

MAINTAIN YOUR ECF ACCOUNT FOR LIMITED CREDITORS




United States Bankruptcy Court
Eastern District of New York

Maintain Your ECF Account For
Limited Creditors

Welcome to the United States Bankruptcy Court Eastern District of New York's Lesson on Maintain Your ECF Account for Limited Creditors.

MAINTAIN YOUR ECF ACCOUNT FOR LIMITED CREDITORS


UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court




Navigation Instructions

Table of Contents:


Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:


The arrow in the top left corner of the screen,  **Table of Contents**

Or


The TOC button in the Navigation bar. 


Playback Controls:

Playback controls are located at the bottom of the screen. They may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. 

You can turn the audio on or off by clicking the speaker icon. 

Additional Information:

Additional information on this module will be displayed when the filer clicks on the “i”. 

Additional filing information is displayed when the mouse hovers over the tip star icon. 
Select **START** when you are ready to begin.

START

UNITED STATES BANKRUPTCY COURT
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Objective

At the end of this lesson you will be able to maintain your user account by:

- Updating your creditor profile
- Updating your e-mail addresses
- Changing some of your e-mail preferences

Select **CONTINUE** to proceed to the next screen.

CONTINUE

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Events Available to Limited Creditors

Limited Creditors or Limited Filers are those filers who are given logins and passwords to file specific documents. Limited Creditors may file one or more of these documents on a regular basis from the Bankruptcy Events:

File Claims

Other Events

Select **CONTINUE** to proceed to the next screen.

CONTINUE

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Events Available to Limited Creditors

Limited Creditors can only file the following:

- Proof of Claim
- Affidavit/Certificate of Service Re: Rule 3002 Only
- Notice of Appearance and Request for Notice
- Notice of Mortgage Payment change
- Notice of Postpetition Mortgage Fees, Expenses and Changes
- Reaffirmation Agreement
- Response to Notice of Final Cure Payment Rule 3002.1
- Transfer of Claim

Select **CONTINUE** to proceed to the next screen.

CONTINUE

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CM/ECF Release 4.1 allows Limited Creditors to receive Notice of Electronic Filing (NEF) in their e-mail accounts when documents are filed.

The e-mail addresses of Limited Creditors will be listed only on the “bcc” line at the upper right margin of the NEF.

This module demonstrates how Limited Creditors maintain their Electronic Case Filing (ECF) account when a change must be made to the standard set-up of the creditor’s profile or e-mail preferences.

Select **CONTINUE** to proceed to the next screen.

CONTINUE

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Unlike the attorney filers, Limited Creditors will not receive a **FREE LOOK** in their e-mail accounts and must continue to access PACER to view, copy, or print documents.

Select **CONTINUE** to begin the lesson.

CONTINUE

MAINTAIN YOUR ECF ACCOUNT FOR LIMITED CREDITORS

CM/ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ **Utilities ▾** Search Logout



**U.S. Bankruptcy Court
Eastern District of New York
Official Court Electronic Document Filing System**

[PLEASE NOTE: CM/ECF is unavailable every weekday morning between 8:30 a.m. and 8:45 a.m. We apologize for any inconvenience.](#)

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152 and 3571.

Welcome to the U.S. Bankruptcy Court for the Eastern District of New York Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system.

[Information about viewing PDF files](#)

Last login: 11-18-2011 08:56

After you have successfully logged in to CM/ECF, select Utilities from the menu bar to access your user account.

MAINTAIN YOUR ECF ACCOUNT FOR LIMITED CREDITORS



Each ECF user has a personal record in the database under Maintain Your ECF Account. No other users can access this information unless they use your login and password. To make changes to your user record and e-mail preferences, we will select Maintain Your ECF Account.

MAINTAIN YOUR ECF ACCOUNT FOR LIMITED CREDITORS

The screenshot shows the 'Maintain User Account' page on the ECF system. The form includes the following fields and options:

- Last name:** Bertman
- First name:** Diana
- Middle name:** (empty)
- Generation:** (empty)
- Title:** (empty)
- Type:** cr
- Office:** United Guaranty Residential Insurance
- Add Headers to PDF Documents:**
- Address 1:** 232 S Elmo Street
- Address 2:** (empty)
- Address 3:** (empty)
- City:** Anytown
- State:** MI
- Zip:** 27404
- Country:** (empty)
- County:** SHIAWASSEE-MI (26155)
- Phone:** (empty)
- Fax:** (empty)
- SSN / ITIN:** (redacted)
- Tax ID / EIN:** (redacted)
- Bar ID:** (empty)
- Bar status:** (empty)
- DOB:** (empty)
- Mail group:** (empty)
- AO code:** (empty)
- Person end date:** (empty)
- Initials:** (empty)

Buttons at the bottom include 'Email information...', 'More user information...' (highlighted with a red box and a mouse cursor), 'Submit', and 'Clear'.

The Court sets up the creditor's profile based on the information provided in the application requesting a Limited Creditor login and password. It is important that Limited Creditors keep this information current. We are going to select **More user information** to view additional account information.

MAINTAIN YOUR ECF ACCOUNT FOR LIMITED CREDITORS

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

More User Information for dmscred

Login dmscred	Current login 11-07-2011 11:23
Registered Y	Create date 11/21/2006
Internet Payment N	Update date 11/07/2011
Groups Limited Creditor	Last login 11-07-2011 09:57

[See the Utilities menu for the "Change Your Password" option]

[Return to Account screen](#)

This screen chronicles your account login. The system tracks the date and time for each user's activity. The "Create date" indicates when your login was added to the system. The "Update date" is the latest date this account was changed. The "Internet Payment" field displays **N for No** which shows that Limited Creditors do not participate in the Internet Credit Card or the Automated Clearing House (ACH) programs. All Limited Creditors belong to the Limited Creditor Group that controls access to various programs in the system. Let's select Return to Account screen.

MAINTAIN YOUR ECF ACCOUNT FOR LIMITED CREDITORS

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Maintain User Account

Last name Bertman First name Diana
Middle name Generation
Title Type cr
Office United Guaranty Residential Insurance Add Headers to PDF Documents
Address 1 232 S Elmo Street
Address 2
Address 3
City Anytown State MI Zip 27404
Country Country SHIAWASSEE-MI (26155)
Phone Fax
SSN / ITIN Tax ID / EIN
Bar ID Bar status
Initials DOB
Mail group AO code Person end date

Email information... More user information...

Submit Clear

Next, we will look at the e-mail information screen.

MAINTAIN YOUR ECF ACCOUNT FOR LIMITED CREDITORS

The screenshot shows the 'Email information for dmscred' page in the ECF system. The page has a blue header with navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is light blue and contains several sections:

- Email information for dmscred:** A table with two columns. The first column is labeled 'Primary email address' and the second is 'Reenter primary email address'. Both contain the text 'bertman411@msn.com'. Below this, there are empty fields for 'Secondary email address' and 'Reenter secondary email address'.
- Send the notices specified below:** A section with two radio buttons. The first is 'to my primary email address' (checked) and the second is 'to the secondary addresses' (unchecked).
- Send notices in cases in which I am involved:** A section with two radio buttons. The first is 'Send notices in cases in which I am involved' (checked) and the second is 'Send notices in these additional cases' (unchecked).
- Send notices for adversary proceedings:** A section with two radio buttons. The first is 'Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases' (selected) and the second is 'Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases'. Below this is a note: 'You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.'
- Send a notice for each filing:** A section with two radio buttons. The first is 'Send a notice for each filing' (selected) and the second is 'Send a Daily Summary Report' (unchecked).
- Format notices:** A section with two radio buttons. The first is 'HTML' (selected) and the second is 'Text' (unchecked).

At the bottom of the form are two buttons: 'Return to Account screen' and 'Clear'.

PRIMARY E-MAIL ADDRESS SET-UP

The e-mail information screen displays the standard set-up for your account. The Court sets up the e-mail preferences for the Limited Creditor as shown in the highlighted fields. If a Limited Creditor needs to make changes to fields set up by the Court, they must:

- Enter the primary email address twice for validation purposes. This email address is not saved until both fields match.
- They must also verify that a check is placed in the box next to "to my primary e-mail address" under "Send the notices specified below".
- A Limited Creditor has to place a check in the box next to "Send notices in cases in which I am involved".
- Confirm that the radio button for "Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases" is selected. **This preference is set up by the Court and should not be changed.**
- Selecting the radio button for "Send a notice for each filing" allows the system to send a Notice of Electronic Filing (NEF) for each filing on a case. HTML is selected as the format for notices.

MAINTAIN YOUR ECF ACCOUNT FOR LIMITED CREDITORS

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Email information for dmscred

Primary email address	bertman411@men.com	Reenter primary email address	bertman411@men.com
Secondary email address	diana_sheringham@nyeb.uscourts.gov, margaret_merritt@nyeb.uscourts.gov	Reenter secondary email address	diana_sheringham@nyeb.uscourts.gov, margaret_merritt@nyeb.uscourts.gov

Send the notices specified below

- to my primary email address
- to the secondary addresses

Place a check in the box when adding secondary e-mail address(es).

Adding secondary e-mail addresses is optional.

Send notices in cases in which I am involved

Send notices in these additional cases

Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases

Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases
You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.

Send a notice for each filing

Send a Daily Summary Report

Format notices HTML Text

Return to Account screen Clear

SECONDARY E-MAIL ADDRESS SET-UP

A secondary e-mail address can be added when the Limited Creditor wants the NEF sent to an e-mail address in addition to the primary address.

- Adding a secondary e-mail address is optional.
- The Court sets up the secondary e-mail preferences when the Limited Creditor supplies secondary e-mail addresses with their request for a login and password. The highlighted fields show how the secondary e-mail preferences must be set up.
- The secondary e-mail address is set up in the same manner as the Primary e-mail address with two **exceptions**:
 - A check must be placed in the box next to “to the secondary addresses under “Send the notices specified below”; and
 - There is no limit to the amount of secondary e-mail addresses that can be added, but each must be separated with a comma.

MAINTAIN YOUR ECF ACCOUNT FOR LIMITED CREDITORS

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Email information for dmscred

Primary email address bertman411@msn.com Reenter primary email address bertman411@msn.com

Secondary email address Reenter secondary email address

Send the notices specified below

- to my primary email address
- to the secondary addresses

Send notices in cases in which I am involved

Send notices in these additional cases

The case numbers will automatically appear here.

1:11-bk-40001
1:11-bk-40002

Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases

Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases
You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.

Send a notice for each filing

Send a Daily Summary Report

Format notices HTML Text

PRIMARY E-MAIL SET- UP AFTER DOCKETING

When a Limited Creditor docketing a document on a case in ECF, the system automatically places a check in the box next to "Send notices in these additional cases" and the case number automatically appears in the field entry box as shown. Select Return to Account screen to return to Maintain User Account.

MAINTAIN YOUR ECF ACCOUNT FOR LIMITED CREDITORS

The screenshot shows the 'Maintain User Account' page in the ECF system. The form contains the following fields and values:

- Last name:** Bertman
- First name:** Diana
- Middle name:** (empty)
- Generation:** (empty)
- Title:** (empty)
- Type:** cr
- Office:** United Guaranty Residential Insurance
- Add Headers to PDF Documents:**
- Address 1:** 232 S Elmo Street
- Address 2:** (empty)
- Address 3:** (empty)
- City:** Anytown
- State:** MI
- Zip:** 27404
- Country:** (empty)
- County:** SHIAWASSEE-MI (20155)
- Phone:** (empty)
- Fax:** (empty)
- SSN / ITIN:** (redacted)
- Tax ID / EIN:** (redacted)
- Bar ID:** (empty)
- Bar status:** (empty)
- Mail group:** (empty)
- Initials:** (empty)
- DOB:** (empty)
- AO code:** (empty)
- Person end date:** (empty)

Buttons at the bottom include 'Email information...', 'More user information...', 'Submit', and 'Clear'.

Let's select the **Submit** button to upload the updated information.

MAINTAIN YOUR ECF ACCOUNT FOR LIMITED CREDITORS

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Searching for existing Creditor Records
Select the cases to be updated

*** Update All ***
*** Update Open ***
*** Update Closed ***

1-2010-01001 Wells Fargo Bank, NA as servicer for Midfirst Bank v. Canvas
1-2010-01002 Wells Fargo Bank, NA as servicer for Midfirst Bank v. Canvas
1-2010-01003 Canvas et al v. Canvas
1-2010-01004-reg Wells Fargo Bank, NA as servicer for Midfirst Bank v. Canvas
1-2010-01005 Wells Fargo Bank, NA as servicer for Midfirst Bank v. Canvas
1-2010-01006 Wells Fargo Bank, NA as servicer for Midfirst Bank v. Canvas
1-2010-01007 Wells Fargo Bank, NA as servicer for Midfirst Bank v. Canvas

Submit Clear

The system now displays a list of all of your open and closed cases and allows you to update all of your cases at once (Update All), or all of your open cases (Update Open) or closed cases (Update Closed), as well as individual cases. Let's select submit, to submit our updated information.

MAINTAIN YOUR ECF ACCOUNT FOR LIMITED CREDITORS

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Updating person record...
Successfully updated dmscred
Successfully updated user dmscred

The update was successful...

Set up automatic email notification complete for dmscred
Send Notification in all cases for which you represent a party = on
Send Notification to primary email address = on

Case list:
[1-11-40001-reg Robert A Thomas and Elaine Thomas](#)
[1-11-40003-if Roger Andrew Moore and Annabelle Moore](#)

Email notice of electronic filings for selected cases= on
Summary email = off
Primary email address: bertman411@msn.com
Secondary email address:
diana_sheringham@nyeb.uscourts.gov

Formatting of notices = HTML (Internet email)
User edit complete
[Return to User Maintenance](#)

This data verification screen shows the current settings for Limited Creditor. This is a last opportunity to verify the updated information.

You may select the “Return to User Maintenance” hyperlink to correct any information.

Case numbers added to the field entry box under “Send notices in these additional cases” will be displayed under “Case list”.

“E-mail notice of electronic filings for selected cases” displays “on” to indicate that a NEF will be sent for each filing. The current primary and secondary e-mail addresses are listed, as well as the HTML format for notices.

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You have completed the lesson to Maintain Your ECF Account.

You should now be able to:

- Set up your Limited Creditor profile and e-mail preferences
- Add secondary e-mail addresses
- Update your creditor profile
- Update your e-mail addresses and preferences

To exit this module, press Ctrl W on your keyboard or click on the X on the page tab at the top of the screen to close the current tab.