



Bankruptcy CONFIDENTIAL

FALL 2003

NEW E-ORDERS PROCESS

On Monday, November 3rd, the new Electronic Orders (E-Orders) System will be available on CM/ECF. E-Orders enables CM/ECF users to submit orders to the court electronically. Lodged/Contested Orders can also be submitted using E-Orders.

In CM/ECF, the option for filing an order electronically will be located in the Bankruptcy Menu, under "Order Upload." Instructions on how to use the E-Orders system are located in the *Attorney/Trustee Online Manual*. Please note that orders submitted into the Electronic Orders System will be docketed only after they are processed.

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FEES INCREASE - Nov. 1

At its September 2003 session, the Judicial Conference approved changes to the miscellaneous fee schedule for Bankruptcy Courts under 28 U.S.C. § 1930. The revised administrative fee assessed in every new filing is included in the list below. A complete list of all fee increases may be found on the **Bulletin Board** at our website at: www.casb.uscourts.gov.

Chapter 7	\$209
Involuntary Chapter 7	\$209
Chapter 13	\$194
Chapter 11	\$839
Motion for Relief from Stay	\$150

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PRIVACY RULES TAKE EFFECT DECEMBER 1

At its September 2002 session, the Judicial Conference approved amendments to the Federal Rules of Bankruptcy Procedure and the Official Bankruptcy Forms that implement the Conference policy on privacy and public access to electronic case files. Barring Congressional action, these amendments will take effect December 1, 2003.

The amendments are consistent with the Judicial Conference's September 2001 policy statement regarding documents in bankruptcy cases. That policy states that such documents generally should be available electronically with the proviso that the Bankruptcy Code and Rules should be amended as necessary to allow the court to collect a debtor's full Social Security number but display only the last four digits. Additional information regarding the new privacy requirements is available on the Judiciary's website at <http://www.uscourts.gov/rules/newrules6.html> and then select "Amendments Submitted to the Judicial Conference (Sept. 2002)".

Key amendmanet changes include the following:

- The petition will contain only the last four digits of individual debtor's Social Security numbers.

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PRIVACY RULES TAKE EFFECT DECEMBER 1

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- Debtors are required to *submit* a verified Statement of Social Security Number (Form B21) containing the full nine-digit number. If the Social Security number information is submitted electronically when the bankruptcy case is filed, the attorney must submit by mail the signed Form B21 with the Declaration of Electronic Filing at the time the case is filed electronically.
- The new Statement of Social Security Number will not be *filed* in the case or become part of the case file available to the public at the court or over the Internet.
- The debtor's full Social Security number will be included in the copy of the Section 341 Meeting of Creditors Notice, which is sent to creditors, the debtor, the trustee, and the United States trustee or bankruptcy administrator. The copy of the Section 341 Notice included in the court case file, however, will contain only the last four digits of the Social Security number.
- The Proof of Claim will require a wage creditor to disclose only the last four digits of the creditor's Social Security number.
- All court forms will be amended to include only the last four digits of any debtor's Social Security number. Accordingly, subsequent notices (after the Section 341 Notice) will either include the last four digits or no number.
- Filers — not the clerk — are responsible for redacting Social Security numbers and other personal identifiers, such as dates of birth, financial account numbers, and names of minor children in documents they file with the court.

To the extent possible, attorneys and parties should use the current versions of the Official Bankruptcy Forms — including the Voluntary Petition, Involuntary Petition,

Schedules, Statement of Financial Affairs, and Proof of Claim — through November 30, 2003 and the revised forms on and after December 1, 2003, as required by the Bankruptcy Rules. Not all attorneys, however, may obtain and install petition preparation software upgrades or obtain revised paper forms by the December 1 effective date.

Updated CSD forms will be available on the court's website for downloading on December 1, 2003. If attorneys or pro se filers use old forms that include the debtor's Social Security number, court staff will notify these filers of deficiencies.

NEW E-ORDERS PROCESS

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All orders submitted in the E-Orders system will be processed in accordance with existing court procedures. Additionally, the e-mail orders process will still be available for use during this transition period through December 3rd.

If you have any questions or comments, please contact Monette Warren, Educational Specialist, at (619) 557-7406. For technical assistance, you may also contact Russ Reynolds, Information Systems Manager, at (619) 557-6213.

FEES INCREASE - NOV 1

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Chapter 9	\$839
Chapter 11 Railroad	\$1,039
Chapter 12	\$239
Motion to Compel Abandonment	\$150
Motion to Withdraw Reference	\$150
Amendment	\$26
Notice of Appeal including	
Appellate Docket fee	\$255
Cross Appeal including	
Appellate Docket Fee	\$255
Motion for Leave to Appeal when accompanied by required Notice of Appeal*	\$5
*If leave is granted, the Appellate Docket Fee becomes due	\$ 250

**IN
OTHER
NEWS...**

**BAR ASSOCIATION PROGRAM
A SUCCESS!**

Over 100 folks turned out for the CM/ECF Reloaded seminar held in July at the Bar Association. Thanks to all involved, especially our guest speakers and facilitators: Chief Judge Hargrove, Judge Adler, Assistant U.S. Trustee David Ortiz, Trustee Jim Kennedy, Law Clerk Jeanne Bender, and attorneys Roy Carlson, Gerald Sims, Michael Koch and John Colwell. The Rules and Systems Enhancements committees are currently working on incorporating your input regarding operations.

**CHANGES IN THE
COURTROOM DEPUTY
STAFF IMPACT
CHAPTER 13 FILINGS**



If you haven't heard the news, Ruth Clark, Judge Adler's Courtroom Deputy for the past 19 years, is retiring October 31, 2003. She has been with the Court for over 27 years. Karen Fearce, former Chapter 13 Courtroom Deputy, has accepted the position as her replacement. All Chapter 13 calendar and order-related questions should continue to be directed to the Chapter 13 Calendar line at (619) 557-5955.

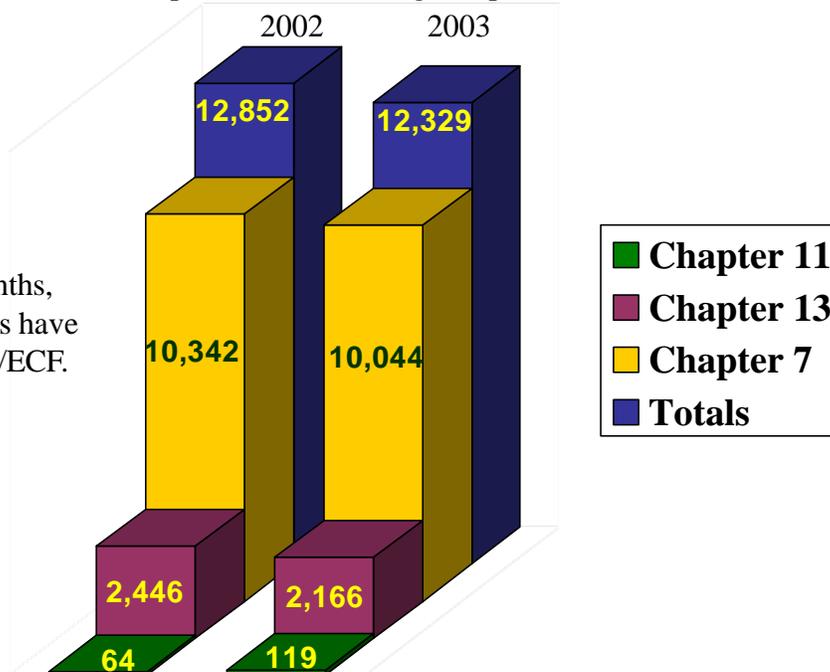
**FILE ADVERSARIES
ELECTRONICALLY**

Did you know that all Adversary documents can be filed electronically? If you are filing bankruptcy documents via CM/ECF and would like to learn about adversaries, check the [Attorney/Trustee Online Manual](#) for detailed procedures or contact Elaine Grover at (619) 557-7405 to schedule training.

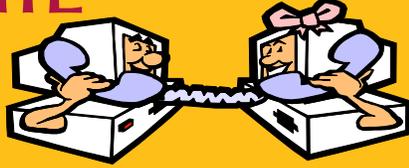
FILING FACTS

In the past 12 months, 65% of our filings have been through CM/ECF.

Bankruptcies Filed through September



TECHIE TALK



ADOBE ACROBAT 6.0

The good news is YES! Adobe 6 is compatible with CM/ECF. Now that we have that issue out of the way, here's some information on file sizes. Keep in mind that Adobe file sizes are heavily dependent on your Adobe print settings and the word processing program you use.

Preliminary tests show that version 6 tends to create files that are much larger than those created with version 5. The good news is that settings within version 6.0 may be used to bring down file sizes. Keep in mind that we are a WordPerfect shop, so the following hints are for WordPerfect 9. Note also that many of these hints apply whether you use Adobe Acrobat version 5 or version 6.

PREPARING THE WORDPERFECT DOCUMENT:

1. Reminder: Do not use the PDF Creator that is a part of the Corel Suite.
2. Set Adobe PDF Writer as the default printer BEFORE opening the WordPerfect document.
3. Before printing, click on "File> Save As" and save the document as a normal WordPerfect document. This cleans the document and rids it of any embedded code that might be lingering due to editing, but which are not visible in the actual document.
4. Minimize the number of different fonts used in the document. We suggest you set the default font to Courier (NOT Courier New, Times New Roman or any other TrueType font). So far, tests have shown that using TrueType fonts

drastically increases the size of the document. Set the default font by going to "File> Document> Default Font."

5. Use a 200 x 200 dpi resolution. Because Adobe Acrobat is often used for publishing, some of the standard settings have a 1200 x 1200 dpi resolution. A higher resolution appears to dramatically increase the file size.

6. When printing the document, click on the "Details" tab in the "Print" window. Change the resolution to 200 x 200, then un-check the following check boxes (if they were checked): "Print in color" and "Print text only". Note: This hint does not apply to WordPerfect 10 users who do not have the "Details" tab. Don't worry; our initial tests have shown that WordPerfect 10 creates MUCH smaller PDF files than WordPerfect 9.

IN ADOBE ACROBAT 6:

1. Click on Advanced> Acrobat Distiller
2. From Acrobat Distiller, set the Default Settings to Smallest File Size
3. Changing the compatibility to Acrobat versions 4.0, 5.0, or 6.0 had no effect on the size of the saved file. To ensure the document is viewable in Acrobat 4.0, set the compatibility to Acrobat 4.0 (PDF 1.3). To change the compatibility, set the following from Acrobat Distiller: Settings> Edit Adobe PDF Settings> General> Compatibility. Select Acrobat 4.0 (PDF 1.3)
4. Embedding fonts is recommended so that the PDF document is the same or very similar to the original WordPerfect document. Indications from our preliminary tests with the Courier font show that embedding fonts does not affect file size; however, the jury is still out on this. To enable font embedding, set the following from within Acrobat Distiller: Settings> Edit Adobe PDF Setting > Fonts. Select Embed all fonts.