UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY
James J. Waldron, Clerk

INFORMATION FOR TRUSTEES
February 14, 2003

1.	CM/ECF Event Instructions have been modified for Version 2. Although most modifications are minor, please take the time to review the event instructions before you e:file a pleading for the first time. The following events are noteworthy:

- Notice of Information: It is important to enter the "Nature of Notice" in the variable box exactly as it appears in the example in the event.
- Letter Withdrawing Motion/Application/Objection: Pursuant to Local Rule 9013-1(l), you must provide immediate telephone notice to chambers and submit written confirmation. Trustees may e:mail a Status Change Form (found on our web site) to the appropriate judge to provide immediate notice and simultaneously e:file the form as written confirmation.
- Notice Depositing Unclaimed Funds: Pursuant to D.N.J. LBR 3011-1, unclaimed distributions shall be deposited into the Registry without court order. Although a Motion to Deposit is available in the Motion/Application category, trustees should use the event Notice Depositing Unclaimed Funds found in the Misc. category.   To recover funds from the Registry, use Motion for Payment of Unclaimed Funds. This event is found in the Motion/Application category and requires a hearing.

2.	Daily Summary Notice of Electronic Filing will include the full docket text.

3.	Version 2 docket entries will include a description of the related document, not just the related document number. Since docket entries also carry over to hearing calendars and Notices of Electronic Filing, the related documents will be described therein as well.

4.	The linking process has been improved by reducing pick lists to categories or documents that are specific to the document being filed. For some events, this eliminates up to three screens and reduces the chance of incorrect linking. For example, when filing an Objection to Notice

of Information, the filer will be presented with only the Information Notices filed in the case.

5.   Terminated trustees can now be selected from the party list. (T) will be displayed next to the terminated trustee's name.

6.   For most events, you now have only one opportunity to modify or abort the transaction. This will be clearly noted in the instructions.

7.   All signatures, including those of third parties, must display **/s/** followed by the typed name of the signing party.

8.   The e:filer and the signer of the document must be the same person with the exception of third party signatures.