

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW MEXICO

**ATTORNEY PROCEDURE TO NOTIFY  
CLERK OF INCORRECT OR MISSING DATA IN CM-ECF**

Revised August 27, 2008<sup>1</sup>

**Background**

When the data entered in CM-ECF by the filer at case opening (or during any electronic filing process) is entered in error or when filer fails to enter necessary data, the filer needs to file local form "*Notice of Incorrect Data Entered in CM-ECF (or Data Missing from CM-ECF) and Authorization for Clerk to Correct /Add Data*" so the Clerk can correct the error.

The attorney should file the notice as soon as possible so that the Clerk's Office can give accurate and timely notice to creditors of the meeting of creditors pursuant to 11 U.S.C. § 341 and Fed. R. Bankr. P. 2002 (a)(1) and 2003 (a). Many errors in debtor information effect the contents of the meeting notice and, therefore, must be corrected before the notice can be sent.

The following information if missing or incorrectly entered in CM-ECF would effect the contents of the meeting notice:

| <b>Petition pdf document indicates</b>      | <b>But information in CM-ECF</b>          |
|---|---|
| that the petition is filed under chapter 13 | shows the case to be a chapter 7 case     |
| that the petition is filed by joint debtors | shows only one debtor name                |
| the type of debtor is "individual"          | shows the type of debtor as "corporation" |
| several alias names for the debtor          | shows no alias names for the debtor       |
| a middle name for the debtor                | show no middle name for the debtor        |

**Procedure:**

1. File local form "*Notice of Incorrect Data Entered in CM-ECF (or Data Missing from CM-ECF) and Authorization for Clerk to Correct/Add Data*" as soon as possible. This form is available on the Court's Web site under Forms - Attorney Forms - in WordPerfect and MS Word format.

---

<sup>1</sup>This procedure replaces the previous requirement to file a motion to authorize the clerk to change the information in CM-ECF and submit a proposed order.

2. In CM-ECF, file the notice as follows:

Bankruptcy menu → Notices menu

→ enter case #

→ type “incorrect” to search for docket event

→ click on “Incorrect/Missing Data and Authorization (Notice)” in *Available Events* list

→ press the Enter key to move the event to *Selected Events*, and press the Tab key.

→ to go to the next screen, click on the Next button or press the Enter key.

→ at the next screen (which is blank), click on the Next button or press the Enter key.

→ upload pdf file. (Tip: before you upload the pdf file, open it in the browser to make sure you have the correct file)

→ select debtor(s) as party

→ review docket entry; if okay, click on NEXT. (Note: If you were filing an amended notice, you would select “amended” from the pick list in the docket entry.)

→ review final text; if okay, click on NEXT to file the notice.

K:\\_WEB\public\Files\procedures\attyproc4clerk2correctCM-ECFdata rev 082708.wpd

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW MEXICO

In re

Debtor.

Case No.

NOTICE OF INCORRECT DATA ENTERED IN CM-ECF  
(OR DATA MISSING FROM CM-ECF)  
AND AUTHORIZATION FOR CLERK TO CORRECT/ADD DATA

The information entered in CM-ECF was typed in error or omitted by the filer during the electronic filing process and does not match the information on the document filed:

**Incorrect information:** *(Identify type of information and incorrect data, e.g.*

*Chapter = 13  
Nature of debt = business)*

**Missing information:** *(Identify type of information and correct data, e.g.*

*Alias name for joint debtor = Maria E. Smith)*

**The correct information** is noted on the *(identify document by name, date filed, and document number on the docket).*

I authorize the Clerk to make the correction or add the data as noted above.

s/  
*(Attorney name, address and phone number)*

In accordance with Fed. R. Bankr. P. 9036, NM LBR 9036-1(b) and Fed. R. Civ. P. 5(b)(3), I certify that service of this document was made on *(date)* via the notice transmission facilities of the case management and electronic filing system of the bankruptcy court on:

*(list persons/entities listed on notice of electronic filing as “notice will be electronically mailed to”)*

and by first class mail postage prepaid on:

*(list persons/entities/addresses)*

s/Attorney name