

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY
James J. Waldron, Clerk



SEPTEMBER 2004

The Court would like to bring the following issues to the attention of CM/ECF participants:

1. **PRINTING ORDERS:** In many instances, the court uses Adobe Commenting tools to modify orders. When printing orders with Adobe Version 5, the "Print Comments" box must display a check mark on the Print screen. When printing orders with Adobe Version 6, "Document and comments" must display in the "Print What" field on the Print screen. **These are the print default options and should not be changed.** If the default options are changed, documents containing modifications made with Adobe Commenting tools will not print out properly. Although the modifications will be seen on the screen, they will not appear on the hard copy.
2. The court implemented a new credit card payment program in June 2004. For all pleadings that require a fee, CM/ECF will prompt the user to enter their credit card information. The court will no longer initiate the charge for e:filers. On September 1, 2004 the credit card payment program was upgraded. To ensure a more secure transaction, additional user and card information is required. Please note that filing fees are due on the day of the filing. Failure to pay the fee timely will result in the automatic generation of a reminder e:mail. Legal Services and e:filers who are authorized to defer filing fees are exempt from this credit card process, but will receive one reminder e:mail on the day following the e:filing. Legal Services and e:filers authorized to defer payment may ignore this e:mail. If subsequent e:mails for the same fee are received, please contact the intake supervisor in the office where the case is pending. Updated credit card instructions are posted under CM/ECF Event Instructions.

3. When e:filing a Request for Extension of Time to File Schedules, please use the event *Extend Time to File Schedules* located in the Motions/Applications category. The new recommended *Order Re Extension of Time to File Schedules* may be uploaded as an attachment to the Application.

4. BALLOTS - In accordance with the amendment to Local Rule 3018-2, effective August 1, 2004, all ballots are to be filed with the attorney for the plan proponent. At or before the confirmation hearing, the plan proponent shall file a Certification of Ballot. This event is located in the Miscellaneous Events category. This amendment is effective with respect to Chapter 11 Plans and Disclosure Statements filed on or after August 2, 2004. Please review the Notice to the Bar and Public dated 9/9/04 and posted on the court's website.