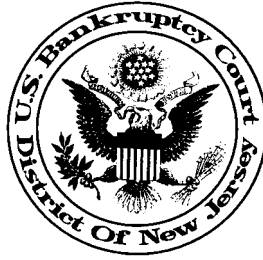


**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW JERSEY**



**E-FILER UPDATE  
October 6, 2003**

- ◆ Electronic filing is now mandatory. Please refer to the court's Notices to the Bar dated [May 5, 2003](#) and [June 16, 2003](#).
- ◆ CM/ECF Version 2.2 was loaded to the Live database on September 20, 2003. Participants should notice the following:
  1. When the court docket an order, the docket text will now include the date the order was signed. This date will also appear on the *Notice of Electronic Filing*
  2. The linking process has been improved and will prevent the system from timing out in large cases. Use this [link](#) to view instructions.
  3. The U.S Trustee is now listed on the NEF under *Notice will be electronically mailed to*.
- ◆ When electronically filing documents containing signatures of either the e:filing Participant, or a third party, please comply with the Court's [Administrative Procedures](#), /s/ \_\_\_\_\_ signature requirement. That is, the name of the individual signing the document must be displayed as /s/ JANE DOE or the pleading will be determined to be deficient. The Court will issue an e:mail identifying any such deficient pleading and the failure of an attorney to remedy such deficiency, by the refile of the document with the /s/ \_\_\_\_\_ corrected, will be brought to the attention of the Court. The Court's seven year retention requirement applies to any original document containing the signature of a third party.

- ◆ When an attorney changes firms or the firm the attorney is currently associated with changes, a *Change of Law Firm* form must be submitted to the court via e:mail to: [nancy\\_sullivan@njb.uscourts.gov](mailto:nancy_sullivan@njb.uscourts.gov). The form is available on our web site under Forms/Our Court's Miscellaneous Forms.
- ◆ The mandatory use of the court's new Chapter 13 Plan and Motions form went into effect on April 1, 2003. Failure to submit the plan on the court's mandatory form will result in the matter being brought to the judge's attention. Please be advised that the standard language on the Chapter 13 Plan and Motions form, or other standard forms produced by the Court may not be altered.
- ◆ CM/ECF interprets some footnotes created in Microsoft Word documents as hyperlinks. Version 2.2 will not accept documents that include hyperlinks. Thus you will receive an error message and will be unable to proceed. Use this link to view [Footnote-Hyperlink Fix](#).
- ◆ Please contact Lisa Dash at 973-645-3930 ext 2262 or [lisadash@njb.uscourt.gov](mailto:lisadash@njb.uscourt.gov) to update credit card information including expiration dates.