

PLEASE, FROM THE CLERK'S OFFICE

DO.....

- ✓ READ THE WEB PAGE (OFTEN) - If you have done so, the information below is probably old news to you. (www.scb.uscourts.gov).
- ✓ Configure your bankruptcy case filing software to NOT submit your client's name(s) and addresses(s) in all uppercase letters.
- ✓ Review the quality/correctness of your .pdf documents BEFORE you submit them through ECF.
- ✓ Review the docket sheet after you file a new case or document through ECF to ensure that all appropriate documents have been successfully submitted.
- ✓ Check the file size of your .pdf file before you submit it through ECF. Generally (although there are exceptions), any .pdf file larger than 3 megabytes should be suspect.
- ✓ Check your images for case number, caption, and paper size setting (8.5 x 11 or 8.5 x 14) on your electronic documents.
- ✓ Avoid using special characters in addresses (i.e, ampersand, percent, number symbols).
- ✓ Call the help desk if you feel you have completed a credit card transaction (paid a filing fee) in error.
- ✓ Submit an original or certified copy of a Power of Attorney just as you would with a conventional filing when you are e-filing a new case in which a POA is required.
- ✓ Ensure that the **mailing address** of the debtor(s) is the one loaded when e-filing a new case via case upload instead of the street address (if different).
- ✓ Alert help desk if there is a special circumstance which prevents you (e-filer) from electronically submitting documents.
- ✓ File a withdrawal (captioned pleading) of a document (including a claim) if e-filed in the wrong case.
- ✓ Insert the “/s/ - Typed Name of Signing Party - Attorney, Debtor, etc.” or make sure the document contains the scanned signature on ALL signature lines.
- ✓ File a Certificate of Consent with any consent order using the attachment feature to submit the order.
- ✓ Continue to send e-mails to the **cmecf_helpdesk@scb.uscourts.gov** rather than to one of the individuals on the help desk.
- ✓ Communicate with your staff regarding phone calls and e-mails from the Clerk's Office and vice versa.
- ✓ Send your declaration, containing a case number, to the court within five (5) business days as courtesy calls will be discontinued very soon which may cause dismissal of the case without further notice.
- ✓ Send a detailed letter to the court regarding any attorney or firm address change.
- ✓ Pay your credit card payments which are due by the end of the day or remit payment following each e-filing requiring a fee.
- ✓ Add taxing authorities as required by Federal and Local Rules - we don't.
- ✓ Check all hearing dates, time, location and judge prior to e-filing or conventionally filing ANY document with the court.
- ✓ Refer to the Participant's Guide on the web page for reliable up-to-date information.
- ✓ Advise the help desk when your e-mail address changes so that we can keep you posted with up dates, changes, revisions, etc.
- ✓ Indicate by cover letter or even a note if additional creditors are being added when submitting an amendment.
- ✓ Provide a cover letter when submitting a document when you have received special instructions from the Clerk's Office marked to the attention of the staff member who contacted you.
- ✓ Verify that all signatures are on petitions and checks.

DON'T.....

- ✗ submit documents (paper or .pdf files) in color.
- ✗ Select the option to block all “pop-ups” when utilizing Netscape 7.1 for the first time as this will prevent you from accessing the credit card screens.