

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF KENTUCKY**

CM/ECF RELEASE 4.2

CM/ECF will be unavailable beginning at 7:00 PM on Wednesday, November 23, 2011, for the installation of CM/ECF Release 4.2. If all goes as planned, the system should be available again on Saturday, November 26, 2011.

This document summarizes the changes you will notice after CM/ECF has been upgraded to Release 4.2.

Internet Browsers

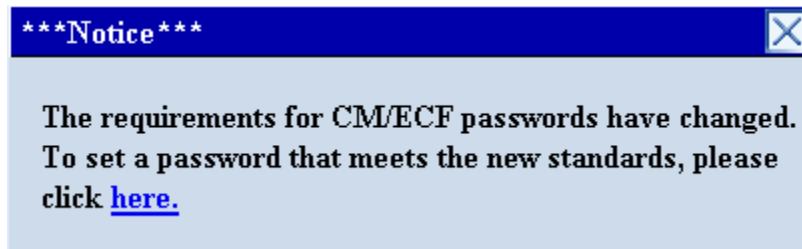
Release 4 was tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8. Mozilla Firefox 2 and Internet Explorer 6 are no longer supported.

Password Security

Password security has been improved. All CM/ECF passwords must be a minimum of 8 characters, and must include both upper- and lower-case alphabetic characters and at least one digit **or** special character [e.g., 0-9, @, #, \$, %, &, *, +, :].

Additionally, after five invalid login attempts, your account is locked out for five minutes. After the lockout period, you may attempt to log in again; however, each subsequent invalid entry will result in additional lockout time.

The **first time you log in** after the court has upgraded to Release 4, you will see the following message:



Click the link within the message to change your password, **or** re-enter your existing password **if** it meets the new standards.

NOTE: If you use any automated software to log in to CM/ECF, remember to update the password information used by the software when you change your CM/ECF password.

FEES/PAYMENTS DUE

Internet Payments Due

- To avoid problems with pop-up blockers among various browsers, the pop-up window previously generated by a pay.gov transaction is now displayed as a panel. This panel appears as a part of the original application window, so it is not affected by pop-up blocker settings.

- Previously, when an internet payment was made, all fees incurred up to the time of payment had to be paid at once. Now you may choose to pay some or all of the fees in a given transaction.
- On the “Internet Payments Due” screen, all outstanding fees are displayed, along with a check box for each fee. To select the fees to pay, the user should check the boxes next to the desired fees.

Privacy Policy – Restriction of Documents

- To comply with the judicial conference privacy policy prohibiting the disclosure of certain personal information, including an individual’s full social security number, restrictions are now automatically placed on all documents, including claims, for cases opened prior to December 1, 2003, that have been closed for at least one year.
- When attempting to access information falling within these parameters after the upgrade to Release 4, if you are not a case participant or using a public terminal provided by the U.S. Bankruptcy Clerk’s office, you will receive the message “The document is not available.”

The Bankruptcy Noticing Center (BNC)

- The court uses the BNC to mail notices, but the BNC can only do so if an address is valid. The BNC bypasses notices from printing and mailing that are determined by the U.S. Postal Service to have undeliverable addresses. Prior to Release 4 the BNC would send a paper notice to the debtor or debtor’s attorney that an intended recipient for a 341 notice was bypassed. After the upgrade to Release 4, the BNC will email bypass notices to debtors’ attorneys using the primary email address recorded in CM/ECF as long as the attorney is a registered CM/ECF user. No paper bypass notice will be mailed.
- Prior to Release 4, the BNC mailed a paper 341 notice (Notice of Bankruptcy Case & Deadlines) with the debtor’s full social security number (SSN) to the debtor’s attorney. After the upgrade to Release 4, if the attorney is a registered CM/ECF user, the BNC will send an email to the attorney containing a secure hyperlink to the 341 notice with the full SSN in place of the paper notice. The BNC will send one summary email per day containing hyperlinks to one or more notices. Each hyperlink provides one free look to the notice containing the full SSN. Attorneys will no longer receive the paper 341 notice from the BNC.
- After the upgrade to Release 4, when notice of a document filing is made through both the BNC and via email through the CM/ECF Notice of Electronic Filing (NEF), the BNC Certificate of Notice will include all entities selected as form recipients and all entities who received the NEF, along with the date of electronic notification and the entity’s name and email address.

Maintain Your ECF Account (E-Mail Notification)

You now have the option through “Maintain Your ECF Account” to choose whether you want notification of bankruptcy matters when your appearance is only entered in the Adversary case. This selection also applies to any cases listed in the “send notices in these additional cases” list.

Users will be required to enter any changes to primary and secondary email addresses twice for validation purposes. If you wish to have more than one secondary email address, you must separate the addresses by a comma.

Email information for a creditor

Primary email address Reenter primary email address

Secondary email address Reenter secondary email address

Send the notices specified below

to my primary email address

to the secondary addresses ←

Send notices in cases in which I am involved

Send notices in these additional cases

Send notices for adversary proceedings in which I am directly involved and their related bankruptcy cases

Send notices for adversary proceedings in which I am directly involved but not their related bankruptcy cases

Send a notice for each filing

Send a Daily Summary Report

Format notices HTML

Text

Adversary Proceedings – Case Opening

- Previously, an attorney opening an adversary proceeding was prompted to create an association with the plaintiff in the case. Now, the association of the attorney with the plaintiff is made automatically. Additionally, the attorney opening the adversary will not be able to add the attorney for the defendant as they could in previous releases.
- If the adversary proceeding is **not** a complaint (e.g., a removal), a “Counsel for” selection option appears to allow the attorney to indicate which party he represents. If the default “Plaintiff” is selected, the filing attorney is automatically associated with the plaintiff; if “Defendant” is selected, the filer may make the attorney association during docketing.

County Codes

- Counties for all states are available for selection. On docketing screens where party information is entered, the county list automatically displays all counties for the state entered in the state field. The “Out of District” option is no longer available at case opening.

Claims/Creditors

Claim Filing – Proof of Claim

- The Proof of Claim entry screen has been modified to match the B10 Proof of Claim form. The amount fields will no longer calculate an automatic total as the filer may have general unsecured amounts which will no longer have a separate field for input. **Filers must be certain to enter the total amount claimed in the “Amount Claimed” field.**

Claimed		
Amount Claimed <input type="text"/> <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)</i>	Secured <input type="text"/> <i>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</i>	Priority <input type="text"/> <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</i>

- Proof of Claim notices/receipts previously did not show the types of claim amounts requested. Now the amounts provided are as follows: Amount Claimed, Amount Secured, Amount Priority.
- The “File another claim” hyperlink was previously displayed at the bottom of the Proof of Claim receipt. Now the hyperlink has been moved to the top of the receipt for easier access.

Query

- A warning message has been added to the Query search screen, indicating that there is no 30-page PACER billing cap on the results page.
- Previously, two characters of the last name were required for a name search on the Query screen, making it impossible for a user to search for a party with a single-character last name. Now, if a single character is entered into the last name field, it is evaluated for exact name matches only; a message appears on the screen in these cases, informing the user that only exact matches will be found.
- When a name search is made, additional information is now displayed on the results page to allow a user to select the correct case. For each name result, a row of information is displayed to the screen for each case in which that person is involved, as shown below:

Select a Case

There was 1 matching person.

There were 2 matching cases.

Name	Case No.	Case Title	Chapter / Lead BK case	Date Filed	Party Role	Date Closed
Thompson, Mason (pty) (2 cases)	08-50003-jms	Mason Thompson	7	01/02/08	Debtor	03/20/09
	08-50022-wsh	Mason Thompson	13	10/15/08	Debtor	N / A

- There was previously no way for public users to view a document without first viewing the docket report. Now, a “View Document” link on the Query menu allows the user to enter a document number in the case currently being viewed, and view the document directly. Users will need to know the document number in order to access the PDF document in this manner.

Reports

Cases Report

- An option to filter the report by attorney name or Bar ID now appears on the selection screen. When a name is entered, a list of matching attorney names is displayed, of which you may select one or more. After selecting an attorney, additional check boxes will appear allowing you to search by party role (Attorneys for: debtors, plaintiffs, defendants, creditors, or all). Alternatively, you can choose to view only cases with pro se filers.
- The report is now limited to a range of 31 days. This prevents internet users from unintentionally requesting a large data set, which would result in an unnecessarily large PACER fee.

Docket Activity

- The report is now limited to a range of 31 days. This prevents internet users from unintentionally requesting a large data set, which would result in an unnecessarily large PACER fee.

Docket Report

- The county of residence is now displayed along with the address information on the report output for debtors and joint debtors.

Miscellaneous – ‘Enter’ Key Function

- If you wish to use the keyboard rather than the mouse, pressing the Enter key now gives the same result as clicking the button that submits the screen. Pressing the space bar also works if the focus is on the button that submits the screen.

Note: This key action was previously available on a number of screens throughout the application, but has been enhanced to be available on all screens.

Rule 3002.1 Changes

- New Rule 3002.1 requirements, which address certain claims in chapter 13 cases, go into effect on December 1, 2011. To comply with the rule, CM/ECF has been modified to allow a creditor to file the “Notice of Mortgage Payment Changes,” the “Notice of Postpetition Fees, Expenses, and Charges,” and the “Response to Notice of Final Cure Payment” as a supplement to the holder's proof of claim.
- When docketed, these events appear in the History section of the Claims Register, and no document number is assigned. The word “doc” (rather than a document number) appears as a link to the document.

NOTE: These events are not displayed on the Docket Report.