

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

**IMPORTANT NOTICE TO THE BAR
CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF)
MANDATORY ELECTRONIC FILING AS OF OCTOBER 1ST**

Please be advised that *effective October 1, 2003*, the Board of Judges of the United States Bankruptcy Court of the District of New Jersey, have approved a transition in procedure to require mandatory electronic filing by attorneys.

This transition will require attorneys who regularly practice before the Bankruptcy Court in New Jersey to become trained and certified "Participants" of CM/ECF (per the *Electronic Filing Training Specifications* set forth below). *Pro se* litigants will continue to file documents with the Court in hard copy/paper format, which will then be scanned into the CM/ECF System by Clerk's Office staff.

Electronic Filing Training Specifications

1. Attorneys must be a member of the New Jersey State Bar and have a New Jersey Office.
2. In order to receive a CM/ECF login and password, attorneys must attend a training class at one of the Court's three Vicinages: Newark, Trenton, and Camden. Each attorney may bring a paralegal/assistant with them, but only the attorney will receive a login/password to the "Live" system.
3. In order to attend training, attorneys must have the following:
 - * Software which converts documents into PDF (Portable Document Format);
 - * Internet access;
 - *An e-mail account; and
 - *A document scanner
4. A Registration Form and a Credit Card Form (filing fees are charged to an attorney's credit card), will be given to attorneys in class. Both Forms must be on file with the Clerk before a login and password will be issued to an attorney.
5. After attending class, a training exercise will be e-mailed to attorneys for completion, and certification.
7. CM/ECF training classes are held on Tuesdays and Thursdays in the Newark and Trenton Offices, and Tuesday, Wednesday and Thursday in the Camden Office. Classes begin at 9:00 a.m. and run for

approximately 4 hours.

Attorneys are strongly encouraged to schedule training well in advance of the October 1st transition date.

Please contact the following members of the Clerk's Staff to schedule training:

Camden: Jeff Peirce (856) 757-5422 ext. 334 jeffrey_peirce@njb.uscourts.gov

Deborah Cary (856) 757-5422 ext. 355 deborah_cary@njb.uscourts.gov

Newark: Denise Murray (973) 645-3930 ext. 2220 denise_murray@njb.uscourts.gov

Trenton: Pat Mulhern (609) 989-2200 ext. 450 patricia_mulhern@njb.uscourts.gov

Beverly Duplechan (609) 989-2200 ext. 450 beverly_duplechan@njb.uscourts.gov

Access CM/ECF and the documents governing same, on the Court's Web Site:

www.njb.uscourts.gov.