



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@njb.uscourts.gov

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UPDATED COVID-19 PROTOCOLS AND EXPANDED OFFICE HOURS

On August 23, 2022, proof of full vaccination or a negative COVID-19 test result as a condition of entry by visitors into Court facilities was rescinded. See [District Court Standing Order 2022-02](#) for additional information. Masking is required in Court facilities located in a county which has a current COVID-19 community level of "high". Current mask guidance for each vicinage can be found on the front page of the Court's website, njb.uscourts.gov.

Effective September 6, 2022, in-person front counter office hours have been expanded to Monday through Friday from 9:00 am to 4:00 pm. 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, for updates and information regarding Court operations.

REMINDER: EXPIRATION OF AMENDED GENERAL ORDER RELATING TO COURT OPERATIONS CREATED BY COVID-19

Please be reminded that, as set forth in the [Notice to the Bar and Public](#) dated March 31, 2022, exceptions to any service requirements and/or original signature retention requirements set forth in General Orders during COVID-19 expired on March 31, 2022. Parties should be guided by federal and local bankruptcy rule requirements.

NEW CM/ECF FEATURE - FREE LOOK CONFIRMATION SCREEN

Background: A free look is provided to case participants who have a user account when a new pleading or claim is filed. Some antivirus programs access links within emails to verify their safety. In some cases, this can use the free look that was intended for the case participant. In the most recent CM/ECF release, a new option has been added to the free look functionality in the *Maintain Your ECF Account* module in order to avoid this issue. If the new option is not enabled, the free look will be used whenever the link is accessed, as it was in previous releases. Follow the steps below to enable this option:

NEW CM/ECF FEATURE - FREE LOOK CONFIRMATION SCREEN (continued)

After logging into the New Jersey CM/ECF Live system, select *Utilities* from the main menu bar;

- Select Maintain Your ECF Account;
- Select Email Information;

Email information for [redacted]	
Primary email address [input]	Edit primary email address
Secondary email address [input]	Reenter secondary email address [input]
<input type="checkbox"/> Enable confirmation of Free Look Use to verify your one free look will be used when a document link is clicked from CM/ECF emails (NEFs).	

- Place a check in the "Enable confirmation of Free Look Use to verify your one free look..." check box seen above, and select *Return to Account Screen* then *Submit*. A confirmation page will appear to verify that the new feature has been turned on:

Maintain User Accounts

Updating person record...
Successfully updated [redacted]

Participant records were not altered.

Set up automatic email notification complete for [redacted]

Verify free look use = on

Send Notification in all cases for which you represent a party = on

Note: if this feature is enabled, an additional information screen will be inserted when a link is clicked from a CM/ECF Notice of Electronic Filing (NEF) email (see below). This will allow the user to confirm that the free look will be used and will prevent antivirus software from using the free look when it checks the links in the email for viruses.

Notice: Confirm Free Look Use

This action will use your one free look for this document. Additional viewings of this document in the future will incur a billing charge.

To view the document and use the free look [click here](#)

NEW CM/ECF EVENTS IN CHAPTER 15 CASES

To facilitate statistics collected in CM/ECF and transmitted for judiciary analysis, new events have been created to capture certain key events in Chapter 15 cases, as noted in the chart below. If the correct event is not used, a Notice of Docketing Error will be entered by the Clerk's Office and the document will need to be re-submitted.

CM/ECF Category	Event Name
Misc. Events*	Objection to Recognition of Foreign Proceeding
Motions/Applications	Motion for Provisional Relief under Section 1519
Misc. Events*	Objection to Provisional Relief under Section 1519
Motions/Applications	Motion for Post-Recognition Relief under Section 1521 and/or 1507
Misc. Events*	Objection to Post-Recognition Relief under Section 1521 and/or 1507

*This objection is found in the Misc. Events category, **not** the Response/Objections category, where most objection events are found.

REMINDER: AMENDED VOLUNTARY PETITION FORMS (OFFICIAL FORMS 101 AND 201)

As a result of enactment of the Bankruptcy Threshold Adjustment and Technical Corrections Act (BTATC Act) on June 21, 2022, [Official Form 101](#) (Voluntary Petition for Individuals Filing for Bankruptcy) and [Official Form 201](#) (Voluntary Petition for Non-Individuals Filing for Bankruptcy) were amended. Click [here](#) for the complete Notice to the Bar and Public issued on June 23, 2022, on this topic. Be sure to use the current versions of all official and local forms, as well as any bankruptcy filing software you may be using. Failure to file the most recent version of official or local forms may result in dismissal of a case.

REMINDER: DISCLOSURE OF CHAPTER 13 DEBTOR'S ATTORNEY COMPENSATION FORM – REVISED

E-Filers are reminded that as stated in the Court's *Notice to the Bar and Public Concerning 2021 Local Rule and Form Revisions* dated July 7, 2021, local mandatory form [Disclosure of Chapter 13 Debtor's Attorney Compensation Form](#) was revised effective August 1, 2021. Revisions to the form are: two new sections (Section 5 and Section 6) and a requirement to include the signature(s) of the debtor(s) on the form.

NOTE regarding Section 5 of the form: the debtor(s) initials are required in subsection (a) **or** subsection (b). In accordance with D.N.J. LBR 5005-1. Filing and Service of a Document, an electronic signature must be preceded by a /s/. Forms must include the debtor's initials, preceded by a /s/, in subsection 5(a) **or** subsection 5(b) as well as the debtor's signature(s), preceded by a /s/.

Failure to submit a form per the above and/or submitting a prior version of this form may result in dismissal of the debtor's case.

COURT HOLIDAY SCHEDULE

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

Monday, October 10 - Columbus Day (observed)
Friday, November 11 - Veterans Day
Thursday, November 24 – Thanksgiving Day
Friday, November 25 – Court Recess
Monday, December 26 – Christmas Day (observed)
