



# ECF Court Link

JANUARY 26, 2018

VOLUME 13, ISSUE 1

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

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- [Q&A](#)
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## Case Statistics

<i>December, 2017</i>		<i>Year to Date</i>	
<i>Ch. 7</i>	<i>166</i>	<i>Ch. 7</i>	<i>2210</i>
<i>Ch. 11</i>	<i>3</i>	<i>Ch. 11</i>	<i>76</i>
<i>Ch. 12</i>	<i>2</i>	<i>Ch. 12</i>	<i>6</i>
<i>Ch. 13</i>	<i>295</i>	<i>Ch. 13</i>	<i>4008</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>466</i>	<i>Total</i>	<i>6300</i>

## On a Personal Note

*Roxanne Parker, Case Administrator in the Raleigh office, welcomed a baby boy on January 24<sup>th</sup>. Please join us in congratulating Roxanne and her husband Ricky on the beautiful new addition to their family!*

## HELP WANTED: Pro Bono

*The court is seeking applications for attorneys interested in serving as pro bono counsel to parties in need of assistance in bankruptcy matters. Further information can be found under Attorney Info, Pro Bono Program, on the court's website. If you are interested, please complete the application attached to that information and submit to [stephanie\\_butler@nceb.uscourts.gov](mailto:stephanie_butler@nceb.uscourts.gov). If you have already submitted an application, please let us know if you are still interested in serving.*

*Thanks!*

## **From the Office of the Bankruptcy Administrator**

*The BA has created new fillable PDF forms for the Monthly Operating Reports for non-small business cases (MORs) and new Post Confirmation Reports (PCRs) in all Chapter 11 cases. The new MORs became effective for all cases filed on or after January 1, 2018. The new PCRs should be used with the next reports, which are due by January 31, 2018. So, new PCRs will apply to all pending Chapter 11 confirmed cases and the MORs will apply to any case filed after December 31, 2017. The new forms have been posted on the BA's website at [www.nceba.uscourts.gov](http://www.nceba.uscourts.gov).*

## **New Chapter 13 Plan Reminders**

*(1) When you file the new Chapter 13 Plan or an Amended Chapter 13 Plan, the following screen will appear:*

**Select any of the following requests that are included with the Chapter 13 Plan (Click Next if none of these requests are included.):**

- Request for valuation of collateral, payment of fully secured claims, and modification of undersecured claims [Part 3.3]
- Request for assumption or rejection of executory contracts and/or unexpired leases [Part 5]

*Please be advised that if Part 3.3 or Part 5 of the plan includes one of the following requests, you **MUST** select the appropriate option(s).*

*(2) The liquidation worksheet and plan summary should be attached to the Chapter 13 Plan, and **NOT** to the petition.*

*(3) If the liquidation worksheet and plan summary are omitted from the initial Chapter 13 Plan filing, they should be filed using the "Supplement to Filing" event under Miscellaneous.*

## **PACER Case Locator**

*The PACER Case Locator, or PCL, is a search tool for cases in appellate, district and bankruptcy courts. Recently, the PCL was upgraded with new features and functions to help users narrow search results and simplify the case search process. For more information, click [here](#).*

### **QUESTIONS/ANSWERS:**

**Q.** I just filed a pleading in a case in error. Should I re-docket using the Corrected PDF Attachment event under Miscellaneous?

**A.** No. If you make an error in filing during clerk's office hours (8:30 am – 4:30 pm), please contact the helpdesk to have the item deleted so you may re-file it. The Corrected PDF Attachment event should only be used if you receive a deficiency notice instructing you to do so. *If an incorrect PDF is attached after hours, please docket the pleading again using the correct event, and a corrective entry will be made on the original filing.*

### **ECF Contacts:**

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

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

Donna Skinner

Telephone Number: (252)917-6119

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



# ECF Court Link

FEBRUARY 22, 2018

VOLUME 13, ISSUE 2

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

In this issue:

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- [Service Chart](#)
- [Attorney Signatures](#)
- [Local Rule Changes](#)
- [DeBN Feedback](#)
- [Q&A](#)
- [ECF Contacts](#)

## Case Statistics

January, 2018		Year to Date	
Ch. 7	132	Ch. 7	132
Ch. 11	9	Ch. 11	9
Ch. 12	2	Ch. 12	2
Ch. 13	301	Ch. 13	301
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>444</b>	<b>Total</b>	<b>444</b>

## Service Chart

*The service chart and addendum have been updated on the court's website under Local Rules and Orders. Direct links are below.*

Service Chart:

<http://www.nceb.uscourts.gov/sites/nceb/files/ServiceGuide12-16.pdf>

Addendum:

<http://www.nceb.uscourts.gov/sites/nceb/files/ServiceGuide12-16Addendum.pdf>

## Reminder: Attorney Signatures

*This should serve as a reminder that attorneys should include their full contact information (including bar number) when signing pleadings and consent orders.*

## **Local Rule Changes**

*Amendments to the Local Rules for the EDNC took effect on December 1, 2017. Please click [here](#) to view the full list, but pay particular attention to the following:*

***Rule 1007-5 (Amendments to Statement of Social Security Number):***  
*When a Statement of Social Security Number is amended, in addition to mailing a copy to all creditors, a Notice of Correction of Social Security Number (Local Form 1007-5) must be completed and mailed to the national credit reporting agencies. A copy should be filed on the docket using the “Notice re: Credit Reporting Agencies” event under Miscellaneous.*

***Rule 3015-1 (Service of Chapter 13 Plan):***  
*A copy of the debtor’s Chapter 13 Plan, as filed or amended, must be attached to and served with any motion for confirmation, whether filed by the debtor or trustee.*

## **We need your help!**

*The Debtor Electronic Bankruptcy Noticing (DeBN) feature was launched in early 2015, providing a way for debtors to sign-up to receive Court orders and notices via email. The following year, Local Rule 9036-1(1) made it mandatory that each debtor either opt-in or opt-out of participating.*

*If the debtors you represent have opted in and are receiving Court correspondence via email, we would love to hear what they’ve had to say. We’d like to know if you’ve heard comments made in relation to convenience, timeliness or feedback in general. If so and you wouldn't mind sharing, please contact Carolyn Baker via email or telephone at [carolyn\\_baker@nceb.uscourts.gov](mailto:carolyn_baker@nceb.uscourts.gov) or 919-334-3814. Thank you for your assistance!*

## QUESTIONS/ANSWERS:

**Q.** I need to file a motion to restrict access to a document in a case because it contains personal identifying information. What event should I use, Motion to Seal Document or Motion to Redact/Restrict Public Access?

**A.** If you are asking to restrict access to a Proof of Claim or filing in the case under Rule 9037, you need to file the motion using the Redact/Restrict Public Access event and pay the associated \$25 fee. If you are requesting sealing of a document for any other reason, the Motion to Seal Document event should be used.

### **ECF Contacts:**

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

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

Donna Skinner

Telephone Number: (252)917-6119

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# ECF Court Link

APRIL 18, 2018

VOLUME 13, ISSUE 3

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

In this issue:

- Case Statistics
- Chapter 13  
Confirmations
- Order  
Requirements
- Ballot Report  
Form
- Pro Hac Vice
- Q & A
- CM/ECF  
Contacts

## Case Statistics

<i>February, 2018</i>		<i>Year to Date</i>	
<i>Ch. 7</i>	<i>166</i>	<i>Ch. 7</i>	<i>299</i>
<i>Ch. 11</i>	<i>5</i>	<i>Ch. 11</i>	<i>13</i>
<i>Ch. 12</i>	<i>0</i>	<i>Ch. 12</i>	<i>2</i>
<i>Ch. 13</i>	<i>353</i>	<i>Ch. 13</i>	<i>654</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>524</i>	<i>Total</i>	<i>968</i>

<i>March, 2018</i>		<i>Year to Date</i>	
<i>Ch. 7</i>	<i>219</i>	<i>Ch. 7</i>	<i>518</i>
<i>Ch. 11</i>	<i>6</i>	<i>Ch. 11</i>	<i>19</i>
<i>Ch. 12</i>	<i>1</i>	<i>Ch. 12</i>	<i>3</i>
<i>Ch. 13</i>	<i>396</i>	<i>Ch. 13</i>	<i>1050</i>
<i>Ch. 9</i>	<i>0</i>	<i>Ch. 9</i>	<i>0</i>
<i>Ch. 15</i>	<i>0</i>	<i>Ch. 15</i>	<i>0</i>
<i>Total</i>	<i>622</i>	<i>Total</i>	<i>1590</i>

## Chapter 13 Confirmation Orders

*When a Chapter 13 Plan is confirmed, the movant will be responsible for service of the order. A copy of the confirmed plan (including any amendments made prior to or at the confirmation hearing) must be attached to the order. A certificate of service with a copy of the plan attached must be filed with the court within 14 days evidencing service of the order.*

*Please note that the above only applies to cases filed on or after December 1, 2017.*

### **Reminder re: Order Requirements**

*Please take some time to review the order requirements set out on the court's website by clicking [here](#). Specifically, the sample case heading format on the last page. Note that the heading need not include debtor addresses, or the last 4 digits of the social security number.*

*Additionally, please ensure that you thoroughly proofread orders prior to uploading, to avoid spelling and grammatical errors or improper formatting.*

### **Ballot Report Form**

*Ballot reports in Chapter 11 cases must now be filed using the court's local form. The correct form contains a summary at the top of the first page. The form may be found on the court's website under the Forms section at <http://www.nceb.uscourts.gov/local-forms>.*

*There will be a brief grace period to allow attorneys to work the new form into their office procedures. Deficiency notices will be sent beginning on May 1, 2018 if the correct form is not filed.*

### **Pro Hac Vice**

*The filing of a motion is no longer required in order for an attorney to appear pro hac vice before the Court in the EDNC. Rather, a Notice of Special Appearance will need to be filed, indicating the name of local counsel. This event is located under the Miscellaneous category in CM/ECF. A local form is available on the court's website, and may be viewed by clicking [here](#).*



## QUESTIONS/ANSWERS:

**Q.** I am new to electronic filing, and I am unsure of how to docket a specific pleading. Who do I contact in order to walk me through this process?

**A.** You're in luck! There is a CM/ECF Attorney Training Manual posted on the court's website under the CM/ECF Info tab. It contains step by step instructions for docketing over 150 commonly used events. Please take advantage of this valuable resource the court provides. If you continue to have trouble after reviewing the manual, please feel free to contact the helpdesk.

### **ECF Contacts:**

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

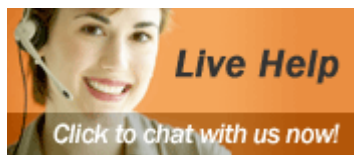
E-Mail Address: [Kelly\\_Shum-Drake@nceb.uscourts.gov](mailto:Kelly_Shum-Drake@nceb.uscourts.gov)

Donna Skinner

Telephone Number: (252)917-6119

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

Also, please look for the below icon on our homepage in order to access our Live Chat feature!





# ECF Court Link

JUNE 20, 2018

VOLUME 13, ISSUE 4

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

In this issue:

- Case Statistics
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- Chapter 13 Plan  
Confirmations
- Unclaimed  
Funds
- Internet  
Browsers
- Emergency  
Alerts
- On a Personal  
Note
- Q & A
- CM/ECF  
Contacts

## Case Statistics

April, 2018		Year to Date	
Ch. 7	194	Ch. 7	714
Ch. 11	4	Ch. 11	23
Ch. 12	0	Ch. 12	3
Ch. 13	372	Ch. 13	1420
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>570</b>	<b>Total</b>	<b>2160</b>

May, 2018		Year to Date	
Ch. 7	234	Ch. 7	949
Ch. 11	10	Ch. 11	33
Ch. 12	0	Ch. 12	3
Ch. 13	345	Ch. 13	1764
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>589</b>	<b>Total</b>	<b>2749</b>

## Reminder re: Updating Contact Information

*This should serve as a reminder that the contact information contained in CM/ECF attorney accounts must always be kept current. All address, phone or email modifications must be updated with the court in a timely manner. This includes changes of address, law firm changes, retirements and withdrawals from practice. Contact the helpdesk via email at [kelly\\_shum-drake@nceb.uscourts.gov](mailto:kelly_shum-drake@nceb.uscourts.gov) or [donna\\_skinner@nceb.uscourts.gov](mailto:donna_skinner@nceb.uscourts.gov) in order to request modifications to your contact information. Please be advised that these requests cannot be taken via telephone or live chat.*

### **New Chapter 13 Plan Confirmation Procedures**

A General Order was entered by the Judges of the EDNC on May 22, 2018, outlining new procedures for confirming plans in Chapter 13 cases. The order may be viewed by clicking [here](#). Please be advised that these procedures will apply to all cases filed on or after **July 1, 2018**. Some key points to note:

- *The debtor's attorney will serve a copy of the plan upon the trustee and all creditors at the time of filing.*
- *A certificate of service will need to be filed evidencing service of the plan.*
- *Motions for Valuation and Motions to Assume/Reject Executory Contracts or Leases will no longer be handled through the plan. Separate motions must be docketed.*
- *A confirmation hearing will be scheduled upon filing of the case, and will be noticed along with the 341. The confirmation hearing will only be held if an objection to confirmation is filed.*
- *If there are no objections filed, the plan served will be confirmed without a hearing.*
- *If an amended plan is filed within 14 days of the date of the confirmation hearing, a motion to continue the confirmation hearing should be filed.*
- *If an order is entered continuing a 341 meeting of creditors, the confirmation hearing will also be continued.*
- *If confirmation is denied following a hearing, the debtor will have 30 days to file an amended plan. If an amended plan is filed, the trustee will have 14 days to either recommend approval or object. If the amended plan is not filed within the 30 days, the trustee may move to dismiss the case.*

### **Reminder re: Pay Unclaimed Funds Online**

*This should serve as a reminder that unclaimed funds may be deposited online in CM/ECF. Please use the "Notice of Deposit of Unclaimed Funds" under Bankruptcy Events.*

## **CM/ECF Browser Compatibility**

*The CM/ECF staff have seen numerous filings this week with random letters preceding the docket text. We have discovered that the filings were made by attorneys using Microsoft Edge. **If you use this browser, please discontinue using it for CM/ECF filing immediately.***

*Please be reminded that CM/ECF has only been tested with Firefox and Internet Explorer 8 and 9 browsers. If you are using a different browser (i.e. Google Chrome, Safari, Edge), there is no guarantee that all features within CM/ECF will perform properly. **The court staff is not responsible for assisting in the filing of a document or completion of any required follow up when the filer is using an incompatible browser.***

*Some things that may indicate a browser issue are: (1) trying to enter a case number and nothing happens, (2) filing an amendment but not being provided enough space to add the creditors, and (3) being unable to view the items on the CM/ECF event picklist, or inability to select multiple items. If any of these occur, please try filing using a compatible browser.*

## **Reminder: Emergency Text Alerts from the Court**

*With hurricane season almost upon us, let this serve as a reminder that emergency text alerts from the court are available. If you have not previously done so, you can sign up to be notified by text message when the court announces a closure or delay due to inclement weather.*

*To enroll in this service, click [\*\*here\*\*](#) and follow these instructions:*

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

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

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

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

### **On a Personal Note**

*Join us in congratulating Dawn Barnes, Case Administrator in the Raleigh office, who married Mark Wright on May 19, 2018! Please note Dawn's new email address below:*

*Dawn\_Wright@nceb.uscourts.gov*

### **QUESTIONS/ANSWERS:**

**Q.** I am reviewing the Attorney Training Manual on the website, and the event I need to docket is not there. Can it be added?

**A.** Yes, please contact Kelly Shum-Drake via email with your request.

### **ECF Contacts:**

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

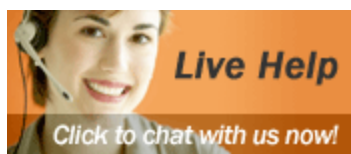
E-Mail Address: [Kelly\\_Shum-Drake@nceb.uscourts.gov](mailto:Kelly_Shum-Drake@nceb.uscourts.gov)

Donna Skinner

Telephone Number: (252)917-6119

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

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# ECF Court Link

JULY 27, 2018

VOLUME 13, ISSUE 5

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

## Case Statistics

<i>June, 2018</i>		<i>Year to Date</i>	
<i>Ch. 7</i>	<i>192</i>	<i>Ch. 7</i>	<i>1143</i>
<i>Ch. 11</i>	<i>5</i>	<i>Ch. 11</i>	<i>37</i>
<i>Ch. 12</i>	<i>0</i>	<i>Ch. 12</i>	<i>3</i>
<i>Ch. 13</i>	<i>343</i>	<i>Ch. 13</i>	<i>2107</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>540</i>	<i>Total</i>	<i>3290</i>

In this issue:

- *Case Statistics*
- *New CM/ECF Event*
- *On a Personal Note*
- *Electronic Noticing*
- *Newsletter Signup*
- *Q & A*
- *CM/ECF Contacts*

## New CM/ECF Event

*Note – Amended Claim Filed*

*When an amended proof of claim has been filed in a case that relates to a pending Objection to Claim, the court will make this docket entry, which sets a 14 day deadline for action to be taken (withdrawal to be filed) if the amended claim resolves the objection. If a withdrawal is not filed within the 14 day period, then the Objection to Claim will be sent to the Judge for ruling.*

## On a Personal Note

*Please join us in welcoming Erin Donnery to our court family! Erin began work as a Case Administrator Assistant in the Raleigh office on June 25, 2018.*

## **Electronic Noticing**

*The Bankruptcy Noticing Center's website has a new look! When clicking on the "Register Now" link pictured below on the court's website, users will be directed to a new website consolidating the current EBN (Electronic Bankruptcy Noticing) and NCRS (National Creditor Registration System) websites. The consolidated website will allow recipients of court notices to go to one place to sign up for EBN and the Preferred Address services that are provided by the BNC, create change requests, and add additional users to help administer the account. Legacy EBN and NCRS users will also be able to request a login from this site, view their data and create change requests online.*



## **Newsletter Signup**

*You can now sign up to receive the CM/ECF Newsletter without needing to have your email address included on an attorney account. Click [here](#) and then follow these instructions:*

- *Enter your email address and click **Submit***
  - *Click **Subscriber Preferences***
- *If you are already subscribed to "NCEB List Attorneys 911", click **Add Subscriptions** (below the Submit button)*
  - *Click the + sign next to U.S. Bankruptcy Courts*
- *Scroll down to find U.S. Bankruptcy Court for the Eastern District of North Carolina*
  - *Check the box next to "NCEB ECF Newsletter"*
  - *Scroll to the bottom of the page and click **Submit***
    - *Click **Finish***

*Note: if you already receive the newsletter via email, it is not necessary to register again.*

## QUESTIONS/ANSWERS:

**Q.** I am new to electronic filing, and I am unsure of how to file a particular pleading. How do I obtain assistance?

**A.** The court has an Attorney Training manual posted on our website just for this purpose! It contains step by step instructions for docketing over 150 commonly used events. Click on the link below to access the manual.

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

### **ECF Contacts:**

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

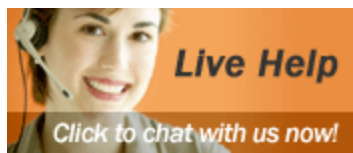
E-Mail Address: [Kelly\\_Shum-Drake@nceb.uscourts.gov](mailto:Kelly_Shum-Drake@nceb.uscourts.gov)

Donna Skinner

Telephone Number: (252)917-6119

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

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# ECF Court Link

SEPTEMBER 7, 2018

VOLUME 13, ISSUE 6

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

In this issue:

- Case Statistics
- On a Personal Note
- Chapter 13 Confirmations
- Chapter 13 Dismissals
- Proposed Amendments
- CBA Seminar
- Q & A
- CM/ECF Contacts

## Case Statistics

July, 2018

Year to Date

Ch. 7	203	Ch. 7	1353
Ch. 11	4	Ch. 11	38
Ch. 12	0	Ch. 12	3
Ch. 13	315	Ch. 13	2418
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>522</b>	<b>Total</b>	<b>3812</b>

August, 2018

Year to Date

Ch. 7	175	Ch. 7	1531
Ch. 11	10	Ch. 11	48
Ch. 12	0	Ch. 12	3
Ch. 13	363	Ch. 13	2779
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>548</b>	<b>Total</b>	<b>4361</b>

## On a Personal Note

*William Curtis began serving as Judge Callaway's new term law clerk in the Greenville office on September 3, 2018. Please join us in welcoming William to our court family!*

## **Chapter 13 Confirmations**

*The court has become aware that many cases filed between December 1, 2017 and June 30, 2018 have not been confirmed because of procedural and operational problems arising from the amendments to the Federal Rules of Bankruptcy Procedure implemented last year. In an effort to resolve this issue, the court is modifying the confirmation procedure for this limited number of cases only.*

*Effective immediately, the following procedures will apply for Chapter 13 cases filed December 1, 2017 through June 30, 2018 only:*

*Trustee will file a Motion to Confirm with required amendments to the plan incorporated, attach a copy of the original plan and serve on all creditors.*

*If objections are filed, a hearing will be immediately scheduled.*

*If there are no objections filed, the court will enter an Order Confirming Plan with the amendments set out in the Trustee's Motion for Confirmation. The order will reference the docket entry of the Motion for Confirmation that contains the original plan and amendments.*

*Please note: the confirmation procedure remains the same for cases filed July 1, 2018 and after.*

## **Chapter 13 Dismissals**

*Effective immediately, all Motions to Dismiss filed in Chapter 13 cases will be scheduled for hearing. Exceptions are as follows:*

- (1) 521(i) automatic dismissal*
- (2) Debtor's motions for voluntary dismissal*
- (3) consent orders that clearly state that the case will be dismissed without a hearing if the debtor fails to comply*

*Additionally, when the trustee files a Report of Noncompliance regarding a prior order/consent order on a Motion to Dismiss, the court will now hold it for 7 days before entering an order of dismissal.*

## **Proposed Amendments**

*The Judicial Conference Advisory Committees on Appellate, Bankruptcy, Civil and Evidence Rules have proposed amendments to the following rules and have asked that they be circulated to the bench, bar, and public for comment.*

*Appellate Rules: 35 and 40*

*Bankruptcy Rules: 2002, 2004, and 8012*

*Civil Rules: 30*

*Rules of Evidence: 404*

*The proposed amendments and the advisory committees' reports explaining the proposed changes are posted on the Judiciary's website and may be viewed by clicking [here](#).*

*The public comment period closes on February 15, 2019.*

## **Bankruptcy Certification Program**

*The Association of Bankruptcy Judicial Assistants (ABJA) is sponsoring a Certified Bankruptcy Assistant (CBA) Seminar and Exam on October 16 & 17, 2018, along with a Professional Skills Seminar on October 18 & 19, in Indianapolis, Indiana. One of the primary objectives of the ABJA is the development of educational programs for its members, bankruptcy court staff and the bankruptcy legal community. To that end, they have developed the CBA Program for secretaries, Clerk's Office staff, and others in the bankruptcy legal profession to become certified as a bankruptcy assistant. To obtain more detailed information, view the program flyer and obtain the registration form, please visit*

*[www.abja.org](http://www.abja.org).*

## QUESTIONS/ANSWERS:

**Q.** I have a question regarding proper notice and service requirements for a pleading I need to file. Should I contact the CM/ECF Helpdesk?

**A.** No. The Helpdesk is for CM/ECF related inquiries only (errors in filing, questions regarding how to docket a particular pleading, account updates, etc.). Case specific questions should be directed to the Case Administrator, and hearing related matters should be directed to the court staff for the appropriate Judge.

The court's Administrative Guide also contains a service chart that may be used as a resource. It may be accessed by clicking the below link.

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

### **ECF Contacts:**

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

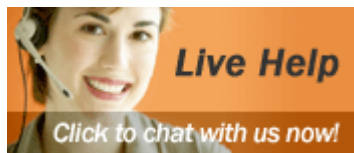
E-Mail Address: [Kelly\\_Shum-Drake@nceb.uscourts.gov](mailto:Kelly_Shum-Drake@nceb.uscourts.gov)

Donna Skinner

Telephone Number: (252)917-6119

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

Also, please look for the below icon on our homepage in order to access our Live Chat feature!





# ECF Court Link

OCTOBER 9, 2018

VOLUME 13, ISSUE 7

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

In this issue:

- Case Statistics
- Hearing Locations
- Flood Related Procedures
- Updated Case Assignments
- Local Rules Committee
- Quarterly Fees
- On a Personal Note
- Q & A
- CM/ECF Contacts

## Case Statistics

September, 2018		Year to Date	
Ch. 7	117	Ch. 7	1650
Ch. 11	4	Ch. 11	52
Ch. 12	1	Ch. 12	4
Ch. 13	305	Ch. 13	3082
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
<b>Total</b>	<b>427</b>	<b>Total</b>	<b>4788</b>

## Hearing Locations

*Due to damage from Hurricane Florence, the Wilmington and New Bern courthouses will not be open for the foreseeable future. 341 meetings typically held in New Bern will be held in Greenville for the time being. Wilmington 341 meetings will be held as the New Hanover County Public Library, Northeast Branch, 1241-A Military Cutoff Road in Wilmington. Courtroom hearings will be held at the locations stated in the hearing notices. Please pay close attention to these notices as you receive them.*

## Flood Related Procedures

*A General Order regarding flood related procedures was entered by the Eastern District Bankruptcy Judges on September 17, 2018 addressing the impact of Hurricane Florence. The order may be viewed by clicking [here](#).*

## Updated Case Assignments

*Our case assignments have changed **effective October 1, 2018**. Please review the updated list for Case Administrators and Operations Analysts below. If you have any questions relating to a specific case, please contact the appropriate person based on the last two digits of the case number.*

### *Case Administrators:*

<i>Ending with:</i>	<i>Contact Person:</i>	<i>Email Address:</i>	<i>Phone:</i>
00-02	<i>Dawn Wright</i>	<i>Dawn_Wright@nceb.uscourts.gov</i>	<i>(919)334-3807</i>
03-16	<i>Sharon Angel</i>	<i>Sharon_Angel@nceb.uscourts.gov</i>	<i>(252)917-6123</i>
17-30	<i>Donna Harris</i>	<i>Donna_Harris@nceb.uscourts.gov</i>	<i>(919)334-3804</i>
31-33	<i>Christy Gurgone</i>	<i>Christy_Gurgone@nceb.uscourts.gov</i>	<i>(919)334-3848</i>
34-47	<i>Roxanne Parker</i>	<i>Roxanne_Parker@nceb.uscourts.gov</i>	<i>(919)334-3803</i>
48-61	<i>Anna Brock</i>	<i>Anna_Brock@nceb.uscourts.gov</i>	<i>(919)334-3816</i>
62-75	<i>Amy Bissette</i>	<i>Amy_Bissette@nceb.uscourts.gov</i>	<i>(919)334-3849</i>
76-77	<i>Erin Donnery</i>	<i>Erin_Donnery@nceb.uscourts.gov</i>	<i>(919)334-3847</i>
78-82	<i>Ahronda Crossman</i>	<i>Ahronda_Crossman@nceb.uscourts.gov</i>	<i>(919)334-3842</i>
83-85	<i>Carrie Wiggins</i>	<i>Carrie_Wiggins@nceb.uscourts.gov</i>	<i>(919)334-3858</i>
86-99	<i>Aileen Gibson</i>	<i>Aileen_Gibson@nceb.uscourts.gov</i>	<i>(919)334-3808</i>

### *Operations Analysts:*

<i>Contact Person:</i>	<i>Email Address:</i>	<i>Phone:</i>
<i>Donna Skinner 00-30</i>	<i>Donna_Skinner@nceb.uscourts.gov</i>	<i>(252)917-6119</i>
<i>Kelly Shum-Drake 31-61</i>	<i>Kelly_Shum-Drake@nceb.uscourts.gov</i>	<i>(919)334-3806</i>
<i>Wendy Parker 62-99</i>	<i>Wendy_Parker@nceb.uscourts.gov</i>	<i>(919)334-3865</i>

### **Local Rules Committee**

*An Order Appointing Local Rules Committee has been entered by the Judges and is effective October 1, 2018. The order may be viewed by clicking [here](#).*

### **Quarterly Fee Increase**

*The Judicial Conference of the United States has approved an increase in the Chapter 11 quarterly fees in Bankruptcy Administrator districts to be consistent with fees charged in districts under the US Trustee Program under 28 U.S.C. 1930(a)(6).*

*The quarterly fee payable for a calendar quarter in which the debtor's disbursements in a case equal or exceed \$1 million shall be 1% of such disbursements or \$250,000, whichever is less. The amended quarterly fee calculation shall apply in any Chapter 11 case filed on or after **October 1, 2018**. It does not apply to cases that were pending prior to this date.*

*Any questions about this increase should be directed to the Bankruptcy Administrator.*

### **On a Personal Note**

*Ellen Williams began serving as new term law clerk for Judge Humrickhouse in the Raleigh office on October 1, 2018. Please join us in welcoming Ellen to our court family!*

*Please note: Kerry Boehm will be working temporarily as law clerk to Judge Warren through February 15, 2019.*

## QUESTIONS/ANSWERS:

**Q.** I just filed a pleading in error. Should I re-docket using the Corrected PDF Attachment event under Miscellaneous?

**A.** If you make an error in filing during clerk's office hours (8:30 am – 4:30 pm), please contact the helpdesk to have the item deleted so you may re-file it. The Corrected PDF Attachment event should only be used if you receive a deficiency notice instructing you to do so. It should never be used to amend a previously filed document.

*Note: If an incorrect PDF is attached after hours, please docket the pleading again using the correct event, and a corrective entry will be made on the original filing.*

### **ECF Contacts:**

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

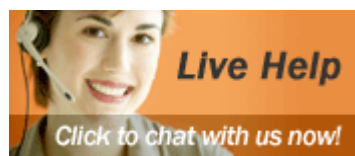
E-Mail Address: [Kelly\\_Shum-Drake@nceb.uscourts.gov](mailto:Kelly_Shum-Drake@nceb.uscourts.gov)

Donna Skinner

Telephone Number: (252)917-6119

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

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# ECF Court Link

NOVEMBER 6, 2018

VOLUME 13, ISSUE 8

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

In this issue:

- Case Statistics
- December 1<sup>st</sup> Changes
- Reports of Noncompliance
- Chapter 13 Confirmation Hearing Date
- Certified Copies
- BA Form Revision
- On a Personal Note
- Q & A
- CM/ECF Contacts

## Case Statistics

October, 2018		Year to Date	
Ch. 7	192	Ch. 7	1844
Ch. 11	3	Ch. 11	56
Ch. 12	1	Ch. 12	5
Ch. 13	328	Ch. 13	3408
Ch. 9	0	Ch. 9	0
Ch. 15	1	Ch. 15	1
<b>Total</b>	<b>525</b>	<b>Total</b>	<b>5314</b>

## December 1<sup>st</sup> Rule and Form Changes

**ATTENTION:** Please see below for upcoming changes to the Bankruptcy Rules and Forms!

**Bankruptcy Rules** 3002.1, 5005, 7004, 7062, 8002, 8006, 8007, 8010, 8011, 8013, 8015, 8016, 8017, 8021, 8022, 9025, new Rule 8018.1 and new Part VII Appendix

More information with regard to the rule changes may be viewed by clicking [here](#).

**Bankruptcy Forms** Official Forms 411A, 411B, 417A and 417C Director's Forms 2000, 3180W and new Form 4170

More information with regard to the form changes may be viewed by clicking [here](#).

### **Reports of Noncompliance**

*In the September issue of the newsletter, it was stated that Reports of Noncompliance regarding prior orders/consent orders on Motions to Dismiss would be held by the court for 7 days before entering the order of dismissal. Please note that effective immediately, the 7 day hold is no longer applicable, and cases will be immediately dismissed upon filing of the report by the Chapter 13 Trustee.*

### **Chapter 13 Confirmation Date**

*Please note that in Chapter 13 cases, the date of the confirmation hearing will now appear at the top of the docket below the 341 meeting date.*

### **Request for a Certified Copy**

*The “Request for a Certified Copy” event under Miscellaneous has been automated. When you make this docket entry, you will link to the specific docket entry for the document you need certified. As long as the document is not private or sealed, a program will run the next morning which will automatically generate a certified copy and email it to the requesting party at the email provided. If you need the certified copy on an expedited basis, the note regarding contacting the court for emergencies is still listed. When docketing there is no longer an option to pick mail or email. They will all be automatically emailed.*

### **BA Form Revision**

*The Statement Under Penalty of Perjury Concerning Payment Advices and Returns has been revised. The Bankruptcy Administrator’s website has been updated with the new form. If you have any questions, please direct them to the Bankruptcy Administrator’s Office.*

## **On a Personal Note**

*Claire Glover welcomed a baby girl on Wednesday, October 17<sup>th</sup>!  
Please join us in congratulating Claire, Gray and big brother Walker  
on the beautiful new addition to their family!*

### **QUESTIONS/ANSWERS:**

**Q.** I am filing a Notice of Appearance in a case on behalf of the following creditor. Is it necessary for me to enter the full name when adding the creditor to the case?

Wells Fargo Bank, N.A. Servicer for Wells Fargo Bank, N.A., successor by merger to Wachovia Bank, N.A. ("Wells Fargo Bank, N.A.")

**A.** No. The court prefers that the creditor be entered into the database without servicers, successors, etc. Also, quotations should be omitted, as they create issues with the online Proof of Claim feature. In this case, entering the creditor as Wells Fargo Bank, N.A. is sufficient.

### **ECF Contacts:**

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

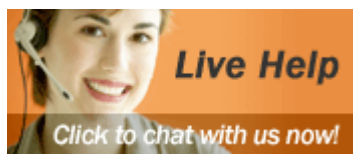
E-Mail Address: [Kelly\\_Shum-Drake@nceb.uscourts.gov](mailto:Kelly_Shum-Drake@nceb.uscourts.gov)

Donna Skinner

Telephone Number: (252)917-6119

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

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# ECF Court Link

DECEMBER 4, 2018

VOLUME 13, ISSUE 9

Eastern District  
Of  
North Carolina  
CM/ECF  
Newsletter

In this issue:

- Case Statistics
- 12/1 Changes
- Chapter 13 Confirmations
- Updated Case Assignments
- Court Holidays
- Holiday Closures
- Attorney Leave
- 13 Plan Service
- Greenville Construction
- Who Should I Contact?
- Third Party Services
- On a Personal Note
- Q & A
- CM/ECF Contacts

## Case Statistics

	November, 2018		Year to Date
Ch. 7	160	Ch. 7	2005
Ch. 11	5	Ch. 11	61
Ch. 12	3	Ch. 12	8
Ch. 13	294	Ch. 13	3701
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	1
<b>Total</b>	<b>462</b>	<b>Total</b>	<b>5776</b>

## Reminder: December 1<sup>st</sup> Rule and Form Changes

*Bankruptcy Rules and Forms changes went into effect on December 1<sup>st</sup>!*

**Bankruptcy Rules** 3002.1, 5005, 7004, 7062, 8002, 8006, 8007, 8010, 8011, 8013, 8015, 8016, 8017, 8021, 8022, 9025, new Rule 8018.1 and new Part VII Appendix

More information with regard to the rule changes may be viewed by clicking [here](#).

**Bankruptcy Forms** Official Forms 411A, 411B, 417A and 417C Director's Forms 2000, 3180W and new Form 4170

More information with regard to the form changes may be viewed by clicking [here](#).

## Chapter 13 Confirmation Procedures

The Second Amended General Order regarding Chapter 13 confirmation procedures entered on November 15, 2018 may be viewed by clicking [here](#).

## Updated Case Assignments

*Our case assignments have changed **effective December 1, 2018**. Please review the updated list for Case Administrators and Operations Analysts below. If you have any questions relating to a specific case, please contact the appropriate person based on the last two digits of the case number.*

### *Case Administrators:*

<i>Ending with:</i>	<i>Contact Person:</i>	<i>Email Address:</i>	<i>Phone:</i>
00-02	<i>Dawn Wright</i>	<i>Dawn_Wright@nceb.uscourts.gov</i>	<i>(919)334-3807</i>
03-05	<i>Sharon Angel</i>	<i>Sharon_Angel@nceb.uscourts.gov</i>	<i>(252)917-6123</i>
06-20	<i>Donna Harris</i>	<i>Donna_Harris@nceb.uscourts.gov</i>	<i>(919)334-3804</i>
21-28	<i>Ahronda Crossman</i>	<i>Ahronda_Crossman@nceb.uscourts.gov</i>	<i>(919)334-3842</i>
29-43	<i>Roxanne Parker</i>	<i>Roxanne_Parker@nceb.uscourts.gov</i>	<i>(919)334-3803</i>
44-58	<i>Anna Brock</i>	<i>Anna_Brock@nceb.uscourts.gov</i>	<i>(919)334-3816</i>
59-73	<i>Amy Bissette</i>	<i>Amy_Bissette@nceb.uscourts.gov</i>	<i>(919)334-3849</i>
74-78	<i>Erin Donnery</i>	<i>Erin_Donnery@nceb.uscourts.gov</i>	<i>(919)334-3847</i>
79-81	<i>Carrie Wiggins</i>	<i>Carrie_Wiggins@nceb.uscourts.gov</i>	<i>(919)334-3858</i>
82-84	<i>Christy Gurgone</i>	<i>Christy_Gurgone@nceb.uscourts.gov</i>	<i>(919)334-3848</i>
85-99	<i>Aileen Gibson</i>	<i>Aileen_Gibson@nceb.uscourts.gov</i>	<i>(919)334-3808</i>

### *Operations Analysts:*

<i>Contact Person:</i>	<i>Email Address:</i>	<i>Phone:</i>
<i>Donna Skinner 00-28</i>	<i>Donna_Skinner@nceb.uscourts.gov</i>	<i>(252)917-6119</i>
<i>Kelly Shum-Drake 29-58</i>	<i>Kelly_Shum-Drake@nceb.uscourts.gov</i>	<i>(919)334-3806</i>
<i>Wendy Parker 59-99</i>	<i>Wendy_Parker@nceb.uscourts.gov</i>	<i>(919)334-3865</i>

## **2019 Court Holidays**

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

## **Holiday Office Closures**

*The clerk's office for the Eastern District of North Carolina will be closed on Monday, December 24<sup>th</sup> and Tuesday, December 25<sup>th</sup> for the Christmas holiday. We will reopen for business on Wednesday, December 26<sup>th</sup>. Additionally, the clerk's office will be closed on Monday, December 31<sup>st</sup> and Tuesday, January 1<sup>st</sup> for the New Year's holiday.*

## **Attorney Scheduled Leave**

*Please inform the courtroom staff of your secured leave for 2019 as soon as possible to help avoid any potential scheduling conflicts. Contact information is as follows:*

*Judge Warren:*

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

*Judge Humrickhouse:*

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

*Judge Callaway:*

**[NCEBml\\_CourtroomStaff\\_JNC@nceb.uscourts.gov](mailto:NCEBml_CourtroomStaff_JNC@nceb.uscourts.gov)**

## **Service of Chapter 13 Plans**

*When serving Chapter 13 Plans/Amended Plans, please do not format the plan so that more than two pages are minimized in size to fit on one page. This is not easily readable by creditors. If this is the practice in your office, please cease doing so immediately.*

## **Greenville Construction**

*Please be advised that, due to the Town Creek Culvert Project, the City of Greenville has notified the court that 8<sup>th</sup> Street may be accessible from only one direction (either Evans Street or Dickinson Avenue) periodically throughout the near future. However, the entrance into the public parking lot of the Randy D. Doub Courthouse should remain open during this time. Please notify your clients of this construction.*

## **Who Should I Contact?**

*Do you have a question you need answered, but aren't sure who at the court can best answer it? Here are some general guidelines to follow when searching for the right contact person:*

*Are you looking for general case information? Did you receive a deficiency notice and are unsure of how to proceed? Are you looking for the status of an order or other document in a case?*

**Contact a Case Administrator.**

*Do you need to know how to file a particular document? Are you having difficulty using electronic filing? Does an update need to be made to your CM/ECF account? Have you made an error that needs to be corrected?*

**Contact a CM/ECF Analyst.**

*Are you looking for information regarding scheduling? Would you like a hearing continued or removed from the calendar? Do you need a transcript or CD of a hearing?*

**Contact the Courtroom Staff.**

*Do you need guidance regarding service and notice requirements, or a particular rule? Do you have a question regarding an administrative procedure or general court operations?*

**Call an Operations Analyst or Supervisor.**

## **Notice: Third-Party Services**

*Occasionally, attorneys and other case participants utilize third-party services (e.g., PACER Pro, DocketBird, CourtDrive, RECAP, etc.) to collect and organize case filings in matters in which they are involved. The CM/ECF filer (e.g., attorney or case participant) might designate the third-party service as a secondary recipient of NEF/NDAs, or share account credentials with the service provider, to enable the provider to download and manage documents on the filer's behalf.*

*CM/ECF filers should be aware of the potential to inadvertently share restricted documents when using third-party services or software.*

- CurrentGen Court: Sharing CM/ECF filing credentials and PACER account credentials with a third-party service provider or designating that provider as a secondary recipient of a Notice of Electronic Filing or Notice of Docket Activity (NEF/NDA) will give it access to sealed case information and documents in violation of court order. You are urged to use caution in your computer security practices to ensure that sealed documents to which you have access are not disclosed. Fee exempt users should not share the documents they obtain from PACER under the exemption, unless expressly authorized by the court.*

- NextGen Court: Sharing your PACER account credentials with a third-party service provider or designating that provider as a secondary recipient of a Notice of Electronic Filing or Notice of Docket Activity (NEF/NDA) will give it access to sealed case information and documents in violation of court order. You are urged to use caution in your computer security practices to ensure that sealed documents to which you have access are not disclosed. Fee exempt users should not share the documents they obtain from PACER under the exemption, unless expressly authorized by the court.*

*PLEASE NOTE: The USBC for the Eastern District of North Carolina is a CurrentGen Court but will be transitioning to NextGen during the first half of next year.*



## **On a Personal Note**

*Terry McKeel, Financial Specialist for the EDNC, and Kathy Webb, Case Administrator in the Greenville Office, will both be retiring effective December 31, 2018. Please join us in congratulating Terry and Kathy, thanking them for their years of service and wishing them a wonderful retirement!*

*Also, please join us in welcoming Allan Clark to the EDNC court family! Allan is the new programmer for our CourtSpeak project.*

### **QUESTIONS/ANSWERS:**

**Q.** I'm filing a motion to continue a confirmation hearing. Do I select the *Continue Hearing* event under Motions/Applications?

**A.** It depends when the case was filed. If the case was filed before July 1, 2018, you will select the *Continue Hearing* event. If the case was filed on or after July 1, 2018, select the *Continue Confirmation Hearing (Ch 13)* event.

### **ECF Contacts:**

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

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

Donna Skinner

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