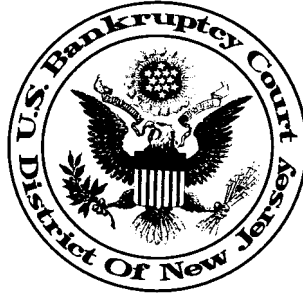


UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY
James J. Waldron, Clerk



MAY 2004

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

1. **NOTICE AND SERVICE:** Pursuant to the *Administrative Procedures for Filing, Signing and Verifying Documents by Electronic Means*, at page 3 “. . . service of documents in hard copy . . . is required to be made in accordance with Fed. R. Bankr.P. 7004, 9014 and 9016.” See also *Commentary Supplementing Administrative Procedures* at page 7 which further addresses the requirement of conventional service for complaints and initiating papers in a contested matter. See also D.N.J. LBR 7005-1. Questions regarding this issue should be addressed to Jeanne Naughton, Staff Attorney at jeanne_naughton@njb.uscourts.gov
2. The United States District Court for the District of New Jersey has agreed to waive training for those attorneys who have been trained and certified by the Bankruptcy Court. If you wish to receive a login and password for the electronic filing system in the District Court, please contact Andrea Walker at (973) 645- 4439
Andrea_Walker@njd.uscourts.gov or Melissa Rhodes at (856) 757-5059
Melissa_Rhodes@njd.uscourts.gov.
3. CM/ECF will be down this evening from 6:00 to 8:00 pm to install Version 2.4. All instructions currently listed under CM/ECF Event Instructions are still accurate with this upgrade.
4. The Court receives many undeliverable NEFs (Notice of Electronic Filing). This may be due to e:mailboxes that are full or your internet provider's e:mail filtering device. Please open and save all “free look” documents, then delete the e:mail to keep your e:mail channel open. The “free look” time period will be reduced to 15 days with Version 2.4 after which time you will incur Pacer charges to access the document. Questions regarding e:mail filtering should be directed to your internet provider. Inquire about adding the court's e:mail address to your address book.

5. Please be aware that when you are e:filings and you are presented with the association screen stating , “**The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:**” You MUST place a check in the box or you will not receive NEFs in the case.
6. Please note that an error appears on the *Filing Issues and Resolutions* memo on page 3, #11. With regard to Emergent Orders, such applications and orders must be E:FILED in CM/ECF. The appropriate judge must then be notified by phone or e:mail that an emergent application was e:filed. It is not necessary to e:mail the documents unless requested to do so by the judge. The following documents are posted on the website and provide guidance on the submission of all orders.
 - (A) Administrative Procedures at page 4
 - (B) Commentary Supplementing Administrative Procedures at page 9
 - (C) Instructions for Use of Order Templates
 - (D) Notice to Bar and Public re Order Template
 - (E) Announcements to E-Filers dated December 29, 2003.
7. **OBJECTION TO NOTICE OF INFORMATION:** Before filing this objection, consult the case docket to determine the hearing date specified when the Notice of Information was initially filed. When filing this objection, please use the **Response/Objection** category; click on **Reference an Existing Motion/Document** and then select **Objection to Notice of Information**. This event provides the necessary Hearing Information screen. Instructions for e:filing this objection are posted under CM/ECF Event Instructions
8. The **Motion for Default Judgment** event has been removed from the Motions/Applications category. The appropriate events, **Request to Enter Default** and **Request to Enter Default Judgment** are found under Adversary Miscellaneous Events.
9. Please be aware that a **Notice of Settlement of Controversy** must be docketed in both the main case and adversary case if applicable.
10. **OBJECTION TO CONFIRMATION:** The court finds that many times the objection is not linked to the plan because the plan was filed using case upload and will not appear when the objecting party selects the Plan category for linking. In order to properly link the objection, you must select Plan AND Case Upload categories.
11. Two new events, **Wage Order** and **Terminate Wage Order** have been added to the Motions/Applications events. Please use these events instead of the **Application (Generic)** event.
12. Please be sure to read the *Filing Issues and Resolutions* attachment.