

CM/ECF

Limited User Manual



United States Bankruptcy Court
Southern District of Georgia

www.gasb.uscourts.gov

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1. Introduction

This manual is designed to assist limited filers (*creditors, attorneys not admitted to practice in the Southern District of Georgia, personal financial management course providers, and other limited 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.

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, have this capability as well.
- ✓ [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](#).

3. CM/ECF Operations Help Desk Questions regarding CM/ECF, procedures, systems, or technical support	
Training	<p>The Bankruptcy Court Clerk's Office offers CM/ECF 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 www.gasb.uscourts.gov and click CMECF Information > Training – User Guidelines/Manuals and Information.</p> <p>There are also several Electronic Learning Modules (ELMs) available online at https://pacer.uscourts.gov/help/.</p>
Report a Technical Issue with CM/ECF	<p><u>During Regular Business Hours</u></p> <p>Contact the Court:</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><u>After Hours/Holidays/Weekends</u></p> <p>Notify the Court immediately via email to helpdesk_gas@gas.uscourts.gov. 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>NOTE: 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"> For case related questions or information, contact the Clerk's Office at the phone numbers listed above. For questions specifically about CM/ECF registration, please email: <p>USBC_CMECF_ProjectManager@gas.uscourts.gov</p>
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4. PACER Registration

Public Access to the court docket and documents

<p>Login and Password</p>	<p>A PACER login and password can be obtained by registering online at https://pacer.uscourts.gov or by contacting the PACER Service Center at 1-800-676-6856 to establish an account.</p> <p>A PACER account must be established before requesting electronic filing access to the CM/ECF database. Each individual user must have his/her own PACER account, including filing agents.</p>
<p>"Free Look"</p>	<p>A free look is provided to case participants when a new pleading or claim is filed. Participants will not be charged for 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 one free look will be used when a document link is clicked from</p>

	CM/ECF emails (NEFs), log in to CM/ECF and go to the Utilities menu > Maintain Your ECF Account > Email Information and click the checkbox to enable. Click Return to Account screen , then click Submit 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.
Public Access at the Court	Viewing access to the electronic docket and documents filed in CM/ECF is available to the public at no charge at each staffed divisional Clerk's Office during regular business hours (8:30 AM to 5:00 PM). A fee will be charged for printed copies.
Conventional Copies and Certified/Exemplified Copies	Conventional copies and certified/exemplified copies of electronically filed documents may be purchased through the Clerk's Office . The fee for copying, certification and/or exemplification will be in accordance with the fees imposed by 28 U.S.C. § 1930 .

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 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 under *Attorney Info* > [Attorney Pro Hac Vice](#).

6. 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 be displayed properly in [CM/ECF](#), it is necessary to clear the “cache” or temporary memory that is stored on your computer. Web [browsers](#) 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 [CM/ECF](#) unless you clear the [browser](#) cache. The cache should be cleared frequently to avoid errors.

A quick way to clear your cache:

- Open the web [browser](#)
- Click **CTRL+Shift+Delete**
- Check the appropriate boxes to clear data and click **OK**
- Close the web [browser](#) and re-open

Allowing Pop-Ups

The presence of an active “pop-up blocker” may interfere with the use of the Court’s payment window in [CM/ECF](#). 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:

Allowing pop-up screen using Internet Explorer 8.0 or higher

- Open Internet Explorer
- Select TOOLS option from the menu bar
- Select Pop-Up Blocker
- Select “Turn Off” Pop-Up Blocker

Allowing pop-up screen using Mozilla Firefox

- Open Firefox

	<ul style="list-style-type: none"> ▪ Select TOOLS option from the menu bar ▪ Select OPTIONS from the drop-down menu ▪ Select the Web Features Icon ▪ Select Allowed Sites ▪ Type uscourts.gov in the “Address of web site” field and click Allow ▪ Click OK ▪ Click OK to complete the process and return to the browser. <p><i>Allowing pop-up screen using Internet Google Tool Bar</i></p> <ul style="list-style-type: none"> ▪ Open browser ▪ Select OPTIONS from the Google toolbar ▪ In Accessories, uncheck “Popup Blocker.” ▪ Click OK to complete the process and return to the browser.
Compatibility View Browser Settings	<p>It may be necessary to check the Compatibility View settings when using Internet Explorer as the web browser. To check Compatibility View Settings in Internet Explorer:</p> <ul style="list-style-type: none"> ▪ Open Internet Explorer ▪ Select TOOLS option from the menu bar ▪ Select Compatibility View settings ▪ Add the website you are currently viewing ▪ Click Close to complete the process and return to the browser.
Manual Transmission of Documents	<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 CM/ECF Administrative Procedures for more information.</p>

7. Scanning/Converting Docs to PDF

PDF-related functionality for public filers	<p>A document, PDF-Related Functionality for Public Filers in NextGen CM/ECF Release 1.6, has been posted to the PACER Service Center website. 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"> • PDF Definition and Software • Converting Documents to PDF • Viewing a PDF Document Prior to Upload • Document Size Requirements • PDF Content Criteria • How to Flatten a PDF • Viewing Combined PDFs in CM/ECF
Adobe Acrobat Versions	<p>Adobe Acrobat Version 4.0 or later is necessary for the creation of PDF files. It may be purchased online or at any computer store. Adobe Acrobat Reader is all that is necessary if only reading PDF files. This can be downloaded for free at www.adobe.com.</p>
Document Considerations	<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 of 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 Adobe Acrobat PDF Writer/Adobe PDF. Exhibits, Proposed</p>

	<p>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>
Scanning Guidelines	<p>Following these scanning guidelines will minimize file size and save storage space. It is critical to the efficient use of CM/ECF 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"> ▪ Vastly increased file storage requirements at the user's PC, server, and backup level, together with a general slowness in processing such files; ▪ 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; ▪ A very slow response from CM/ECF, as the user attempts to upload a large file, and 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. <p>Fortunately, there are some easy steps and checks to ensure correct scanner software settings:</p> <ul style="list-style-type: none"> ▪ 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).

	<p>Check your scanner software manual for information on how to set output type.</p> <p>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 <u>not</u> 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 (<i>e.g. a title</i>) should be no larger than approximately 200 KB per page.</p> <p><u>To create a PDF file from a Microsoft Word Document:</u></p> <ul style="list-style-type: none"> ▪ Adobe Acrobat PDF Writer must be installed to create a PDF file. ▪ Open the document in MS Word and finalize any edits/changes. ▪ Select <i>File > Print</i> ▪ Change the printer option to <i>Acrobat PDF Writer/Adobe PDF</i> and click <i>Print</i>. ▪ 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>i.e., 14-41124 Obj. to Claim</i>). ▪ Click Save <p><u>To create a PDF filed from Other Word Processing Program:</u></p>
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	<ul style="list-style-type: none"> ▪ 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 <i>File > Print</i> ▪ Change the printer option to <i>Acrobat PDF Writer/Adobe PDF</i> and click <i>Print</i> ▪ 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>i.e.</i>, <i>14-41124 Obj. to Claim</i>). ▪ Click Save <p><u>To create a PDF using a Scanner Program:</u></p> <ul style="list-style-type: none"> ▪ 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: <i>Start > Programs > Name of Scanner Program</i>, 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. ▪ To send to the printer, select <i>File > Print</i> from the menu (or click and drag to the printer icon). ▪ Change the printer option to <i>Acrobat PDF Writer/Adobe PDF</i> and click <i>Print</i> ▪ 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.)
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	<ul style="list-style-type: none"> ▪ Use an easily identifiable file name which incorporates the case number and type of pleading (<i>i.e.</i>, 14-41124 <i>Obj. to Claim</i>). ▪ Click Save ▪ Close and exit the scanner software and/or the scanner utility program.
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8. 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.

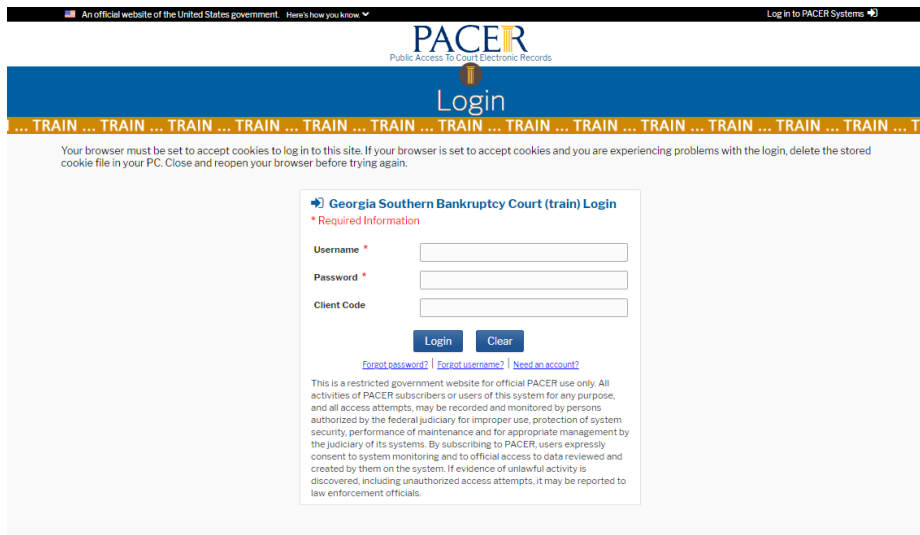
***Please note:** Always perform a search/query in the [CM/ECF](#) database for a party before adding the party to a case. If the system finds/displays the name and address of the person/entity needed, select it to help eliminate different versions of the same party name. If the name is correct but the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

Names	<ul style="list-style-type: none"> ✓ Add debtors to cases using names and addresses exactly as they appear on the petition or complaint. ✓ Do not enter names in all caps. ✓ If a search for the debtor's social security number or name displays the name you are looking for, accept it; if the address is different, change it on the debtor screen when opening the petition. ✓ 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>Patricia DeLaGarza Patrick MacDonald Kathleen O'Connor</p>
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	<p>Last name: St Thomas Last name: Kramer Johns</p> <ul style="list-style-type: none"> ✓ If an individual does not have a middle name, leave that field blank. ✓ If an alias is included, list as follows: John Henry, a/k/a John P. Henry, a/k/a John Paul Henry. ✓ 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. ✓ 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> ✓ Do not insert a space between initials in business names and United States: <p style="margin-left: 40px;">TSG Corporation JD Grocery & Mercantile U.S. Department of Agriculture</p> ✓ 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.
Addresses	<ul style="list-style-type: none"> ✓ Abbreviate post office addresses without a space between the P and O: <p style="margin-left: 40px;">PO Box 1359 P.O. Drawer 3344</p> ✓ Use digits for numbers in addresses: <p style="margin-left: 40px;">3322 S 26th St. 425 E 4th Ave N 1 Valley Plaza</p>

	<ul style="list-style-type: none"> ✓ Do not enter addresses in all caps. ✓ 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: Alfonso Diaz Rio de Danubec 7 Rio Florido CD JUAREZ CHIHUAHUA MEXICO #1050 Sgt. John Smith C Company 237 Armor Unit #21103 Box 512 APO AE 09014 ✓ Do not exceed four (4) lines for the address. The entire party name and address should not exceed five (5) lines. ✓ See Appendix B to this manual for a list of common abbreviations and designations.
Attorney Names, Bar Codes, Firm Names and Addresses	<ul style="list-style-type: none"> ✓ Avoid using commas between partner names and insert a space before and after the ampersand (&) if the address includes one. ✓ Do not enter names or addresses in all caps. ✓ Avoid using the word “The” to precede firm names. For example, The Law Office of Hamel, Wexler & Collins should be listed as Law Office of Hamel Wexler & Collins. If there is not enough space to type the complete firm name on the first address line, type “et al” at the end of the line. ✓ 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 PACER account, which will trigger an update to the address in CM/ECF for approval by the Court. ✓ 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 (&), and instead of using “c/o Attorney” add the attorney’s name. The Bankruptcy Noticing Center (BNC) 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.
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9. Accessing CM/ECF	
Step 1	<p>Logins and Passwords:</p> <p>Filing users (attorneys, trustees, and, in some courts, certain creditors) will use one login and password (one Central Sign-On account) for CM/ECF filing and Public Access to Electronic Records (PACER) access for queries and reports.</p>
Step 2	<p>CM/ECF is accessible through the Court’s website at www.gasb.uscourts.gov. Select <i>CMECF Information</i> > Login - CMECF.</p> <p>Users may also access CM/ECF through the court’s website by clicking the link <i>E-Filing (CM/ECF)</i> on the left side of the screen. The CM/ECF landing page will appear on the screen and a prompt for PACER Login:</p> 

10. 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.



BANKRUPTCY	The BANKRUPTCY 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.
ADVERSARY	The ADVERSARY option, like the BANKRUPTCY 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.
QUERY	The QUERY 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.
REPORTS	REPORTS 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 filing fee amount paid. See the section of this manual re: Reports for more detailed information.
UTILITIES	UTILITIES events enable users check internet payments due, view NEF Summary Reports, and view account information. See the section of this manual re: Utilities for more detailed information.
SEARCH	The SEARCH feature is a keyword search for all docketing/filing events available in CM/ECF . 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.
HELP	The HELP button opens a new window containing a brief description and function of each category on the menu bar.
LOGOUT	The LOG OUT button allows the user to log off the CM/ECF 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>

11. 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*:

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

21-40016-EJC Tree Farmer Testing
Case type: bk Chapter: 12 Asset: Yes Vol: v Judge: Edward J. Coleman III
Date filed: 09/07/2021 Date of last filing: 09/07/2021

[Mobile Query](#)

Query

Alias	Status
Associated Cases	Trustee
Attorney	View Document
Case File Location	Filing Fee
Case Summary	Claims Register
Creditor	Mailing Matrix by Case
Deadline Schedule	
Docket Report ...	
Filers	
History/Documents	
Notice of Bankruptcy Case Filing	
Party	
Related Transactions	

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**.

12. 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.

13. 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 CM/ECF web interface for the 'Cases Report'. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the title 'Cases Report' is displayed. 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 for search criteria: 'Office' (dropdown menu with 'Augusta' and 'Brunswick' options), 'Assets' (dropdown menu), 'Case Type' (dropdown menu with 'ap' and 'bk' options), and 'Chapter' (dropdown menu with '7' and '9' options). There is a 'Trustee' dropdown menu with 'AB, Anthony' and 'AF, Amanda' options. Below this is an 'Attorney' section with fields for 'Last name', 'First name', and 'Bar ID'. The 'Date Type' is set to 'Filed date', and the date range is 'From 10/8/2021 to 10/8/2021'. There are checkboxes for 'Open cases' (checked), 'Closed cases', 'Party information', and 'Pro se cases only'. There are also checkboxes for 'Voluntary' and 'Involuntary' under 'Small Business Cases'. The 'Type of Debtor' is set to 'APPLING-GA', and the 'Nature of Debt' is set to 'ATKINSON-GA'. The 'County' is set to 'ATKINSON-GA'. There is a field for 'Number of months without a confirmed plan' with 'From' and 'To' dropdowns, and a checkbox for 'Include dismissed cases'. The 'Sort by' is set to 'Filed Date'. The 'Output Format' is set to 'Formatted display' (checked), with options for 'Data only' and 'Include field descriptions'. At the bottom, there are 'Run Report' and 'Clear' buttons.

Select search criteria and click *Run Report*.

Sample report:

Claims Activity

All claims filed internally and externally are recorded on the **Claims Activity Report**. It is a valuable tool in monitoring all claim filings.

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

The screenshot shows the CM/ECF Claims Activity Report form. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, there is a warning message: "Warning: you will be billed for the total number of pages (this report is not subject to)". The form itself is titled "Claims Activity" and contains several input fields: "Case number", "Office" (with a dropdown menu showing "Augusta" and "Brunswick"), "Trustee" (with a dropdown menu showing "AB, Anthony" and "AF, Amanda"), "Creditor name", "Entered between" (with two date pickers), "Sort by" (with dropdown menus for "Case Number" and "Claim Number"), and "Run Report" and "Clear" buttons.

Enter the case number, select criteria, and click *Run Report*.

Docket Report

(Official case information with caption and docket entries by filed or entry date)

To view the docket report, select **Case Query** from the [CM/ECF](#) main menu, enter the case information > **Run Query**, then click the link to **Docket Report**:

The screenshot shows the CM/ECF Docket Sheet form. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Help. Below the navigation bar, there is a link to "Docket Sheet". The form contains several input fields: "Case number" (with the value "1:21-bk-10002"), "Filed" (selected) and "Entered" (radio buttons), "Documents" (input field), "Include:" (checkboxes for "Terminated parties", "Links to Notices of Electronic Filing", and "Page counts for documents"), "Document options:" (checkboxes for "Include headers when displaying PDF documents" and "View multiple documents"), "Format:" (radio buttons for "HTML" and "Text"), "Sort by" (dropdown menu with "Oldest date first"), and "Run Report" and "Clear" buttons.

Enter the case number and select *Run Report*.

Sample report:

[Bankruptcy](#) - [Adversary](#) - [Query](#) - [Reports](#) - [Utilities](#) - [Search](#) - [Help](#) - [Log Out](#)

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

*Case filed: 02/19/2021
Plan confirmed: 02/20/2021
341 meeting: 06/07/2021
Deadline for filing claims: 04/30/2021
Deadline for filing claims (gov.): 08/18/2021*

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

Debtor
Testing T. Debtor
900 Broad Street
Augusta, GA 30903
EPCRM0002-05A
SSN / ITIN: xxx-xx-9900

Trustee
Huan 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 902
Savannah, GA 31401
912-452-4112

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

Filing Date	#	Declar Text
02/19/2021	2 (0 pgs)	Chapter 13 Voluntary Petition Individual - Fee Amount \$0.00 Filed by Testing T. Debtor (CPN) (Entered: 02/19/2021)
02/19/2021	2	Bankruptcy Forms 121 SSN DOCUMENT IMAGE AVAILABLE ONLY TO COURT USERS. Filed by Smart Attorney on behalf of Testing T. Debtor (CPN) (Entered: 02/19/2021)
02/19/2021	3 (0 pgs)	Certificate of Credit Counseling Filed by Smart Attorney on behalf of Testing T. Debtor (Related documents 1) (CPN) (Entered: 02/19/2021)
02/19/2021	4 (0 pgs)	Application to Pay Filing Fee in Installments Filed by Smart Attorney on behalf of Testing T. Debtor (CPN) (Entered: 02/19/2021)
02/19/2021	5 (0 pgs)	Employee Income Records Filed by Smart Attorney on behalf of Testing T. Debtor (CPN) (Entered: 02/19/2021)
02/19/2021	6 (0 pgs)	Chapter 13 Plan with Certificate of Service attached Filed by Smart Attorney on behalf of Testing T. Debtor (CPN) (Entered: 02/19/2021)

14. Utilities

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

Utilities

Your Account

[Internet Payments Due](#)

[Internet Payment History](#)

[NEF 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

[eFinCert](#)

[Mailings...](#)

[Docket Using XML Forms Data](#)

[Open Bankruptcy Case Using XML Forms Data](#)

Administrative Menu

[Verify a Document](#)

[Check PDF Document](#)

[Judgment Index](#)

Local Apps

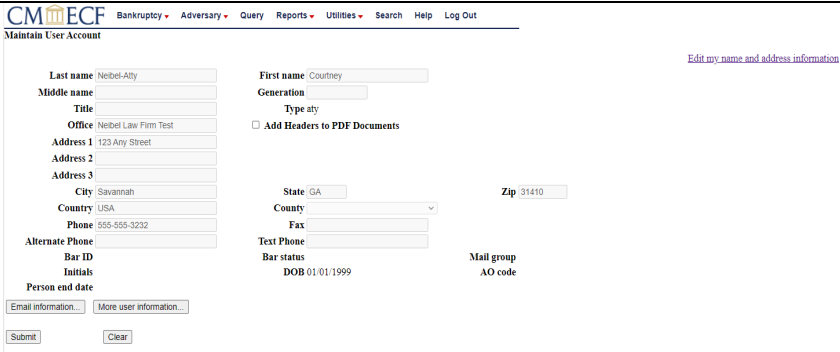
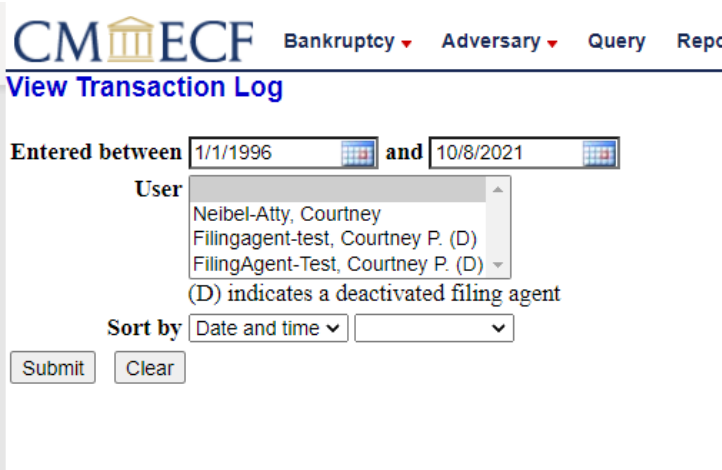
[Access Bankruptcy Public Website](#)

[Release 5.0 Menu Items](#)

[NextGen Release 1.1 Menu Items](#)

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](#):

	
<p>View Your Transaction Log</p>	<p>Users may view all the docketed events that were entered/filed under their login and password for specified periods of time:</p> 
<p>E-Mail Notification</p>	<p>E-Mail notifications are set up through the user's PACER account at https://pacer.uscourts.gov.</p> <p>To view E-Mail notification regarding a case and/or add any secondary email addresses:</p> <ul style="list-style-type: none"> ▪ Select Utilities from the CM/ECF main menu ▪ Select Maintain Your ECF Account:

Utilities

Your Account

[Internet Payments Due](#)
[Internet Payment History](#)
[NEF 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

[eFinCert](#)
[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**:

The screenshot shows the 'Maintain User Account' page in the CM/ECF system. The form contains fields for personal and professional information. A red arrow points to the 'Email Information...' button located at the bottom left of the form, below the 'Person end date' field.

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

Maintain User Account

[Edit my name and address information](#)

Last name: First name:
Middle name: Generation:
Title: Type atty:
Office: ☐ Add Headers to PDF Documents
Address 1:
Address 2:
Address 3:
City: State: Zip:
Country: County:
Phone: Fax:
Alternate Phone: Text Phone:
Bar ID: Bar status: Mail group:
Initials: AO code:
Person end date:
Email information... More user information...
Submit 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:
 - **To my primary email address:** to activate notices, this box must be checked.
 - **To the secondary addresses:** If you would like email notification sent to other email addresses, check this box.

	<ul style="list-style-type: none"> ▪ Determine which cases should send the email notification: <ul style="list-style-type: none"> ➤ Send notices in cases in which I am involved: checking this box will automatically inform you when any filing has been submitted in a case in which you are a participant. ➤ Send notices in these additional cases: 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). ▪ Determine how to receive email notifications: <ul style="list-style-type: none"> ➤ Send a notice for each filing: 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. ➤ Send a Daily Summary Report: 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). ➤ NOTE: you cannot elect to receive both separate notices <u>and</u> the summary report. ▪ Determine how the email notifications should be formatted (Format Notices): <ul style="list-style-type: none"> ➤ HTML format for Netscape or ISP email service. The html format will include a hyperlink to the document. ➤ Text format for cc: Mail, Groupwise, or other email service. Text format will feature the URL of the PDF document, which can be copied and pasted into the location bar of the browser. ▪ Save changes: Click Return to Account Screen, then click Submit.
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Your PACER Account	<p>You can use the Utilities menu to update, review, and manage your PACER account. Click Your PACER Account. Links will appear with options for managing your PACER account. You can use these links to change your PACER 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>
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15. Documents Filed in Error

Most errors in the [CM/ECF](#) system are relatively minor and can be resolved easily when the filer 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.

Most common errors	<ul style="list-style-type: none"> ➤ Incorrect, incomplete, or illegible PDF image filed ➤ Incorrect filing/docket event used ➤ Document filed in the wrong case ➤ Document not signed with actual signature or electronic signature "s/" ➤ Improper forms used for filing ➤ Name, alias, or address of debtor in CM/ECF does not match the petition ➤ Required or referenced attachments are missing/not attached
Deficiency Notices	<p>Error notification will usually come in the form of a Notice of Deficiency 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-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.</p>

Corrective Entries	<p>Once a document is submitted and becomes part of the case docket, corrections to the docket may be made only by the Clerk's Office. CM/ECF 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 Clerk's Office may make the appropriate corrective changes to the docket entry consistent with the Clerk's Office internal procedures. <u>No substitution of documents by Clerk's Office staff is permissible.</u></p>
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16. DOs and DON'Ts

DO	Search for CM/ECF docket events	Use the SEARCH feature on the CM/ECF menu bar to locate the correct docket event for your filing.
	Remember signatures	See Fed. R. Bankr. P. 5005(a)(2)(C)
	Pay outstanding fees	Utilities > Internet Payments Due...
	Use Payment of Fees event(s) correctly	To be used when making a payment for filing fees , or when an incorrect docket event was used, and no fee was collected. The fee payment events are located in the Limited Miscellaneous menu.
DON'T	Combine unrelated documents	<p>Never include a Statement of Social Security Number (Form B121) with any other document. The B121 statement must be filed separately.</p> <p>Never include a Chapter 13 Plan/</p>

		Amended Ch. 13 Plan Before Confirmation with any other document – the plan must be filed separately.
	Forget to review documents for compliance with Fed. R. Bankr. P. 9037(a) re: redaction	Do not include full social security numbers, tax identification numbers, birthdates, financial account numbers, and names of minors. Note: A Motion to Redact and Proposed Order (<i>along with the corrected redacted filing</i>) must be filed along with the appropriate filing fee to disable public access to a document improperly containing privacy information.

17. 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 or Internet Explorer 8 or 9).
- Filers should have credit card information on hand at the time of

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

	<ul style="list-style-type: none"> • Select a payment method (credit card or ACH) and click Next. One-time payments, different from a stored payment method, may be processed by selecting the 'Enter a credit card' or 'Enter an ACH account' radio buttons. • Review the payment method, payment details, and email address. Check the box to authorize the payment and click Submit. • Ensure sufficient funds are available on the credit card or in the checking account used for payment to cover the fees due. • A PACER payment confirmation will appear before being redirected to the CM/ECF payment confirmation screen. • If you receive the message <i>Duplicate Submission Detected</i>, please contact the Court to request a refund. Refer to the section of this manual below on Help re: Fees. • The CM/ECF 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. • 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 (912) 650-4100 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 Alternate Forms of Payment.
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	<ul style="list-style-type: none"> • Continue Filing: selecting Continue Filing allows users to continue filing in CM/ECF and accumulate any filing fees incurred during the day. This gives users the option of paying all filing fees at once, upon completing electronic filing for the day. If this option is chosen, you will be returned to CM/ECF for filing. • Upon completion of each additional filing, you will receive the pop-up credit card window on the screen, overlaying the CM/ECF 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. • All accounts must be closed out (paid in full) on the same day the fee 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 fee is outstanding and must be paid. Failure to pay filing fees as required will result in a show cause hearing, and filing privileges suspended until all outstanding fees are paid in full. Refer to the section of this manual below on Alternate Forms of Payment. • You may close out your account at any time by running an Internet Payments Due report in the Utilities menu.
<p>How to create a fee</p>	<ul style="list-style-type: none"> • If a document was filed using an incorrect docket event code and the fee was not auto-generated, the filer or the Clerk can create the charge.


	<ul style="list-style-type: none"> In CM/ECF, select Bankruptcy > Limited Miscellaneous Events – <i>select the appropriate fee event:</i> <ul style="list-style-type: none"> Transfer of Claim Fee Motion to Redact Fee
Deferred/Exempt/Waived Fees	<p>Debtor’s counsel, trustees, and other federal government filers may be exempt from certain filing fees. If deferring/waiving a filing fee or if exempt from paying a filing fee, click <i>Continue Filing</i> when the pop-up payment window appears. CM/ECF will recognize that no filing fee is due and allow the filer to continue to the next screen.</p>
Alternate Forms of Payment	<p>In limited situations, alternate forms of payment may be accepted on a case-by-case basis, if approved in advance by the Clerk of Court. Written requests to pay fees by cash, check, money order, law firm check, or cashier’s check for electronically filed documents shall be emailed to: USBC_FinancialManager@gas.uscourts.gov.</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"> Case number, date filed, and type of document (motion, petition, application, etc.); Reason for request to pay with alternate form of payment; and The alternate form of payment (cash, check, etc.) the filer will submit by close of business the following day.
Help re: Fees	<p>If you suspect a payment is incorrect or has been made in error, contact the Court’s financial specialist immediately via email at Leigh_Cribbs@gas.uscourts.gov. Provide the</p>

	<p>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 (912) 650-4139.</p> <p>For technical problems, contact the Court's Department of Computer Services HelpDesk at (912) 650-4201.</p>
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18. Court Calendar

The [court calendar](#) may be viewed on the Court's website at 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
3/21/2022 2:58:00 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:

[Display Events](#)

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

3/21/2022 2:58:00 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	Case Type	Case Number	Debtor	Subject
09:00 AM	13CNF	19-40001	MERCER SR, WILLIE L. Ward, Kimberly S MERCER, SARAH M. Ward, Kimberly S	Continued Confirmation; Continued (73) Modification of Plan After Confirmation by Debtor; Continued (77) Objection to Confirmation by Trustee; Continued (74) Notice of Non-Compliance filed by Trustee; Continued (75) Response by Debtor;
1	13CNF	21-40100	ROBERSON, CARLOS O. Fingles, Lee	Confirmation; (38) Objection to Confirmation by Trustee; (40) Amended Chapter 13 Plan (NOT ENOUGH TIME TO NOTICE FILE SERVED 3/14/22);
2	13CNF	21-40108	MILLER, ANGELA D. Edel, 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.

19. Orders

Upload Proposed Order via CM/ECF eOrders module	<p>eOrders is a module integrated into the Court's CM/ECF 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 CM/ECF at: E-Orders Trustee and Attorney Guidelines and Procedures.</p>
Entry of Orders	<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 had affixed his/her signature to a paper order and it had been entered on the docket conventionally.</p>

20. 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.

<p>ePOC</p>	<p>The ePOC (Electronic Proof of Claim) program is located on the Court's website at http://www.gasb.uscourts.gov. Click Electronic Claims (ePOC) and then click FILE A PROOF OF CLAIM:</p> <ul style="list-style-type: none"> ▪ Type in the case number ▪ Enter the name of Creditor or leave the field blank ▪ Select the appropriate filer type from the Filed by drop-down list (Creditor, Creditor Attorney, Debtor, Debtor Attorney, Trustee) ▪ 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> ▪ Click Next ▪ If <i>Creditor Attorney</i> was selected on the previous screen, enter the attorney's name and address where notices should be sent. ▪ Click Next ▪ Select creditor, making sure that the address is what should be reflected on the proof of claim; otherwise, select the radio button next to <i>Creditor not listed</i>. ▪ If adding a new creditor/address, type the correct address for the creditor, to be reflected on the proof of claim and claims register. ▪ Confirm that you are filing in the correct case. ▪ 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. ▪ All Yes/No questions on the form must be answered. ▪ Enter information in all required fields. ▪ Do not 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. ▪ Note: 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 Yes radio button; otherwise, click the No radio button. ▪ Check the appropriate box to indicate who is filing the claim. ▪ Type in the full name and contact information, then enter the verification code/complete the reCAPTCHA.
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	<ul style="list-style-type: none"> ▪ Click Submit Claim (or Clear Form to start over). ▪ Attach redacted supporting documentation for the claim (if applicable) and click File Proof of Claim. ▪ If you wish to view/print your filed claim, click the hyperlink displaying the claim number.
Amending a Proof of Claim in ePOC	<p>The ePOC (Electronic Proof of Claim) program is located on the Court's website at http://www.gasb.uscourts.gov.</p> <p>Click Electronic Claims (ePOC) and then click FILE A PROOF OF CLAIM:</p> <ul style="list-style-type: none"> ▪ Type in the case number ▪ Enter the name of Creditor or leave the field blank ▪ Select the appropriate filer type from the Filed by drop-down list (Creditor, Creditor Attorney, Debtor, Debtor Attorney, Trustee) ▪ 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> ▪ Click Next ▪ If <i>Creditor Attorney</i> was selected on the previous screen, enter the attorney's name and address where notices should be sent. ▪ Click Next ▪ Select creditor, making sure that the address is what should be reflected on the proof of claim. ▪ Confirm that you are filing in the correct case. ▪ 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. ▪ All Yes/No questions on the form must be answered. ▪ Enter information in all required fields. ▪ Do not 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. ▪ Select Yes to Question 4: Does this claim amend one already filed? Select the claim number from the drop-down list. 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> ▪ Note: you will have the option to select redacted files/documents to upload for this claim once you

	<p>click the <i>Submit Claim</i> button. If you wish to attach supporting documentation, click the Yes radio button; otherwise, click the No radio button.</p> <ul style="list-style-type: none"> ▪ Check the appropriate box to indicate who is filing the claim. ▪ Type in the full name and contact information, then enter the verification code/complete the reCAPTCHA. ▪ Click Submit Claim (or Clear Form to start over). ▪ Attach redacted supporting documentation for the claim (if applicable) and click File Proof of Claim. ▪ If you wish to view/print your filed claim, click the hyperlink displaying the claim number.
<p>Withdrawing a Proof of Claim in ePOC</p>	<p>The ePOC (Electronic Proof of Claim) program is located on the Court's website at http://www.gasb.uscourts.gov.</p> <p>Click Electronic Claims (ePOC) and then click WITHDRAW A PROOF OF CLAIM:</p> <ul style="list-style-type: none"> ▪ Select Withdraw Claim ▪ Type in the case number ▪ Enter the name of Creditor or leave the field blank ▪ Select the appropriate filer type from the Filed by drop-down list (Creditor, Creditor Attorney, Debtor, Debtor Attorney, Trustee) ▪ 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> ▪ Click Next ▪ Confirm that you are filing in the correct case. ▪ Select Claim(s) to be Withdrawn by clicking the appropriate radio button. ▪ Attach PDF 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. ▪ Locate PDF document and right-click to open ▪ Click <i>Open</i> on the File Upload dialogue box. ▪ Enter the verification code/complete the reCAPTCHA. ▪ Click Submit Withdrawal of Claim (or Clear Form to start over). ▪ Notice of this filing will be electronically mailed to all attorney and trustee parties associated with this case.

**CM/ECF Docketing
Instructions – File Proof
of Claim**

- Select **Bankruptcy**
- Select **File Claims**
- The **Search for Creditor** screen will appear. Enter the case number, select the type of creditor, and click **Next** to search the creditor database for the claimant.
- The **Select a Creditor for Claim** 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 *Add Creditor* hyperlink to add the creditor to the case. Click **Next**.
- The **Proof of Claim Information** screen will display.
- In the *Filed By* field, choose the filer type from the drop-down box: **Debtor**, **Attorney**, **Creditor**, or **Trustee**.
- 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. **Do not use \$ or commas in the dollar amount fields.** Values default to whole dollars. Decimals are accepted, but not required.
- Enter information in the *Description* and/or *Remarks* fields as appropriate. No more than 255 characters may be typed into these fields.
- Click **Next** to continue.
- 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.
- A message will appear: *Attention! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?* Click **Next**.
- The **Notice of Electronic Claims Filing** screen will display. The claim is now part of the official court record. Clicking on the case number

	<p>hyperlink will present the case docket report. Clicking on the document number hyperlink will display the PDF image of the claim. Clicking on the <i>Claims Register</i> hyperlink will display the Claims Register.</p> <ul style="list-style-type: none"> ▪ 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.
<p>CM/ECF Docketing Instructions – Amending a Proof of Claim</p>	<p>In CM/ECF, go to Reports > Claims Register> Run Report. View a list of claims filed, to determine which claim to amend.</p> <ul style="list-style-type: none"> ▪ To file an amended claim, follow the CM/ECF Docketing Instructions above for filing a proof of claim. 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 Claims Register. <p>Note: 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 Continue.</p>
<p>CM/ECF Docketing Instructions – Withdraw a Proof of Claim</p>	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Limited Miscellaneous Events ▪ Type in case number ▪ Click Next ▪ Select Withdrawal of Claim ▪ Click Next ▪ Click Next ▪ Select any additional attorney(s) and click Next. ▪ Select the Party filing this pleading or <i>Add/Create New Party</i> ▪ Click Next ▪ Attach PDF by clicking on the Browse (or Choose File) button ▪ Locate PDF document and right-click to open

	<ul style="list-style-type: none"> ▪ Click <i>Open</i> 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. ▪ Select the appropriate Claim(s) from the list and click Next ▪ Select Withdraw from the Claim Status list and click Next ▪ Click Next ▪ Final Docket Text appears. 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. ▪ NOTE: Withdrawals of Claims will appear on the Claims Register.
Creditor Maintenance/Adding a Creditor Address	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Creditor Maintenance ▪ Select Enter individual creditors ▪ Enter the case number (yy-nnnnn) ▪ Click Next ▪ Enter the creditor's name and address (name may be 50 characters. Address may be 5 lines, 40 characters each.) ▪ NOTE: more than one creditor may be entered; separate creditors with a blank line. ▪ Select the Creditor type from the drop-down list. ▪ Select the appropriate radio button (Yes or No) for Creditor committee. ▪ Click Next ▪ The total number of creditors entered will appear, as well as a warning message. ▪ Click Submit to complete.
Proof of Claim Attachment 3001(c)(1)(d)	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Limited Miscellaneous Events ▪ Type in case number. ▪ Click Next. ▪ Select Proof of Claim Attachment 3001(c)(1)(d). ▪ Click Next. ▪ Click Next.

	<ul style="list-style-type: none"> ▪ Select attorney filing pleading or leave as is and click Next. ▪ Select party filing pleading or Add/Create New Party. ▪ Click Next. ▪ Attach PDF by clicking on the Choose File or Browse button. ▪ Locate pdf document and right-click to open in your PDF program to confirm that the selected document is the correct one. ▪ Click Open button. ▪ Click Next. ▪ Select the claim(s) to which this proof of claim attachment relates. ▪ Click Next. ▪ Final Docket Text appears. 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 screen will appear.
<p>Transfer/Assignment of Claim*</p> <p><i>*Refer to the Court's fee schedule for the applicable fee.</i></p>	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Limited Miscellaneous Events ▪ Type in case number ▪ Click Next ▪ Select Transfer of Claim/Amended Transfer of Claim ▪ Click Next ▪ Click Next ▪ Select any additional attorney(s) and click Next. ▪ Select the Party filing this pleading or <i>Add/Create New Party</i> ▪ Click Next ▪ Attach PDF by clicking on the Browse (or Choose File) button ▪ Locate PDF document and right-click to open ▪ Click <i>Open</i> 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. ▪ <i>Is this an Amended Transfer of Claim?</i> 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

	<p>event(s) to which this amended transfer relates, and you will not be prompted with a fee information screen. Click Next.</p> <ul style="list-style-type: none"> ▪ Select the Transfer type (3001(e)(1), etc.) by clicking the applicable radio button. ▪ Search for transferee by clicking Search Creditors or click Add New Creditor. ▪ Search for transferor by clicking Search Creditors. ▪ Click Next to continue. ▪ The fee screen will appear showing the fee amount due – click Next to continue. ▪ 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. ▪ The transfer of claim/amended transfer of claim will appear below the related claim(s) on the Claims Register.
Objection to Transfer of Claim	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Limited Miscellaneous Events ▪ Type in case number ▪ Click Next ▪ Select Objection to Transfer of Claim ▪ Click Next ▪ Click Next ▪ Select any additional attorney(s) and click Next. ▪ Select the Party filing this pleading or <i>Add/Create New Party</i> ▪ Click Next ▪ Attach PDF by clicking on the Browse (or Choose File) button ▪ Locate PDF document and right-click to open ▪ Click <i>Open</i> 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.

	<ul style="list-style-type: none"> ▪ 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. ▪ 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.
Withdrawal of Transfer of Claim	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Limited Miscellaneous Events ▪ Type in case number ▪ Click Next ▪ Select Withdrawal ▪ Click Next ▪ Click Next ▪ Select any additional attorney(s) and click Next. ▪ Select the Party filing this pleading or <i>Add/Create New Party</i> ▪ Click Next ▪ Attach PDF by clicking on the Browse (or Choose File) button ▪ Locate PDF document and right-click to open ▪ Click <i>Open</i> 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. ▪ 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

	<p>browser screen to make the correction, or abort/restart the transaction by clicking on the Bankruptcy Events hyperlink.</p> <ul style="list-style-type: none"> ▪ Notice of Electronic Filing (NEF) screen will appear.
Notice of Mortgage Payment Change	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Limited Miscellaneous Events ▪ Type in case number ▪ Click Next ▪ Select Notice of Mortgage Payment Change ▪ Click Next ▪ Click Next ▪ Select any additional attorney(s) and click Next. ▪ Select the Party filing this pleading or <i>Add/Create New Party</i> ▪ Click Next ▪ <i>Is a Notice of Mortgage Deferment or Forbearance being filed?</i> Choose the appropriate Yes or No radio button and click Next. (If you choose Yes, you will be prompted to use the correct docket event for a Notice of Mortgage Deferment or Forbearance.) ▪ <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 Yes or No radio button and click Next. <p>If you choose Yes, 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 No, a document number will be assigned to this entry.</p> <ul style="list-style-type: none"> ▪ Attach PDF by clicking on the Browse (or Choose File) button ▪ Locate PDF document and right-click to open ▪ Click <i>Open</i> 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. ▪ Reminder – a certificate of service must be included with this filing. Click Next to continue. ▪ The docket text screen appears – modify as appropriate and click Next.

	<ul style="list-style-type: none"> 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. If this entry was linked to a claim, this notice will appear below the related claim(s) on the Claims Register.
Notice of Postpetition Mortgage Fees, Expenses and Charges	<ul style="list-style-type: none"> Select Bankruptcy Select Limited Miscellaneous Events Type in case number Click Next Select Notice of Postpetition Mortgage Fees, Expenses, and Charges Click Next Click Next Select any additional attorney(s) and click Next. Select the Party filing this pleading or <i>Add/Create New Party</i> Click Next Reminder – a certificate of service must be included with this filing. Click Next to continue. <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 Yes or No radio button and click Next. <p>If you choose Yes, 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 No, a document number will be assigned to this entry.</p> <ul style="list-style-type: none"> Attach PDF by clicking on the Browse (or Choose File) button Locate PDF document and right-click to open Click <i>Open</i> on the File Upload dialogue box. If there are Attachments to Document, click the Yes radio button and add the correct PDF file for

	<p>the attachment(s). When all attachments have been added click Next to continue.</p> <ul style="list-style-type: none"> ▪ 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. ▪ If this entry was linked to a claim, this notice will appear below the related claim(s) on the Claims Register.
<p>Notice of Mortgage Deferment or Forbearance Due to the COVID-19 Pandemic</p>	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Limited Miscellaneous Events ▪ Type in case number ▪ Click Next ▪ Select Notice of Mortgage Deferment or Forbearance ▪ Click Next ▪ Click Next ▪ Select any additional attorney(s) and click Next. ▪ Select the Party filing this pleading or <i>Add/Create New Party</i> ▪ Click Next ▪ Attach PDF by clicking on the Browse (or Choose File) button ▪ Locate PDF document and right-click to open ▪ Click <i>Open</i> 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. ▪ Select the type of request (Deferment or Forbearance) by clicking the applicable radio button and click Next. ▪ Enter the number of days of deferment or forbearance (e.g., 60, 90, 120) and click Next. ▪ The docket text screen appears – modify as appropriate and click Next.

	<ul style="list-style-type: none"> ▪ 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.
<p>Response to Notice of Final Cure Payment Rule 3002.1</p>	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Limited Miscellaneous Events ▪ Type in case number ▪ Click Next ▪ Select Response to Notice of Final Cure Payment Rule 3002.1 ▪ Click Next ▪ Click Next ▪ Select any additional attorney(s) and click Next. ▪ Select the Party filing this pleading or <i>Add/Create New Party</i> ▪ Click Next ▪ Reminder – a certificate of service must be included with this filing. Click Next to continue. ▪ <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 Yes or No radio button and click Next. <p>If you choose Yes, 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 No, a document number will be assigned to this entry.</p> <ul style="list-style-type: none"> ▪ Attach PDF by clicking on the Browse (or Choose File) button ▪ Locate PDF document and right-click to open ▪ Click <i>Open</i> 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.

	<ul style="list-style-type: none"> ▪ 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. ▪ If this entry was linked to a claim, this notice will appear below the related claim(s) on the Claims Register.
Withdrawal of Rule 3002.1 Document	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Limited Miscellaneous Events ▪ Type in case number ▪ Click Next ▪ Select Withdrawal of Rule 3002.1 Document ▪ Click Next ▪ Click Next ▪ Select any additional attorney(s) and click Next. ▪ Select the Party filing this pleading or <i>Add/Create New Party</i> ▪ Click Next ▪ Select the Filing to which this Withdrawal relates and click Next. ▪ <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 Yes or No radio button and click Next. <p>If you choose Yes, 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 No, a document number will be assigned to this entry.</p> <ul style="list-style-type: none"> ▪ Attach PDF by clicking on the Browse (or Choose File) button ▪ Locate PDF document and right-click to open ▪ Click <i>Open</i> on the File Upload dialogue box. ▪ If there are Attachments to Document, click the

	<p>Yes radio button and add the correct PDF file for the attachment(s). When all attachments have been added click Next to continue.</p> <ul style="list-style-type: none"> ▪ 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.
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21. Miscellaneous Pleadings/Docket Events

Amended Certificate of Service	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Limited Miscellaneous Events ▪ Type in case number ▪ Click Next ▪ Select Certificate of Service/Amended Certificate of Service ▪ Click Next ▪ Click Next ▪ Select any additional attorney(s) and click Next. ▪ Select the Party filing this pleading or <i>Add/Create New Party</i> ▪ Click Next ▪ Attach PDF by clicking on the Browse (or Choose File) button. ▪ Locate PDF document and right-click to open ▪ Click <i>Open</i> 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. ▪ <i>Is this an AMENDED Certificate of Service?</i> Select Yes or No from the drop-down list and click Next to continue. ▪ Select the appropriate event(s) to which your event relates and click Next.
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	<ul style="list-style-type: none"> ▪ 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.
Ballot (Ch. 11)	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Limited Miscellaneous Events ▪ Type in case number ▪ Click Next ▪ Select Ballot (Ch 11) ▪ Click Next ▪ Click Next ▪ Select any additional attorney(s) and click Next. ▪ Select the Party filing this pleading or <i>Add/Create New Party</i> ▪ Click Next ▪ Attach PDF by clicking on the Browse (or Choose File) button. ▪ Locate PDF document and right-click to open ▪ Click <i>Open</i> 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. ▪ <i>Do you Accept or Reject the Plan?</i> Select ACCEPT or REJECT from the radio buttons provided and click Next. ▪ Is this an AMENDED ballot? Select Yes or No and click Next. ▪ If appropriate, check the box to Refer to existing event(s) and click Next; if checked, select the appropriate event(s) to which the ballot 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

	<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 Bankruptcy Events hyperlink.</p> <ul style="list-style-type: none"> ▪ Notice of Electronic Filing (NEF) screen will appear.
Certificate of Service (for Rule 3002.1 Events)	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Limited Miscellaneous Events ▪ Type in case number ▪ Click Next ▪ Select Certificate of Service (Use Only for Rule 3002.1 Events) ▪ Click Next ▪ Click Next ▪ Select any additional attorney(s) and click Next. ▪ Select the Party filing this pleading or <i>Add/Create New Party</i> ▪ Click Next ▪ <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. Click Next to proceed.</i> ▪ Click Next. ▪ <i>Has a corresponding Proof of Claim has been filed in this case?</i> Choose the appropriate Yes or No radio button and click Next. <p>If you choose Yes, 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 No, a document number will be assigned to this entry.</p> <ul style="list-style-type: none"> ▪ Attach PDF by clicking on the Browse (or Choose File) button. ▪ Locate PDF document and right-click to open ▪ Click <i>Open</i> 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. ▪ Select the filing to which this Certificate of Service

	<p>relates from the radio buttons provided and click Next.</p> <ul style="list-style-type: none"> ▪ 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.
Change of Address	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Limited Miscellaneous Events ▪ Type in case number ▪ Click Next ▪ Select Notice of Change of Address ▪ Click Next ▪ Click Next ▪ Select any additional attorney(s) and click Next. ▪ Select the Party filing this pleading or <i>Add/Create New Party</i> ▪ Click Next ▪ Click Next. ▪ Is this notice being filed in lieu of a transfer of claim pursuant to Bankruptcy Rule 3001(e)? Choose the appropriate Yes or No radio button and click Next. ▪ Attach PDF by clicking on the Browse (or Choose File) button. ▪ Locate PDF document and right-click to open ▪ Click <i>Open</i> 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. ▪ Enter the name of the party or parties whose address is changing in the text box provided 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

	<p>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.</p> <ul style="list-style-type: none"> ▪ Notice of Electronic Filing (NEF) screen will appear.
Notice of Appearance and Request for Notice	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Limited Miscellaneous Events ▪ Type in case number ▪ Click Next ▪ Select Notice of Appearance and Request for Notice ▪ Click Next ▪ Click Next ▪ Select any additional attorney(s) and click Next. ▪ Select the Party filing this pleading or <i>Add/Create New Party</i> ▪ Click Next ▪ Attach PDF by clicking on the Browse (or Choose File) button. ▪ Locate PDF document and right-click to open ▪ Click <i>Open</i> 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. ▪ If appropriate, check the box to Refer to existing event(s) and click Next; if checked, select the appropriate event(s) to which the notice 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.

**Reaffirmation
Agreement (*With
Representation of
Debtor by an Attorney*)**

- Select **Bankruptcy**
- Select **Limited Miscellaneous Events**
- Type in case number
- Click **Next**
- Select **Reaffirmation Agreement**
- Click **Next**
- Click **Next**
- Select any additional attorneys if applicable and click **Next**.
- 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.
- If appropriate, check the box to **Refer to existing event(s)** and click **Next**; if checked, select the appropriate event(s) to which the event relates and click **Next**.
- Enter the Creditor name in this reaffirmation agreement in the text box provided and click **Next**.
- *Does this agreement include a signed Certification by Attorney for the Debtor?* select **Yes** or **No** from the **drop-down list** 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.

<p>Reaffirmation Agreement (<i>Pro Se</i> – No Representation of Debtor by an Attorney)</p>	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Limited Miscellaneous Events ▪ Type in case number ▪ Click Next ▪ Select Reaffirmation Agreement (Pro Se) ▪ Click Next ▪ Click Next ▪ Select any additional attorneys if applicable and click Next. ▪ Select the Party filing this pleading or <i>Add/Create New Party</i>. ▪ Click Next. ▪ Attach PDF by clicking on the Browse (or Choose File) button. ▪ Locate PDF document and right-click to open ▪ Click <i>Open</i> 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. ▪ If appropriate, check the box to Refer to existing event(s) and click Next; if checked, select the appropriate event(s) to which the event relates and click Next. ▪ Enter the Creditor name in this reaffirmation agreement in the text box provided and click Next. ▪ <i>Does this agreement include a signed Certification by Attorney for the Debtor?</i> select Yes or No from the drop-down list 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.
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<p>Withdrawal of Change of Address</p>	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Limited Miscellaneous Events ▪ Type in case number ▪ Click Next ▪ Select Withdrawal ▪ Click Next ▪ Click Next ▪ Select any additional attorney(s) and click Next. ▪ Select the Party filing this pleading or <i>Add/Create New Party</i> ▪ Click Next ▪ Attach PDF by clicking on the Browse (or Choose File) button ▪ Locate PDF document and right-click to open ▪ Click <i>Open</i> 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. ▪ 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.
<p>Withdrawal of Notice of Appearance</p>	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Limited Miscellaneous Events ▪ Type in case number ▪ Click Next ▪ Select Withdrawal ▪ Click Next ▪ Click Next ▪ Select any additional attorney(s) and click Next.

	<ul style="list-style-type: none"> ▪ Select the Party filing this pleading or <i>Add/Create New Party</i> ▪ Click Next ▪ Attach PDF by clicking on the Browse (or Choose File) button ▪ Locate PDF document and right-click to open ▪ Click <i>Open</i> 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. ▪ 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.
Withdrawal of Pleading	<ul style="list-style-type: none"> ▪ Select Bankruptcy ▪ Select Limited Miscellaneous Events ▪ Type in case number ▪ Click Next ▪ Select Withdrawal ▪ Click Next ▪ Click Next ▪ Select any additional attorney(s) and click Next. ▪ Select the Party filing this pleading or <i>Add/Create New Party</i> ▪ Click Next ▪ Attach PDF by clicking on the Browse (or Choose File) button ▪ Locate PDF document and right-click to open ▪ Click <i>Open</i> 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

	<p>been added click Next to continue.</p> <ul style="list-style-type: none">▪ 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.
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Appendix A	Glossary of CM/ECF Terms
<u>Adobe Acrobat</u>	Application used almost universally to create and view PDF documents. <u>Adobe</u> created the PDF format.
Attachment	an additional supporting document filed electronically with a pleading. Proposed orders can be attachments to motions and applications.
Automatic E-Mail Notification	a <u>CM/ECF</u> feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.
Browse	a Windows operation of navigating through directories via a mouse to select a specific file.
Browser	a software program which provides a user-friendly interface 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.
Category	in <u>CM/ECF</u> , a classification of similar document types. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections.
CBT	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.
Check Box	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.
<u>CM/ECF</u>	Case Management/Electronic Filing; the Administrative Office's application for filing cases and documents electronically via the Internet.
Default	a common suggested value displayed by <u>CM/ECF</u> on a screen. Many fields in <u>CM/ECF</u> have common values suggested; if correct, users may accept them, or if incorrect, may type over them.
Document Type	In <u>CM/ECF</u> , a specific filing or event with similar characteristics within a case which behaves uniquely from other document types.

Drop-Down List	a window listing selections of data alphabetically in a text box. Drop-down lists are used throughout CM/ECF for making selections. When you see the selection you wish to make, click it to highlight it. To make multiple selections, hold the CTRL (control) key down when making second, third, etc. selections.
Hypertext (HTML) Link	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.
MR	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 http://support.sdsd.aoc.dcn/mrdb/mrSubmit.aspx .
Notice of Bankruptcy Case Filing	a CM/ECF document that is generated at case opening with all the substantive information of the case. The Entry Date appears on the local court seal displayed on this formal notice. When the petition is submitted by an attorney, both the date and the time of filing appear. This official document can be used to enforce collection and foreclosure activities of creditors.
Notice of Electronic Filing (NEF)	an electronic document produced by CM/ECF which certifies filing of all documents and claims with the U.S. Bankruptcy Court. All parties requesting electronic notification can be sent this certification via electronic mail.
PDF Document	a “portable document formatted” document; a type of imaged document created by Adobe Acrobat . Each document is secured with a unique encrypted key. All documents in CM/ECF must be in PDF format, with the exception of the creditor matrix, which must be uploaded in a text (.txt) format.
Radio Button	a round selection button used to choose items from a list. Radio buttons are designed so that users can choose only one item.
URL	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 www.gasb.uscourts.gov .

Appendix B		Common Abbreviations and Designations	
State/Possession		Abbreviation	
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
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	VLV
VILLAGE	VLG

Secondary Unit Designators:	
Description	Abbreviation
Apartment	APT
Basement	BSMT
Building	BLDG
Department	DEPT
Floor	FL
Office	OFC
Penthouse	PH
Room	RM
Space	SPC
Suite	STE

Unit	UNIT
Upper	UPPR