

**U.S. Bankruptcy Court
District of Arizona**



CM/ECF NEWSLETTER

Issue No. 7

JANUARY - MARCH 2002

VERSION ONE

As most of you are now aware, the bankruptcy court has switched its CM/ECF site from the server at the Administrative Office of the U.S. Courts in Washington DC to the court's server here in the Phoenix Office. At the same time, we also switched CM/ECF over to the new Version One software.

The CM/ECF server located in the Phoenix office will eventually contain all of the Tucson and Yuma ECF cases after those offices are converted to CM/ECF later this year.

While some attorney users and even some court users experienced some performance problems after the migration to our local server, those problems should now be solved. We are now using release 6 of the Version One software which is certified to be compatible with Internet Explorer, Version 5.5 CM/ECF is also certified

to Netscape, Version 4.6 or 4.7. Using higher versions of Internet Explorer or Netscape (both now have a Version 6.0) may present problems.

For more information regarding the new features and changes in the Version One software, see the CM/ECF Update - 2002 cases at the ECF Newsletter link on our website.

**CHAPTER 13
2002 CASES**

There is one change concerning the docketing of claims in Chapter 13 2002 ECF cases. Prior to the claim's bar date, only secured and priority claims will be scanned and docketed on the ECF claims register. Unsecured claims will be docketed, though not scanned, only after entry of the order confirming the plan.

MAILING LIST

To obtain an updated mailing list in any case on ECF, the creditor option under Query is not to be used any longer. Now an updated mailing list must be obtained using the Creditor Mailing Matrix options under Reports.

The creditor list under Query for 2002 cases does not contain the debtor attorney for debtor, the trustee or the U.S. Trustee. Those parties are automatically included in the Creditor Mailing Matrix found under Reports.

CM/ECF UPDATE

There are now 25 bankruptcy courts using CM/ECF. A current list of the bankruptcy courts on CM/ECF is attached. An updated list may be obtained at:

The Pacer Service Center

<http://pacer.psc.uscourts.gov/cgi-bin/cmecf/ecf-links.pl>

FILING CLAIMS

Attorneys with ECF passwords have the ability to file claims in any case on the ECF system and we encourage you to do so. If you do file a claim electronically, you do not need to send a paper copy to the bankruptcy

court. We soon will be establishing a new password level for non-attorney claims filers. Claims passwords will limit the user to filing claims, transfers, assignments and requests for notice only on the claims register. A claims only level password will not allow the user to file any documents on the case docket.

A copy of the special instructions for the claims only level password and the application form are attached. If you do not file claims for your clients, then we urge you to encourage your clients to obtain a claims level password so that your clients can file their own claims. This feature should be available in about 30 days.

CM/ECF Information and Helpful Numbers

ECF Help Desk: 602-640-5800
Ext. 242

Questions: E-Mail to:

Sue_Christensen@azb.uscourts.gov

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

**CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF)
SYSTEM
LIMITED USE/CLAIM REGISTRATION FORM**

This form is to be used to register for LIMITED FILING PRIVILEGES for filing proofs of claim and related documents via the Internet component of the Case Management/Electronic Case Filing System (hereafter CM/ECF), in the United States Bankruptcy Court for the District of Arizona.

The following information is required for CM/ECF registration:

Name (First, Middle, Last): _____

Agency/Company: _____

Mailing Address: _____

Voice Phone Number: _(____)_____

Fax Number: _____

E-Mail Address: _____

By signing and submitting this registration form, I agree to abide by the following requirements:

1. Signatures on proofs of claim shall be indicated by “/s/” and the typed name of the person signing in the following format: “/s/ Jane Smith” on the signature line. I understand that use of my Limited Use password to file a document in the record of a bankruptcy case or proceeding will constitute my signature for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal rules of Criminal Procedure and any applicable non bankruptcy law.

2. The login and password for filing via the Internet shall be used exclusively by me and by any of my employees to whom I give authorization. All proofs of claim or other documents filed using my password will contain my signature as set forth above.

3. I understand that it is my responsibility to maintain in my records all documents bearing original signatures that are filed as attachments or exhibits to proofs of claim I file using my password for the longer period of one year after the case or proceeding in which the papers are filed has been closed or all appeals are finalized unless the court orders a different period.
4. I understand that it is my responsibility to protect and secure the confidentiality of my password. If I believe that my password has been compromised, it is my responsibility to notify the court in writing, immediately. I understand that it is my responsibility to notify the court, immediately, of any change in my address, telephone number, fax number, or e-mail address.
5. I agree to abide by all of the requirements set forth in the Interim Operating Order, Administrative Procedures for Electronically Filed Cases and the User Manual currently in effect, and posted at www.azb.uscourts.gov, and any changes or additions that later may be made.

Applicant Signature

Date

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

**LIMITED USE/CLAIMS FILING
INSTRUCTIONS**

- A. The Limited Use/Claims Filing Password may be used to electronically file proofs of claim, assignments or transfers of claims and requests for notice to be added to the mailing list.
- B. To file a proof of claim, assignment or transfer of claim or Request for Notice electronically, follow these instructions.
1. Select **File Claims** under **Bankruptcy**.
 2. Input Case Number
Leave **Name of Creditor** field blank and leave **Type of Creditor** box on creditor, and click on **Next** (a creditors list box will be displayed), open that box and select your claimant from list. Open the box displayed by clicking on the name shown in the box. This will give you the beginning of the list of creditors. You may need to scroll down the list to find your creditor. To find the scroll down bar at the right end of the box, you may first need to use the left to right scroll at the bottom of the screen to scroll all the way to the right.

If you do not open the creditor box to display the list of creditors, and simply click on **Next**, your claim will be filed using the name highlighted on the displayed creditor list.

If the creditor list is quite long, you can enter the first three or four letters of your creditor's last name or business name to obtain a shorter list of creditors. Searching is case sensitive. While creditor names should be in ALL CAPS, some lists of creditors are submitted in lower case. If entering the first few letters of the name in ALL CAPS and there is no match, you should re-enter the name with the first letter in upper case and the next letters in lower case.

3. If your claimant is not on the creditor list, or if your claimant is on the list but at an address different from that on your claim, then select **Add Creditor** and add your claimant at the address on the claim,

When inputting your claimant on the creditor list, use no more than the name line plus 4

address lines. Input in ALL CAPS. Again leave type as **Creditor**. Leave dot in No for Creditor Committee. Place radio button in **Last Entry circle** and click on **Next**. Then click on **Submit**.

Then click on **File a Proof of Claim**. Repeat steps at paragraph 2 to include all steps for selecting the creditor. You will need to open the creditor list box to find the claimant you just added. The system does not automatically select the party just added.

4. Select your claimant from list displayed and click on **Next**.
5. Input information and data on claims register screen. If filing an assignment/transfer of claim, in the remarks section input "Assignment/Transfer of Claim No. _." If filing a Request for Notice, do not input any amounts. All that needs to be input is "Request for Notice" in remarks.
6. When inputting the amount claimed, if you input amounts in more than one of the boxes, the system will automatically total those amounts.
7. Any account number should be input in the **Description Box** and the **Remarks Box** may be used for any other information you may want to input.
8. Click on **Next**.
9. Load the claim, assignment/transfer of claim or request for notice in pdf format. You are given the opportunity to add attachments. If scanned exhibits exceed twenty pages, they should be broken up into sections under 20 pages. If instead of scanning exhibits, you attach a one page statement to the claim which states that the exhibits to the claim have been filed on paper with the clerk, then you must file the exhibits with the clerk attached to the notice of electronic claims filing generated when the claim was filed. If the claim electronically filed without the exhibits is a secured or priority claim in a Chapter 13 case, you also need to send paper copies of the claim and exhibits to the trustee and attorney for debtor.
10. Except as required by paragraph 9, no paper copy of the claim, assignment/transfer of claim or request for notice should be sent to the court. Pursuant to Local Bankruptcy Rule 2083-10, in a Chapter 13 case, a copy of a secured or priority claim is to be served on the trustee and the debtor. Such service on the Chapter 13 trustee and attorney for debtor may be made by e-mail as provided in the court's Interim Operating Order except for exhibits filed on paper.
11. The ECF system will display a Notice of Electronic Claims Filing which is evidence that the filing was completed. This is also your proof of filing. You should print this notice or save it in electronic format. This notice is also to be attached to any paper exhibits filed.



CM/ECF Court Links

Below are links to file and search in local courts. Links to general information and training materials of courts are available by [clicking here](#).

National Locator

- [U.S. Party/Case Index](#)

U.S. Bankruptcy Courts

- [Alaska Bankruptcy Court -ECF](#)
- [Arizona Bankruptcy Court- ECF](#)
- [Arkansas Eastern Bankruptcy Court- ECF](#)
- [Arkansas Western Bankruptcy Court- ECF](#)
- [California Southern Bankruptcy Court- ECF](#)
- [Colorado Bankruptcy Court- ECF](#)
- [Delaware Bankruptcy Court- ECF](#)
- [Georgia Northern Bankruptcy Court- ECF](#)
- [Illinois Southern Bankruptcy Court- ECF](#)
- [Louisiana Eastern Bankruptcy Court- ECF](#)
- [Louisiana Middle Bankruptcy Court- ECF](#)
- [Maine Bankruptcy Court- ECF](#)
- [Missouri Western Bankruptcy Court- ECF](#)
- [Nebraska Bankruptcy Court- ECF](#)
- [Nevada Bankruptcy Court- ECF](#)

- **[New Hampshire Bankruptcy Court- ECF](#)**
- **[New York Southern Bankruptcy Court- ECF](#)**
- **[North Carolina Western Bankruptcy Court- ECF](#)**
- **[Ohio Northern Bankruptcy Court - ECF](#)**
- **[South Dakota Bankruptcy Court- ECF](#)**
- **[Texas Western Bankruptcy Court- ECF](#)**
- **[Utah Bankruptcy Court - ECF](#)**
- **[Virginia Eastern Bankruptcy Court- ECF](#)**
- **[Washington Western Bankruptcy Court- ECF](#)**
- **[Wisconsin Western Bankruptcy Court- ECF](#)**

U.S. District Courts

- **[California Northern District Court- ECF](#)**
- **[District of Columbia District Court- ECF](#)**
- **[Michigan Western District Court- ECF](#)**
- **[Missouri Western District Court- ECF](#)**
- **[New York Eastern District Court- ECF](#)**
- **[Ohio Northern District Court- ECF](#)**
- **[Oregon District Court- ECF](#)**

[| Top of Page |](#)
[| PACER Court Links | More Court Links |](#)
[| CM/ECF Home Page | PACER Service Center Home Page |](#)

For information or comments, please contact:

[The PACER Service Center](#)

