

Creditor Attorney Training Manual

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ELECTRONIC CASE FILES SYSTEM USER'S GUIDE

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Filing System to file documents with the Bankruptcy Court, or to view and retrieve docket sheets and documents for all cases assigned to this system. It assumes a working knowledge of Netscape, Internet Explorer and Adobe Acrobat. Please refer to Netscape, Internet Explorer and Adobe Acrobat instruction manuals for specific questions regarding those applications.

Help Desk

Telephone the Court's **Help Desk** at (901) 328-3565, Memphis Office; or (731) 421-9365, Jackson Office, between the hours of 8:30 a.m. - 4:30 p.m., Monday through Friday, if you need assistance.

Court's Website:

To access information, materials relating to CM/ECF, the Training database, and Live database log on to the Court's website at:
www.tnwb.uscourts.gov

Capabilities of the System

The electronic filing system allows registered participants with Internet access, Netscape and Internet Explorer to perform the following functions:

- < Access the Court's Web page.
- < Download the most recent version of the User's Guide.
- < Access the training system comparable to the official "Live" system to acquaint yourself with how the system operates.
- < Electronically file pleadings and documents in actual "Live cases.
- < View official docket sheets and documents associated with cases.
- < View various reports.

Requirements

Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve electronic case documents are the following:

- < A personal computer running Windows based petition preparation or word processing software.
- < Internet access from methods such as modem, DSL or cable.
- < Netscape Navigator version 4.6x or 4.7x or Internet Explorer 5.x.
- < Adobe Acrobat version 3.0 or higher for converting documents from a word processor or other software to portable document format (PDF).
- < Adobe Acrobat Reader 5.05 to view, print and download documents from the Court's electronic case file. The Adobe Acrobat Reader is available as a free download at www.adobe.com

PACER

All users require a valid PACER login and password. PACER login permits access to all nationally supported systems. See <http://pacer.pcs.uscourts.gov> for a complete list. Other information

- < PACER login can be permanently linked to CM/ECF login, so that it does not have to be re-entered.
- < PACER users can log in at one court and access another without having to log in again.
- < Hyperlink to filed document provided to parties receiving a notice of filing. Access to the linked document is **FREE** the first time it is accessed for users receiving electronic notices. All users should be advised to print or save the document to a local computer in order to avoid future charges.
- < The CM/ECF application links the filing account with an appropriate PACER account for billing purposes.

How to Register for Access

Participants must complete a registration form. The form is available from the Court's web page or contact the Court at:

< **Help Desk** **Memphis (901) 328-3565**
Jackson (731) 421-9365
 Or
 < **Lisa Haney, ECF Training Coordinator**
 < **e-mail the court at: training@tnwb.uscourts.gov**

A training version of the system is provided on the internet at <http://ecf-train.tnwb.uscourts.gov> for practice purposes. It is strongly recommended that participants take advantage of filing documents in the training database before filing a document in the “Live” data base.

NOTE: A different set of logins and passwords are issued for the “Training” and “Live” systems.

User Interactions

Documents filed in Error

A document incorrectly filed in a case may be the result of posting the wrong PDF file to a docket entry, or selecting the wrong document type from the menu, or simply entering the wrong case number and not catching the error before the transaction is completed. **Do not attempt to re-file the document.**

To request a correction, telephone:

Help Desk

as soon as possible after an error is discovered. Be sure to have the case number and document number for which the correction is being requested. If appropriate, the Court will make an entry indicating that the document was filed in error. You will be advised *if* you need to file the document. The system will not permit you to make changes to the document(s) or docket entry filed in error once the transaction has been accepted.

Emergency Filings

Contact the Court **immediately** upon filing an emergency pleading.

Viewing Transaction Log

This feature, selected from the **Reports Menu**, allows you to review all transactions processed with your login and password. If you believe or suspect someone is using your login and password without permission, refer to the User Maintenance section of this guide on how to change your password.

User's Guide

The most recent version of the User's Guide for the system is always available at www.tnwb.uscourts.gov.

Troubleshooting

Cannot login to the System

If you are using Netscape Navigator or Internet Explorer, and your password and login have both been correctly typed, and you still cannot login to the system, please call the Court's **Help Desk**.

To ensure the documents transmitted have arrived in their entirety, it is important to read the document after it is received by the Court. This can be

done by viewing the docket sheet from the case and selecting the transmitted document. The number of the transmitted document appears on your electronic filing receipt.

Experiencing a Problem with the System when Filing a Document

During normal business hours of 8:30 a.m. - 4:30 p.m., please contact the **Help Desk**. Please be advised, however, that the site is not supported 24 hours a day, and that when filing documents after normal business hours, support will not be available. Voice mail will be available between 4:30 p.m. to 8:30 a.m. Please leave name, company name and telephone number, and someone from the helpdesk will return your telephone call after opening on the next business day. When filing documents that must be filed on a certain day, it is our recommendation that you file these before 4:30 p.m.

Accessing CM/ECF

The CM/ECF system is a web based software program. CM/ECF court users process cases through the federal courts' restricted intranet while attorneys and other public users will submit pleadings and view case data from the internet. Both court and external users have different levels of access to screens via menu selections and functionality as determined by their needs.

- STEP 1** To access the court web site, open IE and enter the URL (ecf-live.tnwb.circ6.dcn) of the court's computer in the browser's Location field. (See **Figure 1.**) Familiarity with browser navigation and functionality is recommended for successful and efficient use of this system.

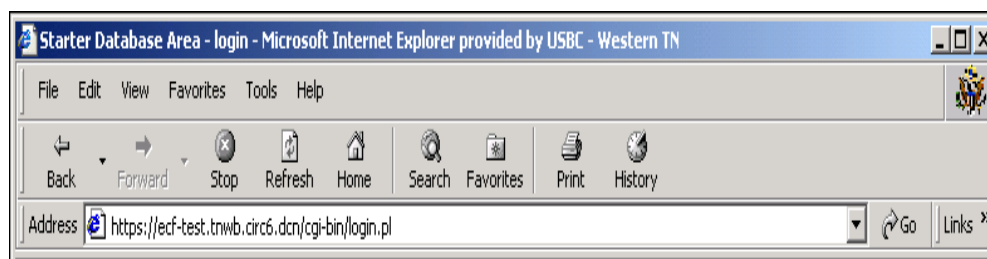


Figure 1

NOTE: For quick access to this site in the future, set a bookmark or create a button on your navigation bar, (See **Figure1.**)

The Back button



on your IE navigation bar

can be used to back up in case processing or queries at any time. You will find that the Back button and the Forward button



will allow you added flexibility in case processing.

- STEP 2** The **CM/ECF CERTIFICATE NAME CHECK** screen may display next.

You may see a series of security screens similar to this.



Figure 2

- Click [Continue] and read the security information until the [Finish] button appears.

STEP 3 Logins and Passwords

Internet users (attorneys, trustees and, in some courts, certain creditors) will use two sets of logins and passwords; one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) access for queries and reports. Registered Internet users will see a login screen as pictured below. (See Figure 3.)

ECF/PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions

We are currently NOT accepting ECF electronic filings.

Enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty-two alphanumeric characters long.

Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
client code:	<input type="text"/>
<input type="button" value="Login"/> <input type="button" value="Clear"/>	

CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5.

Figure 3

Participants will

initially enter their CM/ECF login and password which has been issued by the court on this screen. This login and password allows electronic filing of documents, not access to reports or queries.

Most courts consider the registered user's login and password the electronic equivalent of their signature. This concept is generally incorporated into the court's General Order on Electronic Filing or by Local rule.

Your **Login** and **Password** fields are case sensitive. A login of thomask should not be entered as ThomasK or THOMASK. The password cannot exceed 8 characters and should not include special characters (%,#,\$,%).

The **client code** field is optional and is used for PACER users to associate this activity to specific customers.

If an error is made entering login and password information before submitting the screen, clicking on the **[Clear]** button will delete the data and allow you to reenter information.

This login screen will subsequently appear when web users select any report or query selection from a CM/ECF menu. The PACER program charges 7¢ per page. After running a report or query, a PACER summary of pages and costs will appear at the end. A user will be advised of how many pages have been selected before accepting the information and/or charges for pdf documents only.

PACER information and registration is available at
<http://pacer.psc.uscourts.gov/>

The PACER Service Center bills users only when annual usage exceeds \$9.99, e.g., If on December 31, a participant owes \$9.56, no bill will be issued for that year and a new billing cycle will begin January 1 of the next year. Copies of case files are still available at the court for \$.50 per page.

All users are personally responsible for activity with their logins. Participants can also be given access to maintain their login and password, address and e-mail preferences.

The PACER site also offers free Internet access to a series of CM/ECF tutorials for attorneys and other web users through a series of Computer Based Training (CBT) modules. No login or password or charge is required for this feature. The lessons can be done at your PC in individual modules at the convenience of the student. Screens replicate the CM/ECF environment and are interactive.

Access to this resource is available at <http://www.pacer.psc.uscourts.gov/ecfcbt/>.

Public Access

Bankruptcy case information on CM/ECF is available to the public through participating court Internet sites. For instance, the bankruptcy court in the Eastern District of Virginia can be accessed by typing this URL, www.vaeb.uscourts.gov, in the Location Box of your browser. PACER logins are universal and may be used at multiple courts for access to reports and queries.

Inquiries can be made through Public Case Query which provides search capabilities by case number or name. (See **Figure 4**.)

The screenshot shows the CM/ECF Query interface. At the top is a blue navigation bar with the CM/ECF logo and links for Query, Reports, Utilities, and Logout. Below the navigation bar is a yellow box titled "Query". Inside this box is a "Search Clues" section with several input fields: Case Number (with an example: 99-80013), Last Name (with examples: Desoto, Des*?), First Name, Middle Name, SSN, Tax ID, and a Type dropdown menu. Below the search fields are two buttons: "Run Query" and "Clear".

Figure 4

PACER gives participants access to a CM/ECF court calendar, a cases report, claims register, creditor matrix and case docket sheets. This information is current and is updated with activity in real time.

CM/ECF registered users can subscribe to electronic notification of any filing on any case within the district. These notices are received through the participants e-mail program. Notices can be monitored throughout the day or by requesting a daily summary of activity of all the cases they have signed up for. Every user can access a copy of the document that has been filed **once without charge**. It is advisable to save or print this file. Subsequent requests through the document's hyperlink will produce the standard PACER login screen.

Maintaining Your Account

This function allows you to update your personal information and instructions about email notification.

STEP 1 Select **Utilities** from the Main Menu, click on **Maintain Your ECF Account** hypertext link from *Your Account* menu. The Maintain User Account screen appears.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

MAINTAIN USER ACCOUNT

Last name First name

Middle name Generation

Title Type tr

Office

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

SSN Tax Id

Bar Id Bar status Mail group

Initials DOB AO code Person end date

Email information... More user information...

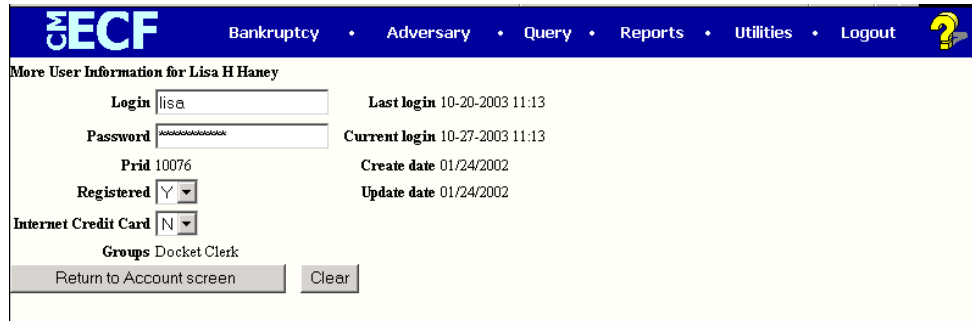
Submit Clear

- 7 Make appropriate changes or additions to your name, address, telephone and/or fax number. (**Note: Do not enter SSN, Tax ID or DOB**).
- 7 **Email information...** button allows you to specify how you want to be notified of CM/ECF filings and the email address at which you want to receive notification, see Step 2.
- 7 **More user information...** button allows you to change your password, see Step 3.
- 7 Click on **Submit** button upon completing all changes/additions.
- 7 Click on **Clear** button to clear changes you may have made.

STEP 2 Click on the **Email information** button, the following *E-mail information* screen will appear.

- 7 **Primary e-mail address** - specify the complete address.
- 7 **Send the notices specified below** - select one or both options.
 - to my primary e-mail address**
 - to these additional addresses** - add additional email addresses in text box.
- 7 To receive notices for a case in which you are not involved, check the box for **Send notices in these additional cases** and key the case number(s) in the text box.
- 7 Select appropriate radio button to receive notice of electronic case filing for each case (**Send a notice for each filing**) or a summary report containing all the cases (**Send a Daily Summary Report**).
- 7 **Format notices** - select appropriate format.
 - html format for Netscape or ISP e-mail service**
 - text format for cc:Mail, Group Wise, other e-mail service**
- 7 Click on **Return to Account screen** to continue making changes to your account and/or to submit changes once completed.
- 7 Click on **Clear** button to clear changes you may have made.

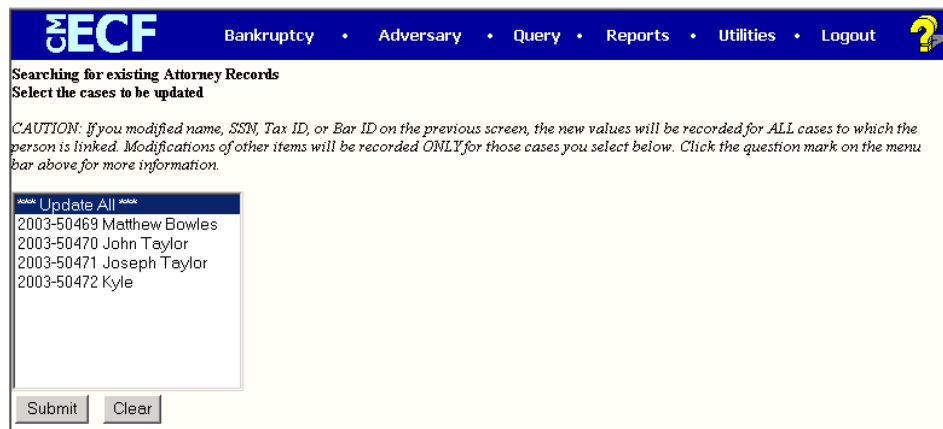
STEP 3 Upon clicking the **More user information** button, more information from your account will appear.



7 **gin** - may not be changed without court approval. **Lo**

- 7 **Password** - you may change your password. Note: When you type a new password, it is readable. Whenever this screen is displayed again, the password will be hidden.
- 7 Click on **Return to Account screen** to continue making changes to your account and/or submit changes once completed.
- 7 Click on **Clear** button to clear changes you may have made.

STEP 4 After making appropriate changes/additions, click on the **Submit** button, the system will display all cases in which you are involved.



- 7 **Update All** - default selection, click **Submit** button to have address information spread to all cases.
- 7 To have address update spread to specific cases but not all, hold down **<Ctrl>** key on keyboard while clicking on specific cases.
- 7 Click on **Submit** button to update your account
- 7 Click **Clear** button to clear selection.

STEP 5 The **Update Person** information screen will be displayed, to continue click on the *Main Menu* option of your choice.



The screenshot shows the ECF system interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. The main content area displays a series of status messages: 'Updating person record...', 'Update Person Prid: 10076', 'The update was successful.... prid 10076 - Lisa H Haney', 'Updating user record', 'The user update was successful', 'The update was successful...', 'No email edit requested', and 'User edit complete'.

View Your Transaction Log

Displays details of all transactions (docketing) that the current user has entered into CM/ECF for a specific time period.

STEP 1 Select **Utilities** from the Main Menu, click on **View Your Transaction Log** hypertext link from the *Your Account* menu. *View Transaction Log* screen appears.



The screenshot shows the 'View Transaction Log' screen. The top navigation bar is the same as the previous screenshot. The main content area has the title 'View Transaction Log' and a prompt 'Enter the Date Selection Criteria for the Transaction Log Report'. Below this, there are two input fields: 'Start Date:' with the value '1/1/1996' and 'End Date:' with the value '10/27/2003'. At the bottom, there are two buttons: 'Submit' and 'Clear'.


7

Click in the dialog boxes of **Start Date:** and **End Date:** and type the dates for the report you want displayed.

7

Click on **Submit** after completing date selection or **Clear** to reset search criteria.

STEP 2 The Transaction Log screen appears.

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout 			
Transaction Log			
Report Period: 07/01/2003 - 10/27/2003			
ID	Date	Case Number	Text
35105	08/18/2003 11:18:43	2-03-bk-50464	Motion to Abandon. Motion for Relief from Stay re: 1999 Buick. Receipt Number 12345, Fee Amount \$75.00, Filed by Creditor Bank of America (lhh)
35106	08/18/2003 14:16:18	2-03-bk-50465	Motion for Adequate Protection, Motion for Relief from Stay re: 1999 Ford Festiva. Receipt Number 12345, Fee Amount \$75.00, Filed by Creditor Budget Auto Sales (lhh)
35112	08/19/2003 14:10:51	2-03-bk-50465	Motion to Abandon. Motion for Relief from Stay RE: 1999 Ford Festiva. Receipt Number 1234567, Fee Amount \$75.00, Filed by Creditor Budget Auto Sales (lhh)
35117	08/19/2003 14:23:59	2-03-bk-50464	Motion to Abandon. Motion for Relief from Stay re: 2001 Explorer. Receipt Number 12345, Fee Amount \$75.00, Filed by Creditor Ford Motor Credit (lhh)
35372	10/15/2003 15:41:15	2-03-bk-50469	Meeting of Creditors 341(a) meeting to be held on 11/17/2003 at 10:00 AM at Room 645, Memphis, TN. Proof of Claims due by 2/15/2004. Voluntary Petition Filing Date 10/15/2003. Government Proof of Claims due by 4/12/2004. (lhh)
35390	10/16/2003 09:50:28	2-03-bk-50469	Filing Fee Paid Receipt Number 54412, Fee Amount \$75.00 (RE: related document(s)[3] Application to Pay Filing Fees in Installments filed by Debtor Matthew Bowles) (lhh)
35481	10/17/2003 12:09:35	2-03-bk-50469	Lisa Haney added as trustee to case (lhh)
35482	10/17/2003 12:10:42	2-03-bk-50603	Lisa Haney added as trustee to case (lhh)
35591	10/20/2003 11:00:07	2-03-bk-50471	Meeting of Creditors 341(a) meeting to be held on 12/5/2003 at 10:00 AM at Room 680, Memphis, TN. Proof of Claims due by 3/4/2004. Voluntary Petition Filing Date 10/20/2003. Government Proof of Claims due by 4/17/2004. (lhh)
Total Number of Transactions: 9			

- 7 To print transaction log, click on **Print** from your *Browser's* toolbar.
- 7 To continue, click *Main Menu* option of your choice.

CM/ECF Glossary

Adobe Acrobat

Application used almost universally to create and view "PDF" documents. "Adobe" created the "PDF" format.

Attachment

An additional supporting document filed electronically with a pleading. Proposed orders can be attachments to motions and applications.

Automatic E-mail Notification

A CM/ECF feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.

Browse

A Windows operation of navigating through directories via a mouse to select a specific file.

Browser

A browser is a software program which provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from WEB servers. Netscape Navigator and Internet Explorer are the two most popular WEB browsers. Only Netscape Navigator is guaranteed to work with CM/ECF.

Category

In CM/ECF, a category is a classification of similar document types. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections.

CBT

A CBT (computer-based training) is an on-line learning application accessed over a local area network (LAN) or from a CD. When a CBT is accessed over the Web, it is referred to as web-based training or a WBT.

Check Box

A control object a user can click to include choices from a list. Check boxes are designed so that you can chose one or more items from a list.

CM/ECF

Case Management/Electronic Case Filing is the Administrative Office's new application that will revolutionize the way we do business, completely replacing BANCAP and NIBS with "next generation" case management capabilities. With CM/ECF attorneys can file cases and documents electronically via the Internet.

Default

A Default is a common suggested value displayed by CM/ECF on a screen. Like BANCAP, many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you type over them.

Document Type

In CM/ECF, Document Type describes a specific filing or event with similar characteristics within a case which behaves uniquely from other document types.

Drop Down Box

A window listing selections of data alphabetically in a text box. They are used throughout CM/ECF for making selections. When you see the selection you want to make, click to highlight it. To make multiple selections, hold your control key down when making the second (third, etc.) selection.

Hypertext (HTML) Link

A hypertext link is a URL imbedded in an html (hypertext markup language) document most often underlined. It permits the user to move from one area (or topic) to another in a Web based program.

MR

An MR, or software modification request, is the formal method used in the courts by users to ask for changes in the program. Changes can be either enhancements or the discovery of a functional program error. MRs are submitted via the Intranet at the SDSD website, <http://156.132.84.151/mrdb/>.

Notice of Bankruptcy Case Filing

A CM/ECF document that is generated at case opening with all the substantive information of the case. The Entry Date appears on the local court seal displayed on this formal notice. When the petition is submitted by an attorney both the date and the time of filing appear. This official document can be used to enforce collection and foreclosure activities of creditors.

Notice of Electronic Filing

An electronic document produced by CM/ECF which certifies filing of all documents and claims with the U.S. Bankruptcy Court. All parties requesting electronic notification can be sent this certification via electronic mail.

PDF Document

A "Portable Document Formatted" document is a type of imaged document created by Adobe Acrobat. Each document is secured with a unique encrypted key. All documents in CM/ECF must be in "PDF" format with the exception of the creditor list (matrix) which must be uploaded in a text (.txt) format

Radio Button

A round selection button used to choose items from a list. Radio buttons are designed so that you can choose only one item.

URL

URL is short for Universal Resource Locator. URLs are the naming scheme used to find Web pages. A URL is similar to a street address. The URL for the New York Southern Bankruptcy court is www.nysb.uscourts.gov.

Adversary Proceeding Opening

This module will demonstrate the steps to take to open an Adversary Proceeding in the CM/ECF system. Opening an Adversary Proceeding involves entering the necessary information regarding the plaintiff and defendant and basic statistical data. The lead event is incorporated into this process and will not need to be docketed separately.

STEP 1 Click the Adversary hypertext link on the CM/ECF main menu bar.

STEP 2 The **Adversary Events** screen displays.

- Click the Open AP Case hypertext link.

STEP 3 The **Case Data** screen displays.

- The **Case Type** defaults to **ap**. This is the only option. No action is necessary
- The current date is displayed in the **Date Filed** box. This date cannot be altered. The filed date of the adversary will be the current date.
- The **Complaint** field defaults to **y**. This field indicates whether a Complaint is the lead event for this proceeding. If a Complaint initiated this proceeding, leave this field set to **y**. If another document, such as a Notice of Removal, was filed instead, select **n** by clicking on the ☐ and highlighting “n”.
- Click **[Next]**.

STEP 4 The **Associated Cases** screen displays.

- Enter the **Lead Bankruptcy Case Number** in yy-nnnnn format, including the hyphen.

NOTE: If the case number is invalid or if the lead case does not

reside on this database, an error message, “YY-NNNNN is not a valid case. Please enter a valid value.” is generated. You will not be able to proceed with the case opening process. Research the reason for the error.

NOTE: If you do not enter any number in the **Lead Case Number** field the system **will** allow you to proceed with case opening. (DO NOT PROCEED!!)

- Select the default of Adversary as the **Association Type**.
- Click **[Next]** to continue.

STEP 5 The **Case Assignment** screen displays.

- Based on the lead Bankruptcy case the default case assignment, division assignment and Judge assignment are made.
- Click on **[Next]** to continue.

STEP 6 The **Search for a Party** screen displays.

The database must always be searched to see if the party exists before a new party may be added.

- Type the Social Security Number and/or Last Name
OR
Type the Tax Identification Number and/or Business Name.
- Click **[Search]** to continue.

Search Hints


- Format Social Security Number or Tax ID with hyphens.
- Search is *not* case sensitive. (Smith or smith)
- Include punctuation. (O'Brien)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild Cards (*) are not required at the end of search strings.
- Wild Cards (*) (?) may be used before or within search strings (*son, Gr*y, Gr?y)

STEP 7 The **Party Search Results** screen displays.

If the system does not locate the party in the database, a message will be displayed: **No person found**.

- Click **[Create new party]** to add the plaintiff/defendant into the system.
- Proceed to **STEP 8**.

If the system does locate the party in the database, a **Party search results** list will display.

- Click the  Arrow to scroll the entire list of search results, if necessary.
- Highlight the party's name if it appears on the list.
- The **Person Address** box displays.
- If you cannot locate the information for your party click **[Create new party]** and proceed to **STEP 8**.
- If this is your party (name and/or social security number match; address could be different), click **[Select name from list]**.

STEP 8 The **Party Information** screen displays.

- Review the information outlined in the screen. Make any necessary changes (address change, phone number change, etc..)
- If you are **creating a new party**, enter the following information as shown on the cover sheet (Plaintiff's/Defendant's last name and/or Social Security Number will be reflected from the party search):
 - Plaintiff's/Defendant's **First name**
 - Plaintiff's/Defendant's **Middle name**
 - Plaintiff's/Defendant's **Generation**, if applicable (Jr., Sr., III, etc.)
 - The Office box may be used to indicate the office name of a business. (This field is used infrequently.)
 - Use **Address 1**, **Address 2**, and **Address 3** lines to type the

Plaintiff's/Defendant's mailing address as shown on the cover sheet. (Do not list the residence address if different from the mailing address).

- Type **City**, **State**, and **Zip** information.
 - Click the ☒ arrow to reveal the list of **County** options. Click to highlight the county shown on the petition.
 - It is not necessary to enter a country name unless the country of Plaintiff's/Defendant's residence is not the United States of America.
 - Phone, Fax, and E-Mail information of the debtor is optional.
-
- The **Pro Se** box automatically defaults to 'n' for no, meaning that the Plaintiff/Defendant is not representing himself.
 - The **Role** type **MUST** be entered. Click on the down arrow and select "**Plaintiff**" for all plaintiff's. Select "**Defendant**" for all defendants. (Plaintiff and Defendant should be the only Role Types used when opening an Adversary Proceeding. The Role Type of Debtor is not applicable and should *not* be used.)
 - Party Text may be used to add additional information to the Plaintiff's/Defendant's name. For example: If the Plaintiff/Defendant was *General Foods Store* in the **Last name** field, and enter *a division of General Motors Corporation* in the Party text field.
 - Do Not add an alias for a Plaintiff or a Defendant. This information is not necessary in Adversary Proceedings.

STEP 9 Click on **[Add Attorney]** for the Plaintiff's **ONLY**.

NOTE: An attorney is *never* associated with the Defendant at the time the adversary is opened. The attorney for the Defendant will be added to the case at the time the answer is filed by the Defendant.

- The Search For An Attorney screen displays.
- Search for the attorney for the plaintiff by entering the attorneys Bar ID or Last Name.
- The Attorney Search Results screen displays.
- Click the ☒ arrow to scroll the entire list of search results, if necessary.

- Highlight the appropriate attorney's name.
- The **Person Address** box displays.
- If this is the correct attorney (Name and Bar ID number match; address could be different), click **[Select name from list]**.
- The Attorney Information screen displays. On the screen the attorney's address can be changed. It will only change the address for this one case.

NOTE: If the attorney has a new address for all cases, a Notice of Attorney Address Change must be submitted to the U.S. Bankruptcy Court, Clerk's Office.

- Click **[Add Attorney]**, to add the attorney to this plaintiff.

NOTE: IF YOU CANNOT LOCATE THE ATTORNEY'S NAME, PLEASE DO ANOTHER SEARCH. IF THE ATTORNEY'S NAME STILL DOES NOT APPEAR, CONTACT THE HELP DESK. DO NOT CREATE NEW ATTORNEYS IN CM/ECF.

STEP 10 **Party Information** screen displays again.

- Click **[Submit]** to submit all information for this party.

STEP 11 Refer back to STEPS 6 - 9 as many times as necessary in order to add the following:

- Add each Plaintiff's information and Plaintiff's Attorney information.
- Add each Defendant's information. (No attorney)

STEP 12 When all parties (Plaintiffs and Defendants) have been added, Click **[End Party Selection]**

STEP 13 The system will then display the **Adversary Statistical** screen.

- Click on the ☒ arrow to reveal the **Party Code** options. Make the appropriate selection from the list below.
- Click on the ☒ arrow to reveal the **Nature of Suit** options. Click to highlight the appropriate Nature of Suit from the drop-down list. If there are multiple natures of suit in the proceeding, select only one.

NOTE: If one of the multiple suits is a 727 Objection to Discharge, it is important to choose **424** as your selection.

- The **Origin** code defaults to **1 Original Proceeding**. This setting is normally correct.
- The **Transfer date** field is normally left blank. Enter a Transfer date only if the case has been transferred in from another district.
- The default for the **Rule 23 (class action)** field is **n**. Select **y** if the proceeding is a class action.
- The default for the **Jury Demand** field is **None**. Click on the ☒ arrow to view other options.
- **Dollar Demand.** If there is a dollar demand, enter the amount in thousands to the nearest thousand. For example, if the Dollar Demand is \$4550, \$5,000, or \$5499, you would enter 5 for \$5000, leaving off the 000.
- When this screen is correct, click **[Next]**.

STEP 14 The **Select the PDF Document** screen displays.

- To associate the imaged document with this entry, select the PDF filename of the complaint you are filing.
 - Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.

- This will launch the Adobe Acrobat Reader displaying the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.

— Click **[Next]** to continue.

STEP 15 The **Receipt and Fee Information** screen displays.

- If the receipt number has been provided, enter it here.
- Otherwise, for receipt number enter **CC** for Credit Card Payment, or **O** for Other Payment.
- Click **[Next]** to continue

STEP 16 The **Docket Text: Modify Text** screen displays.

- Verify all docket text information is correct.
- There is a text box on this screen that allows you to add any additional information pertinent to the Adversary.
For Example: If you are filing a Plaintiff's Complaint to Compel Turnover, you would enter what the Plaintiff is requesting be turned over; 1990 Ford Pick Up Truck, Monies, etc...
- Click **[Next]** to continue.

STEP 17 The **Docket Text: Final Text** screen displays.

- Verify all docket text information is correct.
- Click **[Next]** to finalize opening the Adversary Proceeding.

NOTE: When an adversary is opened, the complaint information will spread over to the main bankruptcy case.

STEP 18 The **Notice of Electronic Filing** screen displays.

- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- You may also save the notice through the browser **File/Save** option.
- This screen will indicate the Adversary Number that was assigned to this Adversary Proceeding.

Notice of Electronic Filing:

Date and time stamp information

Case Title

Case number hyperlink to Pacer

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

Associated (PDF) documents:

Document description:	Defaults to Main Document being docketed.
Original filename:	Filer's full directory path from firm or court's hard drive or network.
Electronic document stamp:	Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption

Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.

NOTE: Participants in a case are billed for all pages accessed in CM/ECF, except when they receive a Notice of Electronic Filing via email. If they click on the hyperlink to the document which was filed, they will not be asked to log in and will not be billed for this first view. This free view is only available during the first 30 days after the docket entry is made. If they access the same document again, they will have to log and will be charged; to avoid additional charges, they should download the document during the first (free) viewing. The free view is also available to those who receive email notification but are not participants in the case.

<p>NEXT: Refer to instructions for: Adversary Proceeding Cover Sheet</p>

Adversary Proceeding Cover Sheet

This module will demonstrate the steps to take to docket an Adversary Proceeding Cover Sheet in the CM/ECF system.

STEP 1 Click the Adversary hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **Adversary Events** menu displays.

u Click the Notice hypertext link.

STEP 3 The **File A Notice - Case Number** screen displays.

u Enter the case number in yy-nnnn format, including the hyphen.

NOTE: If the system prompts that you have entered an invalid case number, click the browser's **[Back]** button and enter the correct number.

u Click **[Next]** to continue.

STEP 4 An **Adversary Case Number and Case Name Verification** screen displays.

u Verify the Adversary case number and case name are correct. If they are not correct, click the browser's **[Back]** button and re-enter the case number.

u If the case number and case name are correct, Click **[Next]**.

STEP 5 The **Item Selection Menu** screen displays.

- u Click and highlight **Adversary Proceeding Cover Sheet**.

STEP 6 The **Joint Filing With Other Attorney** screen displays.

- u If this is *not* a joint filing with another attorney, Click **[Next]** and refer to STEP 7.
- u If this is a joint filing with another attorney, click to H the box. Then click **[Next]**.
- u Choose the additional attorney by highlighting the name, and click **[Next]**.

STEP 7 The **Party Filer** screen displays.

- u Click and highlight the **Plaintiff(s)** as the Party Filer(s). To highlight more than one name, hold the **Control** key and click on each party.
- u Click **[Next]** to continue.

STEP 8 A screen with only the Adversary number and name displays.

- u Click **[Next]** to continue. (This screen is needed for processes happening in the background).

STEP 9 The **Select the pdf document** screen displays.

- u Click **[Browse]** to search for the appropriate PDF (Portable Document Format) document.
- u Always remember to right click on the file, prior to attaching it to the docket entry, to ensure the correct document is being added.
- u Double Click on the appropriate PDF to attach it to the docket entry.

STEP 10 The **Select pdf document** screen displays again, with the **Filename** inserted.

- u Click **[Next]** to continue.

STEP 11 A screen with only the Adversary number and name displays.

- u Click **[Next]** to continue. (This screen is needed for processes happening in the background).

STEP 12 The **Docket Text: Final Text** screen displays.

- u Verify all docket text information is correct.
- u Click **[Next]** to finalize docketing the Adversary Proceeding Cover Sheet.

STEP 13 The **Notice of Bankruptcy Case Filing (Notice of Electronic Filing)** screen displays.

- u Scroll down to see participants who have and have not registered for electronic noticing on this case.
- u You may also save the notice through the browser **File/Save** option.

Notice of Electronic Filing:

Date and time stamp information

Case Title

Adversary Case number hyperlink to Pacer

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

Associated (PDF) documents:

Document description:	Defaults to Main Document being docketed.
Original filename:	Filer's full directory path from firm or court's hard drive or network.
Electronic document stamp:	Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption

Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.

NOTE: Participants in a case are billed for all pages accessed in CM/ECF, except when they receive a Notice of Electronic Filing via email. If they click on the hyperlink to the document which was filed, they will not be asked to log in and will not be billed for this first view. This free view is only available during the first 30 days after the docket entry is made. If they access the same document again, they will have to log and will be charged; to avoid additional charges, they should download the document during the first (free) viewing. The free view is also available to those who receive email notification but are not participants in the case.

Notices Event Section

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu.

STEP 2 The **BANKRUPTCY EVENTS** screen is displayed.

— Click on the Notices hyperlink.

STEP 3 The **CASE NUMBER** screen is displayed.

NOTE: If you have already accessed a case in this session, the number of the last case accessed will be displayed. Accept this number if it is the correct case for this application, or enter the correct case number (yy-nnnnn), to include the hyphen.

— Click on the **[Next]** button to continue.

STEP 4 The **CASE VERIFICATION** screen is displayed.

— The case number and debtor name display for verification. Remember the case title is a hyperlink to the docket sheet.

— Click on the **[Next]** button to continue.

STEP 5 The **EVENT SELECTION** screen is displayed.

— Scroll to display the **Notice of Appearance and Request for Notice** event.

— Click to highlight, then click on the **[Next]** button to continue

NOTE: If you are filing this pleading with another attorney, you would check the box *Joint filing with other Attorney(s)*. Then select the appropriate attorney from the list.

STEP 6 The **PARTY SELECTION** screen is displayed.

- If the creditor was found, click on the **[Select name from Party list]** button on the PARTY SEARCH RESULTS screen and click **[Next]**. (Skip to Step 8)
- If the party name does not display in the **Party Selection** box, they need to be added to this case.
- Click on the **[Add/Create New Party]** hyperlink to add the creditor.
- Enter the creditor's name in the Last/Business name field of the PARTY SEARCH screen and click on the **[Search]** button to continue.

NOTE: Your name search may find more than one record having the same name. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1.) Modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) Click on the **[Create new party]** button to add a new person record with this address.

NOTE: If the search was unsuccessful, click on the **[Back]** button on the Navigation Tool bar and perform another name search, or click on the **[Create new party]** button to add the new party.

- Remove all selected creditor address information which may appear defaulting from the search. Make sure the role type is **Creditor**, and click **[Submit]** to continue.

STEP 7 Select the filer and click on the **[Next]** button to continue.

- Create the Attorney/Party association by clicking the check-box provided on the ATTORNEY/PARTY ASSOCIATION screen.

NOTE: If you have already associated the ATTORNEY/PARTY on **this** case then you will not see this screen.

STEP 8 The **PDF DOCUMENT** screen is displayed.

Follow these steps to associate the PDF document with this entry:

- Click on the **[Browse]** button, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
- To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select **Open**.
- This will launch the Adobe Acrobat Reader to display the contents of the PDF document. Verify that the document is correct.
- Close or minimize the Adobe application after verifying the correct file and click **Open** on the File Upload dialogue box.
- Accept the default setting of **No** to the **Attachments to Document** prompt. Attachments instructions - See *Multi-Part* motions.
- Click on the **[Next]** button to continue.

STEP 9 The **MODIFY DOCKET TEXT** screen displays.

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the **Menu Bar**.

- Modify or enter text as necessary in the Docket Text field.
- If the text is correct, click on the **[Next]** button to continue.

STEP 10 The **FINAL TEXT** screen will appear.

This is your last chance to make any changes before the final submission!

- Verify the Final Docket Text. Read the warning message.
- If the Final Docket Text is correct, **[Next]** to continue and officially submit document.
- If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - To abort or restart the transaction, return to **Step 1** and begin again.

The **NOTICE OF ELECTRONIC FILING** screen will be displayed.

STEP 11 The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.

- u Further access to the **Notice of Electronic Filing** is available though the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice. Attorney users must first login to the PACER program.
 - To print a copy of this notice, click the browser **[Print]** icon.
 - To save a copy of this receipt, click **[File]** on the browser menu.
 - When an attorney or other external filer selects a menu option from Reports, Query or the Claims Register, they will be presented with the Public Access to Electronic Records (PACER) screen. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below.
 - When a copy of the **Notice of Electronic Filing** is e-mailed to each subscriber on the case, the following message will display at the top of the notice:

Notice of Electronic Filing:

Case number Hyperlink to PACER

Date and time stamp information

Case Title

Document number hyperlink to document (free look)

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

Associated (PDF) documents:

Document description: Defaults to Main Document being docketed.

Original filename: Filer's full directory path from firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption

Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.

Creditor Maintenance

Creditor records can be individually added if there are no creditors in the case. The following steps illustrate how these records are managed within the creditor database.

NOTE: In CM/ECF, the creditor matrix is uploaded into the system as a text (.txt) file. Creditors submitted from the matrix are stored in a separate database from other parties to the case and these records are used for noticing and proofs of claims. Another CM/ECF module illustrates uploading the matrix.

Step 1 To access the creditor database click **Bankruptcy** on the CM/ECF Main Menu.

Step 2 The **Bankruptcy Events** screen displays.

- u Click on the **Creditor Maintenance** hyperlink.

Step 3 The **Creditor Maintenance** menu will then display.

- u Select the **Enter Individual Creditors** hyperlink to show how a new creditor can be added to the creditor database.

Step 4 The **Case Number** screen is the next screen in this process.

- u Enter the case number in the yy-nnnnn format, including the hyphen.
- u Click **[Next]** to continue.

Step 5 The **Creditor Information** screen displays.

Note: CM/ECF will warn the user if the case already contains creditors.

- u Enter the creditor name and address information.
Guidelines: 5 line maximum
Each line will have no more than 40 characters
Avoid special characters (# and C/O are all right)
Account number/attention information should be placed on line 2
City, State, and Zip Code will be on the last line
Zip + four must include a hyphen
State must be a 2 letter abbreviation
- u Creditor Type defaults to "Creditor." Other values that are available are:
Administrative
Limited Notice
Notice of Appearance
20 Largest Unsecured Creditors

Follow your local directives regarding creditor type.

- u If the creditor is being added as a member of a creditor committee, click the **[Yes]** button after the **Creditor Committee** button.
- u If you have multiple creditors to add, accept the default of **[Continue to Enter]** button and then click **[Next]** to continue.
 - When you have entered the final creditor, click the **[Last Entry]** button, then click **[Next]** to continue.
 - If you have only one creditor to add, click the **[Last Entry]** button, then click **[Next]** to continue.

Step 6 The **Total Creditors Entered** screen will appear.

Verify the number of creditors you have entered.

- u If the number is not correct, click the browser **[Back]** button to investigate your entries.
- u Otherwise, click the **[Submit]** button to continue.

Step 7 The **Creditors Receipt** screen will then display.

This screen confirms the number of creditor records that have been added to the creditor database. This example in Step 7 shows just one creditor added in this manner.

Proofs of Claim

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Most often the creditor filing the claim already resides in the creditor data base. If the creditor cannot be located on the case, you should first add the creditor in Creditor Maintenance and then the claim added to the new creditor record.

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
- STEP 2** The **BANKRUPTCY EVENTS** screen displays.
- Click on the File Claims hyperlink.
- STEP 3** The **CREDITOR SEARCH** screen will display.
- Click in the **Case Number** box and enter the correct case number in **yy-nnnnn** format.
 - Enter the **Name of creditor** filing the claim. Additional search clues are shown below.

Search Hints for Creditor Database:

1. Searching is case sensitive. (Smith not smith)
2. Include punctuation. (Garcia-Barrera)
3. Partial names can be entered. (Smi)
4. Significant words or names are effective. (Radio for Radio Shack and Northwest Radiology)
5. Try alternate search clues if your first search is not successful.
6. Wild cards are not required but may be used.

CAUTION: Do not change the default of **Creditor** in the **Type of Creditor** box. When a matrix is uploaded into the system, the Creditor Type field defaults to **Creditor**.

The **Creditor Type** must match the creditor information. If creditors are stored on the database as a different **Creditor Type** you will have to search by that Type. A creditor with a **Creditor Type of Notice of Appearance** will not be found

unless the **Creditor Type** field is changed to **Notice of Appearance**.

- Click **[Next]** to search the creditor database for this claimant.

STEP 4 The **CREDITOR SELECTION** screen will then display the creditor(s) who match the search criteria.

NOTE: If no search criteria was entered in the search Name of Creditor field, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors.

- Select the desired creditor by clicking on it with your mouse if using the drop-down select window.

If you are unable to find a creditor after using different search criteria, the Add Creditor hyperlink allows you to add a creditor to the case (refer to the Creditor Maintenance module for instructions on how to add a creditor).

- Click **[Next]** to continue adding a Proof of Claim.

STEP 5 The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim.

CAUTION: Do not enter the "\$" or commas in the dollar amount fields.

Values default to whole dollars.

Decimals are accepted but not required.

- The **Filed By** field offers the options of attorney, creditor, debtor, or trustee.
- The optional **Status** field displays the Claim status of Allow, Amend, Expunge, Reclassify, Reduce, Withdraw. These values are controlled by the court. Certain events in your court dictionary (such as Withdrawal of Claim) can automatically update this field.
- The Total Amount Claimed fields totals the values of Unsecured, Secured, Priority and Unknown. An aggregate total of all claims is included at the end of the Claims Register.
- The **Description** and **Remarks** fields will appear on the Claims Register. Both fields are **255 characters** long.
- When you have completed this screen, click **[Next]** to associate

the PDF file of the claim with this filing.

STEP 6 The **PDF Document** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct claim file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct.
 - Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box.
- The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected.
- PDF **attachments** to claims (contracts, invoices, or other supporting documents) can be linked to this claim. To attach supporting documents, click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the PDF document. (Refer to the Multi-Part Motions section for instructions)

NOTE: Please note that the PDF file of this claim is not an **attachment**. An **attachment** is other supporting document or collateral information.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

- Click **[Next]**.

STEP 7 The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced and displayed. This claim is now part of the official court record.

- Clicking on the case number hyperlink on the **Notice of Electronic Claims Filing** will present the case docket report. (Pacer login required)
- Clicking on the document number hyperlink displays the PDF image of the claim itself. If the claim includes imaged attachments, they will be accessible also through a separate hyperlink. (Pacer login required).

- To print a copy of this notice, click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame**.
- To continue claims processing, click again on **Bankruptcy**, File Claims. Your prior case number will be preserved for further claim entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.

STEP 8 CLAIMS REGISTER

- To run the Claims Register, click **Reports** on the Main Menu Bar and then Claims Register hyperlink.

Single-Part Motions/Applications

This module will demonstrate the steps to file a motion in the CM/ECF system. The example demonstrates the electronic filing of a motion that requests only one type of relief. The same steps would be followed for other types of single-relief motions and applications. See also: *Multi-Part Motions/Applications* for guidance on filing a document with more than one relief.

Filing a Single-Part Motion/Application

- STEP 1** Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu.
- STEP 2** The **Bankruptcy Events** screen displays.
- Click the [Motions/Applications](#) hypertext link.
- STEP 3** The **Case Number** screen displays.
- Enter the case number, including the hyphen, in yy-nnnnn format.
 - Click **[Next]** to continue.
- STEP 4** The **File a Motion** screen displays.
- Verify the case name and case number that is displayed.
 - If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
 - If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
 - Click **[Next]**.
- STEP 5** The **MOTIONS/APPLICATIONS** relief list displays.
- Highlight the relief that pertains to the motion. **Note:** You may also type the first letter of a relief to immediately move to the list of reliefs that begin with a particular letter.
- The **Joint Filing** selection is located at the bottom of the relief pick list.
- If this filing is joint with another attorney, click to place a check in the Joint Filing box. If this is not a joint attorney filing, no action is required.
 - Click **[Next]** to continue.

STEP 6 The **Select the Party** screen displays.

The **Party Selection** is presented to choose the party filing this motion. If the correct party is listed highlight the party and click **[Next]**.

If the party name does not display in the **Party Selection** box, they need to be added to this case (click the Add/Create New Party hyperlink).

STEP 7 The **PARTY SEARCH** screen displays.

- Click in the **Last/Business name** box and enter the last name or business name of the party. A minimum of two characters is required here.
- Click **[Search]** to locate any records matching the search.

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Include punctuation. (Garcia-Carrera)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- An asterisk (*) is a wild card for any (or none) characters.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)
- A question mark (?) represents a wild card for one character only.

STEP 8 The system will then display a list of all parties whose names match the character string you entered.

NOTE: Your name search may find more than one record having the same name you entered. Clicking on each of the names will display a window showing the party's address information for verification.


If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address.

STEP 9 Fields for the **PARTY INFORMATION** screen are presented for entry. Notice the search clue you entered has been saved.

- Complete all appropriate name fields. The entire business name should be entered in the Last Name field.

NOTE: Address information should display only if the party is *pro se*. Noticing for parties will be done through their attorney so the noticing program will

retrieve the attorney's address which is already in the attorney roll.

- If the party is represented by an attorney and address information displays, delete the address information before continuing.
- Since this party is represented by an attorney, do not change the Pro Se default value of No.
- Click the Role pick list arrow  and highlight Creditor (cr:cr).
- Click **[Submit]**.

STEP 10 The **PARTY SELECTION** screen displays again. The new party to the case can now be selected as the party filer.

- Click **[Next]** to continue.

STEP 11 The **ATTORNEY/PARTY ASSOCIATION** screen displays.

- Although you have selected the party you represent, the application does not automatically link them. This screen, then, is to tell the application that the selected party is represented by you the attorney. To make that association, click in the check box and click **[Next]**.

NOTE: If you have already made the association between the attorney and the party listed in this case the ATTORNEY/PARTY ASSOCIATION screen will not appear.

STEP 12 The **CASE VERIFICATION** screen appears. Verify that you are in the correct case name and number. Click **[Next]**.

STEP 13 The next process is associating the imaged document to this entry on the **PDF DOCUMENT** screen.

- Follow these steps to associate the PDF document with this entry:
 - Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.
- Some courts require additional documentation such as an affidavit or exhibit be **attached** to each motion or application.
- The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to the Multi-Part Motion Section for instructions)


NOTE: Please note that the PDF file for the motions are not **attachments**. An **attachment** is another supporting document, such as affidavits or exhibits.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

- Click **[Next]**.

NOTE: There may be additional screens depending on the relief that you choose. Fill in the fields with the appropriate information.

STEP 14 The **MODIFY DOCKET TEXT** screen displays.

- A supplemental text box window and the prefix box are available to add more detail to the docket text.
 - Click the down arrow  to display the prefix options.
- The supplemental text box window is provided to add more detail to the docket entry. You can enter up to approximately 50 characters.
- Click **[Next]** to continue.

STEP 15 The **FINAL TEXT** screen displays.

- Verify the Final Docket Text. Read the warning message.
- If the Final Docket Text is correct,
 - Click **[Next]** to continue and officially submit document.
- If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - To abort or restart the transaction, return to **Step 1** and begin again.

The system then displays the **NOTICE OF ELECTRONIC FILING** screen.

STEP 16 The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.

Further access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice. Attorney users must first login to the PACER program.

- To print a copy of this notice, click the browser **[Print]** icon.
- To save a copy of this receipt, click **[File]** on the browser menu.
- When an attorney or other external filer selects a menu option from Reports, Query or the Claims Register, they will be presented with the Public Access to Electronic Records (PACER) screen. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below.
- When a copy of the **Notice of Electronic Filing** is e-mailed to each subscriber on the case, the following message will display at the top of the notice:

Notice of Electronic Filing:

Case number hyperlink to PACER

Date and time stamp information

Case Title

Document number hyperlink to document (free look)

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

Associated (PDF) documents:

Document description:	Defaults to Main Document being docketed.
Original filename:	Filer's full directory path from firm or court's hard drive or network.

Electronic document stamp:	Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption
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Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.

Multi-Part Motions

This lesson explains how to docket a two-part motion.

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu.

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

— Click the Motions/Applications hypertext link.

STEP 3 The **CASE NUMBER** screen will then display.

— Enter the case number, including the hyphen and click **[Next.]**.

NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

You may cancel an event in process at any time (abort) by clicking on another menu option from the Main Menu Bar across the top of the screen.

STEP 4 The **CASE VERIFICATION** screen displays.

— The case number and debtor name display for verification. Remember the case title is a hyperlink to the docket sheet.

— Click **[Next]**.

STEP 5 The **MOTIONS/APPLICATIONS SELECTION** screen displays next.

— Click to highlight the first relief and keeping the **[Ctrl]** key depressed, scroll and highlight second relief. Both events will be selected for processing. You may also highlight the first item, scroll down to the second item, depress the **[Ctrl]** key and select the item.

NOTE: If you are filing this pleading with another attorney, you would check the box *Joint filing with other Attorney(s)*. Then select the appropriate attorney from the list.

— Click **[Next]**.

NOTE: When an attorney or trustee files a document electronically, they will only have to add the party they are representing. The system knows by the attorney login that they will be representing the filer and that information is recorded in the background and displayed on the docket sheet.

STEP 6 The **PARTY SELECTION** is presented to choose the party filing this motion.

- If the party name does not display in the **Party Selection** box, they need to be added to this case.
- If the party name is already listed on the case, highlight and click **[Next]** and then skip to **Step 16**.
- Click the Add/Create New Party hyperlink.

STEP 7 The **PARTY SEARCH** screen displays.

- Click in the **Last/Business name** box and enter the last name or business name of the party. A minimum of two characters is required here.
- Click **[Search]** to locate any records matching the search.

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Include punctuation. (Garcia-Carrera)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- An asterisk (*) is a wild card for any (or none) characters.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)
- A question mark (?) represents a wild card for one character only.

STEP 8 The system will then display a list of all parties whose names match the character string you entered.

NOTE: Your name search may find more than one record having the same name you entered. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY

INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address.

- Click the **[Create new party]** button.

STEP 9 Fields for the **PARTY INFORMATION** screen are presented for entry. Notice the search clue you entered has been saved.

- Complete all appropriate name fields. The entire business name should be entered in the Last Name field.

NOTE: Address information should display only if the party is *pro se*. Noticing for parties will be done through their attorney so the noticing program will retrieve the attorney's address which is already in the attorney roll.

- If the party is represented by an attorney and address information displays, delete the address information before continuing.
- Since this party is represented by an attorney, do not change the Pro Se default value of No.
- Click the Role pick list arrow (E) and highlight Creditor (cr:cr).
- Click **[Submit]**.

STEP 10 The **PARTY SELECTION** screen displays again. The new party can now be selected as the party filer.

- Click **[Next]** to continue.

STEP 11 The **CASE VERIFICATION** screen appears next.

- Click **[Next]**.

STEP 12 The **ATTORNEY/PARTY ASSOCIATION** screen.

- Although you have selected the party you represent, the application does not automatically link them. This screen, then, is to tell the application that the selected party is represented by you the attorney. To make that association, click in the check box and click **[Next]**.

NOTE: If you have already made the association between the attorney and the party listed in this case the ATTORNEY/PARTY ASSOCIATION screen will not appear.

STEP 13 The next process is associating the imaged document to this entry on the **PDF DOCUMENT** screen.

— Follow these steps to associate the PDF document with this entry:

- Click [**Browse**], then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.

— Some courts require additional documentation such as an affidavit or exhibit be **attached** to each motion or application. To illustrate this feature, click the **Yes** radio button at the right of the **Attachments to Document** prompt to attach additional documents to the motion. This exercise will show the process of an attached affidavit.

NOTE: Please note that the PDF file for the motions are not **attachments**. An **attachment** is another supporting document, such as affidavits or exhibits.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

— Click [**Next**].

STEP 14 Since you clicked the **yes** radio button, the **ATTACHMENT** screen displays.

— There are three steps to the attachment process:

- (1) Click [**Browse**], then navigate to the drive and directory where the appropriate PDF file for the affidavit is located and select it with your mouse.

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe Acrobat by clicking on the control box in the upper right hand corner of the window.

- (2) Select **Affidavit** as the attachment type from the drop down list.

You may enter a description in the **Description Box**. This is court-specific styling. For instance if you were using an attached exhibit, you would enter "A " to signify this is Exhibit A. This description appears in docket text.

NOTE: The system requires an entry in either the **Type** or **Description** box, or both.

- (3) You must click **[Add to List]**. The path and file name are added to the **List** box. It is possible to add multiple attachments at this time by repeating steps 1 through 3 on this screen.

— Click **[Next]** to continue.

STEP 15 The **FEE** screen appears for the entry of filing fee information. This screen will only appear if it is required by the relief selected.


— With ECF, the attorney does not know the receipt number, he/she enters "CC" signifying payment by credit card in the **Receipt #** box. The \$150 fee amount displays as a default and should not be changed. *Government Agencies enter 0 for receipt number and 0.00 for amount paid. They are not required to pay fees.

— Click **[Next]**.

STEP 16 The **In RE:** field allows you to specify what property/vehicle/other that the motions refers to. The text is then carried over to the final docket text screen.

NOTE: Depending on the relief selected, other screens may appear in the docket event.

— Click **[Next]**.

- STEP 17** The **MODIFY DOCKET TEXT** screen displays.
- A supplemental text box window and prefix box are available to add more detail to the docket text.
 - Click the  to display the prefix options.
 - Verify the accuracy of the docket text. This is what will print on the docket sheet.
 - If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the error.
 - If the docket text is correct, click on the **[Next]** button to continue.
- STEP 18** The **FINAL TEXT** screen will appear.

NOTE: Read the **WARNING** message. This is the last opportunity to make any changes to this event..

- Verify the Final Docket Text. Read the warning message.
 - If the Final Docket Text is correct,
 - Click **[Next]** to continue and officially submit document.
 - If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - To abort or restart the transaction, return to **Step 1** and begin again.
- STEP 19** The **NOTICE OF ELECTRONIC FILING** screen displays.

The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.

- Further access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice. Attorney users must first login to the PACER program.

- To print a copy of this notice, click the browser **[Print]** icon.
- To save a copy of this receipt, click **[File]** on the browser menu.
- When an attorney or other external filer selects a menu option from Reports, Query or the Claims Register, they will be presented with the Public Access to Electronic Records (PACER) screen. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below.
- When a copy of the **Notice of Electronic Filing** is e-mailed to each subscriber on the case, the following message will display at the top of the notice:

Notice of Electronic Filing:

Case number hyperlink to PACER

Date and time stamp information

Case Title

Document number hyperlink to document (free look)

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

Associated (PDF) documents:

Document description: Defaults to Main Document being docketed.

Original filename: Filer's full directory path from firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption

Notice will be electronically mailed to:


Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.

Objection/Response to Motions

This lesson explains how to docket an objection (or a response) to a motion or application.

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
- STEP 2** The **BANKRUPTCY EVENTS** screen displays.
- Click the Answer/Response hyperlink. Answer in this context is not an answer to a complaint. Answers to complaints are found under Adversary menu.
- STEP 3** The **ANSWER/RESPONSE TYPE** screen will display next.
- Click the Reference an existing motion/application hyperlink if you are objecting to a motion or application.
 - Click the Other Answers hyperlink if you are objecting to anything other than a motion or application.
- STEP 4** The **CASE NUMBER** screen displays.
- Enter the correct case number.
 - Click **[Next]**.
- STEP 5** The **DOCUMENT TYPE** screen displays.
- Click on the arrow  and highlight *Objection*.
 - Click **[Next]**.
- STEP 6** The **CASE NUMBER VERIFICATION** screen displays.
- NOTE:** If you are filing this pleading with another attorney, you would check the box *Joint filing with other Attorney(s)*. Then select the appropriate attorney from the list
- Click **[Next]**.
- STEP 7** The **SELECT PARTY** screen displays. All participating parties on the case will display on this screen.

- Highlight the party filing the objection from the list and click **[Next]** and skip to step 13.
- If the party name does not display in the **Select The Party** box, they need to be added to this case.
- Click the **Add/Create New Party** hyperlink.

STEP 8 The **PARTY SEARCH** screen displays.

- You must first search the database to retrieve the party record. If the party is new to your court, a new party record must be created.
- It is very important to search carefully and thoroughly before adding a new party so duplicate records for the same person or entity do not reside on the database. Additional search hints are provided below.

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Include punctuation. (O'Brien, Zeta-Jones)
- Try alternate search clues if your first search is not successful.
- Partial names may be entered. (Minimum of two characters)
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)

- Click in the **Last/Business name** box and enter the last name or business name of the party. We have entered *house* for Household Finance.
- Click **[Search]**.

STEP 9 The system will search the court database and then display a list of all parties whose names match the search criteria you entered. However, in this example, no matches were made for *house*.

NOTE: Your name search may find more than one record having the same name. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on


the **[Create new party]** button to add a new person record with this address.

- Click the **[Create new party]** button.

STEP 10 The **PARTY INFORMATION** screen will then appear.

- Complete all appropriate name fields. The entire business name should be entered in the Last Name field.

NOTE: Address information should be entered only if the party is *pro se*. Noticing for parties will be done through their attorney so the noticing program will retrieve the attorney's address, which is already in the attorney roll.

- If the party is represented by an attorney and address information displays, delete the address information before continuing.
- Since this party is represented by an attorney, accept the pro se default value of No.
- Click to expand the Party Role list arrow  and highlight Creditor (cr:cr).
- Click **[Submit]**.

STEP 11 The **SELECT PARTY** screen displays again with the new party filer highlighted.

- Click **[Next]**.

STEP 12 Since the party filer and its attorney were just added to the case, the **LINK ATTORNEY/PARTY** screen displays.

- Click in the check box to create the attorney/party association for this case. This establishes the link for queries, reports and docket text.

NOTE: If you have already associated the ATTORNEY/PARTY on this case you will not get this screen

- Click **[Next]**.

STEP 13 The **CASE VERIFICATION** screen displays.

- The case number and debtor name display for verification. Remember the case title is a hyperlink to the docket sheet.

- Click **[Next]**.

STEP 14 The **PDF DOCUMENT** screen appears

- Follow these steps to associate the PDF document with this entry, follow these steps:
 - Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe application and if that is the correct file, click **Open** on the File Upload dialogue box.
 - Accept the default setting of **No** to the **Attachments to Document** prompt. Attachments will be covered in another module. Click **[Next]**.

STEP 15 The **PENDING MOTIONS** screen appears next if you are objecting to a motion or application.

- Check the box beside the motion to which the objection is related (Motion to Avoid Lien). If there is more than one possible selection, click on the document number hyperlink to view the imaged motion.
- Click **[Next]**.
- The **REFER TO EXISTING EVENT** screen appears next if you are objecting to anything other than a motion or application.
- Select the category that your objection refers to.

STEP 16 The **MODIFY DOCKET TEXT** screen appears next (if you are objecting to a motion or application). If you are objecting to

anything other than a motion or application you will not see this screen.

- Modify or enter text as necessary in the Docket Text field.
- Click **[Next]**.

STEP 17 The **FINAL TEXT WARNING** screen displays next.

NOTE: **Read the WARNING message. This is the last opportunity to correct the docket text.**

- Verify the accuracy of the docket text. This is what will print on the docket sheet.
- If the docket text is correct, click **[Next]** to continue and officially submit the document.
- If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the error.

The system then displays the **NOTICE OF ELECTRONIC FILING** screen.

STEP 18 The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.

- Further access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice. Attorney users must first login to the PACER program.
 - To print a copy of this notice, click the browser **[Print]** icon.
 - To save a copy of this receipt, click **[File]** on the browser menu.
 - When an attorney or other external filer selects a menu option from Reports, Query or the Claims Register, they will be presented with the Public Access to Electronic Records (PACER) screen. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below.

- When a copy of the **Notice of Electronic Filing** is e-mailed to each subscriber on the case, the following message will display at the top of the notice:

Notice of Electronic Filing:

Case number hyperlink to PACER

Date and time stamp information

Case Title

Document number hyperlink to document (free look)

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

Associated (PDF) documents:

Document description: Defaults to Main Document being docketed.

Original filename: Filer's full directory path from firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption

Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.

Answer to Complaint

This module will demonstrate the steps required for external users to docket the answer to a complaint in an adversary case.

- STEP 1** Click on the Adversary hyperlink on the CM/ECF Main Menu Bar.
- STEP 2** The **ADVERSARY EVENTS** screen displays.
- Click on the Answers... hyperlink.
- STEP 3** The next screen lists two menu selections for Answers.

Motions/Applications, refers to documents filed in response to a motion or application, such as an objection, reply or response.

Complaint, 3rd, cross, counter refers to documents which are answers to a complaint, third-party complaint, cross-claim, or counterclaim.

- For this lesson, we are docketing the answer to the original complaint, so click on Complaint, 3rd, cross, counter.

NOTE: If this answer includes a third-party complaint, cross-claim, or counterclaim, that is covered later in this event.

- STEP 4** The **CASE NUMBER** screen displays. The system will display the number of the last case you accessed in this session.
- If the displayed case number is the case number you want, just leave it entered. If it isn't, enter the desired **case number** in the format YY-NNNN.
 - Click **[Next]**.
- STEP 5** The **CASE VERIFICATION** screen displays.
- The case number and debtor name display for verification. Remember the case title is a hyperlink to the docket sheet.

NOTE: If you are filing the pleading with another attorney, you would check the box *Joint filing with other Attorney(s)*. Then select the appropriate attorney from the list.

— Click **[Next]**.

STEP 6 The **SELECT PARTY** screen then displays all of the parties in the case.

— Click on the defendant(s) for whom this answer is being filed, then click **[Next]**.

STEP 7 The **PARTY/ATTORNEY ASSOCIATION** screen displays.

— Although you have selected an attorney and a party for the answer, the application doesn't automatically link them. This screen, then, is to tell the application that the selected party is represented by the selected attorney. To make that association, click in the check box, then click **[Next]**.

STEP 8 The **COMPLAINT** screen displays.

— This screen displays the pending complaints in the case. Click in the check box, as shown, to indicate which complaint this answer should be related to, then click **[Next]**.

STEP 9 Click **[Next]**.

STEP 10 The **PDF DOCUMENT** screen appears.

Select the PDF document associated with this entry, follow these steps:

Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
- This will launch the Adobe Acrobat Reader to display the contents of the PDF document. Verify that the document is correct.


- Close or minimize the Adobe application after verifying the correct file and click **Open** on the File Upload dialogue box.
- The System will enter the path and name of the PDF document selected into the Filename field. Click **[Next]** to continue.

STEP 11 The next screen provides secondary complaints to be addressed. This screen provides the option of combining the answer with another claim.

- Indicate whether this answer includes a third-party complaint, a cross-claim, and/or a counterclaim by checking the appropriate box. Click **[Next]** to continue.
- If this answer contains no other claims, ignore the check boxes and click **[Next]** to continue.

NOTE: If you check one of the check boxes, the system will lead you through entering the information regarding the new claimant.

STEP 12 The **MODIFY DOCKET TEXT** screen displays.

- A supplemental text box window and prefix box are available to add more detail to the docket text.
 - Click the  to display the prefix options.
- Verify the accuracy of the docket text. This is what will print on the docket sheet.
- If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the error.
- If the docket text is correct, click on the **[Next]** button to continue.

STEP 13 The **FINAL TEXT** screen will appear next.

NOTE: This is the last opportunity to make any changes to this event.

- Verify the Final Docket Text. Read the warning message.
- If the Final Docket Text is correct,
 - 7 Click **[Next]** to continue and officially submit document.
- If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - To abort or restart the transaction, return to **Step 1** and begin again.

STEP 14 The **NOTICE OF ELECTRONIC FILING** screen displays.

The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.

- Further access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice. Attorney users must first login to the PACER program.
- To print a copy of this notice, click the browser **[Print]** icon.
- To save a copy of this receipt, click **[File]** on the browser menu.
- When an attorney or other external filer selects a menu option from Reports, Query or the Claims Register, they will be presented with the Public Access to Electronic Records (PACER) screen. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below.
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Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

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Original filename: Filer's full directory path from firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption

Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

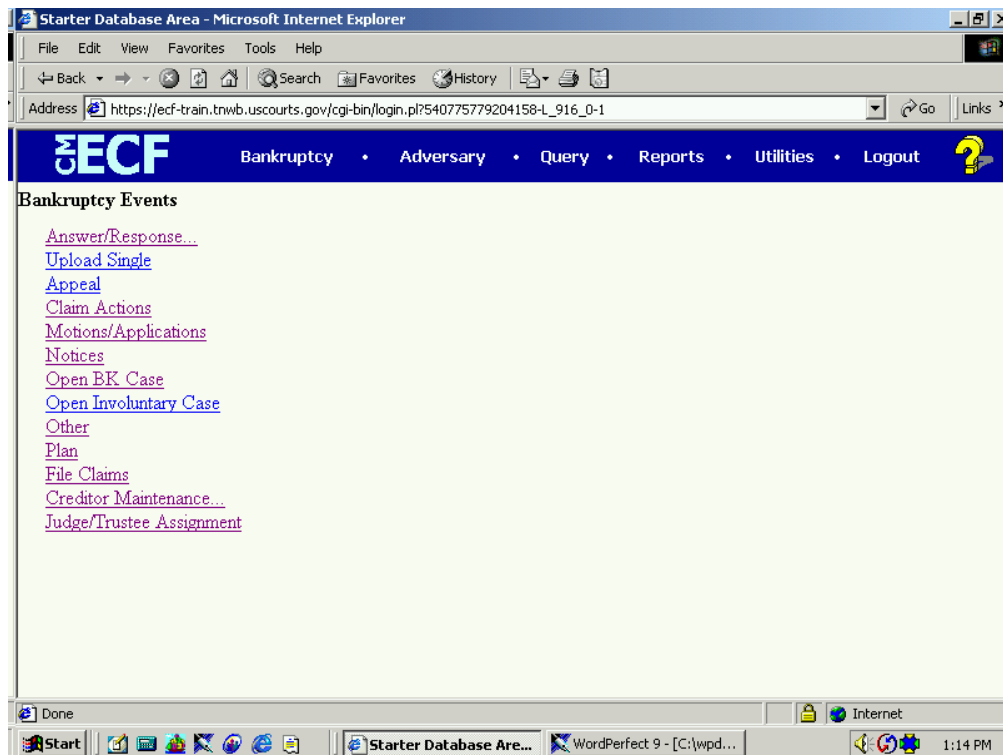
Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.

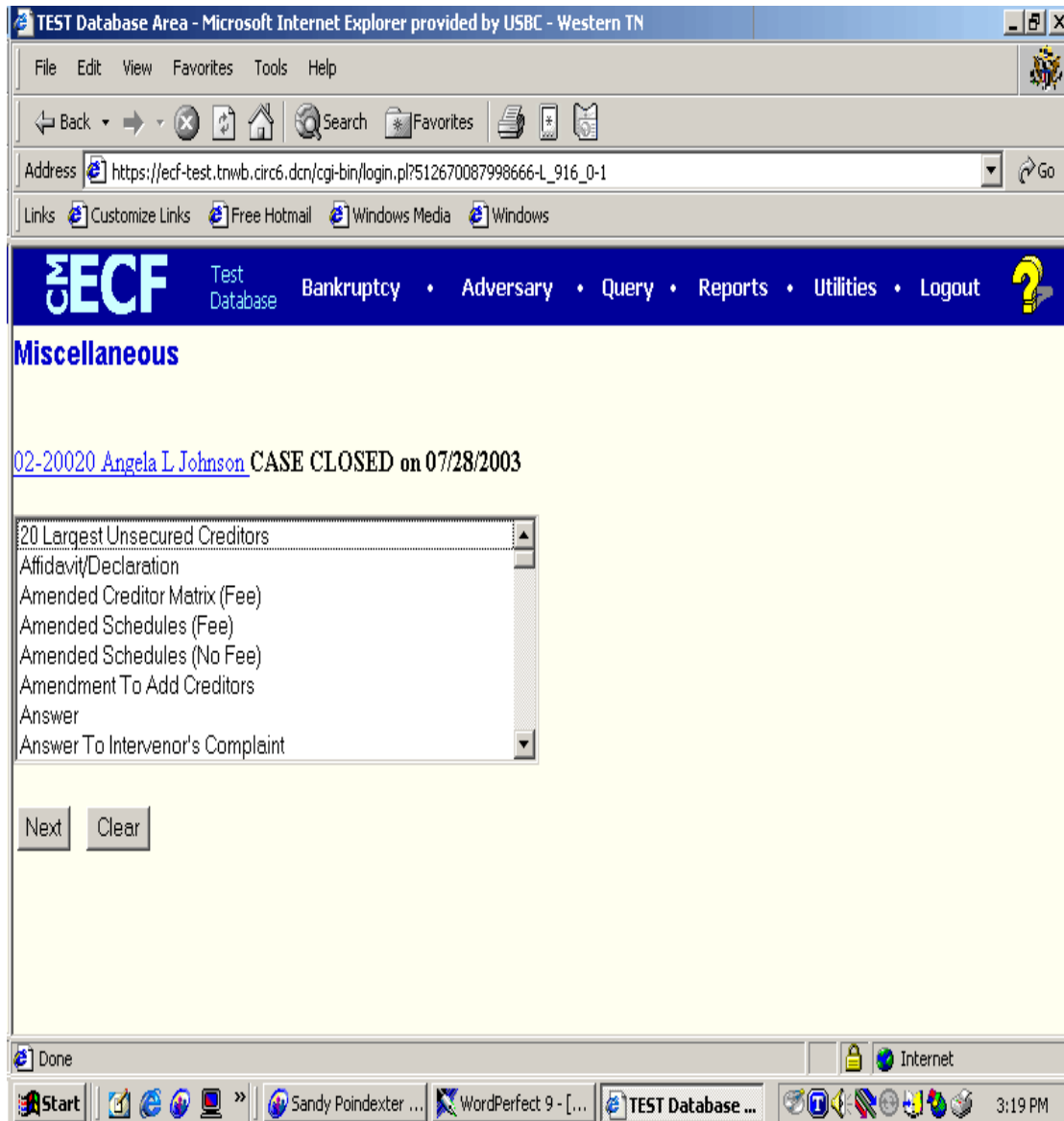
General CM/ECF Functions

When docketing in the CM/ECF System, you will frequently encounter the following screens:

Bankruptcy Events Menu Screen - This menu allows you to click on the appropriate hypertext link when filing a document.



Item Selection Menu Screen - When choosing an event or motion relief from this screen, highlight the item with the cursor. If necessary, highlight more than one item by holding the **Control** key and highlighting each item.



Party Filer Screen - When choosing a party filer, highlight the name with the cursor or add/create a new party by clicking on the **Add/Create New Party** hyperlink.

The screenshot shows a web browser window titled "TEST Database Area - Microsoft Internet Explorer provided by USBC - Western TN". The address bar displays "https://ecf-test.tnwb.circ6.dcn/cgi-bin/login.pl?543138070521148-L_916_0-1". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains Back, Forward, Stop, Home, Search, Favorites, Print, and Mail icons. The address bar has a "Go" button. Below the browser window, the ECF interface is visible. The top navigation bar includes the ECF logo, "Test Database", and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. The main content area is titled "File a Motion:" and shows a case entry: "02-20020 Angela L Johnson CASE CLOSED on 07/28/2003". Below this, a section titled "Select the Party:" contains a scrollable list of parties. The list includes "Allstate Financial Corporation, [Creditor]", "Doughtie, Richard T. III [Trustee] (T)", "Doughtie, Richard T. III [3rd Pty Defendant] (T)", "Doughtie, Richard T. III [3rd Party Plaintiff]", "Emerson, George W. [Trustee] (T)", "Johnson, Angela L [Debtor]", "Johnson, Angela L [3rd Party Plaintiff]", and "Johnson, Angela L [3rd Pty Defendant]". To the right of the list is a blue hyperlink "Add/Create New Party". Below the list, a note states "(T) indicates a terminated party". At the bottom of the list are "Next" and "Clear" buttons. The Windows taskbar at the bottom shows the Start button, several open applications (Sandy Poindexter, TEST Database A..., WordPerfect 9 - [C...]), and the system clock showing 5:26 PM.

TEST Database Area - Microsoft Internet Explorer provided by USBC - Western TN

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail

Address https://ecf-test.tnwb.circ6.dcn/cgi-bin/login.pl?543138070521148-L_916_0-1 Go

Links Customize Links Free Hotmail Windows Media Windows

ECF Test Database Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
[02-20020 Angela L Johnson](#) CASE CLOSED on 07/28/2003

Select the Party:

Allstate Financial Corporation, [Creditor] [Add/Create New Party](#)
Doughtie, Richard T. III [Trustee] (T)
Doughtie, Richard T. III [3rd Pty Defendant] (T)
Doughtie, Richard T. III [3rd Party Plaintiff]
Emerson, George W. [Trustee] (T)
Johnson, Angela L [Debtor]
Johnson, Angela L [3rd Party Plaintiff]
Johnson, Angela L [3rd Pty Defendant]

(T) indicates a terminated party

Next Clear

Start Sandy Poindexter -... TEST Database A... WordPerfect 9 - [C... 5:26 PM

Search/Add Party Screen - When searching for the appropriate name, type the last name or business name in the **Last/Business Name** section. Click **[Search]**. Select the appropriate name and the name with the address will appear in a small window. If the name and address are correct, you will select by pressing **[Select name from list]**. If the name and address do not match, add a new address for this name by clicking on **[Create new party]**. Select a **Party Role** and add appropriate party text information to the Party Information screen.

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Search for a party

SSN Tax Id

Last/Business name

Search Clear

Done Internet

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- u Review the information outlined in the screen. Make any necessary changes.
- u If you are **creating a new party**, enter the following information as shown on the voluntary petition (Debtor's last name and Social Security Number will be reflected from the party search):

- Debtor's **First name**
- Debtor's **Middle name**
- Debtor's **Generation**, if applicable (Jr., Sr., III, etc.)
- The Office box may be used to indicate the office name of a business debtor. (This field is used infrequently.)
- Use **Address 1**, **Address 2**, and **Address 3** lines to type the debtor's mailing address as shown on the petition.
- Type **City**, **State**, and **Zip** information
- To choose the county shown on the petition, Click the down arrow to reveal the list of **County** options, or type the first letter of the county.
- Phone, Fax, and E-Mail information of the debtor is optional.
- The **Pro Se** box automatically defaults to 'n' for no, meaning that the debtor is not representing himself. By virtue of your ECF password, you will automatically be added as the attorney for this debtor by the CM/ECF system once the case is filed.
- The **Role** type **MUST** be entered. Click on the down arrow and select "Debtor."
- Party Text may be used to add additional information to the debtor's name. For example: If the debtor was *General Foods Store* in the **Last name** field, and enter *a division of General Motors Corporation* in the Party text field.
- If the debtor has any aliases, click **[Alias]** to enter this information. The **Alias** screen displays.
- It is *not* necessary to enter a country name unless the country of debtor's residence is not the United States of America.

Party/Attorney Association Screen - Click in the box that applies to the appropriate party/attorney association. If the associations are not correct, Click the back button, to return to the party filer screen to ensure that the correct party has been chosen.

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[02-20020 Angela L Johnson](#) CASE CLOSED on 07/28/2003

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☐ Doughtie, Richard(trtr) represented by Poindexter (Attorney), Sandra (aty)

Next Clear

Start | Internet | Sandy Poindexter - ... | WordPerfect 9 - [C... | TEST Database A... | 2:55 PM

Related Documents Screen - This screen allows the user to search for certain types of documents that will be linked to the filing. The user may search by filing date, document number, or document menu type. Some events will link directly to certain types of documents by default.

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Miscellaneous:

[02-20020 Angela L Johnson](#) CASE CLOSED on 07/28/2003

Select the category to which your event relates.

Type
answer
appeal
claims
cmp
court
misc
motion
notice
order

Filed to

Documents to

Next Clear

Start Sandy Poindexter - ... TEST Database A... WordPerfect 9 - [C... 5:32 PM

PDF Screen - Click **Browse** to search for the appropriate PDF (portable data format) document. Always remember to right click on the document to ensure that the appropriate document is being attached. Click Next to attach this document. **Please note: You must attach a PDF document to each docket entry.**

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File Edit View Favorites Tools Help

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File a Motion:
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Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

Done Internet

Start Sandy Poindexter ... TEST Database A... WordPerfect 9 - [C... 5:31 PM

PDF Attachment Screen - The user will need to set the radio button for attachments to **Yes** on the PDF Screen. The user will then need to 1) browse for the PDF attachment, 2) choose a file type from the drop down menu and type a brief description, and 3) press the **Add To List** button.

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Trustee action:
[02-20020 Angela L Johnson](#) CASE CLOSED on 07/28/2003

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename Browse...

2) Select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Done Internet

Start Sandy Poindexter - ... WordPerfect 9 - [C... TEST Database A... 3:31 PM

Docket Text Screen - The user will view the final docket text screen to ensure that the proper filer and motion/event have been entered. For motions and related documents, a prefix section will be available as a drop down menu to allow the user the opportunity to specify a certain type of document (e.g., ***Third Motion***). A section for extra text is available for the brief addition of pertinent information regarding the document (e.g., ***Motion For Relief From Stay Re: 200 Elm Street***). The extra information has been underlined in the text.

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File a Motion:
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Docket Text: Modify as Appropriate.

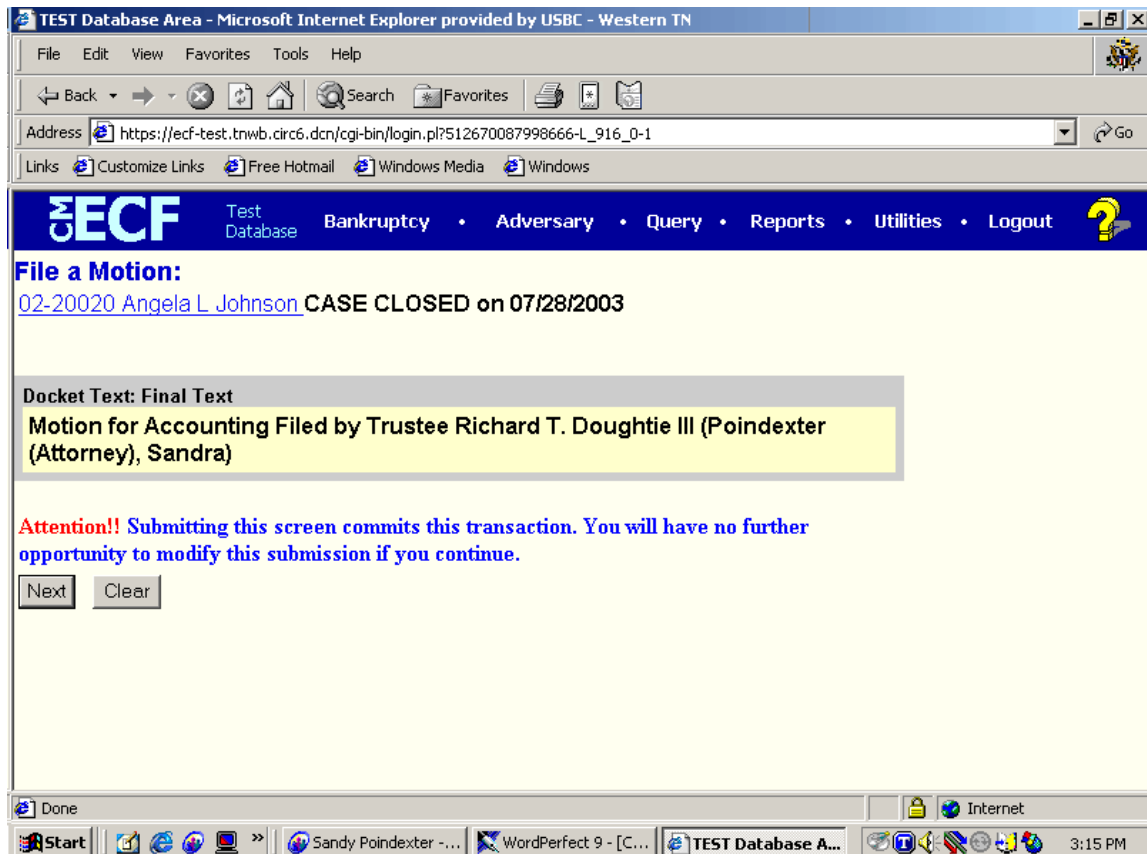
Motion for Accounting Filed by 3rd Pty
Defendant Richard T. Doughtie III (Poindexter (Attorney), Sandra)

Next Clear

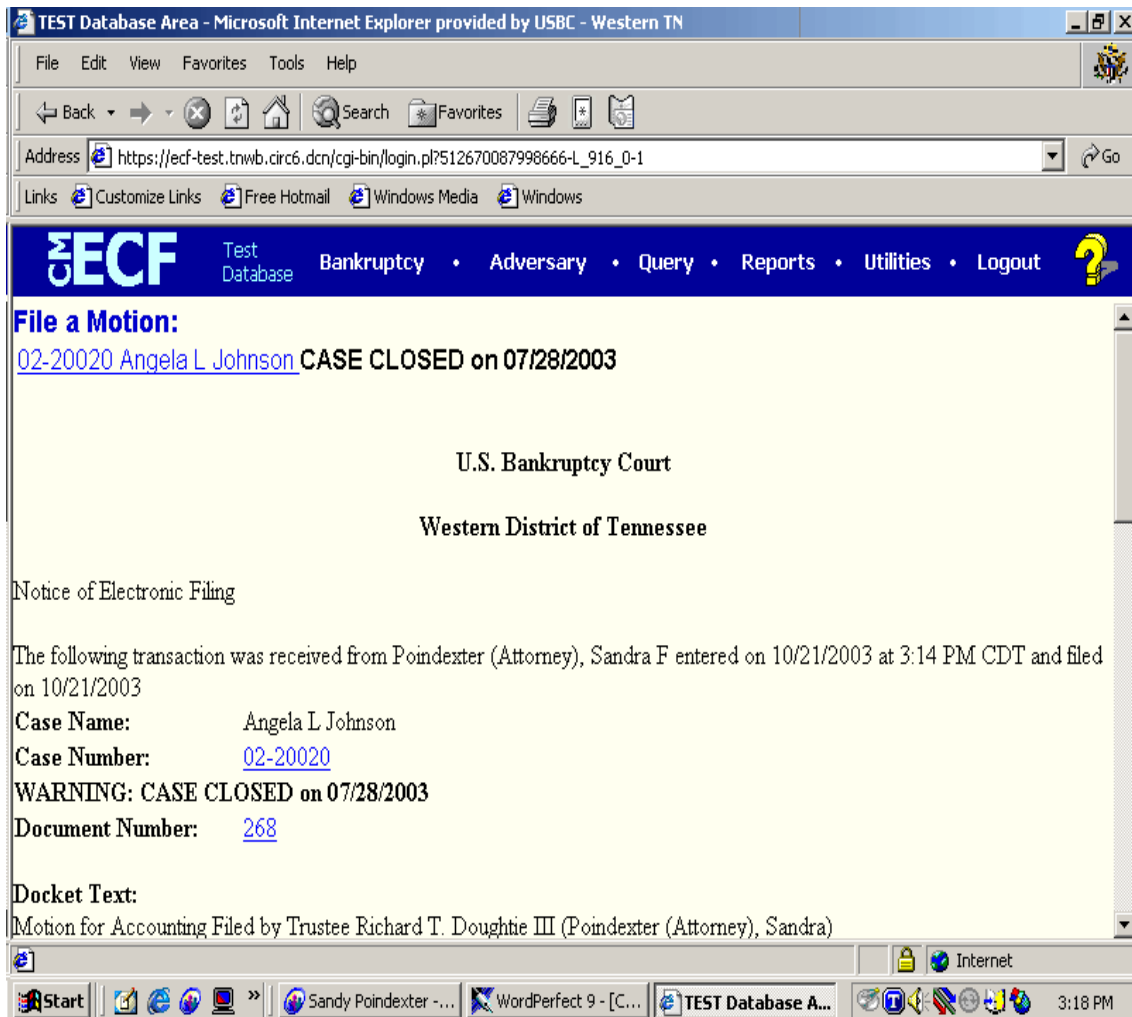
Done Internet

Start Sandy Poindexter -... WordPerfect 9 - [C... TEST Database A... 3:04 PM

Docket Text: Final Text Screen - This screen provides a warning that informs the user that the docket entry will be permanent after the user presses the **Next** button.



Notice Of Electronic Filing Screen - This screen notifies the docketing party about the filing of this document. The docket number and electronic notification information are provided.



Free Look: Participants in a case are billed for all pages accessed in CM/ECF, except when they receive a Notice of Electronic Filing via email. If they click on the hyperlink to the document which was filed, they will not be asked to log in and will not be billed for this first view. This free view is only available during the first 30 days after the docket entry is made. If they access the same document again, they will have to log and will be charged; to avoid additional charges, they should download the document during the first (free) viewing. The free view is also available to those who receive email notification but are not participants in the case.

E-Orders

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The Bankruptcy Events menu displays.

- u Click the Upload Single hypertext link.

STEP 3 The **Upload A Single Order** screen displays.

- u Enter the case number in yy-nnnnn format, including the hyphen.

NOTE: If the system prompts that you have entered an invalid case number, click the browser's **[Back]** button and enter the correct number.

- u Click **[Next]**.

STEP 4 The **Related Document Number** screen displays.

- u Enter the document number of the related matter for which the order is being submitted.

- u Click **[Next]** and skip to STEP 6.

- u If you do not know the related document number, leave the document number field blank, and click on **[Next]**.

- u The **Select a Category** screen displays.


- u Highlight the **Motion** type. Filed dates and documents number ranges can be inserted, but are not necessary.

- u Click **[Next]**.

- u The **Select an Event** screen displays.

- u Click to Hthe appropriate event that the order is related to.

- u Click **[Next]**.

- STEP 5** The **Order Type, Hearing Date, File to Upload** screen appears.
- u Click the  arrow to reveal the list of available **order types**. Choose the appropriate order type from the drop-down menu.
 - u Enter the hearing date.
 - u Click **[Browse]** to search for the appropriate Order in PDF (Portable Data Format) form.
 - u Double Click on the appropriate PDF to attach it to the docket entry.
 - u Click **[Next]** to continue.

- STEP 6** A Notification screen displays. (**See Figure 1**). This screen provides notification about the order that has been uploaded.

The new pdf file [6.pdf](#) was uploaded successfully on 11/10/2003 -- 10:16 AM

Order Type: Hearing Held

Case Number: 03-10101

Case Name: John Smith and Annie Smith

Related Document Number: 45

Related Document Description: Motion for Adequate Protection

Hearing Date: 9/1/2003

Figure 1