

NOTICE AND SERVICE REQUIREMENTS (CONTINUED)

3. In addition to electronic service by the ECFS as identified in paragraph 2, service of documents in hard copy shall be required in the following circumstances:

- (a) Service is required to be made in accordance with Fed. R. Bankr.P. 7004, 9014 and 9016.
- (b) The Federal Rules of Bankruptcy Procedure, District of New Jersey Local Bankruptcy Rules, or an order of the Court requires delivery or service upon a state or federal governmental entity, including the United States Attorney.

SERVICE OF CHAPTER 13 PLAN AND MOTION

Attorneys are reminded that pursuant to D.N.J. 3015-1(b), whenever a Chapter 13 Plan includes a motion, the debtor must, within 21 days of the date of the entry on the docket of the Notice of Hearing on Confirmation of Plan, serve each potentially affected creditor with a copy of the Plan and Local Form, Chapter 13 Plan Transmittal Letter. A Proof of Service must be filed upon completion of service of the Plan and Transmittal Letter.

CM/ECF Version 4 Changes Impact Mailing of Documents to Debtors' Attorneys

Upon implementation of CM/ECF Version 4 in December 2011, printed copies of the following documents are no longer mailed to the attorney of record for the debtor, but instead will be delivered by email:

- **Bypass Notice of Undeliverable Addresses**
- **§ 341 Notice of Meeting of Creditors**

The email for the § 341 Notice will contain a secure hyperlink to the § 341 Notice where the Notice may be retrieved and printed.

It is vital that you keep your email address current in CM/ECF in order to receive notification of these documents as well as other important matters. Update your email information by going to *Utilities* on the main menu and then *Maintain Your ECF Account*