

ECF *filer Update*

May 2019

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The Clerk's office has changed internal quality control procedures. The changes become effective **June 1, 2019**.

 Personal Identifier Information (PII)

The Clerk's Office will not review filings for personally identifiable information.

Federal Rule of Bankruptcy Procedure 9037 provides that filings with

- Individual's social security number;
- Taxpayer-identification number;
- Birth date;
- Name of minors;
- Financial account number

should be redacted to include only

- The last four digits of the social security number or taxpayer-ID number;
- The year of the individual's birth;
- The minor's initials;
- The last four digits of the financial account number.

Previously, the Clerk's office reviewed filed documents for PII, and, if found, contacted the filer and instructed him or her to file a motion to redact and to submit a redacted document.

Rule 9037 does not place this task on the Clerk's office or the Court – the burden is on the filer. Rule 9037(g) states: “An entity waives the protection of subdivision (a) as to the entity's own information by filing it without redaction and not under seal.”

Step-by-step instructions for filing a motion to redact are located on the Court's website, <https://www.okwb.uscourts.gov/ecfiler>. Select the November 2016 edition of the *ECF Filer*.

Reaffirmation Agreements

Reaffirmation agreements are reviewed by Chambers. Previously, if the agreement complied with 11 U.S.C. §524 and Rule 4008, Chambers entered a *private* note in CM/ECF stating that the agreement was “effective upon filing.”

If the agreement was noncompliant, Chambers would either strike the filing, note a deficiency, or set the matter for a hearing. The Clerk's office monitored reaffirmation agreements to ensure they were resolved.

The new procedure regarding reaffirmations will make Chamber notes *public*. The Clerk's office will not monitor reaffirmations. Attorneys filing reaffirmations must monitor the docket for an entry indicating that the agreement is

- Effective upon filing;
- Stricken;
- Deficient; or,
- Set for hearing.

If an agreement has not been addressed, attorneys must contact Chambers to inquire about the status of the Reaffirmation Agreement.

Signature Blocks

If a discrepancy between a document's signature block and the contact information entered in CM/ECF for the attorney is discovered, a Corrective Entry will be docketed requesting that the attorney update his or her contact information in CM/ECF or on the document submitted (or both). Previously, we have been noting a problem internally but taking no action.

If an attorney has changed addresses, a change of address must be filed in every active case. See Local Rule 9010-1 H.

Default Judgments

Slight changes will be made to the Court Clerk's default judgment procedures effective June 1, 2019. The entry will be called an Entry of Default rather than a Certificate of Default. The Official Form for Default Judgment will be used. The procedural changes will be posted on the Court's website on June 1 at <https://www.okwb.uscourts.gov/default-judgment>.

Additional Information

If you have any questions or would like more information, please contact the clerk's office at 405-609-5700.