



THE LATEST NEWS IN THE WORLD OF CM/ECF

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What's New?

Timely Payment of Fees Required

As of 3/15/05, payment of any outstanding fees is required to be paid within 24 hours of filing the document. For any fees outstanding for more than 24 hours, the program will restrict that attorney from filing until the fees have been paid. **Please note** that the attorneys who have had their privileges restricted will have to comply with General Order 10, which requires scanning at the Intake Section of the Clerk's Office, or delivery of documents on disk or CD in a .pdf format.

To make the payment, you will log into our system and click on Reports, then Credit Card Payments Outstanding. Once the attorney has brought the fees current, full CM/ECF privileges will be restored. Please contact Gary Drake at gary_drake@ganb.uscourts.gov if you have any questions regarding this new procedure.

The Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 has been signed by the President. We will be working on integrating the requirements of the Act

within CM/ECF over the next few months. E-mail information, notices on the login screens, notices on the website, and articles in the CM/ECF newsletter will be used to provide new information as it becomes available.

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Common Docketing Errors

1. Notice of Appearance (Attorney):

Use only for an attorney's appearance on behalf of a named client; the notice may be a general appearance or may be limited to a specific matter or may be limited to asking to be served with notices.

Notice of Appearance (Creditor): Use **ONLY** for a CREDITOR'S appearance requesting notices in a case.

2. A Summons and Notice of Pretrial Instructions should be submitted for every Adversary case filed with the exception of a Consent Judgment or a Removal. Please don't forget to file the Summons and the Notice.

3. Attorneys are failing to add aliases when filing a new petition. If they are listed on the petition, you need to enter them for the docket. If using a software that has caseupload, be sure you are putting the appropriate aka, dba, etc. in the correct place. Check with vendor for assistance.

4. Be sure your address on the petition and the docket match. If you have moved, you must file a change of address with the Court or you may update your address through Utilities - Maintain your ECF Account.

If you have any questions, please contact Irene Wiggins at 404-215-1057 or Dan Newsome at 404-215-1099.

The Clerk's Office appreciates your attention to these matters.



How Well Do You Know CM/ECF?

-What is your best resource for determining which Category and Event(s) should be used to file your document?

-In what category would you find the correct event to file a First Request to Convert a Chapter 13 to Chapter 7?

-What event would you use to file a Motion to Disallow a Proof of Claim?

-To file a Motion for Pro Hac Vice you can use the generic "-z Motion" event - True or

False

-Your Order must be submitted as an attachment (separate.pdf) to your Motion - True or False

-The Case Upload feature can be used to file incomplete/emergency/skeletal petitions - True or False

(See Quiz Answers on the last page)

CORRECTIONS: (ATLANTA DIVISION)

When you have found that an entry was made in error, (e.g., attaching the wrong document, incorrect party, wrong information entered, etc.), please contact the Assistant Supervisor, for these corrections, as follows:

For corrections or edits to cases assigned to Judges Mullins-CRM, Massey-JEM, Diehl-MGD or Bonapfel-PWB, *please e-mail* Bernice_Brown@ganb.uscourts.gov

For corrections or edits to cases assigned to Judges Drake- WHD, Murphy-MHM, Bihary-JB or Brizendine-REB, *please e-mail* Shannon_Whitworth@ganb.uscourts.gov

(GAINESVILLE, ROME, NEWNAN DIVISIONS)

For corrections or edits to cases filed in any of the divisional offices, please contact the office *directly* by phone.

GAINESVILLE (678) 450-2700

ROME (706) 378-4000

NEWNAN (678) 423-3000

Voluminous Exhibits

At the last CM/ECF-Operations-Systems meeting, we discussed the problem that exists when an electronically filed document refers to voluminous exhibits that aren't attached to the document. Those exhibits are typically brought to the Clerk's Office at some later time. We are asking our CM/ECF filers to use the following language on the exhibit page in the event they don't electronically transmit the documents.

"Exhibit ___ is voluminous and was not filed electronically. A copy of Exhibit ___ will be delivered to the Clerk of the Bankruptcy Court for the Northern District of Georgia, and thereafter may be reviewed during normal business hours at Room 1340, 75 Spring Street, Atlanta, Georgia."

NOTE: The address would need to change depending on the Division.

From the Financial Manager...

Please contact Lynn Saunders, Financial Manager, at 404-215-1132 when the following incidents occur:

1. If you hit the back button once you are into the payment screen, it will cause a duplicate charge.
2. When making a credit card payment and an error message is received.
3. When there are questionable charges prior to disputing with the credit card company.

The Court no longer requires a Credit Card Authorization Form for credit card

payments.

Credits are automatically given only in instances when the fee is not authorized by USC 1930. A motion and order requesting a credit is required for documents filed in error.

Quiz Answers:

Appendix 2 - Key Word index in the back of the CM/ECF User Guide

Bankruptcy - Other (Misc: First Request to Convert from Chapter 13 to Chapter 7 /// other) - This is NOT a Motion

Bankruptcy - Claim Actions (Objection to Claim - Motion to Disallow Claim /// claim actions) - This is NOT a Motion

False - A Motion for Pro Hac Vice cannot be filed electronically. This must be filed in paper.

True - Do not include your order within the same .pdf as your Motion. It must be submitted as an attachment in a separate .pdf

False - The Case Upload feature is for filing ONLY complete petitions. (*The Best Case software now has a case upload feature for incomplete petitions.)

STATISTICS
THE NORTHERN DISTRICT OF GEORGIA
March 2005

Division	Filed Electronic	Filed Paper	Total
Atlanta	2106	762	2868
Gainesville	309	46	355
Newnan	424	37	461
Rome	483	42	525
Total	3322	887	4209

ONLINE NEWSLETTER

This newsletter and previous issues are available for online viewing at <http://www.ganb.uscourts.gov>. Click the link for CM/ECF, the newsletter link under CM/ECF Reference Materials.

FEEDBACK

We value your participation and opinion!

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