

Attorneys will no longer have to create an association with the plaintiff when filing a complaint to open an adversary proceeding. In release 4.1, the filer is automatically linked as the plaintiff's attorney.

The "Attorney" button has been replaced with an "Add additional attorney" button.

When filing a notice of removal attorneys should select "no" to the Complaint field. A "Counsel for" selection option will appear to indicate which party they are representing. If "Plaintiff" is selected then the filing attorney is automatically associated with the plaintiff. New flexibility in Release 4.1 allows the defendant's attorney to open the case and select "Defendant" to create the association with their party.

E-Mail Security

When creating or updating e-mail addresses on user accounts, all users will be prompted to enter both primary and secondary email addresses twice; the address is not saved until the fields match.

Opportunity to Decline Notices of Electronic Filing

Attorneys who represent parties in an adversary proceeding 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 cases. In the menu selection “Maintain Your ECF Account”, “Email information”, attorneys can select this new option to decline notification for 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.

Email information for Dayne L. Tracy II

| | |
|---|---|
| <p>Primary email address <input type="text"/></p> <p>Secondary email address <input type="text"/></p> | <p>Reenter primary email address <input type="text"/></p> <p>Reenter secondary email address <input type="text"/></p> |
|---|---|

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 for their related bankruptcy cases
 Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases
You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.

Send a notice for each filing
 Send a Daily Summary Report

Format notices HTML
 Text

Combining Noticing Recipients on BNC Certificates of Notice

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 Notice 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 Notice.

Terminated Parties

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

Calendar Events Report

The Calendar Events selection screen now includes:

- 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

The hearing is usually linked to the matter being heard (usually the motion). Any item linked through docketing to the motion is directly related to the calendar event. However, sometimes the hearing will be linked through docketing to an objection or a response that is related to the motion itself.

If you check the box next to “Display only proceedings directly related to the calendar event” only the objection or response will be shown and the motion will not because it is indirectly linked to the hearing. If you leave the box unchecked, you will see all activity related to the hearing and the motion.

The calendar below has been generated with the collapsed option, with related proceedings hidden. The plus icon shows you could access related proceedings if desired. Click this icon to view related proceedings on the same screen. The icon will then change to a minus symbol; click again to collapse the display.

U.S. Bankruptcy Court
SDSD
Calendar events set for 3/29/2011-3/29/2011

03/29/2011

10:00 AM

1) [11-10001 Terry Williams](#) [\(docket entries only\)](#) [Claims Register](#)

PlnDue

Chapter: 13
Judge: Charles Anderson
Dayne L. Tracy II representing Terry Williams (Debtor)
(no aty) representing United States Trustee (U.S. Trustee)

1-1) Motion to Compel Filed by Dayne L. Tracy II on behalf of Debtor Terry Williams

The second screen displays the expanded related docket events. Note the minus sign next to the event description.

U.S. Bankruptcy Court
SDSD
Calendar events set for 3/29/2011-3/29/2011

03/29/2011

10:00 AM

1) [11-10001 Terry Williams](#) [\(docket entries only\)](#) [Claims Register](#)

PlnDue

Chapter: 13
Judge: Charles Anderson
Dayne L. Tracy II representing Terry Williams (Debtor)
(no aty) representing United States Trustee (U.S. Trustee)

1-1) Motion to Compel Filed by Dayne L. Tracy II on behalf of Debtor Terry Williams

| Filing Date | # | Related Docket Text |
|-------------|---|--|
| 03/28/2011 | 7 | Hearing Set (RE: related document 6) Motion to Compel filed by Debtor Terry Williams) Hearing scheduled 3/29/2011 at 10:00 AM at Pleasantville, Courtroom 1 . The Case Judge is Judge Charles Anderson. (Liska, Deanna) |

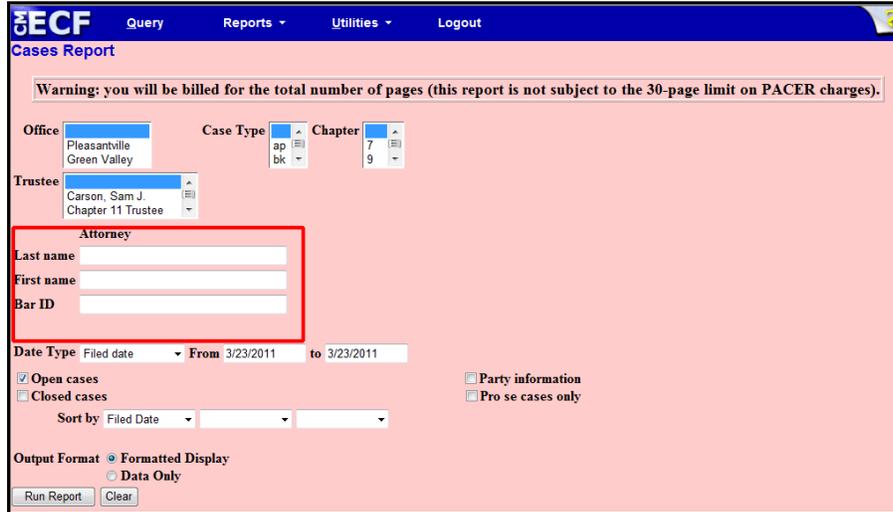
Calendar Text: RE: Doc #6; Motion to Compel

The numbering of each matter on the calendar in sequential order makes it easier to read.

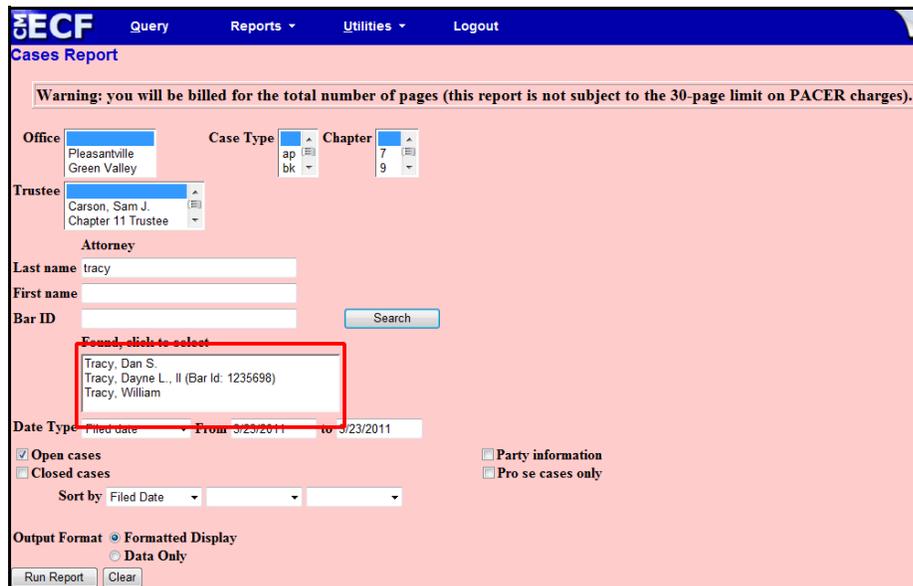
Hyperlinks to the docket entries only (without the full docket report) and to the claims register have been added to the report. Previously, document numbers within the related docket text were not hyperlinked. With this release, all the document numbers are links to the PDF documents.

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 for your selection.



Once you click on an attorney name, it moves to a Selected box. It is possible to select a report with multiple attorneys by performing additional searches. An additional filter displays so you can narrow your search using check boxes for role types of the parties the attorney represents; debtors, plaintiff, defendants, creditors, or all. You can also choose to view only cases with *pro se* filers.

Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Office: Pleasantville, Green Valley
 Case Type: ap, bk
 Chapter: 7, 9
 Trustee: Carson, Sam J., Chapter 11 Trustee
 Attorney: Last name: tracy, First name: , Bar ID:
 Found, click to select: Tracy, Dan S., Tracy, William
 Date Type: Filed date, From: 3/23/2011, to: 3/23/2011
 Open cases, Closed cases
 Sort by: Filed Date
 Output Format: Formatted Display, Data Only
 Run Report, Clear

Attorneys for:
 Debtors, Plaintiffs, Defendants, Creditors, All

Selected, click to remove:
 Tracy, Dayne L., II (Bar Id: 1235698)

Party information, Pro se cases only

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

The Judicial Conference of the U.S. Courts has set a policy for sealed cases on this CM/ECF report. Limited sealed case information is allowed including only the case number, entered and filed dates, and divisional office. Names of debtors, plaintiffs or defendants will be protected by being displayed as “Sealed” for bankruptcy cases and “Sealed v. Sealed” for adversary proceedings.

Cases Report for 3/23/2011
 U.S. Bankruptcy Court
 SDS

| Case No. | Related Case Info | Tp | Ch | Party Info | Judge Trustee | Dates | Other Info |
|----------|-------------------|----|----|-------------------------------|---------------|--|--|
| 11-01011 | *SEALED* | ap | | Sealed v. Sealed | | Filed: 03/23/2011 Entered: 03/23/2011 | Office: Pleasantville |
| 11-10010 | | bk | 7 | Bob Johnson Debtor: Pro se | | Filed: 03/23/2011 Entered: 03/23/2011 | Office: Pleasantville Assets: No Fee: Paid County: BEXAR-TX |
| 11-10011 | | bk | 7 | John Smith Debtor: Pro se | | Filed: 03/23/2011 Entered: 03/23/2011 | Office: Pleasantville Assets: No Fee: Paid County: BEXAR-TX |
| 11-10012 | *SEALED* | bk | | Sealed | | Filed: 03/23/2011 Entered: 03/23/2011 | Office: Pleasantville |

Total number of cases: 4
 Open cases only

Claims Filing - Proof of Claim Form

The Proof of Claim entry screen text and formatting have been modified to match the Official B10 Claim Form.

- The total amount of the claim should be entered into the Amount Claimed field.
- If indicated on the claim, the amount of the claim that is secured and the amount of the claim that is priority can be entered for informational purposes.
- The unsecured or unknown amounts can no longer be entered.
- The total amount of the claim is no longer calculated.

|  Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logou  | | | |
|---|---|--|--|
| ★   Calendar Events 4/11/2011   Docket Sheet  Claims Register  Creditor Mailing Matrix  Deadlines/Hearings  | | | |
| Proof Of Claim Information For 33077 - First Car Loan 190 Loop 410 San Antonio, Texas 78956 | | | |
| Case Number: 11-10001 | Amends Claim #: <input type="text"/> <input type="button" value="Find"/> | Filed By: Creditor ▾ | |
| Last Date To File: | Date Filed: 04/11/2011 | | |
| Last Date To File(Govt): | | | |
| 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> | |
| Allowed | | | |
| Amount Allowed <input type="text"/> | Secured <input type="text"/> | Priority <input type="text"/> | |
| Description: | <input type="text"/> | | |
| Remarks: | <input type="text"/> | | |
| Amend options: <input type="radio"/> Clear Amounts, Description, and Remarks <input type="radio"/> Clear Description/Remarks <input type="radio"/> Clear all Amounts | | | |
| <input type="button" value="Next"/> <input type="button" value="Clear"/> | | | |

The Claims Register Summary calculates an aggregate Total Amount Claimed for this case from the Total Amount Claimed on each claim. If no dollar value is entered into the Amount Claimed field of a claim, the total of the Claims Register Summary for this case will not be accurate.

| Claims Register Summary | | |
|------------------------------------|------------|---------|
| Case Name: Terry Williams | | |
| Case Number: 11-10001 | | |
| Chapter: 13 | | |
| Date Filed: 02/04/2011 | | |
| Total Number Of Claims: 1 | | |
| Total Amount Claimed* | \$42050.00 | |
| Total Amount Allowed* | | |
| *Includes general unsecured claims | | |
| | Claimed | Allowed |
| Secured | \$40000.00 | |
| Priority | | |
| Administrative | | |

Notices of Electronic Claim Filing will now show the categories of the claim amounts requested by the claimant.

Claims filed in CM/ECF prior to Release 4.1 may display unsecured or unknown amounts if they are a part of the claim record. *(Not shown here)*

The screenshot shows the CM/ECF interface with a blue navigation bar at the top containing links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logou. Below the navigation bar is a toolbar with icons for Calendar Events (4/11/2011), Docket Sheet, Claims Register, Creditor Mailing Matrix, and Deadlines/Hearings. The main content area is titled "U.S. Bankruptcy Court" and "SDSD".

Notice of Electronic Claims Filing

The following transaction was received from Liska, Deanna on 4/11/2011 at 2:57 PM CDT

[File another claim](#)

Case Name: Terry Williams
Case Number: [11-10001](#)
Creditor Name: First Car Loan
190 Loop 410
San Antonio, Texas 78956
Claim Number: [2](#) [Claims Register](#)
Amount Claimed: \$1200.00
Amount Secured: \$1000.00
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.

Previously each court defined local counties for display in case opening. Now counties for all states are in the database. When opening a case, the county list automatically displays all counties of the state entered in the state field. Users must 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 is no longer available at case opening.

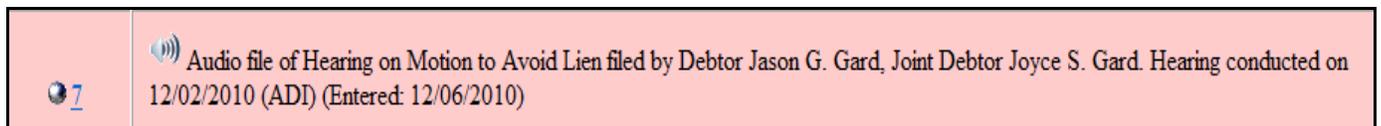
The screenshot shows a web form titled "Debtor Information" with a light pink background. The form contains several fields: "Office", "Address 1" (with "100 Main Street" entered), "Address 2", "Address 3", "City" (with "San Antonio" entered), "State" (with "TX" entered), "Zip" (with "78522" entered), "Country", and "Fax". A dropdown menu for "County" is open, displaying a list of Texas counties with their internal codes in parentheses. The list includes: ANDERSON-TX (48001), ANDREWS-TX (48003), ANGELINA-TX (48005), ARANSAS-TX (48007), ARCHER-TX (48009), ARMSTRONG-TX (48011), ATASCOSA-TX (48013), AUSTIN-TX (48015), BAILEY-TX (48017), BANDERA-TX (48019), BASTROP-TX (48021), BAYLOR-TX (48023), BEE-TX (48025), BELL-TX (48027), BEXAR-TX (48029), BLANCO-TX (48031), BORDEN-TX (48033), BOSQUE-TX (48035), BOWIE-TX (48037), BRAZORIA-TX (48039), BRAZOS-TX (48041), BREWSTER-TX (48043), BRISCOE-TX (48045), and BROOKS-TX (48047). Other fields include "Party text" and "Phone". There are "Alias..." and "Submit" buttons. A note at the bottom right says "ases and corporate parents or affiliates" and "ing the Submit button."

The county format has been changed to include the two-letter state abbreviation. The five digit number following the county name is an internal county number and not a zip code.

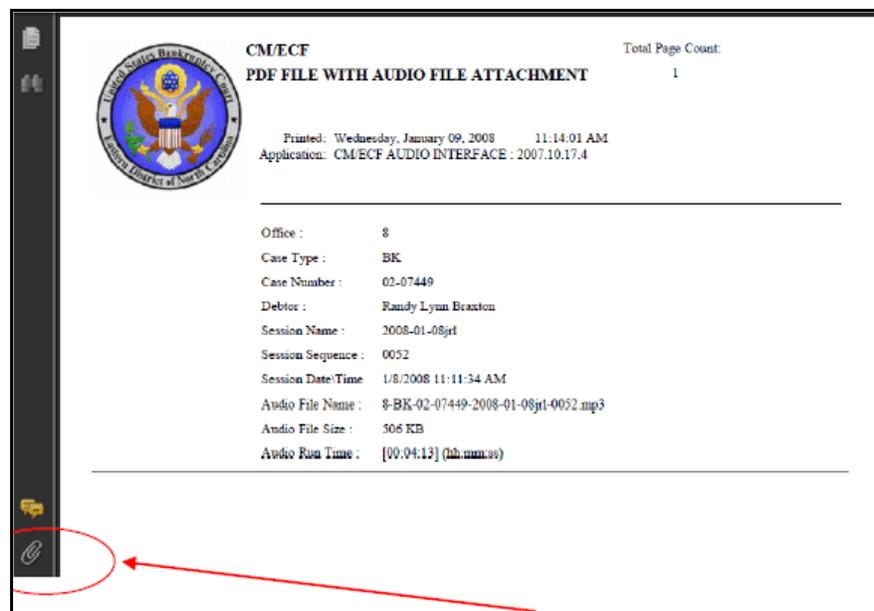
Digital audio files of bankruptcy court hearings are now available to the public via PACER accounts.

Courts are able to associate audio files in MP3 format with a hearing on the docket report. Access to each hearing by digital audio must be approved by the presiding judge.

When an audio file is attached to an entry, the docket report will display a speaker icon. The audio file is embedded in a PDF. To listen to the hearing's audio, first click on the document number associated with the hearing.



The PDF document will display. This display will vary depending upon which version of Adobe Acrobat you are using. In this example from Adobe Acrobat 8, you must click on the paper clip icon to play the audio.



PACER users are charged \$2.40 for each document accessed. You must open each PDF document individually to play the audio file. If there are multiple PDF files, each document must be opened individually. Do not use the “View Multiple Documents” option. The audio files will not play using this option but you will be charged \$2.40 for the access.

The screenshot shows the ECF Docket Sheet interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, and Reports. Below the navigation bar, the title "Docket Sheet" is displayed. The main content area contains several search and filter options:

- Case number:** A text input field containing "1:10-bk-10160".
- Filed/Entered:** Radio buttons for "Filed" (selected) and "Entered", followed by two empty text input fields separated by "to".
- Documents:** Two empty text input fields separated by "to".
- Include:** Checkboxes for "Terminated parties" (checked) and "Links to Notices of Electronic Filing" (unchecked).
- Document options:** Checkboxes for "Include headers when displaying PDF documents" (checked), "View multiple documents" (unchecked, circled in red), and "Create Appendix" (unchecked).
- Format:** Radio buttons for "HTML" (selected) and "Text" (unchecked).
- Sort by:** A dropdown menu currently set to "Oldest date first".
- Buttons:** "Run Report", "Clear", and a checkbox for "Make these options my default".

The caption of the docket report has been enhanced to include the following:

- 1. Show Associated Cases hyperlink appears only when an active association exists
- 2. County of residence displays with the address information for the debtor and joint debtor
- 3. Each alias is printed on one line.
- 4. Attorney's information includes an active hyperlink to the attorney's email.

ECF Query Reports Utilities Logout PlnDue

**U.S. Bankruptcy Court
SDSD (Pleasantville)
Bankruptcy Petition #: 11-10001**

Date filed: 02/04/2011

Assigned to: Charles Anderson
Chapter 13
Voluntary
Asset
[Show Associated Cases](#)

Debtor
Terry Williams
1254 Third Street
San Antonio, TX 78522
Bexar
fka Terry Roberts
aka Terilyn Roberts

represented by **Dayne L. Tracy, II**
120 Legal Way
San Antonio, TX 78259
Email: dtracy@legal.com

U.S. Trustee
United States Trustee
33 Whitehall Street
21st Floor
New York, NY 10004
212 510-0500

Attorneys and trustees can now create special logins for employees who file on behalf of them in CM/ECF. These records are for filing agents and these user types will have their own login and password. A filing agent may be linked to multiple attorneys and trustees and attorneys and trustees may have multiple filing agents.

Only the attorneys' or trustees' names will appear on the docket report, queries and other case management reports. The filing agents' name will never appear to the public.

The access permissions available to the filing agent are dependent on the permissions of the attorney or trustee for whom the agent is docketing. Most likely, attorneys and trustees will allow their filing agents to have the same access in CM/ECF as they do. However, it is possible to remove some menus or functions for filing agents. Filing agents cannot have more permissions than the attorney or trustee.

The filing agent may receive e-mail, but only if the attorney or trustee places the filing agent's e-mail address in the "Send notices to these additional addresses" section of the attorney or trustee's e-mail record.

Attorneys and trustees can be given the ability to create and maintain their own filing agents or the court may control these records. The creation or editing of a filing agent record is accomplished through an attorney or trustee's person record in the Maintain User Accounts utility.

Creating a Filing Agent Record

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

More User Information for George C. Gable

Login gableg Last login -
Password ***** Current login -
[minimum 8; upper- & lower-case letters; include digit or special character]
Prid 1111 Create date 12/15/2010
Registered Y Update date 12/15/2010
Internet Payment N
Groups
ADI
Admin
Attorney
Auditor

Allow access in addition to group permissions
./bin/Available - My Reports
./bin/case?filter=4&cp=no - Case Management
./bin/case?filter=7&cp=no - Sealed Cases
./bin/entry?filter=8&cp=no - Restricted Entries
./bin/entry?filter=9&cp=no - Restricted Documents

Deny access regardless of group permissions
./bin/Available - My Reports
./bin/case?filter=4&cp=no - Case Management
./bin/case?filter=7&cp=no - Sealed Cases
./bin/entry?filter=8&cp=no - Restricted Entries
./bin/entry?filter=9&cp=no - Restricted Documents

[See the Utilities menu for the "Change Your Password" option]

Filing agents
Find filing agent

Return to Account screen Clear

To associate a filing agent with this attorney, search for the agent by entering the last name in the “Find filing agent box” and then click the search icon.

This search generates a panel listing all filing agents that matched your search criteria.

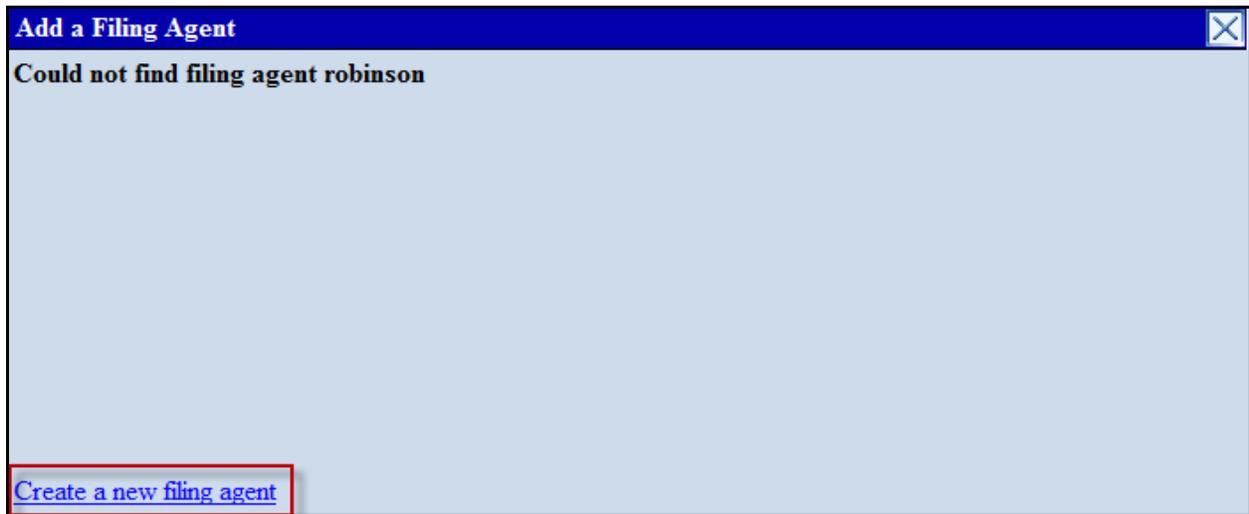
Add a Filing Agent

| Name | Address |
|-----------------|---|
| Ellis, Nancy M. | Huffman, Arrington, Kyle and Dunn 1267 Central Avenue #100 San Antonio, TX 78233 210-555-4444 |

[Create a new filing agent](#)

If the correct filing agent is found, click the “Select” button on this screen to associate this agent with this attorney.

If the filing agent you wish to add does not appear on the list, the following screen will appear.



Click the “Create a new filing agent” hyperlink at the bottom of this results list.

A login and password is created here for the filing agent. Any additional information that your court requires may also be entered at this time.

Once the information screen is completed, it must be submitted to the database.

Remember that a filing agent is filing on behalf of an attorney or trustee and they are linked to that attorney or trustee person record. It is very important to take all the necessary steps to save this record on each subsequent screen.

Filing Agent Email Setup

To enable the filing agent to receive notices of electronic filing, they must be set up in the attorney or trustee's Email preferences as a secondary address. The secondary email information screen will allow multiple email addresses, separated by commas or semi-colons.

Email information for George C. Gable

| | | | |
|-------------------------|---------------------------------|---------------------------------|---------------------------------|
| Primary email address | john_p_walker@aotx.uscourts.gov | Reenter primary email address | john_p_walker@aotx.uscourts.gov |
| Secondary email address | filing_agent@deadmail.com | Reenter secondary email address | filing_agent@deadmail.com |

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 for their related bankruptcy cases

Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases
You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.

Send a notice for each filing

Send a Daily Summary Report

The More User Information screen for the attorney George C. Gable now shows he has one filing agent, James P. Robinson. The name [Robinson, James P.](#) is a hyperlink to the Filing Agent Information screen.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

More User Information for George C. Gable

| | | | |
|---|--|---------------|------------|
| Login | gableg | Last login | - |
| Password | ***** | Current login | - |
| <small>[minimum 8; upper- & lower-case letters; include digit or special character]</small> | | Create date | 12/15/2010 |
| Prid | 1111 | Update date | 12/16/2010 |
| Registered | Y | | |
| Internet Payment | N | | |
| Groups | ADI Admin Attorney Auditor | | |

Allow access in addition to group permissions

- ./bin/Available -- My Reports
- ./bin/case?filter=4&cp=no -- Case Management
- ./bin/case?filter=7&cp=no -- Sealed Cases
- ./bin/entry?filter=8&cp=no -- Restricted Entries
- ./bin/entry?filter=9&cp=no -- Restricted Documents

Deny access regardless of group permissions

- ./bin/Available -- My Reports
- ./bin/case?filter=4&cp=no -- Case Management
- ./bin/case?filter=7&cp=no -- Sealed Cases
- ./bin/entry?filter=8&cp=no -- Restricted Entries
- ./bin/entry?filter=9&cp=no -- Restricted Documents

[See the Utilities menu for the "Change Your Password" option]

Filing agents

Uncheck the box to remove a filing agent.

[Robinson, James P.](#) Huffman, Arrington, Kyle and Dunn, 1267 Central Avenue, #100, San Antonio, TX 78233, 210-555-4444]

Find filing agent

Return to Account screen Clear

Editing a Filing Agent Record and Setting Permissions

Updates to this account can be done on the Filing Agent Information screen. To check or update the permissions of this filing agent, click the “Update permissions” button.

Filing Agent Information

| | |
|--|-------------------------------|
| Login robinsonj | Last login - |
| Password ***** <small>[minimum 8; upper- & lower-case letters; include digit or special character]</small> | Current login - |
| Prid 1112 | Create date 12/16/2010 |

| | |
|---|----------------------------------|
| Last name Robinson | First name James |
| Middle name P. | Generation |
| Title Administrative Clerk | |
| Office Huffman, Arrington, Kyle and Dunn | |
| Address 1 1267 Central Avenue | |
| Address 2 #100 | |
| Address 3 | |
| City San Antonio | State TX Zip 78233 |
| Country | County BEXAR-TX (48029) |
| Phone 210-555-4444 | Fax |
| SSN / ITIN | DOB |

Filing Agent Permissions: James P. Robinson filing for George C. Gable

| |
|--|
| Internet Payment N |
| Groups Attorney E-Orders Attorney |

The Internet Payment selection may be changed from (N)o to (Y)es here if the attorney participates in the Internet Payment program. Access permissions for filing agents are determined and maintained by the court or by the associated attorney or trustee.

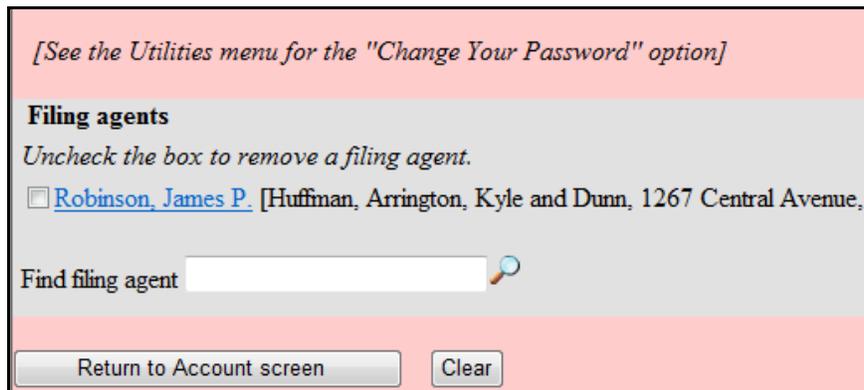
The filing agent cannot maintain his or her own access permissions. In the Groups window, only groups to which the attorney or trustee belong will appear and therefore, only these permission groups may be granted to the agent.

The attorney or trustee cannot grant additional access to the agent. If no change was made to the screen above, the filing agent would be granted all of the permissions of the Attorney and E-Orders Attorney groups.

Courts could, however, create different user groups to grant less access to filing agents at the attorney or trustee's request.

Deactivating a Filing Agent

When there are personnel changes at the law firm, filing agents should be deactivated from their respective filer. On the More User Information screen for the attorney remove the check box next to the filing agent's name on the attorney's person record.



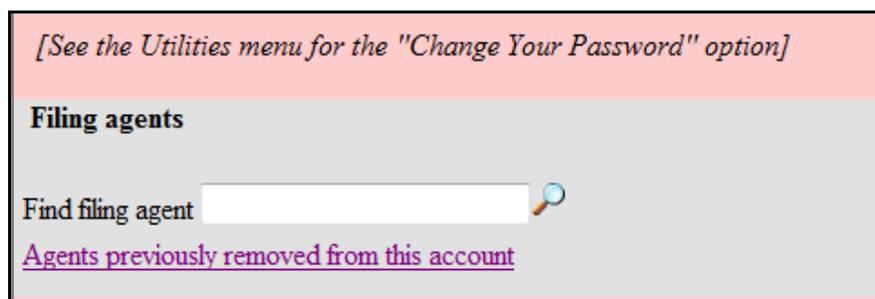
[See the Utilities menu for the "Change Your Password" option]

Filing agents
Uncheck the box to remove a filing agent.

[Robinson, James P.](#) [Huffman, Arrington, Kyle and Dunn, 1267 Central Avenue,

Find filing agent 

This does not delete the filing agent from the database. Only the association between this filing agent and attorney are removed. The filing agent is still available to be associated with this account or to another attorney or trustee.



[See the Utilities menu for the "Change Your Password" option]

Filing agents

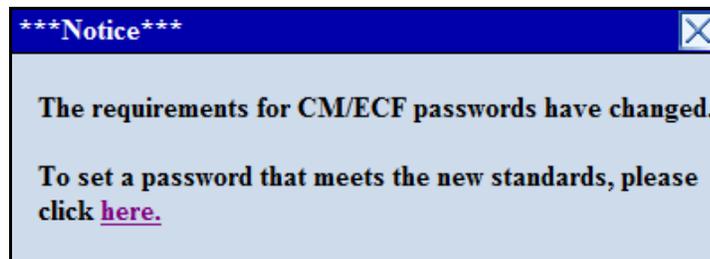
Find filing agent 

[Agents previously removed from this account](#)

Clicking on the hyperlink on this screen, will display any filing agents that have been previously removed from this attorney or trustee account.

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

The first time you log in after the court has implemented release 4.1, the following message will appear:



Click the link within the message to change your password.

After five invalid login attempts on a particular account, the account is locked out for five minutes. After the timeout period, if an invalid password is given for the account, a new timeout period is started. Every additional invalid password entered after a timeout will increase the duration of the next timeout.

NOTE: If you are not prepared to change your password, you may close this dialogue box by clicking on the “X” in the upper right hand corner and proceed to CM/ECF. You will continue to receive the warning until you change your password. Your court will require you to create your new password at a future date.

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.

Query by Name

When searching by name, additional information is now displayed on the results page to provide more detail for selection. 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 were 7 matching persons. | | | | | | |
| There were 29 matching cases. | | | | | | |
| Name | Case No. | Case Title | Chapter / Lead BK case | Date Filed | Party Role | Date Closed |
| Black, Dolly (pty) (1 case) | 10-10141 | Xenon Black and Dolly Black | 13 | 04/20/10 | Joint Debtor | N / A |
| Black, Dolly M (pty) (1 case) | 08-10199 | Jed K Black and Dolly M Black | 7 | 12/31/08 | Joint Debtor | N / A |
| Black, Edward (aty) (1 case) | 10-01000 | River City Heating and Cooling v. Security Finance et al | Lead BK: 09-10009 Justin Hayes | 01/04/10 | N / A | N / A |
| Black, Jed K (pty) (2 cases) | 08-10199 | Jed K Black and Dolly M Black | 7 | 12/31/08 | Debtor | N / A |
| | 10-01020 | First Bank of Houston v. Black | | 04/20/10 | Defendant | N / A |

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 is evaluated for the exact name match only. A message appears on the screen informing the user that only exact matches will be found, as shown below:

Query

Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Search Clues

Case Number

Last / Business Name (Examples: Desoto, Des*t)

First Name Middle Name

SSN / ITIN Tax ID / EIN

Type Open cases Closed cases

Message from webpage

This search will return only matches with single-character last names. Continue?

Searching with a wildcard and one character (a*) is not permitted.

View Document

There was previously no way for internet to view a document without first viewing the docket report. Now, a “**View Document**” link on the Query menu allows you 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 must know the document number to access the PDF document in this manner.

10-10141 Xenon Black and Dolly Black
Case type: bk Chapter: 13 Asset: Yes Vol: v Judge: Lillian Strasberg
Date filed: 04/20/2010 Date of last filing: 09/29/2010

Query

- [Alias](#)
- [Associated Cases](#)
- [Attorney](#)
- [Case File Location](#)
- [Case Summary](#)
- [Creditor](#)
- [Deadline/Schedule](#)
- [Docket Report ...](#)
- [Filers](#)
- [History/Documents](#)
- [Notice of Bankruptcy Case Filing](#)
- [Party](#)
- [Related Transactions](#)
- [Status](#)
- [Trustee](#)
- [View Document](#)**
- [Filing Fee](#)
- [Claims Register](#)
- [Creditor Mailing Matrix](#)

Query Billing

A warning message has been added to the Query search screen to remind PACER users that there is no 30-page PACER billing cap on the information returned from these searches.

Query

Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Search Clues

Case Number

Last / Business Name (Examples: Desoto, Des*t)

First Name Middle Name

SSN / ITIN Tax ID / EIN

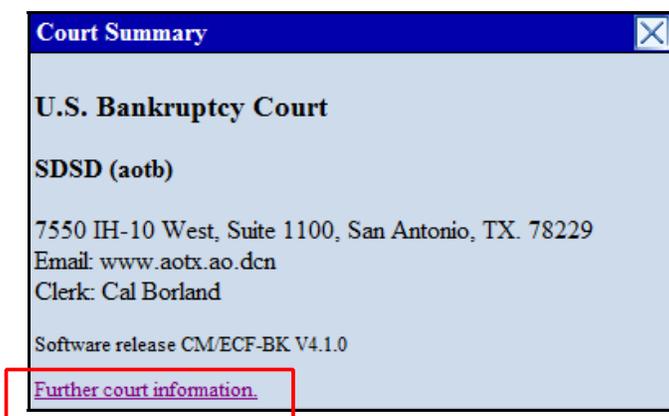
Type Open cases Closed cases

Some courts may offer a new option of allowing external users to subscribe to RSS feeds; this allows the user to have links to the docket sheet and documents. A standard RSS reader is not provided with CM/ECF, but the software supports the readers included with the standard supported browsers.

If the court offers a feed to external users, the first step to subscribe to the RSS feed is to click the CM/ECF logo at the top left portion of the CM/ECF main page.



A Court Summary screen will appear. Next, click the [Further court information](#) link.



The top portion of the Court Information screen appears here. Next, click the [Entries made in the last 12 hours - Public Users](#) link.

| Court Information | |
|---|---|
| Court Details | |
| Court's Name | SDSD |
| Software Version | CM/ECF-BK V4.1.0 |
| ECF Go Live Date | 05/25/2006 |
| Maximum PDF File Size (MB) | 2 |
| Maximum Merge Document Size (MB) | 20 |
| RSS Feed Docket entries of type: all |  Entries made in the last 12 hours - Court Users |
| PDF/A Compliance Required | n |

The court may select to activate only some event types to appear in the feed; for each activated type, an entry is made to the RSS feed every time a docket entry is made. Clicking on the link displays brief details of recent events in the case, along with a list of event types that have been activated by the court, as shown below:

| District of SDSD - Recent Entries |
|--|
| Docket entries of type: answer,appeal,court,motion,order |
| 07-00004-11 Door Store Thursday, March 05, 2009 10:08 AM Type: bk Office: 1 Chapter: 11 Trustee: Abramowitz, Arthur [Adequate Protection] 63 |
| 07-00004-11 Door Store Thursday, March 05, 2009 10:05 AM Type: bk Office: 1 Chapter: 11 Trustee: Abramowitz, Arthur [Response] 62 |
| 07-00004-11 Door Store Thursday, March 05, 2009 10:04 AM Type: bk Office: 1 Chapter: 11 Trustee: Abramowitz, Arthur [Accounting] 61 |
| 09-01000-11 MEGA MOTORS Thursday, March 05, 2009 10:03 AM Type: bk Office: 3 Chapter: 11 Trustee: Burton, William [Response] 4 |
| 09-01000-11 MEGA MOTORS Thursday, March 05, 2009 10:00 AM Type: bk Office: 3 Chapter: 11 Trustee: Burton, William [Appoint Trustee] 3 |

At any given time, the feed displays all entries meeting the court's criteria (listed at the top of the RSS feed output) that have been docketed within the last 12 hours.

From the screen shown above, you may subscribe to the feed if you have configured third-party software to handle this.

There is no fee for the initial RSS feed report. However, if you click on the case number hyperlink to view the docket sheet, or the document number hyperlink to view the document, you will be prompted to log in, and will incur the standard PACER fees for any information accessed through CM/ECF.

Filing Sealed Documents and Entries

Courts may now choose to electronically seal documents, entries and cases in CM/ECF. The court determines which users have authorized access to sealed information.

If the court allows, external users may now file documents and entries under seal. Your court will provide new docket events for filing sealed entries and documents. The docket events that seal information may be configured to grant access to particular user groups and/or users. Filing one of these events automatically restricts the document and/or event information. If a sealed document is filed, for example, only designated court personnel may be able to view the document.

Viewing Sealed Information

For users who do not have access to sealed cases, limited sealed case information is displayed on the Cases report. This report displays the case number, entered and filed dates, office, and generic case title text according to case type: “SEALED” for bankruptcy cases, “SEALED v. SEALED” for adversary and miscellaneous proceedings.

The **Trustee's 341 Filings** program has been enhanced to include the option 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.

Continue Multiple 341 Meetings

On the Trustee's 341 Filings selection screen, a new "Continue multiple 341 meetings" check box is displayed. A new sort by time option gives flexibility in organizing the cases on the calendar.

If this box is checked, a new screen is displayed to allow the trustee to continue 341 meetings for some or all of the cases with meetings on the selected date.

| Case | Time | Location |
|---|----------|--------------------------------|
| <input checked="" type="checkbox"/> 10-10103 Jason J. Anderson | 10:00 AM | Room 101 U.S. Trustee's Office |
| <input checked="" type="checkbox"/> 10-10110 Bruce J. Oberman and Joyce C. Oberman | 10:00 AM | Room 101 U.S. Trustee's Office |
| <input checked="" type="checkbox"/> 10-10111 Henry J. Stillman and Ann L. Stillman | 10:00 AM | Room 101 U.S. Trustee's Office |
| <input checked="" type="checkbox"/> 10-10112 Mark J. Loyed | 10:00 AM | Room 101 U.S. Trustee's Office |
| <input checked="" type="checkbox"/> 10-10113 James F. Baker | 10:00 AM | Room 101 U.S. Trustee's Office |
| <input checked="" type="checkbox"/> 10-10114 Larry J. Chambers and Gloria H. Chambers | 10:00 AM | Room 101 U.S. Trustee's Office |
| <input checked="" type="checkbox"/> 10-10115 Paul C. Henderson and Joyce K. Henderson | 10:00 AM | Room 101 U.S. Trustee's Office |

This screen displays all cases for which the trustee has a 341 meeting scheduled on the selected day. The trustee makes date, time and location selections. An "Additional docket text" field allows the trustee to add information to the docket text. Additionally, the user may make selections from the radio buttons to the right indicating whether the debtor(s) appeared.

Chapter 7 §341 Meeting Processing Screen

If the trustee runs the report without selecting the “Continue multiple 341 meetings” box, this Trustee’s 341 Filings screen is displayed.

U.S. Bankruptcy Court
SDDS
Trustee Julian Mayfair
7/14/2010

Chapter 7 Cases

| Case Number | No Action | Report of No Distribution (NDR) | | | | Meeting Held | Continue To |
|---|----------------------------------|---------------------------------|----------------------------|-------------------------|-----------------------|-----------------------|-----------------------|
| | | No Funds | Dismiss / Convert No Funds | Dismiss / Convert Funds | Min Funds | | |
| 10-10103 Jason J. Anderson | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10-10110 Bruce J. Oberman and Joyce C. Oberman | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10-10111 Henry J. Stillman and Ann L. Stillman | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10-10112 Mark J. Loyed | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10-10113 James F. Baker | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10-10114 Larry J Chambers and Gloria H. Chambers | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10-10115 Paul C. Henderson and Joyce K. Henderson | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Submit Clear

For all options other than “No Action,” a text box and debtor appearance selections are displayed.

U.S. Bankruptcy Court
SDDS
Trustee Julian Mayfair
7/14/2010

Chapter 7 Cases

| Case Number | No Action | Report of No Distribution (NDR) | | | | Meeting Held | Continue To |
|---|----------------------------------|---|-------------------------------------|-------------------------|--|-----------------------|----------------------------|
| | | No Funds | Dismiss / Convert No Funds | Dismiss / Convert Funds | Min Funds | | |
| 10-10103 Jason J. Anderson | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| | | Real Property (6A) 89900.00 | Personal Property (6B) 3161.00 | | Assets Exempt (6C) | | Assets Abandoned 93061.00 |
| | | Secured Claims (6D) 61469.00 | Unsecured Priority Claims (6E) 0.00 | | Unsecured Nonpriority Claims (6F) 51520.25 | | Claims Scheduled 112989.25 |
| | | Additional docket text <input type="text"/> Debtor <input type="radio"/> appeared <input type="radio"/> absent <input checked="" type="radio"/> (No text) | | | | | |
| 10-10110 Bruce J. Oberman and Joyce C. Oberman | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10-10111 Henry J. Stillman and Ann L. Stillman | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10-10112 Mark J. Loyed | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10-10113 James F. Baker | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10-10114 Larry J Chambers and Gloria H. Chambers | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10-10115 Paul C. Henderson and Joyce K. Henderson | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Submit Clear

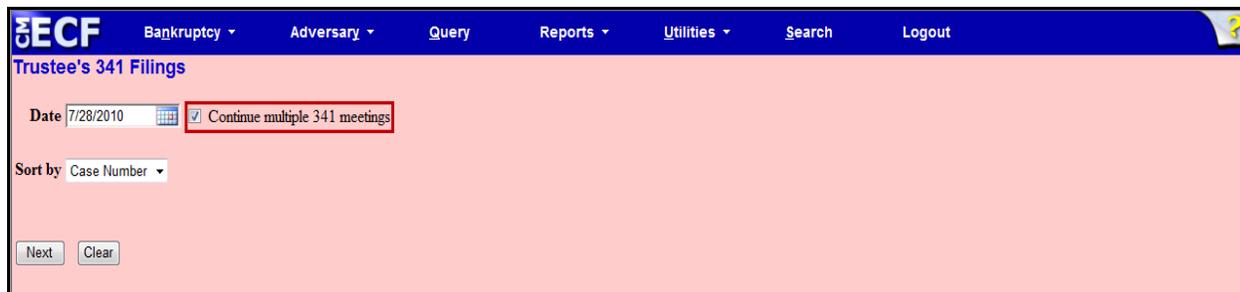
Chapter 13 Trustees

A new option in CM/ECF allows Chapter 13 Trustees to now use the Trustee 341 Filings batch program to process their §341 meetings.

Each case on the calendar can be processed at once, or one can select individual cases to docket. Standardized entries for each selection will be automatically docketed to the case

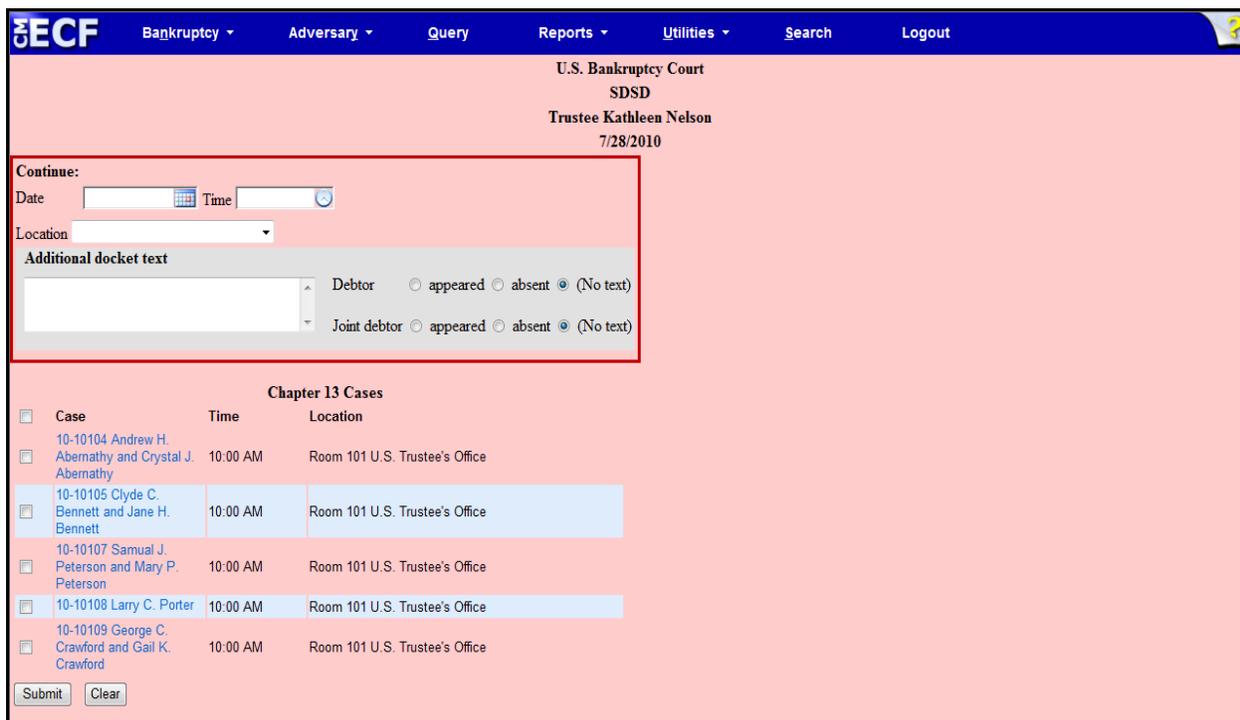
Continue Multiple 341 Meetings

On the Trustee's 341 Filings selection screen, a "Continue multiple 341 meetings" check box is displayed.



The screenshot shows the 'Trustee's 341 Filings' interface. At the top, there are navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the tabs, the title 'Trustee's 341 Filings' is displayed. A date field is set to '7/28/2010' and a checkbox labeled 'Continue multiple 341 meetings' is checked. A 'Sort by' dropdown menu is set to 'Case Number'. At the bottom, there are 'Next' and 'Clear' buttons.

If this box is checked for "Continue multiple 341 meetings", a new screen is displayed to allow the trustee to continue 341 meetings for some or all of the cases with meetings on the selected date.



The screenshot shows the 'Continue' screen. At the top, it displays 'U.S. Bankruptcy Court', 'SDSD', 'Trustee Kathleen Nelson', and '7/28/2010'. Below this, there is a 'Continue:' section with a red border. It contains a 'Date' field, a 'Time' field, and a 'Location' dropdown. There is an 'Additional docket text' field and two sets of radio buttons: 'Debtor' (appeared, absent, No text) and 'Joint debtor' (appeared, absent, No text). Below the 'Continue:' section is a table titled 'Chapter 13 Cases' with columns for 'Case', 'Time', and 'Location'. The table lists several cases, including '10-10104 Andrew H. Abernathy and Crystal J. Abernathy', '10-10105 Clyde C. Bennett and Jane H. Bennett', '10-10107 Samuel J. Peterson and Mary P. Peterson', '10-10108 Larry C. Porter', and '10-10109 George C. Crawford and Gail K. Crawford'. At the bottom, there are 'Submit' and 'Clear' buttons.

| Case | Time | Location |
|---|----------|--------------------------------|
| <input type="checkbox"/> 10-10104 Andrew H. Abernathy and Crystal J. Abernathy | 10:00 AM | Room 101 U.S. Trustee's Office |
| <input checked="" type="checkbox"/> 10-10105 Clyde C. Bennett and Jane H. Bennett | 10:00 AM | Room 101 U.S. Trustee's Office |
| <input type="checkbox"/> 10-10107 Samuel J. Peterson and Mary P. Peterson | 10:00 AM | Room 101 U.S. Trustee's Office |
| <input checked="" type="checkbox"/> 10-10108 Larry C. Porter | 10:00 AM | Room 101 U.S. Trustee's Office |
| <input type="checkbox"/> 10-10109 George C. Crawford and Gail K. Crawford | 10:00 AM | Room 101 U.S. Trustee's Office |

This screen displays all cases for which the trustee has a 341 meeting scheduled on the selected day. The trustee makes date, time and location selections. An "Additional docket text" field allows the trustee to add information to the docket text; to add text indicating whether the debtor(s) appeared, the user may make selections from the radio buttons to the right.

Chapter 13 §341 Processing Screen

If the Chapter 13 Trustee runs the report without selecting the “Continue multiple 341 meetings” box, the screen below is displayed.

U.S. Bankruptcy Court
SDSL
Trustee Kathleen Nelson
7/28/2010

Chapter 13 Cases

| Case Number | No Action | Meeting Not Held | Meeting Held | Continue To |
|---|----------------------------------|-----------------------|-----------------------|-----------------------|
| 10-10104 Andrew H. Abernathy and Crystal J. Abernathy | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10-10105 Clyde C. Bennett and Jane H. Bennett | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10-10107 Samuel J. Peterson and Mary P. Peterson | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10-10108 Larry C. Porter | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10-10109 George C. Crawford and Gail K. Crawford | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Submit Clear

For all options other than “No Action,” a text box and debtor appearance selections are displayed.

U.S. Bankruptcy Court
SDSL
Trustee Kathleen Nelson
7/28/2010

Chapter 13 Cases

| Case Number | No Action | Meeting Not Held | Meeting Held | Continue To |
|---|----------------------------------|-----------------------|----------------------------------|-----------------------|
| 10-10104 Andrew H. Abernathy and Crystal J. Abernathy | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| 10-10105 Clyde C. Bennett and Jane H. Bennett | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10-10107 Samuel J. Peterson and Mary P. Peterson | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10-10108 Larry C. Porter | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10-10109 George C. Crawford and Gail K. Crawford | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Additional docket text

Debtor appeared absent (No text)

Joint debtor appeared absent (No text)

Submit Clear