



# United States Bankruptcy Court District of New Jersey

**Honorable Gloria M. Burns, Chief Judge**

**James J. Waldron, Clerk**

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

## RECORDS RETENTION

Please be advised that a revision to the records retention schedule for bankruptcy and adversary files has been approved by the Judicial Conference of the United States. Effective immediately:

General bankruptcy case files are retained for a 15 year interval. Presently, most of the 1970-1995 bankruptcy case files have been destroyed in accordance with their approved records disposition authority (N1-578-11-001, in accordance with 44 USC § 3303).

The National Archives can be reached at 1-866-272-6272 or [www.archives.gov](http://www.archives.gov).

The Federal Records Centers can be reached via email at: [frc@nara.gov](mailto:frc@nara.gov).

## Office Locations

### Newark

Martin Luther King, Jr. Federal Building  
50 Walnut Street  
Newark, NJ 07102  
Phone (973) 645-4764

### Trenton

Clarkson S. Fisher US Courthouse  
402 East State Street  
Trenton, NJ 08608  
Phone (609) 858-9333

### Camden

US Post Office and Courthouse  
401 Market Street  
Camden, NJ 08101  
Phone (856) 361-2300

## COMPLETE SOCIAL SECURITY NUMBERS

**Reminder:** Efiled petitions must be submitted with complete Social Security (SSN) or Individual Taxpayer Identification Numbers (ITIN). Failure to do so will delay the scheduling of a 341 meeting, and may result in dismissal of the debtor's case.

If a debtor does not have an SSN or ITIN, the debtor must complete a *Statement of Social Security Number* (Official Form B21). The form is available on the Court's web site, [www.njb.uscourts.gov](http://www.njb.uscourts.gov). The Statement must be efiled using the *Statement of Social Security Number* event, located in the Misc. Events category.

## MOTIONS FOR PAYMENT OF UNCLAIMED FUNDS

Pursuant to D.N.J. LBR 3011-1(b) all Motions for Payment of Unclaimed Funds filed in a closed case are heard by the Chief Judge. Efilers are reminded that when filing a Motion for Payment of Unclaimed Funds in a closed case they must select a hearing date, time and location for the Chief Judge on the hearing screen as shown below:

No previous calendar event was found - Please enter a new one below

Hearing Date:   Hearing Time:

Location:



## NEW E-FILER INSTRUCTIONS AVAILABLE !

Click [here](#) to access instructions for Making Credit Card Payments.



## CM/ECF EVENT CHANGES

The **Application for Compensation** event (Motions/Applications category; Compensation event) has been modified as follows:

During the event the user is prompted to answer the question: *Is the amount of fees requested, excluding expenses \$1000 or under?*

Is the amount of fees requested, excluding expenses \$ 1000 or under?

Yes

No

The user **MUST** select Yes or No. Failure to do so will prevent the user from advancing to the next screen.

## TECH TALK

**EFILERS USING MAC'S** - The court is experiencing difficulty viewing some PDF forms completed using the built-in Mac PDF viewer. Specifically, the Mac user is able to see the information entered in the form fields; however court users see blank fields.

Our systems department suggests that efilers who use MAC computers, and who have encountered this issue, try the one of the following fixes:

- Install the latest version of Adobe Reader, currently XI, or
- Upgrade to the latest Mac operating system, currently OS X Mountain Lion.



**Internet Explorer & Compatibility Mode** - The court has received many help desk calls from users who are unable to access our online CM/ECF User's Guide. The latest versions of Internet Explorer have a feature called "compatibility mode." If you are attempting to access our User's Guide and are presented with a blank screen, click on the compatibility mode icon as show below. Doing so should open the Guide. If you continue to experience problems, please contact the Help Desk.



For user's who are unfamiliar with the Court's CM/ECF User's Guide - it contains detailed instructions for filing many documents, from Adversary Complaints to Voluntary Petitions and hundreds of documents in between . The Guide can be accessed by clicking on "For Attorneys" on our web site, and then selecting CM/ECF User's Guide.

## TECH TALK (continued)

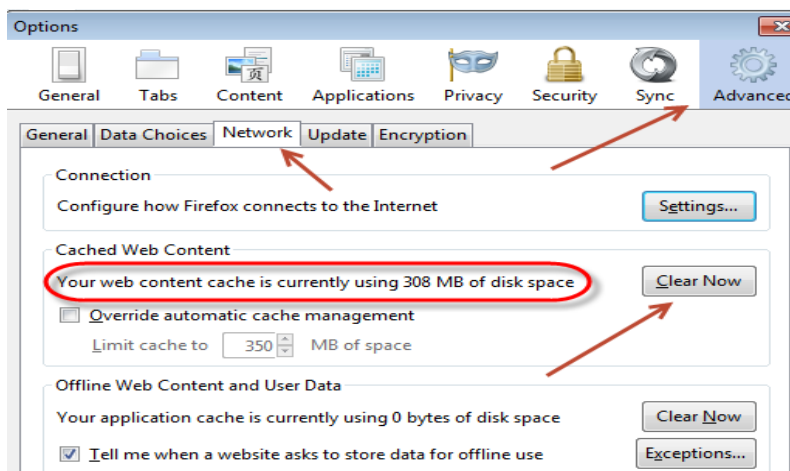
**Clearing Cache** - "Cache" is a computer term for files stored in temporary folders that help make navigation of the internet faster. From time to time, efilers may experience a problem seeing all categories or links in CM/ECF. Often, the reason for this is your cache is full. If you encounter this problem please take the following steps to "clear your cache."

### Internet Explorer 10 (IE10)

- Step 1 Open Internet Explorer
- Step 2 Click **Tools** on the pull-down menu
- Step 3 Select **Delete Browsing History**
- Step 4 Ensure all boxes are checked; click **DELETE**
- Step 5 Close and reopen Internet Explorer

### Mozilla Firefox 22.0

- Step 1 Open Firefox
- Step 2 Click **Tools** on the pull-down menu
- Step 3 Select **Options**
- Step 4.a Select the **Advanced** icon
- Step 4.b Select the **Network** tab
- Step 5 Click the **CLEAR NOW** button shown below
- Step 6 Click **OK**
- Step 7 Close and reopen Firefox



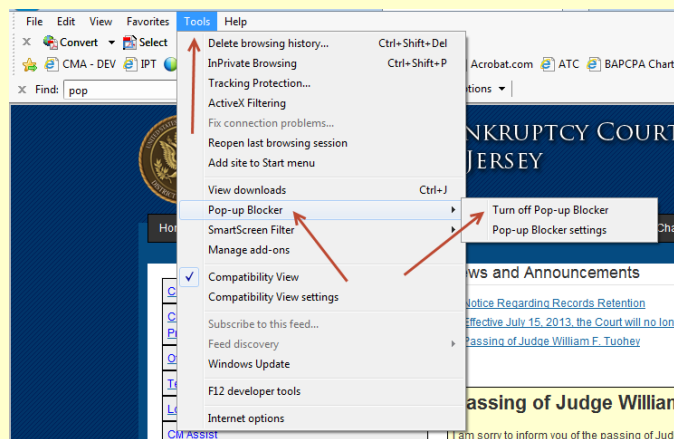
\*\*\* If you are using a browser other than Internet Explorer or Firefox, or have a different version of either, you can search the browser's Help section to determine how to clear cache.

## TECH TALK (continued)

**Pop-Up Blockers** – Efilers are reminded that they must enable their pop-up blocker when filing a document that requires the payment of a fee. The following steps illustrate turning off a browser's pop-up blocker functions.

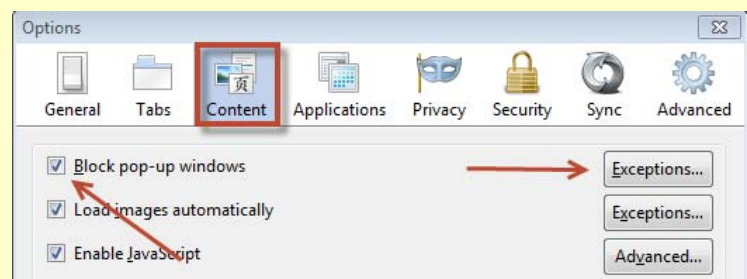
### Internet Explorer 10 (IE10)

- Step 1 Click the **Tools** pull down menu  
 STEP 2 Select **Pop-Up Blocker**  
 STEP 3 Click **Turn Off Pop-Up Blocker**



### Firefox 22

- Step 1 Click the **Tools** drop-down menu  
 Step 2 Select **Options**  
 Step 3 Click the **Contents** icon  
 Step 4.a Click the **checkbox** next to “Block pop-up windows”  
 Step 4.b Click the **Exceptions** button



- Step 5 Enter **ecf.njb.uscourts.gov** in the Address field; click **Allow**

