



Office of the Clerk
United States Bankruptcy Court, Northern District of California

MEMORANDUM

To: All CM/ECF Steering Committee Members

From: Wendy Kan, Recorder

Date: April 21, 2003

Subject: *CM/ECF Steering Committee Meeting - March 11*

Attending: The Honorable Leslie J. Tchaikovsky
Gloria L. Franklin, Clerk of Court
Kathy Bernart, Manager, Information Technology Division
Dennis J. Bilecki, CM/ECF Project Manager/Division Manager, Santa Rosa Division
Edward Emmons, CM/ECF Operations Subcommittee Chair/Manager,
Oakland Division
Marilyn Hunt, UNIX Systems Manager, Information Technology Division
Elaine M. Seid, Bay Area Bankruptcy Forum Representative
Mike Sorgaard, Office of the United States Trustee

Absent: Sharon Hurt, Trainer

The meeting was called to order at 9:38 a.m.

Divisional Office Readiness

The district's CM training for staff was very successful. The BNC notices were tested for two days. The testing went well.

The managers met to discuss their concerns about the conversion. The March launch date was extended in order to address the managers' issues. CM is slated to go live on April 7.

Status of BNC Notice Testing

The Santa Rosa Division began the BNC notice testing. The division is currently retesting the notices.

There are 20 notices unique to each division. The divisions will be responsible for testing the division-specific notices.

The San Jose division is in the process of reporting their test findings. The managers will meet to prepare a schedule for notice retesting.

Status of CARE

CARE is the new cash receipt program. The equipment was delivered to the Oakland, San Francisco and Santa Rosa divisions. Don will deliver San Jose's equipment on March 13. All the cash registers were tested. The label printers should arrive on March 12.

Kathy is working on the procedures. Working procedures are in place for staff to learn how to operate CARE. Train the trainer sessions were also given.

CM/ECF Case Management Report Presentation for Managers

These reports manage docketing activity and provide an indication of how the district manages the cases. There are new reports for CM. The district is trying to identify the ones that are currently being used in BANCAP for the CM system.

The managers will be given a presentation on March 12. Basic training will be provided to the case administrators on which reports they will be using.

Editor Training

The training staff will make corrective entries for incorrect data in CM. The incorrect documents will not be removed from the database. Rather, the corrective entries will serve as an amendment to the docket.

Sealed documents can be deleted from the database and hard copies may be submitted to the Clerk's Office. Gloria will meet with the Information Technology Division to discuss the structure.

Status of CM/ECF Interim Operating Order

Great progress has been made with the interim operating order. The judges input was incorporated into this document. The order is on the judges' meeting agenda for review. The administrative procedures will be drafted shortly. The administrative procedures will dovetail the operating order. The judges will review the administrative procedures.

CM/ECF Interface for Office of the US Trustee

The Office of the United States Trustee would like to receive electronic notices for all bankruptcy cases. In order for the trustee to receive electronic notices, the trustee must be added as a party to the case. This method was tested and was successful. The district is working with the programmer in the trustee's office.

Mike will contact the Nevada trustee's office to find out what their procedure is for receiving notices. He will forward this information to Gloria.

CM/ECF Marketing

There is some concern, namely cost and geographical sites, from Judge Weissbrodt about having the Bay Area Bankruptcy Forum sponsor a program to market CM/ECF. He is concerned a program introducing CM/ECF is a function for the clerk's office for which attorneys should not be charged and is further concerned one program in San Francisco might not be appropriate given the geographical location of attorneys in the district. He prefers a program with a panel of attorneys and/or judges with CM/ECF experience to provide their insight on the program.

Elaine recommends the court sponsor brown bag presentations at each court location to provide introductory information. The various district-sponsored presentations can be posted on the court's CM/ECF website.

There being no further business, the meeting was adjourned at 11:15 a.m. The next CM/ECF Steering Committee meeting is scheduled for 1:30 p.m., on Friday, April 25 in San Francisco.

Respectfully Submitted,

Wendy Kan, Recorder