

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

FEBRUARY 2007



THIS NOTICE IS INTENDED TO ALERT NEW JERSEY CM/ECF USERS OF NEW DEVELOPMENTS AND HIGHLIGHT ISSUES THAT REQUIRE IMMEDIATE ATTENTION.

ON-LINE PAYMENT OF FILING FEES

The court's credit card payment system (Pay.gov) now requires the entry of the 3 digit security code located on your credit card. This security code is usually found following the account number. The security code field has always been on the data entry screen as an optional field. Making this a required field provides added protection for credit card holders.

RELATED MATTERS:

1. If your credit card information changes, you must complete the court's [Credit Card Authorization](#) form and send it to Lisa M. Dash * U.S. Bankruptcy Court * P.O. Box 1352 * Newark N.J. 07101-1352 or e:mail to lisa_dash@njb.uscourts.gov.
2. Filing fees are due at the time of filing. Failure to pay the fee on the day of the filing results in a reminder notice sent via e:mail. Failure to pay the fee within 3 days results in the user being locked out of CM/ECF. This is an automated collection system and timing issues arise for parties who defer fees or are exempt from fees. These parties will receive one reminder notice before our staff has an opportunity to defer or exempt the fee.

If you receive more than one reminder notice, please contact the office where the case is pending so that you are not inadvertently locked out of CM/ECF.

- Newark cases: 973-645-4764 ext. 2232 for Gerilyn DeLorenzo or ext. 2226 for Pat Mulhern.
 - Camden cases: 856-757-5485 ext. 340 for Lisa Davis or ext. 359 for Margie McGettigan.
 - Trenton cases: 609-989-2200 ext. 251 for Sherrie Stevens.
3. The court receives many calls for assistance with the Pay.gov credit card system. The most common problems are addressed below.

E: Filers do not get the *Summary of Current Charges* screen.

- This may be a result of your pop-up blocker program. Most programs will indicate that a pop-up is being blocked and will provide the option, *Always Allow Pop-Ups From This Site*. After selecting this option, refresh your screen and the *Summary of Current Charges* screen will display. This may not work with all pop-up blocker programs and you may need to open the program and enter the following web addresses as *Allowed Sites*: www.njb.uscourts.gov and www.ecf.njb.uscourts.gov
- If you improperly close the *Summary of Current Charges* screen, it will not display for subsequent filings. The *Summary of Current Charges* screen contains the options, *Pay Now* or *Continue Filing*. You must select one of these options. DO NOT close the screen by clicking on the X in the upper right corner.

E: Filers do not see the *Internet Payments Due* option under the Utility menu.

- This is usually resolved by clearing cache. To do this, click the *Tools* pull down menu in your browser. Select *Internet Options*. Under *Temporary Internet Files*, click *Delete Cookies* and then *Delete Files* (You do not need to check the box, *Delete All Offline Content*). Under *History*, click *Clear History* and then click *OK*. Close and reopen your browser (simply refreshing the screen may not work). Select *Utilities* on the CM/ECF menu bar and you should now see the *Internet Payments Due* option.
- Clearing cache should be done periodically, and especially when a menu item you are accustomed to seeing is “missing” from your options.

After selecting *Internet Payments Due*, the user gets a blank screen.

- This is usually a result of your pop-up blocker program. Most programs will indicate that a pop-up is being blocked and will provide the option, *Always Allow Pop-Ups From This Site*. After selecting this option, refresh your screen and the *Summary of Current Charges* screen will display. This may not work with all pop-up blocker programs and you may need to open the program and enter the following web addresses as *Allowed Sites*: www.njb.uscourts.gov and www.ecf.njb.uscourts.gov
 - Sometimes a blank screen will display *Done* at the bottom. This is usually an indication that Pay.gov is experiencing heavy internet activity and we suggest that you try again at a later time.
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MISCELLANEOUS MATTERS

1. We receive many calls from users who cannot log into CM/ECF. The most common reasons are listed below.
 - Your keyboard may be on CAP LOCK.
 - You may be using the login and password assigned to the training database.
 - You may be using your Pacer login and password.
 - If you have forgotten your login and password, we require a written request before we will issue another. For security purposes, the court does not maintain a copy of attorney and trustee logins and passwords.
2. During case opening, users are presented with the *Summary of Schedules* screen. If the case is deficient for Schedules A, B, D, E, F, I, J or Form 22, leave the corresponding field blank on the *Summary* screen. If the value of any of these schedules is 0, then you must enter 0 in the corresponding field.
3. Our court still receives many certificates issued by providers of the Financial Management Course when, in fact, we require [Official Form B23](#). Please be advised that failure to submit Official Form B23 may result in the case being closed without a discharge. If the debtor later moves to reopen the case for the purpose of filing Official Form B23, the applicable filing fee is required. Also note that in joint debtor cases, each debtor must file a separate Official Form B23. Additional guidance follows:

- In Chapter 7 cases, Official Form B23 must be filed within 45 days of the 341(a) meeting. The deadline for filing Official Form B23 is calculated in CM/ECF when the US Trustee appoints a panel trustee and schedules the 341 meeting. The due date for filing Official Form B23 is reflected in the *Appointment of Trustee / Meeting of Creditors* docket entry. The court will issue a *Notice of Deficiency - Financial Management Course* upon expiration of the 45 day deadline if Official Form B23 is not filed.
- In Chapter 13 cases, Official Form B23 must be filed no later than the date of the last plan payment. CM/ECF does not calculate the due date in Chapter 13 cases and attorneys must monitor this requirement internally. The court will review Chapter 13 cases for compliance after the trustee files the Final Report. If Official Form B23 is not filed, a *Notice of Deficiency - Financial Management Course* will be issued.
- If applicable, debtors may complete the court's Miscellaneous Form, [Request for Exemption from Financial Management Course](#) and e:file it using the event, *Exemption from Financial Management Course* found in the Motions/Applications category. **PLEASE NOTE** that this event was formerly listed in the *R* section of the CM/ECF drop down list as *Request for Exemption from Financial Management Course*. It is now located in the *E* section with the other *Exemption* events.