

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY
Judith H. Wizmur, Chief Judge
James J. Waldron, Clerk



FEBRUARY 2012

**THIS NOTICE IS INTENDED TO ALERT NEW JERSEY CM/ECF USERS OF NEW DEVELOPMENTS
AND HIGHLIGHT ISSUES THAT REQUIRE IMMEDIATE ATTENTION**

ATTORNEYS REPRESENTING DEBTORS, please be advised that when listing New Jersey Higher Education on the creditor matrix, the correct name and address should be:

Higher Education Student Assistance Authority
Default Unit
PO Box 548
Trenton, NJ 08548

**THE FOLLOWING FORMS HAVE BEEN REVISED AND ATTORNEYS MUST USE THE
MOST CURRENT VERSIONS:**

- [Chapter 13 Plan and Motions](#) revised December 1, 2011. Failure to use this form may result in a delay in the processing of the Plan. Please see the [Notice to the Bar and Public Regarding Revision to Chapter 13 Plan and Motions](#).
 - First 3 pages of petition. Please be sure petition software is updated accordingly.
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ATTORNEYS ARE REMINDED THAT FILING FEES MUST BE PAID AT THE TIME OF FILING.

Failure to pay the fee before the end of the day will result in automated e:mail reminders and a lock out of your e:filing privilege. Repeated violations in the fee payment system may be reported to the Office of Attorney Ethics. The following exceptions exist:

- Waiver of Chapter 7 fee
 - Deferring fees that will be paid from estate accounts
 - Attorney for Chapter 7 & 13 Debtors filing adversary complaints
 - E:filing attorneys employed by Legal Services
 - Government agencies including the Office of the US Trustee
 - Motion to Convert to Chapter 11; Motion Authorizing Direct Appeal from Court of Appeals (fees are due upon entry of the Order Granting)
 - Child Support Creditors (see Form B281, *Appearance of Child Support Creditor or Representative*)
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FED. R. BANKR. P. 2003 REQUIRES TRUSTEES TO FILE MINUTES WHEN A §341A MEETING IS ADJOURNED.

- Chapter 7 trustees should continue using the *Trustee's 341 Filings* category.
 - The US Trustee and Standing Chapter 13 Trustees must use the *Statement Adjourning Meeting of Creditors* event located in the Trustee Events category.
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E:FILERS ARE REMINDED OF THE NOTICE AND SERVICE REQUIREMENTS as set forth on page 3 of our court's [Administrative Procedures for the Filing, Signing and Verifying of Documents by Electronic Means](#):

B. Service.

1. General Rule: Except as otherwise provided in paragraph 2 below, *Consent to Electronic Service*, all documents required to be served shall be served in paper (i.e. "hard copy") form in the manner mandated by the applicable law and rules.

2. Consent to Electronic Service: Whenever service is required to be made on a person who has agreed to electronic service as defined at paragraph I.B.6 above, the Court's automatically generated "Notice of Electronic Filing" constitutes service. If ECFS service is impracticable, service may be made by hand or by any other means authorized by Fed. R. Bank.P. 7005.

NOTICE AND SERVICE REQUIREMENTS (CONTINUED)

3. In addition to electronic service by the ECFS as identified in paragraph 2, service of documents in hard copy shall be required in the following circumstances:

- (a) Service is required to be made in accordance with Fed. R. Bankr.P. 7004, 9014 and 9016.
- (b) The Federal Rules of Bankruptcy Procedure, District of New Jersey Local Bankruptcy Rules, or an order of the Court requires delivery or service upon a state or federal governmental entity, including the United States Attorney.

SERVICE OF CHAPTER 13 PLAN AND MOTION

Attorneys are reminded that pursuant to D.N.J. 3015-1(b), whenever a Chapter 13 Plan includes a motion, the debtor must, within 21 days of the date of the entry on the docket of the Notice of Hearing on Confirmation of Plan, serve each potentially affected creditor with a copy of the Plan and Local Form, Chapter 13 Plan Transmittal Letter. A Proof of Service must be filed upon completion of service of the Plan and Transmittal Letter.

CM/ECF Version 4 Changes Impact Mailing of Documents to Debtors' Attorneys

Upon implementation of CM/ECF Version 4 in December 2011, printed copies of the following documents are no longer mailed to the attorney of record for the debtor, but instead will be delivered by email:

- **Bypass Notice of Undeliverable Addresses**
- **§ 341 Notice of Meeting of Creditors**

The email for the § 341 Notice will contain a secure hyperlink to the § 341 Notice where the Notice may be retrieved and printed.

It is vital that you keep your email address current in CM/ECF in order to receive notification of these documents as well as other important matters. Update your email information by going to *Utilities* on the main menu and then *Maintain Your ECF Account*