Case Management

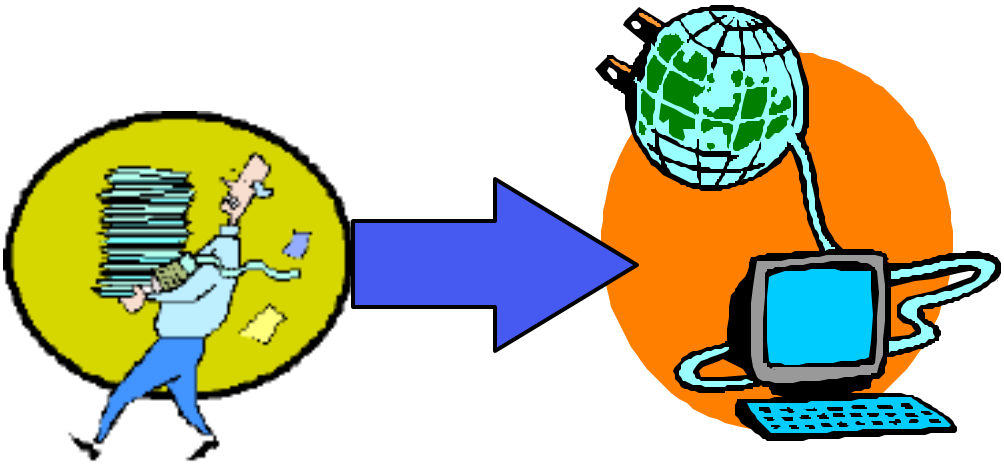
CM / ECF

Electronic Case Files

U. S. Bankruptcy Court
For the District of Columbia

Attorney Manual

CM/ECF Help Desk
202-565-2506



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1. Frequently Asked Questions (FAQs)

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CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF) FREQUENTLY ASKED QUESITONS (FAQs)

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Information in red font was updated February 2005.

FILING PROCEUDRES

1. Do proposed orders have to be filed on the docket AND uploaded into your E-Orders program?

ANSWER: Yes. The proposed order must be filed as an attachment to the motion **AND** it must be uploaded into the Court's Electronic Order Processing application (E-Orders). The "Orders" section of the *Attorney User's Guide* was updated on September 13, 2004 with these new procedures. (September 2004)

2. Can I file my motion, objection notice, hearing notice, and order as one pleading?

ANSWER: No. Please make separate entries for each pleading, so that they appear separately on the docket sheet. However, at this time, the PDF file that you attach to each of the pleadings may include all of the pleadings in it. This means that you would upload the same PDF file to each of the individual pleadings. OR you may create a separate PDF file for each pleading and upload each PDF file to the corresponding pleading. (June 2004)

3. Does it matter in what order I file a motion, notice, and proposed order?

ANSWER: Yes. The motion must be filed first. After the motion is filed, file the objection and/or hearing notice. Finally upload the order. The notices and proposed order MUST be linked to the motion. In order to "link" pleadings, when prompted you must either check the box to reference another pleading and then place a check mark in the box to the left of the appropriate pleading(s) that are displayed. (July 2004)

4. I cannot find the pleading I need to file on any of your pick lists?

ANSWER: First, check the Event List (last section) in the Attorney User's Guide. Search for the event you need in this voluminous listing. If the event is not there, call the CM/ECF Help Desk at 202-565-2521 **BEFORE YOU FILE.** (August 2004)

PAYMENT OF FEES

1. How are fees paid?

ANSWER: E-filed documents requiring a fee will be paid via an Internet credit card payment. Attorneys must complete and provide the court with a credit card authorization form when registering for CM/ECF.

At the end of filing a pleading requiring a fee, when the Notice of Electronic Filing appears, the e-filers is presented with the Internet credit card payment screen. Upon the successful processing of the credit card payment, the filer receives a receipt and a receipt is docketed to the case record. (Updated August 2004)

If for any reason an e-filer is unable to use the credit card to pay a fee, the e-filer MUST CALL THE COURT'S CM/ECF HELP DESK BEFORE FILING THE PLEADING.
E-filers who do not pay outstanding credit card balances within 48 hours of the time of filing will be locked out of CM/ECF until the balance has been paid.

Paper documents filed over the counter will still be paid via cash, check, or money order. (Updated August 2004)

2. I filed a pleading that required a fee, but the payment screen never appeared. What should I do?

ANSWER: You need to do a few things

1. Call the CM/ECF Help Desk at 202-565-2506 and tell them which pleading you filed and at what time it was filed.
2. Click on the Utilities menu and then click on Internet Payments Due. From this screen you can proceed to pay the outstanding balance.
3. Check your computer's security settings and make sure you do not have "pop-up window blockers" preventing you from viewing the payment screen pop-up window.

3. Can I still pay fees via check or cash when e-filing?

ANSWER: **NO.** E-filers are required to pay fees on-line using the internet credit card feature. If, for any reason, you are unable to use the internet credit card, **YOU MUST CALL THE CM/ECF HELP DESK *BEFORE* FILING THE PLEADING.**

CORRECTIONS

1. What happens if a document is filed in error?

ANSWER: Filings in CM/ECF occur in real time. Therefore, errors immediately appear on the docket and are distributed through the Notice of Electronic Filing (NEF) e-mail to other participating e-filers. Deletions of entries on the docket or associated PDF documents are very rare.

If the e-filer does not catch the error first, the Clerk's Office will issue an Electronic Deficiency Notice (EDN) that tells the e-filer that an error has occurred and what needs to be done to correct. E-filers are required to respond to all EDNs within 72 hours of the time the EDN is filed. **Similar to all other pleadings filed in a case, EDNs have a NEF that is sent to ALL case participants. Therefore, if you receive a NEF that an EDN has been issued, please review the EDN to verify whether you or another case participant needs to correct a pleading.**

CM/ECF allows court personnel to edit errors made in the docket entry. In the course editing and correcting entries, court staff may ask e-filers to file amended pleadings. Instances that affect calendar entries and noticing will need to be re-filed.

Depending on the situation, e-filers will be asked to file a "Request to Withdraw Document" to remove the pleading from the record. E-filers may also be asked to submit and Amended Motion/Application to correct a problem. In many instances, the U. S. Bankruptcy Court for the District of Columbia will request the e-filer to file an additional, "corrective" pleading rather than edit the original docket entry. This allows the distribution of the correct information to the participants who originally received the erroneous information. (Updated February 2005).

2. I filed the wrong pleading, how do I correct it?

ANSWER: File a Request to Withdraw Document. This event is found under the Bankruptcy -> Other menu. If the pleading that was incorrectly filed created a deadline (hearing objection, etc) please be sure to terminate the appropriate deadline when prompted. If a pleading was accidentally or unintentionally filed, the Request to Withdraw Document must be filed to remove it. **DO NOT** file a Motion to Dismiss/Strike/Withdraw Document to remove the pleading; this motion requires a court order to authorize the dismissal, striking, or withdrawing of the unintended pleading. (July 2004)

3. How long do I have to correct an error or mis-filed pleading?

ANSWER: After receiving and EDN or notice from the Court of an error or mis-filed pleading, all e-filers have 72 hours in which to correct the error.

HARDWARE/SOFTWARE REQUIREMENTS

1. What hardware and software will attorneys need to participate in ECF?

ANSWER: Attorneys will need the following hardware and software to electronically file, view, and retrieve documents in the electronic filing system:

- A personal computer running a standard platform such as Windows, Windows 95, Windows 98, Windows 2000, Windows XP or Macintosh.
- An Internet provider using Point to Point Protocol (PPP)
- Netscape Navigator version 4.6 or 4.7 or Internet Explorer Version 5.5. Netscape 6 is not recommended for use with CM/ECF or Internet Explorer version 5.5. The CM/ECF technical staff are currently testing Netscape version 7.02 and Internet Explorer version 6.0 to certify its compatibility with the Bankruptcy and District CM/ECF systems. However, we currently have some users accessing the system using Netscape version 7.02 and Internet Explorer version 6.0 with positive results. In either case, your browser must be JavaScript-enabled.
- Adobe Acrobat PDF Writer software to convert documents from a word processor format to portable document format (PDF). Acrobat Writer Versions 3.X, 4.X, 5.0, and 6.0 adequately meet the CM/ECF filing requirements. The most recent version, 6.0, is available from retailers for approximately $220 - $299. The discount that Adobe previously offered to attorneys has been discontinued. However, there may be volume discounts that attorneys can receive if ordering multiple copies for their firm. For viewing documents, not authoring them, Adobe Acrobat Reader only is needed.
- A PDF compatible word processor like Macintosh or Windows based versions of WordPerfect and Word.
- A scanner to transmit documents that are not in your word processing system. (Updated: July 2003)

2. Is ECF browser specific?

ANSWER: Bankruptcy Version 2 is compatible with both Netscape versions 4.6 or 4.7 and Internet Explorer version 5.5. However, Internet Explorer is the recommended browser for our current version of CM/ECF and it's credit card module. (Updated: August 2004)

3. Is ECF word processor specific?

ANSWER: No, you may use any word processor that can convert documents to PDF. (Reviewed: July 2003)

GENERAL INFORMATION

1. How many users can submit documents at once?

ANSWER: There is no fixed limit. Response time and expanded use will ultimately tell us what the acceptable limit might be. Enhancements to communications capacity are expected to be an ongoing task to ensure that we meet the needs of the users. (Effective: July 2003)

2. How many people at a time may view a document? How many people at a time may view the docket?

ANSWER: There are no limitations for either function. (Effective: July 1999)

3. Will the creator of the docket entry be identified?

ANSWER: Yes. All entries can be identified by the name of the person that logged in and submitted the entry. (Effective: July 1999)

4. Is there a limit to the number of aliases a party may have?

ANSWER: No. (Effective: July 1999)

5. How will signature of documents be handled for documents filed electronically?

ANSWER: The user's unique system login and password serve as their signature. Attorneys and trustees will be required to retain copies of certain paper documents, such as affidavits or bankruptcy petitions, containing original signatures of parties for a set period of time. Documents filed in CM/ECF can contain either an image of a signed document or an "/s/" preceding the person's typed name on the line where the signature traditionally appeared. (Updated: May 2004)

6. What technical expertise is required in order to use the CM/ECF system?

ANSWER: CM/ECF is easy to learn and requires little technical experience to use. The basic technical skills needed are familiarity with using Windows and a web browser.

7. Can e-filers add new attorneys to the database?

ANSWER: Only court staff with appropriate permissions may add attorneys to the database as system users. However, it is possible for an attorney to add another attorney to a case, and to the database, during case opening. The new attorney would **NOT** have filing privileges. In order to obtain those privileges, the attorney must make the proper application to the court and, if approved, a member of the court staff with appropriate permissions could assign a login and password.
(Updated: July 2003)

8. What should an e-filer do if the document he or she is filing is not listed in the pick list?

ANSWER: First, check the Event List (last section) in the Attorney User's Guide. Search for the event you need in this voluminous listing. If the event is not there, call the CM/ECF Help Desk at 202-565-2521 BEFORE YOU FILE. (August 2004)

9. Will e-filers be able to access the CM/ECF system after the court's regular business hours to file cases and review documents/docket sheets?

ANSWER: Except when otherwise noted on the system's main web page, the system is available 24 hours a day, 7 days a week. The court's CM/ECF Help Desk will be staffed from 9:00 AM to 4:00 PM Monday – Friday with a court member to answer questions. (Updated: May 2004)

10. Can any member of the public use CM/ECF to file documents with the Court?

ANSWER: No. The U. S. Bankruptcy Court will be allowing admitted attorneys, trustees, and some creditors/creditor attorneys to register for e-filing logins and passwords. (Updated: May 2004)

11. Can the general public view CM/ECF cases and the documents in those cases?

ANSWER: Access to view cases and documents in CM/ECF is available to anyone with a Public Access to Court Electronic Records (PACER) login and password. PACER offers convenient electronic access to case file documents, listing of all case parties, reports of case related information, chronologies of events entered in the case record, claim registries, listing of new cases, judgments or case status, and a calendar of events. However, as a result of the policy recently adopted by the Judicial Conference, the public cannot view documents filed in civil Social Security Appeal cases or criminal cases.

To defray the costs of PACER and CM/ECF, the Judicial Conference has set a fee of seven cents per page for electronic court data via the internet, except for calendar information, for which there is no charge. The fee applies to all users, although courts may exempt certain persons, such as indigents or bankruptcy case trustees. Parties entitled to documents as part of the legal process receive a free electronic copy, although they will be charged for replacement copies, whether in paper or electronic form. (Updated: July 2003)

12. Will someone submitting a long document monopolize the system to the detriment of other users? How long will it take to transmit/receive lengthy documents?

ANSWER: A user submitting a large document to CM/ECF will not interfere with other users' access. The system uses web technology that is designed to service large numbers of users simultaneously.

The time it takes to transmit or receive a document primarily depends on the user's Internet Service Provider (ISP), modem speed, and the size of PDF file being transmitted or received. Generally, the larger the file, the longer it will take to load. Local courts may restrict the size of certain types of documents by local rule or policy, just as they do currently.

The CM/ECF system will accept both text and image PDF files. The text PDF file is usually the result of saving a document from a word processor in PDF format using Adobe Acrobat PDF Writer. The image PDF file is usually created by scanning a paper document in PDF format. The text file can be transmitted to the CM/ECF application faster than the image file because it is much smaller in size. While the difference in speed is usually not noticeable in a one or two-page document, the difference can be significant when a document reaches about 20 pages in length.

Attorneys may submit attachments that are extremely large (more than 50 pages) that will take a long time to download, even in text format.

We suggest that each court establish filing procedures that encourage attorneys to file text documents, whenever possible, to break lengthy documents into logical pieces that can be uploaded and downloaded separately, and to label each piece with a descriptive title. This will not only reduce the filing time but will also allow users who wish to access the document(s) to download only those portions needed, thus saving time. (Effective: July 2001)

13. When a user files a pleading with the court does the system automatically serve the other parties or does the user have to do something extra to serve the others? And, do the other parties just get notification of a filing or do they get the actual document?

ANSWER: When a document is filed in CM/ECF, a Notice of Electronic Filing (**NEF**) is automatically generated and e-mailed to **only those who have registered for ECF and/or requested NEF** in the case, as well as to any registered user who has requested to receive NEF in the case. The NEF includes the text of the docket entry, the unique electronic document stamp, a list of the case participants receiving email notification of the filing, and a hyperlink to the document(s) filed. All recipients will receive one free look at the document.

The court will have a local rule or administrative procedure authorizing service through CM/ECF, the automatic sending of the NEF with the hyperlink will constitute service on all parties registered for electronic-filing with the court. The filer (including the court filer) is responsible for serving the parties who are not registered for electronic-filing in a manner authorized by the federal rules of procedure. (Effective: May 2004)

14. How does the court handle the following non-electronic filings: (1) documents that are not, or cannot, be rendered into PDF format; (2) pro se litigants who do not have access to a computer; and (3) counsel that do not have computers?

ANSWERS:

(1) Documents that can be scanned can also be stored in PDF format. Documents that cannot be scanned (due to oversized pages, poor quality or excessive length) can be maintained in a paper file. The corresponding docket entry for such documents would contain a note or hyperlink to a note stating that the document is not available electronically.

(2) Pro se litigants may not file pleadings electronically.

(3) The Court will become a mandatory e-filing court on 6/1/05. At that time, if an attorney does not have the hardware or software to e-file, they may use the equipment in the U. S. District Court's Lawyer lounge on the 4th floor of the courthouse.

(Updated: February 2005)

15. Describe the court's claims process. How are large attachments to claims managed? How are claims activities monitored? Are there any special accommodations for cases with thousands of claims?

ANSWER: Attorneys and other CM/ECF participants can prepare the proof of claim as a word processing document or in a bankruptcy preparation software program, convert it to a PDF document and submit it to the court. If a claim has a large attachment, the attachment can be broken down into several smaller attachments or it may be filed in paper, over the counter. It is best to call the court's CM/ECF Help Desk for specific instructions.

The U. S. Bankruptcy Court for the District of Columbia will be allowing certain creditors to register for limited access to CM/ECF for the purpose of filing claims and related pleadings. (Effective: May 2004)

SYSTEM CAPABILITIES - FILING

1. How will CM/ECF handle the filing of motions or other actions in multiple cases (e.g. trustees filing objections to claim in several cases)?

ANSWER: Bankruptcy CM/ECF has a "batch filing" feature. The user will see these events listed in a pull-down menu. After selecting the event, the user is presented with a box in which multiple case numbers can be entered (or a list of case numbers can be "pasted in" from a previously created document). The application then prompts the user for the appropriate PDF document to be attached to the event for each case in the list. CM/ECF also has a "**multi-case filing**" feature that allows Chapter 7 trustees to mass-docket Reports of No Distribution and Letter to the Clerk Regarding Possible Dividends. (Effective: July 2003)

2. Does CM/ECF check for duplicate filings when a user opens a case, or when a party name is entered will the system alert the user to other cases in which the filer appears?

ANSWER: The CM/ECF software does not automatically check for duplicate filings. However, when adding a participant to a case, a pick list is presented with the names of parties that are already in the database. This provides a limited comparison. In bankruptcy cases, the ability to search by social security number in the Query function can assist courts in identifying duplicate filings. Providing the court staff and the bar with comprehensive training on case opening will be a key factor in avoiding this problem. (Effective: October 1999)

3. Can CM/ECF accommodate recorded audio files (e.g. WAV files) as part of the case record?

ANSWER: At this point, CM/ECF will accommodate only PDF text files or PDF image files. (Effective: July 2003)

4. How does the system handle the filing of a multi-part motion?

ANSWER: The types of motions that an attorney or trustee can file are displayed in a drop down window**. The user can select one or a list of motions, using the control key and the mouse**. The filer should select as many different motions from the list as required to accurately reflect the relief actions sought. CM/ECF then processes each of the motion parts, one at a time, leading the filer through the steps necessary to complete each part. Orders ruling on multi-part pleadings can dispose of each relief separately. (Effective: October 1999)

5. When a user files a pleading with the court does the system automatically serve the other parties or does the user have to do something extra to serve the others? Do the other parties just get notification of a filing or do they get the actual document?

ANSWER: When a document is filed in CM/ECF, a Notice of Electronic Filing (**NEF**) is automatically generated and e-mailed to **only those who have registered for ECF and/or requested NEF** in the case, as well as to any registered user who has requested to receive NEF in the case. The NEF includes the text of the docket entry, the unique electronic document stamp, a list of the case participants receiving email notification of the filing, and a hyperlink to the document(s) filed. All recipients will receive one free look at the document.

The court will have a local rule or administrative procedure authorizing service through CM/ECF, the automatic sending of the NEF with the hyperlink will constitute service on all parties registered for electronic-filing with the court. The filer (including the court filer) is responsible for serving the parties who are not registered for electronic-filing in a manner authorized by the federal rules of procedure. (Effective: May 2004)

6. Will the system support scanned documents in color?

ANSWER: Yes, the system does support scanned and all other documents in color. However, the size of scanned and color documents is considerably larger than that of documents generated through word processing. Larger documents will take longer to load into CM/ECF and longer to retrieve for viewing purposes and will impact the system performance. Any file larger than 1.5 mega bytes (MB) will not pass through the court's CM/ECF system. (Updated: May 2004)

PORTABLE DOCUMENT FORMAT (PDF) Files

1. What is Adobe Acrobat?

ANSWER: Adobe Acrobat is a commercial software package that enables you to save your document in PDF. The most recent version, 6.0, is available from retailers for approximately $220 - $299. The discount that Adobe previously offered to attorneys has been discontinued. However, there may be volume discounts that attorneys can receive if ordering multiple copies for their firm. Contact Adobe for more information. (Updated: July 2003)

2. How do I create a PDF file and how do I ensure that the printed copy of the document matches the public/docketed version?

ANSWER: Follow these steps:

a. When creating a new document to be filed, before writing the document, first change the print driver from the default printer (e.g. HP5Si) to "Acrobat PDF Writer" by selecting File/Print and then selecting "Acrobat PDF Writer" as the current printer.

b. Write your document and when finished, select File/Print. Ensure that "Acrobat PDF WRITER" is selected as the printer and then name your file (and place it in the proper directory) and click OK. The file will be created with a .pdf extension. In doing this, you are not actually printing your document to a printer; instead you are saving it to a file. To print a physical copy of the document, open the newly created PDF file and print to your local printer. Always print from this PDF file, rather than the word-processed file that created it to ensure that the paper and electronic versions are consistent with each other.

Alternatively, you can set the printer to "Acrobat PDF WRITER" after the document has been created to save it to a PDF file. However there is a possibility of introducing a formatting discrepancy, if for instance, a page break is not the same in the PDF file as it was in the word-processed file.

Adobe Acrobat 5.0 was tested for its ability to maintain font integrity through conversions to PDF of documents created in WordPerfect version 8 and Microsoft Word 97. All of the 32 fonts tested were done with a 12-point size. The results show that while characteristics of some fonts were lost in the conversion (e.g., appeared smaller), every font conversion produced legible results and none produced a problem with either character spacing or character overlap (superimposition). The results of these tests are below. (Effective: June 2001)

Fonts that maintained integrity in the conversion from WordPerfect 8 to PDF:

- Albertus Extra Bold Courier New
- Albertus Medium Bold Haettenschweiler
- Antique Olive Impact
- Arial Letter Gothic
- Arial Black Letter Gothic MT
- Arial Narrow Book Antiqua Line Printer
- Bookman Old Style Marigold
- Century Gothic Modern
- Century Schoolbook Symbol (2 styles)
- CG Omega Tahoma
- CG Times New Roman
- Clarendon Condensed Bold Times New Roman (bold)
- Comic Sans MS Universe
- Coronet Universe Condensed Regular
- Courier Verdana

Fonts that were altered in the conversion from WordPerfect 8 to PDF:

- Coronet - appears much larger and in a different font, an Adobe default font
- Line Printer - appears much larger and in a different font, an Adobe default font
- Marigold - appears much larger and in a different font, an Adobe default font

Fonts that maintained integrity in the conversion from Word 97 to PDF:

- Arial Garamond
- Arial Black Haettenschweiler
- Arial Narrow Book Antiqua Impact
- Bookman Old Style Letter Gothic
- Century Gothic Symbol (2 styles)
- Century Schoolbook Tahoma
- CG Times New Roman
- Comic Sans MS Universe
- Courier New Verdana
- Courier Universe Condensed Regular

Fonts that were altered in the conversion from Word to PDF:

- Albertus Extra Bold - bold characteristic lost, appears in a different font, an Adobe default font
- Albertus Medium Bold - appears in a different font, an Adobe default font
- Antique Olive - appears much smaller and in a different font, an Adobe default font
- CG Omega - appears much smaller and in a different font, an Adobe default font
- Clarendon Condensed Bold - appears much smaller and in a different font
- Coronet - appears much larger and in a different font, an Adobe default font
- Line Printer - appears much larger and in a different font, an Adobe default font
- Marigold - appears much larger and in a different font, an Adobe default font
- Modern - appears in a different font, an Adobe default font
- Times New Roman (bold) - appears in a different font, an Adobe default font

3. Can you search a PDF file that was created by scanning original hard copy documents?

ANSWER: It is possible to do full-text search of PDF text files but not PDF scanned files. However, an option with scanning is Optical Character Recognition (OCR), where the scanning software attempts to convert each letter to text. (The Adobe Capture package allows conversion of scanned pages to PDF files that are text searchable, using an OCR process.) The drawback is that the OCR process is generally about 95% - 97% accurate and each mistake that is made in the conversion must be fixed by the person who scanned the document. This can take a fair amount of time, especially with a large document.

The full-text search capability in CM/ECF, a program called Webinator, has been used by some of the courts, but not extensively to date. Because this program is installed on the court's local server, it is available only to court users. (Effective: June 2001)

4. Are there benchmarks on the relationship between the number of pages and the PDF file size?

ANSWER: PDF **text** files average 2.5 KB per page, with a range of 2-6 KB. PDF **image** files average 65 KB per page, with a range of 30-150 KB. Appropriate calculations can be based on this per page average. (Effective: June 2001)

5. Are there benchmarks on the relationship between the WordPerfect or Word file size and the PDF file size?

ANSWER: A PDF text file (using a standard font) is approximately 5-10% smaller than the corresponding WordPerfect or Word file. (This assumes that the PDF file was created with a standard font. Non-standard fonts will significantly increase the size.) (Effective: June 2001)

6. What are some of the imaging procedures used in the courts? What are the size limitations of scanning?

ANSWER: There is a PDF section in our User's Manual that addresses creation of PDF files. A suggested guideline for scanning is to break up large documents, limit the image to no more than 1.5 MB, and save the document as a PDF file. Attorneys should be trained to set up their scanner software to not use color and save the document as a PDF file instead of a .txt file. (Updated: July 2003)

7. Are there benchmarks on the relationship between the dpi setting, the size of the file, and the length of time that it takes to scan?

ANSWER: A 100 page document that is scanned on a Ricoh IS-430 scanner (rated at 30-45 pages per minute) at a 300 dpi setting produces a file that it 6.97 MB; it takes three minutes and 85 seconds to scan. The same document that is scanned at a 150 dpi setting produces a file that is 3.67 MB and takes two minutes and 25 seconds to scan. Keep in mind that the U. S. Bankruptcy Court will not accept a file larger than 1.5 MB (Effective: June 2001)

8. How does CM/ECF verify the integrity of the PDF documents?

ANSWER: CM/ECF uses two programs to verify the integrity of PDF documents - PDF check and ChkDocs. ChkDocs is run nightly on the CM/ECF live database and checks for documents that have "signatures" that have been altered. It then writes to a log file on the inside server and sends an e-mail to the designated administrator.

PDF check automatically analyzes the structure of each PDF document that is uploaded into CM/ECF to ensure that it does not contain any action, such as viruses, within it that could be dangerous to the host machine or any PC accessing the document. It also collects information as whether the document is, in fact, a pdf document, if it is encrypted, and the number of pages. The Utility menu on the CM/ECF application contains a menu option to "Verify a Document" should a user wish to run the PDF CHECK program. (Effective: February 2002)

9. I received an error message stating, "Document is too large to browse and attach".

ANSWER:

- Open your file in Adobe Acrobat, and along the left margin of the Adobe application there should be four tabs: Bookmarks, Thumbnails, Comments, and Signatures.
- Left click on Thumbnails, and along the left margin there should see "thumbnail" images of each page of the document.
- Hold down the control key on the keyboard and left click on a few of the page images in the left margin. When page images are highlighted, release the control key. Keeping the mouse in the left margin with the images highlighted, right click on the mouse. A pop-up window should appear.
- Left click on the option "Extract Pages". Another pop-up window will appear verifying which pages are to be extracted.
- Verify and/or change the page numbers.
    - Place a check mark in the box to the left of "Delete Pages After Extracting". Click "OK". Adobe will then open a window containing the extracted pages.
- Save this under a new name. The size of the original document has now been reduced

- When uploading the document into CM/ECF, upload each of the files containing the full document. (August 2004)

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2. Glossary

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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 (in PDF format) filed electronically with a pleading. **Proposed orders are attachments to motions and applications**. In order to include an attachment with your pleading, change the default from "No" to "Yes". **(See Figure 1.)**

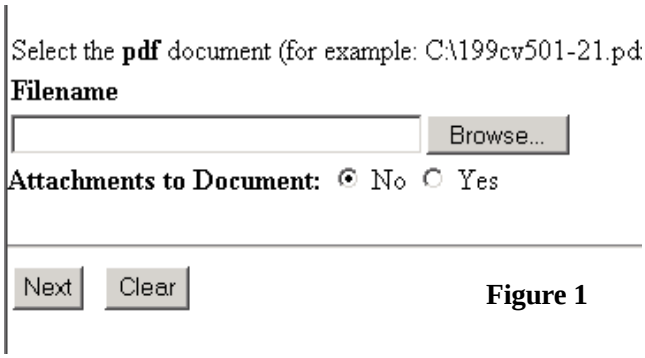

Figure 1

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. Every time you file a pleading, you will "browse" to locate and the proper PDF document associated with your pleading. **(See Figure 1.)**

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. **(See Figure 2.)**

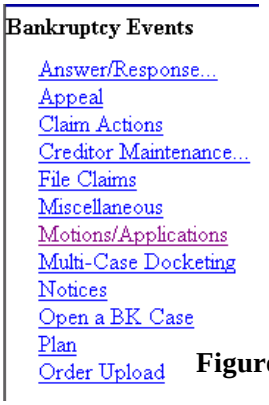

Figure 2

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. **(See Figure 3.)**

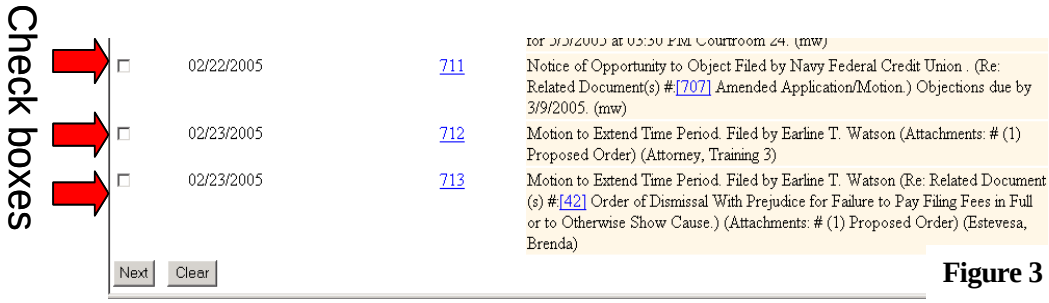

Figure 3

CM-ECF

Case Management/Electronic Case Filing is the Administrative Office's new application that will revolutionize the way we do business, completely replacing BANCAP with "next generation" case management capabilities. With CM-ECF attorneys can file cases and documents electronically via the Internet.

Default

A Default is a common suggested value displayed by CM-ECF on a screen. Like BANCAP, many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you type over them.

Docket

The act of placing a document on the court's docket electronically (synonym: file).

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. **(See Figure 4.)**

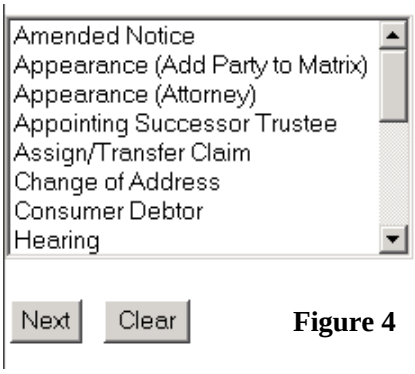

Figure 4

Electronic Deficiency Notice (EDN)

When an e-filer mis-files or fails to file the appropriate pleading or PDF, or does not make the appropriate associations between two or more pleadings, the case administrator will issue an EDN notifying the e-filer (and all other e-filers in the case) of the problem. The e-filer must correct the problem within 72 hours of receiving the EDN.

Since all e-filers receive electronic notification of all activity in their cases, even the parties who did not file the incorrect pleading will receive notice of the EDN.

Event

In CM/ECF, the term event refers to a pleading. Any of the pleadings or selections in a drop down box, may be referred to as an “event.”

File

The act of placing a document on the court’s docket electronically (synonym: docket).

Hypertext (HTML) Link

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

Notice of Electronic Filing

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

PDF Document

A "Portable Document Formatted" document is a type of imaged document created by Adobe Acrobat. To be filed in CM-ECF, all documents must be in"PDF" format with the exception of the creditor list (matrix) which must be uploaded in a text (.txt) format

Pleading

The legal document you are filing with the Court.

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.

Upload

The process of browsing to locate the PDF document for your pleading is referred to as uploading the PDF. **(See Figure 1.)**

This Court also has a separate event or pleading called "Order Upload." This is the pleading or event used to file or "upload" orders into the Court's separate electronic order (E-Orders) processing program. The E-Order program allows the Clerk's Office, law clerks, and Judge Teel to process and manage all orders electronically. **(See Figure 5.)**

Figure 5

Please see the Orders section of this User's Guide for specific instructions on how this Court requires proposed orders to be filed. First, you must attach your proposed order to your motion, and second you must upload the order into the Court's E-Order program.

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 U.S. Bankruptcy Court for the District of Columbia website is: www.dcb.uscourts.gov

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3. Help

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Clicking on the (Help) icon will display information about these categories. **(See Figure 1.)** This feature is available throughout the CM/ECF application.

To close the Help screen, click on the **"X"** control box in the upper right hand corner of the Help screen or click the **[Close]** button which is located at the bottom of the help screen.

The **CM/ECF Help Desk** is another resource for CM/ECF questions and problems.
Please call **202-565-2506**.

Bankruptcy Events

Select one of the menu options available and subsequent screens will prompt you for the information required.

Answer/Response	File an answer, response, or reply to an existing motion/application in an existing bankruptcy case.
Appeal	File an appeal to an existing case.
Batch Filings	File different documents to different (unrelated) cases at the same time. (See also Multi-Case Docketing)
Claim Actions	File documents related to claims that have already been filed.
Court Events	File documents or docket entries (e.g., utility motions) to which only court users have access.
Creditor Maintenance	Enter the names and addresses of creditors to an existing bankruptcy case, either individually or by uploading a creditor matrix. Also edit existing creditors' names and addresses.
File Claims	File a claim to an existing bankruptcy case.
Motions/Applications	File a motion or application to an existing bankruptcy case.
Multi-Case Docketing	(the user must make sure that there is no case-specific information in this document). (See also Batch Filings.)
Notices	File a notice to an existing bankruptcy case.
Open a BK Case	Open/Reopen a Bankruptcy Case.
Orders/Opinions	File an order or an opinion to an existing bankruptcy case.
Other	File a miscellaneous document to an existing bankruptcy case.
Plan	File a plan (e.g., Chapter 11 Plan) to an existing 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 manage his/her 341 meetings, by date.

Figure 1

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4. Accessing CM/ECF

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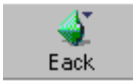
Accessing CM/ECF

CM/ECF is a web based software program. At this time Netscape Navigator 4.7 (or earlier versions) and Internet Explorer 5.0 web browsers have been tested and recommended for use with this program. CM/ECF court users process cases through the federal courts' restricted intranet while attorneys and other public users will submit pleadings and view case data from the internet. Both court and external users have different levels of access to screens via menu selections and functionality as determined by their needs.

STEP 1 To access the court web site, open Netscape Navigator and enter the URL (address) of the court's computer in the browser's Location or Address field. **(See Figure 1.)** Familiarity with browser navigation and functionality is recommended for successful and efficient use of this system.

Figure 1

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

The Back button 

on your 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 3.)**

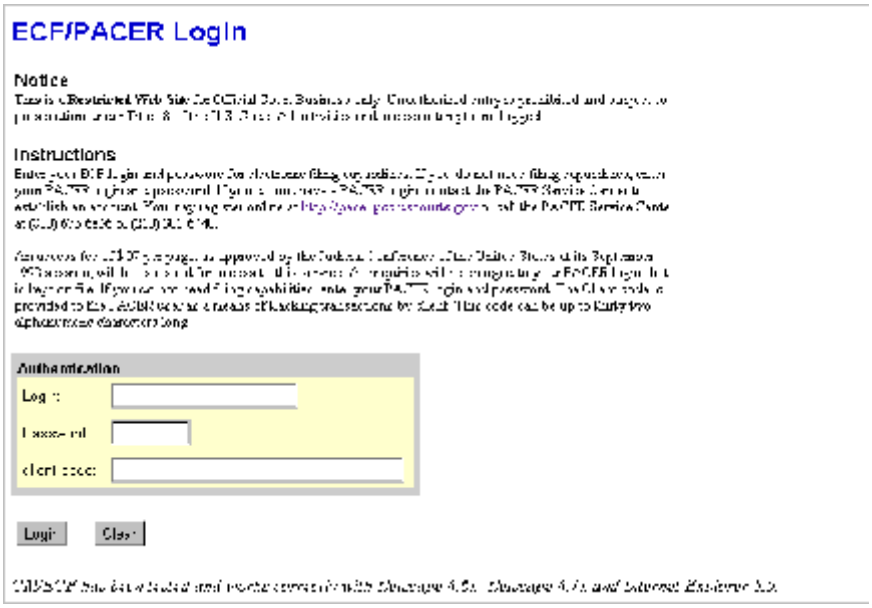


Figure 3

Participants will initially enter their CM/ECF login and password which has been issued by the court on this screen. This login and password allows electronic filing of documents, not access to reports or queries.

The user's login and password are the electronic equivalent of the filer's signature.

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

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

If an error is made entering login and password information before submitting the screen, clicking on the **[Clear]** button will delete the data and allow you to reenter information.

This login screen will subsequently appear when web users select any report or query selection from a CM/ECF menu. The PACER program charges 7¢ per page. After running a report or query, a PACER summary of pages and costs will appear at the end. A user will be advised of how many pages have been selected before accepting the information and/or charges for pdf documents only.

PACER information and registration is available at http://pacer.psc.uscourts.gov/

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

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

The PACER site also offers free Internet access to a series of CM/ECF tutorials for attorneys and other web users through a series of Computer Based Training (CBT) modules. No login or password or charge is required for this feature. The lessons can be done at your PC in individual modules at the convenience of the student. Screens replicate the CM/ECF environment and are interactive.

Access to this resource is available at
http://www.pacer.psc.uscourts.gov/ecfcbt/.

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.

Public Access

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

Inquiries can be made through Public Case Query which provides search capabilities by case number or name. **(See Figure 5.)**

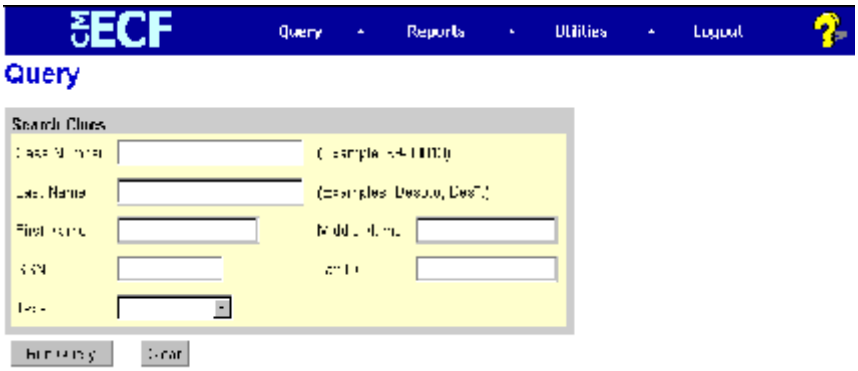


Figure 5

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

CM/ECF registered users can subscribe to electronic notification of any filing on any case within the district. These notices are received through the participants e-mail program. Notices can be monitored throughout the day or by requesting a daily summary of activity of all the cases they have signed up for. Every user can access a copy of the PDF document that has been filed **once without charge**. It is advisable to save or print this file. Subsequent requests through the document's hyperlink will produce the standard PACER login screen and the user will be charged the appropriate amount per page.

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5. User Maintenance

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Maintain User Accounts

The CM/ECF login provides registered users the ability to submit pleadings electronically to the court. Public users (attorneys, trustees, and creditors) must also log into PACER to inquire on cases or look at reports. Existing PACER logins and passwords will be accepted.

Non-court users can access their own account information through the Maintain Your ECF Account menu. Using this option, participants can update their name, mailing and E-mail addresses, phone and fax numbers, and password. Users can therefore control the accuracy of their own information in a timely manner.

This module explains how attorneys and trustees can update:

- user name, address and other party data
- E-mail information
- electronic noticing preferences
- user login and passwords.

This module will assume that the internet user has accessed the court's web site with their court-assigned CM/ECF login and password.

STEP 1 After clicking on Utilities on the CM/ECF Main Menu bar, select Maintain Your ECF Account, which is found under the **Your Account** sub-menu. **(See Figure 1.)** Your UTILITIES screen may vary from the one displayed in this example.

Figure 1

STEP 2 Your user account screen will appear displaying your current account information. **(See Figure 2.)**

- Update your personal information on this screen. When it is correct, click **[Submit]** to save the changes. If the **[Submit]** button is not used, the record will not be modified.

- The **[Email information...]** and **[More user information]** buttons provide further screens to modify your user profile. The following pages will explain these features in more detail.

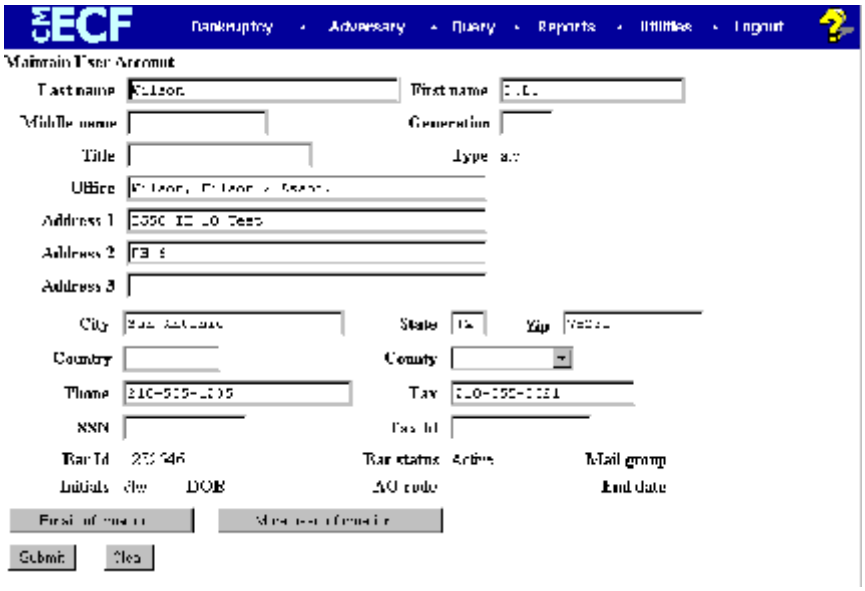


Figure 2

STEP 3 The **E-MAIL INFORMATION** screen presents options for control of your electronic notification on each court's CM/ECF system. **(See Figure 3.)**

You can request e-mail copies of notification on all cases to which you are a party or only on specific cases. You can receive e-mail activity throughout the day or a daily summary of all noticing activity. "All activity" includes notification of claims as well as other entries to a case.

Each e-mail will include the case number and name of the docket entry in the subject line of the mail message.

Eac h section on the **E-MAIL INFOR MATION** screen is explained below:

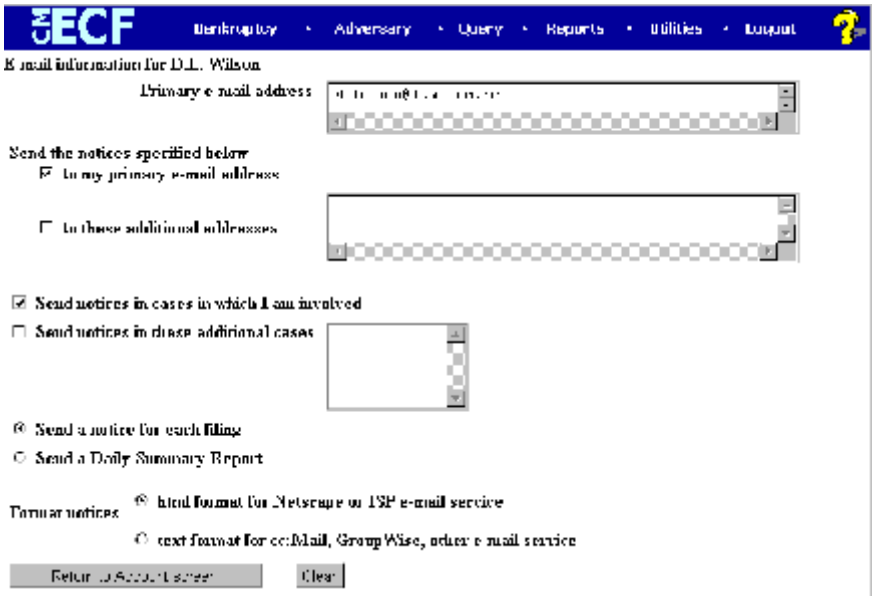


Figure 3

- **Primary E-mail address**. This address must be formatted to Internet protocol or an error will be generated. It may be prudent to establish a separate E-mail account for CM/ECF activity from your routine E-mail correspondence.

- **Send the notices specified below...**

  - ☐ **to my primary E-mail address**
    To activate CM/ECF notification you must first check the box next to your E-mail address.

  - ☐ **to these additional addresses**
    You may have notices sent to other E-mail addresses besides your primary E-mail address. (Paralegals or chambers staff may want to share this notification activity.) When entering multiple E-mail addresses, separate each address with a semi-colon.

☐ **Send notices in cases in which I am involved**
Checking this box will automatically inform the user when any filing has been submitted in a case where this person is a participant. Chapter 7 panel trustees and offices of the U.S. Trustee may find this advantageous for new filings as well as routine case activity.

☐ **Send notices to these additional cases**
You do not have to be a participant in a case to receive notification of activity. Trustees and attorneys can elect to be notified of activity in cases in which they have an interest but are not parties to the case. Court and chambers staff can monitor cases through this process also. It is possible to select both options.

NOTE: This list is maintained by each user. As you are involved in more cases or as cases close, you must update this screen.

♦ **Send a notice for each filing**.
Checking this box means you will receive E-mail notices when activity occurs throughout the day to the account(s) specified above. The title of the E-mail will describe the type of filing and the case number.

♦ **Send a Daily Summary Report**
A comprehensive list of one day's activity can be sent once a day. Notifications for claims will also be included in this mail list. **(See Figure 3a.)**

A Summary report includes the case numbers and titles of cases in which activity occurred for that day. The text of the Summary E-mail notification will display the docket event and the document number (including the hyperlink).

NOTE: You cannot elect to receive both separate notices and the summary report.

Bruce Williams	11/26/2001	8511	Summary of ECF Activity

99-11228-lmg Michael Holdman and Wendall Holdman Notice of Appearance 5
5-01-50021-lmc John Aadams and Mary Aadams Proof of Claim Filed 1
5-01-50021-lmc John Aadams and Mary Aadams Proof of Claim Filed 2

Figure 3a

- **Format notices**
  Enter the E-mail delivery method. This selection will be determined by your E-mail type.

  - **html format for Netscape or ISP E-mail servicer**
    The html format will include hyperlinks to the document or claim. **(See Figure 3b.)**

Notice of Electronic Filing

The following transaction was received from Clarence I. Longsdale entered on 9/5/2002 at 9:10 AM CDT and filed on 9/5/2002 CDT

Case Name: Dale I Daniels
Case Number: 99-10002
Document Number: 21

Docket Text:
Objection to Claim Filed by Debtor Dale I Daniels (Wilson, Jody)

Figure 3b

  - **text format for cc:Mail, GroupWise, other E-mail service**
    Text format will feature the URL of the PDF document which can be copied and pasted into the location bar of your browser.

Notice of Electronic Filing
The following transaction was received from Abraham P. Bellows on 1/23/2001 at 3 :51 PM CST

Case Name: William Wonka
Case Number: 97-13259 https://bkecf-train.aottsd.uscourts.gov/cgi-bin/DktRpt.pl? 252
Document Number: 2

Figure 3c

Figure 3c shows an example of a text formatted notice.

- When you have entered your E-mail preferences, click on **[Return to Account screen]**.

- Click on **[Submit]** to save the changes.

STEP 4 The **SELECT THE CASES TO BE UPDATED** screen will then appear for the user to select the effected cases. **(See Figure 4.)**

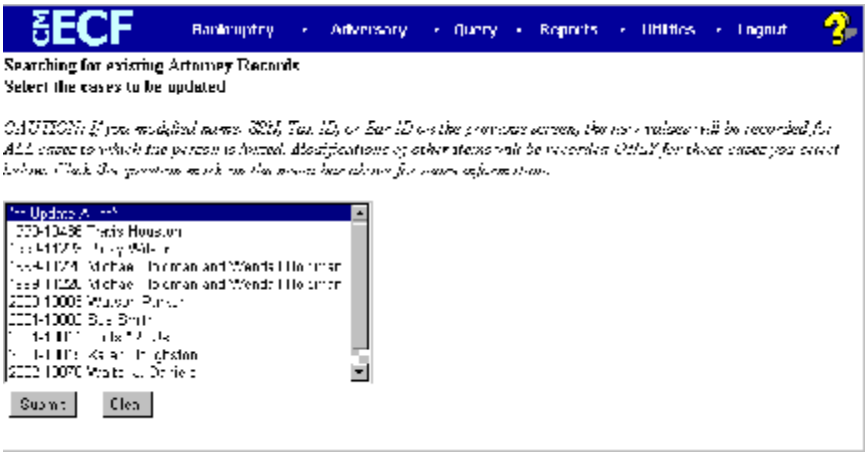


Figure 4

NOTE: Modifications to NAME, SSN, TAX ID, or BAR ID will automatically update ALL cases.

- Select desired cases and then click **[Submit]**.

The screen in **Figure 4a** is used to confirm the information which has been submitted.

If you checked any of the boxes for sending notices for each filing, or sending a Summary report, this screen will indicate the option is turned "on".

Any additional case numbers (and hyperlinks) will be displayed under the **Case list:** heading. If invalid case numbers were entered, you will receive an error message after submitting the data and be given the chance to back up and enter a valid number.

Figure 4a

STEP 5 If you click on **More user information** from your account screen, your login and password information will be displayed **(See Figure 5.)**

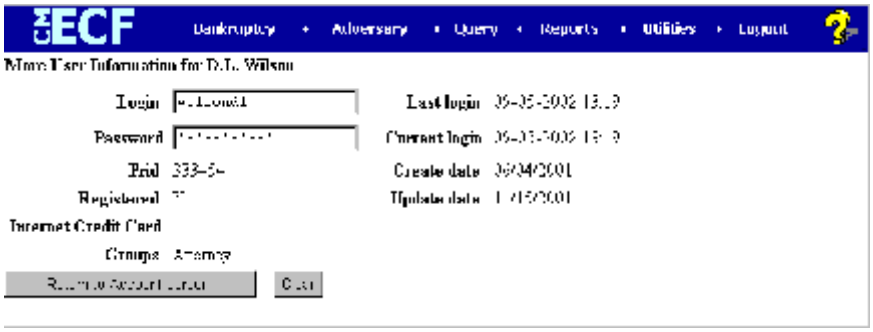


Figure 5

- You can change your own login and/or password here.

Remember:

- Logins and passwords are case sensitive.
- These are alphanumeric fields
- Passwords have a maximum of 8 characters
- When you enter a new password it is displayed on the screen. Your subsequent queries to this screen will show only asterisks.
  (No one will be able to tell you what your password is. Contact the court if you forget your password.)

  ♦ When you have entered the information as desired, click on **[Return to Account screen]**.

STEP 6 Your user account screen will appear again **(See Figure 6.)**

♦ When all of your account information is correct, click **[Submit]** to finish processing.

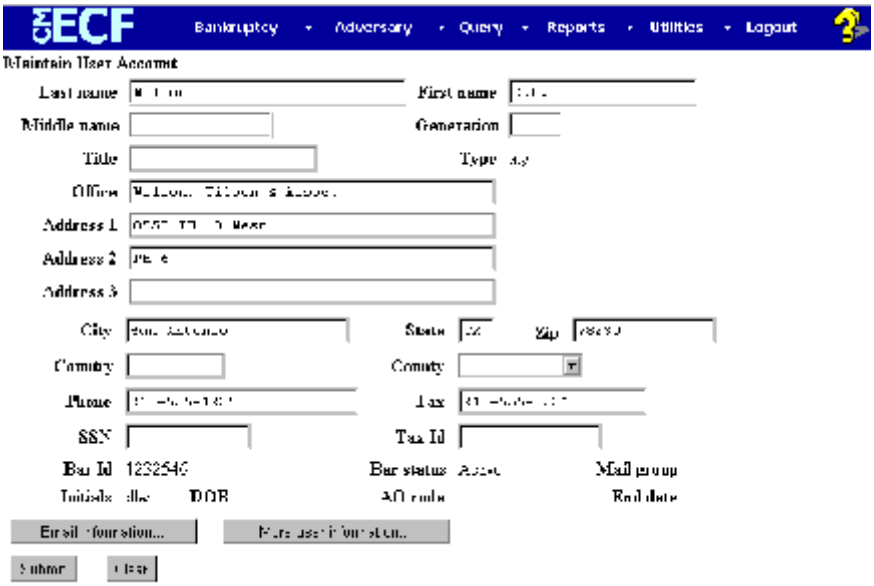


Figure 6

STEP 7 A list of the cases you are associated with will then appear. **(See Figure 7.)**

- If you want this new information to apply to all of the cases, click on **[***Update All***]** at the top of the list. To change information only on certain cases, hold down the **[Control]** key after selecting the first case number and click on the others, one at a time, to highlight them.

- When you have all of the desired cases or **[***Update All***]** highlighted, click **[Submit]** to apply the new information.

- The system will update the records and inform you that they were updated. You can then click on another selection in the **CM/ECF Main Menu Bar**.

NOTE: Modifications to NAME, SSN, TAX ID, or BAR ID will automatically update ALL cases.

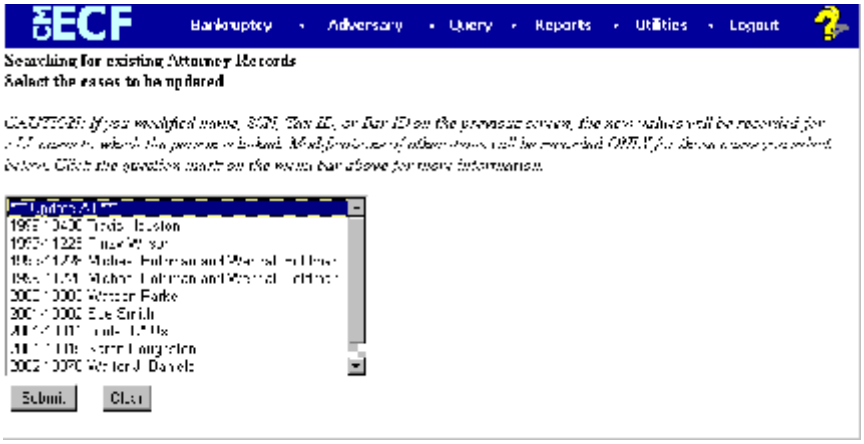
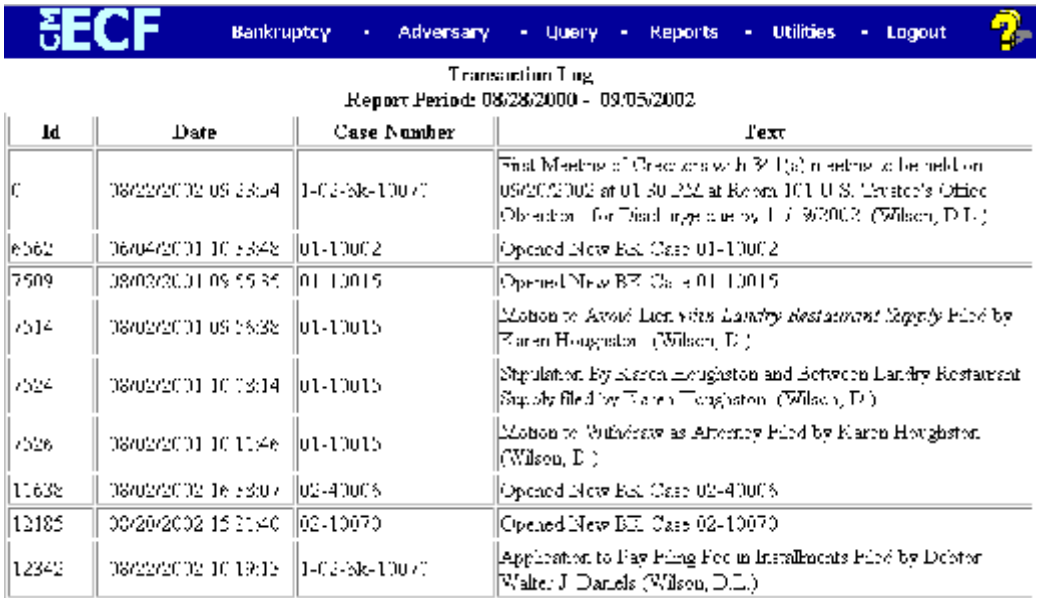


Figure 7

USER TRANSACTION LOG

All docketing activity is recorded through each user's **User Transaction Log**. This feature is found under Utilities on the CM/ECF Main Menu Bar. Information on this log can be selected by date range. A typical excerpt from a transaction log is displayed below. **(See Figure 8.)**

This record may be useful in researching case filings. Dates, case numbers, times and document type are tracked. Your transaction activity is not accessible to other users besides yourself except for court systems staff.



Id	Date	Case Number	Text
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	01-10002	Opened New BK Case 01-10002
7509	[illegible]	01-10015	Opened New BK Case 01-10015
[illegible]	[illegible]	01-10015	Motion to Avoid Lien vs. Landry Restaurant Supply Filed by Karen Houghston (Wilson, D.)
[illegible]	[illegible]	01-10015	Stipulation By Karen Houghston and Between Landry Restaurant Supply filed by Karen Houghston (Wilson, D.)
[illegible]	[illegible]	01-10015	Motion to Withdraw as Attorney Filed by Karen Houghston (Wilson, D.)
11638	[illegible]	02-40006	Opened New BK Case 02-40006
12185	[illegible]	02-10070	Opened New BK Case 02-10070
12342	[illegible]	[illegible]	Application to Pay Filing Fee in Installments Filed by Debtor Walter J. Daniels (Wilson, D.L.)

Figure 8

5. Converting Documents to PDF Format

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Converting to PDF Format-Part I

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

Converting Word Processing Documents to PDF Format (this example demonstrates the process using WordPerfect)

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

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

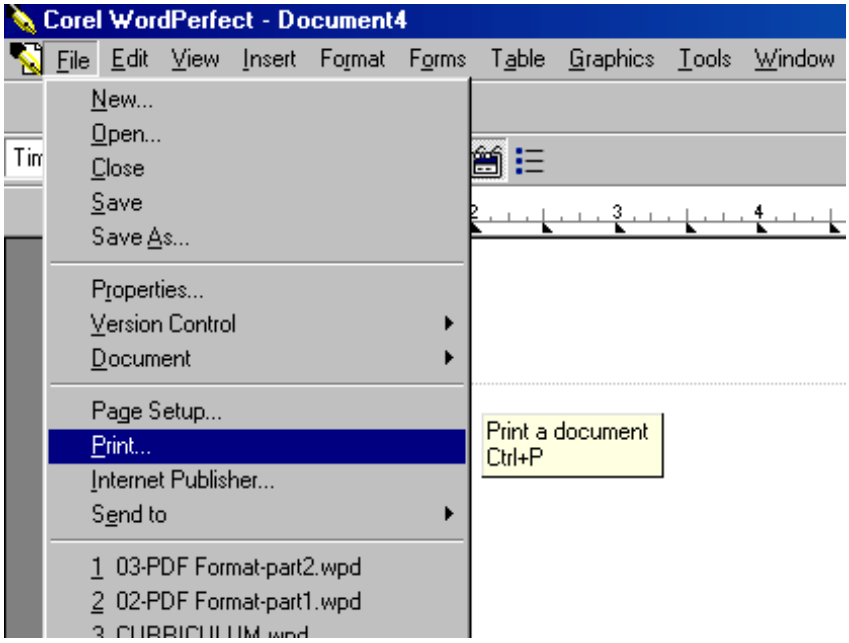

Figure 1

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

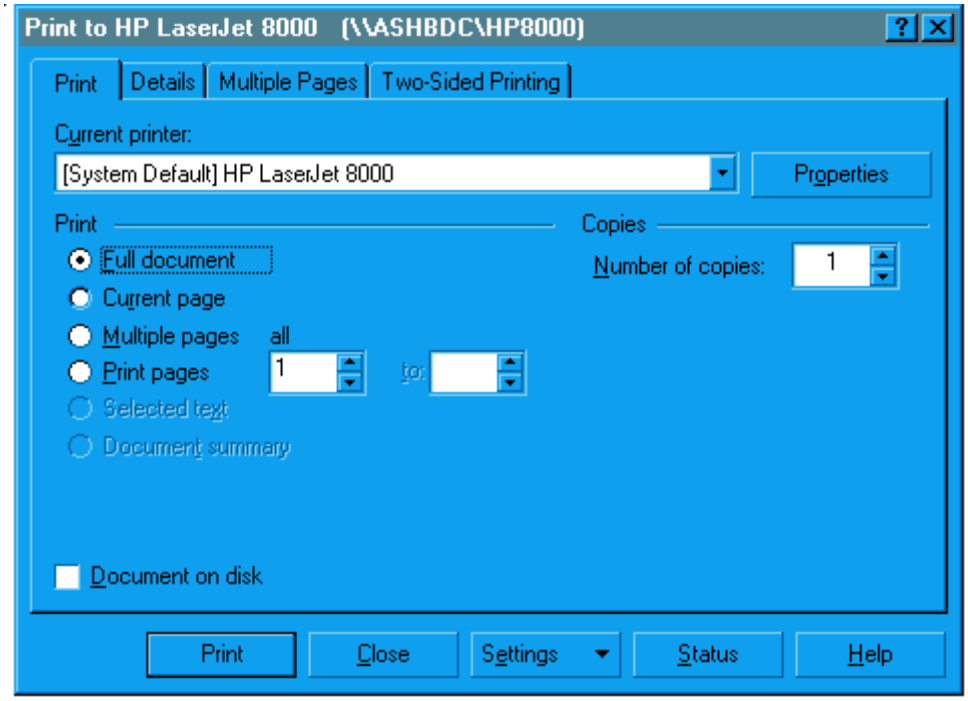

Figure 2

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

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

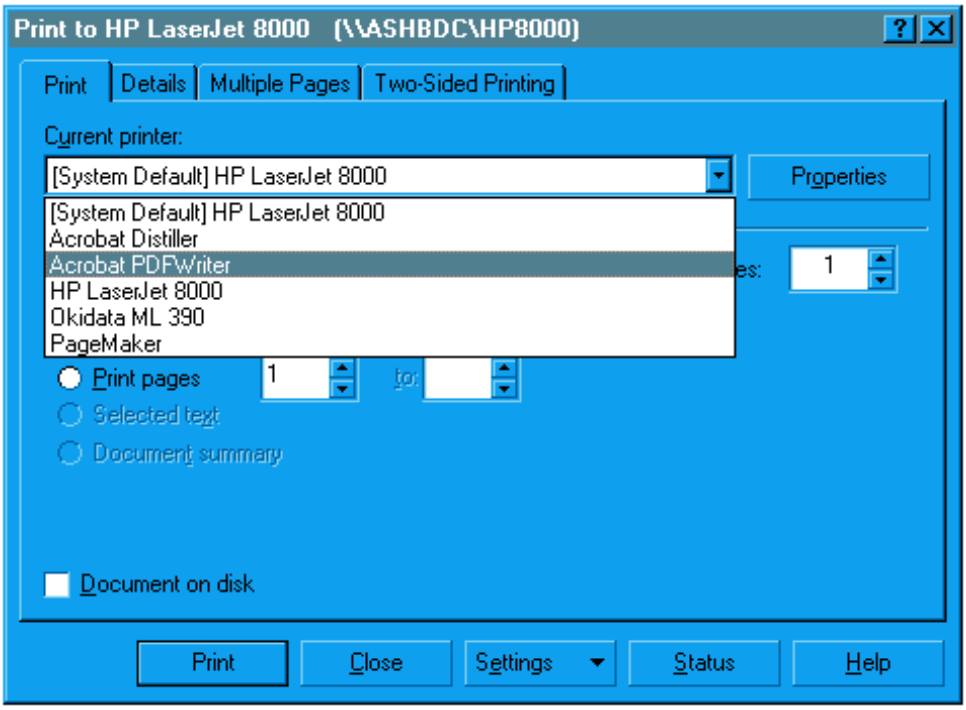

Figure 3

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

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

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

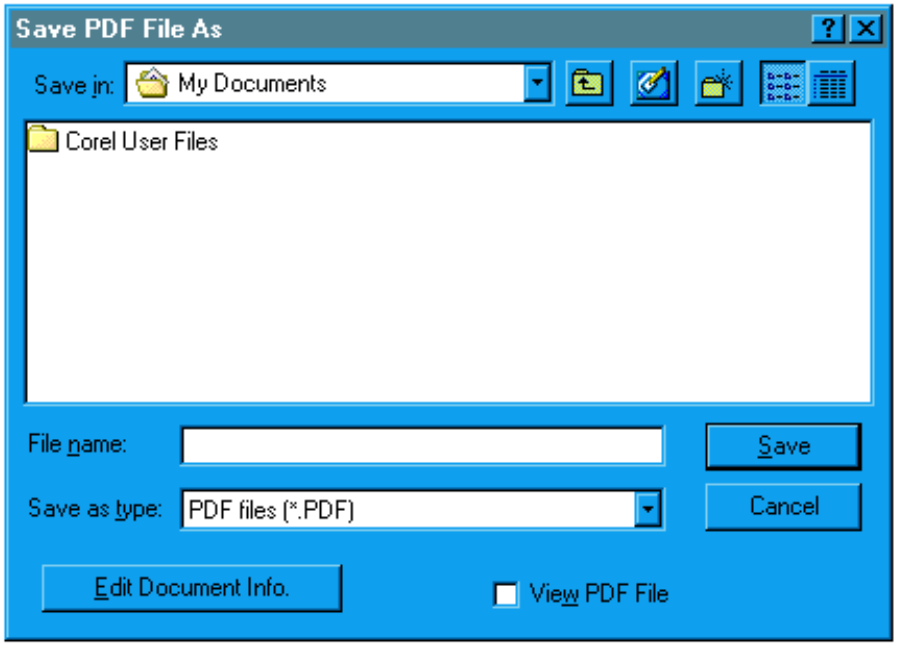

Figure 4

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

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

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

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

NOTE:An Adobe PDF image file has now been created, and will be available to associate to the event during the docketing process.

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

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

If you need make changes to a document that has already been turned into an image (but not yet docketed), delete the incorrect PDF image file from the hard drive. Open the text document in word processing and make the necessary changes. Save the corrected text document. Create the PDF image file.

SHORT STEPS

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

Converting to PDF Format-Part II

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

Converting Scanned Documents to PDF Format Using Adobe Acrobat Software

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

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

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

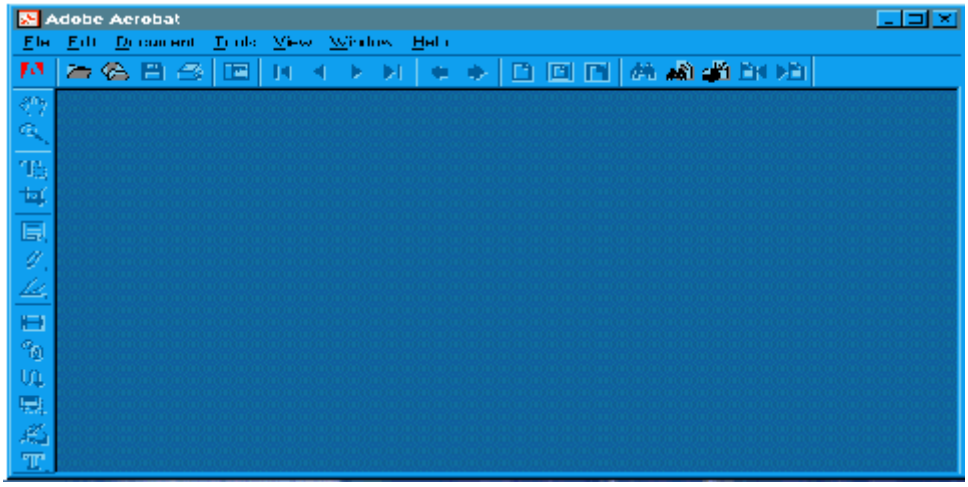

Figure 1

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

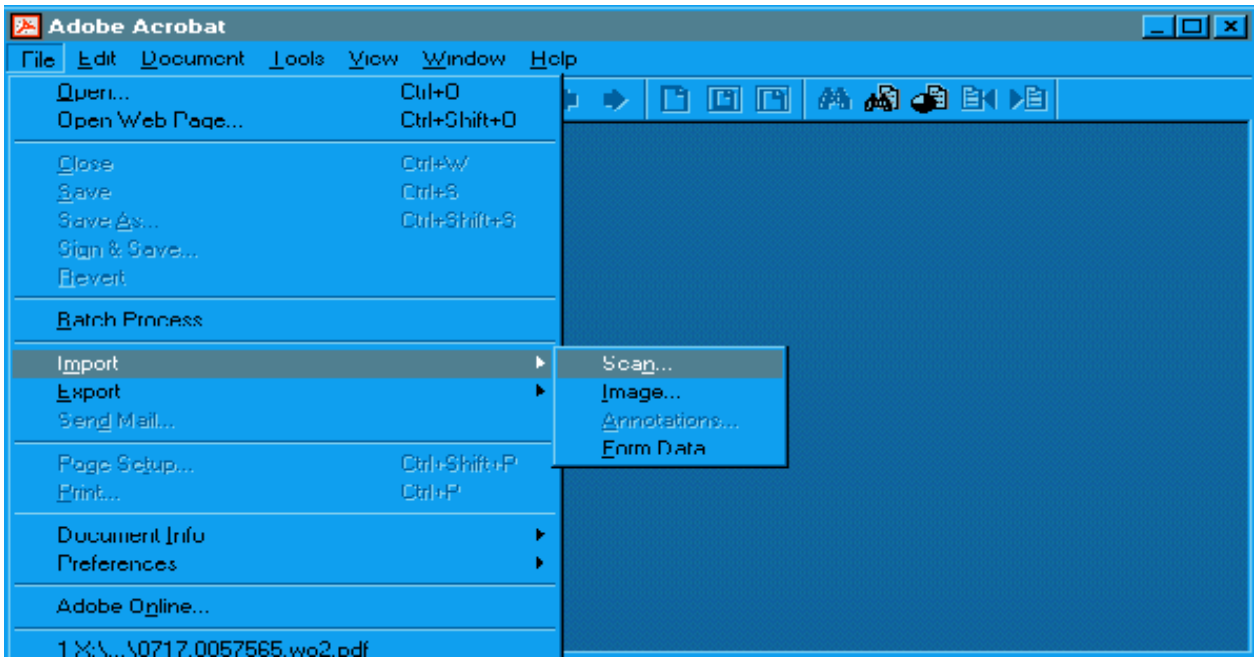

Figure 2

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

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

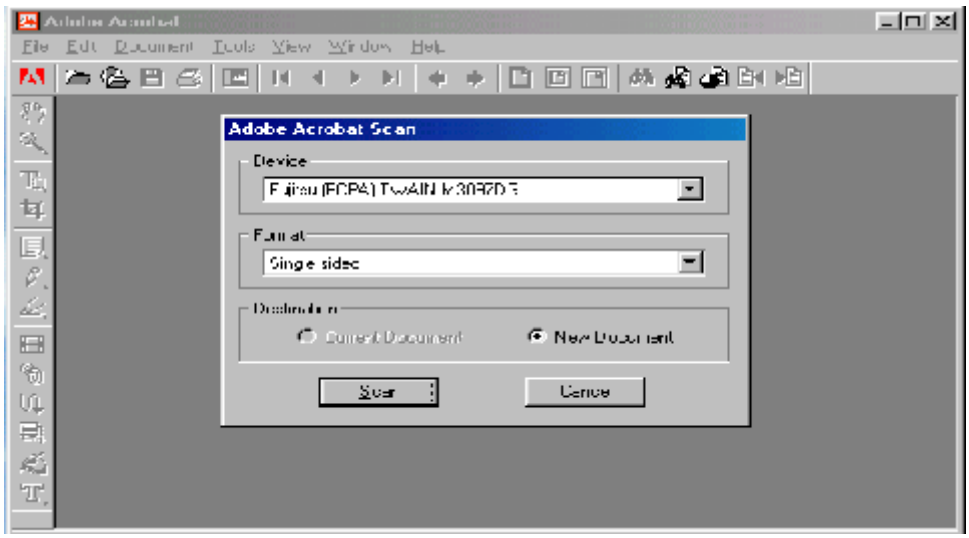

Figure 3

- Select the device for your scanning equipment.

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

- Select the page format (Single Sided or Double Sided).
- Select the radio box to indicate the destination of **New Document**.

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

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

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

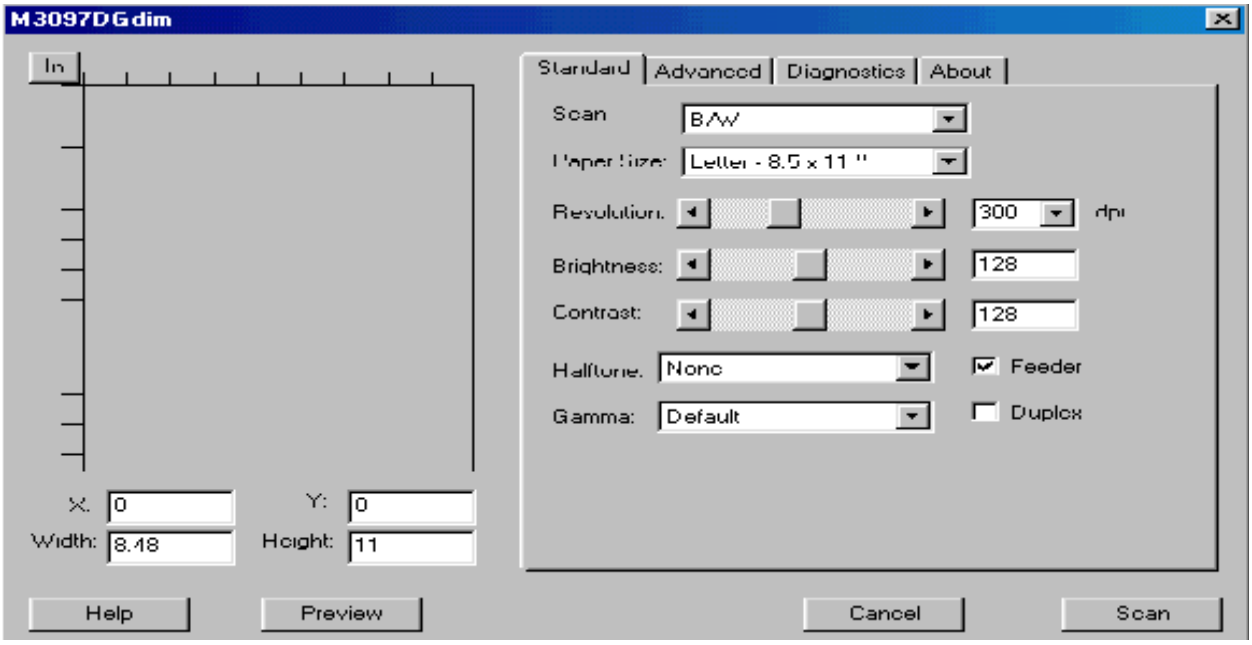

Figure 4

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

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

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

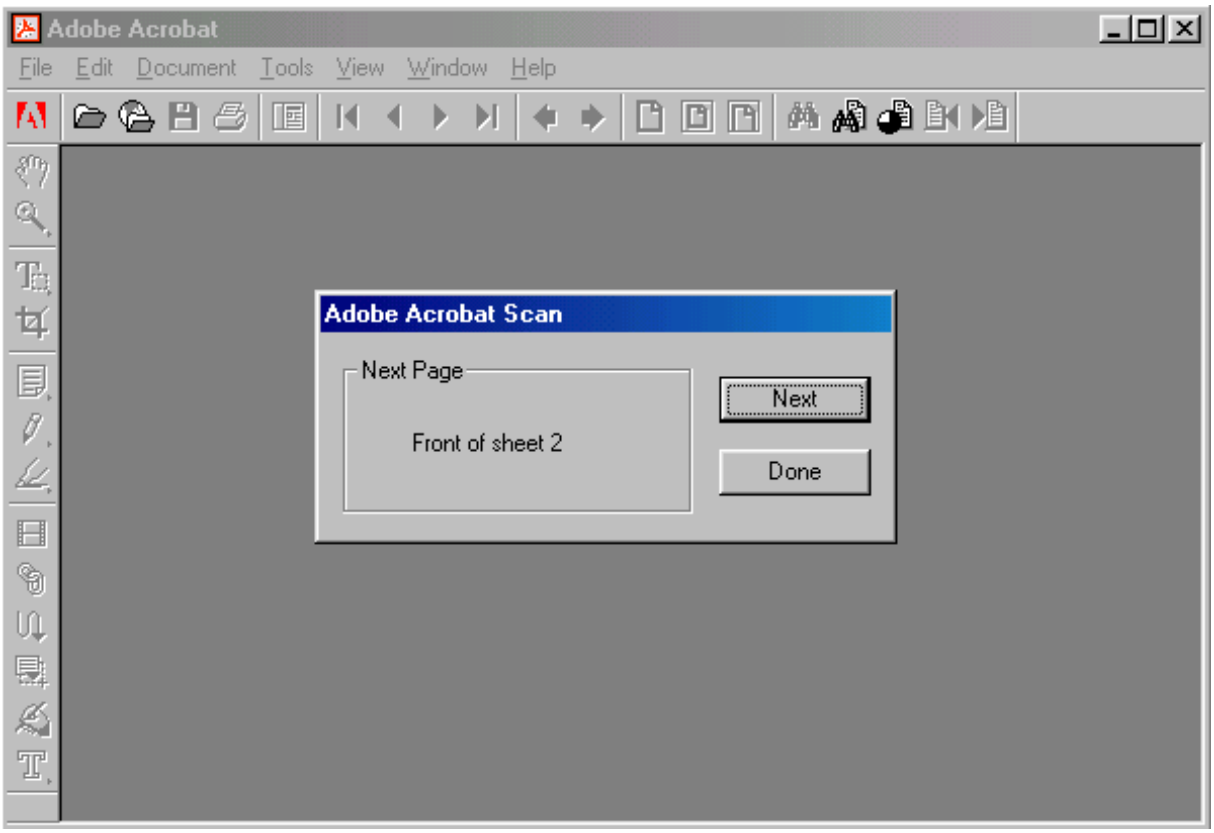

Figure 5

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

- Click **[Done]** when all document pages have been scanned.

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

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

STEP 7 Quality assure the image by selecting ***View*** from the drop down menu and clicking on

Full Screen to view all pages of the image. **(See Figure 6)**

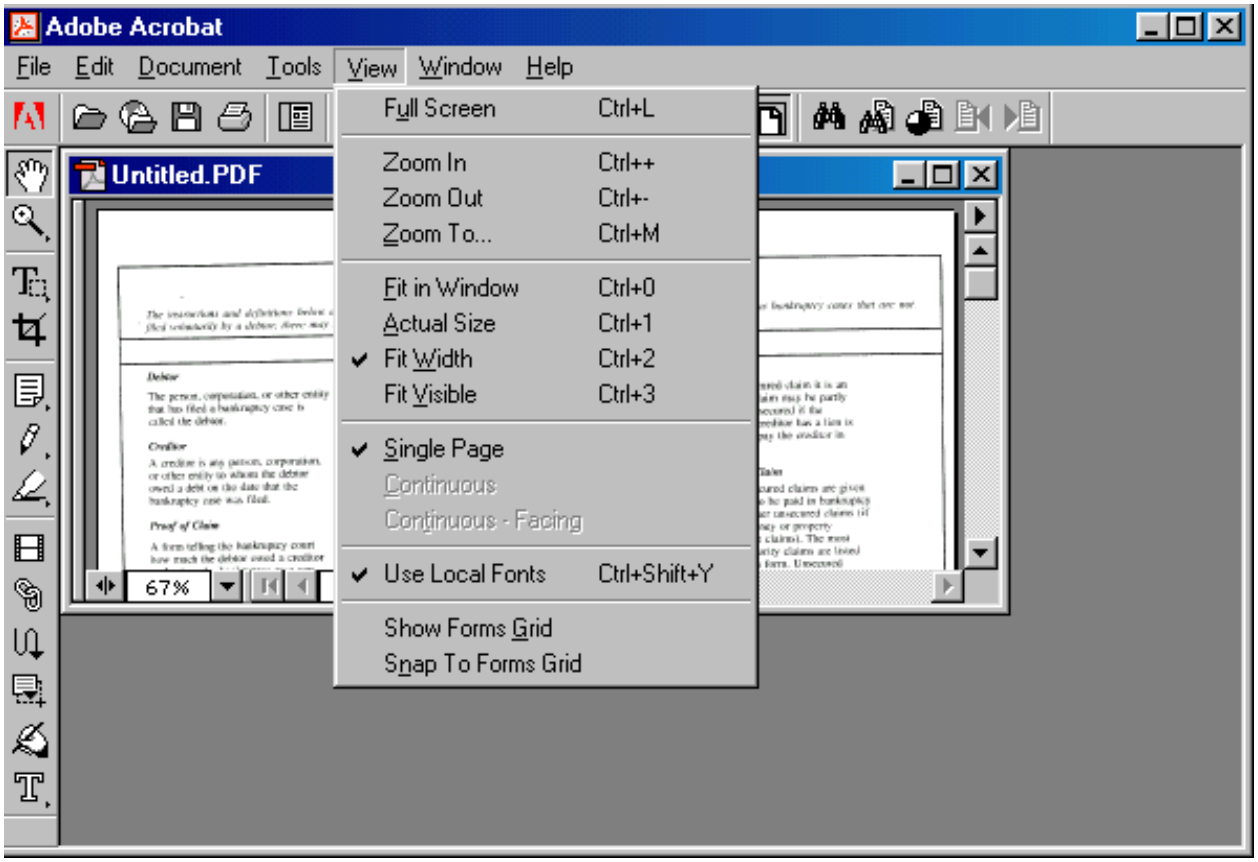

Figure 6

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

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

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

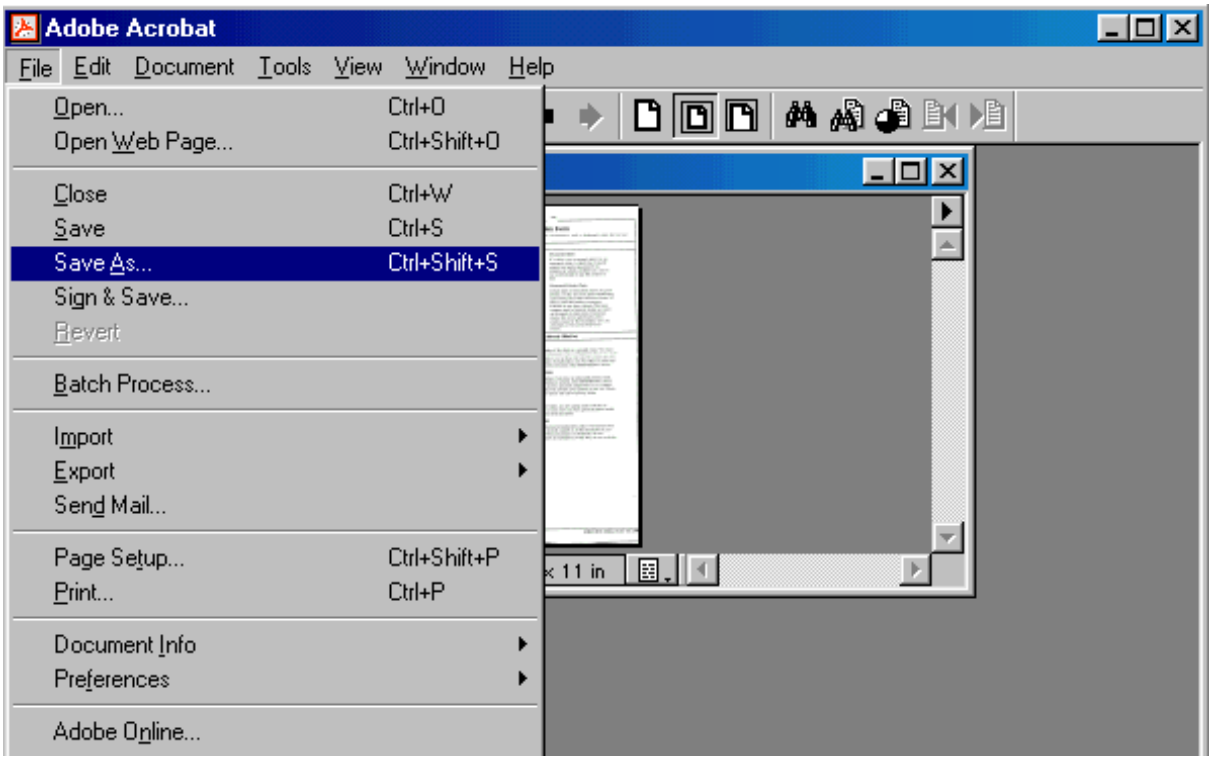

Figure 7

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

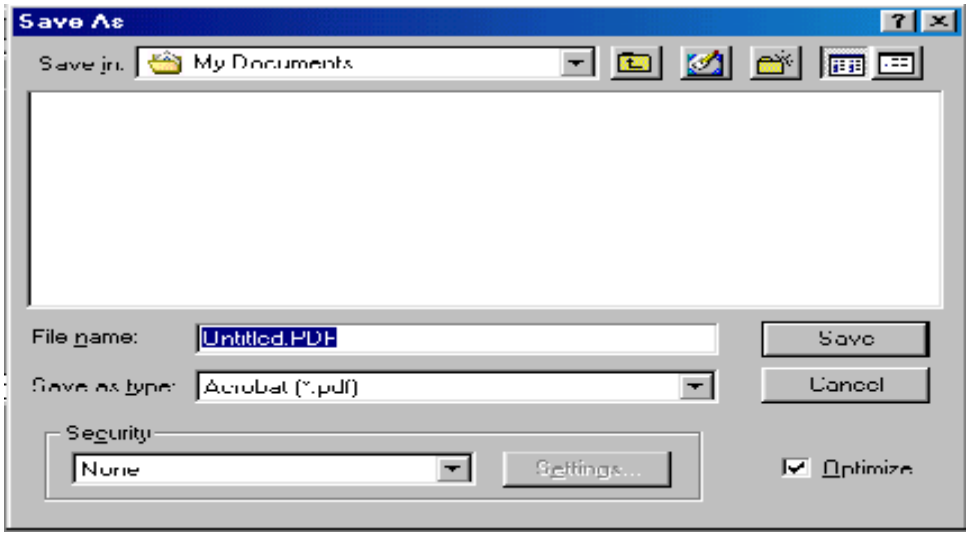

Figure 8

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

- Choose a filename and type that name in the ***File name*:** box. The *.pdf* extension will automatically be added. *(For example, if you name the file: hallmotn, the image will be saved with the name: hallmotn**.pdf**).* The PDF file will be saved on your hard drive (or floppy, if chosen) in the folder to which you have navigated. The image can then be associated to the ECF event during the docketing process.

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

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

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

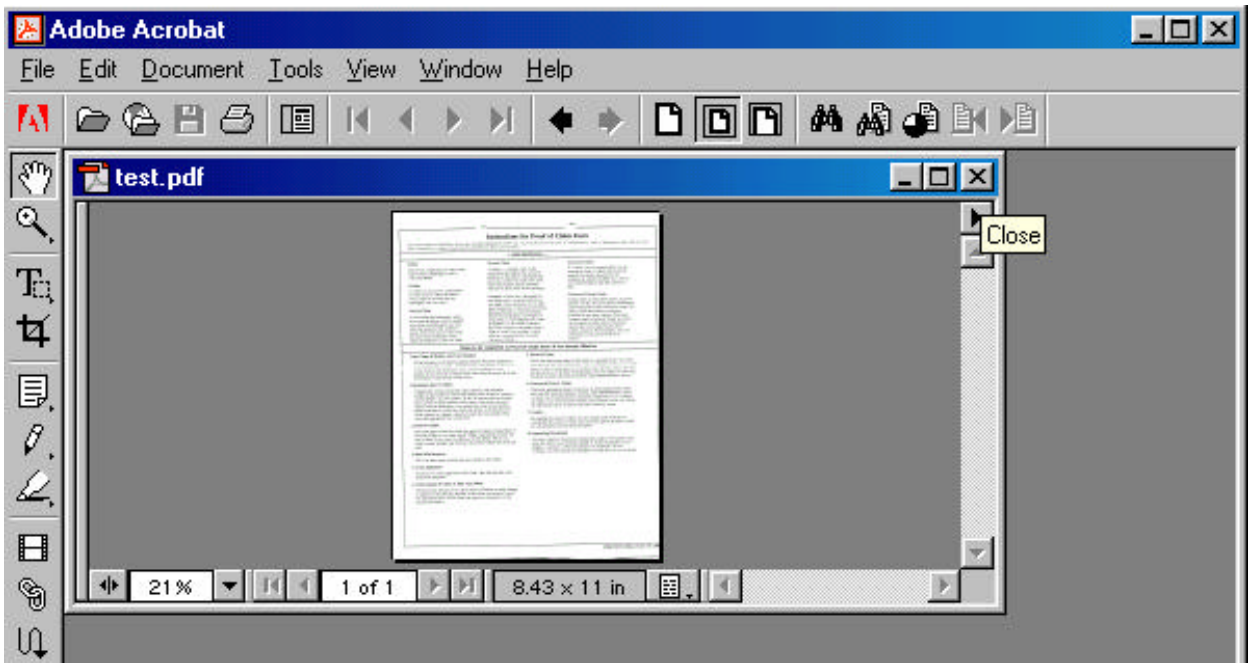

Figure 9

- The image has now been saved.

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

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

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

Short Steps:

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

Intentionally Blank Page

7. Open a Bankruptcy Case

Intentionally Blank Page

Bankruptcy Case Opening

This process shows the steps and screens required for attorneys to open a bankruptcy case in CM/ECF. The case is a chapter 7, no asset, individual consumer

As of June 20, 2005, with the exception of the Statement of Social Security Number (Form B-21), all of the case opening pleadings may be filed in a single BOOKMARKED pdf file, OR as defined ATTACHMENTS to the Voluntary Petition (Updated June 20, 2005)**:**

1 Voluntary Petition
2. Schedules A-J, (including Summary of Schedules, Schedules, and Declaration)
3 Statement of Financial Affairs
4. Disclosure of Attorney Compensation
5. Notice to Consumer Debtor
6. Mailing Matrix and Verification
7. Statement of Intent (Chapter 7 Only)
8. Chapter 13 Plan (Chapter 13 Only)
9. Certificate of Service re 13 Plan (Chapter 13 Only)

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

NOTE: There are differences between courts, these menu options may vary from other bankruptcy courts.

◆ 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.)**

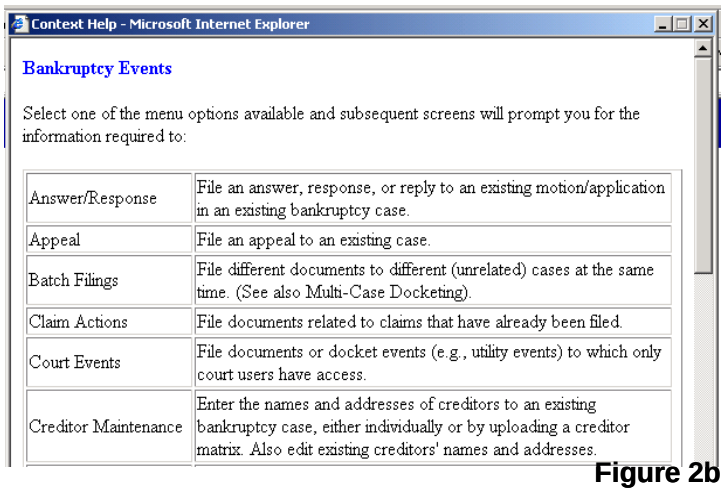

Figure 2b

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

  - To close this help screen, click on the "X" in the top right corned 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 Case Type will always be **bk**. Leave it as it is.
- The current date will always be displayed in the **Date Filed** field.
- 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).
- If there are any required items missing from the petition, change the **Deficiencies** box from **n** to **y**. A deficiency list will then be presented on a later screen.
- When this screen is correct, click **[Next]** to continue.

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

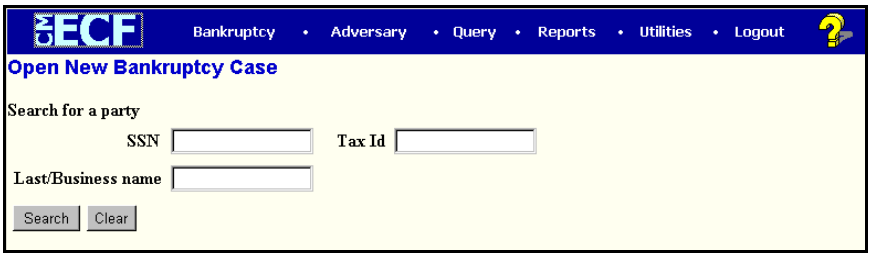

Figure 4

- 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 200 characters.

Search Hints

- Enter one field of data for each search.
- Format Social Security Number or TaxID with hyphens.
- Include punctuation. (Garcia-Carrera)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (*) should not be used at the end of search strings.
- Wild cards may be used before or within search strings. (*son,Gr?y)
- The asterisk * should not be used by itself. It will search ALL records in the database and use unnecessary system resources.

◆ 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.)**

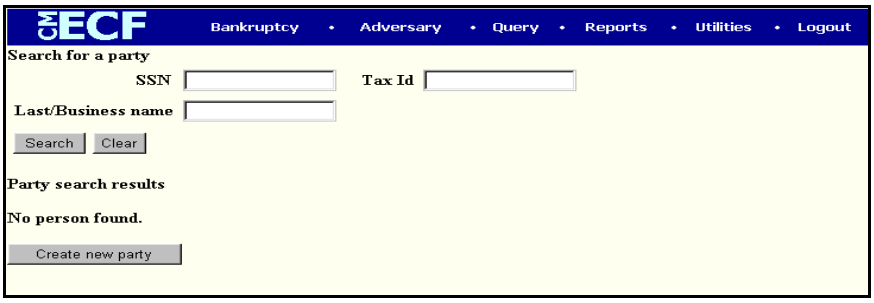

Figure 5a

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**.**

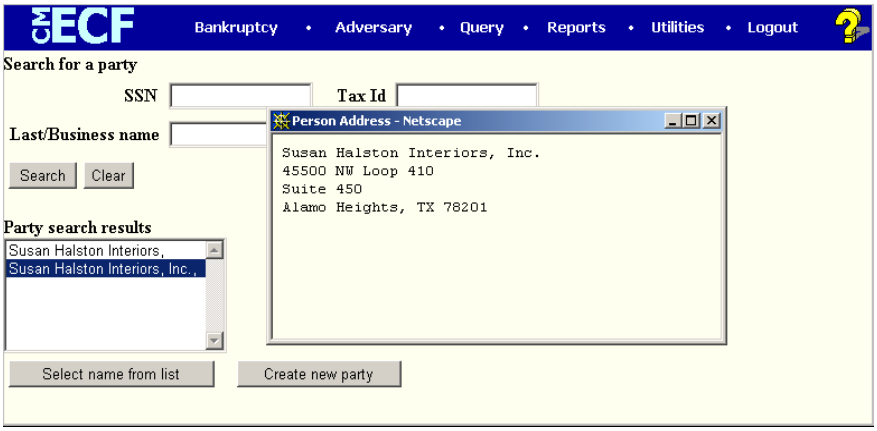

Figure 5b

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

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

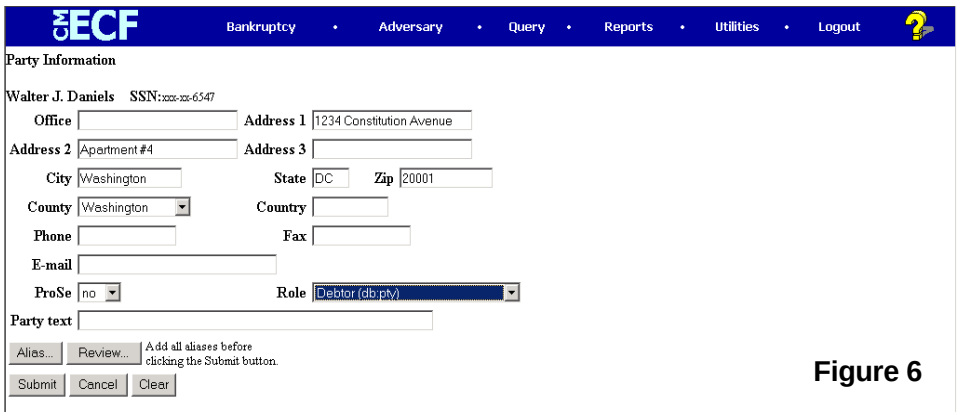

Figure 6

◆ Enter the debtor's **Name** and **Address** information in the appropriate boxes . (For this lesson, our debtor is Walter Daniels.)

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

◆ 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**.

- When adding a party, the **Role Type** will default to blank. To change the **Role Type**, expand the pick list by clicking on the down arrow and the select the correct party role.

NOTE: You must change the role type from blank to a valid party role before the system will allow you to continue.

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

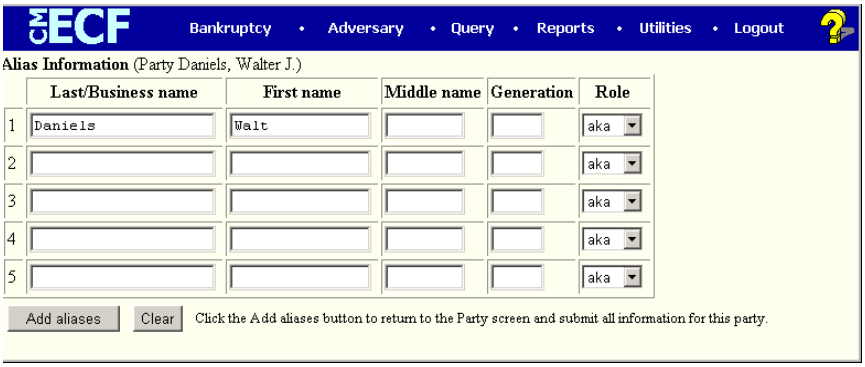

Figure 7

- You can enter up to five alias names at a time. **Alias Role** selections include aka, dba, fdba, and fka.

- Click **[Add aliases]**.

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

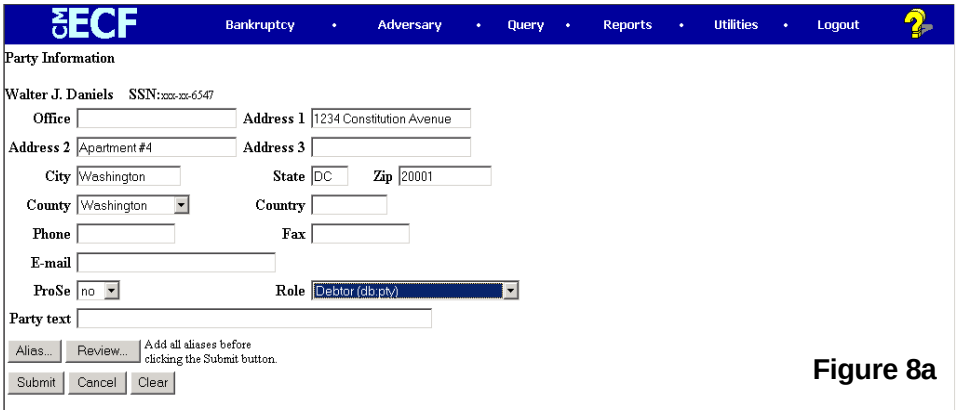

Figure 8a

- Clicking on the **[Review]** button at any time presents a screen summarizing the attorney and alias activity for this debtor. **(See Figure 8b.)**

- Verify the information.

- Be careful about clicking the **[Clear]** button. You could accidently delete information.

Figure 8a

- Clic k **[Return to Party Screen]**.

STEP 9 The **PARTY INFORMATION** screen will return again as shown in **Figure 8a.** 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 Next, the system will display a screen confirming the assignment of the Divisional Office code. The assignment is based on the country code or zip code of the debtor. **(See Figure 10.)**

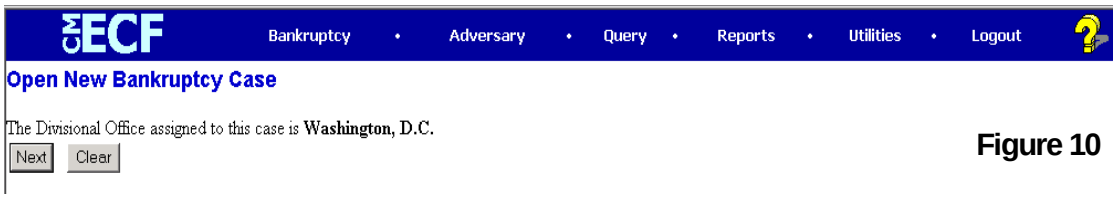

Figure 10

STEP 11 The **STATISTICAL DATA** screen appears next. **(See Figure 11.)**

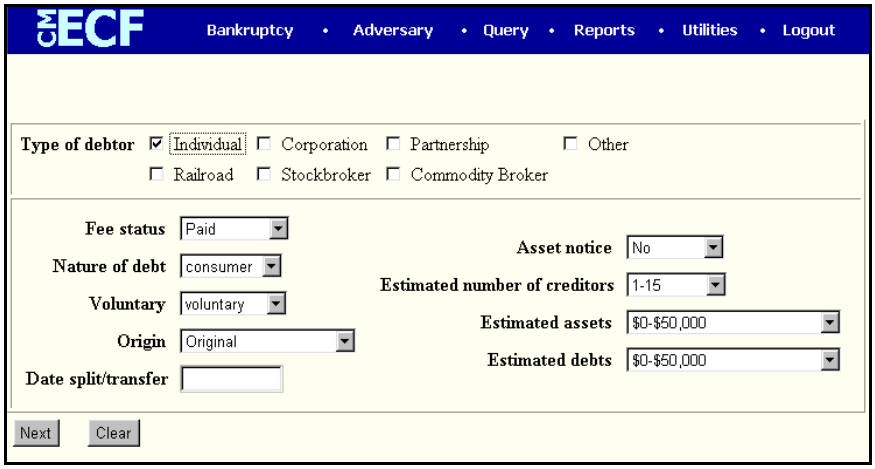

Figure 11

- 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.

- 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 12 You will be asked whether or not you are filing a Matrix at the time of opening the case. **(See Figure 12.)**

Figure 12

- Type y or yes for yes or n or no for no.
- Click **[Next]** to continue.

STEP 13 If you have selected **y** for **Deficiencies** on the **Case Data** screen, the Chapter 7 **DEFICIENCY LIST** screen will appear. **(See Figure 13.)**

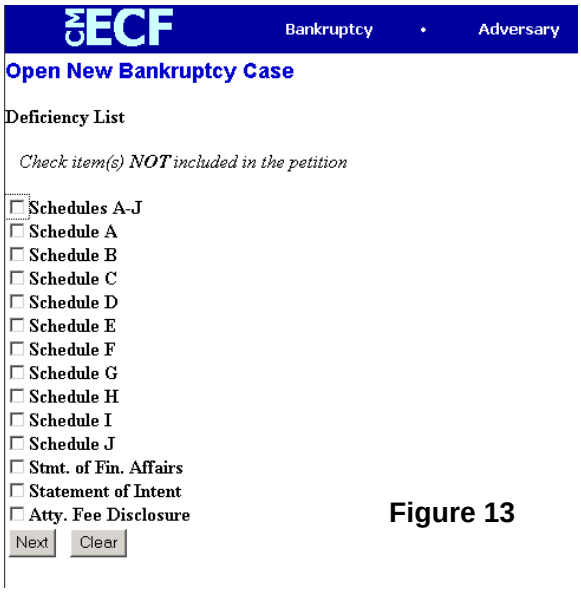

Figure 13

NOTE: This list will vary by chapter.

- Check the check box for each item that is not included with this petition. For this exercise, select **Statement of Financial Affairs**.
- Click **[Next]** to continue.

STEP 14 The **SELECT A PDF DOCUMENT** screen appears. **(See Figure 14.)**

Figure 14

NOTE: This screen is used for associating the imaged document with this entry. Attorneys may not bypass associating an imaged document.

- 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 PDF file of the Voluntary Petition 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.
- Change the default setting of **No** to **Yes** for the **Attachment to Document radio buttons.** Click **Next,** then individually attach your case opening documents using the three step process regarding attachments.
- Click **[Next]**

STEP 15 The **INCOMPLETE FILINGS DEADLINES** screen is presented, showing the due date for the missing Statement of Financial Affairs. **(See Figure 15.)**

Figure 15

- The deadline for filing the missing documents is calculated and displayed. This will print on the final docket text and will exist as a schedule record for queries and reports.

- Deadlines will vary by court. The court will monitor deadlines for compliance and will verify deficiencies.

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

STEP 16 The **Fee** screen appears. **(See Figure 16.)**

Figure 16

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

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

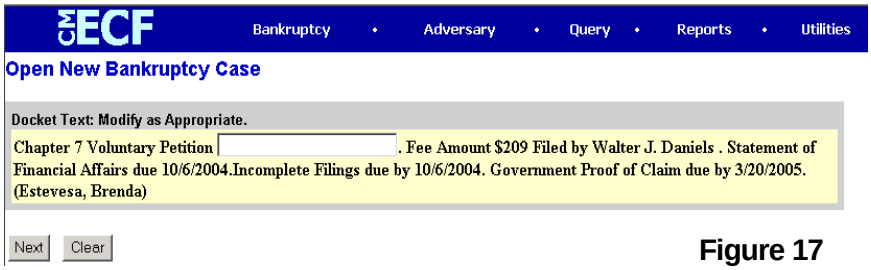

Figure 17

- If necessary, you may enhance or add to the docket test by entering additional information into the text window of this screen.

- **If you notice an error (such as a the incorrect deficient pleading or a mis-spelled name), either:**

  - Click on the Bankruptcy Menu hyperlink and begin the process over, or **DEPENDING ON YOUR BROWSER,**

- Click the back button to return to the screen where the error was made.

NOTE Some browsers will lose their secure setting when the back button is used.

◆ Click **[Next]** to continue.

STEP 18 The **FINAL TEXT EDITING** screen displays. **(See Figure 18.)**

NOTE: This is the last opportunity to make any changes before the case is officially opened.

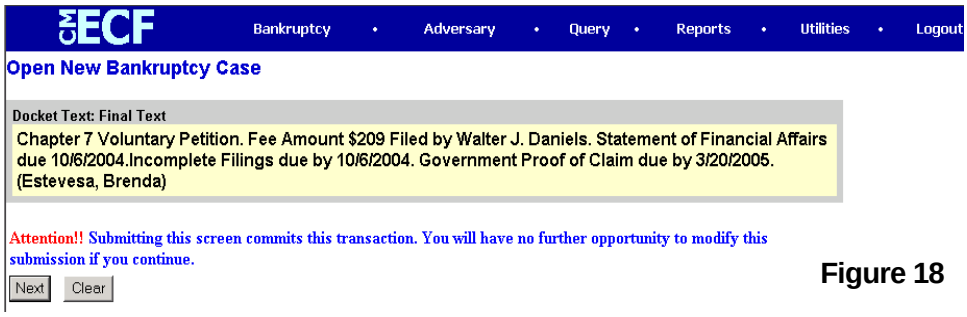

Figure 18

◆ 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 19 The **ELECTRONIC PAYMENT SCREEN** will **APPEAR** in **FRONT** of the **NOTICE OF ELECTRONIC FILING** screen. **(See Figure 19 a.)**

NOTE: **WAIT FOR THE ELECTRONIC PAYMENT SCREEN TO APPEAR BEFORE MOVING ON.**

NOTE: Please refer to the "Credit Card" section of the *Attorney User's Guide* for additional information on the Internet Credit Card Module.

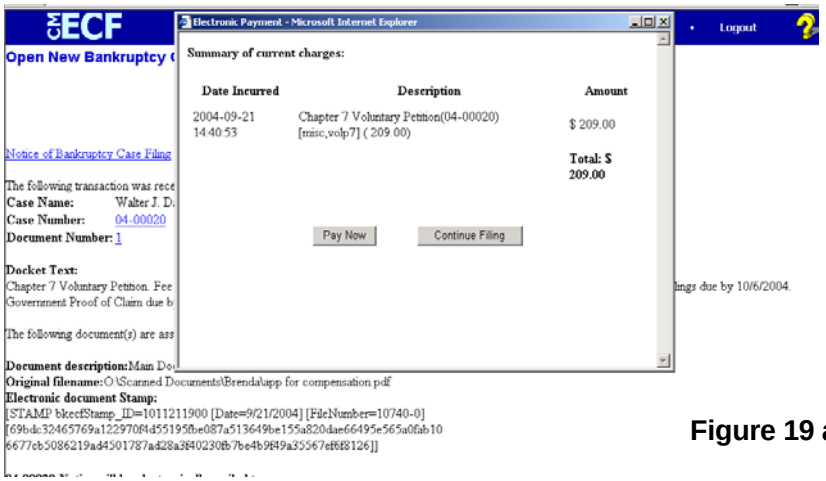

Figure 19 a

- You can either **[Pay Now]** and immediately pay your outstanding balance or you can **[Continue Filing]**

- If you click **[Pay Now]**, the Treasury Department's Internet Credit Card screen will appear. **(See Figure 19 b.)**

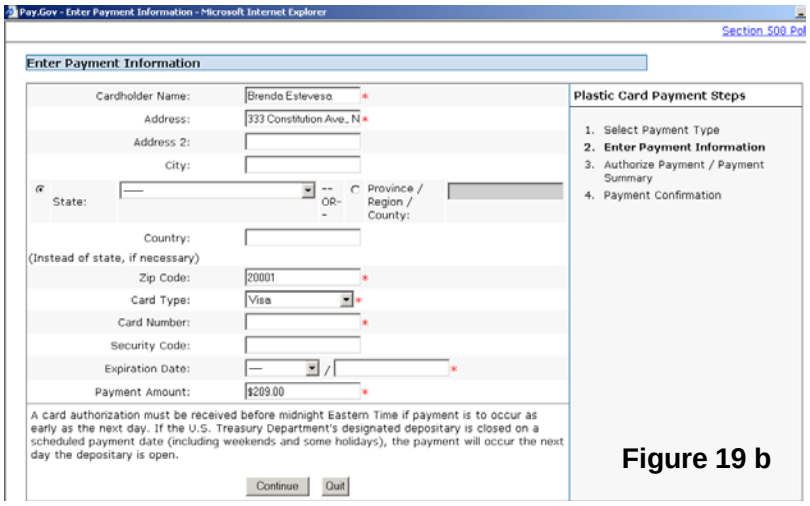

Figure 19 b

- Enter your credit card information and click **[Continue]**.

- After you authorize the payment, you will receive a transaction receipt. **(See Figure 19 c.)**

Figure 19 c

- If you click **[Continue Filing]**, you can continue filing and pay your outstanding balance at the end of your filing session.

NOTE: **Filers who fail to pay their outstanding balance** on any given day will receive a notice the following morning advising them to pay their outstanding balance within 24 hours. **If the balance is not paid within 24 hours of the filer's receiving the notice, the filer's access to CM/ECF will be limited to the payment ONLY.**

STEP 20 The **NOTICE OF ELECTRONIC FILING** screen should still be present on your screen. **(See Figure 20.)**

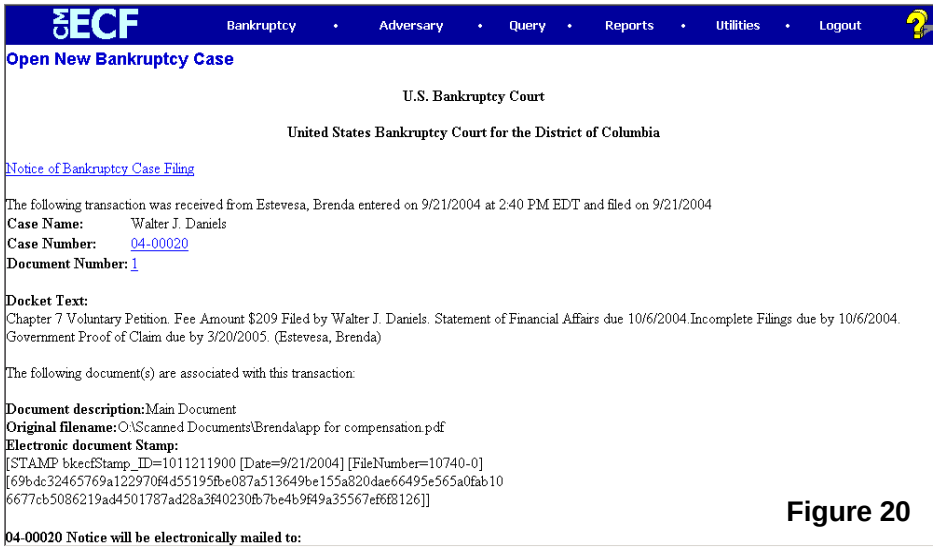

Figure 20

- 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.

- Make a note of the case number, which appears in blue. Clicking on the case number hyperlink, 04-00020, will take you to the PACER login screen. After login, the docket report for this case will be displayed. The case number may display as 02-10070.

- Clicking on the document number hyperlink 1, will take you to the PACER login screen. After login, the PDF image of the petition just filed will be displayed.

- The Notice of Bankruptcy Case Filing hyperlink appears at the top of the Notice of Electronic Filing. Clicking on this hyperlink reveals a notice **(via PACER)** summarizing the pertinent details and participants of this case. **(See Figure 20.)**

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

STEP 21 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 21.)**

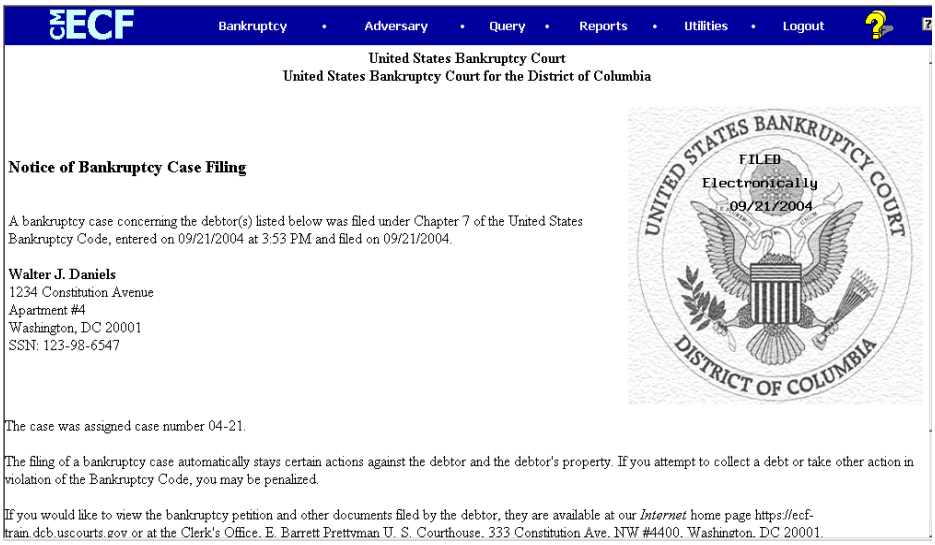

Figure 21

NOTE: **The Notice of Bankruptcy Case Filing will NOT initially include judge and trustee information. The Judge and Trustee will be assigned automatically by the CM/ECF system by the next business day.**

- 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**.

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8. Open an Adversary Case (IN DRAFT AND UNAVAILABLE)

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9. Motions/Applications

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Motions/Applications Single

This module will demonstrate the steps to file a single-part motion in the CM/ECF system. The same steps would be followed for other types of single-relief motions and applications. See also: *Multi-Part Motions/Applications* for guidance on filing a document with more than one relief (e.g. dismiss or convert). All motions and applications are located in the Motions/Applications category.

NOTE: **If a motion has a corresponding notice of opportunity to object and notice of hearing, the motion MUST BE FILED FIRST followed by the separate filings for each notice. The motion and notices must be filed separately and appear individually on the docket sheet. The motion, notices, and even a proposed order may all be contained in one document/PDF; however each is a separate docketing event.** Please refer to the **Notices** and **Orders** sections for specific instructions on docketing notices and orders.

NOTE: **If the motion requires a hearing, please obtain the hearing date from our web site at www.dcb.uscourts.gov and include this hearing date in the motion and related pleadings that you are e-filing.**

NOTE: Technically the following events are claim actions: (1) Objection to Claim, (2) Objection to Transfer of Claim, and (3) Objection to Debtor's Claim of Exemptions. However, we have placed them under the Motions/Applications menu instead of the Claim Actions or Answers menus.

Therefore, when docketing (1) Objection to Claim, (2) Objection to Transfer of Claim, and (3) Objection to Debtor's Claim of Exemptions please use these events listed under the Motions menu. Please do not use the objection event under the Answer menu.

NOTE: **AMENDED MOTIONS/APPLICATIONS**. When filing an Amended Motion/Application, the **Amended Motion/Application event MUST BE USED**. This event is located under the Bankruptcy - Motions/Applications menu. Link the amended motion/application to the original motion/application. **DO NOT file the same motion and select "Amended" from the pick list.** While this may appear feasible, it breaks the links/references between the original motion, notices and proposed orders.

Example - Motion for Relief from Stay

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

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

- Click the Motions/Applications hypertext link.

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

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

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

- Verify the case name and case number that is displayed.
  - If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
  - If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- Click the down arrow ▼ to reveal the list of motions. Highlight **Relief from Stay. (See Figure 1.)**

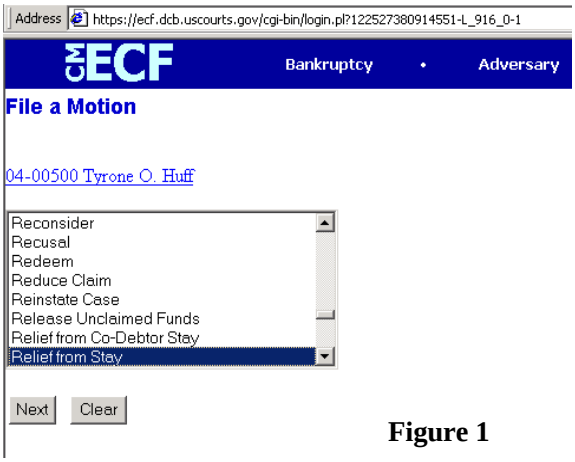

Figure 1

Note: You may also type the first letter of a relief (in this case *'R')*, to immediately move to the list of motions that begin with a particular letter.

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

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

- If this filing is joint with another attorney, click to place a check in the Joint Filing box. If this is not a joint attorney filing, no action is required.
- Click **[Next]** to continue.

STEP 6 The **Select the Party** screen displays.

- Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (in this example, the trustee). **(See Figure 2.)**
- Click to highlight and select the trustee.
- Click **[Next]** to continue

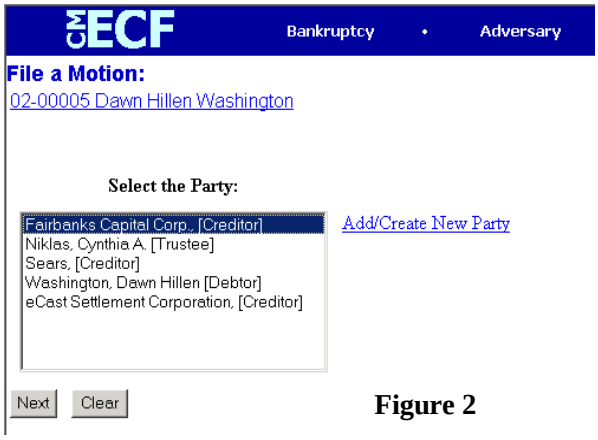

Figure 2

STEP 7 The **PDF DOCUMENT SELECTION** screen will then display. **(See Figure 3a.)**

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

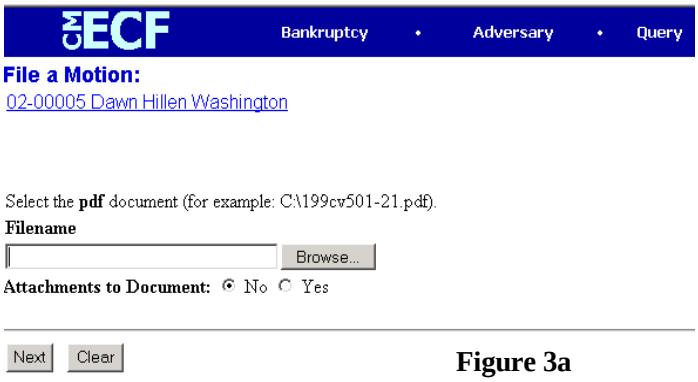

Figure 3a

- 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 3b.)

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

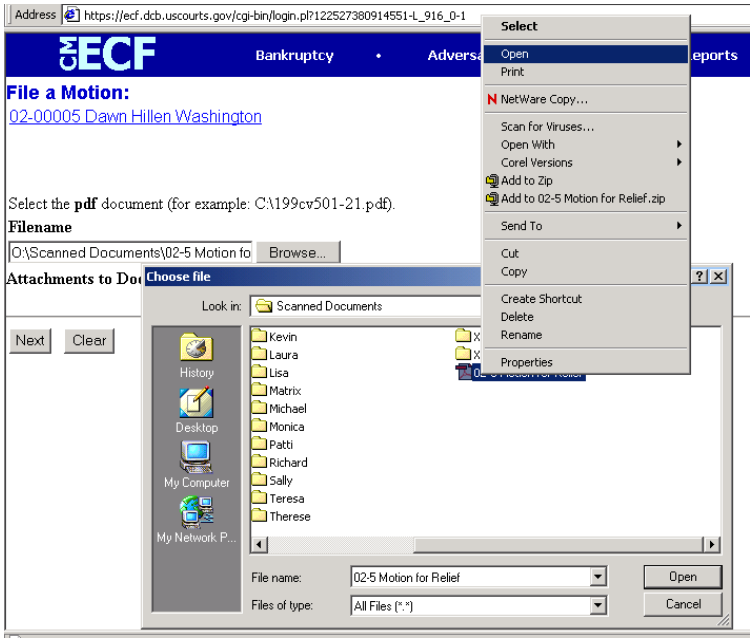

Figure 3b

• Close the Adobe application if that is the correct file, click **[Open]** on the FILE UPLOAD dialogue box. **(See Figure 3c.)**

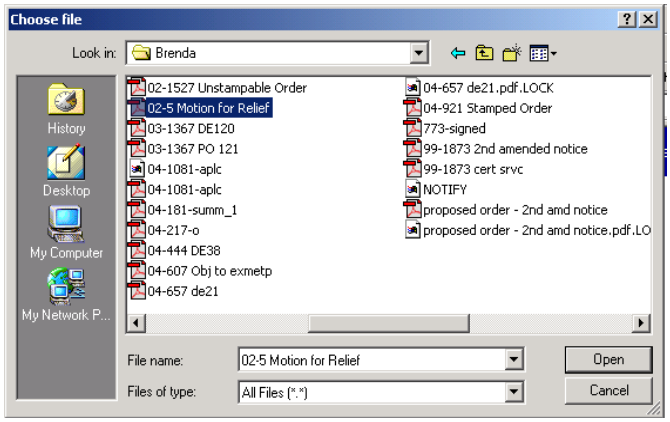

Figure 3c

◆The **PDF SELECTION DOCUMENT** screen will then show the pathway to the PDF file. **(See Figure 3d.)**

Figure 3d

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

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

STEP 8 The **Fee Information/Confirmation Screen Appears. (See Figure 4.)**

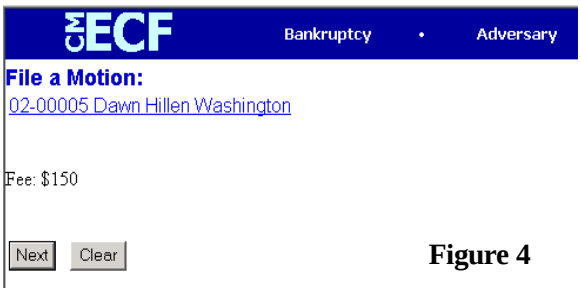

Figure 4

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

STEP 9 **Final Edit** (Docket Text) screen displays. **(See Figure 5.)**

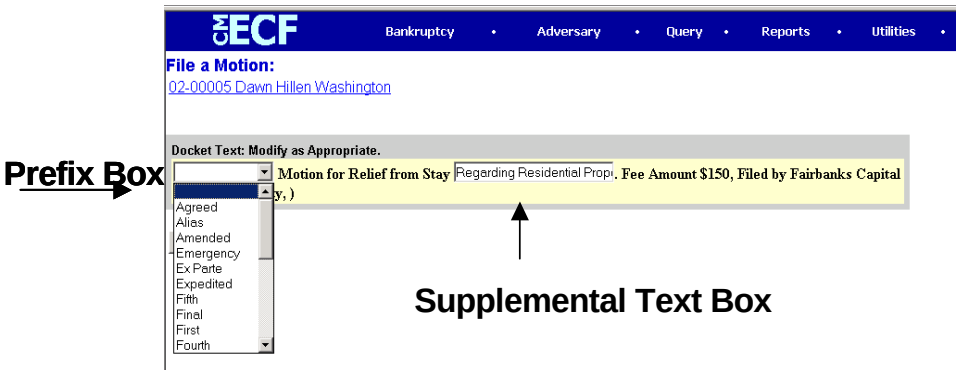

Figure 5

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

  - Click the down arrow ▼ to display the prefix options.

Options to choose from are:
[none]
Agreed
Alias
Amended
Emergency
Ex Parte
Expedited
Fifth
Final
First
Fourth
Interim
Intervenors
Joint
Limited
Omnibus
Opposition
Proposed
Sealed
Second
Sixth
Supplemental
Supporting
Third
Third Party

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

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

STEP 10 The **Final Approval** screen displays. **(See Figure 6.)**

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

- If the Final Docket Text is correct,

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

- If the final docket text is incorrect:

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

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

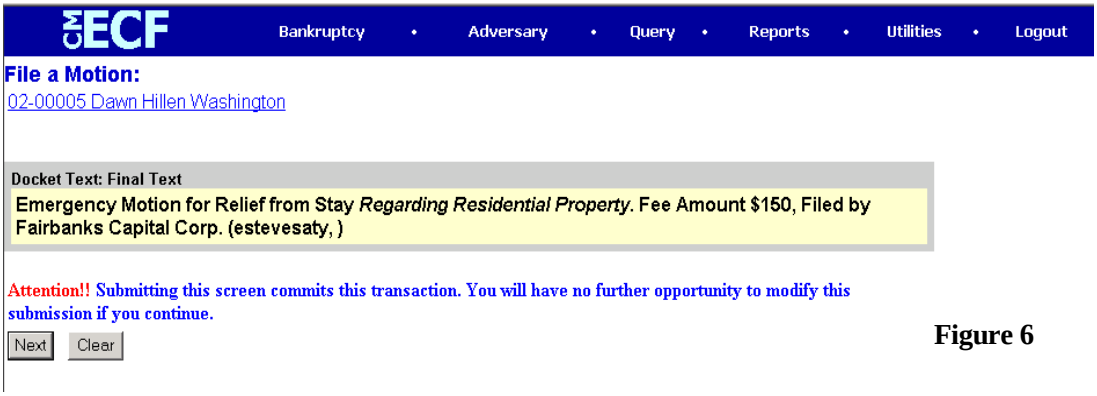

Figure 6

STEP 11 **Internet Payment** screen displays. **(See Figure 7a.)**

NOTE: The following screens will appear differently beginning September 1, 2004. This Guide will be updated to reflect the new screens at that time. (Red text added August 2004.)

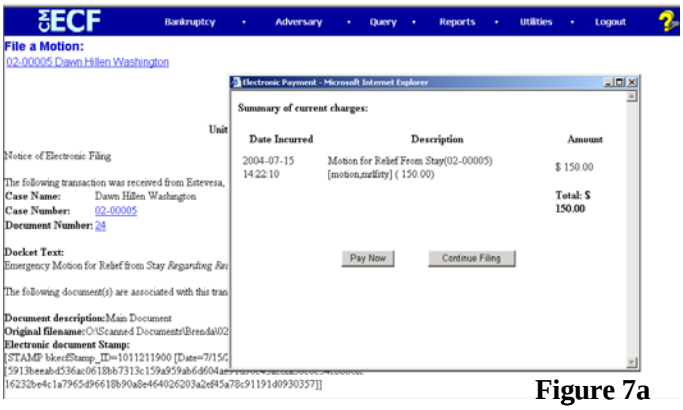

Figure 7a

- The Internet Payment screen appears **only with events that require a filing fee.**

- If you have additional e-filings that will require fees, click **[Continue Filing]**, and continue e-filing

- When you docket your last pleading that requires a fee, click **[Pay Now],** and the **Credit Card Collection** screen will appear. **(See Figure 7b.)**

  - After entering your credit card information, click **[Submit Payment],**

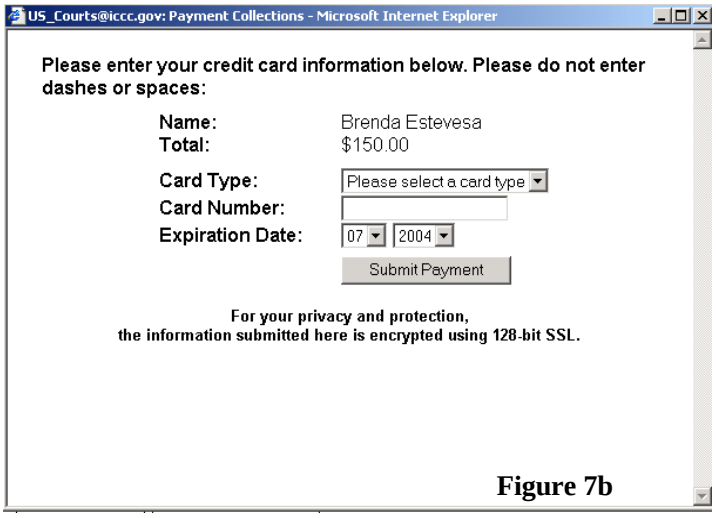

Figure 7b

- As the credit card is processed through the U. S. Department of Treasury, the following screens appear.

- Click **[Close Window].**

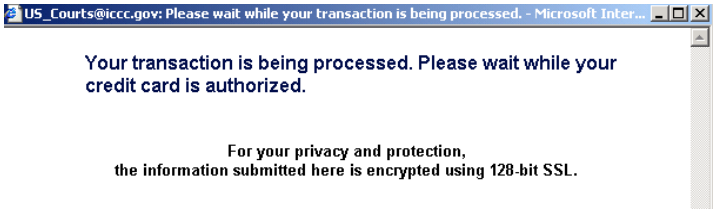

Figure 7c

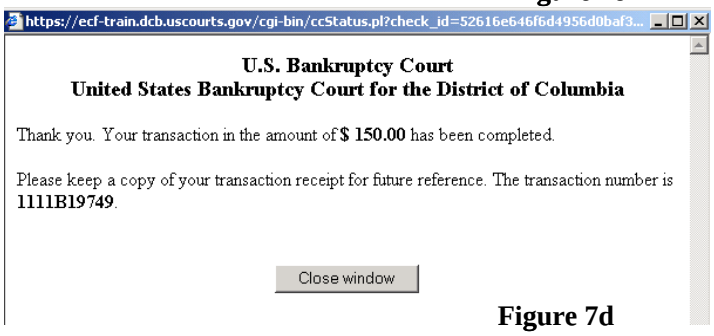

Figure 7d

STEP 12 The **Notice of Electronic Filing** screen displays. **(See Figure 8.)**

- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- • To print a copy of this notice click the browser **[Print]** icon.
- • To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- • You may also save the notice through the browser **File/Save** option.

CM ECF Bankruptcy Adversary Query Reports Utilities Logout

U.S. Bankruptcy Court

United States Bankruptcy Court for the District of Columbia

Notice of Electronic Filing

The following transaction was received from Estevesa, Brenda entered on 7/15/2004 at 2:22 PM EDT and filed on 7/15/2004
Case Name: Dawn Hillen Washington
Case Number: 02-00005
Document Number: 24

Docket Text:
Emergency Motion for Relief from Stay *Regarding Residential Property*. Fee Amount $150, Filed by Fairbanks Capital Corp. (Estevesa, Brenda)

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

Document description: Main Document
Original filename: O:\Scanned Documents\Brenda\02-5 Motion for Relief.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1011211900 [Date=7/15/2004] [FileNumber=10087-0]
[5913beeabd536ac0618bb7313c159a959ab6d604ae91d96e45ac8fa30c6c54cbbb6fe
16232be4c1a7965d96618b90a8e464026203a2ef45a78c91191d0930357]]

02-00005 Notice will be electronically mailed to:

02-00005 Notice will not be electronically mailed to:

Motions/Applications Multi-Part

This lesson explains how to docket a two-part motion. The example illustrated is a Motion to Dismiss or Convert.

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

Figure 1

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

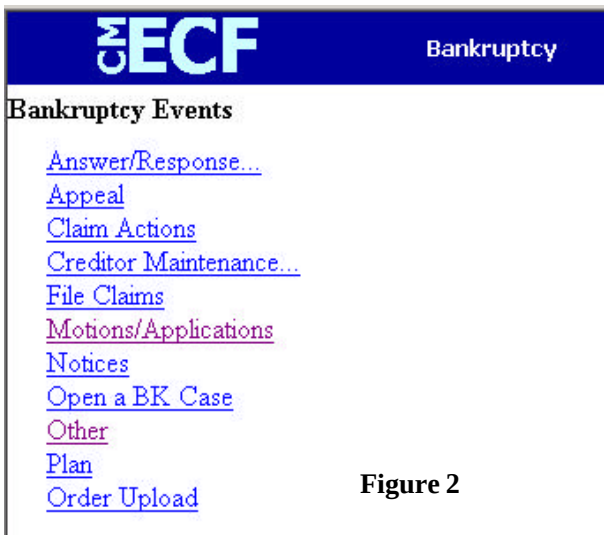

Figure 2

- Click the Motions/Applications hypertext link.

STEP 3 The **CASE NUMBER** screen will then display. **(See Figure 3.)**

Figure 3

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

NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

You may cancel an event in process at any time (abort) by clicking on another menu option from the Main Menu Bar across the top of the screen.

STEP 4 The **MOTIONS/APPLICATIONS SELECTION** screen displays next. **(See Figure 4.)**

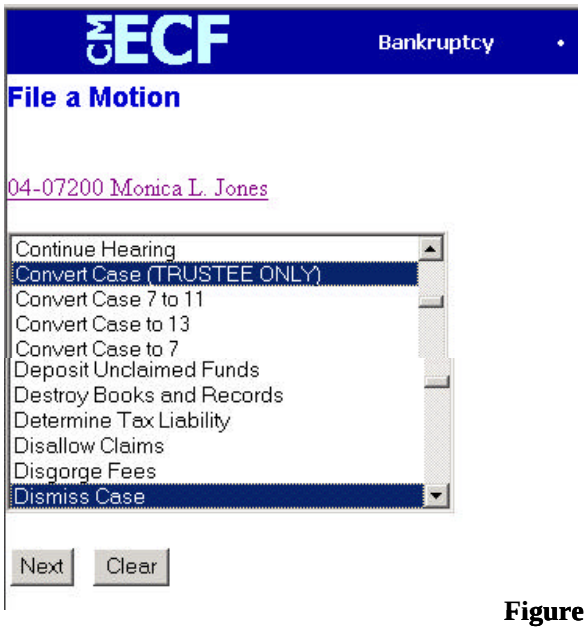

Figure 4

- Click to highlight the event "**Convert Case (TRUSTEE ONLY)**". Keeping the **[Ctrl]** key depressed, scroll and highlight **"Dismiss Case".** Both events will be selected for processing.

- Click **[Next]**.

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

- Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (in this example, the trustee).

- Click to highlight and select the filing party.

NOTE: When an attorney or trustee files a document electronically, they will only have to add the party they are representing. The system knows by the attorney login that they will be representing the filer and that information is recorded in the background and displayed on the docket sheet.

STEP 6 The **PDF Document Selection** screen displays. Multi-part motions should be contained within one document or PDF file. You will only be able to select and docket one document or PDF file with the multi-part motion.

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

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

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

NOTE: Please note that the PDF file for the motions are not **attachments.** An **attachment** 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.

STEP 7 The **FINAL TEXT EDITING** screen displays. **(See Figure 5.)**

Figure 5

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

- 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 8 The **NOTICE OF ELECTRONIC FILING** screen displays. **(See Figure 6.)**

Figure 6

- 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.

10. Notices

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Notices

All Notices are available through the hypertext link: Notices. The following instructions will guide you through the steps to file a Notice of Opportunity to Object.

NOTE: **If the notice that you are docketing has a corresponding motion and proposed order, the motion and proposed order must be docketed separately, even if the notice language and proposed order are contained in the same document/PDF as the motion.** The motion must be filed PRIOR to the notice. Please refer to the **Motions** and **Orders** sections for specific instructions on docketing notices and orders.

NOTE: **If the motion requires a hearing, please obtain the hearing date from our web site at www.dcb.uscourts.gov and include this hearing date in the motion and related pleadings that you are e-filing.**

NOTE: The U. S. Bankruptcy Court for the District of Columbia does not require a "Notice of Motion" or "Notice of Filing" to be filed with a motion. However, when the motion requires an opportunity for opposing parties to object or a hearing date, the motion must be accompanied by a Notice of Opportunity to Object and a Notice of Hearing. (Text in red font added in August 2004.)

Notice of Opportunity to Object

STEP 1 Click the Bankruptcy hypertext link from the CM/ECF main menu.

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

- Click the Notices hypertext link.

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

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

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

- Verify the case number and case name.

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

  Note: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- Use the down arrow ▼ to the right of the Event Type box to scroll through the list of events and select the document to be filed. Click to highlight ***Notice of Opportunity to Object (11 Days)***. **(See Figure 1.)**

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

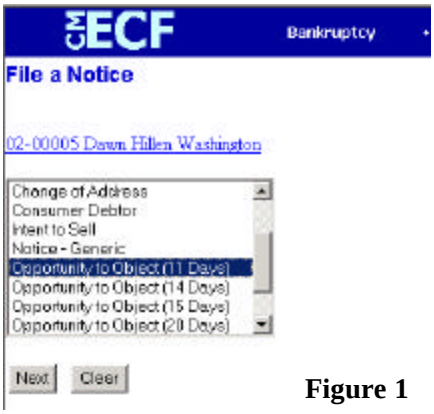

Figure 1

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

- If this filing is joint with another attorney, click to place a check in the Joint Filing box. If this is not a joint attorney filing, no action is required.

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

STEP 6 The **Select the Party** screen displays. **(See Figure 2.)**

- Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (in this example, the trustee).

- Click to highlight and select the trustee.

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

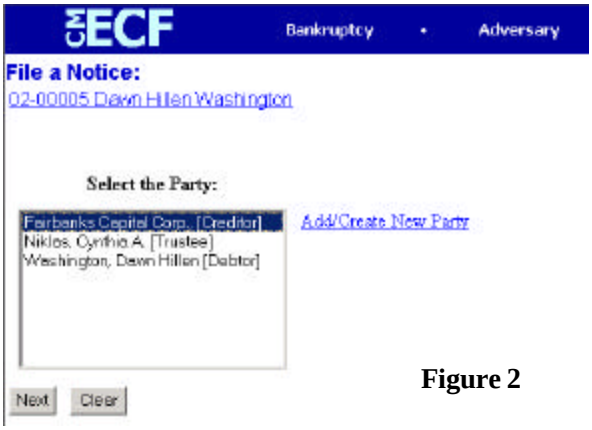

Figure 2

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

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

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

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

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

STEP 8 The **Associated Docket Entries** screen displays. **(See Figure 3.)**

Figure 3

- **Notice the objection due date is automatically set for 11 days from the date the notice is docketed. It is important that you mail the notice and docket it on the same day, otherwise the 11 day deadline will not be the same. CM/ECF calculates the 11 days from the date of the docket entry, not the date the attorney mailed the actual notice.**

- Place a check mark in the box of the associated docket entry (i.e. Emergency Motion for Relief from Stay).

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

STEP 9 The **Edit Docket Text** screen displays. **(See Figure 4.)**

- Verify the accuracy of the Final Docket Text.

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

Figure 4

STEP 10 The **Final Approval** screen displays.

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

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

- Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- To print a copy of this notice click the browser **[Print]** icon.

- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- You may also save the notice through the browser **File/Save** option.

Notice of Appearance Request for Notice

This module will provide you with step-by-step instructions on how to file a **Notice of Appearance and Request for Notice**.

The U. S. Bankruptcy Court for the District of Columbia has two different Notice of Appearance and Request events. The first is for attorneys to enter their appearance and the second it to add a party to the mailing matrix.

> ***Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.***
>
> ***This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.***

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

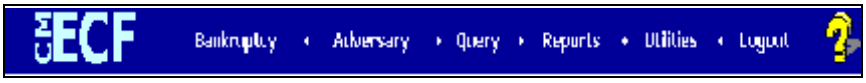

Figure 1

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

- Click on the Notices hyperlink.

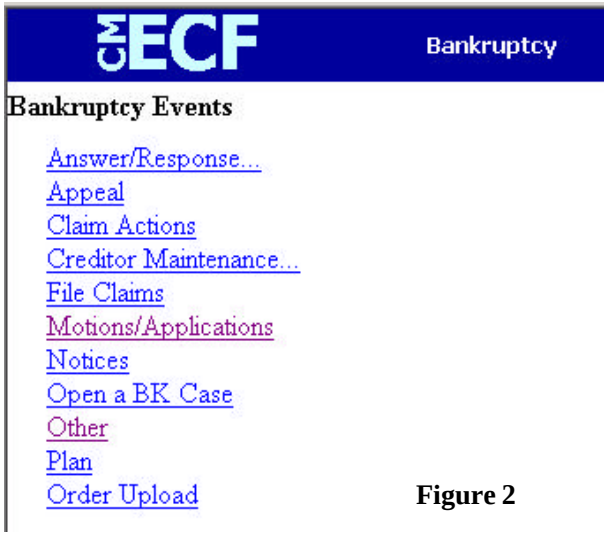

Figure 2

STEP 3 The **CASE NUMBER** screen is displayed. **(See 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 filing, or enter the correct case number (YY-NNNNN), to include the hyphen.

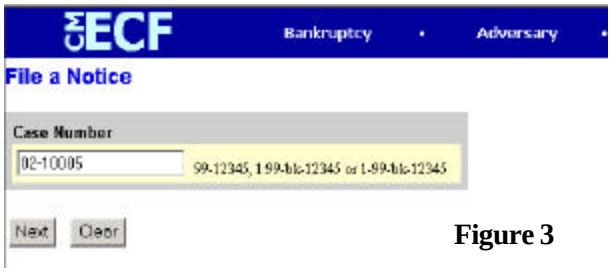

Figure 3

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

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

- Scroll to display the **Appearance** 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.

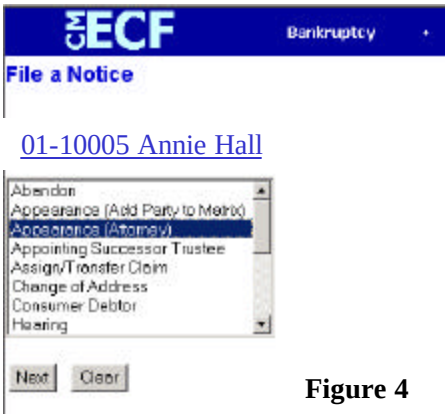

Figure 4

STEP 5 If not filing with another attorney, just click **[Next]**. If filing jointly, click in the check-box provided, then click **[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 in this example does not include our filer, European Framing and Art. **(See Figure 6a.)**

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

Figure 6a

- Enter the creditor's name in the Last name field and click on the **[Search]** button to continue. **(See Figure 6b.)**

Figure 6b

- The **PARTY SEARCH RESULTS** screen is displayed. **(See Figure 6c.)**

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

- Proceed to add the creditor party by clicking **[Create New Party]**.

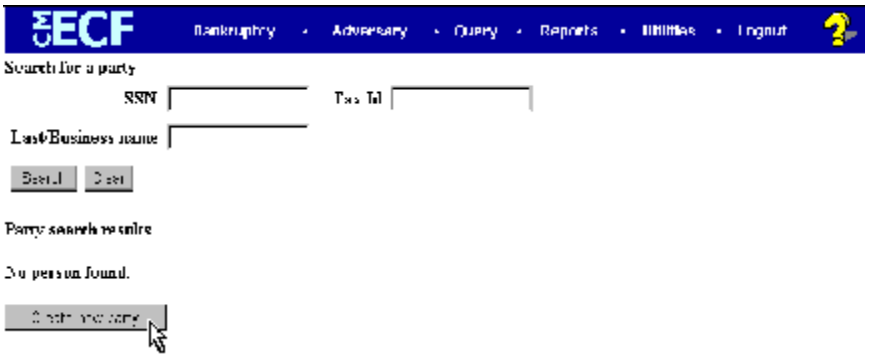

Figure 6c

- The **PARTY INFORMATION** screen will appear. Change the Role to **Creditor**, and then click on the **[Submit]** button to continue. **(See Figure 6d.)**

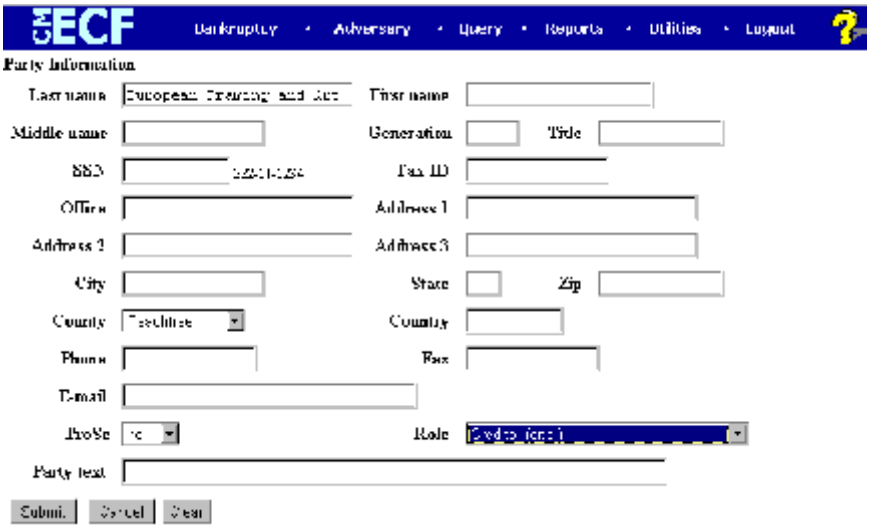

Figure 6d

NOTE: Your name search may have found your party and may have also found more than one record having the same name. Clicking on each of the names will display a window showing the party's name and address information for verification.

- You can now choose your creditor from this screen, then click on the **[Next]** button to continue. **(See Figure 6e.)**

Figure 6e

- Create the Attorney/Party association by clicking in the check-box provided on the ATTORNEY/PARTY ASSOCIATION screen. **(See Figure 6f.)**

Figure 6f

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

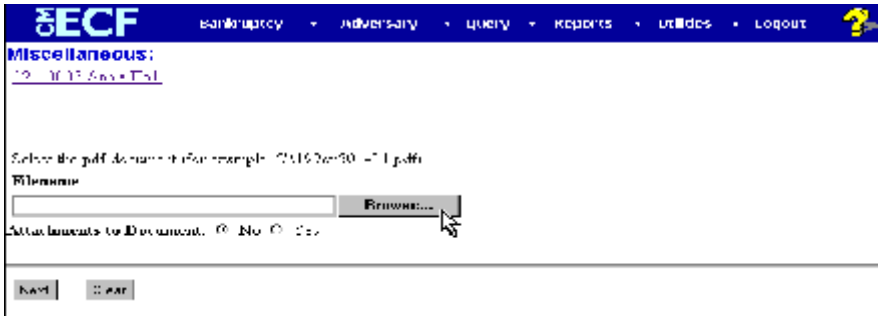

Figure 7a

◆ 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.)**

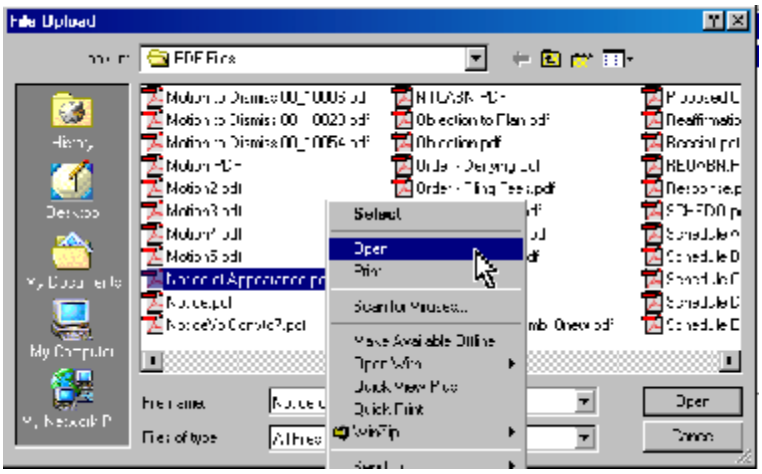

Figure 7b

- 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.)**

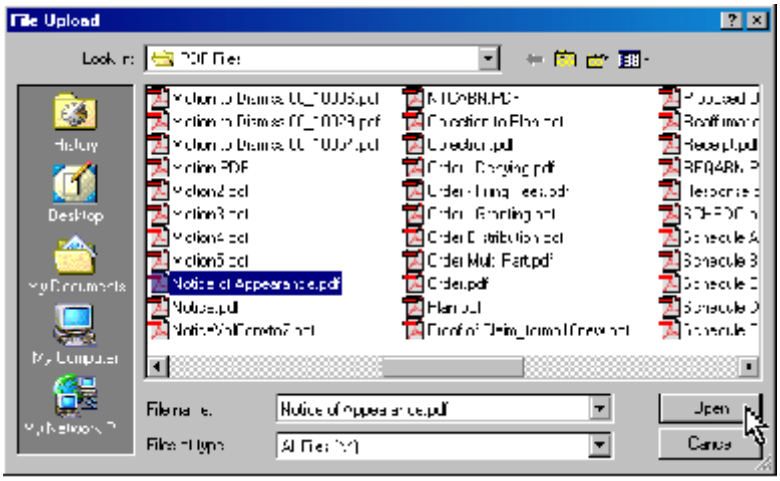

Figure 7c

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

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

STEP 8 The **FINAL TEXT EDITING** screen will be displayed. **(See Figure 8.)**

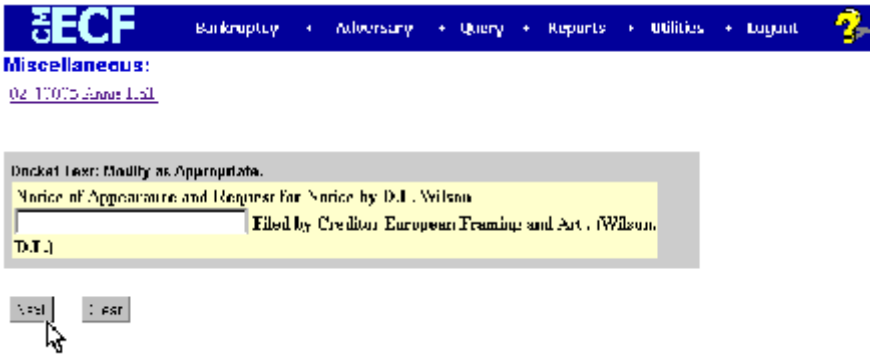

Figure 8

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

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

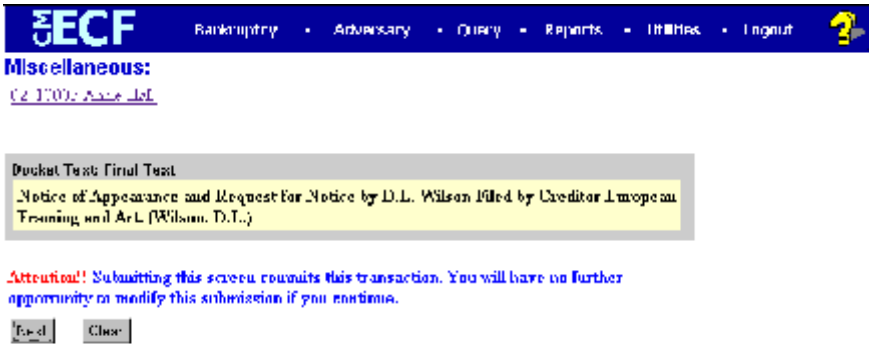

Figure 9

- Review the docket text carefully. This is your last opportunity to make any changes before this entry becomes an official part of the case docket.
- If the information is correct, click **[Next]** to continue.

STEP 10 The **NOTICE OF ELECTRONIC FILING** screen is displayed. **(See Figure 10a.)**

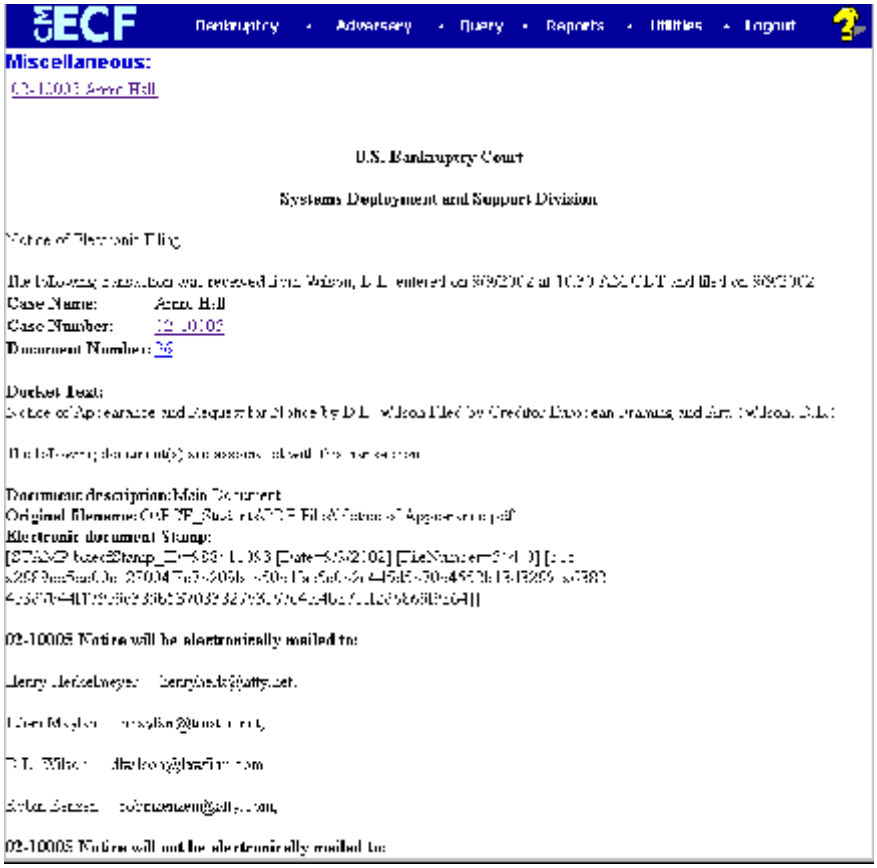

Figure 10a

- Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case. (via PACER)
- Clicking on the document number hyperlink will display the PDF image of the document just filed. (via PACER)
- 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**.

Features of the CM/ECF Notice of Electronic Filing:

- Hyperlink to docket sheet
- Date and time stamp information
- Case title
- 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.
- **Associated PDF documents:**
  - Document description: Defaults to the Main Document being filed.
  - Original filename: The full directory path and filename 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.
  - Document description: The first document entered on the attachment screen (if any).
  - Original filename: The full directory path and filename from the firm or court's PC 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 traditional mailing address of other parties on the case who have not furnished their e-mail address with the court.

NOTE: Subscribers to electronic noticing will be given "one free 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 fir st viewing.

Queries and Reports

- Attorneys, trustees, 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 any 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 Reports, Query 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. Note the information on the screen below. **(See Figure 10b.)**

ECF
Bankruptcy
Adversary
Query
Reports
Utilities
Logout
PACER Login
Notice
Instructions
Authentication
Login
Reset

Figure 10b

11. Objections/Responses to Motions

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Responses/Objections/Answers

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

NOTE: Technically the following events are claim actions: (1) Objection to Claim, (2) Objection to Transfer of Claim, and (3) Objection to Debtor's Claim of Exemptions. However, we have placed them under the Motions/Applications menu instead of the Claim Actions or Answers menus.

Therefore, when docketing (1) Objection to Claim, (2) Objection to Transfer of Claim, and (3) Objection to Debtor's Claim of Exemptions please use these events listed under the Motions menu. Please do not use the objection event under the Answer menu.

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

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

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

- Click the Answer/Response hypertext link.

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

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

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

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

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

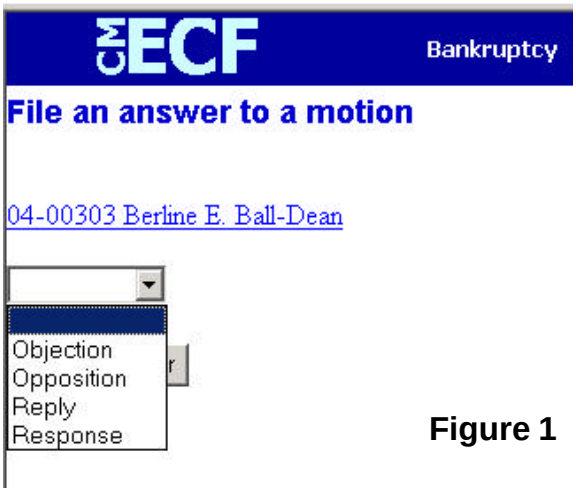

Figure 1

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

    Note: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the **[Back]** button at any time during this docketing process to verify former screens until the final submission.
  - Click the down arrow ▼ in the **Document Type** pick list to reveal list document options. The options are:
    - Objection
    - Opposition
    - Reply
    - Response
  - Click **[Next]** to continue.

STEP 6 The **Select the Party** screen displays.

- Click to highlight the name of the Trustee filing the response.
- Click **[Next]** to continue.

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

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

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

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

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

STEP 8 The **Associated Docket Entries** screen displays. **(See Figure 2)**

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

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

Figure 2

STEP 9 The **Final Docket Text** screen displays.

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

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

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

- Verify the accuracy of the Final Docket Text.

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

STEP 10 The **Final Approval** screen displays.

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

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

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

- Click the browser **[Back]** button to find the error(s) and then proceed with the event.
- To abort or restart the transaction, return to **Step 1** and begin again.

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

- Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the docket report for this case.
- Clicking on the document number hypertext link will present the PDF image of the document just filed.
- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- To print a copy of this notice click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- You may also save the notice through the browser **File/Save** option.

Summary of Steps:

Step 1	Click Bankruptcy
Step 2	Click Answer/Response
Step 3	Enter Case Number
Step 4	Select Type of Response
Step 5	Select Party Filer
Step 6	Associate PDF Document
Step 7	Link to Document being Answered
Step 8	Edit/Verify Final Docket Text

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12. Orders

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Orders

Orders can be uploaded under both the Bankruptcy and Adversary menus in CM/ECF. The orders must be associated with a specific case and a related document.

All proposed orders must:

- **Be converted to PDF format before uploading them into the system.**
- **Have four inches of white space (no text or other characters) in the top margin of the first page of the order.**
- **NOT have a signature line for the judge at the end of the order.** The judge will sign the order using and electronic stamp that will be applied to the top margin of the first page of the order (hence the requirement for "white space").

As of September 2004, the Court requires that all orders be submitted as follows:

1. Include the proposed order as an **ATTACHMENT** to the motion, **AND**
2. Upload the order into the Court's Electronic Order Processing application (E-Orders), which is within the CM/ECF application.

Specific instructions follow below.

Proposed Orders

Proposed orders are submitted twice using two separate steps

Step One - Attach to Pleading

- When filing a motion, objection, etc… file the proposed order as an attachment to the pleading
- As an attachment, the proposed order is available for all parties to view on the docket at any time

Step Two - Upload the Order

- Use the Bankruptcy -> Upload Order Menu
- This step allows court personnel and Judge Teel to process the order electronically
- The "uploaded" order is available to court personnel ONLY

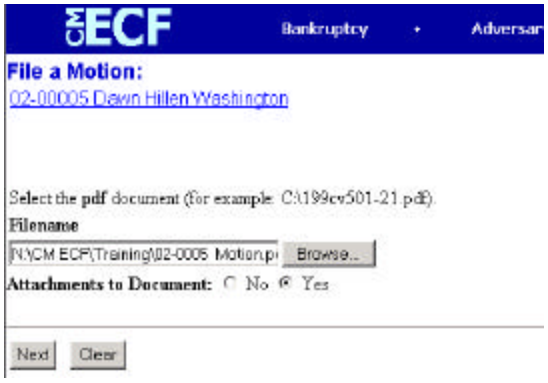
PART 1 - INCLUDE THE ORDER AS AN ATTACHMENT TO THE MOTION

STEP 1 **File the motion** using the instructions found in the "Motions" section of this *Attorney User's Guide*.

STEP 2 Step 7 in filing a motion is the **PDF selection** process in which the filer browses and navigates to the directory where the appropriate PDF file is located.

- Browse to select the PDF file of the motion.
- Where it asks "Attachments to Document", change the radio button to yes

Change default to "yes"



STEP 3 Add the proposed order as an attachment to the motion by following the instructions on the **Select Attachments** screen.

- Browse to select the PDF file containing the proposed order.
- Select the document type - Proposed Order.

- Click on the "Add to List" button to add the proposed order to the list of attachments to the motion.

  - After the "Add to List" button has been clicked, the "Filename" and "Type" windows will clear and the file path will appear in the list box at the bottom of the screen. If there are additional attachments to the motion, repeat the above steps. When complete, click "**Next**".

STEP 4 Finish filing the motion.

PART 2 - UPLOAD THE ORDER

You will need the file name of the converted document for the upload process, so either remember or write it down for future use.

Upload a Single Order

The Upload Single feature allows you to upload only one order at a time. You must have the case number the order is related to for beginning the process

STEP 1 Click the Bankruptcy hypertext link from the CM/ECF main menu.

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

- Click the Order Upload hypertext link.

STEP 3 The Order Upload category will appear **(See Figure 1)**

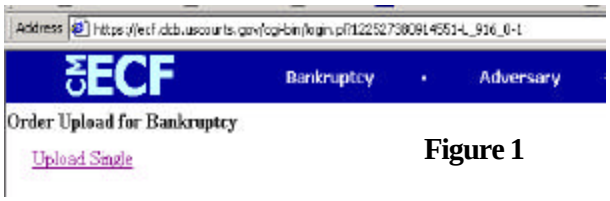


Figure 1

- Click Upload Single.

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

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

STEP 5 The **Enter Related Document Number** screen displays. **(See Figure 2)**

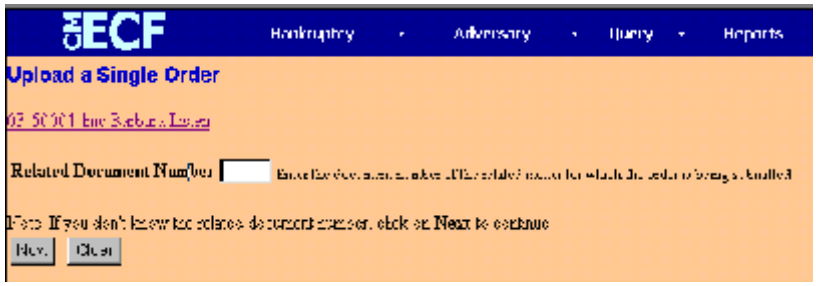


Figure 2

- If you know the related document number type it in the space provided.
  - Click **[Next]** (this will take you to the screen shown in **Figure 5.**
- If you do not know the number, click **Next** and the program will take you to the search criteria screen, **(See Figure 3).**

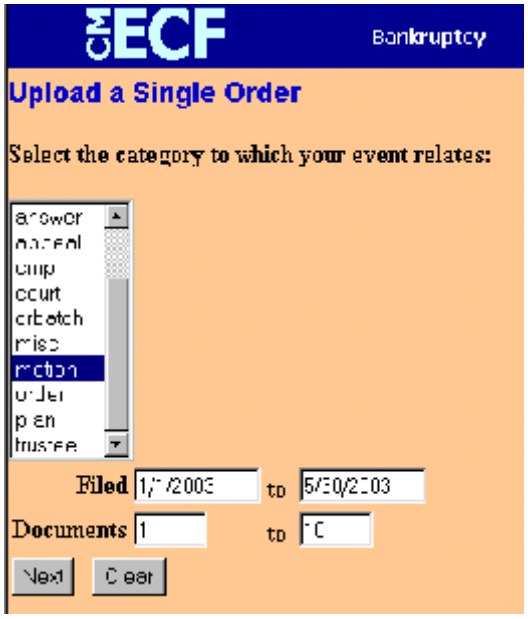


Figure 3

- Enter your search criteria.
- A document category must be selected; however, file date and document ranges are optional.

- Click **[Next]** to continue. The next screen displays the search results. **(See Figure 4)**
- Select the related motion by clicking the appropriate box.

Figure 4

STEP 6 The **Order Information** screen will display. **(See Figure 5)**

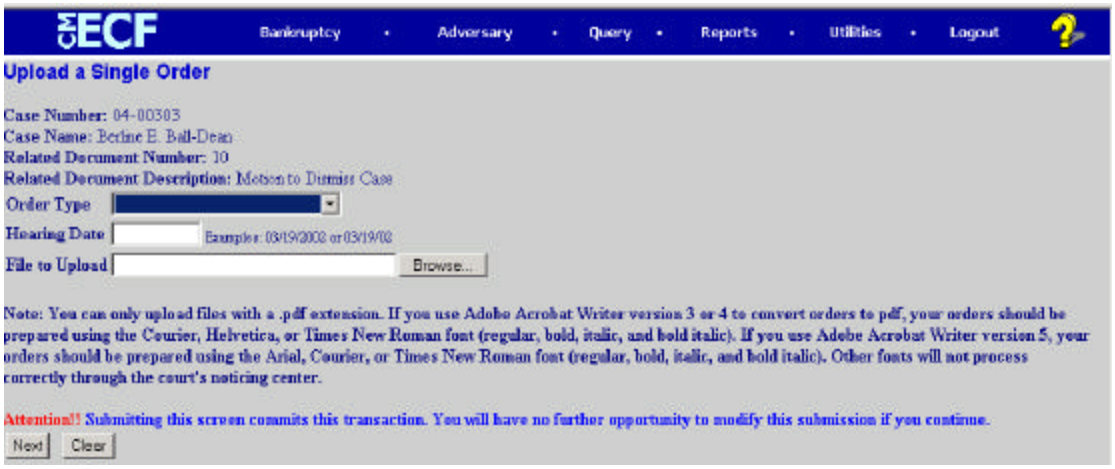


Figure 5

- Select the appropriate **Order Type**. The order type selections include:
  Ex Parte (no hearing required)
  Expedited
  Hearing Held
  Hearing Scheduled
  Suspense (1-day obj)
  Suspense (2-day obj)
  Suspense (3-day obj)
  Suspense (4-day obj)
  Suspense (5-day obj)
  Suspense (6-day obj)
  Suspense (7-day obj)
  Suspense (8-day obj)
  Suspense (9-day obj)
  Suspense (10-day obj)
  Suspense (11-day obj)
  Suspense (14-day obj)
  Suspense (15-day obj)
  Suspense (18-day obj)
  Suspense (20-day obj)
  Suspense (21-day obj)
  Suspense (23-day obj)
  Suspense (25-day obj)
  Suspense (30-day obj)
  Suspense (40-day obj)
  Suspense (60-day obj)
  Other

  NOTE: In addition to those listed above, there are several different suspense periods available.

- Obtain a hearing date from the court's web site (www.dcb.uscourts.gov) and enter the **Hearing Date.**

  - If a hearing date has not been set in advance with the court, leave the hearing date blank.

- The **PDF Document Selection** screen displays.

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

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

  Note: Please review the note on the screen **(See Figure 5)** about PDF file format and fonts and be sure the PDF file is formatted properly, if improperly formatted we cannot guarantee the order will be processed correctly through the court's noticing center. Also, **please be sure to allow four inches of blank, white space in the top margin on the first page of the order.**

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

STEP 7 The **Order Upload Confirmation** screen will display. **(See Figure 6).**

Figure 6

- The PDF file (order) may be viewed by clicking on the **PDF number hyperlink** to verify you have uploaded the correct order to the case. It is a good idea to note the number assigned to the PDF file by the system.

Upload an Additional Order or Replace an Order (in Upload Single)

In some instances an order may need to be replaced or a second order created. For example, after a hearing the judge may ask both attorneys to submit revised orders. The trustee/attorney submitting the original proposed order would replace their submission with the revised order and the other attorney would upload another proposed order related to the case. However, **an order cannot be replaced if the original order has been routed to the Judge**. If this is the case, the system will let you know you the order cannot be replaced at this time. **An external filer cannot replace an order uploaded by a different filer.**

STEP 1 The process of replacing an order or uploading an additional order is the same as the upload process described in Part 1 above; however, after selecting the document number a warning screen appears letting you know an order(s) already exists for this document number and gives you the option to create a new order or replace an existing order. **(See Figure 7).**

- Choose to create or replace the order as appropriate by clicking on the radio button next to your selection.

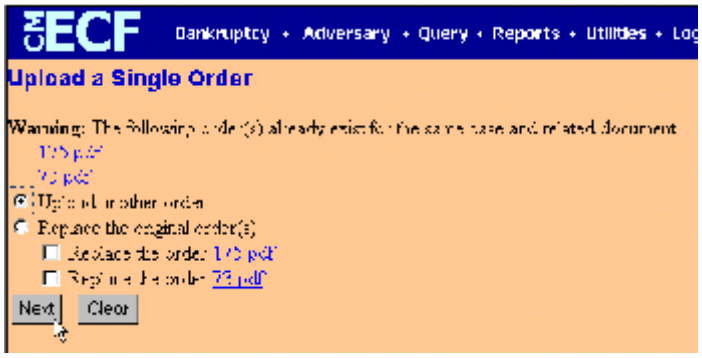


Figure 7

- If you choose to replace the order, then you must designate which order you are replacing by clicking the check box next to the corresponding order number. You can click on the PDF hyperlink to review the PDF files to help determine the order to be replaced. You can replace more than one order at a time by selecting multiple check boxes.

- Click **Next**. The same screen as **Figure 5** will appear.

  - Continue by adding the information the same way as in Part I- Upload Single Order. then finish the upload process as described. You will get a confirmation screen that looks like **Figure 6** to let you know the process was completed successfully.

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF COLUMBIA

IN RE	:
LORELLE DANCE	: Chapter 13 Case No. 01-00253
Debtor	:

ORDER REDUCING THE PRE-PETITION ARREARS CLAIM OF EQUICREDIT CORPORATION, WITHDRAWING BALANCE OF SAID CLAIM AND SETTING DATE FOR FILING UNSECURED DEFICIENCY CLAIM

Upon consideration of the Trustee's Motion to reduce the secured pre-petition arrears claim of EquiCredit Corporation, filed as secured in the amount of $18,533.12, to the amount paid, and to deem the balance of said claim withdrawn and to set date for filing an unsecured deficiency claim, including opportunity for EquiCredit Corporation to notify the Court if its foreclosure sale did not occur, together with the court record herein, it is,

ORDERED, that the Trustee's Motion be and the same is hereby granted, and the pre-petition arrears claim of EquiCredit Corporation, filed on May 31, 2001, in the amount of $18,533.12 is hereby reduced to the amount paid, and the balance of the secured claim is hereby withdrawn, subject however to the right of said creditor to file a proof of claim for any unsecured deficiency

within 30 days after entry of this order, or within any court-authorized extension, or within the time set as a bar date if the case is or has been converted to another chapter.

Lorelle Dance
3618 18th St NE
Washington, DC 20018

Sharon Kelsey
9200 Basil Ct
Suite #550
Largo, MD 20774

EquiCredit Corporation
PO Box 2240
Brea, CA 92822-9838

EquiCredit Corporation
c/o Gene Jung
Bierman, Geesing & Ward LLC
Air Rights Center, Suite 315, East Tower
7315 Wisconsin Ave.
Bethesda, MD 20814

EquiCredit Corporation
c/o Allan P. Feigelson
8337 Cherry Lane
Laurel, MD 20707

Cynthia A. Niklas, Esq.
4545 42nd St. NW, #211
Washington, DC 20016-4623

IT IS HEREBY ORDERED, ADJUDGED and DECREED THAT THE ORDER SET FORTH BELOW IS HEREBY SIGNED AS AN ORDER OF THE COURT TO BE ENTERED BY THE CLERK.

Signed: June 30, 2004

S. Martin Teel, Jr.
UNITED STATES BANKRUPTCY JUDGE

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF COLUMBIA

IN RE
JODI H. LIVERPOOL : Chapter 13 Case No. 04-00607
Debtor

ORDER SUSTAINING TRUSTEE'S OBJECTION TO CLAIMED AMENDED EXEMPTIONS

Upon consideration of the Trustee's unopposed Objection to the debtor's Claimed Amended Exemptions, pursuant 11 U.S.C. §522(d)(5)&11 U.S.C §522 (d)(1), and the court record herein, it is

ORDERED, that the Trustee's Objection to Claimed Amended Exemptions be and the same is hereby sustained and debtor's said Claimed Amended Exemptions be are hereby disallowed to the extent they exceed the statutory maximum amount of $975.00 in value.

Jodi H. Liverpool
910 52nd Street, NE
Washington, DC 20019

Matthew Hertz
1015 18th Street, NW, #801
Washington, DC 20036

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13. Docket Report

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Docket Report

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

Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

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)**.

- Click on the Docket Report hyperlink.

Figure 2

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

Figure 3

◆

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)**.

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

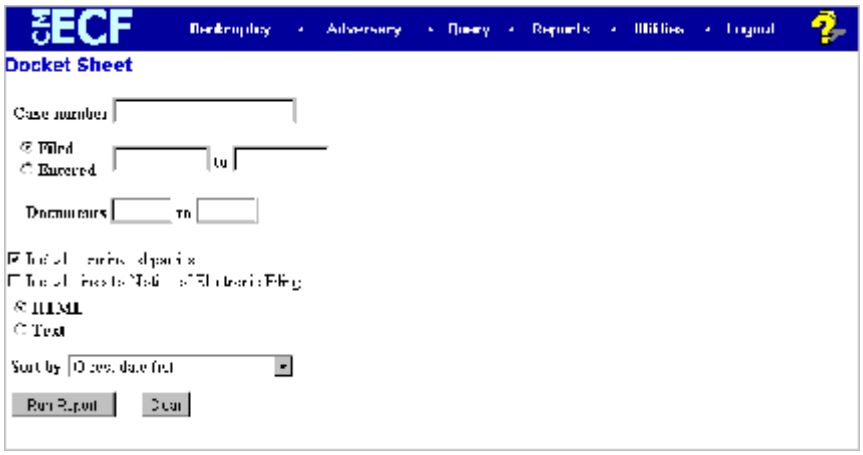


Figure 4

- **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.

- **Include links to Notice of Electronic Filing** - A check mark in this box will cause the docket sheet to include a "silver ball" link back to a copy of the Notice of Electronic Filing that was created when the event was originally filed.

- Preferred format:

  HTML - Format for Netscape or other ISP (Internet Service Provider) e-mail service. Hyperlink provided.

  OR

  TEXT - Format for cc:Mail, GroupWise, or other non-ISP e-mail service. Hyperlink will not be provided.

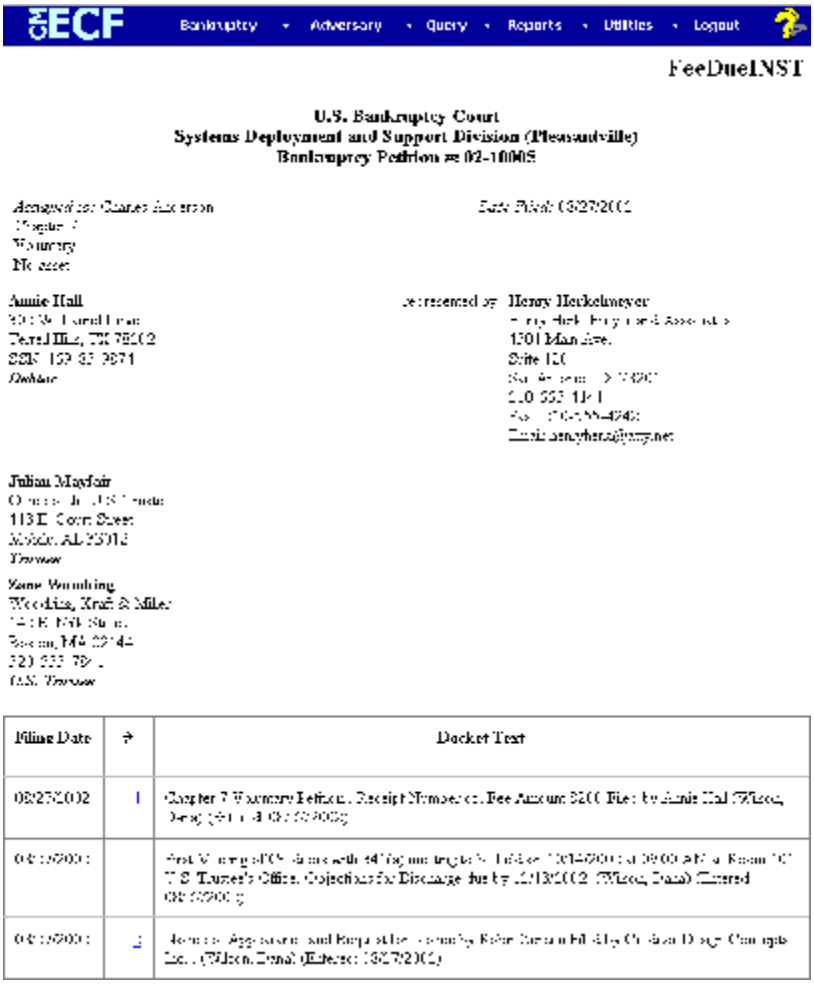
- **Sort by** – This selection allows you to sort the entries in the report by:
  Oldest date first
  Most recent date first
  Document number ascending
  Document number descending.

These selections can affect the number of pages displayed and PACER charges and may be changed 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)**:



ECF Bankruptcy Adversary Query Reports Utilities Logout

FeeDueINST

U.S. Bankruptcy Court
Systems Deployment and Support Division (Pleasantville)
Bankruptcy Petition #: 02-10005

Assigned to: Charles Anderson *Date Filed: 03/27/2002*
Chapter 7
Voluntary
No asset

Annie Hall *Represented by* **Henry Herkelmeyer**
[illegible]
Terrel Hills, [illegible]
SSN: 159-[illegible]-9871
Debtor

1301 Main Ave.
Suite 100
[illegible]
[illegible]
[illegible]

Julian Mayfair
[illegible]
113 E. Court Street
Mobile, AL 25013
Trustee

Sam Wombling
Woodkin, Kraft & Miles
[illegible]
Boston, MA [illegible]
[illegible]
U.S. Trustee

Filing Date	#	Docket Text
03/27/2002	1	Chapter 7 Voluntary Petition. Receipt Number [illegible]. Fee Amount $200. Filed by Annie Hall (Wilson, Doug) [illegible]
[illegible]		First Meeting of Creditors with 341(a) meeting to be held on [illegible] at 09:00 AM at Room [illegible] U.S. Trustee's Office. Objections for Discharge due by [illegible] (Wilson, Doug) Entered [illegible]
[illegible]	2	Motion to Approve Agreement and Compromise [illegible] Filed by Chase Bank Credit Card Services, Inc. (Wilson, Doug) Entered: [illegible]

Figure 5a

NOTE: Any "Case Flags" pertaining to the status of the case will be displayed at the top-right corner of the report. This particular case has one (1) flag indicating that Fee Installment Payments are due.

- Clicking on a "blue" document number hyperlink from the docket report will <u>first</u> display a transaction receipt indicating a billable amount if the user decides to accept the charges and view the PDF document. **(See Figure 5b)**.

NOTE: The opportunity to review charges **FIRST** applies to PDF documents only.

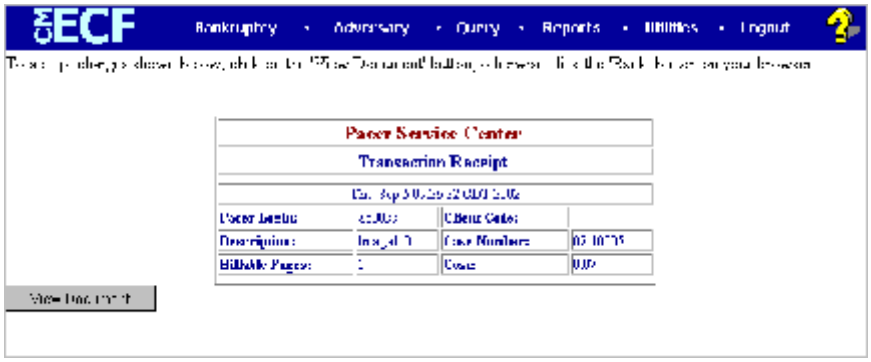


Figure 5b

- If you choose to accept the charges, click on the **[View Document]** button to view the associated PDF document and the selected document will be displayed. **(See Figure 5c)**.

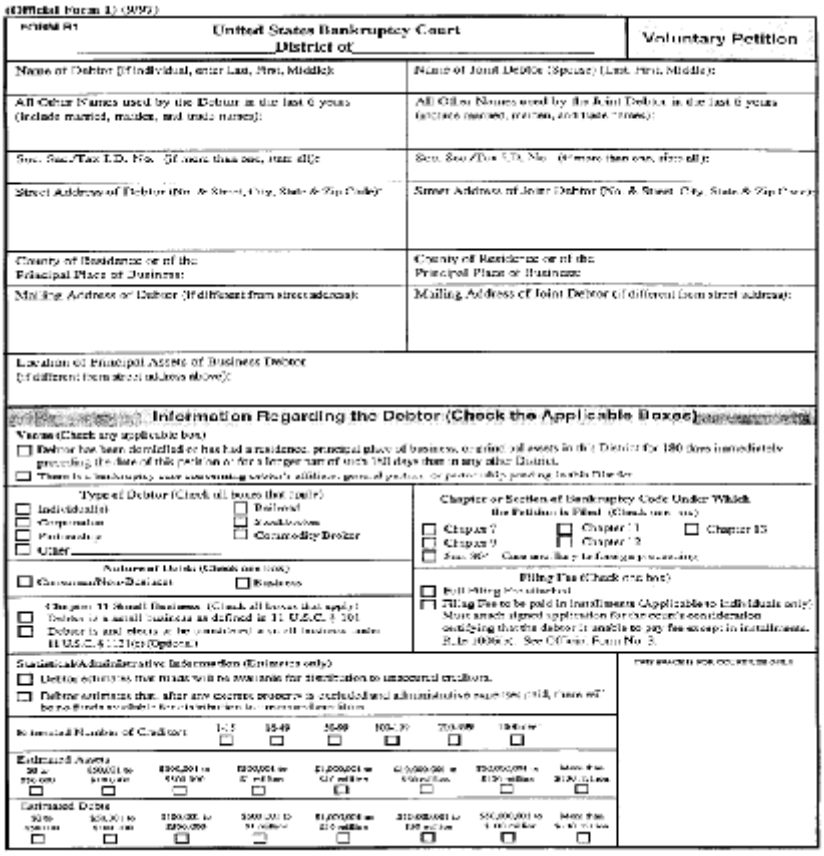


Figure 5c

- After viewing the PDF document, either click on the **[Back]** icon of your internet browser's tool bar or close Acrobat Reader to return to the previously displayed screen.

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.

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

PACER Service Center			
Transaction Receipt			
09/05/2002 09:26:15			
PACER Login:	ao0055	**Client Code:**	
Description:	Docket Report	**Case Number:**	02-10005
Billable Pages:	1	**Cost:**	0.07

Figure 5d

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14. Internet Credit Card

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Internet Credit Card Processing

Overview

The credit card module enables attorney filers to pay filing fees interactively. Attorney e-filers are given authorization by the court to directly pay CM/ECF filing fees via the Internet to the U. S. Treasury. **All e-filers are must pay fees at the time of filing using a credit card. If for any reason an e-filer is unable to pay fees with a credit card at the time of filing, the e-filer MUST CALL THE COURT'S CM/ECF HELP DESK BEFORE FILING THE PLEADING.**

E-filers who do not pay outstanding credit card balances within 48 hours of the time of filing will be locked out of CM/ECF and prevented from further e-filing until the balance has been paid. If the fee is not paid after the 48 hour time period, the Judge may do an order striking your pleading.

The procedures for using this module work similarly for new case openings, motions, adversaries, and other filings requiring fees.

Security Requirements

In order to successfully use the on-line credit card payment module, your browser must have 128-bit encryption. Please follow the instructions below to determine if your browser supports 128-bit encryption

Microsoft Internet Explorer (4.x, 5.x, 6.x)

- Open Internet Explorer
- Click on the "Help" menu item at the top of the screen
- Select "About Internet Explorer"
- A small window appears on your screen indicating the version of Internet Explorer, as well as the encryption or cipher strength of the browser. This will indicate 40-bit, 56-bit, or 128-bit. If this screen indicates that you have anything other than 128-bit, or does not indicate the encryption level, you must upgrade to a version with 128-bit encryption.

Payment Process

Upon the successful submission of a docket entry requiring a filing fee payment, the filer will immediately be offered the option to pay the filing fee via the Internet. A pop-up credit card payment window will appear on the screen overlaying the standard CM/ECF receipt of electronic filing notice. The screen will contain the new filing fee charge and any other outstanding CM/ECF Internet filing fees, as shown in **Figure 1**. The attorney filer has the option to pay after every transaction or to simply continue filing and make one payment for all fees due at the end of the day.

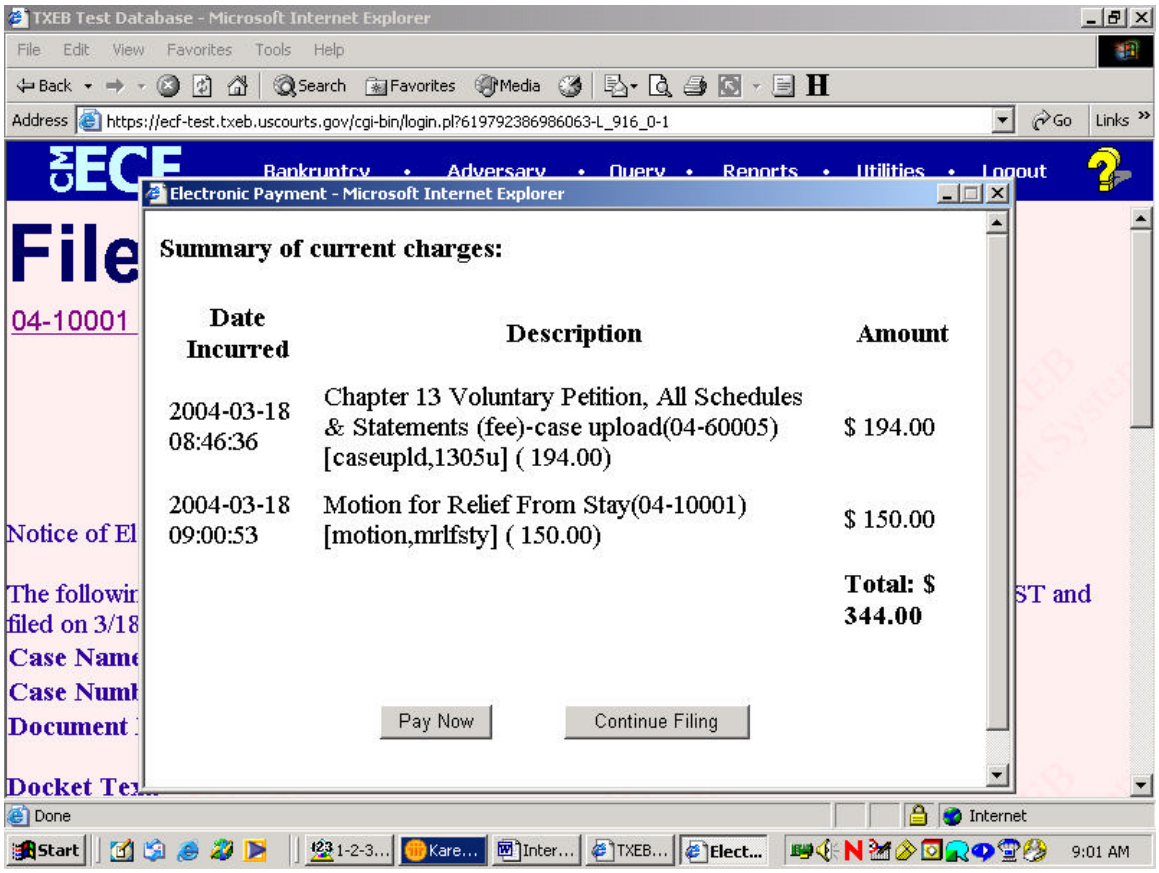

Figure 1

If You Continue Filing

You will receive an opportunity to "Pay Now" after each subsequent transaction. Alternatively, **if you choose "Continue Filing" and fail to pay after your last transaction of the day, you may pay at the end of the day using the "Internet Payment Due Report" as described in the Reports section below.**

If You Pay Now

Choose “Pay Now” and the credit card information screen will appear as in **Figure 2**.

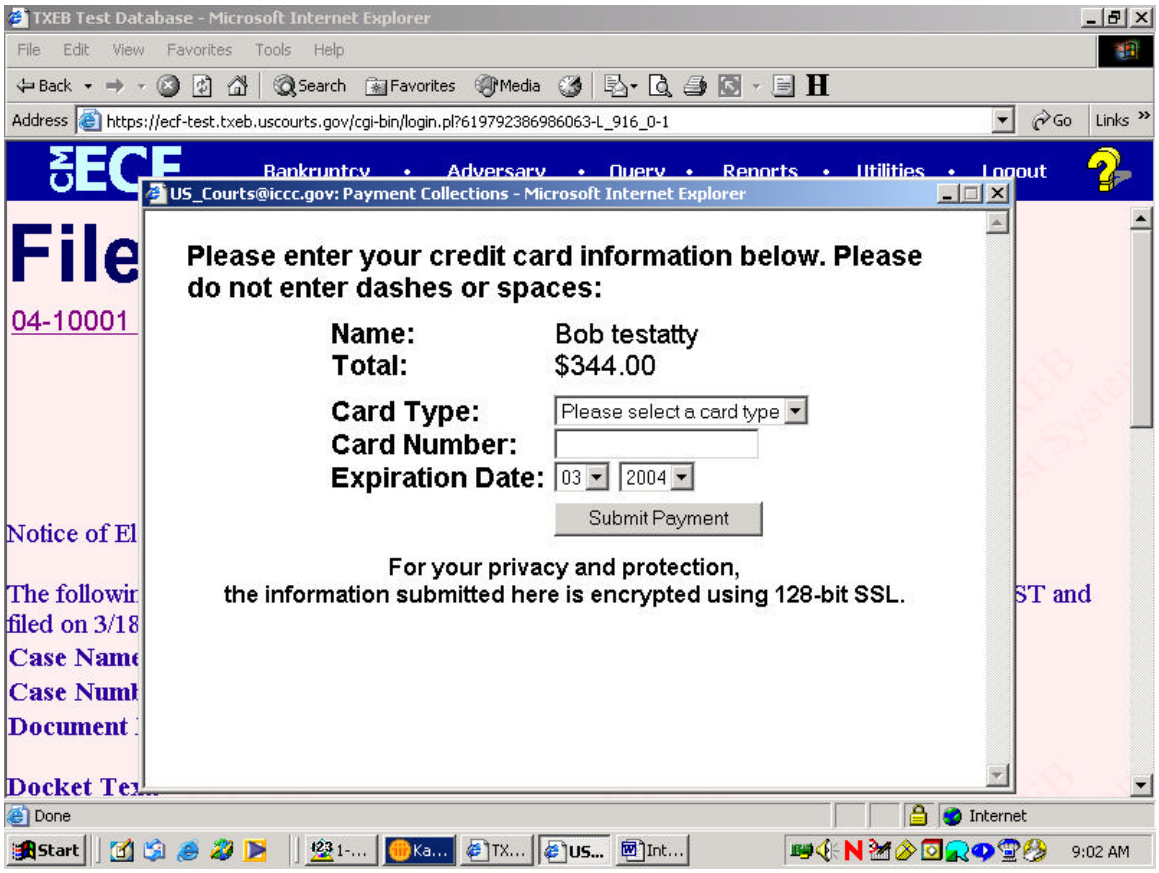

Figure 2

- Select the appropriate Card Type from the drop-down menu
- Enter the card number
- Enter the expiration date
- Click the “Submit Payment” button

After entering the credit card information and clicking the “Submit Payment” button, a screen will appear as shown in **Figure 3.**

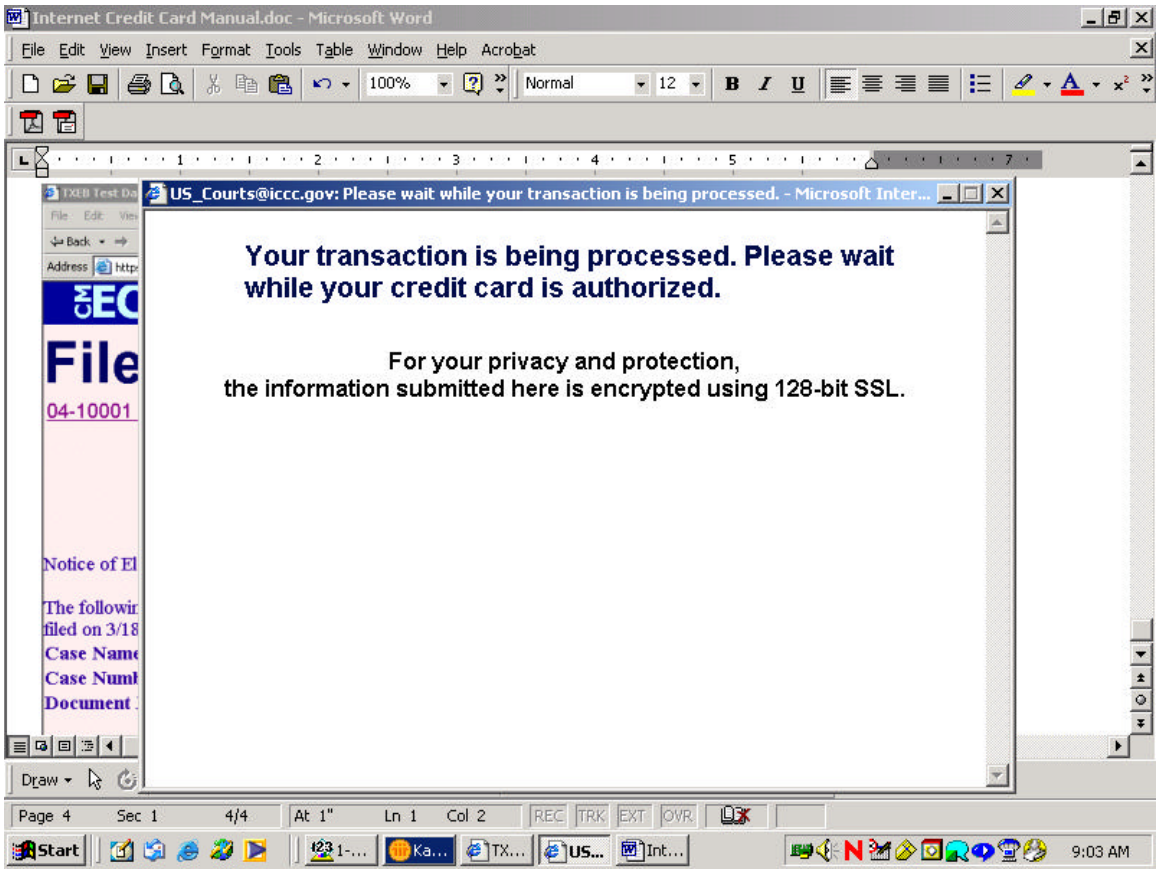

Figure 3

When your payment has been authorized, a screen will appear as shown in **Figure 4.**

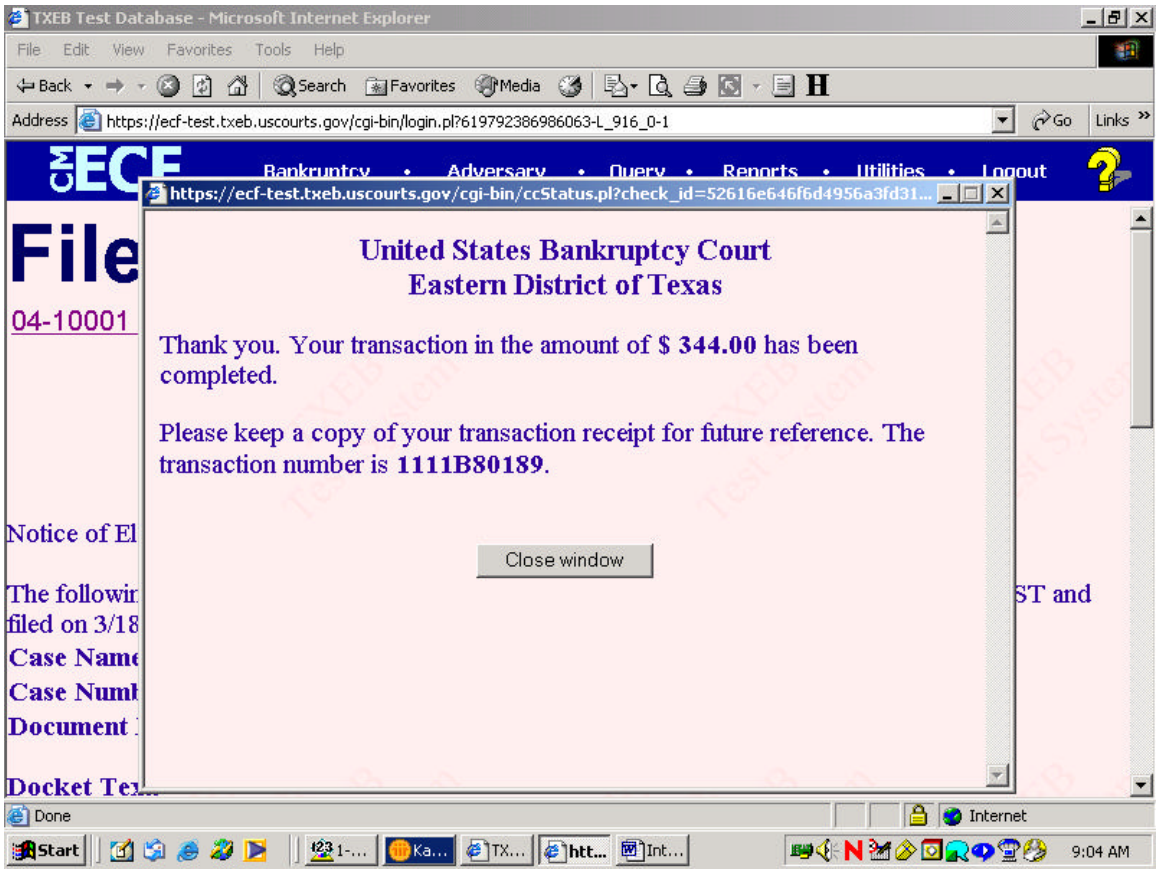

Figure 4

After printing this screen for your records, click the "Close Window" button.

All completed on-line payments will show a receipt entry that is automatically posted to the docket sheet for the case(s). This entry includes the filing fee amount and the receipt number.

Important Note: If the filer enters an invalid credit card number, the following message appears:

> "The credit card you have entered is invalid. Please check the card type and the number and try again."

If the filer makes three consecutive errors in data entry, the following message appears:

> "We are unable to complete your transaction. Please contact your local court for assistance."

Exceptions: Pleadings in Which the Fee is Waived

For those pleadings for which no fee is to be collected (*example*: when the chapter 7 debtor is the plaintiff in an adversary proceeding), ***always*** select "Continue Filing" from the credit card pop-up screen, even if you have completed your filings for the day. The court will have to remove the filing fee for that pleading from your transaction log before you can pay any remaining fees.

If these circumstances apply to you, please **call the CM/ECF Help Desk at 202-565-2506.**

Please provide the following information:

- Attorney Filer's Name
- Case Number
- Date of Filing
- Event (Adversary, Motion to Reopen for Clerical Error, etc.)
- Dollar Amount
- Reason the fee is to be waived

The court will review the case and notify you when the fee has been waived. ***Do not attempt to pay your outstanding fees until you have received this notice from the court.***

New Bankruptcy Petitions with an Application to Pay in Installments

The majority of new bankruptcy petitions that include an Application to Pay Filing Fee in Installments are filed by pro se debtors in person at the court. Occasionally, attorneys who have not yet accepted any form of payment from the debtor will file these petitions on the debtor's behalf.

Bankruptcy petitions that are filed with an Application to Pay Filing Fee in Installments may be filed electronically over the Internet. However, the credit card payment module does not accept partial payments for any pleading requiring fees. If this pleading is filed electronically over the Internet, the full fee will show as due and owing by the filer. If these circumstances apply, please refer to the above section and send an e-mail to the listed court address to have the fee removed from your transaction log ***before*** you pay any remaining fees.

Installment fees for new petitions will be accepted over the counter or through the mail. Installment fees may be paid by cash, money order, or cashier's check.

Filing Amended Schedules (D, E, and F) with Amended Matrix

If you are filing an amended matrix with amended schedules, select the event that combines this filing. By selecting this event, only one $26.00 fee will be charged. If docketed separately, a $26.00 fee will be charged for each pleading.

Reports

Internet Payments Due

Both the attorney filer and the court have a version of this report. From the attorney filer's perspective, this report allows the filer to pay immediately all outstanding fees without docketing another pleading or opening another case. Use this report if you are finished filing for the day and failed to select the "Pay Now" option on your last filing. There are no selection screens or sort options offered. To use this report:

- Choose "Utilities" from the menu at the top of the screen
- Choose "Internet Payments Due"
- A summary pop-up screen will appear as in *Figure 1* above.
- Follow the same procedures as described above to complete the credit card screen and receive the transaction receipt

Internet Payment History

Both the attorney filer and the court have a version of this report. From the attorney filer's perspective, this report allows the filer to review his/her completed credit card payments over any specified time period. To use this report:

- Choose "Utilities" from the menu at the top of the screen
- Choose "Internet Payment History"
- Enter a date range
- Click "Run Report" button and the report will display on your screen as in **Figure 5**

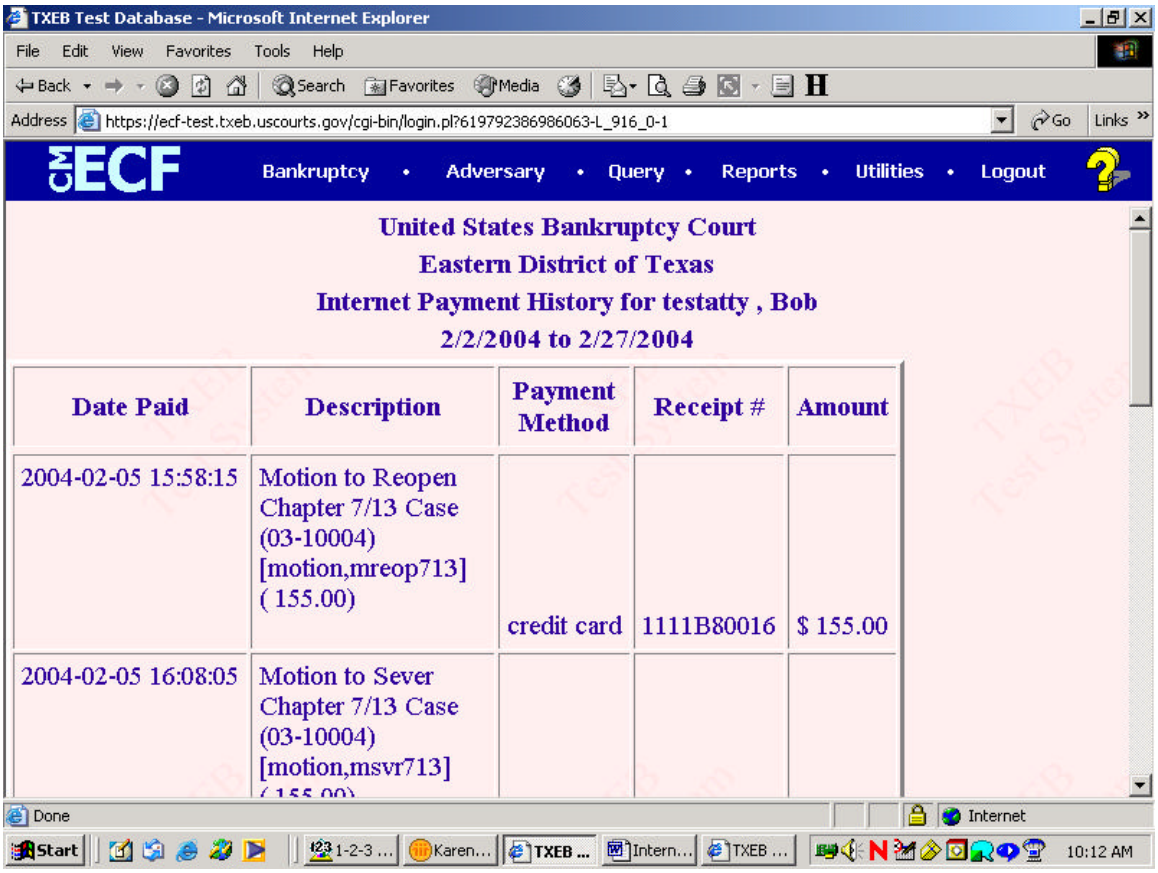
TXEB Test Database - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://ecf-test.txeb.uscourts.gov/cgi-bin/login.pl?619792386986063-L_916_0-1
Go Links
CM ECF
Bankruptcy • Adversary • Query • Reports • Utilities • Logout
United States Bankruptcy Court
Eastern District of Texas
Internet Payment History for testatty , Bob
2/2/2004 to 2/27/2004
Date Paid
Description
Payment Method
Receipt #
Amount
2004-02-05 15:58:15
Motion to Reopen Chapter 7/13 Case (03-10004) [motion,mreop713] (155.00)
credit card
1111B80016
$ 155.00
2004-02-05 16:08:05
Motion to Sever Chapter 7/13 Case (03-10004) [motion,msvr713]
Done
Internet
Start
10:12 AM

Figure 5

15. Docketing Event List

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BANKRUPTCY MENU

Answer/Response

- Reference an Existing Motion/Application
- Other Answers
  - Involuntary

Appeal

- Addendum to Record on Appeal
- Appellant Designation
- Appellee Designation
- Cross Appeal
- Notice of Appeal
- Receipt of Record on Appeal
- Request for Transcript re: Appeal
- Statement of Issues on Appeal
- Transcript Re: Appeal
- Transmittal of Record on Appeal

Claim Actions

- Reclassify Claims
- Transfer of Claim
- Withdrawal of Claim

Creditor Maintenance

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

File Claims

Miscellaneous

- Affidavit
- Amended Document (Do NOT use this event if amending a matrix or schedules)
- Amended Matrix and Schedules Adding or Deleting Creditors
- Amended Matrix and Schedules – Change EXISTING Name or Address
- Application to Pay Filing Fees in Installments
- Brief
- Certificate of Compliance (LBR 1009-1(c))
- Certificate of Non-Attorney Petition Preparer
- Certificate of Service
- Chapter 11 Ballots
- Creditor Disk
- Creditor Request for Notice
- Debtor's Statement Re: Schedules (LBR 1007-1(a)(3))
- Declaration

Disclosure of Compensation of Attorney for Debtor
Equity Security Holders
Exhibit
Interrogatories
Involuntary Petition (Chapter 11)
Involuntary Petition (Chapter 7)
Involuntary Summons Service Executed
Involuntary Summons Service Unexecuted
List of 20 Largest Creditors (Chapter 11 Cases)
List of Creditors
Mailing Matrix and Verification
Operating Report
Proposed Consent Order
Proposed Order (Corrections, Deficiencies, OTBS, etc)
Reaffirmation Agreement
Request for Hearing Date
Request for Telephonic Hearing
Request to Withdraw Document
Schedule A
Schedule B
Schedule C
Schedule D
Schedule E
Schedule F
Schedule G
Schedule H
Schedule I
Schedule J
Schedules A-J
Section 304 Petition
Statement of Financial Affairs
Statement of Intent
Statement of Social Security Number(s) – B-21
Status Report
Stipulation
Subpoena
Suggestion of Death
Summary of Schedules
Support Document
Voluntary Petition (Chapter 11)
Voluntary Petition (Chapter 12)
Voluntary Petition (Chapter 13)
Voluntary Petition (Chapter 7)
Witness and Exhibit List

Motions/Applications

Accounting
Adequate Protection
Administrative Expenses
Allow Claims
Allow Payment Arrearages
Amend/Modify
Amended Application/Motion
Amended Objection to Claim
Amended Objection to Debtor's Claim of Exemptions
Appear pro hac vice
Application to Pay Filing Fee In Installments
Appoint Creditors Committee
Appoint Trustee
Approve
Assume/Reject
Avoid Lien
Borrow
Compel
Compel Abandonment
Compensation
Compromise
Condition Rights
Consolidate
Contempt
Continue First Meeting of Creditors
Continue Hearing
Convert Case (TRUSTEES ONLY)
Convert Case 7 to 11
Convert Case to 12
Convert Case to 13
Convert Case to 7
Deconsolidate Case Association
Deposit Funds into Court Registry
Deposit Unclaimed Funds
Destroy Books and Records
Determine Tax Liability
Disallow Claims
Disgorge Fee
Dismiss Case
Dismiss Party
Dismiss/Strike/Withdraw Document
Employ
Examination
Expediting Hearing
Extend Exclusivity Period

Motions (Continued)

Extend Plan Payments
Extend/Shorten Time
Final Decree
Hardship Discharge
Joint Administration
Leave
Leave to Appeal
Limited Notice
Limited Admissions
Modify Plan
Moratorium
More Definite Statement
Objection to Claim
Objection to Debtor's Claim of Exemption
Objection to Transfer of Claim
Pay
Prohibit Cash Collateral
Protective Order
Quash
Reaffirmation
Reclassify Claims
Reconsider
Recusal
Redeem
Reduce Claim
Reinstate Case
Release Unclaimed Funds
Relief from Co-Debtor Stay
Relief from Stay
Remand
Remove Debtor as Debtor in Possession
Reopen Case Ch 11
Reopen Case Ch 12
Reopen Case Ch 13
Reopen Case Ch 7
Sanctions
Sell
Set Hearing
Set Last Day to File Proofs of Claim
Sever Chapter 11 Case
Sever Chapter 12 Case
Sever Chapter 7/13 Case
Show Cause
Stay
Stay Pending Appeal

Substitute Attorney
Transfer Case
Use Cash Collateral
Vacate
Vacate Discharge
Waive Appearance
Waive Pay Order
Withdraw as Attorney
Withdraw of Reference
Writ

Multi-Case Docketing

Withdrawing Appearance (Notice)

Notices

Abandon
Amended Notice
Appearance (Add Party to Matrix)
Appearance (Attorney)
Appointing Successor Trustee
Assign/Transfer Claim
Change of Address
Consumer Debtor
Hearing
Hearing Continued
Intent to Sell
Notice – Generic
Opportunity to Object (11 Days)
Opportunity to Object (14 Days)
Opportunity to Object (15 Days)
Opportunity to Object (20 Days)
Opportunity to Object (30 Days)
Voluntary Conversion to Chapter 7
Voluntary or Stipulated Dismissal
Withdrawing Appearance

Open a Bankruptcy Case

Plan

Amended Chapter 11 Plan
Amended Chapter 12 Plan
Amended Chapter 13 Plan
Amended Disclosure Statement
Amended Objection to Plan
Chapter 11 Plan
Chapter 12 Plan

Chapter 13 Plan
Chapter 13 Plan Recommendation
Disclosure Statement
Objection to Confirmation of Plan

Order Upload
Upload Single

ADVERSARY MENU

Answers
Motion/Application
Objection
Opposition
Reply
Response
Complaint, 3rd , Cross, Counter

Appeal
Addendum to Record on Appeal
Appellant Designation
Appellee Designation
Cross Appeal
Notice of Appeal
Receipt of Record on Appeal
Request for Transcript re: Appeal
Statement of Issues on Appeal
Transcript Re: Appeal
Transmittal of Record on Appeal

Miscellaneous
Affidavit
Amended Complaint
Amended Document (Do NOT use this event if amending a matrix or schedules)
Counterclaim
Crossclaim
Proposed Consent Order
Proposed Order (Corrections, Deficiencies, OTBS, etc)
Proposed Scheduling Order
Status Report
Stipulation
Support Document
Third-Party Complaint

Motions

Amend/Modify
Amended Application/Motion
Amended Objection to Claim
Appear pro hac vice
Approve
Compel
Compromise
Consolidate
Consolidate for Trial
Contempt
Continue Hearing
Deconsolidate Case Association
Default Judgment
Dismiss Adversary Proceeding
Dismiss Party
Dismiss/Strike/Withdraw Document
Expedite Hearing
Extend/Shorten Time
Intervene
Joint Administration
Jury Trial
Leave
Leave to Appeal
More Definite Statement
Pretrial Statement
Protective Order
Quash
Reconsider
Recusal
Reinstate Case
Remand
Reopen Adversary
Sanctions
Set Hearing
Show Cause
Stay
Stay Pending Appeal
Substitute Attorney
Summary Judgment
Temporary Restraining Order
Transfer Adversary
Withdraw As Attorney
Withdrawal of Reference

Notices

Answer to Interrogatories
Appearance (Attorney)
Certificate of Discovery
Change of Address
Defer Fee
Hearing
Hearing Continued
Interrogatories
Notice - Generic
Request to Withdraw Document
Voluntary or Stipulated Dismissal

Open an AP Case

Open an MP Case

Order Upload

Upload Single

Summons

Summons - Request to Re-Issue
Summons - Service Executed
Summons - Service Unexecuted

QUERY MENU

Redirects you to PACER to query cases and case information

REPORTS MENU

Cases – Redirects to PACER
Claims Register – Redirects to PACER
Docket Events - Redirects to PACER
Calendar Events – Queries CM/ECF calendar
Mailing List - Redirects to PACER
Claims Activity - Redirects to PACER

UTILITIES MENU

Your Account

Internet Payment History
Internet Payment Due
Maintain Your Account
View Your Transaction Log

Miscellaneous

Mailings
Verify a Document