



# United States Bankruptcy Court District of New Jersey

**Honorable Michael B. Kaplan, Chief Judge**  
**Jeanne A. Naughton, Clerk**

The purpose of this notice is to advise New Jersey Bankruptcy Court CM/ECF participants of new system and operational developments and to highlight issues that require immediate attention.

## Office Locations

### Newark

Martin Luther King, Jr. Federal Building  
50 Walnut Street  
Newark, NJ 07102  
Phone (973) 645-4764  
CM/ECF Helpdesk: (973) 645-3366

### Trenton

Clarkson S. Fisher US Courthouse  
402 East State Street  
Trenton, NJ 08608  
Phone (609) 858-9333  
CM/ECF Helpdesk: (609) 858-9401

### Camden

US Post Office and Courthouse  
401 Market Street  
Camden, NJ 08101  
Phone (856) 361-2300  
CM/ECF Helpdesk: (856) 361-2301

### CM/ECF Helpdesk email address

[cmecf\\_help\\_desk@nj.uscourts.gov](mailto:cmecf_help_desk@nj.uscourts.gov)

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## COURT OPERATIONS CREATED BY COVID-19

The Court continues to operate under the provisions included in the [Amended General Order Regarding Court Operations Under the Exigent Circumstances Created by Coronavirus \(COVID-19\)](#) which was entered on January 4, 2021 and remains in effect through March 31, 2021.

Clerk's Office staff remains available by mail, email, and through the [main phone line](#) in each vicinage.

Parties should continue to refer to the Court's website, [njb.uscourts.gov](http://njb.uscourts.gov), for updates and information regarding Court operations and procedures during COVID-19.

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## REMOTE (ZOOM) TRIAL GUIDELINES

Guidelines for virtual trials using Zoom software can be found on the Court's website, [njb.uscourts.gov](http://njb.uscourts.gov) > [For Attorneys](#) > [Zoom Trial Guidelines](#).

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## CONSOLIDATED APPROPRIATIONS ACT

On March 5, 2021, two Notices to the Bar and Public were entered in response to the Consolidated Appropriations Act which was signed into law on December 27, 2020 and will remain in effect through December 27, 2021:

- [Notice to the Bar and Public Concerning Supplemental Proof of Claim for CARES Forbearance Claim](#)

The [Supplemental Proof of Claim for CARES Forbearance Claim \(Form 4100S\)](#) is available on the National Forms section of the Court's website and a new event was created in CM/ECF, which is to be used for filing of this type of claim. The docket event, [Supplemental Proof of Claim for CARES Forbearance Claim](#), is found in the Claims Action category (or Creditor Batch Filings for limited users).

- [Notice to the Bar and Public Concerning Motion for Discharge Pursuant to Section 1328\(i\) of the Bankruptcy Code](#)

New subsection (i) of section 1328 of the Bankruptcy Code was created by the Consolidated Appropriations Act. A new docket event for filing this type of motion, [Discharge Pursuant to Section 1328\(i\)](#), was created in CM/ECF and is found in the Motions/Applications category.

## CHAPTER 13 PLAN AND MOTIONS

E-filers are reminded that the Court's Local Form *Chapter 13 Plan and Motions* was revised effective August 1, 2020. Failure to file the current version of this mandatory local form will result in the issuance of an *Order to Show Cause Why Case Should Not be Dismissed for Failure to File Documents or Extend Time*. No other Chapter 13 Plan forms will be processed.

## REQUESTS FOR EXEMPTION FROM CREDIT COUNSELING, FINANCIAL MANAGEMENT, AND CERTIFICATION IN SUPPORT OF DISCHARGE

Please be advised that a motion is required by debtors seeking an exemption from participation in a Financial Management Course and filing a Certification of Completion of Instructional Course Concerning Financial Management (Official Form B23). Accordingly, the Court's Local Form, *Request for Exemption from Financial Management Course*, is being removed from the Court's website and should no longer be utilized.

In addition, a motion is required by debtors seeking an exemption from filing a Certification in Support of Discharge in a Chapter 12 or Chapter 13 case.

The *Request for Exemption from Financial Management Course* event, found in the *Motions/Applications* category in CM/ECF, is being modified in connection with this requirement. The event will now allow filers to select either, or both requirements, where applicable, (for both or either debtor in a joint case) that are the subject of the motion for exemption. The modified event in CM/ECF is found in *Motions/Applications > Exemption from Financial Management Course and/or Certification in Support of Discharge* and can be used for all Chapters. A hearing is required in accordance with D.N.J. LBR 9013-2. Motions: Filing and Service; Hearing Date. Hearing dates for each judge are available on the Court's website.

Local Form *Order Regarding Request from Exemption From Credit Counseling Required Under 11 U.S.C. § 109(h)(1), Participation in Financial Management Course Required Under 11 U.S.C. § 727(a)(11) or 1328(g)(1), Requirement to File Certification in Support of Discharge Required Under 11 U.S.C. § 1328(a)* is being removed from the Court's website and should no longer be utilized.

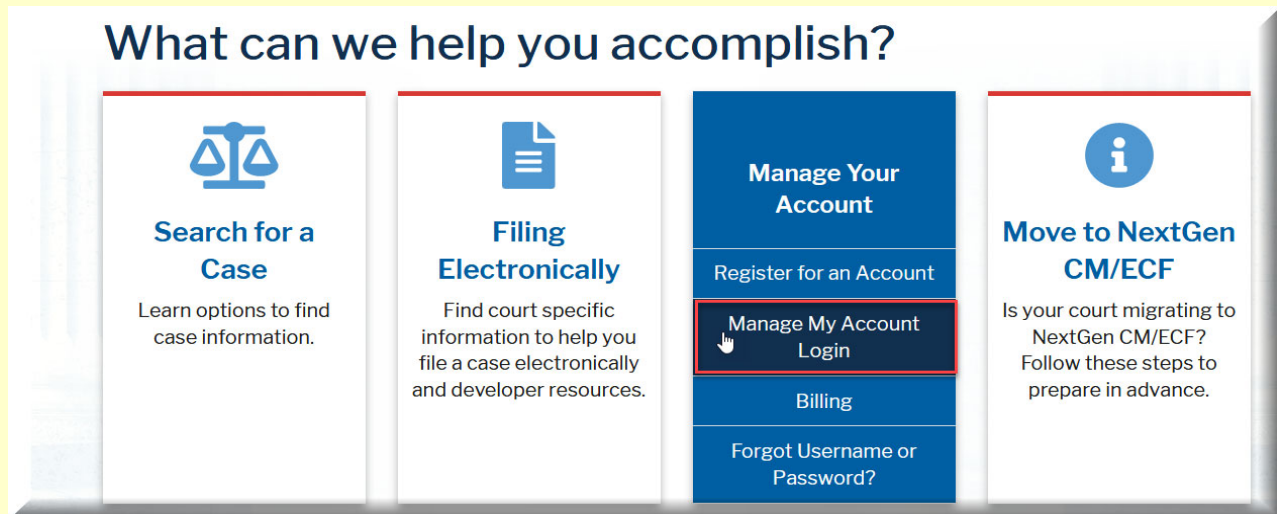
Local Form *Order Regarding Request for Exemption From Credit Counseling Required Under 11 U.S.C. § 109(h)(1)* will be available on the Court's website for use in this type of exemption request only.

## UNDELIVERABLE E-MAILS (“BOUNCE BACKS”)

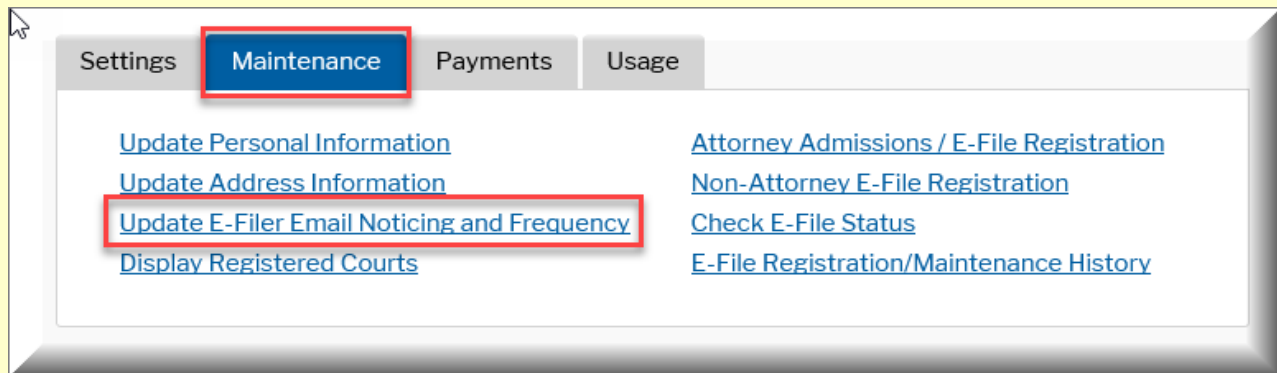
E-filers are reminded of the responsibility to maintain updated email information with Pacer in order to reduce undeliverable email notifications. All *Notices of Electronic Filing* display the email address of each attorney notified of a filing, however, if the email address is incorrect, the email will not be delivered.

To modify an email address associated with a Pacer account, go to [pacer.uscourts.gov](http://pacer.uscourts.gov) and follow the steps outlined below:

- Select *Manage My Account Login*



- Log in with your Pacer credentials, select *Maintenance* Tab then *Update E-Filer E-Mail Noticing and Frequency*



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### Undeliverable E-Mails (“Bounce Backs”) – continued:

- Select the applicable Courts to apply changes, update Required Information and click **Submit**

**Apply Updates to Selected Courts**

**U.S. Bankruptcy Courts**

**New Jersey Bankruptcy Court**  
 Click to apply changes to this court

**Required Information**

Primary Email \*

Confirm Email \*

Email Frequency \*  ▼

Email Format \*  ▼

**Submit** **Reset** **Cancel**

## COURT HOLIDAY SCHEDULE

Please be advised that the Court will be closed on the following dates:

**Friday, April 2, 2021**

**Monday, May 31, 2021**

**Monday, July 5, 2021**