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CM/ECF Upgraded to Version 3.2

Overview of Updates:

- By placing your cursor over the items on the blue menu bar, a cascading menu of the categories will appear that are under each one. For those who like keyboard controls over the mouse, you can also use the Alt key with the corresponding underlined letter to display the cascading menus and the down arrow to maneuver to the category. By pressing the Enter key, it will take you to the next screen. The ability to use the mouse and click on Bankruptcy and then click on the category remains unchanged.
- New category next to Utilities is the Search feature which is a great addition to ECF. By entering a key word or a portion thereof and pressing enter, a list of all events which have that search string will appear. You can click on the event you want and continue with the docketing.
- When filing an amended claim, you will be required to use the Find button to identify the original claim being amended. The address of the original claim will appear once you move the cursor over the creditor's name. You will have to clear all amounts in the "Amount Claimed" screen or it will add to the previous amount claimed.
- New features to the docket report will include access to the Notice of Electronic Filing. This will help users when they do not print out the final screen that has the document number assigned for their records.
- You can view multiple documents by clicking beside the event under Document Options and then clicking beside each document you wish to view. The maximum size allowed is 1MB.
- When transcripts are filed, they will be unavailable to view for 90 days. This will be indicated by a red padlock next to the event on the docket report. A green padlock will indicate it is viewable and a yellow padlock will indicate a portion is restricted and a portion is unrestricted.

Click here for the new v.3.2 Tip Sheet
[Attorney Tip Sheet v.3.2](#)



Special points of interest:

- New features to the docket report
- Include yourself on the distribution list
- How to correct the debtor's SSN/TIN
- Follow guidelines as specified by each judge
- CM/ECF User Guide
- Submitting E-Orders

Updated Attorney Event List. Click this link.

[Attorney Event List](#)

United States Bankruptcy Court Northern District of Georgia

Richard B. Russell Federal Building
75 Spring Street, SW
Room 1340
Atlanta, Georgia 30303

General Information: 404-215-1000
Clerk's Office Hours: 8:00 AM - 4:00 PM
Monday - Friday

*Serving bankruptcy attorneys
electronically at www.ganb.uscourts.gov*



Q. What is the document order for filing a new petition?

A. The complete list in order is posted at [Document Order](#)

Q. How do I reschedule the hearing for a Motion I filed?

A. Always LINK the notice back to the motion. If rescheduling a confirmation hearing, you must link the notice back to the plan (if one has been filed). The event is under Notices - Notice Rescheduling 341mtg/Conf/Hrg.

Q. How can I change my e-mail address?

A. In CM/ECF - click Utilities. On the next screen, under Your Account, click "Maintain Your ECF Account." Scroll down on the next screen and click "Email Information." On the next screen, change your e-mail address. Click "Return to Account Screen" after changing. Click "Submit" on the next screen and then "Submit" which will update all the records listed.

B. Q. How do I configure the PDF display settings in Adobe Acrobat Reader?

A. On the Adobe Acrobat Reader menu bar, click Edit, then Preferences, and then Internet Settings. Select or deselect the checkbox for Display PDF in browser according to your preference. If you deselect, the PDF will pop up as an additional window.

Q&A

More about Amendments & Creditors

ADD OR DELETE

CREDITORS

When adding or deleting creditors, an Amended Matrix should be submitted listing ONLY the creditors added or deleted.

Only the last four digits of the SSN or ITIN should be referenced on the petition, pleadings or claims! Protect the debtor's privacy!

COVER SHEET

Always include a cover sheet when filing Amendments to indicate what has been amended.

ALPHABETIZE

Please alphabetize creditors by the first word when submitting a matrix, amendment or distribution list.

UPLOAD

Don't forget to upload creditors when filing a case.

AMENDMENT CHECKLIST

- Cover sheet
- Amended document
- Debtor's verification
- Certificate of Service
- Supplemental Matrix (listing only creditors being added)

DISTRIBUTION LIST

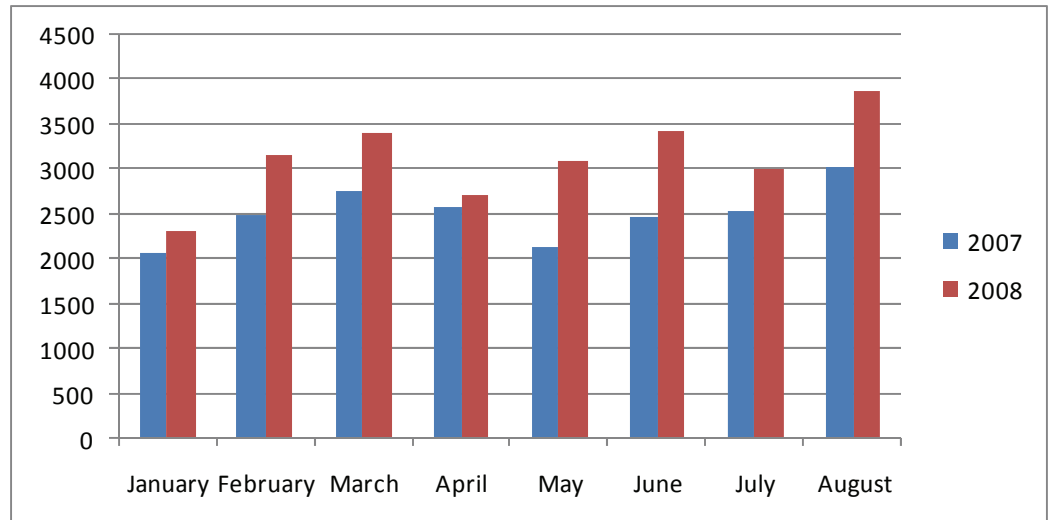
When preparing an Order, remember to include yourself on the distribution list. The movant's attorney should always be included because service is not automatic.



Movant's attorney should be added to the distribution list.

GANB Filings - 2007 vs. 2008

National statistics available at
[www.uscourts.gov/
 bkrptcystats/statistics.htm](http://www.uscourts.gov/bkrptcystats/statistics.htm)



The Importance of Statistical Data

During the docketing process, the Summary of Schedules screen will appear and the appropriate amounts must be input in order to meet statistical requirements.

If the wrong event code is used for amending schedules, the Summary of Schedules screen does not appear and the statistical data is not entered. The Clerk's Office needs to accurately report the information appearing on the schedules in order to meet national reporting requirements.

Page 2 of the Summary of Schedules (Form 6) must be completed accurately. The Total Type of Liability and the Current Monthly Income must match the amounts input by the attorney on the Summary of Schedules screen.



The filing attorney is responsible for redacting the debtor's SSN on all documents.

How to Correct a SSN/TIN

1. Create an electronic version of Form B-21. This form does **not** have to be converted to .pdf format. The form is available on the Court's website at www.ganb.uscourts.gov under "Forms".
2. Electronically file the amendment including the redacted Social Security Number via CM/ECF.
3. Send an e-mail to the Clerk's Office (see appropriate Division e-mail addresses below) indicating that an amendment has been filed to correct a Social Security Number. Include the electronic version of Form B-21 as an attachment to the e-mail. This attachment can be in Corel WordPerfect, Microsoft Word, or as an Adobe PDF.

Atlanta Division

GANB-ATLA_Amendments@ganb.uscourts.gov

Gainesville Division

GANB-GAIN_Amendments@ganb.uscourts.gov

Newnan Division

GANB-NEWN_Amendments@ganb.uscourts.gov

Rome Division

GANB-ROME_Amendments@ganb.uscourts.gov

QUESTIONS regarding filing fee payments? Please contact the Financial Section: Supervisor, Lynn Saunders 404-215-1132; Financial Specialist, Jessica Laney 404-215-1083; or Financial Specialist, Kimberly Hill 404-215-1131.

Holiday Closings

Columbus Day, October 13
Veteran’s Day, November 11
Thanksgiving Day, November 27
Christmas Days, December 25 and 26

The Clerk’s Office will observe normal operating hours the day after Thanksgiving and on Christmas Eve.

Advertisements in ECF

Beware of filing PDF documents containing an ad with a link to the software company used to convert the word processing document to PDF.

The advertisement is an embedded image with a link, but there is no way to distinguish a legitimate image/link and one that is in the document as an advertisement. At one point in history, CM/ECF blocked external hyperlinks, but that prohibition was removed so that attorneys and judges could cite West and Lexis and other legitimate sources. Attorneys should always review their documents before filing them.

In the paper world, this is equivalent to an attorney handing in a motion with “Copied at Kinko's” on each page. In the paper world, this would be handled by the court notifying the attorney that such ‘advertising’ violated local rules on the format of documents submitted to the court, cautioning the attorney to follow the rules in the future, and requiring a “clean-copy” resubmission of the motion. That same approach should work in the world of electronic documents. If the attorney’s PDF writer does not provide a way to “turn off” the advertisements, the attorney may need to purchase a different PDF writer.

“Attorneys should always review their documents before filing them.”

Attn: Claims Filers

When filing claims DO NOT input the address where you want the payments to go. Enter the address where you want notices sent. The Court needs the *notice* address while the Trustee uses the *payment* address.

If the address or name of claimant is different from what is currently in the system, select “Add Creditor” and input their information. If you do not add the correct infor-

mation, the creditor will not receive notices/orders that may be sent out throughout the case. It will go to the wrong address that was selected.

The CM/ECF User Guide is your friend!



Use the Ctrl + F keys on your keyboard to enter a search term in the User Guide

Before you call the Clerk’s Office for assistance on how to file a document, a search of the User Guide might answer your question.

If you have not downloaded a copy, we highly recommend you do so. The CM/ECF User Guide is available online at http://www.ganb.uscourts.gov/cmecf/docs/cmecf_guide_2007.pdf

Search Tip: Open the [CM/ECF User Guide](#) in Adobe Reader or Adobe Acrobat and select a hyperlink in the Table of Contents to jump to the section you need to review. You may also press the Ctrl + F keys on your keyboard to open a FIND box and enter your search term. Press the

Ctrl + Home keys on your keyboard to return to the Table of Contents.

Unusual Motions

The Key Word Index in the User Guide can be used or the ‘search’ feature available in the CM/ECF Version 3.2 upgrade. The ECF user must not try to find it based on the title of the pleading but find out by reading the pleading to see what the attorney is asking for. Usually the last paragraph will set out the relief being sought. If the above option does not help in successfully finding the event to use, call the help desk, 404-215-1000, press 2 then press 1.

Chambers Information

From our home page located at www.ganb.uscourts.gov, select **Chambers** from the blue menu bar across the top. A cascading menu listing each of our bankruptcy judges and a link to *Open Calendar Dates* appears.

Each judge’s name is a link to his/her web page with general information specific to that chambers.

Divisions	Chambers	Opinions	Forms
	Chief Judge Joyce Bihary		
	Judge Paul W. Bonapfel		
	Judge Robert C. Brizendine		
	Judge Mary Grace Diehl		
	Judge W. H. Drake Jr.		
	Judge James E. Massey		
	Judge C. Ray Mullins		
	Judge Margaret H. Murphy		
	Open Calendar Dates		



Guidelines for E-Orders

Instructions on how to submit proposed orders can be found on our website. Select CM/ECF from the blue menu bar at the top of our home page. From the cascading menu, select E-Orders.

55,019 E-Orders submitted since GANB began accepting them!

October 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 <i>Foreclosure</i>	4
5	6 <i>Foreclosure</i>	7 <i>Foreclosure</i>	8	9	10	11
12	13 <i>Columbus Day</i>	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31 <i>Foreclosure Halloween</i>	

Schedule of Events

- Oct. 3 - 7 October foreclosure period
- Oct. 13 - Columbus Day holiday - the Clerk's Office will be closed..
- Oct. 31 Halloween
- Oct. 31 - Nov. 4 - November foreclosure period

Contacts for Corrections

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:

Atlanta Division

Cases assigned to Chief Judge Bihary - JB, Judge Bonapfel - PWB, please e-mail Shannon_Morris@ganb.uscourts.gov

Cases assigned to Judge Massey - JEM, Judge Mullins - CRM, please e-mail Bernice_Brown@ganb.uscourts.gov

Cases assigned to Judge Murphy - MHM, Judge Brizendine - REB, please e-mail Shannon_Whitworth@ganb.uscourts.gov

Gainesville Division

Call 678-450-2700

Newnan Division

Call 678-423-3000

Rome Division

Call 706-378-4000



Previous issues of this newsletter are available online at [CM/ECF Newsletters](#)