

CM/ECF v4.2 Enhancements

This document summarizes the changes you will notice when CM/ECF has been updated to Release 4.2. The titles in blue indicate what differences you will see based on the type of user you are. There are several other enhancements that will be made available at a later date, and we will share those with you when they are ready.

Internet Browsers – ALL USERS

Release 4.2 was tested and works correctly with Firefox 3.5 and Internet Explorer 7 and 8. Mozilla Firefox 2 and Internet Explorer 6 are no longer supported.

Password Security – ALL USERS

Password security has been improved. The first time you log in, you will see the following message. Click the link within the message to change your password. If you need to change your password after the initial time, you may do so with the 'Change Your Password' link under the Utilities menu.



U.S. Bankruptcy Court Southern District of Illinois Official Court Electronic Document Filing System

This message is contained in the file OperationNotice.htm.

You may receive this message if you have not yet set a password. *****Notice***** issues.

only. Activity to and from unauthorized or criminal c **The requirements for CM/ECF passwords have changed.** *to Federal Rule of Civil Pro*
officials under 18USC 152 a

To set a password that meets the new standards, please click [here](#).

the Southern District of Illinois Electronic Document Filing System. This service is for attorneys and firms participating in the e

[Information about viewing PDF files](#)

All CM/ECF passwords must be a minimum of 8 characters, and must include both upper- and lower-case alphabetic characters and at least one digit or special character (e.g., 0-9, @, #, \$, %, *, &, +).

Additionally, after five invalid login attempts, your account is locked out for a five-minute waiting period. Each subsequent invalid entry increases the resulting lockout period.

If you use a third-party software (i.e., Best Case, Top Form, etc) for preparation of bankruptcy documents and your password is entered automatically, you will have to update the software with your new password as well.

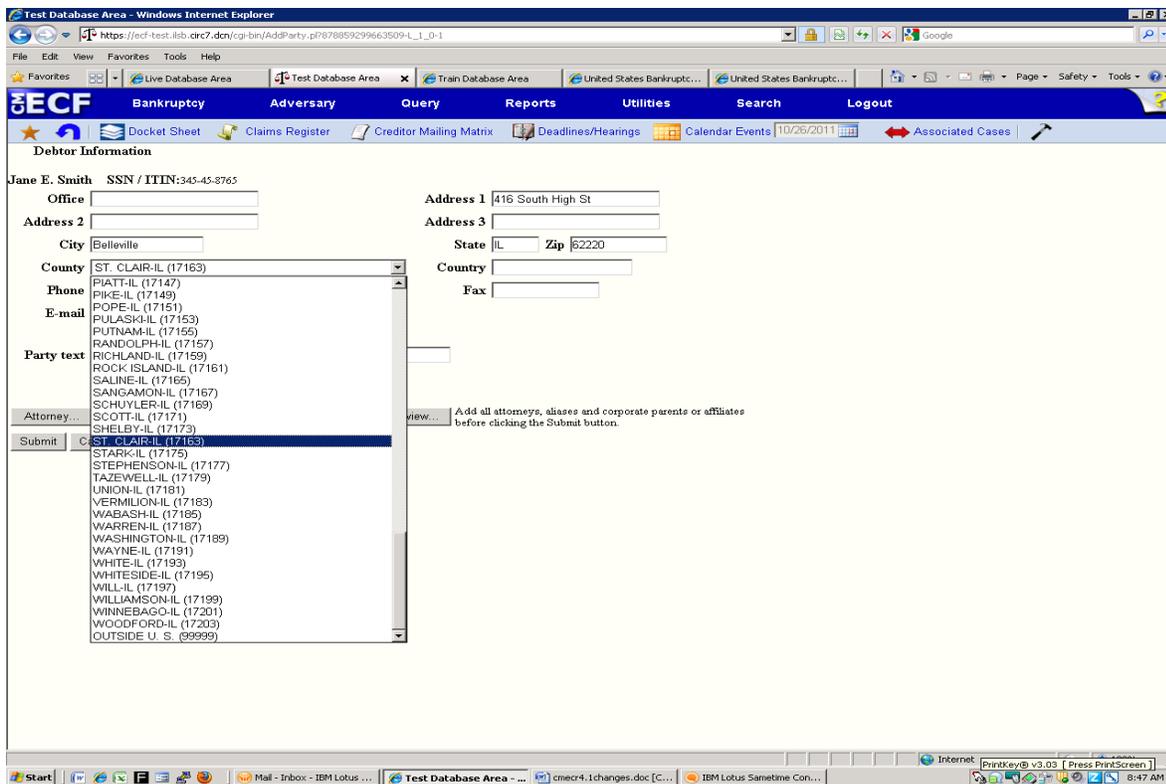
Adversary Case Opening – ATTORNEYS/TRUSTEES

Previously, an attorney opening an adversary case was prompted to create an association with the plaintiff in the case. Now, the filer is automatically linked as the plaintiff's attorney. The "Attorney" button has been replaced with an "Add Additional Attorney" button. When filing a notice of removal, a "Counsel for" selection option appears to allow the attorney to indicate which party he represents: if the default "Plaintiff" is selected, the filing attorney is automatically associated with the plaintiff; if "Defendant" is selected, the filer may make the attorney association during docketing.

When opening a new adversary, the court-issued Summons will now be displayed by clicking the document number in the NEF instead of the Summons Issued link. The document will be in PDF format and the user can save or print the Summons as they would any other document in CM/ECF. The filer of the adversary case will receive an e-mail notification of the filing. The e-mail notification contains the "one free look" to the Summons.

County Codes – ALL USERS

Previously each court defined local counties for display in case opening. Now counties for all states are in the database. When opening a case, the county list automatically displays all counties of the state entered in the state field. Users must select the county of the debtor's residence. If the debtor's county is outside the state, the counties for that state will display. The "Out of District" option is no longer available at case opening.



The county format has been changed to include the two-letter state abbreviation. The five digit number following the county name is an internal county number and not a zip code.

Noticing – ALL USERS

The BNC Certificate of Notice now includes all entities who received a Notice of Electronic filing through CM/ECF, along with the date of electronic notification and the entity's name and e-mail address.

Noticing – ATTORNEYS

The Bankruptcy Noticing Center (BNC) will now e-mail bypass notices of undeliverable addresses to debtor's attorneys using the e-mail address that is recorded in CM/ECF for the debtor's attorney. The debtor's attorney will no longer receive paper bypass notices mailed by the BNC.

The BNC, in lieu of sending the 341 notice by U.S. Mail, will send the debtor's attorney an e-mail containing a secure hyperlink to the notice with the debtor's full SSN. The BNC will send one summary e-mail per day containing hyperlinks to one or more notices. Each hyperlink provides one free look to the full notice. You will no longer receive the paper 341 notice from the BNC.

Fees/Payments Due – ALL ATTORNEYS AND TRUSTEES

Previously, when an internet payment was made, all fees incurred up to the time of payment had to be paid at once. Now, you may choose to pay some or all of the fees in a given transaction and by various forms of payment. On the “Internet Payments Due” screen, all outstanding fees are displayed, along with a check box for each fee. To select the fees to pay, the user should check the boxes next to the desired fees, then click the *Next* button.

Previously, there was no way to track the balance due when a filing fee was paid in installments. Now, for cases filed after the installation of v4.2, a new “Filing Fee” selection is available from the main Query output screen. For bankruptcy cases, this option displays a screen listing the filing fee amount, details on any payments that have been made, and the outstanding balance due.

Docket Report – ALL USERS

- The county of residence now appears below the address information for the debtor and joint debtor.
- The attorney’s e-mail address will appear as a hyperlink.

Reports – ALL USERS

Cases Report

- An option to filter the report by attorney name or Bar ID now appears on the selection screen. When a name is entered, a list of matching attorney names is displayed, of which you may select one or more. Check boxes allow you to search for attorneys by party role: debtors, plaintiffs, defendants, creditors or all. You may also choose to view only cases with pro se filers.
- The Cases Report is now limited to a range of 31 days. This prevents users from unintentionally requesting a large data set, resulting in an unnecessarily large PACER fee.

Query – ALL USERS

When a name search is made, additional information is now displayed on the results page to allow a user to select the correct case.

There were 45 matching persons.

There were 343 matching cases.

Name	Case No.	Case Title	Chapter / Lead BK case	Date Filed	Party Role	Date Closed
Jones, 1 (pty) (1 case)	11-03128-kjm	Smith v. Jones	Lead BK: 10-30005 Donna Jackson	09/30/11	Defendant	N / A
Jones, 2 (pty) (1 case)	11-03128-kjm	Smith v. Jones	Lead BK: 10-30005 Donna Jackson	09/30/11	Defendant	N / A
Jones, 3 (pty) (1 case)	11-03128-kjm	Smith v. Jones	Lead BK: 10-30005 Donna Jackson	09/30/11	Defendant	N / A
Jones, 4 (pty) (1 case)	11-03128-kjm	Smith v. Jones	Lead BK: 10-30005 Donna Jackson	09/30/11	Defendant	N / A
Jones, 5 (pty) (1 case)	11-03128-kjm	Smith v. Jones	Lead BK: 10-30005 Donna Jackson	09/30/11	Defendant	N / A
Jones, Alice (pty) (1 case)	10-04005	Smith et al v. Bank One NA	Lead BK: 09-40012-kjm Andy Smith	05/28/10	Plaintiff	N / A
Jones, Alice M (pty) (1 case)	08-30009-kjm	Alice M. Jones	13	03/12/08	Joint Debtor	N / A

Previously there was no way for public users to view a document without first viewing the docket report. Now, the new “View Document” link allows the user to enter a document number in the case currently being viewed and view the document directly.

On the “Associated Cases” screen, a new “Other Filings by Same Debtor(s)” section has been added. It displays all cases that share a debtor or joint debtor with the case currently being viewed.

Previously, two characters of the last name were required for a name search on the Query screen, making it impossible for a user to search for a person with a single-character last name. Now, if a single character is entered into the last name field, it is evaluated for exact name matches only; a message appears on the screen in these cases, informing the user that only exact matches will be found.

Claims/Creditors – ALL USERS

The “File another claim” hyperlink was previously displayed at the bottom of the Proof of Claim receipt. Now, the hyperlink has been moved to the top of the receipt for easier access.

The Proof of Claim entry screen text and formatting have been modified to match the Official B10 claim form. Additionally, the amount claimed and amount allowed totals are no longer calculated.

Rule 3001(c) and 3002.1

Revised Rule 3001(c) and new Rule 3002.1 requirements go in to effect on December 1, 2011. To comply with these rules, CM/ECF has been modified to allow a creditor to file certain supplements to the holder's proof of claim. In addition, new motion and notice events will be available for the debtor and trustee. Additional procedural information will be forthcoming. Please watch the court's website for a future announcement.