



NCBC IMPACT

Dedicated to the professional development of its members

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2013 Publication Dates

January 4

March 8

May 3

July 5

September 6

November 1

Articles are due to the editor by
the 25th of the month preceding
publication

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Issue #3

May/2013

A Message From the President

John Horner

I am pleased to begin the President's Message with some welcome news. The Judicial Conference of the United States did not approve a three-year moratorium on court funding of travel by employees to attend learning and development activities provided by private associations.



This reaffirmed one of the basic tenets of decentralized court budgets, which allows the local court to determine the best way to administer allotted funds. The decision allows courts to fund attendance for staff members at education and training programs sponsored by private associations such as the NCBC.

The courts were already operating with reduced budgets at the beginning of fiscal year 2013. The sequestration that took effect on March 1, 2013 has forced the courts to maintain operations while absorbing an additional reduction to their fiscal year 2013 budgets. This has resulted in a need to reduce staff in some courts by the use of furloughs or layoffs. Other courts have had to modify their spending plans to stay within budgeted allotments. Current and future budget cutbacks will severely test the ability of the courts to maintain the high level of service to the public that has become the standard.

While being mindful of the negative effects of the budget reductions, the National Conference of Bankruptcy Clerks continues to see a need for training court staff. As court staffs continue to shrink, the need for a motivated, well trained staff becomes even more important. Education continues to be part of the NCBC's mission. With that in mind, planning for the 2013 Annual Conference scheduled to be held in Baltimore, Maryland from August 12 to 15 continues. I strongly urge our members to attend the conference. It is a great way to enhance your skills and knowledge while meeting NCBC members from other courts.

Board Corner



Education Committee

The Education Committee met in April to discuss the sessions that were being considered for the Baltimore conference. The committee is reviewing each session to ensure that there will be different types of training that match the varied job functions and backgrounds of those attending the conference. A review of plenary speakers is being conducted from suggestions received from the NCBC members. The Mentors Advisory Committee has been meeting and reviewing the mentor/mentee applications received to finalize the upcoming partnerships.

Membership Committee

The Membership Committee has had a successful membership drive. The committee is now exploring ways to sustain membership levels throughout the year. Recruitment efforts to fill expiring circuit liaison and local representative positions will commence in the near future. Please see the article about the membership committee in this edition of the *Impact* for additional information.

Benefits Committee

The Benefits Committee is reviewing results of the recent survey to members to determine what new insurance benefits to pursue. A total of 199 members responded to the survey. Results of the survey will also help determine what benefit courses to recommend to the Educational Committee for the NCBC Conference. The committee is also discussing ideas for getting more information to the membership on benefits offered by NCBC.

Awards Committee

Eileen Garrity and Kris Botts, the Co-Chairs of the Awards Committee, have scheduled the first meeting with the committee members. The committee has set deadlines for the Award and Scholarship Applications. Please see the article about the Awards Committee in this newsletter.

NCBC Scholarship/Tuition Assistance Program

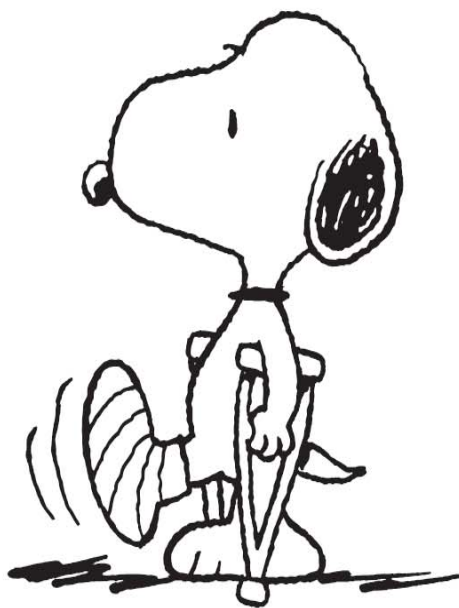
Eileen Garrity - District of Massachusetts

Kris Botts - Southern District of Iowa



New this year is the NCBC Scholarship/Tuition Assistance Program. Applicants can find out more information regarding the program at the following link: <https://ncbc.memberclicks.net/scholarship-page>

Applications for the scholarship will be accepted until **Friday, May 31st, 2013** and you can apply online by following the link at: <https://ncbc.memberclicks.net/>



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NCBC Awards

Kris Botts - IASB and Eileen Garrity - MAB

It's that time of year once again -- time to bestow recognition upon those who have achieved great things that have benefitted the courts and/or the NCBC. The NCBC will be honoring both individuals and groups at the conference in Baltimore. We need your nominations so that these awards can truly and accurately reflect those efforts of your fellow co-workers.



Your nominations are sought for the following awards:

Outstanding Service Award:

Represents service provided to NCBC and/or the courts that goes beyond a single task or assignment. This award is usually presented for longer term efforts.

Outstanding Achievement Award:

You could say that this award is the next level up from the outstanding service award; it represents an achievement by an individual or group that resulted in savings or changes which benefited the court system as a whole.

Outstanding Public Service Award:

Awarded to a court or individuals who display a commitment and have had a positive impact on their local community.

Special Service Award:

Represents service performed that is more limited in nature; this award tends to recognize one time efforts or assignments on behalf of the NCBC or the courts.

Administrative Excellence Award:

An award for accomplishments that is more administrative in nature.

Kris Botts, - IASB and Eileen Garrity, MAB are serving as Co-Chairs of the Awards Committee, and are joined on the committee by Teresa Underwood - OHNB, Jan Zari - CACB, Lora Johnson - DEB, John Kohler - CACB, Megan Weiss - IASB, Maggie Ferere - FLSB.

Nominations must be received by **Friday, June 7th, 2013**, and may be submitted to the committee at the following web site: <http://ncbc.memberclicks.net/awards>

When submitting a nomination, please include the following information:

- The nominee's name and court
- The award for which you are nominating them and the specific reasons/accomplishments you believe qualify him/her/them for the nomination.

Oh Say Can You See Baltimore!

Ken Ridgeway - District of Maryland



Baltimore is a colorful city on the water that allows you to experience the city at your own pace. Whether you are checking out the city's eclectic neighborhoods, arts and culture scene, or family friendly attractions, Baltimore is easy to explore-and even easier to enjoy. Best of all, just about everything you'll want to see and do is a short walk from our conference site.

This year's NCBC conference will be held in one of Baltimore's newest and most successful planned unit development communities - Harbor East. It offers convenience, accessibility and proximity to a varied collection of attractions, restaurants, shopping and the fun-filled Inner Harbor. A free app is available at <http://baltimore.org/app> and a microsite is being constructed to assist in your travel plans.

In addition to the robust educational choices that the Education Committee has in store, we plan to allow for ample time for you to explore our world famous attractions. Witness the mystery and majesty of underwater life at the National Aquarium. Marvel at the unique hands-on exhibit at the Maryland Science Center. Experience interactive exhibits and hands-on activities for the whole family at Port Discovery or take a journey through pop culture at Geppi's Entertainment Museum located at Camden Yards. Soak up history at the Reginald F. Lewis Museum where you can explore rich African-American heritage. Relax by shopping, dining or strolling along the waterfront. For the after hours crowd, you can enjoy an array of nightlife at the nearby Power Plant Live!

Finally, right outside of our hotel, you can hop aboard a water taxi to visit Fort McHenry National Park. We are in the middle of the bi-centennial celebration of the War of 1812. This is the perfect time to visit the site that inspired Francis Scott Key to pen what would become our National Anthem.

This year's NCBC conference, to be held on August 12th through the 15th, once again promises to be an educational and fulfilling experience. And yes, you will see Baltimore!



It's Election Time!

Meet the Candidates

This year's elections feature nominations for three positions on the Board of Governors and the Board Secretary. There are five individuals vying for two positions on the Board of Governors and one nominee for the position of Secretary. The following pages present their nomination and candidate statements. Prepare for the upcoming election by taking a few moments to review their sincere comments. An announcement of the election will be sent to all members via email within the next few weeks and the voting period will remain open for thirty days.

Board of Governors

Kris Botts, Iowa Southern



Greetings to all of my fellow bankruptcy court co-workers! My name is Kris Botts and I work in the Southern District of Iowa as the CM/ECF Analyst. I'm again announcing my candidacy for the NCBC Board of Governors and I respectfully ask for your vote. I have been a member of the NCBC for 21 years and have been a member of the Board of Governors since 2011. I am a big supporter of the efforts and advocacy that the NCBC offers the bankruptcy courts. I look forward to continuing to take an active role in the duties and responsibilities of the Board of Governors.

Our court family is entering uncertain times and therefore, the NCBC also faces challenges and I feel I would be remiss if I didn't offer my knowledge and experience to the organization during the hard times as well as the good times. This gives me another opportunity to give back to the NCBC.

If elected to the Board of Governors, I will use my enthusiasm, leadership skills, work ethic, and court knowledge to help define the direction the NCBC will be heading in years to come. I hope you'll support me again in this election!

Yvonne Cherokee, North Carolina Eastern



As a member of NCBC, the previous Editor of the Impact newsletter, and having worked for the court system for the last 30 years, I could provide a unique perspective to the board. My employment with NCEB started in 1997, after having 15 years with the U.S. Attorney's Office. My position with NCEB is the Chambers Liaison and Programmer Analyst.

After completing the Foundations of Management Program, I enrolled in the FCLP Program and graduated in 2006. I have continued as a mentor for participants of this program since graduation. This has allowed me to be involved and provide assistance to fellow court members. I believe I can provide more assistance to NCBC members if allowed to be their voice on the board as Board of Governors.

Thank you for considering me for a Board of Governors position.

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It's Election Time!

Meet the Candidates

Sabrina Palacio-Garcia, California Central



Sabrina Palacio-Garcia, *Operations Specialist* for the Central District of California.

Please accept the following statement as my declaration of candidacy for the Board of Governors position:

I have been a proud active member of the National Conference of Bankruptcy Clerks since June 2010. I served as the Local Representative for the Central District of California from 2010 to 2012 and I am currently the Ninth Circuit Liaison.

I have successfully completed numerous projects to enhance the efficiency of the overall operations of the district, such as the implementation of our district wide Call Center. I understand that as a Board of Governor member I will be responsible for undertaking at least one project as assigned or designated by the president or majority of the Governors. Given the chance, you will see that my project management expertise will prove to be invaluable to NCBC and further contribute to the organization's mission.

Finally, after speaking to current and past Board of Governors and hearing of their duties and successful projects I feel this endeavor will enhance my professional growth and provide valuable wisdom applicable in my career path. I have thoroughly enjoyed all my tenures as representative. I could only hope that my participation and contributions in the past 3 years to this prestigious organization would be considered and I would be allowed the honor of serving as a Board of Governors member.

Eileen Garrity, Massachusetts Bankruptcy Court

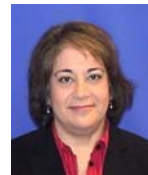


It was two years ago that I was elected to serve on the NCBC Board of Governors. Since then, I have had the opportunity to work alongside many influential people and be a part of some great committees. During my two years of service I had the privilege to assist in the planning and coordination of both the San Francisco Conference and the upcoming Baltimore Conference. Additionally, I served as co-chair on the Awards Committee and served as a member of the Education and Mentorship Committees. I've enjoyed sitting alongside this board for the last two years and would like to continue to contribute my ideas and insight. Therefore, I am writing to express my intentions to run for re-election and deeply appreciate your consideration.

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It's Election Time!

Meet the Candidates



Gina Thomas, Georgia Northern

I, Lee Ann Bennett, nominate Regina (Gina) Thomas, Clerk for the Northern District of Georgia, to a Board of Governors position. Gina joined NCBC in September 2009, shortly after being appointed Clerk for the Northern District of Georgia. Gina comes with a wealth of leadership and organizational experience and would be a tremendous asset to the Board. Gina was a member of the National Association of Chapter 13 Trustees (NACTT) for over 16 years and served in numerous capacities including: President, Vice President, Secretary, Treasurer, Chair of the Annual educational seminar (1000+) attendees, and as a member of the Executive Board. During her term as president, the NACTT created two spin off educational groups (The Trustees Education Network which provides consumer education to individuals in bankruptcy and The National Data Center which has grown into a major provider of bankruptcy case information. In addition to her service on NACTT, she has also been very active in the Bankruptcy Section of the State Bar of Georgia where she was responsible for the Section's annual bankruptcy seminar while serving as Chair/Elect. She has also held officer and board member positions in various civic and non-profit organizations which revolved around planning conferences and long range planning. A recent accomplishment was hosting the 2012 Operational Forum. As a Clerk serving in the same circuit as Gina, I can attest to her commitment to serving the bankruptcy community and her desire to help NCBC continue on its objectives. I hope you will consider supporting this nomination.

Kathy Bernart, California Northern



Secretary

I would like to submit my name for re-election to the secretary position with the NCBC Board. In my two years on the Board I have been privileged to participate with an exceptional organization that has the best interest of its members at heart. As secretary, I am responsible to keep the record of the Board meetings and initiatives, run the election and work on communications to the members. In addition, I have been a member of the Education committee and Information Sharing, and have been a founding member of the Mentorship committee working to bring the mentorship program to our members. In 2012, I was part of the team that worked to bring about the 2012 conference in San Francisco. I enjoyed meeting many of you at the conference in San Francisco and look forward to renewing those friendships in Baltimore.

Understanding the problems brought about to our membership as a result of natural disasters and the budget cuts, the NCBC Board has been working to help all of our members by advocating for bankruptcy courts and promoting fundraising efforts for those affected by Hurricane Sandy. It has been an honor to work on your behalf and with your support; I will continue to contribute to our organization and all of you.

Membership Committee Seeks Circuit Liaisons and Local Representatives

Teresa Underwood - Membership Committee Chairperson

Circuit Liaison and Local Representative

OPEN POSITIONS

Coming Soon!

Circuit Liaisons and Local Representatives have proven to be a vital part of the NCBC by working to promote membership, and communicating the advantages of member affiliation at the local level. In the next few weeks, efforts to fill expiring circuit liaison and local representative positions will begin, and a blend of new faces will begin working on fresh ideas for the 2014 membership season. NCBC members who might be interested in joining this rewarding team, or extending service beyond their expiring term, should mark their calendars to apply for one of the expiring two-year positions below. Local Representative and Circuit Liaison applications will be posted on the NCBC website on June 3, 2013, therefore, we invite you to save the date, and consider joining our team!

Circuit	Local Representative Vacancies Effective September 2013	Circuit Liaison Vacancy?
First	Maine New Hampshire Puerto Rico	No Opening
Second	New York Eastern [co rep] New York Western New York Southern	No Opening
Third	Delaware [co rep]	No Opening
Fourth	North Carolina Eastern North Carolina Western Virginia Eastern [co-rep] West Virginia Northern	Yes
Fifth	Louisiana Eastern Louisiana Western Mississippi Southern Texas Eastern Texas Western Texas Southern	No Opening
Sixth	Kentucky Western Michigan Western Tennessee Middle	No Opening
Seventh	Illinois Central Wisconsin Eastern	Yes

Membership Committee Seeks Circuit Liaisons and Local Representatives

Continued from page 9

Circuit	Local Representative Vacancies Effective September 2013	Circuit Liaison Vacancy?
Eighth	Arkansas Iowa Southern Minnesota [co-rep] Missouri Eastern Nebraska South Dakota	Yes
Ninth	Arizona California Southern Hawaii Montana Nevada Washington Eastern	Yes
Tenth	New Mexico Oklahoma Northern Oklahoma Eastern Utah	Yes
Eleventh	Alabama Middle Florida Northern Florida Southern Georgia Middle	Yes
NA	District of Columbia	NA

CM/ECF Next Gen Update

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The Next Generation of CM/ECF Bankruptcy Working Group held its monthly conference call on March 21. The group discussed the new claim transfer fee and received updates on centralized hosting, court collaboration and implementation planning.

The Working Group also received updates from the expert panel members on each of the seven major task areas of the NextGen project. Work on all the task areas continues to progress, including the review of design documents by the expert panels and coding being done by the Technology Division and court volunteers participating in the court collaboration process.

A monthly project update is now posted on Next Generation of CM/ECF J-Net page http://jnet.ao.dcn/Information_Technology/National_Systems_Supported/CMECF_Next_Generation/Project_Status_Report.html.

The Technology Division (TD) gave an update that nine courts are already live on Release

5.1. Reminder: Release 5.1 contains the claims transfer fee module and all courts should be live on Release 5.1 by May 1, 2013, in order to implement the claims transfer fee. Also TD has posted Modification Request 3056, which includes a code change (“easy-fix”) to improve the EOUST data download when it is manually generated from CM/ECF. The normal overnight EOUST data download works correctly and is not affected.

Due to weather concerns and related flight cancellations, the semi-annual in-person meeting scheduled to take place in Washington, D.C., in March has been rescheduled to April 22-

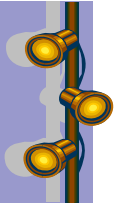
23, 2013. If you have questions regarding the Next Generation CM/ECF Project, they should be directed to [Robby Robinson](#), Bankruptcy Court Administration Division, [Charlene Hiss](#), Co-Chair, Bankruptcy Clerk of the District of Oregon, [Richard Goodier](#), Bankruptcy Judges Division, or the

[Hon. Tamara Mitchell](#), Co-Chair, Northern District of Alabama.

Spotlight on Court Developed Programs

ePOC - Electronic Proof of Claims

Brent Layman - North Carolina Middle



Through ePOC (electronic proof of claims), creditors can submit a proof of claim over the Internet without having a CM/ECF account. The B10 form is automatically generated. NEFs and a free look are created. The claims register is updated. Claims can also be amended or withdrawn. With elements first created by NCWB in 2007, ePOC has been maintained and expanded by Brent Layman at NCMB. Last year NCMB had 38,716 claims filed. 93.1% of those were done via ePOC.

What does it do? ePOC allows the user to file:

- Proofs of Claims, Amended Proofs of Claims, and Withdrawals of Claims
- Rule 3002.1 Mortgage Payment Documents
 - Notice of Mortgage Payment Change; Notice of Post petition Mortgage Fees, Expenses, and Charges; Response to Notice of Final Cure Payment

How does it Work?

- The ePOC suite of programs uses “Enhanced ADI” along with CM/ECF functions.
- For the end-user, everything occurs on the outside CM server but not within CM.
- Once the data is pulled from the outside to the inside server, a combination of CM functions, shell scripting, and ADI generates the B10, updates the claims tables, and docket events as necessary.

Benefits!

- ePOC reduces the Court’s work-load
- Redaction notice and CAPTCHA system
- Error checking provided by on-line B10 (required fields, amounts validated)
- Rule 3004 email notification
- Enhanced ADI to maximize functionality
- Electronic Proofs of Claims FAQ - <http://www.ncmb.uscourts.gov/faq-claims-e-filing>

ePOC is currently live or being tested by CAEB, DEB, FLMB, FLSB, GAMB (test), IASB, ILSB (test), MAB, MDB, MOWB (test), NCEB, NCMB, NCWB, NYSB (test), OKEB (test), OKNB, ORB (test), PAEB (test), TXNB, VAWB, WAWB (test), WVNB, and WWSB.

Learn more!

If you’d like to learn more about ePOC, contact Brent Layman at brent_layman@ncmb.uscourts.gov. Or, search for ePOC on Ed’s Place (<http://edsplace.uscmail.dcn/>). Ed’s Place contains complete details on giving ePOC a test drive and installing it for your Bankruptcy Court.

Social Media - The New Training Tool?

Beth Pittman - North Carolina Eastern

As many other courts in today's current financial climate, our court is constantly searching for ways to do the things we have always done with less. As an Operations Supervisor, I was asked to provide Operations staff with additional training regarding the Bankruptcy Rules and Local Rules, including our court's corresponding procedures. One of the dilemmas facing me at the beginning of 2013 was how to provide this training to staff who were located in two different offices. This much I knew:

- Money was definitely an object and practically non-existent!
- The training needed to be considerate of the staff's time because unlike the money, the work certainly hadn't gone away!
- The training needed to be open-ended and conversational.
- The presentation had to be simple and interesting.



That was quite a list to accomplish!

One of my favorite pastimes when time allows, is writing. I had a personal blog for a couple of years which I thoroughly enjoyed. While sitting at my desk, scratching my head and wondering how to provide the training needed within the parameters established above, I remembered that SharePoint has a blog feature. Setting up the blog was a breeze. Being a perfectionist by nature, I must confess that I did agonize over the heading, but finally decided that something plain & simple would be best - especially for a blog named "Bankruptcy Plain & Simple".

So the platform for the training which was the blog itself was established. Now for the content. I had some definite ideas along that line. But since the training wasn't going to be required and staff so pushed for time, what would entice folks to read it? This is where the idea for quizzes came in. With the goal of making each blog post worthwhile reading, maybe I could provide some sort of fun quiz with each post so readers could test themselves on what they had learned. After a little Google searching, I found a really nifty site (with a really nifty annual fee) which allows me to compose and publish quizzes online with themes and graphics I choose along with questions and answers worded the way I want them. There are a multitude of answer options to choose from, e.g., multiple choice, true/false, essay, etc. Once the quiz is composed, I can "publish" it which provides a link to embed in the blog post itself. When I have the post completed and the quiz link added, publication on SharePoint takes place with one click. From that point on, it's up to each individual staff member to read the post, take the quiz and offer comments. By the way, there is no keeping score; the goal is for staff to learn - nothing further.

So far, we've had really good participation. As an added incentive, we grant 15 minutes of training time for each post/quiz completed by each staff member. In a world where social media reigns supreme but court funds do not, I'm beginning to believe that using a blog for training purposes may just be the ticket.



JFinSys: Tips for Courts Preparing to Migrate

Mark Burdine, Texas Northern



Here's my tip: Take a bath! I like analogies and this was the first one that came to mind, so let's just take it and run with it. You need to make sure that you use soap, wash behind ears, and scrub your elbows. To top it all off, you'll be inspected just like your parents used to do. In order to implement JFinSys, your records must be clean and balanced.

Here's the dirt: You need to take a close look at your records to find the areas that need to be washed. In 6855TT for example, do you have any ledgers with a negative balance? Are you working your File Integrity Report? Have you reviewed your ledger for closed cases that should have paid? Is there something that just doesn't look right? Begin researching these questions and making any necessary adjustments and corrections.

For funds 6047BK and 6133BK, you will want to make sure that they are in balance. What this means is that you are reconciling your AO183A and B with the InfoWeb Fund Summary Report on a monthly basis and researching and correcting any imbalance. This could range from paying a claimant from the wrong fund, overpaying a claimant, or not recording IPACs. Look at your records to see if the amount owed to claimants match the amount that was receipted. Are your claimants sitting in the correct fund, i.e. receipt shows 6047BK, but the claimant shows 6133BK. Are there any typos in your funds, i.e. 6947BK?

Check with your IT Department to make sure that the EOMBAKUP.ZIP file is being created when the EOM processing is taking place.

The above tips are not a complete listing, just a starting point.

JShare is Now Live!

Susan Thurston, Clerk of Court - District of Rhode Island

JShare – the judiciary’s new resource for shared services -- was officially launched in late February and is already seeing brisk provider and recipient postings (45 postings as of April 5), with more being added each day. JShare is a judiciary-created site for posting and matching sharing opportunities and needs within the court community. It is also a one-stop resource for sample memorandums of understanding, guidance, policies, and instructions for entering into sharing relationships between court units. It came into being after the Judicial Conference in 2011 expanded court units’ authority to reprogram local funds among court units, regardless of type, geographical location, or judicial district or circuit for voluntary shared services arrangements. Courts found they needed a system for efficiently identifying these sharing opportunities.

Fortunately, a number of interested groups were exploring the idea of creating a website to match court providers and recipients in the summer and fall of 2012. With input from the AO’s court administration division, an informal working group was put together to spearhead the effort. The group is co-chaired by two clerks: Denise Lucks, District Clerk in Nebraska, and Susan Thurston, Bankruptcy Clerk in Rhode Island. Denise and Susan chose this initiative as their project for the FJC’s inaugural class on Judiciary Executive Leadership (JELP). They were joined by Director’s Resident Alec Leddy (Bankruptcy Clerk for the District of Maine). Alec’s primary focus during his year at the Administrative Office is to coordinate national sharing efforts, so he played an integral role in coordinating the initiative between the courts and the Administrative Office. The other members of the JShare working group include Matt Dykman- NMD, Valerie Martin-MIWP, Phil Miller-MIEP, Betsy Paret-DC-CE, Reid Wilcox-NCMB, and AO staff Gary Bowden, John Fitzgerald, Bob Lowney, Mary Louise Mitterhoff, Shaun Stuart, and Leann Yufanyi.

The group met for the first time by telephone in October 2012, and thereafter held regular conference calls and WebEx meetings to identify the functional requirements, the best method of hosting the application, and to test, train, and market the resource. JShare’s speedy development and launch (4 months) are a result of the tremendous effort, time, and talent devoted by its sole programmer, Brent Layman, Assistant Director of Automation for the North Carolina Middle Bankruptcy Court. At every step, Brent worked with the JShare team to bring the application to life.

In March, the JShare team held four WebEx sessions to demonstrate the features of JShare. The team benefitted from the superb training efforts of Luta Pleiss, software trainer for the District of Nebraska. Approximately 450 judiciary employees participated in a JShare WebEx session.

JShare can be accessed directly from the main page of the JNet, next to the Shared Services link on the Resources page, or by going directly to <http://jshare.ao.dcn>.

The strength of the application is the ability to post provider and recipient announcements and to identify matches by using the search feature. For your convenience, the search box is always located at the top left of JShare. When searching, the summary listing of search results appears in the center of the page. These are listed in the order of the most relevant findings. Also, new information appears on both the left and right columns, which allows the user to drill down further by status, by service category, by circuit, etc. By clicking on information on either side column, the search results are further refined. This helps users efficiently navigate through the program and more easily locate a potential match. The program also includes a robust subscriber feature so users can be e-mailed when a new posting or comment is made on a particular content type or category. The subscriber feature saves users time because they don’t need to manually check the JShare page for new postings or updates.

JShare is Now Live

Susan Thurston - Clerk of Court, District of Rhode Island

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Home MOUs Providers Recipients Policy and Resources Contact Us Sign In

JShare: A Judicial Resource for Shared Services

Search JShare

What is JShare?

JShare is a resource for courts to:

1. Advertise administrative and operational services available to share with other court units as providers
2. Advertise administrative and operational services needed as recipients
3. Match providers and recipients
4. Access helpful resources about sharing services within the Judiciary, e.g., Judicial Conference policies, the Guidebook, sample MOU agreements, shared services memos, budget instructions, contact information, etc.

JShare Instructions

To post information to this site, [SIGN IN](#) with your Lotus Notes name and password. Court unit executives must approve all postings.

- Post an announcement of services available in your court to share as a [provider](#).
- Post an announcement of services needed in your court as a [recipient](#).
- Post your court's [MOU\(s\)](#) or [agreement\(s\)](#).

Search site for [providers](#), [recipients](#), and [MOUs](#) by circuit, court unit, service categories, or descriptive tags.

Match recipients and providers by entering keywords in the search field and clicking on the "providers" or "recipients" links under "content type" on the left side menu.

View all judiciary information related to shared services ([policies](#), [guidance](#), [sample agreements](#)).

Video Demonstrations

[JShare Overview](#) (with audio)

Site Delay

I want to ...

- [Login to Add Content or Subscribe](#)

Recent Listings

- [Space and Facilities: space and facilities support, architectural services, space planning, space renovation, courtroom renovation, ADA access, fitness center design, server room design, keycard \(Smart Card\) system coordination, mail room design and space](#)
- [CMAssist Shared Services MOU](#)
- [Information Technology: migration from eDirectory to Windows 2012/Active Directory -CACD](#)
- [Law Clerks - Pro Se: part-time pro se law clerk -ALMD](#)
- [Docketing: CM/ECF; Attorney; criminal case opening; dictionary event; development; JS-2-3; document type table -CACD](#)

[more](#)

The program is still in its infancy, so the JShare team continues to prioritize enhancements that will improve the site and make it responsive to users' needs. Users are encouraged to click on the "contact us" link on the right top hand side of the page to comment or suggest improvements. Above all, the team encourages all court units to start posting and responding to sharing opportunities!

CHAP Service Release 6.1

Jared Vanderhoff—District of Utah

Chambers Automation Program (CHAP) 6.1, released February 2013, is the first service release of CHAP 6. CHAP 6.0 replaced the Middle Tier with a J2EE Enterprise web-based Tomcat hosted service and added a JAVA-based user interface to CHAP Admin. CHAP 6.1 is compliant with CM/ECF 5.1, 5.0, and 4.3.

Purpose of CHAP

Originally designed as a calendaring and matter-tracking program for judges and their staff, CHAP has evolved into an integrated solution for both Chambers and courtroom operations. It now provides Chambers with complete management and control of their calendars and courtrooms.

Customization Options in CHAP 6.1

Several areas of CHAP 6.1 can now be customized by Chambers or individual users:

- **Independent Windows:** CHAP 6.1 gives judges more flexibility when navigating between the CHAP Notes and CHAP Detail screens. You can easily toggle between these screens and make any necessary changes.
- **Electronic Document Management using CHAP WorkFlow:** Chambers can rename their five default WorkFlow Folders and add up to five additional folders with customized names and permission sets.
- **WorkFlow Archiving:** Chambers can select to automatically or manually archive older WorkFlow documents. These Electronic Document Management features help Chambers be more efficient when tracking WorkFlow documents and their notes.
- **Customizable Colors:** Users can change the colors they see on the Court Calendar, the Docket Sheet, and other areas of CHAP. Customized colors serve as visual clues, quickly giving the user valuable information about Matters, Cases, and Docket Entries.

Two Additional Highlights of CHAP 6.1 include:

- Flexible Calendar at a Glance Section
- Recurring Daily Notes and Appointments

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Flexible Calendar at a Glance Section

Calendar at a Glance is a tool to assist Chambers when planning their calendars. It displays a high-level view of AM and PM daily hearing totals, Presets (self-scheduling blocks), and Daily Notes on the Court Calendar.

Sample:

Calendar at a Glance

Navigation: 1 Day | 2 Days | 5 Work Week | **7 Week** | 31 Month | TimeGrid | Year

Filters: Include Pending-In | Include Stricken | Include Terminated / Satisfied

Pre-defined Views

Calendar Filters

AM/PM Hearing Totals, Preset Blocks, and Daily Notes or appointments

Month	Day	Hearings-AM(7) PM(0) Total	Events
March, 2013	Monday, April 08	17	<ul style="list-style-type: none"> Training (usbc) 1:00pm Hearing Preset-20/2: Chapter 13 Objection to Claims 4:00pm Staff Meeting (usbc)
April, 2013	Tuesday, April 09	7	<ul style="list-style-type: none"> 10:00am Hearing Preset-25/1: Chapter 7 Law and Motion 1:00pm Judge Lunch Meeting (usbc)
May, 2013	Wednesday, April 10	8	<ul style="list-style-type: none"> 7:00am Ch. 7 Hearings (usbc) 7:00am Confirmations (usbc) 9:00am Hearing Preset-12/3: Chapter 7 Law and Motion

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Recurring Daily Notes and Appointments

Daily Notes can be added to the Court Calendar to indicate appointments, public or private calendar notes, or important information you would like CHAP users to see on the Court Calendar and in Calendar at a Glance. Users can set up a recurrence pattern for these notes or calendar items that are repeated on future dates.

Sample:

The image shows a screenshot of the CHAP system interface. At the top, there is a navigation bar with 'Today' and 'April 18, 2013'. Below this is a table with columns: Docs, Time, ET, Lnk, Srt, Case #, Ch, Name, and Matter. A row is highlighted with a green background, showing '9:00 am', '03:00', '20', 'Daily Note: MRS', and 'Motions for Relief from Stay'. A red arrow points from this row to the 'Daily Note Wizard' dialog box. The dialog box has a title bar 'Daily Note Wizard' and a subtitle 'Edit Daily Note'. It contains fields for 'Daily Note Caption' (Daily Note: MRS), 'Scheduled for' (04/18/2013), 'Start' (09:00 AM), 'End' (12:00 PM), 'Sort Code' (20), 'Location' (usbc), 'Created by' (jsvcr), and 'Created on' (3/25/2013). There is a 'Repeat' button highlighted with a red box. Below the main dialog is an 'Event recurrence' sub-dialog box. It has 'Event time' (Start: 09:00 AM, End: 12:00 PM) and 'Recurrence pattern' (Monthly selected, The third Thursday of every 1 month(s)). It also has 'Range of recurrence' (Start: 04/18/2013, End by: 12/31/2013) and buttons for 'Ok', 'Cancel', and 'Remove recurrence'.

After the release of CHAP 6.1, CHAP Support hosted a WebEx session to introduce users to functionality changes. To view the WebEx session recording, and for more information on CHAP 6.1, please visit our website at <http://chap.utb.circ10.dcn>, email us at chap_support@utb.uscourts.gov, or call us at 801-524-6677.

Calling All New Technology & Other Great Ideas to This Year's Information Sharing Session!

The Information Sharing Committee is accepting applications for exhibitors at this year's conference and we are wondering how your court wants to participate. Traditionally, courts that contribute to the Information Sharing Session send representatives to the conference to host an exhibitor booth. This year, with limited budgets, not all courts are going to be represented at the conference. We'd like to explore the idea of offering alternative methods for all to participate in the Information Sharing Session.

Some of the methods we are considering are:

- Traditional exhibitor set up – Set up booths for exhibiting courts to present their innovations with a court representative in attendance to demonstrate how their process works.
- Video, PowerPoint, or Prezi presentation – Courts interested in presenting but not able to attend the conference may create a short (less than 5 minute) presentation to be shown at the conference.
- Brochures or handouts – Courts interested in providing copies of brochures or other types of handouts may ship their materials to the conference hotel where they will be displayed for attendees to review and take back to their court unit.

Bankruptcy courts have long been the leaders in creating, collaborating, and sharing with other court units and the Information Sharing Session is a perfect venue to introduce your new and exciting ideas whether you are attending the conference or not.

How do you want to share your innovative way of approaching a difficult or time consuming process? Email your response to John Held by May 14, 2013 at john_held@mdb.uscourts.gov with your preference. The Information Sharing Committee will review the responses and set out to create the best experience for our entire bankruptcy court family.

Thank you,

Sandi Brask, Jeremy Corbitt, John Held, Joshua Wiker, and Bill Wolfenbarger