



# United States Bankruptcy Court District of New Jersey

**Honorable Michael B. Kaplan, Chief Judge**  
**Jeanne A. Naughton, Clerk**

The purpose of this notice is to advise New Jersey Bankruptcy Court CM/ECF participants of new system and operational developments and to highlight issues that require immediate attention.

## Office Locations

### Newark

Martin Luther King, Jr. Federal Building  
50 Walnut Street  
Newark, NJ 07102  
Phone (973) 645-4764  
CM/ECF Helpdesk: (973) 645-3366

### Trenton

Clarkson S. Fisher US Courthouse  
402 East State Street  
Trenton, NJ 08608  
Phone (609) 858-9333  
CM/ECF Helpdesk: (609) 858-9401

### Camden

US Post Office and Courthouse  
401 Market Street  
Camden, NJ 08101  
Phone (856) 361-2300  
CM/ECF Helpdesk: (856) 361-2301

### CM/ECF Helpdesk email address

[cmecf\\_help\\_desk@njb.uscourts.gov](mailto:cmecf_help_desk@njb.uscourts.gov)

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## AMENDMENTS TO BANKRUPTCY RULES EFFECTIVE DECEMBER 1, 2022

Amendments to the Federal Rules of Bankruptcy Procedure go into effect on December 1, 2022. Most of this year's rule changes are in response to the enactment of the Small Business Reorganization Act of 2019. The following rules will be amended (or added):

- **Rule 1007.** Lists, Schedules, Statements, and Other Documents; Time Limits;
- **Rule 1020.** Chapter 11 Reorganization Case for Small Business Debtors\*;
- **Rule 2009.** Trustees for Estates When Joint Administration Ordered;
- **Rule 2012.** Substitution of Trustee or Successor Trustee; Accounting;
- **Rule 2015.** Duty to Keep Records, Make Reports, and Give Notice of Case or Change of Status;
- **Rule 3002.** Filing Proof of Claim or Interest;
- **Rule 3010.** Small Dividends and Payments in Cases Under Chapter 7, Subchapter V of Chapter 11, Chapter 12, and Chapter 13;
- **Rule 3011.** Unclaimed Funds in Cases Under Chapter 7, Subchapter V of Chapter 11, Chapter 12, and Chapter 13;
- **Rule 3014.** Election Under § 1111(b) by Secured Creditor in Chapter 9 Municipality or Chapter 11 Reorganization Case;
- **Rule 3016.** Filing of Plan and Disclosure Statement in a Chapter 9 Municipality or Chapter 11 Reorganization Case;
- **Rule 3017.1.** Court Consideration of Disclosure Statement in a Small Business Case or in a Case Under Subchapter V of Chapter 11;
- **Rule 3017.2.** (NEW) Fixing of Dates by the Court in Subchapter V Cases in Which There Is No Disclosure Statement;
- **Rule 3018.** Acceptance or Rejection of Plan in a Chapter 9 Municipality or a Chapter 11 Reorganization Case;
- **Rule 3019.** Modification of Accepted Plan in a Chapter 9 Municipality or a Chapter 11 Reorganization Case;
- **Rule 5005.** Filing and Transmittal of Papers;
- **Rule 7004.** Process; Service of Summons, Complaint; and
- **Rule 8023.** Voluntary Dismissal

Click [here](#) for detailed information about the rule amendments.

\*Interim Bankruptcy Rule 1020 was adopted by [General Order](#) on July 20, 2022, due to enactment of the Bankruptcy Threshold Adjustment and Technical Corrections (BTATC) Act and is in effect until further order of the Court. The BTATC Act is scheduled to sunset on June 21, 2024.

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## AMENDMENTS TO OFFICIAL BANKRUPTCY FORMS EFFECTIVE DECEMBER 1, 2022

Amendments to the Official Bankruptcy Forms were approved by the Judicial Conference and go into effect on December 1, 2022, as follows:

- **Official Form 101** Voluntary Petition for Individuals Filing for Bankruptcy (revises lines 2 and 4);
- **Official Form 309E1** Notice of Chapter 11 Bankruptcy Case (For Individuals or Joint Debtors)\* (revises line 7); and
- **Official Form 309E2** Notice of Chapter 11 Bankruptcy Case (For Individuals or Joint Debtors under Subchapter V)\* (revises line 8)

Click [here](#) for detailed information about the form amendments. Please be sure to file current versions of all official and local forms, and that any bankruptcy filing software you may be using is up-to-date. Failure to file the most recent version of official or local forms may result in dismissal of a case.

\*Form generated by the Clerk.

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## CM/ECF FEATURE - FREE LOOK CONFIRMATION SCREEN

Background: A free look is provided to case participants who have a user account when a new pleading or claim is filed. Some antivirus programs access links within emails to verify their safety. In some cases, this can use the free look that was intended for the case participant. In a recent CM/ECF release, a new option was added to the free look functionality in the *Maintain Your ECF Account* module in order to avoid this issue. If the new option is not enabled, the free look will be used whenever the link is accessed, as it was in previous releases. Follow the steps on the following page if you would like to enable this option:

## CM/ECF FEATURE - FREE LOOK CONFIRMATION SCREEN (continued)

After logging into the New Jersey CM/ECF Live system, select *Utilities* from the main menu bar;

- Select Maintain Your ECF Account;
- Select Email Information;

Email information for [redacted]

Primary email address [input] [Edit primary email address](#)

Secondary email address [input] [Reenter secondary email address](#) [input]

Enable confirmation of Free Look Use to verify your one free look will be used when a document link is clicked from CM/ECF emails (NEFs).

- Place a check in the “Enable confirmation of Free Look Use to verify your one free look...” check box seen above, and select *Return to Account Screen* then *Submit*. A confirmation page will appear to verify that the new feature has been turned on:

**Maintain User Accounts**

Updating person record...  
Successfully updated . [redacted]

Participant records were not altered.

Set up automatic email notification complete for [redacted]

Verify free look use = on

Send Notification in all cases for which you represent a party = on

Note: if this feature is enabled, an additional information screen will be inserted when a link is clicked from a CM/ECF Notice of Electronic Filing (NEF) email (see below). This will allow the user to confirm that the free look will be used and will prevent antivirus software from using the free look when it checks the links in the email for viruses.

**Notice: Confirm Free Look Use**

This action will use your one free look for this document. Additional viewings of this document in the future will incur a billing charge.

To view the document and use the free look [click here](#)

## RENT DEPOSITS

If a rent deposit is being submitted to the Clerk's Office by a debtor who rents their residence, has indicated in Line 11 of Official Form 101 (Voluntary Petition for Individuals Filing for Bankruptcy) that their landlord has obtained an eviction judgment against them, and wishes to remain in the residence, note that **the rent deposit must be in the form of a certified or cashier's check or money order, made payable to the lessor and must be submitted to the Clerk at the time of filing the petition (or by the close of the next business day if the petition is filed electronically)**. The rent deposit will be in the amount of the rent that would become due during the 30 days after the filing of the petition.

Rent deposits that comply with the above are sent via certified mail by the Clerk's Office to the lessor at the address stated by the debtor on Official Form 101A (Initial Statement About an Eviction Judgment Against You), filed with the petition.

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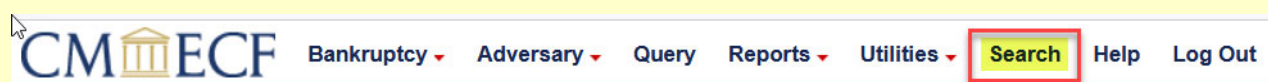
## REMINDER RE: SELECTION OF HEARING DATES

When filing a motion or other document which requires that a hearing date be scheduled, please refer to the specific [Hearing Dates webpage](#) for the judge assigned to the case. Available hearing dates and times, as well as details regarding scheduling parameters, are contained on these judge-specific webpages. When an improper hearing date or time is selected, the hearing will be rescheduled by the Clerk's Office and service requirements by the filer still apply.

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## E-FILING QUESTIONS

It is important to use dedicated e-filing events whenever possible for proper processing of documents. Generic events should be used only when no other event is available. The search function on the main menu bar in CM/ECF is a helpful tool if you are looking for an event to use. When you enter key word(s) into the search box, all available events will appear, and any event can then be selected from the search results screen.



You may also contact the Court's [helpdesk](#) by phone or email for filing-related questions.

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## COURT HOLIDAY SCHEDULE

Please be advised that the Court will be closed on the following upcoming dates:

Monday, December 26 – Christmas Day (observed)

Monday, January 2 – New Year's Day (observed)

Monday, January 16 – Martin Luther King, Jr. Day (observed)

Monday, February 13 – Lincoln's Birthday (observed)

Monday, February 20 – Washington's Birthday (observed)

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