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 **Email Incident**

Yesterday, March 30, 2017, emails were delivered to many attorneys on the ECF certified filers list. The Court did not generate these emails. We regret any inconvenience to you caused by this incident.

Apparently, an outside user sent an email to a group address for all ECF certified attorneys in this Court. The email address was not available online and had not been used for over a year.

The Court has used a government email service provider for approximately a year. The service, now called Granicus (formerly Gov Delivery), permits the Court to direct emails to all of the email addresses on an attorney's CM/ECF account. Undeliverable emails are not returned to the Court. The Court receives a report of undeliverable messages.

Measures have been taken to prevent a similar incident from happening in the future. We appreciate your patience.

## Addresses in CM/ECF and on Pleadings

Please remember that the name, address, phone number(s), and email address of a filing attorney in a signature block on a document or pleading **MUST** match the address information entered in CM/ECF.

If the name, address, phone number(s), or email address differ from the information entered in your CM/ECF account, a corrective entry will be docketed.

One exception may be made to the phone number on pleadings and in CM/ECF. If the phone number in CM/ECF is a general office phone number and the phone number on the pleading is an attorney's direct phone extension, the phone number will be accepted.

Instructions on updating an address in CM/ECF may be found at the end of this ECFiler.

## Signature of Debtor(s) on Form B121, Your Statement About Your Social Security Numbers

Local Rule 9004-1 E states:

Debtor's Signature. When a Document is signed by a debtor, the debtor's name **shall be signed as it appears in the style of the case...**

Since the signatures of most debtors are electronic, this should not be problematic for electronic filers

The Court will accept the Debtor's personal signature (as usually signed) on the B121, Your Statement About Your Social Security Number.

## Attorney Signature Block

Local Rule 9004-1 D specifies the requirements of an attorney's signature block:

- The attorney's full name;
- State bar number;
- Address;
- Email address;
- Telephone number;
- Facsimile number (if applicable);
- The name of party or parties represented

All requirements of the attorney signature block will be strictly enforced.

### **Amended Documents and Time Calculations for Service**

Please be aware that, if you file a corrected or amended document to satisfy a corrective entry, you must serve the corrected or amended document again, which starts the notice period over. In other words, the corrected or amended document does not relate back to the original for purposes of notice.

### **Change to Credit Counseling Certificate Event**

The CM/ECF event, Certificate of Credit Counseling, has been changed to require the date of completion of the course. Credit counseling classes must be completed 180 days or less before filing the petition.

### **Personally Identifiable Information**

Documents containing personally identifiable information are filed frequently in this Court. Please remember that Rule 9037 of the Federal Rules of Bankruptcy Procedure specifies the following as personally identifiable information:

- An individual's social-security number or taxpayer-identification number;
- Birth date;
- The name of an individual, other than the debtor, known to be and identified as a minor; or,
- A financial-account number.

Parties filing a document containing a social security number, date of birth, or name of a minor will be required to redact the information. Parties filing a financial account number will be presumed to have waived the privacy protection under Rule 9037.

### **Instructions for Changing CM/ECF Email Account Information**

To Add or Delete an Email Address:

1. Click Utilities on the ECF tool bar.
2. Under Your Account, click Maintain Your ECF Account.
3. Click the Email Information button located at the bottom of the screen.
4. On the Email Information page, the email address is your primary address. If you wish to change this email address information, delete the current email address and enter the new email address.
5. Re-enter the primary email address.
6. The next box allows you to send notifications to as many as four (4) secondary email addresses.
7. If you wish to add or to change secondary email addresses, delete the old ones (if necessary) and enter the new email addresses.
8. Re-enter the secondary email addresses.
9. Specify the addresses to which you wish to have notices sent by checking the first and second box.
10. Click Return to Account Screen.
11. If changing the email addresses was the only change, click the submit button to make the change effective. You may continue to make other revisions to your preferences before clicking submit.
12. After clicking Submit, you should see the screen updating the change. Wait for the screen to indicate successful completion.