



## THE LATEST NEWS IN THE WORLD OF CM/ECF

Visit our web site at [www.ganb.uscourts.gov](http://www.ganb.uscourts.gov)

### What's New?

#### Notice to CM/ECF Participants:

The Georgia Northern Bankruptcy Court's implementation of the CM/ECF program now provides you with the ability to process your credit card payments online. Immediately after the successful ECF submission of a document to the Court that requires a fee, a "pop-up" credit card payment window will now appear providing the user with the option to create the charge, or continue filing and pay several fees together at a later time.

The advantage to you lies mainly in a new report which has been added to the CM/ECF Report Menu. This "Attorney Fee Report", available to you if you choose to participate in this option, details payments made by a user in any given date range. The report includes the date, time, amount, case number and reason for the charge, as well as the receipt number. An example of that report is included in the "Attorney Guide" (download from <http://www.ganb.uscourts.gov/ECF>) Several of your colleagues have already tested this option and have provided favorable comments regarding ease of use and the fee report. Please review the Guide, and respond by e-mail if you are ready to begin using this new feature. Contact Irene

Wiggins at [irene\\_wiggins@ganb.uscourts.gov](mailto:irene_wiggins@ganb.uscourts.gov), and she will set up appropriate permissions for you.?

#### *In this issue...*

- [What's New](#)
- [New Participants](#)
- [Common Docketing Errors](#)
- [2002 Statistics for all Divisions](#)
- [About ECF Filing Fees](#)
- [How to Submit Proposed Orders](#)
- [How to Amend Creditor Matrix](#)
- [How to Transfer Venue](#)

#### New CM/ECF Participants

- # Brad Baldwin
- # Allen Broxton
- # William Burns
- # Jerry Carter
- # Carol Colliersmith
- # Robert Colliersmith
- # Erich Durlacher
- # Wade Everett

- # Jeff Field
- # Bennett Gaff
- # Sidney Gelernter
- # Neil Gordon
- # R. T. Gordon
- # J. R. Gray
- # Felisa Harris
- # Doug Henry
- # Michael Holbein
- # Richard Joseph
- # Mark A. Kelley
- # Bradley Lane
- # Troy Millikan
- # Charles Parnell
- # Michael Robl
- # Howard Rothbloom
- # Stephen Sasine
- # David Sicay-Perrow
- # Gus Small
- # Karen Fagin White
- # Janet Womack

### Common Docketing Errors

1. Linkage: There have been problems with linking, or the lack thereof. Please make sure **YOU** are following the five core rules for linking, found in the Attorney Users Guide, pages 4.6 and 4.7.
2. Creating Parties: **ROLE** This is an **essential and very important** filed. Debtor and Creditor role types are used only in a Bankruptcy Case. The role types of Plaintiff and Defendant are to be used only in an Adversary Proceeding. Please refer to the Attorney Users Guide, page 7.5, when creating parties.
3. Case Upload: Case Upload is to **ONLY** be used when processing a **new and complete Bankruptcy Petition**. Case Upload should **NEVER** be used to file **any** document after the case number has been assigned.
4. Incomplete Petition: When opening an incomplete Petition you **cannot** use the Case Upload feature that may be available through your software. You must use the conventional method to open a skeletal case and **change** the

default for Deficiencies to "Y"es in order to be prompted to identify the missing documents. Please refer to the Attorney Users Guide, pages 8.3 and 8.4.

5. Self-Selecting Calendars: There have been problems with the Judge's self-selecting calendars. Please pay close attention to be sure you are selecting the correct Judge **AND** that you are using the appropriate date and time scheduled for the type of hearing that you need.

6. Certificate of Service of Summons and Complaint: **DO NOT** use the Certificate of Service located in the Bankruptcy Category, under Other, to docket this type of Certificate of Service. Please use the **Certificate of Service of Summons and Complaint** located in the Adversary Category, under Other.

7. How to Transfer Venue: (Intra and Inter District Transfers) Under the Bankruptcy Category, choose Motion/Application event, then choose Transfer Venue, Motion To, and follow prompts to attach your document, no linking is necessary.

8. How to amend the creditor matrix: You can add creditors by filing an Amendment (Fee) **or if only the matrix is being amended** (no schedules) you can file an Amended Matrix Under the Bankruptcy Category, choose Other, then choose Initial Docs08: Amended Matrix (Fee), attach your document (new matrix), and submit. The creditors will be added to the Creditor Maintenance Database by the Clerk's office.

9. How to submit a proposed Order in paper form: All proposed/consent Orders are to be submitted, in paper form, directly to the appropriate Judge's chambers.

### *About ECF Filing Fees...*

**? NOTE:** You have the ability to request outstanding fees be charged by filing a "Request for Assessment of Fees". This should be filed in the case where the fees are missing. A good example of this is when there are filing fees outstanding from a prior case.

**? ? ?**

Please let Lynn Saunders, Financial Administrator, know if there are any changes with your credit card holder (i.e. card expired, new account number, etc.). Please call 404-215-1132 and notify the Financial Administrator of your new credit card expiration date.

A new Credit Card Authorization form must be submitted on all new credit card accounts. This form is provided for your convenience online. Click this link to access this form. <http://www.ganb.uscourts.gov/misc/cardauth.pdf>

STATISTICS  
THE NORTHERN DISTRICT OF GEORGIA  
2002

Division	Total Cases Filed	Total ECF	Percentage
Atlanta	28736	15291	53.21
Gainesville	3726	2084	55.93
Newnan	4558	2337	51.27
Rome	5414	3229	59.64
<b>Totals</b>	<b>42434</b>	<b>22941</b>	<b>54.06</b>

**How to Submit Proposed Orders**

All proposed Order are to be submitted, in paper form, directly to the appropriate Judge's chambers. Proposed Orders for Judge Massey, **ECF (paperless) cases only**, may be submitted, including Consent Orders without original signatures, via email to [jemchambers@ganb.uscourts.gov](mailto:jemchambers@ganb.uscourts.gov). Please refer to our website/Chambers/Massey, J./Email Communication for special instructions regarding emails to Judge Massey's chambers.

**ONLINE NEWSLETTER**

This newsletter and previous issues are available for online viewing at [http://www.ganb.uscourts.gov/ECFDOCS/latest\\_news\\_in\\_the\\_world\\_of\\_ecf.htm](http://www.ganb.uscourts.gov/ECFDOCS/latest_news_in_the_world_of_ecf.htm)

**FEEDBACK**

We value your participation and opinion!

[irene\\_wiggins@ganb.uscourts.gov](mailto:irene_wiggins@ganb.uscourts.gov)

[gary\\_drake@ganb.uscourts.gov](mailto:gary_drake@ganb.uscourts.gov)

[mike\\_smith@ganb.uscourts.gov](mailto:mike_smith@ganb.uscourts.gov)

## **How to Amend the Creditor Matrix**

You can add creditors by filing an Amendment (Fee) **or if only the matrix is being amended** (no schedules) you can file an Amended Matrix Under the Bankruptcy Category, choose Other, then choose Initial Docs08: Amended Matrix (Fee), attach your document (new matrix), enter your receipt number "0", and submit. The creditors will be added to the Creditor Maintenance Database by the Clerk's office.

## **How to File a Motion to Transfer Venue**

(Intra and Inter District Transfers) Under the Bankruptcy Category, choose Motion/Application event, then choose Transfer Venue, Motion To, and follow prompts to attach your document, no linking is necessary.