



ECF Court Link

JANUARY 29, 2020

VOLUME 15, ISSUE 1

Eastern District
Of
North Carolina
CM/ECF
Newsletter

In this issue:

- Case Statistics
- Rule and Form Changes
- Procedure Change
- Internet Payments
- Written Opinions
- Local Rules Committee
- Q & A
- CM/ECF Contacts

Case Statistics

December, 2019		Year to Date	
Ch. 7	135	Ch. 7	1933
Ch. 11	7	Ch. 11	76
Ch. 12	0	Ch. 12	9
Ch. 13	310	Ch. 13	3922
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
Total	452	Total	5940

Rule and Form Changes

*On August 23, 2019, the Small Business Reorganization Act of 2019 was signed into law. This creates a new subchapter V of Chapter 11 for the reorganization of small business debtors. It goes into effect on **February 19, 2020.***

The Advisory Committee on Bankruptcy Rules recommended changes to Rule 1007, Rule 1020, Rule 2009, Rule 2012, Rule 2015, Rule 3010, Rule 3011, Rule 3014, Rule 3016, Rule 3017.1, new Rule 3017.2, Rule 3018 and Rule 3019.

The Advisory Committee also recommended changes to Official Forms 101, 201, 309E (renumbered 309E1), 314, 315 and 425A and new Official Forms 309E2 and 309F2.

More information regarding the rule and form changes may be found by clicking [here](#). The court has adopted these suggested amendments as Interim Rules until such time as the Federal Rules of Bankruptcy Procedure are formally amended.

Procedure Change: Compensation of Professionals

The section of the Administrative Guide for the EDNC entitled “Compensation of Professionals [2016-1]” was amended effective January 1, 2020. The document may be viewed by clicking on the below link.

<https://www.nceb.uscourts.gov/sites/nceb/files/LocalRules2016-1.pdf>

Internet Payments

If you are paying filing fees in CM/ECF and the payment screen appears to be frozen and then cancels out, please contact the court prior to trying to make the payment again. We can confirm whether or not the payment actually went through. If you process the payment again, there may be a duplicate payment made and a Motion for Refund required. The cause of this is being researched by the CM/ECF developers.

Written Opinions Report

Please be aware that you may opt to receive a scheduled report via email for all Written Opinions that are filed in cases before the court. This weekly report includes all Written Opinions entered during the prior week. Please contact Kelly Shum-Drake or Donna Skinner by email if you would like to be added to the list of recipients for this report.

From the Local Rules Committee

The new Local Rules Committee has begun work, and welcomes any suggestions you may have. If you wish to contact someone on the committee, please see the list [here](#).

Additionally, updates to the Local Rules will only be released on December 1st of each year versus periodically throughout the year, in order to coincide with the Federal Rules Update.

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

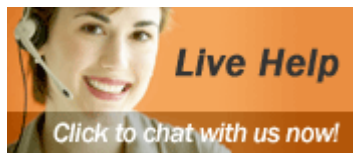
E-Mail Address: Kelly_Shum-Drake@nceb.uscourts.gov

Donna Skinner

Telephone Number: (252)917-6119

E-Mail Address: 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

FEBRUARY 19, 2020

VOLUME 15, ISSUE 2

Eastern District
Of
North Carolina
CM/ECF
Newsletter

In this issue:

- Case Statistics
- Courtroom Reminders
- Proposed Orders
- Extend Time to File Schedules
- Q & A
- CM/ECF Contacts

Case Statistics

January, 2020		Year to Date	
Ch. 7	145	Ch. 7	145
Ch. 11	3	Ch. 11	3
Ch. 12	0	Ch. 12	0
Ch. 13	282	Ch. 13	282
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
Total	430	Total	430

Courtroom Reminders

1. If a pleading is being filed the day before a hearing, please notify the courtroom staff for the applicable Judge using the appropriate email address.
2. If it is anticipated that a matter on the calendar will take longer than normal, please notify the courtroom staff for the applicable Judge prior to the day of the hearing.

Courtroom contacts are as follows:

SWH: NCEBml_CourtroomStaff_SWH@nceb.uscourts.gov
DMW: NCEBml_CourtroomStaff_DMW@nceb.uscourts.gov
JNC: NCEBml_CourtroomStaff_JNC@nceb.uscourts.gov

Proposed Orders

When uploading proposed orders, particularly those being submitted pursuant to a hearing, please ensure that it is clear in the body of the order whether the motion/application is being granted or denied. Additionally, please avoid using generic "order regarding" wording in the caption of proposed orders.

Motions to Extend Time to File Schedules

Motions to Extend Time to File Schedules in Chapter 11 cases should indicate whether or not the BA's office consents to the extension. Please ensure that you are obtaining BA consent prior to filing, and that you are including this language in these motions.

QUESTIONS/ANSWERS:

Q. I have a pleading to file that doesn't seem to fit any of the events that are available in CM/ECF. What do I do?

A. Please contact the CM/ECF Helpdesk during regular business hours, so we may advise you as to what event should be used for filing. If nothing fits, we have either a Generic Motion or Generic Filing event that we can make available to you at that time. **Please do not select a random event just to get a pleading on the docket.**

ECF Contacts:

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

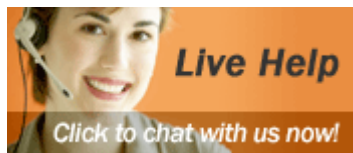
E-Mail Address: Kelly_Shum-Drake@nceb.uscourts.gov

Donna Skinner

Telephone Number: (252)917-6119

E-Mail Address: 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

APRIL 14, 2020

VOLUME 15, ISSUE 4

Eastern District
Of
North Carolina
CM/ECF
Newsletter

In this issue:

- [Case Statistics](#)
- [General Order re: COVID19](#)
- [General Order re: Deadlines](#)
- [341 Meetings](#)
- [Chapter 13 Confirmations](#)
- [Handicapped Access - Raleigh](#)
- [Q&A](#)
- [CM/ECF Contacts](#)

Case Statistics

	March, 2020		Year to Date
Ch. 7	183	Ch. 7	458
Ch. 11	6	Ch. 11	13
Ch. 12	1	Ch. 12	1
Ch. 13	351	Ch. 13	931
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
Total	541	Total	1403

General Order re: Coronavirus

A general order was issued on March 27, 2020 by the Judges for the EDNC, amending our normal procedures in order to accommodate Coronavirus restrictions. The order may be viewed by clicking [here](#).

General Order re: Certain Deadlines

The Judges for the EDNC entered a General Order on March 31, 2020, extending certain deadlines as a result of the Coronavirus pandemic. The order may be viewed by clicking [here](#).

341 Meetings

The Bankruptcy Administrator for the EDNC has implemented certain temporary policies and procedures applicable to 341 meetings due to the current public health crisis. Notably, all 341 meetings will be conducted telephonically until further notice. The full announcement issued by the BA's office may be viewed by clicking [here](#).

Chapter 13 Confirmation Procedures

As a follow-up to the Third Amended General Order regarding Chapter 13 confirmation procedures, the information below should prove beneficial.

If an amended plan is filed on the 21st day or less from the date of confirmation hearing, either of these should be filed:

- 1) Motion to Continue Confirmation Hearing OR*
- 2) Amended Plan that includes continued hearing information (Judge's motions days are listed on the court's website at: <https://www.nceb.uscourts.gov/calendar/month>)*

If a creditor objects to confirmation of the plan on the 7th day or less from the date of confirmation hearing, a Motion to Continue should be filed.

NOON Cutoff: The court has established a noon cutoff time on the day before motions days for calendar preparation and posting on the court's website.

Century Station Handicapped Access

by Stephanie J. Butler, Clerk of Court

Please remind your clients that handicapped access into Century Station for both 341s and hearings can be accomplished by entering the Martin Street entrance to the building. For 341s, they will need to be escorted by a Court Security Officer to the back loading dock, which is ramp accessible and has an entrance directly into the 341 meeting room hallway.

As we all know, parking in downtown Raleigh is at a premium. Although the court does not have the ability to offer parking, the City of Raleigh makes accommodations for cars with handicapped placards. This information can be found by clicking [here](#).

QUESTIONS/ANSWERS:

Q. I need to file an amended motion. Do I select the same event I selected to file the original motion?

A. No. When filing an amended motion, you must select the “Amended/Amendment to Motion/Application” event and refer back to the original motion.

ECF Contacts:

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

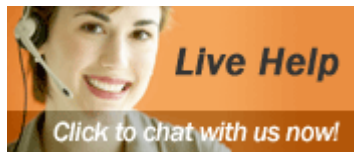
E-Mail Address: Kelly_Shum-Drake@nceb.uscourts.gov

Donna Skinner

Telephone Number: (252)917-6119

E-Mail Address: 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

MAY 19, 2020

VOLUME 15, ISSUE 5

Eastern District
Of
North Carolina
CM/ECF
Newsletter

In this issue:

- [Case Statistics](#)
- [General Order](#)
- [Court Hearings](#)
- [New Events](#)
- [New Subchapter](#)
- [V Form](#)
- [LMM Events](#)
- [Q&A](#)
- [CM/ECF](#)
- [Contacts](#)

Case Statistics

April, 2020		Year to Date	
Ch. 7	162	Ch. 7	620
Ch. 11	0	Ch. 11	13
Ch. 12	0	Ch. 12	1
Ch. 13	210	Ch. 13	1141
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
Total	372	Total	1775

General Order re: CARES Act

A general order was issued on April 23, 2020 by the Judges for the EDNC, adopting an amended Interim Local Rule 1020. This interim rule was amended as a result of the CARES Act and will be effective until March 27, 2021. The order may be viewed by clicking [here](#).

Notice Regarding Court Hearings

All hearings scheduled on or after June 1, 2020 shall be held live in the courtroom unless otherwise directed by the Clerk or the Court. Any hearings scheduled prior to June 1, 2020, upon the unanimous request of the parties, may be held live in the courtroom at the discretion of the presiding judge, after consideration of the substance of the hearing and the implementation of appropriate safety accommodations. Requests for live hearings prior to June 1, 2020 shall be directed to the applicable courtroom clerk.

New CM/ECF Events:

Subchapter V Pre-Conference Report – This event is located under the Miscellaneous category, and details efforts to attain a consensual plan of reorganization.

Notice of Forbearance – This event is located under the Claim Actions category and allows you to select how many days of mortgage forbearance have been requested.

Motion for Mortgage Forbearance Agreement – This event is located under the Motions category and is used to request court approval of a forbearance agreement.

New Subchapter V Form

The Judges for the EDNC have approved a form for filing the Pre-Conference Report in Chapter 11 Subchapter V cases. The form “Section 1188(c) Status Conference Report” can be viewed by clicking on the below link.

<https://www.nceb.uscourts.gov/local-forms>

Loan Modification Management (LMM) Events

*Please note that the following motion events are **ONLY** for use in cases in which the debtors are participating in the Loan Modification Management program:*

*Loan Modification Management
Approve Trial Loan Modification Agreement
Authorize Loan Modification*

All other requests to refinance or modify a mortgage should be docketed as “Motion to Refinance or Modify Mortgage/Loan”.

QUESTIONS/ANSWERS:

Q. When I file a motion, do I need to upload the notice, certificate of service and any exhibits as separate attachments?

A. No. The court prefers that all pleadings be filed as one PDF document whenever possible. The only exception would be files that are too large to upload all at once.

ECF Contacts:

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

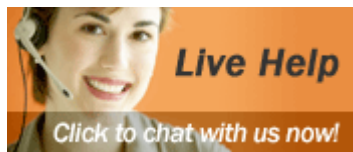
E-Mail Address: Kelly_Shum-Drake@nceb.uscourts.gov

Donna Skinner

Telephone Number: (252)917-6119

E-Mail Address: 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 19, 2020

VOLUME 15, ISSUE 6

Eastern District
Of
North Carolina
CM/ECF
Newsletter

In this issue:

- [Case Statistics](#)
- [General Order](#)
- [LMM Order](#)
- [Court Hearings](#)
- [Q&A](#)
- [CM/ECF](#)
- [Contacts](#)

Case Statistics

	May, 2020		Year to Date
Ch. 7	142	Ch. 7	764
Ch. 11	6	Ch. 11	19
Ch. 12	0	Ch. 12	1
Ch. 13	180	Ch. 13	1319
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
Total	328	Total	2103

Extension of General Order Temporarily Suspending Original Signatures

A general order was issued on May 29, 2020 by the Judges for the EDNC. This general order extends the previous order temporarily suspending the requirement to obtain original signatures from debtors for electronic filings. The order is now in effect through June 30, 2020. It may be viewed by clicking [here](#).

Order for Loan Modification

The order for loan modification management (LMM) has been revised to include additional paragraphs 16 and 17. The updated order is available on the court's website under local forms and may be viewed at the link below.

<https://www.nceb.uscourts.gov/local-forms>

Court Hearings

The court began holding live, in-person hearings at the Raleigh and Greenville courthouses on June 1, 2020. The court will continue to schedule telephonic and video hearings, at its discretion, and the manner and mode of hearings will be indicated on the calendars maintained on the court's website. Cases previously set for telephonic hearing in June will remain telephonic absent an order to the contrary. Parties may request that hearings be conducted by telephone or video. Parties appearing on video are required to wear courtroom attire.

The decision to return to live, in-person hearings may be impacted by the availability of court staff and facilities as well as any changes in COVID-19 case numbers, travel restrictions, or health warnings. In all cases, whether scheduled to be heard live or telephonic, any exhibits or other documentary evidence to be used at the hearing must be provided electronically to the court and parties in interest by 5:00 pm of the preceding business day.

Access to the courthouses will continue to be restricted to those persons not experiencing symptoms of COVID-19 and who have not been in recent contact with persons affected by the virus. Temporary removal of face coverings may be requested by the court to aid judicial business with assurance of safe social distancing. Any person requiring additional accommodations should contact the appropriate courtroom deputy for guidance.

Note: 341 meetings will continue to be conducted telephonically for the time being.

QUESTIONS/ANSWERS:

Q. I filed a motion and received a deficiency notice regarding service. I am filing an amended Certificate of Service. Should it be docketed as a Supplement to Filing?

A. No. The Certificate of Service event should be used. The Supplement to Filing event is only for use when a document was served with the motion, but was inadvertently omitted from the PDF when filing (ex. exhibit, creditor matrix).

ECF Contacts:

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

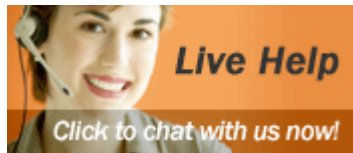
E-Mail Address: Kelly_Shum-Drake@nceb.uscourts.gov

Donna Skinner

Telephone Number: (252)917-6119

E-Mail Address: 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

JULY 16, 2020

VOLUME 15, ISSUE 7

Eastern District
Of
North Carolina
CM/ECF
Newsletter

In this issue:

- [Case Statistics](#)
- [Court Entry](#)
- [Clerk's Office Open](#)
- [General Order](#)
- [Service to the Court](#)
- [Q&A](#)
- [CM/ECF](#)
- [Contacts](#)

Case Statistics

	June, 2020		Year to Date
Ch. 7	129	Ch. 7	892
Ch. 11	3	Ch. 11	22
Ch. 12	1	Ch. 12	2
Ch. 13	154	Ch. 13	1475
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
Total	287	Total	2391

Court Entry

A general order was issued by Chief Judge Stephani W. Humrickhouse on July 8, 2020 regarding restrictions being placed on courthouse visitors in order to comply with CDC guidelines. The order may be viewed by clicking [here](#). These restrictions will remain in place until the Court has determined that it is safe to remove them.

Clerk's Office Open

The Clerk's office is open, but not fully staffed. Visitors are directed to alert the Court Security Officer at the entrance for admission to the Clerk's office. Prior to visiting the Clerk's office, please call 919-856-4752 and press zero. Many requests for assistance can be completed remotely and may not require a visit to our office. Staff members are also available via e-mail.

Note: Items mailed to the clerk's office should be mailed to P.O. Box 791, Raleigh, NC 27602.

Extension of General Order Temporarily Suspending Original Signatures

A general order was issued on June 24, 2020 by the Judges for the EDNC. This general order extends the previous order temporarily suspending the requirement to obtain original signatures from debtors for electronic filings. The order is now in effect through August 31, 2020. It may be viewed by clicking [here](#).

Service to the Court

It is not necessary to serve the court by mail with a filing that has already been electronically filed. If you are serving a pleading using the creditor matrix, the court can be marked through if needed in order to save on mailing expenses.

QUESTIONS/ANSWERS:

Q. I've filed a pleading in error. Can the docket entry be removed?

A. No. Since we are a NextGen court, we are no longer able to delete docket entries. Please take extra care to ensure that pleadings are being filed properly the first time. If you're unsure as to how something should be filed, please contact the Helpdesk first.

Tip: When browsing for documents, right click and open them first to ensure that the correct PDF is being attached.

ECF Contacts:

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

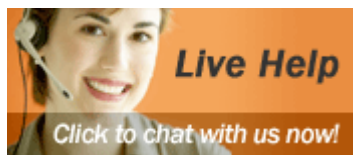
E-Mail Address: Kelly_Shum-Drake@nceb.uscourts.gov

Donna Skinner

Telephone Number: (252)917-6119

E-Mail Address: 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

AUGUST 19, 2020

VOLUME 15, ISSUE 8

Eastern District
Of
North Carolina
CM/ECF
Newsletter

In this issue:

- [Case Statistics](#)
- [Local Rules](#)
- [Pay.gov](#)
- [On a Personal Note](#)
- [Q&A](#)
- [CM/ECF](#)
- [Contacts](#)

Case Statistics

<i>July, 2020</i>		<i>Year to Date</i>	
<i>Ch. 7</i>	<i>163</i>	<i>Ch. 7</i>	<i>1056</i>
<i>Ch. 11</i>	<i>2</i>	<i>Ch. 11</i>	<i>23</i>
<i>Ch. 12</i>	<i>0</i>	<i>Ch. 12</i>	<i>2</i>
<i>Ch. 13</i>	<i>162</i>	<i>Ch. 13</i>	<i>1637</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>327</i>	<i>Total</i>	<i>2718</i>

Local Rules Proposed Amendments

Proposed amendments to the Local Rules may be found by clicking [here](#). Please submit all comments to the Clerk of Court at stephanie.butler@nceb.uscourts.gov on or before Friday, September 4, 2020 at 5:00 p.m. Any questions should also be sent to the same email address.

Pay.gov Downtime

On Saturday, August 22nd beginning at 6:00 pm (ET), Pay.gov will conduct a Disaster Recovery Exercise (DRE). Agencies will experience a total interruption of services for approximately 4 hours. Filers will be unable to make payments during this period. Service should be fully restored by 10:00 pm.

On a Personal Note

Rachel Boyd began serving as new term law clerk for Judge Callaway in the Greenville office on August 10, 2020. Please join us in welcoming Rachel to our court family!

QUESTIONS/ANSWERS:

Q. I've moved and I need to update my contact information with the court. Do I send that request to the Helpdesk?

A. No. Now that we are a NextGen court, all account updates must be made via PACER under the "Manage My Account" section.

Exception: adding or updating secondary emails for electronic noticing may still be done through CM/ECF under Utilities>Maintain User Account.

ECF Contacts:

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

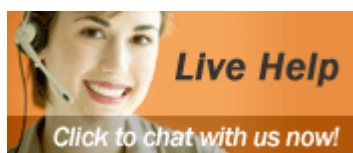
E-Mail Address: Kelly_Shum-Drake@nceb.uscourts.gov

Donna Skinner

Telephone Number: (252)917-6119

E-Mail Address: 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

SEPTEMBER 23, 2020

VOLUME 15, ISSUE 9

Eastern District
Of
North Carolina
CM/ECF
Newsletter

In this issue:

- Case Statistics
- Wet Signatures
- Exhibits to Orders
- Case Assignments
- Relating Documents
- Service Agents
- Withdrawing POC's
- Proposed Amendments
- Q&A
- CM/ECF Contacts

Case Statistics

August, 2020		Year to Date	
Ch. 7	120	Ch. 7	1178
Ch. 11	6	Ch. 11	29
Ch. 12	0	Ch. 12	2
Ch. 13	141	Ch. 13	1776
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
Total	267	Total	2985

Extension of General Order Temporarily Suspending Original Signatures

A general order was issued on August 28, 2020 by the Judges for the EDNC. This general order extends the previous order temporarily suspending the requirement to obtain original signatures from debtors for electronic filings. The order is now in effect through December 31, 2020. It may be viewed by clicking [here](#).

Attaching Exhibits to Orders

The court prefers that exhibits attached to a motion are not then attached a second time to the related proposed order. Please simply reference the exhibits in your order (ex. "Exhibit A attached to the motion") rather than attaching them again. Tables and unusual characters contained within exhibits are causing errors when orders are being served via the noticing center.

Updated Case Assignments

Our case assignments will change *effective October 5, 2020*. 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	Dawn Wright	Dawn_Wright@nceb.uscourts.gov	(919)334-3807
01-03	Sharon Angel	Sharon_Angel@nceb.uscourts.gov	(252)917-6123
04-18	Donna Harris	Donna_Harris@nceb.uscourts.gov	(919)334-3804
19-28	Ahronda Crossman	Ahronda_Crossman@nceb.uscourts.gov	(919)334-3842
29-40	Roxanne Parker	Roxanne_Parker@nceb.uscourts.gov	(919)334-3803
41-55	Anna Brock	Anna_Brock@nceb.uscourts.gov	(919)334-3816
56-70	Amy Bissette	Amy_Bissette@nceb.uscourts.gov	(919)334-3849
71-80	Erin Donnery	Erin_Donnery@nceb.uscourts.gov	(919)334-3847
81-83	Carrie Wiggins	Carrie_Wiggins@nceb.uscourts.gov	(919)334-3858
84	Christy Gurgone	Christy_Gurgone@nceb.uscourts.gov	(919)334-3848
85-99	Aileen Gibson	Aileen_Gibson@nceb.uscourts.gov	(919)334-3808

Operations Analysts:

<i>Contact Person:</i>	<i>Email Address:</i>	<i>Phone:</i>
Donna Skinner 00-28	Donna_Skinner@nceb.uscourts.gov	(252)917-6119
Wendy Parker 29-70	Wendy_Parker@nceb.uscourts.gov	(919)334-3865
Kelly Shum-Drake 71-99	Kelly_Shum-Drake@nceb.uscourts.gov	(919)334-3806

Relating Documents

One of the most common filing errors being reported in CM/ECF are docket entries that are not properly linked. Here are some simple Do's and Don't's for relating documents:

***DO** always refer a Certificate of Service to the pleading that is being served. **DON'T** refer to a prior Certificate of Service or to a Deficiency Notice.*

*If you are serving the notice of the Meeting of Creditors in addition to amended schedules, **DO** refer the Certificate of Service to the 341 Notice in addition to the applicable amendment.*

***DON'T** refer amended schedules to the petition, or to any previously filed amendments.*

***DO** always refer a Response to the pleading you are objecting to. This includes amended responses. **DON'T** refer to a prior response.*

*Additional Reminder: When filing an amended motion, **DON'T** select the same event a second time. **DO** select Amended/Amendment to Motion/Application and **DO** refer to the original motion/application.*

Service Agents

This should serve as a reminder that if you represent a bank or other entity that has a service agent, you can have this information posted on the court's website. If the service agent's information is already posted on the website, please review it for accuracy.

Electronic Withdrawal of Claim (eWOC)

Beginning on October 1, 2020, Proofs of Claim may be withdrawn directly on the court's website. The eWOC program is a quick way to file a Notice of Withdrawal of Claim electronically without a login or password. After October 1st, more information will be found at the below link.

<https://www.nceb.uscourts.gov/proof-claims>

**Proposed Amendments to Federal Rules Published for Public
Comment**

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

Appellate Rule: 25

***Bankruptcy Rules: Restyled Rules Parts I and II; Rules 1007, 1020,
2009, 2012, 2015, 3002, 3010, 3011, 3014, 3016, 3017.1, 3017.2 (new),
3018, 3019, 5005, 7004, and 8023; and Official Forms 101, 122B, 201,
309E-1, 309E-2, 309F-1, 309F-2, 314, 315, and 425A***

***Civil Rules: Rule 12 and Supplemental Rules for Social Security Review
Actions Under 42 U.S.C. § 405(g)***

Criminal Rule: 16

*The proposed amendments and the advisory committees' reports
explaining the proposed changes are posted on the Judiciary's website
at:*

[http://www.uscourts.gov/rules-policies/proposed-amendments-
published-public-comment.](http://www.uscourts.gov/rules-policies/proposed-amendments-published-public-comment)

*The information is posted in a printable format for those who prefer
hard-copy documents.*

***The public comment period opens on August 14, 2020 and closes on
February 16, 2021.***

QUESTIONS/ANSWERS:

Q. Sometimes I have trouble finding something I need to file in the CM/ECF events listing. Is there an easy way to locate items in CM/ECF?

A. Yes. There is a "Search" feature located on the top tool bar that will allow you to search by keyword. If the event you're searching for does not appear, you can contact the CM/ECF Help Desk as a generic event may be needed.

ECF Contacts:

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

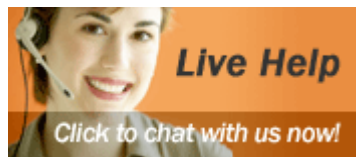
E-Mail Address: Kelly_Shum-Drake@nceb.uscourts.gov

Donna Skinner

Telephone Number: (252)917-6119

E-Mail Address: 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 16, 2020

VOLUME 15, ISSUE 10

Eastern District
Of
North Carolina
CM/ECF
Newsletter

In this issue:

- Case Statistics
- Rule Changes
- Phone/Video Conferences
- Miscellaneous Fees
- Certified Mediators
- Fee Apps
- Checking Filings
- Order Requirements
- Q&A
- CM/ECF Contacts

Case Statistics

<i>September, 2020</i>		<i>Year to Date</i>	
<i>Ch. 7</i>	<i>132</i>	<i>Ch. 7</i>	<i>1307</i>
<i>Ch. 11</i>	<i>5</i>	<i>Ch. 11</i>	<i>36</i>
<i>Ch. 12</i>	<i>0</i>	<i>Ch. 12</i>	<i>2</i>
<i>Ch. 13</i>	<i>157</i>	<i>Ch. 13</i>	<i>1934</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>294</i>	<i>Total</i>	<i>3279</i>

December 1st Rule Changes

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

Bankruptcy Rules 2002, 2004, 8012, 8013, 8015 and 8021

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

Telephone and Video Conferences

Please do not put your phone on hold during telephone conferences. If you need to step away from the call, please either put your phone on mute or hang up and call back into the conference when you return.

Placing the phone on hold causes disruption to the conference by either playing music or continuous beeps.

Additionally, attorneys appearing before the court via video should be dressed in appropriate court attire.

Adjustments to Miscellaneous Fees

*Please review the below chart indicating changes to the Bankruptcy Court Miscellaneous Fee Schedule effective **December 1, 2020**. These changes account for inflationary increases.*

<i>Item</i>	<i>Current Fee</i>	<i>New Fee</i>
<i>Exemplification</i>	\$22	\$23
<i>Audio Recording</i>	\$31	\$32
<i>Amended Schedules</i>	\$31	\$32
<i>Record Search</i>	\$31	\$32
<i>Miscellaneous Proceeding</i>	\$47	\$49
<i>Administrative Fee (Chapter 7,12 or 13 petition)</i>	\$75	\$78
<i>Administrative Fee (Chapter 9,11 or 15 petition)</i>	\$550	\$571
<i>Administrative Fee (sever Chapter 7,12 or 13 case)</i>	\$75	\$78
<i>Administrative Fee (sever Chapter 11 case)</i>	\$550	\$571
<i>Motion for Relief from Stay</i>	\$181	\$188
<i>Motion to Abandon</i>	\$181	\$188
<i>Motion to Withdraw Reference</i>	\$181	\$188
<i>Motion to Sell Free & Clear</i>	\$181	\$188
<i>Assignment of Claim</i>	\$25	\$26
<i>Motion to Restrict Public Access</i>	\$25	\$26

Certified Mediators

Please note that the Certified Mediator section of the court's website has been updated. All entries with incorrect information were deleted.

If you are a certified mediator who has previously requested to be included on the court's list, please review your information on the website for accuracy. If you are a certified mediator and would like to be included on the court's list, please email

***stephanie_butler@nceb.uscourts.gov** with the following:*

Mediator name

Firm name

Address, Telephone number, Email address

Organizations through which certified

Fee Applications

Please be advised that every effort should be made to ensure that all end-of-year fee applications are filed with the court in a timely manner. Orders on late-filed applications will not be treated as urgent by the clerk's office.

Checking Filings for Accuracy

All pleadings to be filed with the court should be reviewed prior to entry in order to ensure that the information contained is correct. This includes dates of filing, hearing dates and other references to the case docket. Failure to provide accurate information may result in a hearing being scheduled or may delay entry of an order.

Reminder re: Order Requirements

Please take some time to review the order requirements set out on the court's website by clicking [here](#). Please ensure that you thoroughly proofread orders prior to uploading in order to avoid spelling or grammatical errors and improper formatting.

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. 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!

ECF Contacts:

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

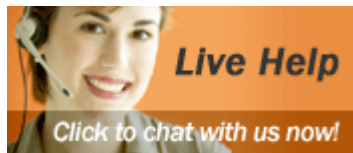
E-Mail Address: Kelly_Shum-Drake@nceb.uscourts.gov

Donna Skinner

Telephone Number: (252)917-6119

E-Mail Address: 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

NOVEMBER 19, 2020

VOLUME 15, ISSUE 11

Eastern District
Of
North Carolina
CM/ECF
Newsletter

In this issue:

- Case Statistics
- Redacting Documents
- Email Communication
- Rule Changes
- Miscellaneous Fees
- Median Family Income
- Q&A
- CM/ECF Contacts

Case Statistics

	October, 2020		Year to Date
Ch. 7	109	Ch. 7	1416
Ch. 11	1	Ch. 11	37
Ch. 12	0	Ch. 12	2
Ch. 13	143	Ch. 13	2077
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
Total	253	Total	3532

Redacting Documents

In order to accommodate the need for the exchange of documents during telephone and video conference hearings, the court has allowed attorneys to either file documents in CM/ECF as exhibits or email them to the appropriate courtroom deputy prior to hearing. Before a document is filed with the court or emailed to the court, it should be thoroughly reviewed to ensure it has been properly redacted to comply with Rule 9037.

Email Communication

Please note that clerk's office staff should be excluded from all email communications between parties, with the exception of case-related questions, notifications of settlements or requests for hearing continuances. They should not be copied on case discussions or negotiations between parties.

Reminder: December 1st Rule Changes

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

Bankruptcy Rules 2002, 2004, 8012, 8013, 8015 and 8021

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

Reminder: Adjustments to Miscellaneous Fees

*Please review the below chart indicating changes to the Bankruptcy Court Miscellaneous Fee Schedule effective **December 1, 2020**. These changes account for inflationary increases.*

<i>Item</i>	<i>Current Fee</i>	<i>New Fee</i>
<i>Exemplification</i>	\$22	\$23
<i>Audio Recording</i>	\$31	\$32
<i>Amended Schedules</i>	\$31	\$32
<i>Record Search</i>	\$31	\$32
<i>Miscellaneous Proceeding</i>	\$47	\$49
<i>Administrative Fee (Chapter 7,12 or 13 petition)</i>	\$75	\$78
<i>Administrative Fee (Chapter 9,11 or 15 petition)</i>	\$550	\$571
<i>Administrative Fee (sever Chapter 7,12 or 13 case)</i>	\$75	\$78
<i>Administrative Fee (sever Chapter 11 case)</i>	\$550	\$571
<i>Motion for Relief from Stay</i>	\$181	\$188
<i>Motion to Abandon</i>	\$181	\$188
<i>Motion to Withdraw Reference</i>	\$181	\$188
<i>Motion to Sell Free & Clear</i>	\$181	\$188
<i>Assignment of Claim</i>	\$25	\$26
<i>Motion to Restrict Public Access</i>	\$25	\$26

Median Family Income

The Census Bureau Median Family Income table has been updated effective November 1, 2020. This table provides median family income data reproduced in a format designed for ease of use in completing Bankruptcy Forms 122A-1 and 122C-1. The updated table may be viewed by clicking [here](#).

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?

U.S. Bank National Association, as Trustee, for Manufactured Housing Contract Senior/Subordinate Pass-Through Certificate Trust 2001-3

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 U.S. Bank National Association is sufficient.

ECF Contacts:

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

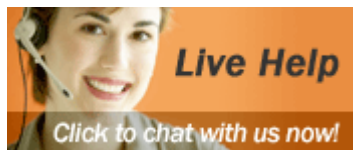
E-Mail Address: Kelly_Shum-Drake@nceb.uscourts.gov

Donna Skinner

Telephone Number: (252)917-6119

E-Mail Address: 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

DECEMBER 3, 2020

VOLUME 15, ISSUE 12

Eastern District
Of
North Carolina
CM/ECF
Newsletter

In this issue:

- Case Statistics
- Court Holidays
- Office Closures
- Attorney Leave
- Federal Rules
Amendments
- Order
Requirements
- Who Should You
Call?
- Q&A
- CM/ECF
Contacts

Case Statistics

November, 2020		Year to Date	
Ch. 7	100	Ch. 7	1516
Ch. 11	4	Ch. 11	41
Ch. 12	1	Ch. 12	3
Ch. 13	148	Ch. 13	2225
Ch. 9	0	Ch. 9	0
Ch. 15	0	Ch. 15	0
Total	253	Total	3785

2021 Court Holidays

Friday, January 1st - New Year's Day
Monday, January 18th - Birthday of Martin Luther King, Jr.
Monday, February 15th – President's Day
Monday, May 31st – Memorial Day
Monday, July 5th – Independence Day
Monday, September 6th - Labor Day
Monday, October 11th – Columbus Day
Thursday, November 11th – Veteran's Day
Thursday, November 25th - Thanksgiving Day
Friday, December 24th – Christmas Day

Holiday Office Closures

The clerk's office for the Eastern District of North Carolina will be closed beginning at 1:00 PM on Wednesday, December 23rd and will remain closed through Friday, December 25th for the Christmas holiday. We will reopen for business on Monday, December 28th. Additionally, the clerk's office will be closed beginning at 1:00 PM on Wednesday, December 30th and will remain closed through Friday, January 1st for the New Year's holiday.

Attorney Scheduled Leave

Please inform the courtroom staff of your secured leave for 2021 as soon as possible to help avoid any potential scheduling conflicts.

Contact information is as follows:

Judge Warren:

NCEBml_CourtroomStaff_DMW@nceb.uscourts.gov

Judge Humrickhouse:

NCEBml_CourtroomStaff_SWH@nceb.uscourts.gov

Judge Callaway:

NCEBml_CourtroomStaff_JNC@nceb.uscourts.gov

Amendments to the Federal Rules

Congress has taken no action on the proposed amendments to the Federal Rules of Practice and Procedure adopted by the Supreme Court and transmitted to Congress on April 27, 2020. The amendments took effect on December 1, 2020. More information may be viewed by clicking [here](#).

Reminder re: Order Requirements

There have been numerous orders uploaded recently that did not contain a 3 inch margin. Please take some time to review the order requirements set out on the court's website by clicking [here](#). Please ensure that you thoroughly proofread orders prior to uploading in order to avoid spelling or grammatical errors and improper formatting.

Who Should You Call?

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?

Call a Case Administrator.

Do you need to know how to file a particular document? Are you having difficulty using electronic filing? Have you made an error that needs to be corrected?

Call 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?

Call a Courtroom Deputy or Court Recorder.

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.

QUESTIONS/ANSWERS:

Q. I need to update the secondary emails on my CM/ECF account. Do I need to contact the Helpdesk?

A. No. In order to update your secondary emails, you can login to your account, select Utilities, then Maintain User Account and then Email Information. *Please note that primary emails may not be updated here. That must be done through your PACER account.*

ECF Contacts:

Helpdesk Line: (919)334-3850

Kelly Shum-Drake

Telephone Number: (919)334-3806

E-Mail Address: Kelly_Shum-Drake@nceb.uscourts.gov

Donna Skinner

Telephone Number: (252)917-6119

E-Mail Address: Donna_Skinner@nceb.uscourts.gov

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

