ECF Curriculum Outline
Attorney Training

Notes:

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.

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.

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 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. Many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you type over them or choose a different option.

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.

Notice of Electronic Filing

An electronic document produced by CM/ECF which certifies each filing with the U.S. Bankruptcy Court.

PDF Document

A "Portable Document Formatted" document is a type of imaged document created by Adobe Acrobat. To be filed in CM/ECF, all documents 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 Western District of North Carolina Bankruptcy Court website is: **www.ncwb.uscourts.gov**.

Converting to PDF Format-Part I

There are two ways to convert documents into PDF (Portable Document Format) files. They can be created from documents that are in a word processing format, or they can be created utilizing scanning equipment and Adobe Acrobat software. This module (Part I) will guide you through the process of converting a word processing document to PDF format. Part II will explain the process utilizing scanning equipment and Adobe Acrobat software.

Converting Word Processing Documents to PDF Format

(this example demonstrates the process using WordPerfect)

STEP 1 Type document in word processing; save to hard drive.

STEP 2 With the document open on the screen, click on ***File*** from the drop down menu and select the ***Print*** option. **(See Figure 1)**

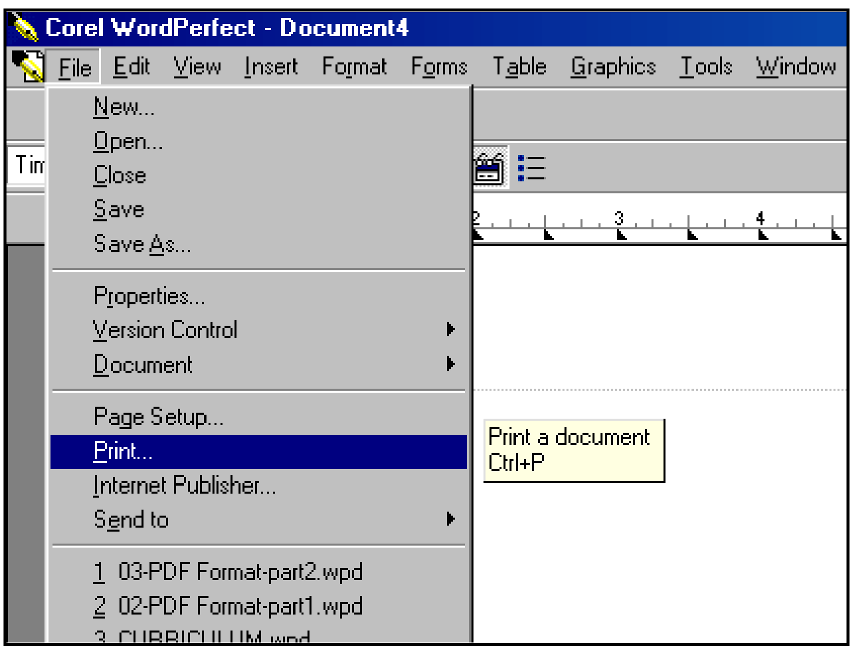


Figure 1

STEP 3 The ***Print*** dialog box displays. **(See Figure 2)**

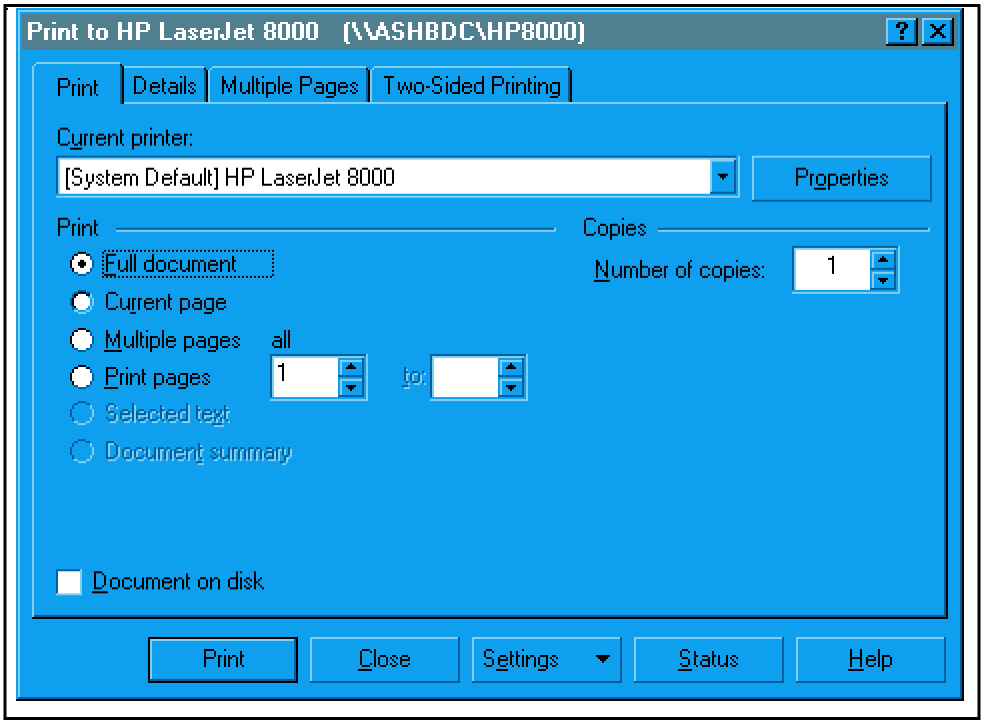


Figure 2

- Click on the down arrow ▼ to the right of **Current printer:** field.

STEP 4 A list of available printers displays. **(See Figure 3)**

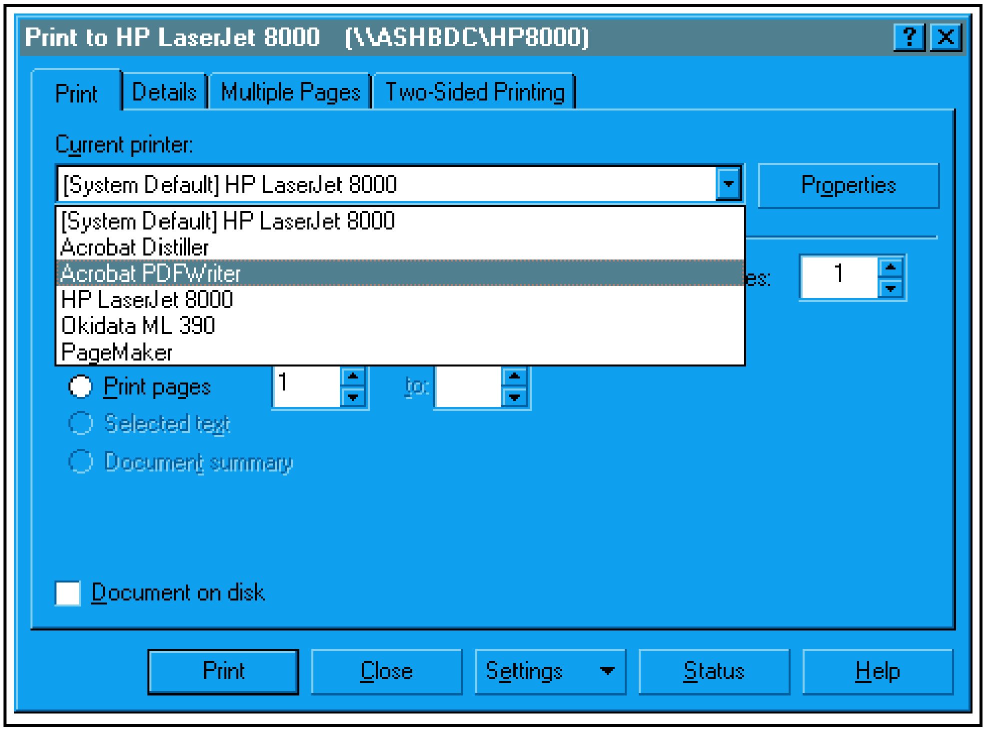


Figure 3

- Click to highlight and select the **Acrobat PDF Writer** printer**.**
- Click the **[Print]** button to create the PDF formatted document.

Note: The file will not actually print out; instead the document will be translated into PDF format.

STEP 5 The **PDF File Save As** dialog box displays. **(See Figure 4)**

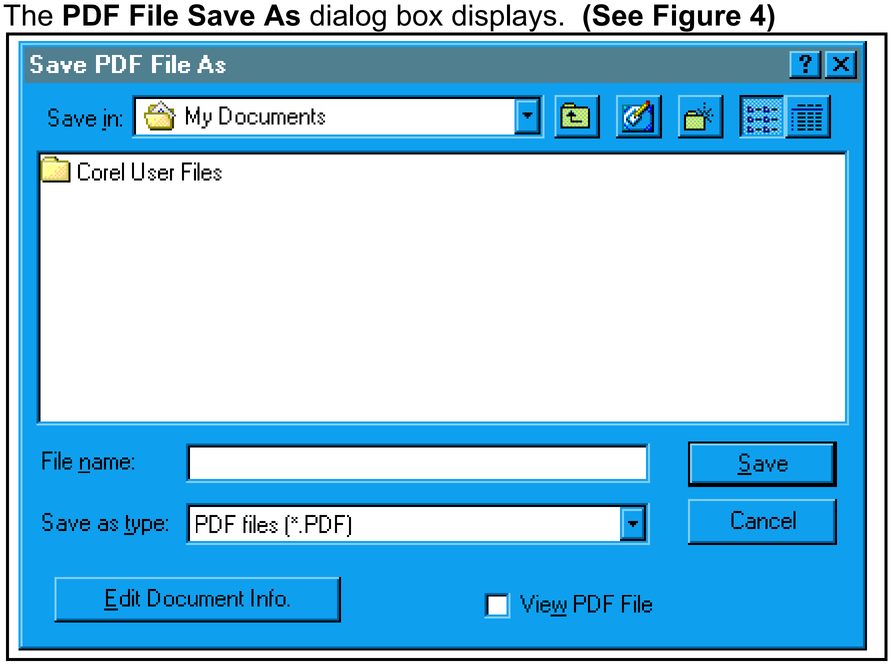


Figure 4

- Navigate to the appropriate folder (directory) chosen for saving the PDF image.

- Click inside the **File name:** box and type the name chosen for the image.

  Note: The *.pdf* extension will automatically be added to the filename you type. *(i.e., if you name your file: hallmotn, the file will be saved with the name: hallmotn.pdf).*

- Click the **[Save]** button.

Important:

An Adobe PDF image file has now been created, and will be associated with the docket event during the docketing process.

The PDFimage cannot be viewed or altered in the word processing program. You will, however, be able to view the image during docketing to assure that you are associating the correct image with the docket event.

The original text document remains on your hard drive as originally saved.

If you need make changes to a document that has already been turned into an image (but not yet docketed), delete the incorrect PDF image file. Re-open the text document in word processing and make the necessary changes. Save the corrected text document and then re-create the PDF image file.

SHORT STEPS

Step 1 Type document in word processing program; save.
Step 2 Click '*File*'; select '*Print*'.
Step 3 Select Adobe Printer; click '*Print*'.
Step 4 Name and save PDF file.

Converting to PDF Format-Part II

There are two ways to convert documents into PDF (Portable Document Format) files. One way is to convert a document that is created in a word processing system. The other way is to convert a document (such as an attachment or an exhibit) utilizing scanning equipment and Adobe Acrobat software. This module (Part II) will guide you through the process of converting scanned documents to PDF format utilizing scanning equipment and Adobe Acrobat software. Part I explains the process of converting a word processing document to PDF format.

Converting Scanned Documents to PDF Format Using Adobe Acrobat Software

STEP 1 Place document and all attachments or exhibits on the scanner bed.

STEP 2 With document in place, launch Adobe Acrobat software by double-clicking on the desktop icon for Adobe Acrobat.

STEP 3 A blank **Adobe Acrobat Image Screen** displays. **(See Figure 1)**

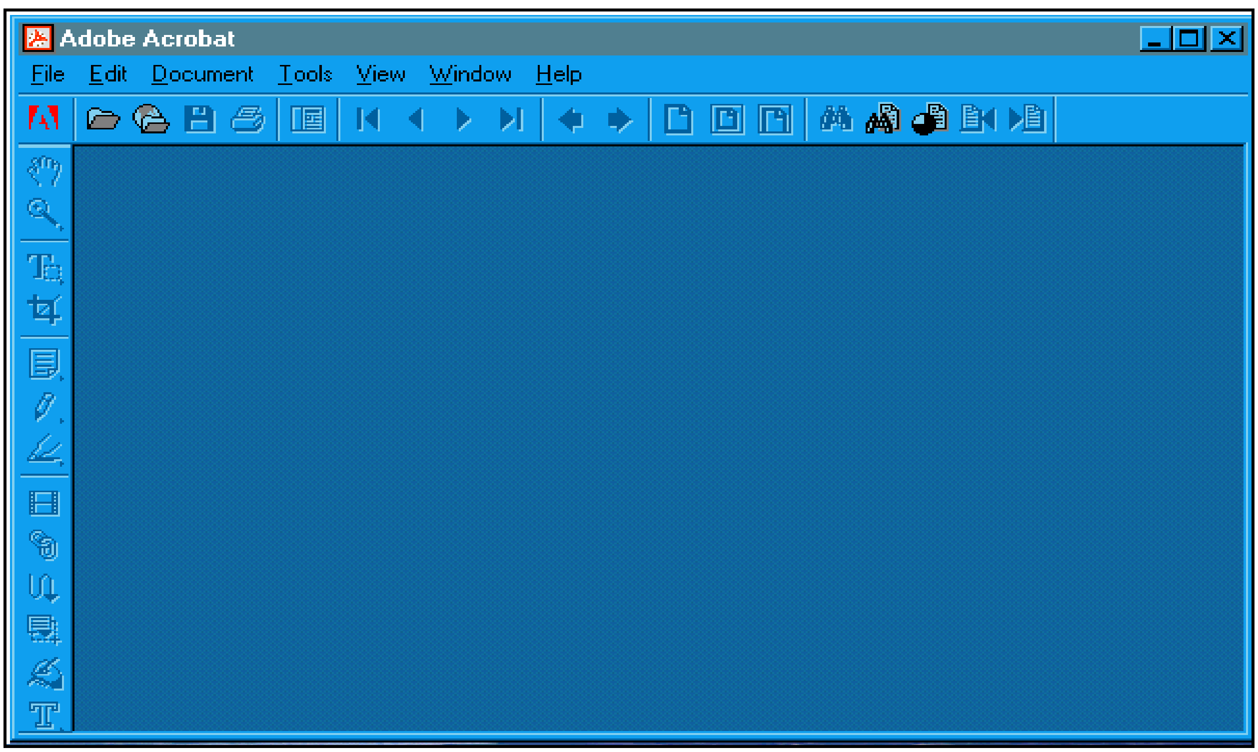


Figure 1

- Click *File* from the drop down menu. **(See Figure 2)**

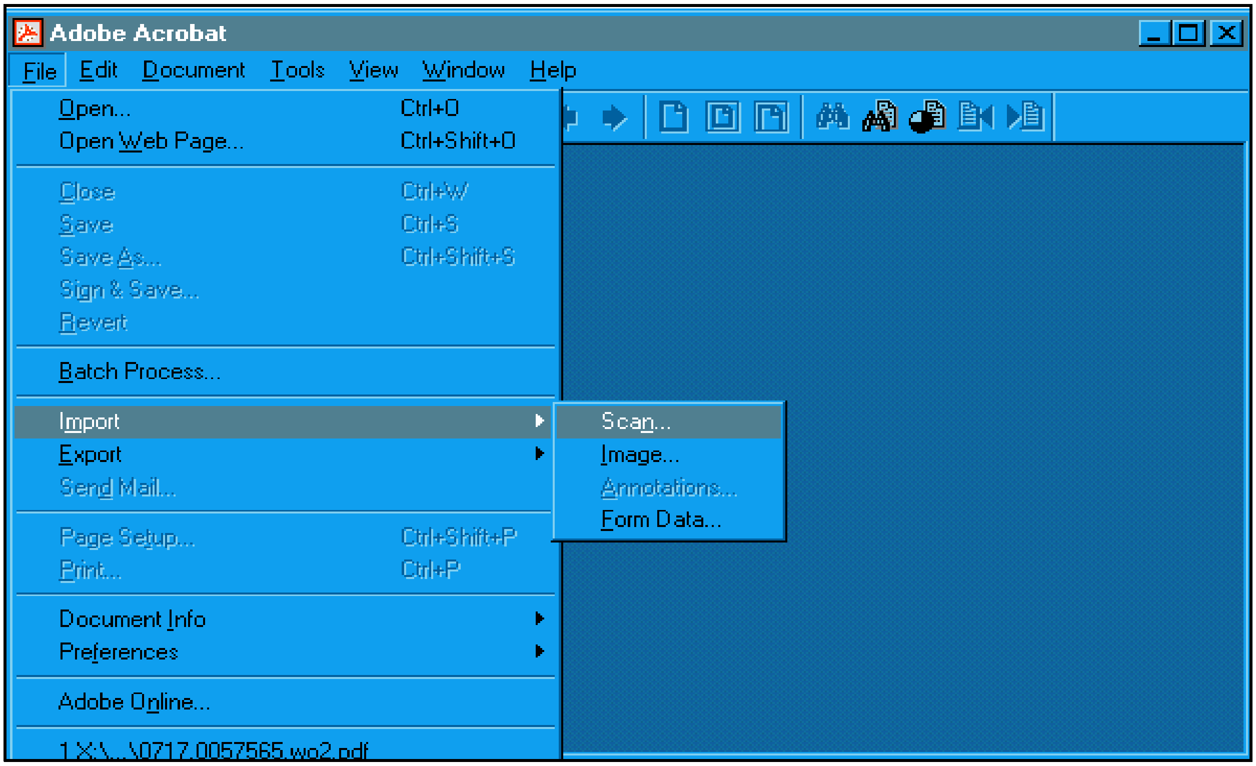
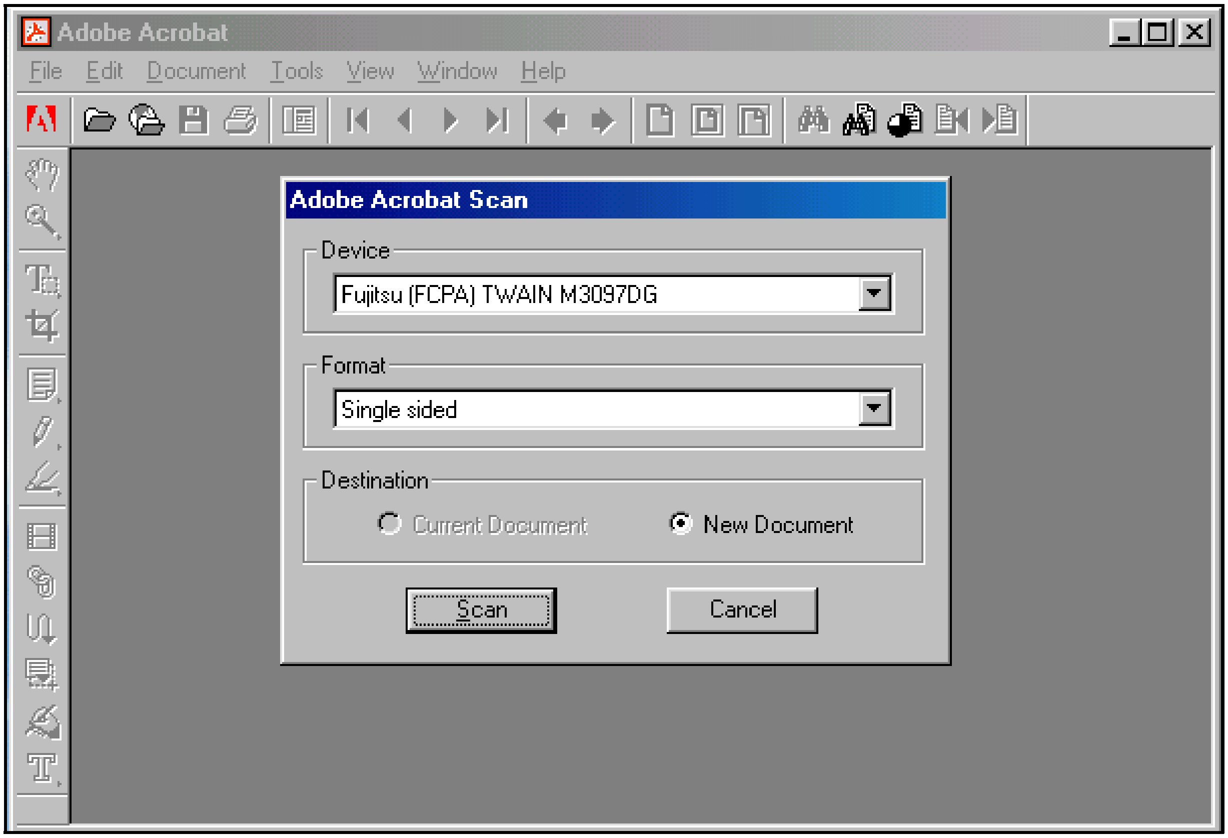


Figure 2

- Select the *Import* option.
- Select the *Scan* option.

STEP 4 The **Adobe Acrobat Scan** screen displays. **(See Figure 3)**



- Select the device for your scanning equipment.

  Note: This will only need to be done the first time a document is scanned. After that, the system will always default to the correct device and will only need to be modified if the scanning equipment changes.

- Select the page format (Single Sided or Double Sided).

- Select the radio box to indicate the destination of **New Document**.

  Note: Be sure the radio button for "New Document" is selected. Select the radio button "Current Document" only if you wish to add additional pages (append) to a scanned document. If so, be sure the image you would like to append is currently open and displayed on the image screen.

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

STEP 5 A **Dialog Box** displays. **(See Figure 4)**

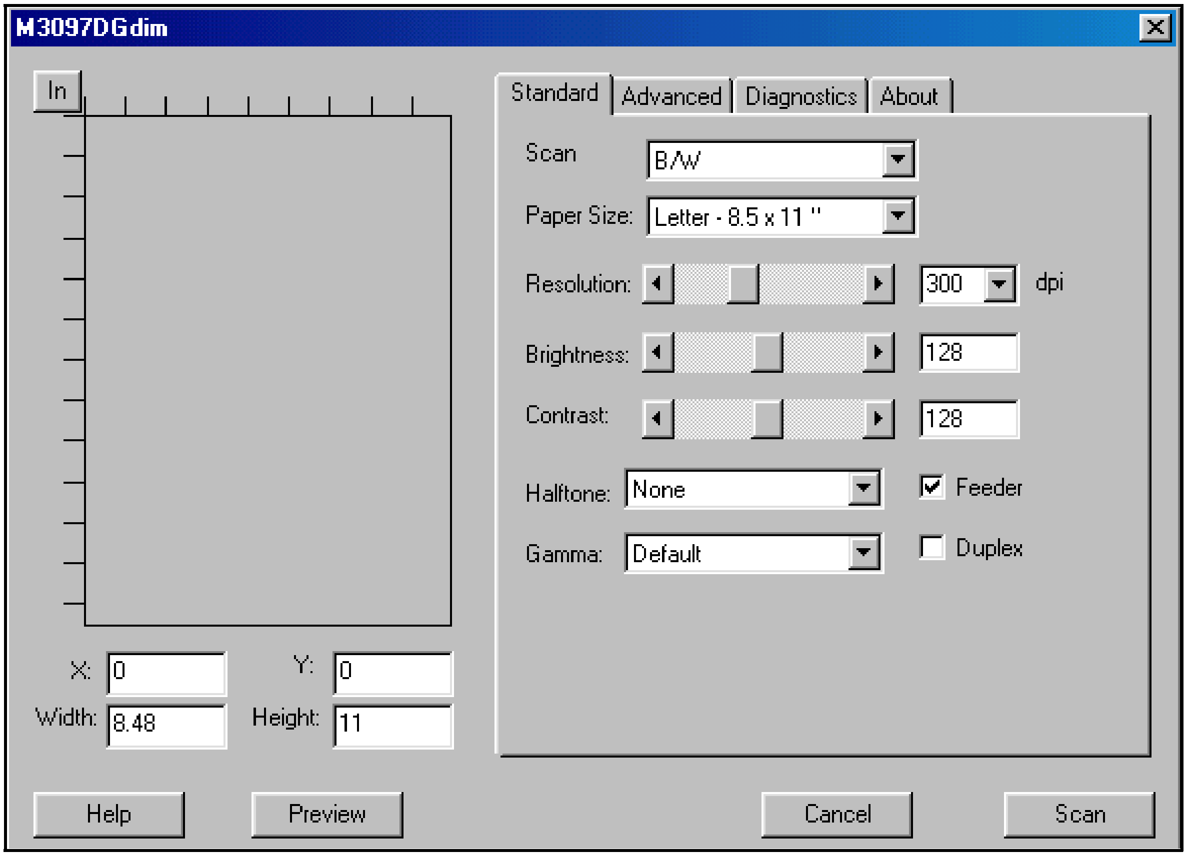


Figure 4

- This box allows the adjustment of various settings for the scanned image. Using the default settings will usually be acceptable to create the scanned image. However, these settings may be adjusted if required.

- Click **[Scan]** to begin scanning the document.

STEP 6 Once all pages placed on the scanner have been scanned, the **Adobe Acrobat Scan** dialog box will display. **(See Figure 5)**

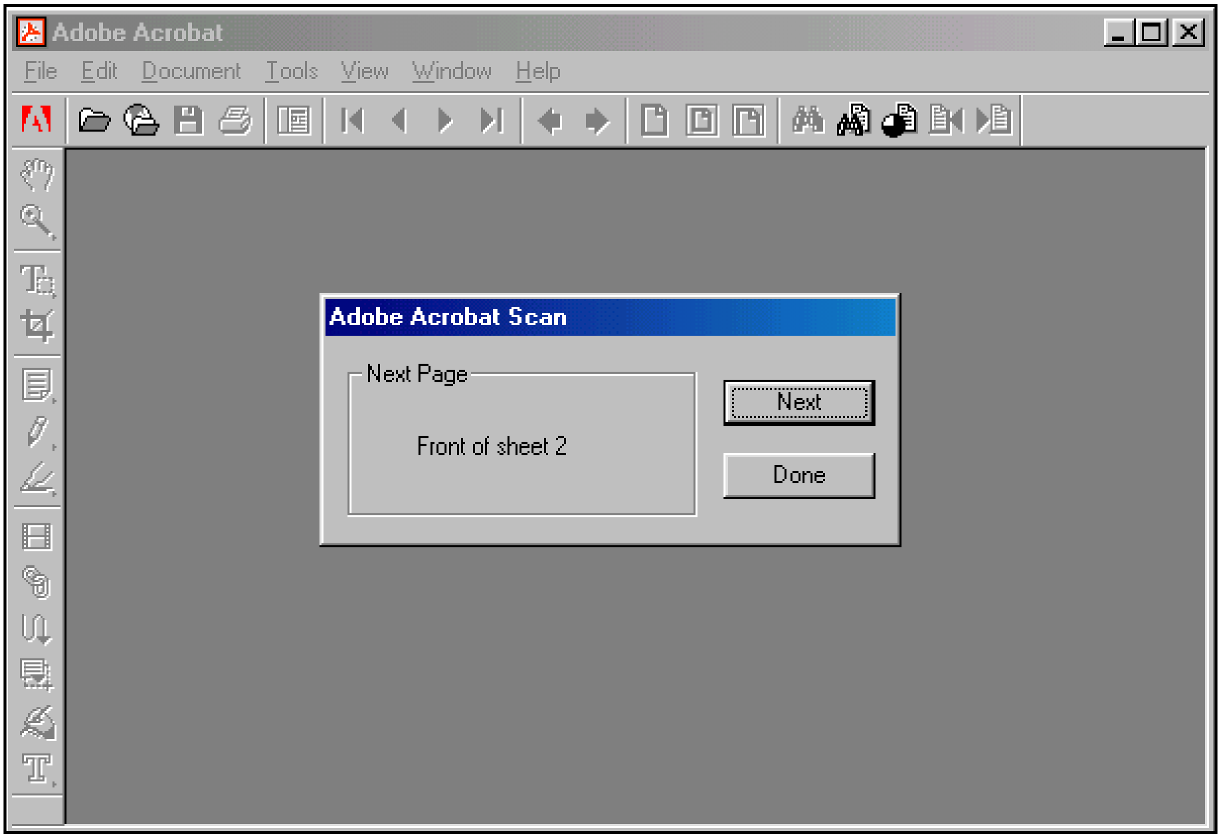


Figure 5

- Click **[Next]** if you have additional pages to scan. The additional pages will be added (appended) at the end of the document just scanned.

- Click **[Done]** when all document pages have been scanned. The **Image Screen** displays.

  Note: the number of pages reflected in the **Adobe Acrobat Scan** dialog box will always be one more than the number of pages actually scanned because the number reflected represents the page number of the next scanned page if there will be one. In this example, one page has been scanned. Adobe Acrobat prompts that the "Next Page" would be "Front of sheet 2". **(See Figure 5)**

STEP 7 Quality assure the image by selecting ***View*** from the drop down menu and clicking ***Full Screen*** to view all pages of the image. **(See Figure 6)**

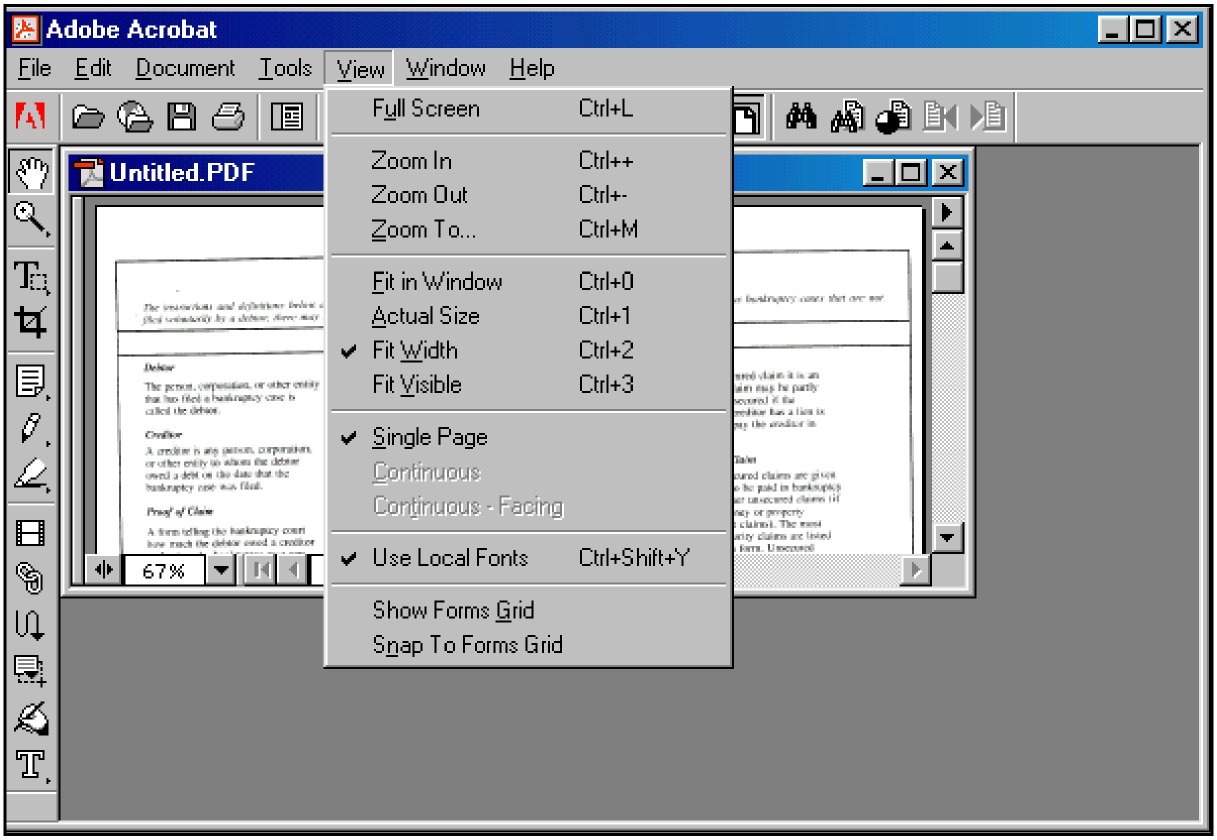


Figure 6

- The image will appear on the screen in full size and each page can be quality assured. (If necessary, return to Step 1 and re-scan the document if the image is unacceptable or pages are missing.) When you are finished viewing the document, press the *[Esc]* escape to return to the **Image Screen**.

STEP 8 Once the image is correct and complete, the file must be named and saved.

- Select ***File*** from the drop down menu, and click ***Save As***. **(See Figure 7)**

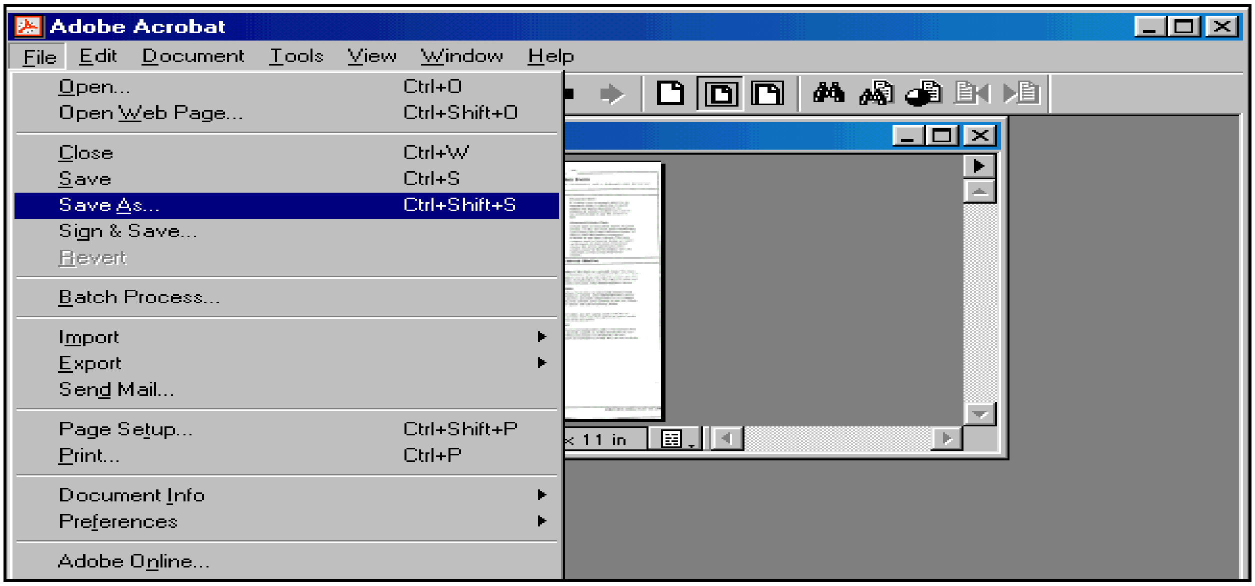


Figure 7

STEP 9 The **Save as Dialog Box** displays. **(See Figure 8)**

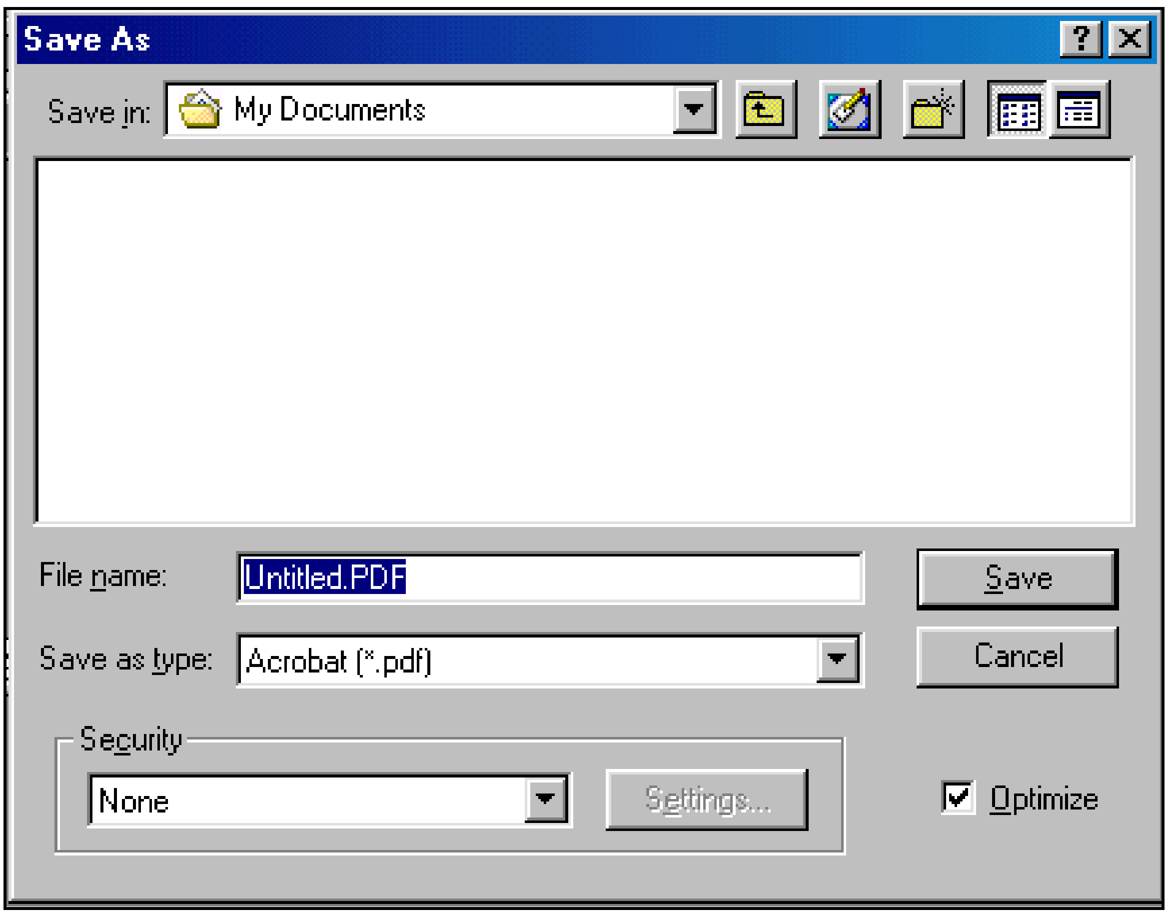


Figure 8

- Navigate to the folder where you wish to save the PDF file.

- Type the document name in the ***File name*****:** box. The *.pdf* extension will automatically be added. *(For example, if you name the file: hallmotn, the image will be saved with the name: hallmotn**.pdf**).* The PDF file will be saved on your hard drive (or floppy, if chosen) in the folder selected. The image can then be associated to the ECF event during the docketing process.

  Note: For verification purposes, the image may be viewed in ECF during docketing process to ensure that the correct image is associated with the docket entry.

- Click the **[Save]** button.

STEP 10 The document displays on the **Adobe Acrobat Image Screen**. **(See Figure 9)**

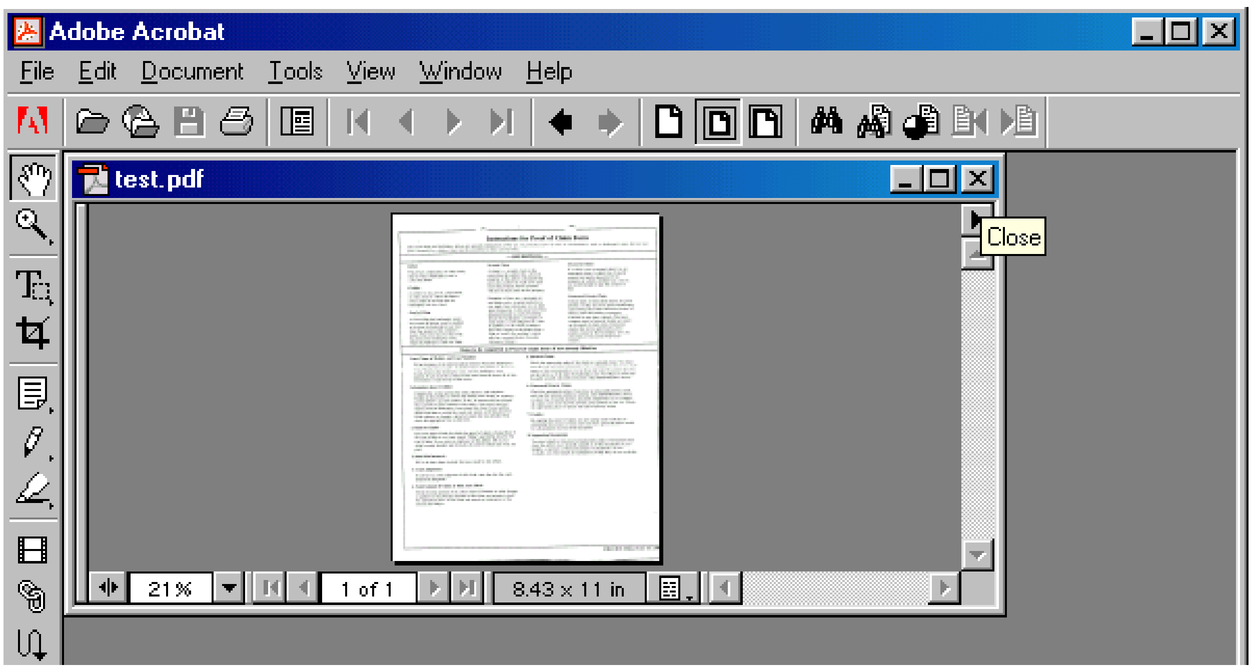


Figure 9

- The image has now been saved.

- Close the image by clicking on the "***x***" in the right corner of the image (the "***x***" on the line that contains the filename of the image).

STEP 11 A blank **Adobe Acrobat Image Screen** displays. **(See Figure 1)**

- The scanner is available to scan the next document. Repeat **Steps 1** through **10** for each document to be scanned.

SHORT STEPS:

Step 1	Launch Adobe Acrobat
Step 2	Place document on scanning bed
Step 3	Click '*file*', then '*import*', then '*scan*'.
Step 4	Select New Document; select single or double sided; click '*scan*'.
Step 5	Click '*Done*' when all pages have been scanned.
Step 6	Quality assure the image.
Step 7	Click '*File*', then '*Save As*'. Name and save the image.
Step 8	Close the image document.

Accessing CM/ECF

Access to the CM/ECF system is gained through using the Netscape Navigator WEB browser.

STEP 1 Open Netscape Navigator and enter the URL (address) of the court's homepage in the browser's **Location** field. **(See Figure 1)**

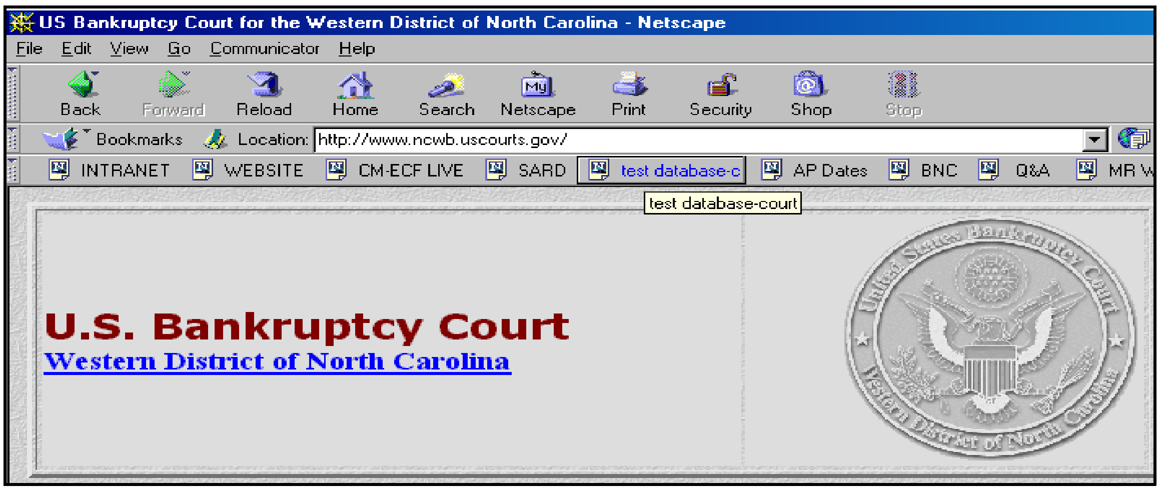


Figure 1

STEP 2 Click the CM/ECF Information hypertext link. **(See Figure 2)**

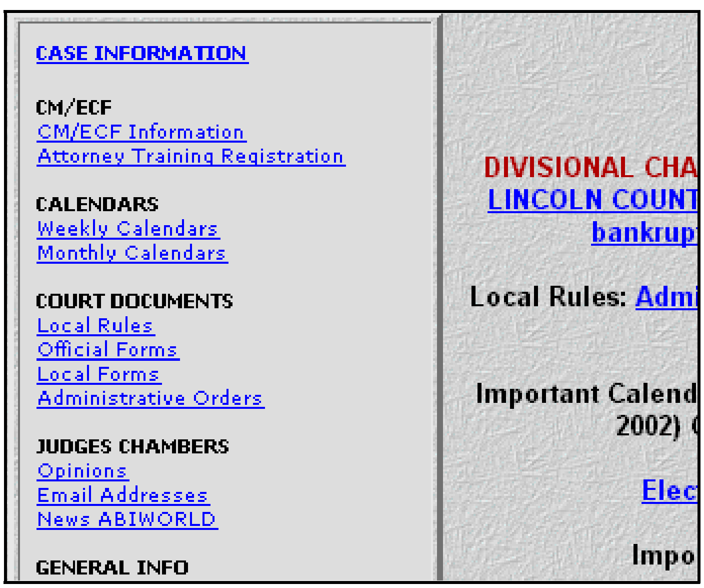


Figure 2

STEP 3 The **CM/ECF Information** page displays. **(See Figure 3)**

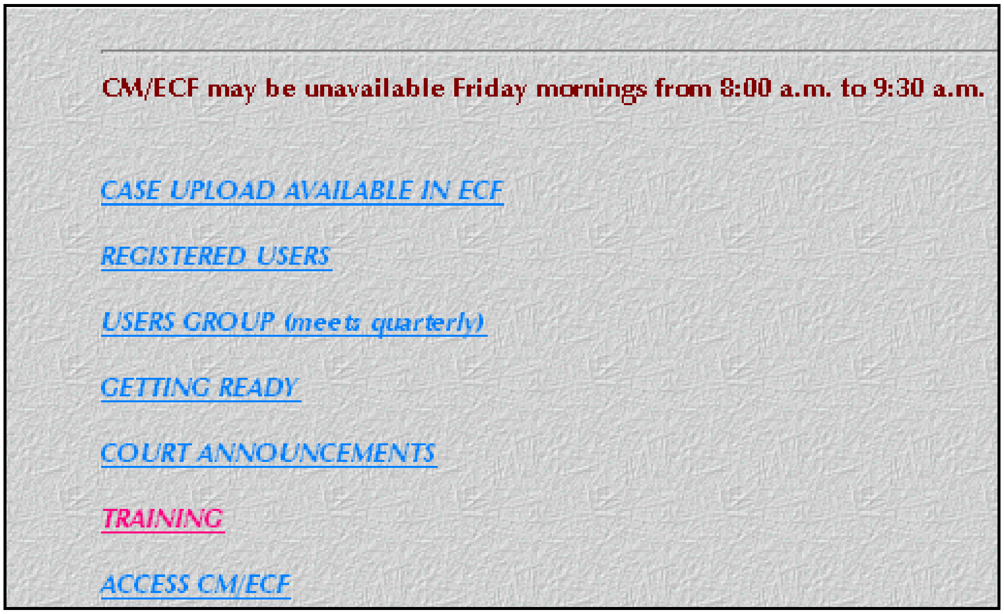


Figure 3

- ◆ Click the Access CM/ECF hypertext link.

STEP 4 The **Accessing CM/ECF** screen displays. **(See Figure 4)**

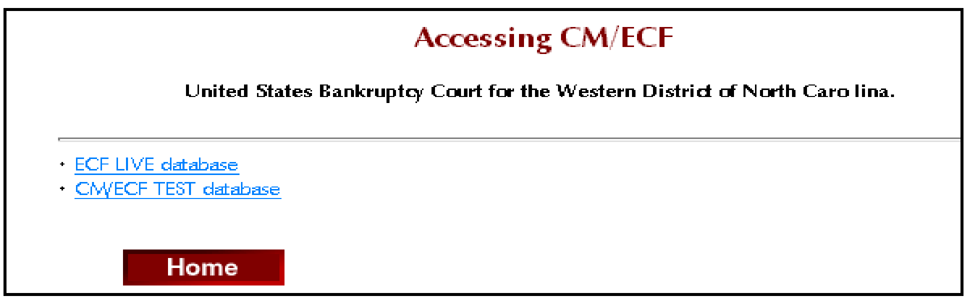


Figure 4

- ◆ Click the ECF Live database hypertext link.

STEP 5 The **WDNC CM/ECF Main Page** displays. **(See Figure 5)**

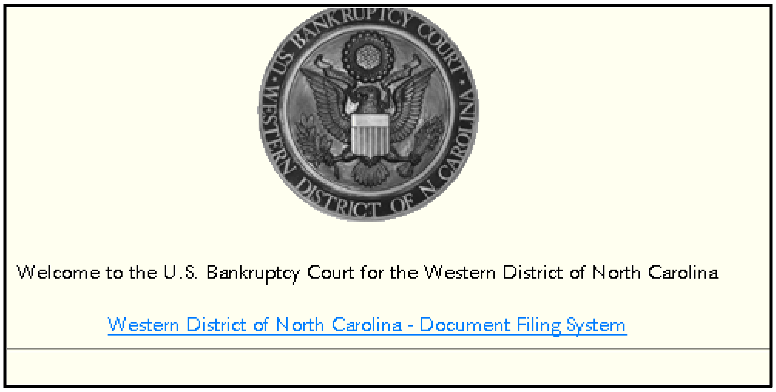


Figure 5

STEP 6 The **ECF/Pacer Login** screen displays. **(See Figure 6)**

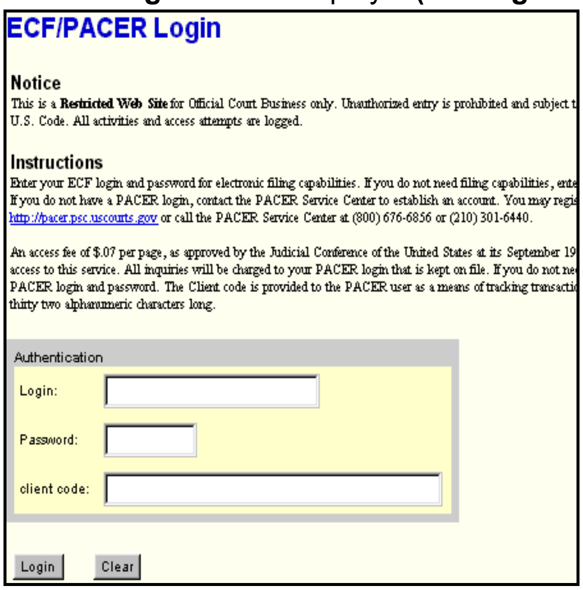


Figure 6

- Enter your **Login** and **Password** assigned to you <u>by the Court</u>. Logins and passwords are case sensitive. For Example, a login of thomask should not be ThomasK or THOMASK. Enter a client code, if desired.

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

NOTE: The **preferred method** to *exit* CM/ECF is to click the **<u>Logout</u>** hypertext link on the CM/ECF Main Menu Bar.

Bankruptcy Case Opening

This module will demonstrate the steps to take to open a new bankruptcy case in the CM/ECF system. Note: If you bankruptcy petition software program provides the auto-upload case feature, it will not be necessary to enter the information as described in this 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 upload 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 a BK Case hypertext link.

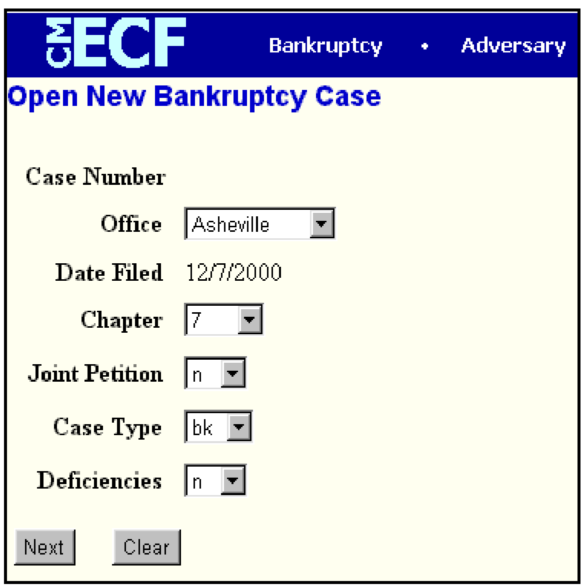


Figure 1

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

Note: The Case Number field is blank. A case number for the new case will be received once all steps have been completed.

◆ Click the drop down arrow ▼ to reveal the list of **Office** (division) options. Click to highlight the correct Office based upon the county shown on page one of the voluntary petition.

Select the **Asheville** Office for the following counties:

Avery	Haywood	Madison	Transylvania
Buncombe	Henderson	Mitchell	Yancey

Select the **Bryson City** Office for the following counties:

Cherokee	Graham	Macon
Clay	Jackson	Swain

Select the **Charlotte** Office for the following counties:

Anson	Mecklenburg	Stanly
Gaston	Union	

Select the **Shelby** Office for the following counties:

Burke	Lincoln	Polk
Cleveland	McDowell	Rutherford

Select the **Wilkesboro** Office for the following counties:

Alexander	Ashe	Catawba		
Alleghany	Caldwell	Iredell	Watauga	Wilkes

◆ The current date is displayed in the **Date Filed** box. This date cannot be changed. The file date of the petition will be the current date.

◆ Click the down arrow ▼ to reveal the list of available **Chapter** options. (**Note**: The system defaults to Chapter 13.) Click to select the appropriate Chapter.

◆ Click the down arrow ▼ to reveal the list of **Joint Filing** 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 both a male and a female debtor.

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

◆ Click the down 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 from ***'n'*** to ***'y'***.

Note: If **'y'** (yes) is chosen to indicate there are deficiencies in this filing, a deficiency screen will be presented later from which the missing items will be indicated.

STEP 4 The **Search for a Party** screen displays. **(See Figure 2)**

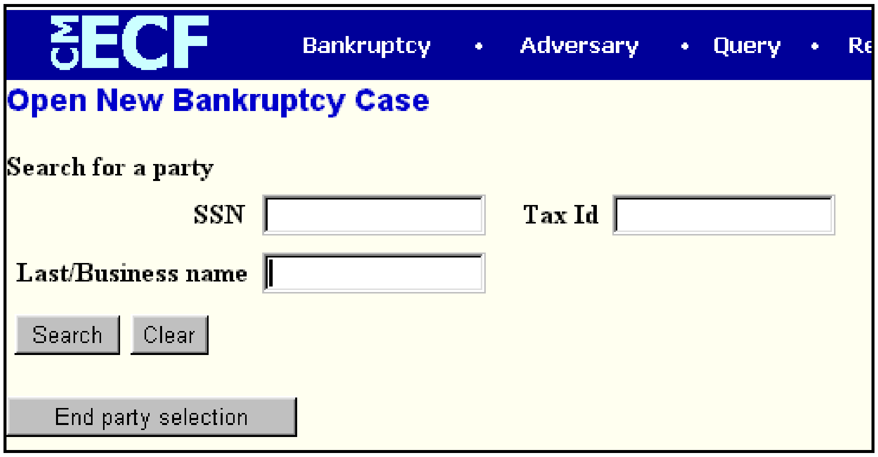


Figure 2

- The database must always be searched to see if the debtor(s) exist before a new party can be added.
  - Type the Social Security Number, Tax Identification Number and/or Last Name or Business Name.
  - Click **[Search]** to continue.

Search Hints:

- ➢ Enter one field of data for each search.
- ➢ Format Social Security Number or Tax ID with hyphens.
- ➢ Searching is case sensitive. (Smith not 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)

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

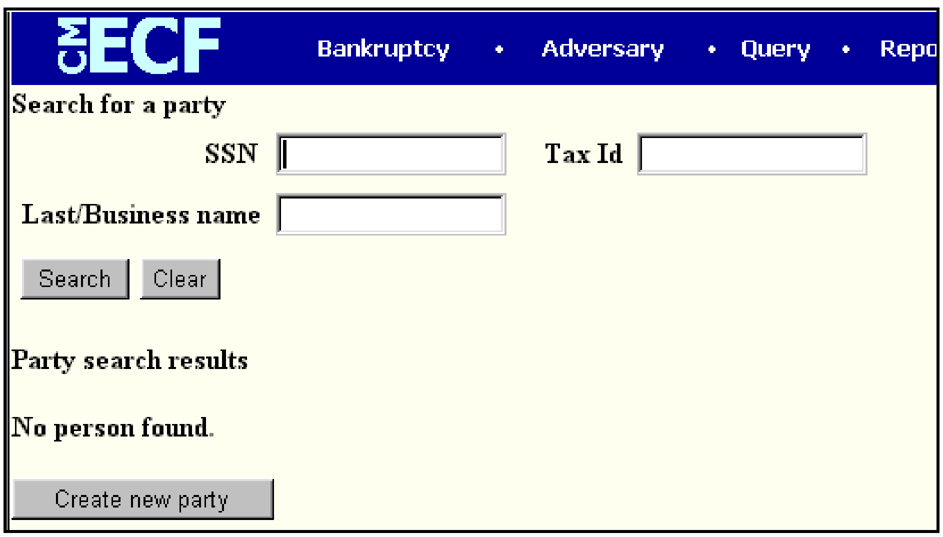


Figure 3

- ◆ If the system does not locate the party in the database based, a message will be displayed: **No Person Found**.
  - ◆ Click **[Create new party]** to add the debtor into the system.
  - ◆ Proceed to **STEP 6**.
- ◆ If the system does locate the party in the database, a **Party search results** screen will display. **(See Figure 4)**
- ◆ Click the down arrow ▼ to reveal the entire list of search results. Highlight the debtor name.

- Click **[Select name from list]**.
- Proceed to **STEP 7**.

<u>HINT</u>: If you are not sure if one of the parties shown on the **Party search results** is the debtor you are searching, highlight the name and click **[Select name from list]**. You will be able to verify the social security number on the following screen, and edit the address if required. However, if it is <u>not</u> the correct party, click the browser **[Back]** button, then click **[Create new party]** and proceed to **Step 6**.

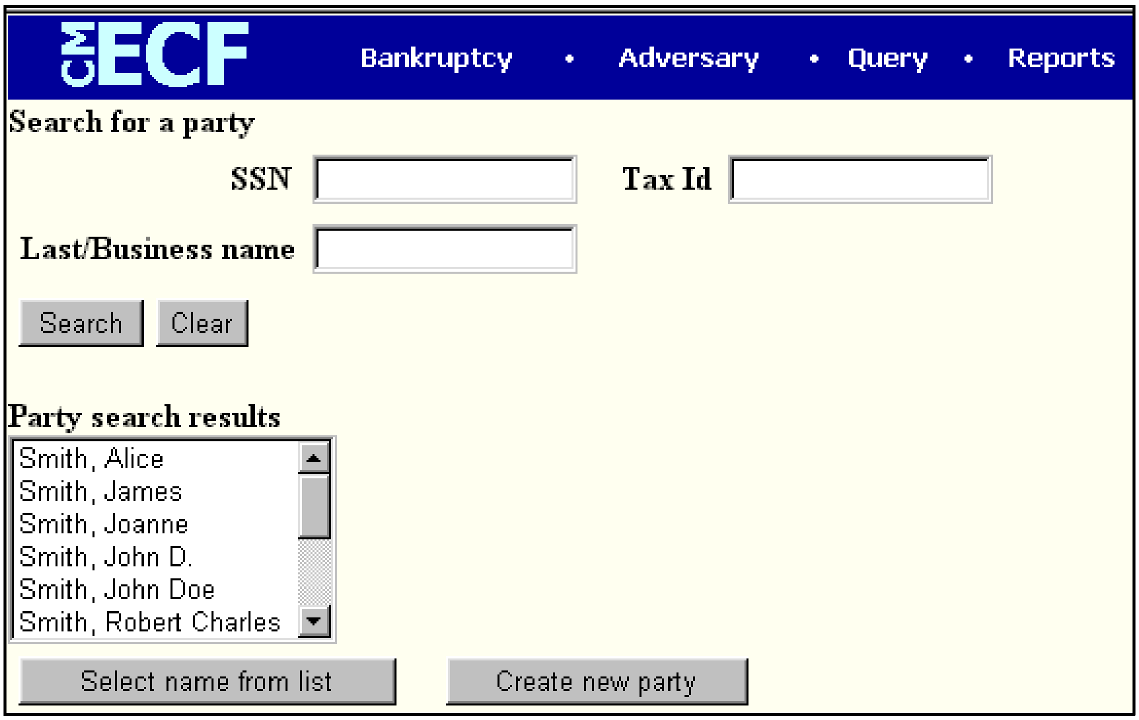


Figure 4

STEP 6 The **Party Information** screen displays. **(See Figure 5)**

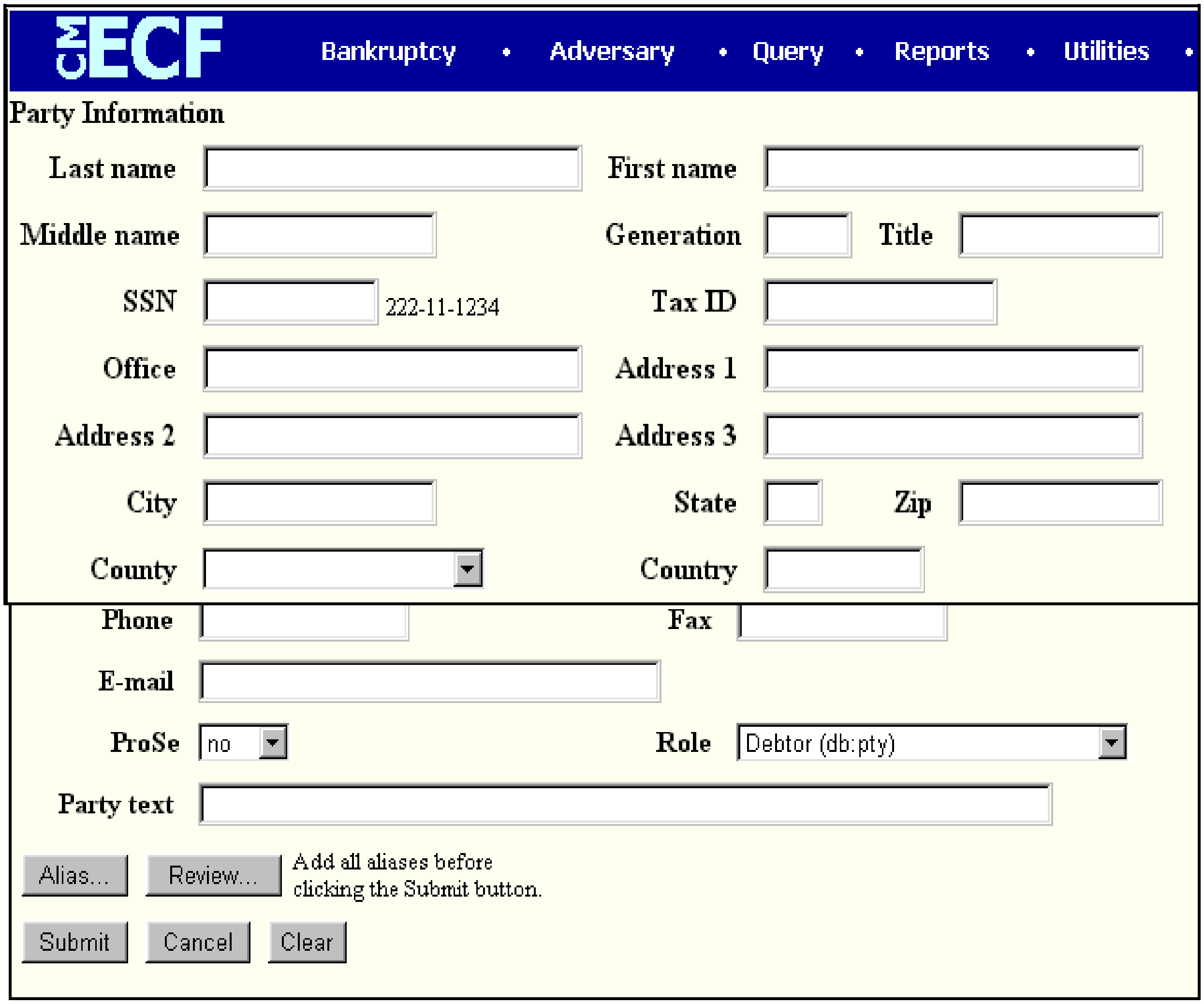


Figure 5

- As shown on the petition, enter the following information:
    - Debtor's **Last name**.
        - If the debtor is a business, enter the full business name in the **Last Name** field. (See **Party Text** bullet below.)
    - Debtor's **First name**.
    - Debtor's **Middle name**.
    - Debtor's **Generation**, if applicable (Jr., Sr., III, II, etc.)
    - Debtor's **Title**, if applicable (MD, PHD, etc.)
    - **SSN** (Social Security Number), or **Tax ID** (if the debtor is a business).

- 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.

  - **Note**: It is not necessary to enter a country name, unless the country of the debtor's residence is not the United States.

- Click the down arrow ▼ to reveal the list of **County** options. Click to highlight the county shown on the petition.

HINT: Type the first letter of the county name for a faster search.

- **Phone**, **Fax** and **E-Mail** information of the debtor is optional.
- The **ProSe** box automatically defaults to ***'n'*** for no, meaning that the debtor *is not* representing himself. You will automatically be added as the attorney for this debtor by the CM/ECF system once the case is filed.
- Verify that the **Role** type of Debtor is highlighted. If not, click the down arrow ▼ to reveal the list of role type options and select debtor.

- The **Party Text** box can be used to add additional descriptive nature to the debtor's name. For example: If the debtor was General Foods Store, a division of General Motors Corporation, enter: *General Foods Store* in **Last name** field, and enter: *a division of General Motors Corporation* in **Party text** field.

- If this debtor has any aliases, click **[Alias]** to enter the alias information.

  - The **Alias** screen displays. **(See Figure 6)**

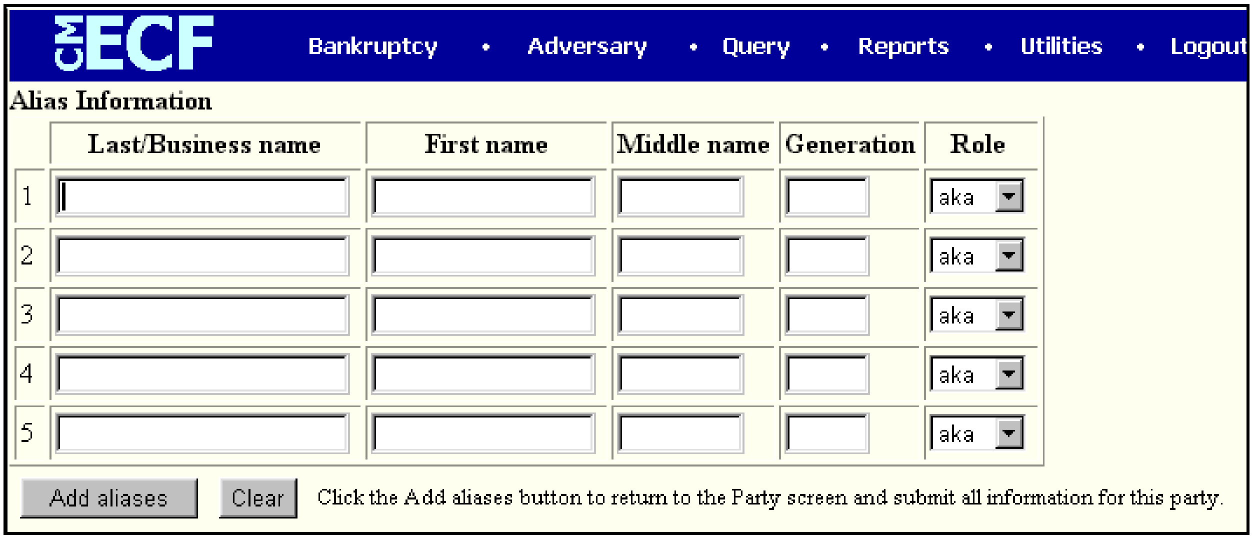


Figure 6

- Enter up to five aliases for this debtor.
- Click the down arrow ▼ to reveal the list of options in the **Role** category. They are: aka (also known as), dba (doing business as), fdba (formerly doing business as) and fka (formerly known as.
- Click to select the appropriate **Role** type for each alias entered.
- Click **[Add aliases]** to submit.

  - If you make a mistake during the addition of aliases, click **[Clear]** to begin again.

  - If you have more than five aliases to add for this debtor, click **[Add aliases]** to add the first five. Then click **[Alias]** again to submit additional aliases. This may be done as often as necessary until all aliases are added to the system.

STEP 7 The **Party Information** screen displays again.

- Verify the debtor information shown.

- Once all debtor and alias information has been added, click **[Review]** to review the alias information for this debtor. **(See Figure 7)**

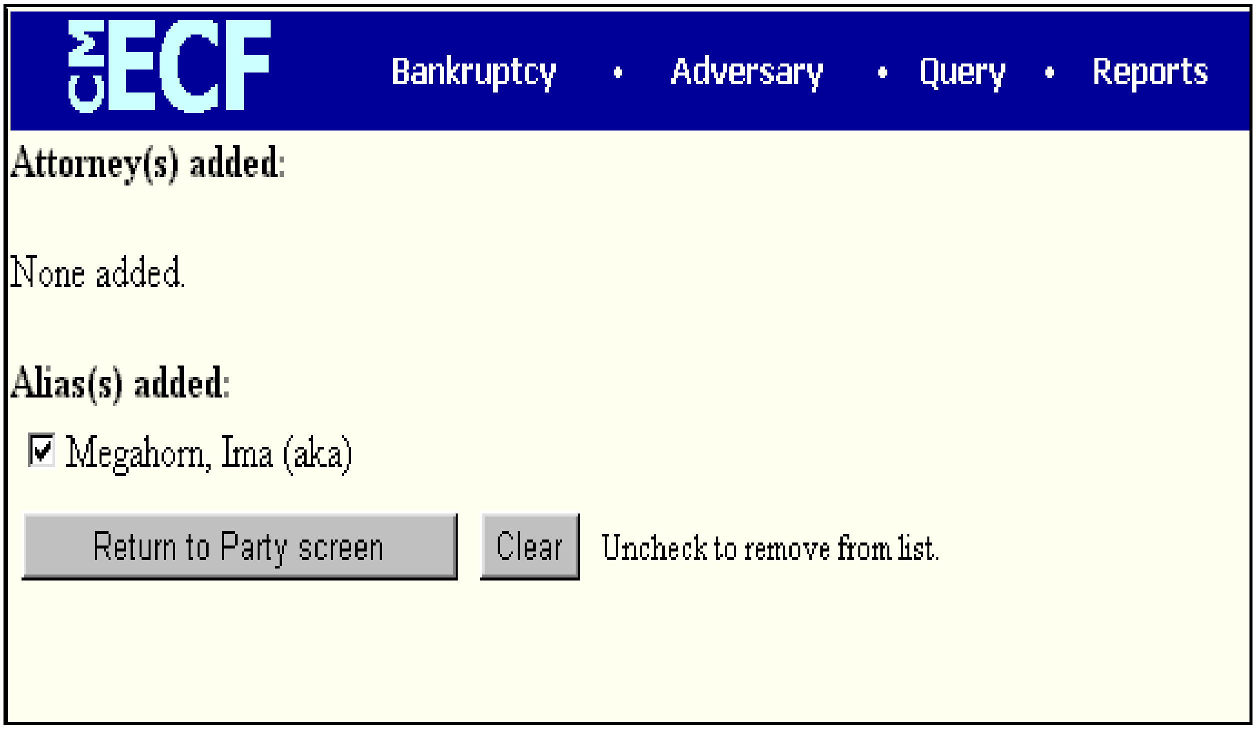


Figure 7

- You will see the aliases that have been added.

  Note: This is where you must delete an incorrectly entered Alias. An alias cannot be edited. If there is anything incorrect about the alias entry, delete it here by clicking **[Clear]** to remove all checked aliases. Then select **[Return to Party screen]**, and click **[Alias]** to re-enter the correct alias information.

- You will note that in the **Attorney(s) added:** section this message **None added.** will display. CM/ECF knows who you are, based upon your attorney login, and will add you as the attorney for the debtor.

- Click **[Return to Party screen]** to continue.

- When all the information is correct, click **[Submit]** to continue.

STEP 8 The **Search for a Party** screen displays again.

- Click **[End party selection]**.

- If **'y** for **Joint** was selected on the **Case Data** screen, the Joint Debtor screen will display. Repeat **Steps 4 through 7** for the Joint Debtor.

  Note: If this is a joint filing but was not indicated as such, **or** if this was inadvertently marked as a joint filing and there is no joint debtor, return to **Step 1** and begin again.

  - Once the Joint Debtor has been added to the case, click **[End party selection]** in the **Search for a Party** screen and proceed to **Step 9**.

- If you indicated the filing was not joint, proceed to **Step 9**.

STEP 9 The **Statistical Data** screen displays. **(See Figure 8)**

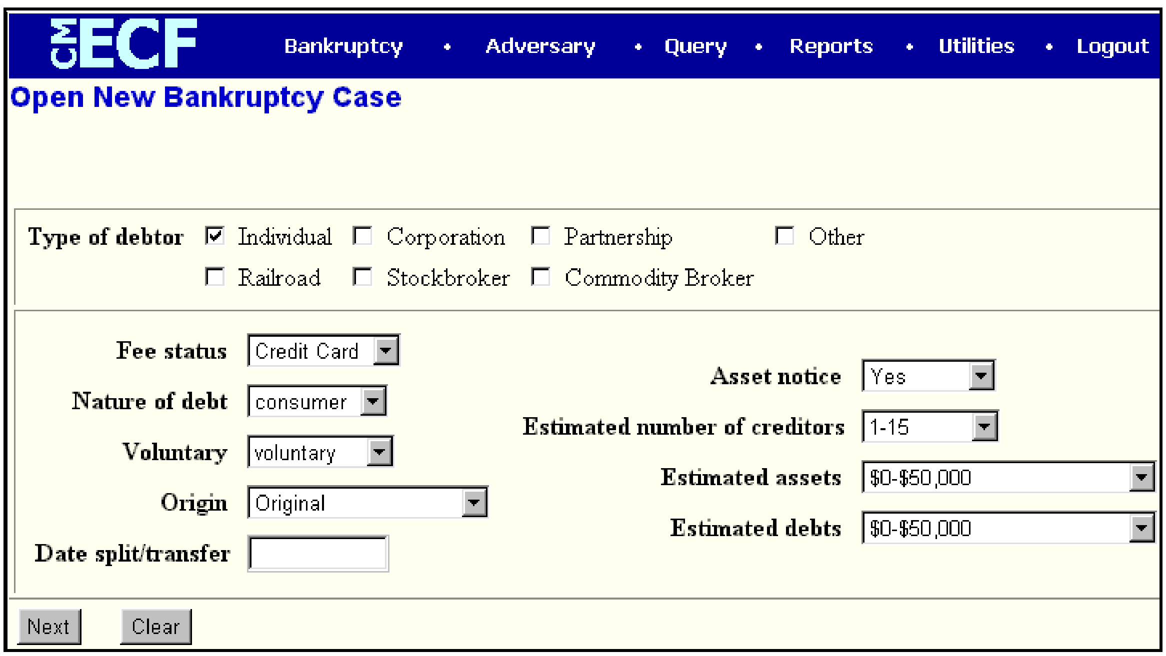


Figure 8

- Indicate the **Type of Debtor** by clicking inside the appropriate box(es).

- Click the down arrow ▼ to reveal the list of options in the **Fee Status** category. Credit card is the default. Other options are Installments and Paid.

  - Select **Installments** if an application to pay filing fee in installments is attached to the petition.

  - Otherwise, select **Credit Card**.

Note: Do not select *Paid*. This option is for Court use only.

- Click the down arrow ▼ to reveal the list of options in the **Type of Debtor** category. The default is Consumer. The other option is Business.

- Click the down arrow ▼ to reveal the list of options in the **Voluntary** category. The default is Voluntary, indicating the petition is a voluntary filing. The other option is Involuntary.

- Click the down arrow ▼ to reveal the list of options in the **Origin** category. The default Origin code is Original. Other values are: First Reopen, Second Reopen, Third Reopen, Split or Inter-District Transfer. No action is necessary if this if the first filing, the default value of Original is correct.

- **Date Split/Transfer** is used when a joint debtor splits from the original case or if a case is transferred to or from another district. Leave this field blank.

- Click the down arrow ▼ to reveal the list of options in the **Asset notice** category. The default is **y** for yes.

    - If the filing is a Chapter 9, 11, 12 or 13 petition, accept the default **y - for an asset** case.

    - If the filing is a Chapter 7 petition, click to highlight **n - for a no asset** case.

- Click the down arrow ▼ to reveal the list of options in the **Estimated Creditors** category. Click to select the correct range.

    - ☐ 1 -15
    - ☐ 16 - 49
    - ☐ 50 - 99
    - ☐ 100 -199
    - ☐ 200 - 999
    - ☐ 1,000 - over

- Click the down arrow ▼ to reveal the list of options in the **Estimated Assets** category. Click to select the correct range.

    - ➢ Under $50,000
    - ➢ $50,001 - 100,000
    - ➢ $100,001 - 500,000
    - ➢ $500,001 - 1 million
    - ➢ $1,000,001 - 10 million
    - ➢ $10,000,001 - 50 million
    - ➢ $50,000,001 - 100 million
    - ➢ More than $100 million

- Click the down arrow ▼ to reveal the list of options in the **Estimated Debts** category. Click to select the correct range.

> - Under $50,000
> - $50,001 - 100,000
> - $100,001 - 500,000
> - $500,001 - 1 million
> - $1,000,001 - 10 million
> - $10,000,001 - 50 million
> - $50,000,001 - 100 million
> - More than $100 million

- When all options are correctly selected, click **[Next]** to continue

STEP 10 If **y** for **Deficiencies** was selected on the **Case Data** screen, the **Deficiency List** screen displays.

- Select each item that is **not** included with this petition. The items chosen will be reflected in the Final Docket Text.

  Note: The Court will issue a deficiency notice.

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

STEP 11 The **PDF Document Selection** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with the docket entry.

- The **Attachments to Documents** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents*).

  Note: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select ***Open*** to view the image in Adobe Acrobat.

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

STEP 12 A **Deadline Notice** screen displays if the case was designated as having deficiencies.

- If this petition was inadvertently marked as having deficiencies, abort the transaction by clicking on the Bankruptcy hypertext link and begin again at **Step 1**.
- Click **[Next]** to continue.

STEP 13 The **Receipt** screen displays. **(See Figure 9)**

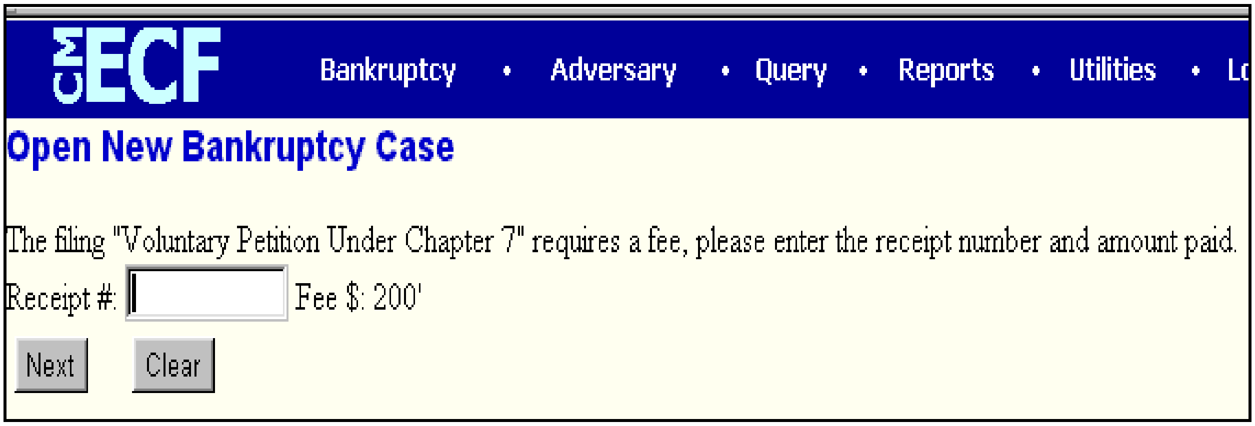


Figure 9

- Type **CC** in the Receipt Field. This indicates that the filing fee for the petition will be paid through the attorney credit card on file with the Court.
- Click **[Next]** to continue.

STEP 14 The **Final Docket Text** screen displays. **(See Figure 10)**

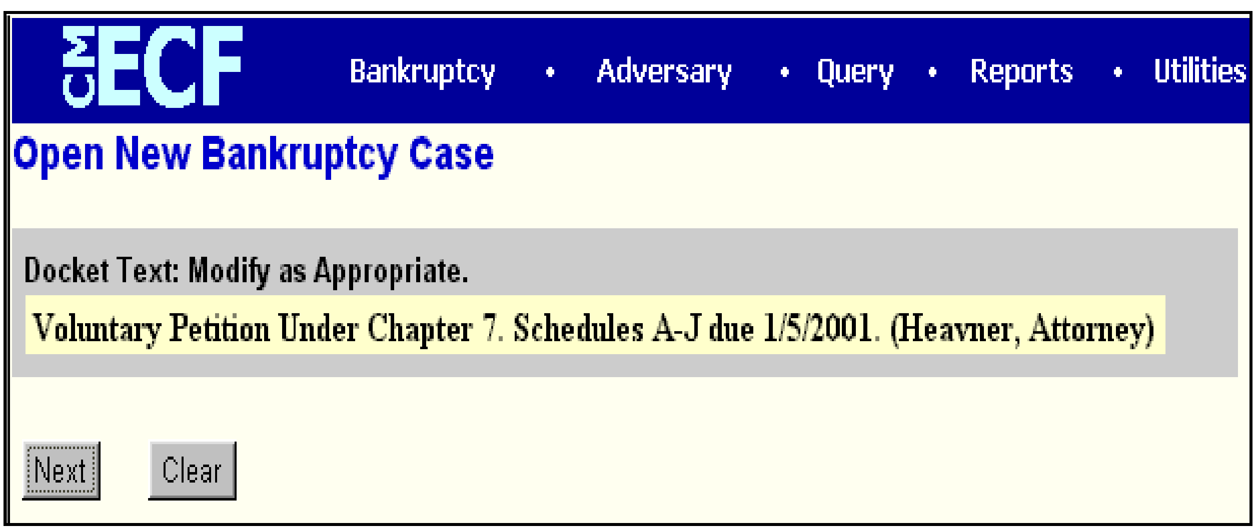


Figure 10

- Verify the accuracy of the Final Docket Text. This is what will print on the docket sheet.

- Click the browser **[Back]** button to find the error(s) and proceed with the event.

STEP 15 The **Final Approval** screen displays. **(See Figure 11)**

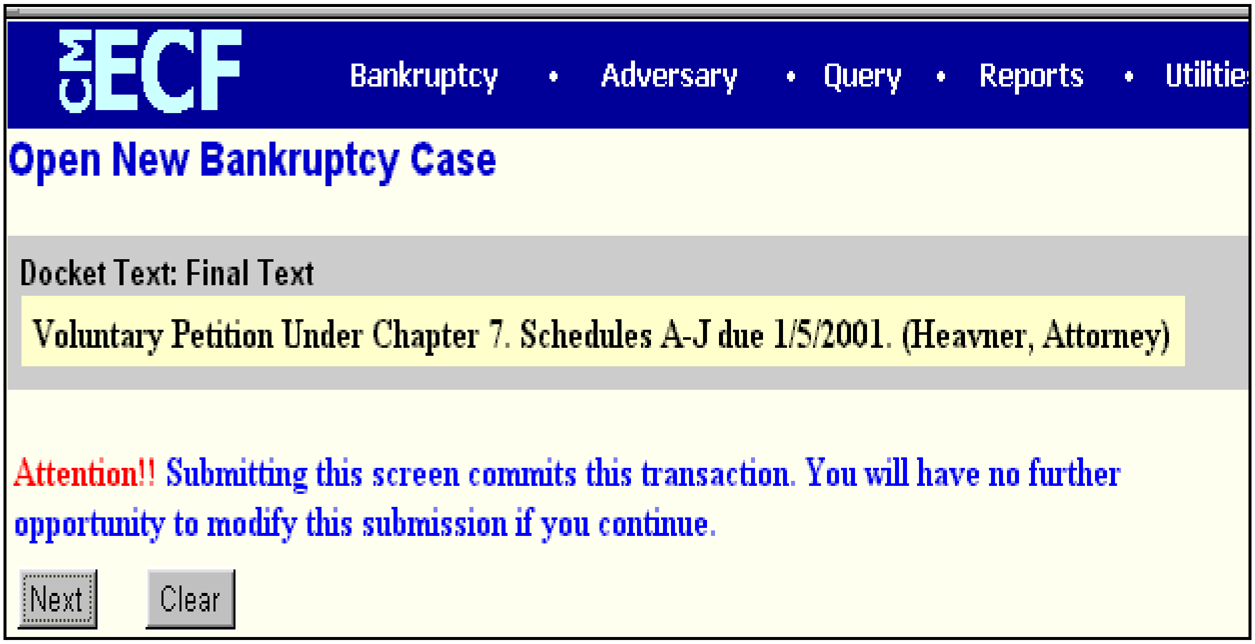


Figure 11

- Verify the Final Docket Text. Read the warning message.

- If the Final Docket Text is <u>correct</u>:

  - Click **[Next]** to continue and officially submit this document.

- If the Final Docket Text is <u>incorrect</u>:

  - 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 16 The **Notice of Electronic Filing** screen displays.

- The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.

- Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.

- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.

- 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 As**.

- You may also save the notice through the browser **File/Save** option.

- A hypertext link for the Notice of Bankruptcy Case Filing appears at the top of this notice. Clicking on this hypertext link reveals a notice summarizing the pertinent details and participants of this case.

Note: Proceed next to upload the creditors. See module: *Uploading a Creditor Matrix* for more information.

Note: If you wish to view the judge, trustee and 341 information for the case just filed, click Bankruptcy on the CM/ECF Main Menu Bar, then click on the Judge/Trustee Assign link. The information for the case(s) will display on the screen.

Uploading a Creditor Matrix

A creditor matrix contains creditor names and their mailing addresses. This information is used for noticing and claims information. The creditor matrix must be in a *.txt* file format before it can be successfully uploaded. (All other file types within CM/ECF will be PDF files.)

The process of uploading a list of creditors into the CM/ECF system is illustrated below. A creditor matrix will be uploaded for each case immediately following the electronic case opening.

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

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

- Click the Creditor Maintenance hypertext link.

STEP 3 The **Creditor Maintenance** screen displays.

- Click the Upload a creditor matrix file hypertext link.

STEP 4 The **Upload a File** screen displays.

- Enter the case number in yy-nnnnn format including the dash.
- Click the **[Next]** button to continue.

STEP 5 The **Load Creditor Information** screen displays.

- Verify the case number displayed.

- If the case number is incorrect, click the **[Back]** button to re-enter the case number.

  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.

- Type in the full path of the folder (directory) and filename where the creditor matrix file is located.

OR

- Use **[Browse]** to navigate to the appropriate folder and select the creditor matrix file. To do this:

  - Click the **[Browse]** button to display the **File Upload** screen.

- Change **Files of type:** to *All Files (*.*)*.
- Click in the **Look In** box, and select the appropriate drive name.
- Double-click on the correct folder name to open the folder.
- Double-click to the appropriate filename to select the matrix.

  Note: For quality assurance, with the matrix filename highlighted, you may right click and select **Open** on the drop down menu. This will allow you to view and verify the matrix file chosen as correct.

- Close the matrix by clicking the **"X"** in the upper right-hand corner.
- If changes were made, choose *Yes* when prompted "Do you want to save changes?"
- Click the **[Open]** button in the **File Upload** screen to associate the matrix file to the bankruptcy case.

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

STEP 6 The **Total Creditors Entered** screen displays.

- The total number of creditors shown on this screen must be the same as the number of creditors shown on the paper matrix which was imaged and included with the electronically filed petition. If the Total Creditors Entered amount is correct, click **[Submit]** to finalize the transfer of creditors.
- If the creditor total is incorrect, return to **Step 1** to begin again.

STEP 7 The **Creditor Receipt** screen displays.

- The case number and total number of creditors added to the database are confirmed.

STEP 8 Click the Return to Creditor Maintenance Menu hypertext link if you have additional creditor matrices to upload for other new bankruptcy filings, and repeat steps 4 - 6 for each additional creditor matrix.

SHORT STEPS

Step 1	Click Bankruptcy
Step 2	Click Creditor Maintenance
Step 3	Enter Case Number
Step 4	Verify and Select Matrix Text File
Step 5	Verify Number of Creditors Submitted

Plans

This module demonstrates the steps to follow to file a plan. In CM/ECF, plans are docketed as separate events, even if filed simultaneously with a voluntary petition, as is often the case in Chapter 13 filings. Although this module specifically shows a Chapter 13 plan, the same steps would be followed to file a Chapter 11 Disclosure Statement, Chapter 11 Plan or Chapter 12 plan.

Chapter 13 Plan

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

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

- Click the Plan hypertext link.

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

- Type the case number in yy-nnnnn format including the dash.
- Click **[Next]** to continue.

STEP 4 The **Document Selection** screen displays. **(See Figure 1)**

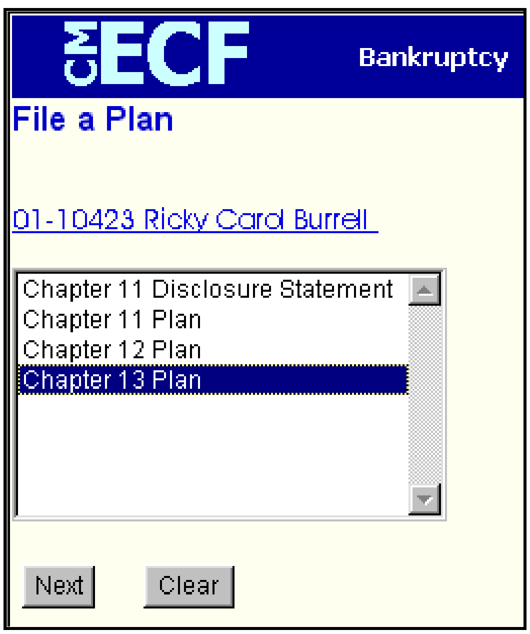


Figure 1

- Verify the case number and case name.

- If the case number and name do not match your document, click the browser **[Back]** button to re-enter the case number.

  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.

- Use the down arrow ▼ to the right of the box to scroll through the Event Type list to select the document to be filed. Click to highlight ***Chapter 13 Plan***.

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

STEP 5 The **PDF Document Selection** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with the docket entry.

  Note: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select ***Open*** to view the image in Adobe Acrobat.

- 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 module: *Attachments to Documents* for more information).

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

STEP 6 The **Final Docket Text** screen displays. **(See Figure 3)**

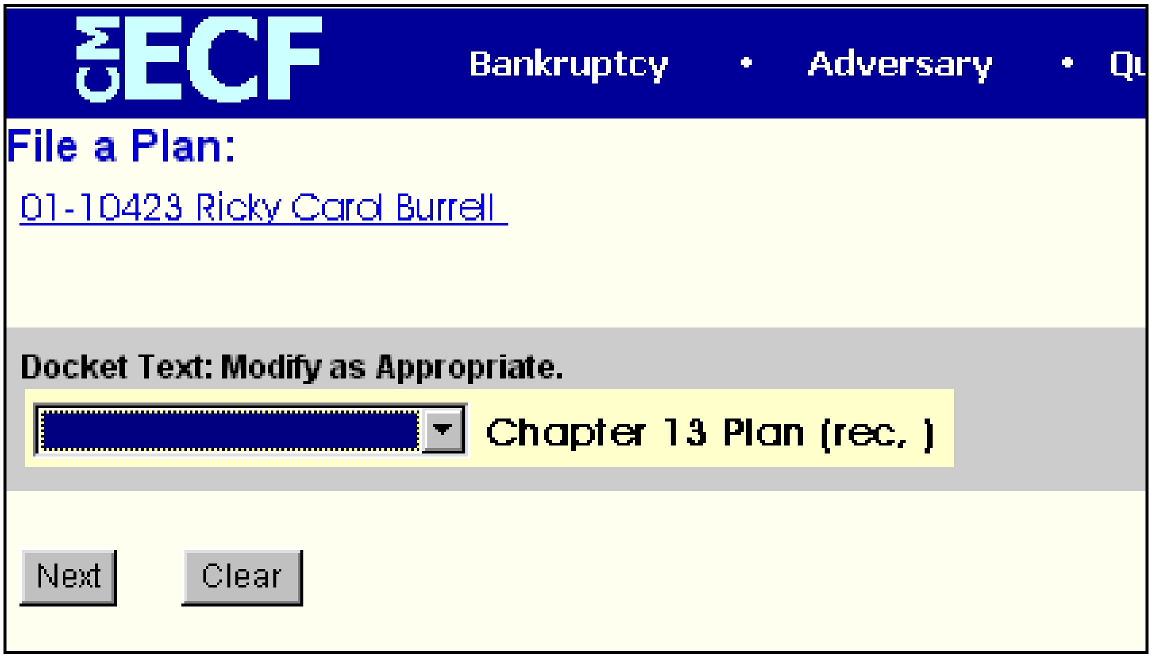


Figure 3

- A prefix box is available to add more detail to the docket text if required.

  Click the down arrow ▼ to display the prefix options. Options to choose from are:

  [none]
  Agreed
  Alias
  Amended
  Emergency
  Ex Parte
  Scheduled with urgency
  Fifth
  Final
  First
  Fourth
  Interim
  Intervenors
  Joint
  Omnibus
  Opposition
  Proposed
  Sealed
  Second
  Sixth
  Supplemental
  Supporting
  Third
  Third Party

- Verify the accuracy of the Final Docket Text.
- Click **[Next]** to continue.

STEP 7 The **Final Approval** screen displays. **(See Figure 4)**

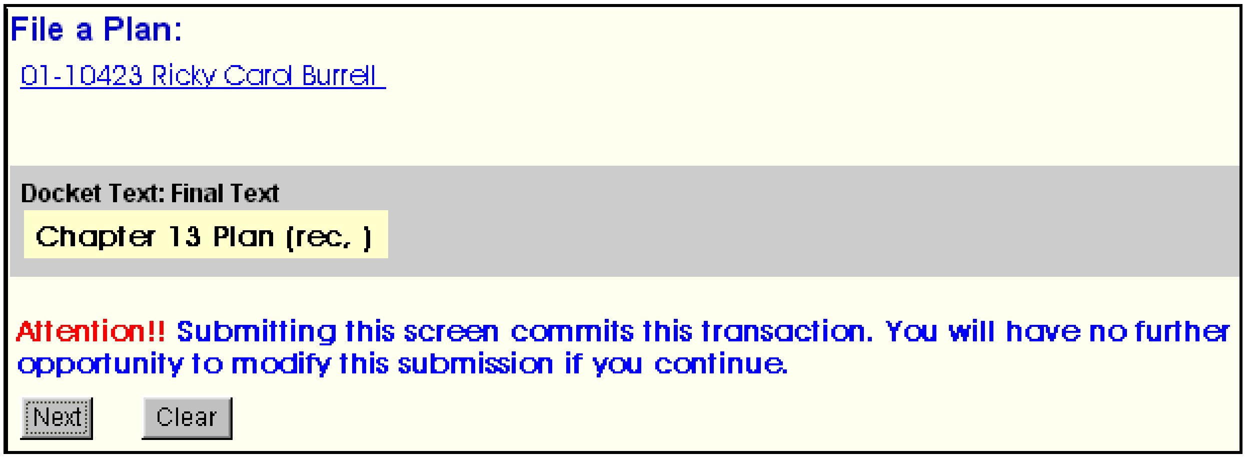


Figure 4

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

STEP 8 The **Notice of Electronic Filing** displays.

- The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.
- Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- 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 As**.

- You may also save the notice through the browser **File/Save** option.

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 (sanctions), and the example is filed along with a notice of hearing. 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 (i.e. request for relief from stay *and* request for compensation).

Motion for Sanctions (w/ Hearing)

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

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, click 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 the down arrow ▼ to reveal the list of motions. Highlight *Sanctions* W/HEARING to docket the Motion for Sanctions accompanied by a notice of hearing.

  HINT: You may also type the first letter of a relief (in this case *'S'*), to immediately move to the list of reliefs that begin with a particular letter.
- Click **[Next]** to continue.

STEP 5 The **Joint Filing** screen displays.

- 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.

- Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer.
- Click to highlight and select the party for which the document is filed.
- Click **[Next]** to continue

STEP 7 The **PDF Document Selection** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with the docket entry.

  Note: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select ***Open*** to view the image in Adobe Acrobat.

- 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 module: *Attachments to Documents* for more information*)*
- Click **[Next]** to continue.

STEP 8 The **Hearing Information** screen displays. **(See Figure 1)**

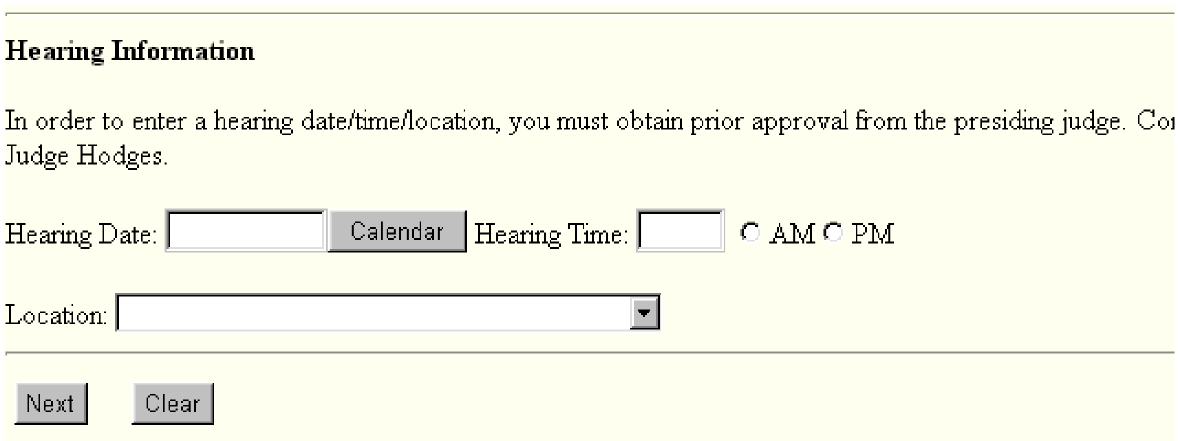


Figure 1

- Based upon the information in the Notice of Hearing attached to the Motion for Sanctions, enter the hearing date, time and location.
- Click **[Next]** to continue.

STEP 9 The **Final Docket Text** screen displays. **(See Figure 2)**

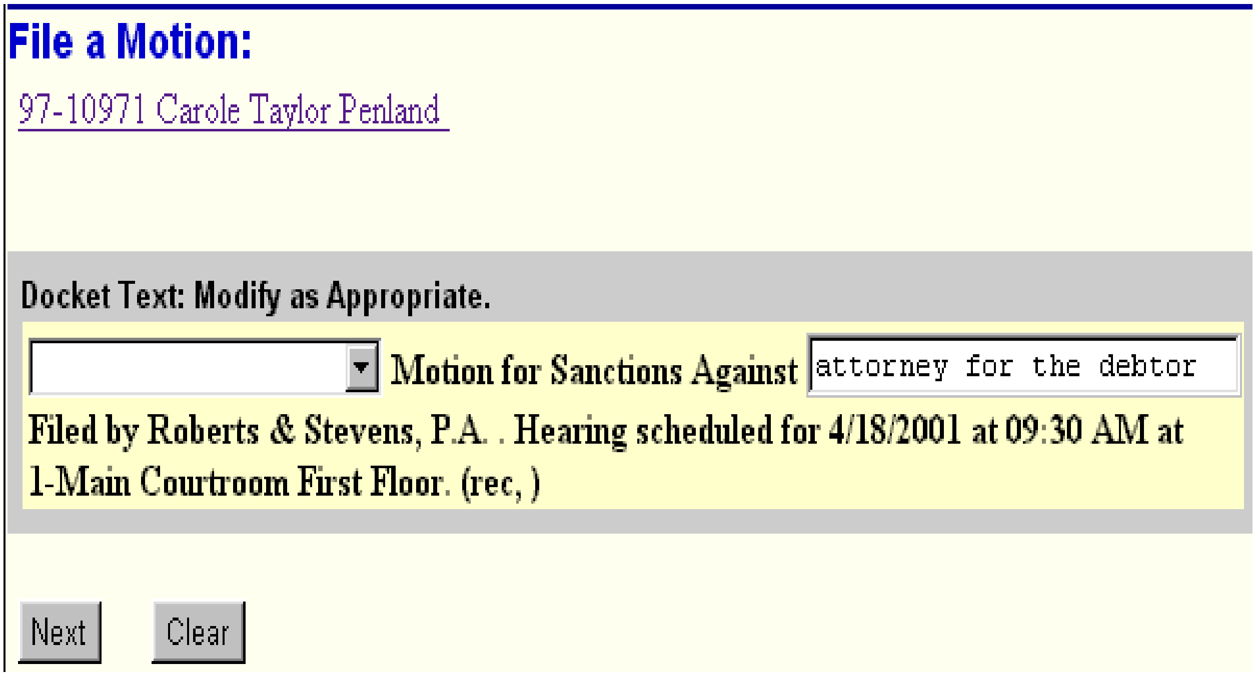


Figure 2

- 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. Options to choose from are:

    [none]
    Agreed
    Alias
    Amended
    Emergency
    Ex Parte
    Scheduled with urgency
    Fifth
    Final
    First
    Fourth
    Interim
    Intervenors
    Joint
    Omnibus
    Opposition
    Proposed
    Sealed
    Second
    Sixth
    Supplemental
    Supporting
    Third
    Third Party

- A supplemental text box window is provided to add more detail to the docket entry. In this example, we have added: "attorney for debtor" to indicate who the motion for sanctions is against.

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

STEP 10 The **Final Approval** 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.

STEP 11 The **Notice of Electronic Filing** screen displays.

- The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.
- Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- 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 As**.
- You may also save the notice through the browser **File/Save** option.

Multi-Part Motions/Applications

This module will demonstrate the steps to following in filing a motion in the CM/ECF system that has more than one part (relief). The example illustrated shows a two-part Motion event: *Motion for Relief From Stay and Request for Compensation*. See also: *Single-Part Motions/Applications* for guidance on filing a document with one relief (i.e. Motion for Sanctions).

Motion for Relief from Stay and Request for Compensation (Opportunity for hearing)

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

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 **Document Selection** screen displays.

- Verify the case name and case number that is displayed.
  - If the case name and number are incorrect, click 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.
- Scroll the **File a Motion** box; click to highlight *Compensation*. This event is selected when the Motion is accompanied by a Notice of Opportunity for Hearing. If the motion is accompanied by a Notice of Hearing, select the event: *Compensation w/HEARING*.
- With the **[Ctrl]** key pressed, scroll the **File a Motion** box; click to also highlight *Relief from Stay (fee).* This is event is selected when the Motion is accompanied by a Notice of Opportunity for Hearing. If the motion is accompanied by a Notice of Hearing, select the event: *Relief from Stay (fee) W/HEARING*.

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

STEP 5 The **Joint Filing** screen displays.

- The case number and debtor name display again for verification.
- 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.

- Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (in this example, the creditor).
- If the creditor is listed in the **Party Selection** box:
  - Click to highlight the creditor name.
  - Click **[Next]** to continue.
  - Proceed to **STEP 7**.
- If the creditor is <u>not</u> listed in the **Party Selection** box, click **[Add/Create New Party]**.
  - Search for the Creditor in the CM/ECF Database.
- If the Creditor appears in the **Party Search Results** box:
  - Click to highlight the creditor.
  - Click **[Select name from list]**.
    - Clear any creditor address that may be in the system, as the creditor is represented by counsel. Do not enter creditor address information.
    - IMPORTANT: change the default ***Role Type*** from Debtor to Creditor.
    - Click **[Submit]** to continue and add the creditor to the case.
  - The creditor will now be listed in the **Party Selection** box:
    - Click to highlight the creditor name.
    - Click **[Next]** to continue.

OR

- If the creditor does not appear in the **Party Search Results** box:

    - Click **[Create new party]**.
    - Enter the creditor name information.
    - Do not add address information; the creditor is represented by counsel.
    - IMPORTANT: change the default ***Role Type*** from Debtor to Creditor.
    - Click **[Submit]** to continue and add the creditor to the case.

- The creditor will now be listed in the **Party Selection** box:

    - Click to highlight the creditor name.
    - Click **[Next]** to continue.

STEP 7 The **Attorney Association** screen displays.

- If this is the first time you are filing a document as attorney for this creditor, the CM/ECF system will ask you to associate yourself as representing this party.

- Click inside the box to place a checkmark indicating the attorney is representing this creditor.

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

STEP 8 The **PDF Document Selection** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with the docket entry.

    Note: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select ***Open*** to view the image in Adobe Acrobat.

- 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 module: *Attachments to Documents* for more information)

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

STEP 9 The **Receipt** and **Notice** screen displays.

- There is a fee for a motion for relief from stay. Type **CC** in the receipt field. This indicates that the filing fee for the motion will be paid through the attorney credit card on file with the court.

- The notice indicates that the event chosen is normally submitted no-protest.

If a hearing is required, docket the event: Notice of Hearing, or choose the appropriate Motion event “w/HEARING”.

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

STEP 10 The **Final Docket Text** screen displays. **(See Figure 1)**

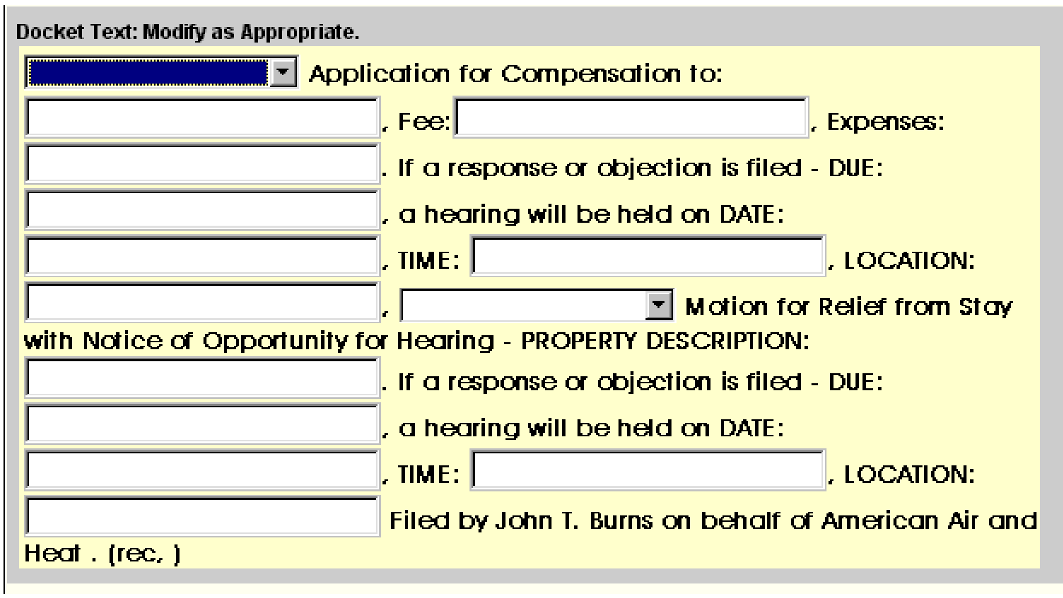


Figure 1

- A prefix box is available to add more detail to each of the reliefs if applicable.

- Supplemental text box windows are also available for each relief to add more detail to the docket text. Enter the following information:

  - For the Compensation Relief:
    - Type the name of the professional receiving compensation.
    - Type the amount of Fees.
    - Type the amount of Expenses.
    - Indicate when responses are due.

  - Based upon the attached Notice of Opportunity for Hearing:
    - Type the date a hearing will be held if responses are filed.
    - Type the time a hearing will be held if responses are filed.
    - Type the location where a hearing will be held if responses are filed.

  - For the Relief from Stay:
    - Type the property description.
  - Based upon the attached Notice of Opportunity for Hearing:
    - Indicate when responses are due.
    - Type the date a hearing will be held if responses are filed.

- Type the time a hearing will be held if responses are filed.
- Type the location where a hearing will be held if responses are filed.

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

STEP 11 The **Final Approval** screen displays.

- Verify the Final Docket Text. Read the warning message.
- If the Final Docket Text is <u>correct</u>:
  - Click **[Next]** to continue and officially submit the document.
- If the Final Docket Text is <u>incorrect</u>:
  - 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 12 The **Notice of Electronic Filing** screen displays.

- The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.
- Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- 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 As**.
- You may also save the notice through the browser **File/Save** option.

Responses/Objections/Answers

Attorneys file a variety of responses, objections and answers. The following instructions will guide you through the Electronic Case Filing (ECF) system for docketing events such as responses, objections and answers. Although the example in this module demonstrates a Response to a Motion for Relief from Stay, the same steps would be followed for any other type of response, reply or answer.

Response to Motion for Relief from Stay

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

Note: If the response, objection or answer is in an adversary proceeding, choose the Adversary hypertext link.

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

- Click the Answer/Response hypertext link.

STEP 3 The **Answer/Response** screen displays.

- Click the Reference an Existing motion/application hypertext link.

STEP 4 The **Case Number** screen displays.

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

STEP 5 The **Document Type** screen displays. **(See Figure 1)**

Figure 1

- Verify the case number and case name.

  - If the case number and name do not match your document, click the browser **[Back]** button to re-enter the case number.

    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 **[Back]** button at any time during this docketing process to verify former screens until the final submission.

- Click the down arrow ▼ in the **Document Type** pick list to reveal list document options. The options are:

  Amended Answer to Complaint
  Objection/Request for Hearing
  Response/Objection (**Note**: No hearing will be set if this is selected)
  Response/Request for Hearing
  X-Other Document

- Click to highlight the **Response/Request for Hearing** option. In this example, a response to a motion for relief from stay is being docketed. The matter will be scheduled on the hearing calendar during the docketing of this event.

  Note: If you are responding to a document that is already on the calendar (i.e. the motion was filed with a notice of hearing, or there has already been a previous response to the motion), choose Response/Objection. If in doubt, choose Response/Request for Hearing. It is better that the matter be on the calendar twice rather than not at all!

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

STEP 6 The **Joint Filing** screen displays.

- If the document is being filed jointly with another attorney, click inside the radio box to place a check mark.

- If this is not a joint filing, then no further action is necessary.

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

STEP 7 The **Select the Party** screen displays.

- In this example, a response to a motion for relief from stay, it will be assumed that the response is being tendered by the attorney for the debtor. Therefore, click to highlight the name of the Debtor(s) filing the response. (Holding down the **[Ctrl]** key will allow for the highlighting of more than one name.

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

STEP 8 The **PDF Document Selection** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it.

  Note: If you wish to view the image before selecting to be sure you have chosen the correct file, before double-clicking, first right click on the highlighted filename and click on ***open***. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.

- 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 module: *Attachments to Documents* for more information).

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

STEP 9 The **Hearing Information** screen displays. **(See Figure 2)**

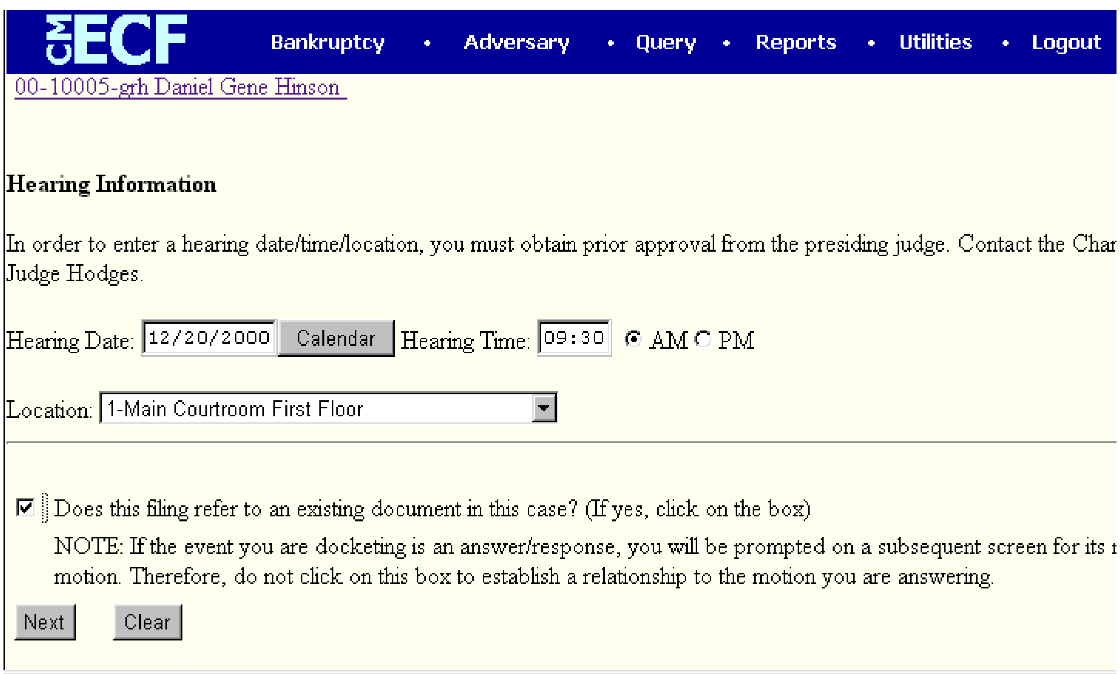


Figure 2

- Based upon the information set forth in the Notice of Opportunity for Hearing attached to the Motion for which this response pertains:
  - Enter the hearing date. You may click on the **Calendar** button to assist in this process.
  - Enter the time of the hearing. Select the appropriate radio box for either **A.M.** or **P.M.**

- Click the down arrow ▼ to the right of the **Location** box to reveal the list of available **Locations**. Click to highlight the location of the hearing as set forth in the notice.

- Click inside the radio box to place a check mark indicating that this filing **does** refer to an existing document in the case.

  Note: Disregard the notice that would seem to indicate that you would not need to select the radio box since the document being filed is a response. **It is necessary** to select the box to indicate reference to an existing document in order to establish correct document linkage and scheduling of the hearing.

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

STEP 10 The **Document Category** screen displays. **(See Figure 3)**

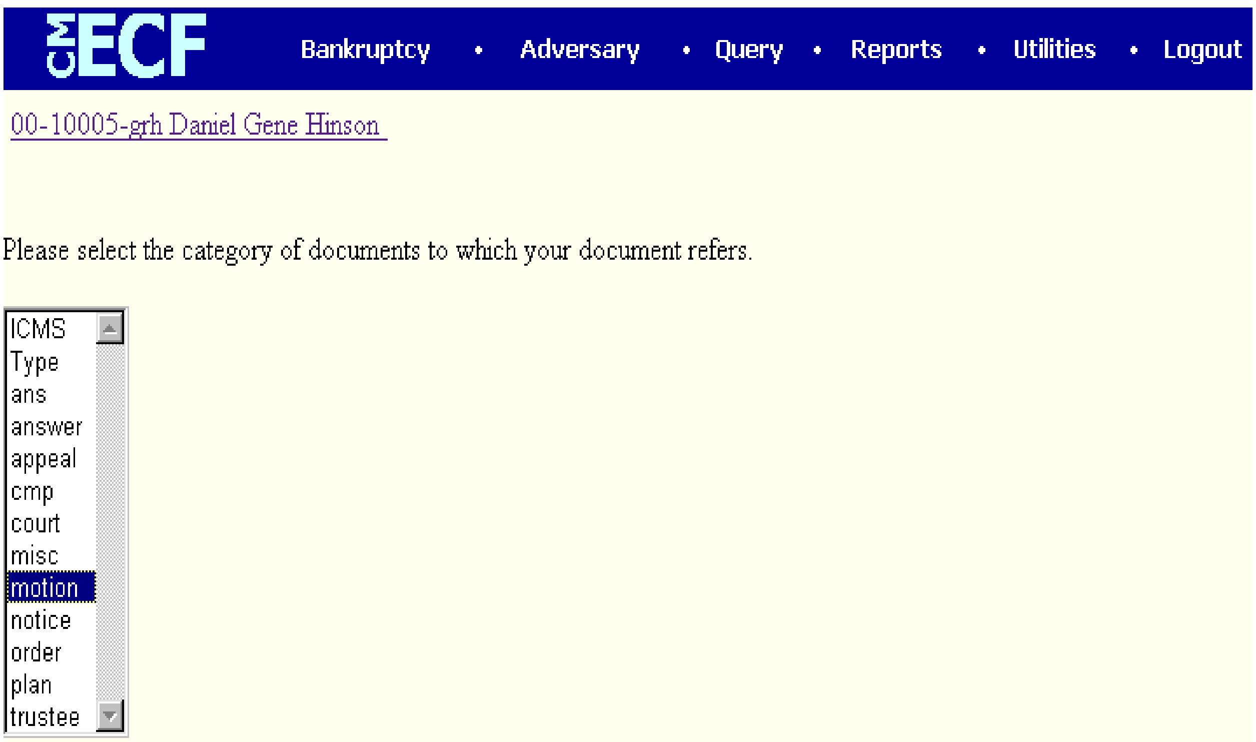


Figure 3

- Click to highlight the category of documents to which this response refers (in this example, 'motion').

  Hint: To make it easier to find the document to which the response is to be linked, you may select more than one category, or select all categories, by holding down the **[Ctrl]** key.

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

STEP 11 The **Pending Motions** screen displays. **(See Figure 4)**

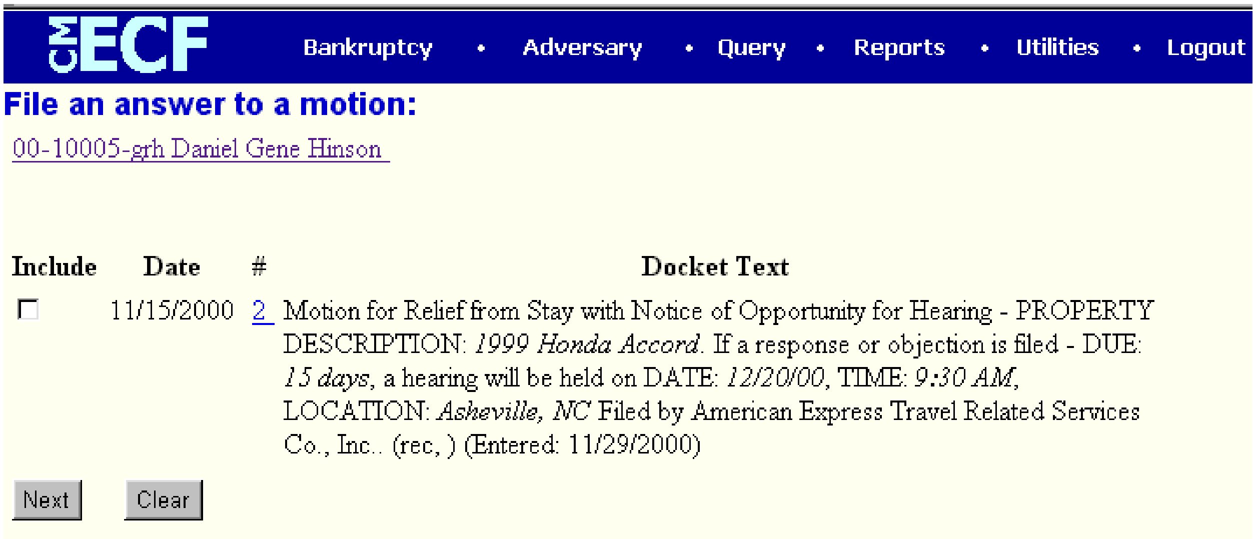


Figure 4

- Select the motion you wish to answer by clicking to place a checkmark in the box next to the date (the "include" column). This will link the response to the motion.

STEP 12 The **Schedule Effects** screen displays. **(See Figure 5)**

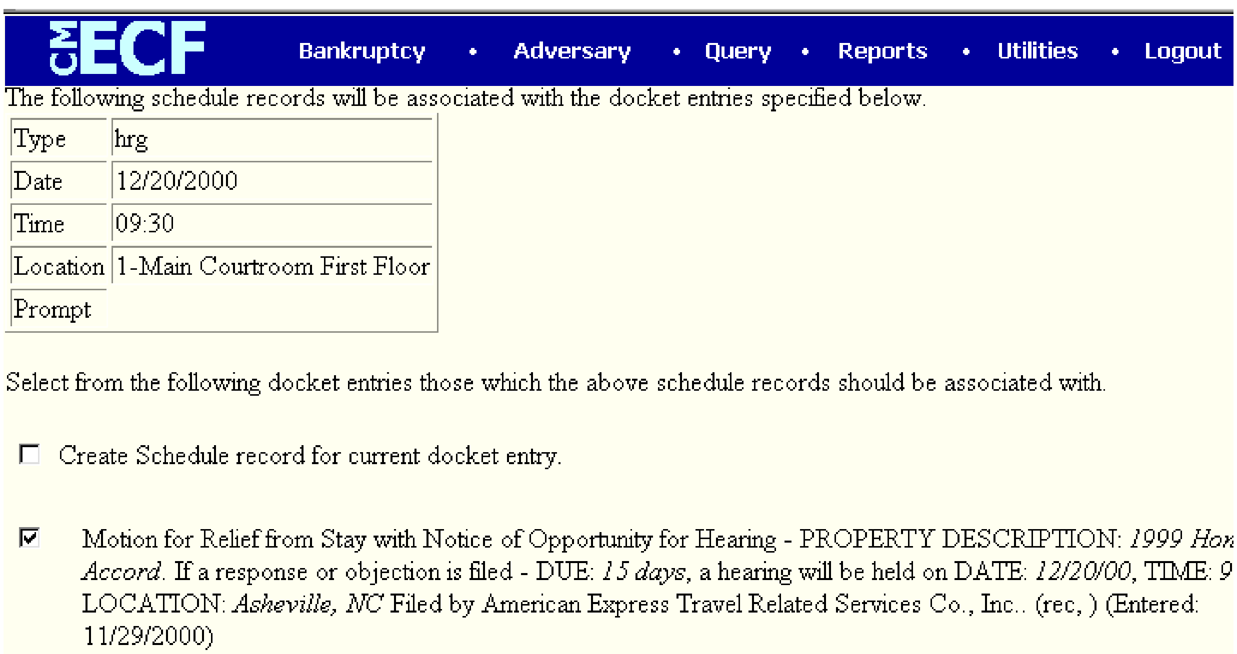


Figure 5

- This screen will schedule the hearing. Verify the hearing date, time and location.

- Select the radio box to indicate hearing on the **motion**. **Do not** Create Schedule record for the *current* docket entry (the response). The hearing is scheduled on the Motion, not on the Response.

Note: The system will default to Create Schedule record for current docket entry. This must be *un-selected*. Then select the **motion** so that the hearing will be properly scheduled.

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

STEP 13 The **Final Docket Text** screen displays.

- A prefix box is available to add more detail to the docket text if required.

  Click the down arrow ▼ to display the prefix options. Options to choose from are:

  [none]
  Agreed
  Alias
  Amended
  Emergency
  Ex Parte
  Scheduled with urgency
  Fifth
  Final
  First
  Fourth
  Interim
  Intervenors
  Joint
  Omnibus
  Opposition
  Proposed
  Sealed
  Second
  Sixth
  Supplemental
  Supporting
  Third
  Third Party

- Verify the accuracy of the Final Docket Text.

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

STEP 14 The **Final Approval** screen displays.

- If the Final Docket Text is correct:

  - Click **[Next]** to continue and officially submit the document.

- If the Final Docket Text is incorrect:

  - Click the browser **[Back]** button to find the error(s) and then proceed with the event.

  - To abort or restart the transaction, return to **Step 1** and begin again.

STEP 15 The **Notice of Electronic Filing** screen displays.

- The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.

- Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.

- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.

- 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 As**.

- You may also save the notice through the browser **File/Save** option.

SHORT STEPS:

Step 1	Click Bankruptcy
Step 2	Click Answer/Response
Step 3	Enter Case Number
Step 4	Select Type of Response
Step 5	Indicate if Joint Attorney Filing
Step 6	Select Party Filer
Step 7	Associate PDF Document
Step 8	Schedule Hearing
Step 9	Link to Document being Answered
Step 10	Verify Hearing Information; Schedule Hearing on Motion
Step 11	Edit/Verify Final Docket Text

Notices

The Notices hypertext link lists various notices which an attorney submits to the court. The following instructions will guide you through the steps to file a notice event in the Notice category. Although the example in this module demonstrates a *Notice of Voluntary Conversion from Chapter 13 to 7 (fee),* the same general steps would be followed for other types of notices such as *Notice of Opportunity for Hearing (when filed without an attached motion), Notice of Address Change, Notice of Default Pursuant to Consent Order*, etc.

Notice of Voluntary Conversion of Case from Chapter 13 to 7 (fee)

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

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

- Click the Notices hypertext link.

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

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

STEP 4 The **Event Type** screen displays.

- Verify the case number and case name.
- If the case number and name do not match your document, click the browser **[Back]** button to re-enter the case number.

  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.

- Use the down arrow ▼ to the right of the box to scroll through the event list to select the document to be filed. Click to highlight ***Notice of Voluntary Conversion of Case from Chapter 13 to 7 (fee)***.
- Click **[Next]** to continue.

STEP 5 The **Select a Party** screen displays.

- Click to highlight the name of the debtor(s).

  Note: Press the **[Ctrl]** key to choose more than one party.

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

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

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it.

  Note: If you wish to view the image before associating it with this docket entry, before double-clicking, first right click on the highlighted filename and click on ***open***. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.

- 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 module: *Attachments to Documents* for more information).

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

STEP 7 The **Receipt** screen displays.

- There is a fee for the conversion of a case from chapter 13 to 7. Enter **CC** in the receipt field. This indicates that the filing fee for the conversion will be paid through the attorney credit card on file with the court.

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

STEP 8 The **Final Docket Text** screen displays.

- A supplemental text box window is available to indicate the parties upon which the Notice of Voluntary Conversion was served.

- Verify the accuracy of the Final Docket Text.

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

STEP 9 The **Final Approval** 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.

STEP 10 The **Notice of Electronic Filing** screen displays.

- The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.

- Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.

- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.

- 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 As**.

- You may also save the notice through the browser **File/Save** option.

IMPORTANT NOTE: In this example of a Notice of Voluntary Conversion, after docketing, proceed to docket the accompanying schedules and upload the creditor matrix file.

Amended Documents

This module demonstrates the steps to take to amend certain types of documents. Although this example shows the amending of a Motion for Relief From Stay, the same steps would be followed to amend other types of fee-based motions.

Note: If you are amending a motion that did **not** originally require a fee, or other document such as a notice or report, docket the event as usual and choose "amended" from the pick list of the prefix box in the Final Docket Text screen. However, do not use this method to amend a fee-based motion, as re-docketing the fee-based event will trigger a flag that may inadvertently cause the court to charge a filing fee for the amended motion where none is actually due.

To amend debtor schedules, there are separate events in the Other category: *Amended Schedules (Other), Amended Voluntary Petition, and Amendment-Adding new names or changes amounts (fee)*.

Amended Motion for Relief From Stay

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

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

- Click the Other hypertext link.

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

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

STEP 4 The **Select the Party** screen displays.

- Verify the name and case number displayed.
    - If the case name and number are incorrect, click 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.

      Note: You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.
- Click to highlight the filing party(ies) for this document. More than one party may be selected by holding down the **[Ctrl]** key while clicking party names.
- Click **[Next]** to continue.

STEP 5 The **Event Type** screen displays.

- Click the down arrow ▼ to scroll through the list of Event Types.
    - There are four types of amended documents:
        - *Amended Document (other)*
            - Use this option when you are amending any type of motion that, when originally filed, a fee was paid.
        - *Amended Schedules (other)*
            - Use this option when you are amending schedules that were filed with the original petition and schedules (<u>except</u> schedules D, E, and F).

          Note: To amend the Statement of Financial Affairs, Attorney Fee Disclosure, Chapter13 Plan or Statement of Intention, docket the event as usual and choose 'amended' from the pick list of the prefix box in the Final Docket Text screen.
        - *Amended Voluntary Petition*
            - Use this option to amend the two-page voluntary petition.
        - *Amendment -Adding new names or changing amounts (fee)*
            - Use this option to amend Schedules D, E, and/or F. There is a fee to amend these schedules.
- This example demonstrates amending a Motion For Relief From Stay. Therefore, click to highlight *Amended Document (other)*.
- Click **[Next]** to continue.

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

- Click **[Browse]**, then navigate to the directory where the PDF file is located for the amended document. Double-click the PDF filename to select it and associate it with this docket entry.

  Note: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select ***Open*** to view the image in Adobe Acrobat.
- The **Attachments to Document** option defaults to **No**. If you have attachments to the document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for instructions, if necessary).
- Click **[Next]** to continue.

STEP 7 The **Document Linking** screen displays. **(See Figure 1)**

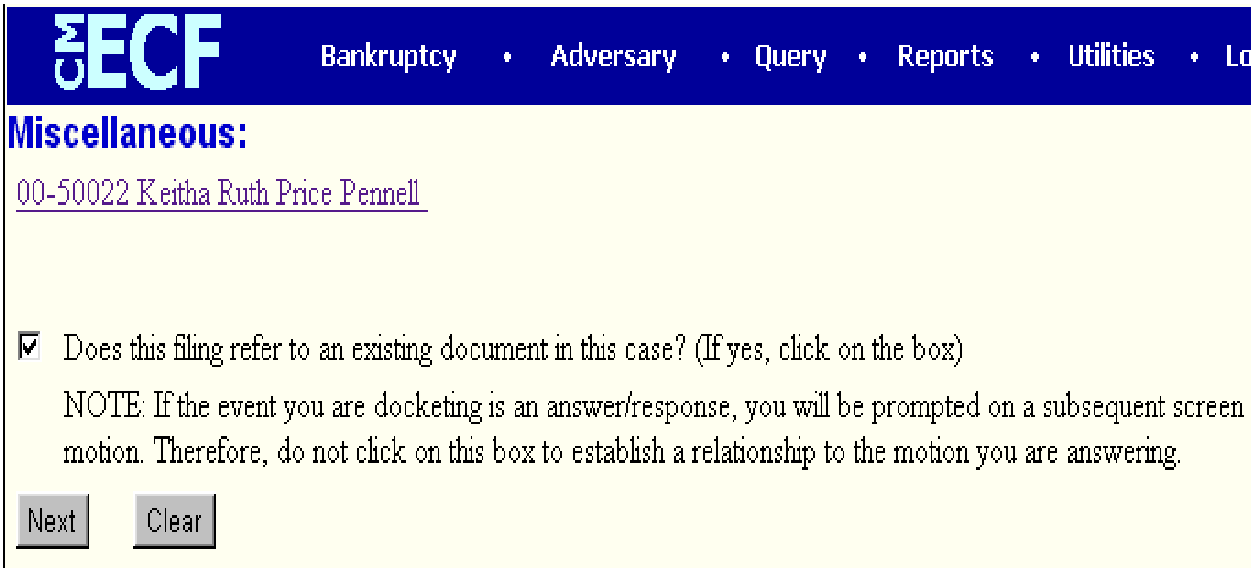


Figure 1

- Click inside the box to place a checkmark and indicate that this filing does refer to an existing document. This will allow you to choose the document being amended. By referring to that document, a linkage will be created in the system.

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

STEP 8 The **Document Category** screen displays. **(See Figure 2)**

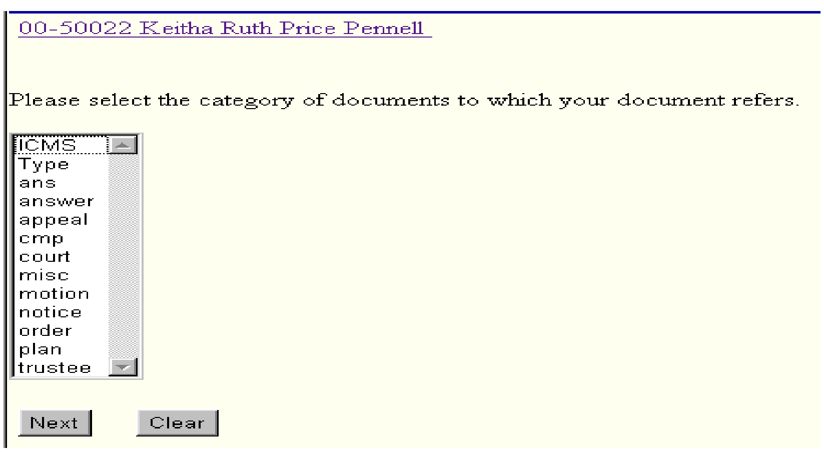


Figure 2

- Click to highlight and select the category of documents to which this amended document refers. The document being amended in this example is a Motion for Relief From Stay. That document was originally docketed by choosing the *Motion* category. Therefore, the *Motion* category will be selected here so that the system will find and display the Motion to which this amended document needs to be linked.

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

STEP 9 A **Document List** displays.

- A list of case documents in the chosen category are displayed.

  - Click inside the box next to the document being amended to include (link) this *amended* document to the previously filed document.

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

- If the document you wish to amend does <u>not</u> display on the list:

  - Verify that you are docketing in the correct case.
  - Click the browser **[Back]** button and return to **Step 8** to choose a different Document Category.

    Note: You can choose multiple document categories by holding down the **[Ctrl]** key.

  - If necessary, abort the entry and begin again at **Step 1**.

STEP 10 The **Final Docket Text** screen displays. **(See Figure 3)**

- A supplemental text box window displays. Type the name of the document

Figure 3

being amended (in this example: *Motion for Relief From Stay)*.

- Note that the Docket Text reflects that this Amendment is related to Document [9], the original motion that is now being amended through this entry.

- Verify the accuracy of the Final Docket Text.

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

STEP 11 The **Final Approval** 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 the 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 the event and begin again, return to **Step 1**.

STEP 12 The **Notice of Electronic Filing** screen displays.

- The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.
- Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- 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 As**.
- You may also save the notice through the browser **File/Save** option.

Adversary Proceeding Case Opening

Opening an adversary proceeding involves entering the necessary information regarding the plaintiff and defendant, along with basic statistical data. The lead event (usually the complaint) is incorporated into this process and will not need to be docketed separately. This module demonstrates the steps to take to open an adversary proceeding in CM/ECF.

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

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

- Click the Open an AP/MP Case hypertext link.

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

Figure 1

- Note that the case number field is inaccessible. A case number will be received after the transaction has been completed.

- Click the down arrow ▼ to reveal the list of **Office** (division) options. Select the same division to which the related base case is assigned.

- The current date is displayed in the **Date Filed** field. This date cannot be changed.

- Click the down arrow ▼ to reveal the list of **Case Type** options. Choose either ***ap*** for adversary proceeding or ***mp*** for miscellaneous proceeding.

- Click the down arrow ▼ to reveal the list of **Complaint** options: either ***y*** for yes or ***n*** for no. This field signifies the lead event for this proceeding. If filing something other than a complaint, such as a Notice of Removal, change the

y to ***n***.

STEP 4 The **Search Party** screen displays.

- Enter a social security number, tax identification number, or last/business name to search for the party to be added to the case. *It is recommended that you add parties to the case in the following order: Plaintiffs, defendants, then interested parties/other as applicable.*

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

STEP 5 The **Party Search Results** screen displays. **(See Figure 2)**

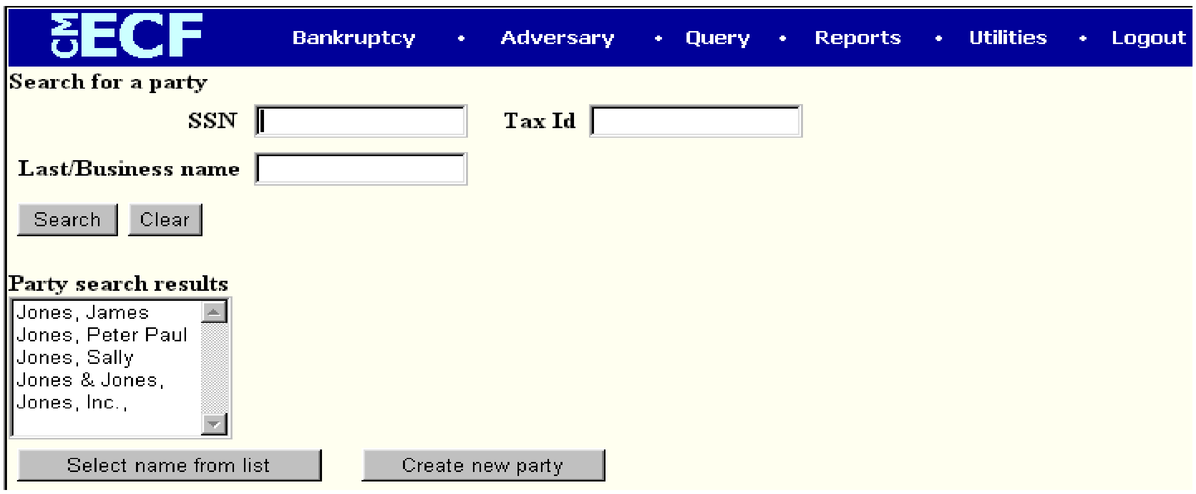


Figure 2

- If the system finds the correct party, highlight the party's name in the **Party Search Results** window, and click **Select Name from List** to add the party to the case, **(See Figure 2)** and then proceed to **Step 6**.

OR

- If the system does not find the party with the search criteria entered, it will display a message **No person found**. **(See Figure 3)**

    - Click **Create New Party** to add the party to the case.

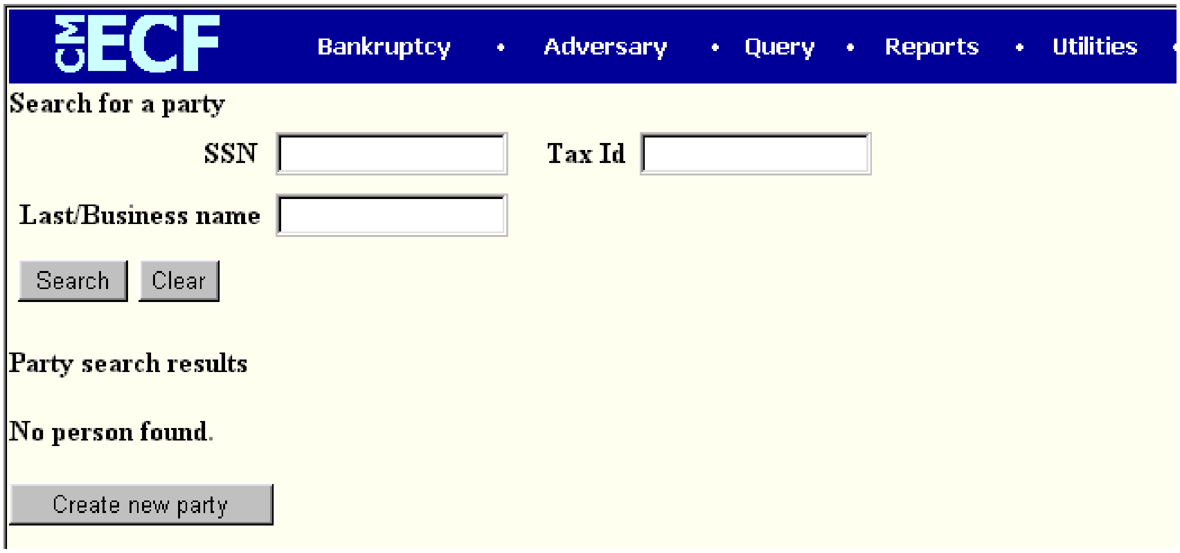


Figure 3

STEP 6 The **Party Information** screen displays. **(See Figure 4)**

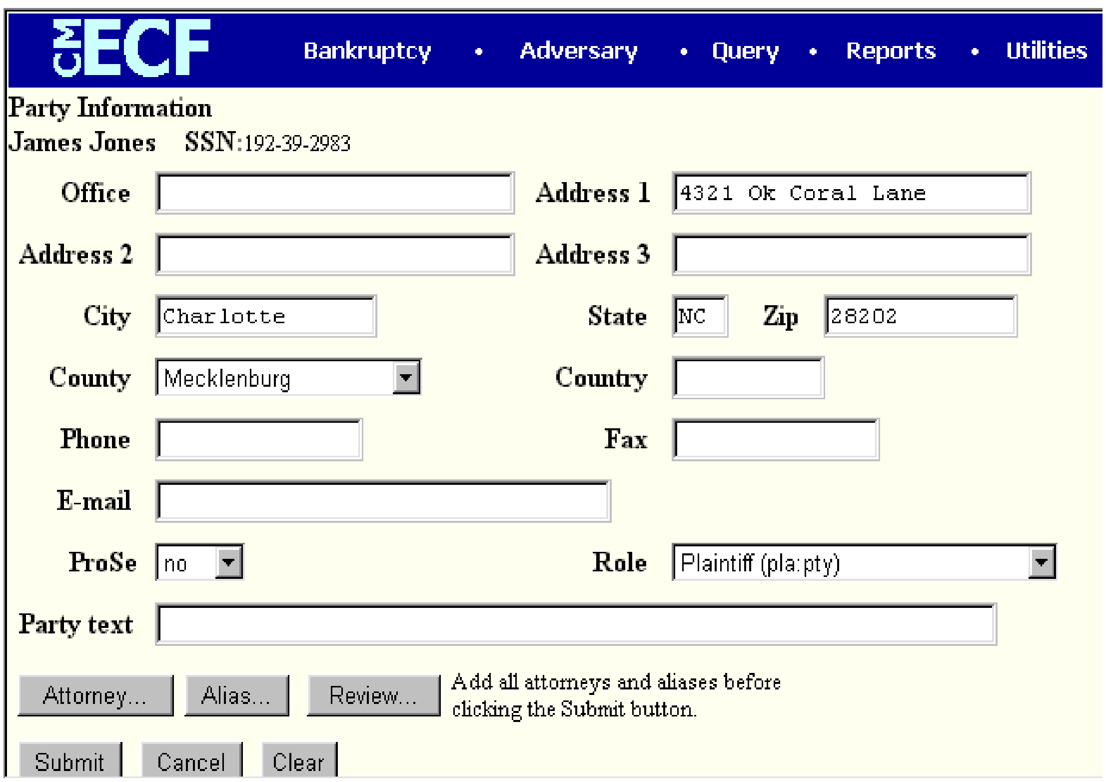


Figure 4

Note: if you have selected a party from the party list, you will not be able to change the social security number/tax id number field; however, you will be able to modify other field information.

- Enter or verify the party name. Remove party information (if any) such as address and county. The plaintiff is represented by counsel, and thus no address information should be entered.

Important: Specify applicable **[Role]** type, Plaintiff, Defendant, etc. The system will default to *"debtor"* and must be changed to reflect the correct party role for the party currently being added.

- Click **[Attorney]** if you are representing the party being added.

  - Enter your last name or bar id number.
  - Click **[Search]** to continue.

    - The **Attorney search results** screen displays.
    - Click to highlight the attorney name.
    - Click **[Select name from list]** to continue and add yourself as the attorney for the party.

    Note: if you are representing multiple parties, you will need to add yourself as the attorney for each plaintiff-party you are representing.

- The **Party Information** screen displays again.

- Add aliases, if any, by clicking the **[Alias]** button.

- Review information by clicking the **[Review]** button to verify the information for the party being added.

- When all information is correct, click **[Submit]** to add the party to the case and database.

- The **Party Information** screen displays again.

  REPEAT Steps 4, 5 and 6 until all Plaintiff(s), Defendant(s) or other interested parties have been added to the system. Note: When adding a defendant, DO NOT associate an attorney for the defendant. An attorney for a defendant will be added to the case upon the filing of an answer. If the defendant is a debtor, be sure to also remove the debtor address information in the same manner as was done for the plaintiff.

- Once all parties have been added to the system, click **[End Party Selection]**.

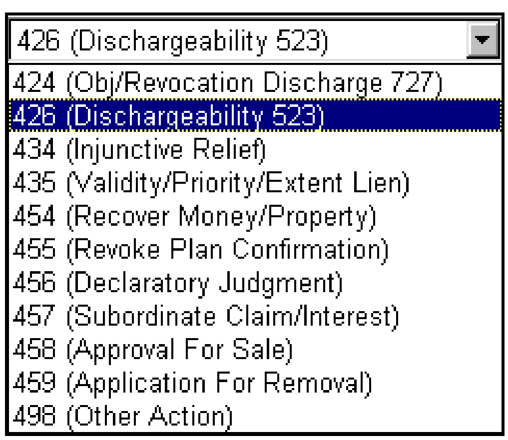
STEP 7 The **Adversary Statistical Data** screen displays. **(See Figure 5)**

Figure 5

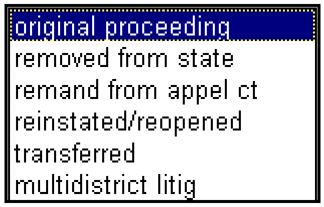
- Click the down arrow ▼ to reveal the list of **Party Code** options. If the U.S. is a plaintiff or a defendant in this adversary proceeding, click to highlight the correct party code to so indicate. If the U.S. is ***not*** a plaintiff or defendant in your case, accept the default **US is not a party to the case**.

- Click the down arrow ▼ to reveal the list of **Nature of Suit** options. Click to highlight the nature of suit that applies to the instant case. Only one **Nature of Suit** option can be selected. However, there will be a supplemental text box window in the **Final Docket Text** screen in which to type the **Nature of Suit(s)** the pertain to this filing.

  Important Note: If there is more than one **Nature of Suit** and one is objection to discharge (727), choose *424(obj/Revocation Discharge 727)* here. This will place a flag on the base case to note that an objection to discharge exists in the case.



- Click the down arrow ▼ to reveal the list of **Origin** options. Click to highlight and select the appropriate origin for the case being filed. The **Origin** field defaults to original proceeding. Other values are:



- Enter a **Transfer Date** if applicable.

- Click the down arrow ▼ to reveal the list of **Rule 23 (Class Action)** options. The default is ***n*** for no. If the adversary being filed is a Rule 23 (Class Action) proceeding, change the default to ***y.***

- Click the down arrow ▼ to reveal the list of **Jury Demand** options. Those options are *Both*, *Defendant*, *None* or *Plaintiff*. The system defaults to none. If you are requesting a jury trial in your attached complaint, so indicate in this field.

- **Demand**: If there is a dollar demand in the complaint, enter the **($000)** amount to the nearest thousand (i.e. for a demand of 5,000 enter 5, leave off the 000). Note: DO NOT use dollar signs or commas.

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

STEP 8 The **Related Cases** screen displays. **(See Figure 8)**

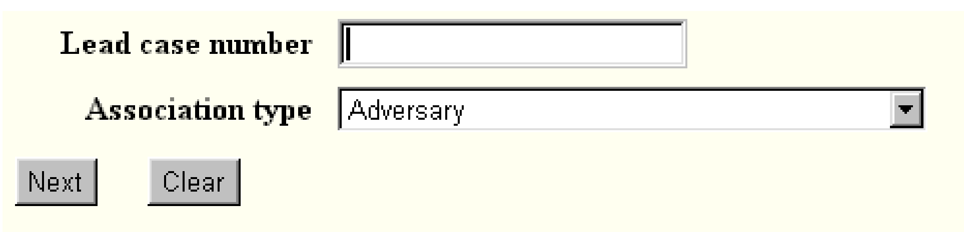


Figure 8

- Enter the **Lead Bankruptcy Case Number** (Base Case Number) in yy-nnnnn format.

- The **Association Type** field defaults to adversary. Click the down arrow ▼ to reveal the list of other **Association Type** options:

  Adversary, Objection to Discharge of Debt
  Adversary, Objection to Discharge of Debtor
  Adversary
  Consolidated
  Deconsolidated
  Jointly Administered

Related

- Click to highlight and select the appropriate **Association Type**.

  Important Note: If there is more than one **Nature of Suit** and one is objection to discharge (727), choose *Adversary, Objection to Discharge of Debtor* here. This will place a flag on the base case to note that an objection to discharge exists in the case.

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

  Note: If the system prompts that the base case number entered is not a valid case, click the **[Back]** button and re-enter the case number.

STEP 9 The **PDF Document Selection** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with this docket entry. Be sure to include the pdf image of the adversary proceeding cover sheet.

  Note: If you wish to view the image before selecting to be sure you have chosen the correct file, before double-clicking, first right click on the highlighted filename and click on ***open***. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.

- 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 module: *Attachments to Documents* for more information).

  Note: When an adversary is filed electronically, the court issues an electronic summons. Therefore, it is not necessary to include with the filing an image of an unissued summons or to make a docket entry to send an unissued summons. The summons will be available in several days from the docket report and the Bankruptcy Noticing Center will also send a copy of the summons to the attorney.

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

STEP 10 The **Fee Information/Nature of Suit** screen displays. **(See Figure 9)**

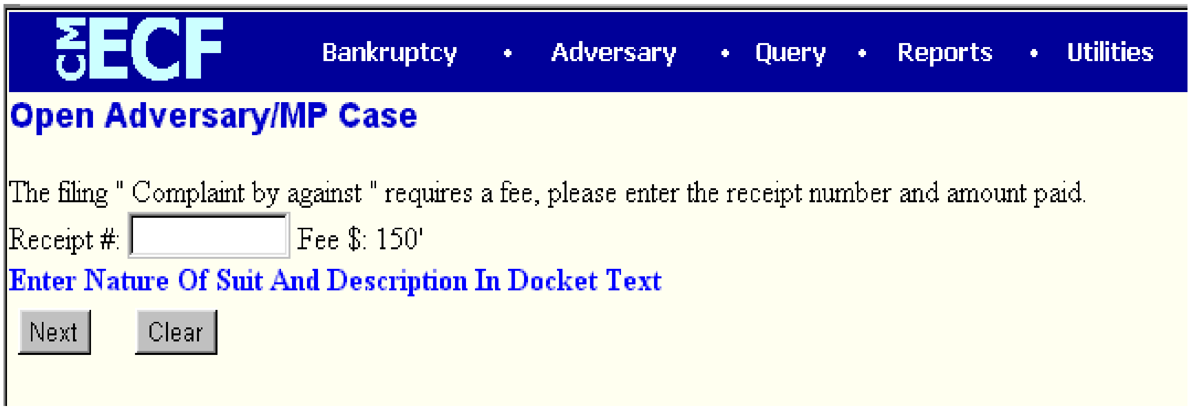


Figure 9

- In the **Receipt Field**, type CC for credit card. If the trustee is deferring the fee, type DEF in the receipt field. If the fee is not applicable (*i.e.* the debtor and the plaintiff are the same party and the base case is a Chapter 7 filing), type NA in the receipt field.

  Note: If the Trustee is deferring the fee, after opening the adversary case, click the Adversary hypertext link; then click the Other hypertext link. Docket the event: Affidavit of Trustee-Plaintiff of Deferred Filing Fee.

- A system message appears: **"Enter Nature of Suit and Description in Docket Text**" to remind you to add these items to the **Final Docket Text** window which will appear on the next screen.

STEP 11 The **Final Docket Text** screen displays. **(See Figure 10)**

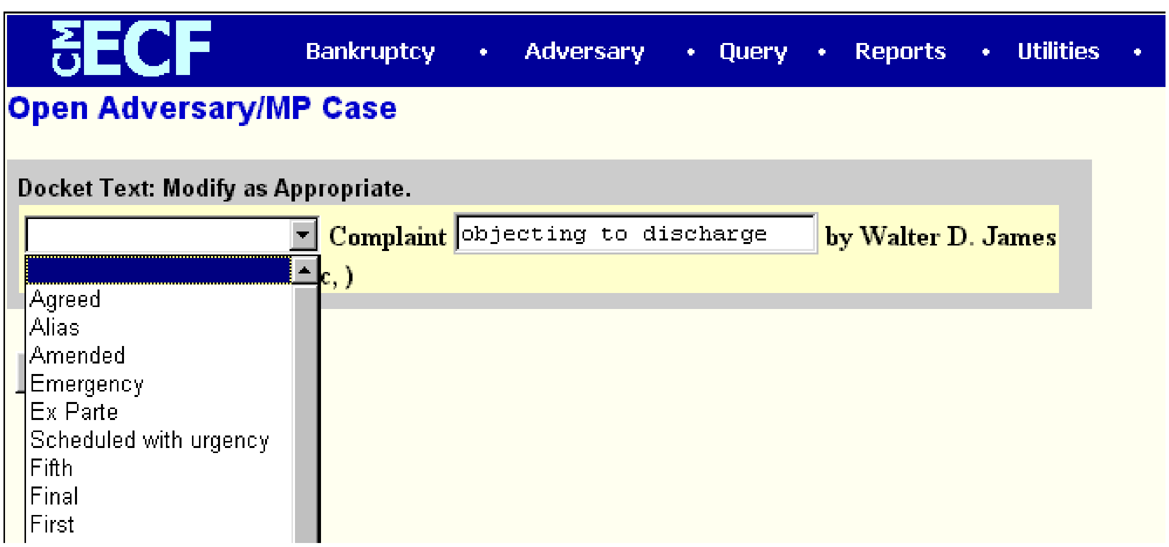


Figure 10

- A supplemental text box window and a prefix box are available to add more detail to the docket text.

- Click the down arrow ▼ to display the prefix options.
  Options to choose from are:

  [none]
  Agreed
  Alias
  Amended
  Emergency
  Ex Parte
  Scheduled with urgency
  Fifth
  Final
  First
  Fourth
  Interim
  Intervenors
  Joint
  Omnibus
  Opposition
  Proposed
  Sealed
  Second
  Sixth
  Supplemental
  Supporting
  Third
  Third Party

- A supplemental text box window is provided in which to type the nature of the suit(s).

- Verify the accuracy of the Final Docket Text.

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

STEP 12 The **Final Approval** screen displays.

◆ Verify the Final Docket Text. Read the warning message.

◆ If the Final Docket Text is <u>correct</u>:

  ◆ Click **[Next]** to continue and officially submit document.

◆ If the Final Docket Text is <u>incorrect</u>:

  ◆ 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 13 The **Notice of Electronic Filing** screen displays.

◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.

- Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.

- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.

- 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 As**.

- You may also save the notice through the browser **File/Save** option.

Attachments to Documents

This module demonstrates the steps to take when an electronically filed document has attachments. This would occur most frequently when a document (such as a motion, for example) was typed in word processing and converted to PDF format, but there were additional exhibits to be included with the filing. In that instance, there would be more than one *PDF* file; the document itself converted to PDF format in the word processor, and one or more attachments scanned and saved in *PDF* format separate from the main document.

Attachments to Documents

STEP 1 Scan the attachment(s) and convert to *PDF* format. (See module: Converting Scanned Documents to PDF Format Using Adobe Acrobat Software for additional information.) If there are multiple exhibits to attach to a single document, they may be scanned separately or as one attachment.

STEP 2 During the docketing process, the **PDF Document Selection** screen displays. **(See Figure 1)**

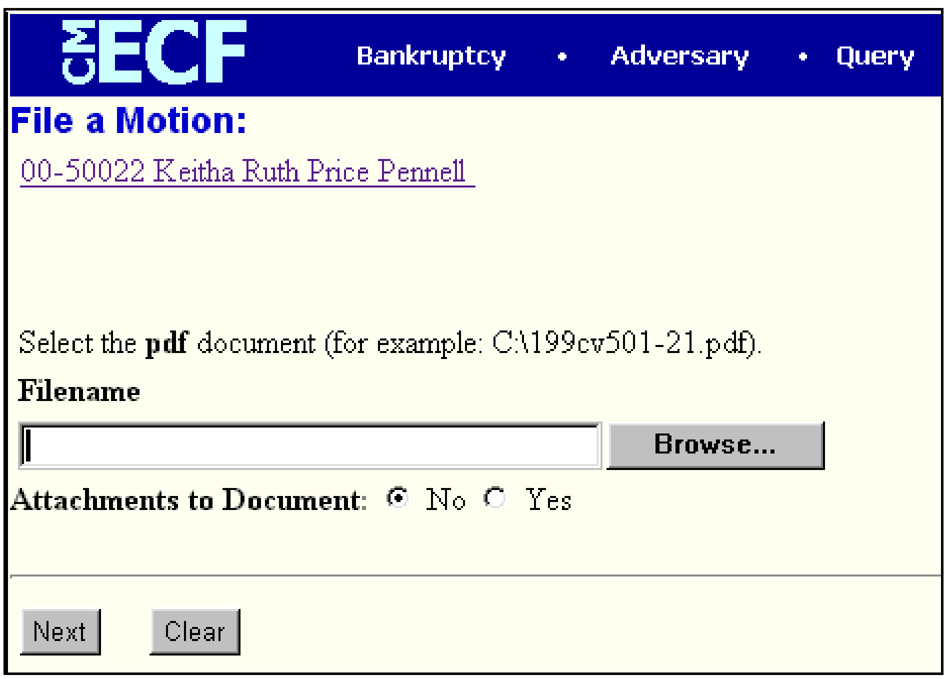


Figure 1

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located for the main document. Double-click the PDF file to select it

and associate it with the docket entry.
Note: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select ***Open*** to view the image in Adobe Acrobat.

- The **Attachments to Document** radio button defaults to **No.** Click to select **Yes**.

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

STEP 3 The **Attachments to Document** screen displays. **(See Figure 2)**

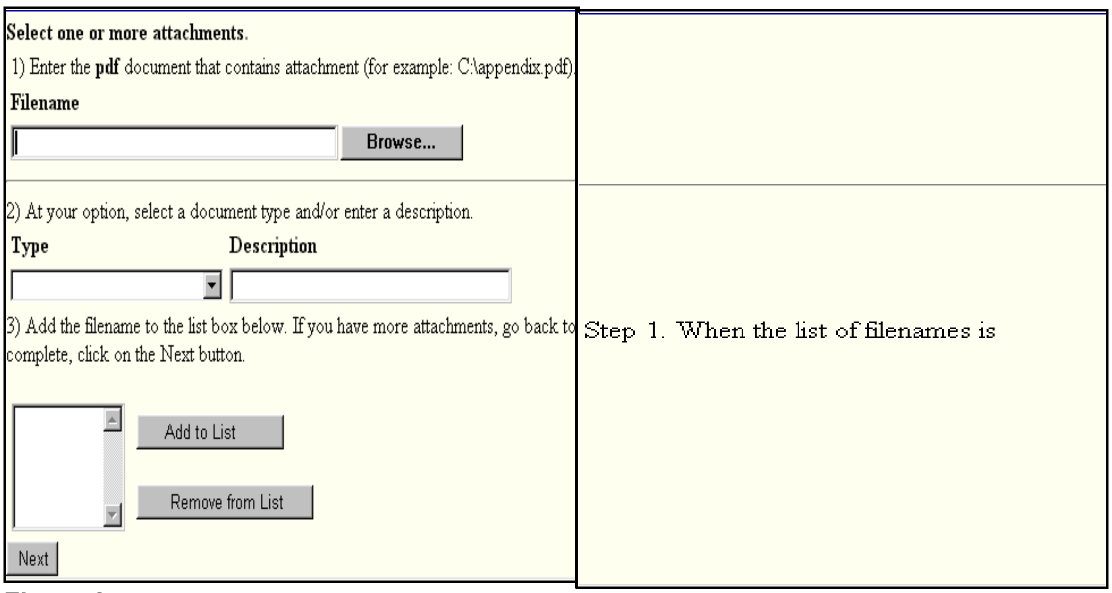


Figure 2

- In **Section 1)**, click **[Browse]**, then navigate to the directory where the **attachment** PDF file is located for the main document. Double-click the PDF **attachment** file to select it and include it with the main document for this docket entry.

STEP 4 The **attachment** *PDF* filename now displays in **Section 1)**. **(See Figure 3)**

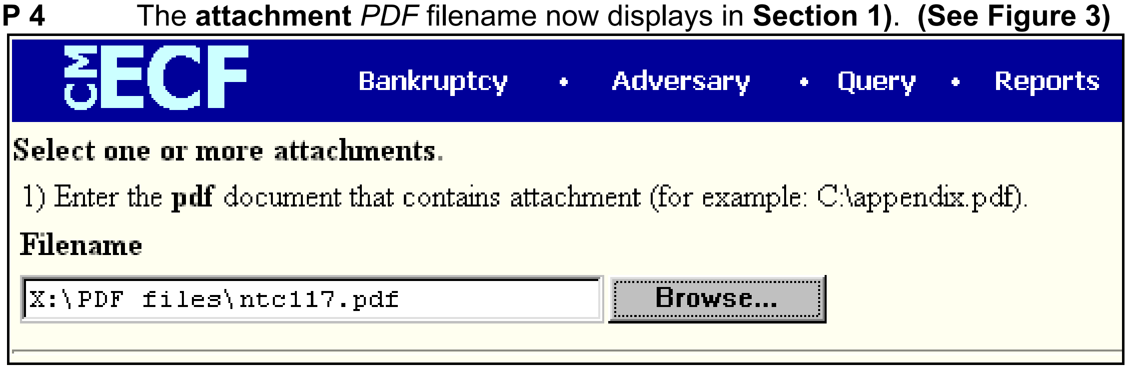


Figure 3

- **Section 2)** allows for descriptive information about this **attachment**.
  - Click on the down arrow ▼ to reveal the list of options in the **Type** category. **(See Figure 4)**

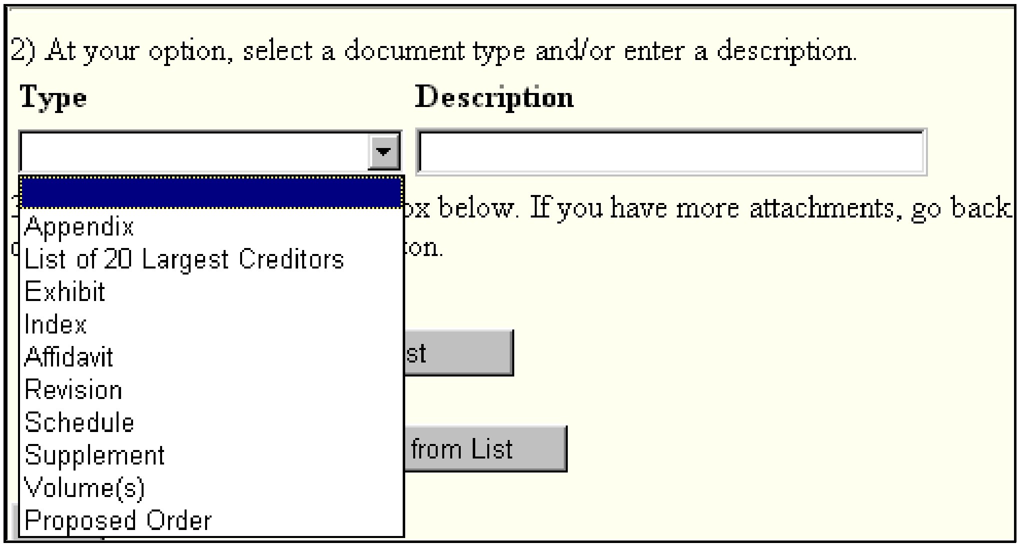


Figure 4

    - Click to highlight a **Type** if appropriate for this **attachment**, or leave blank.
  - Click inside the Description field to type the name of the **attachment**(s). As examples: *Deed of Trust and Promissory Note*; or *Security Agreement* (if only one attachment is included).
  - Click **[Add to list]** to include the **attachment** in the docket entry.

STEP 5 The **Attachment Filename** displays in **Section 3)**. **(See Figure 5)**

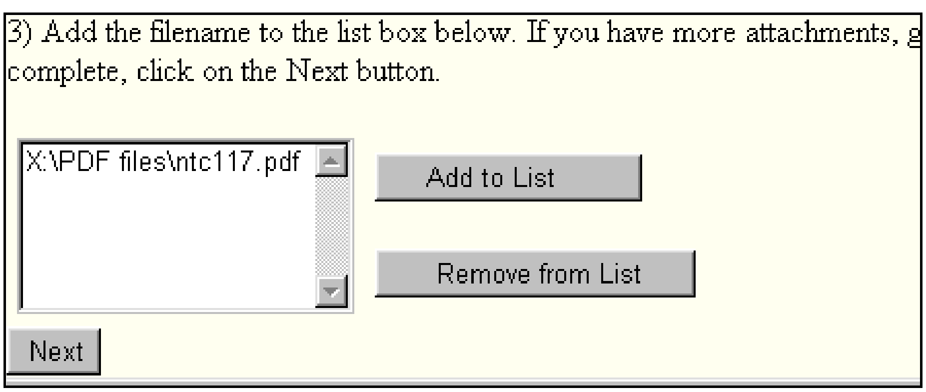


Figure 5

- If the **attachment** filename displayed is incorrect, click to highlight the filename, then click **Remove from List**.

- If there are additional attachments to include, repeat **Steps 3 and 4** until all attachments are displayed in **Section 3)**.

- Exhibits may be ‘chunked’ in segments of 15-25 pages each.

  - When all attachments are displayed in **Section 3)**, click **[Next]** to continue.

- Proceed to docket the remainder of the event as usual.

Monthly Calendar Report

There are three basic calendars available in the CM/ECF system: The **Monthly Calendar** which provides a snapshot of the Court's entire monthly activity; the **Daily Calendar** which provides a standardized schedule by day; and **Calendar Events** which is a variation of the Daily Calendar with more extensive options. (See also Modules: *Daily Calendar* and *Calendar Events*.) This module will demonstrate the steps to follow to print a Monthly Calendar Report.

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

\STEP 2 The **Reports** screen displays.

- Click the Calendar - Monthly hypertext link.

STEP 3 The **Report Selection Options** screen displays. **(See Figure 1)**

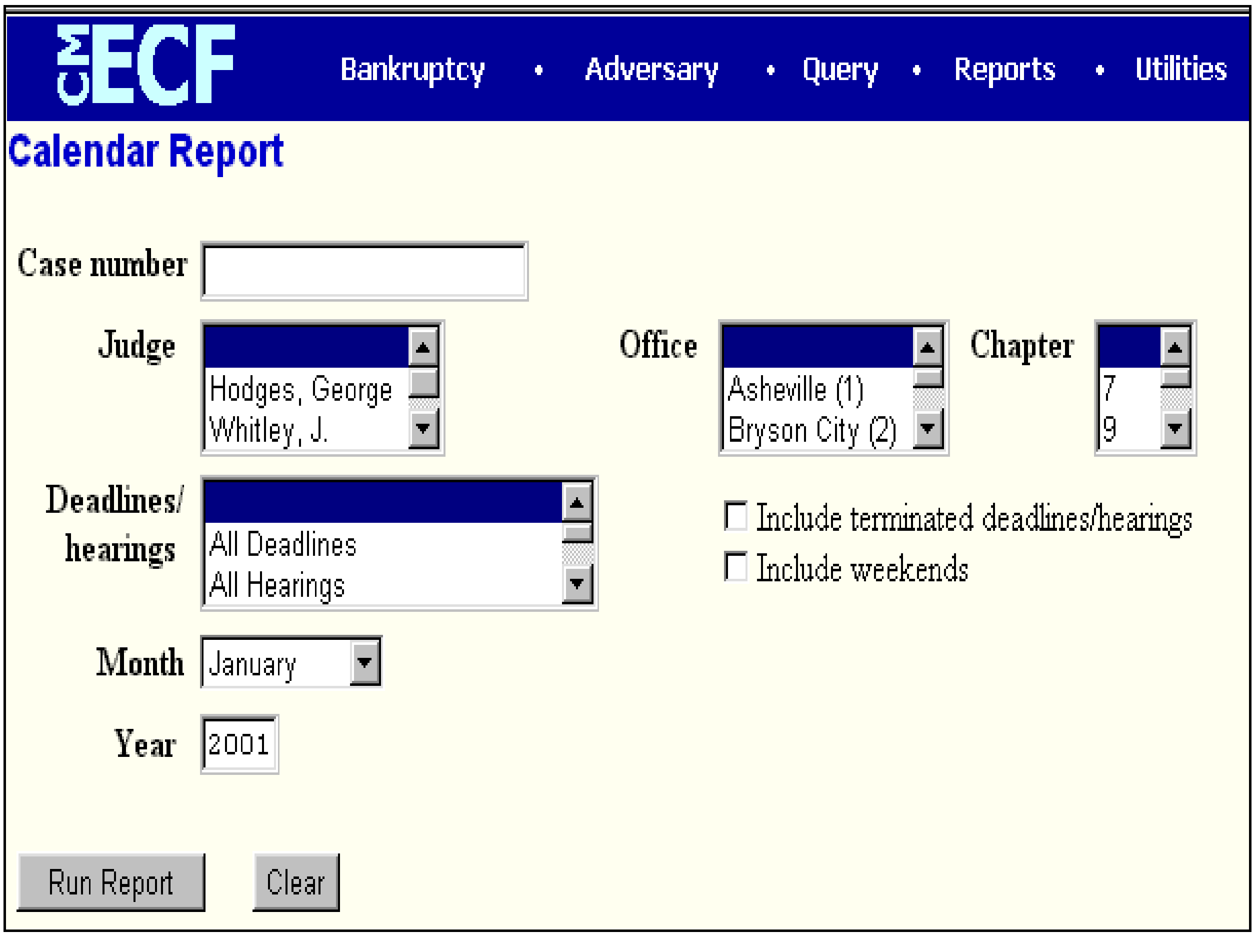


Figure 1

- Type the case number in yy-nnnnn format. Although a Monthly Report can be produced on a case-by-case basis, this is not a required field. Leaving the case number blank will produce a Monthly Report of all cases for the Judge, Office, Chapter and Deadline/hearings selected.

- The **Judge** category defaults to 'blank' which means 'all' Judges will be included in the Calendar Report. If you wish to limit the report to a specific Judge, click the down arrow ▼ to find and select the Judge. You may select more than one Judge by holding down the **[Ctrl]** key and clicking on additional Judge names.

- The **Office** category defaults to 'blank' which means 'all' Offices will be included in the Calendar Report. If you wish to limit the report to a specific Office, click the down arrow ▼ to find and select the Office. You may select more than one Office by holding down the **[Ctrl]** key and clicking on additional Office names.

- The **Chapter** category defaults to 'blank' which means 'all' Chapters will be included in the Calendar Report. If you wish to limit the report to a specific Chapter, click the down arrow ▼ to find and select the Chapter. You may select more than one Chapter by holding down the **[Ctrl]** key and clicking on additional Chapter numbers.

- The **Deadlines/Hearings** category defaults to 'blank' which means 'all' deadlines and hearings will be included in the Calendar Report. If you wish to limit the report to specific types of Deadlines and Hearings, click the down arrow ▼ to find and select the types of Deadlines and Hearings to display on the Calendar Report. You may select more than one type of Deadline/Hearing by holding down the **[Ctrl]** key and clicking on additional options.

- The option to **Include Terminated Deadlines/Hearings** is not selected. The report will not show terminated deadlines and hearings. If you wish to include them in the Calendar Report, click the radio box to place a checkmark in this option.

  Note: This option is available to show past activity. If this feature is selected, all terminated or satisfied schedules will display in red and include the date satisfied or terminated.

- The option to **Include Weekends** is not selected. The report will not show weekend days. If you wish to include weekend days in the Calendar Report, click the radio box to place a checkmark in this option.

- The **Month** category defaults to January. Click the down arrow ▼ to find and select the month for the Calendar Report.

- The **Year** category defaults to 2001. Accept the default or type a different

year.
Note: Press **[Clear]** to start over with the system defaults and begin selecting options again.

- When all Report Selections Options are correct, click **[Run Report]**.

STEP 4 The **Calendar Report** displays. **(See Figure 2)**

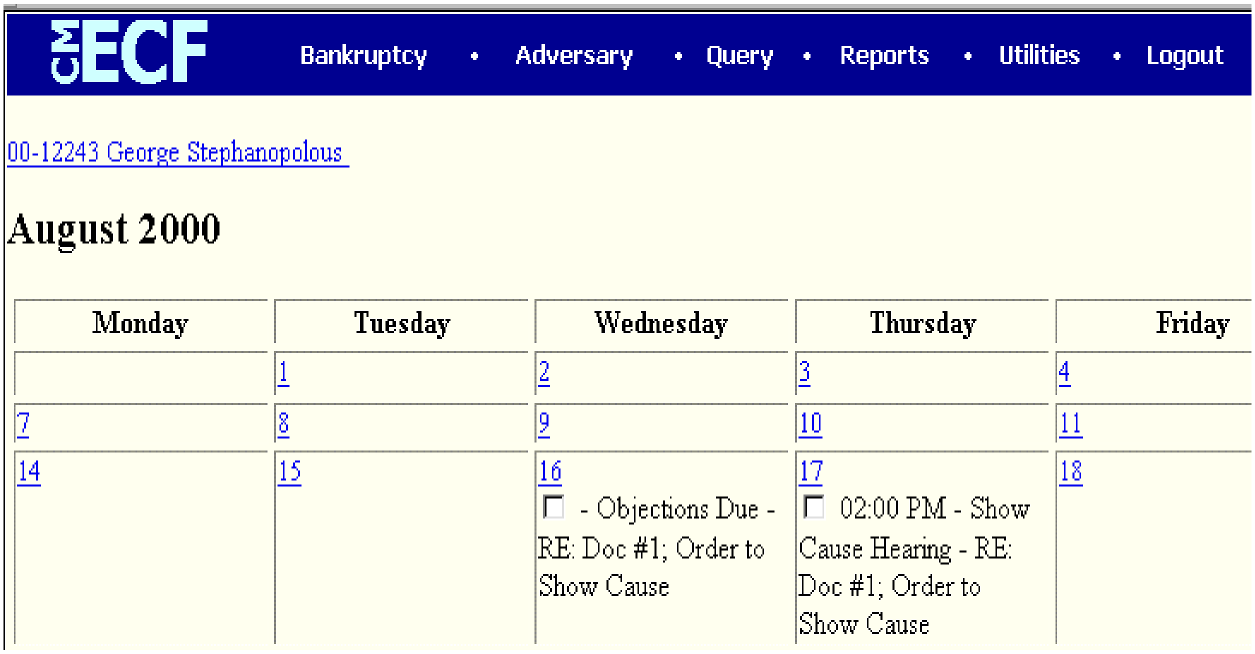


Figure 2

- If the Calendar Report was run for one case only, the case name and number will appear at the top left of the report in the form of a hypertext link. Clicking on the link will display the Docket Report for the case.

- A Hearing Event shows the hearing time and related issue being heard. **(See Figure 3)**

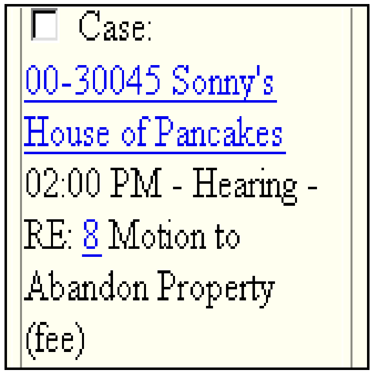


Figure 3

- Clicking on the case name/case number hypertext link will display the Docket Report.

- Clicking the Document Number hypertext link (8, in this example) will display a copy of the PDF image for the document: Motion to Abandon Property.

- A Deadline Event shows the deadline and the event that created the deadline. **(See Figure 4)**

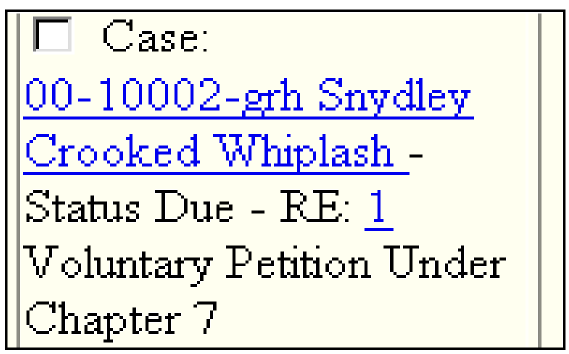


Figure 4

- Clicking on the case name/case number hypertext link will display the Docket Report.

- Clicking the Document Number hypertext link (1, in this example) will display a copy of the PDF image for the document: voluntary Petition Under Chapter 7. This is the document that created the deadline: Status Due.

Daily Calendar Report

There are three basic calendars available in the CM/ECF system: The **Monthly Calendar** which provides a snapshot of the Court's entire monthly activity; the **Daily Calendar** which provides a standardized schedule by day; and **Calendar Events** which is a variation of the Daily Calendar with more extensive options. (See also Modules: *Monthly Calendar* and *Calendar Events*.) This module will demonstrate the steps to follow to print a Daily Calendar Report.

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

STEP 2 The **Reports** screen displays.

- Click the Calendar - Daily hypertext link.

STEP 3 The **Report Selection Options** screen displays. **(See Figure 1)**

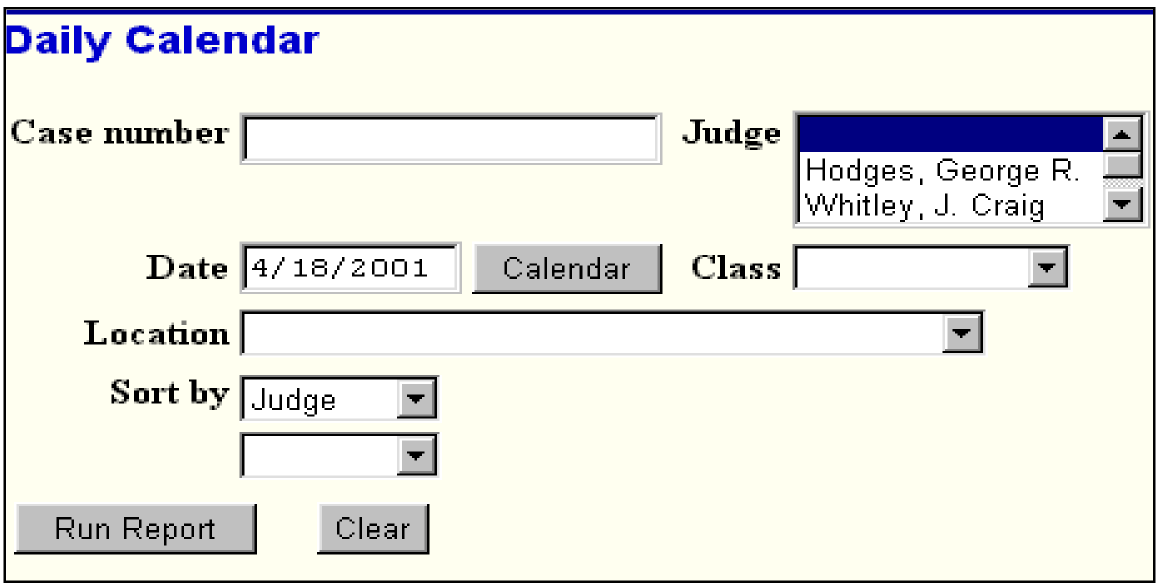


Figure 1

- Type the case number in yy-nnnnn format. Although a Monthly Report can be produced on a case-by-case basis, this is not a required field. Leaving the case number blank will produce a report of all cases for the Judge, Date, Class and Location selected.

- The **Judge** category defaults to 'blank' which means 'all' Judges will be included in the Calendar Report. To limit the report to a specific Judge, click the down arrow ▼ to find and select the Judge. Select more than one Judge by holding down the **[Ctrl]** key and clicking on additional Judge names.

- The **Date** category defaults to the current date. Enter the desired calendar date.

- The **Class** category defaults to 'blank' which means 'all' Classes will be included. The Daily Calendar Report may be limited to include only appointments, deadlines or hearings. However, if the search is limited, only one Class may be selected.

- The **Location** category defaults to 'blank' which means 'all' Locations will be included in the report. To limit the report to a specific Location, click the down arrow ▼ to find and select the Chapter. However, if the search is limited, only one location may be selected.

- The **Sort** field allows the report to be sorted by Judge and then Location, or Location and then by Judge.

  Note: Press **[Clear]** to start over with the system defaults and begin selecting options again.

- When all Report Selections Options are correct, click **[Run Report]**.

STEP 4 The **Daily Calendar Report** displays. **(See Figure 2)**

- For each case shown on the calendar, a hypertext link appears. Clicking the

U.S. Bankruptcy Court

Western District of North Carolina

Daily Calendar Report for 4/18/2001

Judge: Hodges, George R.

1-Main Courtroom First Floor

09:00 AM	98-31225 Pine Tree Foods, Inc. and Positran	Status Hearing Update Hearing Deadline
09:30 AM	00-20029 Robert J. Auger and M. Theresa Auger	Hearing RE: Doc #33; Motion for Relief from Stay (fee)
	00-20069 District Memorial Hospital of Southwestern North C	Hearing RE: Doc #147; Motion (Other)
	01-01003 R & D Plastics, Inc. v. Weaver et al	Hearing RE: Doc #8; Motion (Other)
		Hearing RE: Doc #8; Motion (Other)

Figure 2

link will display the docket report for the selected case.

Calendar Events Report

There are three basic calendars available in the CM/ECF system: The **Monthly Calendar** which provides a snapshot of the Court's entire monthly activity; the **Daily Calendar** which provides a standardized schedule by day; and **Calendar Events** which is a variation of the Daily Calendar with more extensive options. (See also Modules: *Monthly Calendar* and *Daily Calendar*.) This module will demonstrate the steps to follow to print a Calendar Events Report.

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

STEP 2 The **Reports** screen displays.

- Click the Calendar Events hypertext link.

STEP 3 The **Report Selection Options** screen displays. **(See Figure 1)**

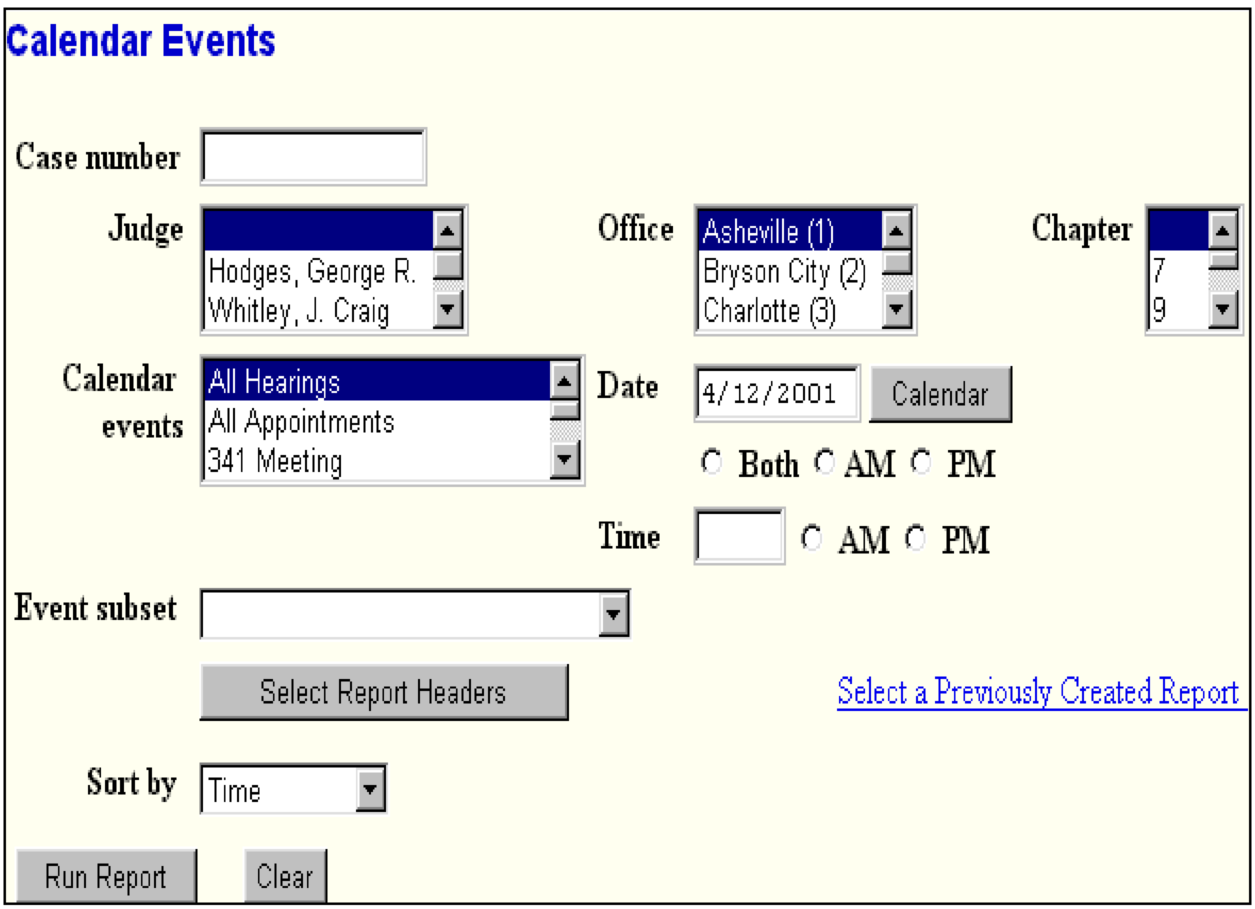


Figure 1

- Type the case number in yy-nnnnn format. Although a Monthly Report can be produced on a case-by-case basis, this is not a required field. Leaving the case number blank will produce a report of all cases for the criteria selected.

- The **Judge** category defaults to 'blank' which means 'all' Judges will be included in the Calendar Report. To limit the report to a specific Judge, click the down arrow ▼ to find and select the Judge. Select more than one Judge by holding down the **[Ctrl]** key and clicking on additional Judge names.
- The **Office** category defaults to 'blank' which means 'all' Offices will be included in the Calendar Report. To limit the report to a specific Office, click the down arrow ▼ to find and select the Office. Select more than one Office by holding down the **[Ctrl]** key and clicking on additional Office names.
- The **Chapter** category defaults to 'blank' which means 'all' Chapters will be included in the Calendar Report. To limit the report to a specific Chapter, click the down arrow ▼ to find and select the Chapter. Select more than one Chapter by holding down the **[Ctrl]** key and clicking on additional Chapter numbers.
- The **Calendar Events** category defaults to 'All Hearings'. Other event categories may be chosen to be included in the report. Select more than one Event by holding down the **[Ctrl]** key and clicking on additional Event names.
- The **Date** category defaults to the current date. Enter the desired calendar date. Select **Both**, **AM**, or **PM** and enter a time if desired. Leaving the time blank will result in a report containing all events, regardless of time, on the specific date chosen.
- The **Sort** field allows the report to be sorted by Time, or by Office and Time.

  Note: Press **[Clear]** to start over with the system defaults and begin selecting options again.

- When all Report Selections Options are correct, click **[Run Report]**.

STEP 4 The **Calendar Events Report** displays. **(See Figure 2)**

10:30 AM

99-10164 John Robert Pauwels Chapter: 7

David G. Gray representing John Robert Pauwels (Debtor)
Robert M. Pitts (Trustee)

Motion for Relief from Stay with Notice of Opportunity for Hearing - PROPERTY DESCRIPTION *property with any and all improvements thereon consisting of five acres located on Highway Henderson County, NC, Deed of Trust recorded in Book 609 at Page 615, Henderson County Registry*. If a response or objection is filed - DUE: *15 days*, a hearing will be held on DATE: *4/18/0* TIME: *10:30 a.m.*, LOCATION: *Asheville, NC* Filed by Paul A. Fanning on behalf of First-Citizer & Trust Company.

01-10088 Scott Albert Stanley Chapter: 7

Peggy A. Palms representing Scott Albert Stanley (Debtor)
Robert M. Pitts (Trustee)

Motion for Relief from Stay with Notice of Opportunity for Hearing - PROPERTY DESCRIPTION *Dodge Ram 2500*. If a response or objection is filed - DUE: *15 days*, a hearing will be held on DAT *04/18/01*, TIME: *10:30am*, LOCATION: *Asheville, NC* Filed by R. Keith Johnson on behalf of C Financial Company, L.L.C.

11:00 AM

Figure 2

- For each case shown on the calendar, a hypertext link appears. Clicking the link will display the docket report for the selected case.

- Clicking on the silver ball next to each entry will display related transactions, such as responses related to the motion on for hearing. (**See Figure 3**) The related transactions screen will provide a document number link which will display the pdf image for each document.

Case Number: 1-10088 Scott Albert Stanley (docket entries only)

Filing Date	#	Docket Text
03/07/2001	5	Motion for Relief from Stay with Notice of Opportunity for Hearing - PROPERTY DESCRIPTION: *Dodge Ram 2500*. If a response or objection is filed - DUE: *15 days*, a hearing will be held on DATE *04/18/01*, TIME: *10:30am*, LOCATION: *Asheville, NC* Filed by R. Keith Johnson on behalf of Chr Financial Company, L.L.C. (smr,)

Related Proceedings:

Filing Date	#	Docket Text
03/07/2001		Receipt of Motion RS Filing Fee. Receipt Number 00089083; Fee Amount $ 75 (related document(s (smr,)
03/27/2001	7	Response/Request for Hearing (related document(s)[5]) Filed by Scott Albert Stanley. Hearing sched 4/18/2001 at 10:30 AM at 1-Main Courtroom First Floor. (edc,)

Calendar Text: RE: Doc #5; Motion for Relief from Stay (fee)

Figure 3

Cases Filed Report

This module demonstrates the steps to take to obtain a Cases Filed Report in the CM/ECF system. This report can be broad or quite specific. Some of the features of this report include debtor information, file date, chapter number, case assigned judge, case assigned trustee and asset status.

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

STEP 2 The **Reports Menu** screen displays.

- Click the Cases hypertext link.

STEP 3 The **Report Selection Options** screen displays. **(See Figure 1)**

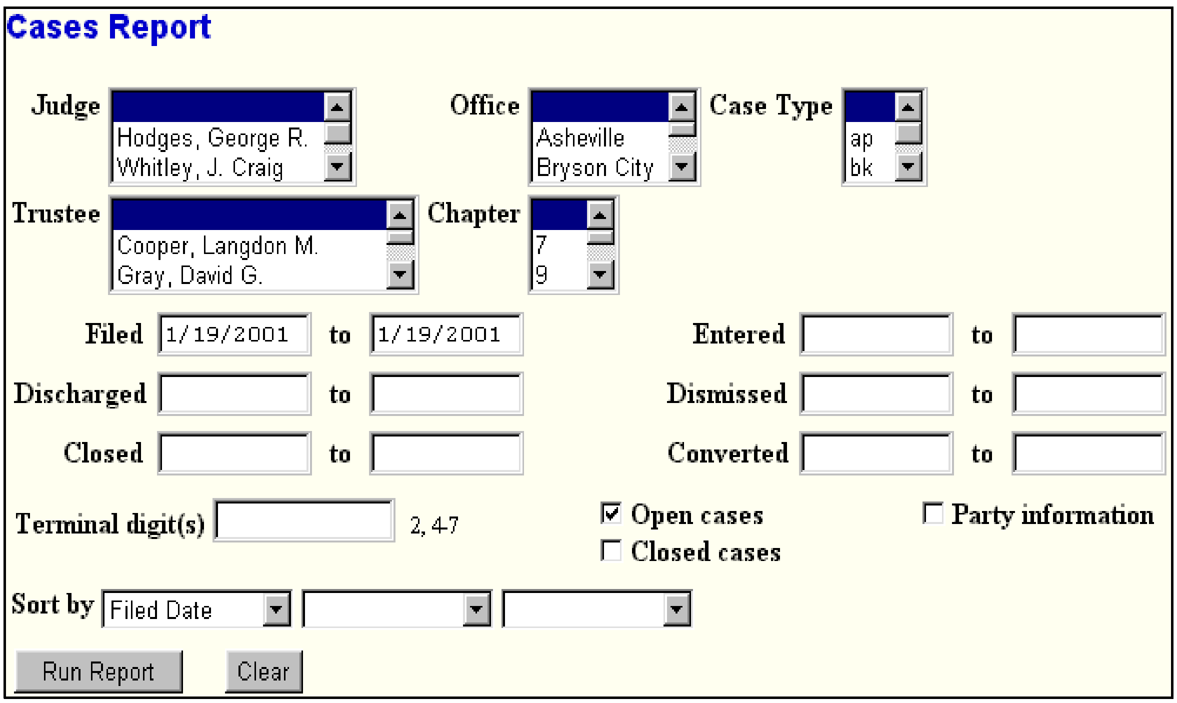


Figure 1

- The **Judge** category defaults to 'blank' which means 'all' Judges will be included in the Cases Report. If you wish to limit the report to a specific Judge, click the down arrow ▼ to find and select the Judge. You may select more than one Judge by holding down the **[Ctrl]** key and clicking on additional Judge names.

- The **Office** category defaults to 'blank' which means 'all' Offices will be included in the Cases Report. If you wish to limit the report to a specific

Office, click the down arrow ▼ to find and select the Office. You may select more than one Office by holding down the **[Ctrl]** key and clicking on additional Judge names.

- The **Case Type** category defaults to ‘blank’ which means ‘all’ Case Types will be included in the Cases Report. If you wish to limit the report to a specific Case Type, click the down arrow ▼ to find and select the Case Type. You may select more than one Case Type by holding down the **[Ctrl]** key and clicking on additional Case Type choices.

- The **Trustee** category defaults to ‘blank’ which means ‘all’ Trustees will be included in the Cases Report. If you wish to limit the report to a specific Trustees, click the down arrow ▼ to find and select the Trustee. You may select more than one Trustee by holding down the **[Ctrl]** key and clicking on additional Trustee names.

- The **Chapter** category defaults to ‘blank’ which means ‘all’ Chapters will be included in the Cases Report. If you wish to limit the report to a specific Chapter, click the down arrow ▼ to find and select the Chapter. You may select more than one Chapter by holding down the **[Ctrl]** key and clicking on additional Chapter numbers.

- There are various ways to limit the results of the Cases Report. Although optional, these fields are:

  - **Filed**; limiting the report to cases filed during a specific period of time.

  - **Entered**; limiting the report to cases entered on the system during a specific period of time.

  - **Discharged**; limiting the report to cases discharged during a specific period of time.

  - **Dismissed**; limiting the report to cases dismissed during a specific period of time.

  - **Closed**; limiting the report to cases closed during a specific period of time.

  - **Converted**; limiting the report to cases converted during a specific period of time.

    - Any combination (or none) of these limiting report options may be chosen.

  - The **Terminal Digits** field is available if you wish to limit the report to a specific terminal digit(s).

- The **Open Cases** radio box is automatically checked. If you wish to only see closed cases, un-check the Open Cases radio box and select Closed Cases. Both open and closed cases may be selected.

- Click to place a checkmark in the **Party Information** radio box if you wish the report to include Party Information.

- Click the down arrow ▼ to reveal the list of options in the **Sort By** field. The report may be sorted by: Filed Date, Entered Date, Case Number, Terminal Digit, Case Type, Office, Trustee and Judge. Up to three sort criteria may be chosen. The default is one sort, based upon Filed Date.

- When all selections are correct, click **[Run Report]** to continue.

  Note: To return to the original default selections and begin again, click **[Clear]**.

STEP 4 The **Cases Report** displays. **(See Figure 2)**

Case No. Related Case Info	Tp	Ch	Party Info	Judge Trustee	Dates	Other Info
94-30757	bk	13	**Rosemary Elaine Donaldson** 1990 Saint Paul Church Road Clover, SC 29710 SSN: 231-74-7779	Hodges Tadlock	*Filed:* 06/14/1994	*Office:* Charlotte *Asset:* Yes *Fee:* Paid *County:* Yadkin
94-10441	bk	13	**William G. Capps** P. O. Box 268 Candler, NC 28715-0268 SSN: 240-50-5286	Hodges Gray	*Filed:* 09/28/1994	*Office:* Asheville *Asset:* Yes *Fee:* Paid *County:* Buncombe

Figure 2

- In the Figure 2 example, the **Party Information** box was selected. The report shows detailed debtor information.

- To print a copy of the report, click the browser **[Print]** icon.

- To save a copy of the report, click **[File]** on the browser menu bar and select **Save Frame As**.

- You may also save the report through the browser **File/Save** option.

Docket Reports

This module demonstrates the steps to take to display or print a Docket Report in CM/ECF.

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

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

- Click the Docket Report hypertext link.

STEP 3 The **Pacer Login** screen displays. **(See Figure 1)**

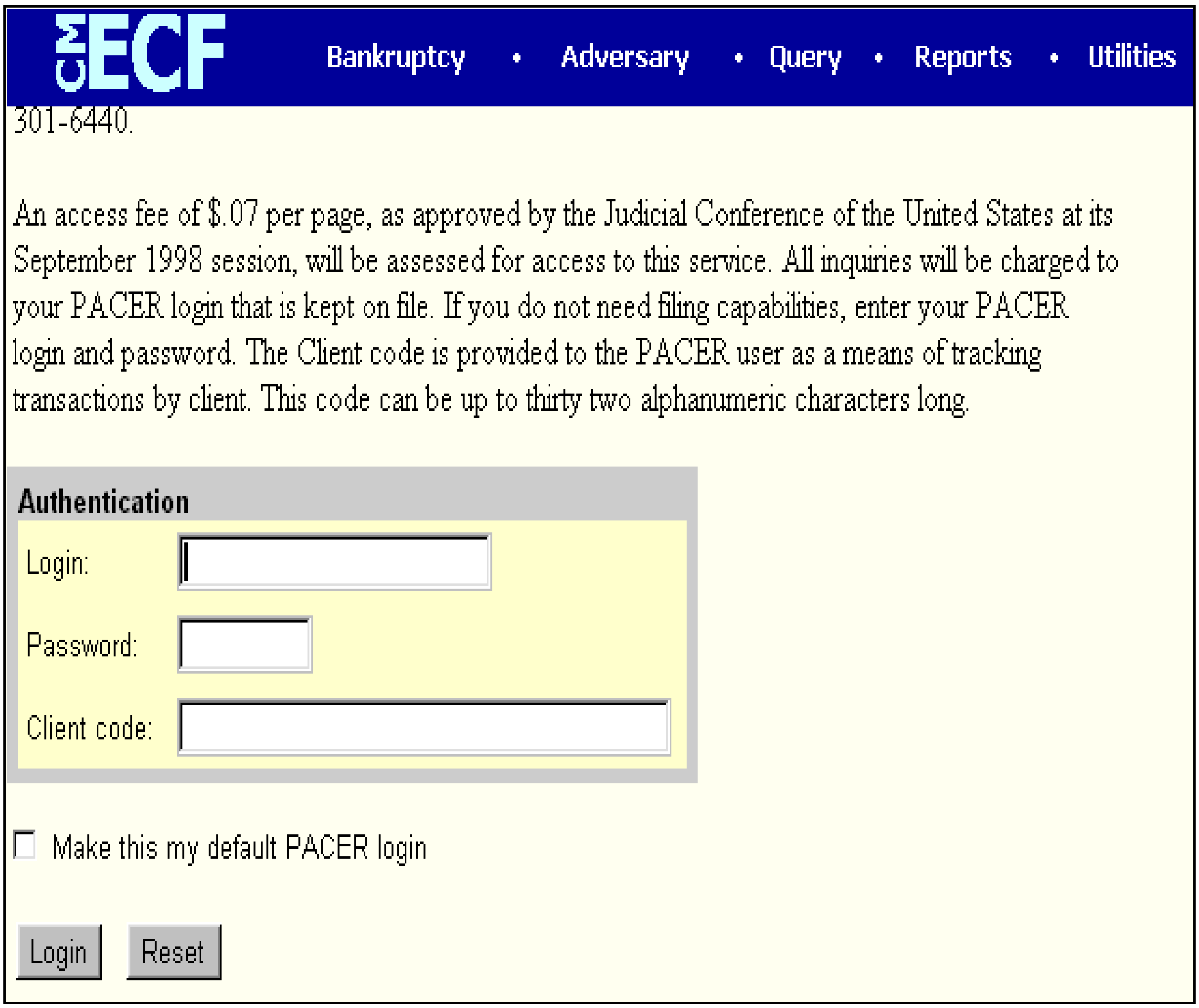


Figure 1

- Enter the Pacer **Login**.
- Enter the Pacer **Password**.

- Enter a **Client Code**, if any.

  Note: Once logged into Pacer, you will not be asked again for the Login, Password and Client Code. Any fee-based transactions will automatically billed to the Pacer account. If you wish to change to a different Client Code, or if you wish to change from the Trustee Pacer account to the attorney Pacer account, click Logout on the CM/ECF Main Menu Bar. Then log back into ECF. You will then be presented with a new Pacer login screen when requesting a fee-based transaction.

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

STEP 4 The **Docket Sheet Request** screen displays. **(See Figure 2)**

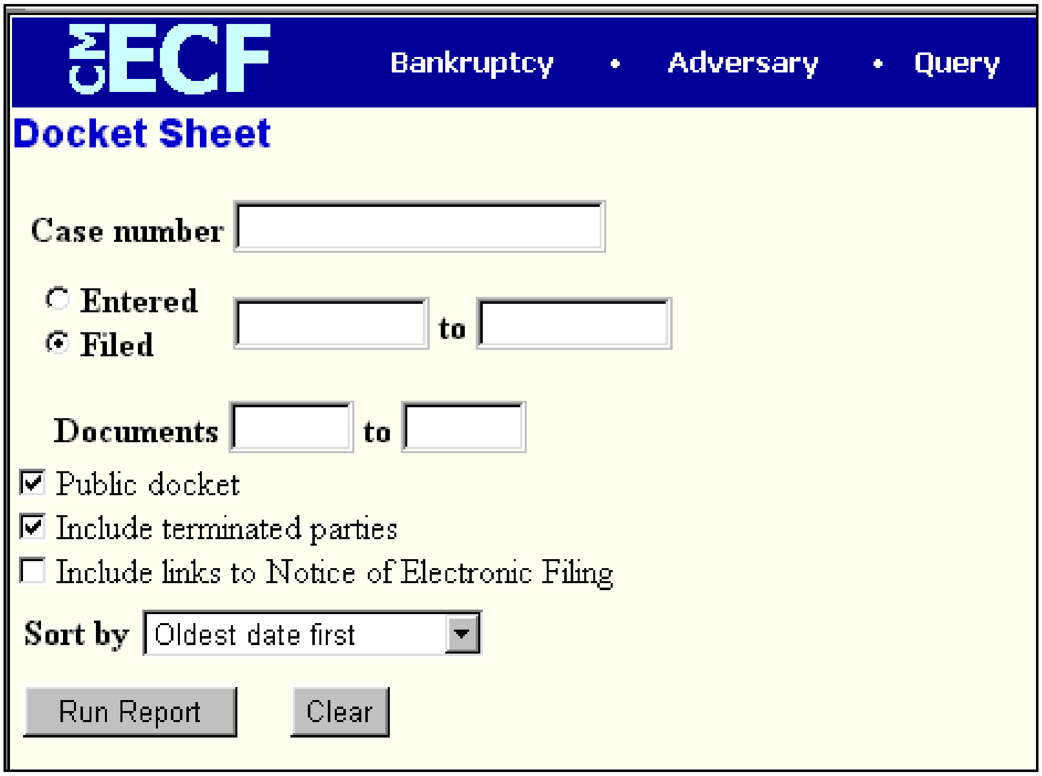


Figure 2

- Enter the case number in yy-nnnnn format including the dash.

- The radio button for the option **Filed** is the default. Leaving this as the default, the Docket Report will be displayed showing the dates documents were *filed*. Changing the default from **Filed** to **Entered**, will result in seeing a Docket Report that will be displayed showing the dates documents were *entered* on the docket. **Filed** is recommended.

- If you want to limit your search to a range of documents, you may do so by entering the document number range in the **Documents ____ to _____** field.

- The report defaults to **Public Docket**. This is the recommended default.

- The report defaults to **Include terminated parties**. This is the recommended default.

- If access to the *Notices of Electronic Filing* pertaining to docket entries is needed, click to place a checkmark in the box for the option: Include links to Notice of Electronic Filing.

- Click the down arrow ▼ to reveal the list of **Sort by** options. The system defaults to *Oldest Date First*. The other options is:

  - *Most Recent Date First.* Select this option if you wish the docket entries to be presented from newest to oldest.

  Note: To return to the system default for all options, click **[Clear]**.

- When the selections have been made, click the **[Run the Report]** to continue.

STEP 5 The **Docket Report** displays.

- Click the down arrow ▼ to scroll through the entire Docket Report.

- Clicking on a document number hypertext link will provide the *PDF* image of the filed document **(See Figure 3)**. In the example below, clicking on the hypertext link 4 would open the image for the Trustee's Report of No Distribution.

- If there is a related document, clicking the document number of the related document would open the the *PDF* image for the document to which this docket entry is related (linked).

05/30/2001	4	Trustee's Report of No Distribution. (sll,) (Entered: 05/31/2001)

Figure 3

- To print the Docket Report, click the browser **[Print]** icon.

- To save a copy of the Docket Report, click **[File]** on the browser menu bar and select **Save Frame As**.

- You may also save the Docket Report through the browser **File/Save** option.

- If the option to view Notices of Electronic Filing was selected on the Docket Sheet Request screen, a silver ball will be located to the left of the document number hypertext link. **(See Figure 4)**

05/30/2001	4	Trustee's Report of No Distribution. (sll,) (Entered: 05/31/2001)

Figure 4

- Click the silver ball to view the **Notice of Electronic Filing**.
- The **Version Type** screen displays. **(See Figure 5)**

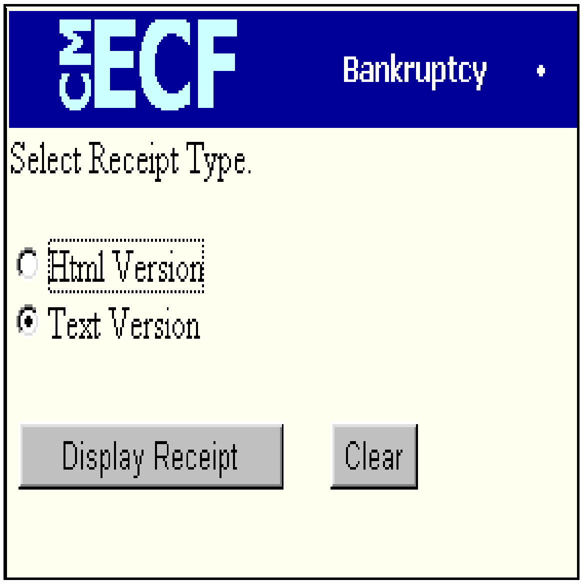


Figure 5

- Select to view the Notice of Electronic Filing in either Html Version or Text Version.
- Click **[Display Receipt]** to continue.
- The Html version will contain hypertext links to the docket report and to the document PDF image. The Text Version contains no hypertext links.

E-Mail Notification

This module demonstrates the functions of the CM/ECF E-Mail Notification System. It will provide step-by-step instructions for establishing and editing e-mail notification information.

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

STEP 2 The **Utility Options** screen displays.

- Click the Maintain Your ECF Account hypertext link.

STEP 3 The **User Account** screen displays.

- Name, address and other user account information appears and may be edited as necessary.
- Click **[Email Information]**.

STEP 4 The **Email Information screen** displays. **(See Figure 1A)**

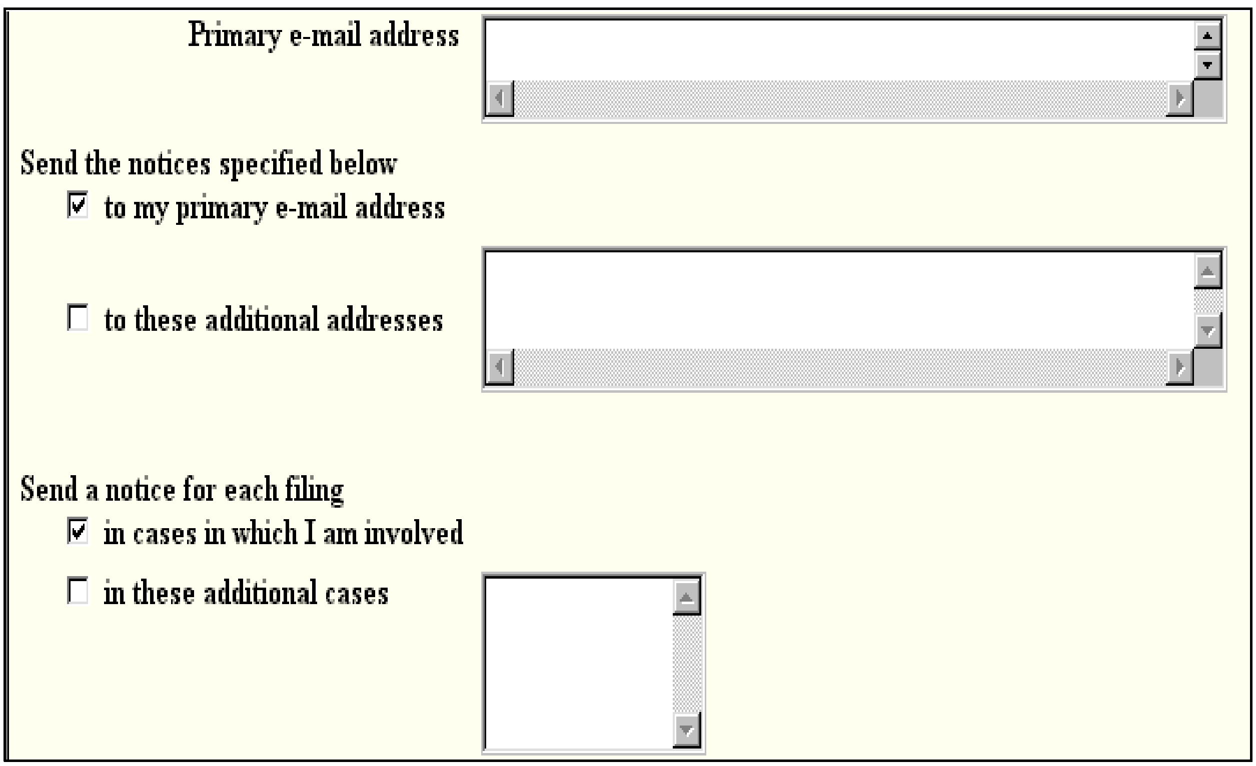


Figure 1A

- The **Primary e-mail address** field will contain your current system e-mail address. Edit if necessary. All ECF filing attorneys must maintain a primary e-mail address for court notification.

- **Send the notices specified below** field allows the entry of additional e-mail addresses to which notices will be sent.
    - Click in the radio box to select to send notices **to my primary e-mail address**.
    - Click in the radio box to choose to send notices to additional e-mail addresses listed. Add additional e-mail addresses (or delete addresses no longer needed).
- The default for email notification is to send email notification of filings in all cases in which the attorney is involved. This is required. However, if there are other cases in which the attorney is not involved but notices are desired:
    - Type the case numbers in yy-nnnnn format (or delete case numbers for which notification is no longer desired).

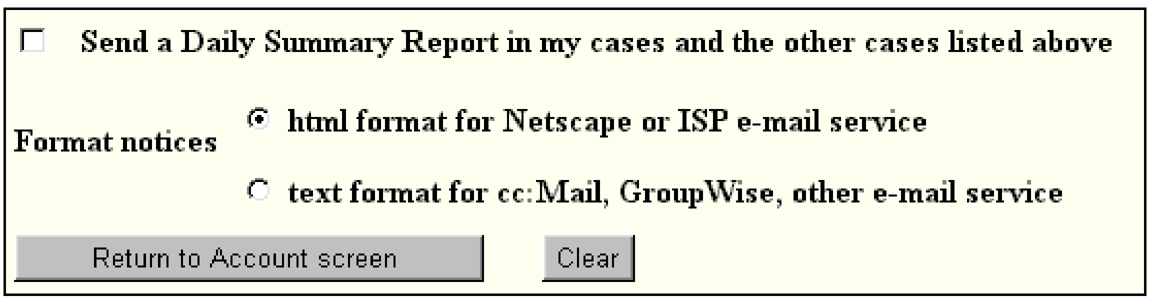


Figure 1B

- **Figure 1B** shows the option for choosing to have notices sent in the form of a **Daily Summary Report**. A Daily Summary Report shows a listing of all cases for which filings occurred during the day. Select this option if desired. If not selected, individual filing notices will be sent by the system.
- If choosing a **Daily Summary Report**:
    - **Format notices** - choose to receive notices in either html or text format. The option is html format.
    - If changes have been made, be sure to click **[Return to Account screen]**
    - At the Account Screen, click **[Submit]** to be sure changes have been saved.

    Note: Selecting **[More User Information]** at the account screen allows you to change your own user login and password. If these are changed, you must notify the Court with the new information. It is also HIGHLY encouraged that the screen be printed showing the new login and password and kept in a safe place for future reference.

Query

This module demonstrates the functions of the CM/ECF Query feature. This feature allows access to case information, document images, attorney information, deadline and hearing information, pending motions, and much more.

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

STEP 2 The **Query Search** screen displays. **(See Figure 1)**

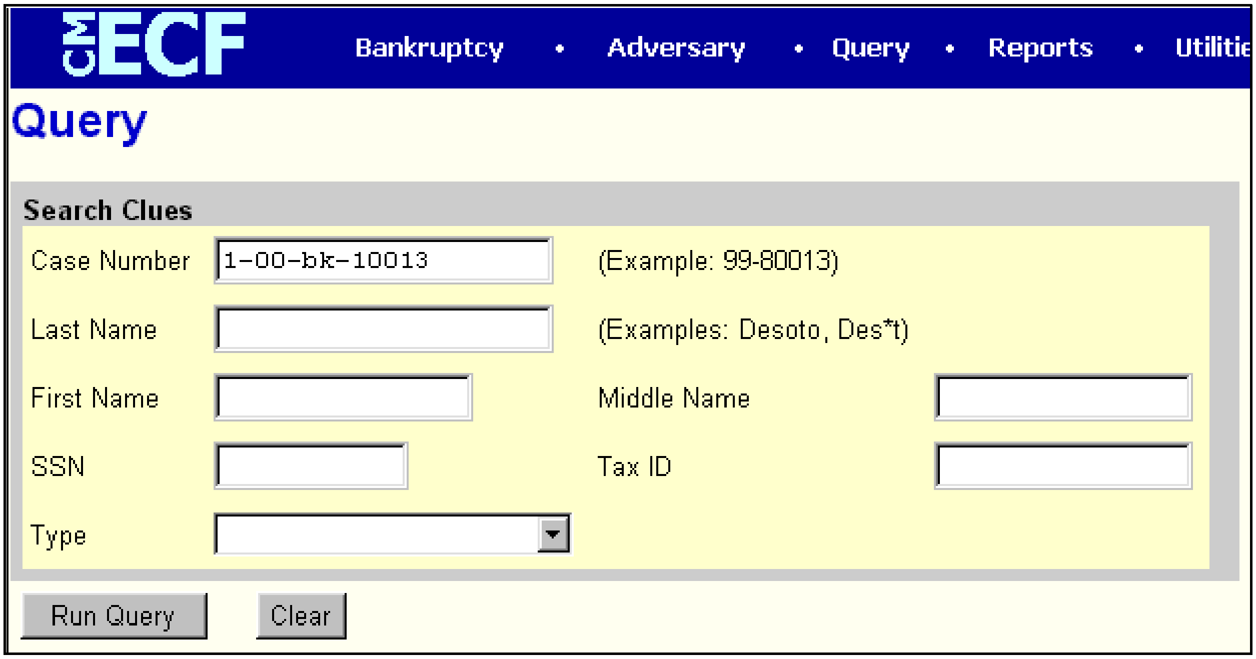


Figure 1

- Query searches can be based upon various pieces of information. The options are:
  - Case Number
  - Last Name
  - First Name
  - Middle Name
  - SSN
  - Tax ID
  - Type (Attorney, Bankruptcy Administrator, Party, Professional, Trustee, U.S. Trustee)
- Enter the information upon which the Query Search should be based.
- Click **[Run Query]** to continue.

Note: To return to the original blank defaults and begin the search again, click **[Clear]**.

STEP 3 The **Query Results** screen displays. **(See Figure 2)**

Figure 2

- If the Query Search found more than one case that matched the search criteria, a list of matches will be presented. Click on the hypertext link for the match. The desired case will be presented.

- If the Query Search found only one match, the case will be presented. **(See Figure 3)**

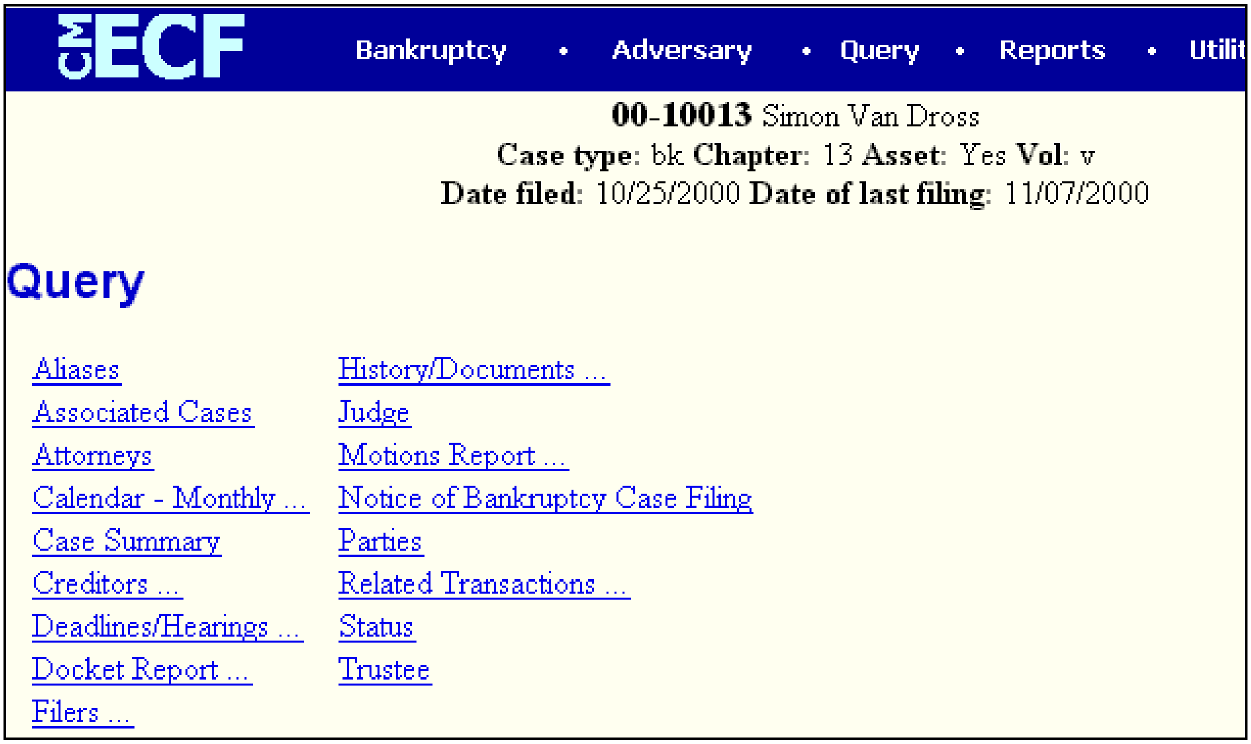


Figure 3

- Basic case information is listed at the top of the Query Results screen. This includes the case name, case number, asset status, **v**oluntary or **i**nvoluntary status, the case file date, the chapter number, and the date of the last docket entry. Additional options are:

  - **Aliases** - showing any aliases listed for the case.

  - **Associated Cases** - showing any associated cases, such as adversary proceedings or jointly administered cases.

  - **Attorneys** - showing names, addresses and phone numbers of the case attorneys and the party representation.

  - **Calendar-Monthly** - is a hypertext link to the Monthly Calendar Report to display the Monthly Calendar for the selected case. (See Module: *Monthly Calendar Report* for additional information).

  - **Case Summary** - provides basic case summary information including debtor social security number, file opening, closing, discharge, dismissal and conversion dates.

- **Creditors** - is a hypertext link to the Creditor Report permitting the viewing of the case creditors names and addresses.

- **Deadlines/Hearings** - is a hypertext link to the Deadlines/Hearings report providing a quick glance at all hearings and deadlines set for the case.

- **Docket Report**- is a hypertext link to the docket sheet for the case.

- **Filers** - shows the names of all parties (filers) in the case. A hypertext link is available which provides a list of documents filed by each party-filer. Within the document list:

    - Access to a document image is obtained by clicking on the document number hypertext link.

    - Access to a Notice of Electronic Filing is obtained by clicking on the silver ball next to each document. (Within the Notice of Electronic Filing there is also a hypertext link to the document image.)

- **History/Documents** is a hypertext link to the History/Documents report. This report can include all events or only events with attached documents. Displaying the docket text is optional. The report can be sorted to show either oldest documents first, or to show the more recent documents first.

- **Judge** - displays Judge information for the selected case.

- **Motion Report** - shows motions (either pending, terminated or both) for the selected case.

- **Notice of Bankruptcy Filing** - is an official electronic notice of the filing of the selected case. It may be printed at any time.

- **Parties** - shows names and addresses all parties in the selected case as well as their counsel.

- **Related Transactions** - shows docket entries related to this case.
    - Access to a document image is obtained by clicking on the document number hypertext link.

    - Access to a Notice of Electronic Filing is obtained by clicking on the silver ball next to each document. (Within the Notice of Electronic Filing there is also a hypertext link to the document image.)

- **Status** - shows pending and terminated status information for the case.

- **Trustee** - shows the name and address of the trustee assigned to the selected case.

CM/ECF EVENTS - NON- COURT USERS

BANKRUPTCY EVENTS

Answer/Response

-Reference an Existing Motion/Application

Amended Answer to Complaint
Answer to Amended Complaint
Objection/Request for Hearing
Response/Objection
Response/Request for Hearing
X- Other Document

-Other Answers

Answer to Involuntary Petition(Use When Summons Service Executed Docketed by Attorney)
Answer to Involuntary Petition(Use When Summons Service Executed Docketed By Court User)
Response/Objection

Appeal

Addendum to Record on Appeal
Appellant Designation
Appellee Designation
Cross Appeal (Fee)
Motion for Leave to Appeal
Notice of Appeal (Fee)
Statement of Issues on Appeal

Batch Filings(TRUSTEES ONLY)

341 Held-Recommend Confirmation
Assignment of Claim
BA Trustee Status Report - Hearing Continued
BA Trustee Status Report - Hearing Held
Chapter 12/13 Final Report & MOTION FOR DISCHARGE
Chapter 12/13 Final Report and Account AFTER DISMISSAL or HARDSHIP DISCHARGE
Motion Allowance of Claims
Motion Dismiss Case (Ch13) w/TrHrg
Motion Dismiss/Convert w/TrHrg (Fee)
Motion Dismiss/Convert/Modify w/TrHrg (Fee)
Motion Dismiss/Modify w/TrHrg
Motion Modify Plan (No Protest)
Motion Modify Plan w/TrHrg
Motion Modify/Convert (No Protest) (Fee)
Notice Amend Wage Deduction
Notice Intent Dismiss Case
Notice Intent Suspend Payments
Notice Terminate Wage Deduction
Notice of Transfer of Claim & Opportunity to Object
Semi-Annual Report
Trustee’s Fee Paid (COURT ONLY)

Claim Actions (NONE AVAILABLE)

Creditor Maintenance

Enter Individual Creditors
Upload a Creditor Matrix File

File Claims (Do Not Use: Claims CANNOT be electronically filed at this time)

Motions/Applications

Abandon Property (No Protest) (fee)
Abandon Property (fee) w/Hearing
Administrative Expenses w/Hearing
Allow Service by First-Class Mail (No Protest)
Appear Pro Hac Vice (fee)
Appoint Chapter 11 Trustee w/Hearing
Assume/Reject (No Protest)
Assume/Reject w/Hearing
Avoid Judgment Lien (No Protest)
Avoid Judgment Lien w/Hearing
Avoid Lien (No Protest)
Avoid Lien w/Hearing
Change Venue (No Protest)
Change Venue w/Hearing
Compensation (No Protest)
Compensation w/Hearing
Consolidate Cases w/Hearing
Consolidate Proceedings w/Hearing
Continue/Reschedule Hearing (Ex Parte)
Convert Case (fee) w/Hearing
Deconsolidate/Split (fee) w/Hearing
Deposit Funds to Registry
Dismiss Case w/Hearing
Dismiss Party w/Hearing
Employ Attorney w/Affidavit
Employ Professional w/Affidavit (Ex Parte)
Extend Time (Ex Parte)
Extend Time (w/Hearing)
Hardship Discharge (w/Hearing)
Incur Debt (Ch. 13)(No Protest)
Incur Debt w/Hearing
Jointly Administer Cases w/Hearing
Modify Plan (Ch. 13)(No Protest)
Modify Plan w/Hearing
Moratorium (No Protest)
Moratorium w/Hearing
Objection to Claim (No Protest)
Objection to Claim w/Hearing
Objection to Confirmation w/Hearing
Objection to Exemptions
Objection to Exemptions w/Hearing
Objection to Valuation of Collateral w/Hearing
Pay Filing Fee in Installments (Ex Parte)
Pay Unclaimed Funds (w/Hearing)
Prohibit Use of Cash Collateral w/Hearing
Reconsideration w/Hearing
Relief from Co-Debtor Stay (No Protest)
Relief from Co-Debtor Stay w/Hearing
Relief from Stay (No Protest)(fee)
Relief from Stay (fee) w/Hearing
Reopen Case (fee) (no protest)
Reopen Case (fee) ex parte
Sanctions w/Hearing

Sell (No Protest)
Sell w/Hearing
Shorten Notice(Ex Parte)
Substitute Counsel w/Hearing
Transfer Case w/Hearing
Use Cash Collateral w/Hearing
Vacate/set aside/rescind order w/Hearing
Withdraw Reference (fee)
Withdraw as Attorney w/Hearing
X - Other Motion (No Protest)
X - Other Motion (w/Hearing)
X - Motion PDF to BNC (COURT USE ONLY)

Multi-Case Docketing(NONE AVAILABLE)

Notices

Creditor Request for Notices
Notice of Address Change
Notice of Appearance(Attorney)
Notice of Deconsolidation (fee)
Notice of Default Pursuant to Consent Order
Notice of Disinterest
Notice of Hearing
Notice of Opportunity for Hearing
Notice of Voluntary Conversion of Case from 11 to 7 (fee)
Notice of Voluntary Conversion of Case from 13 to 7 (fee)
Notice of Voluntary Conversion of Case from 7 to 11 (fee)
Notice of Voluntary Conversion of Case from 7 to 13
Notice of Voluntary Dismissal of Chapter 12/13 Case
Notice of Withdrawal of Document
Notice to Take Deposition
Withdrawal of Claim
Withdrawal of Objection to Claim
X - Notice (Other)

Open A BK Case

Open A BK Case (Involuntary)

Other

01-Voluntary Petition Under Chapter 7 (fee) - COURT USE ONLY
02- Voluntary Petition Under Chapter 13 (fee) - COURT USE ONLY
03-Voluntary Petition Under Chapter 11 (fee) - COURT USE ONLY
05 (crt) Voluntary Petition Under Chapter 12 (fee) - COURT USE ONLY
06 (crt) Involuntary Petition Under Chapter 7 (fee) - COURT USE ONLY
Affidavit
Amended Document (Other)
Amended Schedules (Other)
Amended Voluntary Petition
Amendment- Adding New Names of Changing Amounts(Fee)
Amendment to Matrix(Fee)
Assignment of Claim(s)
Certificate of Service
Chapter 11 Final Report & Account
Chapter 11 Quarterly Fee Statement
Exhibit(s)

- Exhibit(s) List
- Findings of Fact & Conclusion of Law
- Matrix (Creditor Disk)
- Matrix (Creditor List in PDF)
- Missing Schedules and Statements Filed (no fee)
- Monthly Status/Operating Report (Chapter 11)
- Post-Confirmation Report
- Reaffirmation Agreement
- Report of Substantial Consummation
- Rule 1019 Report
- Special Event-Deconsolidation - COURT USE ONLY
- Special Event-Involuntary Petition Received (11) - COURT USE ONLY
- Special Event-Involuntary Petition Received (7) - COURT USE ONLY
- Statement of Compliance
- Statement of Financial Affairs
- Statement of Intent
- Stipulation
- Summary of Ballots
- Summons Service Executed (Involuntary)
- X - Other Document

Plan

- Chapter 11 Disclosure Statement
- Chapter 11 Plan
- Chapter 12 Plan
- Chapter 13 Plan

Trustee/Bankruptcy Administrator

- Application for Compensation to Professional(s) Employed by Chapter 7 Trustee
- BA Certification of 3011 Report
- BA Certification of Final Report
- BA Certification of Motion to Close Estate
- BA Notice to 20 Largest Unsecured Creditors
- BA/Trustee Status Report
- Certificate of Service
- Chapter 12/13 Final Report & MOTION FOR DISCHARGE
- Chapter 12/13 Final Report & MOTION FOR DISCHARGE (Claims Archived-COURT USE ONLY)
- Chapter 12/13 Final Report (AFTER CONVERSION)
- Chapter 12/13 Final Report (AFTER DISMISSAL or HARDSHIP DISCHARGE)
- Chapter 12/13 Final Report (AFTER DISMISSAL or HARDSHIP DISCHARGE) (Claims Archived-COURT USE ONLY)
- Chapter 12/13 Final Report (AMENDED)
- Chapter 7 Final Report and Account, Application for Professional Fees
- Checks & Statements
- Declaration of Debtor Sworn
- Initial Report
- Memorandum from 341(a) Meeting CONTINUED
- Memorandum from 341(a) Meeting CONTINUED (w/ PDF)
- Memorandum from 341(a) Meeting HELD
- Memorandum from 341(a) Meeting HELD (w/ PDF)
- Memorandum of Proceeding(Hearing Cnt/Resch)
- Memorandum of Proceeding (Hearing Held)
- Motion Dismiss Case (Ch13) w/CtHrg
- Motion Dismiss/Convert w/CtHrg (Fee)
- Motion Dismiss/Convert/Modify w/CtHrg (Fee)
- Motion Dismiss/Modify w/CtHrg
- Motion Modify Plan w/CtHrg
- Motion for Discharge (Ch. 12)

Notice of 341(a) Meeting of Creditors (Chapter 13)
Notice of Debtor Change of Address
Notice of Plan Modification
Notice of Possible Dividends & Request for Notice to Creditors
Notice of Withdrawal of Report of No Distribution
Notice to Release Vehicle
Notice to Terminate Wage Deduction
Objection to Claim (No Protest)
Proposed Order

ADVERSARY EVENTS

Answers

-Motion/Application

Amended Answer to Complaint
Answer to Amended Complaint
Objection /Request for Hearing
Response/Objection
Response/Request for Hearing
X - Other Document

-Complaint, 3rd, Cross, Counter

Complaint/Summons

Amended Complaint
Amended Complaint (add parties)
Complaint (Fee)
Complaint Received (COURT ONLY)
Counterclaim
Crossclaim
Notice of Removal (Fee)
Notice of Removal Received (COURT ONLY)
Summons Unissued
Summons Service Executed
Summons Service Unexecuted
Third Party Complaint
X - Other Document

Motions

Approve Settlement
Default Judgment
Dismiss Party w/ HEARING
Dismiss Proceeding w/ HEARING
Entry of Default
Extend Time
Extend Time to File Answer
Reopen Adversary
Shorten Notice
Summary Judgment w/ HEARING
Withdraw Reference (Fee)
Withdraw as Attorney w/HEARING
Withdraw the Referenced (Fee)
X - Other Motion
X - Other Motion w/HEARING

Notices

Dismissal After Settlement
Notice of Appearance
Notice of Hearing
Notice to Take Deposition
Voluntary Dismissal of Party
Voluntary Dismissal of Proceeding
X- Other Document

Open an Adversary Proceeding/MP Case

Attorney Guidelines - Electronically Submitted Proposed Orders

To submit a proposed order electronically, use one of the two following events:

Bankruptcy/Other - Proposed Order (for both bankruptcy and adversary cases)
Bankruptcy/Trustee-Bankruptcy Administrator-Proposed Order (**BA and Trustee only**)

Filing instructions:

1. Tender in PDF Format with the Local Form 2 - Tender Order Form included.
2. Tender ex parte order **separate** from the ex parte motion.
3. Do not tender the order prior to the expiration of the notice period. Consider that the court will add 3 days for mailing to the period given in the motion/notice.
4. Link the proposed order to the related document (motion).
5. Proposed consent orders may be tendered without signatures. (See Administrative Order relating to this matter.)

An example of the text of an electronically submitted proposed order is below. Text in *italics* and **bold** indicates words typed into the entry by the filer:

Proposed Order (related document(s) [12] Motion to Sell Property). (Trustee, Mr.)

Proposed orders tendered prior to expiration of the notice period and three-day mailing period will not be processed and will instead need to be resubmitted once the notice period has expired.

Example of calculating notice period:
Notice provides '15 days' for responses.
Motion filed and certificate of service dated July 1, 2003.
15 days from July 1 = July 16.
Three days for mailing = July 19.
July 19 falls on a Saturday. Therefore, responses may be filed through Monday, July 21.
First day order may possibly be entered is July 22.

Another example:
Notice states 'responses due by July 28, 2003.'
Plus three days for mailing = July 31
First day order may possible by entered is August 1.

Attorney Notice of Disinterest

A creditor attorney who wishes to no longer receive e-mail notification from the CM/ECF system in a particular case may file a Notice of Disinterest. (This option to discontinue e-mail notification is not available for a trustee, an attorney for a debtor, an attorney for a plaintiff or an attorney for a defendant.) The court processes this Notice by terminating the attorney, thus causing e-mail notification to be discontinued and the attorney's name to no longer appear on the mailing list.

The Notice of Disinterest event is a text-only entry and does not require a pdf document. To submit a Notice of Disinterest, take the following steps:

1. Click **Bankruptcy** on the CM/ECF Main Menu Bar.
2. Click the Notices hypertext link.
3. Enter the case number; click **[Next]**.
4. Select the event: *Notice of Disinterest (text only - no pdf)*; click **[Next]**.
5. Click to highlight the creditor party represented; click **[Next]**.
6. The Final Docket Text will appear:

Notice of Disinterest and Request to No Longer Receive Notices in Case filed by (Attorney name) on behalf of (Creditor/Party name).

7. Check that this Notice is being submitted in the correct case and for the correct creditor.
8. If correct, click **[Next]**. Confirm the submission by clicking **[Next]** again.