



# CM/ECF News

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United States Bankruptcy Court  
Northern District of Georgia

April 2007

## Bankruptcy Update

### What's New?

Judges James E. Massey and Robert E. Brizendine have applied for reappointment to a new 14-year term. Public notice has been posted on the Court's home page at [www.ganb.uscourts.gov](http://www.ganb.uscourts.gov) under "What's New..."

Members of the bar and public are invited to submit written comment for consideration by the Court of Appeals concerning these reappointments. Comments should be directed to Norman Zoller, Circuit Executive, Eleventh Circuit Court of Appeals, 56 Forsyth Street, NW, Atlanta, Georgia 30303. Comments must be received not later than April 22, 2007.

#### In this issue...

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### Common Docketing Errors

1. When scheduling any hearing, verify that you are using the correct Courtroom or hearing

location on the Notice of Hearing, as well as, in the docket event itself.

2. When filing the remaining documents of an incomplete petition, hold down the control key and select (highlight) the event for each document being filed. Do not pick one event and attach multiple documents.

3. When filing an Amendment, please include a cover document (Comes now the ...), the Amended document(s), Debtor(s)' verification, Certificate of Service, and if Creditor(s) are being added a Supplemental Matrix listing only the name(s) and addresses of those Creditor(s) being added.

On cases filed after 10/17/06, if the Amendment affects the totals reflected on the original Summary and/or the Statistical Summary, be sure these documents are included in your Amendment.

4. Any Petition and/or remaining documents should be placed in the appropriate order before they are scanned or submitted for filing. The appropriate order is identified in this newsletter or on our web site.

5. When entering an alias into your petition software, please verify format and placement of the aka, fka, dba, fdba This is critical in order for case upload to attach it to the correct field. Contact your vendor for assistance.

6. Please be sure that you enter the party names on the docket exactly as they are listed on the voluntary petition or adversary complaint.

**7. REMEMBER TO FILE PAYMENT ADVICES**

BAPCPA § 521(a)(1)(B)(iv) requires individuals to file copies of payment advices or other evidence of payment received from an employer within 60 days before the petition is filed. A review of cases filed since October 17, 2005 indicates that in many instances debtors have failed to file copies of payment advices as required by § 521(a)(1)(B)(iv). This is important because § 521(I)(1) provides for the dismissal of the case if an individual debtor fails to file all of the information required under subsection (a)(1) within 45 days after the date of the filing of the petition.

When submitting payment advices through ECF, the attorney should select "Other," "Payment Advices." If a debtor is not going to be filing any payment advices or other evidence, either because of unemployment for 60 days prior to the filing of the case, self employment, or another reason, counsel should still submit an explanation and file the explanation, selecting "Other," "Payment Advices."

8. Remember, docket the Certificate of Credit Counseling as a separate entry from the petition.

[continued on next page]

## New Procedures

**R**evised Policy on Redaction, effective 4/16/07 is posted on the Court's home page at [www.ganb.uscourts.gov](http://www.ganb.uscourts.gov).

Look under "What's New..." on the home page for a copy of the Public Notice and the Policy and Procedure Regarding Electronic Availability of Transcript of Court Proceedings.

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## From the Financial Administrator...

There have been several transaction errors when attorneys pay their outstanding fees. Please contact Financial @ 404-215-1132 with the transaction error number when this occurs.

When unable to see the outstanding fees, try deleting cookies and files, lowering pop-up security prior to contacting the Court. (see "How to clean up temp files" in this issue)

Use of the Credit Card Security Code became mandatory with pay.gov on February 1, 2007. Although use of the security code field has been optional, it has now become a required field as an additional protection for credit card holders.

### 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.

9. When the amount(s) equal zero **DO NOT** leave the totals (\$) blank for Schedules, Summary, Statistical Summary, or Amendments thereto - Enter 0.00

<b>SUMMARY OF SCHEDULES</b>			
Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.			
NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text"/>		
B - Personal Property	<input type="text"/>		
D - Creditors Holding Secured Claims		<input type="text"/>	
E - Creditors Holding Unsecured Priority Claims		<input type="text"/>	
F - Creditors Holding Unsecured Nonpriority Claims		<input type="text"/>	
Average Income (from Schedule I, Line 16)			<input type="text"/>
Average Expenses (from Schedule J, Line 18)			<input type="text"/>
Current Monthly Income (from Form 22A Line 12; <b>OR</b> , Form 22B Line 11; <b>OR</b> , Form 22C Line 20)			<input type="text"/>
<b>TOTAL Type of Liability</b> from Form 6, Statistical Summary (Generally Nondischargeable Debt --		<input type="text"/>	

10. Above, the amount of “**TOTAL Type of Liability** from Form 6, Statistical Summary (Generally Nondischargeable Debt – is found on the Statistical Summary of Certain Liabilities and related Data (28 U.S.C. § 159) inserted below.

**STATISTICAL SUMMARY OF CERTAIN LIABILITIES AND RELATED DATA (28 U.S.C. § 159)**

If you are an individual debtor whose debts are primarily consumer debts, as defined in § 101(8) of the Bankruptcy Code (11 U.S.C. § 101(8)), filing a case under chapter 7, 11 or 13, you must report all information requested below.

Check this box if you are an individual debtor whose debts are NOT primarily consumer debts. You are not required to report any information here.

This information is for statistical purposes only under 28 U.S.C. § 159.

Summarize the following types of liabilities, as reported in the Schedules, and total them.

Type of Liability	Amount
Domestic Support Obligations (from Schedule E)	0.00
Taxes and Certain Other Debts Owed to Governmental Units (from Schedule E) (whether disputed or undisputed)	1,500.00
Claims for Death or Personal Injury While Debtor Was Intoxicated (from Schedule E)	0.00
Student Loan Obligations (from Schedule F)	0.00
Domestic Support, Separation Agreement, and Divorce Decree Obligations Not Reported on Schedule E	0.00
Obligations to Pension or Profit-Sharing, and Other Similar Obligations (from Schedule F)	0.00
<b>TOTAL</b>	<b>1,500.00</b>

State the following:

Average Income (from Schedule I, Line 16)	924.00
Average Expenses (from Schedule J, Line 18)	2,451.00

11. When filing a document, if you are representing the party as Counsel, you must put a check-mark in the box to create the attorney/party association.

The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:

ECMC, (cr:cr) represented by Smith, F. (aty)

Next

Clear

## Contacts for 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](mailto: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](mailto: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

Atlanta Division - [GANB-ATLA\\_Amendments@ganb.uscourts.gov](mailto:GANB-ATLA_Amendments@ganb.uscourts.gov)

Gainesville Division - [GANB-GAIN\\_Amendments@ganb.uscourts.gov](mailto:GANB-GAIN_Amendments@ganb.uscourts.gov)

Newnan Division - [GANB-NEWN\\_Amendments@ganb.uscourts.gov](mailto:GANB-NEWN_Amendments@ganb.uscourts.gov)

Rome Division - [GANB-ROME\\_Amendments@ganb.uscourts.gov](mailto:GANB-ROME_Amendments@ganb.uscourts.gov)

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**Filing Requirements and Document Order List For Chapters 7 and 13**

- B-21 Form (Social Security Number Verification) *Only submit with paper cases, not with electronically filed cases.*
- Voluntary Petition
- Statement of Financial Affairs
- Schedules A - J
- Statement of Intent (If Applicable)
- Attorney Disclosure Statement
- Summary
- Declaration Concerning Debtor's Schedules
- Statement of Monthly Net Income (Means Test)
- Copies of Pay Advices (Stubs) (Required for each Debtor)

- Notice to Individual Consumer Debtors (If Exhibit B is not signed on page 2 of petition.)
- Matrix
- Chapter 13 Plan (If Applicable) *(To be docketed separately)*
- Application to Pay Filing Fee in Installments *(To be docketed separately)*
- Employer Deduction Order (If Applicable) *(To be created separately through EDO entry)*
- Certificate of Credit Counseling *(To be docketed separately)*
- For Chapters 7 and 13 we need 1 Original + Disc or CD + Debtor's Copy

**Filing Requirements and Document Order List For Chapter 11**

- B-21 Form (Social Security Number and/or Tax ID Number Verification) *File only with paper cases. Do not include with cases filed through the system.*
- Voluntary Petition
- Corporate Resolution
- List of Equity Security Holders
- 20 Largest Unsecured Creditors
- Statement of Financial Affairs
- Schedules A - J (For Individuals)
- Schedules A, B, D, E, F, G, H (For Business)
- Attorney Disclosure Statement
- Summary
- Declaration Concerning Debtor's Schedules
- Statement of Monthly Net Income (Means Test)(If Applicable)
- Copies of Pay Advices (Stubs) (If Applicable - required for each debtor)
- Notice to Individual Consumer Debtors (If Exhibit B is not signed on page 2 of a petition.)
- Matrix
- Application to Pay Filing Fee in Installments *(To be docketed separately)*
- Certificate of Credit Counseling *(To be docketed separately)*
- For Chapter 11 we need 1 Original + Disc or CD + 3 copies

### How to Clean Up Temp Files

In Internet Explorer - click on Tools - Internet Options. When the box appears, click on Delete Cookies and answer OK to the question. When the hour glass turns back to an arrow, click on Delete Files and answer YES. This will probably take a few minutes (you'll notice the hourglass). When it turns back to an arrow, click on OK at the bottom. You will then click on Reports and the Credit Card Payments Outstanding should appear.

In Netscape 7.1 - click on Edit - Preferences. In the first column labeled "Category" click on the triangle next to the word "Advanced". This will have a drop down list, and you will click on Cache. Click on the "Clear Cache" button and it change to white letters. When it returns to dark letters, click on OK at the bottom.

March 2007 New Cases* Northern District of GA	
Atlanta	1898
Gainesville	252
Newnan	320
Rome	301
<b>TOTAL</b>	<b>2771</b>

\*does not include reopened cases



#### FEEDBACK

We value your participation and opinion!

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