



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: July 18, 2003

Subject: ***CM/ECF Steering Committee Meeting - June 6***

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

***Absent: Marilyn Hunt, UNIX Systems Manager, Information Technology Division***

The meeting was called to order at 1:35 p.m.

**Status of CM**

Almost all of the division's system issues were resolved with standardized solutions. The managers are meeting once a week to discuss CM.

The staff is adjusting to CM. There are intermittent complaints about CM's sluggish performance. The district continues to conduct teleconferences with the AO implementation team.

Since the implementation of CM, attorneys can access certain documents through PACER.

**Status of Interim Operating Order**

The judges approved the order via e-mail. The order was forwarded to the district court for final review and approval. Chief United States District Judge Marilyn Hall Patel had no concerns about the order. The order will be distributed shortly.

### **ECF Implementation Strategy/Time line**

The managers will meet on June 13 to discuss the strategy and Time line. ECF is tentatively scheduled to commence in September 2003. The beta test group training will occur in August 2003. All attorneys may attend training by mid-September.

Dennis distributed the project schedule for ECF.

### **External User Training Curriculum**

The curriculum will be fine tuned after the June 13 managers' meeting. Decisions on level of support will also be made after the meeting.

### **Attorney Presentation**

Gloria is considering an evening panel program in San Francisco to be presented through the Bay Area Bankruptcy Forum. Elaine will determine whether CLE credits may be given to attorneys who attend this presentation. Elaine will provide assistance to this event.

Gloria would like to invite ECF vendors to attend this function. Kathy has already contacted the vendors. This event will occur in September or October – after the test filer phase.

### **UST Meeting in Oakland (June 11) Program Agenda**

All chapter 7 and 13 trustees will attend this meeting. Gloria and Dennis will be present to discuss CM/ECF. An assistant trustee and staff attorney from Las Vegas, Nevada will also be present to discuss what their district has done in preparation for ECF.

The trustees will be encouraged to review their office's automation processes. EPIQ and Chase will be at the meeting to discuss CM/ECF supplementary software.

There being no further business, the meeting was adjourned at 2:25 p.m. The next CM/ECF Steering Committee meeting is scheduled for 1:30 p.m., on Friday, July 18 in San Francisco.

Respectfully Submitted,

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Wendy Kan, Recorder