# Debtor Attorney Training Manual

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# Training Manual



Additional Information

# 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.

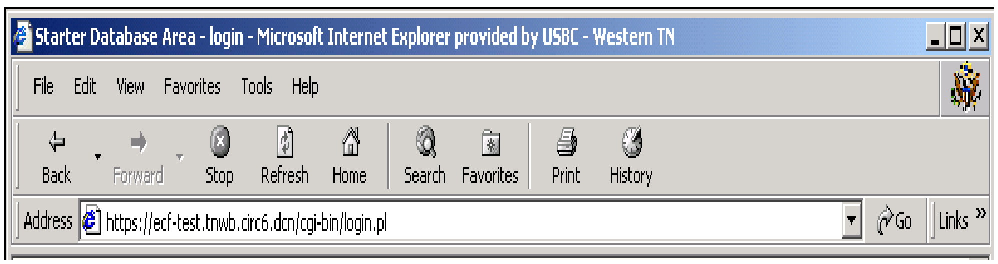



**Figure 1**

**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.

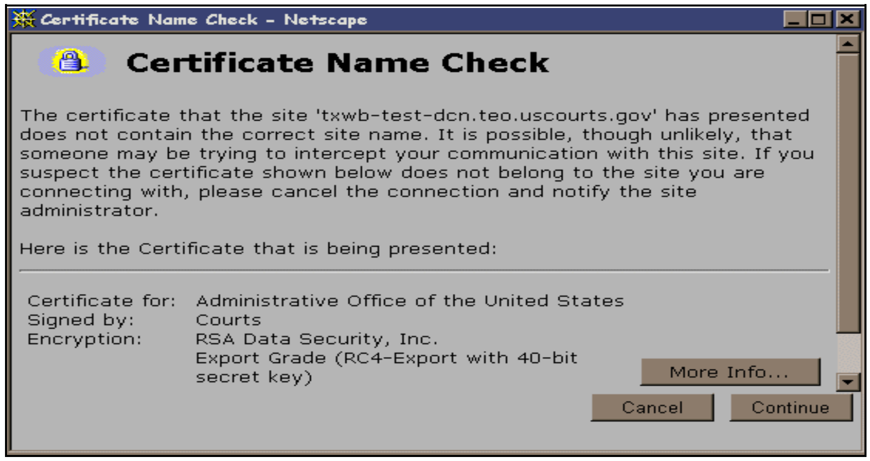



**Figure 2**

— 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.)**

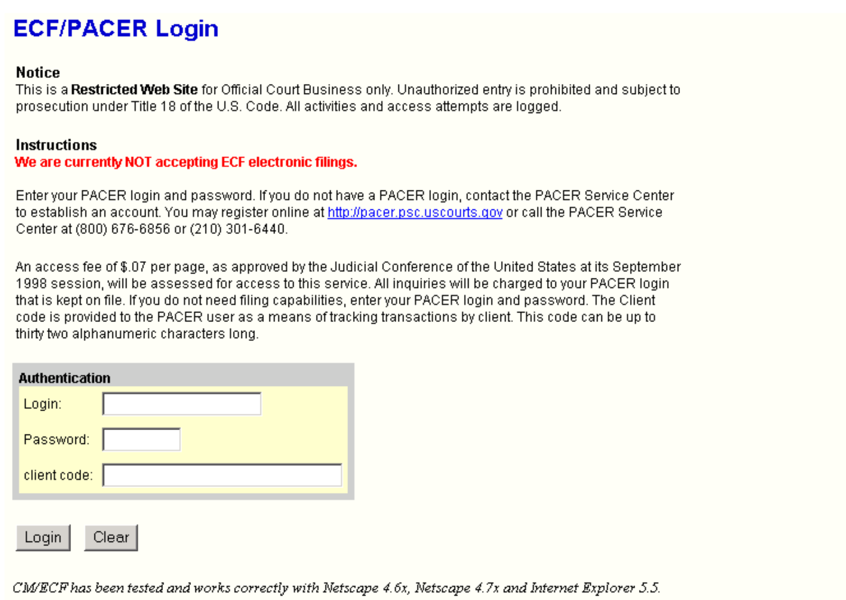



Figure 3

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.)**

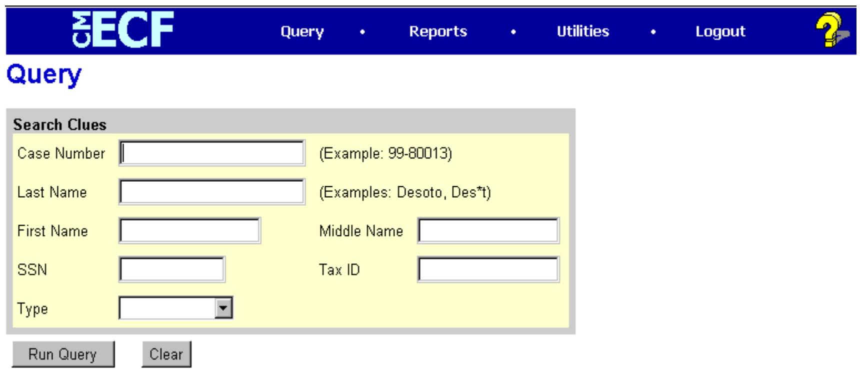



**Figure 4**

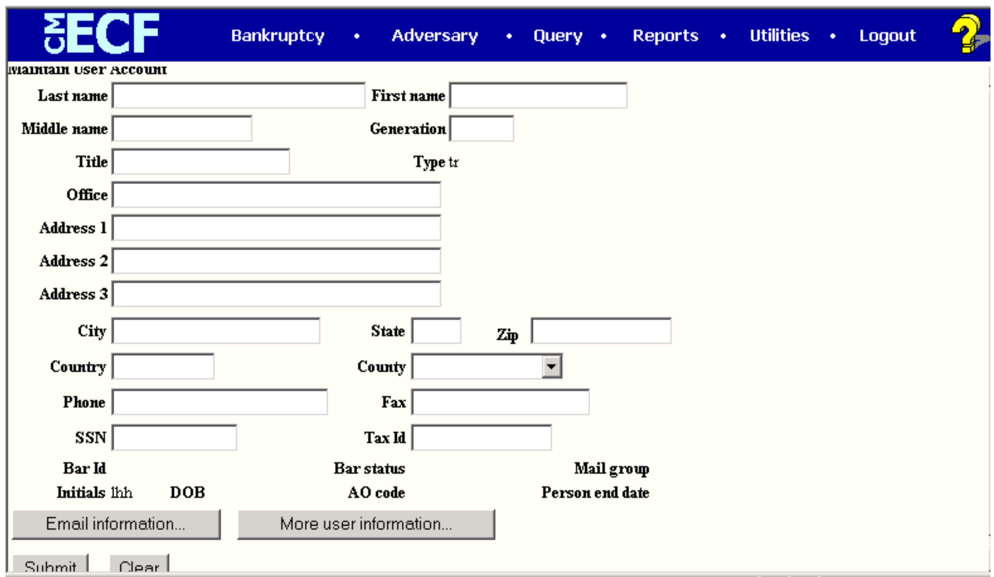
PACER gives participants access to a CM/ECF court calendar, a cases report, claims register, creditor matrix and case docket sheets. This information is current and is updated with activity in real time.

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.




C Make appropriate changes or additions to your name, address, telephone and/or fax number. (***Note: Do not enter SSN, Tax ID or DOB).***

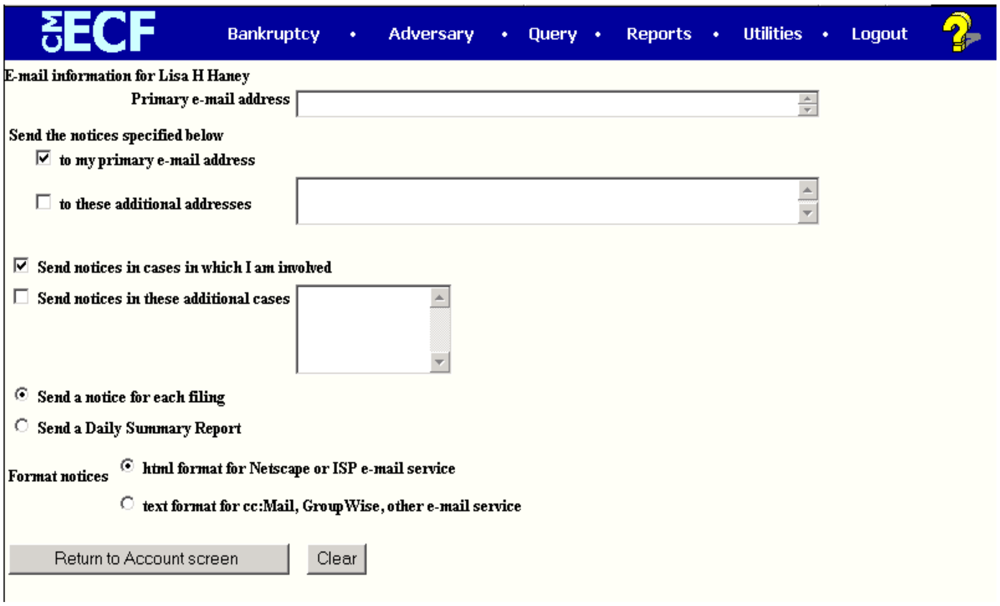
C **Email information...**button allows you to specify how you want to be notified of CM/ECF filings and the email address at which you want to receive notification, see Step 2.

C **More user information...**button allows you to change your password, see Step 3.

C Click on **Submit** button upon completing all changes/additions.

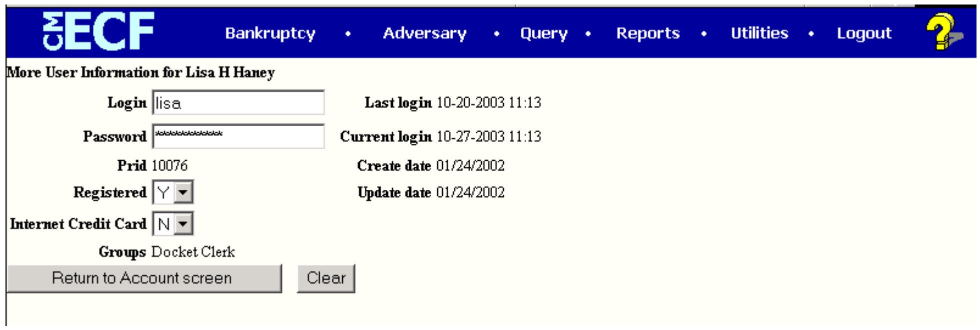
C Click on **Clear** button to clear changes you may have made.

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




- **Primary e-mail address** - specify the complete address.
- **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.
- To receive notices for a case in which you are not involved, check the box for **Send notices in theses additional cases** and key the case number(s) in the text box.
- 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**).
- **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**
- Click on **Return to Account screen** to continue making changes to your account and/or to submit changes once completed.
- 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.



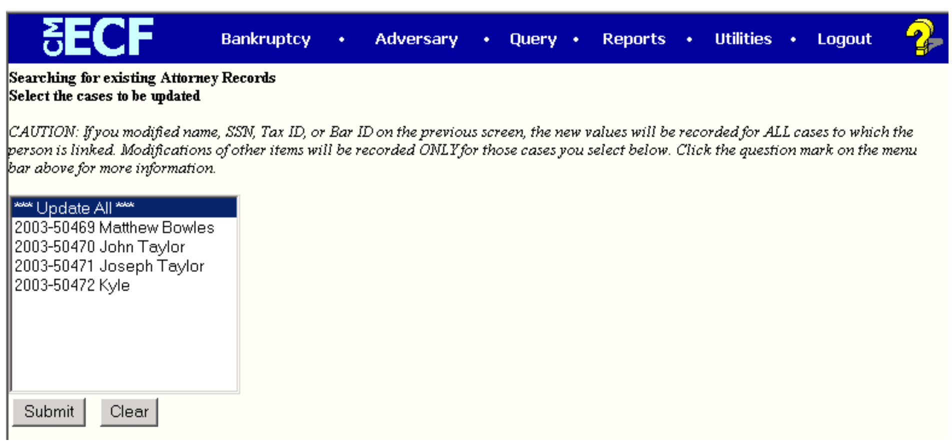

C **Login** - may not be changed without court approval.

C **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.

C Click on **Return to Account screen** to continue making changes to your account and/or submit changes once completed.

C 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.




C **Update All** - default selection, click **Submit** button to have address information spread to all cases.

C To have address update spread to specific cases but not all, hold down <**Ctrl**> key on keyboard while clicking on specific cases.

C Click on **Submit** button to update your account

C 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.


### 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.


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

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

**STEP 2** The **Transaction Log** screen appears.


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

- To print transaction log, click on **Print** from your *Browser's* toolbar.
- 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. A ll 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 chose 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.uscourt.gov.

# Bankruptcy Case Opening
## (Voluntary)

This module will demonstrate the steps to take to open a new voluntary bankruptcy case in the CM/ECF system. Note: If your bankruptcy petition software program provides the auto-upload case feature, it will not be necessary to enter the information as described in the module, nor to upload the creditor matrix. This will be auto-uploaded by the bankruptcy program into CM/ECF. Check with your petition software company to find out if the case feature is available.

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

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

¢ Click the Open BK Case hypertext link.

**STEP 3** The **Case Data** screen displays. **(See Figure 1)**

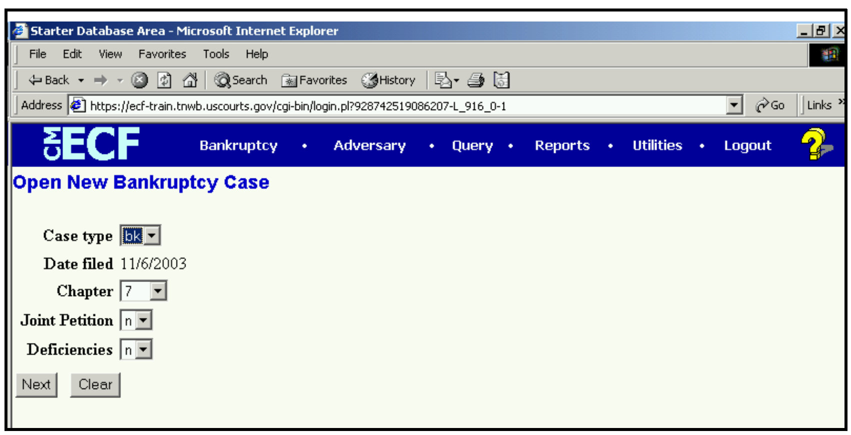



**Figure 1**

¢ The **Case Type** defaults to **bk**. This is the only option. No action is necessary.

¢ The current date is displayed in the **Date Filed** field. This date cannot be altered. The file date of the petition will be the current date.

¢ Click the · arrow to reveal the list of available **Chapter** options. (**NOTE:** the system defaults to Chapter 13). Select the appropriate Chapter.

¢ Click the · arrow to reveal the list of **Joint Petition** options. **NOTE:** The system defaults to **'n'** for no - meaning this is *not* a joint (husband and wife) filing. Accept the default, or click to select **'y'** to indicate that the filing includes husband and wife.

¢ Click the · arrow to reveal the list of **Deficiencies** options. The system defaults to **‘n’** meaning there are *no* deficiencies, and that this new filing contains all required documents. If any items are missing from the petition, change the **Deficiencies** box to **‘y.’**

**STEP 4** An informational screen displays. **(See Figure 2)**

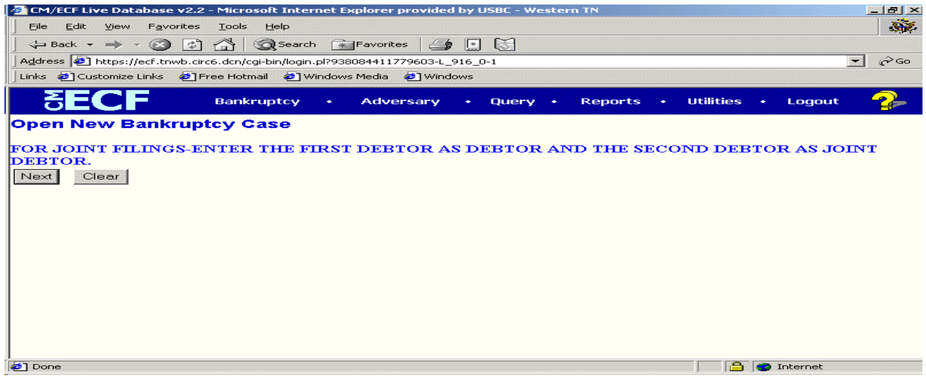



**Figure 2**

¢ Click **[Next]**.

**STEP 5** The **Search for a Party** screen displays. (**See Figure 3**)

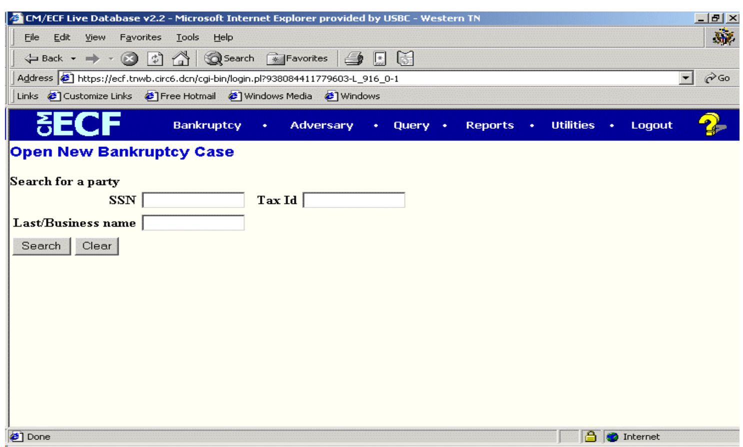



**Figure 3**

The database must always be searched to see if the debtor(s) exist 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 6** The **Party Search Results** screen displays. **(See Figure 4)**

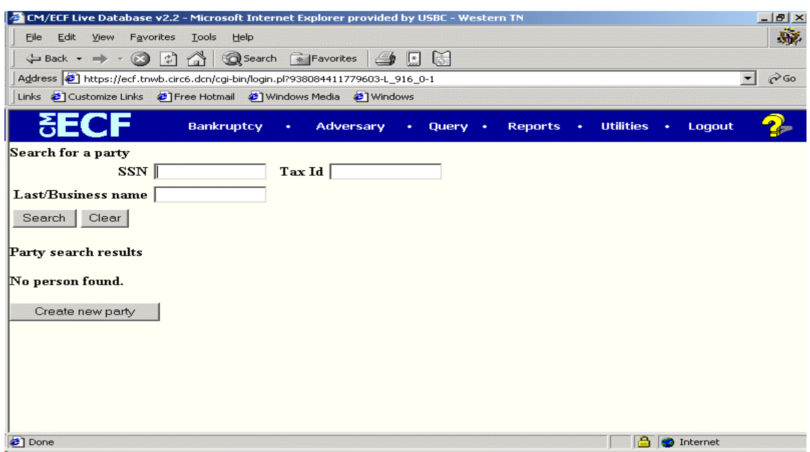



**Figure 4**

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 debtor into the system.
¢ Proceed to **STEP 7**.

If the system does locate the party in the database, a **Party search results** list will display. **(See Figure 5)**

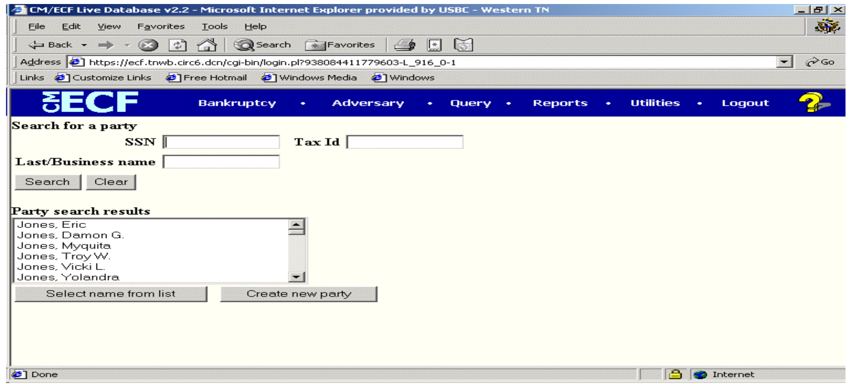



**Figure 5**

¢ Click the · arrow to scroll the entire list of search results, if necessary.

¢ Highlight the debtor's name if it appears on the list.

¢ The **Person Address** box displays. **(See Figure 6).**

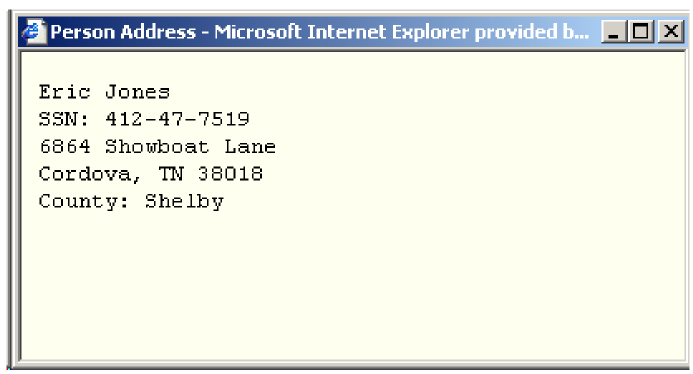
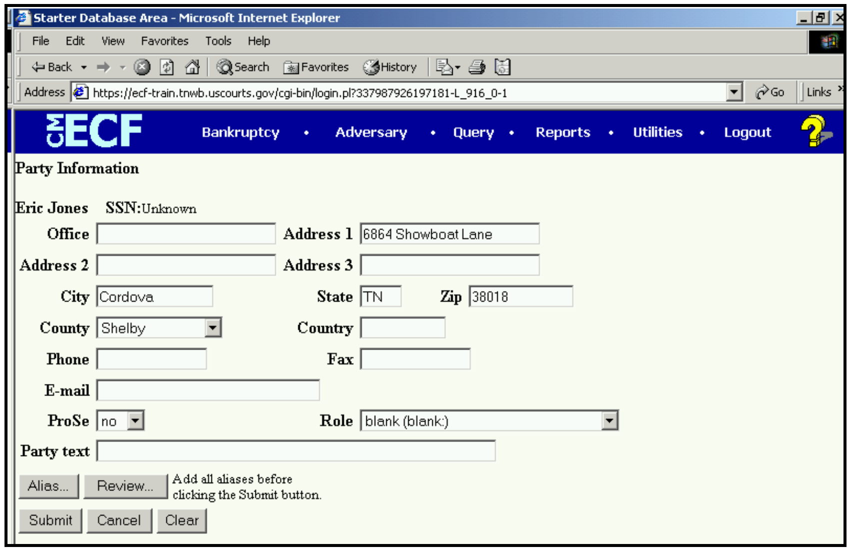



**Figure 6**

¢ If you cannot locate the information for your party click **[Create new party]** and proceed to **STEP 7**.

¢ If this is your party (name and social security number match; address could be different), click **[Select name from list]. (See Figure 5)**

**STEP 7** The **Party Information** screen displays. **(See Figure 7)**




**Figur**

**e 7**

¢ 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 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 (Do not list the residence address if different from the mailing address).
- Type **City**, **State**, and **Zip** information.
- Click the down 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 debtor'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 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. Refer to Step 8.

**STEP 8** The **Alias Information** screen displays. **(See Figure 8)**

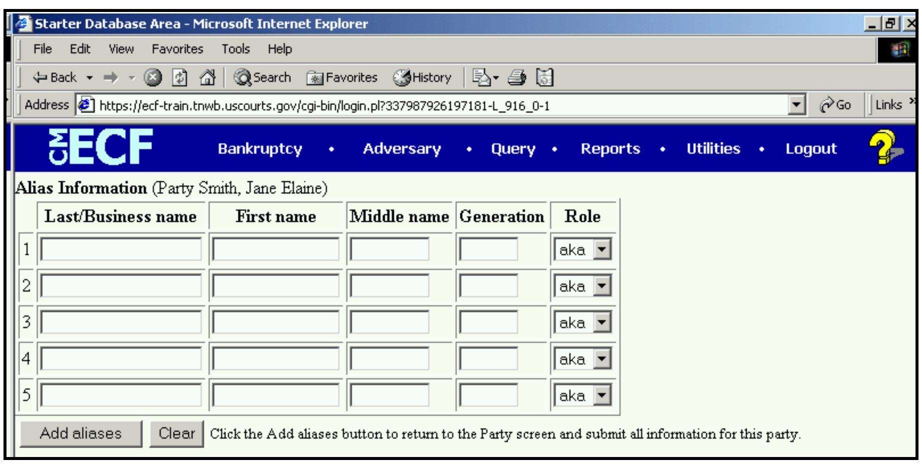



**Figure 8**

¢ Enter the **Last Name/Business Name, First Name, Middle Name** and **Generation** of the alias, as applicable.
¢ Click the · arrow to reveal the list of **Role** options.
¢ Enter the appropriate **Role** for the alias (aka, dba, faw, fdba, fka)
¢ When all aliases are listed, Click **[Add aliases]** to return to the **Party Information** screen (Figure 7).

**STEP 9** **Party Information** screen displays again. **(See Figure 7)**

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

**STEP 10** The **Office** screen displays. **(See Figure 9)**

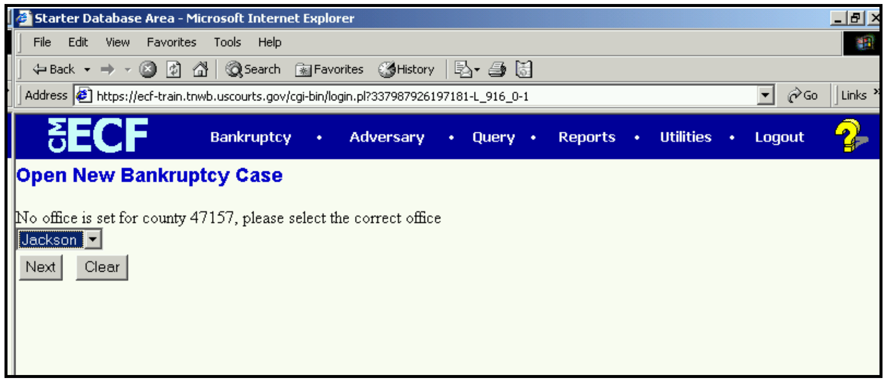



**Figure 9**

¢ The Office screen defaults to "Jackson". If you are filing a case in the Eastern Division(Jackson), keep the default as "Jackson".
¢ If you are filing a case in the Western Division (Memphis), Click the · arrow to reveal the list of **Offices**. Highlight "Memphis".
¢ Click **[Next].**

**STEP 11** A **Reminder** screen displays. **(See Figure 10)**

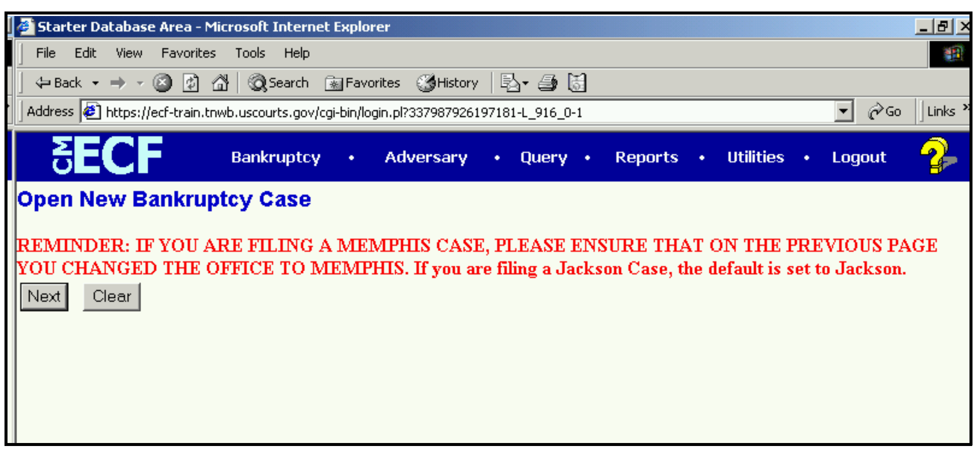



**Figure 10**

¢ Click **[Next]** to continue, or your [Back] button if you need to verify that you chose the correct Office.

[NOTE: If there is a joint debtor, repeats steps 5 - 9 to add the joint debtor information. The joint debtor's **Role** type must be **Joint Debtor**.]

**STEP 12** The **Type of Debtor** screen displays. **(See Figure 11)**

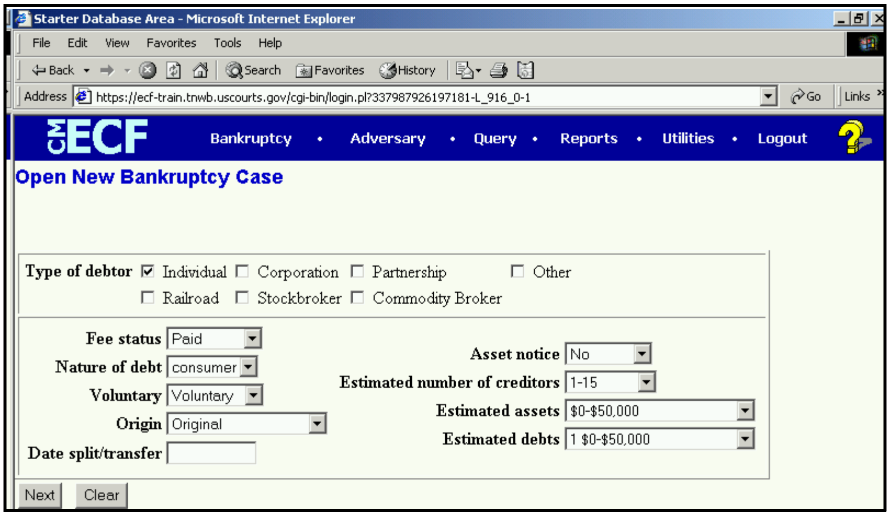



**Figure 11**

¢ Click to T the appropriate **Type of debtor**.

¢ Click the · arrow to reveal the list of **Fee Status** options. They system defaults to '**Paid**', for filing fee paid in full. Highlight '**Installment**', if application to pay filing fee in installments is being filed.

¢ Click the · arrow to reveal the list of **Nature of Debt** options. Highlight '**consumer**' or '**business**', as appropriate.

¢ Leave the **Voluntary** option as '**Voluntary**'.

¢ The **Origin** will remain '**Original**'. (The other options are used for Split Conversion and Intra-District transfers).

¢ The **Date Split/Transfer** will remain blank. (This date is only filled in when a Split Conversion or Intra-District Transfer is filed).

¢ Click the · arrow to reveal the list of **Asset Notice** options. Highlight '**No**' if it is a *no asset* case OR highlight '**Yes**' if it is an *asset* case. (All Chapter 13 cases are asset cases.) **DO NOT HIGHLIGHT 'UNKNOWN'**.

¢ Click the · arrow to reveal the list of **Estimated number of creditors** list. Highlight the appropriate number of creditors.

¢ Click the · arrow to reveal the list of **Estimated assets** list. Highlight the appropriate amount of assets.

¢ Click the · arrow to reveal the list of **Estimated debts**. Highlight the appropriate amount of debts.

¢ Click **[Next]** to continue.

**STEP 13** The **Receipt and Fee Information** screen displays. **(See Figure12)**

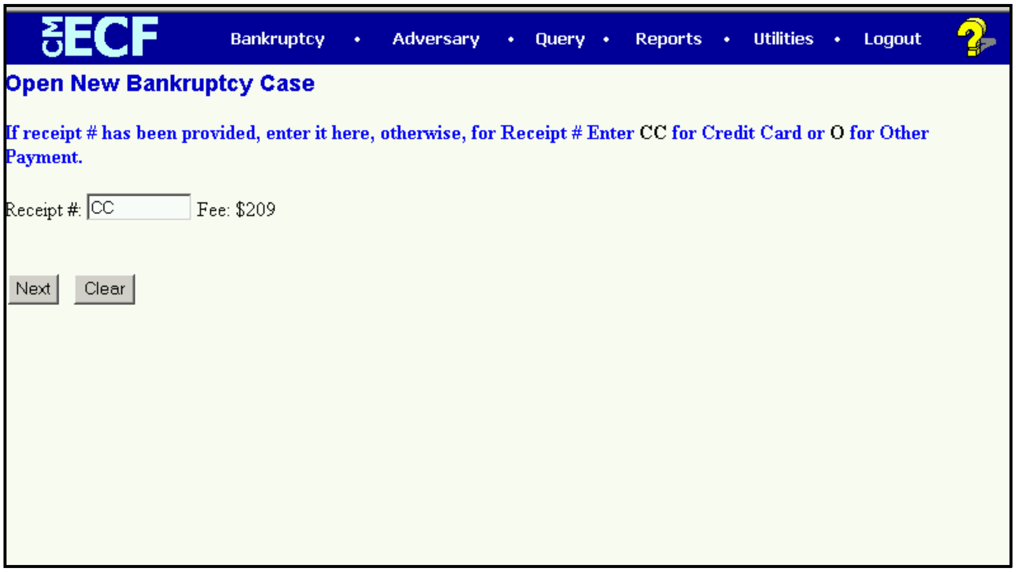



**Figure 12**

¢ 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 14** A screen with no information displays. **(See Figure 13)**

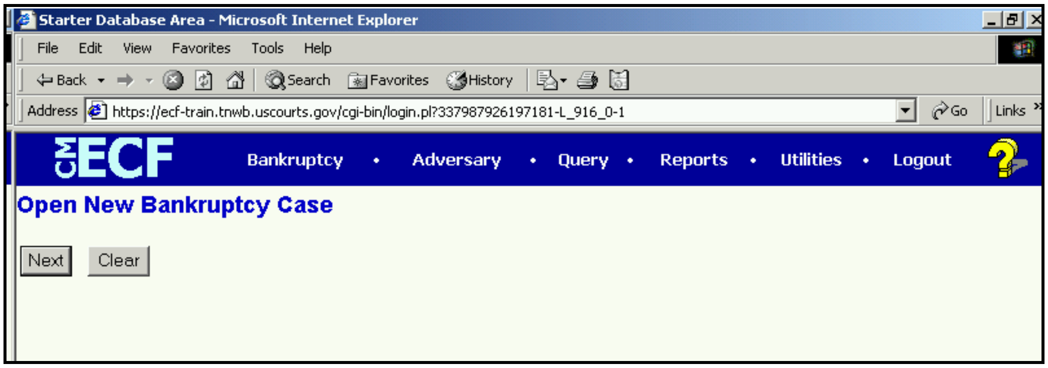



**Figure 13**

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

**STEP 15** The **Select the pdf document** screen displays. **(See Figure 14)**

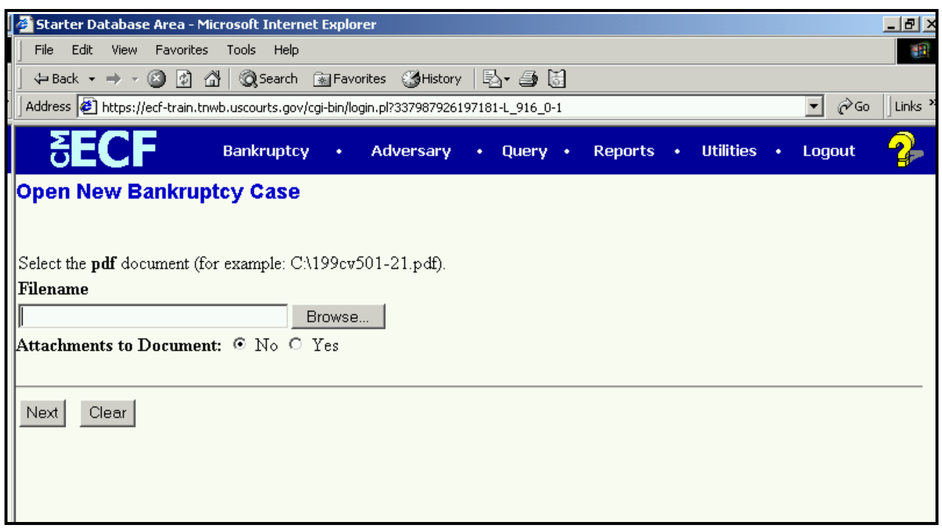



**Figure 14**

¢ Click **[Browse]** to search for the appropriate PDF (Portable Document Format) document.

¢ Always remember to right click on the file, prior to attaching it to the docket entry, to ensure the correct document is being added.

¢ Double Click on the appropriate PDF to attach it to the docket entry.

**STEP 16** The **Select pdf document** screen displays again, with the **Filename** inserted**. (See Figure 15)**

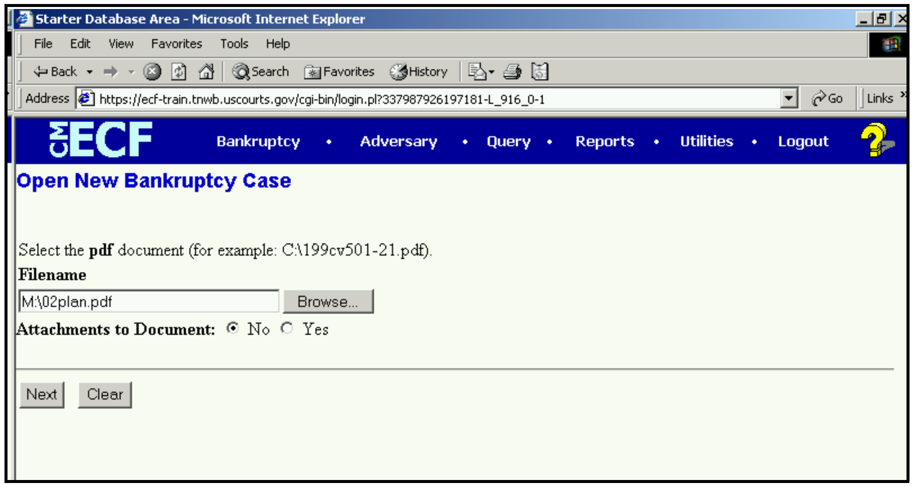



**Figure 15**

¢ Click **[Next]** to continue.

**STEP 17** A screen with no information displays. **(See Figure 16)**

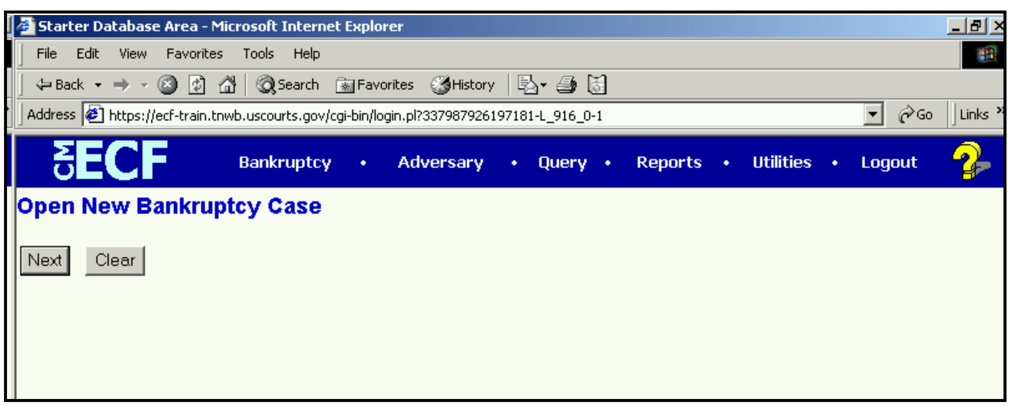



**Figure 16**

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

**STEP 18** The **Docket Text: Final Text** screen displays. **(See Figure 17)**

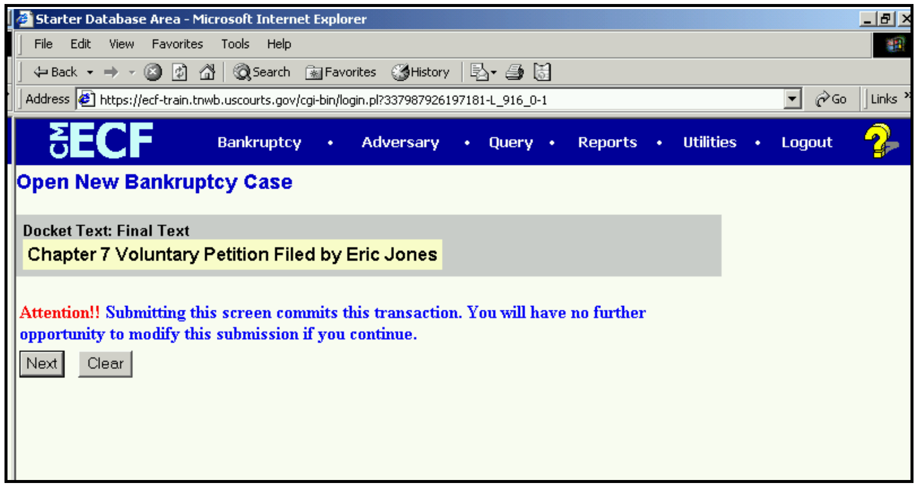



**Figure 17**

- ¢ Verify all docket text information is correct.
- ¢ Click **[Next]** to accept all information and to finalize case opening.

**STEP 19** The **Notice of Bankruptcy Case Filing (Notice of Electronic Filing)** screen displays. **(See Figure 18)**

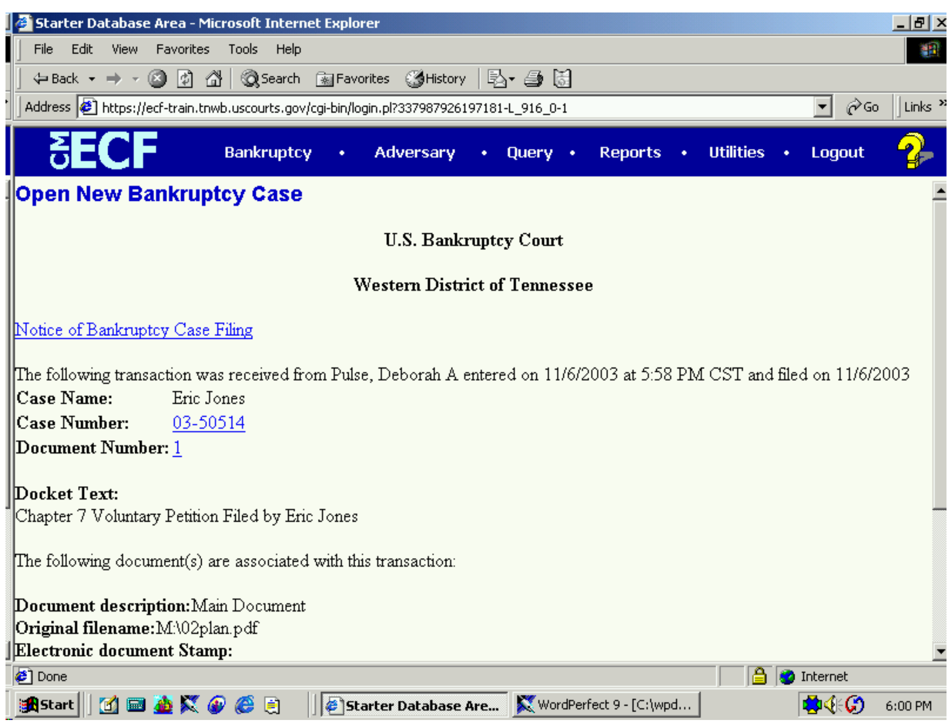



**Figure 18**

— 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.

## 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.

NEXT: Refer to instructions for:

**Judge/Trustee Assignment**
**Uploading a Creditor Matrix**
**Application To Pay Filing Fee In Installments**
**Chapter 13 Plan**

# Judge/Trustee Assignment

This process shows the steps required for attorney staff to assign a Judge to a bankruptcy case. This feature will also assign a Trustee to Chapter 13 cases that are assigned to the Eastern Division (Jackson).

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

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

— Click the Judge/Trustee Assignment hyperlink**.**

**STEP 3** The **Judge And Trustee** screen displays. **(See Figure 1)**

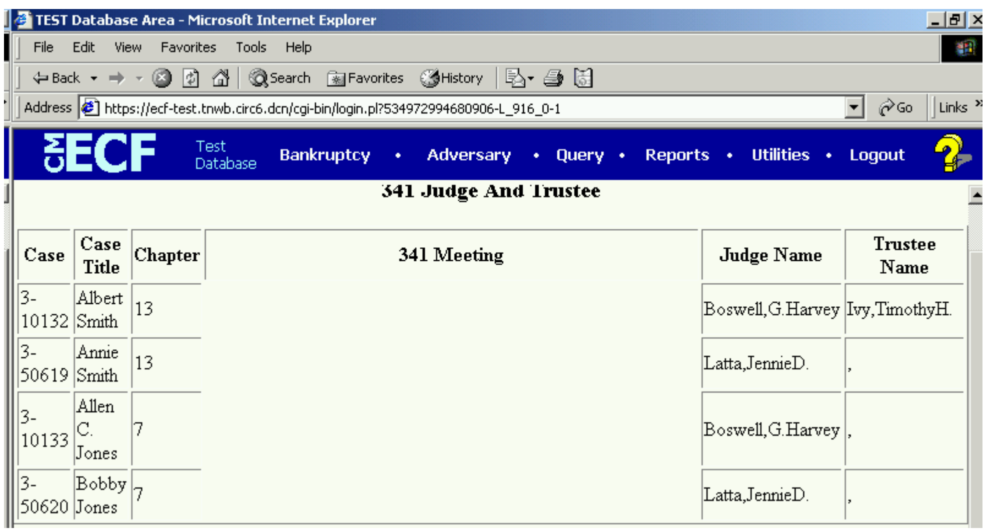



**Figure 1**

— This screen indicates what Judge/Trustee was automatically assigned to each case that an individual opened.

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# Uploading a Creditor Matrix

A creditor matrix contains the names and addresses of creditors. This information is used for noticing and also for claims information, when applicable. The creditor matrix must be in an ASCII text format, usually a **.txt** file, before it can be successfully uploaded. All **other** file types within CM/ECF will be portable document format (PDF) files. The process of uploading a list of creditors .txt file is described below.

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

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

— Click on the Creditor Maintenance hyperlink.

**STEP 3** The **Creditor Maintenance** screen displays. **(See Figure 1)**

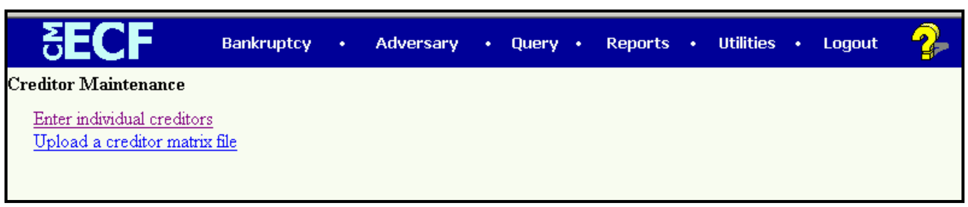


**Figure 1**

— Click on Upload a creditor matrix file hypertext link.

**STEP 4** The **Creditor Maintenance - Upload A File Method** screen displays. **(See Figure 2)**

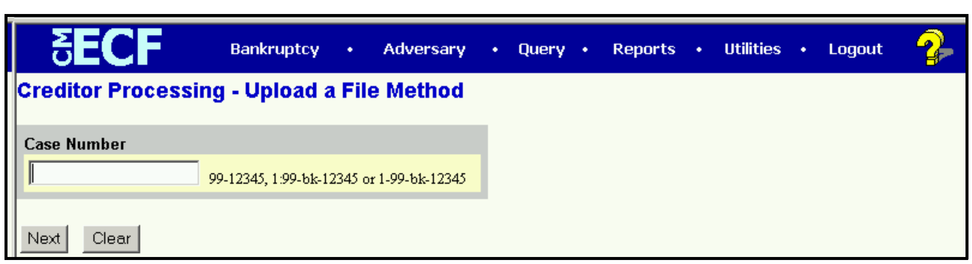


**Figure 2**

— 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.

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

**STEP 5** The **Load Creditor Information** screen displays. **(See Figure 3)**

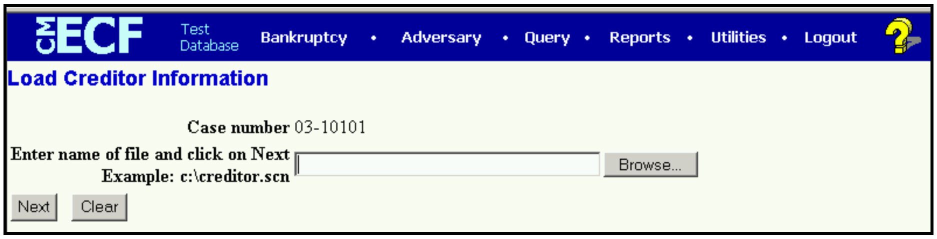


**Figure 3**

Use the Browse feature to navigate to the appropriate directory and file of the creditor matrix file. To do this:

- Click on the **[Browse]** button to display the **File Upload** screen.
- Click in the **Look In** box and select the appropriate drive name.
- Change **Files of types:** to Text (.*txt) or All Files.
- Highlight the appropriate text file with a click of the mouse.
- For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed.

  Verify that this is the correct matrix file for this case. Close or minimize the Adobe Acrobat reader by clicking on **"X"** in the upper right-hand corner.
- If correct, double-click the PDF file to select it or click on the **[Open]** button to attach the matrix file to the bankruptcy case.

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

**STEP 6** The **Add Creditor(s)** screen appears.**(See Figure 4)**

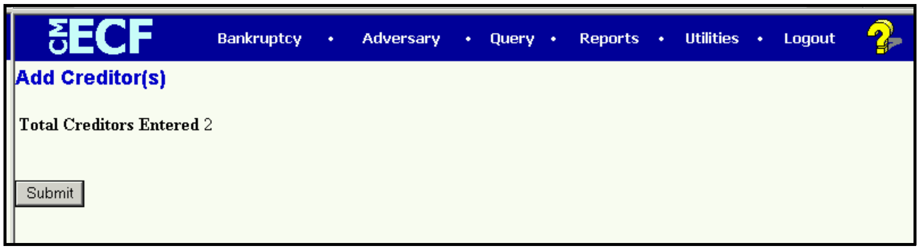


**Figure 4**

— If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser's **[Back]** button and research the error.

— If the total number of creditors displayed is correct, click on the **[Submit]** button.

**STEP 7** The **Creditors Receipt** screen displays. **(See Figure 5)**

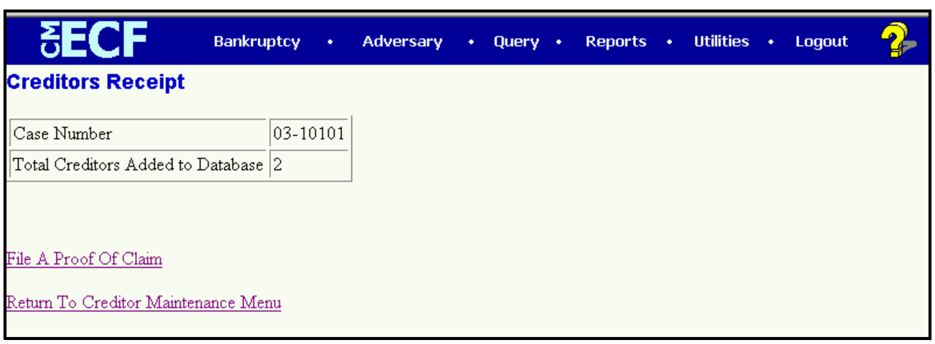


**Figure 5**

— The information displayed confirms the number of creditors added to the case.

**STEP 8** Click on the Return to Creditor Maintenance Menu hyperlink to continue and repeat steps 4 - 6 for each creditor matrix. If there are no other matrices to add, select **Logout** or select another option on the Main Menu Bar.

**NOTE:** Creditor Mailing Matrix is available under Utilities/Mailings on the CM/ECF Main Menu bar.

The Creditor Mailing Matrix is also available thru PACER.

Attorney users will have the opportunity to upload the creditor matrix **one** time.

Any additional modifications to the creditor matrix will normally be handled by court personnel.

****There has been a second step added to the upload of creditor matrix***

After you have successfully uploaded your creditors in creditor maintenance, go to **Bankruptcy** and then choose Other. Insert the case number, click next and then choose matrix from the event list. This entry does not require a file to attach. Simply follow the screens. This entry is for information purposes only but required by the court for case opening.

# Application To Pay In Installments

This module will demonstrate the steps to take to docket an Application To Pay In Installments in the CM/ECF system.

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

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

- ¢ Click the Other hypertext link.

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

- ¢ 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.

- ¢ Click **[Next]** to continue.

**STEP 4** A **Case Number and Case Name Verification** screen displays.

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

**STEP 5** The **Item Selection Menu** and **Joint Filing With Other Attorney** screen displays.

- ¢ Click and highlight **Application to Pay Filing Fee In Installments**.

- ¢ If this is *not* a joint filing with another attorney, Click **[Next]** and refer to STEP 6.
- ¢ If this is a joint filing with another attorney, click to T the box. Then click **[Next]**.
- ¢ Choose the additional attorney by highlighting the name, and click **[Next].**

**STEP 6** The **Party Filer** screen displays.

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

**STEP 7** A screen with no information displays.

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

**STEP 8** The **Select the pdf document** screen displays.

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

**STEP 9** The **Select pdf document** screen displays again, with the **Filename** inserted**.**

- ¢ Click **[Next]** to continue.

**STEP 10** The **Docket Text: Modify Text** screen displays.

¢ Verify all docket text information is correct.

¢ Normally no additional information is needed, however, there is a text box on this screen that allows you to add any additional information pertinent to the document.

**STEP 11** The **Docket Text: Final Text** screen displays.

¢ Verify all docket text information is correct.

¢ Click **[Next]** to finalize docketing the Application To Pay In Installments.

**STEP 12** The **Notice of Bankruptcy Case Filing (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.

**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.

# Chapter 13 Plan

This module will demonstrate the steps to take to docket a Chapter 13 Plan in the CM/ECF system.

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

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

¢ Click the Plan hypertext link.

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

¢ 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.

¢ Click **[Next]** to continue.

**STEP 4** A **Case Number and Case Name Verification** screen displays.

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

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

**STEP 5** The **Item Selection Menu** and **Joint Filing With Other Attorney** screen displays.

¢ Click and highlight **Chapter 13 Plan**.

¢ If this is *not* a joint filing with another attorney, Click **[Next]** and refer to STEP 6.

- ¢ If this is a joint filing with another attorney, click to T the box. Then click **[Next]**.

- ¢ Choose the additional attorney by highlighting the name, and click **[Next].**

**STEP 6** The **Party Filer** screen displays.

- ¢ Click and highlight the **Debtor(s)** as the Party Filer(s). To highlight more than one name, hold the **Control** key and click on each party.

- ¢ Click **[Next]** to continue.

**STEP 7** A screen with no information displays.

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

**STEP 8** The **Select the pdf document** screen displays.

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

**STEP 9** The **Select pdf document** screen displays again, with the **Filename** inserted**.**

- ¢ Click **[Next]** to continue.

**STEP 10** A screen with no information displays.

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

**STEP 11** The **Docket Text: Final Text** screen displays.

- ¢ Verify all docket text information is correct.
- ¢ Click **[Next]** to accept all information and to finalize docketing the Chapter 13 Plan.

**STEP 12** The **Notice of Bankruptcy Case Filing (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.

**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.

# Form 21: Statement of Social Security Number

This module will demonstrate the steps to take to docket a Form 21: Statement of Social Security Number in the CM/ECF system.

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

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

¢ Click the Other hypertext link.

**STEP 3** The **Miscellaneous - Case Number** screen displays.

¢ 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.

¢ Click **[Next]** to continue.

**STEP 4** A **Case Number and Case Name Verification** and **Item Selection Menu** screen displays.

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

¢ If the case number and case name are correct, continue.

¢ Click and highlight **Form 21 - Statement of Social Security Number**.

¢ Click **[Next]**.

**STEP 5** The **Joint Filing With Other Attorney** screen displays.

¢ If this is *not* a joint filing with another attorney, Click **[Next]** and refer to STEP 7.

¢ If this is a joint filing with another attorney, click to T the box. Then click **[Next]**.

¢ Choose the additional attorney by highlighting the name, and click **[Next].**

**STEP 6** The **Party Filer** screen displays.

¢ Click and highlight the **Debtor(s)** as the Party Filer(s). To highlight more than one name, hold the **Control** key and click on each party.

¢ Click **[Next]** to continue.

**STEP 7** A screen with only the case name and number displays.

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

**STEP 8** The **Select the pdf document** screen displays.

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

**STEP 9** The **Select pdf document** screen displays again, with the **Filename** inserted**.**

¢ Click **[Next]** to continue.

**STEP 10** A screen with only the case name and number displays.

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

**STEP 11** The **Docket Text: Final Text** screen displays.

¢ Verify all docket text information is correct.

¢ Click **[Next]** to accept all information and to finalize docketing Form 21: Statement of Social Security Number.

**STEP 12** The **Notice of Bankruptcy Case Filing (Notice of Electronic Filing)** screen displays.

¢ No one will receive notification of this document.

# 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 **attachmen**t 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 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.

# 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 clidk **[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 <u>only</u> 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 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 **attachmen**t 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 and 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]** 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 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.

# 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 **attachmen**t 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.

# 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 <u>only</u> 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 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.

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 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.

# 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]** 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.

NEXT: Refer to instructions for:
**Adversary Proceeding Cover Sheet**

# 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.

¢ Click the Notice hypertext link.

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

¢ 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.

¢ Click **[Next]** to continue.

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

¢ 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.

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

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

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

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

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

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

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

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

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

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

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

¢ Click **[Next]** to continue.

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

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

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

¢ Verify all docket text information is correct.

¢ Click **[Next]** to finalize docketing the Adversary Proceeding Cover Sheet.

**STEP 13** The **Notice of Bankruptcy Case Filing (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.

**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**.**

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**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.

**<u>This is your last chance to make any changes before the final submission</u>!**

— 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.

¢ 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.

# 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:** **<u>This is the last opportunity to make any changes to this event.</u>**

— 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 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 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.

# E-Orders

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

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

¢ Click the Upload Single hypertext link.

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

¢ 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.

¢ Click **[Next]**.

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

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

¢ Click **[Next]** and skip to STEP 6.

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

¢ The **Select a Category** screen displays.

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

¢ Click **[Next]**.

¢ The **Select an Event** screen displays.

¢ Click to T the appropriate event that the order is related to.

¢ Click **[Next]**.

**STEP 5** The **Order Type, Hearing Date, File to Upload** screen appears.

- ¢ Click the · arrow to reveal the list of available **order types**. Choose the appropriate order type from the drop-down menu.
- ¢ Enter the hearing date.
- ¢ Click **[Browse]** to search for the appropriate Order in PDF (Portable Data Format) form.
- ¢ Double Click on the appropriate PDF to attach it to the docket entry.
- ¢ 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**

# Notice of Voluntary Conversion (Chapter 13 to Chapter 7)

This module will demonstrate the steps to take to docket a Notice of Conversion in the CM/ECF system.

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

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

¢ Click the Notices hypertext link.

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

¢ 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.

¢ Click **[Next]** to continue.

**STEP 4** A **Case Number and Case Name Verification** screen displays.

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

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

**STEP 5** The **Item Selection Menu** and **Joint Filing With Other Attorney** screen displays.

¢ Click and highlight **Notice of Voluntary Conversion**.

- ¢ If this is *not* a joint filing with another attorney, Click **[Next]** and refer to STEP 6.
- ¢ If this is a joint filing with another attorney, click to T the box. Then click **[Next]**.
- ¢ Choose the additional attorney by highlighting the name, and click **[Next].**

**STEP 6** The **Party Filer** screen displays.

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

**STEP 7** A screen with no information displays.

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

**STEP 8** The **Select the pdf document** screen displays.

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

**STEP 9** The **Select pdf document** screen displays again, with the **Filename** inserted**.**

- ¢ Click **[Next]** to continue.

**STEP 10** The **New Chapter Number** and **Receipt** screen displays.

- ¢ Insert the new Chapter number '**7**'.
- ¢ 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 11** The **Docket Text: Modify Text** screen displays.

- ¢ Verify all docket text information is correct.
- ¢ Normally no additional information is needed, however, there is a text box on this screen that allows you to add any additional information pertinent to the document.

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

- ¢ Verify all docket text information is correct.
- ¢ Click **[Next]** to finalize docketing the Notice of Conversion. **(See Step 14 to continue processing the conversion)**

**STEP 13** The **Notice of Bankruptcy Case Filing (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.

## Docket the Voluntary Petition NEXT

The voluntary petition will now need to be docketed:

**STEP 14** Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

**STEP 15** The **Bankruptcy Events** menu displays.

¢ Click the Other hypertext link.

**STEP 16** The **Miscellaneous - Case Number** screen displays.

¢ Enter the case number that the Split Conversion entry above was given, 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.

¢ Click **[Next]** to continue.

**STEP 17** A **Case Number and Case Name Verification** screen displays.

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

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

**STEP 18** The **Item Selection Menu** screen displays.

¢ Click and highlight **Voluntary Petition (Chapter 7)**

¢ Click **[Next]**.

**STEP 19** The **Joint Filing With Other Attorney** screen displays.

¢ If this is *not* a joint filing with another attorney, Click **[Next]** and refer to STEP 20.

¢ If this is a joint filing with another attorney, click to T the box. Then click **[Next]**.

¢ Choose the additional attorney by highlighting the name, and click **[Next].**

**STEP 20** The **Party Filer** screen displays.

¢ Click and highlight the **Debtor(s)** as the Party Filer.

¢ Click **[Next]** to continue.

**STEP 21** A screen with no information displays.

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

**STEP 22** The **Select the pdf document** screen displays.

¢ Click **[Browse]** to search for the appropriate PDF (Portable Document Format) document. Attached the Voluntary Petition to this entry.

¢ Always remember to right click on the file, prior to attaching it to the docket entry, to ensure the correct document is being added.

¢ Double Click on the appropriate PDF to attach it to the docket entry.

**STEP 23** The **Select pdf document** screen displays again, with the **Filename** inserted**.**

¢ Click **[Next]** to continue.

**STEP 24** A screen with no information displays.

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

**STEP 25** The **Docket Text: Final Text** screen displays.

¢ Verify all docket text information is correct.

¢ Click **[Next]** to finalize docketing the Voluntary Petition.

**STEP 26** The **Notice of Bankruptcy Case Filing (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.

**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.

**When a case is converted, all creditors from the previous Chapter must be deleted.**

**Contact the Clerk's Office to request the creditors be deleted.**

**The creditors will be deleted within 24 hours and you will receive notification when it is appropriate to upload the new matrix .**

# Split Conversions
## (Conversions as to one debtor only)

This module will demonstrate the steps to take to process a split conversion in the CM/ECF system.

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

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

¢ Click the Open BK Case hypertext link.

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

¢ The **Case Type** defaults to **bk**. This is the only option. No action is necessary.

¢ The current date is displayed in the **Date Filed** field. This date cannot be altered. The file date of the split conversion will be the current date.

¢ Click the · arrow to reveal the list of available **Chapter** options. (**NOTE:** the system defaults to Chapter 13). Select the appropriate Chapter the debtor is converting to.

¢ The **Joint Petition** option will remain **'n'.**

¢ Click the · arrow to reveal the list of **Deficiencies** options. The system defaults to **'n'** meaning there are *no* deficiencies, and that this new filing contains all required documents. If any items are missing from the petition, change the **Deficiencies** box to **'y.'**

**STEP 4** An informational screen displays concerning entering debtor and joint debtor. This screen does not apply to split conversions.

¢ Click **[Next]**.

**STEP 5** The **Search for a Party** screen displays.

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

- ¢ Type the Social Security Number and/or Last 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 6** The **Party Search Results** screen displays.

If the system <u>does not</u> locate the party in the database, a message will be displayed: **No person found.** (The party should already be in CM because of the original filing. If there was a name change and it was not changed on the original filing, then that would be a reason the name could not be found)

- ¢ Click **[Create new party]** to add the debtor into the system.
- ¢ Proceed to **STEP 7**.

If the system <u>does</u> 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 debtor'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 7**.
- ¢ If this is your party (name and social security number match; address could be different), click **[Select name from list].**

**STEP 7** 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 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 (Do not list the residence address if different from the mailing address).
- Type **City**, **State**, and **Zip** information.
- Click the down 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 debtor'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 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**."

¢ If the debtor has any aliases, click **[Alias]** to enter this information. Refer to Step 8.

**STEP 8** The **Alias Information** screen displays. **(See Figure 8)**

¢ Enter the **Last Name/Business Name, First Name, Middle Name** and **Generation** of the alias, as applicable.

- ¢ Click the · arrow to reveal the list of **Role** options.

- ¢ Enter the appropriate **Role** for the alias (aka, dba, faw, fdba, fka)

- ¢ When all aliases are listed, Click **[Add aliases]** to return to the **Party Information** screen.

**STEP 9** **Party Information** screen displays again.

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

**STEP 10** The **Office** screen displays.

- ¢ The Office screen defaults to "Jackson". If you are filing a case in the Eastern Division(Jackson), keep the default as "Jackson".

- ¢ If you are filing a case in the Western Division (Memphis), Click the · arrow to reveal the list of **Offices**. Highlight "Memphis".

- ¢ Click **[Next].**

**STEP 11** A **Reminder** screen displays. **(See Figure 10)**

- ¢ Click **[Next]** to continue, or your [Back] button if you need to verify that you chose the correct Office.

**STEP 12** The **Type of Debtor** screen displays. **(See Figure 11)**

- ¢ Click to T the appropriate **Type of debtor**.

- ¢ Click the · arrow to reveal the list of **Fee Status** options. They system defaults to '**Paid**', for filing fee paid in full. Highlight '**Installment**', if application to pay filing fee in installments is being filed.

- ¢ Click the · arrow to reveal the list of **Nature of Debt** options. Highlight '**consumer**' or '**business**', as appropriate.

- ¢ Leave the **Voluntary** option as '**Voluntary**'.

- ¢ Click the · arrow to reveal the **Origin** options.

Click to highlight **Split**.

¢ Fill in the current date as the **Date Split/Transfer**.

¢ Click the · arrow to reveal the list of **Asset Notice** options. Highlight '**No**' if it is a *no asset* case OR highlight '**Yes**' if it is an *asset* case. (All Chapter 13 cases are asset cases.) **DO NOT HIGHLIGHT 'UNKNOWN'**.

¢ Click the · arrow to reveal the list of **Estimated number of creditors** list. Highlight the appropriate number of creditors.

¢ Click the · arrow to reveal the list of **Estimated assets** list. Highlight the appropriate amount of assets.

¢ Click the · arrow to reveal the list of **Estimated debts**. Highlight the appropriate amount of debts.

¢ Click **[Next]** to continue.

**STEP 13** The **Select Event** screen displays.

¢ Click the · arrow to reveal the list of events.

¢ Click to highlight **Split Conversion As to One Spouse (new case).**

¢ Click **[Next]**.

**STEP 14** A screen with no information displays.

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

**STEP 15** The **Select the pdf document** screen displays.

¢ Click **[Browse]** to search for the appropriate PDF (Portable Document Format) document. (DO NOT ATTACH THE PETITION HERE, ONLY ATTACH THE NOTICE OF CONVERSION AS TO ONE SPOUSE)

- ¢ Always remember to right click on the file, prior to attaching it to the docket entry, to ensure the correct document is being added.
- ¢ Double Click on the appropriate PDF to attach it to the docket entry.

**STEP 16** The **Select pdf document** screen displays again, with the **Filename** inserted**.**

- ¢ Click **[Next]** to continue.

**STEP 17** A screen to enter text along with the **Receipt and Fee Information** screen displays.

- ¢ In the first text box**,** enter "Husband" if the husband is converting, OR enter "Wife" if the wife is converting.
- ¢ In the second text box, enter the Previous Case Number (this would be the case number the original joint petition was assigned.
- ¢ 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 18** A screen with no information displays.

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

**STEP 19** The **Docket Text: Final Text** screen displays.

- ¢ Verify all docket text information is correct.

¢ Click **[Next]** to accept all information and to finalize the processing of the split conversion.

**STEP 20** The **Notice of Bankruptcy Case Filing (Notice of Electronic Filing)** screen displays.

## Docket the Voluntary Petition for a Split Conversion NEXT

The voluntary petition will now need to be docketed.

**STEP 21** Click the <u>Bankruptcy</u> hypertext link on the CM/ECF Main Menu Bar.

**STEP 22** The **Bankruptcy Events** menu displays.

¢ Click the <u>Other</u> hypertext link.

**STEP 23** The **Miscellaneous - Case Number** screen displays.

¢ Enter the case number that the Split Conversion entry above was given, 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.

¢ Click **[Next]** to continue.

**STEP 24** A **Case Number and Case Name Verification** screen displays.

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

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

**STEP 25** The **Item Selection Menu** screen displays.

¢ Click and highlight **Voluntary Petition (For Split Conversion)**.

¢ Click **[Next]**.

**STEP 26** The **Joint Filing With Other Attorney** screen displays.

¢ If this is *not* a joint filing with another attorney, Click **[Next]** and refer to STEP 27.

¢ If this is a joint filing with another attorney, click to T the box. Then click **[Next]**.

¢ Choose the additional attorney by highlighting the name, and click **[Next].**

**STEP 27** The **Party Filer** screen displays.

¢ Click and highlight the **Debtor** as the Party Filer.

¢ Click **[Next]** to continue.

**STEP 28** A screen with no information displays.

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

**STEP 29** The **Select the pdf document** screen displays.

¢ Click **[Browse]** to search for the appropriate PDF (Portable Document Format) document. Attached the Voluntary Petition to this entry.

¢ Always remember to right click on the file, prior to attaching it to the docket entry, to ensure the correct document is being added.

¢ Double Click on the appropriate PDF to attach it to the docket entry.

**STEP 30** The **Select pdf document** screen displays again, with the **Filename** inserted**.**

¢ Click **[Next]** to continue.

**STEP 31** A screen with no information displays.

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

**STEP 32** The **Docket Text: Final Text** screen displays.

¢ Verify all docket text information is correct.

¢ Click **[Next]** to accept all information.

¢ Click **[Next]** a second time to finalize docketing Form 21: Statement of Social Security Number.

**STEP 33** The **Notice of Bankruptcy Case Filing (Notice of Electronic Filing)** screen displays.

**NEXT:**
**DOCKET INFORMATION TO THE ORIGINAL JOINT PETITION**

**STEP 34** Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

**STEP 35** The **Bankruptcy Events** menu displays.

¢ Click the Notices hypertext link.

**STEP 36** The **Notices - Case Number** screen displays.

¢ Enter the case number of the original joint petition 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.

¢ Click **[Next]** to continue.

**STEP 37** A **Case Number and Case Name Verification** screen displays.

¢ Verify the case number and case name are correct (this should be the case number of the originally filed joint petition). If they are not correct, click the browser's **[Back]** button and re-enter the case number.

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

**STEP 38** The **Item Selection Menu** screen displays along with the **Joint Filing With Other Attorney**.

¢ Click and highlight **Split Conversion As To One Spouse (Old Case).**

¢ If this is *not* a joint filing with another attorney, Click **[Next]** and refer to STEP 39.

¢ If this is a joint filing with another attorney, click to T the box. Then click **[Next]**.

¢ Choose the additional attorney by highlighting the name, and click **[Next].**

**STEP 39** The **Party Filer** screen displays.

¢ Click and highlight the **Debtor** (the one who filed the split conversion) as the Party Filer.

- ¢ Click **[Next]** to continue.

**STEP 40** A screen with no information displays.

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

**STEP 41** The **Select the pdf document** screen displays.

- ¢ Click **[Browse]** to search for the appropriate PDF (Portable Document Format) document. Attach the Notice of Split Conversion (same as you did on the newly split case).
- ¢ Always remember to right click on the file, prior to attaching it to the docket entry, to ensure the correct document is being added.
- ¢ Double Click on the appropriate PDF to attach it to the docket entry.

**STEP 42** The **Select pdf document** screen displays again, with the **Filename** inserted**.**

- ¢ Click **[Next]** to continue.

**STEP 43** A screen to enter text along with a **Party Termination** screen displays.

- ¢ In the first text box**,** enter "Husband" if the husband converted, OR enter "Wife" if the wife converted.
- ¢ In the second text box, enter the New Case Number (this would be the case number the split conversion received).
- ¢ In the **Select the Parties No Longer Associated With this Case** screen, click and highlight the debtor who converted. This debtor will be terminated from the joint case.
- ¢ Click **[Next]** to continue.

**STEP 44** A screen with no information displays.

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

**STEP 45** The **Docket Text: Final Text** screen displays.

¢ Verify all docket text information is correct.

¢ Click **[Next]** to accept all information and to finalize docketing.

**STEP 46** The **Notice of Bankruptcy Case Filing (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.

**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.

NEXT: Refer to instructions for:

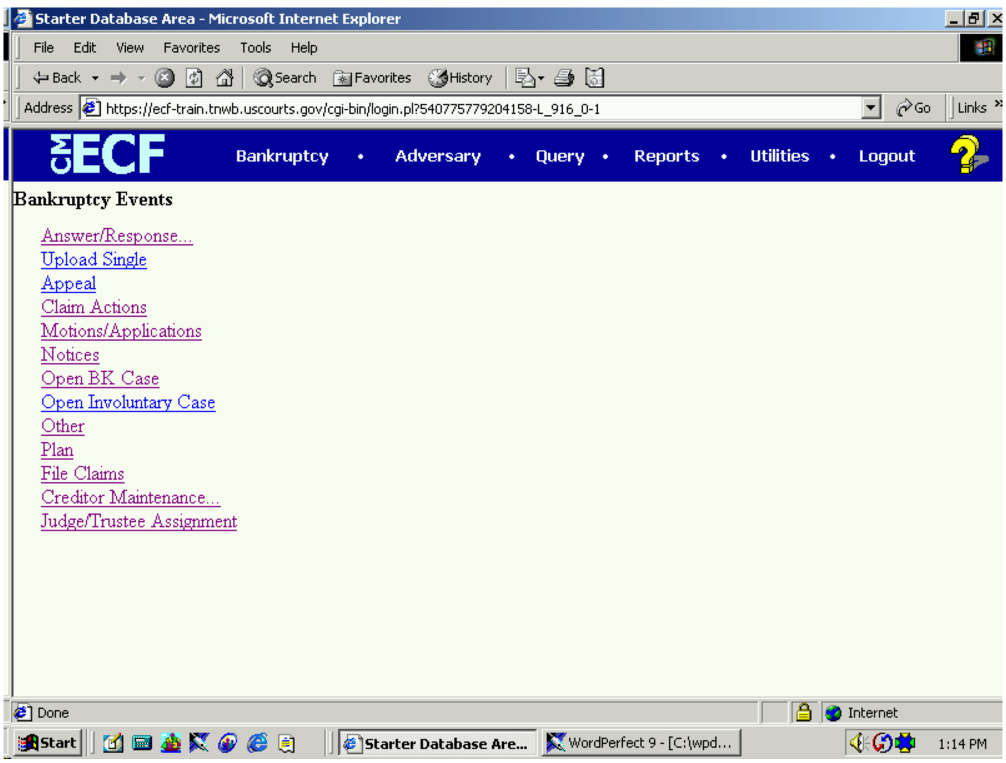
**Judge/Trustee Assignment**
**Uploading a Creditor Matrix**

These are events that must be done next.

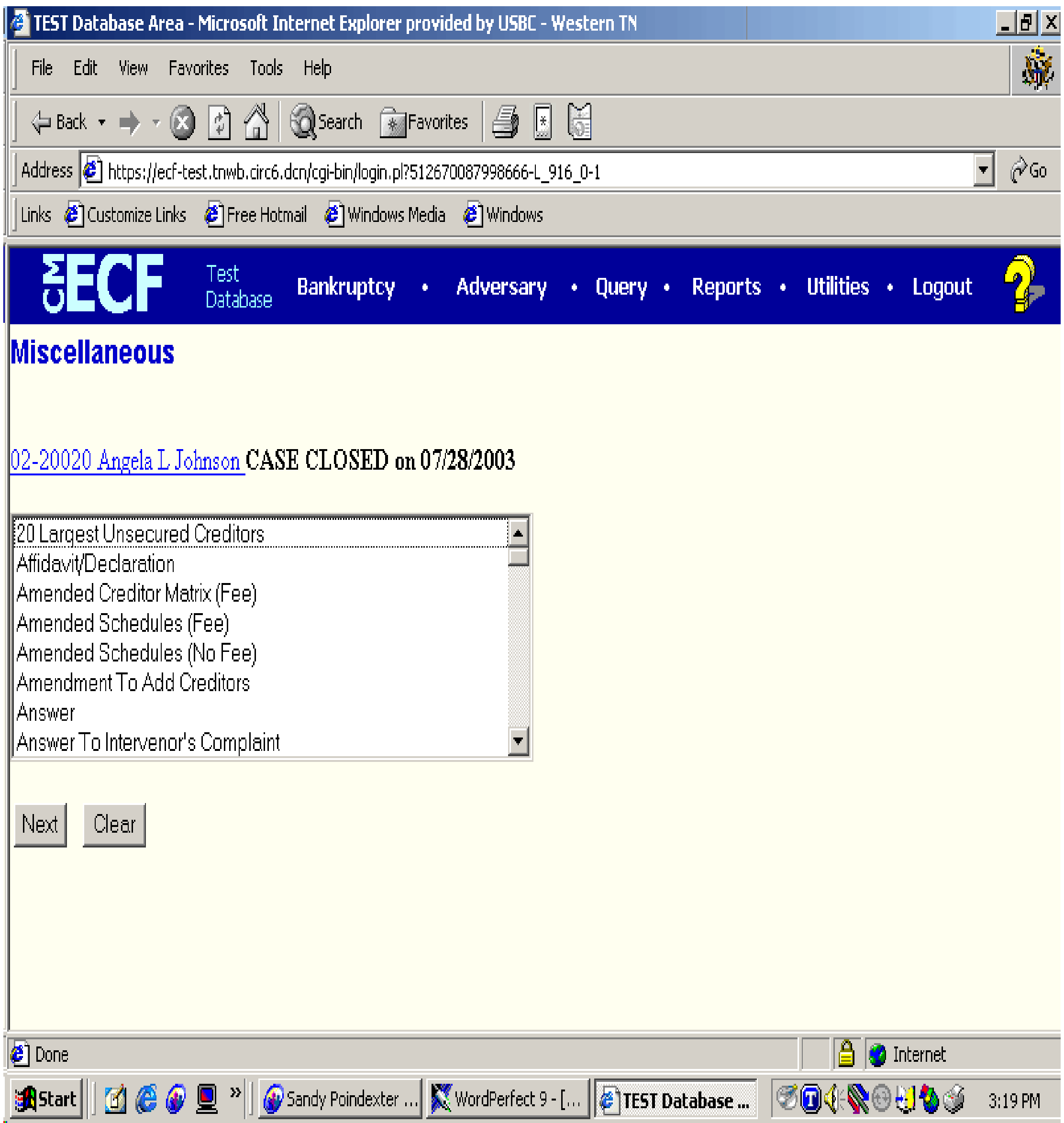
# General CM/ECF Functions

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

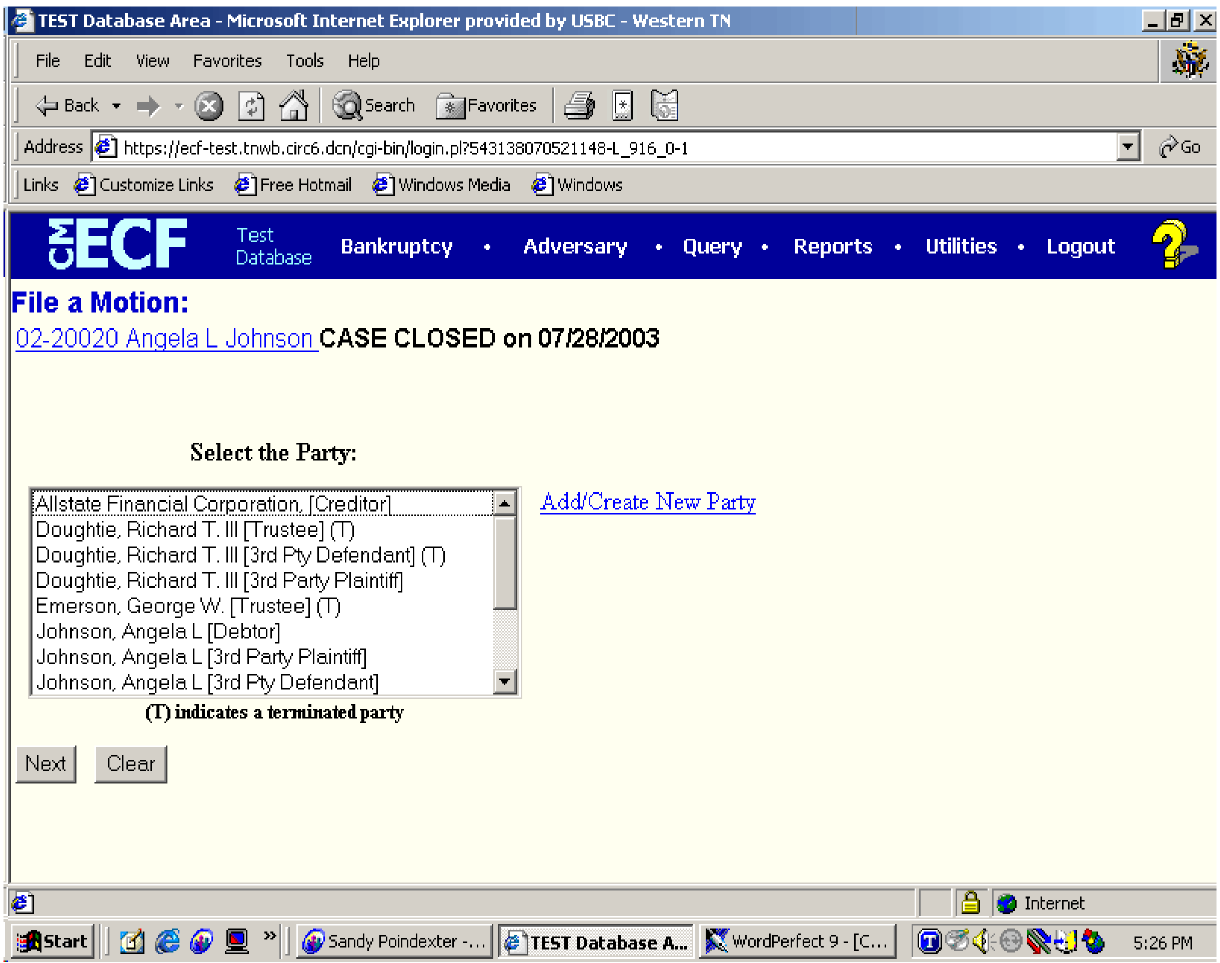
**Bankruptcy Events Menu Screen** - This menu allows you to click on the appropriate hypertext link when filing a document.



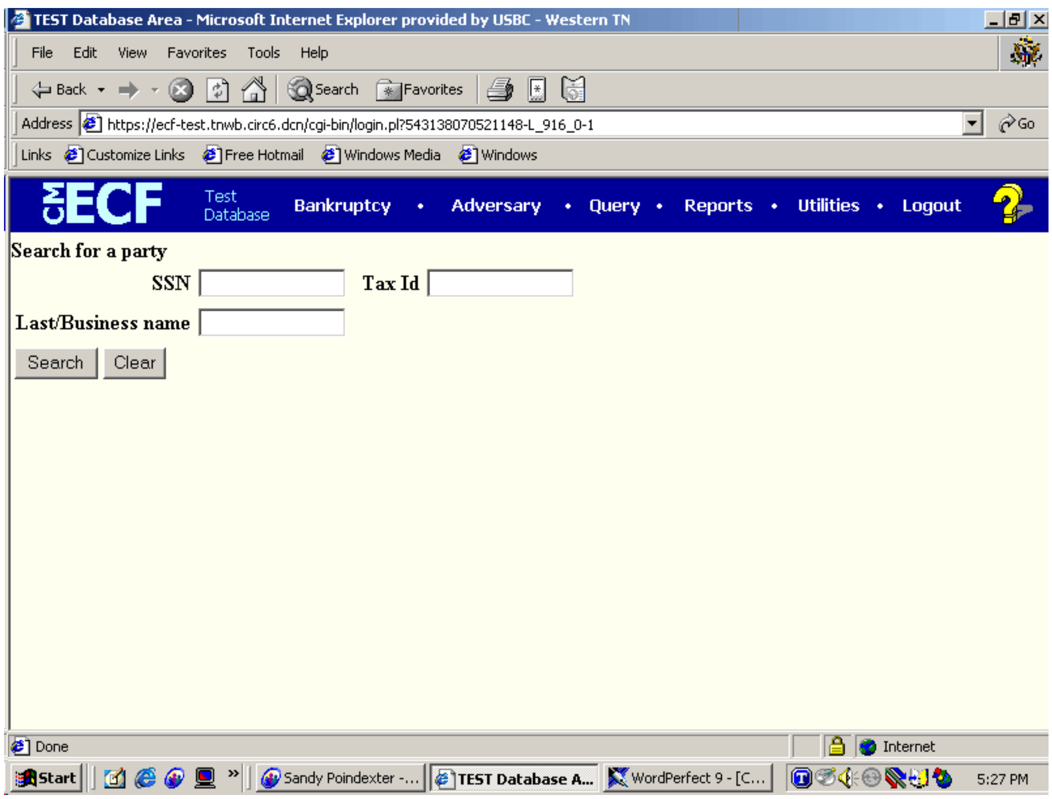
**Item Selection Menu Screen** - When choosing an event or motion relief from this screen, highlight the item with the cursor. If necessary, highlight more than one item by holding the **Control** key and highlighting each item.



**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.

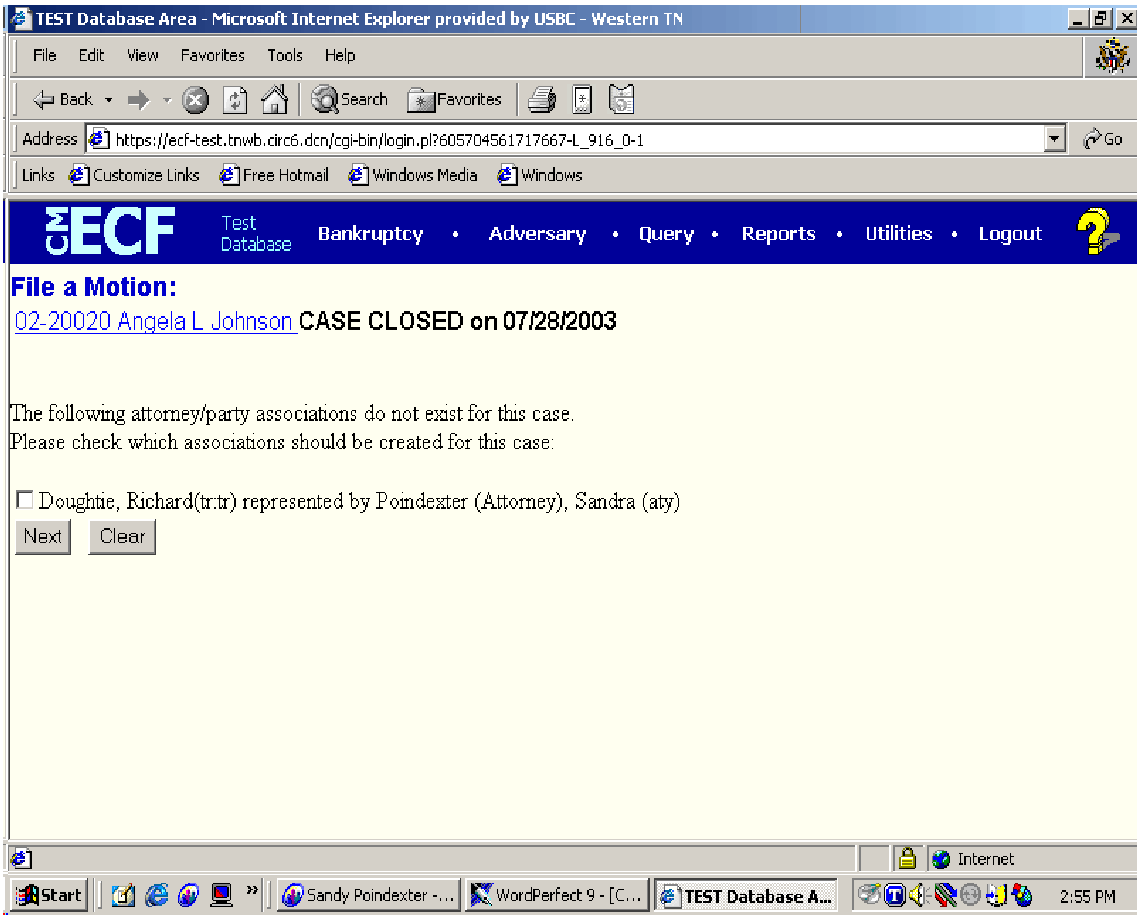



¢ Review the information outlined in the screen. Make any necessary changes.

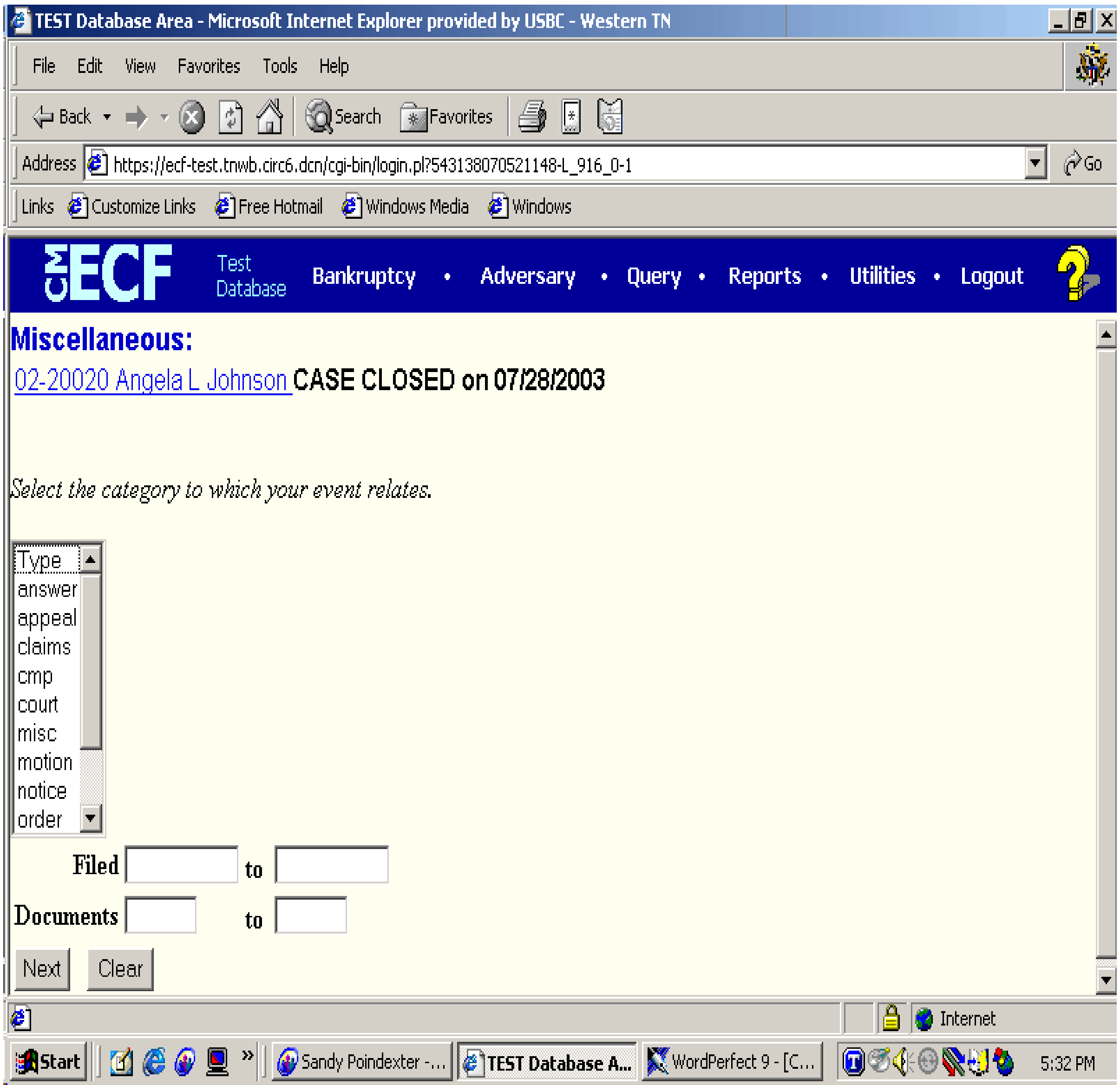
¢ If you are **creating a new party**, enter the following information as shown on the voluntary petition (Debtor's last name and Social Security Number will be reflected from the party search):

- 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.

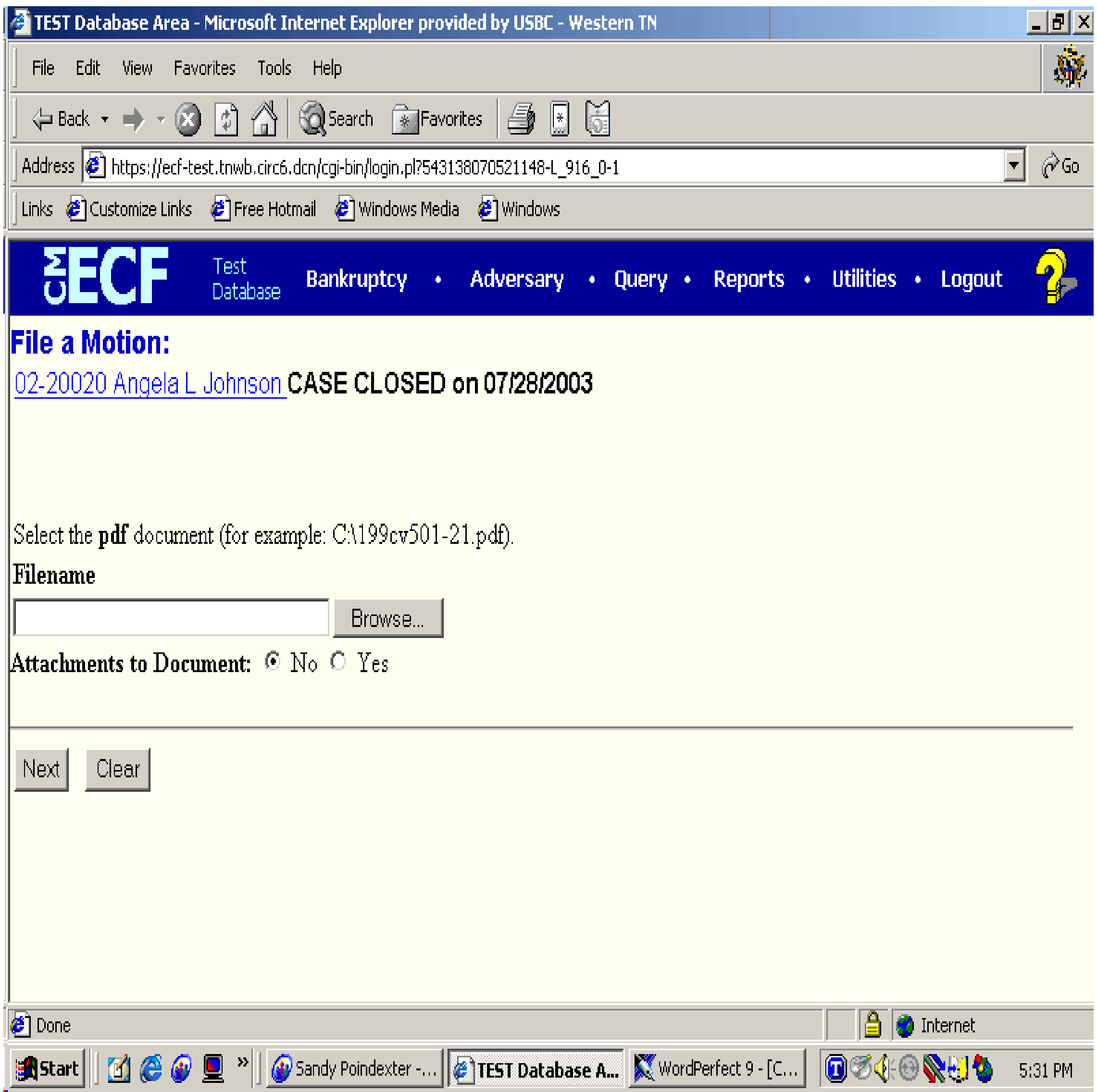
**Party/Attorney Association Screen -** Click in the box that applies to the appropriate party/attorney association. If the associations are not correct, Click the back button, to return to the party filer screen to ensure that the correct party has been chosen.



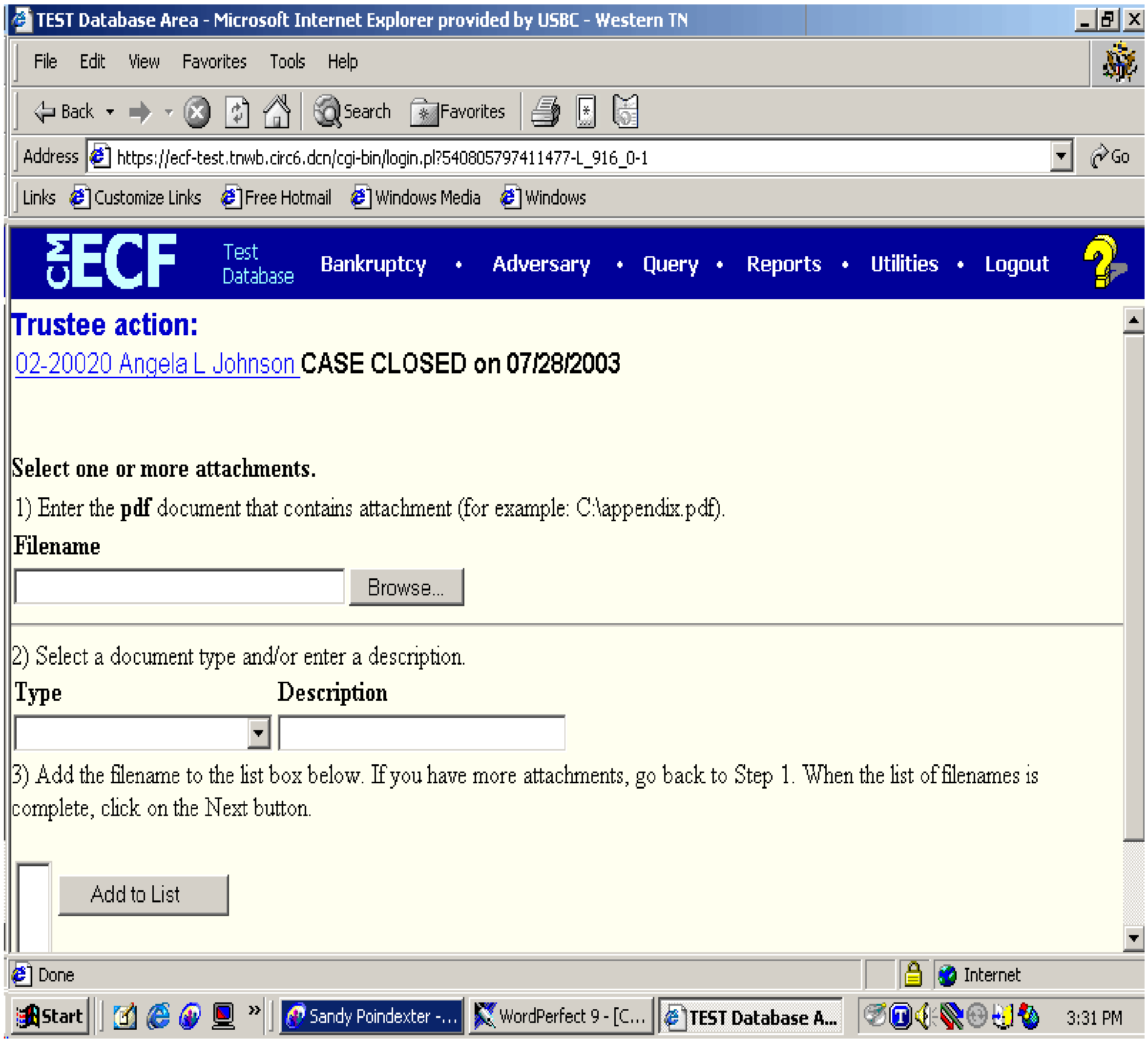
**Related Documents Screen** - This screen allows the user to search for certain types of documents that will be linked to the filing. The user may search by filing date, document number, or document menu type. Some events will link directly to certain types of documents by default.



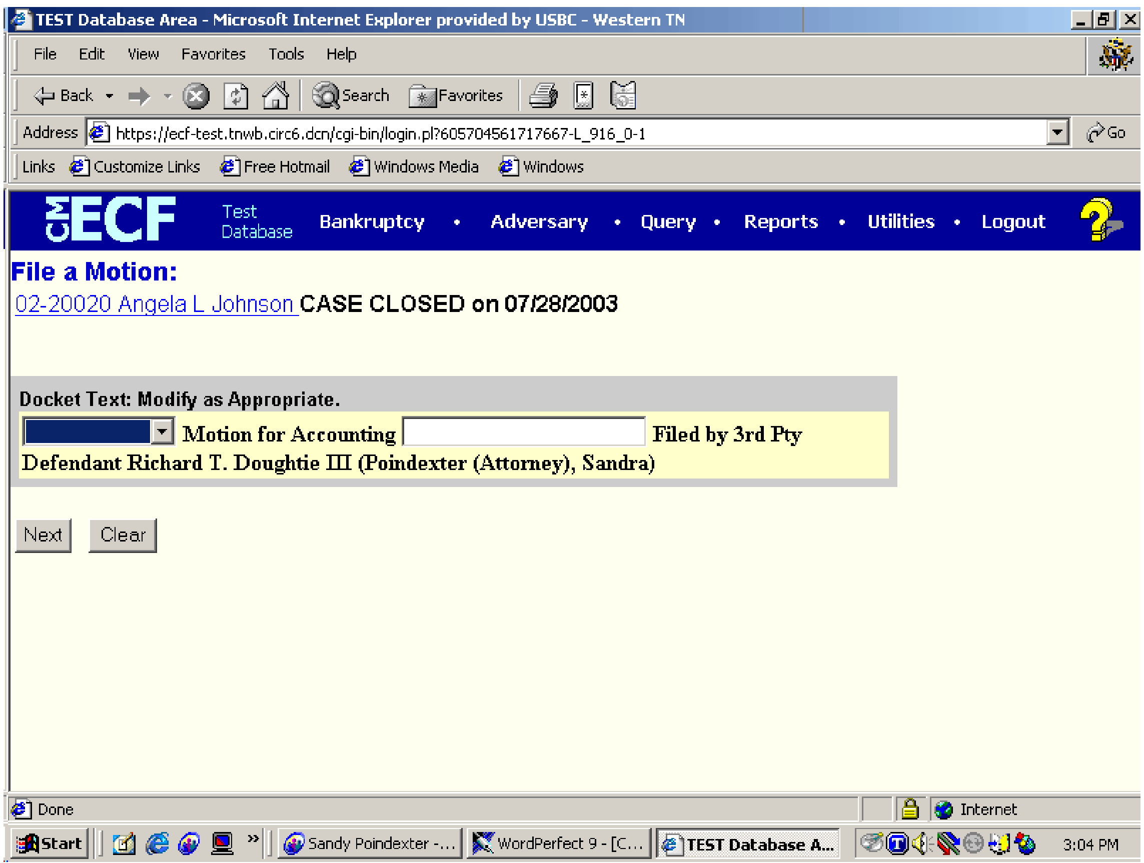
**PDF Screen** - Click **Browse** to search for the appropriate PDF (portable data format) document. Always remember to right click on the document to ensure that the appropriate document is being attached. Click Next to attach this document. **Please note: You must attach a PDF document to each docket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



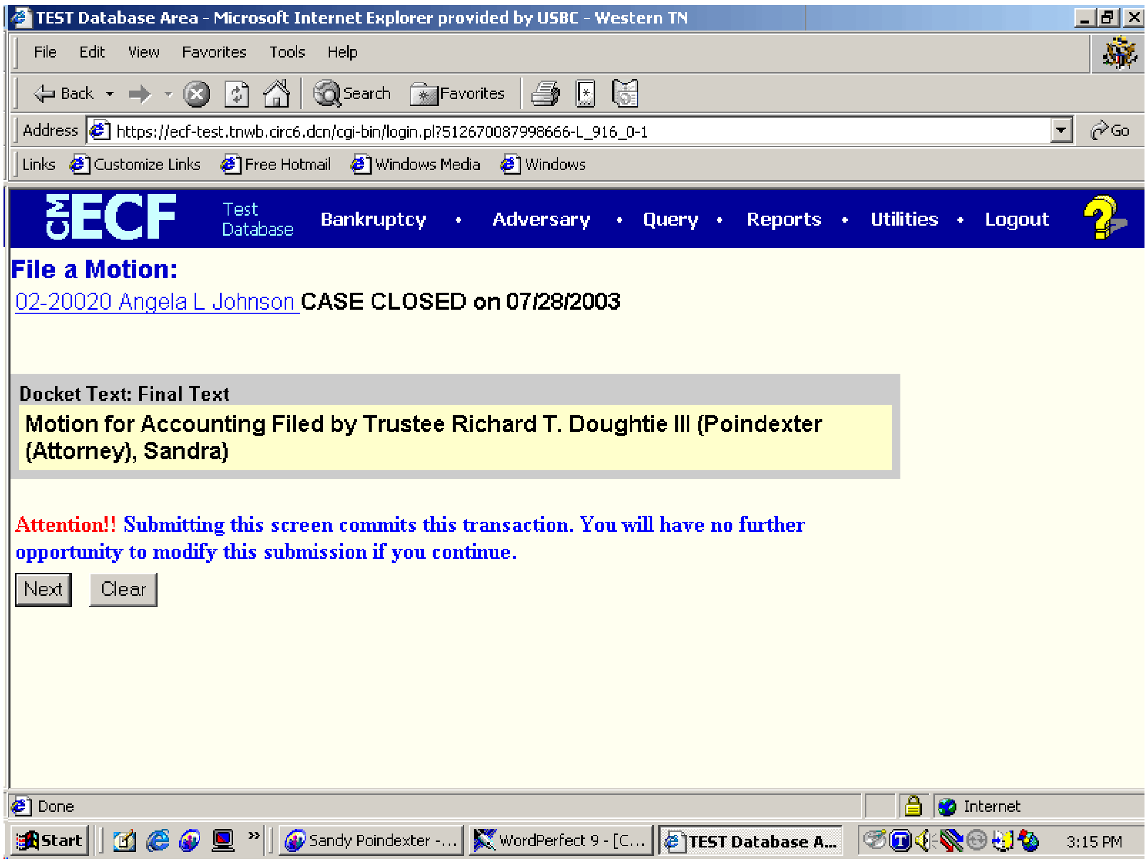
**PDF Attachment Screen** - The user will need to set the radio button for attachments to **Yes** on the PDF Screen. The user will then need to 1) browse for the PDF attachment, 2) choose a file type from the drop down menu and type a brief description, and 3) press the **Add To List** button.



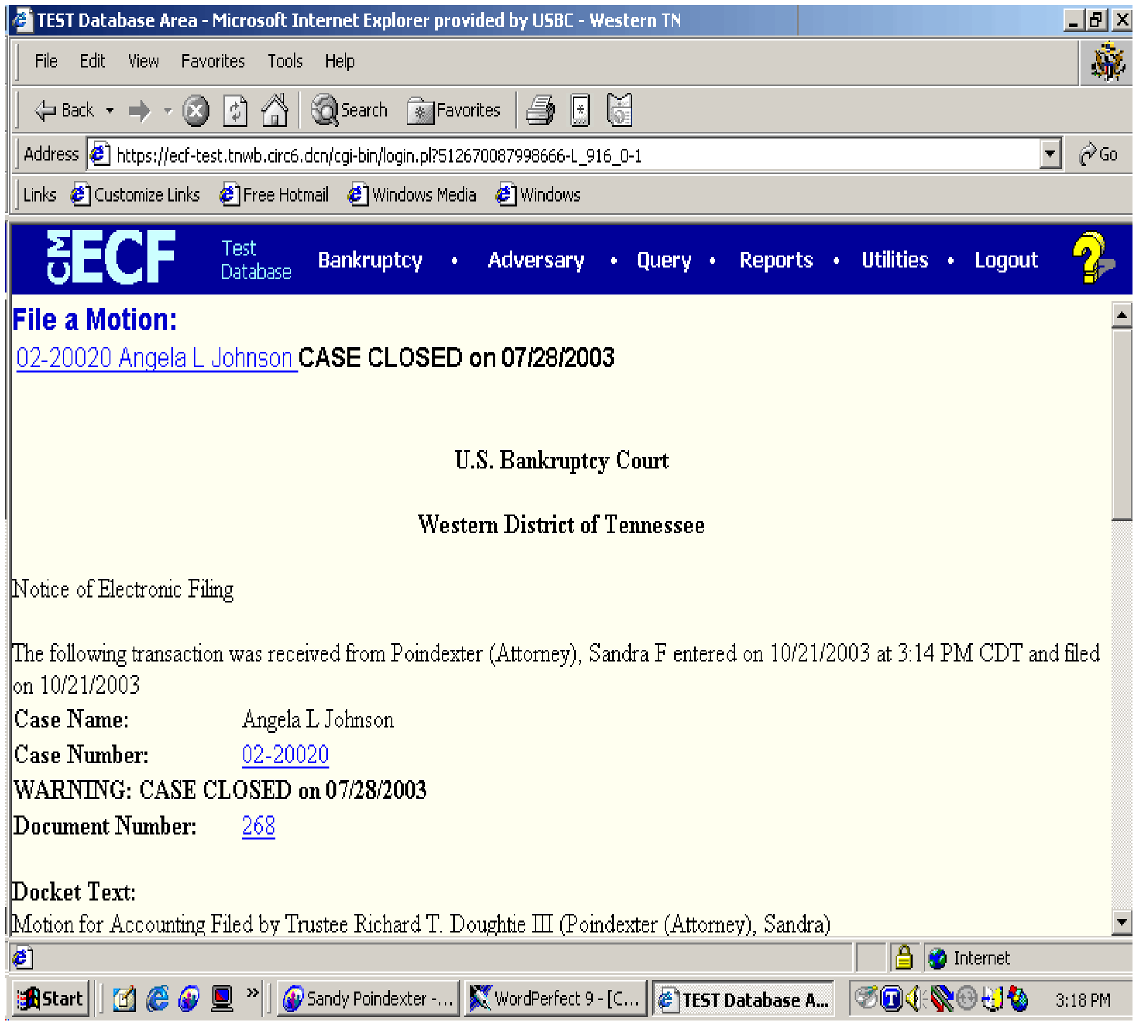
**Docket Text Screen** - The user will view the final docket text screen to ensure that the proper filer and motion/event have been entered. For motions and related documents, a prefix section will be available as a drop down menu to allow the user the opportunity to specify a certain type of document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



**<u>Notice Of Electronic Filing Screen</u>** - 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.