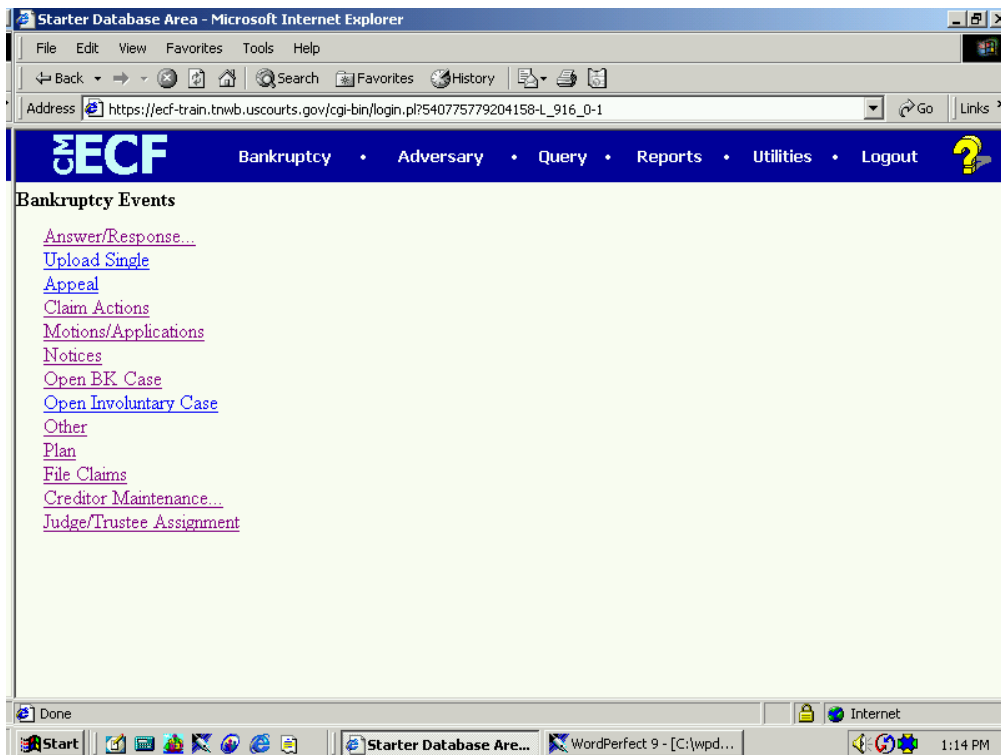


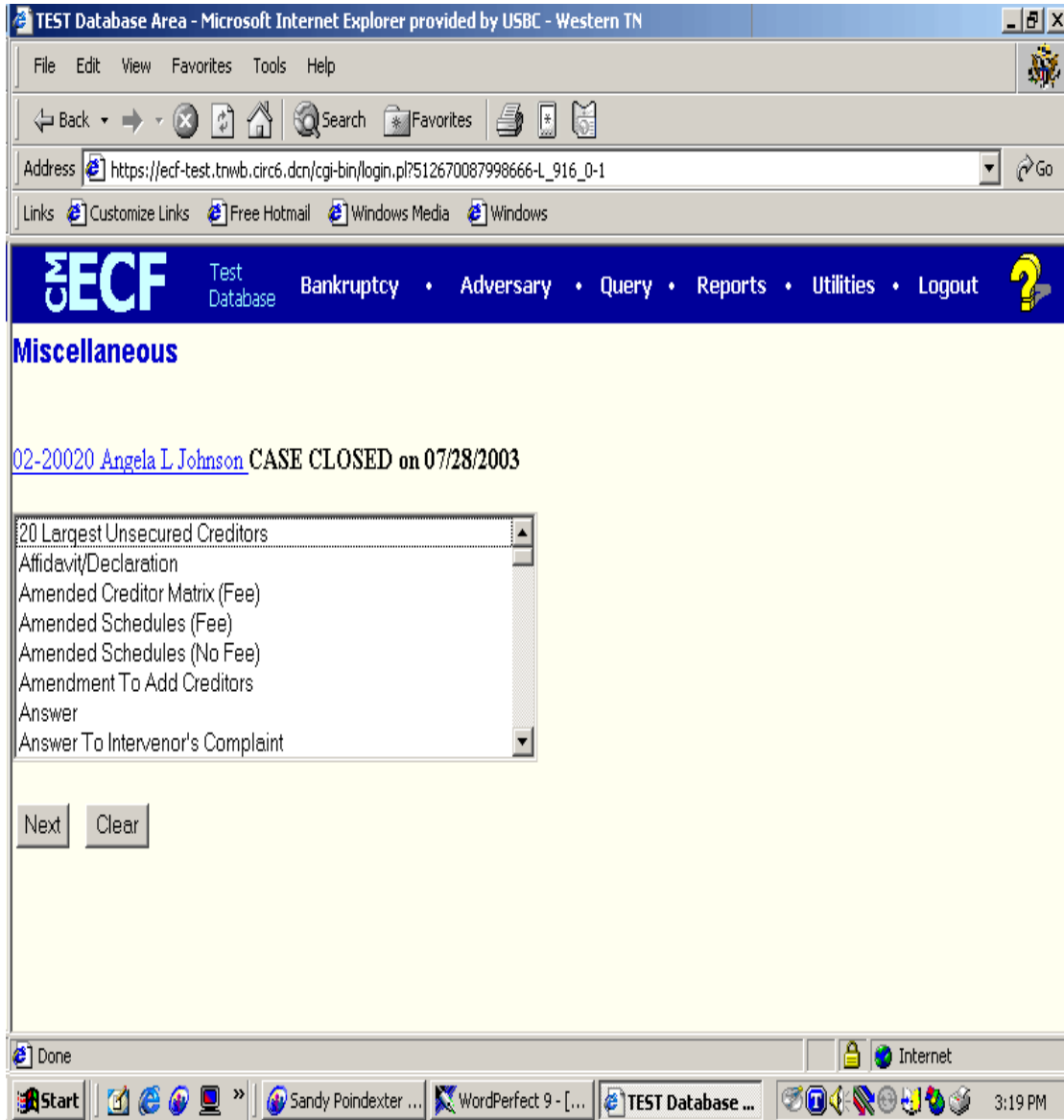
## General CM/ECF Functions

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

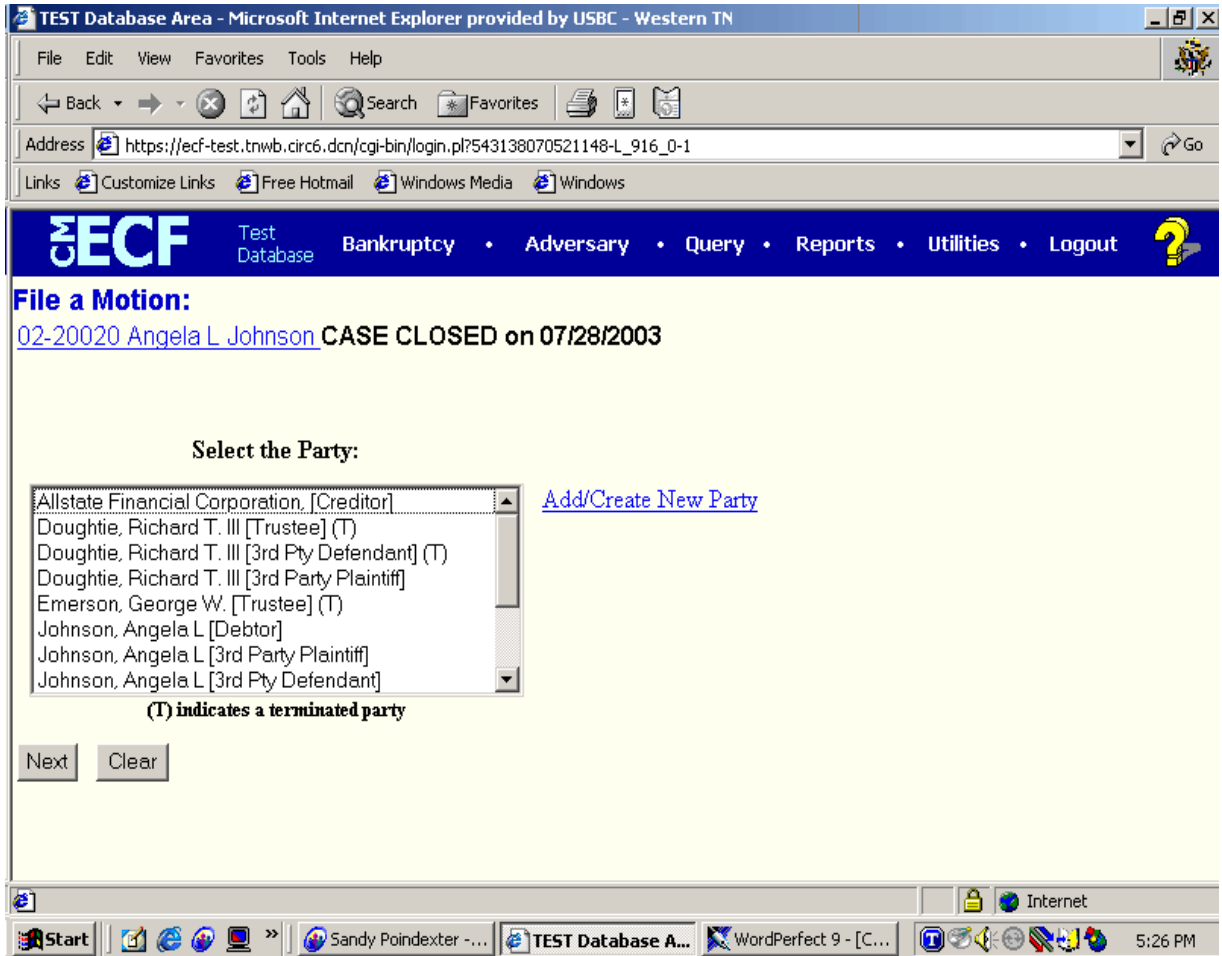
**Bankruptcy Events Menu Screen** - This menu allows you to click on the appropriate hypertext link when filing a document.



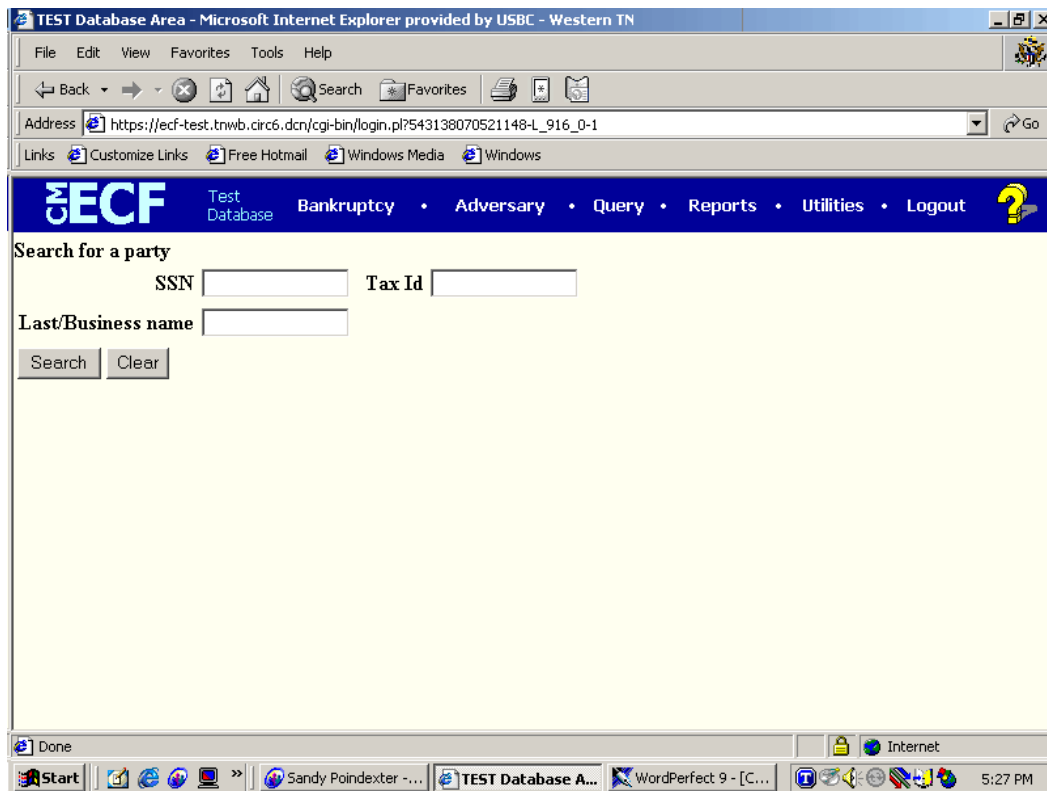
**Item Selection Menu Screen** - When choosing an event or motion relief from this screen, highlight the item with the cursor. If necessary, highlight more than one item by holding the **Control** key and highlighting each item.



**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.



**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.



The screenshot shows a web browser window titled "TEST Database Area - Microsoft Internet Explorer provided by USBC - Western TN". The address bar contains the URL: [https://ecf-test.tnwb.circ6.dcn/cgi-bin/login.pl?543138070521148-L\\_916\\_0-1](https://ecf-test.tnwb.circ6.dcn/cgi-bin/login.pl?543138070521148-L_916_0-1). The page header includes the ECF logo and navigation links: Test Database, Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is titled "Search for a party" and contains the following form fields:

- SSN:
- Tax Id:
- Last/Business name:

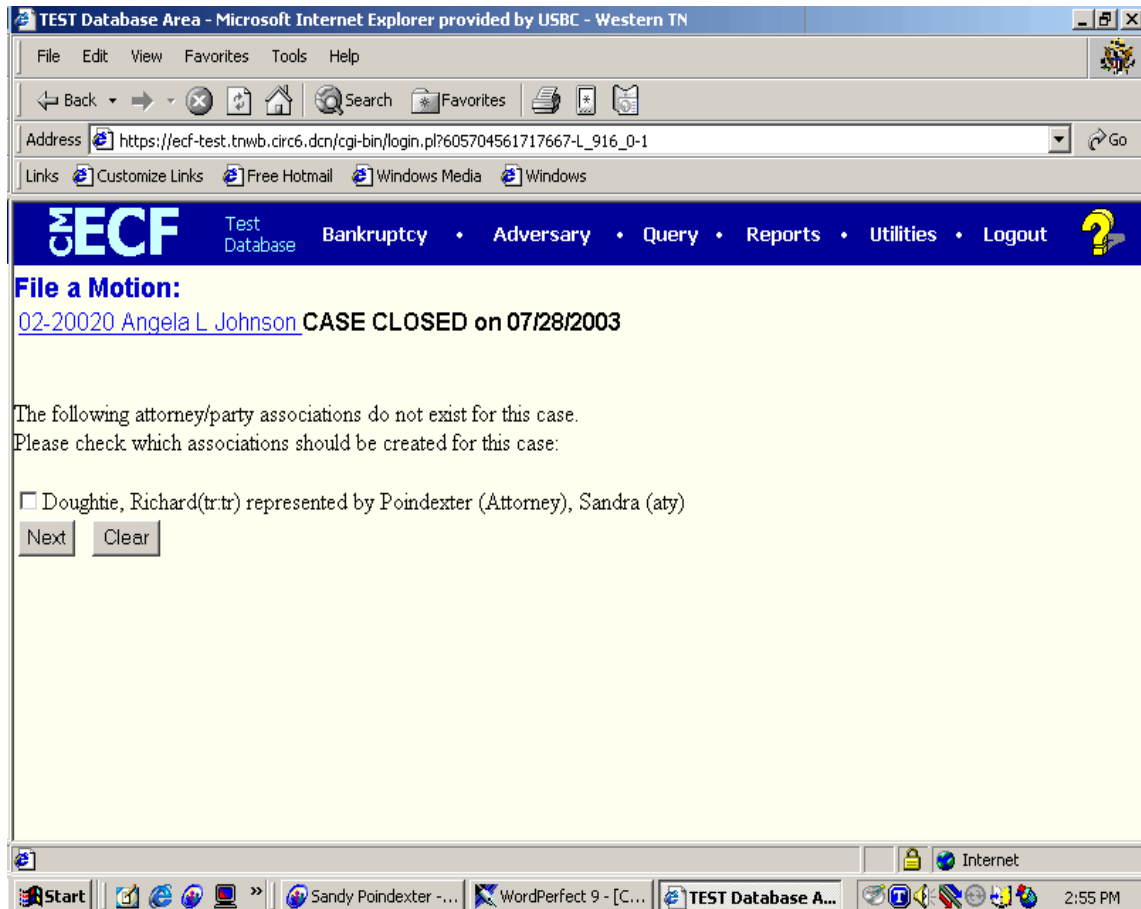
Below the form fields are two buttons: "Search" and "Clear". The browser's taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 5:27 PM.

Review the information outlined in the screen. Make any necessary changes.

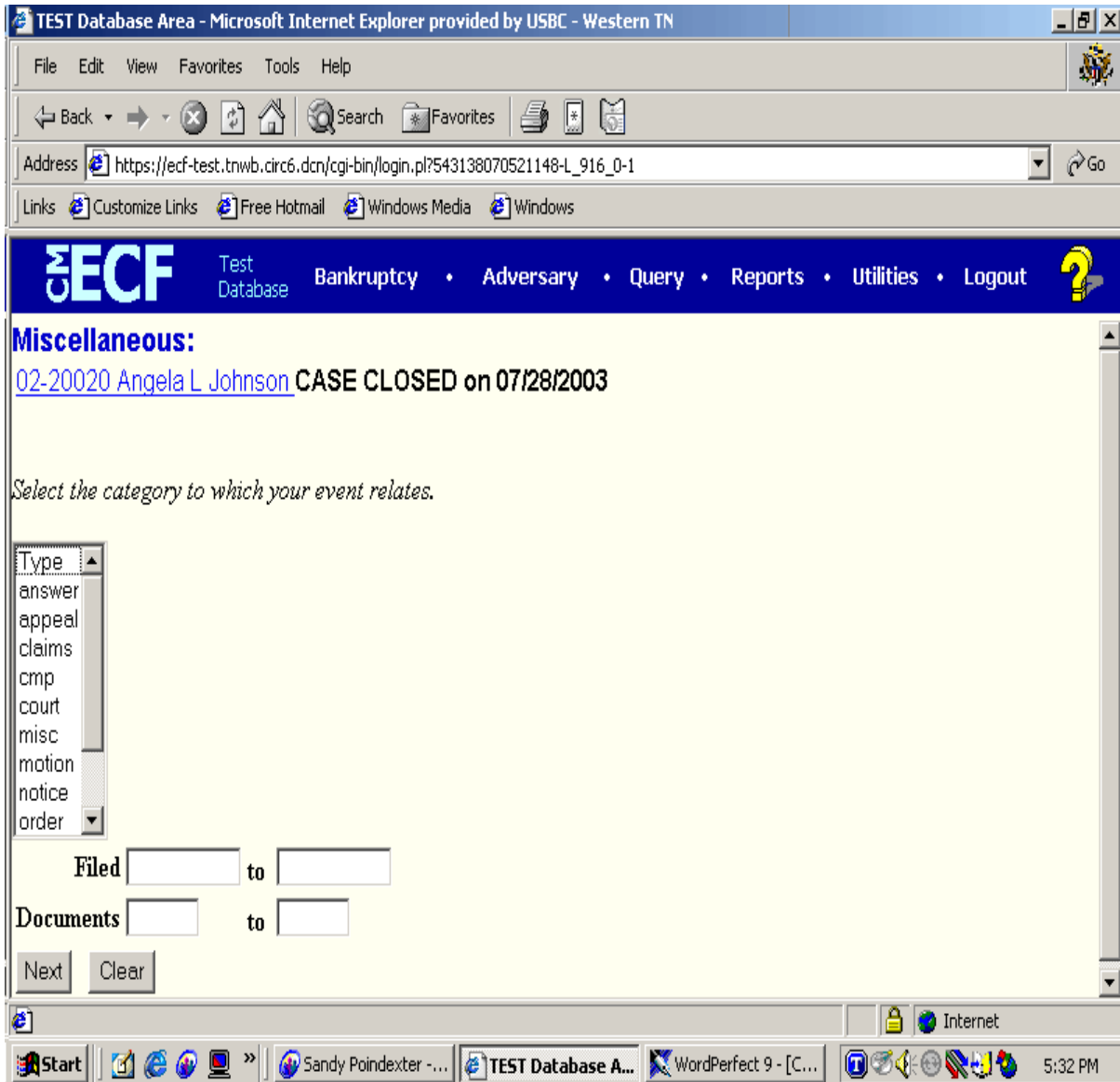
If you are **creating a new party**, enter the following information as shown on the voluntary petition (Debtor's last name and Social Security Number will be reflected from the party search):

- 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.

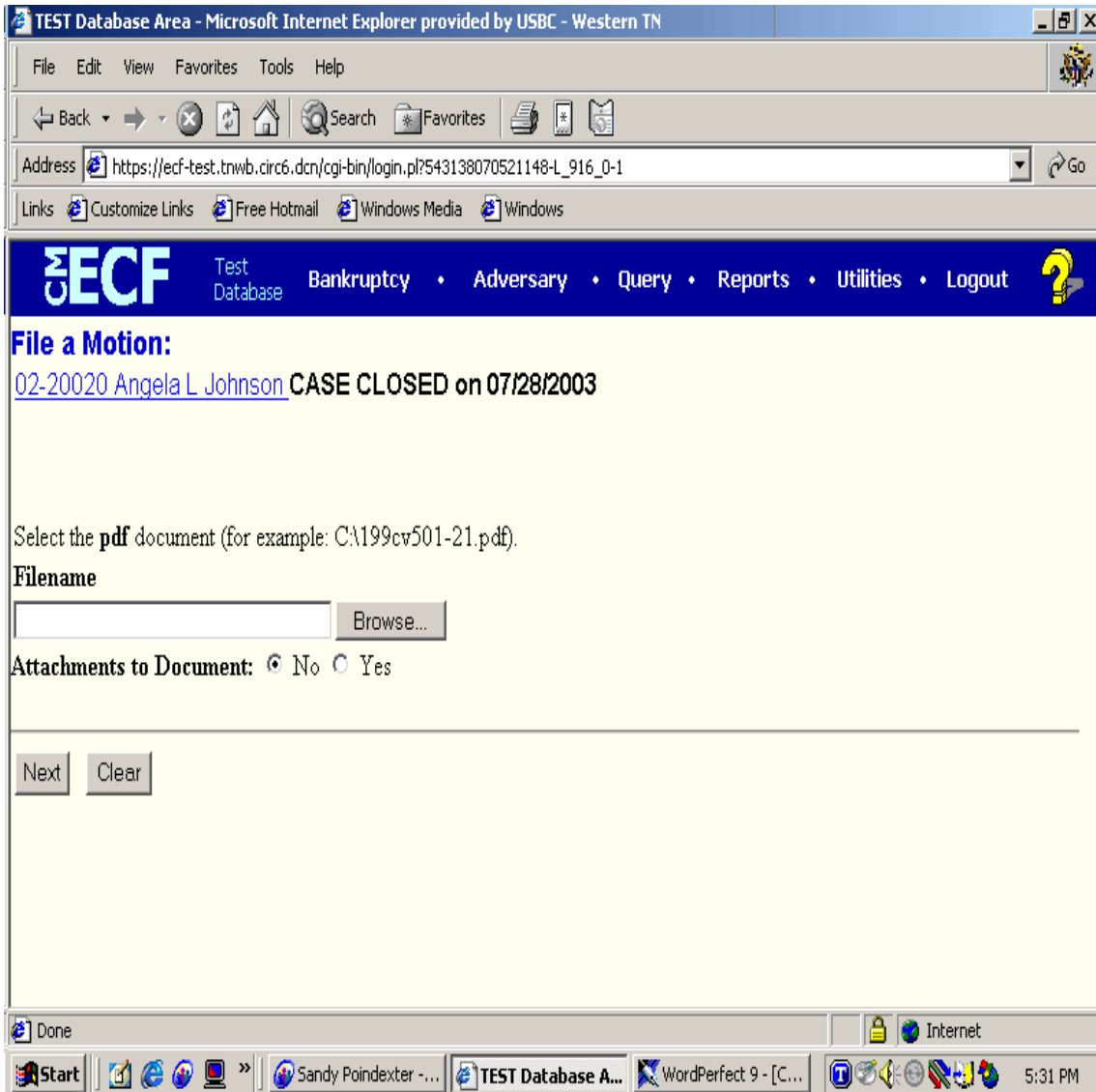
**Party/Attorney Association Screen** - Click in the box that applies to the appropriate party/attorney association. If the associations are not correct, Click the back button, to return to the party filer screen to ensure that the correct party has been chosen.



**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.

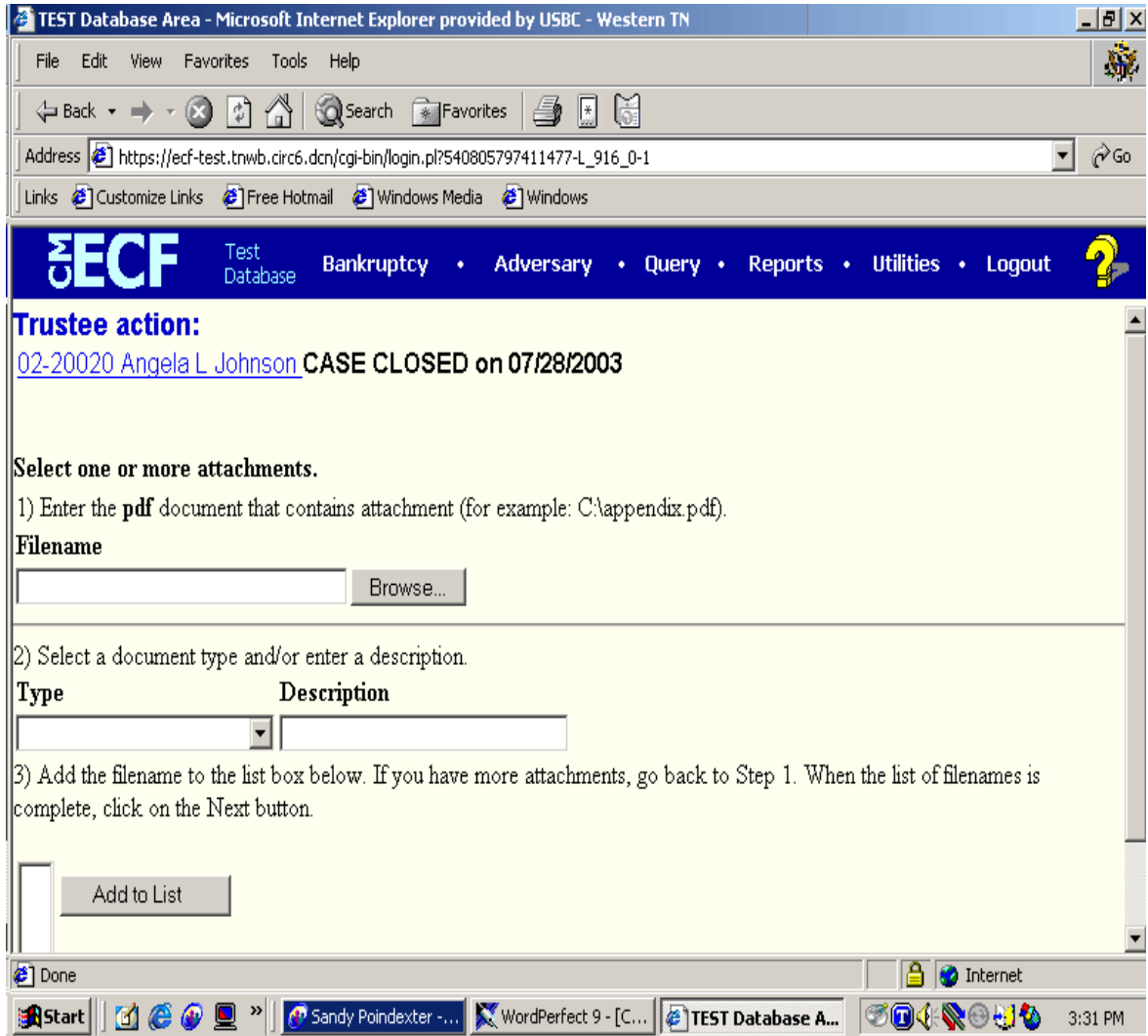


**PDF Screen** - Click **Browse** to search for the appropriate PDF (portable data format) document. Always remember to right click on the document to ensure that the appropriate document is being attached. Click Next to attach this document. **Please note: You must attach a PDF document to each docket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

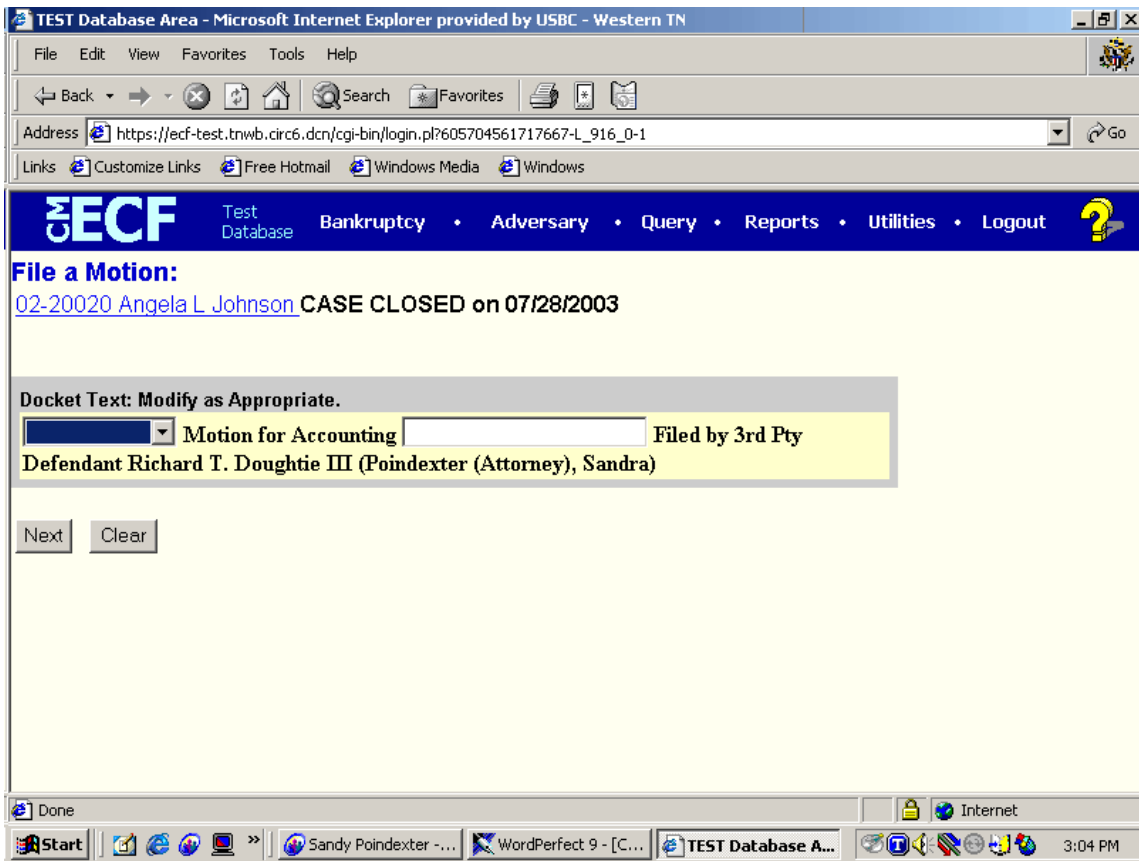




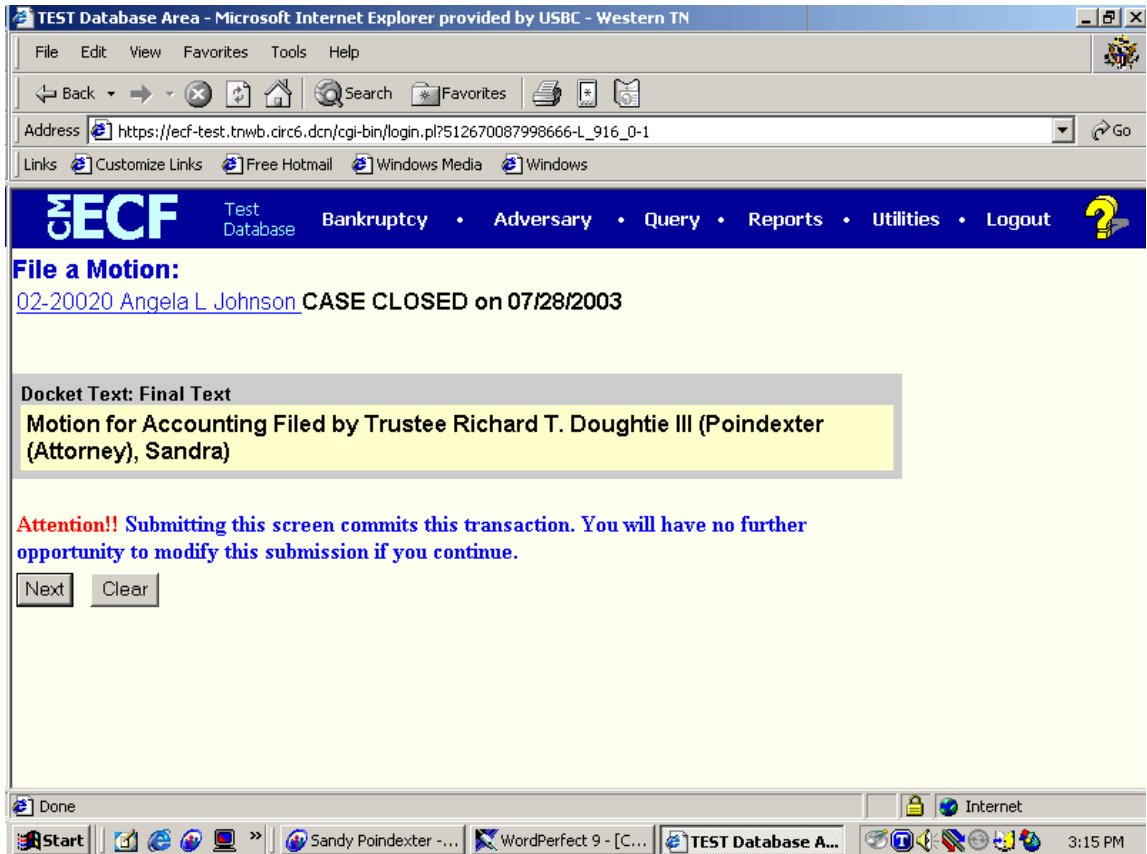
**PDF Attachment Screen** - The user will need to set the radio button for attachments to **Yes** on the PDF Screen. The user will then need to 1) browse for the PDF attachment, 2) choose a file type from the drop down menu and type a brief description, and 3) press the **Add To List** button.



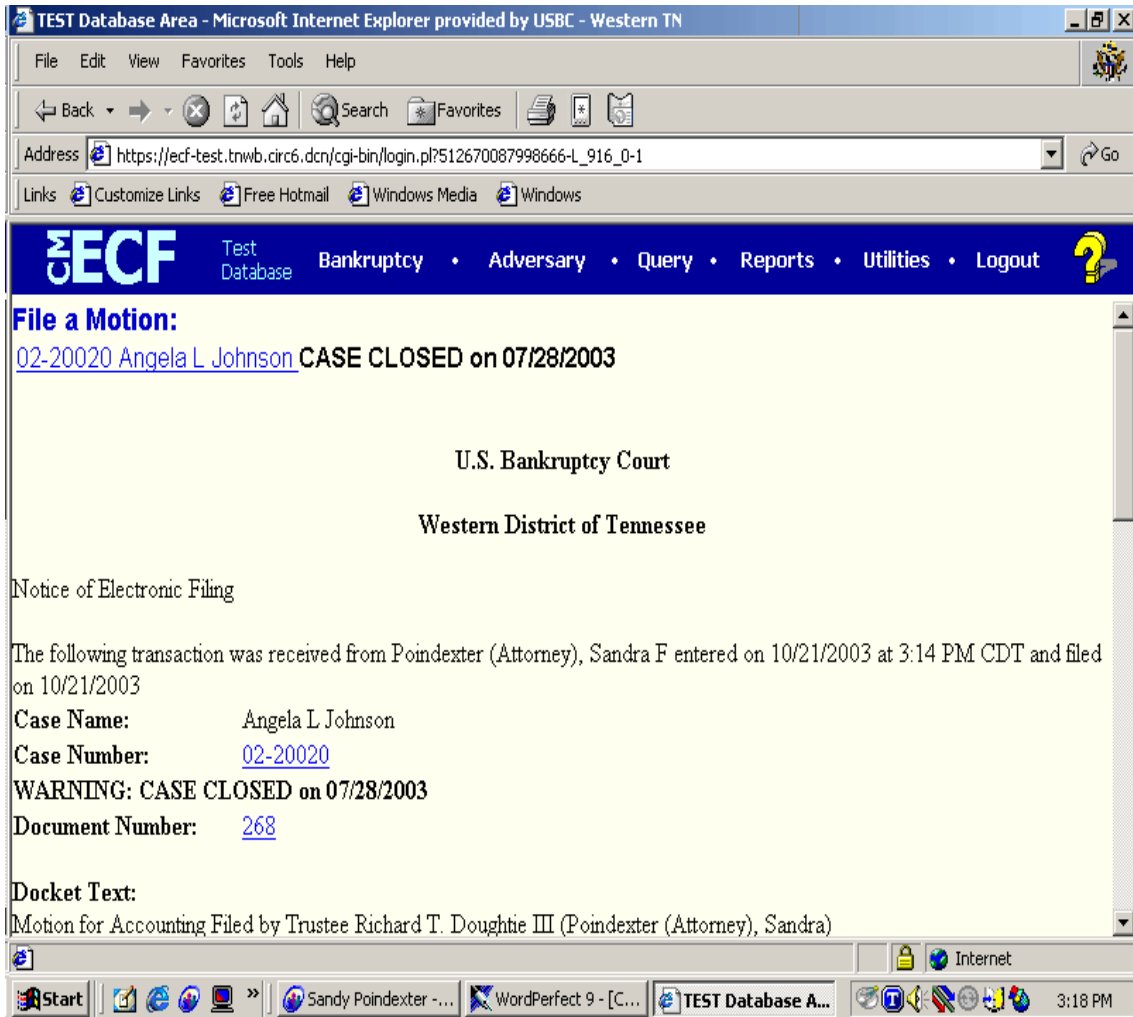
**Docket Text Screen** - The user will view the final docket text screen to ensure that the proper filer and motion/event have been entered. For motions and related documents, a prefix section will be available as a drop down menu to allow the user the opportunity to specify a certain type of document (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.



**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.