



ECF *filer Update*

June 2018

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 **2018 Tenth Circuit Bench & Bar Conference**

The following information is sent to you by the Tenth Circuit:

We are pleased to invite you to the 2018 Tenth Circuit Bench & Bar Conference. Registration is now open. Visit our website at <http://tenthcircuitconference.com> for a full conference schedule and for links to conference and hotel registrations.

The conference will feature a question and answer session with U.S. Supreme Court Associate Justice Sonia Sotomayor and a Fireside Chat with U.S. Supreme Court Associate Justice Neil M. Gorsuch. Other educational programs will include extended sessions on various topics such as the First Amendment, Brexit, legal writing, the Supreme Court's recent term, and Bryan Stevenson on "Creating a More Just Society." Breakout sessions will cover bankruptcy, professional ethics, and Section 1983 litigation. The conference will be held at The Broadmoor in Colorado Springs, Colorado, August 23rd – 25th. Information on overflow properties is also available online. Registration closes July 21st.

If you have any questions, feel free to call the Tenth Circuit Executive's Office Judicial Resources team at 303-335-2067.

We hope you will be able to join us!

CM/ECF and the browser, Edge

CM/ECF has been tested to work satisfactorily using Firefox, Chrome, and Internet Explorer 11.

The Clerk's Office has experienced some difficulties with entries made by deputy clerks when using the browser, Edge.

Windows 10 Edge (version 42.17134) has been found to:

- Insert random text characters into docket entries text
- Invalidate search criteria
- Negatively affect report results

If you use Edge, please check docket entry text carefully to ensure it is error free.

Chapter 13 Plan Local Form

Please remember that the Chapter 13 Plan Local Form is a standard form. The form must not be modified.

Employee Income Records

In the near future, the CM/ECF event, **Employee Income Records**, will be made a private event instead of a public event. Employee Income Records are a mandatory filing. This will not change.

The change means that the income records will no longer be available on the docket sheet for public review. It also means that, if the document contains personally identifiable information, you will no longer be required to redact the information.

Electronic Bankruptcy Noticing and Preferred Address Website

On June 30, 2018, the Bankruptcy Noticing Center will launch a new public website to combine and simplify Electronic Bankruptcy Noticing registration and Preferred Address registration.

To enter a new preferred address or to submit a new registration for electronic bankruptcy noticing, visit <https://bankruptcynotices.uscourts.gov/> after June 30, 2018. Old registrations will not be modified.

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.

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

Local Rule 5005-1 and The Administrative Guidelines for Electronic Filing require attorneys to maintain an active and current email address in CM/ECF and to include the email address on filings. MANY attorneys fail to update their CM/ECF email address. In the future, corrective entries will be entered if the email address on a filing does not match the email address in CM/ECF.

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.