

Chapter 13 Self Calendaring FAQs

Using the Self Calendaring Utility , June 2, 2008

1. What is the effective date for the new 13 Calendaring procedure?

CM/ECF screens have been modified to activate the "Self Calendaring Utility" [SCU] for any motion which is filed in a chapter 13 case as of June 2, 2008.

2. What are the major changes?

It is no longer a requirement to include a hearing date, time, and location on your Motion. The SCU which has been built into CM/ECF will allow the e-filer to select a hearing date from a list of available dates and times for the judge and trustee who is assigned to the case. Upon completion of the docketing of the motion, the SCU will automatically generate a Notice of Hearing form.

3. How do I serve non-electronic recipients?

The e-filer will be able to view the automated Notice of Hearing form from a link provided on the "Notice of Electronic Filing" [NEF] screen immediately upon completion of the electronic filing of the motion. The Notice of Hearing form can be printed locally and served on all required parties. You may then file with the court a certificate of service conforming to Local Rule 2002-1(F).

4. Do I still have to file a Certificate of Service with the court?

Pursuant to Local Rule 9073-1(B) Service and Filing of Notice of Hearing, the movant is required to file, not later than two business days after service of the notice of hearing, a certificate of service for that notice of hearing as required under Local Rule 2002-1(F). A request for relief as to which a notice of hearing is not timely served or a certificate of service timely filed may be denied *sua sponte* by the court without further notice or hearing.

5. What if I make a mistake and select an incorrect date or time block for my motion?

If an e-filer inadvertently selects an incorrect date or time block for a recently filed motion, it will be necessary for that motion to be withdrawn and a new motion filed and a correct hearing date/time selected.

6. What if I accidentally exit the Self Calendaring Utility screens AFTER I have filed my motion, but before I set a hearing or produce my Notice of Hearing form? How do I obtain a hearing date?

You may contact the Courtroom Deputy for the case judge to have your hearing entered and a Notice of Hearing form generated. If you do not, the clerk's office should catch it during the quality control process the next day.

7. The date I want to select for my hearing does not display. What do I do?

In accordance with Chapter 13 Self Calendaring Guidelines, the date selected must comply with the applicable noticing requirements set forth in the federal and local bankruptcy rules. At a minimum, the motion must be filed with the court at least 14 days prior to the hearing and allow for at least 10 days

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notice to all interested parties. Expedited matters may only be set by the court. Please contact the Courtroom Deputy for the case judge to handle these matters.

8. I was ordered by the Judge during a hearing to reschedule my matter to the next calendar date which is outside the allowable date range. How do I do this and provide adequate Notice of Hearing?

Usually, the Courtroom Deputy will handle these matters. However, if you have been ordered to reschedule the hearing, you will use the Notice of Hearing event under the Notices Menu and enter the specified date, time and location for the hearing. In this case you will have to create and attach your own Notice of Hearing form with the information regarding the new hearing.

9. I am the Chapter 13 Trustee. Does the new procedure change trustee batch events to reschedule confirmation hearings and/or hearings for exemptions to objections?

No. The new SCU will not be added to batch events. Continue using your current procedure.

10. I accidentally closed the Adobe Acrobat window that displayed the Notice of Hearing form before I was able to print it. How do I get back to it so I can print and serve parties?

Each registered case participant will receive an NEF of all activity in a case, including "one free look" at the document(s) being filed. Alternatively, as long as you are able to use the BACK button to get back to the NEF, the link to the form should still be accessible. If you have logged out of CM/ECF or attempted to file another document, then you will need to review the case docket to view the Notice of Hearing form (PACER fees will apply)

11. The Pay.Gov window slips to the back of the CM/ECF screen when I am self calendaring so I forgot to pay. What do I do?

If a fee-based motion in a chapter 13 case is filed (e.g., motion for relief from stay), the pop-up Pay.Gov window may disappear behind the active CM/ECF window. You must minimize the active CM/ECF window and pay the required filing fee(s) . If you accidentally closed the Pay.Gov window, click on the Utilities Menu, then click on Internet Payments Due to review all pending fees due the clerk. Unpaid filing fees will result in a user's account being suspended for filing documents electronically, except for the payment of outstanding filing fees.

12. Can I Self Calendar for any other chapters?

Self Calendaring is only available for chapter 13 matters at this time.

13. Who do I call if I am experiencing technical difficulties or don't understand how to proceed?

Call the CM/ECF Help Desk at **305-714-1741**.