

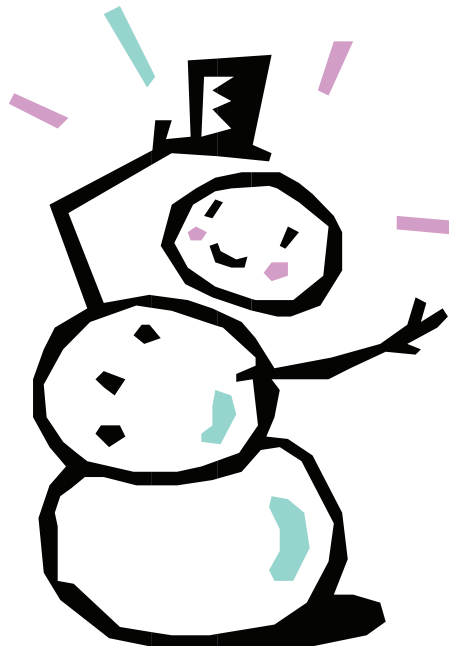


Ongoing Docketing Issues

This newsletter will focus entirely upon ongoing docketing issues. We hope that a further explanation of these frequently used event codes in CM/ECF will clarify the issues for you.

Feel free to circulate copies of this issue to your staff who docket petitions, various pleadings and submit E-Orders. The better informed and trained your staff are means fewer errors to slow down the internal processing of the cases.

We are here for you! Let us help make your CM/ECF filing experience in the United States Bankruptcy Court, Northern District of GA, as productive and accurate as possible.



We are here for you!

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Special points of interest:

- *Difference in event codes*
- *Unclaimed Funds*
- *Duplicate charges to your credit card*
- *Credit Card Payments Outstanding report*
- *New Forms*
- *E-Orders*

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What's the Difference?

CM/ECF NEWS

Credit Counseling Certificate – filed at the commencement of the case.

Certification of Financial Management Course—filed before the end of the case to receive a discharge.

P-Amendment to Schedules D, E, and/or F (fee) - used when adding, deleting, changing classification or amount of debt.

P-Schedule D, P-Schedule E, P-Schedule F - used when filing original schedules.



Motion for Relief from Stay (FEE) - select this event if a hearing is scheduled and it is not a consent, amended, supplemental or for the collection of child support.

Motion for Relief from Stay (NO FEE) - select this event if it has a consent order signed by all parties, at the time of filing, or is amending, or supplementing, a previous motion already on file.

Withdrawal of document - to be used to withdraw a pleading other than a claim.

Withdrawal of Claim - to be used to withdraw claims only. This event requires you to input the claim number that is on the claims register in CM/ECF. Do not get this confused with the Ch. 13 Trustee's claim number from their website.

Notice of Hearing - used when setting a hearing for the first time. Link to the motion.

Notice Rescheduling 341 meeting/confirmation/hearing - used when resetting a previously set meeting of creditors, confirmation or hearing. Link back to the motion, not the hearing.

Payment of Unclaimed Funds



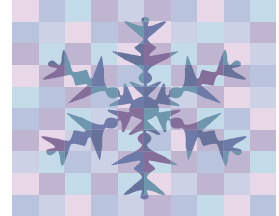
Pleadings for Unclaimed Funds cannot be filed electronically.

Orders for Payment of Unclaimed Funds must be presented in paper form to the Court. They cannot be filed electronically through the E-Order program. If you need further explanation or assistance, contact Lynn Saunders, Financial Supervisor at 404-215-1132 or lynn_saunders@ganb.uscourts.gov



Avoid Duplicate Charges

When paying ECF fees and you receive a transaction error message, **STOP** while the error message number is on your computer's screen, and contact our Financial Department - Lynn Saunders, 404-215-1132; Jessica Laney, 404-215-1083; or Kimberly Hill, 404-215-1131.



Ignoring a transaction error might duplicate charges!

Do not make any future payments until the charges which caused the transaction error message have been removed from your "Pay Now" window. If you do, you will be duplicating your charges.

Filing a Motion to Amend

This is a MOTION - Use the Event Code "Amend, Motion to" only if you are seeking the Court's approval to file an Amendment. Do not use this Event to file an Amended pleading.



This Event may be used to seek to amend an order or judgment or to amend a pleading requiring leave of Court. In the case of orders and judgments, it ought to be filed within 10 days of entry of the order or judgment to be amended.

When to Clear the Browser Cache

If the Credit Card Payments Outstanding category does not appear under Reports, try clearing the browser cache.

- Internet Explorer - With IE browser open, click "Tools", "Internet Options..." Under the "General" tab, locate the box titled "Temporary Internet Files" and click "Delete Files". Click "OK". Log into ECF.
- Netscape - With Netscape browser open, click "Edit", "Preferences". Select "Advanced". Click on "Cache". Choose "Clear memory cache". Click OK. Log into ECF.
- FireFox - With FireFox browser open, click "Tools", "Options". Select "Privacy". Click on "Cache". Choose "Clear". Click OK. Log into ECF.

U.S. Bankruptcy Court
Northern District of GA
75 Spring Street, Room 1340
Atlanta, GA 30303

Phone: 404-215-1000
General information

www.ganb.uscourts.gov

Amended Bankruptcy Forms

The amended Bankruptcy Forms which took effect December 1, 2007 and January 1, 2008 (the “Forms”) must be used in all cases, including those cases filed before the effective dates of the Forms in which an amendment was filed requiring use of one of the Forms.

The Clerk’s Office will issue Notices of Deficiency in cases of noncompliance. Please ensure that your petition preparation software has been updated to include the new Forms.

Requirements for e-Orders

- Four-inch margin at the top of the first page.
- No judge signature line added.
- No date line for the judge to fill in.
- Must have /s/ on all signature lines where parties have consented to the order.
- Add “End of Document” at the end of the order.
- If the Trustee’s consent is required, signature must be included.
- Must have distribution list.
- Proofread case number, debtor name, other parties, and hearing information BEFORE submitting to the Court.
- If you set your PDFs to be text-based documents, as opposed to image-based documents, GANB Chambers will be able to more easily access your proposed order to make any desired change(s).
- To avoid paying the filing fee when filing a Motion for Relief from Stay with a Consent Order, a copy of the Consent Order must be included as a separate .pdf attachment to the Motion. You are also still required to submit your proposed Consent Order to Chambers following the “E-Orders” guidelines and any “Communication with Chambers” instructions found on the Judge’s web site.
- Judge Murphy’s chambers has requested that no Chapter 11 Proposed Orders be submitted through E-Orders (use the chambers e-mail address or paper instead).



USE THIS FORMAT ONLY FOR ELECTRONIC ORDERS