



UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF CALIFORNIA
OFFICE OF THE CLERK

JON D. CERETTO
Executive Officer
Clerk of Court

PUBLIC NOTICE

RE: CONVERSION TO NEW CASE MANAGEMENT SYSTEM AUGUST 31 THROUGH SEPTEMBER 6, 2005

The Court will be converting to CM, the nationally-supported case management system, over the Labor Day weekend. As a result, please note the following modifications in service:

Intake

- ▶ At 2:00 P.M., on Thursday, September 1, 2005, the Intake windows in Case Initiation will close.
- ▶ On Friday, September 2, 2005, during the normal office hours of 9:00 A.M. to 4:00 P.M., the Court will be open to accept manual filings at the Intake windows. The Court will issue manual receipts only on this date; no case numbers, judge assignments, or trustee assignments will be provided at that time.

Drop Box

- ▶ Drop boxes at the Los Angeles and San Fernando Valley divisions will close at 4:00 P.M. on Wednesday, August 31, 2005. The drop boxes will reopen on Tuesday, September 6, 2005.

Time Filed Stamp

- ▶ Effective Tuesday, September 6, 2005, the time of filing will no longer be stamped on documents along with the date stamp. However, the receipt and/or *Notice of Electronic Filing* provided to the filer will contain the time and date a document was received by the Court.

eFile

- ▶ eFile will not be available from 4:00 P.M. on Wednesday, August 31, 2005, until 8:00 A.M. on Thursday, September 1, 2005.

- ▶ *eFile* will not be available from 6:00 P.M. on Thursday, September 1, 2005 through 12:00 A.M. on Friday, September 2, 2005. We expect *eFile* traffic to be heavy on Thursday, September 1, so please plan to submit your filings early to avoid slow response times and ensure you have ample time to complete your transactions. When *eFile* becomes available on September 2, 2005, it will be for filing bankruptcy petitions only.
- ▶ Any *eFile* transactions that are in the “Incomplete Documents” or “Pending Proof of Service” queues will be permanently deleted from the *eFile* system at 6:00 P.M. on Thursday, September 1, 2005. It will not be possible to complete these transactions electronically once the conversion to CM is completed. After 6:00 P.M. on September 1, 2005, documents necessary to complete these transactions must be manually filed.
- ▶ Effective Friday, September 2, 2005 and thereafter, *eFile* attachments must be in Adobe Acrobat version 5 and will be limited in size to 2 megabytes per electronic filing.

PACER

- ▶ PACER will not be available from 8:00 A.M. on Friday, September 2, 2005 through 9:00 A.M. on Tuesday, September 6, 2005.
- ▶ Although PACER will look different under CM, it will provide essentially the same information as the current system. PACER users will **not** need a new ID or password. To learn more about the new PACER interface, please review the *PACER Manual for Non-Court Users*. This manual can be accessed from the Electronic Services Section of the Court’s web site at www.cacb.uscourts.gov.
- ▶ As of September 2, 2005, the Print-for-Fee service will no longer be available. As of September 6, 2005, copy requests in all divisions, except the Northern Division will be directed to the contract copy service. Direct print requests in the Northern Division to the Intake counter.

We apologize for any inconvenience this may cause.

**JON D. CERETTO
CLERK OF COURT**

05-010 (8/26/05)