



CM/ECF Newsletter

U.S. Bankruptcy Court
District of Arizona



CM/ECF Newsletter

Fall 2002

UNITED STATES BANKRUPTCY COURT

DISTRICT OF ARIZONA

ANNOUNCEMENT SETTING THE DATES BY WHICH ATTORNEYS WILL BE REQUIRED TO FILE DOCUMENTS ELECTRONICALLY.

The United States Bankruptcy Court for the District of Arizona has set the following dates by which attorneys who practice before the court shall be required to use the court's Case Management/Electronic Case File system to file their documents electronically. Paper filings will not be accepted after these dates.

1. Starting March 1, 2003, attorneys shall be required to file pleadings and documents electronically using the CM/ECF system when filing documents in all Phoenix cases (which includes cases heard in Phoenix and Prescott). Paper filings by attorneys will not be accepted on or after March 1, 2003.
2. Starting June 1, 2003, attorneys shall be required to file pleadings and documents electronically using the CM/ECF system when filing documents in all Tucson and Yuma cases. Paper filings by attorneys will not be accepted on or after June 1, 2003.

The above dates set for requiring filings to be made electronically are based on the premise that all cases in the Phoenix, Tucson and Yuma offices will have been converted to the CM/ECF system by no later than January 31, 2003.

If the conversion to CM/ECF in all offices is not completed until after January 31, 2003, then the above dates shall be amended to 30 days after the complete conversion for Phoenix cases and 120 days after the complete conversion for Tucson and Yuma cases.

For more information concerning the CM/ECF system and electronic filing, visit the court's website at www.azb.uscourts.gov and click on the **Electronic Case Filing** link and then click on **Reference Manuals**.

CLERK OF COURT

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CM/ECF Contact Information

ECF Help Desk:

602.640.5800, ext. 242

E-Mail your questions to:

Sue.Christensen@azb.uscourts.gov

Update: Limited Use Claim Registration Form

**(Updates in Text Highlighted)*



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: _(____)_____

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 in paragraph one.**
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



Update: Limited Use Claim Registration Form

**(Updates in Text Highlighted)*

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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

Update: Limited Use Claims Filing Instructions

**(Updates in Text Highlighted)*



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, amended claims, withdrawals of claims, assignments or transfers of claims and requests for notice to be added to the mailing list.

B. To file a proof of claim, amended claim, withdrawal 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**, **(the case number will be displayed, click on Next)** to 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. Enter 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**.

Update: Limited Use Claims Filing Instructions

**(Updates in Text Highlighted)*

(Continued from page 4)

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 amended claim, input the original claim number in the Amends Claim # box. If filing a withdrawal of claim or assignment/transfer of claim, in the remarks section input “Withdrawal/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, **amended claim, withdrawal of claim, assignment/transfer of claim** or request for notice in pdf format. You are given the opportunity to **add one or more** 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, **amended claim, withdrawal of 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.

41 Bankruptcy Courts Now on CM/ECF; 4 New Courts Added to Court Links:
 Find Them at <http://pacer.psc.uscourts.gov/cgi-bin/cmecf-links>



CM/ECF Court Links

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

- [Bankruptcy](#)
- [District](#)

National Locator

- [United States Party/Case Index](#)

U.S. Bankruptcy Courts

- [Alabama Middle Bankruptcy Court - ECF](#) **NEW**
- [Alabama Southern Bankruptcy Court - ECF](#) **NEW**
- [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](#)
- [Indiana Northern Bankruptcy Court - ECF](#)
- [Iowa Northern Bankruptcy Court - ECF](#)
- [Kentucky Eastern Bankruptcy Court - ECF](#)
- [Kentucky Western Bankruptcy Court - ECF](#)

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- Louisiana Eastern Bankruptcy Court - ECF
- Louisiana Middle Bankruptcy Court - ECF
- Louisiana Western Bankruptcy Court - ECF **NEW**
- Maine Bankruptcy Court - ECF
- Missouri Western Bankruptcy Court - ECF
- Montana Bankruptcy Court - ECF
- Nebraska Bankruptcy Court - ECF
- Nevada Bankruptcy Court - ECF
- New Hampshire Bankruptcy Court - ECF
- New Jersey Bankruptcy Court - ECF
- New York Eastern Bankruptcy Court - ECF
- New York Southern Bankruptcy Court - ECF
- North Carolina Western Bankruptcy Court - ECF
- Ohio Northern Bankruptcy Court - ECF
- Pennsylvania Eastern Bankruptcy Court - ECF **NEW**
- Pennsylvania Western Bankruptcy Court - ECF
- South Dakota Bankruptcy Court - ECF
- Texas Eastern Bankruptcy Court - ECF
- Texas Southern Bankruptcy Court - ECF
- Texas Western Bankruptcy Court - ECF
- Utah Bankruptcy Court - ECF
- Vermont Bankruptcy Court - ECF
- Virginia Eastern Bankruptcy - ECF
- Washington Western Bankruptcy Court - ECF
- Wisconsin Western Bankruptcy Court - ECF
- Wyoming Bankruptcy Court - ECF

U.S. District Courts

- California Northern District Court - ECF
- District Of Columbia District Court - ECF
- Indiana Southern District Court - ECF
- Michigan Western District Court - ECF