ECF Curriculum Outline - Chapter 7 Trustee Training

CM-ECF Glossary

Adobe Acrobat

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

Attachment

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

Automatic E-mail Notification

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

Browse

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

Browser

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

Category

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

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. Like BANCAP, many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you type over them.

Document Type

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

Drop Down Box

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

Hypertext (HTML) Link

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

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. PDF files can be created from documents that are in a word processing system, or they can be created utilizing scanning equipment and Adobe Acrobat software. This module (Part I) will guide you through the process of converting word processing documents 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)**

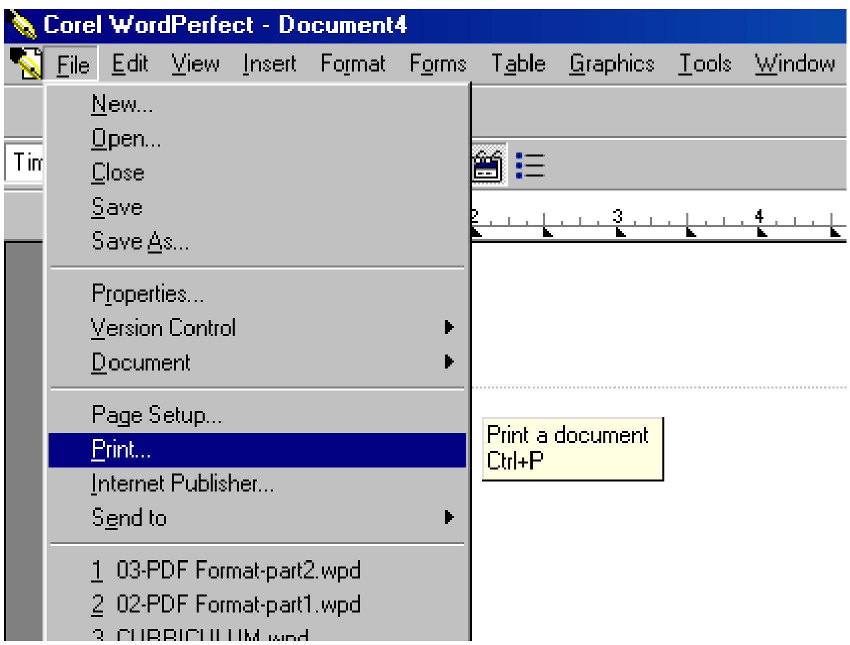


Figure 1

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

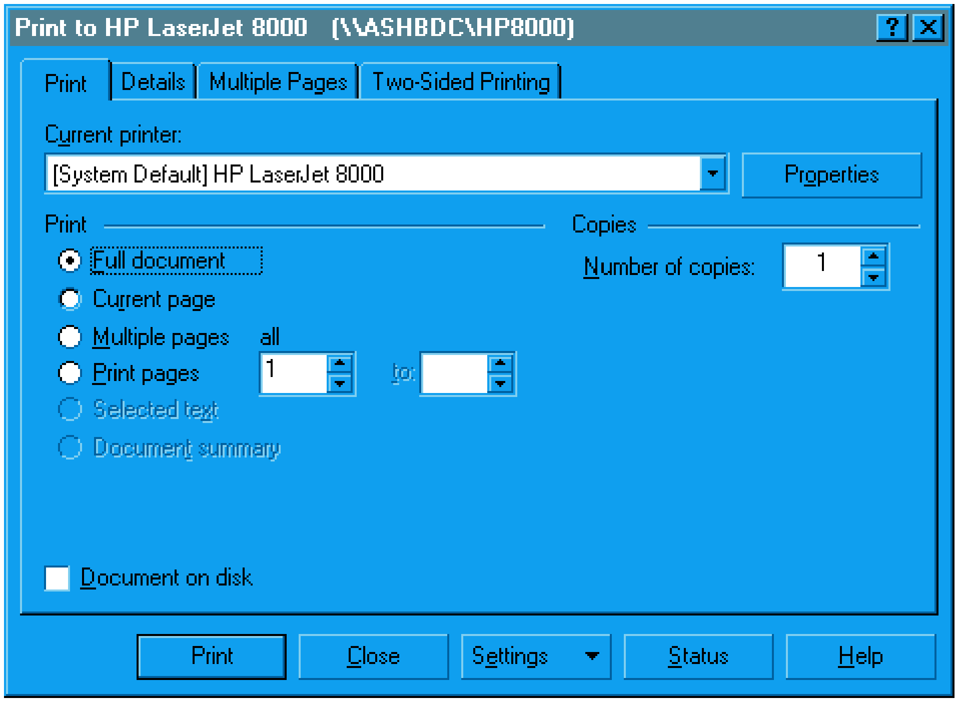


Figure 2

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

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

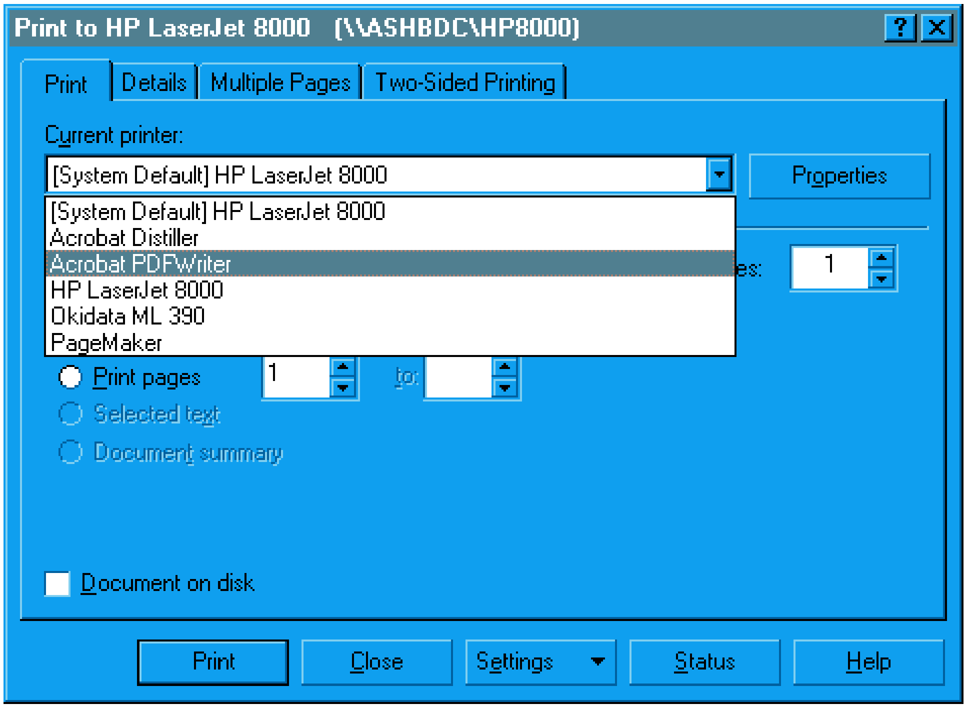


Figure 3

- 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)**

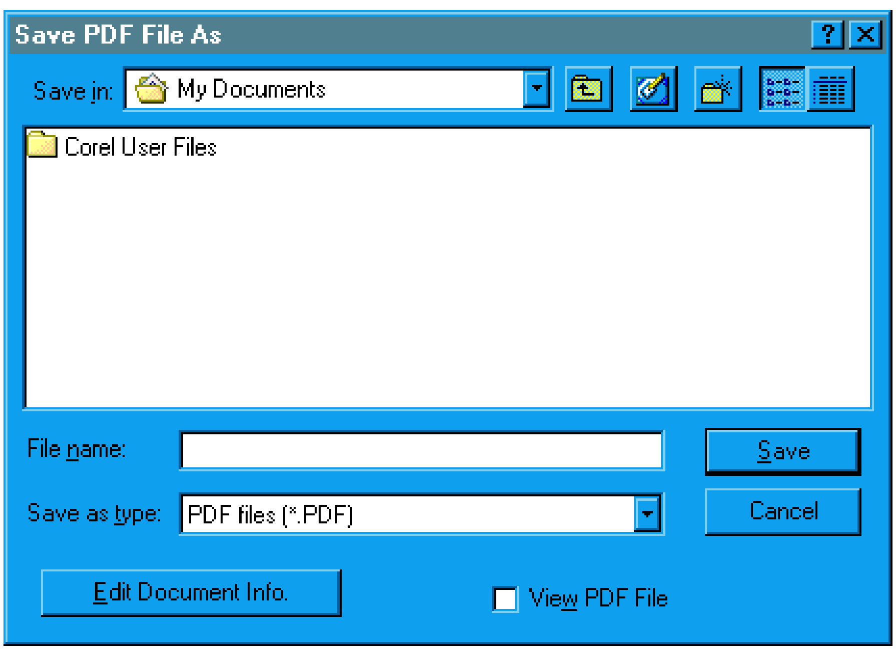


Figure 4

- Navigate to the appropriate folder (directory) where you would like to save the PDF image.

- Click inside the **File name:** box and type the name you have 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 filename will be saved as hallmotn.pdf).*

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

Important:

An Adobe PDF image file has now been created, and will be available to associate to the 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 word processing 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 from the hard drive. Open the text document in word processing and make the necessary changes. Save the corrected text document. 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 documents that are created in your word processing system. The other way is to convert documents (such as attachments and exhibits) 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 word processing documents into 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)**

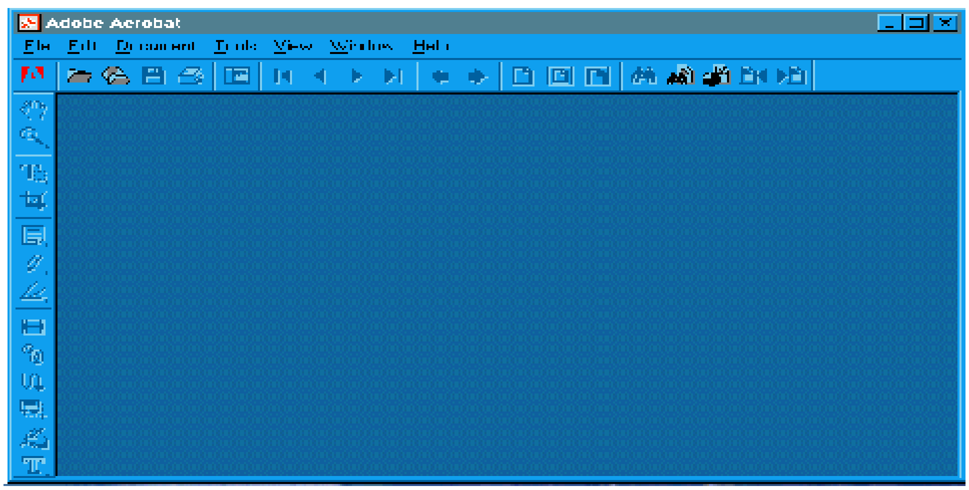


Figure 1

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

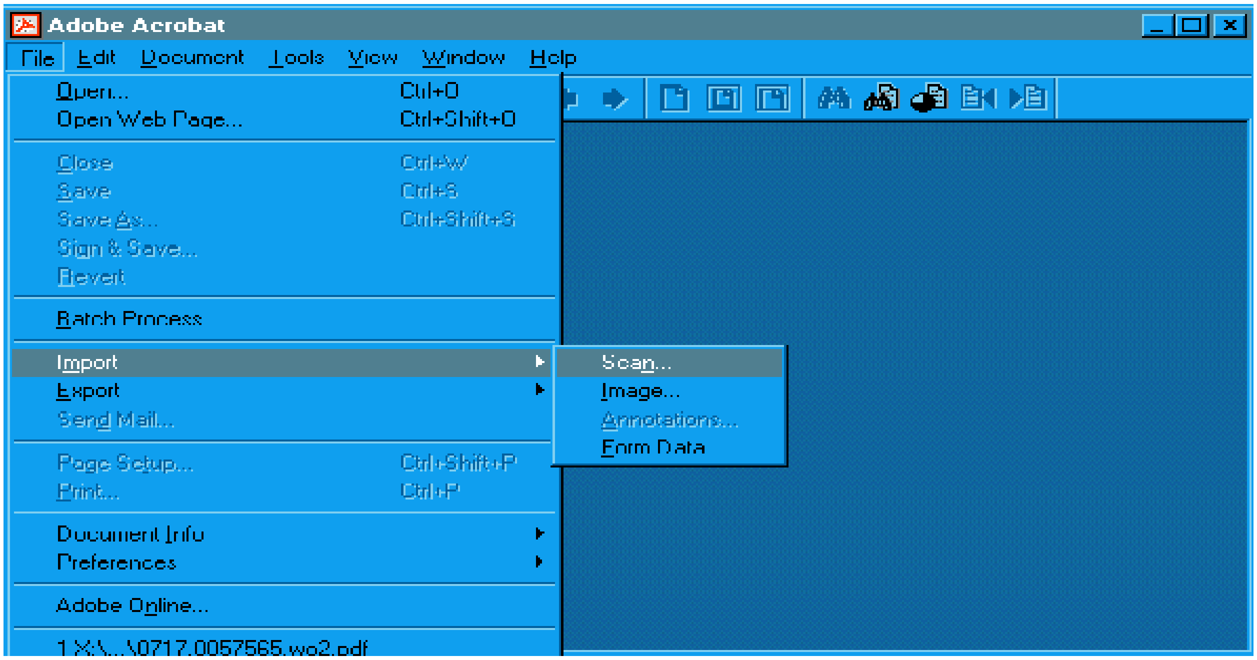


Figure 2

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

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

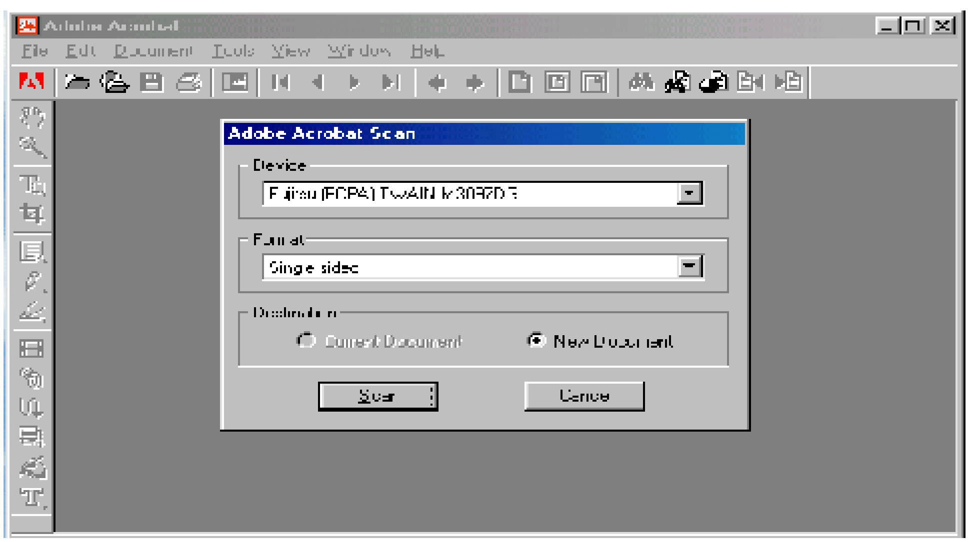


Figure 3

- 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)**

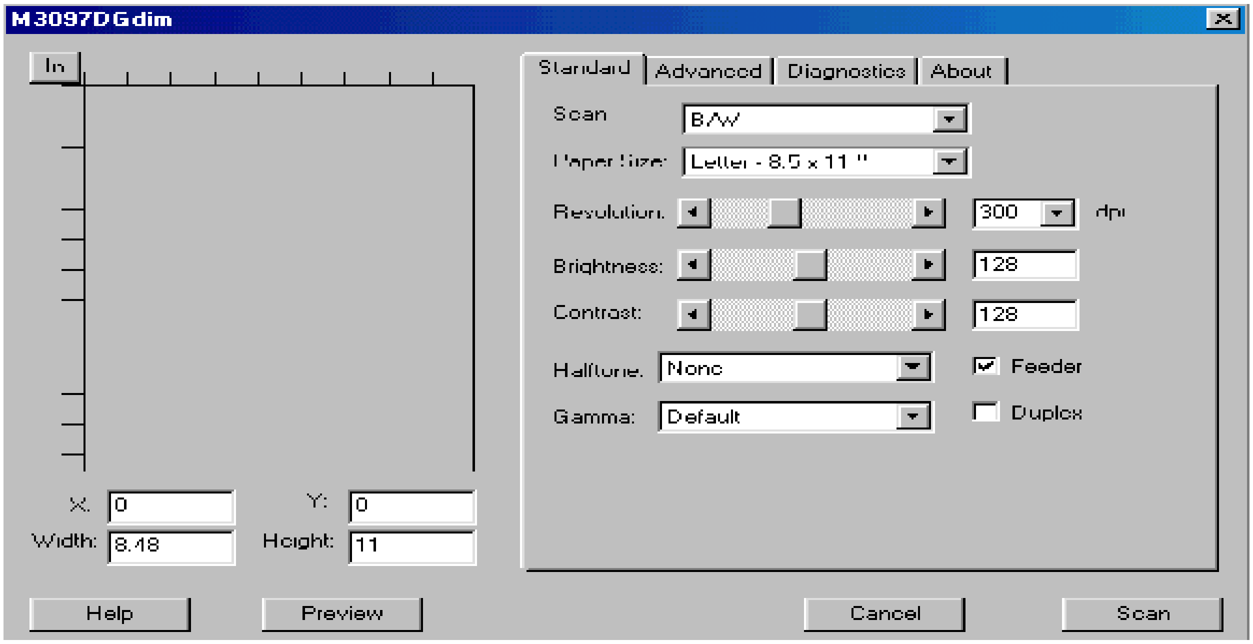


Figure 4

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)**

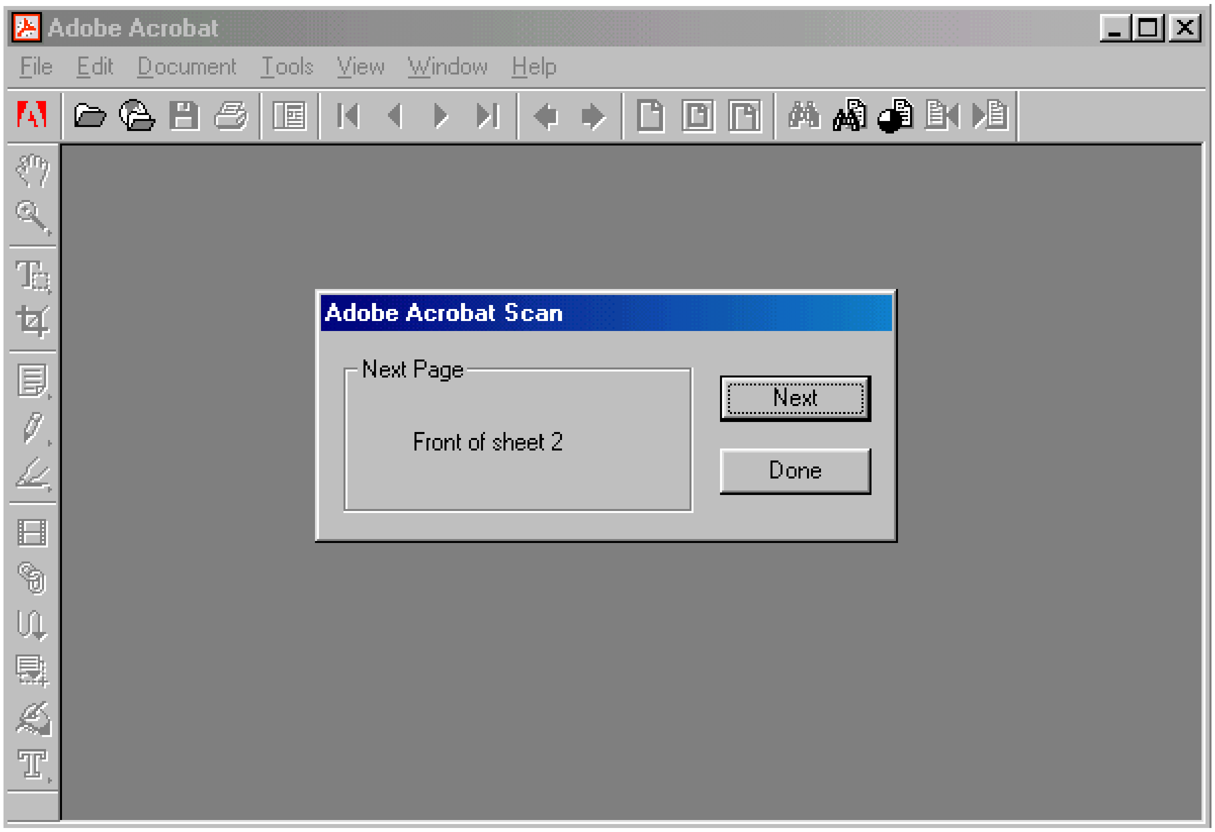


Figure 5

- 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.

  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 the example above, one page has been scanned. Adobe Acrobat prompts that the "Next Page" would be "Front of sheet 2". **(See Figure 5)**

- When all pages have been scanned and you have clicked **[Done]**, the **Image Screen** will display.

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

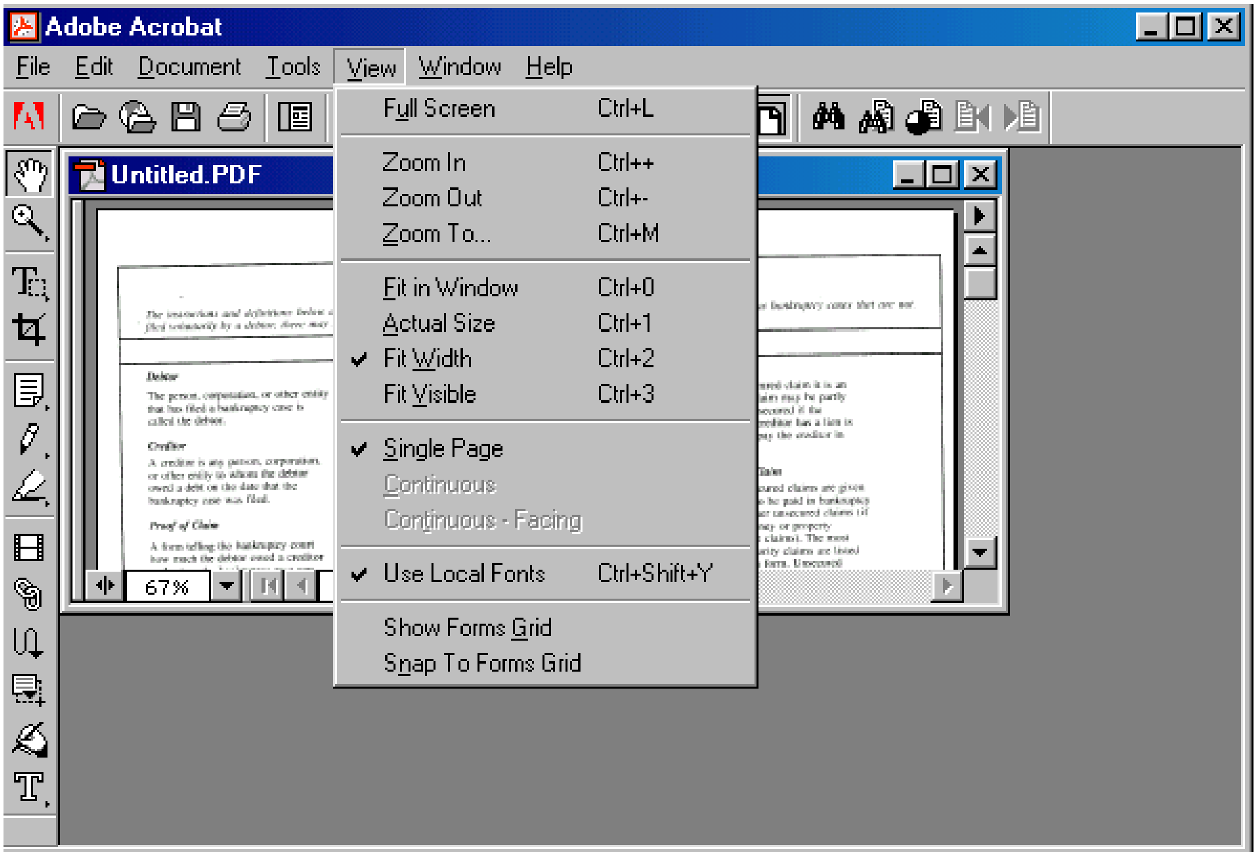


Figure 6

- 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)**

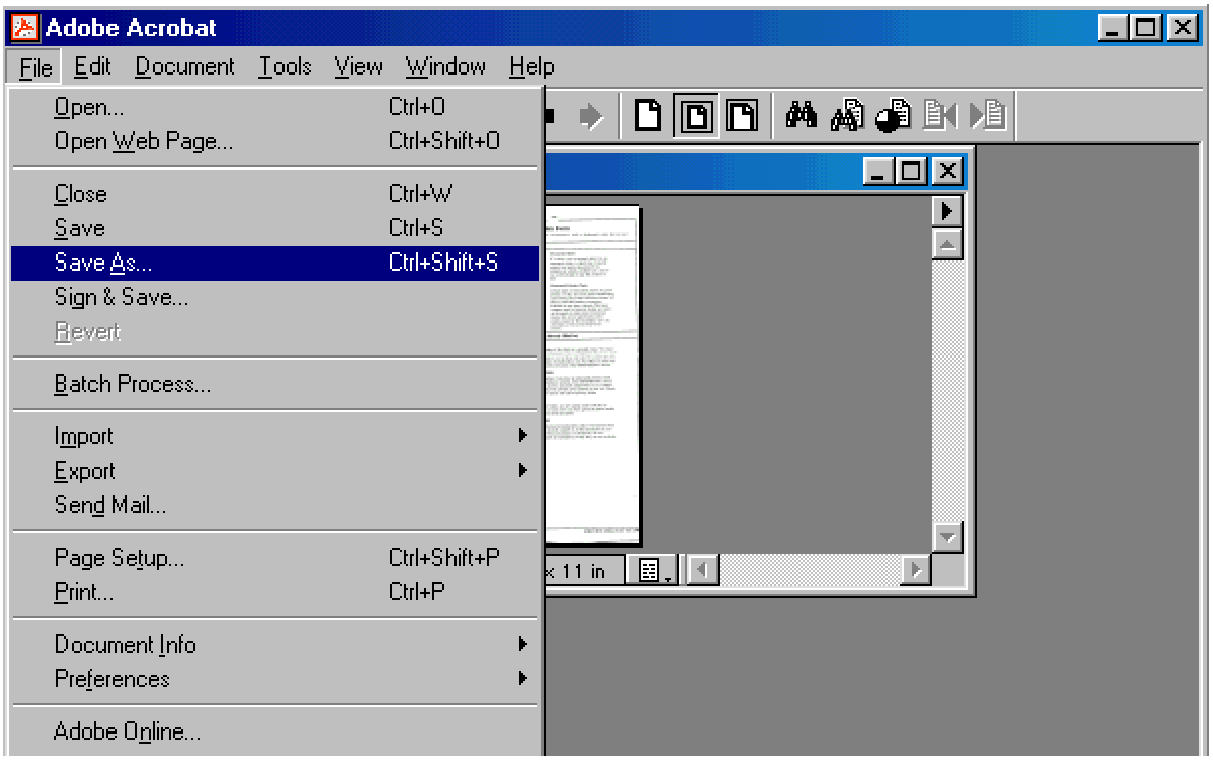


Figure 7

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

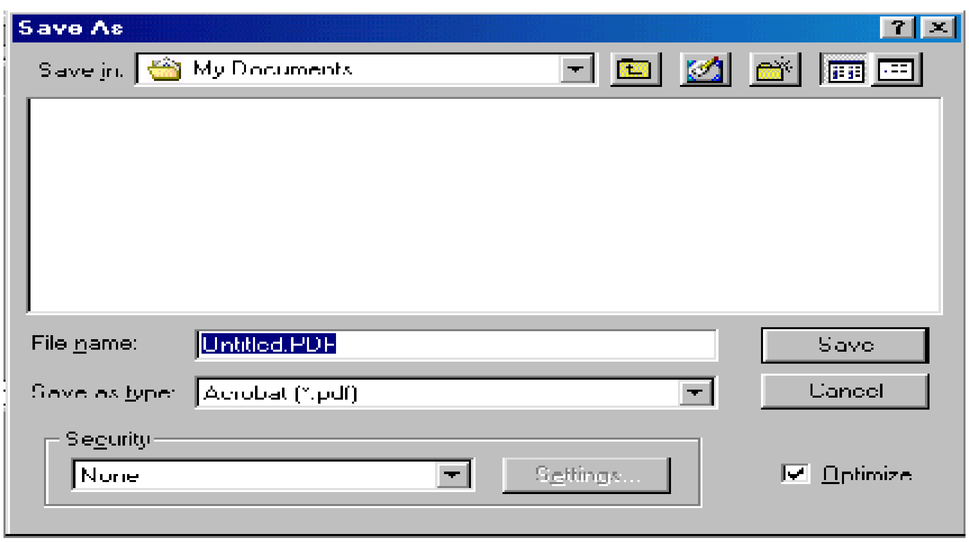


Figure 8

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

- Choose a filename and type that 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 to which you have navigated. The image can then be associated to the ECF event during the docketing process.

  Note: For verification purposes, the image may be viewed during docketing process in ECF 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)**

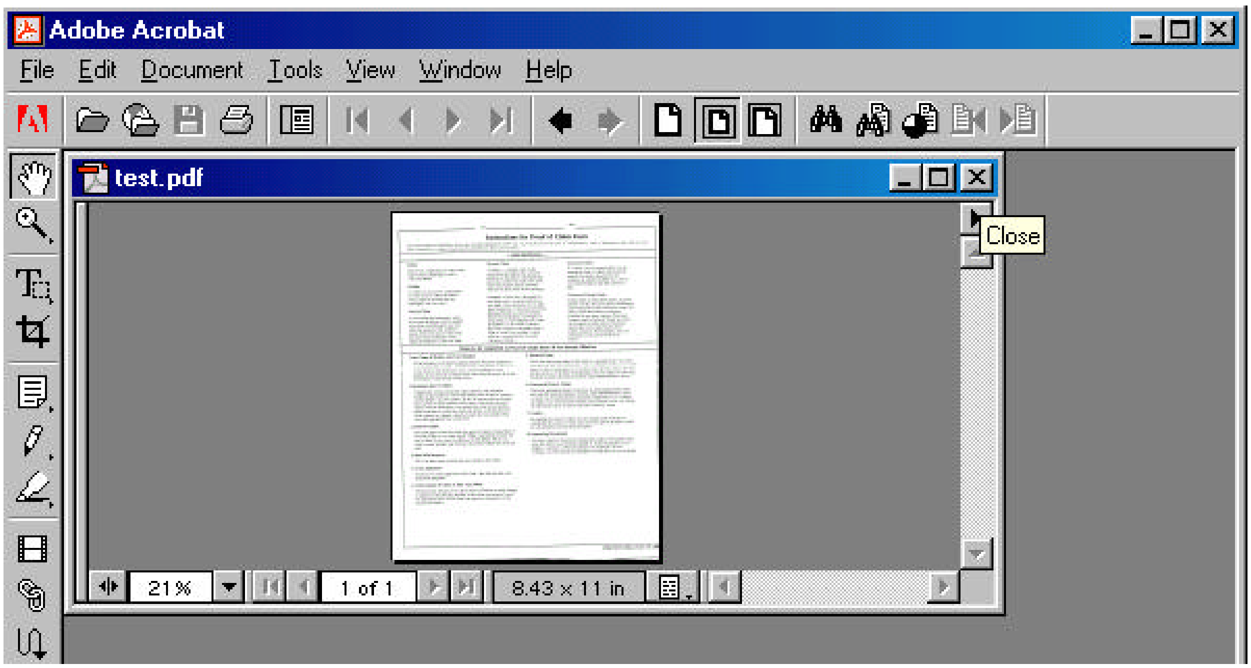


Figure 9

- 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)**

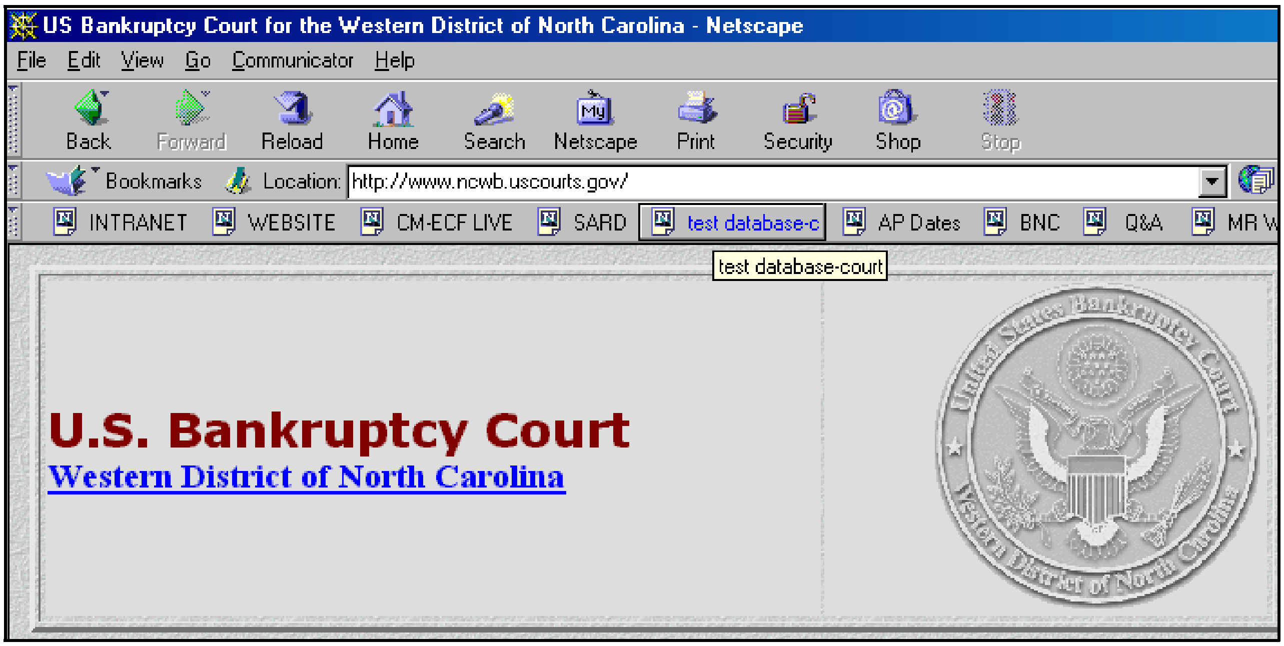


Figure 1

STEP 2 Click the CM/ECF Information hypertext link on the Court's homepage. **(See Figure 2)**

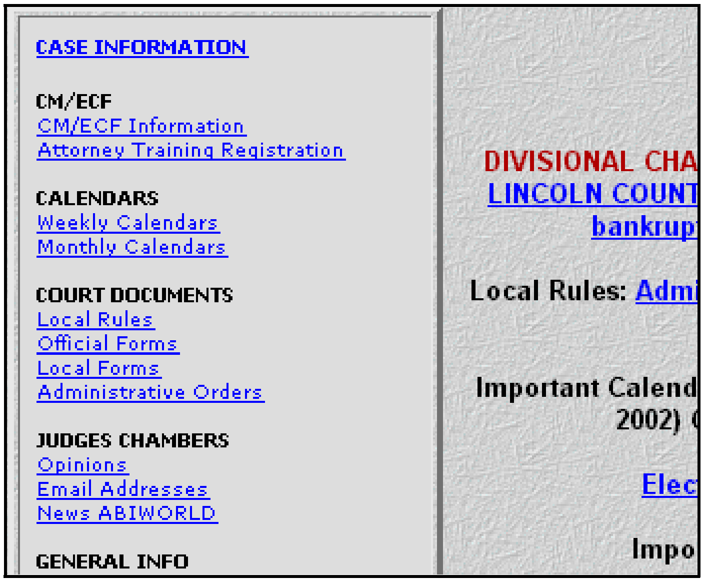


Figure 2

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

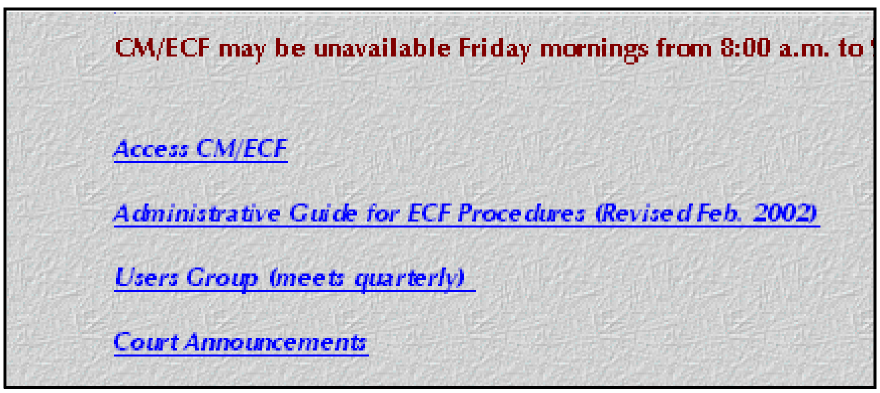


Figure 3

- Click the Access CM/ECF hypertext link.

STEP 4 The **ECF Main Screen** displays.

- Click on the hypertext link: Western District of North Carolina - Document Filing System.

STEP 5 The **ECF/Pacer Login** screen displays. **(See Figure 4)**

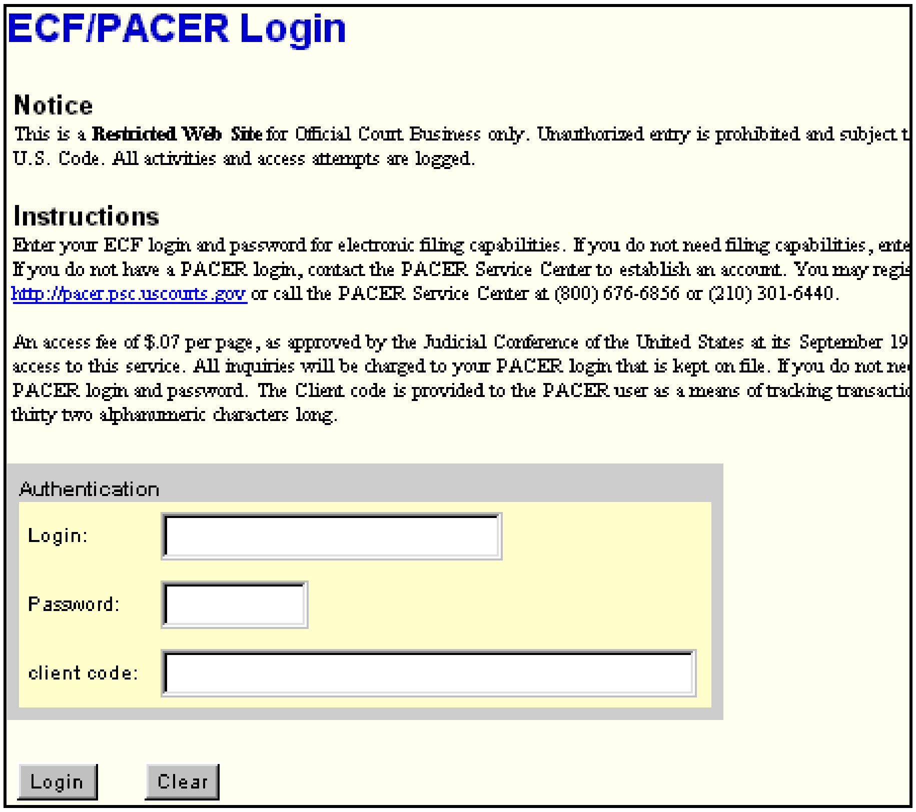


Figure 4

- Enter your **Login** and **Password** provided by the court (do not enter the Pacer password at this time). Your login and password 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 Logout hypertext link on the CM/ECF Main Menu Bar.

Trustee's Rejection of Appointment

The appointed trustee of a bankruptcy case will reject his position if there is a conflict of interest. A successor trustee will be appointed upon receipt of a Trustee's Rejection of Appointment. The following instructions will guide you through the Electronic Case Filing (ECF) system for Trustee Rejection of appointment. This is a 'text only' entry; it will not be necessary to create an image of a Trustee's Rejection of Appointment document.

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

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

- Click the Trustee/Bankruptcy Administrator hypertext link.

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

- Enter the case number in yy-nnnnn format.
- 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 ***Rejection of Appointment.***

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

STEP 5 The **Final Docket Text** screen displays.

- A prefix box is 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

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

STEP 6 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.
- If the Final Docket Text is <u>incorrect</u>:
  - 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 7 The **Notice of Electronic Filing** displays.

- 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.
- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- 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.

341 Meeting Proceedings Memos

This module demonstrates the steps a trustee takes to file Proceedings Memos for §341 Meetings in the CM/ECF system. The ECF system allows Chapter 7 Trustees to receive a list of creditor meetings by date, and then record the outcome of a group of meetings. With one docket event, the trustee can effectuate automatic docketing of 341 Proceedings Memos in each of the individual case files.

This Module demonstrates the steps for utilizing one event to docket 341 Proceedings Memos in multiple cases. (See **Alternative 1**, below, for information on single-case docketing of a 341 Proceedings Memo). The multiple case docketing feature may be executed only by the trustee, and each trustee will have access only to his or her own cases. A user must be logged in as the trustee of record in order to have the targeted activity appear.

341 Meeting Proceedings Memos
Multiple Case Entries

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

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

- Click the Trustee's 341 Filings hypertext link.

STEP 3 The **§341 Meeting Date** screen displays. **(See Figure 1)**

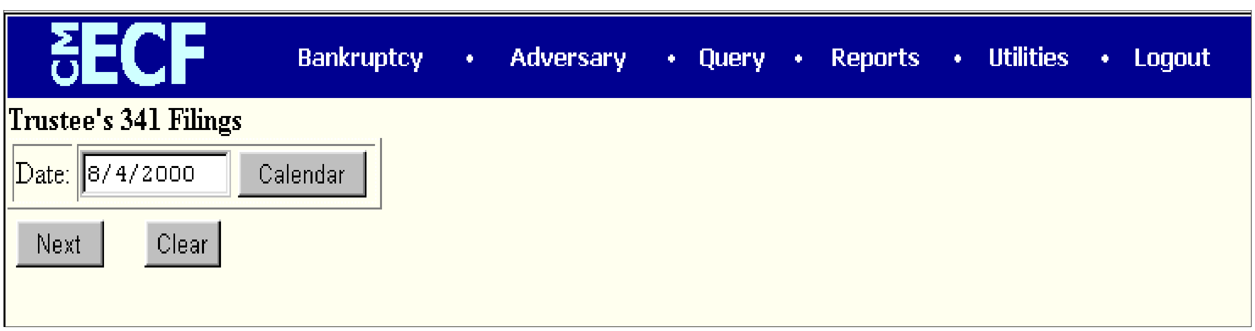


Figure 1

- Type the date the §341 meeting was held.

  Note: All 341 meetings to be docketed in a single entry must have been held on the same day. Return to **Step 1** as needed to docket additional groups of meetings held on different dates.

- Click **Calender** to assist in selecting the date if desired.
- Click **[Next]** to continue.

STEP 4 The **§341 Meeting Processing** screen displays. **(See Figure 2)**

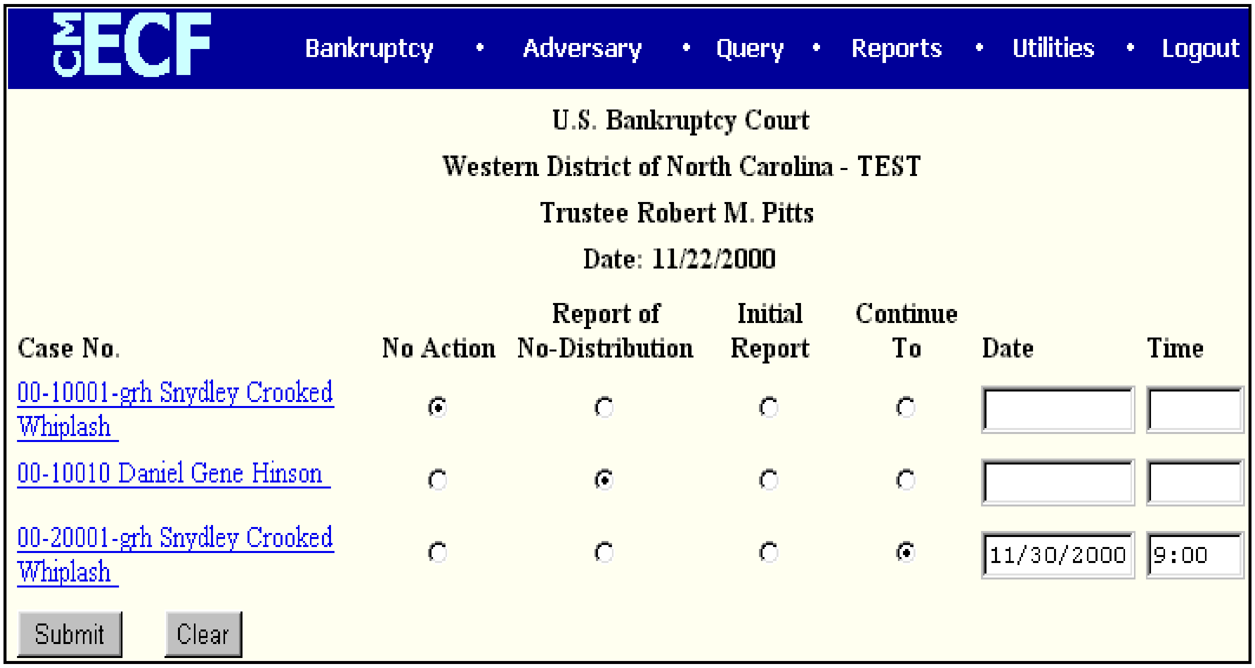


Figure 2

- The system displays a list of debtors whose appearances were scheduled on the date selected in **Step 3**.

  Note: The system only shows debtors which are assigned to the Trustee who has logged into the ECF system for this transaction.

- There are 4 radio buttons that can be selected for each case. Case by case, make indications as appropriate regarding the §341 Meeting outcome.

  Note: Only one radio box may be selected for each case. The choices are:

  - *No Action*. If No Action is chosen, no entry will be made on the docket for the case. No notation will be reflected in the Notice of Electronic Filing for this case. Use this option if a meeting of creditors was not held.
  - *Trustee's Initial Report* - Cases that have already been determined to have assets or that the trustee is still determining their status. The §341 meeting date will be satisfied. The docket event will reflect the Trustee's Initial Report, Debtor(s) sworn, and First Meeting Held.

- *Trustee's Report of No Distribution* - Any case where the trustee has confirmed there are no assets. The §341 meeting deadline will be satisfied. A docket event will reflect the Trustee's Report of No Distribution.

- *341Meeting Continued* - The current §341 meeting date deadline will be satisfied, and the docket will reflect the new date for the continued meeting.

- The Final Docket Text cannot be edited when using the Trustee's 341 Filings hypertext link. The docket entry in each individual case will be based upon the radio buttons selected for that case during this **Step 4**. If you need to add additional text to a docket entry for a specific case, use **Alternative 1** below.

  - **Alternative 1:** Individual 341 Meeting Proceedings Memos can be docketed by selecting the Trustee/Bankruptcy Administrator hypertext link and docketing the event: *Memorandum from 341(a) Meeting* in an individual case. This option will allow modification of the Final Docket Text, such as to include text "female debtor not sworn" for example.

  - Verify the choice for each case. Note the continued date and time for any §341 meetings that have been continued. This will be the last opportunity to make changes.

- Click **[Submit]** to continue and officially submit the entry.

STEP 5 The **Notice of Electronic Filing** displays.

- Only one notice displays for all cases.

- Scroll down to see the cases in which a §341 Proceedings Memo has been docketed.

- Scroll down to see participants who have and have not registered for electronic noticing on this case.

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

- To print a copy of this Notice, click the browser **[Print]** button.

- 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.

Trustee Report Events

The following instructions will demonstrate the steps to follow in filing a Trustee Report Event. Although the example in this module specifically shows the **Trustee's Report of No Distribution**, the same steps would be followed for other reports such as Initial Reports, Interim Reports, Final Reports, Report of Deposit, Rule 3011 Report, etc.

Trustee's Report of No Distribution (Chapter 7)

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

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

- Click the Trustee/Bankruptcy Administrator 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 Type list to select the document to be filed. Click to highlight *Report of No Distribution (Chapter 7)*.

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

STEP 5 The **Final Docket Text** screen displays. **(See Figure 1)**

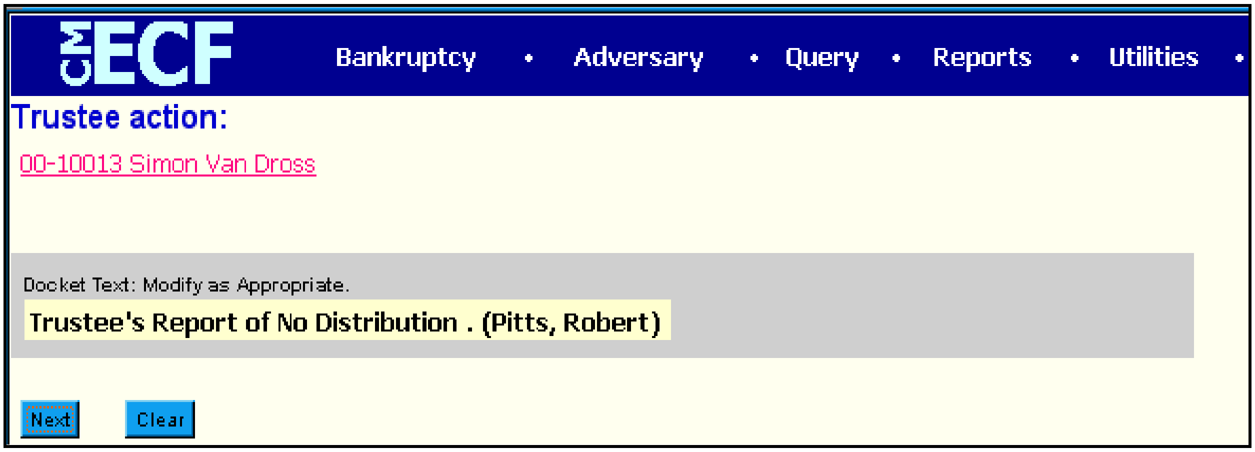


Figure 1

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

STEP 6 The **Final Approval** screen displays. **(See Figure 2)**

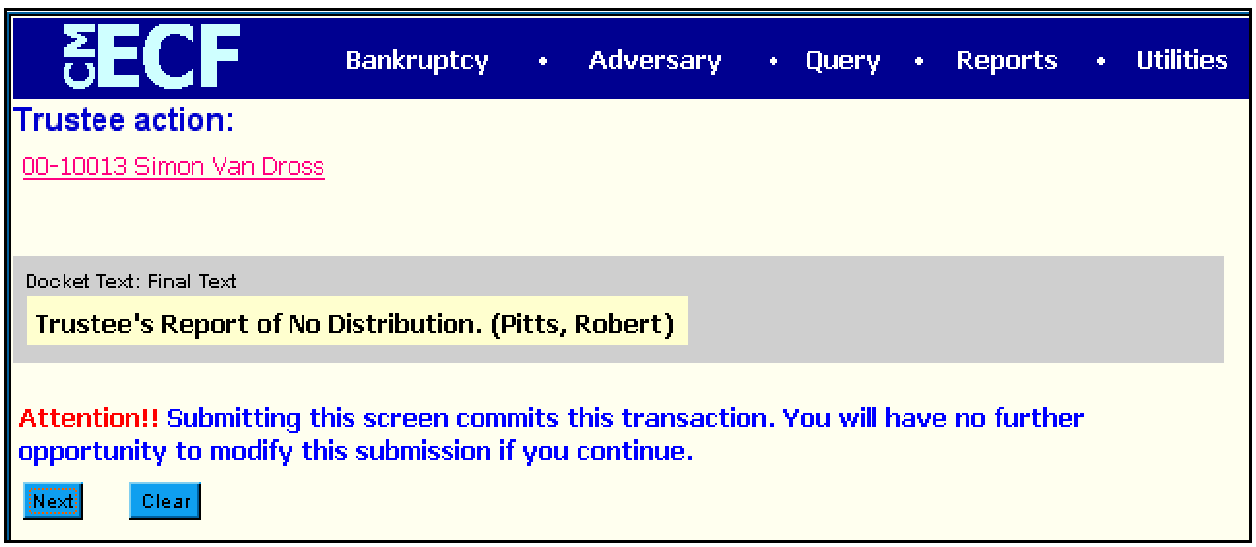


Figure 2

- 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 the event and begin again, return to **Step 1**.

STEP 7 The **Notice of Electronic Filing** screen displays.

- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- 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.

Note: While this particular event, Report of No Distribution, does not prompt for a PDF image, other events may require a PDF image.

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 (relief of stay), and the example is filed along with a notice of opportunity for 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). As a trustee, many of the commonly docketed motions will be found in either the Trustee/Bankruptcy Administrator category or the Batch Filings category. Look in these categories first when docketing a trustee event. If the event you are docketing is not available in either category, then use the Motions/Applications category.

Filing a Motion for Sanctions w/HEARING

STEP 1 Click the **Bankruptcy** 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, press the browser **[Back]** button to re-enter the case number.
  - If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- Click the down arrow ▼ to reveal the list of motions. Highlight *Sanctions w/ HEARING*. **Note**: 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 (in this example, the trustee).
- Click to highlight and select the trustee.
- 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)**

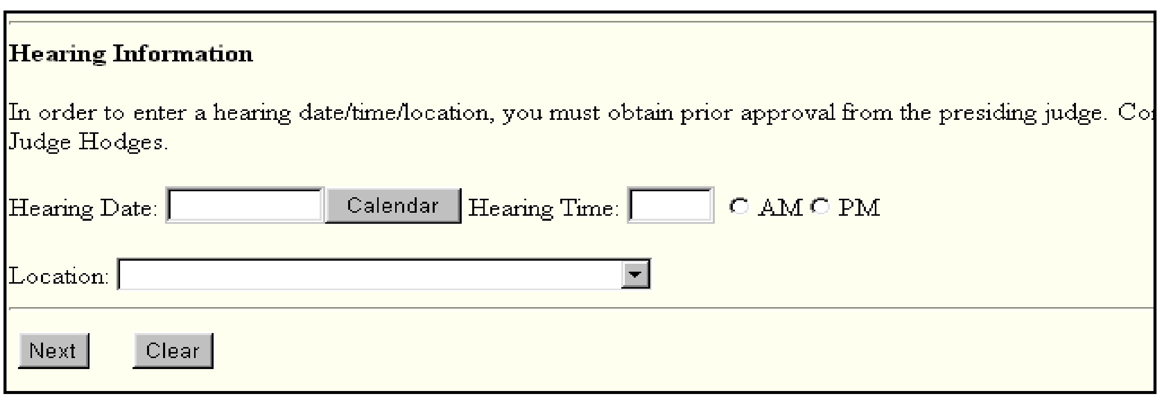


Figure 1

- 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)**

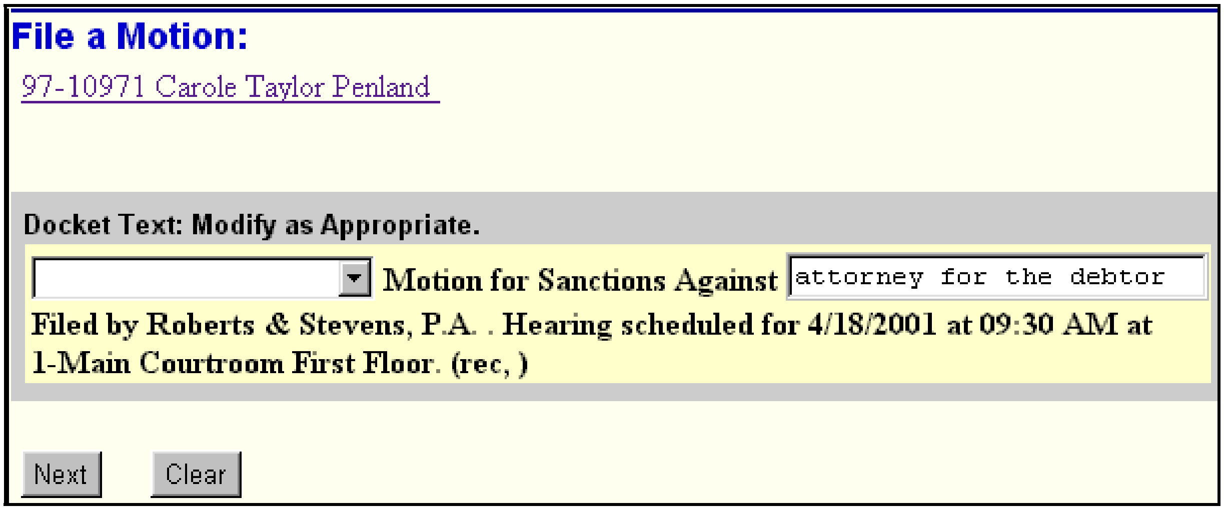


Figure 2

- 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.

- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- 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: Objection to Claim and Objection to Exemption. Although these events are "objections" they are found in the Motions/Applications category. See also: *Single-Part Motions/Applications* for guidance on filing a document with one relief (i.e. Motion for Sanctions). As a trustee, many of the commonly docketed motions will be found in either the Trustee/Bankruptcy Administrator category or the Batch Filings category. Look in these categories first when docketing a trustee event. If the event you are docketing is not available in either category, then use the Motions/Applications category.

Objection to Claim and Objection to Exemptions w/Hearing

STEP 1 Click **Bankruptcy** 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, press the browser **[Back]** button to re-enter the case number.
  - If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- Scroll the **File a Motion** box; click to highlight *Objection to Claim w/Hearing* event. This is the event used when a notice of hearing is attached to the objection. While this is not permitted ex parte, a notice may be submitted at a future time. If no notice will be submitted at this time, select instead: *Objection to Claim*.

- While keeping the **[Ctrl]** key depressed, scroll to find the *Objection to Exemptions w/Hearing* event; click to highlight it. This is the event used when a notice of hearing is attached to the objection. While this is not permitted ex parte, a notice may be submitted at a future time. If no notice will be submitted at this time, select instead: *Objection to Exemptions*. **(See Figure 1)**

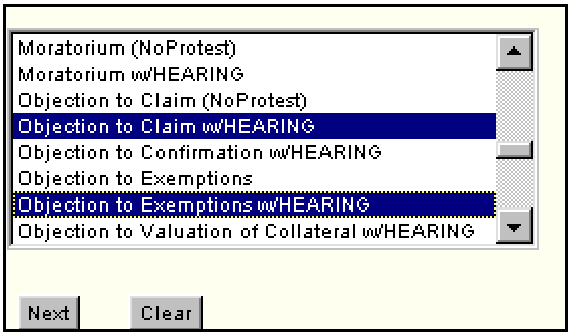


Figure 1

- 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 trustee).
- Click to highlight and select the trustee.
- 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 **Notice** screen displays. **(See Figure 2)**

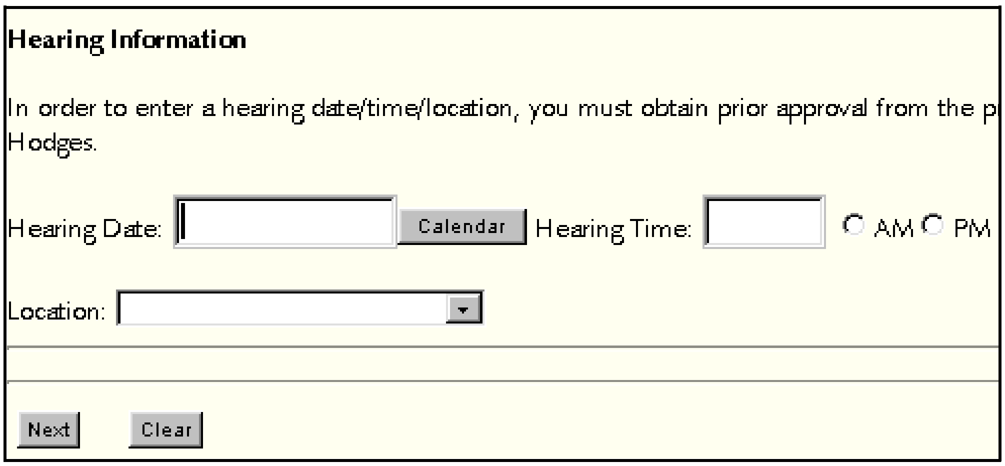


Figure 2

- Enter the hearing date, time and location as specified in the notice.

  Note: While the screen indicates that prior approval is required to schedule a hearing, approval is not required if scheduling the hearing on a pre-existing court date for the division of this case.

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

STEP 9 The **Final Docket Text** screen displays. **(See Figure 3)**

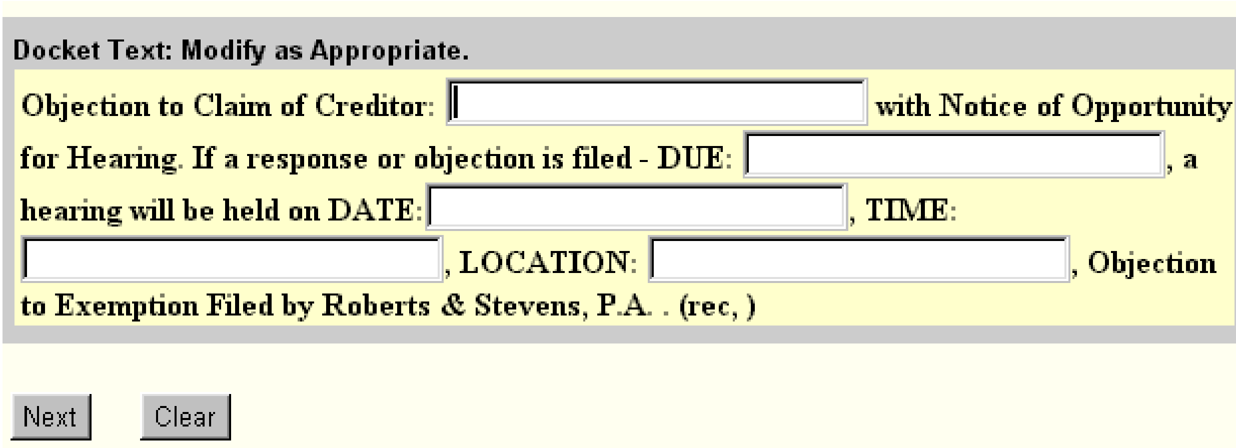


Figure 3

- A supplemental text box window is available to add more detail to the docket text. Type the name of the creditor whose claim is disputed.

- Type the date or number of days, as specified in the attached Notice of Opportunity for Hearing, through which objections must be filed.

- Type the date, time and location, as specified in the attached Notice of Opportunity for Hearing, on which the hearing will be held if responses or objections are filed.

- 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 <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 11 The **Notice of Electronic Filing** screen displays.

- Scroll down to see participants who have and have not registered for electronic noticing on this case.

- 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

Trustees 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 Trustee's Response to a Motion for Relief from Stay, the same steps would be followed for any other type of response, reply or answer.

Trustee's Response to Motion for Relief from Stay

STEP 1 Click **Bankruptcy** on the CM/ECF Main Menu Bar. **(See Figure 1)**

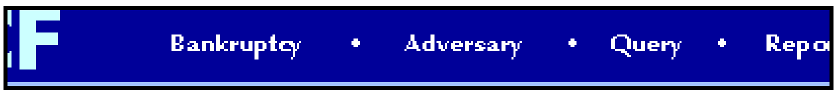


Figure 1

Note: If the response, objection or answer is in an adversary proceeding, choose the **Adversary** main category.

STEP 2 The **Bankruptcy Events** screen displays. **(See Figure 2)**

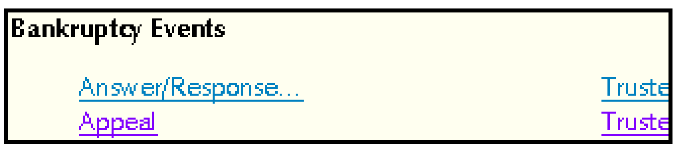


Figure 2

- Click the Answer/Response hypertext link.

STEP 3 The **Answer/Response** screen displays. **(See Figure 3)**

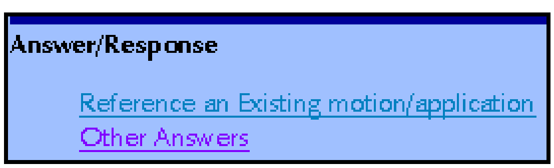


Figure 3

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

STEP 4 The **Case Number** screen displays. **(See Figure 4)**

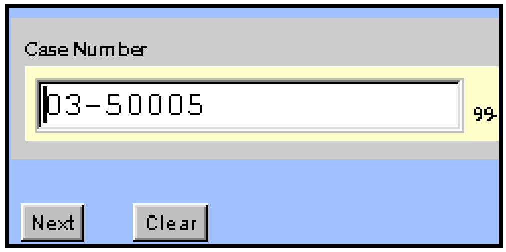


Figure 4

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

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

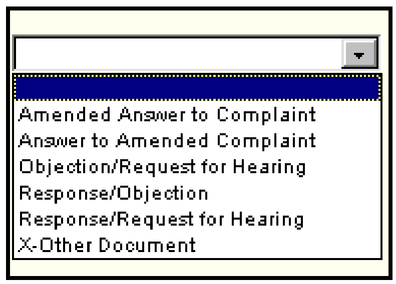


Figure 5

- 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 instead of 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.

- Click to highlight the name of the Trustee filing the response.
- 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/Relate a Document** screen displays. **(See Figure 6)**

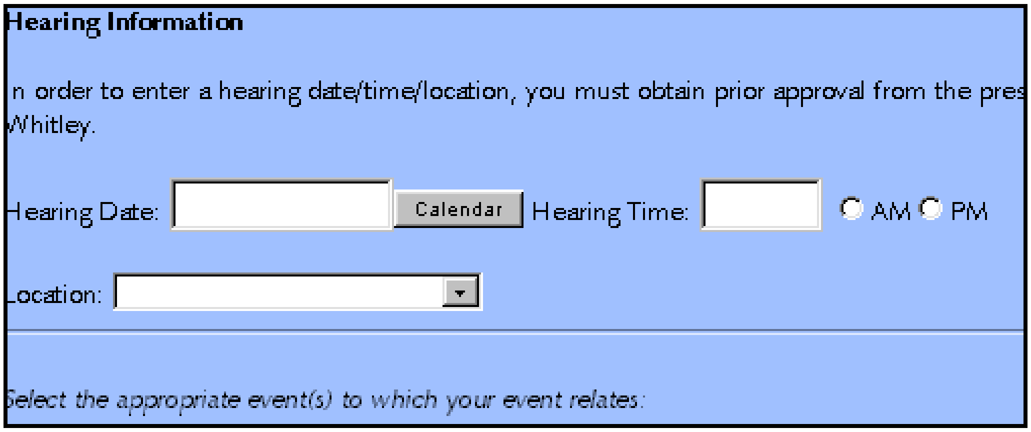


Figure 6

- 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 on the down arrow ▼ to the right of the field box and highlight the location as set forth in the Notice.
- Click inside the checkbox to indicate the related motion to which this response should be linked.
- Click **[Next]** to continue.

STEP 10 The **Hearing Confirmation** screen displays. **(See Figure 7)**

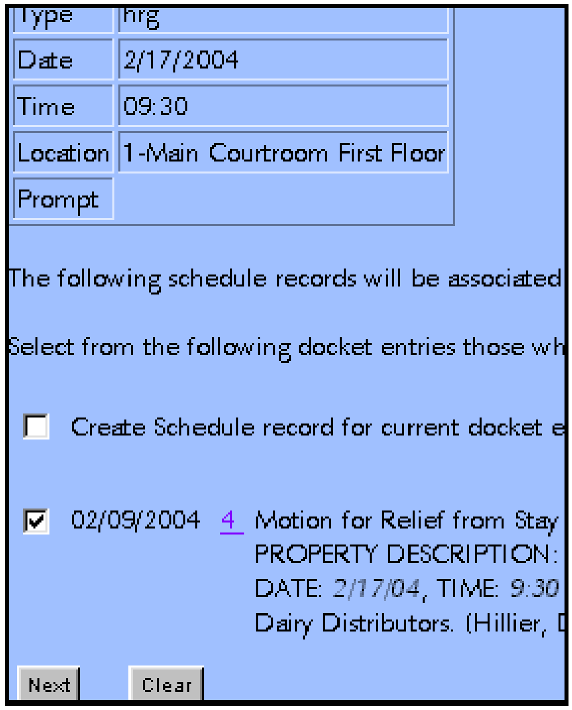


Figure 7

- Click to place a checkmark inside the checkbox next to the motion. A checkmark should **not** be placed in the checkbox next to the option of creating a schedule for the current docket entry.

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

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

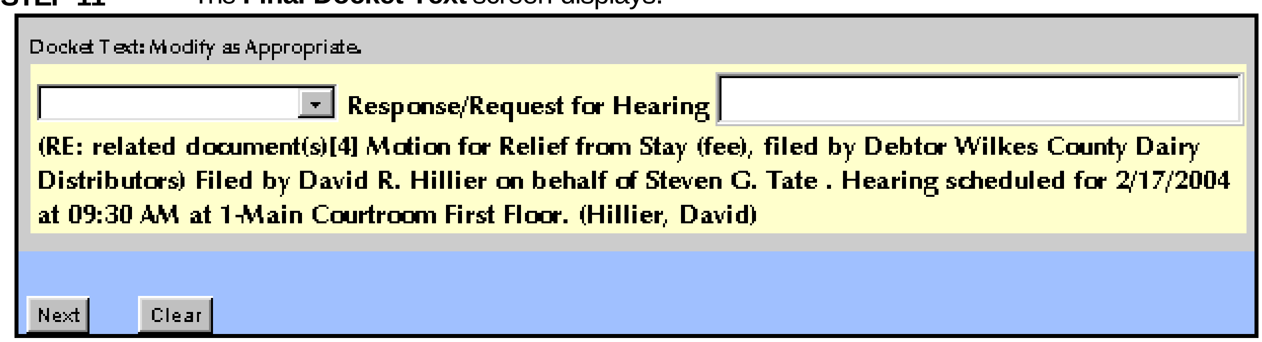


Figure 8

- 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

- A Text Box is available to add more detail to the entry if needed.
- Verify the accuracy of the Final Docket Text.
- Click **[Next]** to continue.

STEP 12 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 13 The **Notice of Electronic Filing** screen displays.

- 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.
- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- 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.

Trustee Notices

The Trustee/Bankruptcy Administrator hypertext link lists various trustee notices which the trustee submits to the court. Other Notices are available to the Trustee through the hypertext link: Notices. The following instructions will guide you through the steps to file a notice event in the Trustee/Bankruptcy Administrator category. Many notices are text only and do not require a pdf image, such as *Notice of Possible Dividends and Request for Notice to Creditors*. The same steps would be followed for other types of notices such as *Notice of Transfer of Claim*, *Notice of Hearing*, *Notice of Withdrawal of Document*, etc. If you are filing a notice for which there is no event code in either Trustee/Bankruptcy Administrator or Notices category, choose ***X-Notice (Other)*** (found in the Notices category).

Notice of Possible Dividends and Request for Notice to Creditors

STEP 1 Click **Bankruptcy** on the CM/ECF main menu Bar. **(See Figure 1)**

Figure 1

STEP 2 The **Case Number** screen displays. **(See Figure 2)**

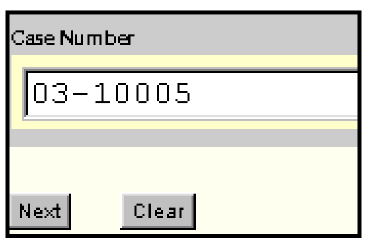


Figure 2

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

STEP 3 The **Event Type** screen displays. **(See Figure 3)**

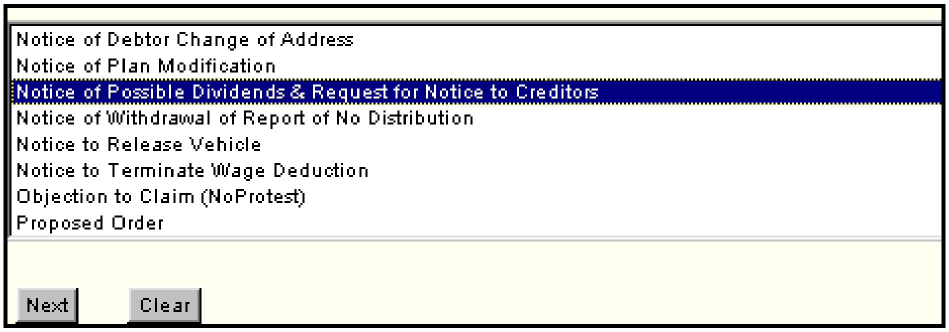


Figure 3

- 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 Possible Dividends & Request for Notice to Creditors.***

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

STEP 4 The **Final Docket Text** screen displays. **(See Figure 4)**

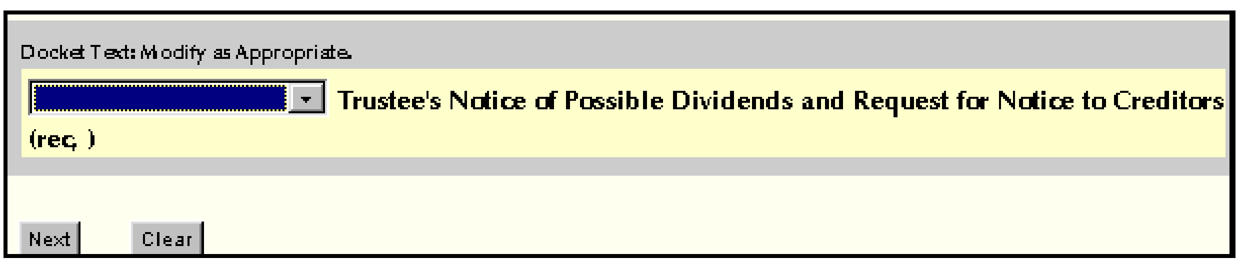


Figure 4

- A supplemental text box window and the prefix box are 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 5 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 6 The **Notice of Electronic Filing** screen displays.

- 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.
- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- 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.

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 in the Final Docket Text. 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 **Bankruptcy** on the CM/ECF Main Menu Bar. **(See Figure 1)**

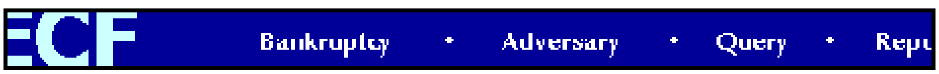


Figure 1

STEP 2 The **Bankruptcy Events** screen displays. **(See Figure 2)**

Figure 2

- Click the Other hypertext link.

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

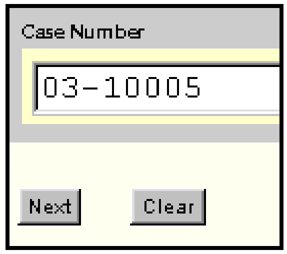


Figure 3

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

STEP 4 The **Select the Party** screen displays. **(See Figure 4)**

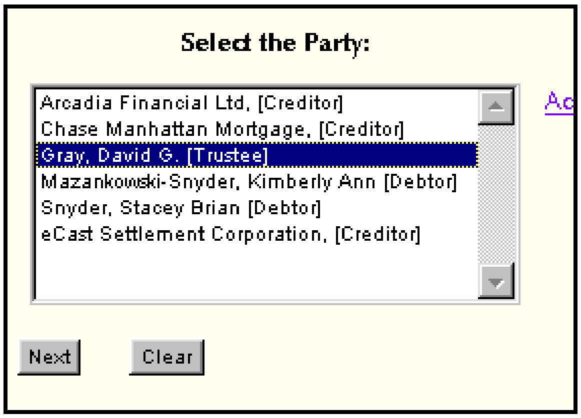


Figure 4

- 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 **Other Events** list 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 or related items such as Statement of Financial Affairs, Statement of Intention, or any other items that were filed with the original petition and schedules (except schedules D, E, and F)
- *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.

- In this example the Motion For Relief From Stay is to be amended. 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 **List of Pending Documents** display. **(See Figure 5)**

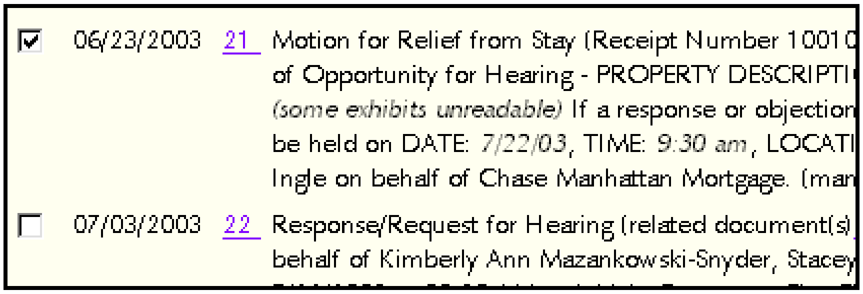


Figure 5

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

STEP 8 The **Final Docket Text** screen displays. **(See Figure 6)**

Figure 6

- A supplemental text displays. Type the name of the document 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 Notice that is now being amended through this

entry.

- 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 <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 the event and begin again, return to **Step 1**.

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

- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- 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 application 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.

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 Bankruptcy on the CM/ECF Main Menu Bar. **(See Figure 1)**

Figure 1

STEP 2 The **Bankruptcy Events** menu displays. **(See Figure 2)**

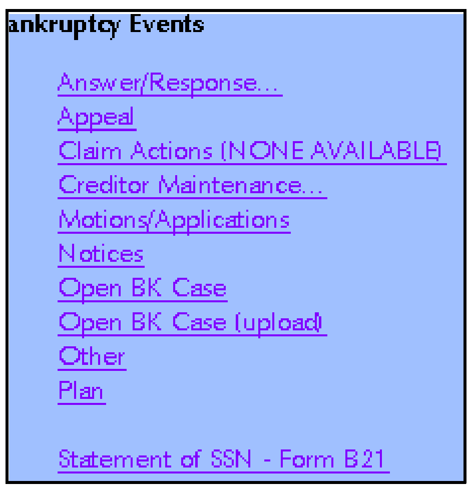


Figure 2

- Click the Open BK Case hypertext link.

STEP 3 The **Open New Bankruptcy Case** screen displays. **(See Figure 3)**

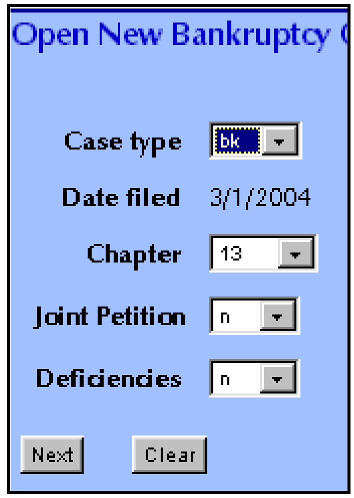


Figure 3

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

- 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 Petition** options. **Note**: The system defaults to ***'n'*** for no - meaning this is not a joint (husband and wife) filing. Accept the default, or click to select ***'y'*** to indicate that the filing includes both a male and a female debtor.

- 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 4)**

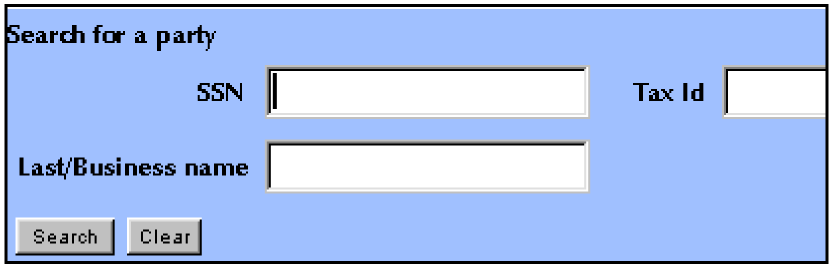


Figure 4

- 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 5)**

Figure 5

- 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 6)**

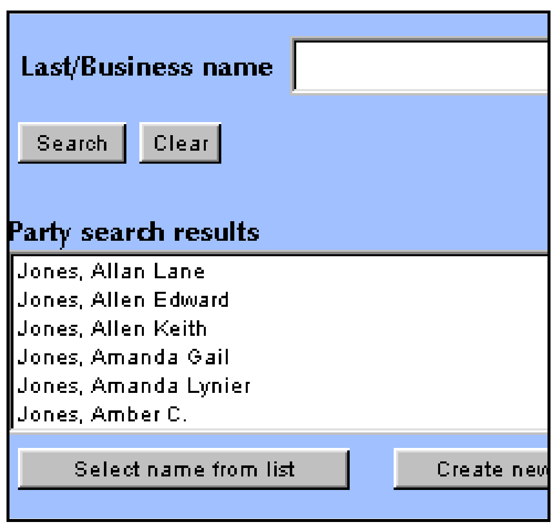


Figure 6

- 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**.

STEP 6 The **Party Information** screen displays. **(See Figure 7)**

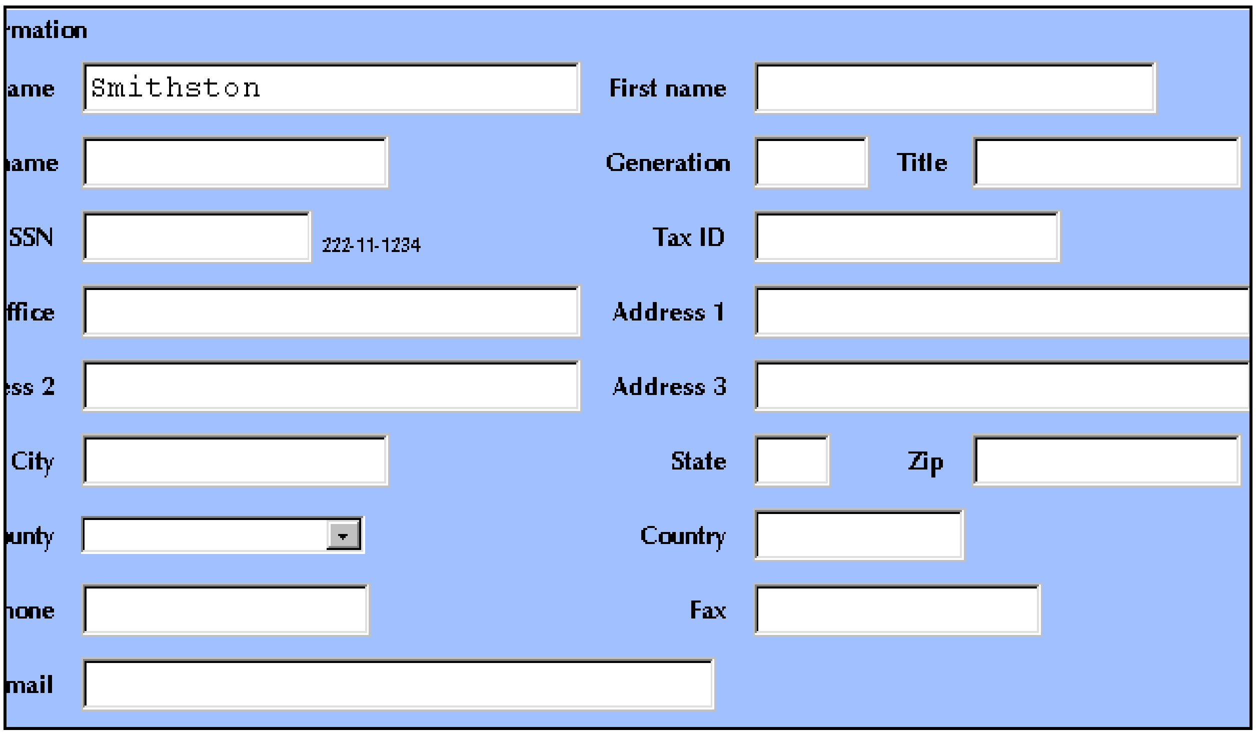


Figure 7

- 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** (ONLY 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 <u>not</u> 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 **should not be entered.**
- 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 defaults to 'Blank'. 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 8)**

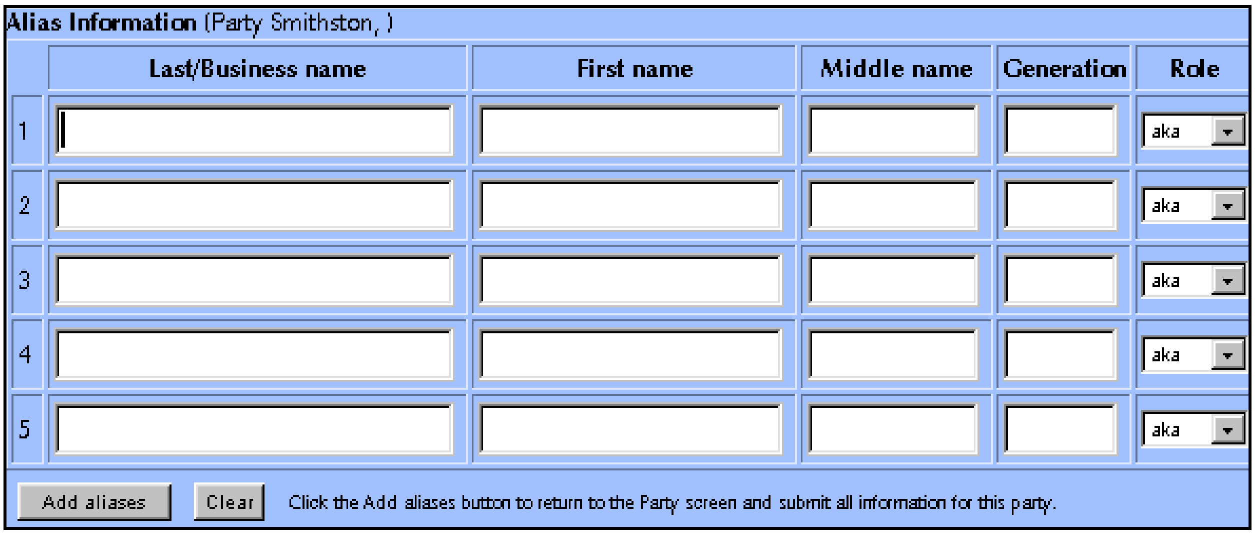


Figure 8

- 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. **(See Figure 9)**

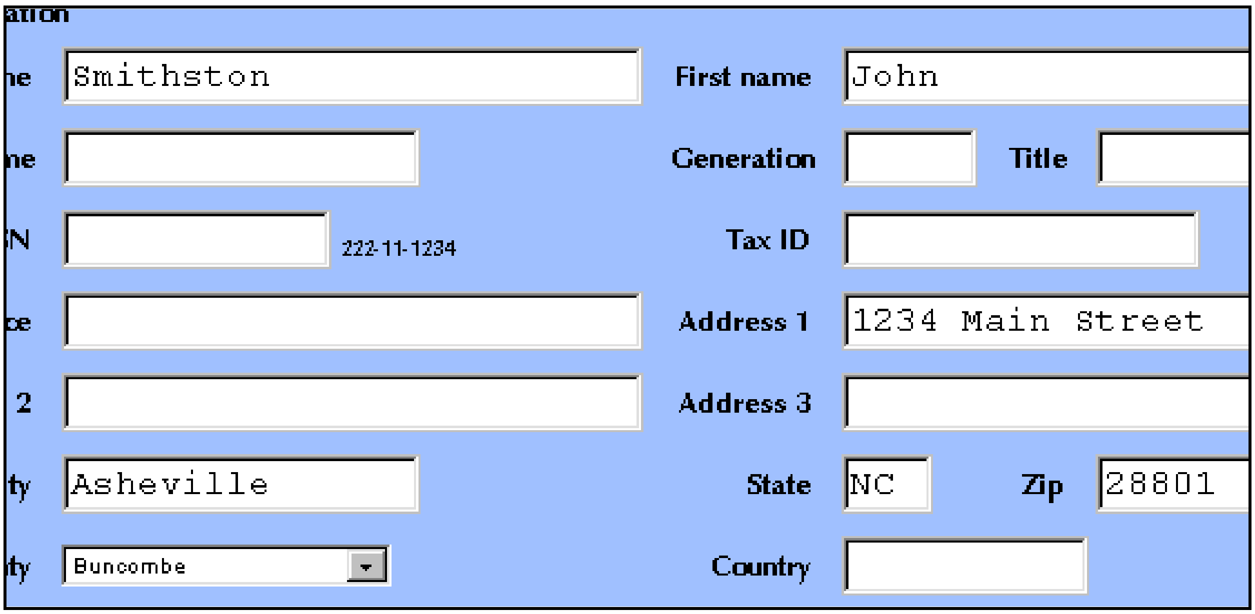


Figure 9

- Verify the debtor information shown.

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

- 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 if, in Figure 1, joint '**yes'** was selected. If so, repeat **STEPS 4 through 7** for the Joint Debtor. If, in Figure 1, joint **'no'** was selected, this screen will not appear. Move to **STEP 9**.

Note: If this is a joint filing but was not indicated as such, return to **Step 1** and begin again.

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

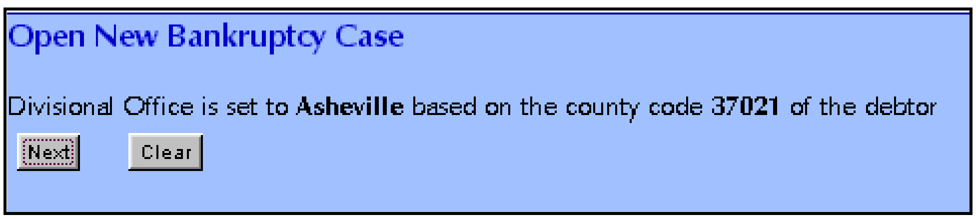


Figure 10

- The **division** to which this case is assigned was determined by the county entered in the Party Information screen in **Step 6**. If the county is not correct, click the browser **[Back]** button to correct the county, and then proceed again.

- Click **[Next]**.

STEP 10 The **Statistical Data** screen displays. **(See Figure 11)**

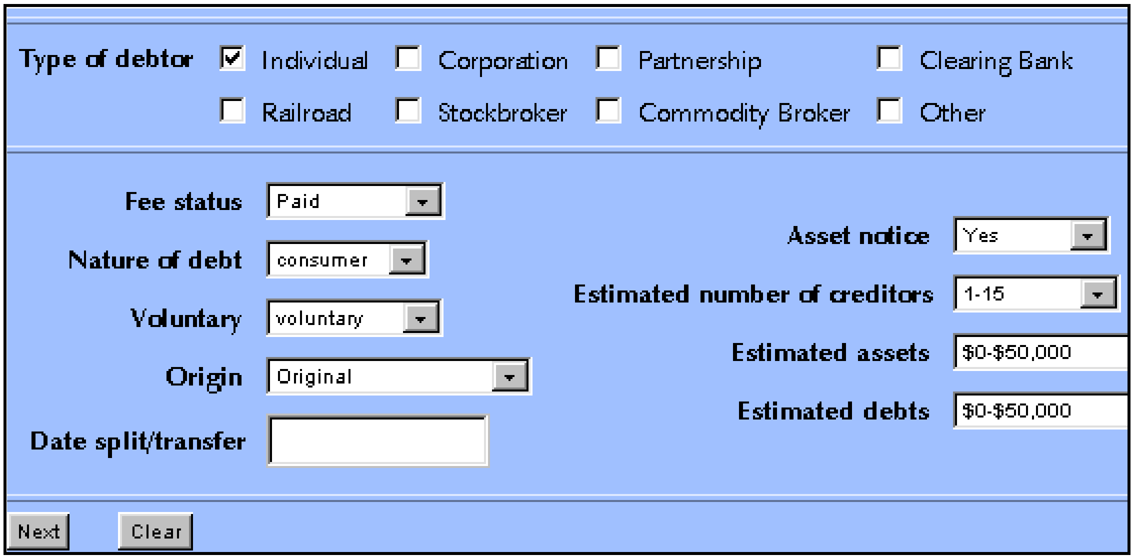


Figure 11

- Indicate the **Type of Debtor** by clicking inside the appropriate box(es). The default is '**individual**.'

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

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

  - <u>Otherwise, select **Credit Card**.</u>

  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. **(Note: Involuntary petitions cannot be filed electronically. Please submit to the court on paper.)**

- 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 11 If **y** for **Deficiencies** was selected on the **Case Data** screen, the **Deficiency List** screen displays. **Note: The deficiency list presented is determined by the chapter of case being opened.** A sample deficiency list (in this example, chapter 13, is shown below in **Figure 12**)

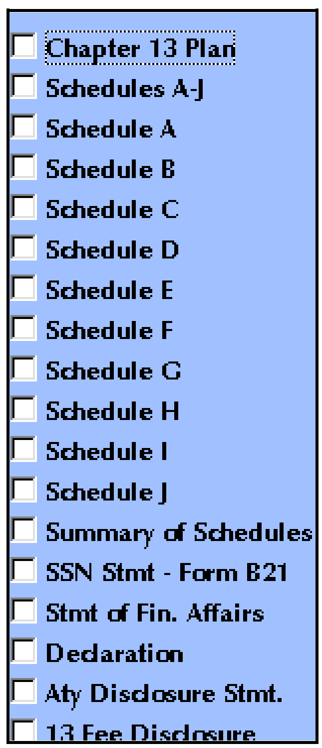


Figure 12

- 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 12 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 13 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 Bankruptcy on the CM/ECF Main Menu Bar and beginning again at **Step 1**.

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

STEP 14 The **Receipt** screen displays. **(See Figure 13)**

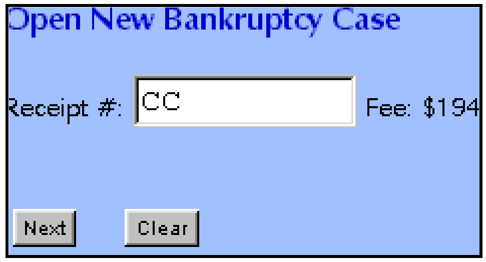


Figure 13

- 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.

- The filing fee will automatically display. If the amount is incorrect, this means the incorrect chapter designation was selected in Figure 3. Click Bankruptcy on the CM/ECF Main Menu Bar and begin again at **STEP 1**.

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

STEP 15 The **Final Docket Text** screen displays.

- 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 16 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 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 17 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.

Proceed next to:

(1) Docket Form B21 - Statement of SSN as follows:

Click Bankruptcy on the CM/ECF Main Menu Bar.
Click the Statement of SSN - Form B21 hypertext link.
Enter the case number in yy-nnnnn format (including the dash); click **[Next]**.
Enter the SSN for the debtor(s).
Submit.

(2) Upload the creditors. See module: *Uploading a Creditor Matrix* for more information.

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

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

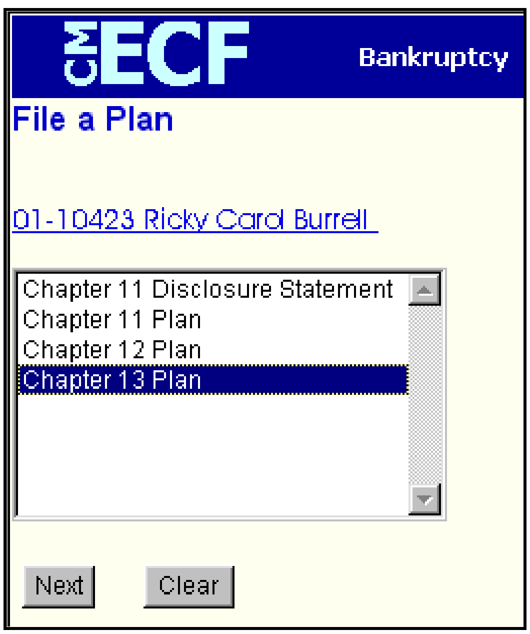


Figure 1

- 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)**

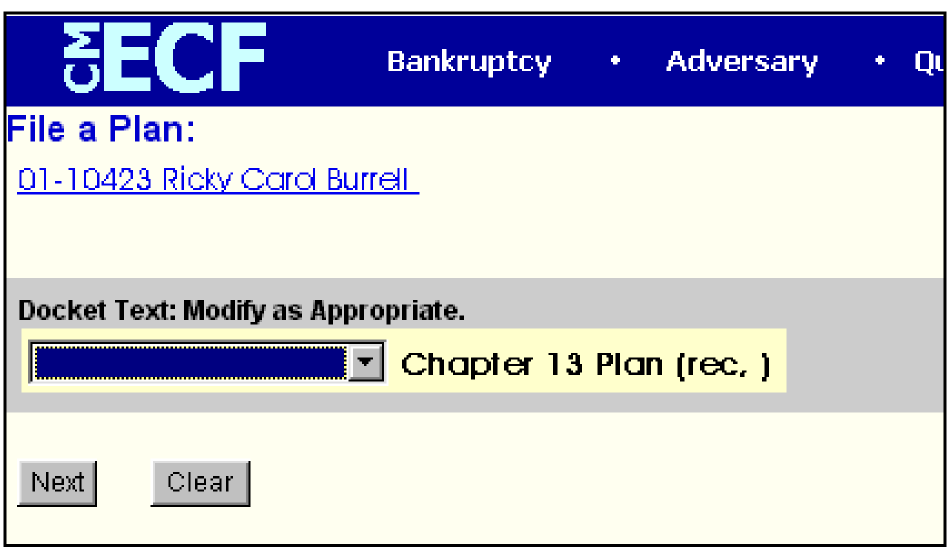


Figure 3

- 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)**

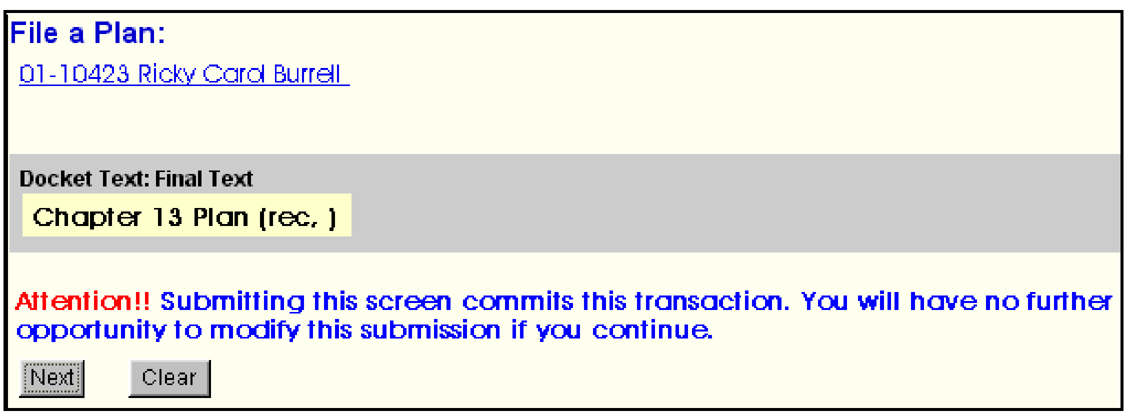


Figure 4

- 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.

Adversary Proceeding Case Opening

Opening an adversary proceeding involves entering information regarding the plaintiff and defendant and basic statistical data. The opening of the adversary will prompt for browsing of the complaint and cover sheet. Docket (if applicable) the Trustee's Application to Defer Fees separately (Adversary/Other). This module demonstrates the steps to take to open an adversary proceeding in CM/ECF.

STEP 1 Click Adversary on the CM/ECF Main Menu Bar. **(See Figure 1)**

Figure 1

STEP 2 The **Adversary Events** screen displays. **(See Figure 2)**

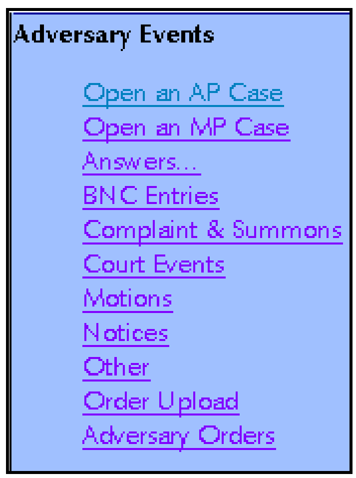


Figure 2

- Click the Open an AP Case hypertext link.

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

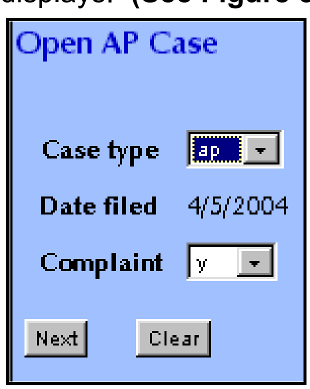


Figure 3

- 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 **Lead Case Number** screen displays. **(See Figure 4)**

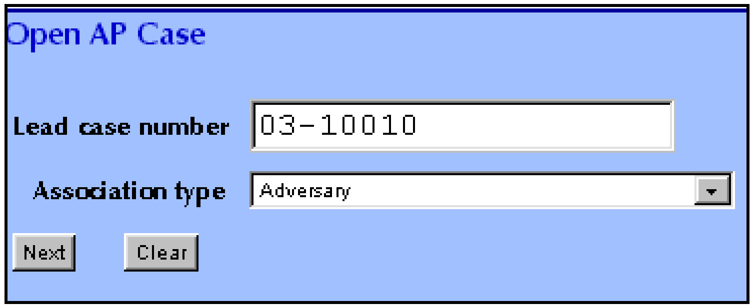


Figure 4

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

- 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.

STEP 5 The **Assignment Screen** displays. **(See Figure 5)**

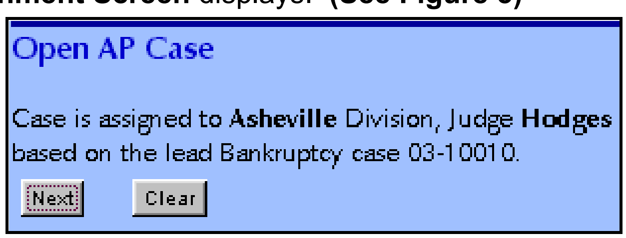


Figure 5

- The Division/Office for the adversary is selected by the CM/ECF based upon the Division/Office of the related bankruptcy case.

- Click **[Next]**.

STEP 6 The **Search for a Party** screen displays. **(See Figure 6)**

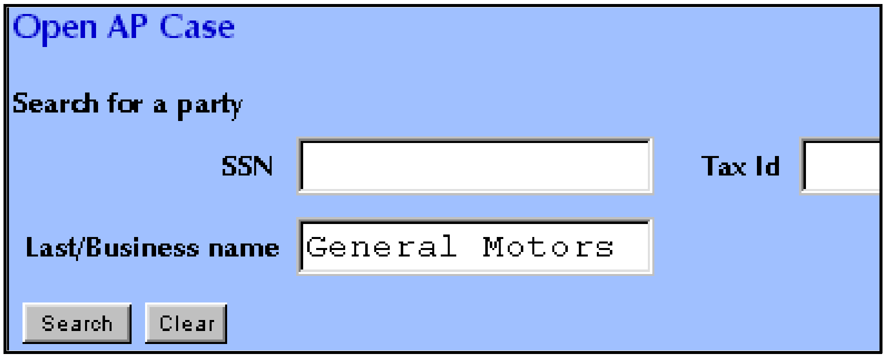


Figure 6

- 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 7 The **Party Search Results** screen displays. **(See Figure 7)**

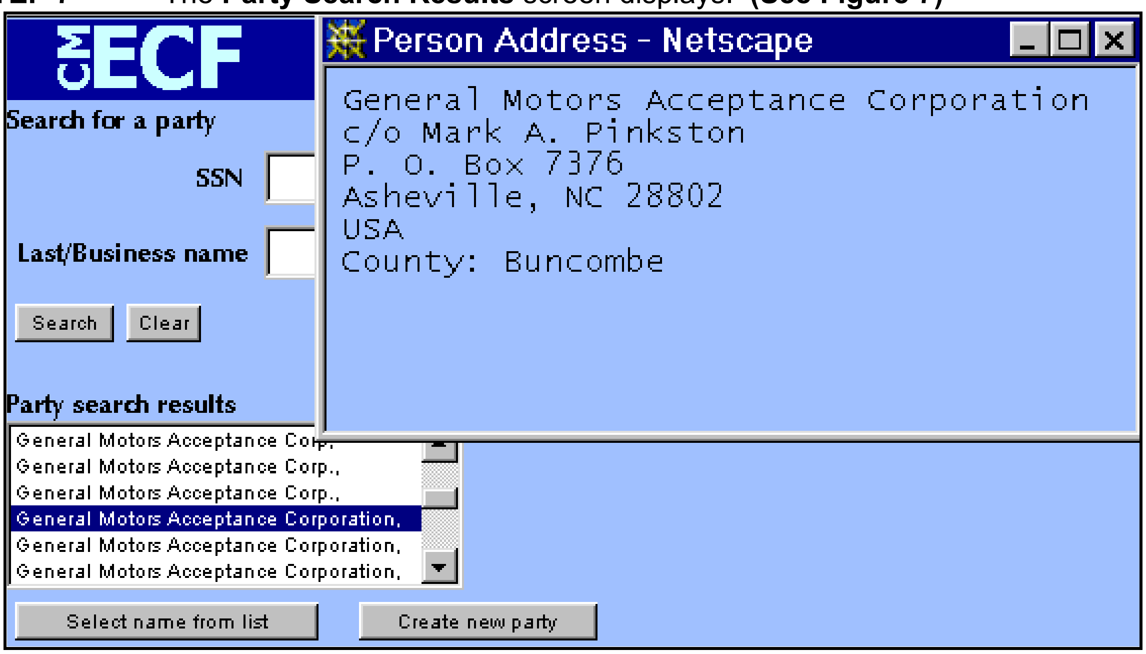


Figure 7

- If the system finds the correctly spelled party name, highlight the party's name in the **Party Search Results** window, and click **Select Name from List** to add the party to the case, and then proceed to **Step 8**.

OR

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

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

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

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

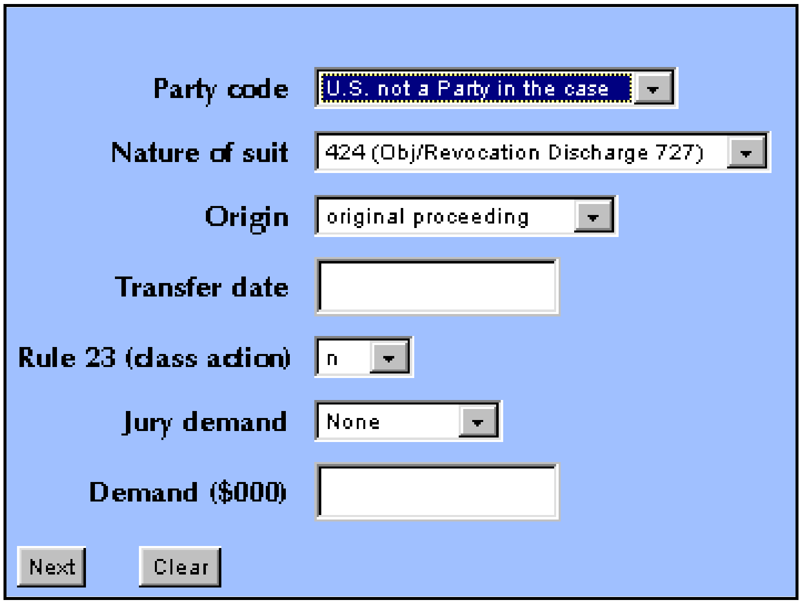
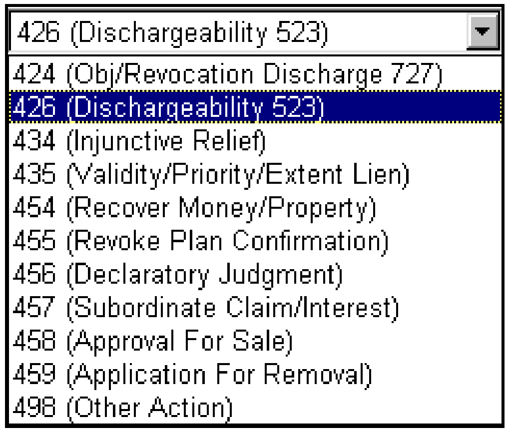


Figure 8

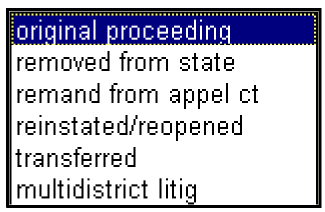
- Click the down arrow ▼ to reveal the list of **Party Code** options. If the U.S. is a plaintiff or a defendant in this adversary proceeding, click to highlight the correct party code to so indicate. If the U.S. is ***not*** a plaintiff or defendant in your case, accept the default **US is not a party 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 10 The **PDF Document Selection** screen displays. **(See Figure 11)**

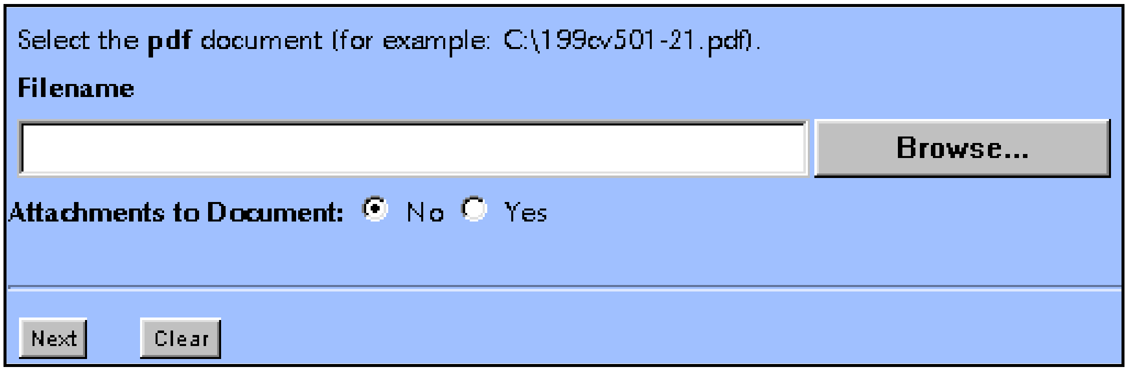


Figure 11

- 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 11 The **Fee Information/Pre Trial Order Due Date/Nature of Suit** screen displays. **(See Figure 12)**

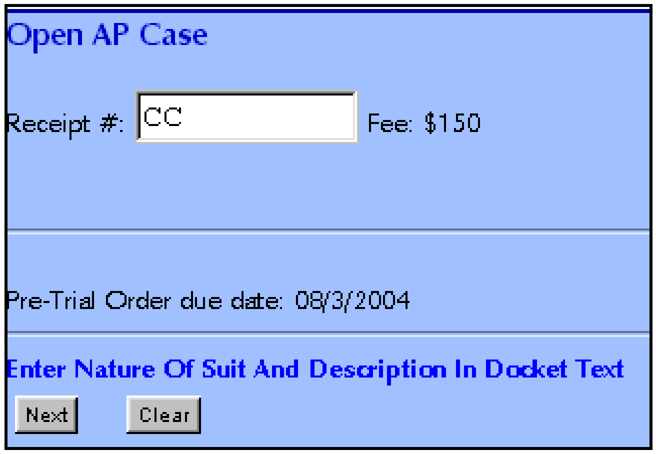


Figure 12

- 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. 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 12 The **Final Docket Text** screen displays. **(See Figure 13)**

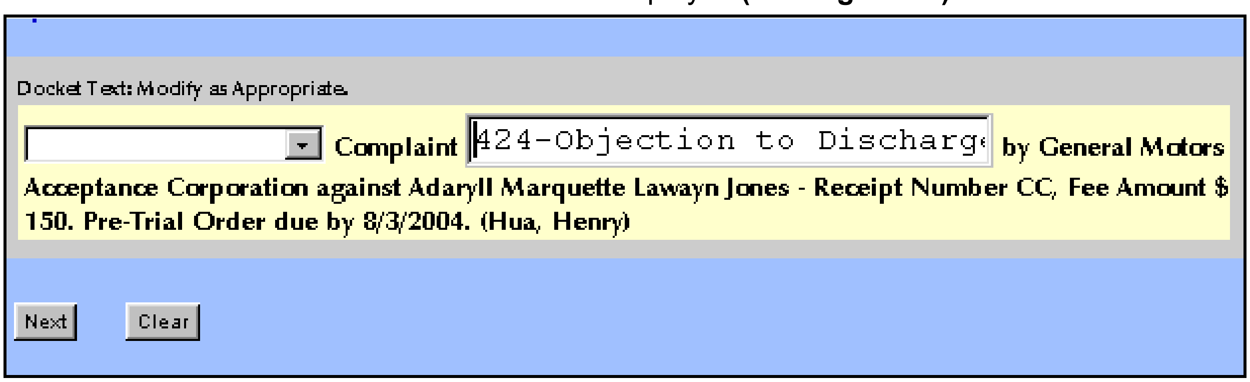


Figure 13

- 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 13 The **Final Approval** screen displays. **(See Figure 14)**

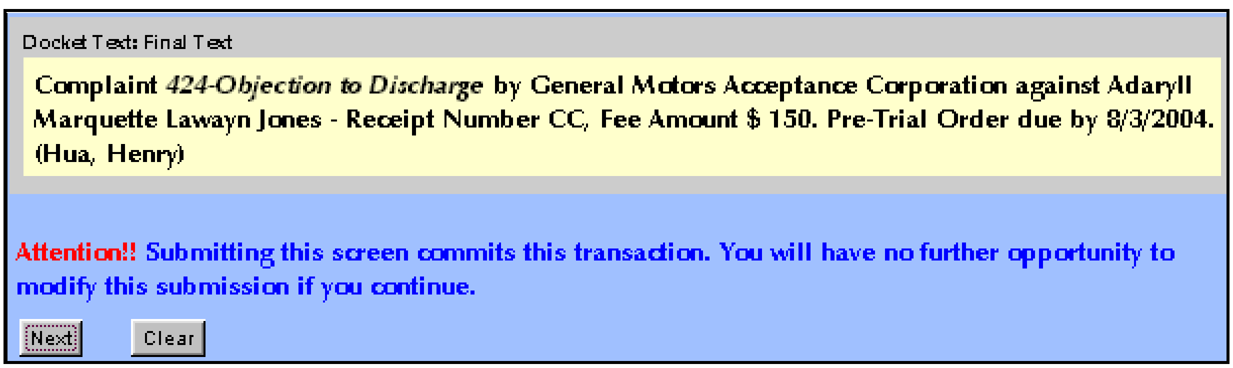


Figure 14

- Verify the Final Docket Text. Read the warning message.
- If the Final Docket Text is correct:
  - Click **[Next]** to continue and officially submit document.
- If the Final Docket Text is incorrect:
  - Click the browser **[Back]** button to find the error(s) and proceed with the event.

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

STEP 14 The **Notice of Electronic Filing** screen displays.

- The Notice of Electronic Filing is the verification that the filing has been 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 you have multiple exhibits to attach to a document, you can scan them all at the same time and save them under one *PDF* filename.

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

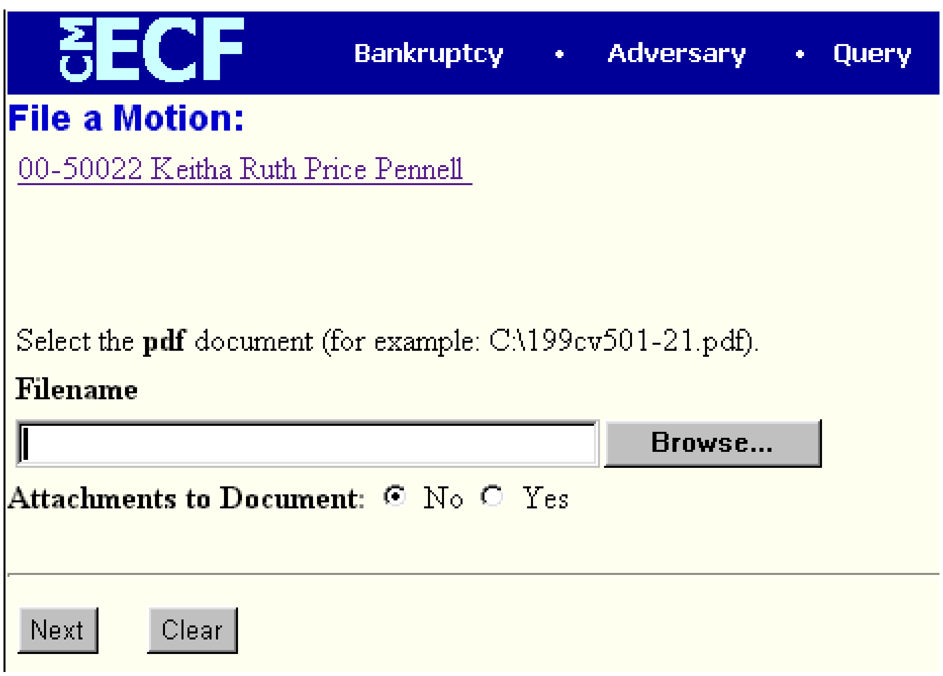


Figure 1

- 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)**

- In **Section 1)**, click **[Browse]**, then navigate to the directory where the **attachment** PDF file is located for the main document. Double-click the

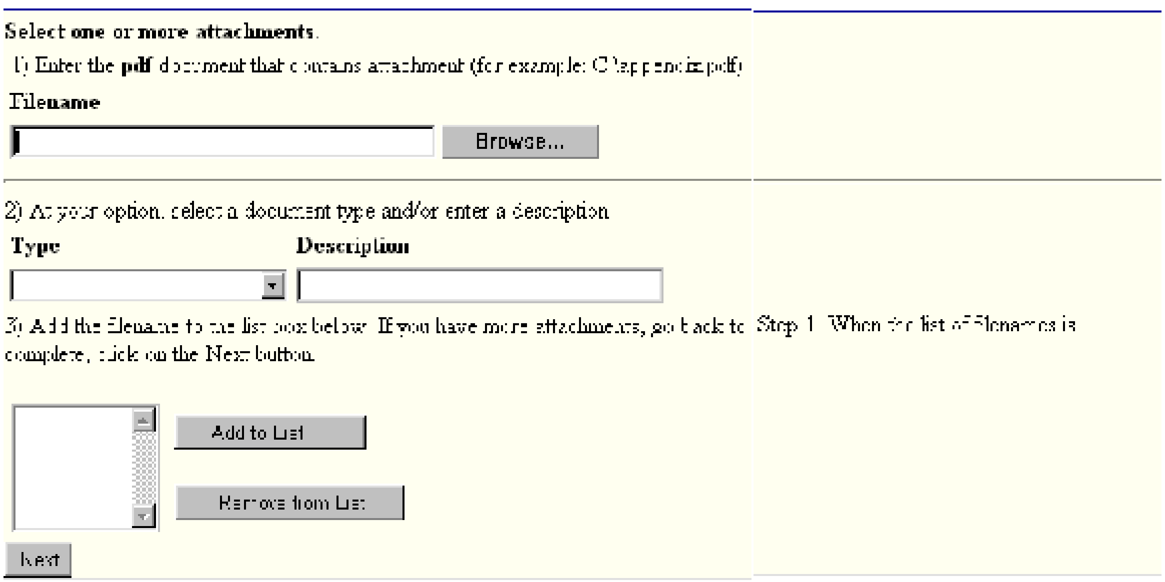


Figure 2

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)**

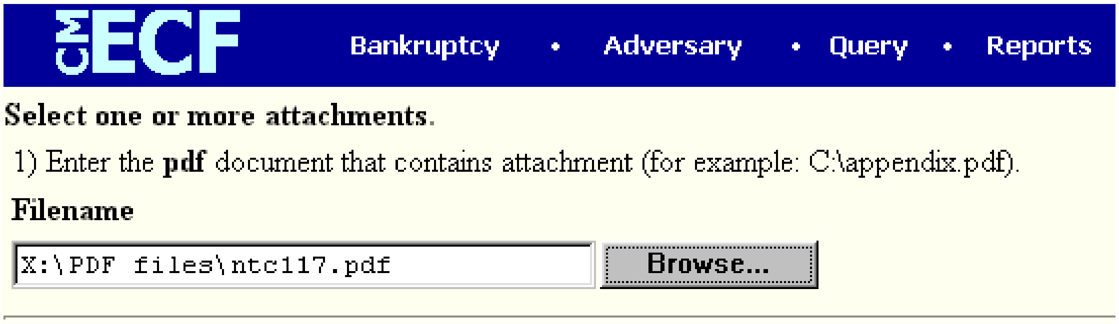


Figure 3

- **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)**

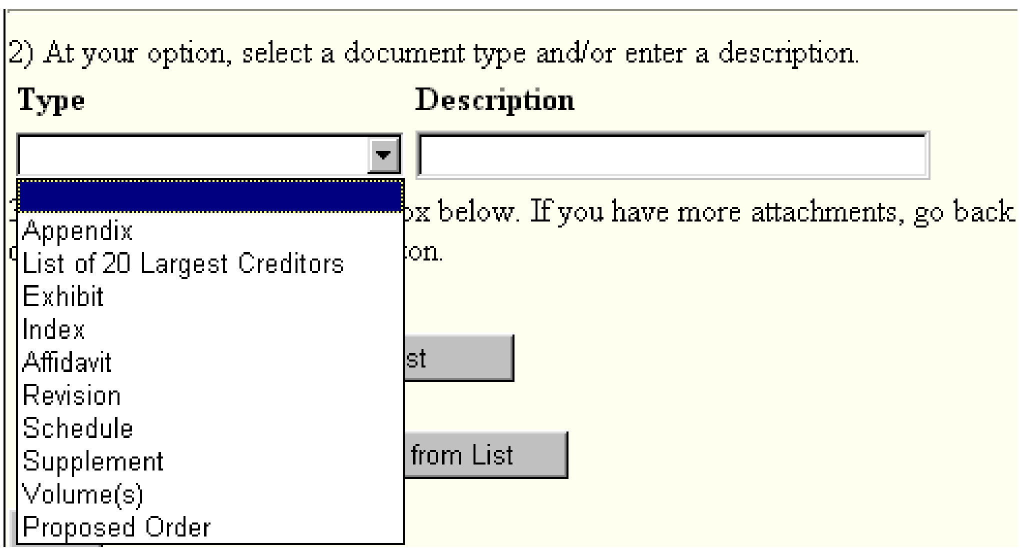


Figure 4

- 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)**

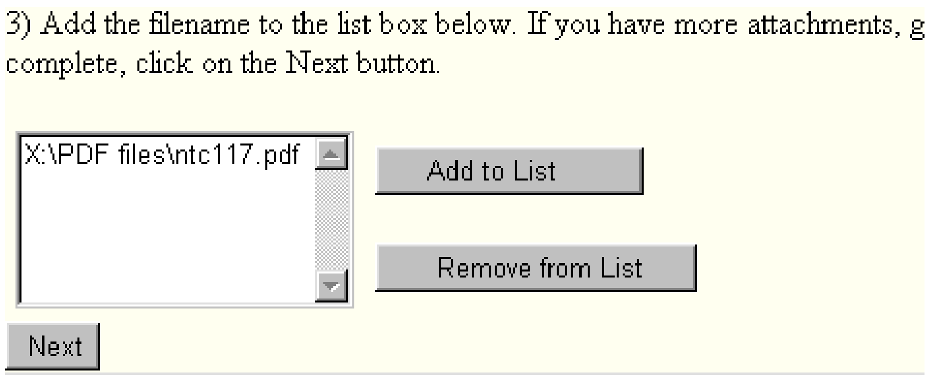


Figure 5

- If the **attachment** filename displayed is <u>incorrect</u>, click to highlight the filename, then click **Remove from List**.
- If there are <u>additional</u> attachments to include, repeat **Steps 3 and 4** until all attachments are displayed in **Section 3)**.
  - 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 Reports on the CM/ECF Main Menu Bar. **(See Figure 1)**

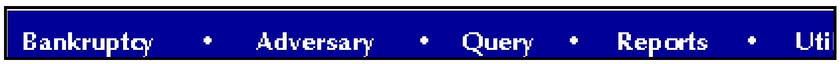


Figure 1

STEP 2 The **Reports** screen displays. **(See Figure 2)**

Figure 2

- Click the Calendar - Monthly hypertext link.

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

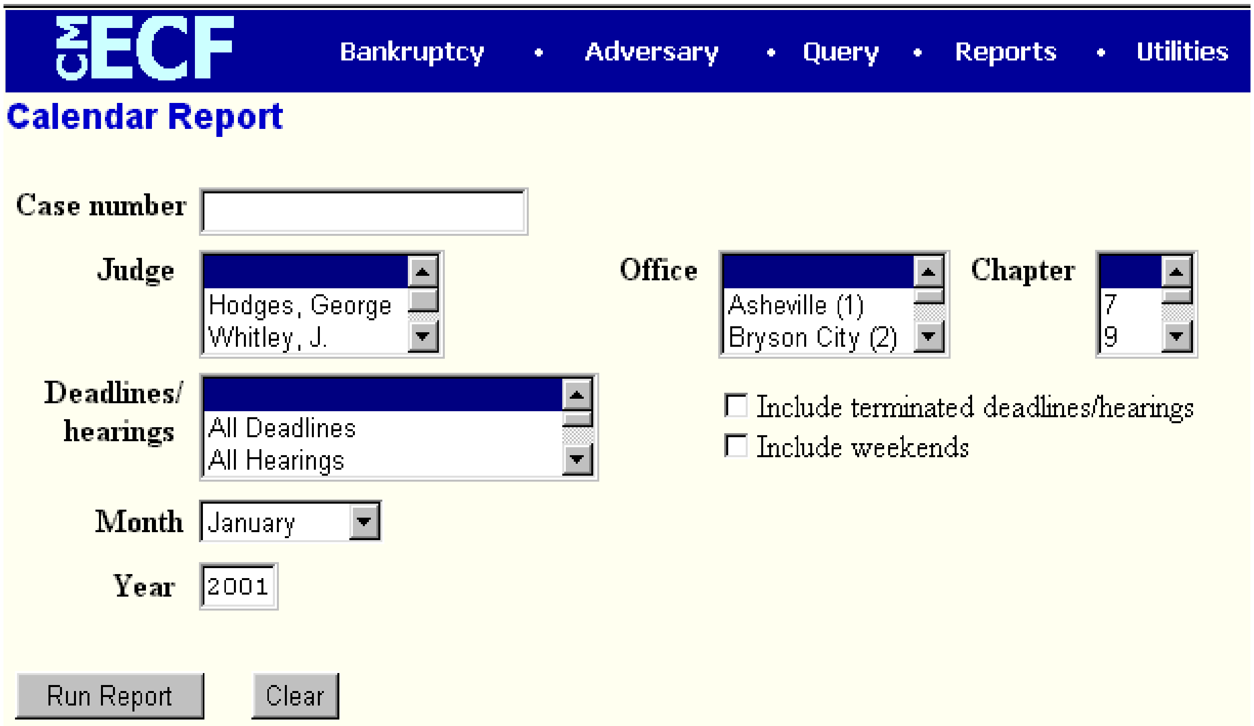


Figure 3

- Type the case number in yy-nnnnn format. Although a Monthly Report can be produced on a case-by-case basis, this is <u>not</u> a required field. Leaving the case number blank will produce a Monthly Report of <u>all</u> 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 <u>not</u> 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 4)**

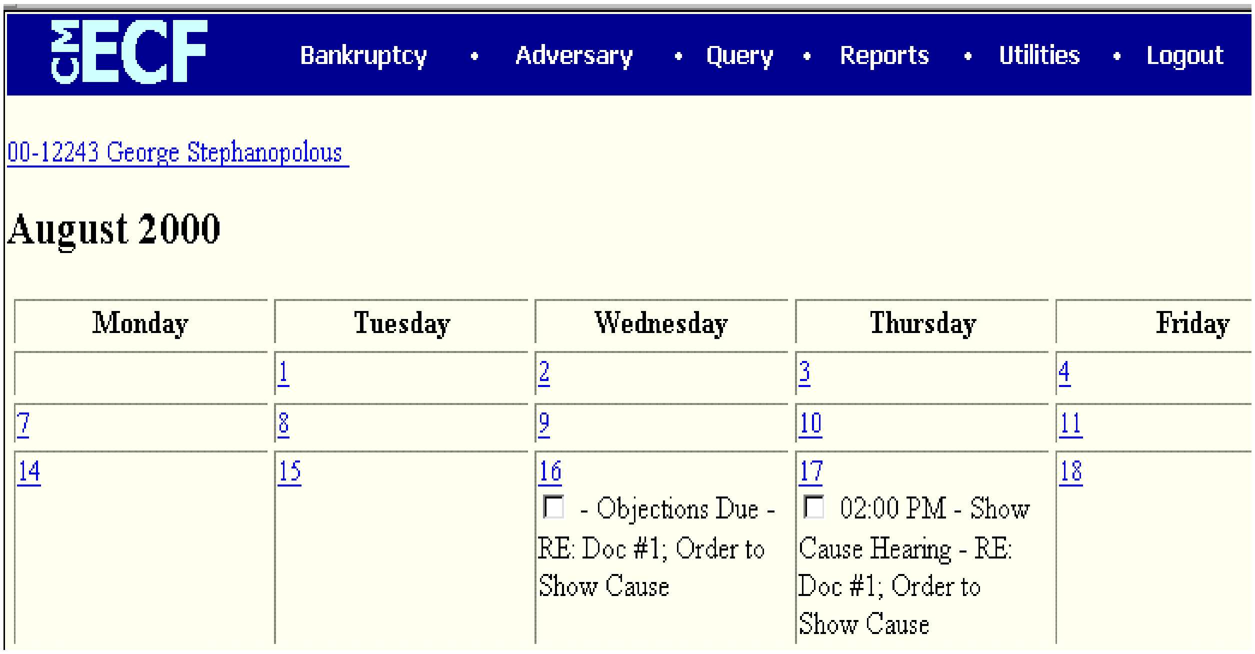


Figure 4

- 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 5)**

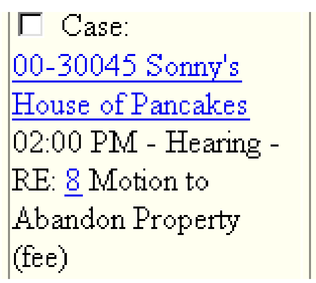


Figure 5

- 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 6)**

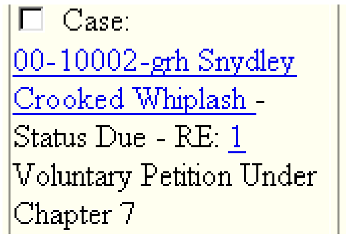


Figure 6

- 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.

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 Reports 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)**

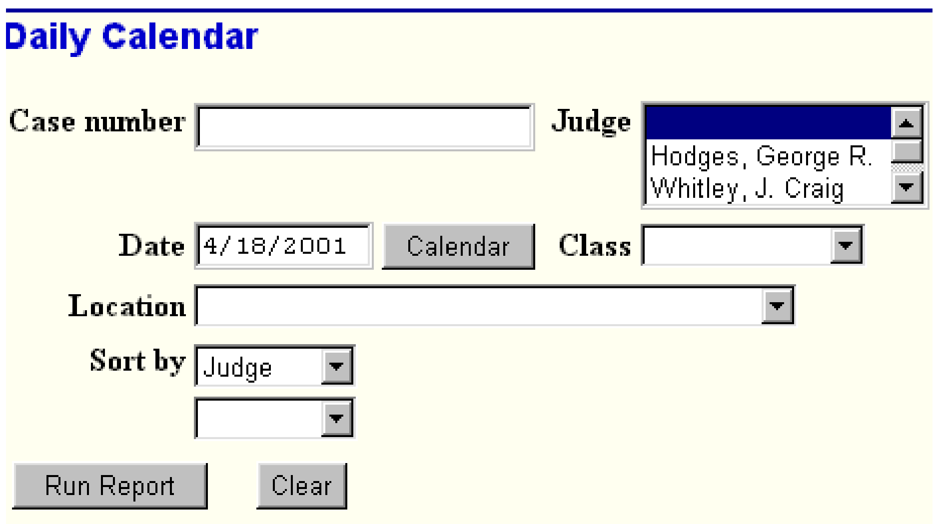


Figure 1

- 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 link will display the docket report for the selected case.

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

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 Reports 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)**

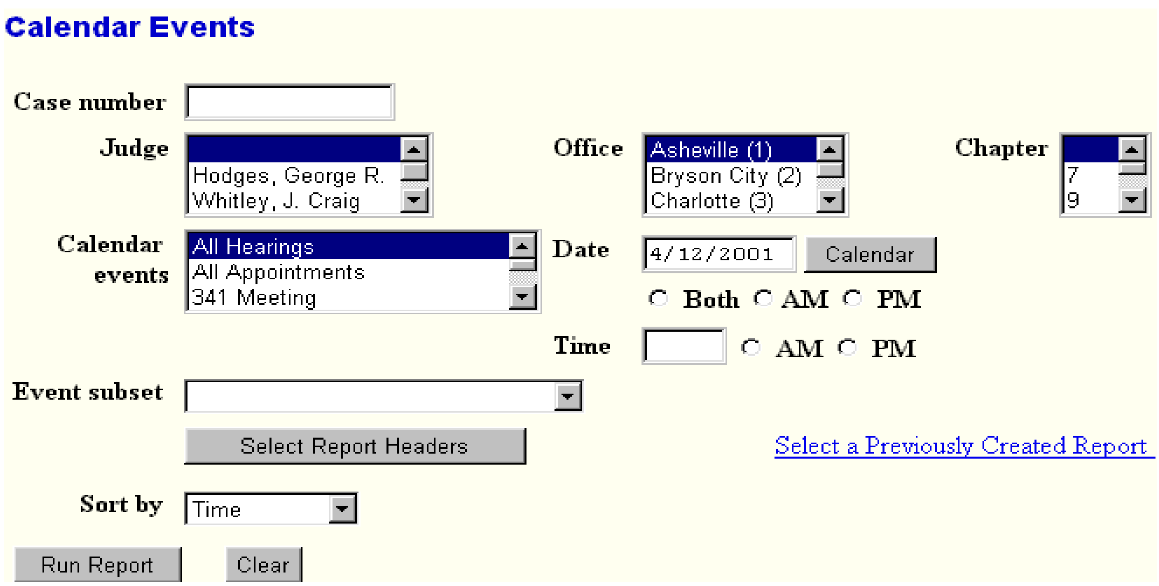


Figure 1

- 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 2 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-Citizen & 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 of 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 Reports 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)**

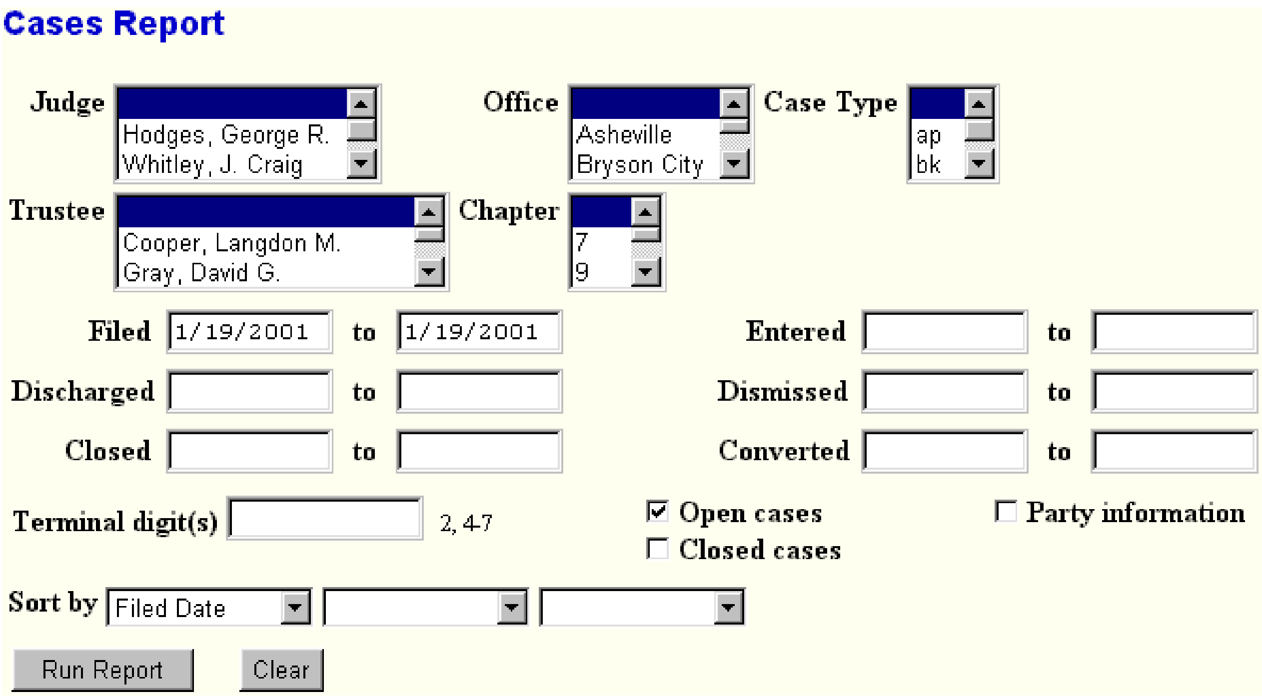


Figure 1

- 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.

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

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

- 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 defaults 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 4 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 notice through the browser **File/Save** option.

Docket Reports

This module demonstrates the steps to take to display or print a Docket Report for an ECF case.

STEP 1 Click Reports 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)**

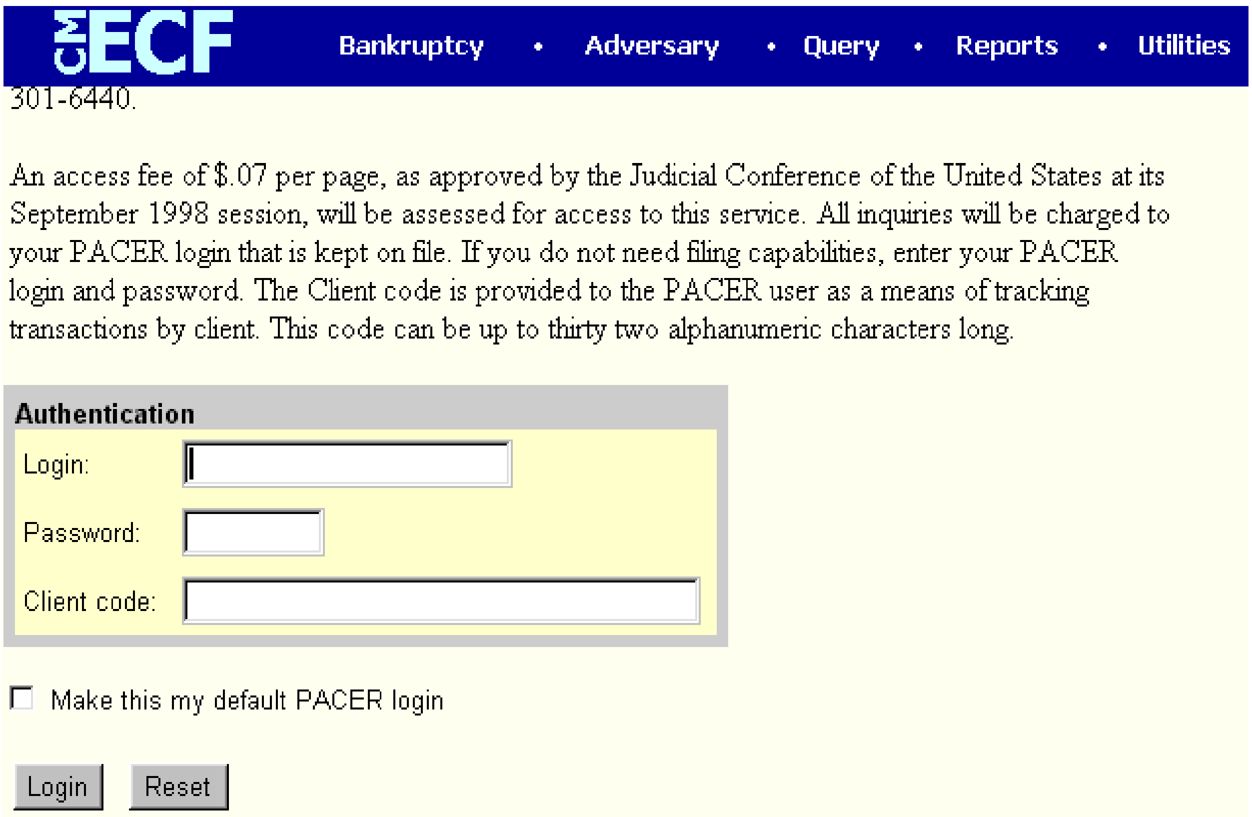


Figure 1

- Enter the Trustee Pacer **Login**.
- Enter the Trustee 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.

  Note: If you are requesting a *Docket Report* for a case for which you are the trustee and you use your trustee Login and Password, there will be no Pacer charge.

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

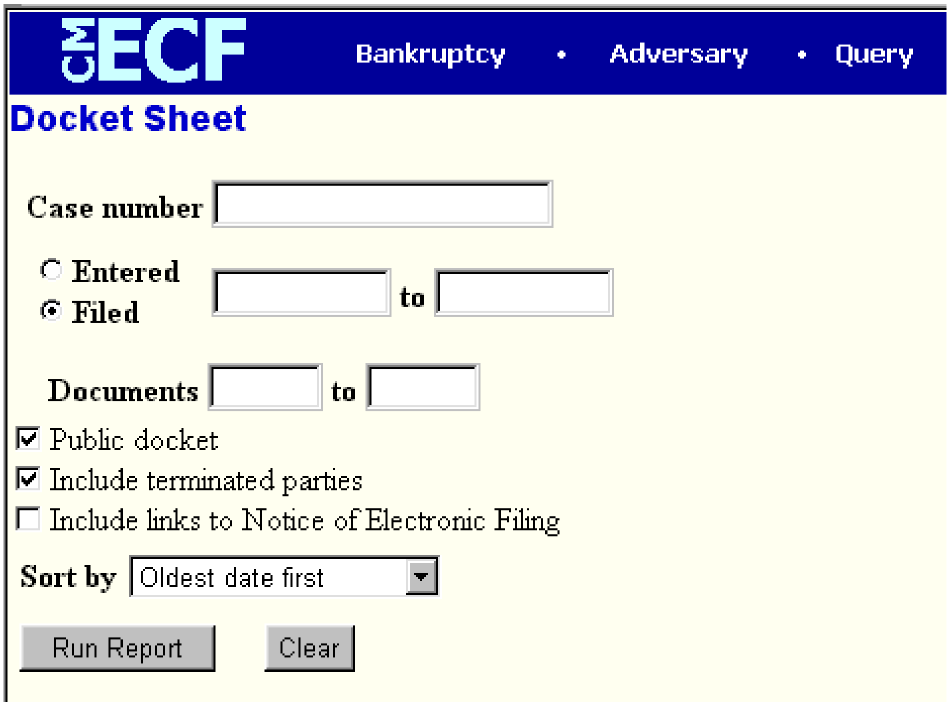


Figure 2

- Enter the case number in yy-nnnnn format.

- The radio button for the option **Entered** is the default. Leaving this as the default, the Docket Report will be displayed showing the dates documents were *entered* on the docket. Changing the default from **Entered** to **Filed**, will result in seeing a Docket Report that will be displayed showing the dates documents were *filed*. **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 you wish to be able to view the *Notices of Electronic Filing* pertaining to docket entries, 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 you have selected all options, 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 2 would open the image for the Chapter 13 Plan.
- Clicking on a related document number **(see again, Figure 3)** will provide the *PDF* image for the document to which this docket entry is related (linked). In the example below, clicking on the hypertext link 1 would open the image for Related Document #1 (the Voluntary Petition), as the Chapter 13 Plan docket entry is related to (linked) to the Voluntary Petition.

05/25/1999	2	Chapter 13 Plan (related document(s)1) (Cummings, Sandra) (Entered: 11/01/2000)

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)**

05/25/1999	2	Chapter 13 Plan (related document(s)1) (Cummings, Sandra) (Entered: 11/01/2000)

Figure 4

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

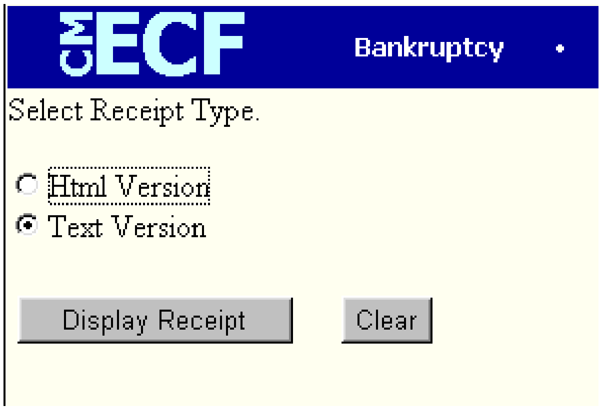
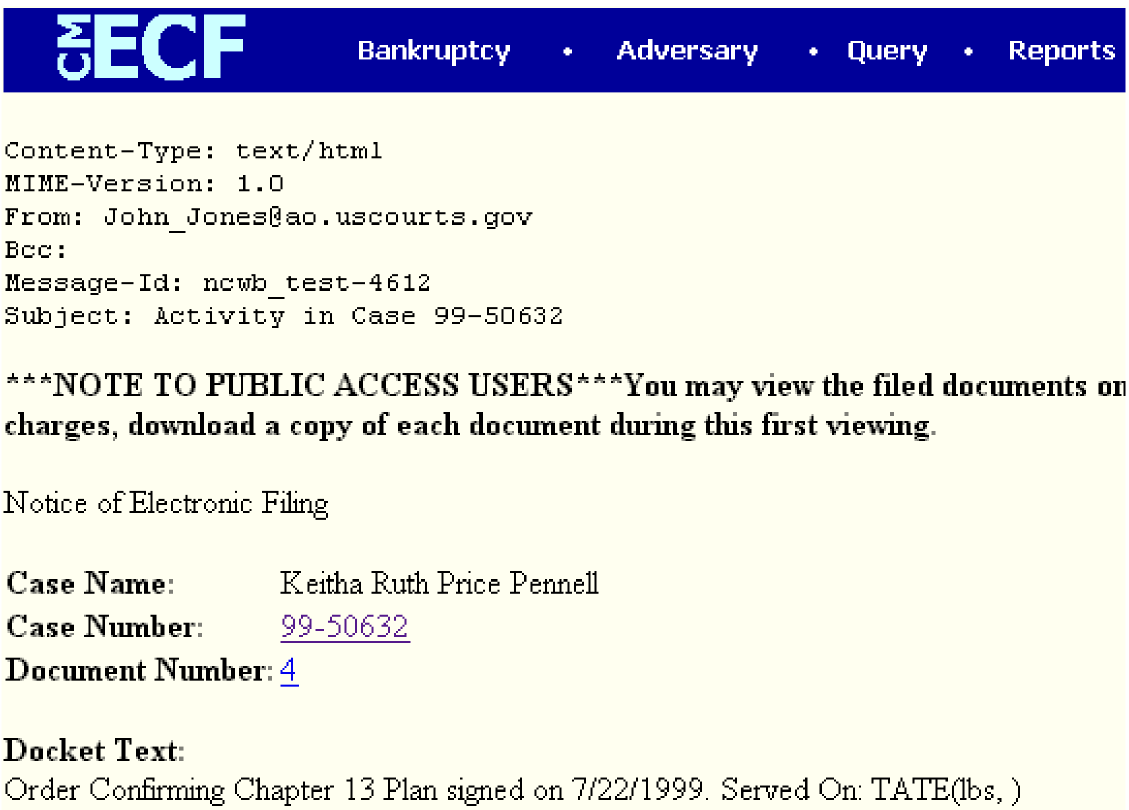


Figure 5

- Select to view the Notice of Electronic Filing in either Html Version or Text Version.

- Click **[Display Receipt]** to continue.

- The Html version **(See Figure 6)** will contain hypertext links to the docket report and to the document PDF image. The Text Version **(See Figure 7)** contains no hypertext links.




```
Content-Type: text/html
MIME-Version: 1.0
From: John_Jones@ao.uscourts.gov
Bcc:
Message-Id: ncwb_test-4612
Subject: Activity in Case 99-50632
```

*****NOTE TO PUBLIC ACCESS USERS***You may view the filed documents on charges, download a copy of each document during this first viewing.**

Notice of Electronic Filing

Case Name: Keitha Ruth Price Pennell
Case Number: 99-50632
Document Number: 4

Docket Text:
Order Confirming Chapter 13 Plan signed on 7/22/1999. Served On: TATE(lbs,)

Figure 6-HTML Version

```
Content-Type: text/plain
MIME-Version: 1.0
From: John_Jones@ao.uscourts.gov
Message-Id: ncwb_test-4611
Bcc:
Subject: Activity in Case 99-50632


***NOTE TO PUBLIC ACCESS USERS*** You may view the filed documents once without char


Notice of Electronic Filing

Case Name: Keitha Ruth Price Pennell
Case Number: 99-50632 https://ecf.ncwb-test.uscourts.gov/cgi-bin/DktRpt.pl?167
Document Number: 4
Copy the URL address on the line below into the location bar of your Web browser to

Docket Text:
Order Confirming Chapter 13 Plan signed on 7/22/1999.     Served On: TATE(lbs, )
```

Figure 7-Text Only Version

CLAIMS REGISTER REPORT

The Claims Register Report shows a list of claims filed in a particular case. This module demonstrates the steps to take to generate a Claims Register Report.

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

STEP 2 The **Reports** screen displays.

- Click the Claims Register hyperlink.

STEP 3 The **Claims Register Information** screen displays. **(See Figure 1)**

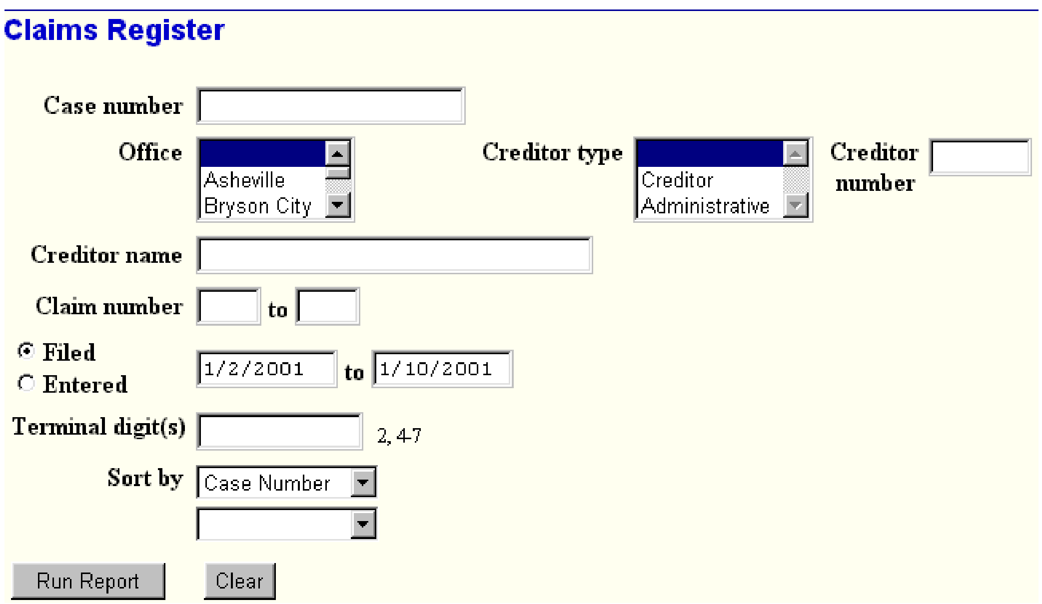


Figure 1

- Enter the **Case Number** in yy-nnnnn format.

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

- The **Creditor Number** field can be used to limit the report to only one claim.
- The **Creditor Name** field can be used to limit the report to only one creditor.
- The **Claim Number ___ to ___** field can be used to limit the report to a consecutive group of claims.
- Select the dates through **'from'** and **'to'** dates on which the report should be run.

  Note: You cannot leave the date fields blank.

- Selecting **Filed** will result in the report showing the dates claims were filed.
- Selecting **Entered** will result in the report showing the dates claims were entered on the docket.
- The **Terminal Digits** field allows the report to be limited by terminal digit(s).
- The **Sort by** field defaults to Case Number. Click the down arrow ▼ to reveal the list of other options for report sorting:

  Claim Number
  Creditor Name
  Filed Date
  Office
  Terminal Digit

- Click **[Run Report]** to generate the Claims Register for the criteria selected.

STEP 4 The **Search Results** screen displays. **(See Figure 2)**

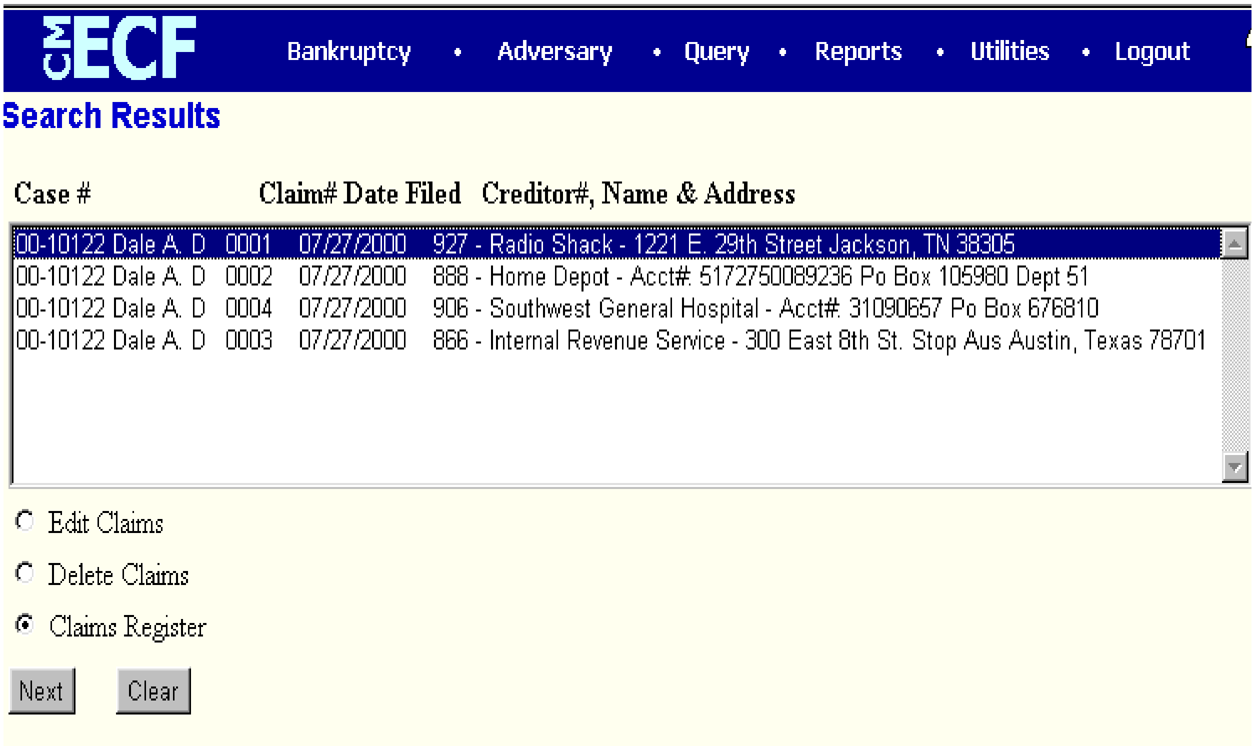


Figure 2

- To view information about a specific claim, click to highlight the claim.
- Click **[Next]** to continue.

STEP 5 The **Claims Register Summary** displays. **(See Figure 3)**

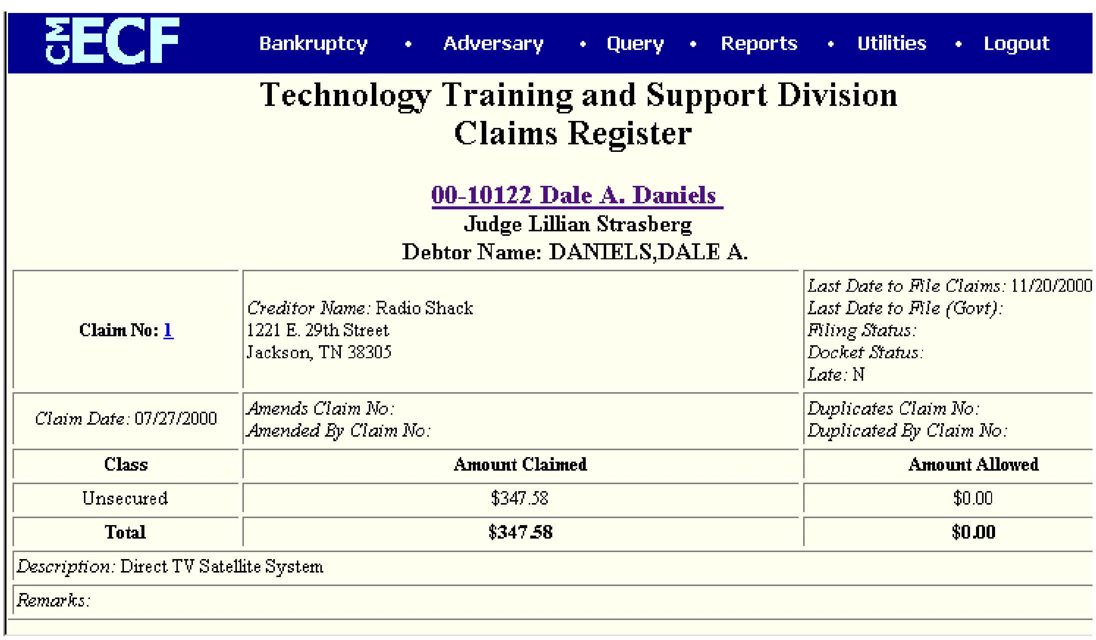


Figure 3

- The claim information is displayed for the selected claim. The case name/number is a hypertext link to the docket sheet; the claim number is a hypertext link to the claim image.

- At the end of each Claims Register report is a Claims Register **Summary**. **(See Figure 4)**

Claims Register Summary

Case Name: District Memorial Hospital of Southwestern North C
Case Number: 2000-20069
Chapter: 11
Date Filed: 06/06/2000
Total Number Of Claims: 95

	Total Amount Claimed	Total Amount Allowed
Unsecured	$405084.09	$0.00
Secured	$666096.79	$0.00
Priority	$625543.69	$0.00
Unknown	$602708.29	$0.00
Administrative	$0.00	$0.00
Total	**$2299432.86**	**$0.00**

Figure 4

- To print the **Claims Register**, click the **[Print]** icon on the browser toolbar.

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 Utilities 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)**

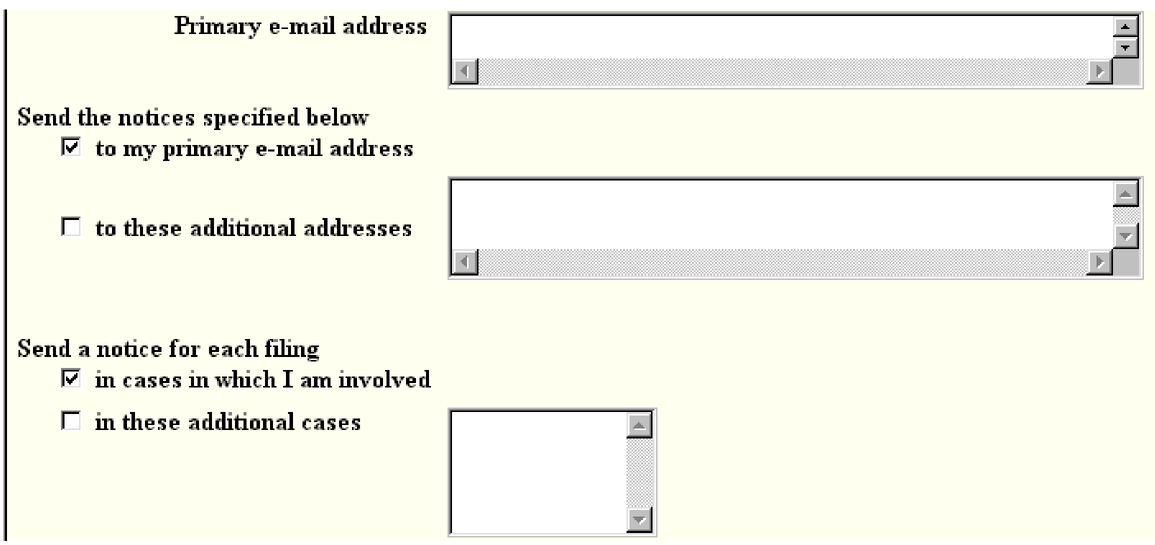


Figure 1A

- **Primary e-mail address** will have you current system e-mail address. Edit if necessary.
- **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 the primary e-mail address.

- Click in the radio box to select to also send notices to the listed additional e-mail addresses. 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. If there are other cases in which the attorney is <u>not</u> involved but notices are desired:

  - Type the case numbers in yy-nnnnn format (or delete case numbers for which notification is no longer desired).

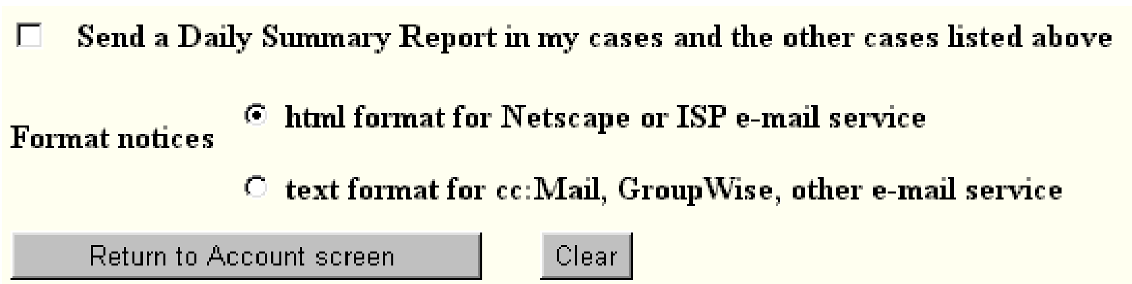


Figure 1B

- **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.

- **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 Query on the CM/ECF Main Menu Bar. **(See Figure 1)**

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

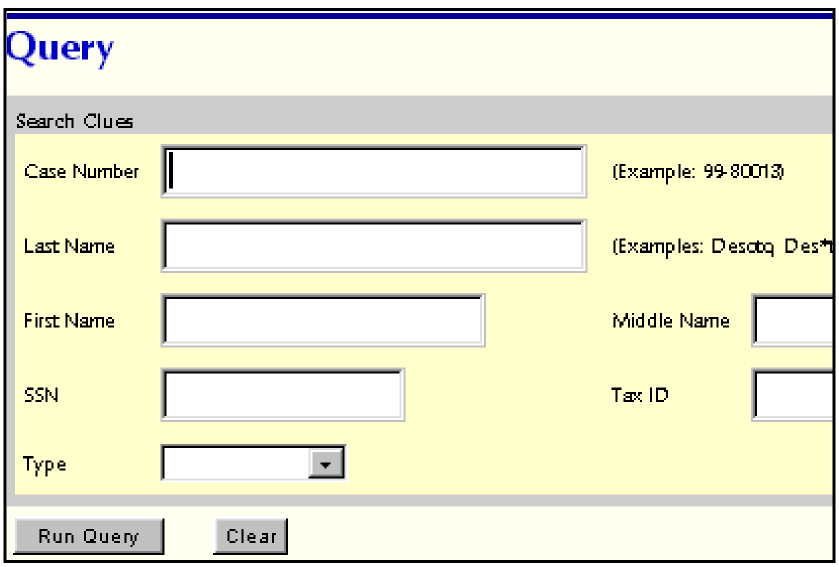


Figure 2

- 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.

- 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 desired match. The desired case will be presented**.**

- If the Query Search found only one match, the specific 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:

  - **Alias -** this is a link to the debtor(s) aliases.

- **Associated Cases** - clicking this link shows any associated cases, such as adversary proceedings, jointly administered cases or deconsolidated cases.

- **Attorney** - clicking this link shows the name, address and phone number of the case attorneys and the party representations.

- **Case Summary** - clicking this link provides basic case summary information including the dates for case filing, discharge, dismissal, conversion dates and closing dates. This also provides current status and flag information, reopening information if applicable, etc. **See Figure 4** shows a small portion of the available information.

Case Summ

Office:	Wilkesboro	**Filed:**	03/01/2002
County:	Catawba	**Terminated:**	
Fee:	Credit Card	**Discharged:**	
Reopen:	0	**Reopened:**	
Previous Term:		**Converted:**	02/24/2004
Disposition:		**Dismissed:**	
Joint:	y	**Confirmation Hearing:**	
Pending Status:	Awaiting First Meeting ,Awaiting Trustee's Report		

Figure 4

- **Creditor** - clicking this link provides link to the Creditor Report permitting the viewing of the case creditors names and addresses.

- **Deadline/Schedule** - this is a 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** - clicking this link 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** - clicking this link provides access 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 the name of the judge assigned to this case.

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

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

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

- **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 and also shows trustees that have been terminated (i.e. due to conversion or rejection). **(See Figure 5)**

Trustee

Steven G. Tate
P.O. Box 1778
Statesville, NC 28677
(704) 872-0068
tate13@statesville.net
ASSIGNED: 03/04/2002
TERMINATED: 02/24/2004
(tr)

Barrett Crawford
P.O. Box 2901
Hickory, NC 28603-2901
(828) 328-9292
blctrecf@charter.net
ASSIGNED: 02/25/2004
(tr)

Figure 5

CM/ECF Events List - Non Court Users

BANKRUPTCY EVENTS

Answer/Response
-Reference an Existing Motion/Application
 Amended Answer to Complaint
 Answer to Amended Complaint
 Objection/Request for Hearing *(schedules a hearing)*
 Response/Objection *(does <u>not</u> schedule a hearing)*
 Response/Request for Hearing *(schedules a 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 341(a) Meeting of Creditors (Chapter 13 Batch)
Notice of Debtor(s) Address Change
Notice of Plan Modification
Notice of Transfer of Claim & Opportunity to Object
Proposed Order
Semi-Annual Report
Trustee’s Fee Paid (**COURT ONLY**)
Trustee’s proceeding memo continuing 341(a) Meeting of Creditors (Chapter 13 Batch)

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
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

Motions/Applications - Continued...
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 (text only - no PDF)
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 BK Case

Open BK Case (upload)

Other
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
Proposed Order
Reaffirmation Agreement
Report of Substantial Consummation
Rule 1019 Report
Section 304 Petition
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/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

Trustee/Bankruptcy Administrator (Continued...)

Initial Report (tr341)
Memorandum from 341(a) Meeting
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
Rejection of Appointment
Report of Deposit
Report of No Distribution (Chapter 7)
Request for Claims Register
Request for Fees Due Clerk of Court
Rule 3011 Report
Trustee's Objection to Confirmation and Motion to Dismiss w/HEARING
X-Other Document

ADVERSARY EVENTS

Open an AP Case

Open an MP Case

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)
Counterclaim
Crossclaim
Notice of Removal (Fee)
Summons Unissued
Summons Service Executed
Summons Service Unexecuted
Third Party Complaint
X - Other Document

Motions
Approve Settlement
Consolidate Proceedings w/HEARING
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 as Attorney w/HEARING
Withdraw the Reference (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

Other

Affidavit of Trustee - Plaintiff of Deferred Filing Fee
Bill of Costs
Brief
Certificate of Service
Progress Report
Proposed Consent Order (AP)
Proposed Order (AP)
Report
Stipulation
X-Other Document

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.