

# CM/CF Update

United States Bankruptcy Court District of Minnesota

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

Summer 2011

## CM/ECF 4.1 Upgrade Coming in September 2011

The Court is preparing for a major enhancement in its case filing system. This upgrade is different in its scope and format. Version 4.1 includes 148 modification requests (MR's) and 12 emergency modification requests (EMR's), making it one of the most comprehensive upgrades undertaken by the Court.



Unlike earlier changes in CM/ECF, version 4.1 has also been developed in modules, some of which implement required changes, while others offer optional features that the Court can choose to adopt later.

The Court will upgrade to version 4.1 in September. New features at the time of the upgrade will include stronger password requirements, changes in sealed and restricted functionality, new options in making filing fee payments, and enhancements in adversary case opening, reports and queries, claim forms, email notification, and trustee 341 filings.

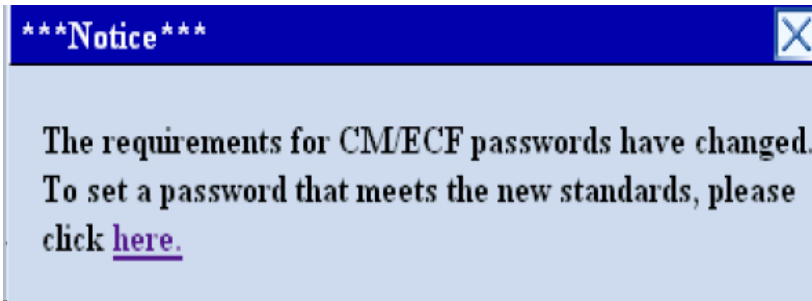
The new release will work with Firefox 3.5, and Internet Explorer 7 and 8. **Mozilla Firefox 2 and Internet Explorer 6 will no longer be supported.**

This newsletter presents a brief description of some of the features in 4.1. Each **red** section heading is a link to a document that provides more information about the module.

### Password Security



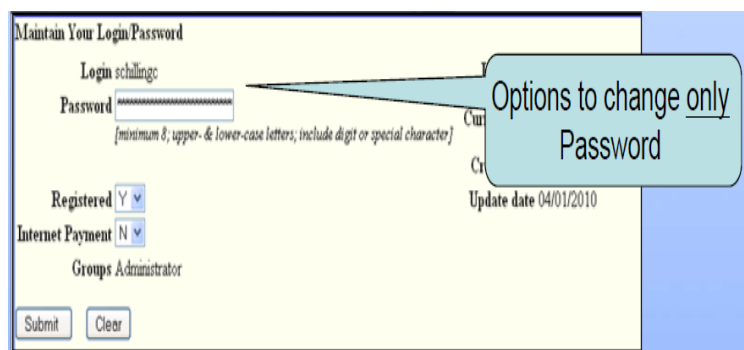
Version 4.1. includes new password requirements. **All users** will be required to change their passwords using stronger security settings.



Passwords must have a minimum of 8 characters, include both lower and upper case, and include one number or special symbol, such as 0-9,@,#,%, &, \*, +, :]

After five invalid login attempts a user's account will be locked for a five-minute waiting period. Each subsequent invalid entry will increase the lockout period. After the upgrade users will get a message similar to that below. This message can be cancelled by clicking "X" in the right hand corner and continuing to log in, but it will continue to display at log-in until the password has been changed.

Users will be directed to a page which will enable them to change their password only.



*Filers using any automated software to log in to CM/EC should also update the password information used by the software when changing their CM/ECF password.*

## Adversary Opening

Previously, an attorney opening an adversary proceeding was prompted to create an association with the plaintiff in the case. Now, a "Counsel for" selection option will appear (if the adversary is NOT a complaint) to allow the attorney to indicate the party represented. 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.

Previously, during adversary proceeding filing, the filer was able to add the defendant's attorney to the case while adding the defendant. In 4.1, the attorney opening the adversary will not be able to add the attorney for the defendant.

## Claims/Creditors

The Proof of Claim entry screen text and formatting have been modified to match the Official B10 Claim Form. Additionally, the amount claimed and amount allowed totals will no longer be calculated. Instead, the "Amount claimed" and "Amount allowed" fields will constitute the totals of the various amounts claimed and allowed as entered by the user, and no additional total will be calculated.

Proof of Claim notices/receipts previously did not show the types of claim amounts requested. Now the amounts provided will be the Amount Claimed, Amount Secured, and Amount Priority.

The “File another claim” hyperlink was previously displayed at the bottom of the Proof of Claim receipt. Now the hyperlink will be moved to the top of the receipt for easier access.

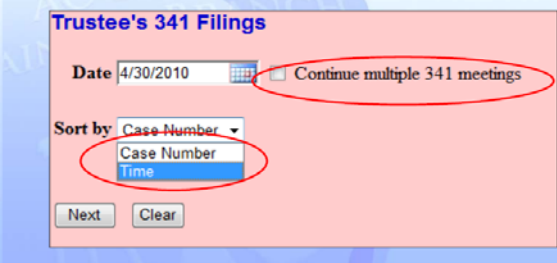
## Trustee’s 341 Filings

The **Trustee’s 341 Filings** program has been enhanced to include the options to:

- Continue multiple 341 meetings at one time
- Add customized text to each docket entry
- Add standardized text to indicate whether the debtor(s) appeared
- Sort by time as well as case number
- Allow Chapter 13 trustees to use the Trustee’s 341 Filings program

The Trustee’s 341 Filings module has been enhanced to allow multiple meetings to be continued simultaneously. The output will now display only information and selection options valid for the chapter(s) of the cases displayed.

New selection screen for chapters 7 and 13



On the Trustee’s 341 Filings filter screen, a new “Continue multiple 341 meetings” check box will be displayed. If this box is checked, a new screen will be displayed to allow the trustee to continue 341 meetings for some or all of the cases with meetings on a selected date.

## Internet Payments Due

Previously, when an internet payment was made, all fees incurred up to the time of payment had to be paid at once. Now a filer will be able to choose to pay some or all of the fees in a given transaction.

On the “Internet Payments Due” screen, all outstanding fees will be displayed, along with a check box for each fee. To select the fees to pay, the user will check the boxes next to the desired fees, then click the *Next* button.

**Internet Payments Due**

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2008-07-22 08:29:23	Voluntary Petition (Chapter 7)(08-10079-7) [caseupld,1027a] ( 200.00)	\$ 200.00
<input type="checkbox"/>	2008-07-25 12:25:50	Voluntary Petition (Chapter 7)(08-10082-7) [caseupld,1027a] ( 200.00)	\$ 200.00
<input type="checkbox"/>	2009-08-31 09:33:34	Voluntary Petition (Chapter 7)(09-01092) [misc.volp7a] ( 200.00)	\$ 200.00

Next Clear

The next screen will display a summary of the selected fees, along with a *Pay Now* button. Clicking this button will open a panel to allow payment.

## Payment using Automated Clearing House (ACH)

Filers paying filing fees over the Internet will now have the option to pay by bank account debit (Automated Clearing House) from the Treasury Department's Internet payment system. After confirming the selected fees to pay, a filer will be asked for payment information to pay the total of selected fees, either by credit card or by bank account debit (ACH).

**Online Payment** [Return to your originating application](#)

**Step 1: Enter Payment Information** 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Diners Club, Discover\)](#)

**Option 1: Pay Via Bank Account (ACH)** [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

**Account Holder Name:**  \*

**Payment Amount:** \$548.00

**Account Type:**  \*

**Routing Number:**  \*

**Account Number:**  \*

**Confirm Account Number:**  \*

**Check Number:**  \*

Routing Number      Account Number      Check Number

**Payment Date:**  \* (MM/DD/YYYY)

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

## Notice of Electronic Filing

### Opportunity to Decline Notices of Electronic Filing

Attorneys who represent parties in an adversary proceeding will now have the option to choose whether they want e-mail notifications of bankruptcy activity if they have no direct involvement in the bankruptcy case. Currently, these attorneys receive all e-mail notifications from both the bankruptcy case and the adversary proceeding. Attorneys will now be able to select this new option to decline notification for related bankruptcy cases in CM/ECF at *Utilities/Request Account Modification*.

The Request Account Modification screen will now include a choice:

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

Courts may override this option in some instances if the Clerk of Court has identified certain events in the bankruptcy case that should be noticed to all parties in all related cases.

A new section in the header of the saved NEF (available through the silver ball link on the Docket Report) will list participants in adversary proceedings who have elected not to receive notice in the related bankruptcy case; these are labeled —Do not notice for BK case:

Mime-Version:1.0

From: SystemAdmin@ao.uscourts.gov

To: sarah\_taylor@taylor.com

Bcc: genevive\_newark@nbt.com

**Do not notice for BK case: stan\_robbins@robbinsinc.com**

### Combining Noticing Recipients on BNC Certificates of Mailing

When a pleading is noticed through the Bankruptcy Noticing Center (BNC) and by CM/ECF Notices of Electronic Filing (NEF), users will no longer have to look in two locations to determine who was noticed. The BNC Certificate of Mailing will display noticing activity for both methods. Case participants who were noticed in CM/ECF by electronic mail will be appended to the BNC Certificates of Mailing.

### Terminated Parties

Previously, when a party was terminated, the terminated party did not receive notice of the event. Now the terminated party will be included in the noticing list for that one event.

### Queries

When a name search is made, additional information will now be displayed on the results page to allow a user to select the correct case.

Select a Case						
There were 6 matching persons.						
There were 7 matching cases.						
Name	Case No.	Case Title	Chapter / Lead BK case	Date Filed	Party Role	Date Closed
JOHNSON, ALOYSIUS (pty) (2 cases)	<a href="#">07-30004</a>	Purple Violet	13	04/05/07	Interested Party	N / A
	<a href="#">08-40016</a>	Jane Ann Test	13	09/03/08	Creditor Committee Chair	N / A
JOHNSON, DAVID (pty) (1 case)	<a href="#">08-40016</a>	Jane Ann Test	13	09/03/08	Other Party	N / A
Johnson, David L (aty) (1 case)	<a href="#">07-30014</a>	Harry Brown	11	08/14/07	N / A	N / A
Johnson, G Martin (aty) (1 case)	<a href="#">08-30006</a>	Clementine's Inc.	11	01/16/08	N / A	N / A
Johnson, Harold (pty) (1 case)	<a href="#">08-40015</a>	ABC Corp	11	09/03/08	Interested Party	N / A
Johnson, Harry (aty) (1 case)	<a href="#">08-40015</a>	ABC Corp	11	09/03/08	N / A	N / A

### Tracking Filing Fees

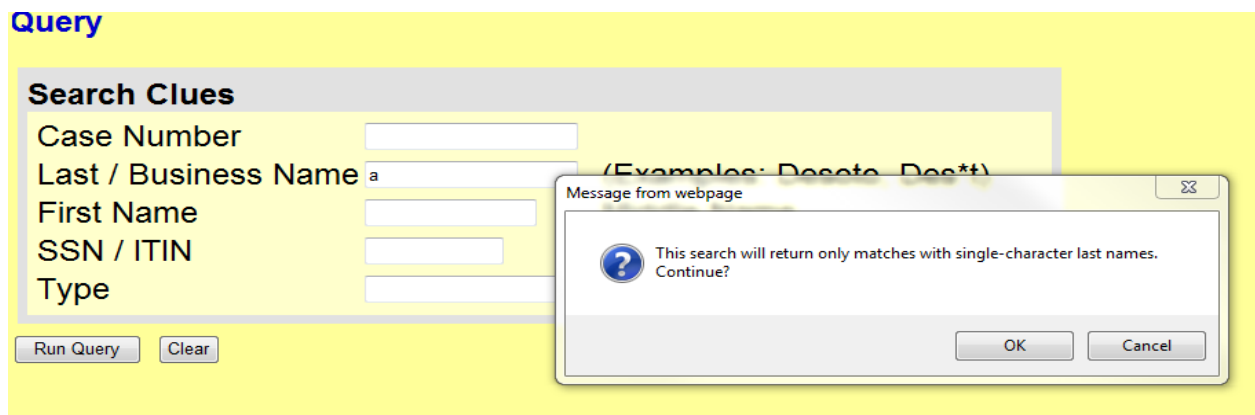
In previous releases, there was no way to track the balance due when a filing fee was paid in installments. Now, for pending cases, the outstanding filing fee balance will be tracked in CM/ECF.

A new “Filing Fee” selection will be available from the main Query output screen. For bankruptcy cases, this option will display a screen listing the filing fee amount, details on any

payments that have been made, and the outstanding balance due. An additional section will display any related adversary proceedings with deferred filing fees.

### One Character Name Query

In previous versions of CM/ECF, 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 person with a single character last name. With release 4.1, if a single character is entered into the last name field, it will be evaluated for the exact name match only.



### View Document

There was previously no way for PACER users to view a document without first viewing the docket report. Now, a **"View Document"** link on the Query menu will allow users to enter a document number in the case and view the document without having to run a docket sheet. This feature will enable PACER users to eliminate charges for first accessing the docket report. Users will need to know the document number to access the PDF document in this manner.

### Cases Report

The cases report will now offer an option to filter the report by attorney name or Bar ID. When a name is entered, a list of matching attorney names will be displayed. Once a filter clicks on an attorney name, it will move to a selected box.

It will be possible to select a report with multiple attorneys by performing additional searches. An additional filter will display so the user can narrow the search using check boxes for role types of the parties the attorney represents, such as debtors, plaintiff, defendants, creditors, or all.

The report will now be limited to a range of 31 days. This will prevent the user from unintentionally requesting a large data set which would result in an unnecessarily large PACER fee.

### County Codes

Previously, each court defined local counties for display in case opening. Now counties for all states will be included in the database.

When opening a case, the county list will automatically display all counties of the state entered in the state field. Users will select the county of the debtor's residence. If the debtor's county is outside the state, the counties for that state will display. The "Out of District" option will no longer be available at case opening.

## Calendar Events Report

The Calendar Events selection screen will now include:

- Two date fields to generate this calendar for one or more days
- Calendar icons to set the dates
- A new trustee sort option
- An option to automatically display related proceedings as a default view (Expanded)
- An option not to display related proceedings as a default view (Collapsed)
- A check box for displaying only matters that are *directly* related to the calendar event

**Calendar Events**

Case number

Office   
Minneapolis (4)

Type   
341 Meeting  
Confirmation Hearing

Set  to

AM only  
 PM only  
 Both

Time

Sort by

Initial display of related proceedings:  
 Expanded  
 Collapsed

Display only proceedings directly related to the calendar event

### Editor's Note:

The Administrative Office of the United States Courts has developed several 4.1 training training aids. Court staff are currently evaluating and testing the 4.1 modules and are submitting recommendations for additional instructions and training.

In preparation for the 4.1 upgrade, each week in August we will send an email focusing on one of the new modules, including a link to a Captivate training program which highlights the module's key features and provides screen shots which illustrate the changes.

A 4.1 training section will also be added to the Court's website.

For comments or questions about 4.1, please contact:

Margaret Dostal-Fell  
612-664-5273  
margaret\_dostal-fell@mn.uscourts.gov