>	<i>(919)856-4752 x131</i>
66-79	<i>Samantha Lyles</i>	<i>Samantha_Lyles@nceb.uscourts.gov</i>	<i>(919)856-4752 x105</i>
80-93	<i>Pamela Smith</i>	<i>Pamela_Smith@nceb.uscourts.gov</i>	<i>(919)856-4752 x124</i>
94-99	<i>Aileen Gibson</i>	<i>Aileen_Gibson@nceb.uscourts.gov</i>	<i>(919)856-4752 x132</i>

### *Case Analysts:*

<i>Contact Person:</i>	<i>Email Address:</i>	<i>Phone:</i>
<i>Wendy Parker 00-47 (SWH &amp; JRL cases) 00-24 (RDD cases)</i>	<i>Wendy_Parker@nceb.uscourts.gov</i>	<i>(252)206-5172</i>
<i>Sharon Angel 25-74 (RDD cases)</i>	<i>Sharon_Angel@nceb.uscourts.gov</i>	<i>(252)237-0248 x153</i>
<i>Duane Haddock 48-99 (SWH &amp; JRL cases) 75-99 (RDD cases)</i>	<i>Duane_Haddock@nceb.uscourts.gov</i>	<i>(919)856-4752 x104</i>

## Adding Party Addresses

*Many attorney filers continue to enter their firm address into the party field when filing a document in a case. This will appear on the party list incorrectly as follows:*

<b>Party</b> c/o Attorney Law Firm 1 Attorney Way Raleigh, NC 27601 Added: 08/1/2012 (Creditor)	represented by	<b>Attorney</b> Law Firm 1 Attorney Way Raleigh, NC 27601 919 123-4567 919 765-4321 (fax) attorney@lawfirm.com Assigned: 08/1/12
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*Please do not duplicate the attorney contact information when adding a party to a case. Instead, leave the contact information for the party blank, so it will appear on the party list as follows:*

<b>Party</b> Added: 08/1/2012 (Creditor)	represented by	<b>Attorney</b> Law Firm 1 Attorney Way Raleigh, NC 27601 919 123-4567 919 765-4321 (fax) attorney@lawfirm.com Assigned: 08/1/12
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**Exception:** *An address may be added for the party if they require notice to their actual address in addition to the attorney receiving email notification.*

## Training Opportunities Available

*The Association of Bankruptcy Judicial Assistants is offering two upcoming programs aimed specifically toward secretaries and other support personnel who work in or have day-to-day contact with the bankruptcy courts. This includes judge's and clerk's staff, as well as legal support staff in the community. Please see the attached flyers for more information.*

<http://www.abja.org/2012%20Conf/MilwaukeeCBAflyer.pdf>

<http://www.abja.org/2012%20Conf/MilwaukeeProfessionalSkillsflyer.pdf>



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## QUESTIONS/ANSWERS:

**Q.** I need to make a change to my CM/ECF account. When I log in and click on the Utilities category, I don't see where I can do so. How can I update my information?

**A.** Filers in the Eastern District do not have the ability to modify their own CM/ECF accounts. If a change needs to be made (ex. contact info, email address, password, etc.), please contact a member of the CM/ECF staff by email. We will make the necessary updates and send confirmation once we have done so.

### **ECF Contacts:**

Donna Skinner

Telephone Number: 252-237-0248 ext 164

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

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# ECF Court Link

SEPTEMBER 13, 2012

VOLUME 7, ISSUE 9

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

In this issue:

- [Case Statistics](#)
- [On a Personal Note](#)
- [Proposed Amendments](#)
- [Returned BNC Mail](#)
- [Admin Guide and Local Rules](#)
- [iPads in Court](#)
- [Q&A](#)
- [ECF Contacts](#)

## Case Statistics

August, 2012		Year to Date	
Ch. 7	220	Ch. 7	2049
Ch. 11	12	Ch. 11	133
Ch. 12	0	Ch. 12	8
Ch. 13	519	Ch. 13	4100
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>751</b>	<b>Total</b>	<b>6290</b>

## On a Personal Note

*Please join the court in welcoming our two new law clerks to Judge Leonard: Elizabeth Tramm and Joseph Frost.*

## Proposed Amendments Published for Public Comment

*The Judicial Conference Advisory Committees on Appellate, Bankruptcy, Criminal, and Evidence Rules have proposed amendments to their respective rules and forms, 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/RulesandPolicies/rules/proposed-amendments.aspx>

***The public comment period ends February 15, 2013.***

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## Centralized Processing of Returned BNC Mail

*This month, the Judiciary's Bankruptcy Noticing Center (BNC) contractor will begin accepting, processing and securely disposing of notices that would otherwise be returned to the bankruptcy courts by the United States Postal Service (USPS). The service will eliminate nearly all manual processing of returned mail currently performed by court personnel and will provide timely notification to debtors' attorneys of returned notices.*

*Currently, BNC returned mail goes either to the court or to debtors' attorneys. As a cost-savings and efficiency measure, bankruptcy courts have been strongly urged to have most returned mail sent to the debtor's attorney, which provides notice that a better address for such recipient should be provided to the court. This procedure is not changing. What does change, however, is that those pieces of mail that are currently directed for return to the bankruptcy courts will now be handled in one facility through the new centralized return mail program.*

*Under the terms of the revised contract, the BNC contractor will have two business days from receipt to process the returned mail, and the contractor's system will auto-generate a Notice of Returned Mail email notification to the debtor's attorney, with a copy of the notice as a PDF attachment, advising of the returned mail by the USPS. If no attorney email address is available or if the debtor is pro se, the Notice of Returned Mail will be sent by U.S. mail to the attorney or pro se debtor, as appropriate.*

*Thus, beginning this month, debtors' attorneys will start to receive returned mail in bankruptcy cases in two different ways: regular USPS mail for the majority of items where the return address is the debtor's attorney, and email Notices of Returned Mail for returned mail that would have been sent back to the bankruptcy court.*

*A sample Notice of Returned Mail is attached on the next page.*

Return Mail Notice to Debtor/Debtor's Attorney

March 12, 2011

From: United States Bankruptcy Court, District

Re: U.S. Courts, Bankruptcy Noticing Unit; Return Mail Notice

In re: Case Name. Case Number 05-12336, Judge's initials

**TO THE DEBTOR/DEBTORS ATTORNEY:**

The attached document was mailed to the notice recipient(s) listed below, the U.S. Postal Service, and it was returned to the Bankruptcy Noticing Center as undeliverable. Please be advised that dischargeability of a debt may be affected if a creditor fails to receive certain notices. You should determine whether the address should be updated. **NOTE: THIS FORM CANNOT BE USED TO ADD A NEW CREDITOR NOT PREVIOUSLY LISTED ON YOUR SCHEDULES.**

If this form is used by the court in place of filing a separate notice of change of address and/or an amended schedule: 1) determine the updated address and send the attached document to the notice recipient; 2) list the updated address below; 3) sign and date the form; and 4) file this form with the court. Please type or print legibly.

Notice Recipient's Address on Envelope Returned to the Bankruptcy Noticing Center:

Ban Sirup'Jou Corujuly  
301 Maple Avenue  
Springfield, Illinois 28123-1204

THE UPDATED ADDRESS IS :

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Debtor or Debtor's Attorney

\_\_\_\_\_  
Date

The Bankruptcy Noticing Center does not respond to messages regarding returned mail notification. Please contact the U.S. Bankruptcy Court where the case is pending with questions or comments.

**Figure 1** - Notice of Returned Mail Form

## Changes to Administrative Guide and Proposed Changes to Local Rules

*There is an amendment to the Administrative Guide, "Compensation of Professionals," reflecting changes to the Chapter 13 standard base fee and presumptive non-base fees effective September 1, 2012. There is also an amendment to the payment of attorney fees through the plan. In addition, there are proposed changes to Local Rules 2016-1, "Compensation of Professionals", and 9019-2(2), "Selection of Mediator". Click on the links below for more information, and please forward any comments to the Clerk of Court prior to 5:00 p.m. on September 27, 2012 at [Stephanie Edmondson@nceb.uscourts.gov](mailto:Stephanie.Edmondson@nceb.uscourts.gov).*

[Compensation of Professionals](#)

[Proposed Local Rule Changes](#)

### iPads in the Courtroom

*The only courtroom that is currently iPad compatible is the 3rd floor courtroom in Raleigh. If an attorney wishes to use an iPad in court, he or she will need to contact the appropriate courtroom deputy prior to the hearing being scheduled so that arrangements can be made to conduct the hearing in this courtroom.*

### QUESTIONS/ANSWERS:

Q. I need to file a Financial Management Course Certificate in a bankruptcy case, but I am unable to find the event in CM/ECF. Under which category is this event located?

A. Previously, the "Financial Management Course Certificate" event was only located in the Batch Filings category for ease in filing them in multiple cases simultaneously. Now, for your convenience, it has also been added to the Miscellaneous category in CM/ECF for filing in one case at a time.

**ECF Contacts:**

Donna Skinner

Telephone Number: 252-237-0248 ext 164

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

Kelly Shum-Drake

Telephone Number: 919-856-4752 ext 174

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



# ECF Court Link

OCTOBER 16, 2012

VOLUME 7, ISSUE 10

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

***Attention: CM/ECF will be unavailable on the following days for system maintenance:***

***Monday, October 22<sup>nd</sup> from 6:00 am to 8:00 am***  
***Saturday, October 27<sup>th</sup> from 8:00 am to 3:00 pm***

In this issue:

- [CM/ECF Downtime](#)
- [Case Statistics](#)
- [Change Your Password](#)
- [Chapter 11 Fee Increase](#)
- [Median Family Income Data](#)
- [On a Personal Note](#)
- [Check Capture](#)
- [Q&A](#)
- [ECF Contacts](#)

## Case Statistics

<i>September, 2012</i>		<i>Year to Date</i>	
<i>Ch. 7</i>	<i>183</i>	<i>Ch. 7</i>	<i>2235</i>
<i>Ch. 11</i>	<i>6</i>	<i>Ch. 11</i>	<i>138</i>
<i>Ch. 12</i>	<i>0</i>	<i>Ch. 12</i>	<i>8</i>
<i>Ch. 13</i>	<i>497</i>	<i>Ch. 13</i>	<i>4595</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>686</i>	<i>Total</i>	<i>6976</i>

## Changing Your CM/ECF Password

*Previously, the court did not give CM/ECF users access to change their own password. We have recently added a new option to the “Your Account” menu under Utilities entitled “Change Your Password”. Clicking on this option will bring you directly to a screen that will allow you to enter a new password. (Note: the password must comply with the designated requirements.) It is no longer necessary to contact the CM/ECF staff in order to have your password updated.*



### **Reminder: Chapter 11 Fee Increase**

*As you may be aware, the Judicial Conference has approved an increase in the fee for filing a bankruptcy case under Chapter 11 of the Bankruptcy Code. This fee increase will apply to all Chapter 11 cases filed on or after November 21st. The total fee for filing a Chapter 11 case will increase to **\$1,213** (statutory fee of \$1,167 under 28 U.S.C. § 1930(a)(3) plus the administrative fee of \$46 under Item 8 of the Bankruptcy Court Miscellaneous Fee Schedule). In addition, the following fees will also be affected pursuant to the increase:*

<i>Item</i>	<i>Current Fee</i>	<i>New Fee</i>
<i>Chapter 9 petition</i>	<i>\$1,046</i>	<i><b>\$1,213</b></i>
<i>Chapter 15 petition</i>	<i>\$1,046</i>	<i><b>\$1,213</b></i>
<i>Motion to Sever Ch. 11</i>	<i>\$1,046</i>	<i><b>\$1,213</b></i>
<i>Motion to Convert Ch. 7 to 11</i>	<i>\$755</i>	<i><b>\$922</b></i>
<i>Motion to Convert Ch. 13 to 11</i>	<i>\$765</i>	<i><b>\$932</b></i>
<i>Motion to Reopen Ch. 11</i>	<i>\$1,000</i>	<i><b>\$1,167</b></i>

### **Updated Census Bureau Median Family Income Data**

*On October 12<sup>th</sup>, the U.S. Trustee program will post updated Census Bureau State Median Family Income data at:*

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

*The updated data will be applied to petitions filed on or after November 1<sup>st</sup>.*

### **On a Personal Note**

*Congratulations to Rosalind Bates, IT Project Specialist, who was married to Ray Ward on September 13<sup>th</sup>. Please join us in wishing them a lifetime of happiness!*

U. S. Bankruptcy Court  
Eastern District of  
North Carolina

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1760-A Parkwood Blvd.  
Wilson, NC 27893

Tel. 252-237-0248

---

300 Fayetteville St.  
Room 209  
Raleigh, NC 27602

Tel. 919-856-4752

## **Check Capture**

*On October 3<sup>rd</sup> (in the Raleigh Division) and October 12<sup>th</sup> (in the Wilson Division) the court started scanning all checks received as payment, and those payments are now being submitted electronically to the U.S. Treasury. Once these transactions have cleared the bank, your checks will be destroyed. This new process requires the following disclosure to our customers:*

### ***Notice to Customers Making Payment by Check***

***When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.***

***Privacy Act – A Privacy Act Statement required by 5 U.S.C. § 552a(e)(3) stating our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made of your check information, is available from our internet site at <http://www.fms.treas.gov/otcnet/index.html> or call toll free at (866) 945-7920 to obtain a copy by mail. Furnishing the check information is voluntary, but a decision not to do so may require you to make payment by some other method.***

*If you have any questions regarding this new procedure, please contact Christine Castelloe or Terry McKeel via e-mail at:*

***[Christine\\_Castelloe@nceb.uscourts.gov](mailto:Christine_Castelloe@nceb.uscourts.gov) or  
[Terry\\_McKeel@nceb.uscourts.gov](mailto:Terry_McKeel@nceb.uscourts.gov).***

### **Attention: New Procedure to be Implemented**

*The court is changing its procedure regarding filing of the Certification by Debtor Regarding Discharges in Prior Cases and Payment of Domestic Support Obligations. Currently, the court serves this form on Chapter 13 debtors once the trustee makes a text entry that the plan is nearing completion. Effective December 1st, serving the Certification on the debtor(s) will become the responsibility of the debtor's attorney. The text event "Notice to Clerk That Plan is Nearing Completion" will be modified in order to notify the attorney that the certification should be served on the debtor(s), and will include a deadline for filing the Certification. In addition, the Certification will be changed to a local form, and will be posted on the court's website. An example of the revised docket text is as follows:*

*Notice That Plan is Nearing Completion. The Attorney for Debtor(s) is directed to serve the Debtor(s) with the Certification Regarding Discharges in Prior Cases and Payment of Domestic Support Obligations. Failure to file the Certification may result in this case being closed without entry of a discharge. Domestic Support Certification due by 12/1/2012.*

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

Q. I need to file a document in CM/ECF, but I am unable to find the appropriate event to file it under. How can I locate the correct event?

A. The main menu across the top of the page in CM/ECF contains a "Search" option. When you click on this option, a text box pops up in which you may insert key words. CM/ECF will then search the database for all menus and events that contain those key words. Clicking on the results will take you right to the filing process for that document.

**ECF Contacts:**

Donna Skinner

Telephone Number: 252-237-0248 ext 164

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

Kelly Shum-Drake

Telephone Number: 919-856-4752 ext 174

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



# ECF Court Link

NOVEMBER 19, 2012

VOLUME 7, ISSUE 11

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

In this issue:

- [Case Statistics](#)
- [Chapter 11 Fee Increase](#)
- [Local Rules Committee](#)
- [New Filing Procedure](#)
- [Live Chat](#)
- [Legal Link](#)
- [3002.1 Filings](#)
- [Noticing Centers](#)
- [Q&A](#)
- [ECF Contacts](#)

## Case Statistics

<i>October, 2012</i>		<i>Year to Date</i>	
<i>Ch. 7</i>	226	<i>Ch. 7</i>	2459
<i>Ch. 11</i>	8	<i>Ch. 11</i>	150
<i>Ch. 12</i>	0	<i>Ch. 12</i>	8
<i>Ch. 13</i>	591	<i>Ch. 13</i>	5184
<i>Ch. 9</i>	0	<i>Ch. 9</i>	0
<i>Ch. 15</i>	0	<i>Ch. 15</i>	0
<i>Total</i>	825	<i>Total</i>	7801

## Reminder: Chapter 11 Fee Increase

*Please be advised that the fee for filing a bankruptcy case under Chapter 11 of the Bankruptcy Code will increase effective November 21st. The total fee for filing a Chapter 11 case will increase to **\$1,213** (statutory fee of \$1,167 under 28 U.S.C. § 1930(a)(3) plus the administrative fee of \$46 under Item 8 of the Bankruptcy Court Miscellaneous Fee Schedule).*

## Local Rules Committee

*A list containing contact information for the Local Rules Committee members can now be found on the court's website under Directories. A direct link to the page is below.*

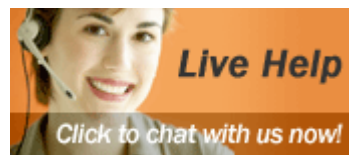
<http://www.nceb.uscourts.gov/newcode/LocalRulesCommittee.php>

## **Reminder: New Procedure to be Implemented**

*This should serve as a reminder that the court is changing its procedure regarding filing of the Certification by Debtor Regarding Discharges in Prior Cases and Payment of Domestic Support Obligations. Currently, the court serves this form on Chapter 13 debtors once the trustee makes a text entry that the plan is nearing completion. **Effective December 1st**, serving the Certification on the debtor(s) will become the responsibility of the debtor's attorney. The text event "Notice to Clerk That Plan is Nearing Completion" will be modified in order to notify the attorney that the certification should be served on the debtor(s), and will include a deadline for filing the Certification. In addition, the Certification will be changed to a local form, and will be posted on the court's website.*

## **Introducing Live Chat!**

*Contacting the CM/ECF help desk is about to get easier! You can now immediately chat online with a member of the CM/ECF staff, who can answer your questions in real time. A link is now available on our homepage that looks like this:*



*Simply click on the icon, which will open a chat window. Enter your name and your question...it's that simple! Please bear in mind that Live Chat is for CM/ECF related questions **only** (ex. need generic event, error needs to be corrected, questions regarding how to file a document, what event code to use, etc.). We hope you will take advantage of this new feature!*

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

## **Legal Link Committee Seeking Paralegal Volunteers**

*The court is looking for a limited number of paralegals who would be willing to participate in our Legal Link program. This group was formed in 2009 as a way to bridge the gap between the court staff and the paralegals we work with. Periodic meetings are held in which a variety of topics are discussed, from CM/ECF filing and system updates to procedure changes and Federal or Local Rule modifications. It's a great way to share our knowledge and ideas, as well as address any issues or concerns.*

*If you are interested in this opportunity, please contact Tina Roberson at [Tina.Roberson@nceb.uscourts.gov](mailto:Tina.Roberson@nceb.uscourts.gov) by January 11th. New committee members will be selected and notified soon thereafter.*

## **Rule 3002.1 Filings**

*There have been some modifications to the court's procedure regarding 3002.1 filings as follows:*

*\*A new event has been created under the Claim Actions category entitled "Response to Notice of Mortgage Payment Change".*

*Please do not use the standard "Response" event for this document. In addition, the "Objection to Supplemental Claim" event has been removed from the picklist.*

*\*Please do not file Responses to the Notice of Postpetition Mortgage Fees, Expenses and Charges. Pursuant to Rule 3002.1(e), on motion by the debtor or trustee within one year after service of the Notice, the court shall determine whether payment of any claimed fee is required to cure default or maintain payments. Therefore, a Motion to Determine Mortgage Fees and Expenses should be filed with a 21 day notice on the parties.*

## **Certificates of Service from Attorney Noticing Centers**

*Several law firms have begun to use an outside vendor to complete their servicing. If you are currently using or are planning to use a noticing center, and you will be unable to docket the Certificate of Service the same day that you file a motion, a new text event has been created in order to notify the court. Once your motion has been filed, please docket "Noticing Center (Text)" under the Miscellaneous Category. This will let the Case Administrator know that a Certificate of Service is forthcoming and will prevent unnecessary Deficiency Notices from being sent out. Additionally, when service of the motion occurs on a date that differs from the date the motion was filed, the response deadline must be updated accordingly upon filing of the Certificate of Service.*

### **QUESTIONS/ANSWERS:**

**Q.** What is the local rule regarding retaining copies of electronically filed documents?

**A.** Local Rule 5005-4(7) sets out the rules regarding original signatures and retention requirements. A filer user must obtain original signatures prior to filing on all electronically filed documents that require original signatures. Those documents must be maintained by the filer in paper form, bearing the original signatures, for four years after the closing of the case.

### **ECF Contacts:**

Kelly Shum-Drake

Telephone Number: 919-856-4752 ext 174

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

Donna Skinner

Telephone Number: 252-237-0248 ext 164

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# ECF Court Link

DECEMBER 13, 2012

VOLUME 7, ISSUE 12

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

In this issue:

- [Case Statistics](#)
- [On a Personal Note](#)
- [New Court Procedure](#)
- [Live Chat](#)
- [Employment Sec. Comm.](#)
- [Conference Room Available](#)
- [2013 Holidays](#)
- [Legal Link](#)
- [Q&A](#)
- [ECF Contacts](#)

## Case Statistics

<i>November, 2012</i>		<i>Year to Date</i>	
<i>Ch. 7</i>	<i>180</i>	<i>Ch. 7</i>	<i>2648</i>
<i>Ch. 11</i>	<i>8</i>	<i>Ch. 11</i>	<i>155</i>
<i>Ch. 12</i>	<i>0</i>	<i>Ch. 12</i>	<i>8</i>
<i>Ch. 13</i>	<i>479</i>	<i>Ch. 13</i>	<i>5657</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>667</i>	<i>Total</i>	<i>8468</i>

## On a Personal Note

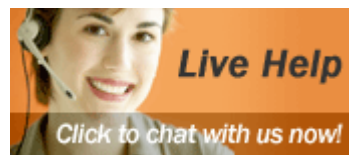
*Please join the court in welcoming Claire Sauls, who began as law clerk to Judge Humrickhouse on December 3<sup>rd</sup>.*

## Attention! New Court Procedure

*Currently, the court serves orders continuing the 341 Meeting of Creditors on all creditors through the BNC. **Beginning on January 1, 2013, service of the order granting a Motion to Continue Meeting of Creditors will become the responsibility of the Debtor's attorney.** When the order is entered, a 3 day deadline will be set for filing of a Certificate of Service evidencing service on all creditors in the case. Please note, rescheduled 341 meetings pursuant to a request by the Trustee will continue to be served on all creditors by the court.*

## **Reminder: Live Chat is Now Available!**

*A lot of you have already begun taking advantage of our new live chat feature, which allows you to communicate your questions to the CM/ECF staff online. The feedback has been extremely positive so far. Everyone seems to love having the ability to get an answer to a question in real time...no waiting for a return email or phone call! For those who haven't yet tried this feature, an icon is now available on our homepage that looks like this:*



*Clicking on it will open a chat window. Enter your name and your question...it's that simple! It's the fastest and most efficient way to get CM/ECF assistance. Again, please bear in mind that Live Chat is for CM/ECF related questions **only** (ex. need generic event, error needs to be corrected, questions regarding how to file a document, what event code to use, etc.).*

## **Employment Security Commission**

*Effective November 1, 2011, the Employment Security Commission became known as the Division of Employment Security. The DES is now part of the North Carolina Department of Commerce. This change has been made on the court's website. Changes will also be made to Local Rule 1007-2(4) and to the Administrative Guide to incorporate this name change. Effective immediately, the DES should appear on schedules and matrices as follows:*

*North Carolina Department of Commerce  
Division of Employment Security*

## **Conference Room Availability**

*The conference room in Judge Humrickhouse's chambers is available for use by reservation. Parties who wish to reserve the space may contact Pearl White at (919)856-4752 ext. 108 or at [Pearl.White@nceb.uscourts.gov](mailto:Pearl.White@nceb.uscourts.gov).*

## **2013 Court Holidays**

*Tuesday, January 1st – New Year's Day  
Monday, January 21st – Birthday of Martin Luther King, Jr.  
Monday, February 18<sup>th</sup> – Washington's Birthday  
Monday, May 27<sup>th</sup> – Memorial Day  
Thursday, July 4<sup>th</sup> – Independence Day  
Monday, September 2nd – Labor Day  
Monday, October 14<sup>th</sup> – Columbus Day  
Monday, November 11<sup>th</sup> – Veteran's Day  
Thursday, November 28th – Thanksgiving Day  
Wednesday, December 25<sup>th</sup> – Christmas Day  
Wednesday, January 1<sup>st</sup>, 2014 – New Year's Day*

## **Reminder: Legal Link Committee Seeking Volunteers**

*This is a reminder that the court is looking for a limited number of paralegals who would like to participate in our Legal Link program in 2013. If you are interested in this opportunity, you must contact Tina Roberson at [Tina.Roberson@nceb.uscourts.gov](mailto:Tina.Roberson@nceb.uscourts.gov) by January 11th. New committee members will be selected and notified soon thereafter.*

**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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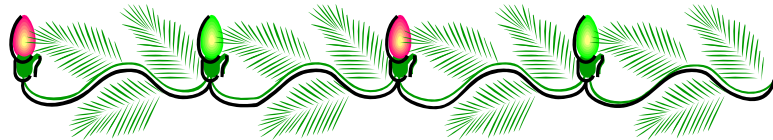
300 Fayetteville St.  
Room 209  
Raleigh, NC 27602

**Tel. 919-856-4752**

## QUESTIONS/ANSWERS:

Q. I need to withdraw a document that I had previously filed in a case. How do I go about doing this?

A. There is an event under the Miscellaneous category entitled "Withdrawal of Document". This event will allow you to refer your pleading to the document you would like to withdraw. Please be sure that you refer your withdrawal to the correct docket entry. For example, if you are withdrawing your response to a motion, you should refer the withdrawal to your response, not the motion you were responding to.



***Happy Holidays!***

### **ECF Contacts:**

Kelly Shum-Drake

Telephone Number: 919-856-4752 ext 174

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

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