

# CM/ECF Attorney User Manual



United States Bankruptcy Court  
Southern District of Georgia

[www.gasb.uscourts.gov](http://www.gasb.uscourts.gov)

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# 1. Introduction

This manual is designed to assist attorneys and other filers on how to use the [CM/ECF](#) (Case Management/Electronic Case Filing) system for the [United States Bankruptcy Court, Southern District of Georgia](#), to electronically file, view and retrieve documents for all cases assigned to this system. CM/ECF users should have a working knowledge of internet [browsers](#) and portable document format (.PDF) software. CM/ECF users who routinely save documents to a hard drive or network should also understand basic navigation tools and file structure.

**It is important for those filing documents with this Court to review the Court's CM/ECF [Administrative Procedures](#), [Local Rules](#), and [General Orders](#) and become familiar with the contents.**

**These documents are available at [www.gasb.uscourts.gov](http://www.gasb.uscourts.gov).**

This document is not a comprehensive guide to all aspects of the [CM/ECF](#) system, as it cannot address every situation which may arise while electronically filing documents. Questions about these procedures may be directed to the [Clerk's Office](#) at one of the following staffed divisions: **Augusta (706-823-6000); Brunswick (912-280-1376); or Savannah (912-650-4100).**

# 2. Technical Requirements

- ✓ A computer with a current operating system and updated virus protection software.
- ✓ An Internet connection; the faster the Internet connection, the easier [CM/ECF](#) is to access and use. It is recommended that users obtain fast access to the Internet using DSL, cable, or T-1 lines.
- ✓ A scanner; documents not prepared using word processing files on the user's computer must be scanned and converted to [PDF](#) (portable document format) before filing electronically.
- ✓ A printer.



- ✓ A word processing application; the Court standard is [Microsoft Word](#), which allows documents to be converted to [PDF](#) (portable document format). Other word processing programs, such as WordPerfect, also have this capability.
- ✓ [Adobe Acrobat](#).
- ✓ An Internet [Browser](#); [CM/ECF](#) (Release 1.7) was tested with Firefox 97.0.1-98.0.2, Edge 98.0.1108.62-99.0.1150.55, Chrome 98.0.4758.102-99.0.4844.92, and Safari 12.2
- ✓ An individual [PACER](#) account to access documents and reports in the [CM/ECF](#) database, in addition to permission file electronically in this Court.
- ✓ A valid credit card or debit card acceptable for payment of [filing fees](#) in [CM/ECF](#).
- ✓ **Note:** petition preparation software with the case upload feature, while not required, may justify the additional cost with the increased productivity it provides.

<h3>3. CM/ECF Operations Help Desk</h3> <p>Questions regarding CM/ECF, procedures, systems, or technical support</p>	
<b>Training</b>	<p>The Bankruptcy Court <a href="#">Clerk's Office</a> offers <a href="#">CM/ECF</a> training at no cost to attorneys, paralegals, secretaries, and other professionals in the Southern District of Georgia. To get started with training, please visit the Court's website at <a href="http://www.qasb.uscourts.gov">www.qasb.uscourts.gov</a> and click <a href="#">CMECF Information &gt; Training – User Guidelines/Manuals and Information</a>.</p> <p>There are also several Electronic Learning Modules (ELMs) available online at <a href="https://pacer.uscourts.gov/help/">https://pacer.uscourts.gov/help/</a>.</p>
<b>Report a Technical Issue with CM/ECF</b>	<p><b><u>During Regular Business Hours</u></b></p> <p><a href="#">Contact the Court:</a></p> <p>Augusta Clerk's Office 706-823-6000</p> <p>Brunswick Clerk's Office 912-280-1376</p> <p>Savannah Clerk's Office 912-650-4100</p>

	<p><b><u>After Hours/Holidays/Weekends</u></b></p> <p>Notify the Court immediately via email to <a href="mailto:helpdesk_gas@gas.uscourts.gov">helpdesk_gas@gas.uscourts.gov</a>. In order for the IT Department to take appropriate action, your email should be specific as to the technical issues you are experiencing, including any error codes or warnings you are receiving.</p> <p><b>NOTE:</b> This email is for reporting CM/ECF technical issues ONLY. Please do not submit case related comments or questions.</p> <ul style="list-style-type: none"> <li>• For case related questions or information, contact the <a href="#">Clerk's Office</a> at the phone numbers listed above. For questions specifically about <a href="#">CM/ECF registration</a>, please email:</li> </ul> <p><a href="mailto:USBC_CMECF_ProjectManager@gas.uscourts.gov">USBC_CMECF_ProjectManager@gas.uscourts.gov</a></p>
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<h2 style="margin: 0;">4. PACER Registration</h2> <p style="margin: 0;">Public Access to the court docket and documents</p>	
<p><b>Login and Password</b></p>	<p>A <a href="#">PACER</a> login and password can be obtained by registering online at <a href="https://pacer.uscourts.gov">https://pacer.uscourts.gov</a> or by contacting the <a href="#">PACER</a> Service Center at <b>1-800-676-6856</b> to establish an account.</p> <p>A <a href="#">PACER</a> account must be established before requesting electronic filing access to the <a href="#">CM/ECF</a> database. Each individual user must have his/her own <a href="#">PACER</a> account, including filing agents.</p>
<p><b>Firm Billing Account/PACER Administrative Account (PAA)</b></p>	<p>Firms can set up a <a href="#">PACER Administrative Account (PAA)</a> to manage all of their user accounts and have central billing for <a href="#">PACER</a> access fees. Complete information regarding PAAs can be found online at <a href="https://pacer.uscourts.gov/help/pacer/pacer-administrative-account-user-manual">https://pacer.uscourts.gov/help/pacer/pacer-administrative-account-user-manual</a>.</p>
<p><b>“Free Look”</b></p>	<p>A free look is provided to case participants when a new pleading or claim is filed. Participants will not be charged for</p>

	<p>a one-time “free look” (<i>i.e. initial retrieval, download, viewing or printing of a document</i>) when the document is accessed directly from an email notification or summary of documents filed where the participant has appeared or is designated.</p> <p>To enable confirmation of Free Look Use to verify your <b>one free look</b> will be used when a document link is clicked from <a href="#">CM/ECF</a> emails (NEFs), log in to <a href="#">CM/ECF</a> and go to the <b>Utilities</b> menu &gt; <b>Maintain Your ECF Account</b> &gt; <b>Email Information</b> and click the checkbox to enable. Click <b>Return to Account screen</b>, then click <b>Submit</b> to complete. This prevents anti-virus software from using the free look when it checks the links in the email for viruses. If this check box is not selected, the free look is used whenever the link is accessed.</p>
<p><b>Public Access at the Court</b></p>	<p>Viewing access to the electronic docket and documents filed in <a href="#">CM/ECF</a> is available to the public at no charge at each staffed divisional <a href="#">Clerk’s Office</a> during regular business hours (8:30 AM to 5:00 PM). A <a href="#">fee</a> will be charged for printed copies.</p>
<p><b>Conventional Copies and Certified/Exemplified Copies</b></p>	<p>Conventional copies and certified/exemplified copies of electronically filed documents may be purchased through the <a href="#">Clerk’s Office</a>. The <a href="#">fee</a> for copying, certification and/or exemplification will be in accordance with the fees imposed by <a href="#">28 U.S.C. § 1930</a>.</p>

**5. CM/ECF Registration**  
Starts the process to gain access to the court’s database to allow users to file electronically with the court.

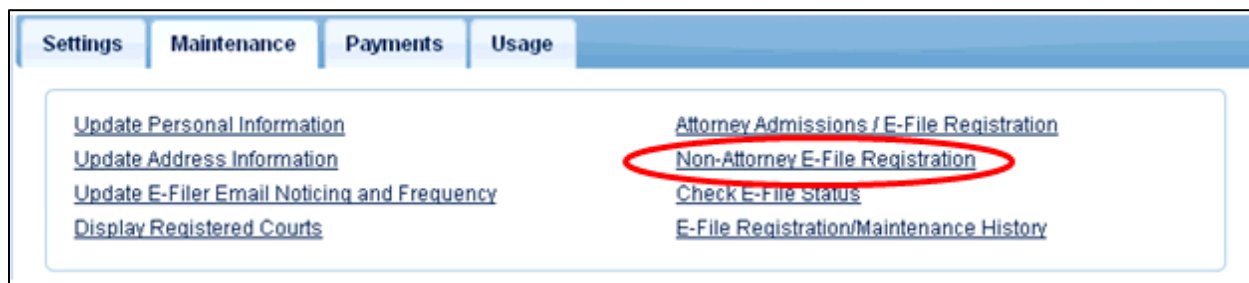
Participants requesting to file electronically using [CM/ECF](#) must register with the Court via [PACER](#) to obtain access for the system. Users may register by accessing the registration documentation located on the Court’s website at [www.gasb.uscourts.gov](http://www.gasb.uscourts.gov) and clicking *CMECF Information* > [CMECF Registration Information](#), and then requesting e-filing access via [PACER](#).

**\*Please note:** Attorneys applying for full access must first be admitted to practice in the Southern District of Georgia. Admission status will be verified with the U.S. District Court for the Southern District of Georgia using the last name and Bar ID provided. If admission

cannot be verified, the application will not be approved. Attorneys seeking to appear pro hac vice should follow the procedures set forth on the Court's website at [www.gasb.uscourts.gov](http://www.gasb.uscourts.gov) under *Attorney Info* > [Attorney Pro Hac Vice](#).

## 6. Filing Agents

A Filing Agent must register for a [PACER](#) account (see Section 4 [above](#) for instructions), then submit a request for a non-attorney e-file account in the appropriate bankruptcy courts.



In the Filer information section, the Filing Agent must select “Filing Agent” for the Role in Court:

Role in Court *	<input type="text" value="Filing Agent"/>
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**NOTE:** Although for [PACER](#) the Filing Agent must supply an email address to the Pacer Service Center and will thus have a primary email recorded in [CM/ECF](#), the Filing Agent will not receive email notifications from [CM/ECF](#).

The Attorney/Trustee links Filing Agents to his/her own [CM/ECF](#) account in each bankruptcy court via the *Maintain Your ECF Account* utility. Refer to the [Filing Agents webpage](#) as well as the [CM/ECF Filing Agent Guide](#) on the Court's website at [www.gasb.uscourts.gov](http://www.gasb.uscourts.gov) under *CMECF Information* > *Training – User Guidelines and Manuals* > *CM/ECF Filing Agent Guide* for more detailed instructions on adding a Filing Agent in [CM/ECF](#).

## 7. Preparing for Electronic Filing

### Clearing the Cache

[CM/ECF](#) is a web-based software program. Users access [CM/ECF](#) through a web [browser](#). In order for information to

	<p>be displayed properly in <a href="#">CM/ECF</a>, it is necessary to clear the “cache” or temporary memory that is stored on your computer. Web <a href="#">browsers</a> cache or store information from the web sites you visit to increase the speed at which internet pages are accessed; however, one side effect is that pages displayed from the cache may not be as new as pages available from the web. This means that you may not see updates that are made in <a href="#">CM/ECF</a> unless you clear the <a href="#">browser</a> cache. The cache should be cleared frequently to avoid errors.</p> <p>A quick way to clear your cache:</p> <ul style="list-style-type: none"> <li>▪ Open the web <a href="#">browser</a></li> <li>▪ Click <b>CTRL+Shift+Delete</b></li> <li>▪ Check the appropriate boxes to clear data and click <b>OK</b></li> <li>▪ Close the web <a href="#">browser</a> and re-open</li> </ul>
<p><b>Allowing Pop-Ups</b></p>	<p>The presence of an active “pop-up blocker” may interfere with the use of the Court’s payment window in <a href="#">CM/ECF</a>. Depending on the type of pop-up blocker present, the user may have to either modify the pop-up blocker to allow pop-ups from the Court or disable the pop-up blocker. Here are a few examples for commonly used pop-up blockers:</p> <p><i>Allowing pop-up screen using Internet Explorer 8.0 or higher</i></p> <ul style="list-style-type: none"> <li>▪ Open Internet Explorer</li> <li>▪ Select TOOLS option from the menu bar</li> <li>▪ Select Pop-Up Blocker</li> <li>▪ Select “Turn Off” Pop-Up Blocker</li> </ul> <p><i>Allowing pop-up screen using Mozilla Firefox</i></p> <ul style="list-style-type: none"> <li>▪ Open Firefox</li> <li>▪ Select TOOLS option from the menu bar</li> <li>▪ Select OPTIONS from the drop-down menu</li> <li>▪ Select the Web Features Icon</li> <li>▪ Select Allowed Sites</li> <li>▪ Type uscourts.gov in the “Address of web site” field and click Allow</li> <li>▪ Click OK</li> <li>▪ Click OK to complete the process and return to the <a href="#">browser</a>.</li> </ul>

	<p><i>Allowing pop-up screen using Internet Google Tool Bar</i></p> <ul style="list-style-type: none"> <li>▪ Open <a href="#">browser</a></li> <li>▪ Select OPTIONS from the Google toolbar</li> <li>▪ In Accessories, uncheck “Popup Blocker.”</li> <li>▪ Click OK to complete the process and return to the <a href="#">browser</a>.</li> </ul>
<b>Manual Transmission of Documents</b>	<p>The Court, upon application and for good cause shown, may authorize conventional filing of documents.</p> <p>Any party presenting a CD-ROM to be filed must also present a paper “Notice of Filing of Electronic Media” signed by the party and describing the documents on the CD-ROM.</p> <p>Please refer to the Court’s <a href="#">CM/ECF Administrative Procedures</a> for more information.</p>

## 8. Scanning/Converting Docs to PDF

<b>PDF-related functionality for public filers</b>	<p>A document, <a href="#">PDF-Related Functionality for Public Filers in NextGen CM/ECF Release 1.6.x</a>, has been posted to the <a href="#">PACER Service Center website</a>. The document provides an overview of PDF-related functionality for all three court types with NextGen CM/ECF Release 1.6. Topics covered include:</p> <ul style="list-style-type: none"> <li>• PDF Definition and Software</li> <li>• Converting Documents to PDF</li> <li>• Viewing a PDF Document Prior to Upload</li> <li>• Document Size Requirements</li> <li>• PDF Content Criteria</li> <li>• How to Flatten a PDF</li> <li>• Viewing Combined PDFs in CM/ECF</li> </ul>
<b>Adobe Acrobat Versions</b>	<p><a href="#">Adobe Acrobat</a> Version 4.0 or later is necessary for the creation of PDF files. It may be purchased online or at any computer store. <a href="#">Adobe Acrobat Reader</a> is all that is necessary if only reading PDF files. This can be downloaded for free at <a href="http://www.adobe.com">www.adobe.com</a>.</p>

<p><b>Document Considerations</b></p>	<p>Documents should be prepared from a word processing program if possible. A scanned document creates a significantly larger PDF file than the same document created using a word processor. Larger files take longer to transmit, download, and view. PDF files should be no more than thirty-five (35) megabytes (MBs), which is approximately 30-50 standard business type pages.</p> <p>To check the file size of a document, right-click the file (while in browse) and click “Properties.” Note that 1 MB is equal to 1,000 KBs. Larger files may be separated into multiple files as per the instructions below. When working with a document, usually all of the sections are maintained in that single document (except for a Certificate of Service).</p> <p>The easiest way to separate the document into multiple PDF files is to print page ranges of the document to <a href="#">Adobe Acrobat PDF Writer/Adobe PDF</a>. Exhibits, Proposed Orders, and Certificates of Service may be submitted as attachments to the main document. If scanning the document, scan each section separately.</p> <p>Delete items from the scanner database when finished; too many scanned files will quickly fill any remaining disk space.</p>
<p><b>Scanning Guidelines</b></p>	<p>Following these scanning guidelines will minimize file size and save storage space. It is critical to the efficient use of <a href="#">CM/ECF</a> that the software used for scanning documents is configured correctly. Incorrect or incomplete setup will cause a significantly increased file size – typically 20 to 40 times larger. This larger file size causes:</p> <ul style="list-style-type: none"> <li>➤ Vastly increased file storage requirements at the user’s PC, server, and backup level, together with a general slowness in processing such files;</li> <li>➤ Vastly increased network traffic, both locally and through the user’s Internet Service Provider, with very long file upload times. Files may simply be rejected for size or the communications work may time out due to oversized files;</li> <li>➤ A very slow response from <a href="#">CM/ECF</a>, as the user attempts to upload a large file, and</li> </ul>

attendant delay in obtaining a confirmation of successful receipt, or at worst, file rejection.

- A very slow download and file opening, when attempting to read large files already uploaded into [CM/ECF](#).

Fortunately, there are some easy steps and checks to ensure correct scanner software settings:

- ✓ Resolution should be set to 300 dpi
- ✓ Image type should be set to black and white drawing (NOT gray scale or color).
- ✓ Scanned image output or save as format should be TIF (ideally compressed CCITT4). Check your scanner software manual for information on how to set output type.

A simple test scan should be conducted, and the file converted to [PDF](#) for upload to [CM/ECF](#). This [PDF](#) conversion can be done using one of several software packages; a good example is [Adobe Acrobat 5.0](#) (full package, not just Reader). Drag the scanned file onto the Acrobat icon, and conversion is automatic. This conversion should not significantly increase the file size - perform a final check of the [PDF](#) to make sure. File size can be viewed by locating the file through Windows Explorer, left-clicking the icon of the file once to highlight it, then right-clicking and select Properties. The file size will appear. If the document is mostly text, it should be no larger than approximately 50 KB per page. At the most, a very detailed page with graphics (e.g. a *title*) should be no larger than approximately 200 KB per page.

To create a [PDF](#) file from a [Microsoft Word](#) Document:

- [Adobe Acrobat](#) PDF Writer must be installed to create a [PDF](#) file.
- Open the document in [MS Word](#) and finalize any edits/changes.
- Select *File > Print*
- Change the printer option to *Acrobat PDF Writer/Adobe PDF* and click *Print*.



- When prompted for the file designation, save the file in a designated case folder, or change the drop-down window to reflect the storage device (zip disc, etc.)
- Use an easily identifiable file name which incorporates the case number and type of pleading (*i.e.*, 14-41124 *Obj. to Claim*).
- Click *Save*

To create a PDF filed from Other Word Processing Program:

- [Adobe Acrobat PDF Writer](#) must be installed to create a PDF file.
- Open the document in the word processing program and finalize any edits/changes.
- Select *File > Print*
- Change the printer option to *Acrobat PDF Writer/Adobe PDF* and click *Print*
- When prompted for the file designation, save the file in a designated case folder, or change the drop-down window to reflect the storage device (zip disc, etc.)
- Use an easily identifiable file name which incorporates the case number and type of pleading (*i.e.*, 14-41124 *Obj. to Claim*).
- Click *Save*

To create a PDF using a Scanner Program:

- If not already running, open the scanner program on your computer. A scanner icon may be displayed on the taskbar; if it is not, choose: *Start > Programs > Name of Scanner Program*, and click to run. Once started, the scanner window can be minimized.
- Scan the document by following the instructions specific to the scanner.
- When scanning is complete, retrieve the file by clicking on it.

	<ul style="list-style-type: none"> <li>▪ To send to the printer, select <i>File &gt; Print</i> from the menu (or click and drag to the printer icon).</li> <li>▪ Change the printer option to <i>Acrobat PDF Writer/Adobe PDF</i> and click <i>Print</i></li> <li>▪ When prompted for the file designation, save the file in a designated case folder, or change the drop-down window to reflect the storage device (zip disc, etc.)</li> <li>▪ Use an easily identifiable file name which incorporates the case number and type of pleading (i.e., <i>14-41124 Obj. to Claim</i>).</li> <li>▪ Click <i>Save</i></li> <li>▪ Close and exit the scanner software and/or the scanner utility program.</li> </ul>
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## 9. Style Guidelines

The intention of these style guidelines is to assist in the standardization of data entry into [CM/ECF](#) by all users. Application of a common set of styles when creating docket entries results in information being captured and displayed in more uniform and predictable ways, thus reducing confusion and errors. In addition, style consistency is the key to efficient searches in [CM/ECF](#), since successful queries require very exact matches on search data including punctuation, abbreviations, and upper or lower case.

**\*Please note:** Always perform a search/query in the [CM/ECF](#) database for a party before adding the party to a case. If the system finds/displays the name and address of the person/entity needed, select it to help eliminate different versions of the same party name. If the name is correct but the address differs, accept the displayed record, and modify the address.

<p><b>Names</b></p>	<ul style="list-style-type: none"> <li>✓ Add debtors to cases using names and addresses exactly as they appear on the petition or complaint.</li> <li>✓ Do not enter names in all caps.</li> <li>✓ If a search for the debtor's social security number or name displays the name you are looking for, accept it; if</li> </ul>
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	<p>the address is different, change it on the debtor screen when opening the petition.</p> <ul style="list-style-type: none"> <li>✓ When typing names that have upper- and lower-case letters or hyphens, do not insert spaces. Exceptions are names that begin with “St” or have multiple names: <p style="margin-left: 40px;">Patricia DeLaGarza Patrick MacDonald Kathleen O’Connor Last name: St Thomas Last name: Kramer Johns</p> </li> <li>✓ If an individual does not have a middle name, leave that field blank.</li> <li>✓ If an alias is included, list as follows: John Henry, a/k/a John P. Henry, a/k/a John Paul Henry.</li> <li>✓ Business names should be entered entirely in the Last Name field/box; do not use the First Name or Middle Name fields when entering a business name. Do not enter names in all caps.</li> <li>✓ Some business names start with “The,” “A” or “An.” Enter “The,” “A” or “An” at the end of the business name: <p style="margin-left: 40px;">Gap The Step in Time A</p> </li> <li>✓ Do not insert a space between initials in business names and United States: <p style="margin-left: 40px;">TSG Corporation JD Grocery &amp; Mercantile U.S. Department of Agriculture</p> </li> <li>✓ When a business name is listed in a format that is slightly different than a standard name in the database, create a new party record. For example, if Aetna Casualty Insurance Company has filed a pleading, and upon searching only Aetna Casualty Co. is found, create a new party record.</li> </ul>
<b>Addresses</b>	<ul style="list-style-type: none"> <li>✓ Abbreviate post office addresses without a space between the P and O: <p style="margin-left: 40px;">PO Box 1359</p> </li> </ul>

	<p>P.O. Drawer 3344</p> <ul style="list-style-type: none"> <li>✓ Use digits for numbers in addresses:</li> </ul> <p>3322 S 26<sup>th</sup> St. 425 E 4<sup>th</sup> Ave N 1 Valley Plaza</p> <ul style="list-style-type: none"> <li>✓ Do not enter addresses in all caps.</li> <li>✓ A foreign address must have the full name of the post office and country of destination printed in capital letters. The country name or APO destination must be the only information on the bottom line of the address:</li> </ul> <p>Alfonso Diaz Rio de Danubec 7 Rio Florido CD JUAREZ CHIHUAHUA MEXICO #1050</p> <p>Sgt. John Smith C Company 237 Armor Unit #21103 Box 512 APO AE 09014</p> <ul style="list-style-type: none"> <li>✓ Do not exceed four (4) lines for the address. The entire party name and address should not exceed five (5) lines.</li> <li>✓ See <a href="#">Appendix B</a> to this manual for a list of common abbreviations and designations.</li> </ul>
<p><b>Social Security Numbers</b></p>	<p>Enter the full Social Security Number or Tax Identification Number with hyphens for the debtor (and joint debtor if applicable) in the Party Information screen. Do not enter social security numbers for attorneys or other parties.</p>
<p><b>Attorney Names, Bar Codes, Firm Names and Addresses</b></p>	<ul style="list-style-type: none"> <li>✓ Avoid using commas between partner names and insert a space before and after the ampersand (&amp;) if the address includes one.</li> <li>✓ Do not enter names or addresses in all caps.</li> <li>✓ Avoid using the word “The” to precede firm names. For example, The Law Office of Hamel, Wexler &amp; Collins should be listed as Law Office of Hamel Wexler &amp; Collins. If there is not enough space to type the complete firm</li> </ul>

	<p>name on the first address line, type “et al” at the end of the line.</p> <ul style="list-style-type: none"> <li>✓ If an attorney has more than one address, upon searching, the attorney’s name should appear twice in the pick list; choose one – if not correct, choose the other. If the address appearing is still not correct, the attorney may modify the address on his/her <a href="#">PACER</a> account, which will trigger an update to the address in <a href="#">CM/ECF</a> for approval by the Court.</li> <li>✓ When adding a creditor c/o an attorney, do not use any pipe ( ), percentage (%), or other odd symbols, if possible; if not, leave a space before and after an ampersand (&amp;), and instead of using “c/o Attorney” add the attorney’s name. The <a href="#">Bankruptcy Noticing Center (BNC)</a> views “c/o” as a percentage sign (%) in many cases, and symbols count for at least 40 characters when they should only be considered one.</li> </ul>
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10. Accessing CM/ECF	
<b>Step 1</b>	<p><b>Logins and Passwords:</b></p> <p>Filing users (attorneys, trustees, and, in some courts, certain creditors) will use one login and password (one Central Sign-On account) for <a href="#">CM/ECF</a> filing and Public Access to Electronic Records (<a href="#">PACER</a>) access for queries and reports.</p>
<b>Step 2</b>	<p><a href="#">CM/ECF</a> is accessible through the Court’s website at <a href="http://www.gasb.uscourts.gov">www.gasb.uscourts.gov</a>. Select <i>CM/ECF Information</i> &gt; <a href="#">Login - CM/ECF</a>.</p> <p>Users may also access <a href="#">CM/ECF</a> through the court’s website by clicking the link <i>E-Filing (CM/ECF)</i> on the left side of the screen. The <a href="#">CM/ECF</a> landing page will appear on the screen and a prompt for <a href="#">PACER</a> Login:</p>

An official website of the United States government. Here's how you know. Log in to PACER Systems

**PACER**  
Public Access To Court Electronic Records

**Login**

... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TR

Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

**Georgia Southern Bankruptcy Court (train) Login**  
\* Required Information

Username \*

Password \*

Client Code

Login Clear

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

# 11. Navigating CM/ECF

Navigation in [CM/ECF](#) is done by clicking one of the options in the menu bar at the top of the screen. Each selection will direct you to a page containing a hyperlink-driven set of menus specific to the selection you choose.

**CM/ECF** Bankruptcy Adversary Query Reports Utilities Search Help Log Out



**U.S. Bankruptcy Court  
Southern District of Georgia Train Database  
Official Court Electronic Document Filing System**

\*\*\*\*\*

This is a restricted government website for official court business only. All activities of CM/ECF subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to CM/ECF, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

<b>BANKRUPTCY</b>	The <b>BANKRUPTCY</b> option opens a set of menus containing filing events used to file documents in the bankruptcy case. These filing events may be used in an adversary or miscellaneous proceeding but are primarily for use in the bankruptcy case.
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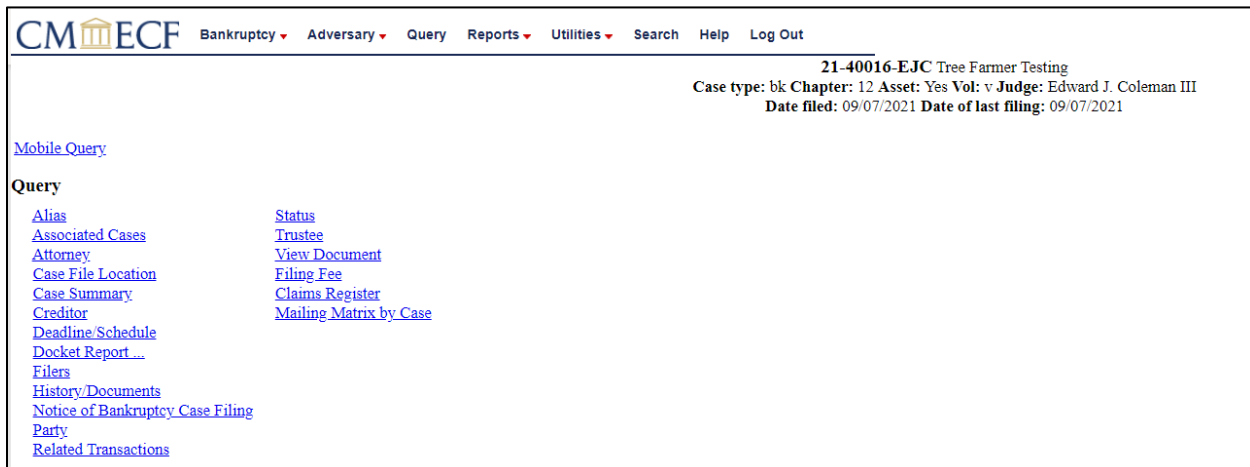
<b>ADVERSARY</b>	The <b>ADVERSARY</b> option, like the <b>BANKRUPTCY</b> option, opens a set of menus containing filing events which are primarily used to file documents in the adversary proceeding. Again, the filing events may be used in either the bankruptcy case or a miscellaneous proceeding, but they are generally used in the adversary proceedings.
<b>QUERY</b>	The <b>QUERY</b> option will present a set of search criteria where users may enter specific information in order to locate a particular case or group of cases.
<b>REPORTS</b>	<b>REPORTS</b> can be generated by case, date range, division, judge, or trustee and can provide broad, system-wide information such as cases filed within a certain date range or very specific information on a particular case such as the <a href="#">filing fee</a> amount paid. See the section of this manual re: <a href="#">Reports</a> for more detailed information.
<b>UTILITIES</b>	<b>UTILITIES</b> events enable users check internet payments due, view NEF Summary Reports, and view account information. See the section of this manual re: <a href="#">Utilities</a> for more detailed information.
<b>SEARCH</b>	The <b>SEARCH</b> feature is a keyword search for all docketing/filing events available in <a href="#">CM/ECF</a> . Searching for a phrase, word or partial word will provide a list of all docketing/filing events available which contain the criteria provided in the search.
<b>HELP</b>	The <b>HELP</b> button opens a new window containing a brief description and function of each category on the menu bar.
<b>LOG OUT</b>	The <b>LOG OUT</b> button allows the user to log off the <a href="#">CM/ECF</a> system. <u>It is important that you log off the system when you are finished. Failing to properly log off the system may cause an error message when trying to log in at a later time.</u>

## 12. Case Query

A query is a way to search court records by case number, party name, social security number, or tax ID. Registered [CM/ECF](#) users may file documents and run queries and reports. The public, through a [PACER](#) account, can access queries and reports. It is important to query a case before docketing a pleading, to make sure the case is still open.

### To run a query:

Click **Query** on the [CM/ECF](#) menu bar > Enter [PACER](#) Login and Password if prompted > Enter search clues (*i.e., case number, last name, etc.*) > Click *Run Query*:



The screenshot shows the CM/ECF Case Query interface. At the top, there is a navigation bar with the CM/ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. The case information is displayed as follows: Case number: 21-40016-EJC, Case name: Tree Farmer Testing, Case type: bk Chapter: 12 Asset: Yes Vol: v Judge: Edward J. Coleman III, Date filed: 09/07/2021, and Date of last filing: 09/07/2021. Below the navigation bar, there is a link for Mobile Query. The main section is titled 'Query' and contains a list of links: Alias, Associated Cases, Attorney, Case File Location, Case Summary, Creditor, Deadline/Schedule, Docket Report..., Filers, History/Documents, Notice of Bankruptcy Case Filing, Party, and Related Transactions. On the right side of the Query section, there are additional links: Status, Trustee, View Document, Filing Fee, Claims Register, and Mailing Matrix by Case.

From this screen, users can click **Case Summary** to find the case file date, dismissal date, closing date, etc. Another useful tool accessible from this screen is the **Docket Report**.

## 13. Understanding the Notice of Electronic Filing (NEF)

The **Notice of Electronic Filing (NEF)** is an email notice automatically generated by [CM/ECF](#) at the time a document is filed. The NEF appears at the end of each docket event and is sent via email to recipients who are configured to receive such notice. An NEF may also be sent when certain docket information is edited. It shows the following information:

1. Exact date and time the document was filed.



2. Case name, case number, and the document number.
3. Docket text.
4. Parties in the case to whom notice will be electronically sent.
5. Parties in the case to whom notice will not be electronically sent.

A user's preferences for email notification are specified on the *Email Information Screen*, accessed via the *Maintain User Account* and the *Maintain Your ECF Account* utilities. Refer to the section of this manual re: [Utilities](#) for more detailed information.

To run a report in [CM/ECF](#) that displays a Summary of ECF Activity for a date certain, go to **Reports (or Utilities) > NEF Summary Report**.

## 14. Reports

When running **Case Reports**, **Docket Reports**, and **Claims Activity Reports**, [CM/ECF](#) users have the option to select the type of report based on the criteria selected.

### Cases

The **Cases** report captures activity by date/date range and can display the judge assigned, office, case type, trustee assigned, chapter, asset designation, file date, entered date, discharged date, dismissed date, converted date, closed date, split date, transferred date, reopened date, open and/or closed cases, party information, pro se cases, etc. The date range entered cannot exceed the 31-day limit.

To view the report, select **Reports** from the [CM/ECF](#) main menu, then click **Cases**:

The screenshot shows the 'Cases Report' form in the CM/ECF system. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', 'Help', and 'Log Out'. Below the navigation bar, the form title is 'Cases Report'. A warning message states: 'Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges)'. The form contains several sections: 'Office' (Augusta, Brunswick), 'Assets', 'Case Type' (ap, bk), 'Chapter' (7, 9), 'Trustee' (AB, Anthony; AF, Amanda), 'Attorney' (Last name, First name, Bar ID), 'Date Type' (Filed date), 'Date' (From 10/8/2021 to 10/8/2021), checkboxes for 'Open cases', 'Closed cases', 'Party information', 'Pro se cases only', 'Voluntary', 'Involuntary', 'Small Business Cases', 'Type of Debtor', 'Nature of Debt', 'Nature of Business', 'County' (APPLING-GA, ATKINSON-GA), 'Number of months without a confirmed plan' (From, To), 'Include dismissed cases', 'Sort by' (Filed Date), and 'Output Format' (Formatted display, Data only, Include field descriptions). At the bottom, there are 'Run Report' and 'Clear' buttons.

Select search criteria and click **Run Report**.

Sample report:

Case No. Related Case Info	Tr	Ch	Party Info	Judge Trustee	Dates	Other Info
21-10020-SDB	bk	7	Seven Test Attorney for Debtor: Courtney Neibel-Atty	Barrett Torres	Filed: 10/01/2021 Entered: 10/01/2021	Office: Augusta Assets: No Fee: Installment County: RICHMOND-GA Voluntary Nature of Debt: Consumer Type of Debtor: Individual
21-20034-MLK	bk	7	True Testing and False Testing Debtor: Pro se Joint Debtor: Pro se	Kim Torres	Filed: 10/01/2021 Entered: 10/01/2021	Office: Brunswick Assets: No Fee: IFP filing fee waived County: APPLING-GA Voluntary Nature of Debt: Consumer Type of Debtor: Individual
21-30008-SDB	bk	7	Testing Corporation Seven, Inc. Attorney for Debtor: Courtney Neibel-Atty	Barrett Torres	Filed: 10/01/2021 Entered: 10/01/2021	Office: Dublin Assets: No Fee: Paid County: LAURENS-GA Voluntary Nature of Business: Other Nature of Debt: Business Type of Debtor: Corporation
21-40027-EJC	bk	7	Ready Freddy Attorney for Debtor: Courtney Neibel-Atty	Coleman Torres	Filed: 10/01/2021 Entered: 10/01/2021	Office: Savannah Assets: No Fee: Installment County: CHATHAM-GA Voluntary Nature of Debt: Consumer Type of Debtor: Individual

**Claims Register**

To view the claims register, select **Reports** from the [CM/ECF](#) main menu, then click **Claims Register**:

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Claims Register**

Case number: 4:21-bk-40016

Creditor type: [dropdown menu] Creditor number: [text box]

Creditor name: [text box]

Claim number: [text box] to [text box]  View multiple documents

Filed  Entered

Sort by: Claim Number [dropdown] Filed Date [dropdown]

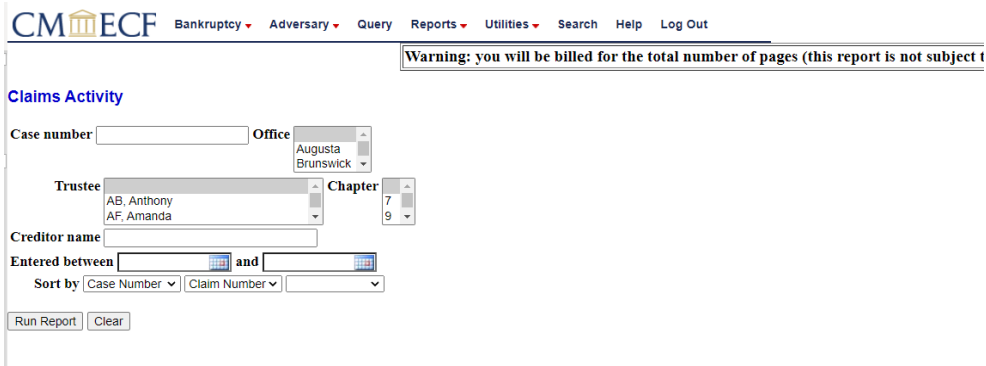
View claims summary report

Run Report Clear

Enter the case number, file date range, and click *Run Report*.

Sample report:

	<p style="text-align: center;"><b>Southern District of Georgia Train Database Claims Register</b></p> <p style="text-align: center;"><a href="#">21-10002-SDB Testing T. Deboer</a></p> <p style="text-align: center;">Judge: Susan D. Barrett    Chapter: 13 Office: Augusta    Last Date to file claims: 04/30/2021 Trustee: Hoon Le    Last Date to file (Govt): 08/18/2021</p> <table border="1"> <tr> <td>Creditor: (448013) AgGeorgia Farm Credit ACA Post Office Box 1920 Perry, GA 31069-1920 Amount claimed: \$100.00</td> <td><b>Claim No: 1</b> Original Filed Date: 02/19/2021 Original Entered Date: 02/19/2021</td> <td>Status: Filed by: CR Entered by: Courtney Nebel Modified:</td> </tr> <tr> <td>History: <a href="#">Details</a>    1:1    02/19/2021 Claim #1 filed by AgGeorgia Farm Credit ACA, Amount claimed: \$100.00 (Nebel, Courtney)</td> <td colspan="2">Description: Remarks:</td> </tr> </table> <table border="1"> <tr> <td>Creditor: (448016) Colony Bank Post Office Box 965 Fitzgerald, GA 31730-0969 Amount claimed: \$5000.00 Secured claimed: \$5000.00</td> <td><b>Claim No: 2</b> Original Filed Date: 02/19/2021 Original Entered Date: 02/19/2021</td> <td>Status: Filed by: CR Entered by: Courtney Nebel Modified:</td> </tr> <tr> <td>History: <a href="#">Details</a>    2:1    02/19/2021 Claim #2 filed by Colony Bank, Amount claimed: \$5000.00 (Nebel, Courtney)</td> <td colspan="2">Description: Remarks:</td> </tr> </table>	Creditor: (448013) AgGeorgia Farm Credit ACA Post Office Box 1920 Perry, GA 31069-1920 Amount claimed: \$100.00	<b>Claim No: 1</b> Original Filed Date: 02/19/2021 Original Entered Date: 02/19/2021	Status: Filed by: CR Entered by: Courtney Nebel Modified:	History: <a href="#">Details</a> 1:1    02/19/2021 Claim #1 filed by AgGeorgia Farm Credit ACA, Amount claimed: \$100.00 (Nebel, Courtney)	Description: Remarks:		Creditor: (448016) Colony Bank Post Office Box 965 Fitzgerald, GA 31730-0969 Amount claimed: \$5000.00 Secured claimed: \$5000.00	<b>Claim No: 2</b> Original Filed Date: 02/19/2021 Original Entered Date: 02/19/2021	Status: Filed by: CR Entered by: Courtney Nebel Modified:	History: <a href="#">Details</a> 2:1    02/19/2021 Claim #2 filed by Colony Bank, Amount claimed: \$5000.00 (Nebel, Courtney)	Description: Remarks:	
Creditor: (448013) AgGeorgia Farm Credit ACA Post Office Box 1920 Perry, GA 31069-1920 Amount claimed: \$100.00	<b>Claim No: 1</b> Original Filed Date: 02/19/2021 Original Entered Date: 02/19/2021	Status: Filed by: CR Entered by: Courtney Nebel Modified:											
History: <a href="#">Details</a> 1:1    02/19/2021 Claim #1 filed by AgGeorgia Farm Credit ACA, Amount claimed: \$100.00 (Nebel, Courtney)	Description: Remarks:												
Creditor: (448016) Colony Bank Post Office Box 965 Fitzgerald, GA 31730-0969 Amount claimed: \$5000.00 Secured claimed: \$5000.00	<b>Claim No: 2</b> Original Filed Date: 02/19/2021 Original Entered Date: 02/19/2021	Status: Filed by: CR Entered by: Courtney Nebel Modified:											
History: <a href="#">Details</a> 2:1    02/19/2021 Claim #2 filed by Colony Bank, Amount claimed: \$5000.00 (Nebel, Courtney)	Description: Remarks:												

<b>Claims Activity</b>	<p>All claims filed internally and externally are recorded on the <b>Claims Activity Report</b>. It is a valuable tool in monitoring all claim filings.</p> <p>To view the report, select <b>Reports</b> from the <a href="#">CM/ECF</a> main menu, then click <b>Claims Activity Report</b>:</p>  <p>Enter the case number, select criteria, and click <i>Run Report</i>.</p>
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<b>Docket Report</b>	<p>(Official case information with caption and docket entries by filed or entry date)</p> <p>To view the docket report, select <b>Case Query</b> from the <a href="#">CM/ECF</a> main menu, enter the case information &gt; <b>Run Query</b>, then click the link to <b>Docket Report</b>:</p>
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### Docket Sheet

Case number

Filed  to   
 Entered  to

Documents  to

**Include:**

- Terminated parties
- Links to Notices of Electronic Filing
- Page counts for documents

**Document options:**

- Include headers when displaying PDF documents
- View multiple documents

**Format:**

- HTML
- Text

Sort by  ▾

Enter the case number and select *Run Report*.

Sample report:

U.S. Bankruptcy Court  
Southern District of Georgia Trial Database (Augusta)  
Bankruptcy Petition #: 21-10002-SDB

Assigned to: Susan D. Barrett  
Chapter 13  
Voluntary  
Asset  
[Claims Register](#)

Debtor:  
**Testing T. Debtor**  
900 Broad Street  
Augusta, GA 30903  
RICHMOND-GA  
SSN / ITIN: xxx-xx-9900

Trustee  
**Hoon Le**  
P.O. Box 2127  
Augusta, GA 30903  
706-724-1039

U.S. Trustee  
Office of the U. S. Trustee  
222 West Oglethorpe Ave.  
Suite 302  
Savannah, GA 31401  
912-652-4112

represented by Smart Attorney  
100 Telfair St.  
Augusta, GA 30901

Filing Date	#	Description
02-19-2021	1 (4 pg)	Chapter 13 Voluntary Petition Individual - Fee Amount \$0.00 Filed by Testing T. Debtor (CPS) (Entered: 02-19-2021)
02-19-2021	2	Bankruptcy Form 121 SSN DOCUMENT IMAGE AVAILABLE ONLY TO COURT USERS: Filed by Smart Attorney on behalf of Testing T. Debtor (CPS) (Entered: 02-19-2021)
02-19-2021	3 (1 pg)	Certificate of Credit Counseling Filed by Smart Attorney on behalf of Testing T. Debtor (Related documents 1) (CPS) (Entered: 02-19-2021)
02-19-2021	4 (1 pg)	Application to Pay Filing Fee in Installments Filed by Smart Attorney on behalf of Testing T. Debtor (CPS) (Entered: 02-19-2021)
02-19-2021	5 (1 pg)	Employee Income Records Filed by Smart Attorney on behalf of Testing T. Debtor (CPS) (Entered: 02-19-2021)
02-19-2021	6 (1 pg)	Chapter 13 Plan with Certificate of Service attached Filed by Smart Attorney on behalf of Testing T. Debtor (CPS) (Entered: 02-19-2021)

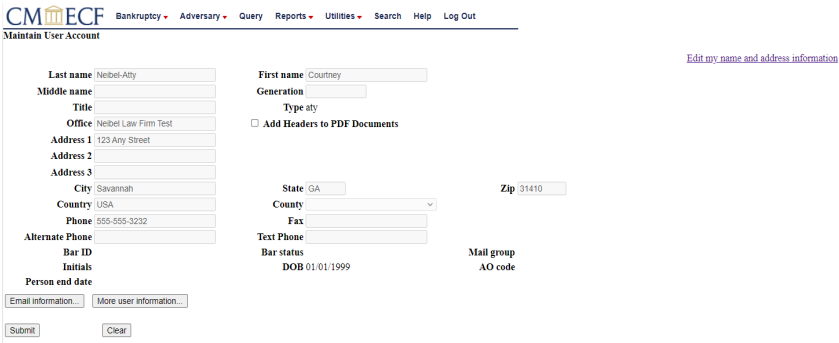
## 15. Utilities

In the **Utilities** menu, users may maintain user's [ECF](#) account, view user's transaction log, and maintain user's [PACER](#) account:

<p><b>Utilities</b></p> <p><b>Your Account</b>  <a href="#">Internet Payments Due</a>  <a href="#">Internet Payment History</a>  <a href="#">NEF Summary Report</a>  <a href="#">Maintain Your ECF Account</a>  <a href="#">Link a CM/ECF account to my PACER account</a>  <a href="#">Maintain Your Login/Password</a>  <a href="#">Your PACER Account...</a>  <a href="#">Change My Role</a>  <a href="#">Change PACER Exemption Status</a>  <a href="#">View Your Transaction Log</a>  <a href="#">Court Information</a></p> <p><b>Miscellaneous</b>  <a href="#">eFinCert</a>  <a href="#">Mailings...</a>  <a href="#">Docket Using XML Forms Data</a>  <a href="#">Open Bankruptcy Case Using XML Forms Data</a></p> <p><b>Administrative Menu</b>  <a href="#">Verify a Document</a>  <a href="#">Check PDF Document</a>  <a href="#">Judgment Index</a></p> <p><b>Local Apps</b>  <a href="#">Access Bankruptcy Public Website</a></p> <p><a href="#">Release 5.0 Menu Items</a>  <a href="#">NextGen Release 1.1 Menu Items</a></p>		
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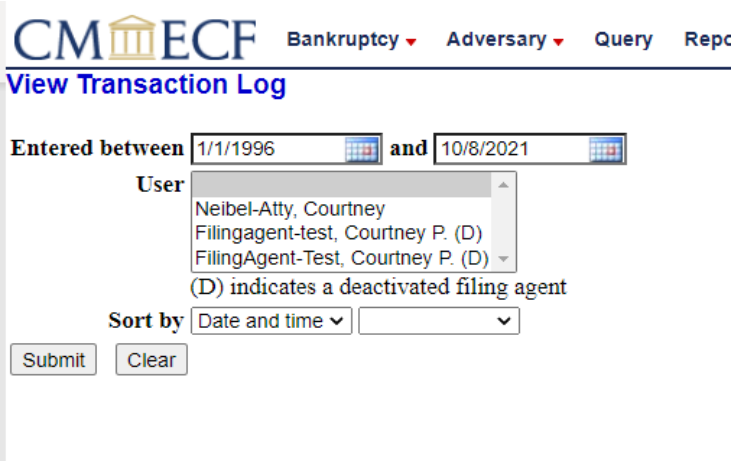
**Maintain Your ECF Account**

Users may view name, mailing and email addresses, email preferences, phone number, fax number, and passwords, and add [Filing Agents](#); updates to name and contact information occur via [PACER](#) (refer to [Appendix C](#) in this manual for steps to update your mailing address in ECF via PACER):



**View Your Transaction Log**

Users may view all the docketed events that were entered/entered/entered under their login and password for specified periods of time:



**E-Mail Notification**

E-Mail notifications are set up through the user's [PACER](#) account at <https://pacer.uscourts.gov>.

To view **E-Mail notification** regarding a case and/or add any secondary email addresses:

- Select **Utilities** from the [CM/ECF](#) main menu
- Select **Maintain Your ECF Account:**

#### Utilities

##### Your Account

[Internet Payments Due](#)  
[Internet Payment History](#)  
[NEE Summary Report](#)  
[Maintain Your ECF Account](#)  
[Link a CM/ECF account to my PACER account](#)  
[Maintain Your Login Password](#)  
[Your PACER Account...](#)  
[Change My Role](#)  
[Change PACER Exemption Status](#)  
[View Your Transaction Log](#)  
[Court Information](#)

##### Miscellaneous

[eFmCert](#)  
[Mailings...](#)  
[Docket Using XML Forms Data](#)  
[Open Bankruptcy Case Using XML Forms Data](#)

##### Local Apps

[Access Bankruptcy Public Website](#)

[Release 5.0 Menu Items](#)

[NextGen Release 1.1 Menu Items](#)

##### Administrative Menu

[Verify a Document](#)  
[Check PDF Document](#)  
[Judgment Index](#)

- Confirm the information displayed on the screen (name, address, phone number, etc.). Update the information via [PACER](#) if necessary.
- Click **Email Information:**

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Maintain User Account [Edit my name and address information](#)

Last name: Nebel-Atty	First name: Courtney	<a href="#">Edit my name and address information</a>	
Middle name:	Generation:		
Title:	Type: atty		
Office: Nebel Law Firm Test	<input type="checkbox"/> Add Headers to PDF Documents		
Address 1: 123 Any Street			
Address 2:			
Address 3:			
City: Savannah	State: GA	Zip: 31410	
Country: USA	County:		
Phone: 555-555-3232	Fax:		
Alternate Phone:	Text Phone:		
Bar ID:	Bar status:	Mail group:	
Initials:	DOB: 01/01/1999	AO code:	
Person end date:			
<input type="button" value="Email information..."/>	<input type="button" value="More user information..."/>		
<input type="button" value="Submit"/>	<input type="button" value="Clear"/>		

- **Primary E-Mail Address** – confirm that the primary e-mail address is correct; this address may only be updated via [PACER](#).
- **Secondary E-Mail Address** – besides the standard email address, you may have notices sent to other email addresses (paralegals/staff/filing agents) may need this notification activity). If you would like email notification sent to other email addresses, click inside the text box to enter the additional email addresses. Separate the addresses with a semi-colon.
- Determine where the email notifications should be sent:

	<ul style="list-style-type: none"> <li>➤ <b>To my primary email address:</b> to activate notices, this box must be checked.</li> <li>➤ <b>To the secondary addresses:</b> If you would like email notification sent to other email addresses, check this box.</li> <li>▪ Determine which cases should send the email notification: <ul style="list-style-type: none"> <li>➤ <b>Send notices in cases in which I am involved:</b> checking this box will automatically inform you when any filing has been submitted in a case in which you are a participant.</li> <li>➤ <b>Send notices in these additional cases:</b> you do not have to be a participant in a case to receive notification of case activity. You may elect to be notified of activity in cases you have an interest in, but in which you are not a party to the case. If you would like to receive email notification in additional cases, check this box, and click inside the text box to enter the case number(s). Use case number format yy-nnnnn (ex: 01-12345).</li> </ul> </li> <li>▪ Determine how to receive email notifications: <ul style="list-style-type: none"> <li>➤ <b>Send a notice for each filing:</b> checking this box means you will receive email notices when activity occurs throughout the day to the account(s) specified. The subject line of the email will describe the type of filing and include the case number.</li> <li>➤ <b>Send a Daily Summary Report:</b> A summary report includes the case numbers and titles of cases in which activity occurred on that day. The text of the summary email notification will display the docket event and the document number(s), including the hyperlink(s).</li> <li>➤ <b>NOTE:</b> you cannot elect to receive both separate notices <u>and</u> the summary report.</li> </ul> </li> <li>▪ Determine how the email notifications should be formatted (Format Notices): <ul style="list-style-type: none"> <li>➤ <b>HTML format</b> for Netscape or ISP email service. The html format will include a hyperlink to the document.</li> <li>➤ <b>Text format</b> for cc: Mail, Groupwise, or other email service. Text format will feature the <a href="#">URL</a> of the <a href="#">PDF</a></li> </ul> </li> </ul>
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	<p>document, which can be copied and pasted into the location bar of the <a href="#">browser</a>.</p> <ul style="list-style-type: none"> <li>▪ Save changes: Click <b>Return to Account Screen</b>, then click <b>Submit</b>.</li> </ul>
<b>Your PACER Account</b>	<p>You can use the <b>Utilities</b> menu to update, review, and manage your <a href="#">PACER</a> account. Click <b>Your PACER Account</b>. Links will appear with options for managing your <a href="#">PACER</a> account. You can use these links to change your <a href="#">PACER</a> login, account information, and view billing history.</p> <p><i>Change Your Client Code</i>  <i>Review Billing History</i>  <i>View PACER Account Information</i></p>

## 16. Documents Filed in Error

Most errors in the [CM/ECF](#) system are relatively minor and can be resolved easily when the attorney and the [Clerk's Office](#) staff work together. Time is of the essence when it comes to identifying and correcting errors, in that a mistake can be compounded if not dealt with immediately.

<b>Most common errors</b>	<ul style="list-style-type: none"> <li>➤ Incorrect, incomplete, or illegible <a href="#">PDF</a> image filed</li> <li>➤ Incorrect filing/docket event used</li> <li>➤ Document filed in the wrong case</li> <li>➤ Document not signed with actual signature or electronic signature "s/"</li> <li>➤ Improper forms used for filing</li> <li>➤ Name, alias, or address of debtor in <a href="#">CM/ECF</a> does not match the petition</li> <li>➤ Required or referenced <a href="#">attachments</a> are missing/not attached</li> </ul>
<b>Deficiency Notices</b>	<p>Error notification will usually come in the form of a <b>Notice of Deficiency</b> entered on the docket. The notice will contain the case number, name of document filed, the nature of the error, and will inform the filer if corrective action is necessary.</p> <p>The nature of the corrective action needed usually depends on what type of error is identified. Normally, you will be asked to re-</p>



	file or amend the document. There may be some instances, however, that you will be asked to withdraw the document. For instance, withdrawing the document is usually necessary when the document is filed in the wrong case.
<b>Corrective Entries</b>	<p>Once a document is submitted and becomes part of the case docket, corrections to the docket may be made only by the <a href="#">Clerk's Office</a>. <a href="#">CM/ECF</a> will not permit the filing party to make changes to the document(s) or docket entry once the transaction has been accepted. If a document or pleading needs to be corrected by the filer, the correction must be made by filing an amended document.</p> <p>If the docket entry is incorrect, but the attached document is correct, the <a href="#">Clerk's Office</a> may make the appropriate corrective changes to the docket entry consistent with the <a href="#">Clerk's Office</a> internal procedures. <b><u>No substitution of documents by Clerk's Office staff is permissible.</u></b></p> <p>If a document contains personal identifiers that have not been redacted pursuant to the bankruptcy rules, file a <b>Motion to Redact</b> by following the procedure set forth in section 26 of this manual.</p>

## 17. DOs and DON'Ts

<b>DO</b>	<b>Search for CM/ECF docket events</b>	Use the <b>SEARCH</b> feature on the <a href="#">CM/ECF</a> menu bar to locate the correct docket event for your filing.
	<b>Remember signatures</b>	See <a href="#">Fed. R. Bankr. P. 5005(a)(2)(C)</a>
	<b>Pay outstanding fees</b>	<b>Utilities &gt; Internet Payments Due...</b>
	<b>Use Payment of Fees event(s) correctly</b>	<ul style="list-style-type: none"> <li>To be used when making an installment payment for <a href="#">filing fees</a>, or when an incorrect docket event was used, and no fee was collected. The <a href="#">fee payment events</a> are located in the <b>Miscellaneous</b> menu.</li> </ul>

<b>DON'T</b>	Combine unrelated documents	<p>Never include a <b>Statement of Social Security Number</b> (<a href="#">Form B121</a>) with any other document. The B121 statement must be filed separately.</p> <p>Never include a <b>Chapter 13 Plan/ Amended Ch. 13 Plan Before Confirmation</b> with any other document – the plan must be filed separately.</p>
	Forget to review documents for compliance with <a href="#">Fed. R. Bankr. P. 9037(a)</a> re: redaction	Do not include full social security numbers, tax identification numbers, birthdates, financial account numbers, and names of minors. See section 26 of this manual for the procedure on filing a <b>Motion to Redact</b> when appropriate.

## 18. Fees and Payments

[CM/ECF](#) enables authorized filers to remit [filing fees](#) to the U.S. Treasury as part of the electronic filing process. Payments can be made either by Automated Clearing House (ACH) or by credit card. Upon the successful submission of a document requiring a [filing fee](#), filers have the option of paying after each transaction or paying for all transactions made in a given day.

### Fee Policy

- The Clerk must collect [fees](#) at the time of filing of any fee-related document (See [28 U.S.C. §1930](#)).
- Attorney or other non-court CM/ECF filers can pay [filing fees](#) using the U.S. Treasury Internet credit card/bank account debit service ([Pay.gov](#)). To do so, they must first be given authorization by the Court, and must use a browser that provides security via 128-bit encryption (such as Firefox 3.5).
- Filers should have credit card information on hand at the time of

	<p>electronically filing any pleading that requires a <a href="#">fee</a>; filers may pay <a href="#">fees</a> after each transaction or make one payment at the end of the day for all transactions requiring <a href="#">fees</a>. Filers must pay all incurred <a href="#">fees</a> by close of business the same day the <a href="#">fees</a> are incurred. If <a href="#">fees</a> are not promptly paid, the matter may be dismissed without further notice, pursuant to <a href="#">GO 2007-1</a>.</p> <ul style="list-style-type: none"> <li>• The Court accepts the following credit cards for payment: American Express, Discover, Diner’s Club, Visa, and Mastercard.</li> <li>• If a <a href="#">fee</a> is due, <a href="#">CM/ECF</a> will prompt the user to <b>Continue Filing</b> or <b>Pay Now</b>.</li> <li>• To access the credit card module pop-up window at any time, select <b>Utilities &gt; Internet Payments Due</b>.</li> </ul>
<p><b>Email notice for outstanding fees</b></p>	<p>An automated notice will be emailed to the filer regarding any outstanding <a href="#">fees</a> due.</p>
<p><b>How to pay an outstanding fee</b></p>	<ul style="list-style-type: none"> <li>• Upon completion of electronically filing a pleading that requires a <a href="#">fee</a>, a pop-up credit card payment window will appear, overlaying the <a href="#">CM/ECF</a> Notice of Electronic Filing. This screen contains the new filing <a href="#">fee</a> charge, and any other outstanding <a href="#">CM/ECF</a> filing <a href="#">fees</a> for the user. Select one of the options: <b>Pay Now</b> or <b>Continue Filing</b>.</li> <li>• <b>NOTE:</b> pop-up blocker software will prevent the Electronic Payment window from displaying and must be disabled or uninstalled before paying <a href="#">fees</a> by credit card online.</li> <li>• <b>Pay Now:</b> if <b>Pay Now</b> is selected, the user will be redirected to <a href="#">PACER</a> to enter his/her credentials.</li> </ul>

	<ul style="list-style-type: none"><li>• Select a payment method (credit card or ACH) and click <b>Next</b>. One-time payments, different from a stored payment method, may be processed by selecting the 'Enter a credit card' or 'Enter an ACH account' <a href="#">radio buttons</a>.</li><li>• Review the payment method, payment details, and email address. Check the box to authorize the payment and click <b>Submit</b>.</li><li>• Ensure sufficient funds are available on the credit card or in the checking account used for payment to cover the fees due.</li><li>• A <a href="#">PACER</a> payment confirmation will appear before being redirected to the <a href="#">CM/ECF</a> payment confirmation screen.</li><li>• If you receive the message <i>Duplicate Submission Detected</i>, please <a href="#">contact the Court</a> to request a refund. Refer to the section of this manual below on <a href="#">Help re: Fees</a>.</li><li>• The <a href="#">CM/ECF</a> payment confirmation screen will detail the amount(s) paid and provide a transaction number for your records. A docket entry is also added to each case where a payment was recorded.</li><li>• If payment is declined, contact the card-issuing bank to determine why the card was declined. If the issue cannot be resolved, call the Court's main number <b>(912) 650-4100</b> and speak with a cashier or financial specialist, to advise that you will be using an alternate method to pay the filing fee(s) due. Refer to the section of this manual below on <a href="#">Alternate Forms of Payment</a>.</li><li>• <b>Continue Filing</b>: selecting <b>Continue Filing</b> allows users to continue filing in <a href="#">CM/ECF</a> and accumulate any filing</li></ul>
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	<p><a href="#">fees</a> incurred during the day. This gives users the option of paying all filing <a href="#">fees</a> at once, upon completing electronic filing for the day. If this option is chosen, you will be returned to <a href="#">CM/ECF</a> for filing.</p> <ul style="list-style-type: none"> <li>• Upon completion of each additional filing, you will receive the pop-up credit card window on the screen, overlaying the <a href="#">CM/ECF</a> Notice of Electronic Filing. This pop-up window will contain a summary of the current charges that remain outstanding. To close your account at any time, click <i>Pay Now</i> and proceed as instructed above.</li> <li>• All accounts must be closed out (paid in full) on the same day the <a href="#">fee</a> was incurred, by close of business. If payment is not received on the day of filing, you will receive an email notification the following business day, indicating that your <a href="#">fee</a> is outstanding and must be paid. Failure to pay filing <a href="#">fees</a> as required will result in a show cause hearing, and filing privileges suspended until all outstanding <a href="#">fees</a> are paid in full. Refer to the section of this manual below on <a href="#">Alternate Forms of Payment</a>.</li> <li>• You may close out your account at any time by running an <b>Internet Payments Due</b> report in the <b>Utilities</b> menu.</li> </ul>
<p><b>How to create a fee</b></p>	<ul style="list-style-type: none"> <li>• If a document was filed using an incorrect docket event code and the <a href="#">fee</a> was not auto-generated, the filer or the <a href="#">Clerk</a> can create the charge.</li> <li>• In <a href="#">CM/ECF</a>, select <b>Bankruptcy &gt; Miscellaneous</b> – <i>select the appropriate fee event:</i> <ul style="list-style-type: none"> <li>○ Adversary Fee</li> <li>○ Amendment Fee</li> </ul> </li> </ul>


	<ul style="list-style-type: none"> <li>○ Certification Fee</li> <li>○ Chapter 11 Installment Fee</li> <li>○ Chapter 12 Installment Fee</li> <li>○ Chapter 13 Installment Fee</li> <li>○ Chapter 15 Installment Fee</li> <li>○ Chapter 7 Installment Fee</li> <li>○ Convert Case Fee (Ch 11 to Ch 7)</li> <li>○ Convert Case Fee (Ch 12 to Ch 7)</li> <li>○ Convert Case Fee (Ch 13 to Ch 7)</li> <li>○ Copy CD Fee</li> <li>○ Copy Fee</li> <li>○ Motion for Relief Fee</li> <li>○ Motion to Redact Fee</li> <li>○ Motion to Sell Free &amp; Clear of Liens Fee</li> <li>○ Pro Hac Vice Fee</li> <li>○ Reopen Case Fee (Ch 13)</li> <li>○ Reopen Case Fee (Ch 7)</li> <li>○ Reopen Installment Fee</li> <li>○ Sever Case Fee (Ch 13)</li> <li>○ Sever Case Fee (Ch 7)</li> <li>○ Transfer of Claim Fee</li> </ul>
<p><b>Deferred/Exempt/Waived Fees</b></p>	<p>Debtor’s counsel, trustees, and other federal government filers may be exempt from certain filing <a href="#">fees</a>. If deferring/waiving a filing <a href="#">fee</a> or if exempt from paying a filing <a href="#">fee</a>, click <i>Continue Filing</i> when the pop-up payment window appears. <a href="#">CM/ECF</a> will recognize that no filing <a href="#">fee</a> is due and allow the filer to continue to the next screen.</p>
<p><b>Alternate Forms of Payment</b></p>	<p>In limited situations, alternate forms of payment may be accepted on a case-by-case basis, if approved in advance by the <a href="#">Clerk of Court</a>. Written requests to pay <a href="#">fees</a> by cash, check, money order, law firm check, or cashier’s check for electronically filed documents shall be emailed to: <a href="mailto:USBC_FinancialManager@gas.uscourts.gov">USBC_FinancialManager@gas.uscourts.gov</a>.</p> <p>The email request shall state in the subject line “Request for Alternate Fee Payment” and include the following information:</p> <ul style="list-style-type: none"> <li>▪ Case number, date filed, and type of document (motion, petition, application, etc.);</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Reason for request to pay with alternate form of payment; and</li> <li>▪ The alternate form of payment (cash, check, etc.) the filer will submit by close of business the following day.</li> </ul>
<p><b>Help re: Fees</b></p>	<p>If you suspect a payment is incorrect or has been made in error, contact the Court's financial specialist immediately via email at <a href="mailto:Leigh.Cribbs@gas.uscourts.gov">Leigh Cribbs@gas.uscourts.gov</a>. Provide the case number, docket number, and the transaction/receipt number of the pleading in question.</p> <p>If you have any questions regarding internet credit card payment procedures, please contact the Court's financial specialist at <b>(912) 650-4139</b>.</p> <p>For technical problems, contact the Court's Department of Computer Services HelpDesk at <b>(912) 650-4201</b>.</p>

## 19. Court Calendar

The [court calendar](#) may be viewed on the Court's website at [www.gasb.uscourts.gov](http://www.gasb.uscourts.gov). On the Court's Website, click [Court Calendar](#), and select the judge or trustee.

**Please note:** Multiple court events may be scheduled on the same day (hearings and meetings); also, cases may be heard by an alternate judge, so check calendars for the division. The calendar can be viewed for up to 30 days in advance. There is a 24-hour delay on the web calendar.



**Public Web Cal**  
3/1/2022 2:38:00 AM

Ver 9.2021  
**Welcome to the United States Bankruptcy Court  
for the Southern District of Georgia**

**Calendar**

Month View / All Judges and Trustees

**Please be advised that the calendar information available on this site is subject to change without notification. Make selections below and then click on the "DISPLAY EVENTS" button. You will be provided with All Calendar Events.**

Choose a Judge or Trustee

Select a Judge or Trustee

**PLEASE NOTE:** Multiple court events may be scheduled on the same day (hearings and meetings). Also, cases may be heard by alternate Judge so check calendars for Division.

**PUBLIC COURT CALENDAR**  
For  
**Chief Judge Edward J. Coleman, III**

3/1/2022 2:38:00 AM

**Statesboro**

**Counsel for the parties in each case are required to confer prior to the scheduled hearing. Following consultation, if counsel believes a scheduled matter will require more than 15 minutes to resolve, two business days prior to the hearing, counsel is to advise the court and be available for telephonic conferencing between the court and opposing counsel.**

88 Matters On Monday, March 21, 2022  
At 52 N Main Street Statesboro, GA [Return to Calendar](#)

Time	Sta Type	Case Number	Debtor	Subject
09:00 AM	HCNF	18-00001	MERCER SR, WILLIE L. Ward, Kimberly S. MERCER, SARAH M. Ward, Kimberly S.	Continued Confirmation; Continued (7) Modification of Plan After Confirmation by Debtor; Continued (7) Objection to Confirmation by Trustee;  Continued (14) Notice of Non-Compliance filed by Trustee; Continued (7) Response by Debtor;
1	HCNF	21-00100	ROBERSON, CARLOS O. Kangler, Lee	Confirmation; (3) Objection to Confirmation by Trustee (4) Amended Chapter 13 Plan; (NOT ENOUGH TIME TO NOTICE FILE SERVED 3/14/22);
	HCNF	21-00108	MILLER, ANGELA D. Hall, Michael	Continued Confirmation;

Counsel for the parties in each case are required to confer prior to the scheduled hearing. Following consultation, if counsel believes a scheduled matter will require more than 15 minutes to resolve, two business days prior to the hearing, counsel is to advise the Court and be available for telephonic conferencing between the Court and opposing counsel.

**Exhibits:**

[Contact the Courtroom Deputy](#) for the assigned Hearing Judge regarding the Judge’s preference regarding exhibits (*i.e., number of copies to bring, labeling procedures, etc.*). Refer also to the Court’s [CM/ECF Administrative Procedures](#) for more information regarding exhibits.

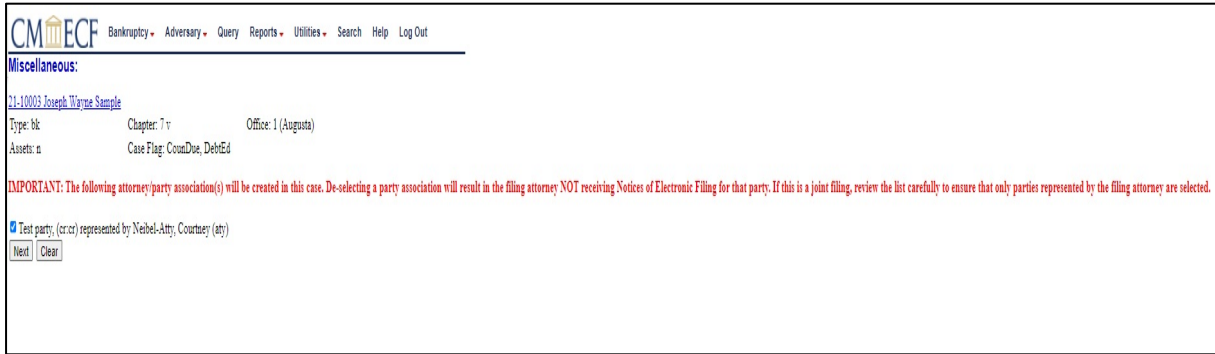
<h2>20. Orders</h2>	
<b>Upload Proposed Order via CM/ECF eOrders module</b>	<p><b>eOrders</b> is a module integrated into the Court’s <a href="#">CM/ECF</a> system that allows attorneys and trustees to submit orders electronically and provides judges and court staff with the ability to process and sign such orders electronically.</p> <p>Please view the instructions for preparing and uploading a proposed order via <a href="#">CM/ECF</a> at: <a href="#">E-Orders Trustee and Attorney Guidelines and Procedures</a>.</p>
<b>Entry of Orders</b>	<p>Orders, decrees, and judgments of the Court may be docketed electronically by the Court. Any order entered electronically has the same force and effect as if the judge</p>



	had affixed his/her signature to a paper order and it had been entered on the docket conventionally.
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## 21. Attorney and Party Association

When an attorney or trustee files a pleading, he/she is prompted to indicate whether he/she should be linked to the party he/she represents. The check box for the association between the attorney and party is checked by default. The display message reflects the implications of omitting this necessary association. If the box is unchecked, the attorney will NOT be added to the case for noticing.



## 22. Opening a Voluntary Bankruptcy (BK) Case and Associated Documents

All bankruptcy forms may be obtained at [www.uscourts.gov/forms/bankruptcy-forms](http://www.uscourts.gov/forms/bankruptcy-forms). For the most up-to-date information regarding [filing fees](#) for each chapter, visit the Court's website at [www.gasb.uscourts.gov](http://www.gasb.uscourts.gov).

### Chapter 7 Procedure

<b>Step 1</b>	<p>Click <b>Bankruptcy</b> in the <a href="#">CM/ECF</a> main menu bar at the top of the screen. The <b>BANKRUPTCY EVENTS</b> screen will display.</p> <p>(Clicking on the question mark icon in the upper right corner of the screen will display helpful information about the categories.)</p>
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	<p>This <b>Help</b> feature is available throughout the <a href="#">CM/ECF</a> application.)</p> <p>Select <b>Open BK Case</b>.</p>
<p><b>Step 2</b></p>	<p><b>The system will automatically assign a case number at the end of the event process.</b></p> <ul style="list-style-type: none"> <li>• The <i>Case type</i> will always be <b>bk</b> and cannot be changed.</li> <li>• The current date will display in the <i>Date filed</i> field – this date cannot be modified.</li> <li>• Select <b>Chapter 7</b> from the <a href="#">drop-down list</a>.</li> <li>• The <a href="#">default</a> value for <b>Joint Petition</b> is <b>n</b> (no). For a Joint filing, change to <b>y</b> (yes).</li> <li>• Do not change the <b>Deficiencies</b> field from <b>n</b> (no). A separate deficiency notice will be issued by the <a href="#">Clerk's office</a> if necessary.</li> <li>• When the screen is correct, click the <b>[Next]</b> button to continue.</li> </ul>
<p><b>Step 3</b></p>	<p>The <b>SEARCH FOR A DEBTOR</b> screen will display.</p> <ul style="list-style-type: none"> <li>• To prevent duplicate person records, a search of the database for the filer by social security number or tax identification number is recommended. The database may be searched by social security number, tax identification number, last name, or business name. If searching by social security number or tax id number, use hyphens when typing in the number.</li> <li>• Click the <b>[Search]</b> button to continue.</li> </ul>

<p><b>Step 4</b></p>	<p>If there are no matches, the system will display a <b>No person found</b> message.</p> <ul style="list-style-type: none"><li>• If the party is not already in the database, add the debtor by clicking the <b>[Create new party]</b> button. The <b>Debtor Information</b> screen will appear (see <a href="#">Step 5</a> below).</li><li>• If the party is already in the database, view it by clicking on it.</li><li>• The name search while <u>creating</u> a new party may find more than one record having the same name just entered, as shown above. Clicking on each of the names will display a window showing the party's address and social security number for verification.</li></ul>
<p><b>Step 5</b></p>	<p>If the search returns a name, select the name if it has spelling <u>identical</u> to the debtor's name on the petition and has the <u>same</u> social security number; otherwise, click the <b>[Create new party]</b> button to add a new person record. The <b>Debtor Information</b> screen will display.</p> <p><b>NOTE:</b> If selecting a party that had already been created, but the address is different, edit the address (the name cannot be edited on this screen).</p> <ul style="list-style-type: none"><li>• Enter all of the debtor's information in the appropriate boxes.</li><li>• Do not enter a phone number, fax number, or email address for the debtor.</li><li>• Do not enter Party text.</li><li>• Select the appropriate county for the city in which the debtor <u>lives or does business</u>, not the mailing address, if different from the physical address. <u>It is very important to select the correct county, since the case will be assigned to a specific division according to the county entered.</u></li></ul>

	<ul style="list-style-type: none"> <li>Some fields will generate a warning message; for example: “Warning: The Tax ID/EIN is blank” is a message that is informational only – proceed with opening the case.</li> </ul>
<p><b>Step 6</b></p>	<p>If the debtor has any aliases listed on the petition click the <b>[Alias...]</b> button. The <b>ALIAS INFORMATION</b> screen will appear.</p> <ul style="list-style-type: none"> <li>Up to 5 alias records may be added on this screen. Alias Role selections include: <b>aka</b> (also known as), <b>dba</b> (doing business as), <b>fdba</b> (formerly doing business as), and <b>fka</b> (formerly known as).</li> <li>Enter the alias information in the fields provided and click the <b>[Add aliases]</b> button.</li> </ul> <p><b>NOTE:</b> if the party has more than 5 aliases, click the <b>[Alias...]</b> button again and repeat the process as many times as needed. The 341 notice will only display the first 5 aliases entered for the debtor in <a href="#">CM/ECF</a>.</p>
<p><b>Step 7</b></p>	<p>The <b>DEBTOR INFORMATION</b> screen will appear again.</p> <ul style="list-style-type: none"> <li>All party information screens, including case opening, contain a <b>Corporate parent/affiliate</b> selection. A business debtor may have a Corporate parent/affiliate if owned or affiliated with other companies.</li> <li>If a business debtor has a corporate parent/affiliate, it is important to enter the name in the <b>Corporate parent/affiliate</b> field.</li> <li>If a <b>Corporate parent/affiliate</b> needs to be entered in the case, click the <b>[Corporate parent/affiliate...]</b> button and see <a href="#">Step 8</a> below. If there are no Corporate parents/affiliates, skip to <a href="#">Step 9</a> below.</li> </ul>
<p><b>Step 8</b></p>	<p>The <b>Search for a corporate parent/affiliate</b> screen will appear.</p> <ul style="list-style-type: none"> <li>Corporate parent/affiliate records reside in a table</li> </ul>

	<p>separate from other party records. This search does not search the database for Parties (debtors, interested parties, defendants, etc.) or Creditors – only Corporate Parents/Affiliates. Enter all or part of the corporate parent/affiliate’s name and click the <b>[Search]</b> button.</p> <ul style="list-style-type: none"> <li>• The <b>Corporate parent/affiliate search results</b> screen will appear.</li> <li>• If the search results in a match, the name can be added as a Corporate parent/affiliate to the debtor on the case. Highlight the selection and click <b>[Select name from list]</b>.</li> <li>• If there is no match, click the <b>[Create new corporate parent/affiliate]</b> button.</li> <li>• The <b>Add Corporate parent/affiliate</b> screen will appear.</li> <li>• The <b>[Add corporate parent/affiliate]</b> button provides only the Last Name field and presents the opportunity to add more than one record. An additional blank field will be generated after every record that is added.</li> <li>• If the user selects <b>[Cancel corporate parent/affiliate]</b> button, the application returns to the <i>Add Party</i> screen without adding the corporate parent/affiliate.</li> <li>• To add the Corporate parent/affiliate to the debtor, click <b>[Add corporate parent/affiliate]</b> button.</li> </ul>
<p style="text-align: center;"><b>Step 9</b></p>	<p>On the <b>Debtor Information</b> screen:</p> <ul style="list-style-type: none"> <li>• Verify the information; at any time, clicking the <b>[Review...]</b> button on the <b>Debtor Information</b> screen presents a screen summarizing the Attorney, Alias, and Corporate parent/affiliate activity for this debtor.</li> <li>• Add all attorneys, aliases, and corporate parents/affiliates before clicking the Submit button.</li> </ul>

	<ul style="list-style-type: none"> <li>• If finished adding information for the new debtor, click the <b>[Submit]</b> button to continue with case opening. <b>Note:</b> you may receive a pop-up warning message regarding blank fields – check the screen to confirm the information is correct and click OK to continue past the warning message(s).</li> </ul> <p><b>NOTE:</b> if this is a joint filing, a <b>JOINT DEBTOR PARTY</b> screen will appear next. Process the joint debtor the same way as the first debtor was added.</p>
<p><b>Step 10</b></p>	<p>The system will display a screen confirming the assignment of the <b>Divisional Office</b> for the case. The assignment is based on the county of the debtor.</p> <ul style="list-style-type: none"> <li>• Click the <b>[Next]</b> button to continue.</li> </ul>
<p><b>Step 11</b></p>	<p>The <b>STATISTICAL DATA</b> screen will appear:</p> <ul style="list-style-type: none"> <li>• <b>Prior filing within last 8 years</b> (choose yes or no)</li> <li>• <b>Fee status</b> values are: <b>Paid, Installment, fee not paid,</b> and <b>IFP</b> (in forma pauperis) <b>filing fee waived</b> (for individual, voluntary Ch. 7 cases only). Choose the appropriate fee status value.</li> <li>• If filing an <a href="#">Application to Pay Filing Fee in Installments</a>, choose <b>Installment</b> from the pick list.</li> <li>• If filing an <a href="#">Application to Waive Ch. 7 Filing Fee (In Forma Pauperis Application)</a>, select <b>IFP filing fee waived</b> for the fee status.</li> <li>• <b>Nature of debt:</b> The <a href="#">default</a> is a null value. A selection is <b>required</b>. Select <b>business, consumer,</b> or <b>other</b>.</li> <li>• Select <b>No</b> for the <b>Asset notice</b> designation.</li> <li>• Select the range of <b>Estimated number of creditors</b> from the <a href="#">drop-down list</a>. This is a <b>required</b> field and cannot be left blank. Enter the information from the voluntary petition.</li> <li>• Select the range of <b>Estimated assets</b> from the</li> </ul>

	<p><a href="#">drop-down list</a>. This is a <b>required</b> field and cannot be left blank. Enter the information from the voluntary petition.</p> <ul style="list-style-type: none"> <li>• Select the range of <b>Estimated liabilities</b> from the <a href="#">drop-down list</a>. This is a <b>required</b> field and cannot be left blank. Enter the information from the voluntary petition.</li> <li>• Select the <b>Type of debtor</b> by clicking the appropriate <a href="#">radio button</a> (Individual, Corporation, Partnership, or Other).</li> <li>• If the Nature of debt is <b>business</b>, select a <b>Nature of business</b> by clicking the appropriate <a href="#">radio button</a> (Health Care Business, Single Asset Real Estate, Stockbroker, Commodity Broker, or None of the above).</li> <li>• If the type of debtor is <b>Corporation, Partnership, or Other</b>, two additional sections will appear on this screen: <b>Special categories</b>, and <b>NAICS code</b>. Check the boxes and select from the <a href="#">drop-down list</a> as appropriate.</li> <li>• Click <b>[Next]</b> to continue.</li> </ul>
<p><b>Step 12</b></p>	<p>A screen will appear with the following statement:</p> <p><b>Statistical Reporting Requirements: You are Required to Input Totals from Schedules A/B, D, E/F, I, J, J-2, Current Monthly Income from Form 122, and Total Nondischargeable Debt. This Information can be found on Official Form B106 (or B206) Summary of Schedules.</b></p> <p><b>Summary of Assets and Liabilities and Certain Statistical Information</b> will also appear on this screen.</p> <ul style="list-style-type: none"> <li>• Enter the totals from the summary of schedules; if the applicable schedules are not included with the petition, leave this screen blank and click <b>[Next]</b>. When the schedules are filed, the information will be updated as the schedules are docketed.</li> </ul>

<p><b>Step 13</b></p>	<p>The <b>U.S. Trustee Information</b> (Schedules/B122, Standards, etc.) screen will appear:</p> <ul style="list-style-type: none"> <li>• The <b>U.S. Trustee Information</b> screen varies with each chapter filed. The data is collected at case opening for Chapters 7, 11, 12, and 13.</li> <li>• Enter the applicable information in the text boxes provided.</li> <li>• Click <b>[Next]</b> to continue.</li> </ul>
<p><b>Step 14</b></p>	<p>The <b>FILENAME/PDF DOCUMENT SELECTION</b> screen will appear:</p> <ul style="list-style-type: none"> <li>• Click <b>[Browse...]</b> (or Choose File), then navigate to the directory where the appropriate <b>PDF</b> file is located and highlight/select it. (Only attach <b>PDF</b> files)</li> <li>• To make certain the correct <b>PDF</b> file is associated with this entry, right-click the file name and select <b>Open</b>.</li> <li>• This will launch <a href="#">Adobe Acrobat Reader</a> to display the contents of the imaged document. Verify that the document is correct.</li> <li>• Close or minimize the <a href="#">Adobe</a> application, and if the file is correct, click <i>Open</i> on the File Upload dialogue box.</li> <li>• If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and proceed as instructed above to add the correct <b>PDF</b> file for the attachment(s).</li> <li>• When all <b>attachments</b> have been added click <b>[Next]</b> to continue.</li> </ul>
<p><b>Step 15</b></p>	<p>A screen will appear to choose whether there is a <b>Presumption of Abuse</b>. Review the debtor’s means test to make the proper selection and select one of two options regarding presumption of abuse on the means test</p>



	<p>form: <b>No</b>, presumption of abuse does not arise; or <b>Yes</b>, presumption of abuse arises.</p> <p>Means testing measures income and expenses to determine what ‘means’ debtors have to repay their debts. A presumption of abuse under <a href="#">§ 707(b)</a> is a term used when the income and expenses information on <a href="#">Official Form B122A-1</a> indicates the debtor may not qualify for bankruptcy relief under Chapter 7.</p> <ul style="list-style-type: none"> <li>• Click <b>[Next]</b> to continue.</li> </ul>
<p><b>Step 16</b></p>	<p>The <a href="#">Filing Fee</a> screen will appear next, showing the filing fee amount.</p> <p>All petitions paid in installments must be accompanied by an <a href="#">Application to Pay Filing Fee in Installments</a>; otherwise, the full fee of <b>\$338.00</b> will be charged to your credit card.</p> <ul style="list-style-type: none"> <li>• The <a href="#">fee</a> amount displayed can be changed accordingly.</li> <li>• Click <b>[Next]</b> to continue.</li> <li>• Click <b>[Next]</b> to continue.</li> </ul>
<p><b>Step 17</b></p>	<p>The <b>FINAL DOCKET TEXT EDITING</b> screen will display.</p> <p><b>NOTE:</b> <u>This is the last opportunity to make any changes before the case is officially opened.</u></p> <p>Sample Docket Entry:</p> <p><b>Chapter 7 Voluntary Petition for Individuals. Fee Amount \$338 Filed by Test Debtor (CPN)</b></p> <ul style="list-style-type: none"> <li>• Verify the accuracy of the docket text. This is what will appear on the official court docket sheet and record.</li> <li>• If the docket text is incorrect, click the <a href="#">browser [Back]</a> button at the top of the screen and locate the error.</li> </ul>

	<ul style="list-style-type: none"> <li>• To abort or restart the transaction before submitting, click the <b>Bankruptcy Events</b> hyperlink on the <a href="#">CM/ECF</a> main menu bar. Although this can be done any time <u>before</u> submitting the docket entry, this is the last opportunity to change the event.</li> <li>• If the docket text is correct, click <b>[Next]</b> to continue.</li> <li>• Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?</li> <li>• Click <b>Next</b> to submit.</li> </ul>
<p><b>Step 18</b></p>	<p>The <b>Notice of Bankruptcy Case Filing</b> screen will appear with the assigned bankruptcy case number, as well as a pop-up screen with the summary of current charges – you can click <i>Pay Now</i> or <i>Continue Filing</i>. Refer to the section of this manual re: <a href="#">Fees and Payments</a>.</p> <ul style="list-style-type: none"> <li>• The <b>Notice of Filing</b> is the verification that the filing has been sent electronically to the court’s database. It certifies that the petition is now an official court document. Future access to this notice is available as a link from the docket sheet.</li> <li>• Copies of this notice are immediately emailed to all parties who have subscribed to this service for the case.</li> <li>• Clicking on the case number hyperlink (<a href="#">17-10032</a>) of the <b>Notice of Bankruptcy Case Filing</b> will allow users to generate a docket report for this case.</li> <li>• Clicking on the Document Number hyperlink (<a href="#">1</a>) allows users to view the <b>PDF</b> image of the document just filed.</li> <li>• The <b>Notice of Bankruptcy Case Filing</b> hyperlink appears at the top of the screen. Clicking on this hyperlink reveals a notice summarizing the pertinent details and participants of this case.</li> <li>• A certification was created in addition to the</li> </ul>

	<p>standard electronic notice. It can be used as an official notice of stay. It can be saved or printed at the time of filing.</p> <ul style="list-style-type: none"> <li>• The <a href="#">Notice of Bankruptcy Case Filing</a> is available for future viewing and printing from the <a href="#">Case Query</a> feature.</li> <li>• To print a copy of the notice, click the <a href="#">browser [Print]</a> icon.</li> <li>• To save a copy of the receipt/notice, click <b>[File]</b> and <b>Save As</b> on the <a href="#">browser</a> menu.</li> <li>• Further access to the <a href="#">Notice of Electronic Filing (NEF)</a> is available through the electronic docket report.</li> <li>• Attorney users will have access to the <a href="#">Notice of Electronic Filing (NEF)</a> at the time of filing.</li> <li>• A copy of the <a href="#">Notice of Electronic Filing (NEF)</a> will be emailed to each subscriber on the case; the following message will display at the top of the notice: <p style="text-align: center;"><b>***NOTE TO PUBLIC ACCESS USERS***</b></p> <p style="text-align: center;"><b>Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30-page limit do not apply.</b></p> </li> </ul>
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**Application to Waive Ch. 7 Filing Fee  
(In Forma Pauperis Application)**

<b>Step 1</b>	Click <b>Bankruptcy</b> in the <a href="#">CM/ECF</a> main menu bar at the top of the screen. The <b>BANKRUPTCY EVENTS</b>
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	<p>screen will display.</p> <p>(Clicking on the question mark icon in the upper right corner of the screen will display helpful information about the categories. This Help feature is available throughout the <a href="#">CM/ECF</a> application.)</p> <p>Select <b>Motions/Applications</b>.</p>
<b>Step 2</b>	Enter the Case Number and click the <b>[Next]</b> button to continue.
<b>Step 3</b>	Select the event <b>Have Chapter 7 Filing Fee Waived</b> and click the <b>[Next]</b> button to continue.
<b>Step 4</b>	If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click the <b>[Next]</b> button to continue.
<b>Step 5</b>	Select the Party (Debtor) or <i>Add/Create New Party</i> . Click the <b>[Next]</b> button to continue.
<b>Step 6</b>	<p>The <b>FILENAME/PDF DOCUMENT SELECTION</b> screen will appear:</p> <ul style="list-style-type: none"> <li>• Click <b>[Browse...]</b> (or Choose File), then navigate to the directory where the appropriate <b>PDF</b> file is located and highlight/select it. (Only attach <b>PDF</b> files)</li> <li>• To make certain the correct <b>PDF</b> file is associated with this entry, right-click the file name and select <b>Open</b>.</li> <li>• This will launch <a href="#">Adobe Acrobat Reader</a> to display the contents of the imaged document. Verify that the document is correct.</li> <li>• Close or minimize the <a href="#">Adobe</a> application, and if the file is correct, click <i>Open</i> on the File Upload dialogue box.</li> <li>• If there are <b>Attachments to Document</b>, click the</li> </ul>

	<p><b>Yes radio button</b> and proceed as instructed above to add the correct <b>PDF</b> file for the attachment(s).</p> <ul style="list-style-type: none"> <li>• When all <b>attachments</b> have been added click <b>[Next]</b> to continue.</li> </ul>
<p><b>Step 7</b></p>	<p>The <b>FINAL DOCKET TEXT EDITING</b> screen will display.</p> <p><b>NOTE:</b> <u>This is the last opportunity to make any changes before the pleading is officially filed with the court.</u></p> <p>Sample Docket Entry:</p> <p><b>Application to Have Chapter 7 Filing Fee Waived Filed by Test B. Attorney on behalf of Test Debtor (Attorney, Test B.)</b></p> <ul style="list-style-type: none"> <li>• Verify the accuracy of the docket text. This is what will appear on the official court docket sheet and record.</li> <li>• If the docket text is incorrect, click the <b>browser [Back]</b> button at the top of the screen and locate the error.</li> <li>• To abort or restart the transaction before submitting, click the <b>Bankruptcy Events</b> hyperlink on the <b>CM/ECF</b> main menu bar. Although this can be done any time <u>before</u> submitting the docket entry, this is the last opportunity to change the event.</li> <li>• If the docket text is correct, click <b>[Next]</b> to continue.</li> <li>• Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?</li> <li>• Click <b>Next</b> to submit.</li> </ul>
<p><b>Step 18</b></p>	<p>The <b>Notice of Electronic Filing (NEF)</b> screen will appear with the assigned document number, as well as a pop-up screen with the summary of current charges – you can</p>

	<p>click <i>Pay Now</i> or <i>Continue Filing</i>. Refer to the section of this manual re: <a href="#">Fees and Payments</a>.</p> <ul style="list-style-type: none"> <li>• A copy of the <a href="#">Notice of Electronic Filing (NEF)</a> will be emailed to each subscriber on the case; the following message will display at the top of the notice:</li> </ul> <p style="text-align: center;"><b>***NOTE TO PUBLIC ACCESS USERS***</b></p> <p style="text-align: center;"><b>Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30-page limit do not apply.</b></p>
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**Chapter 11 Procedure**

*(Please note: The instructions in this procedure may vary slightly depending upon whether the debtor is a small business and/or Subchapter V debtor)*

<p style="text-align: center;"><b>Step 1</b></p>	<p>Click <b>Bankruptcy</b> in the <a href="#">CM/ECF</a> main menu bar at the top of the screen. The <b>BANKRUPTCY EVENTS</b> screen will display.</p> <p>(Clicking on the question mark icon in the upper right corner of the screen will display helpful information about the categories. This Help feature is available throughout the <a href="#">CM/ECF</a> application.)</p> <p>Select <b>Open BK Case</b>.</p>
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<p style="text-align: center;"><b>Step 2</b></p>	<p><b>The system will automatically assign a case number at the end of the event process.</b></p> <ul style="list-style-type: none"> <li>• The <i>Case type</i> will always be <b>bk</b> and cannot be changed.</li> </ul>
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	<ul style="list-style-type: none"> <li>• The current date will display in the <i>Date filed</i> field – this date cannot be modified.</li> <li>• Select <b>Chapter 11</b> from the <a href="#">drop-down list</a>.</li> <li>• The <a href="#">default</a> value for <b>Joint Petition</b> is <b>n</b> (no). For a Joint filing, change to <b>y</b> (yes).</li> <li>• Do not change the <b>Deficiencies</b> field from <b>n</b> (no). A separate deficiency notice will be issued by the <a href="#">clerk's office</a> if necessary.</li> <li>• When the screen is correct, click the <b>[Next]</b> button to continue.</li> </ul>
<p><b>Step 3</b></p>	<p>The <b>SEARCH FOR A DEBTOR</b> screen will display.</p> <ul style="list-style-type: none"> <li>• To prevent duplicate person records, a search of the database for the filer by social security number or tax identification number is recommended. The database may be searched by social security number, tax identification number, last name, or business name. If searching by social security number or tax id number, use hyphens when typing in the number.</li> <li>• Click the <b>[Search]</b> button to continue.</li> </ul>
<p><b>Step 4</b></p>	<p>If there are no matches, the system will display a <b>No person found</b> message.</p> <ul style="list-style-type: none"> <li>• If the party is not already in the database, add the debtor by clicking the <b>[Create new party]</b> button. The <b>Debtor Information</b> screen will appear (see <a href="#">Step 5</a> below).</li> <li>• If the party is already in the database, view it by clicking on it.</li> <li>• The name search while <u>creating</u> a new party may</li> </ul>

	<p>find more than one record having the same name just entered, as shown above. Clicking on each of the names will display a window showing the party's address and social security number for verification.</p>
<p><b>Step 5</b></p>	<p>If the search returns a name, select the name if it has spelling <u>identical</u> to the debtor's name on the petition and has the <u>same</u> social security number; otherwise, click the <b>[Create new party]</b> button to add a new person record. The <b>Debtor Information</b> screen will display.</p> <p><b>NOTE:</b> If selecting a party that had already been created, but the address is different, edit the address (the name cannot be edited on this screen).</p> <ul style="list-style-type: none"> <li>• Enter the debtor's information in the appropriate boxes.</li> <li>• Do not enter a phone number, fax number, or email address for the debtor.</li> <li>• Do not enter Party text.</li> <li>• Select the appropriate county for the city in which the debtor <u>lives or does business</u>, not the mailing address, if different from the physical address. <u>It is very important to select the correct county, since the case will be assigned to a specific division according to the county entered.</u></li> <li>• Some fields will generate a warning message; for example: "<i>Warning: The Tax ID/EIN is blank</i>" is a message that is informational only – proceed with opening the case.</li> </ul>
<p><b>Step 6</b></p>	<p>If the debtor has any aliases listed on the petition click the <b>[Alias...]</b> button. The <b>ALIAS INFORMATION</b> screen will appear.</p> <ul style="list-style-type: none"> <li>• Up to 5 alias records may be added on this screen. Alias Role selections include: <b>aka</b> (also known as), <b>dba</b> (doing business as), <b>fdb</b>a (formerly doing business as), and <b>fka</b> (formerly known as).</li> </ul>



	<ul style="list-style-type: none"> <li>• Enter the alias information in the fields provided and click the <b>[Add aliases]</b> button.</li> </ul> <p><b>NOTE:</b> if the party has more than 5 aliases, click the <b>[Alias...]</b> button again and repeat the process as many times as needed. The 341 notice will only display the first 5 aliases entered for the debtor in <a href="#">CM/ECF</a>.</p>
<p><b>Step 7</b></p>	<p>The <b>DEBTOR INFORMATION</b> screen will appear again.</p> <ul style="list-style-type: none"> <li>• All party information screens, including case opening, contain a <b>Corporate parent/affiliate</b> selection. A business debtor may have a Corporate parent/affiliate if owned or affiliated with other companies.</li> <li>• If a business debtor has a corporate parent/affiliate, it is important to enter the name in the <b>Corporate parent/affiliate</b> field.</li> <li>• If a <b>Corporate parent/affiliate</b> needs to be entered in the case, click the <b>[Corporate parent/affiliate...]</b> button and see <a href="#">Step 8</a> below. If there are no Corporate parents/affiliates, skip to <a href="#">Step 9</a> below.</li> </ul>
<p><b>Step 8</b></p>	<p>The <b>Search for a corporate parent/affiliate</b> screen will appear.</p> <ul style="list-style-type: none"> <li>• Corporate parent/affiliate records reside in a table separate from other party records. This search does not search the database for Parties (debtors, interested parties, defendants, etc.) or Creditors – only Corporate Parents/Affiliates. Enter all or part of the corporate parent/affiliate’s name and click the <b>[Search]</b> button.</li> <li>• The <b>Corporate parent/affiliate search results</b> screen will appear.</li> <li>• If the search results in a match, the name can be added as a Corporate parent/affiliate to the debtor on the case. Highlight the selection and click <b>[Select name from list]</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>• If there is no match, click the <b>[Create new corporate parent/affiliate]</b> button.</li> <li>• The <b>Add Corporate parent/affiliate</b> screen will appear.</li> <li>• The <b>[Add corporate parent/affiliate]</b> button provides only the Last Name field and presents the opportunity to add more than one record. An additional blank field will be generated after every record that is added.</li> <li>• If the user selects <b>[Cancel corporate parent/affiliate]</b> button, the application returns to the <i>Add Party</i> screen without adding the corporate parent/affiliate.</li> <li>• To add the Corporate parent/affiliate to the debtor, click <b>[Add corporate parent/affiliate]</b> button.</li> </ul>
<p style="text-align: center;"><b>Step 9</b></p>	<p>On the <b>Debtor Information</b> screen:</p> <ul style="list-style-type: none"> <li>• Verify the information; at any time, clicking the <b>[Review...]</b> button on the <b>Debtor Information</b> screen presents a screen summarizing the Attorney, Alias, and Corporate parent/affiliate activity for this debtor.</li> <li>• Add all attorneys, aliases, and corporate parents/affiliates before clicking the Submit button.</li> <li>• If finished adding information for the new debtor, click the <b>[Submit]</b> button to continue with case opening. <b>Note:</b> <i>you may receive a pop-up warning message regarding blank fields – check the screen to confirm the information is correct and click OK to continue past the warning message(s).</i></li> </ul> <p><b>NOTE:</b> If this is a joint filing, a <b>JOINT DEBTOR PARTY</b> screen will appear next. Process the joint debtor the same way as the first debtor was added.</p>

<p><b>Step 10</b></p>	<p>The system will display a screen confirming the assignment of the <b>Divisional Office</b> for the case. The assignment is based on the county of the debtor.</p> <ul style="list-style-type: none"> <li>• Click the <b>[Next]</b> button to continue.</li> </ul>
<p><b>Step 11</b></p>	<p>The <b>STATISTICAL DATA</b> screen will appear:</p> <ul style="list-style-type: none"> <li>• <b>Prior filing within last 8 years</b> (choose yes or no)</li> <li>• <b>Fee status</b> values are: <b>Paid</b>, <b>Installment</b>, and <b>fee not paid</b>. Choose the appropriate fee status value.</li> <li>• If filing an <a href="#">Application to Pay Filing Fee in Installments</a>, choose <b>Installment</b> from the pick list.</li> <li>• <b>Nature of debt</b>: The <a href="#">default</a> is a null value. A selection is <b>required</b>. Select <b>business</b>, <b>consumer</b>, or <b>other</b>.</li> <li>• Select <b>Yes</b> for the <b>Asset notice</b> designation.</li> <li>• Select the range of <b>Estimated number of creditors</b> from the <a href="#">drop-down list</a>. This is a <b>required</b> field and cannot be left blank. Enter the information from the voluntary petition.</li> <li>• Select the range of <b>Estimated assets</b> from the <a href="#">drop-down list</a>. This is a <b>required</b> field and cannot be left blank. Enter the information from the voluntary petition.</li> <li>• Select the range of <b>Estimated liabilities</b> from the <a href="#">drop-down list</a>. This is a <b>required</b> field and cannot be left blank. Enter the information from the voluntary petition.</li> <li>• <b>Small business</b>: Select <b>Yes</b> or <b>No</b> from the <a href="#">drop-down list</a> to indicate whether the debtor is a small business debtor. A small business debtor is defined in <a href="#">11 U.S.C. § 101(51D)</a>.</li> <li>• <b>Subchapter</b>: Check the box if the Debtor is defined in <a href="#">11 U.S.C. § 1182(1)</a> and elects to proceed under Subchapter V of Chapter 11.</li> </ul>

	<ul style="list-style-type: none"> <li>• Select the <b>Type of debtor</b> by clicking the appropriate <a href="#">radio button</a> (Individual, Corporation, Partnership, or Other).</li> <li>• If the Nature of debt is <b>business</b>, select a <b>Nature of business</b> by clicking the appropriate <a href="#">radio button</a> (Health Care Business, Single Asset Real Estate, Railroad, Stockbroker, Commodity Broker, Clearing Bank, or None of the above).</li> <li>• If the type of debtor is <b>Corporation, Partnership, or Other</b>, three additional sections will appear on this screen: <b>Chapter 11 Non-individual, Special categories</b>, and <b>NAICS code</b>. Check the boxes and select from the <a href="#">drop-down list</a> as applicable/appropriate.</li> <li>• Click <b>[Next]</b> to continue.</li> </ul>
<p><b>Step 12</b></p>	<p>A screen will appear to enter information from the debtor’s schedules I and J:</p> <ul style="list-style-type: none"> <li>• Enter the totals from the schedules; if the applicable schedules are not included with the petition, leave this screen blank and click <b>[Next]</b>. When the schedules are filed, the information will be updated as the schedules are docketed.</li> </ul>
<p><b>Step 13</b></p>	<p>The <b>FILENAME/PDF DOCUMENT SELECTION</b> screen will appear:</p> <ul style="list-style-type: none"> <li>• Click <b>[Browse...]</b> (or Choose File), then navigate to the directory where the appropriate <a href="#">PDF</a> file is located and highlight/select it. (Only attach <a href="#">PDF</a> files)</li> <li>• To make certain the correct <a href="#">PDF</a> file is associated with this entry, right-click the file name and select <b>Open</b>.</li> <li>• This will launch <a href="#">Adobe Acrobat Reader</a> to display the contents of the imaged document. Verify that the document is correct.</li> </ul>

	<ul style="list-style-type: none"> <li>• Close or minimize the <a href="#">Adobe</a> application, and if the file is correct, click <i>Open</i> on the File Upload dialogue box.</li> <li>• If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and proceed as instructed above to add the correct <a href="#">PDF</a> file for the attachment(s).</li> <li>• When all <a href="#">attachments</a> have been added click <b>[Next]</b> to continue.</li> </ul>
<p><b>Step 14</b></p>	<p>The deadlines for the Chapter 11 Plan and Disclosure Statement (if applicable) are automatically calculated. Click <b>[Next]</b> to continue.</p>
<p><b>Step 15</b></p>	<p>The <a href="#">Filing Fee</a> screen will appear next, showing the filing fee amount of <b>\$1738</b>.</p> <ul style="list-style-type: none"> <li>• The <a href="#">fee</a> amount displayed can be changed accordingly.</li> <li>• Click <b>[Next]</b> to continue.</li> <li>• Click <b>[Next]</b> to continue.</li> </ul>
<p><b>Step 16</b></p>	<p>The <b>FINAL DOCKET TEXT EDITING</b> screen will display.</p> <p><b>NOTE:</b> <u>This is the last opportunity to make any changes before the case is officially opened.</u></p> <p>Sample Docket Entry:</p> <p><b>Chapter 11 Voluntary Petition Non-Individual Fee Amount \$1738 Filed by Testing Corporation. Chapter 11 Plan due by 12/6/2021. Disclosure Statement due by 12/6/2021. (Attorney, Test)</b></p> <ul style="list-style-type: none"> <li>• Verify the accuracy of the docket text. This is what will appear on the official court docket sheet and record.</li> <li>• If the docket text is incorrect, click the <a href="#">browser</a></li> </ul>

	<p><b>[Back]</b> button at the top of the screen and locate the error.</p> <ul style="list-style-type: none"> <li>• To abort or restart the transaction before submitting, click the <b>Bankruptcy Events</b> hyperlink on the <a href="#">CM/ECF</a> main menu bar. Although this can be done any time <u>before</u> submitting the docket entry, this is the last opportunity to change the event.</li> <li>• Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?</li> <li>• Click <b>Next</b> to submit.</li> </ul>
<p><b>Step 17</b></p>	<p>The <b>Notice of Bankruptcy Case Filing</b> screen will appear with the assigned bankruptcy case number, as well as a pop-up screen with the summary of current charges – you can click <i>Pay Now</i> or <i>Continue Filing</i>. Refer to the section of this manual re: <a href="#">Fees and Payments</a>.</p> <ul style="list-style-type: none"> <li>• The <b>Notice of Filing</b> is the verification that the filing has been sent electronically to the court’s database. It certifies that the petition is now an official court document. Future access to this notice is available as a link from the docket sheet.</li> <li>• Copies of this notice are immediately emailed to all parties who have subscribed to this service for the case.</li> <li>• Clicking on the case number hyperlink (<a href="#">17-10032</a>) of the <b>Notice of Bankruptcy Case Filing</b> will allow users to generate a docket report for this case.</li> <li>• Clicking on the Document Number hyperlink (<a href="#">1</a>) allows users to view the <a href="#">PDF</a> image of the document just filed.</li> <li>• The <b>Notice of Bankruptcy Case Filing</b> hyperlink appears at the top of the screen. Clicking on this hyperlink reveals a notice summarizing the pertinent details and participants of this case.</li> </ul>

	<ul style="list-style-type: none"> <li>• A certification was created in addition to the standard electronic notice. It can be used as an official notice of stay. It can be saved or printed at the time of filing.</li> <li>• The <a href="#">Notice of Bankruptcy Case Filing</a> is available for future viewing and printing from the <a href="#">Case Query</a> feature.</li> <li>• To print a copy of the notice, click the <a href="#">browser [Print]</a> icon.</li> <li>• To save a copy of the receipt/notice, click <b>[File]</b> and <b>Save As</b> on the <a href="#">browser</a> menu.</li> <li>• Further access to the <a href="#">Notice of Electronic Filing (NEF)</a> is available through the electronic docket report.</li> <li>• Attorney users will have access to the <a href="#">Notice of Electronic Filing (NEF)</a> at the time of filing.</li> <li>• A copy of the <a href="#">Notice of Electronic Filing (NEF)</a> will be emailed to each subscriber on the case; the following message will display at the top of the notice:   <p style="text-align: center;"><b>***NOTE TO PUBLIC ACCESS USERS***</b></p> <p style="text-align: center;"><b>Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30-page limit do not apply.</b></p> </li> </ul>
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**List of 20 Largest Unsecured Creditors (Ch. 11)**

<b>Step 1</b>	Click <b>Bankruptcy</b> in the <a href="#">CM/ECF</a> main menu bar
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	<p>at the top of the screen. The <b>BANKRUPTCY EVENTS</b> screen will display.</p> <p>(Clicking on the question mark icon in the upper right corner of the screen will display helpful information about the categories. This Help feature is available throughout the <a href="#">CM/ECF</a> application.)</p> <p>Select <b>Miscellaneous</b>.</p>
<b>Step 2</b>	Enter the Case Number and click the <b>[Next]</b> button to continue.
<b>Step 3</b>	Select the event <b>20 Largest Unsecured Creditors</b> and click the <b>[Next]</b> button to continue.
<b>Step 4</b>	If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click the <b>[Next]</b> button to continue.
<b>Step 5</b>	Select the Party (Debtor) or <i>Add/Create New Party</i> . Click the <b>[Next]</b> button to continue.
<b>Step 6</b>	<p>The <b>FILENAME/PDF DOCUMENT SELECTION</b> screen will appear:</p> <ul style="list-style-type: none"> <li>• Click <b>[Browse...]</b> (or Choose File), then navigate to the directory where the appropriate <b>PDF</b> file is located and highlight/select it. (Only attach <b>PDF</b> files)</li> <li>• To make certain the correct <b>PDF</b> file is associated with this entry, right-click the file name and select <b>Open</b>.</li> <li>• This will launch <a href="#">Adobe Acrobat Reader</a> to display the contents of the imaged document. Verify that the document is correct.</li> <li>• Close or minimize the <a href="#">Adobe</a> application, and if the file is correct, click <i>Open</i> on the File Upload dialogue box.</li> </ul>



	<ul style="list-style-type: none"> <li>• If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and proceed as instructed above to add the correct <b>PDF</b> file for the attachment(s).</li> <li>• When all <b>attachments</b> have been added click <b>[Next]</b> to continue.</li> </ul>
<p style="text-align: center;"><b>Step 7</b></p>	<p>The <b>FINAL DOCKET TEXT EDITING</b> screen will display.</p> <p><b>NOTE:</b> <u>This is the last opportunity to make any changes before the pleading is officially filed with the court.</u></p> <p>Sample Docket Entry:</p> <p><b>Chapter 11 or Chapter 9 Cases Non-Individual: List of Creditors Who Have 20 Largest Unsecured Claims Against You and Are Not Insiders Filed by Test B. Attorney on behalf of Testing Corporation (Attorney, Test B.)</b></p> <ul style="list-style-type: none"> <li>• Verify the accuracy of the docket text. This is what will appear on the official court docket sheet and record.</li> <li>• If the docket text is incorrect, click the <b>browser [Back]</b> button at the top of the screen and locate the error.</li> <li>• To abort or restart the transaction before submitting, click the <b>Bankruptcy Events</b> hyperlink on the <b>CM/ECF</b> main menu bar. Although this can be done any time <u>before</u> submitting the docket entry, this is the last opportunity to change the event.</li> <li>• If the docket text is correct, click <b>[Next]</b> to continue.</li> <li>• Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?</li> <li>• Click <b>Next</b> to submit.</li> </ul>
<p style="text-align: center;"><b>Step 8</b></p>	<p>The <b>Notice of Electronic Filing (NEF)</b> screen will appear with the assigned document number, as well as a pop-up</p>

	<p>screen with the summary of current charges – you can click <i>Pay Now</i> or <i>Continue Filing</i>. Refer to the section of this manual re: <a href="#">Fees and Payments</a>.</p> <ul style="list-style-type: none"> <li>• A copy of the <a href="#">Notice of Electronic Filing (NEF)</a> will be emailed to each subscriber on the case; the following message will display at the top of the notice:</li> </ul> <p style="text-align: center;"><b>***NOTE TO PUBLIC ACCESS USERS***</b></p> <p style="text-align: center;"><b>Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30-page limit do not apply.</b></p>
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**Chapter 12 Procedure**

<p style="text-align: center;"><b>Step 1</b></p>	<p>Click <b>Bankruptcy</b> in the <a href="#">CM/ECF</a> main menu bar at the top of the screen. The <b>BANKRUPTCY EVENTS</b> screen will display.</p> <p>(Clicking on the question mark icon in the upper right corner of the screen will display helpful information about the categories. This Help feature is available throughout the <a href="#">CM/ECF</a> application.)</p> <p>Select <b>Open BK Case</b>.</p>
<p style="text-align: center;"><b>Step 2</b></p>	<p><b>The system will automatically assign a case number at the end of the event process.</b></p> <ul style="list-style-type: none"> <li>• The <i>Case type</i> will always be <b>bk</b> and cannot be changed.</li> <li>• The current date will display in the <i>Date filed</i> field – this date cannot be modified.</li> </ul>

	<ul style="list-style-type: none"> <li>• Select <b>Chapter 12</b> from the <a href="#">drop-down list</a>.</li> <li>• The <a href="#">default</a> value for <b>Joint Petition</b> is <b>n</b> (no). For a Joint filing, change to <b>y</b> (yes).</li> <li>• Do not change the <b>Deficiencies</b> field from <b>n</b> (no). A separate deficiency notice will be issued by the <a href="#">clerk's office</a> if necessary.</li> <li>• When the screen is correct, click the <b>[Next]</b> button to continue.</li> </ul>
<p><b>Step 3</b></p>	<p>The <b>SEARCH FOR A DEBTOR</b> screen will display.</p> <ul style="list-style-type: none"> <li>• To prevent duplicate person records, a search of the database for the filer by social security number or tax identification number is recommended. The database may be searched by social security number, tax identification number, last name, or business name. If searching by social security number or tax id number, use hyphens when typing in the number.</li> <li>• Click the <b>[Search]</b> button to continue.</li> </ul>
<p><b>Step 4</b></p>	<p>If there are no matches, the system will display a <b>No person found</b> message.</p> <ul style="list-style-type: none"> <li>• If the party is not already in the database, add the debtor by clicking the <b>[Create new party]</b> button. The <b>Debtor Information</b> screen will appear (see <a href="#">Step 5</a> below).</li> <li>• If the party is already in the database, view it by clicking on it.</li> <li>• The name search while <u>creating</u> a new party may find more than one record having the same name just entered, as shown above. Clicking on each of</li> </ul>

	<p>the names will display a window showing the party's address and social security number for verification.</p>
<p><b>Step 5</b></p>	<p>If the search returns a name, select the name if it has spelling <u>identical</u> to the debtor's name on the petition and has the <u>same</u> social security number; otherwise, click the <b>[Create new party]</b> button to add a new person record. The <b>Debtor Information</b> screen will display.</p> <p><b>NOTE:</b> If selecting a party that had already been created, but the address is different, edit the address (the name cannot be edited on this screen).</p> <ul style="list-style-type: none"> <li>• Enter the debtor's information in the appropriate boxes.</li> <li>• Do not enter a phone number, fax number, or email address for the debtor.</li> <li>• Do not enter Party text.</li> <li>• Select the appropriate county for the city in which the debtor <u>lives or does business</u>, not the mailing address, if different from the physical address. <u>It is very important to select the correct county, since the case will be assigned to a specific division according to the county entered.</u></li> <li>• Some fields will generate a warning message; for example: "<i>Warning: The Tax ID/EIN is blank</i>" is a message that is informational only – proceed with opening the case.</li> </ul>
<p><b>Step 6</b></p>	<p>If the debtor has any aliases listed on the petition click the <b>[Alias...]</b> button. The <b>ALIAS INFORMATION</b> screen will appear.</p> <ul style="list-style-type: none"> <li>• Up to 5 alias records may be added on this screen. Alias Role selections include: <b>aka</b> (also known as), <b>dba</b> (doing business as), <b>fdba</b> (formerly doing business as), and <b>fka</b> (formerly known as).</li> <li>• Enter the alias information in the fields provided and</li> </ul>

	<p>click the <b>[Add aliases]</b> button.</p> <p><b>NOTE:</b> if the party has more than 5 aliases, click the <b>[Alias...]</b> button again and repeat the process as many times as needed. The 341 notice will only display the first 5 aliases entered for the debtor in <a href="#">CM/ECF</a>.</p>
<p><b>Step 7</b></p>	<p>The <b>DEBTOR INFORMATION</b> screen will appear again.</p> <ul style="list-style-type: none"> <li>• All party information screens, including case opening, contain a <b>Corporate parent/affiliate</b> selection. A business debtor may have a Corporate parent/affiliate if owned or affiliated with other companies.</li> <li>• If a business debtor has a corporate parent/affiliate, it is important to enter the name in the <b>Corporate parent/affiliate</b> field.</li> <li>• If a <b>Corporate parent/affiliate</b> needs to be entered in the case, click the <b>[Corporate parent/affiliate...]</b> button and see <a href="#">Step 8</a> below. If there are no Corporate parents/affiliates, skip to <a href="#">Step 9</a> below.</li> </ul>
<p><b>Step 8</b></p>	<p>The <b>Search for a corporate parent/affiliate</b> screen will appear.</p> <ul style="list-style-type: none"> <li>• Corporate parent/affiliate records reside in a table separate from other party records. This search does not search the database for Parties (debtors, interested parties, defendants, etc.) or Creditors – only Corporate Parents/Affiliates. Enter all or part of the corporate parent/affiliate’s name and click the <b>[Search]</b> button.</li> <li>• The <b>Corporate parent/affiliate search results</b> screen will appear.</li> <li>• If the search results in a match, the name can be added as a Corporate parent/affiliate to the debtor on the case. Highlight the selection and click <b>[Select name from list]</b>.</li> <li>• If there is no match, click the <b>[Create new</b></li> </ul>

	<p><b>corporate parent/affiliate]</b> button.</p> <ul style="list-style-type: none"> <li>• The <b>Add Corporate parent/affiliate</b> screen will appear.</li> <li>• The <b>[Add corporate parent/affiliate]</b> button provides only the Last Name field and presents the opportunity to add more than one record. An additional blank field will be generated after every record that is added.</li> <li>• If the user selects <b>[Cancel corporate parent/affiliate]</b> button, the application returns to the <i>Add Party</i> screen without adding the corporate parent/affiliate.</li> <li>• To add the Corporate parent/affiliate to the debtor, click <b>[Add corporate parent/affiliate]</b> button.</li> </ul>
<p><b>Step 9</b></p>	<p>On the <b>Debtor Information</b> screen.</p> <ul style="list-style-type: none"> <li>• Verify the information; at any time, clicking the <b>[Review...]</b> button on the <b>Debtor Information</b> screen presents a screen summarizing the Attorney, Alias, and Corporate parent/affiliate activity for this debtor.</li> <li>• Add all attorneys, aliases, and corporate parents/affiliates before clicking the Submit button.</li> <li>• If finished adding information for the new debtor, click the <b>[Submit]</b> button to continue with case opening. <b>Note:</b> <i>you may receive a pop-up warning message regarding blank fields – check the screen to confirm the information is correct and click OK to continue past the warning message(s).</i></li> </ul> <p><b>NOTE:</b> If this is a joint filing, a <b>JOINT DEBTOR PARTY</b> screen will appear next. Process the joint debtor the same way as the first debtor was added.</p>
<p><b>Step 10</b></p>	<p>The system will display a screen confirming the assignment of the <b>Divisional Office</b> for the case. The assignment is based on the county of the debtor.</p>

	<ul style="list-style-type: none"> <li>• Click the <b>[Next]</b> button to continue.</li> </ul>
<p><b>Step 11</b></p>	<p>The <b>STATISTICAL DATA</b> screen will appear.</p> <ul style="list-style-type: none"> <li>• <b>Prior filing within last 8 years</b> (choose yes or no)</li> <li>• <b>Fee status</b> values are: <b>Paid</b>, <b>Installment</b>, and <b>fee not paid</b>. Choose the appropriate fee status value.</li> <li>• If filing an <a href="#">Application to Pay Filing Fee in Installments</a>, choose <b>Installment</b> from the pick list.</li> <li>• <b>Nature of debt</b>: The <a href="#">default</a> is <b>business</b>; this value cannot be changed.</li> <li>• Select <b>Yes</b> for the <b>Asset notice</b> designation.</li> <li>• Select the range of <b>Estimated number of creditors</b> from the <a href="#">drop-down list</a>. This is a <b>required</b> field and cannot be left blank. Enter the information from the voluntary petition.</li> <li>• Select the range of <b>Estimated assets</b> from the <a href="#">drop-down list</a>. This is a <b>required</b> field and cannot be left blank. Enter the information from the voluntary petition.</li> <li>• Select the range of <b>Estimated liabilities</b> from the <a href="#">drop-down list</a>. This is a <b>required</b> field and cannot be left blank. Enter the information from the voluntary petition.</li> <li>• Select the <b>Type of debtor</b> by clicking the appropriate <a href="#">radio button</a> (Individual, Corporation, Partnership, or Other).</li> <li>• Select a <b>Nature of business</b> by clicking the appropriate <a href="#">radio button</a> (Health Care Business, Single Asset Real Estate, Railroad, Stockbroker, Commodity Broker, Clearing Bank, or None of the above).</li> <li>• If the type of debtor is <b>Corporation</b>, <b>Partnership</b>, or <b>Other</b>, two additional sections will appear on this screen: <b>Special categories</b>, and <b>NAICS code</b>. Check the boxes and select from the <a href="#">drop-</a></li> </ul>

	<p><a href="#">down list</a> as appropriate.</p> <ul style="list-style-type: none"> <li>• Click <b>[Next]</b> to continue.</li> </ul>
<b>Step 12</b>	<p>A screen will appear to report information from the debtor's <b>Summary of Assets and Liabilities and Certain Statistical Information</b>:</p> <ul style="list-style-type: none"> <li>• Enter the totals from the schedules; if the applicable schedules are not included with the petition, leave this screen blank and click <b>[Next]</b>. When the schedules are filed, the information will be updated as the schedules are docketed.</li> </ul>
<b>Step 13</b>	<p>A screen will appear requesting additional information from the debtor's <b>Schedules C (if applicable), I, and J</b>.</p> <ul style="list-style-type: none"> <li>• Enter the totals from the schedules; if the applicable schedules are not included with the petition, leave this screen blank and click <b>[Next]</b>. When the schedules are filed, the information will be updated as the schedules are docketed.</li> </ul>
<b>Step 14</b>	<p>The <b>FILENAME/PDF DOCUMENT SELECTION</b> screen will appear:</p> <ul style="list-style-type: none"> <li>• Click <b>[Browse...]</b> (or Choose File), then navigate to the directory where the appropriate <a href="#">PDF</a> file is located and highlight/select it. (Only attach <a href="#">PDF</a> files)</li> <li>• To make certain the correct <a href="#">PDF</a> file is associated with this entry, right-click the file name and select <b>Open</b>.</li> <li>• This will launch <a href="#">Adobe Acrobat Reader</a> to display the contents of the imaged document. Verify that the document is correct.</li> <li>• Close or minimize the <a href="#">Adobe</a> application, and if the file is correct, click <i>Open</i> on the File Upload dialogue box.</li> </ul>



	<ul style="list-style-type: none"> <li>• If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and proceed as instructed above to add the correct <b>PDF</b> file for the attachment(s).</li> <li>• When all <b>attachments</b> have been added click <b>[Next]</b> to continue.</li> </ul>
<p><b>Step 15</b></p>	<p>The <b>Filing Fee</b> screen will appear next, showing the filing fee amount. The deadline for filing the Chapter 12 Plan is automatically calculated and will also appear on this screen.</p> <p>All petitions paid in installments must be accompanied by an <b>Application to Pay Filing Fee in Installments</b>; otherwise, the full fee of <b>\$278.00</b> will be charged to your credit card.</p> <ul style="list-style-type: none"> <li>• The <b>fee</b> amount displayed can be changed accordingly.</li> <li>• Click <b>[Next]</b> to continue.</li> <li>• Click <b>[Next]</b> to continue.</li> </ul>
<p><b>Step 16</b></p>	<p>The <b>FINAL DOCKET TEXT EDITING</b> screen will display.</p> <p><b>NOTE:</b> <u>This is the last opportunity to make any changes before the case is officially opened.</u></p> <p>Sample Docket Entry:</p> <p><b>Chapter 12 Voluntary Petition Fee Amount \$278 Filed by Test Farmer Chapter 12 Plan due by 11/4/2021. (Attorney, Test)</b></p> <ul style="list-style-type: none"> <li>• Verify the accuracy of the docket text. This is what will appear on the official court docket sheet and record.</li> <li>• If the docket text is incorrect, click the <b>browser [Back]</b> button at the top of the screen and locate the error.</li> <li>• To abort or restart the transaction before submitting, click the <b>Bankruptcy Events</b> hyperlink on the</li> </ul>

	<p><a href="#">CM/ECF</a> main menu bar. Although this can be done any time <u>before</u> submitting the docket entry, this is the last opportunity to change the event.</p> <ul style="list-style-type: none"> <li>• Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?</li> <li>• Click <b>Next</b> to submit.</li> </ul>
<p><b>Step 17</b></p>	<p>The <b>Notice of Bankruptcy Case Filing</b> screen will appear with the assigned bankruptcy case number, as well as a pop-up screen with the summary of current charges – you can click <i>Pay Now</i> or <i>Continue Filing</i>. Refer to the section of this manual re: <a href="#">Fees and Payments</a>.</p> <ul style="list-style-type: none"> <li>• The <b>Notice of Filing</b> is the verification that the filing has been sent electronically to the court’s database. It certifies that the petition is now an official court document. Future access to this notice is available as a link from the docket sheet.</li> <li>• Copies of this notice are immediately emailed to all parties who have subscribed to this service for the case.</li> <li>• Clicking on the case number hyperlink (<a href="#">17-10032</a>) of the <b>Notice of Bankruptcy Case Filing</b> will allow users to generate a docket report for this case.</li> <li>• Clicking on the Document Number hyperlink (<a href="#">1</a>) allows users to view the <b>PDF</b> image of the document just filed.</li> <li>• The <b>Notice of Bankruptcy Case Filing</b> hyperlink appears at the top of the screen. Clicking on this hyperlink reveals a notice summarizing the pertinent details and participants of this case.</li> <li>• A certification was created in addition to the standard electronic notice. It can be used as an official notice of stay. It can be saved or printed at the time of filing.</li> </ul>

	<ul style="list-style-type: none"> <li>• The <a href="#">Notice of Bankruptcy Case Filing</a> is available for future viewing and printing from the <a href="#">Case Query</a> feature.</li> <li>• To print a copy of the notice, click the <a href="#">browser [Print]</a> icon.</li> <li>• To save a copy of the receipt/notice, click <b>[File]</b> and <b>Save As</b> on the <a href="#">browser</a> menu.</li> <li>• Further access to the <a href="#">Notice of Electronic Filing (NEF)</a> is available through the electronic docket report.</li> <li>• Attorney users will have access to the <a href="#">Notice of Electronic Filing (NEF)</a> at the time of filing.</li> <li>• A copy of the <a href="#">Notice of Electronic Filing (NEF)</a> will be emailed to each subscriber on the case; the following message will display at the top of the notice:   <p style="text-align: center;"><b>***NOTE TO PUBLIC ACCESS USERS***</b></p> <p style="text-align: center;"><b>Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30-page limit do not apply.</b></p> </li> </ul>
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**Chapter 13 Procedure**

<b>Step 1</b>	<p>Click <b>Bankruptcy</b> in the <a href="#">CM/ECF</a> main menu bar at the top of the screen. The <b>BANKRUPTCY EVENTS</b> screen will display.</p> <p>(Clicking on the question mark icon in the upper right corner of the screen will display helpful information about the categories.)</p>
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	<p>This Help feature is available throughout the <a href="#">CM/ECF</a> application.)</p> <p>Select <b>Open BK Case</b>.</p>
<p><b>Step 2</b></p>	<p><b>The system will automatically assign a case number at the end of the event process.</b></p> <ul style="list-style-type: none"> <li>• The <i>Case type</i> will always be <b>bk</b> and cannot be changed.</li> <li>• The current date will display in the <i>Date filed</i> field – this date cannot be modified.</li> <li>• Select <b>Chapter 13</b> from the <a href="#">drop-down list</a>.</li> <li>• The <a href="#">default</a> value for <b>Joint Petition</b> is <b>n</b> (no). For a Joint filing, change to <b>y</b> (yes).</li> <li>• Do not change the <b>Deficiencies</b> field from <b>n</b> (no). A separate deficiency notice will be issued by the <a href="#">clerk's office</a> if necessary.</li> <li>• When the screen is correct, click the <b>[Next]</b> button to continue.</li> </ul>
<p><b>Step 3</b></p>	<p>The <b>SEARCH FOR A DEBTOR</b> screen will display.</p> <ul style="list-style-type: none"> <li>• To prevent duplicate person records, a search of the database for the filer by social security number or tax identification number is recommended. The database may be searched by social security number, tax identification number, last name, or business name. If searching by social security number or tax id number, use hyphens when typing in the number.</li> <li>• Click the <b>[Search]</b> button to continue.</li> </ul>
<p><b>Step 4</b></p>	<p>If there are no matches, the system will display a <b>No person found</b> message.</p>

	<ul style="list-style-type: none"> <li>• If the party is not already in the database, add the debtor by clicking the <b>[Create new party]</b> button. The <b>Debtor Information</b> screen will appear (see <a href="#">Step 5</a> below).</li> <li>• If the party is already in the database, view it by clicking on it.</li> <li>• The name search while <u>creating</u> a new party may find more than one record having the same name just entered, as shown above. Clicking on each of the names will display a window showing the party’s address and social security number for verification.</li> </ul>
<p><b>Step 5</b></p>	<p>If the search returns a name, select the name if it has spelling <u>identical</u> to the debtor’s name on the petition and has the <u>same</u> social security number; otherwise, click the <b>[Create new party]</b> button to add a new person record. The <b>Debtor Information</b> screen will display.</p> <p><b>NOTE:</b> If selecting a party that had already been created, but the address is different, edit the address (the name cannot be edited on this screen).</p> <ul style="list-style-type: none"> <li>• Enter the debtor’s information in the appropriate boxes.</li> <li>• Do not enter a phone number, fax number, or email address for the debtor.</li> <li>• Do not enter Party text.</li> <li>• Select the appropriate county for the city in which the debtor <u>lives or does business</u>, not the mailing address, if different from the physical address. <u>It is very important to select the correct county, since the case will be assigned to a specific division according to the county entered.</u></li> <li>• Some fields will generate a warning message; for example: “<i>Warning: The Tax ID/EIN is blank</i>” is a message that is informational only – proceed with opening the case.</li> </ul>

<p><b>Step 6</b></p>	<p>If the debtor has any aliases listed on the petition click the <b>[Alias...]</b> button. The <b>ALIAS INFORMATION</b> screen will appear.</p> <ul style="list-style-type: none"> <li>Up to 5 alias records may be added on this screen. Alias Role selections include: <b>aka</b> (also known as), <b>dba</b> (doing business as), <b>fdba</b> (formerly doing business as), and <b>fka</b> (formerly known as).</li> <li>Enter the alias information in the fields provided and click the <b>[Add aliases]</b> button.</li> </ul> <p><b>NOTE:</b> if the party has more than 5 aliases, click the <b>[Alias...]</b> button again and repeat the process as many times as needed. The 341 notice will only display the first 5 aliases entered for the debtor in <a href="#">CM/ECF</a>.</p>
<p><b>Step 7</b></p>	<p>The <b>DEBTOR INFORMATION</b> screen will appear again.</p> <ul style="list-style-type: none"> <li>All party information screens, including case opening, contain a <b>Corporate parent/affiliate</b> selection. A business debtor may have a Corporate parent/affiliate if owned or affiliated with other companies.</li> <li>If a business debtor has a corporate parent/affiliate, it is important to enter the name in the <b>Corporate parent/affiliate</b> field.</li> <li>If a <b>Corporate parent/affiliate</b> needs to be entered in the case, click the <b>[Corporate parent/affiliate...]</b> button and see <a href="#">Step 8</a> below. If there are no Corporate parents/affiliates, skip to <a href="#">Step 9</a> below.</li> </ul>
<p><b>Step 8</b></p>	<p>The <b>Search for a corporate parent/affiliate</b> screen will appear.</p> <ul style="list-style-type: none"> <li>Corporate parent/affiliate records reside in a table separate from other party records. This search does not search the database for Parties (debtors, interested parties, defendants, etc.) or Creditors – only Corporate Parents/Affiliates. Enter all or part of</li> </ul>

	<p>the corporate parent/affiliate's name and click the <b>[Search]</b> button.</p> <ul style="list-style-type: none"> <li>• The <b>Corporate parent/affiliate search results</b> screen will appear.</li> <li>• If the search results in a match, the name can be added as a Corporate parent/affiliate to the debtor on the case. Highlight the selection and click <b>[Select name from list]</b>.</li> <li>• If there is no match, click the <b>[Create new corporate parent/affiliate]</b> button.</li> <li>• The <b>Add Corporate parent/affiliate</b> screen will appear.</li> <li>• The <b>[Add corporate parent/affiliate]</b> button provides only the Last Name field and presents the opportunity to add more than one record. An additional blank field will be generated after every record that is added.</li> <li>• If the user selects <b>[Cancel corporate parent/affiliate]</b> button, the application returns to the <i>Add Party</i> screen without adding the corporate parent/affiliate.</li> <li>• To add the Corporate parent/affiliate to the debtor, click <b>[Add corporate parent/affiliate]</b> button.</li> </ul>
<p style="text-align: center;"><b>Step 9</b></p>	<p>On the <b>Debtor Information</b> screen:</p> <ul style="list-style-type: none"> <li>• Verify the information; at any time, clicking the <b>[Review...]</b> button on the <b>Debtor Information</b> screen presents a screen summarizing the Attorney, Alias, and Corporate parent/affiliate activity for this debtor.</li> <li>• Add all attorneys, aliases, and corporate parents/affiliates before clicking the Submit button.</li> <li>• If finished adding information for the new debtor, click the <b>[Submit]</b> button to continue with case opening. <i>Note: you may receive a pop-up warning message regarding blank fields – check the screen</i></li> </ul>

	<p><i>to confirm the information is correct and click OK to continue past the warning message(s).</i></p> <p><b>NOTE:</b> If this is a joint filing, a <b>JOINT DEBTOR PARTY</b> screen will appear next. Process the joint debtor the same way as the first debtor was added.</p>
<p><b>Step 10</b></p>	<p>The system will display a screen confirming the assignment of the <b>Divisional Office</b> for the case. The assignment is based on the county of the debtor.</p> <ul style="list-style-type: none"> <li>• Click the <b>[Next]</b> button to continue.</li> </ul>
<p><b>Step 11</b></p>	<p>The <b>STATISTICAL DATA</b> screen will appear:</p> <ul style="list-style-type: none"> <li>• <b>Prior filing within last 8 years</b> (choose yes or no)</li> <li>• <b>Fee status</b> values are: <b>Paid</b>, <b>Installment</b>, and <b>fee not paid</b>. Choose the appropriate fee status value.</li> <li>• If filing an <a href="#">Application to Pay Filing Fee in Installments</a>, choose <b>Installment</b> from the pick list.</li> <li>• <b>Nature of debt:</b> The <a href="#">default</a> is a null value. A selection is <b>required</b>. Select <b>business</b>, <b>consumer</b>, or <b>other</b>.</li> <li>• Select <b>Yes</b> for the <b>Asset notice</b> designation.</li> <li>• Select the range of <b>Estimated number of creditors</b> from the <a href="#">drop-down list</a>. This is a <b>required</b> field and cannot be left blank. Enter the information from the voluntary petition.</li> <li>• Select the range of <b>Estimated assets</b> from the <a href="#">drop-down list</a>. This is a <b>required</b> field and cannot be left blank. Enter the information from the voluntary petition.</li> <li>• Select the range of <b>Estimated liabilities</b> from the <a href="#">drop-down list</a>. This is a <b>required</b> field and cannot be left blank. Enter the information from the voluntary petition.</li> <li>• Select the <b>Type of debtor</b> by clicking the</li> </ul>



	<p>appropriate <a href="#">radio button</a> (Individual, Corporation, Partnership, or Other).</p> <ul style="list-style-type: none"> <li>• If the Nature of debt is <b>business</b>, select a <b>Nature of business</b> by clicking the appropriate <a href="#">radio button</a> (Health Care Business, Single Asset Real Estate, Stockbroker, Commodity Broker, or None of the above).</li> <li>• Click <b>[Next]</b> to continue.</li> </ul>
<p><b>Step 12</b></p>	<p>A screen will appear with the following statement:</p> <p><b>Statistical Reporting Requirements: You are Required To Input Totals From Schedules A/B, D, E/F, I, J, J-2, Current Monthly Income from Form 122, and Total Nondischargeable Debt. This Information can be found on Official Form B106 Summary of Schedules.</b></p> <p><b>Summary of Assets and Liabilities and Certain Statistical Information</b> will also appear on this screen.</p> <ul style="list-style-type: none"> <li>• Enter the totals from the schedules; if the applicable schedules are not included with the petition, leave this screen blank and click <b>[Next]</b>. When the schedules are filed, the information will be updated as the schedules are docketed.</li> </ul>
<p><b>Step 13</b></p>	<p>A screen will appear to enter information from the debtor's <b>Schedules I and J</b>.</p> <ul style="list-style-type: none"> <li>• Enter the totals from the schedules; if the applicable schedules are not included with the petition, leave this screen blank and click <b>[Next]</b>. When the schedules are filed, the information will be updated as the schedules are docketed.</li> </ul>
<p><b>Step 14</b></p>	<p>The <b>FILENAME/PDF DOCUMENT SELECTION</b> screen will appear:</p> <ul style="list-style-type: none"> <li>• Click <b>[Browse...]</b> (or Choose File), then navigate to the directory where the appropriate <a href="#">PDF</a> file is</li> </ul>

	<p>located and highlight/select it. (Only attach <a href="#">PDF</a> files)</p> <ul style="list-style-type: none"> <li>• To make certain the correct <a href="#">PDF</a> file is associated with this entry, right-click the file name and select <b>Open</b>.</li> <li>• This will launch <a href="#">Adobe Acrobat Reader</a> to display the contents of the imaged document. Verify that the document is correct.</li> <li>• Close or minimize the <a href="#">Adobe</a> application, and if the file is correct, click <i>Open</i> on the File Upload dialogue box.</li> <li>• If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and proceed as instructed above to add the correct <a href="#">PDF</a> file for the attachment(s).</li> <li>• When all <a href="#">attachments</a> have been added click <b>[Next]</b> to continue.</li> </ul>
<p><b>Step 15</b></p>	<p>The <a href="#">Filing Fee</a> screen will appear next, showing the filing fee amount. If you are paying the filing fee in installments, leave the filing fee amount as 0.00. If you are paying the full amount of the filing fee, enter 313.00.</p> <p>All petitions with the filing fee to be paid in installments must be accompanied by an <a href="#">Application to Pay Filing Fee in Installments</a>.</p> <ul style="list-style-type: none"> <li>• The <a href="#">fee</a> amount displayed can be changed accordingly.</li> <li>• Click <b>[Next]</b> to continue.</li> <li>• Click <b>[Next]</b> to continue.</li> </ul>
<p><b>Step 16</b></p>	<p>The <b>FINAL DOCKET TEXT EDITING</b> screen will display.</p> <p><b>NOTE:</b> <u>This is the last opportunity to make any changes before the case is officially opened.</u></p> <p>Sample Docket Entry:</p>

	<p><b>Chapter 13 Voluntary Petition Individual Fee Amount \$313 Filed by Test C. Debtor. (Attorney, Test)</b></p> <ul style="list-style-type: none"> <li>• Verify the accuracy of the docket text. This is what will appear on the official court docket sheet and record.</li> <li>• If the docket text is incorrect, click the <a href="#">browser [Back]</a> button at the top of the screen and locate the error.</li> <li>• To abort or restart the transaction before submitting, click the <b>Bankruptcy Events</b> hyperlink on the <a href="#">CM/ECF</a> main menu bar. Although this can be done any time <u>before</u> submitting the docket entry, this is the last opportunity to change the event.</li> <li>• If the docket text is correct, click <b>[Next]</b> to continue.</li> <li>• Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?</li> <li>• Click <b>Next</b> to submit.</li> </ul>
<p><b>Step 17</b></p>	<p>The <a href="#">Notice of Bankruptcy Case Filing</a> screen will appear with the assigned bankruptcy case number, as well as a pop-up screen with the summary of current charges – you can click <i>Pay Now</i> or <i>Continue Filing</i>. Refer to the section of this manual re: <a href="#">Fees and Payments</a>.</p> <ul style="list-style-type: none"> <li>• The <b>Notice of Filing</b> is the verification that the filing has been sent electronically to the court's database. It certifies that the petition is now an official court document. Future access to this notice is available as a link from the docket sheet.</li> <li>• Copies of this notice are immediately emailed to all parties who have subscribed to this service for the case.</li> <li>• Clicking on the case number hyperlink (<a href="#">17-10032</a>) of the <a href="#">Notice of Bankruptcy Case Filing</a> will allow</li> </ul>

users to generate a docket report for this case.

- Clicking on the Document Number hyperlink (1) allows users to view the PDF image of the document just filed.
- The [Notice of Bankruptcy Case Filing](#) hyperlink appears at the top of the screen. Clicking on this hyperlink reveals a notice summarizing the pertinent details and participants of this case.
- A certification was created in addition to the standard electronic notice. It can be used as an official notice of stay. It can be saved or printed at the time of filing.
- The [Notice of Bankruptcy Case Filing](#) is available for future viewing and printing from the [Case Query](#) feature.
- To print a copy of the notice, click the [browser \[Print\]](#) icon.
- To save a copy of the receipt/notice, click **[File]** and **Save As** on the [browser](#) menu.
- Further access to the [Notice of Electronic Filing \(NEF\)](#) is available through the electronic docket report.
- Attorney users will have access to the [Notice of Electronic Filing \(NEF\)](#) at the time of filing.
- A copy of the [Notice of Electronic Filing \(NEF\)](#) will be emailed to each subscriber on the case; the following message will display at the top of the notice:

**\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\***

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	document is a transcript, the free copy and 30-page limit do not apply.
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**Other Documents Associated with Case Opening**

<b>Statement of Social Security Number</b>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Bankruptcy Form 121 SSN</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party (Debtor) or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ <b>Please note:</b> The B-121 form should be docketed separately from other documents as the image will be restricted from public view.</li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ Click <b>Next</b></li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> </ul>
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<b>Certificate of Credit Counseling</b>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Select <b>Certificate of Credit Counseling</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party (Debtor) or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ In a joint case, a screen prompt will appear – <b>This Certificate is Being Filed on Behalf of:</b> select the appropriate <b>radio button</b>.</li> <li>▪ Click <b>Next</b></li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> </ul>
<p style="text-align: center;"><b>Certification/Request for Extension of Time to Complete Pre-Petition Credit Counseling</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Extend Time for Credit Counseling</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party (Debtor) or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the</li> </ul>

	<p><b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</p> <ul style="list-style-type: none"> <li>▪ Click <b>Next</b></li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <b>eOrder</b>.</li> </ul>
<p style="text-align: center;"><b>Motion for Exemption/Waiver of Pre-Petition Credit Counseling</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Exemption from Credit Counseling</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party (Debtor) or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ <b>Exemption Due To:</b> enter the reason for the exemption request.</li> <li>▪ Click <b>Next</b></li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the</li> </ul>

	<p>browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p style="text-align: center;"><b>Employee Income Records/Transmittal of Pay Advices</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <a href="#">Employee Income Records</a></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party (Debtor) or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <a href="#">Attachments to Document</a>, click the <a href="#">Yes radio button</a> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ Check the box to <b>refer to existing event(s)</b>; otherwise, click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p style="text-align: center;"><b>Application to Pay Filing Fee in Installments</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <a href="#">Pay Filing Fee in Installments</a></li> </ul>



	<ul style="list-style-type: none"> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party (Debtor) or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> </ul>
<p style="text-align: center;"><b>Tax Documents</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Tax Documents</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party (Debtor) or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ Enter the <b>Four Digit Tax Year</b> for this return. Click <b>Next</b> to continue.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p style="text-align: center;"><b>Request for Stop Garnishment Order*</b></p> <p><i>*A <a href="#">fillable Request for Stop Garnishment form</a> is available on the Court's website at <a href="http://www.qasb.uscourts.gov">www.qasb.uscourts.gov</a> under Forms &gt; Local Forms.</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Request for Stop Garnishment Order</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party (Debtor) or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ Check the box to <b>refer to existing event(s)</b>; otherwise, click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>

<p><b>Motion to Extend Automatic Stay</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Extend Automatic Stay</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party (Debtor) or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> </ul>
<p><b>Power of Attorney*</b></p> <p><i>*Please note: the original power of attorney/documentation must be delivered to the <a href="#">Clerk's office</a> for verification/certification.</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Power of Attorney/Signatory Verification</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party (Debtor) or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ <b>Is this a document OTHER than a Power of Attorney?</b> Select <b>Yes</b> or <b>No</b>. <i>(If you select <b>Yes</b>, the next screen will prompt you to enter the type of document(s) being filed to verify the permission given to the signatory to sign on behalf of the debtor(s).)</i> Click <b>Next</b> to continue.</li> <li>▪ <b>Please note:</b> the original documentation (<i>proof of permission for signatory to sign on behalf of the debtor/joint debtor</i>) must be submitted to the Office of the Clerk. Click <b>Next</b> to continue.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> </ul>
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## 23. Mailing Matrix (List of Creditors)

It is the debtor’s responsibility to submit a complete creditor mailing matrix immediately upon filing the petition. Refer to [General Order 2015-1](#).

A creditor mailing matrix contains each creditor’s name and mailing address. The matrix is used for noticing the meeting of creditors, as well as other hearing notices and claims information, when applicable.

<p><b>Formatting Specifications</b></p>	<p>The creditor mailing matrix must be in ASCII file format, with an appropriate text extension, such as <b>.txt</b>, before it can be successfully uploaded into <a href="#">CM/ECF</a>. All other file types within <a href="#">CM/ECF</a> will be portable document format (<b>PDF</b>) files.</p>
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	<p>Refer to the section of this manual re: <a href="#">Style Guidelines</a> for helpful information on formatting party names and addresses.</p>
<p><b>How to Save/Convert Matrix with a .txt Extension</b></p>	<ul style="list-style-type: none"> <li>▪ After creating the creditor mailing list in WordPerfect or <a href="#">Microsoft Word</a>, open the file.</li> <li>▪ Once the file is displayed, click <b>[File]</b> from the word processing menu bar, to display the drop-down menu.</li> <li>▪ Select <b>[Save As]</b> from the drop-down menu.</li> <li>▪ Select the file type: <ul style="list-style-type: none"> <li>➤ If using WordPerfect, click the drop-down menu arrow in the <b>[File Type]</b> box, and select the file type <b>ASCII DOS Text</b>.</li> <li>➤ If using <a href="#">Microsoft Word</a>, click the drop-down box arrow in the <b>[Save as Type]</b> box, and select the file type of <b>Text Files (*.txt)</b> or <b>Text Only (*.txt)</b>.</li> </ul> </li> <li>▪ Enter the file name in the <b>[File Name]</b> box. Using the name entered, the system will provide the file name including the .txt extension.</li> <li>▪ <b>NOTE:</b> The preferred method is to use the debtor name as the file name. This will allow preparation and saving of the creditor matrix before the case is opened and assigned a case number in <a href="#">CM/ECF</a>.</li> </ul> <p>Example names are:  gary_grant_matrix.txt  acme_enterprises_matrix.txt  gary_mary_grant_matrix.txt</p> <ul style="list-style-type: none"> <li>▪ Click the <b>Save</b> button.</li> </ul>
<p><b>How to Upload Creditor Matrix into CM/ECF</b></p>	<ul style="list-style-type: none"> <li>▪ Log in to <a href="#">CM/ECF</a></li> <li>▪ Click <b>Bankruptcy</b></li> <li>▪ Click <b>Creditor Maintenance</b></li> <li>▪ Click <b>Upload list of creditors file</b></li> <li>▪ Enter the case number in yy-nnnnn format, including the hyphen. Click <b>Next</b>.</li> <li>▪ The <b>Load Creditor Information</b> screen will display.</li> </ul>

- Click the Browse (or Choose File) button to display the File Upload screen.
- Click the Look In box and select the appropriate drive name.
- Change the Files of Types to Text (\*.txt) or All Files.
- Highlight the appropriate text file with a click of the mouse.
- For quality assurance, right-click and select Open from the pick-list that displays.
- Verify that this is the correct creditor matrix file for the case. Close or minimize the window by clicking on **X** in the upper right-hand corner.
- If correct, double-click the file to select it, or click the Open button to attach it to the bankruptcy case.
- Click **Next**.
- The **Total Creditors Entered** screen will appear with the number of creditors entered. If the total number of creditors entered is not the same as the total number of creditors on the mailing matrix you uploaded, click the [browser](#) Back button to return to the screen needed to correct. Process the screens again with the respective **Next** or **Submit** buttons.
- If the total number of creditors displayed is correct, click **Submit**.
- The **Creditors Receipt** screen will display. The information displayed confirms the case number and the total number of creditors added to the case.
- If there are additional creditor mailing lists to enter for different cases, click **Return to Creditor Maintenance Menu** and repeat the process for each case.
- If there are no other creditor mailing lists to add, select **Logout** or select another option from the main menu bar.
- **NOTE:** the Creditor Mailing Matrix is available for viewing in [CM/ECE](#) via **Utilities > Mailings > Mailing Matrix by Case**, or **Query > Mailing Matrix by Case**. You will have the opportunity to upload the creditor matrix one time in each case.

## 24. Automatic Judge/Trustee Assignment (AJTA)

Functionality is available within [CM/ECE](#) for attorneys representing debtors to run the **Automatic Judge/Trustee Assignment (AJTA) module** when filing a new bankruptcy

case. Running **AJTA** in this manner will allow an attorney filer to immediately download a mailing matrix from CM/ECF that includes the assigned case trustee (*with the exception of Chapter 7 cases filed in Augusta and Savannah and all Chapter 11 cases*).

**Please note:** The AJTA functionality does not affect the random judge/trustee assignment used by the [Clerk's Office](#); instead, it allows the assignment to occur faster. Attorney filers should ensure creditors have been uploaded in the case before using the matrix as part of a certificate of service for the Chapter 13 Plan.

For attorney filers who do not opt to run the **AJTA** manually, the [Clerk's Office](#) will continue to run the **AJTA** at minute 0:02:00 of every hour, Monday through Friday, from 6:00 AM to 6:00 PM.

<p><b>Requirements for running AJTA</b></p>	<ol style="list-style-type: none"> <li>1. A petition must be filed in CM/ECF before <b>AJTA</b> can run.</li> <li>2. The same username/login that files the case must run <b>AJTA</b>. Any other username/login attempting to run <b>AJTA</b> for that case will receive an error message.</li> </ol>
<p><b>How to run AJTA</b></p>	<ul style="list-style-type: none"> <li>• Log in to <a href="#">CM/ECF</a> and click <b>Bankruptcy</b> on the main menu bar.</li> <li>• The <b>Bankruptcy Events</b> screen displays.</li> <li>• Click the <b>Judge/Trustee Assignment</b> link.</li> <li>• The 341 Judge and Trustee screen displays. This may take a few minutes; please be patient. A confirmation screen will appear showing the case number(s), judge(s) assigned, trustee(s) assigned, 341 Meeting date (if any), Confirmation Hearing date (if any), Docket Date (if any), and Reasons Skipped (if any).</li> <li>• When the confirmation screen appears, the process is complete.</li> </ul>

## 23. Opening an Involuntary BK Case

<b>Step 1</b>	<p>Click <b>Bankruptcy</b> in the <a href="#">CM/ECF</a> main menu bar at the top of the screen. The <b>BANKRUPTCY EVENTS</b> screen will display.</p> <p>(Clicking on the question mark icon in the upper right corner of the screen will display helpful information about the categories. This Help feature is available throughout the <a href="#">CM/ECF</a> application.)</p> <p>Select <b>Open Involuntary Case</b>.</p>
<b>Step 2</b>	<p><b>The system will automatically assign a case number at the end of the event process.</b></p> <ul style="list-style-type: none"><li>• The <i>Case type</i> will always be <b>bk</b> and cannot be changed.</li><li>• The current date will display in the <i>Date filed</i> field – this date cannot be modified.</li><li>• Select <b>Chapter 7</b> or <b>Chapter 11</b> from the <a href="#">drop-down list</a>.</li><li>• The <a href="#">default</a> value for <b>Joint Petition</b> is <b>n</b> (no) and cannot be changed.</li><li>• When the screen is correct, click the <b>[Next]</b> button to continue.</li></ul>
<b>Step 3</b>	<p>The <b>SEARCH FOR AN ALLEGED DEBTOR</b> screen will display:</p> <ul style="list-style-type: none"><li>• To prevent duplicate person records, a search of the database for the alleged debtor by social security number or tax identification number is recommended. The database may be searched by</li></ul>



	<p>social security number, tax identification number, last name, or business name. If searching by social security number or tax id number, use hyphens when typing in the number.</p> <ul style="list-style-type: none"> <li>• Click the <b>[Search]</b> button to continue.</li> </ul>
<p><b>Step 4</b></p>	<p>If there are no matches, the system will display a <b>No person found</b> message.</p> <ul style="list-style-type: none"> <li>• If the party is not already in the database, add the alleged debtor by clicking the <b>[Create new party]</b> button. The <b>Alleged Debtor Information</b> screen will appear (see <a href="#">Step 5</a> below).</li> <li>• If the party is already in the database, view it by clicking on it.</li> <li>• The name search while <u>creating</u> a new party may find more than one record having the same name just entered, as shown above. Clicking on each of the names will display a window showing the party's address and social security number for verification.</li> </ul>
<p><b>Step 5</b></p>	<p>If the search returns a name, select the name if it has spelling <u>identical</u> to the alleged debtor's name on the petition and has the <u>same</u> social security number; otherwise, click the <b>[Create new party]</b> button to add a new person record. The <b>Alleged Debtor Information</b> screen will display.</p> <p><b>NOTE:</b> If selecting a party that had already been created, but the address is different, edit the address (the name cannot be edited on this screen).</p> <ul style="list-style-type: none"> <li>• Enter the alleged debtor's information in the appropriate boxes.</li> <li>• Do not enter a phone number, fax number, or email address for the alleged debtor.</li> </ul>

	<ul style="list-style-type: none"> <li>• Do not enter Party text.</li> <li>• Select the appropriate county for the city in which the alleged debtor <u>lives or does business</u>, not the mailing address, if different from the physical address. <u>It is very important to select the correct county, since the case will be assigned to a specific division according to the county entered.</u></li> <li>• Some fields will generate a warning message; for example: “<i>Warning: The Tax ID/EIN is blank</i>” is a message that is informational only – proceed with opening the case.</li> </ul>
<p><b>Step 6</b></p>	<p>If the alleged debtor has any aliases listed on the petition click the <b>[Alias...]</b> button. The <b>ALIAS INFORMATION</b> screen will appear.</p> <ul style="list-style-type: none"> <li>• Up to 5 alias records may be added on this screen. Alias Role selections include: <b>aka</b> (also known as), <b>dba</b> (doing business as), <b>fdba</b> (formerly doing business as), and <b>fka</b> (formerly known as).</li> <li>• Enter the alias information in the fields provided and click the <b>[Add aliases]</b> button.</li> </ul> <p><b>NOTE:</b> if the party has more than 5 aliases, click the <b>[Alias...]</b> button again and repeat the process as many times as needed. The 341 notice will only display the first 5 aliases entered for the alleged debtor in <a href="#">CM/ECF</a>.</p>
<p><b>Step 7</b></p>	<p>The <b>ALLEGED DEBTOR INFORMATION</b> screen will appear again:</p> <ul style="list-style-type: none"> <li>• All party information screens, including case opening, contain a <b>Corporate parent/affiliate</b> selection. A business debtor may have a Corporate parent/affiliate if owned or affiliated with other companies.</li> <li>• If a business debtor has a corporate parent/affiliate, it is important to enter the name in the <b>Corporate parent/affiliate</b> field.</li> </ul>

	<ul style="list-style-type: none"> <li>• If a <b>Corporate parent/affiliate</b> needs to be entered in the case, click the <b>[Corporate parent/affiliate...]</b> button and see <a href="#">Step 8</a> below. If there are no Corporate parents/affiliates, skip to <a href="#">Step 9</a> below.</li> </ul>
<p style="text-align: center;"><b>Step 8</b></p>	<p>The <b>Search for a corporate parent/affiliate</b> screen will appear.</p> <ul style="list-style-type: none"> <li>• Corporate parent/affiliate records reside in a table separate from other party records. This search does not search the database for Parties (debtors, interested parties, defendants, etc.) or Creditors – only Corporate Parents/Affiliates. Enter all or part of the corporate parent/affiliate’s name and click the <b>[Search]</b> button.</li> <li>• The <b>Corporate parent/affiliate search results</b> screen will appear.</li> <li>• If the search results in a match, the name can be added as a Corporate parent/affiliate to the alleged debtor on the case. Highlight the selection and click <b>[Select name from list]</b>.</li> <li>• If there is no match, click the <b>[Create new corporate parent/affiliate]</b> button.</li> <li>• The <b>Add Corporate parent/affiliate</b> screen will appear.</li> <li>• The <b>[Add corporate parent/affiliate]</b> button provides only the Last Name field and presents the opportunity to add more than one record. An additional blank field will be generated after every record that is added.</li> <li>• If the user selects <b>[Cancel corporate parent/affiliate]</b> button, the application returns to the <i>Add Party</i> screen without adding the corporate parent/affiliate.</li> <li>• To add the Corporate parent/affiliate to the alleged debtor, click <b>[Add corporate parent/affiliate]</b> button.</li> </ul>

<p><b>Step 9</b></p>	<p>On the <b>Alleged Debtor Information</b> screen:</p> <ul style="list-style-type: none"> <li>• Verify the information; at any time, clicking the <b>[Review...]</b> button on the <b>Alleged Debtor Information</b> screen presents a screen summarizing the Attorney, Alias, and Corporate parent/affiliate activity for this debtor.</li> <li>• Add all attorneys, aliases, and corporate parents/affiliates before clicking the Submit button.</li> <li>• If finished adding information for the new alleged debtor, click the <b>[Submit]</b> button to continue with case opening. <i>Note: you may receive a pop-up warning message regarding blank fields – check the screen to confirm the information is correct and click OK to continue past the warning message(s).</i></li> </ul>
<p><b>Step 10</b></p>	<p>The <b>SEARCH FOR A PETITIONING CREDITOR</b> screen will display.</p> <ul style="list-style-type: none"> <li>• To prevent duplicate person records, a search of the database for the creditor by social security number or tax identification number is recommended. The database may be searched by social security number, tax identification number, last name, or business name. If searching by social security number or tax id number, use hyphens when typing in the number.</li> <li>• Click the <b>[Search]</b> button to continue.</li> </ul>
<p><b>Step 11</b></p>	<p>If there are no matches, the system will display a <b>No person found</b> message.</p> <ul style="list-style-type: none"> <li>• If the party is not already in the database, add the petitioning creditor by clicking the <b>[Create new party]</b> button. The <b>Petitioning Creditor Information</b> screen will appear (see <a href="#">Step 12</a> below).</li> <li>• If the party is already in the database, view it by</li> </ul>

	<p>clicking on it.</p> <ul style="list-style-type: none"> <li>The name search while <u>creating</u> a new party may find more than one record having the same name just entered, as shown above. Clicking on each of the names will display a window showing the party's address and social security number for verification.</li> </ul>
<p><b>Step 12</b></p>	<p>If the search returns a name, select the name if it has spelling <u>identical</u> to the petitioning creditor's name on the petition and has the <u>same</u> social security number; otherwise, click the <b>[Create new party]</b> button to add a new person record. The <b>Petitioning Creditor Information</b> screen will display.</p> <p><b>NOTE:</b> If selecting a party that had already been created, but the address is different, edit the address (the name cannot be edited on this screen).</p> <ul style="list-style-type: none"> <li>Enter the petitioning creditor's information in the appropriate boxes.</li> <li>Do not enter a phone number, fax number, or email address for the petitioning creditor.</li> <li>Do not enter Party text.</li> <li>Select the appropriate county for the city in which the petitioning creditor <u>lives or does business</u>, not the mailing address, if different from the physical address.</li> <li>Some fields will generate a warning message; for example: "<i>Warning: The Tax ID/EIN is blank</i>" is a message that is informational only – proceed with opening the case.</li> <li>If applicable, check the box to indicate <i>the user opening the case is the filing attorney for this party</i>.</li> </ul>
<p><b>Step 13</b></p>	<p>If the petitioning creditor has any aliases listed on the petition click the <b>[Alias...]</b> button. The <b>ALIAS INFORMATION</b> screen will appear.</p>

	<ul style="list-style-type: none"> <li>Up to 5 alias records may be added on this screen. Alias Role selections include: <b>aka</b> (also known as), <b>dba</b> (doing business as), <b>fdba</b> (formerly doing business as), and <b>fka</b> (formerly known as).</li> <li>Enter the alias information in the fields provided and click the <b>[Add aliases]</b> button.</li> </ul> <p><b>NOTE:</b> if the petitioning creditor has more than 5 aliases, click the <b>[Alias...]</b> button again and repeat the process as many times as needed. The 341 notice will only display the first 5 aliases entered for the petitioning creditor in <a href="#">CM/ECF</a>.</p>
<p><b>Step 14</b></p>	<p>The <b>PETITIONING CREDITOR INFORMATION</b> screen will appear again:</p> <ul style="list-style-type: none"> <li>All party information screens, including case opening, contain a <b>Corporate parent/affiliate</b> selection. A business may have a Corporate parent/affiliate if owned or affiliated with other companies.</li> <li>If a business petitioning creditor has a corporate parent/affiliate, it is important to enter the name in the <b>Corporate parent/affiliate</b> field.</li> <li>If a <b>Corporate parent/affiliate</b> needs to be entered in the case, click the <b>[Corporate parent/affiliate...]</b> button and see <a href="#">Step 15</a> below. If there are no Corporate parents/affiliates, skip to <a href="#">Step 16</a> below.</li> </ul>
<p><b>Step 15</b></p>	<p>The <b>Search for a corporate parent/affiliate</b> screen will appear.</p> <ul style="list-style-type: none"> <li>Corporate parent/affiliate records reside in a table separate from other party records. This search does not search the database for Parties (debtors, interested parties, defendants, etc.) or Creditors – only Corporate Parents/Affiliates. Enter all or part of the corporate parent/affiliate’s name and click the <b>[Search]</b> button.</li> </ul>

	<ul style="list-style-type: none"> <li>• The <b>Corporate parent/affiliate search results</b> screen will appear.</li> <li>• If the search results in a match, the name can be added as a Corporate parent/affiliate to the petitioning creditor on the case. Highlight the selection and click <b>[Select name from list]</b>.</li> <li>• If there is no match, click the <b>[Create new corporate parent/affiliate]</b> button.</li> <li>• The <b>Add Corporate parent/affiliate</b> screen will appear.</li> <li>• The <b>[Add corporate parent/affiliate]</b> button provides only the Last Name field and presents the opportunity to add more than one record. An additional blank field will be generated after every record that is added.</li> <li>• If the user selects <b>[Cancel corporate parent/affiliate]</b> button, the application returns to the <i>Add Party</i> screen without adding the corporate parent/affiliate.</li> <li>• To add the Corporate parent/affiliate to the petitioning creditor, click <b>[Add corporate parent/affiliate]</b> button.</li> </ul>
<p style="text-align: center;"><b>Step 16</b></p>	<p>On the <b>Petitioning Creditor Information</b> screen:</p> <ul style="list-style-type: none"> <li>• Verify the information; at any time, clicking the <b>[Review...]</b> button on the <b>Petitioning Creditor Information</b> screen presents a screen summarizing the Attorney, Alias, and Corporate parent/affiliate activity for this petitioning creditor.</li> <li>• Add all attorneys, aliases, and corporate parents/affiliates before clicking the Submit button.</li> <li>• Repeat this process for each petitioning creditor listed on the petition.</li> <li>• If finished adding information for the petitioning creditor(s), click the <b>[Submit]</b> button and then the <b>[End petitioning creditor selection]</b> button to</li> </ul>

	continue with case opening.
<b>Step 17</b>	<p>The system will display a screen confirming the assignment of the <b>Divisional Office</b> for the case. The assignment is based on the county of the alleged debtor.</p> <ul style="list-style-type: none"> <li>• Click the <b>[Next]</b> button to continue.</li> </ul>
<b>Step 18</b>	<p>The <b>STATISTICAL DATA</b> screen will appear.</p> <ul style="list-style-type: none"> <li>• The <b>Fee status</b> value <b>defaults</b> to <b>Paid</b> and cannot be changed.</li> <li>• <b>Nature of debt:</b> The <b>default</b> is a null value. A selection is <b>required</b>. Select <b>business</b> or <b>consumer</b>.</li> <li>• Select the <b>Type of debtor</b> by clicking the appropriate <b>radio button</b> (Individual, Corporation, Partnership, or Other).</li> <li>• If the Nature of debt is <b>business</b>, select a <b>Nature of business</b> by clicking the appropriate <b>radio button</b> (Health Care Business, Single Asset Real Estate, Railroad, Stockbroker, Commodity Broker, Clearing Bank, or None of the above/Unknown).</li> <li>• Click <b>[Next]</b> to continue.</li> </ul>
<b>Step 19</b>	<p>The <b>FILENAME/PDF DOCUMENT SELECTION</b> screen will appear:</p> <ul style="list-style-type: none"> <li>• Click <b>[Browse...]</b> (or Choose File), then navigate to the directory where the appropriate <b>PDF</b> file is located and highlight/select it. (Only attach <b>PDF</b> files)</li> <li>• To make certain the correct <b>PDF</b> file is associated with this entry, right-click the file name and select <b>Open</b>.</li> <li>• This will launch <a href="#">Adobe Acrobat Reader</a> to display the contents of the imaged document. Verify that</li> </ul>



	<p>the document is correct.</p> <ul style="list-style-type: none"> <li>• Close or minimize the <a href="#">Adobe</a> application, and if the file is correct, click <i>Open</i> on the File Upload dialogue box.</li> <li>• If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and proceed as instructed above to add the correct <a href="#">PDF</a> file for the attachment(s).</li> <li>• When all <a href="#">attachments</a> have been added click <b>[Next]</b> to continue.</li> </ul>
<p><b>Step 20</b></p>	<p>The <a href="#">Filing Fee</a> screen will appear next, showing the filing fee amount. The full <a href="#">fee</a> will be charged to your credit card.</p> <ul style="list-style-type: none"> <li>• Click <b>[Next]</b> to continue.</li> <li>• Click <b>[Next]</b> to continue.</li> </ul>
<p><b>Step 21</b></p>	<p>The <b>FINAL DOCKET TEXT EDITING</b> screen will display.</p> <p><b>NOTE:</b> <u>This is the last opportunity to make any changes before the case is officially opened.</u></p> <p>Sample Docket Entry:</p> <p><b>Chapter 7 Involuntary Petition Against a Non-Individual. Fee Amount \$338 Re: Test Debtor Filed by Petitioning Creditor(s): Test Petitioning Creditor (CPN)</b></p> <ul style="list-style-type: none"> <li>• Verify the accuracy of the docket text. This is what will appear on the official court docket sheet and record.</li> <li>• If the docket text is incorrect, click the <a href="#">browser [Back]</a> button at the top of the screen and locate the error.</li> <li>• To abort or restart the transaction before submitting, click the <b>Bankruptcy Events</b> hyperlink on the <a href="#">CM/ECF</a> main menu bar. Although this can be done any time <u>before</u> submitting the docket entry, this is the last opportunity to change the event.</li> </ul>

	<ul style="list-style-type: none"> <li>• Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?</li> <li>• Click <b>Next</b> to submit.</li> </ul>
<p><b>Step 22</b></p>	<p>The <b>Notice of Bankruptcy Case Filing</b> screen will appear with the assigned bankruptcy case number, as well as a pop-up screen with the summary of current charges – you can click <i>Pay Now</i> or <i>Continue Filing</i>. Refer to the section of this manual re: <b>Fees and Payments</b>.</p> <ul style="list-style-type: none"> <li>• The <b>Notice of Filing</b> is the verification that the filing has been sent electronically to the court’s database. It certifies that the petition is now an official court document. Future access to this notice is available as a link from the docket sheet.</li> <li>• Copies of this notice are immediately emailed to all parties who have subscribed to this service for the case.</li> <li>• Clicking on the case number hyperlink (<a href="#">17-10032</a>) of the <b>Notice of Bankruptcy Case Filing</b> will allow users to generate a docket report for this case.</li> <li>• Clicking on the Document Number hyperlink (<a href="#">1</a>) allows users to view the <b>PDF</b> image of the document just filed.</li> <li>• The <b>Notice of Bankruptcy Case Filing</b> hyperlink appears at the top of the screen. Clicking on this hyperlink reveals a notice summarizing the pertinent details and participants of this case.</li> <li>• A certification was created in addition to the standard electronic notice. It can be used as an official notice of stay. It can be saved or printed at the time of filing.</li> <li>• The <b>Notice of Bankruptcy Case Filing</b> is available for future viewing and printing from the <b>Case Query</b></li> </ul>

	<p>feature.</p> <ul style="list-style-type: none"> <li>• To print a copy of the notice, click the <a href="#">browser [Print]</a> icon.</li> <li>• To save a copy of the receipt/notice, click <b>[File]</b> and <b>Save As</b> on the <a href="#">browser</a> menu.</li> <li>• Further access to the <a href="#">Notice of Electronic Filing (NEF)</a> is available through the electronic docket report.</li> <li>• Attorney users will have access to the <a href="#">Notice of Electronic Filing (NEF)</a> at the time of filing.</li> <li>• A copy of the <a href="#">Notice of Electronic Filing (NEF)</a> will be emailed to each subscriber on the case; the following message will display at the top of the notice: <p style="text-align: center;"><b>***NOTE TO PUBLIC ACCESS USERS***</b></p> <p style="text-align: center;"><b>Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30-page limit do not apply.</b></p> </li> </ul>
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<h2>24. Filing a Plan/Objection to Confirmation of Plan</h2>	
<p><b>Chapter 13 Plan</b></p> <p><b>OR</b></p> <p><b>Amended Ch. 13 Plan Before Confirmation*</b></p>	<p>With the adoption of a local <a href="#">Chapter 13 Plan</a> that conforms to the requirements of <a href="#">Fed. R. Bankr. P. 3015</a>, docketing the plan has become more involved, and accuracy during docketing is now more important than ever. When you are filing a <a href="#">Chapter 13 Plan</a> the Court wants to know three things:</p>

\*Refer to  
[General Order 2017-3](#)

1. Which embedded motions, if any, are included in the plan?
2. How many of each embedded motion are included in the plan?
3. Are you including a Certificate of Service?

These questions are presented in a very simple and straightforward way during docketing. The docket event will provide you the paragraph number in the plan where the embedded motion information is located. Having a copy of the plan in hand during docketing will help you quickly and correctly answer these questions.

When filing an [Amended Chapter 13 Plan Before Confirmation](#), the Court needs to know if any new requests are included in the amended plan that **were not included in the previous plan**. Again, with a copy of the amended plan in hand, make the appropriate selections when prompted.

The selections you make while docketing a plan or amended plan set wheels in motion behind the scenes of the events to capture these matters for statistical reporting to the Administrative Office (AO). It cannot be stressed enough how important it is that the proper selections to these various prompts are made. Please contact the [Clerk's Office](#) with any questions.

- Select **Bankruptcy**
- Select **Plan**
- Type in case number
- Click **Next**
- Select **Chapter 13 Plan (or Amended Ch. 13 Plan Before Conf.)**
- Click **Next**
- If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click **Next** to continue
- Select the Party (Debtor) or *Add/Create New Party*
- Click **Next**
- Attach **PDF** by clicking on the Browse (or Choose File) button
- Locate **PDF** document and right-click to open
- Click *Open* on the File Upload dialogue box.
- If there are **Attachments to Document**, click the **Yes radio button** and add the correct **PDF** file for the attachment(s). When all **attachments** have been

	<p>added click <b>Next</b> to continue.</p> <ul style="list-style-type: none"> <li>▪ Select any of the following requests that are included with the Chapter 13 Plan (if no requests are included, select NONE): <ul style="list-style-type: none"> <li><input type="checkbox"/> Request for valuation of secured claim (Para. 4(f))</li> <li><input type="checkbox"/> Request for assumption/rejection of executory contract and/or unexpired lease (Para. 5)</li> <li><input type="checkbox"/> Request for lien avoidance (Para. 8)</li> <li><input type="checkbox"/> NONE – No requests are included</li> </ul> </li> <li>▪ Click <b>Next</b>.</li> <li>▪ If there are any requests included, you will be prompted to enter the number of items for each.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Debtor shall serve the Plan on the Trustee and all creditors, and file a certificate of service accordingly. If Debtor seeks to limit the amount of a secured claim based on valuation of collateral (Para. 4(f)), seeks to avoid a security interest or lien (Para. 8), or seeks to initiate a contested matter, Debtor must serve the Plan on the affected creditors pursuant to FRBP 7004.</li> <li>▪ Choose the appropriate <a href="#">radio button</a> to indicate whether there is a certificate of service attached to this plan. Click <b>Next</b> to continue.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Modification to Ch. 13 Plan After Confirmation and Opportunity for Hearing*</b></p> <p><i>*Refer to</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Plan</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <a href="#">Mod of Plan After Confirmation and Opportunity for Hearing</a></li> <li>▪ Click <b>Next</b></li> </ul>

<p><a href="#"><u>General Order 2017-4 and General Order 2022-1</u></a></p>	<ul style="list-style-type: none"> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party (Debtor) or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ Debtor shall serve the modified plan and notice on the Trustee and all creditors, and file a certificate of service accordingly. Choose the appropriate <b>radio button</b> to indicate whether there is a certificate of service attached to this modified plan and notice. Click <b>Next</b> to continue.</li> <li>▪ Enter the <i>Date the Pleading was Served (should match the date on the certificate of service)</i>. The system will automatically calculate the <i>Response due date (21 days after the service date)</i> after the date pleading was served is entered. Click <b>Next</b> to continue.</li> <li>▪ <i>Is this an Amended Modification of Plan?</i> Choose <b>Yes</b> or <b>No</b> from the <b>drop-down list</b> and click <b>Next</b>.</li> <li>▪ If you answered Yes on the previous screen, a screen will appear to select the appropriate event(s) to which this amended modification relates. Click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> </ul>
<p><b>Chapter 11 Plan</b>  <b>OR</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Plan</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> </ul>

<p><b>Chapter 11 Small Business Plan</b></p> <p><b>OR</b></p> <p><b>Chapter 11 Subchapter V Plan</b></p>	<ul style="list-style-type: none"> <li>▪ Select the applicable event for the type of Chapter 11 Plan: <b>Chapter 11 Plan, Chapter 11 Small Business Plan, or Chapter 11 Subchapter V Plan</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party (Debtor) or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> </ul>
<p><b>Amended Chapter 11 Plan</b></p> <p><b>OR</b></p> <p><b>Amended Chapter 11 Small Business Plan</b></p> <p><b>OR</b></p> <p><b>Amended Chapter 11 Subchapter V Plan</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Plan</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select the applicable event for the type of Amended Chapter 11 Plan: <b>Amended Chapter 11 Plan, Amended Chapter 11 Small Business Plan, or Amended Chapter 11 Subchapter V Plan</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party (Debtor) or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the</li> </ul>

	<p><b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</p> <ul style="list-style-type: none"> <li>▪ Check the appropriate box(es) to relate this amended plan to be previously filed plan and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> </ul>
<p><b>Disclosure Statement (Ch. 11)</b></p> <p><b>OR</b></p> <p><b>Disclosure Statement for Small Business (Ch. 11)</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Plan</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select the applicable event for the type of Chapter 11 Disclosure Statement: <b>Disclosure Statement</b> or <b>Disclosure Statement for Small Business (Ch 11)</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party (Debtor) or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or</li> </ul>



	<p>abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Amended Disclosure Statement (Ch. 11)</b></p> <p><b>OR</b></p> <p><b>Amended Disclosure Statement for Small Business (Ch. 11)</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Plan</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select the applicable event for the type of Amended Disclosure Statement: <b>Amended Disclosure Statement</b> or <b>Amended Disclosure Statement for Small Business</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party (Debtor) or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ Check the appropriate box(es) to relate this amended disclosure statement to be previously filed disclosure statement and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Chapter 12 Plan</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Plan</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Chapter 12 Plan</b></li> <li>▪ Click <b>Next</b></li> </ul>

	<ul style="list-style-type: none"> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party (Debtor) or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> </ul>
<p><b>Amended Chapter 12 Plan</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Plan</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Amended Chapter 12 Plan</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party (Debtor) or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ Check the appropriate box(es) to relate this amended plan to be previously filed plan and click <b>Next</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Objection to Confirmation of Plan*</b></p> <p><i>*This event may be used to object to a Ch. 13 Plan, Ch. 11 Plan, Ch. 12 Plan, Amended Plan, and/or Modification of Plan After Confirmation.</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Plan</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Objection to Confirmation of Plan</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this objection or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ <b>Is this an AMENDED objection?</b> Select <b>Yes</b> or <b>No</b> and click <b>Next</b>.</li> <li>▪ If appropriate, check the box to <b>Refer to existing event(s)</b> and click <b>Next</b>; if checked, select the appropriate event(s) to which the objection relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ If applicable, proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Objection to Valuation</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Plan</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Objection to Valuation</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this objection or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ <b>Is this an AMENDED objection?</b> Select <b>Yes</b> or <b>No</b> and click <b>Next</b>.</li> <li>▪ If appropriate, check the box to <b>Refer to existing event(s)</b> and click <b>Next</b>; if checked, select the appropriate event(s) to which the objection relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ If applicable, proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>

## 25. Deadlines for Filing Balance of Papers

Please refer to [General Order 2015-1](#). Pursuant to [Bankruptcy Rule 1007](#), schedules and statements shall be filed with the petition or within fourteen (14) days of the filing of the petition. If required schedules and statements are not timely filed, the case may be dismissed with prejudice barring refiling of a petition within 180 days. For more information on procedural matters, counsel may contact the [Clerk's Office](#) or visit the Court's website at [www.gasb.uscourts.gov](http://www.gasb.uscourts.gov).

To request an extension of the deadline to file schedules or provide required information, see procedure below for docketing a [Motion to Extend Deadline to File Schedules or Provide Required Information](#).

## 26. Filing a Motion/Application

To file a Motion/Application in [CM/ECF](#), click **Bankruptcy** (or **Adversary**, if filing in an adversary proceeding), then click **Motions/Applications**. Listed below are docketing instructions for some common motion types.

### Affidavit of Default

- Select **Bankruptcy**
- Select **Motions/Applications**
- Type in case number
- Click **Next**
- Select **Affidavit of Default**
- Click **Next**
- If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click **Next** to continue
- Select the Party filing this pleading or *Add/Create New Party*
- Click **Next**
- Attach **PDF** by clicking on the Browse (or Choose File) button
- Locate **PDF** document and right-click to open
- Click *Open* on the File Upload dialogue box.
- If there are **Attachments to**

	<p><b>Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</p> <ul style="list-style-type: none"> <li>▪ <i>Is this an Amended Affidavit of Default?</i> Choose <b>Yes</b> or <b>No</b> from the <b>drop-down list</b> and click <b>Next</b>.</li> <li>▪ Check the appropriate box(es) for the previous Order on the related Motion and/or previous Affidavit of Default and click <b>Next</b>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <b>eOrder</b>.</li> </ul>
<p><b>Allow/Reclassify/Reconsider Claim(s)*</b></p> <p><i>*The proof of claim must be filed/docketed prior to docketing this motion.</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Allow/Reclassify/Reconsider Claim(s)</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the <b>Browse</b> (or <b>Choose File</b>) button</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Select the applicable claim(s) from the list (this motion will appear on the <a href="#">Claims Register</a> beneath the claim(s) it is related to) and click <b>Next</b>.</li> <li>▪ Click the applicable <a href="#">radio button</a> for the type of motion you are filing (Allow, Reclassify, Reconsider) and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Amended Application</b></p> <p><b>OR</b></p> <p><b>Amended Motion</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy (or Adversary)</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <a href="#">Amended Application</a> or <a href="#">Amended Motion</a></li> <li>▪ Click <b>Next</b></li> </ul>

	<ul style="list-style-type: none"> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ Check the appropriate box(es) to relate this filing to the original application or motion and click <b>Next</b>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Appear Pro Hac Vice*</b></p> <p><i>*Requirements for admission pro hac vice may be found at:</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy (or Adversary)</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <a href="#">Appear pro hac vice</a></li> </ul>



<https://www.gasb.uscourts.gov/attorney-admission-pro-hac-vice>

- Click **Next**
- If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click **Next** to continue
- Select the Party filing this pleading or *Add/Create New Party*
- Click **Next**
- *Is this an Amended Motion?* Choose **Yes** or **No** from the [drop-down list](#) and click **Next**.
- *If you answered YES to the question Is this an Amended Motion? you will be directed to start over and select the docket event for [Amended Motion](#).*
- Attach [PDF](#) by clicking on the Browse (or Choose File) button
- Locate [PDF](#) document and right-click to open
- Click *Open* on the File Upload dialogue box.
- If there are **Attachments to Document**, click the **Yes radio button** and add the correct [PDF](#) file for the attachment(s). When all [attachments](#) have been added click **Next** to continue.
- The [fee](#) screen will appear; click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.
- Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click **Next** ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the **Bankruptcy Events** hyperlink.
- [Notice of Electronic Filing \(NEF\)](#) screen will appear.
- Proceed to **Bankruptcy > Order Upload** to upload the proposed [eOrder](#).

## Approve Personal Injury Settlement

- Select **Bankruptcy**
- Select **Motions/Applications**
- Type in case number
- Click **Next**
- Select **Settlement**
- Click **Next**
- If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click **Next** to continue
- Select the Party filing this pleading or *Add/Create New Party*
- Click **Next**
- Attach **PDF** by clicking on the Browse (or Choose File) button
- Locate **PDF** document and right-click to open
- Click *Open* on the File Upload dialogue box.
- If there are **Attachments to Document**, click the **Yes radio button** and add the correct **PDF** file for the attachment(s). When all **attachments** have been added click **Next** to continue.
- *Is this an AMENDED motion?* Select **Yes** or **No** from the **drop-down list** and click **Next**.
- If this is an amended motion, check the appropriate box(es) for the previous Motion for Settlement and click **Next**.
- The docket text screen appears – modify as appropriate and click **Next**.
- Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click **Next** ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the **Bankruptcy Events** hyperlink.
- **Notice of Electronic Filing (NEF)** screen will appear.

	<ul style="list-style-type: none"> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Avoid Lien and Notice and Opportunity for Hearing*</b></p> <p><i>*<b>Note:</b> file a separate motion and proposed order for each creditor/lienholder.</i></p> <p>Refer also to <a href="#">General Order 2022-1</a>.</p> <p>There are separate docket events for:</p> <ul style="list-style-type: none"> <li>• <i>Motion to Avoid Lien</i></li> <li>• <i>Motion to Avoid Judicial Lien</i></li> <li>• <i>Motion to Avoid Lien on Household Goods</i></li> <li>• <i>Motion to Avoid Non-Possessory, Non-Purchase Money Lien</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select the applicable event: <b>Avoid Judicial Lien and Notice and Opportunity for Hearing; Avoid Lien and Notice and Opportunity for Hearing; Avoid Lien on Household Goods and Notice and Opportunity for Hearing; OR Avoid Non-Possessory, Non-Purchase Money Lien and Notice and Opportunity for Hearing</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party (Debtor) or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ <i>Enter the lienholder's name</i> in the text box provided.</li> <li>▪ Enter the <i>Date the Pleading was Served (should match date on certificate of service)</i>. The system will automatically calculate the <i>Response due date (30 days after the service date)</i> after the date pleading was served is entered. Click <b>Next</b> to continue.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ <i>Is this an Amended Motion?</i> Choose <b>Yes</b> or <b>No</b> from the <a href="#">drop-down list</a> and click <b>Next</b>.</li> <li>▪ If you answered Yes on the previous screen, a screen will appear to select the appropriate event(s) to which this amended motion relates. Click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Compensation/Attorney Fees*</b></p> <p><i>*Professional Fees Applied For/Awarded and Professional Fees Awarded Reports are available under the <a href="#">Reports</a> menu in <a href="#">CM/ECF</a>.</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Compensation</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to</b></li> </ul>

	<p><b>Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</p> <ul style="list-style-type: none"> <li>▪ <i>Is this an Amended Application for Compensation?</i> Choose <b>Yes</b> or <b>No</b> from the <b>drop-down list</b> and click <b>Next</b> to continue. <i>(If you choose Yes, you will be prompted to relate this entry to the original application).</i></li> <li>▪ <b>PLEASE NOTE:</b> the filing attorney should check the box for Filer on the top half of the fee information screen. The bottom half of the screen should reflect the fee and expense information for the professional to be awarded compensation. Click <b>Next</b> to continue.</li> <li>▪ The <b>fee information</b> screen will appear. Enter the applicant, type, dates, and amounts as indicated. Click <b>Next</b> to continue.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <b>eOrder</b>.</li> </ul>
<p><b>Compromise (all chapters except Ch 7)</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy (or Adversary)</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> </ul>

	<ul style="list-style-type: none"> <li>▪ Select <b>Compromise (all chapters except ch 7)</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ <i>Compromise with whom?</i> Enter the name in the field provided and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <b>eOrder</b>.</li> </ul>
<p><b>Continued Administration of Case (Ch 13)</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> </ul>

- Click **Next**
- Select **Continued Administration of Case (Ch 13)**
- Click **Next**
- If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click **Next** to continue
- Select the Party filing this pleading or *Add/Create New Party*
- Click **Next**
- Attach **PDF** by clicking on the Browse (or Choose File) button
- Locate **PDF** document and right-click to open
- Click *Open* on the File Upload dialogue box.
- If there are **Attachments to Document**, click the **Yes radio button** and add the correct **PDF** file for the attachment(s). When all **attachments** have been added click **Next** to continue.
- **PLEASE NOTE:** A Motion for Continued Administration does NOT exempt the debtor(s) from any discharge requirements such as Financial Management Certification or Certification of Plan Completion. A Motion for Exemption from any discharge requirements must be filed or included with the Motion for Continued Administration. Click **Next** to continue.
- Is this filing a **combined** Motion for Continued Administration with Motion for Exemption from Financial Management Course and/or Motion for Exemption from Certification of Plan Completion? Select **Yes** or **No** and click **Next** to continue.
- *If Yes was selected, the system will prompt you to select the request(s) that are included in this filing.*
- The docket text screen appears – modify as appropriate and click **Next**.
- Final Docket Text appears.  
Attention!! Submitting this screen

	<p>commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Convert Case to Another Chapter*</b></p> <p><i>*Refer to the Court's <a href="#">fee schedule</a> for the applicable conversion fee.</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Choose the appropriate conversion event: <ul style="list-style-type: none"> <li><a href="#">Convert Case 12 to 11 (No Fee)</a></li> <li><a href="#">Convert Case 13 to 11</a></li> <li><a href="#">Convert Case 7 to 11</a></li> <li><a href="#">Convert Case to 12</a></li> <li><a href="#">Convert Case to 13</a></li> <li><a href="#">Convert Case to 7</a></li> </ul> </li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ If filing this motion in a <b>Chapter 13</b></li> </ul>



	<p>case, the following prompt will appear: <i>Is this motion filed on behalf of the Chapter 13 Trustee with a request for waiver of the fee due to no existence of funds of the estate?</i> Select <b>Yes</b> or <b>No</b> from the <a href="#">drop-down list</a> and click <b>Next</b>.</p> <ul style="list-style-type: none"> <li>▪ If <b>No</b> is selected on the previous screen and/or if the conversion requires a filing fee, filers will be prompted next with the <b>fee screen</b> – <i>if the conversion filing fee is exempt, type EXEMPT in the receipt field and press NEXT to continue filing; otherwise, leave the receipt field blank and press NEXT to continue filing.</i></li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ If applicable, proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Dismiss Case*</b></p> <p><i>*Please note: there are several docket events to choose from when filing a motion to dismiss case – choose the event applicable to the situation:</i></p> <ul style="list-style-type: none"> <li>• Dismiss Case</li> <li>• Dismiss Case Pursuant to 11 USC 707(a)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <a href="#">Dismiss Case</a></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> </ul>

<ul style="list-style-type: none"> <li>• <i>Dismiss Case Pursuant to 11 USC 707(b)</i></li> <li>• <i>Dismiss Case for Failure to File Documents under 521(i)</i></li> <li>• <i>Dismiss Case for Failure to Make Plan Payments</i></li> <li>• <i>Dismiss Case under 521(i)(4)</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> <li>▪ If applicable, proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <b>eOrder</b>.</li> </ul>
<p><b>Dismiss One Debtor from a Joint Case</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Dismiss One Debtor in Joint Case</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> </ul>

	<ul style="list-style-type: none"> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ Select which party is being dismissed (Debtor or Joint Debtor) and click <b>Next</b>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <b>eOrder</b>.</li> </ul>
<p><b>Employ Professional(s)</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Employ (all chapters)</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> </ul>

	<ul style="list-style-type: none"> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ Enter the name of person to be employed and the type of position (e.g., Special Counsel, Accountant, Auctioneer, etc.) and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Extend Deadline to File Schedules or Provide Required Information</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <a href="#">Extend Deadline to File Schedules or Provide Required Information</a></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <b>eOrder</b>.</li> </ul>
<p><b>Hardship Discharge*</b></p> <p><i>*Refer to <a href="#">General Order 2015-3</a> for requirements.</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Hardship Discharge (Ch 12/13)</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> </ul>

	<ul style="list-style-type: none"> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ The U S Trustee will be served electronically with this motion. Click <b>Next</b> to continue.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <b>eOrder</b>.</li> </ul>
<p><b>Reconsider a Court Order (<i>other than a dismissal order</i>)*</b></p> <p><i>*<b>Note:</b> if moving to reconsider dismissal/reinstate case, use the docket event <b>Reconsider Dismissal Order and to Reinstate Case</b>;</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy (or Adversary)</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Reconsider</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> </ul>

	<ul style="list-style-type: none"> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <a href="#">Attachments to Document</a>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ <i>Are you requesting that a dismissal order be vacated?</i> Select <b>Yes</b> or <b>No</b>. Click <b>Next</b> to continue.</li> <li>▪ Check the box to <b>refer to existing event(s)</b> and click <b>Next</b> to continue.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ If applicable, proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Reconsider Dismissal Order and to Reinstate Case</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <a href="#">Reconsider Dismissal Order and to Reinstate Case</a></li> <li>▪ Click <b>Next</b></li> </ul>

	<ul style="list-style-type: none"> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ If applicable, proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Redact*</b></p> <p><i>*Refer to the Court's <a href="#">fee schedule</a> for the applicable redaction fee.</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy (or Adversary)</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Redact (Fee Per Case)/Amended Motion to Redact</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box;</li> </ul>



otherwise, leave the checkbox blank and click **Next** to continue

- Select the Party filing this pleading or *Add/Create New Party*
- Click **Next**
- **This document image will be restricted from public view. Click Next to proceed.**
- Please include the redacted document in the attachment(s) to your motion. Click **Next**.
- Attach [PDF](#) by clicking on the Browse (or Choose File) button
- Locate [PDF](#) document and right-click to open
- Click *Open* on the File Upload dialogue box.
- If there are [Attachments to Document](#), click the [Yes radio button](#) and add the correct [PDF](#) file for the attachment(s). When all [attachments](#) have been added click **Next** to continue.
- The certification must be checked in order to proceed: *I certify that the redacted document attached with this filing is an exact copy of the original with only the personal identifiers redacted.* Click **Next**.
- Check the box to **refer to existing event(s)** and click **Next**.
- Select the appropriate event(s) to which your event relates and click **Next**.
- *Is this an Amended Motion to Redact?* Select **Yes** or **No** from the [drop-down list](#) and click **Next**.
- If you select **Yes**, you will be prompted to relate this entry to the previously filed Motion to Redact. If you select **No**, you will be prompted with the **fee screen** next.
- Each affected case is charged a **\$28** Redaction Fee. Please enter the correct [fee amount](#) due and click **Next**.
- The docket text screen appears – modify as appropriate and click **Next**.

	<ul style="list-style-type: none"> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ If applicable, proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Relief from Stay*</b></p> <p><i>*<b>Please note:</b> there are different docket events for a <b>Motion for Exparte Relief from Stay</b> and <b>Motion for Relief from Co-Debtor Stay</b>.</i></p> <p><i>A Motion for Relief from Stay should not be combined with a Motion for <a href="#">Relief from Co-Debtor Stay</a> .</i></p> <p><i>See also <a href="#">General Order 2017-1</a>, <a href="#">General Order 2022-1</a>, and <a href="#">Local Bankruptcy Rule 4001-1</a>.</i></p> <p><i>*Refer to the Court's <a href="#">fee schedule</a> for the applicable fee.</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <a href="#">Relief from Stay</a></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ <i>Is the filer a U.S. Government Agency, a <a href="#">Child Support Creditor or Representative with Form B2810</a> included, or is this a consented/agreed motion?</i> Select <b>Yes</b> from the <a href="#">drop-down list</a> if</li> </ul>

	<p>applicable; otherwise, select <b>No</b>.</p> <ul style="list-style-type: none"> <li>▪ If <b>Yes</b> was selected on the previous screen, make one selection from the <a href="#">radio buttons</a>– select <i>No Fee Due CONSENT ORDER</i> if a consent order is being submitted with the motion; select <i>Fee Amount EXEMPT</i> if you are a child support creditor or filing on behalf of a U.S. Government Agency. Click <b>Next</b> to continue.</li> </ul> <p>If <b>No</b> was selected on the previous screen, the <b>fee information</b> screen will appear with the <a href="#">fee amount</a> due. Click <b>Next</b> to continue.</p> <ul style="list-style-type: none"> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ If applicable, proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Relief from Co-Debtor Stay*</b></p> <p><i>*A Motion for <a href="#">Relief from Stay</a> should not be combined with a Motion for Relief from Co-Debtor Stay.</i></p> <p>See also <a href="#">General Order 2017-1</a> and <a href="#">General Order 2022-1</a>.</p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <a href="#">Relief from Co-Debtor Stay</a></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> </ul>

- Click **Next**
- Attach **PDF** by clicking on the Browse (or Choose File) button
- Locate **PDF** document and right-click to open
- Click *Open* on the File Upload dialogue box.
- If there are **Attachments to Document**, click the **Yes radio button** and add the correct **PDF** file for the attachment(s). When all **attachments** have been added click **Next** to continue.
- Unless this motion is filed in a Chapter 12 case, the system will automatically calculate the *Response due date*. Click **Next** to continue.
- *Is this an Amended Motion?* Choose **Yes** or **No** from the **drop-down list** and click **Next**.
- If you answered Yes on the previous screen, a screen will appear to select the appropriate event(s) to which this amended motion relates. Click **Next**.
- The docket text screen appears – modify as appropriate and click **Next**.
- Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click **Next** ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the **Bankruptcy Events** hyperlink.
- **Notice of Electronic Filing (NEF)** screen will appear.
- Proceed to **Bankruptcy > Order Upload** to upload the proposed **eOrder**.

## Retain Insurance Proceeds

- Select **Bankruptcy**
- Select **Motions/Applications**
- Type in case number
- Click **Next**
- Select **Retain Insurance Proceeds**
- Click **Next**
- If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click **Next** to continue
- Select the Party (Debtor) or *Add/Create New Party*
- Click **Next**
- Attach **PDF** by clicking on the Browse (or Choose File) button
- Locate **PDF** document and right-click to open
- Click *Open* on the File Upload dialogue box.
- If there are **Attachments to Document**, click the **Yes radio button** and add the correct **PDF** file for the attachment(s). When all **attachments** have been added click **Next** to continue.
- The docket text screen appears – modify as appropriate and click **Next**.
- Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click **Next** ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the **Bankruptcy Events** hyperlink.
- **Notice of Electronic Filing (NEF)** screen will appear.
- Proceed to **Bankruptcy > Order Upload** to upload the proposed **eOrder**.

## Sell Free and Clear of Liens\*

\*Refer to the Court's [fee schedule](#) for the applicable fee.

- Select **Bankruptcy**
- Select **Motions/Applications**
- Type in case number
- Click **Next**
- Select **Sell Free and Clear of Liens**
- Click **Next**
- If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click **Next** to continue
- Select the Party filing this pleading or *Add/Create New Party*
- Click **Next**
- Attach **PDF** by clicking on the Browse (or Choose File) button
- Locate **PDF** document and right-click to open
- Click *Open* on the File Upload dialogue box.
- If there are **Attachments to Document**, click the **Yes radio button** and add the correct **PDF** file for the attachment(s). When all **attachments** have been added click **Next** to continue.
- *Is this an AMENDED motion?* Select **Yes** or **No radio button** and click **Next**.
- If you answered Yes on the previous screen, a screen will appear to select the appropriate event(s) to which this amended motion relates. Click **Next**.
- *Does this motion seek relief under 11 USC 363(f)? (i.e. Does this motion seek to sell free and clear of any liens?)* Choose **Yes** or **No** from the **drop-down list** and click **Next**.
- If **Yes** was selected on the previous screen, the **fee information** screen will appear. Press **Next** to continue.
- *Does this motion include a request to defer the fee for filing this motion?* Select **Yes** or **No radio button** and click **Next**.
- The docket text screen appears – modify as appropriate and click **Next**.

	<ul style="list-style-type: none"> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Sever/Split/Bifurcate Ch. 13 Case*</b></p> <p><i>*Refer to the Court's <a href="#">fee schedule</a> for the applicable fee.</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Sever Chapter 13 Case</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ The <b>fee information</b> screen will appear. Press <b>Next</b> to continue.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ If applicable, proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Substitute Attorney</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy (or Adversary)</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <a href="#">Substitute Attorney</a></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <a href="#">Attachments to Document</a>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ Enter the <i>name of the attorney being added</i> in the first field and enter the <i>name of the attorney being removed</i> in the second field. Click <b>Next</b> to continue.</li> </ul>



	<ul style="list-style-type: none"> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Turnover of Funds from Ch. 13 Trustee*</b></p> <p><i>*<b>Note:</b> if moving to retain insurance proceeds, use the docket event <a href="#">Retain Insurance Proceeds</a></i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <a href="#">Turnover of Funds from Trustee</a></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <a href="#">Attachments to Document</a>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Withdraw as Attorney*</b></p> <p>*Refer to <a href="#">Local Rule 83.7</a></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy (or Adversary)</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <a href="#">Withdraw as Attorney</a></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <a href="#">Attachments to Document</a>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed eOrder.</li> </ul>
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## 27. Filing an Answer/Objection/Response

To file an Answer/Objection/Response in [CM/ECF](#), click **Bankruptcy** (or **Adversary**, if filing in an adversary proceeding), then click **Answer/Response**.

**Please note** that the following objections should be docketed using events found in the **Plan** menu: [Objection to Confirmation of Plan](#) and/or [Objection to Valuation](#).

[Objection to Claim](#), [Objection to Transfer of Claim](#), and/or [Response to Notice of Final Cure Payment Rule 3002.1](#) should be docketed using the appropriate event(s) located in the **Claim Actions** menu.

**Objections to Debtor’s Claim of Exemptions** should be docketed using the event found in the **Miscellaneous** menu.

Below are docketing instructions for the common answer/objection/response types.

<b>Answer to Adversary Complaint</b>	Refer to the section of this manual re: <a href="#">Adversary Proceedings</a> .
<b>Response to Motion/Application/Objection</b>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy (or Adversary)</b></li> <li>▪ Select <b>Answer/Response</b></li> <li>▪ Select <b>Reference an Existing motion/application</b></li> </ul>

- Type in case number
- Click **Next**
- Select the applicable event:  
**Objection**  
**Reply**  
**Response**  
**Response to Motion to Deem Filing as an HSD (Text Only Entry)**
- Click **Next**
- If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click **Next** to continue
- Select the Party filing this pleading or *Add/Create New Party*
- Click **Next**
- Attach **PDF** by clicking on the Browse (or Choose File) button
- Locate **PDF** document and right-click to open
- Click *Open* on the File Upload dialogue box.
- If there are **Attachments to Document**, click the **Yes radio button** and add the correct **PDF** file for the attachment(s). When all **attachments** have been added click **Next** to continue.
- **Is this an AMENDED response?** Select **Yes** or **No** and click **Next**.
- Check the box to **refer to existing event(s)** and click **Next**
- Select the appropriate event(s) to which your event relates and click **Next**.
- The docket text screen appears – modify as appropriate and click **Next**.
- Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click **Next** ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the **Bankruptcy Events** hyperlink.
- **Notice of Electronic Filing (NEF)** screen will appear.

	<ul style="list-style-type: none"> <li>▪ If applicable, proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <b>eOrder</b>.</li> </ul>
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## 28. Filing a Proof of Claim/Claim Actions

When a proof of claim is filed in [CM/ECF](#), the claim will be attached to the creditor record of the claimant. [Query](#) the case to be certain the case is open, and also [query](#) the case deadlines to see if the deadline to file claims has expired. If the claims bar date has passed, a **Motion to Allow/Reclassify/Reconsider Claim(s)** must be filed. Locate the creditor by searching the creditor database. Most often the creditor filing the claim already exists in the creditor database.

<b>ePOC</b>	<p>The <a href="#">ePOC (Electronic Proof of Claim)</a> program is located on the Court’s website at <a href="http://www.gasb.uscourts.gov">http://www.gasb.uscourts.gov</a>. Click <a href="#">Electronic Claims (ePOC)</a> and then click <a href="#">FILE A PROOF OF CLAIM</a>:</p> <ul style="list-style-type: none"> <li>▪ Type in the case number</li> <li>▪ Enter the name of <b>Creditor</b> or leave the field blank</li> <li>▪ Select the appropriate filer type from the <b>Filed by drop-down list</b> (Creditor, Creditor Attorney, Debtor, Debtor Attorney, Trustee)</li> <li>▪ Check the box next to <i>I understand that, if I file, I must comply with the redaction rules. I have read this notice.</i></li> <li>▪ Click <b>Next</b></li> <li>▪ If <i>Creditor Attorney</i> was selected on the previous screen, enter the attorney’s name and address where notices should be sent.</li> <li>▪ Click <b>Next</b></li> <li>▪ <b>Select creditor</b>, making sure that the address is what should be reflected on the proof of claim; otherwise, select the <a href="#">radio button</a> next to <i>Creditor not listed</i>.</li> <li>▪ If adding a new creditor/address, type the correct address for the creditor, to be reflected on the proof of claim and <a href="#">claims register</a>.</li> <li>▪ <b>Confirm</b> that you are filing in the <b>correct case</b>.</li> <li>▪ Fill in all the information about the claim as of the date the case was filed. That date is on the notice of bankruptcy (Form 309) that you received.</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ All <b>Yes/No</b> questions on the form must be answered.</li> <li>▪ Enter information in all <b>required</b> fields.</li> <li>▪ <b>Do not</b> upload a completed Proof of Claim form as an attachment to this filing. Attaching a completed Proof of Claim will result in multiple versions of the form being filed.</li> <li>▪ <b>Note:</b> you will have the option to select redacted files/documents to upload for this claim once you click the <i>Submit Claim</i> button. If you wish to attach supporting documentation, click the <b>Yes radio button</b>; otherwise, click the <b>No radio button</b>.</li> <li>▪ Check the appropriate box to indicate who is filing the claim.</li> <li>▪ Type in the full name and contact information, then enter the verification code/complete the reCAPTCHA.</li> <li>▪ Click <b>Submit Claim</b> (or <b>Clear Form</b> to start over).</li> <li>▪ Attach redacted supporting documentation for the claim (if applicable) and click <b>File Proof of Claim</b>.</li> <li>▪ If you wish to view/print your filed claim, click the hyperlink displaying the claim number.</li> </ul>
<p><b>Amending a Proof of Claim in ePOC</b></p>	<p>The <a href="#">ePOC (Electronic Proof of Claim)</a> program is located on the Court's website at <a href="http://www.gasb.uscourts.gov">http://www.gasb.uscourts.gov</a>.</p> <p>Click <a href="#">Electronic Claims (ePOC)</a> and then click <a href="#">FILE A PROOF OF CLAIM</a>:</p> <ul style="list-style-type: none"> <li>▪ Type in the case number</li> <li>▪ Enter the name of <b>Creditor</b> or leave the field blank</li> <li>▪ Select the appropriate filer type from the <b>Filed by drop-down list</b> (Creditor, Creditor Attorney, Debtor, Debtor Attorney, Trustee)</li> <li>▪ Check the box next to <i>I understand that, if I file, I must comply with the redaction rules. I have read this notice.</i></li> <li>▪ Click <b>Next</b></li> <li>▪ If <i>Creditor Attorney</i> was selected on the previous screen, enter the attorney's name and address where notices should be sent.</li> <li>▪ Click <b>Next</b></li> <li>▪ <b>Select creditor</b>, making sure that the address is what should be reflected on the proof of claim.</li> <li>▪ <b>Confirm</b> that you are filing in the <b>correct case</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Fill in all the information about the claim as of the date the case was filed. That date is on the notice of bankruptcy (Form 309) that you received.</li> <li>▪ All <b>Yes/No</b> questions on the form must be answered.</li> <li>▪ Enter information in all <b>required</b> fields.</li> <li>▪ <b>Do not</b> upload a completed Proof of Claim form as an attachment to this filing. Attaching a completed Proof of Claim will result in multiple versions of the form being filed.</li> <li>▪ Select <b>Yes</b> to <b>Question 4: Does this claim amend one already filed?</b> Select the claim number from the <a href="#">drop-down list</a>. The filing date will populate automatically. <i>Note that you should only amend a claim if you are the original claimant or the transferee of the claim.</i></li> <li>▪ <b>Note:</b> you will have the option to select redacted files/documents to upload for this claim once you click the <i>Submit Claim</i> button. If you wish to attach supporting documentation, click the <b>Yes radio button</b>; otherwise, click the <b>No radio button</b>.</li> <li>▪ Check the appropriate box to indicate who is filing the claim.</li> <li>▪ Type in the full name and contact information, then enter the verification code/complete the reCAPTCHA.</li> <li>▪ Click <b>Submit Claim</b> (or <b>Clear Form</b> to start over).</li> <li>▪ Attach redacted supporting documentation for the claim (if applicable) and click <b>File Proof of Claim</b>.</li> <li>▪ If you wish to view/print your filed claim, click the hyperlink displaying the claim number.</li> </ul>
<p><b>Withdrawing a Proof of Claim in ePOC</b></p>	<p>The <a href="#">ePOC (Electronic Proof of Claim)</a> program is located on the Court's website at <a href="http://www.gasb.uscourts.gov">http://www.gasb.uscourts.gov</a>.</p> <p>Click <a href="#">Electronic Claims (ePOC)</a> and then click <a href="#">WITHDRAW A PROOF OF CLAIM</a>:</p> <ul style="list-style-type: none"> <li>▪ Select <b>Withdraw Claim</b></li> <li>▪ Type in the case number</li> <li>▪ Enter the name of <b>Creditor</b> or leave the field blank</li> <li>▪ Select the appropriate filer type from the <b>Filed by drop-down list</b> (Creditor, Creditor Attorney, Debtor, Debtor Attorney, Trustee)</li> <li>▪ Check the box next to <i>I understand that, if I file, I must comply with the redaction rules. I have read this notice.</i></li> <li>▪ Click <b>Next</b></li> </ul>

	<ul style="list-style-type: none"> <li>▪ <b>Confirm</b> that you are filing in the <b>correct case</b>.</li> <li>▪ <b>Select Claim(s) to be Withdrawn</b> by clicking the appropriate <a href="#">radio button</a>.</li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button. The proof of claim being withdrawn should NOT be attached to represent the withdrawal of claim document.</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ Enter the verification code/complete the reCAPTCHA.</li> <li>▪ Click <b>Submit Withdrawal of Claim</b> (or <b>Clear Form</b> to start over).</li> <li>▪ Notice of this filing will be electronically mailed to all attorney and trustee parties associated with this case.</li> </ul>
<p><b>CM/ECF Docketing Instructions – File Proof of Claim</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>File Claims</b></li> <li>▪ The <b>Search for Creditor</b> screen will appear. Enter the case number, select the type of creditor, and click <b>Next</b> to search the creditor database for the claimant.</li> <li>▪ The <b>Select a Creditor for Claim</b> screen will display the creditor(s). Click the drop-down arrow to display all of the creditors. Select the appropriate creditor, making sure that the creditor’s name and address match exactly what is listed on the proof of claim, by clicking on it. If you are unable to locate the proper creditor name and address from the list, click the <i>Add Creditor</i> hyperlink to add the creditor to the case. Click <b>Next</b>.</li> <li>▪ The <b>Proof of Claim Information</b> screen will display.</li> <li>▪ In the <i>Filed By</i> field, choose the filer type from the drop-down box: <b>Debtor</b>, <b>Attorney</b>, <b>Creditor</b>, or <b>Trustee</b>.</li> <li>▪ Enter the data in the appropriate fields for the claim, showing total amount of claim as of date case filed, secured amount, priority amount, etc. <b>Do not use \$ or commas in the dollar amount fields.</b> Values default to whole dollars. Decimals are accepted, but not required.</li> <li>▪ Enter information in the <i>Description</i> and/or <i>Remarks</i> fields as appropriate. No more than 255 characters may be typed into these fields.</li> <li>▪ Click <b>Next</b> to continue.</li> </ul>



	<ul style="list-style-type: none"> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ A message will appear: <i>Attention! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?</i> Click <b>Next</b>.</li> <li>▪ The <b>Notice of Electronic Claims Filing</b> screen will display. The claim is now part of the official court record. Clicking on the case number hyperlink will present the case <a href="#">docket report</a>. Clicking on the document number hyperlink will display the <a href="#">PDF</a> image of the claim. Clicking on the <i>Claims Register</i> hyperlink will display the <a href="#">Claims Register</a>.</li> <li>▪ To continue claims processing, click link to <i>File another claim</i>. The prior case number you entered will be preserved for further claim entries to the same case. For a new case, enter the new case number and repeat the process above.</li> </ul>
<p><b>CM/ECF Docketing Instructions – Amending a Proof of Claim</b></p>	<p>In <a href="#">CM/ECF</a>, go to <b>Reports &gt; Claims Register&gt; Run Report</b>. View a list of claims filed, to determine which claim to amend.</p> <ul style="list-style-type: none"> <li>▪ <u>To file an amended claim, follow the <b>CM/ECF Docketing Instructions above</b> for filing a proof of claim.</u> In the <i>amends claim #</i> field, enter the number of the claim that is being amended and click <i>Find</i>. Select the claim to be amended. Enter the amended claim information (amount, etc.). The amended information will be reflected in the original and amended claim on the <a href="#">Claims Register</a>.</li> </ul> <p><b>Note:</b> if the address has changed since the original claim was filed, add the new creditor address, and select the claim being amended when clicking on the <i>Find</i> button to amend. A screen will appear with the old and new address – select <b>Continue</b>.</p>

<p><b>CM/ECF Docketing Instructions – Withdraw a Proof of Claim</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Claim Actions</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Withdrawal of Claim</b></li> <li>▪ Click <b>Next</b></li> <li>▪ Indicate whether joint filing with other attorney(s)</li> <li>▪ Click <b>Next</b></li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ Select the appropriate Claim(s) from the list and click <b>Next</b></li> <li>▪ Select <b>Withdraw</b> from the Claim Status list and click <b>Next</b></li> <li>▪ Click <b>Next</b></li> <li>▪ Final Docket Text appears. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> <li>▪ <b>NOTE:</b> Withdrawals of Claims will appear on the <b>Claims Register</b>.</li> </ul>
<p><b>Creditor Maintenance/Adding a Creditor Address</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Creditor Maintenance</b></li> <li>▪ Select <b>Enter individual creditors</b></li> <li>▪ Enter the case number (yy-nnnnn)</li> <li>▪ Click <b>Next</b></li> <li>▪ Enter the creditor's name and address (name may be 50 characters. Address may be 5 lines, 40 characters each.)</li> <li>▪ <b>NOTE:</b> more than one creditor may be entered; separate creditors with a blank line.</li> <li>▪ Select the <b>Creditor type</b> from the <b>drop-down list</b>.</li> <li>▪ Select the appropriate <b>radio button</b> (Yes or No) for <b>Creditor committee</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Click <b>Next</b></li> <li>▪ The <b>total number of creditors entered</b> will appear, as well as a warning message.</li> <li>▪ Click <b>Submit</b> to complete.</li> </ul>
<p><b>Objection to Claim</b></p> <p>Refer also to <a href="#">General Order 2022-1</a>.</p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Claim Actions</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Objection to Claim (and Notice and Opportunity for Hearing)</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ <i>Is a request to determine the value of security included with the objection to claim?</i> Select the <b>Yes or No radio button</b> and click <b>Next</b>.</li> <li>▪ If a request to determine the value of security is not included with the objection, a screen will appear to enter the <i>Date the Pleading was Served (should match date on certificate of service)</i>. The system will automatically calculate the <i>Response due date (30 days after the service date)</i> after the date pleading was served is entered. Click <b>Next</b> to continue.</li> <li>▪ Select the applicable claim(s) from the list and click <b>Next</b> to continue.</li> <li>▪ <b>Enter the name of the Claimant</b> in the text box provided and click <b>Next</b>.</li> <li>▪ <i>Is this an Amended Objection?</i> Choose <b>Yes or No</b> from the <b>drop-down list</b> and click <b>Next</b>.</li> <li>▪ If you answered Yes on the previous screen, a screen will appear to select the appropriate event(s) to which this amended objection relates. Click <b>Next</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ The objection to claim will appear below the related claim(s) on the <a href="#">Claims Register</a>.</li> <li>▪ Proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Transfer/Assignment of Claim*</b></p> <p><i>*Refer to the Court's <a href="#">fee schedule</a> for the applicable fee.</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Claim Actions</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Transfer of Claim/Amended Transfer of Claim</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ <i>Is this an Amended Transfer of Claim?</i> Choose <b>Yes</b> or <b>No</b> from the <a href="#">drop-down list</a> and click <b>Next</b>.</li> <li>▪ If you answered Yes on the previous screen, a screen will appear to select the appropriate event(s) to which this amended transfer relates, and you will not be prompted with a fee information screen. Click <b>Next</b>.</li> <li>▪ Select the <b>Transfer type</b> (3001(e)(1), etc.) by clicking the applicable <a href="#">radio button</a>.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ <b>Search for transferee</b> by clicking <b>Search Creditors</b> or click <b>Add New Creditor</b>.</li> <li>▪ <b>Search for transferor</b> by clicking <b>Search Creditors</b>.</li> <li>▪ Click <b>Next</b> to continue.</li> <li>▪ The <b>fee screen</b> will appear showing the <a href="#">fee amount</a> due – click <b>Next</b> to continue.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ The transfer of claim/amended transfer of claim will appear below the related claim(s) on the <a href="#">Claims Register</a>.</li> </ul>
<p><b>Objection to Transfer of Claim</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Claim Actions</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <a href="#">Objection to Transfer of Claim</a></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <a href="#">Attachments to Document</a>, click the <a href="#">Yes radio button</a> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ Check the box to <b>refer to existing event(s)</b> and click <b>Next</b>.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ Click <b>Next</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ If applicable, proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Withdrawal of Transfer of Claim</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Withdrawal</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ Check the box to <b>refer to existing event(s)</b> and click <b>Next</b>.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Notice of Mortgage Payment Change</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Claim Actions</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <a href="#">Notice of Mortgage Payment Change</a></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ <i>Is a Notice of Mortgage Deferment or Forbearance being filed?</i> Choose the appropriate <b>Yes</b> or <b>No radio button</b> and click <b>Next</b>. (If you choose Yes, you will be prompted to use the correct docket event for a <a href="#">Notice of Mortgage Deferment or Forbearance</a>.)</li> <li>▪ <i>Is this notice being filed pursuant to Bankruptcy Rule 3002.1(b), where a corresponding Proof of Claim has been filed?</i> Choose the appropriate <b>Yes</b> or <b>No radio button</b> and click <b>Next</b>.</li> </ul> <p>If you choose <b>Yes</b>, no document number will be assigned to this entry, and you will be prompted to select the related claim(s).</p> <p>If you choose <b>No</b>, a document number will be assigned to this entry.</p> <ul style="list-style-type: none"> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ <b>Reminder</b> – a certificate of service must be included with this filing. Click <b>Next</b> to continue.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if</li> </ul>

	<p>you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ If this entry was linked to a claim, this notice will appear below the related claim(s) on the <a href="#">Claims Register</a>.</li> </ul>
<p><b>Notice of Postpetition Mortgage Fees, Expenses and Charges</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Claim Actions</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Notice of Postpetition Mortgage Fees, Expenses, and Charges</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ <b>Reminder</b> – a certificate of service must be included with this filing. Click <b>Next</b> to continue.</li> <li>▪ <i>Is this notice being filed pursuant to Bankruptcy Rule 3002.1(b), where a corresponding Proof of Claim has been filed?</i> Choose the appropriate <b>Yes</b> or <b>No radio button</b> and click <b>Next</b>.</li> </ul> <p>If you choose <b>Yes</b>, no document number will be assigned to this entry, and you will be prompted to select the related claim(s).</p> <p>If you choose <b>No</b>, a document number will be assigned to this entry.</p> <ul style="list-style-type: none"> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> </ul>



	<ul style="list-style-type: none"> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ If this entry was linked to a claim, this notice will appear below the related claim(s) on the <a href="#">Claims Register</a>.</li> </ul>
<p><b>Notice of Mortgage Deferment or Forbearance Due to the COVID-19 Pandemic</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Claim Actions</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Notice of Mortgage Deferment or Forbearance</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ <b>Select the type of request</b> (Deferment or Forbearance) by clicking the applicable <a href="#">radio button</a> and click <b>Next</b>.</li> <li>▪ <b>Enter the number of days of deferment or forbearance</b> (e.g., 60, 90, 120) and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or</li> </ul>

	<p>abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Response to Notice of Final Cure Payment Rule 3002.1</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Claim Actions</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Response to Notice of Final Cure Payment Rule 3002.1</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ <b>Reminder</b> – a certificate of service must be included with this filing. Click <b>Next</b> to continue.</li> <li>▪ <i>Is this notice being filed pursuant to Bankruptcy Rule 3002.1(b), where a corresponding Proof of Claim has been filed?</i> Choose the appropriate <b>Yes</b> or <b>No radio button</b> and click <b>Next</b>.</li> </ul> <p>If you choose <b>Yes</b>, no document number will be assigned to this entry, and you will be prompted to select the related claim(s).</p> <p>If you choose <b>No</b>, a document number will be assigned to this entry.</p> <ul style="list-style-type: none"> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next ONLY</b> if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or</li> </ul>

	<p>abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ If this entry was linked to a claim, this notice will appear below the related claim(s) on the <a href="#">Claims Register</a>.</li> </ul>
<p><b>Withdrawal of Rule 3002.1 Document</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Withdrawal of Rule 3002.1 Document</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Select the Filing to which this Withdrawal relates and click <b>Next</b>.</li> <li>▪ <i>Is this Withdrawal being filed in regards to Bankruptcy Rule 3002.1(b), where a corresponding Proof of Claim has been filed?</i> Choose the appropriate <b>Yes</b> or <b>No radio button</b> and click <b>Next</b>.</li> </ul> <p>If you choose <b>Yes</b>, no document number will be assigned to this entry, and you will be prompted to select the related claim(s).</p> <p>If you choose <b>No</b>, a document number will be assigned to this entry.</p> <ul style="list-style-type: none"> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have</li> </ul>

	<p>no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
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## 29. Adversary Proceedings

<p><b>Opening a new Adversary Proceeding in CM/ECF*</b></p> <p><i>*Refer to the Court's <a href="#">fee schedule</a> for the applicable adversary fee.</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Adversary</b></li> <li>▪ Select <b>Open AP Case</b></li> <li>▪ The system will automatically assign a case number at the end of this event process.</li> <li>▪ The <i>Case type</i> defaults to <b>ap</b> and cannot be changed.</li> <li>▪ The <i>Date filed</i> defaults to today's date and cannot be changed.</li> <li>▪ For <i>Complaint</i>, choose <b>y</b> from the <a href="#">drop-down list</a>.</li> <li>▪ Click <b>Next</b></li> <li>▪ Type in the lead bankruptcy case number associated with this adversary complaint. Choose <b>Adversary</b> from the <a href="#">drop-down list</a> for the <i>Association type</i>.</li> <li>▪ Click <b>Next</b></li> <li>▪ The case is assigned to the appropriate division based on the lead bankruptcy case number and cannot be changed – click <b>Next</b> to continue.</li> <li>▪ <b>Search for a plaintiff</b> by typing in the social security number, tax ID number, or last name of the plaintiff in the complaint – click <b>Search</b>.</li> <li>▪ Select the name from list or <i>Create new party</i> – if the plaintiff's name is already in the database, it must be an exact match of the plaintiff name in the complaint; if not an exact match, add a new party record.</li> <li>▪ On the <b>Plaintiff Information</b> screen, enter the complete plaintiff name and address.</li> <li>▪ Select the plaintiff's <b>role in the bankruptcy case</b> (Creditor, Debtor, Other/Not Applicable, Trustee, U.S. Trustee/Bankruptcy Administrator) from the <a href="#">drop-down list</a>.</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ If applicable, click <b>Add additional attorney</b> to enter any additional attorneys representing the plaintiff.</li> <li>▪ If applicable, click <b>Alias</b> to add any aliases for the plaintiff.</li> <li>▪ If applicable, click <b>Corporate parent/affiliate</b> to enter any corporate parents/affiliates of the plaintiff.</li> <li>▪ Click <b>Review</b> to ensure that all the information entered for the plaintiff and attorney is correct.</li> <li>▪ Click <b>Submit</b>.</li> <li>▪ If there are multiple plaintiffs in the complaint, search and add plaintiffs until all have been added, then click <b>End plaintiff selection</b> to continue with opening the adversary proceeding.</li> <li>▪ <b>Search for a defendant</b> by typing in the social security number, tax ID number, or last name of the defendant in the complaint – click <b>Search</b>.</li> <li>▪ Select name from list or <i>Create new party</i> – if the defendant’s name is already in the database, it must be an exact match of the defendant name in the complaint; if not an exact match, add a new party record.</li> <li>▪ On the <b>Defendant Information</b> screen, enter the complete defendant name and address.</li> <li>▪ Select the defendant’s <b>role in the bankruptcy case</b> (Creditor, Debtor, Other/Not Applicable, Trustee, U.S. Trustee/Bankruptcy Administrator) from the <a href="#">drop-down list</a>.</li> <li>▪ If applicable, click <b>Add additional attorney</b> to enter any additional attorneys representing the defendant.</li> <li>▪ If applicable, click <b>Alias</b> to add any aliases for the defendant.</li> <li>▪ If applicable, click <b>Corporate parent/affiliate</b> to enter any corporate parents/affiliates of the defendant.</li> <li>▪ Click <b>Review</b> to ensure that all the information entered for the defendant is correct.</li> <li>▪ Click <b>Submit</b>.</li> <li>▪ If there are multiple defendants in the complaint, search and add defendants until all have been added, then click <b>End defendant selection</b> to continue with opening the adversary proceeding.</li> <li>▪ On the next screen, select the applicable <b>Party code</b> (<b>1 U.S. is a Plaintiff; 2 U.S. is a Defendant; or 3 U.S. not a Party</b>) from the <a href="#">drop-down list</a>.</li> <li>▪ For <b>Rule 23 (class action)</b>, choose <b>y</b> or <b>n</b> from the <a href="#">drop-down list</a>.</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ For <b>Jury demand</b>, choose <b>Both, Defendant, None</b>, or <b>Plaintiff</b> from the <a href="#">drop-down list</a>.</li> <li>▪ For <b>Demand</b>, enter the amount of the demand, if any, in the number of thousands (for example, a demand <b>\$1,000</b> should be entered as <b>1</b>)</li> <li>▪ For <b>State law</b>, choose <b>n, u, or y</b> from the <a href="#">drop-down list</a>.</li> <li>▪ Select the <b>Primary nature of suit</b> and select any applicable additional natures of suit from the <a href="#">drop-down list</a>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ The <b>fee information</b> screen appears next – if the plaintiff is the United States, Debtor (except a Chapter 11 Debtor in Possession), or a <a href="#">Child Support Creditor or Representative</a>, type <b>EXEMPT</b> in the <i>receipt</i> field. If the plaintiff is the case trustee and a Request to Defer Fee will be filed, type <b>DEFERRED</b> in the <i>receipt</i> field. Otherwise, leave the <i>receipt</i> field blank and click <b>Next</b> to continue filing.</li> <li>▪ Click <b>Next</b></li> <li>▪ Final Docket Text appears. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Adversary Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear. The docket entry will appear on the <a href="#">docket report</a> for both in the adversary proceeding and the associated bankruptcy case.</li> </ul>
<p><b>Local Rule 7.1.1 Disclosure Statement*</b></p> <p><i>*Refer to <a href="#">Local Rule 7.1.1</a></i></p> <p><i>*A <a href="#">fillable Disclosure Statement form</a> is available on the Court's website at</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Adversary</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in adversary proceeding number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Disclosure Statement pursuant to LR 7.1.1</b></li> <li>▪ Click <b>Next</b></li> </ul>

<p><a href="http://www.gasb.uscourts.gov">www.gasb.uscourts.gov</a> under <b>Forms &gt; Local Forms</b>.</p>	<ul style="list-style-type: none"> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ Check the box to <b>refer to existing event(s)</b> and click <b>Next</b>.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Adversary Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> </ul>
<p><b>Amended Complaint</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Adversary</b></li> <li>▪ Select <b>Complaint &amp; Summons</b></li> <li>▪ Type in adversary proceeding number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Amended Complaint</b></li> <li>▪ Click <b>Next</b></li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Select the party that this filing is <b>against</b> or <i>Add/Create New Party</i>; click <b>Next</b> to continue.</li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for</li> </ul>

	<p>the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</p> <ul style="list-style-type: none"> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Adversary Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Answer to Complaint</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Adversary</b></li> <li>▪ Select <b>Answers</b></li> <li>▪ Select <b>Complaint, 3rd, cross, counter</b></li> <li>▪ Type in adversary proceeding number</li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ Check the box(es) for any of the following that apply; if none apply, leave them all blank:</li> </ul> <p>Does this filing include a <b>third-party complaint</b>?  Does this filing include a <b>cross-claim</b>?  Does this filing include a <b>counterclaim</b>?</p> <p>Click <b>Next</b> to continue.</p>



	<ul style="list-style-type: none"> <li>▪ If any of the boxes were checked on the previous screen, you will be prompted to select the party or parties that the filing is against. Click <b>Next</b> to continue.</li> <li>▪ <b>Is this an AMENDED answer?</b> Select <b>Yes</b> or <b>No</b> and click <b>Next</b>.</li> <li>▪ If appropriate, check the box to <b>Refer to existing event(s)</b> and click <b>Next</b>; if checked, select the appropriate event(s) to which the answer relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Adversary Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Rule 26(f) Report*</b></p> <p><i>*A <a href="#">fillable Rule 26(f) Report form</a> is available on the Court's website at <a href="http://www.gasb.uscourts.gov">www.gasb.uscourts.gov</a> under <b>Forms &gt; Local Forms</b>.</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Adversary</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in adversary proceeding number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Rule 26(f) Report</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ <b>Is this an AMENDED report?</b> Select <b>Yes</b> or <b>No</b> and click <b>Next</b>.</li> <li>▪ If appropriate, check the box to <b>Refer to existing event(s)</b> and click <b>Next</b>; if checked, select the appropriate event(s) to which the report relates and</li> </ul>

	<p>click <b>Next</b>.</p> <ul style="list-style-type: none"> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Adversary Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Request to Reissue Summons</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Adversary</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in adversary proceeding number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Request to Reissue Summons</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ Check the box to <b>refer to existing event(s)</b> and click <b>Next</b>.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Adversary Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>

<p><b>Bill of Costs</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Adversary</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in adversary proceeding number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Bill of Costs (Adversary)</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ This event requires the use of <a href="#">Form B2630</a>. On the next screen, attach your completed form. Click <b>Next</b> to continue.</li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ The system automatically calculates an <i>Objection due date</i>. Click <b>Next</b> to continue.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Adversary Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Proposed Pre-Trial Order</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Adversary</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in adversary proceeding number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Proposed Pre-Trial Order</b></li> <li>▪ Click <b>Next</b></li> </ul>

	<ul style="list-style-type: none"> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ Check the box to <b>refer to existing event(s)</b> and click <b>Next</b>.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Adversary Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> <li>▪ Proceed to <b>Adversary &gt; Order Upload</b> to upload the proposed <b>eOrder</b>.</li> </ul>
<p><b>Motion for Clerk’s Entry of Default</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Adversary</b></li> <li>▪ Select <b>Motions</b></li> <li>▪ Type in adversary proceeding number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Entry of Default</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ Check the box to <b>refer to existing event(s)</b> and click <b>Next</b>.</li> <li>▪ Select the appropriate event(s) to which your event relates and enter the name(s) of the defendant(s) in default in the text box provided. Click <b>Next</b> to continue.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Adversary Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ If applicable, proceed to <b>Adversary &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Voluntary Dismissal of an Adversary Complaint by the Plaintiff</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Adversary</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in adversary proceeding number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Dismissal of Complaint (Voluntary)</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ <i>Is this a complaint related to 11 U.S.C. Section</i></li> </ul>

	<p>727? Select <b>Yes</b> or <b>No</b> from the <a href="#">drop-down list</a> and click <b>Next</b> to continue.</p> <ul style="list-style-type: none"> <li>▪ If applicable, check the box to <b>refer to existing event(s)</b> and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Adversary Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
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## 30. Miscellaneous Pleadings/Docket Events

<p><b>Amended Certificate of Service</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy (or Adversary)</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <a href="#">Certificate of Service/Amended Certificate of Service</a></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ <i>Is this an AMENDED Certificate of Service?</i> Select <b>Yes</b> or <b>No</b> from the <a href="#">drop-down list</a> and click <b>Next</b> to continue.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ Click <b>Next</b>.</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Amended Schedules*</b></p> <p><i>*See also <a href="#">Local Bankruptcy Rule 1009-1</a>.</i></p> <p><i>Refer to the Court's <a href="#">fee schedule</a> for the applicable fee.</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Amended Schedules/Statements</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ <i>Are you filing Amended Schedules?</i> Select <b>Yes</b> from the <a href="#">drop-down list</a> and click <b>Next</b> to continue.</li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ Select all amended items being filed. <i>Note that Amended Schedules D and E/F may incur a <a href="#">fee</a>.</i> Click <b>Next</b> to continue.</li> <li>▪ Amendments to Schedules A/B, D, E/F, I, and J require that you update schedule amounts. Please complete the information on the next screens, if applicable, using <b>exact</b> dollar amounts (ex.: 386.75 or 100,026.00). Enter the new totals, not the amount being added, for amended schedules. Click <b>Next</b> to continue.</li> <li>▪ Enter the amounts when prompted and click <b>Next</b>.</li> <li>▪ If you are amending <b>Schedules D and/or E/F</b>, check the applicable box(es) to indicate the action(s) being taken in the amended schedules. Click <b>Next</b> to continue.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ If adding creditors to the case, add them on the next screen or after submission of this event by uploading a <b>.txt</b> file within the <a href="#">Creditor Maintenance</a> category. Click <b>Next</b> to continue.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ <i>Are amendments being filed due to conversion of a Chapter 7 case?</i> Select <b>Yes</b> or <b>No</b> from the <a href="#">drop-down list</a> and click <b>Next</b> to continue.</li> <li>▪ If applicable, the <b>fee information</b> screen will appear. Click <b>Next</b> to continue.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Appearance of a Child Support Creditor or Representative (<a href="#">Form B2810</a>)</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Appearance of Child Support Creditor or Representative</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ If applicable, check the box to <b>refer to existing event(s)</b> and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> </ul>



	<ul style="list-style-type: none"> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Balance of Schedules/Statements Due in a New Case*</b></p> <p><i>*See also <a href="#">General Order 2015-1</a>.</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ <b>Select the appropriate schedule(s)/statement(s)</b> (A/B, C, D, Statement of Financial Affairs, etc.). Hold down the <b>CTRL</b> key to select more than one event, if necessary. If you are filing <b>all</b> Schedules A/B-J, you may use the event entitled <b>Schedules A/B-J</b>.</li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ <i>Are the schedules being amended?</i> If you are filing original schedule(s) after the petition has been filed, select <b>No</b> from the <a href="#">drop-down list</a>. If filing amended schedule(s), select <b>Yes</b>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ If filing <b>Schedule A/B</b>, a statement will appear: <i>Schedule A/B (Form 106A/B) is Required for any cases filed after December 1, 2015</i>. Click <b>Next</b>. A screen prompt will also appear for you to enter real and personal property amounts from the schedule. Click <b>Next</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ If filing <b>Schedule D</b>, a screen prompt will appear for you to enter the secured claims total. Click <b>Next</b>.</li> <li>▪ If you are adding creditors to the schedules, you must add them to the case on the screen when prompted. Leave a space between multiple addresses. Click <b>Next</b>.</li> <li>▪ If filing <b>Schedule E/F</b>, a statement will appear: <i>Schedule E/F (Form 106E/F) is Required for any cases filed after December 1, 2015.</i> Click <b>Next</b>. A screen prompt will also appear for you to enter priority unsecured claims and nonpriority unsecured claims amounts from the schedule. Click <b>Next</b>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ If filing <b>Schedule I</b>, a screen prompt will also appear for you to enter average income from individual debtor(s) from the schedule. Click <b>Next</b>.</li> <li>▪ If filing <b>Schedule J</b>, a screen prompt will also appear for you to enter expenditures of debtor(s) from the schedule. Click <b>Next</b>.</li> <li>▪ You may also receive a screen prompt to enter amounts from the <b>Summary of Assets and Liabilities and Certain Statistical Information</b>. Enter the amounts and click <b>Next</b> to continue.</li> <li>▪ Modify docket text, if appropriate. Click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Ballot (Ch. 11)</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Ballot (Ch 11)</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ <i>Do you Accept or Reject the Plan?</i> Select ACCEPT or REJECT from the <a href="#">radio buttons</a> provided and click <b>Next</b>.</li> <li>▪ <b>Is this an AMENDED ballot?</b> Select <b>Yes</b> or <b>No</b> and click <b>Next</b>.</li> <li>▪ If appropriate, check the box to <b>Refer to existing event(s)</b> and click <b>Next</b>; if checked, select the appropriate event(s) to which the ballot relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Certificate of Service (for Rule 3002.1 Events)</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Certificate of Service (Use Only for Rule 3002.1 Events)</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ <i>This Certificate of Service Event should only be used when relating to a Notice of Mortgage Payment Change, Notice of Postpetition Mortgage Fees, Expenses, and Charges, or a Response to Notice of Final Cure Payment.</i> Click <b>Next</b> to proceed.</li> <li>▪ Click <b>Next</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ <i>Has a corresponding Proof of Claim has been filed in this case?</i> Choose the appropriate <b>Yes</b> or <b>No</b> <a href="#">radio button</a> and click <b>Next</b>.</li> </ul> <p>If you choose <b>Yes</b>, no document number will be assigned to this entry, and you will be prompted to select the related claim(s).</p> <p>If you choose <b>No</b>, a document number will be assigned to this entry.</p> <ul style="list-style-type: none"> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes</b> <a href="#">radio button</a> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ Select the filing to which this Certificate of Service relates from the <a href="#">radio buttons</a> provided and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Certification of Plan Completion and Request for Discharge (Ch. 13)*</b></p> <p><i>*Refer to <a href="#">General Order 2015-3</a>.</i></p> <p><i>**The <a href="#">Debtor Certification of Plan Completion and Request for Discharge Ch. 13 form</a> is available on the Court’s website at</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Certification of Plan Completion and Request for Discharge (Ch 13)</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> </ul>

<p><a href="http://www.gasb.uscourts.gov">www.gasb.uscourts.gov</a> under <b>Forms &gt; Local Forms</b>.</p>	<ul style="list-style-type: none"> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ <b>Is this an AMENDED certification?</b> Select <b>Yes</b> or <b>No</b> and click <b>Next</b>.</li> <li>▪ If appropriate, check the box to <b>Refer to existing event(s)</b> and click <b>Next</b>.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b> to continue.</li> <li>▪ The U.S. Trustee will be served electronically with this certification. Click <b>Next</b> to continue.</li> <li>▪ The system will automatically calculate an objection deadline.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> </ul>
<p><b>Change of Address*</b></p> <p>**A <a href="#">fillable Change of Address form</a> is available on the Court's website at <a href="http://www.gasb.uscourts.gov">www.gasb.uscourts.gov</a> under <b>Forms &gt; Local Forms</b>.</p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Notice of Change of Address</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Is this notice being filed in lieu of a transfer of claim pursuant to Bankruptcy Rule 3001(e)? Choose the appropriate <b>Yes</b> or <b>No radio button</b> and click <b>Next</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ Enter the name of the party or parties whose address is changing in the text box provided and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> </ul>
<p><b>Financial Management Course Certificate (Form 423)*</b></p> <p><i>*Please note: an approved debtor education provider may file the certificate directly with the Court using the <a href="#">electronic financial management course certificate filing program (eFinCert)</a>.</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Financial Management Course Certificate</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ If appropriate, check the box to <b>Refer to existing event(s)</b> and click <b>Next</b>; if checked, select the appropriate event(s) to which the event relates and click <b>Next</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ In a joint case, a screen prompt will appear – <b>This Certificate is Being Filed on Behalf of:</b> select the appropriate <a href="#">radio button</a>.</li> <li>▪ Click <b>Next</b></li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Notice of Appearance and Request for Notice</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <a href="#">Notice of Appearance and Request for Notice</a></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <a href="#">Attachments to Document</a>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ If appropriate, check the box to <b>Refer to existing event(s)</b> and click <b>Next</b>; if checked, select the appropriate event(s) to which the notice relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If</li> </ul>

	<p>incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Notice of Substantial Consummation in a Chapter 11 Subchapter V Case</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Notice of Substantial Consummation (Ch 11)</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Pre-Status Conference Report for a Chapter 11 Subchapter V Case</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Pre-Status Conference Report</b></li> </ul>



	<ul style="list-style-type: none"> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ If appropriate, check the box to <b>Refer to existing event(s)</b> and click <b>Next</b>; if checked, select the appropriate event(s) to which the report relates and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> </ul>
<p><b>Reaffirmation Agreement (With Representation of Debtor by an Attorney)</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Reaffirmation Agreement</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for</li> </ul>

	<p>the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</p> <ul style="list-style-type: none"> <li>▪ If appropriate, check the box to <b>Refer to existing event(s)</b> and click <b>Next</b>; if checked, select the appropriate event(s) to which the event relates and click <b>Next</b>.</li> <li>▪ Enter the Creditor name in this reaffirmation agreement in the text box provided and click <b>Next</b>.</li> <li>▪ <i>Does this agreement include a signed Certification by Attorney for the Debtor?</i> select <b>Yes</b> or <b>No</b> from the <a href="#">drop-down list</a> and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Request re: Debtor Electronic Bankruptcy Noticing (DeBN)*</b></p> <p><i>*Refer to <a href="#">DeBN</a> information on the Court's website at <a href="http://www.gasb.uscourts.gov">www.gasb.uscourts.gov</a> under <b>Programs and Information &gt; Debtor Electronic Bankruptcy Noticing (DeBN)</b>.</i></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Debtor Electronic Noticing (DeBN)</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ This event is to be used only for electronic noticing for debtors. A separate form must be filed for each debtor in a joint case. Click <b>Next</b> to continue.</li> <li>▪ Select the appropriate <a href="#">radio button</a> for the action</li> </ul>

	<p>you are requesting and click <b>Next</b>.</p> <ul style="list-style-type: none"> <li>▪ Click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Suggestion of Death of a Debtor</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Suggestion of Death</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue.</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button.</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ Enter the name of the deceased individual in the text box provided and click <b>Next</b>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Is continued administration of the case after death of the debtor desired? Select <b>YES</b> or <b>NO</b> and click <b>Next</b> to continue.</li> <li>▪ <i>If YES is selected, a message will appear -</i>  <b>PLEASE NOTE:</b> <i>This event alone may not waive the filing requirements for receiving a discharge. A Motion for Continued Administration, Motion for Exemption from Financial Management Course, and/or Motion for Exemption from Certification of Plan Completion must be subsequently filed in this case.</i></li> </ul>

	<ul style="list-style-type: none"> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Withdrawal of Change of Address</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Withdrawal</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ Check the box to <b>refer to existing event(s)</b> and click <b>Next</b>.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>

<p><b>Withdrawal of Notice of Appearance</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Withdrawal</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ Check the box to <b>refer to existing event(s)</b> and click <b>Next</b>.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next ONLY</b> if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> </ul>
<p><b>Withdrawal of Pleading</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy</b></li> <li>▪ Select <b>Miscellaneous</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Withdrawal</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ Check the box to <b>refer to existing event(s)</b> and click <b>Next</b>.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> </ul>
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## 31. Filing an Appeal

<p><b>Notice of Appeal*</b></p> <p>*See <a href="#">Official Form B417A</a></p> <p>Refer to the Court's <a href="#">fee schedule</a> for the applicable fee.</p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy (or Adversary)</b></li> <li>▪ Select <b>Appeal</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Notice of Appeal</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ The system will automatically calculate the <i>Appellant Designation due date</i>. The <a href="#">fee amount</a> due also appears on this screen. Click <b>Next</b> to continue.</li> <li>▪ <b>Is this Notice of Appeal being Amended?</b> Select <b>Yes</b> or <b>No</b> and click <b>Next</b>.</li> <li>▪ If this is not an amended Notice of Appeal, the next screen will display the fee due. Click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Appellant’s Designation of Contents for Inclusion in the Record on Appeal</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy (or Adversary)</b></li> <li>▪ Select <b>Appeal</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Appellant Designation</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the</li> </ul>

	<p><b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</p> <ul style="list-style-type: none"> <li>▪ The system will automatically calculate the <i>Appellee Designation due date</i> and the <i>Transmission to District Court due date</i>. Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> </ul>
<p><b>Appellee’s Designation of Contents for Inclusion in the Record on Appeal</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy (or Adversary)</b></li> <li>▪ Select <b>Appeal</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Appellee Designation</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ Click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If</li> </ul>



	<p>incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Cross-Appeal</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy (or Adversary)</b></li> <li>▪ Select <b>Appeal</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Cross Appeal</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ The <a href="#">fee amount</a> due appears on this screen. Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next ONLY</b> if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> </ul>
<p><b>Statement of Issues on Appeal</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy (or Adversary)</b></li> <li>▪ Select <b>Appeal</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> </ul>

	<ul style="list-style-type: none"> <li>▪ Select <b>Statement of Issues on Appeal</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next ONLY</b> if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> </ul>
<p><b>Request for Transcript re: Appeal</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy (or Adversary)</b></li> <li>▪ Select <b>Appeal</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Request for Transcript re: Appeal</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the</li> </ul>

	<p><b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</p> <ul style="list-style-type: none"> <li>▪ Select a due date for the transcript and click <b>Next</b>.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next ONLY</b> if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <b>Notice of Electronic Filing (NEF)</b> screen will appear.</li> </ul>
<p><b>Motion for Leave to Appeal</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy (or Adversary)</b></li> <li>▪ Select <b>Appeal</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Leave to Appeal</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <b>PDF</b> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <b>PDF</b> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <b>PDF</b> file for the attachment(s). When all <b>attachments</b> have been added click <b>Next</b> to continue.</li> <li>▪ The system will automatically calculate a <i>Response due date</i>. Click <b>Next</b> to continue.</li> <li>▪ Check the box to <b>refer to existing event(s)</b> and click <b>Next</b>.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ If applicable, proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
<p><b>Motion to Stay Pending Appeal</b></p>	<ul style="list-style-type: none"> <li>▪ Select <b>Bankruptcy (or Adversary)</b></li> <li>▪ Select <b>Motions/Applications</b></li> <li>▪ Type in case number</li> <li>▪ Click <b>Next</b></li> <li>▪ Select <b>Stay Pending Appeal</b></li> <li>▪ Click <b>Next</b></li> <li>▪ If filing this pleading jointly with other attorney(s), check the box; otherwise, leave the checkbox blank and click <b>Next</b> to continue</li> <li>▪ Select the Party filing this pleading or <i>Add/Create New Party</i></li> <li>▪ Click <b>Next</b></li> <li>▪ Attach <a href="#">PDF</a> by clicking on the Browse (or Choose File) button</li> <li>▪ Locate <a href="#">PDF</a> document and right-click to open</li> <li>▪ Click <i>Open</i> on the File Upload dialogue box.</li> <li>▪ If there are <b>Attachments to Document</b>, click the <b>Yes radio button</b> and add the correct <a href="#">PDF</a> file for the attachment(s). When all <a href="#">attachments</a> have been added click <b>Next</b> to continue.</li> <li>▪ Check the box to <b>refer to existing event(s)</b> and click <b>Next</b>.</li> <li>▪ Select the appropriate event(s) to which your event relates and click <b>Next</b>.</li> <li>▪ The docket text screen appears – modify as appropriate and click <b>Next</b>.</li> <li>▪ Final Docket Text appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Click <b>Next</b> ONLY if correct. If incorrect, click the Back button at the top of the browser screen to make the correction, or abort/restart the transaction by clicking on the <b>Bankruptcy Events</b> hyperlink.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ <a href="#">Notice of Electronic Filing (NEF)</a> screen will appear.</li> <li>▪ If applicable, proceed to <b>Bankruptcy &gt; Order Upload</b> to upload the proposed <a href="#">eOrder</a>.</li> </ul>
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Appendix A	Glossary of CM/ECF Terms
<a href="#">Adobe Acrobat</a>	Application used almost universally to create and view PDF documents. <a href="#">Adobe</a> created the PDF format.
<b>Attachment</b>	an additional supporting document filed electronically with a pleading. Proposed orders can be attachments to motions and applications.
<b>Automatic E-Mail Notification</b>	a <a href="#">CM/ECF</a> 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.
<b>Browse</b>	a Windows operation of navigating through directories via a mouse to select a specific file.
<b>Browser</b>	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.
<b>Category</b>	in <a href="#">CM/ECF</a> , a classification of similar document types. Category selections appear as hypertext links under the <b>Bankruptcy</b> and <b>Adversary</b> menu selections.
<b>CBT</b>	CBT (computer-based training) is an online learning application accessed over a local area network (LAN) or from a CD. When a CBT is accessed online, it is referred to as web-based training or a WBT.
<b>Check Box</b>	a control object a user can click to include choices from a list. Check boxes are designed so that users can choose one or more items from a list.
<a href="#">CM/ECF</a>	Case Management/Electronic Filing; the Administrative Office's application for filing cases and documents electronically via the Internet.

<b>Default</b>	a common suggested value displayed by <a href="#">CM/ECF</a> on a screen. Many fields in <a href="#">CM/ECF</a> have common values suggested; if correct, users may accept them, or if incorrect, may type over them.
<b>Document Type</b>	In <a href="#">CM/ECF</a> , a specific filing or event with similar characteristics within a case which behaves uniquely from other document types.
<b>Drop-Down List</b>	a window listing selections of data alphabetically in a text box. Drop-down lists are used throughout <a href="#">CM/ECF</a> for making selections. When you see the selection you wish to make, click it to highlight it. To make multiple selections, hold the <b>CTRL</b> (control) key down when making second, third, etc. selections.
<b>Hypertext (HTML) Link</b>	a URL embedded 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.
<b>MR</b>	software modification request; the format method used in the courts by users to ask for changes in the program. Changes can be either enhancements or the discovery of a functional program error. MRs are submitted on the SDSO (Systems Development and Support Office) website at <a href="http://support.sdso.ao.dcn/mrdb/mrSubmit.aspx">http://support.sdso.ao.dcn/mrdb/mrSubmit.aspx</a> .
<b>Notice of Bankruptcy Case Filing</b>	a <a href="#">CM/ECF</a> document that is generated at case opening with all the substantive information of the case. The Entry Date appears on the local court seal displayed on this formal notice. When the petition is submitted by an attorney, both the date and the time of filing appear. This official document can be used to enforce collection and foreclosure activities of creditors.
<b>Notice of Electronic Filing (NEF)</b>	an electronic document produced by <a href="#">CM/ECF</a> which certifies filing of all documents and claims with the U.S. Bankruptcy Court. All parties requesting electronic notification can be sent this certification via electronic mail.
<b>PDF Document</b>	a “portable document formatted” document; a type of imaged document created by <a href="#">Adobe Acrobat</a> . Each document is secured with a unique encrypted key. All documents in <a href="#">CM/ECF</a> must be in PDF format, with the exception of the creditor matrix, which must be uploaded in a text (.txt) format.
<b>Radio Button</b>	a round selection button used to choose items from a list. Radio buttons are designed so that users can choose only one item.
<b>URL</b>	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 Georgia Southern Bankruptcy Court is <a href="http://www.gasb.uscourts.gov">www.gasb.uscourts.gov</a> .

<b>Appendix B</b>		<b>Common Abbreviations and Designations</b>	
<b>State/Possession</b>		<b>Abbreviation</b>	
Alabama		AL	
Alaska		AK	
American Samoa		AS	
Arizona		AZ	
Arkansas		AR	
California		CA	
Colorado		CO	
Connecticut		CT	
Delaware		DE	
District of Columbia		DC	
Federated States of Micronesia		FM	
Florida		FL	
Georgia		GA	
Guam		GU	
Hawaii		HI	
Idaho		ID	
Illinois		IL	
Indiana		IN	
Iowa		IA	
Kansas		KS	
Kentucky		KY	
Louisiana		LA	
Maine		ME	
Marshall Islands		MH	
Maryland		MD	
Massachusetts		MA	
Michigan		MI	
Minnesota		MN	
Mississippi		MS	
Missouri		MO	
Montana		MT	
Nebraska		NE	
Nevada		NV	
New Hampshire		NH	
New Jersey		NJ	

New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Northern Mariana Islands	MP
Ohio	OH
Oklahoma	OK
Oregon	OR
Palau	PW
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virgin Islands	VI
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

Geographical Directional	Abbreviation
North	N
East	E
South	S
West	W
Northeast	NE
Southeast	SE
Northwest	NW
Southwest	SW

Military "State"	Abbreviation
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Armed Forces Europe, the Middle East, and Canada	AE
Armed Forces Pacific	AP
Armed Forces Americas (except Canada)	AA

Primary Street Suffix Name	Postal Service Standard Suffix Abbreviation
ALLEY	ALY
ANNEX	ANX
AVENUE	AVE
BEACH	BCH
BEND	BND
BLUFF	BLF
BOTTOM	BTM
BOULEVARD	BLVD
BRANCH	BR
BRIDGE	BRG
BROOK	BRK
BYPASS	BYP
CAMP	CP
CANYON	CYN
CAPE	CPE
CAUSEWAY	CSWY
CENTER	CTR
CIRCLE	CIR
CLIFFS	CLFS
CLUB	CLB
COMMONS	CMNS
CORNER	COR
COURSE	CRSE
COURT	CT
COVE	CV
COVES	CVS
CREEK	CRK
CRESCENT	CRES
CREST	CRST
CROSSING	XING
CROSSROAD	XRD
CROSSROADS	XRDS
DRIVE	DR

ESTATE	EST
EXPRESSWAY	EXPY
EXTENSION	EXT
FALLS	FLS
FIELD	FLD
FORGE	FRG
FORT	FT
FREEWAY	FWY
GARDENS	GDNS
GATEWAY	GTWY
GLEN	GLN
GREEN	GRN
GROVE	GRV
HARBOR	HBR
HEIGHTS	HTS
HIGHWAY	HWY
HOLLOW	HOLW
ISLAND	IS
ISLANDS	ISS
JUNCTION	JCT
LAKE	LK
LANDING	LNDG
LANE	LN
MEADOWS	MDWS
MILLS	MLS
MOUNT	MT
MOUNTAIN	MTN
OVERPASS	OPAS
PARK	PARK
PARKWAY	PKWY
PLACE	PL
PLAINS	PLNS
PLAZA	PLZ
POINT	PT
PORT	PRT
PRAIRIE	PR
ROAD	RD
ROUTE	RTE
SPRING	SPG
SQUARE	SQ
STATION	STA
STREET	ST
SUMMIT	SMT
TERRACE	TER
TRAIL	TRL
VALLEY	VLY
VILLAGE	VLG

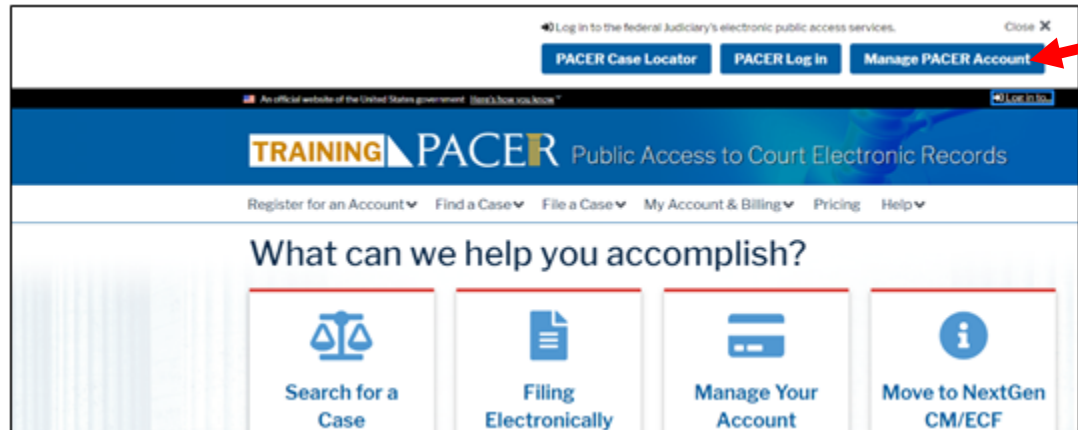
**Secondary Unit Designators:**

<b>Description</b>	<b>Abbreviation</b>
Apartment	APT
Basement	BSMT
Building	BLDG
Department	DEPT
Floor	FL
Office	OFC
Penthouse	PH
Room	RM
Space	SPC
Suite	STE
Unit	UNIT
Upper	UPPR

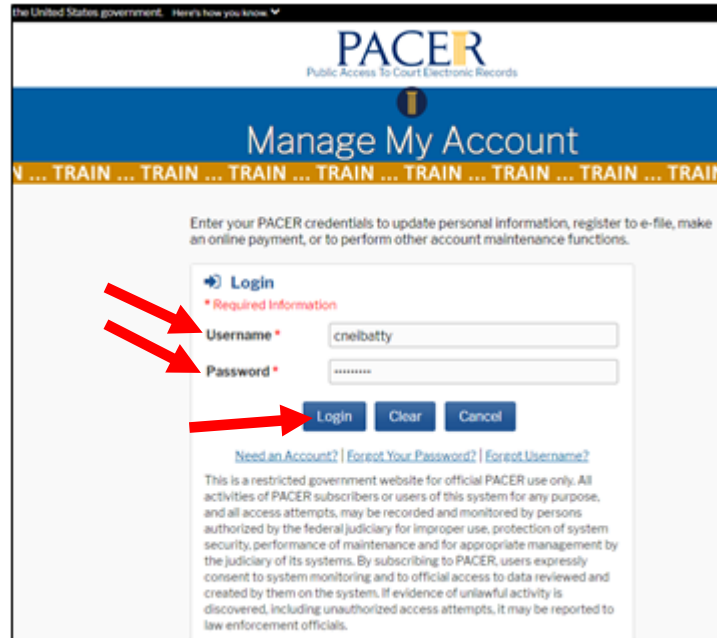
## Appendix C

# How to Update an Attorney Mailing Address in ECF/PACER

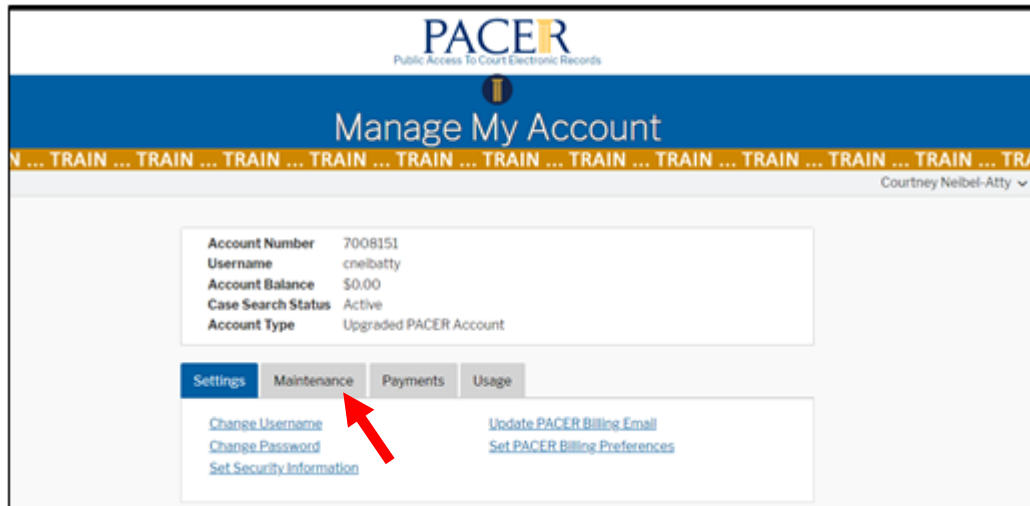
**Step 1** Go to the [PACER](https://pacer.uscourts.gov) website at <https://pacer.uscourts.gov>. Click **Manage PACER Account**:



**Step 2** Enter your PACER Username and Password. Click **Login**:



**Step 3** Click the **Maintenance** tab:



**Step 4** Click **Update Address Information** for address and phone number changes to submit to the Court for review:



**Step 5** Edit the address as necessary and enter the **Reason for update**:

**Update Address Information**

In the first section below, you may update your address information on file at the PACER Service Center for billing purposes. Then you may apply those updates to open, closed, or all cases in one or more courts in which you are registered.

**\* Required Information**

Firm/Office: Law Offices of Courtney Neibel

Unit/Department: [ ]

Address \*: 123 Any Street

Room/Suite: [ ]

City \*: Savannah

State \*: Georgia

County \*: CHATHAM

Zip/Postal Code \*: 31410

Country \*: United States of America

Primary Phone \*: 555-555-3232

Alternate Phone: [ ]

Text Phone: [ ]

Fax Number: [ ]

Reason for update: [ ]

Check here if this address update applies to the entire firm.

Apply update to: Select

Select the applicable option in **Apply update to (All Cases, Closed Cases, Open Cases, None)**. Click the box(es) to **Apply Updates to Selected Court(s)**. Click **Submit**:

Reason for update: [ ]

Check here if this address update applies to the entire firm.

Apply update to: Select

- Select
- Open Cases
- Closed Cases
- All Cases
- None

**Apply Updates to Selected Court(s)**

**PACER Billing**

Law Offices of Courtney Neibel  
123 Any Street  
Savannah, GA 31410  
Phone: 555-555-3232

**U.S. Bankruptcy Courts**

Georgia Southern Bankruptcy Court (test)  
Law Offices of Courtney Neibel  
123 Any Street  
Savannah, GA, 31410  
Phone: 555-555-3232

Submit Reset Cancel

A dialog box will appear, indicating the change was successful and has been sent to the selected court(s) for review and processing. Click **Close**.