

CM/ECF Release 4.1 Summary for External Users

Issued June 14, 2011

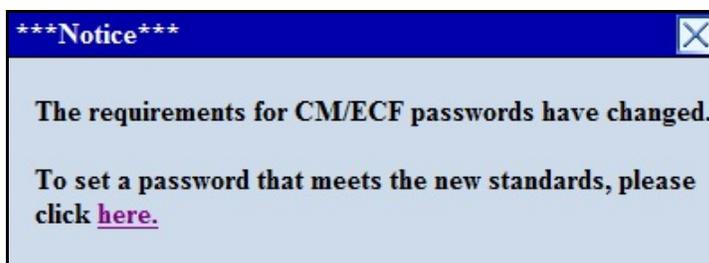
This document summarizes the changes you will notice when CM/ECF has been upgraded. There are several other enhancements that will be made available at a later date, and we will share those with you when they are ready.

Internet Browsers

Release 4.1 works correctly with Firefox 3.5 and Internet Explorer 7 and 8. Mozilla Firefox 2 and Internet Explorer 6 are no longer supported.

Password Security Enhancement

- Password security has been improved and requires all users to change their passwords to comply with these new requirements.
- All CM/ECF passwords must be a minimum of eight characters, and must include both upper- and lower-case alphabetic characters and at least one digit or special character. [e.g., 0-9, @, #, \$, %, &, *, +, :].
- After five invalid login attempts, your account is locked out for five minutes. After the lockout period, you may attempt to login again; however, each subsequent invalid entry will result in additional lockout time of one minute per lockout.
- The first time you log in after the court has upgraded its CM/ECF software to Release 4.1, you will see the following message:



- Click the link in the message to change your password to meet the new standards.

Maintain User Account - Primary and Secondary Email Addresses

- After the upgrade, you now need to enter your primary and secondary email addresses twice for validation purposes. If these two fields do not match, you will receive an error message and the address is not saved until these two fields match. If you wish to have more than one secondary

email address you must separate the addresses by commas. In the past you were allowed to enter them on multiple lines but this is not longer permitted.

Email information for Johnnie Attorney			
Primary email address	Johnnie_Attorney@alnb.uscourts.gov	Reenter primary email address	Johnnie_Attorney@alnb.uscourts.gov
Secondary email address	Alternate_address@gmail.com	Reenter secondary email address	Alternate_address@gmail.com

Adversary Case Opening

- Previously, an attorney opening an adversary case was prompted to create an association with the plaintiff in the case. Now, a “Counsel for” selection option appears (if the adversary proceeding is not a complaint, e.g. a Notice of Removal) to allow the attorney to indicate which party he represents: if the default “Plaintiff” is selected, the filing attorney is automatically associated with the plaintiff; if “Defendant” is selected, the filer may make the attorney association during docketing.
- During adversary/miscellaneous proceeding filing, the filer was previously always able to add the defendant’s attorney to the case while adding the defendant. Now, the plaintiff’s attorney will not be able to add the attorney for the defendant.

Claim Filing - Proof of Claim

- The Proof of Claim entry screen text and formatting have been modified to match the Official B10 Claim Form. The claim data entry fields are: Amount Claimed, Secured, and Priority.
- The total amount of the claim as of date case filed should be entered in the Amount Claimed field. This should include any secured, priority, unsecured and unknown amounts. If any part of the claim is secured or priority, these amounts should be entered in the respective fields. The total amount of the claim is no longer calculated.

Proof Of Claim Information For 59686 - XYZ COPIER COMPANY			
Case Number: 95-70000-CMS13	Amends Claim #: <input type="text"/> <input type="button" value="Find"/>	Filed By: Creditor ▾	
Last Date To File:	Date Filed: 05/09/2011		
Last Date To File(Govt):			
Claimed			
Amount Claimed <input type="text"/> <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)</i>	Secured <input type="text"/> <i>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</i>	Priority <input type="text"/> <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</i>	
Description:	<input type="text"/>		
Remarks:	<input type="text"/>		
Amend options: <input type="radio"/> Clear all Amounts			
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

- The “File another claim” hyperlink has been moved to the top of the receipt for easier access.

Claims Register

- The Claims Register calculates an aggregate Total Amount Claimed for the case from the Total Amount Claimed on each claim.
- Previously, the “Entered by” field displayed the original filer, even if a more recent claim amendment or part was entered by a different user. Now, the "Entered by" field displays the filer of the most recent claim record.

Claims Activity

- If the case is closed, the word "Closed" along with the date closed will appear beside the case number and the debtor’s name.
- Previously, when a claim was transferred via a Transfer Agreement, the filer to whom the claim was transferred was listed as the filer of the original claim. This was incorrect, and inconsistent with the information displayed on the Claims Register. Now the original filer name is displayed for the original claim, and the filer to whom the claim was transferred is listed for subsequent claim actions.

User Interface Enhancements

Time Selection Icon

- On screens allowing a time clock selection, the time field now includes an icon to populate the time from a graphic clock.



- When clicked, the cursor can be moved around the clock face to select a time. The time selection is displayed in the box. The lighter shading of the clock is for an "AM" time and the darker shading of the clock is for a "PM" setting. Also, the time can be entered in the box manually without clicking on the clock icon if preferred.

Docket Report

- Previously, each party's alias was printed on two lines on the Docket Report; alias type on the first line, and the name on the second line. The alias type and alias name is now listed on the same line.
- The "Include headers..." check box now defaults to checked.
- The county of residence is now displayed along with the address information on the docket report for debtors and joint debtors.
- All attorney email addresses displayed on the Docket Report are now hyperlinks that can be clicked on and the user's default email program will open.
- The "Show Associated Cases" hyperlink only appears on the Docket Report output screen when the case being viewed has an active association.

Docket Activity

- This report is now limited to a range of thirty-one days. This prevents internet users from unintentionally requesting a large data set, which would result in an unnecessarily large PACER fee.

Query

- Additional information is now displayed when searching for a name under the "Query" option to allow a user to select the correct case.
- For each name result, a row of information is displayed to the screen for each case in which date person is involved, as shown below:

Select a Case						
There were 11 matching persons.						
There were 11 matching cases.						
Name	Case No.	Case Title	Chapter / Lead BK case	Date Filed	Party Role	Date Closed
GREEN, JOSEPH DONZA (pty) (1 case)	61-93252-JAC13	JOSEPH DONZA GREEN	13	12/29/61	Debtor	06/18/63
GREEN, JOSEPH LEE JR. (pty) (1 case)	98-00004-TBB13	JOSEPH LEE GREEN and SHEVELLE GREEN	13	01/05/98	Debtor	03/15/00
GREEN, JOSEPH STERLING (pty) (1 case)	89-01178-GSW7	JOSEPH STERLING GREEN and CHARLENA MICHELLE GREEN	7	06/26/89	Debtor	06/05/95
GREEN, JOSEPH STERLING (pty) (1 case)	89-00219-GSW	STILSON v. GREEN et al	Lead BK: 89-01178-GSW7 JOSEPH STERLING GREEN and CHARLENA MICHELLE GREEN	11/01/89	Defendant	12/11/89

- Previously, two characters of the last name were required for a name search on the Query screen. Now, if a single character is entered into the last name field, it is evaluated for exact name matches only. A message will appear on the screen informing the user that only exact matches will be found.

- A "View Document" link allows users to enter a document number in the case currently being viewed to view this document directly.
- A warning message has been added to the Query screen, indicating that there is no 30-page PACER billing cap on the results page as follows:

"Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges)."

- After running a query and clicking on the "Associated Cases" screen, a new "Other Filings by Same Debtor(s)" section has been added. This will display all cases that share a debtor or joint debtor with the case currently being viewed.

Cases Report

- An option to filter the report by attorney name or BAR ID now appears on the selection screen. When a name is entered, a list of matching attorney names is displayed, of which you may select one or more. Check boxes allow you to search for attorneys by party role: debtors, plaintiffs, defendants, creditors, or all. Alternatively, you can also choose to view only cases with pro se filers.
- The report is now limited to a range of thirty-one days. If the user tries to conduct a search greater than thirty-one days a message appears stating "The data range you have entered exceeds the 31-day limit."

Cases Report

Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Office: Anniston, Birmingham
 Case Type: ap, bk
 Chapter: 7, 9

Trustee: Brooks, Taylor Patrick, Cottingham, C David

Attorney

Last name: Jones
 First name:
 Bar ID:
 Search

Attorneys for:

Debtors Plaintiffs Defendants
 Creditors All

Found, click to select

Jones, Joshua A.
 Jones, Keith S.
 Jones, Loring S.
 Jones, Marcus A. III

Selected, click to remove

Jones, David Lee
 Jones, G. Douglas
 Jones, Kenneth R.

Date Type: Filed date From 5/2/2011 to 5/9/2011

Open cases Closed cases
 Party information Pro se cases only

Sort by: Filed Date

- For users who do not have access to sealed cases, limited sealed case information is displayed on the Cases report. This report displays the case number, entered and filed dates, office, and generic case title text according to case type: "SEALED" for bankruptcy cases, "SEALED v. SEALED" for adversary and miscellaneous proceedings. Note that the fields displayed are the only fields by which sealed cases may be filtered; if other search filters are used (e.g., chapter, judge), those filters will not affect which sealed cases appear on the report.

Tracking Filing Fee Balance

- In previous releases, there was no way to track the balance due when a filing fee was paid in installments. Now, for pending cases opened after the upgrade to 4.1, the outstanding filing fee balance is tracked in CM/ECF.
- A new "Filing Fee" selection is available from the main Query output screen. For bankruptcy cases, this option displays a screen listing the filing fee amount, details on any payments that have been made, and the outstanding balance due.

Filing Fee Query				
Original filing fee: \$ 274.00				
The fee status is paying in installments.				
Date	Doc	Summary Text	Receipt number	Fee
03/07/2011	1	Voluntary Petition (Chapter 13)	o	\$ 274.00
03/24/2011	3	Receipt of Installment Payment (First)	71452	\$ 74.00
				<i>Balance Due \$ 200.00</i>

- An additional section displays any related adversary proceedings or miscellaneous proceedings if the filing fee was deferred and the "Defer" or "FeeDue" flag is set in the AP or MP case.
- If the query is run for the ap or mp case, the user will be shown the filing fee, any payments made and the balance due.

Docketing

Display and Selection of County Codes

- All U.S. counties are available for selection in any court.
- The county code has been changed to include the two-letter state abbreviation (for example, JEFFERSON-AL)

- On docketing screens where party information is entered, the county list automatically displays all counties in the state where the court is located. If a party's county is outside the state, enter the correct state in the "State" field; this will update the county selection list to display all counties for the state.

Trustee's 341 Filings (for Chapter 7 and Chapter 13 Trustees)

- The Trustee's 341 Filings module has been enhanced to allow multiple meetings to be continued simultaneously.
- An option to sort cases by time has been added to the selection criteria screen.
- A new "Continue multiple 341 meetings" check box has been added to this screen. If this box is checked, a new screen is displayed to allow the trustee to continue 341 meetings for some or all of the cases with meetings on the selected date.
- Once all the selection criteria have been entered, the next screen will show all cases for which the trustee has 341 meetings scheduled for the date selected. The trustee can make date, time and location selections.
- An "Additional docket text" field allows the trustee to add information to the docket text. There are also radio buttons so the trustee can indicate if the debtor or joint debtor appeared at the 341 meeting.
- The cases displayed for this report are grouped by chapter and the check box displayed in the header row (beside the "Case" label) sets all case check boxes to its own value.
- If the trustee runs this report without checking the box to "Continue multiple 341 meetings", cases are grouped by chapter with corresponding headings and options pertaining to the case chapter. A text box and check boxes for "Debtor Appeared" and "Debtor Absent from Required Meeting" appear.
- Now, when a trustee runs a "Report of no distribution" event with multiple cases, the asset notice field will be updated for all cases.

Noticing

- When a party is terminated through a docket event, the terminated party is now included in the noticing list.
- The BNC Certificate of Notice will now include all entities selected as form recipients and all entities who received a Notice of Electronic Filing through CM/ECF. This will also include the date of electronic notification and the entity's name and email address.
- The BNC file will now contain the an email address (of the debtor's attorney, or of the debtor if pro se), so the BNC may email the bypass list.
- The title of the BNC PDF certificate has been changed to "Imaged Certificate of Notice."

- Currently, the debtor’s attorney receives the 341 notice by notice of electronic filing (NEF) with the debtor’s redacted Social Security number (SSN) and by U.S. Mail through the BNC with the debtor’s full SSN. Once 4.1 has been implemented, the 341 notice will allow the BNC to send the debtor’s attorney an email containing a secure hyperlink to the unredacted 341 notice in place of a paper notice. The BNC will send one summary email per day containing hyperlinks to one or more notices. Each hyperlink provides one free look to the full notice. The debtor’s attorney will no longer receive the paper 341 notice from the BNC.
- Previously, when two users entered the same email address, summary email notices were not sent. This has been corrected.

Reports

Claims Register

- When editing a claim, the filer’s name is not overwritten with the name of the person who edited the claim. The original filer’s name is now retained.
- Special characters in the debtor’s name are displayed correctly on the Search Results screen.

Docket Activity

- The “Only cases to which I am linked” check box is now displayed for trustees and US Trustees as well as attorneys.

Utilities - Internet Payments Due

Previously, when an internet payment was made, all the fees that were incurred up to the time of payment had to be paid at once. Now, you may choose to pay some or all of the fees in a given transaction.

On the “Internet Payments Due” screen, all outstanding fees are displayed, along with a check box for each fee. To select the fees to pay, the user should check the boxes next to the desired fees, then click the *Next* button.

The following screen displays a summary of the selected fees, along with a *Pay Now* button. Clicking this button opens a panel to allow payment.

Internet Payments Due

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2011-04-26 08:54:46	Voluntary Petition (Chapter 7)(11-40060-7) [misc,volp7] (299.00)	\$ 299.00
<input type="checkbox"/>	2011-04-26 09:02:38	Voluntary Petition (Chapter 13)(11-40061-13) [misc,volp13] (274.00)	\$ 274.00
<input type="checkbox"/>	2011-04-26 09:40:26	Voluntary Petition (Chapter 7)(11-40062-7) [misc,volp7] (299.00)	\$ 299.00
<input type="checkbox"/>	2011-04-26 09:43:50	Complaint(11-40020-JJR) [cmp,cmp] (250.00)	\$ 250.00

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Miscellaneous

- The keyboard can now be used instead of using the mouse. Pressing the [Enter] key gives the same result as clicking the [Submit] button. Pressing the space bar also works if the focus is on the button that submits the screen.
- When adding a joint debtor you should always see the check box to allow the main debtor's address to be copied to the joint debtor.
- The "Create Appendix" Docket Report feature used for an adversary proceeding can now be uploaded through docketing.
- Mozilla Firefox 3.5 and Internet Explorer 8 do not allow users to type directly into a file name box on a document upload screen; instead, you must click the "Browse" button, then search for the document or type the file name in the resulting window.
- For data security, it is important to exit the browser after logging out of the application. To encourage this, a message is now displayed upon logout to remind users to exit the browser.
- When a name is displayed that includes a generation modifications have been made in may areas to include the generation display.
- You should no longer encounter an error message while trying to complete an internet payment.
- To avoid problems with pop-up blockers among various browsers, the pop-up window previously generated by a pay.gov transaction is now displayed as a panel. This panel appears as part of the original application window, so it is not affected by pop-up blocker settings.