



Seeking Assistance from Clerk's Staff

The Court has two distinct help sources;

1. The Help Desk (pawbhelpdesk@pawb.uscourts.gov) and the trainers who monitor this email account, and
2. Case Administrators who monitor the cases.

The Help Desk was established to assist with any technical problems encountered while accessing the CM/ECF system such as attempting to login, viewing menu options or account maintenance.

The Case Administrator should be contacted for questions involving a specific case or pleading. The Case Administrators, who are assigned cases based upon the terminal digit of the case number, review documents electronically filed and help with procedural issues involved in the cases. To contact the Case Administrator, call the Intake Section in Pittsburgh at 412-644-4060, ext. 108, or in Erie at (814) 464-9740. Please provide the case number to the person answering the phone. The Intake Clerk may be able to assist you or will transfer your call to the Case Administrator.



The Case Administrators can answer case specific questions. Questions of a technical or access-oriented nature should be directed to the Help Desk, or you can check the on-line attorney manual at <http://www.pawb.uscourts.gov/training/>.

New Erie Address

The Bankruptcy Court and Clerk's Office in Erie moved to a new location in July. The new addresses for Judge Bentz, Judge Agresti, and the Clerk's Office are listed on the Court's Website at <http://www.pawb.uscourts.gov>.

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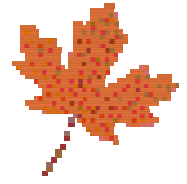
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Include Case Number on Local Form No. 1

Please include the case number on the Declaration re: Electronic Filing of Petitions, Schedules and Statements, which is Local Form No.1.



Signatures on Original Petition

ECF Procedure #7 states in part: “Documents that are electronically filed and require original signatures other than that of the Filing User, such as the debtor, corporate officers, etc., must be maintained in paper form by the Filing User for six (6) years from the date of filing.” This requirement includes retention of the bankruptcy petition and schedules that must be signed by the debtor and debtor’s attorney. The Declaration Re: Electronic Filing, Local Form No. 1, which is submitted to the court, does not eliminate the requirement imposed by ECF Procedure #7.

Length of Exhibits

ECF Procedure #5 states in part: “Exhibits and other attachments to pleadings shall not exceed ten pages in length. A summary not exceeding ten pages may be filed for exhibits and attachments that are more than ten pages in length.” Some filers have been breaking up exhibits that are more than 10 pages in length and filing them as separate attachments. This practice does not comply with the ECF procedure. Exhibits over 10 pages in length should be summarized.



Different Party Types for Joint Debtors

The party types for the two spouses filing a joint bankruptcy case must be different. One spouse should be designated as the “debtor” and the other spouse should have a party type of “joint debtor” when opening a bankruptcy case on CM/ECF.

Linking Documents to Previous Documents

An answer is filed and linked to the related motion. The respondent later needs to amend the answer. Should the amended answer be linked to the motion or the first answer filed?

The amended answer should be linked to the motion. As a general rule, all documents filed in response to a motion or application should be linked to the first motion or application filed.

New Docket Entry

There is a new docket entry for a certificate of service that is linked to an omnibus order, which is an order that applies to many motions. A large string of commas will be displayed in the docket text if the regular certificate of service entry is linked to an omnibus order. Please use the docket entry “bankruptcy/miscellaneous/Certificate of Service for Omnibus Orders” when docketing a certificate of service and linking it to an omnibus order.



Trouble-Shooting Guide

A CM/ECF Trouble-Shooting Guide is now available on the Court’s Website at http://www.pawb.uscourts.gov/training/trouble_shoot_index.htm. The guide discusses technical problems that may occur when using CM/ECF, and it provides guidance on correcting the problem when it arises.

Avoid Use of “Back” Button On Bowser

The use of the “Back” button on your windows Internet browser may cause you to receive error messages when docketing several different pleadings during one session. After you have docketed a document, please use the menu items to choose the type of event that you would like to docket next.

No Cover Sheet Necessary for Adversary Cases filed Electronically

A Civil Cover Sheet should not be filed when an adversary proceeding is filed electronically. The information requested on the cover sheet is entered into CM/ECF during the adversary opening process.

Claims Filed Electronically

Attorneys should use the current claim form when filing a proof of claim. The current proof of claim form can be viewed at <http://www.pawb.uscourts.gov/forms.htm>. The amounts entered on the claim and the register should be the same.




U.S. Bankruptcy Court
W. Dist. of PA

U.S. Bankruptcy Court
5414 U.S. Steel Tower
600 Grant St.
Pittsburgh, PA 15219

U.S. Bankruptcy Court
U.S. Courthouse, Room B160
17 South Park Row
Erie, PA 16501



Scanned Documents in “Portrait” Orientation

Please do not scan documents in a landscape orientation. The documents must be scanned into the scanner using the 8.5” x 11” format (portrait) and not 11” x 8.5 (landscape). Even though the PDF created displays correctly when scanned at 11” x 8.5, it takes significantly longer to print from CM/ECF. Local Rule 5002-2 A. requires that the document size be 8.5” x11”

We're On The Web
PAWBhelpdesk@pawb.
Uscourts.gov

Docket Summary Report Available

The CM/ECF system does not keep a copy of e-mails concerning case activity that are sent to attorneys. This has caused problems for attorneys who were unable to retrieve the e-mails of docket activity sent via CM/ECF.

A summary of ECF activity is now available on the “Reports” menu of CM/ECF. The report, which can be generated for a specific date, allows an attorney to obtain a list of docket entries made on cases in which he is involved. Unlike the links embedded in an e-mail concerning docket activity, there is a PACER fee to view documents on the docket summary report.

