



UNITED STATES BANKRUPTCY COURT

District of New Jersey

Honorable Christine M. Gravelle, Chief Judge | Jeanne A. Naughton, Clerk of Court

December 2025 Court Newsletter

The purpose of this newsletter is to advise New Jersey Bankruptcy Court subscribers 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

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PROTOCOLS FOR CLAIMS AND NOTICING AGENTS

Protocols for Claim and Noticing Agents in the Bankruptcy Court for the District of New Jersey were implemented by [General Order Governing Protocol for the Retention of Claims and Noticing Agents under 28 U.S.C. § 156\(c\) Pending Adoption of Local Rule](#) signed by Chief Judge Gravelle on December 2, 2025. These protocols set forth the requirements for agents, including entering into a Claims Agent Service Level Agreement.

Two new, mandatory local forms relating to retention of Claim Agents were also put into place by entry of the General Order:

- [Application for an Order Authorizing Retention of Claims and Noticing Agent for the Debtors](#)
- [Order Authorizing Retention of _____ as Claims and Noticing Agent for the Debtors](#)

See the [Claims Agent Cases and Protocols](#) page on the Court's website for additional information.



AMENDMENTS TO FEDERAL RULES OF BANKRUPTCY PROCEDURE AND NEW AND REVISED OFFICIAL AND DIRECTOR'S FORMS (EFFECTIVE DEC. 1, 2025)

On December 1, 2025, two rules were amended, and several forms were implemented/amended:

- Rule 3002.1 – Chapter 13 – Claim Secured by a Security Interest in the Debtor's Principal Residence
 - There are six new Official Forms, one revised Official Form, one new Director's Form, as well as new CM/ECF events due to the amendments to this rule. Details can be found in the [Notice to the Bar and Public](#) issued November 26, 2025.
- Rule 8006 – Certifying a Direct Appeal to the Court of Appeals
- Director's Form 2000 – Required Lists, Schedules, Statements, and Fees
- Director's Form 2020 – Disclosure of Compensation to Attorney for Debtor

All new and amended forms can be found [here](#). Any document filed must be the most recent version of the form.

UPDATE RE: APPLICATIONS FOR PAYMENT OF UNCLAIMED FUNDS

In order to combat fraud and further ensure that unclaimed funds are disbursed only to claimants who have rightful ownership to the funds, applications will only be considered once a payee information form is submitted. In most instances, this will be [Form AO-213P Request for Payee Information and TIN Certification](#). If you are e-filing an [Application for Payment of Unclaimed Funds](#), file the payee form using the [Unclaimed Funds Supporting Documentation](#) event which will keep the document from the public's view. See the [Notice to the Bar and Public Concerning Updated Instructions for Filing an Application for Payment of Unclaimed Funds](#) issued December 11, 2025 and the court's [Unclaimed Funds webpage](#).

PACER MULTIFACTOR AUTHENTICATION UPDATE

The rollout of multifactor authentication (MFA) to enhance system security for CM/ECF and PACER continues. The PACER Service Center (PSC) has an [MFA Tips and Resources Page](#) to answer some of the most common questions regarding MFA. To reduce call wait times, please do not contact the PSC unless you receive an MFA enrollment prompt and you cannot enroll on your own by following the steps outlined in the Tips and Resources.

The PSC can be reached at pacer@psc.uscourts.gov or (800) 676-6856 (Monday through Friday, 8 a.m. to 7 p.m. ET).

The Clerk's Office cannot assist users with enrolling in MFA or updating passwords, etc.

REVISED LOCAL FORMS

It is important to always use the current version of **all** forms when filing with the Court. Using outdated versions of forms may result in the issuance of an Order to Show Cause, dismissal of a case, denial of a matter, or delays in processing. All forms can be found on the court's website on the [Forms](#) menu. In addition, per D.N.J. LBR 9009-1, use of Local Forms cited in the local rules is mandatory. The following Local Forms were recently revised:

- [Mediation Report](#) (rev. 5-19-2025)
- [Order Granting Application for Payment of Unclaimed Funds](#) (rev. 5-19-2025)
- [Joint Order Scheduling Pretrial Proceedings and Trial](#) (rev. 12-1-2025)
- [Order re: Extension of Time to File Schedules](#) (rev. 12-1-2025)



DID YOU KNOW?

PRO HAC VICE ADMISSION RESOURCES PAGE

The Court has a [Pro Hac Vice Resources](#) page on our website to help answer the most common questions relating to admission of attorneys, including information on D.N.J. LBR 9010-1, limited e-filing access specifics, and how to receive Notices of Electronic Filing if you have been admitted pro hac vice.

NEW COPYWORK EMAIL ADDRESS AND REQUEST FORM

Requests for copies of documents, certified copies, exemplifications, etc. can now be sent to the clerk's office via a central email box for all 3 vicinages: copywork@njb.uscourts.gov. A new [Request Form](#) can be used to make the request. Once the request is received, the clerk's office will advise the requesting party of amount of the fees required. These types of requests may be paid for using the court's [payment portal](#) (with a debit card or PayPal), or with a corporate check, attorney trust account check, certified check, or money order.

Note: All other payments being made by efilers must be made through your efilings account in pay.gov.



- **DEBTOR ELECTRONIC BANKRUPTCY NOTICING (DeBN)** - this free service implemented by the Court allows debtors to receive orders and court-generated notices by email rather than by U.S. Mail. Debtors who wish to register must file Local Form [Debtor Electronic Noticing Request](#), or if the debtor is not self-represented, an attorney can efile the form on their behalf using the event in CM/ECF called *Debtor Electronic Noticing Request*, which is found in the Misc. Events category.
- **LIST OF CREDITORS** - efilers are reminded that all efiled petitions must include both a PDF of the List of Creditors AND the List of Creditors must be uploaded electronically in .txt format.
Be advised that repeated failures of an attorney to upload a List of Creditors in .txt format with a petition and/or file a PDF of the List of Creditors will result in the issuance of an *Order to Show Cause Why Sanctions Should Not be Imposed for Failure to Properly File List of Creditors* by the court.
- **USE OF SYMBOLS IN CM/ECF** – when submitting documents or adding creditors, parties, law firms, etc. in CM/ECF, be aware that some symbols cannot be accepted by the Bankruptcy Noticing Center (BNC). A few examples of problematic symbols are: | % # (pipe, percent, and number sign). Please do not use these symbols, as they will cause delays/failures in noticing. Click [here](#) for a full list of symbols to avoid.
- **PAYMENT OF FILING FEES IN CM/ECF** – when a document is e-filed in CM/ECF that requires payment of a filing fee, a pop-up box will appear at the end of the event to make the payment in pay.gov. The “Continue Filing” option may be selected if you would like to pay all fees at the end of the filing session, however, non-payment of fees by the end of the day may result in:
 - Automated reminder email from the Clerk’s Office
 - Lockout of the user’s e-filing account
 - Issuance of an Order to Show Cause for Failure to Pay Filing Fee pursuant to Rule 1006Reach out to the Clerk’s Office if you believe you have a fee pending on your e-filing account in error.

AVOID THE MOST COMMON EFILING MISTAKES



- **USE OF PROPER EVENTS IN CM/ECF** - if you are unsure of which event to use when filing, use the **Search** feature found on the main menu bar in CM/ECF before using a “generic” event like motion(generic), application(generic), or document. Failure to use proper events can cause delays in processing and in some instances, require resubmission of the document.
- **SIGNATURES** - review all documents before filing to confirm that they contain proper signatures according to D.N.J. LBR 5005-1 and that the signature matches the name of the registered user submitting the document. Digital signatures i.e. *DocuSign* are not acceptable.
- **SUBMITTING PROPOSED ORDERS** - do not enter a “standalone” proposed order on the case docket. If an order is not being submitted as an attachment to an underlying document, email it to the chambers’s email address of the judge assigned to the case. Each chambers’s email address is available on the court’s website under the *Judge’s Info* tab in CM/ECF.
- **SELECTING HEARING DATES** - review the available hearing dates for the judge assigned to the case when filing a document that requires a hearing to be scheduled by the filer. An improperly scheduled hearing date (or time) will result in a Correction Notice in Electronic Filing entry by the Clerk’s Office and additional follow-up for the filer. Each judge’s current hearing dates are available on the court’s website under the *Judge’s Info* tab.



COURT HOLIDAY SCHEDULE

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

Administrative Leave Day – December 24, 2025
Christmas Day and Court Recess – December 25 and 26, 2025
New Year’s Day and Court Recess – Thursday and Friday,
January 1 and 2, 2026
Birthday of Martin Luther King, Jr. – January 19, 2026

COURT COMMUNICATIONS

- **NEVER MISS AN EMAIL BLAST FROM THE COURT** - if you did not receive this Newsletter directly from the Court, sign up to receive all of our alerts by clicking the link below, which is also available at the bottom of the court’s [homepage](#).

[Sign up for email alerts](#)

- **UPDATES TO CONTACT INFORMATION** - efilers are reminded of the responsibility to maintain updated email/contact information. Changes to email address and other contact information must be done through PACER > Manage My Account > Maintenance. When completing an update, under the *Apply Updates to Selected Courts* heading, place a check in the box(es) for the courts and the court will receive notice to process the update to your CM/ECF account. Undeliverable emails are not monitored by the court.