

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY

IMPORTANT NOTICE TO THE BAR
CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF)
TRANSITION ISSUES
June 17, 2003

On April 1, 2002, The Bankruptcy Court for the District of New Jersey implemented Case Management/Electronic Case Filing (“CM/ECF”). The Court appreciates the active and ongoing cooperation of members of the bar in becoming CM/ECF Participants.

Please be advised of the following important effective dates and procedural transitions:

(1) Mandatory Electronic Case Filing - October 1, 2003 -

As previously posted on or about May 5, 2003, *effective October 1, 2003*, the Board of Judges of the United States Bankruptcy Court for the District of New Jersey, has approved a transition in procedure which requires mandatory electronic filing for attorneys who regularly practice before the Court. This transition requires attorneys to become trained and certified “Participants” of CM/ECF. For purposes of this Notice, an attorney is considered to “regularly practice” before the New Jersey Bankruptcy Court, if the attorney files ten (10) or more pleadings in a twelve month period with the Court. The requirement is inclusive of any attorney who has filed ten (10) or more pleadings with the Bankruptcy Court during the 2003 calendar year prior to October 1st.

In order to ensure compliance with this important transition by October 1st, 2003, attorneys are strongly encouraged to schedule training within thirty days (30) of the date of this Notice, to receive a login and password to the System. Please contact the members of the Clerk’s Office Staff to schedule training per the attached *Electronic Filing Training Specifications and Contacts*. The failure to schedule CM/ECF training within thirty (30) days, will necessitate training being scheduled for the attorney by the Court, subject to the Court’s training schedule and availability of classes.

As of October 1, 2003, attorneys who have *not* become certified CM/ECF Participants and/or who encounter extenuating circumstances, which prevent them from filing documents electronically, must simultaneously submit to the court a “*Certification of Non-Compliance*” in a form to be made available on the Court’s Web Site: www.njb.uscourts.gov, along with the document placed on a CD ROM in PDF format.

The Office of the Bankruptcy Court Clerk will carefully monitor all *Certifications of Non Compliance* submitted by attorneys, and specifically reserves the right to revoke this accommodation, and require CM/ECF training for attorneys who exceed the ten pleading cap per 12 month period.

2. CM/ECF Participants Trained But Not Court Certified -

Attorneys who have been trained in CM/ECF, but have not yet received Court certification, must contact the Court and complete all outstanding assignments required for certification within 30 days of this Notice.

3. Electronically Filed Documents Exceeding Five (5) Megabytes in Length -

a. Pleadings

Effective July 1, 2003, attorneys electronically filing pleadings that exceed five (5) megabytes in length should break up the document and file it in parts, as CM/ECF may reject any document over this size limit.

In order to adhere to this guideline, please take note that:

5.00 MB equals approximately 4,000 pages typed in Word or WordPerfect and converted to a PDF document.

5.00 MB equals approximately 125 scanned pages, 250 dots per inch (dpi), black & white, no graphics.

You can check the size of the PDF file by right-clicking on the file and going to properties. If the size is less than 5.00 MB, it can be uploaded. If the size is larger than 5.00 MB, it must be either re-scanned at a lower dpi or broken up into separate documents.

To separate a large document into parts, do the following:

(1) Reprint the document using the Acrobat PDF Writer (printer) and click the selection "Print pages 1 - 50; (or pages equivalent to one half the size of the document);

or

(2) Open the PDF document, click Document, click Extract Pages, enter the page numbers that you want to extract from the document (the pages at the beginning of the document), click ok, then save as a different file name. Open the original file again and this time, extract the

remaining pages to the end of the document. Save those pages as another file name. At this point, you will have successfully separated your document into two parts.

The Office of Clerk strongly recommends typing pleadings which are being electronically filed with the Court in Word or WordPerfect and converting them to PDF rather than scanning the documents. Scanning a document creates a much larger file which may be greater than 10 times larger than a file created by converting a Word/WordPerfect file to a PDF file.

b. Exhibits -

We understand that scanning may be unavoidable with respect to *exhibits* which may only be available in paper/hard copy.

In this regard, nothing herein shall be construed to contravene the requirements of the Court's *Administrative Procedures for Filing, Signing, and Verifying Documents by Electronic Means* ("Administrative Procedures"/ available on the Court's Web site: www.njb.uscourts.gov) at *para. II. G*, which provides that exhibits should be submitted electronically as attachments to the pleading, and if originally available in hard copy/paper format exceeding twenty (20) pages in length, shall include only those excerpts of each exhibit that are directly germane to the matter under consideration.

The *Administrative Procedures* further provide that if the *entire exhibit* is deemed germane to the matter before the Court, and the exhibit is in a format which must be electronically imaged, the attorney shall make every effort to electronically image the document. In so doing, **effective July 1, 2003**, attorneys electronically filing exhibits which exceed five (5) megabytes in length should break up the exhibit into separate documents per the instructions above and submit as attachments to the pleading.

4. CM/ECF Participants and Change of Law Firm -

Effective July 1, 2003, where a CM/ECF Participant changes law firm, for purposes of electronic filing and accuracy in noticing, the attorney must complete the Change of Law Firm Form available on the Court's Web site: www.njb.uscourts.gov and submit same to the Court per the instructions provided on the Form. Nothing herein shall be construed to alter the practice regarding the filing of a Notice of Substitution of Attorney.

Electronic Filing Training Specifications and Contacts

1. Attorneys must be a member of the New Jersey State Bar and have a New Jersey Office.
2. In order to receive a CM/ECF login and password, attorneys must attend a training class at one of the Court's three Vicinages: Newark, Trenton, or Camden. Each attorney may bring a

paralegal/assistant with them, but only the attorney will receive a login/password to the “Live” system.

3. In order to attend training, attorneys must have the following:

- * Software which converts documents into PDF (Portable Document Format);
- * Internet access;
- * An e-mail account; and
- * A document scanner

4. A Registration Form and a Credit Card Form (filing fees are charged to an attorney’s credit card), will be given to attorneys in class. Both Forms must be on file with the Clerk before a login and password will be issued to an attorney.

5. After attending class, a training exercise will be e-mailed to attorneys for completion, and certification.

7. CM/ECF training classes are held on Tuesdays and Thursdays in the Newark and Trenton Offices, and Tuesday, Wednesday and Thursday in the Camden Office. Classes begin at 9:00 a.m. and run for approximately 4 hours.

Attorneys are strongly encouraged to schedule training well in advance of the October 1st transition date.

Please contact the following members of the Clerk’s Staff to schedule training:

Camden: Jeff Peirce (856) 757-5422 ext. 334 jeffrey_peirce@njb.uscourts.gov
Deborah Cary (856) 757-5422 ext. 355 deborah_cary@njb.uscourts.gov

Newark: Denise Murray (973) 645-3930 ext. 2220 denise_murray@njb.uscourts.gov

Trenton: Pat Mulhern (609) 989-2200 ext. 450 patricia_mulhern@njb.uscourts.gov
Beverly Duplechan (609) 989-2200 ext. 450 beverly_duplechan@njb.uscourts.gov

Access CM/ECF and the documents governing same, on the Court’s Web Site:
www.njb.uscourts.gov.

