

U.S. BANKRUPTCY COURT  
WESTERN DISTRICT OF VIRGINIA  
CM/ECF QUARTERLY UPDATES

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*-New look for the Newsletter-*  
**CM/ECF Upgrades**

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CM/ECF Upgrades

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New forms:

Form 1- Voluntary  
Petition

Form 22A-Means  
Test

Form 22C-Current  
Monthly Income  
Form

Chapter 13  
Continuance order

An upgrade to CM/ECF will occur in Spring 2008. There are many changes and enhancements that should make filing cases and docketing pleadings easier. Some enhancements include:

- A cascading menu system in which a complete list of choices for each menu option is available for viewing by placing and holding the cursor over the name of the menu. A drop down box will appear in which you may move directly to a choice or another menu.
- A text box is now available to users to begin typing a few characters of the name of the event or key word, and a list of the events that match will be displayed. This will prevent the need to scroll through an entire list.
- The Calendar Pop-up feature now highlights weekends and other non-working days for the Court.
- Previously, the selection list for a person search under Query included only the last, first, and middle names making it difficult to distinguish between similar persons. Now, the generation, address line, city, and state are also displayed.
- When a user clicks a document link for a free look, the following message will be displayed:  
*To view the main document and its attachments without incurring a PACER fee, click on the hyperlinks displayed on this menu. You will incur a PACER fee to view documents from hyperlink within the documents.*
- When filing a new Bankruptcy case the chapter field previously defaulted to Chapter 7. In the new version, the field has no default and a selection is required.

## General Reminders

**P**ersonal Identifiers: It is important to remember to omit all personal identifiers (social security numbers) from anything filed with the court except for Form B21 (Social Security form). This will keep access to the numbers out of the public record because the docketing of the Statement of Social Security is not viewable by the public. This includes the initial filing, as well as any other pleading.

**Hearing locations:** When a hearing location is selected for pleadings, be careful to choose the correct hearing location. There are two instances in which the 341 Meeting location and the location of other hearings are different: for Chapter 7 Big Stone Gap cases, the 341 Meetings are held in Abingdon, but other court hearings are still held in Big Stone Gap. Also, Danville cases hold the 341 Meetings in Roanoke, but all other hearings are held in Danville.

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**Choosing Events:** Choosing the correct event is important for each pleading. Many events have operations that apply to the CM calendar and other functions that are important to CM. An example of this is the Objection to the Confirmation of the Plan. It is important to choose this event under <Bankruptcy> <Plan> <Objection to Confirmation of Plan> rather than choosing the generic objection event.

## What's New

Effective December 1, 2007, the Official Form 1- Voluntary Petition was amended in order to make it consistent with the new Bankruptcy Rule 9037 by requiring that filers redact individual taxpayer identification numbers (ITINs) as well as Social Security numbers.

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In addition, Official Forms 22A and 22C, the Means Test and Current Monthly Income Forms for Chapter 7 and Chapter 13 cases have been amended to conform to changes in the Internal Revenue Service's national standards and local standards for tax collection. These were effective January 1, 2008. Copies of these amended forms are available on our website.

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The Chapter 13 Continuance form order has been modified. The newest version is available on the court's website under Bankruptcy Information- Forms- Local Forms.

