



The ECF ProFiler

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2008

Special points of interest:

- Tips for Users
- Upcoming Training Dates
- CM/ECF Refresher Training

CM/ECF Refresher Training

Did you know the Bankruptcy Court offers refresher training for attorneys and support staff? Yes, we strongly encourage attorneys and support staff to return for refresher training due to changes resulting from bankruptcy reform and recent upgrades to the CM/ECF system. You may want to make sure your ECF skills are up to date. Classes are offered once a month in one of our divisional offices. To view the training schedule, please click on the link below and register today!



<http://www.innb.uscourts.gov/ecfregistration/trainreg.asp>

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Current Training Dates

<i>Hammond:</i>	May 12, 2008
<i>Ft. Wayne:</i>	June 20, 2008
<i>Lafayette:</i>	August 1, 2008
<i>South Bend:</i>	May 9, 2008

Correct CM/ECF Events

DON'T KNOW WHICH EVENT TO USE? If you are unsure as to which event to use when filing your document, you may want to review our ECF Application Guides and Document Type Directory at <http://www.innb.uscourts.gov/cmecfappguides.htm>. This guide includes detailed instructions that will assist you in your ECF filings. Also for your convenience, there is a notice to ECF users and trustees regarding the use of CM/ECF events. Please click on the following link to view the notice <http://www.innb.uscourts.gov/bbpage.htm>. Please remember that our clerk's offices are always available to assist you, along with the ECF Help Desk at 1-866-248-2371 or 1-866-286-4090.

Proof of Claims

When electronically filing a proof of claim, the filer of the proof of claim must be selected. It is very important that the name and address of the creditor in the system match that of the name and address on the proof of claim being filed. When filing the proof of claim, if the creditor is already found in the system but the address does not match, the option to add the creditor should be chosen and the correct address should be entered. If the filer does not locate the creditor in the system, the creditor needs to be added. One thing to keep in mind is that some proof of claim forms give more than one creditor address. Typically one address is where payments are to be sent and the other is where notices should be sent. The court will use the name and address from the proof of claim for noticing purposes. For this reason, if two separate addresses are listed on the claim, the address where notices are to be sent should be input into the system. For further instructions on how to electronically file a proof of claim or an amended proof of claim, click the link below to be directed to the CM/ECF Application Guide which includes step-by-step instructions.

<http://www.innb.uscourts.gov/pdfs/ECFAAG/contents.pdf>



Tips for Users

by Debra Miller, Chapter 13 Trustee

Have you ever wondered if you missed an email while you were out of the office? One of the many benefits of being an ECF registered user is that you receive email notification of all activity in cases that you are involved in. What you may not be aware of is that you can have multiple email addresses in your ECF account in an attempt to avoid missing emails. This means any support staff in your office can have their email addresses added to your account. This will allow someone else in your office to access notices while you are out of the office. Additional email addresses also provide backup in case the primary email address is unavailable.

In my office, we actually have two separate email providers, with two separate email addresses listed on each case for notification. This way if for some reason our primary email address does not receive a notice, we can easily look at the secondary email account and determine what emails were missed.

As a word of caution, if you have a secondary email address in your ECF account, you only get one free look at the document. It is given to the user that retrieves the document first, after which, any additional retrievals will incur the .08 cents per page PACER fee.

Just a helpful tip!!!!!!



Request Designating Mailing Address

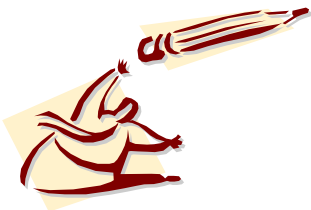


All Requests Designating Mailing Address filed in accordance with F.R.B.P. 2002(g), should be filed in ECF by clicking Bankruptcy/Other/Request Designating Mailing Address R. 2002 (g). These requests should not be filed in ECF using Bankruptcy/Notice/Notice of Appearance or Bankruptcy/Notice/Notice of Change of Address.

If you are a Creditor/Claimant ECF Limited User, you will need to click on Bankruptcy/Creditor Claims Actions/Request Designating Mailing Address R. 2002(g).

The internet site for the Northern District of Indiana provides the “Document Type Directory.” To locate this document, click on the ECF Application Guides and Document Type Directories link at www.innb.uscourts.gov/cmecfappguides.htm. This directory is available to electronic users in either alphabetical order or by category. When you are unsure about how to file a document in ECF, use this great tool!

Notice of Dismissal in an Adversary Proceeding Notice of Stipulated Dismissal in an Adversary Proceeding



A Notice of Dismissal in an adversary proceeding which is filed by only one party should be filed using the doctype Adversary/Notices/Notice of Dismissal in an Adversary Proceeding.

A Notice of Stipulated Dismissal in an Adversary Proceeding should be filed using the doctype Adversary/Notices/Notice of Stipulated Dismissal in an Adversary Proceeding. When filing this document in ECF, remember that because the dismissal is stipulated, it is signed and filed by more than one party, which requires a few extra steps in the filing process. When the Select Party screen appears, please be sure you select all of the parties who signed the stipulation. You want to also be sure that you do not make a representation association on the following screen if you do not represent a party. This will give you the opportunity to add the other filers that are included in the stipulated notice of dismissal.

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Northern District of Indiana

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