CONTENTS

Accessing CM/ECF

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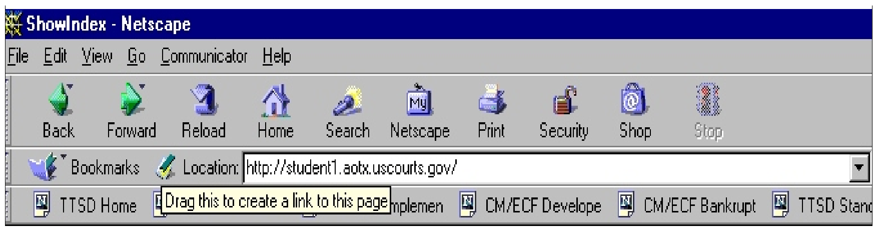

Figure 1

NOTE: For quick access to this site in the future, set a bookmark or create a button on your navigation bar, **(See Figure1.)**

The Back button  on your Netscape navigation bar can be used to back up in case processing or queries at any time. You will find that the Back button and the Forward button  will allow you added flexibility in case processing.

STEP 2 The **CM/ECF CERTIFICATE NAME CHECK** screen may display next. You may see a series of security screens similar to this.

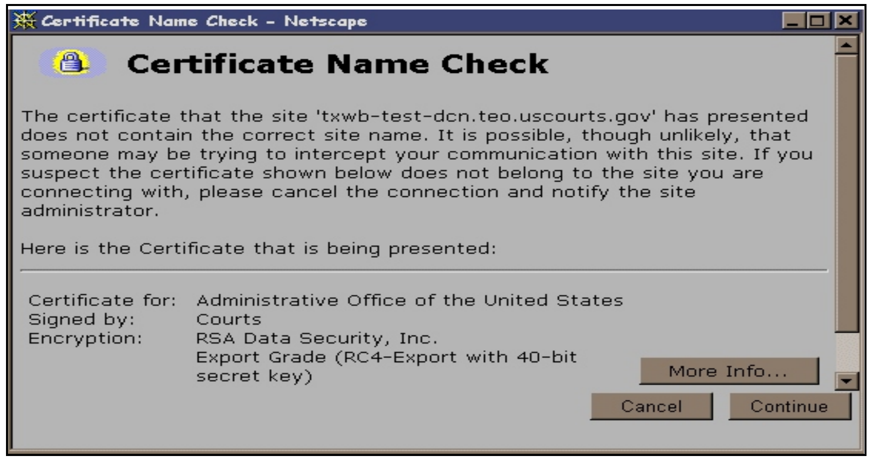

Figure 2

- Click **[Continue]** and read the security information until the **[Finish]** button appears.

STEP 3 **Logins and Passwords**

Internet users (attorneys, trustees and, in some courts, certain creditors) will use two sets of logins and passwords; one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) access for queries and reports. Registered Internet users will see a login screen as pictured below. **(See Figure 3a.)**

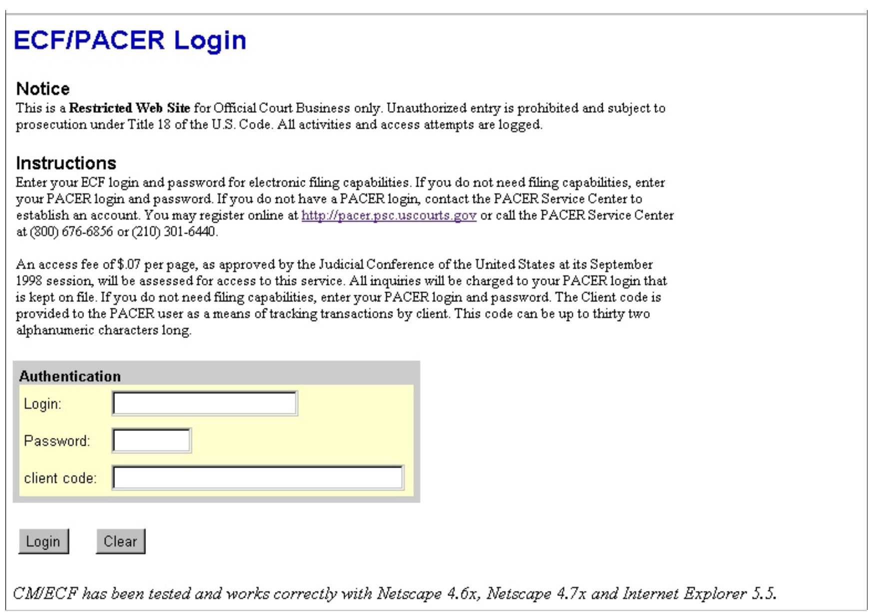

Figure 3a

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Your **Login** and **Password** fields are case sensitive. A login of thomask should not be entered as ThomasK or THOMASK. The password cannot exceed 8 characters and should not include special characters (%,#,$,%).

The **client code** field is optional and is used for PACER users to associate this activity to specific customers.

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The PACER Service Center bills users only when annual usage exceeds $9.99, e.g., If on December 31, a participant owes $9.56, no bill will be issued for that year and a new billing cycle will begin January 1 of the next year. Copies of case files are still available at the court for $.50 per page.

All users are personally responsible for activity with their logins. Participants can also be given access to maintain their login and password, address and e-mail preferences.

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The court user CM/ECF login screen is pictured in **Figure 3b.**

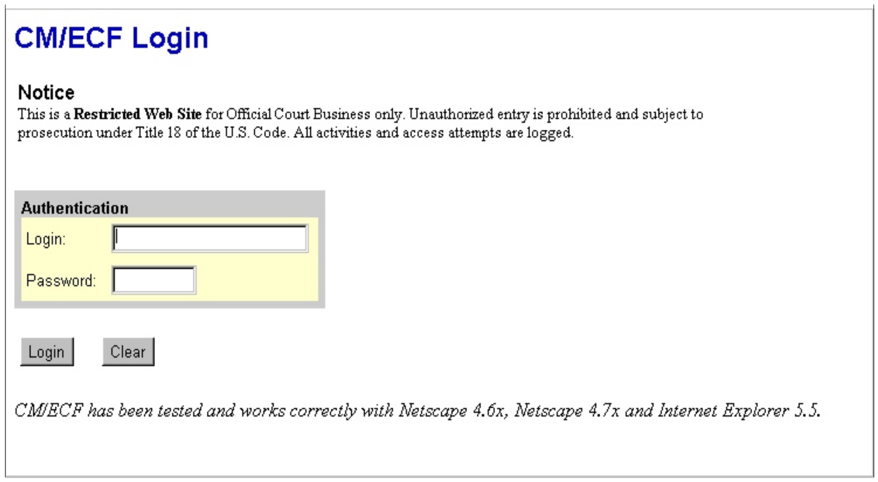

Figure 3b

STEP 4 The **CM/ECF MAIN MENU** screen is pictured in Figure 4.

Figure 4

Access to the various modules are provided by the blue Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view or print a docket sheet, generate reports or maintain the system.

This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.

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Bankruptcy case information on CM/ECF is available to the public through participating court Internet sites. For instance, the bankruptcy court in the Southern District of Indiana can be accessed by typing this URL, www.insb.uscourts.gov, in the Location Box of your browser. PACER logins are universal and may be used at multiple courts for access to reports and queries.

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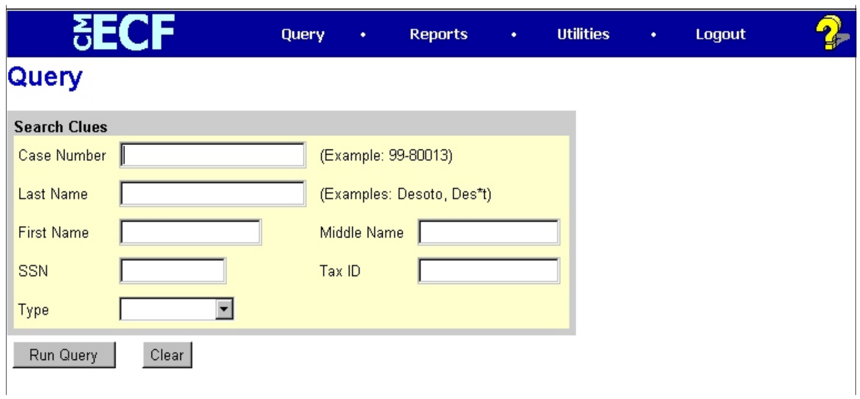

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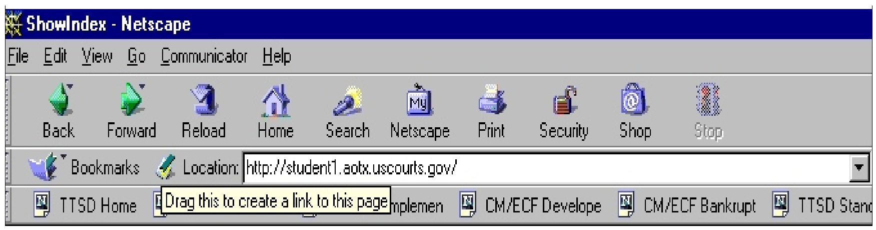

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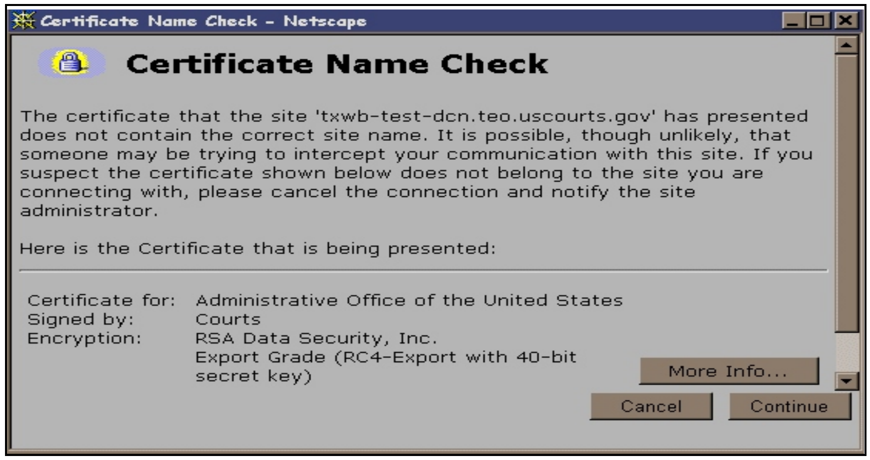

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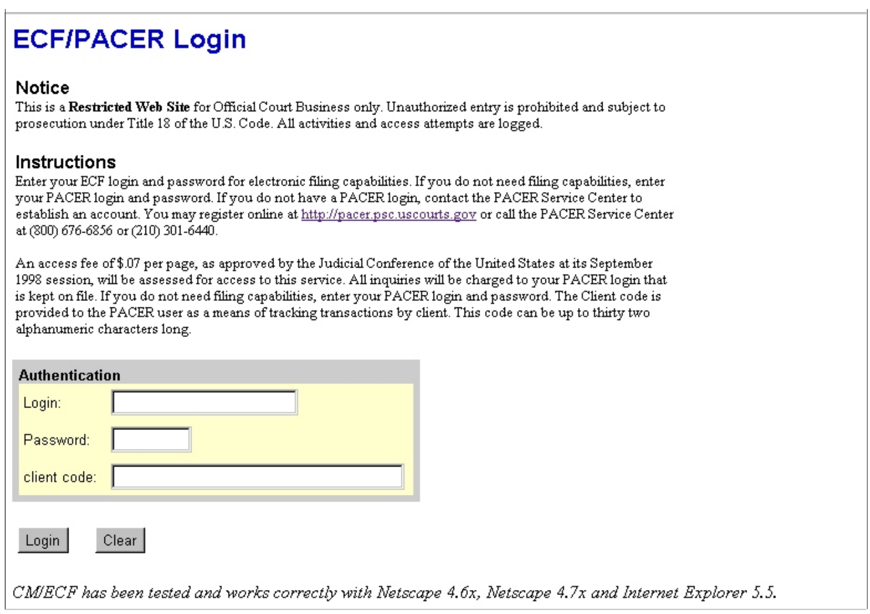

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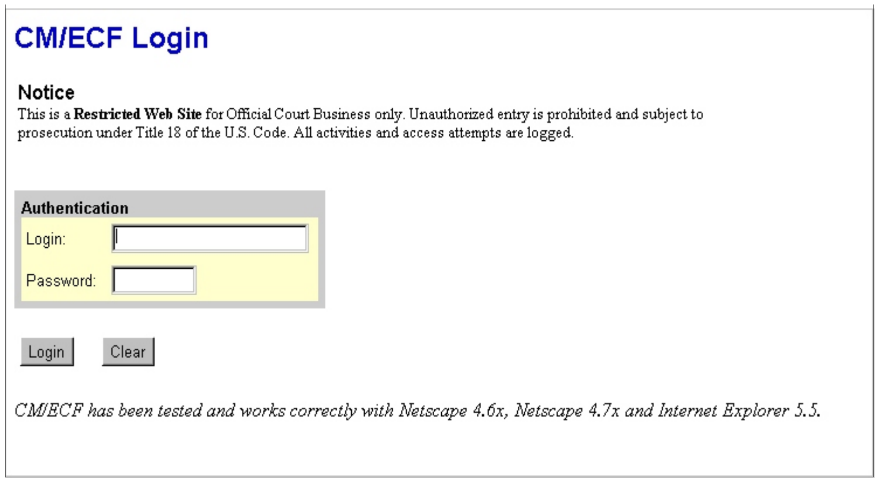

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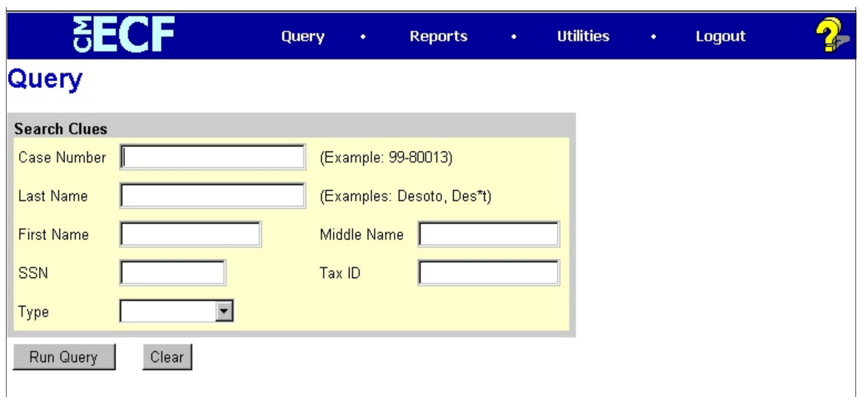

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Features of the CM/ECF Notice of Electronic Filing:

1. Hyperlink to docket sheet

2. Date and time stamp information

3. Case title

4. Docket text

   - Text produced from docket event
   - Annotated text in italics
   - Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document.

5. Associated PDF documents:

- Document description: Defaults to the Main Document being filed.

- Original filename: Filer's full directory path from firm or court's PC or network.

- Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.

◆ **Attachment PDF documents:**

- Document description: This would be the first document that was entered on the attachment screen by the filer. (If any exist.)

- Original filename: Filer's full directory path from the firm or court's hard drive or network.

- Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption.

◆ **Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address(s) with the court will be listed here with their current e-mail address, not their street address.

- **Notice will not be electronically mailed to:**

  Name and traditional mailing address of other parties on the case who have not registered their e-mail address with the court.

NOTE: Subscribers to electronic noticing will be given "one fee look" at the pdf document that was filed. This message will appear on each notice:

NOTE TO PUBLIC ACCESS USERS
You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

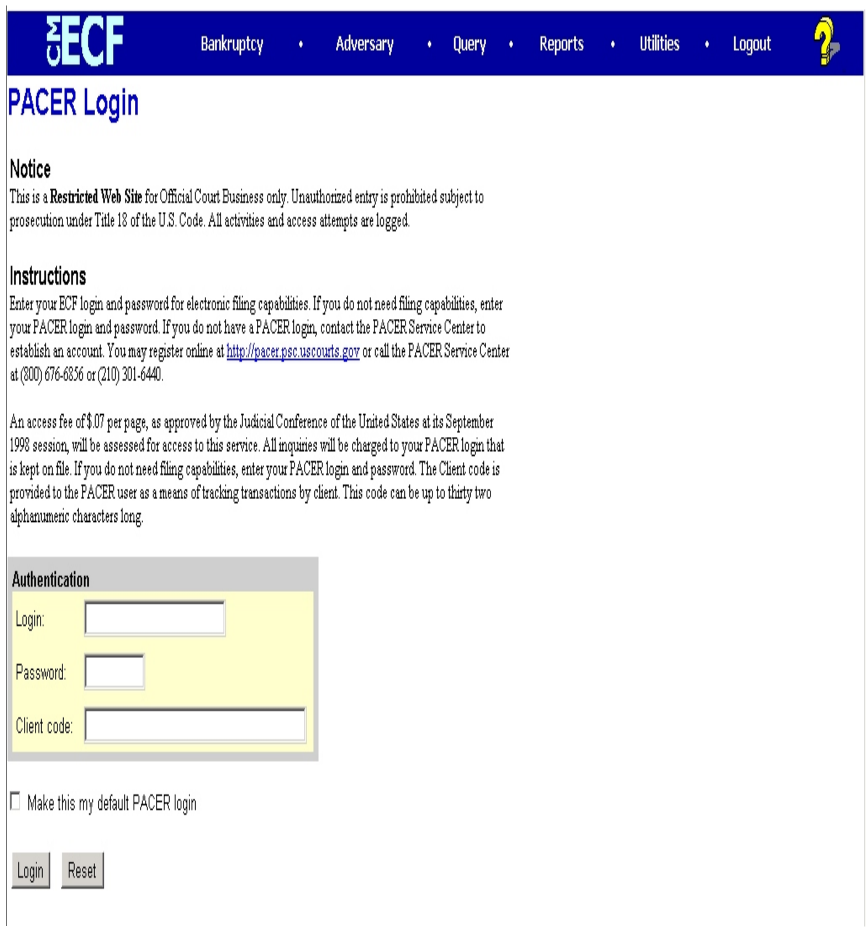
Queries and Reports

Trustee and Attorneys and other external CM/ECF users will have access to the Notice of Electronic Filing when it is first generated. To obtain a duplicate copy, a docket report can be generated with an option to include the Notices of Electronic Filing.

However, subsequent access to **most** Query or Report programs for attorneys and trustees must go through the PACER system.

When an attorney or trustee filer selects a menu option from **most** Report or Query selections or the Claims Register, they must access it through the Public Access to Electronic Records (PACER) program.

Users must already be registered with the PACER system to have a login and password. See example on next page.



CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at http://pacer.psc.uscourts.gov or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of $.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Login Reset

Figure 9b

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Bankruptcy Case Opening

For Attorneys

This process shows the steps and screens required for attorneys to open a bankruptcy case on CM/ECF.

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

Figure 1

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

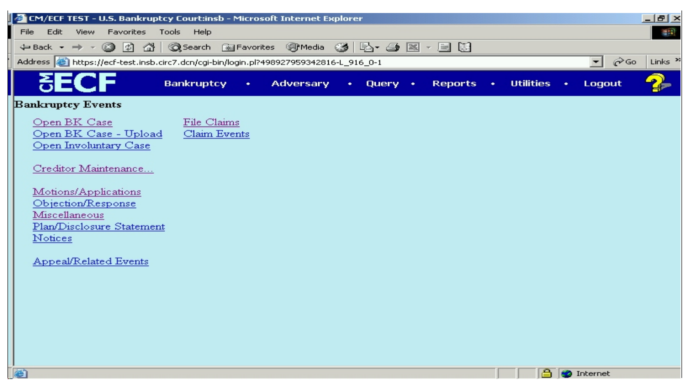
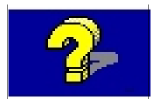


Figure 2a

- For further information on each of these categories, click the **HELP** icon on the CM/ECF Main Menu Bar (the question mark, pictured below). That will bring up a help screen. **(See Figure 2b.)**



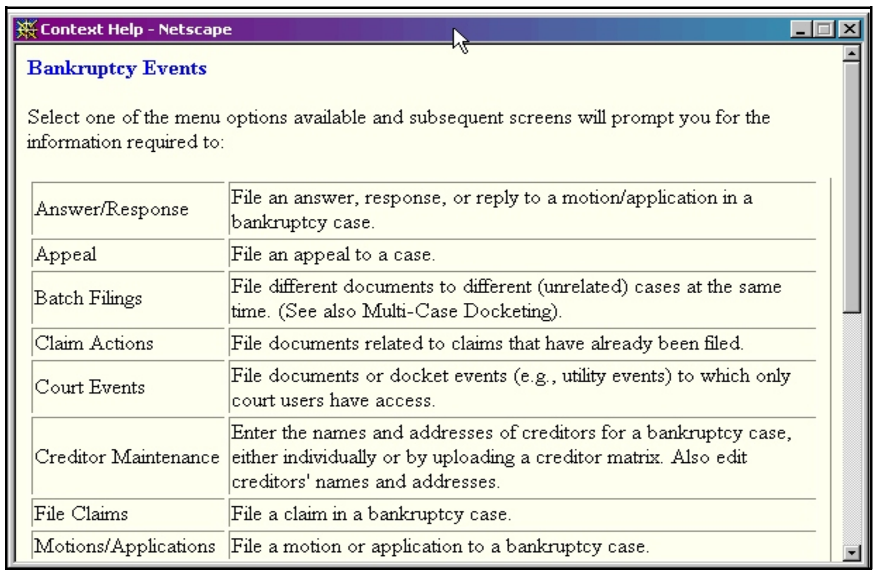
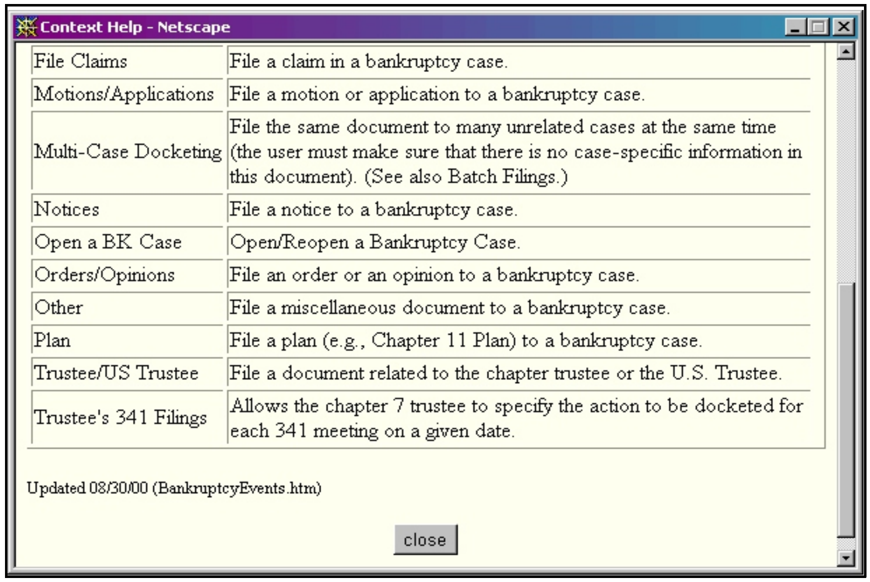


Figure 2b

- This screen gives you more information about the menu selections. To see information for other options, scroll down using the arrows or scroll bar on the right. **(See Figure 2c.)**



File Claims	File a claim in a bankruptcy case.
Motions/Applications	File a motion or application to a bankruptcy case.
Multi-Case Docketing	File the same document to many unrelated cases at the same time (the user must make sure that there is no case-specific information in this document). (See also Batch Filings.)
Notices	File a notice to a bankruptcy case.
Open a BK Case	Open/Reopen a Bankruptcy Case.
Orders/Opinions	File an order or an opinion to a bankruptcy case.
Other	File a miscellaneous document to a bankruptcy case.
Plan	File a plan (e.g., Chapter 11 Plan) to a bankruptcy case.
Trustee/US Trustee	File a document related to the chapter trustee or the U.S. Trustee.
Trustee's 341 Filings	Allows the chapter 7 trustee to specify the action to be docketed for each 341 meeting on a given date.

Figure 2c

NOTE: **Due to user access assignments, your actual menu options may vary from this list.**

◆ To close this help screen, click on the “X” in the top right corner of the screen, or click on the **[Close]** box at the bottom of the screen. This will return you to the Bankruptcy Events screen. **(See Figure 2a.)**

STEP 3 At the Bankruptcy Events screen, click on the Open a BK Case hyperlink. The Open New Bankruptcy Case screen will display **(See Figure 3.)**

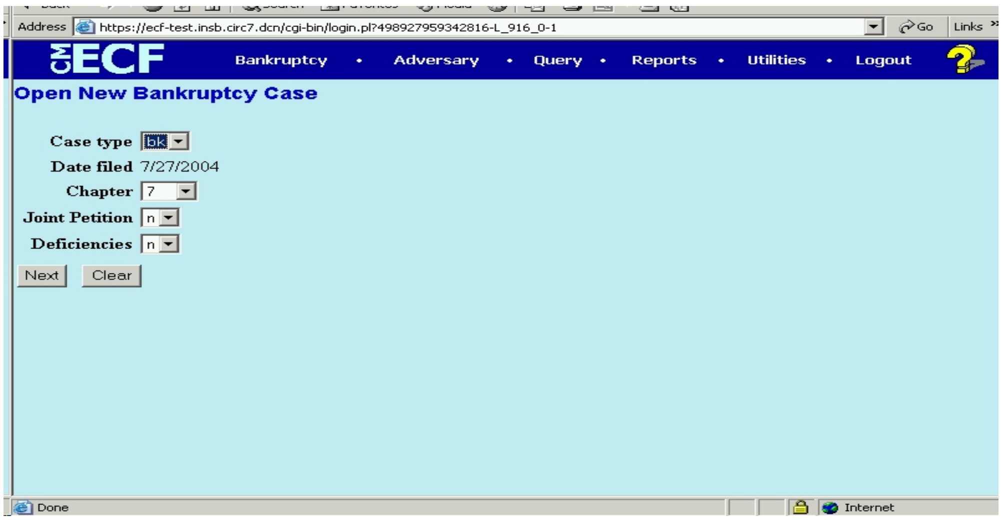


Figure 3

- The case number will be generated later in this process and will be displayed on the Notice of Electronic Filing.
- The current date will always be automatically displayed.
- Select the **Chapter** from the pick list box, or skip it if the default is correct.
- The default value for **Joint Petition** is **n** (no); for a Joint filing select **y** (yes).
- The Case Type will always be **bk**. Leave it as it is.
- The default value for **deficiencies** is **n** (no); for deficiencies select **y** (yes).

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

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

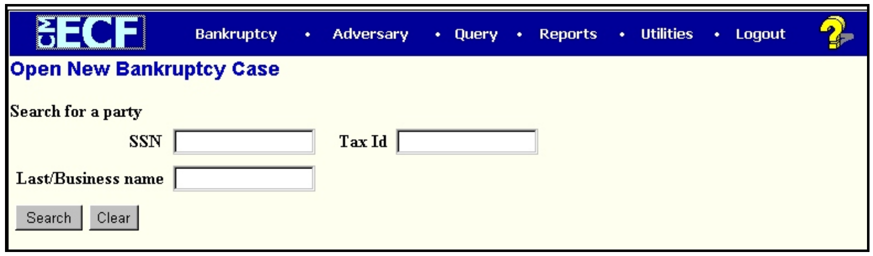


Figure 4

- This screen is for you to enter the parties on the case. Before you add the debtor, or any party, you should search the database to see if that party already exists in the database from another case, to eliminate duplicate records in the system. You can search by Social Security Number, Tax Identification Number, Last Name or Business Name.

  - You can enter the last name to search the database. If this is a business filing, enter the first word or significant words of the business name to search. The entire business name is stored in the **Last/Business name** field. The field size is 80 characters.

- In this lesson, we will enter the debtor's last name and click **[Search]**.

NOTE: The entire name of businesses resides in the **Last/Business** field. Therefore, for business filings, entering the first part of the name may be sufficient to find a match.

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

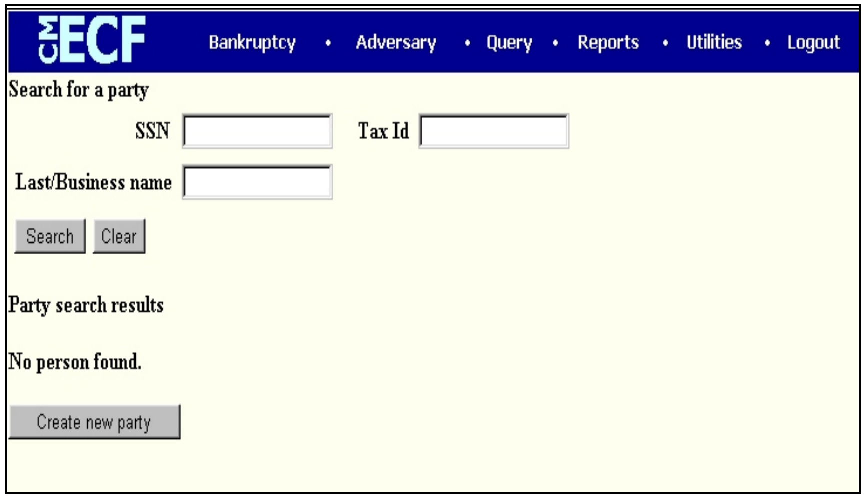


Figure 5a

NOTE: Your name search may find more than one record having the same name as shown in **Figure 5b**. 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**.**

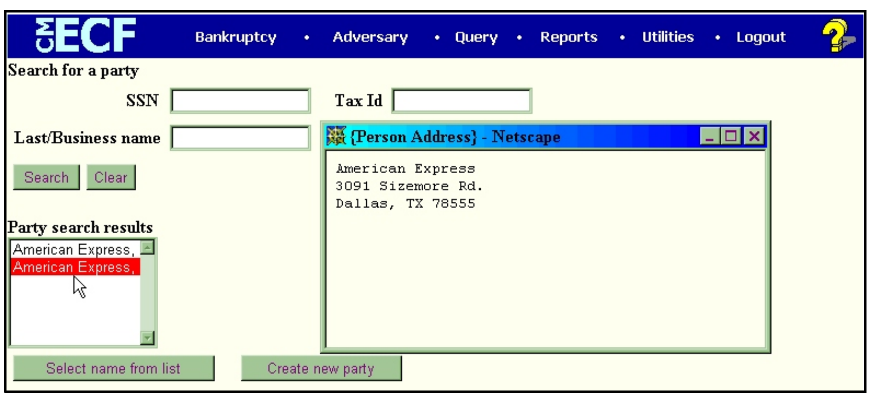


Figure 5b

- Once you have tried alternative searches and determined that the party is not already in the database, you can add them to the database. Click **[Create New Party]**.

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

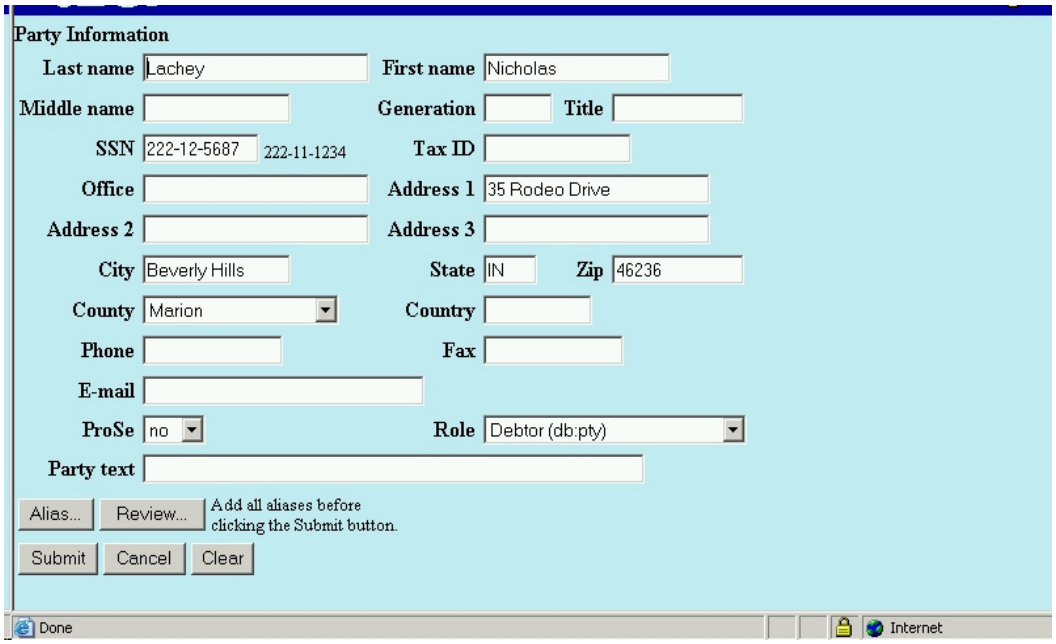


Figure 6

- Enter the debtor's **Name** and **Address** information in the appropriate boxes . (For this lesson, our debtor is Nicholas Lachey)

- Select the debtor's **County** of residence from the pick list box.

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

- For this lesson, leave ***ProSe*** as **no**.

- Expand the **Role Type** selection pick list box by clicking on the down arrow ▼, and select Debtor. The Default is Debtor.

- Enter further descriptive text for the debtor in the **Party text** field, if appropriate (such as A Kentucky Corporation, Guardian of the State, etc.)

- It is not necessary to add the attorney representing the debtor. Because you are an attorney, Your name will be linked to the party you are representing automatically at the end of this transaction. Your login will furnish your attorney information to the system.

- If the party has an alias, click the **[Alias]** button.

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

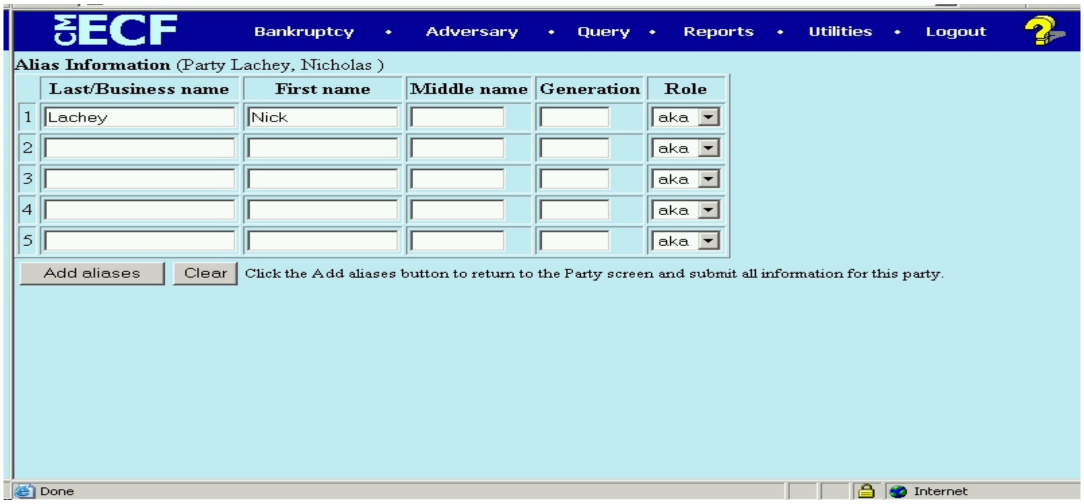


Figure 7

- You can enter up to five alias names. **Alias Role** selections include aka, dba, fdba, and fka. The default is aka.

- Click **[Add aliases]**.

STEP 8 The **PARTY INFORMATION** screen reappears. **(See Figure 8a.)**

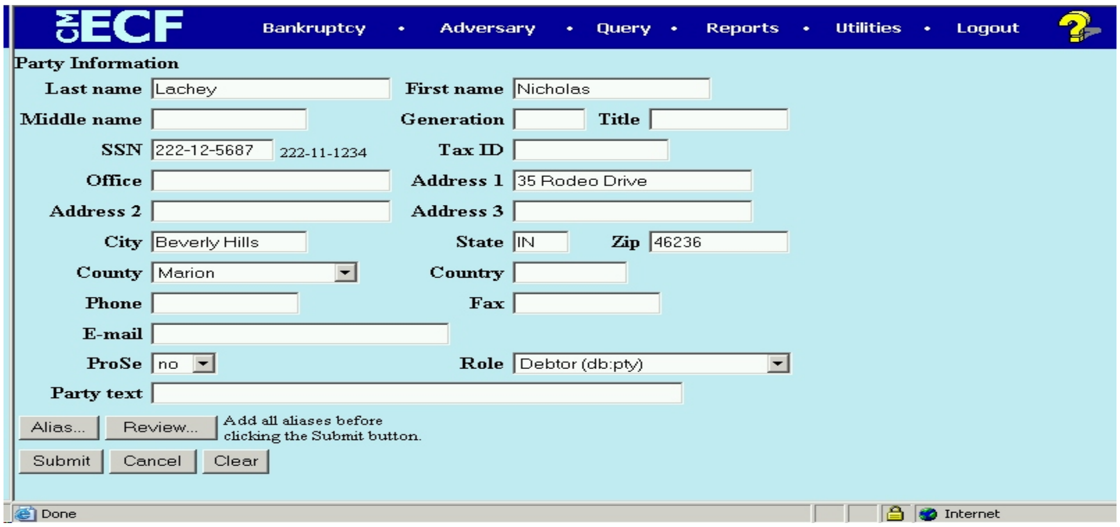


Figure 8a

- Verify the information.
- Be careful about clicking the **[Clear]** button, you could accidently delete information.
- If you are finished adding information for this new party, click [Submit] to continue with Case Opening.

NOTE: If this were a joint debtor filing, a **JOINT DEBTOR PARTY** screen would appear next.

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

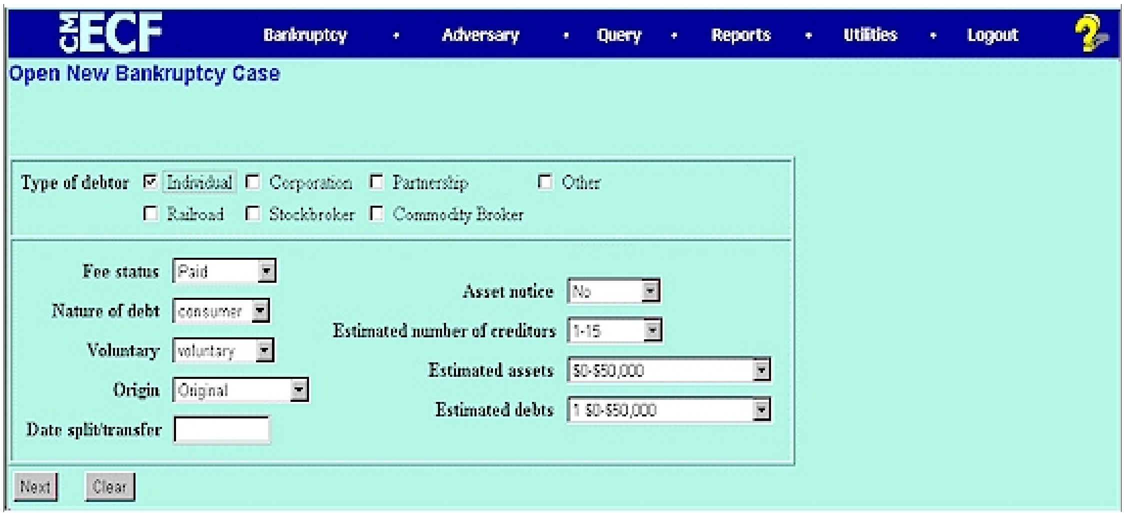


Figure 10

- Select the **Type of Debtor** by clicking in the appropriate box(es).
- The **Fee Status** values are Paid and Installment. If the petition is accompanied by an Application to Pay Filing Fees in Installments, you would select Installment from the pick list box.
- Designate the **Nature of Debt** as Consumer or Business.
- The default value is for a **Voluntary** Petition. For Involuntary Petitions, select **Involuntary** from the pick list box.
- Enter the correct **Origin** code from the values Original, First Reopen, Second Reopen, Third Reopen, Split or Inter-District Transfer. No action is necessary if this is the first filing; the default value of Original is correct for this exercise.
- **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 Yes or No for **Asset notice** designation. The default is **NO.**
    - Chapter 7's the designation will be **NO.**
    - Chapter 11, 12, or 13's the designation will be **YES.**

◆ Select the range of **Estimated Creditors** from the pick list box.

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

◆ Select the correct dollar range for **Estimated Assets**.

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

◆ Select the correct dollar range for **Estimated Debts**.

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

◆ Click **[Next]** to continue.

STEP 11 If you have selected **y** for **Deficiencies** on the **Case Data** screen, the **DEFICIENCY LIST** screen will appear. **(See Figure 11.)**

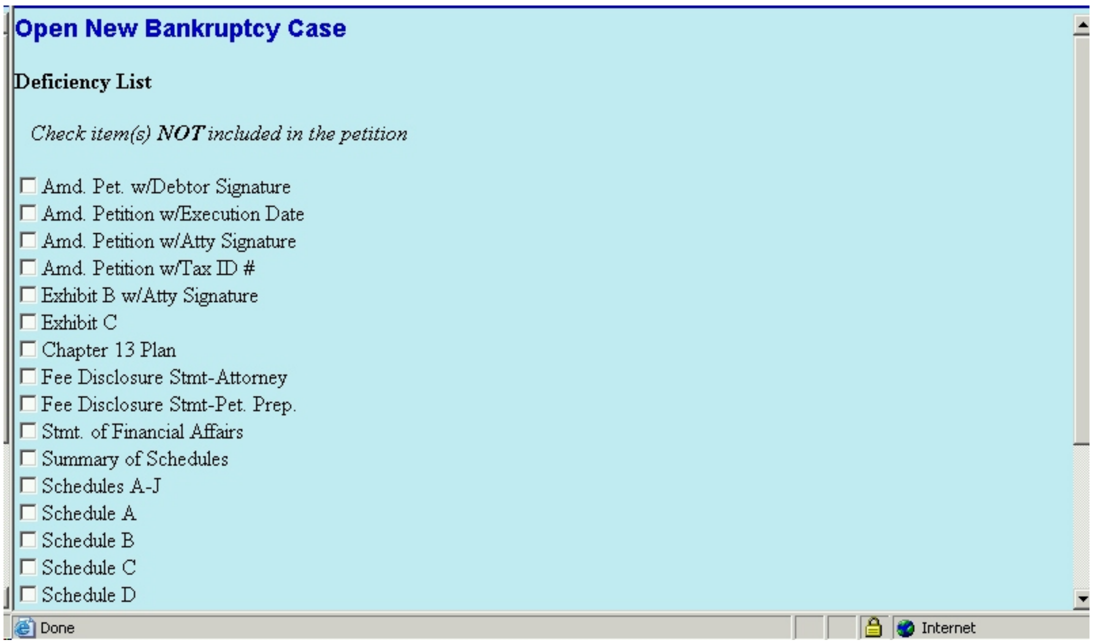


Figure 11

- Check the check box(es) of the **Incomplete Filing(s)**
- Click **[Next]** to continue.

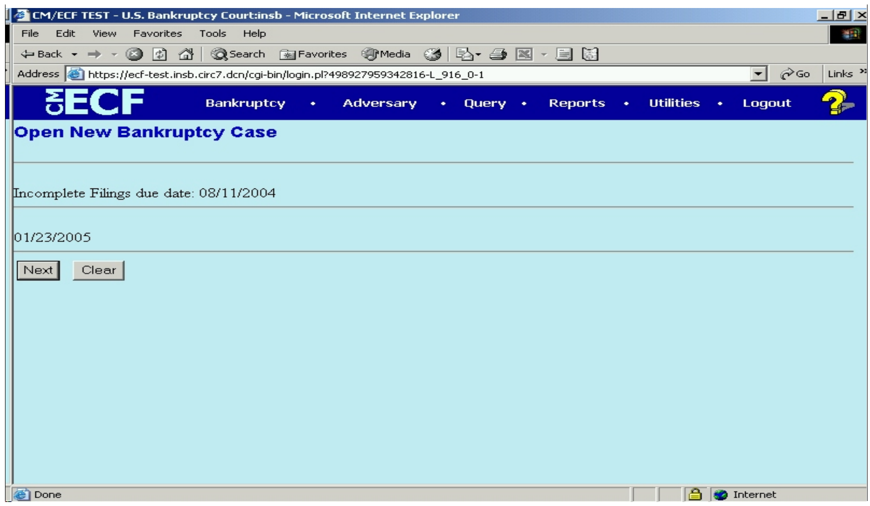
STEP 12 The **SELECT A PDF DOCUMENT** screen appears. **(See Figure 12.)**

Figure 12

NOTE: This screen is used for associating the imaged document with this entry. Attorneys <u>must</u> enter the path and name of a pdf (portable document format) document here.

- Click **[Browse]**, then click on the down arrow ▼ for the **Files of type** field.
- In the drop-down box, click on **All Files (*.*)**.
- Navigate to the directory where the appropriate PDF file is located.
- Highlight the file. Then right click with your mouse and select **Open** to verify the contents of the document. If this is the correct file, double-click the PDF file to select it.
- Accept the default setting of **No** for the **Attachments to Document** radio buttons. Attachments will be covered in another module.
- Click **[Next]**

STEP 13 The **INCOMPLETE FILINGS DEADLINE**S screen is presented. **(See Figure 13.)**



- The deadline for filing the remaining petition is calculated and displayed. This will print on the final docket text and will exist as a schedule record for queries and reports.
- The court will monitor the deadline for compliance and will verify deficiencies.
- Click **[Next]** to continue.

STEP 13a The **Social Security Statement** screen appears **(Figure 13a)**

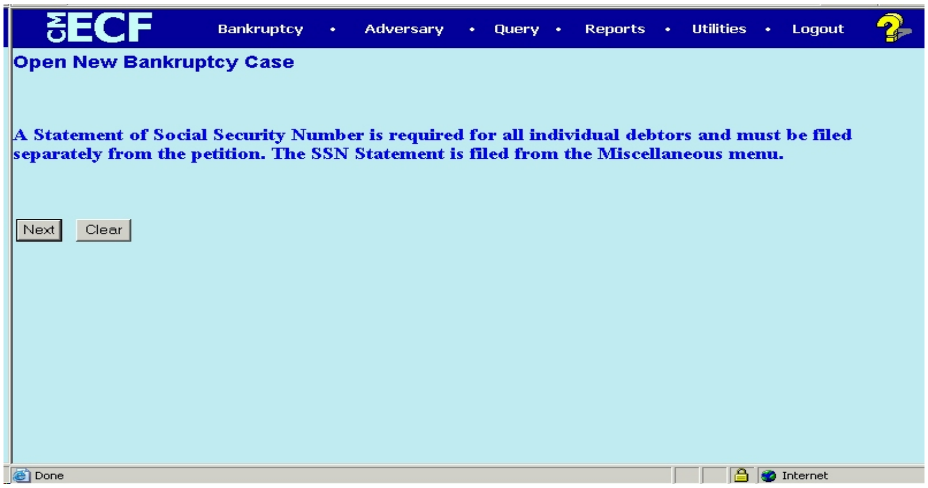


Figure 13a

- Click **[Next]**

STEP 13b The **Notice Of Individual Consumer Debtor** screen appears **(Figure 13b)**

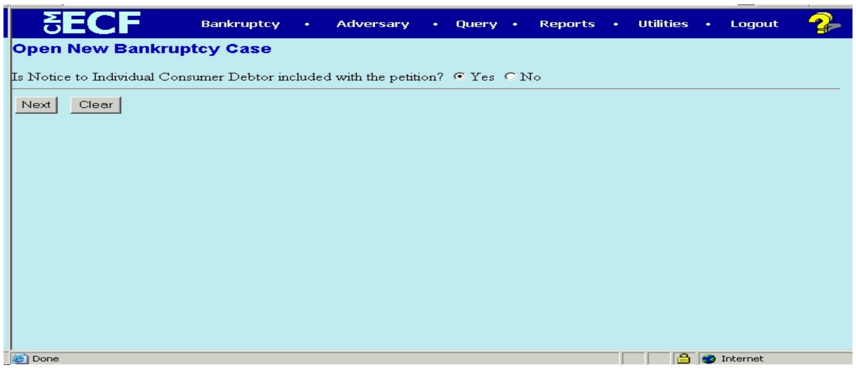


Figure 13b

- Click the appropriate radio button (yes or no).

STEP 14 The **FEE** screen appears. **(See Figure 14.)**

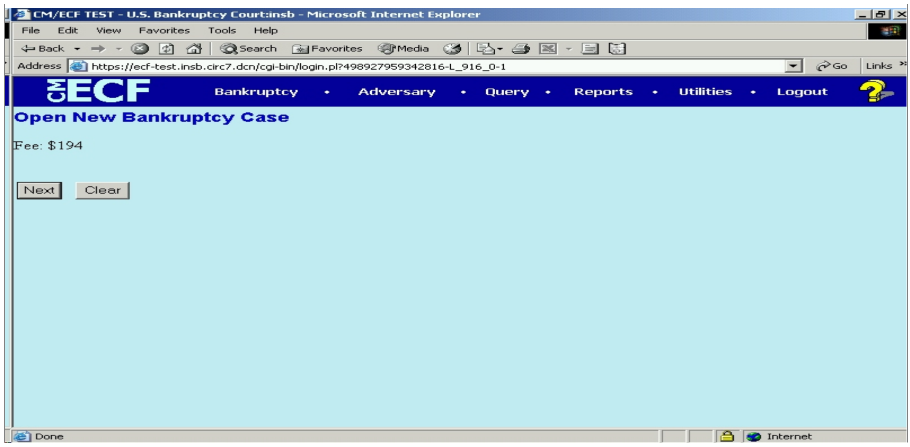


Figure 14

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

STEP 15 The **FINAL DOCKET TEXT** screen appears. **(See Figure 15.)**

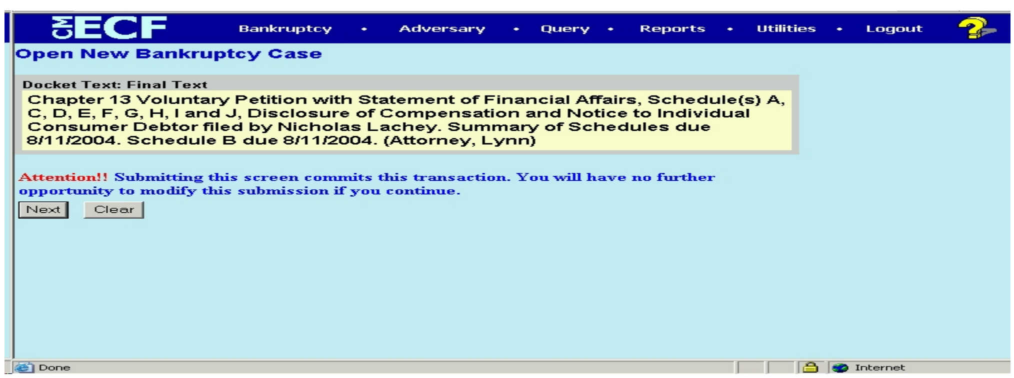


Figure 15

- **Proof this screen carefully!** 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 screen to be modified, make the correction, and continue through the event.

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

- The case number will now be assigned. Click **[Next]** to continue.

STEP 17 The Internet Payment screen will be displayed. (See Figure 17). You will be given the opportunity to either pay your fees now by clicking on the Pay Now button, or to continue filing and pay all of the days outstanding fees at the end of the day by clicking on the Continue Filing option. Refer to the On-Line Credit Card manual for more information on paying your fees on-line.

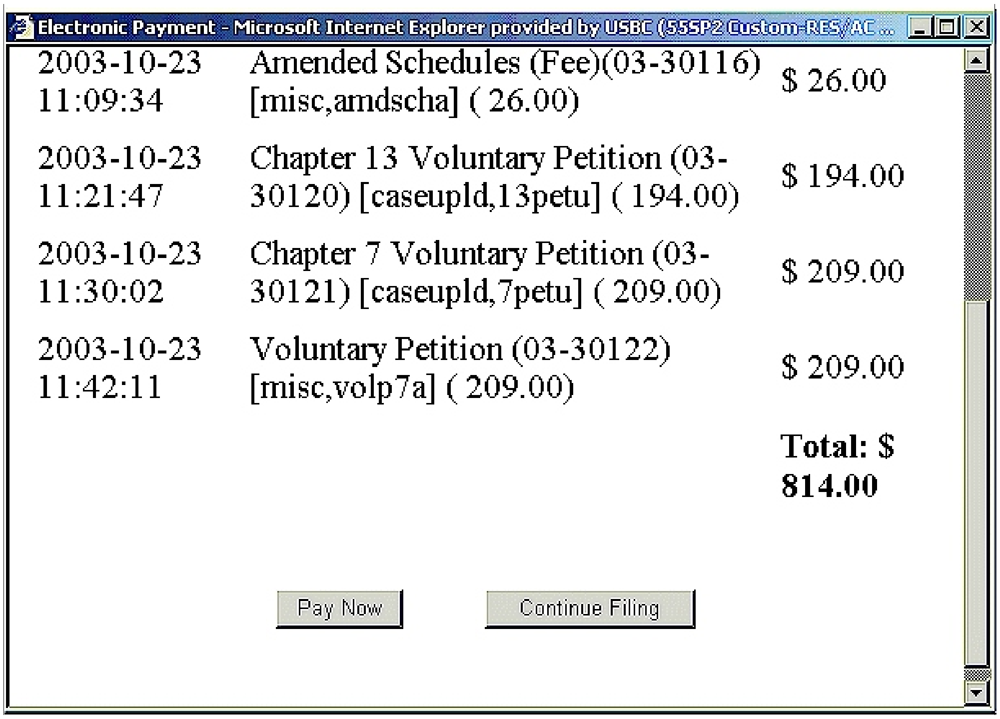


Figure 17

STEP 18 The **NOTICE OF ELECTRONIC FILING** screen displays. **(See Figure 18)**

- This **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies the that petition is now an official court document.

- Clicking on the document number hyperlink 1, will display the PDF image of the petition just filed.

- The Notice of Bankruptcy Case Filing hyperlink appears at the top of the Notice of Electronic Filing. Clicking on this hyperlink reveals a notice summarizing the pertinent details and participants of this case. **(See Figure 18.)**

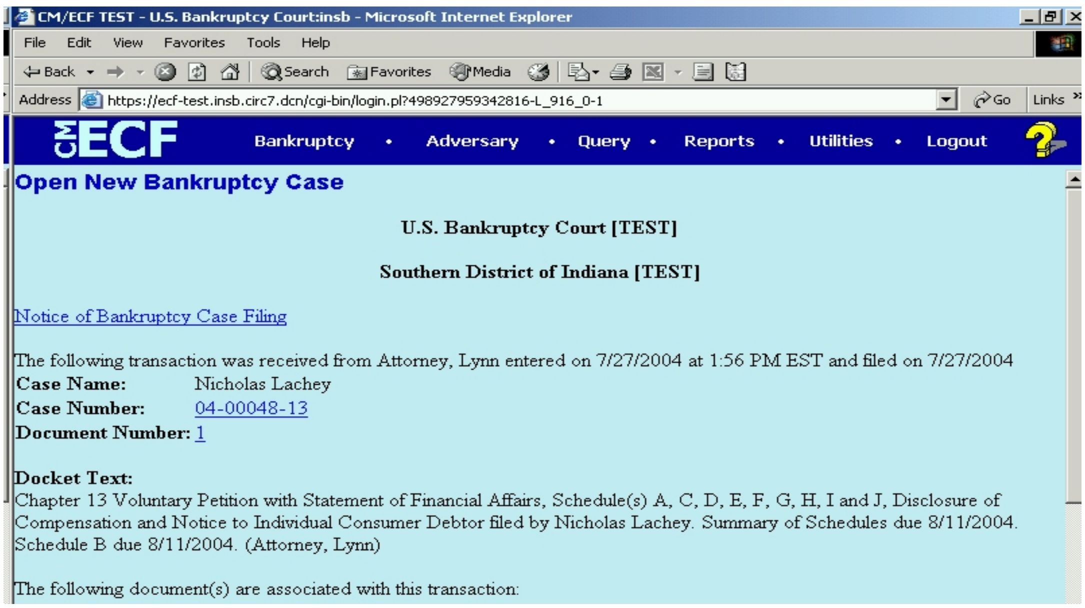


Figure 18

NOTE: You must enter your PACER login and password to view any documents or reports and to perform any queries

STEP 19 If you click on the Notice of Bankruptcy Case Filing hyperlink at the top of the Notice of Electronic Filing, the Notice of Bankruptcy Case Filing will be displayed. This notice summarizes the pertinent details and participants of this case. **(See Figure 19)**

- This certification was created in addition to the initial notice of filing. It also displays the debtor(s), attorney, trustee, case number, time, and filed date of the case opening information. It can be used to notice creditors as an official notice of stay besides the 341 Meeting Notice to stop foreclosures and other creditor actions. It may be saved or printed at the time of filing.

- The Notice of Bankruptcy Case Filing is also available for viewing or printing through the Query Main Menu Bar selection.

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

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

NOTE: If this case had been opened by the court, the time stamp would not appear on the seal. It appears only for cases opened electronically by non-court users.

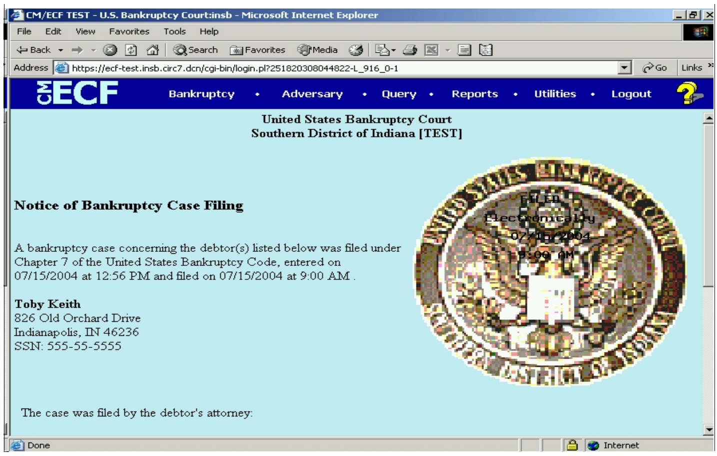


Figure 19

How to Convert a Creditor Matrix to a .txt File

The following instructions will guide you to correctly format a creditor matrix and save it as a **.txt** file.

A creditor matrix contains each creditor's name and mailing address. This information is used for noticing and also for claims information when applicable. The creditor matrix must be in an ASCII file format with an appropriate text extension such as **.txt** before it can be successfully uploaded into the CM/ECF system.

Suggested Creditor Matrix Specifications

- The name and address of each creditor cannot be more than 5 lines. If a record is more than 5 lines, the 6^{th} line will be combined with line 5 and the 7^{th} or 8^{th} lines will be truncated.
- Each line may contain no more than 50 characters including blanks.
- Names and addresses must be left justified.
- Spaces in the first position of a line will cause an exception report for that creditor record.
- Special characters such as **~**, ½ or **^** will cause problems. The **#**, **C/O** and **&** characters have not been reported to cause errors.
- "Attention" lines should be placed on the second line of the name/address.
- City, state and ZIP code must be on the last line.
- Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.
- All states must be two-letter abbreviations.
- Each creditor must be separated by at least one blank line.
- Do not include page numbers, headers, footers, etc.

- The creditors on Schedules D, E & F should be identical to the creditors listed on the diskette.
- The same creditor with the same address should list only once on the matrix
- Do Not type account numbers, phone numbers or amounts on any of the lines.
- Foreign addresses MUST be entered as follows:

Creditor Name	enter as usual
1st line of address:	enter as usual
2nd line of address:	include city and zip OR
	include city, region and zip
4th line:	enter the foreign country

To Save the Creditor Matrix File with a .txt Extension

STEP 1 After creating the creditor list in WordPerfect or Microsoft Word, open the file. Click on **File** in the WordPerfect or Microsoft Word toolbar to display the drop down list. **(See Figure 1.)**

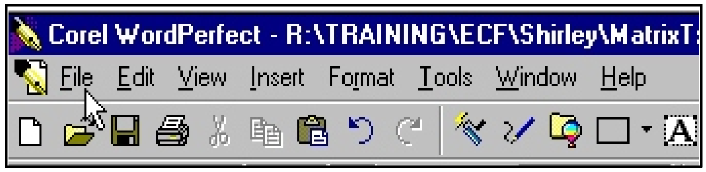


Figure 1

STEP 2 Click **Save As** in the drop down list. **(See Figure 2.)**

Figure 2

If in Microsoft Word, Skip to Step 4.
If in WordPerfect:

STEP 3 Click the drop down menu arrow in the **File Type** box. **(See Figure 3.)**

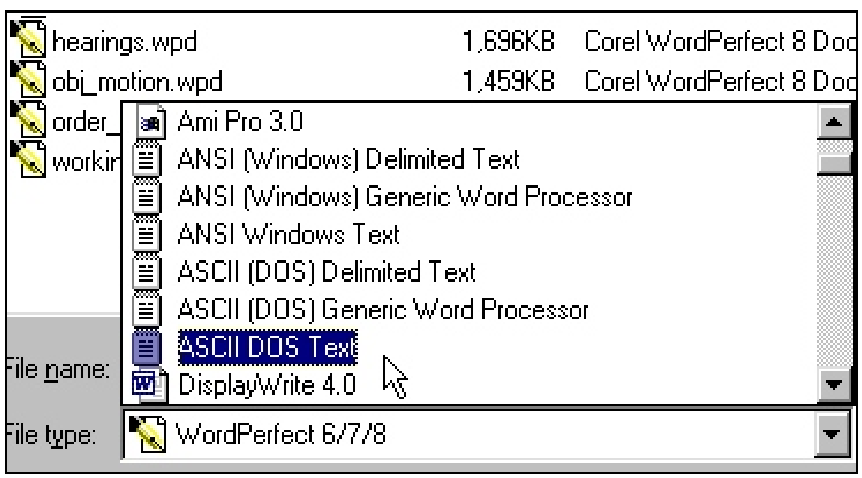


Figure 3

- Select the file type **ASCII DOS Text**.

STEP 4 If in Microsoft Word:

- Click on the drop down box arrow in the **Save As Type** box. **(See Figure 4.)**

Figure 4

- Select the file type of **Text Files(*.txt)** or **Text Only(*.txt)**.

STEP 5 Enter the file name in the **File Name:** box. (The system provides the same file name with a .txt extension.)

STEP 6 Click the **[Save]** button.

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Uploading a Creditor Matrix

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

STEP 1 After accessing the CM/ECF system using the Netscape Navigator web browser, click on the Bankruptcy hypertext link. **(See Figure 1.)**

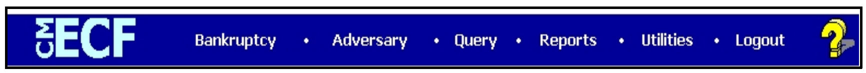

Figure 1

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

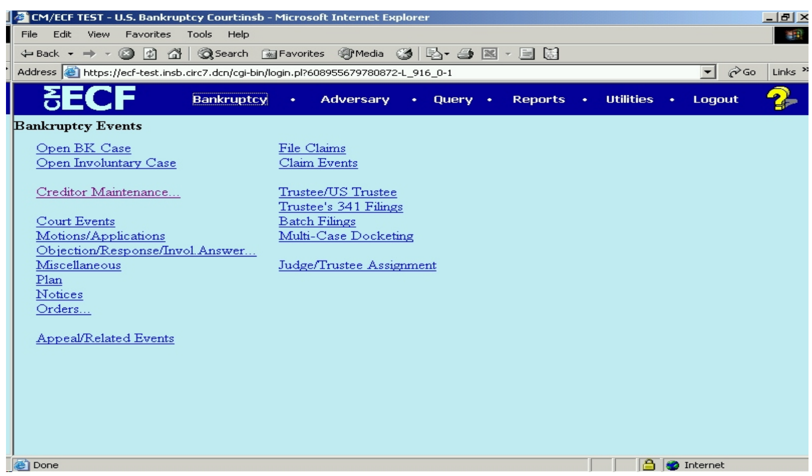

Figure 2

1. Click on the Creditor Maintenance hyperlink.

NOTE: Bankruptcy Events menu selections will vary according to permission levels. Attorneys will not have all the items listed above or on the next screen.

STEP 3 The **CREDITOR MAINTENANCE** screen displays. **(See Figure 3.)**

Figure 3

1. Click on Upload a creditor matrix file hyperlink.

STEP 4 The **UPLOAD A FILE** screen displays. **(See Figure 4.)**

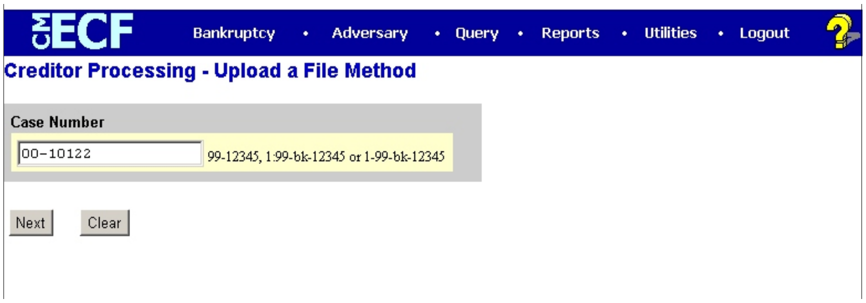

Figure 4

◆ Enter the case number in yy-nnnnn format, including the hyphen.

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

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

STEP 5 The **LOAD CREDITOR INFORMATION** screen will display. **(See Figure 5a.)**

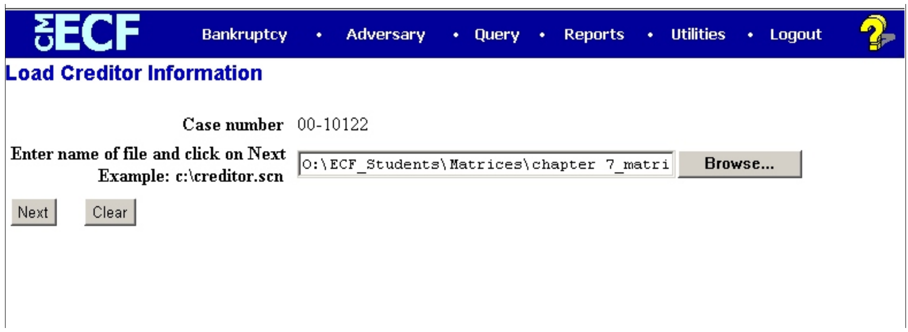

Figure 9

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

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

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

3. Change **Files of types:** to Text (.*txt) or All Files.

4. Highlight the appropriate text file with a click of the mouse.

- For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed.
  (See Figure 5b.)

  Verify that this is the correct matrix file for this case and then close or minimize the application being used to view the creditor matrix. (ie: NotePad, WordPerfect, Word)

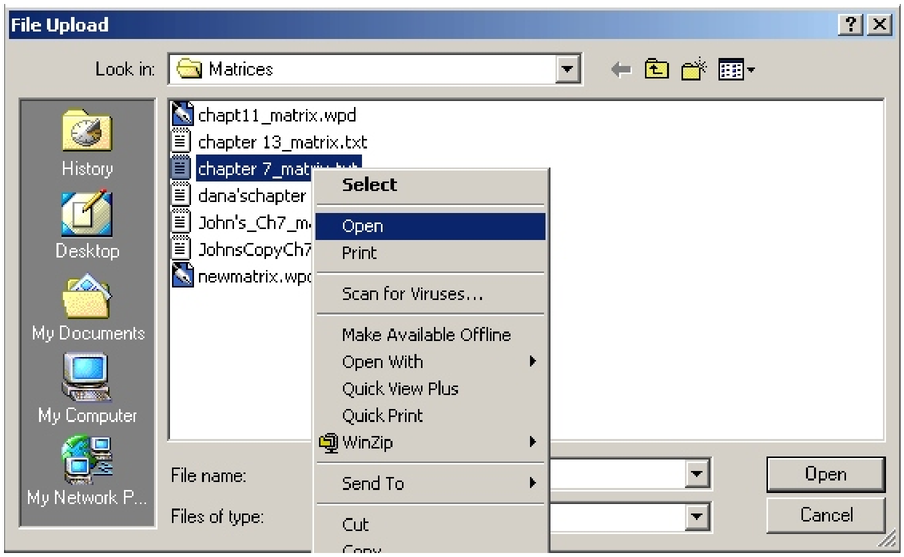

Figure 5b

- If correct, double-click the matrix file to select it or click on the **[Open]** button to attach the matrix file to the bankruptcy case.

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

STEP 6 The **TOTAL CREDITORS ENTERED** screen appears. **(See Figure 6.)**

Figure 6

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

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

STEP 7 The **CREDITOR RECEIPT** screen displays. **(See Figure 7.)**

Figure 7

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

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

NOTE: Creditor Mailing Matrix available via Utilities/Mailings.

The Creditor Mailing Matrix is also available thru PACER.

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

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

ie: new disk (will append), add creditor, edit creditor

NOTE: Creditors MUST be uploaded for the automatic judge/trustee/341 selection to function properly.

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. **(See Figure 1.)**

Figure 1

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

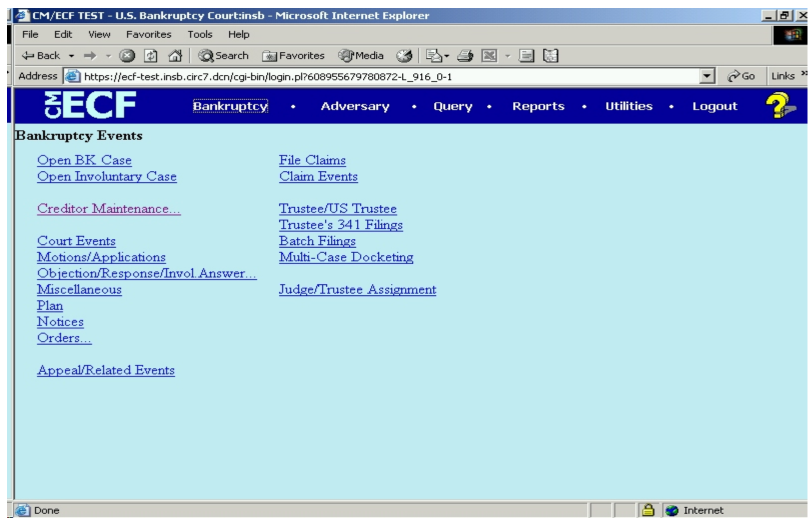

Figure 2

◆ Click on the Motions/Applications hyperlink.

STEP 3 The **CASE NUMBER** screen displays. **(See Figure 3.)**

Figure 3

- If you have already accessed a case in this session, the number of the last case accessed will be displayed. Leave this number if it is the correct case for this application, or enter the correct case number (yy-nnnnn), including the hyphen.

- Click **[Next].**

NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

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

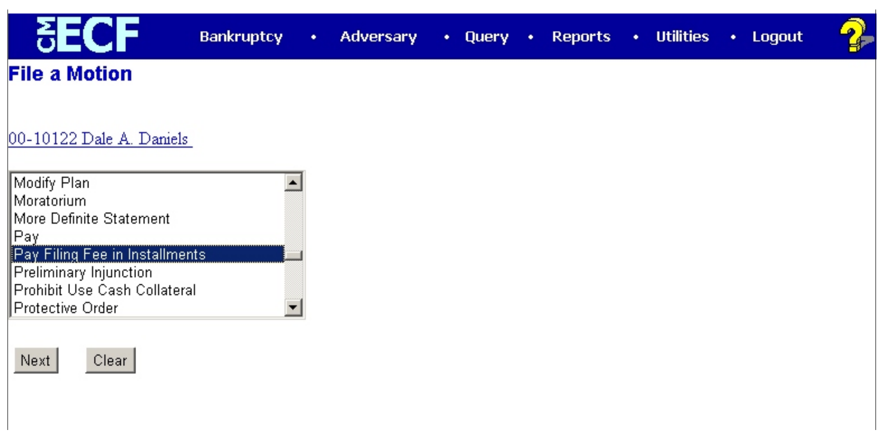

Figure 4

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

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

STEP 5 The case verification screen will appear next. If this is the correct case, click **[Next]** to continue. **(See Figure 5.)**

Figure 5

STEP 6 The JOINT ATTORNEY SELECTION screen may appear **(See Figure 6.)**

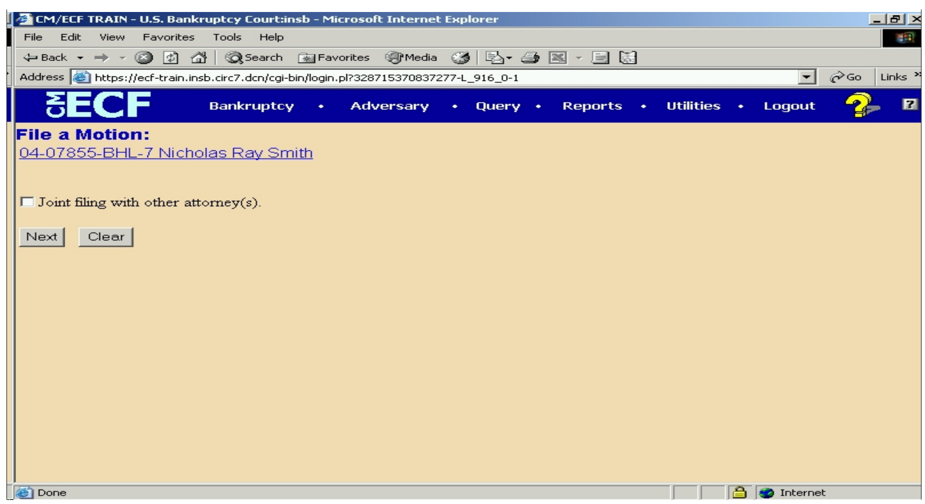

Figure 6

- If you are filing this motion jointly with another attorney, select the check box and then click **[Next]** to continue.

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

Figure 7

- Click on the debtor(s) for whom the application is being filed on the party selection screen, then click **[Next]** to continue.

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

- The current date appears as the file date by default. This will be the Date Filed on the docket sheet. If this is not the correct date for the filing of this application, enter the correct date.

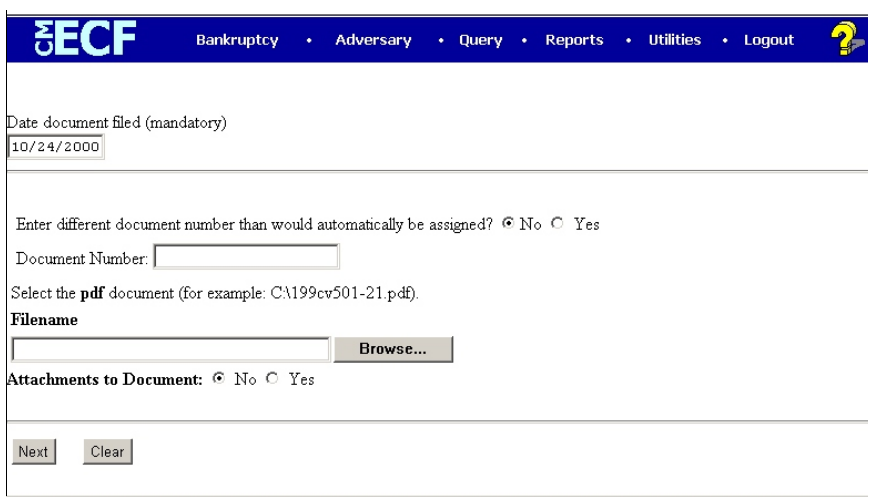

Figure 8a

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse. **(See Figure 8a.)**

  - 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 8b.)**

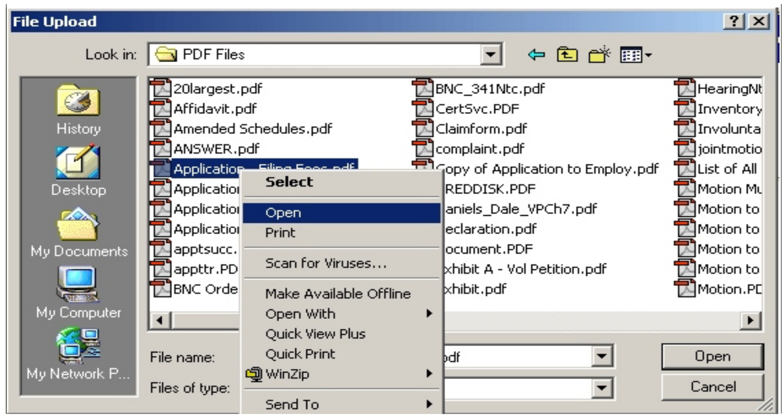

Figure 8b

  - 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. **(See Figure 8c.)**

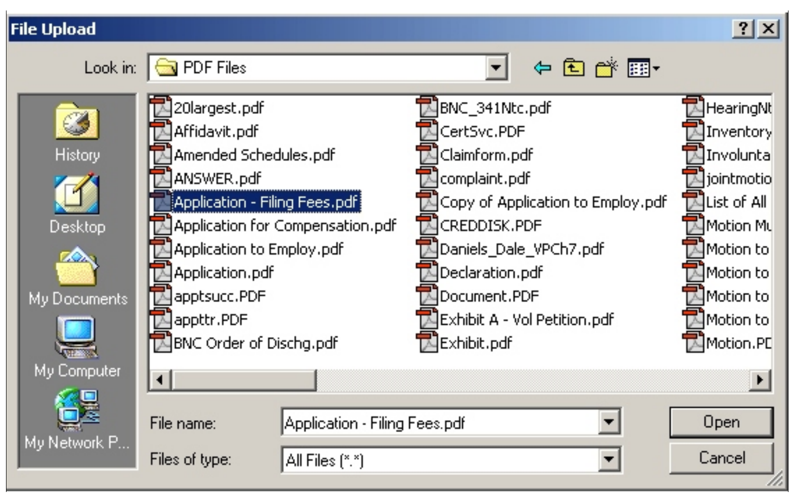

Figure 8c

- Accept the default setting of **No** to the **Attachments to Document** prompt. Attachments will be covered in another module.
- Click **[Next]**.

STEP 9 The **Minimal Requirements Screen** will then display (**See Figure 9)**

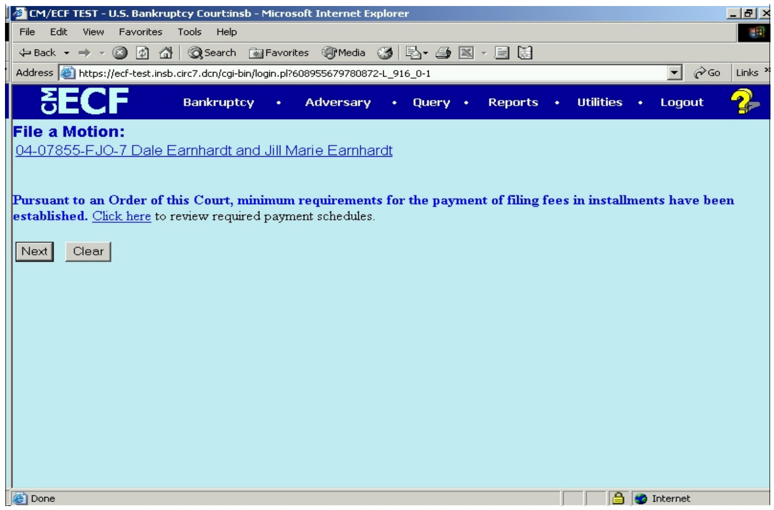

Figure 9

STEP 10 The **FINAL TEXT** screen will then display. **(See figure 10.)**

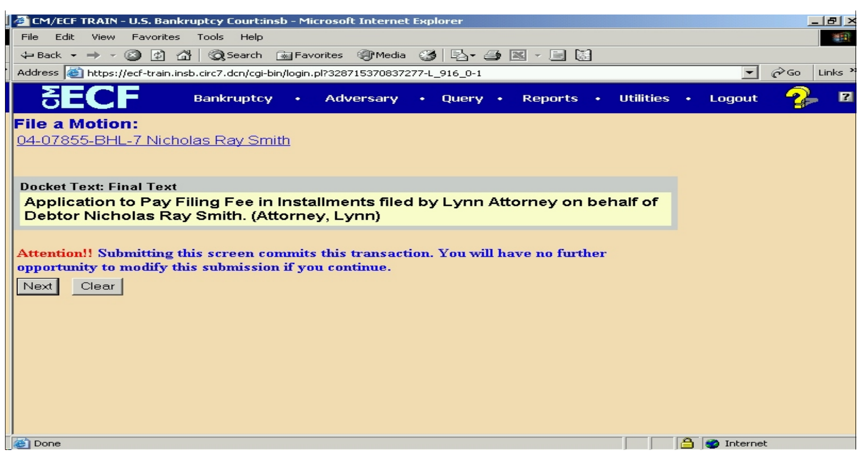

Figure 10

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the **Menu Bar**.

- If the **text** and the **event** is correct, click **[Next]** to submit the transaction

STEP 11 The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 11)

File a Motion:
00-10122 Dale A. Daniels

Notice of Electronic Filing

The following transaction was received from Bruce Williams entered on 4/30/2002 at 1:40 PM CDT and filed on 10/24/2000 CDT

Case Name: Dale A. Daniels
Case Number: 1:00-bk-10122
Document Number: 7

Docket Text:
Application to Pay Filing Fee in Installments Filed by Debtor Dale A. Daniels (Wilson, Dana)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: O:\ECF_Students\PDF Files\Application - Filing Fees.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=988411093 [Date=4/30/2002] [FileNumber=3797-0] [8
96e8bb67d099f99ab97426f73a605bac923f566722a2c1ad160a03ff003a3da31ff70a
7b79fba0775d7120a524a4d50b4a62371c5bb9b84036f413e695199d1]]

1:00-bk-10122 Notice will be electronically mailed to:

Bruce Williams bwilliams@atty.net,

1:00-bk-10122 Notice will not be electronically mailed to:

Julian Mayfair

Figure 11

- 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**.

Order On Application To Pay Filing Fee In Installments

This procedure explains how to docket an order granting an application to pay the filing fee in installments using the electronic case filing system (CM/ECF). [1]

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

Figure 1

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

Figure 2

- Click on the Orders/Opinions... hyperlink.

STEP 3 The **ORDERS/OPINIONS** screen displays. **(See Figure 3.)**

Figure 3

- Since this order refers to an application, click on the <u>Reference an Existing motion/application</u> hyperlink.

STEP 4 The **CASE NUMBER** screen displays. **(See Figure 4.)**

Figure 4

- If you have already accessed a case in this session, the number of the last case accessed will be displayed. If that is not the correct case for this order, or if no case number is displayed, enter the correct case number (yy-nnnnn) including the hyphen.

- Click **[Next].**

STEP 5 The **CASE VERIFICATION** screen displays. **(See Figure 5.)**

Figure 5

- If this is the correct case, click **[Next].**

STEP 6 The next screen will display any pending motions/applications in the case, allowing you to make the appropriate selection(s). **(See Figure 6.)**.

Figure 6

- Click in the check box next to the motion/application, then click **[Next].**

STEP 7 The **ORDER ACTION** screen displays. **(See Figure 7.)**

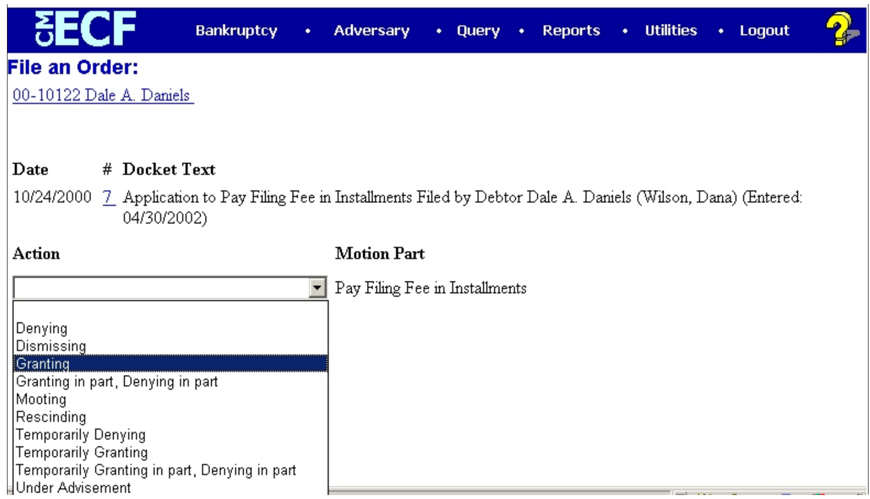

Figure 7

- Click on the down-arrow next to the action box to display the possible actions.

- Select **Granting** as the ruling the judge issued on the motion/application, then click **[Next]**.

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

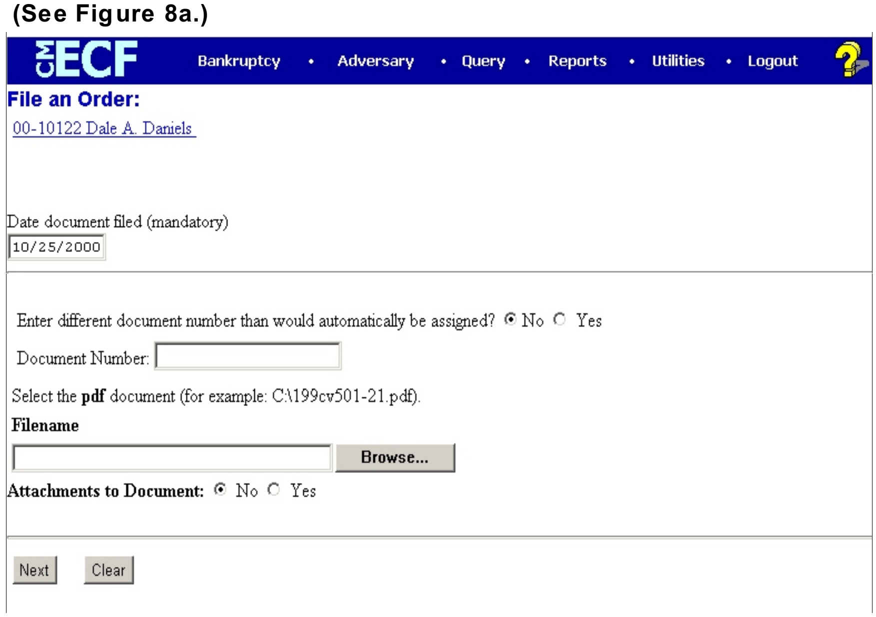

Figure 8a

- The current date appears as the file date by default. This will be the Date Filed on the docket sheet. If this is not the correct date for the filing of this event, enter the correct date.

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

  - 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 8b.)**

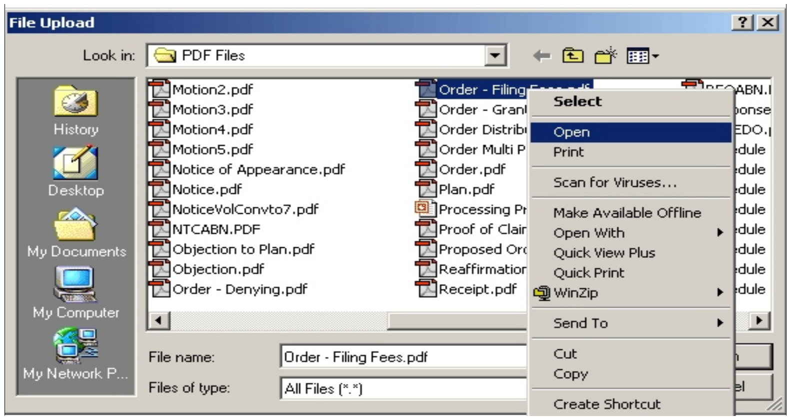

Figure 8b

  - 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. **(See Figure 8c.)**

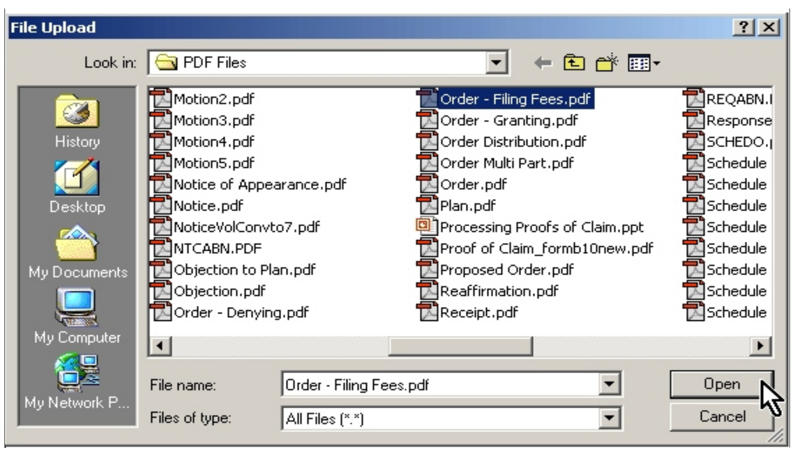

Figure 8c

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

- Click **[Next]**.

STEP 9 A **SCHEDULING** screen displays. (See Figure 9)

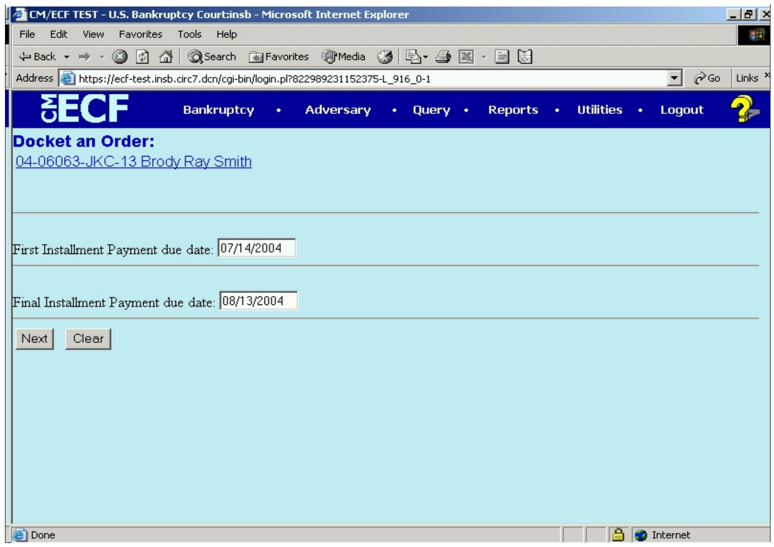

Figure 9

- The final installment payment date will default to 120 days from the file date on this order. This screen shows a payment will be due every 30 days, according to Southern District of Indiana Local Rules.

- Only deadlines with dates appearing in these windows will be set. If a date is deleted from this window, the deadline will not be set.

NOTE: Make sure the **Final** Installment Payment remains set in this process. This will ensure the case flag will be removed when it is paid.

NOTE: The scheduling screen is dependent on the order action code and will not appear if the motion is denied.

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

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

Figure 10

- Review the docket text carefully and ensure the information is correct.
- Modify or enter text as necessary.
- If any of the dates are incorrect:
  - Click the browser **[Back]** button to display the **SCHEDULING** screen and make corrections. **(See Figure 10.)**

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the **Menu Bar**.

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

NOTE: Docket each installment payment using the corresponding receipt event (i.e., **Receipt of Installment Payment (First)**, **Receipt of Installment Payment (Second)**, etc.).

STEP 11 The **NOTICE OF ELECTRONIC BNC NOTICE** screen displays. **(See Figure 11.)**

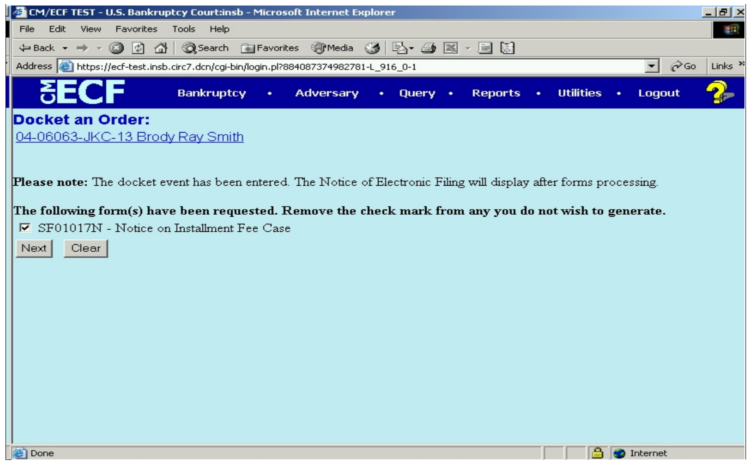

Figure 11

- Click Next
- The Next screen appears is a confirmation screen for the BNC Notice on Installment Fee Cases and Notice of Pending Dismissal
- Click Submit

STEP 12 The NOTICE OF ELECTRONIC FILING screen displays. (See Figure 12)

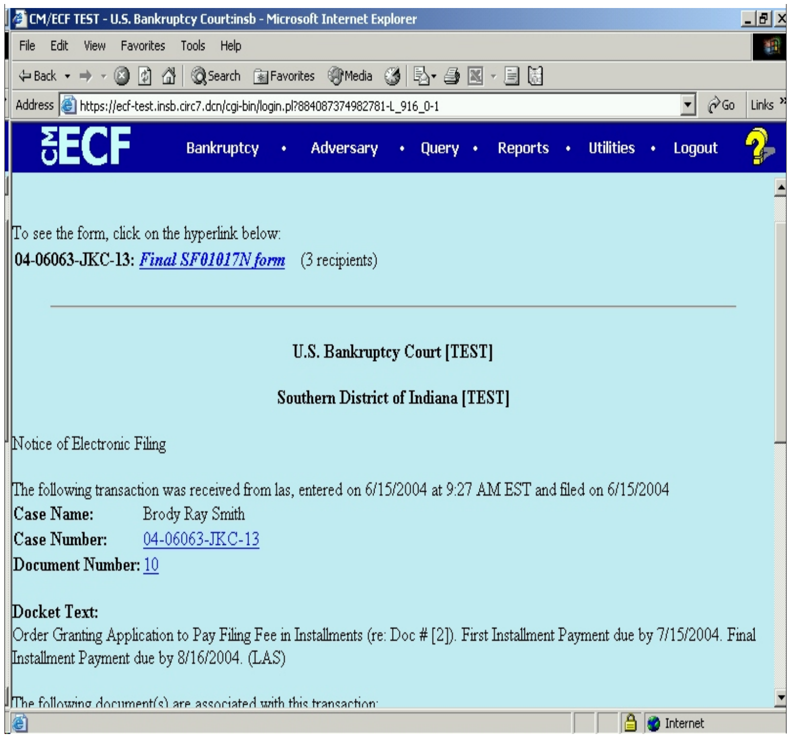

Figure 12

- 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 and order just filed.
- To print a copy of this electronic receipt click the browser **[Print]**
- To save a copy of this electronic receipt, click **[File**] on the browser menu bar and select **Save Frame As.**

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Motion to

This lesson shows an example of a filing of a Motion to Avoid Judicial Lien.

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

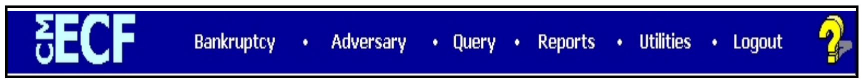

Figure 1

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

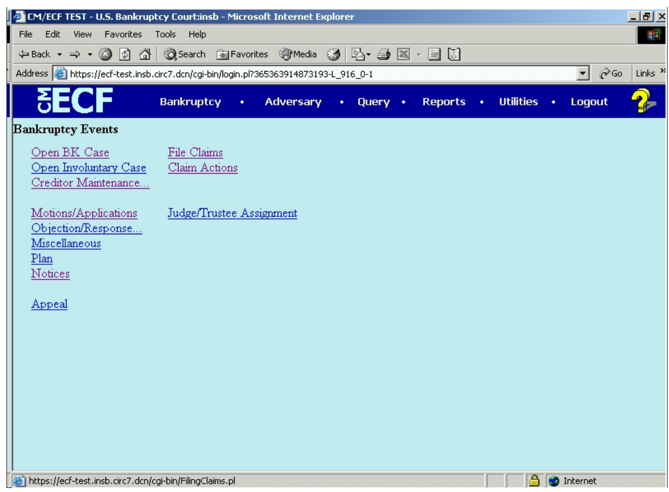

Figure 2

- Click the Motions/Applications hyperlink.

STEP 3 The **CASE NUMBER** screen displays. **(See Figure 3.)**

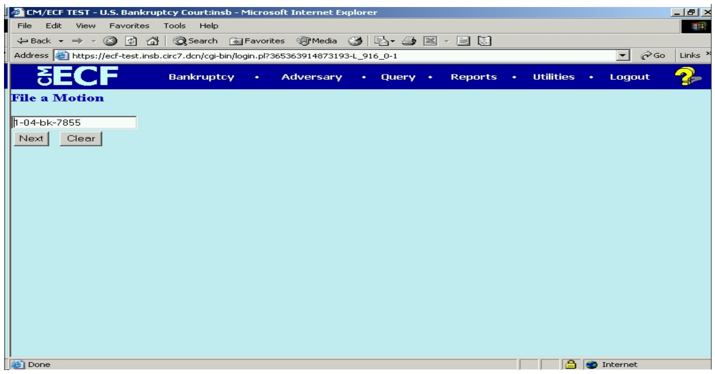

Figure 3

NOTE: If you have already accessed a case in this session, the number of the case accessed will be displayed. Leave this number if it is the correct case for this application, or enter the correct case number (yy-nnnnn), including the hyphen.

◆ Click **[Next]**.

NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

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

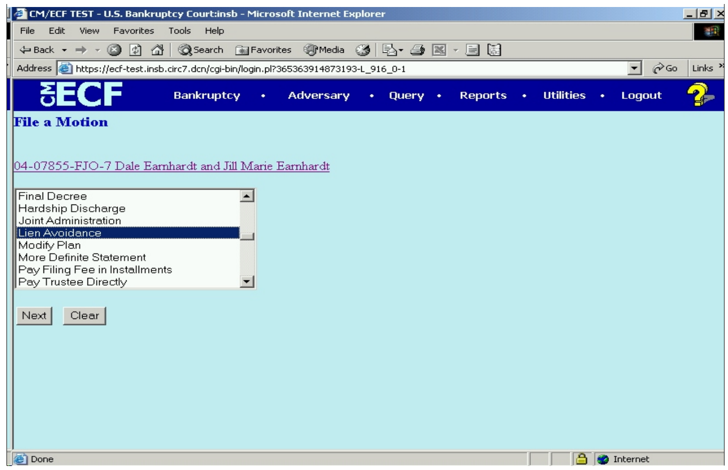

Figure 4

- Scroll down to display the selection Lien Avoidance
- Highlight that selection and Click **[Next]** to continue.

The **CASE VERIFICATION** screen appears **(Figure 4a)**

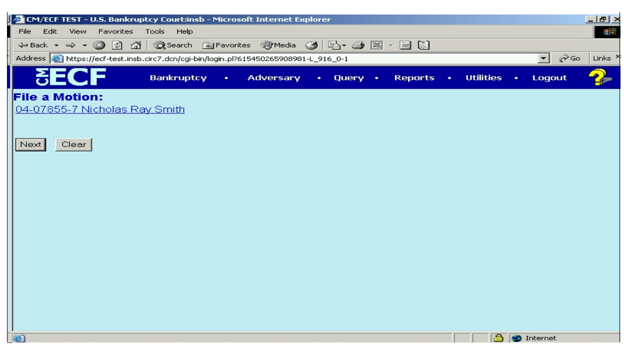

Figure 4a

- Verify case is correct
- Click **[NEXT]**

STEP 5 The **JOINT ATTORNEY FILING** screen appears next **(See Figure 5)**

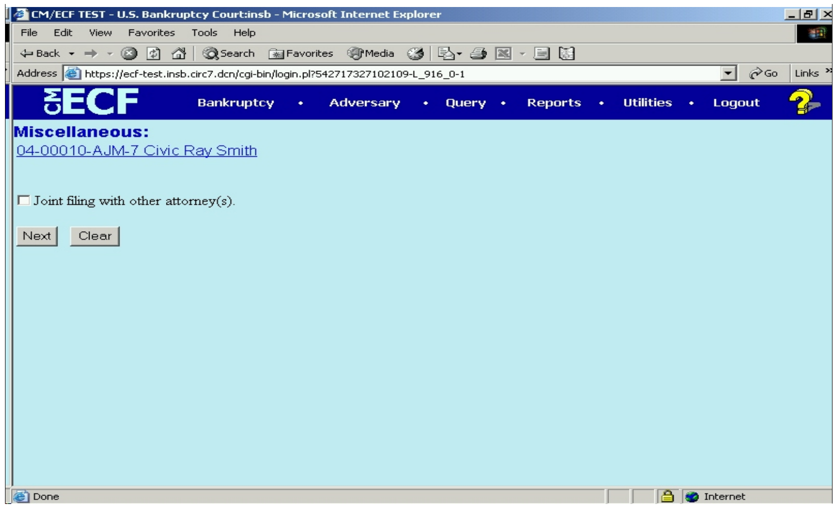

Figure 5

- If you are filing with another attorney, you would check the box.
- Click **Next**

STEP 6 The **PARTY SELECTION** screen appears next. **(See Figure 6.)**

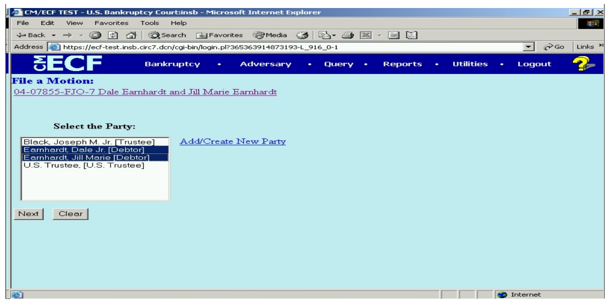

Figure 6

- Select the filer from the **Select the Party** list, in this case, joint debtors, both debtors must be selected.

NOTE: To select more than one party, highlight the first party and "Shift" key with the left click for the second party.

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

STEP 7 The **PDF DOCUMENT** screen appears **[See Figure 7]**

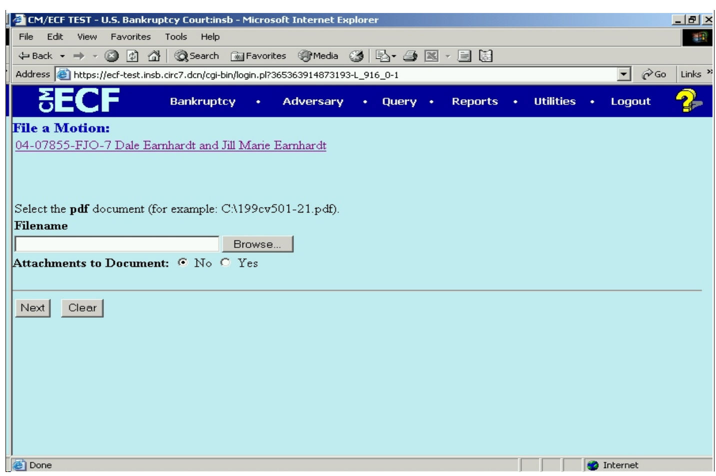

Figure 7

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse. **(See Figure 7a.)**

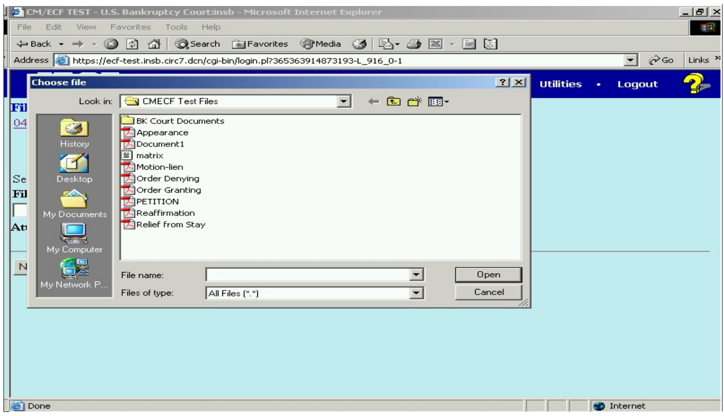

Figure 7a

- 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 7b.)**

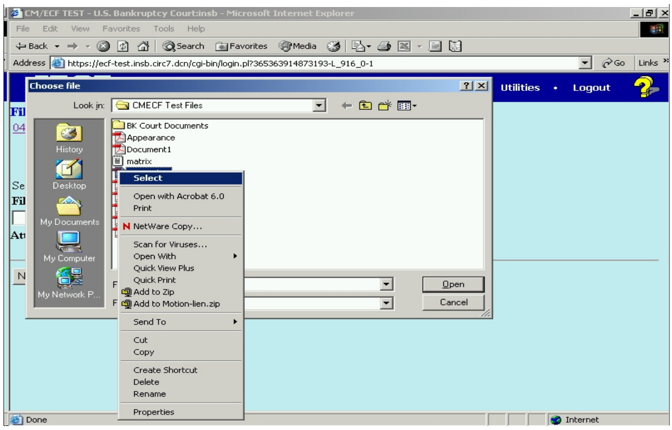

Figure 7b

- 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. **(See Figure 7c.)**

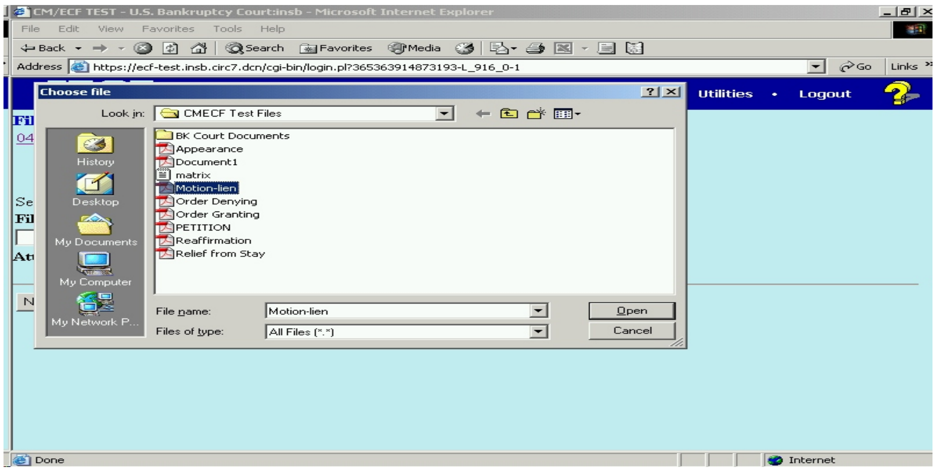

Figure 7c

- There is often a need to submit a supporting document with a pleading. To illustrate the feature of CM/ECF that allows **attachments,** to the main document, click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the affidavit to the motion. **(See Figure 7d.)**

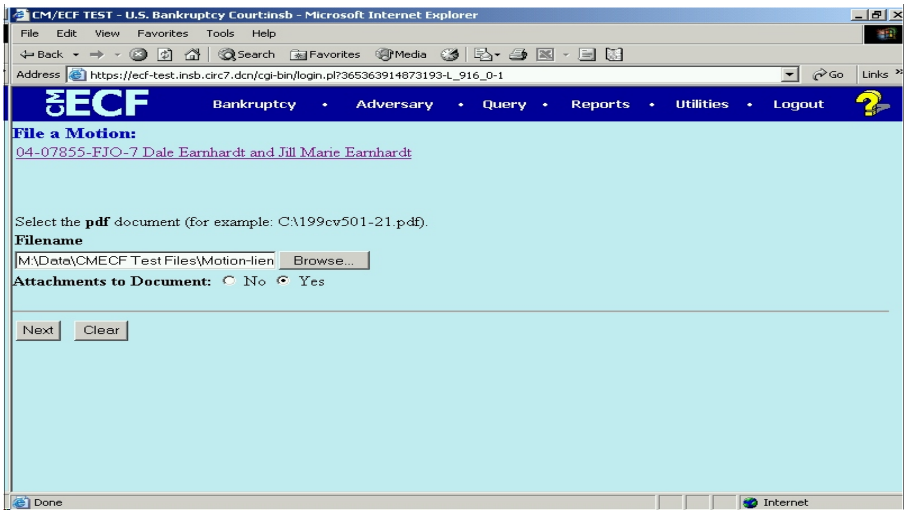

Figure 7d

NOTE: Please note that the PDF file for the Motion to Avoid Lien is not an **attachment.** An **attachmen**t is another supporting document, such as supporting affidavits, exhibits, proposed orders etc.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by clicking on the hyperlink within the docket text.

- Click **[Next]**.

STEP 8 If you clicked the **yes** radio button, the **ATTACHMENT** screen will display. **(See Figure 8.)**

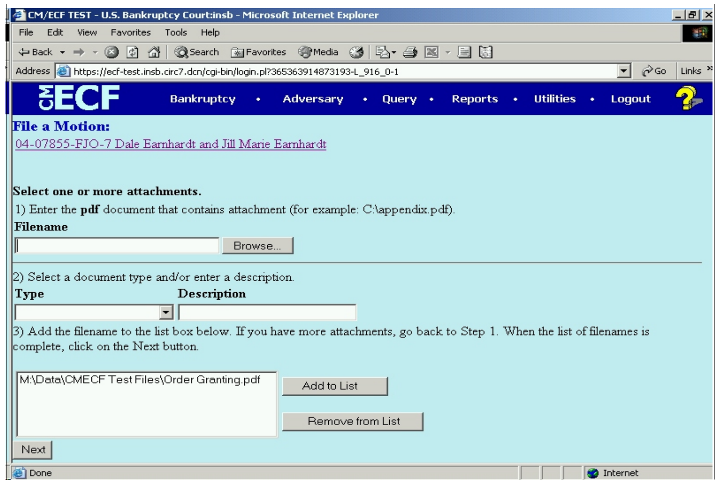

Figure 8

- Click **[Browse]**, then navigate to the drive and directory where the appropriate PDF file for the proposed order is located and select it.

- Select **Affidavit** as the attachment type.

- If appropriate, enter a description in the **Description Box**.

NOTE: You must enter an attachment type or a description or both.

- When you click **[Add to List]**, the path and file name are added to the **List** box. **(See Figure 8.)**

  - To attach additional supporting documents, repeat this process.

- Click **[Next]**.

STEP 9 The **File a Motion Screen** displays.
(See Figure 9.)

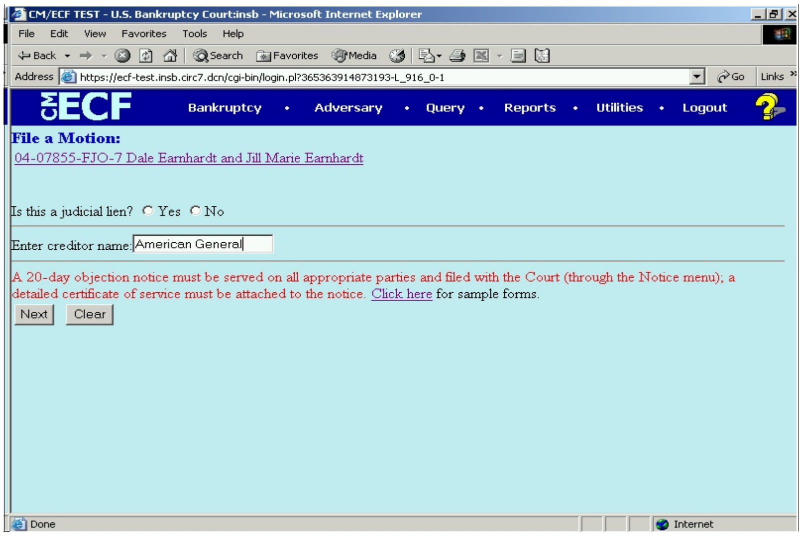

Figure 9

- Enter the appropriate information in the boxes. The information typed in the windows displayed above will appear in docket text only.

NOTE: Select the appropriate radio button for Judicial Lien. You will be unable to continue without selecting type of lien. **[See Figure 9a**]

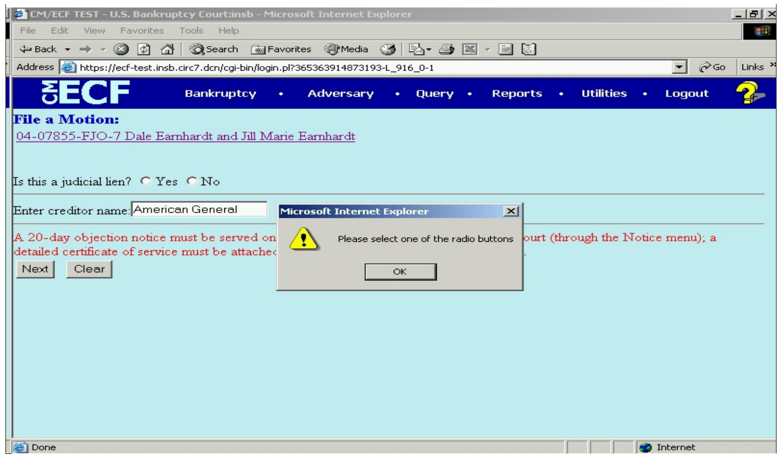

Figure 9a

NOTE: For additional noticing information see Noticing Module in Tab 6 Noticing

◆ Click **[Next]** to continue.

STEP 10 The **FINAL TEXT EDITING** screen displays. **(See Figure 10.)**

This is the last opportunity to make any changes to this event.

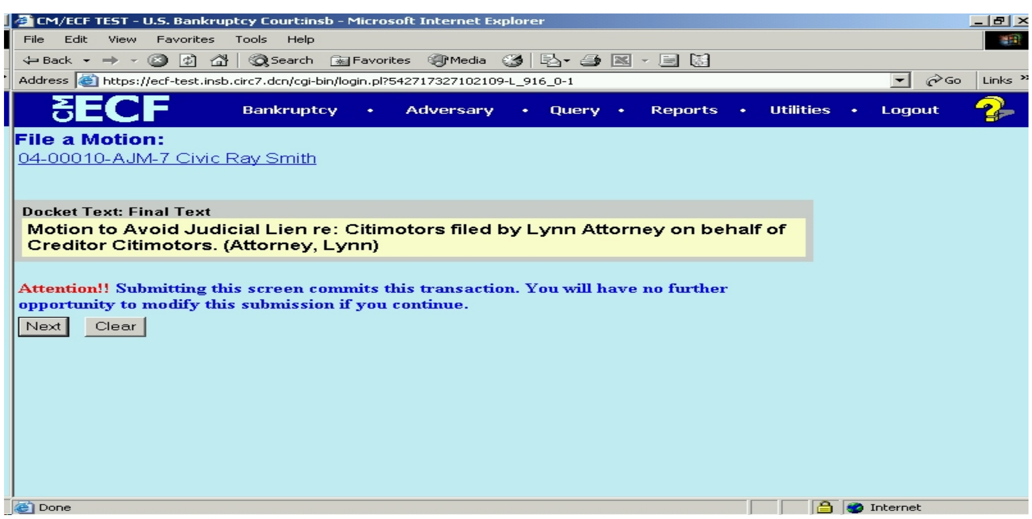

Figure 10

- 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.

- Court staff have the ability to edit any part of the text on this screen.

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

STEP 11 The **NOTICE OF ELECTRONIC FILING** screen displays. **(See Figure 11.)**

- 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.

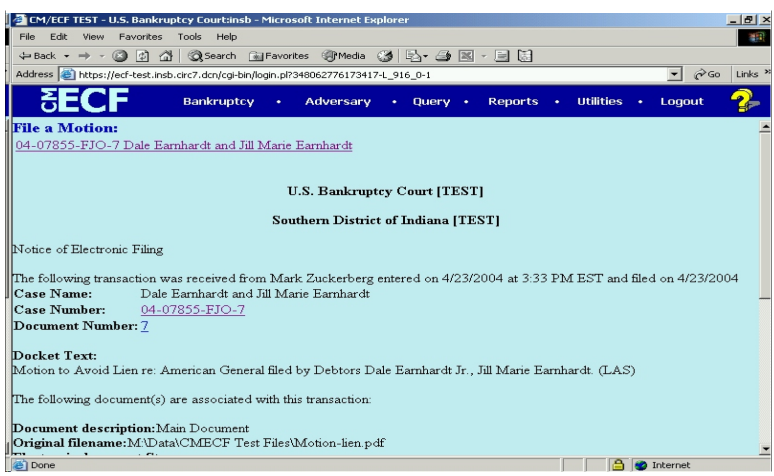

Figure 11

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Multi-Part Motions

For Attorneys

This procedure explains how to docket a two-part motion. The example illustrated is a Motion for Relief from Stay and Adequate Protection with an attached Exhibit.

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

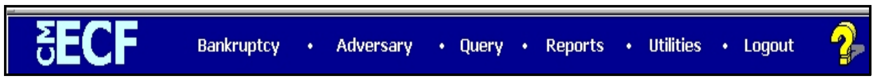


Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen will display similar to the one shown in Figure 2. Your menu selections may vary from this screen.

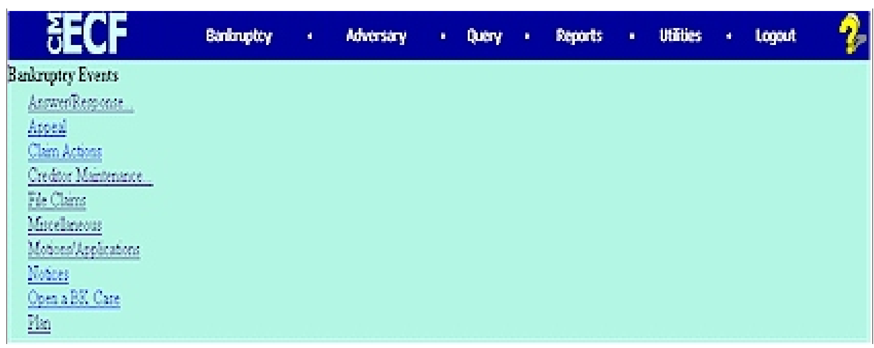


Figure 2a

◆ Click the Motions/Applications hyperlink.

STEP 3 The **CASE NUMBER** screen displays. **(See Figure 3.)**

Figure 3

- Enter the case number, including the hyphen.
- Click **[Next].**

NOTE: You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

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

Figure 4

- Click to highlight Adequate Protection. Keeping the **[Ctrl]** key depressed, scroll and highlight Relief From Stay. There are now two reliefs identified and selected for this motion.

- Click **[Next]**.

STEP 5 The **JOINT FILING** screen displays. **(See Figure 5.)**

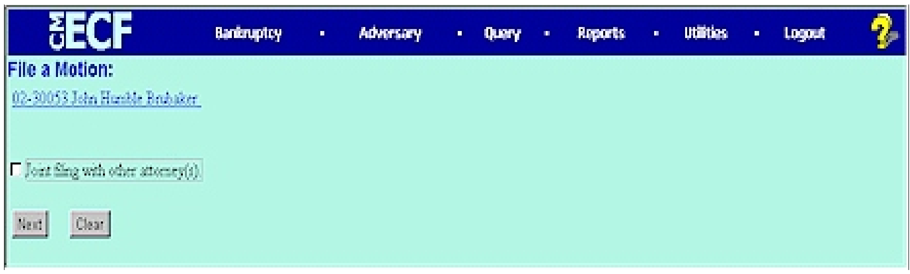


Figure 5

- This screen is only used if another attorney is joining in a filing, do not check this box.

  If this is a joint filing with another attorney(s) you will be presented with a pick list of attorneys on the case to select as joint filers.

- Click **[Next]**.

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

Figure 6

- Since the party, American General Finance, is not listed, it must be added. Click the Add/Create New Party hyperlink.

STEP 7 The **PARTY SEARCH** screen appears. **(See Figure 7.)**

Figure 7

- Enter the first part of the business name and click **[Search]**.

STEP 8 If there are no matches, the system will return a **No Person Found** message. Make sure your search criteria is accurate. If the party is not found on your first try, use different criteria and/or wildcards. **(See Figure 8a.)**

Figure 8a

- Since the party is not already on the database, proceed to add the creditor, American General. Click **[Create New Party]**.

NOTE: Your name search may find more than one record having the same name as shown in **Figure 8b**. 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**.**

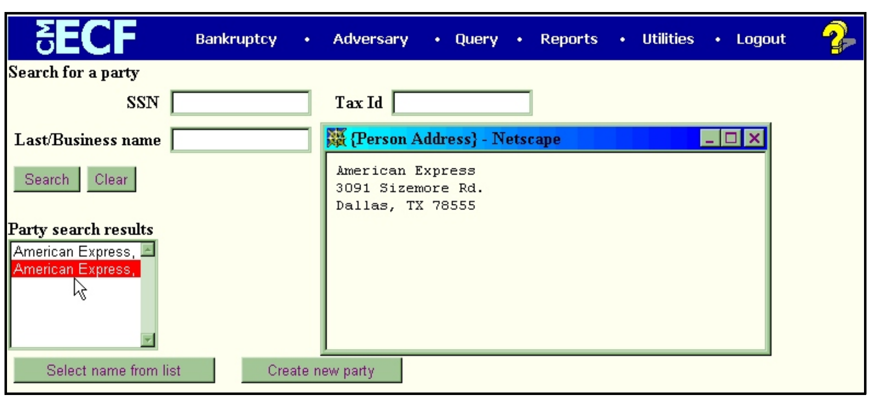


Figure 8b

STEP 9 The **PARTY INFORMATION** screen displays. **(See Figure 9.)**

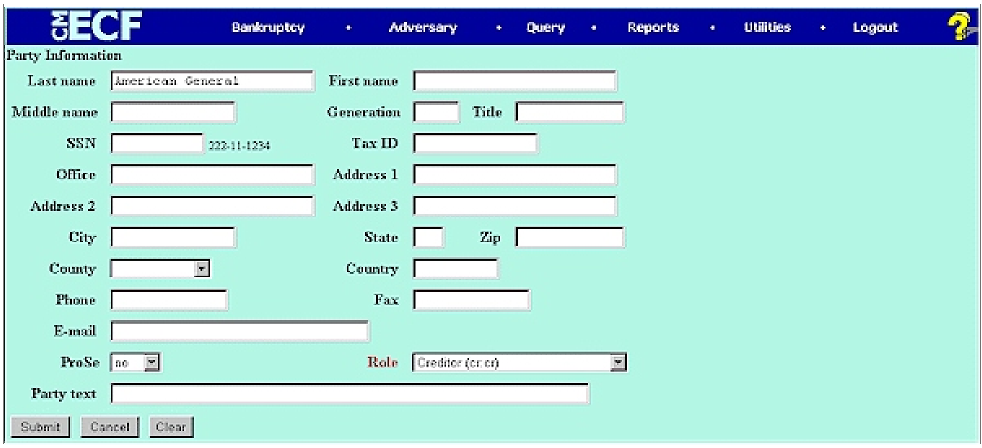


Figure 9

- Enter **ONLY** the creditor's **Name**.
- Leave ***pro se*** as **no**.
- Expand the **Role Type** selection pick list by clicking on the down arrow ▼ and select Creditor.
- Enter further descriptive text for the creditor in the Party Text field, if appropriate. (An Indiana Corporation, Guardian of the State, etc.)
- It is not necessary to add yourself as counsel for the party. Your login will furnish your attorney information to the system.
- Click **[Submit]**.

STEP 10 The **SELECT PARTY** screen appears again. **(See Figure 10.)**

Figure 10

- The new creditor's name, American General, is highlighted.
- Click **[Next]** to continue.

STEP 11 The **ATTORNEY/PARTY ASSOCIATIONS** screen appears. **(See Figure 11.)**

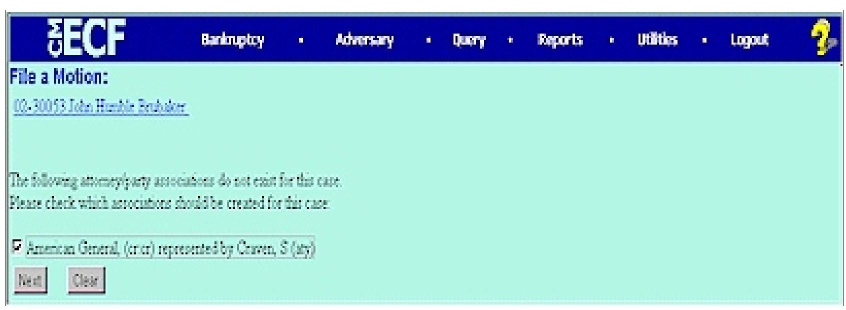


Figure 11

- Click the box to establish the association between you and American General.
- Click **[Next]**.

STEP 12 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 12.)

Figure 12

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

- 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 12b.)**

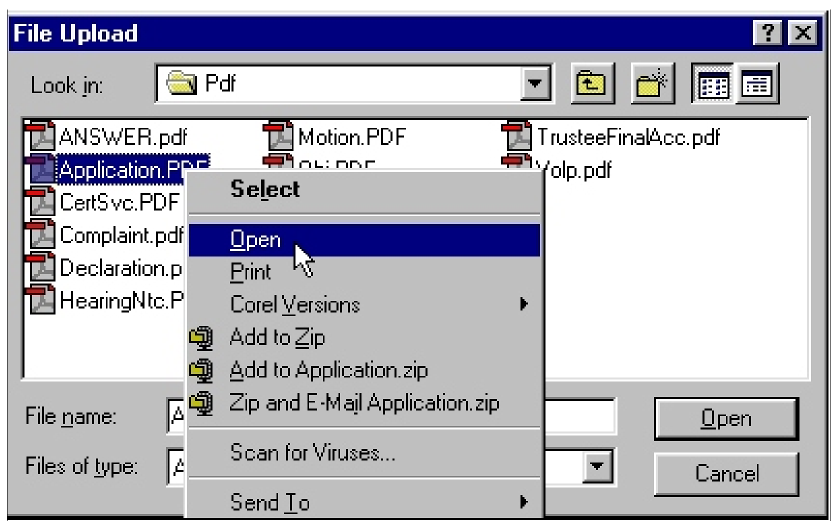


Figure 12b

- 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 12c.)**

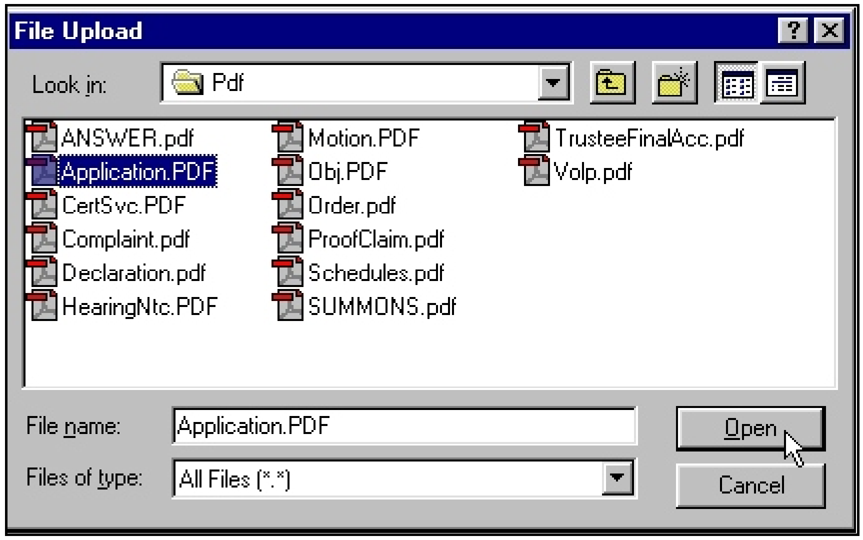


Figure 12c

- To illustrate the attachment feature, click the **Yes** radio button at the right of the **Attachments to Document** prompt to attach the proposed order to the motion. This exercise will show the process of an attached proposed order.
- Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the proposed order.
- Click **[Next]**.

STEP 13 When you click the **yes** radio button, the **ATTACHMENT** screen displays. **(See Figure 13a.)**

Figure 13a

- Please note that the PDF file of the motion is not an attachment. An attachment is another supporting document, such as supporting affidavits, exhibits etc.
- An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by clicking on the hyperlink within the docket text.
- Click **[Browse]**, then navigate to the directory where the appropriate PDF file for the proposed order is located.
- Double-click the PDF file to select it.
- Highlight ***EXHIBIT*** in the **Type** pick list.
- Enter detail concerning the attachment in the **Description Box**.
- Click **[Add to List]** and the path and file name are added to the **List** box. **(See Figure 13b.)**

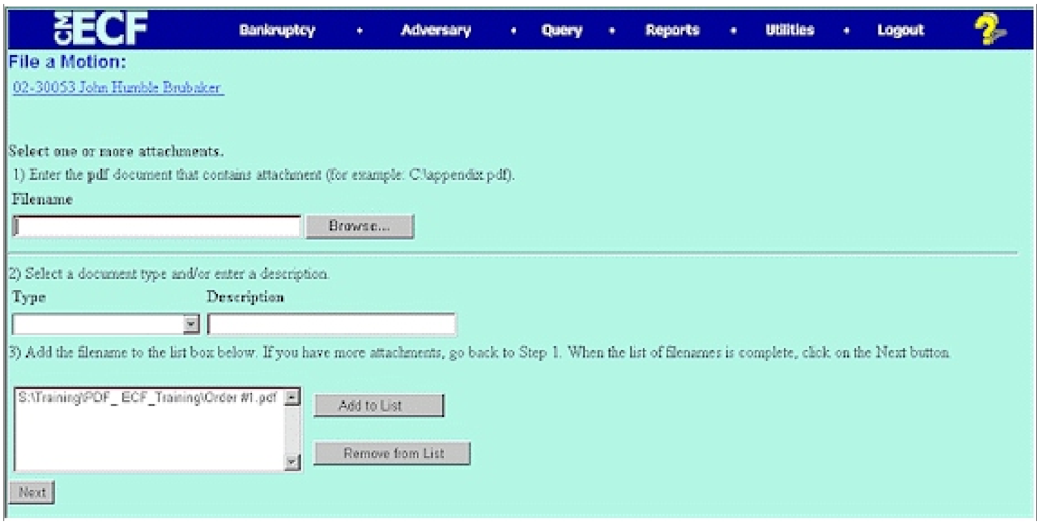


Figure 13b

◆ Click **[Next]**.

NOTE: An additional screen may appear depending on the type of motion being filed. The screen may set a deadline, prompt the user for additional information, or require "**CC**" to be inserted into the receipt field. An example is shown here on the motion for relief from stay. A prompt appears asking the user "What". At the prompt insert the type of collateral. A deadline has also been generated for objections to be filed. The receipt prompt indicates to the user that a fee is require for this type of pleading. **(See Figure 14.)**

Figure 14

STEP 14 The **MODIFY DOCKET TEXT** screen appears. **(See Figure 15.)**

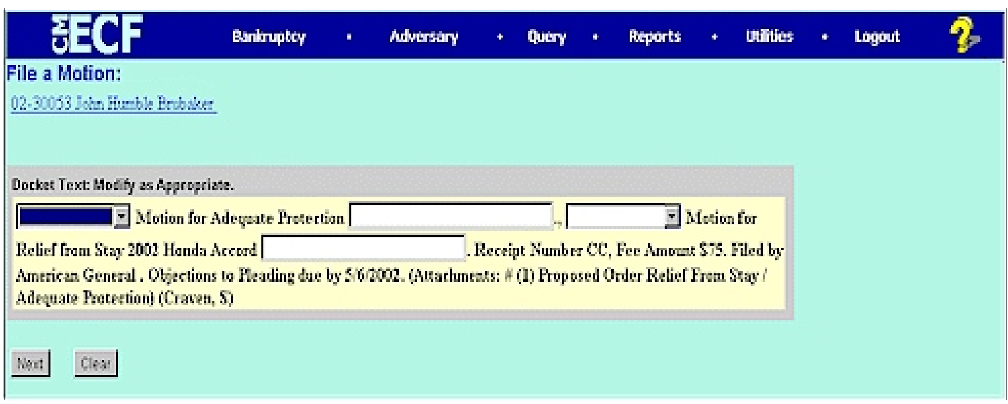


Figure 15

- If appropriate, choose a prefix such as *Emergency* from the **Prefix Text** pick list
- In either or both of the text boxes, add additional text for the motions you are filing according to your court procedures.
- Click **[Next]** to continue.

STEP 15 The **FINAL TEXT EDITING** screen displays. **(See Figure 16.)**

Figure 16

- Carefully verify the final docket text. This is your last chance to change this entry before addition 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 hyperlink on the **Menu Bar**.
- If the final docket text is **correct:**
  - Click **[Next]**.

STEP 16 The **NOTICE OF ELECTRONIC FILING SCREEN** displays. **(See Figure 16.)**

Figure 16

- Clicking on the document number hyperlink will present the PDF image of the petition just filed. Attorney users will be presented with a PACER login screen to access these features.
- To print a copy of this receipt 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 Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.

Notice of Electronic Filing:

Hyperlink to docket sheet

Date and time stamp information

Case Title

Case number hyperlink to docket sheet?

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

Associated (PDF) documents:

Document description:	Defaults to Main Document being docketed.
Original filename:	Filer's full directory path from firm or court's hard drive or network.
Electronic document stamp:	Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.
Document description:	First *attached* document's description that was entered on the attachment screen by the filer.
Original filename:	Filer's full directory path from the firm or court's hard drive or network.
Electronic document stamp:	Unique identifying name of the attachment for security purposes. Key file of the court used for encryption

Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.

Objections to Motions

For Attorneys

This lesson explains how to docket an objection (or a response) to a motion or application. The example used is an objection to a Motion to Avoid a Lien.

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

Figure 1

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

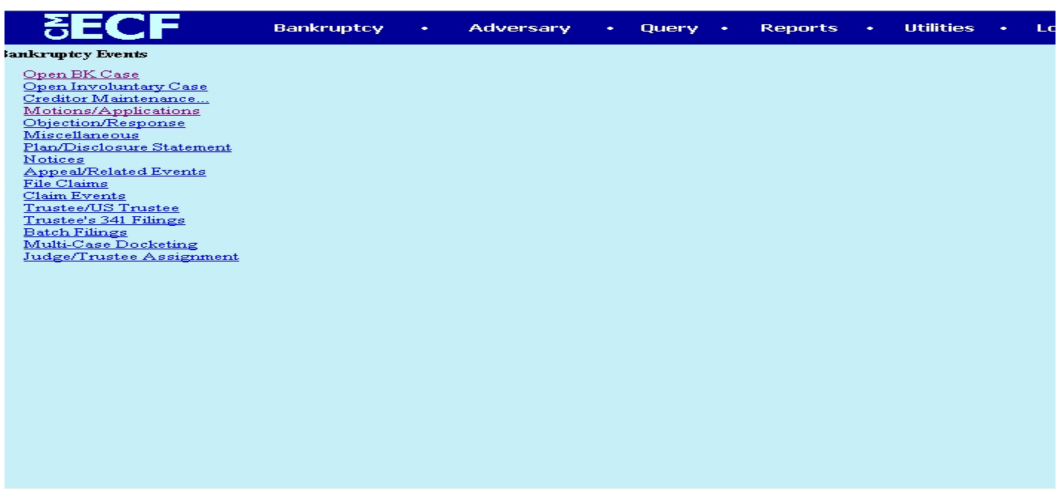


Figure 2

◆ Click the Objection/Response hyperlink

STEP 3 The **CASE NUMBER** screen displays **(See Figure 3.)**

Figure 3

- Enter the correct case number, including the hyphen.
- Click **[Next].**

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

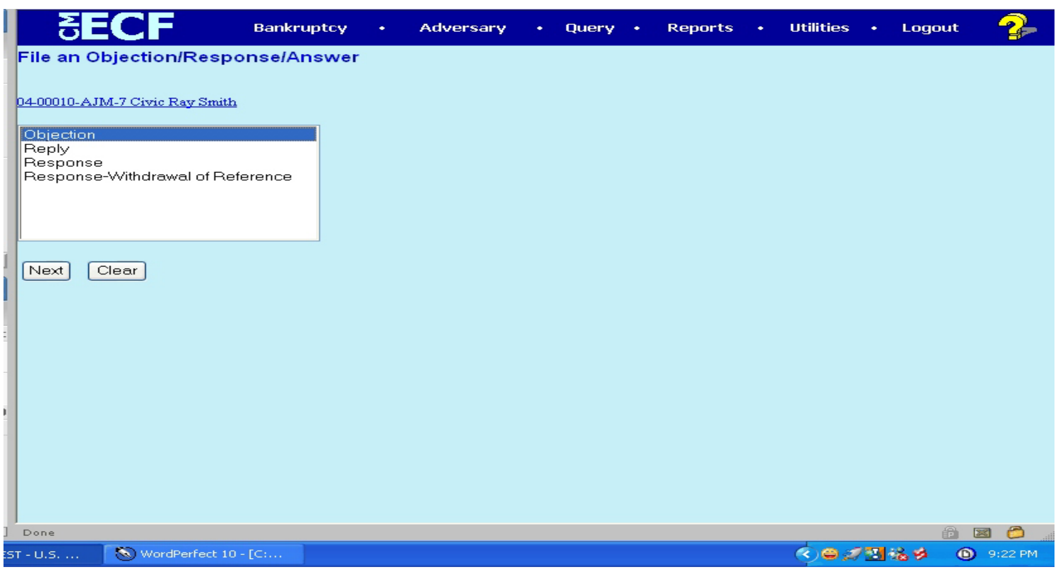


Figure 4

- Highlight *OBJECTION* from the pick list
- Click **[Next]**.

STEP 5 The **SELECT PARTY** screen displays. All participating parties on the case will appear on this list. **(See Figure 5)**

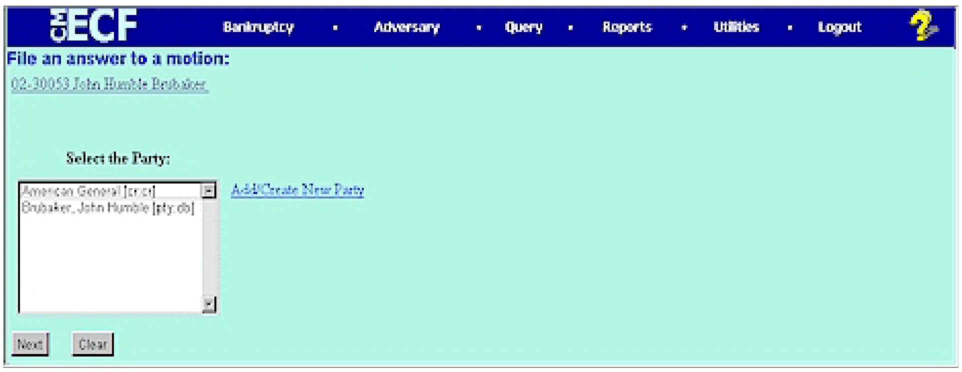


Figure 5

- The party for whom you are filing the objection in this example is Householder Finance.
- Since the party name (Householder Finance) does not display in the **Select The Party** box, they need to be added to this case.
- Click the <u>Add/Create New Party</u> hyperlink.

STEP 6 The **PARTY SEARCH** screen displays. **(See Figure 6.)** You must first search the database to retrieve the party record. If the party is new to the court, a new party record must be created.

Figure 6

◆ It is very important to search carefully and thoroughly before adding a new party so duplicate records for the same person or entity do not reside on the database. Additional search hints are provided below.

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Searching is case sensitive. (Smith, not smith)
- Include punctuation. (O'Brien, Garcia-Barrera)
- 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)

◆ Click in the **Last/Business name** box and enter the last (or partial) name or business name of the party. We have entered Householder for Householder Finance.

◆ Click **[Search]** .

STEP 7 The system will search the court database and then display a list of all parties whose names match the search criteria you entered. However, in this example, no matches were made for Householder Finance. **(See Figure 7a.)**

Figure 7a

NOTE: Your name search may find more than one record having the same name as shown in **Figure 7b**. 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**.**

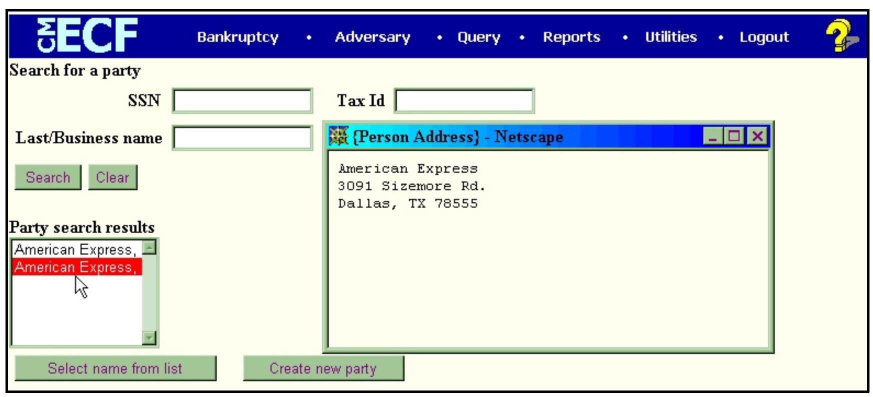


Figure 7b

◆ Click the **[Create new party]** button.

STEP 8 The **PARTY INFORMATION** screen will then appear.
(See Figure 8.)

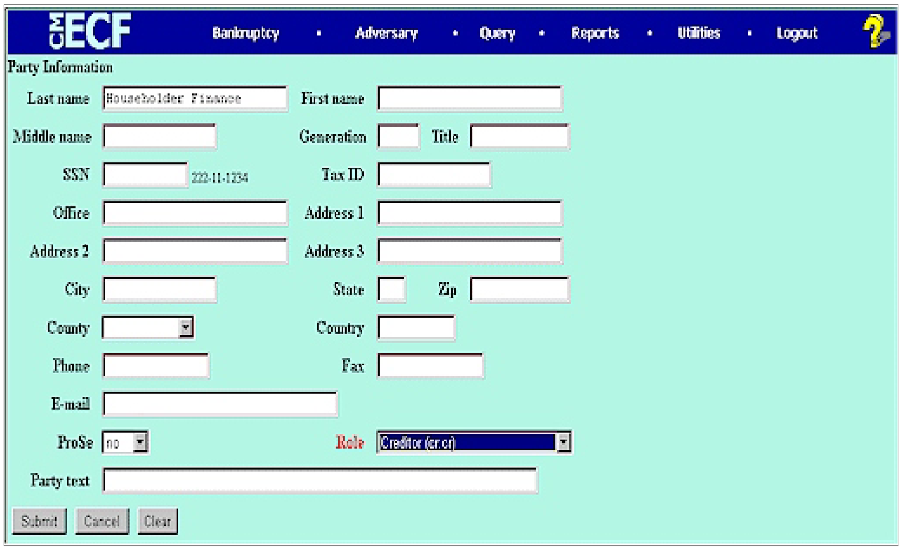


Figure 8

- Complete all appropriate name fields. The entire business name should be entered in the Last Name field. **Do not** add address information.
- Since this party is represented by an attorney, do not change the pro se default value of No.
- Click to expand the Party Role list arrow ▼ and highlight **Creditor** (cr:cr).
- Click **[Submit]**.

STEP 9 The **SELECT PARTY** screen displays again with the new party filer highlighted at the top of the list (Householders Finance). **(See Figure 9.)**

Figure 9

- Click **[Next]**.

STEP 10 The **ATTORNEY/PARTY ASSOCIATION** screen appears. **(See Figure 10.)**

Figure 10

- Since your party, Householder Finance, is new, this screen will establish you as counsel for them on this case. S. Craven is used as an example.

- Check the box and click **[Next].**

STEP 11 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 11.)

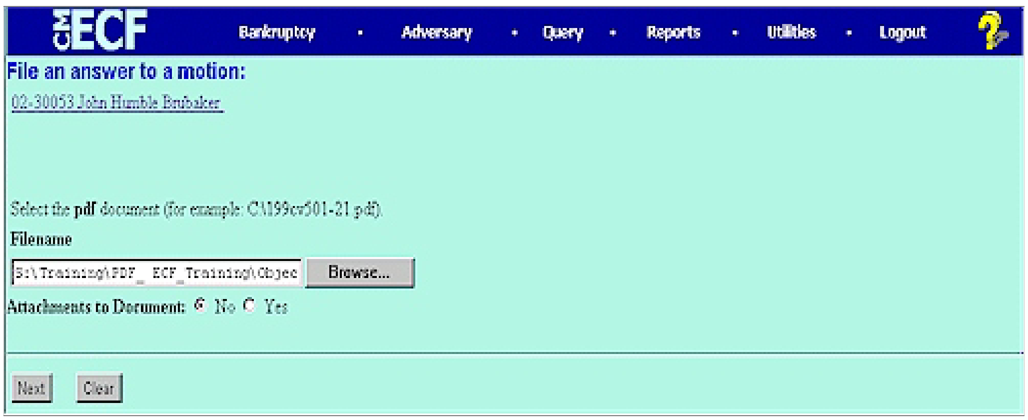


Figure 11

- Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.

- Double-click the PDF file to select it.

- There will not be any Attachments to the objection in this lesson. Accept the **No** default radio button.

- Click **[Next]**.

STEP 14 The **LINKING** screen appears. **(See Figure 14)**

◆

Figure 14

◆ Select the category of documents to which your document will be linked to. For this lesson highlight and select Motion due to our objection is to the Motion to Avoid Lien. (See Figure 14)

◆ Click **[Next]**.

STEP 15 The **PENDING MOTIONS** screen appears. **(See Figure 15a.)**

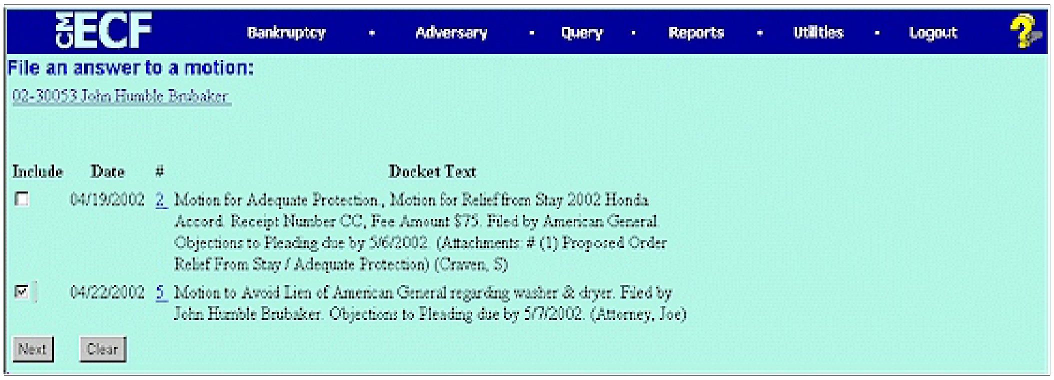


Figure 15a

- Select the appropriate motion you wish to objection to by clicking in the box next to the date. If there is more than one possibility, click on the document number hyperlink to view the imaged application or motion.

STEP 16 The **MODIFY DOCKET TEXT** screen appears. **(See Figure 16.)**

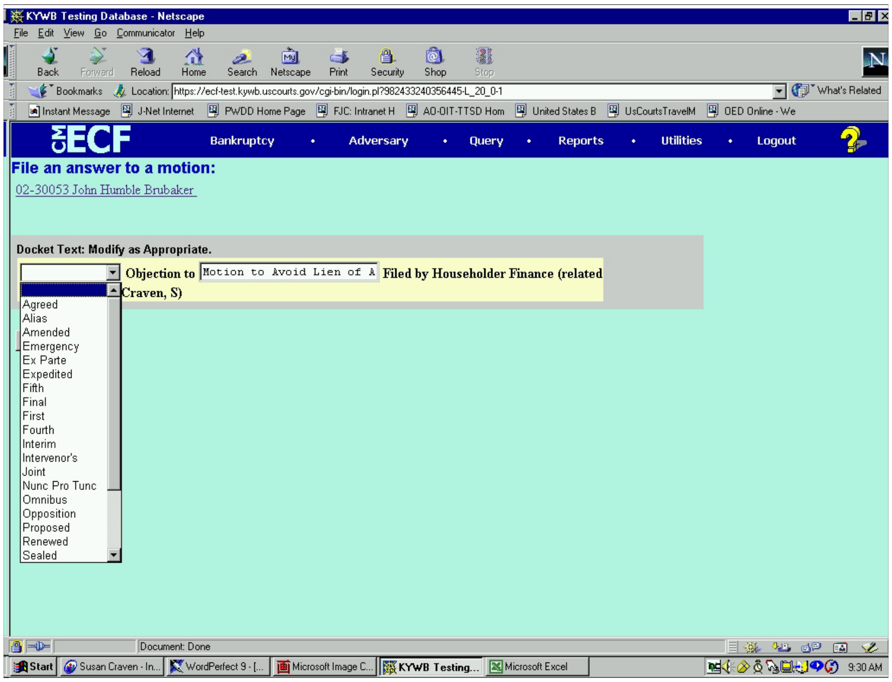


Figure 16

- These prefixes are optional. **(See pop-up menu above.)**
- Complete the docket text with the appropriate prefix and descriptive detail.
- Click **[Next]**.

STEP 17 The **FINAL DOCKET TEXT** screen appears. **(See Figure 17.)**

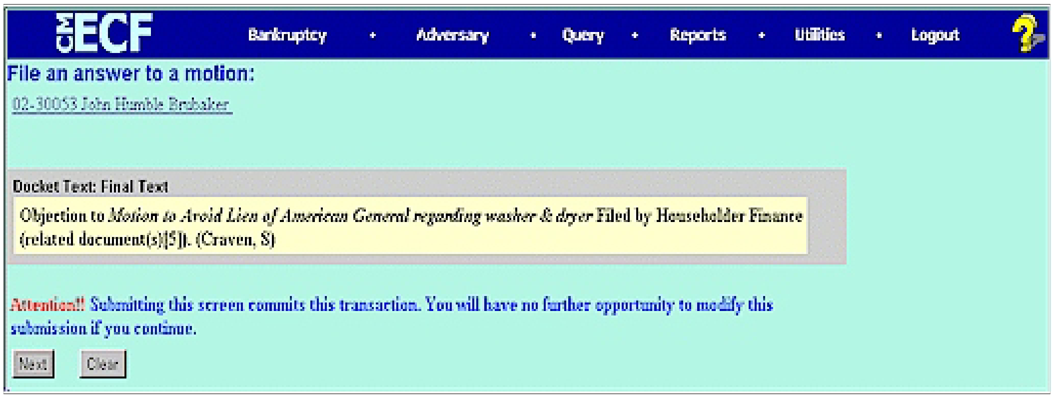


Figure 17

- ◆ Use caution on this screen and proof the contents of the entry carefully.

NOTE: To abort or restart the transaction at any time, click the Bankruptcy hyperlink on the main menu bar.

- ◆ When you click **[Next]**, the entry is sent to the court's database.

STEP 18 The **NOTICE OF ELECTRONIC FILING** screen appears. **(See Figure 18.)**

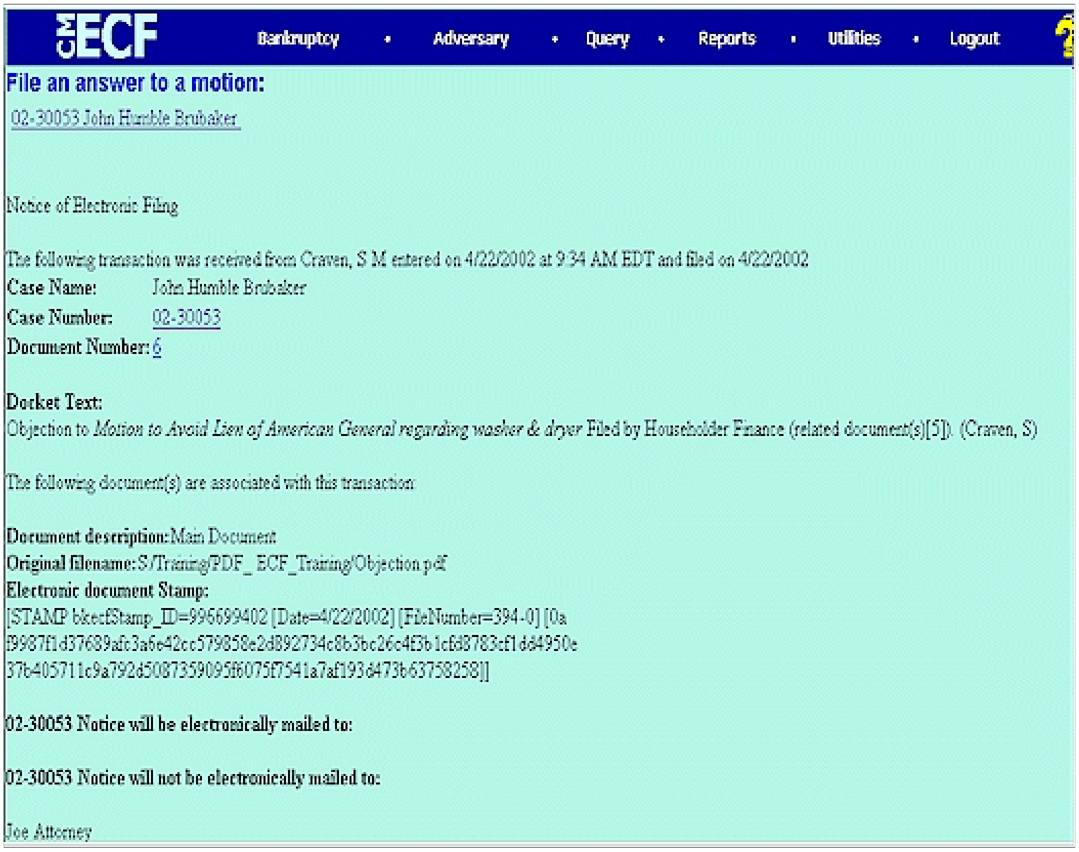


Figure 18

- Users should scroll down to view entire notice.
- 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 To Employ
For Trustees and Attorneys

This lesson shows the steps of submitting an Application to Employ filed by a Chapter 7 trustee. The same process can be applied to filing other motions or application.

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

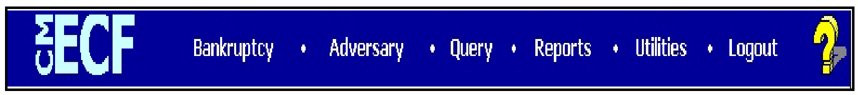


Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays. **(See Figure 2.)** Your screen may appear different. Menu selections are assigned by user permissions and vary by types of users.

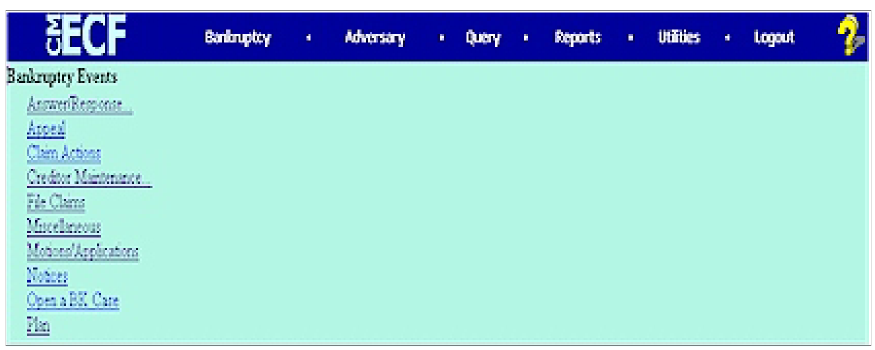


Figure 2

◆ Click the Motions/Applications hyperlink.

STEP 3 Enter the case number in YY-NNNNN format in the **CASE NUMBER** screen and click **[Next]**. **(See Figure 3.)**

Figure 3

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

Figure 4

- Scroll the **File a Motion** box to select the "Employ" relief.

NOTE: To locate your event quickly, type the first letter of the entry (***E*** for Employ) and the highlight bar will immediately select the first event beginning with E.

- Click **[Next]**.

STEP 5 The **PARTY SELECTION** screen will be presented listing all the participants presently on this case. **(See Figure 5.)**

Figure 5

- Locate and select the trustee in the **Party Selection** window.
- Click **[Next]** to continue.

STEP 6 The **ATTORNEY/PARTY ASSOCIATION** screen may appear. **(See Figure 6.)**

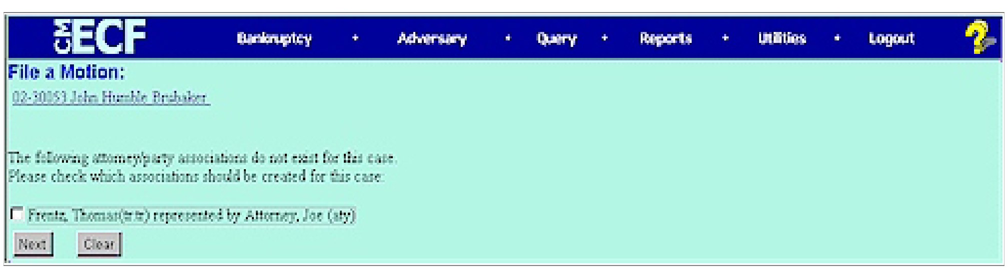


Figure 6

◆ This screen presents a check box to link the filer to the attorney. **As a trustee, if you are not filing this application in the capacity of the *attorney for the trustee*, skip this screen.**

If an attorney is filing this for another party she or he represents and this screen is presented, check the box to establish this relationship.

STEP 7 The **PDF DOCUMENT SELECTION** screen displays. **(See Figure 7a.)**

Figure 7a

◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.

- 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 7b.)**

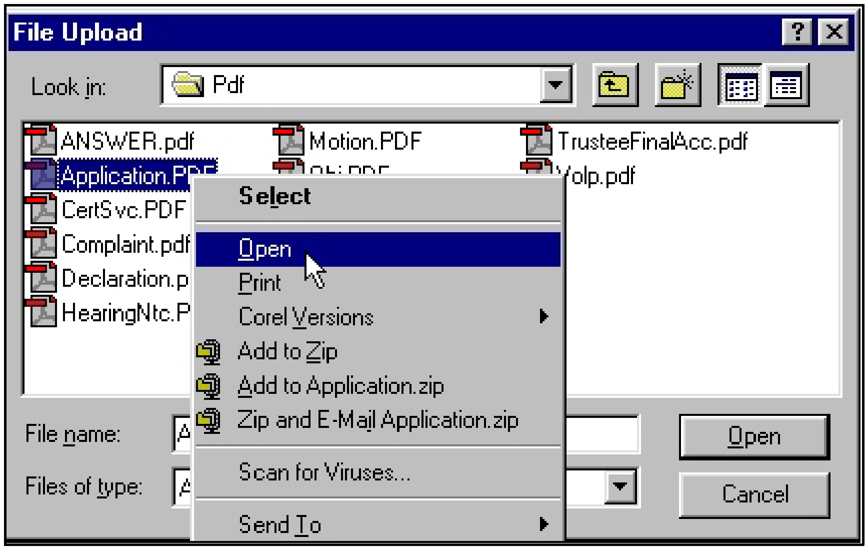


Figure 7b

- This will launch the Adobe Acrobat Reader which will 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 7c.)**

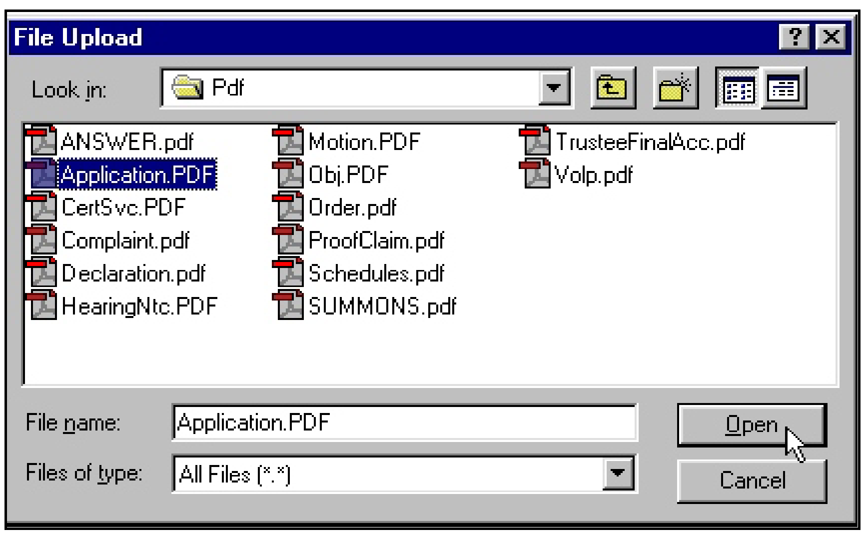


Figure 7c

NOTE: Please note that the PDF file for the Application to Employ is not an **attachment.** An **attachmen**t is another supporting document, such as affidavits or exhibits.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

◆ Click **[Next]** to continue with the attachment process.

STEP 8 If you selected the **yes** radio button, the **ATTACHMENT** screen is presented next. **(See Figure 8.)**

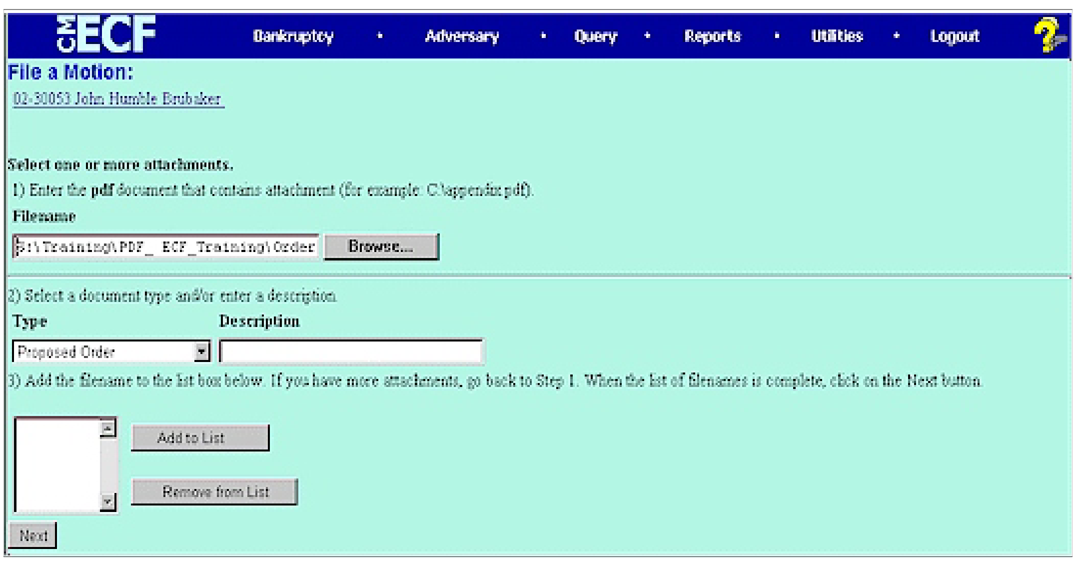


Figure 8

- There are three steps to the attachment process:

  1. Click **[Browse]**, then navigate to the drive and directory where the appropriate PDF file for the proposed order 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.

     - Double-click the PDF file to select it.

     - Verify that the document is correct and minimize or close the Adobe application by clicking on "-" or "x" in the control box in the upper right hand corner of the PDF document.

  2. Select **Proposed Order** as the attachment type from the drop down list.

     - You may enter a description in the **Description Box**. This is court-specific styling. For instance if you were using an attached exhibit, you would enter "A " to signify this is Exhibit A. This description goes into docket text.

  3. You must click **[Add to List]**. The path and file name are added to the **List** box. It is possible to add multiple attachments at this time by repeating steps 1 - 3..

- Click **[Next]**.

STEP 9 A **DOCUMENT INFORMATION** screen displays next.
(See Figure 9.)

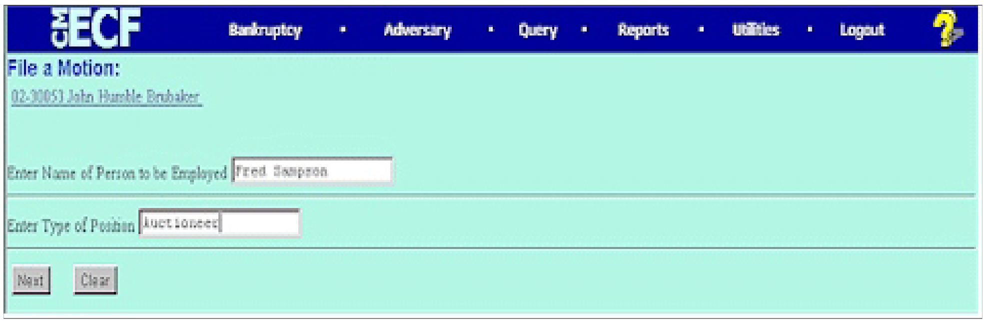


Figure 9

- The information typed in the windows displayed above will appear in docket text.

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

STEP 10 The **MODIFY TEXT** screen will display a supplemental text box and a prefix box to add more detail to the docket text.
(See Figure 10.)

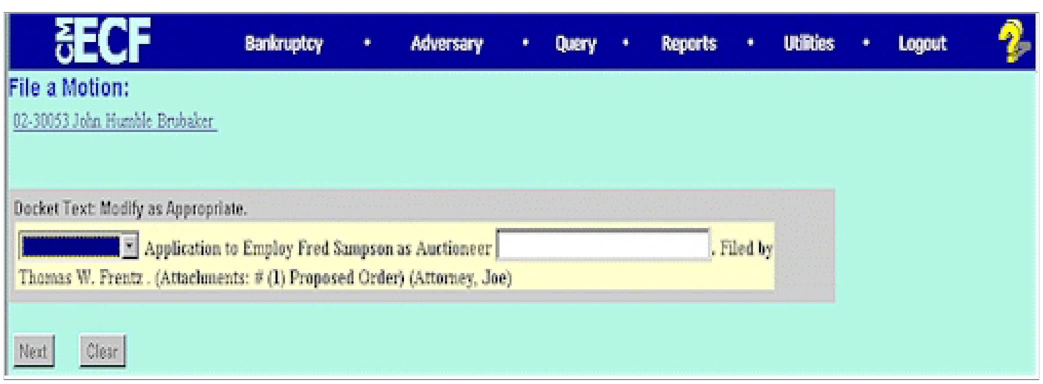


Figure 10

- Click the down arrow ▼ to display the prefix options. Select a descriptive prefix, if it is appropriate.
- If necessary, add detail to the final text.
- Click **[Next]** to continue.

STEP 11 The **FINAL APPROVAL** screen will appear. **(See Figure 11.)**

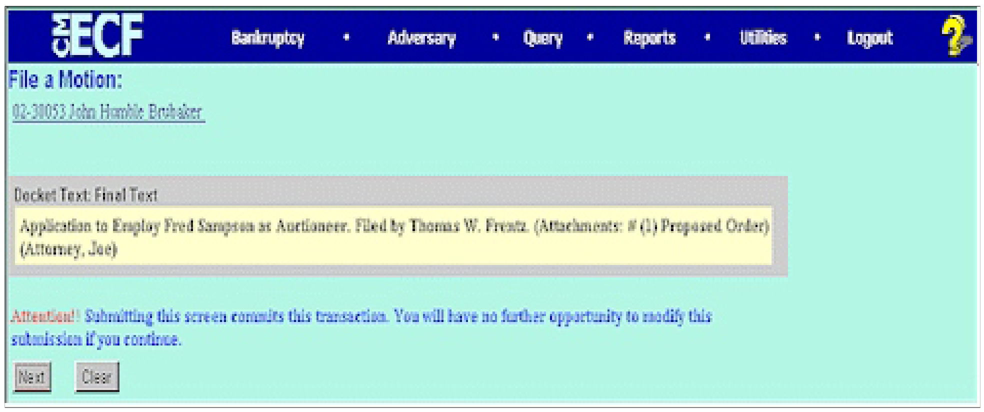


Figure 11

- Verify the final docket text. Read the warning message and proceed.
- 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 (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.
- If correct, click **[Next]**

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen displays. **(See Figure 12a.)**


CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File a Motion:

02-30053 John Humble Brubaker

Notice of Electronic Filing

The following transaction was received from Attorney, Joe entered on 4/22/2002 at 10:44 AM EDT and filed on 4/22/2002
Case Name: John Humble Brubaker
Case Number: 02-30053
Document Number: 7

Docket Text:
Application to Employ Fred Sampson as Auctioneer. Filed by Thomas W. Frentz. (Attachments: # (1) Proposed Order) (Attorney, Joe)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: S:/Training/PDF_ ECF_Training/Application to Employ.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=996699402 [Date=4/22/2002] [FileNumber=397-0] [62
b0ab230ae483e3e71ce3d6ffa00d43ba879664e6c16bfd49d5346b7a7537408ced7d30
3ad26731f3e1b262c6a6283fd4c02c2fb9758e6cf6e65a13f1dce4b8]]
Document description: Proposed Order
Original filename: S:/Training/PDF_ ECF_Training/Order #1.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=996699402 [Date=4/22/2002] [FileNumber=397-1] [2a
1de395c3c0aa4570f806504aa764f5653245b18c77dbde8e6d1a88d5c6696499524797
ffb3d69d7bfa00e0cfc07e3640281cc3d324632eda7792aaf6d3e70f]]

02-30053 Notice will be electronically mailed to:

Figure 12a

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

Application For Compensation

For Attorneys and Trustees

BEFORE YOU BEGIN: These instructions will guide you through docketing an Application for Compensation in a Chapter 7, 11, or 12 case.

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

In this process the user records as many applicant requests as necessary and has the option of permanently adding those parties to the case. If there is no need to have each professional applicant as an active participant on the case, the Person record will appear on the Party pick list *only for this event*. Filers will be identified separately even if the filer is requesting fees and/or expenses on his/her own behalf.

This lesson shows how to process applications filed

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

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

Figure 1

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

Figure 2

- ◆ Click the **Motions/Applications** hyperlink.

STEP 3 The **CASE NUMBER** screen displays the last case number used in this CM/ECF session. If this is the correct case, accept it by clicking on **[Next]**. Otherwise, enter the correct case number in YY-NNNNN format and click **[Next]**. (**See Figure 3.**)

Figure 3

◆ Enter the case number in YY-NNNNN format and click **[Next]**.

STEP 4 Select the Compensation event from the **EVENT SELECTION** screen. **(See Figure 4.)**

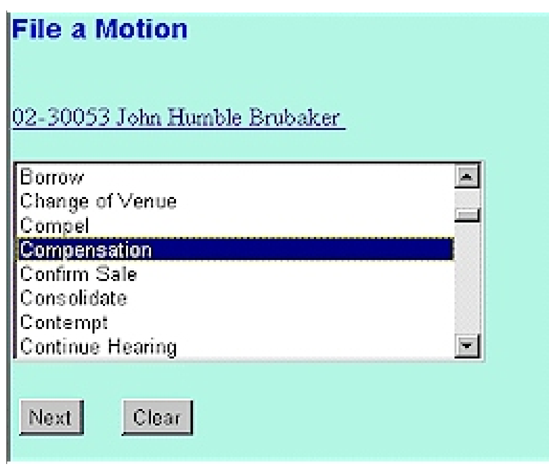


Figure 4

NOTE: To find the application or motion you need fast, 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.

- Click **[Next]**.

STEP 5 The attorney **JOINT FILING** screen may then display. **(See Figure 5.)**

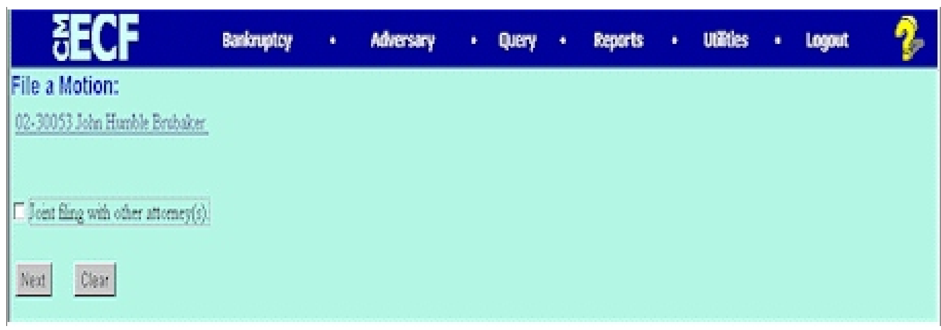


Figure 5

- This screen is used only if another attorney is joining in a filing, such as a stipulation. If you are the trustee or the only attorney filing this application, skip this screen.
- Click **[Next]**.

STEP 6 The **PARTY SELECTION** screen will be presented listing all the participants on this case. **(See Figure 6.)**

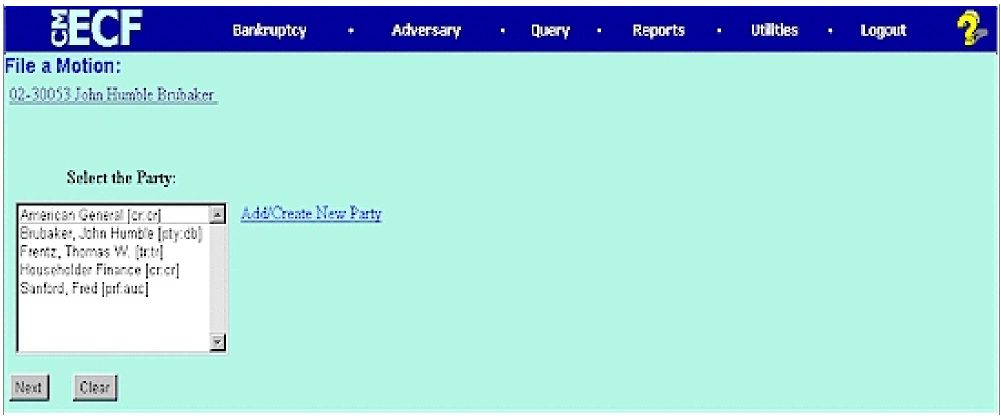


Figure 6

NOTE: Adding the professional to the party list at this point does not add them as a party to the case. They will appear on the pick list solely for the purpose of recording the request for fees and expenses.

STEP 7 The **PARTY SELECTION** screen will then ***temporarily*** list all professionals required for this pleading. **(See Figure 7)**.

Figure 7

- If you are the attorney filing for compensation on your own behalf, select the party you represent.
- If you are the attorney filing for compensation for another professional, select that party.
- If you are the trustee filing for compensation on your own behalf, select your name.
- If you are the trustee filing for compensation for other professionals, select your name as well as the party or parties.
- If the **PROFESSIONAL** is already a party on the case, you will be able to select them from this screen. Otherwise click on the **[Add/Create New Party]** hyperlink to add the new applicant(s) to the party list. If there are multiple applicants on one application, each applicant should be added at this time.
- Select **[Next]**.

STEP 8 The **ATTORNEY/PARTY ASSOCIATION** screen may appear. This screen presents a check box to establish the client/attorney association. If the attorney/trustee does not represent the professional, do not check the box. **(See Figure 8)**.

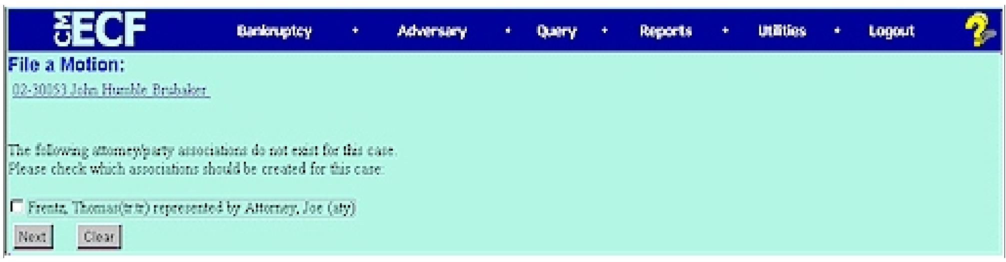


Figure 8

- Click **[Next]**.

STEP 9 The **PDF DOCUMENT SELECTION** screen will then display. **(See Figure 9a.)**

Figure 9a

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.

  - 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 9b.)**

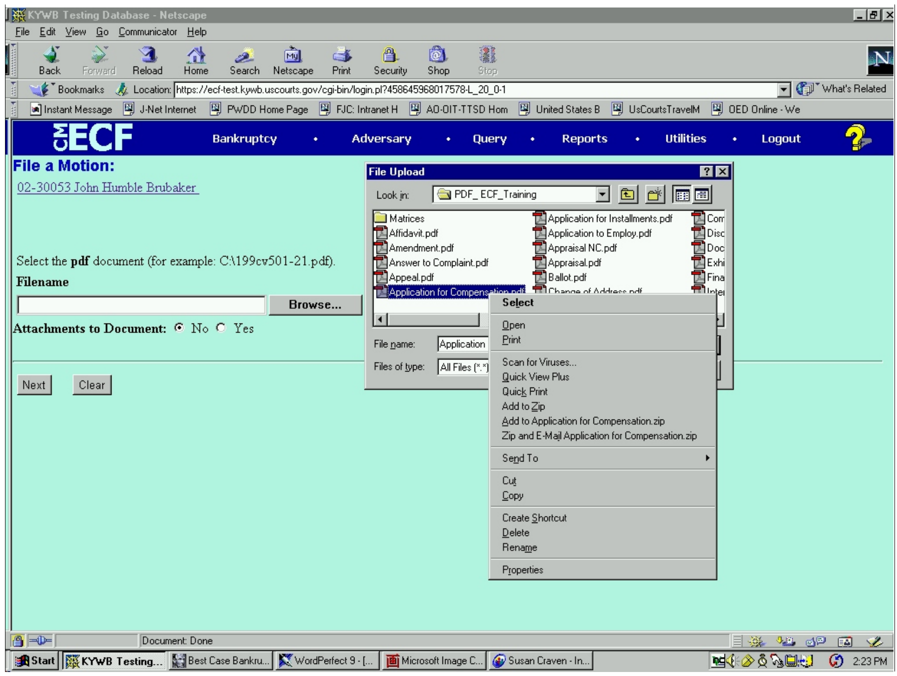


Figure 9b

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

  - Close the Adobe application if that is the correct file, click **[Open]** on the FILE UPLOAD dialogue box. **(See Figure 9c.)**

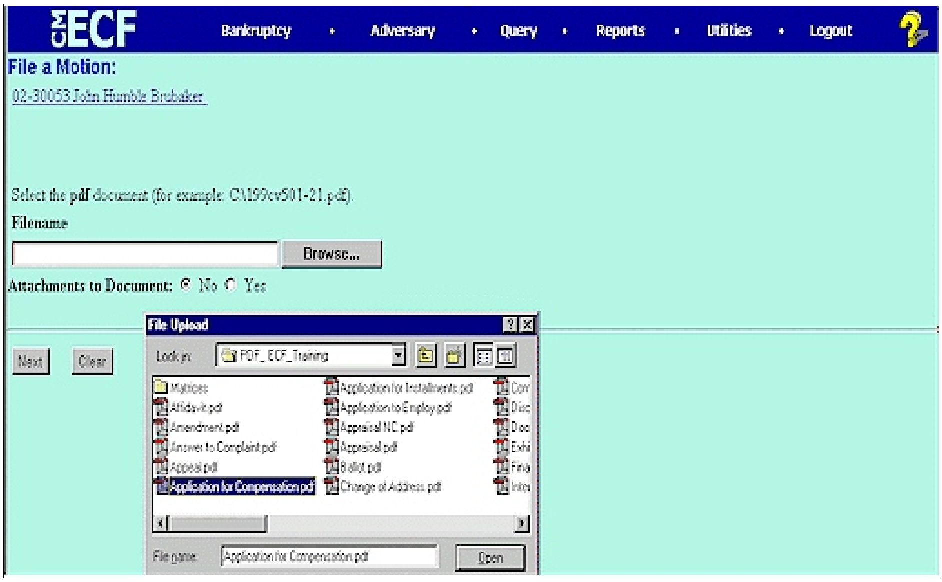


Figure 9c

- The **PDF DOCUMENT SELECTION** screen will then show the pathway to the PDF file. **(See Figure 9d.)**

Figure 9d

- Click **[Next]**.

STEP 10 The **FEE PROCESSING** screen in **Figure 10a** will present yourself and each party selected from the previous party pick list screen.

Data entered on this screen is recorded in the professional fees and expenses record for inclusion on the Professional Fees Applied For/Awarded report.

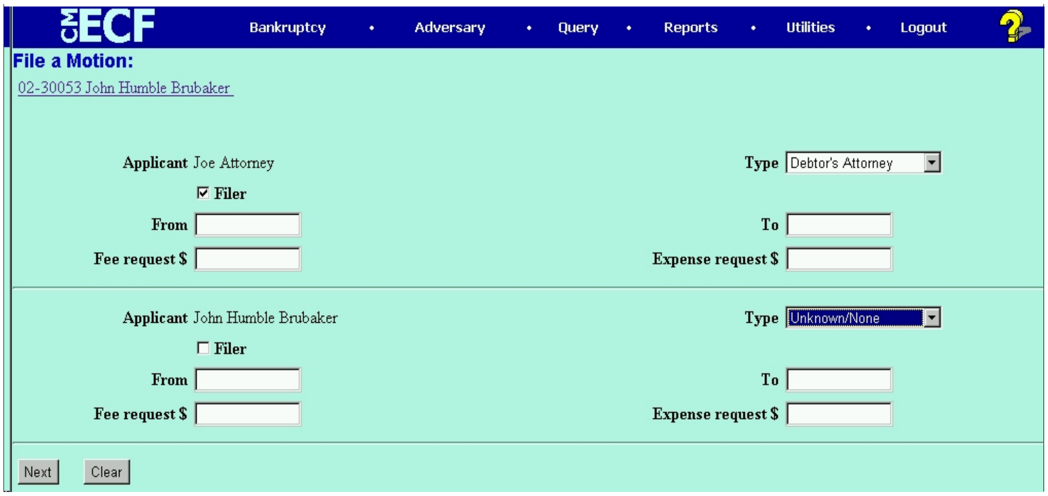


Figure 10a

◆ Two check boxes **may** appear for each party.

- The Filer check box will appear below each party name. Select the filer of the application.

- If the party is not currently a party to the case, a Party check box appears below the professional type list. The *professional fee* record will be created regardless if the applicant is a formal party on the case. If you check this Party box, the name will appear on the Party pick list for this case in future processing. Follow local guidelines on this issue.

NOTE: The professional fee record will be created regardless if the applicant is a formal party on the case.

- The Professional Type must be selected to record the applicant's role in the case. The Professional Type for the applicant will be listed on the Awarded Professional Fees report. Attorney filers should choose Debtor's Attorney, Creditor's Attorney, or Trustee's Attorney.

- Enter the date or date range for services performed.

- 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 (See Figure 10a)	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 only, 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 (See Figure 10b)	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 (See Figure 10b)	1) Include professional type, date, fee and expense information in one trustee record.

◆ **The FEE PROCESSING** screen for the debtor's attorney application for compensation would look like **Figure 10b**.

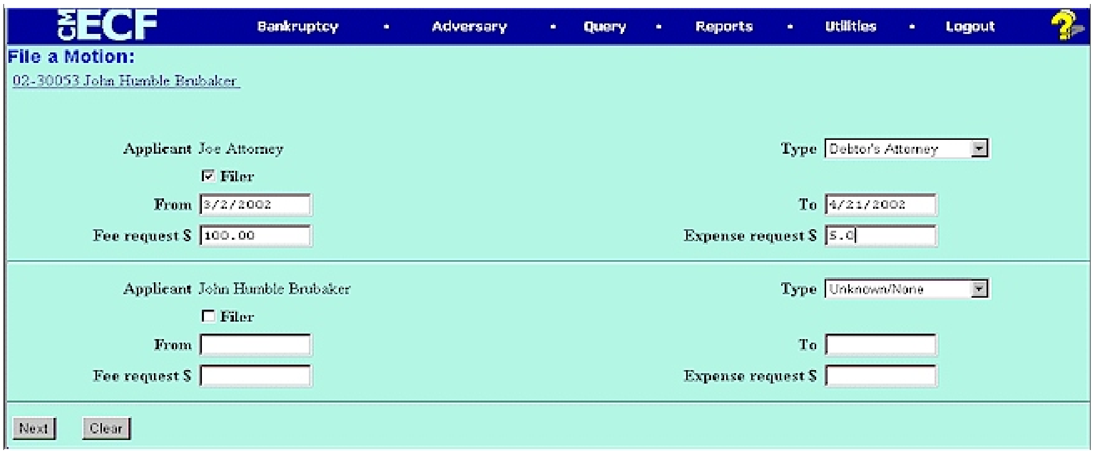


Figure 10b

NOTE: If a trustee is filing for compensation on his own behalf, there will be one party record. The Filer designation should be checked.

◆ Click **[Next]** to continue.

STEP 11 The **MODIFY TEXT** screen will allow you to select pretext or add more detail to the docket text. **(See Figure 11)**

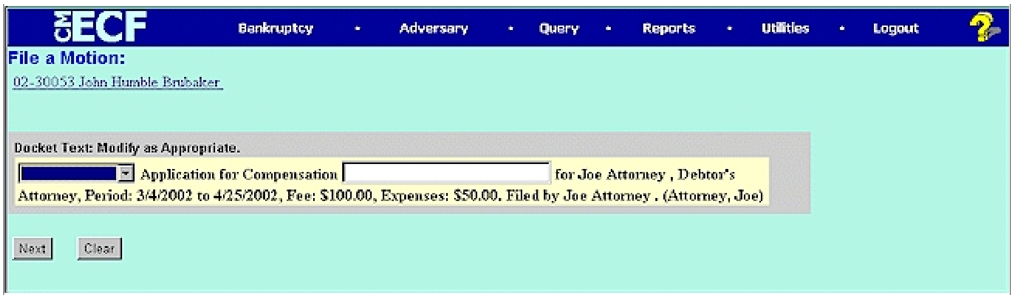


Figure 11

- Select **[Next]**.

STEP 12 The **FINAL DOCKET TEXT SCREEN** is then presented. **(See Figure 12.)**

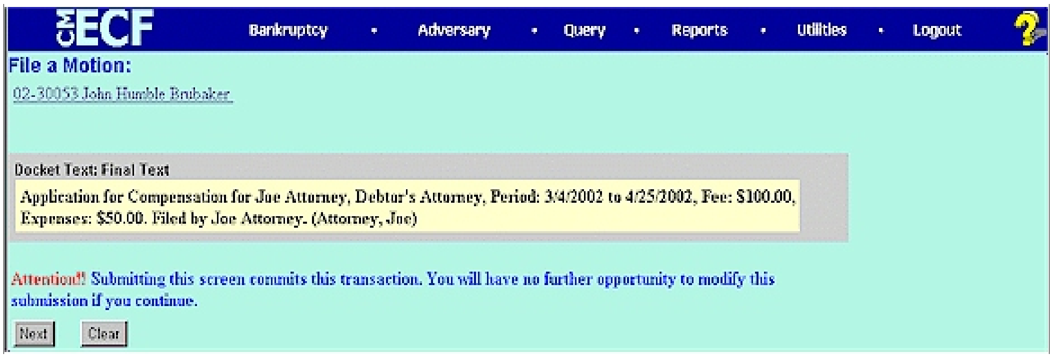


Figure 12

- ◆ Verify the final docket text. Read the warning message and proceed.

- ◆ If the final docket text is incorrect:

  - Click your browser's **Back** button to the **FEE PROCESSING** screen and change the figures there.

  - To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.

- ◆ If correct, click **[Next]**.

STEP 13 The **NOTICE OF ELECTRONIC FILING** is then generated and displayed. **(See Figure 13.)**

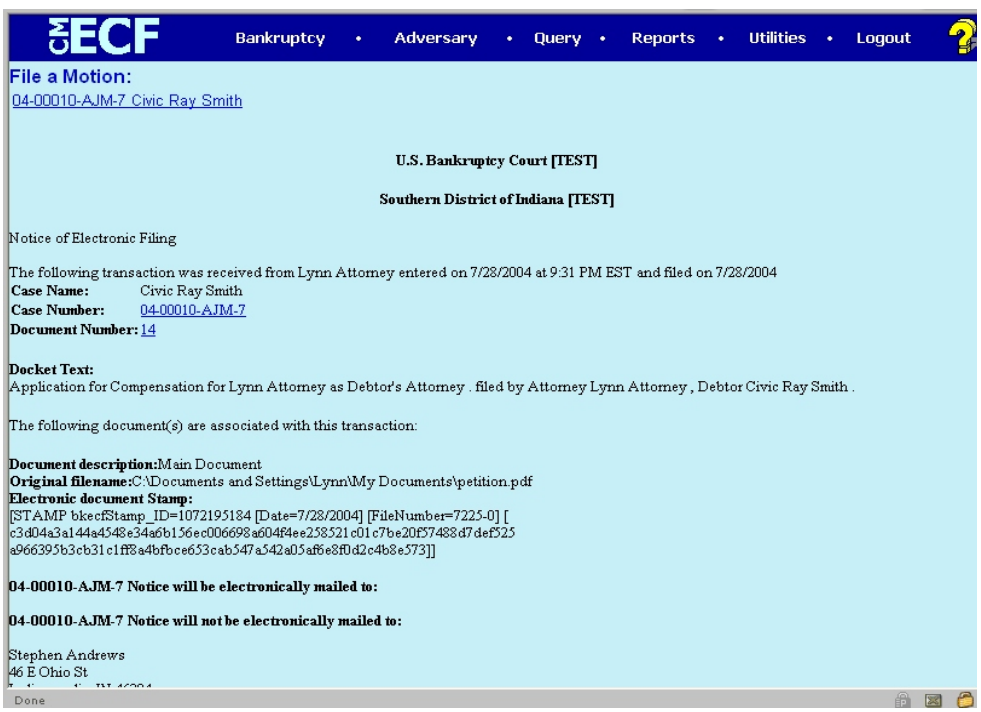


Figure 13

- Clicking on the document number hyperlink will present the PDF image of the application just filed. One free look at the document is afforded each e-mail participant.

- It is highly recommended that you save a copy of this notification for your records. To print a copy of this notice click the browser **[Print]** icon.

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

Notice of Appearance and Request for Notice

For Attorneys

This module will provide you with step-by-step instructions on how to file a **Notice of Appearance and Request for Notice**. Once the notice has been filed, you will be shown how to query for creditors that are involved in a bankruptcy case.

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

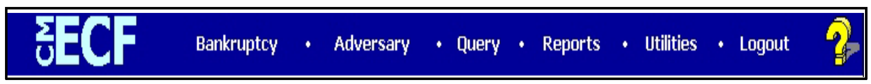


Figure 1

STEP 2 The BANKRUPTCY EVENTS screen is displayed. **(See Figure 2.)**

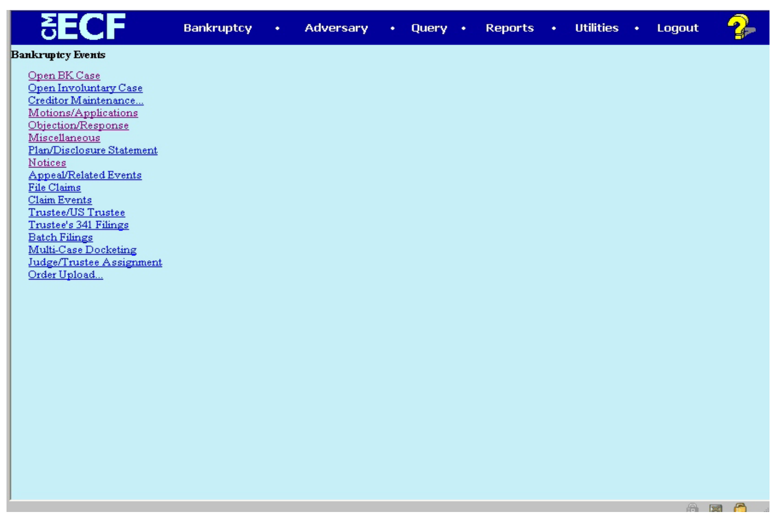


Figure 2

- Click on the Notices hyperlink.

STEP 3 The CASE NUMBER screen is displayed. **(See Figure 3.)**

Figure 3

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

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

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

Figure 4

- Scroll to display the **Appearance** event.

NOTE: Typing the letter **"n"** will display the first event starting with that letter.

- Click to highlight, then click on the **[Next]** button to continue.

STEP 5 The PARTY SELECTION screen in this example does not include our filer, American Express (See Figure 5a)

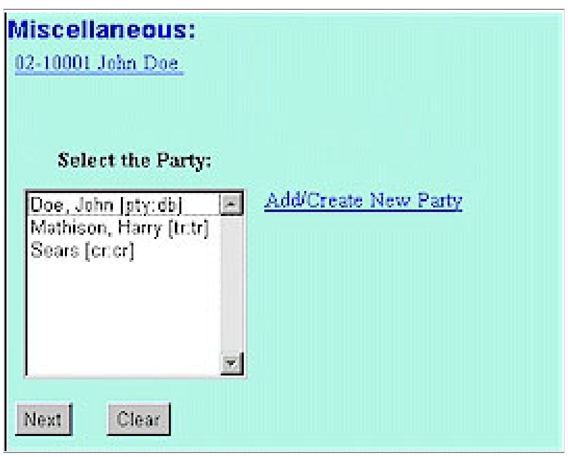


Figure 5a

- Click on the **[Add/Create New Party]** hyperlink to add the creditor.

- Enter the creditor's name in the Last name field and click on the **[Search]** button to continue. **(See Figure 5b)**

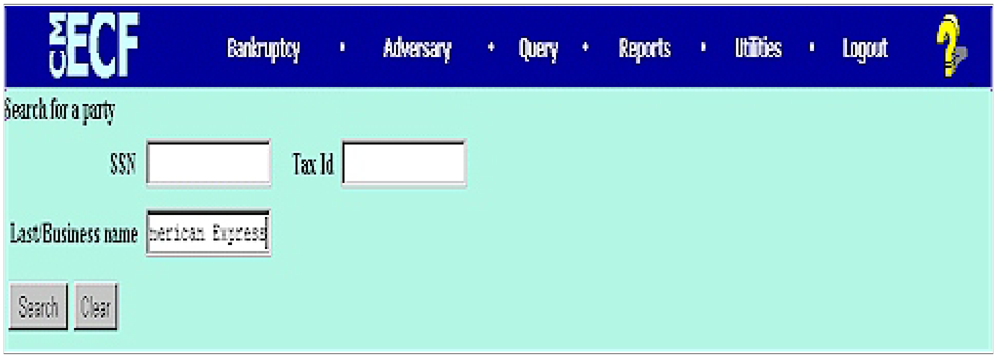


Figure 5b

- The PARTY SEARCH RESULTS screen is displayed. **(See Figure 5c)**

NOTE: Your name search may find more than one record having the same name as shown in **Figure 5c**. 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**.**

- If the creditor was found, click on the **[Select name from list]** button to continue. **(See Figure 5c.)**

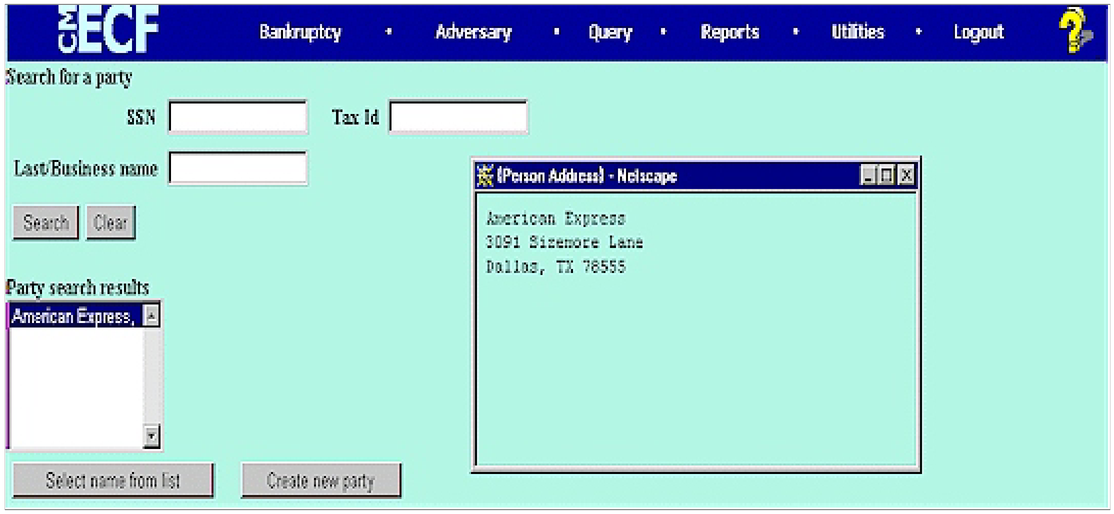


Figure 5c

- The PARTY INFORMATION screen will appear. Ensure that there is no address information for the creditor you are adding to the case, change the **Role** to **Creditor**, and then click on the **[Submit]** button to continue. **(See Figure 5d.)**

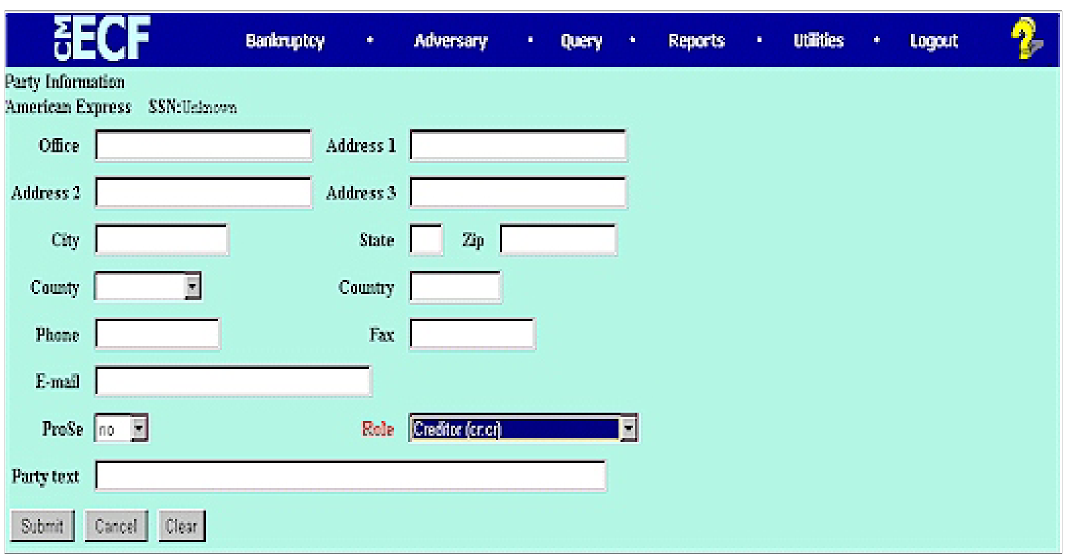


Figure 5d

- You can now choose your creditor from this screen, then click on the **[Next]** button to continue. **(See Figure 5e.)**

Figure 5e

- Create the Attorney/Party association by clicking in the check-box provided on the ATTORNEY/PARTY ASSOCIATION screen. **(See Figure 5f.)**

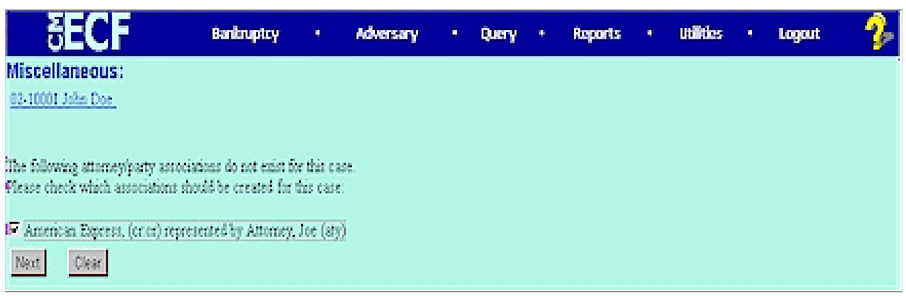


Figure 5f

STEP 6 The **PDF document selection** screen appears **(See figure 6)**

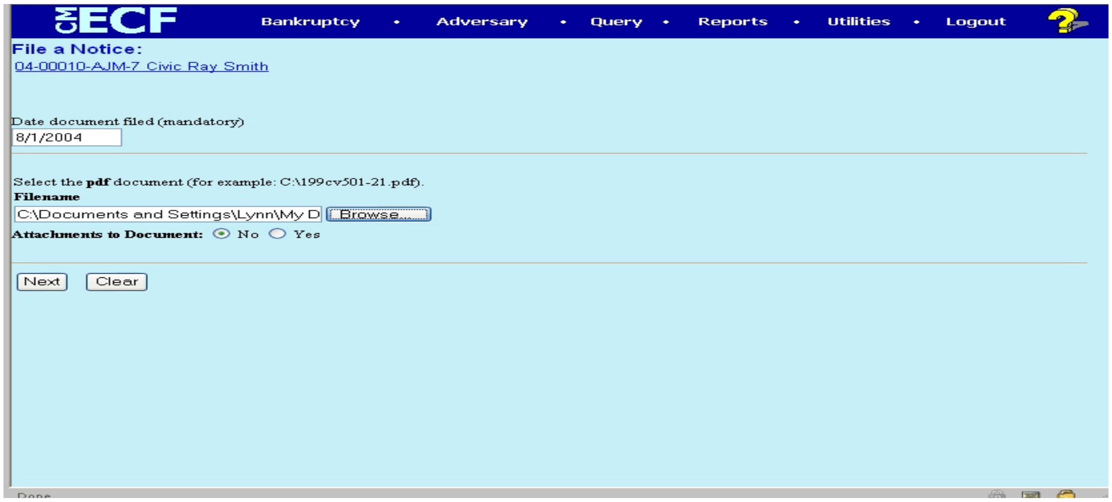


Figure 6

- Click on the [Browse] button, then navigate to the directory where the appropriate PDF file is located and select 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 the document is correct.
  - Close or minimize the Adobe application after verifying the correct file and click [Open] on the file Upload dialogue box.
- Click **[Next]**

STEP 7 The FINAL DOCKET TEXT screen will be displayed. **(See Figure 7.)**

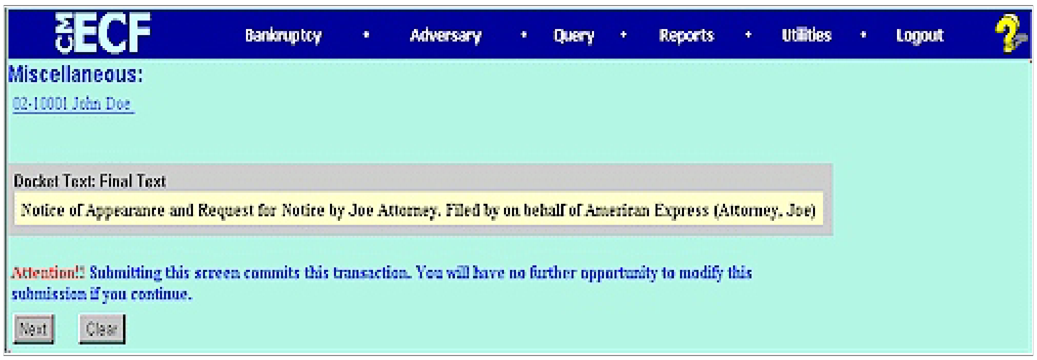


Figure 7

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

STEP 8 The **NOTICE OF ELECTRONIC FILING** screen is displayed. **(See Figure 8a.)**

Figure 8a

- 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**.

Creditor Maintenance

In CM/ECF the creditor matrix is uploaded into the system as a **text (.txt) file**. Creditors submitted from the matrix are stored in a separate database from other parties to the case and these records are used for noticing and proofs of claims. Another CM/ECF module illustrates uploading the matrix.

Special processing is required for maintaining these records.

Creditor records can be individually added, amended, or deleted. The following steps illustrate how these records are managed within the creditor database.

STEP 1 To access the creditor database click **Bankruptcy** on the CM/ECF Main Menu. **(See Figure 1.)**

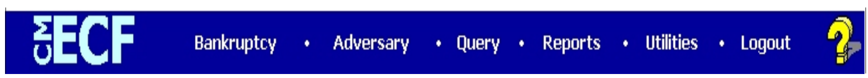


Figure 1

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

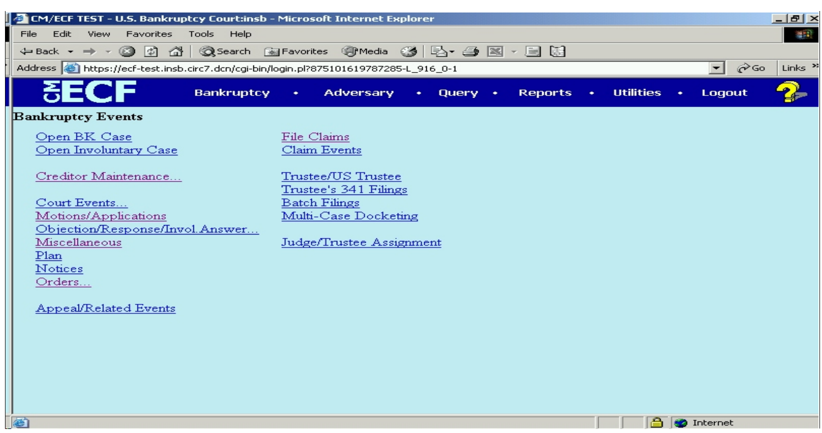


Figure 2

◆ Click the Creditor Maintenance hyperlink.

STEP 3 The **CREDITOR MAINTENANCE** menu will then display. (See Figure 3.)

Figure 3

- Select the <u>Enter Individual Creditors</u> hyperlink to show how a new creditor can be added to the creditor database.
- To edit a creditor, proceed to **STEP 8.**

STEP 4 The **CASE NUMBER** screen is the next screen in this process. (See Figure 4.)

Figure 4

- Enter the **Case Number** in the format yy-nnnn, including the hyphen.
- Click **[Next]** to continue.

STEP 5 The **CREDITOR INFORMATION** screen displays. **(See Figure 5.)**

Figure 5

NOTE: CM/ECF will warn the user if the case already contains creditors. **(See Figure 5.)** This message may prompt the user to perform a creditor search/query prior to manually adding the creditor, thus avoiding the possibility of a double entry.

NOTE: Creditor search/query is the only protection against "Duplicate" entries. There is NO protection against Bad Addresses.

◆ Enter the creditor name and address information.

Remember: 5 line maximum
Each line no more that 40 characters
Avoid special characters (# & C/O are okay)
Account number/attention line placed on line 2
City, state and zip on last line
Zip + four must include hyphen
State must be 2 letter abbreviation

NOTE: Foreign Addresses have specific instructions. See Converting a Matrix (Tab 4).

◆ **Creditor Type** defaults to "Creditor.' Other values available may be:

Administrative,
Limited Notice,
Notice of Appearance,
20 Largest Unsecured Creditors.

- If the creditor being added is a member of the creditor committee, click the **[Yes]** button after the **Creditor Committee** button.

- If you have multiple creditors to add, accept the default of **[Continue to Enter]** button and then click **[Next]** to continue.

  - When you have entered the final creditor, click the **[Last Entry]** button, then click **[Next]** to continue.

  - If you have only one creditor to add, click the **[Last Entry]** button then click **[Next]** to continue.

STEP 6 The **TOTAL CREDITORS ENTERED** screen will appear. **(See Figure 6.)**

Figure 6

- Verify the number of creditors you have entered.

- If the number is not correct, click the browser **[Back]** button to investigate your entries.

- Otherwise, click **[Submit]** to continue.

STEP 7 The **CREDITORS RECEIPT** screen will then display. **(See Figure 7.)**

Figure 7

This screen confirms the number of creditor records that have been added to the creditor database. The example in STEP 7 shows just one creditor added in this manner.

When claims are filed in CM/ECF, they are attached to the specific creditor record of the claimant.

The Proof of Claim module is accessible on this screen so a claim can be added to this new creditor in one continuous operation. There are instructions for filing claims in another lesson.

◆ Click Return to Creditor Maintenance Menu to continue creditor processing.

STEP 8 To **edit an individual creditor record...**
Click **Bankruptcy** on the CM/ECF Main Menu. **(See Figure 1.)**
Click **Creditor Maintenance. (See Figure 2.)**
Click **Edit Creditors (See Figure 3.)**

◆ The **CREDITOR SEARCH** screen appears so you can identify which creditor you wish to work with. **(See Figure 8.)**

In order to edit, creditor records must first be found and retrieved from the creditor database. The **Enter Name of Creditor** field allows you to enter search criteria to locate the creditor you wish to modify or delete.

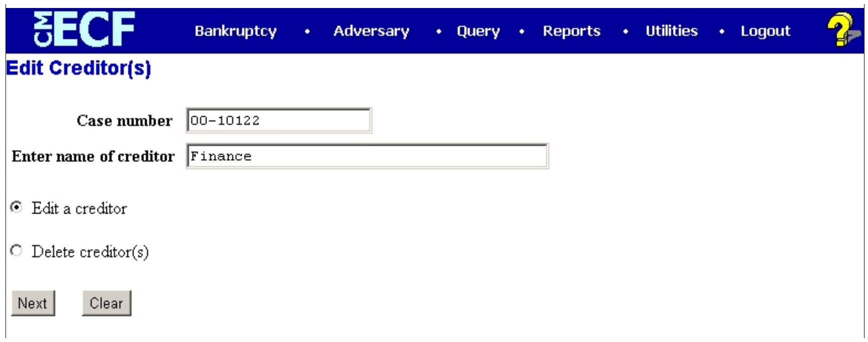


Figure 8

Entering "Finance" as a significant word search clue will find all creditors for this case with "Finance" anywhere within the name.

- Select **Edit a creditor** and click **[Next]** to continue.

Search Hints:

- Searching is case sensitive. (Smith not smith)
- Include punctuation. (O'Brien), (Zeta-Jones)
- Partial names can be entered (Smi)
- Significant words in names are effective. (Radio for Northwest Radiology and Radio Shack)
- Try alternate search clues if your first search is not successful
- Wild cards are not required.

STEP 9 The **SEARCH RESULTS** screen for the search clue of Finance appears below **(See Figure 9a.)**

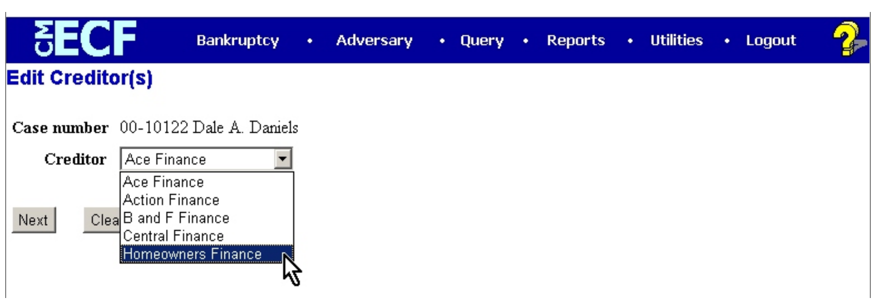


Figure 9a

In this example there are several creditors found in this search.

- Highlight the creditor to be edited. Click **[Next]**.

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 the entire list, click and hold the mouse on the creditor name window. **(See Figure 9b.)**

Figure 9b

STEP 10 The **EDIT CREDITOR** screen will display. **(See Figure 10.)**

- Complete any appropriate corrections or amendments.
- Click **[Submit].**

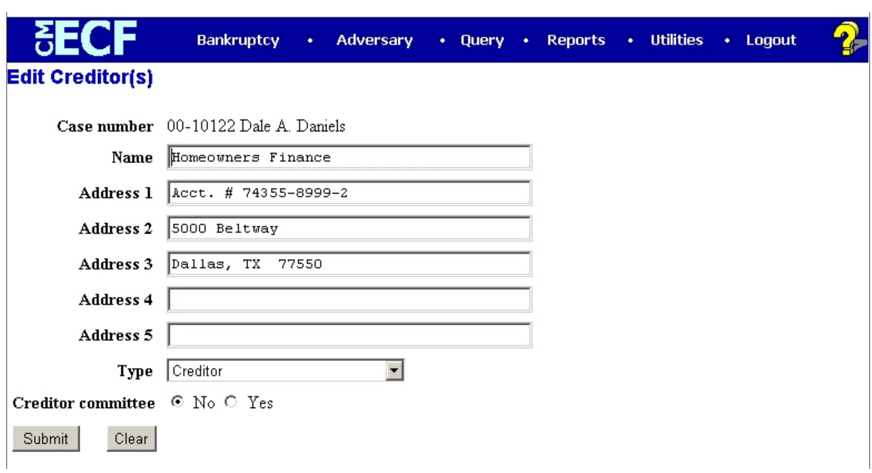


Figure 10

STEP 11 A screen will then appear with the message, “Modify Completed!” **(See Figure 11.)**

Figure 11

- To continue editing creditors, click the Edit Creditor hyperlink.
- To perform another operation in CM/ECF, select another menu option from the Main Menu Bar.

Proofs of Claim

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Most often the creditor filing the claim already resides in the creditor data base. If the creditor cannot be located on the case, they should first be added (by the court staff) and then the claim added to the new creditor record.

In the following exercise, the creditor is already on the case. Other lessons show how to add creditors to the creditor database by uploading the matrix or adding each record separately.

STEP 1 Click the <u>Bankruptcy</u> hyperlink on the CM/ECF Main Menu. **(See Figure 1.)**

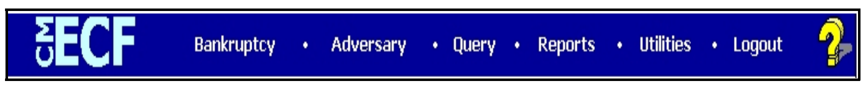


Figure 1

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

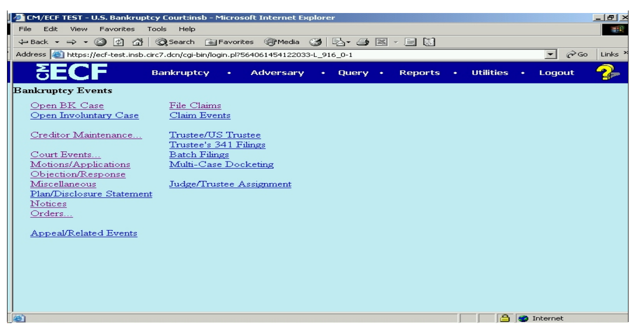


Figure 2

- Click on the <u>File Claims</u> hyperlink.

STEP 3 The **CREDITOR SEARCH** screen will display. **(See Figure 3.)**

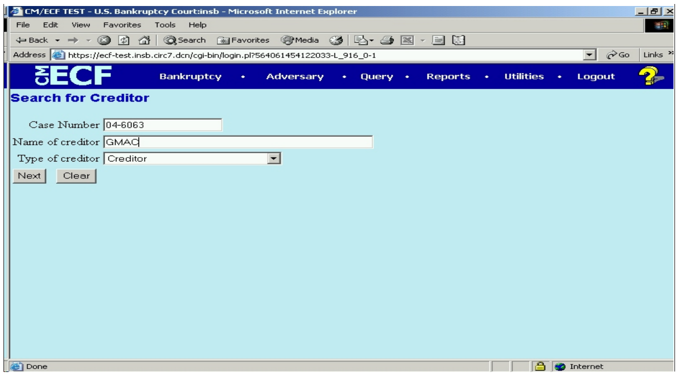


Figure 3

- Click in the **Case Number** box and enter the correct case number in **yy-nnnnn** format.

- Enter the **Name of creditor** filing the claim. Additional search clues are shown below.

Search Hints for Creditor Database:

1. Searching is case sensitive. (Smith not smith)
2. Include punctuation. (Garcia-Barrera)
3. Partial names can be entered. (Smi)
4. Significant words or names are effective. (Radio for Radio Shack and Northwest Radiology)
5. Try alternate search clues if your first search is not successful.
6. Wild cards are not required but may be used.

CAUTION: Do not change the default of **Creditor** in the **Type of Creditor** box. When a matrix is uploaded into the system, the Creditor Type field defaults to **Creditor.**

The **Creditor Type** must match the creditor information. If creditors are stored on the database as a different **Creditor Type** you will have to search by that Type. A creditor with a **Creditor Type** of **Notice of Appearance** will not be found unless the **Creditor Type** field is changed to **Notice of Appearance**.

- Click **[Next]** to search the creditor database for this claimant.

STEP 4 The **CREDITOR SELECTION** screen will then display the creditor(s) who match the search criteria. **(See Figure 4)**

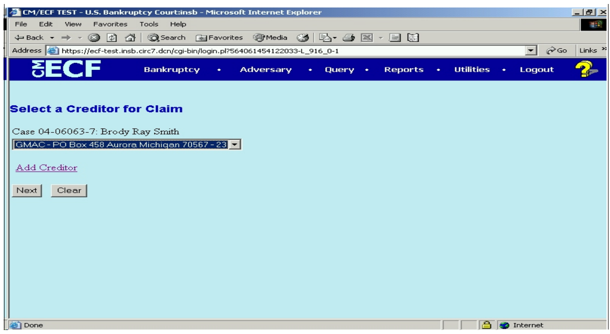


Figure 4

NOTE: If no search criteria was entered in the search Name of Creditor field, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors **(See Figure 4a)**

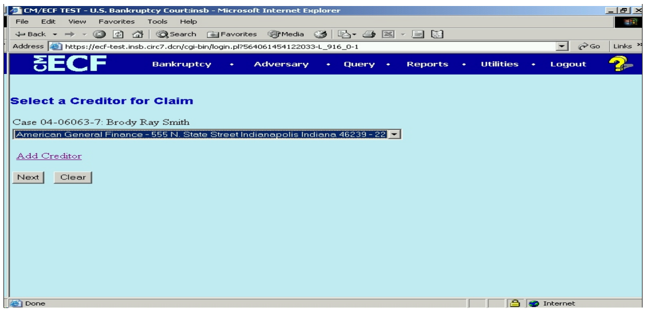


Figure 4a

- Select the desired creditor by clicking on it with your mouse if using the drop-down select window.

  If you are unable to find a creditor after using different search criteria, the Add Creditor hyperlink allows you to add a creditor to the case (refer to the Creditor Maintenance module for instructions on how to add a creditor).

- Click **[Next]** to continue adding a Proof of Claim.

STEP 5 The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim. **(See Figure 5.)**

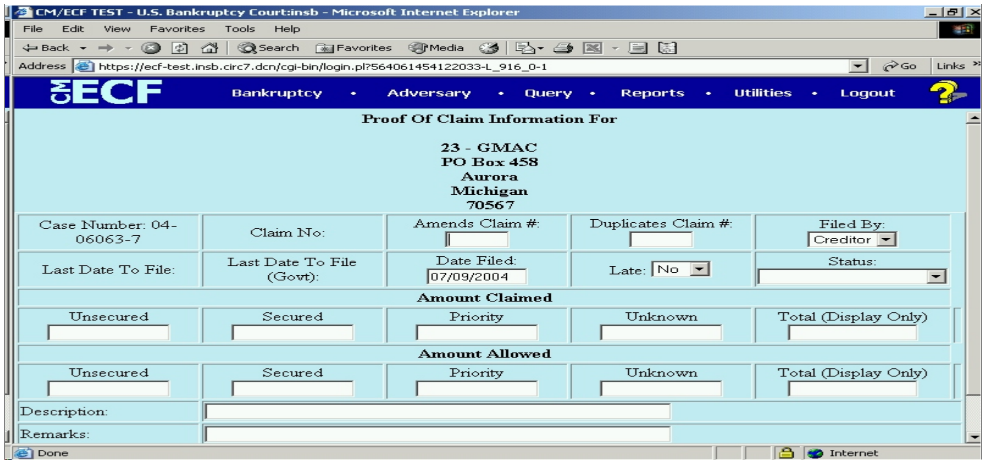


Figure 5

◆ If necessary, change the date filed and enter the data in the appropriate fields for the claim:

CAUTION: **Do not enter the "$" or commas in the dollar amount fields**.

Values default to whole dollars.

Decimals are accepted but not required.

◆ There is an **Amount Claimed** and **Amount Allowed** section to record. Do not enter **Amount Allowed** at this time. Both of these amounts will appear on the Claims Register.

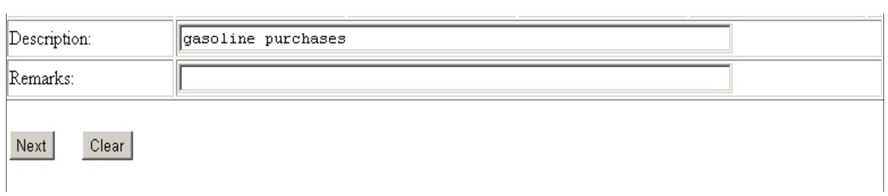


Figure 5

◆ The **Filed By** field offers the options of attorney, creditor, debtor, or trustee.

◆ The optional **Status** field displays the Claim status of Allow, Amend, Expunge, Reclassify, Reduce, Withdraw. These values are controlled by the court. Certain events in your court dictionary (such as Withdrawal of Claim) can automatically update this field.

◆ The **Description** and **Remarks** fields will appear on the Claims Register. Both fields are **255 characters** long.

◆ The **Total Amount Claimed** and the **Total Amount Allowed** fields total the values of Unsecured, Secured, Priority and Unknown. An aggregate total of all claims is included at the end of the Claims Register.

NOTE: The **Total Amount Claimed** and **Total Amount Allowed** Fields are **Display Only**. Users **may not manually** enter an amount in these fields.

◆ When you have completed this screen, click **[Next]** to associate the PDF file of the claim with this filing.

STEP 6 The **PDF Document** screen displays. **(See Figure 6)**

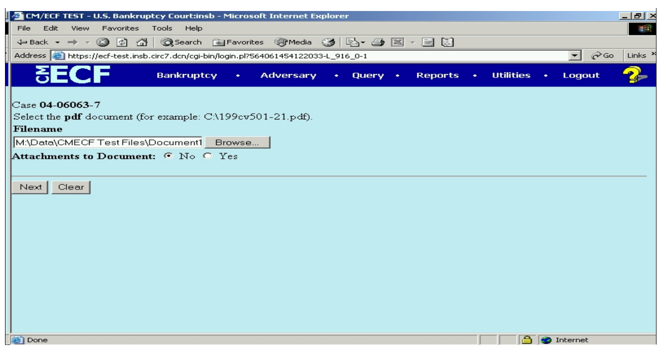


Figure 6

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

- To make certain you are about to associate the correct claim file for this entry, right click on the filename with your mouse and select **Open**. **(See Figure 6a)**

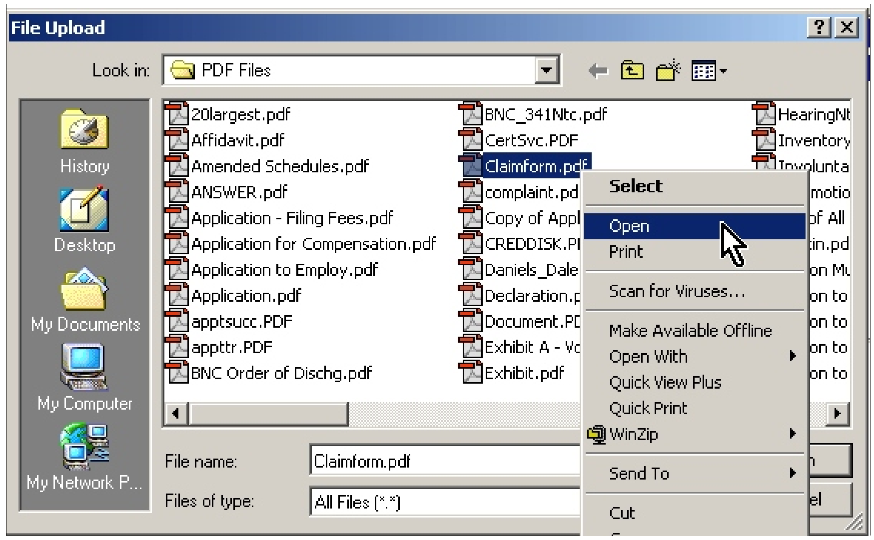


Figure 6a

- This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct.
- Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box. **(See Figure 6b)**

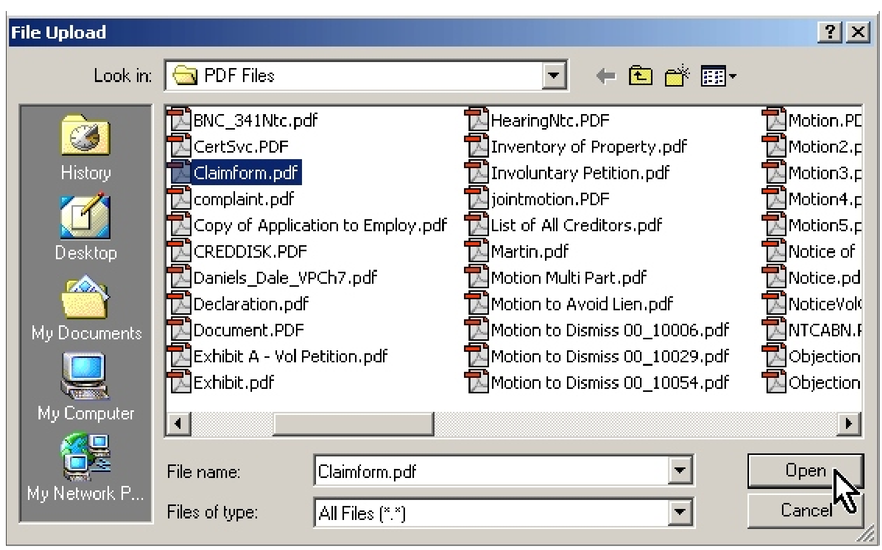


Figure 6b

◆ The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected. **(See Figure 6c)**

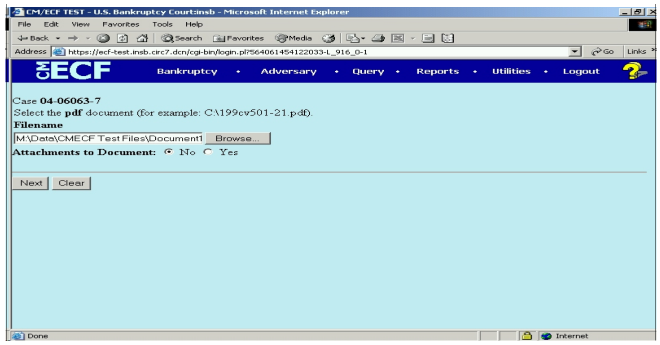


Figure 6c

- PDF **attachments** to claims (contracts, invoices, or other supporting documents) can be linked to this claim. To attach supporting documents, click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the PDF document.

NOTE: Please note that the PDF file of this claim is not an **attachment.** An **attachmen**t is other supporting document or collateral information.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

- Click **[Next]**.

STEP 7 The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced and displayed. **(See Figure 7.)** This claim is now part of the official court record.

- Clicking on the case number hyperlink on the **Notice of Electronic Claims Filing** will present the case docket report.

- Clicking on the document number hyperlink displays the PDF image of the claim itself. If the claim includes imaged attachments, they will be accessible also through a separate hyperlink.

- 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**.

- To continue claims processing, click again on **Bankruptcy**, File Claims. Your prior case number will be preserved for further claim entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.

STEP 8 CLAIMS REGISTER

- To run the Claims Register, click **Reports** on the Main Menu Bar and then Claims Register hyperlink.

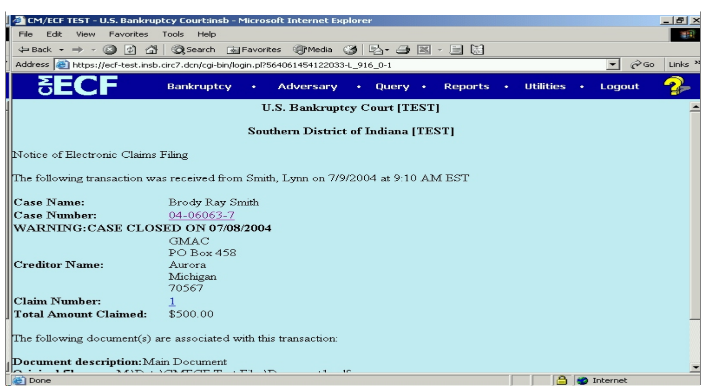


Figure 7

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. **(See Figure 1.)**

Figure 1

STEP 2 The **REPORTS** screen will then display. **(See Figure 2.)**

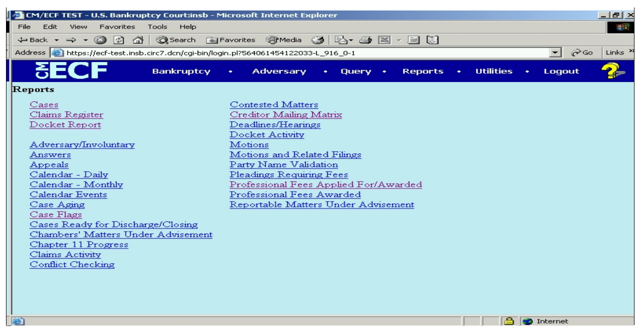


Figure 2

- Select the Claims Register hyperlink.

STEP 3 The **CLAIMS REGISTER INFORMATION** screen displays next. **(See Figure 3.)**

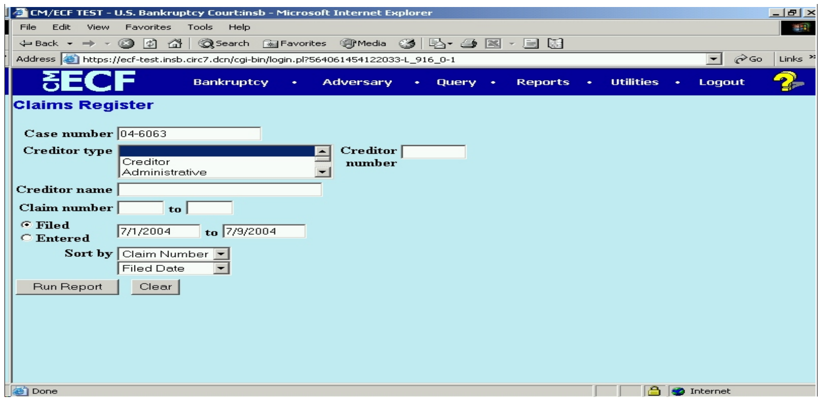


Figure 3

- Claim Register information can be requested by and limited by:

  Case Number, (a required field)
  Creditor Type,
  Creditor Number,
  Creditor Name,
  Claim Number or Number Range,
  Filed On/Enterd On Date or Date Range,

- To view all claims activity for the case, enter only the case number.

- Claim Registers can be sorted by

  Claim Number,
  Creditor Name,
  File 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 **SEARCH RESULTS** screen will then display (only for court users). **(See Figure 4.)**

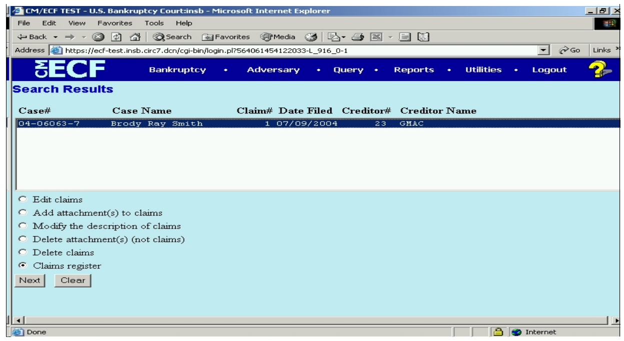


Figure 4

- To produce the Claims Register report for the selected criteria, click the **Claims Register** radio button.

- This screen will also give you access to either edit or delete claims if you have permission for those functions.

  - Click to highlight the appropriate creditor and then click either the **Edit Claims** or **Delete Claims** radio button.

STEP 5 The **CLAIMS REGISTER** screen displays. **(See Figure 5.)**

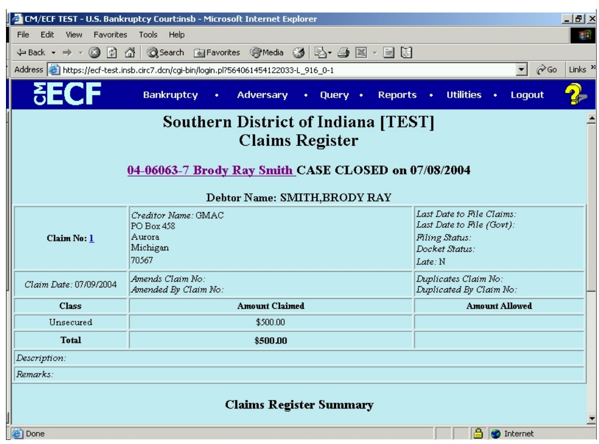


Figure 5

- Figure 5 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 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 6.)

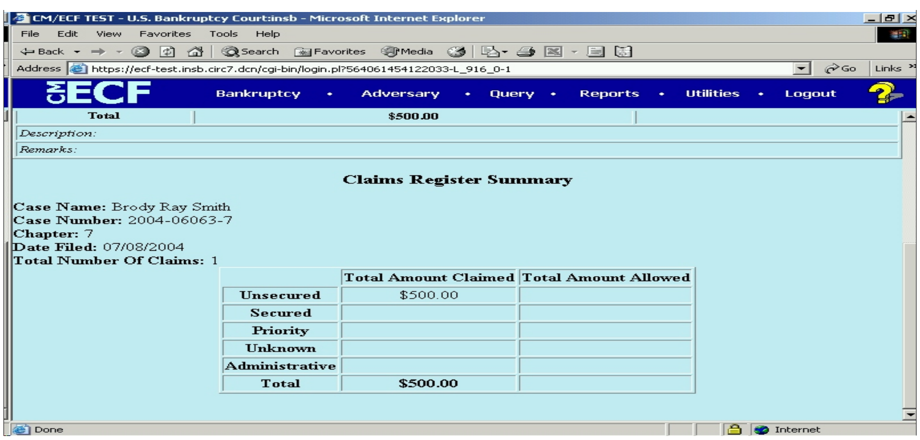


Figure 6

STEP 6 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**.**

Reaffirmations

This lesson shows an example of a is filing a Reaffirmation Agreement for the debtor.

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

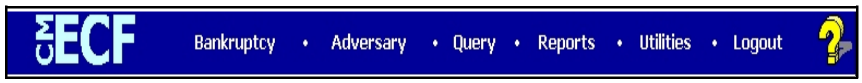


Figure 1

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

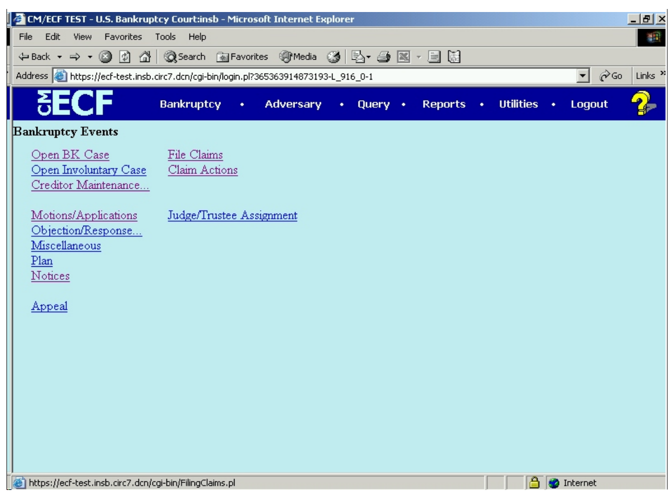


Figure 2

- Click the Miscellaneous hyperlink.

STEP 3 The **MISCELLANEOUS** screen displays. **(See Figure 3.)**

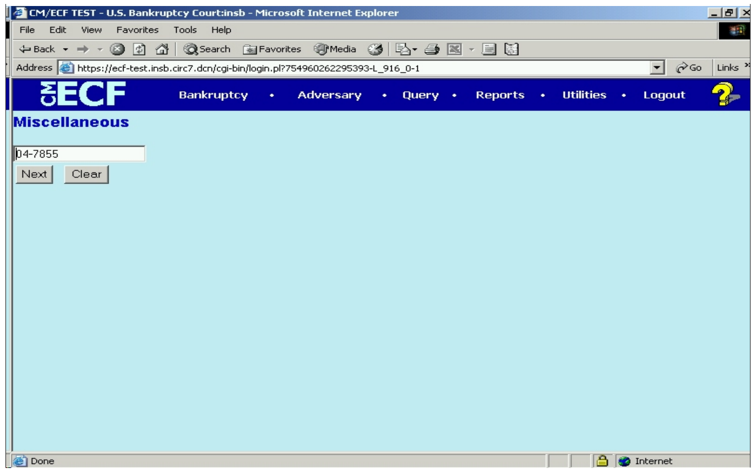


Figure 3

NOTE: If you have already accessed a case in this session, the number of the case accessed will be displayed. Leave this number if it is the correct case for this application, or enter the correct case number (yy-nnnnn), including the hyphen.

◆ Click **[Next]**.

NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

STEP 4 The **MISCELLANEOUS** screen displays. **(See Figure 4.)**

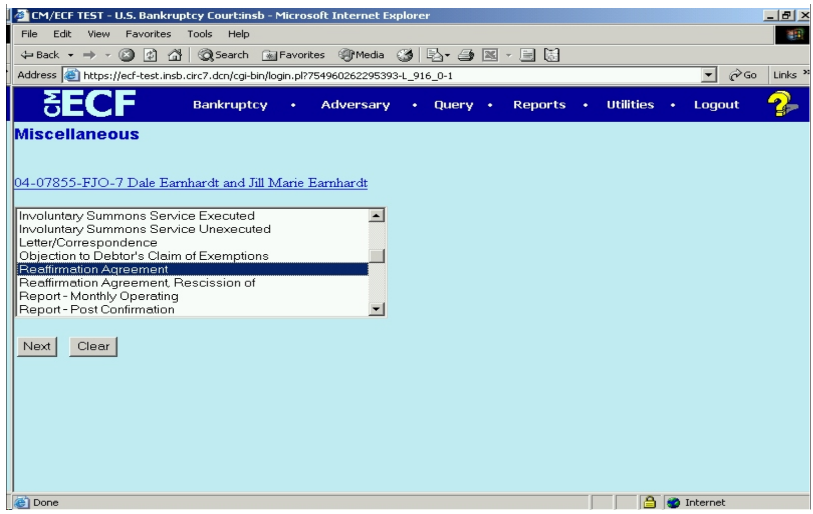


Figure 4

- Scroll down to display the selection Reaffirmation Agreement
- Highlight that selection and Click **[Next]** to continue.

STEP 5 The **CASE VERIFICATION** screen will appear next. **[See figure 5]**

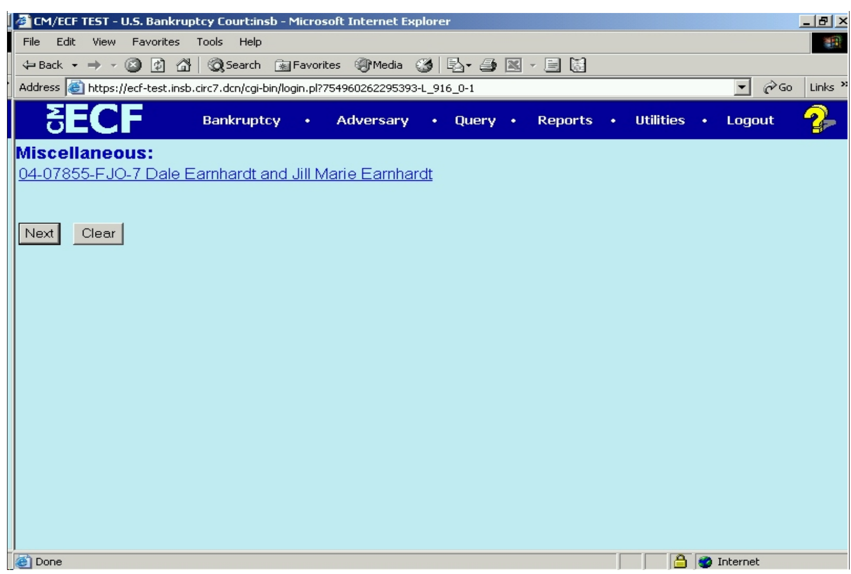


Figure 5

- If this is the correct case, click **[NEXT**]

STEP 6 The **JOINT FILING ATTORNEY** screen appears.
(See Figure 6.)

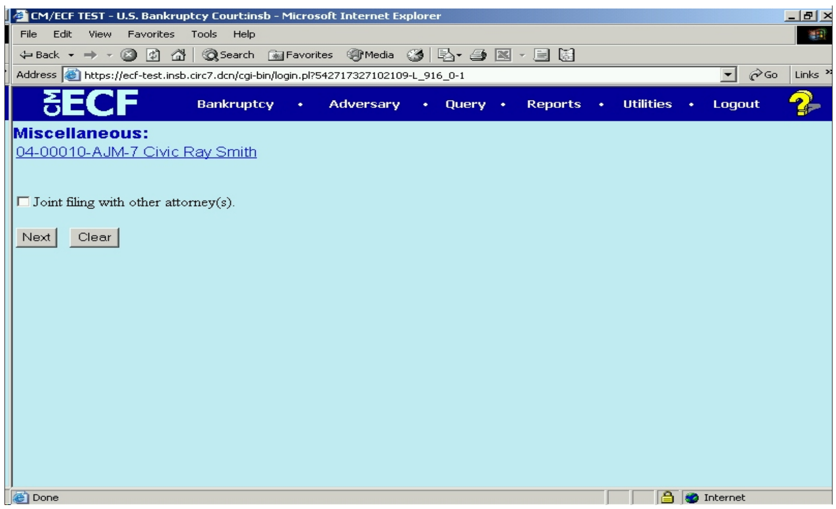


Figure 6

- If you are not filing with an another attorney, do not check the box

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

STEP 7 The **PARTY SELECTION** screen appears. **(Figure 7)**

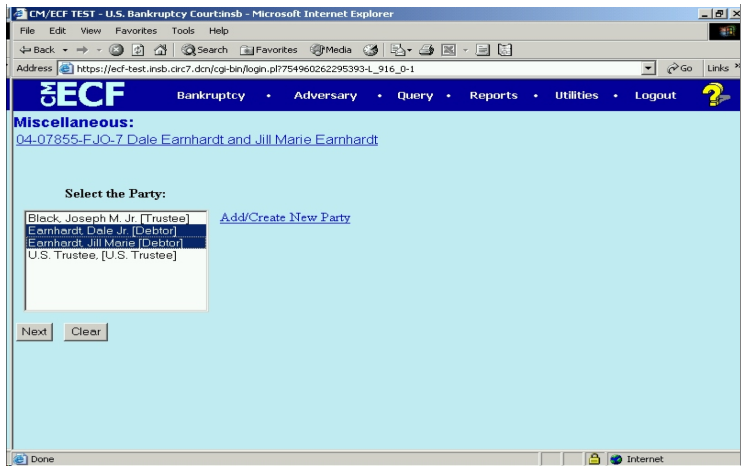


Figure 7

- Select the filer from the **Select the Party** list, in this case, joint debtors both debtors must be selected.

NOTE: To select more than one party, highlight the first party and "Shift" key with the left click for the second party.

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

STEP 8 The **PDF DOCUMENT** screen appears **[See Figure 8]**

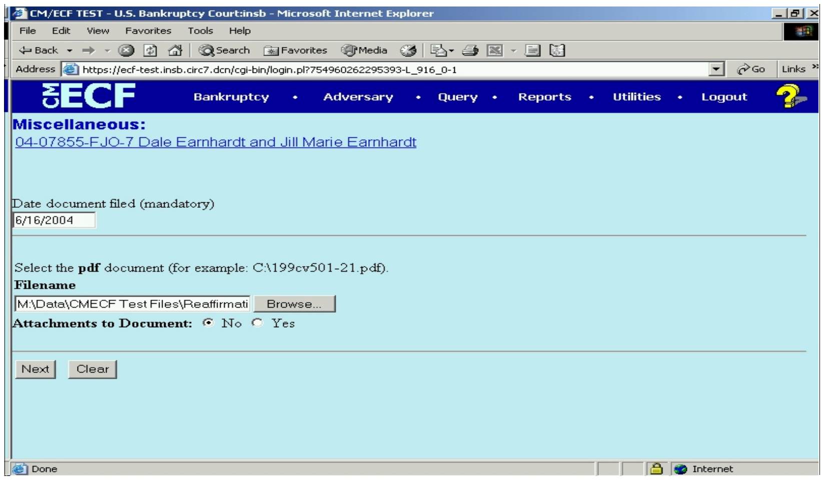


Figure 8

◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse. **(See Figure 8a)**

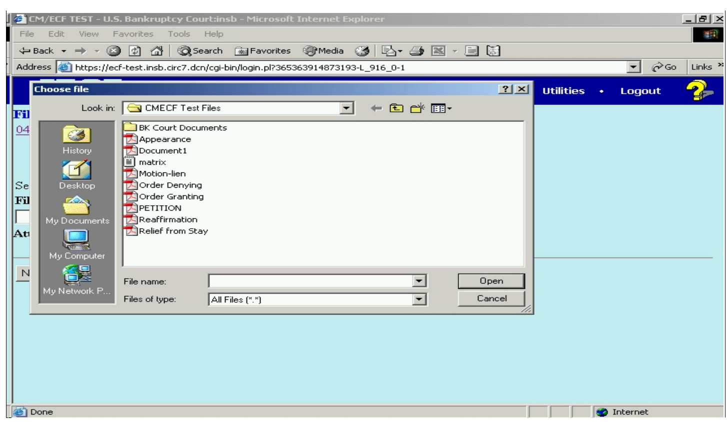


Figure 8a

- 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 8b)**

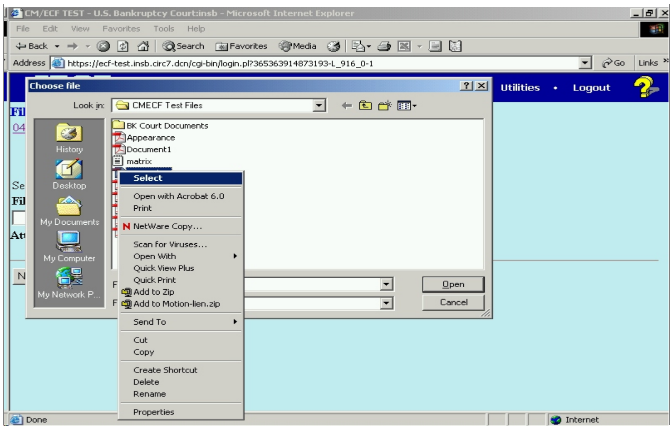


Figure 8b

- 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. **(See Figure 8c)**

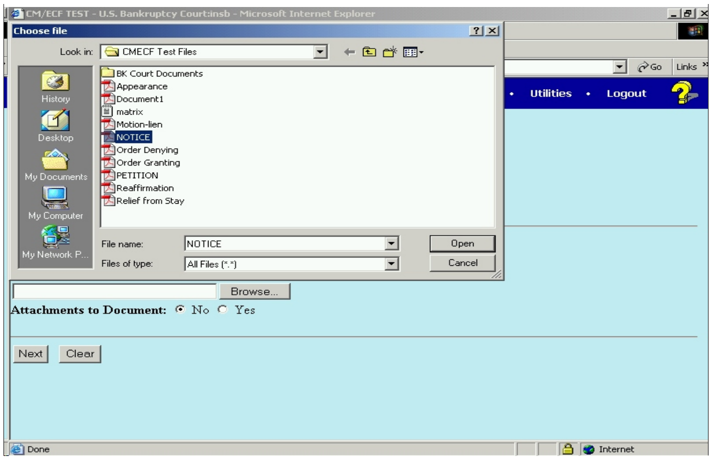


Figure 8c

◆ Verify correct file in filename window. **(Figure 8d)**

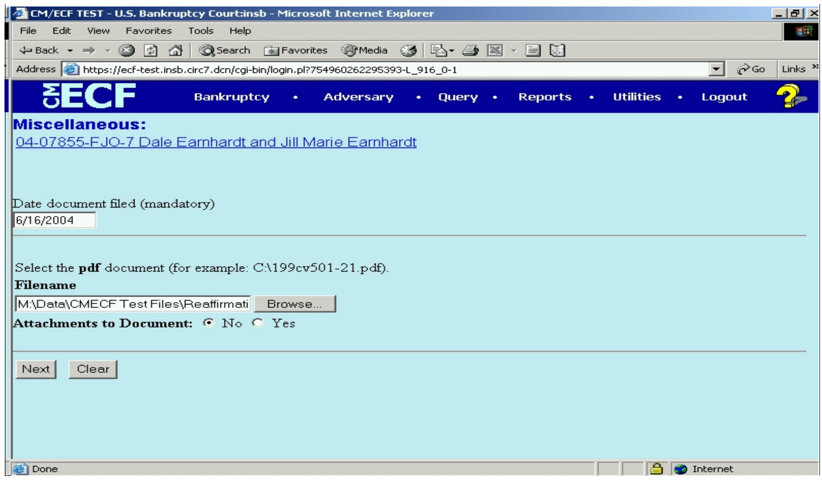


Figure 8d

◆ Click **[Next]**

STEP 9 The **ENTER CREDITOR NAME screen** appears. You must insert creditor name **[Figure 9]**

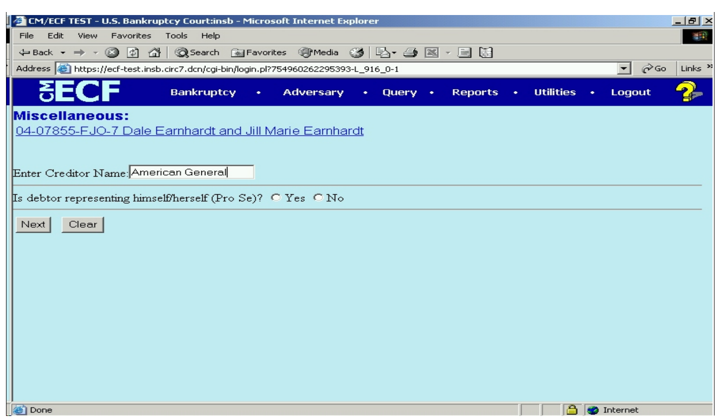


Figure 9

◆ Click **[Next]**

STEP 10 The **ATTORNEY DECLARATION** screen displays **[Figure 10]**

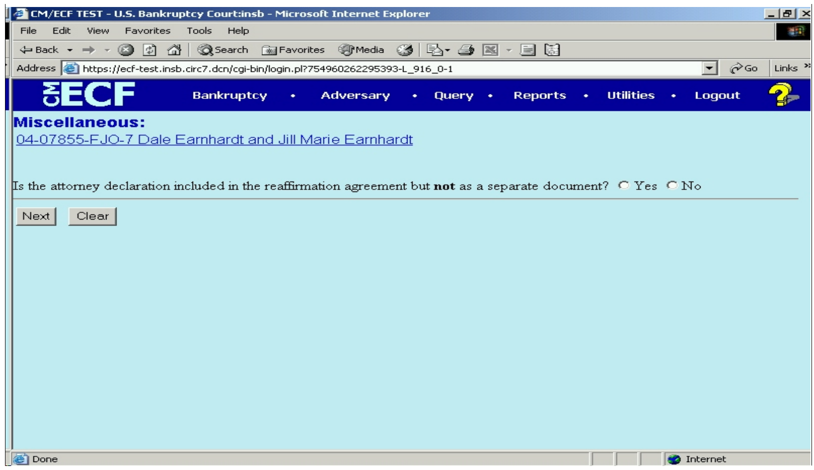


Figure 10

NOTE: You must select a radio button for debtor representation**.**

◆ Click **[Next]**

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

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

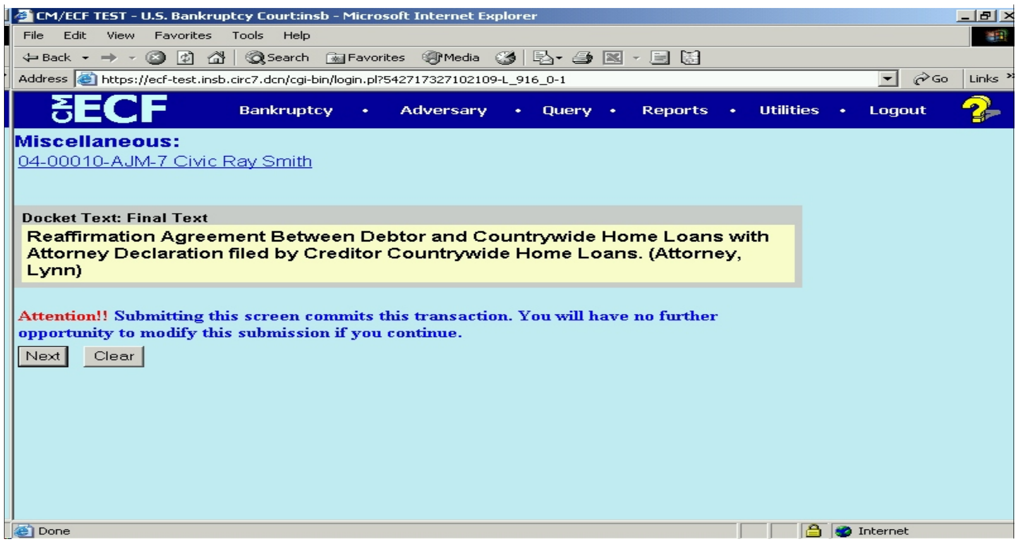


Figure 11

- 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.
- Court staff have the ability to edit any part of the text on this screen.
- If the docket text is correct, click on the **[Next]** button to continue.

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen displays. **(See figure 12)**

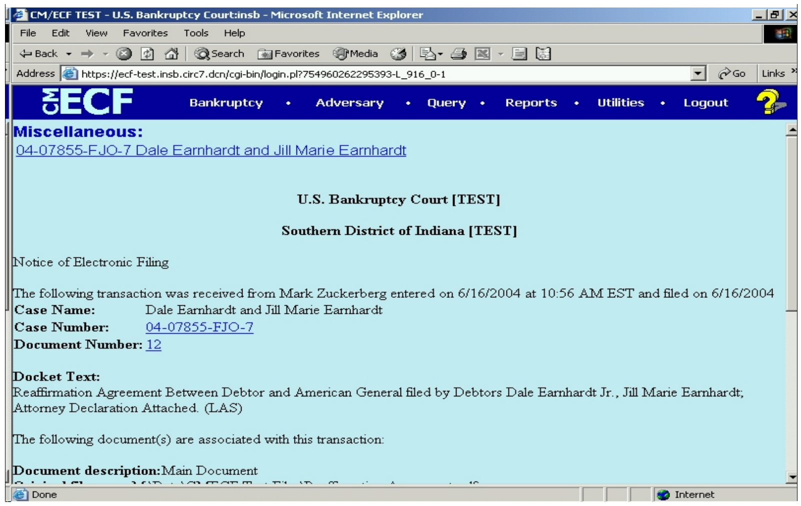


Figure 12

- 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.

BNC Noticing & CM/ECF

The Southern District of Indiana will continue to use the Bankruptcy Noticing Center (BNC) for all noticing from the Clerk's office.

The Notice to Public effective June 2003 requiring certain notices to be served on parties by the Movant remain in full force and effect.

Amendment to Schedules

For Attorneys

This module will provide you with step-by-step instructions on how to file an **Amendment to Schedules.** Once the amendment has been filed, you will be shown how to add/modify creditor(s), if applicable.

NOTE: If the case is closed, a ***Motion to Reopen*** must be filed. The ***Motion to Reopen*** must have the required reopening fee.

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

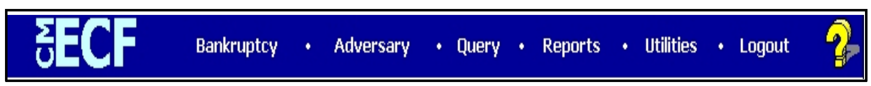


Figure 1

STEP 2 The BANKRUPTCY EVENTS screen is displayed. **(See Figure 2.)**

Figure 2

- Click on the Miscellaneous hyperlink.

STEP 3 The **CASE NUMBER** screen is displayed. **(See Figure 3.)**

Figure 3

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

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

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

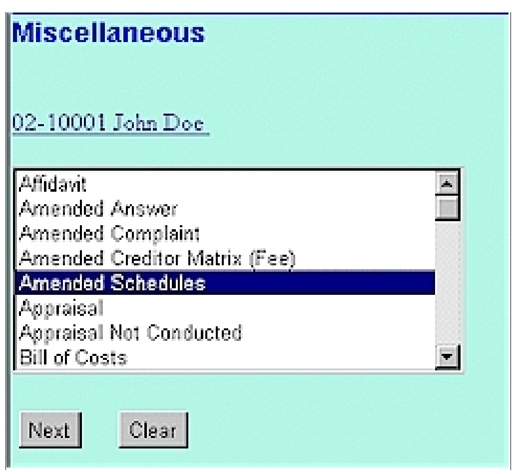


Figure 4

- Scroll to display the **Amended Schedules** event.

NOTE: Typing the letter **"a"** will display the first event starting with that letter.

- Click to highlight, then click on the **[Next]** button to continue.

STEP 5 If not filing with another attorney, just click **[Next]**. If filing jointly, click in the check-box provided, then click on **[Next]**. **(See Figure 5.)**

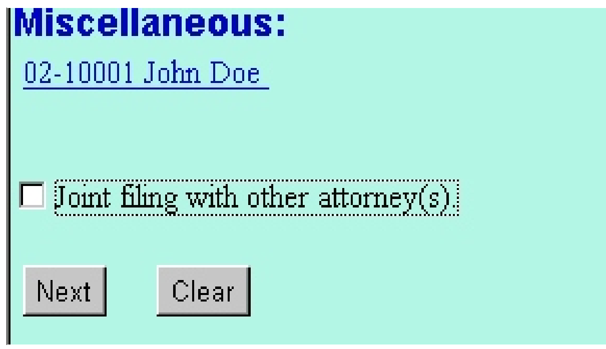


Figure 5

NOTE: If filing jointly, you will be provided with a screen listing the attorney(s) on the case.

STEP 6 The **PARTY SELECTION** screen appears next. **(See Figure 6)**

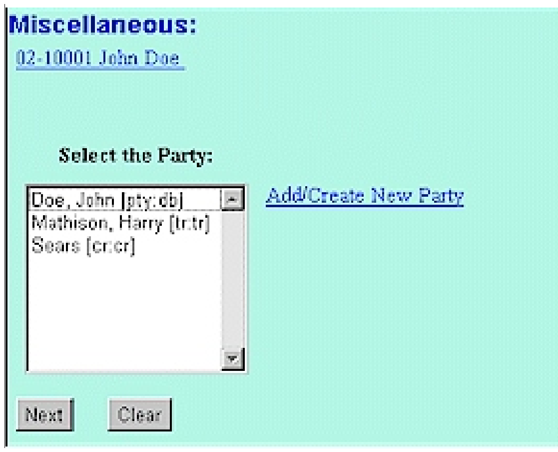


Figure 6

- Select the debtor from the pick list.

STEP 7 The **PDF DOCUMENT** screen is displayed. **(See Figure 7a.)**

Figure 7a

- ◆ Click on the **[Browse]** button, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
  - To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select **Open**. **(See Figure 7b.)**

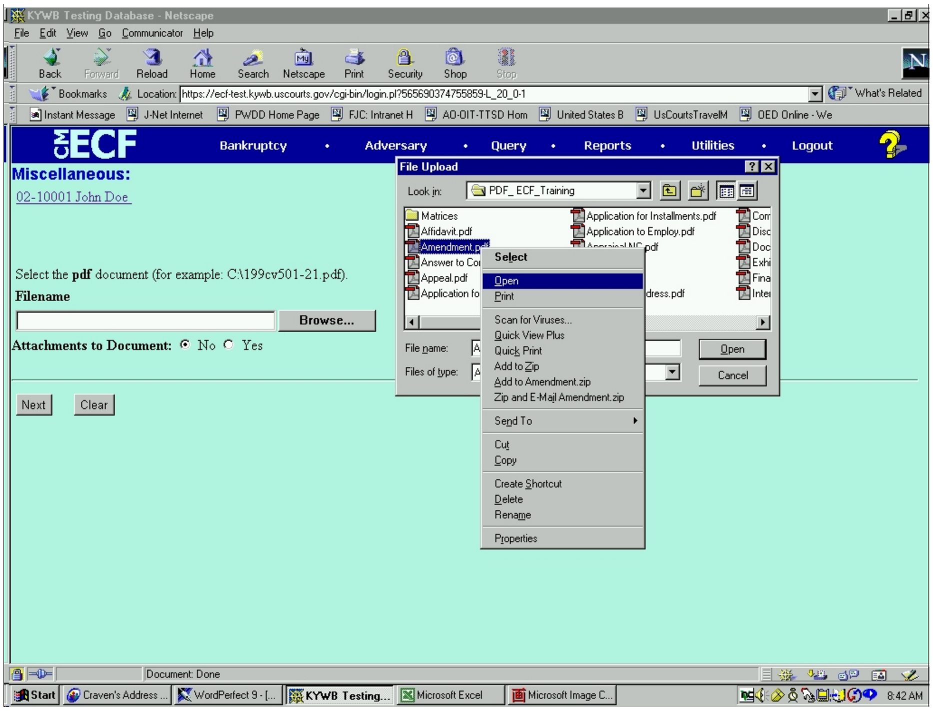


Figure 7b

- 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. **(See Figure 7c)**

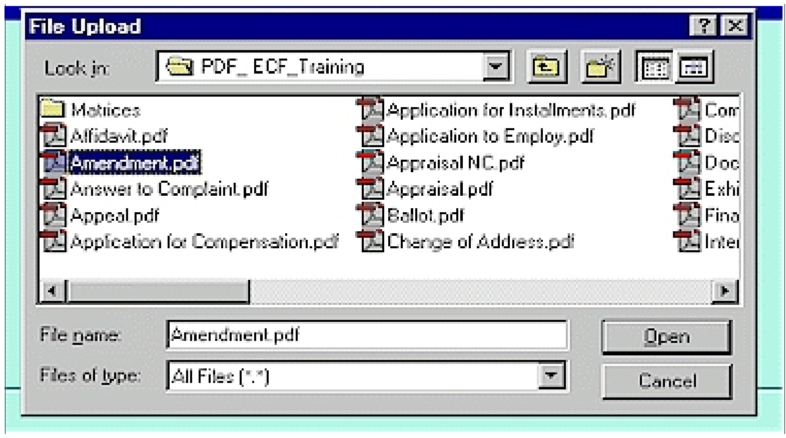


Figure 7c

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

STEP 8 The **SCHEDULES DUE** screen will be displayed. **(See Figure 8.)**

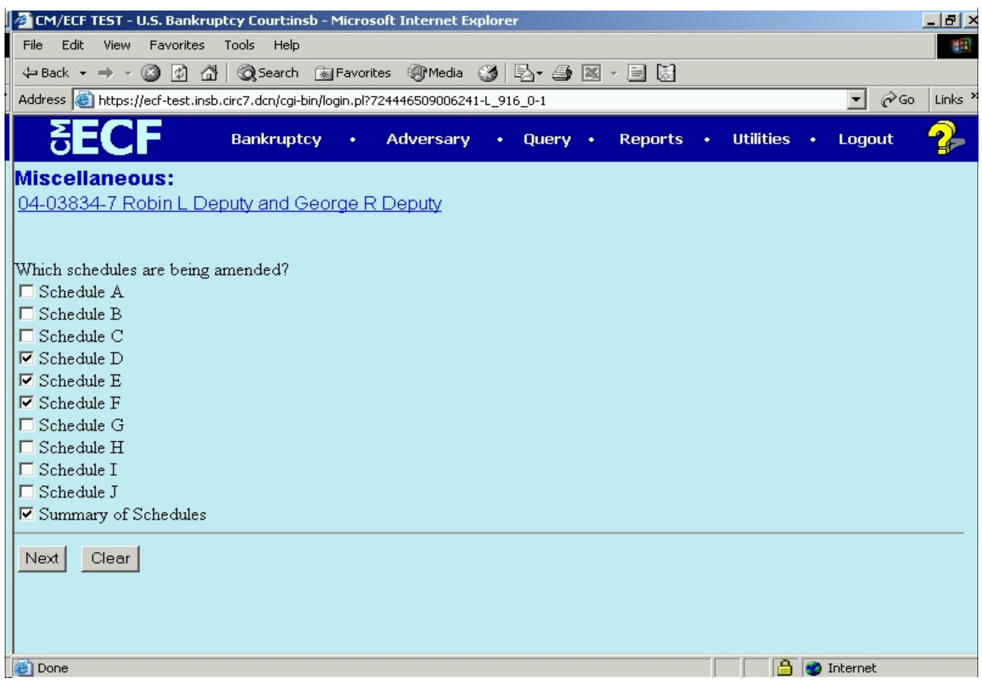


Figure 8

- Indicate in the "Which schedules" field the schedule(s) that is being amended.

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

- If creditors are being added, click on the appropriate radio button y or n. **(See Figure 8a)**

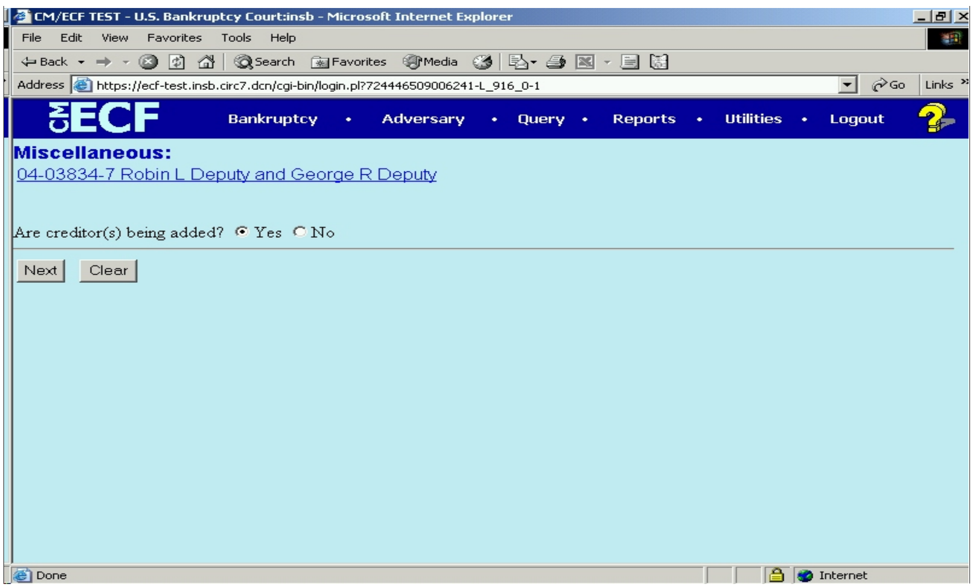


Figure 8a

- Click **[Next]**

- The fee screen appears next **(See figure 8b)**

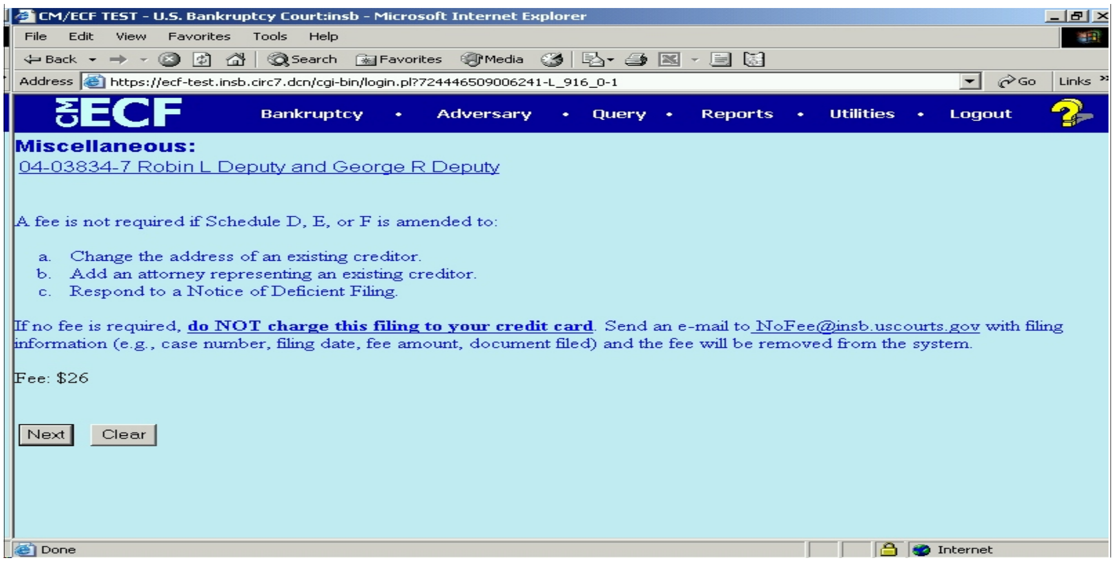


Figure 8b

- Click **[Next]**

- The **Certificate of Service** screen appears **(See figure 8c)**

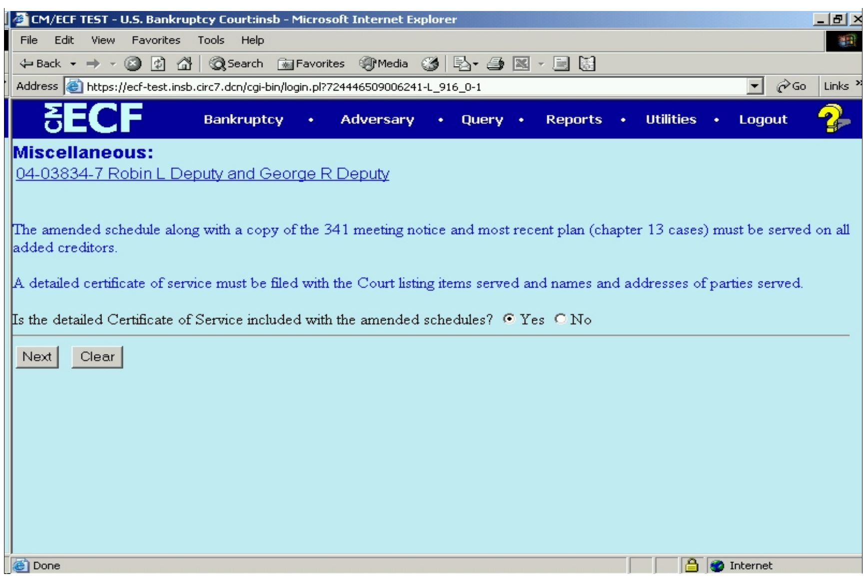


Figure 8c

STEP 9 The **FINAL DOCKET TEXT** screen will be displayed. **(See Figure 9)**

◆ Click **[Next]** to continue.

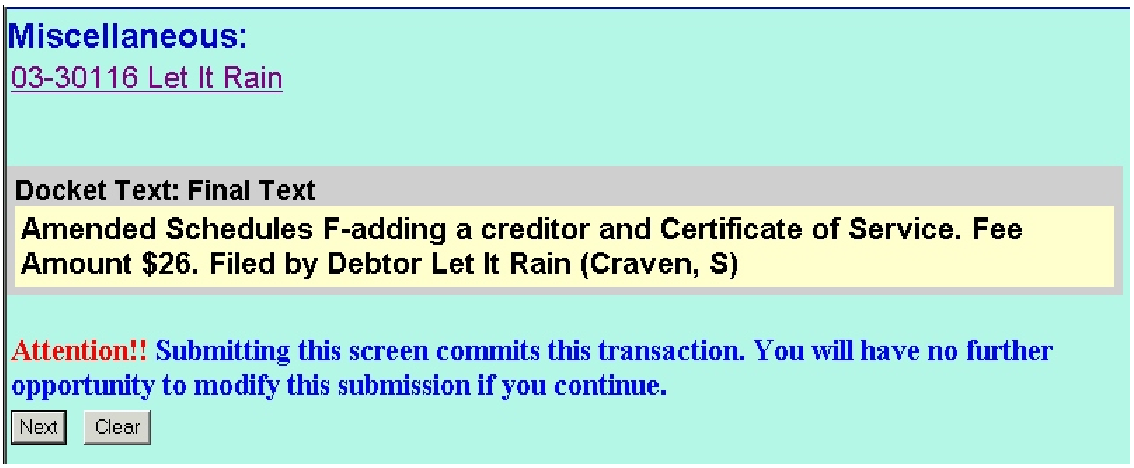


Figure 9

STEP 10 The Internet Payment screen will be displayed. (See Figure 10). You will be given the opportunity to either pay your fees now by clicking on the Pay Now button, or to continue filing and pay all of the days outstanding fees at the end of the day by clicking on the Continue Filing option. Refer to the On-Line Credit Card manual for more information on paying your fees on-line.

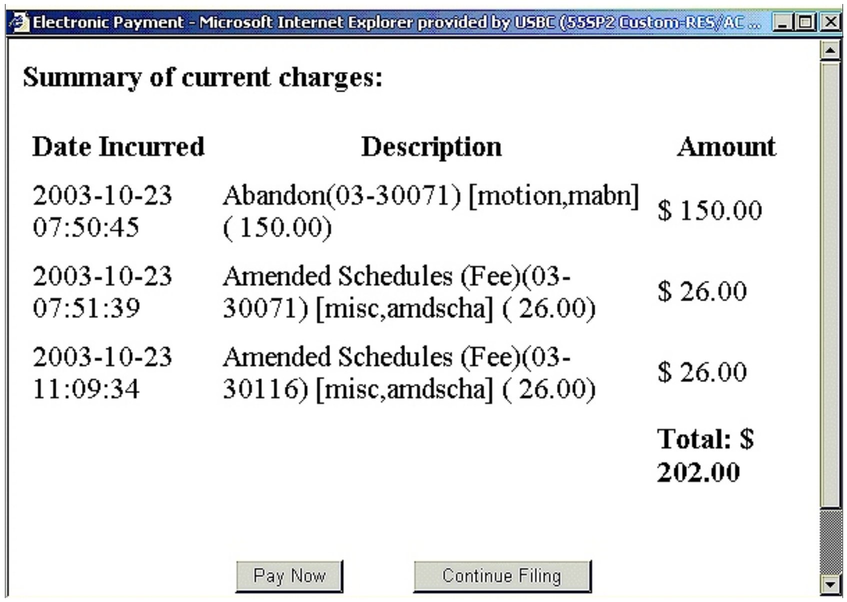


Figure 10

STEP 11 The **NOTICE OF ELECTRONIC FILING** screen is displayed. **(See Figure 11)**

- 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**.

NOTE TO PUBLIC ACCESS USERS*
You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this fir st viewing.

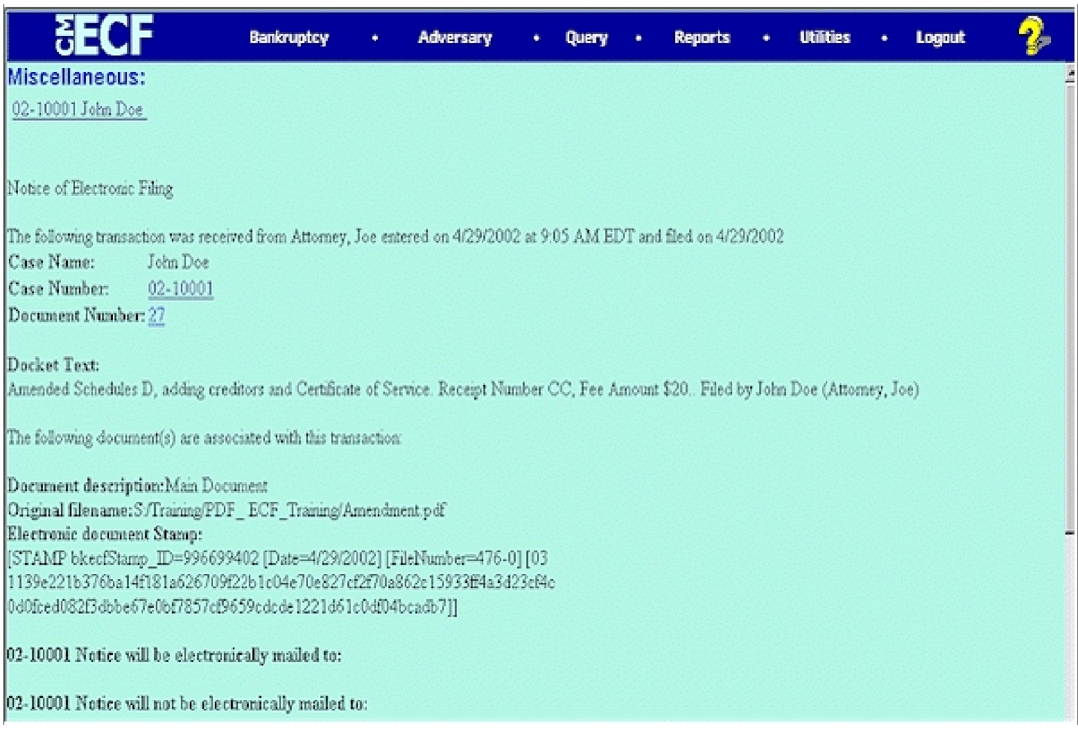


Figure 11

STEP 12 If adding/modify creditor(s) in Schedule(s) D, E, or F, refer to the local requirements for submitting creditors after initial upload. See Administrative Procedures for Southern District of Indiana.

ORDER UPLOAD

This procedure explains how to upload orders into the CM/ECF system. The requirements of submitting proposed orders still remain and this section will explain the process.

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

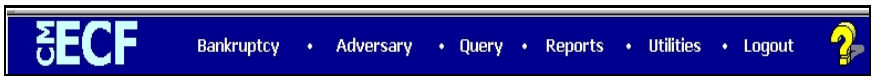


Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen will display similar to the one shown in Figure 2. Your menu selections may vary from this screen.

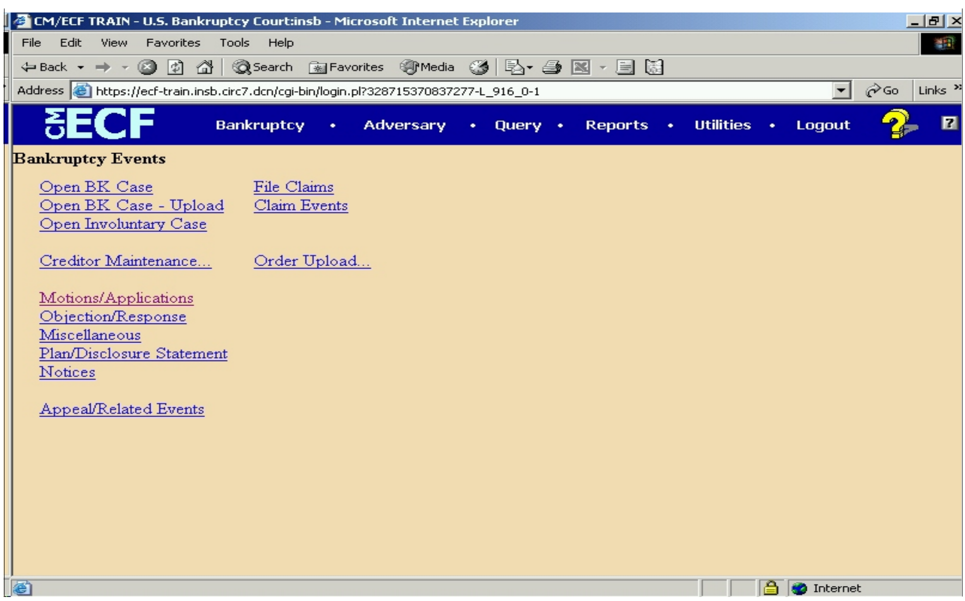


Figure 2

- Click the Order Upload hyperlink.

STEP 3 The **UPLOAD SINGLE** order screen displays. **(See Figure 3.)**

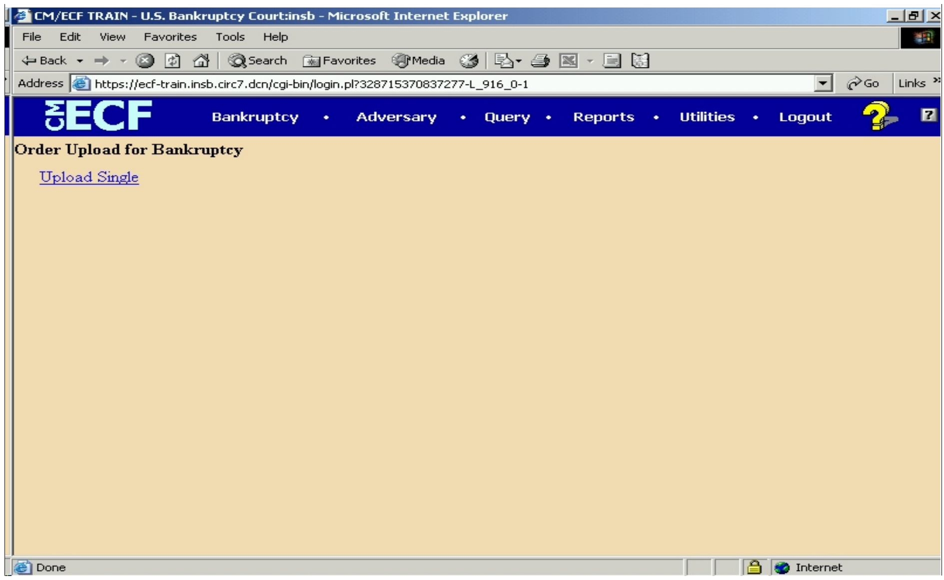


Figure 3

- Click on the Upload Single hyperlink

STEP 4 The **CASE NUMBER SELECTION** screen displays next. **(See Figure 4.)**

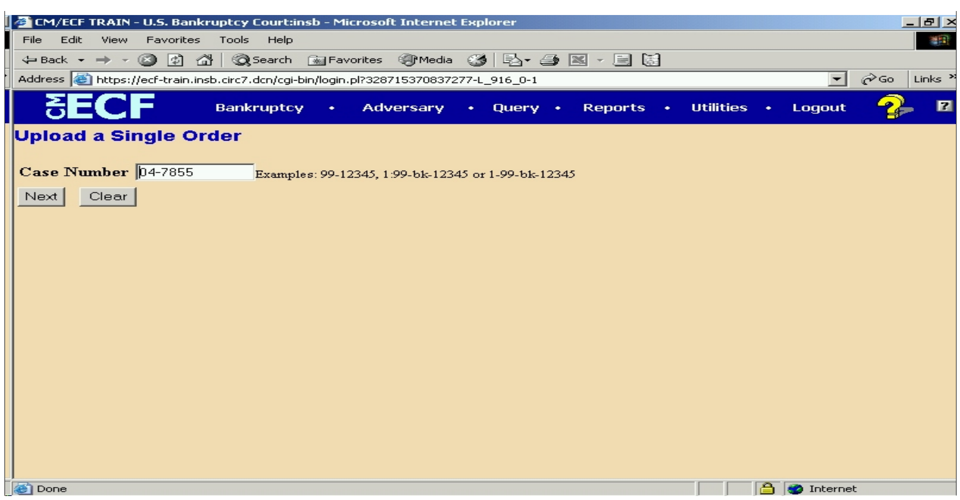


Figure 4

- If you have already accessed this case number in this session, it will be displayed. Leave this number if it is the correct case for this order or enter the correct case number (yy-nnnnn), including the hyphen.

- Click **[Next]**

STEP 5 The **RELATED DOCUMENT NUMBER** screen displays. **(See Figure 5.)**

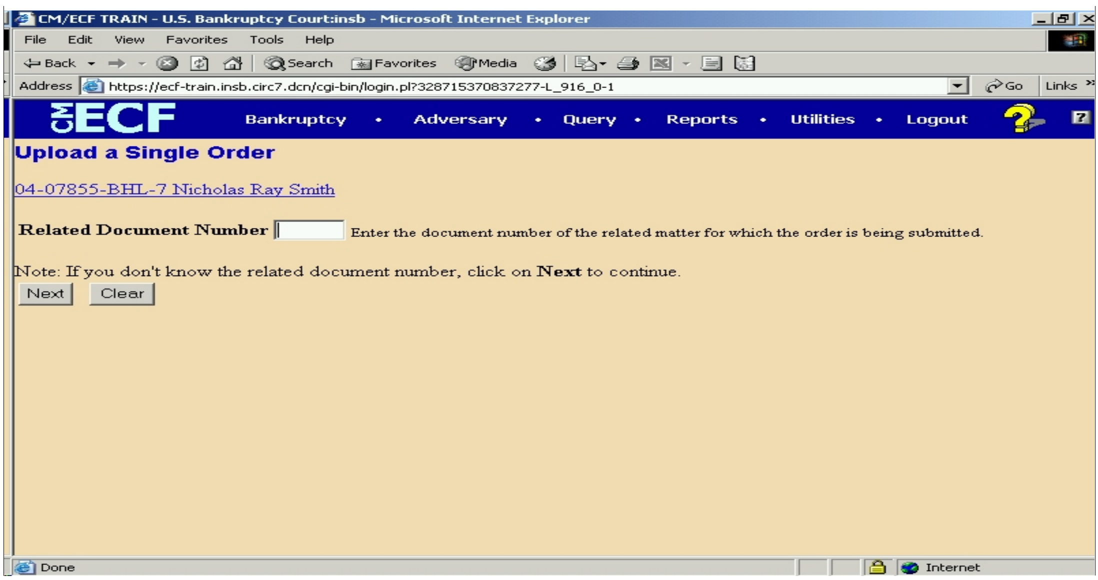


Figure 5

NOTE: If you don’t know the related document number click Next to Continue, otherwise type the related document number in the box.

- Click **[Next]**.

STEP 6 The **CATEGORY SELECTION** screen displays. **(See Figure 6.)**

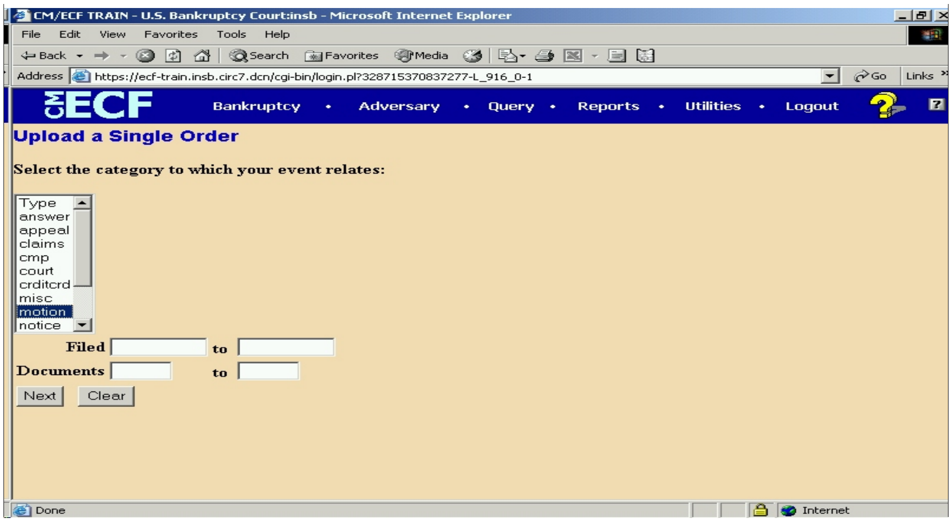


Figure 6

- To select the category scroll down to highlight the correct category. In this lessen, we will choose motion.

- If you know when the motion was filed and the document number, you may insert in the boxes.

NOTE: If you leave the “filed” and “documents” fields blank, you will receive in a list ALL of the motions that are pending .

- Click **[NEXT]**

STEP 7 The **RELATED MOTION** screen appears. **(See Figure 7.)**

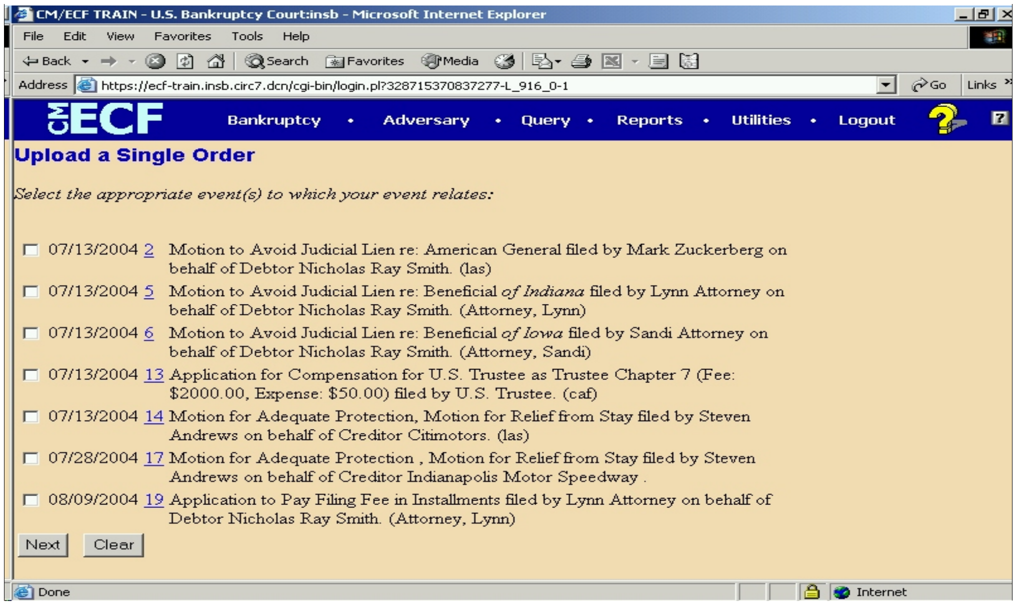


Figure 7

- If more than one motion appears, select the appropriate motion for this order. In this lesson we will chose the Motion to Avoid Judicial Lien with Beneficial of Iowa
- Click **[Next]**

STEP 8 The **ORDER SELECTION** screen appears **(See Figure 8)**

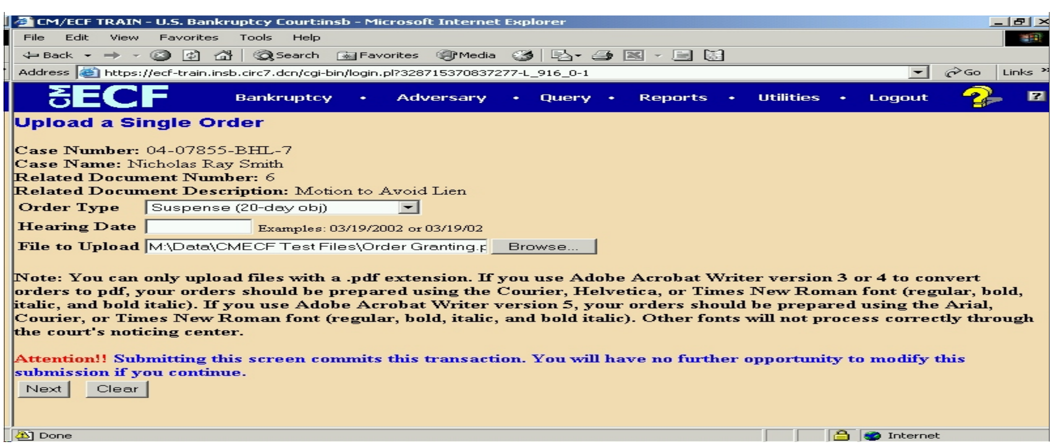


Figure 8

- On the pick list menu, scroll to select the appropriate order type.
- If a hearing was scheduled, type the date in the hearing date field
- Select the Order to Upload using the Browse button.

NOTE: All orders must be saved in .pdf format and be prepared using Arial, Courier or Times New Roman font (regular, bold, italic and bold italic). Other fonts will not process correctly.

- Once you have verified the information is correct, click **[Next]**

ORDER FORMAT

1. The top margin on the FIRST PAGE must be four (4) inches. All other pages of the order will have a top margin of one inch.

2. To assist the Court in verifying that the “entire” body of the submitted order been properly transmitted, the LAST LINE in the order must be three (3) pound symbols (###), centered in the middle of the page, to indicate the order is complete.

3. A line for the date and a signature line for the judge is omitted. All orders will be signed electronically by the judge in the space provided by the top margin on the first page.

4. All orders prepared by legal counsel shall indicate the name of the law firm, name of the attorney responsible for the order, mailing address and phone number for the firm and, if desired, the fax number and /or e-mail address. This information shall be included on the order, <u>after the line</u> containing the three (3) pound symbols (###)

5. If the submitting party wishes to indicate to whom copies of the signed order should be sent, these parties names and addresses shall be included on the order, <u>after the line</u> containing the three (3) pound symbols (###).

Adversary Case Opening

For Attorneys / Trustees

Opening an Adversary proceeding involves entering the necessary information regarding the plaintiff, defendant, and basic statistical data. The complaint is incorporated into this process and will not need to be docketed separately. At this time when the filer is the attorney, he/she **must also be added as a party to the case**. This is the only time this process is required. (Refer to Step 7.)

STEP 1 Click the Adversary hyperlink on the CM/ECF main menu bar. **(See Figure 1.)**

Figure 1

STEP 2 Click on the Open an AP Case hyperlink displayed on the **ADVERSARY EVENTS** screen. **(See Figure 2.)**

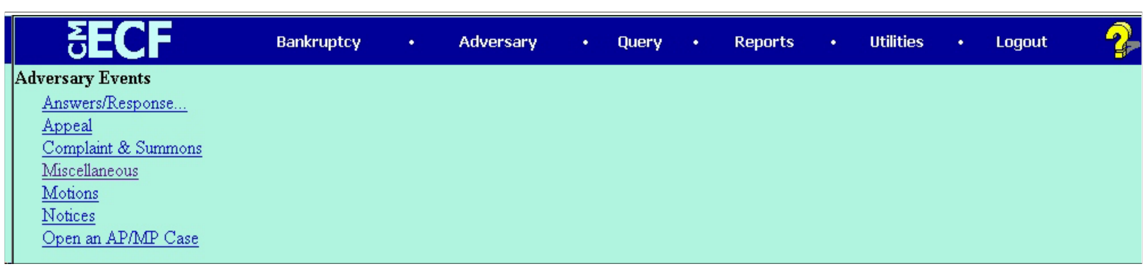


Figure 2

STEP 3 The **CASE DATA** screen displays. **(See Figure 3.)**

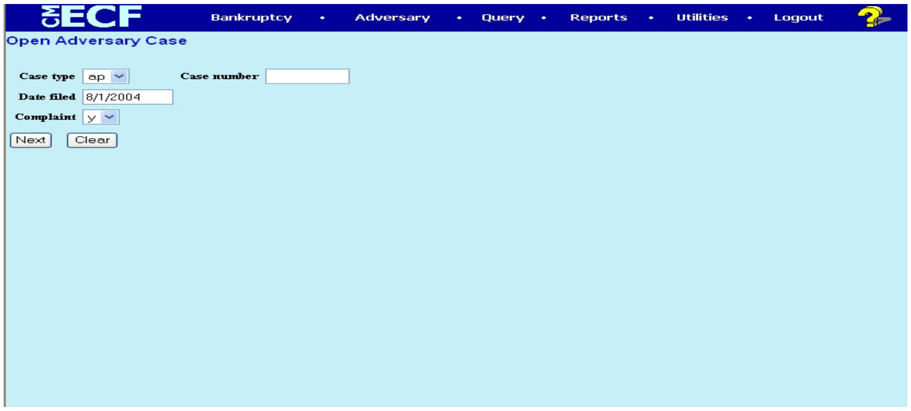


Figure 3

- The case number will be generated at the end of this process. Make sure you take note of it on the final screen.
- The current date is displayed next to **Date Filed**.
- The **Case Type** values are ap for adversary proceeding
- The Complaint field signifies the lead event for this proceeding. If you are filing something other than a complaint such as a Notice of Removal, select **(n)** for no.
- Click **[Next]**.

STEP 4 The **Legal Case Association** screen appears **(Figure 4)**

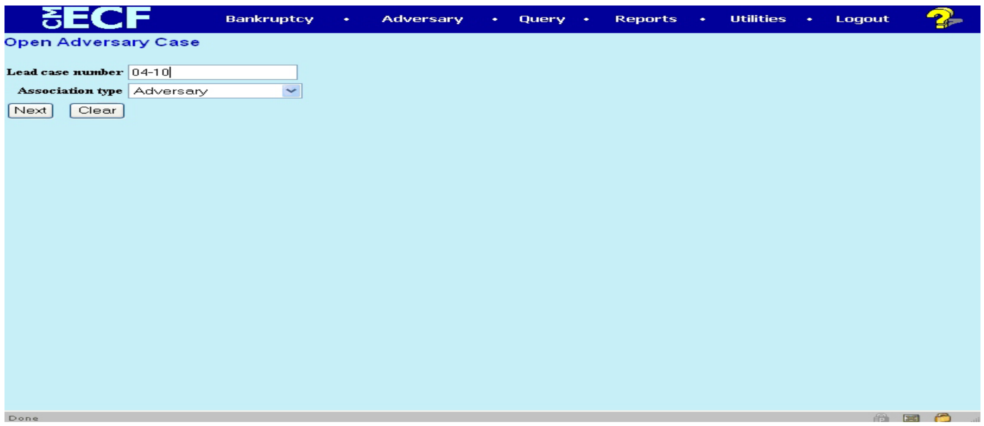


Figure 4

- Insert the legal case number in which this adversary is associated
- In the Association Type field, select the appropriate association. For this case, select adversary
- Click **[Next]**

STEP 5 The **PARTY SEARCH** screen appears. **(See Figure 5.)**

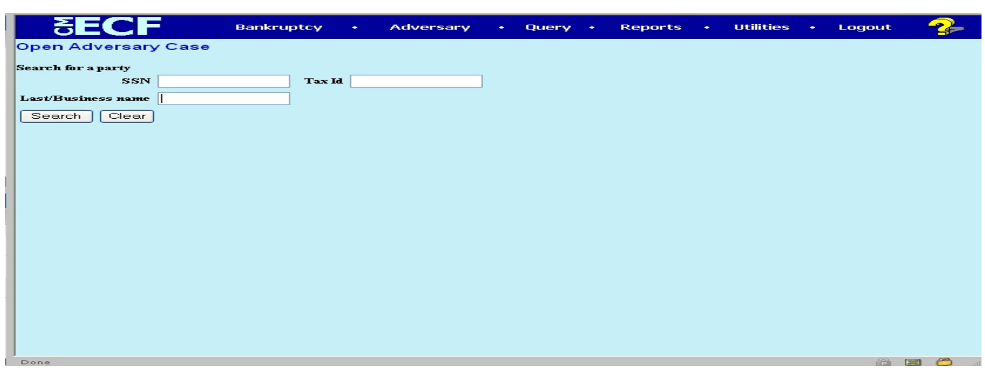


Figure 5

◆ Before adding a party, it is recommended that one search the database for the filer. One can search by Social Security Number, Tax Identification Number, Last Name or Business Name.

- Enter the last name of the party to be to searched. If this is a business filing, enter the first word 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, Zeta-Jones)
> - 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)
> - Do not search only by the asterisk * itself.

♦ Enter the plaintiff's last name or other search clue and click **[Search]**. In Figure 4 we have entered the first word or the plaintiff's name (Financial).

NOTE: Do not use the asterisk * by itself as search criteria. If just the asterisk is used, the entire database will be searched and require unnecessary systems resources and may degrade response time.

STEP 6 The **SEARCH RESULTS** screen appears. **(See Figure 6.)**

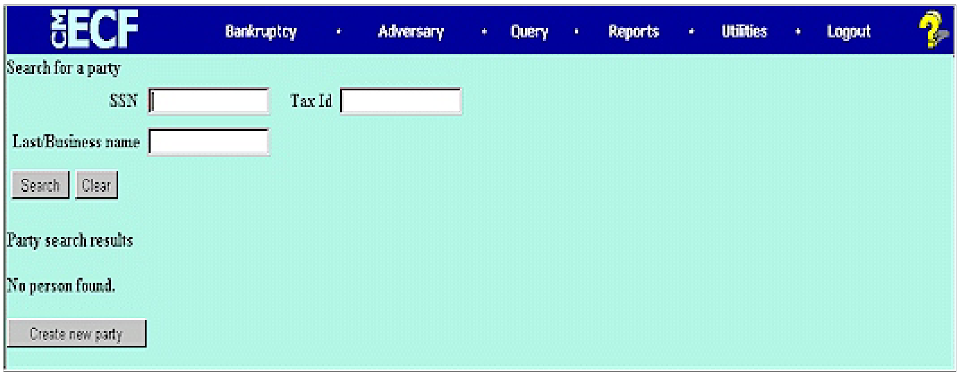


Figure 6

NOTE: If the designated party was already on the database, the Party Search Results screen would provide a listing of parties matching your search criteria. In that situation you would select the party by highlighting the name with your mouse and click on the **[Select Name From List]** button.

♦ Since our party, Photo Express is not on the list, click the **[Create New Party]** button.

NOTE: Your name search may find more than one record having the same name as shown in **Figure 6b**. 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.

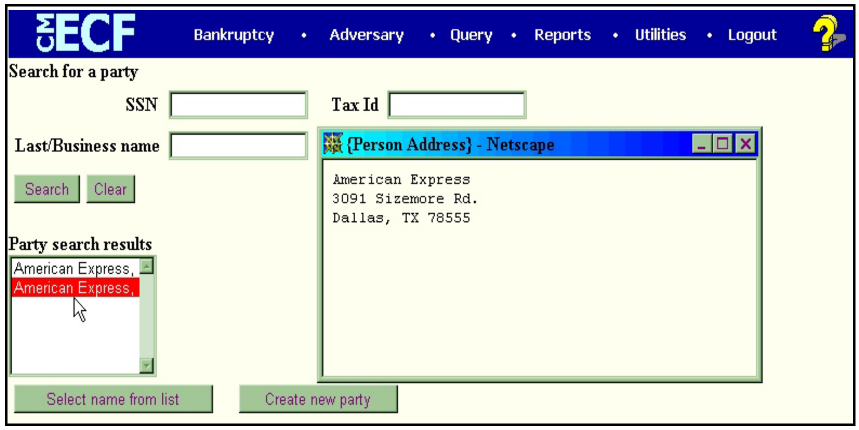


Figure 6b

STEP 7 The **PARTY INFORMATION** screen appears. **(See Figure 7.)**

- Enter the plaintiff's **Name** and **Tax ID** or **SSN** information in the appropriate boxes.

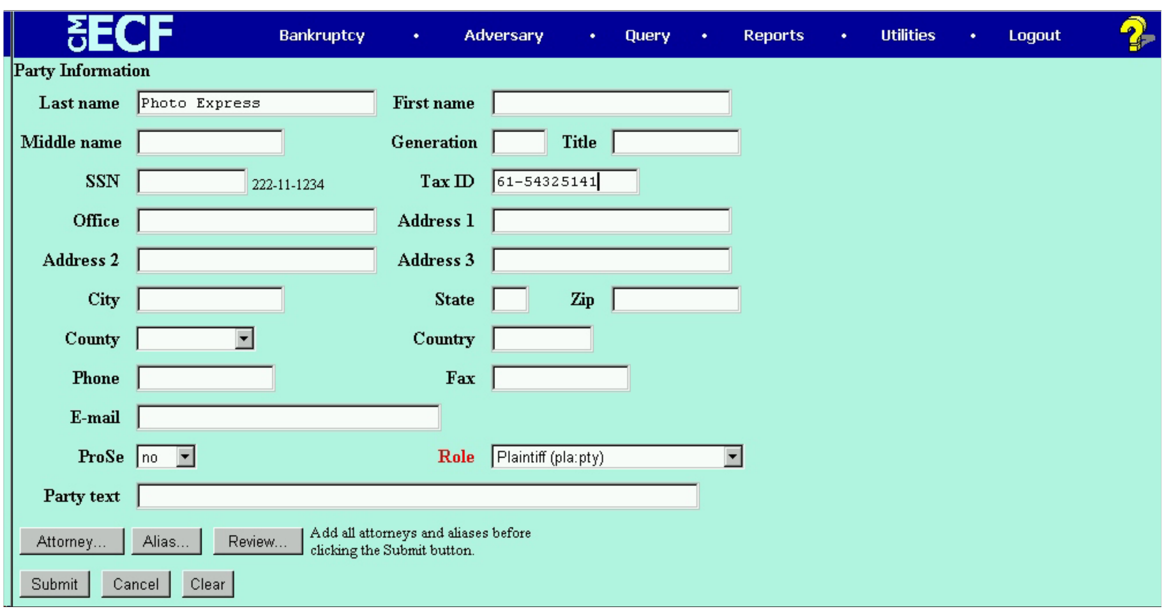


Figure 7

- Expand the **Role Type** selection pick list by clicking on the down arrow ▼ and select Plaintiff.

- The **Party Text** field is used for further party description, such as An Indiana Corporation or Executor for the Estate of.... This information will appear on the caption of the docket report immediately after the party's name.

- Click on the **[Attorney]** button on the **PARTY INFORMATION** screen. **(See Figure 6.)**

STEP 8 For adversary openings **ONLY**, you will need to add yourself as the attorney representing the plaintiff(s). Steps 7 - 9 will show how this is done.

- Your attorney record already exists on the court's database in an attorney roll that is maintained by court staff.

  The **ATTORNEY SEARCH** screen allows you to retrieve your attorney record by either State Bar ID or Last Name (or partial Last Name.) **(See Figure 8.)**

Figure 8

- This exercise illustrates how one could search for the attorney SM Craven. The search clue entered in the Last Name field is the beginning of his/her last name.

- Click on **[Search]**.

STEP 9 The **ATTORNEY SEARCH RESULTS** screen will display all the matches for the search clue you entered. **(See Figure 9.)**

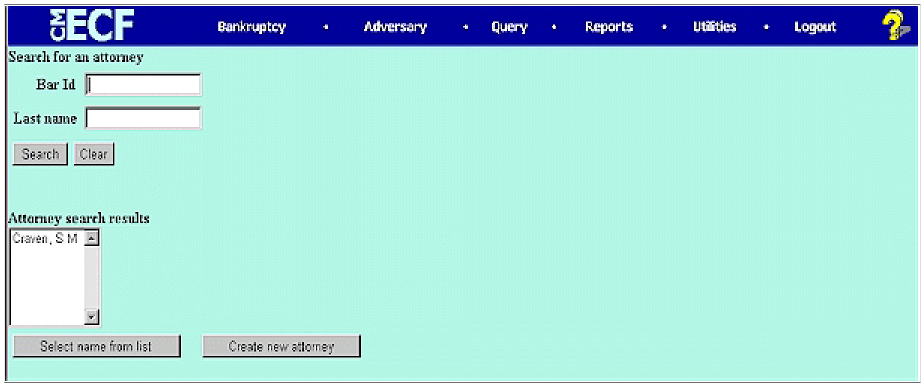


Figure 9

◆ When your name appears, highlight it with your mouse and click on **[Select Name From List].**

STEP 10 The **ATTORNEY INFORMATION** screen displays the master attorney record from the court attorney roll. **(See Figure 10a.)**

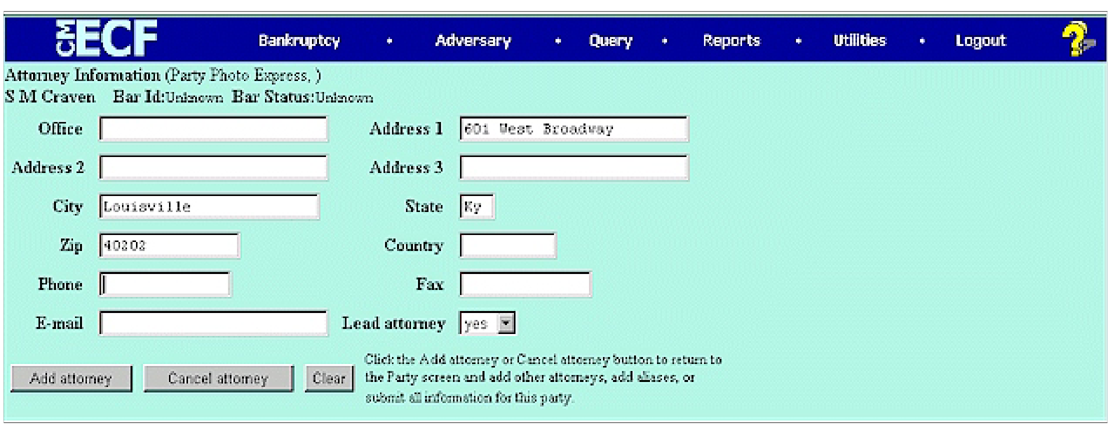


Figure 10a

- Your attorney record can accommodate only one address. If the address for this case is different, make the changes to this screen. This will change professional and mailing information FOR THIS CASE ONLY.
- After verifying this information, click **[Add Attorney]** to associate this record with your plaintiff.
- The main **PARTY INFORMATION** screen again appears. **(See Figure 6.)** At this time you could click on the **[Review]** button to verify attorney and alias information for this party.
- Click on the **[Return to Party]** button.
- When the Party Information screen appears again, Click **[Submit]**.

STEP 11 You have added the plaintiff and if there are no more plaintiffs, the next step is to add the defendant(s). The **PARTY SEARCH** screen will appear again for that purpose. **(See Figure 11.)**

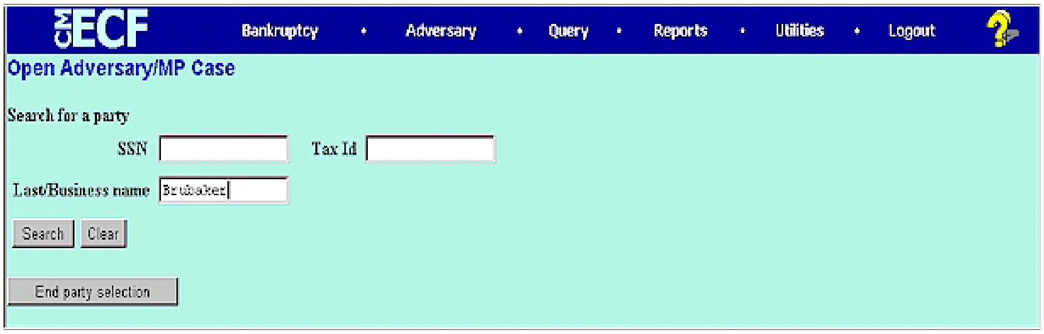


Figure 11

- Enter party information for the defendant John Humble Brubaker. Search by last name.

STEP 12 When the **SEARCH RESULTS** screen appears, the party will be displayed because John Brubaker is already a debtor on the bankruptcy case. **(See Figure 12.)**

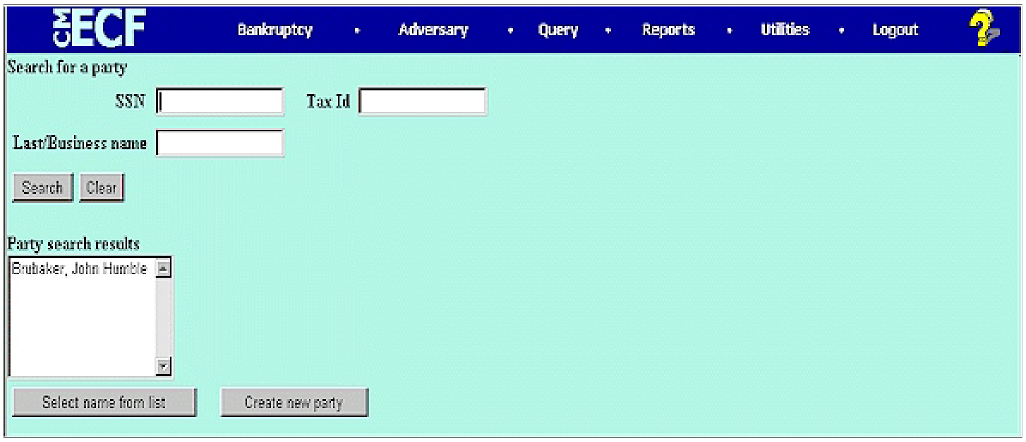


Figure 12

- Highlight the name and click on **[Select name from list].**

STEP 13 The **SEARCH RESULTS** screen appears next with this party's data and address as it is recorded in the database from the bankruptcy case. **(See Figure 13.)**

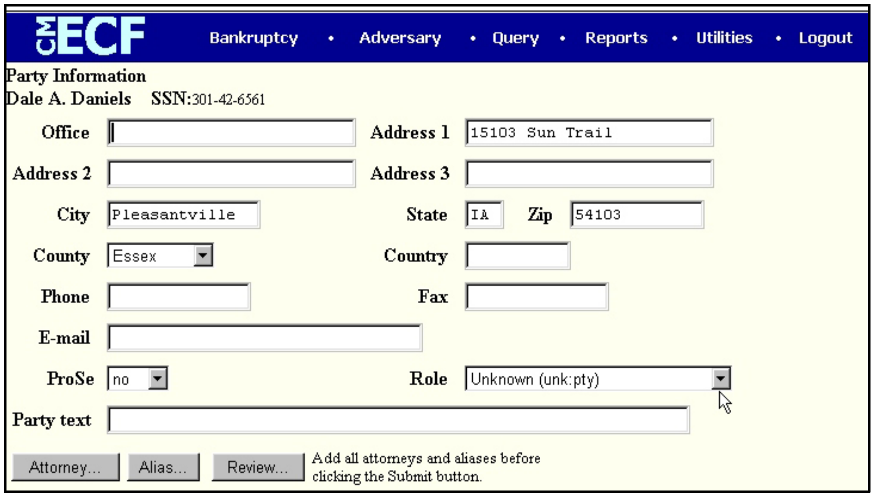


Figure 13

- If an address for the defendant appears, **REMOVE IT**. You **must** select the Party Role by clicking on the ▼ down arrow for the **Party Role** field. **Highlight Defendant** and click on **[Submit]**. **The defendant's attorney information will be added at a later time.**

- The Party Search screen will reappear. Since all parties have now been entered, click on **[End Party Selection].** Statistical information will be entered on the next screen.

STEP 14 The **ADVERSARY STATISTICAL** screen appears. **(See Figure 14a)**.

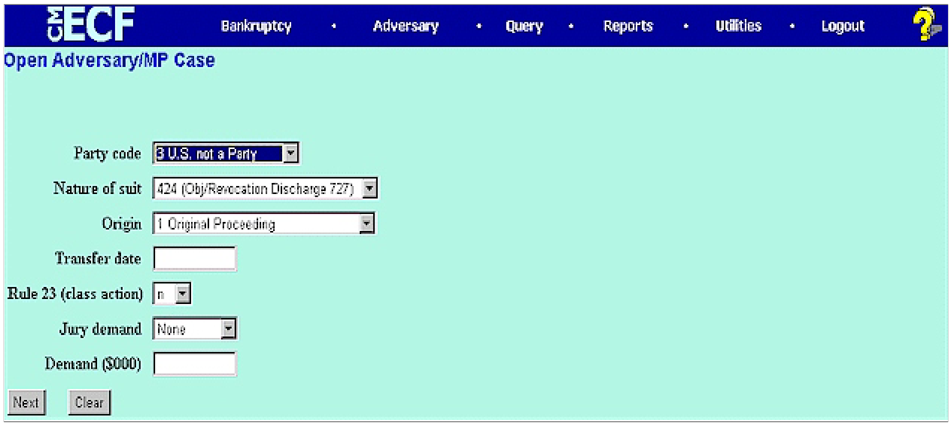


Figure 14a

- Unless the US is a plaintiff or defendant in your case, accept the default **US is not a Party in the Case** as shown in Figure 13b.

Figure 14b

- Select the Nature of Suit of the complaint from the list. **(See Figure 14c.)**. Only one suit can be selected during the opening of an adversary case.

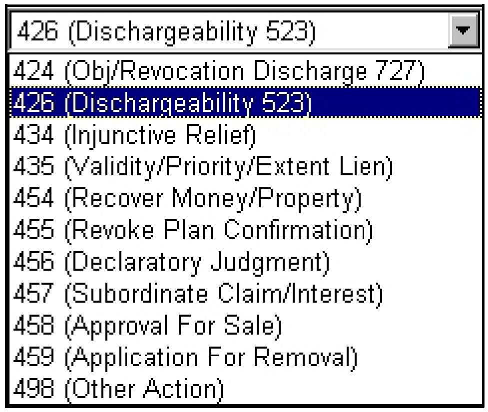


Figure 14c

NOTE: If one of the multiple suits is a 727 Objection to Discharge, it is important to enter 424 as the first NOS.

- The **Origin** code defaults to original proceeding. **(See Figure 14d.)** No action is necessary to accept the default. Other values are:

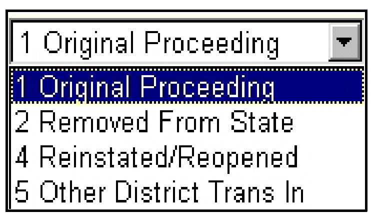


Figure 14d

- The default in the **Rule 23 (Class Action)** box is *n*. Change the default to ***y*** only if this is a Class Action suit.

- The default in the **Jury Demand** box is *n* (None). **(See Figure 14e.)**

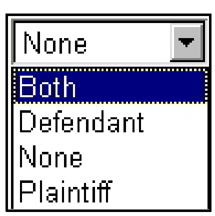


Figure 14e

- Highlight the appropriate selection.

- **Dollar Demand.** If there is a dollar demand, enter the amount in thousands to the nearest thousand. For example, if the Dollar Demand is $4550, $5,000, or $5499, you would enter 5 for $5000, leaving off the 000.

- Verify the data on your screen and then click **[Next]**.

STEP 15 The **PDF DOCUMENT SELECTION** screen displays. **(See Figure 15a.)**

Figure 15a

- To associate the imaged document with this entry, select the PDF filename of the complaint you are filing.
  - Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
  - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. **(See Figure 15b.)**

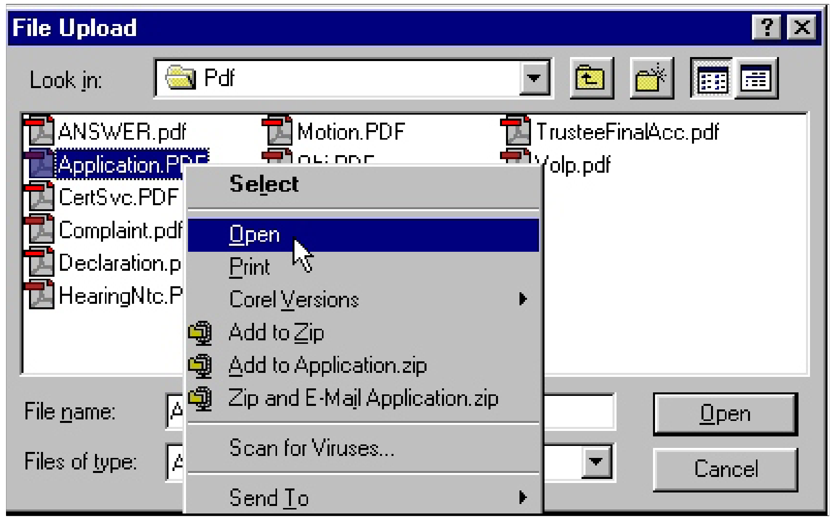


Figure 15b

- 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 15c.)**

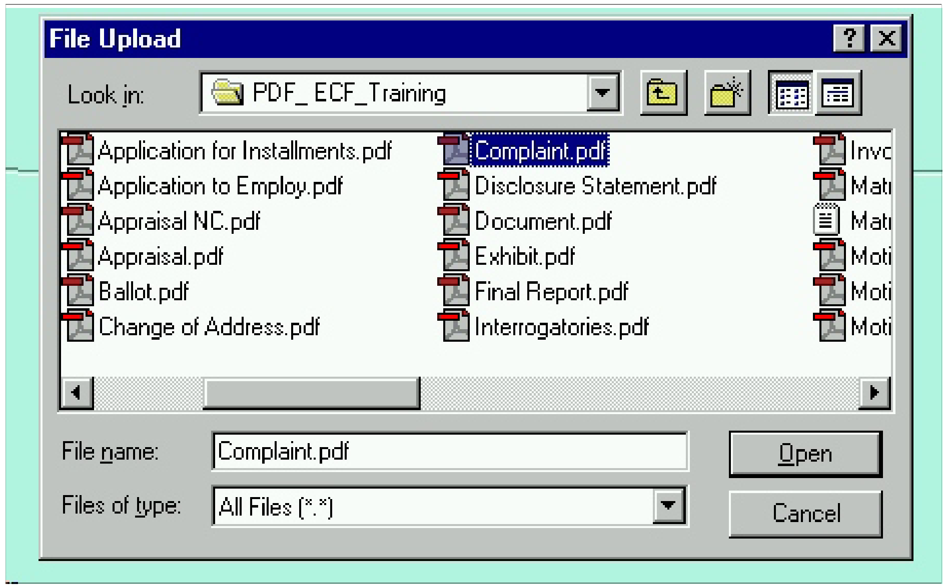


Figure 15c

- There will be no attachments in this exercise. Attachments will be covered in another lesson. Therefore, leave the radio button indicating No.
- Click **[Next]** to continue.

STEP 16 The **FILING FEE** screen will display prompts for fee. **(See Figure 16.)**

Figure 16

- The Fee Amount defaults to the amount of the complaint filing fee, $150.00. If the fee does not apply or will be deferred, remove the fee amount from the fee box.
- Click **[Next]** to continue.

STEP 17 The **FINAL DOCKET TEXT** screen displays. **(See Figure 17.)**

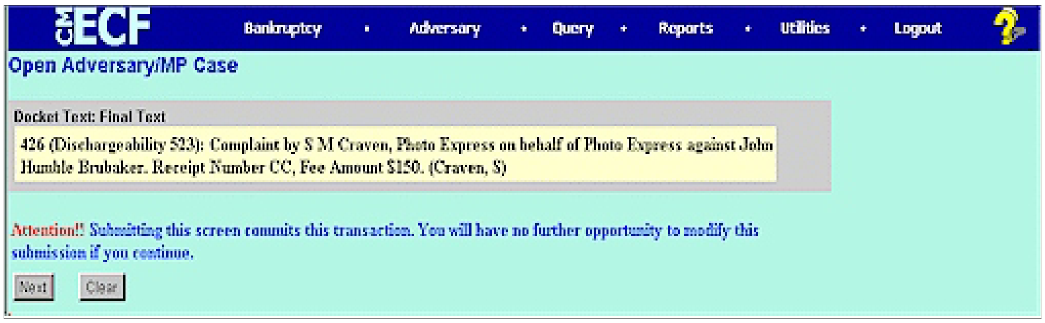


Figure 17

- Proof this screen carefully! No further editing in the case opening process is allowed after this screen.
- If any part of it is incorrect, click the browser **[Back]** button to return to the screen you need to correct. Then process the screens again with the respective **[Next]** or **[Submit]** buttons.

NOTE: **When an adversary is opened, the complaint information is spread over to the main bankruptcy case. (The case number does not appear in the docket text.)**

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Adversary** hyperlink on the **Menu Bar**.

STEP 19 The Internet Payment screen will be displayed. (See Figure 20). You will be given the opportunity to either pay your fees now by clicking on the Pay Now button, or to continue filing and pay all of the days outstanding fees at the end of the day by clicking on the Continue filing button.

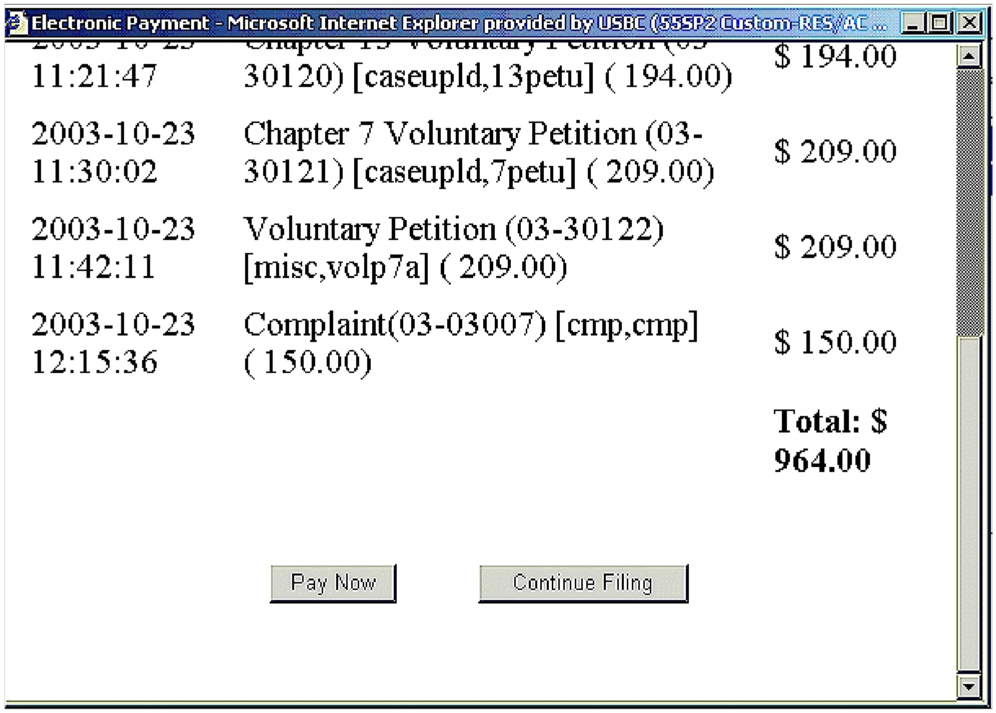

Electronic Payment - Microsoft Internet Explorer provided by USBC (55SP2 Custom-RES/AC ...
11:21:47
30120) [caseupld,13petu] (194.00)
$ 194.00
2003-10-23 11:30:02
Chapter 7 Voluntary Petition (03-30121) [caseupld,7petu] (209.00)
$ 209.00
2003-10-23 11:42:11
Voluntary Petition (03-30122) [misc,volp7a] (209.00)
$ 209.00
2003-10-23 12:15:36
Complaint(03-03007) [cmp,cmp] (150.00)
$ 150.00
Total: $ 964.00
Pay Now
Continue Filing

Figure 19

STEP 20 The **NOTICE OF ELECTRONIC FILING** screen appears.
(See Figure 20.)

Figure 20

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

- The case number is a hyperlink to the docket sheet and clicking on the document number hyperlink will display the image of the complaint. **The case number of both this adversary and the lead bankruptcy case appear**. This indicates that this complaint entry has spread to the bankruptcy case and will be available to anyone reviewing the Bankruptcy Docket report. The hyperlink to the imaged complaint is also accessible from the bankruptcy case.

- Further access to the **Notice of Electronic Filing** is available though the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice. Attorney users will be presented with a PACER login screen first.

- 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
- Trustee and Attorney users will have access to the **Notice of Electronic Filing** at the time of their filing. Subsequent access to any Query or Report programs must go through the PACER system. **(See Figure 20b.)**

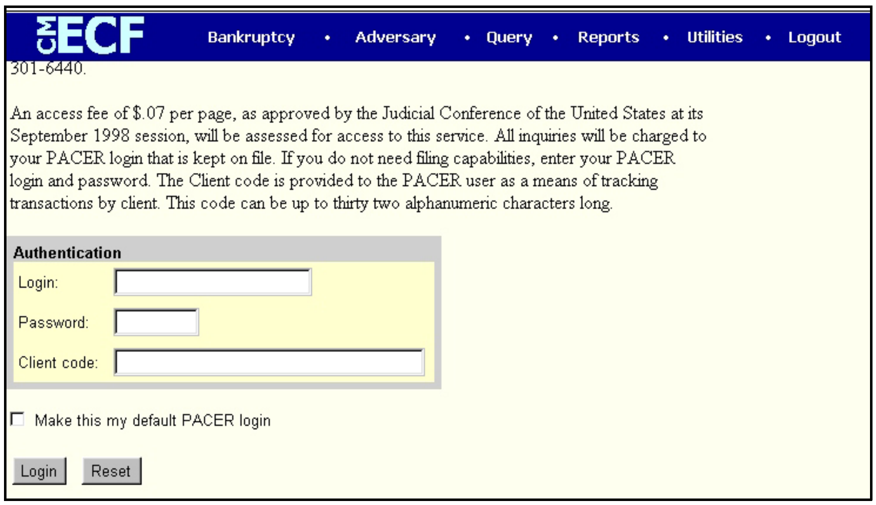


Figure 20b

- When a copy of the **Notice of Electronic Filing** is mailed to each subscriber on the case, the following message will display at the top:

*****NOTE TO PUBLIC ACCESS USERS*****
You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

Answer to Complaint
For Attorneys

This process shows the steps and screens required for an attorney to electronically file the answer to a complaint in an adversary case. For this lesson, we'll assume that you are logged in to the CM/ECF system as the attorney Robert Louis Stevenson.

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

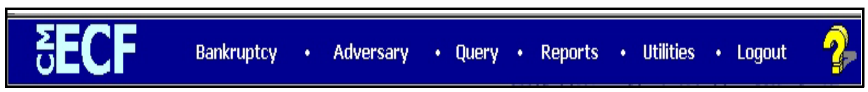


Figure 1

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

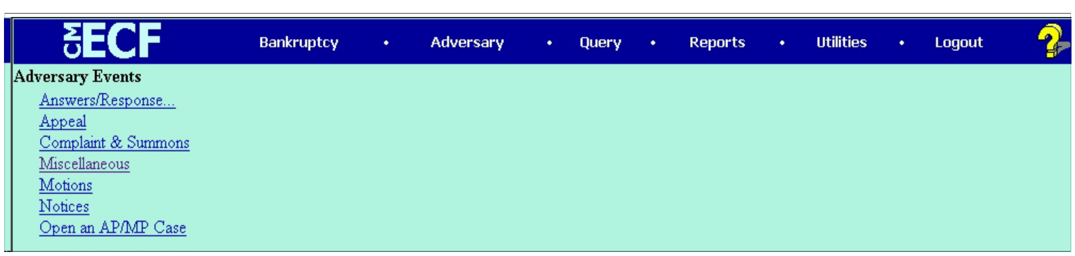


Figure 2

◆ Click on the Answers... hyperlink.

STEP 3 The next screen lists two menu selections for Answers. **(See Figure 3.)**

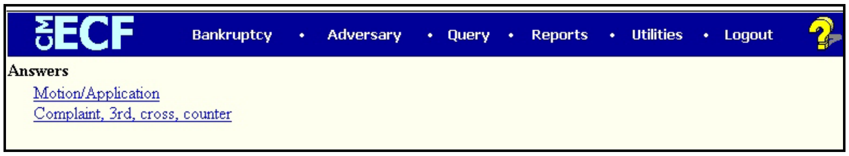


Figure 3

Motions/Applications, refers to documents filed in response to a motion or application, such as an objection, reply or response.

Complaint, 3rd, cross, counter refers to documents which are answers to a complaint, third-party complaint, cross-claim, or counterclaim.

- For this lesson, we are docketing the answer to the original complaint, so click on Complaint, 3rd, cross, counter.

NOTE: Third-party complaint, cross-claim, and counterclaims are covered later in this event. If this answer includes these claims are included in this pleading, continue processing.

STEP 4 The **CASE NUMBER** screen displays **(See Figure 4)**. The system will display the number of the last case you accessed in this session.

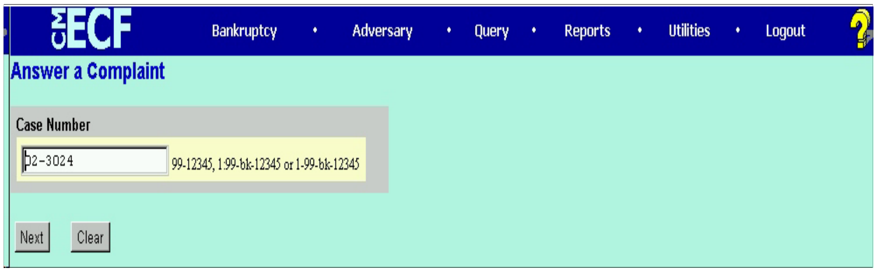


Figure 4

- If the displayed case number is the case number you want, just leave it entered. If it isn't, enter the desired **case number** in the format YY-NNNN.
- Click **[Next]**.

STEP 5 The system will then display a screen to verify the event and case you are docketing. **(See Figure 5.)**

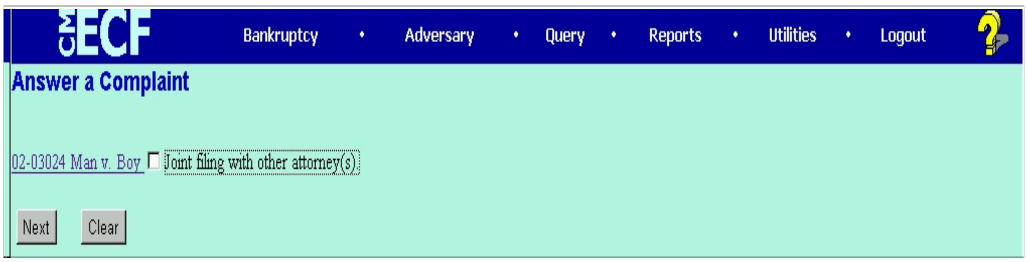


Figure 5

- If you are filing this answer jointly with another attorney, click in the check box to indicate that. This will enable you to select the other attorney(s) later in this event.
- If the information is correct, click **[Next]**.

STEP 6 The **SELECT PARTY** screen then displays all of the parties in the case. **(See Figure 6.)**

Figure 6

◆ Click on the defendant(s) for whom this answer is being filed, then click **[Next]**.

STEP 7 The **PARTY/ATTORNEY ASSOCIATION** screen displays. **(See Figure 7.)**

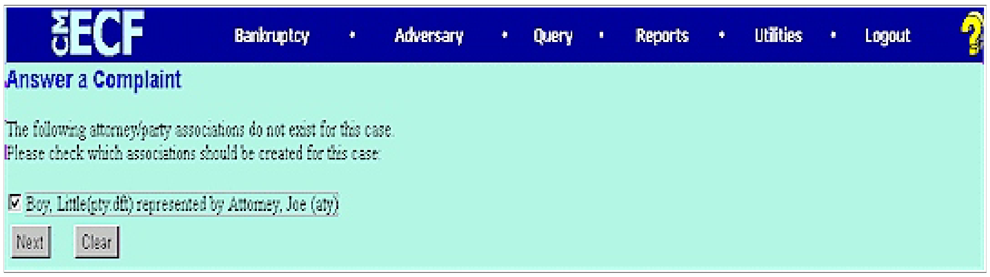


Figure 7

◆ Although you have selected the party whom you are representing, the system doesn't automatically make that association. Therefore, you **must** click in the check box to create this link. Click in the check box, then click **[Next]**.

STEP 8 The **PDF DOCUMENT** screen will then be presented. **(See Figure 8a.)**

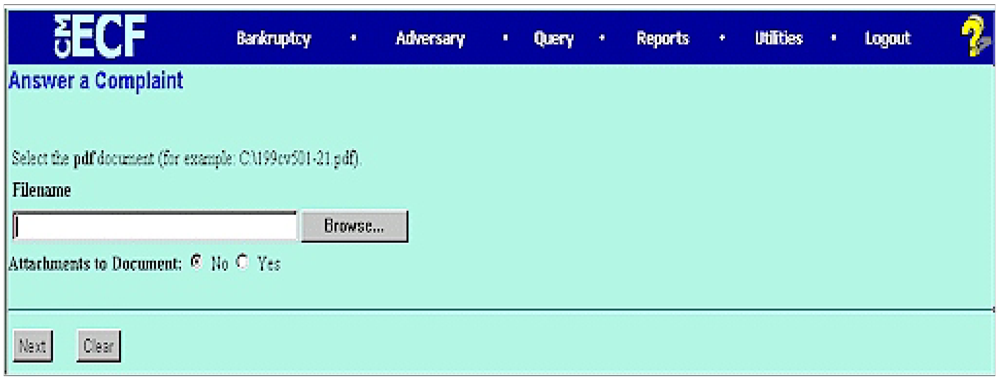


Figure 8a

- To associate the imaged document with this entry:
  - Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
  - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. **(See Figure 8b.)**

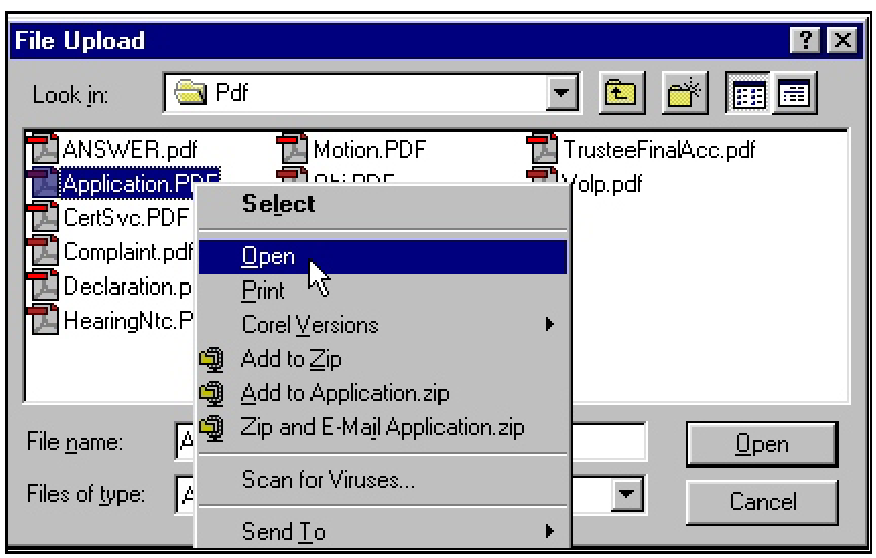


Figure 8b

- 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 8c.)**

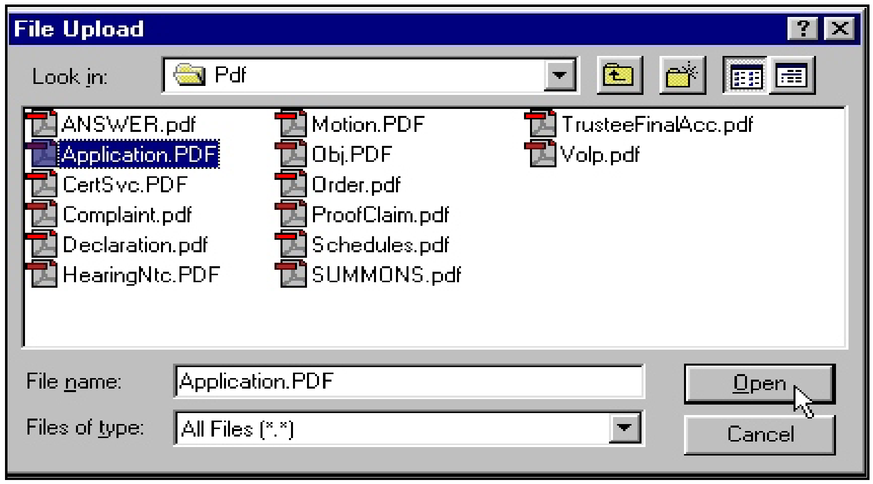


Figure 8c

- The system will enter the path and name of the PDF document selected into the Filename field of Figure 8a. Click **[Next]**.

STEP 9 The next screen provides secondary complaints to be addressed. **(See Figure 9.)** This screen provides the option of combining the answer with another claim.

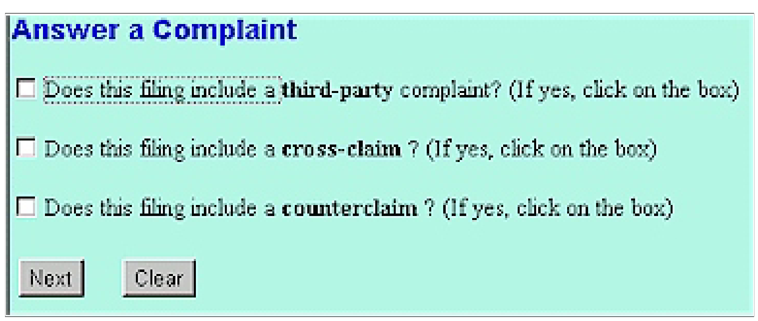


Figure 9

◆ Indicate whether this answer includes a third-party complaint, a cross-claim, and/or a counterclaim by checking the appropriate box(es), then click **[Next]** to continue.

◆ If this answer contains no other claims, leave the check boxes unchecked and click **[Next]** to continue.

NOTE: If you check one of the check boxes, the system will lead you through entering the information regarding the new claimant.

STEP 10 The **FINAL DOCKET TEXT** screen displays. **(See Figure 10.)**

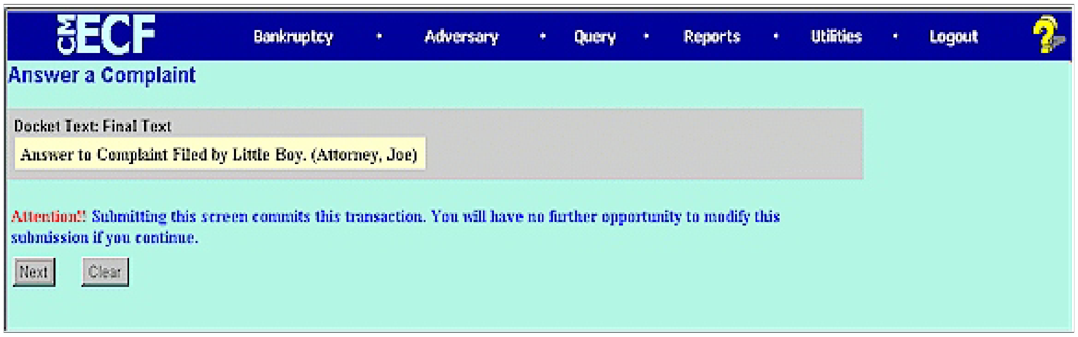


Figure 10

◆ 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 access the screen on which the error was made, and correct the error.

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

◆ If the text is correct, click **[Next]** to continue.

STEP 11 The **NOTICE OF ELECTRONIC FILING** screen displays. **(See Figure 11.)**

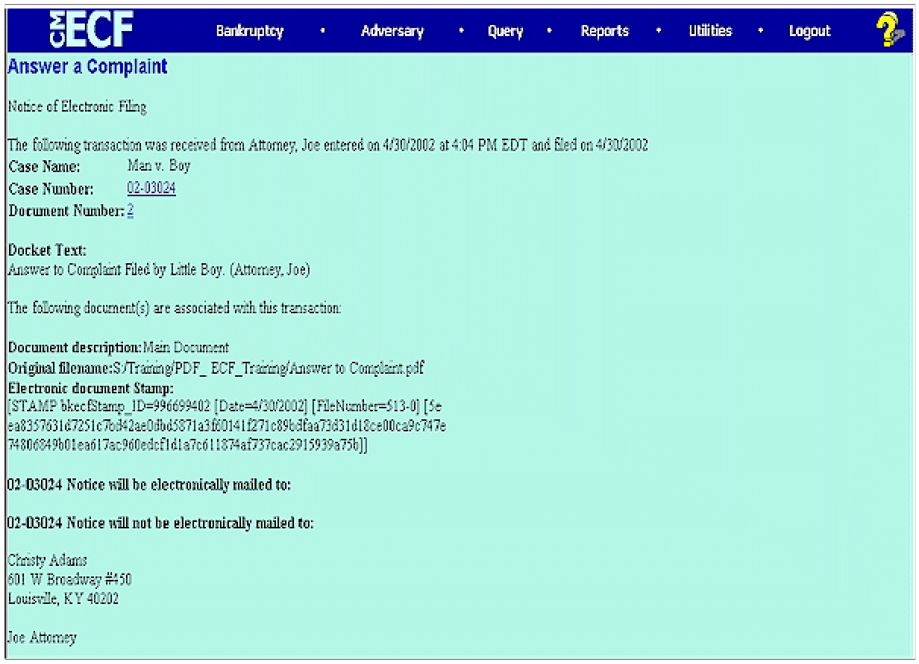


Figure 11

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the answer has been submitted by this defendant.
- Clicking on the document number hyperlink 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**.

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA

**** NOTICE ****

EFFECTIVE OCTOBER 12, 2004

CORRECTIVE ENTRIES IN CM/ECF

If you receive an email notification from our court through CM/ECF that indicates NOTICE OF CORRECTIVE ENTRY, REQUEST FOR CORRECTION BY FILER, OR DISREGARD CORRECTIVE ENTRY it is an indication that an entry or a document in CM/ECF was deficient or had some incorrect information (i.e. Incorrect PDF attached, Incorrect Event Used, Incorrect Linkage). The Corrective Entry events are entered by a court employee only. These entries will notify you of **PERTINENT CORRECTIONS** that were made to fix errors within docket entries or within general case information. These entries will also be used to notify you of any necessary corrections filing parties will need to make.

Read ALL Corrective Entries carefully

They contain pertinent information to previous filings.

<u>Types of Corrective Entries are:</u>

- **Notice of Corrective Entry:**
  Used when the Clerk's Office was able to make the correction and notifies parties of the correction.

- **Request for Correction by Filer:**
  Used when filer needs to do something to correct the entry

- **Disregard Corrective Entry:**
  Used when the Clerk's Office inadvertently entered a corrective entry on a document that did not need to have one done.

If you have any questions regarding a Corrective Entry and know the last two digits of the case number in question, you may contact the Case Manager directly. A list of Case Managers and their digits are located on our web site at: www.insb.uscourts.gov under "General Information" or you may call 317-229-3858 for Indianapolis cases, 812-434-6481 for Evansville/Terre Haute cases and 812-542-4553 for New Albany cases. Please **do not** call the help desk for Corrective Entry issues.

Docket Report

For Trustees and Attorneys

This lesson describes the public Docket Report, sometimes called a Docket Sheet, and how it can be generated.

STEP 1 After you have logged in to CM/ECF, click on the Reports hyperlink on the CM/ECF Main Menu **(See Figure 1)**.

Figure 1

STEP 2 The **REPORTS** screen displays, with a list of reports that can be generated **(See Figure 2)**.

Figure 2

- Click on the Docket Report hyperlink.

STEP 3 The **PACER LOGIN** screen displays **(See Figure 3)**.

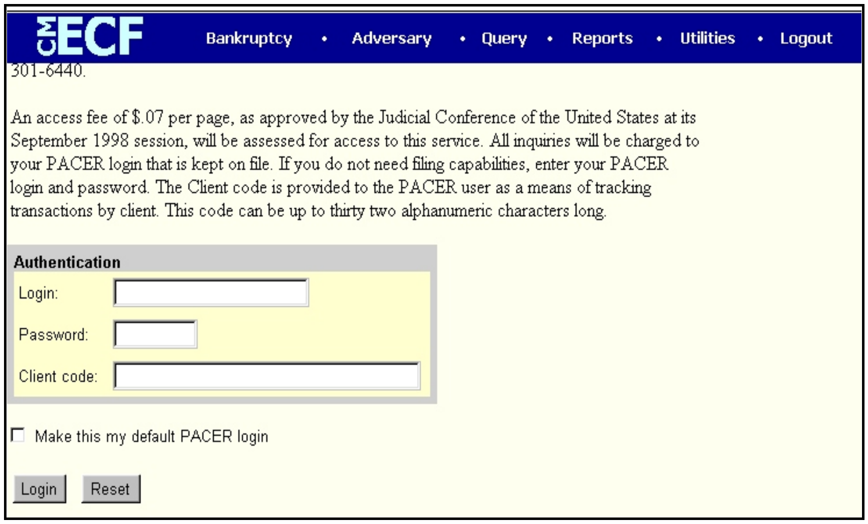


Figure 3

NOTE: Access to any CM/ECF queries or reports by non-court users must be through the Public Access to Court Electronic Records (PACER) program. If you have not done so already, you must register with the PACER Service Center to be given a login and password. Note the information that is provided to users on the screen above.

- Enter your PACER **Login** and **Password**. (These fields are case sensitive).

- Enter the **Client Code** (optional). This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE: If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access PACER. If you click on the **[Reset]** button, all entries will be cleared.

- Click on the **[Login]** button.

STEP 4 The **DOCKET REPORT** selection screen displays **(See Figure 4)**.

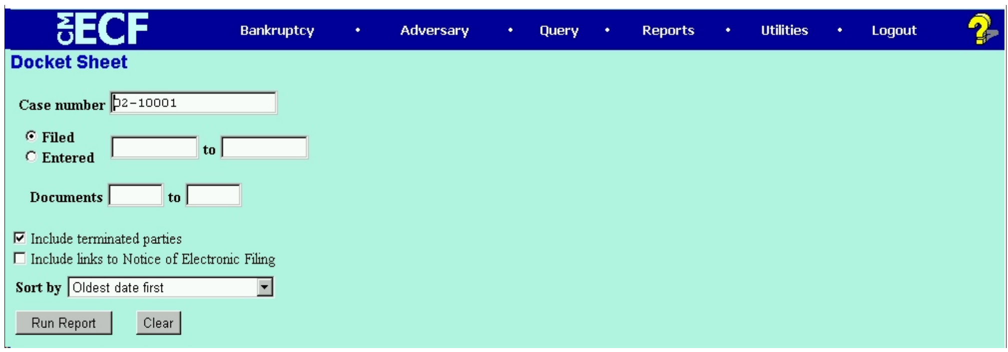


Figure 4

◆ The following fields are available for selecting/entering criteria for generating the Docket Report:

- **Case number** – The number of the last case you accessed during the current CM/ECF session appears automatically. Type another case number if you want to view the docket report for a different case. This is a required field.

- **Entered/Filed** – To limit which entries are shown by date, select either "Entered" (when the entry was recorded by the court in CM/ECF) or "Filed" (when the document was filed).

  Enter the start and stop date in the format mm/dd/yy or mm/dd/yyyy.

  You can enter a start date with no end date, which will include all entries from the date specified onward, or you can enter an end date with no start date, which will include all entries up to the specified date. If no dates are entered, all entries will be selected.

- **Documents** – To limit entries by document number, enter the beginning and ending numbers. **This feature enables users to be charged only for the desired data on large cases.**

- **Include terminated parties** – A check mark in this box will include any parties that have been terminated from the case. Uncheck the box to show only current parties in the case.

- **Sort by –** This selection allows you to sort the entries in the report by "Oldest date first" or "Most recent date first". This can also affect the number of pages and PACER charges if you are interested only in the most current activity.

- The **[Clear]** button will reset all fields to their default values.

- After entering your criteria, click on the **[Run Report]** button.

- **STEP 5:** The **DOCKET REPORT** displays **(See Figure 5a)**:

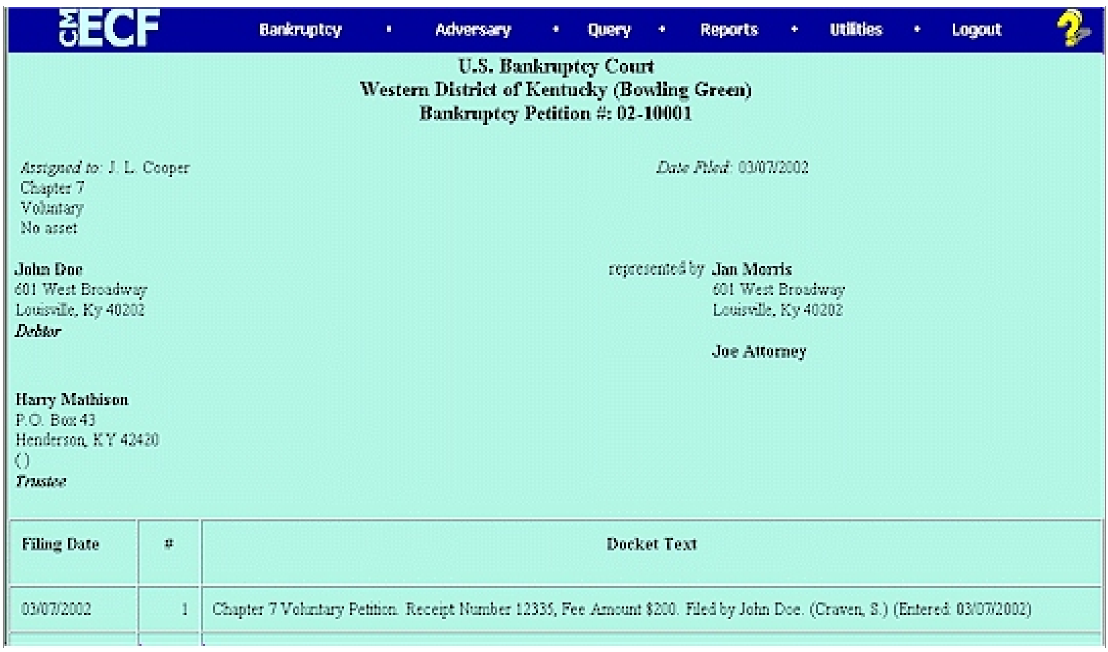
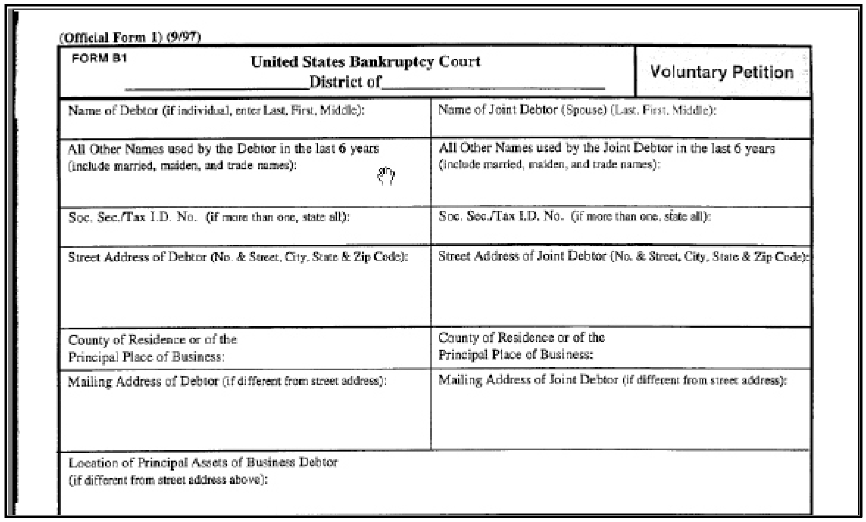


Figure 5a

NOTE: Any "Case Flags" pertaining to the status of the case will be displayed at the top-right corner of the report.

- If you click on a "blue" document number hyperlink, the following will be displayed, allowing you to view the associated PDF document for that docket entry **(See Figure 5b)**.



(Official Form 1) (9/97)

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 (if different from street address above):	

Figure 5b

- A Transaction Receipt will be displayed at the end of the report indicating the number of billable pages **(See Figure 5c)**.

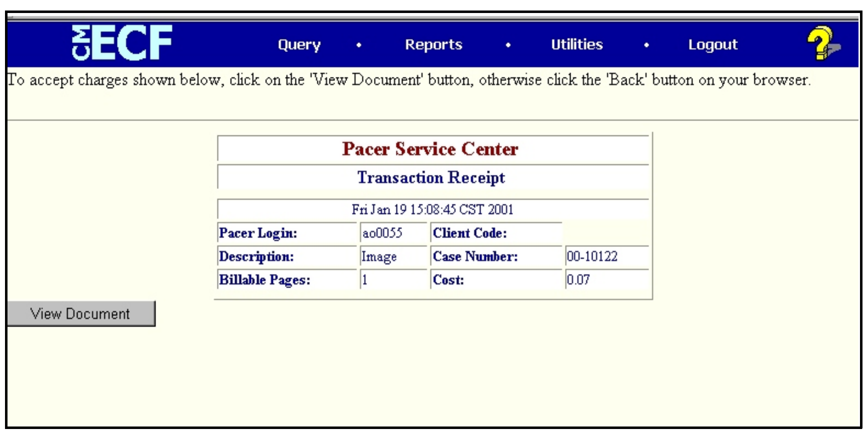


Figure 5c

- Click on the **[View Document]** button to view the associated PDF document.

- After viewing the PDF document, click on the **[Back]** icon of your internet browser's tool bar to return to the previously displayed screens.

NOTE: DO NOT exit out of your document reader by using the Close **"X"** button at the top-right corner of your screen. This will exit you out of CM/ECF.

CM/ECF QUERIES

The CM/ECF Queries functions allow court users, as well as 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 Queries category function in CM/ECF are composed of screens and prompts which are designed to be user-friendly. Queries has its own section in CM/ECF and all of the available queries functions can be accessed by first clicking on the Queries link in the CM/ECF application bar. Then, enter the case number or name search clues to pull up the case for which is being queried (NOTE: If there are multiple case matches, you will need to select the correct case before the queries screen will display).

The PACER login screen will then be displayed **(See Figure 1.)**

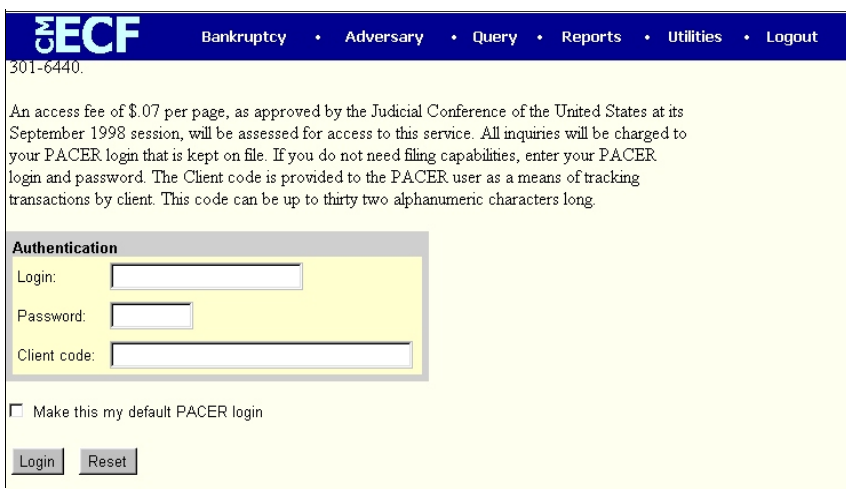


Figure 1

1. This screen will appear each time you request a report or query within PACER.

2. After you enter your PACER login and password, and a client code, if desired, click on **[Login]**.

The Queries screen will then be displayed. **(See Figure 2)** The various options available through the Queries category are discussed below.

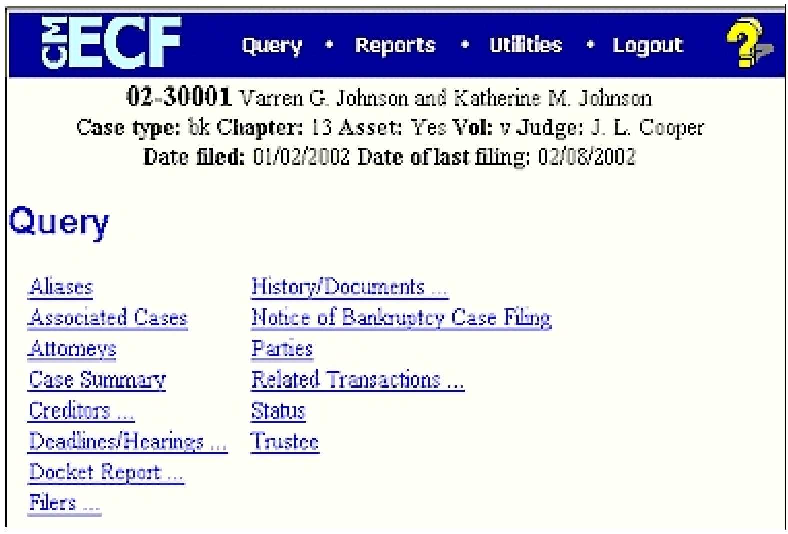


Figure 2

<u>Aliases</u>: This function will allow the user to view all aliases listed for the parties in the case.

<u>Associated Cases</u>: When using this query option, all cases and proceedings related to the selected case will be displayed. By clicking on the case number of any listed case, the user will be able to view the docket sheet for the related case (e.g., adversary proceeding, consolidated case).

<u>Attorneys</u>: This function displays attorney name and address information for each party in the case, and also displays the date the attorney appeared in the case and the party's full name and address.

Case Summary: The Case Summary option provides a one-screen snapshot of some of the basic information from the case record, including Trustee information, statistical information, case status, and the disposition of the case.

Creditors: The Creditors option will display a single-column list of all creditors associated with the case.

Deadlines/Hearings: This function will allow the user to run a listing of all deadlines that have been set in the selected case. The table will list the following information: the name of the deadline, what document number is associated with the deadline, the date the deadline was entered into the computer, the date for which the deadline is/was set, and the date satisfied or terminated, if applicable.

Docket Report: When using this function, the user will be taken to the Docket Report selection screen, and after selecting the appropriate criteria, the docket sheet will display. This is only one way in which to access the docket report; the report can also be produced by clicking on the case number hyperlink on any screen on which it is displayed.

Filers: The Filers function will list all parties in a case who have filed documents. By clicking on a name listed on the screen, the user can see a listing of all documents filed by that party.

History/Documents: This option will produce the docket history for the case. Unlike the docket report, this can be modified to run for a selection of dates, although an option for only events with documents attached is available.

Notice of Bankruptcy Case Filing: The Notice of Bankruptcy Case Filing is the proof of the filing of the case. It includes the date and the time the case was filed, a list of recipients who received notice electronically, and the Court seal.

Parties: Selecting this option will list a parties associated with the case.

Related Transactions: The Related Transactions report will sort all events in this case according to their linkage. For example, a motion and objection will be grouped together even if they were filed a month apart because they are related to each other.

Status: When selecting this function, the user will be able to view the current status of the case.

Trustee: By clicking on the Trustee option, the name and address of the current Trustee will be displayed, along with the date on which he or she was assigned.

Cases Report

For Trustees and Attorneys

The Cases report presents information from the court's database with a variety of selection criteria for case management and tracking.

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

Figure 1

STEP 2 The **REPORTS** screen displays with a list of reports that can be generated **(See Figure 2.)**

Figure 2

◆ Click on the Cases hyperlink.

STEP 3 The **PACER LOGIN** screen displays **(See Figure 3)**.

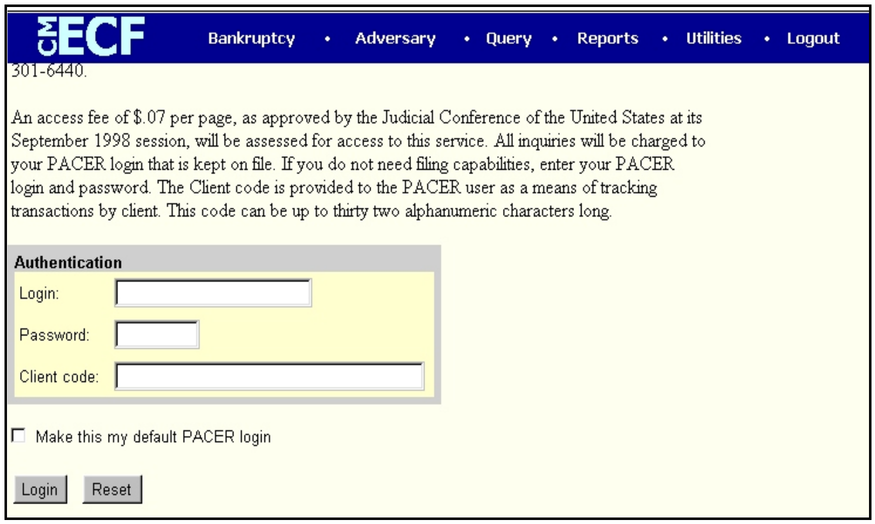


Figure 3

NOTE: The Public Access to Court Electronic Records (PACER) program provides access to CM/ECF users. Logins and passwords can be issued by registration with the PACER Service Center. Current PACER logins and passwords will be accepted by the CM/ECF system. Note the information that is provided to the user on the screen above.

- Enter your PACER assigned **Login** and **Password** (These fields are case sensitive).

- Enter the **Client Code**. This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE: If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access PACER. If you click on the **[Reset]** button, all entries will be cleared. To change the client code within a session, go to Change Client Code under the Utilities Menu.

- Click on the **[Login]** button.

STEP 4 The **CASES REPORT** selection screen displays. **(See Figure 4.)**

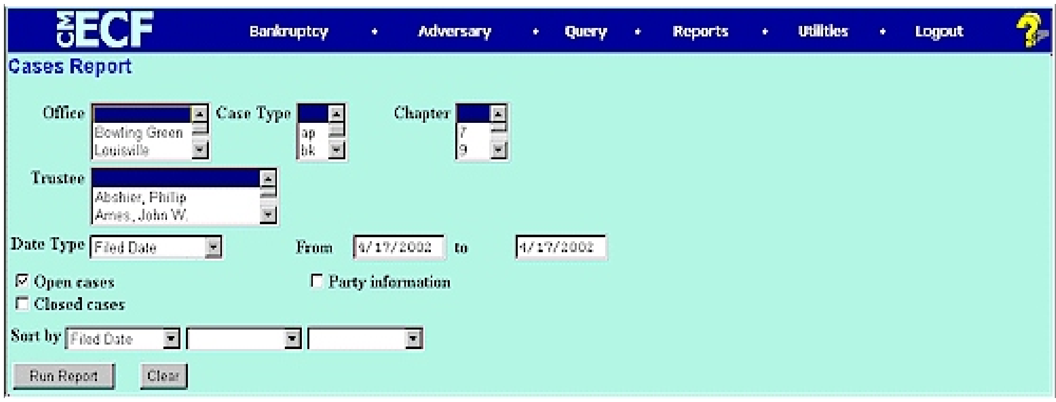


Figure 4

◆ The following fields are available for selecting/entering criteria for generating the Cases Report:

- **Office** – Allows you to specify the divisional office activity you want cases to be included on the report. The default is all offices.
- **Case Type** – The choices are **ap** - Adversary Proceedings or **bk** - Bankruptcy The default is all cases.
- **Chapter** – Cases can be selected by Chapter **7**, **9**, **11**, **12**, **13**, or **304**. The default is all chapters.
- **Date Type** – Allows you to specify which date is used when generating the report. The choices are **Filed**, **Entered**, **Discharged**, **Dismissed**, **Closed**, or **Converted**. The default is Filed Date.
- **From/to** – Enter a beginning and/or ending date. The default is the current date. For one day's activity, the dates should be the same in both fields. Enter dates by MM/DD/YY or MM/DD/YYYY.
- **Open cases** – You can restrict activity by open or closed cases. A check mark is defaulted in this box.
- **Closed cases** – The option to include or exclude closed

cases is available. The default in this box is no Closed cases.

- **Party information** – Placing a check mark in this box will allow you to include additional party information along with each party(s) name (i.e., address, SSN, and TAX ID).

- **Sort by** – Allows you to select up to three sorting order sequences for the report. The choices are **Filed Date**, **Entered Date**, **Case Number**, **Case Type**, or **Office**. 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 5 The **CASES REPORT** displays next. **(See Figure 5a.)** All reports can be printed by clicking on the browser's Print button.1

Cases Report for 04/17/2002
U.S. Bankruptcy Court
Western District of Kentucky

Case No. Related Case Info	Tp	Ch	Party Info	Judge Trustee	Dates	Other Info
02-30001	bk	13	Angela Barr	Stosberg Frentz	*Filed:* 03/06/2002 *Converted:* 03/07/2002 *Discharged:* 03/07/2002	*Office:* Louisville *Asset:* No *Fee:* Paid *County:* Jefferson
02-30002	bk	13	Michael Simpkins	Stosberg Lawrence(13)	*Filed:* 03/07/2002	*Office:* Louisville *Asset:* Yes *Fee:* Paid *County:* Jefferson
02-30003	bk	7	Ralphie Pittman	Stosberg Apperson	*Filed:* 03/12/2002	*Office:* Louisville *Asset:* No *Fee:* Paid *County:* Bullitt
02-30004	bk	13	Joey Craven	Stosberg Lawrence(13)	*Filed:* 03/12/2002	*Office:* Louisville *Asset:* Yes *Fee:* Paid *County:* Bullitt

Figure 5a

◆ 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 Proceeding) – Displays either **ap** or **bk**.

- **Ch** (Chapter) – Displays either **7**, **9**, **11**, **12**, **13**, or **304**.

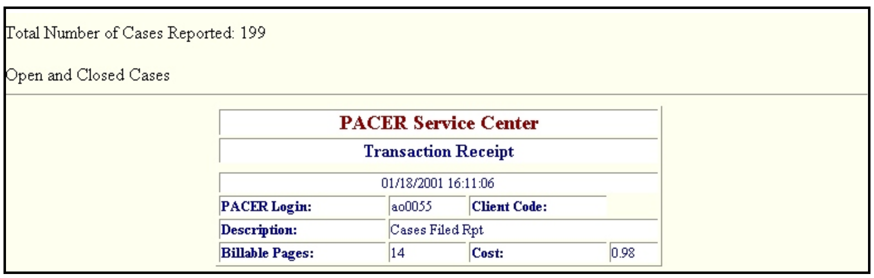
- **Party Info** – Displays the debtor (and joint debtor) information for bankruptcy cases. Plaintiff information will also be displayed for **ap** cases. An additional row will be displayed for some lead bankruptcy case information.

- **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 Transaction Receipt will be displayed at the end of the report summarizing the criteria used, the number of cases that were included, and number of billable pages. **(See Figure 5b.)**


Total Number of Cases Reported: 199

Open and Closed Cases

PACER Service Center

Transaction Receipt

01/18/2001 16:11:06

PACER Login:	ao0055	**Client Code:**	
Description:	Cases Filed Rpt		
Billable Pages:	14	**Cost:**	0.98

Figure 5b

◆ Clicking on any of the Case Number hyperlinks will display the **DOCKET SHEET** screen, allowing you to enter criteria for generating the Docket Report. **(See Figure 5c.)**

Figure 5c

CM/ECF Events Accessible by Attorney

Adversary Answers; Motion/Application

- Objection
- Reply
- Response
- Response-Withdrawal of Reference

Adversary Events; Answers...; Motion/Application

- Objection
- Reply
- Response
- Response-Withdrawal of Reference

Adversary Events; Complaint & Summons

- Amended Complaint
- Counterclaim
- Crossclaim
- Summons Service Executed
- Summons Service Unexecuted
- Third-Party Complaint

Adversary Events; Miscellaneous

- Brief
- Payment of Cost of Administration
- Pre-Trial Statement

Adversary Events; Motions

- Amend Complaint
- Amended Motion/Application
- Compel
- Compromise & Settle
- Consolidate
- Consolidate for Trial
- Contempt
- Continue Hearing
- Deconsolidate Case Association
- Default Judgment
- Deposit Funds into Court Registry
- Dismiss Adversary Proceeding
- Dismiss Party
- Emergency/Expedited Hearing
- Extend Time to File
- Intervene
- Joint Administration
- Jury Trial
- More Definite Statement
- Preliminary Injunction
- Pro Hac Vice
- Production of Documents
- Protective Order
- Quash
- Reconsider
- Reinstate Dismissed Case
- Remand
- Reopen Adversary Case

CM/ECF Events Accessible by Attorney

Adversary Events; Motions

- Sanctions
- Set Hearing
- Strike
- Summary Judgment
- Transfer Adversary
- Vacate
- Withdraw As Attorney
- Withdraw Document
- Withdrawal of Reference

Bankruptcy Events; Appeal/Related Events

- Appellant Designation
- Appellee Designation
- Certificate of Service
- Cross Appeal
- Leave to Appeal, Motion for
- Notice of Appeal
- Notice of Appeal, Amended
- Request for Transcript re: Appeal
- Statement of Issues on Appeal
- Stay Pending Appeal, Motion for
- Transcript Re: Appeal

Bankruptcy Events; Claim Events

- Allow Claim(s)
- Disallow Claim(s)
- Objection to Claim(s)
- Transfer/Assignment of Claim
- Withdrawal of Claim

Bankruptcy Events; Miscellaneous

- 20 Largest Unsecured Creditors
- 341 Meeting of Creditors, Request to Continue
- Affidavit
- Affidavit/Statement in Support of Motion for Relief from Stay
- Amended Bankruptcy Petition
- Amended Creditor Matrix
- Amended Schedule(s)
- Brief
- Certificate of Emergency
- Certificate of Service
- Disclosure of Compensation
- Equity Security Holders
- Exhibit B
- Exhibit C
- Exhibit-Other
- Final Report and Account - Chapter 11
- Interrogatories
- Involuntary Answer
- Involuntary Summons - Service Executed
- Involuntary Summons Service Unexecuted
- Letter/Correspondence

Bankruptcy Events; Miscellaneous

Objection to Debtor's Claim of Exemptions
Payment of Cost of Administration
Reaffirmation Agreement
Reaffirmation Agreement, Rescission of
Report - Monthly Operating
Report - Post Confirmation
Report - Quarterly
Rights & Responsibilities - Chapter 13
Schedule A
Schedule B
Schedule C
Schedule D
Schedule E
Schedule F
Schedule G
Schedule H
Schedule I
Schedule J
Schedule of Postpetition Debt(s)
Schedules A-J
Statement of Executory Contracts
Statement of Financial Affairs
Statement of Intention
Statement of Social Security Number
Stipulation
Summary of Schedules
Tax ID Number
Waiver of Discharge
Waiver re: Relief from Stay

Bankruptcy Events; Motions/Applications

Abandon
Abandonment & Relief from Stay
Accounting
Adequate Protection
Administrative Expenses
Amended Motion/Application
Appoint Creditors Committee
Appoint Trustee
Assume/Reject
Borrow
Cash Collateral - Use/Prohibit Use
Compel
Compensation
Compromise & Settle
Consolidate
Contempt
Continue Hearing
Convert
Convert One Debtor Only (Deconsolidate)
Deconsolidate Case Association
Deconsolidate Joint Case

Bankruptcy Events; Motions/Applications

Defer Discharge
Deposit Funds into Court Registry
Determine Tax Liability
Determine Value of Lien
Dismiss Case
Dismiss Party
Emergency/Expedited Hearing
Employ
Examination 2004
Extend Exclusivity Period
Extend Plan Payments
Extend Time to File
File Tax Returns/Deposit Books and Records
Final Decree
Hardship Discharge
Incur Debt
Intervene
Joint Administration
Lien Avoidance
Limit Notice
More Definite Statement
Pay Filing Fee in Installments
Pay Trustee Directly
Payment of Unclaimed Funds
Preliminary Injunction
Pro Hac Vice
Production of Documents
Protective Order
Quash
Reconsider
Redeem
Reinstate Dismissed Case
Relief from Co-Debtor Stay
Relief from Stay
Remand
Remove Debtor as Debtor in Possession
Reopen Bankruptcy Case
Sanctions
Sell
Set Hearing
Set Last Day to File Proofs of Claim
Strike
Suspend Plan Payments
Transfer Case
Vacate
Wage Assignment
Wage Assignment, Terminate
Waive Appearance at 341 Meeting
Withdraw As Attorney
Withdraw Document
Withdrawal of Reference

Bankruptcy Events; Notices

Abandonment & Relief from Stay Notice
Abandonment Notice
Appearance
Change of Address
Conversion to Chapter 7 by Debtor(s)
Lien Avoidance Notice
Notice of Debtor's Death
Redemption Notice
Relief from Stay Notice
Request for Notice
Substitution of Appearance

Bankruptcy Events; Objection/Response

Objection
Reply
Response
Response-Withdrawal of Reference

Bankruptcy Events; Plan/Disclosure Statement

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

Maintain User Account

This process allows both Court users and Attorney users to maintain their own account information. It also allows the user to receive notices to additional email addresses and this will be explained in detail in this section. This section also explains how to add cases for notification.

Maintain Your ECF Account:

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

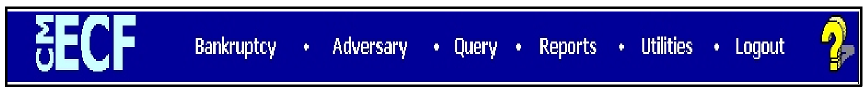


Figure 1

STEP 2 The **UTILITIES EVENT** screen is displayed. **(See Figure 2.)**

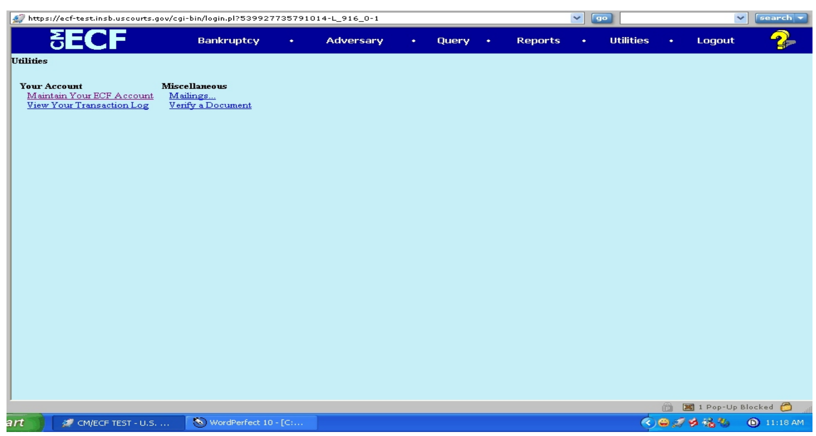


Figure 2

- Click on the Maintain Your ECF account hyperlink.

STEP 3 The **USER ACCOUNT** verification screen is displayed. **(See Figure 3.)**

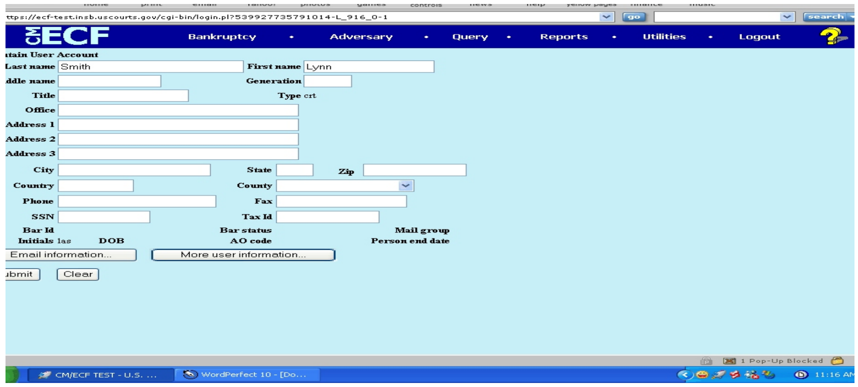


Figure 3

◆ Click on <u>More User Information</u> button

STEP 4 The **USER INFORMATION** screen is displayed **(See Figure 4.)**

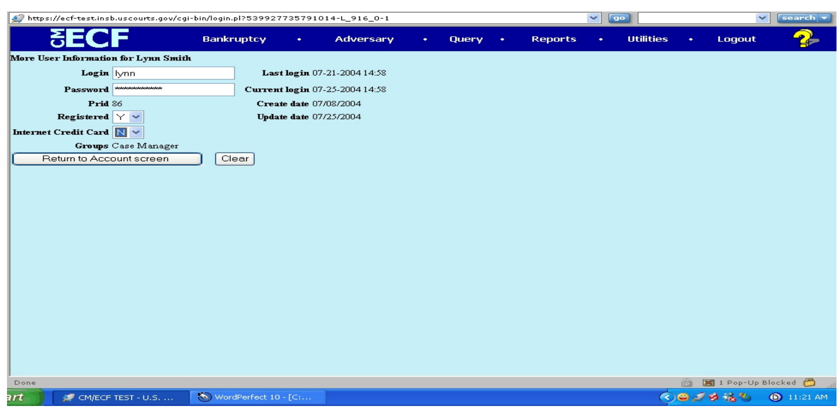


Figure 4

◆ Here verify all information correct.

◆ You may change your password here.

◆ Click the Return to Account Screen button

STEP 5 To access your email information click on Email Information button. The **Email Information Screen** appears (See figure 5).

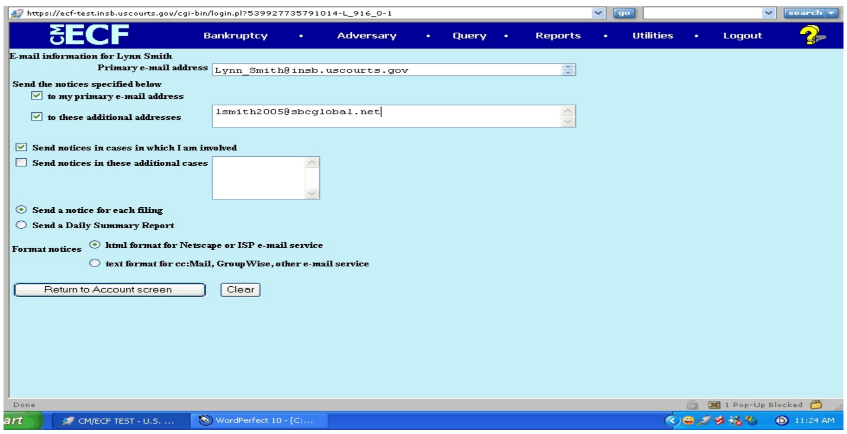


Figure 5

◆ On this screen you may change your email address and add additional email addresses to receive electronic notification.

NOTE: If you add additional addresses here, the additional addressee is entitled to a "free" look. (This is important for attorneys)

◆ If you are specifically interested in a case or adversary case, you may add the case number in the "Send Notices in cases which I am involved"

◆ To add cases, put the case number in the box and push enter to add more case numbers.

NOTE: This feature is beneficial for tracking adversary proceedings.

NOTE: In order to "clean" off the list, you must manually delete.

- As a Court user, you will not be notified via email on every activity on your cases. Instead, you will be using different Reports. See Reports section for more detail. However, if you put cases in this screen you will be notified of the activity.

- You may chose how you receive your emails, either every time or as a daily summary. Click the box next to your choice.

CM/ECF Events Accessible by Attorney

Adversary Answers; Motion/Application

Objection
Reply
Response
Response-Withdrawal of Reference

Adversary Events; Answers...; Motion/Application

Objection
Reply
Response
Response-Withdrawal of Reference

Adversary Events; Complaint & Summons

Amended Complaint
Counterclaim
Crossclaim
Summons Service Executed
Summons Service Unexecuted
Third-Party Complaint

Adversary Events; Miscellaneous

Brief
Payment of Cost of Administration
Pre-Trial Statement

Adversary Events; Motions

Amend Complaint
Amended Motion/Application
Compel
Compromise & Settle
Consolidate
Consolidate for Trial
Contempt
Continue Hearing
Deconsolidate Case Association
Default Judgment
Deposit Funds into Court Registry
Dismiss Adversary Proceeding
Dismiss Party
Emergency/Expedited Hearing
Extend Time to File
Intervene
Joint Administration
Jury Trial
More Definite Statement
Preliminary Injunction
Pro Hac Vice
Production of Documents
Protective Order
Quash
Reconsider
Reinstate Dismissed Case
Remand
Reopen Adversary Case

Adversary Events; Motions

Sanctions
Set Hearing
Strike
Summary Judgment
Transfer Adversary
Vacate
Withdraw As Attorney
Withdraw Document
Withdrawal of Reference

Bankruptcy Events; Appeal/Related Events

Appellant Designation
Appellee Designation
Certificate of Service
Cross Appeal
Leave to Appeal, Motion for
Notice of Appeal
Notice of Appeal, Amended
Request for Transcript re: Appeal
Statement of Issues on Appeal
Stay Pending Appeal, Motion for
Transcript Re: Appeal

Bankruptcy Events; Claim Events

Allow Claim(s)
Disallow Claim(s)
Objection to Claim(s)
Transfer/Assignment of Claim
Withdrawal of Claim

Bankruptcy Events; Miscellaneous

20 Largest Unsecured Creditors
341 Meeting of Creditors, Request to Continue
Affidavit
Affidavit/Statement in Support of Motion for Relief from Stay
Amended Bankruptcy Petition
Amended Creditor Matrix
Amended Schedule(s)
Brief
Certificate of Emergency
Certificate of Service
Disclosure of Compensation
Equity Security Holders
Exhibit B
Exhibit C
Exhibit-Other
Final Report and Account - Chapter 11
Interrogatories
Involuntary Answer
Involuntary Summons - Service Executed
Involuntary Summons Service Unexecuted
Letter/Correspondence

Bankruptcy Events; Miscellaneous

Objection to Debtor's Claim of Exemptions
Payment of Cost of Administration
Reaffirmation Agreement
Reaffirmation Agreement, Rescission of
Report - Monthly Operating
Report - Post Confirmation
Report - Quarterly
Rights & Responsibilities - Chapter 13
Schedule A
Schedule B
Schedule C
Schedule D
Schedule E
Schedule F
Schedule G
Schedule H
Schedule I
Schedule J
Schedule of Postpetition Debt(s)
Schedules A-J
Statement of Executory Contracts
Statement of Financial Affairs
Statement of Intention
Statement of Social Security Number
Stipulation
Summary of Schedules
Tax ID Number
Waiver of Discharge
Waiver re: Relief from Stay

Bankruptcy Events; Motions/Applications

Abandon
Abandonment & Relief from Stay
Accounting
Adequate Protection
Administrative Expenses
Amended Motion/Application
Appoint Creditors Committee
Appoint Trustee
Assume/Reject
Borrow
Cash Collateral - Use/Prohibit Use
Compel
Compensation
Compromise & Settle
Consolidate
Contempt
Continue Hearing
Convert
Convert One Debtor Only (Deconsolidate)
Deconsolidate Case Association
Deconsolidate Joint Case

Bankruptcy Events; Motions/Applications

Defer Discharge
Deposit Funds into Court Registry
Determine Tax Liability
Determine Value of Lien
Dismiss Case
Dismiss Party
Emergency/Expedited Hearing
Employ
Examination 2004
Extend Exclusivity Period
Extend Plan Payments
Extend Time to File
File Tax Returns/Deposit Books and Records
Final Decree
Hardship Discharge
Incur Debt
Intervene
Joint Administration
Lien Avoidance
Limit Notice
More Definite Statement
Pay Filing Fee in Installments
Pay Trustee Directly
Payment of Unclaimed Funds
Preliminary Injunction
Pro Hac Vice
Production of Documents
Protective Order
Quash
Reconsider
Redeem
Reinstate Dismissed Case
Relief from Co-Debtor Stay
Relief from Stay
Remand
Remove Debtor as Debtor in Possession
Reopen Bankruptcy Case
Sanctions
Sell
Set Hearing
Set Last Day to File Proofs of Claim
Strike
Suspend Plan Payments
Transfer Case
Vacate
Wage Assignment
Wage Assignment, Terminate
Waive Appearance at 341 Meeting
Withdraw As Attorney
Withdraw Document
Withdrawal of Reference

Bankruptcy Events; Notices

- Abandonment & Relief from Stay Notice
- Abandonment Notice
- Appearance
- Change of Address
- Conversion to Chapter 7 by Debtor(s)
- Lien Avoidance Notice
- Notice of Debtor's Death
- Redemption Notice
- Relief from Stay Notice
- Request for Notice
- Substitution of Appearance

Bankruptcy Events; Objection/Response

- Objection
- Reply
- Response
- Response-Withdrawal of Reference

Bankruptcy Events; Plan/Disclosure Statement

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

Petition Preparation Software with CM/ECF Case Data Upload Functionality

Listed are the bankruptcy petition software vendors that have modified their software to allow for automatic case upload from their application into CM/ECF. This list is posted for informational purposes only. The U.S. Bankruptcy does not endorse any views expressed, or products or services offered, on these outside sites, or the organizations sponsoring the sites.

Bankruptcy Vendor / Software	Contact Person	Phone Number	Website / E-mail Address
*Best Case Solutions Inc / Best Case Bankruptcy	Tanya Rice	800-492-8037	Website: www.bestcase.com E-mail: rice@bestcase.com
Blumberg / Blankrupter	David Stein Joe Gonzales	800-221-2972 #565	Website: www.blumberg.com E-mail: legal@blumb.com
Cerenade Inc. / Bankruptcy Esq.	Ben Payami	800-617-4202	Website: www.cerenade.com
Cornerstone Computer Group Inc / Bankruptcy Plus	Jennifer Snooks	800-397-8238	Website: www.cornerstone-computer.com E-mail: ccgi@cornerstone-computer.com
EMASON, Inc.	Amy Chenhall	727-507-3440	Website: www.emason.biz E-mail: info@emason.biz
*EZ Filing Inc. / EZ Filing	Rick Pontalion	800-998-2424	Website: www.ezfiling.com E-mail: techsupport@ezfiling.com
Fresh Start / Bankruptcy Software	Martin L. Laurence	206-523-2445	Website: www.freshstart.com E-mail: Martin@freshstart.com
LegalPro Systems Inc / Bankruptcy Pro	Charles Fielder III Seville Drewfs	800-887-0939	Website: www.legal-pro.com E-mail: support@legal-pro.com
Matthew Bender / Collier Top Form	Chris Longo	800-252-9257 #2089	Website: www.lexis.com E-mail: Christopher.M.Longo@lexisnexis.com
National LawForms Inc.	Amy Huffman	480-706-6474	Website: www.nationallawforms.com E-mail: amyhuffman@nationallawforms.com
*New Hope Software Inc / Bankruptcy 2004	Frederick Rogovy	800-532-7114	Website: www.bankruptcysoftware.com E-mail: sales@bankruptcysoftware.com
Puritas Springs Software / WBank4	Ernie Zore	330-278-3252	Website: www.puritas-springs.com E-mail: Ernie@puritas-sprints.com
West-Specialty Software / Chapter 7 ... 13	Monica Wiese	800-937-8529 #73534	Website: www.thomson.com E-mail: Monica.Wiese@west.thomson.com

* Denotes vendor whose automatic case upload feature allows the user to file multiple petitions at the same time in CM/ECF.

CM/ECF Glossary

Adobe Acrobat

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

Attachment

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

Automatic E-mail Notification

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

Browse

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

Browser

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

Category

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

CBT

A CBT (computer-based training) is an on-line learning application accessed over a local area network (LAN) or from a CD. When a CBT is accessed over the Web, it is referred to as web-based training or a WBT.

Check Box

A control object a user can click to include choices from a list. Check boxes are designed so that you can chose one or more items from a list.

CM/ECF

Case Management/Electronic Case Filing is the Administrative Office's new application that will revolutionize the way we do business, completely replacing BANCAP and NIBS with "next generation" case management capabilities. With CM/ECF attorneys can file cases and documents electronically via the Internet.

Default

A Default is a common suggested value displayed by CM/ECF on a screen. Like BANCAP, many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you type over them.

Document Type

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

Drop Down Box

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

Hypertext (HTML) Link

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

MR

An MR, or software modification request, is the formal method used in the courts by users to ask for changes in the program. Changes can be either enhancements or the discovery of a functional program error. MRs are submitted via the Intranet at the SDSD website, http://156.132.84.151/mrdb/.

Notice of Bankruptcy Case Filing

A CM/ECF document that is generated at case opening with all the substantive information of the case. The Entry Date appears on the local court seal displayed on this formal notice. When the petition is submitted by an attorney both the date and the time of filing appear. This official document can be used to enforce collection and foreclosure activities of creditors.

Notice of Electronic Filing

An electronic document produced by CM/ECF which certifies filing of all documents and claims with the U.S. Bankruptcy Court. All parties requesting electronic notification can be sent this certification via electronic mail.

PDF Document

A "Portable Document Formatted" document is a type of imaged document created by Adobe Acrobat. Each document is secured with a unique encrypted key. A ll documents in CM/ECF must be in"PDF" format with the exception of the creditor list (matrix) which must be uploaded in a text (.txt) format

Radio Button

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

URL

URL is short for Universal Resource Locator. URLs are the naming scheme used to find Web pages. A URL is similar to a street address. The URL for the Southern District of Indiana Bankruptcy Court is www.insb.uscourt.gov.