

Administrative Office of the U.S. Courts

CM/ECF

Bankruptcy Release 5.0

Notes for PACER Users

REVISED: March, 2013

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Bankruptcy Release 5.0

Introduction

This document summarizes the changes you may notice when you use CM/ECF in a U. S. Bankruptcy Court that has installed Release 5.0 of the application. Note that what you see in a particular court may be different from what is described here.

Internet Browsers

Release 5.0 was tested and works correctly with Firefox and Internet Explorer 8 and 9 browsers.

REVISIONS

03/11/2013: Updated Field numbers for page 15 New Case Upload Fields

Changes seen when you are logged in with a PACER or CM/ECF filer account

Query

- Additional options have been added to the Query search screen. The current options available are as depicted in the image below.

The screenshot shows the 'Query' search interface. It includes a 'Search Clues' section with the following fields and options:

- Case Number: [Text Input]
- Last / Business Name: [Text Input] (Examples: Desoto, Des*t)
- First Name: [Text Input]
- Middle Name: [Text Input]
- SSN / ITIN: [Text Input]
- Tax ID / EIN: [Text Input]
- Type: [Dropdown Menu]
- Filed Date: [Date Picker] to [Date Picker]
- Last Entry Date: [Date Picker] to [Date Picker]
- Nature of Suit (AP and MP cases only): [List Box]
 - 01 (Determination or Remand of Removed Claim or Cause; [28 USC 1452(b), Rule 9027(d), Rule 7001(10)])
 - 02 (Other (e.g., actions that would have been brought in state court if unrelated to a bankruptcy case))
 - 11 (Recovery Money/Property [542 Turnover of Property; Rule 7001(1)])
 - 12 (Recovery Money/Property [547 Preference; Rule 7001(1)])
- Open cases: ☐ Closed cases: ☐

- Attorneys may, at the court's discretion, be allowed to initiate a withdrawal from a case in which they are no longer involved. When the withdrawal occurs this way, the Attorney query displays the label "SELF-TERMINATED" beside the date the court terminated the attorney's involvement in the case.
- Previously, if a case was converted and re-converted, the Notice of Bankruptcy Case Filing query screen reflected the converted chapter rather than the original chapter. Now, the original chapter is saved permanently, so the chapter value is correct for cases filed after release 5.0 is installed.

Note: Cases filed prior to installation of release 5.0 are not modified, and so continue to display the converted chapter if re-converted.

For clarity, the original chapter and current chapter values are also displayed on the Case Summary query and the Docket Sheet for re-converted cases:

Case Summary query:

Case Summary	
Office: Maryland	Filed: 02/20/2007
County: PIMA-AZ	Terminated:
Fee: Paid	Debtor discharged: 10/11/2007
Origin: 0	Joint debtor discharged: N/A
Previous term:	Reopened: 10/01/2007
	Converted:
	Debtor dismissed: 08/02/2008
	Joint debtor dismissed: 08/02/2008
	Confirmation hearing:
Joint: y	
Original chapter: 7	
Current chapter: 11	
Previous chapter: 7	

Docket Sheet:

U.S. Bankruptcy Court District of New Jersey
Assigned to: Judge Novalyn L. Winfield
Chapter 11
Previous chapter 7
Original chapter 7
Voluntary
No asset

The language on the 341 notice also reflects not only the current chapter (as in previous releases), but also the original chapter if a case has converted and/or reconverted.

- The Notice of Electronic Filing (NEF) and Notice of Electronic Claim Filing (NECF) list the names and email addresses of anyone who received an email for the corresponding filing. Previously, when an attorney represented more than one party in a case, the attorney's email and party information were listed on the NEF or NECF only for the first party. Now, the attorney is listed for each party.

Reports

Calendar Reports

The hearing type selections have been changed so that 341 meetings may be excluded from the “All hearings” option if desired.

Because 341 meetings are handled differently from hearings, they are now separated out of the “All hearings” option. Instead, a new “341 meetings” selection allows viewing of these events. To view hearings and 341 meetings (the equivalent of the “All hearings” option in previous releases) select “All hearings” and “341 meetings” when running the report.

This change applies to all reports that allow a hearing type selection.

Cases

- Split, Transferred and Reopened dates have been added to the selection screen, as well as several other new options:

Office	Office0 Camden	Assets		Case Type	ap bk	Chapter	7 9
Trustee	ADJETEY, CHARLENE SUOKOR Abramowitz, Arthur						
Attorney							
Last name							
First name							
Bar ID							
Date Type	Filed date	From	11/10/2011	to	11/25/2011		
☒ Open cases		☐ Party information					
☐ Closed cases		☐ Pro se cases only					
☐ Voluntary		☐ Involuntary		☐ Small Business Cases			
Type of Debtor		Nature of Debt		Nature of Business			
County	ATLANTIC-NJ BERGEN-NJ						
Number of months without a confirmed plan		From		To		☐ Include dismissed cases	
Sort by	Filed Date						
Output Format	☒ Formatted display ☐ Data only ☐ Include field descriptions						
Run Report	Clear						

- In addition to options available on other reports, a new option allows users to search for cases without a confirmed plan that were filed within a date range. When searching by unconfirmed plan dates, the 31-day date range limit to PACER user searches does not apply.
- Previously, when the Cases Report was run with “Party information” not selected, a party’s attorney information was displayed on the formatted data output, but not on the data-only output. Now, the data-only output lists attorney information for the parties in the Attorney last name field (field 50 in the list below). If multiple attorneys exist for various parties, the role and attorney are listed, separated by semicolons, in the same field. For parties without an attorney, the text “Pro se” is displayed instead of the attorney name.
- A new output format option, “Include field descriptions,” has been added for use when the data-only format is selected.

Output format ☐ Formatted display
☒ Data only ☒ Include field descriptions

Selecting this option inserts field descriptions into a header row of the data file. In the image below, the header row is highlighted:

(1)Case number - 2-digit year	(2)Case number - 4-digit year	(3)[CM/ECF internal]	(4)Chapter	(5)Previous chapter	(6)Conversion date
09-01144	2009-01144	1023106	7	11/18/2010	04/30/2009
09-01144	2009-01144	1023106	7	11/18/2010	04/30/2010
09-01017	2009-01017	1002959	7	05/18/2009	05/18/2009
09-01017	2009-01017	1002959	7	05/18/2009	05/18/2009
09-01009	2009-01009	1002960	7	12/16/2009	05/19/2009
09-01009	2009-01009	1002960	7	12/16/2009	05/19/2009
09-01009	2009-01009	1002960	7	12/16/2009	05/19/2009
09-01009	2009-01009	1002960	7	12/16/2009	05/19/2009

If the data-only report is run without headers, it appears as it has in previous releases, without a header row.

- CM/ECF now allows debtors and joint debtors to list multiple SSN/ITIN or Tax ID/EIN values. To accommodate this, the Cases Report data-only option lists multiple values, separated by commas, in field 42 (SSN/ITIN) and field 43 (Tax ID/EIN).

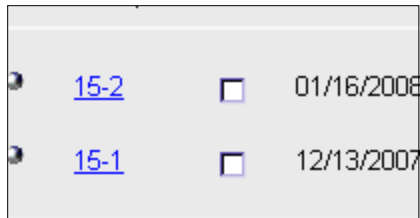
The current fields are as follows:

- Formatted case number with 2-digit year
- Formatted case number with 4-digit year
- [CM/ECF internal]
- If this is a bankruptcy case, the chapter under which it was filed.
- If this is a bankruptcy case that has been converted, the previous chapter.
- If this is a bankruptcy case, the date on which an order of conversion was filed.
- If this is a bankruptcy case, the date on which the case or the first debtor was discharged.
- Date on which the case or the first debtor was dismissed.
- Date on which the case was filed or reopened.
- Date on which the case was entered into CM/ECF.
- Date on which the case was closed.
- The disposition code for the case, or for the first debtor in a joint case.
- Code that identifies the type of case, "ap" = adversary proceeding, "bk" = bankruptcy, "mp" = miscellaneous proceeding.
- If this is a bankruptcy case, the trustee's last name.
- Judge's last name
- If this is a bankruptcy case, the name of the county in which it was filed.
- The name of the office in which the case was filed.
- If this is a bankruptcy case, status of filing fee payment: "Paid", "Installment", "IFP Filing Fee Waived", "Installments Completed", "Fee Not Paid", or blank.
- If this is a bankruptcy case, are there assets in the case? "yes", "no", or blank.
- If this is a bankruptcy case, the disposition of the case or of the first debtor (e.g., "Discharge granted").
- If this is a joint bankruptcy case, the discharge date of the joint debtor.
- If this is a joint bankruptcy case, the dismissal date of the joint debtor.
- If this is a joint bankruptcy case, the disposition code for the joint debtor.
- If this is a joint bankruptcy case, the disposition for the joint debtor.

25. If this case is an adversary proceeding, a code for the divisional office in which the bankruptcy case was filed.
26. If this case is an adversary proceeding, the sequence number for the related bankruptcy case.
27. If this case is an adversary proceeding, the year (1 or 2 digits) of the related bankruptcy case.
28. If this case is an adversary or miscellaneous proceeding, its disposition (e.g., "Dismissed for want of prosecution").
29. Party's first name
30. Party's middle name
31. Party's last name
32. Party's generation
33. Party's office or agency
34. 1st line of party's address
35. 2nd line of party's address
36. 3rd line of party's address
37. Party's city
38. Party's state
39. Party's ZIP code
40. Party's country
41. Party's phone
42. Party's Social Security Number(s) (the first 5 characters are masked for public users)
43. Party's Tax ID(s)
44. Sequence number of the party within the case
45. The role of the party in the case
46. The party terminated date, if applicable (debtor, plaintiff and defendant parties only)
47. Short title of the case (omitted when party information is included)
48. Attorney's first name
49. Attorney's middle name
50. Attorney's last name
51. Attorney's generation
52. Attorney's office or agency
53. 1st line of attorney's address
54. 2nd line of attorney's address
55. 3rd line of attorney's address
56. Attorney's city
57. Attorney's state
58. Attorney's ZIP code
59. Attorney's country
60. Attorney's phone

Claims Register

- The "View multiple documents" option, previously only available for the Docket Report, is now also available in the Claims Register. When the option is selected, the report output will include a check box beside each claim document to which the user has access:



15-2	☐	01/16/2008
15-1	☐	12/13/2007

If a claim document includes attachments, the Document Selection Menu displays a list of the documents associated with the entry. As with the Docket Report, options to View All or Download All are now displayed on this screen when “View multiple documents” is selected.

If multiple documents are selected, all documents are presented to the user as one concatenated PDF document.

- A new Claims Summary option displays a summary of all claims in a case that meet the selection criteria.

If the new “View claims summary report” box is checked on the claims register report screen, the following screen is displayed:

Claims Summary

[07-01000-NLW Johnson & Johnson Realty and Renaissance Marketing, Inc.](#) **Closed 07/01/2008, Debtor dis**

Type: bk Chapter: 11 Office: 3 (Trenton)
 Assets: Judge: NLW
 Date Filed: 01/04/2007 Last Date to File Claims: Last Date to File (Govt):
 Trustee:

Claim #		Amount claimed *	Date filed	Creditor number	Creditor name
1-2	View	19000.00	08/07/2007	505085946	Bank Of One
2-2	View	1110.00	01/15/2008	505093985	Citibank
3	View	710.00	05/10/2007	505085946	Bank Of One

Total Number of Claims: 3

Total Amount Claimed *	20820.00
Total Amount Allowed *	30886.00

* Includes general unsecured claims

The values are reflective of the data entered. Always refer to claim documents for details.

	Claimed	Allowed
Secured	2777.00	6666.00
Priority	3388.00	9777.00

This summary screen lists the claims that match the search criteria in a table with the amount claimed for each. Hovering over a claim displays the breakdown of the claim amounts:

Claim #		Amount claimed *	Date filed	Creditor number	Creditor name
1-2	View	19000.00	08/07/2007	505085946	Bank Of One
2-2	View	1110.00	01/15/2008		
3	View	710.00	05/10/2007		
Amount claimed: 19000.00 Amount allowed: 28000.00 Secured claimed: 2000.00 Secured allowed: 6000.00 Priority claimed: 3000.00 Priority allowed: 9000.00 Unknown claimed: 4000.00 Unknown allowed: 8000.00 Unsecured claimed: 10000.00 Unsecured allowed: 5000.00					

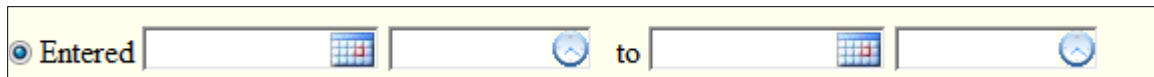
Claims may be viewed individually by clicking the “View” button for the claim; Creditor/Claimant History is available by clicking on the creditor name. The table may be sorted by claim number, date filed or creditor name; to sort, click on the column header.

List of Creditors (Creditor Mailing Matrix)

The title of the former “Creditor Mailing Matrix” menu item has been changed to “List of Creditors.”

Docket Activity

- The report selection criteria have been enhanced to include a time range filter. Users may now search for entries based on the date and time entered.



Type a time value or click the clock icon to select a time. If no times are entered, the entire day(s) are searched.

- When a related document or attachment is referenced in the docket text of an event, the reference is now a hyperlink; this mirrors the functionality on the Docket Report.

Docket Report

- Additional dates and deadlines now display on the Docket Report for easier monitoring of critical milestones in the case.

If the case has a date set for any of the following, the date is displayed on the public docket report for all users:

- 341 meeting (most current value displayed)
 - Claims bar (pending proof of claim deadline, pending government proof of claim deadline)
 - Plan confirmation
 - 523 and 727 complaints deadline
 - Financial management course deadline for the debtor (and for the joint debtor, if a deadline exists)
- If there are claims associated with a case, a link to the Claims Register is displayed in the header along with the case information.

- A new option allows users to view page counts for each PDF document on the report output.

A “Page counts for documents” check box now appears on the selection screen. The image below shows the addition to the selection screen.

Docket Sheet

Case number

☒ Filed to

☐ Entered

Documents to

Include:

☒ Terminated parties

☒ Page counts for documents

Document options:

☒ Include headers when displaying PDF documents

☐ View multiple documents

Format:

☒ HTML

☐ Text

Sort by

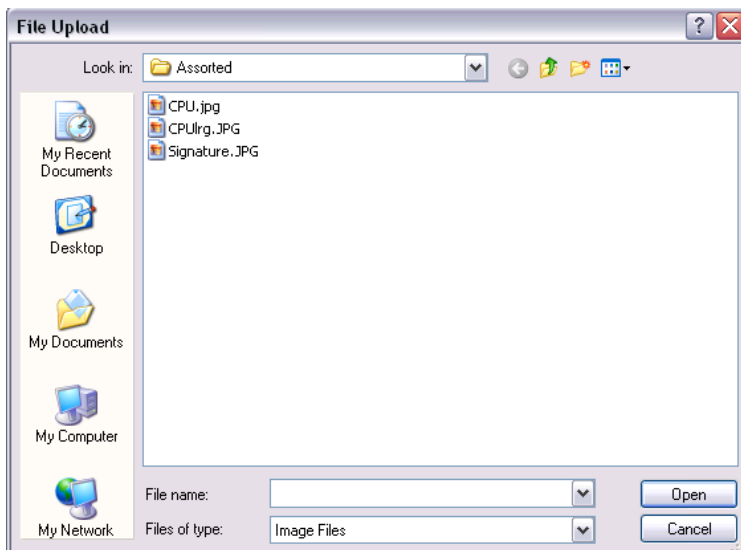
If the box is checked, the number of pages is displayed on the report output below the document number:

05/04/2005	7 (8 pgs; 8 docs)	Trans if it is
------------	--------------------------------------	-------------------

For documents with attachments, the number of documents is displayed as well as the total number of pages, as shown above; page numbers for each attachment are displayed on the Document Selection Menu, which is accessed by clicking the document number link.

Miscellaneous

- As part of an ongoing effort to improve the user interface, a calendar icon has been added to many date fields in the application. Clicking the icon allows the user to select a date from a calendar, rather than typing the date manually. Additionally, several warning messages have been updated for consistency.
- Release 4.1 introduced a clock icon to allow users to select a time quickly, without needing to enter the hours, minutes and AM/PM selection. Initially, it was added only to certain time fields as needed; now it is added to all time fields within the application.
- When feasible, additional user interface improvements were made to screens that were updated to include the clock icon, and to the warning messages displayed on those screens.
- Two PACER hyperlinks may appear on the Utilities menu. A link to the PACER Case Locator, and a link to the PACER court site, which allows access to all courts' information through PACER.
- Previously, some events that met the setup criteria for an RSS feed were omitted from the feed in error; this has been corrected.
- Previously, when a user uploaded a document using the Mozilla Firefox browser with version 4 or higher, the file upload dialog box displayed only "image" type files by default:



To avoid confusion and save time, this has been modified so that the "All Files" value is selected by default, rather than the "Image Files" value.

- When a text field contains a dollar sign (\$), the text was sometimes misinterpreted and displayed incorrectly:
 - If a dollar sign was followed by a zero, the dollar sign and zero were sometimes replaced with the program name. This has been corrected.

- If a dollar sign was followed by numbers other than zero, the dollar sign and some numbers were removed from the text. This has been corrected.

- PACER Case Locator

The following updates have been made to the PACER Case Locator, provided by the PACER Service Center:

- For bankruptcy cases and adversary proceedings, the attorney information is now extracted.
- Alias records are now returned by a search based on SSN/ITIN or Tax ID/EIN.
- Debtor Disposition and Joint Debtor Disposition values are now extracted on all cases for which a disposition exists.

Changes seen only when you are logged in with a CM/ECF filer account

E-Orders

- Documents uploaded during the Batch Upload docketing feature may now include attachments.

Multiple Identification Numbers

CM/ECF now allows up to five identification numbers for each debtor or joint debtor.

Adding identification numbers

On screens where a new party may be added, if the party is a debtor or joint debtor, a plus icon appears beside the SSN/ITIN and Tax ID/EIN fields when they contain a value, as shown in the image below.

Debtor Information			
Last name	Gren	First name	Ronald
Middle name		Generation	
		Title	
SSN/ITIN	999-99-9999  999-99-9999	Tax Id/EIN	12-1234567  12-1234567

Clicking this icon generates another field where a secondary SSN/ITIN or Tax ID/EIN value may be entered. Up to five identification numbers may be added in this way for each debtor or joint debtor.

Multiple identification numbers may also be added through the Case Upload module and the Automatic Docketing Interface (ADI). With both methods, multiple identification numbers are input as a comma-separated list in the SSN/ITIN or Tax ID/EIN field. For more information about ADI, see the CM/ECF System Administrator's Guide.

Display of multiple identification numbers

For debtors with more than one identification number, all listed numbers are displayed and used throughout the application as follows:

- On public notices and dockets, only the last four digits of any SSN/ITIN are displayed.
- All identification numbers are extracted by the PSC Case Locator program for use in duplicate SSN/ITIN and Tax ID/EIN searches.
- The Cases Report data-only option now displays multiple identification numbers as needed; see the Cases Report section for more information.

Case Opening

Opening a related case

A new option on the Bankruptcy filing menu entitled, "Open a Related BK Case," may appear. This option allows a related case number to be entered before opening the new case, and ensures that the related case is linked properly to the case being opened.

Case Upload

- The Case Upload module now accepts multiple identification numbers as a comma-separated list in the SSN/ITIN or Tax ID/EIN fields.
- Previously, if a specific letter combination appeared in the first line of the text file, the file validation program incurred an error; this has been corrected.
- Previously, certificates of credit counseling were not docketed upon case upload when certain third-party upload software packages were used. This has been corrected.
- Two new fields have been added to the Case Upload data file, allowing filers to specify a related BK case and the related case's office.

Table 1 New Case Upload Fields

Field #	Field Description	Required	Field Length	Permitted Values
72	Related BK case	N	Char(30)	A case number in the format of YY-NNNNN
73	Related BK case's office	N	Char(1)	A one digit office number

Claims/Creditors

- During claim filing and creditor maintenance transactions, the final screen before submission now warns that submitting will finalize the transaction.
- The title of the former “Creditor Mailing Matrix” menu item has been changed to “List of Creditors.”
- The title of the former “Upload a creditor matrix file” menu item has been changed to “Upload list of creditors file.”

Docketing

- Party/attorney associations

When an attorney files a document in a case in which he or she is not already involved, the user is prompted to indicate whether the attorney should be linked to the party and the case. Previously, the default behavior was not to link the attorney; now the association is made unless the user de-selects the check box that indicates an association. The wording has been updated to stress the implications of omitting a necessary association, as shown below.

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

☒ Nguyen, An(pty.dft) represented by Grabowski, Jeffrey A. (aty)

Next

Clear

Noticing

- The Notice of Electronic Filing (NEF) and Notice of Electronic Claim Filing (NECF) list the names and email addresses of anyone who received an email for the corresponding event. Previously, when an attorney represented more than one party in a case, the attorney’s

email and party information were listed on the NEF or NECF only for the first party. Now, the attorney is listed for each party.

- Due to a change made in release 4.1, email notices included hyperlinks whenever a related document was referenced in the event's docket text. This may cause confusion, as free looks are not provided for related documents, so the related document references are no longer hyperlinks.

Note: Depending on browser and Adobe settings, the link within the forms to the US Courts website may render within the same window rather than opening a new tab. If this occurs, copy the link into a new tab or window for best results.

- The "Notice will be electronically mailed to:" section of the NEF and NECF previously listed parties and attorneys by first and last name only. Now first, middle, last and generation are included.
- Previously, summary emails were not sent to the secondary email addresses for attorneys and parties on the day their association with the case was terminated. This has been fixed.

Reports

Docket Activity

- The "Only cases to which I am linked" check box, which was previously displayed for attorneys only, is now also displayed for trustees.

Docket Report

- With the previous *Create Appendix* utility, users could create a PDF version of the full public docket sheet with selected documents appended. This process can create large PDF files, so new features have been added to help reduce the size of the documents.

The Docket Report selection screen now displays additional options under the "Create Appendix" selection:

☐ Create Appendix

Include on the Docket Sheet:

☒ all docket entries in this case

☐ selected docket entries only

☒ Include PDF documents

Include all entries / selected entries only

By default, the “all docket entries in this case” option is selected. With this option, the full public docket sheet is printed at the beginning of the appendix document. The subsequent screen does not allow entry selection, as all entries are included. If PDF documents are included, all documents are printed in the appendix below the docket sheet.

When the “selected entries only” option is selected, the docket sheet printed at the beginning of the appendix document includes only those entries selected on the subsequent screen. If PDF documents are included, the documents for the selected entries are printed in the appendix below the docket sheet. Unlike in previous releases, check boxes are now displayed for all entries, even if no document is attached.

Include PDF Documents

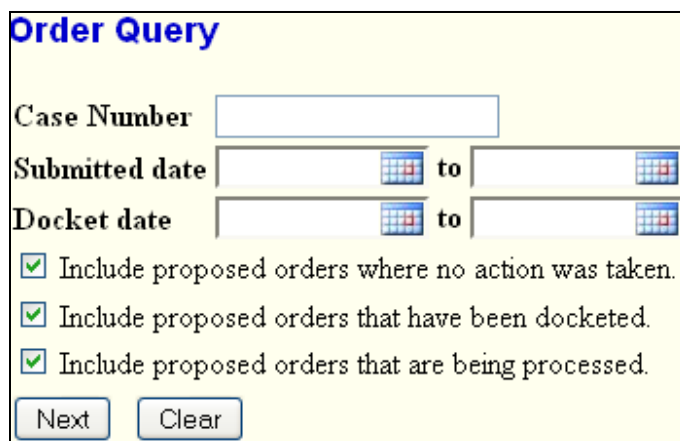
By default, this box is checked, so that entries selected on the Docket Sheet screen have associated documents included as part of the Appendix document. If this box is not checked, no documents are printed on the Appendix; instead, the document includes only a printout of the full or abridged docket sheet, according to the user’s selections.

Avoiding multiple logins

Clicking on links from the generated PDF document will require the user to log in again if the browser in use is not set as the default; to avoid multiple logins, use the default browser. The default is set using the configuration tools in the browser, e.g., in Internet Explorer, click Tools - > Internet Options -> Programs, and click the “Make Default” button.

Order Query

For courts that use the CM/ECF E-Orders functionality, the Order Query report displays the status of proposed orders. The report may be run for a specific case or by date range; additional check boxes allow filtering by order status:

The screenshot shows a web form titled "Order Query" in blue text. Below the title, there are three input fields: "Case Number" followed by a text box, "Submitted date" followed by a date picker, "to" followed by another date picker, and "Docket date" followed by a date picker, "to" followed by another date picker. Below these fields are three checked checkboxes with their corresponding labels: "Include proposed orders where no action was taken.", "Include proposed orders that have been docketed.", and "Include proposed orders that are being processed.". At the bottom of the form are two buttons: "Next" and "Clear".

Order Query

Case Number

Submitted date to

Docket date to

☒ Include proposed orders where no action was taken.

☒ Include proposed orders that have been docketed.

☒ Include proposed orders that are being processed.

The report provides status information, as well as hyperlinks to the case docket and to the order document.

Utilities

Mailing Matrix by Case (Mailing Labels by Case)

The title of the former “Mailing Labels by Case” menu item has been changed to “Mailing Matrix by Case.”

The “Select ALL participants for case” default option has been modified to exclude the judge from the default list.

Previously, if a creditor’s information had been edited, that creditor was no longer listed in the mailing labels when the “Creditors who have filed claims” option was selected. This has been corrected.

Maintain Your ECF Account

When an update is submitted, the screens and messages have been modified for clarity, consistency and a reduction in the number of screens and clicks needed.

A new error message prevents users from entering a pipe (“|”) character in the “Office” field on the main user information screen.

Miscellaneous

- Previously, when a document and title were displayed (e.g., on the Notice of Electronic Filing), the main document’s full path was displayed, and the document title only was displayed for attachments when viewed in Internet Explorer 8. Now, an Internet Explorer setting (“Include local directory path when uploading files to a server”) may be used to determine whether to display or hide the path information.

- Password Security

A change has been made to ensure that the browser does not retain previous passwords and present them for automatic completion during login.