

**INSB SUMMARY OF CHANGES AND UPDATES TO  
CM/ECF**

VERSION 5.0/5.1

APRIL 29, 2013



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## PACER Links in CM/ECF

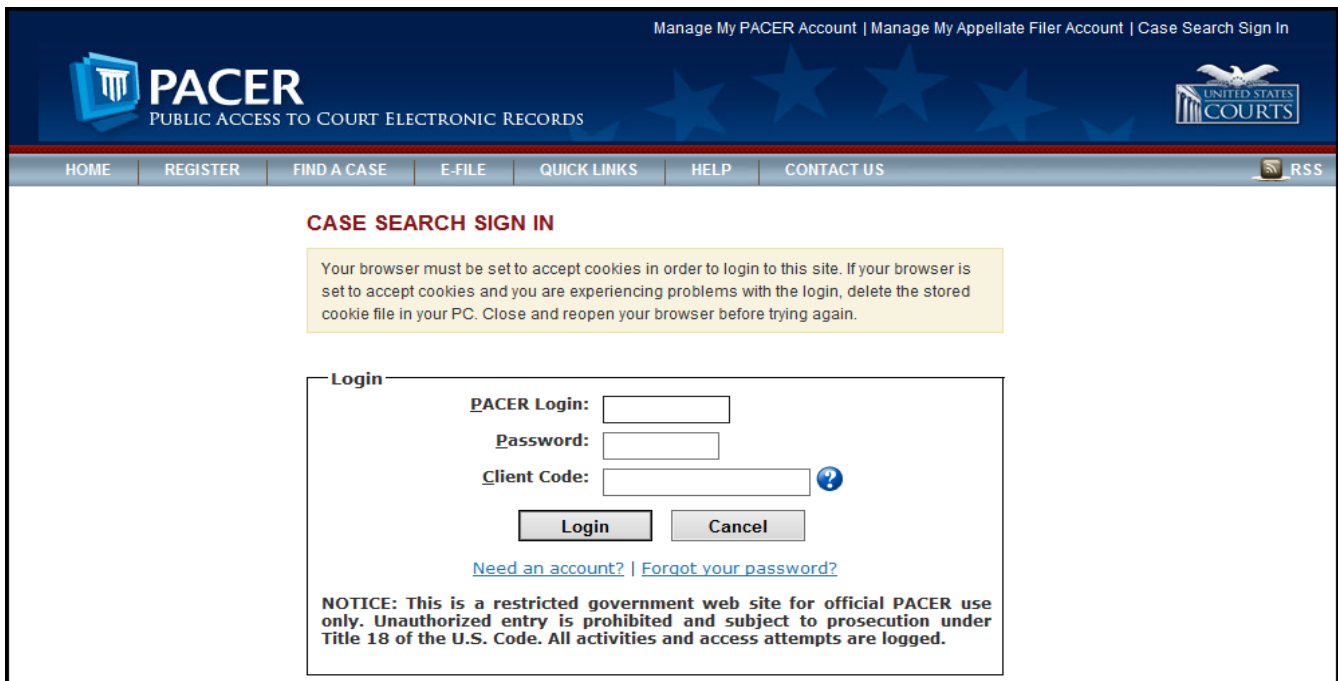
Two new menu selections appear under the Utilities menu to allow one to navigate quickly between CM/ECF and PACER. You won't have to leave your CM/ECF session to access another court in PACER or to use the **PACER Case Locator**.



The screenshot shows the CM/ECF Utilities menu. The menu items are: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Procedures, and Logout. Under the Utilities menu, there are three columns of links:

- Your Account**
  - [Change Your Password](#)
  - [Credit Card Payments Outstanding](#)
  - [Docket Summary](#)
  - [Internet Payments Due](#)
  - [Internet Payment History](#)
  - [Maintain Your ECF Account](#)
  - [View Your Transaction Log](#)
  - [Your PACER Account...](#)
- Miscellaneous**
  - [Check PDF Document](#)
  - [Court Information](#)
  - [Edit Data...](#)
  - [Links to Other Courts](#)
  - [Mailings...](#)
  - [Pacer Case Locator \(National Index\)](#)
  - [Verify a Document](#)
- AttorneyReg**
  - [AttorneyReg Test Attorney Interface](#)

When the **PACER Case Locator** link is clicked, the **Case Search Sign In** page displays.



The screenshot shows the PACER Case Search Sign In page. The page header includes the PACER logo and the text "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS". The navigation menu includes: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, and RSS. The main content area is titled "CASE SEARCH SIGN IN" and contains a message: "Your browser must be set to accept cookies in order to login to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again." Below this message is a "Login" form with the following fields: PACER Login, Password, and Client Code. There are "Login" and "Cancel" buttons. Below the form are links for "Need an account?" and "Forgot your password?". At the bottom of the form is a notice: "NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

# INSB CM/ECF Release 5 - Summary for External Users - May, 2013

The following updates have been made to the **PACER Case Locator**, provided by the PACER Service Center:

- Attorney information is now extracted for bankruptcy and adversary cases
- Alias records are now returned by a search based on SSN/ITIN or Tax ID/EIN
- Debtor and joint debtor disposition values are extracted on all cases for which a disposition exists.

The **Link to Other Courts** displays PACER **Individual Court Sites** links without leaving CM/ECF.

The screenshot shows the PACER website interface. At the top, there is a navigation bar with links for HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US. Below this is a sidebar with 'FIND A CASE' options: PACER Case Locator, Court Links, Search Map, and Automated Telephone Access. The main content area is titled 'INDIVIDUAL COURT SITES' and contains a yellow box with instructions: 'Click a court below to access an individual PACER or Case Management/Electronic Case Files (CM/ECF) site. Visit the respective court's homepage for more information. (Note: Hover mouse over [icon] to see version.)'. Below this, there are three columns of court links: U.S. Supreme Court, U.S. District Courts, and U.S. Bankruptcy Courts. Each column lists specific courts with links and icons for version, RSS, and information.

## Withdraw as Attorney

Attorneys can terminate themselves in limited circumstances through use of the *Notice of Withdrawal as Attorney* event. This option can be used only by attorneys who are not representing the debtor or joint debtor in a bankruptcy or adversary proceeding.

As an attorney, if you can certify that you have no controversy before the court and that your client consents to your withdrawal from the case, then you may withdraw from the case by docketing a new event, the *Notice of Withdrawal as Attorney*. This will terminate you from the case. You will no longer receive notices of electronic filing for the case after the day you self-terminate. Attorneys can only terminate themselves and not the parties they represent; parties will remain active.

The following is the declaration certifying that you have no controversy before the court and that your client consents to your withdrawal from the case:

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

**Miscellaneous:**

[12-10042 Billy Cameron](#)  
Type: bk Chapter: 13 v Office: 1 (Pleasantville)  
Assets: y Case Flag: PlnDue

I certify that I have no controversy before the court and my client consents to my withdrawal from this case.

Next Clear

## Docket Report Enhancements

New enhancements include an option to create an appendix, to show the page count on the Docket Report, and to view critical deadlines and dates on the report.

### Create Appendix

The **Create Appendix** option has been modified so you have more flexibility in customizing a Docket Report. Now you can select only the entries you want and whether you want the PDF document appended to this customized report or show only the entries selected.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities

**Docket Sheet**

Case number

Filed  to

Entered  to

Documents  to

**Include:**

- Terminated parties
- Links to Notices of Electronic Filing
- Page counts for documents

**Document options:**

- Include headers when displaying PDF documents
- View multiple documents
- Create Appendix

Include on the Docket Sheet:

- all docket entries in this case
- selected docket entries only

Include PDF documents

**Page Counts on Docket Report**

The number of pages for documents associated with a docket entry is a new option. Knowing how big a file is helps PACER users predict the cost of viewing an attachment and also helps them anticipate the loading time of a document.

Filing Date	#	Docket Text
04/12/2013	1 (3 pgs; 3 docs)	Chapter 7 Voluntary Petition with Statement of Financial Affairs, Schedule(s) C, D, E, F, G, H, I and J, Summary of Schedules, Statistical Summary of Liabilities, Statement of Intention and Attorney Disclosure of Compensation filed by Barnettia Attorney on behalf of Morris Horace. <i>Schedule A with Declaration due by 04/26/2013. Schedule B with Declaration due by 04/26/2013.</i> (tao) (Entered: 04/12/2013)
04/13/2013	2 (3 pgs; 2 docs)	Notice of 341 Meeting of Creditors. <i>341 Meeting to be held on 05/22/2013 at 09:00 AM EDT at Rm 416A U.S. Courthouse, Indianapolis. Objections to Discharge due by 07/22/2013.</i> (Admin) (Entered: 04/13/2013)

**Critical Deadlines and Dates on the Docket Report**

Additional dates and deadlines now display on the caption of the Docket Report. A link to the Claims Register appears whenever a case has claims filed. The following dates will be shown, if appropriate, by chapter:

- Plan confirmed date, deadline for filing government claims, 341 meeting date
- Deadline for objecting to discharge
- Deadline for filing claims, deadline for financial management (Chapter 7 only)
- The most recent deadline will display

## Docket Activity Report

The Docket Activity Report has been enhanced to include time filters. The report can be run in time increments, rather than running the report for the entire day. A new “clock” icon offers an alternative to typing in the time.

The screenshot shows the ECF Docket Activity Report interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, Procedures, and Logout. The main content area is titled "Docket Activity" and contains various search filters:

- Case number:** Input field with an "Active" checkbox.
- Judge:** Dropdown menu with options: Carr, James M., Coachys, James K.
- Trustee:** Dropdown menu with options: Black, Joseph M., Boberschmidt, Philip J.
- Category:** Dropdown menu with options: Type, answer, appeal.
- Office:** Dropdown menu with options: Evansville, Indianapolis.
- Case type:** Dropdown menu with options: ap, bk.
- Chapter:** Dropdown menu with options: 7, 9.
- Filer type:** Dropdown menu with options: Attorney, Auditor.
- Event:** List box containing: 341 Meeting Held - Plan Favorable/Unfavorable (TR13F/TR13U), 341 Meeting Notice - Ch 13, 341 Meeting of Creditors (Ch 7 No Asset Individual).
- Terminal digit(s):** Input field with "2, 4-7" as a hint.
- Open cases / Closed cases:** Checkboxes.
- Summary text / Full docket text:** Radio buttons.
- Entered:** Date range from 4/15/2013 to 4/16/2013. Each date field has a clock icon.
- Sort by:** Dropdown menu set to "Case Number".
- Include:** Checkboxes for "Rule 3002.1 Claim Supplements".
- Buttons:** "Run Report", "Clear", and "Make these options my default".

Two red arrows point to the clock icons in the "Entered" date range. A red text box on the right says: "Click clock icon to enter time or type it in."

## Calendars and 341 Meeting

You can now view **All Hearings** without including the 341Meeting. A **341Meeting** selection has been added to the hearing type list.

The Daily and Monthly Calendars, and the Deadlines and Hearings Report, also have this new **341 Meeting** option.

## Query

New query options have been added:

- **Filed Date** range
- **Last Entry Date** range
- **Nature of Suit**

The **Filed Date** and **Last Entry Date** range is limited to 31 days. If a date range entered exceeds the 31-day limit, CM/ECF displays an error message. If multiple choices of **Nature of**

# INSB CM/ECF Release 5 - Summary for External Users - May, 2013

Suits are selected for a query, CM/ECF displays a message that the search could produce many records and lead to a large billing charge.

The screenshot shows the CM/ECF Query interface. The top navigation bar includes 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', 'Procedures', and 'Logout'. Below the navigation bar are icons for 'Docket Sheet', 'Claims Register', 'List of Creditors', 'Deadlines/Hearings', and 'Calendar Events' (set to 4/15/2013). The main section is titled 'Query' and contains a 'Search Clues' form. The form includes fields for Case Number, Last / Business Name (with examples: Desoto, Des\*t), First Name, Middle Name, SSN / ITIN, Tax ID / EIN, and Type (with checkboxes for Open cases and Closed cases). A red box highlights the 'Filed Date' and 'Last Entry Date' fields, each with a calendar icon. Below these is a 'Nature of Suit' dropdown menu with options: 01 (Determination of removed claim or cause), 02 (Other (e.g. other actions that would have been brought in state court if unrelated to bankruptcy)), 11 (Recovery of money/property - 542 turnover of property), and 12 (Recovery of money/property - 547 preference). At the bottom of the form are 'Run Query' and 'Clear' buttons.

## Multiple Social Security and Identification Numbers

CM/ECF now allows up to five social security numbers and tax identifications numbers for each debtor and joint debtor. After a social security number is entered, a “plus” icon appears beside the SSN/TaxID/EIN field. If the debtor or joint debtor has another SSN/TaxID/EIN, click the “plus” icon for another field to be displayed for additional number(s). CM/ECF will now format the numbers if you don’t insert hyphens.

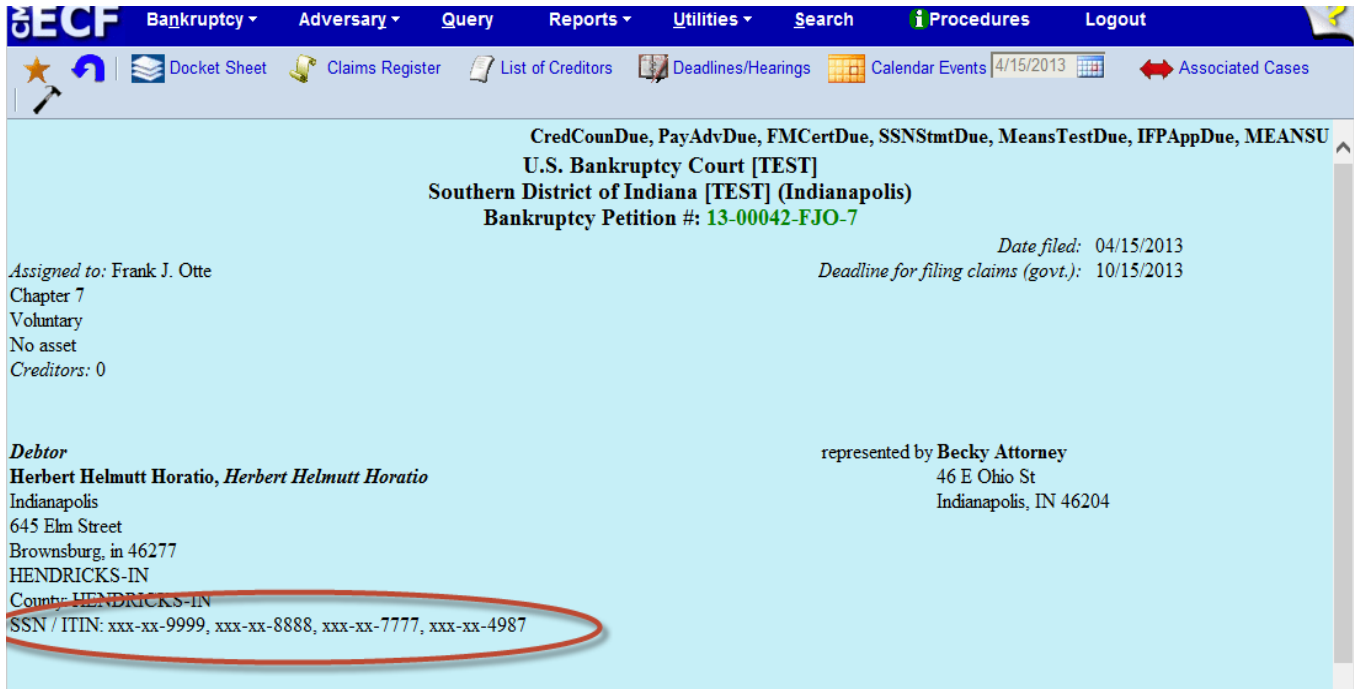
The screenshot shows the 'Debtor Information' form in the CM/ECF system. The form is titled 'Debtor Information (Last name is limited to 50 characters)'. It includes fields for Last name (Doe), Middle name, First name (Jonny), Generation, Title, SSN/ITIN (999-44-5555, 999-99-9999, 111-22-1234), Tax Id/EIN (12-7999999, 12-123456), Office, Address 1, Address 2, Address 3, City, State, Zip, County, Phone, Country, E-mail, Fax, and Party text. A red arrow points to the plus icon next to the SSN/ITIN field, and another red arrow points to the plus icon next to the Tax Id/EIN field. A red box highlights the plus icon next to the Tax Id/EIN field. A red text box with a white background contains the following text: 'To add additional SSN's or ITIN's, click the plus sign to the right of the text box and a new text box will appear. Type in the new number and repeat as needed.' At the bottom of the form are buttons for 'Alias...', 'Corporate parent / affiliate...', 'Review...', 'Submit', 'Cancel', and 'Clear'. A note below the buttons reads: 'Add all aliases and corporate parents or affiliates before clicking the Submit button.'



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All SSN/TaxID/EIN numbers have been included in all reports and functions throughout the application: *On public notices and docket sheets, only the last four digits of any social security or identification numbers are displayed.*

The docket sheet below is an example of how the multiple social security numbers are shown on a public notice.



The screenshot displays the ECF system interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, Procedures, and Logout. Below this, a secondary bar contains icons for Docket Sheet, Claims Register, List of Creditors, Deadlines/Hearings, Calendar Events (set to 4/15/2013), and Associated Cases. The main content area shows a public notice for a bankruptcy case in the Southern District of Indiana. The notice includes the following information:

**CredCounDue, PayAdvDue, FMCertDue, SSNStmtDue, MeansTestDue, IFPAppDue, MEANSU**  
**U.S. Bankruptcy Court [TEST]**  
**Southern District of Indiana [TEST] (Indianapolis)**  
**Bankruptcy Petition #: 13-00042-FJO-7**

*Assigned to:* Frank J. Otte  
Chapter 7  
Voluntary  
No asset  
*Creditors:* 0

*Date filed:* 04/15/2013  
*Deadline for filing claims (govt.):* 10/15/2013

**Debtor**  
**Herbert Helmutt Horatio, Herbert Helmutt Horatio**  
Indianapolis  
645 Elm Street  
Brownsburg, in 46277  
HENDRICKS-IN  
County: HENDRICKS-IN  
SSN / ITIN: xxx-xx-9999, xxx-xx-8888, xxx-xx-7777, xxx-xx-4987

represented by **Becky Attorney**  
46 E Ohio St  
Indianapolis, IN 46204

The SSN/ITIN information is circled in red in the original image.

## Notice of Electronic Filing

In prior releases, when an attorney represented more than one party in a case, the attorney's email and party information were listed on the Notice of Electronic Filing (NEF) only for the first party. Now, the attorney is listed for each party they represent.

The following transaction was received from Becky Attorney entered on 4/12/2013 at 2:24 PM EDT and filed on 4/12/2013  
Case Name: Harvey Joe Wallbanger and Hilda Ann Wallbanger  
Case Number: [13-00040-JMC-7](#)  
Document Number: [1](#)

**Docket Text:**  
Chapter 7 Voluntary Petition with Statement of Financial Affairs, Schedule(s) A, B, C, D, E, F, G, H, I and J, Summary of Schedules, Statistical Summary of Liabilities, Statement of Intention and Attorney Disclosure of Compensation filed by Becky Attorney on behalf of Harvey Joe Wallbanger, Hilda Ann Wallbanger. (Attorney, Becky)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**UASTEP BY STEP review and goal setting.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1072195184 [Date=4/12/2013] [FileNumber=161034-0]  
[49f36e823c9279e3f5c9ee848df4b175aea77d9980ba3ab1f96b5021482160408f70  
d193cd5c9e9589ef34f620cc1f484669077666f24609a8e4719c0f054078]]

13-00040-JMC-7 Notice will be electronically mailed to:

13-00040-JMC-7 Notice will not be electronically mailed to:

Becky Attorney on behalf of Debtor Harvey Joe Wallbanger  
46 E Ohio St  
Indianapolis, IN 46204

Becky Attorney on behalf of Joint Debtor Hilda Ann Wallbanger  
46 E Ohio St  
Indianapolis, IN 46204

Although an attorney may be listed multiple times on an NEF, the system will not send multiple emails.

## Cases Report

Split, transferred, and reopened dates have been added to the selection screen of the Cases Report:

Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Office: Indianapolis, Terre Haute  
Assets: [ ] Case Type: ap, bk Chapter: 7, 9  
Trustee: Black, Joseph M., Boberschmidt, Philip J.  
Attorney: Last name, First name, Bar ID

Date Type: Filed date, Entered date, Discharged date, Dismissed date, Closed date, Confirmed date, Converted date, Reopened date, Transferred date, Split date  
From: 4/12/2013 to 4/12/2013  
 Open cases  Party information  
 Closed cases  Pro se cases only  
 Confirmed cases  
 Small Business Cases  
Type of Debtor: ADAMS-IN, ALLEN-IN  
Nature of Debt: [ ] Nature of Business: [ ]  
Number of months without a confirmed plan From: [ ] To: [ ]  Include dismissed cases  
Sort by: Filed Date  
Output Format:  Formatted display,  Data only,  Debtors only,  Include field descriptions  
Run Report, Clear,  Make these options my default

External users can now search for cases without a confirmed plan. When searching by unconfirmed plan dates, the 31-day range limit does not apply for this search. The **Type of Debtor**, **Nature of Debt**, **Nature of Business**, as well as the **County**, have been added to the selection screen.

Cases Report - Data Only

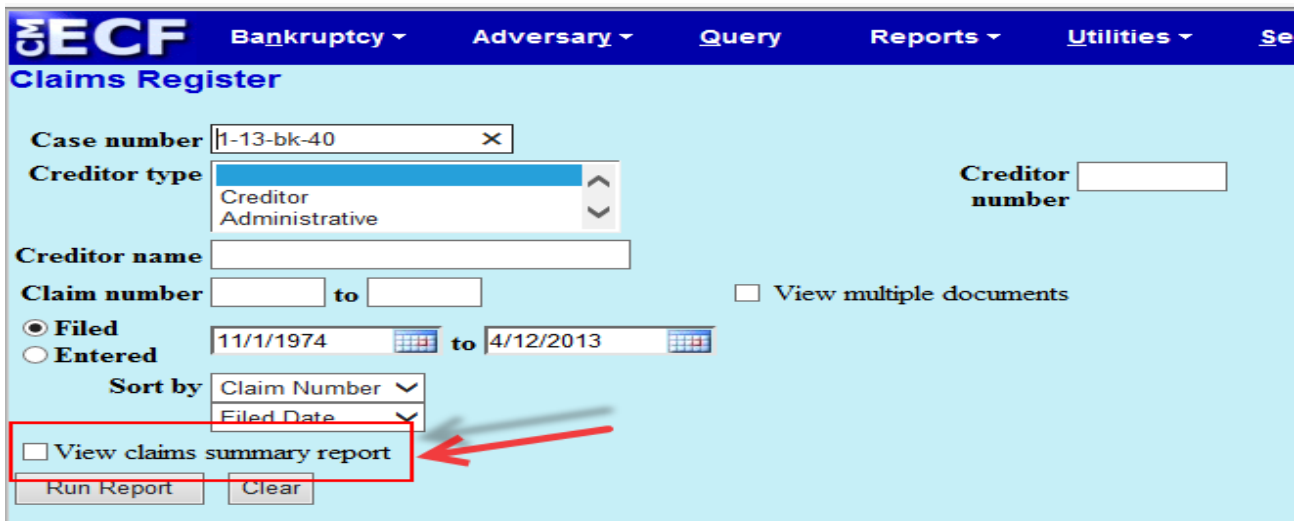
In prior releases, when the Cases Report was run with **Party information** not selected, a party's attorney information was displayed on the formatted data output, but not on the data-only output. Now, the data-only output lists the attorney information for the parties in the **Attorney/Last name** field, as shown below:



If multiple attorneys exist for various parties, the role and attorney are listed - separated by semicolons - in the same field. For parties without an attorney, the text "Pro se" is displayed instead of the attorney name. A new format option, **Include field descriptions**, has been added for use when the **Data only format** is selected. The field descriptions are inserted in the header row.

Claims Summary Report

A **View claims summary report** option has been added to the Claims Register. This new format gives the viewer a snapshot overview of the claims on the case.



The **Claims Summary Report** box produces a condensed list of claims.

ECF

[Bankruptcy](#) ▾  
 [Adversary](#) ▾  
 [Query](#)  
 [Reports](#) ▾  
 [Utilities](#) ▾  
 [Search](#)  
 [Procedures](#)  
 [Logout](#)

## Claims Summary

13-58001

Type: ap	Chapter:	Office: 2 (Terre Haute)
Assets:	Judge: FJO	
Date Filed: 01/18/2013	Last Date to File Claims:	Last Date to File (Govt):
Trustee:		

Claim #	Amount claimed *	Date filed	Creditor number	Creditor name
1 <a href="#">View</a>	\$27000.00	04/12/2013	6108929	<a href="#">Tom Jones DBA Race Car Test</a>
2 <a href="#">View</a>	\$6500.00	04/12/2013	6108930	<a href="#">John John Race Cars</a>
3 <a href="#">View</a>	\$17650.00	04/12/2013	6108931	<a href="#">Sally's Racing Slicks</a>

**Total Number of Claims: 3**

<b>Total Amount Claimed *</b>	\$51150.00
<b>Total Amount Allowed *</b>	

\* Includes general unsecured claims

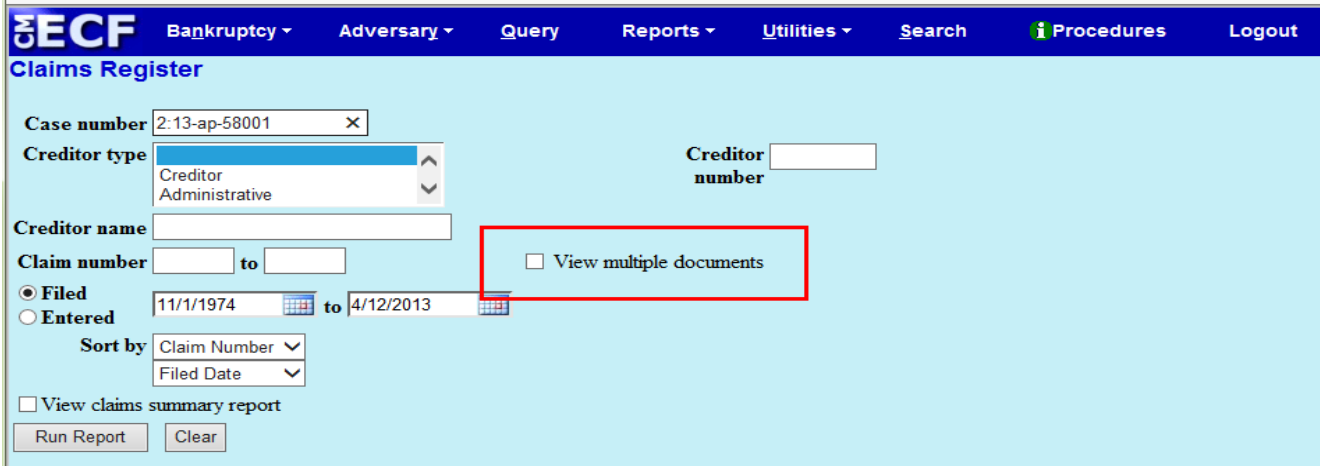
**The values are reflective of the data entered. Always refer to claim documents for actual amounts.**

	Claimed	Allowed
<b>Secured</b>	\$15000.00	
<b>Priority</b>		
<b>Administrative</b>		

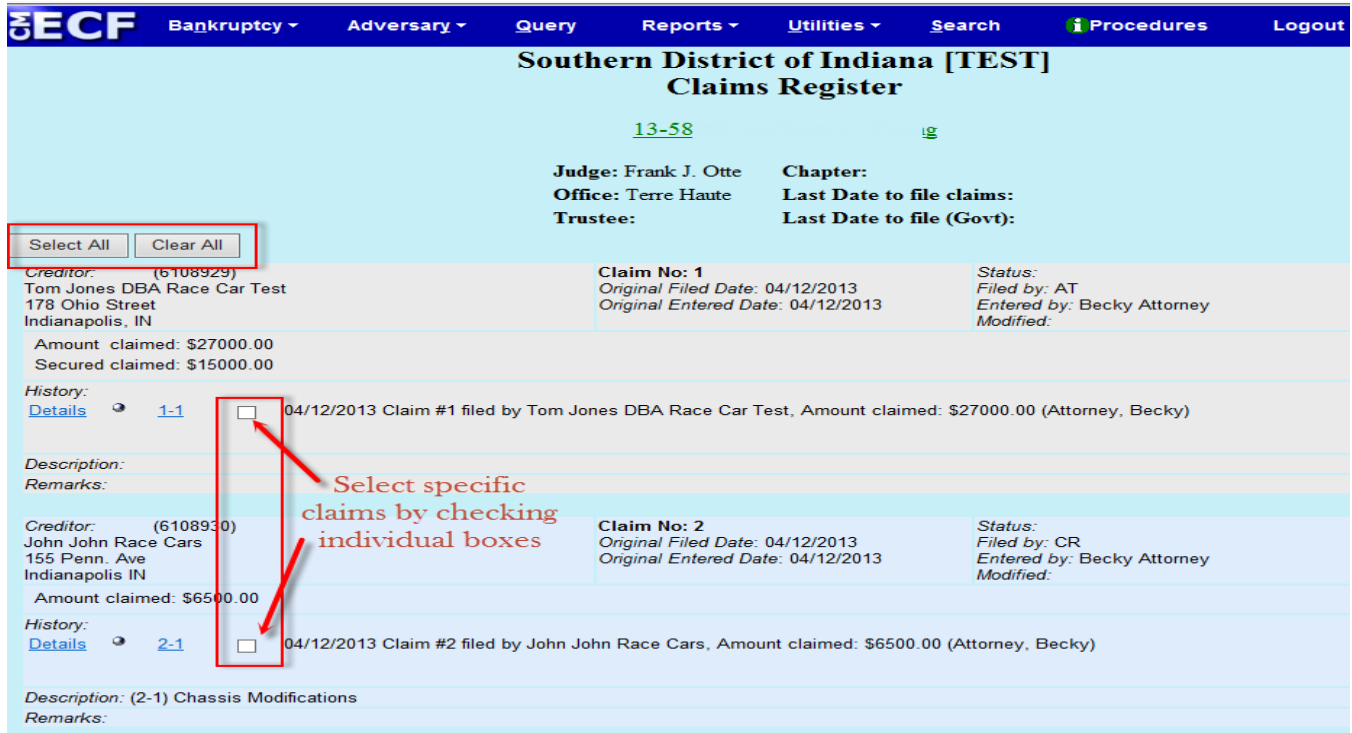
Placing your cursor over the **Amount claimed** will display a breakdown of the claim amounts. The **View** hyperlink takes you to more detailed information for this claim on the claims register. Click on the creditor's name to view claimant address or transfer information. You can sort the report by clicking the column headers. This reformatted summary can be especially helpful for sorting by creditor name.

**Claims Register - View Multiple Documents**

You can now view multiple documents from the Claims Register in one PDF file. This is the same functionality as **View multiple documents** on the Docket Report. This feature will enable you to generate selected PDF claims with any related attachments in one PDF document.

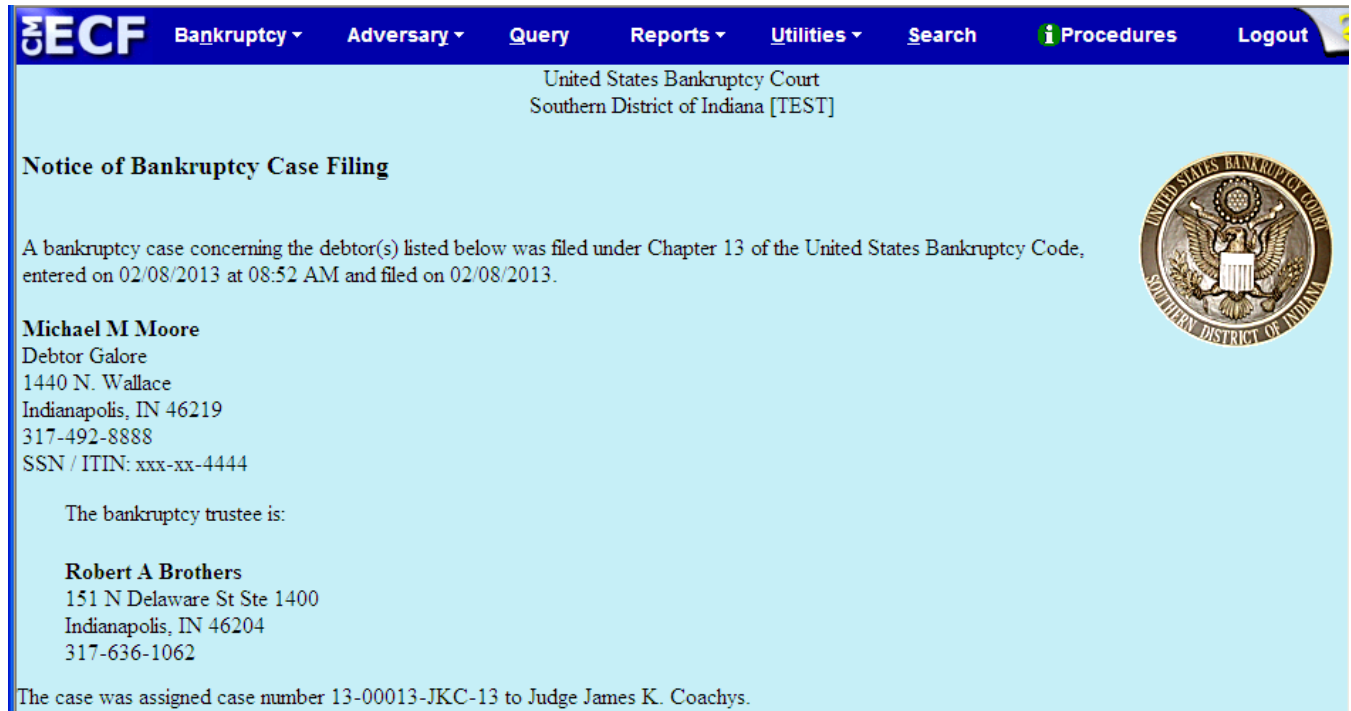


The Claims Register will include a checkbox next to each claim, claim attachment, or claim-related proceeding to customize this document. Each PDF selected will be combined into one large PDF file. You could view or print all claims on a case or all PDF documents from certain creditors, if desired.



## Case Conversion

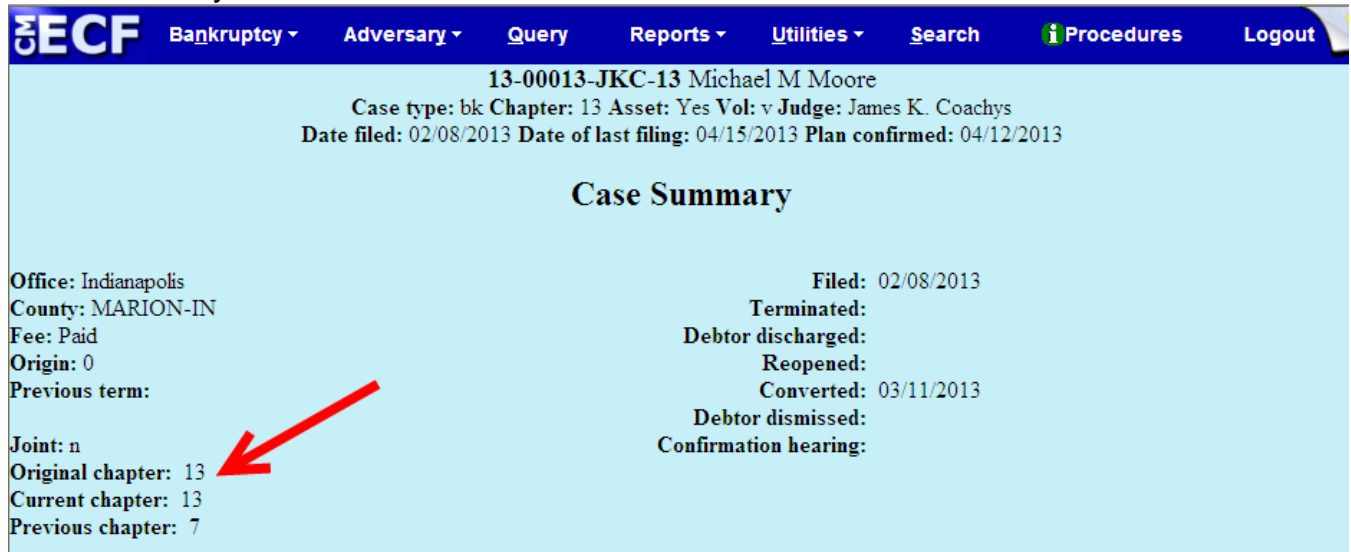
Previously, if a case was converted and re-converted, the Notice of Bankruptcy Case Filing query screen reflected the converted chapter rather than the original chapter. From this release forward, the original chapter will be saved permanently in a new field (previously re-converted cases will not show the original chapter).



The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', 'Procedures', and 'Logout'. Below this, the court name 'United States Bankruptcy Court Southern District of Indiana [TEST]' is displayed. The main heading is 'Notice of Bankruptcy Case Filing'. The text states: 'A bankruptcy case concerning the debtor(s) listed below was filed under Chapter 13 of the United States Bankruptcy Code, entered on 02/08/2013 at 08:52 AM and filed on 02/08/2013.' The debtor is 'Michael M Moore', Debtor Galore, with address '1440 N. Wallace Indianapolis, IN 46219' and phone '317-492-8888'. The trustee is 'Robert A Brothers', with address '151 N Delaware St Ste 1400 Indianapolis, IN 46204' and phone '317-636-1062'. The case number is '13-00013-JKC-13' assigned to Judge James K. Coachys. A seal of the United States Bankruptcy Court Southern District of Indiana is visible on the right.

The **Original chapter** and **Current chapter** will also display on the Case Summary query and the Docket Sheet for cases re-converted after Release 5.

Case Summary is shown below:



The screenshot shows the 'Case Summary' page for case 13-00013-JKC-13. The case is for Michael M Moore, Chapter 13, filed on 02/08/2013. The summary includes: Office: Indianapolis, County: MARION-IN, Fee: Paid, Origin: 0, Previous term: (blank), Joint: n, Original chapter: 13, Current chapter: 13, Previous chapter: 7. On the right, it lists: Filed: 02/08/2013, Terminated: (blank), Debtor discharged: (blank), Reopened: (blank), Converted: 03/11/2013, Debtor dismissed: (blank), Confirmation hearing: (blank). A red arrow points to the 'Original chapter: 13' field.