

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW MEXICO

Clerk's Practice and Procedure Guide Working Group

Organizational Meeting
Friday, July 18, 2003
3:00 p.m.

United States Bankruptcy Court
421 Gold Avenue, SW
2nd Floor Satellite Training Room
Albuquerque, New Mexico

Agenda

1. Introduction – Norman H. Meyer, Jr., Clerk of Court
2. Opening Remarks – Thomas D. Walker, CPPG Working Group Leader
3. Presentation by Clerk's Office of Project Plan – Margaret Grammer Gay, Chief Deputy Clerk, CPPG Working Group Coordinator
4. Presentation by Clerk's Office of Web page and new on-line format – Sharon A. Kologie, Administrative Analyst, CPPG Project Specialist
5. Presentation by Clerk's Office of Working Guidelines for Group – Margaret Grammer Gay
6. Presentation by Clerk's Office re: Known Needed Changes – Margaret Grammer Gay
 - a. Areas identified and sections completed so far – Theresa Sanchez
 - b. What is needed from you – Margaret Grammer Gay
 - (1) Note on the Excel spreadsheet of areas in which you have an interest
 - (2) Compare the spreadsheet to CPPG
 - (3) The spreadsheet can be downloaded and printed
7. Thomas D. Walker – Determinations of:
 - a. Needs of the working group
 - b. Frequency of meetings
 - c. Need for sub-groups
 - d. Protocol for future updates
 - (1) Items not requiring committee review: clerk's changes in information (e.g. fees); technical or information technology requirements and changes; policy changes; law/rule changes
 - (2) Items suggested for possible committee review, e.g. law changes, rule changes, case law developments, suggestions for changes
 - (3) Methodology; select noticing of CPPG updates, e.g., via e-mail alerts in ACE mailbox; notices can be viewed electronically by going into a case called clerk's notices to practitioners
 - e. Review of agenda for 1st working group meeting
 - f. Date and time for 1st working group meeting: _____
8. Concluding Remarks – Thomas D. Walker, Jr.
9. Concluding Remarks - Margaret Grammer Gay