

# **Appendix G: Helpful Hints**

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### **2009-001**

Pursuant to LBR 1017-1(a) and 3015(q)(2)(A), it is no longer necessary to lodge a proposed order when filing a Debtor's Notice of Conversion under 11 U.S.C. §§ 1208(a) or 1307(a) if there is no previous conversion. Under our new procedure and rules effective January 5, 2009, the court will give notice of the conversion to all creditors, interested parties, and the United States trustee upon the filing by the debtor of the notice of conversion and a proof of service evidencing that the notice of conversion was served upon the chapter 13 trustee and the United States trustee.

### **2009-002**

Attorneys should immediately contact the ECF Help Desk to request a new CM/ECF password and login when support staff (i.e., paralegal, legal assistant) leaves the firm or is no longer an authorized user. It is important to coordinate this request with the date of the employee's departure or reassignment to ensure there is no possibility of your password/login being breached. Attorneys must protect the security of their passwords and immediately notify the ECF Help Desk if they learn or suspect that their password and login have been compromised.

### **2009-003**

To correct invalid addresses, the debtor or debtor's attorney, must file a Change of Address using the court's form F1002-1.3CHANGEADDRESS. This form is available on the court's website at <http://www.cacb.uscourts.gov> -> *Forms* -> *Local Bankruptcy Rules Forms*, or at the Intake section of each division.

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