

FREQUENTLY ASKED QUESTIONS

1. How do you file two motions at once?

Example A: Objection to confirmation or in the alternative motion to dismiss

Cannot do this one. Must be filed separately--file objection to confirmation and motion to dismiss. (Objection and motion are different types.)

Example B: RFS of debtor and co-debtor or RFS/adequate protection

Okay. Select one motion type, click on second motion type while holding down control key. (Both are motions.)

2. What will attorneys receive in order to reconcile their credit card accounts?

Attorneys will receive email receipt with case number and receipt number. No other receipt or summary will be given.

3. Proof of claim -- will attorneys get notification of action taken?

Yes.

4. Relief from stay -- orders with signatures/agreed orders/consent orders, etc.

Signatures are not required on agreed/consent orders. As long as the orders state the parties have agreed or consented, etc., that will be sufficient.

5. Proof of claim -- 30-page limit as well?

Yes.

6. Attachments over 30-page limit

- can attorneys do a summary saying “copies available by contacting . . .”?

Yes.

- send to court prior to hearing for judge’s review?

Yes.

7. Will there be a link on our website to get to CM/ECF?

Yes.

8. Will it be possible to file a motion to withdraw to withdraw another attorney’s motion?

Yes, it can be done. Disciplinary action may result.

9. How do creditor attorneys receive copies of petitions and other pleadings if they are not listed on the matrix? Notice goes to creditor listed on matrix and attorney doesn't receive notices until attorney is retained.

Once attorney is retained and has filed in the case, then notices start. Copies can be obtained through Pacer.

10. Will each email notification have the document attached?

Will have link to one "free" look at document in the system.

11. Will RFS motions still have to be mailed to debtors?

Yes.

12. Motion to continue hearings. Can we still call in with an agreed motion to continue?

Yes. This is preferred.

Can we file a written motion to continue a hearing?

Yes.

13. Can courtesy copies of briefs, etc. still be sent to the judges?

Yes.

14. What is the procedure for notifying courtroom deputies of emergency hearings?

Send courtroom deputies an email.

15. What about first day orders in large chapter 11 cases? Should attorneys call ahead of time to alert staff?

Send courtroom deputies an email.

16. When filing plan and disclosure statement (sometimes have over 30 page attachments), do they need to be mailed to all parties?

No change in present procedure. (Okay to file over 30 page attachment.)

17. When asking to receive notification in other cases, do attorneys get notices of everything filed?

Yes.

18. When changing address and other information under “Maintain ECF Account,” is notification to the court still necessary?

File a notice of address change. Court will verify changes made. Information is updated for all cases in which that attorney appears.

19. When changing the password under “Maintain ECF Account,” is notification to the court necessary?

No.

20. Selecting creditor when filing a claim. What if your creditor is not listed? Do you create one?

You must first file a notice of appearance. The next day (creditor is added to database) you may file your proof of claim.

21. When filing RFS motion, what if creditor is listed incorrectly or spelled wrong?

Create new creditor.

Should you select the incorrectly listed creditor and make changes on the screen that comes up?

No.

22. Will creditor attorneys be notified when other claims are filed in a case in which they participate?

Yes.

23. Problems with Pacer? One attorney who frequently uses Pacer has found that many cases are not there. Other attorneys made comments about having problems with Pacer.

The implementation of ECF should remedy Pacer problems.

24. Will trustee and BA automatically get notice of what they need so attorneys don't need to send to them anymore?

Yes. They will be listed on notice of electronic filing as having received service electronically.

25. When will self-scheduling become available?

In the distant future.

26. Can a step be added to filing a proof of claim where you are given the ATTENTION! warning before the claim is submitted?

This cannot be changed on the local level and inquiry has been made.

27. What happens to my exhibits after a trial?

Ten days after the final order, the exhibits will be discarded unless a request for their return is received.