

**VBA Bankruptcy Committee**  
**Bench-Bar Brown Bag Lunch Meeting**  
*with Colleen A. Brown, U.S. Bankruptcy Judge*  
Tuesday, March 20, 2007  
12:30 pm – 2:00 pm  
United States Bankruptcy Court, Rutland  
*Participation may be in person or via telephone*  
AGENDA

1. Update from task force re post-petition invoices - Jan Sensenich
  - *the Task Force's proposed standing order, dated 3/16/07, is attached as Attachment A*
2. New Standing Orders (*attached as Attachment B and Attachment C*):
  - # 07-04 Updating Mailing Address of Internal Revenue Service
  - # 07-05 Increasing Cap for Auto Loans Available with Ch 13 T Approval [from \$5,000 to \$15,000]
3. Ch 13 Trustee's suggestion to eliminate the requirement for notice to all creditors on Ch 13 debtors' motions for discharge (*as currently required in Standing Order #05-10 attached as Attachment D*)
4. Clarification of procedures:
  - (i) ***Extension of time for filing schedules in ch 13*** – if schedules will not be filed until after date set for the §341 meeting, either the D's atty and the D must both appear at the 341 meeting or the Ds atty must send notice of the cont'd date for the §341 meeting to all creditors
  - (ii) Awards for add'l attys' fees (e.g., in connection with RFS motions / settlements or with motions to modify plans) require the filing of an ***amended Rule 2016(b) statement*** – this requirement *may* be specified in the order granting relief may but the rules require this disclosure in any event.
  - (iii) ***Reaff agmts*** - Rule 4008 requires Ds to include Sch I and J (or the figures shown there) and explain any difference between the figures on Part D of the reaf and the figures on Sch I and J. From now on, the Clerk will be sending a deficiency notice, and not processing the reaf, when the reaf does not comply with this requirement; such reafs will not be set for a hearing.
  - (iv) ***Motions seeking expedited attention and relief*** (e.g., motions to approve a sale) must specify why the motion was not filed earlier, i.e., why an expedited process / reduced notice is warranted.
  - (v) ***Motions to convert a ch 7 case to ch 13*** – new procedures to be set up so that VTB practice comports with Marramma (U.S. Sup Ct, 2/07); will probably be done on default from now on.
5. CLE update: Preview of March 30 and June \_\_, 2007 programs (J Emens-Butler & R. DiPalma)
6. New bk'cy judge in the 2<sup>nd</sup> Cir: Judge Margaret Mary (“Peg”) Cangilos-Ruiz, N.D.N.Y (Syracuse)
7. Update on VTB Strategic Plan and interplay with the VBA mentoring program – Tom Hart
8. IT tip of the day – Kevin Plew and Gary Gfeller (*attachment as Attachment E*)
  - ***intro to the new VTB Internet Site and discussion of the new ISYS search engine***
9. Bench-Bar Brown Bag Lunch Meeting Schedule – Next meeting April 24, 2007, Burlington.

*These Bench-Bar Lunches are coordinated by the Bankruptcy Court Chambers and Clerk's Office.*  
*Questions? Call Thomas J. Hart at 802-776-2002*

No fee, no pre-registration required. Soft drinks and bottled water will be provided.

**(a) Purpose**

The purpose of this local rule is to maintain, to the greatest degree possible, the routine flow of information from secured creditors to debtors with respect to secured loans where the debtor is retaining possession of the collateral and continuing to make the regular installment payments directly to the secured creditor during a bankruptcy case. It is the intent of the rule to support the normal issuance of regular monthly statements typically issued by such secured creditors to borrowers who are not in bankruptcy and to provide debtors with a contact point with each creditor so that a debtor can obtain specific information on the status of such loans, as needed.

It is also the purpose of this rule to make clear that, as long as a creditor complies with this rule in furnishing such information to the debtor, such good faith attempts at compliance will not expose the secured creditor to claims of violating the automatic stay.

This local rule does not apply to lending relationships that are commercial in nature.

**(b) Debts Secured by a Mortgage on Real Property**

- (1) For purposes of this subsection, the term "Mortgage Creditor" shall include all creditors whose claims are secured by a mortgage on real property.
- (2) Except as provided in paragraph 3 below, the Mortgage Creditor shall provide monthly statements to all Chapter 12 and Chapter 13 debtors who have indicated an intent to retain the Mortgage Creditor's collateral in their plan, and all Chapter 7 debtors who have indicated an intent to retain the Mortgage Creditor's collateral in their statement of intent which has been served on the Mortgage Creditor. The monthly statements shall contain at least the following information concerning post-petition mortgage payments to be made outside the plan:
  - (a) The date of the statement and the date the next payment is due,
  - (b) The amount of the current monthly payment,
  - (c) The portion of the payment attributable to escrow, if any,
  - (d) The post-petition amount past due, if any, and from what date,
  - (e) Any outstanding post-petition late charges,
  - (f) The amount and date of receipt of all payments received since the date of the last statement,

(g) A telephone number and contact information that the debtor or the debtor's attorney may use to obtain reasonably prompt information regarding the loan and recent transactions, and

(h) The proper payment address.

(3) No monthly statement shall be required in a Chapter 12 or Chapter 13 case where post-petition mortgage payments are to be made to the trustee through the plan. If a Mortgage Creditor sends a monthly statement to a debtor in such a case which complies with subsection (d)(2) below, the Mortgage Creditor is entitled to the protections of subsection (d)(2).

(4) The Mortgage Creditor shall provide any of the following information to the debtor upon the reasonable written request of the debtor:

(a) The principal balance of the loan,

(b) The original maturity date,

(c) The current interest rate,

(d) The current escrow balance, if any,

(e) The interest paid year to date,

(f) The property taxes paid year to date, if any, and/or

(g) Any other amounts due, including charges paid by lender for taxes, insurance, attorney's fees, or other expense, the nature of the expense, and the date of the payment.

**(c) Other Secured Debts:**

For the purposes of this subsection, the term "creditor" shall include creditors holding a claim secured by personal property, and Lessors for assumed leases for personal property, for which monthly statements are provided under non-bankruptcy law or practice. For all debts secured by property other than as provided for by subsection (b) above, and for assumed leases for personal property, the secured creditor shall provide monthly statements to the debtors in the following manner:

(1) if the case is a Chapter 12 or 13 case where the secured debt is paid entirely through the Plan, no monthly statement must be sent to the debtor directly. If a creditor or lessor sends a monthly statement which complies with subsection (d)(2) to the debtor in such a case, then the creditor shall be entitled to the provisions of subsection (d)(2), below.

- (2) If the case is a Chapter 7 case, or a Chapter 12 or 13 case where the secured debt is not paid entirely through the Plan, and the creditor sent monthly statements to the debtor(s) prior to the bankruptcy petition, the creditor shall send monthly statements which contain the same information as, and are similar to, the monthly statements that the creditor sent to the debtor before the bankruptcy was filed.
- (3) If the case is a Chapter 7 case, or a Chapter 12 or 13 case where the secured debt is not paid entirely through the Plan, and the creditor provided a coupon book or other similar set of invoices to the debtor, the creditor shall send a default letter to set forth the post-petition arrearages to the debtor and debtor's attorney upon any perceived or actual default by the debtor, and before taking any steps to modify the automatic stay.

**(d) Form of Communication; Motions to Show Cause**

- (1) For the purposes of this Section and for Vt. LBR 4001-1(a), creditors shall be considered to have sent the requisite documents or monthly statements to the debtor when the creditor has placed the required document in any form of communication which in the usual course would result in the debtor receiving said document, to the address for the debtor which has last been provided to the creditor by the debtor as provided by agreement between the debtor and the creditor. Said form of communication may include, but is not limited to, electronic communication; United States Postal Service; or use of a similar commercial communications carrier.
- (2) Creditors who provide account information or monthly statements under subsections (b) or (c) (1), (2), or (3) above shall not be found to have violated the automatic stay by doing so, and secured creditors may contact the debtors about the status of insurance coverage on property that is collateral for the creditor's claim, may respond to inquiries and requests for information about the account from debtors and may send the debtor statements, payment coupons, or other correspondence that the creditor sends to its non-debtor customers, without violating the automatic stay, provided none of these documents seek to collect the debt.
- (3) A debtor may file a Motion for the Creditor to Show Cause no earlier than thirty days after the creditor's presumed failure to comply with sections (b), (c), or (d). Before filing said Motion, the debtor must make good faith attempts to contact the creditor including but not limited to contact by certified mail and to determine the cause of the omission, and must indicate the good faith steps taken in the Motion for the Creditor to Show Cause, together with a summary description of any response provided by the creditor.
- (4) If a creditor's regular billing system can provide a statement to a debtor but the statement will not conform to all requirements of this Rule, a debtor may nevertheless agree to accept such statement in satisfaction of this Rule. In the absence of such agreement by a debtor, a creditor may request approval of the Court to submit such statement in satisfaction of this Rule, provided the statement substantially complies with the requirements of the Rule.

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF VERMONT**

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In re:

**MODIFICATION OF  
LOCAL RULES OF PRACTICE AND  
PROCEDURE IN BANKRUPTCY COURT,  
DISTRICT OF VERMONT**

**STANDING ORDER # 07-04**

**TO AMEND VT. LBR 1007-2  
TO UPDATE MAILING ADDRESS  
OF INTERNAL REVENUE SERVICE**

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WHEREAS 11 U.S.C. § 505(b)(1)(A) directs the clerk to maintain a list under which a Federal, State or local governmental unit responsible for the collection of taxes within the district may designate an address for service of requests for a determination of unpaid tax liability; and

WHEREAS the Internal Revenue Service has notified this Court that the proper address for any requests submitted under § 505(b) has changed; and

WHEREAS the notice from the Internal Revenue Service regarding this change of address as well as further information concerning the requirements for filing such requests are available upon request from the Clerk's Office; and

WHEREAS the Internal Revenue Service has designated this new address as the proper one for inclusion in the master mailing list under Vt. LBR 1007-2;

THEREFORE, IT IS HEREBY ORDERED that, effective immediately, Vt. LBR 1007-2(a)(1)(A) is amended to read as follows:

In all chapter 9 and 11 cases, and in filings under chapter 7, 12 or 13, if a tax debt or potential tax claim or interest exists, the following address of the Internal Revenue Service must be included:

Internal Revenue Service  
Centralized Insolvency Operation  
P.O. Box 21126  
Philadelphia, PA 19114

SO ORDERED.

Rutland, Vermont  
February 5, 2007



Colleen A. Brown  
United States Bankruptcy Judge

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF VERMONT**

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In re:

**MODIFICATION OF  
LOCAL RULES OF PRACTICE AND  
PROCEDURE IN BANKRUPTCY COURT,  
DISTRICT OF VERMONT**

**STANDING ORDER # 07-05**

**TO MODIFY VT. LOCAL BANKRUPTCY  
RULE 4001-3(b) REGARDING OBTAINING  
CREDIT TO PURCHASE A MOTOR VEHICLE  
DURING A CHAPTER 13 CASE**

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WHEREAS the Court recognizes that a debtor having access to reliable transportation is often critical to the debtor's ability to obtain and retain employment, and that successful completion of chapter 13 plans typically depends on the debtor having continuous employment; and

WHEREAS it is generally in the best interests of both debtors and creditors that debtors be able to replace unreliable and costly transportation with more cost-effective and reliable means of transportation; and

WHEREAS Vermont Local Bankruptcy Rule 4001-3(b) provides a streamlined procedure for a debtor to borrow funds toward the purchase of a motor vehicle, for borrowings up to \$5,000; and

WHEREAS it has recently been brought to the Court's attention that debtors in this District are finding this cap to be too low because prices of reliable used motor vehicles have risen to the point where many debtors cannot find reliable, cost-efficient motor vehicles for \$5,000; and

WHEREAS it is the Court's intent to make this streamlined procedure available for all debtors who need expedited authority to borrow funds for the purchase of a motor vehicle that will directly contribute to the success of their chapter 13 plans, and it appears that the borrowing cap under the subject local rule needs to be raised in order to achieve that goal;

THEREFORE, IT IS HEREBY ORDERED that Vermont Local Bankruptcy Rule 4001-3(b) is modified to read as follows:

**Purchase of a Motor Vehicle During a Chapter 13 Case.** In order to borrow funds to purchase a motor vehicle, a debtor must request a "Certificate of Approval" from the Chapter 13 trustee upon ten (10) days' notice to all parties in interest, and satisfactorily demonstrate that the purchase of the motor vehicle:

- (1) may be accomplished for a sum not in excess of \$15,000;
- (2) is necessary to ensure the debtor has reliable transportation; and
- (3) is reasonably necessary to the debtor's successful completion of his/her plan.

In addition, the debtor's request for a Certificate of Approval shall include a description of the motor vehicle sought to be purchased (e.g., make, model, year), its purchase price, the proposed lender of the funds, the terms of financing, and how the debtor proposes to make any down payment on the purchase of the motor vehicle. If no objections are timely filed, then after expiration of the notice period, the Chapter 13 trustee may issue a Certificate of Approval authorizing the debtor to borrow up to \$15,000 to purchase the motor vehicle in accordance with the debtor's request. If a timely objection is filed, then the matter shall be set for a hearing. Where a debtor wishes to purchase a motor vehicle but cannot satisfy the requirements of this Rule, he/she must seek Court approval to do so. (Note: A motion seeking Court approval shall include substantially all the information required by this Rule together with an explanation as to why the movant cannot comply with the Rule.)

IT IS FURTHER ORDERED that this change is effective immediately.

SO ORDERED.

Rutland, Vermont  
February 16, 2007



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Colleen A. Brown  
United States Bankruptcy Judge

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF VERMONT**

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**In re:**

**Motion for Entry of Chapter 13 Discharge  
under 11 U.S.C. §1328  
For Cases Filed on or after October 17, 2005**

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**Standing Order # 05-10**

**IT IS HEREBY ORDERED** that, with respect to all chapter 13 cases filed on or after October 17, 2005, a discharge shall not be entered unless the following requirements are met.

1. Upon completion of a chapter 13 plan, the debtor shall file a motion for entry of discharge. The motion shall set forth, at a minimum, all of the averments included in the Court's local form entitled "Motion for Entry of Discharge."
2. In the motion for entry of discharge, the debtor shall certify that:
  - a. all domestic support obligations payable under any judicial or administrative order, or required by statute, have been paid including but not limited to
    - (i) child support and spousal maintenance and alimony, that were due on or before the date of the motion, including all payments due under the plan for amounts due before the petition was filed; and
    - (ii) any domestic support obligations that arose after the filing of the petition;
  - b. the debtor has completed a financial management course pursuant to §1328(g)(1) and filed a certification of completion with the Court; and
  - c. the debtor has
    - (i) not claimed a homestead exemption in excess of the \$125,000 cap described in §522(q)(1), or
    - (ii) claimed a homestead exemption in excess \$125,000 but there is no proceeding pending in which the debtor may be found guilty of a felony of the kind described in §522(q)(1)(A) or liable for a debt of the kind described in §522(q)(1)(B).
3. If the debtor was represented by an attorney during the course of the chapter 13 case, the debtor's attorney shall certify that the attorney has explained the requirements for a discharge to the debtor and to the best of the attorney's knowledge, the debtor qualifies for a discharge under §§ 521, 1308, and 1328(a), (g)(1) and (h).
4. The debtor shall serve the Motion for Entry of Discharge upon the beneficiary of the debtor's domestic support obligations, if any, the Chapter 13 Trustee, the United States Trustee, and all of the debtor's creditors, and may notice the motion under the Court's default procedure, see Vt. LBR 9013-4.
5. If no Motion for Entry of Discharge is filed, no discharge shall be entered, and if no Motion for Entry of Discharge is filed within a reasonable time after completion of the payments due under the confirmed plan, the case may be closed without entry of a discharge order.

**SO ORDERED.**

October 20, 2005  
Rutland, Vermont



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Colleen A. Brown  
United States Bankruptcy Judge

UNITED STATES BANKRUPTCY COURT  
District of Vermont

ATTACHMENT E

Thomas J. Hart  
Clerk of Court

67 Merchants Row  
P.O. Box 6648  
Rutland, VT 05702-6648  
(802) 776-2000 Phone  
(802) 776-2020 Fax  
www.vtb.uscourts.gov

**TO:** Users of This Court's Website  
**FROM:** Thomas J. Hart  
**DATE:** February 21, 2007  
**RE:** Change in Appearance of Website

This is to let you know that yesterday we changed the appearance of our website. The change has some very positive aspects that I wanted to convey to you.

The new appearance is the end product of substantial underlying changes to the platform that operates the site. This new platform allows us to incorporate an improved search engine to better serve your needs when searching for decisions rendered by this court. The search engine uses the name ISYS Search. It is quite powerful and we think it will serve you well once mastered. We intend to offer an ISYS demonstration at the next bench/bar meeting (brown bag lunch).

We also incorporated changes that will:

1. Allow the website to load faster at the user's end – we dispensed with the graphics (the waving flag) and various boxes as these slow the load time;
2. Permit any court staff member to post an item to the website, allowing a document to appear on the site promptly upon issue. Posting to the old site was complex and could be done only by our information systems manager Gary Gfeller.

I would like to call to your attention a few items that might be helpful for you to know before visiting our new website. These are:

A. We designed for what we understand to be the common size monitor these days. Depending upon your monitor size some lines might break at a certain word and wrap around to the next line. This is most notable on the Home Page, especially in the name of the Court and some of the selection buttons;

B. We have selection buttons both above and below our court name, so please remember to look both above and below for selections you might need. We did this to avoid the confusing appearance of two rows of buttons one immediately atop the other;

C. You will find the most notable changes on the Court Decisions page. However, once you begin to use this and get comfortable with these new features, you will see great benefits. Our suggestion is to begin using the search function immediately, rather than trying to scroll through the list of decisions. This can be accomplished directly from the "Search" section of the home page. This works similar to other search engines you may be familiar with, simply type the key word or words for which you are

looking into the text box , select either “Opinions” or “Entire Site” as the focus of your search, and click on the green arrow. Note the following relative to the information that appears:

i. Click on the hyperlink to the electronic document. Documents accessed in this format are easy to copy and paste into word processing documents, which may be beneficial to attorneys who wish to quote from published opinions but do not own licenses for the full Adobe Acrobat product and therefore cannot copy and paste from Acrobat documents;

ii. To read the decision in PDF format, from the electronic document, look for the word *DOWNLOAD* – it is in brackets at the top of the document, and click on it. The document should appear in the same format as it reads on paper.

Once you get used to the unfamiliar format, I think you will find the additional functionality most beneficial. If you have any questions, concerns or suggestions please contact either systems manager Gary Gfeller\* at (802) 776-2015, chief deputy Kathy Ford at (802) 776-2003 or me at (802) 776-2002.

\* Out of the office this week. Returning 2/26/07.

## How ISYS Searches

To search ISYS indexes you provide ISYS with a query. ISYS then matches your query to the documents in the selected index and lists all results that match your query. The quickest way to create a search is to type in a single word. ISYS will search its records and display all documents that contain that single word.

In many cases, however, a single word is not precise enough and will retrieve too many documents. ISYS uses five systems to help you narrow your search:

- The [Menu-Assisted query](#) facility allows you to construct a query which consists of words, phrases, proximity, [boolean](#), structured and unstructured searching, all by simply typing words and point-and-click.
- The [Command Based query](#) facility exposes the full power of the ISYS [query syntax](#), and enables you to quickly and concisely express precisely what you are looking for; as simple or as complex as you like.
- The [Web Style query](#) facility lets you type queries using syntax similar to that used on major public Internet search engines. While only providing a fraction of the power of the ISYS query syntax it provides a more familiar means of expressing queries.
- [Natural language](#) queries allow you to type a simple, plain English description of what it is you would like found. ISYS uses its knowledge of the contents of your documents combined with various linguistic techniques to find the set of documents that most precisely and concisely matches what you have asked for.

## ISYS Query Syntax

ISYS Query uses a specific Query Syntax to create queries in one form or another. In a [Menu Assisted Query](#) the Query Syntax is constructed for you when you click on certain buttons. In a [Command Based Query](#) you use the syntax explicitly by typing each operator along with your search terms.

The ISYS Query Syntax uses a combination of standard operators used across the world and operators specific to ISYS. It is a useful set of tools for narrowing a search to a very specific range of words or phrases. The ISYS Query Syntax consists of:

- [Boolean operators](#)
  - [Positional operators](#)
  - [Precedence of operators and use of parentheses](#)
  - [Range searching](#)
  - [Date searching](#)
  - [Special symbols](#)
  - [Punctuation and special words](#)
  - [Filtering operators](#)
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## *Boolean Operators*

These operators are used to find the existence of terms within a document in relation to other terms.

**AND** The documents retrieved must contain both the words/phrases you have typed. The terms can appear anywhere in the document unless modified by additional operators.

**OR** The document must contain at least one of the entered words or phrases. Both terms may be present.

**NOT** The retrieved documents must contain the first term and must not contain the second, no matter where else it appears in the document.

**XOR** The documents must contain either the first search term or the second but not both terms.

**EXCEPT** The retrieved documents must contain the first search term but only if the second term is not in the same paragraph as the first. Both terms can appear in the document but they cannot appear within the same paragraph.

**BUTNOT** The BUTNOT operator is an even more precise form of EXCEPT. The document must contain the first term and must not contain the second term immediately following the first. For example, the query "WORLD BUTNOT BANK" will find documents that contain the word "WORLD" and which may or may not contain "BANK" but will not find "WORLD BANK" where it appears as a phrase.

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## *Positional Operators*

These operators specify the location of each of your search terms in relation to each other within a document.

**PHRASE** To find words which occur next to each other as a phrase just type the words as you would normally. In ISYS search syntax there is no need to enclose phrases in quotes.

**FAR FOLLOW** ... The retrieved documents must contain both terms and the second term must follow the appearance of the first. The second term can be anywhere in the document as long as it occurs after the first.

**CLOSE FOLLOW** .. The retrieved documents must contain both search terms occurring in pairs. That is, the second term must immediately follow the first if a document is to be retrieved, without a repeated occurrence of the first term. If the first term occurs multiple times before the

second term then it is the *inner-most pair* which is selected.

**IN** The retrieved documents must contain the first term in a paragraph beginning with the second.

**LABEL** Retrieved documents must contain a paragraph beginning with the specified search term.

**IN PARAS** \\ Both search terms must occur within the specified number of paragraphs of each other. Placing a number between the lines indicates the number of paragraphs separating each term.

- No number between the \\ means the paragraphs must be consecutive.
- Single number (e.g. \\5). Search terms must occur within 5 paragraphs of each other.
- Number separated by comma (e.g. \\5,10). The second search term must appear within 5 to 10 paragraphs of the first.
- Negative numbers (e.g. \\-5, +10) indicate the paragraphs may begin before the appearance of the term. That is, the second term may appear up to 5 paragraphs before and up to 10 after the first.

**NEAR BY** // Both search terms must appear within the same paragraph. The order of appearance within the paragraph is not relevant. Placing a number between the lines indicates the number of words separating phrases.

- Single number (e.g. /5/) (this can also be written as W/5). The two search terms must appear within five words of each other. Order of appearance is not relevant.
- Number separated by comma (e.g. /5,10/). The search terms must appear in no fewer than 5 words and nor more than 10 words of each other.
- Negative numbers (e.g. /-5, +10/). The search terms may appear from 5 words before to 10 words after each other.

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### *Precedence of operators and use of parentheses*

With queries which use more than one search term certain words and operators take precedence over others. Some operators will always be read by ISYS before others, regardless of where they occur in your query. The order of precedence is as follows:

1. Phrases
2. //, LABEL, IN, EXCEPT, TO, BEFORE, AFTER
3. \\
4. ... , .. , AND, OR NOT

Where a query expression, or part thereof, contains several operators of the same precedence, ISYS will process them from left to right.

### Use of parentheses

Parentheses (or brackets) allow you to control and define the order of precedence in complex queries as their use overrides the ISYS default searching order. They are not necessary in searches of two terms. However, when using queries with three or more terms parentheses can be invaluable in ensuring ISYS does exactly what you want it to.

### Examples:

```
car allowance // manager OR salesperson
```

Using ISYS Query's default sequence, this will be interpreted as follows:

```
((car allowance) // manager) OR salesperson
```

...which means that documents need only to contain the word "salesperson" to be included with the more detailed search of "car allowance in the same paragraph as manager".

To change the query to "find the phrase car allowance in the same paragraph as manager or salesperson", use the following search:

```
car allowance // (manager OR salesperson)
```

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### *Range Searching*

When searching for numerical values within an index these operators allow you to specify a range values within which to search.

**TO** Specifies an alphabetic, numeric or date range to be searched. For example:

```
A123 TO A456  
...will find "A123, A124, A125" ... and so on to "A456".
```

Note: for the TO operator to be used for dates the [Intelligent Date Handling](#) options must be selected for the index.

**GE** Search for a numeric range greater than or equal to the specified value. For example:

```
GE 1000  
...will find "1000, 1001, 1002, 1003 ... 59001"
```

**LE** Search for a numeric range less than or equal to the specified value. For example:

LE 1000  
...will find "1000, 999, 998, 997 ... -59001"

For increased accuracy when searching for numeric values select the Intelligent Number Handling option when creating your ISYS index.

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### *Date Searching*

Dates may be used as a search term if [Intelligent Date Handling](#) has been.

With Intelligent Date Handling set dates within your index will be found regardless of the way in which they are expressed in the documents. For example "February 10 2001", "2/10/01" and "Saturday, February 10, 2001" are all read as the same thing by ISYS. Relative or implied dates such as "March this year" or "two weeks from next Thursday" are not supported.

Date searching operators are:

**AFTER** Search for documents containing dates falling after a specific date.

**BEFORE** Search for documents containing dates falling before a specific date.

**TO** Search for a range between and including the specified dates.

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### *Special Symbols*

Certain symbols can be used in place of letters or characters in query words to help refine or expand a query. ISYS will replace the symbols with letters according to its built-in logic and run the query on any resultant words. Using these symbols can save you having to think up and type all the permutations of a word that you need to include in a query.

Note that using these word expansion systems can still only retrieve words that are listed in your index.

\* This is a wildcard symbol and can be used to search for any number of significant characters.

- **End of word**  
Will find all words that start with the letters appearing before the symbol.  
For example 'manage\*' will find 'management', 'manages', 'managed', 'manager', etc.
- **Middle of word**  
Will find all words that begin and end with the specified letters.  
e.g. 'd\*ing' will find 'dying', 'divorcing', 'dividing', 'droning', etc.
- **Beginning of word**  
Will find all words that end with the specified letters. Note that this option may significantly increase the search time required.
- **Alone**  
This will select the first word in all documents; a way of providing a list of all the documents in the index.

? This is a single-character wildcard symbol and can be used to search for any single character. For example, searching for "h?t" would match "hat" or "hit" but not "heat". Both forms of wildcard may be used together in any combination desired, e.g. "un\*gra?ing".

~ Tense conflation (tense expansion). Asks ISYS to find all tense forms of the word specified.

- **Trailing conflation**  
Expands the tenses at the end of a word.  
For example, 'posting~' will find 'posted', 'posts', 'post' and 'poster', but not 'posture', 'postpone', etc.
- **Leading conflation**  
Expands the tenses at the beginning of a word.  
For example, '~post' would also find 'outpost', 'prepost' and 'repost'.

By default ISYS automatically applies limited tense conflation to search terms. You can control tense expansion settings for your site by [customizing the search page](#). If automatic tense conflation is **on** in the options, using this character turns it **off**; if automatic conflation is **off**, this character turns it **on**.

+ Toggle synonym expansion and thesaurus on or off. This symbol reverses the automatic synonym expansion setting in the search page. By default synonym expansion is set to on. Using this symbol in a query will turn it off for the word to which it is applied. For more information about Synonyms see [Synonym Rings](#).

If neither synonym expansion or the thesaurus are turned on in Options the + symbol will turn them **both** on for a given search term. If both are turned off in Options the + symbol will turn them **both** on. If only one option is active in Options the + symbol will switch it off (and leave the other option as it is) for a given search term.

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## *Punctuation and special words*

### Punctuation

ISYS treats punctuation in a query in one of three ways:

- **Significant**  
This means the punctuated search word or phrase will match only with words or phrases containing matching punctuation characters.
- **Insignificant**  
ISYS ignores the occurrence of specified punctuation in the text, meaning that a search will bring up matching words and phrases whether punctuated or not.
- **Separators**  
Some punctuation marks will not be recognized as such by ISYS and treated the same way as spaces between words. For example, 'over-charge' will be indexed as two words - 'over' and 'charge'. By default the period, or full stop, is a punctuation character and thus not indexed. However, ISYS can be configured to index a period when it is embedded within a word.

You can change the configuration of punctuation in an index using [Character Options](#).

### Reserved Words

Reserved words are those used as ISYS operators. For example: AND, OR, NOT, LABEL and EXCEPT. If you need to include a reserved a word in a query precede the word with an insignificant character such as an underscore (\_). This is a signal to ISYS to include the word as ordinary text in the search and not as an operator. For more information about significant and insignificant characters see the [Character Options](#).

The // and \\ operators can be included in a search, if necessary, by enclosing them in quotes (i.e. "/" and "\\").

### Common Words

Common words are words such as I, THE, IT, IS and other words that frequently appear in many documents but do not frequently have a significant meaning. They are excluded from searches in order to save indexing space.

- If your search includes a common word ISYS will remove it from the search and reconstruct the search around the gap. For example, 'beside the road' becomes 'beside /2,2/ road' automatically.
- Where the common word includes a [Boolean](#) or [positional](#) operator the word is ignored. For example, 'manager and the' becomes simply 'manager'.

- You will need to amend the Common Word list within ISYS Utilities if you wish to perform searches using words ISYS automatically defines as common. See ISYS Utilities for more information.

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### *Filtering operators*

ISYS includes the ability to filter results based on file name, file path, file date or format. The easiest way to do this is by clicking on the filter option and filling in the form. However, you can also include filters in your query syntax. The filter keywords are global to the entire query so it doesn't matter where you place them. They must be followed by a quoted parameter. For example, FNAMELIKE "\*.TXT". If you wish to specify a list of values delimit each with a semi-colon. For example: FNAMELIKE "\*.TXT;\*.DOC".

FNAMELIKE	The file name must match the wild card specification in the quoted parameter which follows.
FNAMEUNLIKE	The file name must not match the wild card specification in the quoted parameter which follows.
PATHCONTAINS	The full path name must contain the string in the quoted parameter which follows.
PATHOMITS	The full path name must not contain the string in the quoted parameter which follows.
CATEGORYLIKE	The document category must match the wild card specification in the quoted parameter which follows.
CATEGORYUNLIKE	The document category must not match the wild card specification in the quoted parameter which follows.
FILEDATEBEFORE	The file date as stored on disk must precede the date specified in the quoted parameter which follows. The date format must be YYYYMMDD. For example: CAT FILEDATEBEFORE "20031225".
FILEDATEAFTER	Similar to FILEDATEBEFORE but the file date as stored on disk must follow the one given.
INDEXEDBEFORE	The document must have been indexed prior to the date specified in the quoted parameter which follows. The date format must be YYYYMMDD. For example: CAT INDEXEDBEFORE "20031225".
INDEXEDAFTER	Similar to INDEXEDBEFORE but the document must have been indexed after the

date given.

FIRSTDATEAFTER The first date appearing in the text of the document must follow the one given.

FIRSTDATEBEFORE The first date appearing in the text of the document must precede the one given.