United States Bankruptcy Court
for the
Eastern District of Pennsylvania

CM/ECF Training Manual for
Attorneys and Trustees

Table of Contents

Getting Started

Document Filings (Attorney Only)

Document Filings (Trustee Only)

Report Menu (Attorney/Trustee)

Utility Menu (Attorney/Trustee)

Introduction

Why Electronic Case Files

With Electronic Case Files (ECF), authorized users may file documents electronically over the Internet, at any time, anywhere. Judges and staff now have electronic access to docket information, case management data, and legal research materials. Most documents in a case file remain available only in paper form. If it is reasonable to assume that with computer word processing, most documents generated are created first in electronic form, the federal courts can further reduce the reliance on paper records by establishing electronic case file systems. These systems should enhance the accuracy, management, and security of records, reduce delays in the flow of information, and achieve cost savings for the judiciary, the bar, and litigants.

Benefits of the system include

- improved judge, court staff, and public access to case file information
- cost savings and efficiencies through increased productivity
- reduced physical handling, maintenance, and copying of file documents
- improved docketing, scheduling, case management, and statistical reporting
- enhanced accuracy and efficiency in record maintenance
- Ability to view the same case files by multiple parties simultaneously.
- Ability to file and access court records 24 hours a day, 7 days a week, from anywhere.

Capabilities of the System

- Electronically file pleadings and documents to "live" cases.
- View official docket sheets and documents associated with cases.
- View various reports (e.g. Cases Filed Report, Judge's Calendar) for electronically filed cases.
- Make electronic documents easily printable for users who require a paper copy.
- Train users on a training system comparable to the "live" (official) system.
- Download the most recent version of the User's Manual.
- Download Netscape Browser and Portable Document Format (PDF) configuration information.
- Submit comments and questions regarding the system.

Electronic Case Files System
Hardware/Software Recommendations

- Hardware

It is recommended that the PC contain a minimum of 1000 megahertz with a minimum of 128 megabytes of memory. An Internet connection using a minimum transfer rate of 56 kilobytes will provide sufficient connectivity; however, a Digital Subscriber Line or T-1 line will provide a smoother transfer of data. The faster the Internet connection, the easier ECF is to use. It is further suggested that parties utilize a flatbed scanner for documents that need to be imaged and filed with the court.

- Software

An operating system that supports a web browser including Windows, Linux, Macintosh and others will allow access to the System. Netscape Navigator v.4.6 or 4.7 and Microsoft's Internet Explorer are compatible for use as a web browser. A word processor such as WordPerfect or Microsoft Word is required. To covert text files to Portable Document Format (PDF), Adobe Acrobat is a standard conversion tool. Anti-virus software is not a requirement but it is **strongly** suggested for the security of your system and **that of** the Court.

This manual provides instructions on how to use the Electronic Case Files (ECF) system to file documents with the court, view docket sheets and documents for all cases assigned to this system.

ECF Terms

Adobe Acrobat

Application universally used to create and view PDF documents. Adobe Systems Inc. created the PDF software.

Attachment

An additional supporting document filed electronically with a pleading. Proposed orders is an example of attachments to motions and applications.

Automatic E-mail Notification

An Electronic Case Filing (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 software program which provides a user-friendly interface to access information 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. Netscape Navigator 4.6x and 4.7x, and Internet Explorer 5.0 can be used with ECF. NOTE: Some users have experienced intermittent problems in submitting electronic documents with Internet Explorer.

Category

In ECF, a category is a classification of similar document types, such as Motions/Applications. 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 choose one or more items from a list.

CM/ECF

Case Management/Electronic Case Filing (CM/ECF) is the Federal Judiciary's next generation case management system that will revolutionize the way courts do business. With the ECF portion attorneys can file cases and documents electronically via the Internet.

Default

A default is a common suggested value displayed by ECF on a screen. You can accept the default or choose another event from a pick list.

Document Type

A category of documents filed in an ECF case that have similar characteristics, such as a motion or a notice.

Drop Down Box

An alphabetical list of selections to choose from. Drop down boxes are used throughout ECF to list types of Adversary Associations or a prefix for docket text. When you see the selection you want to make, click to highlight it. To make multiple selections, hold your control key down and scroll to the second (third, etc.) selection.

Hypertext (HTML) Link

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 certification that each case or document submitted electronically was entered in the U.S. Bankruptcy Court database.

PDF Document

An exact image of a document created in a word processing program. Once converted to PDF the document can not be altered. All documents filed in ECF, must be in PDF format, with the exception of the creditor list (matrix) It must be uploaded in a text (.txt) format

Radio Button

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

URL

The abbreviation 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 Eastern District of Pennsylvania's training database is https://ecf-train.paeb.uscourts.gov.

UNITED STATES BANKRUPTCY COURT
Eastern District of Pennsylvania

BANKRUPTCY EVENTS GLOSSARY

ANSWER/RESPONSE
Reference an Existing motion/application

- Objection
- Reply
- Response

ANSWER/RESPONSE
Other Answers

- Involuntary Answer

APPEAL

- Appellant Designation
- Appellee Designation
- Cross Appeal
- Notice of Appeal
- Notice of Docketing Record on Appeal
- Notice of Referral of Appeal
- Objection to Referral
- Request for transcript Re: Appeal
- Statement of Issues on Appeal
- Transcript Re: Appeal
- Transmittal Memorandum

BATCH FILINGS

- Chapter 7 Trustee's Report of No Distribution
- Debtor's Oath
- Meeting of Creditors Held
- Meeting of Creditors Not Held
- Motion to Dismiss
- No Asset Report
- Notice of Motion
- Objection to Confirmation of Plan

CLAIMS ACTIONS

- Assignment of Claim
- Objection to Assignment of Claim
- Objection to Claim

- Praecipe to Withdraw Proof of Claim

CREDITORS MAINTENANCE

- Enter Individual Creditors
- Upload a Creditor Matrix File
- Edit Creditors

FILE CLAIMS

- File Claims

MOTIONS/APPLICATIONS

- Abandon
- Abate
- Accounting
- Adequate Protection
- Administrative Expenses
- Allow Claims
- Allow Payment Arrearages
- Amend Document
- Amended Application
- Amended Motion
- Appear Pro Hac Vice
- Appoint Creditors' Committee
- Appoint Trustee
- Approve
- Approve Disclosure Statement
- Assume/Reject
- Avoid Lien
- Borrow
- Compel
- Compensation
- Consolidate
- Contempt
- Continue Hearing
- Continue Meeting of Creditors
- Convert Case 7 to 11
- Convert Case to 12
- Convert Case to 13
- Convert Case to 7
- Deconsolidate Case Association
- Defer Fee

- Deposit Funds into Court Registry
- Deposit Unclaimed Funds
- Determine Tax Liability
- Disallow Claims
- Disallow Compensation
- Dismiss Case
- Dismiss Party
- Dismiss/Withdraw Document
- Employ
- Examination
- Expedite Hearing
- Extend/Shorten Time
- Extend Exclusivity Period
- Extend Plan Payments
- Final Decree
- Generic Application
- Generic Motion
- Generic Motion Two Part
- Hardship Discharge
- Intervene
- Joint Administration
- Leave to Appeal
- Limit Notice
- Limited Admissions
- Modify Plan
- Moratorium
- More Definite Statement
- Pay
- Pay Filing Fee in Installments
- Payment of Tax Debt
- Praecipe for Writ
- Preliminary Injunction
- Prohibit Use Cash Collateral
- Protective Order
- Quash
- Reaffirmation
- Reclassify Claims
- Reconsider
- Recusal
- Redeem
- Reinstate Case
- Reinstate Document
- Relief from Co-Debtor Stay
- Relief from Order
- Relief from Stay
- Remand

- Remove Debtor as Debtor in Possession
- Reopen Chapter 11 Case
- Reopen Chapter 12 Case
- Reopen Chapter 7/13 Case
- Sanctions
- Sell
- Set Hearing
- Set Last Day to File Proofs of Claim
- Sever Chapter 11 Case
- Sever Chapter 12 Case
- Sever Chapter 7/13 Case
- Stay
- Stay Pending Appeal
- Substitute Attorney
- Transfer Case
- Transfer Case (Intra-District)
- Trustee's Account & Application
- Trustee's Application to Defer Filing Fees
- Unclaimed Funds
- Use Cash Collateral
- Vacate
- Vacate Discharge
- Waive Administrative Fee
- Waive Appearance
- Waive Pay Order
- Withdraw as Attorney
- Withdrawal of Reference

<u>MULTI-CASE DOCKETING</u>

- Chapter 13 Trustee's Final Report and Account
- Meeting of Creditors Chapter 11 & 12
- Meeting of Creditors Chapter 7 Asset
- Meeting of Creditors Chapter 7 No Asset
- Meeting of Creditors and Certificate of Service for Chapter 13
- Notice Appointing Trustee

<u>NOTICES</u>

- Interest Notice
- Notice/Praecipe to Convert 13 to 7
- Notice Appointing Successor Trustee
- Notice of Abandonment
- Notice of Change from No Asset to Asset

- Notice of Dismissal
- Notice of Entry of Judgment
- Notice of Intent
- Notice of Intent to Sell
- Notice of Motion
- Notice of Objection to Claim
- Notice to Take Deposition
- Notice Vacating Trustee
- U.S. Trustee Notice of Motion

<u>OPEN A BK CASE</u>

- Open a BK Case

<u>OTHER (MISCELLANEOUS)</u>

- 20 Largest Unsecured Creditors
- Affidavit
- Amended 13 Statement
- Amended Answer
- Amended Creditor Matrix (Fee)
- Amended Document
- Amended Schedules (Fee)
- Amended Summary Sheet
- Brief
- Certificate of No Response
- Certificate of Service
- Certification of Default
- Chapter 11 Ballots
- Chapter 13 Statement
- Corporate Resolution
- Creditor Request for Notices
- Creditors Comm. Has not be Appointed
- Debtor's Oath
- Declaration
- Demand for Trial de Novo
- Disclosure of Fee of Attorney
- Exhibit
- Interrogatories
- Involuntary Petition - Add Party
- Involuntary Petition (Chapter 11)
- Involuntary Petition (Chapter 7)
- Involuntary Summons Service Executed
- Involuntary Summons Unexecuted

- Joinder
- Joint Statement
- Matrix
- Mediation Acceptance
- Mediation Compliance
- Mediation Declined
- Memorandum in Opposition
- Memorandum in Support
- Monthly Operating Report
- Notice (Praecipe) of Change of Address
- Notice of Appearance and Request for Notice
- Objection to Debtor’s Claim of Exemptions
- Physical Street Address
- Postconfirmation Dist. Report
- Power of Attorney
- Praecipe
- Praecipe to Amend
- Praecipe to Convert
- Praecipe to Re-Issue
- Praecipe to Re-List
- Praecipe to Satisfy
- Praecipe to Voluntarily Dismiss Case
- Praecipe to Withdraw Document
- Pre Trial Statement
- Pro Se Statement
- Proper Form of Petition
- Proposed Consent Order
- Proposed Order
- Reaffirmation Agreement
- Registration of Foreign Judgment
- Report of Plan Voting
- Request for Admissions
- Request for Default
- Request for Production of Documents
- Request for Telephonic Hearing
- Response to Show Cause
- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J

- Schedules A-J
- Section 304 Petition
- Statement of Financial Affairs
- Statement of Intent
- Stipulation
- Stipulation of Settlement
- Summary of Schedules
- Summary Sheet
- Supplemental Brief
- Supplemental Statement
- Support Document
- Voluntary Petition (Chapter 11)
- Voluntary Petition (Chapter 12)
- Voluntary Petition (Chapter 13)
- Voluntary Petition (Chapter 7)
- Voluntary Petition (Chapter 9)
- Withdrawal & Entry of Appearance

PLAN

- Amended Chapter 11 Plan
- Amended Chapter 13 Plan
- Amended Disclosure Statement
- Chapter 11 Plan
- Chapter 12 Plan
- Chapter 13 Plan
- Chapter 9 Plan
- Disclosure Statement
- Objection to Confirmation of Plan

TRUSTEE/US TRUSTEE

- Acceptance of Appointment
- Appointment Rejection
- Bond
- Chapter 12 Trustee's Final Report and Account
- Chapter 13 Plan Recommendation
- Chapter 13 Trustee's Final Report and Account
- Chapter 7 Trustee's Initial Report
- Chapter 7 Trustee's Report of Distribution
- Chapter 7 Trustee's Report of No Distribution
- Claim Recommendation
- Final Rpt/Acct-Asset
- Interim Report

- Motion to Dismiss Case
- No Asset Report
- Notice of Appointment of Creditors' Committee
- Notice of Assets
- Notice of Continuance of Meeting of Creditors
- Objection to Confirmation of Plan
- Report of Sale
- Request to Defer Payment
- Trustee's Certification of Completion
- Trustee's Statement of Revenue
- Zero Bank Statement

TRUSTEE'S 341 FILINGS

- Use this category to docket 341 meeting results for multiple cases set for a particular day.

UNITED STATES BANKRUPTCY COURT
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ADVERSARY EVENTS GLOSSARY

ANSWER/ RESPONSE
Reference an Existing motion/application

- Objection
- Reply
- Response

ANSWER/RESPONSE
Complaint, 3rd, cross, counter

- Answer to Complaint
- Answer to Counterclaim
- Answer to Crossclaim
- Answer to Third Party Complaint

COMPLAINT & SUMMONS

- Amended Complaint
- Complaint
- Counterclaim
- Crossclaim
- Notice of Removal
- Registration of Foreign Judgment
- Summons Service Executed
- Summons Service Unexecuted
- Third-Party Complaint

MOTIONS

- Amend Document
- Amended Application
- Amended Motion
- Appear Pro Hac Vice
- Compel
- Consolidate
- Consolidate for Trial
- Contempt
- Continue Hearing
- Deconsolidate Case Association
- Default Judgment
- Defer Fee
- Dismiss Adversary Proceeding
- Dismiss Party
- Dismiss/Withdraw Document
- Expedite Hearing
- Extend/Shorten Time

- Generic Application
- Generic Motion
- Generic Motion Two Part
- Intervene
- Jury Trial
- More Definite Statement
- Preliminary Injunction
- Protective Order
- Quash
- Reconsider
- Recusal
- Reinstate Case
- Remand
- Reopen Case
- Sanctions
- Set Hearing
- Stay
- Stay Pending Appeal
- Substitute Attorney
- Summary Judgment
- Transfer Adversary
- Transfer Adversary Case (Intra-District)
- Withdraw as Attorney
- Withdrawal of Reference

<u>NOTICES</u>

- Interest Notice
- Notice of Abandonment
- Notice of Entry of Judgment
- Notice of Intent
- Notice of Intent to Sell
- Notice of Motion
- Notice of Objection to Claim
- Notice of Stipulated Dismissal in an Adversary Proceeding
- Notice to Take Deposition

<u>OPEN AN AP/MP CASE</u>

- Open an AP/MP Case

NOTE: For Appeals and Miscellaneous (other) documents use the Bankruptcy Event Menu

UNITED STATES BANKRUPTCY COURT
Eastern District of Pennsylvania

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- Limited Admissions
- Modify Plan
- Moratorium
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- Reopen Chapter 12 Case
- Reopen Chapter 7/13 Case
- Sanctions
- Sell
- Set Hearing
- Set Last Day to File Proofs of Claim
- Sever Chapter 11 Case
- Sever Chapter 12 Case
- Sever Chapter 7/13 Case
- Stay
- Stay Pending Appeal
- Substitute Attorney
- Transfer Case
- Transfer Case (Intra-District)
- Trustee's Account & Application
- Trustee's Application to Defer Filing Fees
- Unclaimed Funds
- Use Cash Collateral
- Vacate
- Vacate Discharge
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- Waive Appearance
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- Exhibit
- Interrogatories
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- Response to Show Cause
- Schedule A
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- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J

- Schedules A-J
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- Stipulation of Settlement
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- Supplemental Statement
- Support Document
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- Voluntary Petition (Chapter 12)
- Voluntary Petition (Chapter 13)
- Voluntary Petition (Chapter 7)
- Voluntary Petition (Chapter 9)
- Withdrawal & Entry of Appearance

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- Amended Chapter 13 Plan
- Amended Disclosure Statement
- Chapter 11 Plan
- Chapter 12 Plan
- Chapter 13 Plan
- Chapter 9 Plan
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TRUSTEE'S 341 FILINGS

- Use this category to docket 341 meeting results for multiple cases set for a particular day.

Converting to PDF

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

Converting Word Processing Documents to PDF

(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)**

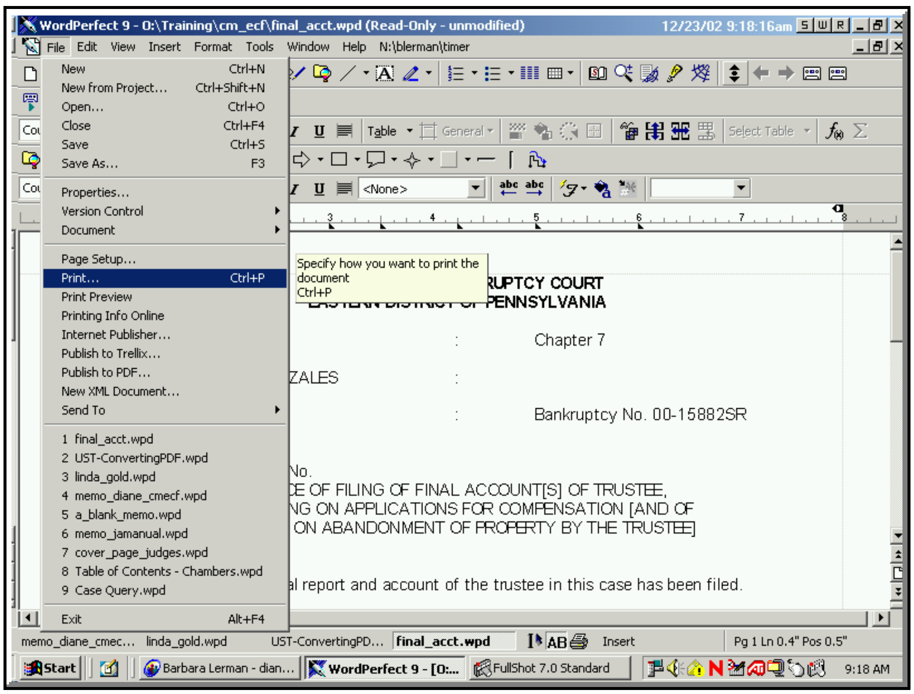


Figure 1

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

> *In **Microsoft Word**, click on the arrow to the below **Printer,** and right of the **Name:** field.*

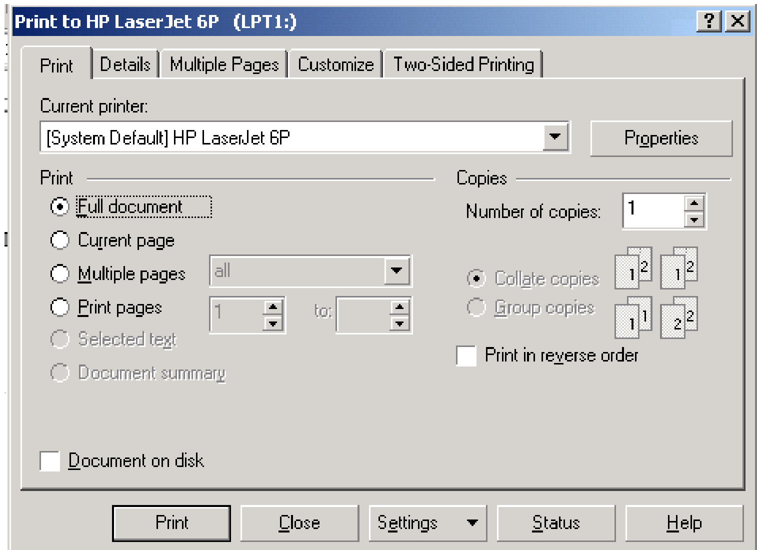


Figure 2

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

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

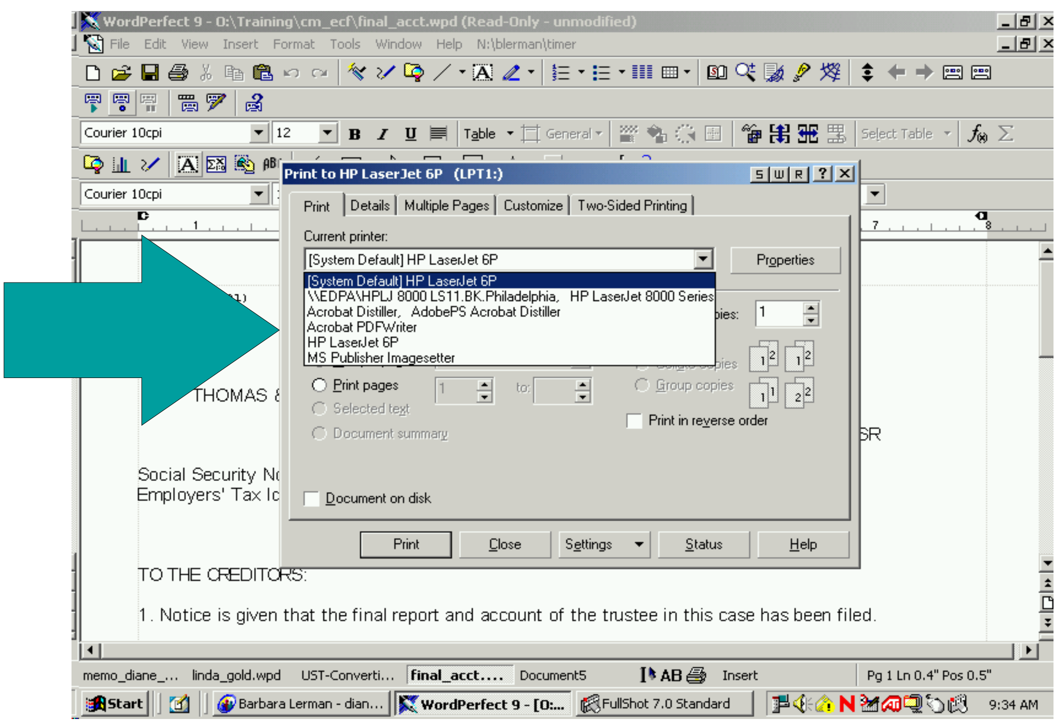


Figure 3

❑ Click to highlight and select the **Acrobat PDF Writer** printer**.**

❑ Click the **[Print]** button to create the PDF formatted document.

*In **Microsoft Word**, click **[OK]**.*

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

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

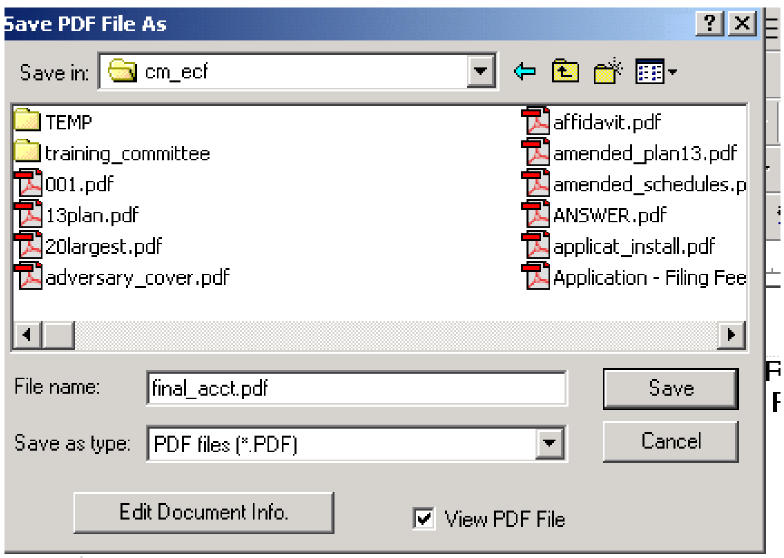


Figure 4

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

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

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

❑ Click the **[Save]** button.

Important:

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

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

with the docket event.

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

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

SHORT STEPS

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

Converting Scanned Documents to PDF
Using Adobe Acrobat Software

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

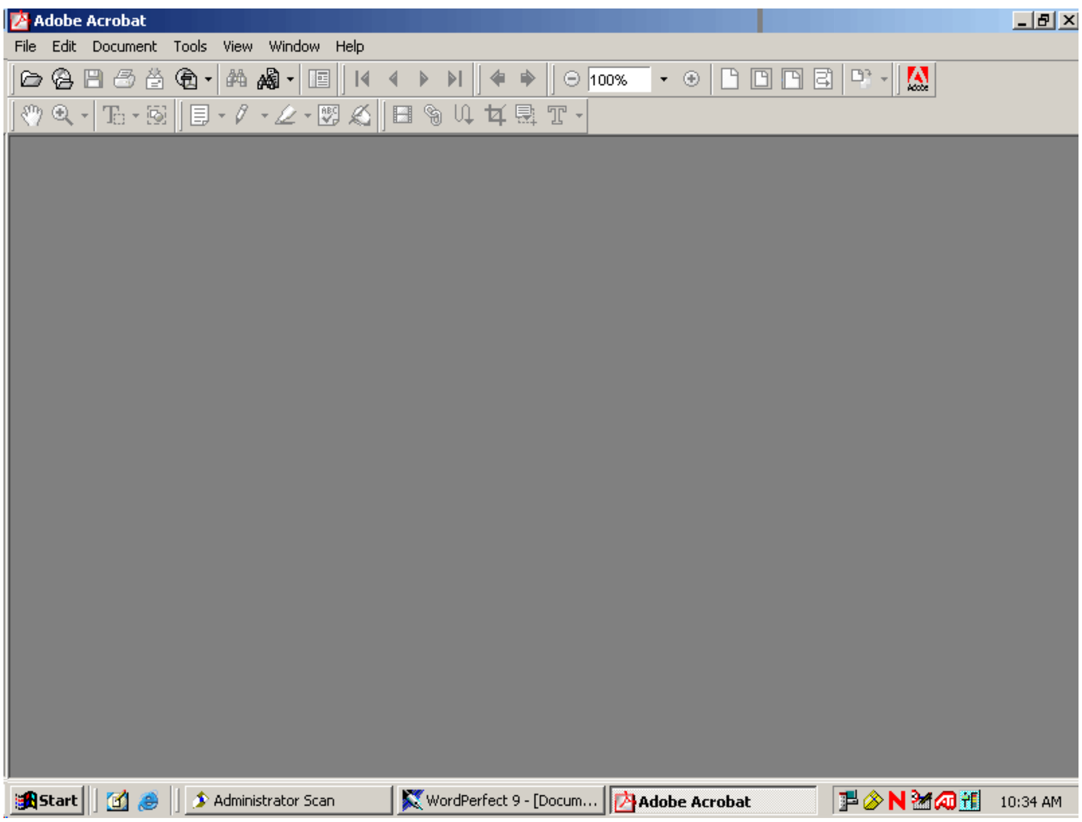


Figure 1

- ❑ Click *File* from the drop down menu.
- ❑ Select the *Import* option.
- ❑ Select the *Scan* option. **(See Figure 2)**.

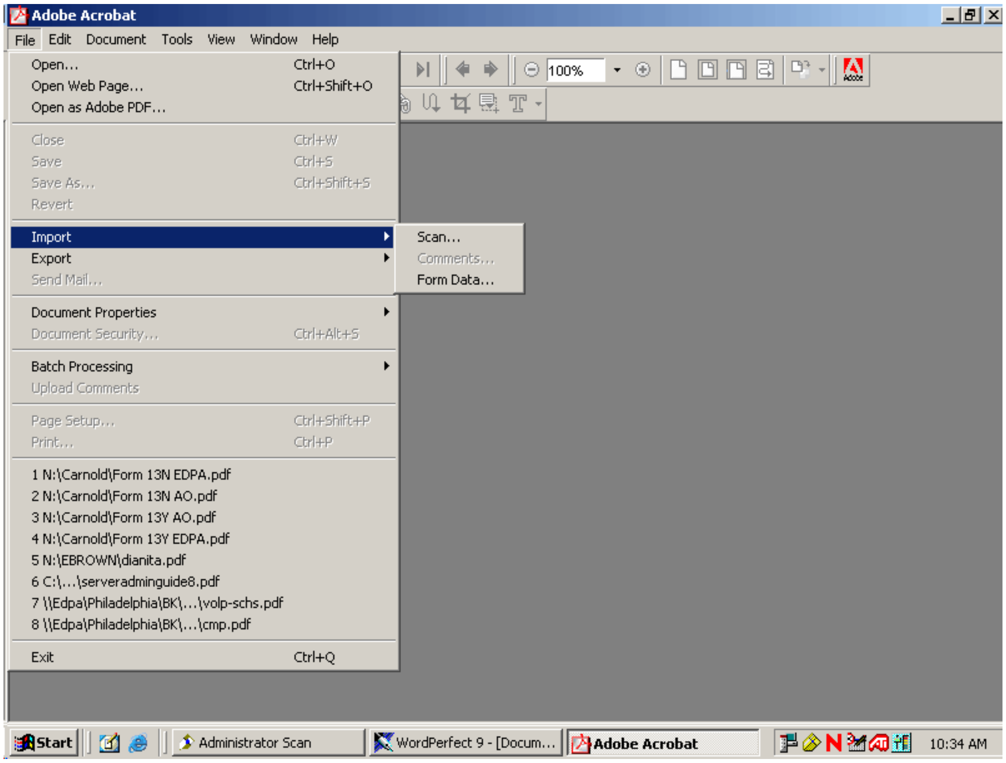


Figure 2

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

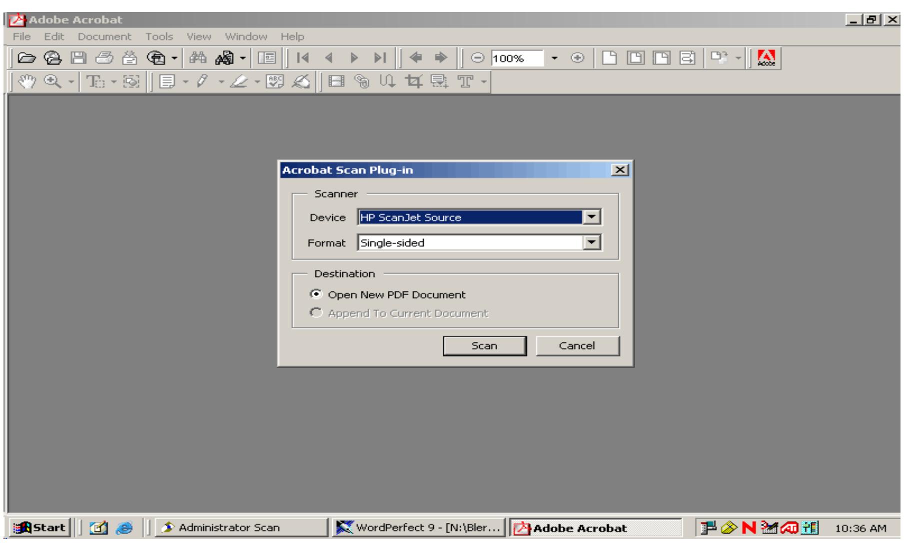


Figure 3

- ❑ Select the scanner device.
- ❑ Select the page format (Single Sided or Double Sided).
- ❑ Click **[Scan]** to continue.

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

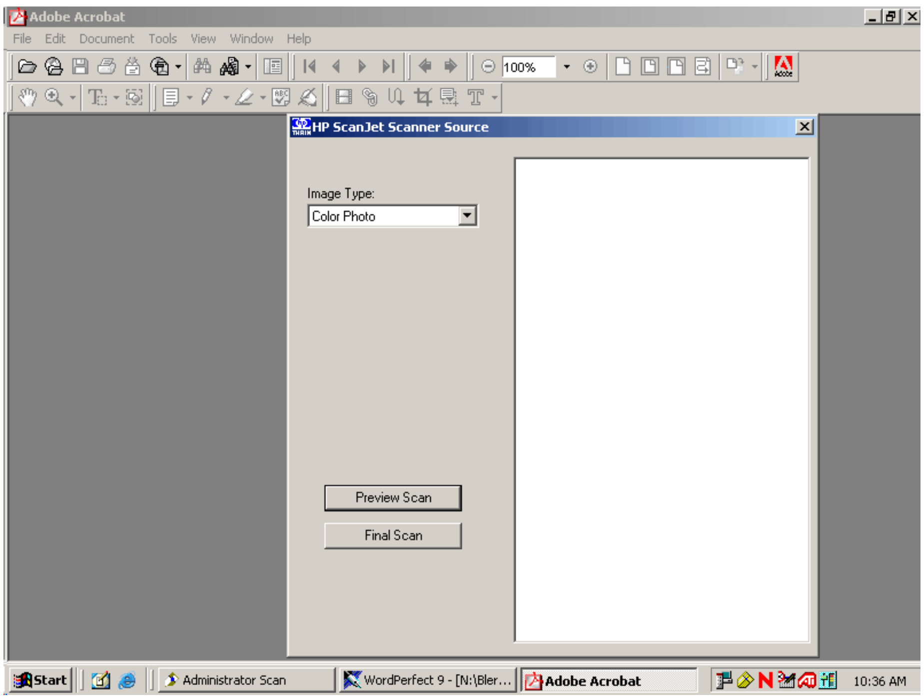


Figure 4

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 **[Preview Scan]** to begin scanning the document.

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

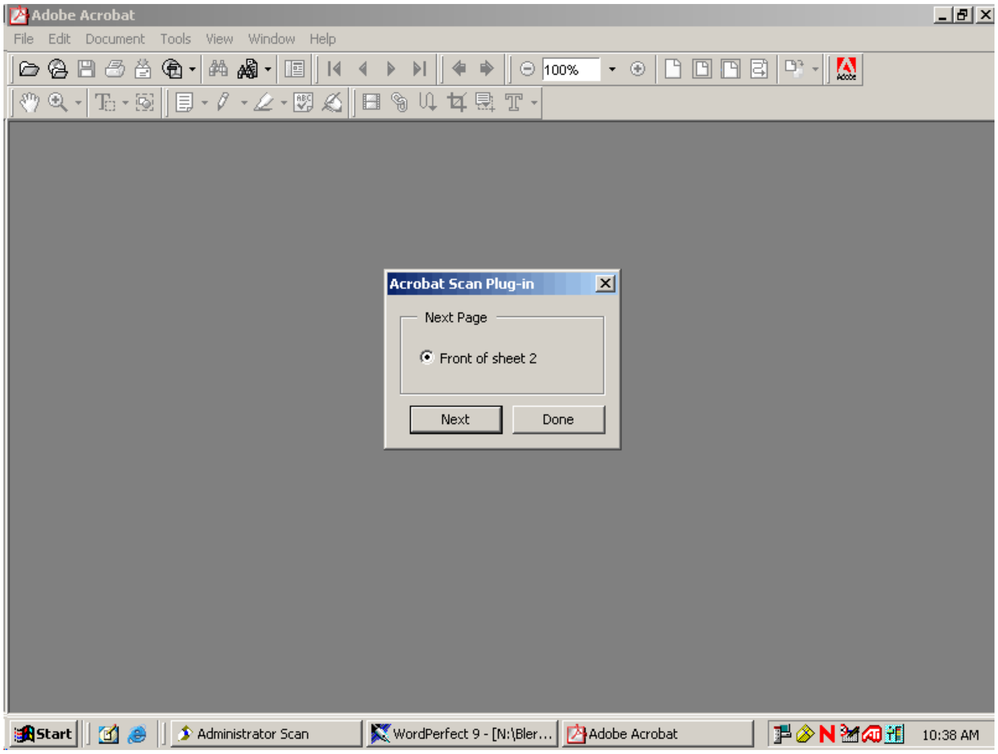


Figure 5

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

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

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

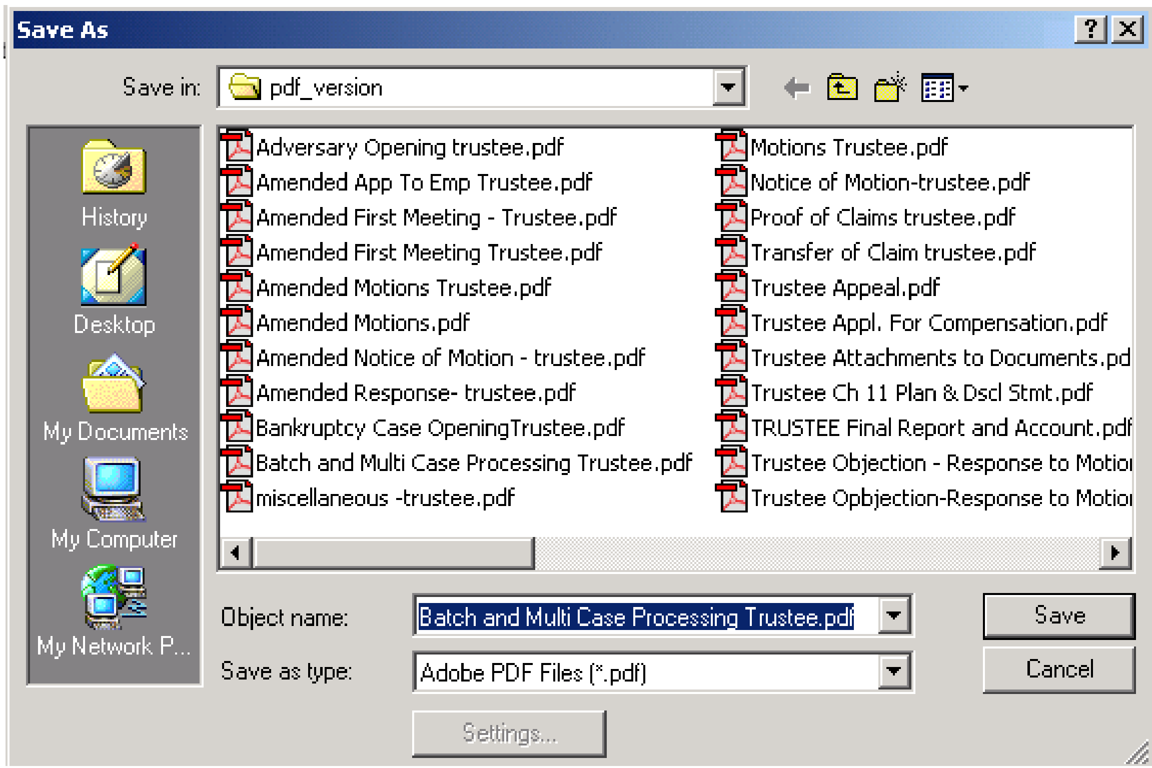
STEP 7 Assure the quality of the image by selecting ***View*** from the drop down menu and clicking ***Full Screen*** to view all pages of the image.

The image will appear on the screen in full size and each page can be checked for quality. (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*.

STEP 9 The **Save as** Dialog Box displays. **(See Figure 6)**



❑ **Figure 6**

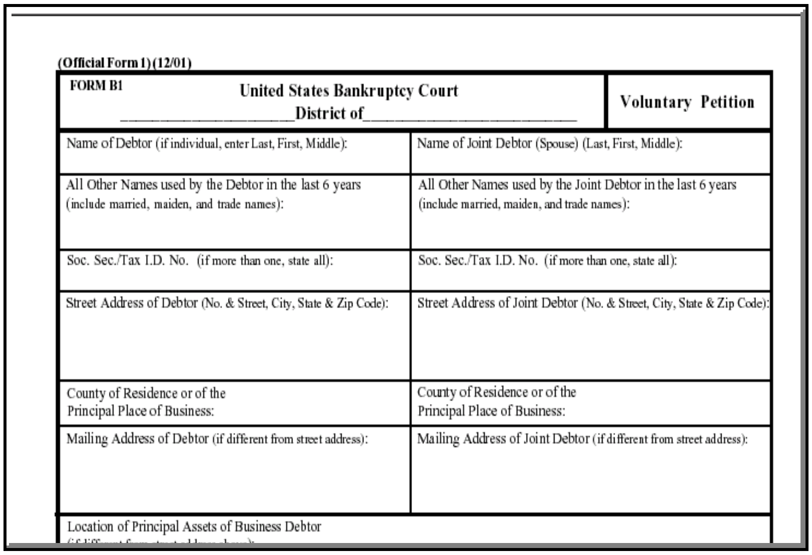
Navigate to the folder where you wish to save the PDF file.

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

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

❑ Click the **[Save]** button.

STEP 10 The document displays on the Adobe Acrobat Image Screen. **(See Figure 7)**



(Official Form 1) (12/01)

FORM B1 United States Bankruptcy Court ____________________District of __________________________	Voluntary Petition
Name of Debtor (if individual, enter Last, First, Middle):	Name of Joint Debtor (Spouse) (Last, First, Middle):
All Other Names used by the Debtor in the last 6 years (include married, maiden, and trade names):	All Other Names used by the Joint Debtor in the last 6 years (include married, maiden, and trade names):
Soc. Sec./Tax I.D. No. (if more than one, state all):	Soc. Sec./Tax I.D. No. (if more than one, state all):
Street Address of Debtor (No. & Street, City, State & Zip Code):	Street Address of Joint Debtor (No. & Street, City, State & Zip Code):
County of Residence or of the Principal Place of Business:	County of Residence or of the Principal Place of Business:
Mailing Address of Debtor (if different from street address):	Mailing Address of Joint Debtor (if different from street address):
Location of Principal Assets of Business Debtor	

Figure 7

- ❑ 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.

- ❑ 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.

Logging in to Electronic Case Filing

The following instructions will guide you in the basic use of a browser to log onto Electronic Case Filing (ECF). You must use Netscape Communicator software version 4.7, or Internet Explorer 5. DO NOT USE America On Line or a Netscape Communicator version lower than 4.7.

STEP 1 On your PC desktop, access **Netscape Communicator** or **Internet Explorer** by clicking on the icon.

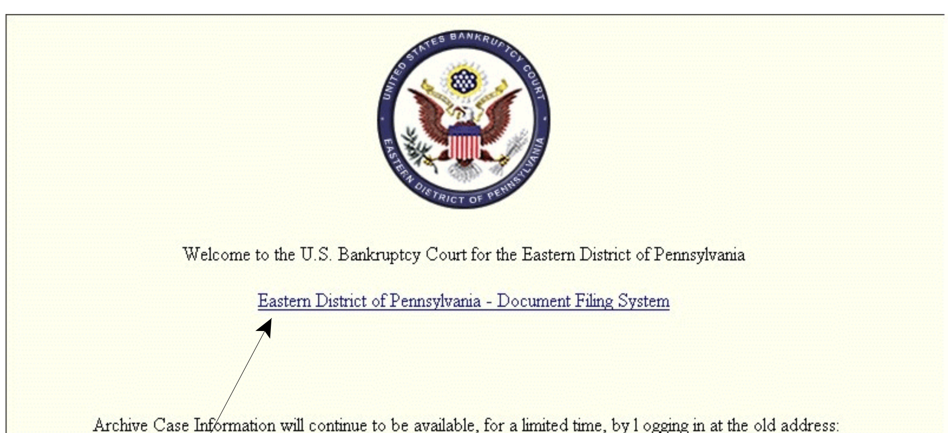
STEP 2 The **NETSCAPE COMMUNICATOR** or **INTERNET EXPLORER** screen displays.

❑ Enter the URL for the ECF document filing system or training database.

  ▶ To access the ECF site, enter **https://ecf.paeb.uscourts.gov**

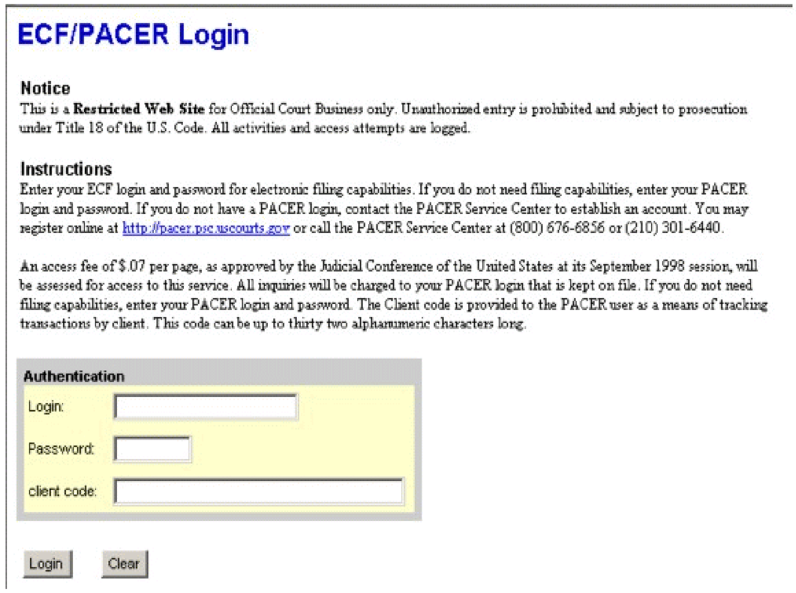
  ▶ To access the training database, enter **https://ecf-train.paeb.uscourts.gov**

STEP 3 The **WELCOME TO U.S. BANKRUPTCY COURT FOR THE EASTERN DISTRICT OF PENNSYLVANIA** page displays.



❑ Click on the **Eastern District of Pennsylvania - Document Filing System** hyperlink.

STEP 4 The **ECF/PACER LOGIN** screen displays.



- ❑ Enter the ECF login and password that you received when you registered to be an Electronic Case Filing participant. This is the login you'll use to electronically file documents.

OR

- ❑ Enter your PACER login and password to view Electronic Case Filing.

STEP 5 The ECF Main menu bar displays.

- ❑ Select one of the five options on the menu bar to open cases, file documents, query cases, run reports, maintain you user account in utilities, or to logout . For further information on each of these categories, click the yellow question mark help icon.

STEP 6 To **LOGOUT** of the ECF system:

- ❑ Click on the Logout button on the Menu Bar.

- ❑ To close the browser, click the close icon, or the X in the top right corner of the Netscape window.

Attorney Filings

CM/ECF - Case Upload

If an attorney has bankruptcy software, **Case Upload** can be used to open a new bankruptcy case if all of the documents are filed with the petition. For example, for a chapter 7 case, schedules a thru j, the statement of financial affairs, summary of schedules, debtor's statement of intent, disclosure of compensation, social security form and matrix are included with the petition, the attorney can use case upload to open the new case.

A chapter 13 case, must also include the chapter 13 plan.

Instructions for using Case Upload

1. Create the petition and all schedules and statements in the bankruptcy software. You must also create the matrix.

2. You must know where the files are saved on your computer.

3. Login to CM/ECF.

4. Click on Case Upload.

5. Browse for 3 to 4 files:

   Debtor.txt
   Petition
   Matrix
   Plan (for chapter 13 cases).

6. Click **Next** and you will receive a case number.

7. Click on **Bankruptcy, Other** and choose **Matrix** , to file the matrix (to place the matrix on the docket). Case Upload uploads the creditors, however , it does not place the matrix on the docket. You must do that.

8. Click on **Bankruptcy**, **Other** and choose **Statement of Social Security Number (Form B21)** to file the Statement of Social Security Number. Case Upload does not place this form on the docket**.**

Note: Do not use Case Upload if there are deficiencies. Be sure to include the county codes when creating the case.

Bankruptcy Case Opening Procedure

This process shows the steps and screens required for attorneys to open a bankruptcy case in CM/ECF. The case shown in this example is a <u>Chapter 7</u>**,** <u>no asset</u>, <u>individual consumer</u>**.**

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

STEP 2 The **BANKRUPTCY EVENTS** screen will be displayed.

- ❑ Select **<u>Open a BK Case</u>**.
- ❑ Clicking on the (Help)  icon will display information about these categories. **(See Figure 2.)** This feature is available throughout the CM/ECF application.
- ❑ Click **[Close]** at the bottom to exit the Help screen.

STEP 3 The **CASE DATA** screen will display statistical fields. **(See Figure 1.)**

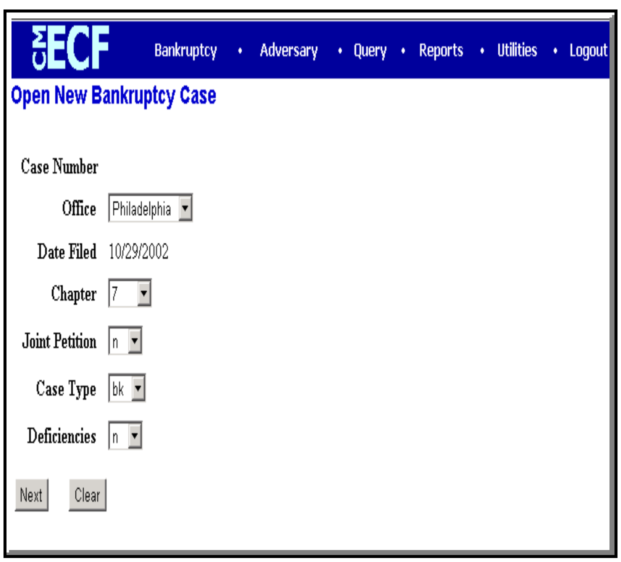


Figure 1

- ❑ The case number is generated automatically.

❑ Select **Office** (Philadelphia or Reading) from the pick list or skip to accept the default.

❑ The current date is displayed in the **Date Filed** box. This date cannot be modified.

❑ Select the **Chapter** from the pick list box.

❑ The default value for **Joint Petition** is **n** (no). For a Joint filing select **y** (yes).

❑ The **Case Type** always defaults to **bk**. There is no other option.

❑ If there are any items missing from the petition, such as missing schedules, change the **Deficiencies** box from **n** (no) to **y** (yes). A deficiency list will then be presented on a later screen. For this lesson, select **y** for yes.

❑ When this screen is correct, click **[Next]** to continue.

STEP 4 The **PARTY SEARCH** screen displays. **(See Figure 2.)**

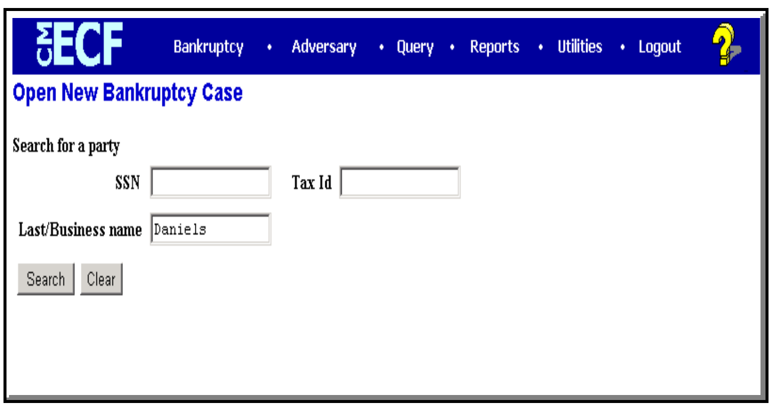


Figure 2

❑ To prevent duplicate person records, a search of the database for the filer is recommended. One can search by Social Security Number, Tax Identification Number, Last Name or Business Name. The system will respond faster if you use the SSN or TIN.

- Enter the last name or the first few characters of the last name to search. The entire business name is stored in the **Last/Business name** field. The field size is 200 characters

❑ Enter the debtor's last name in the **Last/Business name** field and click **[Search]** to continue.

STEP 5 If there are no matches, the system will return a **No Person Found** message.

❑ If the party is already on the database, select it by clicking on it with your mouse.

➢**NOTE:** Your name search while <u>searching for</u> a new party may find more than one record having the same name you entered. Clicking on each of the names will display a window showing the party's address information for verification. If none of the addresses are correct for this party, you can either *1.)* modify an existing address (for this case only) on the following **PARTY INFORMATION** screen, or *2.)* select **<u>Create new party</u>** to add a new person record with this address**.** We will create a new party.

❑ If the party is not already in the database for this exercise, proceed to add the debtor by clicking the **[Create New Party]** button.

STEP 6 The **PARTY INFORMATION** screen displays**. (See Figure 3.)**

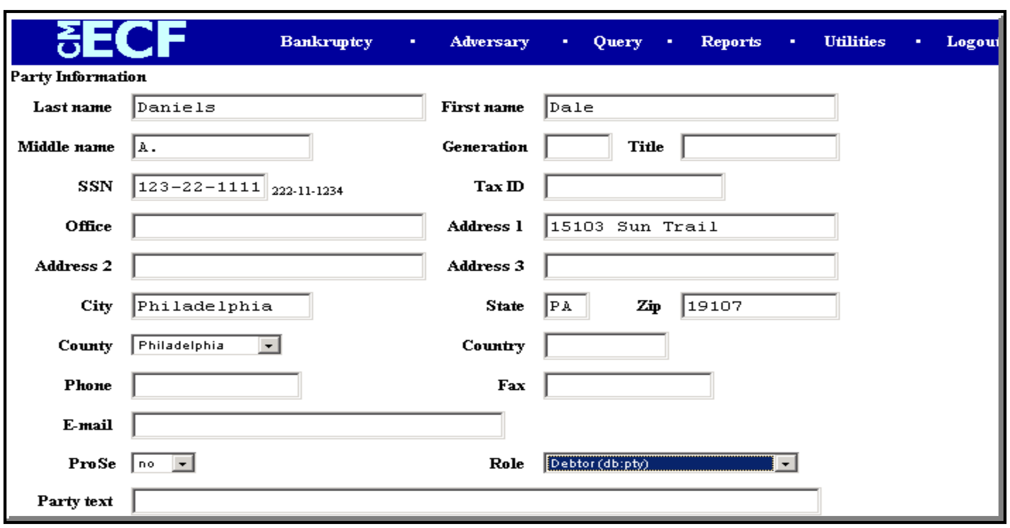


Figure 3

❑ Enter the debtor's **Name** and **Address** information in the appropriate boxes.

➢**NOTE:** Do not use special characters such as parentheses, brackets, apostrophes or percent signs. These codes may cause problems with the BNC noticing program.

❑ Select the debtor's **County** of residence from the pick list. This field is required, therefore, please choose the correct county code.

➢**NOTE**: Type the first letter of the county name for a faster search.

❑ Since this Debtor is represented by an attorney, leave ***pro se*** defaulted to "no".

❑ When adding a party, the **Role Type** always defaults to **NONE.** To change the **Role Type**, expand the pick list by clicking on the down arrow and select the correct party role. Select **Debtor (db; pty),** for role type.

❑ Enter further descriptive text in the **Party Text** field, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)

❑ If the party has an alias, click on the **[ALIAS]** button.

STEP 7 The **ALIAS** screen appears. **(See Figure 4.)**

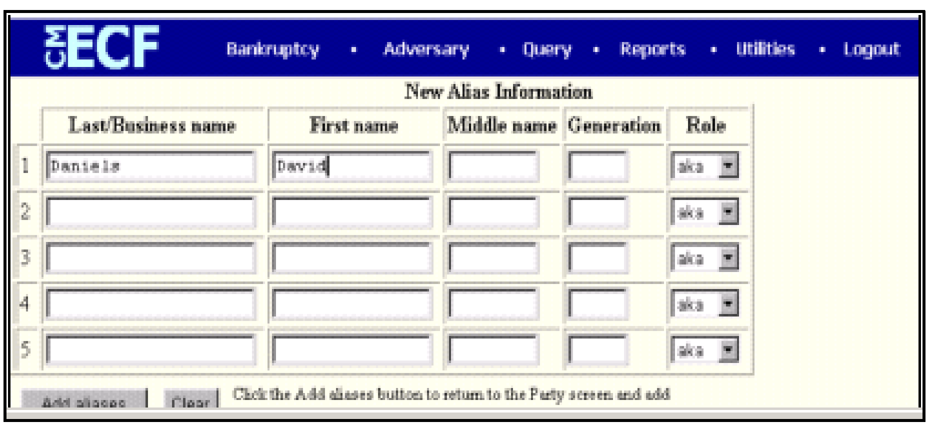


Figure 4

❑ You can enter up to 5 alias records at one time on this screen.

❑ Click **[Add aliases]** when you are finished.

➢**NOTE:** If the party has more than 5 aliases, you may click **[Alias]** again and repeat the process as many times as needed.

STEP 8 The **PARTY INFORMATION** screen appears once more. **(See Figure 5.)**

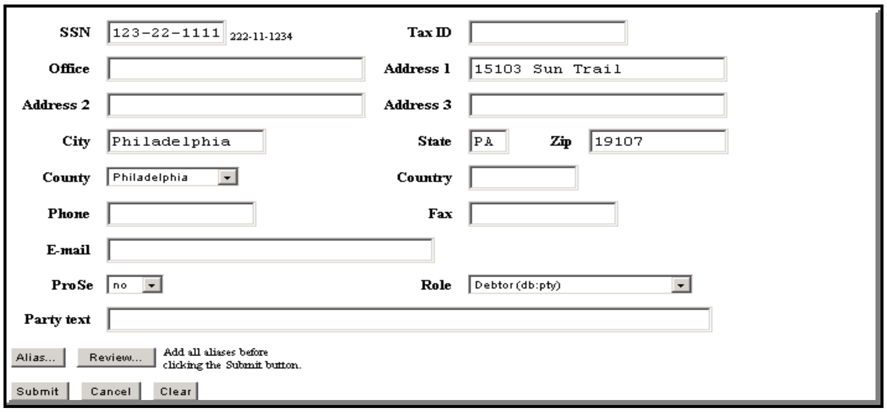


Figure 5

❑ Pressing the review button presents a screen summarizing the alias information for this debtor.

❑ Verify the information.

❑ Click **[Return to Party Screen]** to continue.

STEP 9 When you are finished adding information for this new party, click **[Submit]** in the **PARTY INFORMATION** screen to continue with **Case Opening**.

➢**NOTE:** If this were a joint filing, a **JOINT DEBTOR PARTY** screen would appear next. Process the joint debtor the same way as the first debtor was added.

STEP 10 The **STATISTICAL DATA** screen appears next. **(See Figure 6)** on next page.

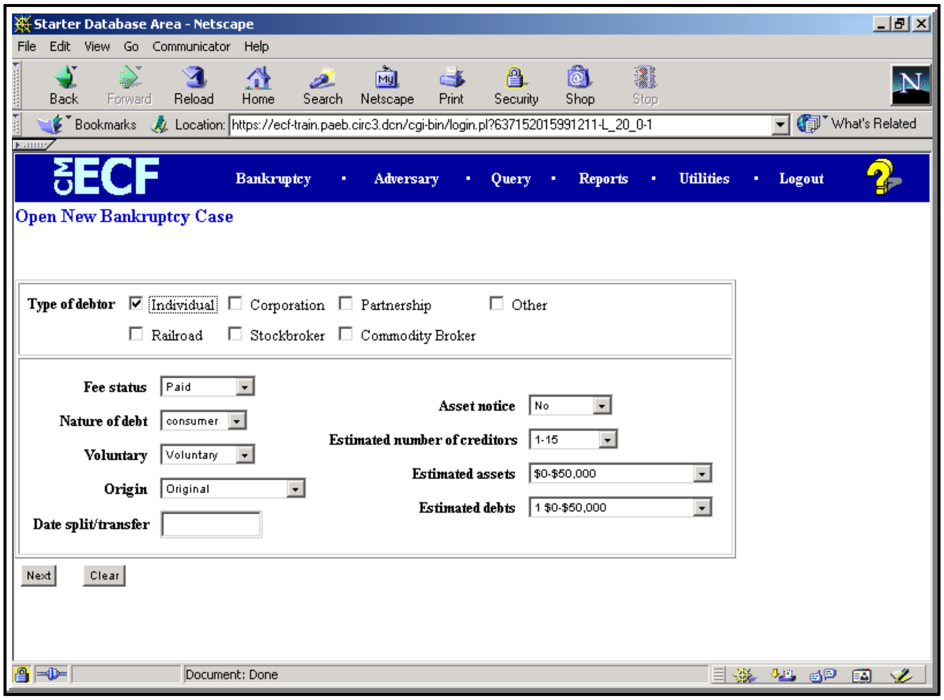


Figure 6

- ❑ Select the **Type of Debtor** by clicking in the appropriate box(es).
- ❑ **Fee Status** values are Paid and Installment. If the petition is accompanied by an Application to Pay Filing Fees in Installments, choose **Installment** from the pick list. At this time we will select Paid**.**
- ❑ Designate the **Nature of Debt** as Consumer or Business**.**
- ❑ The default value for the **Voluntary** field is Voluntary.
- ❑ Enter the correct **Origin** code from the drop down menu. No action is necessary if this is the first filing; the default value of Original is correct.
- ❑ Choose **Y** (yes) or **N** (no) for **Asset notice** designation.
- ❑ Select the range of **Estimated Creditors** from the pick list.
- ❑ Select the correct dollar range for **Estimated Assets**.
- ❑ Select the correct dollar range for **Estimated Debts**.
- ❑ Click **[Next]** to continue.

STEP 11 If you selected **y** for **Deficiencies** on the **Case Data** screen, the Chapter 7 **DEFICIENCY LIST** screen appears along with the pdf screen. **(See Figure 7.)** To browse for the pdf file, see step 12**.**

➢**NOTE:** The deficiency list will vary by chapter.

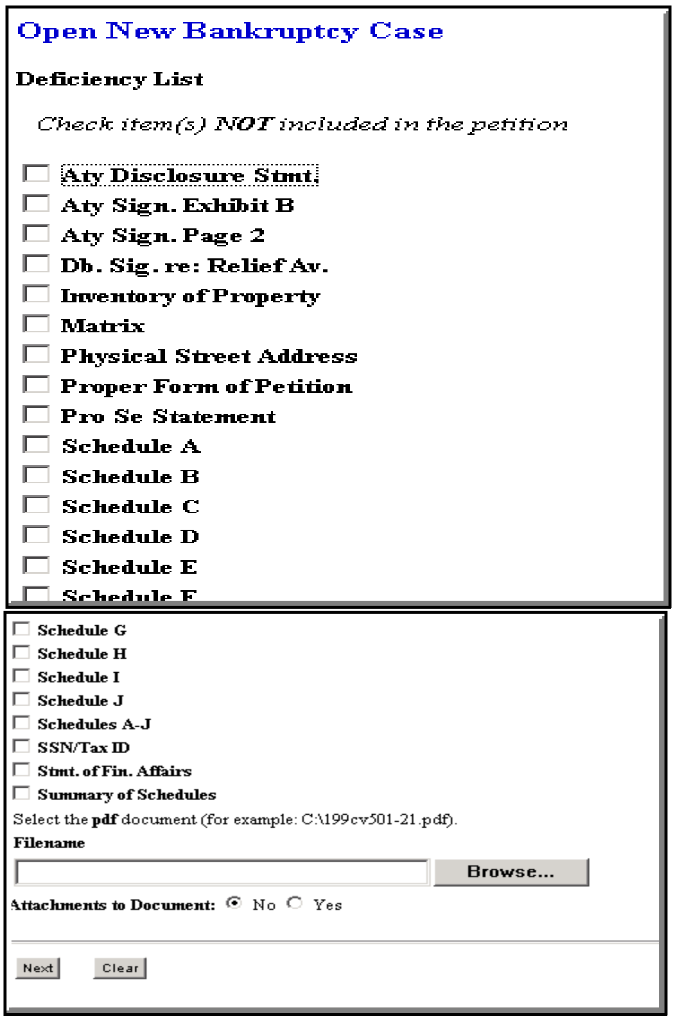


Figure 7

❑ Place a check mark in the check box next to each item that is not included with this petition by clicking on it with your mouse.

❑ You must upload a PDF document for the item you are filing, in this case a Voluntary Petition, by following these steps:

- Click [Browse] to navigate to the directory where the appropriate

PDF file is located and highlight it with your mouse.

- To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse **and** select Open. **(See Figure 8.)**

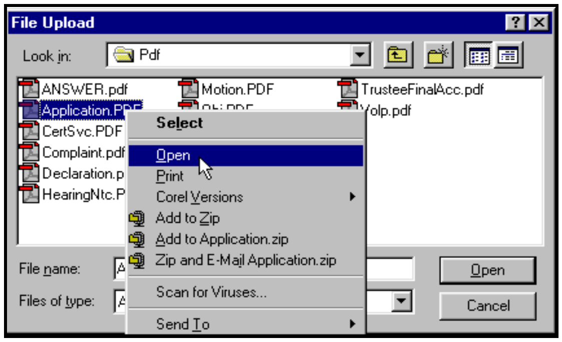


Figure 8

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct**.**

❑ Close or minimize the Adobe application and if that is the correct file, click **Open** on the File Upload dialogue box. **(See Figure 9.)**

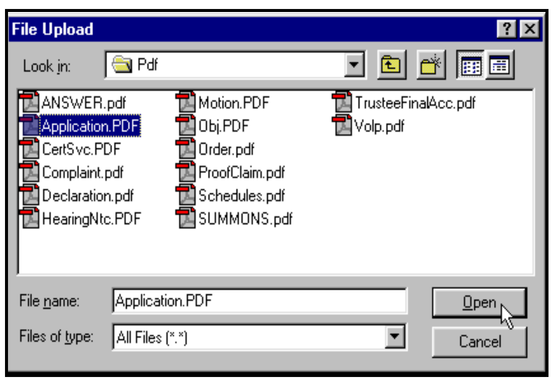


Figure 9

❑ Leave the radio button indicating **No** as there will be no attachments at this time. Attachments will be covered in another lesson.

STEP 12 If there are no deficiencies, the **PDF DOCUMENT SELECTION** screen appears without the deficiency list above.

❑ Click **[Next]** to continue.

STEP 13 The **INCOMPLETE FILINGS DEADLINE** screen is displayed next (if there are deficiencies) and/or the Government Proof of Claim Deadline. **(See Figure 10.)**

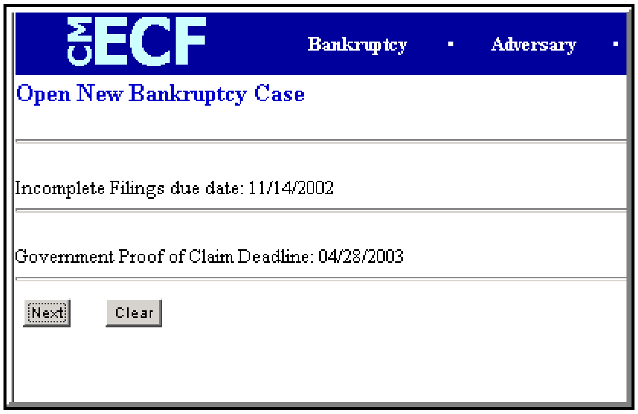


Figure 10

- ❑ The deadlines for missing documents are calculated from the file date and refer to any missing schedules previously selected. This will print on the final docket text and be a schedule record for queries and reports.
- ❑ Click **[Next]** to continue.

STEP 14 The **FILING FEE** screen will appear next, prompting the user for a receipt number.

- ❑ If this is a credit card transaction, enter "cc" in the Receipt number field. The correct fee amount will display according the what chapter you have selected.
- ❑ If this filing includes an Installment Fee Application and monies are being paid with the filing of the Petition, put "cc" in the **Receipt** field and enter the amount paid in the **Fee** field. If no monies are being paid with the filing, put "0" in the **Receipt** field and "0.00" in the **Fee** field.
- ❑ Click **[Next]** to continue**.**

STEP 15 The **MODIFY TEXT EDITING** screen displays. **(See Figure 11.)**

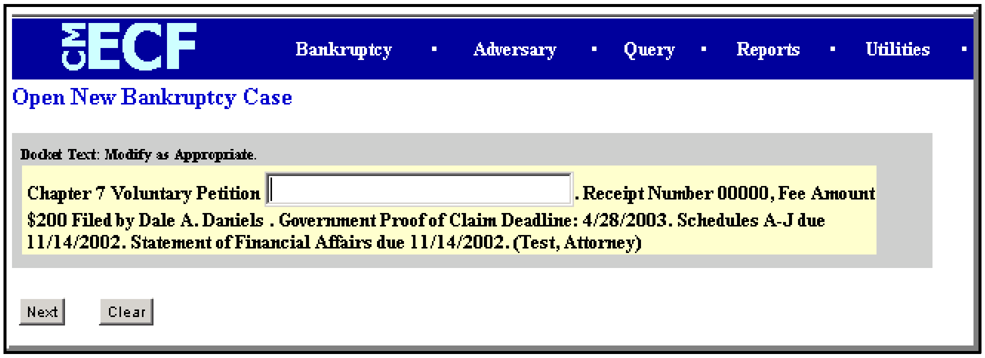


Figure 11

- ❑ Verify the accuracy of the docket text. This is what will print on the docket sheet.

- ❑ If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the error.

  ➢**NOTE:** Each screen following the incorrect screen will have to be resubmitted for the change(s) to be recorded by the system.

- ❑ To abort or restart the transaction, click on the **Bankruptcy** Events hyperlink on the CM/ECF Main Menu Bar. Although this can be done at anytime, this is your last opportunity to change the event.

- ❑ If the docket text is correct, click **[Next]** to continue.

STEP 16 The **FINAL TEXT** screen is displayed.

- ❑ You should now see the following message:

  Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- ❑ This is the **<u>FINAL</u>** opportunity to use the **[Back]** button of your browser if you find an error in the information you have entered up to this point. Verify the accuracy of the information once more before clicking **[Next]** to complete the transaction.

STEP 17 The **NOTICE OF ELECTRONIC FILING** screen is generated. **(See Figure 12.)**

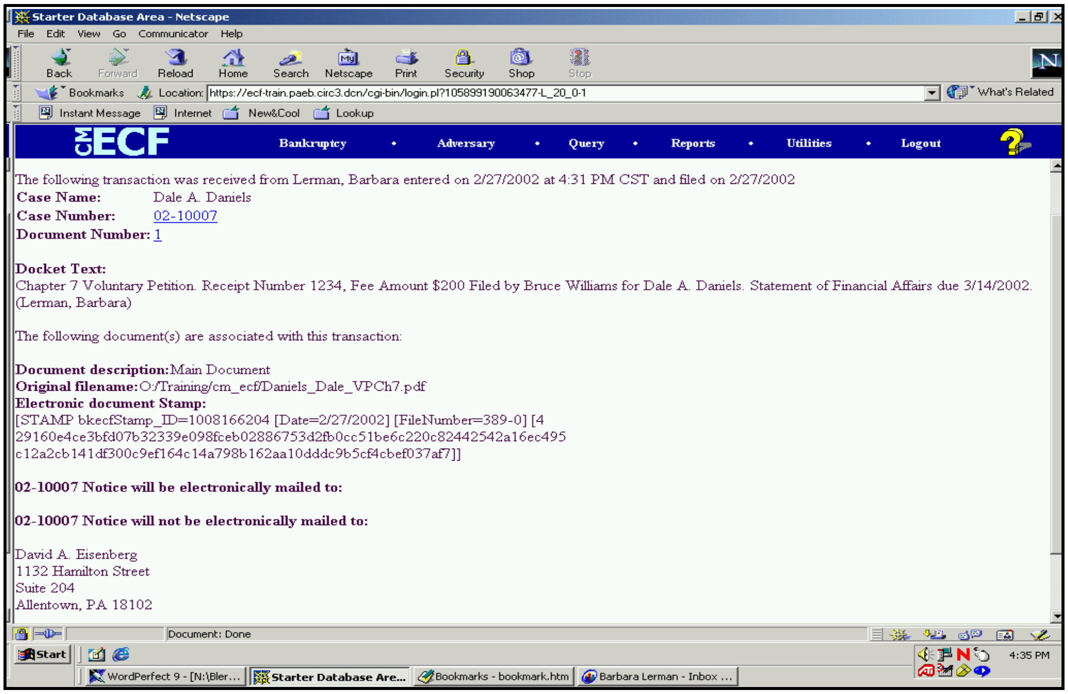


Figure 12

❑ The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that the petition is now an official court document. Future access to this notice is only available through the **Query** function which must be accessed through PACER.

❑ Copies of this notice are immediately e-mailed to all participating CM/ECF users who have subscribed to this service.

❑ The **<u>Notice of Bankruptcy Case Filing</u>** hyperlink appears at the top of the **Notice of Electronic Filing**. Clicking on this hyperlink reveals the electronic confirmation, including the official Court seal with regard to the application just filed (in this case, the Voluntary Petition). **(See Figure 13.)**

Figure 13

- This certification was created in addition to the standard electronic notice. It can be used as an official notice of stay to stop foreclosures and other creditor actions. It should be saved or printed at the time of filing.

➢**NOTE:** The time of day, as well as filing date, will print on the seal.

❑ To print a copy of this notice, click the browser **[Print]** icon.

❑ To save a copy of this receipt, click **[File]** and **Save As** on the browser menu.

Filing the Creditor Matrix

Filing the creditor matrix is a two step process. The first step involves placing the matrix on the docket. The second step involves uploading the creditors to the system. This section covers placing the matrix on the docket. See **Uploading a Creditor Matrix File** in the next section to complete the procedure.

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

STEP 2 The **BANKRUPTCY EVENTS** screen will be displayed.

STEP 3 Click on **Other.**

STEP 4 The Case Number screen appears. Enter the correct case number and click **[Next]**. See **Figure 1.**

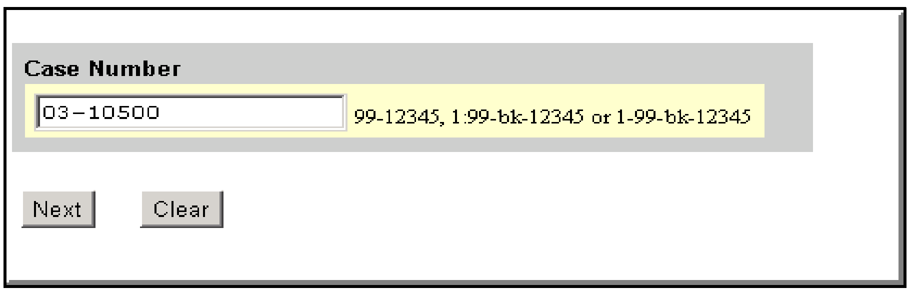


Figure 1

STEP 5 The **Miscellaneous** events display. Select **Matrix** by pressing **M** or scroll down to **Matrix** using the mouse.

STEP 6 The **JOINT FILING WITH OTHER ATTORNEY(S)** screen appears next.

- ❑ Check the box if you are filing jointly with another attorney. Otherwise, leave the box unchecked.
- ❑ Click **[Next]** to continue.

STEP 7 The **PARTY FILER** screen displays all active participants on the case.

- ❑ Select the **debtor(s)** on this screen.
- ❑ Click **[Next]** to continue.

STEP 8 A **CASE NUMBER VERIFICATION** screen is displayed.

- ❏ Verify the case name and number and then click **[Next]**.

STEP 9 The following screen asks you to assign a document number. Make sure **Yes** is checked and click **[Next]** to continue.

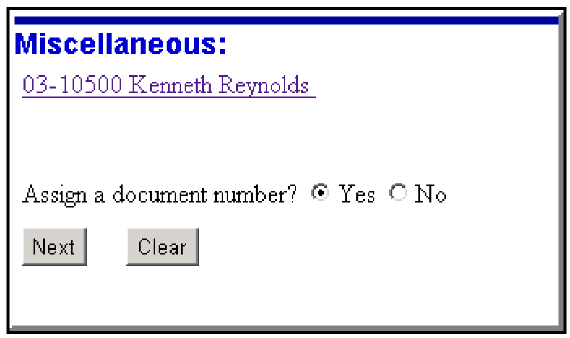


Figure 2

STEP 10 The following screen prompts you for the number of pages of the matrix. Enter the correct number of pages. The message "**Be sure to upload your creditor matrix file"** is displayed. This is the second step in the process. See the next section entitled, **Uploading a Creditor Matrix File.**

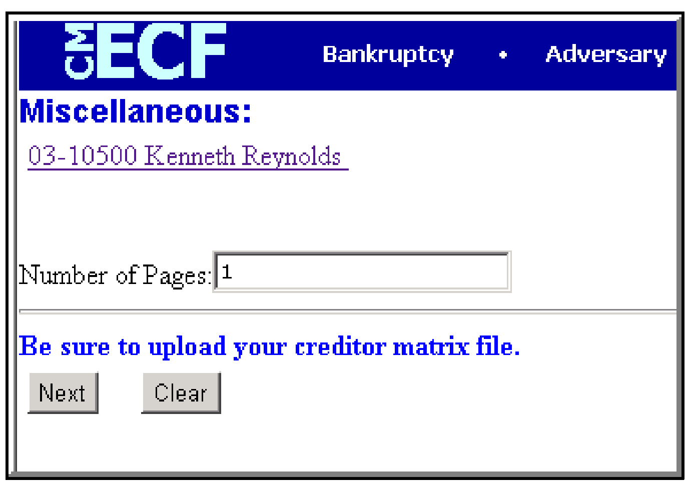


Figure 3

STEP 11 A screen appears with the docket text. Click **[Next]** to continue.

STEP 12 The **FINAL TEXT EDITING** screen will appear.

- ❑ Verify the final docket text. If correct, click **[Next]**
- ❑ If the final docket text is incorrect you must click on your browser's Back button to the appropriate screen and make the changes.
- ❑ If errors are discovered after an application or order has been submitted the court must edit fee and expense figures under the EDIT DATA menu.
- ❑ To abort or restart the transaction, click the **Bankruptcy** hyperlink on the blue Main Menu Bar.

STEP 13 The NOTICE OF ELECTRONIC FILING screen will display the essential data for this filing.

- ❑ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- ❑ Clicking on the document number hyperlink will present the PDF image of the application just filed.
- ❑ Scroll down to see participants who have or have not registered for electronic noticing on this case.
- ❑ To print a copy of this notice click the browser [Print] icon.
- ❑ You may also save the notice through the browser File/Save option.
- ❑ The Notice of Electronic Filing can be viewed from the docket report by choosing the option Include links to Notice of Electronic Filing when generating the report. It will be displayed by clicking on the silver bullet next to the entry.

Uploading a Creditor Matrix

A creditor matrix contains creditor names and their mailing address. The creditor matrix must be in a **.txt** file before it can be successfully uploaded. All other file types used in CM/ECF will be in PDF format. The steps used for uploading a list of creditors in a .txt file are as follows:

STEP 1 Be sure the creditor matrix file contains the case number in the format yy-nnnnn. This must be the first line in the file. The next line is a blank line. For example, if the case number is 02-10000, the creditor matrix file will appear below: **(See Figure 1.)**

```
02-10000

Sears Roebuck
P.O. Box 111
Phila. Pa. 19101

IRS
P.O. Box 2222
Philadelphia, Pa 19101

Household Credit Services, Inc.
P.O. Box 123
Philadelphia, Pa 19102
```

Figure 1

STEP 2 After accessing the CM/ECF system using the Netscape Navigator web browser, click the **Bankruptcy** hypertext link.

STEP 3 The **BANKRUPTCY EVENTS** screen displays.

❏ Click on the **Creditor Maintenance** hyperlink.

STEP 4 The **CREDITOR MAINTENANCE** screen displays. **(See Figure 2.)**

Figure 2

❑ Click on **<u>Upload a creditor matrix file</u>** hyperlink.

STEP 5 The **UPLOAD A FILE** screen displays. **(See Figure 3.)**

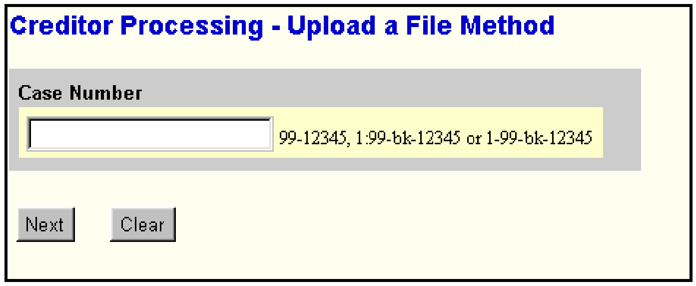


Figure 3

❑ Enter the case number in yy-nnnnn format.

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

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

STEP 6 The **LOAD CREDITOR INFORMATION** screen will display. **(See Figure 4.)**

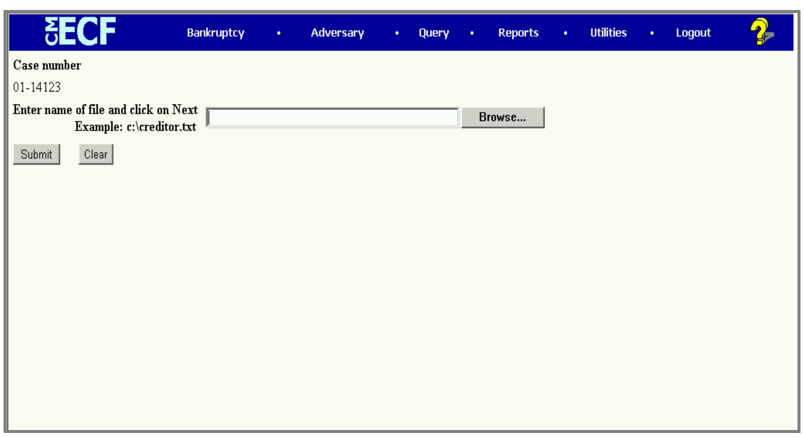


Figure 4

❑ Enter the file path in the "**Browse**" field using either of the two ways listed below.

- Type in the full path of the directory and filename of the creditor matrix file. For example: P:\scan\docs\01-12345MML.txt.

Or, alternatively,

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

❑ Click on the **[Browse]** button to display the **FILE UPLOAD** screen.

❑ Click in **Look In** box and select the appropriate drive name.

❑ Change **Files of types**: to Text **(.*txt)**

❑ Select and open the correct folder.

❑ Highlight the appropriate matrix with a click of the mouse button.

➢**NOTE:** For quality assurance, select Open on the drop down menu with a right click, for viewing and verification.

❑ Close the matrix by clicking on “**X**” in the upper right-hand corner.

❑ If changes were made, say **Yes** at “**Do you want to save changes**?”

❑ Click on the **[Open]** button to attach the matrix to the bankruptcy case.

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

STEP 7 The **TOTAL CREDITORS ENTERED** screen appears. **(See Figure 5.)**

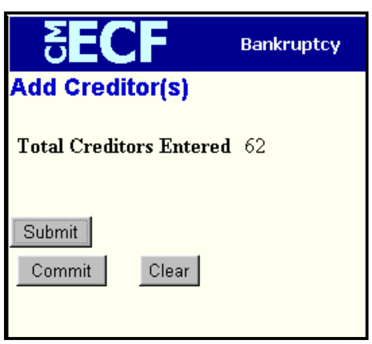


Figure 5

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

❑ Click **[Submit]** to continue.

STEP 8 The **CREDITOR RECEIPT** screen displays. **(See Figure 6.)**

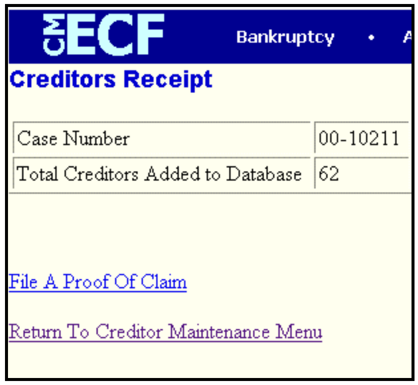


Figure 6

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

STEP 9 Click on the **Return to Creditor Maintenance Menu** link to continue and repeat steps **4 - 6** for each creditor matrix. If there are no other matrices to add, select Logout or select another option on the **Main Menu Bar.**

STEP 10 To **Enter Individual Creditors,** from the Creditor Maintenance screen, click on **Enter Individual Creditors**.

STEP 11 Enter the Case Number and click **[Next]** to continue.

STEP 12 The **ADD CREDITOR** screen appears. **(See Figure 7.)**

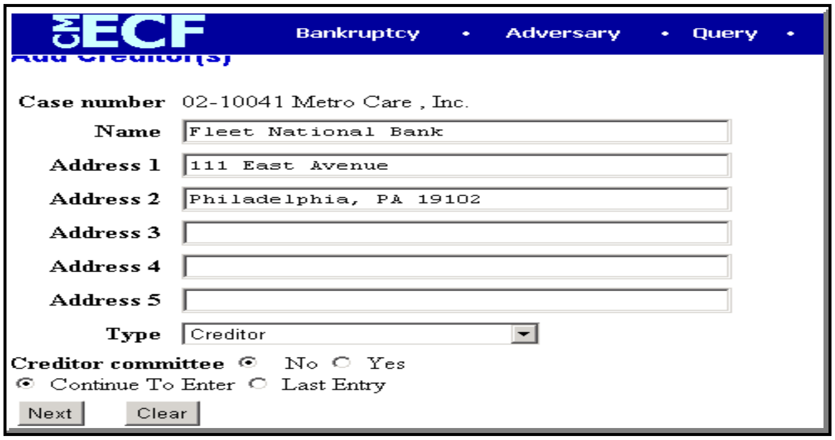


Figure 7

- ❑ Enter the creditor's name and address information. Click on **Continue to Enter** to enter more creditors. If this is your last entry, click the radio button next to **Last Entry** when finished.

STEP 13 When you are finished, a screen displaying the number of creditors entered will display. **(See Figure 8.)**

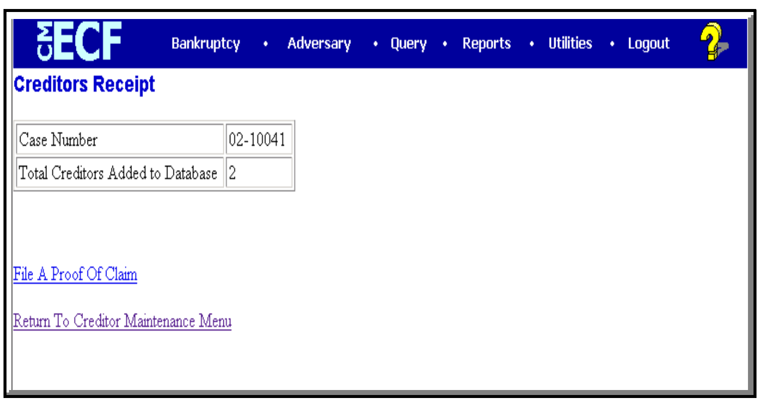


Figure 8

Adversary Case Opening

This process shows the steps and screens required for an attorney/trustee to open an adversarial complaint.

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

STEP 2 The **ADVERSARY EVENTS** screen will be displayed.

❑ For further information on each of these categories, click the help icon, which is located in the top right hand corner of the menu bar

❑ Click the **Open an AP/MP Case**.

STEP 3 The **OPEN ADVERSARY/MP CASE** screen is displayed. **(See Figure 1.)**

Figure 1

❑ **Case Numbering** is an automatic feature of CM/ECF. The case will receive a number upon completion of case opening.

❑ **Office** selected should be according to the divisional office where the case should be opened. The divisional office selected for a case is dictated by the county of residence of the debtor.

❑ **Date Filed** is the date the adversary is opened. This field automatically defaults to the current date and can not be changed.

❑ **Case Type** is defaulted to **AP.** MP is only used when a miscellaneous case is filed with the court.

- ❑ Complaint should be **y.**
- ❑ Click **[Next]** to continue.

STEP 4 The **PARTY SEARCH** screen is displayed. **(See Figure 2.)**

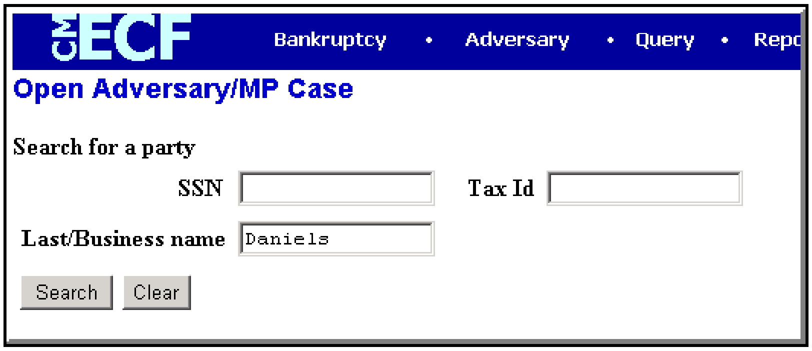


Figure 2

- ❑ Type the Plaintiff's last name to begin a party search.
- ❑ Click **[Search]** to search for party. Select the correct party record displayed by the system and click **[Select name from list]** to continue.
- ❑ When the plaintiff is <u>not</u> listed in CM/ECF, click **[Create New Party]** and add the new party.

STEP 5 The **PARTY INFORMATION** screen is displayed. **(See Figure 3.)**

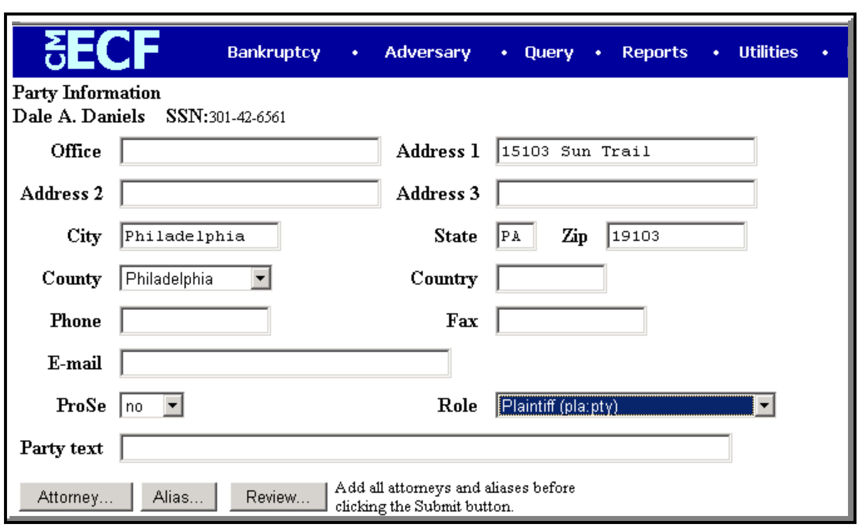


Figure 3

- ❑ Enter all applicable plaintiff name and address information.
- ❑ The **Role** type MUST be ***Plaintiff***.
- ❑ Click **[Submit]**

  ➢**NOTE:** Once you've added the information for the Plantiff, do not add (your) the attorney information since it will be added to the case automatically

STEP 6 The **PARTY INFORMATION** screen is displayed again.

- ❑ Click **[Alias]** if alias information is applicable.
- ❑ If the Party information is correct click **[Submit]** to continue.
- ❑ The **Search for Party** screen is displayed again. In the case of multiple plaintiffs, add in the same manner as described previously for Plaintiff addition.

  ➢**NOTE:** After the plaintiffs have been added, **add defendants** and their address information if listed. **Do not add the defendant's attorney.** The court will add the defendant's attorney when the summons is answered.

- ❑ Defendants are added to the case in the same manner as the plaintiff(s) were added.

  ➢**NOTE:** The **Role** Type for defendants **MUST** be selected as **Defendant** on the Party Information screen**.**

- ❑ After the last party as been entered, click **[End Party Selection].**

STEP 7 The **Statistical** screen will be displayed.

- ❑ The **Judge** assignment is automated and is determined by the main case's judge.
- ❑ At **Party Code** select one of the options from the pick list.
- ❑ Select the **Nature of Suit** from the pick list. **When opening an**

adversary, CM/ECF allows you to select only one nature of suit. If the complaint has more than one nature of suit, and if the nature of suit is a 424 (object or revoke a discharge 11 U.S.C. 727) , it should be selected. A 727 takes precedence over any other form of relief. Remember to type the additional nature of suit in the complaint's final docket text.

❑ Select the **Origin.**

❑ **Transfer date**: If applicable.

❑ **Rule 23** (class action): usually **n**.

❑ **Jury Demand** (Usually: none.)

❑ **Demand ($)** dollar amount. This amount should be rounded off to the nearest thousand. For example, if the demand is for $17,000.00 you would type "17." This amount will be reflected in the system as $17,000.00.

❑ Click **[Next]** to continue.

STEP 8 The **ASSOCIATED CASE** information screen is displayed. **(See Figure 4)**

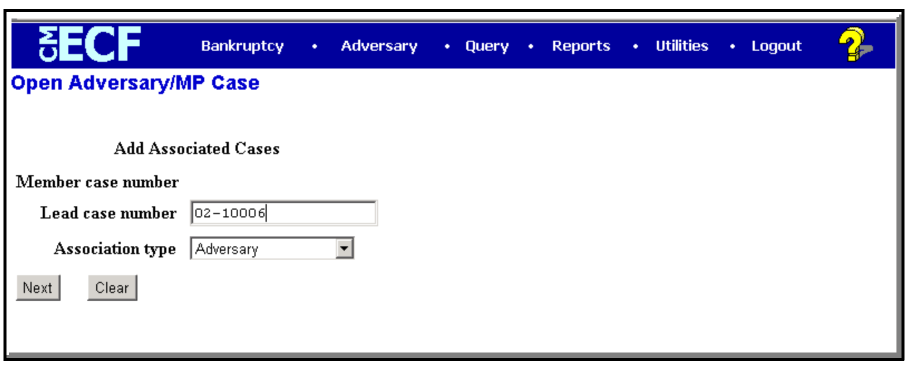


Figure 4

❑ The **Lead Case Number** is the number for the main case.

❑ **Association Type** is for the type of linkage made between the main case and the adversary complaint. Select **Adversary**.

❑ Click **[Next].**

STEP 9 The **PDF ATTACHMENT** screen is displayed. **(See Figure 5.)**

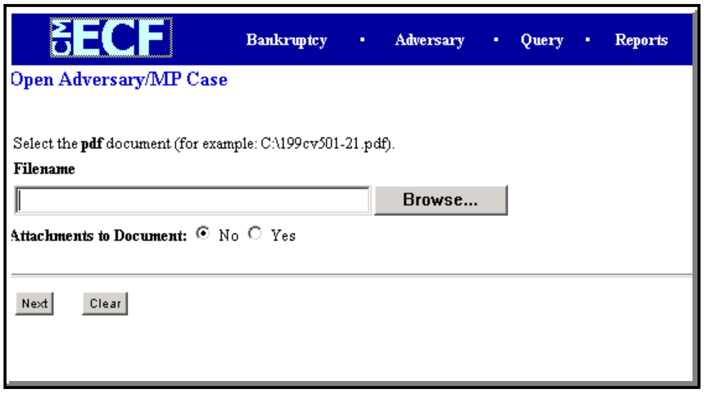


Figure 5

- ❑ The **Select the PDF document** screen prompts you to enter the path and name for the PDF document. You **must** select a document to continue. Click the [Browse] button to locate the file or type in the file path manually.

- ❑ Click the **[Next]** button.

- ❑ If you have not selected a document, a message displays reminding you that a document has not been selected.

- ❑ Click **[OK]** and browse for the document before continuing.

STEP 10 The **RECEIPT NUMBER** screen is displayed next. **(See Figure 6.)**

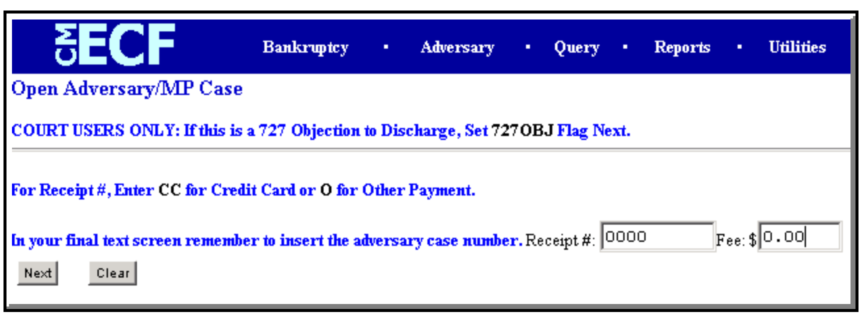


Figure 6

- ❑ If this is a credit card transaction, enter "cc" in the Receipt number field. The correct fee amount will display according the what chapter you have selected.

- ❑ If this filing includes an Installment Fee Application and monies are being paid with the filing of the Petition, put "cc" in the **Receipt** field and enter the amount paid in the **Fee** field. If no monies are being paid with the filing, put "0" in the **Receipt** field and "0.00" in the **Fee** field

STEP 11 The **DOCKET TEXT** screen is displayed. **(See Figure 7)**.

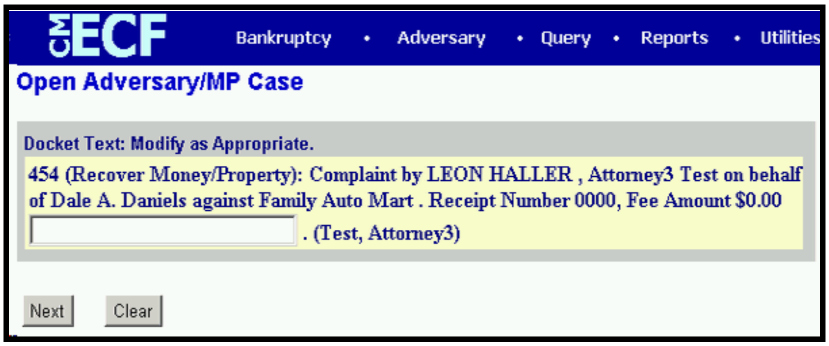


Figure 7

- ❑ Verify the accuracy of the docket text. This is what will display on the docket sheet.
- ❑ If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen where the error is located, and correct the error.
- ❑ To abort or restart the transaction, click on the **<u>Adversary Events</u>** hyperlink on the **CM/ECF Main Menu Bar.**
- ❑ If the docket text is correct, click **[Next]** to continue.

STEP 12 The **FINAL TEXT** screen is displayed. **(See Figure 8).**

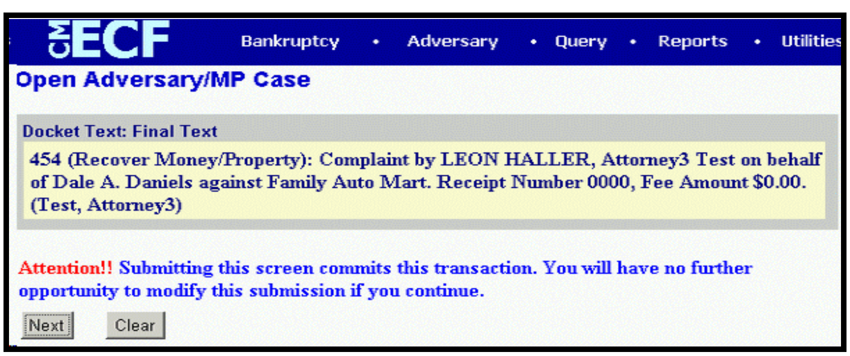


Figure 8

- ❑ This is your final opportunity to modify any information that may be incorrect. Verify the accuracy of the text. Click the browser's **Back** button to correct errors if necessary.

- ❑ Click **[Next]** to submit.

STEP 13 The **NOTICE OF ELECTRONIC FILING** screen is displayed. **(See Figure 9.)**

Figure 9

- ❑ The Notice of Electronic Filing is the verification that the filing has been **sent electronically to the court's database.** It certifies that the case was opened.

- ❑ Clicking on the case number hyperlink, 02-01049, will display the docket report for the adversary.

- ❑ Clicking on the case number hyperlink, 02-10072, will display the docket report for the main case.

- ❑ Clicking on the document number hyperlink (number must be blue and underlined) will display the PDF image of the document just filed.

- ❑ To print a copy of this notice, click the browser [Print] icon or button.

- ❑ To save a copy of this receipt, click File on the browser menu bar and select Save Frame As.

Note: If you are signed up for electronic case filing, the summons will be electronically mailed to the plaintiff's attorney. Otherwise, the summons is prepared by the case administrator and manually mailed to the plaintiff's attorney.

INVOLUNTARY CASE OPENING

This process shows the steps and screens required for an attorney to open an involuntary bankruptcy case on CM/ECF. The case is a chapter 7, no asset, consumer.

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

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

- ❏ Click on the **Open a BK Case** hyperlink.

STEP 3 The **CASE DATA** screen is then displayed.

- ❏ The case number will be automatically generated after the completion of opening the involuntary petition.
- ❏ The current date will be displayed (as an attorney user, you will not be able to change this date)
- ❏ Select the appropriate **Office** where the petition was filed.
- ❏ Select the **Chapter** from the pick list.
- ❏ The default value for **Joint** is **n**.
- ❏ The **Case Type** defaults to **bk**. No action is necessary.
- ❏ Leave **Deficiencies** checked as **n.**
- ❏ Click the **[Next]** button.

STEP 4 The **SEARCH FOR A PARTY** screen is displayed.

- ❏ **To prevent duplicate person records from being added, a search of the database for the party is recommended**. You may search by Social Security Number, Tax Identification Number, Last Name or Business Name.
  - Enter the last name or the first few characters of the last name to search. If this is a business filing, enter the first word or significant

words of the name to search the database. The entire business name is stored in the **Last/Business name** field. The field size is 80 characters

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)**

❑ Enter the **Petitioning Creditor's** last name or business name and click **[Search]**.

STEP 5 If there are no matches, the system will return a **No Person Found** message.

❑ If the party is not already on the database, proceed to add the petitioning creditor. Click **[Create New Party]**.

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

❑ Enter **Petitioning Creditor Name** and **Address** information in the appropriate boxes.

- **REMINDER: CM/ECF is case sensitive. Capitalize the first initial of the last name and place the remainder of the name in lower case.**

❑ Select **"Petitioning Creditor"** from the **Role Type** pick list.

❑ When necessary enter further descriptive text in the **Party Text** field, if appropriate. (Ex: Connecticut Corporation, Guardian of the State, etc.)

STEP 7 The **STATISTICAL DATA** screen will appear next.

- ❑ Select the type of **Debtor** by clicking in the appropriate box(es).
- ❑ **Fee Status** values are Paid and Installment. If the petition is accompanied by an Application to Pay Filing Fees in Installments, choose Installment from the pick list.
- ❑ Designate the **Type of Debtor** as Consumer or Business.
- ❑ The default value is for a **Voluntary** Petition. Select **Involuntary** from the pick list.
- ❑ Enter the correct **Origin** code if necessary. No action is necessary if this is the first filing; the default value of Original is correct.
- ❑ **Date Split/Transfer** is only necessary when a joint debtor splits from the original case or if this case was transferred in from another district. Otherwise leave this field blank.
- ❑ Choose Y or N for **Asset notice** designation.
- ❑ Select the range of **Estimated Creditors** from the pick list.
- ❑ Select the correct dollar range for **Estimated Assets**.
- ❑ Select the correct dollar range for **Estimated Debts**.
- ❑ Click **[Next]** to continue.

STEP 8 The **SELECT EVENT** screen is displayed.

- ❑ Select one of the following:

  Involuntary Petition (Chapter 11) for attorneys
  Involuntary Petition (Chapter 7) for attorneys

- ❑ Click the **[Next]** button.

STEP 9 The **PDF ATTACHMENT** screen is displayed.

- ❑ Browse for the correct .pdf file.

- ❑ Click **[Next]** to proceed. The imaged document will be uploaded after case opening.

- ❑ If you have not selected a document, you will be prompted that *you have not selected a document*, as an attorney you cannot bypass this screen

- ❑ When browsing for your pdf document ALWAYS check to make sure that you are attaching the right document (by clicking on the right hand side of your mouse to open the document)

- ❑ Click **[Next]**

STEP 10 The request for payment information screen is displayed.

- ❑ If this is a credit card transaction, enter “cc” in the **Receipt #** field. The correct fee amount will be displayed.

  ➢**NOTE:** The following day if the fees are charged to the credit card, the receipt number can be updated through the Editor utility, Edit Docket Entries (which will be done by the Court).

- ❑ Click **[Next]** to continue

- ❑ Verify the accuracy of the docket text. This is what will display on the docket sheet.

- ❑ If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the error to be corrected.

- ❑ Click the **[Next]** button.

STEP 11 The next screen will display the following message:

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- ❑ Click **[Next]** to complete the transaction or **[Clear]** to begin again. You may also click the browser **[Back]** button at the top of the screen one or more times to correct the error to be corrected.

➢**NOTE:** **At this time the only thing you will see is that a case number has been assigned along with a document number, but there will be no judge. This information will be entered by the Court***

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen is displayed.

- ❑ The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that the petition is now an official court document. Future access to this notice is only available through the **Query** function which must be accessed through PACER.

- ❑ Copies of this notice are immediately e-mailed to all participating CM/ECF users who have subscribed to this service.

- ❑ The **Notice of Bankruptcy Case Filing** hyperlink appears at the top of the **Notice of Electronic Filing**. Clicking on this hyperlink reveals the electronic confirmation, including the official Court seal with regard to the application just filed

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

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

- ❑ The **Notice of Bankruptcy Case Filing** hyperlink appears at the top of the **Notice of Electronic Filing**. Clicking on this hyperlink reveals the electronic confirmation, including the official Court seal with regard to the application just filed (in this case, the Voluntary Petition).

Figure 2

- This certification was created in addition to the standard electronic notice. It can be used as an official notice of stay to stop foreclosures and other creditor actions. It should be saved or printed at the time of filing.

➢**NOTE:** The time of day, as well as filing date, will print on the seal.

❑ To print a copy of this notice, click the browser **[Print]** icon.

❑ To save a copy of this receipt, click **[File]** and **Save As** on the browser menu.

STEP 13 Click on **Bankruptcy** from the main menu. Next click on **Other, Involuntary Petition - Add Party** to add the debtor and other petitioning creditors. This can be done in one step.

❑ When you are finished adding parties, click **End Party Selection and [Next]** to continue with Involuntary Case Opening.

Application To Pay Filing Fee in Installments

This procedure explains how to file an application to pay filing fees in installments using the electronic case filing system (CM/ECF).

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

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays. **(See Figure 1.)**

❑ Click on the **Motions/Applications** hyperlink.

STEP 3 The **CASE NUMBER** screen displays.

❑ Click **[Next].**

STEP 4 The **MOTION/APPLICATION SELECTION** screen displays. **(See Figure 2.)**

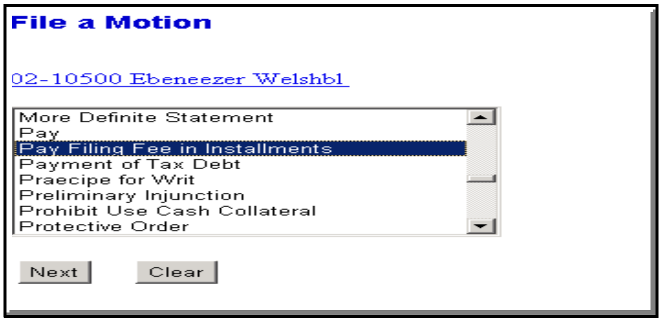


Figure 2

❑ Scroll down to display the selection Pay Filing Fee in Installments.

❑ Highlight that selection and Click **[Next]** to continue.

STEP 5 The **Joint Filing with Other Attorneys and Case Verification** screen will appear next. Check the box, if you are joint filing with another attorney. Then, click **[Next]** to continue.

STEP 7 The **PARTY SELECTION** screen will appear **(See Figure 3.)**

❑ Click on the debtor(s) for whom the application is being filed in the

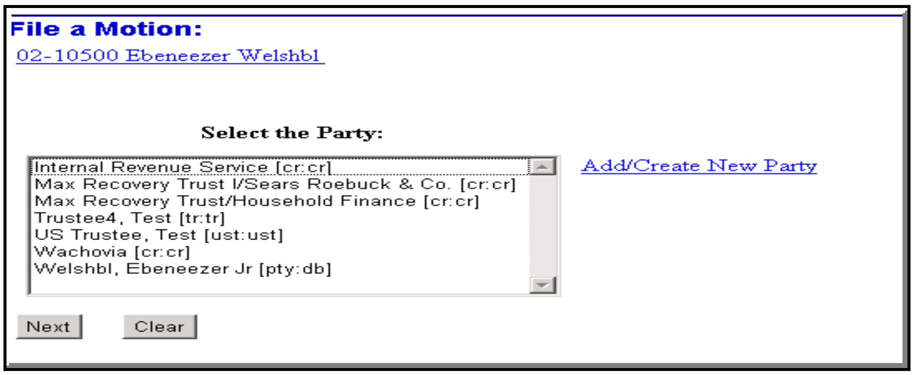


Figure 3

PARTY SELECTION screen, then click **[Next]** to continue.

STEP 8 The **PDF DOCUMENT** screen displays. **(See Figure 4.)**

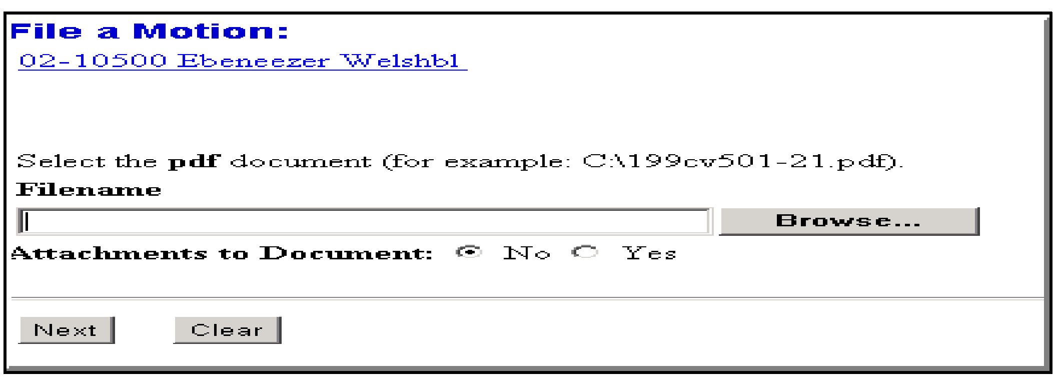


Figure 4

❑ You must browse for a PDF file in order to continue.

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

❑ Accept the default setting of **No** to the **Attachments to Document** prompt. Attachments will be covered in another module.

❑ Click **[Next]**.

STEP 10 The **FINAL TEXT EDITING** screen will then display. **(See Figure 5.)**

❑ Select a prefix, if appropriate, for this application, and enter any other text

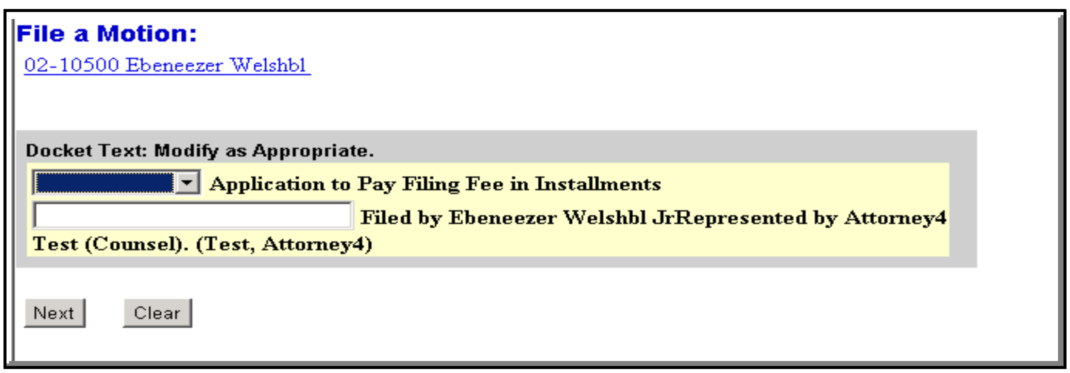


Figure 5

as necessary.

❑ **On this screen you do NOT have to modify the text to include the amounts due for each payment or the number of installments to be paid. The number of installments to be paid and the amount due will be reflected in the order.**

❑ If the text is correct, click **[Next]**.

STEP 11 The **FINAL DOCKET TEXT** screen will be displayed **(See Figure 6.)**

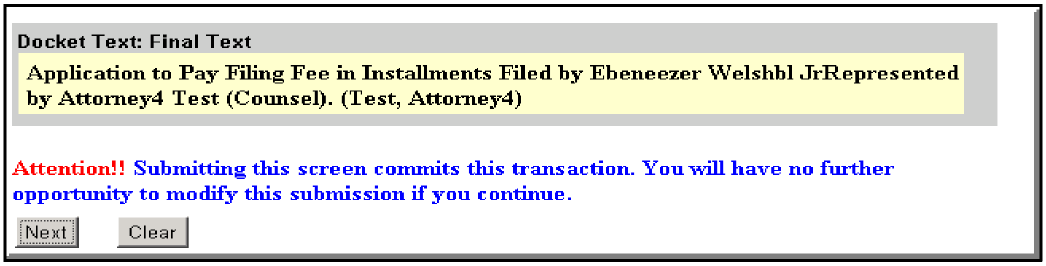


Figure 6

❑

If the information displayed is correct, click **[Next]** to continue.

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen will be displayed.

❑ Clicking on the **case number** hyperlink on the Notice of Electronic Filing will present the docket report for this case.

❑ Clicking on the **document number** hyperlink will display the PDF image of the document just filed.

❑ To print a copy of this electronic receipt click the browser **[Print]** icon.

❑ To save a copy of this electronic receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

CHAPTER 11 PLAN
AND
DISCLOSURE STATEMENT

This process consists of two (2) parts: **Filing of the Chapter 11 Plan** and **Filing of the Disclosure Statement**. Each part will be accomplished using the same menu, but selecting two different items. This module also will explain how to satisfy the deadline for the filing of the above documents.

Filing of the Chapter 11 Plan

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

STEP 2 The **Bankruptcy Events** screen is displayed. Click on the **Plan** hyperlink.

STEP 3 The **CASE NUMBER** screen is displayed. Enter the correct case number and click **[Next]** to continue.

STEP 4 The **EVENT SELECTION** screen is displayed. **(See Figure 1.)**

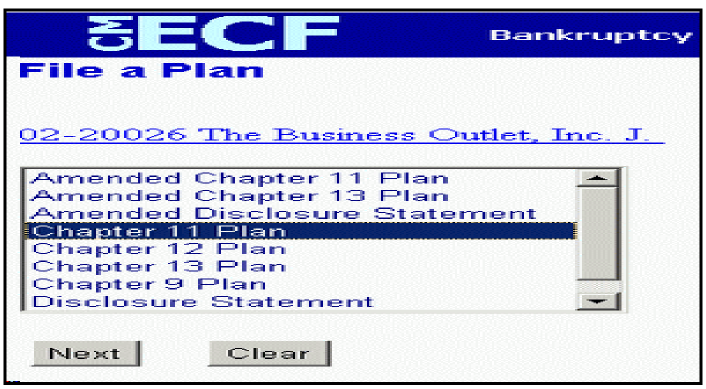


Figure 1

- ❑ Scroll to display the **Chapter 11 Plan** event.
- ❑ Click to highlight, then click on the **[Next]** button to continue.

STEP 5 A **CASE NUMBER VERIFICATION** screen is displayed along with a check box for "Joint filing with other attorney(s)." If this is **NOT** a joint filing, do not select this box.

❑ Click **[Next]**.

➢**NOTE:** At any time, you may click the blue, underlined hyperlink for the case to see the docket. However, you must view the docket through Pacer.

STEP 6 The **PARTY SELECTION** screen is displayed. **(See Figure 2.)**

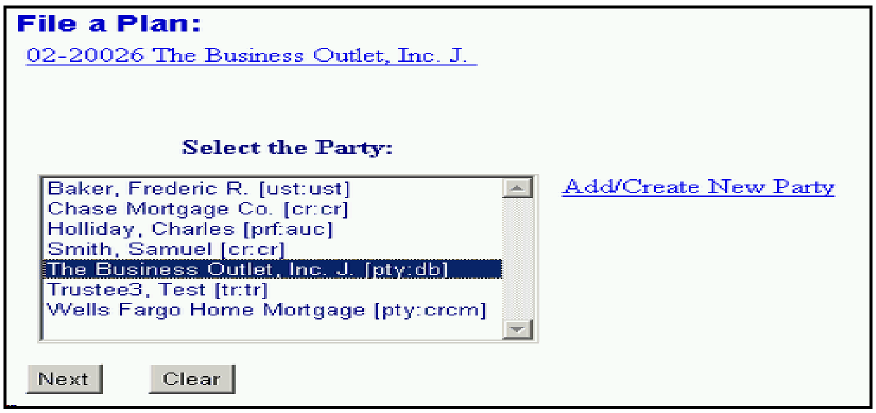


Figure 2

❑ Select the party on whose behalf you are filing this application.

❑ If the party is not listed, you will click on **Add/Create New Party**.

➢**NOTE:** You **MAY NOT** skip the party selection screen. In order to continue, a party must be selected.

STEP 7 If you did not previously file anything on behalf of this party, you will be asked to create an association for this case between yourself and the party selected. You will do this by placing a check mark ✓in the box provided.

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

STEP 9 You must upload a PDF document for the item you are filing, in this case a Chapter 11 Plan.

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

❑ To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.

- ❑ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

- ❑ Close or minimize the Adobe application and if the selected file is the correct document, click **[Open]** on the File Upload dialogue box.

- ❑ Click **[Next]**.

➢**NOTE:** All documents to be uploaded **MUST** be in PDF format.

➢**NOTE:** If you have selected the wrong item for which to satisfy the deadline, you can either de-select the wrong item or click on the **[Clear]** button and make the correct selection(s).

STEP 10 The **MODIFY TEXT** screen displays the standard text for this event and includes an optional text editing window. **(See Figure 3.)**

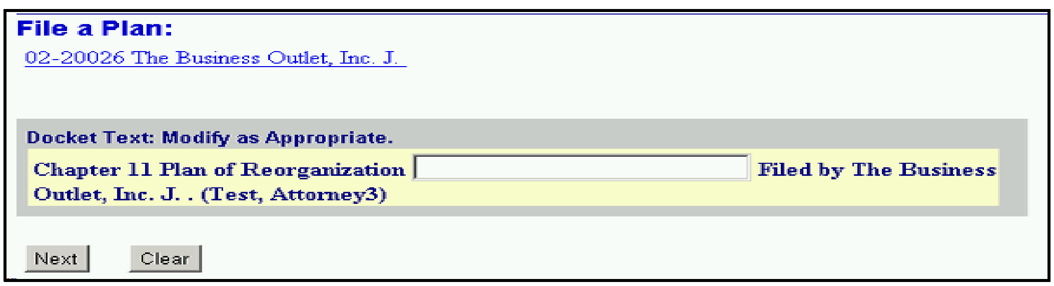


Figure 3

- ❑ If appropriate, complete the docket text with descriptive detail.

- ❑ Click **[Next]** to continue.

STEP 11 The **FINAL TEXT** screen is displayed. **(See Figure 4.)**

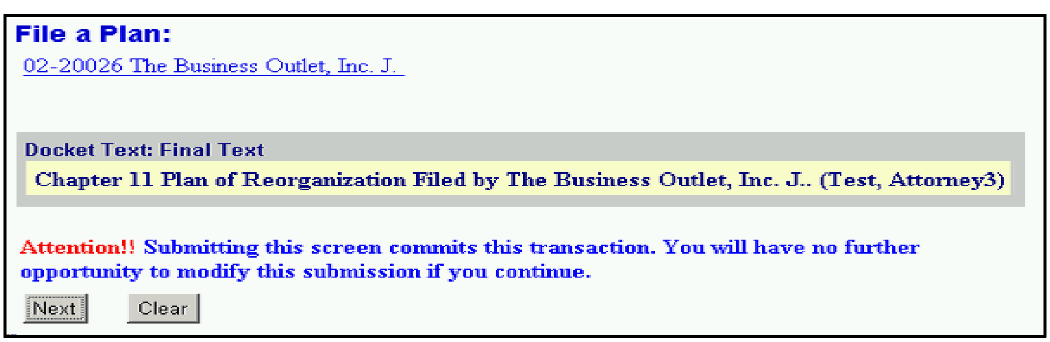


Figure 4

- ❑ This is your last chance to make any changes to your entry. If the document is incorrect, stop here. Either click on the **Back** button at the top of your tool bar OR re-enter your information starting from **STEP 1** by clicking on the **Bankruptcy** hyperlink on your menu bar.
- ❑ If the document entry is correct then click **[Next]** to submit.

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen will be displayed.

Filing of the Disclosure Statement

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

STEP 2 The **Bankruptcy Events** screen is displayed.

- ❑ Click the **Plan** hyperlink.

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

➢**NOTE:** If you have already accessed a case in this session, the number of the last case accessed will be displayed. Accept this number if it is the correct case for this application, or enter the correct case number (YY-NNNNN), including the hyphen.

- ❑ Click **[Next]** to continue.

STEP 4 The **EVENT SELECTION** screen is displayed.

- ❑ Scroll to display the **Disclosure Statement** event and click to highlight it.
- ❑ Click **[Next]** to continue.

STEP 5 A **CASE NUMBER VERIFICATION** screen is displayed along with a check box for “Joint filing with other attorney(s).” If this is NOT a joint filing, do not select this box.

- ❑ Click **[Next]**.

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

- ❑ Select the Party filer and click **[Next]** to continue.
- ❑ If the party is not listed, you will click on **Add/Create New Party**.

➢**NOTE:** You **MAY NOT** skip the party selection screen. In order to continue, a party must be selected.

STEP 7 The **PDF DOCUMENT** screen is displayed.

STEP 8 You must upload a PDF document for the item you are filing, in this case a Disclosure Statement.

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

➢**NOTE:** All documents to be uploaded **MUST** be in PDF format.

STEP 9 The **MODIFY TEXT** screen displays the standard text for this event and includes an optional text editing window. **(See Figure 6.)**

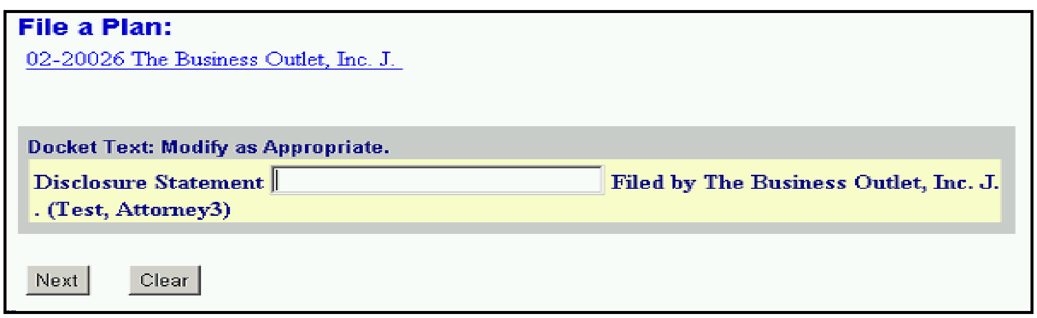


Figure 5

- ❑ If appropriate, complete the docket text with descriptive detail.
- ❑ Click **[Next]** to continue.

STEP 10 The **FINAL TEXT** screen is displayed. **(See Figure 7.)**

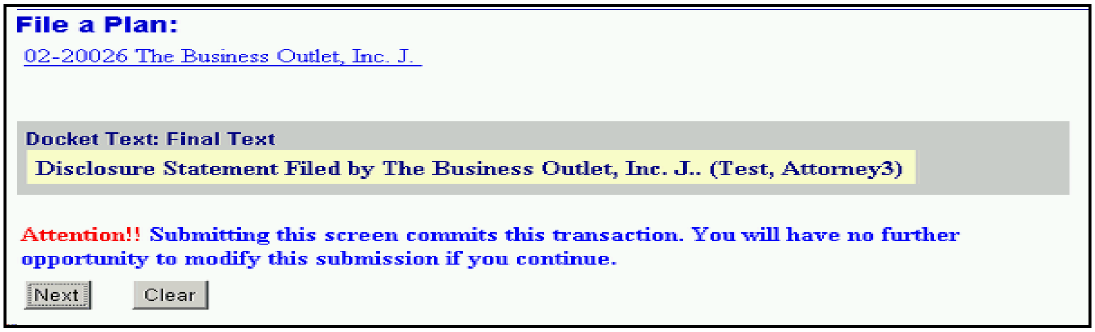


Figure 6

- ❑ This is your last chance to make any changes to your entry. If the document is incorrect, **stop here**. Either click on the **Back** button at the top of your tool bar **OR** re-enter your information starting from **Step 1.**

- ❑ If the document entry is correct then click **[Next]** to submit.

STEP 11 The **NOTICE OF ELECTRONIC FILING** screen will be displayed.

Trustee Filings

Amended Schedules

This lesson illustrates how amended schedules are managed in CM/ECF.

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

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

- ❑ Click the **Other** hyperlink.

STEP 3 The **CASE NUMBER** screen displays.

STEP 4 Select the event for Amended Schedules (Fee) from the **DOCUMENT SELECTION** screen.

- ❑ Click **[Next]**.

STEP 5 A **CASE NUMBER VERIFICATION** screen is displayed.

- ❑ Verify the case name and number and then click **[Next]**.

STEP 6 The **JOINT FILING WITH OTHER ATTORNEY(S)** screen appears next.

- ❑ Check the box if you are filing jointly with another attorney. Otherwise, leave the box unchecked.
- ❑ Click **[Next]** to continue.

STEP 7 The **PARTY FILER** screen displays all active participants on the case.

- ❑ Select the **Party** you are representing on this screen.
- ❑ If the party is not a member of the case then click on the **Add/Create Party** Hyperlink too add the party to the case first. You will then be able to select them from the pick list.

STEP 8 The **PDF DOCUMENT SELECTION** screen displays. You **must** upload a PDF document for the item you are filing.

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

❑ Close or minimize the Adobe application and if the selected file is the correct document, click **[Open]** on the File Upload dialogue box.

❑ Click **[Next]**.

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

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select Open.

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

- Close or minimize the Adobe application and if the selected file is the correct document, click [Open] on the File Upload dialogue box.

❑ Click **[Next].**

STEP 9 The RECEIPT PROCESSING screen will then allow you to enter a receipt number or fee amount for amended schedules requiring fees. **(See Figure 1)**

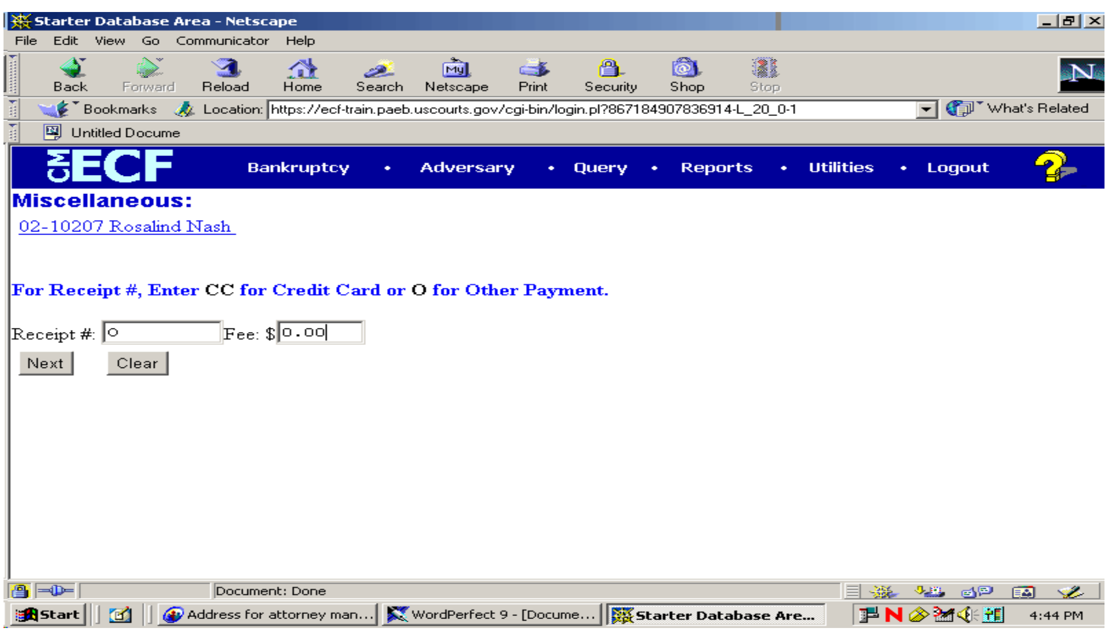


Figure 1

❑ The **FILING FEE** screen will appear next, prompting the user for a receipt number.

- ❑ If this is a credit card transaction, enter “cc” in the Receipt number field. The correct fee amount will display according the what chapter you have selected.

- ❑ If this filing includes an Installment Fee Application and monies are being paid with the filing of the Petition, put “cc” in the **Receipt** field and enter the amount paid in the **Fee** field. If no monies are being paid with the filing, put “0" in the **Receipt** field and “0.00" in the **Fee** field

- ❑ Click [Next] to continue.

STEP 10 The MODIFY TEXT screen will then allow you to select a prefix or add more detail to the docket text.

- ❑ Click [Next] to continue.

STEP 11 The FINAL TEXT EDITING screen will appear.

- ❑ Verify the final docket text. If correct, click [Next]

- ❑ If the final docket text is incorrect you must click on your browser’s Back button to the appropriate screen and make the changes.

- ❑ If errors are discovered after an application or order has been submitted the court must edit fee and expense figures under the EDIT DATA menu.

- ❑ To abort or restart the transaction, click the Bankruptcy hyperlink on the blue Main Menu Bar.

STEP 12 The NOTICE OF ELECTRONIC FILING screen will display the essential data for this filing.

- ❑ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.

- ❑ Clicking on the document number hyperlink will present the PDF image of the application just filed.

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

- ❑ To print a copy of this notice click the browser [Print] icon.

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

- ❑ The Notice of Electronic Filing can be viewed from the docket report by choosing the option Include links to Notice of Electronic Filing when generating the report. It will be displayed by clicking on the silver bullet next to the entry.

Batch and Multi-Case Processing

CM/ECF **Batch** and **Multi-Case** processing were developed to expedite the filing of multiple documents. Both features make it easy to file the same type of document to different cases in one operation.

The basic difference is that the **Batch** process offers the association of a **different** PDF file for each case, while **Multi-Case** uses the **same** PDF file for each case being processed. This feature can expedite case administration for attorneys, trustees and court users.

Each case included in **Batch** or **Multi-Case** will share the identical docket text. Events used for Batch filing can include specific language, party names and case numbers, while a Multi-Case event will be used for entries with standardized text.

Each **Notice of Electronic Filing** will be the same and include information from all the cases processed.

An event listed under either **Batch** or **Multi-Case** may also be available under another menu category so in some cases the same event may be docketed separately as well.

Two **Batch Filing** examples will be shown first, followed by an example of **Multi-Case** docketing.

Batch Filings

Two examples will be used here to demonstrate different uses for batch filings. The first example demonstrates Motions to Dismiss by the Trustee, and the second example demonstrates 341 Meetings of Creditors Held docketed by Batch Filings.

BATCH FILINGS EXAMPLE 1: A Trustee's Motion to Dismiss Case is a classic example of a pleading used for Batch Filing. This feature allows different case numbers and names as well as standard language to display on each pleading so each PDF file, although the same type of entry, can be filed in volume by the Trustee's office (or the Court) in a faster and more efficient manner. The following steps illustrate the **Batch** process for this example.

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

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

STEP 3 Click on **Batch Filings** from the menu**.**

STEP 4 The **Case Number** screen displays. **(See Figure 1)**.

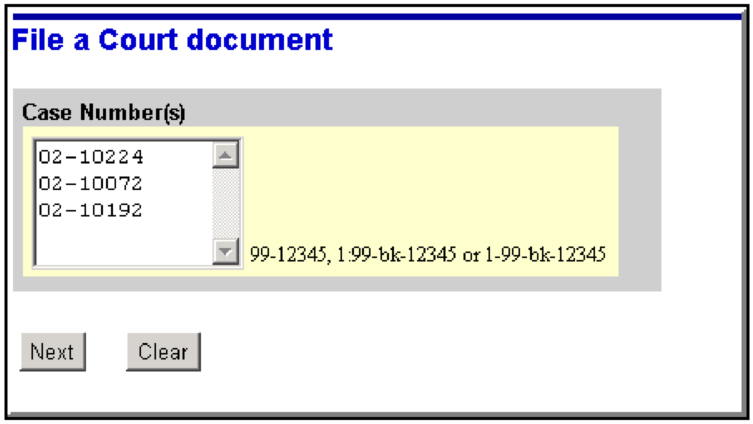


Figure 1

❑ Each case number should be typed in this extended window.

➢**NOTE:** The system will validate each case listed. If any of the case numbers are invalid, an error message will display and the valid case numbers already entered will be lost. To prevent having to retype the lists, here is a Windows shortcut:

- Type the list of case numbers. Press the **[Enter]** key after each case number.
- Highlight the list with your mouse, right click, then click on copy
- With a back-up list, If there is an invalid case number in a list, you can easily go back, delete the case numbers, then right click to paste and insert correct case numbers.

❑ After entering all of the case target numbers, click **[Next].**

STEP 5 The **DOCUMENT SELECTION** screen is presented next.

❑ Each case number and title will display above the document window as a hyperlink to the respective docket report. This is an opportunity to verify each case before proceeding.

❑ Select **Motion to Dismiss Case (batch)** from the list and click **[Next].**

STEP 6 The **PDF DOCUMENT** screen displays with a Browse window for each of the target cases **(See Figure 2)**.

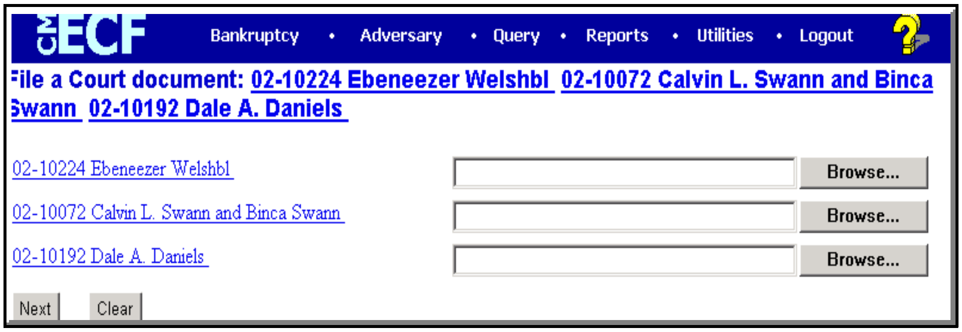


Figure 2

- ❑ These cases will all share the same file date.
  - Click **[Browse]**, then navigate to the directory where the PDF file for this submission is located.
- ❑ For quality control purposes it is recommended that each file be opened to verify its contents before proceeding:
  - Highlight the PDF file.
  - With a right click of the mouse a pop-up menu displays. Select **Open** to bring up the document for viewing and verification in Adobe Acrobat. If correct, either minimize or close Adobe Acrobat.
  - Double-click the file to select it.
- ❑ When the PDF files has been associated for all the cases, click **[Next]** to continue.

STEP 7 The **MODIFY TEXT** screen displays the standard text for this event and includes an optional text editing window **(See Figure 3)**.

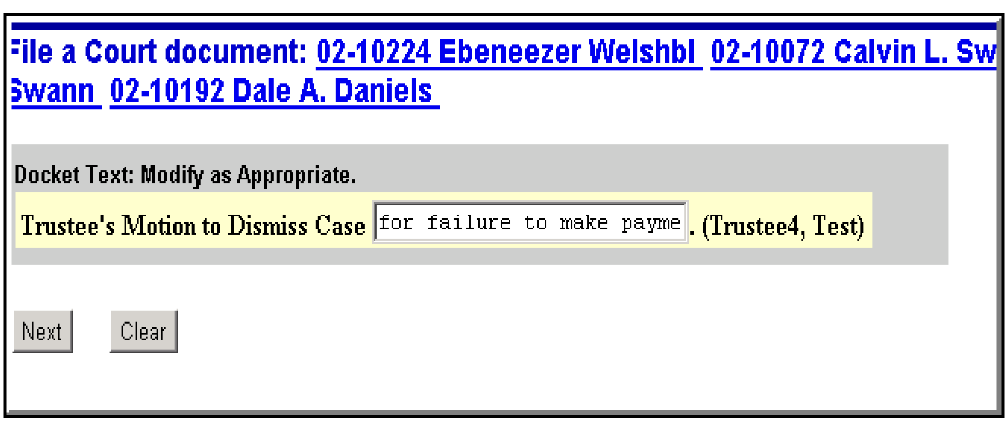


Figure 3

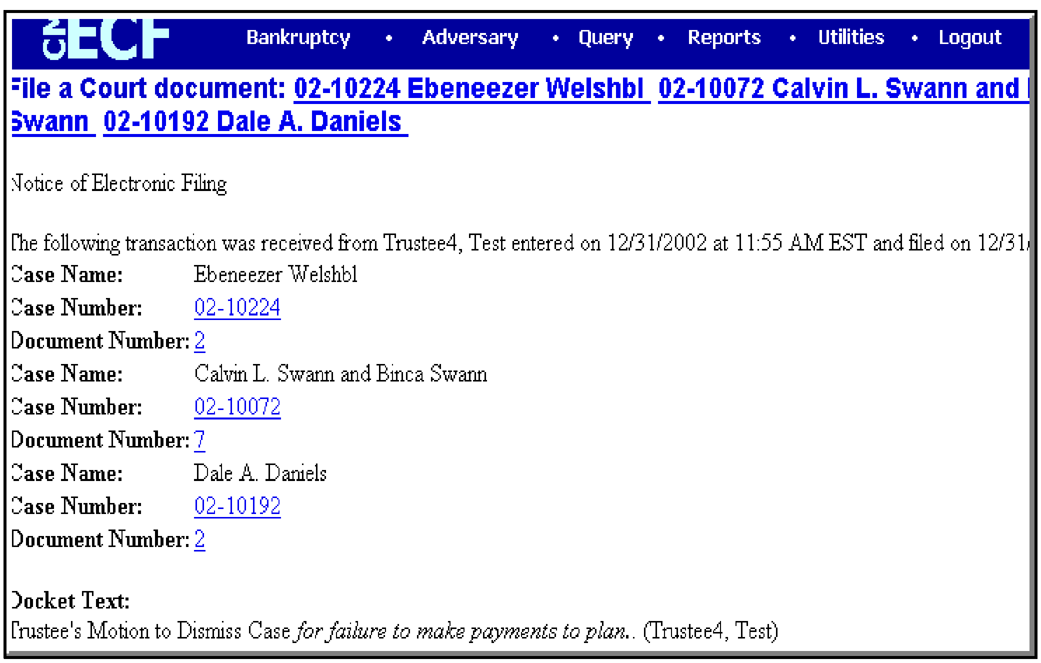
- ❏ If appropriate, complete the docket text with descriptive detail.

  ➢**NOTE:** This same entry will display in each case. Any modifications to the docket text will apply to **all** cases included in this process.

STEP 8 The **FINAL DOCKET TEXT** screen is presented next.

- ❏ Verify the accuracy of the docket text. This is what will print on the docket sheet.
- ❏ If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to go back to the appropriate screen and make the necessary corrections.
- ❏ To abort or restart the transaction, click on the **Bankruptcy Events** hyperlink on the **CM/ECF Main Menu Bar.** Although this can be done at any time until this screen, this is your last opportunity to change the event.
- ❏ If the docket text is correct, click **[Next]** to process this transaction to each case.

STEP 9 One **NOTICE OF ELECTRONIC FILING** will be generated for all the cases in this transaction **(See Figure 4).**



Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File a Court document: 02-10224 Ebeneezer Welshbl 02-10072 Calvin L. Swann and Swann 02-10192 Dale A. Daniels

Notice of Electronic Filing

The following transaction was received from Trustee4, Test entered on 12/31/2002 at 11:55 AM EST and filed on 12/31/

Case Name:	Ebeneezer Welshbl
Case Number:	02-10224
Document Number:	2
Case Name:	Calvin L. Swann and Binca Swann
Case Number:	02-10072
Document Number:	7
Case Name:	Dale A. Daniels
Case Number:	02-10192
Document Number:	2

Docket Text:
Trustee's Motion to Dismiss Case *for failure to make payments to plan.*. (Trustee4, Test)

Figure 4

- ❑ The next document number will be assigned correctly in each case.
- ❑ All case data will be combined on this one Notice of Electronic Filing. All case numbers, title and document numbers will be grouped together. If a PDF document is used, the **same** electronic document stamp and document description will be listed for each case. And finally, the electronic mailing information for parties on each case will be listed by case.
- ❑ This notice can be printed or saved.

BATCH FILINGS EXAMPLE 2: This example demonstrates 341 Meetings of Creditors Held docketed by Batch Filings. This feature allows different case numbers and names as well as standard language to display on each pleading so each PDF file, although the same type of entry, can be filed in volume by the Trustee's office (or the Court) in a faster and more efficient manner. The following steps illustrate this.

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

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

STEP 3 Click on **Batch Filings** from the menu**.**

STEP 4 The **Case Number** screen displays. **(See Figure 5)**.

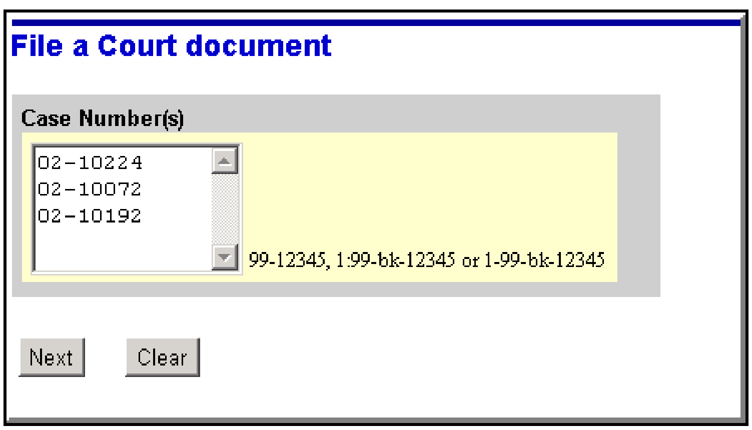


Figure 5

❑ Each case number should be typed in this extended window.

> ➢**NOTE:** The system will validate each case listed. If any of the case numbers are invalid, an error message will display

and the valid case numbers already entered will be lost. To prevent having to retype the lists, here is a Windows shortcut:

- Type the list of case numbers. Press the **[Enter]** key after each case number.
- Highlight the list with your mouse, right click, then click on copy.
- With a back-up list, If there is an invalid case number in a list, you can easily go back, delete the case numbers, then right click to paste and insert correct case numbers.

❑ After entering all of the case target numbers, click **[Next].**

STEP 5 The **DOCUMENT SELECTION** screen is presented next.

❑ Each case number and title will display above the document window as a hyperlink to the respective docket report. This is an opportunity to verify each case before proceeding.

❑ Select **Meeting of Creditors Held (batch)** from the list and click **[Next].**

STEP 6 The **PDF DOCUMENT** screen displays with a Browse window for each of the target cases **(See Figure 6)**.

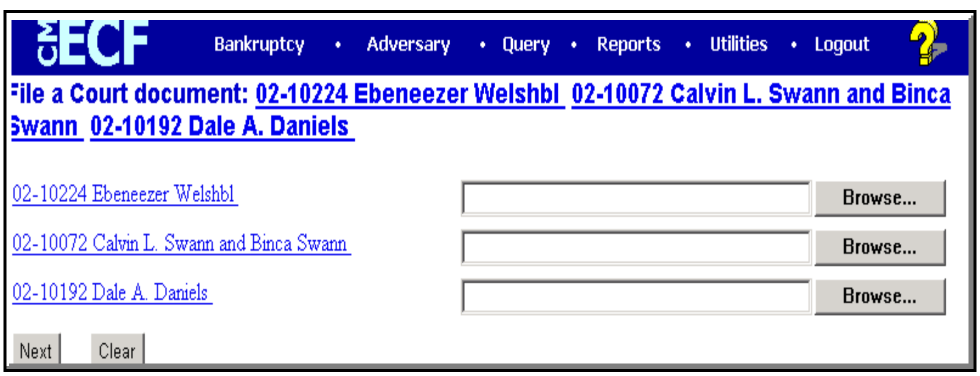


Figure 6

❑ These cases will all share the same file date.

- Click **[Browse]**, then navigate to the directory where the PDF file for this submission is located.

❑ For quality control purposes it is recommended that each file be opened to verify its contents before proceeding:

- Highlight the PDF file.

- With a right click of the mouse a pop-up menu displays. Select **Open** to bring up the document for viewing and verification in Adobe Acrobat. If correct, either minimize or close Adobe Acrobat.

- Double-click the file to select it.

❑ When the PDF files has been associated for all the cases, click **[Next]** to continue.

STEP 7 The **MODIFY DOCKET TEXT** screen displays next. The white text box provided allows for addition of text to this entry. For example, a notation may need to be made that certain amendments are still due by the Debtor.

STEP 8 The **FINAL DOCKET TEXT** screen is presented next.

❑ Verify the accuracy of the docket text. This is what will print on the docket sheet.

❑ If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to go back to the appropriate screen and make the necessary corrections.

❑ To abort or restart the transaction, click on the **Bankruptcy Events** hyperlink on the **CM/ECF Main Menu Bar.** Although this can be done at any time until this screen, this is your last opportunity to change the event.

❑ If the docket text is correct, click **[Next]** to process this transaction to each case.

STEP 9 One **NOTICE OF ELECTRONIC FILING** will be generated for all the cases in this transaction **(See Figure 7)**.

Figure 7

- ❑ The next document number will be assigned correctly in each case.
- ❑ All case data will be combined on this one Notice of Electronic Filing. All case numbers, title and document numbers will be grouped together. If a PDF document is used, the **same** electronic document stamp and document description will be listed for each case. And finally, the electronic mailing information for parties on each case will be listed by case.
- ❑ This notice can be printed or saved.

Multi-Case Filings

Multi-Case filings will contain standard "boiler plate" language that applies to every case in the process because the document and docket text will be identical in each case. The same PDF image of the document is used although a PDF file association is not required for this process.

Typical uses for this function are the, **Chapter 13 Trustee's Final Report and Account**, **Meeting of Creditors Chapter 11 & 12, Meeting of Creditors Chapter 13, Meeting of Creditors Chapter 7 Asset, Meeting of Creditors Chapter 7 No Asset,** and **Notice Appointing Trustee.**

STEP 1 The **Multi-Case Docketing** category is a separate selection on the **BANKRUPTCY EVENTS** menu screen.

- ❑ Select **Multi-Case Docketing** from the **Bankruptcy** Events.

STEP 2 The **CASE NUMBER** screen will display. **(See Figure 8**).

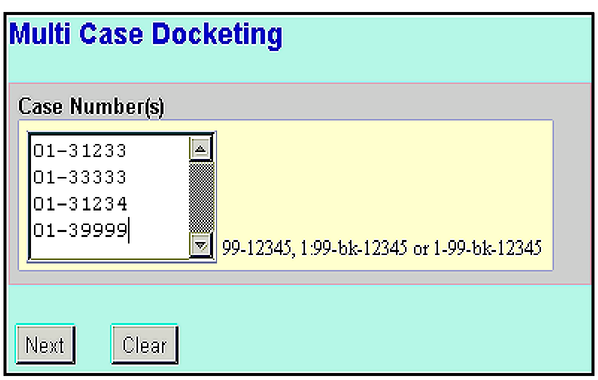


Figure 8

- ❑ Each case number should be typed in this extended window.

  ➢**NOTE:** The system will validate each case listed. If any of the case numbers are invalid, an error message will display and the valid case numbers already entered will be lost. To prevent having to retype the lists, here is a Windows shortcut.

  - Type the list of case numbers.
  - Highlight the list with your mouse, right click, then click on copy.
  - With a back-up list, If there is an invalid case number in a list, you can easily go back, delete the case numbers, then right click to paste and insert correct case numbers.

- ❑ After entering all of the case target numbers, click **[Next].**

STEP 3 The **DOCUMENT SELECTION** screen displays next.

- ❑ Each case number and title will display above the document window as a hyperlink to the docket report. This is an opportunity to verify each case before proceeding.
- ❑ Select the Type of document from the list. The Trustee's No Asset report is used for this exercise.
- ❑ Click **[Next]** to continue processing.

STEP 4 The **PDF DOCUMENT SELECTION** screen displays. There is only **ONE** PDF imaged document to associate with this multiple filing.

- ❑ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
- ❑ For quality control purposes it is recommended that you open the file to verify its contents before proceeding:
  - Highlight the PDF file.
  - With a right click of your mouse a pop-up menu displays. Select Open to bring up the document for viewing and verification in Adobe Acrobat. If correct, either minimize or close Adobe Acrobat.
  - Double-click the file to select it.
- ❑ Click **[Next]** to continue processing.

STEP 5 The **MODIFY DOCKET TEXT** screen displays the proposed entry to be shared by each case. **(See Figure 9)**.

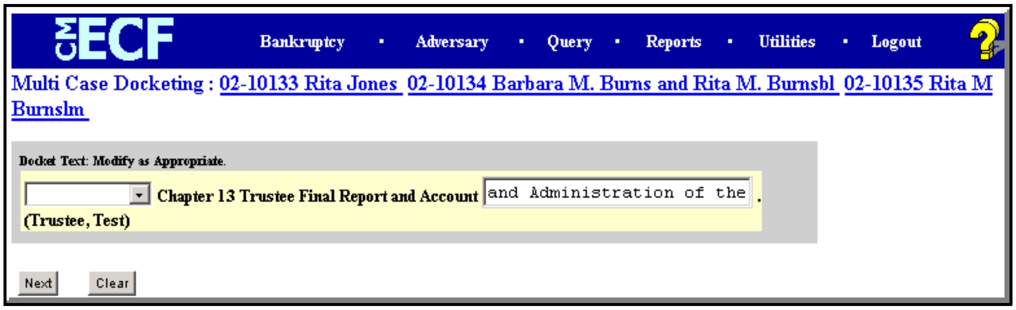


Figure 9

STEP 6

The **FINAL DOCKET TEXT** window is presented next. **(See Figure 10)**.

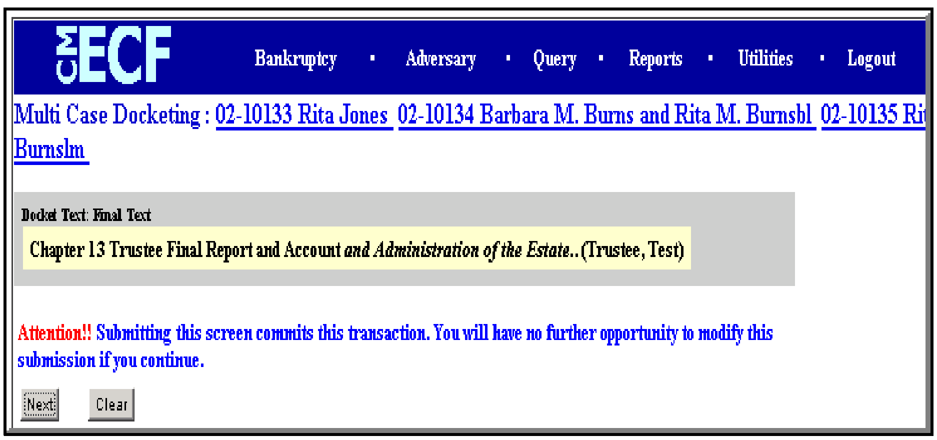


Figure 10

❑ To abort this transaction, (at any time up until this last screen) click on ***any*** of the hyperlink menu selections on the CM/ECF main menu bar. This will prevent this filing from being sent to the court's database.

❑ If the final text is correct, click **[Next]** submit these entries to the database. The next sequential document number will be assigned in each respective case.

STEP 7 One **NOTICE OF ELECTRONIC FILING** will be generated for all the cases in this transaction. **(See Figure 11)**.

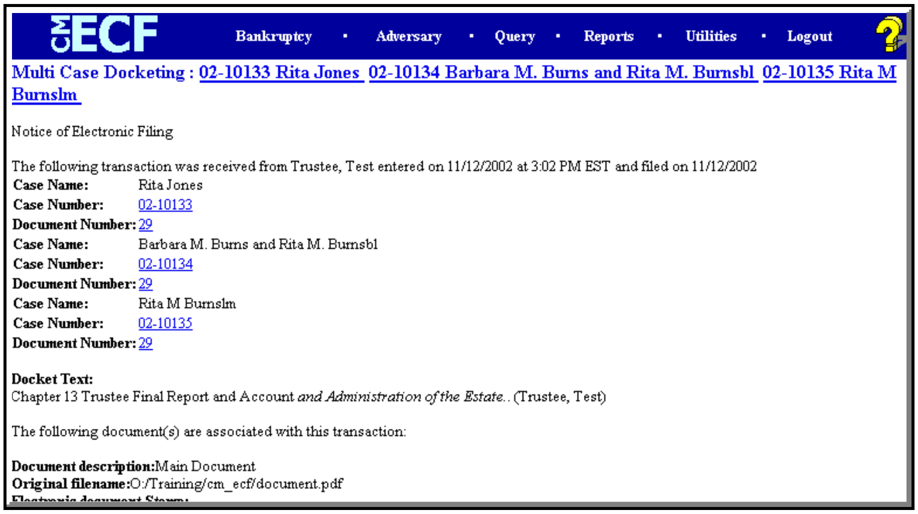


Figure 11

- ❑ All case data will be combined on this one Notice of Electronic Filing. All case numbers, title and document numbers will be grouped together. If a PDF document is used, the **same** electronic document stamp and document description will be listed for each case. And finally, the electronic mailing information for parties on each case will be listed by case.

- ❑ This notice may be printed or saved.

Amended First Meeting Setting and Noticing Procedure

This lesson illustrates how to set an Amended §341 First Meeting of Creditors calendar event in CM/ECF. This example uses a Chapter 13 asset case.

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

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

❑ Click the **Multi-Case Docketing** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

❑ Enter the case number (yy-nnnnn), including the hyphen.

❑ Click **[Next]**.

STEP 4 The **DOCUMENT SELECTION** screen displays. **(See Figure 1.)** Scroll the **Court Document** box to display the Meeting of Creditor setting events. Note that there are multiple events to choose depending upon the chapter and asset designation.

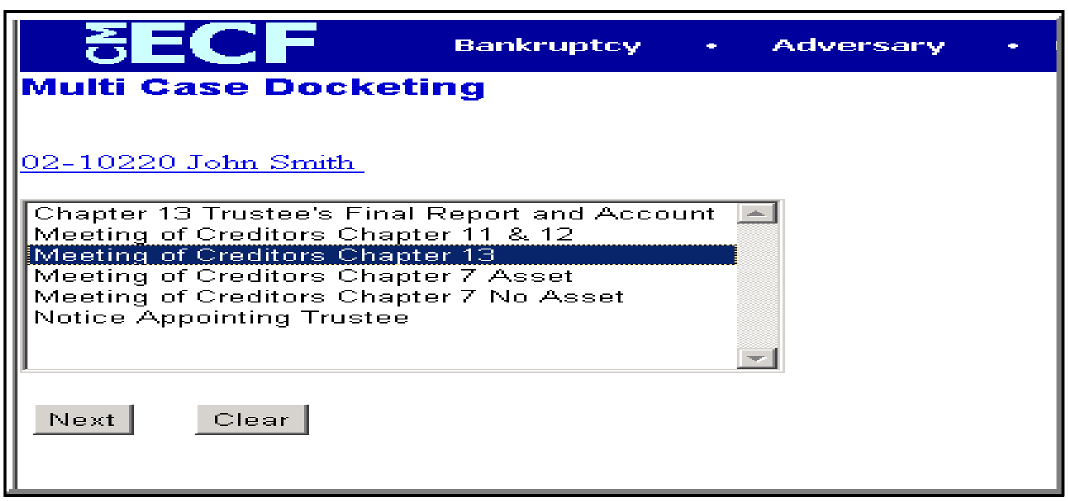


Figure 1

❑ Click to highlight your choice. For this example, highlight Meeting of Creditors Chapter 13.

❑ Click **[Next]**.

STEP 5 The pdf screen appears next.

❑ Browse for the corresponding .pdf file which contains your scanned first meeting scheduling papers.

❑ Open the file and Click **[Next]** to continue.

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

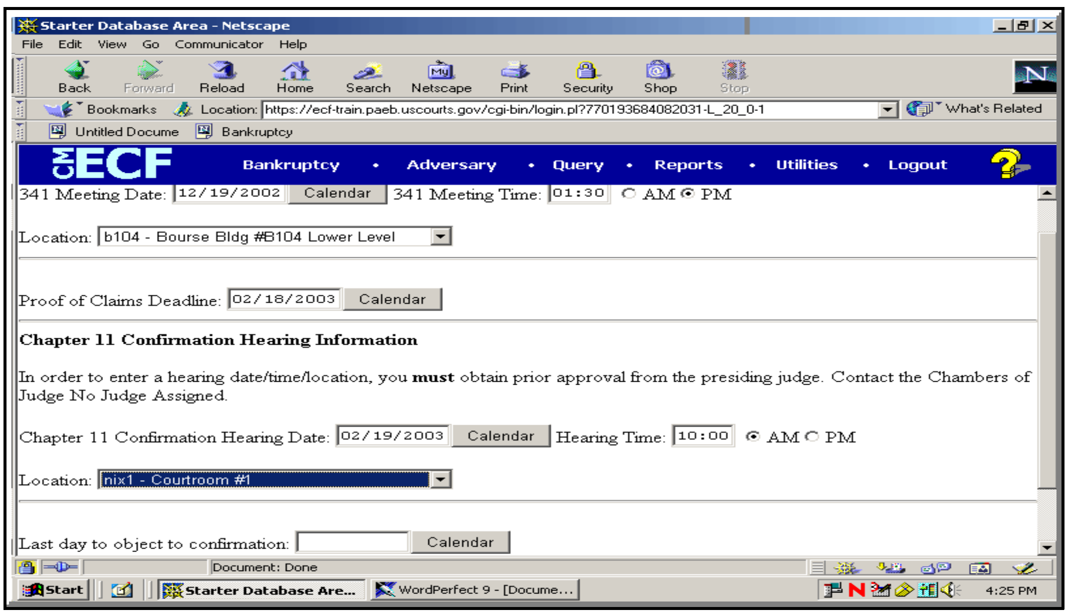


Figure 2

❑ The current date is displayed in the **Date Document Filed** box.

❑ To create the 341Meeting setting:

- Click in the **341 Meeting Date** box and enter the correct first meeting setting date in mm/dd/yyyy or mm/dd/yy format.

- Click in the **341 Meeting Time** box and enter the first meeting time in hh:mm format. Select the appropriate AM or PM radio button.

- Click on the down arrow of the **Location** pick list and select the correct First Meeting location.

➢**NOTE:** The default date displayed in the **Last day to Oppose Discharge** box was automatically calculated from the First Meeting setting date.

- For asset cases, click in the **Last day to Oppose Discharge** deadline box and the **Proof of Claim** deadline will be automatically calculated 30 days from the Objection to Discharge deadline.

❑ Scroll down to the bottom of the screen and Click **[Next]**.

STEP 7 The **TEXT EDITING** screen displays.

❑ Select “Amended” from the drop down box on the left side of the docket.

❑ If the information displayed in the docket text is correct, click **[Next].**

STEP 8 The **FINAL TEXT EDITING** screen displays.

❑ The message, “Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue” will appear at the bottom of your final text box. Carefully verify the final docket text. This is your last chance to verify and change this entry before adding it to the case.

❑ Review the docket text carefully and insure the date, time and location of the **First Meeting of Creditors** are correct. This is what will appear on the First Meeting notice mailed to all creditors and parties of interest.

❑ If any of the information is incorrect:

❑ Click the browser **[Back]** button to correct the entry on the **SCHEDULING** screen and proceed with the event.

➢**NOTE:** Changing the date, time or location in docket text alone does not correct an error. Further editing is required.

❑ If the information displayed in the docket text is correct, click **[Next].**

STEP 9 The **NOTICE OF ELECTRONIC FILING** screen will then be generated as the entry is officially submitted.

- ❑ Clicking on the case number hypertext link on the Notice of Electronic Filing will display the docket report for 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**.

TRUSTEE'S 341 FILINGS

The following steps show how to use the Trustee 341 Filings menu.

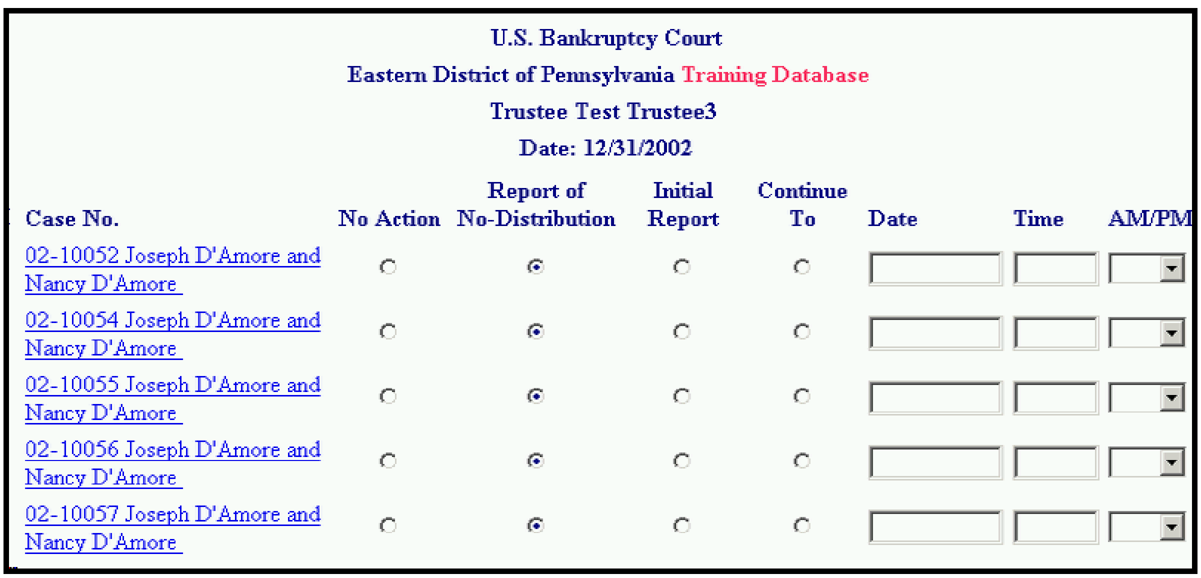
STEP 1 Click **Bankruptcy** on the ECF Main Menu Bar.

STEP 2 Click the **Trustee 341 Filings** hypertext link.

STEP 3 The **341 MEETING DATE** screen displays.

- ❑ Enter the date in a mm/dd/yy format or click on the Calendar button to select the month and date of the scheduled 341 meetings.
- ❑ Click **[Next]** to continue.

STEP 4 The **341 MEETING CALENDAR** displays. **(See Figure 1.)**


U.S. Bankruptcy Court
Eastern District of Pennsylvania Training Database
Trustee Test Trustee3
Date: 12/31/2002

Case No.	No Action	Report of No-Distribution	Initial Report	Continue To	Date	Time	AM/PM
02-10052 Joseph D'Amore and Nancy D'Amore	○	⦿	○	○			
02-10054 Joseph D'Amore and Nancy D'Amore	○	⦿	○	○			
02-10055 Joseph D'Amore and Nancy D'Amore	○	⦿	○	○			
02-10056 Joseph D'Amore and Nancy D'Amore	○	⦿	○	○			
02-10057 Joseph D'Amore and Nancy D'Amore	○	⦿	○	○			

Figure 1

➢**NOTE**: The calendar is divided into columns.

- The **Case No.** column lists all the cases scheduled for 341 meeting. Click on the case name and number to view the docket sheet.

- The **Report of No Distribution** is the default setting. A text only entry will be entered on the docket unless another selection is made.

- Select **No Action** if the other options do not apply. No entry will be made on the docket.

- Select **Initial Report** if the case appears to have assets. A text only entry will appear on the docket.

- The final option allows you to continue the 341 meeting.

❑ After making your selections, review minute entries for accuracy.

❑ If an error is discovered, click on the correct button, or if applicable, enter a different continuance date. You also can use the **[Clear]** button to return to the default setting for all cases.

❑ If the information is correct, click the **[Submit]** button.

STEP 4 The **NOTICE OF ELECTRONIC FILING** screen displays.

❑ The Notice of Electronic Filing is the verification that the text only entry has been sent electronically to the court's database for each of the cases.

❑ To print a copy of this notice, click the browser **[Print]** icon.

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

❑ The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

Trustee's Final Report and Account Package

This module will show how to process the **Trustee's Final Audit Package** once it is received from the U.S. Trustee's Office. The package includes the Trustee's Statement of Review, Trustee's Final Report and Account, Final Application for Compensation (if any), Trustee's Proposed Report of Distribution and Objection to the Final Report and Account (if applicable). The Trustee's Proposed Report of Distribution and Objection to the Final Report and Account are covered in separate modules.

Trustee's Statement of Review

If an Objection to the Trustee's Final Report and Account is included in the Trustee's Final Audit Package, the Trustee's Statement of Review, will NOT be included.

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

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

STEP 3 Click on **Trustee/US Trustee.**

STEP 4 The **Case Number** screen appears. Enter the correct case number and click **[Next]** to continue.

STEP 5 The **Trustee Actions** screen appears next. Scroll down to Trustee Statement of Review or press **T** to take you to the items beginning with the letter **T**. Find the Trustee Statement of Review and click **[Next]** to continue. **(See Figure 1).**

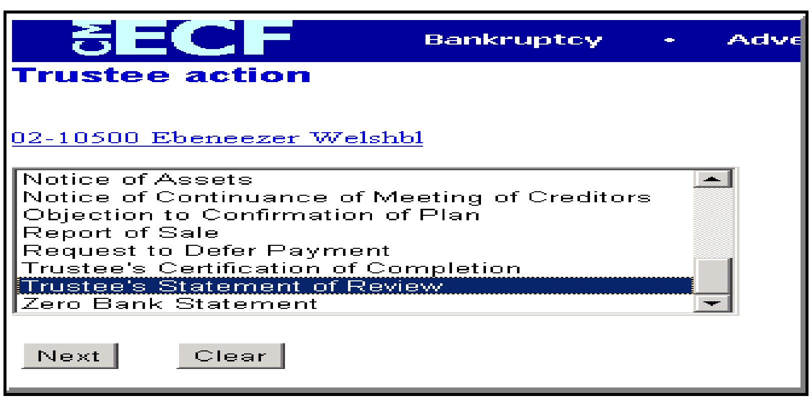


Figure 1

STEP 6 The Party Filer screen appears next. Select yourself as the U.S. Trustee and click **[Next]** to continue.

STEP 7 A party association screen may appear next. Click [Next] to continue.

STEP 8 The **PDF DOCUMENT SELECTION** screen displays. You must select a document in order to continue.

STEP 9 The **MODIFY DOCKET TEXT** screen displays next. You may insert a prefix by selecting one of the options from the drop-down menu. If the Trustee’s Statement of Review has an exception, you would type a description in the box. For this example, we will assume the Trustee’s Statement of Review has no objection to the Final Report and Account of the Administration of the Estate and the Proposed Distribution, with the exception that the Final Application for Compensation for professional (counsel’s fees) has not been approved. Click **[Next]** to continue. **(See Figure 2).**

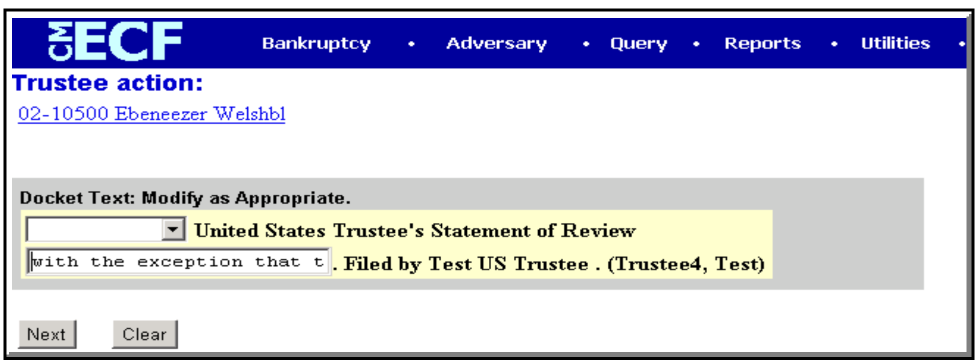


Figure 2

STEP

10 The final docket screen appears next.

1. Carefully verify the final docket text. This is your last chance to verify and change this entry before adding it to the case.

❑ If the final docket text is incorrect:

- Click the browser **[Back]** button to find the screen to be modified.
- To abort or restart the transaction, click the **Bankruptcy** hypertext link on the Menu Bar.

❑ If correct, click **[Next].**

STEP 11 The **NOTICE OF ELECTRONIC FILING SCREEN** displays.

- ❑ Click the browsers's **[Print]** button to print a copy of this notice.
- ❑ You may also save the notice through the browser **File/Save** option.

Trustee's Final Report and Account

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

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

STEP 3 Click on **Trustee/US Trustee.**

STEP 4 The **Case Number** screen appears. Enter the correct case number and click **[Next]** to continue.

STEP 5 The **Document Selection** screen appears next. Scroll down to Trustee Statement of Review or press **F** to take you to the items beginning with the letter **F**. Find the **Final/Rpt Acct-Asset** and click **[Next]** to continue. **(See Figure 3).**

Figure 3

STEP 6 The **Party Filer** screen appears next. Select the Trustee and click **[Next]** to continue.

STEP 7 A **Party Association** screen may appear next. Click **[Next]** to continue.

STEP 8 The **PDF DOCUMENT SELECTION** screen displays. You must select a document in order to continue.

STEP 9 The **MODIFY DOCKET TEXT** screen displays next. Insert "**of the Administration of the estate**" in the text box . Click **[Next]** to continue. **(See Figure 4).**

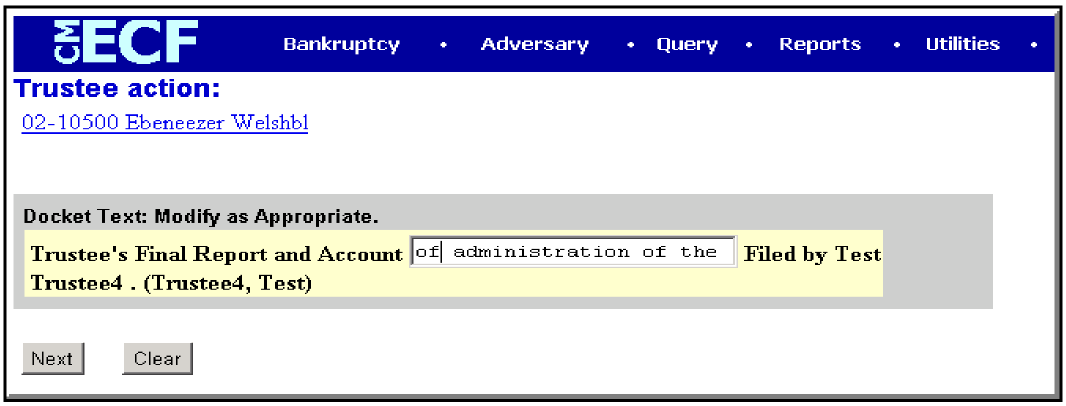


Figure 4

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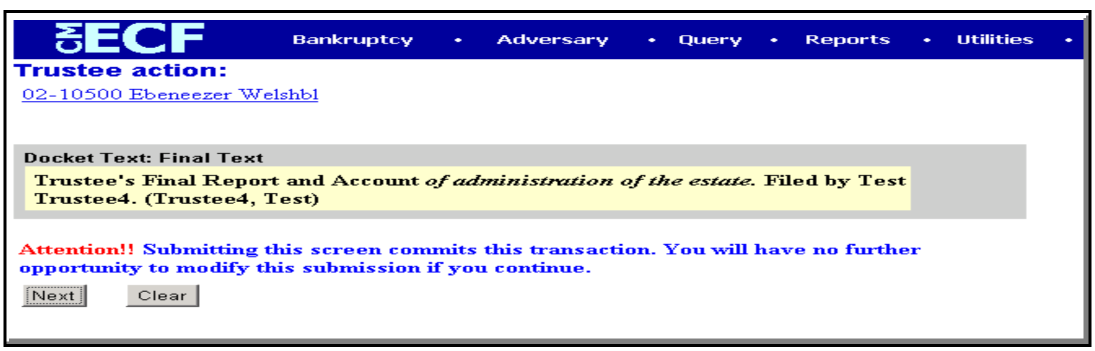


Figure 5

- Carefully verify the final docket text. This is your last chance to verify and change this entry before adding it to the case.

❑ If the final docket text is incorrect:

- Click the browser's **[Back]** button to find the screen to be modified.
- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.

❑ If correct, click **[Next].**

STEP 11 The **NOTICE OF ELECTRONIC FILING SCREEN** displays next.

❑ Click the browsers's **[Print]** button to print a copy of this notice.

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

Application for Compensation

CM/ECF records professional fee and expense requests filed by trustees, attorneys or other professionals.

This lesson shows how to process applications filed

- by trustees or attorneys for other professionals,
- by attorneys for their own fees and expenses.

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

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

❑ Click the **Motions/Applications** hyperlink.

STEP 3 The **CASE NUMBER** screen displays. Enter the appropriate case number. Click **[Next]** to continue.

STEP 4 Select **Compensation** from the **DOCUMENT SELECTION** screen.

➢**NOTE**: To find the application or motion you need quickly, type the first letter of the event (C for Compensation) and the highlight bar will immediately select the first entry beginning with C. Scroll or press the **Down Arrow** until you locate the event you want. Highlight **Compensation**.

- ❑ Click **[Next]** on continue.

STEP 5 A **CASE NUMBER VERIFICATION** screen is displayed along with a check box for "Joint filing with other attorney(s)." If this is NOT a joint filing, do not select this box.

Click **[Next]**.

➢**NOTE:** At any time, you may click the blue, underlined hyperlink for the case to see the docket. However, you must view the docket through Pacer.

STEP 6 The **SELECT PARTY** screen appears next.

- ❑ Select the party on whose behalf you are filing this application and skip to step 11.
- ❑ If the party is not listed, you will click on **Add/Create New Party**.

STEP 7 The **SEARCH FOR A PARTY** screen is displayed.

- ❑ Enter a business name or the last name for an individual to search for your party in the database. **DO NOT** use all capital letters to search for enter individual or business names. You may search using as few as three (3) letters of a name.

Click **[Search]**.

STEP 8 The **PARTY SEARCH RESULTS** fitting your search criteria will display.

- ❑ If your party is listed, click on the name. This will bring up a box with their information displayed. If this information is correct, click **[Select name from list]**.
- ❑ If the name is correct but the address is not, you may still select them from the list. You will then be able to edit the address information which will apply to this case ONLY.
- ❑ If your party is NOT listed, click **[Create new party]**.

STEP 9 The **PARTY INFORMATION** screen is displayed.

- ❑ Enter the name and address of the party you wish to add. **BE SURE** to select the appropriate Role Type.
- ❑ Click **[Next]** to continue.

STEP 10 The **SELECT PARTY** screen will again be displayed.

- ❑ The party just added will be highlighted. Click **[Next]** to continue.

  ➢**NOTE:** You **MAY NOT** skip the party selection screen. In order to continue, a party must be selected.

STEP 11 If you did not previously file anything on behalf of this party, you will be asked to create an association for this case between yourself and the party selected. You will do this by placing a check mark ✓in the box provided.

STEP 12 The **PDF DOCUMENT SELECTION** screen will now display. You must select a document in order to continue.

STEP 14 The **FEE PROCESSING** screen will present each party selected from the previous screens. **(See Figure 6.)**

Figure 6

- ❑ A **Party** and/or a **Filer** check box will appear for each party.

- Check the **Filer** box for the filer of the application.

❑ The Professional **Type** must be selected to record the applicant's role in the case.

❑ Enter a date or date range for services performed, if appropriate.

❑ Enter the amount(s) in the **Fee** and **Expense** fields in dollars and cents. Do not use $ or commas.

To summarize:

If the filer is...	***Then***
Trustee filing for compensation on behalf of another professional	*1) Check FILER box below trustee's name and select proper professional type; DO NOT include date(s), fee and expense information for trustee record* *2) Select professional type, check PARTY box option, record date(s), fee and expense information for professional for which compensation is requested*
Debtor's attorney filing for compensation on his/her own behalf or on behalf of law firm	*1) Record professional type, date, fee and expense information ONLY for attorney or law firm* *2) Leave debtor(s) record(s) blank*

Trustee filing for compensation on his/her own behalf	*1) Include professional type, date, fee and expense information in one trustee record.*

STEP 15 The **MODIFY TEXT** screen will then allow you to select a prefix or add more detail to the docket text. **(See Figure 7.)**

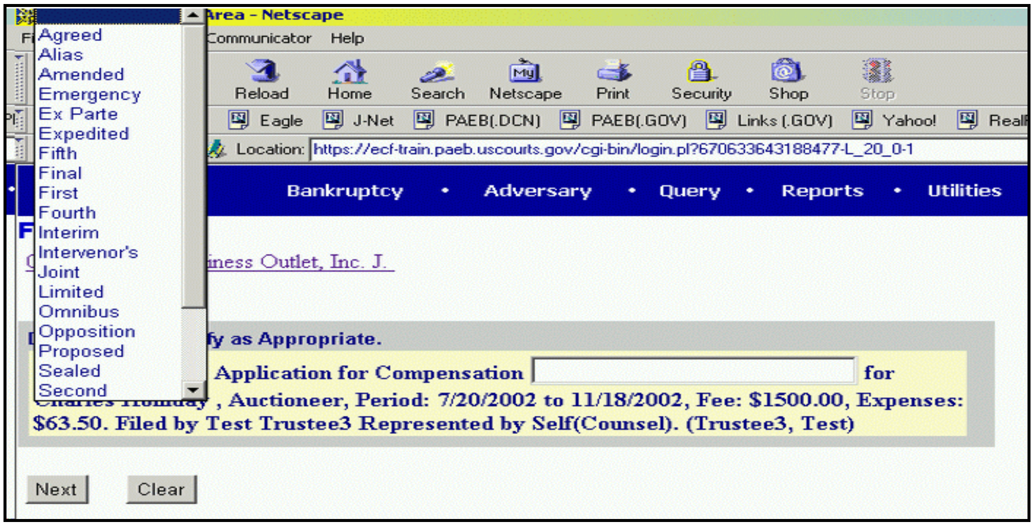


Figure 7

❑ Click **[Next]** to continue.

STEP 16 The **FINAL DOCKET TEXT** screen will appear. **(See Figure 8.)**

Figure 8

❑ Verify the final docket text. If correct, click **[Next]**

- ❑ If the final docket text is incorrect you must click on your browser's **[Back]** button to go to the **appropriate** screen and make the changes.
- ❑ To abort or restart the transaction, click the **BANKRUPTCY** hyperlink on the blue Main Menu Bar.

STEP 17 The **NOTICE OF ELECTRONIC FILING** screen will display the essential data for this filing.

- ❑ Clicking on the document number hyperlink will take you to your PACER login where you will be able to view the PDF image of the application just filed.
- ❑ Scroll down to see participants who have or have not registered for electronic noticing on this case.
- ❑ To print a copy of this notice click the browser's **[Print]** icon.
- ❑ You may also save the notice through the browser's **File/Save** option.

Chapter 7 Trustee's Proposed Report of Distribution

This process shows the steps and screens required for the Trustee to file the Chapter 7 Trustee's Proposed Report of Distribution. The Chapter 7 Trustee's Proposed Report of Distribution is part of the final audit hearing package.

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

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

STEP 3 Click on **Trustee/US Trustee.**

STEP 4 The **Case Number** screen appears. Enter the correct case number and click **[Next]** to continue.

STEP 5 The **Document Selection** screen appears next. Scroll down to Chapter 7 Trustee's Report of Distribution, or press **C to** take you to the items beginning with the letter **C.** Find the **Chapter 7 Trustee's Report of Distribution** and click **[Next]** to continue. **(See Figure 1).**

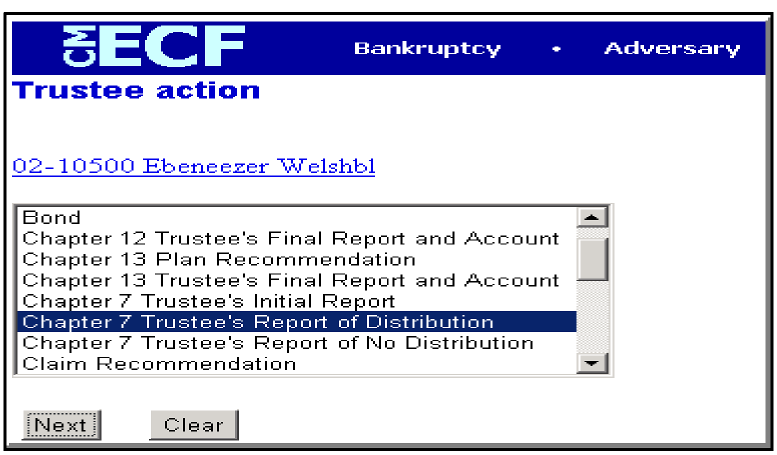


Figure 1

STEP 6 The **Party Filer** screen appears next. Select the Trustee and click **[Next]** to continue.

STEP 7 A **Party Association** screen may appear next. Click **[Next]** to continue.

STEP 8 **The PDF DOCUMENT SELECTION** screen displays. You must select a document in order to continue.

STEP 9 The **DOCKET TEXT** screen displays next. Click **[Next]** to continue. **(See Figure 2).**

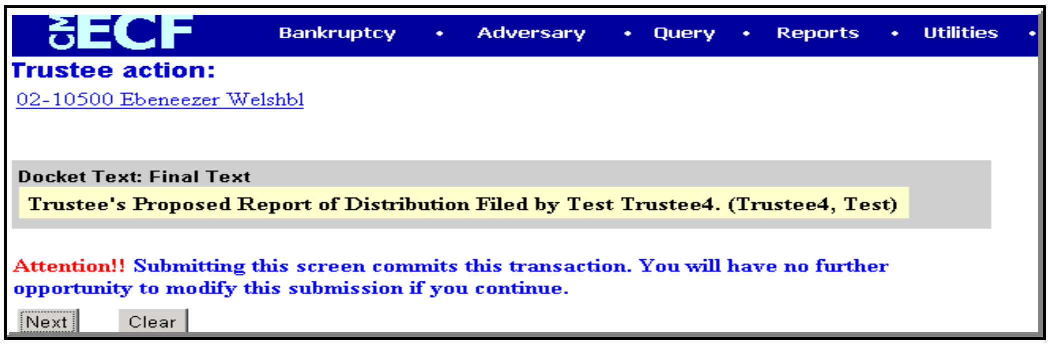


Figure 2

STEP 10 The final docket screen appears next. **(See Figure 3).**

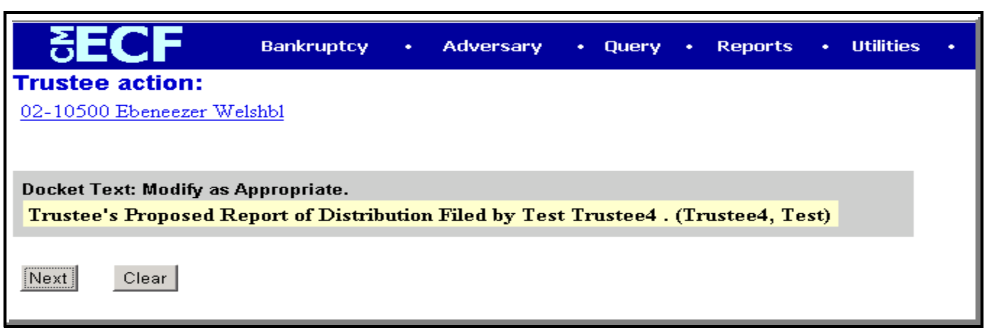


Figure 3

1. Carefully verify the final docket text. This is your last chance to verify and change this entry before adding it to the case.

❑ If the final docket text is incorrect:

- Click the browser's **[Back]** button to find the screen to be **modified.**

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.

❏ If correct, click [Next].

STEP 11 The NOTICE OF ELECTRONIC FILING SCREEN displays.

❏ Click the browser's [Print] button to print a copy of this notice.

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

Chapter 7 Trustee's Proposed Report of Distribution

This process shows the steps and screens required for the Trustee to file the Chapter 7 Trustee's Proposed Report of Distribution. The Chapter 7 Trustee's Proposed Report of Distribution is part of the final audit hearing package.

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

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

STEP 3 Click on **Trustee/US Trustee.**

STEP 4 The **Case Number** screen appears. Enter the correct case number and click **[Next]** to continue.

STEP 5 The **Document Selection** screen appears next. Scroll down to Chapter 7 Trustee's Report of Distribution, or press **C to** take you to the items beginning with the letter **C.** Find the **Chapter 7 Trustee's Report of Distribution** and click **[Next]** to continue. **(See Figure 1).**

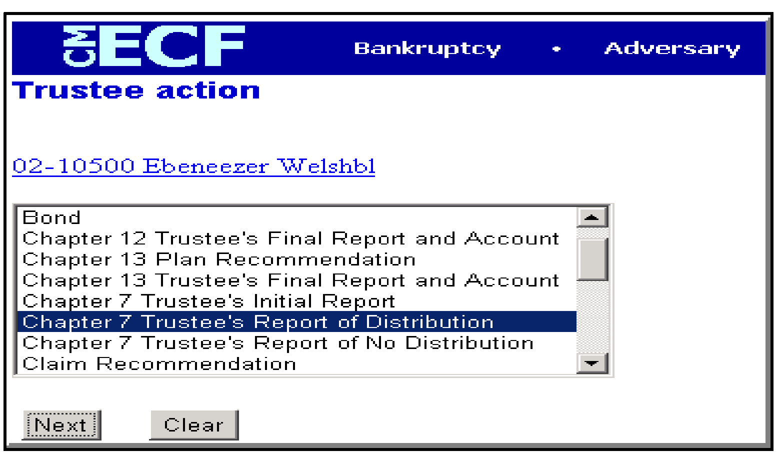


Figure 1

STEP 6 The **Party Filer** screen appears next. Select the Trustee and click **[Next]** to continue.

STEP 7 A **Party Association** screen may appear next. Click **[Next]** to continue.

STEP 8 **The PDF DOCUMENT SELECTION** screen displays. You must select a document in order to continue.

STEP 9 The **DOCKET TEXT** screen displays next. Click **[Next]** to continue. **(See Figure 2).**

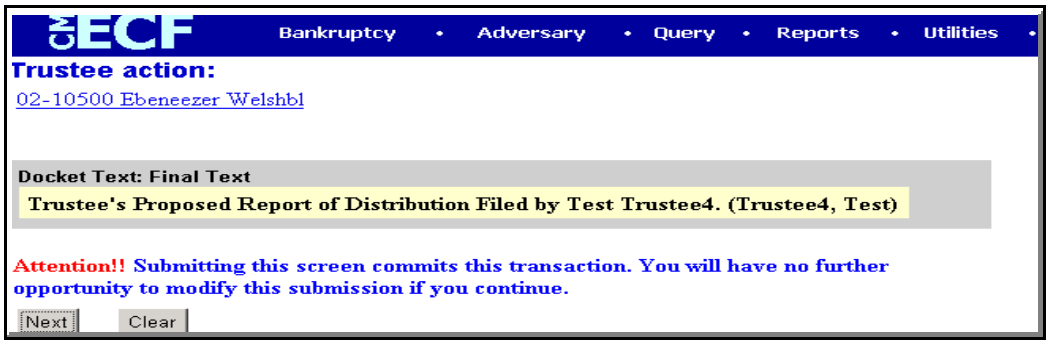


Figure 2

STEP 10 The final docket screen appears next. **(See Figure 3).**

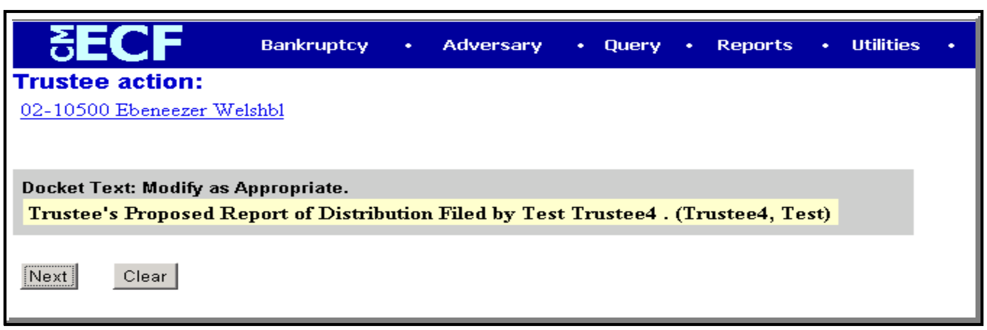


Figure 3

1. Carefully verify the final docket text. This is your last chance to verify and change this entry before adding it to the case.

❑ If the final docket text is incorrect:

- Click the browser's **[Back]** button to find the screen to be **modified.**

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.

❑ If correct, click [Next].

STEP 11 The NOTICE OF ELECTRONIC FILING SCREEN displays.

❑ Click the browser's [Print] button to print a copy of this notice.

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

U.S. Trustee's Objection to the Final Report and Account

This process shows the steps to follow when the U.S. Trustee files an Objection to the Final Report and Account. It also includes the instructions for the Certificate of Service to the Objection.

STEP 1 Click the **<u>Bankruptcy</u>** hypertext link on the CM/ECF Main Menu.

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

STEP 3 Click on **Answer/Response.**

STEP 4 The **Answer/Response** options screen appears next. **(See Figure 1).** Click on **Referencing an Existing Motion/Application**.

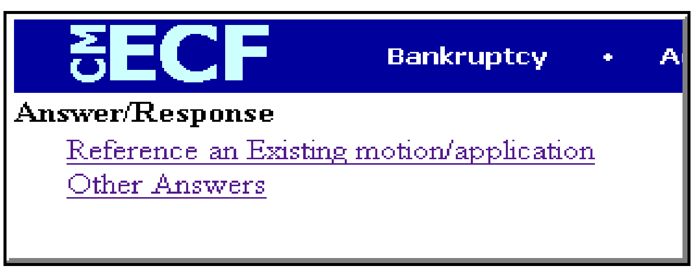


Figure 1

STEP 5 The **Case Number** screen appears. Enter the correct case number and click **[Next]** to continue.

STEP 6 The **File an answer to a motion** screen appears next. Click on the drop down menu item and select **Objection.** Click **[Next]** to continue.

.

STEP 7 The **Joint Filing with another attorney(s)** screen appears next. Click **[Next]** to continue.

STEP 6 The **Party Filer** screen appears next. Select the **U.S.Trustee** and click **[Next]** to continue. **(See Figure 2).**

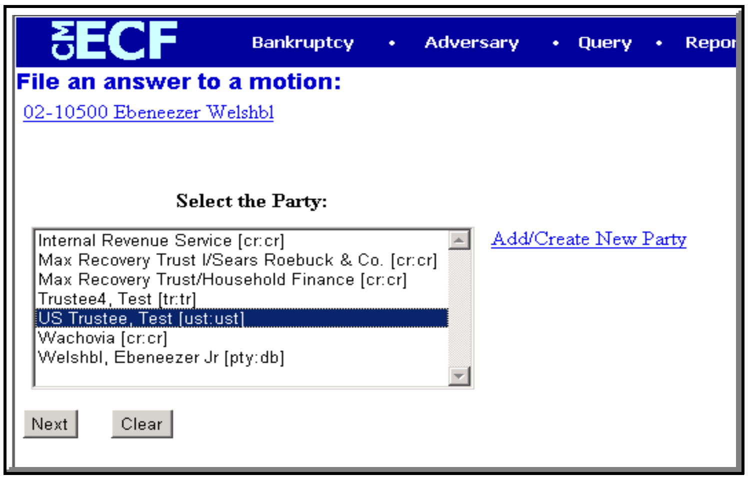


Figure 2

STEP 7 A **Party Association** screen may appear next. Click **[Next]** to continue.

STEP 8 The **PDF DOCUMENT SELECTION** screen displays. You must select a document in order to continue. **(See Figure 3).**

Figure 3

STEP 9 The next screen will prompt the user to check the box if the objection relates to a motion or application. We will not check the box because on a later step (see step 11), we will include the appropriate description of the objection in the text box. Click **[Next**] to continue.

STEP 10 The next screen displays the following reminder:

"Complete The Docket Window With The Name Of The Document To Which You are Objecting".

❑ Click **[Next]** to continue.

STEP 11 Type "**to the trustee's final report and account"** in the text box. If appropriate, choose a prefix from the drop-down box. **(See Figure 4).**

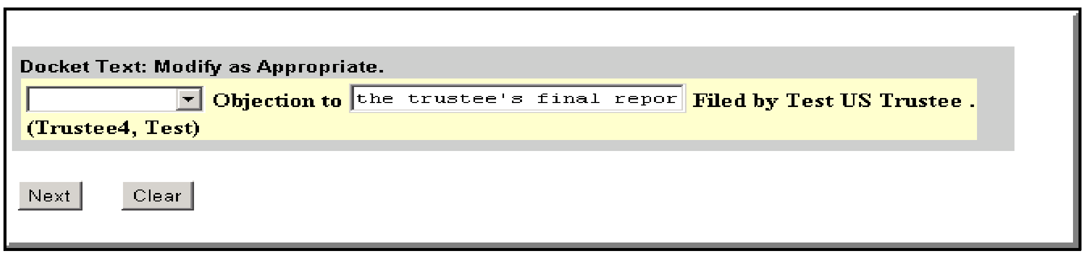


Figure 4

STE **P**
12 The final docket screen appears next. **(See Figure 5).**

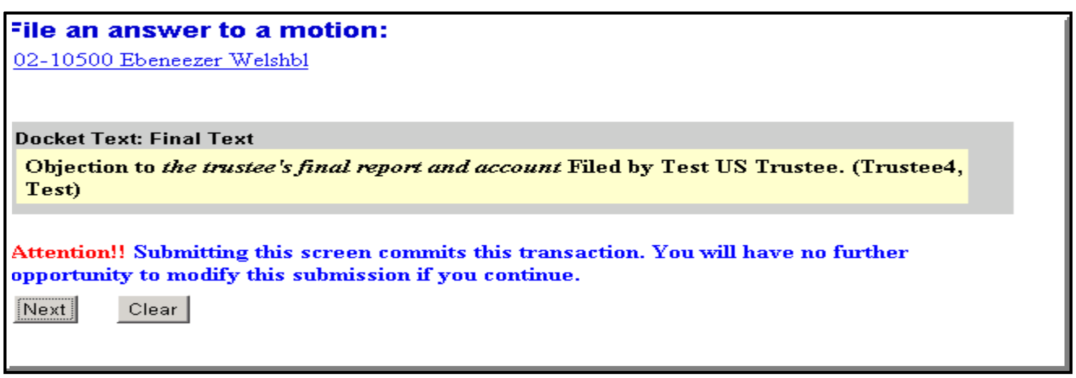


Figure 5

- ❑ Carefully verify the final docket text. This is your last chance to verify and change this entry before adding it to the case.

- ❑ If the final docket text is incorrect:

  - Click the browser's **[Back]** button to find the screen to be modified.

  - To abort or restart the transaction, click the **Bankruptcy** hypertext link on the Menu Bar.

- ❑ If correct, click **[Next].**

STEP 13 The Notice of Electronic Filing screen appears next.

- ❑ Click the browsers's **[Print]** button to print a copy of this notice.

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

Certificate of Service to the U.S. Trustee's Objection to the Trustee's Final Report and Account

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

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

STEP 3 Click on **Other.**

STEP 4 **The Case** Number screen displays. Enter the correct case number and click **[Next]** to continue.

STEP 5 The **Document Selection** screen appears next. Scroll down to the Certificate of Service or press **C** to take you to the items beginning with the letter **C**. Find the **Certificate of Service** and click **[Next]** to continue.

STEP 6 The **Joint Filing with other attorney(s)** screen appears next. Click **[Next]** to continue.

STEP 7 The **Party Filer** screen appears next. Select the **U.S. Trustee** and click **[Next]** to continue.

STEP 8 A **Party Association** screen may appear next. Click **[Next]** to continue.

STEP 9 The **PDF DOCUMENT SELECTION** screen displays. You must select a document in order to continue. Click **[Next]** to continue.

STEP 10 The next screen will prompt you to check the box if this refers to an existing document. Check the box and click **[Next]** to continue.

STEP 11 The **Document Category** screen displays next. Since the Objection was filed under **Answer/Response,** click **Answer** and **[Next]** to continue.

STEP 12 The objections will display. Click the appropriate objection, and copy the text so that you may paste it into the next screen. **(See Figure 6).** Click [**Next]** to continue.

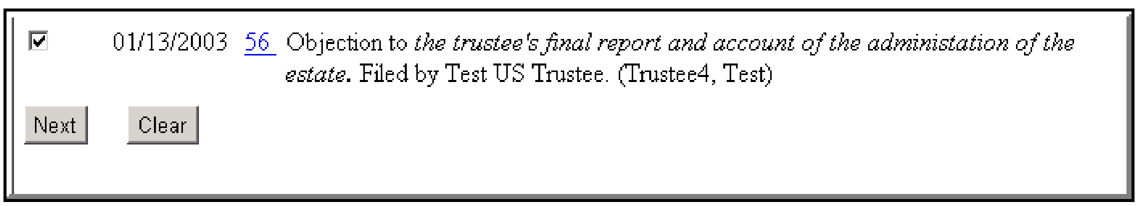


Figure 6

ST
EP 13 Insert the text in the below screen's text box, by clicking Edit, Paste or by typing "Objection to the trustee's final report and account of the administration of the estate". **(See Figure 7).** Click **[Next].**

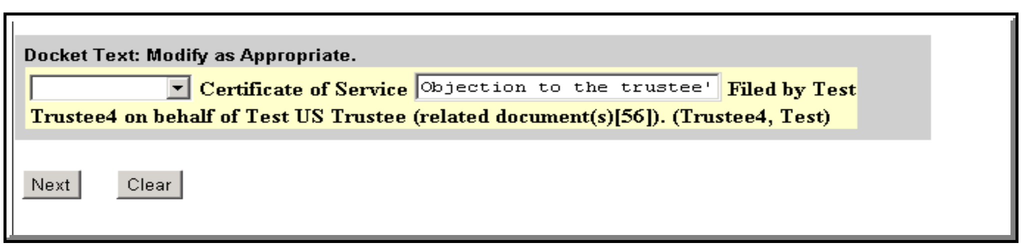


Figure 7

STEP 14 The final docket screen appears next. **(See Figure 8).**

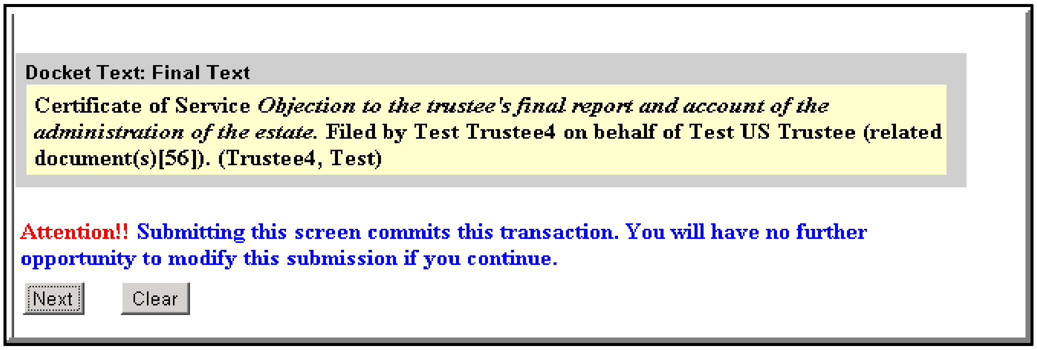


Figure 8

- Carefully verify the final docket text. This is your last chance to verify and change this entry before adding it to the case.

❑ If the final docket text is incorrect:

  - Click the browser's **[Back]** button to find the screen to be modified.

  - To abort or restart the transaction, click the **Bankruptcy** hypertext link on the Menu Bar.

❑ If correct, click **[Next].**

STEP 15 The **NOTICE OF ELECTRONIC FILING SCREEN** displays**.**

❑ Click the browser's **[Print]** button to print a copy of this notice.

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

Attorney/Trustee Filings

Trustee's Completion Report Package

This process shows the steps and screens required to process the Trustee's Completion Report Package. Included in this package should be 4 items, the **(I) Trustee's Statement of Review, (II) Trustee's Certification of Completion of Estate Administration & Application for Discharge, (III) Trustee's Interim Report with Order to Close Case & Discharge Trustee, and (IV) Trustee's Completion Report, Cancelled Checks and Zero Bank Balance**.

II. Trustee's Statement of Review

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

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

STEP 3 Click on **Trustee/US Trustee.**

STEP 4 The **Case Number** screen displays. Enter the correct case number and click **[Next]** to continue.

STEP 5 The **Trustee Actions** screen displays next. Scroll down to **Trustee Statement of Review** . **Note**: as a shortcut, pressing the letter " T " will take you to the items beginning with the letter " T ". Click **[Next]** to continue **(See Figure 1).**

STEP 6 The Party Filer screen displays next. Select the U.S. Trustee and click **[Next]** to continue.

STEP 7 A party association displays screen next. Bypass creating the association be clicking **[Next]** to continue **(See Figure 1).**

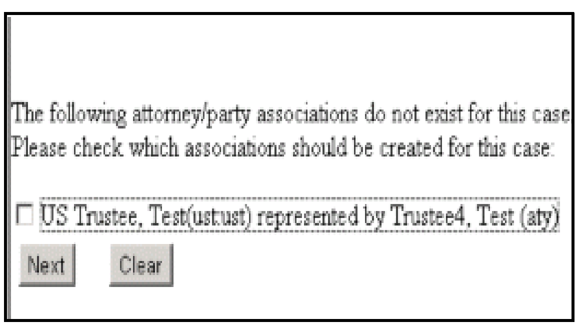


Figure 1

STEP 8 The **PDF DOCUMENT SELECTION** screen displays. You must select a document in order to continue.

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

STEP 9 The **MODIFY DOCKET TEXT** screen displays next. You may insert a prefix by selecting one of the options from the drop-down menu. However, in this case, the Trustee's Statement of Review does not require additional text to be added to the entry. Click **[Next]** to continue.

STEP 10 The final docket screen displays next. Carefully verify the final docket text. This is your last chance to verify and change this entry before adding it to the case **(See Figure 2)** .

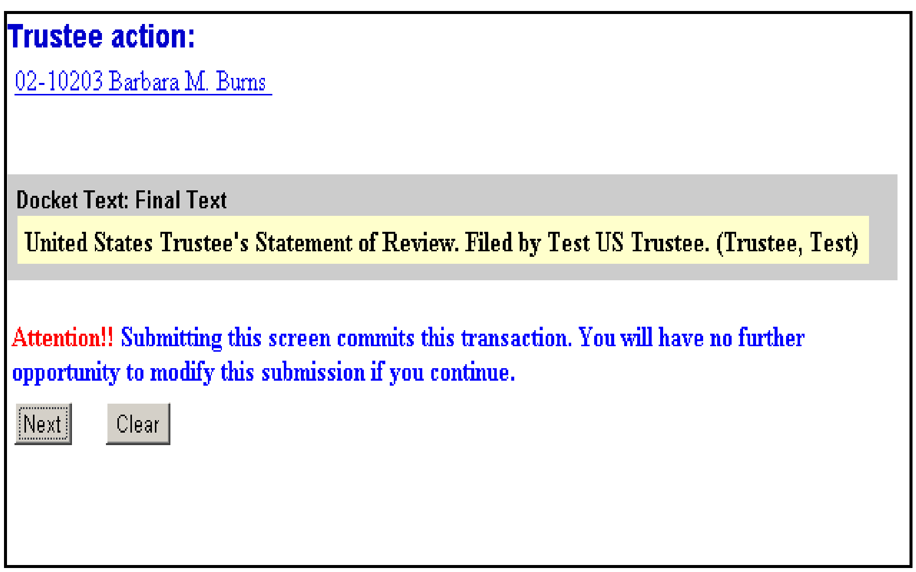


Figure 2

- ❑ If the final docket text is incorrect:
  - Click the browser **[Back]** button to find the screen to be modified.
  - To abort or restart the transaction, click the **Bankruptcy** hypertext link on the Menu Bar.
- ❑ If correct, click **[Next].**

STEP 11 The **NOTICE OF ELECTRONIC FILING SCREEN** displays.

- ❑ Click the browsers's **[Print]** button to print a copy of this notice.
- ❑ You may also save the notice through the browser **File/Save** option.

II. Trustee's Certification of Completion

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

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

STEP 3 Click on **Trustee/US Trustee** from the menu**.**

STEP 4 The **Case Number** screen displays. Enter the correct case number and click **[Next]** to continue.

STEP 5 The Trustee's Action Screen displays next with a menu scroll box of Trustee actions to choose from. Scroll down to **Trustee's Certification of Completion. Note:** As a shortcut, pressing the letter " T " within the menu scroll box will bring you directly to that selection and other selections beginning with the letter " T ".

STEP 6 The **Party Filer** screen displays next. Select the Chapter 7 Trustee and click **[Next]** to continue.

STEP 7 A Party Association screen displays next. Bypass this option, by clicking **[Next]** to continue. **(See Figure 3)**.

Figure 3

STEP 8 The **PDF Document Selection** screen displays. You must select a document in order to continue.

❑ Click **[Browse]**, then navigate to the folder where the appropriate PDF file is located and select it with your mouse. **<u>Note:</u>** All documents uploaded must be in PDF format.

❑ To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.

❑ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

❑ Close or minimize the Adobe application and if the selected file is the correct document, click **[Open]** on the File Upload dialogue box. Click **[Next]** to continue.

STEP 9 The **MODIFY DOCKET TEXT** screen displays next **(See Figure 4 on the following page).**

❑ The white text box provided allows for addition of text to this entry, such as the text, "of Estate Administration & Application for Discharge" which may need to be added if included in the title of the document.

Figure 4

STEP 10

The final docket screen displays next (See Figure 5).

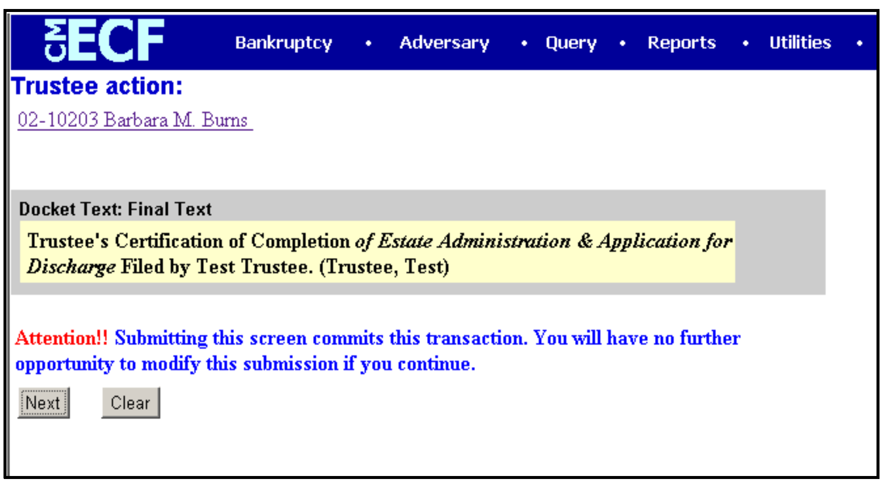


Figure 5

❑

Carefully verify the final docket text. This is your last chance to verify and change this entry before adding it to the case.

❑ If the final docket text is incorrect:

- Click the browser **[Back]** button to find the screen to be modified.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.

❑ If correct, click **[Next]**.

STEP 11 The NOTICE OF ELECTRONIC FILING SCREEN displays.

❑ Click the browser's **[Print]** button to print a copy of this notice.

❑ You may also save the notice through the browser **File/Sav**e option.

III. <u>Trustee's Interim Report</u>

(Skip this step if the Trustee's Report is already on the docket.)

STEP 1 Click the **<u>Bankruptcy</u>** hypertext link on the CM/ECF Main Menu.

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

STEP 3 Click on **Trustee/US Trustee** from the menu.

STEP 4 The Case Number screen displays. Enter the correct case number and click **[Next]** to continue.

STEP 5 The Trustee's Action Screen displays next with a menu scroll box of Trustee actions to choose from. Scroll down to **Interim Report**. **<u>Note</u>:** As a shortcut, pressing the letter " I " within the menu scroll box will bring you directly to that selection and other selections beginning with the letter " I ".

STEP 6 The Party Filer screen displays next. Select the Chapter 7 Trustee and click **[Next]** to continue.

STEP 7 A Party Association screen displays next. Bypass this option, by clicking **[Next]** to continue.

STEP 8 The PDF Document Selection screen displays. You must select a document in order to continue.

- ❑ Click **[Browse]**, then navigate to the folder where the appropriate PDF file is located and select it with your mouse. **Note:** All documents uploaded must be in PDF format.

- ❑ To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.

- ❑ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

- ❑ Close or minimize the Adobe application and if the selected file is the correct document, click **[Open]** on the File Upload dialogue box. Click **[Next]** to continue.

STEP 9 The **MODIFY DOCKET TEXT** screen displays next **(See Figure 6)**.

- The white text box provided allows for addition of text to this entry. However, the Trustee's Interim Report does not need any additional text, so leave the text block blank and click **[Next]** to continue.

Figure 6

STEP 10 The final docket screen displays next. Carefully verify the final docket text. This is your last chance to verify and change this entry before adding it to the case **(See Figure 7)**.

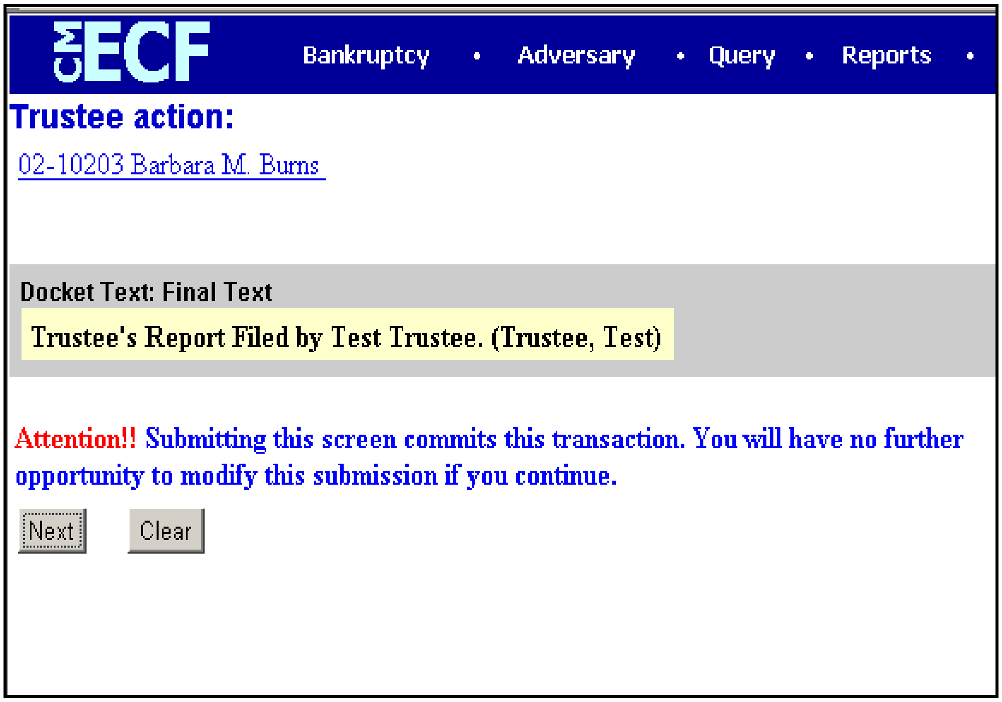


Figure 7

❑ If the final docket text is incorrect:

- Click the browser **[Back]** button to find the screen to be modified.
- To abort or restart the transaction, click the **Bankruptcy** hypertext link on the Menu Bar.

❑ If correct, click **[Next]**.

STEP 11 The NOTICE OF ELECTRONIC FILING SCREEN displays.

❑ Click the browser's **[Print]** button to print a copy of this notice.

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

IV. Completion Report, Canceled Checks and Zero Bank Balance

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

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

STEP 3 Click on **Trustee/US Trustee** from the menu.

STEP 4 The Case Number screen displays. Enter the correct case number and click **[Next]** to continue.

STEP 5 The Trustee's Action Screen displays next with a menu scroll box of Trustee actions to choose from. Scroll down to **Zero Bank Statement**. **Note:** As a shortcut, pressing the letter " Z " within the menu scroll box will bring you directly to that selection and other selections beginning with the letter "Z ".

STEP 6 The Party Filer screen displays next. Select the Chapter 7 Trustee and click **[Next]** to continue.

STEP 7 A Party Association screen displays next. Bypass this option, by clicking **[Next]** to continue.

STEP 8 The PDF Document Selection screen displays. You must select a document in order to continue.

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

STEP 9 The **MODIFY DOCKET TEXT** screen displays **(See Figure 8)**.

- The white text box provided allows for addition of text to this entry. In this case, you will need to add the text, **" Completion Report, Canceled Checks, and "** then click **[Next]** to continue.

Figure 8

STEP 10
The final docket screen displays next. Carefully verify the final docket text. This is your last chance to verify and change this entry before adding it to the case **(See Figure 9)**.

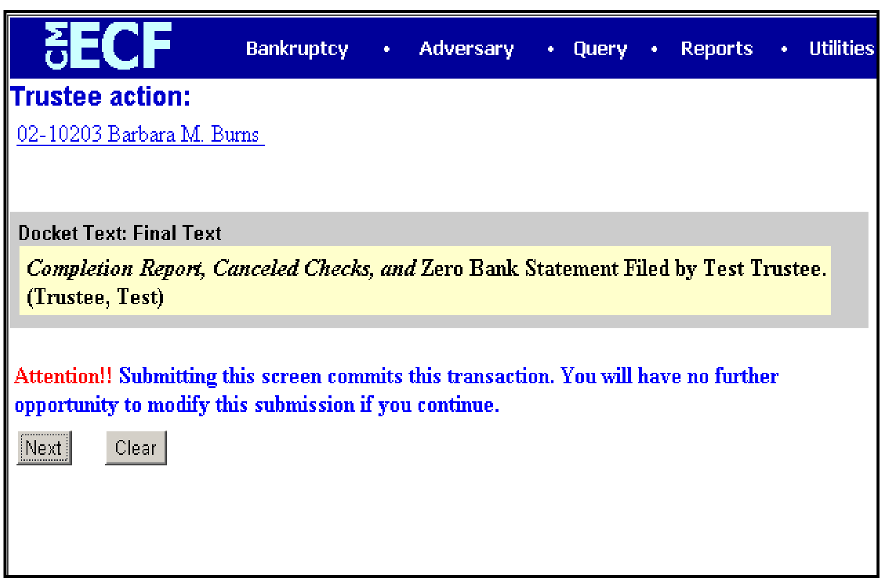


Figure 9

- ❑ If the final docket text is incorrect:
  - Click the browser **[Back]** button to find the screen to be modified.
  - To abort or restart the transaction, click the **Bankruptcy** hypertext link on the Menu Bar.
- ❑ If correct, click **[Next]**.

STEP 11 The NOTICE OF ELECTRONIC FILING SCREEN displays.

- ❑ Click the browser's **[Print]** button to print a copy of this notice.
- ❑ You may also save the notice through the browser **File/Save** option.

Motions

This procedure explains how to docket a motion. The example illustrated is a Motion for Relief from Stay. The procedure shows the specific example of an attorney representing a creditor filing a Motion for Relief From Stay.

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

STEP 2 The **BANKRUPTCY EVENTS** screen will be displayed.

❑ Click the **Motions/Applications** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

❑ Enter the case number, including the hyphen.

❑ Click **[Next].**

STEP 4 The **DOCUMENT SELECTION** screen displays. **(See Figure 1.)**

Figure 1

❑ Scroll down to display **Relief from Stay**. You may press the **r** key to move to events beginning with that letter.

❑ Click on **Relief from Stay** to highlight and select it.

❑ Click **[Next]** to continue.

STEP 5 The **CASE NUMBER VERIFICATION** screen is displayed along with a check box for "Joint filing with other attorney(s)." If this is **NOT** a joint filing, do not select this box. **(See Figure 2.)**

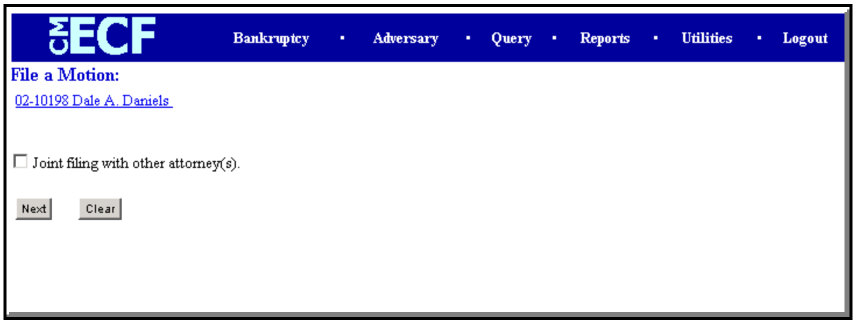


Figure 2

- ❑ Click **[Next]** to continue.

STEP 6 The **PARTY SELECTION** screen will display all active parties on the case. Click with your mouse to highlight the party filing this motion. You may have to add the party if a creditor is filing the motion. For this example, we will add the party Citibank as a creditor. Click **Add/Create New Party**. **(See Figure 3.)**

Figure 3

STEP 7 For this example, we are adding Citibank as a creditor filing a Motion for Relief From Stay. Be sure to select **Creditor (cr:cr)** as the role type. Click **[Submit] .** **(See Figure 4.)**

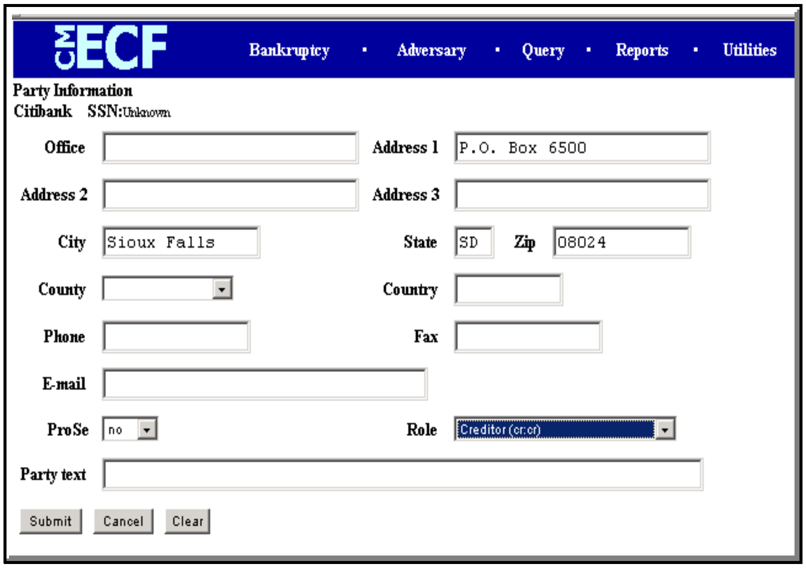


Figure 4

STEP 8 The **PDF DOCUMENT SELECTION** screen displays. You **<u>must</u>** select a document in order to continue.

Figure 5

❑ Click **Browse**, then navigate to the directory where the appropriate PDF file is located and upload it. **(See Figure 5.)**

❑ Click **[Next]** to continue.

STEP 9 **The FEE** screen serves two functions for the Motion for Relief from Stay - scheduling an objection deadline and recording the filing fee.

- ❏ **Skip the objection deadline** by leaving the field blank.

The **FILING FEE** screen will appear next, prompting the user for a receipt number.

- ❏ If this filing includes an Installment Fee Application and monies are being paid with the filing of the Petition, put “cc” in the **Receipt** field and enter $75.00 in the **Fee** field.

- ❏ Click **[Next].**

STEP 10 The **MODIFY DOCKET TEXT** screen displays. A brief description of the property should be added. **(See Figure 6.)**

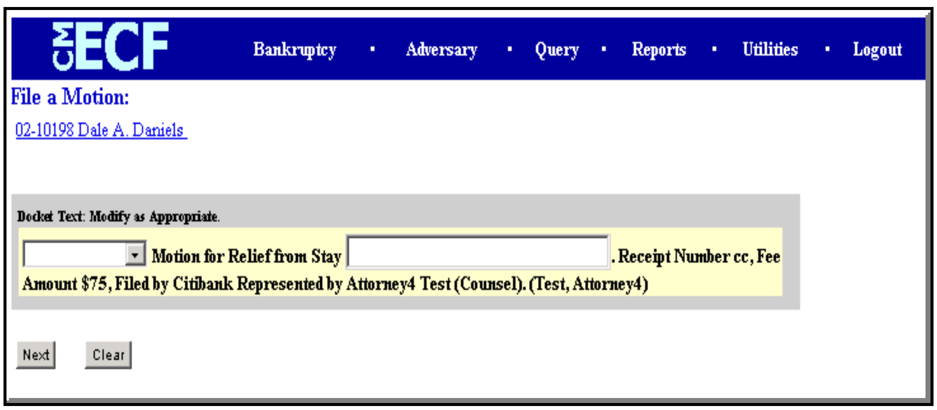


Figure 6

- ❏ Click **[Next]** to continue.

STEP 11 The **FINAL DOCKET TEXT** screen displays next. **(See Figure 7.)**

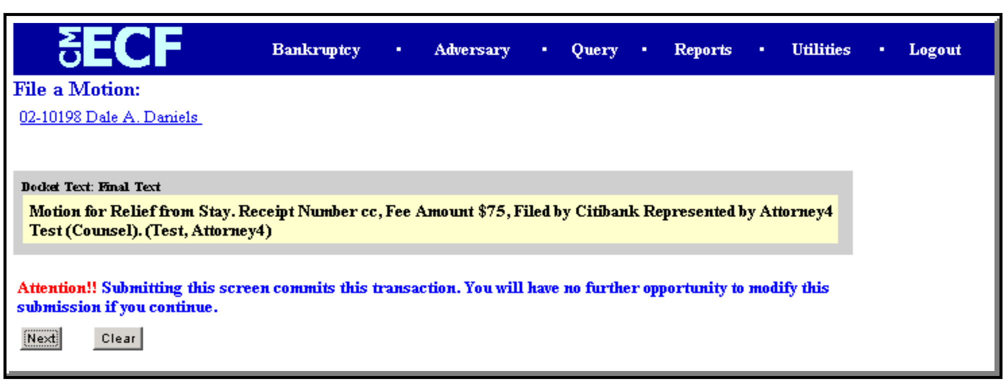


Figure 7

- ❑ Carefully verify the final docket text. This is your last chance to verify and change this entry before adding it to the case.
- ❑ If the final docket text is incorrect:
  - Click the browser **[Back]** button to find the screen to be modified.
  - To abort or restart the transaction, click the **Bankruptcy** hypertext link on the **Menu Bar**.
- ❑ If correct, click **[Next]**.

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen will be displayed.

- ❑ Click the browser **[Print]** button to print a copy of this notice.
- ❑ You may also save the notice through the browser **File/Save** option.

Notice of Motion

This lesson illustrates how hearing settings are managed in CM/ECF and how this process affects the Monthly Calendar. The example used in this lesson is a hearing on the debtor's motion to avoid lien with Sears Roebuck.

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

STEP 2 The **BANKRUPTCY EVENTS** screen will be displayed.

❑ Click the **Notices** hyperlink**.**

STEP 3 The **CASE NUMBER** screen displays next. Enter the correct case number and click **[Next]**.

STEP 4 The **EVENT SELECTION** screen appears. **(See Figure 1.)**

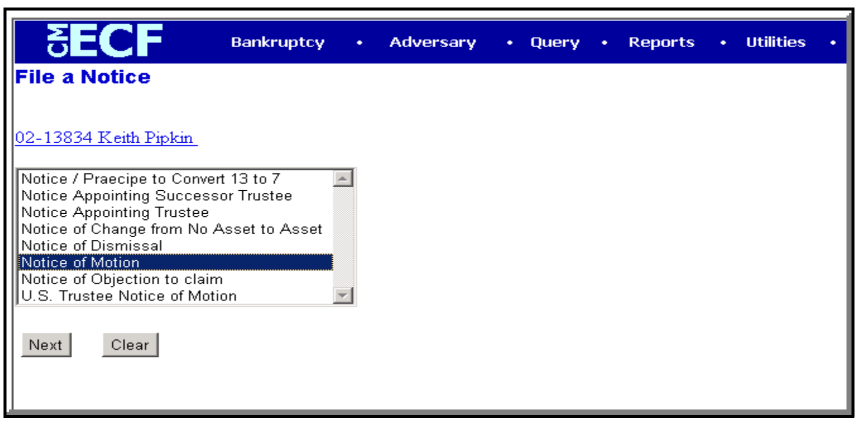


Figure 1

❑ Scroll the **Event Selection** window to display the Notice events.

❑ Select **Notice of Motion** and click **[Next]** to continue.

STEP 5 The **CASE NUMBER VERIFICATION** screen is displayed along with a check box for "Joint filing with other attorney(s)." If this is **NOT** a joint filing, do not select this box.

❑ Click **[Next]**.

➢**NOTE:** At any time, you may click the blue, underlined hyperlink for the case to see the docket. However, you must view the docket through Pacer.

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

❑ Select the party filer and click **[Next].**

STEP 7 The **PDF** screen appears next. You will not be able to continue in CM/ECF if you do not select a document.

❑ Browse for the appropriate pdf document and click **[Next].**

STEP 8 The **SCHEDULING** screen will then display **(See Figure 2.)** This screen also contains the **Related Document** functions.

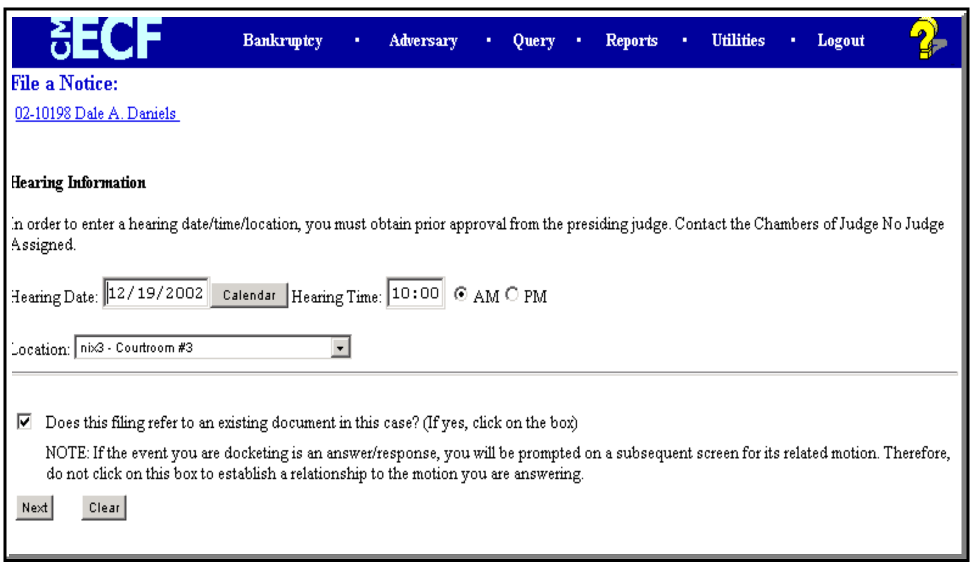


Figure 2

To set the hearing:

❑ Contact the appropriate courtroom deputy to receive the hearing information. Enter the date for the hearing in mm/dd/yyyy or mm/dd/yy format.

❑ Enter the hearing time in hh:mm format, indicating **AM** or **PM**.

❑ Click on the down arrow ▼in the **Location** drop down box and select the correct hearing location.

❑ Click in the check box if this filing is related to another event in the case.

❑ Click **[Next]** to continue.

STEP 9 The **CATEGORY SELECTION** screen displays. **(See Figure 3.)**

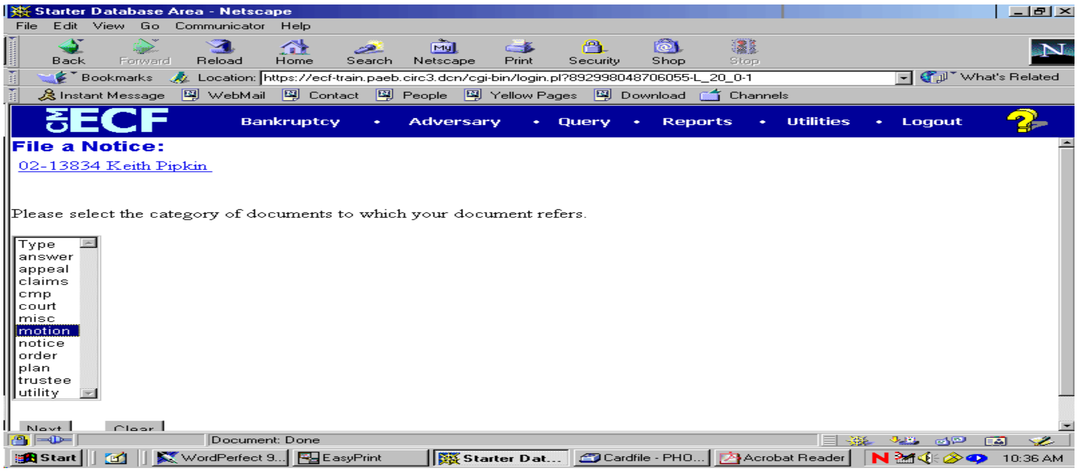


Figure 3

❑ Locate the category of the item relating to the hearing being scheduled, and click to highlight it. This process limits the list of documents presented on the next screen making the operation more manageable. If motion is selected, only motions and applications will appear on the next screen.

❑ It is possible to select more than one category on this screen using the **[Ctrl]** key.

❑ Click **[Next]** to continue.

STEP 10 The **RELATED DOCUMENT** screen lists all motions and applications (both pending and terminated.) **(See Figure 4.)**

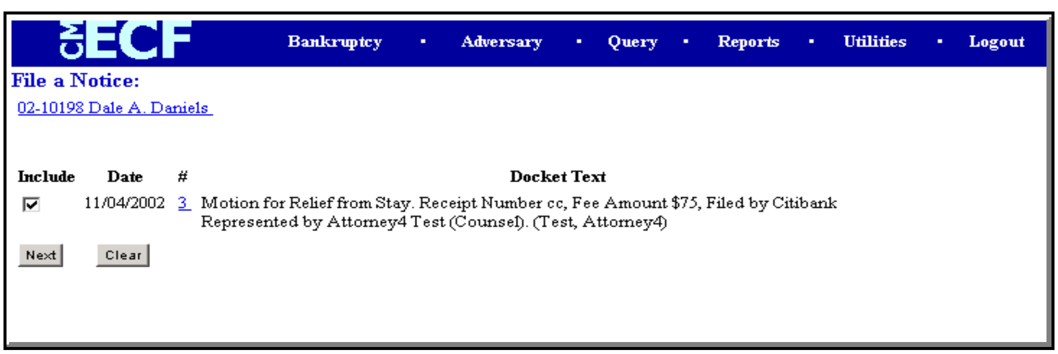


Figure 4

- ❑ Check the box beside the motion to which the hearing is related and click **[Next]**.

STEP 11 This screen will prompt you to associate the hearing entry with the motion/application.

- ❑ Place a check mark in the box next to the motion/application related to this hearing notice.
- ❑ **Deselect** the check ✔ next to "Create Schedule record for current docket entry". Leaving a check mark in this box will schedule a hearing on a hearing.
- ❑ The text of the motion will not carry over into the docket text. You can use the following Windows shortcut to prevent having to type in the Final Text Editing screen.
- ❑ With your mouse, highlight the descriptive text of the <u>motion</u> being linked to the hearing.
- ❑ From the **Edit Menu** on the Netscape Menu Bar, select **<u>C</u>opy** or use the keystroke **Ctrl + C**. This action will put the selected text into the Windows clipboard and allow you to paste it into the text box in **Step 12.**
- ❑ Click on **Edit, Paste** or press **Ctrl V** to paste the text on the next screen.
- ❑ Click **[Next]** to continue.

STEP 12 The next screen will then allow you to add more detail to the docket text. **(See Figure 5.)**

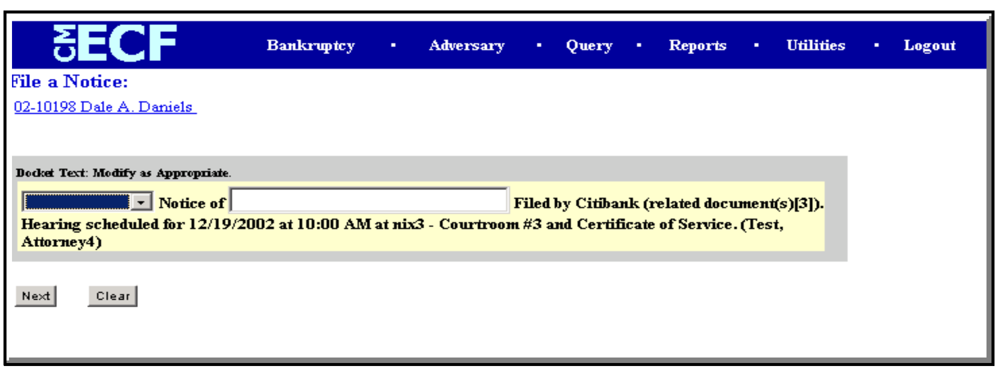


Figure 5

.
- ❑ Click on **Edit, Paste** to **Paste** the text, or type the appropriate descriptive language into the window available.

- ❑ Click **[Next]** to continue.

STEP 13 The next screen will display the following message:

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- ❑ Click **[Next]** to continue or click on the browser's **[Back]** button to return to a previous screen and correct an error.

STEP 14 The **NOTICE OF ELECTRONIC FILING** will be displayed.

- ❑ Click the browser **[Print]** button to print a copy of this notice.

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

Application For Compensation

CM/ECF records professional fee and expense requests filed by trustees, attorneys or other professionals.

This lesson shows how to process applications filed

- by trustees or attorneys for other professionals,
- by attorneys for their own fees and expenses.

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

STEP 2 The **BANKRUPTCY EVENTS** screen will be displayed.

❑ Click the **Motions/Applications** hyperlink.

STEP 3 The **CASE NUMBER** screen displays. Enter the appropriate case number and click **[Next]** to continue.

STEP 4 Select **Compensation** from the **DOCUMENT SELECTION** screen. **(See Figure 1.)**

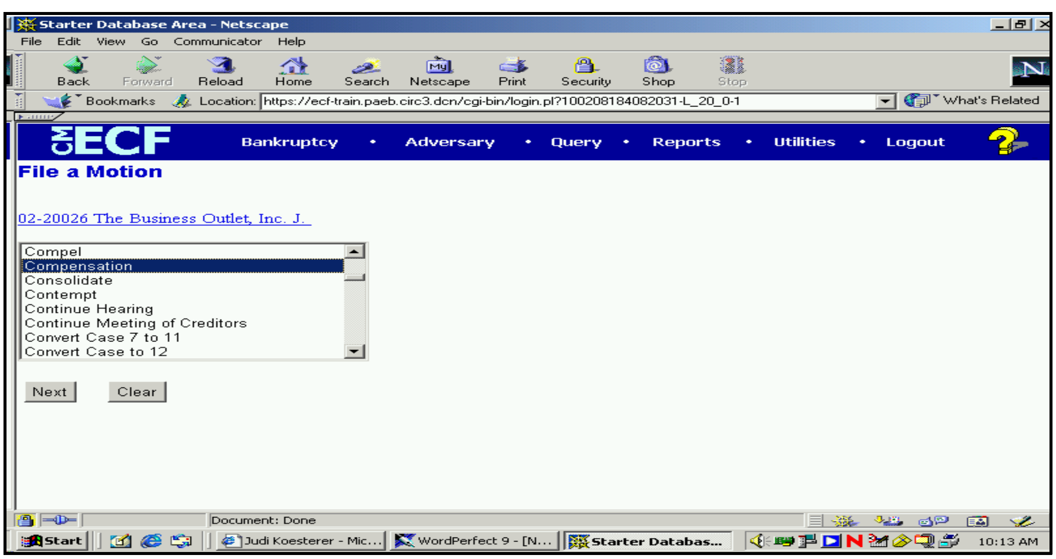


Figure 1

➢**NOTE**: To find the application or motion you need quickly, type the first letter of the event (C for Compensation) and the highlight bar will immediately select the first entry beginning with C. Scroll or press the **Down Arrow** until you locate the event you want. Highlight **Compensation**.

❑ Click **[Next]**.

STEP 5 A **CASE NUMBER VERIFICATION** screen is displayed along with a check box for "Joint filing with other attorney(s)." If this is **NOT** a joint filing, do not select this box.

❑ Click **[Next]**.

➢**NOTE:** At any time, you may click the blue, underlined hyperlink for the case to see the docket. However, you must view the docket through Pacer.

STEP 6 The **SELECT PARTY** screen appears next. **(See Figure 2.)**

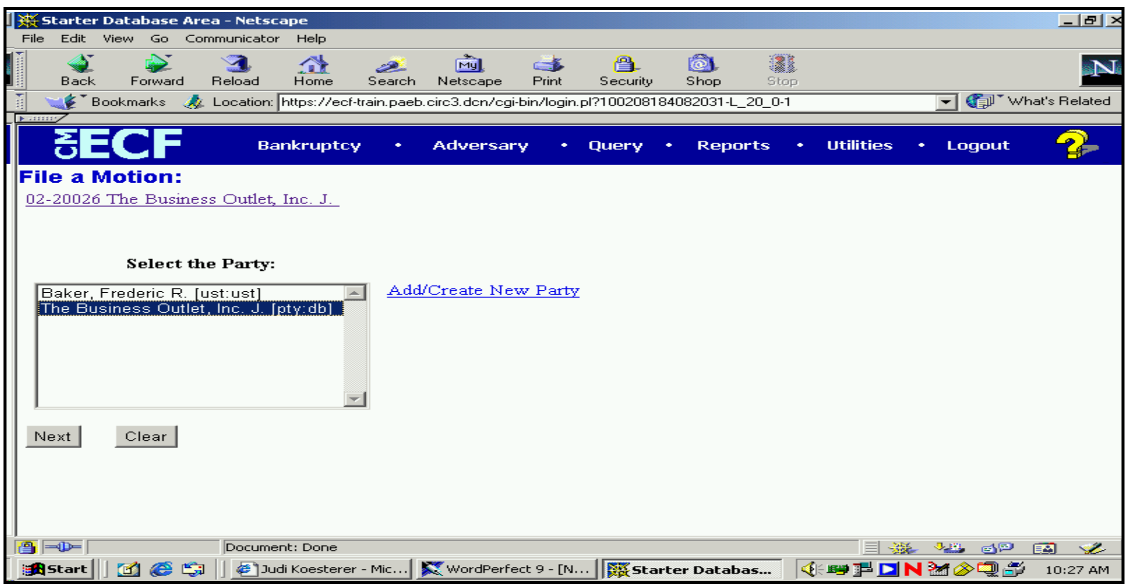


Figure 2

❑ Select the party on whose behalf you are filing this application, and skip to **STEP 11**.

❑ If the party is not listed, you will click on **Add/Create New Party**.

STEP 7 The **SEARCH FOR A PARTY** screen is displayed.

❑ Enter a business name or the last name for an individual to search for your party in the database. **DO NOT** use all capital letters to search, or enter individual or business names. You may search using as few as three (3) letters of a name.

❑ Click **[Search]**.

STEP 8 The **PARTY SEARCH RESULTS** fitting your search criteria will display.

❑ If your party is listed, click on the name. This will bring up a box with their information displayed. If this information is correct, click **[Select name from list]**.

❑ If the name is correct but the address is not, you may still select them from the list. You will then be able to edit the address information which will apply to this case ONLY.

❑ If your party is NOT listed, click **[Create new party]**.

STEP 9 The **PARTY INFORMATION** screen is displayed. **(See Figure 3.)**

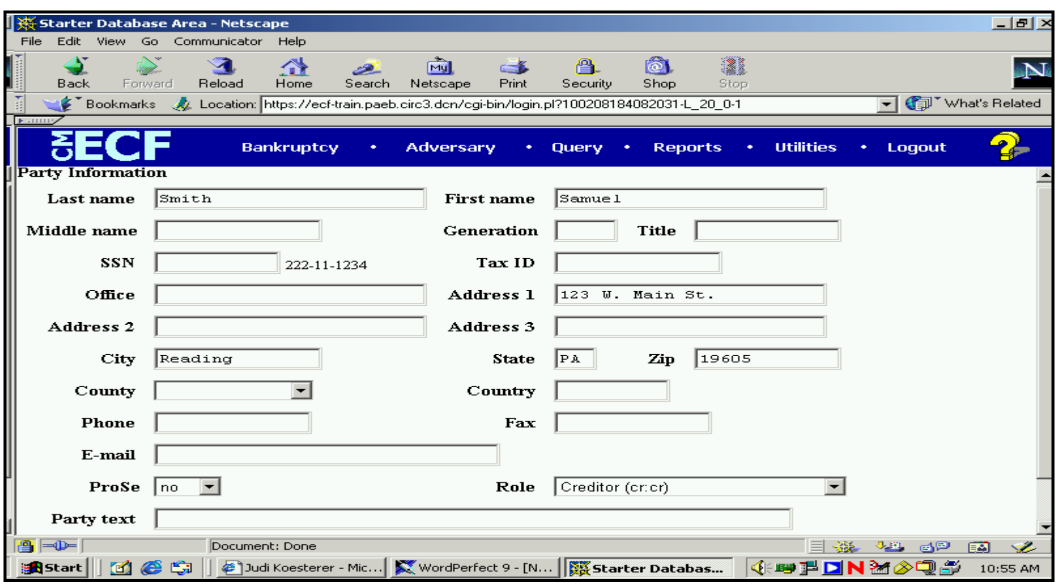


Figure 3

❑ Enter the name and address of the party you wish to add. **BE SURE** to select the appropriate Role Type.

❑ Click **[Next]** to continue.

STEP 10 The **SELECT PARTY** screen will again be displayed.

❑ The party just added will be highlighted. Click **[Next]** to continue.

➢**NOTE:** You **MAY NOT** skip the party selection screen. In order to continue, a party must be selected.

STEP 11 If you did not previously file anything on behalf of this party, you will be asked to create an association for this case between yourself and the party selected. You will do this by placing a check mark ✓in the box provided.

STEP 12 The **PDF DOCUMENT SELECTION** screen will now display. **(See Figure 4.)**

STEP 13 You must upload a PDF document for the item you are filing, in this case

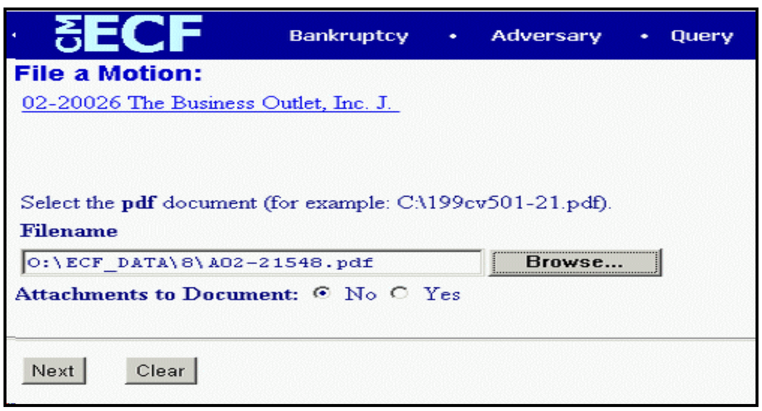


Figure 4

an Application for Compensation.

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

❑ To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.

❑ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

❑ Close or minimize the Adobe application and if the selected file is the correct document, click **[Open]** on the File Upload dialogue box.

❑ Click **[Next]**.

➢**NOTE:** All documents to be uploaded **MUST** be in PDF format.

STEP 14 The **FEE PROCESSING** screen will show each party selected from the previous screens. **(See Figure 5.)**

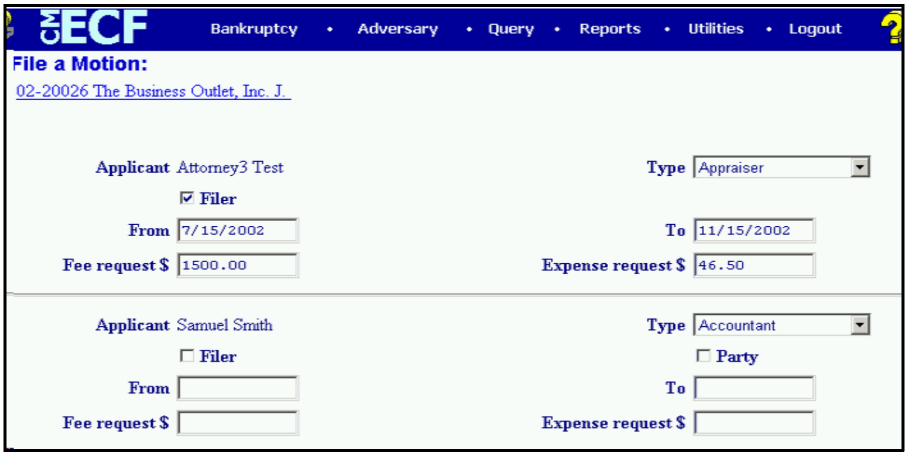


Figure 5

- ❑ A **Party** and/or a **Filer** check box will appear for each party.
    - Check the **Filer** box for the filer of the application.
- ❑ The Professional **Type** must be selected to record the applicant's role in the case.
- ❑ Enter a date or date range for services performed, if appropriate.
- ❑ Enter the amount(s) in the **Fee** and **Expense** fields in dollars and cents. Do not use $ or commas.
- ❑ The **FEE PROCESSING** screen for the debtor's attorney application for compensation would look like Figure 5.

To summarize:

If the filer is...	***Then***

Trustee filing for compensation on behalf of another professional	*1) Check FILER box below trustee's name and select proper professional type; DO NOT include date(s), fee and expense information for trustee record* *2) Select professional type, check PARTY box option, record date(s), fee and expense information for professional for which compensation is requested*
Debtor's attorney filing for compensation on his/her own behalf or on behalf of law firm	*1) Record professional type, date, fee and expense information ONLY for attorney or law firm* *2) Leave debtor(s) record(s) blank*
Trustee filing for compensation on his/her own behalf	*1) Include professional type, date, fee and expense information in one trustee record.*

STEP 15 The **MODIFY TEXT** screen will then allow you to select a prefix or add more detail to the docket text. **(See Figure 6.)**

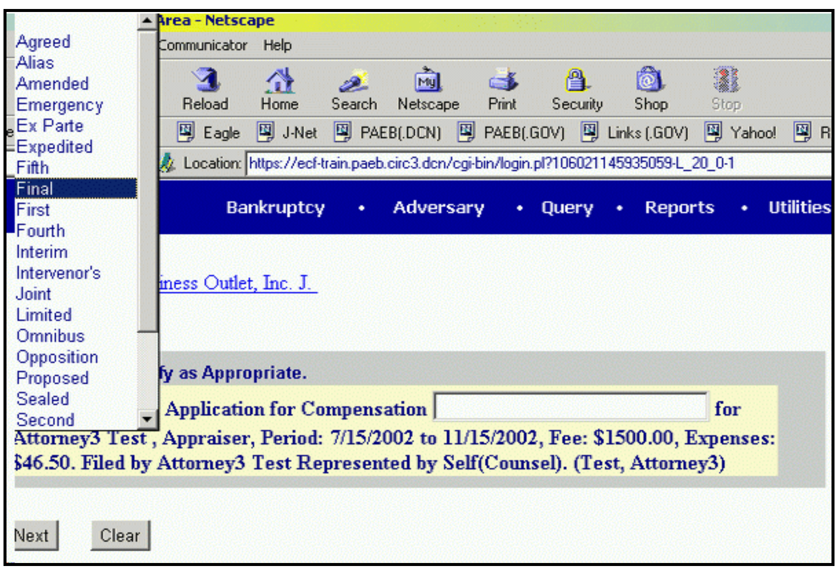


Figure 6

❏ Click **[Next]** to continue.

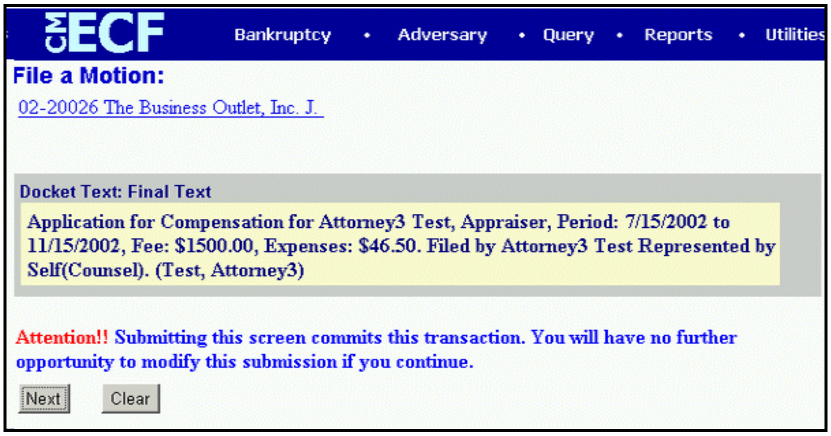


Figure 7

STEP 16 The **FINAL DOCKET TEXT** screen will appear. **(See Figure 7.)**

- ❑ Verify the final docket text. If correct, click **[Next]**
- ❑ If the final docket text is incorrect you must click on your browser's **Back** button to go to the **appropriate** screen and make the changes.
- ❑ To abort or restart the transaction, click the **BANKRUPTCY** hyperlink on the blue Main Menu Bar.

STEP 17 The **NOTICE OF ELECTRONIC FILING** screen will display the essential data for this filing.

- ❑ Clicking on the case number hyperlink on the Notice of Electronic Filing will take you to your PACER login where you will be able to view the docket report for this case.
- ❑ Clicking on the document number hyperlink will take you to your PACER login where you will be able to view the PDF image of the application just filed.
- ❑ Scroll down to see participants who have or have not registered for electronic noticing on this case.
- ❑ To print a copy of this notice click the browser **[Print]** icon.
- ❑ You may also save the notice through the browser **File/Save** option.

Objection/Response to Motions

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

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

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

❑ Click the <u>**Answer/Response**</u> hyperlink.

STEP 3 The **ANSWER/RESPONSE TYPE** screen will display next.

❑ Click the <u>**Reference an existing motion/application**</u> hyperlink.

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

❑ Enter the correct case number.

❑ Click **[Next].**

STEP 5 The **DOCUMENT TYPE** screen displays. **(See Figure 1.)**

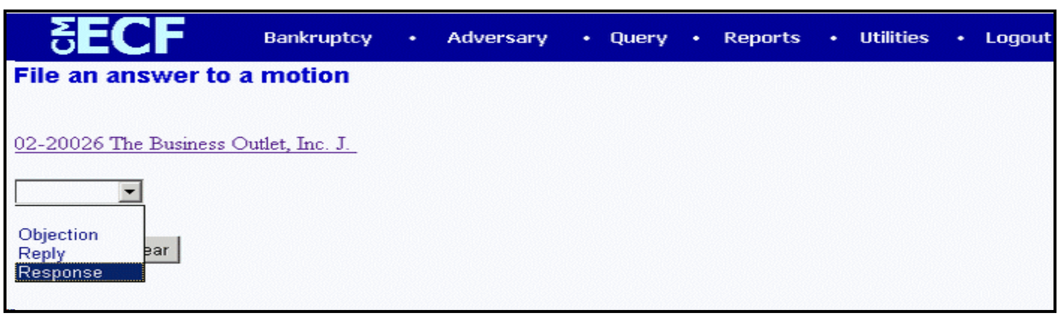


Figure 1

❑ Click on the down arrow and highlight the appropriate choice.

❑ Click **[Next]**.

STEP 6 The **CASE NUMBER VERIFICATION** screen is displayed along with a check box for “Joint filing with other attorney(s).” If this is **NOT** a joint filing, do not select this box.

❑ Click **[Next]**.

➢**NOTE:** At any time, you may click the blue, underlined hyperlink for the case to see the docket. However, you must view the docket through Pacer.

STEP 7 The **SELECT PARTY** screen displays. All parties already on the case will display on this screen.

❑ If the party name does not appear in the party list, add their name to this case by clicking on **Add/Create New Party**.

❑ If the party is already listed, skip to **STEP 12.**

STEP 8 The **PARTY SEARCH** screen displays. **(See Figure 2.)** You must first search the database to retrieve the party record. If the party is new to your court, a new party record must be created.

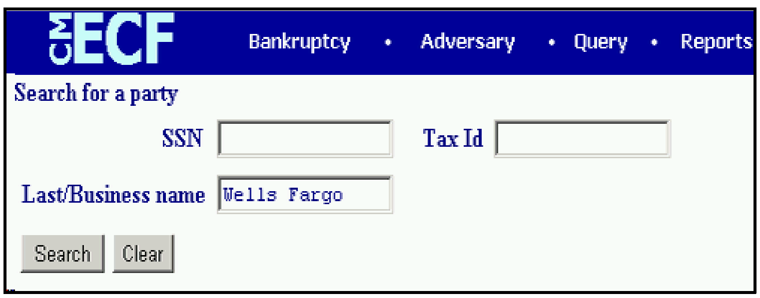


Figure 2

❑ It is very important to search carefully and thoroughly before adding a new party so duplicate records for the same person or entity do not reside on the database. Additional search hints are provided below.

❑ Click in the **Last/Business name** box and enter the last name or business name of the party.

❑ Click **[Search]** .

STEP 9 The system will search the database and then display a list of all parties whose names match the search criteria you entered. **(See Figure 3.)**

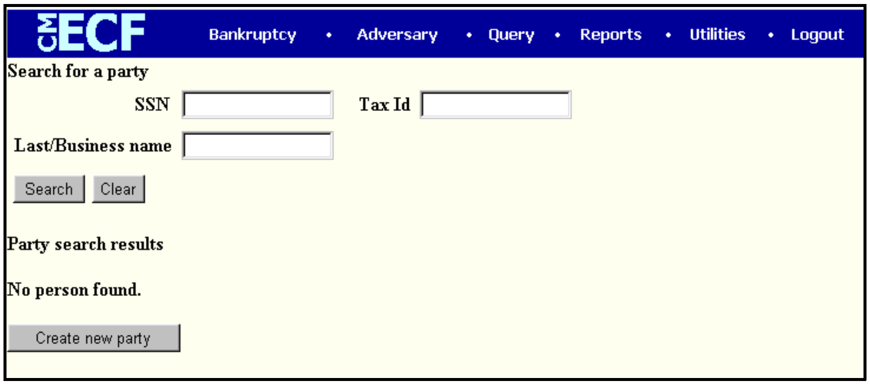


Figure 3

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

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

❑ Click **[Create new party]**.

STEP 10 The **PARTY INFORMATION** screen is displayed.

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

❑ Since this party is represented by an attorney, accept the pro se default value of No.

❑ Click the down arrow to expand the Party Role list and highlight Creditor.

❑ Click **[Submit]**.

STEP 11 The **SELECT PARTY** screen displays again with the new party filer highlighted at the top of the list. **(See Figure 4.)**

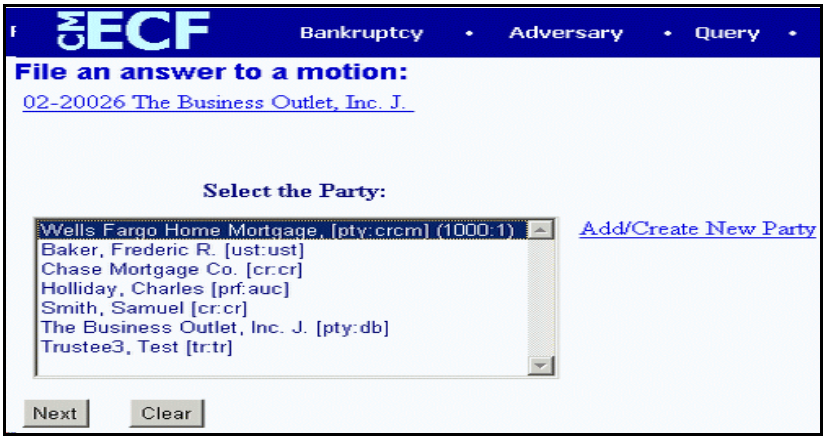


Figure 4

❑ Click **[Next]**.

STEP 12 If this is the first time filing on behalf of this party the **LINK PARTY/ATTORNEY** screen displays. **(See Figure 5.)**

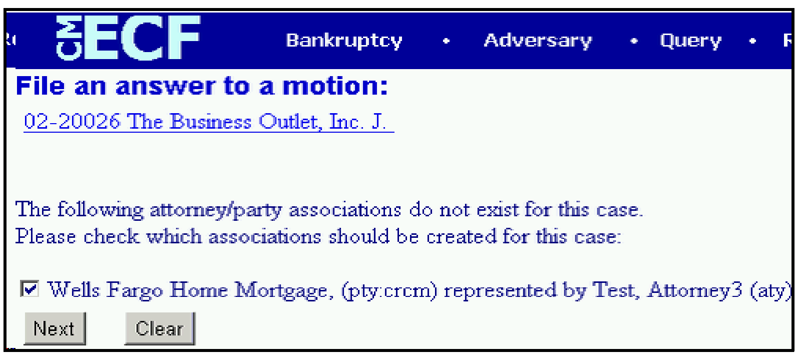


Figure 5

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

❑ Click **[Next]**.

STEP 13 The **PDF DOCUMENT** screen will then display.

❑ You must upload a PDF document for the item you are filing, in this case a **Response to a Motion**.

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

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

STEP 14 In the next screen you will be asked if this filing refers to an existing document in this case. If Yes, click on the check ✓box.

- ❑ Click **[Next]**.

STEP 15 The next screen asks you to select the category of documents to which your document refers. **(See Figure 6.)**

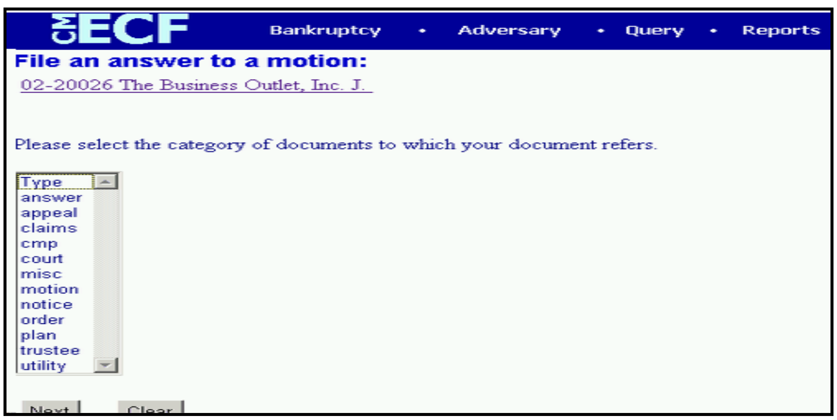


Figure 6

- ❑ Click on the appropriate category of document to which your Response is being filed, in this case **Motion**.

STEP 16 The **PENDING MOTIONS** screen appears next. **(See Figure 7.)**

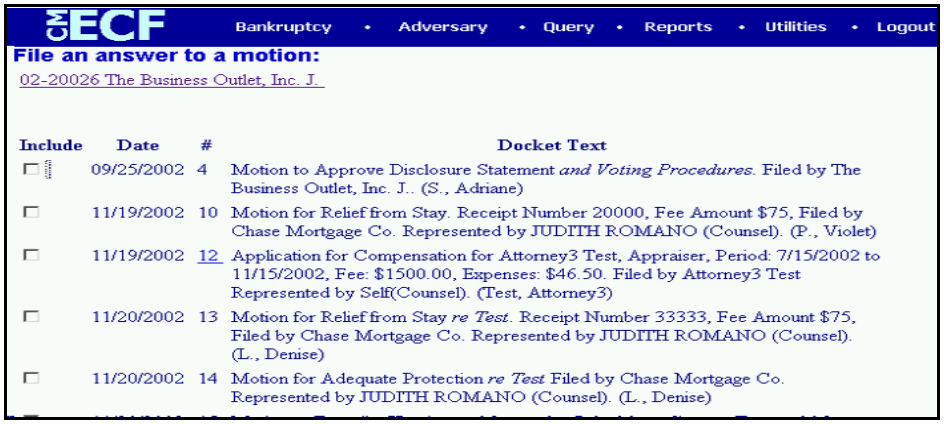


Figure 7

❑ Check the box beside the motion or application to which the response/objection is related. For this example we will use Motion for Adequate Protection. If there is more than one possible selection, click on the document number hyperlink to view the imaged document. You will be prompted to log in through your PACER account.

❑ The text of the motion/application will not carry over into the docket text. You can use the following Windows shortcut to prevent having to type in the Final Text Editing screen.

- With your mouse highlight the text of the motion to copy it for the final docket text.

- Click **Edit** from the browser main menu bar and select **Copy** or use the keystroke **[Ctrl] + C.** The text is now stored in the Windows clipboard. You may also right click with the mouse and select **Copy.**

❑ Click **[Next]**.

STEP 17 The **MODIFY DOCKET TEXT** screen appears. **(See Figure 8.)**

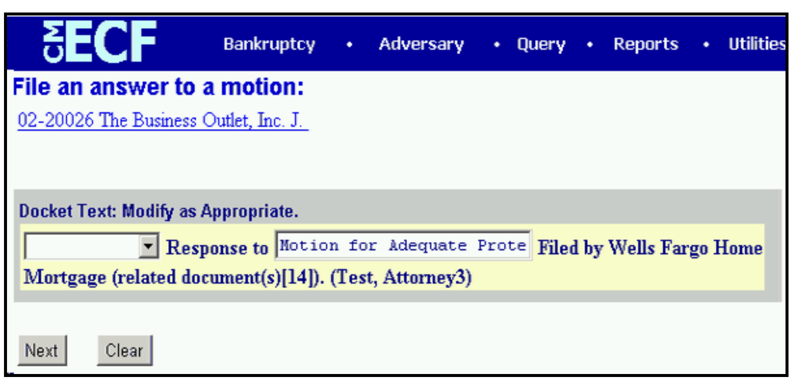


Figure 8

- ❑ Complete the docket text with the appropriate prefix and descriptive detail. If you have copied the text from the motion in Step 16, position your cursor within the text box where the text should be added and click on **Edit** on the browser Menu bar and select **Paste**. Alternatively use the keystroke **[Ctrl + V].** You may also right click with the mouse and select **Paste.**

- ❑ Click **[Next].**

STEP 18 The **FINAL DOCKET TEXT** screen appears. Use caution on this screen and proof the contents of the entry carefully.

- ❑ If all the information is correct click **[Next]**. If changes must be made, click your browser's **Back** button to go to the appropriate screen and make the necessary changes.

STEP 19 The **NOTICE OF ELECTRONIC FILING** screen appears.

- ❑ Click the browser **[Print]** button to print a copy of this notice.

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

Appeals

The following instructions will guide you through docketing an Appeal in CM/ECF.

STEP 1 Click the **Appeal** hyperlink from the ECF **BANKRUPTCY** or **ADVERSARY Events** menus.

STEP 2 Enter the appropriate case number and click **[Next]**.

STEP 3 Select **NOTICE OF APPEAL** and click **[Next]**.

STEP 4 A **CASE NUMBER VERIFICATION** screen is displayed along with a check box for "Joint filing with other attorney(s)." If this is **NOT** a joint filing, do not select this box.

❑ Click **[Next]**.

➢**NOTE:** At any time, you may click the blue, underlined hyperlink for the case to see the docket. However, you must view the docket through Pacer.

STEP 5 The **PARTY FILER** screen displays.

❑ Select the appropriate Party Filer. We have selected **Wells Fargo Home Mortgage**.

❑ Click **[Next]** to continue.

❑ If you have never filed anything on behalf of this party, you will be asked to create a linkage between yourself as Filer and Party. Place a check mark ✓in the box to create this association.

STEP 6 The **PDF DOCUMENT SELECTION** screen will now display.

❑ You must upload a PDF document for the item you are filing, in this case an Application for Compensation.

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

❑ To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.

❑ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

❑ Close or minimize the Adobe application and if the selected file is the correct document, click **[Open]** on the File Upload dialogue box.

❑ Click **[Next]**.

➢**NOTE:** All documents to be uploaded **MUST** be in PDF format.

STEP 7 The next screen displayed asks if this filing refers to an existing document in this case. Click in the box to the left to place a check mark ✓ in that box.

STEP 8 The **Appellant Designation** and **Transmission of record on Appeal** due dates are displayed. **(See Figure 1.)**

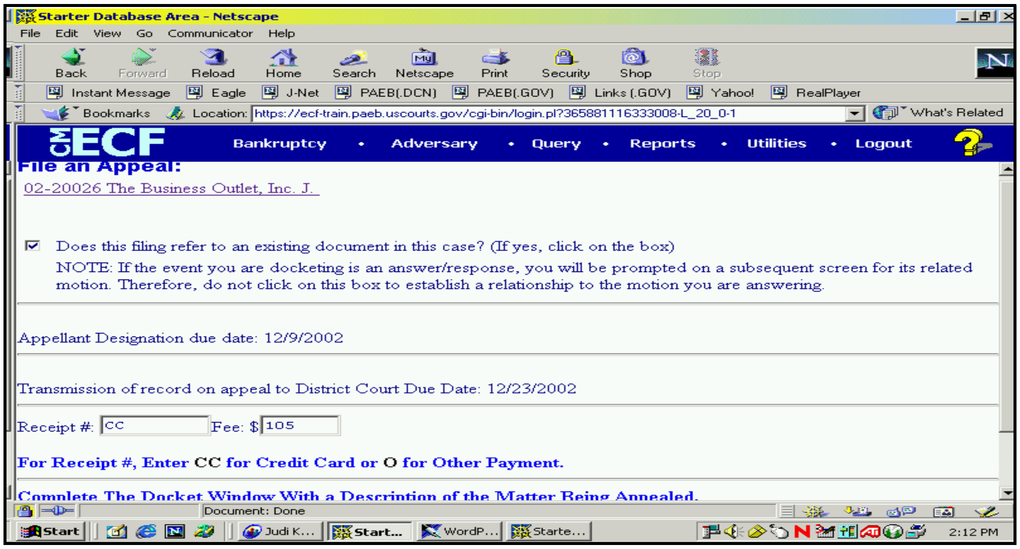


Figure 1

❑ The fee must be paid using your credit card. This account information must be on file with the Clerk's office. The amount is defaulted to the correct amount for the filing of an Appeal.

❑ Click **[Next]** to continue.

STEP 9 The **CATEGORY TYPE** screen is displayed.

❑ Select the type of document being appealed and click **[Next]**.

STEP 10 The next screen displays all items in the category chosen. **(See Figure 2.)** Choose the correct item being appealed, and click in the box to the left to place a check mark in that box.

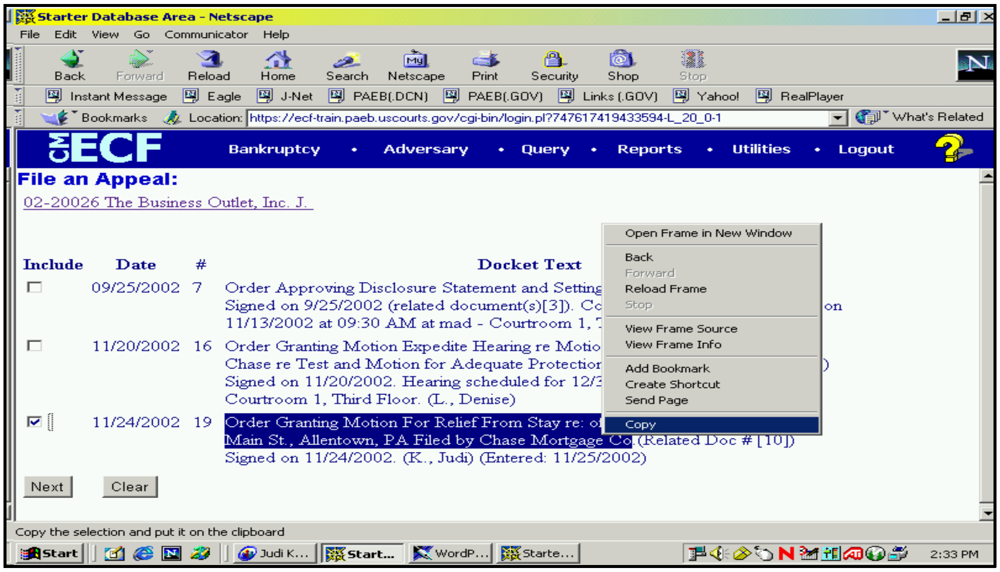


Figure 2

- ❑ Use your mouse to highlight the descriptive language (i.e. Order Granting Motion For Relief From Stay). Right click and select **[Copy]**.
- ❑ Click **[Next]** to continue.

STEP 11 The **MODIFY DOCKET TEXT** screen is displayed. **(See Figure 3.)**

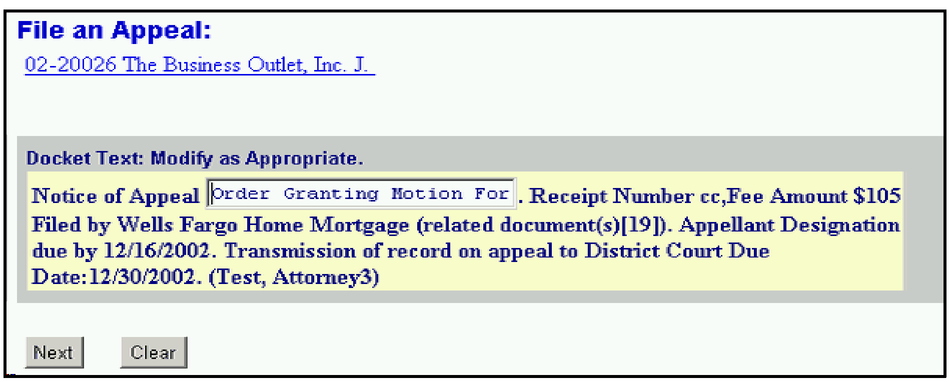


Figure 3

- ❑ Right click in the box where you see the blinking cursor.
- ❑ Select **[Paste]** to add the descriptive language from the previous screen.
- ❑ Click **[Next]** to continue.

STEP 12 The **FINAL DOCKET TEXT** screen is displayed. **(See Figure 4.)**

Figure 4

- ❑ **CAUTION!!** This is your last opportunity to change this event. Clicking **[Next]** will submit this application to the database.
- ❑ If the final docket text is incorrect, click on your browser's **Back** button to find the screen to be modified. To abort or restart the transaction, click on **BANKRUPTCY** or any other selections on the main menu bar and begin again.
- ❑ If all information is correct, click **[Next]**.

STEP 13 The **NOTICE OF ELECTRONIC FILING** will be generated.

- ❑ Click the browser **[Print]** button to print a copy of this electronic confirmation.
- ❑ You may also save the notice through the browser **File/Save** option.

Attachments to Documents

This lesson will cover the process of filing a document with an attachment either by an attorney or trustee.

STEP 1 Select the appropriate **Bankruptcy/Adversary Event** relating to the document being filed. For this lesson we will use the filing of a Application for Compensation.

STEP 2 Select **Motions/Applications** from the Bankruptcy Events list.

STEP 3 Enter the appropriate case number and click **[Next].**

STEP 4 Select **Compensation** and click **[Next]**.

STEP 5 The **CASE NUMBER VERIFICATION** screen is displayed along with a check box for “Joint filing with other attorney(s).” If this is **NOT** a joint filing, do not select this box.

- ❏ Click **[Next]**.

  ➢**NOTE:** At any time, you may click the blue, underlined hyperlink for the case to see the docket. However, you must view the docket through Pacer.

STEP 6 Select the appropriate **Party Filer** and click **[Next]**.

- ❏ If the party is not listed, you will click on **Add/Create New Party**.

STEP 7 The **PDF** Attachment screen is displayed. **(See Figure 1.)**

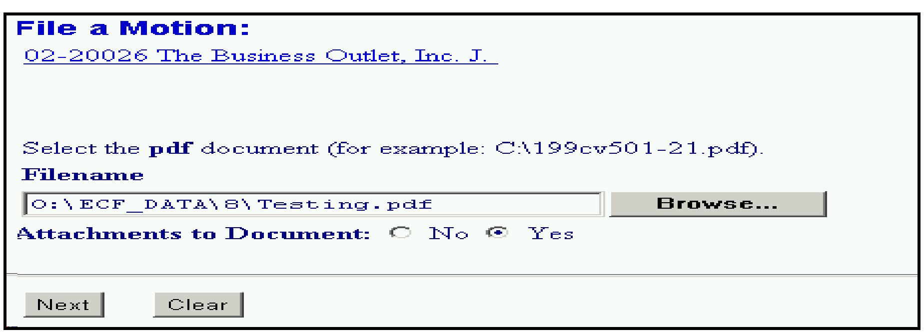


Figure 1

- ❑ You **must** upload a PDF document for the item you are filing, in this case an Application for Compensation.

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

  ➢**NOTE:** For this exercise we will assume there **is** an attachment and that it is a Proposed Order.

STEP 8 Select **Yes** to the **Attachments to Document** prompt and click **[Next]** to continue.

- ❑ The **PDF** Attachment screen is displayed, this time for the Attachment to Document. **(See Figure 2.)**

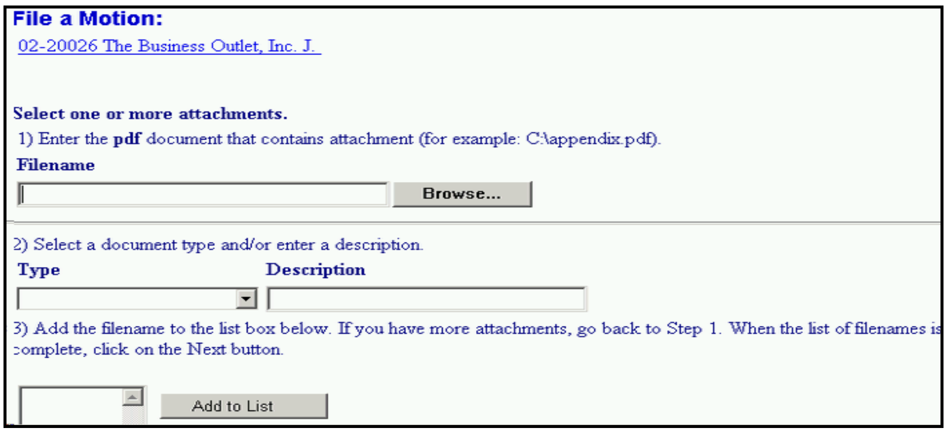


Figure 2

- Click on the **[Browse]** button to navigate to the appropriate directory to select the file for your attachment.

  ➢**NOTE:** Always remember to verify the image before uploading it to your application. Right click on the file and select "open". Once you have verified it is the correct file, close or minimize the Adobe application and double click on the file to upload.

- ❑ Select the appropriate document "type" from the drop-down list. Click on the down arrow and select **Proposed Order**. You may add a brief description of the document if you wish.

- ❑ You must add the filename to the list box by clicking on **[Add to List].** If you have additional attachments, repeat the procedures in Step 7. You can also remove items from the list by clicking on **[Remove from List]**. **(See Figure 3.)**

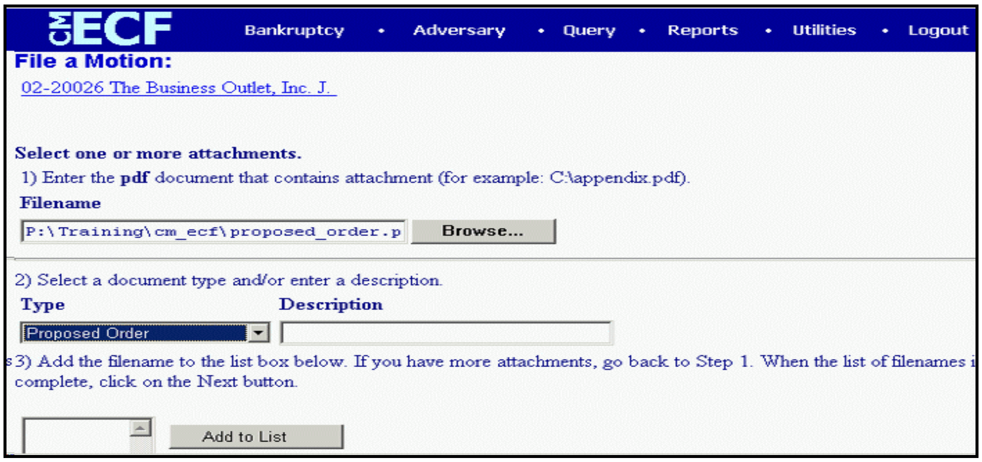


Figure 3

- ❑ Click **[Next]** to continue.

STEP 9 The **FEE PROCESSING** screen will show each party selected from the previous screens. **(See Figure 4.)**

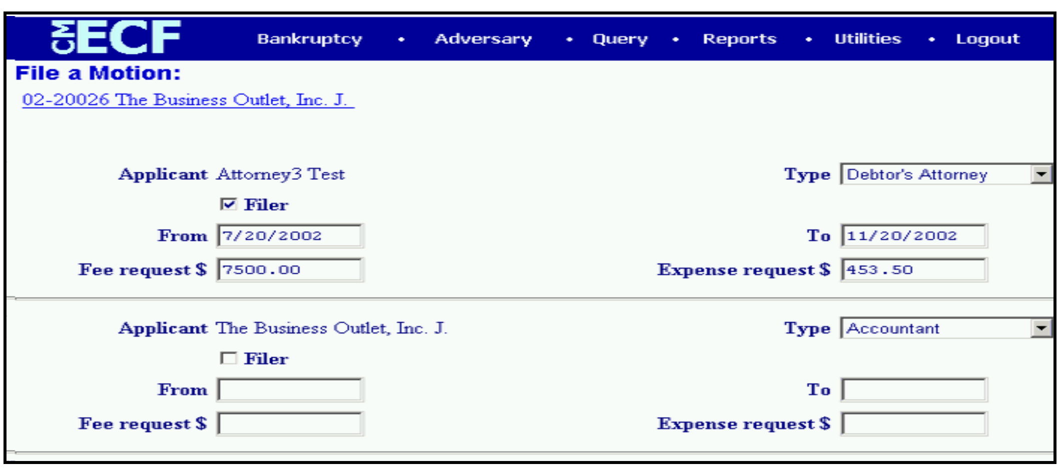


Figure 4

❑ A **Party** and/or a **Filer** check box will appear for each party.

- Check the **Filer** box for the filer of the application.

❑ The Professional **Type** must be selected to record the applicant's role in the case.

❑ Enter a date or date range for services performed, if appropriate.

❑ Enter the amount(s) in the **Fee** and **Expense** fields in dollars and cents. Do not use $ or commas.

STEP 10 The **MODIFY DOCKET TEXT** screen will then allow you to select a prefix or add more detail to the docket text. Notice how the attachment is referenced.

❑ If all the information on this screen is correct, click **[Next]** to continue.

STEP 11 The **FINAL DOCKET TEXT** screen will appear.

❑ Verify the final docket text. If it is correct, click **[Next]**

❑ If the final docket text is incorrect you must click on your browser's **Back** button to go to the **appropriate** screen and make the changes.

❑ To abort or restart the transaction, click the **BANKRUPTCY** hyperlink on the blue Main Menu Bar.

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen is displayed. This may be printed for verification.

Amended Application To Employ

This lesson shows an example of an attorney who has already been added to a case and is filing an amended application to employ an auctioneer. This type of document can also be filed by a trustee.

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

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

- ❑ Click the **Motions/Applications** hyperlink.

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

- ❑ Enter the case number in YY-NNNNN format.
- ❑ Click **[Next]**.

STEP 4 The **DOCUMENT SELECTION** screen is displayed.

- ❑ Scroll the **Document Selection** pick list to select **Employ**.

  ➢**NOTE**: A shortcut to find the document type, is to type the first letter of the word (***E*** for Employ), and the highlight bar will immediately select the first entry beginning with **E**. If the motion or application being filed has multiple parts, press and hold the **[Ctrl]** key and click to highlight the appropriate reliefs.

- ❑ Click **[Next]**.

STEP 5 A **CASE NUMBER VERIFICATION** screen is displayed.

- ❑ Click **[Next]**.

STEP 6 The **Case Verification and Joint Filing With Other Attorney** screen will display with a box to check. If you are NOT filing jointly with another attorney leave the box unchecked and click **[Next]**. If you are filing jointly with another attorney, then check the box and click **[Next]** to select an attorney**.**

STEP 7 The **PARTY SELECTION** screen will display all active parties on the case. Select the Party on whose behalf you are filing this application.

❑ Click with your mouse to highlight the party you represent.

❑ Click **[Next]** to continue.

STEP 8 The **PDF DOCUMENT SELECTION** screen displays.

❑ There must be an imaged document of the Amended Application to Employ to associate with this entry:

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

❑ Click **[Next]**.

STEP 9 The **DOCUMENT INFORMATION** screen **(See Figure 1)**.

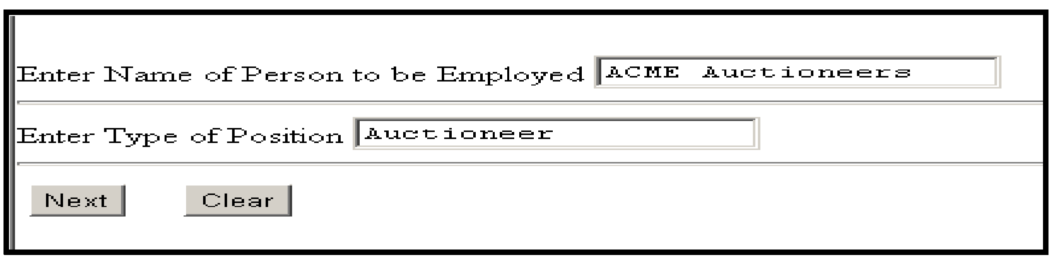


Figure 1

❑ Enter the appropriate information in the boxes. The information typed in the windows displayed above will appear in docket text only.

❑ Click **[Next]** to continue.

STEP 10 The **MODIFY TEXT** screen displays. **(See Figure 2)**

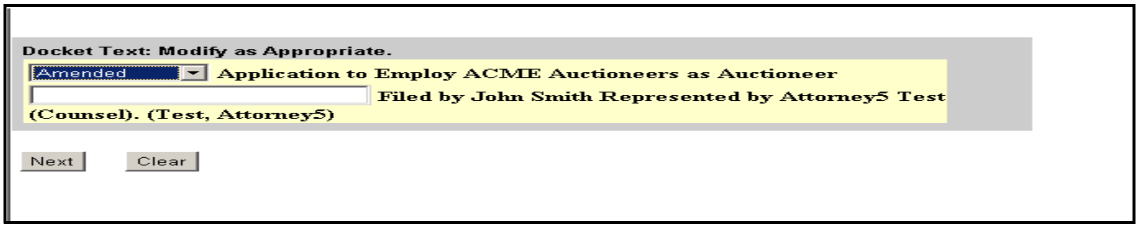


Figure 2

❑ 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. Choose "Amended"

- Add detail to the final text if appropriate in the supplemental text box window.

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

STEP 11 The **FINAL TEXT EDITING** screen will appear.

❑ Verify the final docket text. Read the warning message and proceed.

❑ If correct, click **[Next]**.

❑ If the final docket text is incorrect:

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

- To abort or restart the transaction, click the Bankruptcy hyperlink on the Menu Bar.

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen is displayed.

❑ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.

❑ Clicking on the document number hyperlink will present the PDF image of the application just filed.

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

❑ To print a copy of this notice click the browser **[Print]** icon. You may also save the notice through the browser **File/Save** option.

Amended Motions

This procedure explains how to docket an amended motion. The example illustrated is an Amended Motion to Avoid Lien. The procedure shows a specific example of a filing by an attorney who is already a member of the case. Amended Motions can also be filed by a trustee.

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

STEP 2 The **Bankruptcy Events** screen will be displayed.

❑ Click the **<u>Motions/Applications</u>** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

❑ Enter the case number, including the hyphen.

❑ Click **[Next].**

STEP 4 The **DOCUMENT SELECTION** screen displays. **(See Figure 1.)**

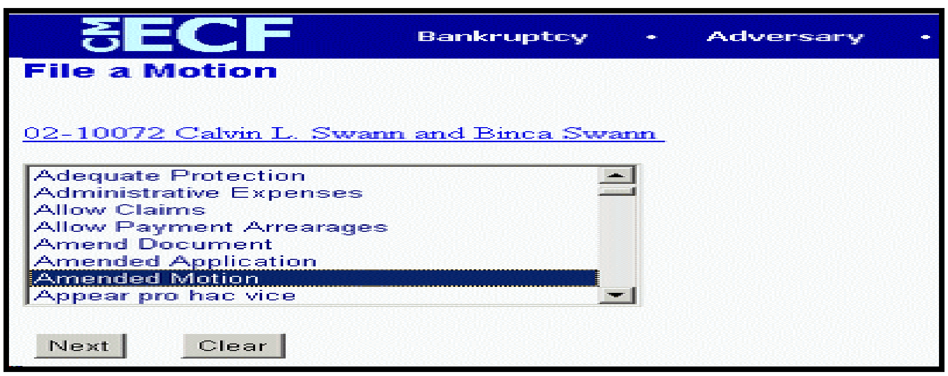


Figure 1

❑ Scroll down to display **Amended Motion**.

❑ Click on **Amended Motion** to highlight and select it.

❑ Click **[Next]** to continue.

STEP 5 The **CASE VERIFICATION** screen displays

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

❑ Click **[Next]** to continue.

STEP 6 The **Joint Filing With Other Attorney** screen will display with a box to check. If you are NOT filing jointly with another attorney leave the box unchecked and click **[Next]**. If you ARE filing jointly with another attorney, then check the box and click **[Next]**.

STEP 7 The **PARTY SELECTION** screen will display all active parties on the case. Select the party on whose behalf you are filing this motion.

❑ Click **[Next]**.

STEP 8 The **PDF DOCUMENT SELECTION** screen displays. You **<u>must</u>** upload a PDF document for the item you are filing, in this case an Application for Compensation.

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

❑ To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.

❑ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

❑ Close or minimize the Adobe application and if the selected file is the correct document, click **[Open]** on the File Upload dialogue box.

❑ Click **[Next]**.

➢**NOTE:** All documents to be uploaded **MUST** be in PDF format.

STEP 9 The **REFER TO DOCUMENT** screen displays. **(See Figure 2.)**

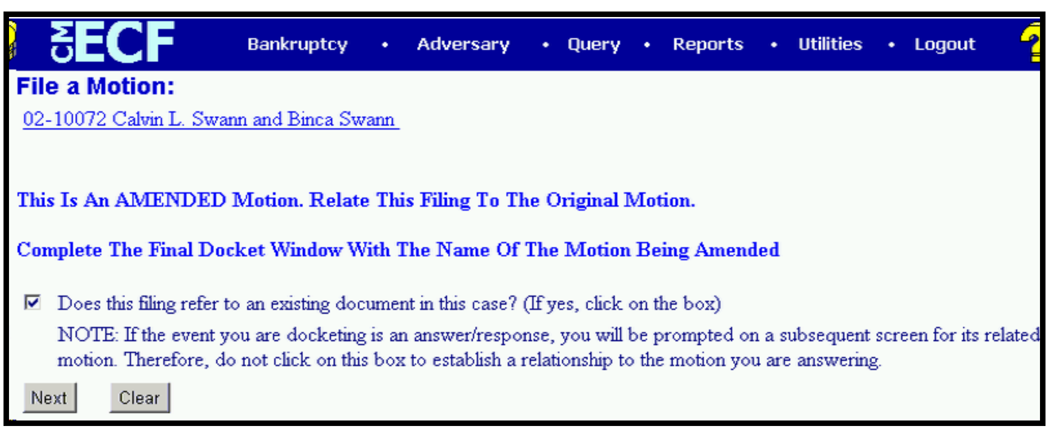


Figure 2

❑ Check the box next to the phrase, “ Does this filing refer to an existing document in this case”.

❑ Click **[Next]** to continue.

STEP 10 The **CATEGORY SELECTION** screen displays.

❑ Locate the category of the item relating to the hearing being scheduled, and click to highlight it. This process limits the list of documents displayed on the next screen. If motion is selected, only motions and applications will appear on the next screen.

❑ It is possible to select more than one category on this screen using the **[Ctrl]** key.

❑ Click **[Next]** to continue

STEP 11 The **RELATED DOCUMENT** screen lists all motions and applications (both pending and terminated.) **(See Figure 3.)**

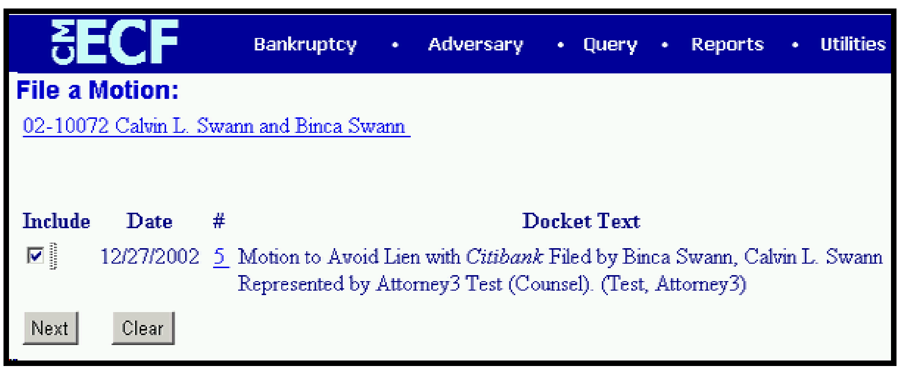


Figure 3

❑ Check the box beside the motion which is being amended, and copy any applicable text of the motion to be pasted into the text box in the next screen.

❑ Click **[Next]** to continue.

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

❑ The white edit box on the right side of the display allows for specifics of the motion. For example: a brief description of the reason for the motion for dismissal should be added.

❑ Click **[Next]** to continue.

STEP 13 The **FINAL TEXT VERIFICATION** screen display. **(See Figure 4.)**

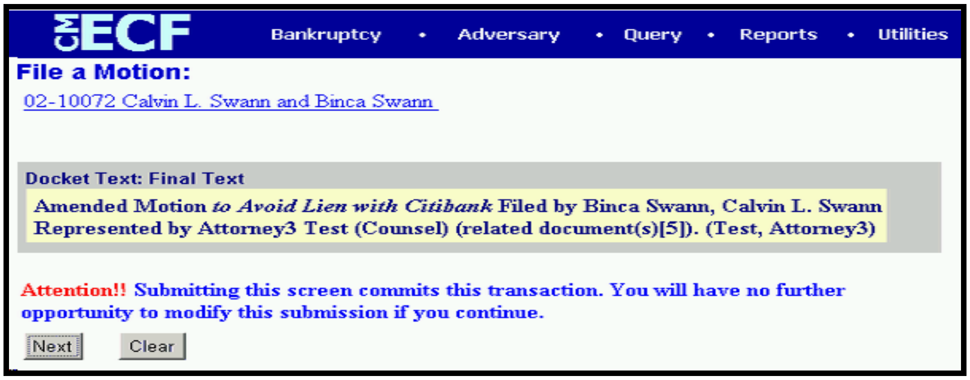


Figure 4

❑ The message, **"Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue"** will appear at the bottom of your final text screen. Carefully verify the final docket text. This is your last chance to verify and change this entry before adding it to the case.

❑ If the final docket text is incorrect:

- Click the browser **[Back]** button to find the screen to be modified.
- To abort or restart the transaction, click the **Bankruptcy** hypertext link on the **Menu Bar**.

❑ If correct, click **[Next]**.

STEP 14 The **NOTICE OF ELECTRONIC FILING** screen will be displayed.

❑ Click the browser **[Print]** button to print a copy of this notice.

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

Amended Motions

This procedure explains how to docket an amended motion. The example illustrated is an Amended Motion to Avoid Lien. The procedure shows a specific example of a filing by an attorney who is already a member of the case. Amended Motions can also be filed by a trustee.

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

STEP 2 The **Bankruptcy Events** screen will be displayed.

- ❑ Click the **Motions/Applications** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

- ❑ Enter the case number, including the hyphen.
- ❑ Click **[Next].**

STEP 4 The **DOCUMENT SELECTION** screen displays. **(See Figure 1.)**

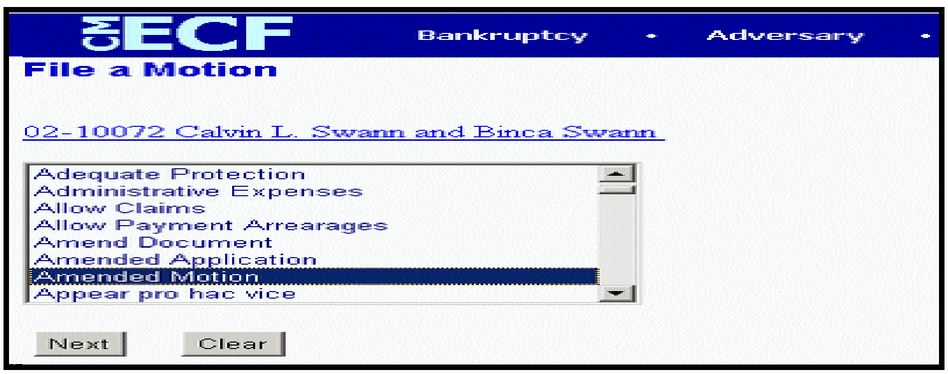


Figure 1

- ❑ Scroll down to display **Amended Motion**.
- ❑ Click on **Amended Motion** to highlight and select it.
- ❑ Click **[Next]** to continue.

STEP 5 The **CASE VERIFICATION** screen displays

- ❑ The case number and debtor name display for verification. Remember the case title is a hyperlink to the docket sheet.
- ❑ Click **[Next]** to continue.

STEP 6 The **Joint Filing With Other Attorney** screen will display with a box to check. If you are NOT filing jointly with another attorney leave the box unchecked and click **[Next]**. If you ARE filing jointly with another attorney, then check the box and click **[Next]**.

STEP 7 The **PARTY SELECTION** screen will display all active parties on the case. Select the party on whose behalf you are filing this motion.

- ❑ Click **[Next]**.

STEP 8 The **PDF DOCUMENT SELECTION** screen displays. You **<u>must</u>** upload a PDF document for the item you are filing, in this case an Application for Compensation.

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

➢**NOTE:** All documents to be uploaded **MUST** be in PDF format.

STEP 9 The **REFER TO DOCUMENT** screen displays. **(See Figure 2.)**

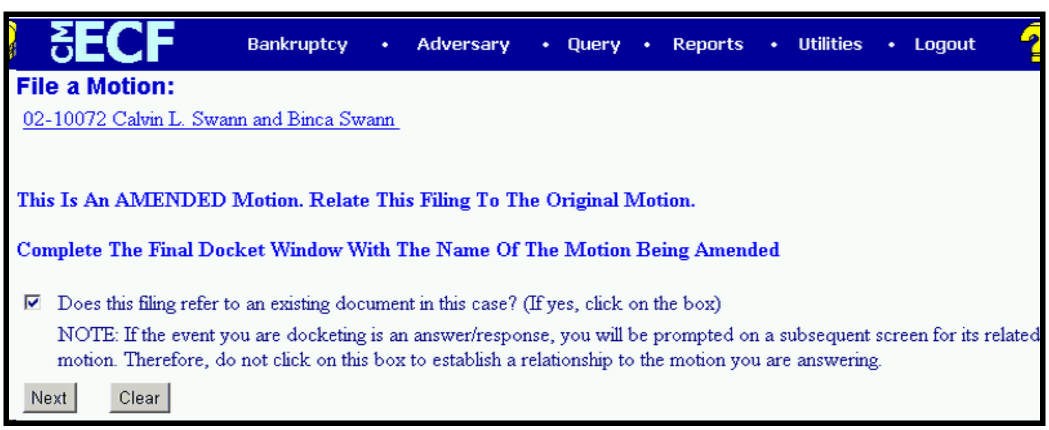


Figure 2

❑ Check the box next to the phrase, “ Does this filing refer to an existing document in this case”.

❑ Click **[Next]** to continue.

STEP 10 The **CATEGORY SELECTION** screen displays.

❑ Locate the category of the item relating to the hearing being scheduled, and click to highlight it. This process limits the list of documents displayed on the next screen. If motion is selected, only motions and applications will appear on the next screen.

❑ It is possible to select more than one category on this screen using the **[Ctrl]** key.

❑ Click **[Next]** to continue

STEP 11 The **RELATED DOCUMENT** screen lists all motions and applications (both pending and terminated.) **(See Figure 3.)**

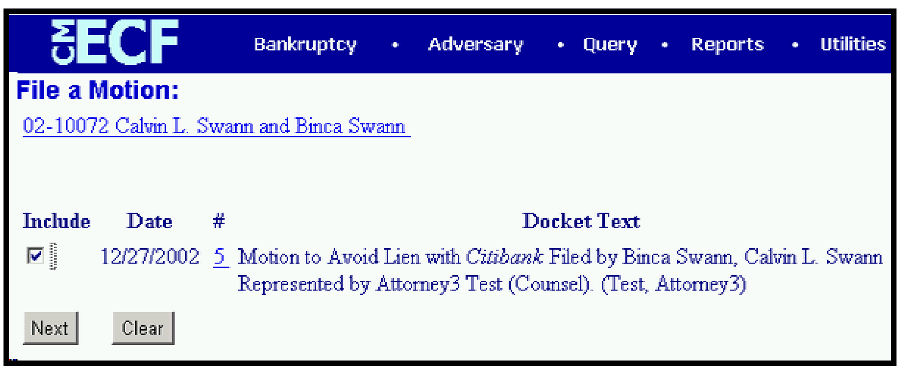


Figure 3

❑ Check the box beside the motion which is being amended, and copy any applicable text of the motion to be pasted into the text box in the next screen.

❑ Click **[Next]** to continue.

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

❑ The white edit box on the right side of the display allows for specifics of the motion. For example: a brief description of the reason for the motion for dismissal should be added.

❑ Click **[Next]** to continue.

STEP 13 The **FINAL TEXT VERIFICATION** screen display. **(See Figure 4.)**

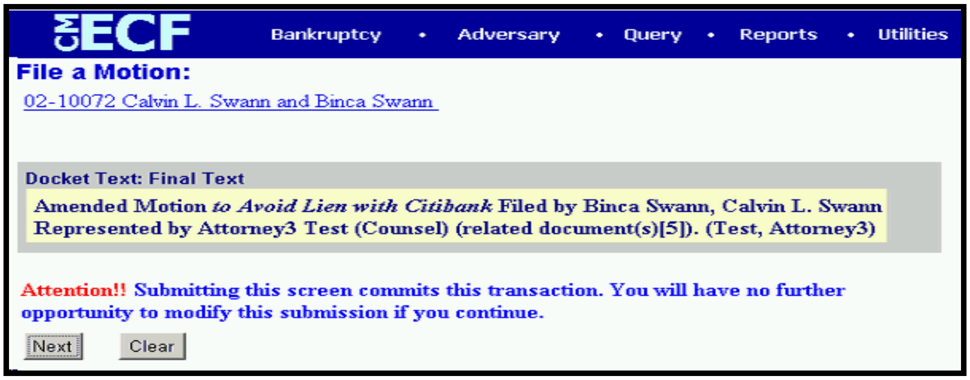


Figure 4

❑ The message, **"Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue"** will appear at the bottom of your final text screen. Carefully verify the final docket text. This is your last chance to verify and change this entry before adding it to the case.

❑ If the final docket text is incorrect:

- Click the browser **[Back]** button to find the screen to be modified.
- To abort or restart the transaction, click the **Bankruptcy** hypertext link on the **Menu Bar**.

❑ If correct, click **[Next]**.

STEP 14 The **NOTICE OF ELECTRONIC FILING** screen will be displayed.

❑ Click the browser **[Print]** button to print a copy of this notice.

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

Amended Notice of Motion

This lesson illustrates how amended hearing settings are managed in CM/ECF, either filed by an attorney or trustee.

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

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

- ❑ Click the **Notices** hyperlink.

STEP 3 The **CASE NUMBER** screen displays next. Enter the correct case number and click **[Next]**.

- ❑ Confirm the case number and title are correct and click **[Next]**.

STEP 4 The **EVENT SELECTION** screen appears.

- ❑ Scroll the **Event Selection** window to display the Notice events.
- ❑ Select **Notice of Motion** and click **[Next]** to continue.

STEP 5 The **CASE NUMBER VERIFICATION** screen is displayed along with a check box for "Joint filing with other attorney(s)." If this is **NOT** a joint filing, do not select this box.

- ❑ Click **[Next]**.

  ➢**NOTE:** At any time, you may click the blue, underlined hyperlink for the case to see the docket. However, you must view the docket through Pacer.

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

- ❑ Select the party on whose behalf you are filing this notice and click **[Next].**

STEP 7 The **PDF** screen appears next.

❑ Browse for the appropriate pdf document and click **[Next].**

STEP 8 The **SCHEDULING** screen will then display **(See Figure 1.)** This screen also contains the **Related Document** functions.

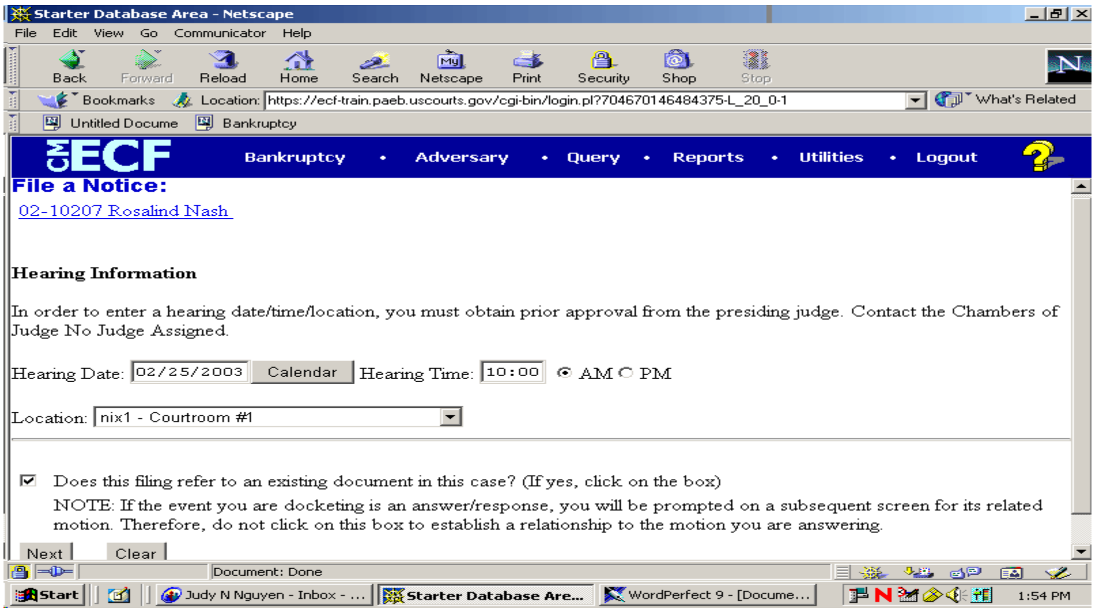


Figure 1

To set the hearing:

❑ Enter the date for the hearing in mm/dd/yyyy or mm/dd/yy format.

❑ Enter the hearing time in hh:mm format, indicating **AM** or **PM**.

❑ Click on the down arrow ▼in the **Location** drop down box and select the correct hearing location.

❑ Click in the check box if this filing is related to another event in the case.

❑ Click **[Next]** to continue.

STEP 9 The **CATEGORY SELECTION** screen displays.

❑ Locate the category of the item relating to the amended notice of hearing being scheduled, and click to highlight it. This process limits the list of documents displayed on the next screen. If motion is selected, only motions and applications will appear on the next screen.

❑ It is possible to select more than one category on this screen using the **[Ctrl]** key.

❑ Click **[Next]** to continue.

STEP 10 The **RELATED DOCUMENT** screen lists all motions and applications (both pending and terminated.) **(See Figure 2.)**

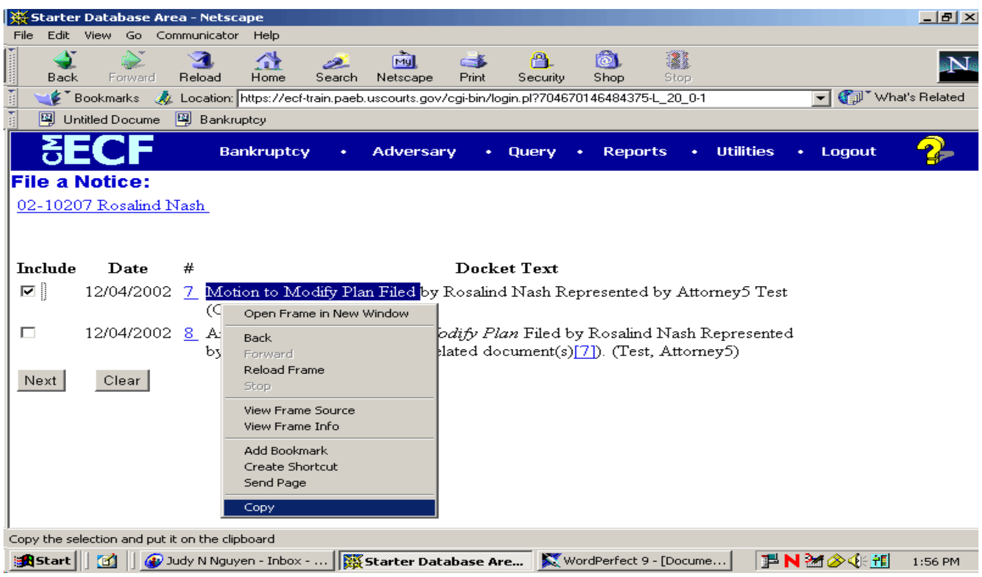


Figure 2

❑ Check the box beside the motion to which the amended notice of hearing is related and copy any applicable text of the motion to be pasted to the notice of motion. Cllick **[Next]** to continue.

STEP 11 This screen will prompt you to associate the amended notice of hearing entry with the motion/application. **(See Figure 3.)** On the next page.

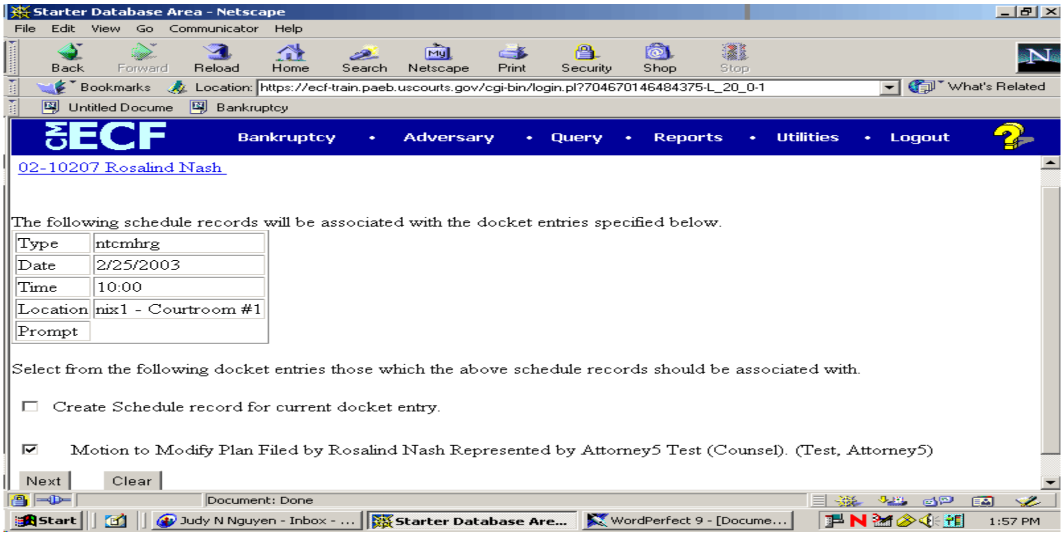


Figure 3

- ❑ Place a check mark in the box next to the motion/application related to this hearing notice.
- ❑ **Deselect** the check ✔ next to **"Create Schedule record for current docket entry**". Leaving a check mark in this box will schedule a hearing on a hearing.

STEP 12 The next screen will then allow you to satisfy the original hearing date that the amended notice of motion replaces. **(See Figure 4.)**

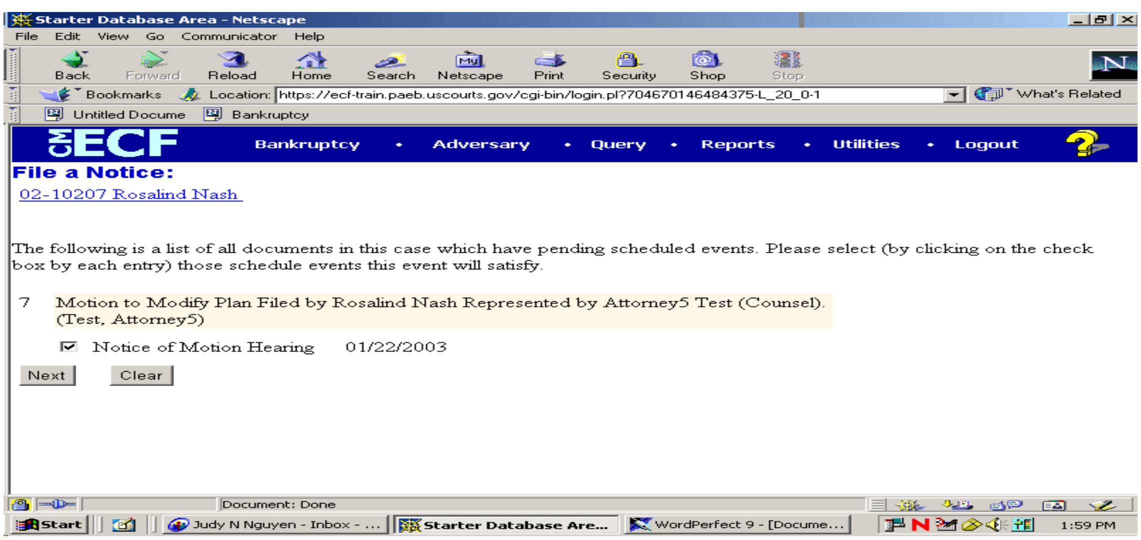


Figure 4

❑ Check the box beside the Notice of Motion Hearing date that you want to
satisfy. You **must** satisfy the original hearing date, or there will be two pending hearings for the same motion.

❑ Click **[Next]** to continue.

STEP 13 The next screen will then allow you to add more detail to the docket text.

❑ Select the "Amended" prefix from the drop down box to the left of the docket text that is displayed.

❑ Click on **Edit, Paste** to **Paste** the text, or type the appropriate descriptive language into the box made available for text addition located to the right of the words "Notice of".

❑ Click **[Next]** to continue.

STEP 14 The next screen will display the following message:

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

❑ Click **[Next]** to continue or click on the browser's **Back** button to return to a previous screen and correct an error. This is your **<u>final</u>** opportunity to go back and make changes to your entry.

STEP 15 The **NOTICE OF ELECTRONIC FILING** will be displayed.

❑ Click the browser **[Print]** button to print a copy of this notice.

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

Amended Response

This lesson illustrates how amended responses are managed in CM/ECF, which can be filed by either an attorney or trustee.

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

STEP 2 The **BANKRUPTCY EVENTS** screen will be displayed.

- ❏ Click the **Answer/Response** hyperlink**.**

STEP 3 The **ANSWER/RESPONSE** screen appears.

- ❏ You will be able to choose from two hyperlinks, **Reference an Existing motion/application** or **Other Answers**.
- ❏ Click on **Reference an Existing motion/application** and click **[Next]** to continue.

STEP 4 The **CASE NUMBER** screen displays next. Enter the correct case number and click **[Next]**.

STEP 5 The **EVENT SELECTION** screen appears.

- ❏ Click on the arrow in the **Event Selection** window to display the types of answers that can be filed.
- ❏ Select **Response** and click **[Next]** to continue.

STEP 5 The **JOINT FILING WITH OTHER ATTORNEY(S)** and **CASE NUMBER** screen appears next.

- ❏ Check the box if you are filing jointly with another attorney. Otherwise, leave the box unchecked. Verify the name and case number are correct.
- ❏ Click **[Next]** to continue.

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

- ❏ Select the party filer and click **[Next].**

STEP 7 The **PDF** screen appears next.

- ❏ Browse for the appropriate pdf document and click **[Next].**

STEP 8 The next screen allows you to link your response to an existing document in the case.

- ❑ Check the box next to the message “ **Does this filing refer to an existing document in this case?**” if this response relates to an existing document.

- ❑ Click **[Next]** to continue.

STEP 9 The **CATEGORY SELECTION** screen displays.

- ❑ Locate the category of the item relating to the hearing being scheduled, and click to highlight it. This process limits the list of documents displayed on the next screen. If motion is selected, only motions and applications will appear on the next screen.

- ❑ It is possible to select more than one category on this screen using the **[Ctrl]** key.

- ❑ Click **[Next]** to continue.

STEP 10 The **RELATED DOCUMENT** screen lists all motions and applications (both pending and terminated.) **(See Figure 1.)**

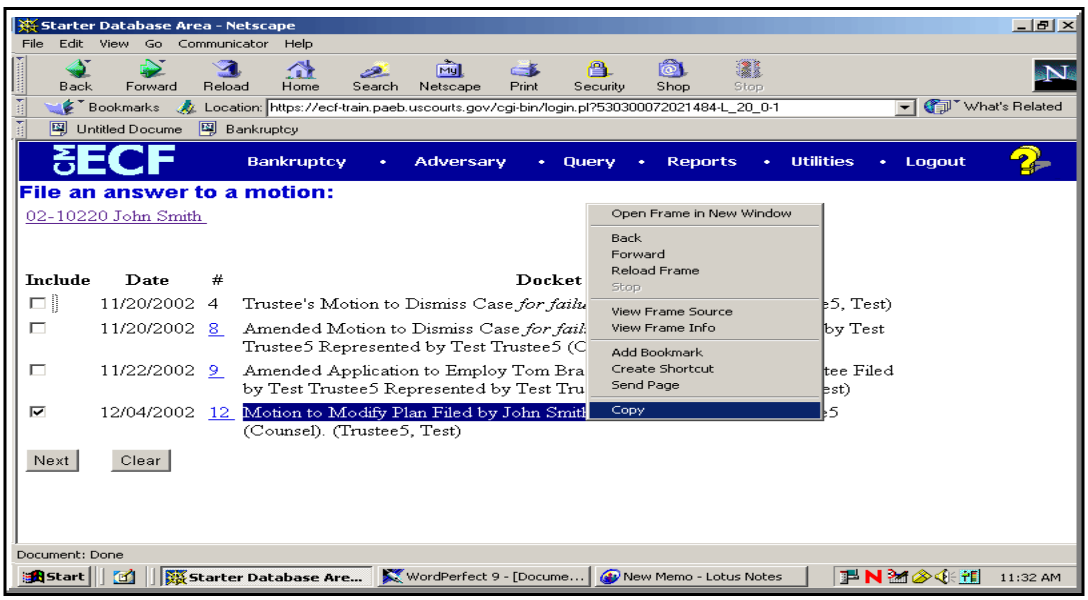


Figure 1

- ❑ Check the box next to the motion to which you are linking the response, and copy any descriptive text to be pasted later.

STEP 11 The next screen will then allow you to add more detail to the docket text.

❑ Select the "**Amended**" prefix from the drop down box to the left of the docket text that is displayed.

❑ Click on **Edit, Paste** to Paste the text, or type the appropriate descriptive language into the box made available for text addition located to the right of the words "Response To".

❑ Click **[Next]** to continue.

STEP 12 The **FINAL DOCKET TEXT** screen will display the following message:

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

❑ Click **[Next]** to continue or click on the browser's back button to return to a previous screen and correct an error.

STEP 13 The **NOTICE OF ELECTRONIC FILING** displays.

❑ Click the browser **[Print]** button to print a copy of this notice.

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

Claim Actions (Attorneys/Trustee)

Proofs of Claim

When claims are filed in a CM/ECF case, they are attached to the creditor record of the claimant. One must first retrieve the creditor by searching the creditor database and then link the claim to that creditor.

In the following exercise, the creditor is already on the case. A separate procedure showing how to add a creditor to the creditor database is available.

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

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

❑ Select **File Claims**.

STEP 3 The **SEARCH FOR CREDITOR** screen displays.

❑ Click in the **Case Number** box and enter the correct case number in *yy-nnnnn* format.

❑ Enter the **Name of Creditor** filing the claim or other helpful search clues. You may also search all creditors associated with the case.

❑ Do not change the default in the **Type of Creditor** box.

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

➢**NOTE:** If no search criteria are entered in the search window, all creditors belonging to the case will appear on the next screen. To view and scroll through the entire list, click and hold the mouse on the creditor name window.

STEP 4 The **SELECT A CREDITOR FOR CLAIM** screen displays the creditor(s) who meet the search criteria. **(See Figure 1.)**

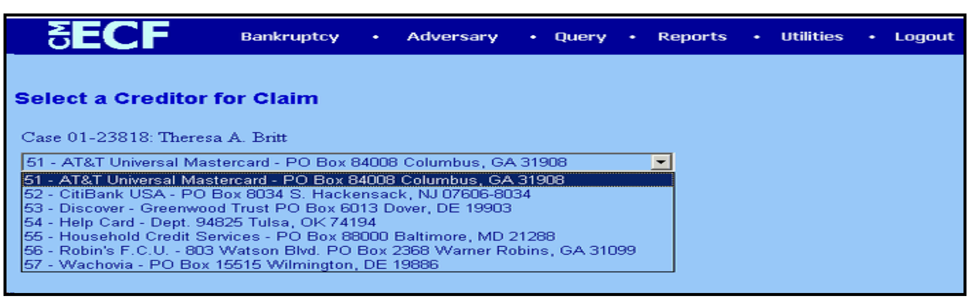


Figure 1

❑ A pick list displays if more than one creditor meets the search criteria.

➢**NOTE:** If no search criteria are entered in the search window, all creditors belonging to the case will appear in the next screen. To view the entire list, click on the down arrow.

❑ If you are unable to retrieve the correct creditor, it is possible to add a new creditor while in this screen. Click on the **Add Creditor** hyperlink and proceed with the addition of the creditor record.

❑ Identify the creditor filing the proof of claim and click to highlight.

❑ Click **[Next]** to continue.

STEP 5 The **PROOF OF CLAIM INFORMATION** screen displays. **(See Figure 2.)**

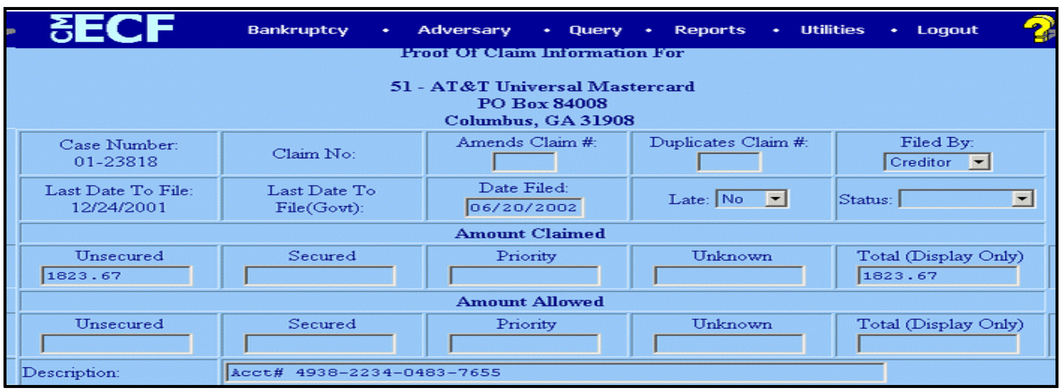


Figure 2

❑ The **Description** and **Remarks** fields allows the user to include supplemental or descriptive text regarding the claim. Both fields are 60 characters long.

❑ Click **[Next]** to continue.

STEP 6 The **PDF DOCUMENT SELECTION** screen displays.

❑ Browse and attach the PDF document, as follows:

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
- Highlight the file. Right click with your mouse and select **open** to verify the contents of the document. If correct, double-click the PDF file to select it.

❑ Click **[Next]** to continue.

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

- ❏ Clicking on the case number hyperlink on the **Notice of Electronic Claims Filing** will present the docket report for this case.
- ❏ Clicking on the document number hyperlink displays the PDF image of the claim itself.
- ❏ 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**.

Assignment/Transfer of Claims

An assignment of claim occurs when a creditor in a bankruptcy case assigns their claim to an outside party to repay the creditor's debt. The outside party becomes another creditor or replaces the original creditor as a result of the claim. First we will look for the original claim in **Reports,** then we will docket the assignment of claim.

STEP 1 Click on **Reports**. Next click on **Claims Register**. In order to run the report you will have to login to **Pacer.** After logging into **Pacer**, click on **Run Report** and locate the original claim number.

STEP 2 Click on the **Claims Actions** hyperlink on the CM/ECF Main Menu Bar.

STEP 3 The **Case Number** screen displays. Enter the correct case number.

STEP 4 The File a Claim Action screen appears.

❑ Select **Assignment of Claim** and click **[Next].**

STEP 4 A **CASE NUMBER VERIFICATION** screen is displayed along with a check box for "Joint filing with other attorney(s)." If this is NOT a joint filing, do not select this box.

❑ Click **[Next]**.

➢**NOTE:** At any time, you may click the blue, underlined hyperlink for the case to see the docket. However, you must view the docket through Pacer.

STEP 5 The **PARTY FILER** screen displays.

❑ Select the party on whose behalf you are filing this assignment. You may have to add the party at this screen. For this example, we will assume that Max Recovery has already filed a proof of claim and is transferring the claim to Wachovia. Since you are filing the assignment on behalf of Wachovia, we will add them as the party filer.

❑ Click on **Add/Create New Party.**

STEP 6 Type in "Wachovia" for **Last/Business Name**.

❑ Click [Search] to search the database for the party.

❑ Complete the next screens by adding the creditor along with his address.

STEP 7 When adding the creditor, be sure to select creditor (cr:cr) for role type.

❑ Click **[Submit]** to continue.

STEP 8 When finished adding the party, you will return to the **Party Filer** screen.

❑ Wachovia is already highlighted, so simply click **[Next]** to continue.

STEP 9 If this is the first time filing on behalf of this party, you will be asked to create an association for this party. **(See Figure 1.)**

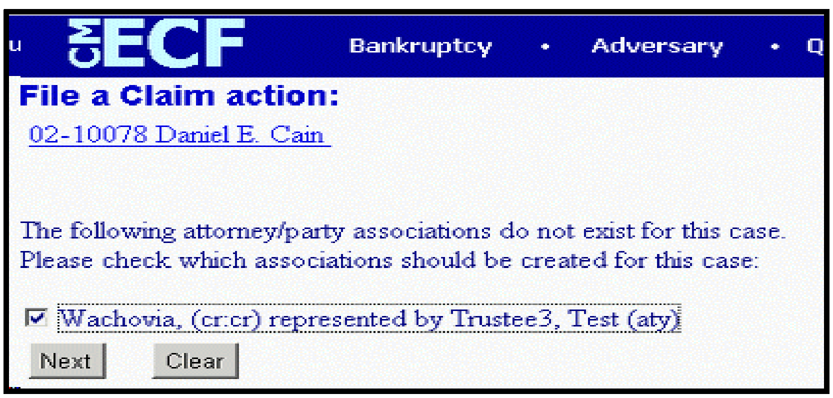


Figure 1

❑ Place a check mark in the box and click **[Next]** to continue.

STEP 10 The PDF screen appears next. Select the appropriate PDF document and click **[Next]** to continue. You MUST select a document in order to continue.

STEP 11 Enter the appropriate transfer information in the next screen. **(See Figure 2.)**

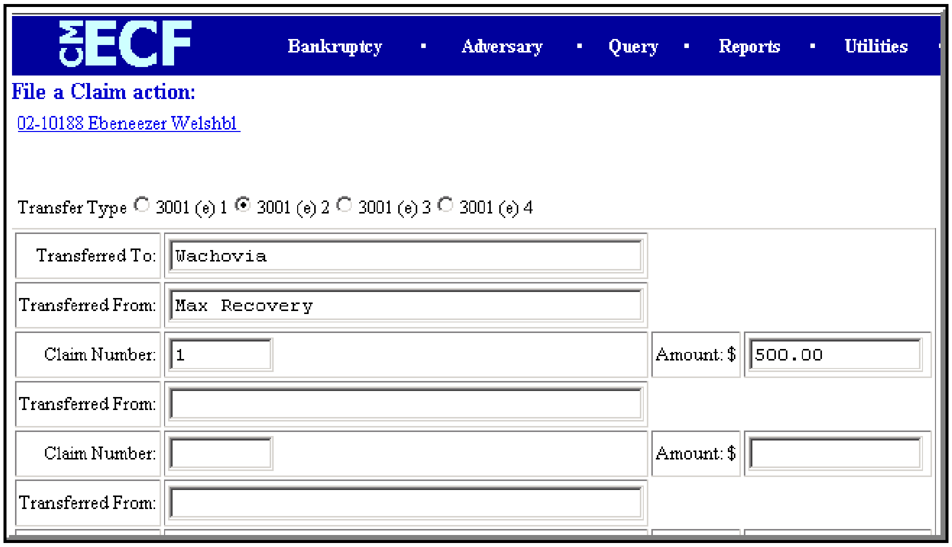


Figure 2

- ❑ Click the appropriate radio button to select the **Transfer Type**.
- ❑ To obtain the original claim number you must search the Claims Register.
- ❑ Click **[Next]** to continue.

STEP 12 The **MODIFY DOCKET TEXT** screen appears next. **(See Figure 3.)**

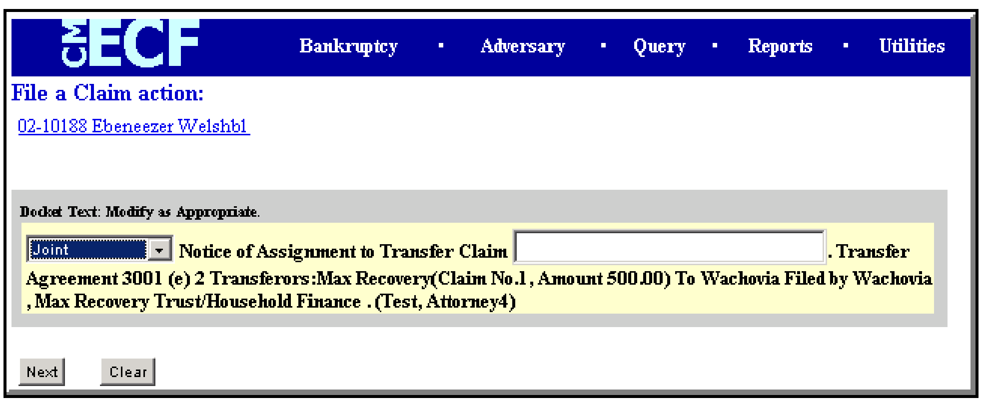


Figure 3

- ❑ Enter any descriptive information necessary and click **[Next]** to continue.

STEP 13 The **FINAL DOCKET TEXT** screen **(See Figure 4.)** displays the following message:

> **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

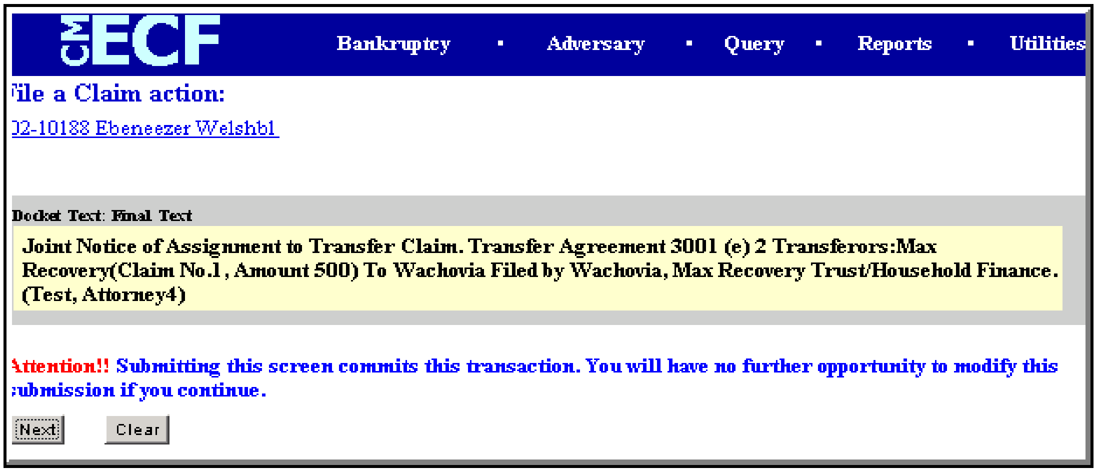


Figure 4

- ❑ Press **[Next]** to continue or click on the browser's **Back** button to correct any errors.

  ➢**NOTE:** The original claimant (proof of claim) information will be modified **(by the court)** to show that the claim has been transferred.

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

- ❑ The **Notice of Bankruptcy Case Filing** hyperlink appears at the top of the Notice of Electronic Filing. Clicking on this hyperlink reveals the electronic confirmation, including the official Court seal with regard to the application just filed.

- ❑ To print a copy of this notice click the browser **[Print]** icon.

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

Reports (Attorneys/Trustee)

Objection to Claim

This process shows the steps and screens required to complete an Objection to Claim in CM/ECF. Although the example in this module demonstrates an Objection to Claim filed by an attorney, the same steps would be followed for any other external user. Before docketing the **Objection**, run the **Claims Register Report** (from the **Reports** menu) to find the appropriate claim. (For more information, see the **Claims Register** module).

STEP 1 Click on **Bankruptcy** from the **CM/ECF** Main Menu. The **BANKRUPTCY EVENTS** screen displays.

STEP 2 The case number screen displays next. Enter the correct case number and click **[Next]** to continue.

STEP 3 The **EVENTS** screen displays.

- ❑ Verify that the case name and number are correct.
- ❑ If the case name or number are not correct, click the browser's **[Back]** button to re-enter the case number.
- ❑ Select **Objection to Claim** from the list of events. **(See Figure 1.)**

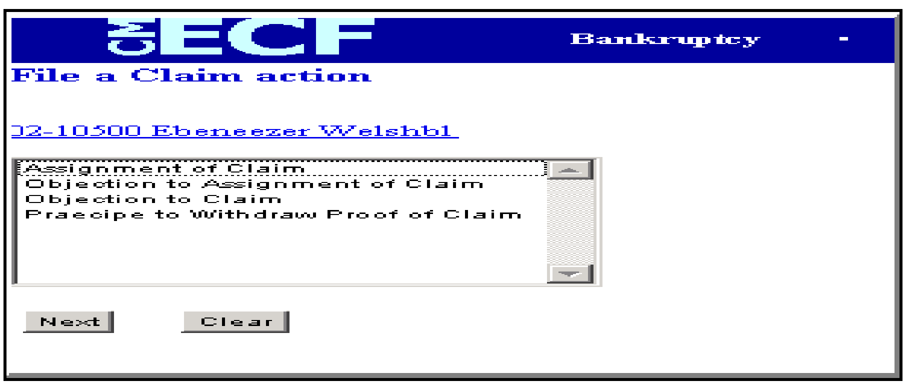


Figure 1

STEP 4 A **CASE NUMBER VERIFICATION** screen is displayed along with a check box for "Joint filing with other attorney(s)." If this is **NOT** a joint filing, do not select this box.

- ❑ Click **[Next]**.

➢**NOTE:** At any time, you may click the blue, underlined hyperlink for the case to see the docket. However, you must view the docket through Pacer.

STEP 5 The **SELECT PARTY** screen displays next.

- ❑ Select the party that you are representing from the list.
- ❑ If the party does not appear in the drop down box, click **Add/Create New Party** and complete the information.
- ❑ Click **[Next]** to continue.

STEP 6 The **ASSOCIATION** screen appears.

- ❑ Click the box to associate yourself with the filing party (if appropriate).
- ❑ Click the **[Next]** button to continue.

STEP 7 The **SELECT PDF** screen displays next.

- ❑ The system will not permit you to continue if you do not select a .pdf document.
- ❑ Click **[Browse]** to navigate to the appropriate document, highlight the document name, right click with your mouse, select open to view the imaged document.
- ❑ Click **[X]** in the upper-right corner to exit the image and if correct, double-click the .pdf file to select it.
- ❑ Click **[Next]** to continue.

STEP 8 The **CLAIMS INFORMATION** screen displays next. **(See Figure 2.)**

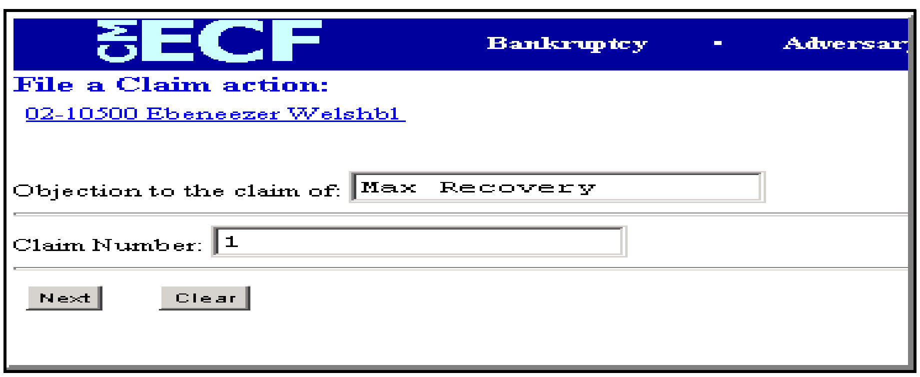


Figure 2

❑ Enter the claimant and the claim number. Obtain the claim number from the claims register (for more information, see the **Claims Register** module).

STEP 9 The **MODIFY DOCKET TEXT** screen appears next. Enter any additional descriptive text and click **[Next]** to continue. **(See Figure 3)**.

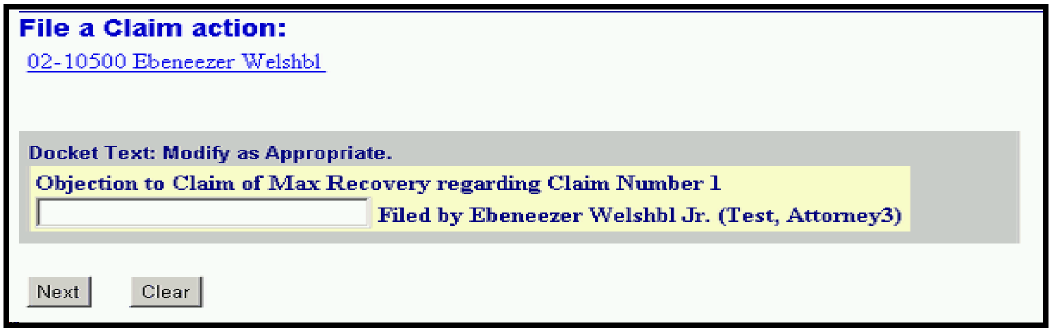


Figure 3

STEP 10 The **FINAL DOCKET TEXT** screen displays. **(See Figure 4)**

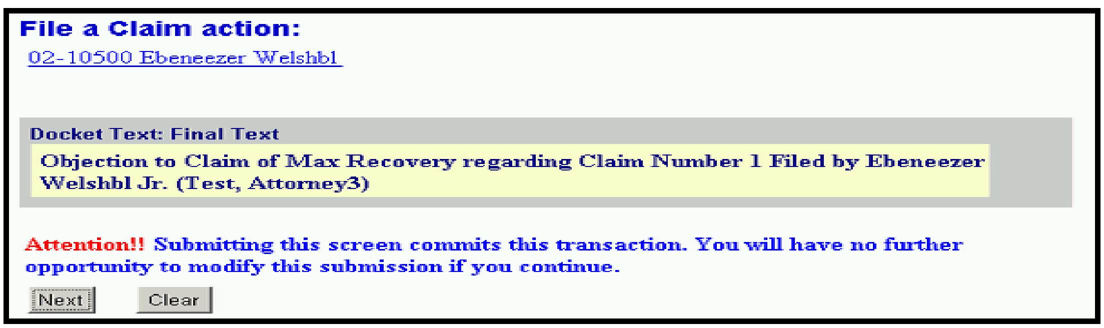


Figure 4

❑ This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.

❑ If the final docket text is incorrect, click the browser's **[Back]** button to find the screen needed to modify.

❑ To abort or restart the transaction, click the **Bankruptcy** hyperlink from the Menu Bar.

❑ If the entry is correct, click the **[Next]** button.

STEP 11 The **NOTICE OF ELECTRONIC FILING** screen displays next.

- ❏ Clicking on the case number hyperlink on the Notice of Electronic Filing will take you to your PACER login where you will be able to view the docket report for this case.
- ❏ Clicking on the document number hyperlink will take you to your PACER login where you will be able to view the PDF image of the application just filed.
- ❏ Scroll down to see participants who have or have not registered for electronic noticing on this case.
- ❏ To print a copy of this notice click the browser **[Print]** icon.
- ❏ You may also save the notice through the browser **File/Save** option.

Cases Filed Report

This Cases report is a critical tool for attorneys and/or trustees in order to insure the accuracy and timeliness of the docketing process of newly filed petitions and complaints. This report can be used to monitor cases that have been discharged, dismissed, converted or closed.

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

STEP 2 The **REPORTS** screen displays with a list of reports that can be generated.

❑ Click on the **Cases** hyperlink.

STEP 3 The **CASES REPORT** selection screen displays **(See Figure 1)**

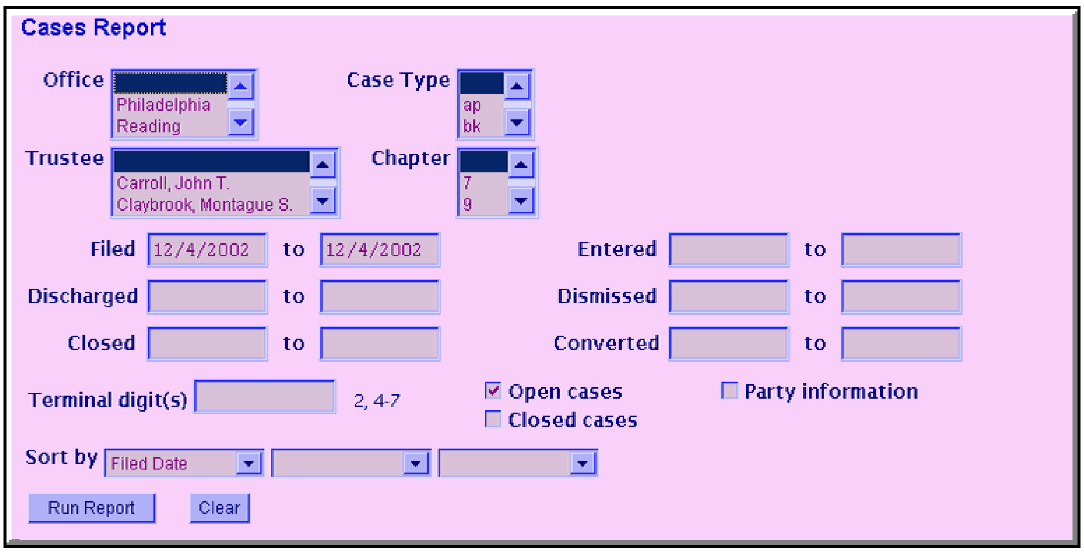


Figure 1

❑ The following fields are available for selecting/entering criteria for generating the Cases Report:

- **Office** – Specify which divisional office activity you want cases to be included on the report. The default is all offices.

- **Case Type** – Specify which type(s) of cases you want included on the report. The choices are **ap** - Adversary Proceedings, **bk** - Bankruptcy, or **mp** - Miscellaneous Proceedings (for internal use only). The default is all cases.

- **Trustee** – Activity can be displayed for a specific trustee. The default is all trustees.

- **Chapter** – The choices are **7**, **9, 11**, **12**, **or 13**. The default is all chapters.

- **Filed** – Restrict data by file date or file date range. Leaving these fields blank will include all dates for other criteria used. For one day's activity, the dates should be the same in both fields. The current date is defaulted.

- **Entered** – Selects data by EOD date or EOD date range. Leaving these fields blank will include all "entered" dates for other criteria used. For one day's activity, the dates should be the same in both fields. Blanks are defaulted.

- **Discharged** – Includes cases by discharge date or date range. For one day's activity, the dates should be the same in both fields.

- **Dismissed** – Allows you to enter a beginning and/or end date range for including entries on the report by dismissal date or date range. For one day's activity, the dates should be the same in both fields. Blanks are defaulted.

- **Closed** – Allows you to enter a beginning and/or end date range for including entries on the report by the date the cases were closed. Includes all closed cases by closing date or date range. For one day's activity, the dates should be the same in both fields.

- **Converted**. Allows you to enter a beginning and/or end date range for including entries on the report by the date the cases were converted. Converted cases can be selected by date (date range) of conversion. For one day's activity, the dates should be the same in both fields.

- **Terminal digit(s)** – Allows you to limit the cases included in the report by the last digit of a case number. An entry of **"2, 4-7"** will include all cases which end in 2, 4, 5, 6, and 7.

- **Open cases** – The system defaults to include only Open cases on the report.

- **Closed cases** – Closed cases can be selected in addition to or instead of Open cases on the report, if the Open box is not selected.

- **Party information** – Additional party information along with each party(s) name (i.e., address, SSN, and TAX ID) can be included on this report.

- **Sort by** – Allows you to select up to three sorting order sequences for the report being generated. The choices are **Filed Date**, **Entered Date**, **Case Number**, **Terminal Digit, Case Type**, **Office**, **Trustee**, and **Judge**. The default is Filed Date.

❑ The **[Clear]** button will reset all fields to their default values.

❑ After entering your criteria, click on the **[Run Report]** button.

STEP 4 The **CASES REPORT** will then be displayed. The following information will be displayed on the Cases Report:

❑ **Case No./Related Case Info** – Displays the assigned case number, chapter, and debtor. Clicking on the case number hyperlink will allow you to generate a Docket Report.

❑ If the Case Type is an Adversary Proceeding **(ap)**, the "Lead" case number appears beneath the adversary case number hyperlink.

- **Tp** (Type of proceeding) – Displays either **ap, bk**, or **mp**.

- **Ch** (Chapter) – Displays either **7**, **9**, **11**, **12**, **or 13**.

- **Party Info** – Displays the debtor (and joint debtor) information for bankruptcy cases. Plaintiff and Defendant information will also be displayed for **ap** cases. An additional row will be displayed for some lead bankruptcy case information.

- **Judge/Trustee** – If there is a trustee on a bankruptcy case, the name appears directly below the judge's name.

- **Dates** – Date information will include the dates the proceedings were either **Filed**, **Converted**, **Dismissed**, **Discharged**, **Closed**, or **Entered**.

- **Other Info** – Other information may include the divisional office, asset designation, and fee status.

- ❑ A summary report will be displayed at the end of the Cases Report, displaying the criteria that was used to generate the report, as well as the total number of cases that were included.

- ❑ Clicking on any of the Case Number hyperlinks will display the **DOCKET SHEET** screen, allowing you to enter criteria for generating the Docket Report.

Claims Register

The **Claims Register** report can be generated from the **Reports** hyperlink on the CM/ECF Main Menu Bar.

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

STEP 2 The **REPORTS** screen will then display. Select the **Claims Register** hyperlink.

❑ You will be prompted with the **PACER Login** screen

STEP 3 The **CLAIMS REGISTER INFORMATION** screen displays next. **(See Figure 1.)**

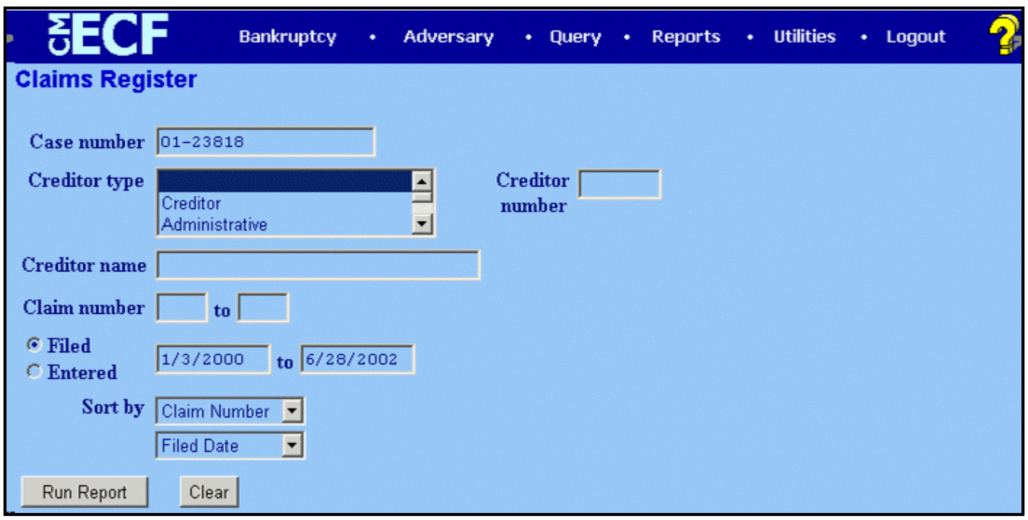


Figure 1

❑ Claim Register information can be requested and limited by:

- Claim Number
- Creditor Name, Type, or Number
- Filed Date or File Date Range
- Entered Date or Entered Date Range

❑ To view all claims activity for a particular case, enter only the case number. You must always enter a case number when running the claims register.

❑ Claim Registers can be sorted by:

- Case Number
- Claim Number
- Creditor Name
- Filed Date

- ❑ After selecting the criteria, click **[Run Report]** to generate the Claim Register.

  ➢**NOTE:** A creditor number is assigned by the system when the record is added to the database. It is used internally and also identifies creditors on BNC certificates of service.

STEP 4 The **CLAIMS REGISTER** screen displays. **(See Figure 2.)**

Figure 2

- ❑ **Figure 2** shows the format of each claim included on the Claims Register. The case number and title provide a hyperlink to the docket sheet.

- ❑ The Claim Number, if displayed in blue, is a hyperlink to the PDF file of the claim and any supporting attachments.

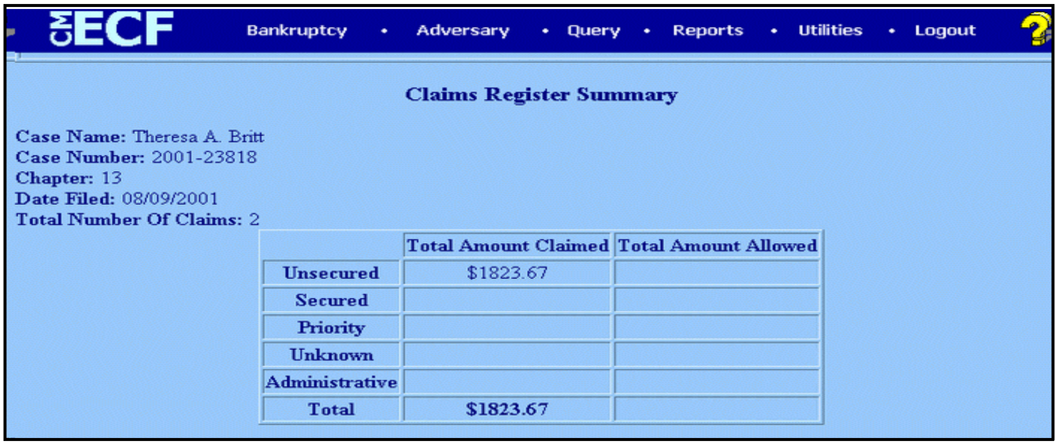
- ❑ Additional data from each claim is displayed in the upper right hand corner of the claim.

  - Last Date to File Claims
  - Claims bar date set at the §341 Meeting setting or trustee’s asset notice.
  - Last Date to File (Govt)Governmental claims bar date set when the petition was filed for asset cases.
  - Filing Status
  - Status of claim (expunged, disallowed, withdrawn, etc.) updated at the time of filing the claim or from the edit claims utility.
  - Docket Status
  - Status of claim updated by docketing events such as withdrawal of claim, order disallowing claim, etc.
  - Late
  - Yes or No flag signifying when received according to the claims

bar date.

- ❑ This report reflects immediate updates. Internet PACER users have access to each case's Claims Register.

- ❑ A **CLAIMS REGISTER SUMMARY** provides totals. **(See Figure 3.)**



Claims Register Summary

Case Name: Theresa A. Britt
Case Number: 2001-23818
Chapter: 13
Date Filed: 08/09/2001
Total Number Of Claims: 2

	Total Amount Claimed	Total Amount Allowed
Unsecured	$1823.67	
Secured		
Priority		
Unknown		
Administrative		
Total	$1823.67	

Figure 3

STEP 5 To print the **Claims Register**, click on the Print icon on the browser toolbar. The Claims Register can be saved to a file by clicking **File - Save As** at the menu.

Docket Report

The **Docket Reports** can be generated from the **Reports** hyperlink on the CM/ECF Main Menu Bar.

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

STEP 2 Click on the **Docket Report** hyperlink.

STEP 3 The Docket Sheet (report) screen will then be displayed. **(See Figure 1.)**

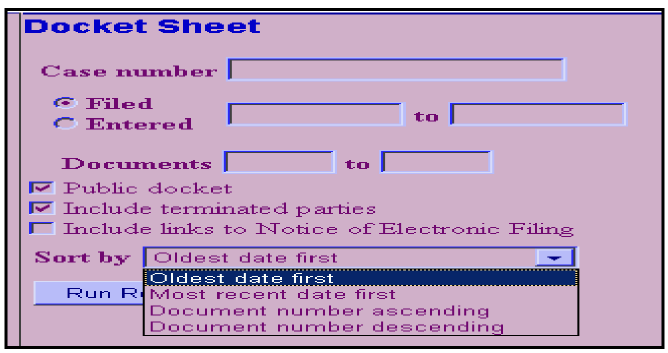


Figure 1

➢**NOTE:** Docket information can be requested by:

- Case Number **(a required field)**
- Filed or Entered date from and to
- Document # (ex. 5 through and including 12)
- Check to include terminated parties and/or links to the 'Notice of Electronic Filing'

❑ If you click on the down arrow, (as show in **Figure 1)** you can sort your docket sheet by:

- Oldest date first
- Most recent date first
- Document number ascending (ex. 1, 2, 3, 4, 5)
- Document number descending (ex. 5, 4, 3, 2,1)

❑ Once you've selected (checked) how you want your docket sheet to run, click **[Run Report]**.

STEP 4 The **DOCKET REPORT** is then displayed. **(See Figure 2.)**

NTCAPR, CONVERTED

U.S. Bankruptcy Court
Eastern District of Pennsylvania Test Database (Philadelphia)
Bankruptcy Petition #: 99-34910

Assigned to: Chief Judge Bruce I. Fox
Chapter 7
Previous chapter 11
Voluntary
Asset

Date Filed: 11/30/1999
Date Converted: 04/05/2000

Richard A. Craggs Enterprises, Inc.
240 Tanner Street
Hatboro, PA 19040
Tax id: 23-2968065
Debtor

represented by **Stuart A. Eisenberg**
530 West Street Road
Suite 201
Warminster, PA 18974
215-957-6411

Marvin Krasny
Packard Building, 12th Floor
SE Corner 15th and Chestnut Street
Philadelphia, PA 19102
215-977-2096
Trustee

represented by **Gretchen M. Santamour**
1650 Arch Street
22nd Floor
Philadelphia, PA 19103
215-977-2467

Frederic R. Baker
601 Walnut Street
Curtis Center, Suite 950 West
Philadelphia, PA 19106
215-597-4411
U.S. Trustee

Filing Date	#	Docket Text
11/30/1999	1	Chapter 11 Voluntary Petition. Receipt Number 84191, Fee Amount $830 Filed by Richard A. Craggs Enterprises, Inc.. Chapter 11 Plan due by 3/29/2000. Disclosure Statement due by 3/29/2000. 20 Largest Unsecured Creditors due 12/15/1999. Atty Disclosure Statement due 12/15/1999. List of Equity Security Holders due 12/15/1999. List of all creditors due 12/15/1999. Schedules A-J due 12/15/1999. Statement of Financial Affairs due 12/15/1999. Summary of schedules due 12/15/1999. (Campbell-Harrison, Jacqueline) (Entered: 03/12/2002)
12/15/1999	2	Motion to Extend Time *to File Schedules and Statements* Filed by Richard A. Craggs Enterprises, Inc.. (Campbell-Harrison, Jacqueline) (Entered: 03/12/2002)
12/15/1999	3	Certificate of Service Filed by Richard A. Craggs Enterprises, Inc. (related document(s)2). (Campbell-Harrison, Jacqueline) (Entered: 03/12/2002)

Figure 2

- ❑ If you click on the (hyperlink) docket number(s) underlined in **blue**, it will provide a hyperlink to the PDF document.

- ❏ If the docket number is not **blue,** there is no pdf file associated with this document.

- ❏ By clicking on the printer button at the top of your screen your complete docket sheet will then be printed.

CREDITOR MAILING MATRIX

The Creditor Mailing Matrix can be used for mailing documents (pleadings) from your office to all interested parties.

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

STEP 2 Click on the **Creditor Mailing Matrix** hyperlink.

STEP 3 Type in the case number to which you would like a mailing matrix for.

❑ You have the option to run the matrix report in two different formats by selecting on column or raw data format.

STEP 4 Click **[Run Report]** to see your mailing matrix.

➢**NOTE:** When scrolling to the bottom of the page, you will see the total number of labels generated (printed), if there are any inadequate addresses on the case to which you have just produced you will also see at the bottom of the page a total number of addresses **NOT** printed (due to inadequate address such as no city, state, street address, etc.).

Calendar Events

The **Calendar Events Report** can be generated from the **Reports** hyperlink on the CM/ECF Main Menu Bar.

STEP 1 Click on **Calendar Events** on the CM/ECF Main Menu.

STEP 2 The Calendar Events selection screen will then be displayed. **(See Figure 1.)**

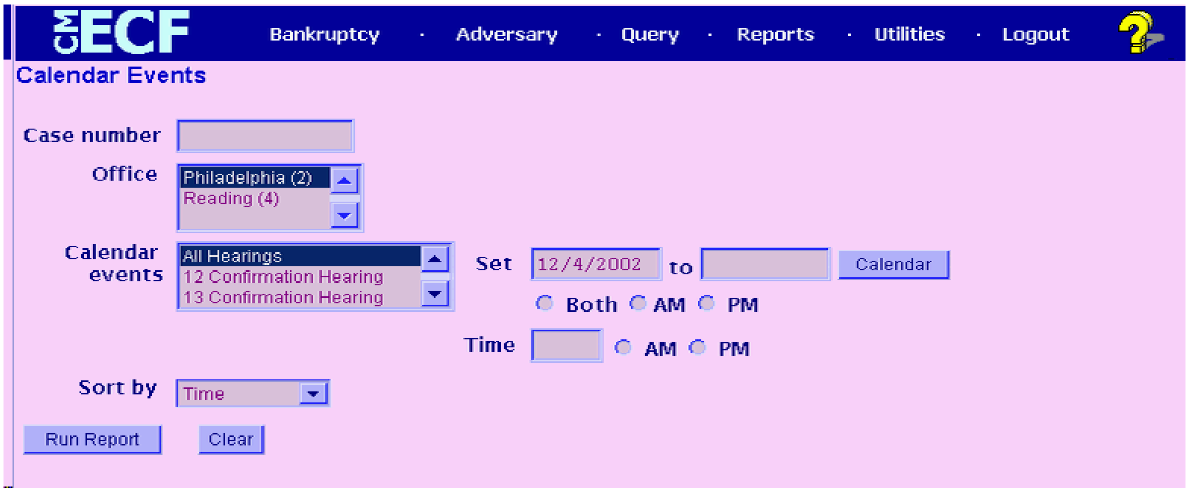


Figure 1

- ❑ Criteria selections can be made by case number, divisional office, date, time, and calendar events. The combination of these various elements make this report a very robust reporting tool.
- ❑ Reports can be sorted by Time or Office,Time from a Sort By selection box.
- ❑ One application of this report is a Chapter 13 Confirmation Hearings Calendar. An example is shown below. **(See Figure 2.)**


U.S. Bankruptcy Court
Eastern District of Pennsylvania Test Database
Calendar Events Set For 1/1/1990-12/4/2002

08/26/2002
11:00 AM
02-18000 Kevin K. Robinson Chapter: 13
PRO SE Kevin K. Robinson (Debtor)
William W. Thompson (Trustee)
Chapter 13 confirmation hearing. Confirmation Hearing to be held on 8/26/2002 at 11:00 AM at nix1 - Courtroom #1. (A., Clarice)

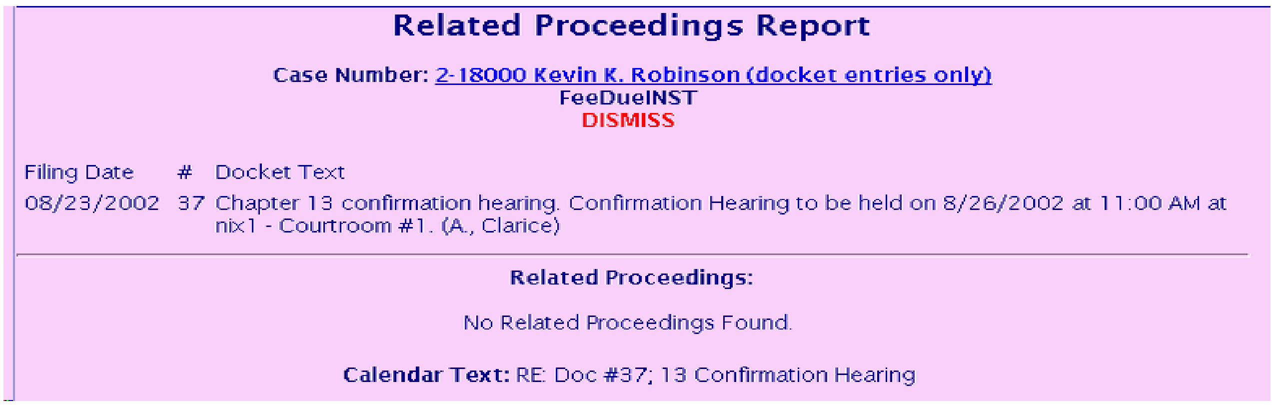
Figure 2

❑ Take note of the following:

- Hyperlink to the docket sheet
- Silver bullet next to the docket text

STEP 3 Clicking on the blue hyperlink of the case number and debtor's name will display the Docket Report screen to run a docket report for this case.

STEP 4 Clicking on the silver bullet to the left of the docket text displays the **RELATED PROCEEDINGS** report. **(See Figure 3.)**



Related Proceedings Report

Case Number: 2-18000 Kevin K. Robinson (docket entries only)
FeeDueINST
DISMISS

Filing Date	#	Docket Text
08/23/2002	37	Chapter 13 confirmation hearing. Confirmation Hearing to be held on 8/26/2002 at 11:00 AM at nix1 - Courtroom #1. (A., Clarice)

Related Proceedings:

No Related Proceedings Found.

Calendar Text: RE: Doc #37; 13 Confirmation Hearing

Figure 3

❑ Any events that have been linked to this entry will be listed on this **Related Proceedings** report. This is helpful if court staff were looking for objections, amended documents or supporting briefs associated with a hearing listed.

❑ All current Flags for this case are displayed on this screen.

❑ Another hyperlink to the docket entries on this case is available from the title on the **Related Proceedings** report. This list of docket entries also gives access to every PDF document associated with each entry. Neither the case name nor caption appears in this feature.

❑ By clicking on the printer button at the top of your screen your calendar report will be printed.

Utility Menu (Attorneys/Trustee)

Query

The CM/ECF Query functions allow external users to search for and obtain information about a case ranging from names and addresses of parties, to docket reports and calendar information. External users must have a PACER account to access case information through Queries, and fees will apply as appropriate.

The Query category functions in CM/ECF are composed of screens and prompts which are designed to be user-friendly. Query has its own section in CM/ECF and all of the available query functions can be accessed by first clicking on the **Query** link on the CM/ECF application bar. Then enter the case number or name search clues to pull up the case which is being queried **(See Figure 1).**

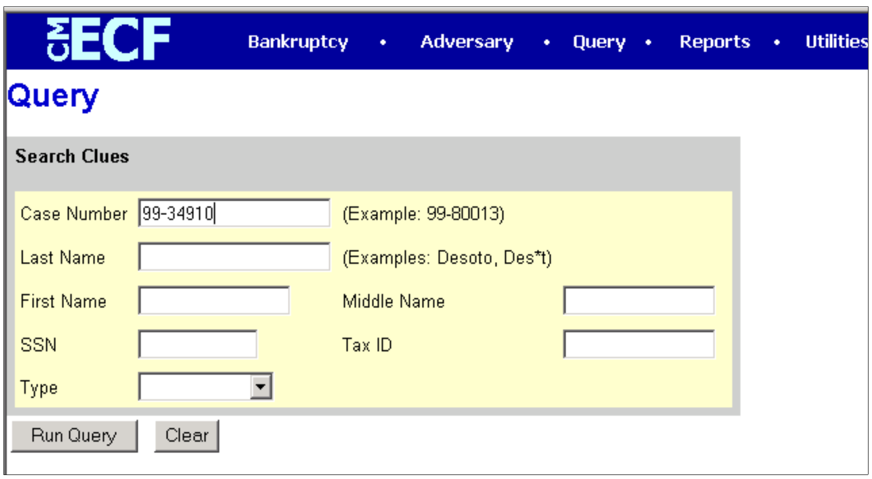


Figure 1

➢**NOTE**: If there are multiple case matches, you will need to select the correct case before the query screen will display).

STEP 1 Enter the case number, debtor's name, or SSN.

❏ Click **[Run Query]**.

STEP 2 The **QUERY** screen will then be displayed. **(See Figure 2.)** The various options available through the Query category are discussed below.

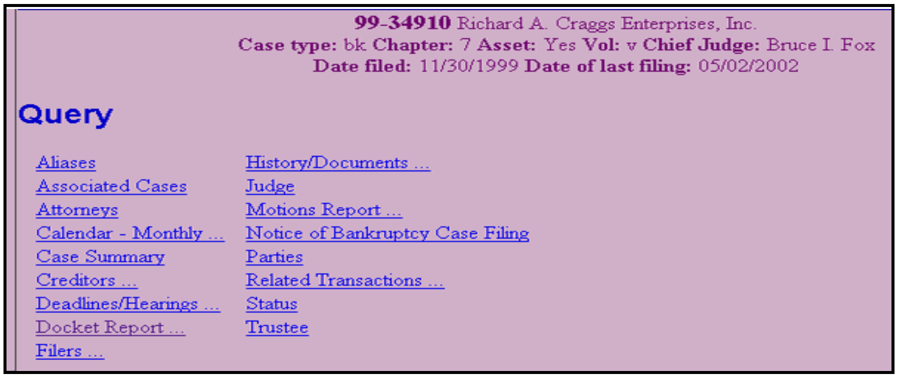


Figure 2

- ❑ **Aliases** displays a list of alias: dba, fka, and aka for the debtor(s) in the case.
- ❑ **Associated Cases** displays all cases associated with the one being searched. Associated cases include consolidated, bifurcated, and adversary cases.
- ❑ **Attorneys** displays all attorneys associated with the case.
- ❑ **Calendar - Monthly** provides a snapshot of the court's entire month.
- ❑ **Case Summary** provides a summary of the activity in the queried case. **(See Figure 3.)**

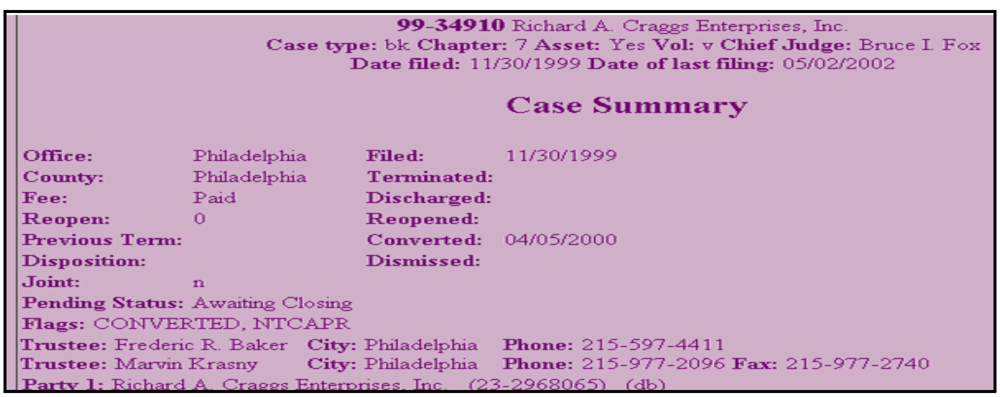


Figure 3

- ❑ The **Creditors** hyperlink allows for the viewing of creditors in a case. **(See Figure 4.)**

Figure 4

- ❑ Specific groups of creditors may be searched using **creditor type**.
  - **Creditor** (All creditors.)
  - **20 largest unsecured**.
  - **Limited Notice**.
  - **Notice of Appearance.**
  - **Special Request.**
- ❑ Highlight which type of creditor(s) you would like to search for by clicking on it.
- ❑ Click **[Run Query]** to begin the query process.

STEP 3 A list of creditors as selected above is displayed. **(See Figure 5.)**

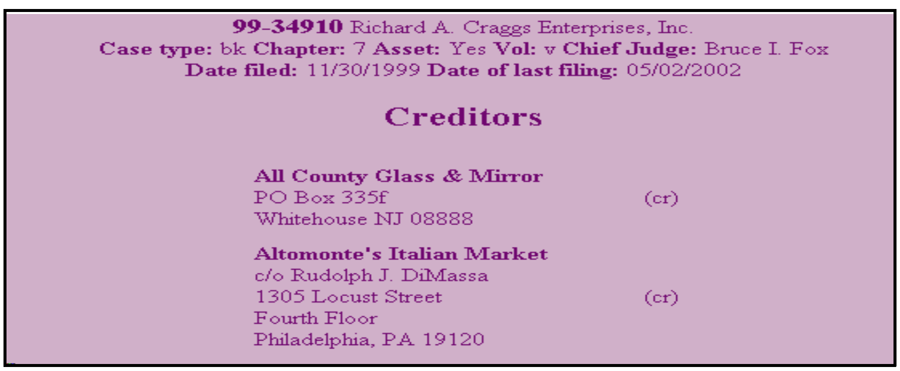


Figure 5

- ❑ The **Deadlines/Hearings** hyperlink display is used to review deadlines associated with the case. **(See Figure 6.)**

Figure 6

❑ Click the down arrow ▼ to review a list of deadline options.

❑ To see All Deadlines/Hearings, click **[Run Query]**.

STEP 4 All **Deadlines/Hearings** are displayed. **(See Figure 6a.)**

99-34910 Richard A. Craggs Enterprises, Inc.
Case type: bk **Chapter:** 7 **Asset:** Yes **Vol:** v **Chief Judge:** Bruce I. Fox
Date filed: 11/30/1999 **Date of last filing:** 05/02/2002

Deadlines/Hearings

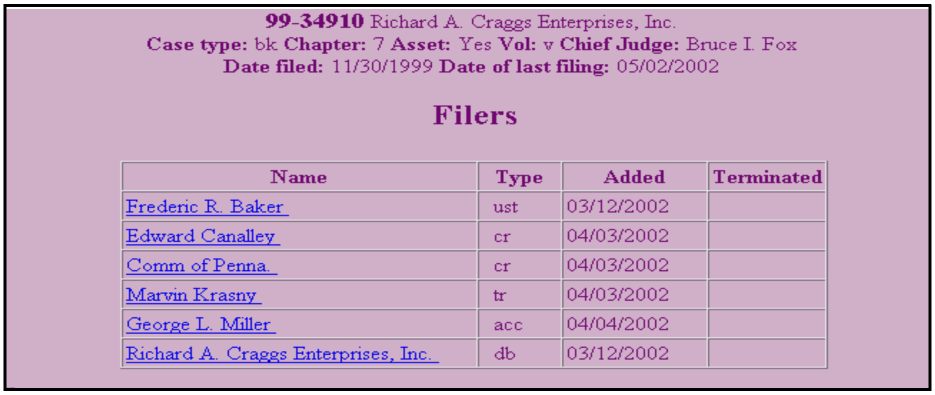
Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
14	Notice of Motion Hearing	03/06/2000	05/31/2002 at 11:00 AM		
	Hearing	02/02/2001	03/07/2001 at 09:30 AM	03/07/2001	
	Proof of Claims Deadline	04/13/2000	08/07/2000		
31	Hearing	05/30/2000	06/08/2000 at 09:30 AM	06/08/2000	
23	Hearing	04/20/2000	05/24/2000 at 11:00 AM	05/24/2000	

Figure 6a

❑ Clicking the blue, underlined document number displays the PDF document associated with the hearing.

❑ Clicking the text ball (silver bullet) displays the docket text associated with that deadline/hearing.

❑ **Filers** displays filers on a case and their types. **(See Figure 6b.)**


99-34910 Richard A. Craggs Enterprises, Inc.
Case type: bk **Chapter:** 7 **Asset:** Yes **Vol:** v **Chief Judge:** Bruce I. Fox
Date filed: 11/30/1999 **Date of last filing:** 05/02/2002

Filers

Name	Type	Added	Terminated
Frederic R. Baker	ust	03/12/2002	
Edward Canalley	cr	04/03/2002	
Comm of Penna.	cr	04/03/2002	
Marvin Krasny	tr	04/03/2002	
George L. Miller	acc	04/04/2002	
Richard A. Craggs Enterprises, Inc.	db	03/12/2002	

Figure 6b

- The **Name** column shows the names of filers to the case.
- The **Type** column indicates their relationship with the case.
- The **Added** column displays when the party was added to the case.
- The **Terminated** column displays a terminated date when the party has been terminated from the case.

STEP 5 **History/Documents** displays ways to search the history of a case. **(See Figure 7.)**

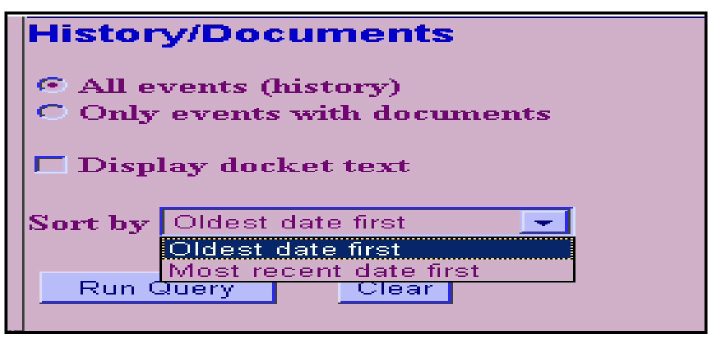


Figure 7

❑ Clicking the **All events** radio button displays all events in the case.

- ❑ Clicking **Only events with documents** displays events with PDF attachments.

- ❑ Clicking **Sort by** displays a drop down menu that allows the case to be queried by **Oldest date first** or **Most recent date first.**

- ❑ Click **[Run Query].**

STEP 6 The history of the case is displayed. **(See Figure 7a)**

99-34910 Richard A. Craggs Enterprises, Inc.
Case type: bk **Chapter:** 7 **Asset:** Yes **Vol:** v **Chief Judge:** Bruce I. Fox
Date filed: 11/30/1999 **Date of last filing:** 05/02/2002

History

Doc. No.	Dates	Description	Private Event	Type Subtype	Docket Part ID
1	*Filed:* 11/30/1999 *Entered:* 03/12/2002	Voluntary Petition (Chapter 11)		misc volp11	3
2	*Filed:* 12/15/1999 *Entered:* 03/12/2002 *Terminated:* 03/21/2002	Motion to Extend / Shorten Time		motion mexttm	7
3	*Filed:* 12/15/1999 *Entered:* 03/12/2002	Certificate of Service		misc crtsvc	9
--	*Filed:* 12/17/1999 *Entered:* 03/21/2002	Update Other Deadlines (Bk)		utility updtddl	14

Figure 7a

- **Doc. No.** displays the document number. When the number is displayed in blue, underlined text, a PDF hyperlink exists.

- **Dates** displays **Filed, Entered,** and **Terminated** dates.

- **Description** displays the document description along with the docket text for that entry when you click on the silver bullet.

- **Type/Subtype** displays the category of the event. (Refer to the events list).

- **Docket ID Part** displays a number used in the development of the event.

- ❑ The **Judge** hyperlink displays the judge assigned to the case.

- ❑ The **Motions/Report** screen displays motions and reports for a specific case or for terminal digits. **(See Figure 8.)**

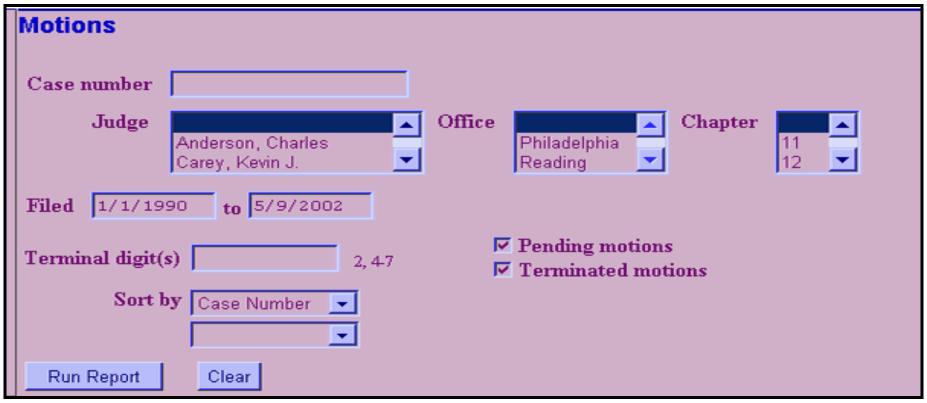
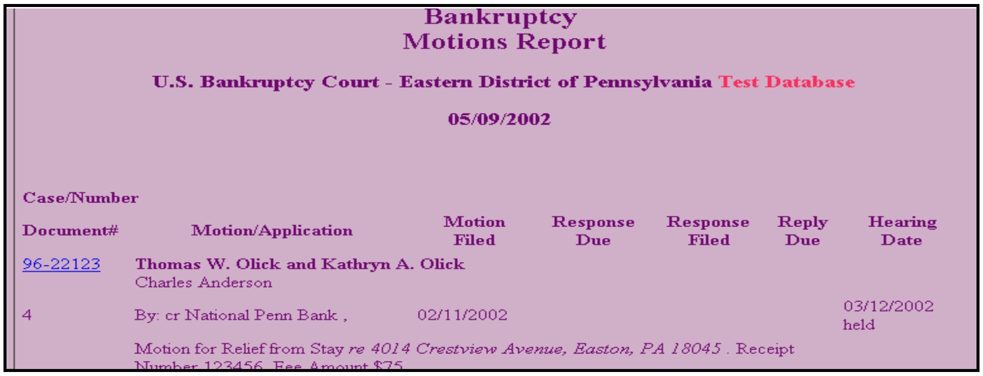


Figure 8

- Inserting a **Case number** allows a search for motions to a specific case.
- Selecting a **Judge** allows a search for motions using judge as a criteria.
- Selecting an **Office** allows a search for motions using office as a criteria.
- Motions may be searched using **Chapter** as a criteria. When no chapter is selected, a search of all chapters is conducted.
- Motions may be searched using specific dates in the **Filed** field.
- Motions may be searched using **Terminal digit(s)** as a criteria. When searching by terminal digit(s), **Case number** must remain blank.
- When searching by **Terminal Digit(s)**, select that option from the drop down menu in the **Sort by** option.
- **Pending motions** and/or **Terminated motions** may be used as a search criteria. Either one or both radio buttons may be checked.
- Click **[Run Report].**

❑ A report is displayed based on the criteria you selected. **(See Figure 8a.)**



Bankruptcy
Motions Report

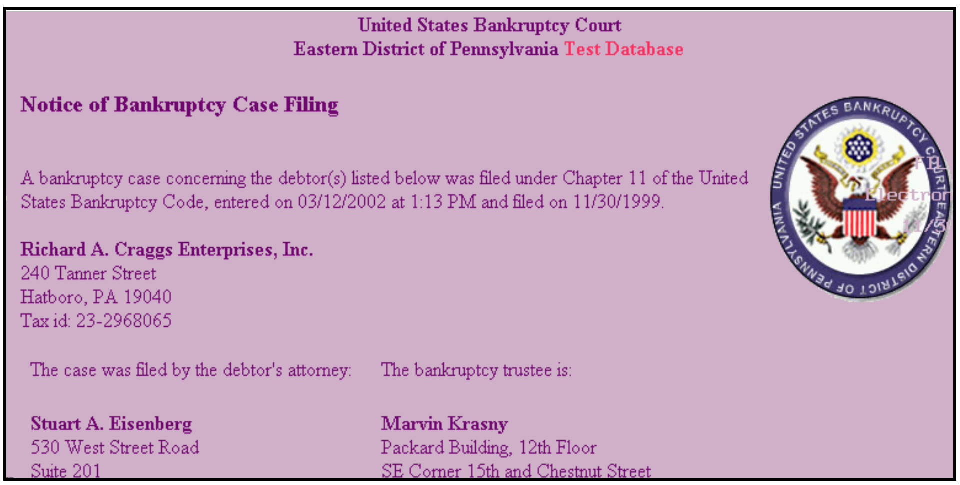
U.S. Bankruptcy Court - Eastern District of Pennsylvania Test Database

05/09/2002

Case/Number Document#	Motion/Application	Motion Filed	Response Due	Response Filed	Reply Due	Hearing Date
96-22123	**Thomas W. Olick and Kathryn A. Olick** Charles Anderson					
4	By: cr National Penn Bank ,	02/11/2002				03/12/2002 held
	Motion for Relief from Stay *re 4014 Crestview Avenue, Easton, PA 18045* . Receipt Number 123456, Fee Amount $75					

Figure 8a

STEP 7 The **Notice of Bankruptcy Filing** hyperlink displays filing information for a specified case. **(See Figure 9.)**



United States Bankruptcy Court
Eastern District of Pennsylvania Test Database

Notice of Bankruptcy Case Filing

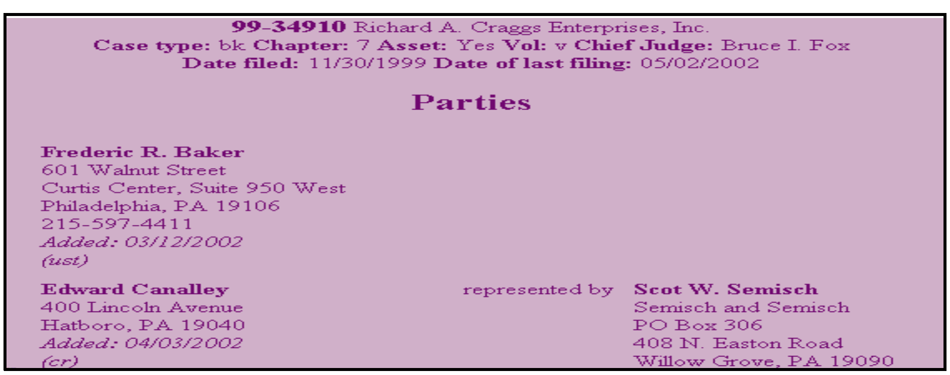
A bankruptcy case concerning the debtor(s) listed below was filed under Chapter 11 of the United States Bankruptcy Code, entered on 03/12/2002 at 1:13 PM and filed on 11/30/1999.

Richard A. Craggs Enterprises, Inc.
240 Tanner Street
Hatboro, PA 19040
Tax id: 23-2968065

The case was filed by the debtor's attorney:	The bankruptcy trustee is:
Stuart A. Eisenberg 530 West Street Road Suite 201	**Marvin Krasny** Packard Building, 12th Floor SE Corner 15th and Chestnut Street

Figure 9

STEP 8 The **Case Party** hyperlink displays parties associated with the case and any attorney representing them. **(See Figure 10.)**



99-34910 Richard A. Craggs Enterprises, Inc.
Case type: bk **Chapter:** 7 **Asset:** Yes **Vol:** v **Chief Judge:** Bruce I. Fox
Date filed: 11/30/1999 **Date of last filing:** 05/02/2002

Parties

Frederic R. Baker
601 Walnut Street
Curtis Center, Suite 950 West
Philadelphia, PA 19106
215-597-4411
Added: 03/12/2002
(ust)

Edward Canalley 400 Lincoln Avenue Hatboro, PA 19040 *Added: 04/03/2002* *(cr)*	represented by	**Scot W. Semisch** Semisch and Semisch PO Box 306 408 N. Easton Road Willow Grove, PA 19090

Figure 10

STEP 9 The **Related Transactions** hyperlink displays documents that are related. **(See Figure 11.)**

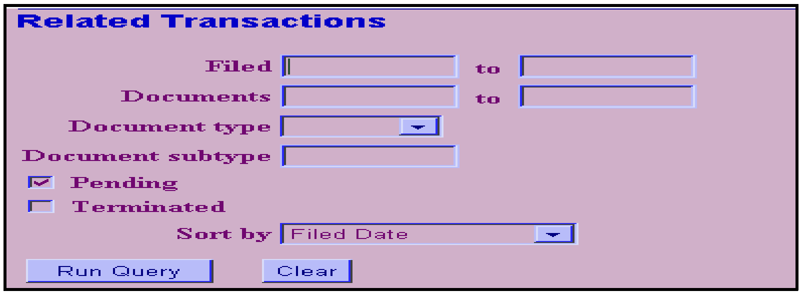


Figure 11

❑ Related Transactions can be produced in many different ways such as:

Filed:	Enter a date range. If the area is left blank, all documents will be listed.
Documents:	Enter a document number range. If the area is left blank, all documents will be listed.
Document Type:	Select the document type from the drop-down list. If the area is left blank, all documents will be listed.
Document subtype:	Enter the document subtype. If the area is left blank, all documents will be listed.
Pending:	Select this option to include pending documents.
Terminated:	Select this option to include terminated documents.
Sort by:	The transactions can be sorted by: filed date, entered date, or document number.

❑ Click **[Run Query]**.

STEP 10 **RELATED TRANSACTIONS** will then be displayed on your screen. **(See Figure 11a.)** This is a list of all documents on the case and all applications associated with each individual document.

99-34910 Richard A. Craggs Enterprises, Inc.
Case type: bk **Chapter:** 7 **Asset:** Yes **Vol:** v **Chief Judge:** Bruce I. Fox
Date filed: 11/30/1999 **Date of last filing:** 05/02/2002

Related Transactions

Note: Each selected transaction in this case is shown below in a box with any other transactions to which it is related.

Doc. No.	Event Name	Event Filed	Event Terminated
1	**Voluntary Petition (Chapter 11)**	11/30/1999	
2	Motion to Extend / Shorten Time	12/15/1999	03/21/2002
3	Certificate of Service	12/15/1999	
4	Order on Motion to Extend Time	12/17/1999	
	Update Other Deadlines (Bk)	12/17/1999	
8	Schedules A-J	12/30/1999	

Figure 11a

STEP 11 The **Status** hyperlink displays pending statuses for the case. These includes the overall case status as well as actions in the case. **(See Figure 12.)**

99-34910 Richard A. Craggs Enterprises, Inc.
Case type: bk **Chapter:** 7 **Asset:** Yes **Vol:** v **Chief Judge:** Bruce I. Fox
Date filed: 11/30/1999 **Date of last filing:** 05/02/2002

Pending Statuses

There Are No Pending Status Records For This Case.

Click here to view terminated Statuses.

Figure 12

STEP 12 From the screen in Figure 12, if you click on the blue hyperlink **"here"** you will see a list of terminated Statuses. **(See Figure 12a.)**

99-34910 Richard A. Craggs Enterprises, Inc.
Case type: bk **Chapter:** 7 **Asset:** Yes **Vol:** v **Chief Judge:** Bruce I. Fox
Date filed: 11/30/1999 **Date of last filing:** 05/02/2002

Terminated Statuses

Status	Begin Date	End Date	#	Status Set By
Awaiting First Meeting	11/30/1999	05/09/2000	1	Voluntary Petition (Chapter 11)
Awaiting Discharge	05/09/2000	04/05/2002	27	Meeting of Creditors Held

Figure 12a

- The **Trustee** hyperlink displays the trustee(s) associated with the case. All terminated as well as acting trustees will be displayed.

View Your Transaction Log

The transaction log displays details of all transactions (docketing) that the current user has entered into CM/ECF for a particular time period.

STEP 1 Click on **Utilities** from the **CM/ECF** Main Menu.

STEP 2 The **Utilities** screen displays. Click on **View Your Transaction Log** from the **Your Account** menu. **(See Figure 1.)**

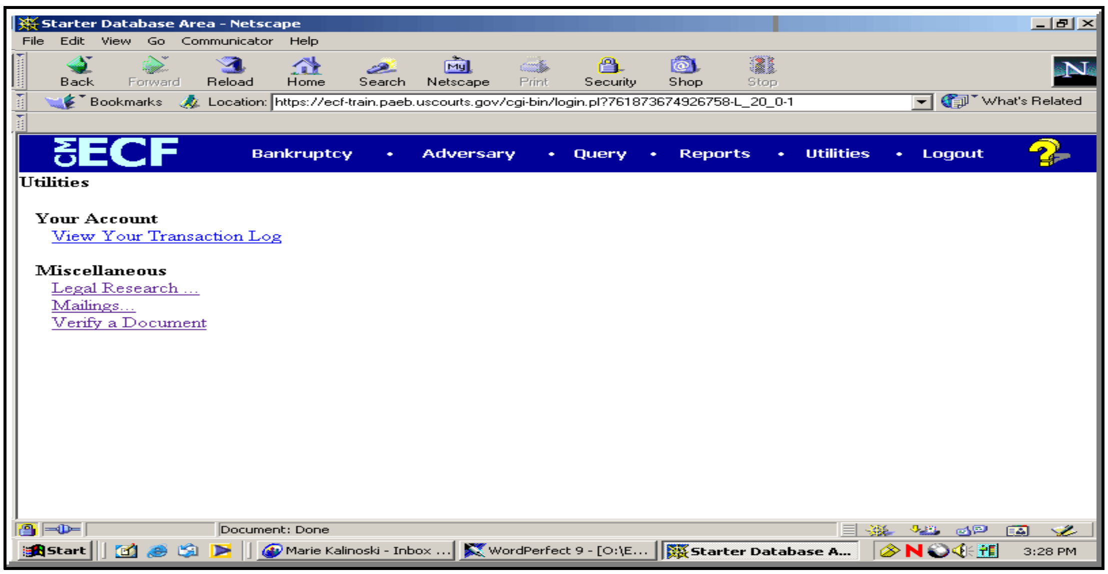


Figure 1

STEP 3 The system will display a default date range. You may enter any date range. For this example, we entered 10/04/2002 to 1/03/2003. **(See Figure 2)**.

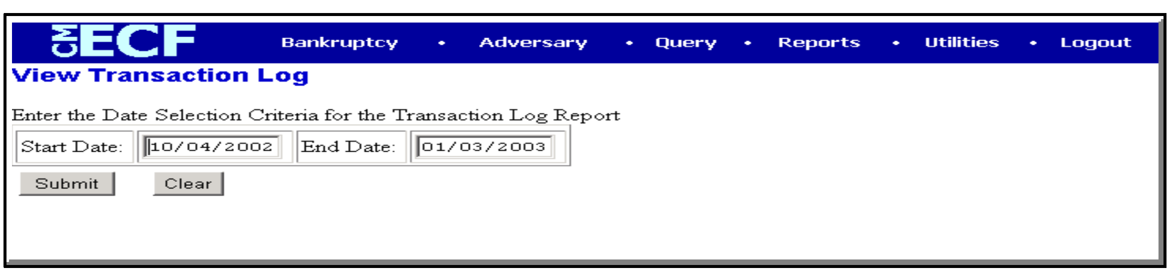


Figure 2

STEP 4 Click **[Submit]** to continue. The transaction log for the requested dates appears next. **(See Figure 3).**

Transaction Log

Report Period: 10/04/2002 - 01/03/2003

Id	Date	Case Number	Text
8127	11/01/2002 11:39:08	02-10198	Opened New BK Case 02-10198
8128	11/01/2002 11:43:14	02-10198	Matrix Filed. Number of pages filed: 2, Filed by Attorney4 Test on behalf of Rocky Gordon. (Test, Attorney4)
8210	11/04/2002 13:16:14	02-10198	Motion for Relief from Stay. Receipt Number cc, Fee Amount $75, Filed by Citibank Represented by Attorney4 Test (Counsel). (Test, Attorney4)
8218	11/06/2002 13:39:22	02-10198	Notice of Filed by Citibank (related document(s)[3]). Hearing scheduled for 12/19/2002 at 10:00 AM at nix3 - Courtroom #3 and Certificate of Service. (Test, Attorney4)
8248	11/07/2002 13:37:29	02-10202	Opened New BK Case 02-10202
8505	11/20/2002 15:16:29	02-10188	Insert claim no: 1 in claims table

Figure 3

STEP 5 To continue, click the **Main Menu** option of your choice.

MISCELLANEOUS

The **Miscellaneous** section can be generated from the **Utilities** hyperlink on the **CM/ECF** Main Menu Bar. **Miscellaneous** includes access to **Legal Research, Mailings** and **Verify Document**.

STEP 1 Click on **Utilities** from the **CM/ECF** Main Menu.

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

STEP 3 Click on **Legal Research.**

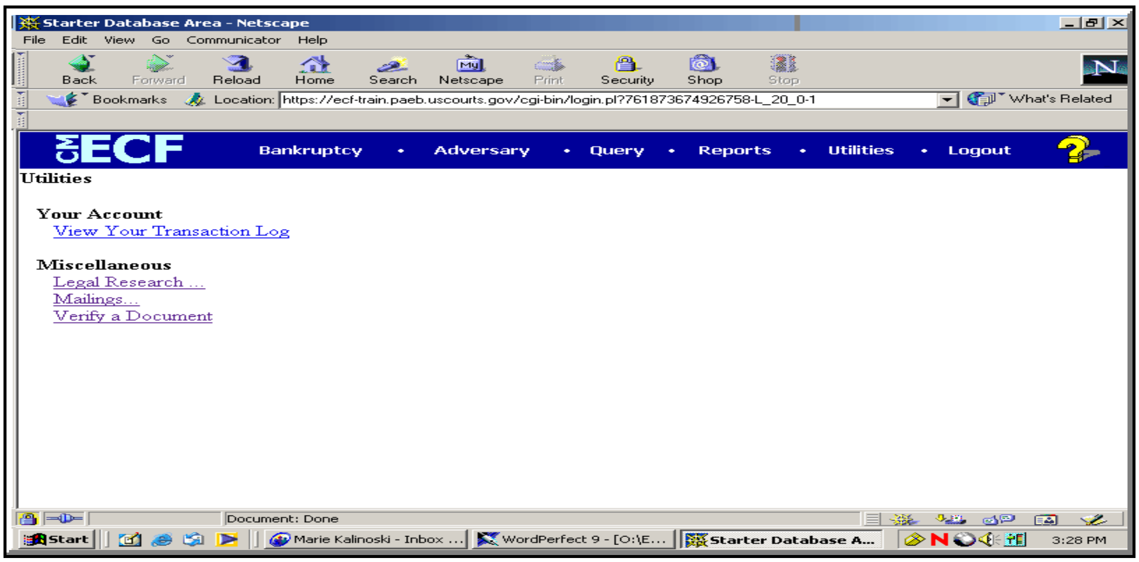


Figure 1

STEP 4 **Legal Research** provides a law dictionary and legal resources from http://www.duhaime.org. **(See Figure 2)**.

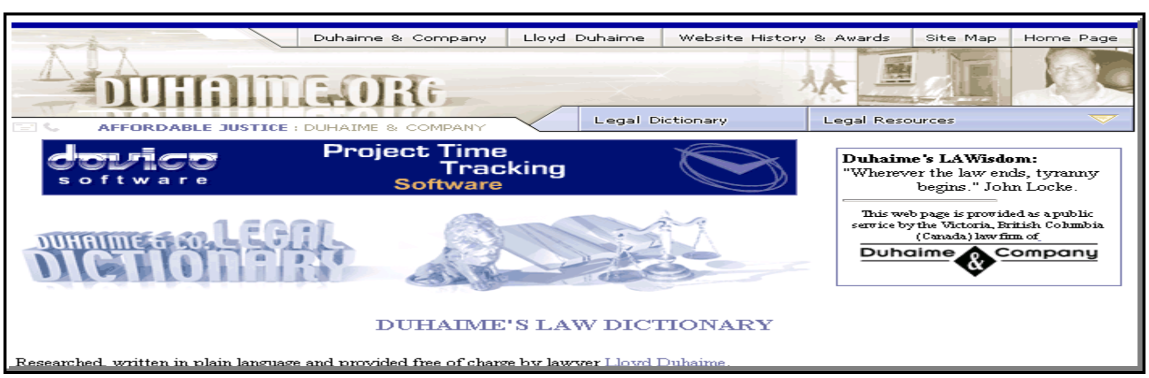


Figure 2

STEP 5 The **Medical Dictionary** allows access to the below resources. **(See Figure 3.)**

Figure 3

STEP 6 **Westlaw** allows access to the **Westlaw** server. You must have a **Westlaw** login and password to access the information. **(See Figure 4.)**

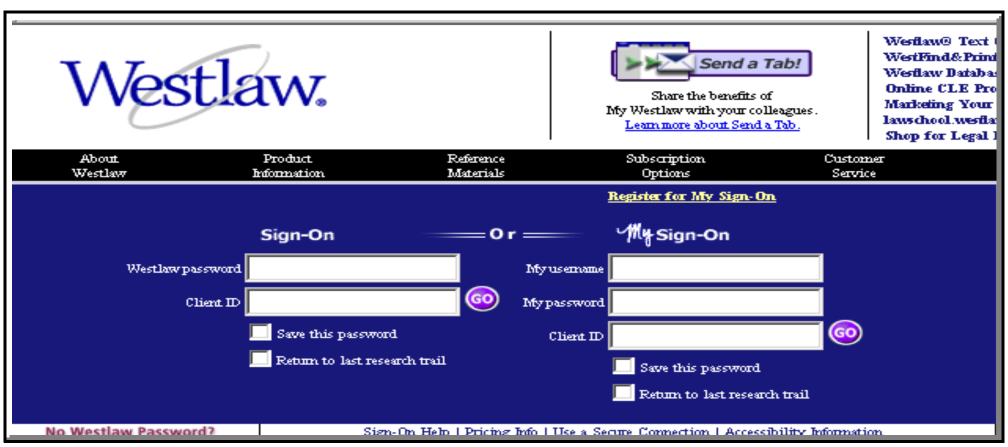


Figure 4

STEP 7 **Mailings** provides access to **Creditor Mailing Matrix** and **Mailing Labels info for a Case.**

- The **Creditor Mailing Matrix** option requires a Pacer login. Login to Pacer and click **Login.**

STEP 8 Enter the case number. Click on **Run Report** to continue. The creditor mailing matrix appears. **(See Figure 5).**

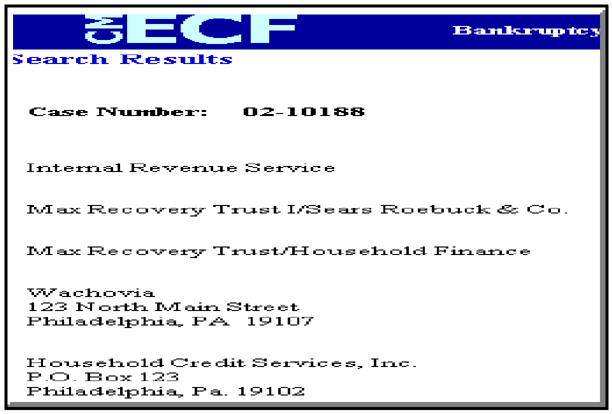


Figure 5

STEP 9 **Mailing Info by Case** displays the electronic mail notice list. **(See Figure 6.)**

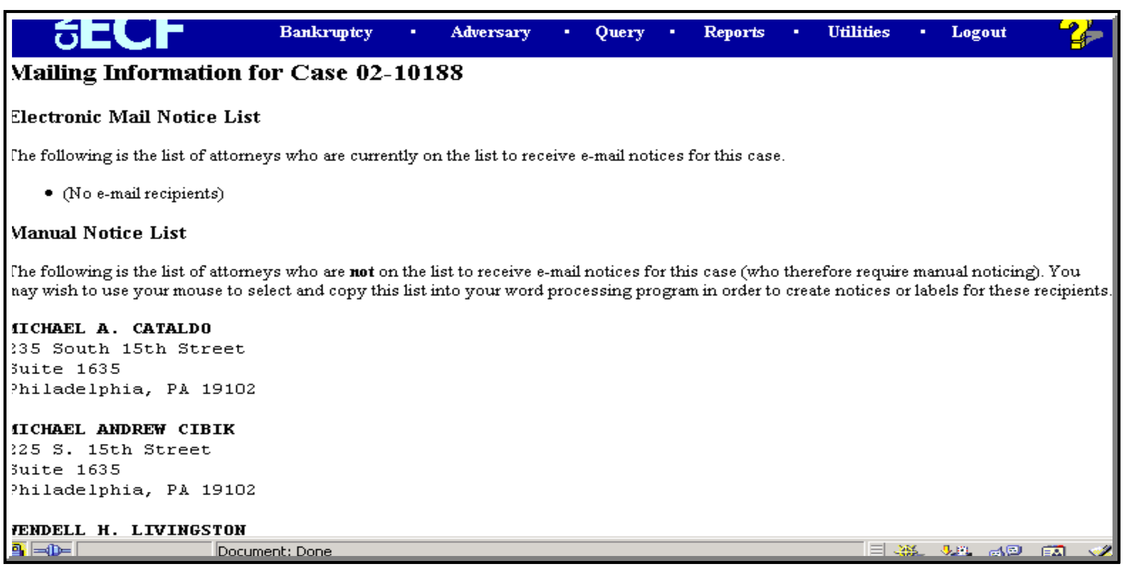


Figure 6

STEP 10 **Verify Document** provides information with respect to the scanned image as well as the digital signature (if applicable). **(See Figure 7.)**

Bankruptcy ▪ Adversary ▪ Query ▪ Reports ▪ Utilitie

Verify Document(s)

02-10188 Ebeneezer Welshbl **CASE CLOSED on 11/22/2002**

Date	#	Docket Text
11/22/2002	45	Order Granting Motion to Dismiss Case (Related Doc # [44])- Motion to Dismiss Case for failure to make payments to plan. Signed on 11/22/2002. (L., Barbara)

File size is 40593

Original Signature(s)

Document No: 7028
Document description: Main Document
Original filename:O:/Training/cm_ecf/ORDER.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1008166204 [Date=11/22/2002] [FileNumber=7028-0]
[5923a6aa653db83c1ea276c9922e2a8020bcbcebea8906b93ac75a638cd24acd314f5
3c6ffdc7bc8e71f8fc524d82314fc497b6d9611d12ce7e3d4b174b00ad7]]

Figure 7