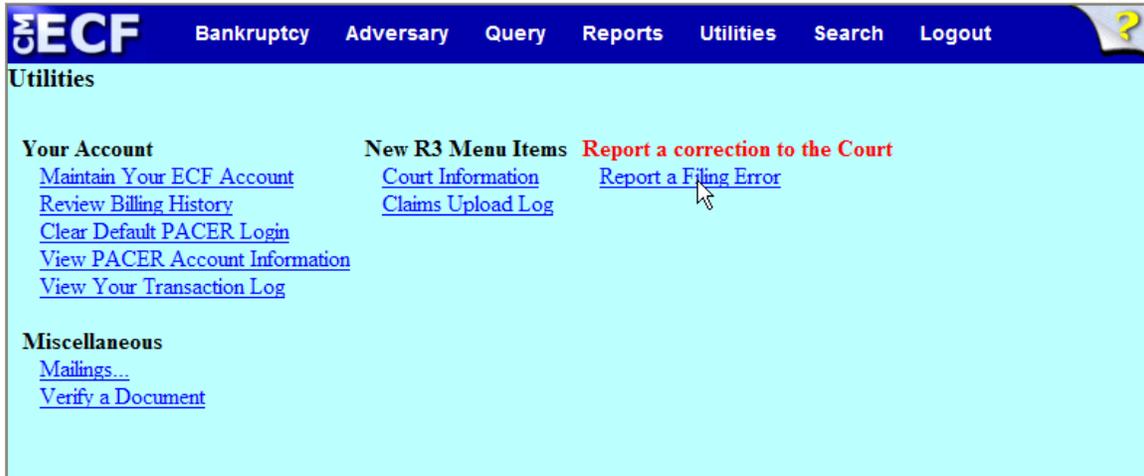


## Reporting CM/ECF Filing Errors

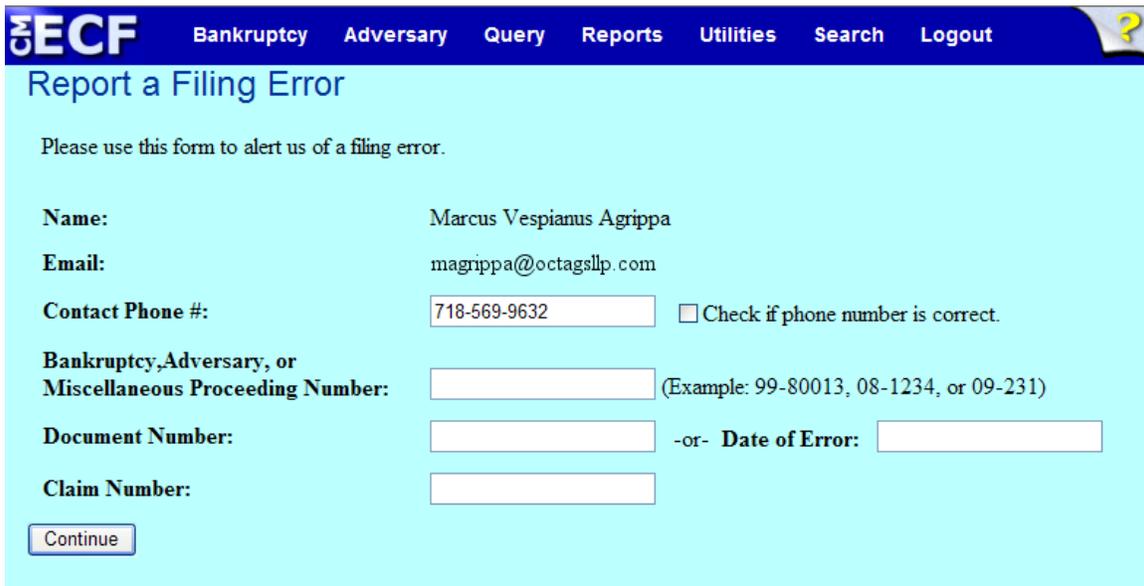
- 1) Log in using your CM/ECF password and go to Utilities.



The screenshot shows the ECF website's Utilities page. The navigation bar at the top includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Utilities" and is divided into three sections: "Your Account", "New R3 Menu Items", and "Miscellaneous".

- Your Account**
  - [Maintain Your ECF Account](#)
  - [Review Billing History](#)
  - [Clear Default PACER Login](#)
  - [View PACER Account Information](#)
  - [View Your Transaction Log](#)
- New R3 Menu Items**
  - [Court Information](#)
  - [Claims Upload Log](#)
  - [Report a correction to the Court](#)
  - [Report a Filing Error](#) (highlighted with a mouse cursor)
- Miscellaneous**
  - [Mailings...](#)
  - [Verify a Document](#)

- 2) Under the Utilities category select: Report a Filing Error.
  - a) Your name, e-mail address, and phone number have been retrieved from ECF.



The screenshot shows the "Report a Filing Error" form on the ECF website. The form is titled "Report a Filing Error" and includes a brief instruction: "Please use this form to alert us of a filing error." The form fields are as follows:

- Name:** Marcus Vespianus Agrippa
- Email:** magrippa@octagsllp.com
- Contact Phone #:** 718-569-9632  Check if phone number is correct.
- Bankruptcy, Adversary, or Miscellaneous Proceeding Number:**  (Example: 99-80013, 08-1234, or 09-231)
- Document Number:**  -or- **Date of Error:**
- Claim Number:**

A "Continue" button is located at the bottom left of the form.

- 3) Verify your contact phone number by clicking the check box.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

### Report a Filing Error

Please use this form to alert us of a filing error.

**Name:** Marcus Vespianus Agrippa  
**Email:** magrippa@octagsllp.com  
**Contact Phone #:**   Check if phone number is correct.  
**Bankruptcy, Adversary, or Miscellaneous Proceeding Number:**  (Example: 99-80013, 08-1234, or 09-231)  
**Document Number:**  -or- **Date of Error:**   
**Claim Number:**

- 4) Enter your case number.  
a) If a document was filed in error, enter the document number or the date of the error. If a claim was filed in error, enter the claim number.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

### Report a Filing Error

Please use this form to alert us of a filing error.

**Name:** Marcus Vespianus Agrippa  
**Email:** magrippa@octagsllp.com  
**Contact Phone #:**   Check if phone number is correct.  
**Bankruptcy, Adversary, or Miscellaneous Proceeding Number:**  (Example: 99-80013, 08-1234, or 09-231)  
**Document Number:**  -or- **Date of Error:**   
**Claim Number:**

- 5) Select Continue.
  - a) If you selected a document number or filing date, you will be able to view the docket text.
  - b) If you selected a claim number, you will be able to view the claim number, creditor's name, filing date, and claim description.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

## Report a Filing Error

09-10298 Charles Ornot

**Filing date:** 12/01/2009  
**Document #:** 3  
**Docket text:** Notice of Hearing filed by Marcus Vespianus Agrippa on behalf of Charles Ornot. with hearing to be held on 1/4/2010 (check with court for location) (Agrippa, Marcus)

Please give a detailed explanation for your request; describe the error made, and a reason why it should be corrected:

- 6) In the white modification box area, give a detailed explanation for your request; list the error made, and a reason why it should be corrected.
- 7) Select Submit.
- 8) The next screen will collect all the data that you entered. Once you

verify that the information is correct, select Submit to send the Error Request to the Court.

a) You will receive an online confirmation that your request was submitted.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout ?

### Report a Filing Error

**Name:** Marcus Vespianus Agrippa  
**Email:** magrippa@octagsslpc.com  
**Phone:** 718-569-9632  
**Case:** 09-10298 Charles Ornot  
**Document #:** 3  
**Filing date:** 12/01/2009  
**Docket text:** Notice of Hearing filed by Marcus Vespianus Agrippa on behalf of Charles Ornot. with hearing to be held on 1/4/2010 (check with court for location) (Agrippa, Marcus)  
**Reported error:** The hearing date initially entered is incorrect. It should be set to the following week on 1/11/2010.

**Submitting this screen commits this transaction.** Please ensure that information is correct before submitting.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout ?

### Report a Filing Error

Thank you, Marcus Vespianus Agrippa for bringing this error to our attention.

**Please note:** The Clerk's Office will review these reported errors Monday-Friday, 9:00 am to 5:00 pm.

You will receive an email when this error has been corrected.