

THE LATEST NEWS IN THE WORLD OF CM/ECF

Visit our web site at www.ganb.uscourts.gov

What's New?

The current Electronic Public Access (EPA) Fee Schedule imposes a charge of seven cents per page for Internet access to electronic data obtained from the public dockets of individual case records. At its March 2002 session, the Judicial Conference approved a limit of \$2.10 on the charges associated with any case file document obtained from CM/ECF. This limit has been built into the Case Management/Electronic Case Files (CM/ECF) system.

In addition, the PACER Service Center has developed a procedure to apply the cap to electronic documents obtained from the Web PACER applications, the RACER application and the various locally-developed imaging systems in the courts. 🍷

New CM/ECF Participants

- ◆ Mitchell Rosen
- ◆ Susan Sherrill
- ◆ Sidley Austin Brown & Wood (NYC)
- ◆ Craig Sloane
- ◆ Joseph Segraves
- ◆ Michael Levensgood
- ◆ W. Luther Jones

- ◆ Marty Adkins
- ◆ Larry Landry
- ◆ Harmon Smith, Jr.
- ◆ C. Richard McQueen
- ◆ Mark D. Lefkow
- ◆ R. Kenneth Capps
- ◆ Robert J. Solomon

Pleadings Requiring Fees...

There were 1967 ECF pleadings requiring fees, filed by 67 law firms, processed for the Atlanta division in June.

In this issue...

- [What's New](#)
- [New Participants](#)
- [Pleadings Requiring Fees](#)
- [Common Docketing Errors](#)
- [June Statistics for all Divisions](#)
- [About Filing Fees](#)
- [Scanning Guidelines](#)
- [Adding a Party to an Existing Case](#)

Common Docketing Errors

Opening an Incomplete Case – When selecting the schedules that are missing, just choose Schedules A-J if you are not filing any at this time.

ECF Bankruptcy

Deficiency List

Check item(s) **NOT** included in the petition

- Schedules A-J**
- Sunc. of Fin. Affairs
- Atty Disclosure State.
- Summary of Schedules
- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Ch.13 Plan Due Date

Next Clear

Answers/Responses – When filing an answer to an existing motion, choose the Answer/Response category instead of Motions/Applications from the **Bankruptcy Events** window.

ECF Bankruptcy

Bankruptcy Events

- [Answer/Response...](#)
- [Appeal](#)
- [Batch Filings](#)
- [Batch](#)
- [Claim Actions](#)
- [Court Events](#)
- [Creditor Maintenance...](#)
- [File Claims](#)
- [Motions/Applications](#)
- [Multi-Case Docketing](#)
- [Notices](#)
- [Open a BK Case](#)
- [Orders/Opinions...](#)
- [Other](#)
- [Plan](#)
- [Trustee/US Trustee](#)
- [Trustee's 341 Filings](#)

The only exception to this is if you are filing a combined Answer and Motion for additional relief.

ECF Bankruptcy • Adversary • Query • R

File a Motion:

[01-60517-jb Victor T. Landrum](#)

- 01-Motion for Relief from Co-Debtor Stay (NO FEE)
- 01-Motion for Relief from Stay (FEE)
- 01-Motion for Relief from Stay (NO FEE --E.G., Consent; Amended; Supplemental; Child Support)
- 01-Response to Motion**
- 02-Application to Pay Filing Fee in Installments
- 03-Motion to Avoid Lien with Notice to Respond
- 04-Objection to Confirmation of Plan
- 05-Motion to Dismiss Case

Next Clear

Linking Hearings – Users are failing to link the hearing event to the existing Motion. Refer to “Schedule Hearing for Related Document Routine” on page 6.15 of your **CM/ECF User Guide** for further explanation.

STATISTICS
THE NORTHERN DISTRICT OF GEORGIA
June 2002

<u>Division</u>	<u>Total Cases Filed</u>	<u>Total ECF</u>	<u>Percentage</u>
<u>Atlanta</u>	<u>2179</u>	<u>1179</u>	<u>54.1%</u>
<u>Gainesville</u>	<u>257</u>	<u>145</u>	<u>56.4%</u>
<u>Newnan</u>	<u>344</u>	<u>185</u>	<u>53.7%</u>
<u>Rome</u>	<u>420</u>	<u>259</u>	<u>61.6%</u>
<u>Totals</u>	<u>3200</u>	<u>1768</u>	<u>55.25%</u>

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

FEEDBACK

We value your participation and opinion!

irene_wiggins@ganb.uscourts.gov

gary_drake@ganb.uscourts.gov

mike_smith@ganb.uscourts.gov

About ECF Filing Fees...

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>

SCANNING GUIDELINES

to Minimize File Size and Save Storage, Upload and Review Time for CM/ECF Filers

It is critical to fast and efficient use of CM/ECF that the software used for scanning documents is configured correctly. Essentially, the consequences of poor or incorrect setup are significantly increased file size - typically 20 to 40 times. This bloated file size causes:

- Vastly increased file storage requirements at the user's PC, server and backup level, together with a general slowness in handling such files.
- Vastly increased network traffic both locally and through the user's Internet Service Provider with very long file upload times. Files may simply be rejected for size or the communications network simply time out due to overlarge files.
- A very slow response from CM/ECF as the user attempts to upload a large file, and attendant delay in obtaining a confirmation of successful receipt, or at worst file rejection.
- A very slow download and file opening when attempting to read large files already uploaded into CM/ECF.

Fortunately, there are some simple steps and checks to ensure correct scanner software settings:

- Resolution should be set to 200 dpi, or a maximum 300 dpi.
- Image type should be set to black and white drawing (NOT gray scale, NOT color).
- Scanned image output or *save as* format should be TIF (ideally compressed CCITT4). Check your scanner software manual or Help for information on how to set output type.

A simple test scan should be made and the file converted to PDF ready for upload to CM/ECF. This PDF conversion can be done using one of several software packages but a good example is Adobe Acrobat 5.0 (full package not just the Reader). Simply drag the scanned file onto the Acrobat icon and conversion is automatic. This conversion should NOT significantly increase the file size. Do a last check of the PDF file to make sure! File size can be viewed by simply finding the file through Windows Explorer, left-clicking the icon of the file once to highlight it, then right-clicking and select *Properties*. The file size will be listed.

If your document is mostly text, it should be no larger than about 50KB per page. At most, a very detailed paged with graphics (e.g. a title) should be no larger than about 200KB per page.

Print this page and scan it as a test!

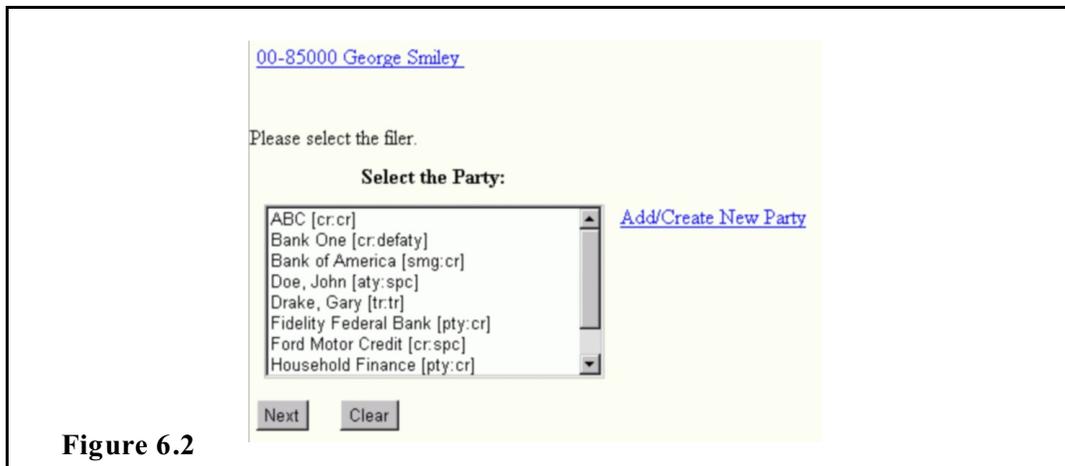
At 200dpi this single page scans and converts to a 35KB PDF file

At 300dpi this single page scans and converts to a 52KB PDF file

Adding a Party to an Existing Case

You can still electronically file a document in any case, even if your client has not been made a party to the case previously. Simply follow the steps below. All of this information is found in more detail in the Attorney User Guide.

Select The Party Routine - Used to designate the party on whose behalf a document is being filed. Review Section 7 on Selecting, Adding and Creating a Party for detailed instructions on this and the following 3 routines. **FIRST, DOUBLE CHECK THE DEBTOR'S NAME TO BE SURE YOU HAVE TYPED THE CASE NUMBER CORRECTLY. Find the Name of each Party Filing the Document in the List and Select The Party or Parties by Clicking on the Name(s). If the Party's Name Does Not Appear, Click on Add/Create New Party.**



*

Search for a Party Routine - Used when adding a party that does not appear on the list shown on the screen in Figure 6.2. The user must first search the database to see whether the party has previously appeared in another case or adversary proceeding in this district. If so, the user can use the master record for that party to create a party record for the current case. The search is case sensitive, meaning you must capitalize correctly. Type as many letters as you are sure of to speed up the search and cut down on the number of hits. **Type in the First Few Letters of the Party' Name (Last Name If an Individual) and Click Search.**

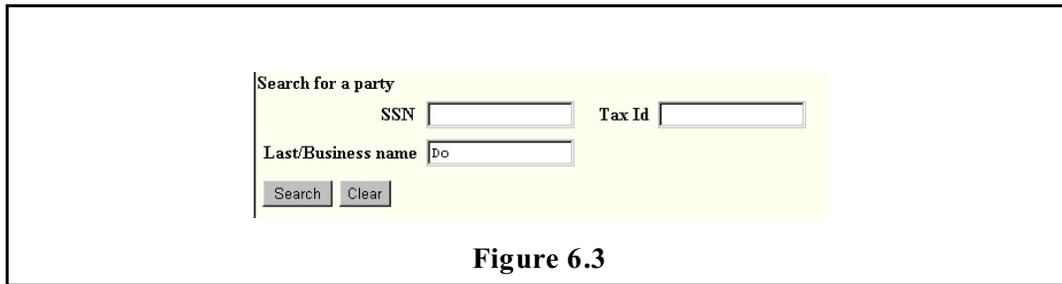


Figure 6.3

*
* *

Party Search Results Routine - Used to display the results of the search based on the letters or numbers typed in the **Search for a Party Routine** and to select the Party if the Party appears on the List. For Each Instance of the Party's Name on the List, Highlight the Name by Clicking on It; an Address Will Appear in a Pop-up Box. Go down the List until You Find an Address, If Any, That Matches That of the Party You Want to Add. If You Find a Match and There Is No Possibility That Another Person or Entity with the Same Name Has the Same Address, Click on the Button Labeled "Select Name from List." If the Party Which You Want to Add Is Not on the List (Either Because the Name Does Not Appear at All or Because Although the Name Appears, it Is a Different Person or Entity), Click on "Create a New Party." For more detailed instructions, see Section 7.

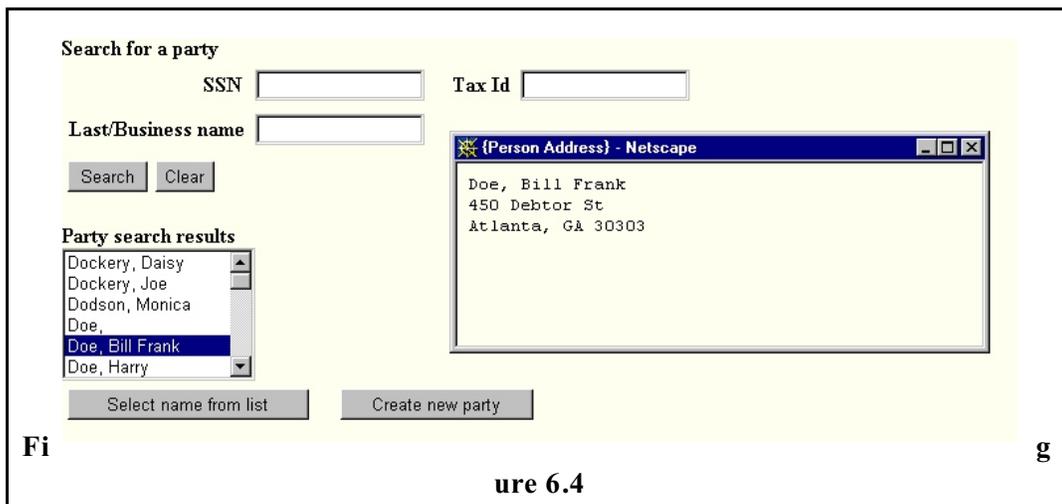


Figure 6.4

*
* *

Party Information Routine - Used to display and/ or to capture the essential information about a party, including a party's role in the case or adversary proceeding to which the party is about to be added. Complete and/or Edit the Information Requested by the Party Information Form below in Accordance with the Instructions in Section 7 of this Guide. If You Thought You Selected the Correct Person from the List on the Previous Screen but Find after Examining the Party Information Record That It Is Not the Right Person or Entity, Click the Back Button in the Browser and Continue with the **Party Search Results**

Routine. Note that the “Alias” and “Review” buttons shown in Figure 6.5 below do not appear when adding or creating a party in a main bankruptcy case, except when opening a case using the conventional method of case opening. The “Attorney” button does not appear at all when opening a main bankruptcy case or filing a document in a main bankruptcy case, but it does appear when opening an adversary proceeding. The name and tax id fields can be accessed only when opening a case or adversary proceeding. If you reach the this screen by selecting a person or entity with an existing party information record and you are certain that the party for which you are filing a document and the party described on this screen are the same, you may add or edit any information to make the record for this case more accurate.

Party Information

Last name First name

Middle name Generation Title

SSN 222-11-1234 Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Attorney... Alias... Review... Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

Figure

6.5

Detailed instructions on completing the above screen can be found in Section 7 of the Attorney User Guide which can be accessed online at www.ganb.uscourts.gov. The Guide is found on the CM/ECF information page.

Once you select a party from the master party list or create a new party, you will then return to the “Select the Party” screen (Figure 6.2), which contains the list of the parties involved in the case. Newly added or created parties will appear on this list. If you have additional parties to add, repeat the appropriate steps for each additional party. Then, select the party or parties filing your document. Select multiple parties by holding down the control key and clicking on each name to be selected. Then click on Next, and complete the process of electronically filing your document with the Court.