

★ ★ ★ ECF STAR ★ ★ ★

July 2004

Bankruptcy Court On The Move

By Mark Hatcher, Clerk of Court

The Seattle bankruptcy court will move to the new downtown federal courthouse building beginning Thursday, August 19 and concluding Monday, August 23. The first day of business in the new courthouse will be Tuesday, August 24. The address of the new courthouse is:

United States Courthouse
700 Stewart Street
Seattle, WA 98101-1271

The bankruptcy clerk's office is located on the sixth floor, room 6301. The main telephone number effective Tuesday, August 24, will be: 206-370-5200.

The bankruptcy judges are located on the seventh and eighth floors. Their respective courtroom and chambers telephone numbers are as follows:

Chief Judge Philip H. Brandt Chambers phone: 206-370-5320 Courtroom Number: 8106	Judge Samuel J. Steiner Chambers phone: 206-370-5300 Courtroom Number: 8206
Judge Thomas T. Glover Chambers phone: 206-370-5310 Courtroom Number: 7106	Judge Karen A. Overstreet Chambers phone: 206-370-5330 Courtroom Number: 7206
Ceremonial Courtroom Courtroom Number: 7307	

The ECF system will be shut down and unavailable for electronic filing as of midnight, Wednesday, August 18. The system will be turned on as soon as possible after it has been relocated, but may not be available for electronic filing until sometime during the weekend. This outage,

however, will not prevent users from viewing case files and running reports from a back-up computer that will have information current as of midnight, Wednesday, August 18.



The last day the Clerk's Office in the Park Place building will be open is Thursday, August 19, from 8:30 a.m. to 4:30 p.m. During the move, the Tacoma Clerk's Office will be open during regular business hours 8:30 a.m. to 4:30 p.m. Emergency cases can be filed in Tacoma. More information about the Seattle Clerk's Office closure during the move will be available as the moving date approaches. Mail should be addressed to the U.S. Bankruptcy Court, 1200 6th Ave., Room 315, Seattle, WA 98101 until August 19, 2004. Any mail delivered after that date will be forwarded to the new address by the U.S. Postal Service.



Are You Moving? Remember to notify the court of any change in e-mail addresses for attorneys or staff members in your office. The Notice of Electronic Filing is the service of documents by electronic means. It will not be received if the e-mail address is incorrect or the e-mail box is full. Be warned that most free e-mail programs like Hotmail, Yahoo, Juno, etc, offer limited storage space for incoming e-mails. Depending on your case activity, the volume of notices may exceed your free e-mail box's capacity. Send e-mail to margaret_hoyle@wawb.uscourts.gov to change your address.

Summer Refreshers

Brush up on your ECF skills in one of the upcoming classes planned in Seattle and Tacoma on July 28, and in Portland, OR on July 23, 2004. Attorneys will receive 1.5 CLE credits for attending. A basic ECF class is a pre-requisite.

Seattle and Tacoma:

- 9:00 a.m. PDF tips and tricks; new motion feature that sets the hearing date and time (docketing overview)
- 10:45 a.m. Service/creditor listings and reports overview; new motion feature that sets the hearing date and time (docketing overview)
- 1:30 p.m. PDF tips and tricks; new motion feature that sets the hearing date and time (docketing overview)



Portland, OR:

- 2:00 p.m. PDF tips and tricks; new motion feature that sets the hearing date and time (docketing overview)

To register send e-mail and provide the following: Full name, phone number, Bar ID (if applicable), and firm name.

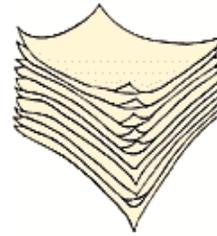
Seattle classes: curtis_udy@wawb.uscourts.gov

Tacoma and Portland classes: trisha_harrington@wawb.uscourts.gov

A Closer Look



Are you missing the daily summary of your case activity? Then check out ECF's new Electronic Notice Summary report located under Utilities. This report allows you to enter a date and recreate a list of the Notices of Electronic Filing. The list shows all the activity in all your cases on a given date. It's available whenever you want it. You'll need to log into PACER to view the documents. PACER charges will accrue. The free peek at the documents is only available with the original daily summary.



Combined Motion and Notice of Hearing

Motion and Application events in ECF now allow you to enter the hearing date, time and location, and the response date. A prompt will appear **“Does this motion require a hearing? [y]”** Leave the default at [y] and enter the hearing information to set the matter on the judges calendar. You can combine your Notice of Hearing and Motion as a single document or file them as individual PDFs and use separate docket entries. To save even more time, the PDF of your Proof of Service can be an attachment to the main document. A Declaration or Memorandum of Law should be a separate docket entry and linked back to the motion.

If you have questions contact the **Seattle Help Desk** at 206-553-7545 ext. 696, or the **Tacoma Help Desk** at 253-370-8937, or attend a refresher training class. A guide on how to use the combined motion and notice of hearing is attached to this edition of the ECF Star.

Acrobat 6 Corner

Did you know you could combine two or more PDF documents into one for ease in filing? For example, if there are several short exhibits to a motion you can combine them into one PDF. Here's how: Save the motion and exhibits in PDF format. Next, open your lead document (the one you want to be first upon opening). In this example it's the motion. In Acrobat 6, select Document, Pages, Insert. A box titled “Select File to Insert” will launch. Choose the PDF for the second document. Pick “Select” and “Insert Pages” will show. Select “After” to place the exhibit PDF after the motion. Continue until all the PDFs are combined.



Combined Motion and Notice of Hearing

The notice may be combined with the motion, provided that (A) the caption so indicates. (B) the notice is the first part of the text of the pleading, and (C) the parts are separately headed. - LBR 9013-1(c) (3)

Pleading	Docket Event	Other Information
Combined Motion and Notice of Hearing	Bankruptcy/Motion (Choose applicable motion event type)	<ul style="list-style-type: none"> • Answer ‘y’ to prompt Does this motion require a hearing? [y/n]. • Insert the hearing information during the motion docket entry • The Proof of Service can be attached. Clearly indicate each type of attachment (Proof of Service, Proposed Order, etc) • Use separate entries to docket Memorandums and Declarations.
Motion with separate Notice of Hearing	<ol style="list-style-type: none"> 1. Bankruptcy/Motions-Applications/ (Choose applicable motion event type) 2. Bankruptcy/Notices/Hearing Notice 	<ol style="list-style-type: none"> 1. Answer ‘y’ to prompt Does this motion require a hearing? [y/n]. <ul style="list-style-type: none"> • Insert the hearing information during the motion docket entry • The Notice of Hearing can be attached or docketed separately • The Proof of Service can be attached. Clearly indicate each type of attachment (Notice of Hearing, Proof of Service, Proposed Order, etc) • Use separate entries to docket Memorandums and Declarations 2. No hearing information inserted in this entry
Ex Parte Motion	Bankruptcy/Motions-Applications/ (Choose applicable motion event type)	<ul style="list-style-type: none"> • Answer ‘n’ to prompt Does this motion require a hearing? [y/n]. • The Proof of Service can be attached. Clearly indicate each type of attachment (Proof of Service, Proposed Order, etc) • Use separate entries to docket Memorandums and Declarations
Amended Notice of Hearing	Bankruptcy/Notices/Notice of Amended/Continued Hearing	<ul style="list-style-type: none"> • Required when original notice pleading is incorrect. • Typographical errors within ECF - Contact the court • Updated hearing information inserted during this docket entry • DO NOT FILE an amended Motion when only the hearing information is incorrect • The Proof of Service can be attached. Clearly indicate each type of attachment (Proof of Service, Proposed Order, etc)
Amended Motion	Bankruptcy/Motions-Applications/ (Choose applicable motion event type)	<ul style="list-style-type: none"> • DO NOT FILE an amended Notice of Hearing when only the motion information is incorrect • Answer ‘n’ to prompt Does this motion require a hearing? [y/n] • Update the docket text to indicate “Amended Motion” • The Proof of Service can be attached. Clearly indicate each type of attachment (Proof of Service, Proposed Order, etc)