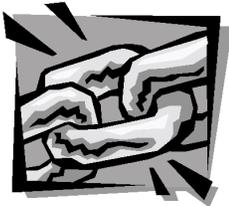


# ★ ★ ★ ECF STAR ★ ★ ★

May 2004

## LIVE! FROM THE EASTERN DISTRICT

Starting June 1, 2004, The Bankruptcy Court for the Eastern District of Washington will be going live with ECF. Attorney training began April 29 with US Trustee's and Chapter 13 Trustee's offices, and panel trustees. Some members of the Eastern District bar have volunteered to be test filers in the live system. They will file documents electronically and also in paper. Western District attorneys who would like to be testers during May please contact [randy\\_manion@waeb.uscourts.gov](mailto:randy_manion@waeb.uscourts.gov). [Or visit their Web site.](#) It is expected that attorneys and staff currently filing in other districts can file with the Eastern District upon completing registration, and showing knowledge of Eastern District local rules.



**STRONG LINKS:** A motion or application is the first document to be filed in ECF when requesting the court to take action in a case. A disclosure statement or plan also may be the lead document. The notice of hearing and subsequent documents including objections, replies, declarations get linked back to the first document. But don't over work! It is unnecessary to link supporting documents to an entry other than the original

motion. You may be spending precious time linking to all related documents. Link only to the motion. Your linking entries are very important to the Judges. Chambers runs a "related documents report" for upcoming calendars, which brings up your motion, and all other supporting documents. Experiment. Try calling this report up in ECF by going to "Reports", "Calendar Events", select the Judge and the calendar date, then run the report. From the created calendar you'll find the case name and the scheduled motion with a button located just in front of it. Click on the button and see all related documents linked to the calendared item.

**Questions on filing? Call on the ECF Help Desk:**  
206-553-7545 x696 Seattle  
253-370-8937 Tacoma

## APPEAL UPDATE

The ECF Star is happy to report that half the appeals received since the beginning of 2003 have been electronically filed. When District Court is elected to hear an appeal rather than the BAP, please use the "Election to District Court" entry. This can be found under Bankruptcy/Appeals. Here's a few tips to remember when filing appeals:



- File the Notice of Appeal first, then file the Election to District Court, linking it back to the Notice. Be sure to docket the Election the same day as you file your appeal.
- Attach a copy of the order being appealed when you file your appeal.

Appeals clerks can help with your questions - just call the ECF Help Desk in Seattle or Tacoma.

## Mandatory ECF Filing

By Mark Hatcher, Clerk of Court

The U.S. District Court recently revised its General Order to make electronic filing mandatory for all counsel as of June 1, 2004. If an attorney is not able to file electronically after June 1, 2004, counsel must show good cause in each case to file and serve pleadings in a traditional manner. Given this action on the part of the district court, the bankruptcy court judges are now contemplating whether a similar requirement should apply to all counsel who file in the bankruptcy court (although an effective date would very likely be later than June 1, 2004). While the vast majority of bankruptcy practitioners in this district already file electronically, after almost three years on the system, there is reasonable question regarding how much more participation will happen in the absence of a requirement.



## BLOCK THAT “POP-UP”

ECF's new credit card module creates a pop-up window for placement of your credit card number. Be warned that if you have pop-up blockers installed on your browser the module may cause you frustration. Here are some helpful ideas:

[Using Internet Explorer 5.5 or later with Google Pop-Up Blocker](#) - see this link to Google's page with information about temporarily disabling blocker.

[Using Internet Explorer 5.5 or later with Yahoo Pop-Up Blocker](#) - see this link to Yahoo's page with information about temporarily disabling blocker.

If you employ 'third party blocker' software, you must enable pop-ups by means of an on/off toggle button each time you log in. It is not site specific.

Please check your pop-up blocker setting before calling the ECF Help Desk if the Credit Card Module is not working for you.

## Signature Missing on Printed Orders?

If the judge's signature isn't printing on docketed orders, check that the Adobe Acrobat print settings are enabled for annotations and comments. Select "Print" and do the following depending on the version of Adobe Acrobat you have installed:

**Acrobat 4** – Check Annotations. This is located in the Print Range section in the control window.

**Acrobat 5** – Check Comments located at the bottom of the Print Range section control window.

**Acrobat 6** – Select Documents and Comments from the drop down box labeled Print What. Document is the default.

If there are continued printing problems, download and install the latest printer driver from the manufacturer's website. Some models offer a choice for PostScript or PCL drivers. Choose PCL driver if that's available otherwise choose the latest driver. After driver installation reboot your PC.



## CLEAN UP YOUR CACHE

Active ECF filers should clear out their cache on a regular basis, or you may have difficulty with ECF's new Credit Card Module. Take the following steps toward better ECF performance:

### Internet Explorer Browser:

- ▶ With IE browser and ECF open, click right-mouse button on a blank part of the screen and select Refresh – If the ECF menus still don't appear, clear your Cache as follows:
- ▶ Select Tools + Internet Options
- ▶ Click on the General tab
- ▶ Find the box titled Temporary Internet Files and click Delete Files
- ▶ Click one of the menus in ECF and links should appear - If not, check after you've logged out and back in.

## Acrobat Corner

If you have Acrobat 6.0 as a PDF conversion tool users of earlier Adobe Acrobat versions may not be able to read your documents . Follow these steps for clearer viewing:

Adobe Acrobat Distiller Settings:

- Select the Advanced
- Select the Settings menu
- Edit Adobe PDF Settings.
- Make sure the General Tab is selected
- From the compatibility drop-down menu, select Adobe 4.0
- Click OK.

To permit a document to be viewed in earlier versions than Acrobat 6: 1. With the PDF file open select the File menu, click Reduce file size, From the compatible with drop-down menu, Select Acrobat 4.0 and later. Save file.

### ATTENTION AOL 9.0 USERS:

AOL 9.0 users need to check their Anti-Spam preferences to verify that [ecfwebmaster@wawb.uscourts.gov](mailto:ecfwebmaster@wawb.uscourts.gov) is listed in their AOL address book. This will ensure that ECF-related e-mails are not blocked from reaching them. Please, do not send e-mail to this account.