

United States Bankruptcy Court

Western District of North Carolina

P. O. Box 34189



100 Otis Street, Rm. 112

Gregory D. Tucker, Clerk
Clerk of Court
Charlotte, NC 28234-4189
Charlotte, NC 28801

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February 8, 2001

SUBJECT: Implementation of New Bankruptcy Docket and Electronic Case Filing System
MARCH 5, 2001

The United States Bankruptcy Court for the Western District of North Carolina is pleased to announce implementation of the new bankruptcy court docket system entitled Case Management/Electronic Case Filing (CM/ECF). The CM (case management) portion of the system replaces the previous docket system. The ECF (electronic court filing) portion allows trained users to file new bankruptcy cases or other pleadings electronically. For a full description of the program, including hardware and software requirements, please review the information on the court's website located at www.newb.uscourts.gov.

The implementation date for the new system is anticipated to begin on **March 5, 2001**. For approximately two months following this implementation, court staff will docket and enter information into the new case management system. Attorneys who register and are trained for electronic filing may be able to file pleadings by late Spring. The new system will provide full twenty-four hour/seven-days-a-week access to the court. In addition, eventually the system will allow attorneys to file pleadings with the court at their convenience, providing them with instantaneous electronic notification of filings in a case.

The attached **Administrative Order** and **Administrative Guide for Electronic Case Filing Procedures** (the "Guide") incorporate many of the changes required for the new CM/ECF system. The Guide will be updated from time to time as operational changes occur during the implementation of the new system. These documents will be available for view on the court's website and any changes will be noted there. The following are some of the **highlights of the changes** that will occur on **March 5, 2001** upon implementation of the case management system:

- **Return of Documents** - All original documents will be returned to the attorney after they are processed in the Clerk's Office. The original records will be in electronic form. The Clerk's Office will not maintain paper files.
- **Envelopes** - Petitions, Pleadings and Complaints filed over the counter must include a pre-addressed, stamped envelope with sufficient postage to return processed documents. If an attorney has a mail slot in the Clerk's Office, it will not be necessary to provide the envelope.
- **Maintenance of Original Pleadings** - Attorneys will be required to maintain in his or her files all original documents which contain the Debtor's signature for a period ending four (4) years after

- the case or proceeding in which the pleading is filed is closed.
- **CoverSheet** - The Clerk's Office will require a new cover sheet for **ALL** documents filed in the Clerk's Office. A copy of the Cover Sheet is attached. The primary purpose of this cover sheet is to ensure that all pages of the filed document are correctly scanned by the court staff.
 - **Receipt of Case Number** - Under CM/ECF, it is necessary for the Court to make procedural changes in case number assignment. Attorneys filing Petitions and Complaints over the counter will receive the case number and copies back within 24 hours of filing. Emergency filings will be processed at the time of filing.
 - **Number of Copies** - When filing over the counter, the Court will require the following number of full copies of bankruptcy petitions, including all schedules, and statements filed over the counter:
 - Chapter 7 Original plus one (1) copy
 - Chapter 9 Original plus four (4) copies
 - Chapter 11 Original plus three (3) copies
 - Chapter 13 Original plus one (1) copy
 - **PACER Registration** - Once the court implements CM/ECF, all access to court files, including Query information will be through the Court's internet site using your PACER password. All parties will need to have a PACER account in order to access docket information.

Once the court is ready to implement the electronic case filing portion of the system, bankruptcy court staff will hold regular training sessions for interested attorneys and their staffs. A registration form is attached. A completed form is required in order to register for training. The court will establish a training schedule to begin in late Spring and will post that information on its website. Prior to registration and to ensure that persons/firms are prepared for training, please refer to the attached CM/ECF Skills Checklist and CM/ECF Readiness Survey. At the completion of the training program, a separate password will be provided for use in electronic filing of documents with the court.

The Clerk's Office and judges' staff have been involved in training for implementation of this system for nearly a year. Together with the technical support of our staff, we look forward to providing the Bar and the public with continued accurate and timely docket information, and to make this transition as smooth as possible.

We thank you for your patience and assistance in working with us.

Sincerely,

Geraldine Treutelaar Crockett
Clerk, U.S. Bankruptcy Court
Western District of North Carolina

Attachments:

- Administrative Order
- Administrative Guide Electronic Case Filing
- Credit Card Authorization
- CM/ECF Skills Checklist
- CM/ECF Readiness Survey
- CM/ECF Training Registration Form

- Cover Sheet