



*United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk*

Lou Jones Breakfast Club - December 11, 2007

Tips for Electronic Filing

Panel

- Craig Adams
- Beth Bertram
- Adam Cox
- Virginia George
- Maria Lazar
- Brett Pfeifer
- Jason Pilmaier

Attaching PDF Documents - Craig Adams, Automation Specialist

- Conversion to PDF
 - Adobe PDF Writer
 - Acrobat Distiller
- Scan to PDF
 - Scanner settings
 - Cropping

CM/ECF Event Selection - Adam Cox & Jason Pilmaier, Training Department

- How do I find the correct event to file my document?
 - Glossary of events available at www.wieb.uscourts.gov under the CM/ECF tab
- What is the process for submitting proposed orders?
 - Order is sent directly to the judge's chambers for review
 - Service of the proposed order
 - *Notice of Electronic Filing* receipt is provided after the order is docketed
- How do I deal with a document that I incorrectly filed?
 - Bankruptcy - Miscellaneous - Withdraw Document
 - Link to the incorrect entry
 - Attach a document which contains language requesting that the previously filed entry be withdrawn

- What if I cannot find the event that corresponds with what I am trying to file?
 - Support Desk - (414) 297-3200
 - Internal process for creating/modifying events

General Q&A

- FAQ list - coming soon to the website!
- Filing completed schedules
- Filing proof of claims
- Filing the same case twice

Elimination of Redundant Paper Notices (Reduced Paper Module) Jason Pilmaier

- Currently, registered CM/ECF users receive both an electronic copy of documents filed in cases in which they are associated and a paper copy of certain documents the court sends via U.S. Mail (e.g. Orders, Chapter 13 Plans, Hearing Notices). In an effort to eliminate redundant paper notices, the Bankruptcy Court for the Eastern District of Wisconsin will cease mailing paper copies of documents already sent to registered users of CM/ECF via email.

How it will work: When a document is queued for mailing through the Court's BNC mailing center, CM/ECF will identify electronic users and prevent the BNC from mailing those users paper copies of documents.

Exceptions: Notice of First Meeting of Creditors (social security numbers only appear on the paper notice) and a limited selection of other forms including those that need to be completed and then filed with the court.

Electronic users need to ensure that a current email address is maintained in their ECF account to ensure proper notice of all documents previously sent via paper.