



United States Bankruptcy Court
District of Puerto Rico

CM/ECF Newsletter

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CM/ECF Preparation Continues

The development of the CM/ECF project continues at full speed in the court.

The cash register and the Chamber's Automated Order System (CAOS) modules have been completed and the Local Rules have been submitted to the judges for review and approval. An Administrative Order will be published which will provide guidance on CM/ECF prior to conversion.

The first conversion from NIBS (actual system) to CM/ECF has been completed and the conversion is being debugged and tested for smooth running on the going live date.

The training for internal users has been completed and the trainers are in the process of developing the lesson plans and manuals for the attorneys and trustees training.

All attorneys authorized to practice in the District may become registered users of CM/ECF upon completion of a required training program. Attorney training will begin 60 days prior to going live on ECM and will be on-going. As soon as we are ready we will let the bar, and the trustees know thru different communications and will also provide on-line registration in our CM/ECF page. We urge you to frequently check our web page and the CM/ECF link for the latest information.

Also, our website will feature updated court guidelines, clerk's instructions and training and procedural manuals.

The new dates for implementation are February 21, 2005 for CM, and April 28, 2005 for ECF.

Remember, with CM/ECF you are just a click away from the court!

CM/ECF

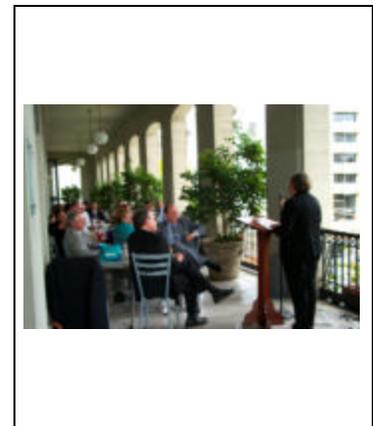
- ◆ 24 hour access via the Internet
- ◆ Automatic e-mail notice of case activity
- ◆ The ability to download and print documents directly from the system
- ◆ Secure and reliable storage of documents
- ◆ Potential savings—courier, postage, copying and other costs
- ◆ Ability to submit proposed orders electronically.

The Bankruptcy Bar Board of Directors and the Court Meet

The Board of Directors of the Puerto Rico Bankruptcy Bar, Assistant U.S. Trustee, Chapter 13 trustees and the Bankruptcy Judges and clerk's office staff had a "brown bag" lunch on August 6. The lunch was held at the building's balcony. This is a first of a series of luncheons to be held to keep the bar apprised of the upcoming events in CM/ECF as the going live date approaches. Judges Gerardo Carlo and Enrique Lamoutte, Clerk Celestino Matta-Méndez, and Chief Deputy Clerk and CM/ECF Project Manager, Wilma Jaime addressed the bar as to the inevitable changes coming to the way we have been operating. These changes are due to the budget situation which has

negatively affected the staffing formula and CM/ECF. Several questions were raised by the attorneys and the trustees -one concern was the training issue and Ms. Jaime explained that this is the next phase of the project. Another concern expressed was the attorneys' readiness for filing electronically. This readiness involves more than equipment. Each office should be designing and determining which personnel will file electronically, and how will exhibits be scanned, among other things.

The communication has been established and will continue as the projects develop.



Wilma Jaime informs about the changes coming.

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CM/ECF - *Just a click away
from the court.*

How Secure is CM/ECF?

CM/ECF has many security features. It has passed an evaluation by the National Security Agency. Access to the system is available only to registered users through a court-issued login and password.

Are there added fees?

There are no added fees for filing documents using CM/ECF, however existing filing fees do apply.

Status of ECF in the Bankruptcy Courts

There are 64 live CM/ECF Districts and 31 Districts with mandatory ECF. These are: Alaska, Arizona, Arkansas Eastern and Western, California Southern, Florida Northern, Georgia Northern, Illinois Central, Illinois Southern, Indiana Northern, Iowa Southern, Kentucky Western, Louisiana Eastern, Middle, and Western, Maine, Missouri Western, Nebraska, New Jersey, New York Eastern, North Carolina Eastern, Ohio Northern, Pennsylvania Eastern and Western, South Carolina, Tennessee Western, Texas, and Virginia Eastern.

The Court Names CM/ECF Coordinator

Marie Cruz has been designated CM/ECF Coordinator in our court. Please direct all concerns and questions to her either by telephone (787) 977-6115) or e-mail at Marie_Cruz@prb.uscourts.gov

What type of training will be provided?

Training will be provided free of charge to attorneys and their staff. These classes will provide:

- Instruction on accessing CM/ECF application using an internet browser
- How to file bankruptcy and adversary cases, as well as most related documents
- Detailed instruction on researching the electronic docket, as well as the reports available to each registered user
- How to create or convert any document to a PDF format

The Court's web page at www.prb.uscourts.gov has a link to

CM/ECF. As soon as the training dates are scheduled the sessions will be published there



and you will be able to register on line. Keep checking the page!

In the meantime, refer to the brochure in the CM/ECF link of the court's web page as to the of equipment you will need for electronic filing.

One of the key pieces is the scanner which will allow you to convert exhibits into pdf images. It is recommended that the scanner be equipped with an automatic document feeder to process batches of large documents.

It would be to your advantage to have the equipment ready when training begins in order to practice and clear any doubts that you or your personnel may have.