

# CM/ECF NEWS

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December 2009

## LOCAL RULES

The Northern District of Georgia published several amended provisions of its Local Rules on December 1, 2009.



The Amendments conform the Local Rules to broad scale amendments to the Federal Rules of Practice and Procedure, including the Federal Rules of Bankruptcy Procedure, that changed the manner in which time periods are computed.

For detailed information, please read

<http://www.ganb.uscourts.gov/posts/FinalVersionNotice.pdf>

## THE MATRIX (NOT THE MOVIE)

Don't forget to upload the creditor matrix when filing a new bankruptcy case. The case can be dismissed if the creditor matrix is not filed within 14 days after the petition has been filed. A Supplemental Matrix is required when filing an Amendment to add creditors to Schedules D, E, or F. In this case, only submit a matrix with the new creditors. A common error is to add the new creditors to the original matrix and submit all of them to the Court again.

TIP: Formatting instructions for filing a matrix are available in the CM/ECF User Guide, p. 5.1 - 5.3.

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### Special Points of Interest

- Changes in the Local Rules
- Why did I get a deficiency notice?
- Common docketing issues
- Don't use Payment of Fees
- Q & A - Notice of Electronic Filing

## WHY DID I GET A DEFICIENCY NOTICE?



Every CM/ECF filer dreads receiving a deficiency notice! Knowing the requirements of the Court and proofreading the petitions and pleadings before uploading them will minimize your errors. Common errors have been missing signatures, boxes not checked, matrix or supplemental matrix not filed, document illegible, wrong attachment, failure to pay filing fee/Credit Counseling Service Certificate/Pay Advices/Certificate of Service.

# The Clerk's Office will be closed January 1 and 18

## HELP AND TROUBLESHOOTING

We have a great Help and Troubleshooting section in the CM/ECF User Guide (see Section 13). Check the Guide first, and if you do not find a solution to your problem, contact us.

### Operations Help Desk

404-215-1000, wait for the recording, then press 2 and then 1. [questions regarding procedures or general use of CM/ECF]

### Technical Help Desk

404-215-1000, wait for the recording, then press 2 and then 2 again. [computer-related and other technical issues]

### Financial Assistance

404-215-1132, when accidentally filing a document or duplicating the entry, erroneously selecting "Payment of Fees", or receiving a transaction error message.

## PRACTICE MAKES PERFECT

The CM/ECF training website is <https://ecf-train.ganb.uscourts.gov>

After you receive your live login and password, you still have access to the training site to practice. This will also assist you in training new employees to use CM/ECF.



Visit the Georgia Northern Bankruptcy website. Here are just a few of the topics listed there:

- Administrative Procedures
- CM/ECF User Guide
- Local Procedures - BAPCPA
- Transcript Request Procedures
- Open Calendar Dates for hearings
- Divisions - counties served in each

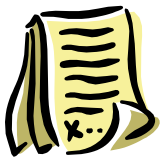
## DOCKETING ISSUES

### Reaffirmation Agreement

The correct form to be used has a revised date of 12/09. Be sure to check either Hardship or No Hardship.

### Proof of Claim - Address

When filing a Proof of Claim, enter the creditor's address for notices and correspondence.



Do not enter the creditor's address used for payments.

### Payment of Fees

**CAUTION: YOU MAY BE DUPLICATING YOUR CHARGES!**

Never use this if you used an event that created the charge. This refers to any event with the word (FEE) beside it or when opening a new case automatically creates the charge.

If you need assistance, call  
Lynn Saunders 404-215-1132  
Irene Wiggins 404-215-1057  
Dan Newsome 404-215-1099

\* Click the link below to view current statistics \*

**Statistics**

### Debtor's 11 U.S.C. § 1328 Certificate



This certificate must be filed for each debtor. In joint cases, a separate certificate must be filed by the debtor and joint debtor.

### Adversary

#### 1) Answer

When filing an Answer to an Adversary Complaint, file it in the Adversary case. Do not file it in the main bankruptcy case.

#### 2) Certificate of Service

When filing the Certificate of Service for the Summons, please include the debtor's name and bankruptcy case, related to the Adversary, on the document for quality control purposes.

### Motion to Amend (Event code)



This Event may be used to seek to amend an order or judgment or to amend a pleading requiring leave of court. In the case of orders and judgments, it ought to be filed within 10 days of entry of the order or judgment to be amended.

## GEORGIA NORTHERN BANKRUPTCY

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



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

[www.ganb.uscourts.gov](http://www.ganb.uscourts.gov)

Check our home page for the latest Court Notices!

## QUESTIONS FROM CM/ECF ATTORNEYS

Q. Is there a way to determine who is registered in CM/ECF before preparing a pleading to be served?

A. From the CM/ECF menu, select Utilities > Mailings... > Mailing Info for a Case. Enter the case number, press the Submit button and a list of case participants appears which identifies who will or will not receive electronic notice (NEF).

Do you have a question? Click this link to send your question to the CM/ECF News Editor - [Sheila\\_Meador@ganb.uscourts.gov](mailto:Sheila_Meador@ganb.uscourts.gov)

## Contacts for Correction Assistance

If you make a mistake, such as filing the wrong document, filing in the wrong case or use the wrong Event, use the following contact list for assistance with corrections or edits:

Atlanta cases (404-215-1000) or click the email hyperlinks below:

[Bernice\\_Brown@ganb.uscourts.gov](mailto:Bernice_Brown@ganb.uscourts.gov)  
for cases assigned to Judges Mullins (CRM) or Massey (JEM).

[Gina\\_White@ganb.uscourts.gov](mailto:Gina_White@ganb.uscourts.gov)  
for cases assigned to Judges Drake (WHD), Murphy (MHM) or Brizendine (REB).

[Shannon\\_Morris@ganb.uscourts.gov](mailto:Shannon_Morris@ganb.uscourts.gov)  
for cases assigned to Judges Bihary (JB), Bonapfel (PWB) or Diehl (MGD)

For corrections or edits for divisional cases, contact the respective office directly by phone.

Gainesville - 678-450-2700

Rome - 706-378-4000

Newnan - 678-423-3000



**The Latest CM/ECF News index is an archive of newsletters for attorneys.**

[http://www.ganb.uscourts.gov/cmecf/newsletters/lastest\\_cmecf.html](http://www.ganb.uscourts.gov/cmecf/newsletters/lastest_cmecf.html)