

TIPS AND TRAPS

1. To create a hyperlink to another document within a docket entry, insert brackets with the document number inside. E.g. [6] will create a hyperlink to document number six. Note: the document you are creating a hyperlink to must have a PDF associated with it.
2. On Proposed Orders, leave room for the Judge's signature on the bottom of the page. If need be, use a 2nd page.
3. Don't put any spaces in the name of your document when saving to PDF.
4. When filing a Bankruptcy Petition, if joint debtors, make sure you choose "Joint Debtor" role type for the 2nd name.
5. Matrix: NO Symbols; NO longer than 4 lines; eg. c/o should be typed in as co. AT&T should be typed as "ATandT"
6. May not get the correct menus when logged in as trustee (after you have been logged in as attorney). Clear the cache on your browser. Suggestion: Use Internet Explorer Browser when you login as Attorney / Use Netscape Browser when you login as a Trustee.
7. When filing a "Motion", be sure to "attach" your memorandum to the event. Do not do a separate event for memorandum.
8. Reminder to attach compensation forms (c2, c3, c4 as appropriate) to the Application for Compensation event.
9. When Opening a Chapter 11 Bankruptcy Case: Remember to add the following to your matrix:

IRS - Insolvency Unit	State of Rhode Island
380 Westminster Street, 4th Floor	Department of Labor & Training
Providence, RI 02903	1511 Pontiac Ave, Bldg 72, 3 rd Fl
	Cranston, RI 02920
10. Consider having more than one e:mail address set up on the CM/ECF system. If for any reason one e:mail service goes down or there is a problem, they may not receive the e:mail. Therefore, we recommend that they consider a secondary e:mail address that is on a different e:mail program (Outlook, Lotus, yahoo, hotmail, etc.)
11. Attorney filing - in bankruptcy, attorney is automatically added to the case. In an AP, attorney MUST add themselves in.
12. Case opening -- if attorney opens all petitions consecutively before running the judge/trustee assignment, the program will do its best to assign them in the same date/time block.

13. Clicking the yellow Question Mark in the upper right corner of the CMECF screen provides screen and procedural information.
14. Trustee's are advised to print their 341 calendar by using the [Trustee's 341 Filings](#) hyperlink, inserting the 341 date, and printing the list. As meetings are conducted, the Trustee can mark the meeting results by hand, and give it to his/her support staff for entry into the CMECF system upon returning to the office.

TRAPS:

1. The one "free look" you get when you receive the e:mail will last only 30 seconds after opening. Once opened, read, save, or print the document if you want to read it later.
2. No free look when you try to open a "DoForm" (some court forms).
3. When a trustee does a BATCH event, you will receive an e:mail notification not only in the case you are associated with, but in all cases in that batch event.
4. If you are running the "pop-up/add killer" software, the credit card module will not work. You must remove that software off your computer.