



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: June 4, 2003
Subject: *CM/ECF Steering Committee Meeting - April 25*
Attending: The Honorable Leslie J. Tchaikovsky

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
Sharon Hurt, Trainer
Elaine M. Seid, Bay Area Bankruptcy Forum Representative (via teleconference)
Mike Sorgaard, Office of the United States Trustee

Absent: Gloria L. Franklin, Clerk of Court

The meeting was called to order at 1:40 p.m.

Status of CM

The district is catching up with the docketing backlog.

A few dictionary issues arose. There were minimal problems with the CM launch.

The 341 notices are available of PACER. Beginning this afternoon, all notices will be available on PACER.

The managers and case administrators will meet to discuss the bugs in CM. The managers will also be discussing the use of autodocket.

The paper files are still in the divisional offices. All electronic notices are dispersed by BNC.

Draft Interim Operating Order

The interim operating order was on the agenda of the March judges' meeting. The judges reviewed the order and are happy with it. There were eight specific suggested amendments to the order. The order will be finalized in the May judges' meeting.

Santa Rosa Division E-Orders

Judge Jaroslovsky expanded the types of orders accepted in the electronic format to include stipulated orders and orders for applications. A paper copy of the order is printed and filed in the case file. Attorneys are very pleased with the electronic order process.

US Trustee Notice of Electronic Filing

The district is working with a programmer in the US Trustee's office regarding notices for new cases and dismissals.

Standing Chapter 13 Trustee Martha Bronitsky has located a product for the CHASE system. This product will allow the chapter 13 trustee's interface to mirror that of the court's CM/ECF system.

Orientation Presentations to the Bar

Gloria has not made a decision on using the court facilities to host ECF presentations to the Bar. This matter was tabled for the next meeting.

The division managers are continuing to present information to professional organizations. An open invitation for presentations is posted in the court's ECF webpage. The district will try to accommodate all requests.

Attorney Training Curriculum

Sharon is still trying to fine-tune the curriculum for the CM portion. She will begin developing the attorney training curriculum as soon as she completes CM training materials.

Sharon distributed a copy of her email response to training inquiries, to the Committee.

The Bar may submit their questions to the Feedback email address on the court's ECF page. Wendy has created a FAQ sheet based on the questions sent to the feedback email account. The FAQ sheet will be posted on the website as soon as Gloria approves it.

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Strategy Discussion regarding the Next Implementation Phase

This item was tabled until the next meeting.

There being no further business, the meeting was adjourned at 2:35 p.m. The next CM/ECF Steering Committee meeting is scheduled for 1:30 p.m., on Friday, June 6 in San Francisco.

Respectfully Submitted,

Wendy Kan, Recorder